

Checkit Quick-Start Guide

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

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.
Alerts	Follow these instructions if you receive an: <ul style="list-style-type: none">• Overdue alert: triggered if a checklist is not completed in time• Check alert: triggered if staff uncover an issue when completing a checklist
Reports	Follow these instructions to view and export reports the following reports: <ul style="list-style-type: none">• Work Report: a record of all checklists completed on the app• Alerts Report: a record of all actions taken to resolve an alert
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. Follow these instructions if you want to create or edit a team.

Configuration: Work	<p>Work is the location, team, and schedule assigned to a checklist.</p> <p>Follow these instructions to view, create, edit, or disable work.</p>
Configuration: Checklists	<p>A checklist is a list of tasks that you create which are then completed by staff on their devices.</p> <p>Follow these instructions if you want to create or edit a checklist.</p>
Configuration: Schedules	<p>Schedules are timetables that you create and then apply to checklists.</p> <p>Follow these instructions if you want to create a schedule.</p>
Control Centre	<p>The Control Centre is a cloud portal that allows you to view reports and manage alerts, devices, and account configuration.</p>
Help Centre	<p>The Help Centre contains informative articles and how-to guides covering all Checkit hardware and features.</p>