



[Pendle Borough Council App User Guide for the CheckedSafe App](#)

Downloading the App:

The CheckedSafe App can be downloaded from either the Google Play Store or the Apple App Store.

Google Play Store link-

https://play.google.com/store/apps/details?id=com.gm.tcf&pcampaignid=web_share

Apple App Store link-

<https://apps.apple.com/gb/app/checkedsafe/id933639507>

If you have any questions, CheckedSafe can be contacted on taxi@checkedsafe.com or 01282 908429.

We also have a full user manual on our website which can be found here [CheckedSafe Full User Manual](#).



Login Page:

Once you have downloaded the app, you will see a login page like the below:

CheckedSafe

IF you are unsure of your login details or are having trouble logging in, please email taxi@checkedsafe.com

USERNAME

Username **Enter Username**

PASSWORD

Password **Enter Password (case sensitive)**

Log In

Version 2.11.1-3 ([Help](#))

([Forgotten Password?](#))

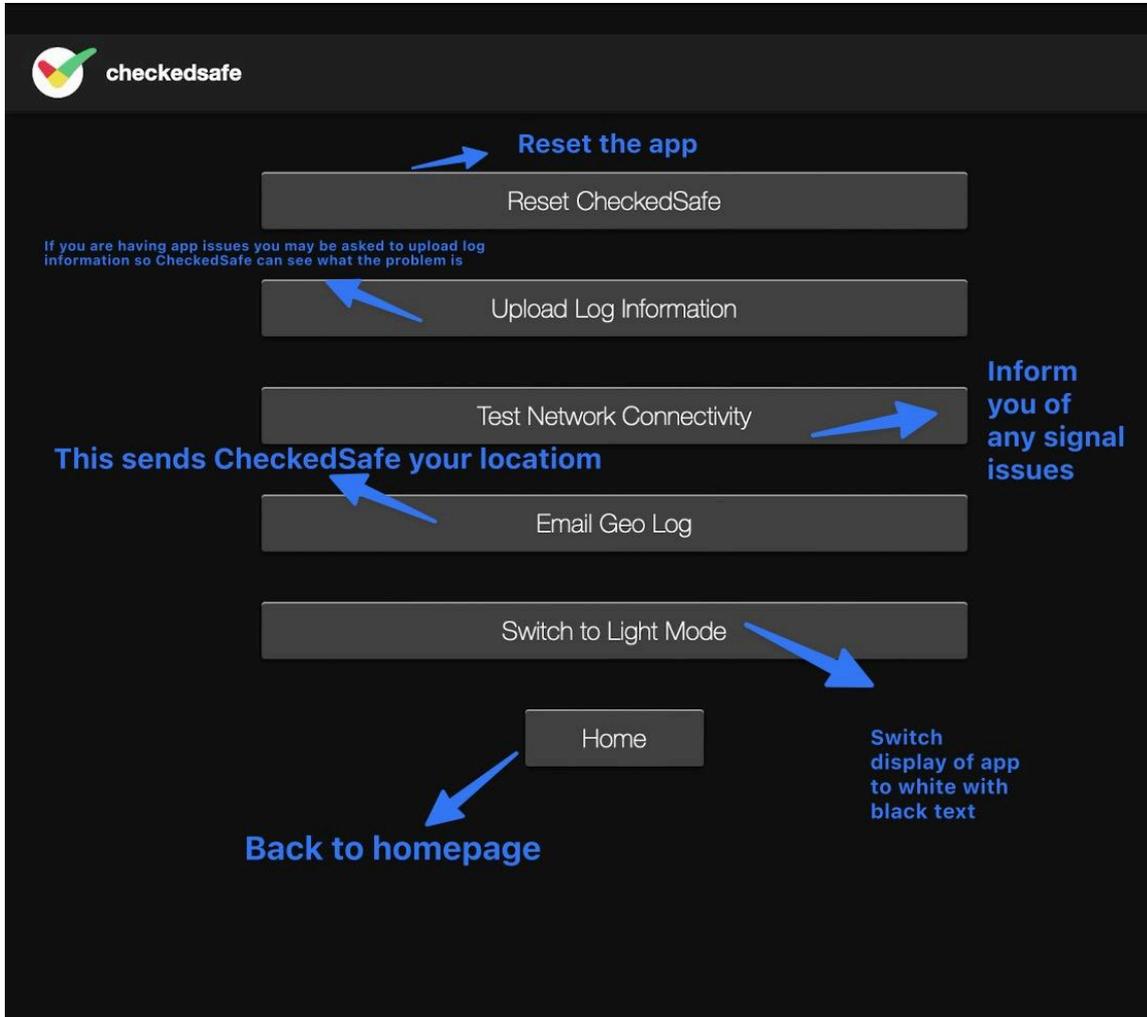
Once you have registered with CheckedSafe you will be given a username and password.

This is the link to register with CheckedSafe if you haven't already - [Pendle Borough Council CheckedSafe Registration](#)

Each App user will need their own username and password so you can identify who has undertaken a check.

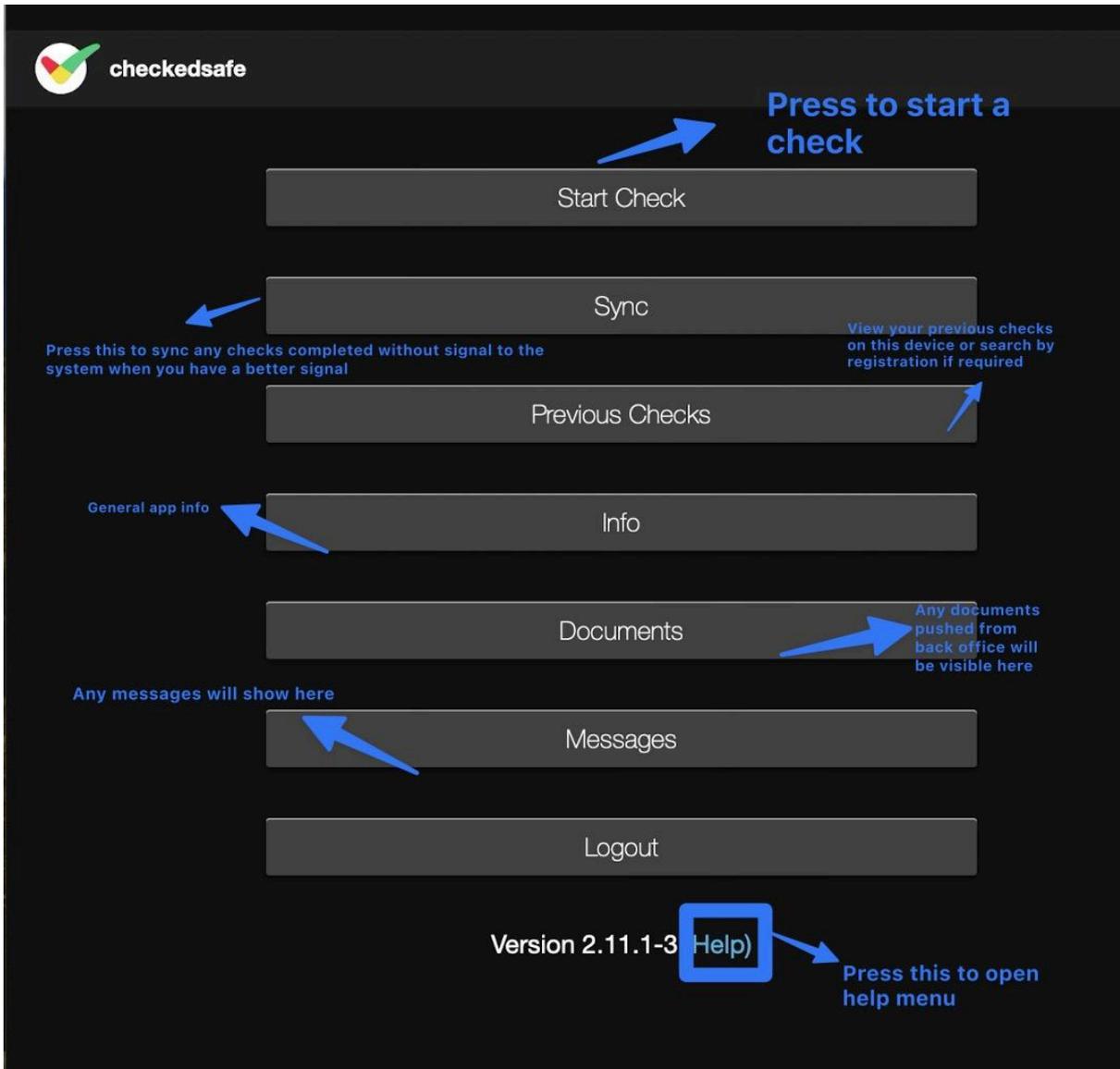
App Help Menu:

The App help menu is only really required if there is an issue with the App.



App Home Page:

This is the main screen you will use daily when undertaking checks on your vehicle.



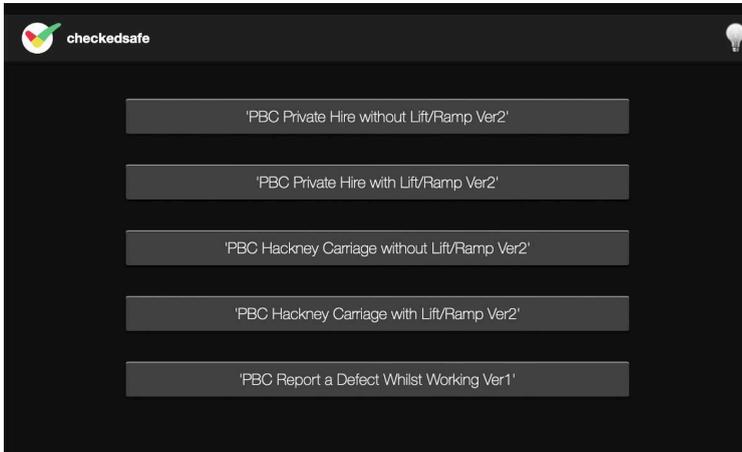
Starting a check:

Press the start check option and you will be presented with the following screen:

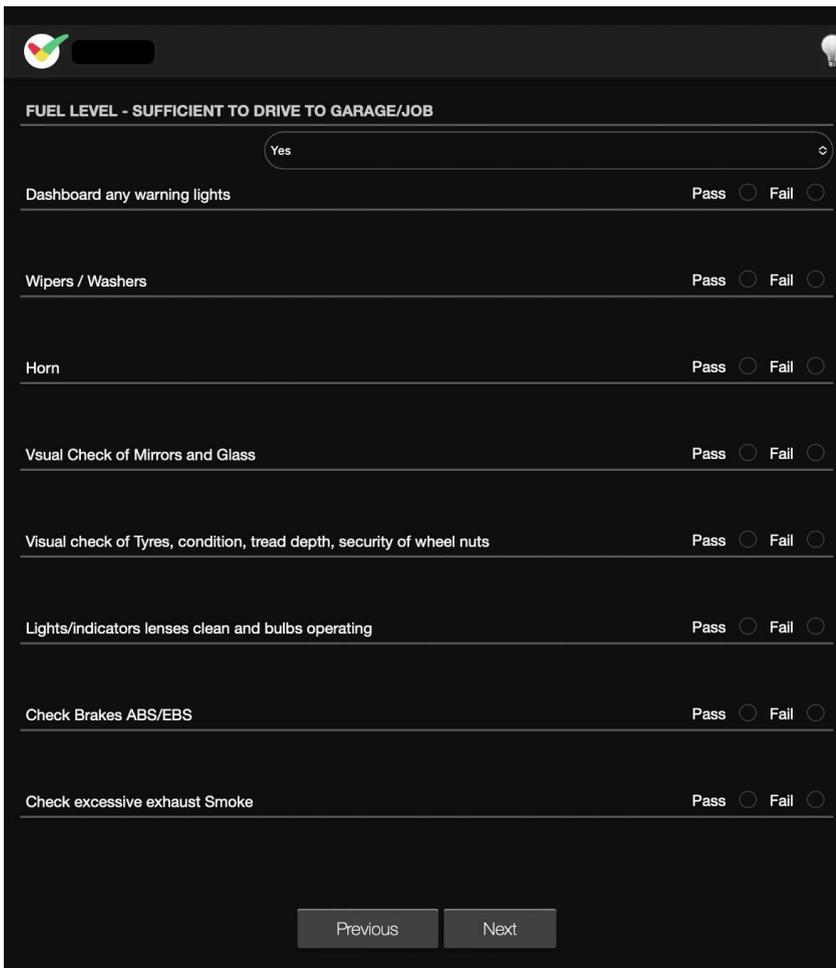
You can either start to type the registration number and the system will pre-populate the registration number or take a clear photo of the registration plate and the system will read it using ANPR.



Once you press perform check, you will be taken to a page with all the templates assigned to that vehicle. IF there are no templates, please contact taxi@checkedsafe.com as someone will have unassigned them from your user/ the vehicle.



From the menu above select the template you want to use and start to go through the pages of the checklist ticking the answers. The pages of the check will look something like this:



When going through the template, if you wish to report a fault, select the fail option and the below will appear:

The screenshot shows a mobile application interface for vehicle inspection. At the top, there is a logo on the left and a lightbulb icon on the right. The main section is titled "FUEL LEVEL - SUFFICIENT TO DRIVE TO GARAGE/JOB" and contains a dropdown menu with "Yes" selected. Below this are several inspection items, each with "Pass" and "Fail" radio buttons. The "Visual Check of Mirrors and Glass" item has the "Fail" radio button selected and is highlighted with a blue box. A white text box appears below this item, containing the text "Crack in mirror" and a prompt: "You will be prompted to enter a reason for why you have selected a fail. Please provide as much information as possible." Below this text box is a "TAKE IMAGE" button, also highlighted with a blue box, and a "Take Image(s)" button. To the right of the "TAKE IMAGE" button is another prompt: "You will also be prompted to take an image of the defect/fail. In this case I would take a picture of the cracked mirror." At the bottom of the screen are "Previous" and "Next" navigation buttons.

FUEL LEVEL - SUFFICIENT TO DRIVE TO GARAGE/JOB

Yes

Dashboard any warning lights Pass Fail

Wipers / Washers Pass Fail

Horn Pass Fail

Visual Check of Mirrors and Glass Pass Fail

Crack in mirror

You will be prompted to enter a reason for why you have selected a fail. Please provide as much information as possible.

TAKE IMAGE

Take Image(s)

You will also be prompted to take an image of the defect/fail. In this case I would take a picture of the cracked mirror.

Visual check of Tyres, condition, tread depth, security of wheel nuts Pass Fail

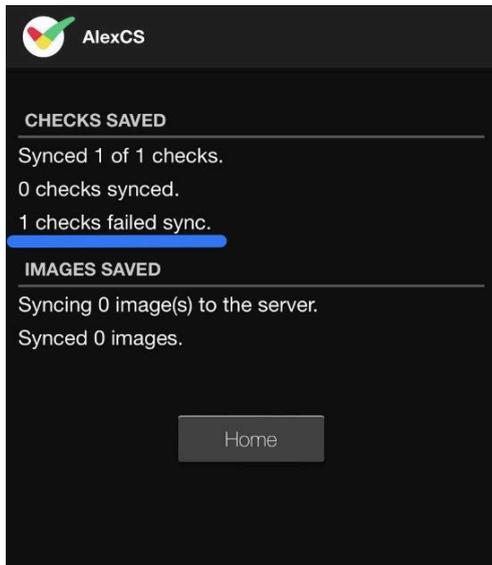
Lights/indicators lenses clean and bulbs operating Pass Fail

Check Brakes ABS/EBS Pass Fail

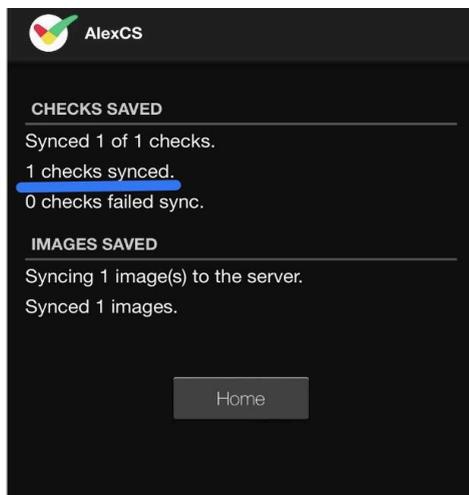
Check excessive exhaust Smoke Pass Fail

Previous Next

Once you reach the end of the check press submit. Once you have pressed submit you will see a screen like the below:



The check will either sync meaning it has been sent to the server or fail to sync. In the example above, the check has failed to sync. This means it is likely that the mobile signal was poor when the check was completed. If you get this message you will need to wait till you have a better signal and then press the **SYNC** button on the homepage as shown above.



If you get the message above, it means your check has synced to the system and there is nothing else you need to do.

If you have reported a defect, you will receive an email, which confirms who completed the check, what date and time, what vehicle and what the defect is. This will contain a link as shown below:

Reminder Add task Permalink Snooze

CheckedSafe - Error Performing CSafe-Daily Vehicle Check Car/Van - Short Version CS24 by AlexCS on Example fail

CheckedSafe 12:36 PM

Failed Check: CSafe-Daily Vehicle Check Car/Van - Short Version CS24

Alex Harris performed a check/inspection on Vehicle ... from depot CheckedSafe Demo Company at 09/08/2024 12:35:01

Vehicle Information

Vehicle Registration PBC Example
 Vehicle/Equipment ID PBC Example
 Category PBC Example

The check/inspection failed for the following reasons:

- Visual Check of Mirrors and Glass - crack in mirror

Click here if you wish to download a PDF of the check

Please [click here](#) to download PDF version of the check

Please login to [CheckedSafe application](#) to manage the failure

Check Identifier: 23,117,340

Reason for failure

Follow this link to manage the defect

Check ID

Once you have logged into the back office (app.checkedsafe.com) you can view the specific check that contains details of the defect.

CheckedSafe Admin 1.9.35.7

View Checks Preference Group None Not Active

Vehicle Registration: Nothing selected
 Company: Select... (Auto select sub-depots)
 Check Status: Nothing selected
 Check Name: Nothing selected
 Date Range: 12/05/2024 - 09/08/2024
 User Login: Nothing selected
 Job Reference: Job Reference
 Non Fleet Vehicles:
 Check ID: Check ID
 Supplier: Nothing selected
 Cost Centre: Nothing selected

Email (Selected) Excel (All) Clear Search

Check/Inspection Date	Name	Reason	Asset ID	Supplier / Cost Centre	Job Ref	User	Duration	Details	Select
09/08/2024 12:35:01	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	48 sec	View	<input type="checkbox"/>
09/08/2024 10:43:22	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	15 sec	View	<input type="checkbox"/>
07/08/2024 14:18:46	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	2 min, 20 sec	View	<input type="checkbox"/>
07/08/2024 13:13:34	CSafe-Van Daily Check CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	3 min, 36 sec	View	<input type="checkbox"/>

Failed check (red) Passed check (green) Was a failed check, then made servicable and now cleared

Once you click “view”, the defective check opens up to this screen. All you then do is enter into the relevant box the action taken to repair the defect. See below:

Page 2						
✓	Fuel Level - sufficient to drive to garage/job	Yes		43 sec		
✓	Dashboard any warning lights	Pass		12 sec		
✓	Wipers / Washers	Pass		13 sec		
✓	Horn	Pass		13 sec		
▲	Visual Check of Mirrors and Glass	Fail	crack in mirror	41 sec	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Add notes in here e.g in this example- replaced mirror</p> <p>General Note Service Clear Defect VOR</p> <p>Add as many notes in as you like</p> <p>If defect is fixed, add note in and clear</p> <p>If defect makes the vehicle unroadworthy press this</p> <p>If defect is with them, but vehicle is roadworthy select this option, and you can add notes in that will be visible on the app at the start of the check</p> </div>	
✓	Visual check of Tyres, condition, tread depth, security of wheel nuts	Pass		20 sec		
✓	Lights/indicators lenses clean and bulbs operating	Pass		20 sec		
✓	Check Brakes ABS/EBS	Pass				

Page 2						
✓	Fuel Level - sufficient to drive to garage/job	Yes		43 sec		
✓	Dashboard any warning lights	Pass		12 sec		
✓	Wipers / Washers	Pass		13 sec		
✓	Horn	Pass		13 sec		
✓	Visual Check of Mirrors and Glass	Fail	crack in mirror	41 sec	▲ replaced mirror (by AlexCS ago)	
✓	Visual check of Tyres, condition, tread depth, security of wheel nuts	Pass		20 sec		
✓	Lights/indicators lenses clean and bulbs operating	Pass		20 sec		

Once the defect has been cleared the main view checks screen shows the check as red/green identifying it initially failed and has now passed

CheckedSafe Admin 1.9.35.7 Not Active

CheckedSafe Demo Company

- Dashboard
- Team
- Vehicles
- Checks/Inspections**
 - View Checks/Inspections**
 - View Active Defects
 - Pre Populate Checks
 - Daily Summary
 - Weekly Summary
 - Monthly Summary
 - Upload Check/Document
 - Wildcard Search
 - Edit Check Templates
 - Check/Inspection Documents
 - Licence Check
 - Notifications

View Checks Preference Group: **None**

Vehicle Registration: Nothing selected | User Login: Nothing selected

Company: Select... | Job Reference: Job Reference

Auto select sub-depots

Check Status: Nothing selected | Non Fleet Vehicles:

Check Name: Nothing selected | Check ID: Check ID

Date Range (From - To): 12/05/2024 - 09/08/2024 | Supplier: Nothing selected | Cost Centre: Nothing selected

Check has now turned green, as defect has been repaired and cleared

Email (Selected) Excel (All)

Check/Inspection Date	Name	Registration	Asset ID	Supplier / Cost Centre	Job Ref	User	Duration	Details	Select
 09/08/2024 12:35:01	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	48 sec	View	<input type="checkbox"/>
 09/08/2024 10:43:22	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	15 sec	View	<input type="checkbox"/>
 07/08/2024 14:44:46	CSafe-Daily Vehicle Check Car/Van - Short Version CS24	(CheckedSafe Demo Company)			N/A	(CheckedSafe Demo Company)	2 min, 20 sec	View	<input type="checkbox"/>

Further help and assistance will be provided at the workshop days.