

Vehicle Compliance - App User Guide

Login Screen

- 1. Login screen when you open the App. Each person will be allocated a unique log in and password
- 2. Enter user name (not case sensitive)
- 3. Password is case sensitive
- 4. Press Login You can have 2 factor on request support@checkedsafe.com

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Checked	lSafe	
USERNAME		
Username	User Name	
PASSWORD		
Password	Password is case sens:	itive
	Log In	
V	ersion 2.11.1-3 (H	elp)
(F	Forgotten Passwo	rd?)

Help Menu

By Pressing Help you can access the help menu section

Upload Log information – Checkedsafe may require your log info if you are having issues – if so press upload log information

Reset CheckedSafe - this resets the App

Test Connectivity – if your having signal issues this will inform you of any signal issues

Email Geo Log – this sends Checkedsafe a log of your location

Switch to light Mode – allows you to have black on white as a user mode (shown here is White on Black mode)

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	Reset CheckedSafe	e
	Upload Log Information	
	Test Network Connectivity	
	Email Geo Log	
	Switch to Light Mode	
	Scan an NFC tag to reg	gister
	Home	

User Menu

User Menu, here you can pick any option to take you to the next stage

Start Check – Start the process

Sync – if you have had poor signal your check/photos maybe stored on the device press sync to upload to the server

Previous Checks – NOTE the list is only the cached checks you need to enter the vehicle reg at the top to pull in the PDF report of the checks

Info – information to user how App works – brief description for the App user to follow

Documents – If your company has pushed documents out to you you can access them here it also informs you if any are waiting to be opened (red and the number) Once you press this Tab you will see a 2nd menu here you will see documents for users and also have the option to look up on any documents loaded per asset by simply typing in the asset ID/Vehicle Reg/Fleet number

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Messages – If your company has pushed messages out to you you can access them here it also informs you if any are waiting to be opened (red and number)

Job Cards – if you have this feature you can access the job cards waiting for you as Assigned (red numbers) or pick of any open jobs on the Available list (see further on how to use this function) – If you job is linked to a template such as PMI once you update Job Card and mark Complete it will then take you to the PMI template so you can start the job (or any other template that may have been assigned)

If you company has opted for **Geo Tracking** it will show as a Green Dot indicating that it is active – NOTE: this is configurable so that it is only tracking during set hours as determined by the client

If your ready to start PRESS START CHECK



Enter Registration/Asset ID

Enter asset ID

As you start to enter the details the vehicle details will start to populate; (you can also take a photo (square on) of the vehicle reg plate and it will use ANPR to populate the check if it is in the Checkedsafe system)



If you see **Vehicle Ended** – the vehicle has been ended you need to seek advice – you will not be able to go any further

If you see **VOR – Do not Use** – the vehicle is not in use you need to seek advice – you will not be able to go any further – YOU SHOULD NOT BE MOVING THE VEHICLE – (NOTE; Engineers and Managers can do a check when its VOR as it maybe VOR for a PMI etc.)

Тор Тір

See the light bulb top right, touch it and it's a light! no more checks in the dark.

The Manual Button (which is optional and managed on the user profile) is to undertake checks that do not have an asset ID – You should be using "Perform Check" once you have entered the reg/asset ID in the top section

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CheckedSafe	•
ENTER REGISTRATION/ASSET ID	
Enter Registration	
Perform Che	ick.
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NON-FLEET VEHICLE / DYNAMIC	RISK CHECK
If performing either Non-Fleet Vehic	le Check or Dynamic Risk
Assessment click "Manual Check"	
	Manual Check

Logged In

Once logged in your template will be available to start your check. Typically you will see (not exhaustive)

Initial Daily First Use check - detailed first use check template

In Service defect – quick in service defect report – handy for breakdown reporting

Accident report - this is an electronic bump card with pinging back a bump report in

seconds

Any other templates that the client has requested to be added i.e. Fuel Record

TIP: Top left shows the Asset ID that your checking in this case "CSVAN"

Top right **Lightbulb** hijacks the camera flash to use as a torch whilst checking the asset if required

NOTE: IF YOU DO NOT SEE ANY TEMPLATES CHECK YOU HAVE SIGNAL (WIFI/4G) IF OK CHECK WITH SUPERVISOR AS YOU HAVE BEEN UNASSIGNED TEMPLATES EITHER TO YOUR PROFILE OR THE VEHICLE

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	'Para-Van Daily Check 0218'	
	"Para - Fuel Record"	
	'CS-Bump card F18'	
	'Para-Defect During Service'	

Before you start your Check you may get a

Red or a Yellow triangle with possible photos and further notes

A Red Triangle means a defect has been reported previously but not been dealt with by a Supervisor/Manager etc. you will see the details of the active defect and a photo if one has been taken. If it is safety critical you must STOP and seek advise – if it is obvious it is NOT safety critical and your policy is to carry on with the check then do so YOU DO NOT NEED TO REPEAT the defect and when you get to the relevant question the information that you saw at the beginning will be repeated so you have assurance that the defect is already active and again the is NO NEED TO REPEAT THE DEFECT – UNLESS THE ISSUE HAS GOT WORSE THEN YOU MUST REPEAT IT AND ADD THE WORDS "got worse than originally reported"



MX22TEV

A <u>Vsual Check of Mirrors and Glass</u> Defect Raised: 23 Jan 24 06:08 Defect Reported: Cracked windscreen nearside corner

FAILED IMAGES



New Check

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Yellow Triangle (Serviceable)

A Yellow Triangle means a defect has been reported previously and has been temporarily dealt with by a Supervisor/Manager etc. you will see the details of the active defect as a Serviceable and a photo if one has been taken, along with notes on what action has been taken and guidance as to what you need to do if applicable. YOU DO NOT NEED TO REPEAT the defect and when you get to the relevant question the information that you saw at the beginning will be repeated so you have assurance that the defect is already active and being dealt with and again the is NO NEED TO REPEAT THE DEFECT – UNLESS THE ISSUE HAS GOT WORSE THEN YOU MUST REPEAT IT AND ADD THE WORDS "got worse than originally reported"



New Check





on site 26th Jan in the morning do not repeat

Take Photo of Asset ID

We use ANPR to read number plates but also this allows the manager to verify the ID is correct

You can hen move on the answer all the questions (some maybe enforced so you may not be able to move on until you answer them – such as Mileage)

NOTE: the questions may not be the same as this guide depending on the clients requests but the formats and principles of use will be the same

SPECIAL NOTE FOR DRIVING LICENCE CHECKS: if your using the app to complete your driver licence check mandate please take a nice clear photo of your driver licence front and back and same with your CPC (DQC) Card as we read the data from the card to access the DVLA information

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PHOTO OF VEHICLE	REGISTRATION PLATE	
Photo of Vehic	le Registration Plate	
Driving License and D	CPC card present	
	Pass 🔘 Fail	🔿 n/a 🔍
ENTER MILEAGE REA	DING	
DATETIME PICKER		
		•
	Next	

TIP: Top left shows the Asset ID that your checking in this case "CSVAN"

Top right Lightbulb hijacks the camera flash to use as a torch whilst checking the asset if required

TIP: Middle top you see a counter (if applicable) this counts the seconds you spend on this page it may actually be enforced so you cannot move on until you reached the (enforced) seconds particularly if you need to be more detailed in certain areas.

You will also see next to the middle counter a further counter (if applicable) – this is the overall timing of the check so you can see your progress – this also maybe fixed and you may not complete the check until the time has been reached

Straight forward touch pass or fail as you walk around the vehicle

As you see a defect touch the fail button and type in details of the defect and take a photo or photos – this is most helpful for the engineer to determine if roadworthy or not and to assist in the repair/rectification

Then carry on with the check each page will be a similar layout working your way through the template

You can pause a check if you wish by touching the "II" at the top of the app this will pause the check and you can return to it later (you can actually do another check and come back to your original check as well very useful for engineers who are on a PMI but get called away)

Tip if you do not press anything and try and move on – you will not be able to

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Windscreen/Glazing		Pass		Fail	۲
Cracked nearside corne	n				
TAKE IMAGE					
Take Image(s)					
Mirrors		Pass		Fail	
Previous		Next			

Fuel Records

Fuel Records - (Tips)

If using the Fuel record template to record Fuel you must enter the details and take a good clear photo of your receipt.

As a minimum you must enter the pence per litre

1.50

Number of Litre

10

Overall price (total price including VAT)

15

No need for any symbols or words

If you have a receipt please take clear photo – if no receipt press submit

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Additional Text/Images

At the end of the check you can as optional:

- Add additional photos
- Add Text

Then confirm vehicle is fit/unfit for use

Confirm you (user) is fit to drive/work



Press Submit

Summary of defects – At this stage your not committed, you can go back and re-enter if you have missed something or alter what you have entered

Finally Press Submit

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CSVAN		25 (05	***
FAILED CHEC	KS		
Windscreen/Gia	zing		
REASONS FO	R FAILING CHECKS		
Cracked ne	arside corner,		
IMAGES DISP	LAYING FAILED CH	ECKS	
Add Im	age		
Re	enter checks	Submit	

Submission confirmed if there are any issues it will say on this screen:

- If there is a Poor signal/no data it will say "Check saved to device please sync later"
- It also maybe the case that there is enough signal to send the data but not the photos in that case it will say "Poor signal, photos saved to device please sync later"



Job Cards

If you have opted for Job Cards the following screens are applicable to you

Once you have pressed the Job Cards Tab on the main App menu you will be presented with a list of jobs – click one if them and you are presented with the screen as below

showing you the details and a photo is applicable you can now

Start Job



SEARCH JOB CARDS VIA REGISTRATION OR JOB ID

Registration

Search

A Job #4	(Available to you)
Vehicle	BL64EE
Check Name	CS-Basic Daily Vehicle Check 241218
Defect Area	Tyres (Condition, Pressure,Wear,Age) and Wheel
Delect Alea	fixing
Driver Notes	Nsr side wall cords showing - Fail
Added Notes	
Defect Status	A Failed
Defect Images	

Dealing with the Job Card

You can now enter the tasks undertaken to complete the job by adding notes and making the defect Serviceable or Clear Defect, you can lso at this stage take a photo (great idea to avoid any doubt of the task completed).

You can make the job complete and update - this auto updates the back office

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<u> </u> Job #4	Assigned to you - (Unassign)
Vehicle	BL64EE
Check Name	CS-Basic Daily Vehicle Check 241218
Defect Area	Tyres (Condition, Pressure,Wear,Age) and Wheel
Delect Alea	fixing
Driver Notes	Nsr side wall cords showing - Fail
Added Notes	Replaced Tyre all ok now (added on 17:14
	02/08/2022 by GaryPara)
Defect Status	Cleared
Defect Images	
Scheduled	02/08/2022 - 03/08/2022
	(6 hours remaining)
Undate Job Car	

You can now see on your device the completed job and the Manager can also see this on the back office.

Compliance completed !!!

Job #5	Completed
Vehicle	BL64EE
Check Name	CS-Basic Daily Vehicle Check 241218
Defect Area	Horn
Driver Notes	Not beeping - Fail
Added Notes	Fixed wiring and all good now GH (added on
	17:18 02/08/2022 by GaryPara)
Defect Status	Cleared
Defect Images	
Scheduled	02/08/2022 - 03/08/2022
Job Completed	
	Load More

Hints and Tips

Speak to the App (Voice to Text)

You may wish to speak to the app instead of typing in the "defect"

To do this, when you click "Fail" to report the defect you will see on you keyboard a picture of a microphone, press this and it will allow you to speak to the app.



App Speak to you (Text to Voice)

To access Text to Speech on your device, this it is a phone settings you need to do and here are the guides as to what to do

https://play.google.com/store/apps/details?id=com.google.android.marvin.talkback&hl=en-GB

https://support.google.com/accessibility/android/answer/7349565?hl=en-GB

Have a look through the guide stuff its really easy to sort – we have done our bit so it reads the checks just need to do your bit now.



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Any issues or help please email support@checkedsafe.com or call 01282908429