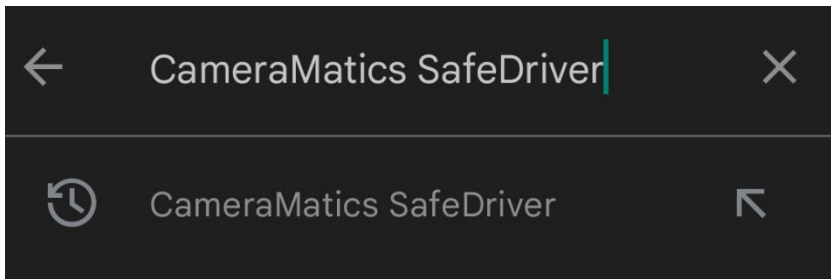
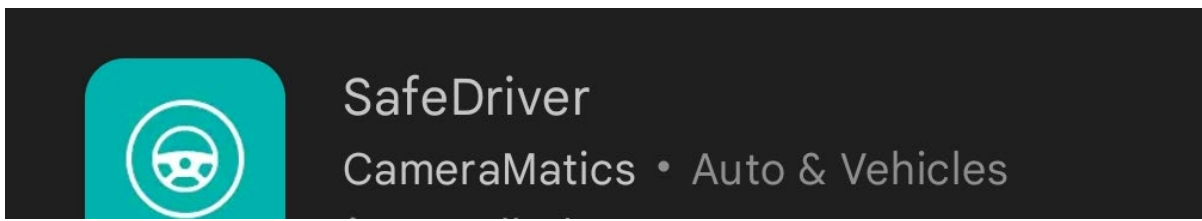


## How to install CameraMatics SafeDriver App

1. Launch the **Play/App store** on your phone
2. Use the **Search Bar** to search for **CameraMatics SafeDriver**.



3. Click on the **SafeDriver** app and click install.



4. Once the app is installed, log into the SafeDriver account using your username and password.

**\*Note:\*** Your manager/CameraMatics admin will need to provide you with your login detail. You will be required to update your password the first time you log into the app.

**\*Note:\*** If you forgot your password, please ensure to ask your Manager to reset it.

**\*Note:\*** There are other SafeDriver (of the same name) app that will show on your search results, please ensure to install the CameraMatics SafeDriver app.

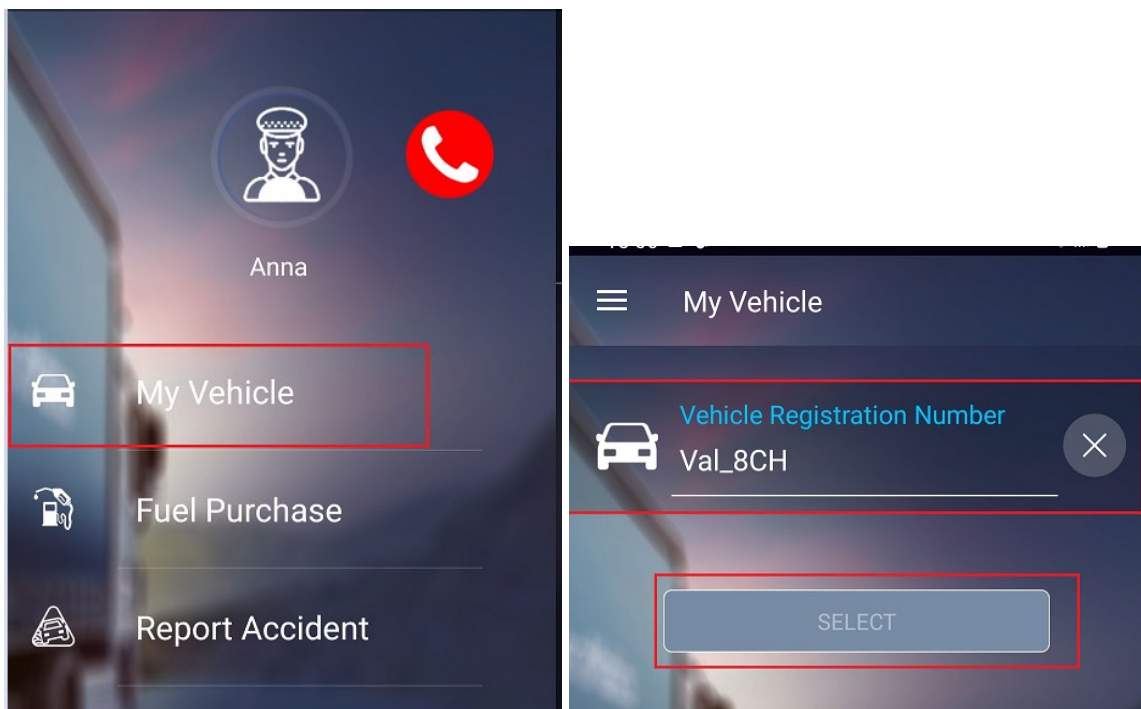
## How to Assign Yourself to a Vehicle

Drivers must have the SafeDriver app installed on their phone and must be logged in.

1. Click on **My Vehicle** on the sidebar menu
2. Enter your vehicle name on the **Vehicle Registration Number** field to search and assign yourself to the vehicle

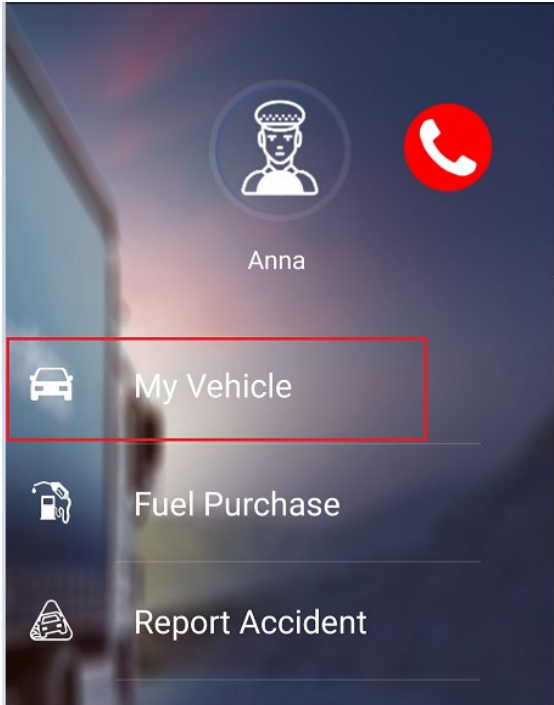
**\*Note:\*** You will always be automatically assigned to the vehicle you last assigned yourself to the next time you log into the app

**\*Note:\*** You will remain logged into the app the first time you log in unless click on **Logout**

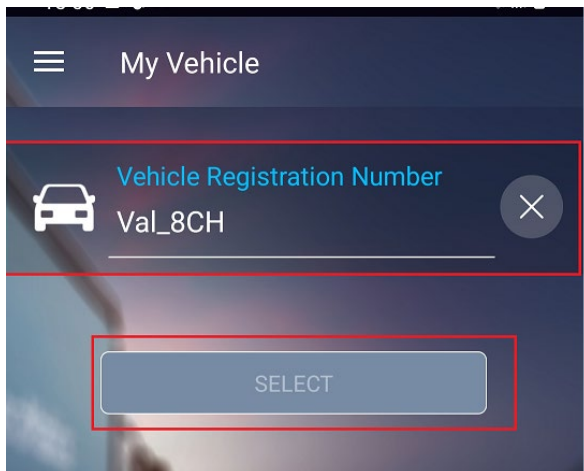


## How to Submit a Fuel Purchase

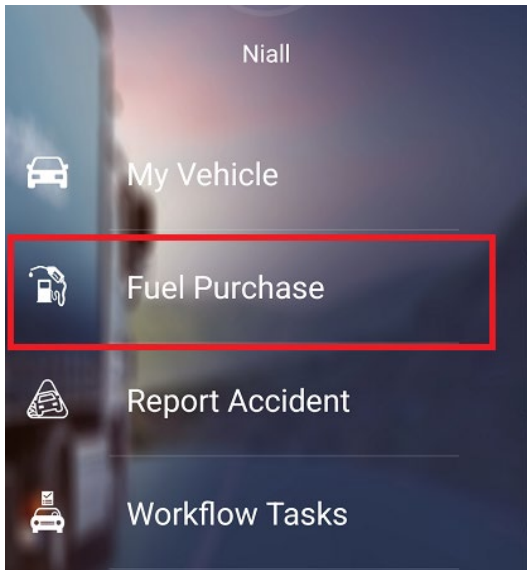
1. Select **My Vehicle** on the **sidebar menu** to assign yourself to the correct vehicle



2. Enter your vehicle name on the **Vehicle Registration Number** field to search and assign yourself to the vehicle



3. On the sidebar menu, select **Fuel Purchase**




4. Enter your or scan your **Fuel Card Number** and click **Proceed**


**\*Note:\*** Your Fleet Manager, or CameraMatics admin can assign your fuel card to you. If so, you will not be required to manually enter this information on the app.


5. Enter the **Fuel Litre**
6. Enter the Vehicle **Milage**
7. Enter the **Fuel Cost**
8. Take a photo of the **Receipt**
9. Take a photo of the **Odometer**
10. Click **Submit**

☰ Fuel Purchase

 Fuel Card Number  
22112345

 Fuel Quantity  
50 Litres

 Mileage  
500 KM

 Amount Paid  
100 EUR €

 TAKE RECEIPT PHOTO

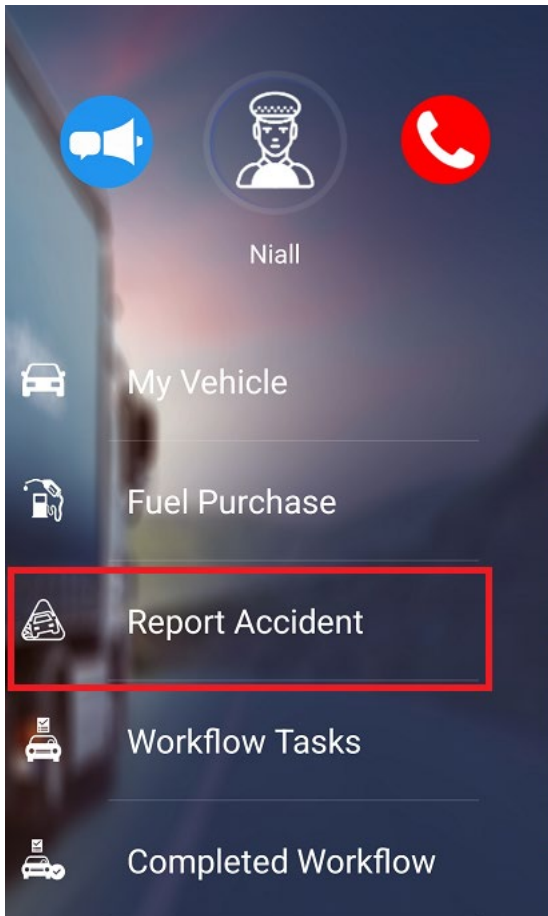
 TAKE ODOMETER PHOTO

SUBMIT

## How to Report an Accident/Incident

Drivers must have the SafeDriver app installed on their phone and must be logged in.

1. On the sidebar menu, click on **Report Accident**.



**\*Note: \*** *Your fleet manager will get a live notification on their SafeManager app/safety centre dashboard as soon as an accident report is submitted. They can then take any required action/steps from here.*

2. This should bring you to a **Safety-First page**. **Please ensure to adhere to the instructions outlined here and do not admit to any fault or liability.**

☰ Report Accident

Step 1. Safety First

---



Before completing this report:

Ensure you are in a safe place.

Remain calm.

DO NOT ADMIT FAULT OR LIABILITY

PROCEED

---

- Click **Proceed** once you have ensured to follow the outlined instructions.
- 3. Ensure to verify the **vehicle reg number, driver name and driver license number**.

☰ Report Accident

Step 2. Confirm your vehicle

Vehicle Registration Number

212D7

Driver

Niall

Driver License Number

12345

4. Click **Confirm Your Vehicle**

Driver License Number

12345

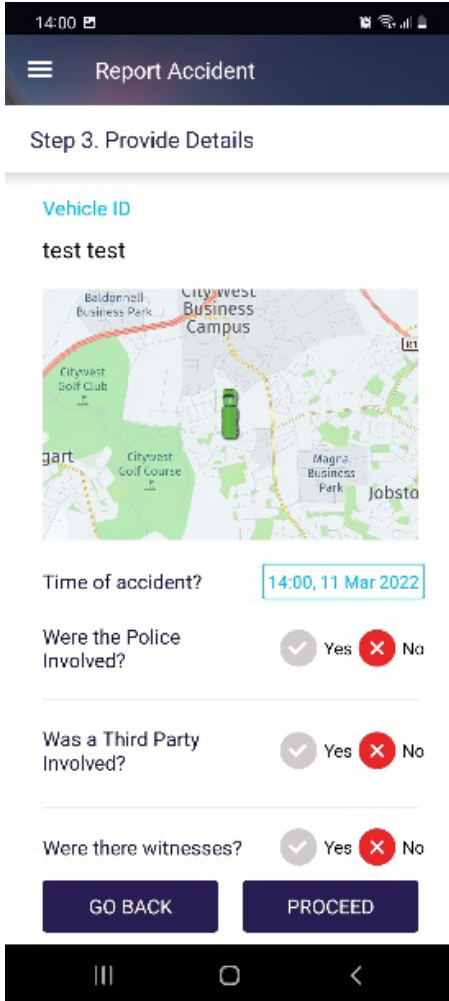
CONFIRM VEHICLE

5. **Provide Details** – here you will be prompted to enter ***time and date of incident, address where incident took place and answer some questions.***



**\*Note:\*** The time and date should be auto filled for you but you can edit this information in case for example, you wanted to report an accident that occurred the previous day or a few hours before.

**\*Note:\*** If you answer yes to any of the questions, you will required to enter some additional information, for example, **Police ID and Accident Number.**



14:00

Report Accident

Step 3. Provide Details

Vehicle ID

test test

Time of accident? 14:00, 11 Mar 2022

Were the Police Involved?  Yes  No

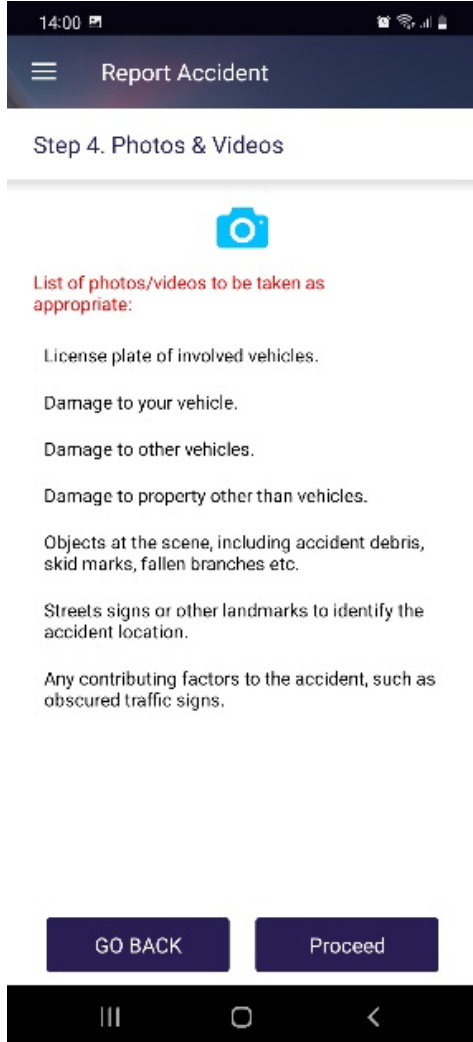
Was a Third Party Involved?  Yes  No

Were there witnesses?  Yes  No

GO BACK PROCEED

- Click **Proceed** once details have been filled in.

6. **Photos & Videos** – here you will be provided with a list of instructions that you need to follow before taking the photos and videos. **Please ensure to read and adhere to these instructions.**



- Click on **Proceed** when you have clearly understood the instructions listed.
- Take **Videos and Photos** as required and enter the details before proceeding
- Take any additional/supplementary **Photo/Video** if necessary

**Note\*** *You can take as many photos and videos as required.*

6. **Provide** any additional information/comments



Step 6. Submit Report

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Provide any additional information you consider relevant to the report.

Enter details



- click **Proceed** once happy with the information that you have provided

**7.** Your report will automatically be submitted to your fleet manager once click proceed.

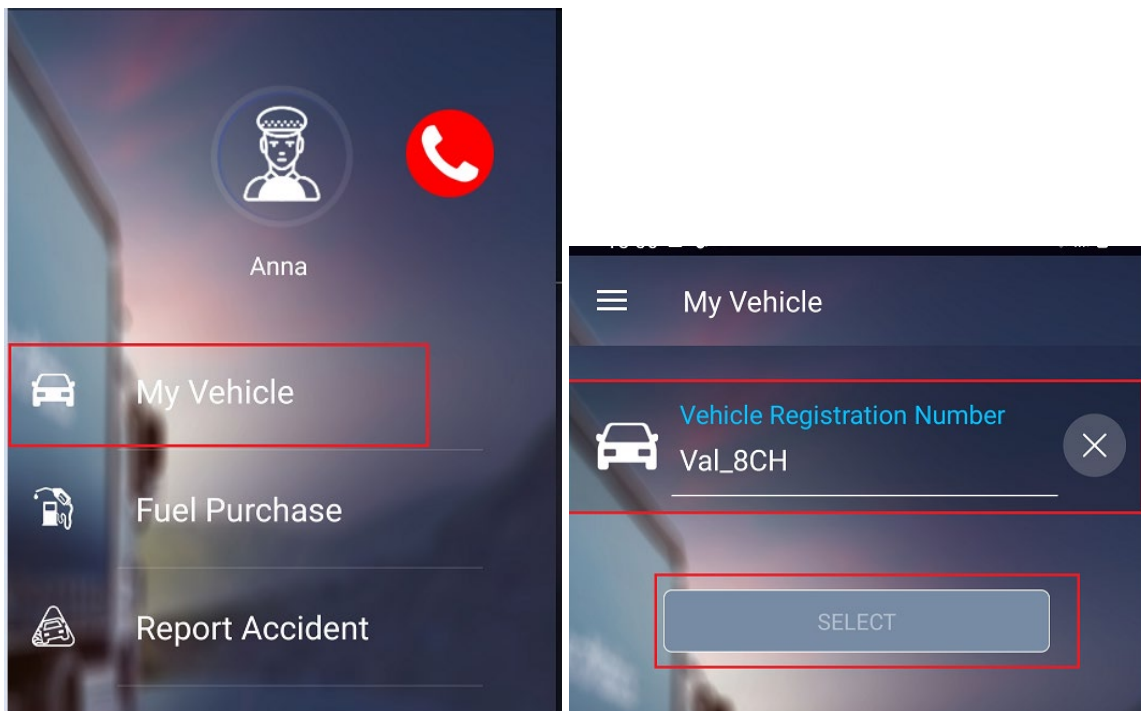
## How to Complete a Checklist

**\*Note:\*** A driver cannot complete a checklist on the SafeDriver app for a vehicle if the checklist has not been assigned to the vehicle or the vehicle is not made visible to the driver. Please reach out to your manager for assistance if you cannot find your vehicle or checklist on the app.

**\*Note:\*** Please note that the checklist does not run until the driver assigns themselves to the vehicle.

3. First you need to ensure that you have assigned the correct vehicle to yourself. Click on **My Vehicle** on the sidebar menu
4. Enter your vehicle name on the **Vehicle Registration Number** field to search and assign yourself to the vehicle

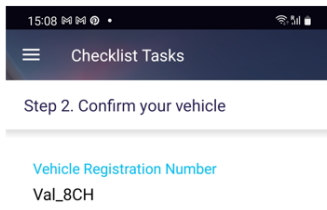
**\*Note:\*** You will always be automatically assigned to the vehicle you last assigned yourself to



5. Once you are assigned to a vehicle, click on the **Workflow Tasks** located on the side bar menu.

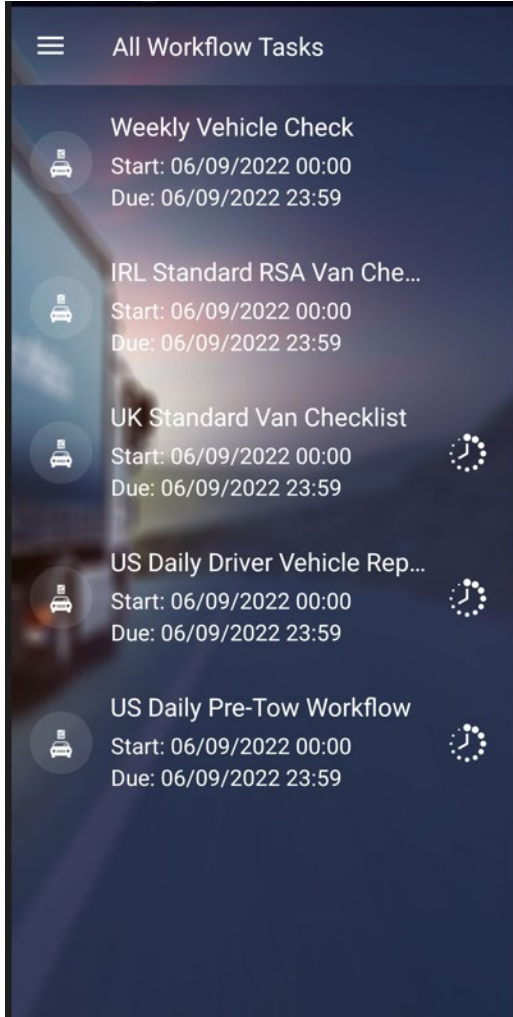


6. Click **Confirm Vehicle** (your vehicle should be already pre-selected)



**CONFIRM VEHICLE**

7. Select the required checklist from the list of workflows assigned to the vehicle.



**\*Note:\*** A checklist with a clock beside it represents that the checklist can be completed as many times as required throughout the day. A checklist without a clock besides it represents that the checklist can only be completed once a day

8. Answer the questions associated to the checklist – **Ensure to use these questions to report any issues identified.**

## Workflow Tasks

### Weekly Vehicle check

212D7

 Niall

Start: 06/09/2022 00:00

Due: 06/09/2022 23:59

Are all lights working  
and undamaged?



Are brakes operational?



Are emergency lights  
operating?



Are slings free of knots and  
kinks




Are there any camera  
faults showing?



Are tyres correctly inflated



**\*Note\***  represents questions that are marked as critical. If any of critical question is marked as failed, your manager will get a real time notification that you have reported an issue with the vehicle.

**\*Note\*** Ensure to provide photos/videos or additional comments for any questions answered as failed

9. Select the **location** of which you are completing the workflow from. The location should already be pre-selected, but you can edit this to choose a different location if necessary.



Are you completing this workflow from vehicle location?



Yes



No

Pick Vehicle Location

20A Beckett Way, Park West Business P...

10. Once completed, click **Submit Workflow**

Pick Vehicle Location

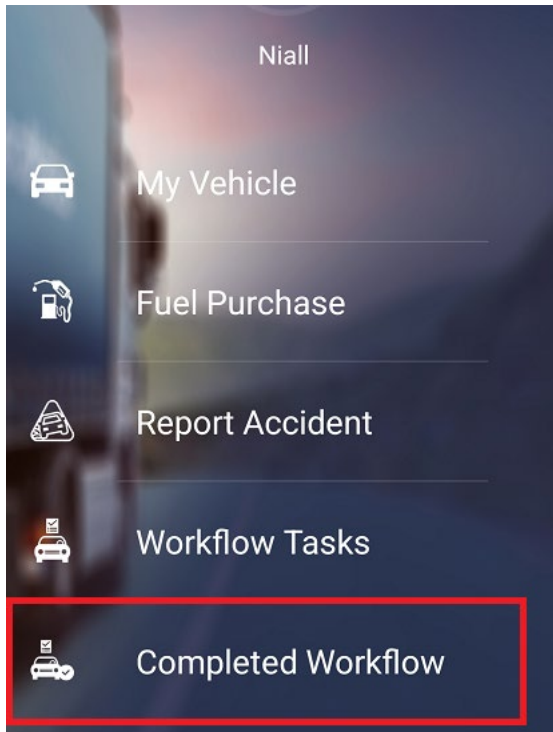
20A Beckett Way, Park West Business P...

SUBMIT WORKFLOW



## How to Review Completed Workflows/Checklist

1. On the sidebar menu, click on **Completed Workflow**

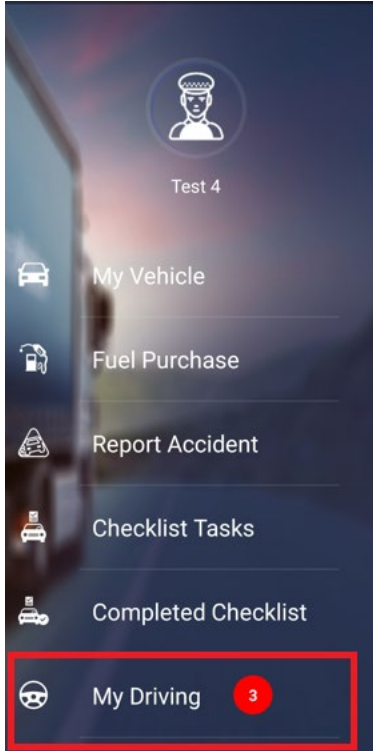


2. You will be presented with a list of all completed workflows under your name. Click on any of the checklists/workflows from the list of completed workflow to review it. This includes any faults you may have reported.

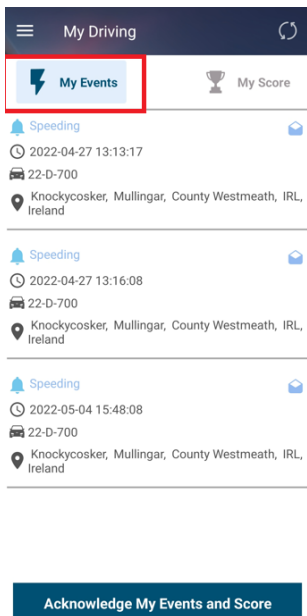
**\*Note\*:** Please note that you cannot edit a workflow that has been submitted.

## How to Review and Acknowledge Driving Events and Score

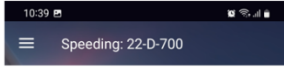
1. On the side bar menu, click on **My Driving**.



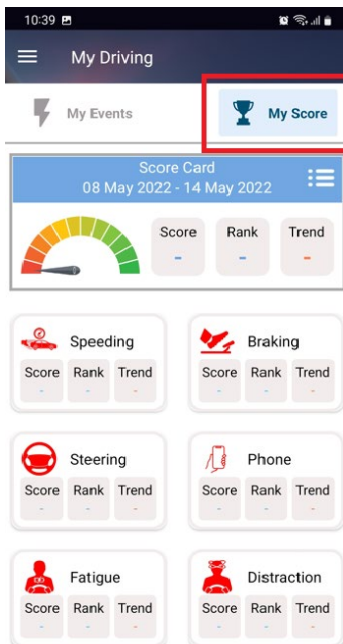
2. Click on **My Events** to review event(s) flagged to you



- Click on each event to review the **Footage, pictures, location, and accelerometer data** pertaining the event.



- Click on **My Score** to review your driving score and rank

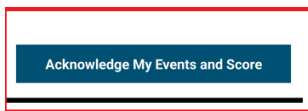
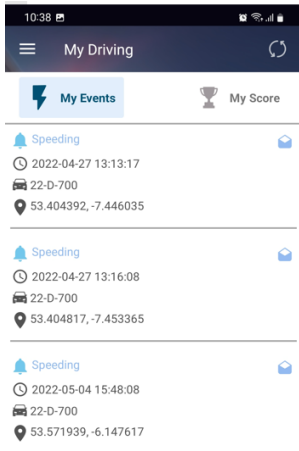




Rank	Name	Score
1	Mika Hakkinen	0
1	Kimi Raikkonen	0
1	Test 1 Driver	0
1	Test 2 Driver	0
1	Test 3 Driver	0
1	Test 5 Driver	0
1	Test 6 Driver	0
1	Test 7 Driver	0
-	Test 4 Driver	-

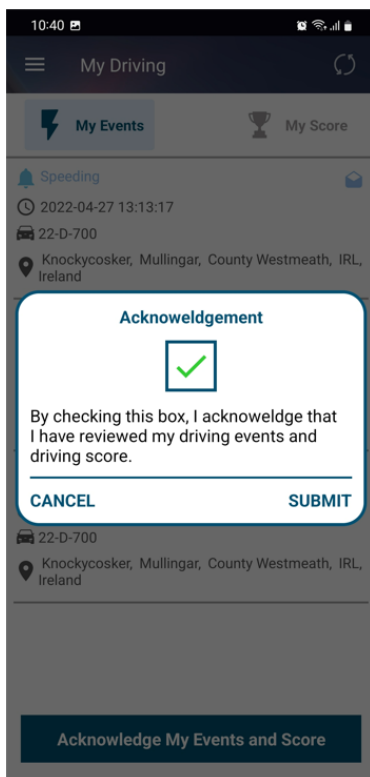
**(Note:** *The driver score is calculated by combining a set of available metrics. The available metrics may vary from customer to customer. For example, the base set of metrics (e.g. driving/speeding events) will be available to every customer. However, some customers may have ADAS/DSM capability installed, in which case they will have access to additional metrics (such as forward collision/lane departure/phone usage etc.)*

5. Once you have completed reviewing your events and score, click on **Acknowledge My Event and Score** located at the bottom of the screen

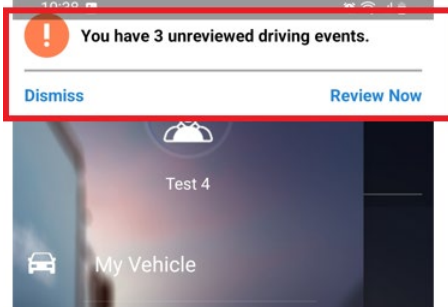


**(Note:** Please ensure that you've truly acknowledged the event and will work to make the necessary improvements needed.)

6. Ensure the acknowledgment box is checked and click **Submit**.

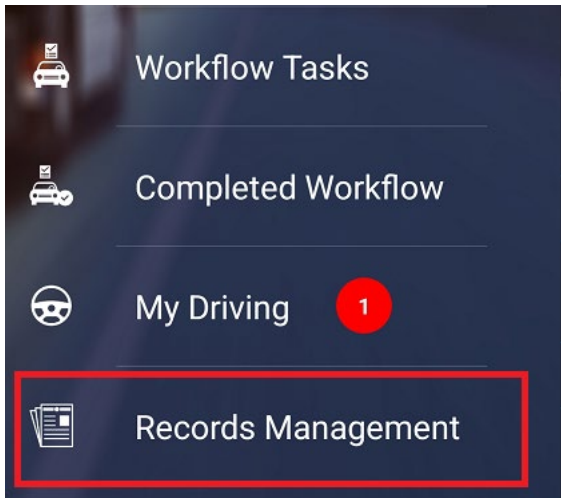


**(Note:** You will always see a message at the top of the screen notifying you of any events that needs reviewing when you log into your SafeDriver account. You can click **Review Now**, and this will automatically bring you to **My Driving** page)

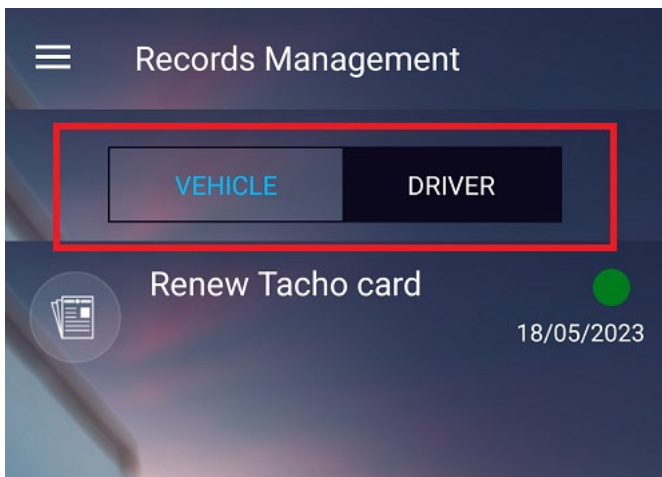



## How to Add/Review Driver and Vehicle Documents

1. On the sidebar, click on **Record Management**



2. To review any documents associated to a vehicle, click on **Vehicle**
3. To review any documents associated to you, click on **Driver**



4. Click on the desired document that you'd like to review
5. Click on  icon located at the bottom of the screen to add/upload a new vehicle/driver document
6. Click the type of document that you'd like to upload – **driver/vehicle**
7. Enter the **Document Type** – ie, toll tags, Insurance, Driver License etc
8. Click the **Upload Document** to upload either a photo or file of the document

9. Enter the **Expiry Date**

10. Enter a **Description** of the document

11. Click **Save**



Document Type

CPC



Upload Document

Expiry Date

08/09/2022 11:47



Description

CPC

---

SAVE

