



[Portal](#) > [Knowledgebase](#) > [GeoPro](#) > [GeoPro Web App](#) > [Web App for Administrators](#) > [Devices Tab](#) > [How-To](#) > [Requesting a Device to Check-In from the Devices tab \[GPv3\]](#)

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

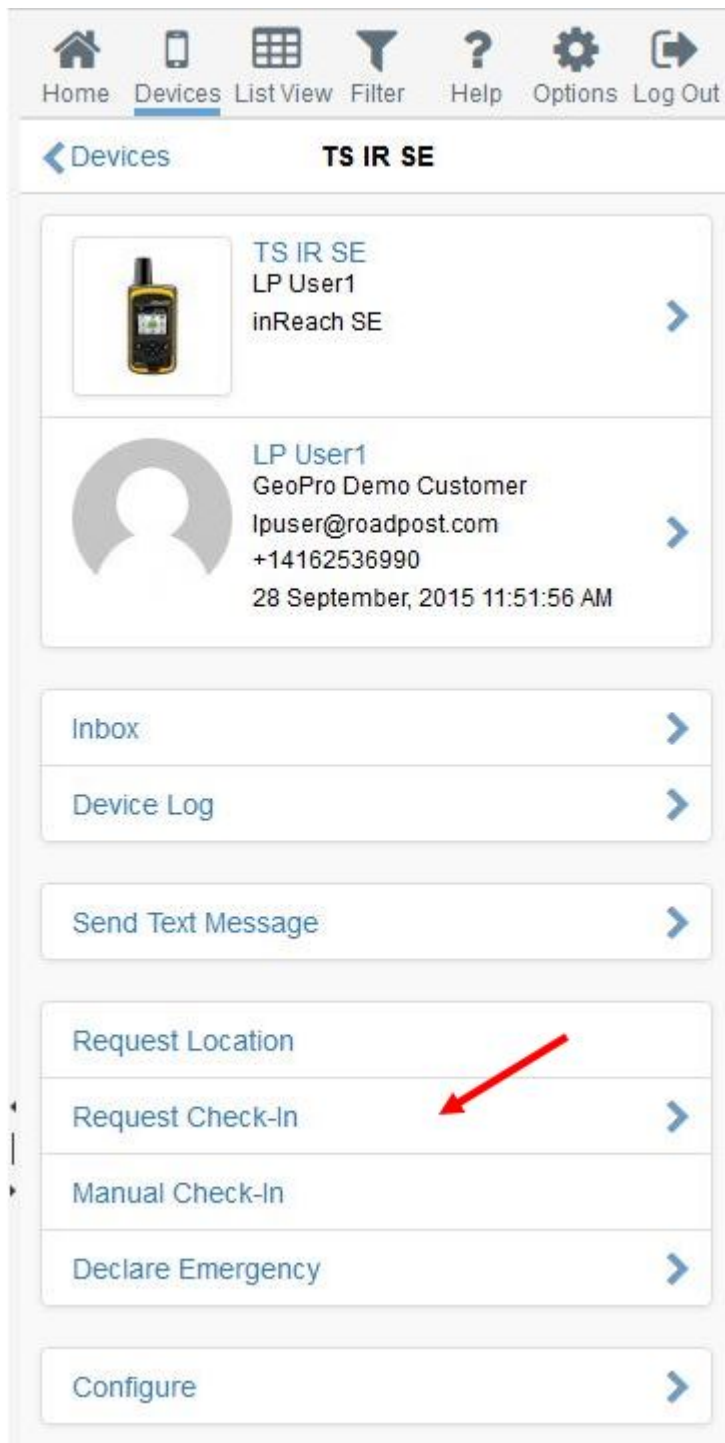
Lu Parente - 2015-09-30 - in [How-To](#)

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 on 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.



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



Manual Check-In

Declare Emergency



Configure

