

Roadpost Support Center

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Requesting a Group to Check-In 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 request a group to check-in.

1. To request a group of devices to check-in, 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 **Request Check-In** from the list.

Home Devices List View Filter Help Options Log Out

< Groups **Mobile App Devices**

Tenant: LP Demo PRD [Test Acct]
Check-In Schedule: Interval Schedule [15min]

Manage

Rename >

Delete >

Check-In Schedule >

Request Location >

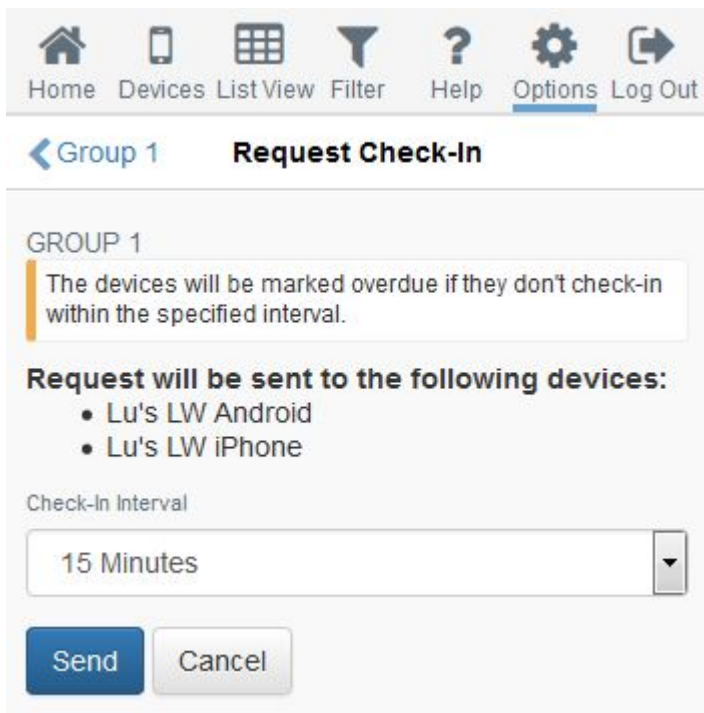
Request Check-In >

Send Text Message >

Create Public Map

4. 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**.



5. You will be provided with the following confirmation once the request has been sent to each of the device members of the selected group.

