CALIDUS VEhub Admin

Aptean Ltd
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1 CALIDUS VEhub Admin

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2 *CALIDUS* VEhub

2.1 Login

Login Screen

Enter Company, Username and Password, then press the Login button.

If you have forgotten your login, use the Forgot Password button.

Once logged in, the Dashboard screen will be displayed.

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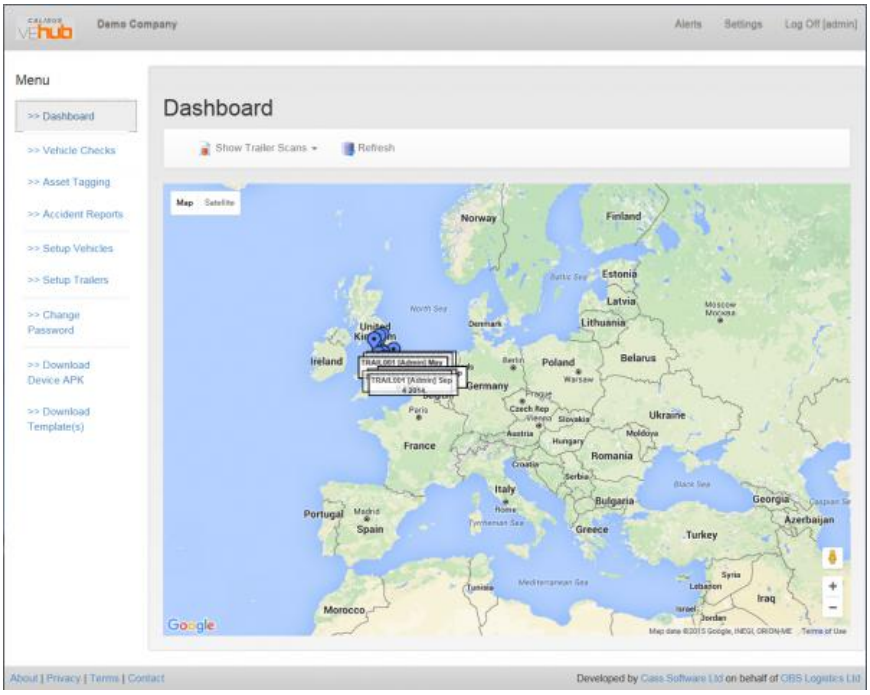
2.1.1 General Screen Details



General Screen options

Header:

- Alerts
- Settings
- Log Off

Each screen shows a navigation menu:

- Dashboard - this takes you to the Dashboard screen, and is the first screen shown after logging on.
- Vehicle Checks
- Asset Tagging
- Accident Reports
- Setup Vehicles
- Setup Trailers
- Change Password
- Download Device APK - used to download the application for installing to an Android device.
- Download Templates

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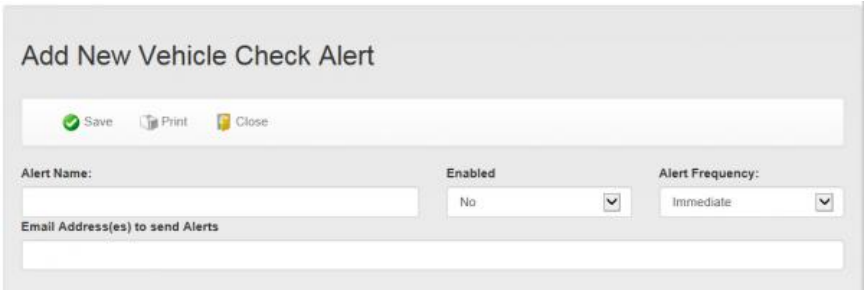
2.2 Alerts

Alerts Screen

- Add "Vehicle Check" Alert
- Add "Accident Report" Alert
- Add "Trailer Scan" Alert
- Add "Lapsed Check" Alert



General Alerts properties

Alerts generally allow specification of:

- The Alert Name
- whether the alert is enabled
- the frequency of the alert (Immediate or Daily)
- The Email address

Accident Report alerts may be set against specific entered fields, standard or custom.

Adding Accident Report Alerts

Accident Report alerts may be set against the specific submitted Vehicle or Trailer. Additionally, customer fields may be checked.

Adding Vehicle Check Alerts

Trailer Scan alerts may be set against the specific trailer, or the Scan Code

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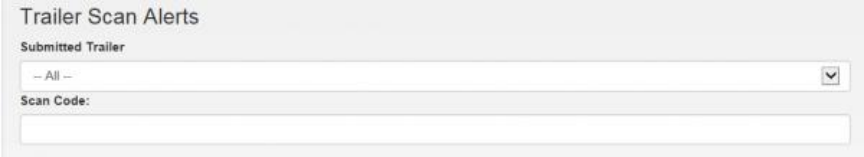

Adding Trailer Scan Alerts

Lapsed Check alerts may be set against the specific vehicle, and may be checked at specific days of the week, and a specific time.

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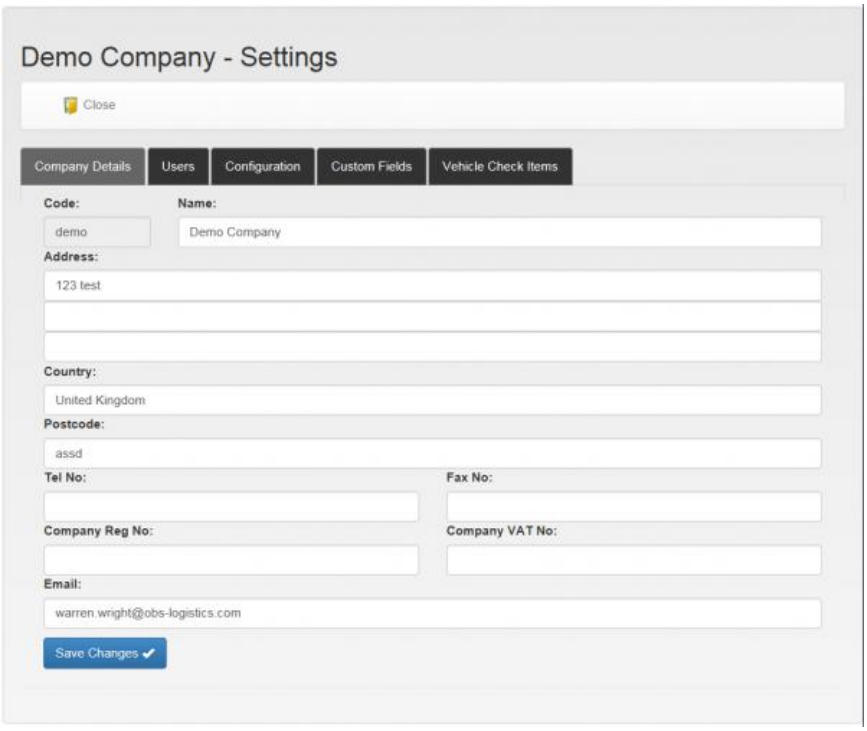
2.3 Settings

2.3.1 Company Details

The screen allows you to amend the Company details.



Company Settings Screen

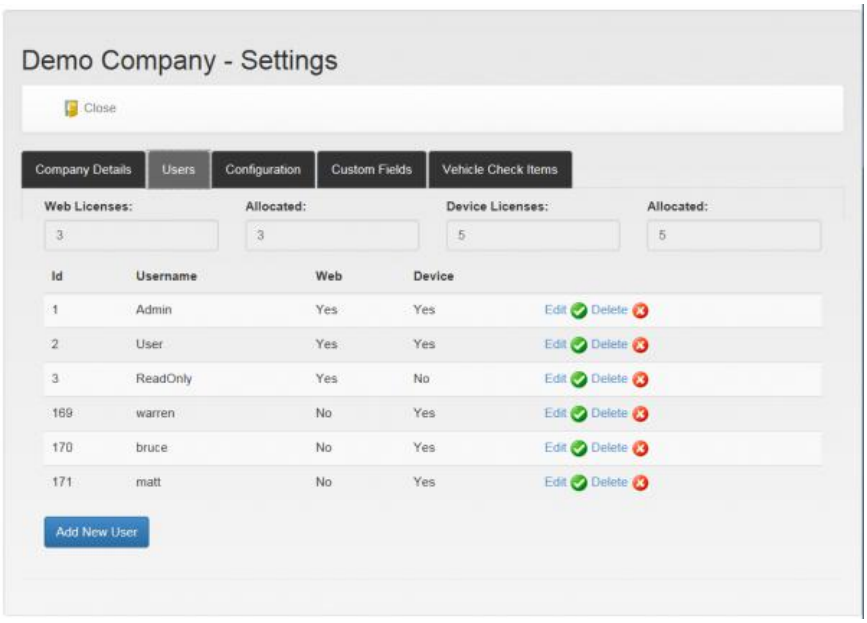
Setting that may be modified are:

- Code
- Name - Displayed in the title
- Address - up to 3 lines
- Country
- Postcode
- Tel No
- Fax No
- Company Reg No
- Company VAT No
- Email

When changes are complete, click the **Save Changes** button.

2.3.2 Users

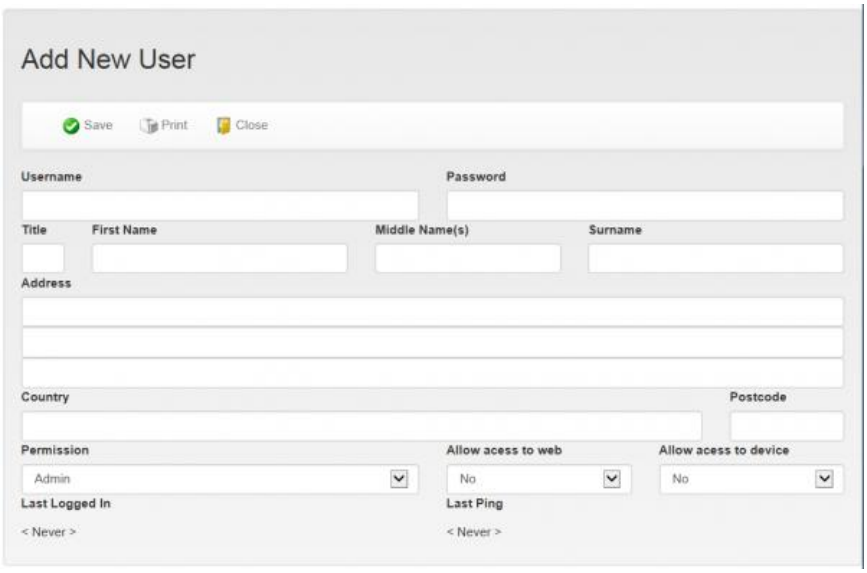
This screen allows the users of the system to be maintained.



Users Settings Screen

The screen initially shows a table of all users currently on the system. Each user may be edited or deleted using the **Edit** or **Delete** buttons respectively against the line.

A new user may be added using the **Add New User** button.



Adding a new User

When editing or adding a new user, the edit user screen will be displayed, allowing entry of:

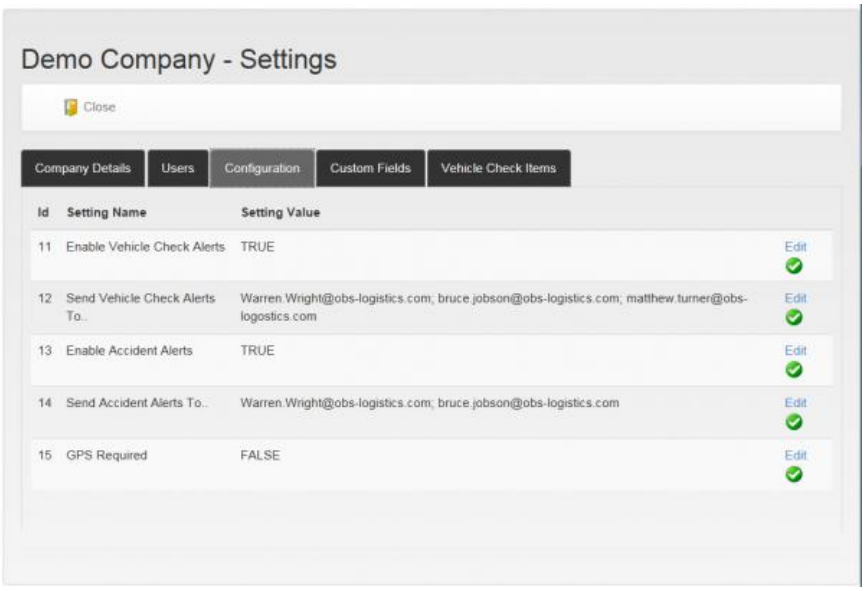
- Username
- Password
- Title
- First Name
- Middle Name(s)
- Surname
- Address - up to 3 lines
- Country
- Postcode
- Permission (Admin, User or Read Only)

- Allow Access to web - Yes or No
- Allow Access to device - Yes or No

The screen also shows when the user was last seen (Last Logged In and Last Ping).

2.3.3 Configuration

This screen allows maintenance of system settings.



Configuration Settings Screen

A setting may be edited with the **Edit** button. This allows changing of the configuration flag.

Editing Configuration

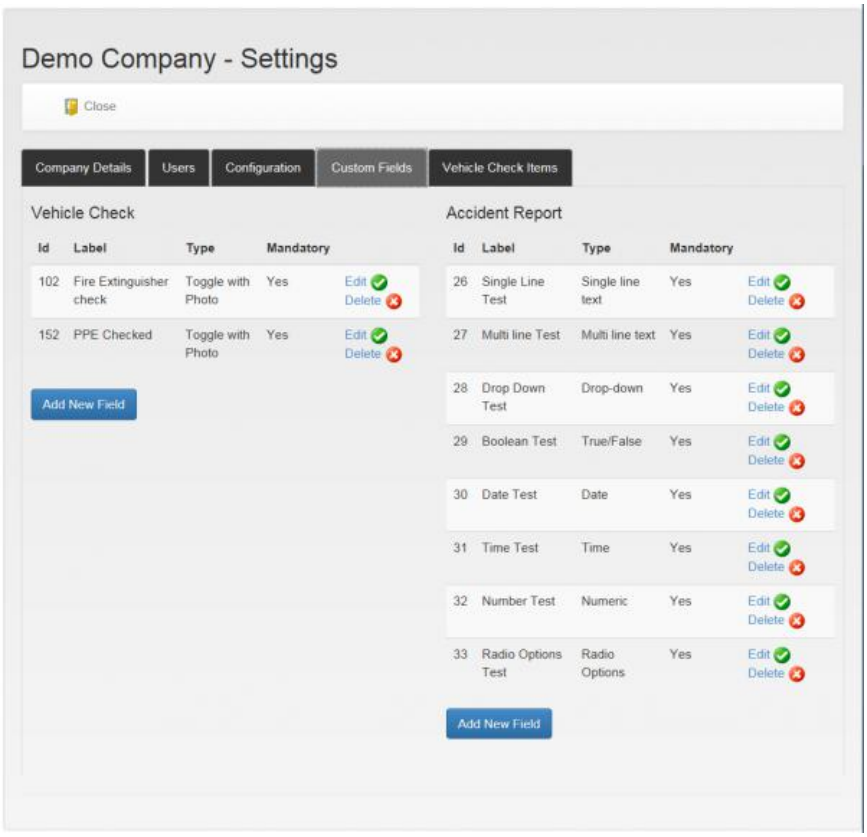
When changes are complete, click the **Save** button. Changes may be discarded with the **Close** button.

Configurable elements are:

- Enable Vehicle Check Alerts - whether to email alerts for vehicle checks with defects.
- Send Vehicle Check Alerts To.. - Email address for vehicle checks with defects.
- Enable Accident Alerts - whether to email alerts for accident reports received.
- Send Accident Alerts To.. - Email address for accident reports received.
- GPS Required - whether GPS connectivity is required before any data captured on the device is recorded.
- Next Check for Unchecked Vehicles at... Default start date for any new vehicles to be checked.
- Enable Unchecked Vehicle Alerts - whether to email alerts for vehicles that have not been checked.
- Send Overdue Vehicle Check Alerts To - Email address for overdue vehicle checks.

2.3.4 Custom Fields

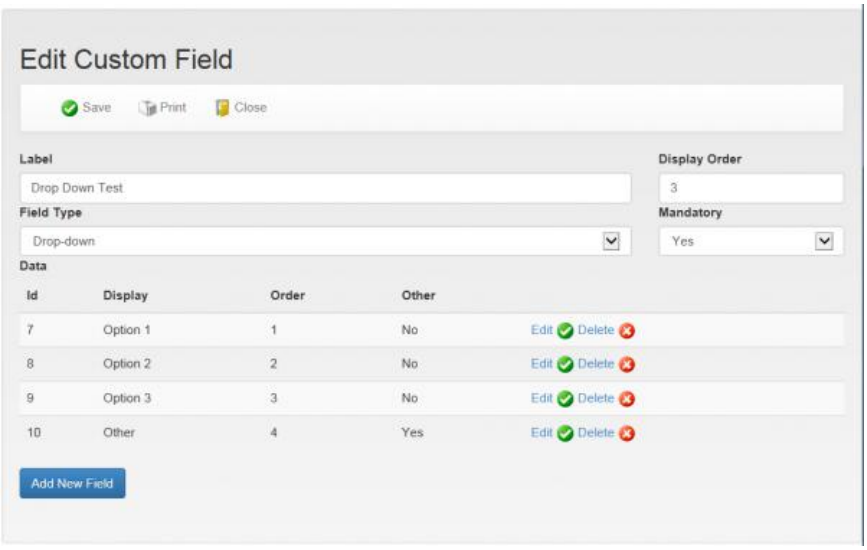
This screen allows custom Vehicle Check and Accident Report fields to be maintained.



Custom Fields Settings Screen

Custom Fields may be edited using the **Edit** button against each field, and may be deleted through the **Delete** button against each field.

New Custom Fields of each type may be added using the appropriate **Add New Field** button in each section.



Adding Custom Fields

When Editing or Adding new fields, the Edit Screen is displayed, and allows editing of:

- Label
- Display Order
- Field Type - one of:

    - Single Line Text
    - Multi Line Text
    - Drop Down
    - True/False
    - Date
    - Time
    - Numeric
    - Radio Options
    - Toggle with Photo
- Mandatory - Yes/No

Depending on the Field Type, data may be allowed for the field.

Custom Data may be edited using the **Edit** button against each field, and may be deleted through the **Delete** button against each field.

New Custom Data may be added using the appropriate **Add New Field** button.

Adding Data to Custom Fields

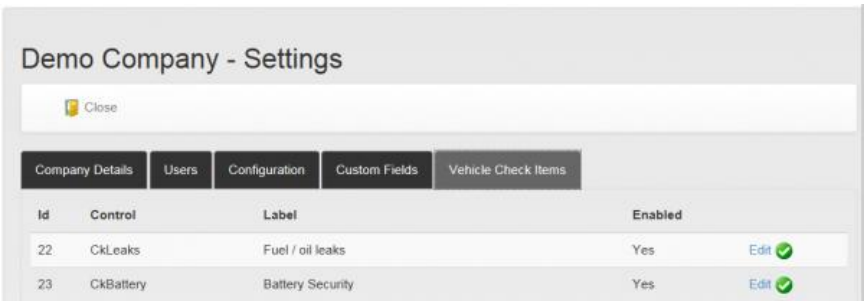
When Editing or Adding new data, the Edit Screen is displayed, and allows editing of:

- Display Label
- Allow Free Type (Other)
- Data Value
- Display Order

With either screen, when changes are complete, click the **Save** button. Changes may be discarded with the **Close** button.

2.3.5 Vehicle Check Items

This screen allows the Vehicle Check items to be maintained.



Vehicle Check Items Settings Screen

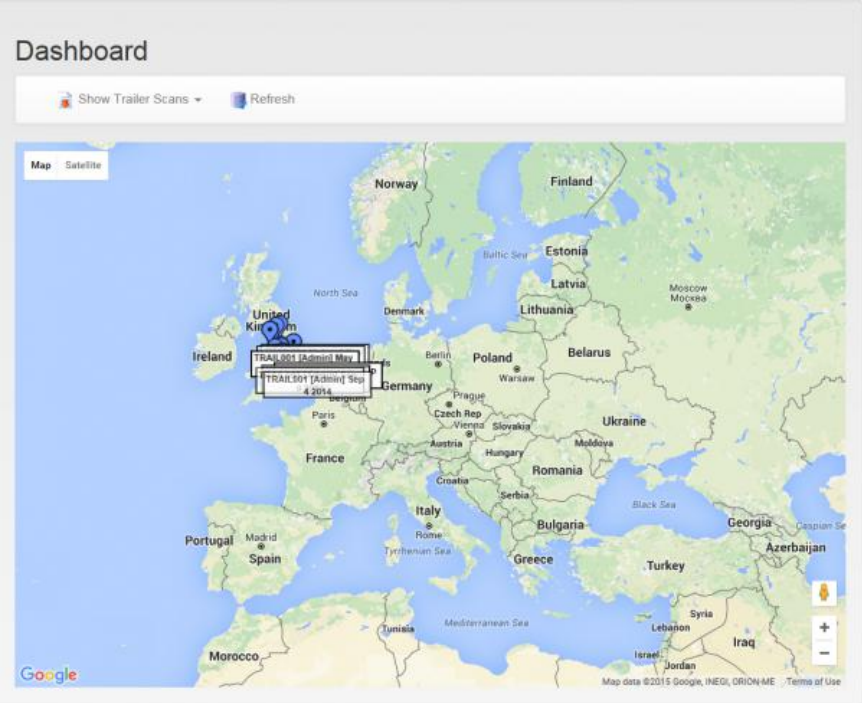
Each control may be edited using the **Edit** button against the line. This shows the following:

- Control Name (May not be amended)
- Label
- Enabled - Yes/No

When changes are complete, click the **Save** button. Changes may be discarded with the **Close** button.

2.4 Dashboard Screen

The Dashboard screen shows the location of all actions taken by users within your company.



Dashboard Screen

By default, the screen shows all Trailer Scans. This may be changed using the filter provided. When the filter is changed, the screen will refresh automatically.

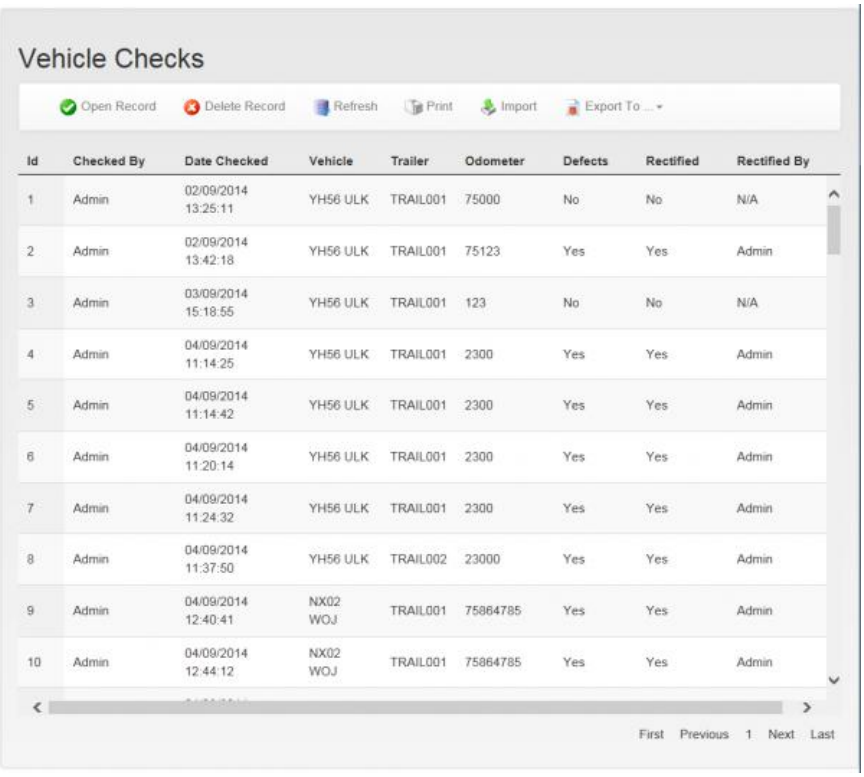
The Refresh button will redisplay all the selected events.

The map may be zoomed in and out using the mouse scroll button, or the buttons provided in the bottom right of the map.

Clicking on an event will show a pop-out label, showing the some details of the event.

2.5 Vehicle Checks Screen

This screen allows the Vehicle Checks completed for this company to be maintained.



Vehicle Checks Screen

The screen first displays a list of all the vehicle checks, showing:

- ID
- Checked By
- Date Checked
- Vehicle
- Trailer
- Odometer
- Defects - whether there were defects
- Rectified - whether defects were rectified
- Rectified By - who rectified the defects

Selecting a line will highlight it, then an action can be taken against that line. the actions are shown on the top of the screen:

- **Open Record** - shows the details of the checks in a Vehicle Check Details screen
- **Delete Record** - delete the line

The screen also allows some general functions:

- **Print** - print the full list of checks
- **Refresh** - refresh the list
- **Import** - import the list of checks
- **Export To** - export the list of checks

Importing and Exporting of checks can be done in several formats:

- XML
- CSV
- JSON

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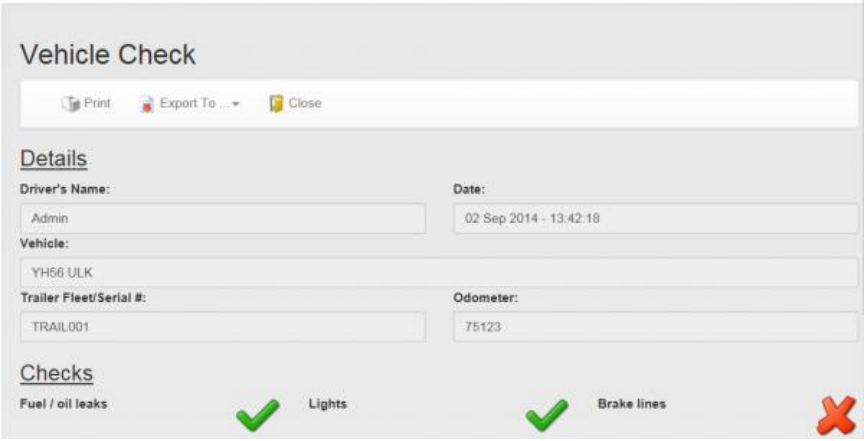
2.5.1 Vehicle Check Details Screen

The screen shows all the details captured from the vehicle checks, and also allows comments and rectifying defects.

The screen shows several sections:

- Details



Vehicle Checks Details - Details and Checks Section

- ♦ Driver's Name
  ♦ Date
  ♦ Vehicle
  ♦ Trailer Fleet/Serial #
  ♦ Odometer
- Checks
  ♦ Any standard checks that were completed

- Reported Defects

Defects Section

- ♦ Defects
  ♦ Rectified By
  ♦ Rectified Date
  ♦ Rectified Notes
  ♦ Signature

- Comments

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Comments Section

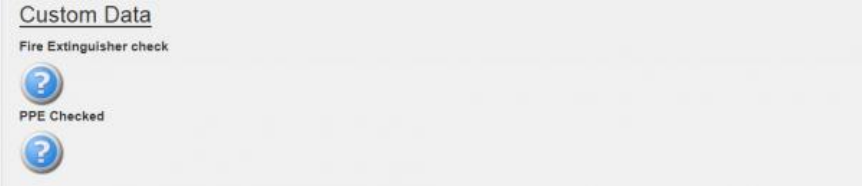
- ♦ Author
  ♦ Date
  ♦ Comment

New comments may be added with the **Add Comment** button.

Adding a Comment

Once a comment is added, this may be saved with the **Save** button.

- Custom Data - any customer checks configured for the company.



Custom Data Section

- Location - A map of the location where the vehicle checks were completed (if provided).

Location Section

- Images - Any images associated to the standard checks.

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Images Section

Action may be taken through the buttons provided on the top of the screen:

- **Print** - print the screen
- **Export To** - Export the checks to XML, CSV or JSON format.
- **Close** - Close the screen and return to the Vehicle Checks screen.

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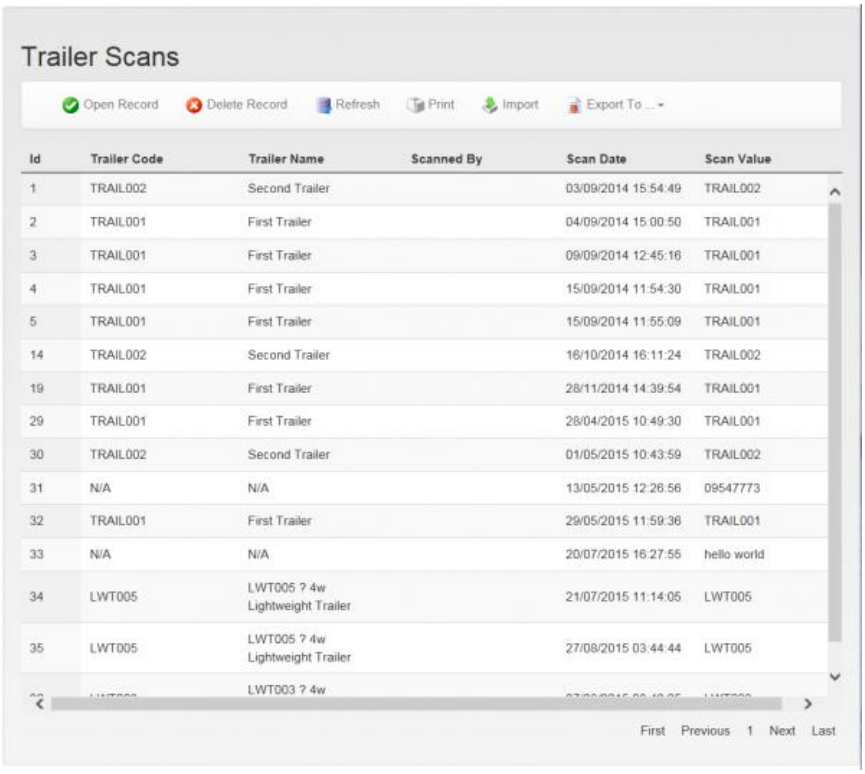
2.6 Asset Tagging Screen

This screen allows the Vehicle Checks completed for this company to be maintained.



Asset Tagging Screen

The screen first displays a list of all the vehicle checks, showing:

- ID
- Trailer Code
- Trailer Name
- Scanned By
- Scan Date
- Scan Value

Selecting a line will highlight it, then an action can be taken against that line. the actions are shown on the top of the screen:

- **Open Record** - shows the details of the checks in an Asset Tagging Details screen
- **Delete Record** - delete the line

The screen also allows some general functions:

- **Print** - print the full list of checks
- **Refresh** - refresh the list
- **Import** - import the list of checks
- **Export To** - export the list of checks

Importing and Exporting of checks can be done in several formats:

- XML
- CSV
- JSON

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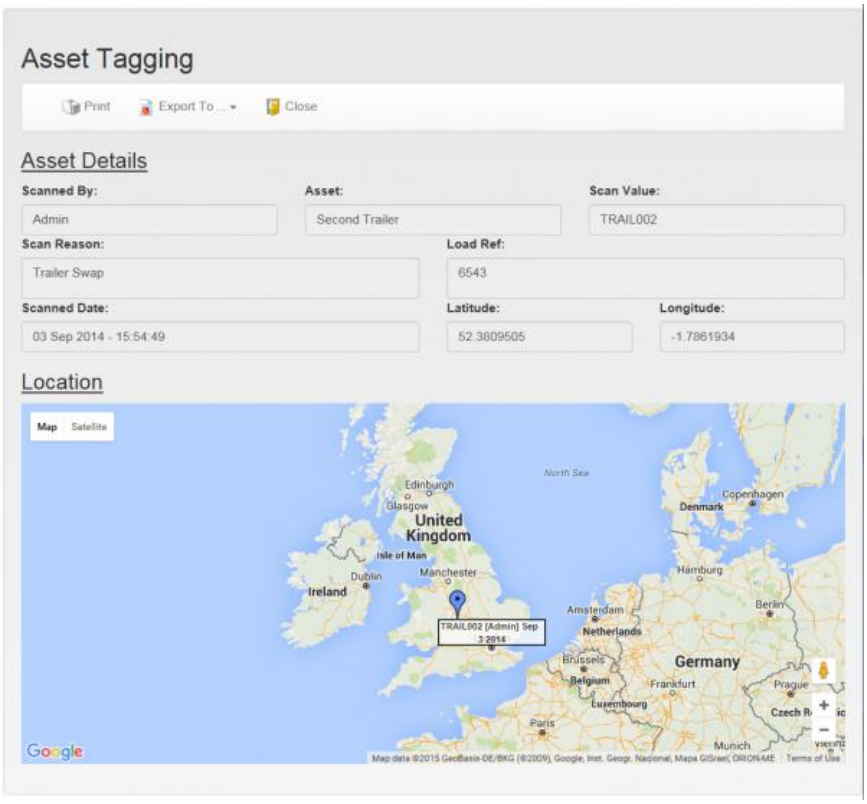
2.6.1 Asset Tagging Details Screen

The screen shows all the details captured from the asset tagging.



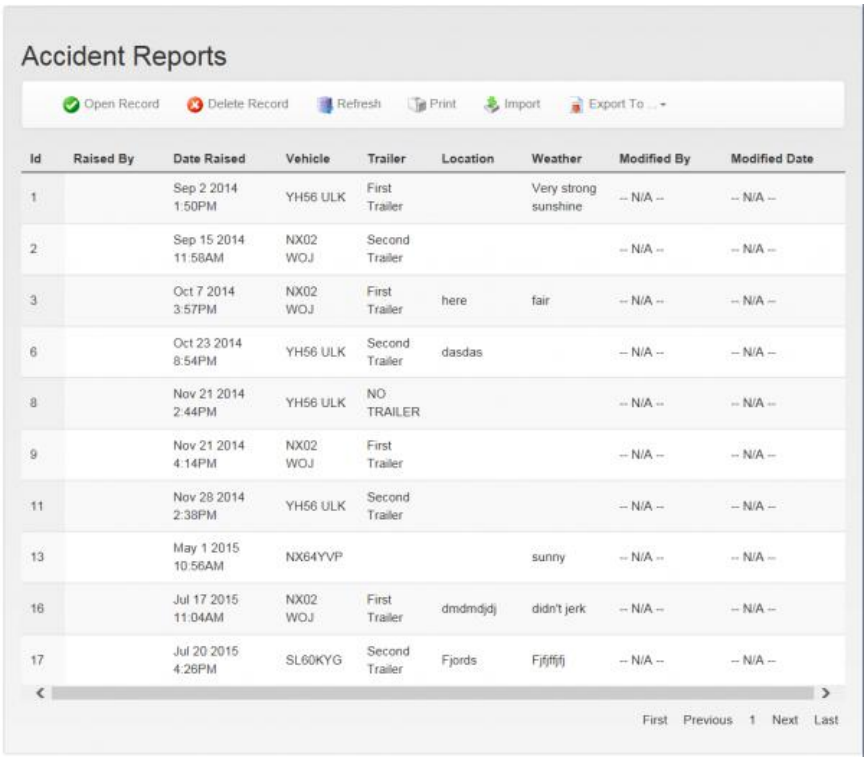
Asset Tagging Details Screen

The screen also allows some general functions:

- **Print** - print the details
- **Export To** - export the Asset Tagging details to XML, CSV or JSON
- **Close** - return to the Asset Tagging screen

2.7 Accident Reports Screen

This screen allows the Accident Reports completed for this company to be maintained.



Accident Reports Screen

The screen first displays a list of all the vehicle checks, showing:

- ID
- Raised By
- Date Raised
- Vehicle
- Trailer
- Location
- Weather
- Modified By
- Modified Date

Selecting a line will highlight it, then an action can be taken against that line. the actions are shown on the top of the screen:

- **Open Record** - shows the details of the checks in an Accident Reports Details screen
- **Delete Record** - delete the line

The screen also allows some general functions:

- **Print** - print the full list
- **Refresh** - refresh the list
- **Import** - import a list
- **Export To** - export the list

Importing and Exporting can be done in several formats:

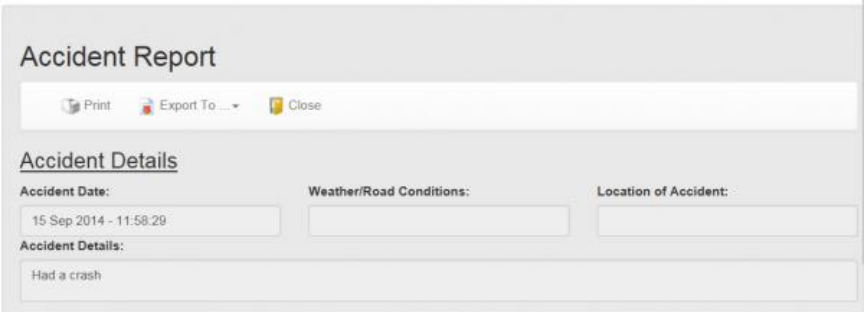
- XML
- CSV
- JSON

2.7.1 Accident Reports Details Screen

The screen shows all the details captured from the Accident Reports.

The screen displays in several sections:

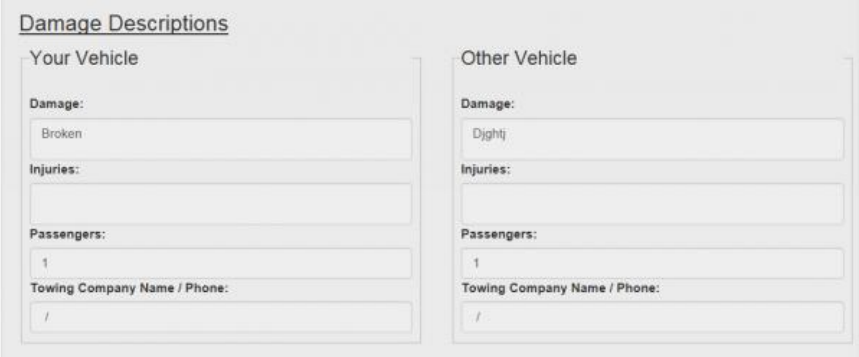
- Accident Details



Accident Reports Details Screen

- ♦ Accident Date
  ♦ Weather/Road Conditions
  ♦ Location of Accident
  ♦ Accident Details

- Damage Descriptions



Damage Descriptions section

Note: Data can be entered for Your and the other Vehicle:

- ♦ Damage
  ♦ Injuries
  ♦ Passengers
  ♦ Towing Company Name/Phone

- Other Driver/Vehicle Information

Other Driver/Vehicle Information section

- ♦ Owner's Name

- ♦ Owner's Address
- ♦ Owner's Phone
- ♦ Vehicle Reg
- ♦ Make
- ♦ Model/Year
- ♦ Colour
- ♦ Insurance Company
- ♦ Agent Name & Phone
- ♦ Other Driver's Name
- ♦ Other Driver's Address
- ♦ Other Driver's Phone

- Police Information

Police Information section

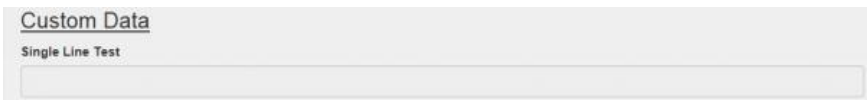
- ♦ Officer Name
- ♦ Department
- ♦ Phone
- ♦ Badge #
- ♦ Other Info

- Witness Information

Witness Information section

- ♦ Name
- ♦ Address
- ♦ Home Phone
- ♦ Work Phone

- Custom Data



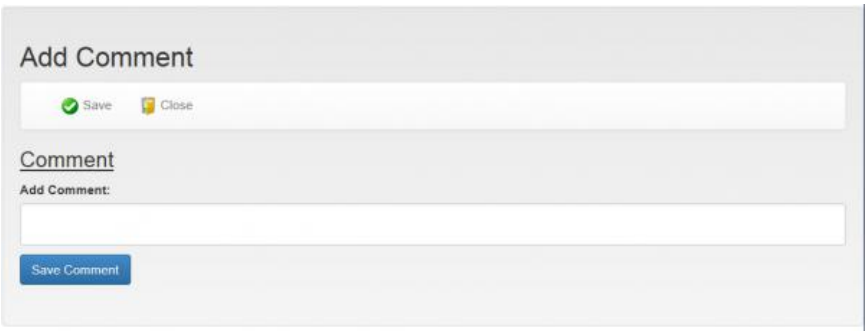
Custom Data section

- Comments

Comments section

- ♦ ID
  ♦ Author
  ♦ Date
  ♦ Comment

A new comment may be added by clicking the **Add Comment** button, which will display the Add Comment screen.



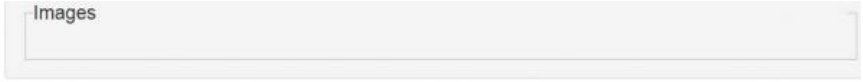
Add Comment screen

Once completed, click **Save** to save the comment and return to the Accident Report Details screen. To discard entry and return to the Accident Report Details screen, click **Close**.

- Location - A map of the location where the Accident Report was completed (if provided).

Location Section

- Images - Any images associated to Accident Report.



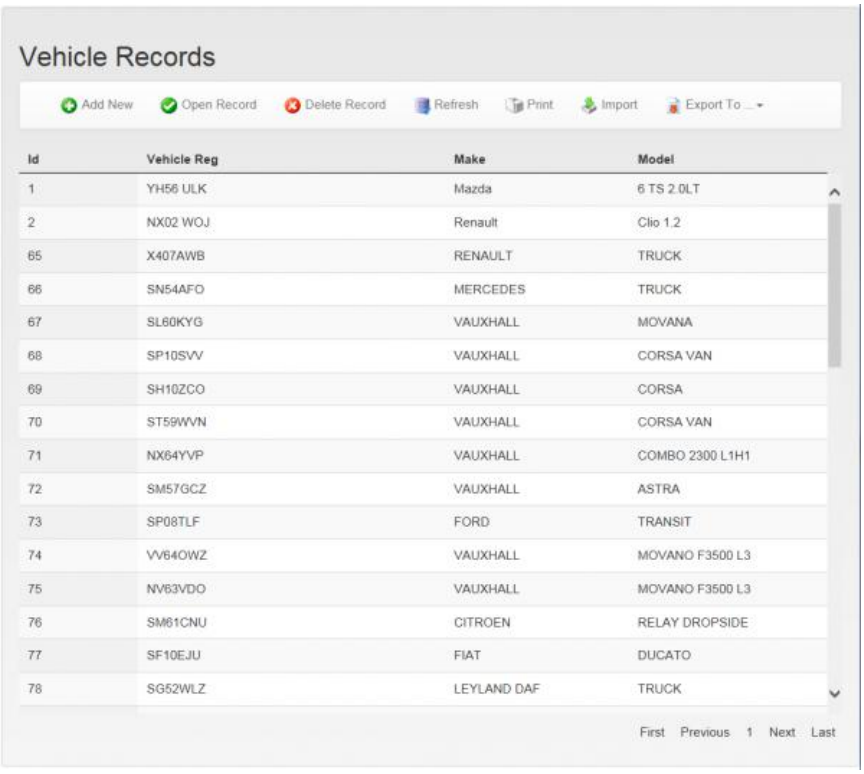
Images Section

The screen also allows some general functions:

- **Print** - print the details
- **Export To** - export the details to XML, CSV or JSON
- **Close** - return to the Accident Reports screen

2.8 Setup Vehicles

This screen allows the maintenance of Vehicles for this company.



Setup Vehicles Screen

The screen first displays a list of all the vehicles, showing:

- ID
- Vehicle Reg
- Make
- Model

Selecting a line will highlight it, then an action can be taken against that line. the actions are shown on the top of the screen:

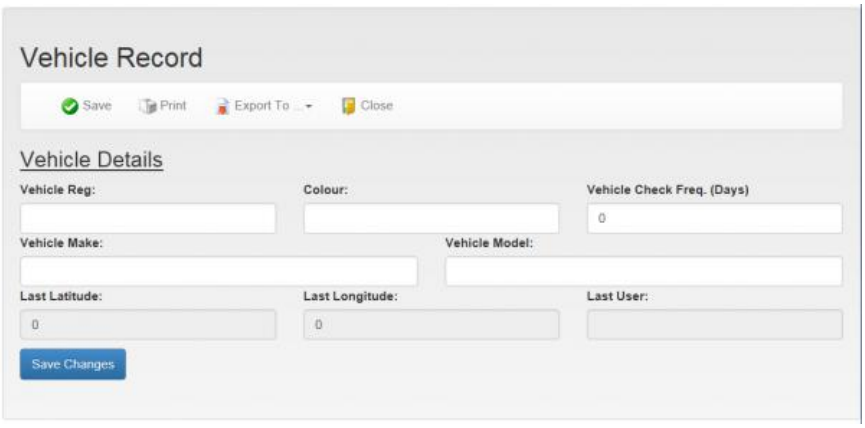
- **Add New** - allows a vehicle to be added through an Add Vehicles screen
- **Open Record** - shows the details of the vehicle in an Edit Vehicles screen
- **Delete Record** - delete the line

The screen also allows some general functions:

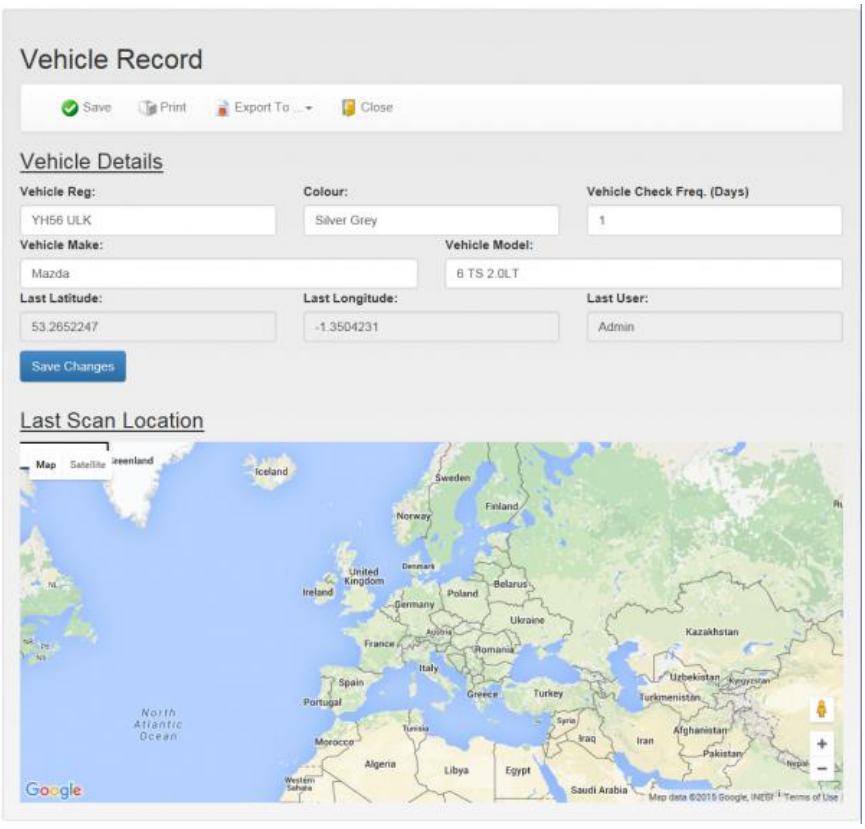
- **Refresh** - refresh the list
- **Print** - print the full list
- **Import** - import a list
- **Export To** - export the list

Importing and Exporting can be done in several formats:

- XML
- CSV
- JSON



Add Vehicles Screen



Edit Vehicles Screen

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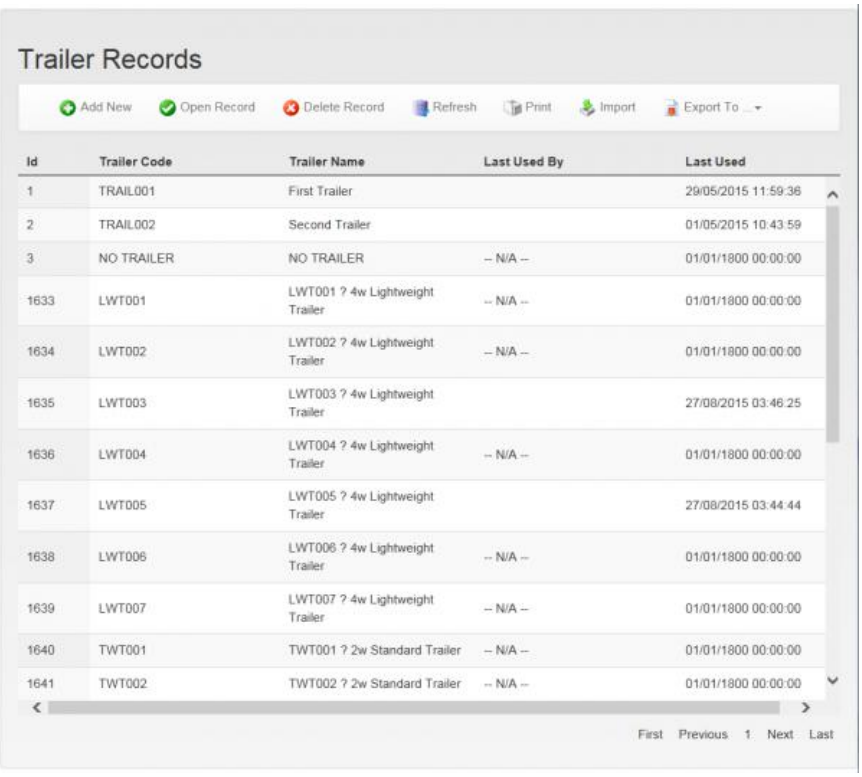
2.9 Setup Trailers

This screen allows the maintenance of Trailers for this company.



Setup Trailers Screen

The screen first displays a list of all the trailers, showing:

- ID
- Vehicle Reg
- Make
- Model

Selecting a line will highlight it, then an action can be taken against that line. the actions are shown on the top of the screen:

- **Add New** - allows a trailer to be added through an Add Trailers screen
- **Open Record** - shows the details of the trailer in an Edit Trailers screen
- **Delete Record** - delete the line

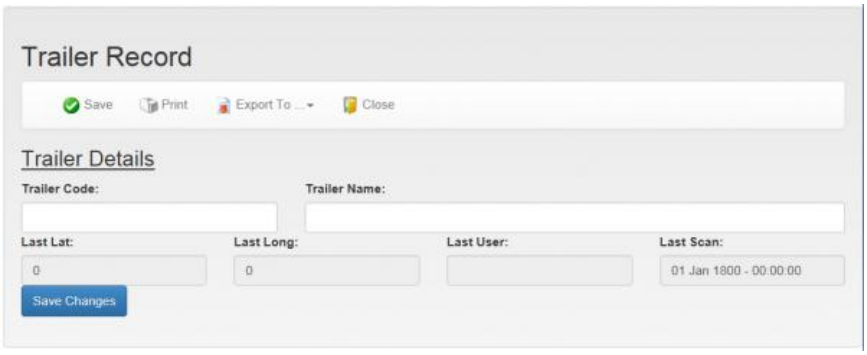
The screen also allows some general functions:

- **Refresh** - refresh the list
- **Print** - print the full list
- **Import** - import a list
- **Export To** - export the list

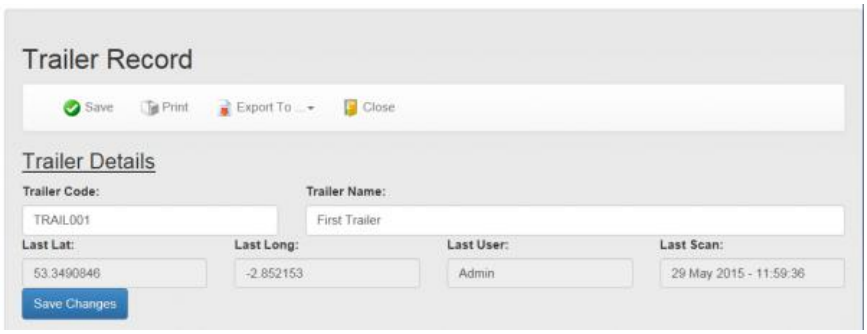
Importing and Exporting can be done in several formats:

- XML
- CSV
- JSON

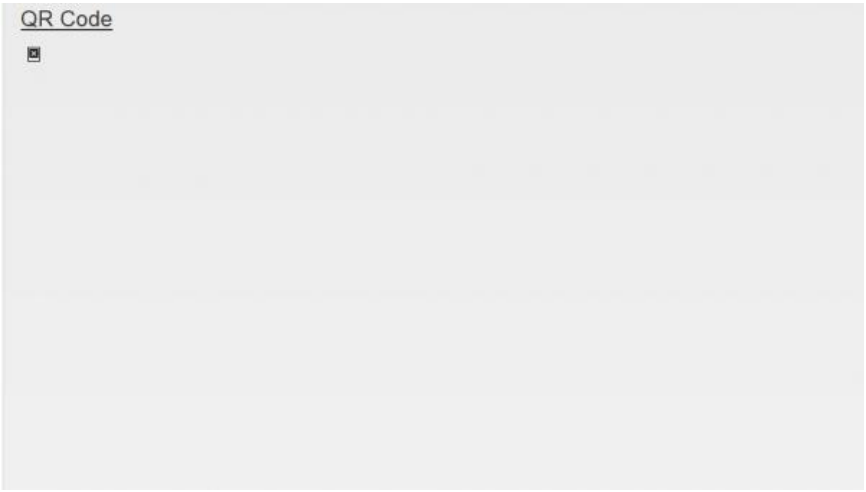
Ready for **What's Next, Now**™



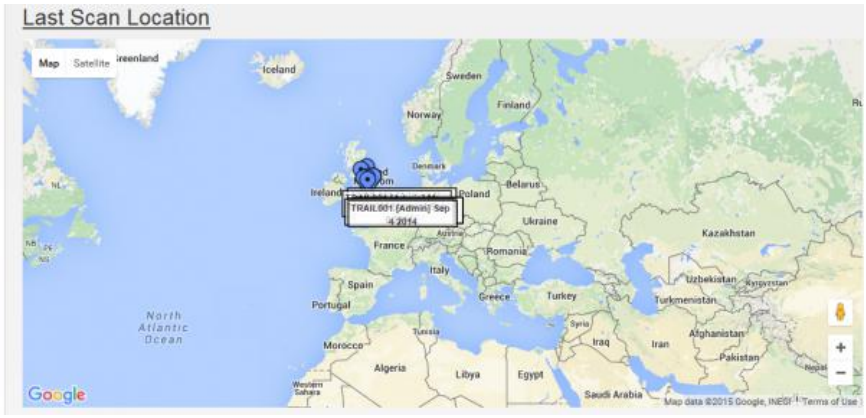
Add Trailers Screen



Edit Trailers Screen



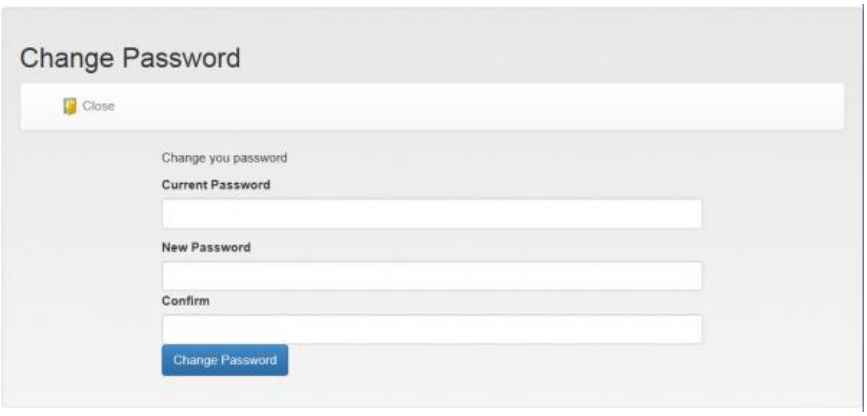
Edit Trailers - QR Section



Edit Trailers - Locations section

Ready for **What's Next, Now**™

2.10 Change Password

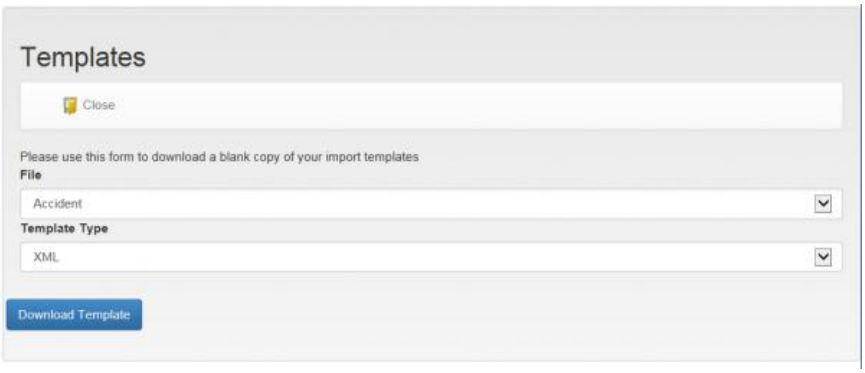


Change Password Screen

Ready for **What's Next, Now**™

2.11 Download Template(s)

Use this form to download a blank copy of your import templates.



Templates Screen

File:

- Accident
- Trailer
- Trailer Scan
- Vehicle
- Vehicle Check

Type:

- XML
- CSV
- JSON

Ready for **What's Next, Now**™