



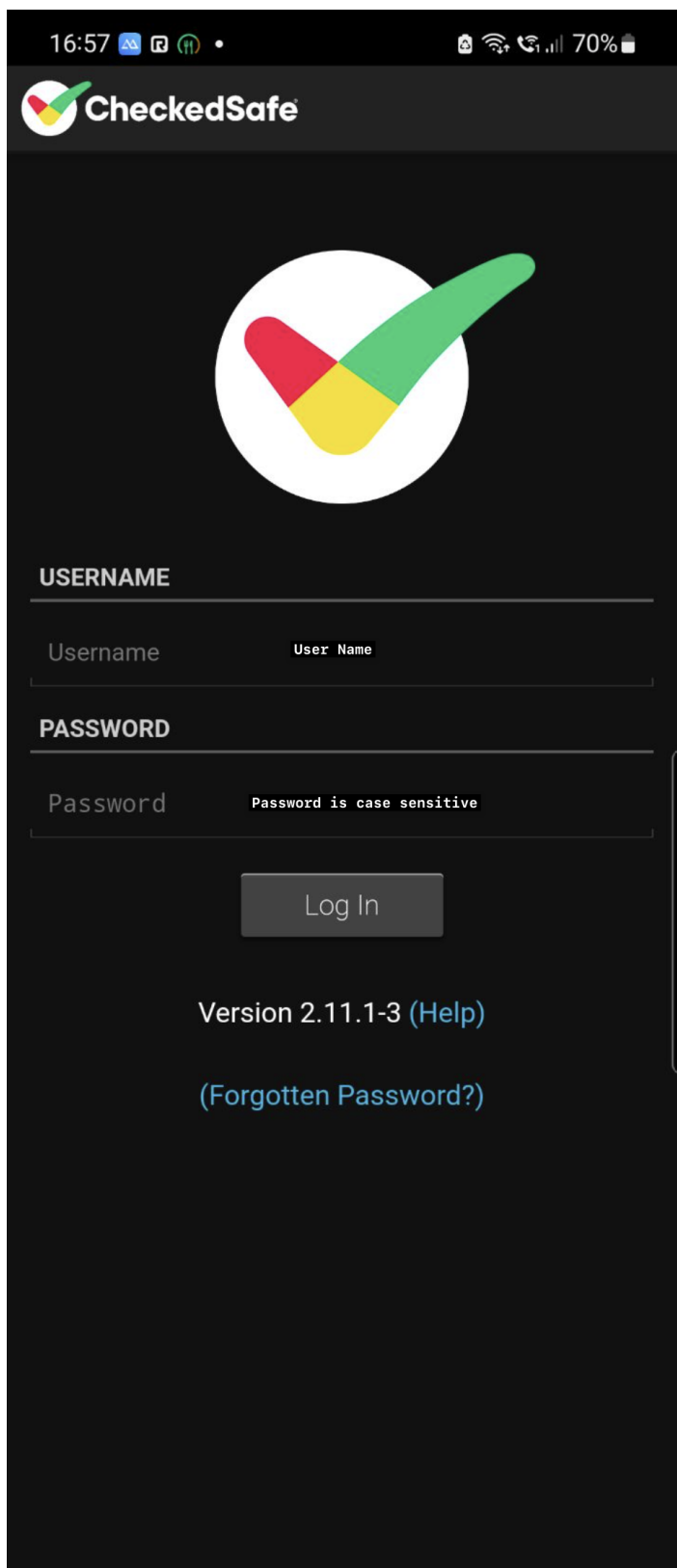
## Vehicle Compliance - App User Guide



# 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](mailto:support@checkedsafe.com)





## 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

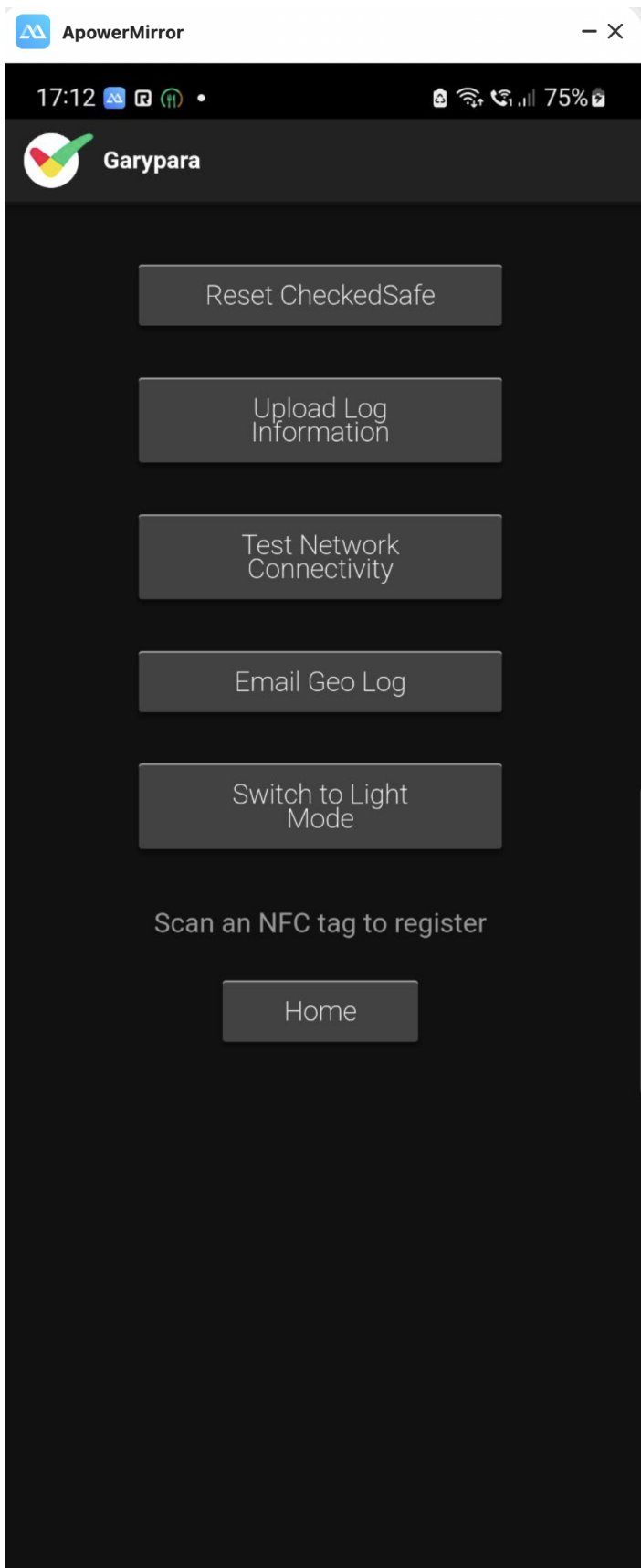
**Reset CheckedSafe** – this resets the App

**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)





## User Menu



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

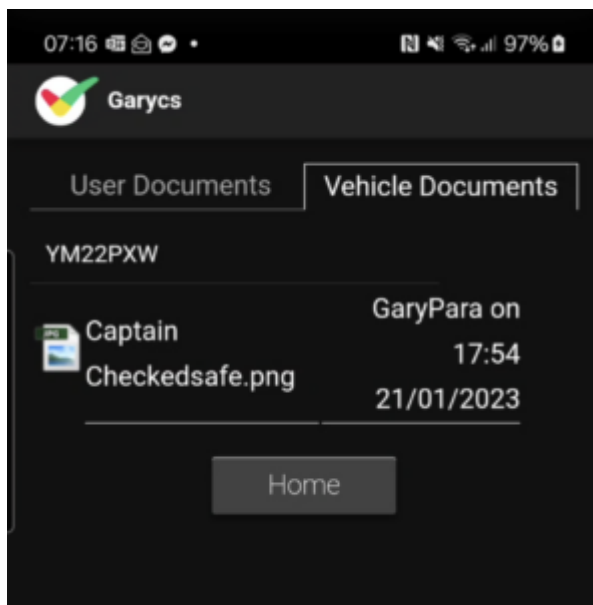
**Start Check** – Start the process

**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



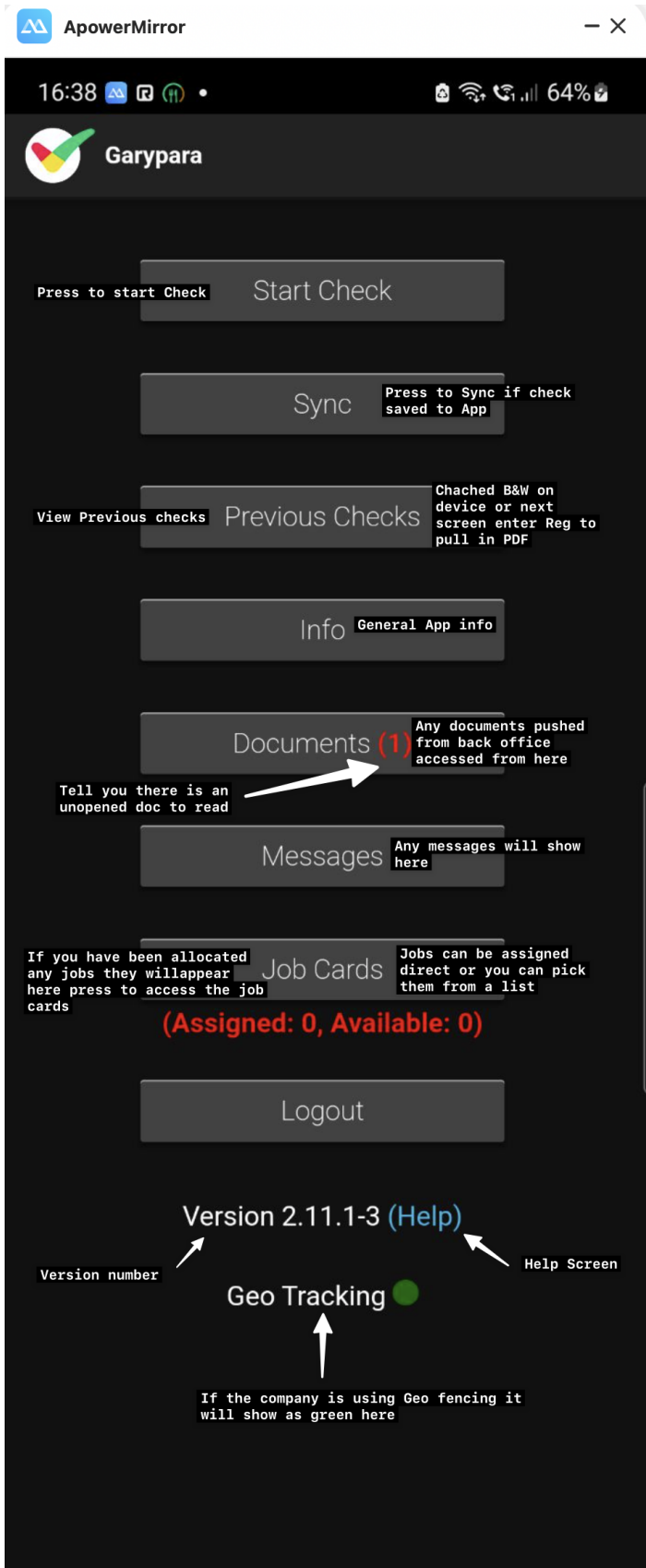
**Messages** – If your company has pushed messages out to you you can access them here it also informs you if any are waiting to be opened (red and number)

**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



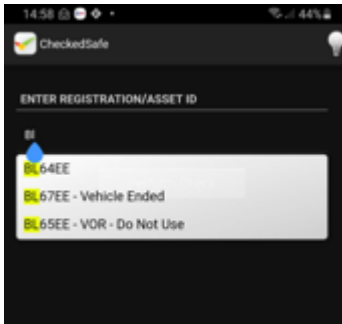


Enter Registration/Asset ID



## 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

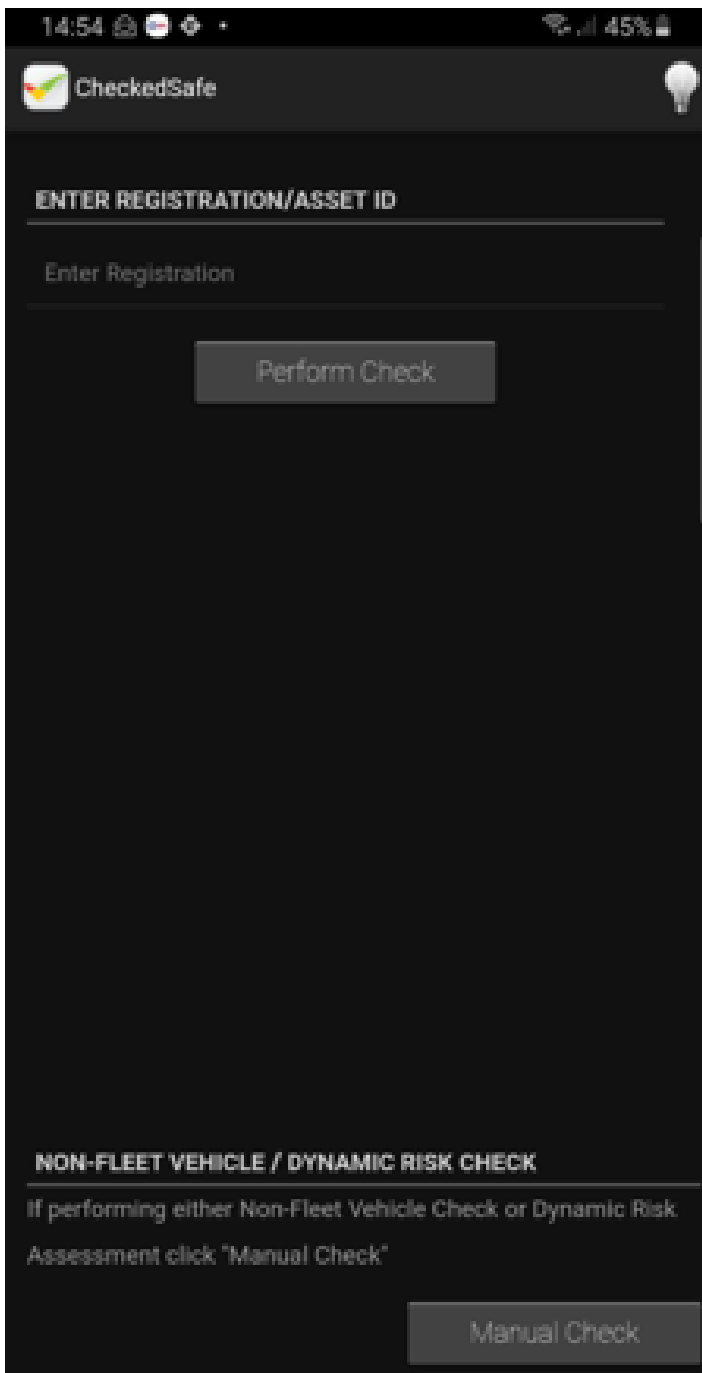
If you see **VOR – Do not Use** – the vehicle is not in use you need to seek advice – you will not be able to go any further – **YOU SHOULD NOT BE MOVING THE VEHICLE** – (NOTE; Engineers and Managers can do a check when its VOR as it maybe VOR for a PMI etc.)

## Top Tip

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





## 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



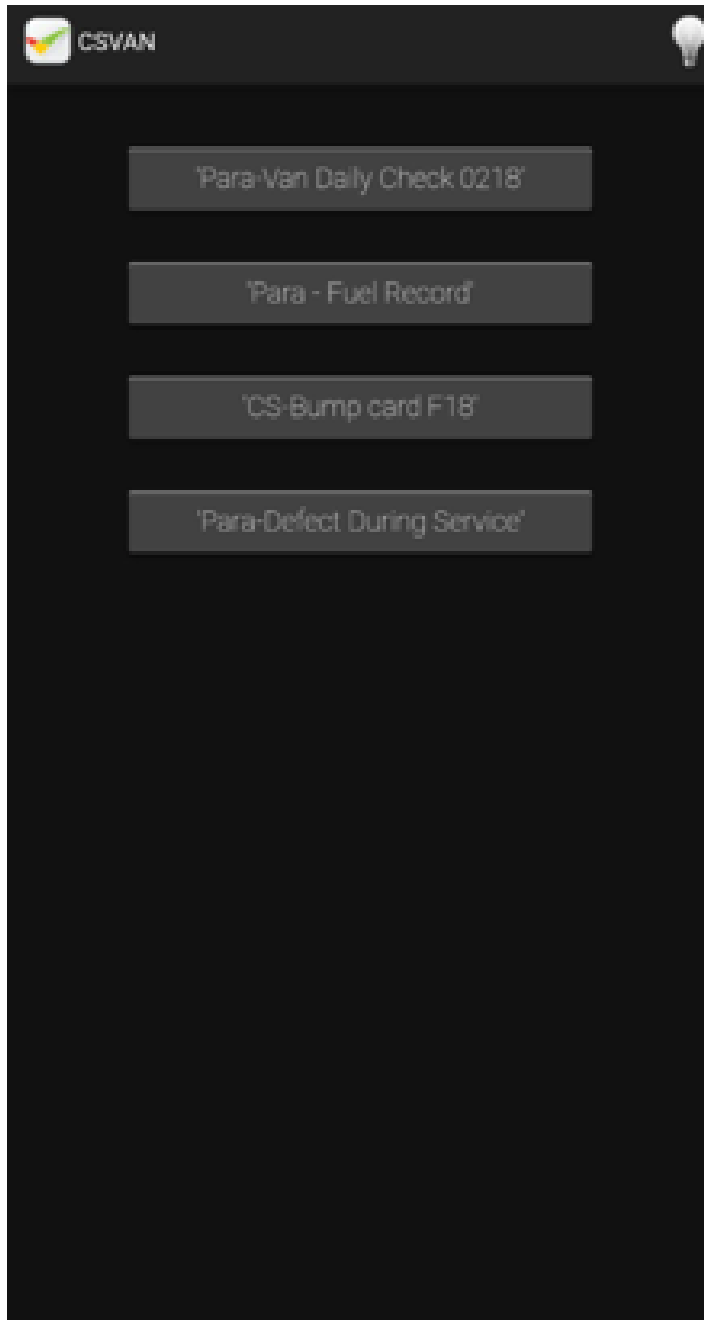
seconds

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**



**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



**Visual Check of Mirrors and Glass**

Defect Raised: 23 Jan 24 06:08

Defect Reported: Cracked windscreen nearside corner

**FAILED IMAGES**



New Check









## FUEL LEVEL - SUFFICIENT TO DRIVE TO GARAGE/JOB

Yes



Dashboard any warning lights   Pass ☒ Fail ☐

Wipers / Washers   Pass ☒ Fail ☐

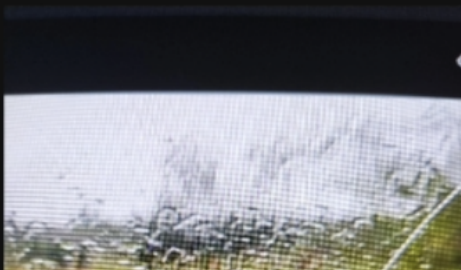
## Visual Check of Mirrors and Glass

(Close Active Defect)   Pass ☐ Fail ☐

Visual Check of Mirrors and Glass

Defect Raised: 23 Jan 24 06:08

Defect Reported: Cracked windscreen nearside corner

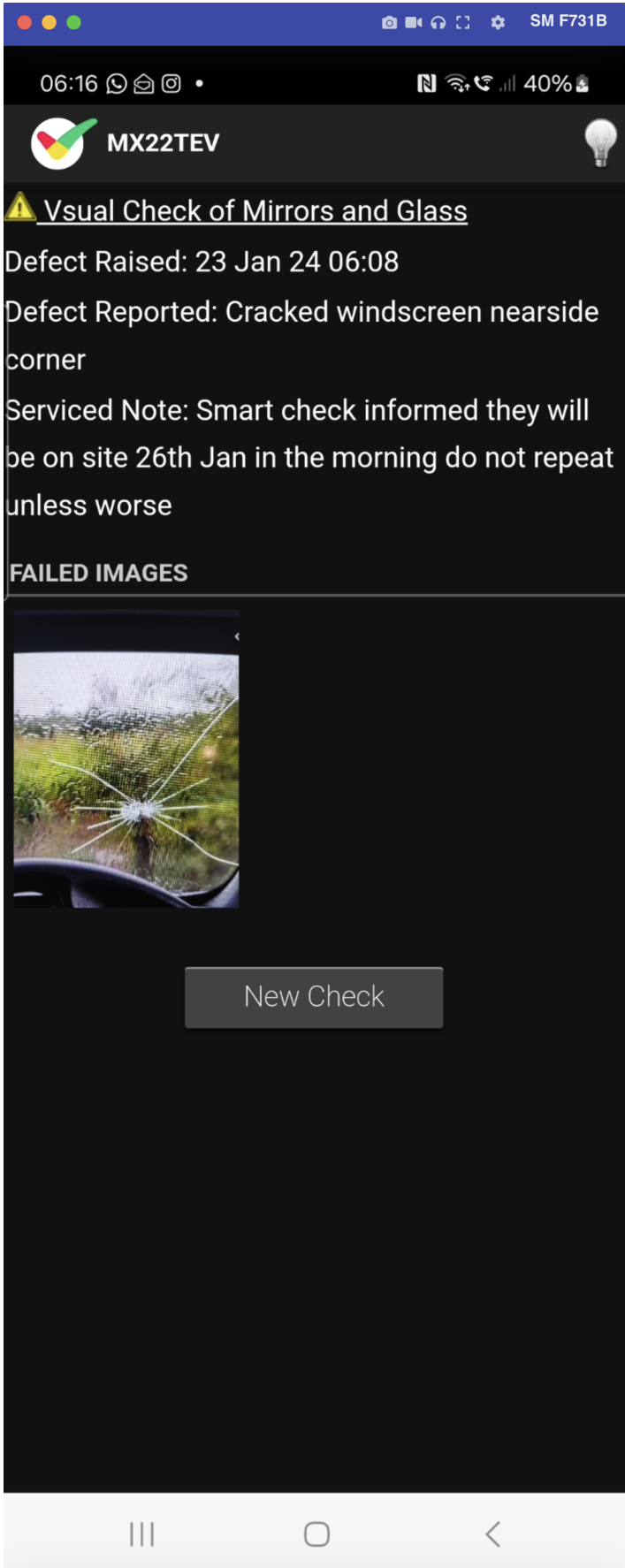




# Yellow Triangle (Serviceable)

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 there 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”**













SM F731B

06:17



40%

## FUEL LEVEL - SUFFICIENT TO DRIVE TO GARAGE/JOB

Yes



Dashboard any warning lights

Pass



Fail



Wipers / Washers

Pass



Fail



Visual Check of Mirrors and Glass



(Close Active Defect)

Pass



Fail



Visual Check of Mirrors and Glass

Defect Raised: 23 Jan 24 06:08

Defect Reported: Cracked windscreen nearside corner

Serviced Note: Smart check informed they will be 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 then 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***



15:15 42%

CSVAN 00:20 (00:20) 00:20 (05:00)

PHOTO OF VEHICLE REGISTRATION PLATE

Photo of Vehicle Registration Plate

Driving License and DCPC card present

Pass ☐ Fail ☐ N/A ☒

ENTER MILEAGE READING

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



15:26

40%

Fire Extinguisher

Pass

Fail

N/A

First Aid Kit

Pass

Fail

N/A

Wipers/Washers/Screenwash Level

Pass

Fail

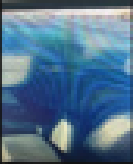
Windscreen/Glazing

Pass

Fail

Cracked nearside corner

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





07:00



 46%

 MJ14YRC





Fuel Record this data will calculate in the back office your running total of Fuel/Cost/MPG and CO2, please fill out all details accurately and take a clear photo of the receipt

MILEAGE READING

1234

FUEL LEVEL

3/4

FUEL AMOUNT ADDED IN LITRES

10

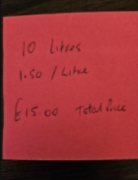
PENCE PER LITRE

1.5

TOTAL PRICE

15

TAKE CLEAR PHOTO OF RECEIPT



Take clear photo of receipt

III

O

<

**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



The screenshot shows the CSVAN mobile application interface. At the top, there is a status bar with the CSVAN logo, the time 25:30, and a battery level of 95-99%. Below the status bar, the main content area is divided into sections. The first section is titled "GENERAL PHOTOS" and contains a button labeled "General Photos". The second section is titled "FURTHER NOTES" and contains a text input field. The third section is titled "I CONFIRM THAT THE ABOVE CHECKS HAVE BEEN CARRIED OUT AND I CONSIDER THE VEHICLE FIT FOR USE" and contains a dropdown menu with "Yes" selected. Below this, there is a paragraph of text: "I hereby confirm that I am fit to drive/use this vehicle, that I am aware of the relevant company policies and the LAW on Alcohol and Drugs and that I am fully aware of my driving hours - by selecting Pass I confirm I agree and fully confirm". At the bottom of this section, there are two radio buttons labeled "Pass" and "Fail", with "Pass" selected. At the very bottom of the screen, there are two buttons labeled "Previous" and "Submit".

GENERAL PHOTOS

General Photos

FURTHER NOTES

I CONFIRM THAT THE ABOVE CHECKS HAVE BEEN CARRIED OUT AND I CONSIDER THE VEHICLE FIT FOR USE

Yes

I hereby confirm that I am fit to drive/use this vehicle, that I am aware of the relevant company policies and the LAW on Alcohol and Drugs and that I am fully aware of my driving hours - by selecting Pass I confirm I agree and fully confirm

Pass ☒ Fail ☐

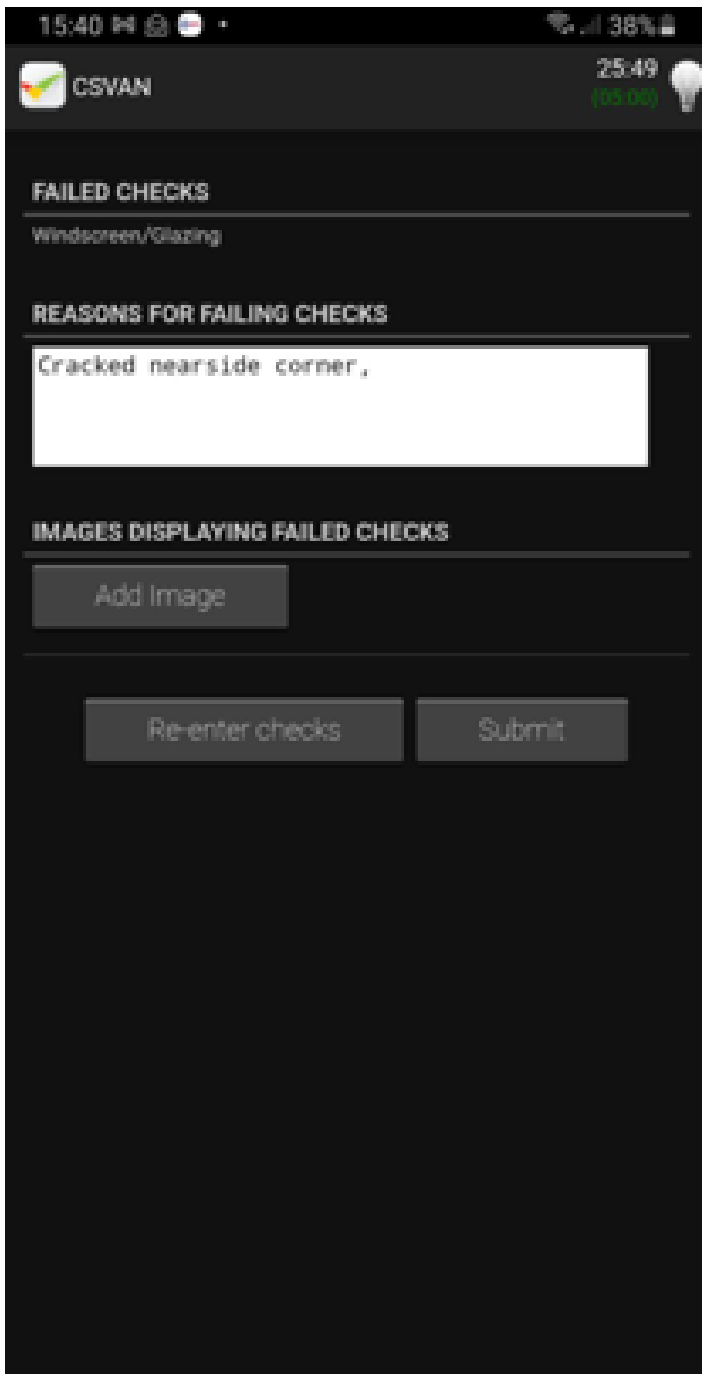
Previous Submit

**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

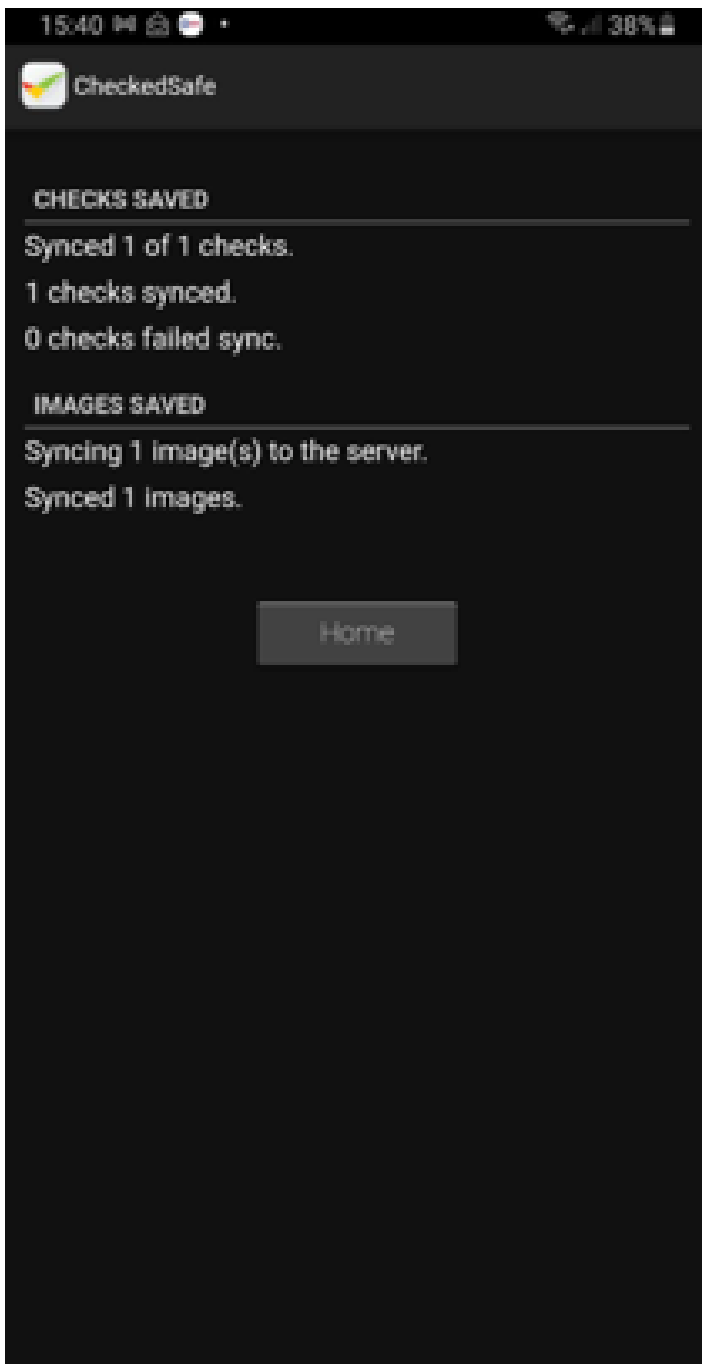


The screenshot shows the CSVAN mobile application interface. At the top, the status bar displays the time 15:40, signal strength, and battery level at 38%. The app header includes the CSVAN logo, a timer at 25:49, and a lightbulb icon. The main content area is divided into sections: 'FAILED CHECKS' with a sub-header 'Windscreen/Glazing', 'REASONS FOR FAILING CHECKS' with a text input field containing 'Cracked nearside corner,', and 'IMAGES DISPLAYING FAILED CHECKS' with an 'Add Image' button. At the bottom, there are two buttons: 'Re-enter checks' and '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



Job #4



(Available to you)

Vehicle

BL64EE

Check Name

CS-Basic Daily Vehicle Check 241218

Defect Area

*Tyres (Condition, Pressure, Wear, Age) and Wheel fixing*

Driver Notes

Nsr side wall cords showing - Fail

Added Notes

Defect Status



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 also 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







**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  
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)



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.



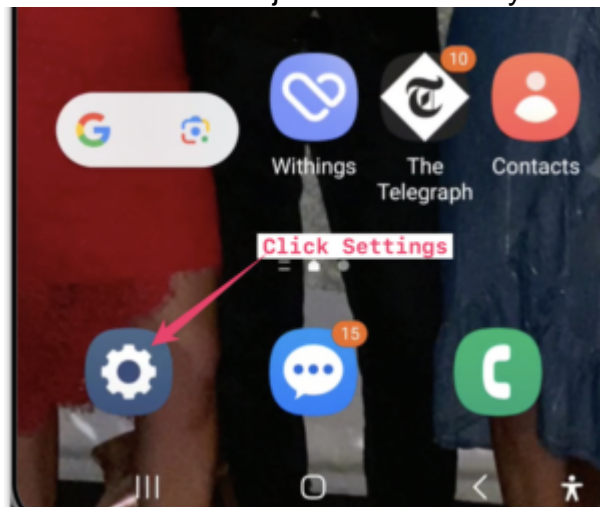
## App Speak to you (Text to Voice)

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

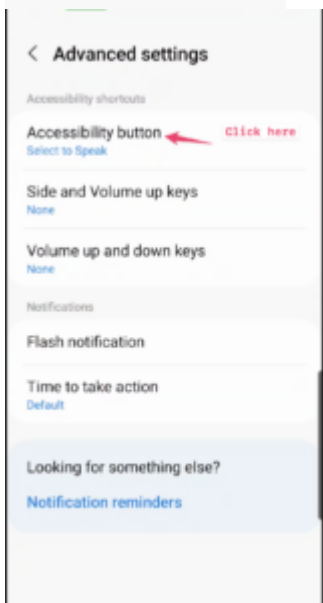
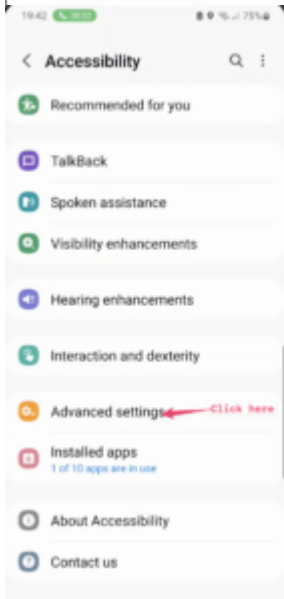
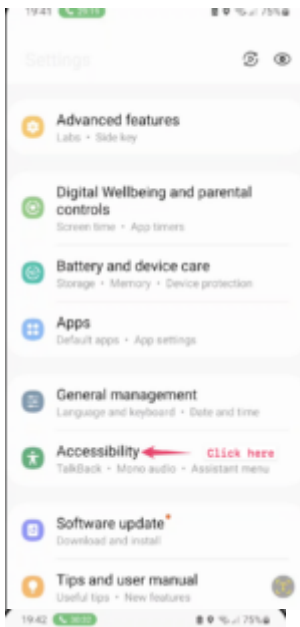
<https://play.google.com/store/apps/details?id=com.google.android.marvin.talkback&hl=en-GB>

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

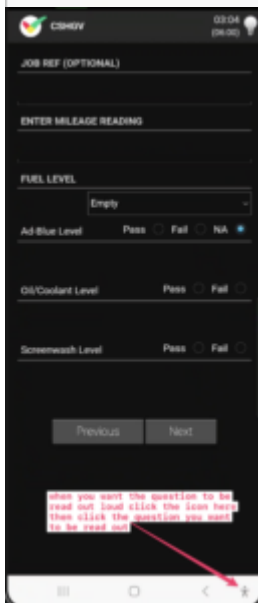
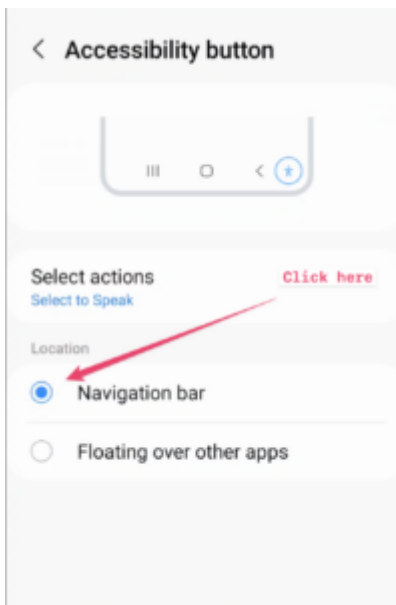
Have a look through the guide stuff its really easy to sort – we have done our bit so it reads the checks just need to do your bit now.











Any issues or help please email [support@checkedsafe.com](mailto:support@checkedsafe.com) or call 01282908429