

Drivers Walk Around Check

User Guide



How to use the Drivers Walk Around Check App

Implementing and using Truckfile's driver walk around check system is as simple as
Scan, Inspect, Transmit and Track.

Quick reference (QR) bar codes are placed on the vehicle at key inspection points.

The label tags contain information about the following:

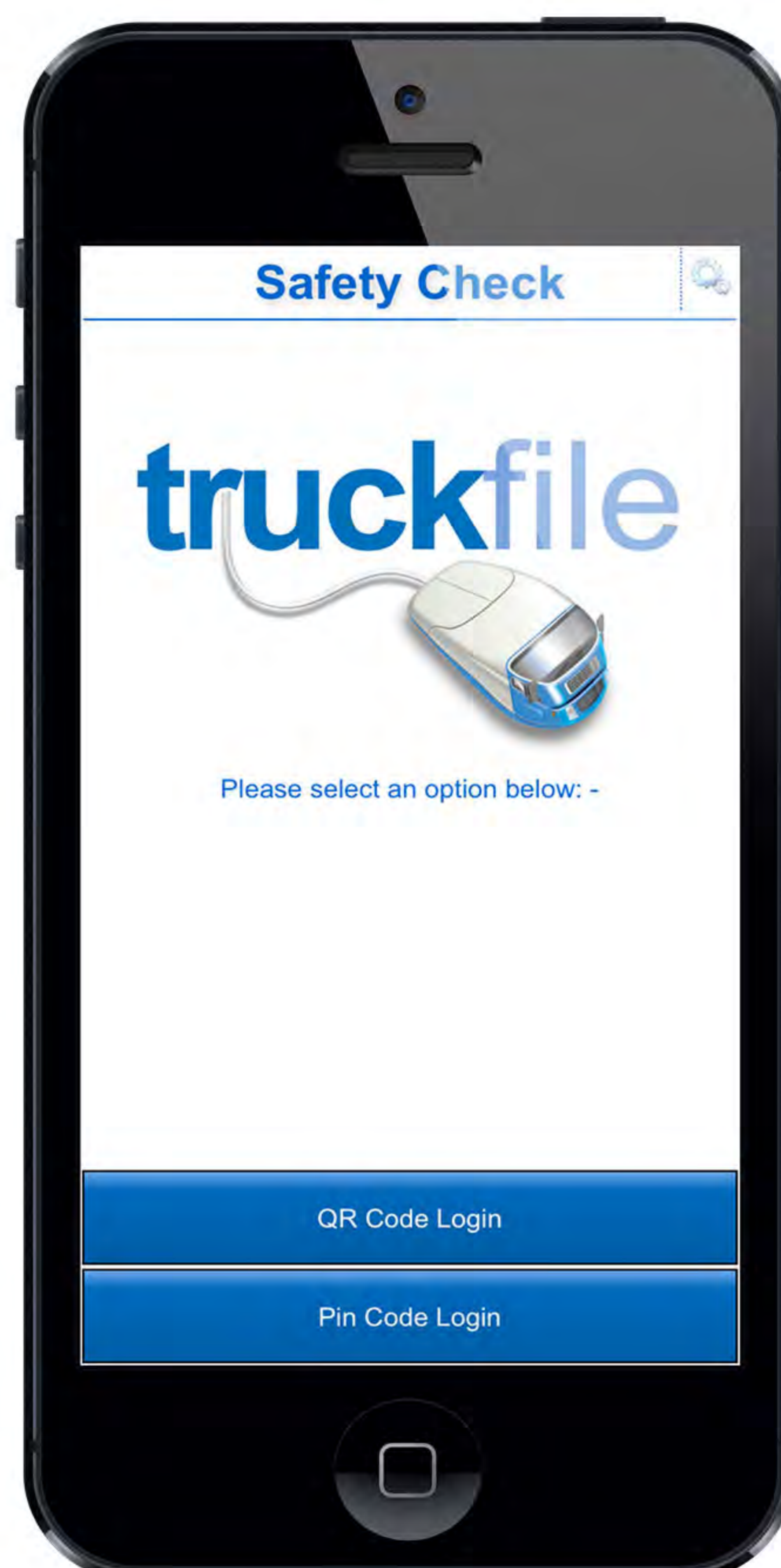
***Driver**

***Vehicle**

***Vehicle inspection Point**

***Components to be inspected**

***Pre-defined list of defects and advisories**



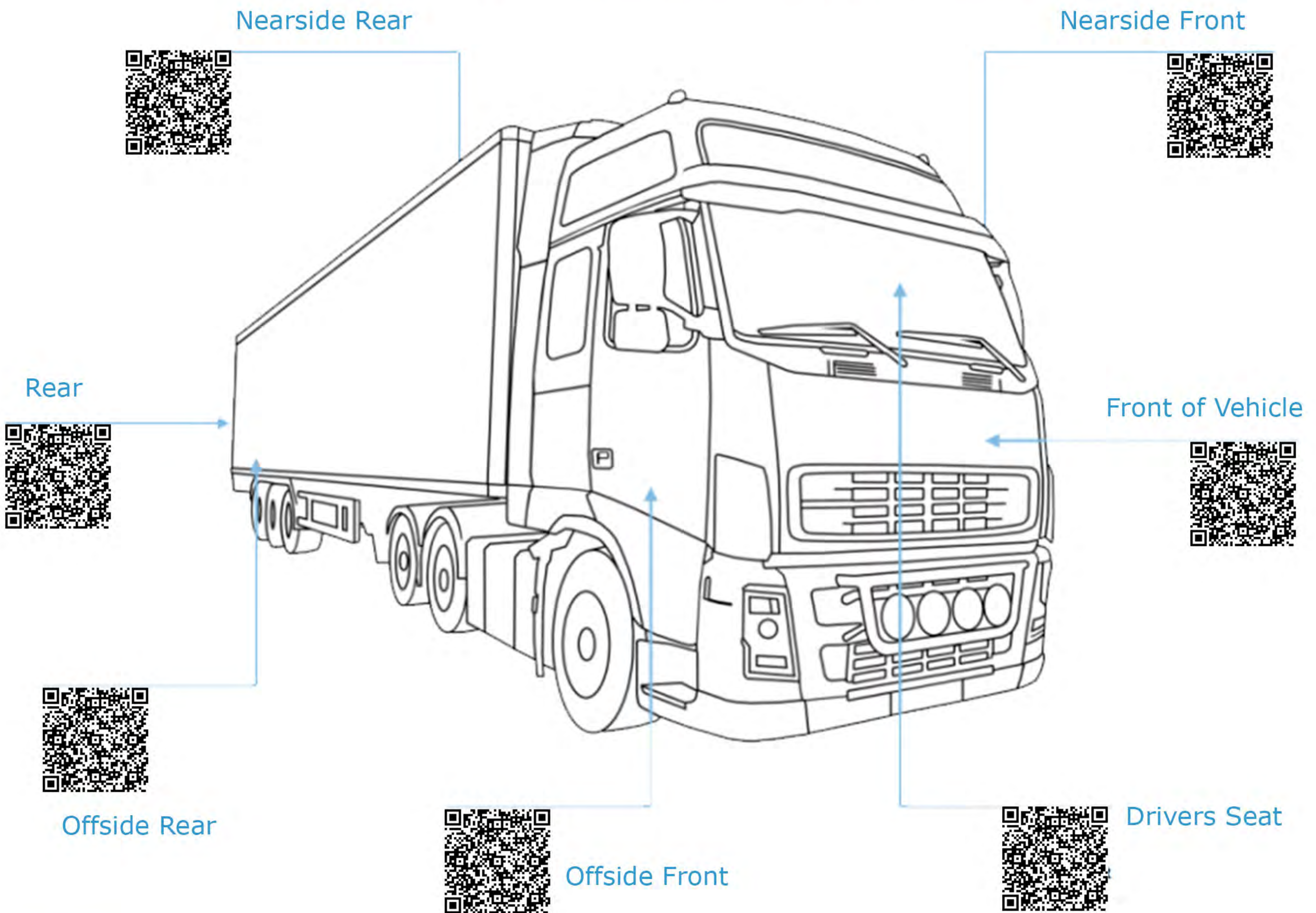


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Once you have received your new labels, place your QR Code labels in the key inspection points around the vehicle.

Example illustration below:

(These inspection points will be different depending on the vehicle)



Tip

Make sure all surfaces are clean & dry before sticking them on the vehicle.
Stick the labels in an easy location to scan.

Did you know?

All our QR Code labels are weather proof.





How to use the Drivers Walk Around Check App

So your labels are on the vehicle lets get started with the Walkaround Check!
Download the Drivers Walkaround Application straight to your mobile device.

Find the Application in these App stores:



App Store



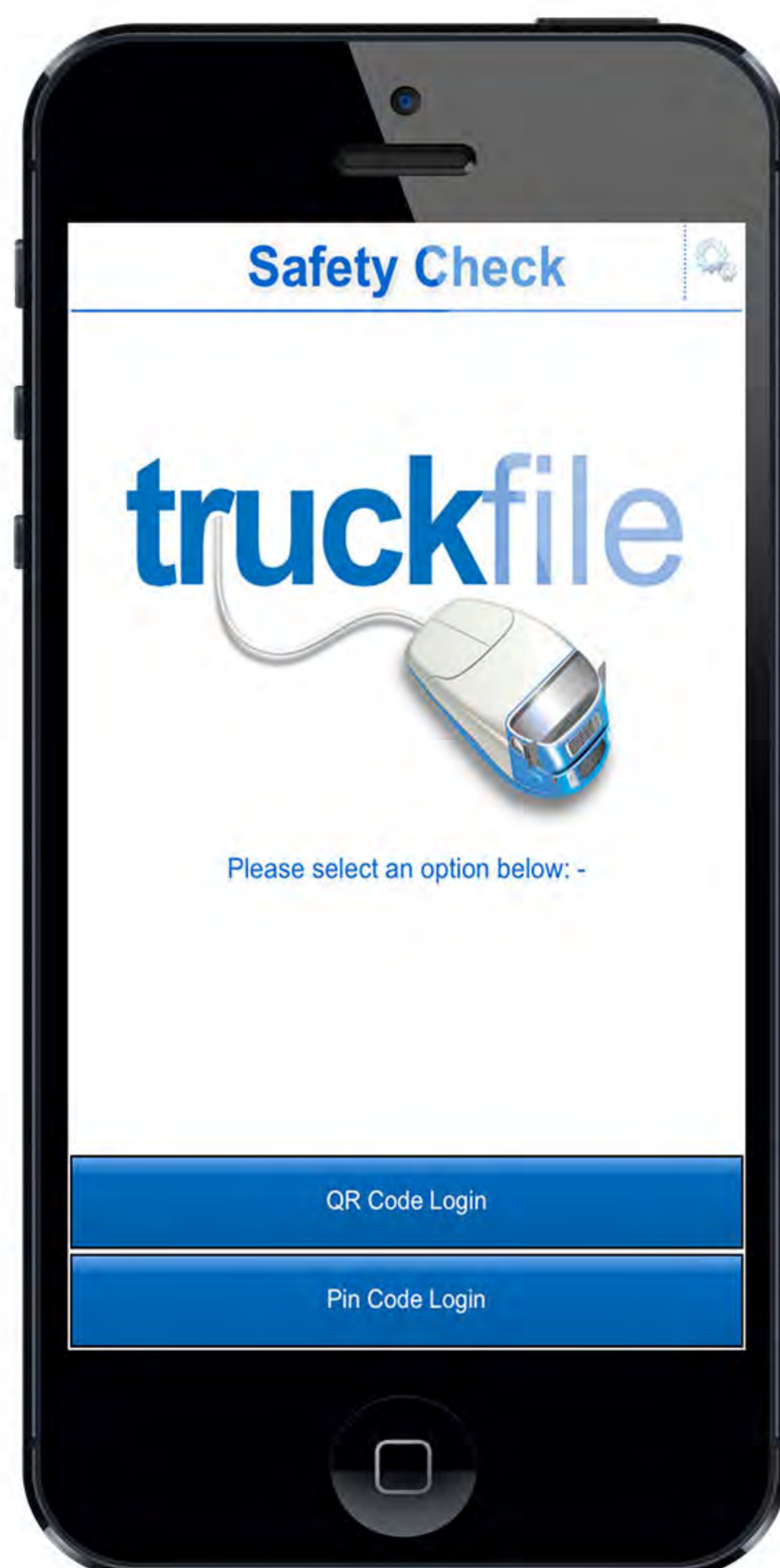
Windows® 8
Phone



Google play

Starting the Check

Load the Application and sign in using your **User Name** QR Code Sticker:



User: Demo User



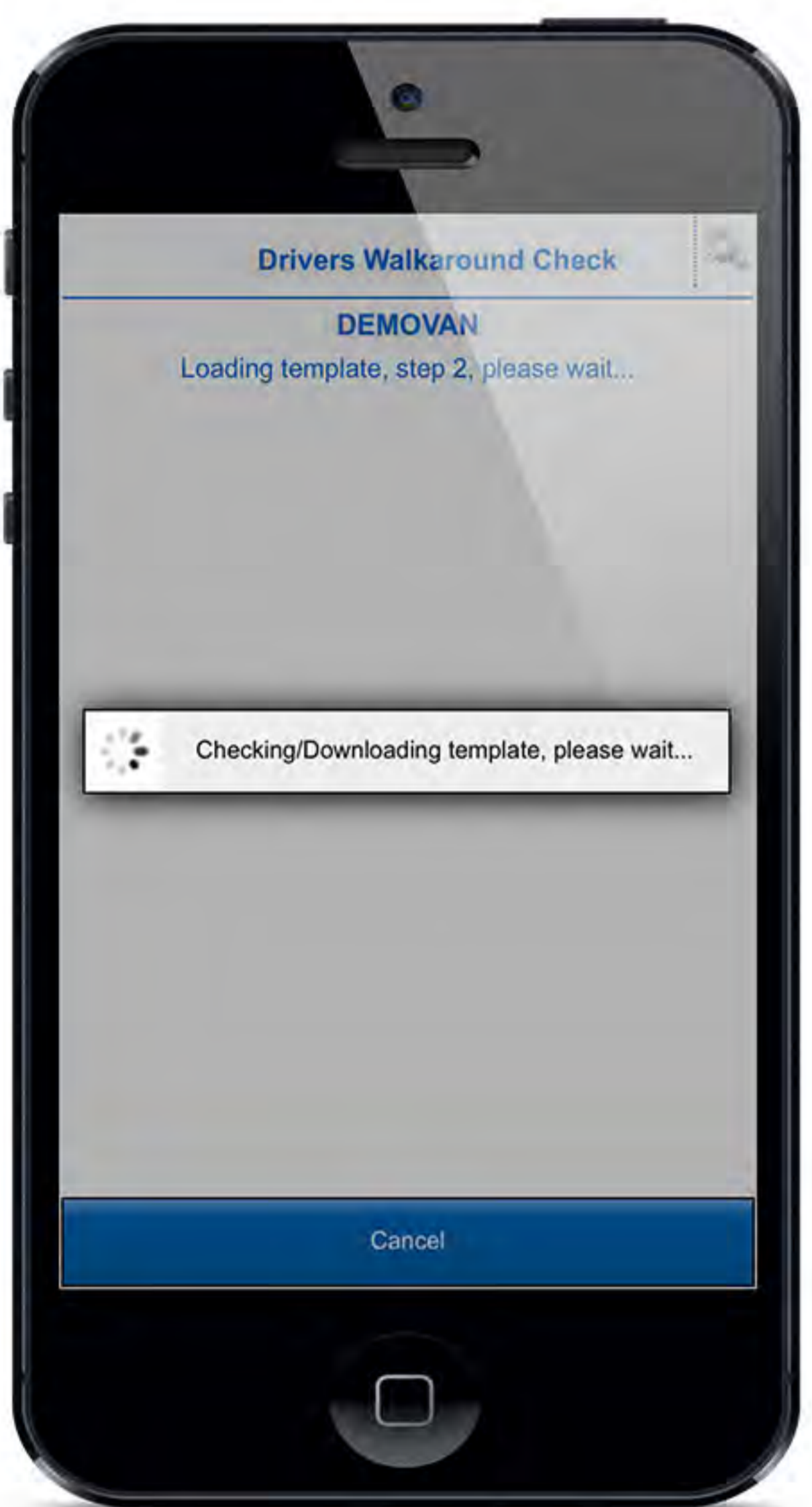
How to use the Drivers Walk Around Check App

Vehicle/Asset: DEMOVAN



Scan the Vehicle Reg/Asset Number

(These inspection points will be different depending on the vehicle)



After scanning you Vehicle/Asset QR Code your drivers safety check template will download.

Did you know?

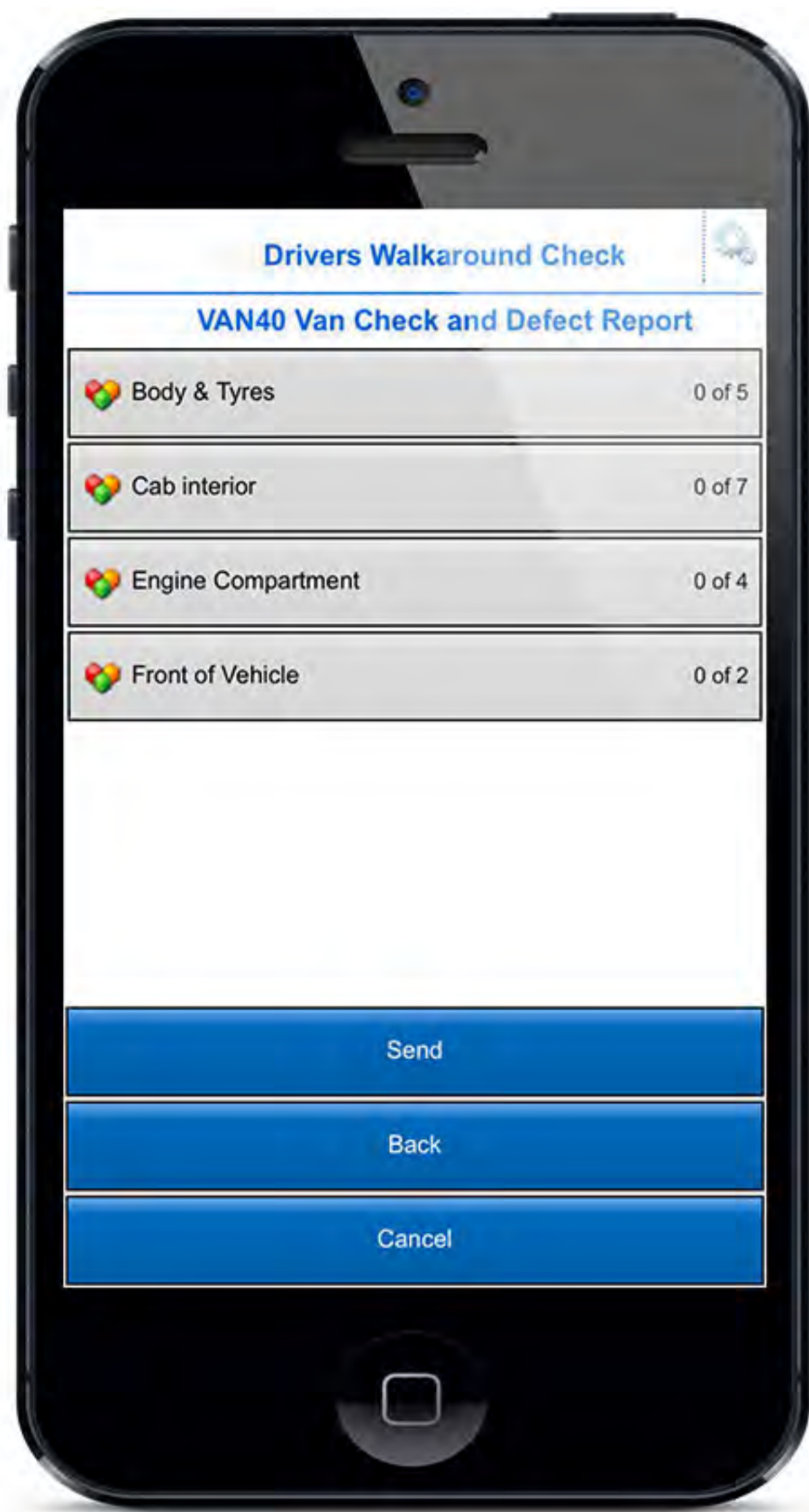
We can create unlimited templates to match your requirements.



Enter the current mileage in Miles or KMS, then if required enter the current Fuel level.

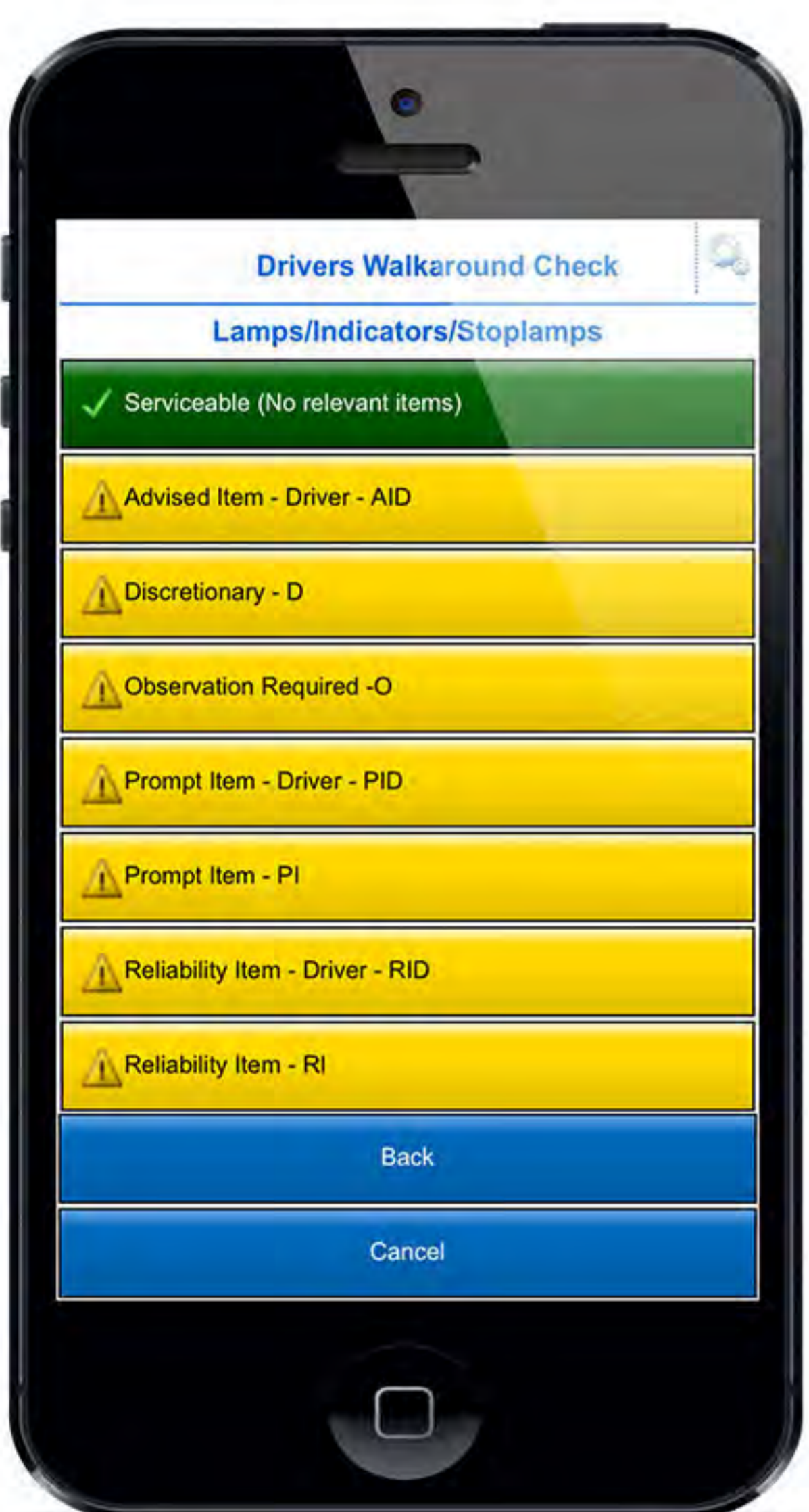
How to use the Drivers Walk Around Check App

Section: Body & Tyres



Press the 1st inspection point on the screen. Then Scan the Body & Tyres QR Code.
Go through all inspections points until you have completed the last point.

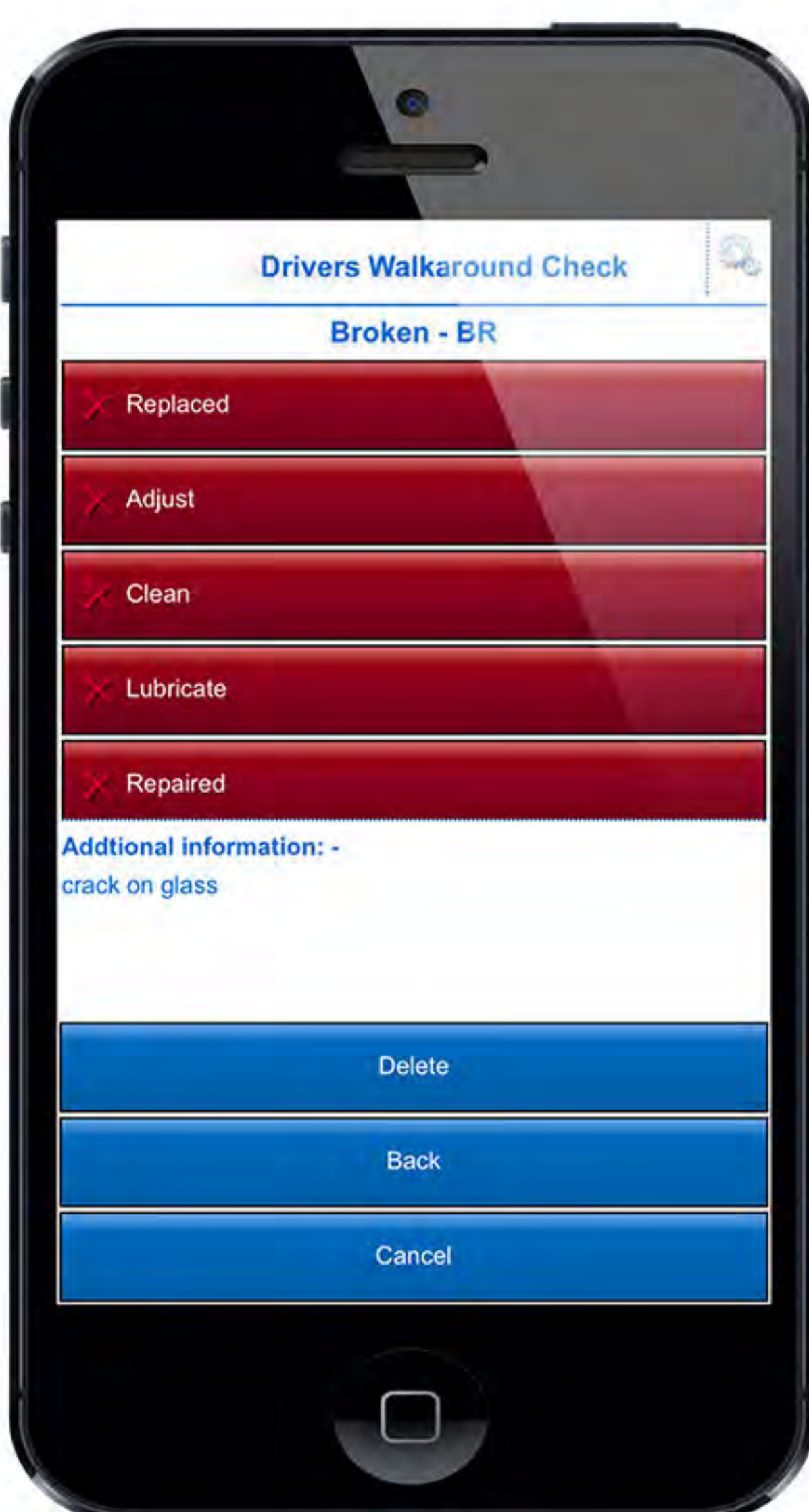
(These inspection points will be different depending on the vehicle)



Defects or Advisories

If you come across any defects whilst doing your check there are preloaded **Advisories & Defects**.

We have created the most popular Advisories & Defect answers, such as *Defect: Bulb Failure: Replaced bulb*.



Also add **free text & take pictures** to Advisories or Defects, using the additional information area.
Simply touch the additional information section on the screen and type in any information that you need for your inspection.



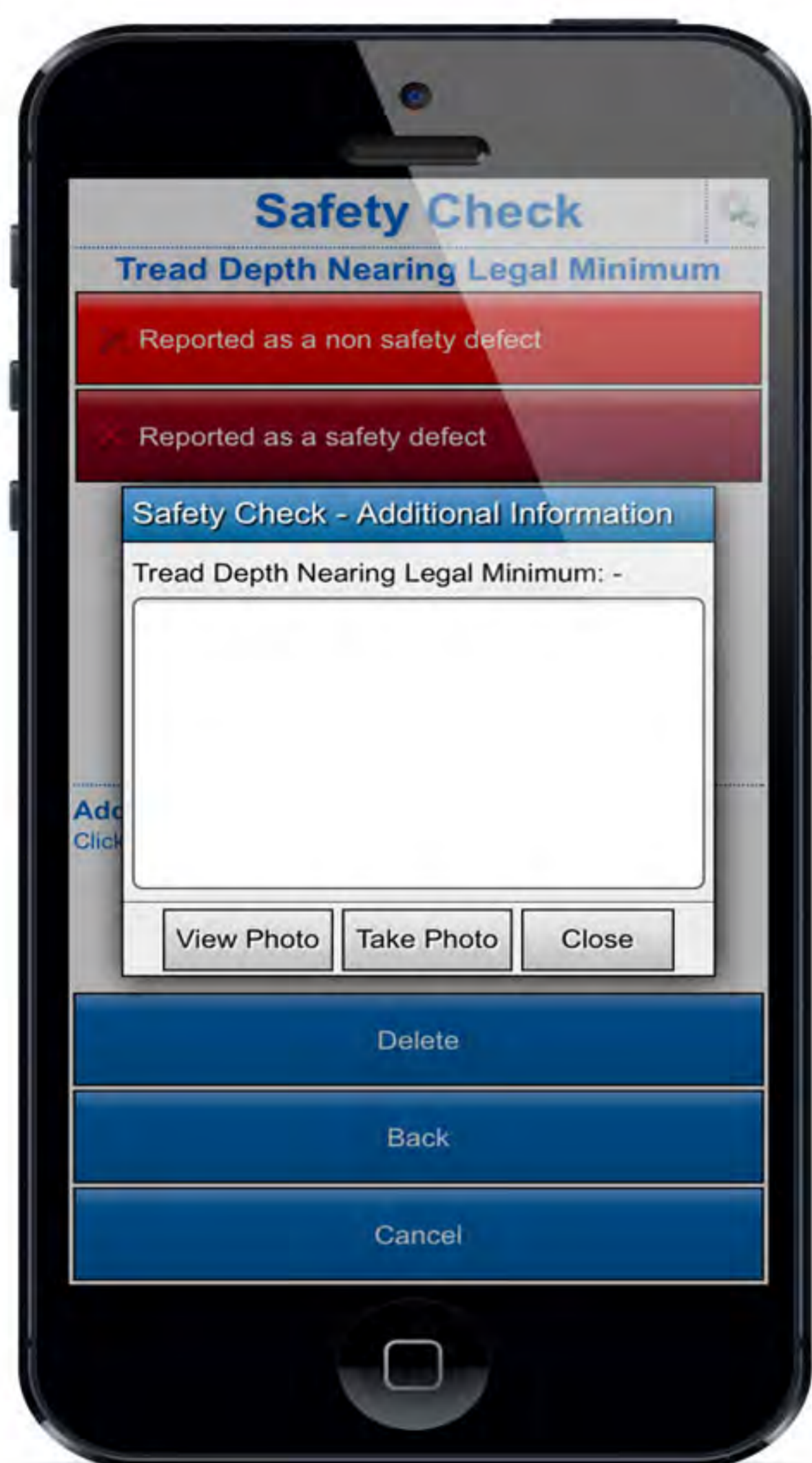
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Defects or Advisories Cont...

If you require picture evidence choose take a photo. Select the area with the Defect/Advisory

(These inspection points will be different depending on the vehicle)



Press the relevant Defect/Advisory answer & also select the additional information tab. You will see Take a photo. Take a photo of the problem area and this will be saved against the check.



You will be able to view the photo in the check to see if it is showing the Defect/Advisory you have captured.

How to use the Drivers Walk Around Check App

Finishing your Inspection

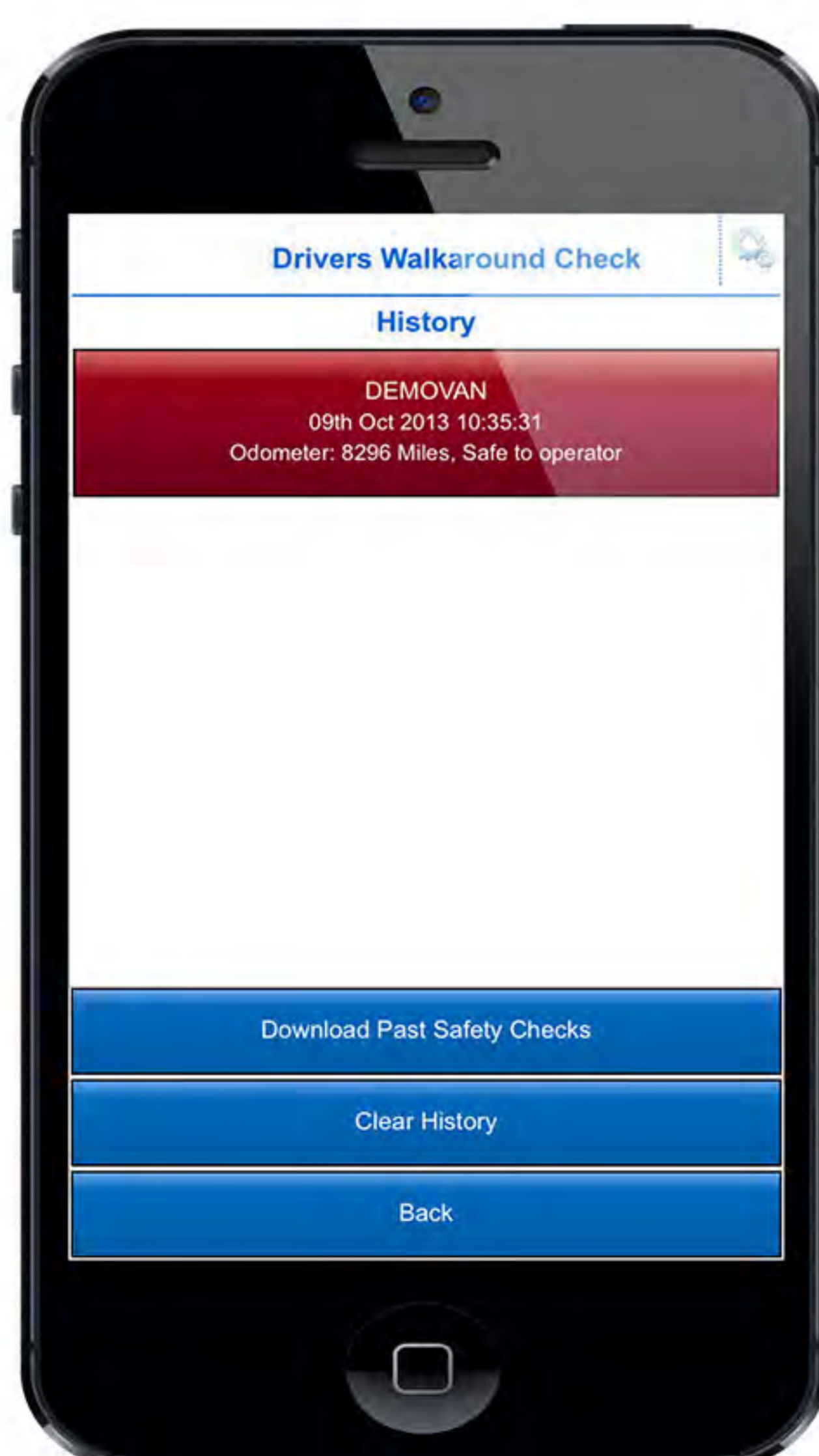
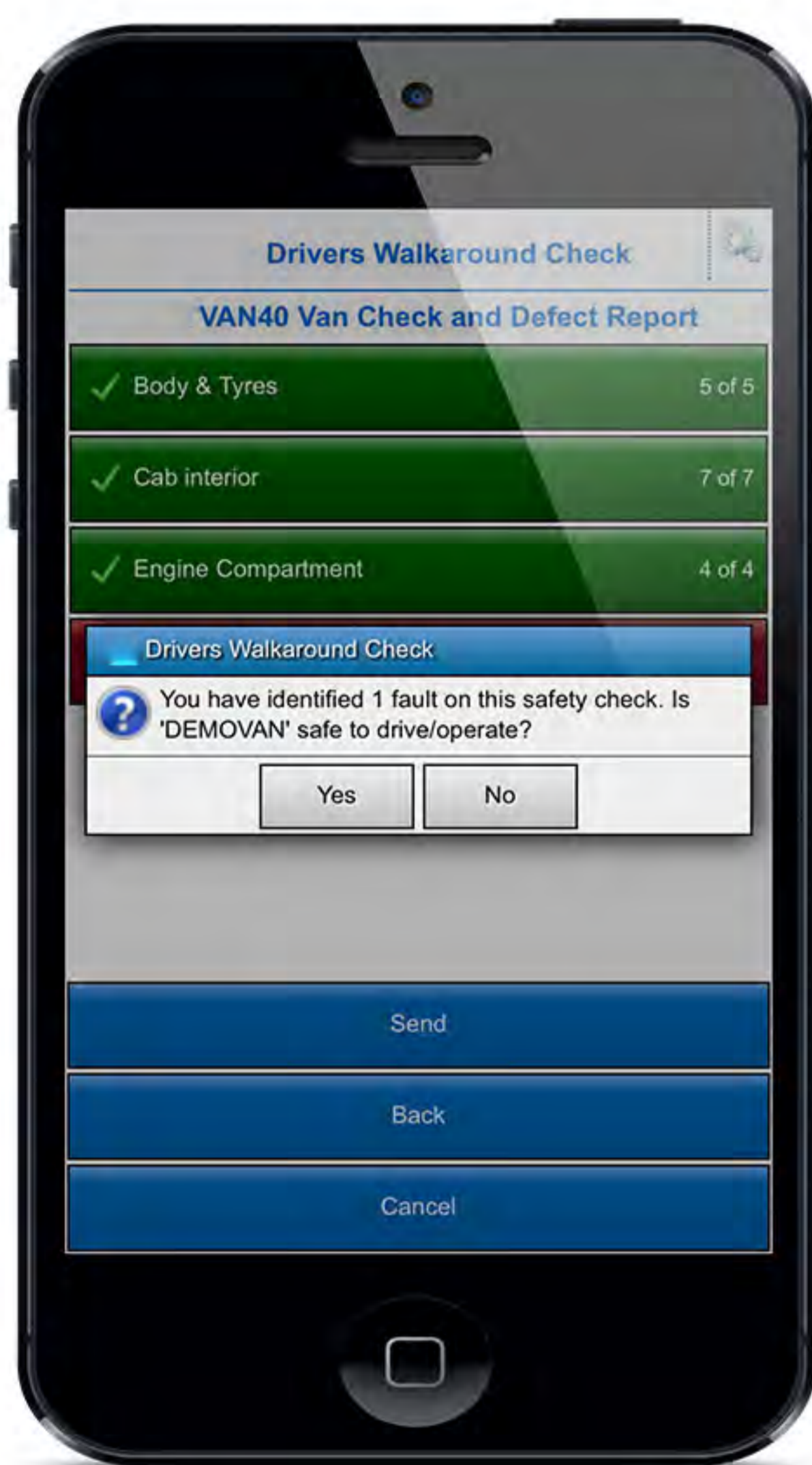
Once you have completed your inspection press **Send**, then the App will ask if you are sure you want to send the safety inspection? If you are happy with everything press **YES**.

(These inspection points will be different depending on the vehicle)

If you had any defects on your inspection the App will ask you if the vehicle is safe to Drive/Operate, this will then send the inspection report for you.

Viewing your History

View up to seven days worth of checks/per vehicle depending upon the amount of space available on your device.





How to use the Drivers Walk Around Check App

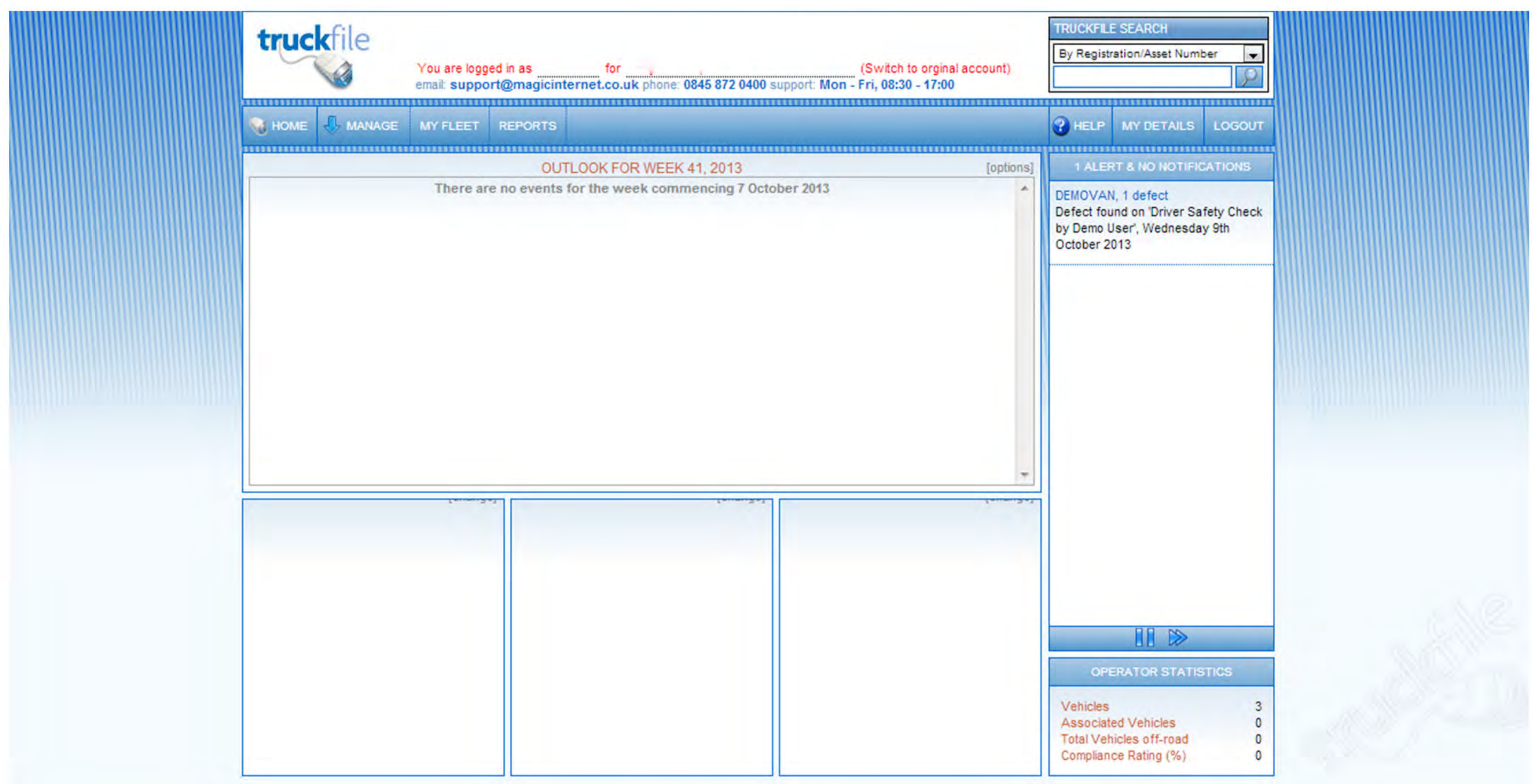
Log on to Truckfile



Google Search **Truckfile**
or
go to **www.truckfile.co.uk**
Login using your unique email address
& password.

(If you haven't received your login details contact support)

Home Page



Welcome to your Truckfile Home Page!
In this page you will find your My Fleet & be able to
View your Fleet Reports.



Tip

If you get stuck click on the **Help** tab at the top of the screen, there are some step-by-step guides to help you use the system.



How to View My Fleet

Simply Click on **My Fleet** tab and the screen below will show you your current fleet.

What can I do in this page?

View Defects

View Vehicle Details

View Vehicle Documents

View Non-Compliant Vehicles

The screenshot shows the 'My Fleet' page in the Truckfile application. At the top, there is a navigation bar with tabs for HOME, MANAGE, MY FLEET (selected), and REPORTS. A search bar is located in the top right corner. Below the navigation bar, the 'My Fleet' section displays a list of vehicles. The first vehicle is DEMOVAN with 8296 Miles and 1 Defect / 0 Advisories. The second is DEMOHGV with 2000 Miles and an overdue Drivers Safety Check by 6 Days. The third is DEMOPSV with 1000 Miles and an overdue Drivers Safety Check by 9 Days. Each vehicle entry has links for Vehicle Details, Schedules, and Documents. A 'Show Non-Compliant Only: Off' button is visible at the bottom of the list.



How to View My Safety Check Results

Simply Click on the **Truckfile Search** found at the top right of your screen.

Type in you registration/Asset number click on **Safety Checks**.

This will take you to a page where you can see all you Drivers Safety Checks for this Vehicle.

The screenshot shows the Truckfile dashboard. At the top left is the 'truckfile' logo. To its right, the date and time are 'Thursday 10th July, 2014, 11:02:15'. Below this, it says 'You are logged in as [redacted] for [redacted]' and 'email: support@magicinternet.co.uk phone: 0845 872 0400 support: Mon - Fri, 08:30 - 17:00'. A navigation bar contains 'HOME', 'MANAGE', 'MY FLEET', and 'REPORTS'. The main content area shows 'OUTLOOK FOR WEEK 28, 2014' with the message 'There are no events for the week commencing 7th July 2014'. On the right, a 'TRUCKFILE SEARCH' dropdown menu is open, listing options: 'Axle Configuration (P4LSO)', 'Defects (P4LSO)', 'Documents and Timeline (P4LSO)', 'Safety Checks (P4LSO)' (highlighted in red), 'Schedules (P4LSO)', 'Vehicle Details (P4LSO)', and 'Create a new vehicle/asset'.

Click on the **View Document** to see a list of the Drivers Checks.

You can also click on **View Location** to see where the Drivers Check was carried out.

The **Green** highlighted sections on the screen mean **no** Defects/Advisories were found.

The **Red** highlighted sections on the screen mean Defects/Advisories were found.

The screenshot shows the 'Safety Checks' page. At the top, it says 'Safety Checks for [redacted]'. Below this is a navigation bar with icons for 'Vehicle Details', 'Documents/Timeline', 'Schedule', 'Axle Config/Sizes', 'Defects', and 'Safety Checks' (which is active). A dropdown menu shows 'Display inspections for last 6 months'. The main content is a table of inspection records:

Inspection Date and Time	Defect Count	Advisory Count	View Document	View Location
3rd July 2014 23:50:41	0	0	View Document	View Location
3rd July 2014 13:10:40	0	0	View Document	View Location
3rd July 2014 11:12:18	0	0	View Document	View Location
3rd July 2014 02:45:23	0	0	View Document	View Location
2nd July 2014 23:52:49	0	0	View Document	View Location
2nd July 2014 13:21:46	0	0	View Document	View Location
2nd July 2014 11:17:22	0	0	View Document	View Location
2nd July 2014 02:35:23	0	0	View Document	View Location
30th April 2014 10:55:56	1	0	View Document	View Location
1st July 2014 12:02:16			View Document	View Location

At the bottom left of the table is a 'Refresh' button.

How to Create Reports

What type of Reports do I get?

Simply Click on **Reports** tab and the screen below will show you a Reporting suite.

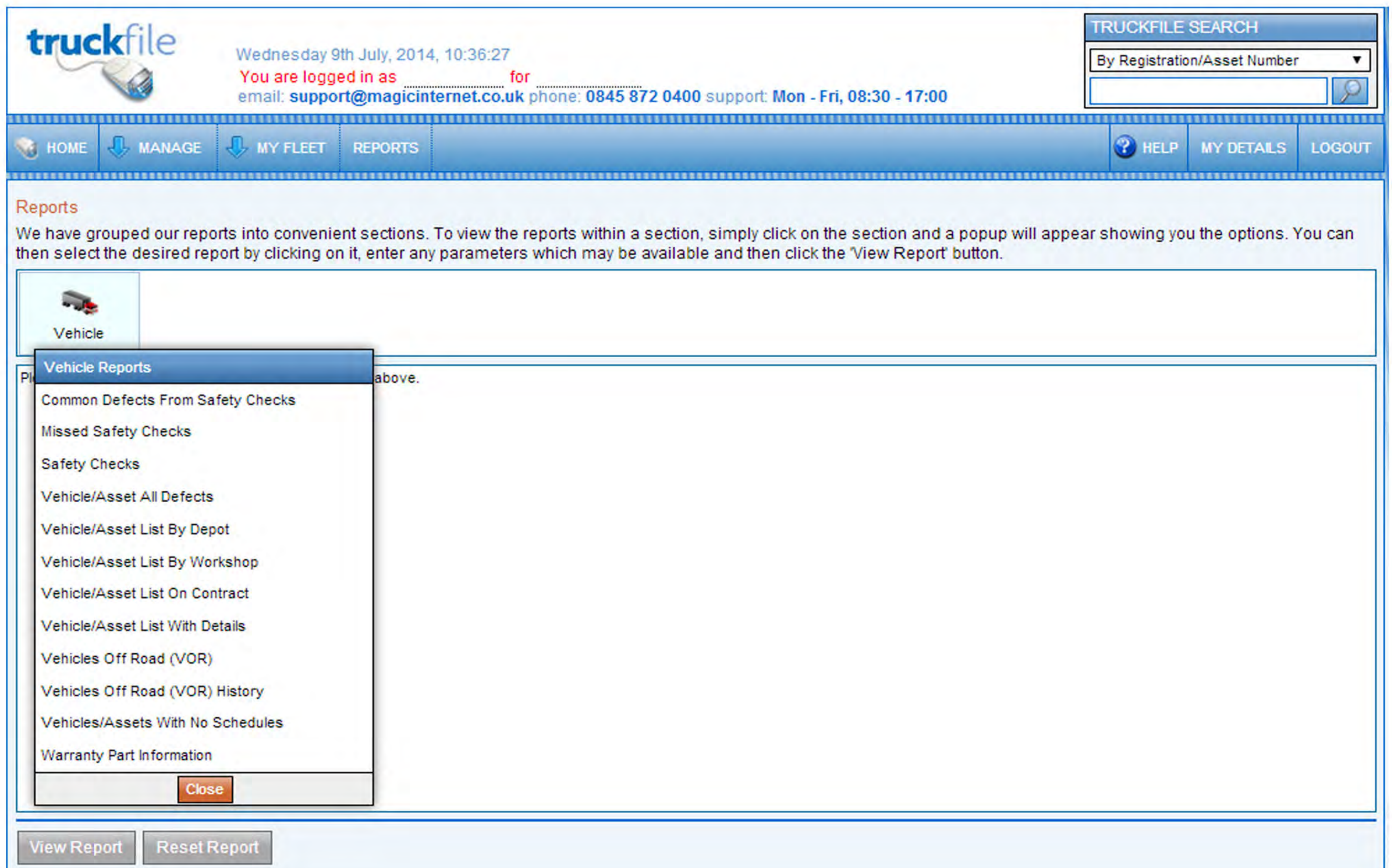
The most commonly used Reports are:

- *Common Defects from Safety Checks
- *Missed Safety Checks
- *Safety Checks

Each report gives you different parameters to retrieve different data?

We have grouped our reports into convenient sections.

To view the reports within a section, simply click on the section and a popup will appear showing you the options. You can then select the desired report by clicking on it, enter any parameters which may be available and then click the 'View Report' button.



The screenshot shows the Truckfile web interface. At the top left is the 'truckfile' logo. To its right, the date and time are 'Wednesday 9th July, 2014, 10:36:27'. Below that, it says 'You are logged in as [redacted] for [redacted]' and provides contact information: 'email: support@magicinternet.co.uk phone: 0845 872 0400 support: Mon - Fri, 08:30 - 17:00'. On the top right, there is a 'TRUCKFILE SEARCH' box with a dropdown menu set to 'By Registration/Asset Number' and a search button.

The main navigation bar includes 'HOME', 'MANAGE', 'MY FLEET', 'REPORTS', 'HELP', 'MY DETAILS', and 'LOGOUT'. The 'REPORTS' tab is selected.

The 'Reports' section contains the following text: 'We have grouped our reports into convenient sections. To view the reports within a section, simply click on the section and a popup will appear showing you the options. You can then select the desired report by clicking on it, enter any parameters which may be available and then click the 'View Report' button.'

Under the 'Vehicle' section, a dropdown menu is open, listing the following reports:


- Vehicle Reports
- Common Defects From Safety Checks
- Missed Safety Checks
- Safety Checks
- Vehicle/Asset All Defects
- Vehicle/Asset List By Depot
- Vehicle/Asset List By Workshop
- Vehicle/Asset List On Contract
- Vehicle/Asset List With Details
- Vehicles Off Road (VOR)
- Vehicles Off Road (VOR) History
- Vehicles/Assets With No Schedules
- Warranty Part Information

At the bottom of the dropdown menu is a 'Close' button. Below the dropdown menu, there are two buttons: 'View Report' and 'Reset Report'.



Example Reports

See below some example Reports




Vehicle, Safety Checks

Depot: All
 Inspected By: Any
 Registration/Asset Number: All
 Start Date: 02 July 2013
 End Date: 09 July 2014
 Generated by ' ' on '09 July 2014 at 11:31:57'

Number of matching records: 828

Registration/Asset Number	Depot	Inspected By	Inspection Date	Mileage	Safe To Drive/Operate	Defect Count	Advisory Count	Duration
NU62VDF			11 November 2013, 05:48:54	65017 mls	Yes	0	0	00:04:18
NU62VDF			14 November 2013, 05:50:23	65017 mls	Yes	0	0	00:05:18
NU62VDF			15 November 2013, 05:54:21	65017 mls	Yes	0	0	00:03:53



Vehicle, Common Defects From Safety Checks

Vehicle Type: All
 Registration/Asset Number: All
 Defect Occurs: More than once
 Depot: All
 Start Date: 02 June 2014
 End Date: 09 July 2014
 Generated by ' ' on '09 July 2014 at 11:39:50'

Number of matching records: 5

Registration Number	Inspected By	Inspection Date	Defect Details
UUI3732		02 June 2014	Bus-driver seat, Mirrors and glass, Damaged glass - Safety Related
TUI4952		28 June 2014	Bus-driver seat, Mirrors and glass, Damaged glass - Safety Related
UUI3733		07 July 2014	Bus-driver seat, Mirrors and glass, Damaged glass - stone chip windscreen just off centre bottom
UUI5194		26 June 2014	Bus-interior, exits and doors, Body interior including fire extinguisher, seats insecure or damaged - seat belt broken back row
UUI6526		02 July 2014	Bus-interior, exits and doors, Body interior including fire extinguisher, seats insecure or damaged - seat belt single seat second one back - Safety Related