Checkit Quick-Start Guide

The Checkit App is a mobile application used to complete digital checklists, helping you stay on top of your work.

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.

Alerts

The app generated 2 types of 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.

Follow these instructions if you receive an alert.

Reports

Checkit generates 2 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.

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.

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

Work

Work is the location, team, and schedule assigned to a checklist.
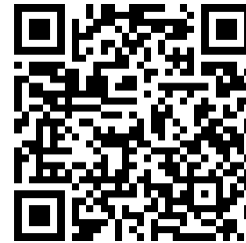
Follow these instructions to view, create, edit, or disable work.

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

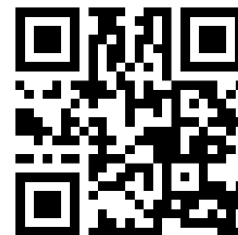Schedules are timetables that you create and then apply to checklists.

Follow these instructions if you want to create a schedule.

Useful links

Control Centre

The Control Centre (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) contains informative articles and how-to guides covering all Checkit hardware and features.