

Portal - *New* Reports

Portal - Reports - Getting Audit PDFs



- 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”.
- This is the first iteration of this feature, so you may see minor changes/improvements in the coming months based on feedback from customers. (Hint, we are happy to receive feedback for this feature - contact support@readychek.com)

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

Reports Add Report Refresh

Filters

State All Active Removed

Search Go Clear

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

Details

Name	July 1 to Dec 31 2024	Description	Chad and Michelle inspections and hours of service
State	Active (Results Ready)		
		Remove	Run Update Details

Portal - Reports - Getting Audit PDFs Cont'd



- To create a report, select “Add Report”
- 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

Template Name Inspection and Hours of Service export to zip file

This will find all of the inspections and Hours of service for the users and vehicles identified below between the two dates. A zip file will be created containing PDF files for all inspections and hours of service completed during this time. The files can be downloaded and shared with anyone who has requested them.

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 x yyyy-mm-dd x

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

Users

- Chad J V
- Michelle G.

Vehicles

- T-0000 AM 37381
- 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