



Quick Reference

Managers and Owners

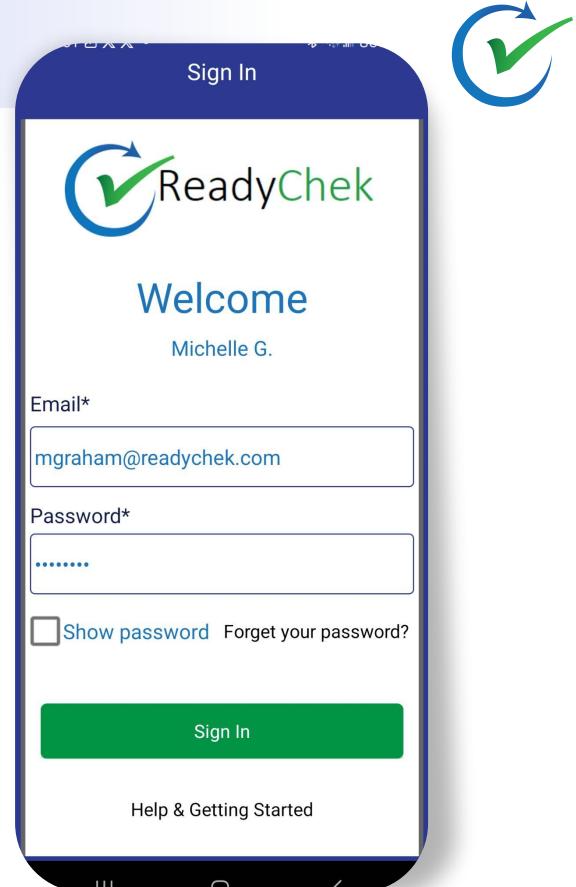
Dec 30, 2025

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.





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	No. and Street	113 Amos Ave
Phone #	226-753-8131	City	Waterloo
Registration #	AB-1234-5678-022	Jurisdiction	Ontario
Registration/ CVOR Date		Country	Canada
		Postal Code	N2T0B4

HQ Button Address
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.

New Inspection	
Company	Acme Logistics Inc
Address	5420 Erb St. W. Suite #355 Waterloo Ontario Canada N2L6K6
Inspection Details	
Date	2023-03-20 4:49:36 p.m. EST
Location	Your current address
Type	<input checked="" type="radio"/> Pre Trip <input type="radio"/> Post Trip

Global User Settings
These settings are defaults for all specified drivers. Once individual user preferences are available, it will be possible to create specific user exceptions.

Allow Profile Updates	Off	Allows all users to update their name, email, phone, address and driver's license information
Drivers Receive Inspection	On	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.
Hours of Service	Mandatory	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.

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: Your current address

Type: Pre Trip Post Trip

Hours of Service

On: Mandatory

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.

Update

Email All Inspections To

Vehicles: Reporting@readychek.com

A copy of All vehicle inspections will be sent to each address.

Equipment: [Not Set]

A copy of All equipment inspections will be sent to each address.

Update

Email Inspections with Defects To

Vehicles: defects@readychek.com

A copy of Inspections with Defects will be sent to each address.

Equipment: [Not Set]

A copy of equipment inspections with Defects will be sent to each address.

Update

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 All All

Showing 1 to 10 of 25 Page Size 10 Page 1

Picture	Details	Plate / Vin	Safety / Usage			Extra	
	Name: T-0000 Status: Good 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: 2025-08-29 Jurisdiction: Ontario VIN: VIN1234567890	Safety Number: J-123456 Safety Date: 2025-08-29 Commercial: Yes	RGW: 3000	Vehicle Type: Truck Year: 2017 Make / Model: Ford / F-150 Sport Crew Cab		
	Name: T-0001 Status: Good	Plate: AM 74734 Plate Expiry Date: 2025-04-17	Safety Number: H-1234567 Safety Date: 2025-04-17 Commercial: Yes	RGW: 12000	Vehicle Type: Truck		

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

Search State Type Safety Date Commercial/Non Actions

Search 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
	<p>Name: T-0000 Status: Good Odometer: 27253 KM Attributes: Chad's eTruck Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)</p>	<p>Plate: AM 37381 Safety Number: J-123456</p> <p>Plate Expiry Date: 2025-08-29</p> <p>Commercial: Yes</p>		
	<p>Name: T-0001 Status: Good</p>	<p>Plate: AM 74734 Safety Number: H-1234567</p> <p>Plate Expiry Date: 2025-04-17</p> <p>Commercial: Yes</p>	<p>Remove</p>	<p>Inspections</p>

Export Vehicles

Press the Download CSV button below to download the file

Download CSV

Done!

Close



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)

The screenshot shows the 'Add a Vehicle or Trailer' form. The 'Details' section contains fields for Name, VIN, Year, Vehicle Type, Brake Type, Units, Province, Plate, and Plate Expiry Date. Below this is a 'Schedule and Checklist' section with dropdowns for Schedule and Checklist, and a notes text area. At the bottom are sections for 'Start and End of Operation', 'Safety Information', and 'Odometer, Make, Model and Colour'. A large circular placeholder 'No IMAGE AVAILABLE' is in the middle right. A red annotation 'Scroll to see additional fields' with an arrow points to the bottom right of the form.

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*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle Type*	Brake Type*	Units*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Province*	Plate*	Plate Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

State and Status

Status: **Good - No Defects**

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 Time User

All Last 30 days 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 Overall Status: Good Inspected By: Michelle G. Driven By: Michelle G. Trip Type: Update Vehicle	Vehicle: T-0000 (AM 37381) Status: Good Odometer: 27253 KM	

Update Vehicle

Date: Name: VIN: Year: Overall Status: T-0001

Overall Status: T-0001

Inspected By: Vehicle type: Brake type: Units: Driven By: Trip Type: Provinces: Plate: Plate Expiry Date: Ontario AM 74734 yyyy-mm-dd

Showing 1 to 2 of 2

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

Description: Daily inspection of trucks, tractors and trailers.

Close

Checklist: Select

A checklist is a custom set of questions a company can create for different vehicles (in addition to any mandatory schedule parts listed).

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

Notes: 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	Actions
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* <input type="text"/>	Description <input type="text"/>
Checklist Questions	
<p>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.</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div> <div style="text-align: right; margin-top: -10px;">+ Question</div>	
<div style="text-align: center; background-color: #ccc; padding: 5px; margin-top: 10px;">Cancel</div> <div style="text-align: center; background-color: #339933; color: white; border: 1px solid #339933; padding: 5px; margin-top: 10px;">Save</div>	

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)

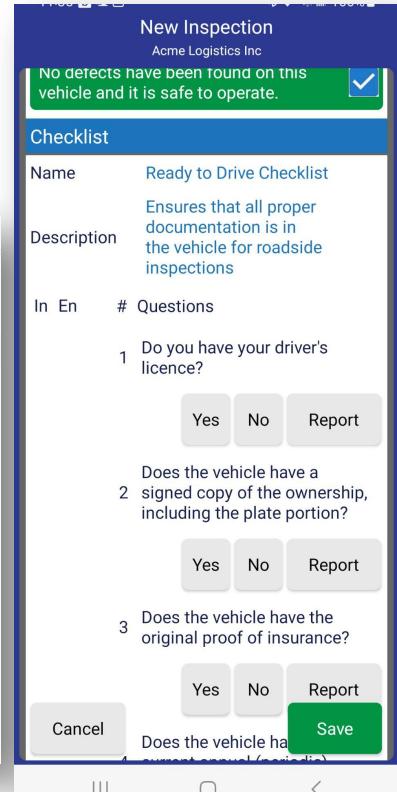
Add a new Checklist

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*	Category*
1	Do you have your driver's licence?	Yes/No	Good
1	Option Text	Yes	Good
2	Option Text	No	Major



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?)

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

Details		Serial No. and Safety		Extra	
	Name / Unit: Lawn mower Status: Good Attributes: Bag and mulch Checklist: Equipment Ready to Use	Serial No: 	Last Safety Date: 	Year: 2024	Make / Model: Honda / HM-2000
	Name / Unit: Snow blower Status: Major Attributes: Tracked Checklist: Equipment Ready to Use	Serial No: 	Last Safety Date: 	Colour: Red	Year: 2020 Make / Model: Honda / HS-200
	Name / Unit: Trimmer Status: Good Attributes: Straight Shaft Checklist: Equipment Ready to Use	Serial No: 	Last Safety Date: 	Colour: Red/Gray	Year: 2020 Make / Model: Honda / TR-1000

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.

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

Search Go State Active

Showing 1 to 3 of 3

Details		Serial No. and Safety		Extra
	Name / Unit: Lawn mower Status: Good Attributes: Bag and mulch Checklist: Equipment Ready to Use	Serial No Last Safety Date		Year: 2024
	Name / Unit: Snow blower Status: Major Attributes: Tracked Checklist: Equipment Ready to Use	Serial No Last Safety Date		Export Equipment
	Name / Unit: Trimmer Status: Good Attributes: Straight Shaft Checklist: Equipment Ready to Use	Serial No Last Safety Date		Done!

Actions Export Add Equipment Refresh

Page Size 10 < Page 1 >

Press the Download CSV button below to download the file

Download CSV

Close

Showing 1 to 3 of 3



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.

Add Equipment

details	Picture	
Name* <input type="text"/>		
Checklist <input type="text"/>	<input type="button" value="Upload a Picture"/>	
Notes <small>Add any additional information about this piece of equipment. This will not be displayed on the mobile app.</small>	<input type="button" value="Status and Status"/>	
Notes <input type="text"/>	<input type="button" value="Status"/> Good-No Defects	
Start and End of Operation	Serial Number and Last Safety Date	Make, Model, Colour
Start Date <input type="text"/> yyyy-mm-dd <small>The day the equipment started operations</small>	Last Safety Date <input type="text"/> yyyy-mm-dd <small>Last semi or annual safety date</small>	Year <input type="text"/> <small>Common name for equipment</small>
End Date <input type="text"/> yyyy-mm-dd <small>The day the equipment stopped operations</small>	Serial Number <input type="text"/>	Attributes <input type="text"/> <small>Make</small>
		Make <input type="text"/> <small>John Deere, Kubota, Honda etc</small>
		Model <input type="text"/> <small>S140, 2120, BX80 etc</small>
		Colour <input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Save and Add Another"/>	<input type="button" value="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?

The screenshot displays two main windows of the ReadyChek software. The top window, titled 'Show Inspections Starting At', features a date input field with 'yyyy-mm-dd' and a calendar icon, with a red arrow pointing to it from the text above. The bottom window, titled 'Equipment Inspections- Lawn mower', shows a list of inspections for a 'Lawn mower' with a 'Good' status. The bottom window is a modal titled 'Update Equipment, Lawn mower' for the same 'Lawn mower'. It includes fields for 'Name*', 'checklist*', 'Notes', and 'Start and End of Operation' (with 'Start Date' and 'End Date' both set to 'yyyy-mm-dd'). The right side of the update window contains detailed equipment information: 'Year' (2024), 'Attributes' (Bag and mulch), 'Common name for equipment' (Honda), 'Model' (HFA-2000), 'Serial Number' (S140 3110 8180 ETC), and 'Color' (Red). A large green 'Save' button is at the bottom right.



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.

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

Search State Role Actions Export Invite User Refresh

Showing 1 to 10 of 23

Page Size 10 Page 1

Page sizing to change the number of records you can see in one page

Details		Address		License & Compliance	
Name	Annika C B	Street	one drive rd	Class	
State	Active	City	somewhere	Expiry Date	
Email	annika.c.brown@gmail.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.

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

Search State Role

Search Go Active All

Showing 1 to 10 of 23

Details		Address		License & Compliance	
Name	Annika C B	Street	one drive rd	Class	
State	Active	City	somewhere	Expiry Date	
Email	annika.welder@gmail.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	5195120178	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	

Actions

Export Invite User Refresh

Page Size 10 Page 1

Export Users

Press the Download CSV button below to download the file

Download CSV

Done!

Close

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



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.

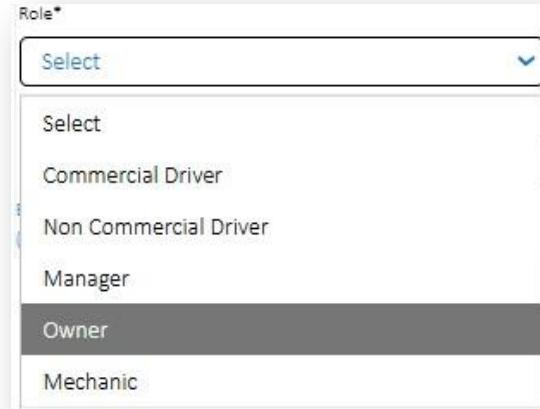
Use "Save and Invite Another" if you want to set up multiple users at one time and save yourself extra clicks from choosing "Invite User" over and over.





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)



* “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.

User Settings

By default, these user preferences will follow the global settings defined on the Company tab

Allow User Profile Updates in App	Global (No)
This setting will determine if this user will be able to make changes to their own name, email address, address, and license information.	Description User is not allowed to update their profile.
User Receives Inspection Email	Global (Yes)
This setting will determine if this user will receive an email containing a pdf of their inspection once inspection is submitted.	Description User will receive inspection emails.
Hours of Service Required Before Inspection	Global (Yes)
This setting will determine if this user can create an inspection before starting their Hours of Service.	Description User can create an inspection before starting Hours of Service.



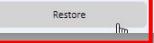
Remove User

- 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				

Hours of Service Inspections Remove  Reset Password Update

Name	James Bamberg	Street	55 Karen Walk	Class	G
State	Inactive	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				

Hours of Service Inspections  Update



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 shows the ReadyChek software interface. At the top, there is a navigation bar with links for 'Hours of Service', 'Users' (which is the active tab), 'Checklists', 'Reports', 'Invoices', 'Billing', and 'Company'. Below the navigation bar, there is a search bar with a dropdown menu set to 'All' and a 'Role' dropdown. A red box highlights the 'User' search input field, which contains the text 'Michelle G. (m.graham@readychek.com)'. To the right of the search bar are buttons for 'Export', 'Invite User', and 'Refresh'. The main content area is divided into two sections. The left section, also with a red box around its header, displays 'Address' information: Street (one drive rd), City (somewhere), Province (Ontario), Country (Canada), and Postal Code (a0a 1b1). Below this is a 'Hours of Service' table with rows for Street (1045), City (Waterloo), Province (Ontario), Country (Canada), and Postal Code (N2T 1V1). The right section displays 'Inspections' for a user. It shows a table with two rows of inspection details. The first row is for a trip on 2024-11-21 at 10:59:38 a.m. EST, with a 'Good' status for both the vehicle and trailer. The second row is for a trip on 2024-10-31 at 10:24:56 p.m. EDT, also with a 'Good' status for both the vehicle and trailer. At the bottom of the inspection table are buttons for 'Details', 'Print/Download', 'Email', and '+ Remarks'.

Address	
Street	one drive rd
City	somewhere
Province	Ontario
Country	Canada
Postal Code	a0a 1b1

Hours of Service	
Street	1045
City	Waterloo
Province	Ontario
Country	Canada
Postal Code	N2T 1V1

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

Hours of Service	
Date	2024-10-31 10:24:56 p.m. EDT
Status	Good



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.

Filters

Status: All, Active, Inactive, Invited

Search: _____ Go, Clear

Actions: Invite User, Refresh

Details		Address		License	
First	Annika	410 Winter Av	Waterloo	Ontario	Canada
Last	B.				N2T 1V1
Email	annika.brownings@gmail.com				519-502-3045
Employment Id	400				
Role	Commercial Driver				

Details: Inspections, Hours of Service (highlighted with a red box)

Graph: Shows a weekly cycle with columns for Monday through Sunday. The graph displays four states: OFF (black), SLP (light blue), DRV (green), and OND (light green). The OFF period is 16 hours. The DRV period is 3h 15min. The OND period is 2h 45min. The TOTAL period is 24h.

OFF 16h, DRV 3h 15min, OND 2h 45min = TOTAL 24h

Hours of Service for Annika B.

Filters

Status: All, Complete, In Progress, Incomplete

Time: All, Today, Yesterday, Last 2 Weeks, This Month, Last 30 Days, Last Month, Last 2 Years

Actions: Reset, Refresh

Details		Hours	Status
Date:	2022-4-5	On Duty Driving: 0.75	Complete
User:	Annika B.	On Duty Not Driving: 0.25	Cycle 1 (7 day)
Start Location:	410 Winter Av Waterloo Ontario Canada N2T 1V1	On Duty Total: 1	
End Location:		Off Duty Total: 23	
		Duty Time Total: 24	
		Details (highlighted with a red box)	
		Complete	
		Cycle 1 (7 day)	
		Details (highlighted with a red box)	
		Complete	
		Cycle 1 (7 day)	

Av Waterloo Ontario Canada N2T 1V1

On Duty Driving: 0

On Duty Not Driving: 0

On Duty Total: 0

Off Duty Total: 24

Duty Time Total: 24

Details (highlighted with a red box)

Complete

Cycle 1 (7 day)

Details (highlighted with a red box)

Complete

Cycle 1 (7 day)

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

Inspections			
Status	Time	User	Vehicle, Trailer or Equipment
All	Last 30 days	Select	Select
Sort By	Created Date (Newest first)	Page Size 10	Page 1
Actions	Refresh		
Select			
All			
Good			
Minors			
Majors			
Any			
Repaired			
Inspected Item			
Date	2025-08-18 1:46:39 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
Trailers			
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
Work Orders			
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

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

Status Time User Vehicle, Trailer or Equipment Show Inspections Starting At

Any All Select Select yyyy-mm-dd

Showing 1 to 10 of 141 Sort By: Created Date (Oldest first) Page Size 10

Details		Inspected Item		Trailers	
Date	2020-03-12 6:57:18 a.m. EDT	Vehicle	T-0000 (AM 37381)	Status	Good
Overall Status	Minor	Status	Good	Odometer	56 KM
Inspected By	Chad J V	Odometer	56 KM	Work Orders	
Driven By	Chad J V	Work Orders		Repair	Email
Trip Type	Pre-Trip	Repair	Email	+ Remarks	Print/Download
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		Trailer	W-0003 (FLT 4321)
Trip Type	Pre-Trip	Repair	Email	+ Remarks	Print/Download
Date	2020-04-17 9:03:54 a.m. EDT	Vehicle	T-0000 (AM 37381)	Trailer	W-0001 (AMD 432)
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
	Name: T-0000 Status: Good Odometer: 27253 KM Attributes: Chad's eTruck Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)	Plate: AM 37381 Safety Number: J-122 Plate Expiry Date: 2021-06-01 Safety Date: 2021-06-01 Plate Jurisdiction: Ontario VIN: VIN1234567890	Vehicle: T-0000 (AM 37381) Status: Minor Inspected By: Michelle G. Driven By: Michelle G. Trip Type: Pre-Trip
	Remove	Inspections	
	Name: T-0001 Status: Good Odometer: 32575 KM Attributes: 75 ft Schedule: Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)	Plate: AM 74734 Safety Number: H-112 Plate Expiry Date: 2021-06-01 Safety Date: 2021-06-01 Plate Jurisdiction: Ontario VIN: VIN12345678912	Vehicle: T-0000 (AM 37381) Status: Minor Inspected By: Chad J V Driven By: Chad J V Trip Type: Pre-Trip
	Remove	Inspections	

Vehicle Inspections- T-0000 (AM 37381)				Details	Inspect
Status	Time	User		Show Inspections Starting At yyyy-mm-dd	x
Any	All	Select			
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)	Trailer: W-0001 (AMD 43211)			
Overall Status: Minor	Status: Minor	Status: Good			
Inspected By: Michelle G.	Odometer: 25997 KM	Attached: Yes			
Driven By: Michelle G.	Work Orders				
Trip Type: Pre-Trip					
	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	Work Orders				
Trip Type: Pre-Trip					
	Repair	Email	+ Remarks	Print/Download	
Date: 2025-03-25 9:34:38 p.m. ADT	Vehicle: T-0000 (AM 37381)	Trailer: W-0001 (AMD 43211)			
Overall Status: Minor	Status: Minor	Status: Good			
Inspected By: Chad J V	Odometer: 24080 KM	Attached: Yes			
Driven By: Chad J V	Work Orders				
	Repair	Email	+ Remarks	Print/Download	



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.

The screenshot displays a mobile application interface for vehicle inspection and repair tracking. At the top, a list of vehicle parts is shown with checkboxes and a 'Repair' button. The middle section shows a detailed view of a tire inspection with a repair status. The bottom section shows a 'Repairs' section and a summary table for the inspection, including a green 'Good' status.

Initial: The minor defects found do not need to be corrected for the safe operation of this vehicle

21 Tires
Minors
a) Damaged tread or sidewall of tire.

Repairs

Date: 2023-01-12 10:46:58 p.m.
Work Orders: 12345
Repaired By: Michelle G.
Signature:

	Inspection	Vehicle	Trailers
Date	2023-01-11 4:52:26 p.m. EST	Vehicle: F-0000 Odometer: 485005 Status: Good	Trailer: W-0001 Status: Good
Inspection	Chad A.		
Driver	Chad A.		
Trip Type	Pre Trip		
Overall	Good		
Work Order	12345		

Details Download Email Inspection to MTO

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

Home What's New! Compliance Vehicles and Trailers Inspections Hours of Service Users Invoices Billing Company Checklists Refresh

Insights for Today

Hours of Service			Inspections		
All	User	Time	All	User	Time
Michelle G.		4:56 p.m.	In Progress		No Inspections Today

Odometer Total: 2,510,348 KM

Insights for November

Hours of Service		Inspections		Vehicles and Trailers		Users	
All	20	All	3	All	22	All	28
Incomplete	3	Unfixed Defects	0	Vehicles	17	Active	19
In Progress	1	Minors	0	Trailers	5	Invited	9
Missing	162	Majors	0				

Insights for Last 2 Years

Inspection Results

All inspections	550
Total inspections with unrepairs Defects	67
Total Inspections with unrepairs Majors	5
Total Inspections with unrepairs Minors	62

You have inspections that have reported defects. These inspections should have their repair records updated when the vehicle is fixed. To do this, click on the [Total Inspections with unrepairs Defects 67](#) and press the Repair button on each inspection.

Inspection Results Pie Chart

You need to record repairs against the 67 inspections with unrepairs defects. This pie chart should be Green.

Trends

Last 15 Days

Date	11-26	11-25	11-24	11-23	11-22	11-21	11-20	11-19	11-18	11-17	11-16	11-15	11-14	11-13	11-12
Inspections	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
Hours of Service	1	0	1	0	0	1	0	0	0	0	0	1	0	0	0
Odometer Total	2510348	2510348	2510348	2510348	2510348	2510348	2509747	2509747	2509747	2509747	2509747	2509747	2509747	2509747	2509747

Last 15 Months

Date	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep
Inspections	3	12	42	35	8	25	20	8	13	16	40	12	31	4	10
Hours of Service	20	16	52	77	8	24	38	12	15	17	37	26	2	1	9



Portal - Home continued

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



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

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

Update Payment Details

Card Details

Name on Card*
Card #*
Card CVC #*
Expiry Month* Please select one
Expiry Year* Please select one

Card Holder's 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	What's 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.

	08-01	08-02	08-03	08-04	08-05	08-06	08-07	08-08	08-09	08-10	08-11	08-12	08-13	08-14	08-15	08-16	08-17	08-18
Hours Of Service																		
Inspections																		

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

Search Go Active Add Report Refresh

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	Remove	Run	Update	Details
State	Active (Results Ready)						
Name	T-0000 Odometer Export	Description		Remove	Run	Update	Details
State	Active						

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*

A name to identify this report, for example Jun to Sept 2024 Facility Audit

Description

A description of what this report will do for you, for example Facility Audit for June 1st to Aug 31st 2024 as request by MTO

Parameters

Start Time* End Time*

yyyy-mm-dd yyyy-mm-dd

Users

+ User

Vehicles

+ Vehicle

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: 2024-07-01 End Time: 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

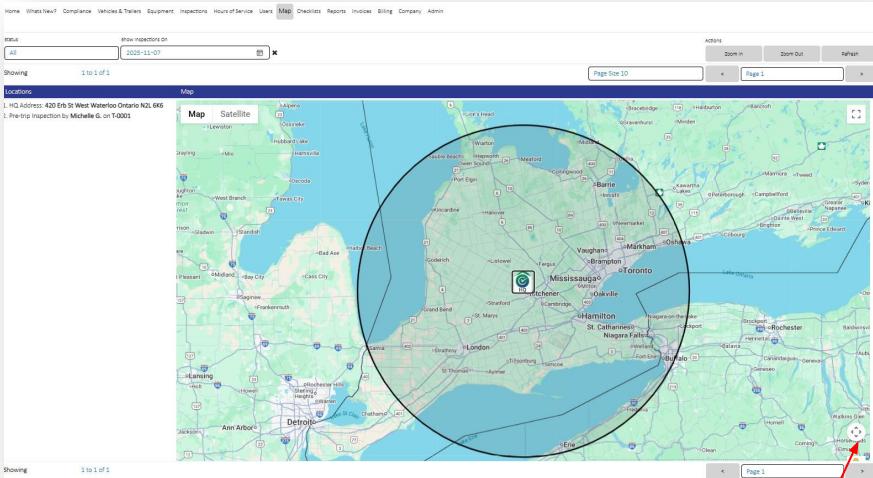
Name

- 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

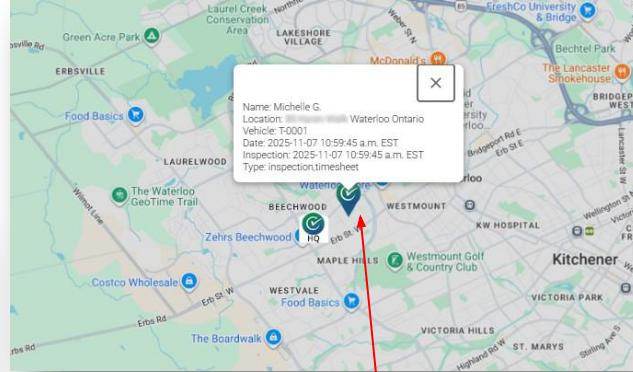
Portal - MAP



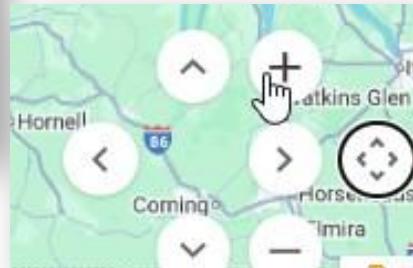
- The Map functionality in the portal is mostly just informational
- The portal map **CANNOT** see where driver's are (no GPS/tracking is done). It can only show where inspections were done according to the "inspection location" as defined in the inspections.



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)



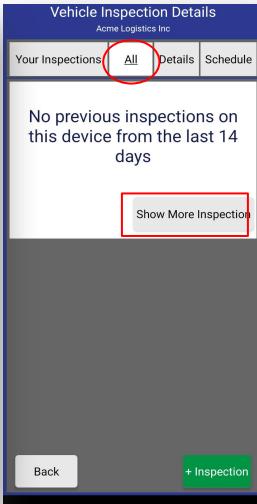
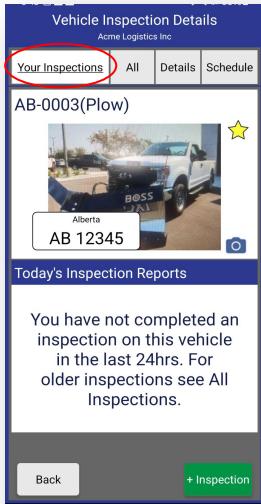


App Inspection Walk-through

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**



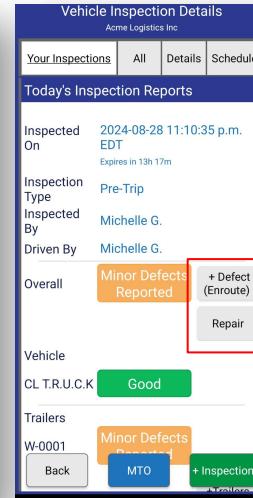
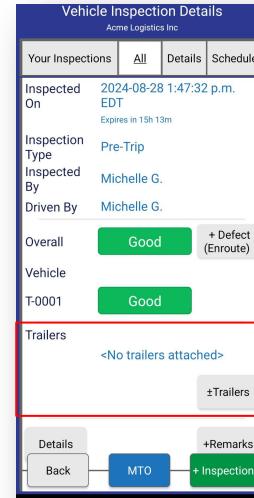
The third tab shows all of the basic details of the vehicle as defined. <not shown here>

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



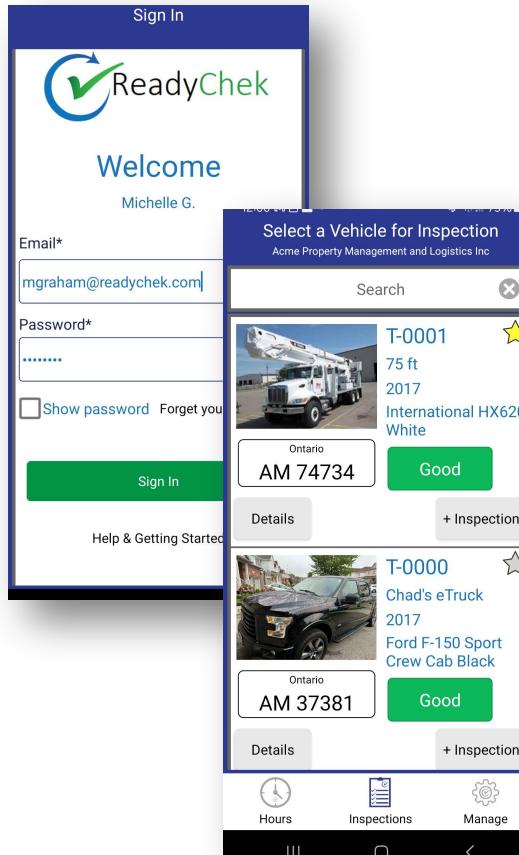
E.g. the "+/Trailers" button on the trailers row and putting the "+Defects (Enroute)" and "Repair" buttons by the Overall Status row to show the updates will affect the overall status. and leaving the "Details" and "+Remarks" buttons at the bottom

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)

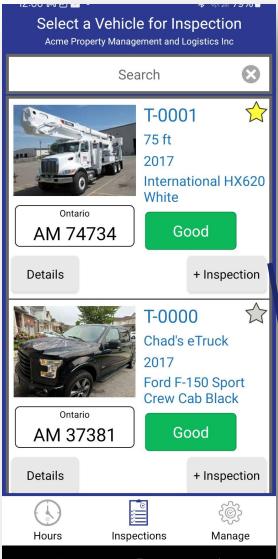


Create New Inspection



1

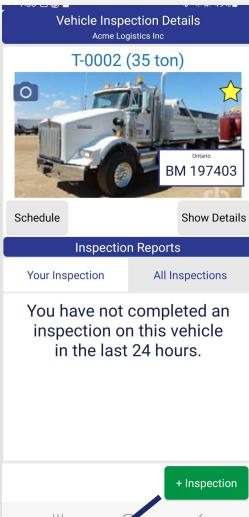
Select “+Inspection”



Select “+Inspection” from Vehicle list or Vehicle details screen

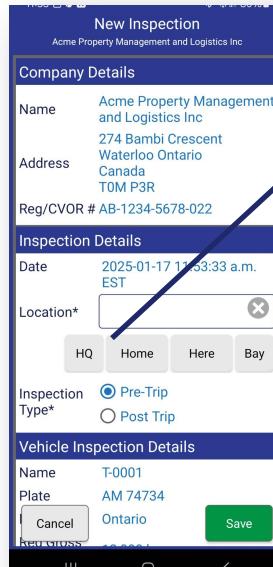
2

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



3

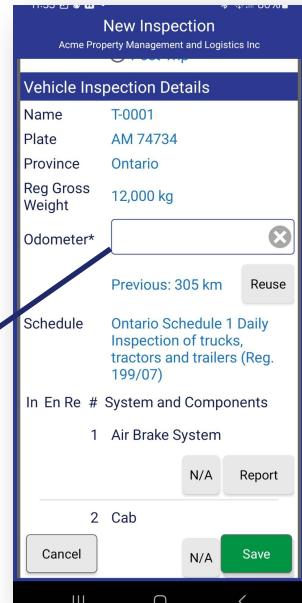
- Vehicle details prefilled
- except the odometer which will need to be entered manually



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



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	N/A	Report
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	Save

5

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

New Inspection
Acme Logistics Inc

Initial Inspection Results

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

Trailers

Save

Initial Inspection Results

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

21 Tires

Minor Defects Reported

a) Damaged tread or sidewall of tire.

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

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

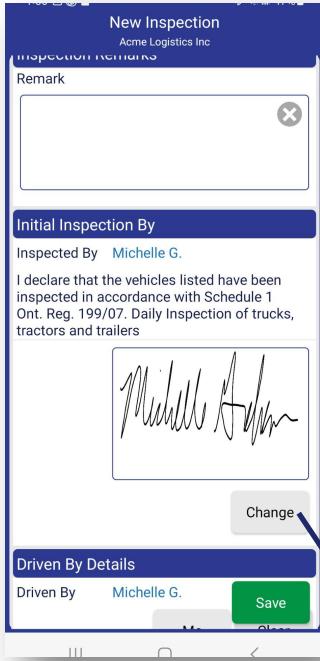
Minor defect declaration

Signatures



8

Need inspector signature – select “sign”



New Inspection
Acme Logistics Inc

Inspection Remarks

Remark

Initial Inspection By

Inspected By Michelle G.

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



Change

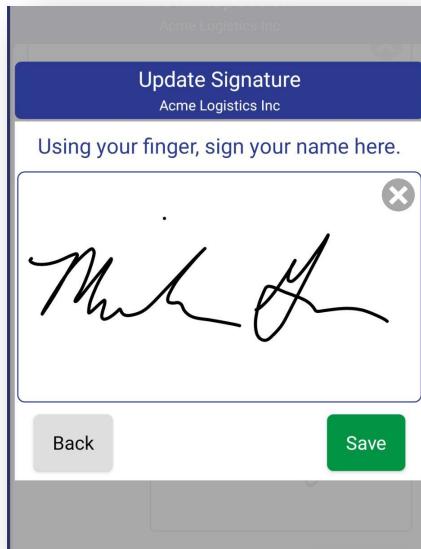
Driven By Details

Driven By Michelle G.

Save

9

First time will require saving a signature file



Acme Logistics Inc

Update Signature

Acme Logistics Inc

Using your finger, sign your name here.

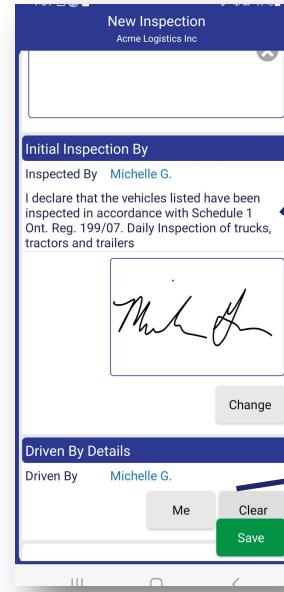


Back

Save

10

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



New Inspection
Acme Logistics Inc

Initial Inspection By

Inspected By Michelle G.

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



Change

Driven By Details

Driven By Michelle G.

Me

Clear

Save

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

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

New Inspection
Acme Logistics Inc

Initial Inspection By

Inspected By Michelle G.

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



Change

Driven By Details

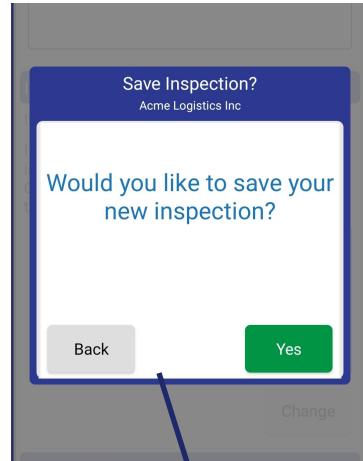
Driven By Michelle G.

Me Clear Save

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

12

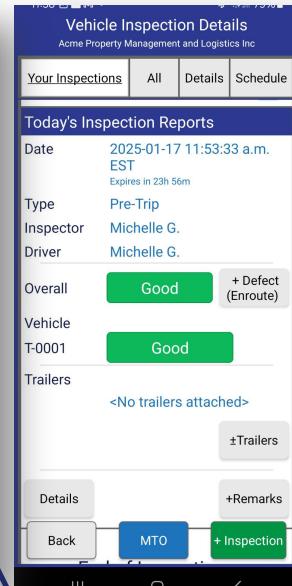
Confirm



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.

Pre-Trip, Good, T-0002, Michelle G. External Inbox

1:52PM (3 minutes ago)

ReadyChek App <theapp@readychek.app> to me

 ReadyChek

Hello Safety Manager,

Overall Status **Good**

Reported By Michelle G.

Vehicle T-0002 **Good**

Pre-Trip Inspection

No reported defects

The ReadyChek Team
support@readychek.com

Visit us on [YouTube](#) [Instagram](#) [Facebook](#)

One attachment • Scanned by Gmail

Scanned by Gmail

PDF 2023-11-22_T-00...

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. Cab
✓			3. Cargo Securement
✓			4. Coupling Devices
✓			5. Dangerous Goods
✓			6. Driver Controls
✓			7. Driver Seat
NA			8. Electric Brake System
✓			9. Emergency Equipment and Safety Devices
✓			10. Exhaust Syst
✓			11. Frame and C
✓			12. Fuel System
✓			13. General
✓			14. Glass and Mi
✓			15. Heater/Defro
✓			16. Horn
NA			17. Hydraulic Re
✓			18. Lamp and Reflector
✓			19. Steering
✓			20. Suspension System
✓			21. Tires
✓			22. Tools, Hoods and Fasteners
✓			23. 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

No Remarks

Initial Inspection By

Date: 2023-11-22 1:51:34 PM EST
Driver: Michelle G.
Inspector: 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 1:44:53 PM EST
Driver: Michelle G.

Inspection managed by ReadyChek Inc (U) 2024-0223
PDF generated on 2023-11-22 1:52:11 PM EST
www.readychek.com for detail

 ReadyChek



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 T-0001 Good

Trailers <No trailers attached> +Trailers

Details +Remarks

Back MTO + Inspection

2

Choose trailer(s)

End it is safe to operate.

Trailers

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

Ontario INT 4321 Good

W-0003 53 ft 2014 Easy Hauler 1000 Red

Ontario FLT 4321 Good

W-0004 Roll 2020 Easier

Back Done

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.

3

Fill out trailer inspection and defect declaration, and save

Add or Remove Trailers

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

In En Re # System and Components

NA 1 Air Brake System

NA 2 Cab

✓ 3 Cargo Securement

✓ 4 Coupling Devices

✓ 5 Dangerous Goods

NA 6 Driver Controls

Save Inspection? Acme Logistics Inc

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

Back Yes

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

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

Details +Remarks

Back MTO + Inspection

Change Trailers



1

Remove the attached trailer

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.

2

Scroll down to the +Trailer button

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

3

Select the new trailer and finish inspection

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

Vehicle Inspection Details
Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m.
EST Expires in 23h 59m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good

Vehicle T-0001 Good

Trailers <No trailers attached>

Details Back MTO +Inspection

2 Update list values

Report Defect
Acme Property Management and Logistics Inc.

In En Re # System and Components

1 Air Brake System N/A Report

2 Cab Minor Defects Reported

a) Occupant compartment door fails to open. N/A Report

3 Cargo Securement N/A Report

4 Coupling Devices N/A Report

5 Dangerous Goods N/A Save

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

Enroute Inspection Results
The Minor Defects found do not need to be corrected to operate this vehicle.

Inspection Remarks
Remark Save

3 Sign and Save

Report Defect
Acme Logistics Inc.

Driven By Michelle G.

Enroute By Details
Driven By Michelle G.

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

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

Enroute Inspection Results
The Minor Defects found do not need to be corrected to operate this vehicle.

Inspection Remarks
Remark Save

Save Inspection?
Would you like to save your inspection with updated defect information?

Back Yes

Vehicle Inspection Details
Acme Property Management and Logistics Inc.

Your Inspections All Details Schedule

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m.
EST Expires in 23h 57m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Minor Defects Reported

Vehicle T-0001 Minor Defects Reported

Trailers <No trailers attached>

Details Back MTO +Inspection

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

Vehicle Inspection Details
Acme Property Management and Logistics Inc

Your Inspections All Details Schedule

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m. EST Expires in 23h 57m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Minor Defects Reported + Defect (Enroute)

Vehicle T-0001 Minor Defects Reported

Trailers <No trailers attached> + Trailers

Back MTO + Inspection

2

Choose "Mark Repaired"

Repair Defect
Acme Property Management and Logistics Inc

In En Re # System and Components

- 1 Air Brake System
- 2 Cab

Minor Defects Reported

a) Occupant compartment door fails to open.

Mark Repaired

Cancel Save

Repair Defect
Acme Property Management and Logistics Inc

In En Re # System and Components

- 1 Air Brake System
- 2 Cab
- 3 Cargo Securement
- 4 Coupling Devices
- 5 Dangerous Goods
- 6 Driver Controls
- 7 Driver Seat
- 8 Electric Brake System
- 9 Emergency Equipment and Safety Devices
- 10 Exhaust System
- 11 Frame and Cargo Body
- 12 Fuel System

Minor Defects Reported

a) Occupant compartment door fails to open.

Cancel Save

3

Sign and Save

Repair Details

Repair #1 of 1

Date 2025-01-17 11:58:00 a.m. EST

Repairs Made

Minor Defects

a) Occupant compartment door fails to open

Work Orders 25652

Name Michelle G.

Signature*

Change

End of inspection

Cancel Save

Save Inspection?
Acme Logistics Inc

Would you like to save your inspection with repairs?

Back Yes

Today's Inspection Reports

Date 2025-01-17 11:53:33 a.m. EST Expires in 23h 56m

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Trailers <No trailers attached> + Trailers

Details + Remarks

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

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

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."

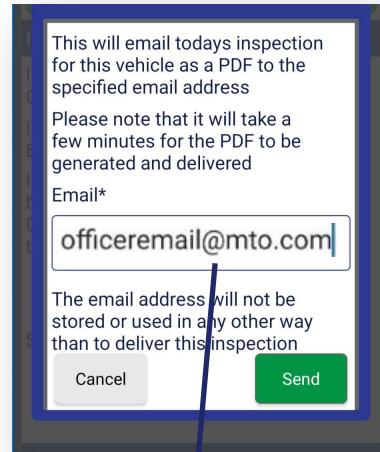
Roadside Inspection/MTO



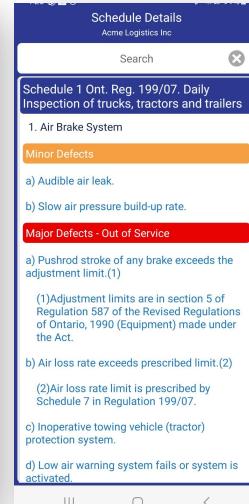
1 MTO/Compliance officer view



2 Email Officer



3 Can also demonstrate full schedule if requested



Add Remarks/Comments to Inspection



1 Add during inspection

Add a Remark
Acme Property Management and Logistics Inc
23 Windshield Wiper/Washer
Initial Inspection Results
No defects have been found on this vehicle and it is safe to operate.
Inspection Remarks
Remark*
adding a new remark
+ Picture
Initial Inspection By
Inspected 2025-01-19 11:56:20 a.m. EST
On
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)

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
Expires in 13h 43m
Type Pre-Trip
Inspector Michelle G.
Driver Michelle G.
Overall Good
Vehicle T-0001 Good
Trailers W-0004 Good
Detached Trailers W-0002 Good

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

3 Save

Inspection Details
Acme Property Management and Logistics Inc
and it is safe to operate.
Inspection Remarks
Remark 2025-01-19 8:13:32 p.m. EST
Date
Remark By Michelle G.
Remark adding a new remark
Initial inspection by
Inspected 2025-01-19 11:56:20 a.m. EST
On
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

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

New Inspection
Acme Logistics Inc

Inspection Remarks

Remark

+ Picture

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

Cancel Save

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

New Inspection
Acme Logistics Inc

Inspection Remarks

Remark*

generic photos showing truck and wheel areas - and Cosmo.

+ Picture

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

Cancel Save

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

Inspection Details
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

mholl

Picture
Acme Logistics Inc

Back

Details MTO

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?

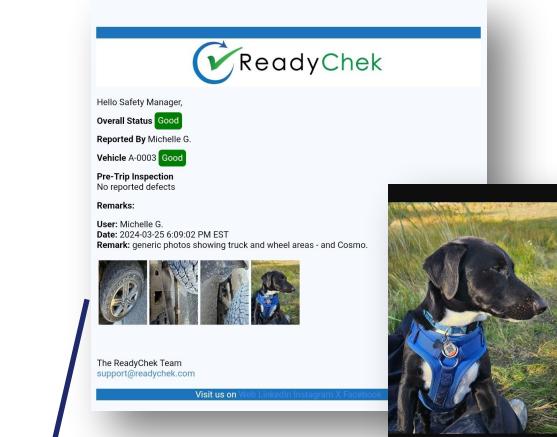


1 In the app



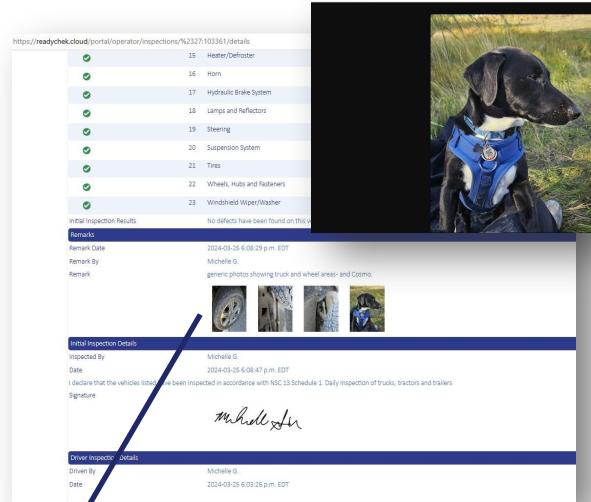
As mentioned in previous slide, the inspection "Details" in the app will show the photos.

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

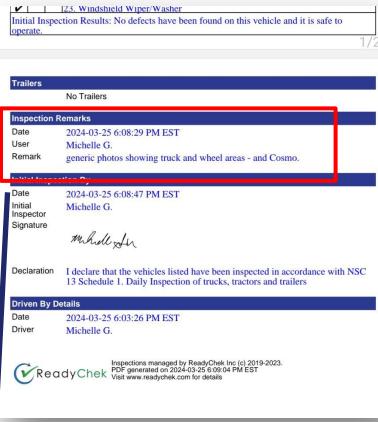


Viewing the inspection Details in the web portal will also display the photos, and clicking on the photo will open it in new tab.

Where Will Photos NOT Be Visible

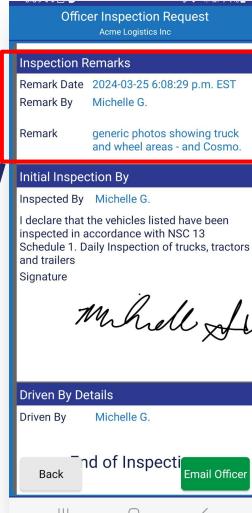


1 In the PDF



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



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



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).

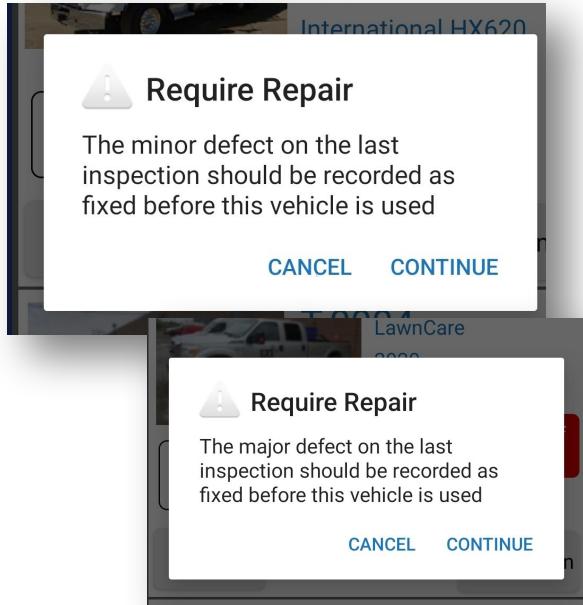
New Inspection with Existing Defects



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/repaired 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





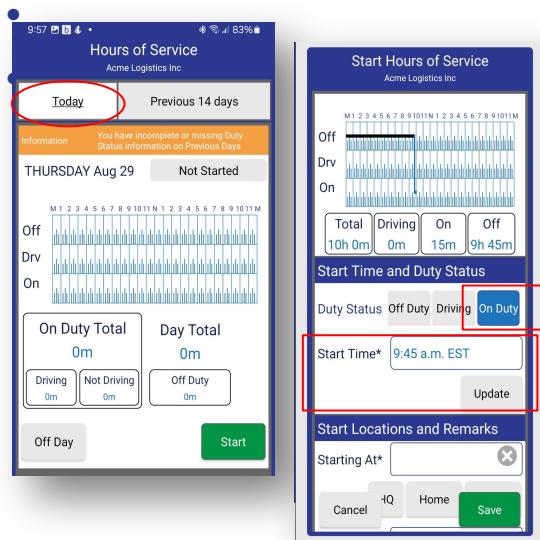
App Hours of Service Walk-through

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.



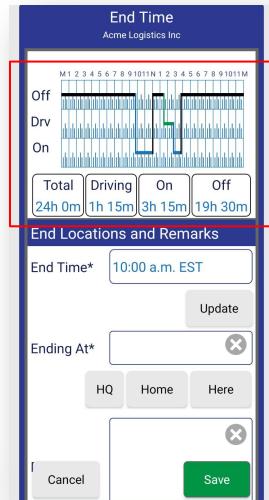
The "Previous x days" tab can be expanded two weeks at a time to update time records further back in history



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.



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



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

Hours of Service
Acme Property Management and Logistics Inc

Today Previous 14 days

SUNDAY Jan 19 Not Started

OFF DRV OND

On Duty Total 0m Total 0m

Driving (DRV) 0m Not Driving (OND) 0m Off Duty (OFF) 0m

Off Day Start

Hours Inspections Manage

2

Select Update to change time after the fact

Hours of Service
Acme Property Management and Logistics Inc

Today Previous 14 days

SUNDAY Jan 19 IN PROGRESS

OFF DRV OND

On Duty Total 3h 15m Total 12h 45m

Driving (DRV) 1h 30m Not Driving (OND) 1h 45m Off Duty (OFF) 9h 30m

Details Update Finish

Hours Inspections Manage

3

Add time until final Off Duty status

Update
Acme Property Management and Logistics Inc

OFF DRV OND Total

9 AM :15 On Duty Not Driving

10 AM :15 Off Driving On

Details Update Finish

Hours Inspections Manage

Update
Acme Property Management and Logistics Inc

OFF DRV OND Total

10h 15m 1h 45m 5h 15m = 17h 15m

9 AM :15

4 PM :15

10 AM :30

11 AM :45

12 PM :15

1 PM :30

2 PM :45

3 PM :15

4 PM :30

5 PM Off Duty

Cancel Off Day Save

Hours Inspections Manage

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"

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

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)

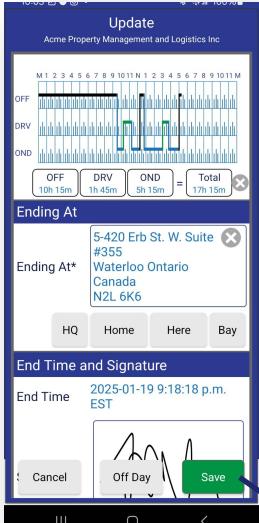
Continue jumping to each time of duty status change and letting the previous time fill in with the previous status. Once you have entered your last "Off Duty" status, you are ready to finish the record. See the next page.

Hours of Service - Post Shift Time Entry cont'd



4

Enter End Location
and Sign and Save



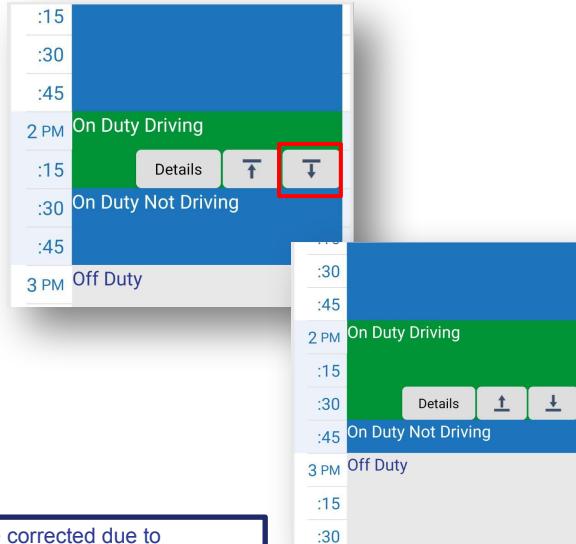
Scroll down to the bottom and enter the end location and then sign. Notice after signing that the "Off Duty" status continued until the end of day.

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

Profile

Michelle G.
mgraham@readychek.com
300
active
Manager

Signature Password Update

Company

Name Acme Property Management and Logistics Inc

Change

About

Version 2.6.55

© ReadyChek Inc

Hours Inspections Manage

11:32 Select a Company

You have an account in more than one company please select the company you would like to access.

Acme Logistics Inc Select

Empty Logistics Select

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 if you are having issues and the debug process will be explained if required

Go

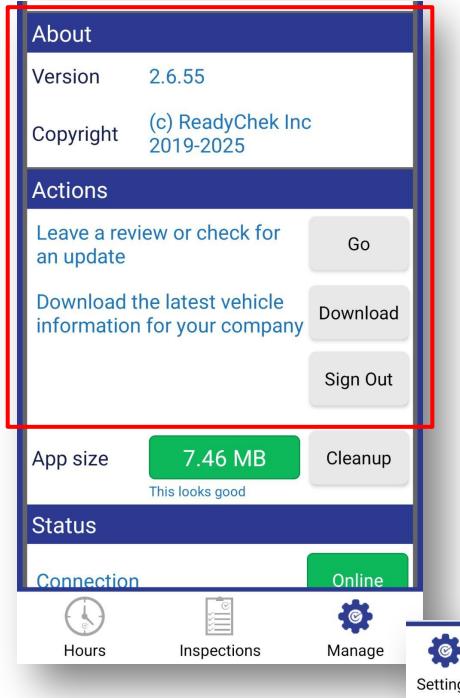
- Use this button to leave a review on the app store or check for updates

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

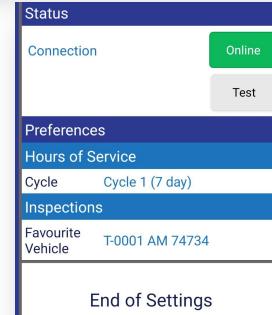
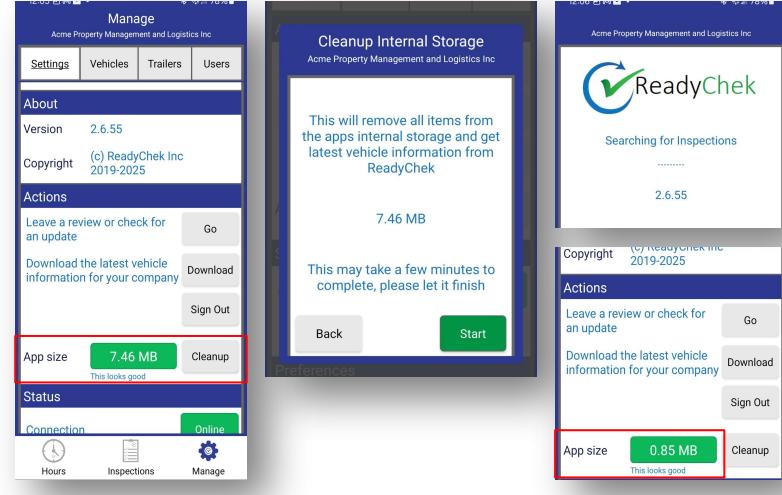
- This value represents the size the data from the app is using on the phone
- When this value gets too large, the app may run slowly, so using the "Cleanup" button will clean up old data that is no longer needed or displayed on the phone.
- This cleanup is similar to the "Sign Out"/"Sign In" process, 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

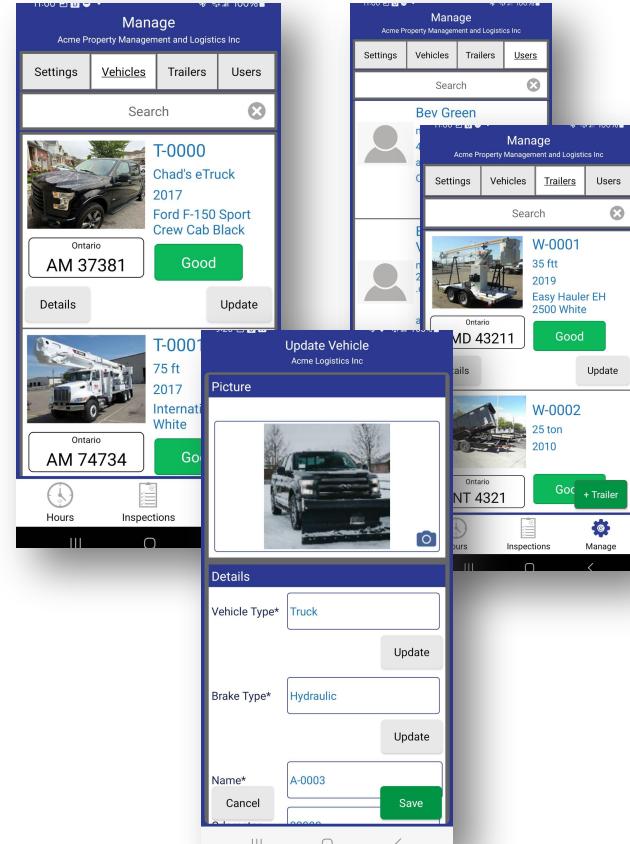
**Equipment has not yet been added to the app (Manage) screens as the fields needed have not been defined.

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