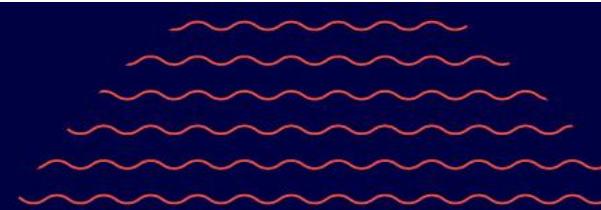# Checkit Quick-Start Guide

- **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.

Link	Description
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.
Overdue alerts / check alerts / sensor alerts	Follow these instructions if you receive these types of alerts: • **Overdue alert:** triggered if a checklist is not completed in time • **Check alert**: triggered if staff uncover an issue when completing a checklist • **Sensor alert:** triggered if a sensor goes out of range for too long
Service alerts: • Sensor offline • Hub offline • Repeater offline	Follow the applicable instructions if you receive a service alert, indicating that a Checkit device requires attention.
Reports	Follow these instructions to view and export reports the following 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
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.
Configuration: 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.
Configuration: Work	Work is the location, team, and schedule assigned to a checklist. Follow these instructions to view, create, edit, or disable work.
Configuration: 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.
Configuration: 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.
Configuration: Schedules	Schedules are timetables that you create and then apply to checklists. Follow these instructions if you want to create a schedule.
Configuration: 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.
Control Centre	The Control Centre is a cloud portal that allows you to view reports and manage alerts, devices, and account configuration.
Help Centre	The Help Centre contains informative articles and how-to guides covering all Checkit hardware and features.