Roadpost Support Center

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

Lu Parente - 2015-10-20 - in How-To

Check-In Schedules allows 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 edit a check-in schedule.

1. To edit an existing check-in schedule, navigate to the **Options** tab and select **Check-In Schedules**.
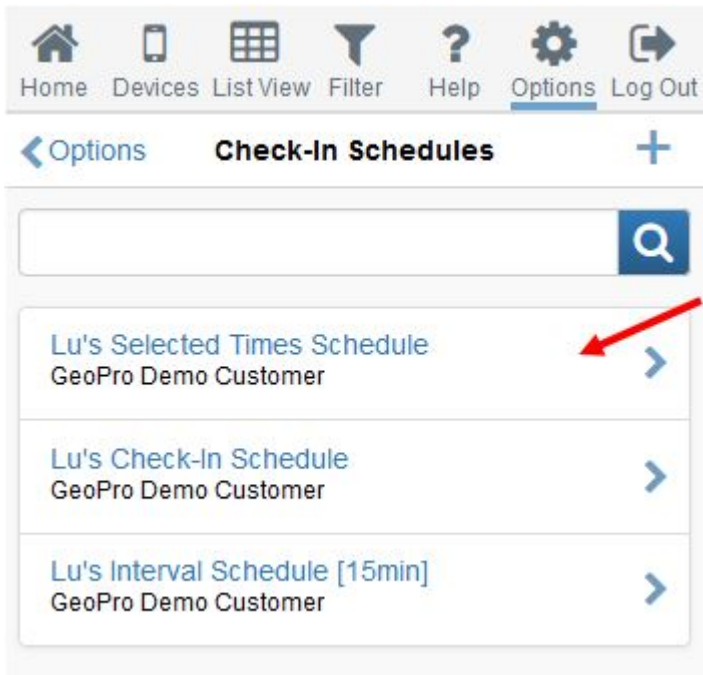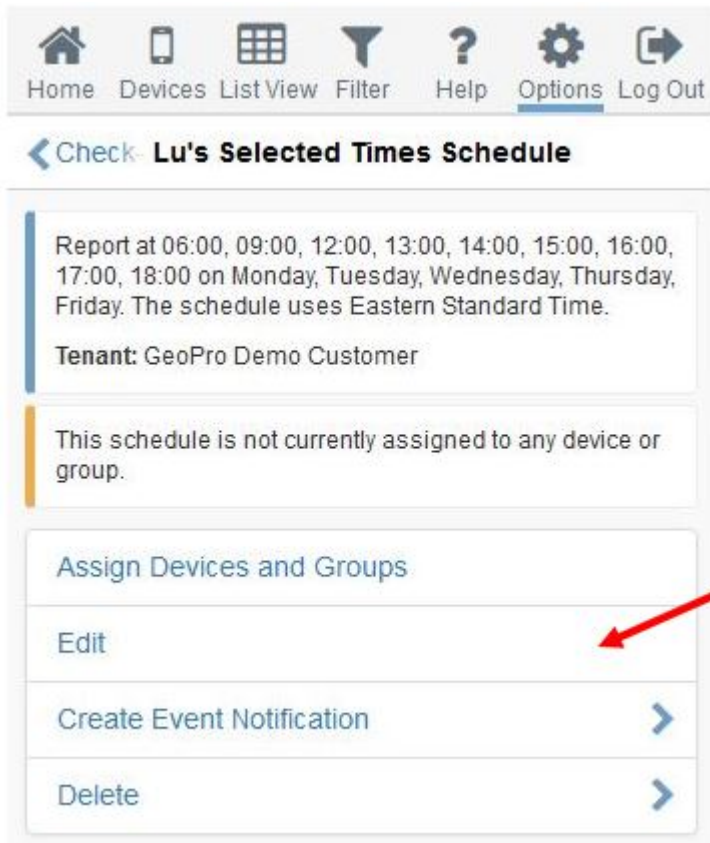
2. The Check-In Schedules page will be displayed. You now have the ability to **create**, **edit, delete** and **manage** your check-in schedules.

To edit a schedule, select the schedule you wish to modify.

3. Next, you'll be presented with the options to manage your schedule, select **Edit** from the list.

4. Modify any of the details for the selected schedule and press **Save** to save your changes.

New Check-In Schedule

Schedule Name

Lu's Selected Times Schedule

Tenant

GeoPro Demo Customer

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.

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Days

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

| 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

Save   Cancel

5. Devices and groups which already have the modified schedule assigned will receive a notification indicating their assigned schedule has been updated from the GeoPro web app.