

YardCheck User Guide

Version 1.0

Trucking Yard Inspection Application

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1. Getting Started

What is YardCheck?

YardCheck is a mobile-friendly web application designed to streamline trucking yard inspections. It allows inspectors to perform systematic checks of trucks, track inspection status in real-time, and generate professional PDF reports.

App URL

Access YardCheck at: <https://yardcheck-543d0.web.app>

Installing on iPhone/iPad

1. Open Safari and navigate to the YardCheck URL
2. Tap the **Share** button (square with an arrow pointing up)
3. Scroll down and tap “**Add to Home Screen**”
4. Give the app a name (or keep “YardCheck”)
5. Tap “**Add**”

The YardCheck icon will now appear on your home screen for quick access.

Installing on Android

1. Open Chrome and navigate to the YardCheck URL
2. Tap the **Menu** button (three dots in the top right)
3. Tap “**Install app**” or “**Add to Home screen**”
4. Confirm by tapping “**Install**”

The YardCheck icon will now appear in your app drawer and home screen.

2. For Inspectors

Logging In

1. Open YardCheck in your browser or from your home screen
2. Enter your **email address** and **password**
3. Tap “**Sign In**”
4. You’ll be automatically taken to the Truck Entry page

First-Time Login

When logging in for the first time (or after an admin resets your password):

1. Enter your email and the temporary password provided by your admin
2. You’ll be prompted to **change your password**

3. Enter a new password (minimum 8 characters)
4. Confirm your new password
5. Tap “**Change Password**”
6. You’ll be automatically redirected to start working

Starting a New Inspection

1. After logging in, you’ll see the Truck Entry page
2. Enter the truck number in the input field
3. Tap “**Start New Inspection**”
4. You’ll be taken to the inspection checklist

Working Through the Checklist

The inspection consists of two sections:

- **Interior Items** (6 items) - Documents and materials inside the cab
- **Exterior Items** (8 items) - External compliance and safety items

For each item:

1. Tap the appropriate status button (Yes, No, Added, In-Date, Out-of-Date)
2. The item will be marked with your selection
3. Progress is saved automatically

Adding Comments to Items

1. Tap the **comment icon** next to any checklist item
2. Enter your notes or observations
3. Comments are saved automatically and included in reports

Working with a Partner

YardCheck supports collaborative inspections:

1. When you enter a truck number, you’ll see if an inspection is already in progress
2. Tap “**Join Inspection**” to work alongside another inspector
3. Both inspectors can update items simultaneously
4. All changes sync in real-time between devices

Real-time Sync

- Changes made by any inspector are immediately visible to all others
- The app shows a connection status indicator (green = connected, yellow = syncing)
- Even if connection is temporarily lost, changes will sync when reconnected

Completing an Inspection

When you’ve finished checking all items, you have three options:

- **Mark Complete** - Inspection is finished and truck is ready
- **Gone** - Truck has left before inspection could be completed
- **Save Incomplete** - Save current progress for later completion

Working Offline

YardCheck continues to work even without an internet connection:

- All inspection data is saved locally on your device

- When connection is restored, data automatically syncs to the server
 - A yellow indicator shows when you're working offline
-

3. For Admins

Accessing the Admin Dashboard

1. Open YardCheck in your browser or from your home screen
2. Enter your **email address** and **password**
3. Tap “**Sign In**”
4. As an admin, you’ll be automatically redirected to the **Admin Dashboard**

Navigating Between Dashboard and Inspections

- **From Admin Dashboard to Truck Entry:** Click the “**Start Inspection**” button in the header
- **From Truck Entry back to Dashboard:** Click the “**Admin**” button in the header (only visible to admins)

Managing Inspector Passwords

When you create a new inspector:

1. They are assigned a temporary password: `YardCheck2024!`
2. The `mustChangePassword` flag is set to `true`
3. On their first login, they'll be forced to change their password

To reset an inspector's password:

1. Go to **Firebase Console -> Authentication**
2. Find the user and reset their password
3. Update the `mustChangePassword` flag to `true` in Firestore
4. Provide them with the new temporary password

Understanding the Stats Cards

The dashboard displays four key metrics:

Stat	Description
Total Inspections	All inspections in the system
Completed Today	Inspections finished on the current day
In Progress	Currently active inspections
Completion Rate	Percentage of completed vs total inspections

Using Filters

The dashboard provides several filtering options:

- **Search** - Filter by truck number
- **Status** - All Statuses, In Progress, Complete, or Gone
- **Date Range** - Select start and end dates
- **Inspector** - Filter by specific inspector

Viewing Inspection Details

1. Click any row in the inspection table
2. A modal will open showing:
 - All checklist items and their status
 - Inspector names
 - Timestamps
 - Comments

Exporting PDF Reports

Individual Inspection Report

1. Click on an inspection to open details
2. Click the “**Download PDF**” button
3. A professional PDF report will be generated

Daily Report

1. Click the “**Daily Report**” button in the header
2. Select the date for the report
3. Click “**Generate Report**”
4. All inspections for that day will be compiled into a single PDF

Managing Inspectors

Access inspector management by clicking “**Manage Inspectors**” in the header.

Add New Inspector

1. Enter the inspector’s name
2. Check “**Admin Access**” if they need dashboard access
3. Click “**Add Inspector**”

Deactivate Inspector

- Click the **toggle** next to an inspector’s name to deactivate them
- Deactivated inspectors won’t appear in login dropdowns

Reactivate Inspector

- Scroll to the “**Inactive Inspectors**” section
- Click the **toggle** to reactivate

Changing Inspection Status to “Gone”

1. Open the inspection details
2. Click “**Mark as Gone**” button
3. This is useful when a truck leaves before inspection is complete

4. Checklist Reference

Interior Items (6 Items)

Item	Options	Description
Registration	Yes / No / Added	Vehicle registration document
IFTA Card	Yes / No / Added	International Fuel Tax Agreement card
ELD Instruction Sheet	Yes / No / Added	Electronic Logging Device instructions
Accident Hotline Card	Yes / No / Added	Emergency contact card for accidents
Insurance Card	Yes / No / Added	Proof of insurance
Blank Log Books	Yes / No / Added	Paper log books for backup

Status Options:

- **Yes** - Item is present
- **No** - Item is missing
- **Added** - Item was missing but has been added

Exterior Items (8 Items)

Item	Options	Description
DOT Annual Tag	In-Date / Out-of-Date	DOT annual inspection sticker
IFTA Sticker	Yes / No / Added	IFTA compliance sticker
HUT Sticker	In-Date / Out-of-Date	License plate/registration tag
Fire Extinguisher	Yes / No	Highway Use Tax sticker
Triangles	Yes / No	Fire safety equipment
Tires	Yes / No	Warning triangles
Mudflaps	Yes / No	Tire condition acceptable
		Mudflaps present and intact

5. Troubleshooting

Common Issues and Solutions

Issue	Solution
Can't log in	Check your email and password; contact an admin if you need a password reset
Changes not saving	Check connection status; data saves locally and syncs when connected
App not loading	Try refreshing the page or clearing browser cache
PDF not downloading	Check popup blockers; try a different browser
Can't join an inspection	Ensure the truck number matches exactly
Inspection stuck "In Progress"	An admin can mark it as "Gone" or complete it

Offline Mode

YardCheck is designed to work offline:

1. **Green indicator** - Connected and syncing normally
2. **Yellow indicator** - Offline or reconnecting
3. All changes are queued and will sync automatically
4. You can continue working normally while offline

How to Refresh/Update the App

On Mobile (Installed PWA)

1. Open the app
2. Pull down from the top to refresh
3. Or close and reopen the app

In Browser

1. Press **Ctrl+F5** (Windows) or **Cmd+Shift+R** (Mac)
2. Or click the refresh button while holding Shift

Clear Cache (if having issues)

1. Go to browser settings
 2. Find “Clear browsing data”
 3. Select “Cached images and files”
 4. Clear and reload YardCheck
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6. Quick Reference Card

Inspector Quick Actions

Action	Steps
Start Inspection	Login -> Enter truck # -> Start
Mark Item	Tap status button (Yes/No/Added)
Add Comment	Tap comment icon -> Type -> Save
Complete	Finish all items -> “Mark Complete”
Join Existing	Enter truck # -> “Join Inspection”

Admin Quick Actions

Action	Steps
View Details	Click inspection row
Download PDF	Open details -> “Download PDF”
Daily Report	Header -> “Daily Report” -> Select date
Add Inspector	“Manage Inspectors” -> Enter name -> “Add”
Filter Results	Use search, status, date, or inspector filters

Keyboard Shortcuts (Desktop)

Shortcut	Action
Ctrl+F	Search/Filter
Esc	Close modal
Enter	Confirm action

Status Icons

Icon/Color	Meaning
Green Badge	Complete
Blue Badge	In Progress
Gray Badge	Gone
Green Dot	Connected
Yellow Dot	Offline/Syncing

Security Notes

- **Passwords:** Must be at least 8 characters long
- **Session:** You'll stay logged in until you explicitly log out
- **First Login:** All new accounts require a password change on first login
- **Logout:** Tap the logout icon in the header to sign out

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For support, contact your system administrator.