

Aptean Proof of Delivery - Calidus Edition

CALIDUS VEhub Mobile Device Application Guide

Functional Specification

13th October 2015 - 1 Reference: OV 287575

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1 Functional Overview

The document is intended to describe the basic functionality of the CALIDUS VEhub admin system.



2 CALIDUS VEhub

2.1 Login



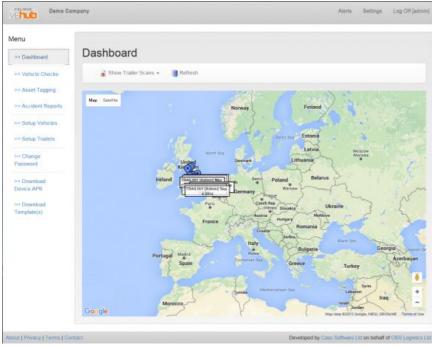
Login Screen

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.

2.1.1 General Screen Details



General Screen options

Header:



- Alerts
- Settings
- Log Off

Each screen shows a navigation menu:

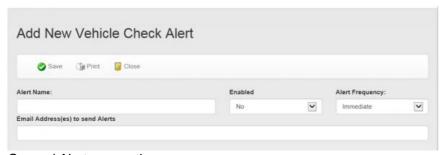
- Dashboard this takes you to the Dashboard screen, and is the first screen shown after logging on.
- Vehicle Checks
- Asset Tagging
- Accident Reports
- Setup Vehicles
- Setup Trailers
- Change Password
- Download Device APK used to download the application for installing to an Android device.
- Download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

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



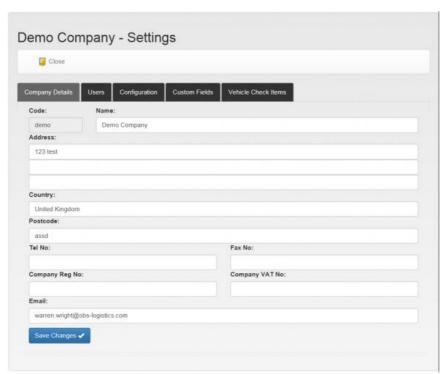
Adding Trailer Scan Alerts

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

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

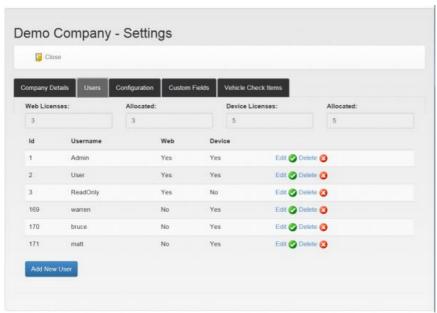


- Postcode
- Tel No
- Fax No
- Company Reg No
- Company VAT No
- Email

When changes are complete, click the Save Changes button.

2.3.2 Users

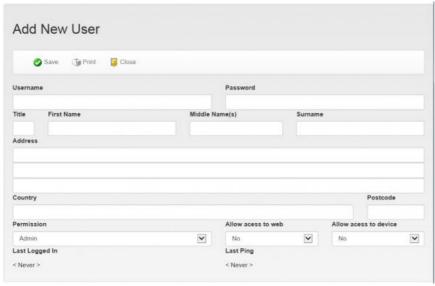
This screen allows the users of the system to be maintained.



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:

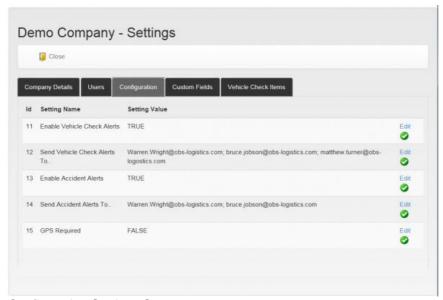


- Username
- Password
- Title
- First Name
- Middle Name(s)
- Surname
- Address up to 3 lines
- Country
- Postcode
- Permission (Admin, User or Read Only)
- Allow Access to web Yes or No
- Allow Access to device Yes or No

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:

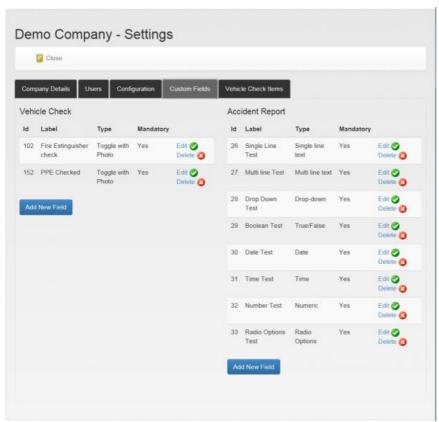
• Enable Vehicle Check Alerts - whether to email alerts for vehicle checks with defects.



- 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.

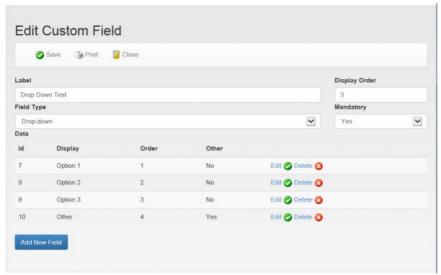


Custom Fields Settings Screen

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:

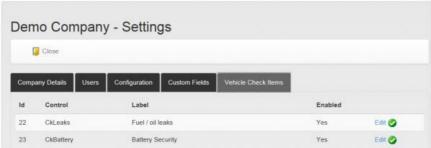
- Display Label
- Allow Free Type (Other)
- Data Value
- Display Order

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

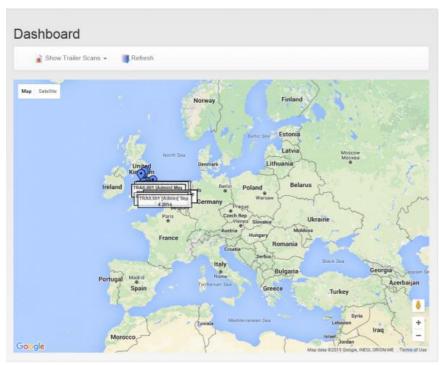
Each control may be edited using the Edit button against the line. This shows the following:

- 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.

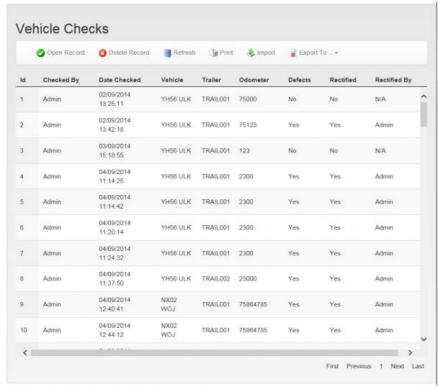
The map may be zoomed in and out using the mouse scroll button, or the buttons provided in the bottom right of the map.

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

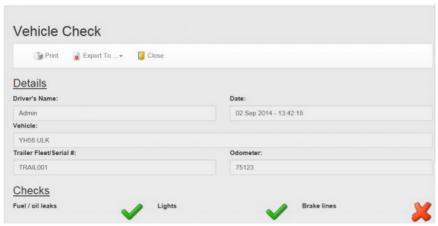


2.5.1 Vehicle Check Details Screen

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





Comments Section

- Author
 - ◆ Date
 - ◆ Comment

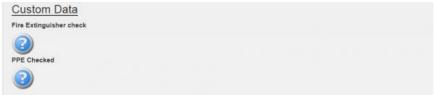
New comments may be added with the **Add Comment** button.



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.





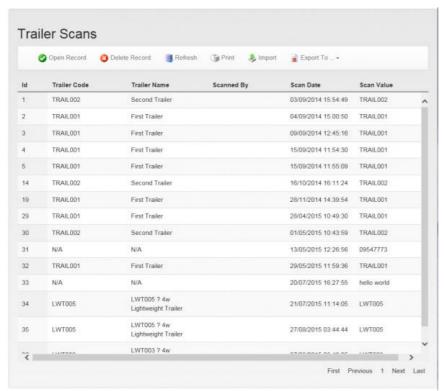
Images Section

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.

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 DateScan 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:

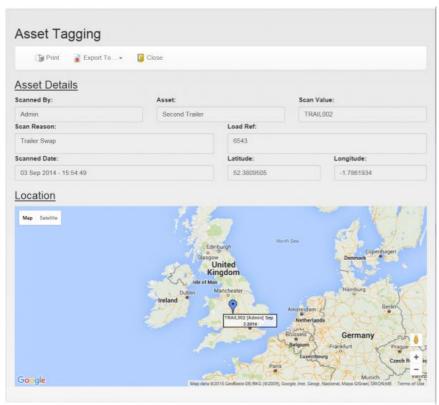
- Print print the full list of checks
- Refresh refresh the list
- Import import the list of checks
- Export To export the list of checks

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

- XML
- CSV
- JSON

2.6.1 Asset Tagging Details Screen

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



Asset Tagging Details Screen

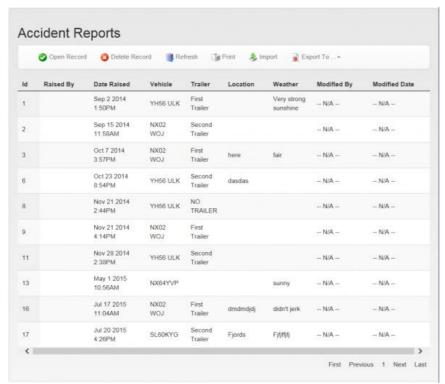
The screen also allows some general functions:

- 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
- WeatherModified By
- Modified Dy

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

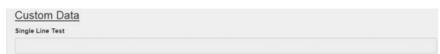
- Officer Name
 - ◆ Department
 - ♦ Phone
 - ♦ Badge #
 - ♦ Other Info

Witness Information



Witness Information section

- Name
 - ♦ Address
 - ♦ Home Phone
 - ♦ Work Phone
- Custom Data



Custom Data section

Comments





Comments section

- - 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

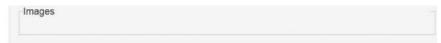
Once completed, click **Save** to save the comment and return to the Accident Report Details screen. To discard entry and return to the Accident Report Details screen, click **Close**.

• 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

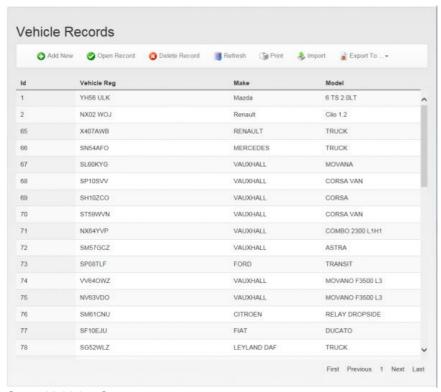
The screen also allows some general functions:

- 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

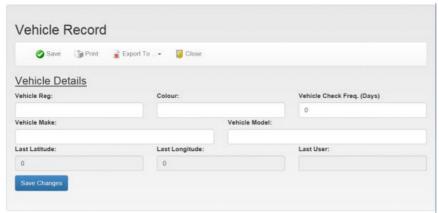
The screen also allows some general functions:

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

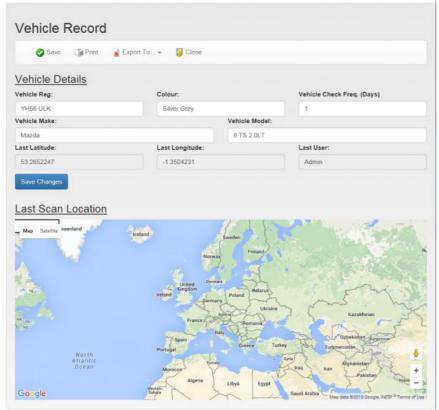
Importing and Exporting can be done in several formats:

- XML
- CSV
- JSON





Add Vehicles Screen

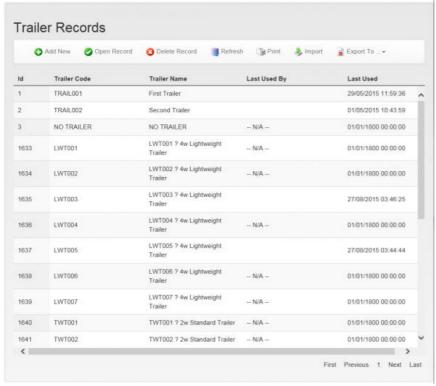


Edit Vehicles Screen

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

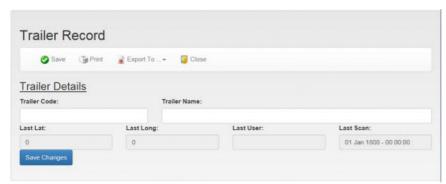
The screen also allows some general functions:

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

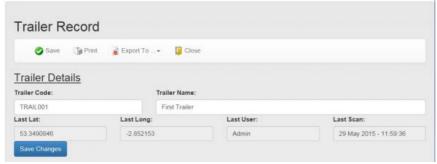
Importing and Exporting can be done in several formats:

- XML
- CSV
- JSON

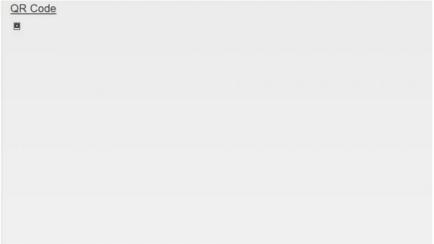




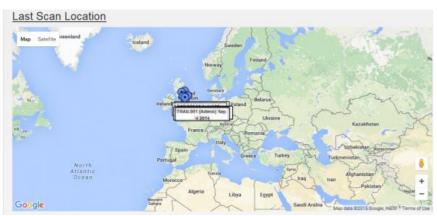
Add Trailers Screen



Edit Trailers Screen



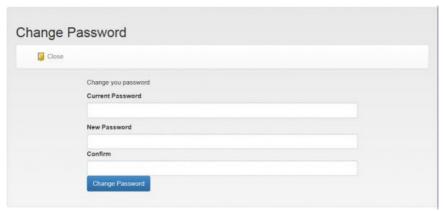
Edit Trailers - QR Section



Edit Trailers - Locations section



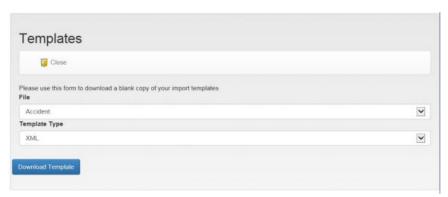
2.10 Change Password



Change Password Screen

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



3 Appendix A: Document References

A.1 References

Ref No	Document Title & ID	Version	Date
1			

A.2 Glossary

Term	Definition
EPOD	Electronic Proof of Delivery. The OBS EPOD system is CALIDUS ePOD.
CALIDUS eSERV	The OBS mobile system to complete Service functionality in the field. This is part of the CALIDUS ePOD system.
PDA	The mobile device on which the C-ePOD system will run in the field. This can be a Phone, EDA or industrial PDA, running Android.
	Data Access Layer. A mechanism for accessing data by the system that is removed from the application, allowing for simplified access and providing protection to the data, as only approved DAL methods can be used to modify it.
GPS	Global Positioning System. A mechanism of retrieving accurate positioning information in the form of Latitude and Longitude (Lat-Long) co-ordinates from a device.
	All terms referring to mobile device network connectivity, and the speed at which the device connects to the internet.

A.3 Authorised By

Murray Middleton	OBS Project Manager	
Tony Walker	OBS Consultant	



4 Functional Overview

The document is intended to describe the basic functionality of the CALIDUS VEhub mobile device application.



5 CALIDUS VEhub App

5.1 Login



VEhub Login

Enter a valid Customer ID, User Name and Password.

Click **Sign In** to go to the Main Screen, or Setup to configure the application.

5.2 Setup

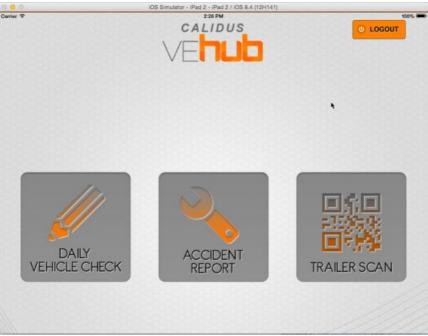
This screen allows configuration of the communications for the application.



App Configuration



5.3 Main Screen



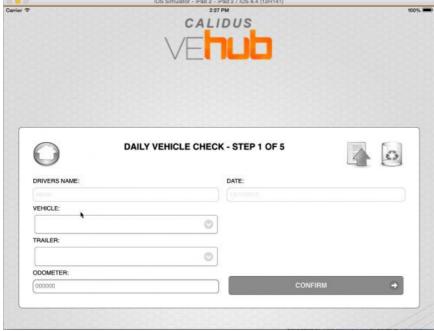
CALIDUS VEhub Main Screen

From here, the following 3 options may be selected:

- Vehicle Checks
- Accident Report
- Trailer Scan

5.4 Vehicle Checks

Page 1: Basic Details



Vehicle Checks Page 1

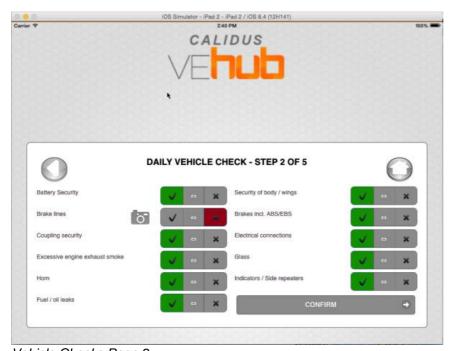


Buttons:

- Home return to the Main Screen.
- Notes show the last submitted vehicle check
- Trash reset all entered vehicle check information to this point, and start again. The device will prompt for confirmation first.
- Confirm move to the next stage

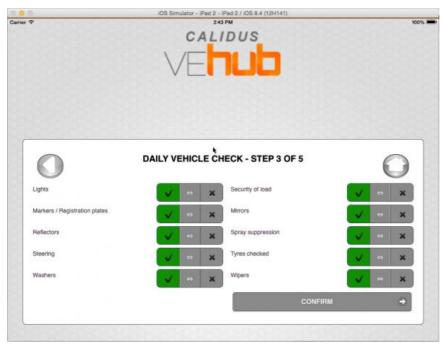
- Driver's Name
- Date
- Vehicle enter through drop-down list of vehicles set up for this company
- Trailer enter through drop-down list of trailers set up for this company
- Odometer numeric-only

Page 2/3: Basic Checks



Vehicle Checks Page 2





Vehicle Checks Page 3

Check boxes for all the configured basic checks.

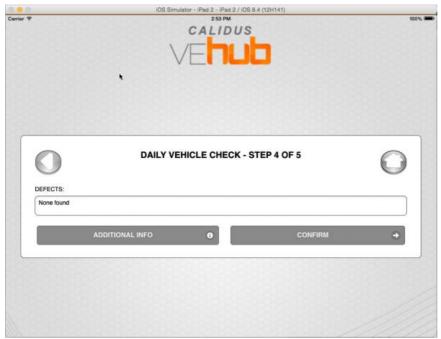
Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

Each item may be checked as Passed (a tick) or Failed (a cross).

If failed, an image may be taken, through a popup button for images.

Page 4: Defects



Vehicle Checks Page 4

Buttons:

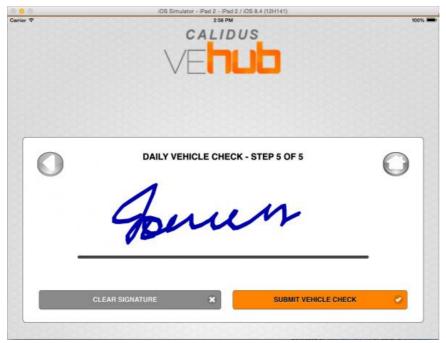


- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage
- Additional Info enter any custom fields set up against the vehicle checks

Fields:

• Defects

Page 5: Signature



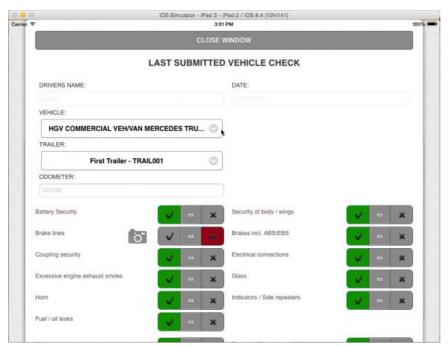
Vehicle Checks Page 5

- Home return to the Main Screen.
- Back return to the previous screen.
- Clear Signature clear the entered signature
- Submit Vehicle Check save the vehicle checks

Once completed, the checks will be sent back and stored in the system.

The last submitted vehicle checks are visible from the **Notes** button on the first page:





Viewing the Last Submitted Vehicle Checks

5.5 Accident Report

Page 1: Basic Details



Accident Report Basic Details

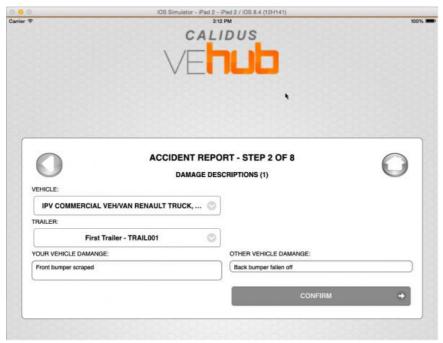
Buttons:

- Home return to the Main Screen.
- Trash reset all entered vehicle check information to this point, and start again. The device will prompt for confirmation first.
- Confirm move to the next stage



- Location In addition to GPS data
- Weather/Conditions
- Details

Page 2: Damage Descriptions (1)



Damage Descriptions

Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

- Vehicle enter through drop-down list of vehicles set up for this company
- Trailer enter through drop-down list of trailers set up for this company
- Your Vehicle Damage
- Other Vehicle Damage

Page 3: Damage Descriptions (2)





Damage Descriptions

Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

Fields:

- Your Towing Company
- Your Towing Company Tel
- Other Towing Company
- Other Towing Company Tel

Page 4: Other Driver / Vehicle Info (1)



Other Driver / Vehicle Info



Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

Fields:

- Other Owner Name
- Other Owner Address
- Other Vehicle Model
- Other Vehicle Reg
- Other Owner Phone
- Other Vehicle Make
- Other Vehicle Colour

Page 5: Other Driver / Vehicle Info (2)



Other Driver Insurance Details

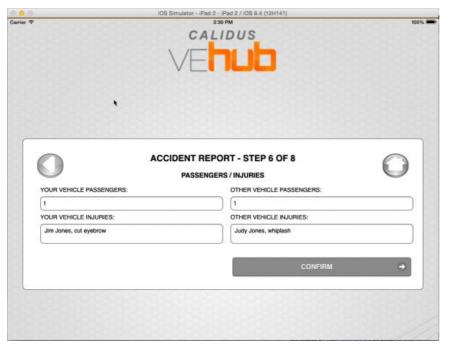
Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

- Other Vehicle Insurance
- Other Driver Name
- Other Driver Address
- Other Vehicle Agent Tel
- Other Driver Phone

Page 6: Passengers/Injuries





Passengers/Injuries

Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage

- Your Vehicle Passengers
- Your Vehicle Injuries
- Other Vehicle Passengers
- Other Vehicle Injuries

Page 7: Police & Witness Information (1)



Police & Witness Information



Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Confirm move to the next stage
- Additional Info enter any custom fields set up against the Rccident Report, through a popup window.

- Police Name
- Police Dept
- Police Badge
- Police Phone
- Police Other Info
- Witness 1 Name
- Witness 1 Home Phone
- Witness 1 Work Phone



Additional Info

Page 8: Police & Witness Information (2)





Police & Witness Information

Buttons:

- Home return to the Main Screen.
- Back return to the previous screen.
- Take Photos Take and store photos
- Submit Report Save the Accident Report

Fields:

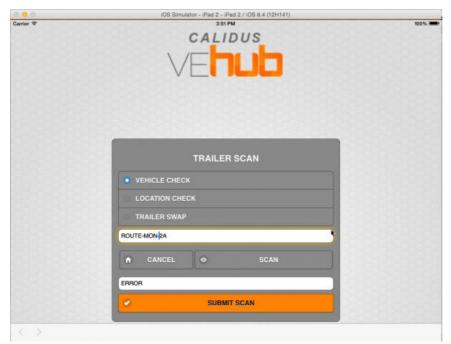
- Witness 1 Address
- Witness 2 Name
- Witness 2 Home Phone
- Witness 2 Address
- Witness 2 Work Phone

The screen will validate that all information is entered correctly before submitting the report.

Once completed, the report will be sent back and stored in the system.

5.6 Trailer Scan





Trailer Scan Screen

Fields:

- Type select from Vehicle Check

 - ◆ Location Check
 - ◆ Trailer Swap
- Load Ref

Buttons:

- Cancel return to the main screen
- Scan Scan a QR barcode
- Submit Scan submit the scan and save it on the system



6 Appendix A: Document References

A.1 References

Ref No	Document Title & ID	Version	Date
1			

A.2 Glossary

Term	Definition
EPOD	Electronic Proof of Delivery. The OBS EPOD system is CALIDUS ePOD.
CALIDUS eSERV	The OBS mobile system to complete Service functionality in the field. This is part of the CALIDUS ePOD system.
PDA	The mobile device on which the C-ePOD system will run in the field. This can be a Phone, EDA or industrial PDA, running Android.
DAL	Data Access Layer. A mechanism for accessing data by the system that is removed from the application, allowing for simplified access and providing protection to the data, as only approved DAL methods can be used to modify it.
GPS	Global Positioning System. A mechanism of retrieving accurate positioning information in the form of Latitude and Longitude (Lat-Long) co-ordinates from a device.
	All terms referring to mobile device network connectivity, and the speed at which the device connects to the internet.

A.3 Authorised By

Murray Middleton	OBS Project Manager	
Tony Walker	OBS Consultant	

