ReadyChek

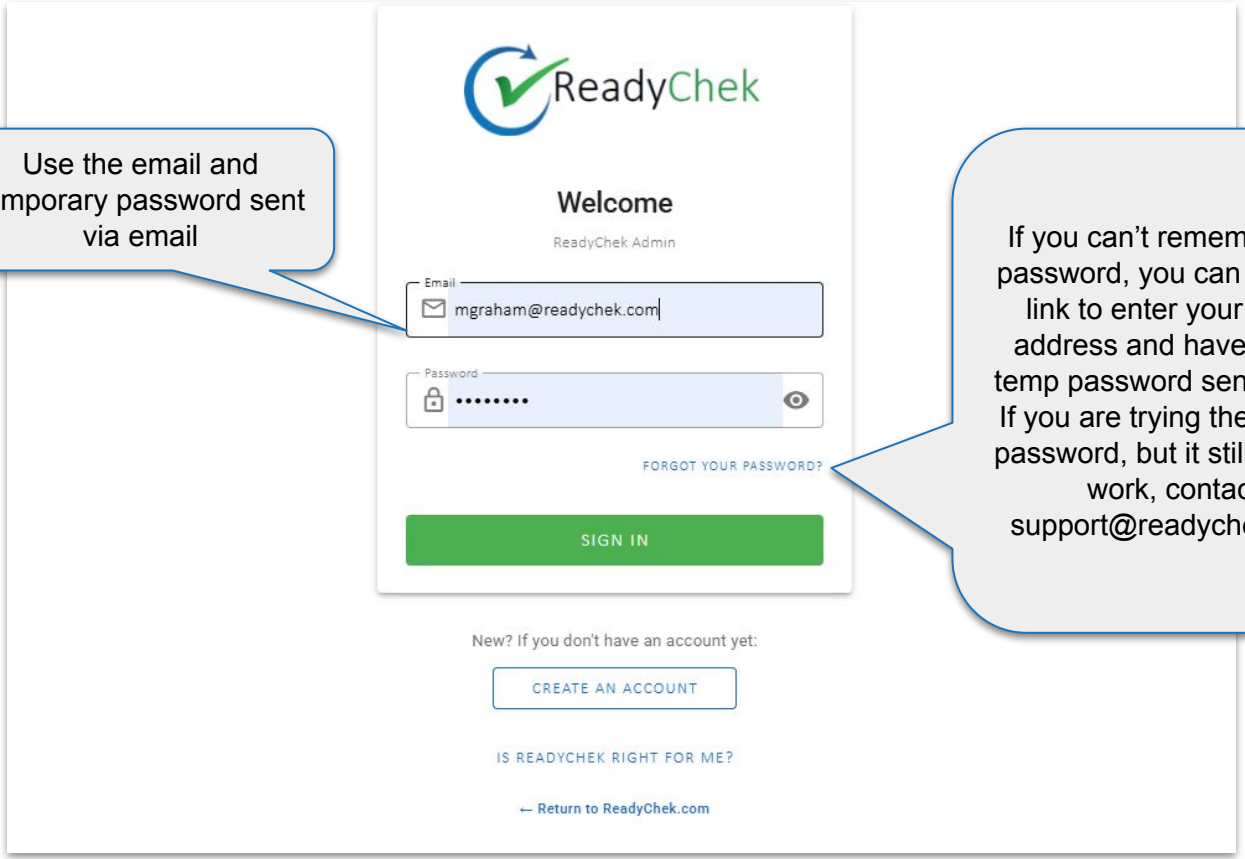
Getting Started

Last Updated Nov 2026

Sign in

After registering, you will receive a password to use with the email address to log in. If you do not receive an email with temporary password, please check spam/junk folders for the email from "theapp@readychek.app" and mark that sender as "safe".

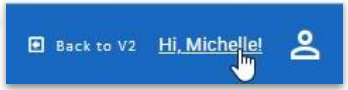
Log into the web portal using the Sign In link found on www.ReadyChek.com in the top right corner. Once you click the Sign In link you will see a page similar to this:

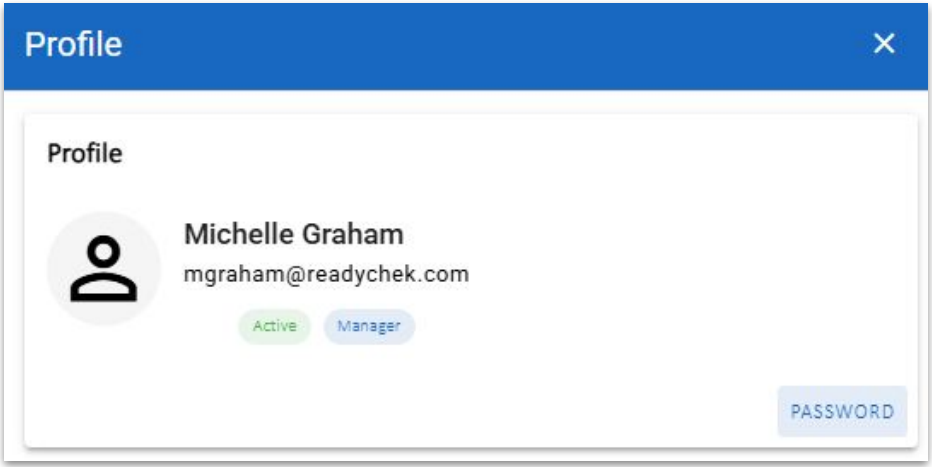


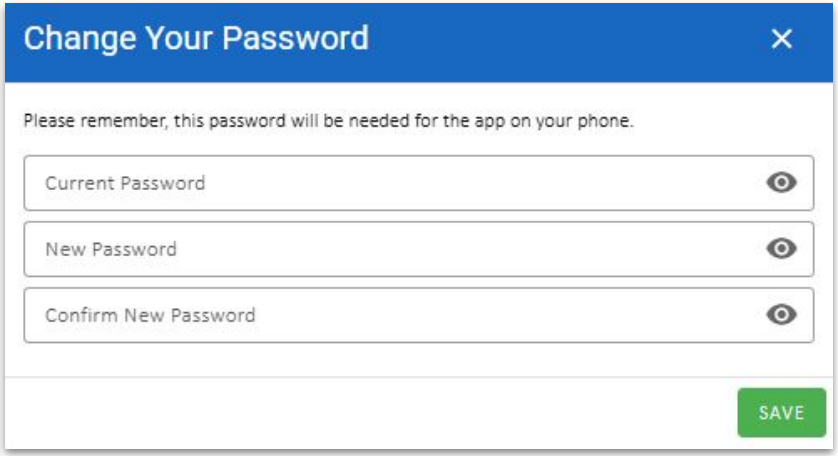
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Change Password

It is important to immediately change your password to something you can remember, and that is one only you will know. To change password in the web portal, click on your name link in the top right and that will bring up your Profile and you can Change Password.



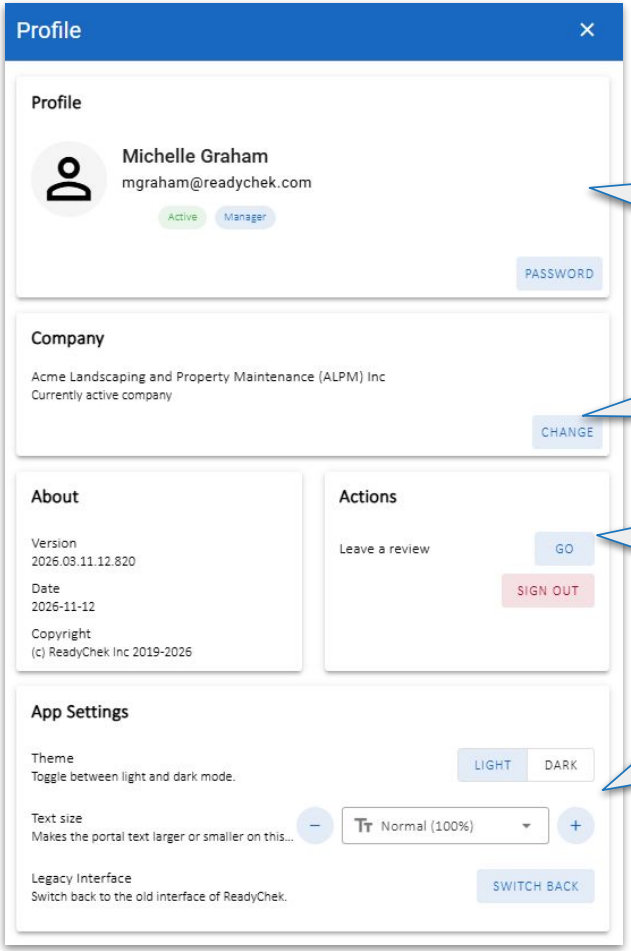




Profile



You can get to the Profile by either clicking directly on your name in the top right corner, or clicking the icon to the right of the name.



See your name, email, status and role. Ability to change your password here as explained above.

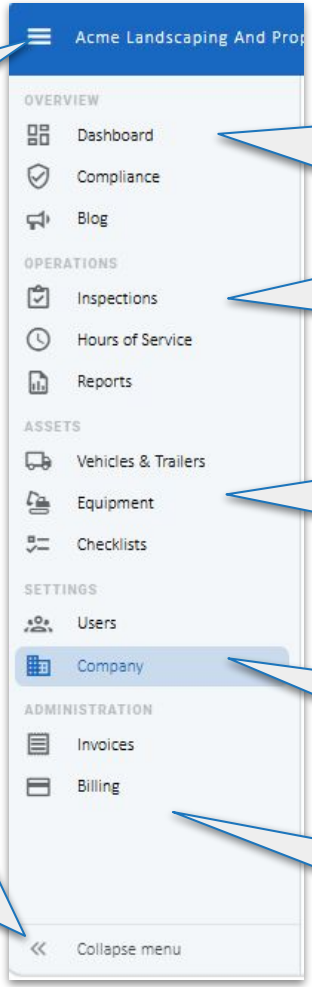
See the company you are currently signed in to. If you are part of more than one company, you can change that by coming here and selecting the Change button.

Use the Go button to leave a review, or use the Sign out button to sign out of the web portal. You may also sign out without having to enter the profile by clicking straight from the icon in the top right of the screen.

In this section, you can choose a light or dark theme for the portal experience, you can change the text size and for the time being, you can go back to the old portal if you are having an issue in the new portal and you need to switch back. (This option will be going away soon)

Portal/ Menu

Collapse/Expand by clicking here.



Overview section
Access high level views that help monitor compliance in the Dashboard and Compliance Views.
See what the latest ReadyChek news is, or access older articles in the Blog section.

Operations section
View all inspections or hours of service for employees, and run reports to get csv or gather zipped files that can be used to archive your own data internally, or prepare files for audit.

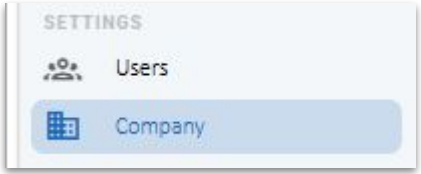
Assets section
Add/Update/Remove/Export to csv vehicles, trailers or equipment.
Create custom checklists to be used for supplemental vehicle checks or non commercial or equipment inspections.

Settings
Add/Update/Remove/Export to csv Users.
Set up Company information and Global settings for app behavior.

Administration
View Invoices and update the Billing tab with invoice contact information and credit card details.

You can collapse the menu by going to the bottom left and clicking on the <<
OR
You can click on the three lines in the top left and that will also collapse or expand the menu. The icons will stay in both views.

Company

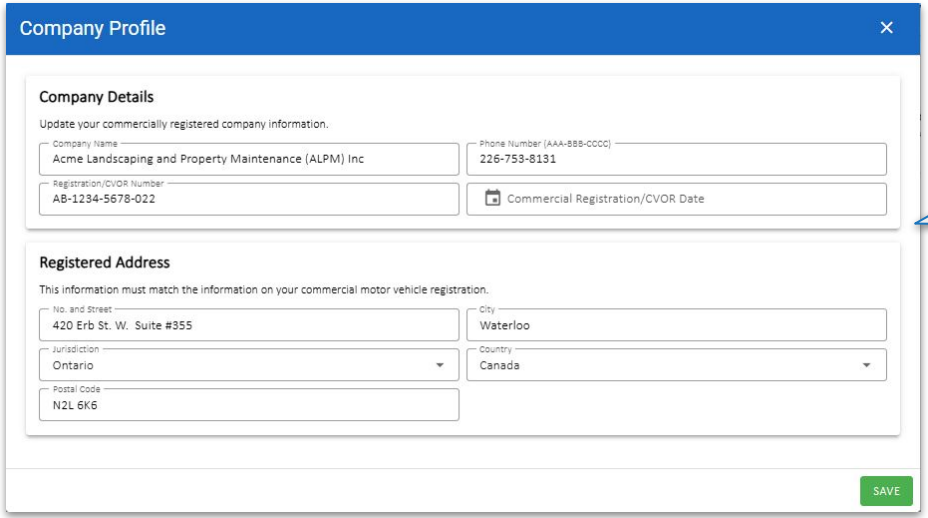


This is the default page you come to after logging in to your account. It is represented by the “Company” link at the bottom left of the screen in the vertical menu list. Once you have the information mentioned above at your fingertips, you are ready to get started.
If you are unsure of some of the user details, you can set those up soon after.

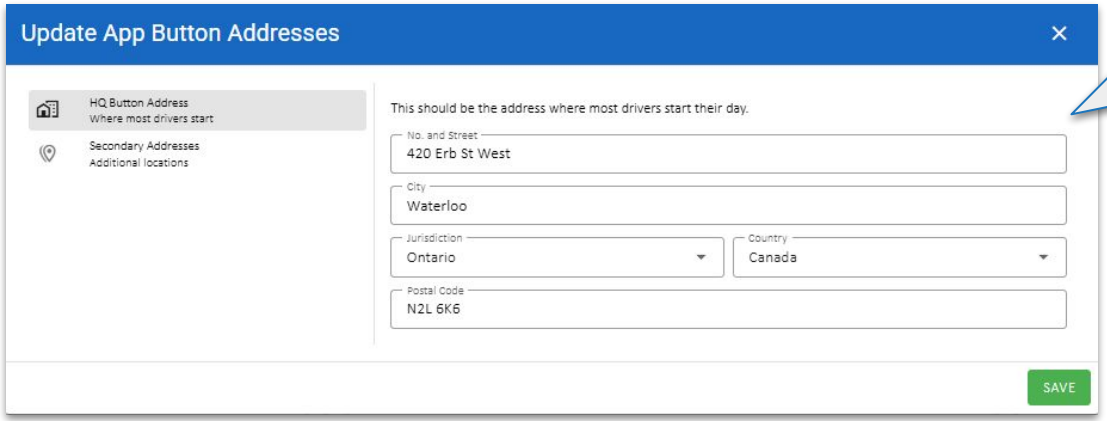
What you need to know

- The name and address of your company as listed in your commercial operator’s registration
- The address of a primary location where vehicles may be kept and used as the inspection location
- Other addresses that might also be needed for vehicle inspections due to multiple yards or business locations
- The email addresses of one or more safety managers or mechanics that you might want to receive emails as notifications when inspections are completed, or inspections are posted with defects
- You may want to know email addresses for people to be notified if drivers or vehicles have expiring licenses, safety or plate dates, etc.
- You will also have an opportunity to set some global defaults.
    - Do you want your drivers/users to be able to update their own info/email in the app? (installed default is No/Off)
    - Do you want all drivers to get an email notification with a copy of their inspection by default? (installed default is Yes/On)
    - If you are using the Hours of Service module, do you want all drivers with the role “Commercial Driver” to be forced to start their hours of service for the day before they record their inspection? (installed default is Yes/On)

Company cont’d



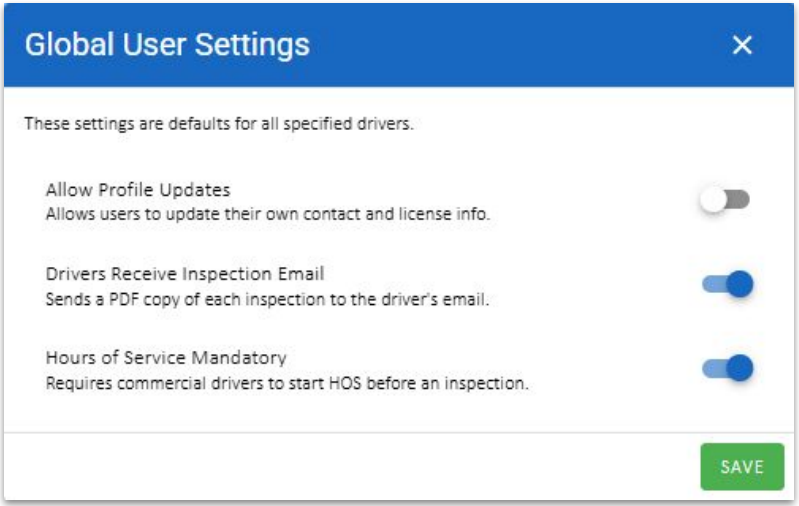
Enter company details as listed on your commercial vehicle registration. The company name and address will appear at the top of each inspection. The other details are optional.

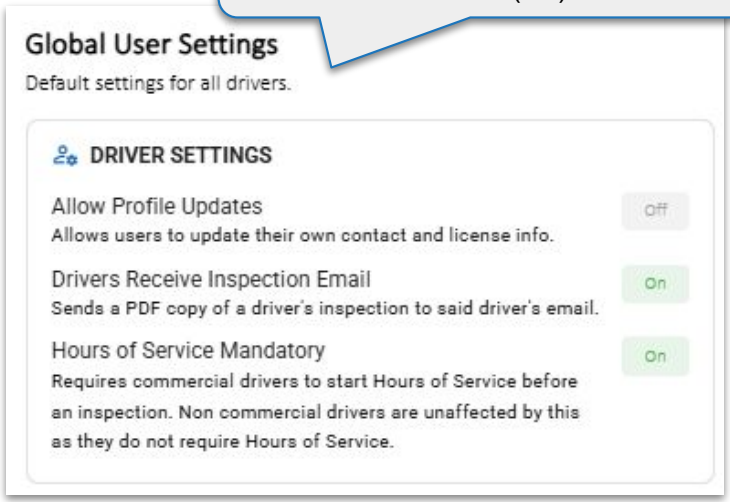


HQ address is where trucks will be parked and inspection location will be commonly recorded as here. Secondary addresses are optional and only needed if there are other locations where trucks will be parked. HQ and Other buttons will show in the app for quick location auto-fill.

Company cont’d

After saving, the values will be On(Yes), or Off(No)





Allow Profile Updates - By default, we lock down the profile information for drivers so that their login email address and license info, etc is controlled by the administrator so the users can’t accidentally mess up their information and prevent login. User level exceptions can be made. (see user info)

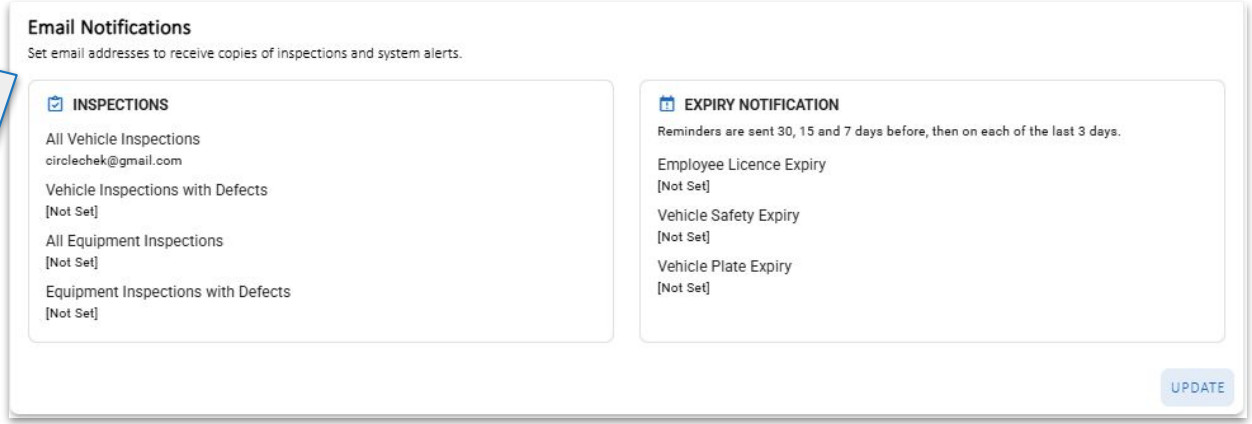
Drivers Receive Inspection Email - By default, we send drivers their inspection email so that they have a backup on their phone. If drivers aren’t very tech savvy or don’t check emails (and thus their inbox may fill up), you may want to leave this on globally, but turn it off at the user level. (this will be shown on the User page)

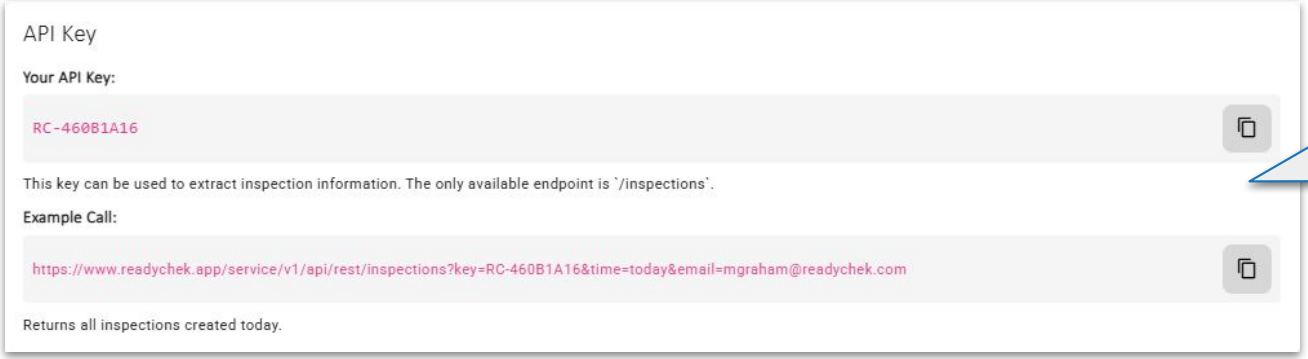
Hours of Service Mandatory - By default, “commercial driver” role will expect an HOS record prior to starting inspection in order to keep the time from the inspection being done before the HOS are started. Non commercial drivers do not follow this setting. This can be overruled at the User level.

Company cont'd

Inspections - You can set up notification emails for "all" inspections (one or more email recipients), or for just inspections where a defect was reported. *(notifications for certain modules will only show up if the company is using that module - e.g. you won't see Equipment if you aren't using it)*

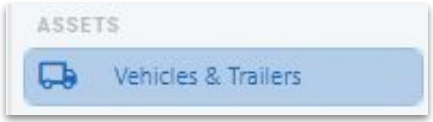
Expiry Notification - This is new. You can now set up email notifications for one or more email recipients to alert them of license expiry for drivers, safety expiry, or plate expiry.





API Key
This is used if you want to integrate ReadyChek data into your own tools or create your own reports.

Vehicles and Trailers



The next step after completing your company details will be to add one or more vehicles and/or trailers.

What you need to know

- The “brake” type of your vehicle/trailer (our schedule logic will automatically n/a the inspection for the “other” brake types not chosen. “None” is an option for trailers.
- The Schedule that your vehicle will need to use for inspections (a general guide)
    - For Ontario trucks use Ont Schedule 1 (outside of ON use NSC Schedule 1)
    - For Ontario buses (except school or coaches) use Ont Schedule 2 (outside of ON use NSC Schedule 2)
    - For Ontario coaches use Ont Schedule 3 (outside of ON use NSC Schedule 3)
    - For Ontario School buses, use Ont Schedule 5 (outside of ON use NSC Schedule 2 or we can verify for you the best to use)
    - For Ontario School purpose vehicles, use Ont Schedule 6 (outside of ON, we should find the best fit)
    - For non commercial vehicles, you can use custom checklists you define (see Checklists) or you can use some generic ones we created using Ont Schedule 1 as a template.

Adding Vehicles/Trailers

Required Details

Vehicle Name should be a unique way to see the vehicle in the vehicle list for the app.

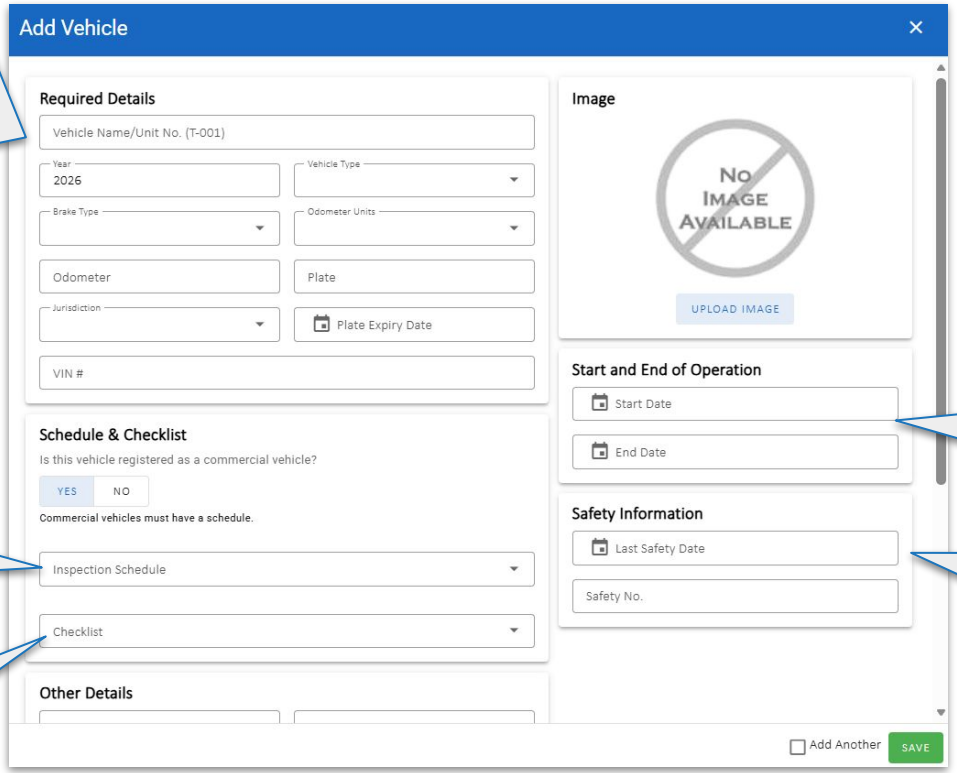
Brake Type is needed to set the appropriate values during inspection.

Vehicle type (e.g. truck, bus, school bus, coach, etc.) We are not using the field for anything specific at this time.

VIN is required during audit, so please include here.

Plate expiry date is optional if you would like to get notifications close to expiry.





***Odometer value can be filled in by the first inspection if you don't know it.

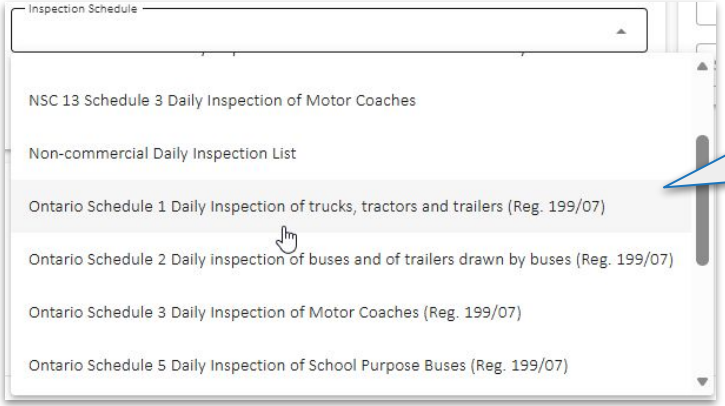
Start and End of Operation is optional and represents when the vehicle came into or out of your fleet.

Last Safety Date is the date you did the last safety. Optional field we will use to send/show you notifications when it is nearing expiry.

Decide if the vehicle is a commercial vehicle. If yes, you must choose a schedule. (see next slide)

Choose your created Checklist if your non commercial vehicle should use a customized checklist. (see next slide)

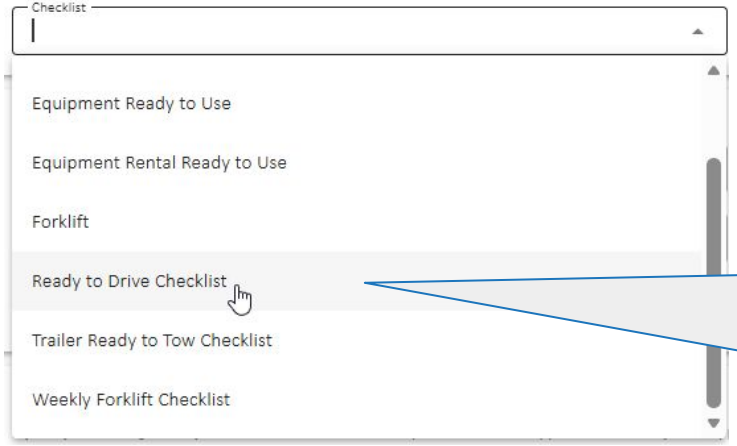
Vehicles and Trailers - picking schedule/checklist



Inspection Schedule Dropdown

Ontario Schedules 1, 2, 3, 5, and 6 are available.
NSC 13 Schedules 1, 2 and 3 are available for non Ontario vehicles.

We have added a Generic and US lists for those that are not in Canada, or would like something more formal for a non commercial vehicle.



Checklist Dropdown

Checklists aren't just for noncommercial vehicles. Commercial vehicles can also have 1 supplemental checklist that can be added to a vehicle definition. The user would see that checklist after they finish the schedule list, but before they sign their inspection.

To set this up (after creating the checklist), add a checklist to the vehicle definition.

Adding Vehicles/Trailers cont’d

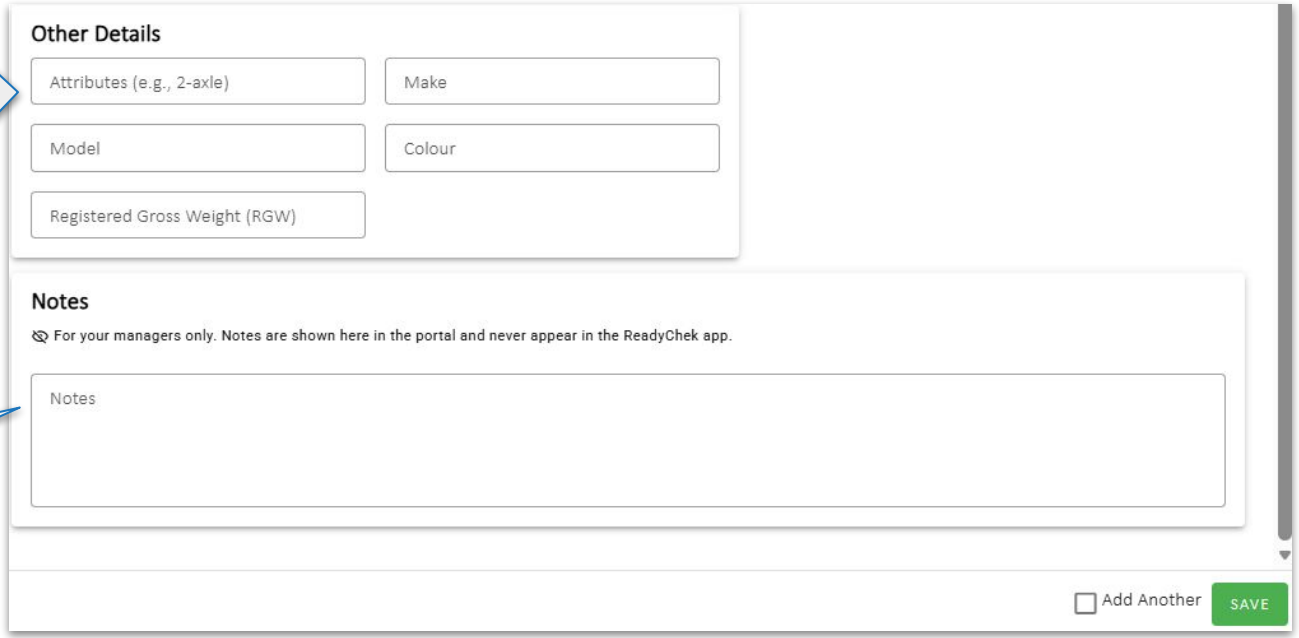
Other Details

Here you can add other attributes and make and model information to help drivers and auditors differentiate quickly between vehicles.

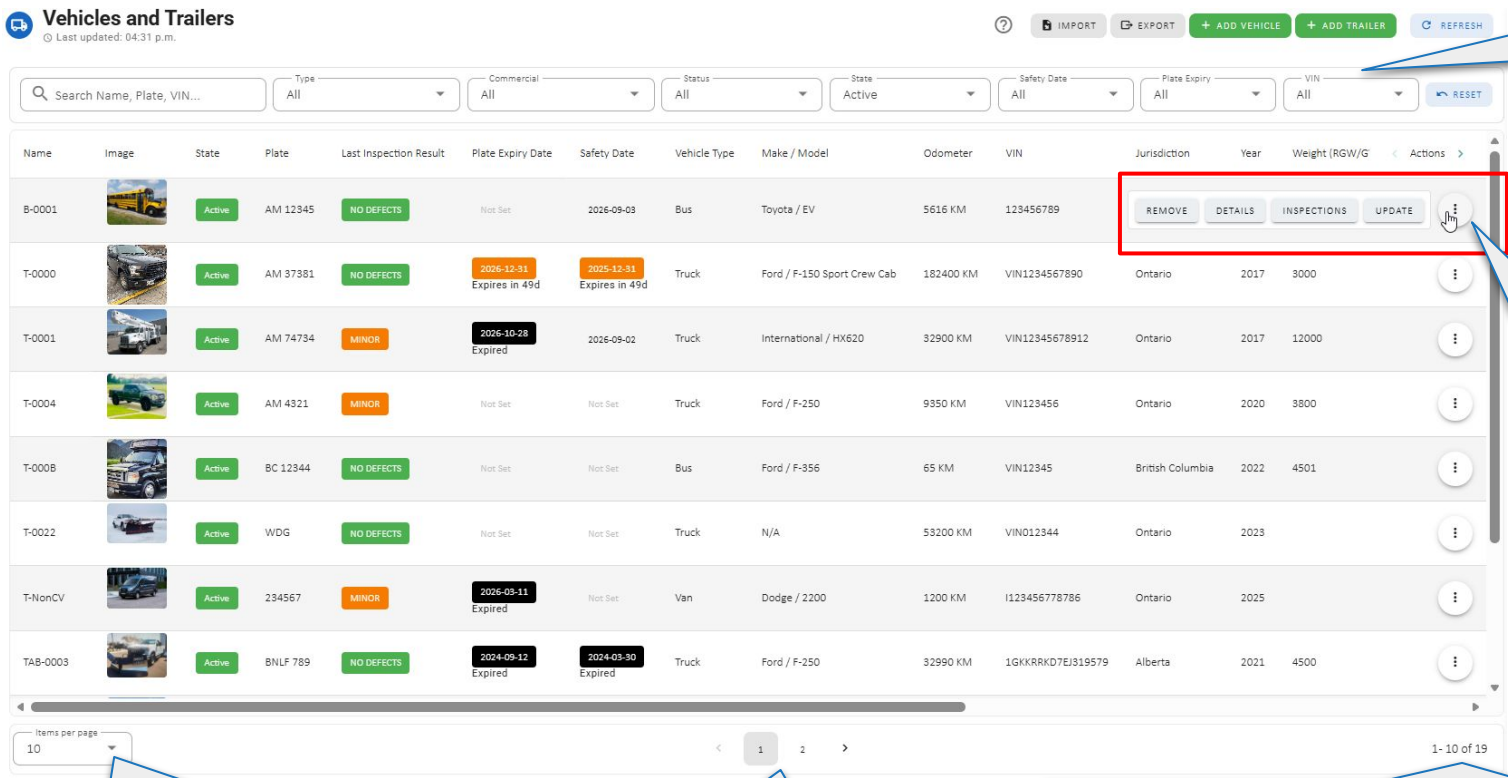
Entering a registered gross weight is optional (it serves as a reminder, and possibly later as a guide for notifications) for drivers with certain licenses to see if they might be driving a vehicle that they are not permitted to drive.

Notes

Notes can be added for the vehicle that are ONLY for those in the web portal to use/see.



Vehicle and Trailers cont'd



Use the filters along this row to refine the list of vehicles in the results

Hover over the three dots to get the actions you can perform with each vehicle/trailer.

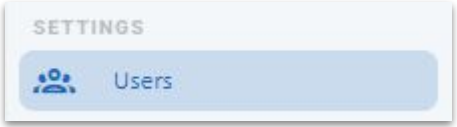
"Remove" can only be done here in the web portal. You cannot remove any asset (or user) while using the app.

Choose the items you see per page.

Go to different pages

Shows the total number of items returned by the filters used at the top of page

Adding Users



What you need to know

- User first and last name
- Unique email for the user (email is the login id and will be tied to a specific signature)
- A user's role *(the role will control the behavior of the app for the user - see roles)*
- User phone number if applicable (good idea to reach if necessary)

Optional info:

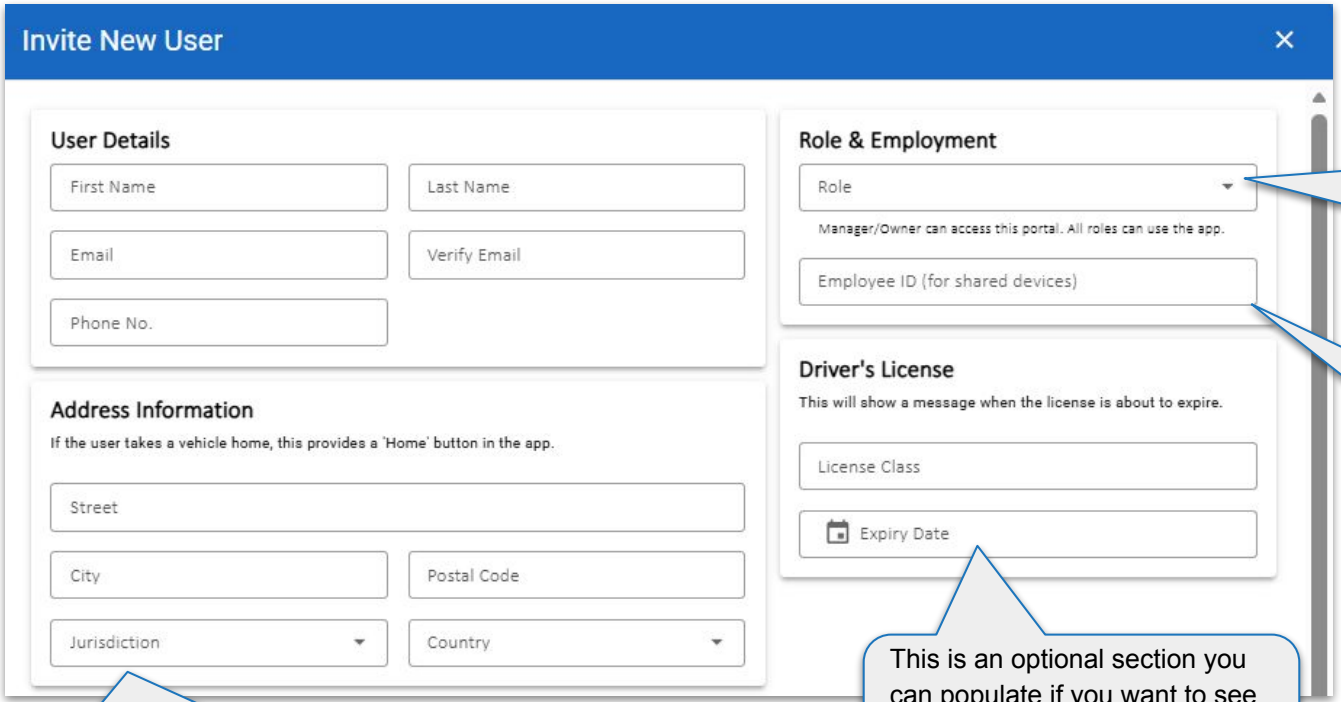
- User home address *(*this is only needed if they will be keeping a vehicle at their home)*
- If the user requires an exception to the global preferences for editing their profile info, receiving inspection emails, or not being required to enter HOS before inspections, you can set those preferences as well in the user space.

Roles

- **Commercial Driver** - If hours of service are used, this driver will be forced (by default) to start HOS before doing an inspection. This user cannot log into the web portal, only the app.
- **Non-commercial driver** - If hours of service are used, this driver will NOT be forced (by default) to start HOS before doing an inspection. This user cannot log into the web portal, only the app.
- **Manager** - This user can also drive vehicles, and does not need a second user account. If hours of service are used, this user will NOT be forced(by default) to start HOS before doing an inspection. This user CAN log into the web portal as well as the app. This user can also create new vehicles and add users from the app.
- **Owner** - This user can also drive vehicles, and does not need a second user account. If hours of service are used, this driver will NOT be forced (by default) to start HOS before doing an inspection. This user CAN log into the web portal as well as the app. This user can also create new vehicles and add users from the app.
- **Mechanic** - This user can also drive vehicles, and does not need a second user account. This user 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, and reports. The Mechanic currently has driver permissions in the app. In the future, we may add the "Manage" functionality for vehicles and equipment.

Adding User cont'd





Once you decide on the role for your user, you set it here. It can be changed at any time.

This field is not used unless you have a special setup with shared devices for the company.

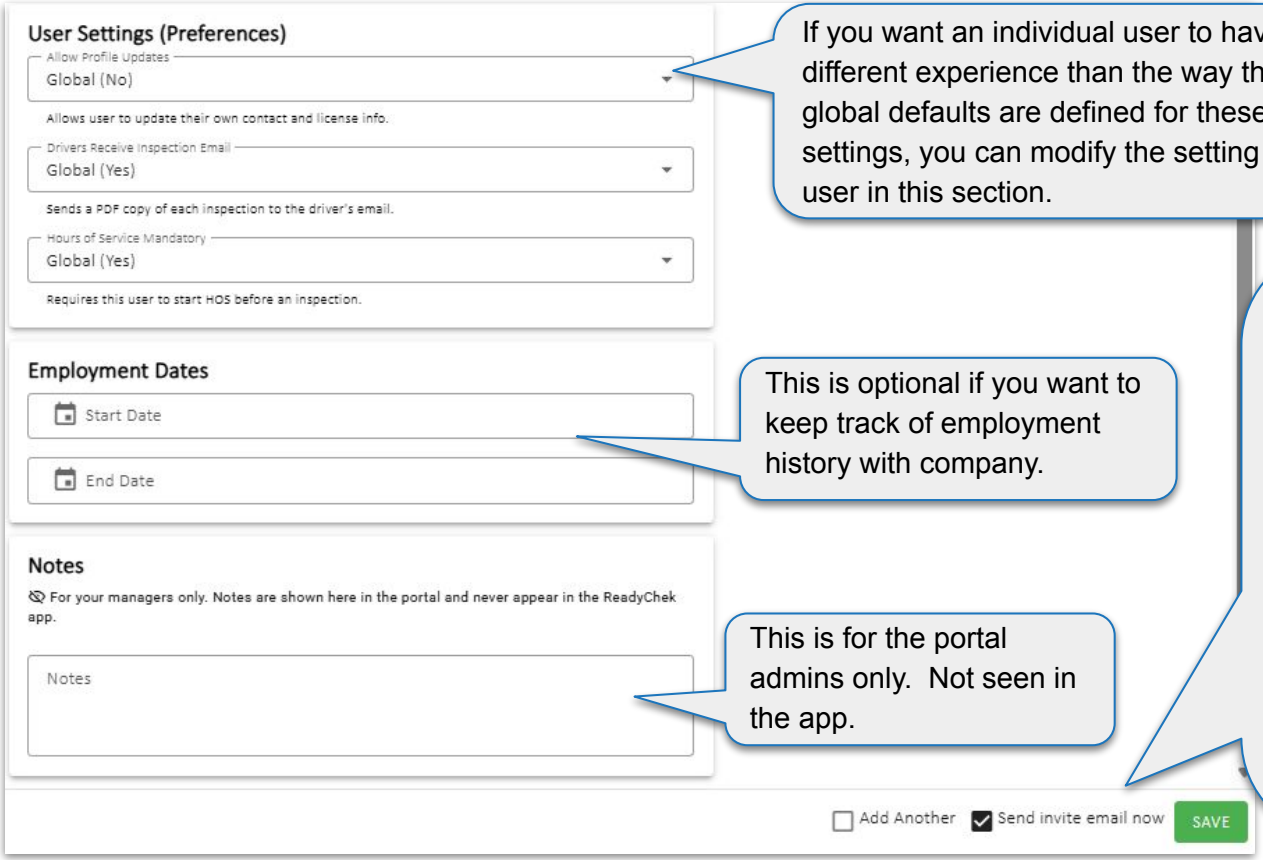
Mandatory needed before saving: Name, email, role

This is an optional section you can populate if you want to see and be notified of a driver's license expiry.

If a user has an address in these fields, the user will see the "Home" button on the app to help fill in the inspection location if they take the truck home.



Adding User cont'd



If you want an individual user to have a different experience than the way the global defaults are defined for these settings, you can modify the setting per user in this section.

This is optional if you want to keep track of employment history with company.

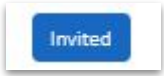
This is for the portal admins only. Not seen in the app.

By default, the "Send invite email now" box is checked, and the invite will be emailed right after the **Save**.

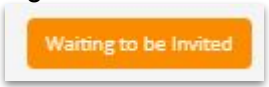
If you do not wish to send invite emails right away, you should uncheck the "Send invite email now" checkbox. This will leave the record in a "Waiting to be invited" state and you can send the invite later. This may be used when you want to put in a lot of users, but you don't want the invites to be sent until you are ready with the system/vehicles.

Adding Users cont'd

Users that are invited right away on the Save will be in a state of "Invited".

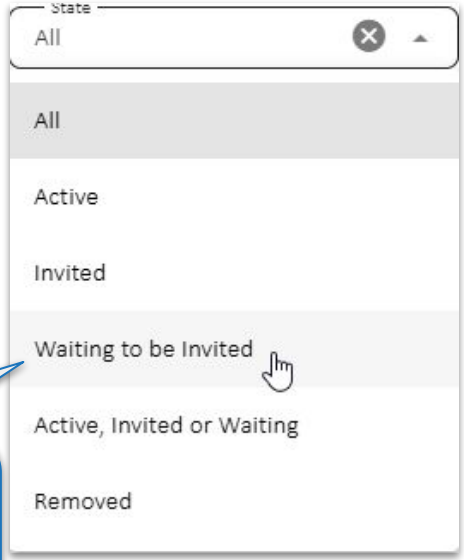


Users not invited on Save will be in state "Waiting to be Invited".



Once a user logs in, their State will change to "Active"





If you chose to save users, but not send them invites, you can find those users by going to the Users screen, and using the "Waiting to be Invited" filter.

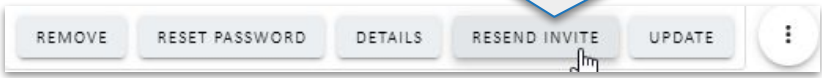
Then just go to the three dots at the end of the row, hover, and then choose "Send Invite"



Troubleshooting - User doesn't receive their invite email

A common issue when inviting new users is that the email address given is either incorrect, has a typo, or the mailbox is full and cannot accept new mail. Whatever the reason, if the invite needs to be resent using a different email address, do the following:

Update the user record with a new email address and go to the three dots and choose "Resend Invite"



**This does not change their password. It just means they will log in with the new email.*

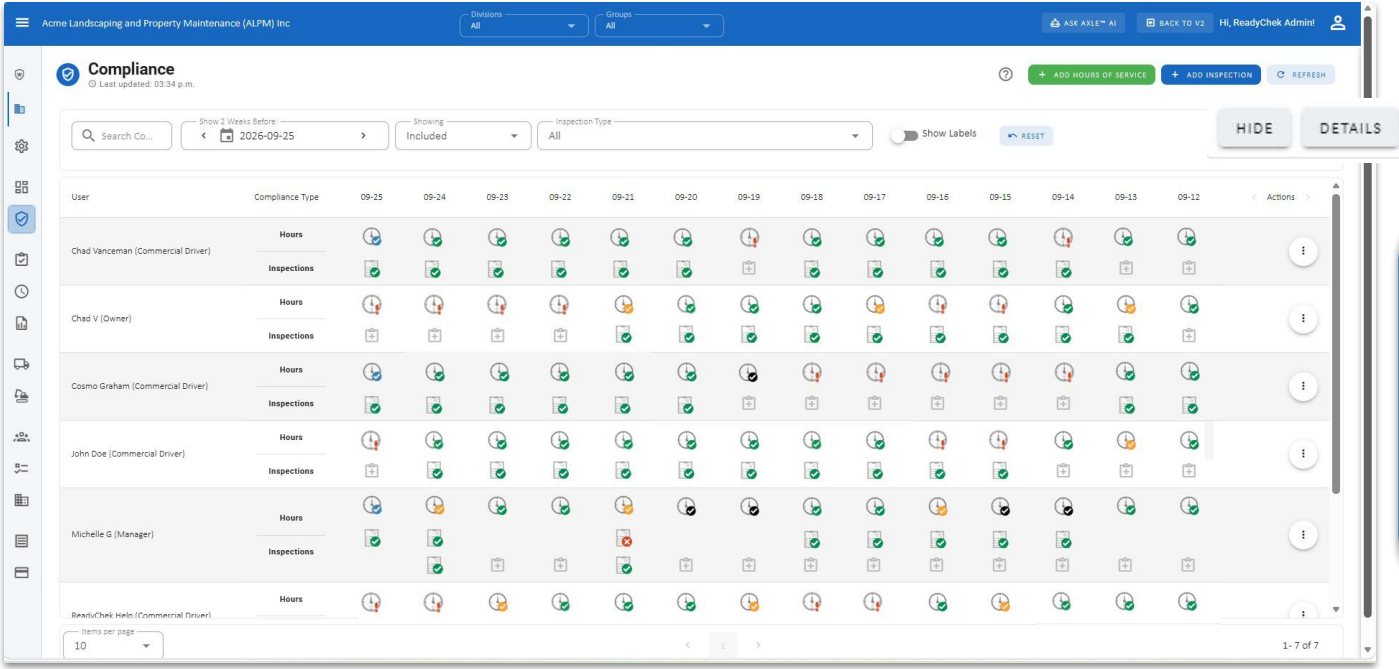
Compliance View

Compliance

The Compliance view gives a high level view showing hours of service and inspection status for each user over the last 14 days. (when both hours of service and inspections are activated)

Clicking on icons will open the individual items.

The operator/manager can remind users to finish incomplete or missing hours using the “**Remind**” button. An email will be sent with details of the incomplete records.



Hide will remove users from this view (non drivers)

Details will show the User Details screen

Inspections and **Hours** will each show the corresponding pages for that driver

Compliance View - Icon Descriptions

	HOS - In Progress
	HOS - Complete (with signature/locations/etc)
	HOS - Incomplete (started, but missing the rest of the time and signature/end location)
	HOS - Complete (off duty time only)
	HOS - Missing (new icon) (old icon )
	Inspection complete with No Defects
	Inspection complete with Minor defect(s)
	Inspection complete with at least one Major defect (other defects may exist as well)
	Equipment inspection (same as vehicle inspections, but with the “E” added to icon)