

HOW TO CREATE A CHECKLIST TEMPLATE

STEP 1

Log into the zootaLink platform and navigate to the Main page.

The screenshot displays the ZZOOTA platform interface. On the left, a sidebar contains a search bar and a list of objects under the 'Objects' tab. The main area shows a map of Brisbane, Queensland, Australia, with various landmarks and streets visible. The bottom of the interface features a control panel with fields for 'Address:', 'Time:', 'Stop duration:', and 'Driver:', along with buttons for '+ Add sensor' and '+ Add service'.

Object Name	Status	Speed
Ungrouped (960)	Not connected	0 kph
Pre-start Test Logistics Corp. (11)	Not connected	0 kph
Pre-start Test 101	Not connected	0 kph
Pre-start Test 102	Not connected	0 kph
Pre-start Test 103	Not connected	0 kph
Pre-start Test 104	Not connected	0 kph
Pre-start Test 105	Not connected	0 kph
Pre-start Test 106	Not connected	0 kph
Pre-start Test 107	Not connected	0 kph
Pre-start Test 108	Not connected	0 kph
Pre-start Test 109	Not connected	0 kph
Pre-start Test 110	Not connected	0 kph
Pre-start Test 111	Not connected	0 kph

STEP 2

Choose any device from the Navigation panel and select the Overflow menu “:”.

The screenshot displays the ZZOOTA mobile application interface. At the top left, the ZZOOTA logo is visible. Below it, there are tabs for 'Objects', 'Events', and 'History'. A search bar is located below the tabs. The main area is a map of Brisbane, Australia, showing various landmarks and streets. A red arrow points to the overflow menu (three vertical dots) next to the first device in the navigation panel. The navigation panel lists several devices, all with '0 kph' and 'Not connected' status. The overflow menu is open, showing options: 'Show history (last hour)', 'Show history (today)', 'Show history (yesterday)', 'Follow', 'Send command', 'Edit', 'Sharing', and 'Checklist QR Code'. At the bottom of the screen, there are sections for 'Sensors' and 'Services', each with a '+ Add sensor' and '+ Add service' button. The bottom left section contains input fields for 'Address:', 'Time:', 'Stop duration:', and 'Driver:'.

Object Name	Status	Speed
Ungrouped (960)	+	
Pre-start Test Logistics Corp. (11)	✓	0 kph
Pre-start Test 101	✓	0 kph
Pre-start Test 102	✓	0 kph
Pre-start Test 103	✓	0 kph
Pre-start Test 104	✓	0 kph
Pre-start Test 105	✓	0 kph
Pre-start Test 106	✓	0 kph
Pre-start Test 107	✓	0 kph
Pre-start Test 108	✓	0 kph
Pre-start Test 109	✓	0 kph
Pre-start Test 110	✓	0 kph
Pre-start Test 111	✓	0 kph

STEP 3

Select "Edit".

The screenshot displays the ZZOOTA web application interface. At the top left, the ZZOOTA logo is visible. Below it, there are tabs for 'Objects', 'Events', and 'History'. A search bar is located below the tabs. The main area is divided into a list of objects on the left and a map on the right. The list of objects includes:

- Ungrouped (960)
- Pre-start Test Logistics Corp. (11)
- Pre-start Test 101 (Not connected, 0 kph)
- Pre-start Test 102 (Not connected, 0 kph)
- Pre-start Test 103 (Not connected, 0 kph)
- Pre-start Test 104 (Not connected, 0 kph)
- Pre-start Test 105 (Not connected, 0 kph)
- Pre-start Test 106 (Not connected, 0 kph)
- Pre-start Test 107 (Not connected, 0 kph)
- Pre-start Test 108 (Not connected, 0 kph)
- Pre-start Test 109 (Not connected, 0 kph)
- Pre-start Test 110 (Not connected, 0 kph)
- Pre-start Test 111 (Not connected, 0 kph)

A red arrow points to the 'Edit' option in the context menu for the selected object. The context menu also includes options for 'Show history (last hour)', 'Show history (today)', 'Show history (yesterday)', 'Follow', 'Send command', 'Sharing', and 'Checklist QR Code'. The map shows a street view of Brisbane, Australia, with various landmarks and buildings labeled. At the bottom of the interface, there are sections for 'Address:', 'Time:', 'Stop duration:', and 'Driver:', along with buttons for '+ Add sensor' and '+ Add service'.

STEP 4

Select "Services".

The screenshot displays the ZZOOTA mobile application interface. On the left, a list of devices is shown, including 'Ungrouped (960)' and several 'Pre-start Test' devices (101-111), all with a status of 'Not connected'. The main area shows a map of Brisbane with various locations marked. An 'Edit' dialog box is open in the foreground, with tabs for 'Main', 'Icons', 'Advanced', 'Sensors', 'Services', 'Accuracy', 'Tail', and 'Cameras'. The 'Services' tab is selected, and a red arrow points to it. The 'Services' tab contains the following fields: 'Active' (checked), 'User*' (training@zzoota.com), 'Name*' (Pre-start Test 101), 'Device IMEI / Tracker ID' (999999), and 'Expiration date' (empty). At the bottom of the dialog are 'Save' and 'Cancel' buttons. Below the dialog, there are sections for 'Address', 'Time', 'Stop duration', and 'Driver', along with '+ Add sensor' and '+ Add service' buttons.

Open "<https://track.zzoota.com/#device-form-services>" in a new tab

STEP 5

Select “+ Add services”.

For Info : If a Checklist has already been created it would be listed here.

The screenshot displays the ZZOOTA mobile application interface. On the left, a list of test items is visible, including 'Pre-start Test Logistics Corp. (11)' and 'Pre-start Test 101' through '111'. The main area shows a map of Brisbane, Queensland, with various landmarks and streets. A white dialog box titled 'Edit' is overlaid on the map, with tabs for 'Main', 'Icons', 'Advanced', 'Sensors', 'Services', 'Accuracy', 'Tail', and 'Cameras'. The 'Services' tab is selected, and a red arrow points to the '+ Add service' button. Below the dialog box, there are input fields for 'Address:', 'Time:', 'Stop duration:', and 'Driver:'. At the bottom, there are buttons for '+ Add sensor' and '+ Add service'.

STEP 6

Select "Checklists".

Add service ✕

Service **Checklists**

Name:

Expiration by:

Interval:

Last service:

Trigger event when left:

Renew after expiration

Current odometer: Current engine hours:

Description:

Email:

Save Cancel

Stop duration:

Driver:

STEP 7

Select "Checklist templates".

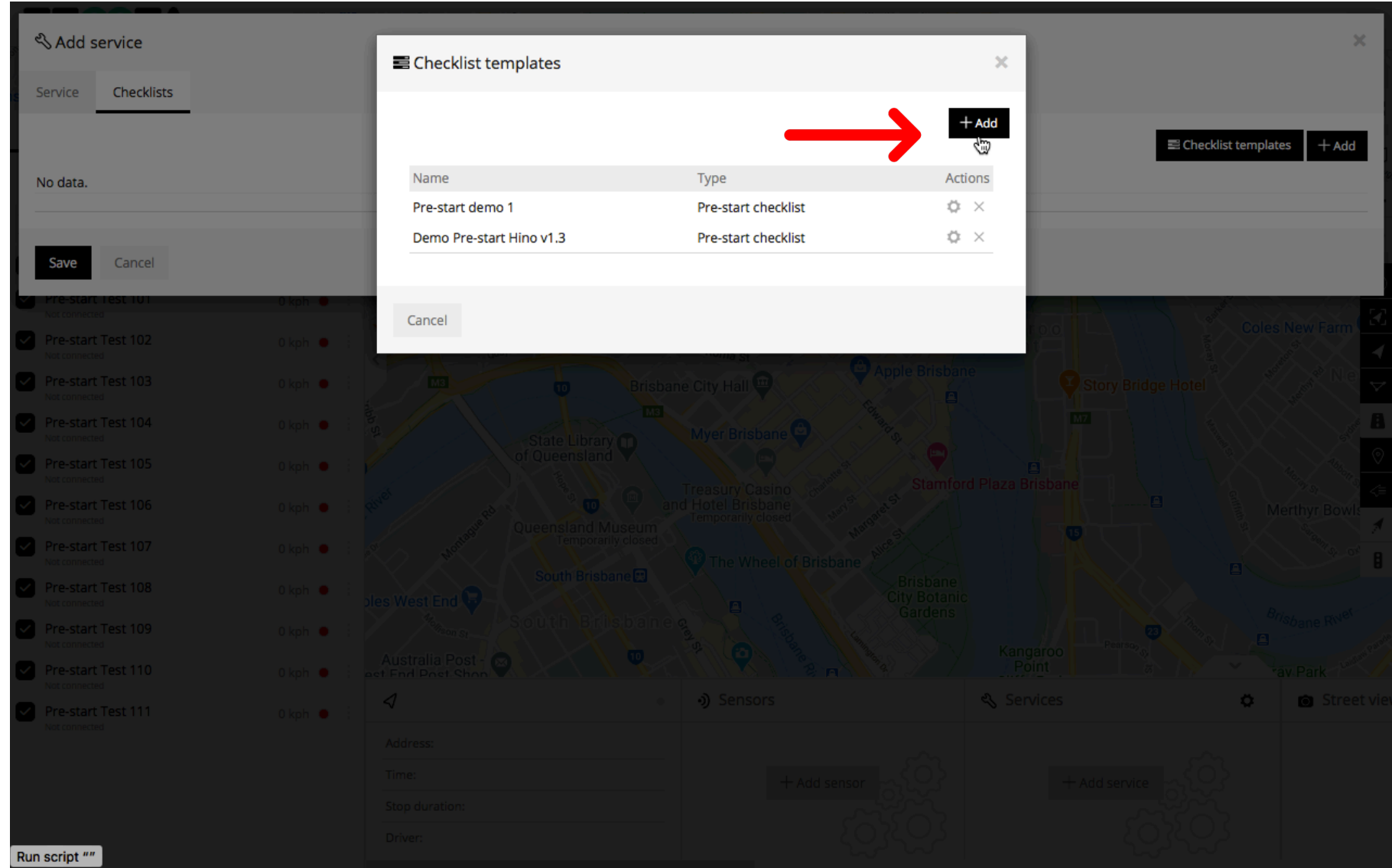
The screenshot shows the 'Add service' dialog box in the ZZOOTA application. The dialog has two tabs: 'Service' and 'Checklists', with 'Checklists' currently selected. The main content area is empty, displaying 'No data.' In the top right corner of the dialog, there are two buttons: 'Checklist templates' and '+ Add'. A red arrow points to the 'Checklist templates' button. At the bottom left of the dialog, there are 'Save' and 'Cancel' buttons. The background of the application is dimmed, showing a list of 'Pre-start Test' items on the left and a map of Brisbane on the right. The bottom of the screen features a 'Run script ""' button and a control panel with 'Sensors' and 'Services' sections, each containing an '+ Add' button.

STEP 8

Select “+ Add”.

For Info : In this screenshot we can see that two templates have already been created. We select “+ Add” to create another template.

To view the contents of a template select the cog “⚙️” under Actions.



STEP 9

Give the template a name.

Handy Tip : When naming a template give it a version number to make it easier later when making revisions.

The screenshot displays the 'Add service' interface with the 'Checklists' tab selected. A 'Checklist template' dialog box is open, showing the following fields:

- Name:** Pre-start checklist Demo v1.0 (indicated by a red arrow)
- Type:** Pre-start checklist
- Activity:** (Empty field)

Buttons for 'Save' and 'Cancel' are visible at the bottom of the dialog box. The background shows a list of 'Pre-start Test' items and a map of Brisbane.

STEP 10

Choose the type of template that you would like to create.

The screenshot displays the 'Add service' interface with the 'Checklists' tab selected. A modal window titled 'Checklist template' is open, showing the following fields:

- Name:** Pre-start checklist Demo v1.0
- Type:** A dropdown menu with 'Pre-start checklist' selected. A red arrow points to this option. The dropdown also shows 'Pre-start checklist' and 'Service checklist' as options.

Buttons for 'Save' and 'Cancel' are visible at the bottom of the modal. The background shows a list of 'Pre-start Test' items and a map of Brisbane.

STEP 11

Add Activities that you want actioned in your checklist.

For Info : You may add as many Activities that you wish.

The screenshot displays the 'Add service' interface with a 'Checklist template' modal open. The modal has a title bar with a close button. It contains the following fields:

- Name:** Pre-start checklist Demo v1.0
- Type:** Pre-start checklist (dropdown menu)
- Activity:** A list of activities with delete icons (x):
 - Tyre Wear and Inflation (including spare)
 - Wheel rims, Wheel studs, Wheel nuts
 - Jack, Wheel Brace & Tools

A red arrow points to the 'Activity' field. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background interface shows a list of 'Pre-start Test' items (102-111) and a map with various locations like 'Australia Post - Mt End Dept Shop', 'Rangaroo Point', and 'Merthyr Bowls'.

Continue to add Activities.

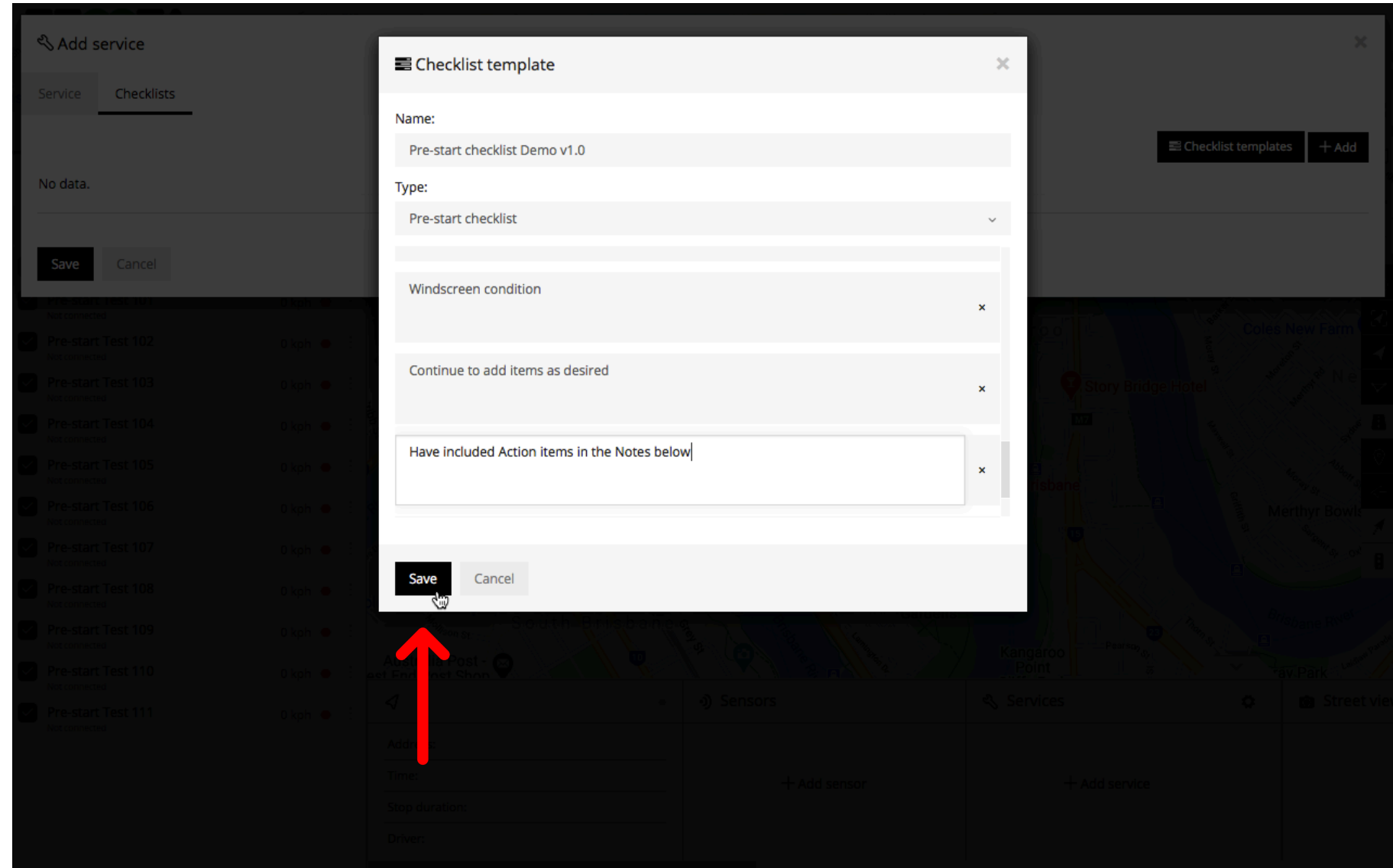
For Info : We can only see three items at a time.

The screenshot displays the 'Add service' interface in a dark theme. At the top, there are tabs for 'Service' and 'Checklists', with 'Checklists' being the active tab. Below the tabs, the text 'No data.' is visible. At the bottom of this section are 'Save' and 'Cancel' buttons. A modal window titled 'Checklist template' is open in the center, featuring a close button in the top right corner. The modal contains the following fields: 'Name:' with the value 'Pre-start checklist Demo v1.0'; 'Type:' with a dropdown menu set to 'Pre-start checklist'; and a list of checklist items: 'External Lights', 'External condition', and 'Wipers and Fluid', each with a small 'x' icon to its right. At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, a list of 'Pre-start Test' items (102-111) is visible, each with a '0 km/h' status and a red stop icon. To the right, a map shows a location with markers for 'Australia Post - Post End Post Shop', 'Kangaroo Point', and 'Merthyr Bowls'. At the bottom right, there are buttons for '+ Add sensor' and '+ Add service'.

Handy Hint : Use your last Activity as a reminder for the driver to record any defects in the Notes section of the checklist.

STEP 12

Select Save.



The Checklist Template has now been saved and added to the template list.

If you wish to review or edit the template select the cog "⚙️".

The screenshot shows the ZZOOTA application interface. In the foreground, a 'Checklist templates' modal window is open. The modal has a title bar with a close button (X) and a '+ Add' button. Below the title bar is a table with the following data:

Name	Type	Actions
Pre-start demo 1	Pre-start checklist	⚙️ X
Demo Pre-start Hino v1.3	Pre-start checklist	⚙️ X
Pre-start checklist Demo v1.0	Pre-start checklist	⚙️ X

A red arrow points to the cog icon (⚙️) in the 'Actions' column for the 'Pre-start checklist Demo v1.0' row. Below the table is a 'Cancel' button. In the background, the main application interface is visible, showing a list of 'Pre-start Test' items (101-111) on the left, a map of Brisbane in the center, and a 'Sensors' and 'Services' panel at the bottom. The 'Services' panel includes a '+ Add service' button and a gear icon.

END OF PRESENTATION