

# Manage an Apparatus Checklist

## Saving Changes


You need *Apparatus Manager* permissions to make these changes.

You can pick the questions that appear on the checklist when conducting an apparatus check. You can also add custom items to the checklist.

1. On a browser, go to <https://apparatus-checks.platform.firestationsoftware.com/select-apparatus>. You may need to sign in.
2. Select the apparatus you want to view.
3. In the left menu select *Checklist*.
4. Toggle, add or remove items.
5. Click "Save Items" at the top of the page.

You must click "Save Items" to save your changes before leaving the page. If you do not click this button, your changes will be lost.

Apparatus Checks ▾

 Sample Coordina...  
My Fire Department

Overview



Inventory

Checklist


Check History

Switch


### Configure Checklist

 Add Item  Save Items


**Default Items**  
Select the default checklist items that you want to appear during a check.

 Record Service Due


☐

 Fuel Level


☒

 Record Mileage


☒

 Record Pump Hours

☐

 Record Engine Hours

☐

 Record O2 Level

☐

**Custom Items**  
Configure additional checklist items specific to your department/apparatus. Items can be sorted by dragging the box up or down.

There are no custom items on the checklist

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# Select Default Items

There are six preconfigured items for an apparatus checklist. You cannot modify these items, but you can enable or disable them.

- Record Service Due
- Fuel Level
- Record Mileage
- Record Pump Hours
- Record Engine Hours
- Record O2 Level

To do this:

1. Check or uncheck the checkbox on the right side of a default item.
2. Click "Save Items" at the top of the page.

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## Default Items

Select the default checklist items that you want to appear during a check.

 Record Service Due	<input type="checkbox"/>
 Fuel Level	<input checked="" type="checkbox"/>
 Record Mileage	<input checked="" type="checkbox"/>
 Record Pump Hours	<input type="checkbox"/>
 Record Engine Hours	<input type="checkbox"/>
 Record O2 Level	<input type="checkbox"/>

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# Add Custom Items

You can add custom items to the checklist:

1. At the top of the *Checklist* page, click the "Add Item" button.
2. Fill out the form details.
3. Click "Save" at the bottom of the modal dialog.
4. Click "Save Items" at the top of the page.

# Configure Checklist

 Add Item  Save Items

## Default Items

Select the default checklist items that must be completed.

 Reco

New Checklist Item


Prompt

Give the item a prompt for the task to accomplish or a question that must be answered.

Check the windshield wipers

Input Type

Select the type of response for this item's prompt.

☒ ☐ Checkbox ☐  Text

Save

## Edit Custom Items

1. Click the gear button on the right side of the item.
2. Select "Edit".
3. Update the form details.
4. Click "Save" at the bottom of the modal dialog.
5. Click "Save Items" at the top of the page.

### Custom Items

Configure additional checklist items specific to your department/apparatus. Items can be sorted by dragging the box up or down.

☒ Check the windshield wipers



☒ Check the tire pressure



☒ Make sure the keys are not in the ignition



 Edit

 Remove


## Delete Custom Items

1. Click the gear button on the right side of the item.
2. Select "Edit".

3. Update the form details.
4. Click "Confirm" at the bottom of the modal dialog.
5. Click "Save Items" at the top of the page.

#### Custom Items

Configure additional checklist items specific to your department/apparatus. Items can be sorted by dragging the box up or down.

<input checked="" type="checkbox"/> Check the windshield wipers	
<input checked="" type="checkbox"/> Check the tire pressure	
<input checked="" type="checkbox"/> Make sure the keys are not in the ignition	



## Organize Custom Items

You can reorder custom items:

1. Click and hold on the icon or name of the item row to begin dragging it.
2. Drag the row up and down and release your mouse to move the row to a new location.
3. When you are done, click "Save Items" at the top of the page.

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