

# Release notes – Template Checklists

Release Date

**5th Dec 2022**

## Overview

Template Checklist allows you to perform identical checks against various elements using only one template. The new Template Checklist feature will allow Quality Managers to convert existing checklists into templates that can be used for multiple airports or aircrafts, with the flexibility of each associated checklists having its own independent schedule. If for any reason you would like to convert the template back into a standard checklist, this can be achieved without losing any valuable audit history by using the “Revert to Checklist” button.

## What is new?

- The ability to convert existing checklists into templates that can be used for multiple purpose.
- Using the template, an infinite number of child checklists can be generated.
- Once a template has been created with various child checklists, changes only need to be made on the template level. All the associated child checklists will be immediately updated to reflect the changes.
- On the template page you will be able to get an overview of the in progress audits for all associated checklists, with a clear indication of which checklist the audit is associated with. The template view also gives you an overview of past audits.
- A “Revert to Checklist” button which will change the template back into a standard checklist if you decide you no longer require the template.
- All audit history will be retained if the template was reverted back to a standard checklist.

## Why are we doing this?

As a Quality Manager, you will find that you are performing the same audit multiple times using different checklists. The new feature provides an efficient and straightforward way of creating templates from existing checklists and modifying multiple checklists all at once.

## Who does this affect?

Template checklists are designed to be created and maintained by users with "Quality Manager" access rights.

## How do I use Template Checklists on my site?

Click on the following links to see '[How to](#)' videos.

## FAQ

**Q. How do I enable the new Template Checklist on my site?**

A. Template Checklist is an additional functionality which can be enabled by the Centrik Support team.

**Q. Are there any changes to the current system access rights regarding Checklist Templates?**

A. No, as the ability to create Template checklists falls under the "Quality Manager" access rights

**Q. Would the changes made on the template level be reflected on audits that are in progress or past audits?**

A. No, changes made will only impact new audits.

**Q. Am I able to make changes to the Child Checklist?**

A. No, all changes must be made at the template level

**Q. Can I convert the template back into a checklist and still keep all the data?**

A. Yes, a template can be converted back into a standard checklist and all historical data will be retained.