

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.

The screenshot shows the 'Configure Checklist' interface. At the top, there is a navigation bar with 'Apparatus Checks' and a dropdown arrow, and a user profile for 'Sample Coordina...' from 'My Fire Department'. A left sidebar contains navigation options: Overview, Inventory, Checklist (highlighted), Check History, and Switch. The main content area is titled 'Configure Checklist' and includes 'Add Item' and 'Save Items' buttons. It is divided into two sections: 'Default Items' and 'Custom Items'. The 'Default Items' section contains a list of items with checkboxes: 'Record Service Due' (unchecked), 'Fuel Level' (checked), 'Record Mileage' (checked), 'Record Pump Hours' (unchecked), 'Record Engine Hours' (unchecked), and 'Record O2 Level' (unchecked). The 'Custom Items' section is currently empty, with a message stating 'There are no custom items on the checklist'.

Apparatus Checks ▾ Sample Coordina...
My Fire Department

Configure Checklist
Add Item Save Items

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"/>

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

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.

Default Items Select the default checklist items that you want to appear during a check.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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.

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 

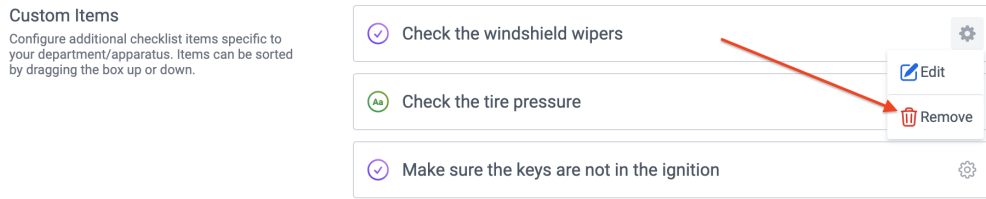
 Edit

 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.



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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