

## SOP 28 | Advanced administration

# Maintain checkpoint definitions

Maintain reviewed labels, order and optional reference coordinates.

**For Web** · Administrator / Supervisor

**Before you start** Use the correct property and a reviewed source for any coordinates.

**Open** Manage > Master units & checkpoints

### Step 1 Open checkpoint configuration

Select the property and inspect the ground-truth map and configured checkpoints.

### Step 2 Add or open a checkpoint

Use Add checkpoint or the existing checkpoint editor. Enter Label, Kind, Building, Floor and Unit label where applicable.

### Step 3 Review order and position

Set Sort order. Add optional Latitude and Longitude only from a reviewed reference and preserve the stated uncertainty.

### Step 4 Save and inspect

Use the create/update action and wait for success. Review the ordered list and map. Review and publish the operational route separately when required.

**Check your result** The checkpoint definition is saved in the selected property.

**If something goes wrong** Editing a reference does not retroactively rewrite raw tracking events or prove a prior unit visit.

*See the picture reference on the next page.*

# SOP 28 Picture reference

Maintain checkpoint definitions

### Add checkpoint

|                       |            |                      |                      |
|-----------------------|------------|----------------------|----------------------|
| Label                 | Kind       | Building             | Floor                |
| <input type="text"/>  | Area       | Not assigned         | Not assigned         |
| Unit label (optional) | Sort order | Latitude (optional)  | Longitude (optional) |
| <input type="text"/>  | 0          | <input type="text"/> | <input type="text"/> |

☒ Active and available to employees during authorized sessions

Add checkpoint

Step 3 · Maintain the checkpoint label, type, order and reviewed position.  
Application component preview with training data. Native permission prompts may differ.