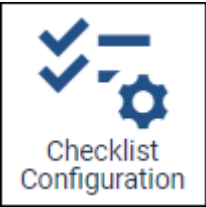


# Checklist Configuration

**Checklist Configuration** section allows activating an option to connect and send checklist item emails.

This section can be accessed in the 'Admin' panel by clicking on the 'Checklist Configuration' icon:



## Checklist Configuration view


The 'Checklist Configurations' page contains the following options:

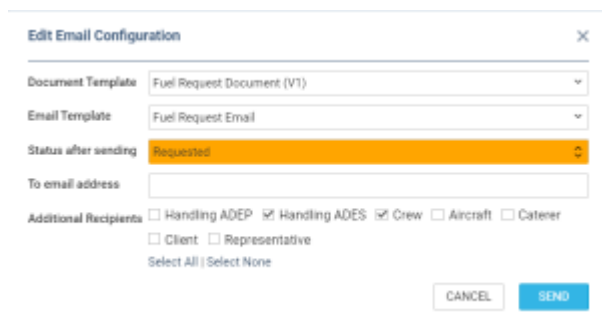
Search	Label	FILTER	Include sales checklist statuses into overall trip status				
Label	Checklist Section	Attach to	Sales/OPS	Visible on Crew App	Auto add to log	SQL	Requesting
SWR ETS CALL TO THE ARRIVAL FBO (AGENT)	Handling	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom	
AB HRG Power Briefing	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
ACCC	Cargo	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default	
Aircraft performance	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Airport Category	Flight Risk Analysis	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Airport extension	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Airport Opening (ADOPS)	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Airport Opening (ADOPS)	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Airspace requirements	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default	
Airspace restriction check	Ops	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom	
All	Ops	TRIP	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
APPROACH (ADOPS)	Departure	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
APPROACH (ADOPS)	Arrival	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
APRS CARBON (ADOPS)	Departure	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
APRS CARBON (ADOPS)	Arrival	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
APROR ACCESS (ADOPS)	Flux	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	
Appt Special Checklist	Flight Risk Analysis	FLIGHT	OPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled	

'Checklist Configuration' main view

1. **Search** - option to quickly search for the specific checklist item
2. **Include sales checklist statuses into overall trip status**
3. **Checklist items table** divided into following columns:
  - **Label** - checklist item name
  - **Checklist Section** - a subsection of the checklist where an item is placed
  - **Attach to** - indicates whether it is an item assigned to a single flight or the whole trip
  - **Sales/OPS** - indicates whether it is an OPS or Sales Checklist item
  - **Visible on Crew App** - option to mark which item should be available to Crew in the Crew App
  - **Enabled** - option to mark the default checklist items. This option has been moved across from the 'Flight Editing' section
  - **Requesting** - activating/deactivating the checklist email configuration:
    - - accessing the Checklist email configuration
    - - deleting the existing Checklist email configuration
    - **Empty** - checklist item email configured by default

## Configuring emails

The checklist item emailing option **can be configured by accessing the 'Edit Email Configuration' window** via  icon in the 'Requesting' column.



'Edit Email Configuration' window

The '**Email Edit Configuration**' window contains the following:

- **Document Template** - an optional setting that contains the selection of the documents set up in the [Documents Manager](#) and based on the 'Checklist Leg Item Document' template. If no documents are set up, the selection is set to 'none'
- **Email Template** - an optional setting that contains the selection of the emails set up in the [EMAIL TEMPLATES](#) and based on the 'Flight Checklist Item Email' template. If no emails are set up, the selection is set to 'none'
- **Status after sending** - required field. Allows selecting the default status after sending an email in the Checklist
- **To email address** - fixed email address that appears in the 'Request' email pop-up window in the Checklist
- **Additional Recipients** - an optional group of recipients of the Checklist emails

The **SEND** button allows saving the 'Checklist Configuration' settings.

Once it is saved, the **REQUEST** button will appear in the Checklist, next to the item status. The status of the item will change to the selected one in the configuration:



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