



ExCheck

Plug-in Version 1.1

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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 out on a TAK Server. Each checklist is an instance of a template that defines several tasks to be completed.

Basic ExCheck Checklists

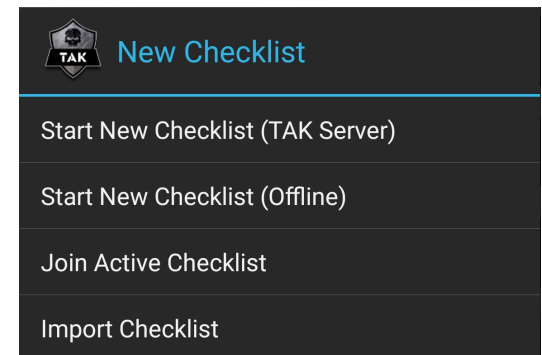


ExCheck can be used as a collaborative tool, in which case the device must be connected to a TAK Server. It can also operate in offline mode. If the server in use has no checklists or templates on it, then skip to the section CREATING NEW TEMPLATE first.



Basic use of ExCheck allows the user to start a new checklist from a premade template or to join a checklist posted on the TAK Server. To access these features, select the **[New Checklist]** button from the ExCheck toolbar.

A window will display prompting the user to choose **[Start New Checklist (TAK Server)]**, **[Start New Checklist (Offline)]**, **[Join Active Checklist]**, or **[Import Checklist]**.



Join Active Checklist

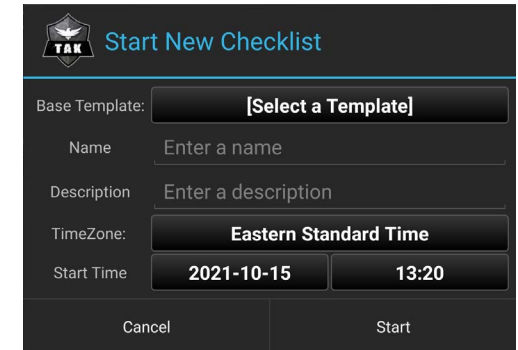
Selecting **[Join Active Checklist]** will let the user know that active checklists are being retrieved from the connected server. When the query has completed, a list of all checklists available will display. The list may be filtered alphabetically or by creation time. The user may also search the list to look for specific checklists.

Select the desired checklist to load it. The checklist summary will display in list form. Tap any part of the entry to open the checklist.

Start New Checklist (TAK Server)

Selecting [**Start New Checklist (TAK Server)**] opens a window that allows the user to choose a template that will be the base for the new checklist. Tap [**Select a Template**] to query the server to show the list of available checklists.

The template list is sortable alphabetically, (A-Z or Z-A) and by creation time. It can also be searched for manually. After choosing a template, enter a name and description for the new checklist and start time, then select [**Start**]. The new checklist will open and begin counting toward due date/time.



Start New Checklist (Offline)

Selecting [**Start New Checklist (Offline)**] opens a window with an extra option for selecting the base template. To use a template stored on a TAK server, select the [**Select Template**] radio option. Select [**Start**] to start the new checklist. However, if no server connection is available, select the [**Create From Blank Template**] radio option. With this option selected, selecting [**Start**] will open the template editor so the checklist can be edited before starting it.

Whichever option is selected, an offline checklist will be created. An offline checklist functions similarly to an online checklist, except that it is not automatically synchronized to the TAK server. At any time, an offline checklist can be converted to an online checklist by selecting the [**Upload**] button.

Import Checklist

Selecting [**Import Checklist**] will open a file chooser dialog. Select a CSV file to import. The first row of the CSV will be used as the checklist column headers. Once imported, a template editor will be opened to allow for the checklist to be edited further. When finished, select [**Done**] and an offline checklist will be created.

Using a Checklist

An ExCheck checklist consists of multiple sections.

1. Date & Time of checklist start time

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 located 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 starts. The format is T+hh:mm, where T is start time. If the checklist start time is set to a future date/time, the counter will display the difference between the future time and the current time. It will count down in minute increments until it reaches zero, at which time the counter will begin to advance forward again.

3. Progress bar (percent completed)

The progress bar shows the percentage of the checklist items that are completed.

4. Deadline and countdown – (Due Relative DTG)

- Time allotted for task (hh:mm)
- Time left until deadline is reached (hh:mm)

5. Count of tasks in each status type (Late/Pending/Complete)

6. Completion details

- Who completed the task
- Time/date completed

7. Status of task

- Late (orange)
- Complete (green)
- Pending (black)

8. Completed (Check mark = Done)

The screenshot shows a checklist interface with the following data:

Done	No.	Description	Req	Callsign	From	To	Codeword	Due Relative DTG	Status	Complete DTG
<input type="checkbox"/>	1	Task 1	Mandatory	Squad 1	Location A	Location B	alpha	00:02 T+00:10	Late	
<input checked="" type="checkbox"/>	2	Task 2	Optional	Squad 2	Location C	Location D	bravo	00:10 T+00:00	Complete (late)	By Squad 2 @ 2020-10-16T14:17:30
<input type="checkbox"/>	3	Task 3	Mandatory	Squad 3	Location E	Location F	charley	00:20 T+00:07	Pending	
<input checked="" type="checkbox"/>	4	Task 4	Mandatory	Squad 2	Location A	Location C	delta	00:00 T+00:01	Complete	By FLYING ACE @ 2020-10-16T14:00

Callouts in the image: 1 (Progress bar), 2 (Title), 3 (Start time), 4 (Due Relative DTG), 5 (Status summary), 6 (Complete DTG), 7 (Status), 8 (Check mark).

The status will begin as "Pending" until the task has been completed or passed the deadline without being completed. The row background will change to the associated color for that status.

Changing the Status of a Checklist Task

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

A checklist is still be considered complete even if one or more of the listed tasks were finished late. Tasks finished late are denoted by the word “(late)” in the Status column.

checklist example
2020-10-15 16:25 T+00:05

100% complete 4

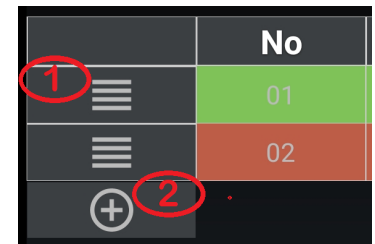
Done	No.	Description	Req	Callsign	From	To	Codeword	Due Relative DTG	Status	Complete DTG
✓	1	Task 1	Mandatory	Squad 1	Location A	Location B	alpha	00:02 T+00:03	Complete (late) By Squad...	By Squad 1 @ 2020-10-15T20:30:14...
✓	2	Task 2	Optional	Squad 2	Location C	Location D	bravo	00:10 T-00:08	Complete By Squad 2	By Squad 2 @ 2020-10-15T20:26:20...
✓	3	Task 3	Mandatory	Squad 3	Location E	Location F	charley	00:20 T-00:14	Complete By Squad 3	By Squad 3 @ 2020-10-15T20:30:38...
✓	4	Task 4	Mandatory	Squad 2	Location A	Location C	delta	00:00 T+00:00	Complete By FLYING ACE	By FLYING ACE @ 2020-10-15T20:2...

Editing a Checklist



Once a checklist has been created, the column headers cannot be modified; however, rows and individual cells can be modified in the Checklist Editor by selecting the **[Edit]** button.

Rows: Change Background Color, Toggle Line Break and Delete Row. These are accessed through the **[Modify Row]** button (1). Rows can be added through the **[Add Row]** button (2).



Individual Cells: Tapping on an individual cell opens a window that allows the user to change the text within the cell. This window also allows the user to modify the text in the other cells for the list entry by selecting **[Next Cell]**.



To save the changes made in Checklist Editor, select the **[Upload]** button.

Adding a Checklist to a Data Sync Mission Feed



An ExCheck checklist can be added to a Data Sync Feed using the [**Upload to Data Sync Feed**] button. All mission feeds located on the TAK Server will be listed, allowing the user to choose one. Select [**Send**] from the window to upload the checklist. The user will be notified when the checklist has been successfully added to the feed.

Alternatively, if the user also has the Data Sync plug-in installed, they can add their checklists to any Data Sync feeds they are subscribed to. This is done within the Data Sync tool.

Creating a New Template



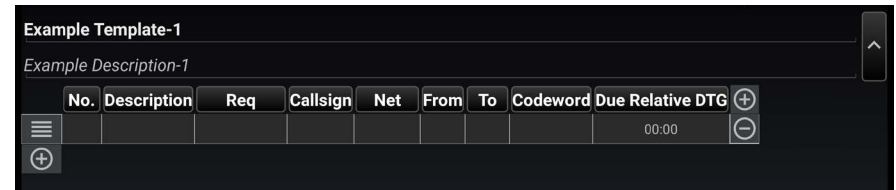
Select the [**Create New Template**] button from the ExCheck toolbar.

A window will open displaying the two methods of creating a template:

- From a Blank Template
- From Existing Template

Create a Blank Template

Select [**Blank Template**] to begin creating a new template. Enter a name and description for the new template.



A default blank template will open in a half-screen panel. To display all the columns, expand the panel by tapping the full-screen button.



The half-screen button will collapse the window back to half-screen again.

Create a Blank Template (Continued)

At this point, there are several options to modify the template. The following are modifiable:

- Template name
- Template description
- Rows (Background color, Toggle line break, Delete row) These are accessed through the **[Modify Row]** button (1). Rows can be added through the **[Add Row]** button (2).
- Columns (Rename, Change background color, Change text color, Column type, Delete column). Columns can be added through the **[Add Column]** button (3).

	No.	Description	Req	Callsign	From	To	Codeword	Due Relative DTG	
1	1	Task 1	Mandatory	Squad 1	Location A	Location B	alpha	00:02	⊖
	2	Task 2	Optional	Squad 2	Location C	Location D	bravo	00:10	⊖
	3	Task 3	Mandatory	Squad 3	Location E	Location F	charley	00:20	⊖
	4	Task 4	Mandatory	Squad 2	Location A	Location C	delta	00:00	⊖
+									

Note: The Due Relative DTG column is the only column that cannot be removed.



After all modifications are complete, select the **[Upload]** button located on the ExCheck toolbar.

The user will be notified that the template is being uploaded to the server and that it has successfully uploaded. The template can now be downloaded by TAK users to use for their ExCheck checklists.

Note: A template cannot be stored locally. If the user taps back before uploading it, they will be notified that the template will be discarded if they continue to leave the template editor.

Creating from Existing Templates

Users can utilize existing templates from the TAK Server as a starting point for their own new template. Select the **[New Template]** button and then **[From Existing Template]** to begin a search of the server. A list of available templates will display. The list can be sorted alphabetically (A-Z or Z-A), or by creation time. After a template has been chosen, it will open in the ExCheck panel.

This base template can be modified using the same options that are available when creating a blank one. After modifications are complete, select the **[Upload]** button to post it to the server.