

# 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
<a href="#">Using the Checkit App</a>	Follow these instructions to navigate the app and complete checklists.
<a href="#">Using Bluetooth probes</a>	Follow these instructions to take a temperature reading using a Bluetooth probe provided by Checkit.
<a href="#">Alerts</a>	Follow these instructions if you receive an: <ul style="list-style-type: none"><li>• <b>Overdue alert:</b> triggered if a checklist is not completed in time</li><li>• <b>Check alert:</b> triggered if staff uncover an issue when completing a checklist</li></ul>
<a href="#">Reports</a>	Follow these instructions to view and export reports the following reports: <ul style="list-style-type: none"><li>• <b>Work Report:</b> a record of all checklists completed on the app</li><li>• <b>Alerts Report:</b> a record of all actions taken to resolve an alert</li></ul>
<a href="#">Configuration: Users</a>	Users are people who have access to the Checkit system.  Follow these instructions if you want to create, edit, block, or delete a user.
<a href="#">Configuration: Teams</a>	Teams are groups of users to which you assign checklists.  Follow these instructions if you want to create or edit a team.

<a href="#">Configuration: Work</a>	<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>
<a href="#">Configuration: Checklists</a>	<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>
<a href="#">Configuration: Schedules</a>	<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>
<a href="#">Control Centre</a>	<p>The Control Centre is a cloud portal that allows you to view reports and manage alerts, devices, and account configuration.</p>
<a href="#">Help Centre</a>	<p>The Help Centre contains informative articles and how-to guides covering all Checkit hardware and features.</p>