

Roadpost Support Center

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Enabling a Check-In Schedule for a Group from the Options tab [GPv3]

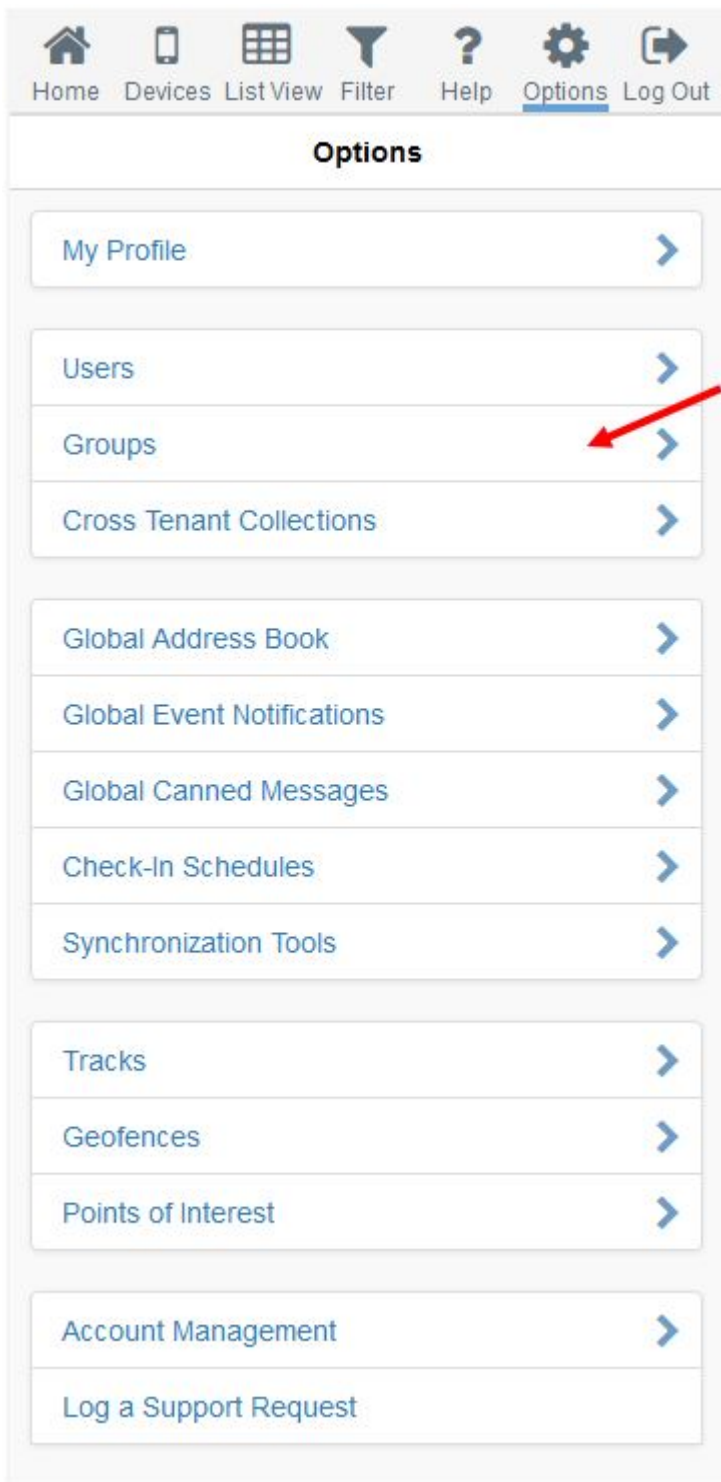
Lu Parente - 2016-04-12 - in How-To

Selecting **Groups** from the **Options** tab provides Administrators with the ability to manage groups. Managing groups consists of **creating new groups, modifying group members, assigning check-in schedules**, and **deleting groups**.

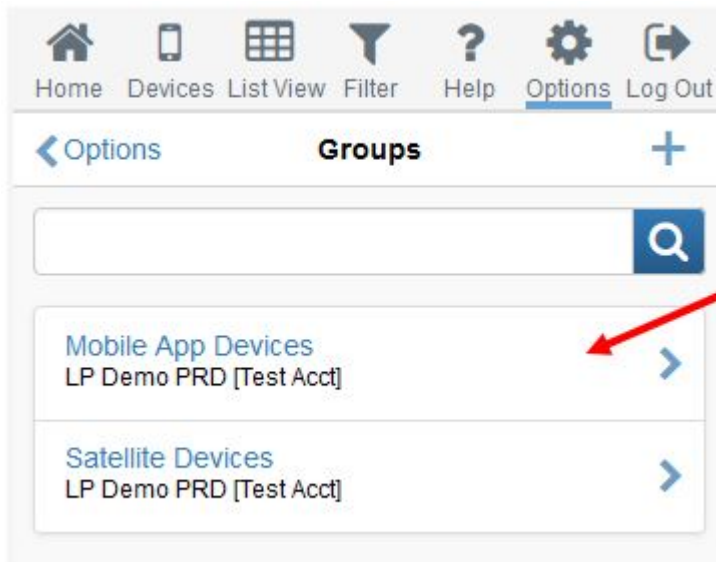
Administrators and Monitors can perform actions on an entire group, such as **Request Location, Request Check-In, Send Text Message, Enable Check-In Schedule** and **Disable Check-In Schedule**.

This article explains how to enable the assigned check-in schedule for a group of devices.

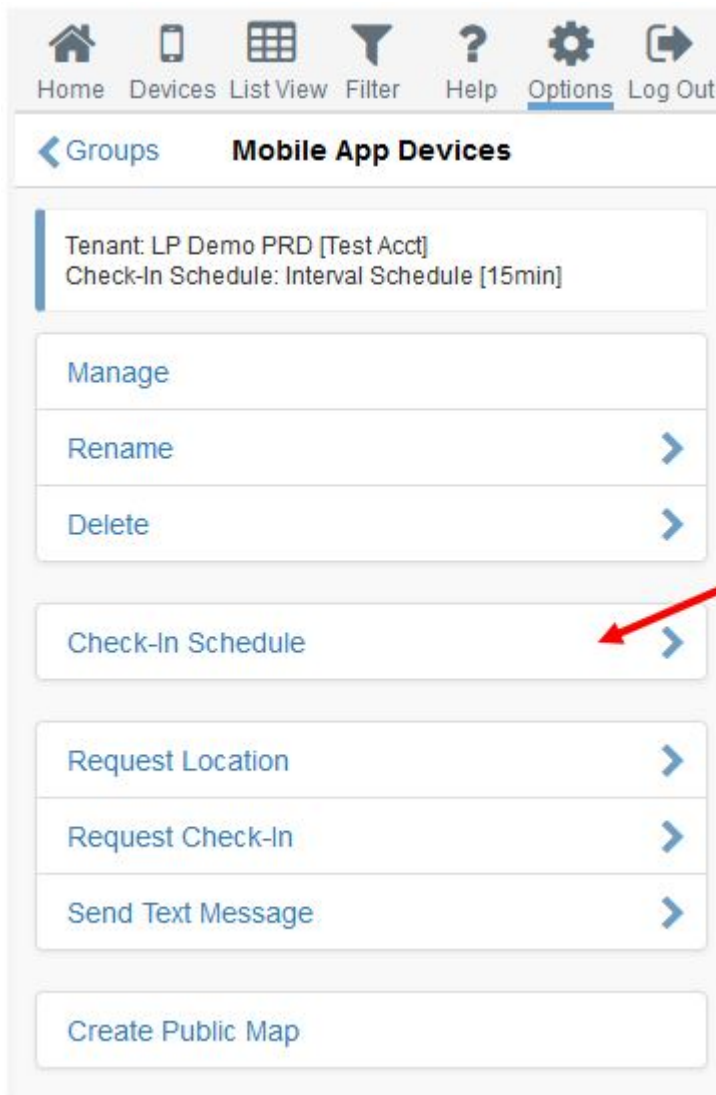
1. To enable the check-in schedule for a group, navigate to the **Options** tab and select **Groups** from the list.



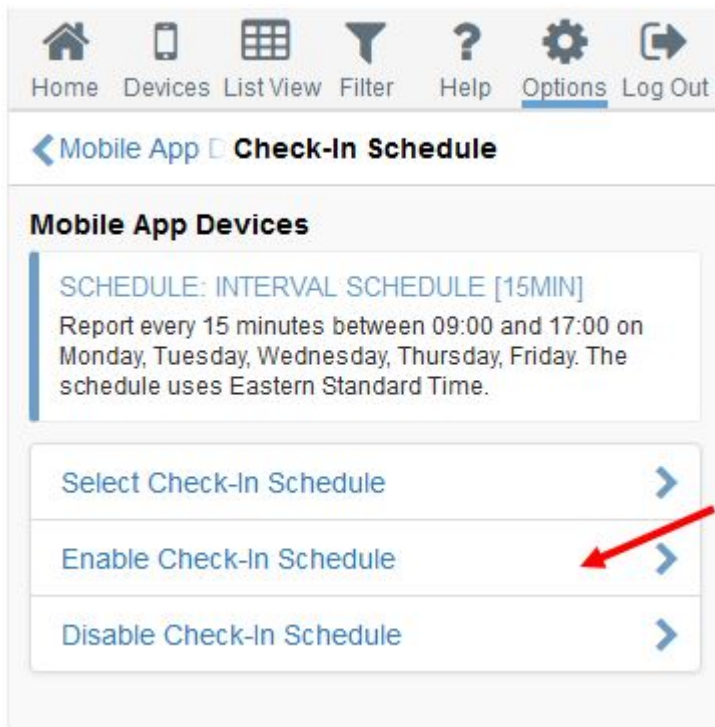
2. The groups list will be displayed, select the desired group from the list.



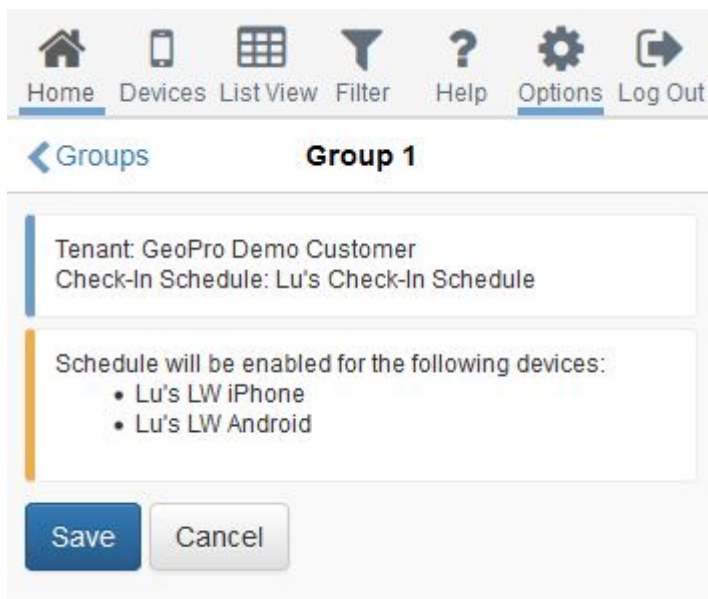
3. The group page will be displayed, select **Check-In Schedule** from the list.



4. The check-in schedule details will be displayed, select **Enable Check-In Schedule** from the list.



5. A summary screen will be displayed advising you of the devices that will have their check-in schedule **enabled**. Press **Save** to enable the assigned check-in schedule for the group of devices.



6. All devices in the group will receive a notification on their device specifying their check-in schedule has been enabled/updated from the GeoPro web app.