

Viewing Current Pager Assignments

When families leave, they may forget to return the pager devices they received during check-in. If you hand out pager devices as part of your check-in system, you may need to track down unreturned pager devices. Viewing a list of all still-assigned pager numbers can help you locate the missing devices.

1. Under **Run Inquiries**, click the **Inquiry Type** tab.
2. In the drop-down list, select **Checkpoint Session Inquiry** and click **Go**. 
3. Click on the **Pager Return** tab.
4. Under the grid, click **View Pager Assignments**. You can see the full list of current pager assignments, including the phone number of each family. To print a complete report of the assigned pager numbers, click **Print**.