



Quick Reference

Drivers

Feb 2026

Screenshots at app version 2.7.x

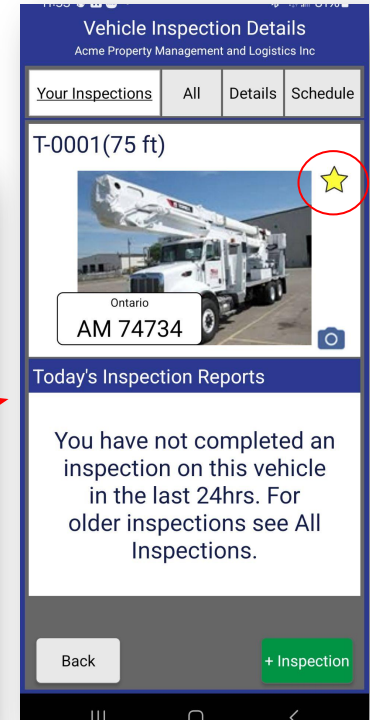
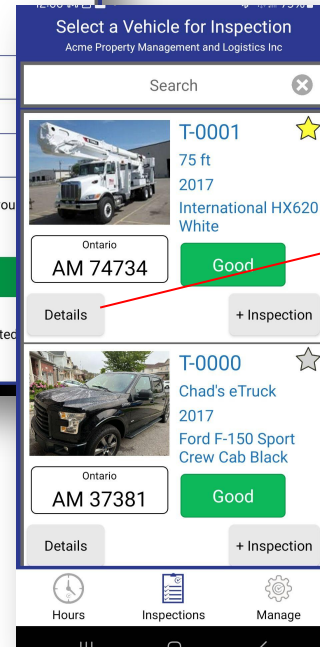
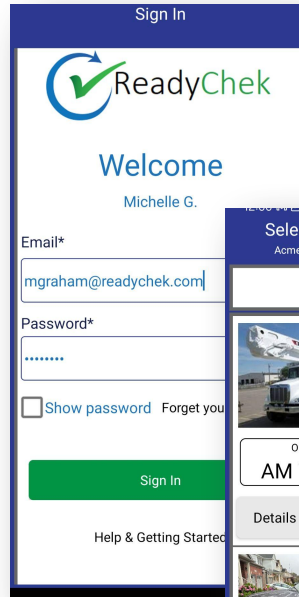


App Inspection Walk-through

Sign In/Select Vehicle



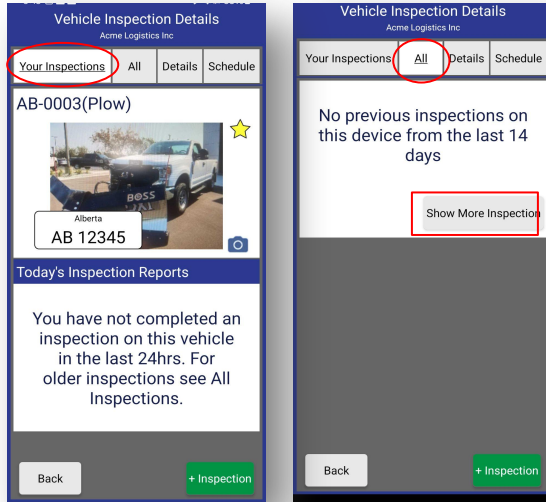
- Sign In
 - User Sign In screen with lost password logic
- Truck list
 - If there is a favourite, it will be first
- After choosing vehicle, user will see the vehicle details
- User can click on the star to disable or enable the vehicle as favourite
- From the details view of vehicle, the user can see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



Details for Vehicles



The Details page puts the different details in tabs along the top



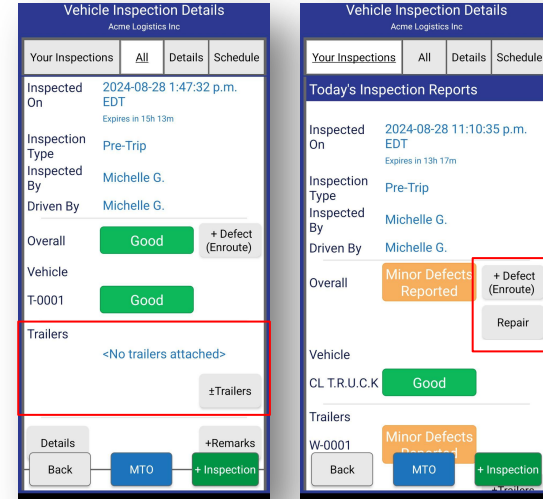
The third tab shows all of the basic details of the vehicle as defined. <not shown here>

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.

Create New Inspection



1

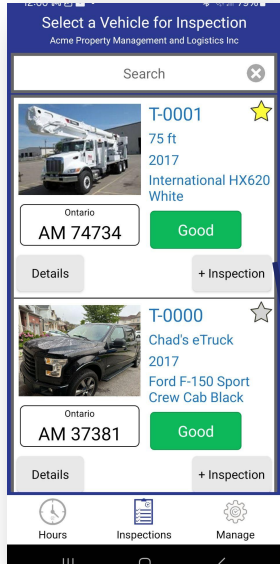
Select "+Inspection"

2

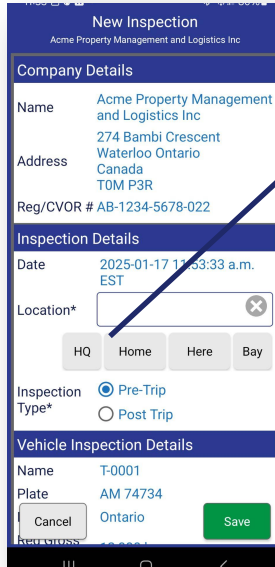
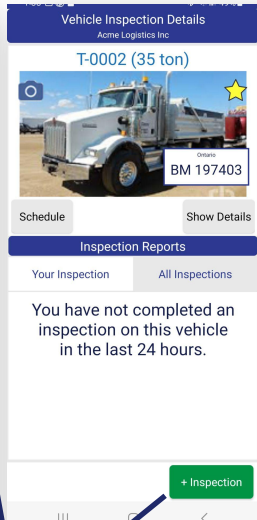
- Company info prefilled
- Location info required
- Indication of Pre or Post inspection

3

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



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

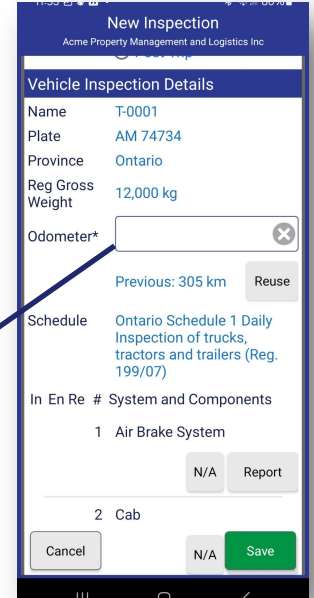


Home/HQ are values that can be filled in based on the driver's and company's information

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		
			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		Save

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

New Inspection
Acme Logistics Inc

<input type="checkbox"/>	N/A	Report		
<input checked="" type="checkbox"/>	20	Suspension System	N/A	Report
<input checked="" type="checkbox"/>	21	Tires	N/A	Report
<input checked="" type="checkbox"/>	22	Wheels, Hubs and Fasteners	N/A	Report
<input checked="" type="checkbox"/>	23	Windshield Wiper/Washer	N/A	Report

Initial Inspection Results

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

Trailers Save

21 Tires

Minor Defects Reported

a) Damaged tread or sidewall of tire. N/A Report

22 Wheels, Hubs and Fasteners N/A Report

23 Windshield Wiper/Washer N/A Report

Initial Inspection Results

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

Trailers Save

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

Major/Minor Defects



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

21. Tires
Acme Logistics Inc

Minor Defects

- a) Damaged tread or sidewall of tire.
- b) Tire leaking, if leak cannot be heard.

Remarks:
Add additional remarks here

Major Defects - Out of Service

- a) Flat tire.
- a.1) Tire leaking, if leak can be felt or heard.
- b) Tire tread depth is less than wear limit.(11)

(11)Wear limit is prescribed by section 3 of Regulation 625 of the Revised Regulations of Ontario, 1990 (Tire Standards and Specifications) under the Act.

No Defects

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 declaration will be based on the highest severity of all defects reported

New Inspection
Acme Logistics Inc

N/A Report

22. Wheels, Hubs and Fasteners

Minor Defects Reported

- a) Hub oil below minimum level (when fitted with sight glass).
- b) Damaged, cracked or broken wheel, rim or attaching part.

N/A Report

23. Windshield Wiper/Washer

N/A Report

Initial Inspection Results

The Major Defects found MUST be corrected. This vehicle is Out of Service and must not be operated.

Trailers

Major defect declaration

New Inspection
Acme Logistics Inc

20. Suspension System

N/A Report

21. Tires

Minor Defects Reported

- a) Damaged tread or sidewall of tire.

N/A Report

22. Wheels, Hubs and Fasteners

N/A Report

23. Windshield Wiper/Washer

N/A Report

Initial Inspection Results

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

Trailers

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

Michelle G.

Change

Driven By Details

Driven By Michelle G.

Save

9 First time will require saving a signature file

New Inspection
Acme Logistics Inc

Update Signature

Using your finger, sign your name here.

Michelle G.

Back Save

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

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

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

Michelle G.

Change

Driven By Details

Driven By Michelle G.

Me Clear Save

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). This is the only instance where a driver can sign after an inspection is done. There is no case for a “second signer”. Each driver must have their own inspection.

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

Save Inspection?
Acme Logistics Inc

Would you like to save your new inspection?

Back Yes

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

Vehicle Inspection Details
Acme Property Management and Logistics Inc

Your Inspections All Details Schedule

Ontario
AM 74734

Today's Inspection Reports

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

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

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Trailers <No trailers attached>

Details Back MTO + Inspection

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

Automatic Email to Operator



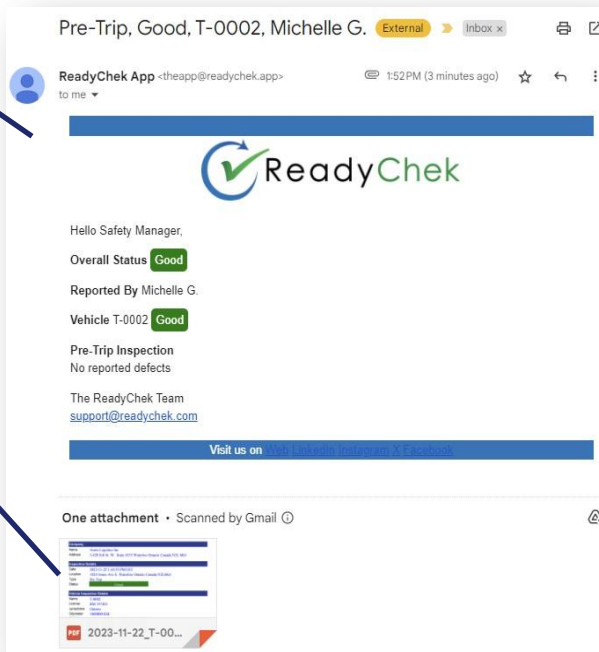
14

Email to driver and Operator/Safety Manager

The email will have a brief overview for quick reference.

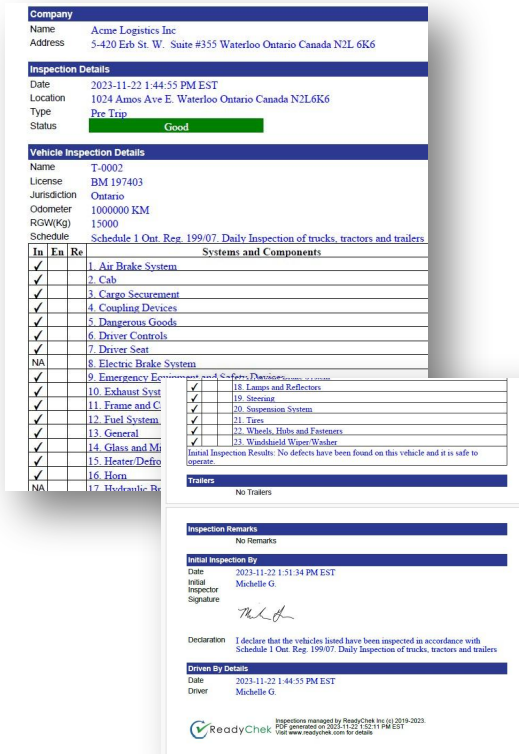
When the report is saved, the driver and the operator/safety manager will be emailed a pdf document that will contain the information from the report where it can be saved and printed if desired.

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



15

PDF file



Inspections - Equipment (if this module is used - currently a test module)



- There will be a new tab in the “Inspections” section of the app where you see the list of Equipment. Just select the Equipment tab to see the list

10:20 80%
Select a Vehicle for Inspection
Acme Property Management and Logistics Inc

Vehicles **Equipment**

Search

Lawn mower
Honda HM-2000 Red
Bag and mulch
Good

Details + Inspection

Snow blower
Honda HS-200 Red
Tracked
**Major Defect
Out of Service**

Details + Inspection

Trimmer
Honda TR-1000 Red/Gray

New Inspection
Acme Property Management and Logistics Inc

Name Acme Property Management and Logistics Inc
420 Erb St. W. Suite #355
Waterloo Ontario
Canada
N2L 6K6

Address

Inspection Details

Date 2025-12-02 10:20:57 a.m. EST

Location*

HQ Home Here

Inspection Type* Pre-Trip Post Trip

Name Lawn mower

Checklist

Name Equipment Ready to Use
Description Check if the equipment is ready to use

Cancel Questions **Save**

1 Oil level good

New Inspection
Acme Property Management and Logistics Inc

Inspection Details

Date 2025-12-02 10:20:57 a.m. EST

Location*

HQ Home Here

Inspection Type* Pre-Trip Post Trip

Name Lawn mower

Checklist

Name Equipment Ready to Use
Description Check if the equipment is ready to use

In En # Questions
1 Oil level good

Cancel Safety Equipment **Save**

Yes No Report

New Inspection
Acme Property Management and Logistics Inc

Inspection Remarks

Remark

+ Picture

Initial Inspection By

Inspected On 2025-12-02 10:20:57 a.m. EST

Inspected By Michelle G.

Signature*

Cancel **Save**

The inspector will need to fill in the location, the checklist results, any photos/remarks as desired, and sign as usual.

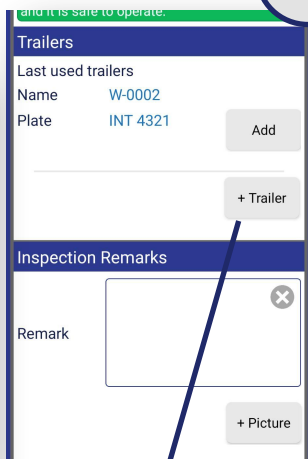
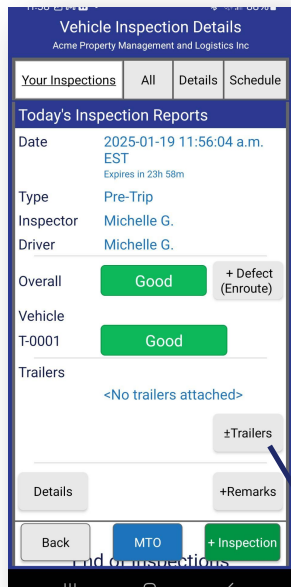


App Inspection Walk-through Additional Options

Add Trailer

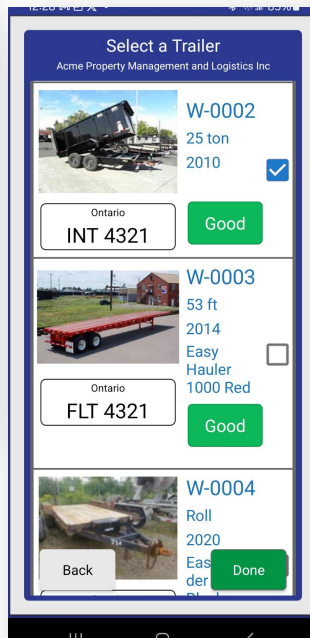


1 Add trailer

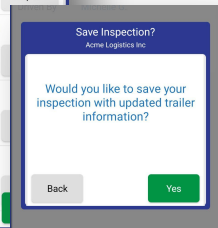
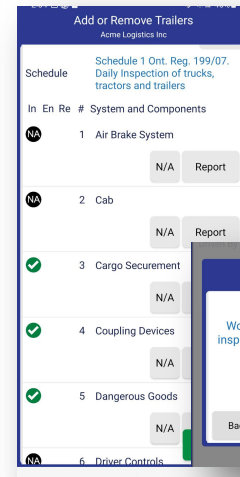


You can add a trailer during the initial inspection, or anytime during the day. To add a trailer, and you have added trailers to this vehicle in the past, a quick Add button will add that last used trailer.

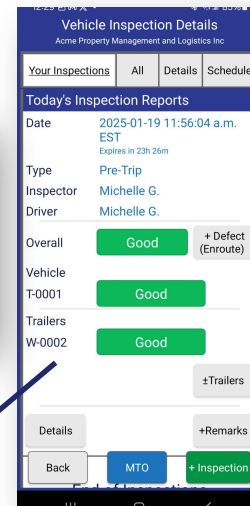
2 Choose trailer(s)



3 Fill out trailer inspection and defect declaration, and save



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



Change Trailers



1 Remove the attached trailer

2 Scroll down to the +Trailer button

3 Select the new trailer and finish inspection

Vehicle Inspection Details
Acme Property Management and Logistics Inc.

Your Inspections | All | Details | Schedule

Today's Inspection Reports

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

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

Overall: **Good** + Defect (Enroute)

Vehicle: T-0001 **Good**

Trailers: W-0002 **Good**

±Trailers

Details +Remarks

Back MTO + Inspection

Plate: INT 4321
Province: Ontario

Attached: **Yes** Detach

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

Hubometer: 1,520 (1)

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

In En Re # System and Components

NA 1 Air Brake System

Trailers

Trailer #1 of 1
Name: W-0001
Plate: AMD 43211
Province: Ontario

Attached: **No** Attach

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

Hubometer: 4,568 km

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

In En Re # System and Components

NA 1 Air Brake System

19 Steering **NA**

20 Suspension System **✓**

21 Tires **✓**

22 Wheels, Hubs and Fasteners **✓**

23 Windshield Wiper/Washer **NA**

Initial Inspection Results

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

+ Trailer

Cancel Remarks Save

Select a Trailer
Acme Property Management and Logistics Inc.

W-0003
53 ft
2014
Easy Hauler
1000 Red

Ontario FLT 4321 **Good**

W-0004
Roll
2020
EasyLoa der 1000
Black

Ontario TR-1234 **Good**

+ Trailer

Add or Remove Trailers
Acme Property Management and Logistics Inc.

Trailer #2 of 2

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

Hubometer+
Previous: 3000

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

In En Re # System and Comp

NA 1 Air Brake System

+ 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 16h 2m

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

Overall: **Good** + Defect (Enroute)

Vehicle: T-0001 **Good**

Trailers: W-0004 **Good**

±Trailers

Detached Trailers

W-0002 **Good**

Back MTO + Inspection

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

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

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

Enroute Update (defects found during the day)



1 Select Enroute

2 Update list values

3 Sign and Save

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

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

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

Repair Defect



1 Select Repair

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

Trailers: <No trailers attached>

Buttons: Back, MTO, + Inspection, + Defect (Enroute), Repair

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

2 Choose "Mark Repaired"

Repair Defect
Acme Property Management and Logistics Inc.

In En Re # System and Components

- 1 Air Brake System
- 2 Cab
 - a) Occupant compartment door fails to open.
- 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

Buttons: Cancel, Save, Mark Repaired

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

3 Sign and Save

Repair Defect
Acme Property Management and Logistics Inc.

Repair Details

Repair: #1 of 1
Date: 2025-01-17 11:58:00 a.m. EST
Repairs Made: Minor Defects

Work Orders: 25652

Name: Michelle G.

Signature*

Buttons: Cancel, Save, Change

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."

Save Inspection?
Acme Logistics Inc.

Would you like to save your inspection with repairs?

Buttons: 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

Vehicle: T-0001

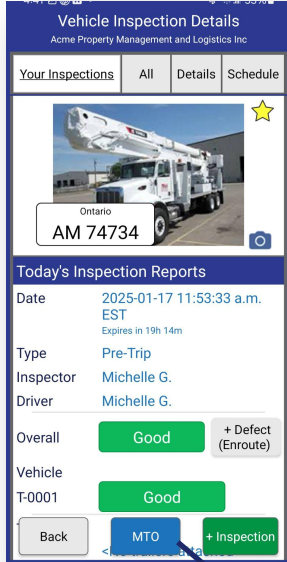
Trailers: <No trailers attached>

Buttons: Back, + Defect (Enroute), + Trailers, Details, + Remarks

Roadside Inspection/MTO

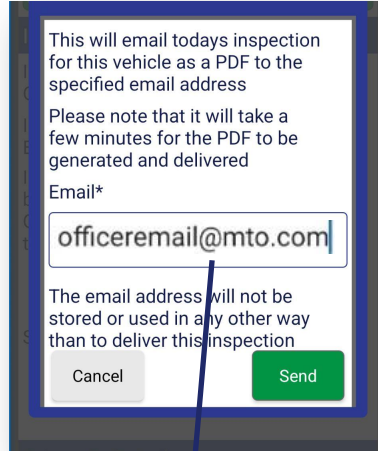
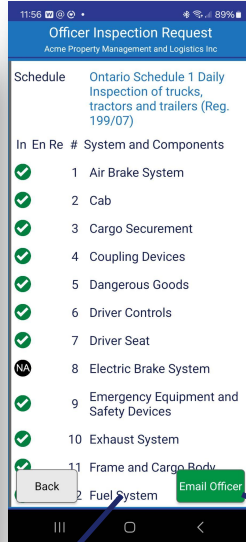


1 MTO/Compliance officer view



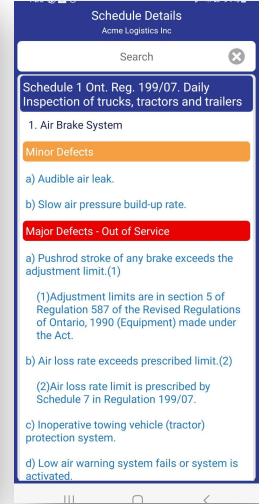
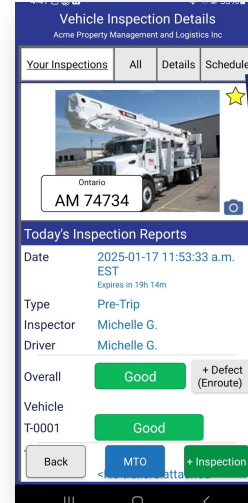
From the vehicle details screen, the MTO button will display the active inspection for the driver in a read-only format.

2 Email Officer



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

3 Can also demonstrate full schedule if requested



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

Add Remarks/Comments to Inspection



1 Add during inspection

23 Windshield Wiper/Washer

Initial Inspection Results

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

Inspection Remarks

adding a new remark

Remark*

+ Picture

Initial Inspection By

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

Inspected By Michelle G.

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

Cancel Save

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

2 OR, Add Separately

Vehicle Inspection Details

Your Inspections All Details Schedule

Type Pre-Trip

Inspector Michelle G.

Driver Michelle G.

Overall Good + Defect (Enroute)

Vehicle T-0001 Good

Trailers W-0004 Good

±Trailers

Detached Trailers W-0002 Good

Details +Remarks

Back MTO + Inspection

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

3 Save

Save Inspection?

Acme Logistics Inc.

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

Back Yes

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

Inspected By Michelle G.

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

Signature

Back Details MTO

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

Add Photos to Inspection using Remarks



1 Add photos using the Remark field

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

2 Add up to 4 pics for a single Remark

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

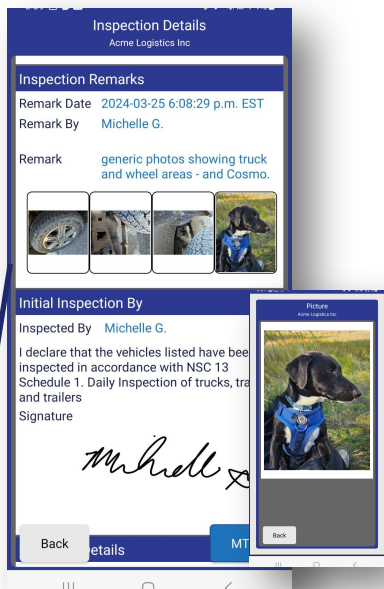
3 View after saving

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

Where Will Photos Be Visible?

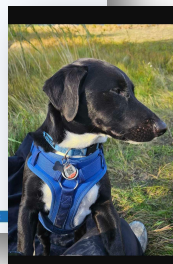
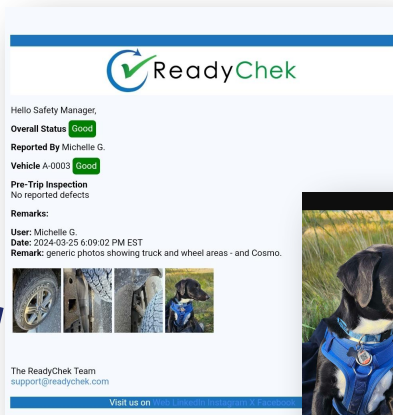


1 In the app



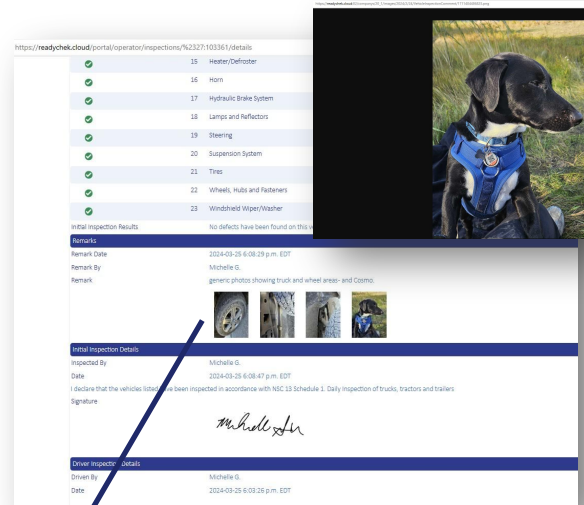
As mentioned in previous slide, the inspection "Details" in the app will show the photos.

2 In the Driver and Operator Email Body



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

3 In the Web Portal



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

Where Will Photos NOT Be Visible



1 In the PDF

125. Windshield Wiper Washer
Initial Inspection Results: No defects have been found on this vehicle and it is safe to operate. 1/2

Trailers
No Trailers

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

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

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

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

ReadyChek
Inspections managed by ReadyChek Inc. (c) 2019-2023.
PDF generated on 2024-03-25 6:08:04 PM EST
Visit www.readychek.com for details

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

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

Officer Inspection Request
Acme Logistics Inc.

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

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

Driven By Details
Driven By: Michelle G.

Back Email Officer

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

3 In the “Officer Request” email body

ReadyChek

Hello CMV Enforcement Officer!

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

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

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

Overall Results Good

The ReadyChek Team
support@readychek.com

Visit us on

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

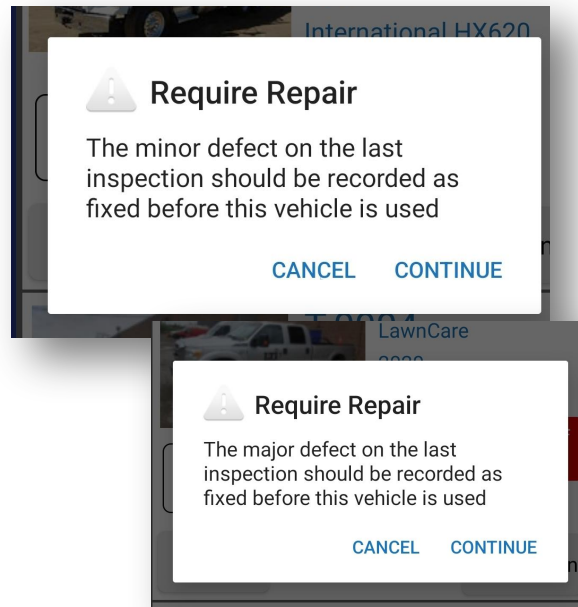
New Inspection with Existing Defects



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

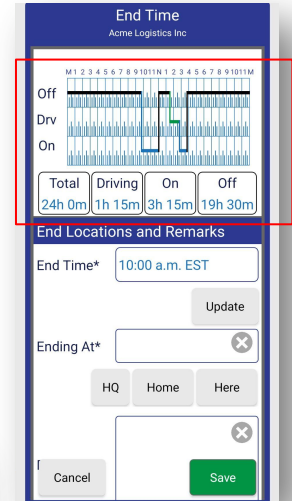
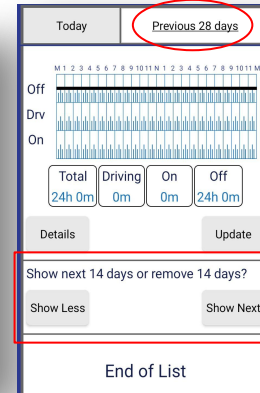
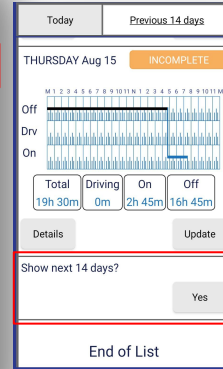
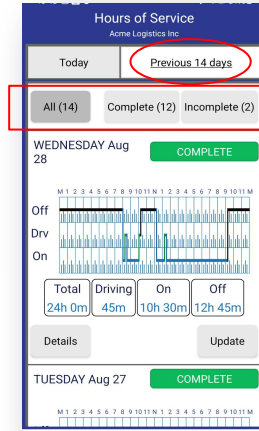
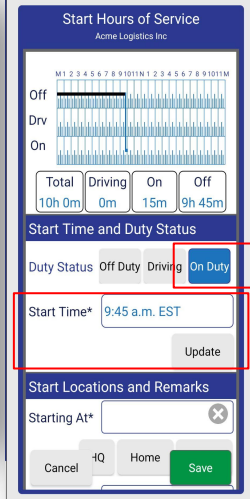
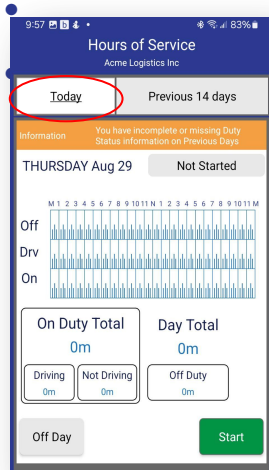


Today and Previous days are separated into two tabs, to allow more focus on today.

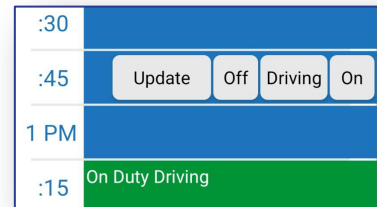
Start functionality will automatically provide the initial default status of "On Duty" (to prevent the user from forgetting to start a duty status) which would be the status for the driver doing an inspection. The status can be changed and even the start time, in case they forgot to start at the right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

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

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



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



Hours of Service - “Real-time” tracking



1 Select Start

2 Change Duty Status

3 Finish and Save

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.

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.

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.

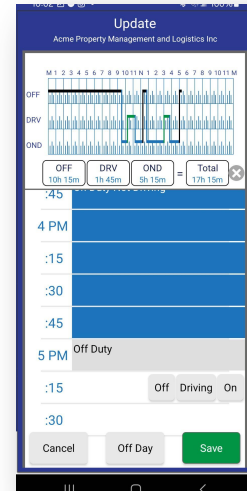
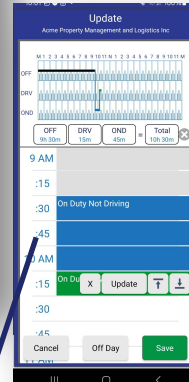
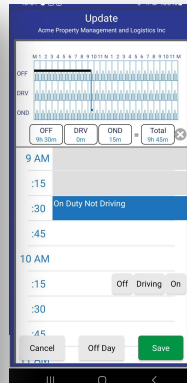
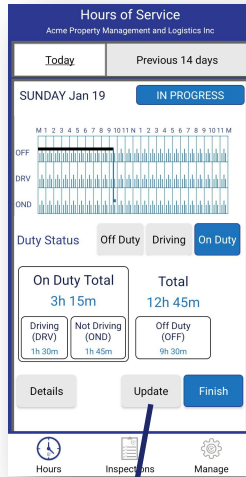
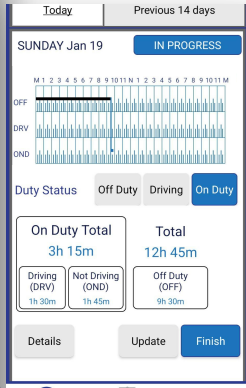
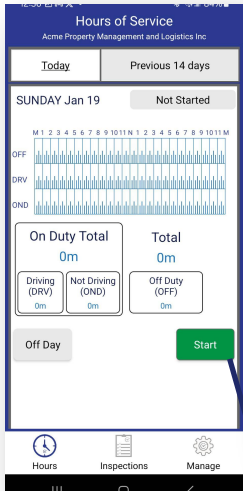
Hours of Service - Post Shift Time Entry



1 Start as usual

2 Select Update to change time after the fact

3 Add time until final Off Duty status



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

Update
Acme Property Management and Logistics Inc.

M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 M

OFF
DRV
OND

OFF 10h 15m DRV 1h 45m OND 3h 15m = Total 17h 15m

Ending At
5-420 Erb St. W. Suite #355
Waterloo Ontario
Canada
N2L 6K6

HQ Home Here Bay

End Time and Signature
End Time 2025-01-19 9:18:18 p.m. EST

Cancel Off Day **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

Hours of Service
Acme Property Management and Logistics Inc.

Today Previous 14 days

SUNDAY Jan 19 COMPLETE

M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 M

OFF
DRV
OND

On Duty Total		Total
7h 0m		24h 0m
Driving (DRV) 1h 45m	Not Driving (OND) 5h 15m	Off Duty (OFF) 17h 0m

Details **Update**

Hours Inspections Manage

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.

:15
:30
:45
2 PM On Duty Driving
Details ↑ ↓
:15
:30 On Duty Not Driving
:45
3 PM Off Duty

:30
:45
2 PM On Duty Driving
Details ↑ ↓
:30
:45 On Duty Not Driving
3 PM Off Duty
:15
:30



App - MAP

This option is voluntary. Just ask for us to turn it on if you would like to see it.



Map

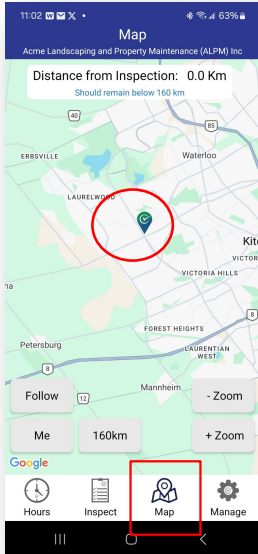
Using the Map feature (if applicable)



1 Select the Map screen

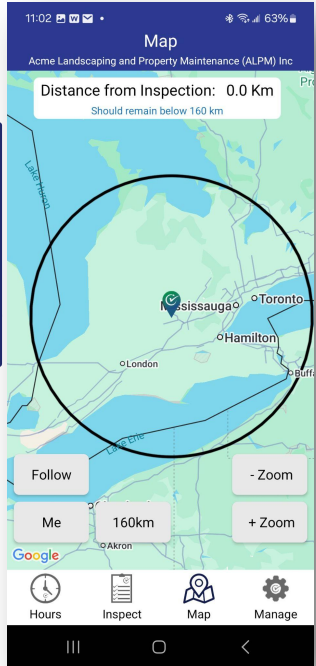
If your company is using the new Map feature, app users will see a new icon at the bottom of the phone beside the inspect icon.

A driver will see a pin at the location of their current inspection (if an inspection was done in the last 24 hours)



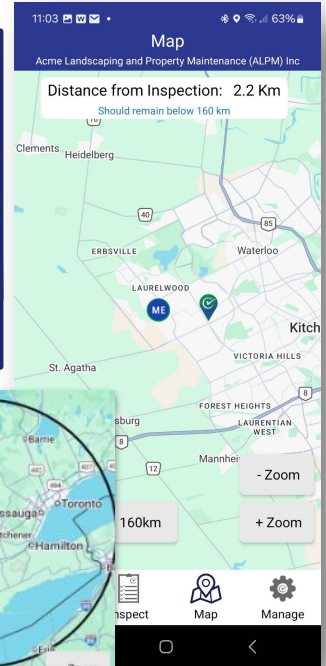
2 See your 160km radius from the inspection location

If the user zooms out, they can see the 160 km radius from the point of inspection using the 160km button



3 Select "Me" to see where you are in the circle

Selecting "Me" will allow the user to see their current location in relation to the inspection location and the edge of the circle when zoomed out.



This does NOT give tracking capabilities to the operator. It informs the driver of where they are within their 160 km radius if they have their own location services turned on in their phones for the ReadyChek app. Operators can only see the location of the inspections for each driver.



App Settings



Settings

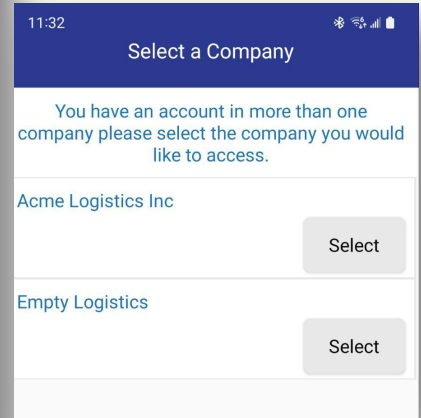
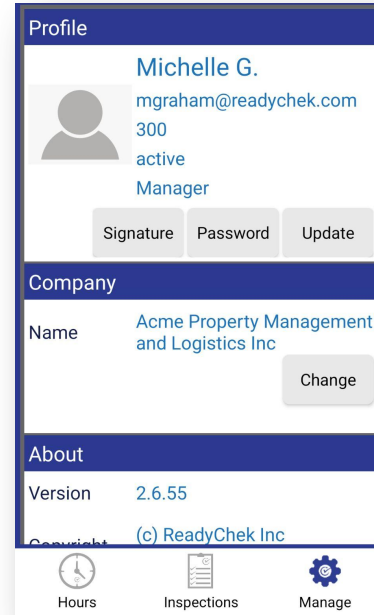


Profile

- 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



Settings 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

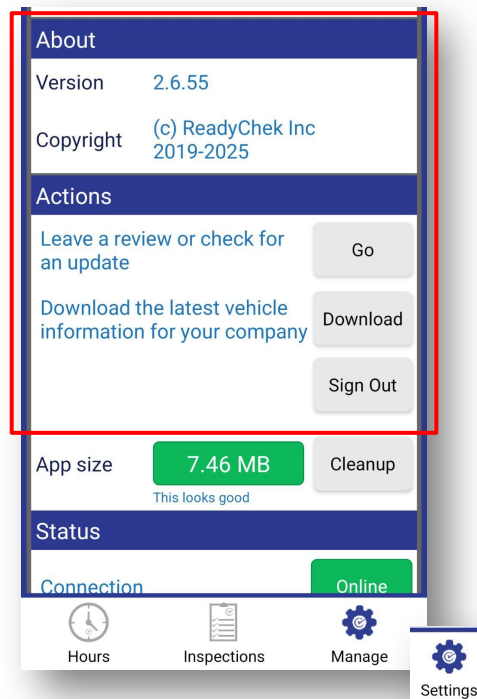
- Use this button to leave a review on the app store or check for updates

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



Settings Cont'd



App Size

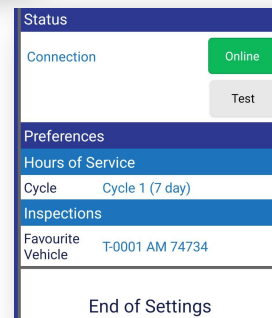
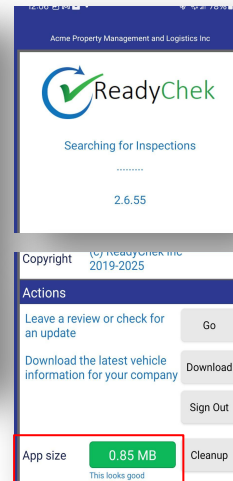
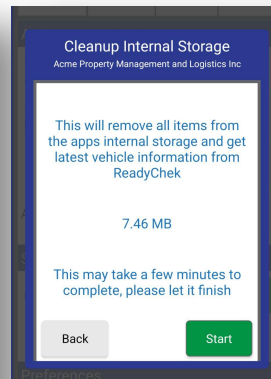
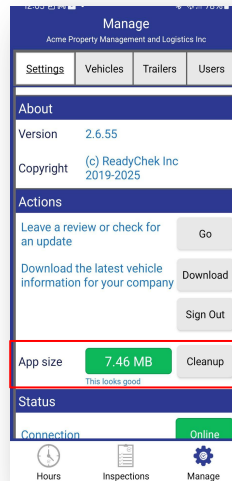
- This value represents the size the data from the app is using on the phone
- When this value gets too large, the app may run slowly, so using the “Cleanup” button will clean up old data that is no longer needed or displayed on the phone.
- This cleanup is similar to the “Sign Out”/“Sign In” process,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





End Walk-through