

Roadpost Support Center

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Creating a Check-In Schedule from the Options tab [GPv3]

Lu Parente - 2015-11-10 - in How-To

Check-In Schedules allow Administrators and Monitors to automate management of routine scheduled check-ins. The GeoPro check-in scheduler lets you easily define check-in schedules using **selected times** or **interval** based schedules, assign check-in schedules to devices and groups, and automate missed or overdue check-in notifications to those you designate using Global Event Notifications.

Once schedules have been assigned to devices and groups, Check-In Schedules can be dynamically **enabled** or **disabled** directly from the supported device. Notifications for when a schedule is enabled or disabled can also be created from the Global Event Notifications tab.

Note: The ability to dynamically enable or disable an assigned check-in schedule is not supported by the Iridium Extreme.

This article explains how to create a check-in schedule.

1. To create a new check-in schedule, navigate to the **Options** tab and select **Check-In Schedules**.

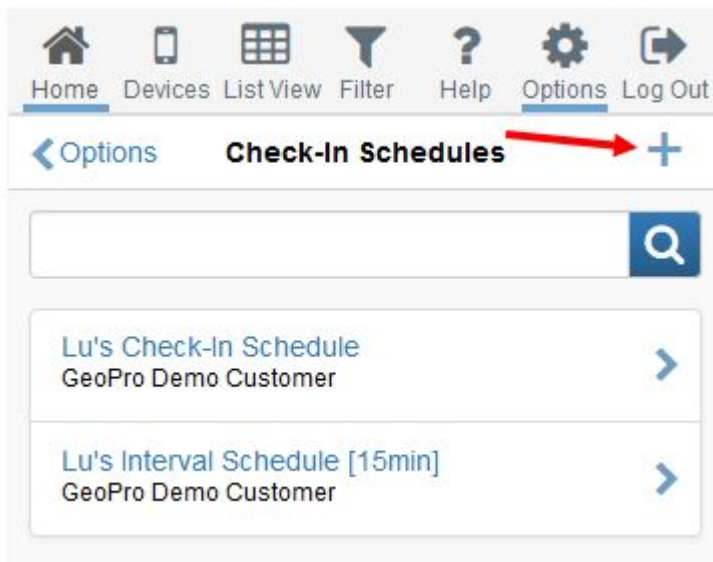
Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request



2. The Check-In Schedules page will be displayed. You now have the ability to **create, edit, delete** and **manage** your check-in schedules.

To create a new schedule, select the + in the top right corner.



3. You can now define the check-in schedule details. Start by giving your check-in schedule a name. Next, define the check-in buffer period. The buffer period provides the device user with a window of time that they can check-in both before and after the designated check-in time. The minimum buffer period is 2 minutes. Then select the days of the week that you would like your schedule to apply followed by your time zone. Last, select the schedule type that best fits your requirements. If you've selected **Selected Times**, define the times of day you wish to have your device users check-in. If you've selected **Intervals**, define the desired interval, start time and end time. When finished, press **Save** to save your changes.

New Check-In Schedule

Schedule Name

Tenant

Check-In Buffer Minutes
Check-in buffer provides the user with a window that they can check in both before and after the check-in time.

Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time Zone

Selected Times **Intervals**

00:00	00:30	01:00	01:30	02:00	02:30	03:00	03:30	04:00	04:30	05:00	05:30
06:00	06:30	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30
12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30

4. You can now assign the new check-in schedule to any of your devices and groups.