

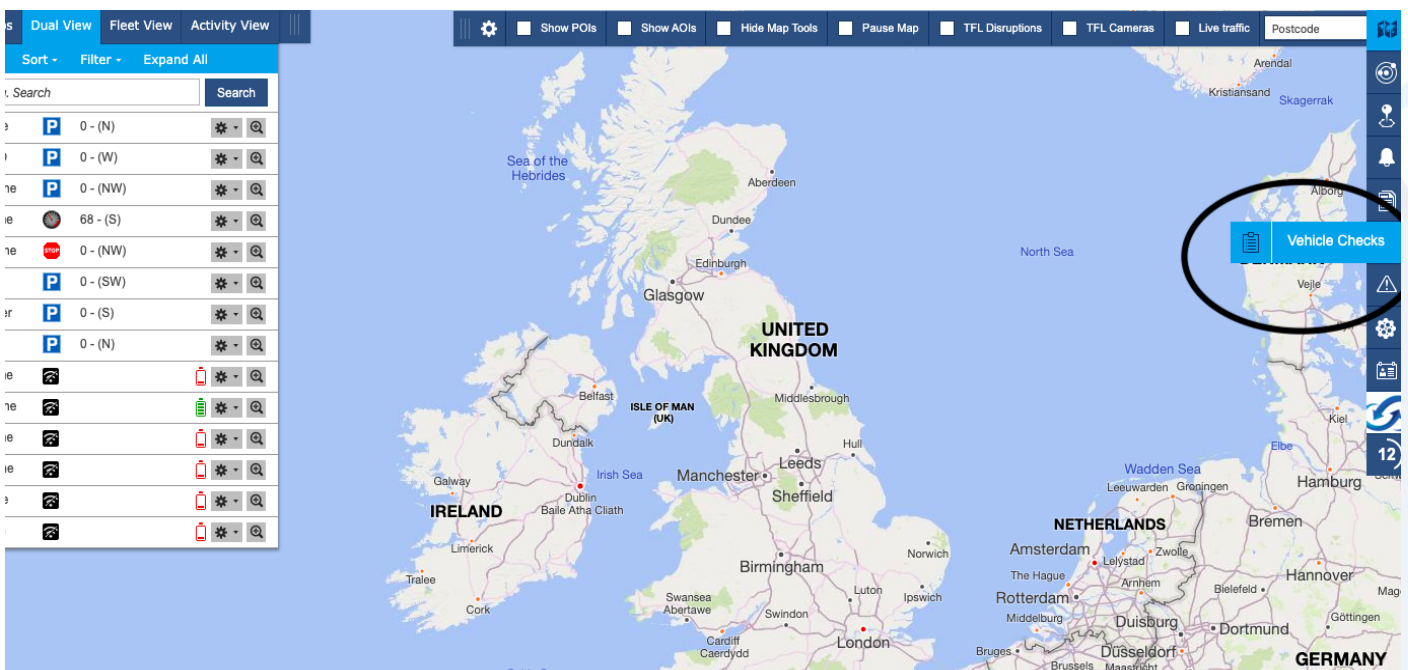
Driver Defect Report

This section will show you how to create a checklist and assign to vehicles and how to use the driver vehicle check app as well as how to read the vehicle check report.

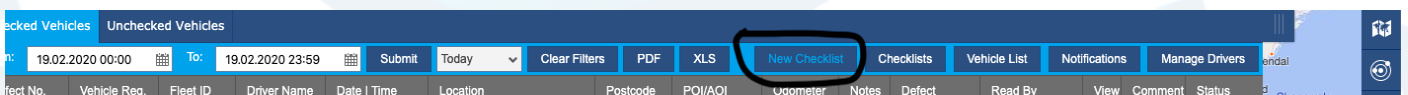
Creating a Checklist and Assigning to the vehicles



1. Once logged into the tracking portal select Vehicle Checks on the right hand side of the page.



2. Select the new checklist tab to create the checklist for the drivers.



3. Once you have clicked the + icon, a box will appear to create a new 'daily checks.' You can then edit the 'type of response' to have different checklist options. Create the 'Checklist name' and then click save as issued.

New Checklist
✕

Checklist Name:

General Information	Type of Response
Vehicle Registration	<input type="text" value="1.....J"/>
Fleet ID	<input type="text" value="Text Field"/>
Odometer Reading	<input type="text" value="Text Field"/>
Driver Fitness	<input type="radio"/> Yes <input type="radio"/> No
Tacho Card Inserted	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Shift Start Time	<input type="text" value="Clock Time Selector"/>
Daily Checks	Type of Response
<input type="checkbox"/> Wipers / Washers / Windscreen	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Steering / Brakes	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Fuel / Oil / Water	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Tyres & Wheel Nuts	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Tachograph Unit	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Brakes & Hoses / Electric Couplings	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable

4. Then select Vehicle List, select all the vehicles you want the checklist to be assigned to with the tick boxes on the left hand side. Then select Assign Checklist and you will then be able to choose your checklist to assign.

Unchecked Vehicles
19.02.2020 00:00 To: 19.02.2020 23:59
Submit Today Clear Filters PDF XLS New Checklist Checklists **Vehicle List** Notifications Manage Drivers

No.	Vehicle Reg.	Fleet ID	Driver Name	Date Time	Location	Postcode	POI/AOI	Odometer	Notes	Defect	Created by	View	Comment	Status
	EF64SLZ	3581												
	Testnew	1425												

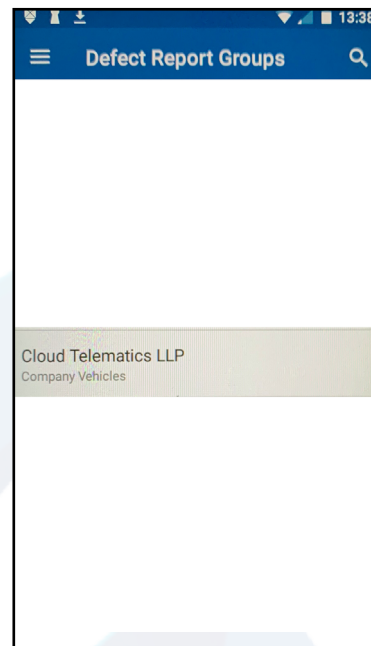
Vehicle List		Clear Filter		Assign Checklist		New Checklist		Checklists		PDF		XLS		✕	
<input checked="" type="checkbox"/>	Group	Vehicle Reg.	Fleet ID	Mal	180220	Vehicle Description	Assigned Checklist Name								
<input checked="" type="checkbox"/>	Company Vehicles	T16GAT	-	Por	11012020	Porsche Cayenne Andy	Default Checklist								
<input checked="" type="checkbox"/>	Company Vehicles	EF64 SLZ	358174068300772	BW	14022020	EF64 SLZ	14022020								
<input checked="" type="checkbox"/>	Test Vehicles	VDRAA	-	-	11022020_1	VDRAA	Default Checklist								



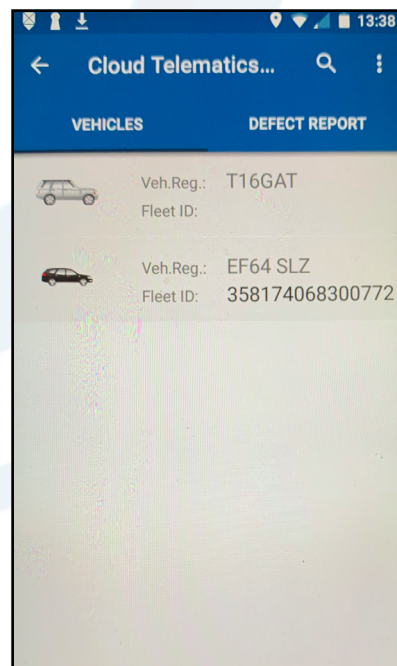
Using the driver vehicles check app



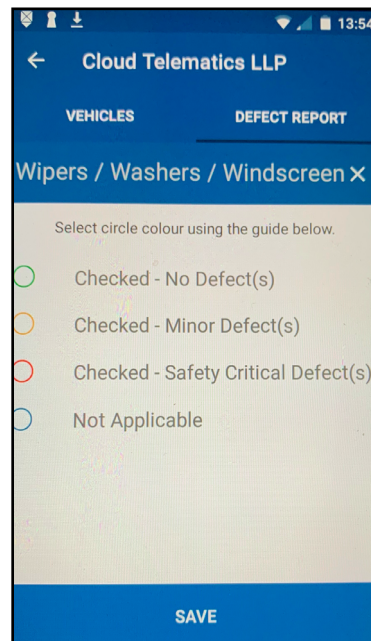
1. Log into the app using your username and password, this screen will come up straight away. Select the company tab that you work for.



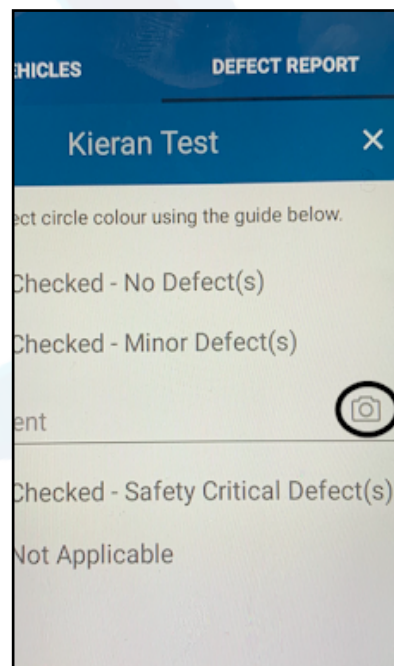
2. From the list of vehicle registrations, select your vehicle.



3. View all of the available checks, if there are any defects make sure to select the one that best describes the vehicle accurately and add notes if any defects apply to your vehicle click not Applicable.



4. If there is a defect on any part of the vehicle you can click the camera icon to take a picture of the defect as shown here.



5. Once all checks are completed press save to complete the report.

← Cloud Telematics LLP

VEHICLES DEFECT REPORT

- Spray Suppression
- 5th Wheel Couplings Security
- Excessive Engine / Exhaust Smd
- Under-run Protection
- Warning Signs/Decals
- In-cab Technology (Cameras, Sidescan etc)

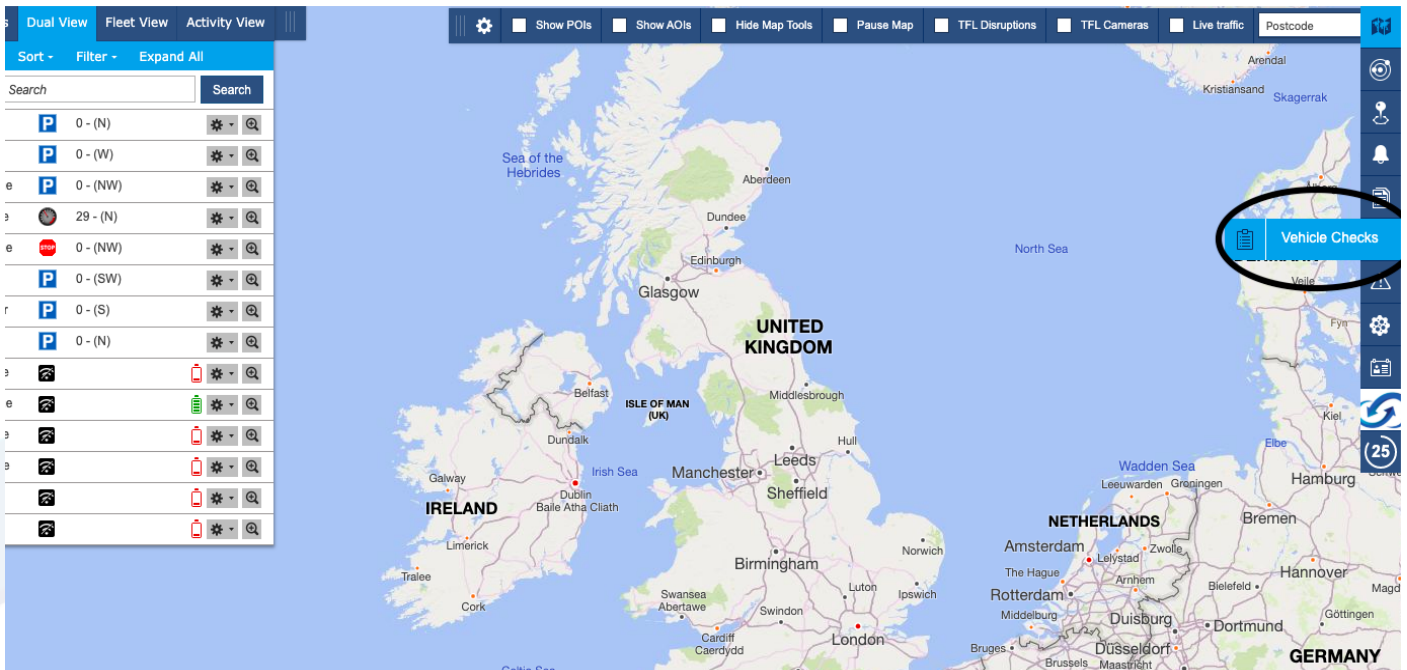
Notes

SAVE

Reading the vehicle check reports



1. Once logged into the Tracking Portal select the Vehicle Checks tab on the right hand side of the page.



2. Click on the “eye” symbol shown below in the view column of the driver report you want to check.

Defect No.	Vehicle Reg.	Fleet ID	Driver Name	Date / Time	Location	Periods	PC/NCI	Odometer	Notes	Defect	Road By	View	Comment	Status
15334	EP54SL2	3561742	test0 dtest	19-02-2023 0...	GPS services unavailable	-	-	6263	No	No	Engelbert HL...			Open
15335	Testrow	1425436	test0 dtest	19-02-2023 0...	GPS services unavailable	-	-	4445	No	Checked	Engelbert HL...			Open
15336	EP54SL2	3561744	Super Admin	19-02-2023 1...	SHRLEY ROAD, RIPLEY	DCS 3	PCF Clod...	1900	Yes	Checked	Super Admin			Open



3. The report will appear as shown below. If there are any defects that are reported they will appear with the comments next to them of the specific defects that have been reported.

The screenshot displays a software interface for vehicle management. At the top, there's a header for 'Vehicles' and 'Unchecked Vehicles'. Below this, a date range is set from 19.02.2020 00:00 to 19.02.2020 23:59. A table lists several vehicles, with 'T16GAT' highlighted in blue. A pop-up window titled 'Vehicle Defect Report 15337' is open, showing details for this vehicle. The report includes a 'Daily Check' section with various items, each accompanied by a green dot icon. A tooltip points to a 'small crack in screen' comment next to the 'Wipers / Washers / Windscreen' item. Other sections include 'Notes', 'Checklist Information', and 'Seen by'. A map of Ireland is visible in the background of the report window. On the right side, there are tabs for 'Vehicle List', 'Notifications', and 'Manage Drivers', along with a vertical sidebar containing various system icons.

Vehicle Reg.	Fleet ID	Driver Name	Date Time
EF64SLZ	3581740...	testdi ditest	19.02.2020 0...
Testnew	14254585	testdi ditest	19.02.2020 0...
EF64SLZ	3581740...	Super Admin	19.02.2020 1...
T16GAT		Super Admin	19.02.2020 1...

Vehicle Defect Report 15337

Driver Name: Super Admin
Vehicle Registration: T16GAT
Fleet ID:
Date: 19.02.2020
Time: 18:53:15
Odometer Reading: 10000

Daily Check

- Wipers / Washers / Windscreen small crack in screen
- Steering / Brakes
- Fuel / Oil / Water
- Tyres & Wheel Nuts
- Tachograph Unit
- Brakes & Hoses / Electric Couplings
- Body / Wings / Load Security
- Lights / Reflectors / Battery
- Mirrors / Indicators / Horn
- Rear / Side Lights & Markers
- Speed Limiter
- Speedometer
- Spray Suppression
- 5th Wheel Couplings Security
- Excessive Engine / Exhaust Smoke
- Under-run Protection
- Warning Signs/Decals
- In-cab Technology (Cameras, Sidescan etc)

Notes
test

Checklist Information

Checklist Name: Default Checklist
 Checklist Revision: 1.0

Seen by:

Read By	View	Comment	Status
Engelbert Hu...			Open
Engelbert Hu...			Open
Super Admin			Open
			Open