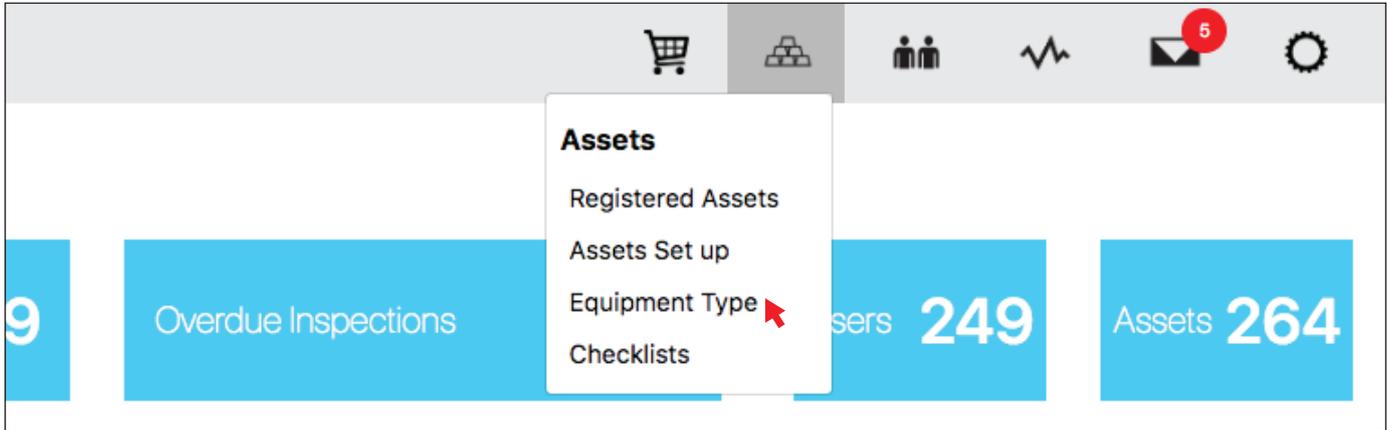


# How to create a new checklist

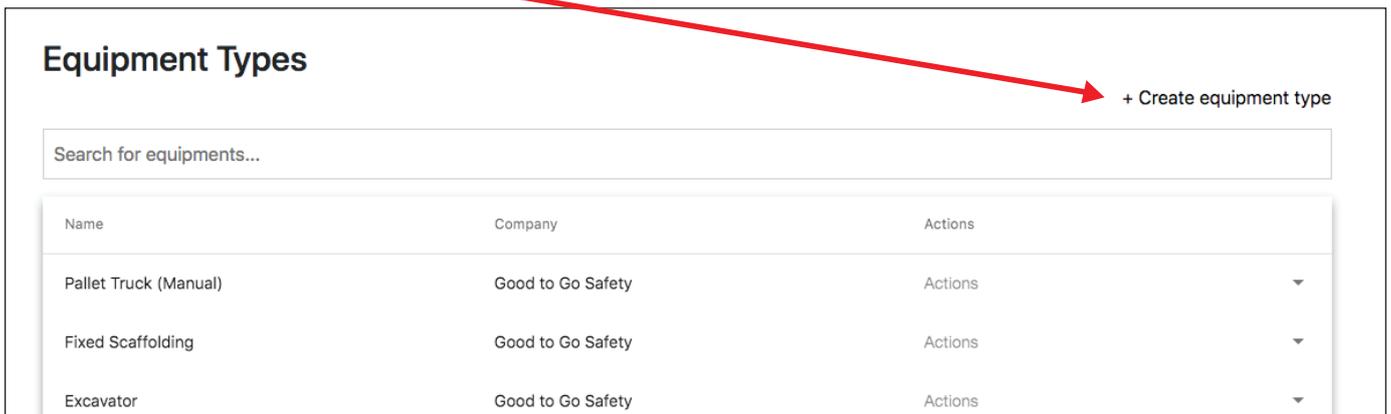
## Step 1

Log in to your dashboard and go to the **Assets** dropdown menu and select **“Equipment Type”**.



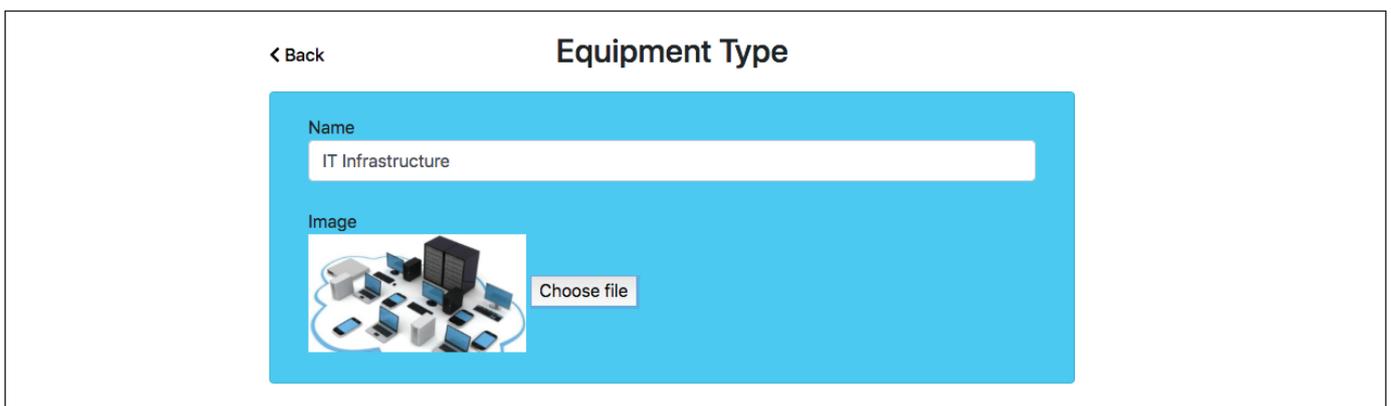
## Step 2

You will see a list of available equipment types to choose from. Click on the **+ Create equipment type** button in the top right.



## Step 3

Name your new equipment type (e.g. IT Infrastructure). You also have the option to add an image of the equipment - this is the image that will be shown on your list of assets when you set them up. You can find a jpg online or take a photo of the actual equipment in question and simply upload here (try to keep them small). Click **“Save”** when finished.

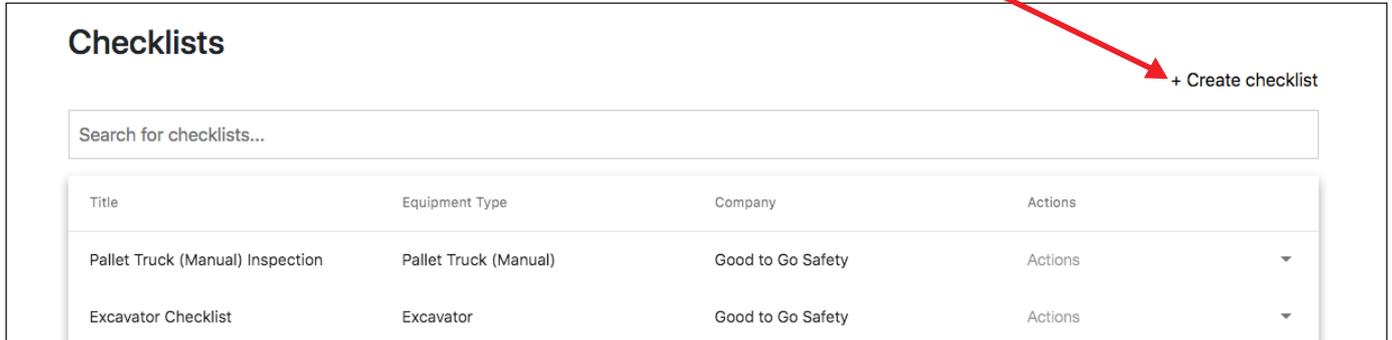


Note that when you click back into **“Equipment Type”** your newly created one will be added at the end of the list.

# How to create a new checklist

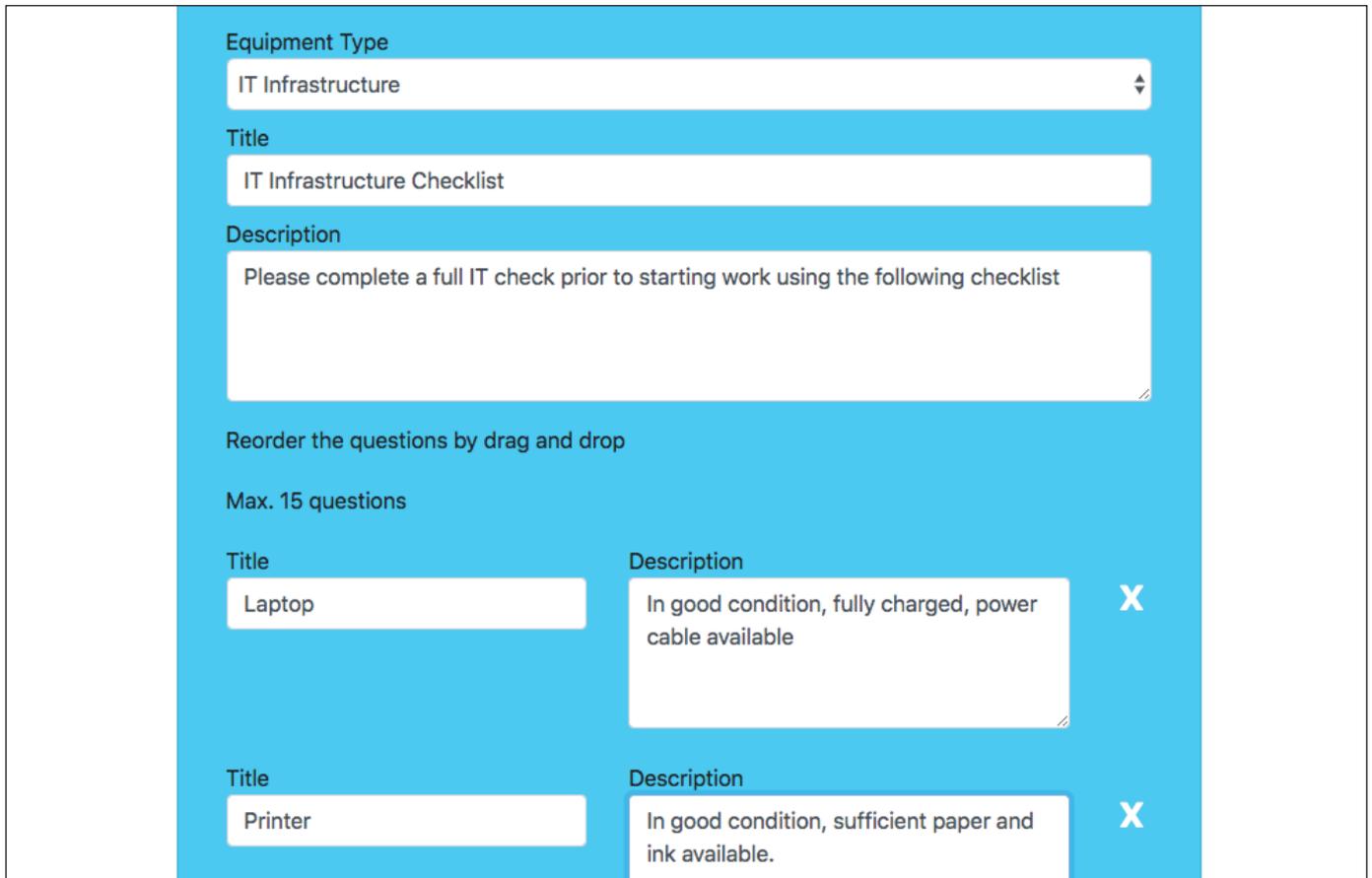
## Step 4

Go back to the **Assets** dropdown menu (**Step 1**) and this time choose “**Checklists**”. You will see your full list of checklists currently available. Click “+ **Create checklist**” button in the top right.



## Step 5

Choose your new **Equipment type** from the list provided and give it an appropriate **Title** (name). Add a **Description** for your checklist – this will be shown on start-up of the inspection. You can then **add up to 15 items** to check. These are the areas / items on your equipment type which require inspection. Add both a title (name) and short description of what your inspectors should be looking out for. When finished just **Save** and it will be added to your list of checklists. If your inspection requires more than 15 checks you can email the full checklist to us at takeaim@goodtogosafety.co.uk and we can create the inspection for you.



## Step 6

Access the app on your phone. Choose Assets. Choose Add an Asset. Scroll down the list until you see your new Equipment Type and register as usual. Once set up the checklist is accessible/used as normal.