



online service network

Driver - User Guide

Version 1

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1.0 Introduction

The Driver app is the digital solution for daily walkaround checks. You'll use the app regularly to complete your walkaround checks, log mid-journey defects & to send asset usage updates.

If you need any additional assistance, our support team can be contacted via the following details;

E—support@r2conline.com

T —0114 399 2439 (Opt. 2)

1.1 Logging into Driver

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Driver Pre-Use Check

Welcome

Please login by filling out the details below:

Your Username:
Driver

Your Pin Code:
●●●●

Site ID:
R2COP

LOG IN

[Tap here to change configuration](#)

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When you open the Driver application the first page you will see is the Login Page.

Follow the steps below to login to your account.



1 Enter your username

2 Enter your password

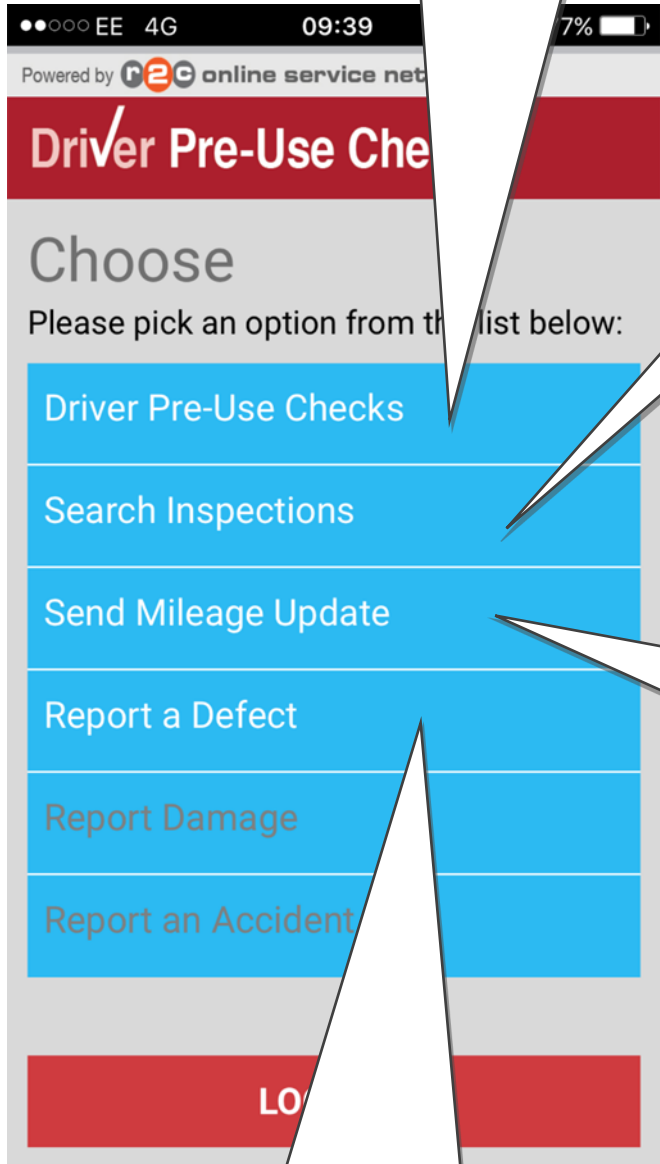
3 Enter your siteID



4 Click Log In

2.0 Driver Homepage

Here is where you go to complete a walkaround check.



Here is where you can find any historically completed Driver checks.

Here you can send a mileage/usage update to the transport office.

Here is where you can report a defect not found during a pre-use walkaround check.

3.0 Driver Pre-use Check

Driver Pre-Use Checks

1

Click 'Driver Pre-Use Check' on the homepage to complete a daily walkaround check



Enter your vehicle details

Please scan the QR code or type in the registration/fleet number below:

QR code:

SCAN

Registration/Fleet Number:

DDCMANTEST

Date:

03/06/2016



2

Enter the Registration Number/Fleet Number & click start

START

HOME

LOG OUT

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Driver Pre-Use Check

22 Checks Required

Please answer all questions below:

Questions Status

Questions	Status
Q1: Turn on Main beam and Hazzard Lights in Cab	N/A
Q2: Release Bonnet Catch	✓
Q3: Inspect O/S/F Tyre for Wear/Damage	✗
Q4: Inspect O/S/F repeater lamp for Operation/	?
Q5: Inspect O/S/R tyre for Wear/Damage	?
Q6: Inspect N/S/R lamp unit for Operation/	?



N/A

HOME

LOG OUT

3

You will be taken into the Driver Checksheet Page.

Here you will be asked to answer questions to ensure the asset you are operating is roadworthy.

There are three possible responses for each question;

Green Tick—All Satisfactory

Red Cross— Defected

N/A— Not Applicable

3.0 Driver Pre-use Check



Mileage

Please enter the vehicle mileage reading:

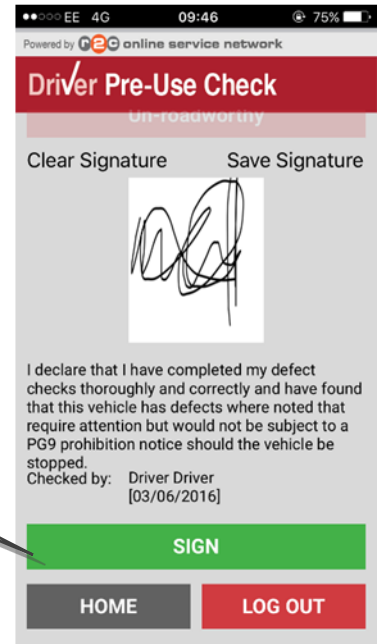
546764

Kms
Miles
Hours

4
Once you have answered all of the questions – enter the mileage of the asset & click ‘Save’



5
Declare the roadworthiness of the asset & then click ‘Sign’ to complete the check



4.0 Logging A Defect

Report a Defect



1

Click the 'Report A Defect' option on the homepage or the 'Red Cross' icon on a daily check to report a defect



Enter a defect for Vehicle

To log a defect for this vehicle enter the details

[Q3]: Inspect O/S/F Tyre for Wear/Da...

Defect info here

2

Give the description of the defect found. Be as descriptive as possible.



Enter a defect for Vehicle

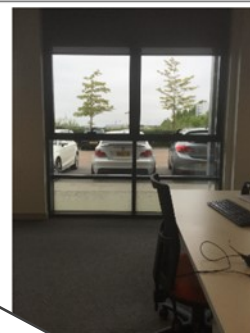
To log a defect for this vehicle enter the details

[Q5]: Inspect O/S/R tyre for Wear/Da...

Add photo if needed

3

Click the Camera Icon to attach a picture of the defect.



5.0 Send a Mileage Update

Send Mileage Update

1

Click 'Send Mileage Update' to send your current mileage to the transport team

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Driver Pre-Use Check

Enter your vehicle details
Please scan the QR code or type in the registration/fleet number below:

QR code:
SCAN

Registration/Fleet Number:
DDCMANTEST

Date: 03/06/2016

START

HOME LOG OUT

2

Enter the asset registration/fleet number & click 'START'

3

Enter the current Mileage reading & click 'SAVE'

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Driver Pre-Use Check

Mileage

Please enter the vehicle mileage reading:

546764

Kms

Miles

Hours

SAVE BACK

HOME LOG OUT

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Driver Pre-Use Check

Congratulations

The Mileage was saved successfully!

HOME LOG OUT

6.0 Searching for Inspections

Search Inspections

1

Click 'Search Inspections' to search for checks you've previously completed

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Driver Pre-Use Check

Enter your vehicle details
Please scan the QR code or type in the registration/fleet number below:

QR code:
SCAN

Registration/Fleet Number:
DDCMANTEST

Date:
03/06/2016

Click for previous jobs

Date and time of job View PDF

HOME **LOG OUT**

2

Enter the registration/
fleet number

Select the date the
check was completed

Click for previous jobs

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Driver Pre-Use Check

Registration/Fleet Number:
DDCMANTEST

Date:
03/06/2016

Click for previous jobs

Date and time of job View PDF

03/06/2016 08:47:00	
03/06/2016 08:46:22	

HOME **LOG OUT**

3

Click the View OR PDF buttons
to open the completed
Driver Pre-use Check

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Driver Pre-Use Check

Reported Defect
All questions successfully completed:

Questions	Status
Q1: Driver reported defect	

Q1/Q1 Driver reported defect
Comment
Issue with vehicle

Defects

Questions	Status
Q1: Driver reported defect	

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Page 1

DDCMANTEST

03/06/2016 08:46:22

Issue with vehicle

Page 2