

# Checkit Quick-Start Guide

- **The Checkit App** is a mobile application used to complete digital checklists, helping you stay on top of your work.
- **Checkit sensors** monitor your assets and trigger an alert if there are any issues, ensuring that goods are stored under the right conditions.

## Using the Checkit App

Follow these instructions to navigate the app and complete checklists.



## Using Bluetooth probes

Follow these instructions to take a temperature reading using a Bluetooth probe provided by Checkit.



## View sensors

Follow these instructions to view sensors, their latest readings, and alert status.

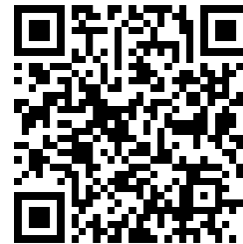


## Alerts

### Overdue alerts / check alerts / sensor alerts

- **Overdue alerts** are triggered if a checklist is not completed in time.
- **Check alerts** are triggered if staff uncover an issue when completing a checklist.
- **Sensor alerts** are triggered if a sensor goes out of range for too long.

Follow these instructions if you receive these types of alerts.



### Service alerts

A service alert is triggered if a Checkit device requires attention.

#### Sensor offline

Follow these instructions if you receive a sensor offline alert.



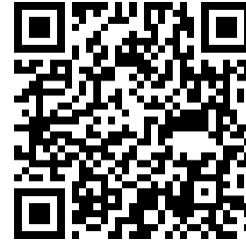
#### Hub offline

Follow these instructions if you receive a hub offline alert.



### Repeater offline

Follow these instructions if you receive a repeater offline alert.



## Reports

Checkit generates 4 types of reports:

- **Work Report:** a record of all checklists completed on the app.
- **Alerts Report:** a record of all actions taken to resolve an alert.
- **Monitoring Report:** a record of all sensor readings
- **Monitoring Summary Report:** a diagrammatic record of sensor readings



Follow these instructions to view and export reports.

## Configuration

### Users

Users are people who have access to the Checkit system.

Follow these instructions if you want to create, edit, block, or delete a user.



## **Teams**

Teams are groups of users to which you assign checklists and sensors.

Follow these instructions if you want to create or edit a team.



## **Work**

Work is the location, team, and schedule assigned to a checklist.

Follow these instructions to view, create, edit, or disable work.



## **Monitoring**

Monitoring is a configuration that specifies which rule and team are assigned to a sensor.

Follow these instructions to view, create, edit, or disable monitoring.



## **Checklists**

A checklist is a list of tasks that you create which are then completed by staff on their devices.

Follow these instructions if you want to create or edit a checklist.



## Schedules

Schedules are timetables that you create and then apply to checklists.

Follow these instructions if you want to create a schedule.



## Rules

A rule is an acceptable range and alert delay which you create and assign to sensors.

Follow these instructions if you want to create or edit a rule.



## Useful links

### Control Centre

The Control Centre ([app.checkit.net](https://app.checkit.net)) is a cloud portal that allows you to view reports and manage alerts, devices, and account configuration.



### Help Centre

The Help Centre ([docs.checkit.net/cam](https://docs.checkit.net/cam)) contains informative articles and how-to guides covering all Checkit hardware and features.

