

# Roadpost Support Center

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## Requesting a Device to Check-In from the Devices tab [GPv3]

Lu Parente - 2015-09-30 - in How-To

Requesting a device to check-in (ad hoc) with or without an assigned check-in schedule, will send a notification to the device indicating a check-in has been requested by the GeoPro web app. In order to satisfy the check-in request, the user must respond by pressing the relevant **Check-In** button their device. Please note, the **Check-In** button can vary depending on the device type being used.

1. To perform a **Request Check-In** on a device, navigate to the **Devices** tab and select the desired device.



2. The device page for the selected device will be displayed, select **Request Check-In** from the list.

Home Devices List View Filter Help Options Log Out

< Devices TS IR SE

TS IR SE  
LP User1  
inReach SE

LP User1  
GeoPro Demo Customer  
lpuser@roadpost.com  
+14162536990  
28 September, 2015 11:51:56 AM

Inbox

Device Log

Send Text Message

Request Location

Request Check-In

Manual Check-In

Declare Emergency

Configure

3. You will be provided with the option to define the **Check-In Period**. The **Check-In Period** determines the length of time given to the user to **Check-In** before changing the status to **Overdue**. Once a device has gone **Overdue**, the appropriate escalation contacts will be notified based on the configured **Event Notifications**.

Select the desired **Check-In Period** and press **Send**.

Home Devices List View Filter Help Options Log Out

← TS IR SE **Request Check-In**

An immediate check-in request will be sent to the device. If the device user does not check-in within the specified period below, it will be marked as Overdue.

Check-In Period

15 Minutes

Send Cancel

4. Subsequently, a **Request Check-In** can be cleared by selecting **Clear Check-In Request** from the device page.

< Devices **TS IR SE**

 TS IR SE  
LP User1  
inReach SE >

 LP User1  
GeoPro Demo Customer  
lpuser@roadpost.com >  
+14162536990  
28 September, 2015 11:51:56 AM

Check-In was requested. The device will become overdue if it doesn't check-in before 29 September, 2015 3:10:02 PM.

Inbox >

Device Log >

Send Text Message >

Request Location

Request Check-In >

Clear Check-In Request <img alt="Red arrow pointing to this option" data-bbox="425 615 505 655"/>

Manual Check-In

Declare Emergency >

Configure >