Step 1.	Go to: app.checkn.ca First time here? Select: "Sign Up" Already have an account? Go to: Step 5	Check'N     x +    x +
Step 2.	Enter your Company Name. This is the name that will appear in the text and email messages sent to your employees and visitors. Enter an email. Use a general email if you require more than one person to manage Check'N. The Company email cannot be changed after. Make sure the password you create is one that all administrators can use. Enter your billing address. Click Next	Classifier in a contract of models and the set of the s
Step 3.	Enter the primary administrator's contact information Click Submit	Sign Up         First Name       Last Name         Enter First Name       Enter Last Name         Position       Enter Contact Position         Hint: Enter contact's position in the company.       Email         Phone #       Email         Enter Contact Phone #       Enter Contact Email         Step 2 of 2       Previous       Submit

Sten /	Verify your email:	
Step 4.	Once your email is verified, Check'N will be ready to use. If you don't receive a verification email, check your spam folder, if it is not in your spam folder click "Resend Verification"	
Step 5.	Login using the credentials you set when you signed up. Click "Sign In" If you forget your password, click "Forgot password"	
Step 6.	Check'N Home Screen: Expand or collapse the side menu Navigate to: Settings: Set-Up notification preferences and add custom notification messages Add Employees Add Employees Add Visitors Review Reports (Melcome to Check'N Every response counts (Melcome to Check'N Every response counts (Melcome to Check'N Every response counts (Mereme Inc.) (Mereme Inc.) (Mer	

Step 7.	Settings: Edit or Review Company information. The Company email cannot be changed. It is important to use a general or all-purpose email when creating the account. Click the edit button Save the change to take effect. Click the save button	Che ← → C a E Check'N Compary Na Account Q Company Na Acme Inc. Company Em kwalker@iox	ck'N x + app.checkn.ca/?#/settings  restionnaire Guidances QR Code Print  C Company & Contact & Notification  any Details  n a n a i (Verified): nobi	Q 🖈 😸 Incognito : Logout (* 9 Usage & Payment 🛇 Deactivate	
		country	Address 1	Address 2	
		Canada	110 Banks Blvd	Unit 804	
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Step 8.	Settings: Edit or Review Contact information. Click the edit button	Created By: WA	sk'N x + app.checkn.ca/?#/settings Settings	익 ☆ 🌚 Incognito ᠄ Logout @	<u> </u>
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	effect. Click the save	😂 Settings	Contact Details	cation 🖾 Usage & Payment 🛛 🛇 Deactivate	
	button 🔛		First Name	Last Name	
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Stop 0	Notifications:	
Step 9.	You must turn on	
	Notifications before	
	12:01am in order for	
	automatic notifications Legent & Legent &	
	to execute	
	2000 din the default time Notification Settions	
	for notifications to bo	
	Series Notification Time (Auto notification will be sent to employees at this time every day)	
	You wish to challed the every morning	
	ume to send • Text	
	nothications.	
	Save the change to take	
	effect. Click the save	
	hutton Y	
	NOTE	
	Created By: IWA Created By: IWA	
	notification is set globally. You must select on of either Text OR Famil	
	You can send manual notifications by	
	either option	
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Step 10.	Usage.	
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	E Oleckin Logent (*	
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	Account Questionnaire Guidances QR Code Print	
	C Contact A Notification 😇 Usage & Payment Q. Deactivate	
	Payment Details	
	Active Employees: 2	
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	Fmail Notification Sent Last Month: 1	
	Text Notification Sent Less Month: 2	
Step 11.	Deactivate:	
	We certainly hope you	
	find great value in	
	Check'N and that it	
	meets your expectations, = Check'N Logout (*	
	however if for any settings	
	reason you would like to	
	deactivate your account A Account Questionnaire Guidances OR Code Print	
	you can do so here.	
	OC Deactivation	
	Do you really want to deactivate your account?	
	Once you deactivate the account, you will not be able to reactivate account.	
	Also, you will not be able to get any of the data back. Make sure you save all your data incally before you deartivate your account	
	<b>⊘</b> Deactivate	
1		



Step 15.	Add Employees: Click the Add New button to enter employee information.	Cotach x + Cotach x + Cotach x * + Cotach
	Enter Employee Details Active employees will receive notifications If you do not wish to send a screening notification to a particular employee, you can put their messages on hold. Terminating an employee will keep their records in the database. Click Cancel: the model closes Click Submit the data is saved and updated, the model closes Click Submit and Add will allow you to add new employees continuously.	Add New Employee - • • *
	Edit or Delete employees as applicable. NOTE: Deleting an Employee will also delete their screening records See when the last notification was sent.	Logout (* Add New Last Notification Date: 10/04/2020 Time: 8:14 PM Last Notification smanually Send notification smanually Send notification smanually TEXT
Step 16.	If you wish you can manually add Visitors in the same process as adding employees. Click Cancel: the model closes Click Submit the data is saved and updated, the model closes Click Submit and Add will allow you to add new visitor continuously.	CruckN     Image: CruckN     Visitors List     Image: CruckN     Visitor First Name:     Visitor First Name:     Visitor Cell #:     Visitor Cell #:     Visitor Cell Number:     Email Address:        Visitor Cell #:        Visitor Cell Number:           Email Address:   Visitor Cell #:  Visitor Email Cencell Submit & Add

Step 17. Select a Date Range to	
include in the report.	
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Filters can be applied on Does not contain to see a set of the second se	9 <u>+</u>
each column as desired.	tmail Screening Result
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Step 18	7
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104/2023 Vieter K w (+1) 23-564-5678 Read-series Passed	
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