

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** if a checklist is not completed in time.
- **Check alerts** 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

[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.