
SCO Admin Tool

Installation and Use Guide

For 514 SCO Check-In administrators and technicians

Package name	checkin.514sco.com.zip
Download page	https://checkin.514sco.com/tools
Use	Administrative support for the 514 SCO Check-In site

This guide covers the standard installation, launch, basic use, troubleshooting, and update process for the SCO Admin Tool.

Before You Begin

- Use a Windows workstation approved for 514 SCO support duties.
- Sign in with an account that has permission to run local applications and access checkin.514sco.com.
- Confirm network access to the Check-In site before launching the tool.
- Keep the ZIP file in a controlled location and do not email extracted application files.

Download The Tool

- Open <https://checkin.514sco.com/tools>.
- Select Download ZIP under SCO Admin Tool.
- Save [checkin.514sco.com.zip](https://checkin.514sco.com) to a local folder such as Downloads or Desktop.
- If Windows marks the file as downloaded from the internet, right-click the ZIP, choose Properties, select Unblock if shown, then select OK.

Install Or Extract

- Right-click [checkin.514sco.com.zip](https://checkin.514sco.com) and select Extract All.
- Choose a folder that is easy to find, such as C:\SCO Admin Tool or your Desktop.
- Open the extracted folder.
- Run the installer or application file included in the package. If no installer is included, launch the main executable from the extracted folder.
- If Windows Defender SmartScreen appears, confirm the file came from the official Tools page before continuing.

First Launch

- Start the SCO Admin Tool from the installed shortcut or extracted application folder.
- When prompted, enter the site URL or server value provided by your SCO administrator.
- Sign in using your authorized administrator or technician credentials.
- Verify that the tool shows a connected or ready status before making changes.

Common Tasks

Task	Action
Open admin workspace	Launch the tool, sign in, and select the admin area or dashboard option.
Review users	Use the user search or lookup feature to find users by name, DoD ID, or assigned identifier.
Update records	Open the matching record, verify the person or device, make the required update, and save.
Check sync status	Open the sync or status area and review the latest completion, warning, or failure message.
Export or report	Use the built-in export option when available, then store files according to local handling rules.

Safe Use Guidelines

- Verify the user, device, work order, or record before saving changes.
- Make the smallest change required for the task.
- Do not share administrator credentials or leave the tool open on an unattended workstation.
- Log out or close the tool when finished.
- Report unexpected warnings, failed syncs, or missing data before continuing bulk work.

Troubleshooting

Issue	What To Check
ZIP will not open	Download the file again from the Tools page and confirm it is named checkin.514sco.com.zip.
Application will not start	Extract the ZIP first, then launch from the extracted folder. Confirm Windows permissions and antivirus prompts.
Cannot connect	Verify network access, VPN status if required, and the configured checkin.514sco.com server address.
Login fails	Confirm the account has SCO Admin Tool access and that credentials or CAC pairing are current.
Data looks stale	Refresh the view, check sync status, or restart the tool before making updates.

Update Or Remove

- 1** Download the newest checkin.514sco.com.zip from the Tools page when a replacement is published.
- 2** Close the running SCO Admin Tool before replacing files.
- 3** Extract or install the new package over the approved location, or remove the old folder first if directed.
- 4** Launch the tool and verify the version or connection status.
- 5** To remove the tool, uninstall it from Windows Apps if an installer was used, or delete the extracted folder if it was portable.

Support Notes

If the steps above do not resolve the issue, capture the error text or screenshot, note the time it occurred, and contact the 514 SCO support team with the workstation name and the action you were attempting.