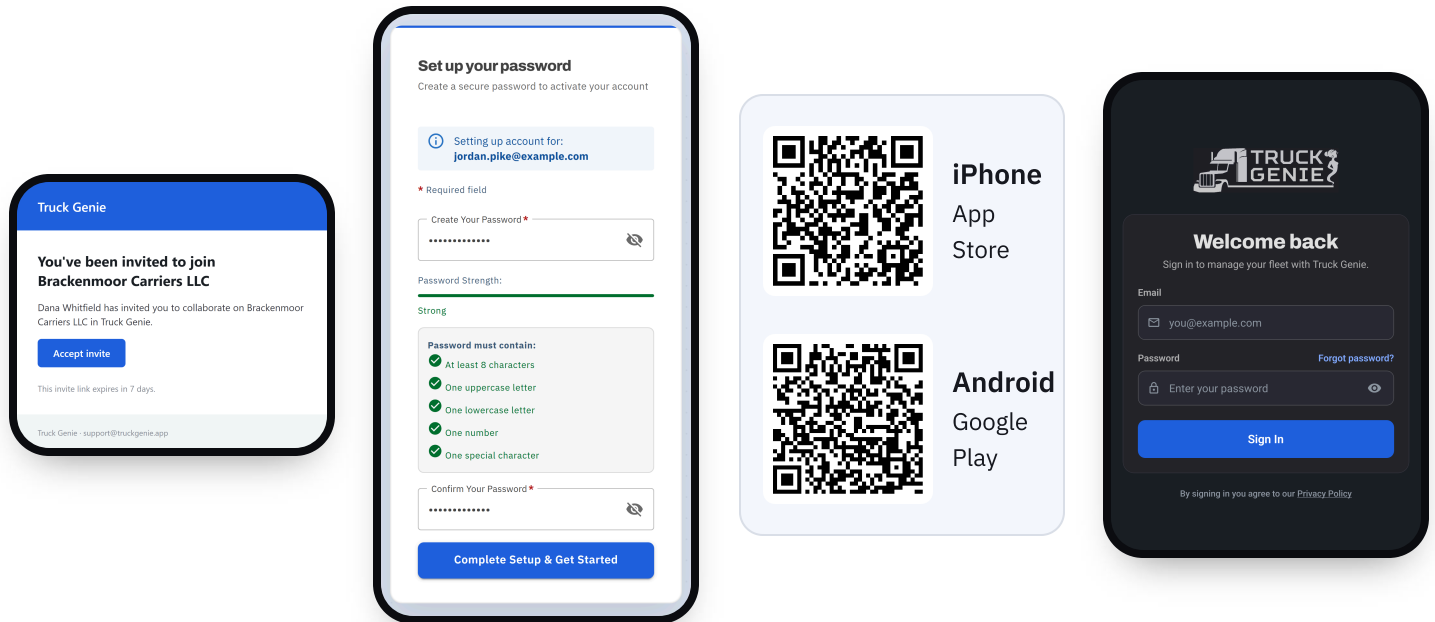




Get set up on your phone

Your company adds you to Truck Genie by email. Do this once, on the phone you'll carry in the truck.



1 Open the email

Look for **You've been invited to Truck Genie**. Check spam or junk if it isn't there.

Tap **Accept invite**.

2 Set a password

At least 8 characters, with a capital letter, a small letter, a number and a symbol like ! or #. Type it twice.

Tap

Complete Setup & Get Started.

When it says **You're all set!**, you're done on that page. Go get the app.

3 Get the app

Scan the code for your phone with its camera, or search **Truck Genie** in the App Store or Google Play. Install it.

4 Sign in

Open the app. Enter the email the invite came to and the password you just made. Tap **Sign In**.

If it asks how to open, tap **Driver**.

Stuck?

The link says it's expired

Invites last 7 days. Ask your fleet manager to resend it.

No email at all

Check spam, then ask your fleet manager to check the address they used.

Forgot your password

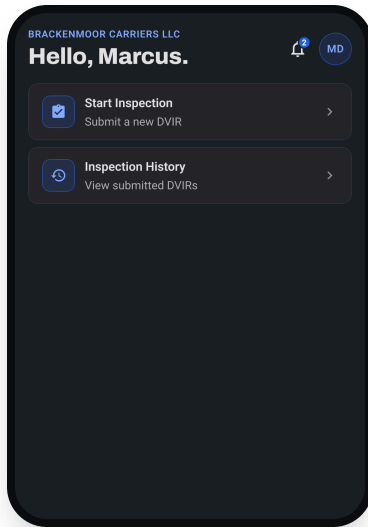
Tap **Forgot password?** on the app's sign-in screen.

The phone asks to use the camera

Tap **Allow**. That's how you add photos to a write-up (step 8).

Your DVIR, step by step

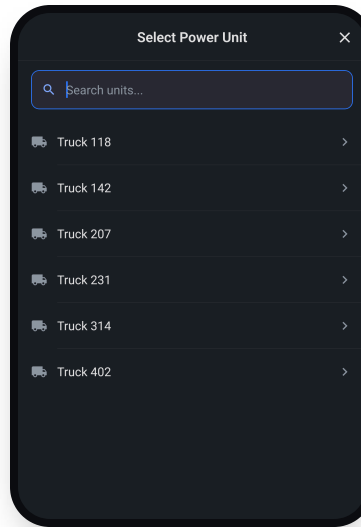
PAGE 2 OF 4 • THE TRUCK



1 Start an inspection

On the Home tab, tap **Start Inspection**.

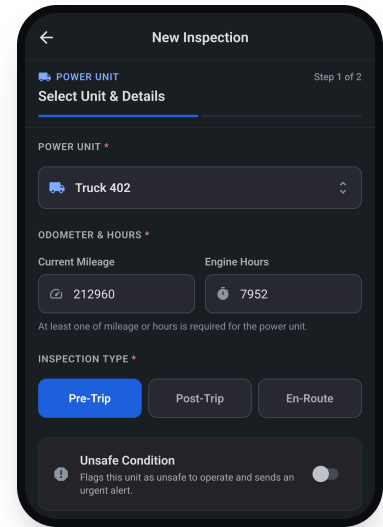
Inspection History is where your past DVIRs are.



2 Pick your truck

Tap **Select power unit...** and pick the truck you're driving. Type part of its name to search.

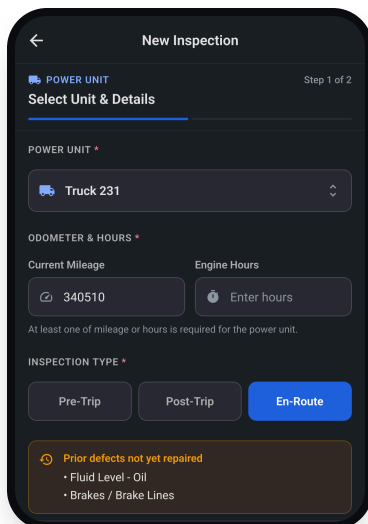
Only trucks are listed here. Your trailer comes later (step 9).



3 Miles, hours, type

Type the mileage off the dash, and the engine hours if your truck shows them. You need at least one.

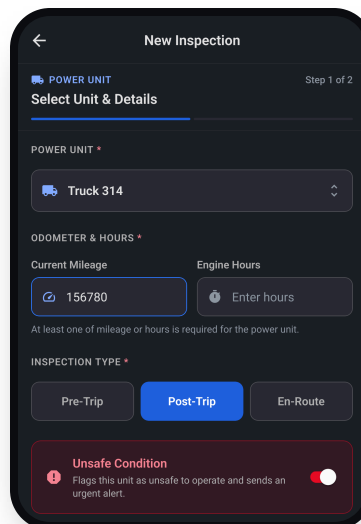
Tap **Pre-Trip**, **Post-Trip** or **En-Route**.



4 Check open defects

If the app lists **Prior defects not yet repaired**, go look at each one on the truck.

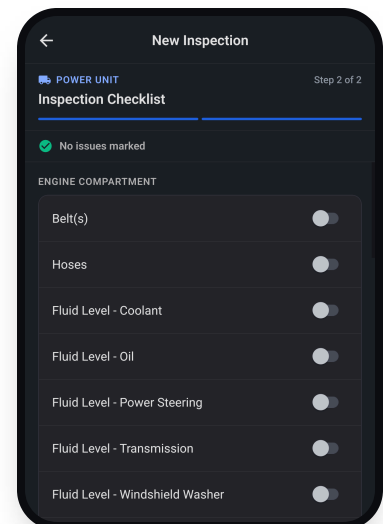
Then switch on **I have reviewed and acknowledge prior defects**. The app won't go on until you do.



5 Not safe to drive?

Switch on **Unsafe Condition**. Your shop gets an urgent alert. Don't drive the truck until it's fixed.

Leave it off for anything you can still drive safely. Write that up in the checklist.



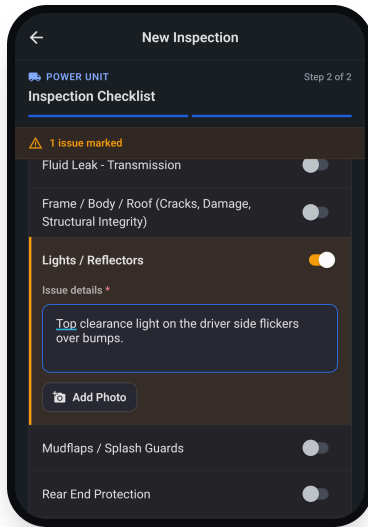
6 Walk the checklist

Tap **Continue to Checklist**. Walk around the truck with it.

Every item starts off, which means OK. Switch an item on only when something is wrong with it.

Write it up and send it

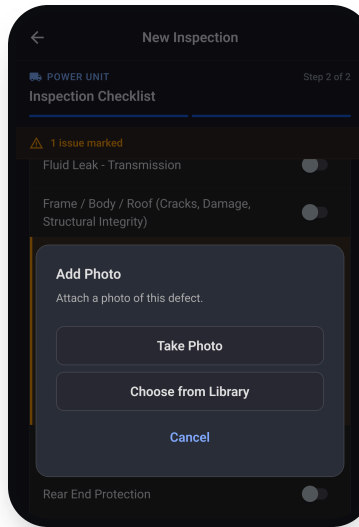
PAGE 3 OF 4 • DEFECTS, TRAILER, SUBMIT



7 Say what's wrong

A box opens under the item. Write what you see and where, the way you'd tell the mechanic.

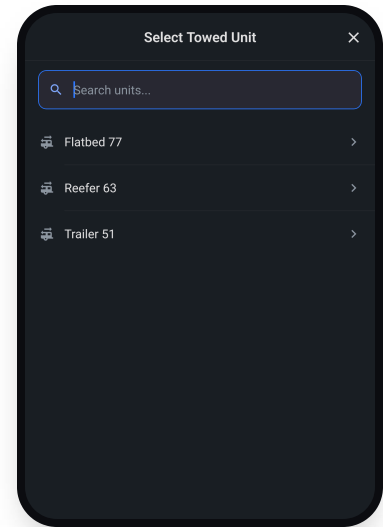
"Top clearance light on the driver side flickers over bumps."



8 Add a photo

Tap **Add Photo**, then **Take Photo** or **Choose from Library**.

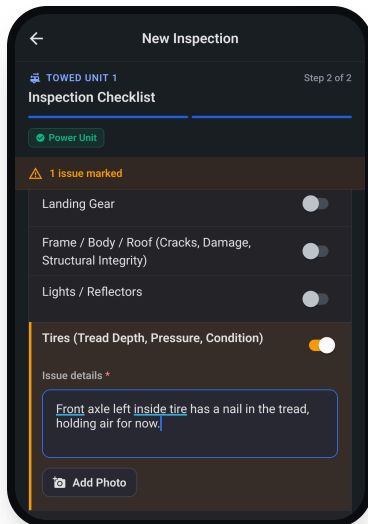
Get close, with light on it. Then **Add Another** from farther back. A photo saves the shop a trip out to find it.



9 Pulling a trailer?

Tap **Add Towed Unit** at the bottom of the truck's checklist, then pick your trailer.

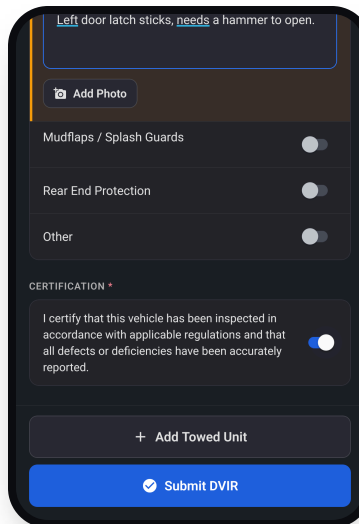
Only trailers are listed. More on trailers on page 4.



10 Check the trailer

Pick the inspection type again and tap **Continue to Checklist**. Mileage is optional for a trailer.

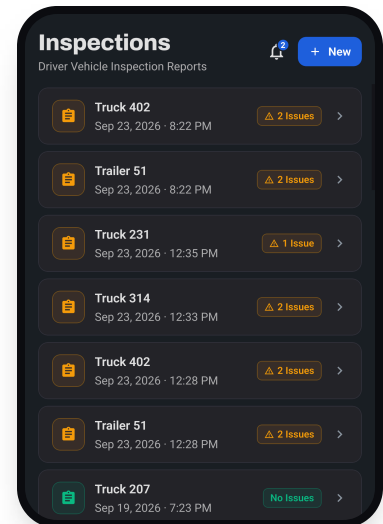
The trailer has its own list. Write up what's wrong the same way.



11 Certify and submit

Scroll to the bottom and switch on I **certify that this vehicle has been inspected**. That's your electronic signature.

Tap **Submit DVIR**, then **Submit Report**.



12 Check it went in

The **DVIR** tab lists your inspections. The truck and the trailer each get their own report.

Tap one to see what you wrote.

Trailers, no signal, and fixes

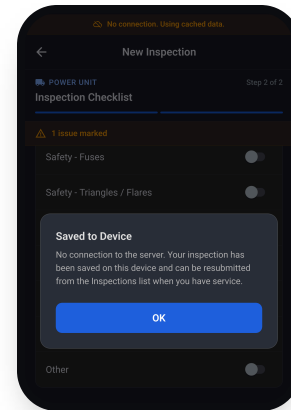
PAGE 4 OF 4

Pulling a trailer

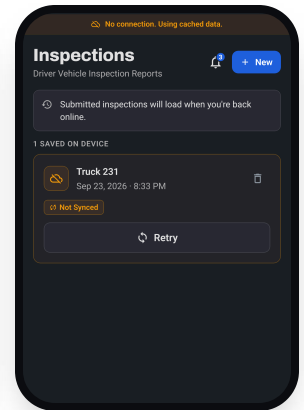
- Always start with the truck. The first list only has trucks. Trailers only show up under **Add Towed Unit**.
- No **Add Towed Unit** button, or your trailer isn't listed? Your company hasn't set it up as a trailer yet. Ask your fleet manager.
- You can add up to 3 trailers to one inspection.
- Each trailer gets its own open defects, its own **Unsafe Condition** switch and its own checklist.
- One certification at the end covers the truck and every trailer.
- Nothing wrong with the truck? When you tap **Add Towed Unit**, tap **Confirm No Issues** to move on.
- Added one by mistake? Tap the back arrow, then **Go Back**.

No signal?

Submit anyway. The app says **Saved to Device** and keeps it on your phone.



Saved on the phone



Tap Retry later

When you have service, open the **DVIR** tab and tap **Retry**. It keeps the time you did the inspection.

Don't tap the trash can next to it. That throws the inspection away.

When the app stops you

IT SAYS	DO THIS
Unit Required	Pick your truck first.
Mileage or Hours Required	Type the mileage or engine hours for the truck.
Inspection Type Required	Tap Pre-Trip, Post-Trip or En-Route.
Prior Defects Not Acknowledged	Look at the open defects, then switch on the acknowledgement.
Remarks Required	Every item you switched on needs a note. It names which ones.
Certification Required	Scroll to the bottom and switch on the certification.

What happens next

Each thing you write up goes to your shop as its own work item, with your note and photos. Until it's fixed, it shows up as a prior defect the next time anyone inspects that truck or trailer.

Say what and where

NOT	WRITE
tire low	Right rear outside tire on the rear axle low, 72 psi against 100 cold.
air leak	Audible air leak at the gladhand, tractor side. Lost 8 psi in a minute.
mirror	Driver-side mirror loose in its bracket, vibrates at speed.