Assign Checkpoints

You can assign the checkpoints from your web app in two ways, just by following the steps below:

- Click on the "Company" button on the left of your navigation bar and choose "Checkpoints".
- Select one of the checkpoints from your list and click on "Edit".
- Choose the Client and the Site to which you want the checkpoint to be assigned from the two drop-down lists on the pop-up window (Assign row). Save the changes by pressing the "Confirm" button.

or:

- Press the "Clients" button so the list of your clients will appear and then click on the client you wish to assign the checkpoints to, and choose "Edit".
- A window will pop-up, at the bottom of which there will be a list with your client sites. Press "Add" to add sites for this client and for each site; you can assign checkpoints by pressing "Manage Check Points".
- After choosing "Manage Check Points", a window will pop-up. At the bottom of this window, there is a list with all your checkpoints. To add one or more of them to the specific site, check the one(s) you want and press the plus sign. Finally, to complete the assignment, press the "Confirm" button.