



Before Takeoff
Beechcraft Baron 58 (BE58)

ForeFlight CHECKLIST Guide

Beechcraft Baron 58 (BE58)

Abnormal

Emergency

FLIGHT

Preflight Inspection

Before Starting

Engine Starting

After Starting and Taxi

All Instruments

Fuel Indicators

Mixture

Fuel Selectors

Starter Energized Annunciator

Should be illuminated during start and extinguished after proper indication.



ForeFlight
A Boeing Company

Propeller Controls

rpm decreases to approx. 2200 rpm

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DEFINITIONS

Abbreviation	Definition
AFM	Aircraft Flight Manual
EFB	Electronic Flight Bag
IMSAFE	Illness, Medication, Stress, Alcohol, Fatigue, Emotion
POH	Pilot's Operating Handbook

INTRODUCTION

This guide provides an overview of the Checklist feature in ForeFlight Mobile. Checklist allows you to complete a checklist with a series of taps and quickly access Abnormal and Emergency checklists. Checklist is included in all subscriptions.

NOTE: The Checklist feature is not available on ForeFlight Web.

There are prebuilt checklist templates for various fixed-wing and rotorcraft models, all derived from pilot operating handbooks. The templates can be customized as needed to fit your particular aircraft. A complete list of aircraft with available checklist templates is available at [ForeFlight Checklists](#).

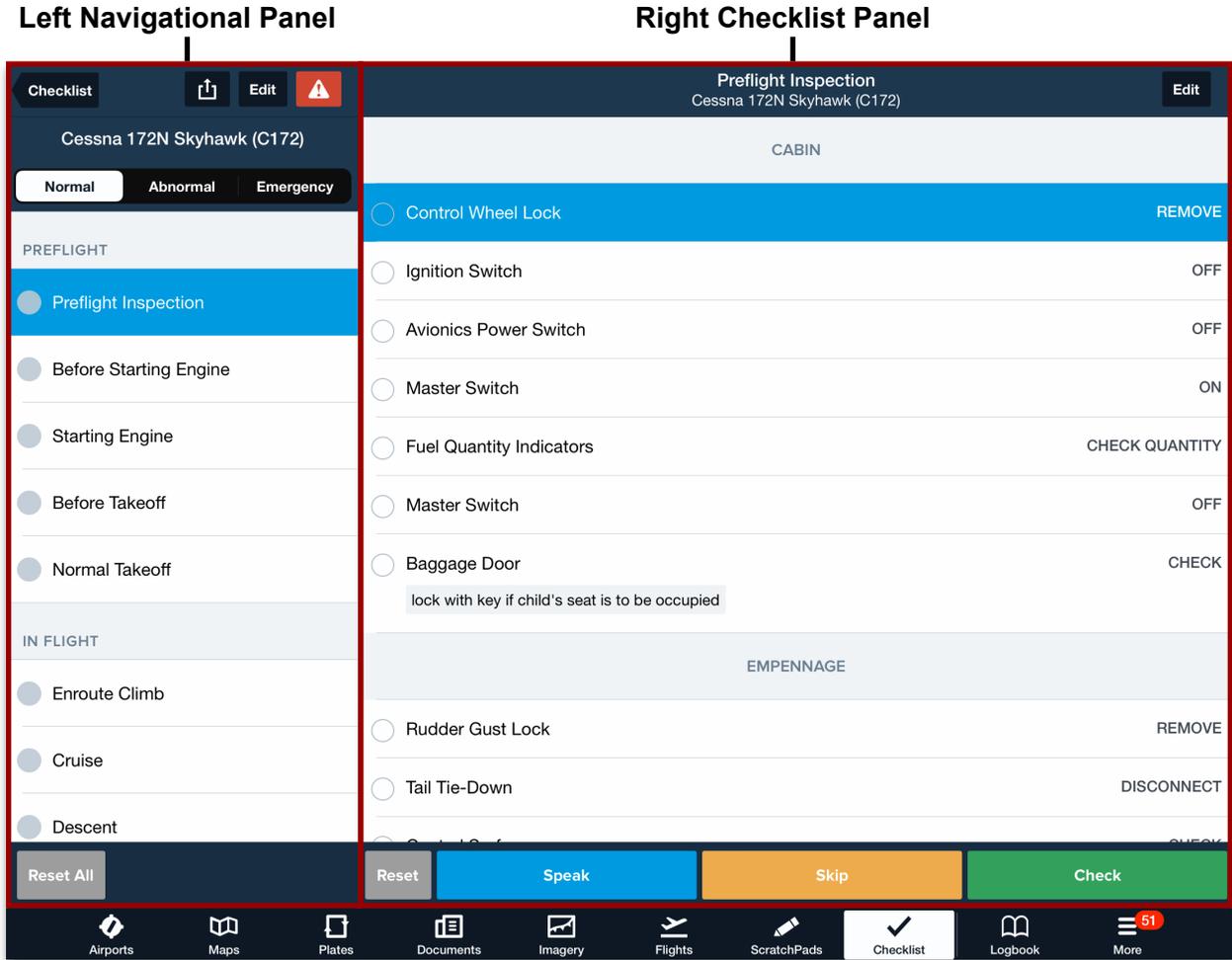
Checklists do not have to be specific to an aircraft. Any type of checklist can be added to Checklist. Examples of non-aircraft checklists included are the EFB Preflight, I.M.S.A.F.E., and Passenger Brief checklists.

Checklists are synchronized across your account, allowing you to create and edit checklists on one device and have the checklists available across all devices on your account.

1. INTRODUCTION

1.1 Layout

The Checklist feature is organized into a two-panel design.



2-Panel Checklist View

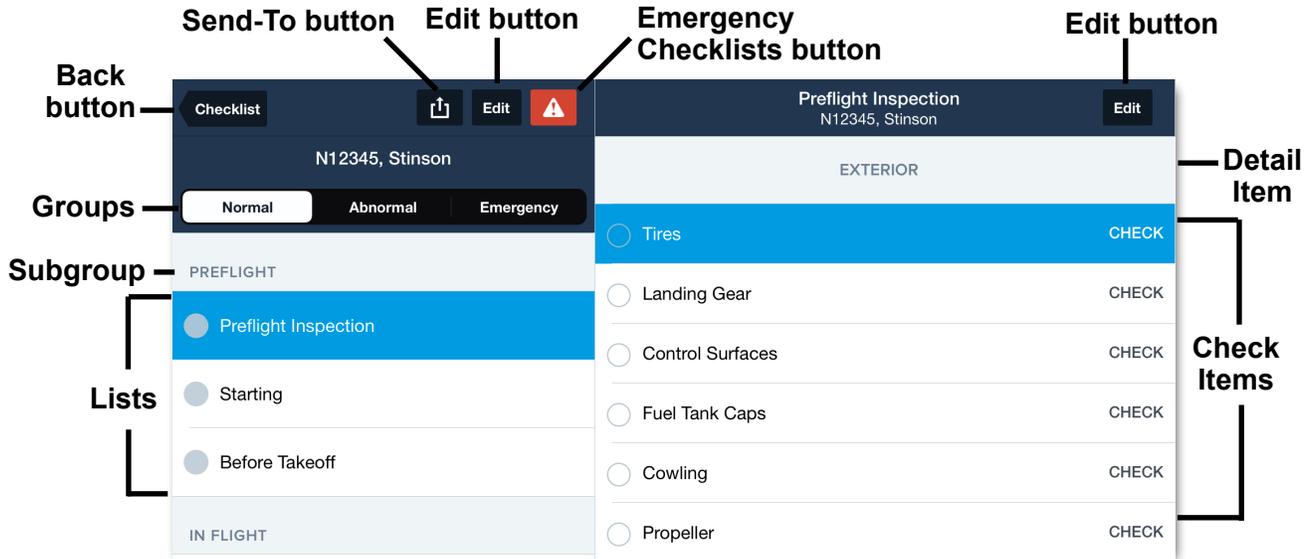
The left panel is used primarily for checklist selection and navigation. Progression through the entire checklist is displayed next to each list. The entire checklist can be reset from this panel. Secondary functions include options to create new checklists, share checklists, and edit names, subgroups, and lists.

The right panel is where individual check items are found. Confirmation of having checked or skipped items is made here. Edits to check items are made in the right panel.

1. INTRODUCTION

1.2 Checklist Structure

Checklists are made up of various organizational elements. Those elements are Groups, Subgroups, Lists, Detail Items, and Check Items.



1.2.1 Groups

Every checklist has the option to be divided into Groups. The Groups are shown near the top of the left panel and are divided into Normal, Abnormal, and Emergency.



Checklist Groups

The **Normal** group is used for checklists related to normal operations, such as:

- Preflight
- Takeoff
- Enroute
- Landing
- Post Flight

1. INTRODUCTION

Abnormal checklists are for non-normal and non-emergency checklists. These types of checklists may include:

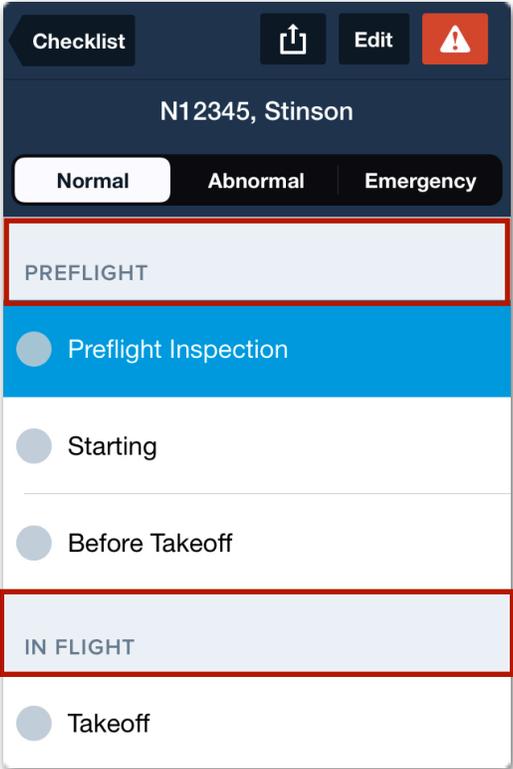
- High Oil Pressure
- Low Voltage
- Alternator Failure

Emergency checklists are for checklists used in an emergency situation. These types of checklists may include:

- Engine Failure
- Emergency Descent
- Electrical Fire

1.2.2 Subgroups

Under each Group are Subgroups. Subgroups are listed in the left panel, have the look of a section header, and have a light gray background. These are convenient ways to organize checklists into topical groupings such as preflight, starting, before takeoff, etc.



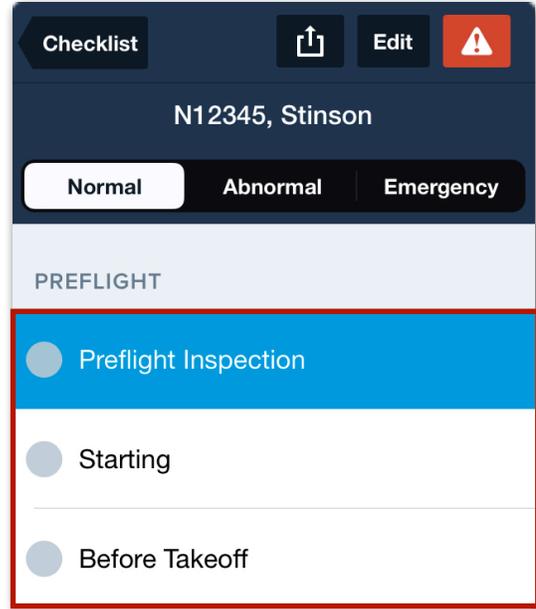
Subgroups within a Group

1. INTRODUCTION

1.2.3 Lists

Lists help divide subgroups into manageable areas. A list is placed under its subgroup in the left panel.

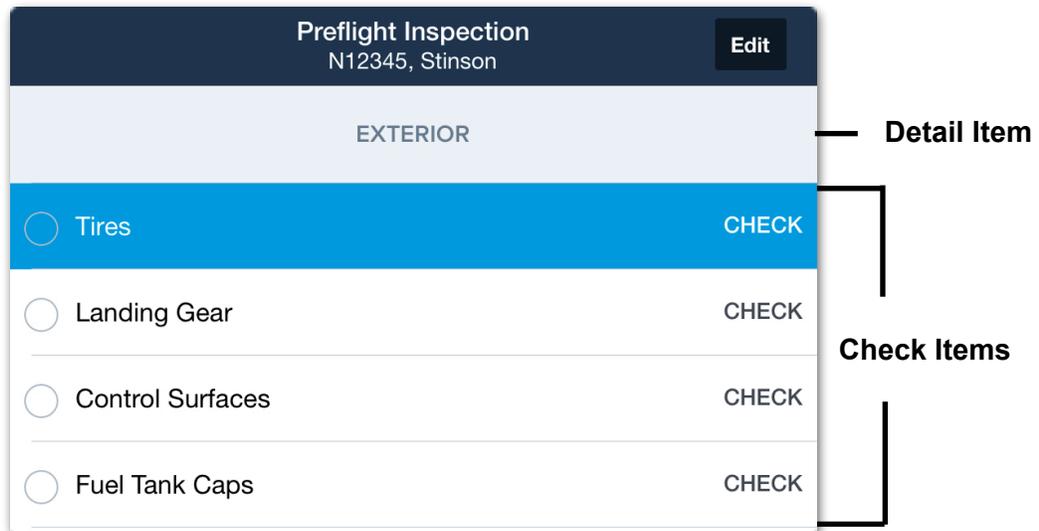
For example, a Preflight subgroup may divide the aircraft into lists for Preflight Inspection, Starting, and Before Takeoff lists. An In Flight subgroup may have lists that divide procedures by phase of flight—for example, Climb, Cruise, Descent, and Landing.



Lists within a Subgroup

1.2.4 List Items

List Items are the individual detail items or check items for a specific checklist displayed in the right panel.



List Items (Detail and Check Items) within a List

GETTING STARTED

The Checklist feature is based on templates. For accuracy, each template must be checked against the aircraft's Pilot's Operating Handbook.

2.1 Resources Needed

Whether using a pre-built template or creating a checklist from scratch, the Pilot's Operating Handbook (POH) or Aircraft Flight Manual (AFM) is needed. The POH and AFM are used to create each checklist item. If using a pre-built checklist, the POH or AFM is used to verify the accuracy for the specific aircraft make, model, and installed equipment.

IMPORTANT: After creating a checklist from one of the available pre-built templates, before using the checklist, *verify* that all entries correspond to the aircraft's AFM or POH.

2.2 Included Checklist Templates

ForeFlight has included pre-built templates for several aircraft, both fixed-wing and rotorcraft. Included are other checklists that are not aircraft specific but useful for aviation operations.

2.2.1 Aircraft

ForeFlight includes over 75 aircraft checklist templates from 11 different aircraft manufacturers. The complete list of aircraft models for which pre-built templates are available can be found on the [ForeFlight Checklist Templates](#) webpage.

NOTE: If a pre-built checklist does not exist for a specific aircraft, it must be created by modifying an existing template or by creating a new one from the Basic Template.

2. GETTING STARTED

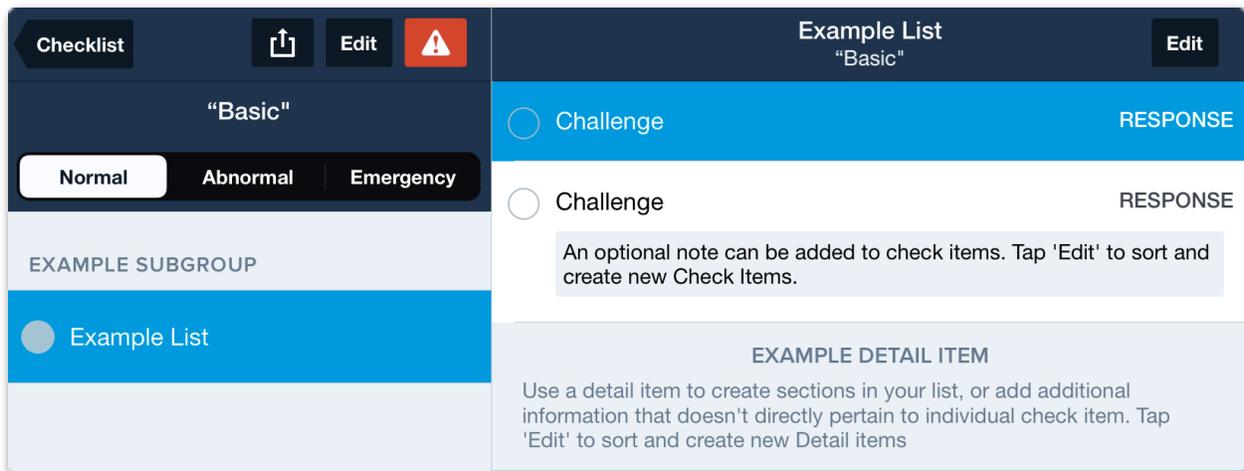
2.2.2 Other

ForeFlight includes three non-aircraft checklists:

- **EFB Preflight** - a checklist to ensure a device with ForeFlight Mobile installed is ready for flight. Checks include devices charged, latest charts are downloaded, required accessories packed, etc.
- **I.M.S.A.F.E.** - a checklist to ensure a pilot is ready for flight. Checks include Illness, Medication, Stress, Alcohol, Fatigue, and Emotion.
- **Passenger Brief** - a checklist to remind passengers what they need to know to enjoy a safe flight.

2.2.3 Basic Template

ForeFlight has a Basic Template to assist in building a checklist from scratch. The Basic Template consists of one example of each level (Group, Subgroup, List, and Line Items with Challenge, Response, and optional note).



Blank Basic Template

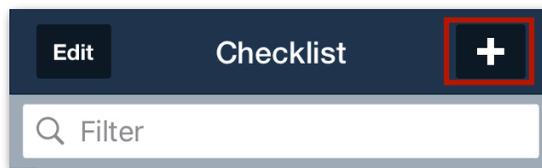
CREATING A CHECKLIST

Each checklist starts with a prebuilt aircraft template or is made from a Basic Template. If your aircraft is one for which a **prebuilt template** is available, then use the prebuilt template. Otherwise, create a checklist from scratch using the blank template.

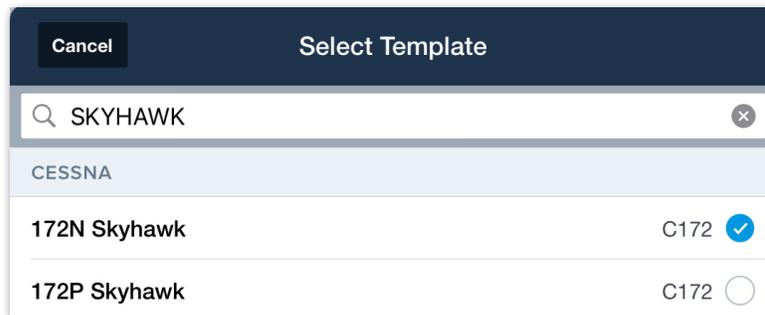
3.1 Creating a Checklist from a Prebuilt Template

To load a prebuilt template checklist, perform the following:

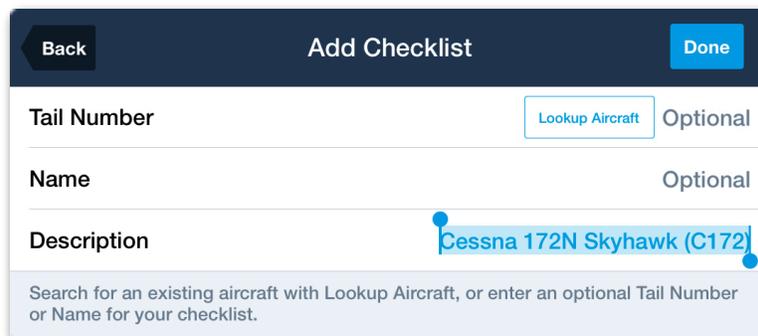
1. Tap **[+]** at the top of the left-hand panel.



2. Type a manufacturer name, model number, or model name into the **Filter** search bar. If the aircraft or similar model does not appear, refer to **Creating a Checklist from the Basic Template**.



3. Enter the aircraft's details if desired. The *Description*, which can be edited, will be filled in automatically if using an aircraft template.

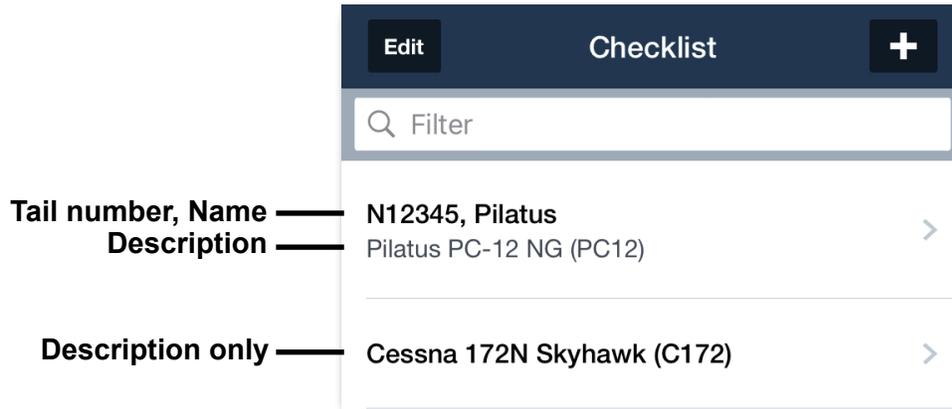


NOTE: The Lookup Aircraft button allows you to copy the tail number from an aircraft profile already in the associated account.

3. CREATING A CHECKLIST

4. Tap **Done**. The checklist will be loaded and appear at the bottom of the left-hand panel.

When a tail number and name are included, the tail number will be followed by the name on the first line in bold. The second line contains the description. If no tail number or name is provided, the description appears alone in bold.



Added Checklists

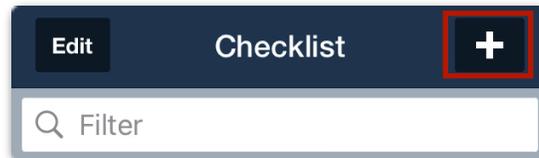
IMPORTANT: After creating a checklist from one of the available templates, before using the checklist, you *must* verify that all entries correspond to the aircraft's POH.

3. CREATING A CHECKLIST

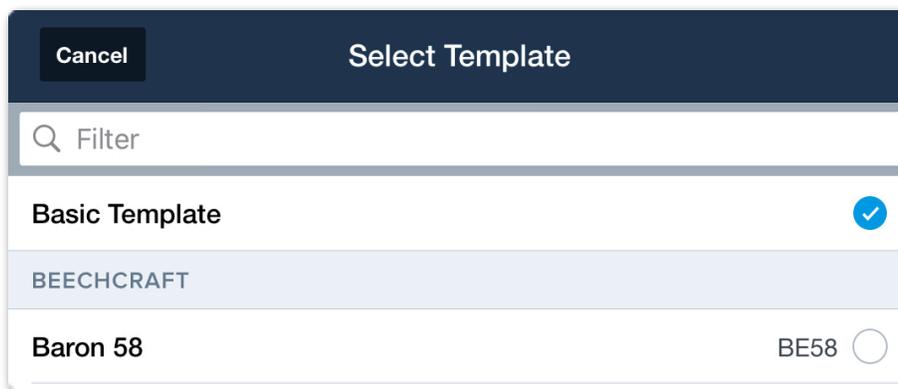
3.2 Creating a Checklist from a Basic Template

To load a Basic Template checklist, perform the following:

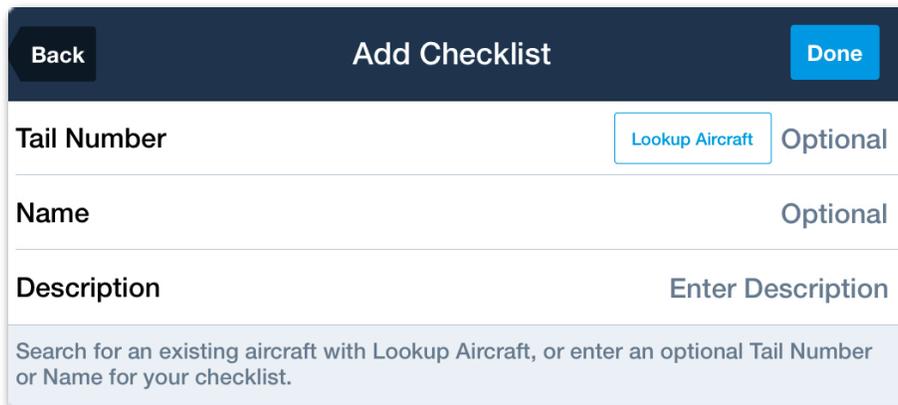
1. Tap **[+]** at the top of the left-hand panel.



2. Select Basic Template from the top of the Select Template pop-up.



3. Enter the aircraft's details as desired. The checklist will appear as a blank entry if no information is entered.

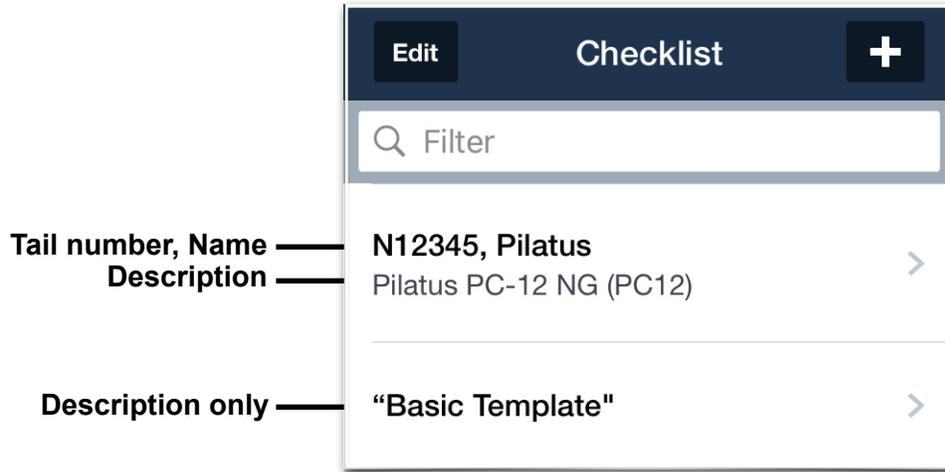
A screenshot of the 'Add Checklist' form. The form has a dark blue header with 'Back' on the left, 'Add Checklist' in the center, and 'Done' on the right. The form contains three input fields: 'Tail Number' with a 'Lookup Aircraft' button and 'Optional' text; 'Name' with 'Optional' text; and 'Description' with 'Enter Description' text. At the bottom, there is a light blue informational box with the text: 'Search for an existing aircraft with Lookup Aircraft, or enter an optional Tail Number or Name for your checklist.'

NOTE: The Lookup Aircraft button allows you to copy the tail number from an aircraft profile already in the associated account.

4. Tap **Done**. The checklist will be loaded and appear at the bottom of the left-hand panel.

3. CREATING A CHECKLIST

When a tail number and name are included, the tail number will be followed by the name on the first line in bold. The second line contains the description. If no tail number or name is provided, the description appears alone in bold.



Added Checklists

CUSTOMIZING A TEMPLATE

Prebuilt and blank templates can be customized in various ways. Elements can be added, removed, moved, copied, or edited. These processes are done within a level, such as Checklist, Subgroup, List, Detail Item or Check Item. Groups cannot be moved, deleted, or added. The Abnormal and Emergency Groups are empty in the Basic Template but can be populated.

IMPORTANT: When editing a checklist, ensure the device is connected to the Internet so changes synchronize with the ForeFlight Cloud. Make sure the checklist is open on only one device. Be sure to tap the **Done** button on that device before opening the checklist on another device.

NOTE: For MFB subscriptions, ensure that your Military ForeFlight Account allows Data Sync and that all devices have Synchronize User Data enabled on their devices.

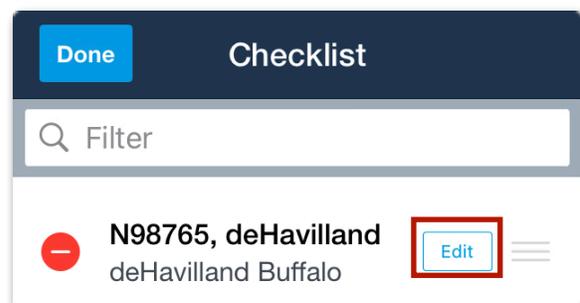
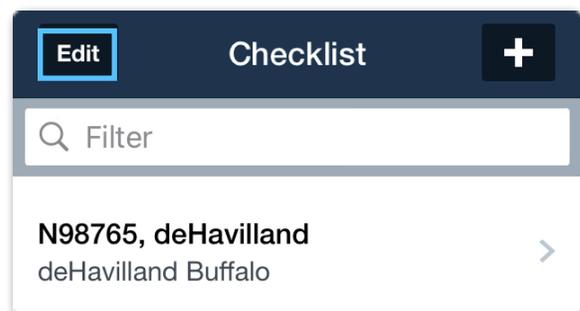
4.1 Working with Checklists

Checklists title information, such as the Tail Number, Name, and Description can be edited. The position of a checklist in a list can be reordered. Last, an entire checklist can be duplicated or deleted.

4.1.1 Editing a Checklist

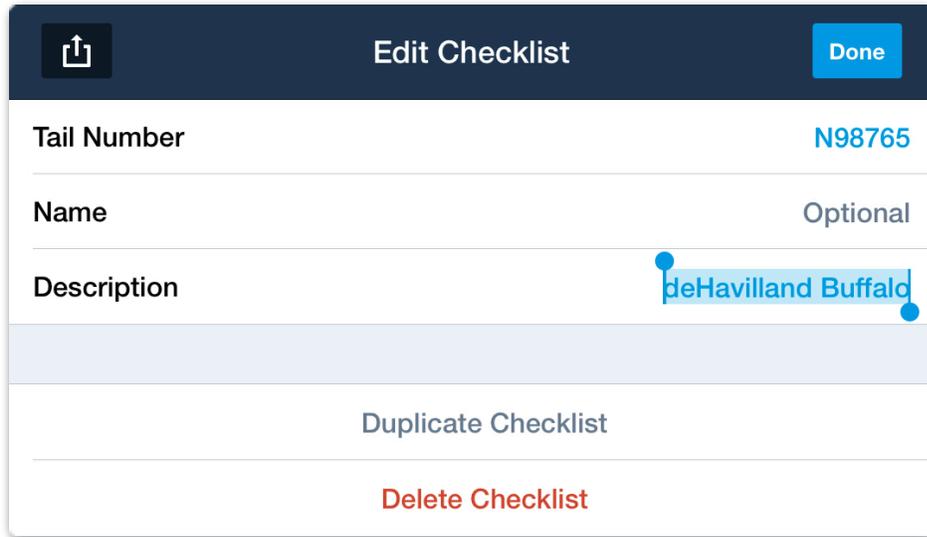
To edit a checklist's top-level details, perform the following:

1. Tap the **Edit** button in the upper left-hand corner of the left panel. The checklists appear with a red circle with a white line.
2. Tap the **Edit** button next to the checklist to edit. The Edit Checklist pop-over appears.



4. CUSTOMIZING A TEMPLATE

3. Edit the Tail Number, Name, or Description as desired.



Edit Checklist	
Tail Number	N98765
Name	Optional
Description	deHavilland Buffalo
Duplicate Checklist	
Delete Checklist	

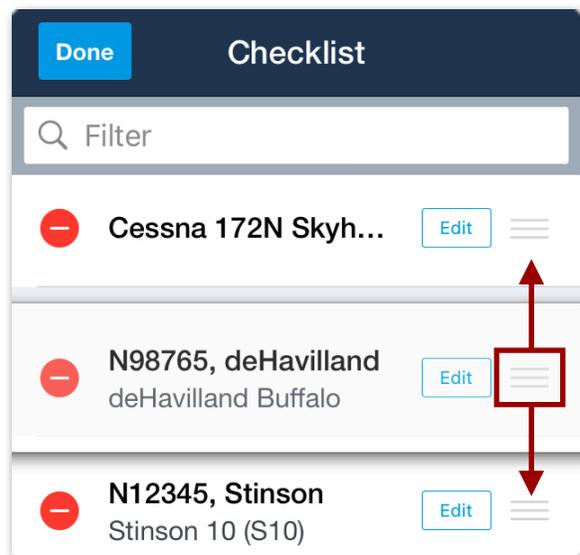
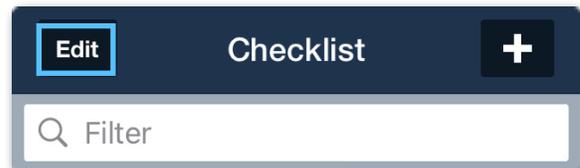
Editable Checklist Fields

4. Tap **Done** in the Edit Checklist pop-over.
5. Tap **Done** in the upper-left corner of the left panel.

4.1.2 Moving a Checklist (Sort Order)

To reorder the checklists, perform the following:

1. Tap the **Edit** button in the upper left-hand corner of the left panel. A red circle with a white line appears next to the checklist title.
2. Tap and hold the three lines to the right side of a checklist Edit button to move the checklist's position up or down.
3. Tap **Done**.

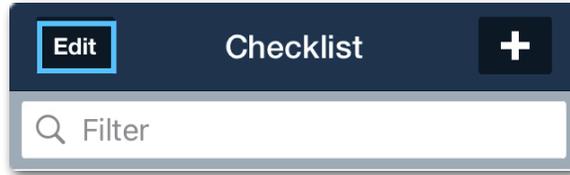


4. CUSTOMIZING A TEMPLATE

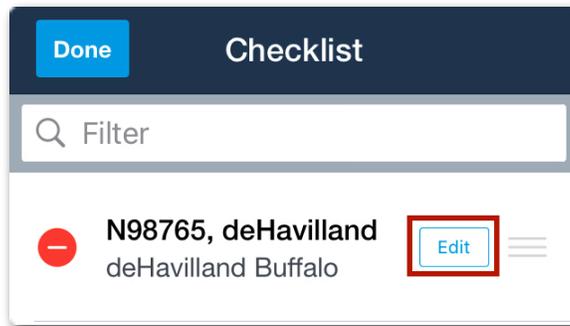
4.1.3 Duplicating a Checklist

Checklists can be duplicated using the following steps:

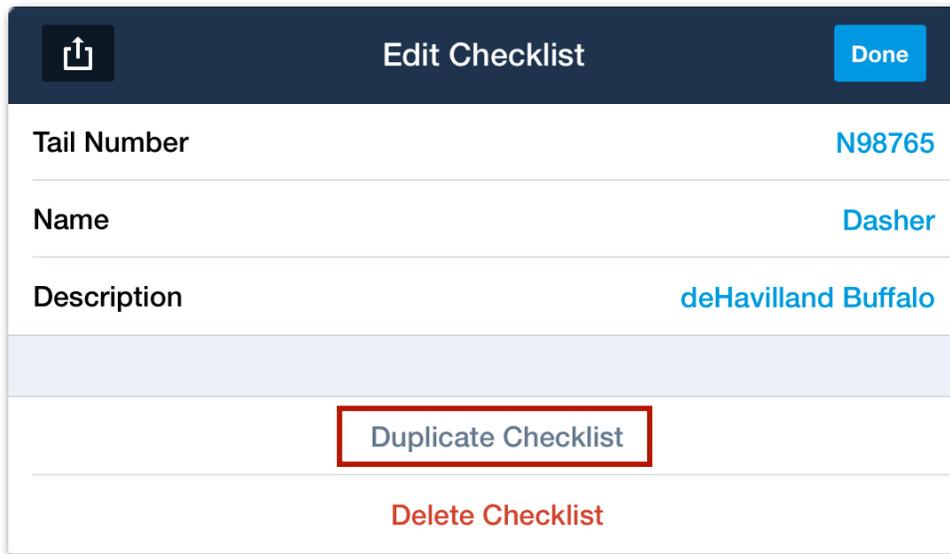
1. Tap the **Edit** button in the upper left corner of the left panel.



2. Tap the **Edit** button next to the checklist to duplicate. The Edit Checklist pop-over appears. Do not edit the aircraft details, as it will affect both the current and duplicated checklist details.



3. Duplicate the checklist by tapping the **Duplicate Checklist** button. A copy of the checklist will appear above the original with a "(#)" to indicate the number of times the checklist has been duplicated. This number may be hidden if the title of the checklist is long.



Edit Checklist Pop-up

4. CUSTOMIZING A TEMPLATE

4.1.4 Deleting a Checklist

Delete checklists using one of the following methods.

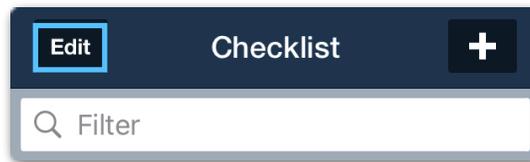
CAUTION: When you delete a checklist, all content in the checklist will be removed. Once a checklist or checklist component is deleted, it cannot be recovered.

Swipe to Delete

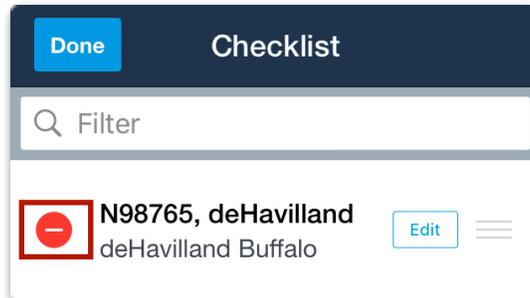
1. Swipe from right to left across the checklist you want to remove. Delete button appears.
2. Select the **Delete** button. A confirmation message appears.
3. Tap **Delete** to delete the checklist.

Tap the Delete Circle

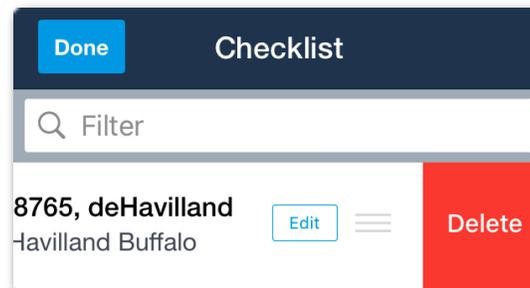
1. Tap the **Edit** button in the upper left corner of the left panel.



2. Tap the red circle with a white line.



3. A red Delete pop-over button appears.

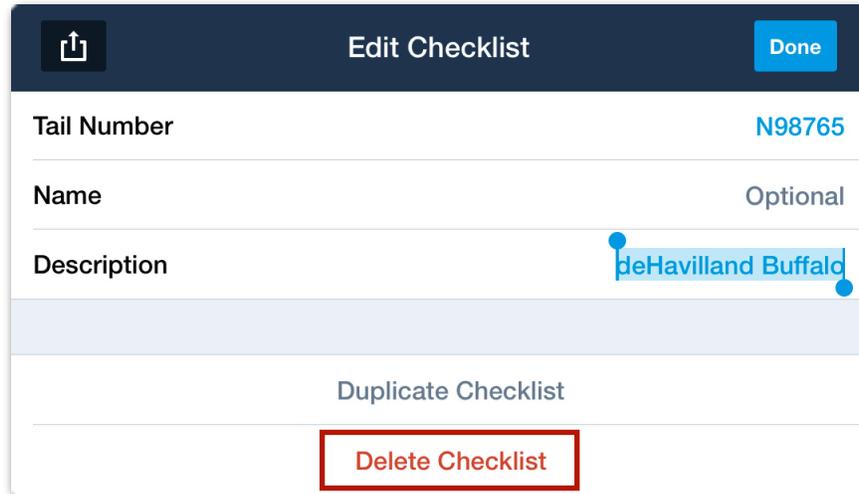


4. Tap the red **Delete** button. A confirmation message appears.
5. Tap **Delete** to delete the checklist.
6. Tap **Done**.

4. CUSTOMIZING A TEMPLATE

Delete in the Edit View

1. Tap the **Edit** button in the upper left corner of the left panel. The checklists appear with a red circle with a white line.
2. Tap the **Edit** button next to a checklist to edit it. A popup window appears
3. Tap the **Delete** button. A message appears for confirmation.



Edit Checklist	
Tail Number	N98765
Name	Optional
Description	deHavilland Buffalo
Duplicate Checklist	
Delete Checklist	

Edit Checklist Pop-up

4. Tap **Delete** to delete the checklist.

4. CUSTOMIZING A TEMPLATE

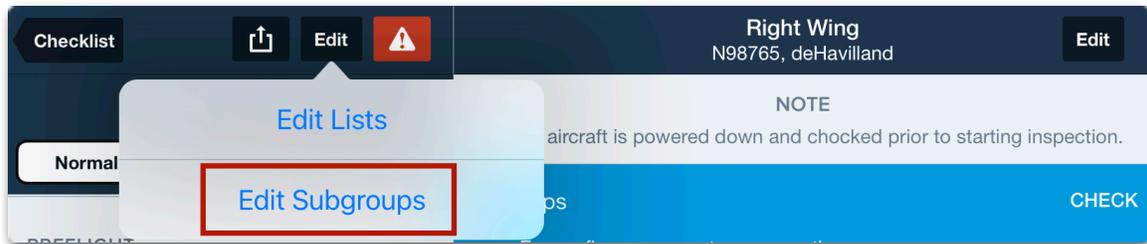
4.2 Working with Subgroups

Subgroups titles can be edited. There are also options to add, remove, or reorder subgroups.

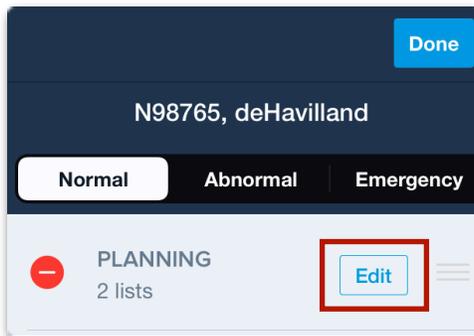
4.2.1 Editing a Subgroup Title

To change a Subgroup's title, perform the following:

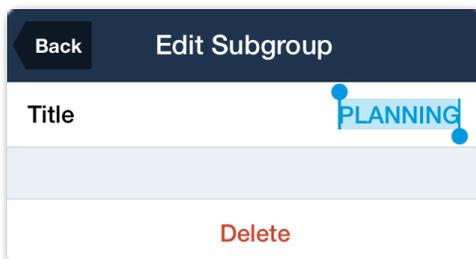
1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Lists or Subgroups.
3. Tap the **Edit Subgroups** button.



4. Tap the **Edit** button next to a subgroup. The Edit Subgroup slide-over appears in the left panel.
5. Tap the title to edit it.



6. Tap **Done** when complete.



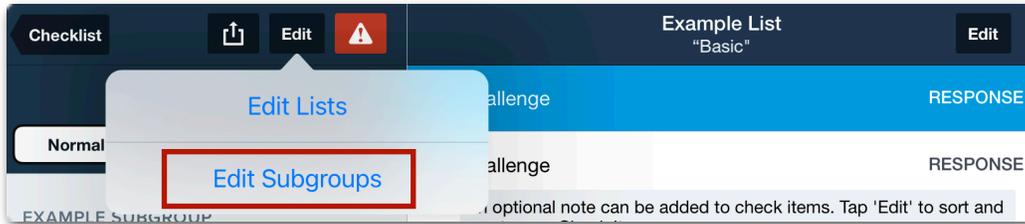
7. Tap the **Back** button to go to the list of Subgroups. The changed title will not appear until you click the **Done** button above the Groups.

4. CUSTOMIZING A TEMPLATE

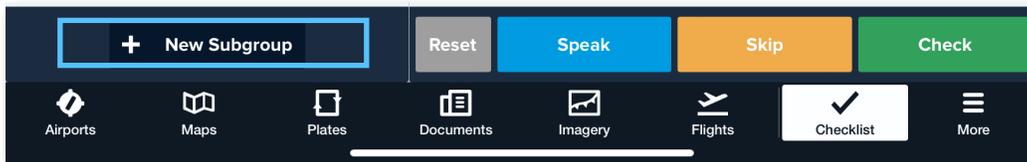
4.2.2 Adding a Subgroup

Subgroups can be added to any checklist. To add a subgroup, follow these steps:

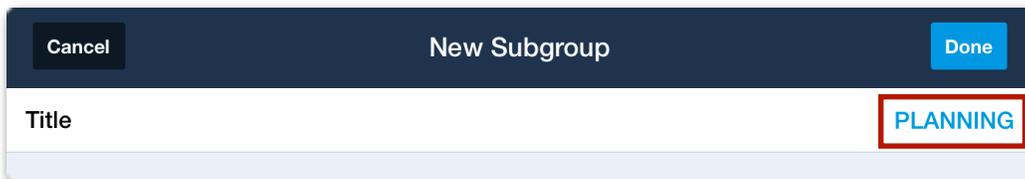
1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel.
3. Tap **Edit Subgroups**.



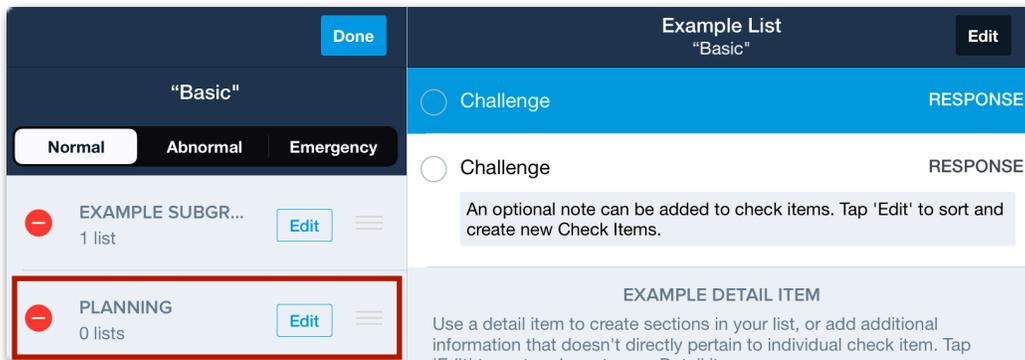
4. Tap **+ New Subgroup** at the bottom of the left-hand panel.



5. Type in the name of the new subgroup in the **New Subgroup** pop-up.



6. Tap **Done**. The new subgroup will appear below previous subgroup entries in the Group tab. The subgroup will show "0 lists" until lists are added.



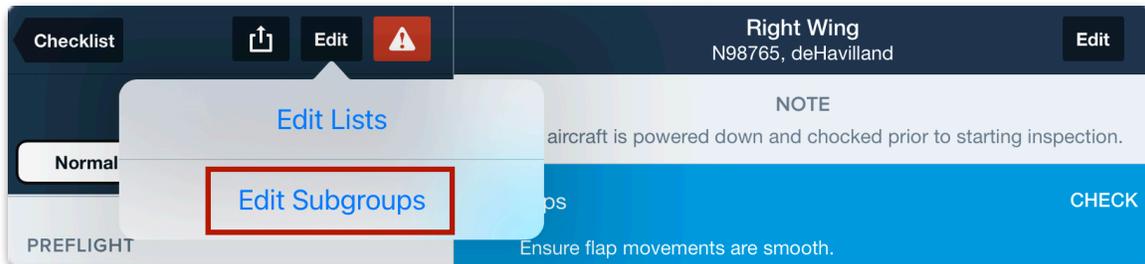
7. Repeat steps 3 through 6 as necessary.
8. Tap **Done** in the upper right corner of the left-hand panel when finished.

4. CUSTOMIZING A TEMPLATE

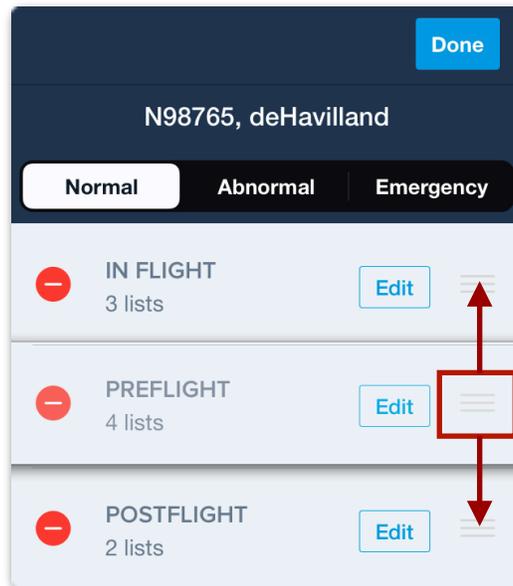
4.2.3 Moving a Subgroup (Sort Order)

To move a subgroup within a group, perform the following:

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Lists or Subgroups.
3. Tap the **Edit Subgroups** button.



4. Tap and hold the three lines to the right side of a subgroup to move the subgroup's position up or down.



5. Tap **Done**.

4. CUSTOMIZING A TEMPLATE

4.2.4 Deleting a Subgroup

Delete subgroups using one of the following methods.

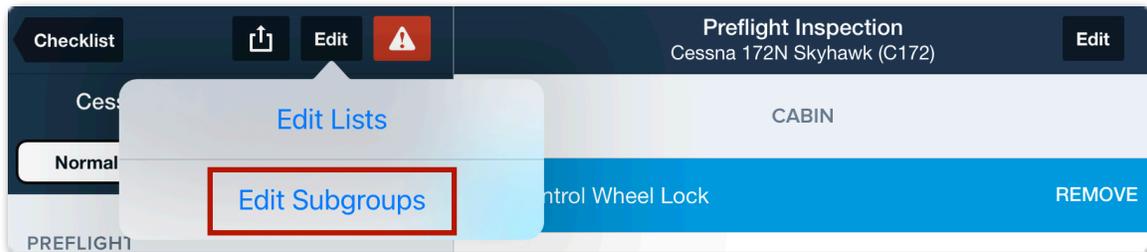
CAUTION: When you delete a subgroup, all content in the subgroup will be removed. Once a subgroup is deleted, it cannot be recovered.

Swipe to Delete

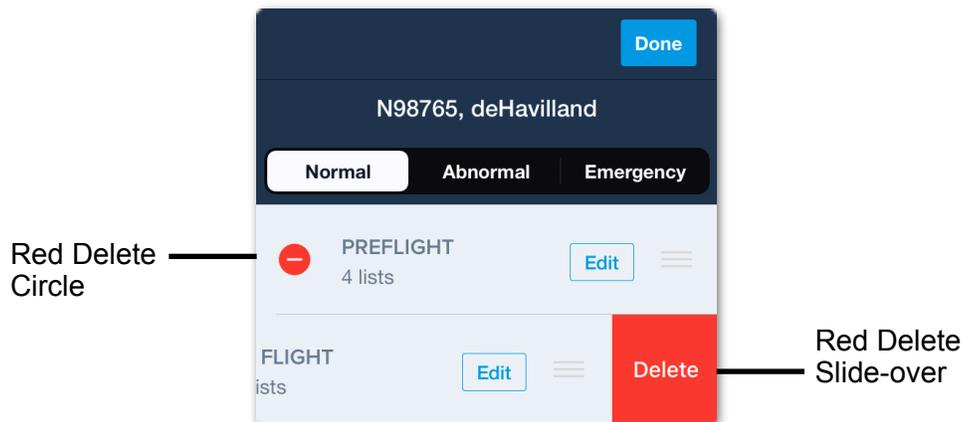
1. Swipe from right to left across the subgroup you want to delete.
2. Tap the **Delete** button. A confirmation message will appear.
3. Tap **Delete** to delete the subgroup.

Tap the Delete Circle

1. Select a checklist.
2. Tap the **Edit** button in the upper left corner of the left panel. A drop-down menu appears to edit either Subgroups or Lists.
3. Tap the **Edit Subgroups** button. A red circle with a white line appears to the left of the subgroups. The subgroups appear without lists.



4. Tap the red circle. A red Delete slide-over button appears.

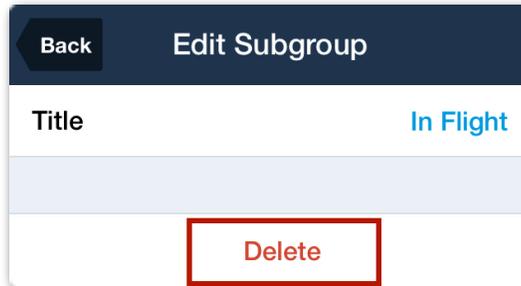


5. Tap the red Delete button. A confirmation message appears.
6. Tap **Delete** to delete the subgroup.
7. Tap **Done**.

4. CUSTOMIZING A TEMPLATE

Delete in the Edit View

1. Tap the **Edit** button next to the subgroup to delete. The **Edit Subgroup** slide-over appears.
2. Tap the **Delete** button. A confirmation message appears.



3. Tap **Delete** to delete the subgroup.

4. CUSTOMIZING A TEMPLATE

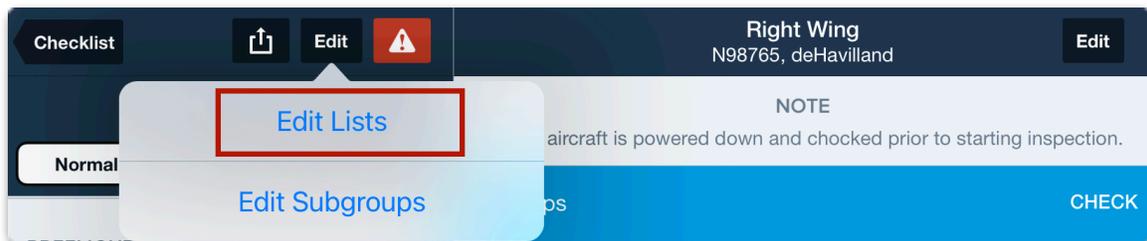
4.3 Working with Lists

A list title can be edited, and the group and subgroup the list falls under can be changed. There are also options to add, remove, and copy lists.

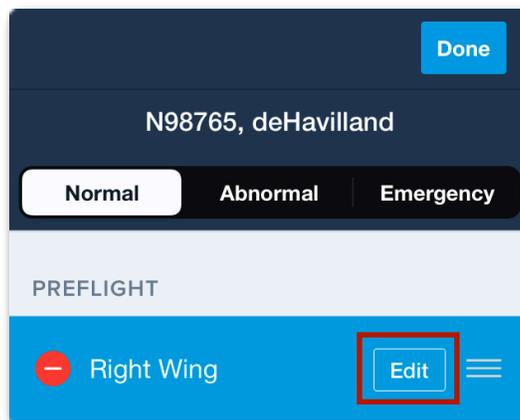
4.3.1 Editing a List

To change a list's title, group, or subgroup, perform the following:

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Subgroups or Lists
3. Tap the **Edit Lists** button. The Lists appear with a red circle with a white line in them.



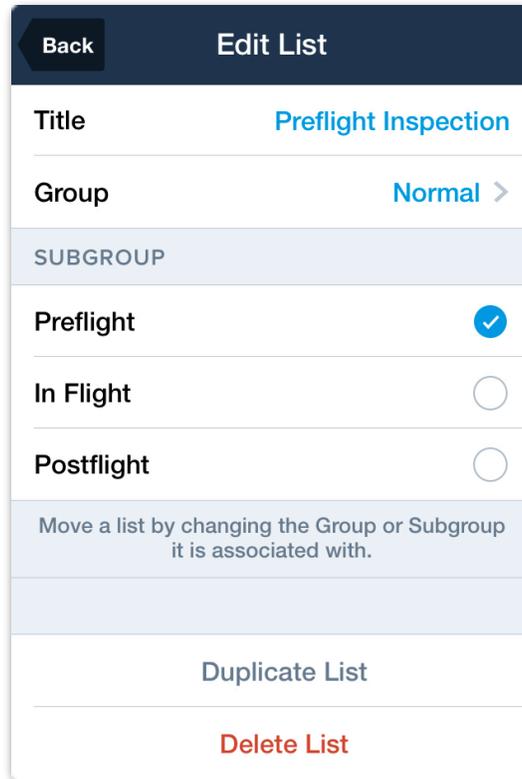
4. Tap the **Edit** button next to a List Item. The Edit List window appears.



5. Tap the **Title** row to change the title.
6. Tap the **Group** row to move the list to a different Group (Normal, Abnormal, or Emergency).

4. CUSTOMIZING A TEMPLATE

7. Move the list to a different subgroup by tapping on that subgroup. A white checkmark in a blue circle will indicate which subgroup the list will appear.
8. Tap the **Back** button when done.

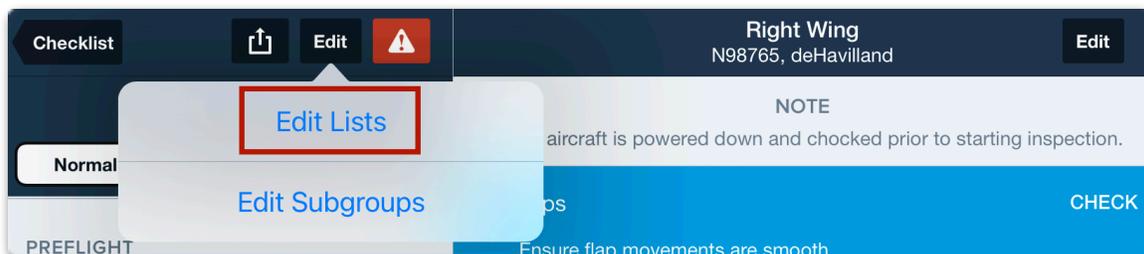


Edit List Slide-over

4.3.2 Adding a List

To add lists to a subgroup within a checklist, follow these steps:

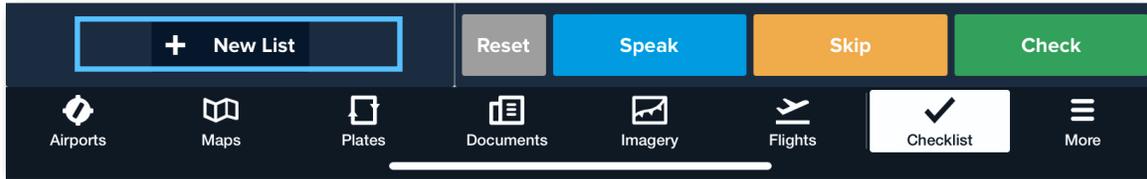
1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Subgroups or Lists.
3. Tap **Edit Lists**.



Edit Lists or Edit Subgroups pop-up

4. CUSTOMIZING A TEMPLATE

4. Tap **+ New List** at the bottom of the left-hand panel. The New List pop-up appears.



5. Type in the name of the new list.

New List Pop-up

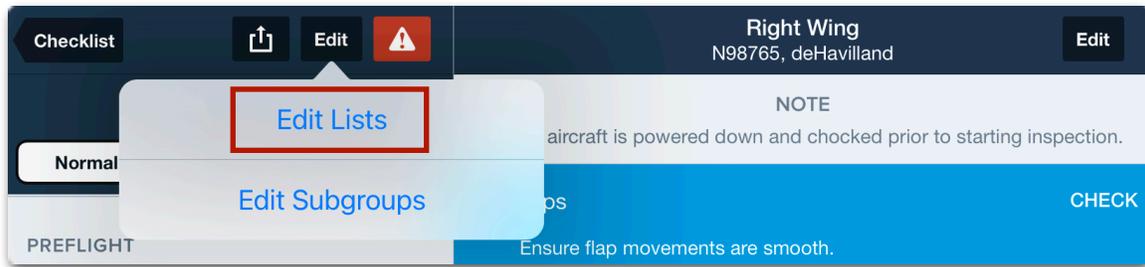
6. Tap the **Group** row to change the group where the list should appear (Normal, Abnormal, or Emergency).
7. Tap the subgroup where the list should appear. A white checkmark in a blue circle will indicate which subgroup the list will appear.
8. Tap **Done** in the upper right corner of the window. The new list will appear under the selected subgroup under any previous entries.
9. Repeat steps 4 through 8 as necessary.
10. Tap **Done** in the upper right corner of the left-hand panel when finished.

4. CUSTOMIZING A TEMPLATE

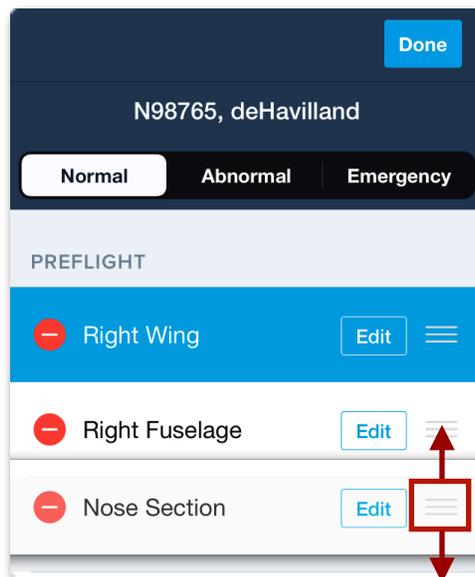
4.3.3 Moving a List

To move a list, perform the following:

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Lists or Subgroups.
3. Tap the **Edit Lists** button.

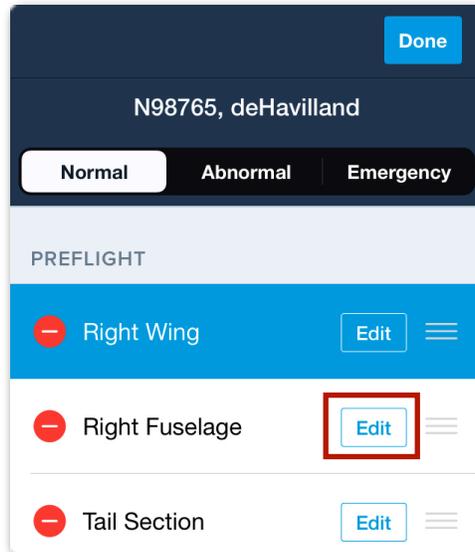


4. Tap and hold the three lines to the right side of a list to move the list's position up or down.

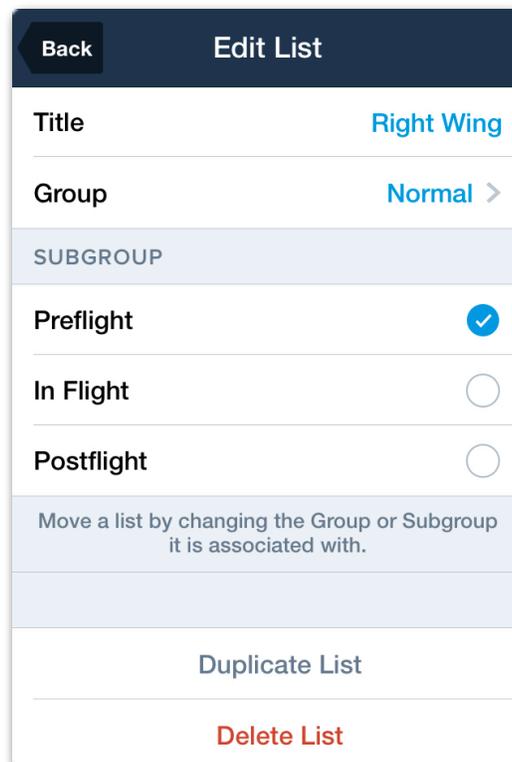


5. To move a list to a different subgroup, tap the **Edit** button next to the list to move. The Edit List slide-over appears.

4. CUSTOMIZING A TEMPLATE



6. Move the list to a different subgroup by tapping on that subgroup. A white checkmark in a blue circle will indicate which subgroup the list will appear.



Edit List Slide-over

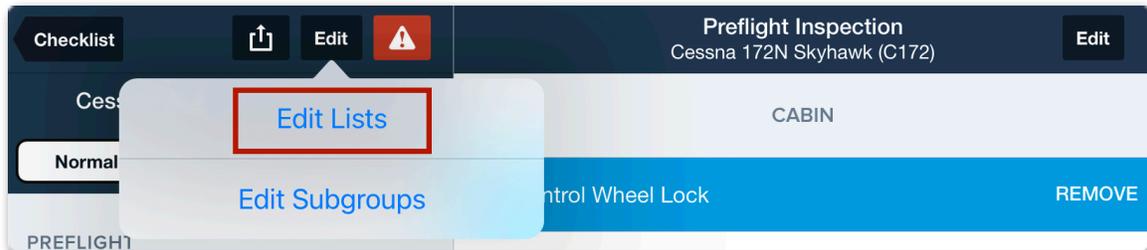
7. Tap the **Back** button.
8. Tap **Done** when finished.

4. CUSTOMIZING A TEMPLATE

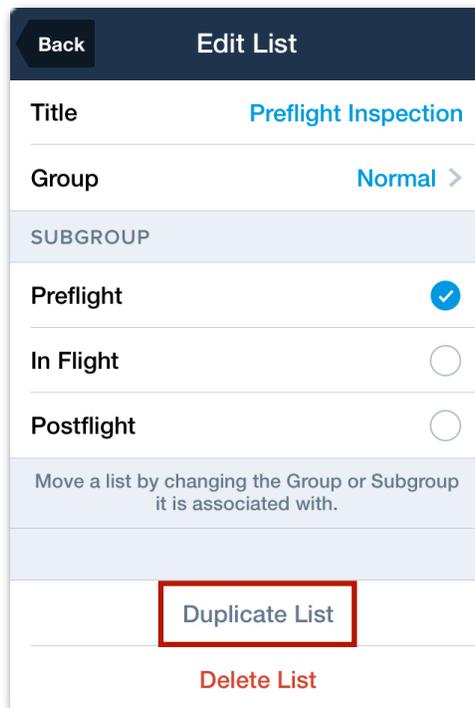
4.3.4 Duplicating a List

Lists can be duplicated as follows:

1. Select the checklist where the list to be duplicated is located. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu appears to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button.



4. Tap the **Edit** button next to the list to duplicate. The Edit List slide-over appears.
5. Duplicate the list by tapping the **Duplicate List** button. A copy of the list will appear below the original with the word "Copy" added.



Edit List Slide-over

4. CUSTOMIZING A TEMPLATE

4.3.5 Deleting a List

Delete lists using one of the following methods.

CAUTION: When you delete a list, all content in the list will be removed. Once a list is deleted, it cannot be recovered.

Swipe to Delete

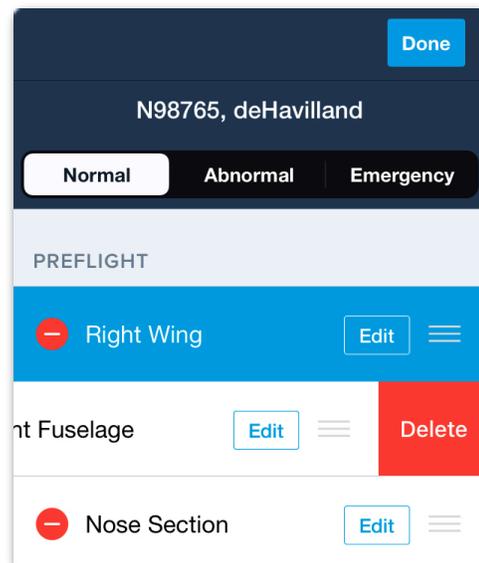
1. Swipe from right to left across the list you want to remove.
2. Tap the **Delete** button. A confirmation message appears.
3. Tap **Delete** to delete the list.

Tap the Delete Circle

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Tap the **Edit** button in the upper left corner of the left panel. A drop-down menu appears to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button. The lists appear with a red circle with a white line next to them.



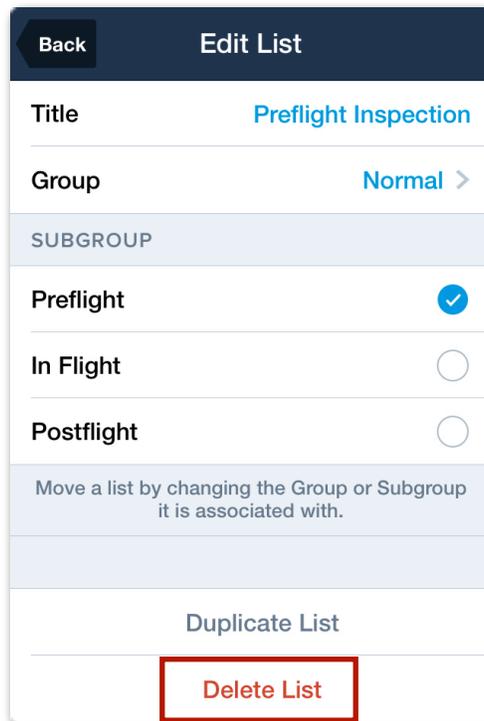
4. Tap the red circle. A red **Delete** slide-over button appears.
5. Tap the **Delete** button. A confirmation message appears.
6. Tap **Delete** to delete the list.
7. Tap **Done**.



4. CUSTOMIZING A TEMPLATE

Delete in the Edit View

1. Tap the **Edit** button next to the list to delete. The Edit List slide-over appears.
2. Tap the **Delete List** button. A confirmation message appears.
3. Tap **Delete** to delete the list.



Edit List Slide-over

4. CUSTOMIZING A TEMPLATE

4.4 Working with Detail Items and Check Items

There are two types of List items - Detail Items and Check Items. Detail Items can break the List into sections (e.g., Cabin or Empennage) or provide important notes between challenges. They are dark gray on a light gray background. A Check Item is a line providing a Challenge and Response.

4.4.1 Editing Detail Items and Check Items

To edit a detail item or check item, perform the following.

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Scroll through the left panel Groups, Subgroups, and Lists until the list item to be edited appears in the right panel.
3. Tap the **Edit** button in the upper-right corner of the right panel.
4. Tap the **Edit** button next to a Detail Item or skip to step 7 to edit a Check Item. The Edit Detail Item slide-over appears.



Detail Item and Check Item Edit Panel

5. Tap the **Title** row to change the title.
6. Tap under the **Text** row to add, edit, or delete optional text. Go to step 7 to edit a check item. Skip to step 11 when finished.

4. CUSTOMIZING A TEMPLATE

Edit Detail Item	
Title	NOTE
TEXT	
Ensure aircraft is powered down and chocked prior to starting inspection.	
Delete Detail Item	

Edit Detail Item Slide-over

7. Tap the **Edit** button next to a check Item. The Edit Check Item slide-over appears.

Edit Check Item	
Challenge	Flaps
Response	CHECK
NOTES	
Ensure flap movements are smooth.	
Delete Check Item	

Edit Check Item Slide-over

8. Tap the **Challenge** row to change the text.
9. Tap the **Response** row to change the response.

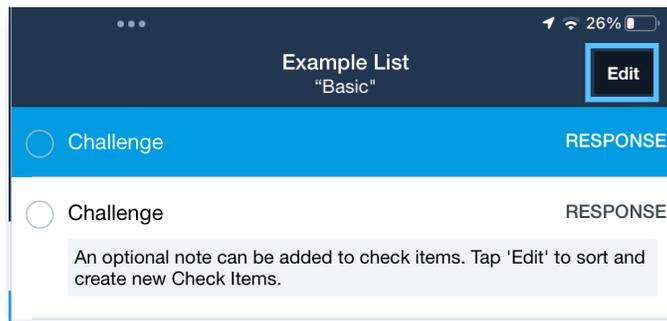
4. CUSTOMIZING A TEMPLATE

10. Tap under the NOTES box to add, edit, or delete optional notes.
11. Tap the **Edit** button in the upper left corner of the right panel to return to the detail item when edits are complete.

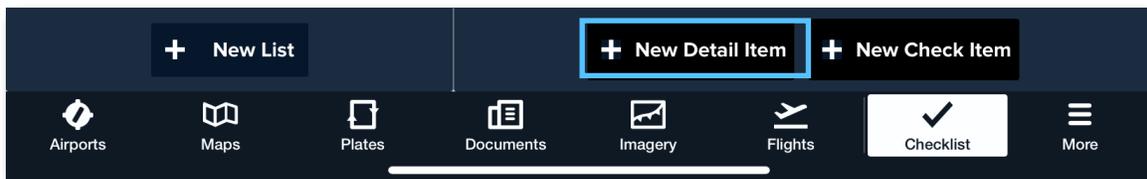
4.4.2 Adding Detail Items

A detail item can break a list into sections (e.g., Cabin or Empennage) or provide important notes, cautions, or warnings between challenges and will appear as dark gray on a light gray background. To add a detail item, perform the following

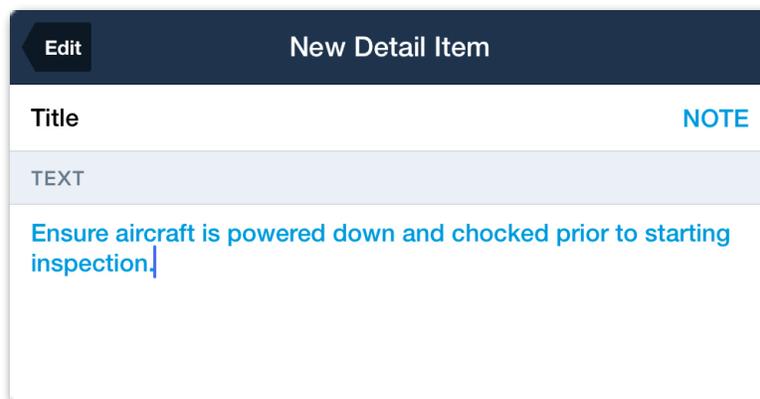
1. Tap the **Edit** button at the top of the right panel.



2. Tap **+ New Detail Item** at the bottom of the right-hand panel. The New Detail Item slide-over appears.



3. Enter the desired Title and Text.



New Detail Item Slide-over

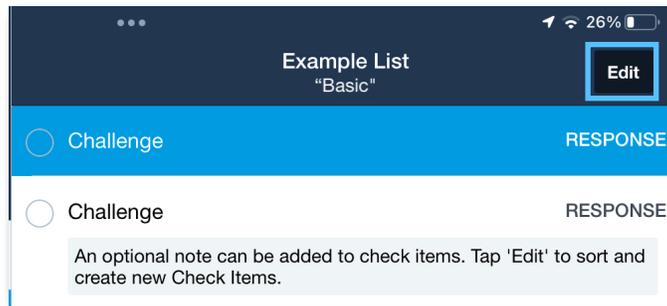
4. CUSTOMIZING A TEMPLATE

4. Tap the **Edit** button in the upper left corner of the right panel when finished. The completed detail item will appear.
5. Repeat steps 2 through 4 as necessary.
6. Tap the **Done** button in the upper right corner when done.

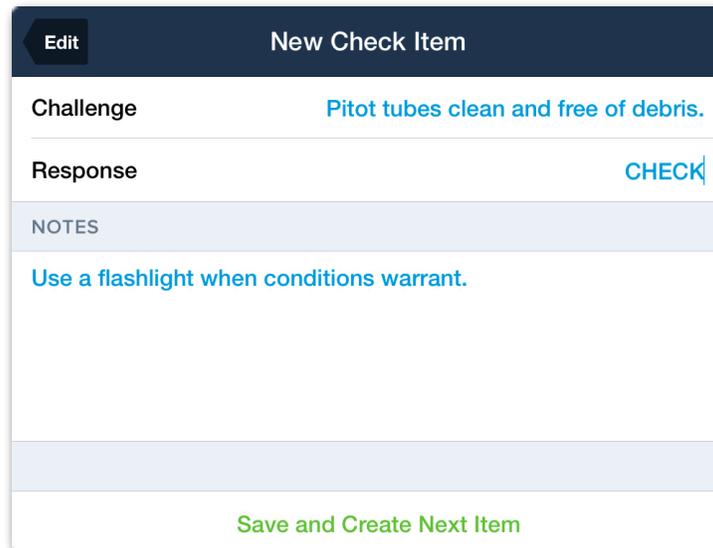
4.4.3 Adding Check Items

Check Items, which are in the Challenge and Response format, can be added to a list within a checklist. To add Check Items, perform the following.

1. Tap the **Edit** button at the top of the right panel.



2. Tap **+ New Check Item** at the bottom of the right-hand panel. The New Check Item slide-over appears.
3. Enter the desired Challenge.



New Check Item Slide-over

4. Enter the desired Response.

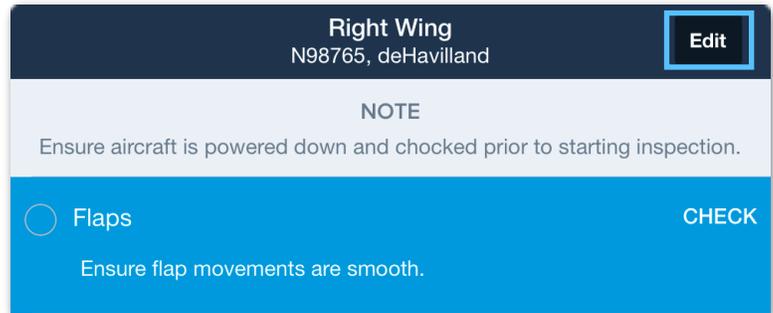
4. CUSTOMIZING A TEMPLATE

5. Add optional notes to the check item if required.
6. Tap **Save and Create Next Item** if desired. Repeat as necessary.
7. Tap the **Edit** button in the upper left corner of the right panel when finished. The completed check item(s) will appear.
8. Tap the **Done** button in the upper right corner when done.

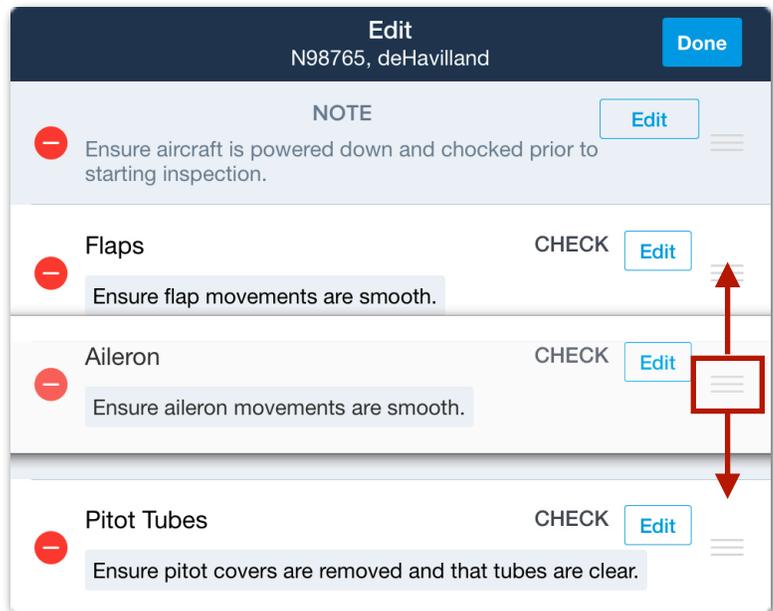
4.4.4 Moving Detail Items and Check Items (Sort Order)

Detail and Check Items can be moved up and down within a list. To move a detail or check item, perform the following:

1. Select a checklist. The checklist's Normal Group appears in the left panel.
2. Select the group, subgroup, then list where the item is located.
3. Tap the **Edit** button.



4. Tap and hold the three lines to the right side of an item to move the item's position up or down.
5. Tap **Done**.



4. CUSTOMIZING A TEMPLATE

4.4.5 Deleting Detail Items and Check Items

Delete detail or check items using one of the following methods.

CAUTION: When you delete a detail or check item, all content in the detail or check item will be removed. Once an item is deleted, it cannot be recovered.

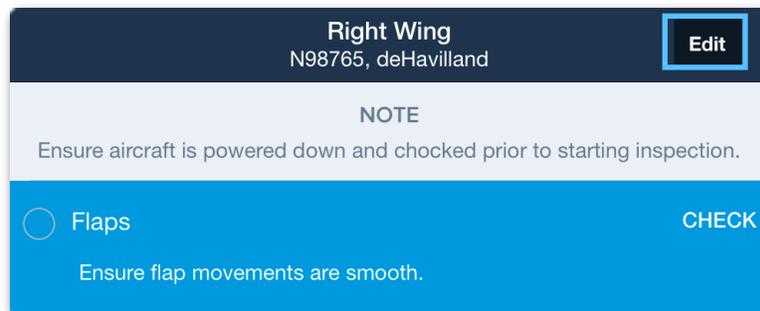
NOTE: Deleting a detail item removes only the detail item. None of the check items listed under the detail item are deleted. Check items must be deleted individually.

Swipe to Delete

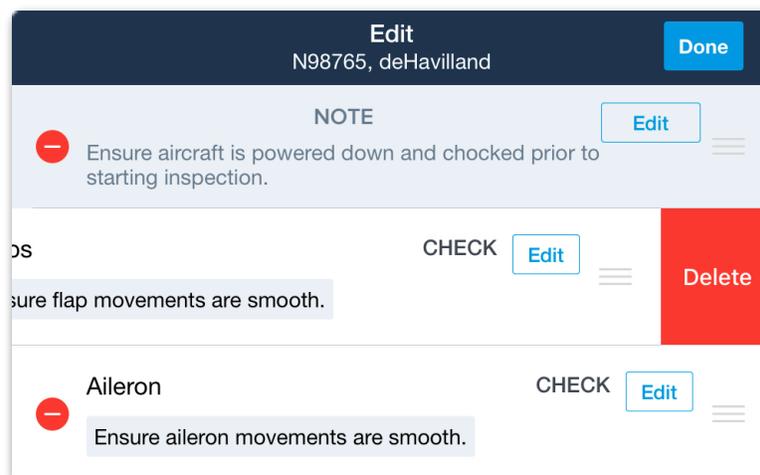
1. Swipe from right to left across the detail or check item you want to delete. A confirmation message appears.
2. Tap **Delete** to delete the checklist.

Tap the Delete Circle

1. Select the checklist, subgroup, and list where the item to delete is located.
2. Tap the **Edit** button in the upper-right corner of the right panel. All detail and check items appear with a red circle with a white line next to them.



3. Tap the red circle. A red Delete slide-over button appears.



4. CUSTOMIZING A TEMPLATE

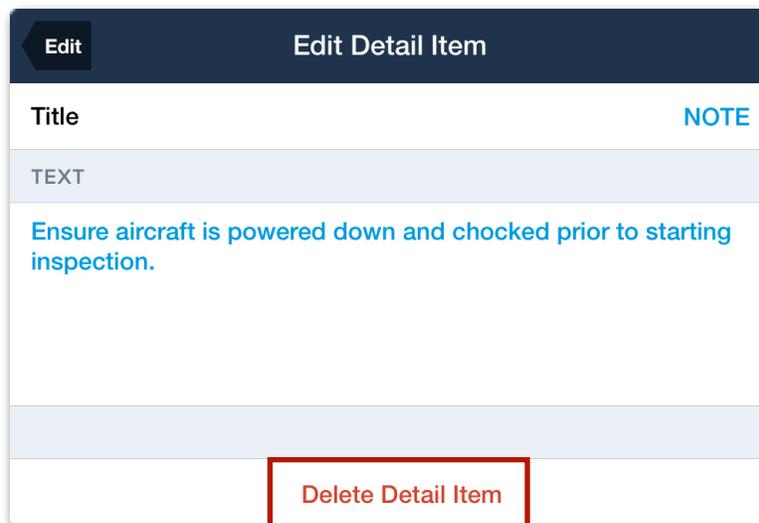
4. Tap the red Delete button. A confirmation message appears.
5. Tap **Delete** to delete the list.
6. Tap **Done**.

Delete in the Edit View

1. Tap the **Edit** button next to the detail item or check item to delete.



2. Tap the **Delete** button. A confirmation message appears.



3. Tap **Delete** to delete the list.

USING CHECKLISTS

Once a checklist is set up and edited to match the POH or AFM, using it is straightforward. Tap into a checklist and tap on a list to start using it. The checklist can read check items aloud, or each entry can be read and tapped to acknowledge.

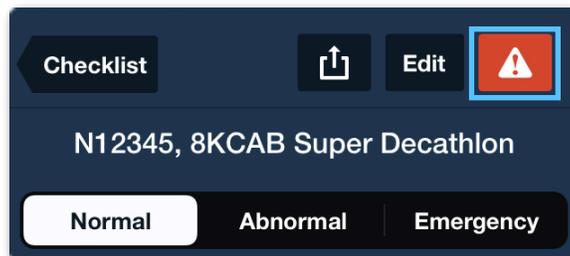
Checklist preserves progress and location within a checklist if a user taps away to another part of the app, such as the Maps view, or if the app is put in the background. The user will return to the last actively used location when returning to the checklist.

5.1 Selecting a Checklist

Select a checklist by performing the following:

1. Tap **More > Checklist**.
2. Scroll through the available checklists in the left-hand panel. Tap on the desired checklist.
3. Tap on the desired group (Normal, Abnormal, Emergency).
4. Tap on the desired list.

The red Emergency button in the top left panel is available on every page within a checklist for quick access. Tapping it will place you directly into the Emergency group, allowing you to select and begin using one of the emergency lists.



5. USING CHECKLISTS

5.2 Tapping through Checklists

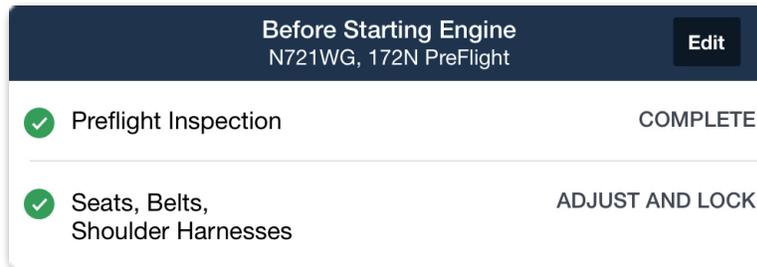
A quick-action bar appears at the bottom of the right panel when detail or check items are visible. The bar offers options to check, skip, speak or reset a checklist.



Checklist Quick Action Bar

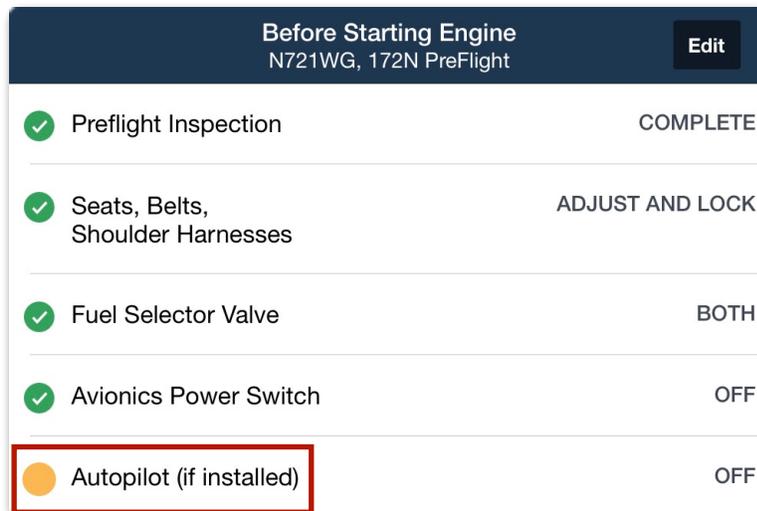
5.2.1 Checking Off Items

Use the **Check** button on the quick-action bar to acknowledge items or tap directly on an item to check it. When an item is checked, the circle to the left of the List Item turns green with a checkmark.



5.2.2 Skipping Items

Use the **Skip** button on the quick-action bar to skip items. When you skip an item, the circle to the left of the List Item turns yellow.



Yellow circle indicates a list item was skipped

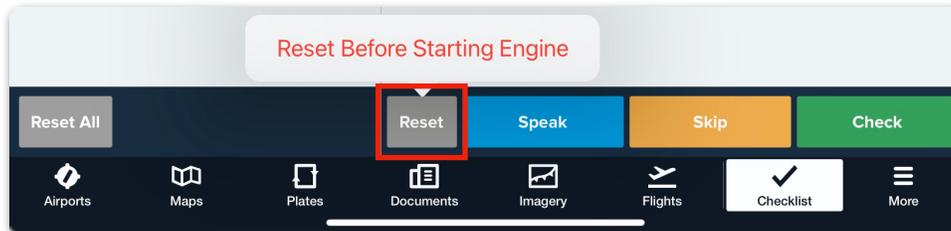
IMPORTANT: Checklists can show complete with Skipped items.

5. USING CHECKLISTS

5.2.3 Resetting Items

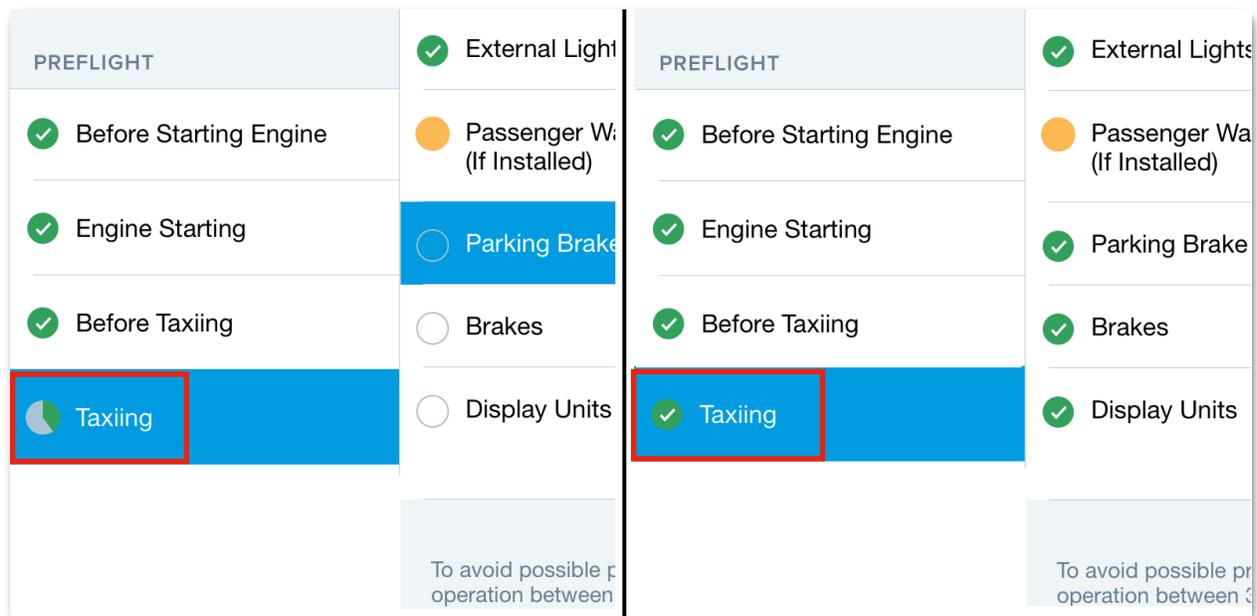
As items are checked or skipped, the selection indicator advances down the list, allowing you to move through an entire list using only the Skip and Check buttons. Reset or clear a checked or skipped item by tapping on it.

Tap the **Reset** button in the quick-action bar to reset the list. A pop-up message will appear to confirm resetting the list. Tap the message to reset the list.



5.2.4 Checklist Progress

Progress in a list is indicated by a green circle that fills in as you complete more of the list. Once completed, the list is marked with a check.

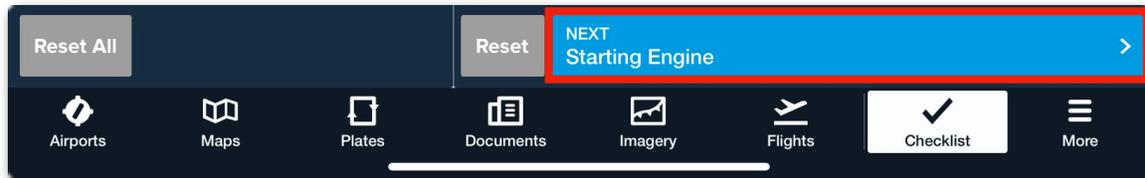


“Pie Chart” showing List in Progress and List Complete

IMPORTANT: Checklists can show complete with Skipped items.

5. USING CHECKLISTS

Once each item in a List is checked or skipped, a blue **Next** button with the title of the following List appears, allowing you to jump to the next list. The Next button does not appear if using an Abnormal or Emergency checklist.



A Next button is presented when a checklist is complete

5. USING CHECKLISTS

5.3 Speaking through Checklists

To have a checklist read aloud, tap the blue **Speak** button in the quick-action bar at the bottom of the right-hand panel. A Speak panel will appear at the bottom of the app just above the tabs.



Checklist Speak Panel

5.3.1 Set Speaking Checklists Options

Checklist offers the option to speak checklists in two ways:

- **Challenge Only** - the item to check
- **Challenge and Response** - the item to check and its expected condition

To select the desired style,

1. Tap on **More > Settings**.
2. Scroll to the CHECKLIST section and tap on **Speak**.
3. Tap on **Challenge Only** or **Challenge & Response**.
4. Tap **Settings > Close**.

5.3.2 Volume Settings

Use your device's Volume Up and Volume Down buttons to increase or decrease the Speak volume.

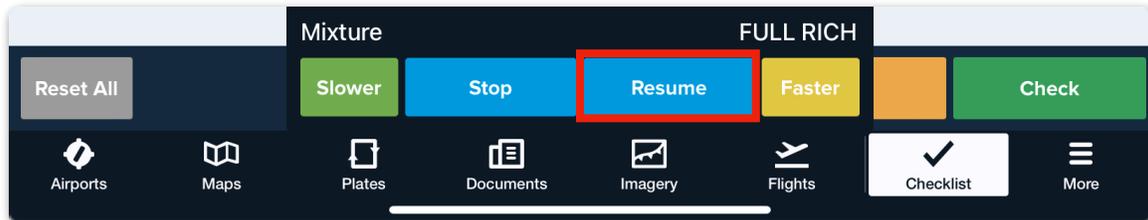
5.3.3 Setting Speaking Speed

Tap the yellow **Faster** or green **Slower** buttons in the Speak panel to adjust the delay between checklist items.

5. USING CHECKLISTS

5.3.4 Pausing

Tap the blue **Pause** button in the Speak panel to temporarily pause the readback. The word “Pause” will change to “Resume.” Tap the **Resume** button to continue the readback.



Checklist paused, waiting to Resume

5.3.5 Stopping

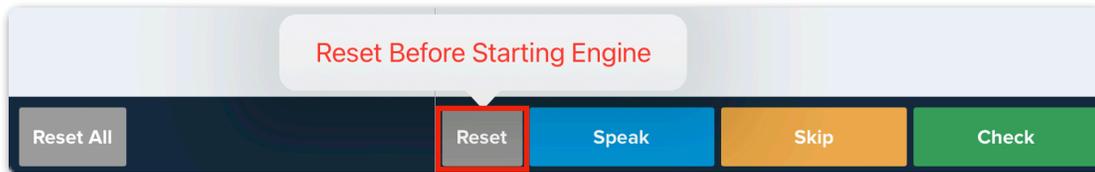
When the app completes the current List Items, it will state, “Checklist complete,” and exit Speak mode. Press the blue **Next** button to continue to the following List. Tap the **Speak** button to restart Speak mode.

Tap the blue **Stop** button to end the checklist readback at any time and exit Speak mode.

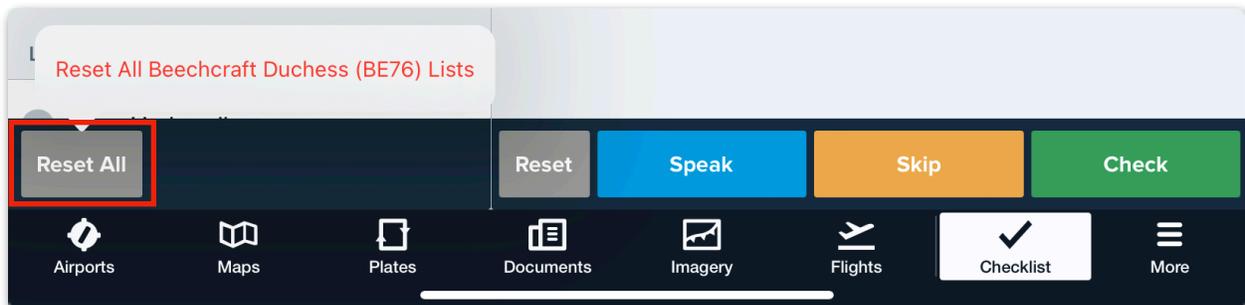
5. USING CHECKLISTS

5.4 Resetting Checklists

Tap the **Reset** button in the quick-action bar to reset the current list items. A pop-up message will appear to confirm resetting the list. Tap the message to reset the list.



Tap the **Reset All** button in the bottom left-hand panel to clear all lists (including Abnormal and Emergency) within the current checklist.



SHARING CHECKLISTS

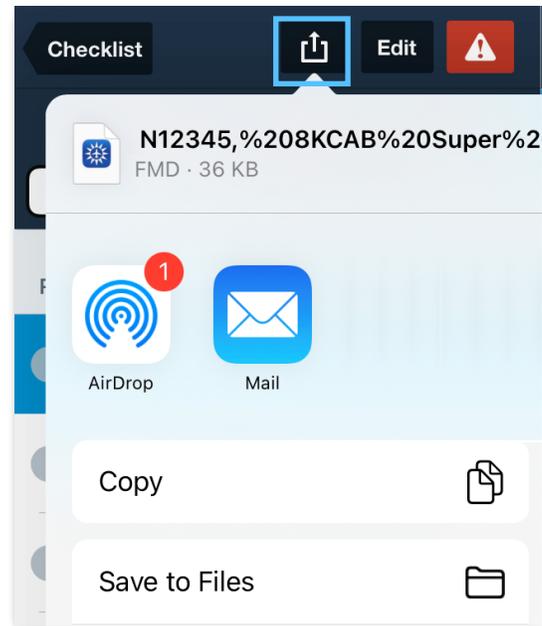
Checklists can be shared with other ForeFlight Mobile users. The primary means of sharing is done via AirDrop or email (Mail app).

6.1 Share with AirDrop

Checklists can be shared with other Apple devices using AirDrop. To do so,

1. Go to **Checklist** and select the checklist to share.
2. Select the **Send To** button in the left panel.
3. Tap on **AirDrop** to share the checklist with a nearby device.
4. Tap the device to share with.
5. Tap **Done** once the file is sent.

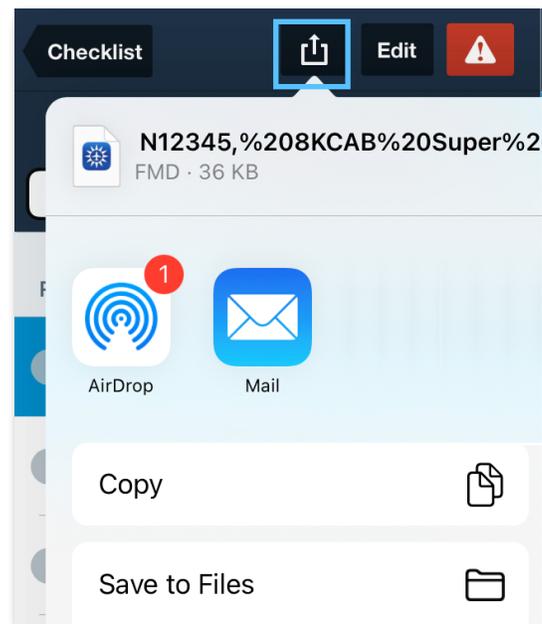
Checklists received on a device with ForeFlight Mobile via AirDrop will automatically be imported into ForeFlight Mobile and appear at the bottom of the Checklists view.



6.2 Share with a Mail App

Checklists can be shared with other ForeFlight users by emailing the checklist using the Mail app. To do so,

1. Go to **Checklist** and select the checklist to share.
2. Select the **Send To** button in the left panel.
3. Tap on the **Mail app**.
4. Enter the recipient's email address in the To: field
5. Select the **Send** button.



6. SHARING CHECKLISTS

Once sent, the recipient will need to open the Mail app on their device and perform the following.

1. Tap on the FMD file attachment in the email.
2. Tap the **Send To** button in the upper right.
3. Select **ForeFlight**.

The shared Checklist will automatically be imported into ForeFlight Mobile and appear at the bottom of the Checklists view.

CHANGE HISTORY

Version	Date	Change Summary
14.2	April 2022	Original release



ForeFlight

A Boeing Company

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