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

Overdue alerts are triggered if a checklist is not completed in time.

Follow these instructions if you receive an overdue alert.

Check alerts

Check alerts are triggered if staff uncover an issue when completing a checklist.

Follow these instructions if you receive a check alert.

Sensor alerts

Sensor alerts are triggered if a sensor goes out of range for too long.

Follow these instructions if you receive a sensor alert.

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

Click here to visit the Control Centre: a cloud portal that allows you to view reports and manage alerts, devices, and account configuration.

Help Centre

Click here to visit the Help Centre containing informative articles and how-to guides covering all Checkit hardware and features.