

Basic operations the managers and drivers need to know**Make sure safety managers know how to (in the web portal):**

- Configure the ReadyChek system with proper Company and HQ/Inspection default addresses
- Add/edit vehicles and understand what schedule is appropriate for each and how to set it
- Invite new users and resend invites to users that have not yet logged in
- Understand how to change user emails or other data (edit existing user, don't invite again)
- Monitor daily activity with the Compliance view and Home pages
- Check occasional stats in the Home tab of the web portal and find any inspections with unrepaired defects
- Mark defects as repaired if necessary
- Understand the billing and invoices tabs to help those who want to download monitor invoices
- **if applicable** - Understand the Hours of Service functionality and how it shows up in the web portal in the compliance view (and the "Remind" button), and for individual user reports.

Make sure all drivers know how to:

- Download the correct app - This is our icon  (There is another one with a similar name, so folks sometimes get the wrong one.)
- Log in and change password, and how to request a new password if they forget
- Create an inspection and add defects throughout day (Enroute) if required
- Add and remove trailers in the inspection if required for job
- Mark defects as repaired if necessary
- Show an inspection to an MTO/Compliance officer
- Email the inspection to an MTO/Compliance officer
- Show the compliance officer the "Schedule" being used by the vehicle in the app (As well as have a paper copy in the vehicle - we provide a copy of Schedule 1 that can be printed from our website)
- *if applicable* - how to start, update and complete hours of service records using the app

Not app related, but still appropriate:

- Perform a complete inspection as they may be asked to do so on the side of the road
- Know where all documentation is for a roadside stop and have it all in one place in the vehicle (the faster given over, the less time the officer has to scout out problems with the vehicle)

ALL OF THESE OPERATIONS ARE EXPLAINED IN THE MANAGER AND DRIVER QUICK REFERENCE GUIDES