



# Quick Reference

Managers and Owners

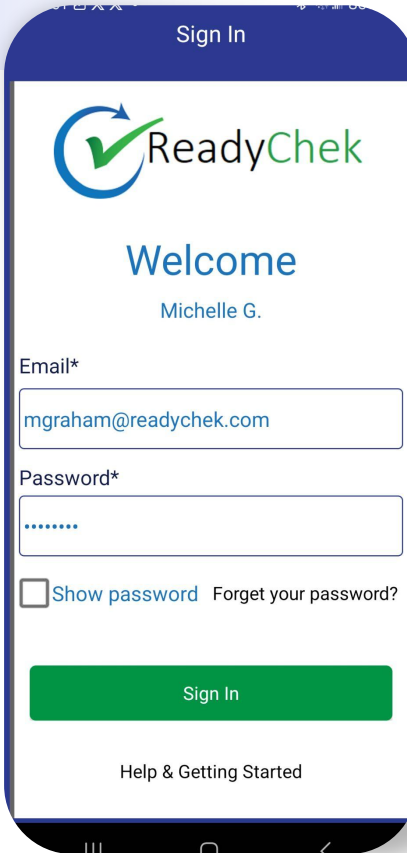
**Dec 30, 2025**

Web Portal version: 2025.12.18.0

App Screenshots at version 2.6.55. Current version is 2.7.x  
(more functionality available, will update soon)

# What is ReadyChek?

- ReadyChek is a cloud-native, secure mobile application for use by drivers of commercial motor vehicles to record their daily CVOR inspection checks and hours of service for operators whose drivers/vehicles qualify for the ELD exemption (Section 23 of Reg 555/06 of the Highway Traffic Act for Ontario).
- The information recorded in the ReadyChek app meets the compliance requirements as defined in the HTA and NSC Standards.
- Results are stored for immediate viewing by the driver and operators/safety managers receive completed inspection data via email instead of waiting for end-of-week paper copies.
  - Operators will have instant access to the original safety reports and hours of service data online without the need for manual data re-entry from paper forms.



The image shows a mobile application interface for 'ReadyChek'. At the top, there is a 'Sign In' header. Below it is the ReadyChek logo, which consists of a green checkmark inside a blue circular arrow, followed by the text 'ReadyChek'. A 'Welcome' message is displayed, followed by the name 'Michelle G.'. There are two input fields: 'Email\*' with the value 'mgraham@readychek.com' and 'Password\*' with a masked password '.....'. Below the password field is a checkbox labeled 'Show password' and a link 'Forget your password?'. A large green 'Sign In' button is at the bottom, and a link 'Help & Getting Started' is at the very bottom.





# What ReadyChek is not

- ReadyChek is NOT an ELD (Electronic Logging Device)
- This app does not seek to replace any existing fleet management software solution or long haul ELD, but rather is a compliment to these solutions, if desired, by providing a digital means to ensure a proper daily pre-trip inspection was recorded and can be used as evidence that such action has occurred.
- The use of this app does not \*guarantee\* full compliance
  - As with any tool, proper use and monitoring of results will be essential to meet all the requirements as listed in the applicable provincial regulations
  - Drivers will need to be knowledgeable in the methods of inspection for each part and willingly do full and proper inspections of the parts before recording results in the app

# Who Should Use ReadyChek?



- Currently, ReadyChek is applicable to all Ontario commercial vehicles that require Schedule 1, Schedule 2, Schedule 3 or Schedule 5 inspections or any Canadian commercial vehicle that follows NSC Standard 13 Schedule 1, 2, or 3 inspections
  - Each province will have their own regulations that were derived with NSC Standard 13 in mind, so operators and drivers should be aware of special legal requirements outside of NSC 13.
  - This currently excludes Quebec as the app currently does not support French
- Primarily aimed at short distance (<160km) local operators unlikely to need/have ELD software required for long haul vehicles (although all users can use the inspection app if desired)
  - See Section 23 of **ONTARIO REGULATION 555/06** to make sure your vehicles qualify for the exemption from ELDs
    - **Exception to record of duty status requirement**
      - **23. (1)** A driver is not required to keep a record of duty status for a day if the driver,
        - (a) on the operator's instructions, drives a commercial motor vehicle solely within a radius of 160 kilometres of the location at which the driver starts the day; and
        - (b) returns at the end of the day to the same location from which they started. O. Reg. 715/21, s. 11 (1).



# Why Hours of Service Module?



- Even though the primary audience for ReadyChek is the short distance (under 160km) local operators, there is still a requirement for those operators to track their drivers' duty status details (these details are Ontario specific, but other provinces are similar, and potentially not as strict, since the NSC Standard 9 sets a minimum bar of tracking cycle and on duty times with supporting documentation)
- See Section 23, subsection 3 of **ONTARIO REGULATION 555/06** to see that operators are still responsible for maintaining records for drivers' hours of service
  - **Exception to record of duty status requirement**
    - i. **23. (3)** If a driver, in accordance with subsection (1), is not required to keep a record of duty status for a day, **the operator shall keep a record for the day showing,**
      - (a) the date, the driver's name and the location at which the driver starts and ends the day;
      - (b) the cycle that the driver is following;
      - (c) the hour at which each duty status starts and ends and the total number of hours spent in each duty status; and
      - (d) the number of hours of on-duty time and the number of hours of off-duty time that the driver accumulated each day during the 14 days immediately before the start of the day, for which the driver was exempt from this Regulation and not required to keep a record of duty status. O. Reg. 715/21, s. 11 (1).
    - ii. (4) For the purpose of clause (3) (c), if the driver is on duty within a municipality such that a number of periods of driving time are interrupted by a number of periods of other on-duty time of less than one hour each, the periods of driving time may be combined and the periods of other on-duty time may be combined. O. Reg. 715/21, s. 11 (1).

# Requirements for Successful Implementation?



- Drivers need access to a device app with wifi or data for recording inspections, or for possible display of inspection to MTO officer during roadside inspections
  - Operators would need access to a computer or tablet for
    - accessing the administrative web portal used for acquiring records needed for a facility audit,
    - monitoring daily operations, adding and editing vehicles and users,
    - updating billing information
    - viewing/downloading invoices if desired
- \*\*\*Many of these tasks are often done by an office manager, fleet manager, or safety manager, but can be done by anyone familiar with the operations of the fleet and basic CVOR knowledge.**
- Drivers need appropriate knowledge for performing inspections to ensure the recording of those inspections in ReadyChek is meaningful and correct to prevent roadside fines and to help operators be proactive with vehicle defects and maintenance



# Operator Portal Walk-through

# Portal - Company



- The Company tab lists the commercially registered company name, address, registration number and phone number
- The HQ button address will be used by the HQ button in the app to fill in the inspection location
- Global preference “Allow Profile Updates” for managers/owners to allow users the ability to update their own user address, email and licence info
- New Global preferences for drivers receiving emails or drivers needing to start HOS before doing an inspection. Specific user preferences can be set to override the global preference.

Companies & Trailers Equipment Inspections Hours of Service Users Checklists Reports Invoices Billing **Company**

---

### Company Details

Commercially Registered Company Details		Registered Address	
Company Name	Acme Property Management and Logistics Inc	It is important that this company information matches the information on your commercial motor vehicle registration. If you are operating as a CVOR company, this information must match your CVOR documentation.	
Phone #	226-753-8131	No. and Street	113 Amos Ave
Registration #	AB-1234-5678-022	City	Waterloo
Registration/ CVOR Date		Jurisdiction	Ontario
		Country	Canada
		Postal Code	N2T0B4
<button>Update</button>		<button>Update</button>	

---

HQ Button Address	Global User Settings
By setting this value your drivers will be able to complete the Inspection quickly and accurately in the App. This value should represent the address where the majority of the drivers will start their day.	These settings are defaults for all specified drivers. Once individual user preferences are available, it will be possible to create specific user exceptions.
<div><div><b>New Inspection</b> Acme Logistics Inc</div><div><div>Company</div><div>Acme Logistics Inc 5-420 Erb St. W. Suite #355 Waterloo Ontario Canada N2L6K6</div></div><div><div>Address</div><div>N2L6K6</div></div></div> <div><div>No. and Street</div><div>5-420 Erb St. W.</div></div> <div><div>City</div><div>Waterloo</div></div> <div><div>Jurisdiction</div><div>Ontario</div></div> <div><div>Country</div><div>Canada</div></div> <div><div>Postal Code</div><div>N2L 6K6</div></div>	<div><div>Allow Profile Updates</div><div>Off</div><div>Allows all users to update their name, email, phone, address and driver's license information</div></div> <div><div>Drivers Receive Inspection Email</div><div>On</div><div>After completing an inspection, drivers should receive an email to their sign in email address with inspection details, and the PDF of the inspection just completed.</div></div> <div><div>Hours of Service Mandatory</div><div>On</div><div>Requires Commercial Drivers to start their Hours of Service before an inspection. Non-Commercial Drivers are not affected by this setting as they do not require Hours of Service.</div></div>
<div><div><b>Inspection Details</b></div><div>Date2023-03-20 4:49:36 p.m. EST</div><div>LocationYour current address</div><div><div>Home</div><div><b>HQ</b></div><div>Here</div><div>X</div></div><div>Type<div><input checked="" type="radio"/> Pre Trip</div><div><input type="radio"/> Post Trip</div></div></div> <div><div><div><div></div></div><div><div></div></div></div><div><div></div></div></div>	<div><div><div></div></div><div><div></div></div></div> <div><div></div></div>
<div><div></div></div>	<div><div></div></div>

# Portal - Company continued



- Emails listed at the bottom will receive copies of inspections and inspections with reported defects (comma separated list)
- Users that do not also participate in the Equipment inspection module will not see the emails for “Equipment” in the “Email All Inspections To” section.
- API Key - The Company page shows how to retrieve inspection data via the API with sample code.

**Inspection Details**

Date: 2023-03-20 4:49:36 p.m. EST

Location:

Home **HQ** Here X

Type: ☒ Pre Trip ☐ Post Trip

**Hours of Service**

Mandatory: On

Requires Commercial Drivers to start their Hours of Service before an inspection. Non-Commercial Drivers are not affected by this setting as they do not require Hours of Service. \*\*\*This requires an app update to take effect. Stay tuned.

**Email All Inspections To**

Vehicles	Reporting@readychek.com	Update
Equipment	[Not Set]	Update

**Email Inspections with Defects To**

Vehicles	defects@readychek.com	Update
Equipment	[Not Set]	Update

**Api Key**

Api Key: RC-460B1A16

This API key can be used to extract inspection information from ReadyChek. An example API call to return all inspections created today: `curl https://www.readychek.app/service/v1/api/rest/inspections?key=RC-460B1A16&time=today&email=mgraham@readychek.com` or by clicking on this API Test Link

Please note: The endpoint /inspections is the only one available at this time.

# Portal - Vehicles & Trailers



- The Vehicles & Trailers page allows the Operator to add new and see all vehicles, including trailers, and edit if necessary
- Vehicles can be removed (made inactive) using the Remove button
  - This will take the vehicle out of the active list of vehicles drivers can choose to do an inspection
- Vehicles can be filtered based on various attributes like “Active” or “Removed”, the Type (Vehicle or Trailer), whether the safety date is “All”, or “Expiring Soon” or “Expired”, or by using the text search filter

Home Whats New? Compliance **Vehicles & Trailers** Equipment Inspections Hours of Service Users Checklists Reports Invoices Billing Company

Search

State

Type

Safety Date

Commercial/Non

Actions

Search

Go

Active

All

All

All

Export



Add Vehicle

Refresh

Showing 1 to 10 of 25 

Page Size 10

Page 1

Picture	Details	Plate / Vin	Safety / Usage	Extra
	<div>Name</div> <div>T-0000</div> <div>Status</div> <div>Good</div> <div>Odometer</div> <div>27253 KM</div> <div>Attributes</div> <div>Chad's eTruck</div> <div>Schedule</div> <div>Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)</div>	<div>Plate</div> <div>AM 37381</div> <div>Plate Expiry Date</div> <div>Ontario</div> <div>Plate Jurisdiction</div> <div>VIN</div> <div>VIN1234567890</div>	<div>Safety Number</div> <div>J-123456</div> <div>Safety Date</div> <div>2025-08-29</div> <div>Commercial</div> <div>Yes</div>	<div>Vehicle Type</div> <div>Truck</div> <div>RGW</div> <div>3000</div> <div>Year</div> <div>2017</div> <div>Make / Model</div> <div>Ford / F-150 Sport Crew Cab</div>
	<div>Name</div> <div>T-0001</div> <div>Status</div> <div>Good</div>	<div>Plate</div> <div>AM 74734</div> <div>Plate Expiry Date</div>	<div>Safety Number</div> <div>H-1234567</div> <div>Safety Date</div> <div>2025-04-17</div> <div>Commercial</div> <div>Yes</div>	<div>Vehicle Type</div> <div>Truck</div> <div>RGW</div> <div>12000</div>

Remove

Inspections

Update

Details

# Portal - Vehicles & Trailers - Export





- Once the vehicles are filtered to the desired list, they can also be “Exported” to a CSV file that will match the filtered output.

Home Whats New? Compliance Vehicles & Trailers Equipment Inspections Hours of Service Users Checklists Reports Invoices Billing Company

Search:  Go ☒ State:  Type:  Safety Date:  Commercial/Non:  Actions:

Showing 1 to 10 of 25 Page Size 10 < Page 1 >

Picture	Details	Plate / Vin	Safety / Usage	Extra
	Name: T-0000 Status: <span>Good</span> Odometer: 27253 KM Attributes: Chad's eTruck Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)	Plate: AM 37381 Plate Expiry Date: Plate Jurisdiction: Ontario VIN: VIN1234567890	Safety Number: J-123456 Safety Date: 2025-08-29 Commercial: Yes	<input type="button" value="Remove"/> <input type="button" value="Inspections"/>
	Name: T-0001 Status: <span>Good</span>	Plate: AM 74734	Safety Number: H-1234567 Safety Date: 2025-04-17 Commercial: Yes	

Export Vehicles

Press the Download CVS button below to download the file

Done!



# Add Vehicle

**NOTE: Not all optional fields will be in the app in the Manage section. You will need to use the web portal for full access to all fields. The “Remove” option is also not available in the app.**

- Operators can add new vehicles to the system via the Vehicles page
- When adding new vehicles, operators should give the following information:
  - Name
  - VIN
  - Year
  - Vehicle type (this is where you can choose “trailer”)
  - Brake type (this helps prepare the schedule parts list to ignore the not applicable brake parts)
  - Plate (and optional plate expiry date)
  - Province
  - The appropriate schedule for the vehicle
  - Image file
  - Units (Kms or Miles)

And other helpful fields can be used for reference and even renewal reminders:

- List of attributes, Make, Model, Colour, RGW (Registered Gross Weight)
- Safety date (Annual/Periodic commercial vehicle inspection date), Safety ID (Annual safety inspection id/number), Start and end of operation dates (to track when you bought/sold/terminated the vehicle)
- Notes field to track random information about the vehicle (NOT seen by app/drivers)
- Odometer (can be entered with first inspection)





# Add Vehicle - Non Commercial

- Operators can add new non-commercial vehicles
- Answer “No” for if the vehicle is registered as a commercial vehicle.
  - A schedule is no longer mandatory, and instead, a checklist can be used
  - The vehicle \*must\* have either a schedule or a checklist defined at a minimum. It can have both, but it must at least have one.

**Add a Vehicle or Trailer**

**Details**

Name\* VIN Year\*  
Name VIN Year\*

Vehicle Type\* Brake Type\* Units\*  
Select Select Select

Province\* Plate\* Plate Expiry Date  
Select Plate yyyy-mm-dd

**Schedule and Checklist**

A commercial vehicle requires a regulation Schedule to be used during inspections, and the vehicle \*must\* be defined with an appropriate schedule and then append an optional custom checklist if desired. Non-commercial vehicles may have inspections with either a schedule \*OR\* a custom checklist (or both if desired). But there \*must\* be at least one checklist or one schedule.

Is this vehicle registered as a commercial vehicle? Yes

Schedule\*  
Select

Checklist\*  
Select

**Picture**

No IMAGE AVAILABLE

Upload a Picture

**State and Status**

Status  
Good - No Defects

State

Scroll to see additional fields

**Schedule and Checklist**

A commercial vehicle requires a regulation Schedule to be used during inspections, and the vehicle \*must\* be defined with an appropriate schedule and then append an optional custom checklist if desired. Non-commercial vehicles may have inspections with either a schedule \*OR\* a custom checklist (or both if desired). But there \*must\* be at least one checklist or one schedule.

Is this vehicle registered as a commercial vehicle? No

Schedule  
Select

Checklist\*  
Select

# Vehicle Details/Edit Vehicle

- See the Inspections for a vehicle
  - Notice the ability to filter back to a particular date
  - *helpful when looking for annual kms using odometer readings from inspections*
- When information on vehicles changes, operators can update the data in the portal
- Typical updates will be:
  - Updated photos
  - Updated licence plate
  - Updated CVOR annual inspection date and number
  - Updated Plate expiry if you are keeping that info in ReadyChek

Vehicle Inspections - T-0000 (AM 37381)

Status: All Time: Last 90 days User: Select

Vehicle: T-0000 (AM 37381)  
Trailer or Equipment

Showing 1 to 2 of 2 Sort By: Created Date (Newest first) Page Size 10 Page 1

Details Inspected Item Trailers

Date: 2025-08-11 9:07:14 p.m. EDT Vehicle: T-0000 (AM 37381)  
Overall Status: Good Status: Good  
Inspected By: Michelle G. Odometer: 27253 KM  
Driven By: Michelle G.

Trip Type: Update Vehicle

Details

Name\* VIN Year\*  
Overall Status: T-0000 VIN12345678912 2017  
Inspected By: Vehicle Type\* Brake Type\* Units\*  
Driven By: Truck Air Kilometers  
Trip Type: Province\* Plate\* Plate Expiry Date  
Ontario AM 74734 yyyy-mm-dd

Showing: Schedule and Checklist

A commercial vehicle requires a request to be used during inspections, and the vehicle "must" be defined with an appropriate schedule and that request an optional custom checklist if desired. Non-commercial vehicles may have inspections with either a schedule "DOT" a custom checklist (or both if desired), but these "must" be at least one checklist or one schedule.

Is this vehicle registered as a commercial vehicle? YES

Schedule\*  
Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)

Description Daily inspection of trucks, tractors and trailers.

Checklist

Select

Notes

Add any additional information about this vehicle. This will not be displayed to a driver on the mobile app.

Notes

Start and End of Operation Safety Information Odometer, Make, Model and Colour

Start Date Last Safety Date Odometer:

Cancel Save

# Portal - Checklists



- Checklists are custom questions/parts that a company can create for one or more vehicles to be evaluated after the normal Schedule questions are completed in an inspection
- Once a checklist is created, it must then be added to a vehicle's definition (edit vehicle)
- At this time, checklists are supplementary to the schedule, and cannot be used as the \*only\* set of questions for a vehicle or equipment
- In the future, we expect more customized use of checklists
- To create a new checklist, hit the +Checklist button

[Home](#) [Whats New!](#) [Compliance](#) [Vehicles and Trailers](#) [Inspections](#) [Hours of Service](#) [Users](#) [Invoices](#) [Billing](#) [Company](#) [Checklists](#)

Refresh

+ Checklist

Name	Description	Questions
Ready to Drive Checklist	Ensures that all proper documentation is in the vehicle for roadside inspections	6

Edit



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2024.03.05 Mar 05, 2024

# Portal - Creating a New Checklist



- When creating a new checklist, give it a name that will be easy to recognize and understand what it will be used for
- Once you give it a name and description, you can start to design your questions with the +Question button
- There are 4 types of questions you can add
  - Text - allows the user to describe a problem or give a short answer
  - Number - allows the user to enter a number
  - Yes/No - allows the user to pick between two answers (options customizable - e.g. True/False)
  - List - allows the person to pick either one or more values from a set of responses (since a checklist is either “on” or “off” for a vehicle, make sure to give an “N/A” option if there is a chance it will not apply all the time)
- List and Yes/No questions can have a category of severity defined for each option listed

Add a new Checklist

Name\*

Description

Checklist Questions

In this section add the questions to the checklist that you would like to be answered. There are 4 types of questions you can add, Text which allows the user to describe a problem. Number which allows the user to enter a number. Yes/No which allows the user to pick Yes or No. And finally, List which will allow the person to pick either one or more values from a set of responses.

+ Question

Cancel

Save

# Portal - Checklist Visibility



- Drivers will see the checklist right after they complete the schedule
- The image to the right demonstrates what the user will see
- If a checklist is added to a vehicle, the checklist must be completed to finish the inspection, so consider the possible defined answers if a driver cannot give a definitive answer every time (e.g. n/a option)

### Add a new Checklist

Name	Description
Ready to Drive Checklist	Ensures that all proper documentation is in the vehicle for roadside inspections

### Checklist Questions

In this section add the questions to the checklist that you would like to be answered. There are 4 types of questions you can add, Text which allows the user to describe a problem. Number which allows the user to enter a number. Yes/No which allows the user to pick Yes or No. And finally, List which will allow the person to pick either one or more values from a set of responses.

1	Question Text	Type*
	Do you have your driver's licence?	Yes/No
		Note Allows the driver to pick from one of two options
1	Option Text	Category*
	Yes	Good
		Note This is not a problem
2	Option Text	Category*
	No	Major
		Note This problem is major, email sent to safety manager

### New Inspection

Acme Logistics Inc

No defects have been found on this vehicle and it is safe to operate. ☒

### Checklist

Name	Description
Ready to Drive Checklist	Ensures that all proper documentation is in the vehicle for roadside inspections

In	En	#	Questions
		1	Do you have your driver's licence?
			Yes No Report
		2	Does the vehicle have a signed copy of the ownership, including the plate portion?
			Yes No Report
		3	Does the vehicle have the original proof of insurance?
			Yes No Report
			Does the vehicle ha

Cancel Save

# Portal - Checklist Sample



As a sample checklist, we have created the “Ready to Drive Checklist”  
It is a simple set of Yes/No questions designed to make sure the driver has all of the necessary paperwork that might be required if there was a roadside stop

For example:

Do you have your driver's licence?

Does the vehicle have a signed copy of the ownership, including the plate portion?

Does the vehicle have the original proof of insurance?

Does the vehicle have the current annual (periodic) inspection certificate(s)?

Does the vehicle have a copy of the operator's CVOR/Commercial Vehicle Operator's Registration certificate?

Does the vehicle have a paper copy of the Schedule and a means of doing paper inspections if needed?

*(another one mentioned by a customer to use - Is the safety sticker on the vehicle and readable by a compliance officer if pulled over?)*

The screenshot shows a mobile application interface for 'New Inspection' by Acme Logistics Inc. At the top, a green banner states 'No defects have been found on this vehicle and it is safe to operate.' with a checkmark icon. Below this is a 'Checklist' section. The first item is 'Ready to Drive Checklist' with a description: 'Ensures that all proper documentation is in the vehicle for roadside inspections'. It lists 4 questions, with the first three visible: 1. 'Do you have your driver's licence?', 2. 'Does the vehicle have a signed copy of the ownership, including the plate portion?', and 3. 'Does the vehicle have the original proof of insurance?'. Each question has 'Yes', 'No', and 'Report' buttons. At the bottom, there are 'Cancel' and 'Save' buttons. The interface is designed to be user-friendly with clear text and distinct buttons.

# Portal - Equipment (Currently in Beta Stage)






\*\*\*\* *Let us know if you are interested in using Equipment, as this needs to be turned on to be visible*

- The Equipment page allows the Operator to add new and see all vehicles, including trailers, and edit if necessary
- Equipment can be removed (made inactive) using the Remove button
  - This will take the equipment out of the active list drivers can choose to do an inspection
- Equipment can be filtered based on the State of “Active” or “Removed” or by using the text search filter

Home | What's New? | Compliance | Vehicles & Trailers | **Equipment** | Inspections | Hours of Service | Users | Map | Checklists | Reports | Invoices | Billing | Company

Search:  State:

Showing 1 to 3 of 3

Details	Serial No. and Safety	Extra
 Name / Unit: Lawn mower Status: <span>Good</span> Attributes: Bag and mulch Checklist: Equipment Ready to Use	Serial No: Last Safety Date:	Year: 2024 Make / Model: Honda / HX-2000 Colour: Red
<input type="button" value="Remove"/>		<input type="button" value="Inspections"/> <input type="button" value="Update"/> <input type="button" value="Details"/>
 Name / Unit: Snow blower Status: <span>Major</span> Attributes: Tracked Checklist: Equipment Ready to Use	Serial No: Last Safety Date:	Year: 2020 Make / Model: Honda / HS-200 Colour: Red
<input type="button" value="Remove"/>		<input type="button" value="Inspections"/> <input type="button" value="Update"/> <input type="button" value="Details"/>
 Name / Unit: Trimmer Status: <span>Good</span> Attributes: Straight Shaft Checklist: Equipment Ready to Use	Serial No: Last Safety Date:	Year: 2020 Make / Model: Honda / TR-1000 Colour: Red/Gray
<input type="button" value="Remove"/>		<input type="button" value="Inspections"/> <input type="button" value="Update"/> <input type="button" value="Details"/>

Showing 1 to 3 of 3

# Portal - Equipment - Export



- Once the equipment list is filtered to the desired subgroup, it can also be “Exported” to a CSV file that will match the filtered output.

The screenshot shows the 'Equipment' management interface. At the top, there's a navigation bar with links like Home, What's New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Map, Checklists, Reports, Invoices, Billing, and Company. Below this is a search bar with a 'Search' input field, a 'go' button, and a 'State' dropdown menu set to 'Active'. To the right of the search bar are buttons for 'Export' (highlighted with a red box), 'Add Equipment', and 'Refresh'. Below the search bar, it says 'Showing 1 to 3 of 3'. The main table has columns for 'Details', 'Serial No. and Safety', and 'Extra'. It lists three pieces of equipment: a Lawn mower (Status: Good), a Snow blower (Status: Major), and a Trimmer (Status: Good). Each row has a 'Remove' button. An 'Export Equipment' modal window is open on the right, showing a 'Download CSV' button (highlighted with a red box) and a 'Done!' message. The modal also has a 'Close' button at the bottom.

Details	Serial No. and Safety	Extra
 Name / Unit Status Attributes Checklist	Lawn mower Good Bag and mulch Equipment Ready to Use	Serial No Last Safety Date Remove
 Name / Unit Status Attributes Checklist	Snow blower Major Tracked Equipment Ready to Use	Serial No Last Safety Date Remove
 Name / Unit Status Attributes Checklist	Trimmer Good Straight Shaft Equipment Ready to Use	Serial No Last Safety Date Remove





# Add Equipment

- Operators can add new Equipment to the system via the Equipment page
- When adding new Equipment, operators should give the following information:
  - Name
  - Checklist (this would be a list made by the operator using “checklists” to cover the questions that need to be answered for the specific equipment shown)

\*\*\*The other fields were left from the “Vehicles” section to be used if helpful. Equipment is currently in a “Beta” stage, and we are hoping for feedback to determine what fields should stay, be removed, or new ones created.

The screenshot displays the 'Add Equipment' form, which is organized into several sections:

- Details:** Includes a 'Name\*' text input field.
- Checklist:** Includes a 'Checklist\*' text input field.
- Notes:** Includes a 'Notes' text area with a placeholder: 'Add any additional information about this piece of equipment. This will not be displayed on the mobile app.'
- Start and End of Operation:** Contains two date pickers: 'Start Date' (with a calendar icon and a close button) and 'End Date' (with a calendar icon and a close button). Below each picker is a small text label: 'The day the equipment started operations' and 'The day the equipment stopped operations' respectively.
- Serial Number and Last Safety Date:** Contains two date pickers: 'Last Safety Date' (with a calendar icon and a close button) and 'Serial Number' (with a text input field). Below each picker is a small text label: 'Last semi or annual safety date' and 'Serial Number' respectively.
- State and Status:** Includes a 'Status' dropdown menu (currently showing 'Good- No Defects') and a 'State' dropdown menu (currently showing 'Active').
- Picture:** Includes a 'Picture' section with a large 'NO IMAGE AVAILABLE' watermark and an 'Upload a Picture' button.
- Make, Model, Colour:** Includes a 'Year' dropdown menu, an 'Attributes' text input field, and a 'Common name for equipment' text input field. Below these are three more text input fields: 'Make', 'Model', and 'Colour'.

At the bottom of the form, there are three buttons: 'Cancel', 'Save and Add Another', and 'Save'.

# Details/Edit Equipment

- See the Inspections for a piece of equipment
  - Notice the ability to filter back to a particular date
- When information on equipment changes, operators can update the data in the portal

**\*\* Since this is new, we are looking for all the feedback we can get for this. What fields do you need that we don't have? What fields can we safely remove (in your opinion)? What other changes would you like to see?**

Show Inspections Starting At

yyyy-mm-dd



The screenshot displays the 'Equipment Inspections - Lawn mower' page. At the top, there's a filter for 'Show Inspections Starting At' with a date input field set to 'yyyy-mm-dd'. Below this, the main table shows inspection details for two dates: 2024-04-04 and 2024-04-09. Each row includes fields for Date, Overall Status (Good), Inspected By, and Equipment Status (Good). An 'Update Equipment' modal is open, showing fields for Name, Checked, Checked By, Notes, Start and End of Operation, Serial Number, and Last Safety Date. The modal also includes a 'Status and Status' section with a 'Good - No Defects' button and a 'State' dropdown set to 'Active'. The bottom right of the modal shows a 'Model, Model, Colour' section with fields for Year, Attributes, and a 'Model' dropdown.

# Portal - Users



- The Users list allows the Operator to invite new and see all users and edit users if necessary
- Users can be filtered based on whether they are Active, Invited, Waiting to be Invited, or Removed, and further filtered by “Role” if desired.

The screenshot shows the 'Users' section of a portal. At the top, there's a navigation bar with tabs: Home, Whats New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, **Users**, Checklists, Reports, Invoices, Billing, and Company. Below the navigation bar, there's a search bar and filters for State (set to 'Active') and Role (set to 'All'). To the right of the filters are buttons for 'Export', 'Invite User', and 'Refresh'. Below the filters, it says 'Showing 1 to 10 of 23'. A red box highlights the 'Page Size 10' dropdown and the 'Page 1' dropdown. A callout box points to the 'Page Size 10' dropdown with the text: 'Page sizing to change the number of records you can see in one page'. The main content area displays a list of users. Each user entry has a 'Details' tab, a 'Name' field, a 'State' field with an 'Active' button, an 'Email' field, a 'Phone' field, an 'Employee Id' field, a 'Roles' field, a 'Last Sign In' field, a 'Remove' button, an 'Address' section with 'Street', 'City', 'Province', 'Country', and 'Postal Code' fields, an 'Hours of Service' button, an 'Inspections' button, a 'License & Compliance' section with 'Class', 'Expiry Date', and 'Compliance' fields, a 'Reset Password' button, an 'Update' button, and a 'Details' button.

Details		Address		License & Compliance	
Name	Annika C B	Street	one drive rd	Class	
State	Active	City	somewhere	Expiry Date	
Email	annika.c.b@readychek.com	Province	Ontario	Compliance	included
Phone		Country	Canada		
Employee Id		Postal Code	a0a 1b1		
Roles	Commercial Driver				
Last Sign In	2025-02-05 7:22:22 p.m. EST				
Remove		Hours of Service	Inspections	Reset Password	Update
Details					
Name	Annika Welder	Street	1045	Class	
State	Active	City	Waterloo	Expiry Date	2025-12-30
Email	annika.welder@gmail.com	Province	Ontario	Compliance	excluded
Phone		Country	Canada		
Employee Id	400	Postal Code	N2T 1V1		
Roles	Commercial Driver				
Last Sign In	2025-08-13 8:23:46 a.m. EDT				
Remove		Hours of Service	Inspections	Reset Password	Update
Details					

# Portal - Users - Export



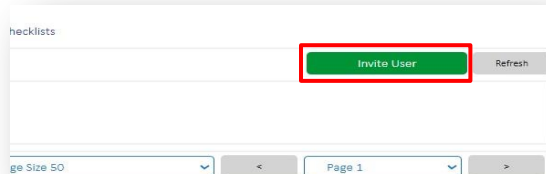
- Once the users are filtered to the desired list, they can also be “Exported” to a CSV file that will match the filtered output.

The screenshot displays the 'Users' management interface. At the top, there's a navigation bar with links like Home, What's New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Checklists, Reports, Invoices, Billing, and Company. Below this is a search bar and filters for State (Active) and Role (All). The main area shows a list of users. Two users are visible: Annika C B and Annika Welder. Each user has a green 'Active' button. To the right of the user list, there are buttons for 'Export', 'Invite User', and 'Refresh'. The 'Export' button is highlighted with a red box. An 'Export Users' modal is open in the foreground, showing a message: 'Press the Download CSV button below to download the file'. Below this message is a button labeled 'Download CSV', which is also highlighted with a red box. At the bottom of the modal, there is a 'Done!' button and a 'Close' button.

Details		Address		License & Compliance	
Name	Annika C B	Street	one drive rd	Class	
State	Active	City	somewhere	Expiry Date	
Email	ingehornm@readychek.com	Province	Ontario	Compliance	included
Phone		Country	Canada		
Employee Id		Postal Code	a0a 1b1		
Roles	Commercial Driver				
Last Sign In	2025-02-05 7:22:22 p.m. EST				
Remove		Hours of Service		Inspections	
Reset Password					
Name	Annika Welder	Street	1045	Class	
State	Active	City	Waterloo	Expiry Date	
Email	annika.welder@gmail.com	Province	Ontario	Compliance	
Phone	505-225-1818	Country	Canada		
Employee Id	400	Postal Code	N2T 1V1		
Roles	Commercial Driver				
Last Sign In	2025-08-13 8:23:46 a.m. EDT				
Remove		Hours of Service		Inspections	
Reset Password					

# Invite New User

- As operators bring drivers into the ReadyChek system, they will need to invite the user with the user's email address
- This will create the user as an employee that can see the vehicles for the company that offered the invite



A screenshot of the 'Invite User' form. The form is divided into several sections: 'User Details', 'Role and Employee ID', 'Address Information', 'Drivers License Information', and 'Employment Start and End Information'. The 'User Details' section includes fields for First Name, Last Name, Email, and Verify Email. The 'Role and Employee ID' section includes a Role dropdown, Employee ID field, and a note that the Employee ID is used for sign-in. The 'Address Information' section includes fields for Street, City, Province, and Country. The 'Drivers License Information' section includes a Class dropdown, Expiry Date field, and a note that this information is used for license expiration messages. The 'Employment Start and End Information' section includes Start Date and End Date fields. At the bottom of the form, there is a checkbox labeled 'Send invite email now' which is checked. To the right of this checkbox is a green 'Save' button and a green 'Save and Invite Another' button. A red box highlights the 'Send invite email now' checkbox.

You can control whether the Save or Save and Invite Another buttons send the invite email right away, or if you want to manually send the invite email from the user screen at a later time.

Use "Save" if you are ready to save just this user and you have no other users to invite. Pay attention to the "send invite email now" flag for desired behaviour.

Use "Save and Invite Another" if you want to set up multiple users at one time and save yourself extra clicks from choosing "Invite User" over and over.



# Invite New User continued

- Mandatory fields that must be filled out when creating a new user (inviting a user)
  - First name, Last name
  - Email
  - Role (for managers/owners who also drive, choose manager/owner)
    - Commercial Driver
    - Non Commercial Driver
    - Manager
    - Owner
    - Mechanic
- Optional
  - Phone number
  - License class
  - License expiry date
  - Employee ID (Used with shared devices)

Role\*

Select

Select

Commercial Driver

Non Commercial Driver

Manager

Owner

Mechanic

\* “Non Commercial driver” role means drivers are not defaulted to be bound to the requirements of pretrips or hours of service reporting during a facility audit. The role was created to tell the app to NOT require hours of service record creation before creating an inspection (if HOS is turned on for the customer).

\*\* Managers and Owners can log into the portal or create/edit vehicles and users in the app. Managers and owners will also be able to create and update their own HOS records and create/update inspections using the app.

\*\*\* The new Mechanic role is a user that can log into the web portal, but does not have global permissions to see all user data. While in the web portal, they can add/update vehicles, equipment (if used), checklists, reports. The Mechanic currently has driver permissions in the app. In the future, we may add the “Manage” functionality for vehicles and equipment.



# Invite New User continued

- User specific settings for the “global” preferences shown on the company tab
  - Allow Profile Updates
  - User Receives Inspection Email
  - HOS Required before Inspection
- These settings will override the global value for the user.

E.g. If the User setting were to say “No” to the User Receives Inspection Email setting, then that specific user would not receive the email after his inspection, even though the Global says Yes.

\*The user setting will be shown as the Global value unless it is specifically changed.

Setting	Description	Global Value
Allow User Profile Updates in App	This setting will determine if this user will be able to make changes to their own name, email address, address, and license information.	Global (No)
User Receives Inspection Email	This setting will determine if this user will receive an email containing a pdf of their inspection once inspection is submitted.	Global (Yes)
Hours of Service Required Before Inspection	This setting will determine if this user can create an inspection before starting their Hours of Service.	Global (Yes)



# Remove User

- Sometimes it is necessary to remove a user, either because they are seasonal, and not around all year, or because they have left the company
- Removing a user doesn't delete the user or the user's data. It just marks the user "inactive", so they cannot log in and are not seen in the active users list
- To Restore the user, just select Restore button. This will make the user the same as an "Invited" user again and their password will still be the same as it was. If they cannot remember their password, select "Resend Invite" to have them sent a new invite email with new temp password.
- Once logged in, their status will change to Active.

Name	James Bamberg	Street	55 Karen Walk	Class	G
State	Active	City	Waterloo	Expiry Date	2025-03-28
Email	bambergbirds@gmail.com	Province	Ontario	Compliance	Included
Phone		Country	Canada		
Employee Id	48	Postal Code	N2T0B4		
Roles	Non Commercial Driver				
Last Sign In	2025-01-19 12:03:41 p.m. EST				
<div>Hours of ServiceInspectionsRemoveReset PasswordUpdate</div>					

Name	James Bamberg	Street	55 Karen Walk	Class	G
State	Inactive Can no longer sign in	City	Waterloo	Expiry Date	2025-03-28
Email	bambergbirds@gmail.com	Province	Ontario	Compliance	Included
Phone		Country	Canada		
Employee Id	48	Postal Code	N2T0B4		
Roles	Non Commercial Driver				
Last Sign In	2025-01-19 12:03:41 p.m. EST				
<div>Hours of ServiceInspectionsRestoreUpdate</div>					





# View User Inspections

- Operators can see a single user's inspections by first going to the Users page and then finding the user and selecting "Inspections" OR by going to the Inspections tab and filtering by user. Both ways will end up with the same result.

The screenshot displays the ReadyChek 'Users' page. The 'Users' tab is active in the top navigation bar. On the left, a user profile for Michelle G. (mgraham@readychek.com) is shown with details like Address, Hours of Service, and Inspections. The 'Inspections' tab is highlighted with a red box. On the right, a modal window shows the inspection details for Michelle G. The 'User' dropdown is also highlighted with a red box. The inspection details table shows the following information:

Details		Vehicle		Trailers	
Date	2024-11-21 10:59:38 a.m. EST	Vehicle	T-0004 (AM 4321)	Trailer	Trailer w CL (AB 76654)
Status	Good	Status	Good	Status	Good
Inspected By	Michelle G.	Odometer	9320	Attached	No
Driven By	Michelle G.	Work Orders			
Trip Type	Pre-Trip				

At the bottom, there are buttons for 'Details', 'Print/Download', 'Email', and '+ Remarks'.



# View User Hours of Service

- Operators can see a single user's hours of service by first going to the Users page and then finding the user and selecting "Hours of Service". To see the full details including graph, look at the Details of a single record.

The screenshot displays the 'Hours of Service' section for a user named Annika B. The interface is divided into several sections:

- Filters:** Includes buttons for 'All', 'Active', 'Inactive', and 'Invited'. There is also a search bar with 'Go' and 'Clear' buttons.
- User Details Table:** A table with columns 'Details', 'Address', and 'License'. The first row shows Annika B. with address 410 Winter Av, Waterloo, Ontario, Canada, N2T 1V1, and phone number 519-502-3045. The 'Hours of Service' column is highlighted with a red box.
- Graph:** A line graph showing the user's hours of service over a 24-hour period. The graph has a grid with columns 1-11 and rows OFF, SLP, DRV, and OND. A green line indicates the user's status throughout the day.
- Summary Table:** A table with columns 'Details', 'Hours', and 'Status'. It shows the user's hours of service for a specific date (2022-4-5) and location (410 Winter Av Waterloo Ontario Canada N2T 1V1). The table includes rows for 'On Duty Driving', 'On Duty Not Driving', 'Off Duty Total', and 'Duty Time Total'. The 'Status' column shows 'Complete' and 'Cycle 1 (7 day)'. The 'Details' button is highlighted with a red box.

At the bottom of the graph, there is a summary box with the following information:

OFF	DRV	OND	TOTAL
18h	3h 15min	2h 45min	24h

# Portal - Inspections



- The Inspections page contains a list of all inspections, sorted with the most recent inspections on top (The sort order can be changed using the “Sort By” dropdown)
- The list can be filtered based on the overall status of the inspection, by date, and/or by user

## Status Filters

Lists all inspections that are “Good” or reported as “Minor”, “Major”, or “Any” defects, but have not been marked as repaired. “Repaired” will show those that have been repaired.

## User

Find all inspections for a particular user

- Page size is now adjustable and the page number can be chosen from the dropdown

Home Whats New? Compliance Vehicles & Trailers Equipment **Inspections** Hours of Service Users Checklists Reports Invoices Billing Company

Status: All Time: Last 30 days User: Select Vehicle, Trailer or Equipment: Select Show Inspections Starting At: yyyy-mm-dd Actions: Refresh

Select  
All  
Good  
Minors  
Majors  
Any  
Repaired

Sort By: Created Date (Newest first) Page Size 10 Page 1

Inspected Item		Trailers	
Date	25-08-18 1:46:39 p.m. EDT	Vehicle	T-0001 (AM 74734)
Overall Status	Good	Status	Good
Inspected By	chelle G.	Odometer	32575 KM
Driven By	chelle G.	Work Orders	
Trip Type	Pre-Trip		
		Email	+ Remarks Print/Download Details
Date	2025-08-13 1:27:48 p.m. EDT	Vehicle	T-0001 (AM 74734)
Overall Status	Good	Status	Good
Inspected By	Michelle G.	Odometer	32575 KM
Driven By	Michelle G.	Work Orders	
Trip Type	Pre-Trip		
		Email	+ Remarks Print/Download Details
Date	2025-08-13 12:45:05 p.m. EDT	Vehicle	T-0001 (AM 74734)
Overall Status	Good	Status	Good
Inspected By	Michelle G.	Odometer	32568 KM
Driven By	Michelle G.	Work Orders	
Trip Type	Pre-Trip		
		Email	+ Remarks Print/Download Details



# Marking Inspections with Repairs

Users that are able to log into the web portal may update inspections for vehicles to show where repairs were made. Getting to the inspection where the parts need to be marked as repaired can be done in more than one way.

- Using the “Inspections” link.
  - a. Go to “Inspections” and filter for “Minor”, “Major”, or “Any” for a list of all inspections where defects are not yet marked as repaired. (Make sure to have your second filter to “All” or whatever filter meets your needs.
  - b. Select the “Repair” button

The screenshot shows the 'Inspections' tab in the ReadyChek web portal. The top navigation bar includes links for Home, Whats New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Checklists, Reports, Invoices, Billing, and Company. Below the navigation bar, there are filters for Status (Any), Time (All), User (Select), and Vehicle, Trailer or Equipment (Select). A date picker for 'Show Inspections Starting At' is set to 'yyyy-mm-dd'. The main content area shows a list of inspections, with the first inspection highlighted. The 'Repair' button is highlighted in red.



Details	Inspected Item	Trailers
Date: 2020-03-12 6:57:18 a.m. EDT	Vehicle: T-0000 (AM 37381)	
Overall Status: Minor	Status: Good	
Inspected By: Chad J V	Odometer: 56 KM	
Driven By: Chad J V	Work Orders: Repair	
Trip Type: Pre-Trip		
Date: 2020-03-26 2:24:09 p.m. EDT	Vehicle: T-0000 (AM 37381)	Trailer: W-0002 (INT 4321)
Overall Status: Minor	Status: Good	Status: Good
Inspected By: Chad J V	Odometer: 68 KM	Attached: Yes
Driven By: Chad J V	Work Orders: Repair	Trailer: W-0003 (FLT 4321)
Trip Type: Pre-Trip		Status: Good
Date: 2020-04-17 9:03:54 a.m. EDT	Vehicle: T-0000 (AM 37381)	Trailer: W-0001 (AMD 4321)
Overall Status: Minor	Status: Good	Status: Good
Inspected By: Chad J V	Odometer: 56 KM	Attached: Yes



# Marking Inspections with Repairs continued

Using the “Vehicles and Trailers” link to find the vehicle repaired first, and then look at that vehicle’s inspections.

Once you find the inspection, select the repair button.

Picture	Details	Plate / Vin	Safety / Usage
	<p>Name: T-0000</p> <p>Status: <span>Good</span></p> <p>Odometer: 27253 KM</p> <p>Attributes: Chad's eTruck</p> <p>Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)</p>	<p>Plate: AM 37381</p> <p>Plate Expiry Date: [blank]</p> <p>Plate Jurisdiction: Ontario</p> <p>VIN: VIN1234567890</p>	<p>Safety: J-12</p> <p>Number: [blank]</p> <p>Safety Date: 2022</p> <p>Commercial: Yes</p> <p>Remove</p> <p><b>Inspections</b></p>
	<p>Name: T-0001</p> <p>Status: <span>Good</span></p> <p>Odometer: 32575 KM</p> <p>Attributes: 75 ft</p> <p>Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)</p>	<p>Plate: AM 74734</p> <p>Plate Expiry Date: [blank]</p> <p>Plate Jurisdiction: Ontario</p> <p>VIN: VIN12345678912</p>	<p>Safety: J-11</p> <p>Number: [blank]</p> <p>Safety Date: 2022</p> <p>Commercial: Yes</p> <p>Remove</p> <p>Inspections</p>

Vehicle Inspections- T-0000 (AM 37381)			
Status: Any	Time: All	User: Select	Show Inspections Starting At: yyyy-mm-dd
Vehicle, T-0000 (AM 37381) Trailer or Equipment			
Showing 1 to 10 of 58		Sort By: Created Date (Newest first)	Page Size: 10 Page 1
Details	Inspected Item	Trailers	
Date: 2025-04-14 10:04:04 a.m. EDT	Vehicle: T-0000 (AM 37381)		
Overall Status: Minor	Status: Minor		
Inspected By: Michelle G.	Odometer: 25997 KM		
Driven By: Michelle G.			
Trip Type: Pre-Trip	Work Orders:		
	Repair	Email	+ Remarks Print/Download
Date: 2025-03-27 6:49:45 a.m. EDT	Vehicle: T-0000 (AM 37381)	Trailer: W-0001 (AMD 43211)	
Overall Status: Minor	Status: Minor	Status: Good	
Inspected By: Chad J V	Odometer: 24200 KM	Attached: Yes	
Driven By: Chad J V			
Trip Type: Pre-Trip	Work Orders:		
	Repair	Email	+ Remarks Print/Download
Date: 2025-03-25 9:34:38 p.m. EDT	Vehicle: T-0000 (AM 37381)		
Overall Status: Minor	Status: Minor		
Inspected By: Chad J V	Odometer: 24080 KM		
Driven By: Chad J V			



# Marking Inspections with Repairs continued

Just like in the app, scroll down to the part that should be repaired and select “Repair.”

Once you find the inspection, select the repair button.

Once the “Repair” button is selected, you should see a green circle in the repaired (“Re”) column in the parts list.

Scroll to the bottom and then list work order details if applicable and sign.

Once reviewed and saved, if all defects were repaired, the status of the vehicle/inspection should change to green/good. You will also notice that when all parts are marked as repaired, that the “Repair” button is no longer available.

This screenshot shows a list of inspection items. Item 21, 'Tires', has a sub-item 'a) Damaged tread or sidewall of tire.' A red box highlights a 'Repair' button to the right of this item. Other items like 'steering', 'Suspension System', 'Wheels, Hubs and Fasteners', and 'Windshield Wiper/Washer' are marked with green checkmarks.

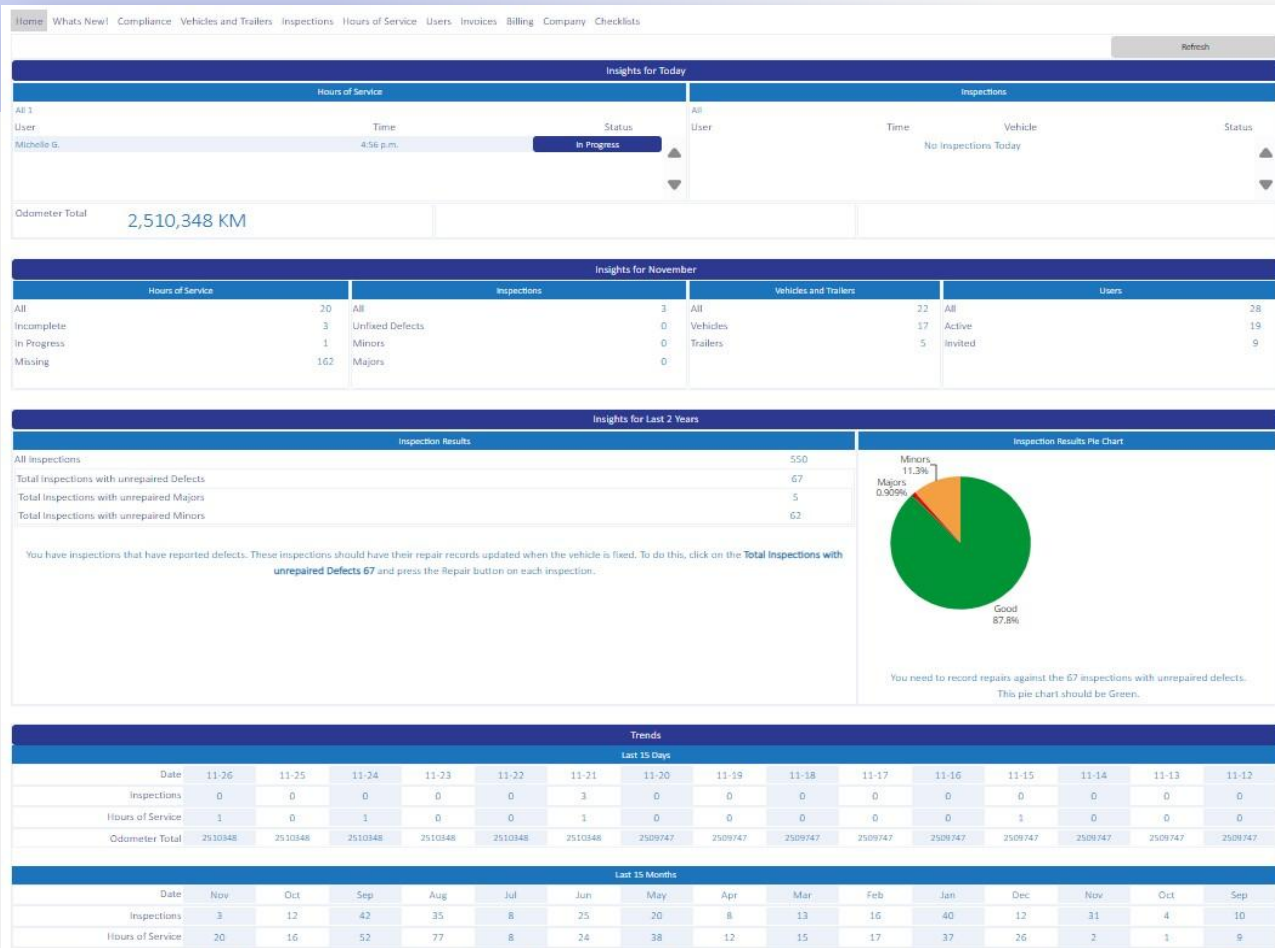
This close-up shows the 'Repaired' column for item 21. A red box highlights a green checkmark, indicating the defect has been repaired.

This screenshot shows the 'Repairs' section. It includes fields for 'Date' (2023-01-12 10:46:58 p.m.), 'Work Orders' (12345), 'Repaired By' (Michelle G.), and a signature. A red box highlights the 'Work Orders' field.

This screenshot shows the inspection summary. It includes fields for 'Date' (2023-01-11 4:52:26 p.m. EST), 'Inspection' (Chad A.), 'Driver' (Chad A.), 'Trip Type' (Pre Trip), 'Overall' (Good), and 'Work Order' (12345). The 'Vehicle' section shows 'Vehicle' (T-0000), 'Odometer' (485005), and 'Status' (Good). The 'Trailer' section shows 'Trailer' (W-0001) and 'Status' (Good). A red box highlights the 'Overall' status, which is 'Good'.

# Portal - Home

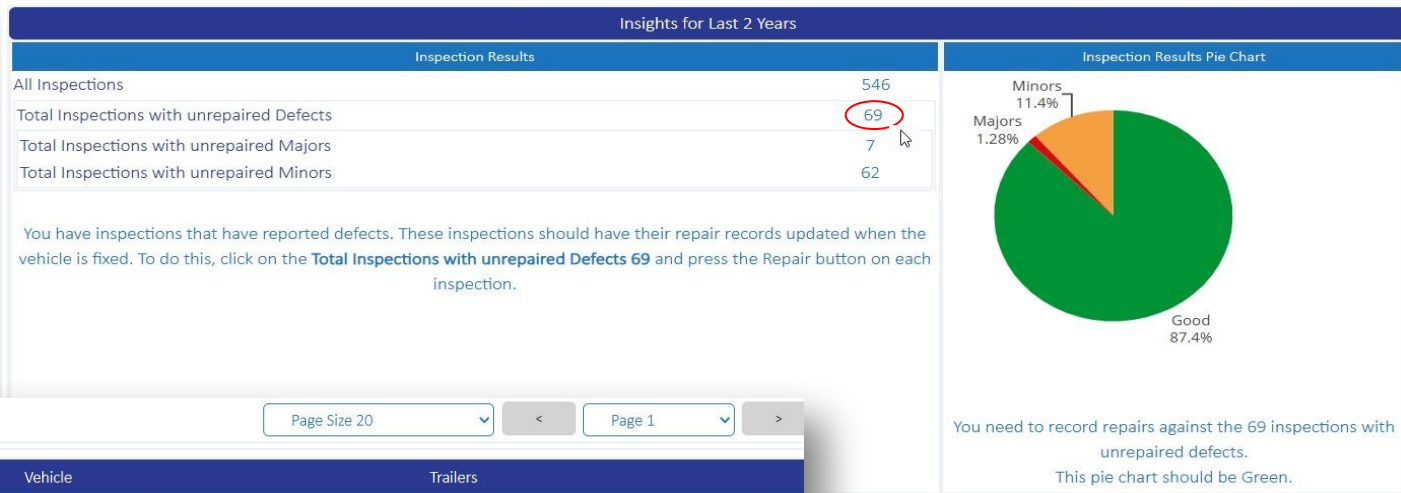
- Summary screen to see usage for various timeframes, portal version information, as well as a jumping off point to get to specific vehicle and user information





# Portal - Home continued

The Home page now shows more graphical representation of defects that still need to be repaired (or just marked as repaired).



Showing 1 to 20 of 69

Page Size 20

< Page 1 >

Details		Vehicle		Trailers	
Date	2024-9-24 9:28:26 a.m. EDT	Vehicle	T-0000 (AM 37381)		
Status	Minor	Status	Minor		
Inspected By	Chad J V	Odometer	115820		
Driven By	Chad J V	Work Orders			
Trip Type	Pre-Trip				
<div>Details Repair Print/Download Email + Remarks</div>					
Date	2024-9-22 12:12:57 p.m. EDT	Vehicle	T-0022 (WDG)		
Status	Minor	Status	Minor		

Clicking on the numbers will open the inspections page with the inspections in question shown in the view.



# Portal - Billing

- The Billing tab will contain all the details required for proper invoicing
- This page should be filled out as soon as the customer is out of the free trial to make sure the correct information is used for creating the invoice and sending via email to the proper billing contacts
- The Billing Contact Name and Address will be visible in the Invoice
- The invoice will be emailed to the (comma separated) list of emails shown in the Invoice Email and PO section. The PO# field is optional if you would like the invoice to reference a PO#

and Trailers Inspections Hours of Service Users Invoices **Billing** Company Checklists

### Payment

Credit Cards will be charged between the 15th and 30th of the month  
We can not accept American Express Cards

Name  
Number  
Expiry  
Interval monthly

Update

### Invoice Details

This information will appear on your invoice

#### Billing Company

Name

#### Billing Contact

Name  
Email  
Phone  
Address

#### Invoice Notification Emails and Purchase Order #

Invoices sent via email the first week of the month

Email To  
PO

Update

#### Plan Information

Vehicle Storage Fee	\$1.00 per vehicle or trailer per month
Inspections	\$0.50 per new inspection
Hours of Service	\$0.35 per On Duty Day (No charge for days recorded as Off Duty all day)

### Update Payment Details

#### Card Details

Name on Card\*

Card #\*

Card CVC #\*

Expiry Month\*  
Please select one

Expiry Year\*  
Please select one

#### Card Holders Address

Street\*

City\*

Province\*  
Please select one

Country\*  
Please select one

Postal Code\*

Cancel Save

### Update Billing and Invoice Details

#### Billing Company

Billing Company Name\*

#### Billing Contact

Contact First and Last Name\*

Email\*

Phone\*

#### Billing Address

Street\*

City\*

Province\*  
Please select one

Country\*  
Please select one

Postal Code\*

Cancel Save



# Portal - Invoices



- Invoices tab will show the list of current and previous invoices, a link to each PDF, and the status of payment
- If there are ever any questions about payment or invoice status, please contact us as mistakes are bound to happen and we want to get them corrected ASAP

Home Whats New! Compliance Vehicles and Trailers Inspections Hours of Service Users Invoices Billing Company Checklists									
Invoice #	Issued On	PreTax Total	Total	Payments	Remaining	Due	Invoice	Paid	
2024-10-019	2024-10-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-11-30	PDF	Yes!	
2024-9-018	2024-09-30	\$0.00	\$0.00	\$0.00	\$0.00	2024-10-30	PDF	Yes!	
2024-8-018	2024-09-01	\$0.00	\$0.00	\$0.00	\$0.00	2024-10-01	PDF	Yes!	
2024-7-016	2024-07-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-08-30	PDF	Yes!	
2024-6-013	2024-06-30	\$0.00	\$0.00	\$0.00	\$0.00	2024-07-30	PDF	Yes!	
2024-5-012	2024-05-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-06-30	PDF	Yes!	
2024-4-010	2024-04-30	\$0.00	\$0.00	\$0.00	\$0.00	2024-05-30	PDF	Yes!	
2024-3-010	2024-03-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-04-30	PDF	Yes!	
2024-2-007	2024-02-29	\$0.00	\$0.00	\$0.00	\$0.00	2024-03-31	PDF	Yes!	
2024-1-007	2024-01-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-03-01	PDF	Yes!	
2023-12-007	2023-12-31	\$0.00	\$0.00	\$0.00	\$0.00	2024-01-30	PDF	Yes!	
2023-11-007	2023-11-30	\$0.00	\$0.00	\$0.00	\$0.00	2023-12-30	PDF	Yes!	
2023-10-008	2023-10-31	\$0.00	\$0.00	\$0.00	\$0.00	2023-11-30	PDF	Yes!	
2023-9-008	2023-09-30	\$0.00	\$0.00	\$0.00	\$0.00	2023-10-30	PDF	Yes!	
2023-8-009	2023-08-31	\$0.00	\$0.00	\$0.00	\$0.00	2023-09-30	PDF	Yes!	
2023-7-006	2023-07-31	\$0.00	\$0.00	\$0.00	\$0.00	2023-08-30	PDF	Yes!	

# Portal - Compliance View



- The Compliance view gives a high level view showing hours of service and inspection status for each user over the last 14 days
- The operator/manager can remind users to finish incomplete or missing hours
- Clicking on icons will open indiv items
- Use the “Range” arrow to look backwards in 2 week increments
- Users can be hidden or included in the view (see the “Hide” button)
- The “Type” filter will show “Included” by default, but use “All” to see everyone.

Home Whats New? Compliance Vehicles & Trailers Equipment Inspections Hours of Service Users Checklists Reports Invoices Billing Company

Search

Type

Range

Sep-01 to Aug-18

Reset

Actions

Show Labels

Refresh

Showing

1 to 9 of 9

Page Size 10

Page 1

Compliance

Annika B. (Commercial Driver)

9-01

08-31

08-30

08-29

08-28

08-27

08-26

08-25

08-24

08-23

08-22

08-21

08-20

08-19

08-18

Hours Of Service

Inspections

Hide

Remind

Bev Green (Commercial Driver)

9-01

08-31

08-30

08-29

08-28

08-27

08-26

08-25

08-24

08-23

08-22

08-21

08-20

08-19

08-18

Hours Of Service

Inspections

Hide

Remind

Beverly Vangraminger (Commercial Driver)

9-01

08-31

08-30

08-29

08-28

08-27

08-26

08-25

08-24

08-23

08-22

08-21

08-20

08-19

08-18

Hours Of Service

Inspections

Hide

Remind

# Portal - Reports - Getting Audit PDFs or get Inspection Odometer for start and end of year



- In general, safety managers/owners/operators can get the pdf files for individual vehicle inspections, or user inspections/hours of service when looking at those records specifically or in a page of results.
- But if the operator is required to get these files to cover a date range, going one at a time can be tedious. Because of this, we have created “Reports”.

Home Whats New? Compliance Vehicles & Trailers Equipment Inspections Hours of Service Users Checklists **Reports** Invoices Billing Company

Search State Actions

Go

Showing 1 to 2 of 2 Page Size 10 < Page 1 >

**Details**

Name	July 1 to Dec 31 2024	Description	Chad and Michelle inspections and hours of service		
State	<input type="button" value="Active (Results Ready)"/>				
		<input type="button" value="Remove"/>	<input type="button" value="Run"/>	<input type="button" value="Update"/>	<input type="button" value="Details"/>
Name	T-0000 Odometer Export	Description			
State	<input type="button" value="Active"/>				
		<input type="button" value="Remove"/>	<input type="button" value="Run"/>	<input type="button" value="Update"/>	<input type="button" value="Details"/>

Showing 1 to 2 of 2 < Page 1 >

# Portal - Reports - continued



- To create a report, select “Add Report”
- Choose the template for what you are trying to do
  - Get inspection pdfs, or
  - Get a vehicle's yearly kms using Odometer export (\*\*New)
- Give it a name that makes sense for the data you will be requesting.
- Define the users and/or vehicles you need the records for, and the date range required
- Select Save and Run if you are ready for it to run right away, or just Save if you have a few reports to create and you just want to save your progress and run it later
- You can update, run multiple times, and retrieve results when you are ready

Hours of Service Users Checklists **Reports** Invoices Billing Company

Add Report Refresh

### Create a new Report

Choose Template

Vehicle Odometer Export to CSV File

Select

Inspection and Hours of Service Export to Zip File

Vehicle Odometer Export to CSV File

Name\*

Description

Parameters

Start Time\* yyyy-mm-dd

End Time\* yyyy-mm-dd

Users

Vehicles

Cancel Save And Run Save

# Portal - Reports - Getting Audit PDFs Cont'd



- The output consists of zip files of pdf records for each user/vehicle/date range

Details for Report: July 1 to Dec 31 2024

Template Name: Inspection and Hours of Service export to zip file

Name: July 1 to Dec 31 2024

Description: Chad and Michelle inspections and hours of service

**Parameters**

Start Time	End Time
2024-07-01	2024-12-31

**Users**

- 1 Chad J V
- 2 Michelle G.

**Vehicles**

- 1 T-0000 AM 37381
- 2 T-0004 AM 4321

**Results**

Name	Inspections_for_Michelle_G_from_2024-07-01_to_2024-12-31.zip	Download
Name	Hours_for_Michelle_G_from_2024-07-01_to_2024-12-31.zip	Download
Name	Inspections_for_Chad_J_V_from_2024-07-01_to_2024-12-31.zip	Download
Name	Hours for Chad J V from 2024-07-01 to 2024-12-31.zip	Download

Cancel

Inspections\_for\_Michelle\_G\_from\_2024-07-01\_to\_2024-12-31.zip

Name

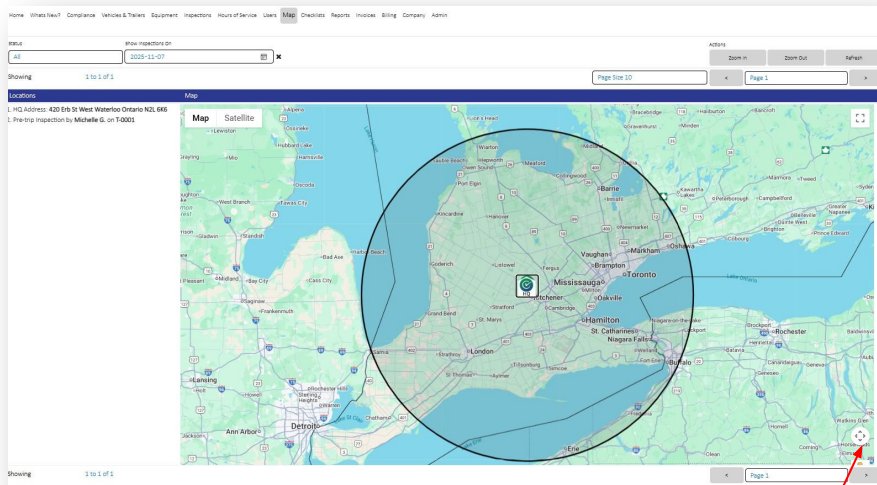
- 2024-07-16\_AM-0002\_AM-98765\_Michelle\_G\_27\_134331.pdf
- 2024-08-07\_T-0001\_AM\_74734\_Michelle\_G\_27\_140986.pdf
- 2024-08-08\_T-0001\_AM\_74734\_Michelle\_G\_27\_141842.pdf
- 2024-08-09\_T-0001\_AM\_74734\_Michelle\_G\_27\_142177.pdf
- 2024-08-09\_T-0004\_AM\_4321\_Michelle\_G\_27\_142182.pdf
- 2024-08-09\_T-0022\_WDG\_Michelle\_G\_27\_142187.pdf
- 2024-08-13\_AB-0003\_AB\_12345\_Michelle\_G\_27\_142941.pdf
- 2024-08-13\_T-0001\_AM\_74734\_Michelle\_G\_27\_142874.pdf
- 2024-08-15\_T-0000\_AM\_37381\_Michelle\_G\_27\_144050.pdf
- 2024-08-19\_AB-0003\_AB\_12345\_Michelle\_G\_27\_144962.pdf
- 2024-08-19\_CL T.R.U.C.K\_CVMG\_1235\_Michelle\_G\_27\_14463...
- 2024-08-20\_T-0004\_AM\_4321\_Michelle\_G\_27\_145397.pdf
- 2024-08-23\_T-0004\_AM\_4321\_Michelle\_G\_27\_146304.pdf
- 2024-08-26\_T-0000\_AM\_37381\_Michelle\_G\_27\_147249.pdf
- 2024-08-28\_T-0001\_AM\_74734\_Michelle\_G\_27\_148048.pdf
- 2024-08-29\_AB-0003\_AB\_12345\_Michelle\_G\_27\_148071.pdf
- 2024-08-29\_CL T.R.U.C.K\_CVMG\_1235\_Michelle\_G\_27\_14807...
- 2024-09-04\_T-0004\_AM\_4321\_Michelle\_G\_27\_149905.pdf
- 2024-09-08\_AB-0003\_AB\_12345\_Michelle\_G\_27\_150811.pdf
- 2024-09-11\_MC-007\_VCOACH\_13\_Michelle\_G\_27\_152056.pdf
- 2024-09-11\_T-0002\_BM\_197403\_Michelle\_G\_27\_151796.pdf
- 2024-09-12\_T-0000\_AM\_37381\_Michelle\_G\_27\_152130.pdf
- 2024-09-13\_AB-0003\_AB\_12345\_Michelle\_G\_27\_151168.pdf



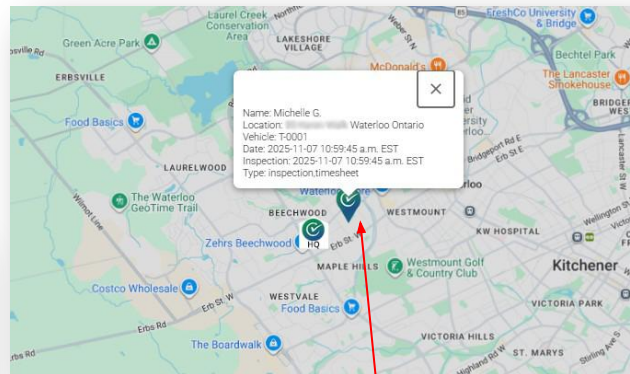
# Portal - MAP



- The Map functionality in the portal is mostly just informational
- The portal map **CANNOT** see where driver's are (no GPS/tracking is done). It can only show where inspections were done according to the "inspection location" as defined in the inspections.



Click on the navigation square to be able to zoom out and see the 160km radius from HQ location, or any specific inspection location (after clicking on the pin)



Click on each inspection pin to see the data for the inspection (who, where, which vehicle, when)





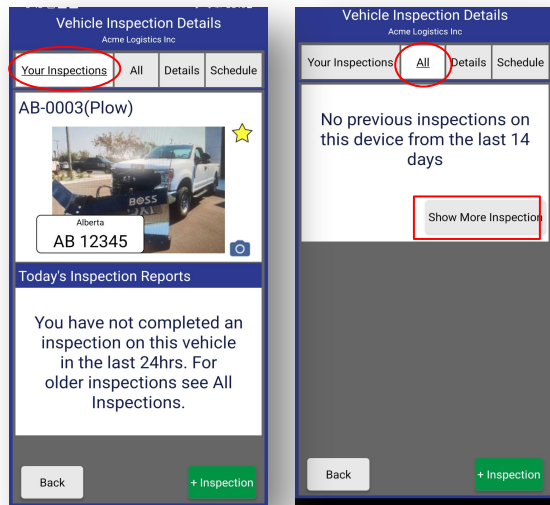
# App Inspection Walk-through



# ReadyChek App - Inspections Info



**\*\*NEW - The Details page for the vehicles has a few design updates to put the different details in tabs along the top vs so many buttons on the first screen**



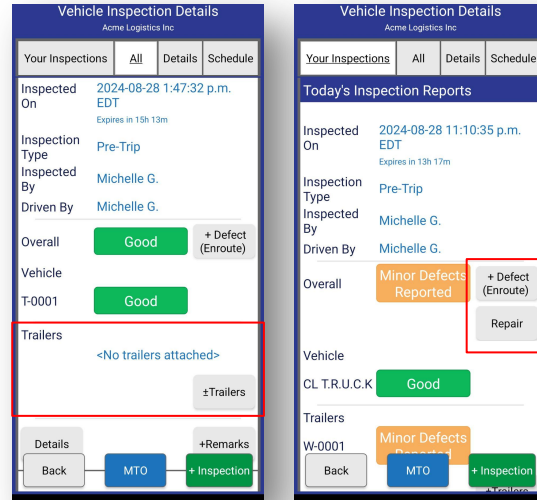
The third tab shows all of the basic details of the vehicle as defined. <not shown here>

And the last tab is "Schedule", which can be used by the driver to see the full schedule in written form or to show an officer in case the driver cannot find the paper schedule that should be in the vehicle as backup reference. This tab used to be a button under the vehicle photo in the previous vehicle details page. <not shown here>

The first tab is the "Your inspections" information for the current driver to see their own inspections for the vehicle that are still less than 24 hours old.

The second tab will show all inspections from the last 14 days and for any driver of the vehicle. The phone will likely not have loaded this data on its own, so press the Show More Inspections button to get the latest information from the server.

The inspection results layout has changed slightly to separate buttons and give them more context



E.g. the "+/-Trailers" button on the trailers row and putting the "+Defects (Enroute)" and "Repair" buttons by the Overall Status row to show the updates will affect the overall status. and leaving the "Details" and "+Remarks" buttons at the bottom

NOTE: The basic functionality of inspections has not changed. We just updated the views.

# Sign In/Select Vehicle



- Sign In
  - User Sign In screen with lost password logic
- Truck list
  - If there is a favourite, it will be first
- After choosing vehicle, user will see the vehicle details
- User can click on the star to disable or enable the vehicle as favourite
- From the details view of vehicle, the user can see vehicle details and a list of inspection reports with the latest at the top (or an empty list)

Sign In

ReadyChek

Welcome

Michelle G.

Email\*

mgraham@readychek.com

Password\*

.....

☐ Show password Forget your password?

Sign In

Help & Getting Started

Select a Vehicle for Inspection

Acme Property Management and Logistics Inc.

Search

T-0001 75 ft 2017 International HX620 White

Ontario AM 74734 Good

Details + Inspection

T-0000 Chad's eTruck 2017 Ford F-150 Sport Crew Cab Black

Ontario AM 37381 Good

Details + Inspection

Hours Inspections Manage

Vehicle Inspection Details

Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

T-0001 (75 ft)

Ontario AM 74734

Today's Inspection Reports

You have not completed an inspection on this vehicle in the last 24hrs. For older inspections see All Inspections.

Back + Inspection

# Create New Inspection



1

Select "+Inspection"

2

- Company info prefilled
- Location info required
- Indication of Pre or Post inspection

3

- Vehicle details prefilled
- except the odometer which will need to be entered manually

Select a Vehicle for Inspection  
Acme Property Management and Logistics Inc.

Search

T-0001  
75 ft  
2017  
International HX620  
White  
Ontario  
AM 74734  
Good  
Details + Inspection

T-0000  
Chad's eTruck  
2017  
Ford F-150 Sport  
Crew Cab Black  
Ontario  
AM 37381  
Good  
Details + Inspection

Hours Inspections Manage

Vehicle Inspection Details  
Acme Logistics Inc.

T-0002 (35 ton)  
BM 197403  
Schedule Show Details

Inspection Reports  
Your Inspection All Inspections

You have not completed an inspection on this vehicle in the last 24 hours.

+ Inspection

New Inspection  
Acme Property Management and Logistics Inc.

Company Details  
Name Acme Property Management and Logistics Inc  
274 Bambi Crescent  
Waterloo Ontario  
Canada  
TOM P3R  
Reg/CVOR # AB-1234-5678-022

Inspection Details  
Date 2025-01-17 11:53:33 a.m. EST  
Location\*  
HQ Home Here Bay  
Inspection Type\* ☒ Pre-Trip ☐ Post Trip

Vehicle Inspection Details  
Name T-0001  
Plate AM 74734  
Ontario  
Cancel Save

Home/HQ are values that can be filled in based on the driver's and company's information

Here is based on GPS value

If forgotten, the app will catch the mistake and alert the user

\*All required fields will have a similar reminder

New Inspection  
Acme Property Management and Logistics Inc.

Vehicle Inspection Details  
Name T-0001  
Plate AM 74734  
Province Ontario  
Reg Gross Weight 12,000 kg  
Odometer\*  
Previous: 305 km Reuse  
Schedule Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)  
In En Re # System and Components  
1 Air Brake System  
N/A Report  
2 Cab  
N/A Save  
Cancel

Select "+Inspection" from Vehicle list or Vehicle details screen

# Schedule Questions



4

Questions are determined by vehicle chosen and the schedule appropriate for that vehicle (some parts are not applicable based on vehicle)

Keep scrolling to see all questions

If there is a Schedule part that is not applicable for your vehicle, you can quickly mark it here instead of having to mark it as “good” or not.

New Inspection  
Acme Logistics Inc.

Schedule: Schedule 1 Ont. Reg. 199/07. Daily Inspection of trucks, tractors and trailers

In	En	Re	#	System and Components		
			1	Air Brake System	N/A	Report
			2	Cab	N/A	Report
			3	Cargo Securement	N/A	Report
			4	Coupling Devices	N/A	Report
			5	Dangerous Goods	N/A	Report
			6	Driver Controls	N/A	Report

Save

5

Checking the declaration will mark all “non-issues” as green checks

New Inspection  
Acme Logistics Inc.

✓	20	Suspension System	N/A	Report
✓	21	Tires	N/A	Report
✓	22	Wheels, Hubs and Fasteners	N/A	Report
✓	23	Windshield Wiper/Washer	N/A	Report

Initial Inspection Results

No defects have been found on this vehicle and it is safe to operate. ☒

Trailers ☐ Save

21 Tires

Minor Defects Reported

✓ a) Damaged tread or sidewall of tire.

N/A Report

22 Wheels, Hubs and Fasteners

N/A Report

23 Windshield Wiper/Washer

N/A Report

Initial Inspection Results

The Minor Defects found do not need to be corrected to operate this vehicle. ☒

Trailers ☐ Save

Declaration will change based on whether defects are reported or not.

# Major/Minor Defects



- 6 If defects found, use Report button to select issue and then check the defect that applies

Possible options based on appropriate Schedule and component reported on

Notice that all schedule major and minor defects for a part are listed within the app, including the associated "notes to the schedule"

- 7 The declarations will be based on the highest severity of all defects reported

Major defect declaration

Minor defect declaration

# Signatures



8

Need inspector signature – select “sign”

9

First time will require saving a signature file

While the first time requires you to create a signature file, it can also be changed at any time.

10

Signature will be saved and used going forward but can always be changed

Declaration that the vehicle was inspected with the appropriate schedule based on Ontario regulations

When the driver is the inspector, assign driver with “me” (default). Otherwise, the driver can be set to “unassigned” by selecting “Clear” and it can be filled in later by the driver (which will require a separate driver signature).

# Save Inspection



11

Save

If you are happy with the report as it is, you will choose to Save the report.

12

Confirm

A confirmation dialog will appear to give the user a chance to go back if they didn't mean to hit save yet, or realize they need to change something

13

Inspection record shown in detail records

After saving, you will see the inspection record listed in the vehicle detail screen showing the status of the vehicle. There will also be a pdf report sent to the operator via email.



# Automatic Email to Operator



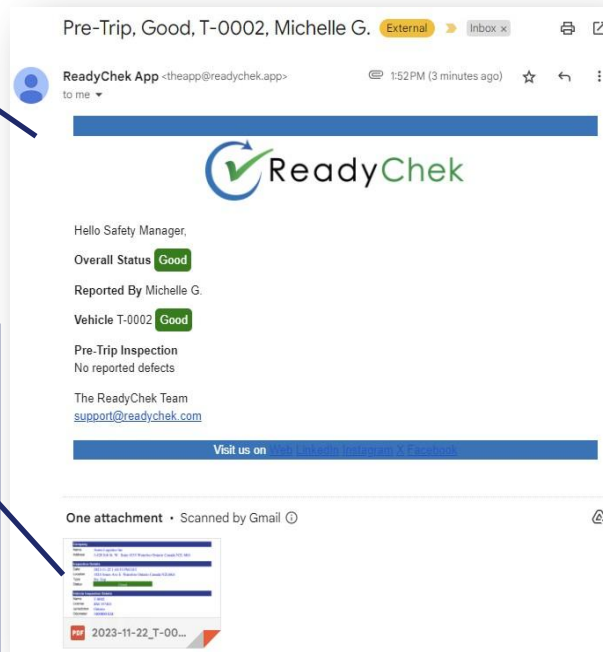
14

## Email to driver and Operator/Safety Manager

The email will have a brief overview for quick reference.

When the report is saved, the driver and the operator/safety manager will be emailed a pdf document that will contain the information from the report where it can be saved and printed if desired.

Emails to safety managers/mechanics will be based on the configuration settings in the Company tab of the web portal



15

## PDF file

Company	
Name	Acme Logistics Inc
Address	5-420 Erb St. W. Suite #355 Waterloo Ontario Canada N2L 6K6

Inspection Details	
Date	2023-11-22 1:44:55 PM EST
Location	1024 Amos Ave E. Waterloo Ontario Canada N2L6K6
Type	Pre Trip
Status	Good

Vehicle Inspection Details	
Name	T-0002
License	BM 197403
Jurisdiction	Ontario
Odometer	1000000 KM
RGW(Kg)	15000
Schedule	Schedule 1 Out. Reg. 199/07 Daily Inspection of trucks, tractors and trailers

In	En	Re	Systems and Components
✓			1. Air Brake System
✓			2. Cabs
✓			3. Cargo Securement
✓			4. Coupling Devices
✓			5. Dangerous Goods
✓			6. Driver Controls
✓			7. Driver Seat
NA			8. Electric Brake System
✓			9. Emergency E
✓			10. Exhaust Syst
✓			11. Frame and C
✓			12. Fuel System
✓			13. General
✓			14. Glass and Mi
✓			15. Heater/Defro
✓			16. Horn
NA			17. Hydraulic Br

Trainers	
	No Trainers

Inspection Remarks	
	No Remarks

Initial Inspection By	
Date	2023-11-22 1:51:34 PM EST
Initial Inspector	Michelle G.
Signature	

Declaration	
	I declare that the vehicles listed have been inspected in accordance with Schedule 1 Out. Reg. 199/07. Daily Inspection of trucks, tractors and trailers

Driven By Details	
Date	2023-11-22 1:44:55 PM EST
Driver	Michelle G.

ReadyChek Inc. Inspections managed by ReadyChek Inc. (c) 2019-2023. PDF generated on 2023-11-22 1:52:11 PM EST. Visit www.readychek.com for details.





# App Inspection Walk-through Additional Options

# Add Trailer



## 1 Add trailer

Vehicle Inspection Details  
Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Today's Inspection Reports

Date 2025-01-19 11:56:04 a.m. EST  
Expires in 23h 58m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle Good

T-0001

Trailers <No trailers attached>

+ Trailers

Details + Remarks

Back MTO + Inspection

You can add a trailer during the initial inspection, or anytime during the day. To add a trailer, use the +/-Trailers button. When you are in an inspection, and you have added trailers to this vehicle in the past, a quick Add button will add that last used trailer.

## 2 Choose trailer(s)

Trailer

Last used trailers

Name W-0002

Plate INT 4321

Add

+ Trailer

Inspection Remarks

Remark

+ Picture

Select a Trailer

Acme Property Management and Logistics Inc.

W-0002  
25 ton  
2010  
Good

Ontario  
INT 4321

W-0003  
53 ft  
2014  
Easy Hauler  
1000 Red  
Good

Ontario  
FLT 4321

W-0004  
Roll  
2020  
Good

Back Done

## 3 Fill out trailer inspection and defect declaration, and save

Add or Remove Trailers

Acme Logistics Inc.

Schedule Schedule 1 Ont. Reg. 199/07.  
Daily inspection of trucks, tractors and trailers

In En Re # System and Components

1 Air Brake System  
N/A Report

2 Cab  
N/A Report

3 Cargo Securement  
N/A Report

4 Coupling Devices  
N/A Report

5 Dangerous Goods  
N/A Report

6 Driver Controls  
N/A Report

Save Inspection?

Acme Logistics Inc.

Would you like to save your inspection with updated trailer information?

Back Yes

Vehicle Inspection Details

Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Today's Inspection Reports

Date 2025-01-19 11:56:04 a.m. EST  
Expires in 23h 26m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle Good

T-0001

Trailers W-0002 Good

+ Trailers

Details + Remarks

Back MTO + Inspection

The vehicle inspection report will show the status of the primary vehicle as well as for any trailers that were inspected for that vehicle

# Change Trailers



1

Remove the attached trailer

2

Scroll down to the +Trailer button

3

Select the new trailer and finish inspection

Vehicle Inspection Details  
Acme Property Management and Logistics Inc.

Your Inspections | All | Details | Schedule

Today's Inspection Reports

Date: 2025-01-19 11:56:04 a.m. EST  
Expires in 23h 26m

Type: Pre-Trip  
Inspector: Michelle G.  
Driver: Michelle G.

Overall: Good + Defect (Enroute)

Vehicle: T-0001 Good

Trailers: W-0002 Good

+ Trailers

Details + Remarks

Back MTO + Inspection

Plate: INT 4321  
Province: Ontario

Attached: Yes Detach

Attached On: 2025-01-19 12:28:44 p.m. EST

Hubometer: 1,520 (1)

Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)

In En Re # System and Components

1 Air Brake System

Trailers

Trailer #1 of 1

Name: W-0001  
Plate: AMD 43211  
Province: Ontario

Attached: No Attach

Detached On: 2023-11-22 2:05:32 p.m. EST

Hubometer: 4,568 km

Schedule: Schedule 1 Ont. Reg. 199/07. Daily Inspection of trucks, tractors and trailers

In En Re # System and Components

1 Air Brake System

19 Steering  
20 Suspension System  
21 Tires  
22 Wheels, Hubs and Fasteners  
23 Windshield Wiper/Washer

Initial Inspection Results

No defects have been found on this vehicle and it is safe to operate.

+ Trailer

Cancel Remarks Save

Select a Trailer  
Acme Property Management and Logistics Inc.

W-0003  
53 ft  
2014  
Easy Hauler  
1000 Red  
Good

W-0004  
Roll  
2020  
EasyLoa der 1000 Black  
Good

Ontario FLT 4321

Ontario TR-1234

Add or Remove Trailers  
Acme Property Management and Logistics Inc.

Trailer #2 of 2

Name: W-0004  
Plate: TR-1234  
Province: Ontario  
Attached: Yes  
Attached On: 2025-01-19 7:53:1 EST

Hubometer: Previous: 3000

Schedule: Ontario Schedule Inspection of trucks, tractors and trailer 199/07

In En Re # System and Components

1 Air Brake System

Cancel

Vehicle Inspection Details  
Acme Property Management and Logistics Inc.

Your Inspections | All | Details | Schedule

Today's Inspection Reports

Date: 2025-01-19 11:56:04 a.m. EST  
Expires in 16h 2m

Type: Pre-Trip  
Inspector: Michelle G.  
Driver: Michelle G.

Overall: Good + Defect (Enroute)

Vehicle: T-0001 Good

Trailers: W-0004 Good

Detached Trailers: W-0002 Good

+ Trailers

Details + Remarks

Back MTO + Inspection

From the inspection shown in the vehicle details page, select +/- Trailers. You can see the trailer that is attached. Select "Detach" to make a new Attached value of No.

NOTE: When a trailer is detached, it does not affect the overall status of a vehicle.

Add a new trailer the same way the first trailer was added, do the trailer inspection (embedded in vehicle inspection), and then save. Now you can see the new trailer, and also still see the detached trailer.

# Enroute Update (defects found during the day)



1 Select Enroute

2 Update list values

3 Sign and Save

To make an update to the inspection report, choose the Enroute button on the inspection report listed in the vehicle details panel.

Choose the "Report" button for the item(s) that has a defect. Then the appropriate defect declaration will be available.  
\*\*Notice the addition of the indicator in the "En" (Enroute) column.

Sign as the person doing the Enroute update.  
After saving, the status of the vehicle will update and the overall status will show the most serious status of all vehicles in the inspection.

# Repair Defect



1

Select Repair

To record a repair to the inspection report, choose the Repair button on the inspection report listed in the vehicle details panel.

2

Choose "Mark Repaired"

Select the "Mark Repaired" button for any item that was repaired. Notice the check icon in the "Re" (repaired) column

3

Sign and Save

Enter a work order or info that informs where the work was done. Then sign as the person doing or validating the repair and save the update. If all defects have been fixed, the status of the vehicle will return to "Good."

# Roadside Inspection/MTO



## 1 MTO/Compliance officer view

Vehicle Inspection Details  
Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Ontario  
AM 74734

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m. EST  
Expires in 19h 14m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Back MTO + Inspection

From the vehicle details screen, the MTO button will display the active inspection for the driver in a read-only format.

## 2 Email Officer

This will email today's inspection for this vehicle as a PDF to the specified email address

Please note that it will take a few minutes for the PDF to be generated and delivered

Email\*

officeremail@mto.com

The email address will not be stored or used in any other way than to deliver this inspection

Cancel Send

If the officer doesn't want to handle the device, you can then hit the "Email Officer" button at the bottom right and get this screen to email the officer a pdf of the inspection report.

## 3 Can also demonstrate full schedule if requested

Vehicle Inspection Details  
Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Ontario  
AM 74734

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m. EST  
Expires in 19h 14m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Back MTO + Inspection

Schedule Details  
Acme Logistics Inc.

Search

Schedule 1 Ont. Reg. 199/07. Daily Inspection of trucks, tractors and trailers

1. Air Brake System

Minor Defects

a) Audible air leak.

b) Slow air pressure build-up rate.

Major Defects - Out of Service

a) Pushrod stroke of any brake exceeds the adjustment limit.(1)

(1) Adjustment limits are in section 5 of Regulation 587 of the Revised Regulations of Ontario, 1990 (Equipment) made under the Act.

b) Air loss rate exceeds prescribed limit.(2)

(2) Air loss rate limit is prescribed by Schedule 7 in Regulation 199/07.

c) Inoperative towing vehicle (tractor) protection system.

d) Low air warning system fails or system is activated.

While drivers should always have a paper copy of the schedule in the vehicle, they can also demonstrate having the schedule in the app using the Schedule button in the details screen of the vehicle. Drivers can also quickly search in the schedule to find specific parts.

# Add Remarks/Comments to Inspection



1

Add during inspection

23 Windshield Wiper/Washer

Initial Inspection Results

No defects have been found on this vehicle and it is safe to operate.

Inspection Remarks

adding a new remark

+ Picture

Initial Inspection By

Inspected On 2025-01-19 11:56:20 a.m. EST

Inspected By Michelle G.

I declare that the vehicles listed have been inspected in accordance with Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)

Cancel Save

Add a remark while performing an initial or enroute inspection. Photos can also be added here, but more will be covered in the add photos section.

2

OR, Add Separately

Vehicle Inspection Details

Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Trailers W-0004 Good

Detached Trailers W-0002 Good

Details +Remarks

Back MTO + Inspection

Choose "+Remarks" to add a remark without any other updates to the inspection

Save Inspection?

Acme Logistics Inc.

Would you like to save your inspection with the added remark?

Back Yes

3

Save

Inspection Details

Acme Property Management and Logistics Inc.

Inspection Remarks

Remark 2025-01-19 8:13:32 p.m. EST

Remark By Michelle G.

Remark adding a new remark

Initial Inspection By

Inspected On 2025-01-19 11:56:20 a.m. EST

Inspected By Michelle G.

I declare that the vehicles listed have been inspected in accordance with Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)

Signature

Back Details MTO

After saving you will see the remarks added in the remarks section, with the most recent remarks shown first



# Add Photos to Inspection using Remarks



1 Add photos using the Remark field

Adding photos regarding an inspection to the app is currently done by using the Primary Remark field. Text must be entered into the field to help provide context for photo(s).

2 Add up to 4 pics for a single Remark

Choose from the camera or your phone's gallery to add photos one at a time. If you need to add more than 4, save the inspection and select +Remarks to add another Remark.

3 View after saving

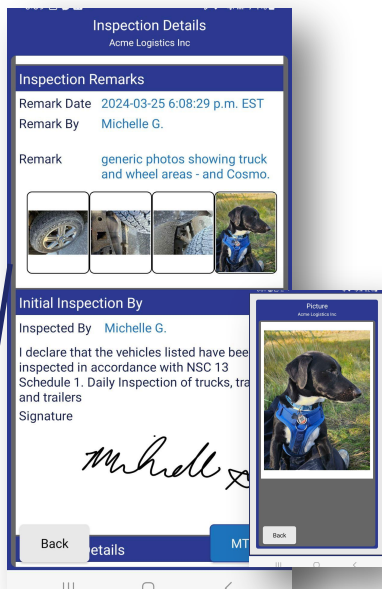
After saving you will see the photos in the inspection in the app. Clicking on one will bring up a slightly larger version to view.



# Where Will Photos Be Visible?

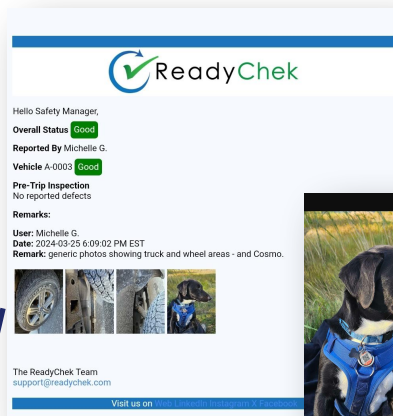


## 1 In the app



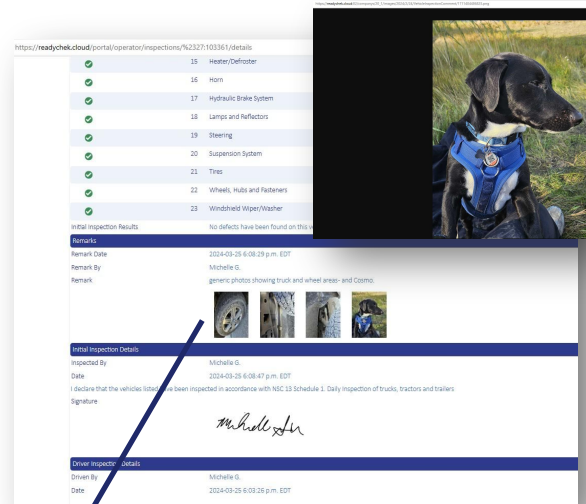
As mentioned in previous slide, the inspection "Details" in the app will show the photos.

## 2 In the Driver and Operator Email Body



The email that is sent out when the inspection is saved will have the photos visible in the body of the email. Clicking on a photo will expand it.

## 3 In the Web Portal



Viewing the inspection Details in the web portal will also display the photos, and clicking on the photo will open it in new tab.

# Where Will Photos NOT Be Visible



1

In the PDF

12.5. Windshield Wiper Washer  
Initial Inspection Results: No defects have been found on this vehicle and it is safe to operate.

Trailers  
No Trailers

**Inspection Remarks**  
Date 2024-03-25 4:08:29 PM EST  
User Michelle G.  
Remark generic photos showing truck and wheel areas - and Cosmo.

Initial Inspection By  
Date 2024-03-25 6:08:47 PM EST  
Inspector Michelle G.  
Signature *Michelle G.*

Declaration I declare that the vehicles listed have been inspected in accordance with NSC 13 Schedule 1. Daily Inspection of trucks, tractors and trailers

Driven By Details  
Date 2024-03-25 6:03:26 PM EST  
Driver Michelle G.

ReadyChek Inc. Inspections managed by ReadyChek Inc. (c) 2019-2023.  
PDF generated on 2024-03-25 4:09:04 PM EST  
Visit [www.readychek.com](http://www.readychek.com) for details

The PDF is the official record of the inspection and used for sending the inspection to the compliance officer, or for facility audits. Photos are not required for compliance, and therefore, we do not include them.

2

In the “MTO” view, or the roadside stop view

Officer Inspection Request  
Acme Logistics Inc.

**Inspection Remarks**  
Remark Date 2024-03-25 6:08:29 p.m. EST  
Remark By Michelle G.  
Remark generic photos showing truck and wheel areas - and Cosmo.

Initial Inspection By  
Inspected By Michelle G.  
I declare that the vehicles listed have been inspected in accordance with NSC 13 Schedule 1. Daily Inspection of trucks, tractors and trailers  
Signature *Michelle G.*

Driven By Details  
Driven By Michelle G.

Back End of Inspection Email Officer

For the same reasons that we do not include the photos in the PDF, we also do not include them in the read-only view provided for officers on a roadside stop (using the MTO button)

3

In the “Officer Request” email body

ReadyChek

Hello CMV Enforcement Officer!

This is an automatically generated email and you are receiving this email because **Michelle G.**, from **Acme Logistics Inc** entered your email address during a roadside inspection

Attached to this email you'll find a PDF document with the pre-trip vehicle inspection results

Schedule Used for Inspection: **NSC 13 Schedule 1. Daily Inspection of trucks, tractors and trailers**

**Overall Results** Good

The ReadyChek Team  
[support@readychek.com](mailto:support@readychek.com)

Visit us on

Unlike the emails to the driver and operators/safety managers, the email sent to compliance officers will not contain photo details in the email body (and as mentioned, also not in the pdf included in the email).

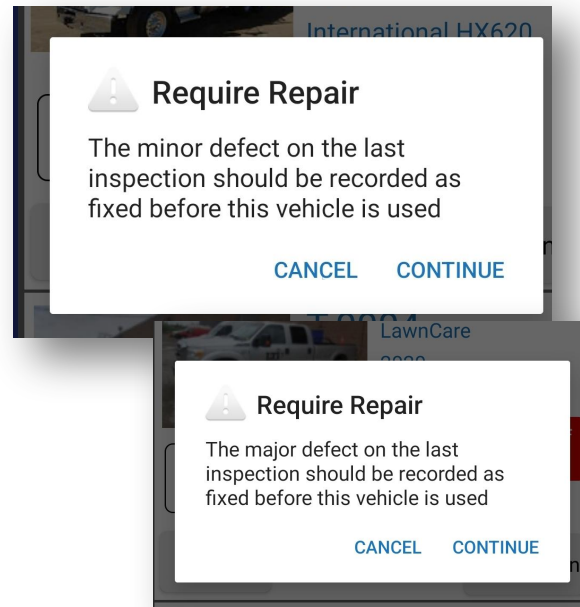
# New Inspection with Existing Defects



Sometimes, drivers may sign in to do a new inspection in the morning for a vehicle that is still showing an existing defect.

It is understood that sometimes recording a repair may lag behind the actual repair, so the user will get a warning, and in some cases, may be allowed to create a new inspection anyway.

- **Minor defect**
  - Since the timing of a repair and the recording of the repair could be slightly incompatible with the need to start a new inspection, the driver is warned that a repair is still outstanding but is not prevented from starting a new inspection
  - If the part has actually been repaired but just not reported as such, the driver would be expected to mark the part as “ok” in the new inspection
- **Major defect**
  - Due to the seriousness of driving a vehicle with a major defect, the app currently warns the driver that an inspection should not occur unless someone has verified/repared the major defect in the inspection where the major defect was first reported
- **Trailer defects**
  - Trailer defects whether minor or major will not stop the addition of a trailer as we expect that it may take longer to coordinate the reporting of trailer repairs in the app
  - Drivers will be responsible for making sure the trailer is ok to use when doing their inspection





# App Hours of Service Walk-through

# ReadyChek App Update - Hours of Service



Today and Previous days are separated into two tabs, to allow more focus on today.

Start functionality will automatically provide the initial default status of "On Duty" (to prevent the user from forgetting to start a duty status) which would be the status for the driver doing an inspection. The status can be changed and even the start time, in case they forgot to start at the right time.

The "Previous x days" tab can be expanded two weeks at a time to update time records further back in history

The grid graph will show how things will look in the Finish screen, so the driver gets to see the full graph before signing.

Improved usability for splitting time blocks and making changes in the update screen. Just tap in the middle of the block where you need to add a different status and create a new block.

# Hours of Service - “Real-time” tracking



1

Select Start

Start functionality will automatically provide the initial default status of "On Duty". The status can be changed and even the start time, in case they forgot to start at the right time. Remember, doing an inspection requires "On Duty" time and should be done and shown before the "Driving" status. When time, location and status are set, click Save.

2

Change Duty Status

To change the duty status throughout the day in real time, just use the Duty Status buttons to move the graph and record time. Notice the status of the record will be "In Progress" while the day is still going.

3

Finish and Save

When the driver is done for the day, they can hit "Finish", enter their end location, sign, and Save. Notice the final graph, Total time for each status, and "Complete" status for the record.

If the driver is called back and needs to add or change time for the record, they will be able to do that via the Update button.

# Hours of Service - Post Shift Time Entry



1

Start as usual

The screenshot shows the 'Hours of Service' app interface for 'Acme Property Management and Logistics Inc.' The 'Today' tab is selected, and the date is 'SUNDAY Jan 19'. The status is 'Not Started'. A timeline shows 'OFF' (blue) and 'DRV' (green) periods. Below the timeline, there are buttons for 'On Duty Total', 'Total', 'Driving (DRV)', 'Not Driving (OND)', and 'Off Duty (OFF)'. The 'Start' button is highlighted with a blue arrow pointing to it.

Before you do your vehicle inspection, you need to start the HOS record for the day. Check the cycle is correct and then enter your start address either manually or by using the quick buttons. This is all that is needed before doing inspection. The rest of the time can be entered later. The status of the record will change to "In Progress"

2

Select Update to change time after the fact

The screenshot shows the 'Hours of Service' app interface for 'Acme Property Management and Logistics Inc.' The 'Today' tab is selected, and the date is 'SUNDAY Jan 19'. The status is 'IN PROGRESS'. The timeline shows 'OFF' (blue) and 'DRV' (green) periods. Below the timeline, there are buttons for 'On Duty Total', 'Total', 'Driving (DRV)', 'Not Driving (OND)', and 'Off Duty (OFF)'. The 'Update' button is highlighted with a blue arrow pointing to it.

Since time was not entered at the time of shift changes, it can be entered later using the "Update" button.

3

Add time until final Off Duty status

The screenshot shows the 'Update' app interface for 'Acme Property Management and Logistics Inc.' The 'Update' button is highlighted with a blue arrow pointing to it. The timeline shows 'OFF' (blue) and 'DRV' (green) periods. Below the timeline, there are buttons for 'On Duty Total', 'Total', 'Driving (DRV)', 'Not Driving (OND)', and 'Off Duty (OFF)'. The 'Save' button is highlighted with a blue arrow pointing to it.

Touch the time of your first duty status change and then choose the status. Notice that the previous time not recorded will backfill with the previous status (in this case, on duty not driving)

Continue jumping to each time of duty status change and letting the previous time fill in with the previous status. Once you have entered your last "Off Duty" status, you are ready to finish the record. See the next page.



# Hours of Service - Post Shift Time Entry cont'd



4 Enter End Location and Sign and Save

Scroll down to the bottom and enter the end location and then sign. Notice after signing that the "Off Duty" status continued until the end of day.

5 Update if necessary

If the time needs to be corrected due to emergency calls after off duty, or a mistake in the record, simply select "Update". Select the edge time of a duty status block and use the arrows to move the edge and alter the duty status block of time.





# App Settings

# Manage (Managers/Owners)/Settings(Users)



## Profile

- Signature - Users can set or change their signature - helpful for users that will mark inspections as repaired, but not actually complete inspections (e.g. Admins in web portal who may not use the app for inspections, where signatures are created as part of the inspection process)
- Password - In the profile, by default, users have the ability to change their password. This is also where users can “Show Password” in case they have forgotten it, but haven’t logged out of the app yet or they need to log into the web portal but can’t remember.
- Update - Other profile changes like user address, email and licence information can be updated if the owner/manager allows users to do so with an option change in the web portal

## Company

- Lists the company the user is currently logged into.
- ReadyChek now allows a user email to be present in more than one company (e.g. for companies that have sister companies, etc and drivers may drive trucks that are registered to either company or owners/managers that manage different lower level registered companies that may be owned by the same high level company)
- Use the “Change” button to switch between companies

The Profile screen displays user information for Michelle G. with email mgraham@readychek.com and phone number 300. It shows the user is active and a Manager. There are buttons for Signature, Password, and Update. Below this is the Company section showing 'Acme Property Management and Logistics Inc' with a Change button. The About section shows Version 2.6.55 and Copyright (c) ReadyChek Inc. At the bottom is a navigation bar with icons for Hours, Inspections, and Manage.

The Select a Company screen shows a message: 'You have an account in more than one company please select the company you would like to access.' Below this are two company options: 'Acme Logistics Inc' and 'Empty Logistics', each with a Select button. The top status bar shows the time 11:32 and various system icons.

# Manage (Managers/Owners)/Settings(Users) Cont'd



## About/App version

- This version will be helpful to know if reporting any issues or asking about certain functionality
- This section may be needed for turning on debug as well, so contact [support@readychek.com](mailto:support@readychek.com) if you are having issues and the debug process will be explained if required

## Go

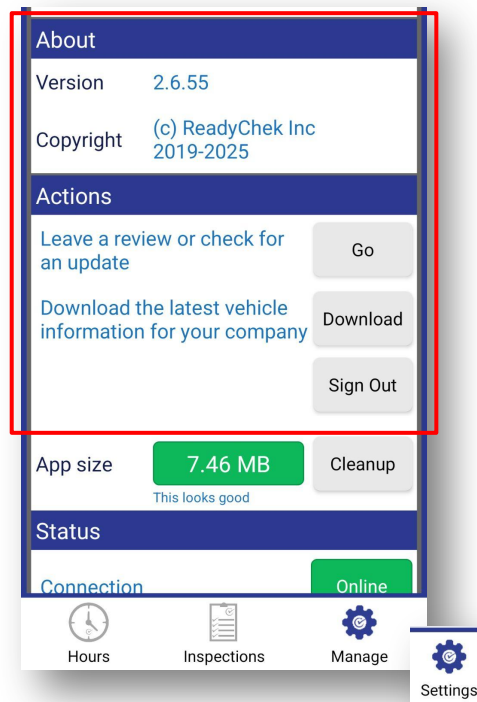
- Use this button to leave a review on the app store or check for updates

## Download

- To make sure the phone has the most up to date information on vehicles, inspections, etc, use this button to refresh your data from the server. This function does NOT get rid of older data, it just updates the phone with new information.

## Sign Out/Exit

- Sign Out or Exit to log out of your account and return for the login screen
- Exit is used for companies using "shared devices" settings



# Manage (Managers/Owners)/Settings(Users) Cont'd



## App Size

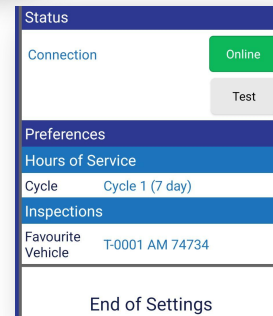
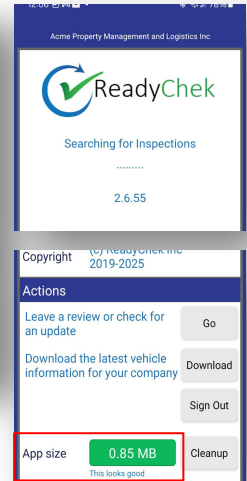
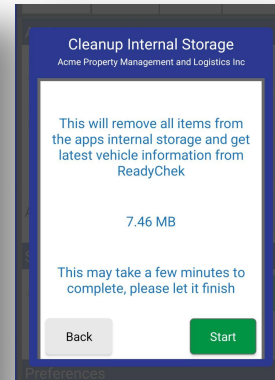
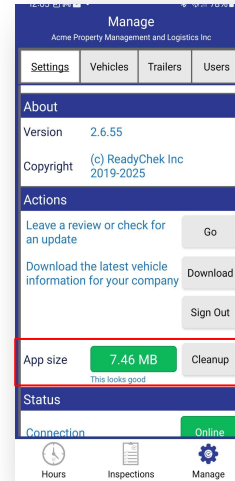
- This value represents the size the data from the app is using on the phone
- When this value gets too large, the app may run slowly, so using the “Cleanup” button will clean up old data that is no longer needed or displayed on the phone.
- This cleanup is similar to the “Sign Out”/“Sign In” process, as that will dump the internal phone’s app database and retrieve updated information from the server.

## Status

- Test to see if you have a data/wifi connection
- This can be used to see if you should be getting information from the server and vice versa
- Currently, the device does not support working when the device is “Offline”, but any data already on the device can be displayed in the app

## Preferences

- These are the currently saved preferences for the user in the app for the current session
- At this time, preferences are not saved after Sign Out, but in the future, we hope to create a long lasting preferences object that will survive a fresh sign in
- The Cycle preference will default to Cycle 1 each sign in, so if Cycle 2 is required, you will need to reset it each new sign in until we have more permanent preferences



# Manage (Vehicles/Trailers/Users) - Managers/Owners



## Vehicles

- See the list of active vehicles
- Ability to add new vehicles with +Vehicle button
- Ability to see the details of the vehicles
- Update active vehicle information
- No ability to “Remove” vehicles (make inactive), or to “Restore” inactive vehicles

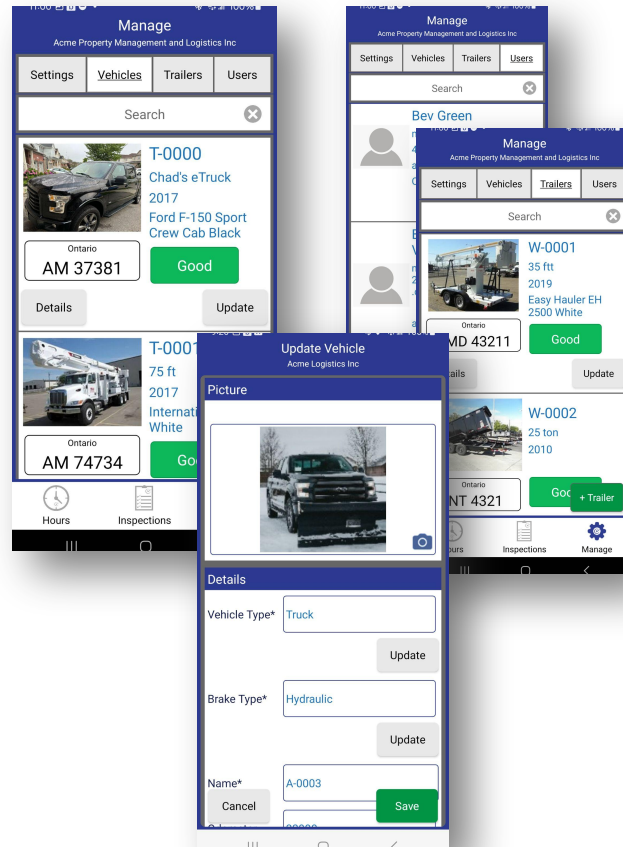
**\*\*Equipment has not yet been added to the app (Manage) screens as the fields needed have not been defined.**

## Trailers

- See the list of active trailers
- Ability to add new trailers with +Trailer button
- Ability to see the details of the trailers
- Update active trailer information
- No ability to “Remove” trailers (make inactive), or to “Restore” inactive trailers

## Users

- By default, this view will not contain all users, but if requested, the other users can be downloaded to the phone
- See the list of active users
- Ability to add new trailers with +User button
- Ability to see the details of the users
- Update active user information
- No ability to “Remove” users (make inactive), or to “Restore” inactive users





# End Walk-through