

Tips when using the Safe Load Program App

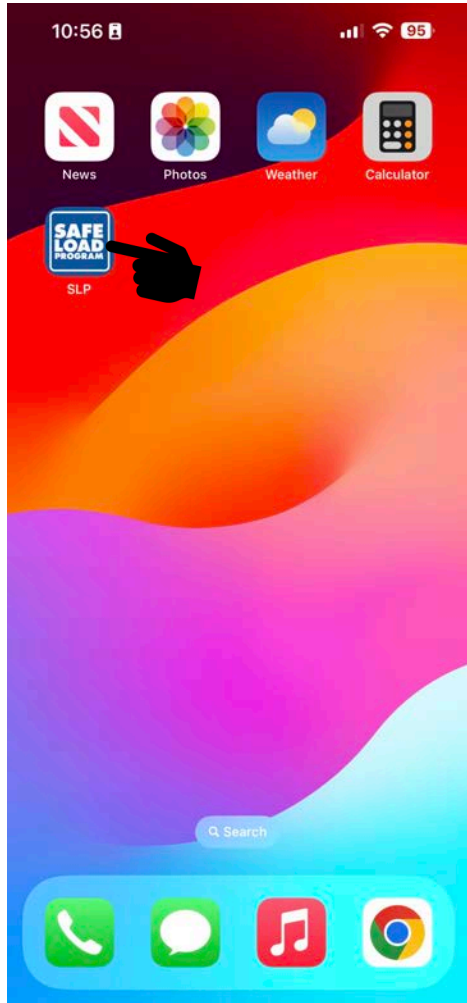
FOR TRANSPORT COMPANY ADMINISTRATOR



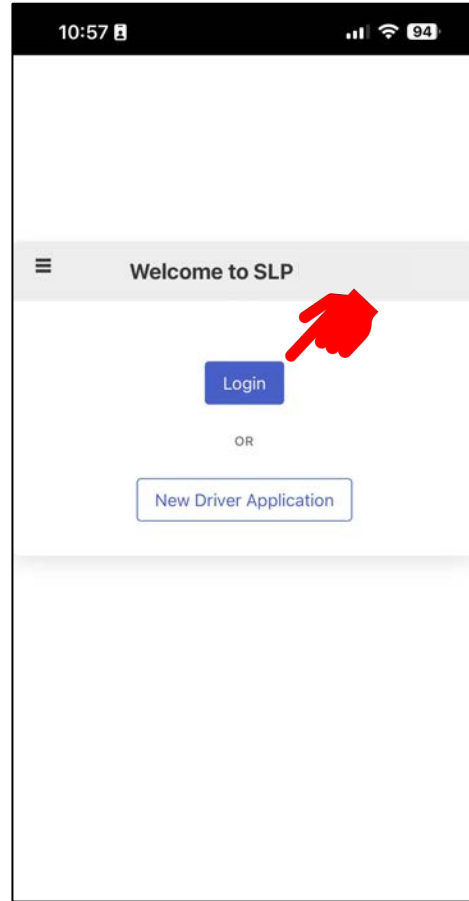
#1 Download our App from the App Store or Google Play.



#2 Navigate the App: Transport Company Administrator.



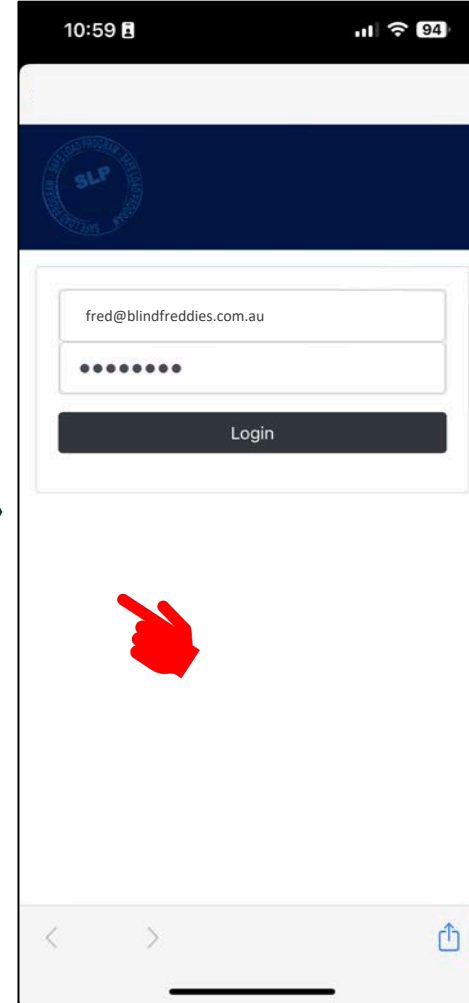
SLP App Icon



Login & Application Screen

From this screen you can:

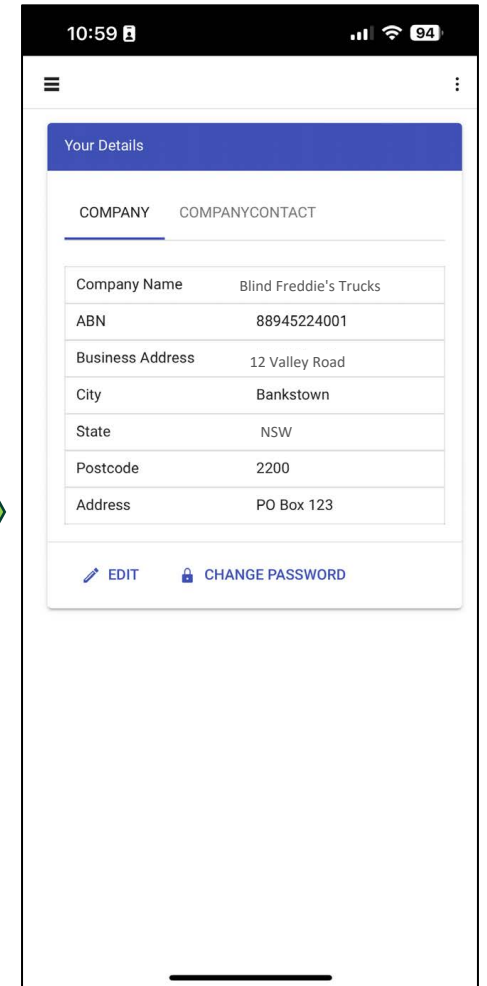
- **LOGIN** to the SLP Application
Or
- This screen is also used by new drivers to make an application to SLP to receive Load training and be issued with an SLP ID card.
NEW DRIVER APPLICATION



User Login Screen

From this screen you :

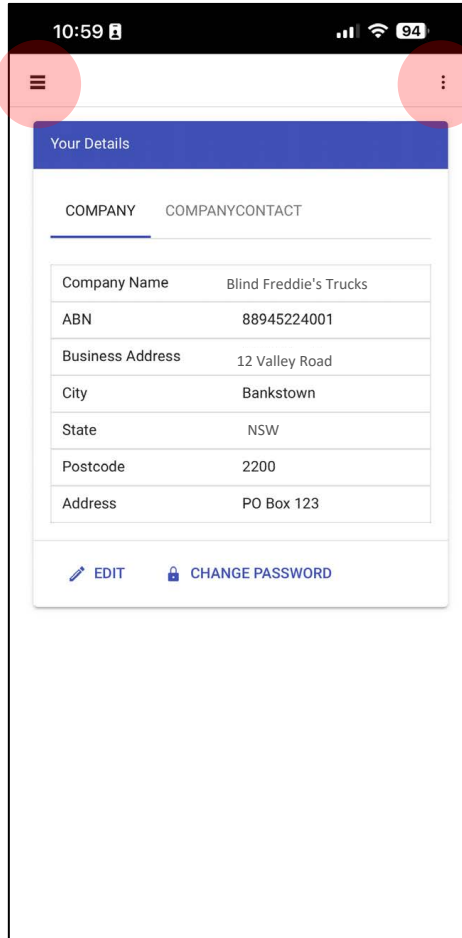
- Enter your **Username** and **Password**
If you don't already hold a username and Password, contact SLP.



Transport Admin Dashboard

- **Your Details** Screen
 - **COMPANY** Screen
 - **COMPANY CONTACT** Screen

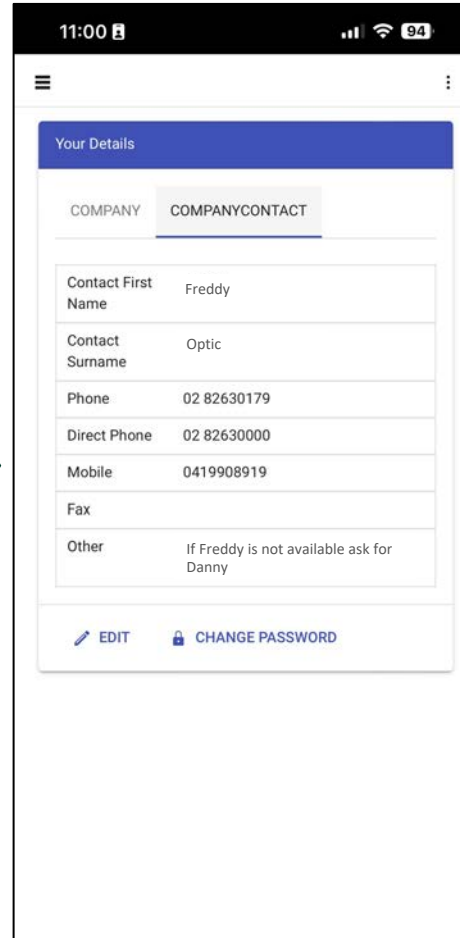
#3 Navigate the App: Transport Company Administrator.



Transport Administrator Dashboard

COMPANY Screen

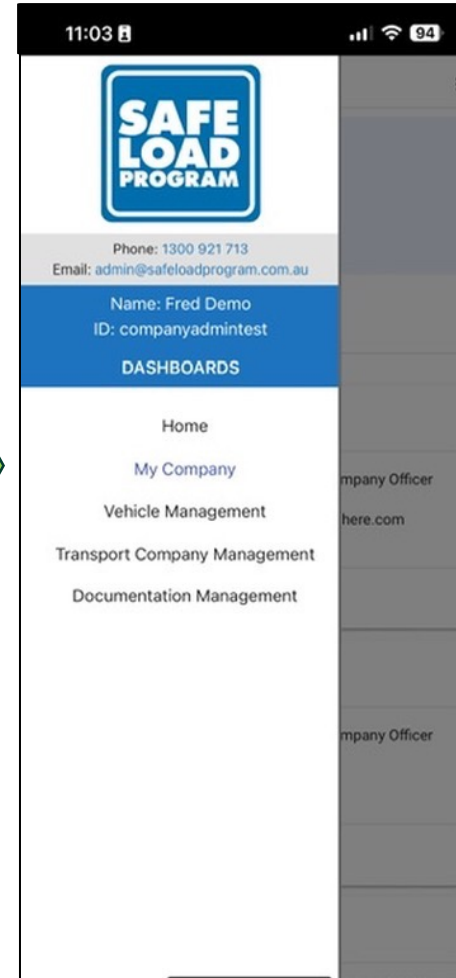
- From this screen you can:
- See your company details
- Access to the Menu bar
- Access to the vertical 3 dots



Transport Admin Dashboard

COMPANY CONTACT Screen

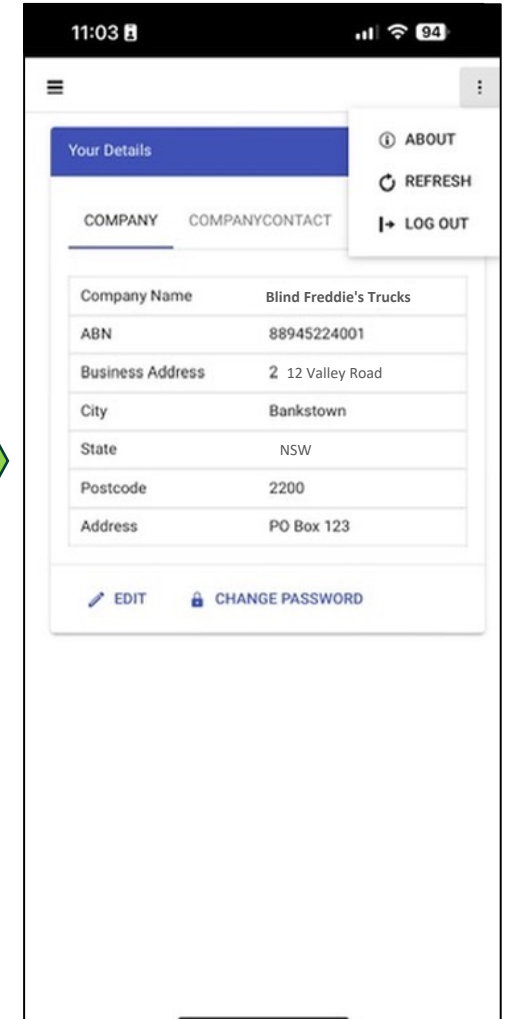
- From this screen you can:
- See your contact details
- [EDIT](#) your contact details
- [CHANGE](#) your user [PASSWORD](#)



Menu Bar

From this screen you can access:

- Your **Home Dashboard**
- **My Company** (add a user)
- **Vehicle Management**
- **Documentation Management**

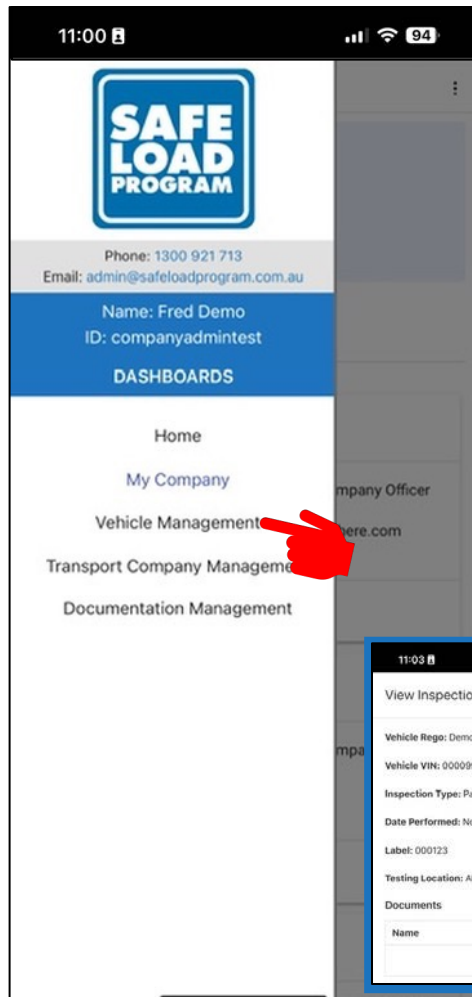


Vertical Three Dots

From this screen you can access:

- **ABOUT** App Version Details
- **REFRESH** link
- **LOG OUT** link.

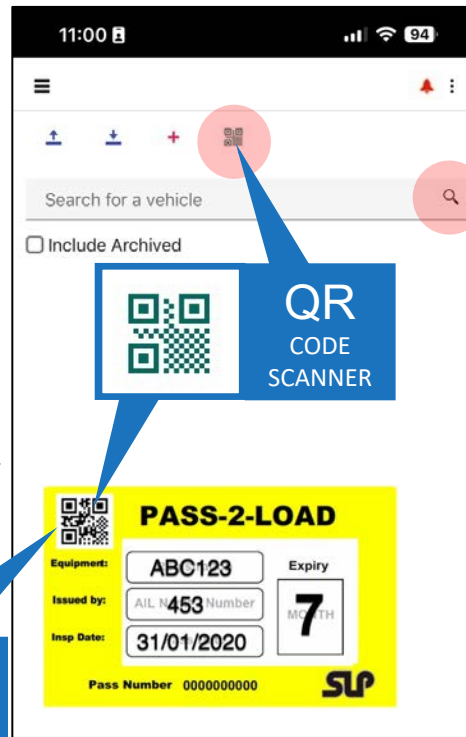
#4 Navigate the App: Transport Company Administrator.



Menu Bar

From this screen you can access:

- Home
- My Company
- Vehicle Management
- Transport Company Management
- Documentation Management



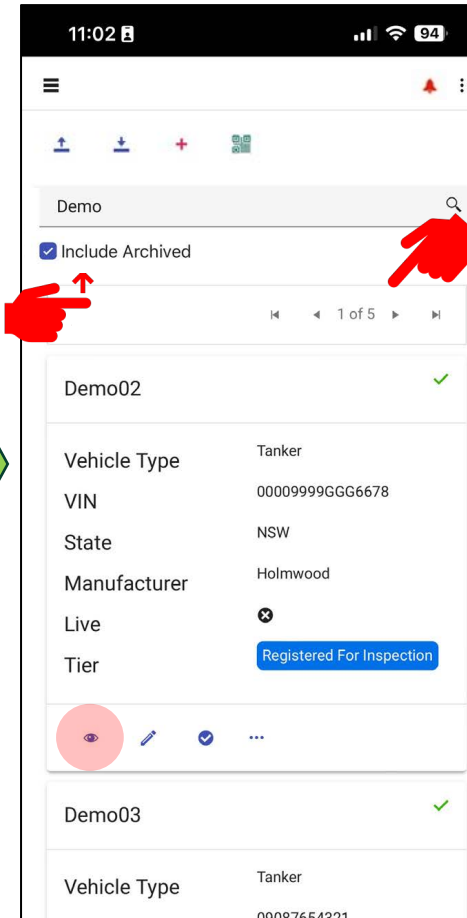
Vehicle Management Search

Screen From this screen you can:

- Search for a vehicle.
- Type in the Registration No. tap the **search** icon to access your search results; or
- Use the **QR** code reader, scan the QR code on any SLP inspection label. You will be taken directly to the Pass-2-Load Vehicle Inspection Screen linked to the scanned label.



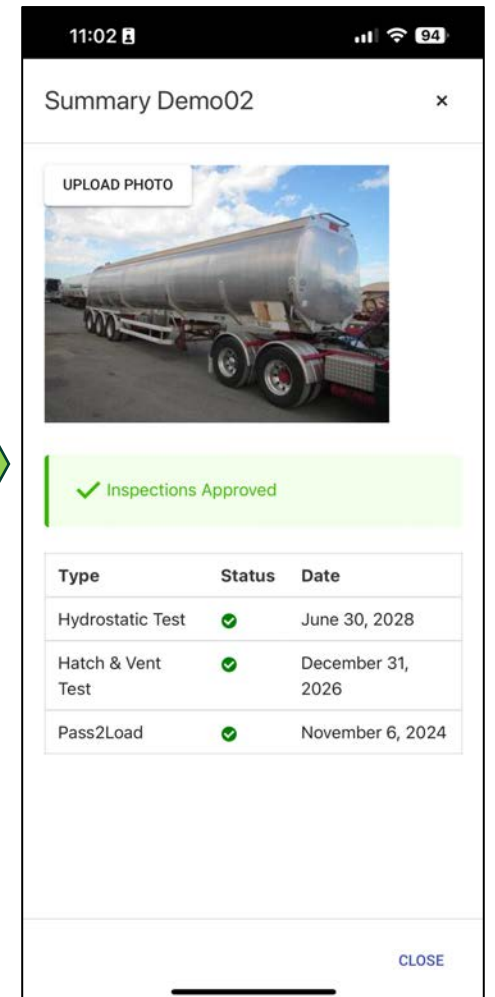
- Tick to search your archived vehicles. Include Archived



Search Results Screen

From this screen you can:

- View your search results.
- Access the action bar.
- Tap on the **SUMMARY** page icon.
- **Swipe** up to see more vehicles or select other pages in your search.
- Select other pages of the search by tapping on the arrows

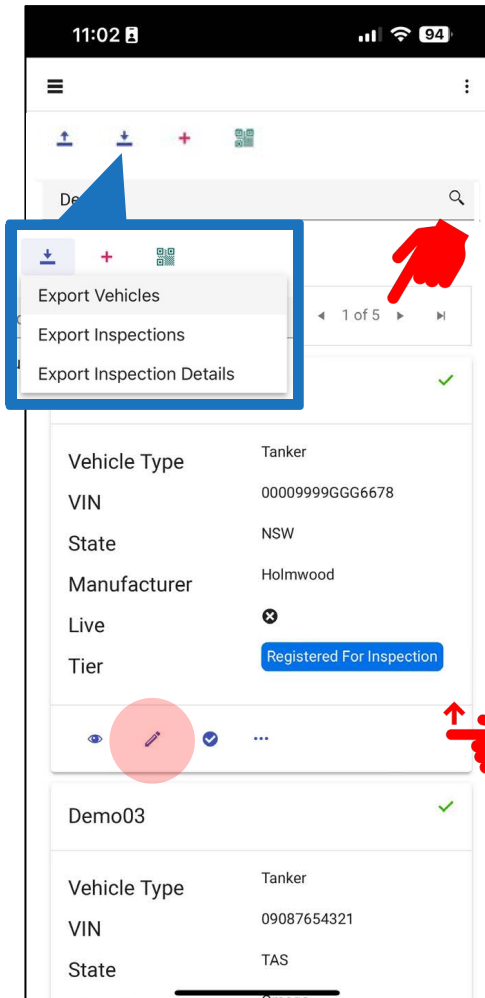


Summary Page

From this screen you can:

- Access the vehicle inspection status.
- Enter or update a photo of the vehicle.

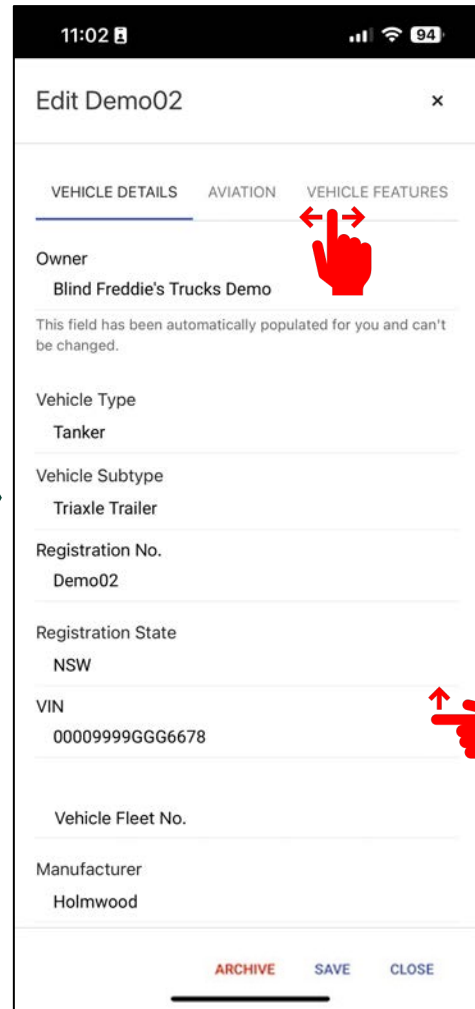
#5 Navigate the App: Transport Company Administrator.



Search Results Screen

From this screen you can:

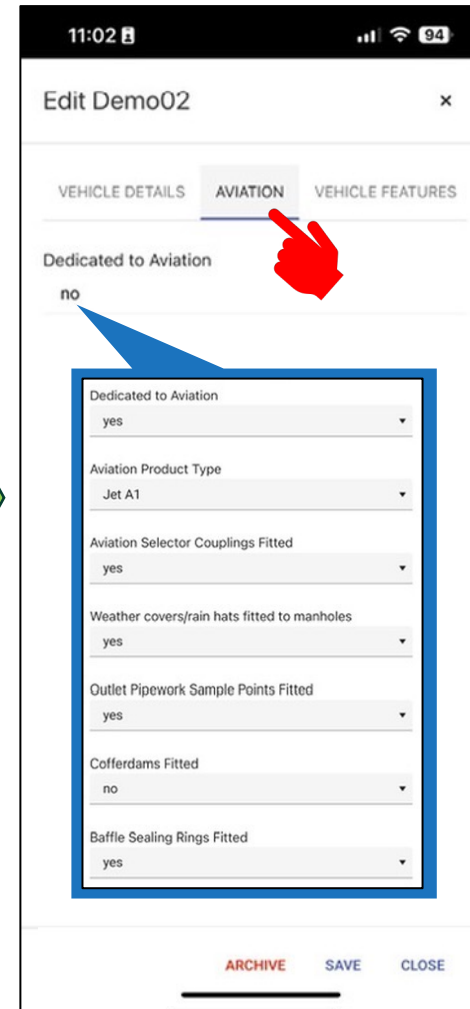
- Access the vehicle action bar which includes the vehicle summary screen, **VEHICLE DETAILS** screen, inspections screen and the vehicle audit screen.
- **Swipe** up to see more listed vehicles.



Vehicle Edit Detail Screen

From this screen you can:

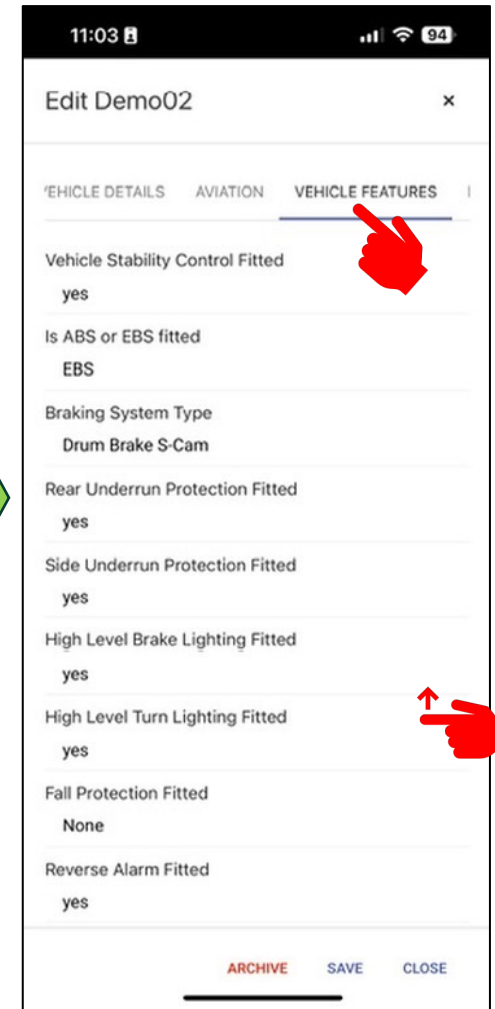
- View vehicle basic details
- Access the **Vehicle Information** bar.
- **Swipe** this bar left for more tabs.
- **Swipe** up for more vehicle details.
- Options **ARCHIVE** – **SAVE** or **CLOSE**



Vehicle Edit Detail Screen

From this screen you can:

- Access the vehicle **AVIATION** status tab.
- More details will be displayed if the tanker is dedicated to Aviation.

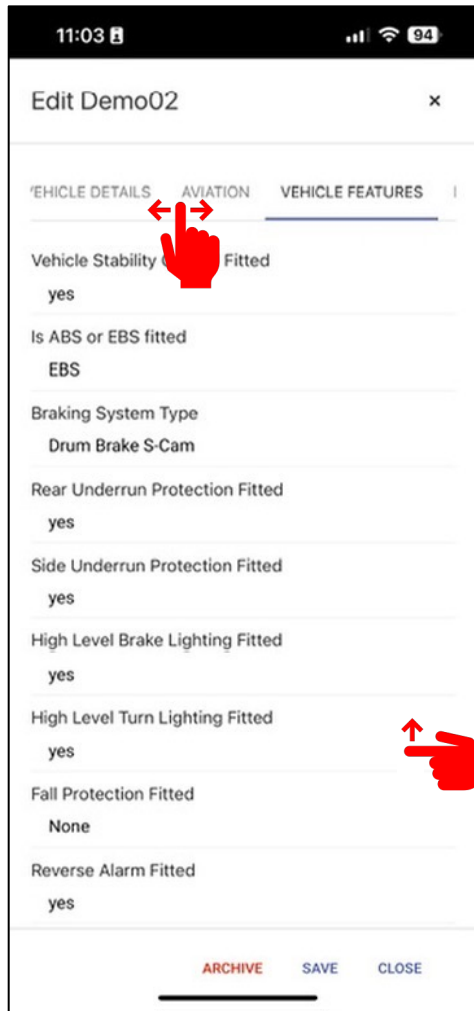


Vehicle Edit Detail Screen

From this screen you can:

- Access **VEHICLE FEATURES** tab.
- **Swipe** up for more vehicle features.

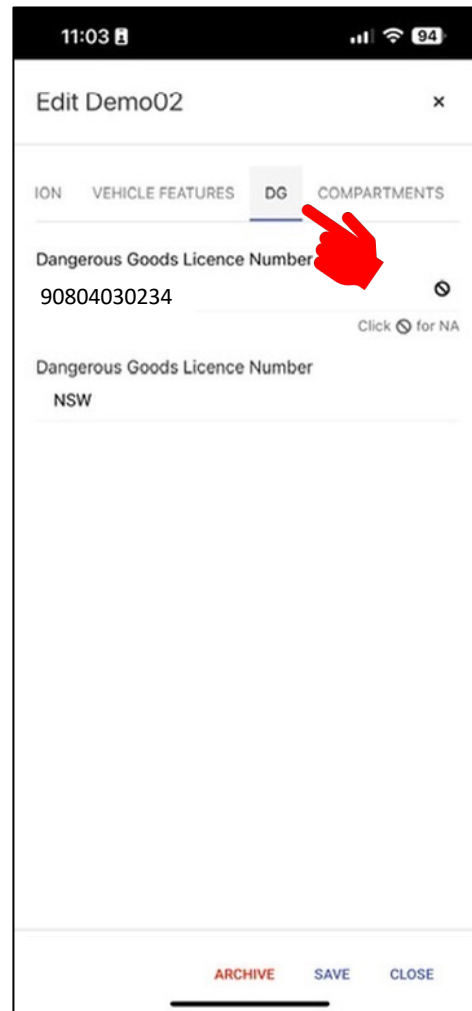
#6 Navigate the App: Transport Company Administrator.



Vehicle Edit Detail Screen

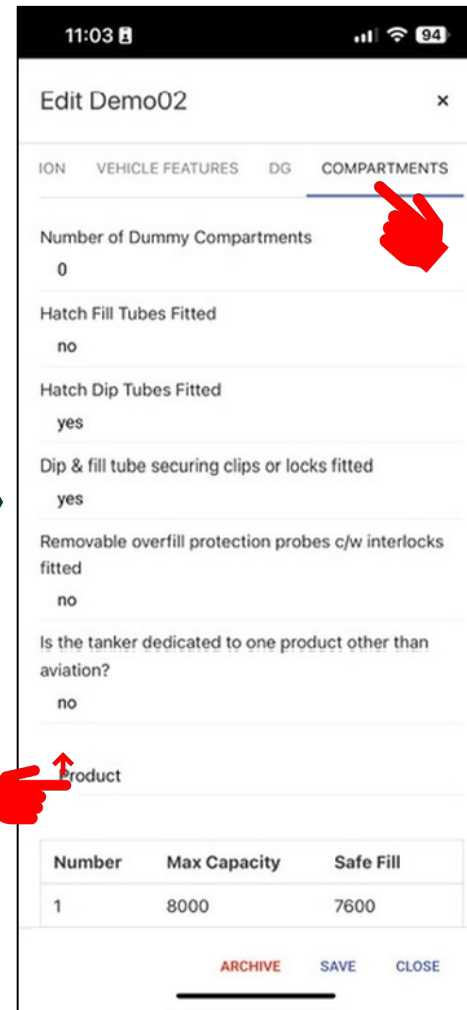
From this screen you can:

- **Swipe** this bar left for more tabs and swipe right to return.
- **Swipe** up to see more information.



• Vehicle Edit Detail Screer

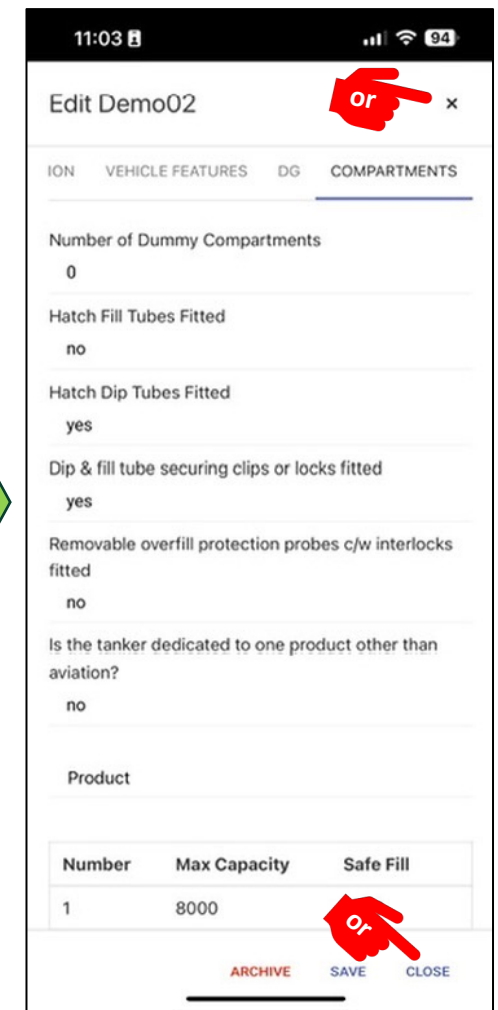
Access the vehicle **Dangerous Goods** information (**DG**).



Vehicle Edit Detail Screen

From this screen you can:

- Access the tanker **COMPARTMENT** information.
- **Swipe** up to see more information.

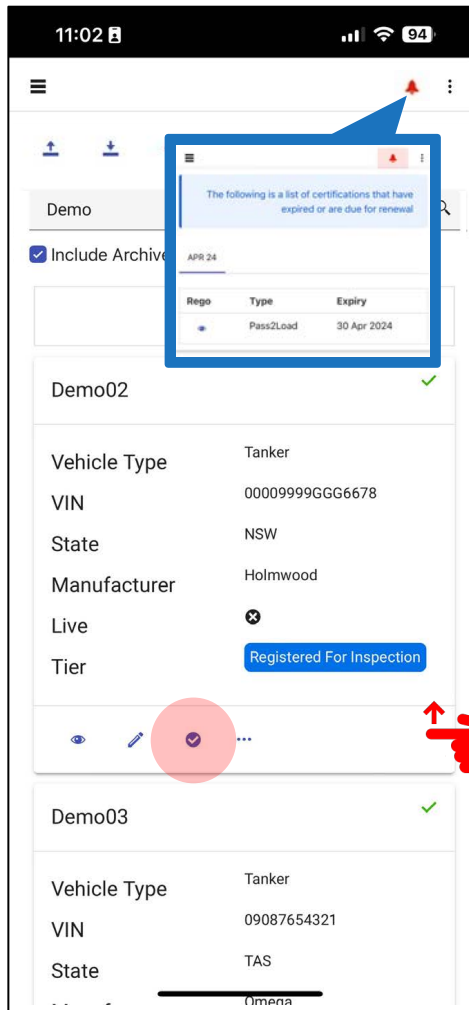


Vehicle Edit Detail Screen

From this screen you can:

- Return to the search results screen by tapping **X** top right or **CLOSE** bottom right.

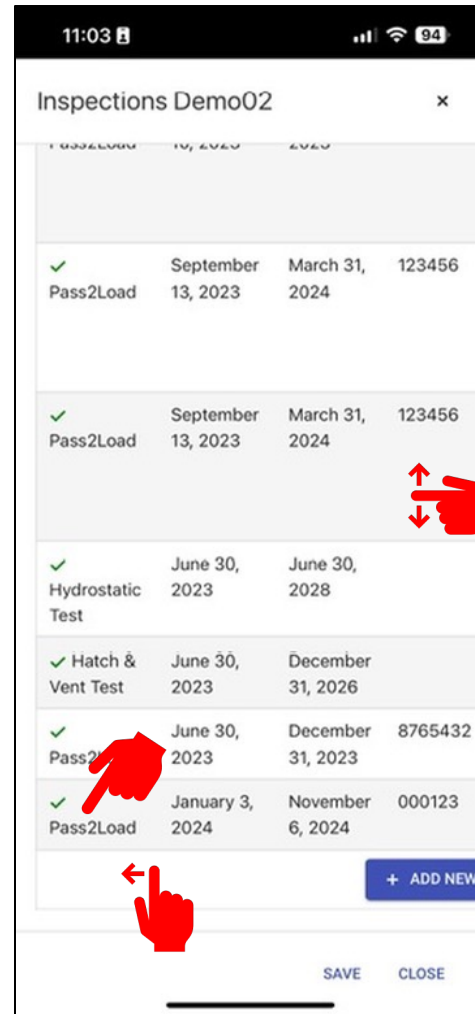
#7 Navigate the App: Transport Company Administrator.



Search Results Screen

Return to the search results screen and from this screen you can:

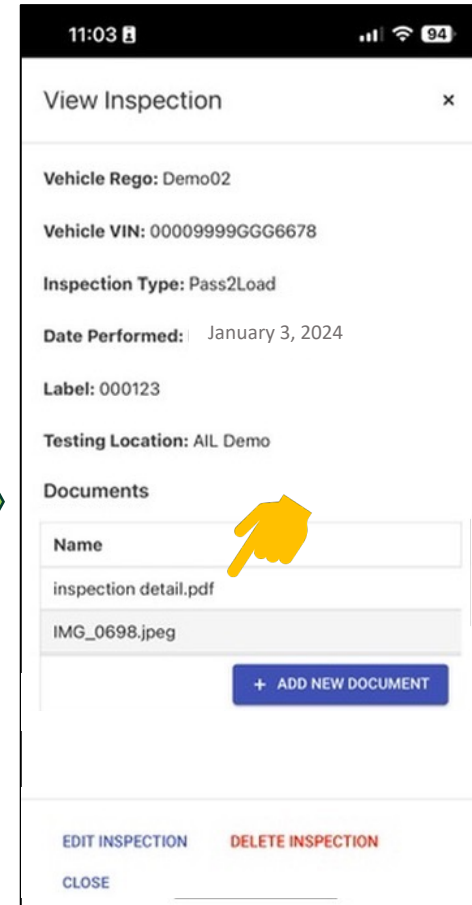
- Access the **VEHICLE INSPECTIONS** screen.
- List of certificates that have expired or are due for renewal.



Vehicle Inspections Screen

From this screen you can:

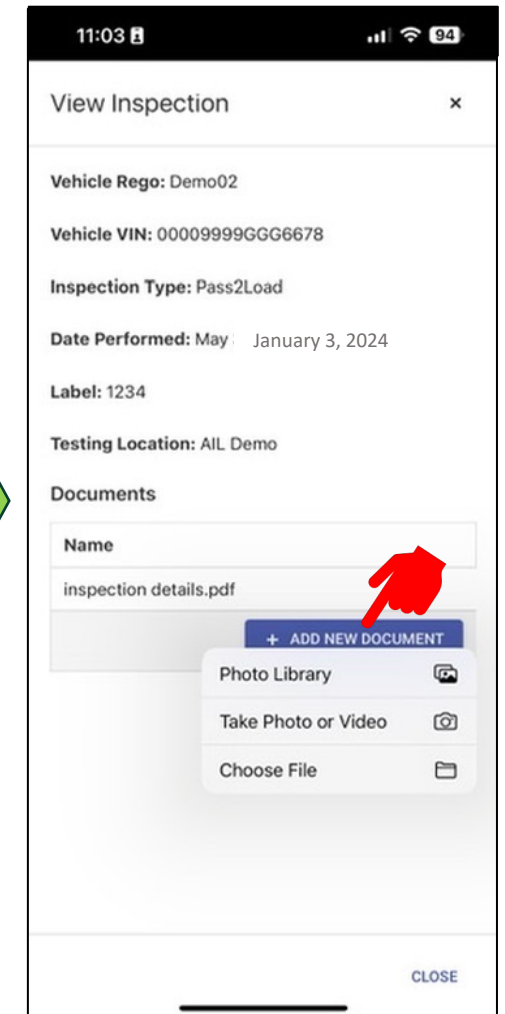
- Access the **VIEW INSPECTION** screen.
- Add a New Inspection.
- **Swipe** up or down for more inspections
- **Swipe** left to see more detail.



Vehicle Inspection Screen

From this screen you can:

- Access **Inspection** information.
- **VIEW** and **DOWNLOAD** documents.
- **ADD A NEW DOCUMENT**.
 - Take a photo of documents or an RTS tag and add it to the inspection.
- Only if you created the original inspection entry, can you **EDIT INSPECTION** or **DELETE INSPECTION**.

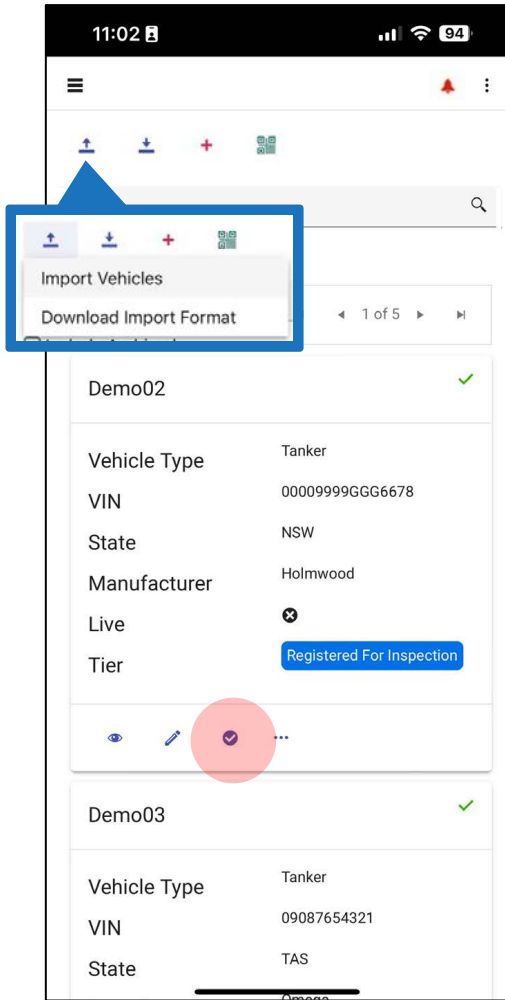


Vehicle Inspection Screen

From this tab you can add a file or photo from your device to the inspection:

- **Photo Library**
- **Take a Photo or Video**
- **Choose a file**

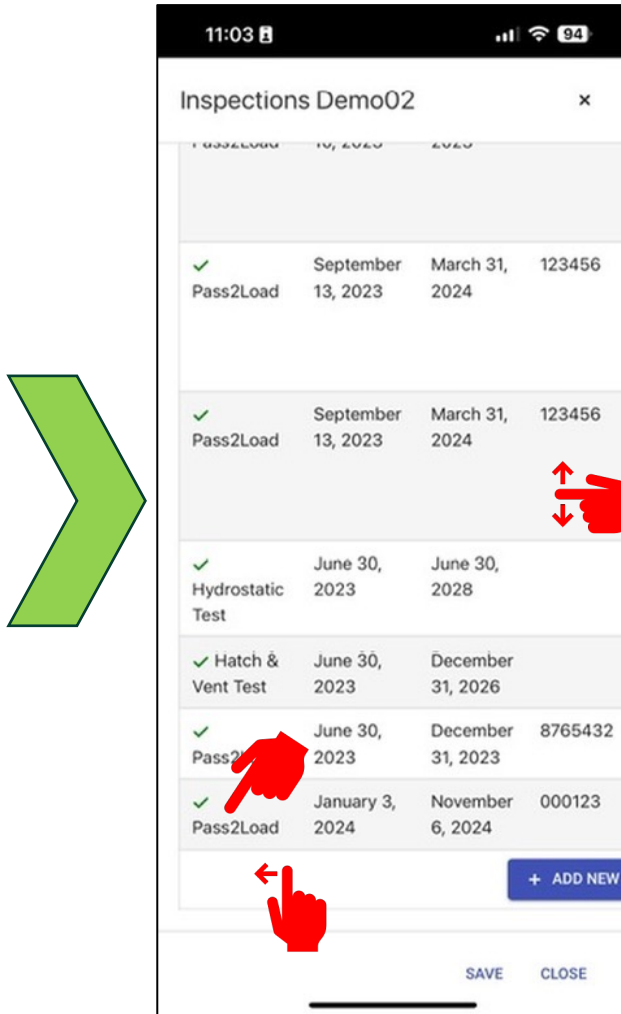
#8 Navigate the App: Transport Company Administrator.



Search Results Screen

Return to the search results screen and from this screen you can:

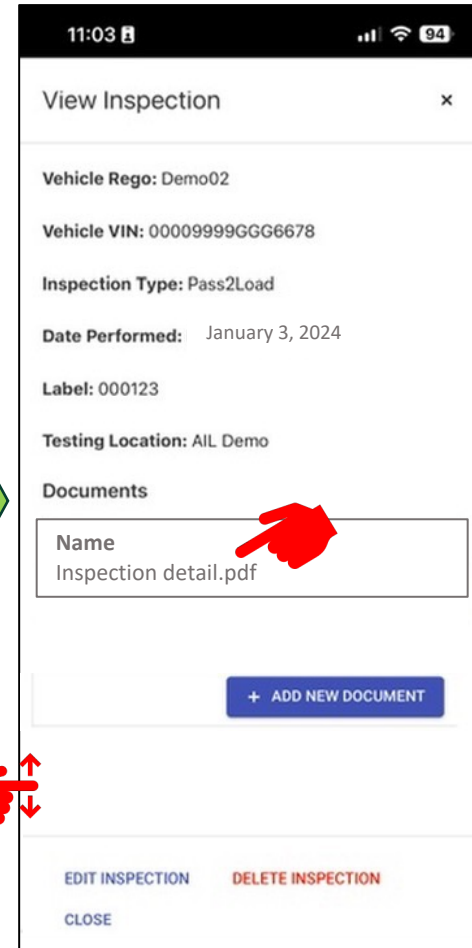
- Access the vehicle **INSPECTIONS** screen.
- Import vehicles using the downloaded import format document (Excel).



Vehicle Inspections Screen

From this screen you can:

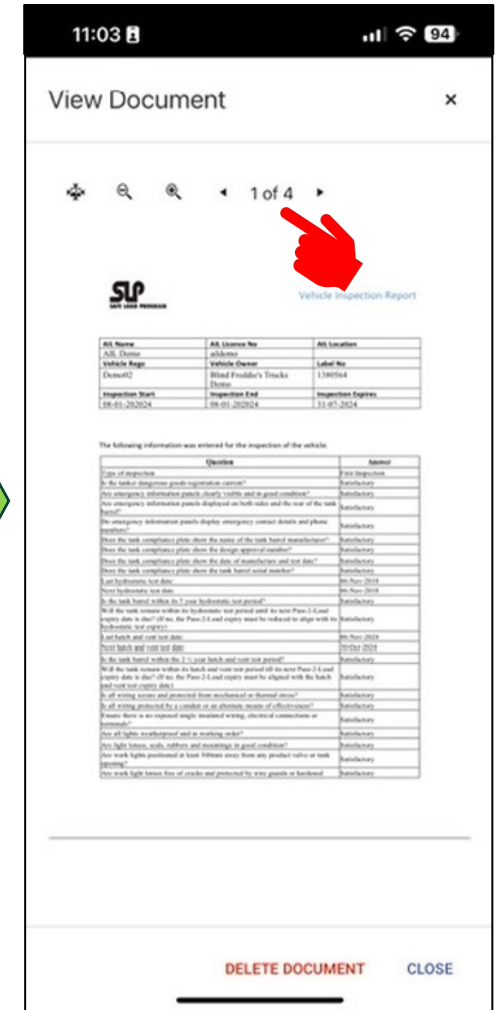
- Access the **VIEW INSPECTION** screen.
- Add a New Inspection.
- **Swipe** up or down for more inspections
- **Swipe** left to see more detail.



Vehicle Inspections Screen

From this screen you can:

- Access inspection information.
- **VIEW** and **DOWNLOAD** documents.
- **ADD A NEW DOCUMENT**.
 - Take a photo of documents or an RTS tag and add it to the inspection.
- Only if you created the original inspection entry, you can **EDIT INSPECTION** or **DELETE INSPECTION**.

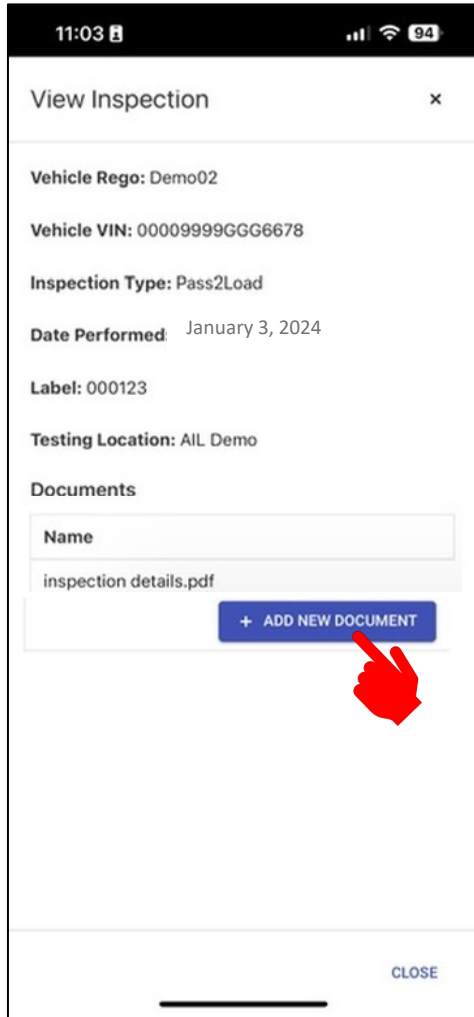


View Document Screen

In this screen, if you originally entered the document, you can **DELETE** the **DOCUMENT**.

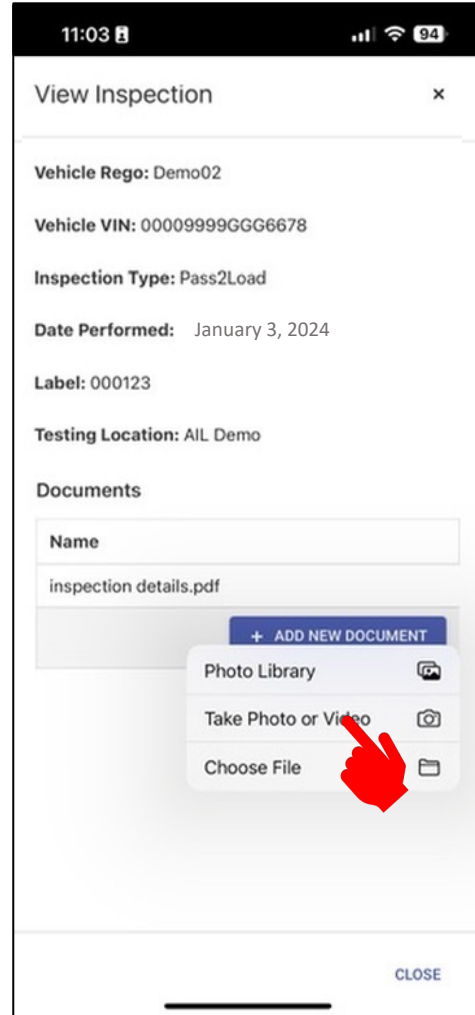
- View all selected documents by tapping on the arrows
- Expand the document size.

#9 Navigate the App: Transport Company Administrator.



Vehicle Inspections Screen ✓

- From this screen you can:
- Access detailed information.
 - Download and view documents.
 - **ADD A NEW DOCUMENT.**



Vehicle Inspections Screen ✓

- From this screen you can:
- **Take Photo or Video** of documents or an RTS tag and add it to the inspection.
 - Select other media from your phone.



Phone Camera 📷

From this screen:

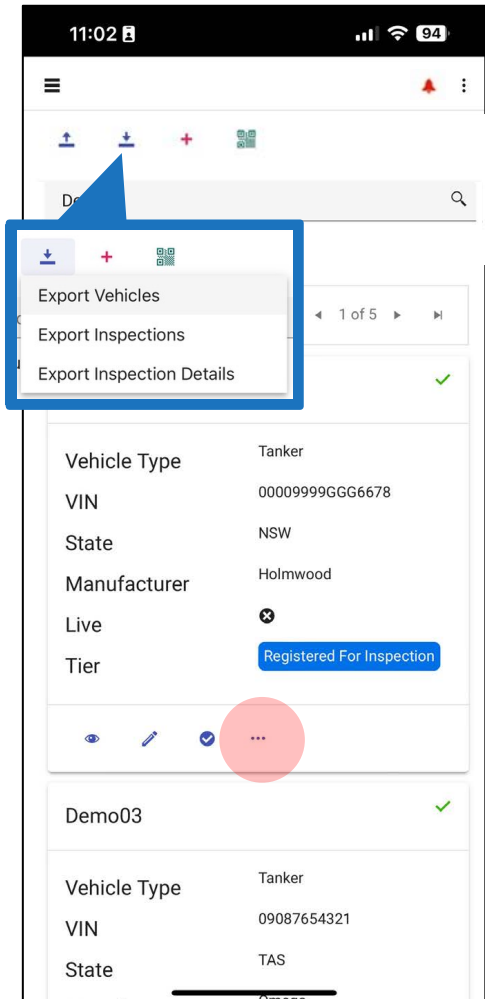
- You can take a photo or photos of completed inspection documents, or completed return to service tags and even vehicle faults that may require further review in future inspections.



View Document Screen ✓

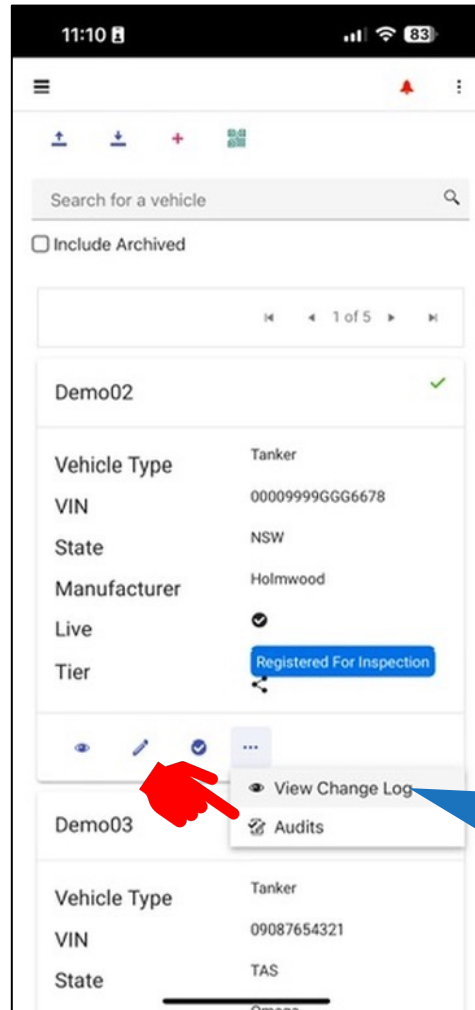
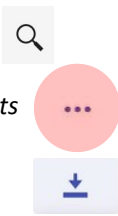
- From this screen you can:
- View your new photo.

#10 Navigate the App: Transport Company Administrator.



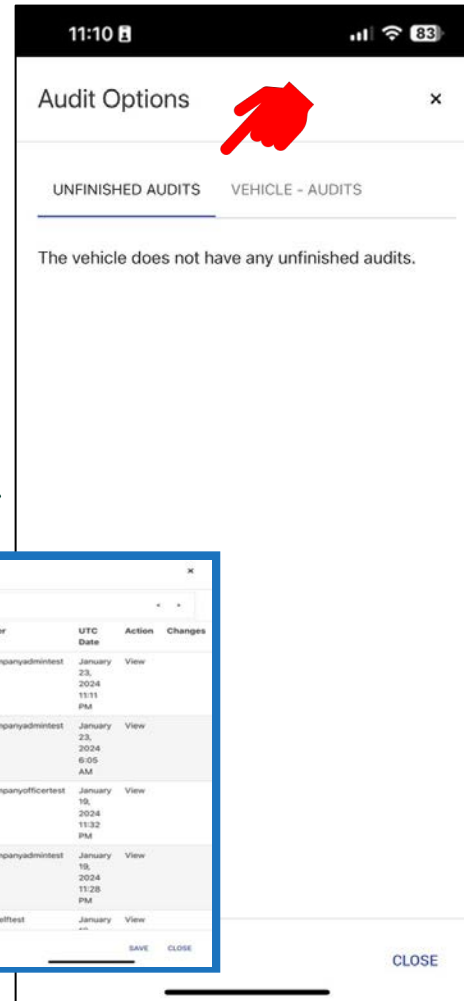
Search Results Screen

- Access the horizontal three dots **vehicle Audits** tab.
- Export Vehicles, Inspections or Inspection Details (Excel).
- Add a new Vehicle.



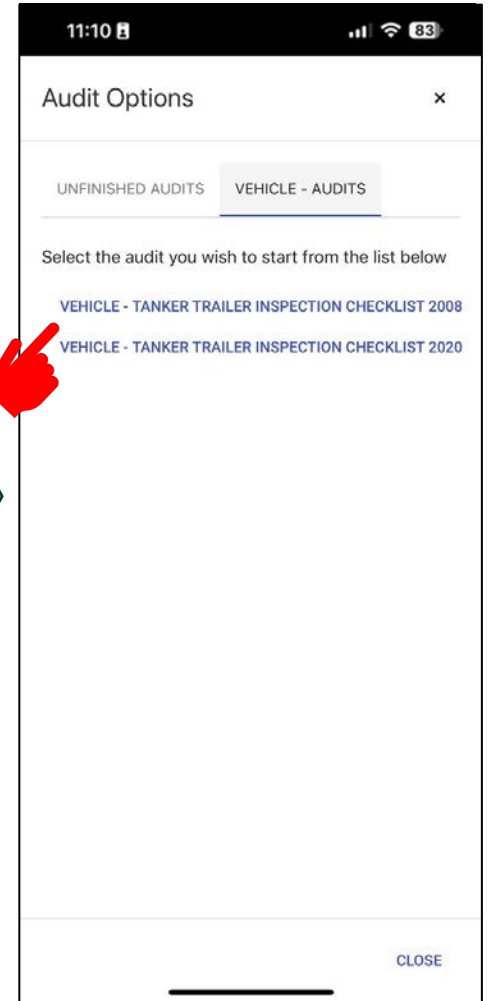
Horizontal Three Dots

- From this dropdown tab you can:
- **View Change Log** (see all changes made and who made the changes or who has viewed the vehicle).
 - Access the **Audits** tab.



Audit Options Screen

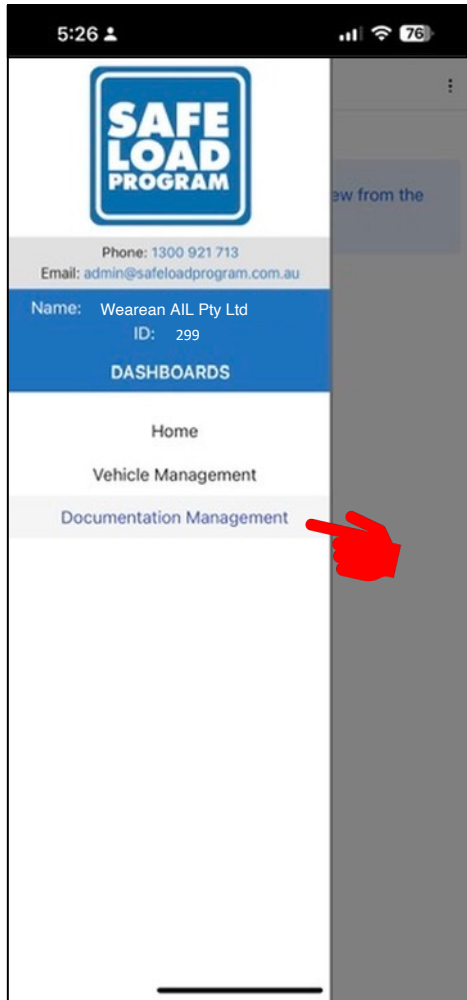
- From this screen:
- You can view and access previously unfinished audits or choose the vehicle audits tab to select a new audit.



Audit Options Screen

- From this screen you can:
- You can choose and conduct a random audit of your own vehicle.

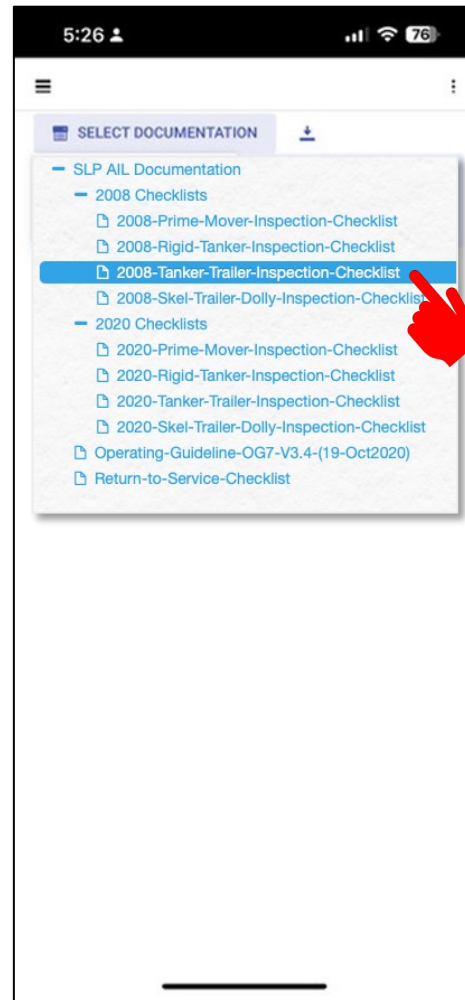
#11 Navigate the App: Transport Company Administrator.



Menu Bar

From this screen you can access:

- *Vehicle Management.*
- **Documentation Management.**



Documentation Management Screen

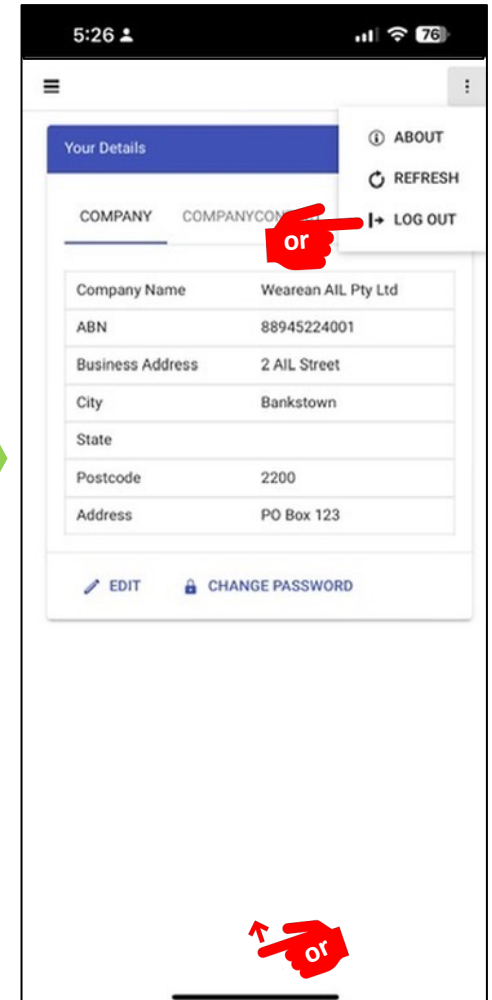
From this screen you can:

- *Access and Download Vehicle Inspection Documents.*
- **Select** view and download the document.



Selected Document Screen

- *Access and view Inspection Document Templates.*
- **Swipe up or down** to see more of your document.



Vertical Three Dots

Return to any screen where you can access the Vertical Three Dots Where you can | LOG OUT: Or Merely swipe up and out of the App, this way you can stay logged in until the next time you need it.