



ForeFlight CHECKLIST Guide

Beechcraft Baron 58 (BE58)

Before Takeoff
Beechcraft Baron 58 (BE58)

Emergency

Abnormal

al

IGHT

Preflight Inspection

Before Starting

Engine Starting

After Starting and Taxi

All Instruments

Fuel Indicators

Mixture

By field elevation when setting full power for takeoff

Fuel Selectors

Feel for detents & visually check

Starter Energized Annunciator

Should be illuminated during start and extinguished after proper indication.

Throttle

Propeller Controls

Mdecreases to approx. 2200 rpm



ForeFlight

A Boeing Company

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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. The Checklist feature enables the completion of checklists through a series of taps and facilitates quick access to Abnormal and Emergency checklists. The Checklist feature is included in all ForeFlight subscriptions.

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

Prebuilt checklist templates are available for various fixed-wing and rotorcraft models, sourced from pilot operating handbooks. These templates can be customized to suit specific aircraft requirements. A comprehensive list of aircraft with available checklist templates is accessible at [ForeFlight Checklists](#).

Checklists are not required to be aircraft-specific. Any checklist type can be added to the Checklist feature, including non-aircraft examples such as EFB Preflight, I.M.S.A.F.E., and Passenger Brief checklists.

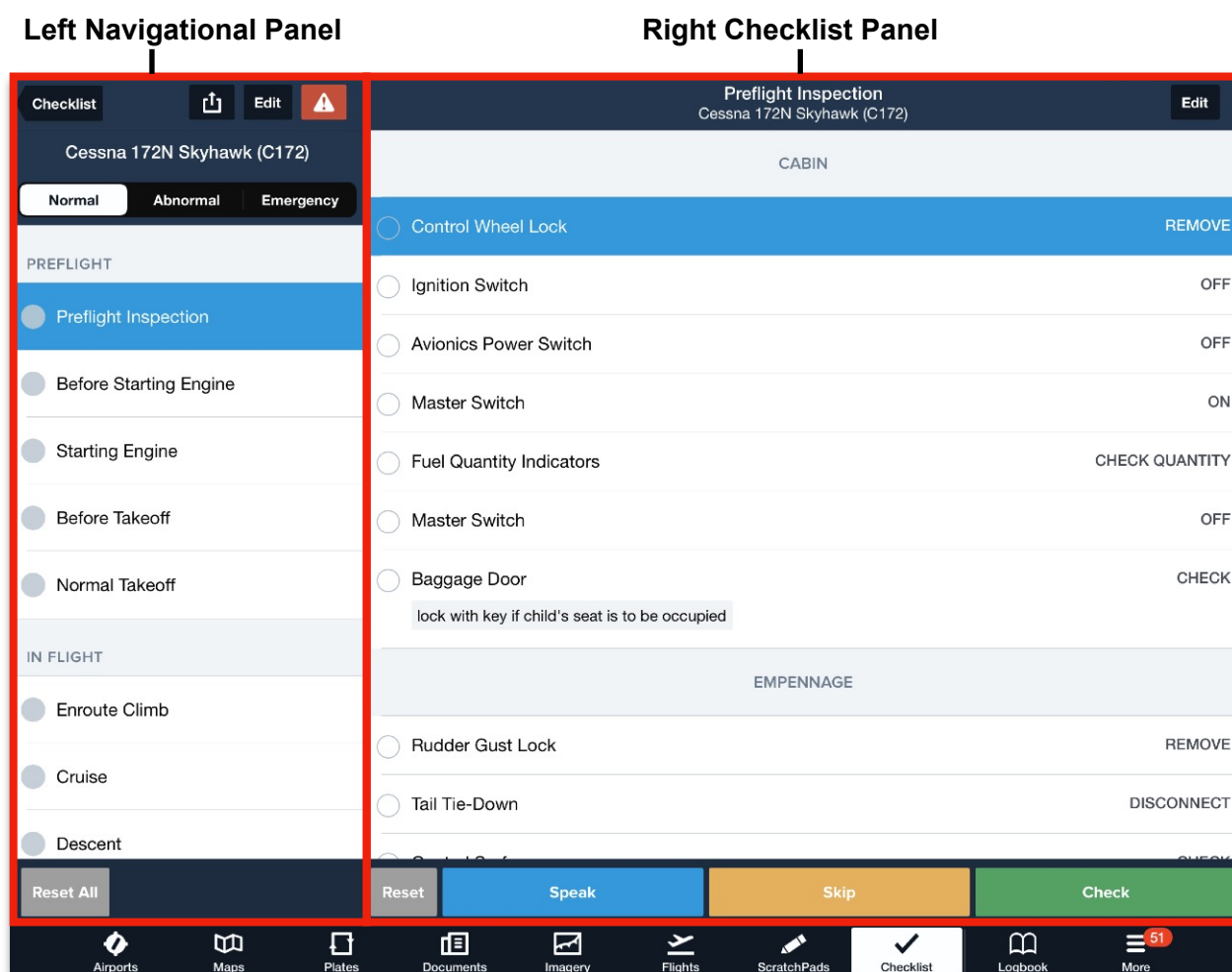
Synchronization of checklists occurs across the account, enabling creation and editing on one device with availability on all devices linked to the account.

1. INTRODUCTION

1.1 Layout

The **Checklist** feature is organized into a two-panel layout:

- **Left Panel:** Primarily used for selection and navigation. Progression through each checklist is displayed adjacent to the respective list. Resetting an entire checklist is possible from this panel. Additional functions include options for creating new checklists, sharing checklists, and editing names, subgroups, and lists.
- **Right Panel:** Displays individual check items. Confirmation of checked or skipped items is recorded in this panel, and edits to check items are performed here.

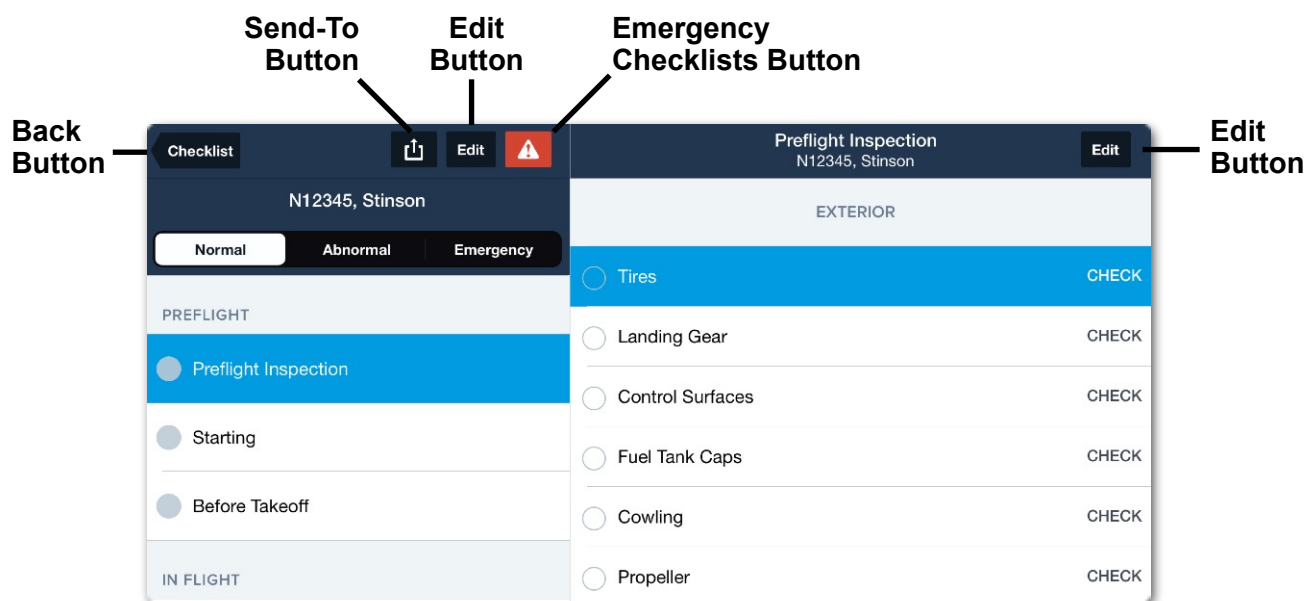


1. INTRODUCTION

1.2 In-Checklist Buttons

The in-Checklists view consists of the following buttons:

- **Back Button:** Restores the view to the checklist list.
- **Send-To Button:** Enables sharing of a checklist with others.
- **Edit Button (Left panel):** Facilitates editing of Lists and Subgroups.
- **Emergency Checklists Button:** Activates the Emergency Checklists group.
- **Edit Button (Right Panel):** Allows editing of items in the checklist list.



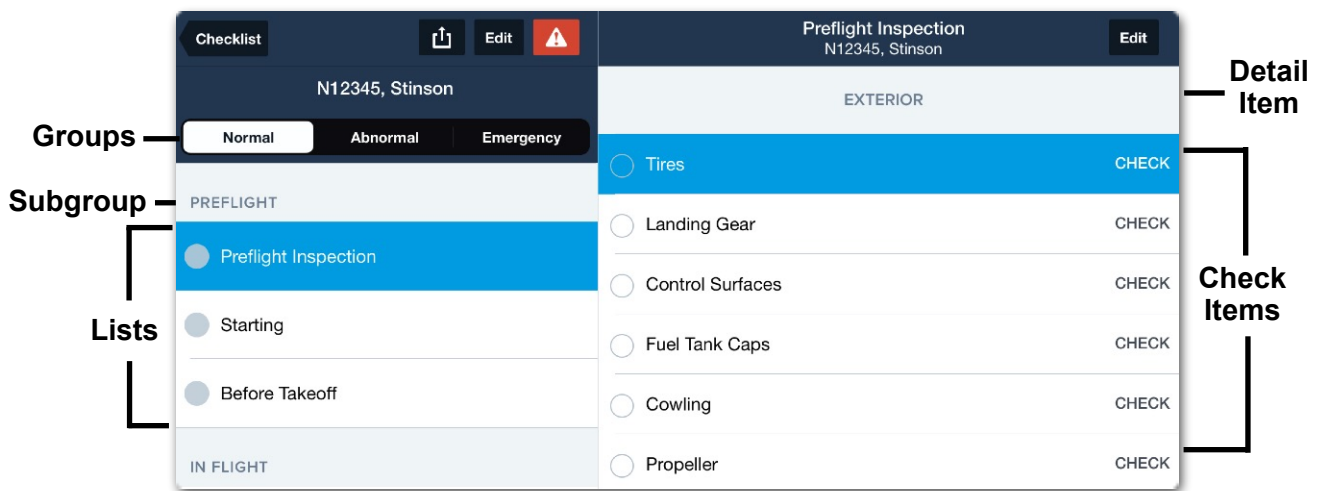
In-Checklist Buttons

1. INTRODUCTION

1.3 Checklist Structure

Checklists consist of the following organizational elements:

- Groups
- Subgroups
- Lists
- Detail Items
- Check Items.



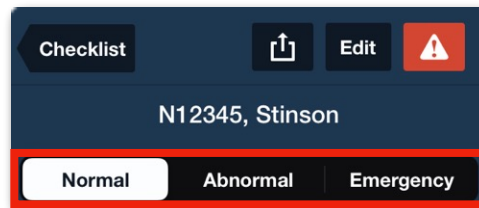
Checklist Structure

1. INTRODUCTION

1.3.1 Groups

Checklists can be divided into Groups, displayed near the top of the left panel. Groups are categorized as:

- Normal
- Abnormal
- Emergency.



Checklist Groups

Normal Group: Contains checklists for routine operations, including:

- Preflight
- Takeoff
- Enroute
- Landing
- Post Flight.

Abnormal Group: Includes non-normal, non-emergency checklists, such as:

- High Oil Pressure
- Low Voltage
- Alternator Failure.

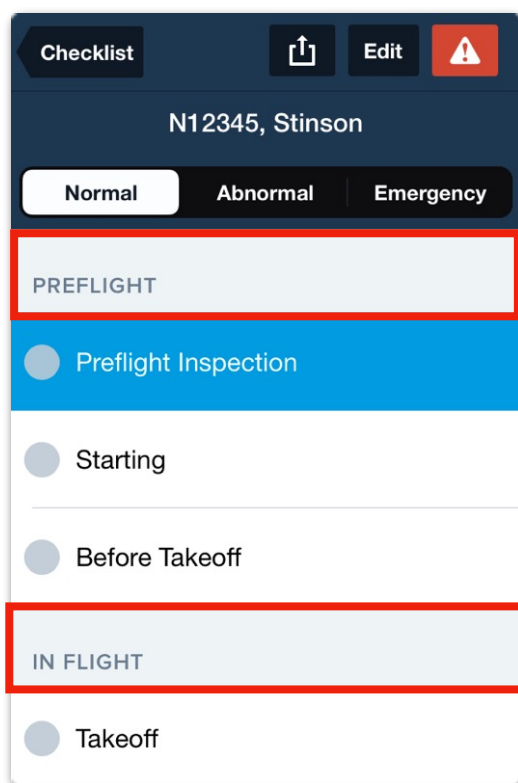
Emergency Group: Encompasses checklists for emergencies, such as:

- Engine Failure
- Emergency Descent
- Electrical Fire.

1. INTRODUCTION

1.3.2 Subgroups

Subgroups reside under each group and appear in the left panel with a section header appearance, distinguished by a light gray background. Subgroups provide a convenient method for organizing checklists into topical categories, such as preflight, starting, or before takeoff.



Subgroups within the Normal Group

1. INTRODUCTION

1.3.3 Lists

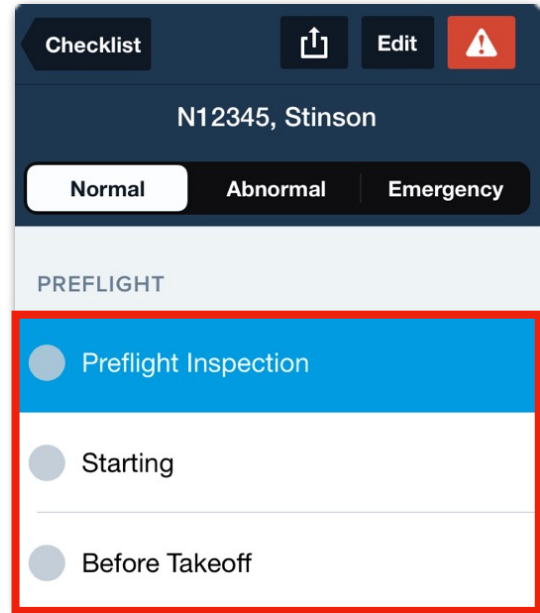
Lists further divide subgroups into manageable segments and are positioned under their respective subgroups in the left panel.

For instance, a Preflight subgroup might include lists such as:

- Preflight Inspection
- Starting
- Before Takeoff.

An In-Flight subgroup might feature lists organized by flight phase, such as:

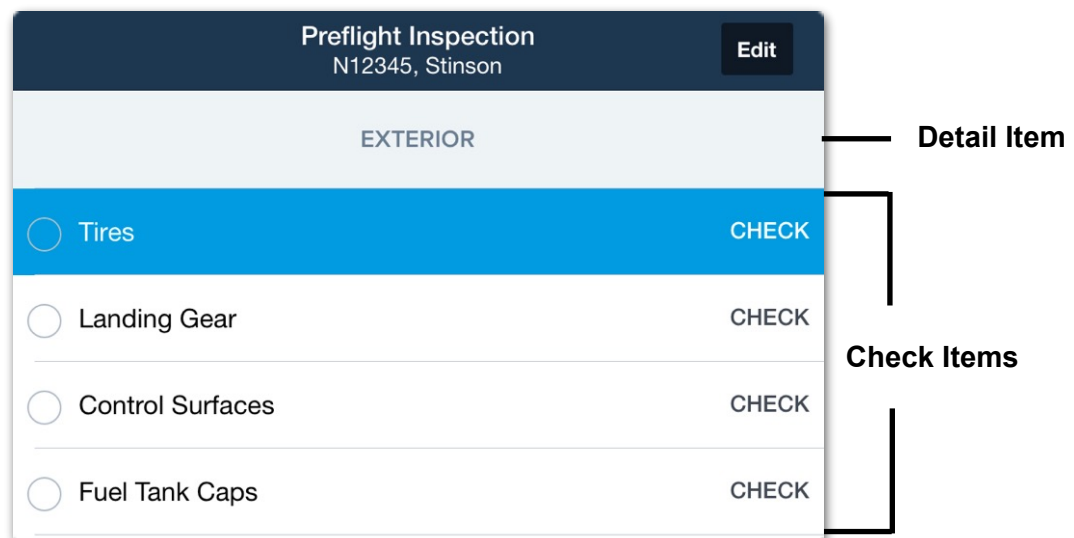
- Climb
- Cruise
- Descent
- Landing.



List within a Subgroup

1.3.4 List Items

List Items represent the individual detail items or check items within a specific checklist, displayed in the right panel.



List Items (Detail and Check Items) within a List

GETTING STARTED

The Checklist feature operates using templates. For accuracy, each template must be validated against the aircraft's Pilot's Operating Handbook (POH).

2.1 Resources Needed

The POH or Aircraft Flight Manual (AFM) is required, whether utilizing a pre-built template or creating a checklist from scratch. These documents serve as the basis for generating each checklist item. When a pre-built checklist is selected, the POH or AFM is used to confirm accuracy for the specific aircraft.

IMPORTANT: After a checklist is created from a pre-built template, verification against the aircraft's AFM or POH is essential before use. This ensures all entries align with the aircraft's make, model, and installed equipment.

2.2 Included Checklist Templates

ForeFlight provides pre-built templates for various aircraft, including fixed-wing and rotorcraft models, as well as non-aircraft-specific checklists relevant to aviation operations.

2.2.1 Aircraft

ForeFlight offers over 75 aircraft checklist templates from 11 distinct manufacturers. A comprehensive list of aircraft models with available pre-built templates is accessible on the [ForeFlight Checklist Templates](#) webpage.

NOTE: If a pre-built checklist is unavailable for a specific aircraft, modification of an existing template or creation of a new one from the Basic Template is required.

2. GETTING STARTED

2.2.2 Other

ForeFlight includes three non-aircraft-specific checklists:

- **EFB Preflight:** Ensures a device with ForeFlight Mobile installed is prepared for flight. Items include confirmation of device charge, downloaded latest charts, and packed required accessories.
- **I.M.S.A.F.E.:** Assesses pilot readiness for flight. Items include checks for **I**llness, **M**edication, **S**tress, **A**lcohol, **F**atigue, and **E**motion.
- **Passenger Brief:** Provides reminders for briefing passengers on information necessary for a safe flight.

2.2.3 Basic Template

ForeFlight supplies a Basic Template to facilitate checklist creation from scratch. This template includes one example of each organizational level:

- Group
- Subgroup
- List
- Line Items (featuring Challenge, Response, and an optional note).

The screenshot displays the 'Blank Basic Template' interface. On the left, a sidebar shows a hierarchy: 'Checklist' (with 'Basic' selected), 'Normal', 'Abnormal', and 'Emergency' tabs, followed by 'EXAMPLE SUBGROUP' and 'Example List'. The main area shows the 'Example List "Basic"' with an 'Edit' button. It contains two 'Challenge' items, each with a 'RESPONSE' field. A note states: 'An optional note can be added to check items. Tap 'Edit' to sort and create new Check Items.' Below this is an 'EXAMPLE DETAIL ITEM' section with instructions: 'Use a detail item to create sections in your list, or add additional information that doesn't directly pertain to individual check item. Tap 'Edit' to sort and create new Detail items'.

Blank Basic Template

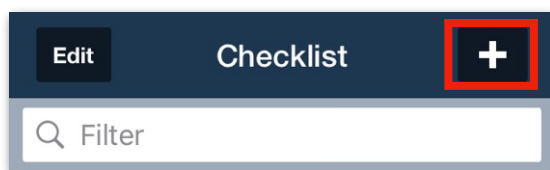
CREATING A CHECKLIST

Each checklist originates from a prebuilt aircraft template or the Basic Template. **Prebuilt templates** are available for specific aircraft models. If a matching template exists, it should be utilized. Otherwise, the Basic Template is the foundation for creating a checklist from scratch.

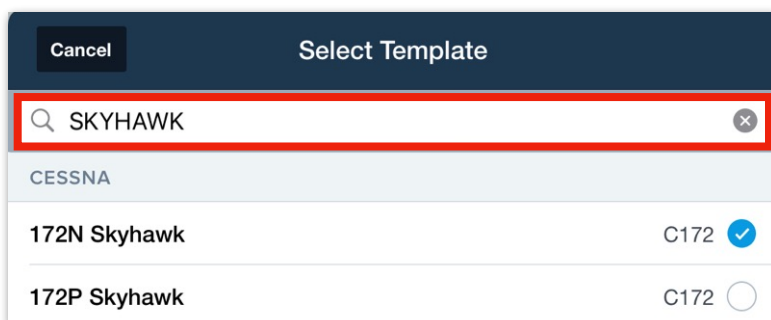
3.1 Creating a Checklist from a Prebuilt Template

To initiate a checklist from a prebuilt template, perform the following steps:

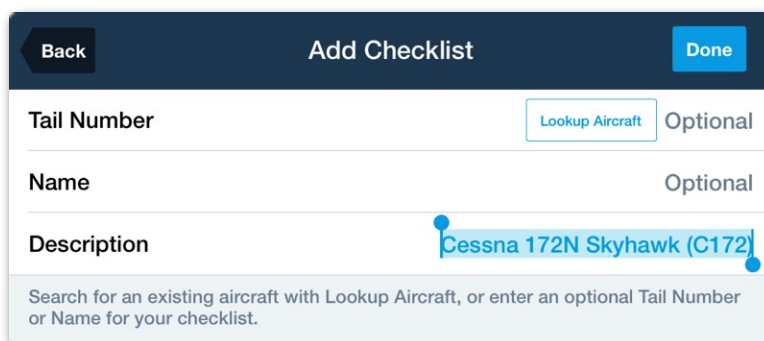
1. Tap **[+]** at the top of the left-hand panel.



2. Enter a manufacturer name, model number, or model name into the **Filter** search bar. If no matching or similar model appears, proceed to **Creating a Checklist from the Basic Template**.
3. Input aircraft details as needed. The *Description* field, which is editable, is



automatically populated when an aircraft template is selected.

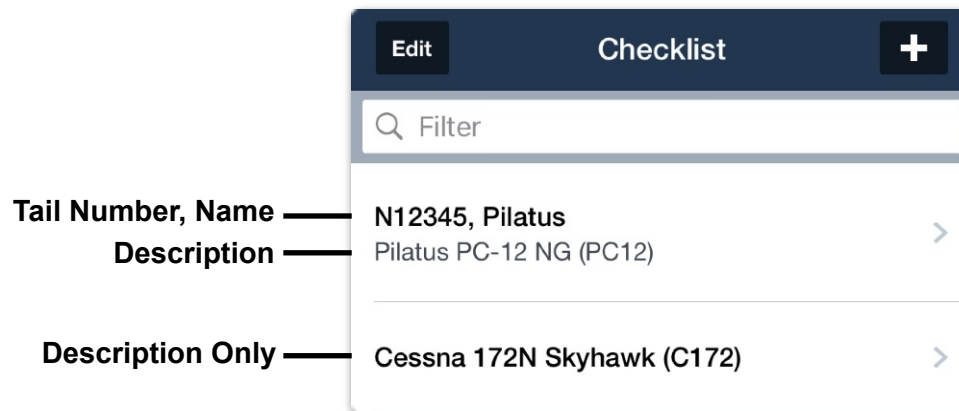


3. CREATING A CHECKLIST

NOTE: The **Lookup Aircraft** button enables copying the tail number from an aircraft profile associated with the account.

4. Tap **Done**. The checklist is loaded and displayed at the bottom of the left-hand panel.

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



Added Checklists

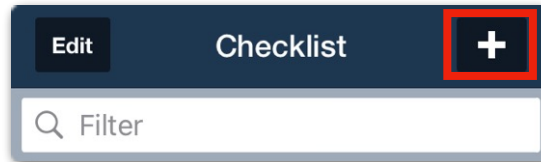
IMPORTANT: After generating a checklist from a prebuilt template, verification of all entries against the aircraft POH is required prior to use.

3. CREATING A CHECKLIST

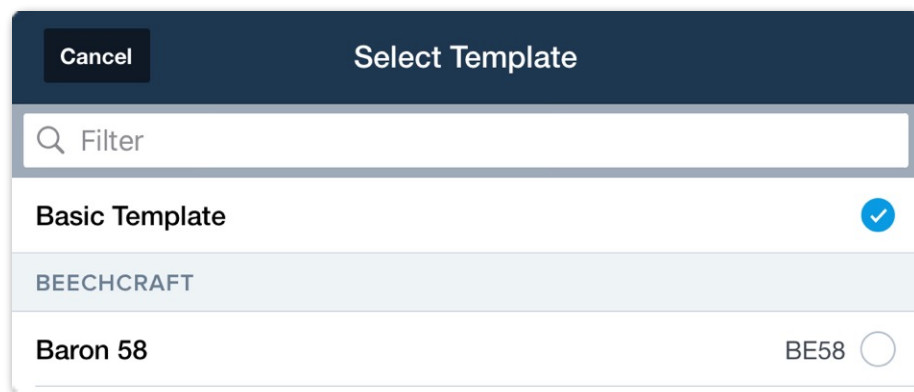
3.2 Creating a Checklist from a Basic Template

To initiate a checklist from the Basic Template, 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 details as desired. The checklist appears as a blank entry if no information is provided.

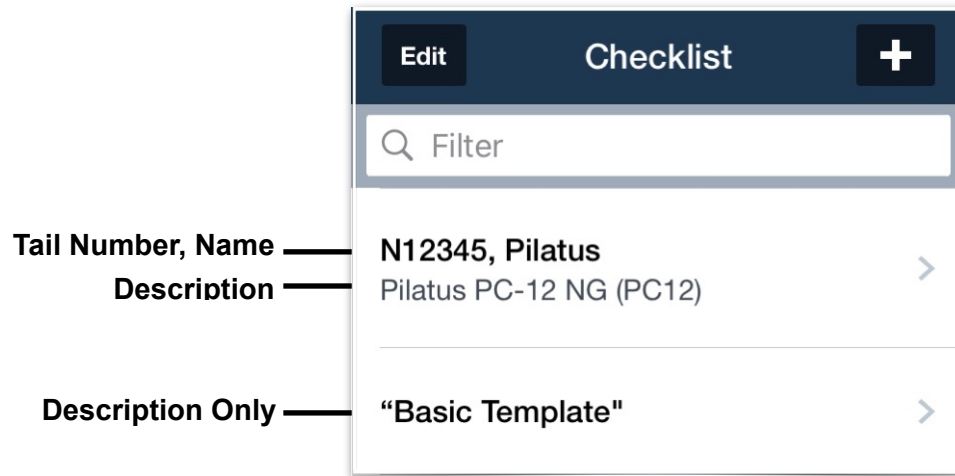
A screenshot of the 'Add Checklist' form. It has a dark blue header with a 'Back' button on the left, the title 'Add Checklist' in the center, and a 'Done' button on the right. The form has three input fields: 'Tail Number' with a 'Lookup Aircraft' button and 'Optional' text to its right; 'Name' with 'Optional' text to its right; and 'Description' with 'Enter Description' text to its right. At the bottom is a light blue footer 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 enables copying the tail number from an aircraft profile associated with the account.

4. Tap **Done**. The checklist is loaded and displayed at the bottom of the left-hand panel.

3. CREATING A CHECKLIST

When a tail number and name are included, the first line presents the tail number followed by the name in bold. The second line displays 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 by adding, removing, moving, copying, or editing elements within a level, such as:

- Checklist
- Subgroup
- List
- Detail Item
- Check Item.

Groups, however, cannot be moved, deleted, or added. The Abnormal and Emergency Groups are empty in the Basic Template but can be populated.

IMPORTANT: To ensure changes synchronize with the ForeFlight Cloud, verify that the device is connected to the Internet. The checklist should be open on only one device. Tap the **Done** button before opening the checklist on another device.

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

4.1 Working with Checklists

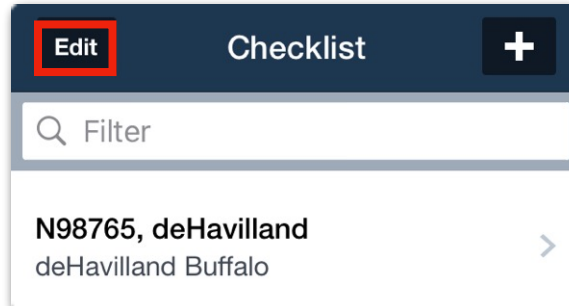
Checklist title information, such as the Tail Number, Name, and Description, can be edited. The position of a checklist in a list can be reordered. Additionally, an entire checklist can be duplicated or deleted

4. CUSTOMIZING A TEMPLATE

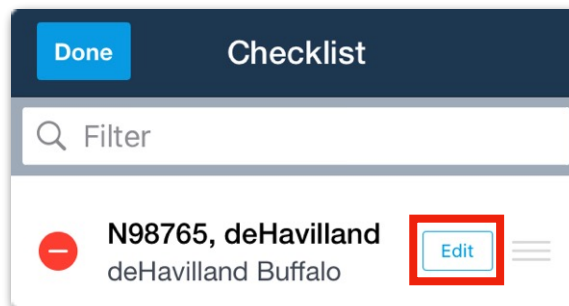
4.1.1 Editing a Checklist

To edit a checklist's top-level details:

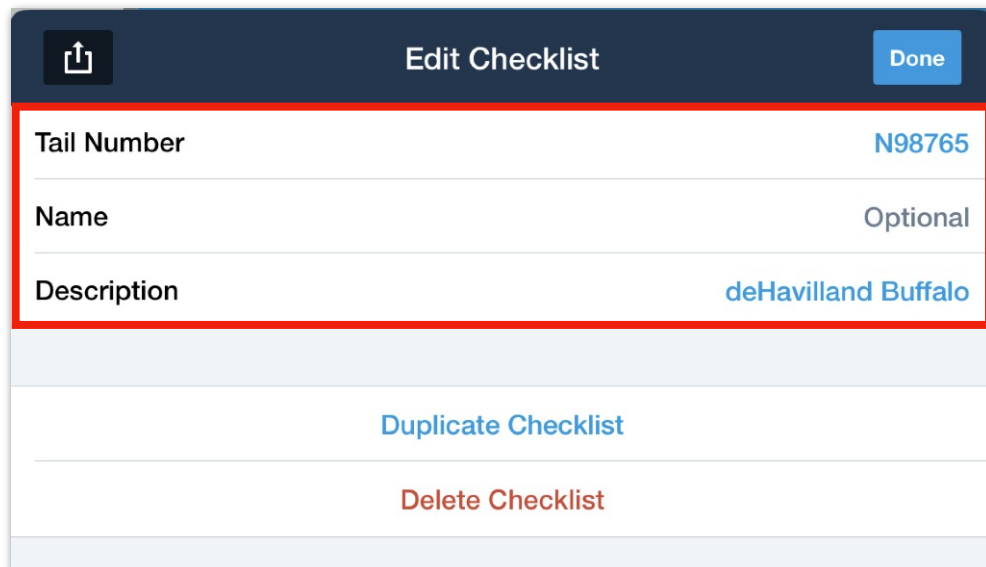
1. Tap the **Edit** button in the upper-left.



2. Tap the **Edit** button next to the checklist to edit. The Edit Checklist pop-up will appear.



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

A screenshot of the 'Edit Checklist' pop-up. It has a dark blue header bar with a share icon on the left, the title 'Edit Checklist', and a 'Done' button on the right. Below the header bar is a form with three fields: 'Tail Number' with the value 'N98765', 'Name' with the value 'Optional', and 'Description' with the value 'deHavilland Buffalo'. The entire form area is highlighted with a red border. Below the form are two buttons: 'Duplicate Checklist' and 'Delete Checklist'.

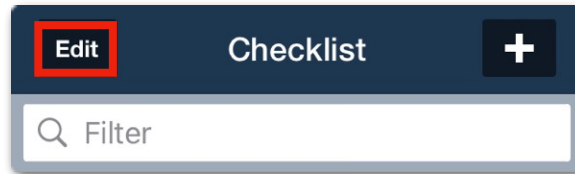
4. Tap **Done** in the Edit Checklist pop-up.
5. Tap **Done** in the upper-left corner of the left panel.

4. CUSTOMIZING A TEMPLATE

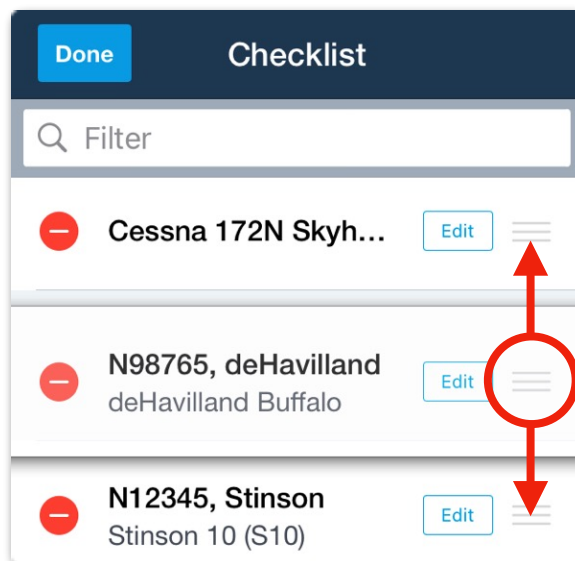
4.1.2 Moving a Checklist (Sort Order)

To reorder checklists:

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



2. Tap and hold the **three lines** on the right side of the checklist row to move the position.



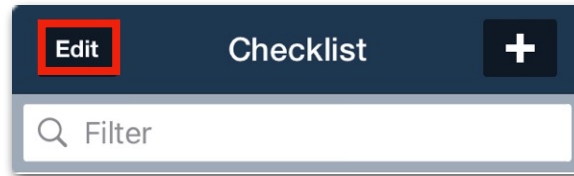
3. Tap **Done**.

4. CUSTOMIZING A TEMPLATE

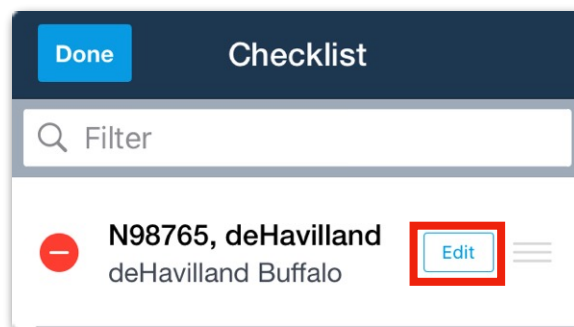
4.1.3 Duplicating a Checklist

To duplicate a checklist:

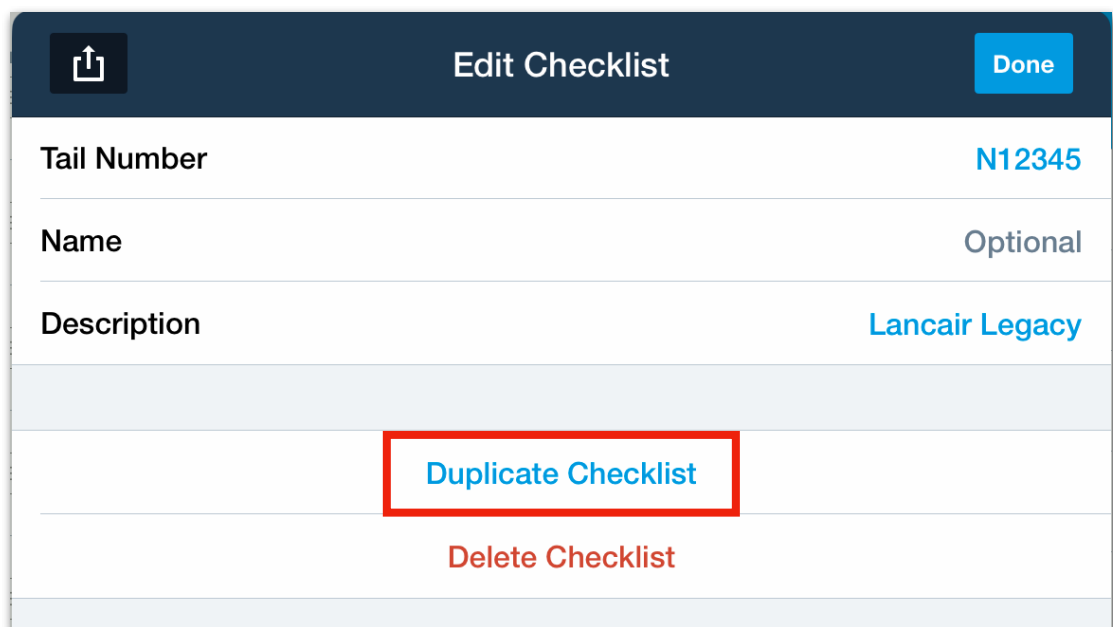
1. Tap the **Edit** button in the upper-left corner of the left panel.



2. Tap the **Edit** button next to the checklist to duplicate. The Edit Checklist pop-up will appear.



3. Tap the **Duplicate Checklist** button. A copy of the checklist will appear above the original, marked with a “(#)” indicating the number of times duplicated. This number may be hidden if the title is long.

A screenshot of the 'Edit Checklist' pop-up form. The header bar is dark blue with a white share icon on the left, the text 'Edit Checklist' in the center, and a blue 'Done' button on the right. The form has three input fields: 'Tail Number' with the value 'N12345', 'Name' with the value 'Optional', and 'Description' with the value 'Lancair Legacy'. Below these fields is a blue-outlined 'Duplicate Checklist' button, which is highlighted with a red rectangle. Below the 'Duplicate Checklist' button is a red 'Delete Checklist' button.

4. CUSTOMIZING A TEMPLATE

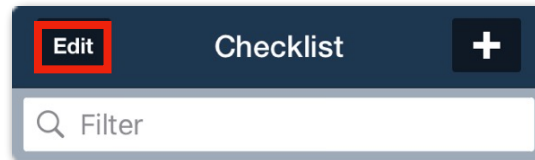
4.1.4 Deleting a Checklist

Delete checklists using one of the following methods:

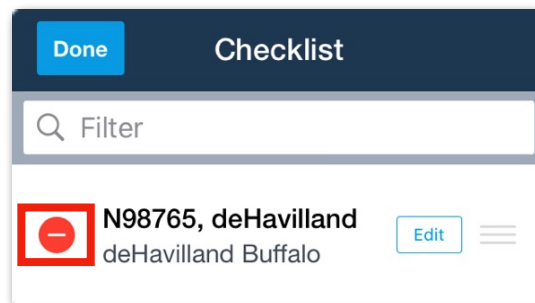
CAUTION: Deleting a checklist removes all content within it, and the action cannot be undone.

Deleting a Checklist Using the Red Circle

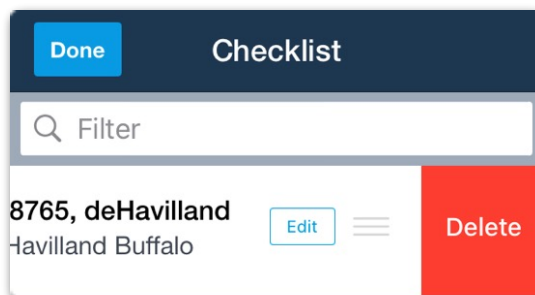
1. Tap the **Edit** button in the upper-left corner of the left panel.



2. Tap the red circle with a white line next to the checklist. A red Delete slide-over button will appear.



3. Tap the red **Delete** button. A confirmation message will appear.

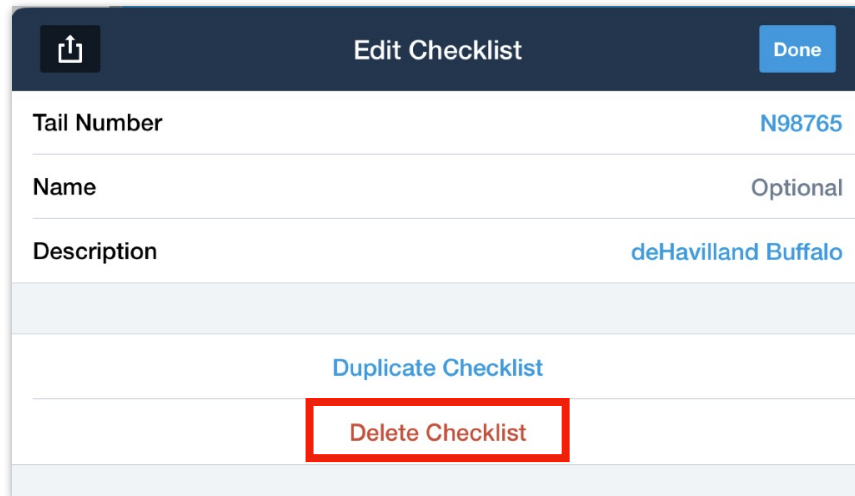


4. Tap **Delete** to confirm.
5. Tap **Done** in the upper-left corner of the left panel.

4. CUSTOMIZING A TEMPLATE

Deleting a Checklist in Edit Mode

1. Tap the **Edit** button in the upper left corner of the left panel.
2. Tap the **Edit** button next to a checklist. A popup window will appear.
3. Tap the **Delete Checklist** button. A message will appear for confirmation.



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

4. Tap **Delete** to confirm.
5. Tap **Done** in the upper-left corner of the left panel.

Deleting a Checklist by Swiping

1. Swipe from right to left across the checklist to remove. A delete button will appear.
2. Select the **Delete** button. A confirmation message will appear.
3. Tap **Delete** to confirm.

4. CUSTOMIZING A TEMPLATE

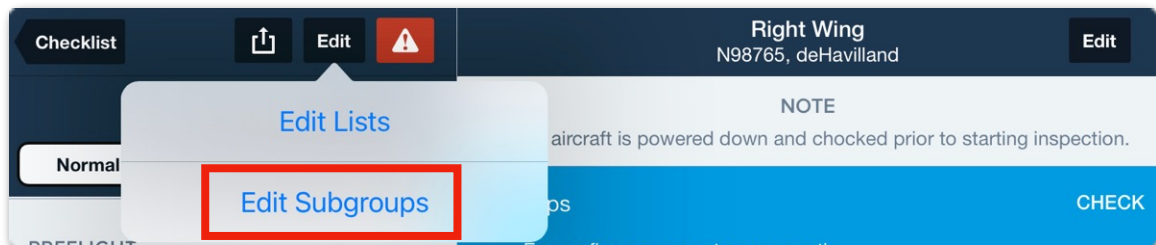
4.2 Working with Subgroups

Subgroup titles can be edited, and subgroups can be added, removed, or reordered.

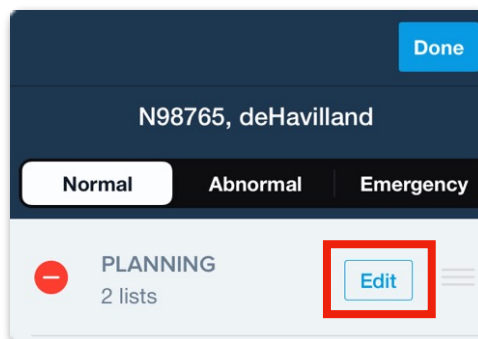
4.2.1 Editing a Subgroup Title

To edit a subgroup title:

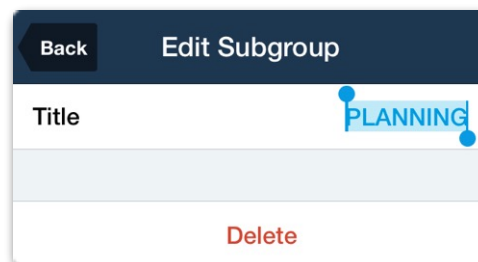
1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear to edit either Lists or Subgroups.
3. Tap the **Edit Subgroups** button.



4. Tap the **Edit** button next to a subgroup. The Edit Subgroup slide-over will appear in the left panel.



5. Tap the title to edit it.



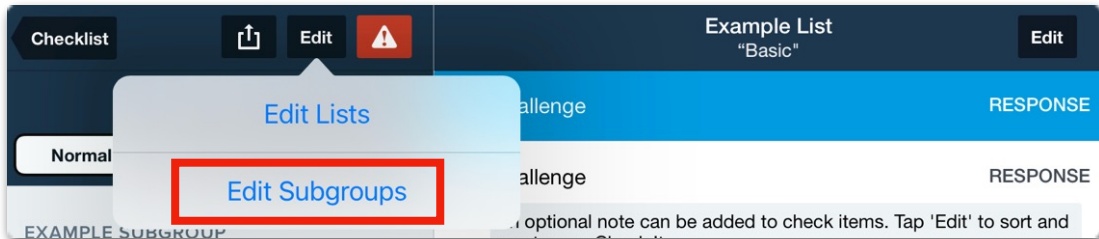
6. Tap the **Back** button to return to the list of Subgroups.
7. Tap the **Done** button above the Groups.

4. CUSTOMIZING A TEMPLATE

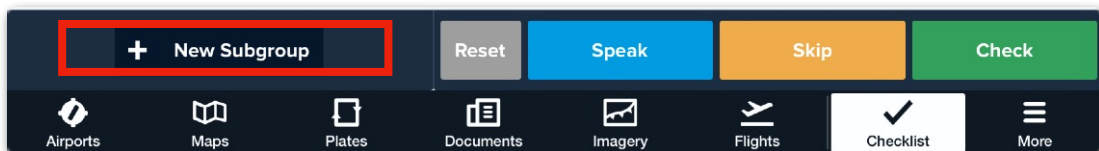
4.2.2 Adding a Subgroup

To add a subgroup to a checklist:

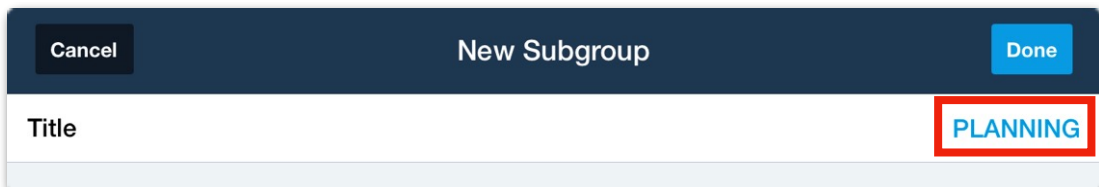
1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel.
3. Tap **Edit Subgroups**.



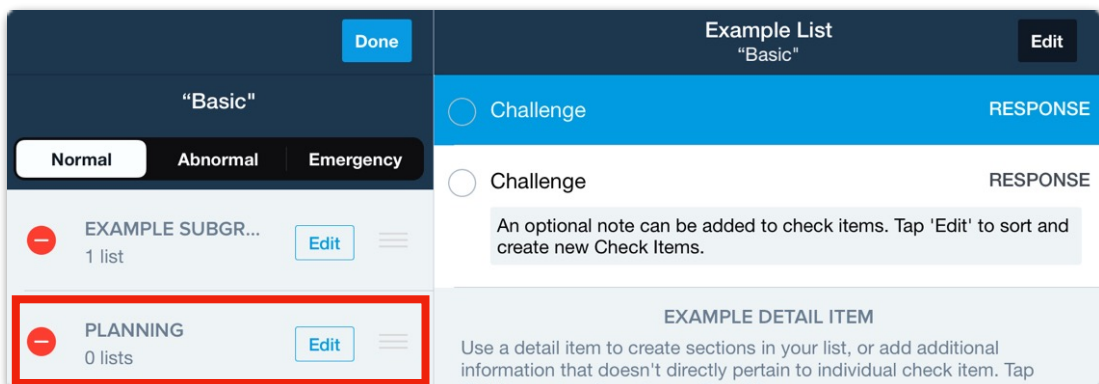
4. Tap **+ New Subgroup** at the bottom of the left-hand panel.



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



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



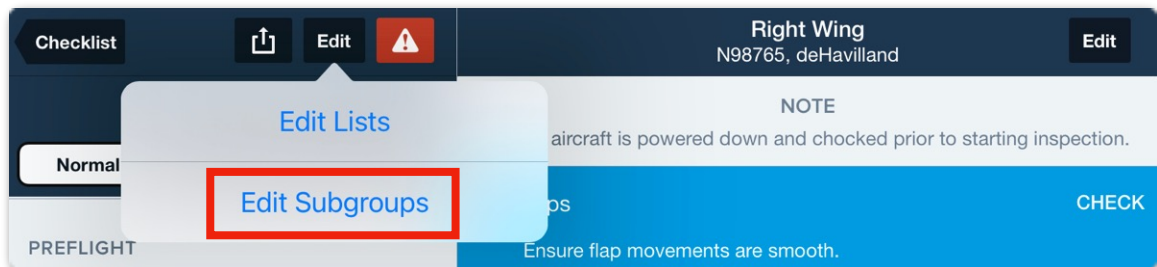
7. Tap **Done** in the upper right corner of the left panel.

4. CUSTOMIZING A TEMPLATE

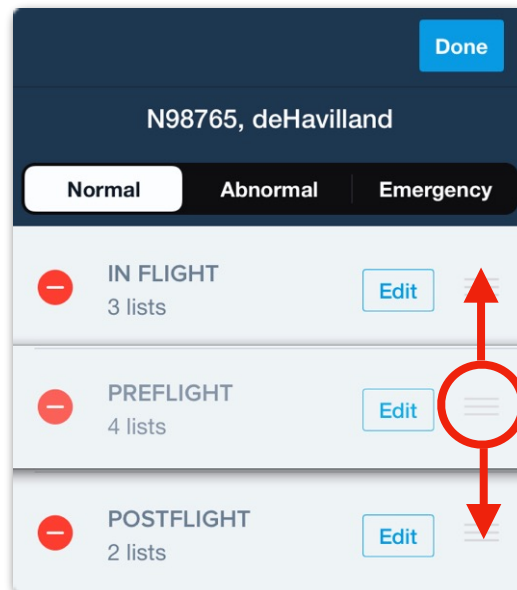
4.2.3 Moving a Subgroup (Sort Order)

To reorder subgroups within a group:

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



4. Tap and hold the three lines to the right of a subgroup to move it up or down.



5. Tap **Done** in the upper right corner of the left panel.

4. CUSTOMIZING A TEMPLATE

4.2.4 Deleting a Subgroup

To delete a subgroup, use one of the following methods:

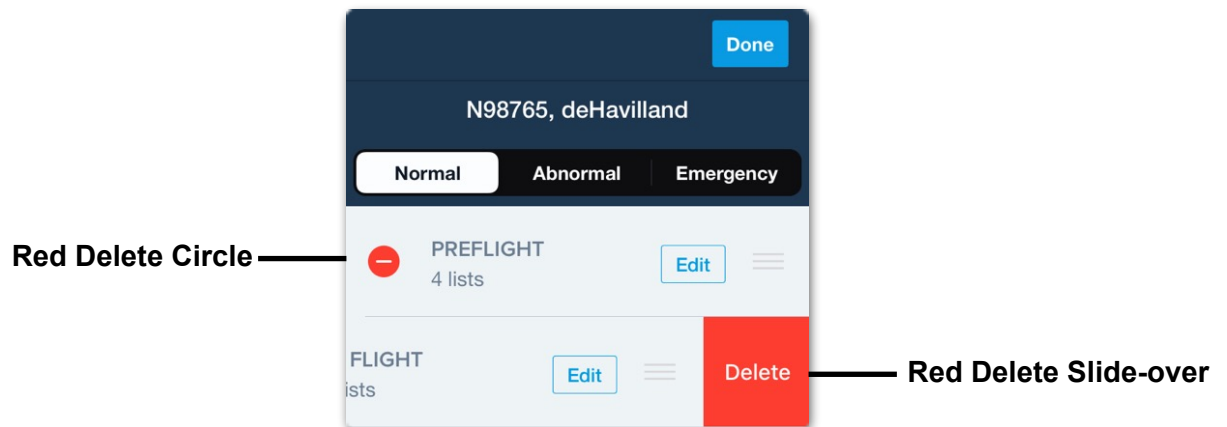
CAUTION: Deleting a subgroup removes all content within it. Once deleted, a subgroup cannot be recovered.

Deleting a Subgroup Using the Red Circle

1. Select a checklist.
2. Tap the **Edit** button in the upper-left corner of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap the **Edit Subgroups** button. A red circle with a white line will appear next to the subgroups.



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

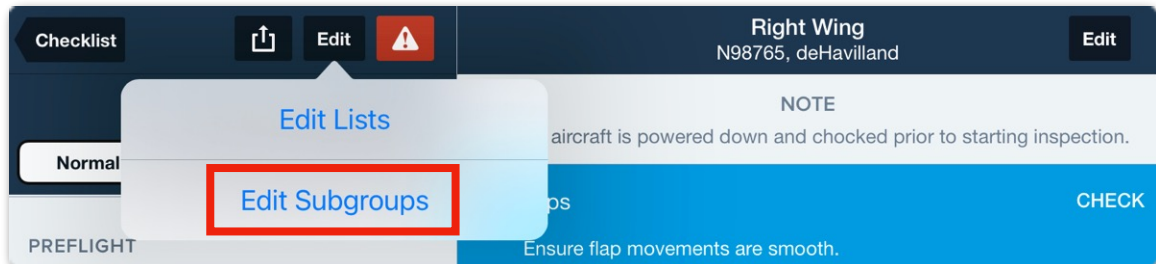


5. Tap the red Delete button. A confirmation message will appear.
6. Tap **Delete** to confirm.
7. Tap **Done** in the upper right corner of the left panel.

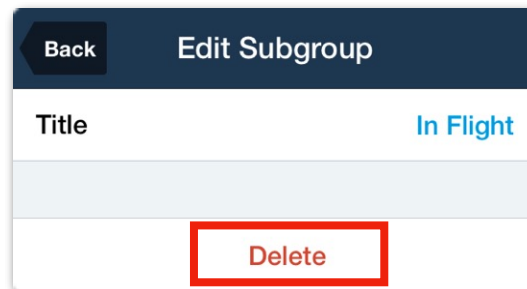
4. CUSTOMIZING A TEMPLATE

Deleting a Subgroup in Edit Mode

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



4. Tap the **Edit** button next to the subgroup to delete. The Edit Subgroup slide-over appears.
5. Tap the **Delete** button. A confirmation message will appear.



6. Tap **Delete** to confirm.
7. Tap **Done** in the upper right corner of the left panel.

4. CUSTOMIZING A TEMPLATE

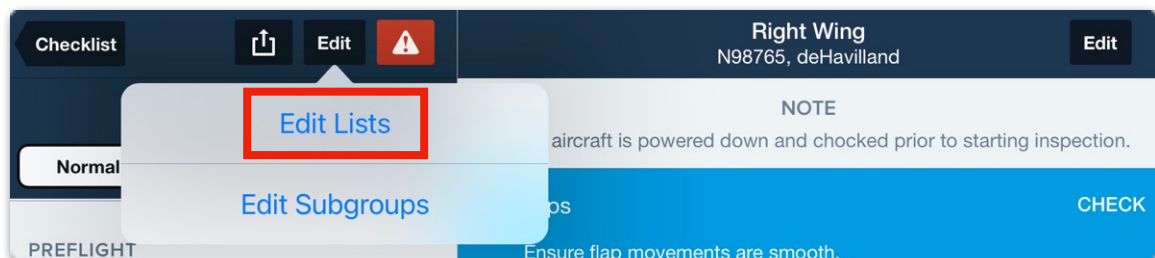
4.3 Working with Lists

Lists can be edited, moved, added, removed, and copied. Additionally, the group and subgroup a list belongs to can be changed.

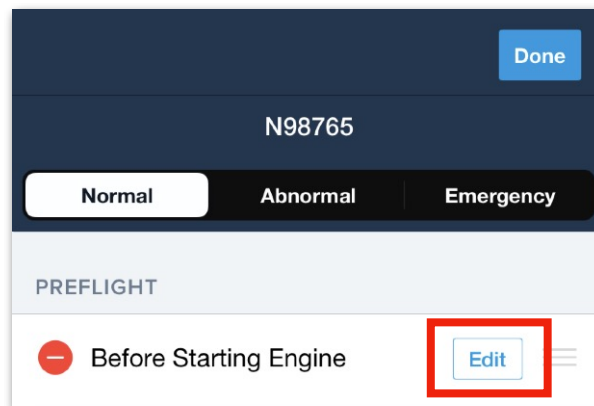
4.3.1 Editing List Details

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

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



4. Tap the **Edit** button next to a list item. The Edit List window will appear.



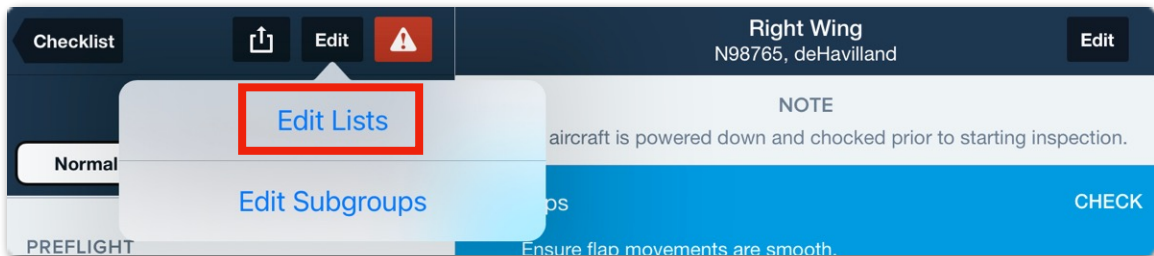
5. Tap the **Title** row to change the list title.
6. Tap the **Group** row to move the list to a different Group (Normal, Abnormal, or Emergency).
7. To move the list to a different subgroup, tap on the desired subgroup. A white checkmark in a blue circle will indicate the selected subgroup.
8. Tap the **Back** button when done.
9. Tap **Done** in the upper right corner of the left panel.

4. CUSTOMIZING A TEMPLATE

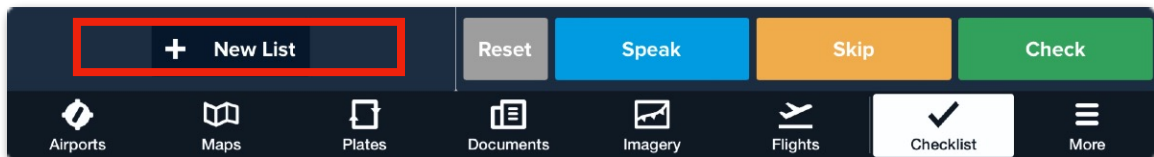
4.3.2 Creating a New List

To add a list to a subgroup within a checklist:

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



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



5. Enter the name for the new list.

A screenshot of the 'New List' pop-up form. It has a dark header with 'Cancel', 'New List', and 'Done' buttons. The form contains two input fields: 'Title' with the text 'Right Wing' and 'Group' with the text 'Normal' and a chevron icon. Below these is a section titled 'SUBGROUP' with a list of options: 'Planning', 'Preflight', 'In Flight', and 'Postflight'. Each option has a radio button to its right. The 'Preflight' option is selected, indicated by a blue checkmark in its radio button. At the bottom, a note reads: 'Move a list by changing the Group or Subgroup it is associated with.'

New List Pop-up

4. CUSTOMIZING A TEMPLATE

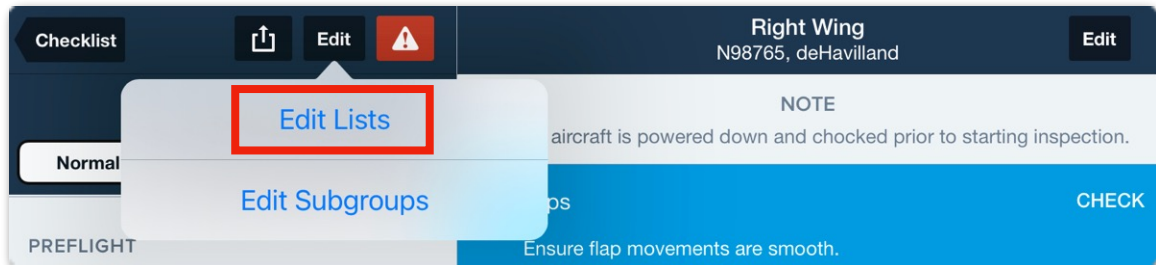
6. Tap the **Group** row to change the group where the list should appear (Normal, Abnormal, or Emergency).
7. Tap the desired subgroup where the list should appear. A white checkmark in a blue circle will indicate the selected subgroup.
8. Tap **Done** in the upper-right corner of the window. The new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

4. CUSTOMIZING A TEMPLATE

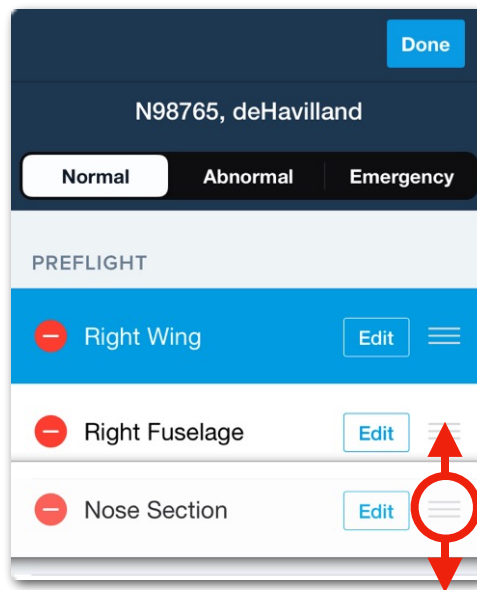
4.3.3 Moving a List within a Group

To move a list:

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



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



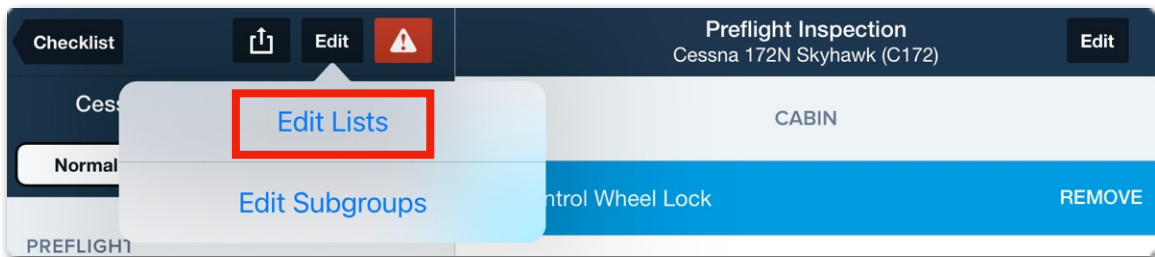
5. To move the list to a different subgroup, tap the **Edit** button next to the list. The Edit List slide-over will appear.
6. Move the list to a different subgroup by tapping on that subgroup. A white checkmark in a blue circle will indicate the selected subgroup.
7. Tap the **Back** button.
8. Tap **Done** in the upper-right corner of the left panel when finished.

4. CUSTOMIZING A TEMPLATE

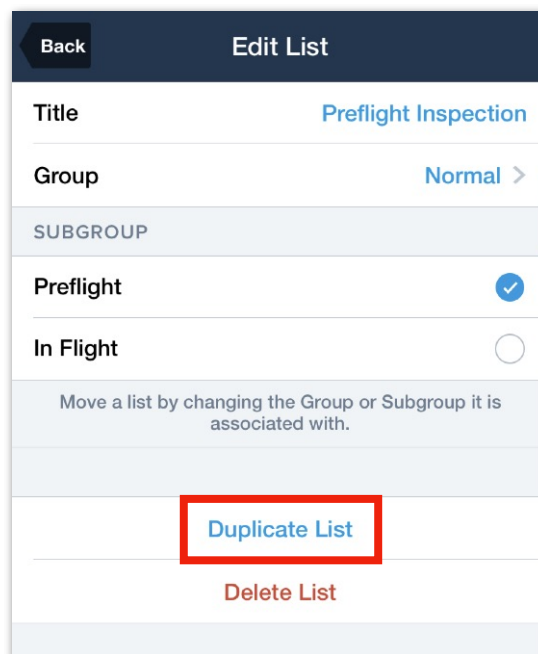
4.3.4 Duplicating a List

To duplicate a list:

1. Select the checklist containing the list to duplicate. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button at the top of the left panel. A drop-down menu will appear 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 will appear.
5. Tap the **Duplicate List** button. A copy of the list will appear below the original, marked with the word "Copy."



6. Tap **Done** in the upper-right corner of the left panel when finished.

4. CUSTOMIZING A TEMPLATE

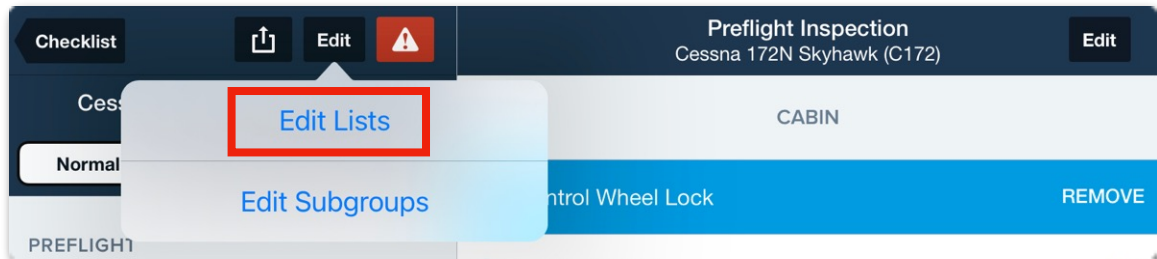
4.3.5 Deleting a List

To delete a list, use one of the following methods:

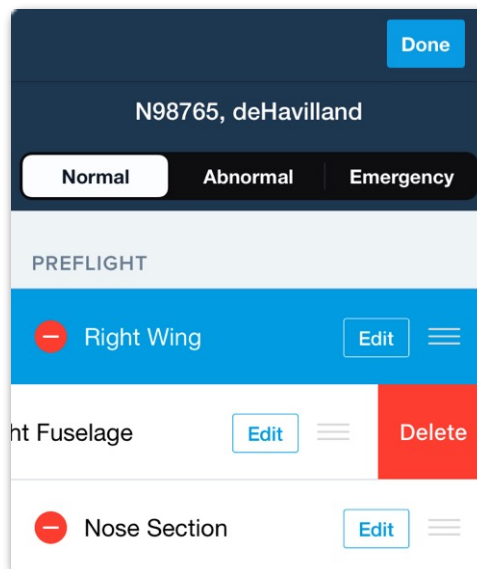
CAUTION: Deleting a list removes all content within it, and the action cannot be undone.

Deleting a List Using the Red Circle

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



4. Tap the red circle. A red **Delete** slide-over button will appear.

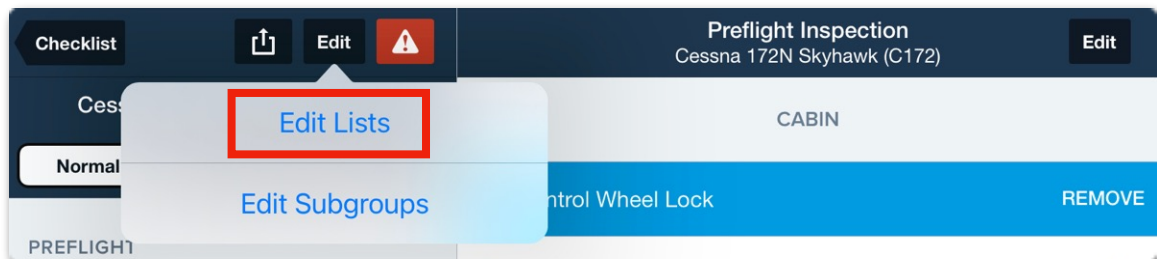


5. Tap the **Delete** button. A confirmation message will appear.
6. Tap **Delete** to confirm.
7. Tap **Done** in the upper-right corner of the left panel when finished.

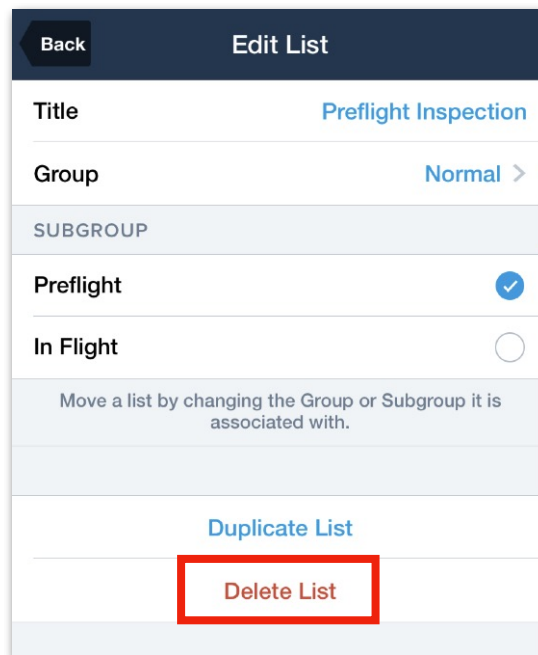
4. CUSTOMIZING A TEMPLATE

Deleting a List in Edit Mode

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Tap the **Edit** button in the upper-left corner of the left panel. A drop-down menu will appear to edit either Subgroups or Lists.
3. Tap the **Edit Lists** button.



4. Tap the **Edit** button next to the list to delete. The Edit List slide-over will appear.
5. Tap the **Delete List** button. A confirmation message will appear.

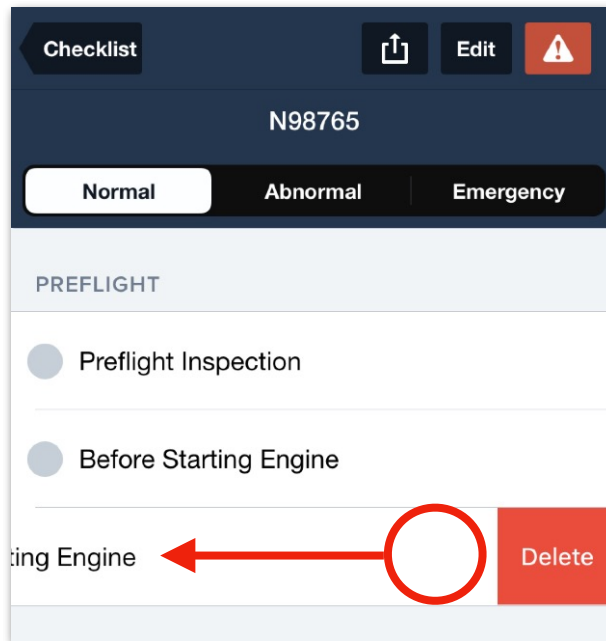


6. Tap **Delete** to confirm the deletion.
7. Tap **Done** in the upper-right corner of the left panel when finished.

4. CUSTOMIZING A TEMPLATE

Deleting a List by Swiping

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Swipe from right to left across the list to reveal a delete button.



3. Tap the **Delete** button. A confirmation message will appear.
4. Tap **Delete** to confirm.

4. CUSTOMIZING A TEMPLATE

4.4 Working with List Items: Detail and Check Items

There are two types of List items: Detail items and Check items.

- **Detail Items** break a list into sections (e.g., Cabin, Empennage) or provide important notes between challenges. These items appear in dark gray on a light gray background.
- **Check Items** consist of a challenge and response format.

4.4.1 Editing Detail Items

To edit a Detail Item:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Scroll through the Groups, Subgroups, and Lists in the left panel until the desired item 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. The Edit Detail Item slide-over will appear.



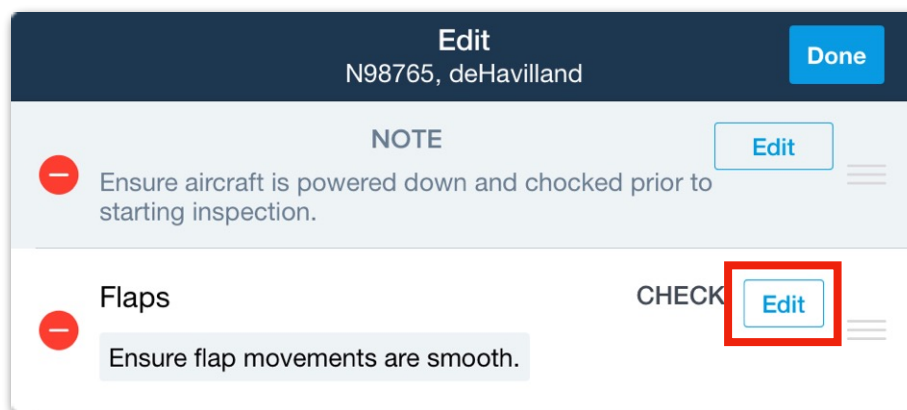
5. Edit the title in the title row or the description in the text box.
6. Tap the **Back** button to return to the list of items.
7. Tap **Done** when all edits are complete.

4. CUSTOMIZING A TEMPLATE

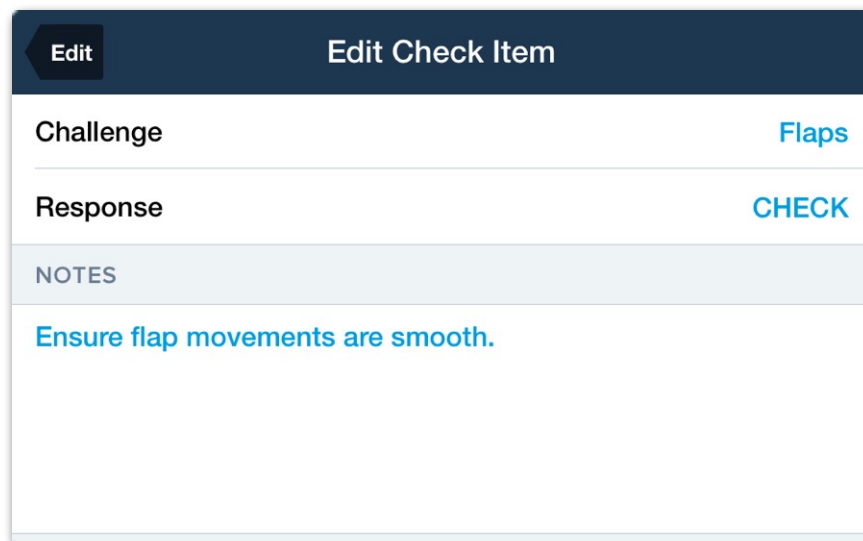
4.4.2 Editing Check Items

To edit a Check Item:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Scroll through the Groups, Subgroups, and Lists in the left panel until the desired item 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 Check Item. The Edit Check Item slide-over will appear.



5. Edit the challenge text in the Challenge row or edit the response text in the Response row.



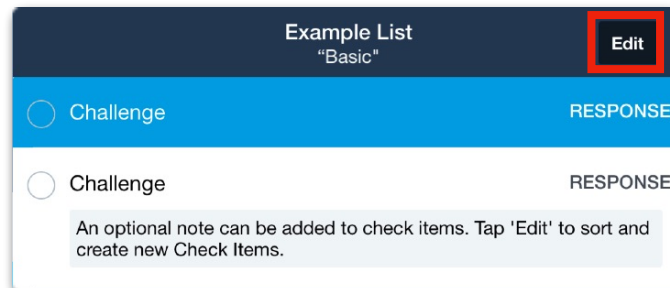
6. Add or modify optional notes in the NOTES box.
7. Tap the **Back** button to return to the list of items.
8. Tap **Done** when all edits are complete.

4. CUSTOMIZING A TEMPLATE

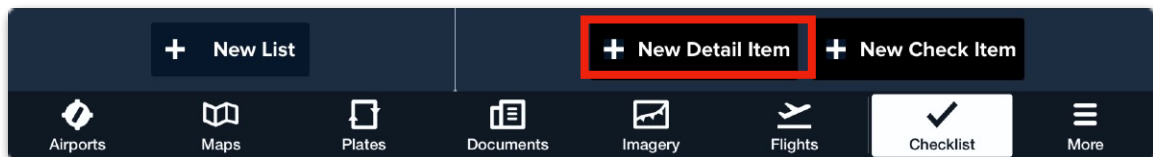
4.4.3 Adding Detail Items

To add a Detail item:

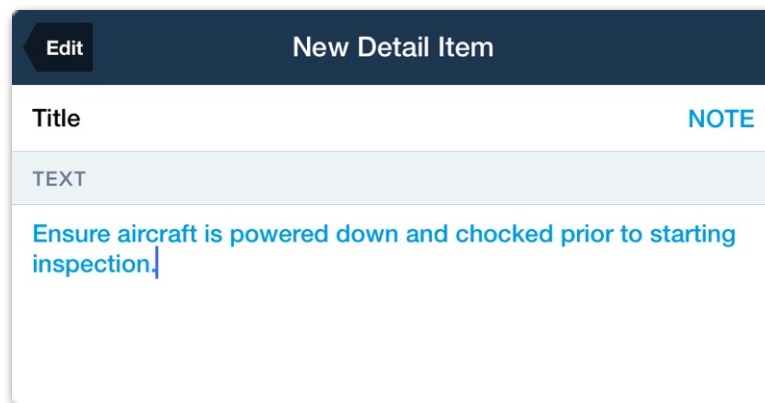
1. Tap the **Edit** button at the top of the right panel.



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



3. Enter the desired Title and Text for the new item.



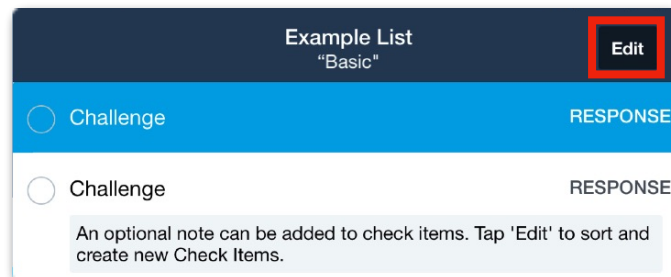
4. Tap the **Edit** button in the upper-left corner of the right panel when finished. The completed Detail Item will appear.
5. Tap **Done** in the upper-right corner when finished.

4. CUSTOMIZING A TEMPLATE

4.4.4 Adding Check Items

To add a Check Item:

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



2. Tap **+ New Check Item** at the bottom of the right panel. The New Check Item slide-over will appear.
3. Enter the Challenge and Response for the Check Item.

A screenshot of a "New Check Item" slide-over form. The form has a dark blue header with a back arrow and the word "Edit" on the left, and the title "New Check Item" on the right. The form contains three main sections: "Challenge" with the text "Pitot tubes clean and free of debris.", "Response" with the text "CHECK", and "NOTES" with the text "Use a flashlight when conditions warrant.". At the bottom of the form, there is a green button labeled "Save and Create Next Item".

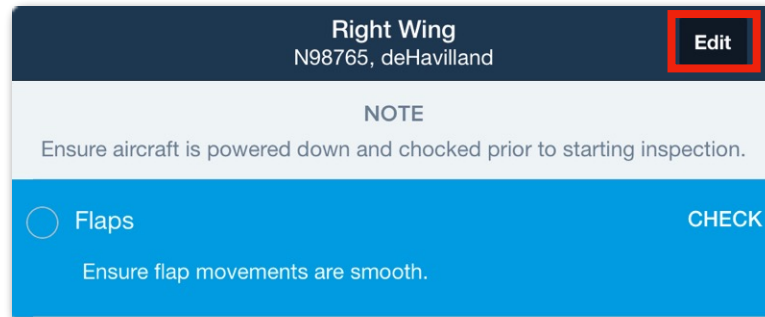
4. Add optional notes if required.
5. Tap **Save and Create Next Item** if additional Check items are needed.
6. Tap the **Edit** button in the upper-left corner of the right panel when finished.
7. Tap the **Done** button in the upper-right corner when finished.

4. CUSTOMIZING A TEMPLATE

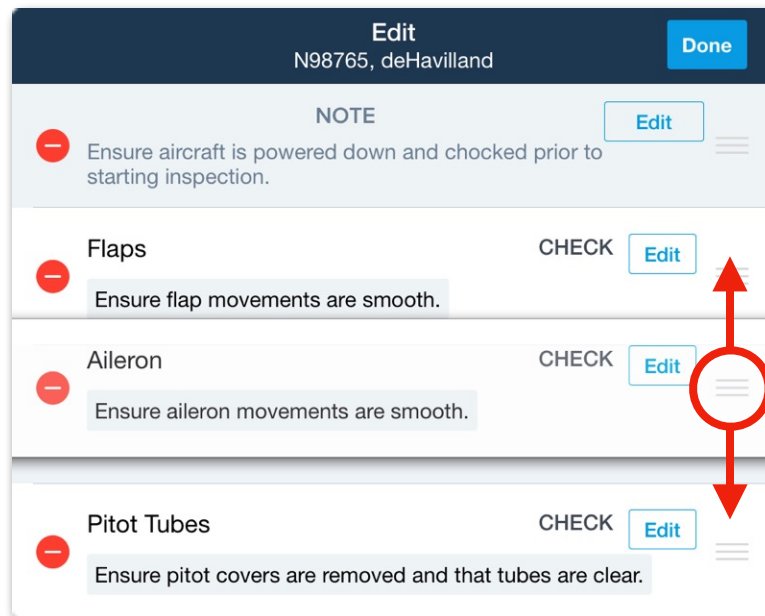
4.4.5 Moving Detail Items and Check Items (Sort Order)

To reorder Detail items or Check items within a list:

1. Select a checklist. The Normal Group for the checklist will appear in the left panel.
2. Navigate to the Group, Subgroup, and List where the item is located.
3. Tap the **Edit** button at the top of the right panel.



4. Tap and hold the three lines to the right of the item to move it up or down.
5. Tap **Done**.



4. CUSTOMIZING A TEMPLATE

4.4.6 Deleting Detail Items and Check Items

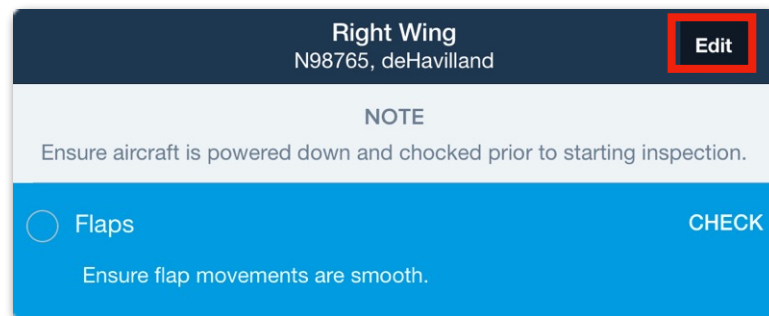
To delete Detail items or Check items, use one of the following methods:

CAUTION: Deleting a Detail Item or Check Item removes all content within it, and the action cannot be undone.

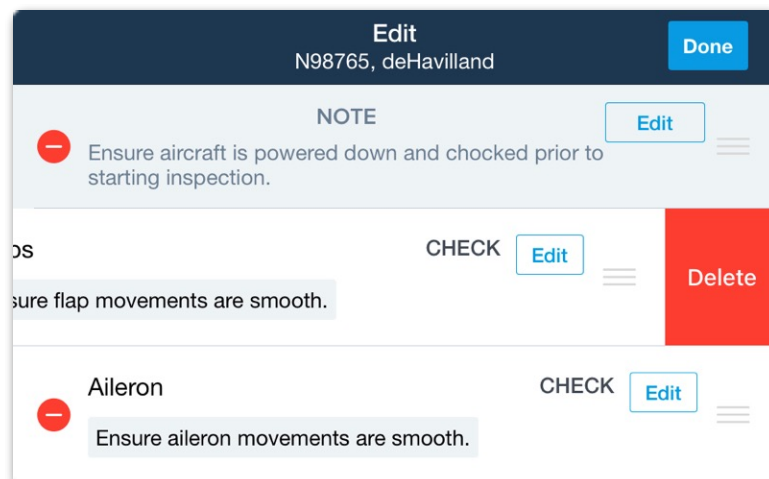
NOTE: Deleting a Detail item only removes the Detail item itself. Check items listed under the Detail Item must be deleted individually.

Deleting a Detail or Check Item Using the Red 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. A red circle with a white line will appear next to the items.



3. Tap the red circle. A red Delete slide-over button will appear.
4. Tap the red Delete button. A confirmation message will appear.

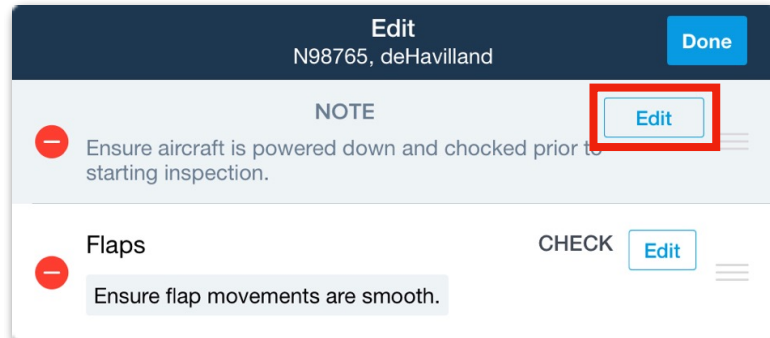


5. Tap **Delete** to confirm.
6. Tap **Done**.

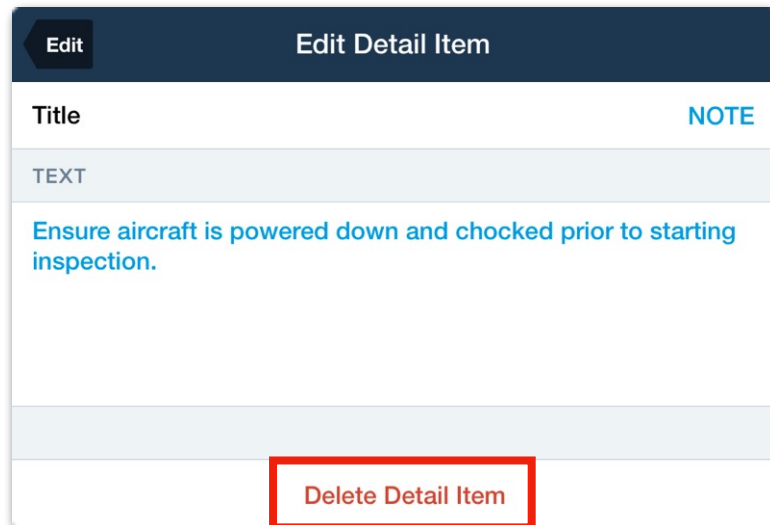
4. CUSTOMIZING A TEMPLATE

Deleting a Detail or Check Item in Edit Mode

1. Select the checklist, subgroup, and list where the item to delete is located.
2. Tap the **Edit** button next to the item to delete.



3. Tap the **Delete [Detail or Check] Item** button. A confirmation message will appear.



4. Tap **Delete** to confirm the deletion.
5. Tap **Done**.

Deleting a Detail or Check Item by Swiping

1. Select the checklist, subgroup, and list where the item to delete is located.
2. Swipe from right to left across the item to delete.
3. Tap **Delete** to delete the checklist. A confirmation message will appear.
4. Tap **Delete** to confirm.
6. Tap **Done**.

USING CHECKLISTS

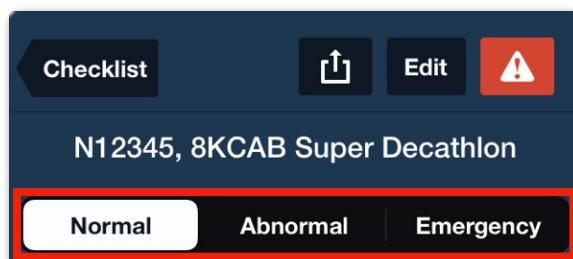
Once a checklist is set up and aligned with the POH or AFM, it can be used. Tap on a checklist and select an item to begin. The checklist can either read items aloud or each entry can be tapped to acknowledge.

The app preserves progress and position in the checklist, even if navigation occurs to another part of the app, such as the Maps view, or if the app is sent to the background. Upon returning to the checklist, the last active location will be restored.

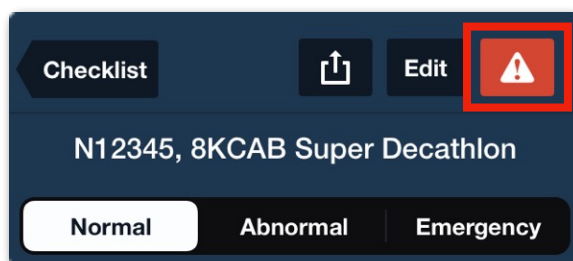
5.1 Selecting a Checklist

To select a checklist:

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



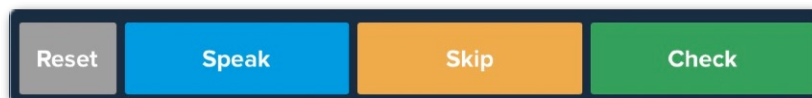
For quick access to emergency lists, tap the red **Emergency** button in the top-left panel. This will result in the Emergency group being selected, where an emergency list can be found and used.



5. USING CHECKLISTS

5.2 Interacting with Checklist Items

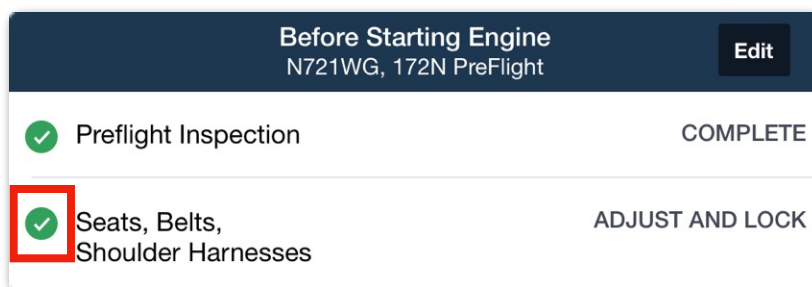
When check items are visible, a quick-action bar appears at the bottom of the right panel, offering options to check, skip, speak, or reset the checklist.



Checklist Quick Action Bar

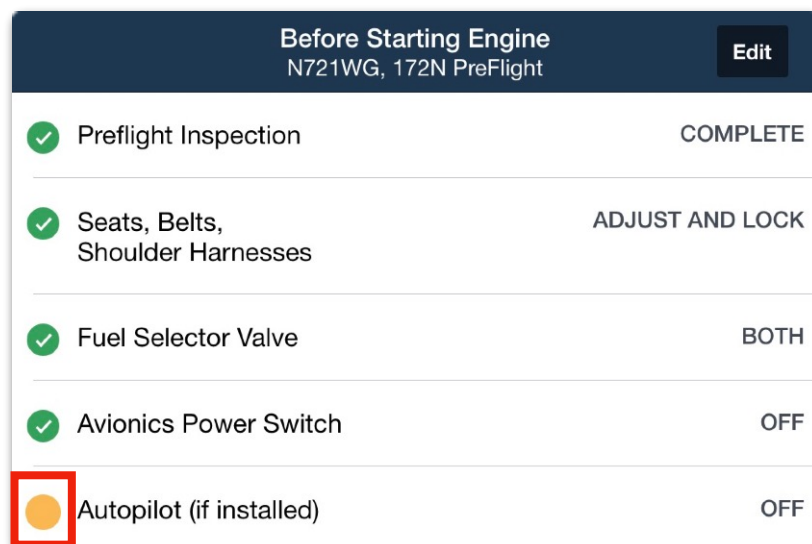
5.2.1 Checking Off Items

Tap the **Check** button on the quick-action bar to acknowledge items, or tap directly on an item to check it. A green circle with a checkmark appears to the left of the checked item.



5.2.2 Skipping Items

Tap the **Skip** button on the quick-action bar to skip items. A yellow circle will appear to the left of the skipped item.



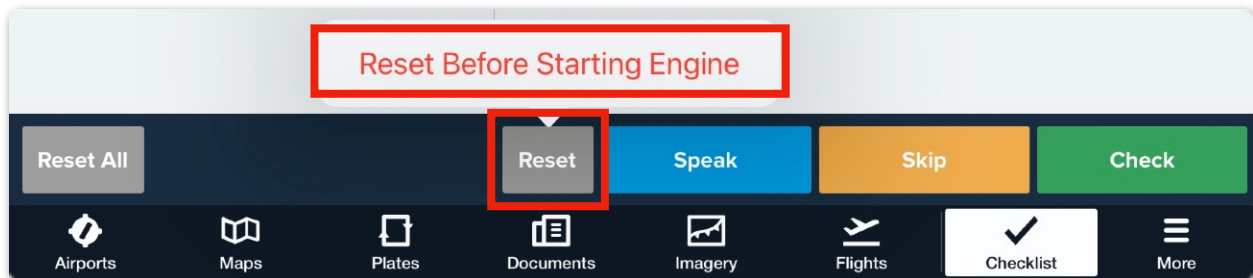
IMPORTANT: Checklists can show as complete even with skipped items.

5. USING CHECKLISTS

5.2.3 Resetting Items

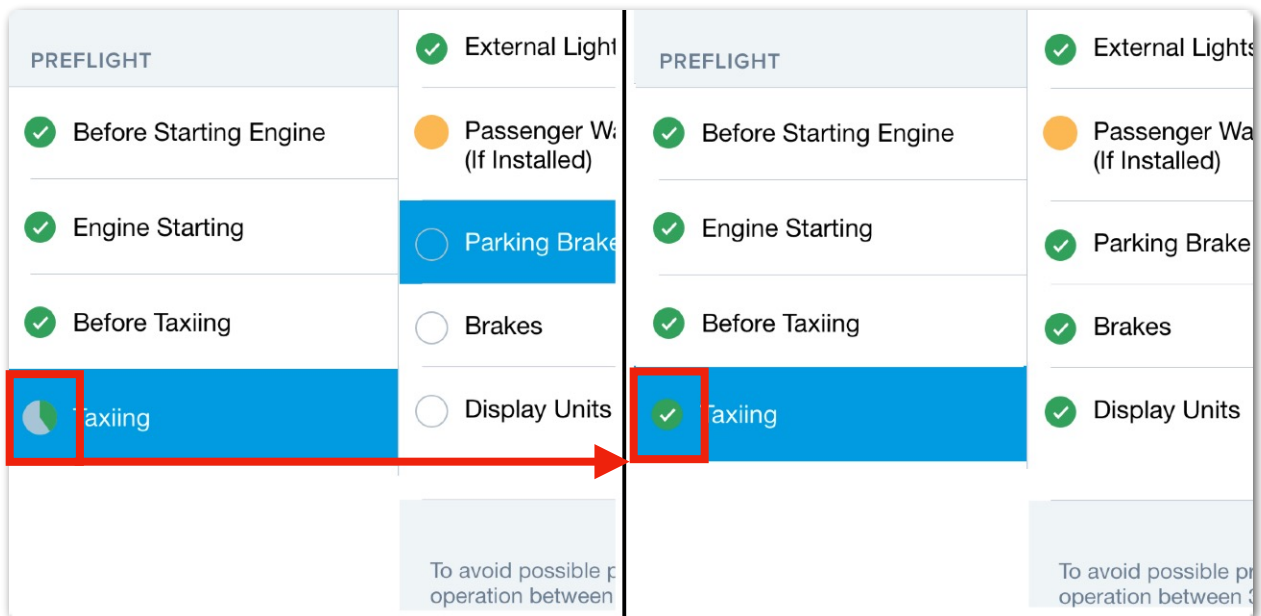
As items are checked or skipped, the selection indicator progresses. To reset or clear a checked or skipped item, tap the item itself.

To reset the entire list, tap the **Reset** button on the quick-action bar. A confirmation pop-up will appear. Tap **Reset [Checklist Name]** to proceed.



5.2.4 Checklist Progress

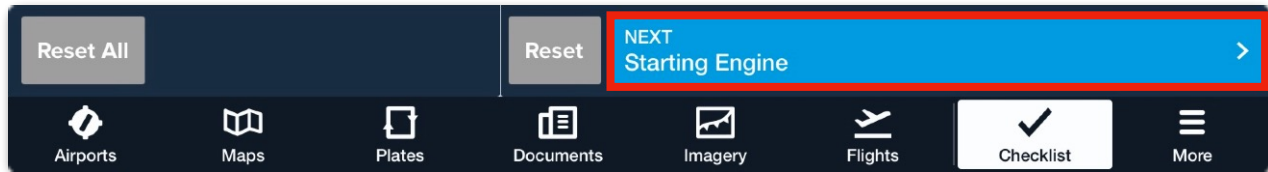
The progress of a checklist is shown by a green circle that fills in as more items are completed. When a list is completed, it is marked with a check.



WARNING: Checklists can show as complete even with skipped items.

5. USING CHECKLISTS

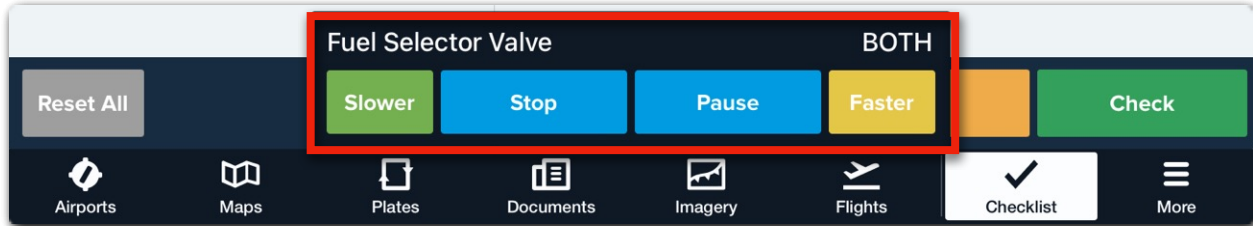
Once all items in a list are checked or skipped, a **Next** button appears, allowing movement to the next list. The **Next** button does not appear in Abnormal or Emergency checklists.



5. USING CHECKLISTS

5.3 Speaking through Checklists

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



Checklist Speak Panel

5.3.1 Setting Speaking Checklist Options

Two speaking styles are available:

- **Challenge Only** - Reads only the item to check.
- **Challenge and Response** - Reads the item to check along with its expected condition.

To select the preferred option:

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

5.3.2 Volume Settings

Use the **Volume Up** and **Volume Down** buttons on the device to adjust the voice volume.

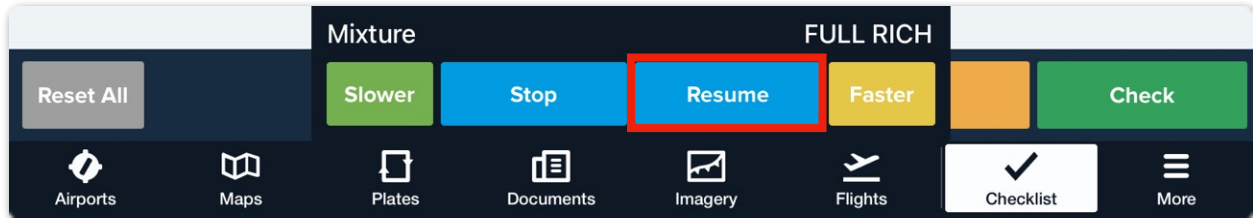
5.3.3 Setting Speaking Speed

To adjust the delay between checklist items, tap the **Faster** or **Slower** buttons in the Speak panel.

5. USING CHECKLISTS

5.3.4 Pausing

Tap the **Pause** button in the Speak panel to temporarily stop the readback. The button will change to **Resume**, which can be tapped to continue.



Checklist paused, waiting to Resume

5.3.5 Stopping

Once the current list is completed, the app will announce, "Checklist complete," and exit Speak mode. Tap the **Next** button to proceed to the next list. To restart Speak mode, tap the **Speak** button.

To stop the readback at any time, tap the **Stop** button to exit Speak mode.

5. USING CHECKLISTS

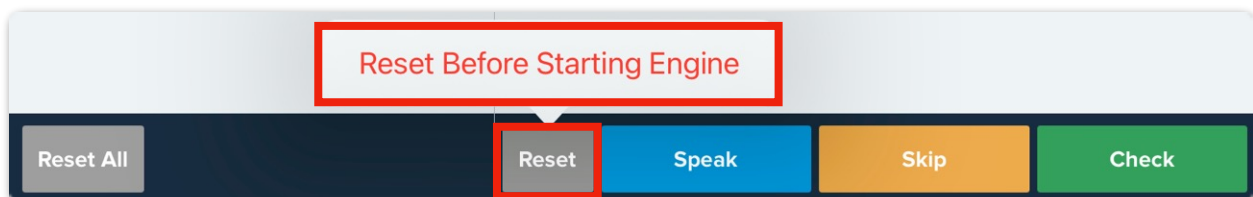
5.4 Resetting Checklists

Individual checklists or entire checklists can be reset.

5.4.1 Resetting Individual Checklists

To reset the current checklist:

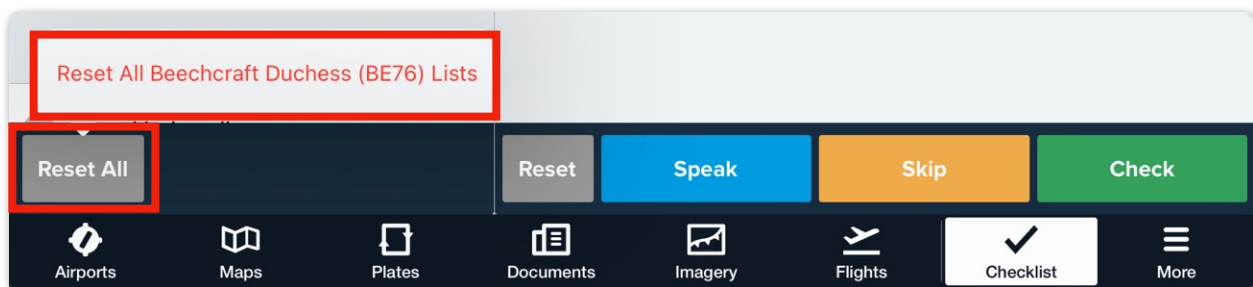
1. Tap the **Reset** button on the quick-action bar. A confirmation pop-up will appear.
2. Tap **Reset [Checklist name]** to confirm.



5.4.2 Resetting Entire Checklists

To clear all lists (including Abnormal and Emergency) within the current checklist:

1. Tap the **Reset All** button in the bottom-left panel. A confirmation pop-up will appear.
2. Tap **Reset All [Checklist name] Lists** to confirm.



SHARING CHECKLISTS

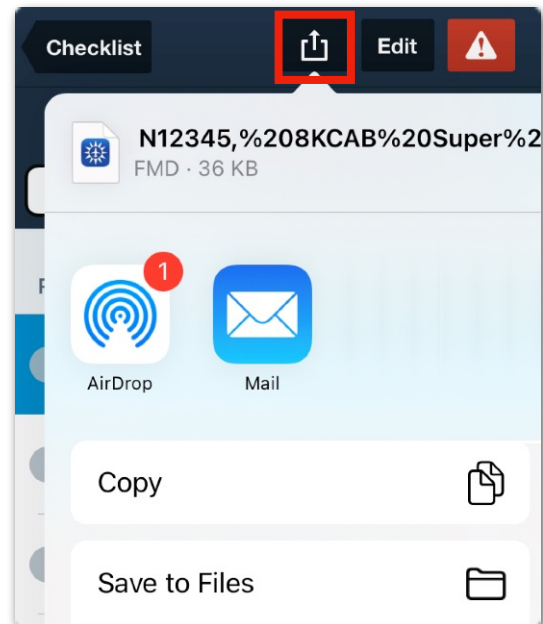
Checklists can be shared with other ForeFlight Mobile users via AirDrop or email (Mail app).

6.1 Share via AirDrop

To share a checklist with nearby Apple devices using AirDrop:

1. Go to the **Checklist** view.
2. Select the checklist to share.
3. Select the **Send To** button in the left panel.
4. Tap **AirDrop**.
5. Tap the device to which the checklist will be sent.
6. Once the file is sent, tap **Done**.

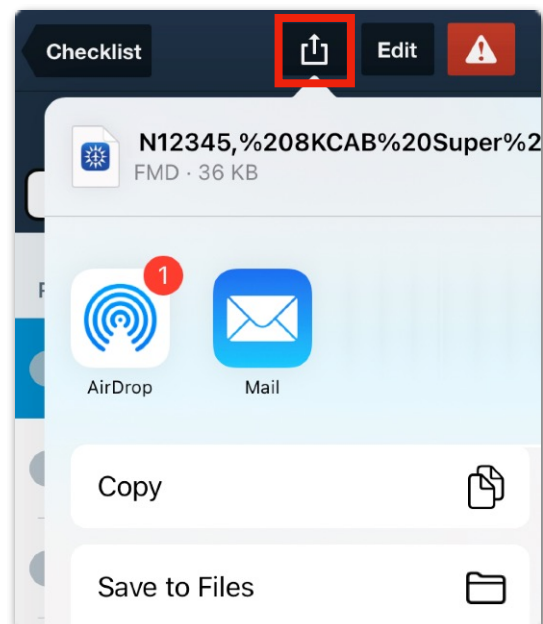
Checklists received via AirDrop on a device with ForeFlight Mobile will automatically be imported and appear at the bottom of the Checklists view.



6.2 Share with a Mail App

To share a checklist with another ForeFlight user via email:

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



6. SHARING CHECKLISTS

Once the recipient receives the email:

1. Open the **Mail** app.
2. Tap on the attached **FMD file**.
3. Tap the **Send To** button in the upper-right corner.
4. 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
17.1	March 2025	Minor review and update
14.2	April 2022	Original release



ForeFlight

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