



Quick Reference

Managers and Owners

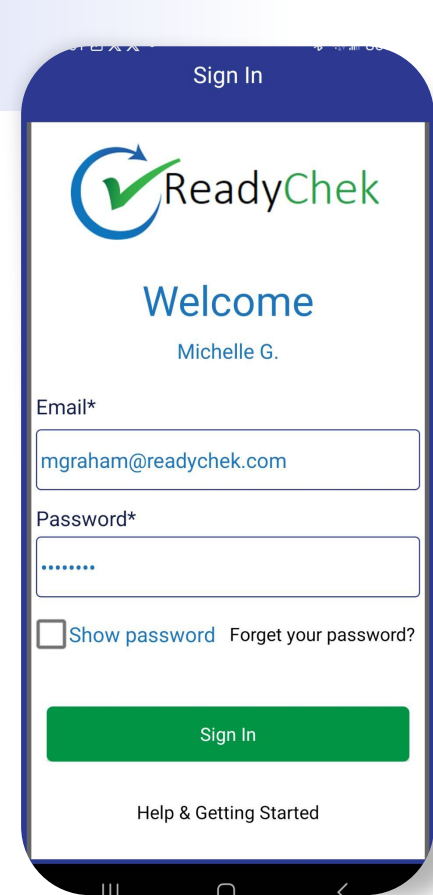
Jan 30, 2026

Web Portal version: [2026.03.x](#)

Most 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	It is important that this company information matches the information on your commercial motor vehicle registration. If you are operating as a CVOR company, this information must match your CVOR documentation.	
Phone #	226-753-8131	No. and Street	113 Amos Ave
Registration #	AB-1234-5678-022	City	Waterloo
Registration/ CVOR Date		Jurisdiction	Ontario
		Country	Canada
		Postal Code	N2T0B4
		<input type="button" value="Update"/>	<input type="button" value="Update"/>

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.

No. and Street	5-420 Erb St. W.
City	Waterloo
Jurisdiction	Ontario
Country	Canada
Postal Code	N2L 6K6

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 Email	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	On Requires Commercial Drivers to start their Hours of Service before an inspection. Non-Commercial Drivers are not affected by this setting as they do not require Hours of Service.

New Inspection

Acme Logistics Inc

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

Home	HQ	Here	X
------	-----------	------	---

Type

Pre Trip Post Trip

Portal - Company continued



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

Inspection Details

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

Location:

Home HQ Here X

Type: Pre Trip Post Trip

Hours of Service

Mandatory: On

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

Email All Inspections To

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

Email Inspections with Defects To

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

Api Key

Api Key: RC-460B1A16

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

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

Email settings

API Key

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

Search Go ✕ Active All All All

Export Add Vehicle Refresh

Showing 1 to 10 of 25 Page Size 10 Page 1

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

Remove Inspections Update Details

Portal - Vehicles & Trailers - Export





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

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

Search State Type Safety Date Commercial/Non Actions

Search Go ✕ Active All 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
	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: Plate: Ontario Jurisdiction: VIN: VIN1234567890	Safety Number: J-123456 Safety Date: 2025-08-29 Commercial: Yes	Remove Inspections
	Name: T-0001 Status: Good	Plate: AM 74734	Safety Number: H-1234567 Safety Date: 2025-04-17 Commercial: Yes	

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)

Scroll to see additional fields

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

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



Add Vehicle - Non Commercial

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

Add a Vehicle or Trailer

Details

Name* VIN Year*
Name VIN Year

Vehicle Type* Brake Type* Units*
Select Select Select

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

Schedule and Checklist

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

Is this vehicle registered as a commercial vehicle?
Yes

Schedule*
Select

Checklist*
Select

Status

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

State and Status

Status
Good - No Defects

State

No IMAGE AVAILABLE

Upload a Picture

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

The screenshot displays the 'Edit Vehicle' interface in the ReadyChek system. At the top, a 'Show Inspections Starting At' filter is highlighted with a red box and a callout box above it, both containing the text 'yyyy-mm-dd'. The main form is divided into several sections:

- Details:** Includes fields for Name, VIN, Year, Overall Status, Inspected By, Driven By, Trip Type, Province, Plate, and Plate Expiry Date.
- Vehicle Information:** Includes fields for Vehicle Type, Brake Type, Unit, and Kilometers.
- Schedule and Checklist:** Includes a dropdown for the inspection schedule (e.g., 'Ontario Schedule 1 Daily Inspection of trucks, tractors and trailers (Reg. 199/07)') and a 'Checklist' dropdown.
- Notes:** A text area for adding additional information.
- Start and End of Operation:** Fields for Start Date and Last Safety Date.
- Odometric, Make, Model and Colour:** Fields for Odometer, Make, Model, and Colour.

On the right side, there is a 'Picture' section with a photo of a white truck and an 'upload a Picture' button. Below that, the 'State and Status' section shows the vehicle's status as 'Good- No Defects' and 'Active'. A 'Save' button is located at the bottom right of the form.

Portal - Checklists



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

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

Refresh + Checklist

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

Edit



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2024.03.05 Mar 05, 2024

Portal - Creating a New Checklist



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

Add a new Checklist

Name* Description

Checklist Questions

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

+ Question

Cancel Save

Portal - Checklist Visibility



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

Add a new Checklist

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

Checklist Questions

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

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

New Inspection
Acme Logistics Inc

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

Checklist

Name: Ready to Drive Checklist

Description: Ensures that all proper documentation is in the vehicle for roadside inspections

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

Cancel Save

Portal - Checklist Sample



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

For example:

Do you have your driver's licence?

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

Does the vehicle have the original proof of insurance?

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

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

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

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

New Inspection
Acme Logistics Inc

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

Checklist

Name	Ready to Drive Checklist		
Description	Ensures that all proper documentation is in the vehicle for roadside inspections		
In	En	#	Questions
		1	Do you have your driver's licence?
			<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Report"/>
		2	Does the vehicle have a signed copy of the ownership, including the plate portion?
			<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Report"/>
		3	Does the vehicle have the original proof of insurance?
			<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Report"/>
			Does the vehicle ha

Portal - Equipment (Currently in Beta Stage)



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

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

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

Search: go State:

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

Showing 1 to 3 of 3

Equipment - Export



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

The screenshot displays the 'Equipment' management interface. At the top, there is a navigation menu with options like Home, What's New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Map, Checklists, Reports, Invoices, Billing, and Company. Below this is a search bar and a filter for 'State' set to 'Active'. The main area shows a list of three pieces of equipment:

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

An 'Export Equipment' dialog box is overlaid on the right side. It contains the text 'Press the Download CSV button below to download the file' and a 'Download CSV' button highlighted with a red box. Below the button, it says 'Done!'. A 'Close' button is at the bottom of the dialog.

Equipment - Notifications



- Just like with vehicles, equipment inspections can also be monitored via email using the email notification section in the Company tab. One or more emails can be notified for both all inspections, or for just those that have reported a defect/issue.

Email All Inspections To			Email Inspections with Defects To		
Vehicles	[Not Set] <small>A copy of All vehicle inspections will be sent to each address</small>	Update	Vehicles	[Not Set] <small>A copy of inspections with Defects will be sent to each address</small>	Update
Equipment	[Not Set] <small>A copy of All equipment inspections will be sent to each address</small>	Update	Equipment	[Not Set] <small>A copy of equipment inspections with Defects will be sent to each address</small>	Update



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
Name*
Name
Checklist*
Checklist*

Notes
Add any additional information about this piece of equipment. This will not be displayed on the mobile app.
Notes

Start and End of Operation
Start Date
yyyy-mm-dd
The day the equipment started operations
End Date
yyyy-mm-dd
The day the equipment stopped operations

Serial Number and Last Safety Date
Last Safety Date
yyyy-mm-dd
Last semi or annual safety date
Serial Number
Serial Number

Make, Model, Colour
Year
Year
Attributes
Attributes
Common name for equipment
Make
John Deere, Kubota, Honda etc
Model
Model
Serial: 2110, 8100 etc
Colour
Colour

Picture
NO IMAGE AVAILABLE
Upload a Picture

Status and Status
Status
Active
Good- No Defects

Cancel Save and Add Another 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 the 'Equipment Inspections: Lawn mower' interface. At the top, there are filters for 'Status' (All), 'Time' (All), and 'User' (user). A search bar is labeled 'Vehicle, Trailer or Lawn mower Equipment'. Below the filters, a table shows inspection details. A red box highlights the 'Show Inspections Starting At' filter, which is set to 'yyyy-mm-dd'. An arrow points from this box to the main interface. In the foreground, the 'Update Equipment: Lawn mower' modal is open, showing fields for 'Name' (Lawn mower), 'Checklist' (Equipment Ready to Use), 'Status and Status' (Good - No Defects), 'Start and End of Operation' (Start Date: yyyy-mm-dd, End Date: yyyy-mm-dd), 'Serial Number and Last Safety Date' (Last Safety Date: yyyy-mm-dd, Serial Number: Serial Number), and 'Make, Model, Colour' (Year: 2024, Make: Honda, Model: HMA-2000, Colour: Red). There is also a section for 'Notes' and a 'Description Check' field.

Repair Equipment

- WW
 - Nw
- W

** notes



The screenshot displays the 'Equipment Inspections' interface for a 'Lawn mower'. The main view shows a list of inspections with columns for Date, Overall Status (Good), Inspected By, and Trip Type. A modal window titled 'Update Equipment: Lawn mower' is open, showing fields for Name, Checklist, Notes, Start and End of Operation, Serial Number and Last Safety Date, and Make, Model, Colour. A red arrow points to a red rectangular box above the modal.

Date	Overall Status	Inspected By	Trip Type
2023-04-04 10:07:33 a.m. EDT	Good	Brody C V	Pre-Trip
2023-06-09 2:18:26 p.m. EDT	Good	Chad J V	Pre-Trip

Update Equipment: Lawn mower

Details

Name*
Lawn mower

Checklist

Checklist*
Equipment Ready to Use

Notes

Add any additional information about this piece of equipment. This will not be displayed on the mobile app.

Start and End of Operation

Start Date
yyyy-mm-dd

End Date
yyyy-mm-dd

Serial Number and Last Safety Date

Last Safety Date
yyyy-mm-dd

Serial Number
Serial Number

Make, Model, Colour

Year
2024

Attributes
Bag and mulch

Make
Honda

Model
HMV-2000

Colour
Red

Status and Status
Status
Good- No Defects

State
Active

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

Search Go State Role Actions

Showing 1 to 10 of 23

Details	Address	License & Compliance
Name: Annika C B State: <input type="button" value="Active"/> Email: annikac@readychek.com Phone: Employee Id: Roles: Commercial Driver Last Sign In: 2025-02-05 7:22:22 p.m. EST <input type="button" value="Remove"/>	Street: one drive rd City: somewhere Province: Ontario Country: Canada Postal Code: a0a 1b1	Class: Expiry Date: Compliance: included
Name: Annika Welder State: <input type="button" value="Active"/> Email: annika.welder@readychek.com Phone: 5192391919 Employee Id: 400 Roles: Commercial Driver Last Sign In: 2025-08-13 8:23:46 a.m. EDT <input type="button" value="Remove"/>	Street: 1045 City: Waterloo Province: Ontario Country: Canada Postal Code: N2T 1V1	Class: Expiry Date: 2025-12-30 Compliance: excluded

Page Size 10 < Page 1 >

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

Portal - Users - Export

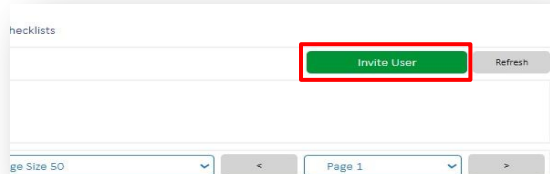


- Once the users are filtered to the desired list, they can also be “Exported” to a CSV file that will match the filtered output.

The screenshot shows the 'Users' management interface. At the top, there are navigation tabs: Home, Whats New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, **Users**, Checklists, Reports, Invoices, Billing, and Company. Below the navigation, there is a search bar and filters for State (Active) and Role (All). The 'Actions' menu contains 'Export', 'Invite User', and 'Refresh'. The 'Export' button is highlighted with a red box. Below the filters, there are pagination controls showing 'Page Size 10' and 'Page 1'. The main content area displays a list of users with details for two users: Annika C B and Annika Welder. Each user entry includes fields for Name, State (Active), Email, Phone, Employee Id, Roles, and Last Sign In. Below the user details, there are buttons for 'Remove', 'Hours of Service', 'Inspections', and 'Reset Password'. In the foreground, an 'Export Users' dialog box is open, displaying the text 'Press the Download CSV button below to download the file'. The 'Download CSV' button is highlighted with a red box. Below the button, it says 'Done!'. At the bottom of the dialog box, there is a 'Close' button.

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



The 'Invite User' form is divided into several sections:

- User Details:** Includes fields for First Name, Last Name, Email, and Verify Email. A note states: "Entering the email address twice helps eliminate typos."
- Phone No.:** A field for the user's phone number.
- Address Information:** Includes fields for Street, City, Province, and Country. A note states: "If the user takes the vehicle home at night, complete this section. This will provide the user with an easy to use button in the app to set their address when completing inspections."
- Role and Employee ID:** Includes a dropdown for Role and a field for Employee ID. A note states: "Every user must have a role, a manager or an owner have the most permissions, they can perform inspections as well as use this portal. Employee ID is what will be used to sign into the shared devices (tablets or phones)."
- Drivers License Information:** Includes a dropdown for Class and a date field for Expiry Date. A note states: "With this information the portal will show you a message when the license is about to expire."
- Employment Start and End Information:** Includes date fields for Start Date and End Date. A note states: "When did this person start and stop working for your company."

At the bottom of the form, there is a checkbox labeled "Send invite email now" which is checked. To the right of this checkbox are three buttons: "Cancel", "Save", and "Save and Invite Another".

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

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

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



Invite New User continued

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

Role*

Select

Select

Commercial Driver

Non Commercial Driver

Manager

Owner

Mechanic

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

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

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



Invite New User continued

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

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

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

User Settings

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

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



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 Can no longer sign in	City	Waterloo	Expiry Date	2025-03-28
Email	bambergbirds@gmail.com	Province	Ontario	Compliance	Included
Phone		Country	Canada		
Employee Id	48	Postal Code	N2T0B4		
Roles	Non Commercial Driver				
Last Sign In	2025-01-19 12:03:41 p.m. EST				

Hours of Service Inspections Restore 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 displays the 'Users' management interface. On the left, a user profile for Michelle G. is shown with details such as 'one drive rd somewhere', 'Ontario', and 'Canada'. The 'Inspections' tab is highlighted with a red box. On the right, a detailed inspection record is shown for the same user. A red box highlights the 'User' dropdown menu in the inspection details, which is set to 'Michelle G. (mgraham@readychek.com)'. Below this, the inspection details are organized into sections: 'Details', 'Vehicle', and 'Trailers'. The 'Details' section shows the date '2024-11-21 10:59:38 a.m. EST', status 'Good', and 'Inspected By' 'Michelle G.'. The 'Vehicle' section shows 'T-0004 (AM 4321)' with status 'Good' and 'Odometer' '9320'. The 'Trailers' section shows 'Trailer w CL (AB 76654)' with status 'Good'. At the bottom, another inspection record is partially visible for the date '2024-10-31 10:24:56 p.m. EDT' with 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.

The screenshot displays the ReadyChek interface for viewing a user's hours of service. It is divided into several sections:

- User Details:** Shows information for Annika B., including address (410 Winter Av, Waterloo, Ontario, Canada), employment ID (400), and role (Commercial Driver). A red box highlights the "Hours of Service" button in the navigation bar.
- Hours of Service for Annika B.:** A detailed view of a specific record for 2022-4-5. It includes filters for status (All, Complete, In Progress, Incomplete) and time (All, Today, Yesterday, Last 2 Weeks, This Month, Last 30 Days, Last Month, Last 2 Years). A summary table shows: On Duty Driving: 0.75, On Duty Not Driving: 0.25, On Duty Total: 1, Off Duty Total: 23, and Duty Time Total: 24. A red box highlights the "Details" button.
- Hours of Service for Annika B.:** A second record for 2022-4-5, showing: On Duty Driving: 0, On Duty Not Driving: 0, On Duty Total: 0, Off Duty Total: 24, and Duty Time Total: 24. A red box highlights the "Details" button.
- Graph:** A 24-hour timeline graph showing the user's status (OFF, SLP, DRV, OND) over time. A summary table at the bottom shows: OFF 18h, DRV 3h 15min, OND 2h 45min, and TOTAL 24h.

Portal - Inspections



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

Status Filters

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

User

Find all inspections for a particular user

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

The screenshot displays the 'Inspections' page in a web portal. At the top, there is a navigation bar with various menu items. Below the navigation bar, there are several filter and control elements: a 'Status' dropdown menu (currently set to 'All'), a 'Time' dropdown (set to 'Last 30 days'), a 'User' dropdown (set to 'Select'), a 'Vehicle, Trailer or Equipment' dropdown (set to 'Select'), and a 'Show Inspections Starting At' date input field. There are also 'Sort By' and 'Page Size' dropdowns, and a 'Page 1' indicator. A 'Refresh' button is located on the right. The main content area shows a list of inspection records. Each record includes a date and time, an overall status (e.g., 'Good'), and details for the inspected item (Vehicle, Status, Odometer, Work Orders). A dropdown menu is open over the 'Status' filter, showing options: 'All', 'Good', 'Minors', 'Majors', 'Any', and 'Repaired'. The 'Good' option is highlighted. The first record shows an inspection on 25-08-18 at 1:46:39 p.m. EDT, with a 'Good' status and details for Vehicle T-0001 (AM 74734), Status Good, and Odometer 32575 KM. The second record shows an inspection on 2025-08-13 at 1:27:48 p.m. EDT, with a 'Good' status and details for Vehicle T-0001 (AM 74734), Status Good, and Odometer 32575 KM. The third record shows an inspection on 2025-08-13 at 12:45:05 p.m. EDT, with a 'Good' status and details for Vehicle T-0001 (AM 74734), Status Good, and Odometer 32568 KM. Each record has buttons for 'Email', '+ Remarks', 'Print/Download', and 'Details'.



Marking Inspections with Repairs

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

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

The screenshot shows the 'Inspections' page in the ReadyChek web portal. The navigation bar includes: Home, Whats New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Checklists, Reports, Invoices, Billing, Company. The main content area has filters for Status (Any), Time (All), User (Select), Vehicle, Trailer or Equipment (Select), and Show Inspections Starting At (yyyy-mm-dd). It shows 'Showing 1 to 10 of 141' results, sorted by 'Created Date (Oldest first)' with a page size of 10. The table below lists inspection details:



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



Marking Inspections with Repairs continued

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

Once you find the inspection, select the repair button.

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

Vehicle Inspections- T-0000 (AM 37381)			
Status	Time	User	Show Inspections Starting At
.Any	All	Select	yyyy-mm-dd
Vehicle, T-0000 (AM 37381) Trailer or Equipment			
Showing 1 to 10 of 58		Sort By	Created Date (Newest first)
Page Size 10		Page 1	
Details	Inspected Item	Trailers	
Date: 2025-04-14 10:04:04 a.m. EDT	Vehicle: T-0000 (AM 37381)		
Overall Status: Minor	Status: Minor		
Inspected By: Michelle G.	Odometer: 25997 KM		
Driven By: Michelle G.	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)		
Overall Status: Minor	Status: Minor		
Inspected By: Chad J V	Odometer: 24080 KM		
Driven By: Chad J V			



Marking Inspections with Repairs continued

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

Once you find the inspection, select the repair button.

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

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

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

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

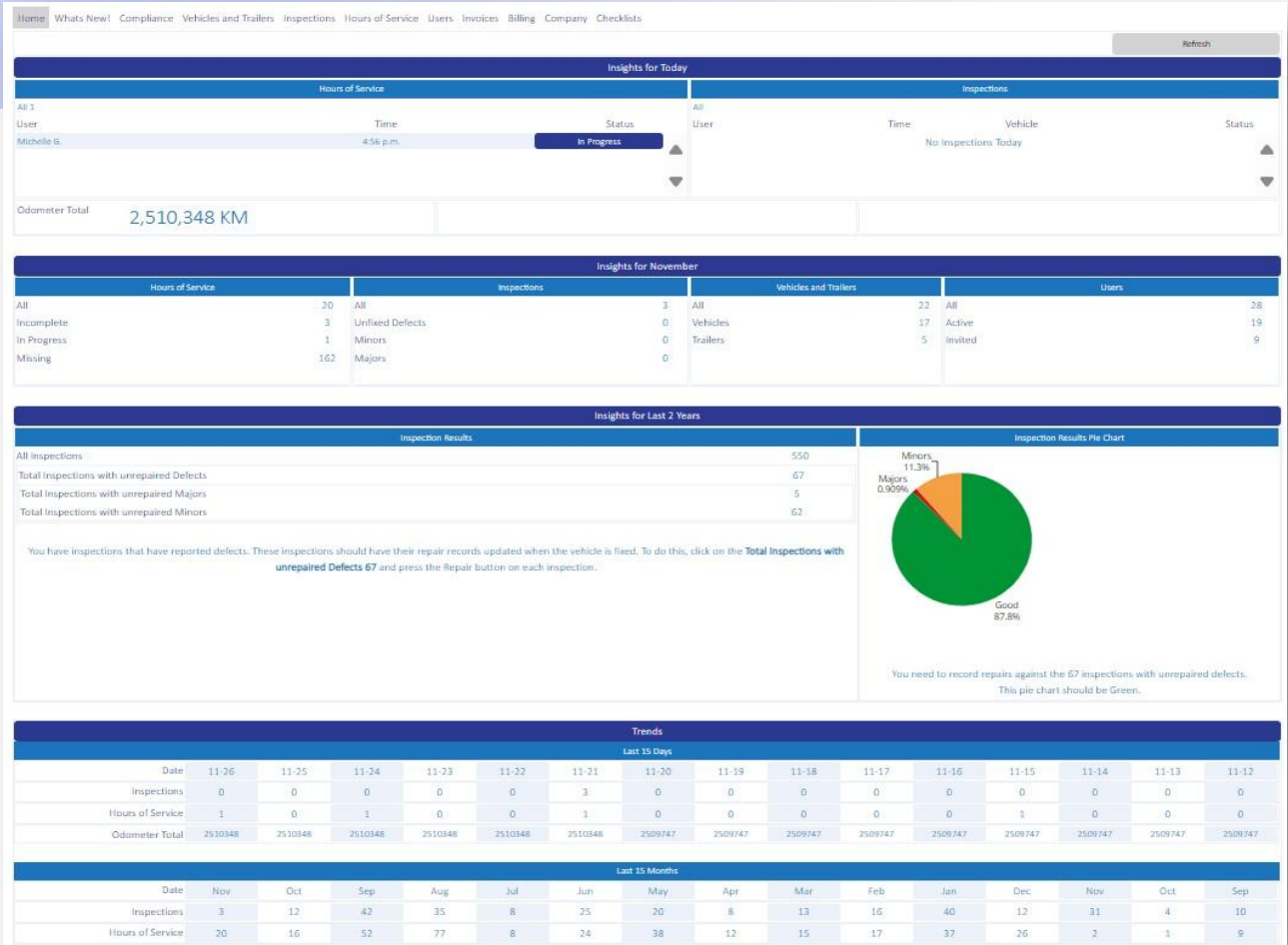
This close-up shows the 'Tires' item with a green checkmark in the 'Re' column, indicating it has been repaired. The 'Repair' button is no longer visible.

This screenshot shows the 'Repairs' section. It includes the date '2023-01-12 10:46:58 p.m.', a red box around the 'Work Orders' field containing '12345', and the 'Repaired By' field with the name 'Michelle G.' and a signature.

This screenshot shows the 'Inspection' summary screen. It displays the date '2023-01-11 4:52:26 p.m. EST', inspection by 'Chad A.', driver 'Chad A.', and overall status 'Good'. It also shows vehicle details like 'T-0000' and '485005' Odometer, and trailer 'W-0001' with status 'Good'. A 'Work Order' field contains '12345'. Buttons for 'Details', 'Download', and 'Email Inspection to MTO' are visible at the bottom.

Portal - Home

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





Portal - Home continued

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

Insights for Last 2 Years

Inspection Results	
All Inspections	546
Total Inspections with unrepaired Defects	69
Total Inspections with unrepaired Majors	7
Total Inspections with unrepaired 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 unrepaired Defects 69** and press the Repair button on each inspection.

Inspection Results Pie Chart

Category	Percentage
Good	87.4%
Minors	11.4%
Majors	1.28%

You need to record repairs against the 69 inspections with unrepaired defects. This pie chart should be Green.

Showing 1 to 20 of 69

Page Size 20

< Page 1 >

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

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

Portal - Billing

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

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

Payment

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

Name
Number
Expiry
Interval monthly

Update

Invoice Details

This information will appear on your invoice

Billing Company

Name

Billing Contact

Name
Email
Phone
Address

Invoice Notification Emails and Purchase Order

Invoices sent via email the first week of the month

Email To
PO

Update

Plan Information

Vehicle Storage Fee	\$1.00 per vehicle or trailer per month
Inspections	\$.50 per new inspection
Hours of Service	\$.35 per On Duty Day (No charge for days recorded as Off Duty all day)

Update Payment Details

Card Details

Name on Card*

Card #*

Card CVC #*

Expiry Month*
Please select one

Expiry Year*
Please select one

Card Holders Address

Street*

City*

Province*
Please select one

Country*
Please select one

Postal Code*

Cancel Save

Update Billing and Invoice Details

Billing Company

Billing Company Name*

Billing Contact

Contact First and Last Name*

Email*

Phone*

Billing Address

Street*

City*

Province*
Please select one

Country*
Please select one

Postal Code*

Cancel Save



Portal - Invoices



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

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

Portal - Compliance View



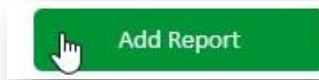
- The Compliance view gives a high level view showing hours of service and inspection status for each user over the last 14 days
- The operator/manager can remind users to finish incomplete or missing hours
- Clicking on icons will open indiv items
- Use the “Range” arrow to look backwards in 2 week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

The screenshot displays the 'Compliance' view in a software portal. At the top, there is a navigation bar with tabs for Home, Whats New?, Compliance, Vehicles & Trailers, Equipment, Inspections, Hours of Service, Users, Checklists, Reports, Invoices, Billing, and Company. Below the navigation bar, there is a search and filter section with a search input, a 'Go' button, a 'Type' dropdown menu set to 'Included', a 'Range' dropdown menu set to 'Sep-01 to Aug-18', and a 'Reset' button. There are also 'Show Labels' and 'Refresh' buttons. Below this, there is a 'Showing' section with '1 to 9 of 9' items, a 'Page Size' dropdown set to '10', and 'Page 1' navigation. The main content area is titled 'Compliance' and shows three rows of data for commercial drivers. Each row has a 'Hide' button on the right. The first row is for Annika B. (Commercial Driver), the second for Bev Green (Commercial Driver), and the third for Beverly Vangraminger (Commercial Driver). Each row has a grid of 14 columns representing days from 9-01 to 08-18. The grid has two rows: 'Hours Of Service' and 'Inspections'. Each cell in the grid contains an icon representing the status of the data for that day. For example, a green checkmark indicates completion, a clock indicates a reminder, and a red 'X' indicates a missing or incomplete item. The 'Hours Of Service' row for Annika B. shows a clock icon on 08-26 and 08-27, and a red 'X' on 08-18. The 'Inspections' row for Annika B. shows a green checkmark on 08-18. The 'Hours Of Service' row for Bev Green shows a clock icon on 9-01, 08-26, 08-27, 08-28, 08-29, 08-30, 08-31, 08-19, and 08-18. The 'Inspections' row for Bev Green shows a green checkmark on 08-30, 08-27, 08-24, 08-23, 08-22, 08-21, 08-20, 08-19, and 08-18. The 'Hours Of Service' row for Beverly Vangraminger shows a red 'X' on 9-01, 08-31, 08-28, 08-27, 08-26, 08-25, 08-24, 08-23, 08-22, 08-21, 08-20, 08-19, and 08-18. The 'Inspections' row for Beverly Vangraminger shows a green checkmark on 08-30.

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



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

Search State Actions

Search Go Active

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

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

Showing 1 to 2 of 2 < Page 1 >

Portal - Reports - Odometer report



- Choose the template for what you are trying to do
 - Get inspection pdfs, or
 - Get a vehicle's yearly kms using Odometer export
- For this example, we have chosen the Vehicle Odometer Report
- Give it a name that makes sense for the data you will be requesting.
- Define the date range and the vehicles that you want to include in the report
- 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

Create a new Report

Choose Template

Vehicle Odometer Export to CSV File

Description This will find the first and last inspections for the vehicles identified below between the two dates. A CSV (Excel) file can be created. The files can be downloaded and shared with anyone who has requested the information.

Name*

July-Dec2025 Odometer report

A name to identify this report, for example Jun to Sept 2024 Facility Audit/ Vehicle Odometer Export

Description

Get the odometer difference between July 1 and Dec 31, 2005 of selected vehicles

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* 2025-07-01 x End Time* 2025-12-31 x

Vehicles

1. T-0001 AM 74734 + Vehicle Remove

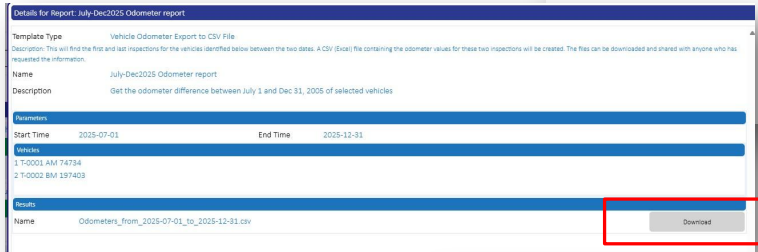
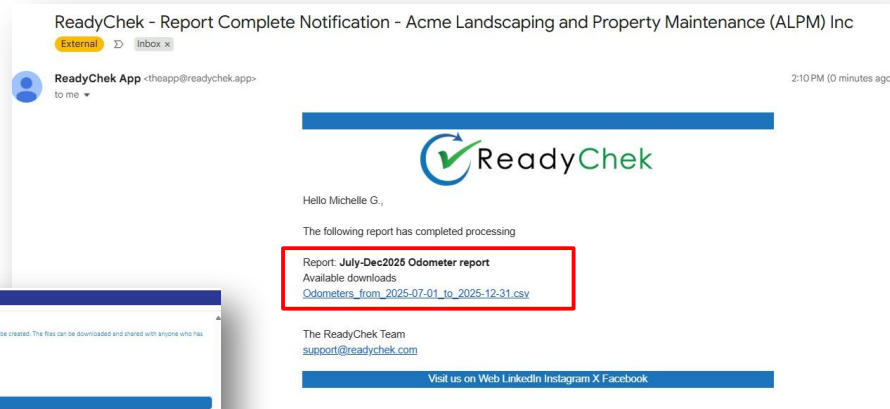
2. T-0002 BM 197403 Remove

Cancel Save And Run Save

Portal - Reports - Odometer report



- An email will be sent to the user requesting the report with a link to the download when ready
- You can also see the download link in the “Details” view of the report
- The resulting file is a csv



AutoSave Off Odometers_from_2025-07-01_to_2025-12-31...

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Vehicle Na Plate	VIN	Starting Inspection	Starting Odometer	Ending Inspection	Ending Odometer	Starting Inspection Link	Ending Inspection Link
T-0002	BM 197403	VIN098765	2025-08-10 1205	2025-12-10 1525	320	https://rea	https://readychek.app/service/v1/cdn/companys/20_1/inspections/2025
T-0001	AM 74734	VIN123456	2025-07-06 2400	2025-12-31 32576	30176	https://rea	https://readychek.app/service/v1/cdn/companys/20_1/inspections/2025

Portal - Reports - Inspections (and HOS)



- For this example, we have chosen the Inspection and HOS Export to Zip file

Choose Template

Inspection and Hours of Service Export to Zip File

Select

Inspection and Hours of Service Export to Zip File

Vehicle Odometer Export to CSV File

- Give it a name that makes sense for the data you will be requesting.
- Define the date range and the users and/or vehicles that you want to include in the report
- 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

Create a new Report

Choose Template

Inspection and Hours of Service Export to Zip File

Description 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 the information.

Name*

Oct 1, 2025 to Feb 28, 2026 Inspections Report

A name to identify this report, for example Jun to Sept 2024 Facility Audit/ Vehicle Odometer Export

Description

All inspections for Chad and Michelle and Vehicle T-T001 from Oct 1, 2025 to Feb 28, 2026

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* 2025-10-01 End Time* 2026-02-28

Users

1 Chad Vance + User Remove

2 Michelle G. Remove

Vehicles

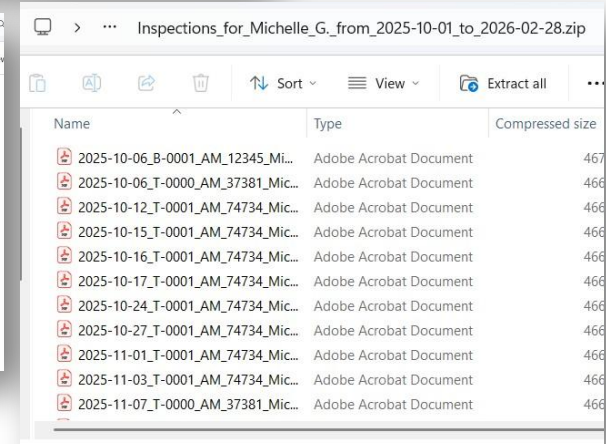
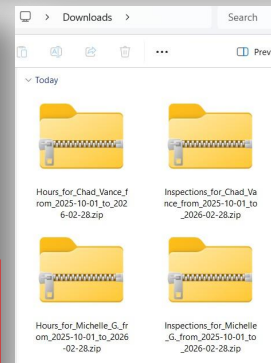
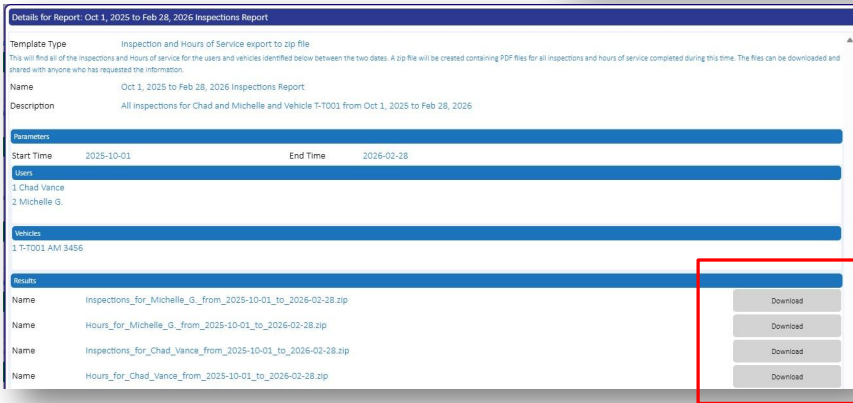
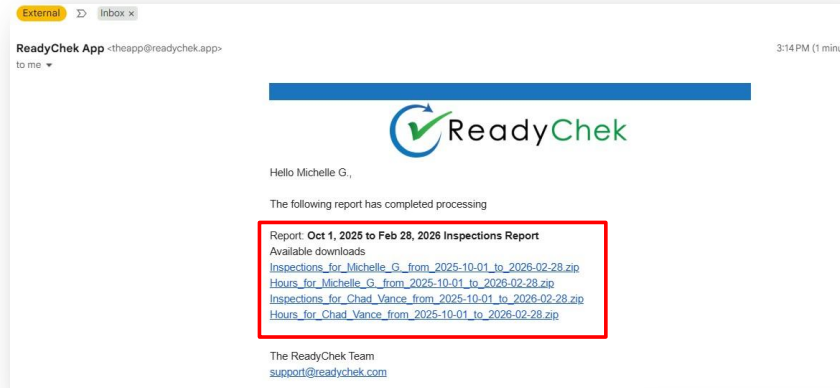
1. T-T001 AM 3456 + Vehicle Remove

Cancel Save And Run Save

Portal - Reports - Inspections (and HOS)



- An email will be sent to the user requesting the report with links to the downloads when ready
- You can also see the download links in the “Details” view of the report
- Click on the links/download buttons
- The result is a collection of .zip files containing the pdf files



Portal - MAP

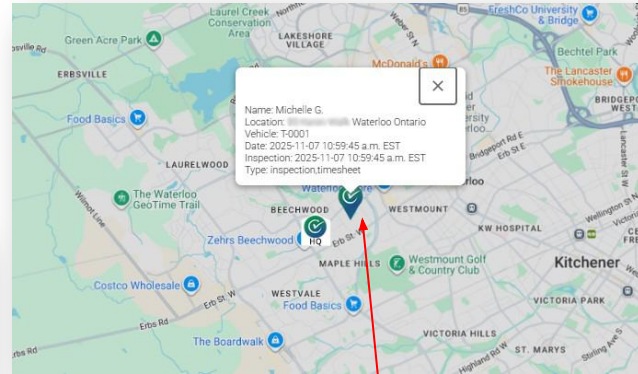
(new optional feature - contact us if you would like to try it - no cost)



- 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. (We may consider a GPS tracking option in the future)



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)



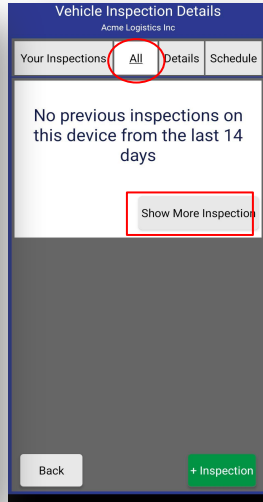
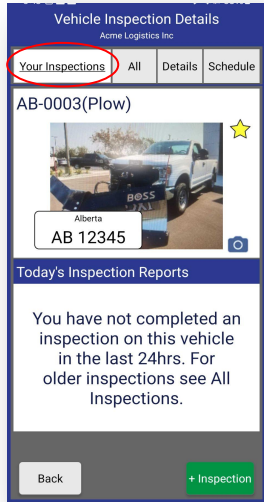


App Inspection Walk-through

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**



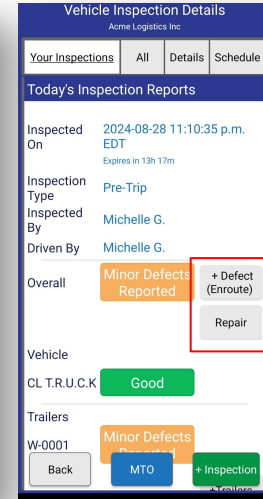
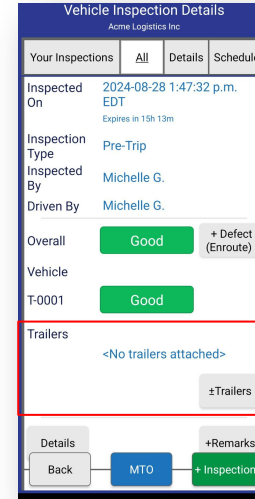
The third tab shows all of the basic details of the vehicle as defined. <not shown here>

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



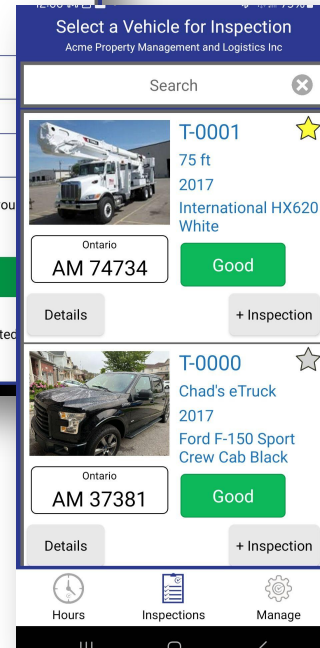
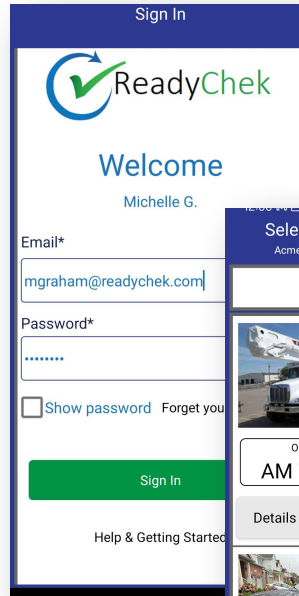
E.g. the "+/-Trailers" button on the trailers row and putting the "+Defects (Enroute)" and "Repair" buttons by the Overall Status row to show the updates will affect the overall status. and leaving the "Details" and "+Remarks" buttons at the bottom

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

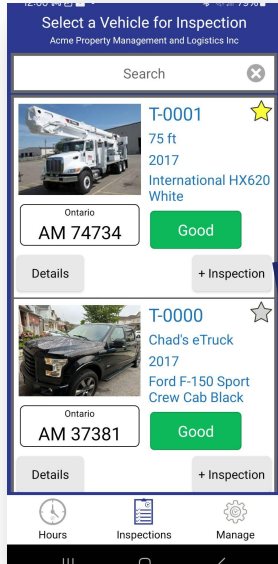
Select "+Inspection"

2

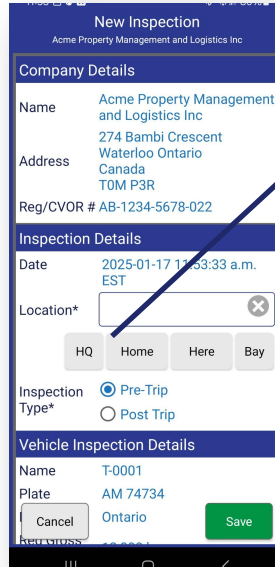
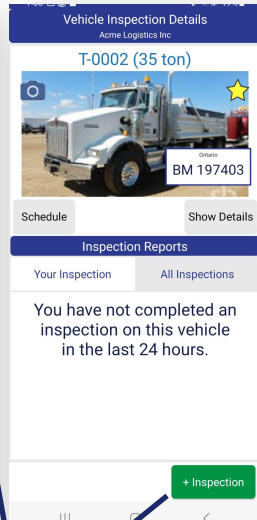
- Company info prefilled
- Location info required
- Indication of Pre or Post inspection

3

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



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

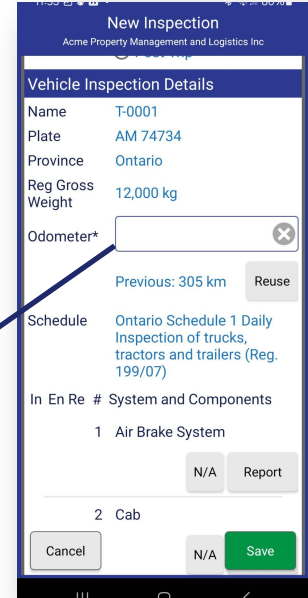


Home/HQ are values that can be filled in based on the driver's and company's information

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 found, use Report button to select 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 declarations will be based on the highest severity of all defects reported

New Inspection
Acme Logistics Inc

N/A Report

20 Suspension System
N/A Report

21 Tires
Minor Defects Reported

- a) Damaged tread or sidewall of tire.

22 Wheels, Hubs and Fasteners
Major Defects Reported - Out of Service

- 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.

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

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

Acme Logistics Inc

Using your finger, sign your name here.

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

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).

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> ± Trailers

Details + Remarks
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



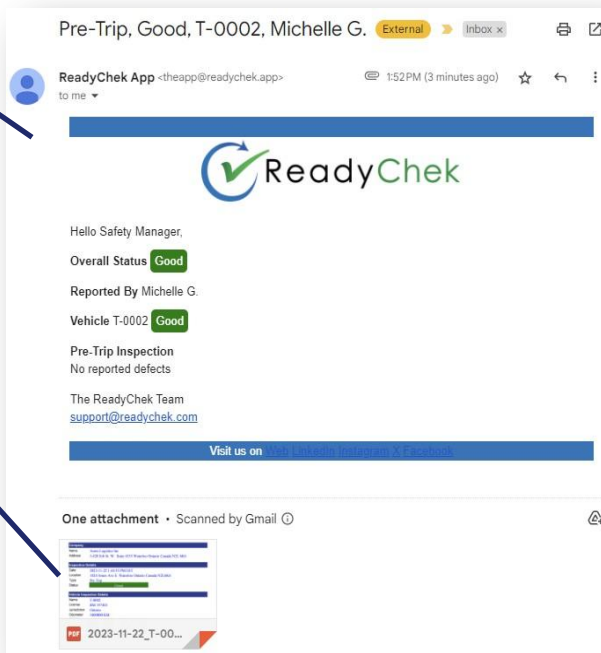
14

Email to driver and Operator/Safety Manager

The email will have a brief overview for quick reference.

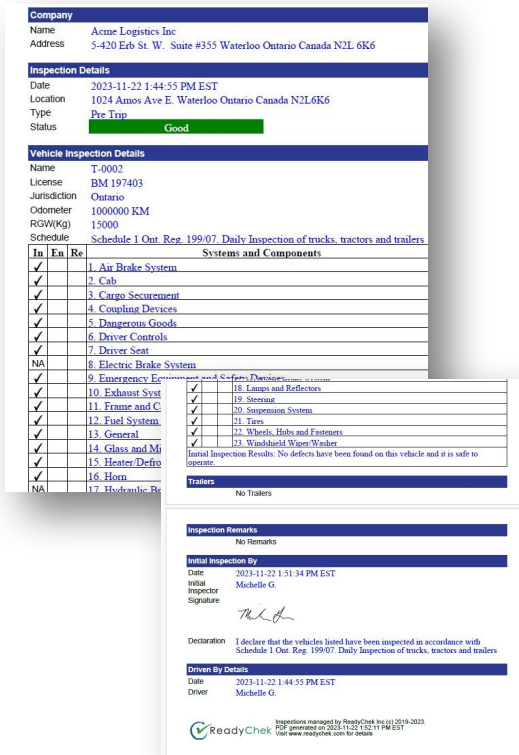
When the report is saved, the driver and the operator/safety manager will be emailed a pdf document that will contain the information from the report where it can be saved and printed if desired.

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



15

PDF file



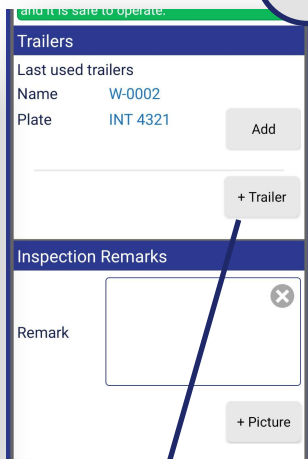
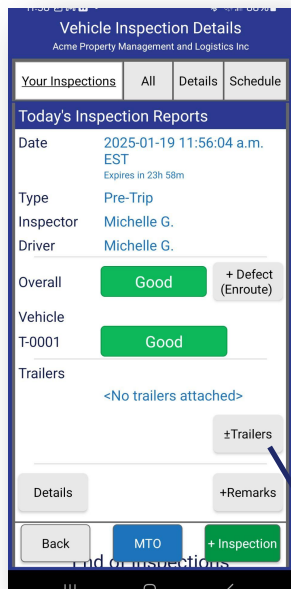


App Inspection Walk-through Additional Options

Add Trailer

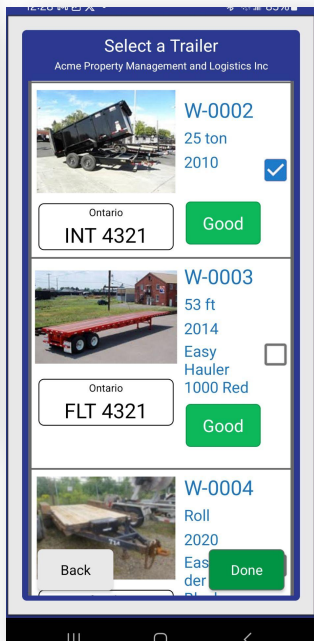


1 Add trailer

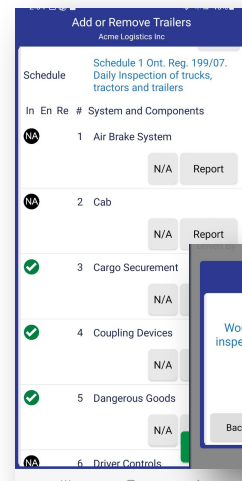


You can add a trailer during the initial inspection, or anytime during the day. To add a trailer, use the +/-Trailers button. When you are in an inspection, and you have added trailers to this vehicle in the past, a quick Add button will add that last used trailer.

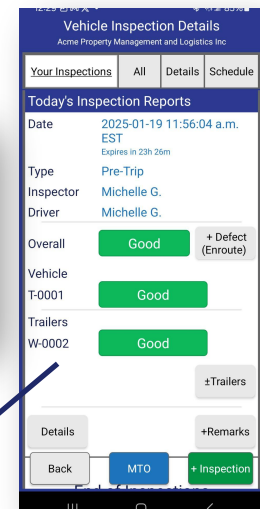
2 Choose trailer(s)



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

1 Air Brake System

Trailers

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

Attached: **No** Attach

Detached On: 2023-11-22 2:05:32 p.m. EST
Hubometer: 4,568 km
Schedule: Schedule 1 Ont. Reg. 199/07. Daily Inspection of trucks, tractors and trailers

In En Re # System and Components

1 Air Brake System

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

Initial Inspection Results

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

+ Trailer

Cancel Remarks Save

Select a Trailer
Acme Property Management and Logistics Inc.

W-0003
53 ft
2014
Easy Hauler
1000 Red
Ontario
FLT 4321
Good

W-0004
Roll
2020
EasyLoader
1000 Black
Ontario
TR-1234
Good

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 trailers (199/07)

In En Re # System and Components

1 Air Brake System

Cancel

Vehicle Inspection Details
Acme Property Management and Logistics Inc.

Your Inspections | All | Details | Schedule

Today's Inspection Reports

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

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

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

Vehicle: T-0001 **Good**

Trailers: W-0004 **Good**

±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

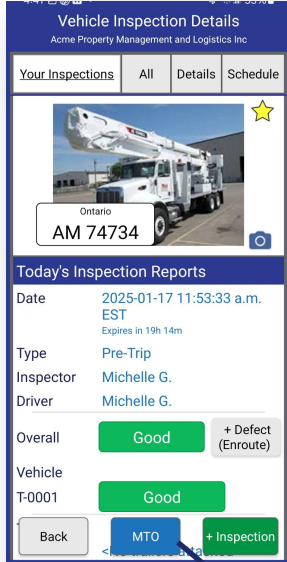
Trailers: <No trailers attached>

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

Roadside Inspection/MTO

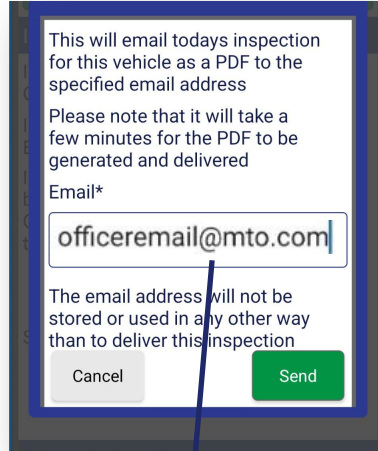
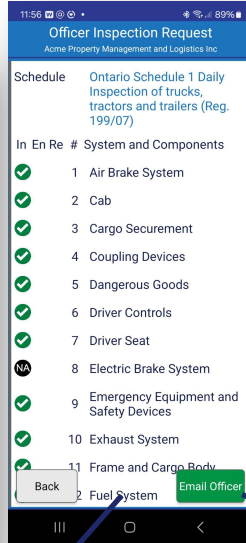


1 MTO/Compliance officer view



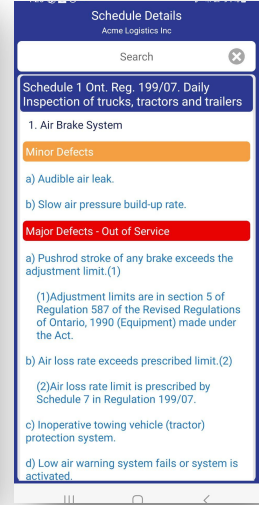
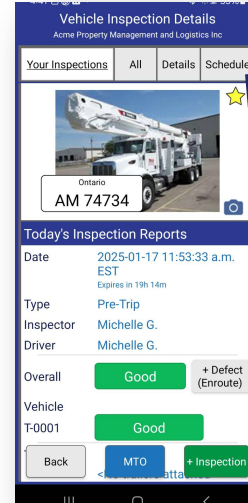
From the vehicle details screen, the MTO button will display the active inspection for the driver in a read-only format.

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

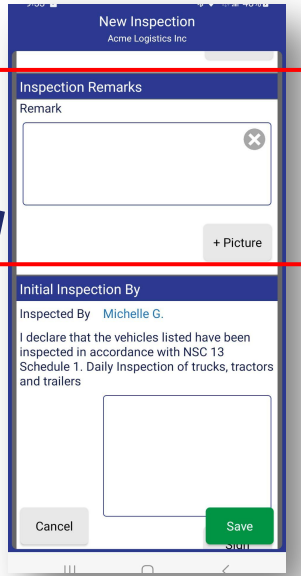
Back Details MTO

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

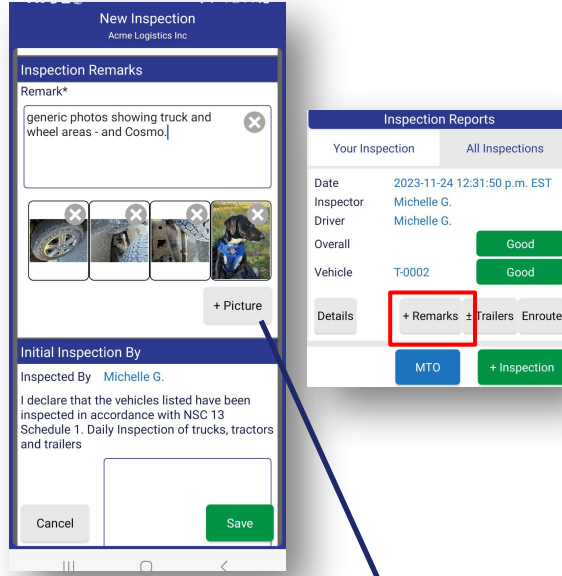


1 Add photos using the Remark field



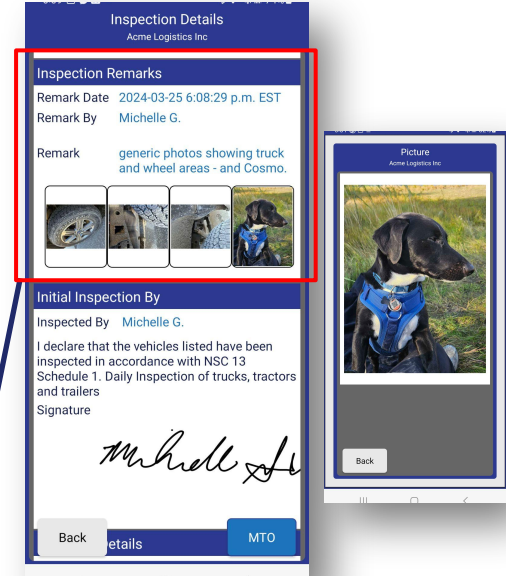
Adding photos regarding an inspection to the app is currently done by using the Primary Remark field. Text must be entered into the field to help provide context for photo(s).

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

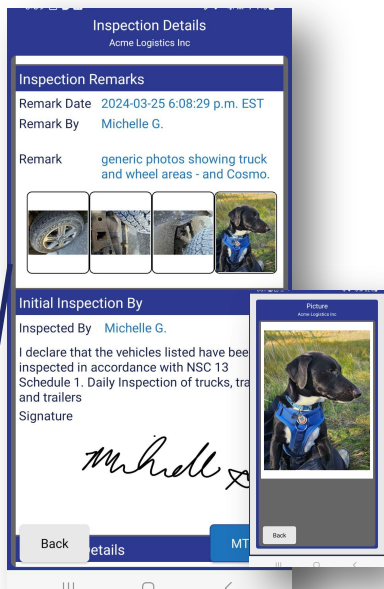


After saving you will see the photos in the inspection in the app. Clicking on one will bring up a slightly larger version to view.

Where Will Photos Be Visible?

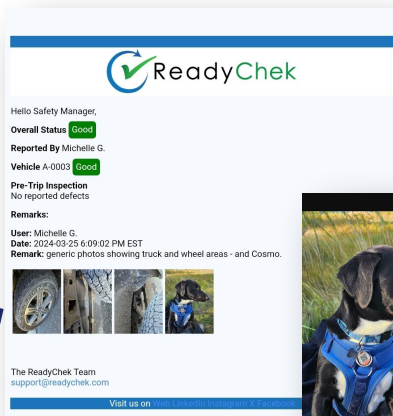


1 In the app



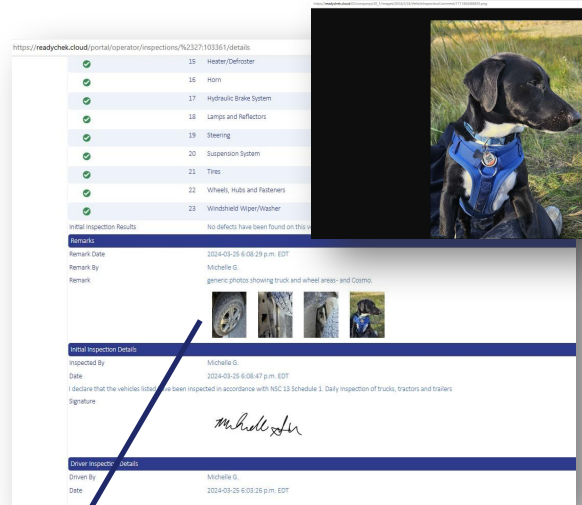
As mentioned in previous slide, the inspection "Details" in the app will show the photos.

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.

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 Inspector
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 will not contain photo details in the email body (and as mentioned, also not in the pdf included in the email).

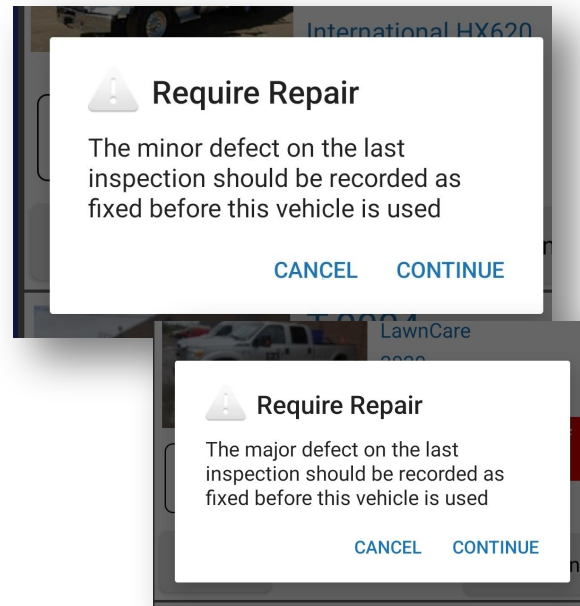
New Inspection with Existing Defects



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 - MAP

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



Map

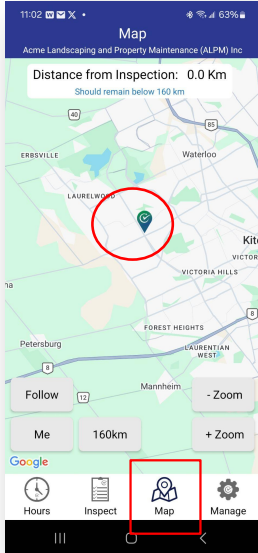
Using the Map feature (if applicable)



1 Select the Map screen

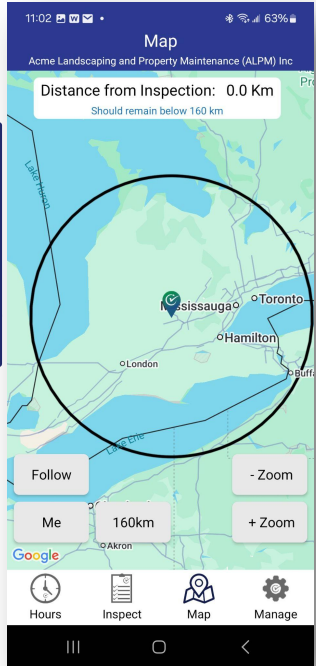
If your company is using the new Map feature, app users will see a new icon at the bottom of the phone beside the inspect icon.

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



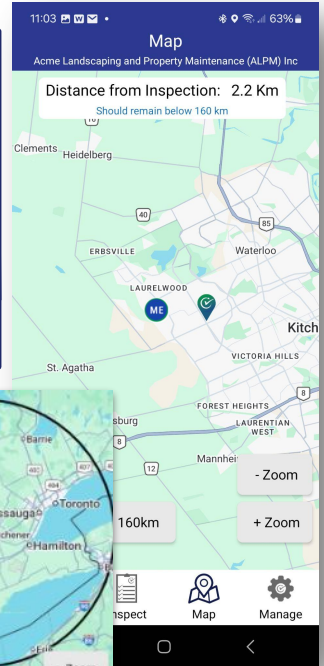
2 See your 160km radius from the inspection location

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 Hours of Service Walk-through

ReadyChek App Update - Hours of Service

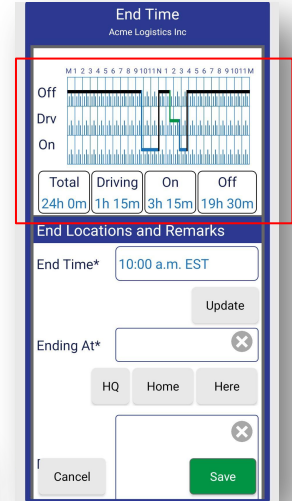
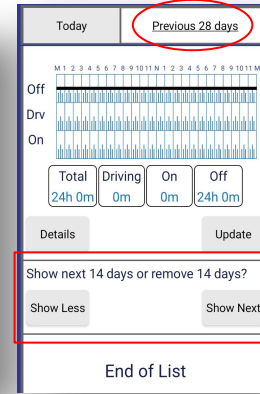
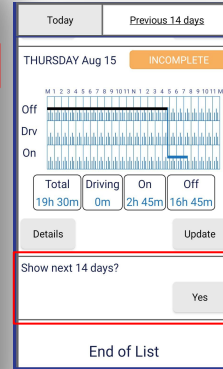
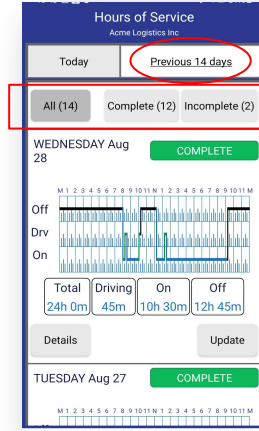
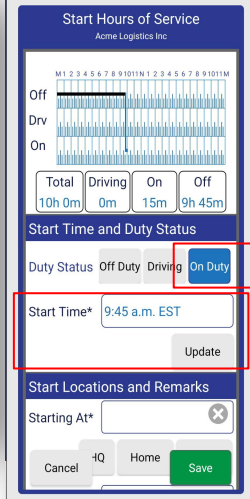
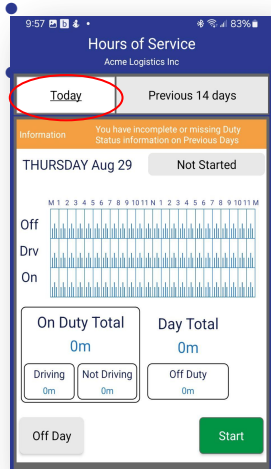


Today and Previous days are separated into two tabs, to allow more focus on today.

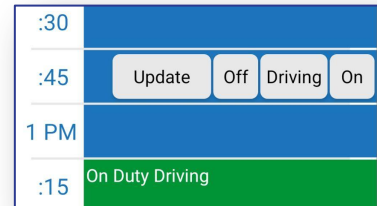
Start functionality will automatically provide the initial default status of "On Duty" (to prevent the user from forgetting to start a duty status) which would be the status for the driver doing an inspection. The status can be changed and even the start time, in case they forgot to start at the right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

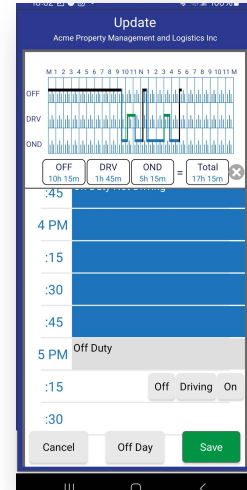
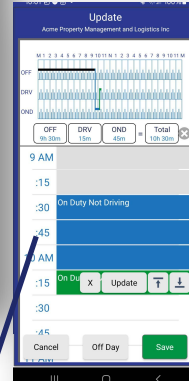
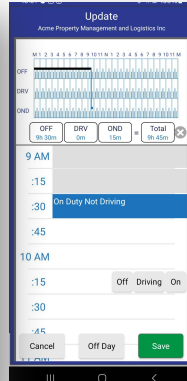
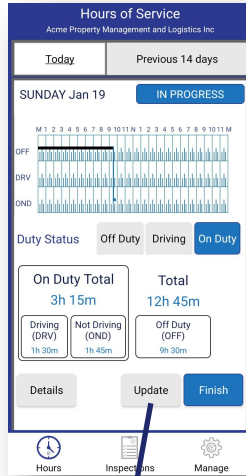
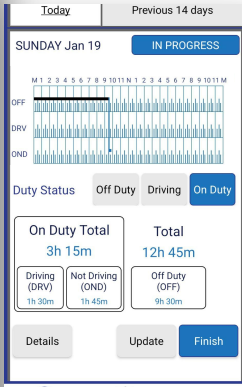
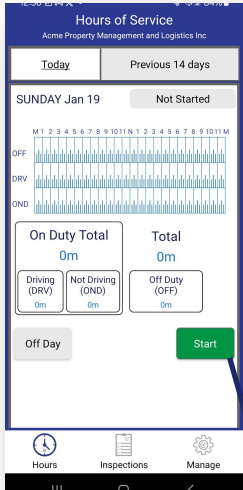
Hours of Service - Post Shift Time Entry



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.

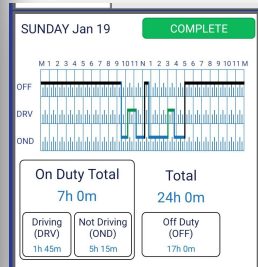
Touch the time of your first duty status change and then choose the status. Notice that the previous time not recorded will backfill with the previous status (in this case, on duty not driving)

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



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)

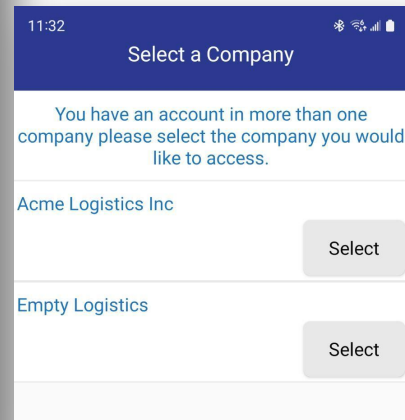
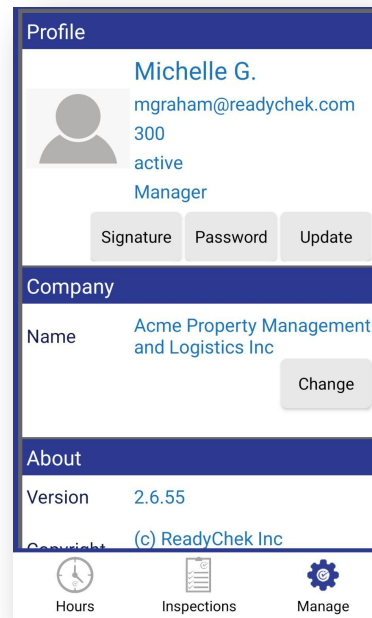


Profile

- 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



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

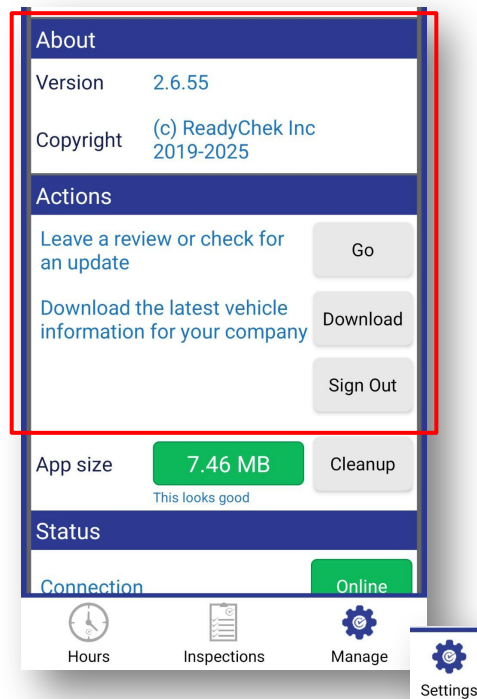
- Use this button to leave a review on the app store or check for updates

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

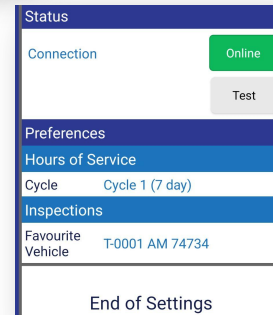
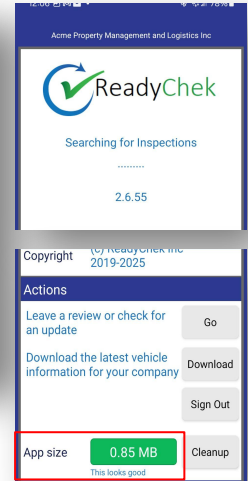
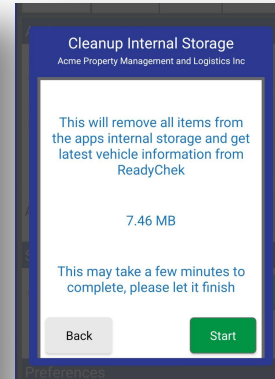
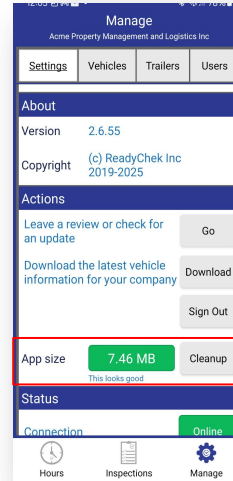
- This value represents the size the data from the app is using on the phone
- When this value gets too large, the app may run slowly, so using the “Cleanup” button will clean up old data that is no longer needed or displayed on the phone.
- This cleanup is similar to the “Sign Out”/“Sign In” process,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

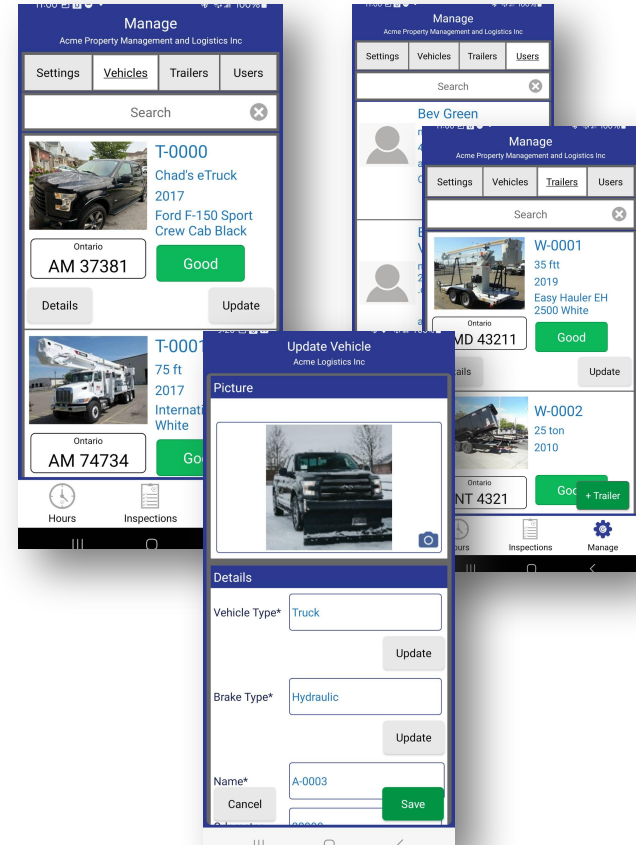
****Equipment has not yet been added to the app (Manage) screens as the fields needed have not been defined.**

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