

Manually Checking-In a Device 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 perform a **manual check-in** for a device.

1. To manually check-in a 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**

Show Emergency and Overdue devices only

3. Select **Manual Check-In** to satisfy any pending or overdue check-ins for the selected device.

Device details User details **Actions**

Show Emergency and Overdue devices only

4. The Manual Check-In will be processed and any pending or overdue check-ins will be satisfied.