

# Roadpost Support Center

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

Lu Parente - 2015-10-07 - in How-To

The **List View** tab provides Administrators and Monitors with the ability to view the most recent interactions from each of the devices provisioned to your account as well as the ability to review device details, user details and perform specific actions on behalf of the device user.

This article explains how to **request a check-in** from a device.

1. To request a check-in from the device using the List View, select the desired device from the list.

State ▲	Device N...	Last Mes...	User	Group	Schedule	Monitoring	Monitored
Normal	Lu's LW iPhone	2015-10-06 4:33 PM	LP User1	Lu's Group	Lu's Check-In Schedule [disabled]		yes
Normal	Lu's Extreme	2015-09-17 4:02 PM			Interval Schedule [15min] [disabled]		yes
Normal	TS IR SE	2015-10-07 10:02 AM	LP User1		Interval Schedule [15min] [disabled]		yes
Normal	Lu's LW Android	2015-10-06 5:28 PM	LP User1	Lu's Group	Lu's Check-In Schedule [disabled]		yes
Normal	Morris' iPhone	2015-10-02 10:40 AM	Morris Shawn [GP Mobile App]				yes

Device details   User details   Actions



**TS IR SE**  
Description: Technical Support inReach SE  
Device Type: inReach SE  
Emergency State: None  
Overdue State: None

**Position**  
Last Location: 43.6243°N 79.5066°W  
Location Time: 2015-09-11 12:50 PM

**Check-in Schedule**  
Name: Interval Schedule [15min] [disabled]  
Last Expected Check-In: 2015-10-07 10:00 AM  
Last Check-In: 2015-10-05 4:35 PM

Refresh   Close   [Show Emergency and Overdue devices only](#)

2. The **Device Details** for the selected device will be displayed at the bottom of the List View. Select the **Actions** tab and you will be presented with the device specific actions you can perform on the selected device.

State ▲	Device N...	Last Mes...	User	Group	Schedule	Monitoring	Monitored
Normal	Lu's LW iPhone	2015-10-06 4:33 PM	LP User1	Lu's Group	Lu's Check-In Schedule [disabled]		yes
Normal	Lu's Extreme	2015-09-17 4:02 PM			Interval Schedule [15min] [disabled]		yes
Normal	TS IR SE	2015-10-07 10:02 AM	LP User1		Interval Schedule [15min] [disabled]		yes
Normal	Lu's LW Android	2015-10-06 5:28 PM	LP User1	Lu's Group	Lu's Check-In Schedule [disabled]		yes
Normal	Morris' iPhone	2015-10-02 10:40 AM	Morris Shawn [GP Mobile App]				yes

  

Device details   User details   **Actions**

Declare Emergency  
Request Location  
Request Check-In  
Manual Check-In  
Text Message

Refresh   Close   Show Emergency and Overdue devices only

3. Select **Request Check-In** to send a check-in request notification to the selected device. Once the device receives the request, the device user will be notified that a check-in has been requested from the GeoPro web app.

Device details   User details   **Actions**

Declare Emergency  
Request Location  
Request Check-In  
Manual Check-In  
Text Message

Refresh   Close   Show Emergency and Overdue devices only

4. Next, you will be required to define the period the device user has to check-in prior to being marked **overdue**. If you do not wish to mark the device overdue, select **Do not mark the device overdue**, otherwise, select the **interval** from the drop-down and press **Send**.

Device details User details **Actions**

The device will be marked overdue if it doesn't check-in within the specified interval.

Check-in Interval  
15 Minutes

Send Cancel

Refresh Close Show Emergency and Overdue devices only

5. You will be provided with confirmation once the check-in request has been sent to the device. Press **OK** to return to the **Actions** tab.

Device details User details **Actions**

Check-In request sent to device. Please note the device must be on and have coverage to receive the message.

OK

Refresh Close Show Emergency and Overdue devices only

6. Subsequently, the check-in request can be cleared from the **Actions** tab by selecting **Clear Check-In Request**.

Device details User details **Actions**

Declare Emergency Request Location Request Check-In **Clear Check-In Request** Manual Check-In Text Message

Refresh Close Show Emergency and Overdue devices only

7. Once the check-in request has been cleared you will be provided with confirmation. Press **OK** to return to the **Actions** tab.

Device details User details **Actions**

Check-in request was cleared.

OK

Refresh Close Show Emergency and Overdue devices only