

Assigning a Check-In Schedule to a Device from the Devices tab [GPv3]

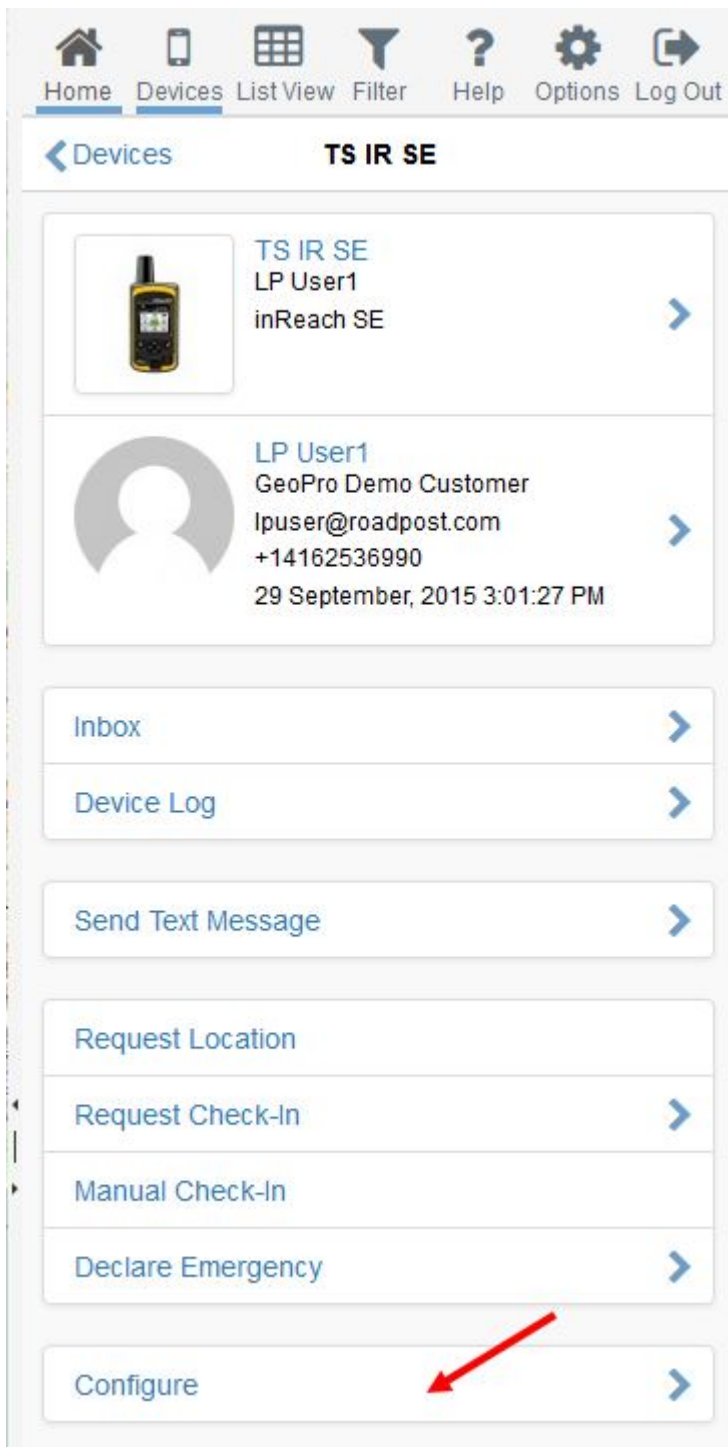
Lu Parente - 2020-10-26 - in How-To

Once a check-in schedule has been created by an Administrator or Monitor, it can be assigned to a user or a group of users. Check-in schedules can be assigned to a user from a few different places in the GeoPro web app. Check-in schedules can be assigned from the **device configuration page**, from the **Group** section, or from the **Check-In Schedule** section of the **Options** tab, all of which accomplish the same end result. This article explains how to assign a check-in schedule from the **Devices** tab.

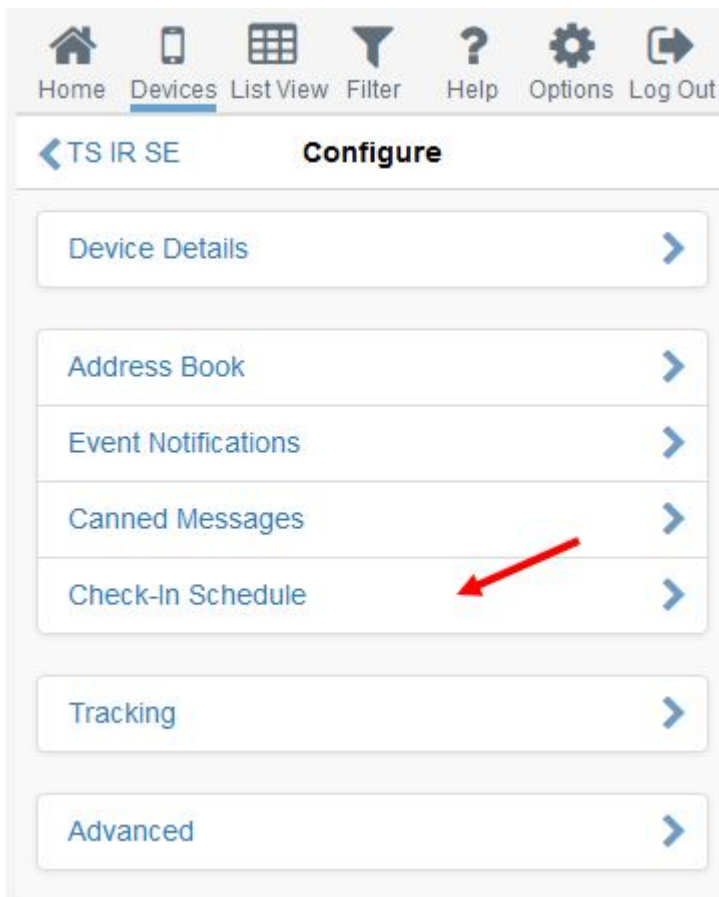
1. To assign a check-in schedule to a specific device, navigate to the **Devices** tab and select the desired device.



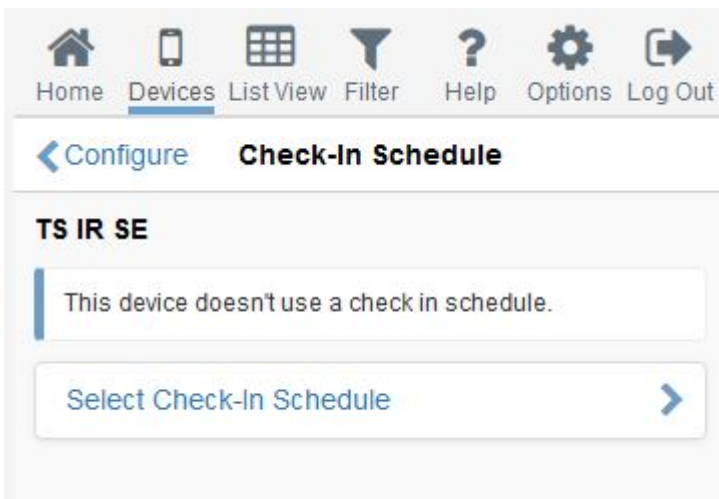
2. The device page for the selected device will be displayed, select **Configure** from the list.



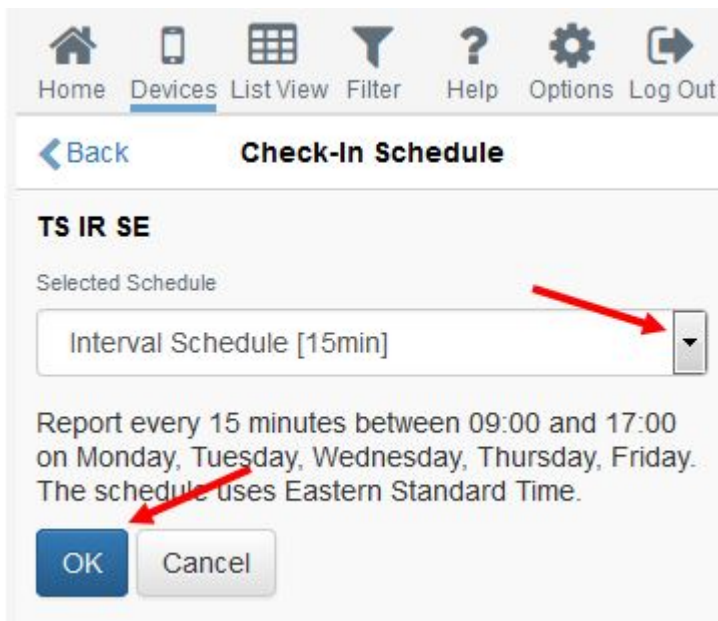
3. From the device configuration page, select **Check-In Schedules** from the list.



4. Select **Select Check-In Schedule** to choose from a list of schedules which have already been created.



5. From the **Selected Schedule** drop-down, select the desired check-in schedule to apply to the device and press **OK**.



6. The selected check-in schedule will now be applied to the device and can be **enabled** or **disabled** accordingly.

