Webfleet Vehicle Check

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Fleet Manager setup

Confirm the Webfleet Vehicle Check add-on has been assigned to the vehicle.

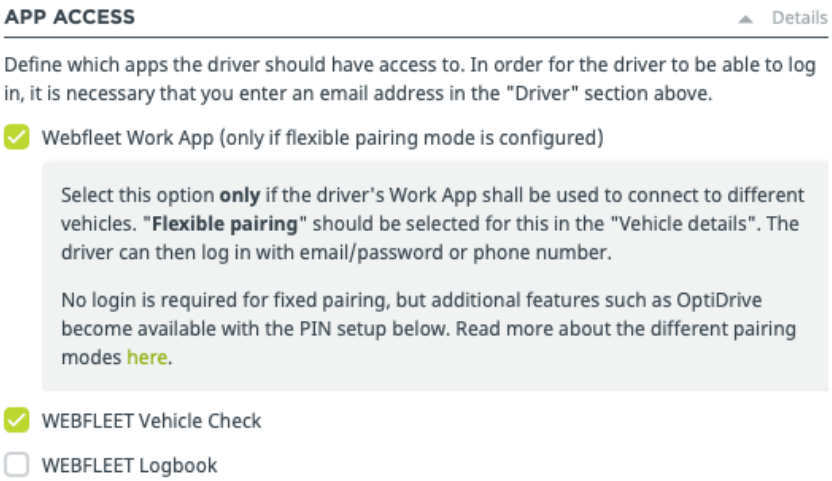
1. In the Webfleet portal, on the navigation panel on the left hand side, select Administration (at the bottom).

2. Go to 'Feature administration'.
3. This will list all of the add-ons you have. If Vehicle Check isn't present on your vehicle, please continue.
4. You can add a new add-on by pressing 'New feature' in the bottom right hand corner.

Provide Vehicle Check access to your Drivers

1. In the Webfleet portal, navigate to the 'Drivers' tab.

2. Select the driver in question, and press 'Edit'.
3. Add their email and mobile number (without the 0 at the start) as they will use one of these to sign in to the app.
4. Scroll down to 'APP ACCESS', and tick WEBFLEET Vehicle Check.



Install

Install the Webfleet Vehicle Check app to your handset.
If you already have the app, make sure it is up to date – search for the app in the store, it will either say open (this means it's up to date), or Update.

Apple Phone

1. Go to the App Store
2. Search for Webfleet Vehicle Check
3. Press Install

Android Phone

1. Go to the Google Play Store
2. Search for Webfleet Vehicle Check
3. Press Install

Sign In

Before signing in, turn the ignition on.

Sign in to the app using the login method provided by your organisation (email address or phone number).

If using Email Address

1. Tick "I have read and understood..."
2. Select Email and press 'Forgot password'. Enter your email
3. You will receive an email from Webfleet, follow the link to create your password.
4. Enter this into the app to sign in

If using Phone Number

1. Tick "I have read and understood..."
2. Select Phone Number
3. Enter your number and press Continue
4. You will receive a text containing a code
5. Enter the code to sign in

Complete A Vehicle Check

1. Once signed in, you will see a pop up, press okay. Then you will land on the Dashboard page.
2. Select the 'My Vehicle' tile to select your vehicle. Press Assign.
3. Press the blue plus button in the bottom right, select Vehicle Check.
4. Scroll down, and select the specific checklist for your vehicle.
5. Confirm the details are correct, and press Start.
6. Complete each check whilst walking around the vehicle, reporting any defects along the way (add the type of defect, and any photos as necessary).
7. Press confirm, and add your signature to send the checklist to the Webfleet portal.

Quick Troubleshooting

Issue	What to check
Vehicle not listed	In the Webfleet portal, check the driver has been given access to the vehicle check app. Check the add-on is in place on the vehicle. Check the driver hasn't been manually assigned to the vehicle via the portal.
Checklist not available	Confirm that the correct template is assigned to the vehicle or vehicle group.
Check will not submit	Check the internet connection, complete all mandatory items and try again.
Cannot sign in	Confirm the login method and details, then use the password-reset option or contact the account administrator.

Contact Details

If you are having issues with any of the above instructions please contact us:

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