



# ExCheck

Plug-in Version 3.0

WinTAK Version 4.8

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# ExCheck

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## Overview



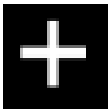
The Execution Checklist (ExCheck) Plug-in allows users to monitor and update the status of a shared checklist that is hosted on a TAK Server. Each checklist is an instance of a template that defines tasks to be completed.

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## Basic ExCheck Checklists

ExCheck is a collaborative tool that requires a TAK Server connection to fully utilize. To open ExCheck, select the **[Plugins]** tab, then select **[ExCheck]** from the plug-ins menu.

If the server in use has no checklists or templates on it, then skip to the section “Creating A New Template.”



ExCheck checklists can be started from premade templates stored on the TAK Server. Users can also join active checklists on the TAK Server. To access these features, select the **[New Checklist]** button from the ExCheck window.

Join Active Checklist

Start New Checklist

A prompt will appear to choose to **[Join Active Checklist]** or **[Start New Checklist]**.

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## Join Active Checklist

Selecting **[Join Active Checklist]** to query a list of available checklists on the server. The list can be sorted by checklist name or by creation date. Text can be entered in the search bar to refine the list of available checklists.

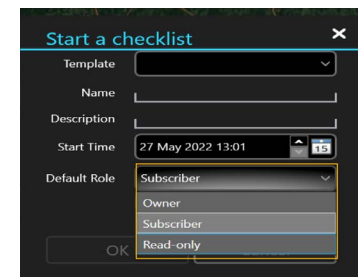
Select the desired checklist to be loaded. The checklist summary will display in list form in the ExCheck window. Tap any part of the entry to open the checklist.

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## Start New Checklist

Selecting **[Start New Checklist]** opens a window with templates that can be used for the base for the new checklist. Select **[Template]** to show the list of available templates.

Scroll to, then select the desired template. Once selected, Name, Description, Start Time, and Default Role of the checklist can be modified.



## Start New Checklist (Continued)

The creator of the checklist is always the Owner. The default role is assigned to users who subsequently join the checklist. Permissions associated with each role are as follows:

**Owner** - Can change default role, change description, change user role, invite users and delete checklist from server.

**Subscriber** - Can invite other users and can edit the checklist.

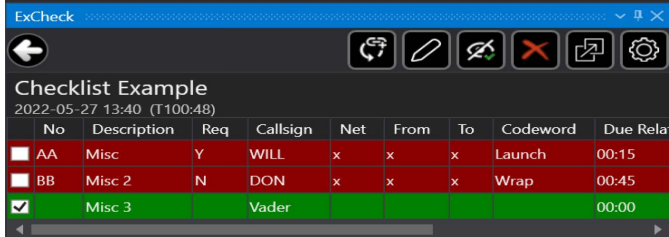
**Read-Only** – Can only review the checklist.

Select **[OK]** to start the checklist. A checklist can also be started in offline mode and uploaded to the TAK Server at a later time, by checking the **[Start offline checklist]** checkbox.

## Using a Checklist

An ExCheck checklist consists of multiple sections.

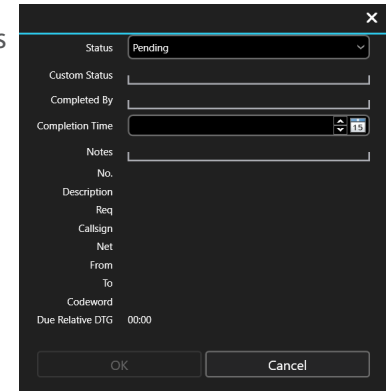
1. Checklist start time and start date
  - When a checklist is first started, its start date/time will automatically default to the current date/time. This can be manually set to a future time in the Start New Checklist window.
2. Time elapsed since start time (hh:mm)
  - The time elapsed field counts forward in minute increments beginning when the checklist is started.
3. Deadline and countdown (Due Relative DTG)
  - This consists of the time allotted for the task (hh:mm) and the time left until the deadline is reached (hh:mm).
4. Completion details
  - This is a timestamp documenting the time the task was completed in a YYYY-MM-DD hh:mm format.
5. Status of task
  - Task rows will be color coded according to their status. Completed tasks are green, pending tasks are black and late tasks are red.



No	Description	Req	Callsign	Net	From	To	Codeword	Due Relative
AA	Misc	Y	WILL	x	x	x	Launch	00:15
BB	Misc 2	N	DON	x	x	x	Wrap	00:45
<input checked="" type="checkbox"/>	Misc 3		Vader					00:00

## Changing the Status of a Checklist Task

To change the status of a task, select any cell within the line of that task. A window will open giving options to modify status details, including changing the main status (Pending, Complete or Custom status).



## Editing a Checklist



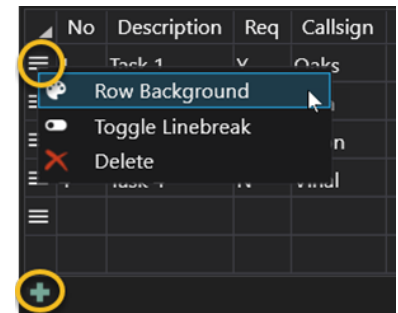
Once a checklist has been created, the column headers cannot be changed, however, additional rows can be added and existing rows and individual cells can be modified by selecting [**Edit Checklist**].

### Rows

Select the three lines in the first column to change Row Background color, Toggle Linebreak or Delete. Select the **[+]** at the bottom left of the checklist to add rows.

### Individual Cells

Selecting an individual cell allows the user to input desired changes directly into the cell. When the necessary changes have been made, select **[OK]**. The Edit Checklist window will close, and the user will return to the ExCheck checklist.



## Adding a Checklist to a Data Sync Mission Feed



An ExCheck checklist can be added to a Data Sync Feed using the [**Link to Data Sync Mission**] button. All non-password protected mission feeds located on the TAK Server will be listed, allowing the user to choose one. Once selected, a toast message will alert the user that the checklist was successfully added to the Data Sync Mission.

## Hide Completed Tasks



Visual clutter can be removed as tasks are completed by selecting the **[Hide Completed Tasks]** button. When toggled on, all completed tasks will be hidden from view. When toggled off, completed tasks will again be visible.

## Remove Checklist



To remove a checklist from the device, select the checklist from the ExCheck window to open and select **[Delete]**. Options are given to perform a local delete or a server-wide delete depending on user permissions.

## Export Checklist

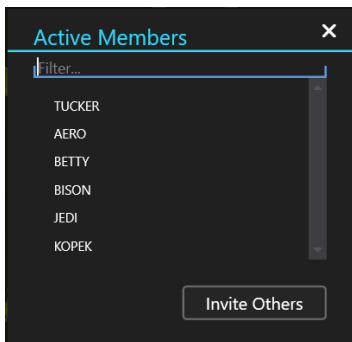


To export, select the **[Export]** button. By default, an exported checklist is saved in user\documents\wintak\export as a CSV file. A different location can be selected using the Windows File Explorer window.

## Settings



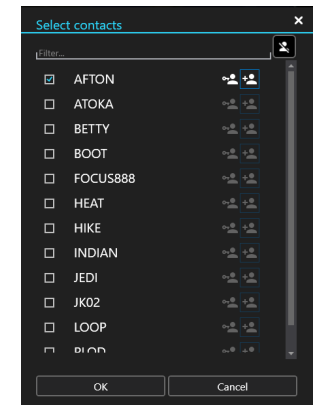
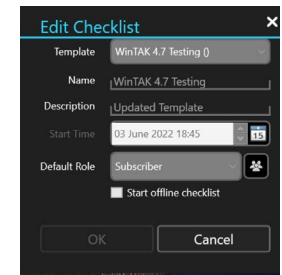
Select **[Settings]** to change properties of the checklist based upon assigned role in the Edit Checklist window.



If users are assigned the Owner role (the creator of the checklist), the description and default role for that checklist can be updated. To view active current members of the checklist, select the **[Users]** button next to the default role.

To invite additional users to the checklist, select the **[Invite Others]** button. This will display the current users connected and will allow the Owner to select a user, as well as a role for that user. Select **[OK]** when complete.

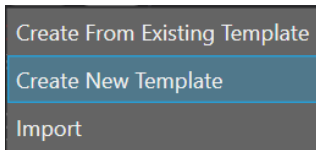
Members who were invited to the checklist will receive an invite message immediately if connected to the server or the next time ExCheck is used.



## Creating a New Template



Templates can be created and added to the TAK Server to be used in the creation of new checklists. Select the [**New Template**] button from the ExCheck window to begin.



The following choices will be displayed:

- Create From Existing Template
- Create New Template
- Import

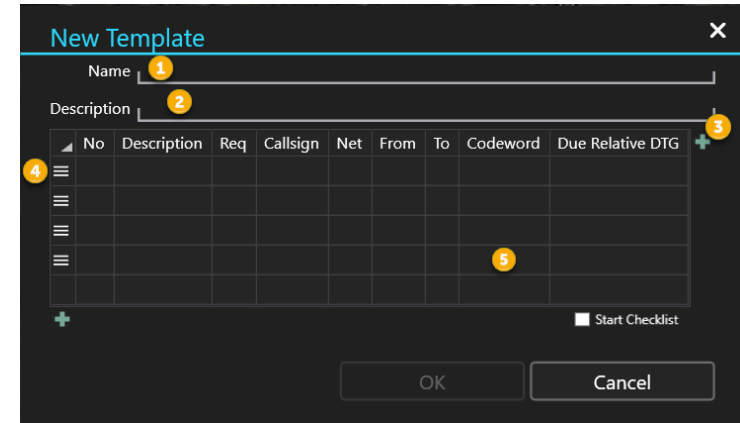
To create a template from scratch, select the [**Create New Template**] option from the New Template dropdown and the New Template window will open. This base template can be modified using the same options available when creating from an existing template.

## Create from Existing Templates

Existing templates on the TAK Server can be utilized as a starting point for a new template. Select the [**Create From Existing Template**] option from the New Template dropdown and select a template from the Select Template window to start. The search feature in the Select Template window can be used to refine the search. Once a template is selected, the New Template window will open. From the New Template window, the following can be modified:

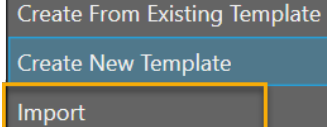
From the New Template window, the user can modify:

1. Template Name
2. Template Description
3. Columns
  - Right-click column headers to rename, delete or change column type
  - Select **[+]** in the upper right corner to add and name new columns
  - Rearrange columns by dragging the column to a new position.
4. Rows
  - Select the three lines to the left of a row to modify Row Background, Toggle Line-break and to Delete rows
5. Individual cells
  - Select individual cells to modify contents



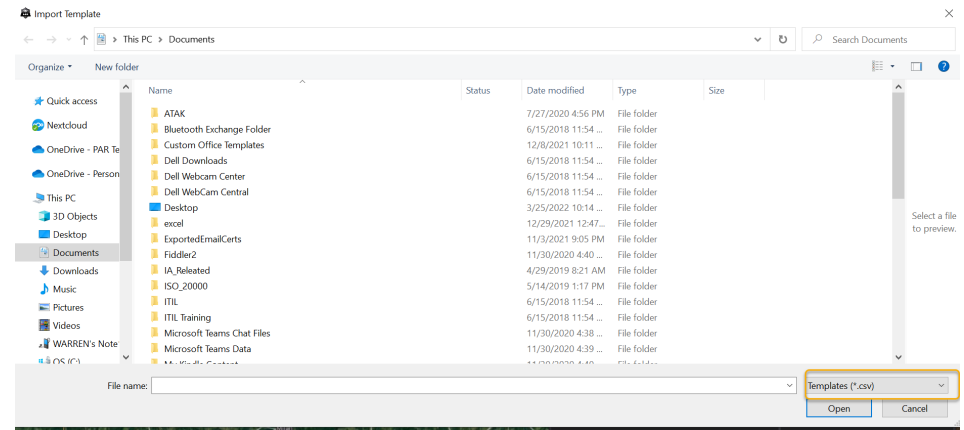
To start a checklist using this template, immediately after the template is created, check [**Start Checklist**]. After all necessary changes have been made, select [**OK**]. The template will be added to the TAK Server and the New Template window will close.

## Create Via Import



A template can also be created by importing a .CSV file. From the **[New Template]** button select the **[Import]** option.

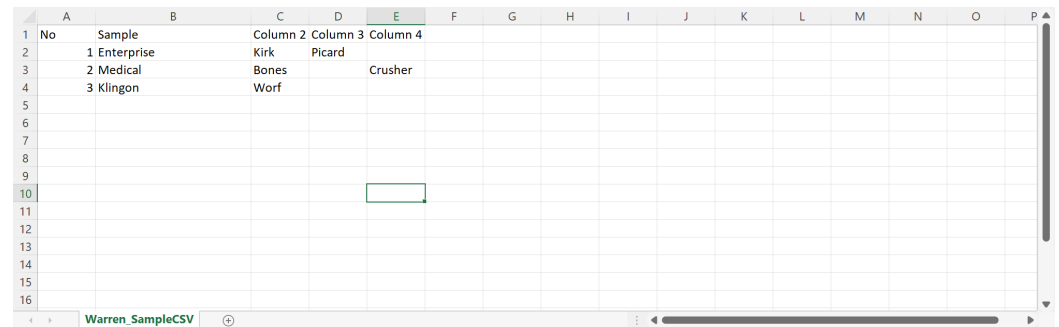
A Windows File Explorer window will open to navigate to the file system and select the desired CSV file.



## Creating a New Template with CSV File

To construct an ExCheck CSV template the following format is required:

- Row 1 contains the column headers to be used in the template.
- Rows 2 through X are for data that will be loaded into the template.



No	Sample	Column 2	Column 3	Column 4
1	Enterprise	Kirk	Picard	
2	Medical	Bones	Crusher	
3	Klingon	Worf		