



Verifleet User Guide

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Verifleet

Welcome to Verifleet. **Complete fleet risk management.** For your business.

Verifleet is Built by a team of seasoned software engineers who are passionate about improving road safety, **Verifleet is grounded in expertise and innovation.**

Partnering with industry experts, we've created a platform with solid foundations to simplify fleet management, save time, cut costs, and enhance compliance. With AI-driven insights, automated processes, and close to real-time monitoring, **Verifleet ensures businesses stay ahead of risks while prioritising safety and efficiency.**

Whether you're a fleet manager, HR professional, or business owner managing employee-driven vehicles, **Verifleet is here to simplify your processes.**

Admin

Getting Started

Signing-up with Verifleet

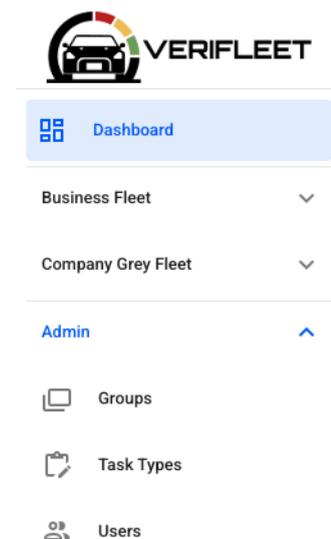
Creating a Verifleet account for a new user.

Follow the below steps to:

1. Create a Verifleet account for a new user
2. Forgotten password?

Create a Verifleet account for a new user

As a user already signed-in to Verifleet you can create new Verifleet accounts by clicking on the Users tab under the Admin section. This is only available to users with a Super User or Admin role.



The list of users will then be displayed. Click on + CREATE USER



And enter the required details for the new user:

Create User ✕

<input type="text" value="Forename"/>	<input type="text" value="Surname"/>
<input type="text" value="Email"/>	<input type="text" value="Telephone"/>
<input data-bbox="225 622 780 707" type="text" value="Role"/>	<input data-bbox="817 622 1372 707" type="text" value="Groups"/>

CANCEL **OK**

An email will be sent to the email address entered like the below example. Click on the link to verify the account and create a password to sign-in with:



noreply@verifleet.co.uk

to me ▾

Hello Mike,

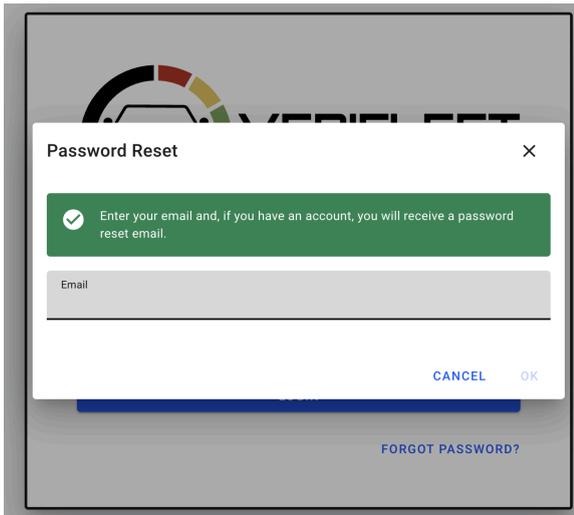
You have been invited to join Verifleet. Please click [here](#) to confirm and create your account.

Thank you,

The Verifleet Team

Forgotten Password

If you've forgotten your password to your Verifleet account, this can be reset by clicking on the 'Forgot Password' link on the sign-in page. Enter the email address of the account and an email will be sent with instructions on how to reset:



Groups (Admin)

Groups are designed as a way to set-up your account so vehicles can be added to required groups, this could be a company, region, grey-fleet, company owned etc. A vehicle can exist in more than one group.

Each group can have specific settings:

- Insurance
- Vehicle inspections
- Sending notifications
- Collection

Name	Collection	Inspection Frequency	Schema	Insurance Enabled	Vehicle Inspections Enabled	Send Notifications Enabled	Actions
Alex	Alex	Weekly	✔	✔	✔	✔	⋮
Business Fleet	A Company			○	○	○	⋮
Company Grey Fleet	A Company			✔	✔	✔	⋮

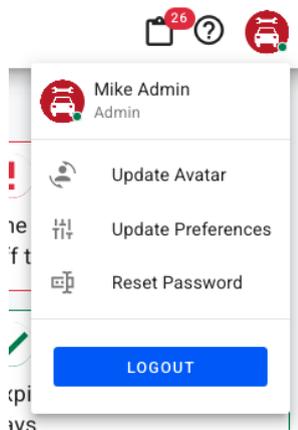
Insurance can be enabled at a group level; this will display the Insurance tab on the Vehicle details page to allow a Verifleet user to upload and validate a certificate of motor insurance for a driver. It will also show the Insurance status of the vehicle. With Insurance and 'Send Notifications Enabled' this will send notifications and prompts to the maintainer/ driver to provide valid insurance details for all vehicles added to the group.

If **Vehicle Inspections** are enabled for a group this will display the Inspections tab on the Vehicle details page to allow a Verifleet user to view the checks that have been made and sent for that vehicle. With Vehicle Inspections and 'Send Notifications Enabled' this will send notifications to the driver/ maintainer on the vehicle based on the frequency of the

inspections. The inspection frequency can be set and the layout of the form by a Super Admin user.

Both of the above can be enabled but to confirm, unless 'Send Notifications Enabled' is ticked, notifications for those scenarios won't be sent. This applies to MOT and Tax reminders as well.

Collection can be added to a group which will set a 'tag' on the group to filter which groups will be displayed on the dashboard. This could be used if wishing to demo/ present a specific company or group of vehicles. You can only add zero or one to a group. Select Actions and Update from the Group List to assign or add a Collection. Then, browse to Update Preferences under your user settings, where you can set up a filter on a Collection or Collections:

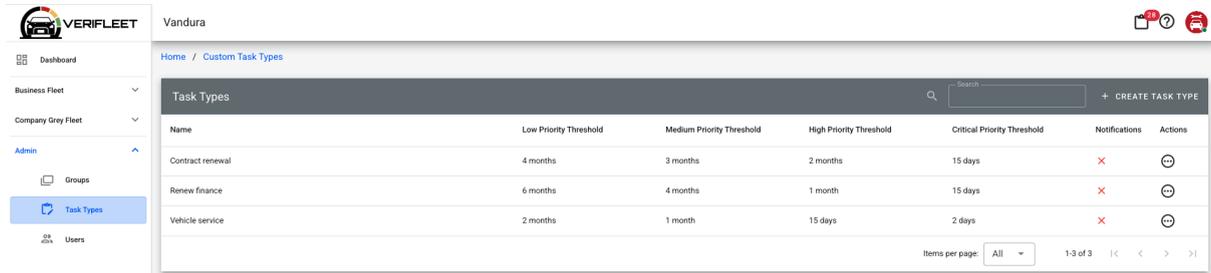


This will then filter which Groups you (as your user) can see on the dashboard, it won't alter another user's dashboard view:



Task Types (Admin)

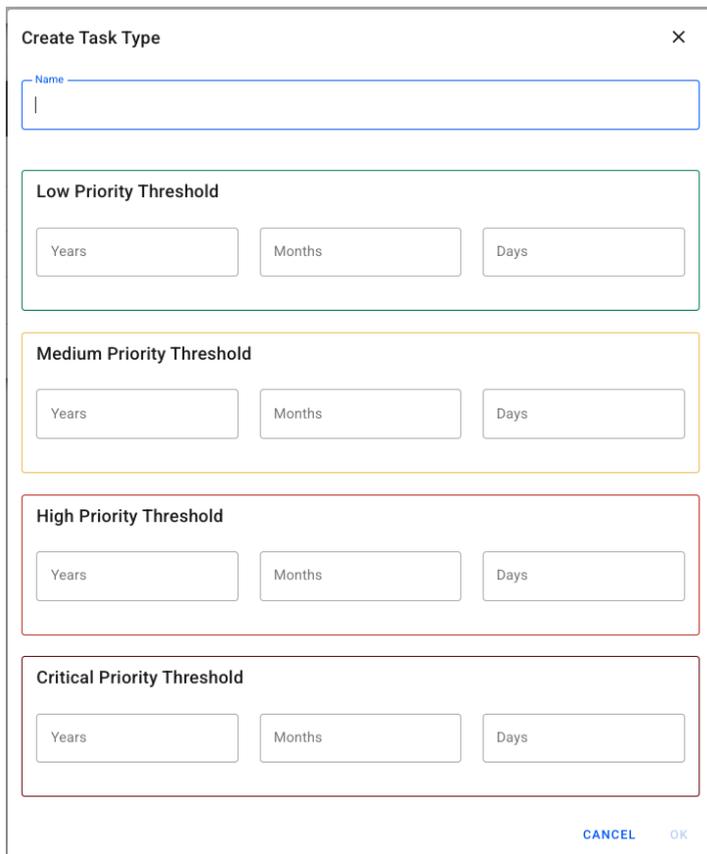
These are custom tasks that can be created if required for a specific scenario, e.g. vehicle service



The screenshot shows the Verifleet Admin interface. On the left is a navigation menu with options: Dashboard, Business Fleet, Company Grey Fleet, Admin (expanded), Groups, Task Types (selected), and Users. The main content area is titled 'Home / Custom Task Types' and contains a table of Task Types. The table has columns for Name, Low Priority Threshold, Medium Priority Threshold, High Priority Threshold, Critical Priority Threshold, Notifications, and Actions. Three task types are listed: Contract renewal, Renew finance, and Vehicle service. A '+ CREATE TASK TYPE' button is visible in the top right of the table area.

Name	Low Priority Threshold	Medium Priority Threshold	High Priority Threshold	Critical Priority Threshold	Notifications	Actions
Contract renewal	4 months	3 months	2 months	15 days	×	⊕
Renew finance	6 months	4 months	1 month	15 days	×	⊕
Vehicle service	2 months	1 month	15 days	2 days	×	⊕

To create a new Task Type, click on + CREATE TASK TYPE. This can be any bespoke task for your group. The thresholds can be set for each priority which will determine the priority of the task based on its due date when it is created against a vehicle.



The 'Create Task Type' modal form contains the following fields and sections:

- Name:** A text input field.
- Low Priority Threshold:** Three input fields for 'Years', 'Months', and 'Days'.
- Medium Priority Threshold:** Three input fields for 'Years', 'Months', and 'Days'.
- High Priority Threshold:** Three input fields for 'Years', 'Months', and 'Days'.
- Critical Priority Threshold:** Three input fields for 'Years', 'Months', and 'Days'.
- Buttons:** 'CANCEL' and 'OK' buttons at the bottom right.

Users (Admin)

These are where all the Users of Verifleet are listed. These can be:

- Verifleet users: users who are signing-in to Verifleet to view the dashboard and users
- Maintainers or Drivers: users who are assigned to a vehicle as a Driver or Maintainer, these users do not sign-in to Verifleet but can submit vehicle details and complete vehicle inspections

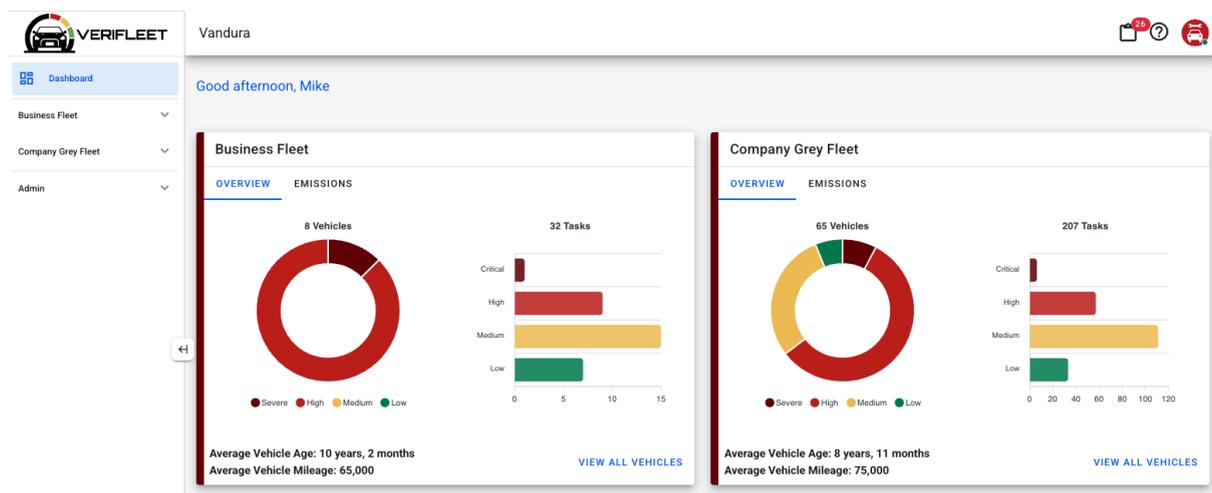
Users listed here can be updated using the Actions. They can be assigned to a group and their role can be updated. Available roles are:

- Account Owner: owner of the account, with access to all groups and Admin role
- Administrator: administrator of an account who can create users
- User: can update vehicle details and tasks

Dashboard

Verifleet Dashboard

Once signed-in, the Verifleet dashboard will be displayed. This will show the companies/groups for the account you have access to.



Each group associated with the account will be displayed with an Overview with the total number of vehicles for that group and the total number of tasks for that group, both by priority:

- Severe/ Critical: Dark Red
- High: Red
- Medium: Amber
- Low: Green

You can select the specific priority, e.g. by clicking on the Severe/ Critical, High, Medium or Low for Vehicles or Tasks or you can select 'VIEW ALL VEHICLES'.

Vehicles are categorised into Severe, Red, Amber or Green depending on the following criteria:

Dark Red criteria, one or more of the following:

- Tax expiring within 2 days or has expired
- MOT expiring within 2 days or has expired

Red criteria, one or more of the following:

- Tax expiring within 28 days
- MOT expiring within 28 days
- Maintenance tasks outstanding based on previous MOT which raised major defects or defects that need to be repaired relating to brakes, tyres, steering

Amber criteria, one or more of the following:

- Maintenance tasks outstanding based on previous MOT which raised minor defects
- Insurance to be uploaded

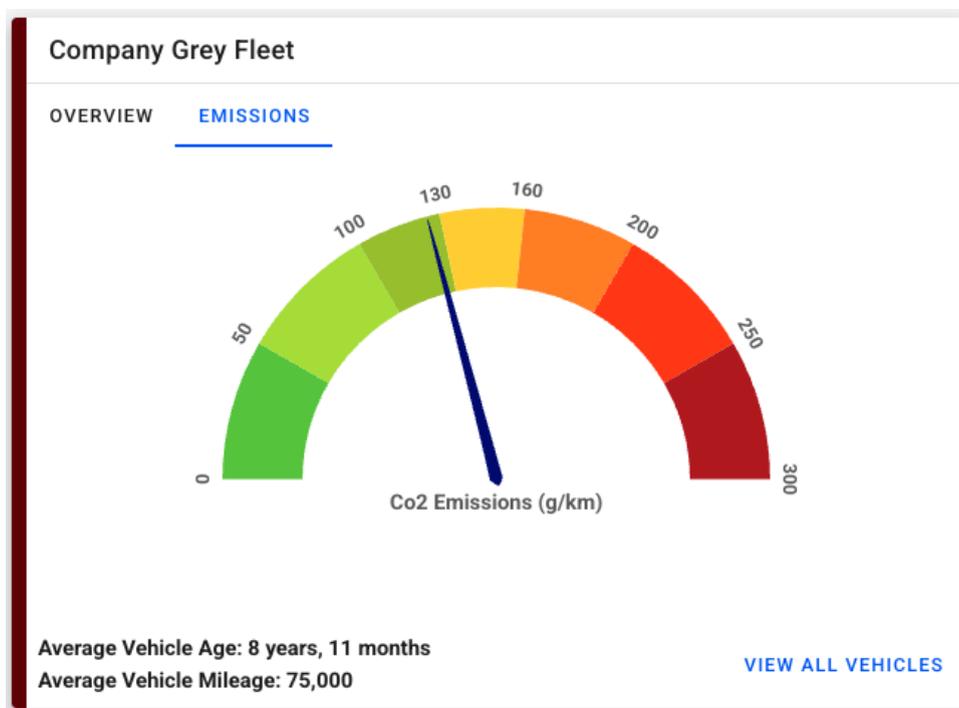
Green criteria:

- None of the above apply
- Maintenance tasks outstanding based on previous MOT which raised Low priority defects

Blank criteria:

- Tasks with no priority, e.g. MOT for next year

Each group also shows the average Co2 Emissions for the group:



Vehicles

After clicking on the specific category, e.g. by clicking on the Severe, High, Medium or Low for Vehicles or 'VIEW ALL VEHICLES' for a group the Vehicles page will be displayed based on the view that was selected.

Below the view shows all 'All' categorised vehicles with the highest priority vehicles (in dark red) at the top. To see other categories change this Risk Status filter to another priority:

The screenshot shows the Verifleet interface for 'Company Grey Fleet'. The 'Vehicles' table is displayed with the following data:

Registration	Maintainer	Make	Model	Colour	Taxed	Tax Due Date	Tax Remaining Days	MOT	MOT Due Date	MOT Remaining Days	Risk	Open Tasks	Actions
YG16 UEX	Mike Driver	BMW	220	SILVER	☑	1 Dec 2025	276	🕒	4 Dec 2024	0	Severe	4	🔄
AV14 LSC	Mike Green	SKODA	OCTAVIA	BLACK	☑	1 May 2025	62	🕒	11 Nov 2025	256	High	4	🔄
AV20 PKK	Mike NewDriver	DACIA	SANDERO	BLUE	☑	1 Jul 2025	123	🕒	30 Jun 2025	122	High	5	🔄
API2 FYJ	Mike NewDriver	RENAULT	CLIO	BLUE	☑	1 Apr 2025	32	🕒	2 Dec 2025	277	Medium	2	🔄
AV17 OBE	Mike Driver	SKODA	CITIGO	SILVER	☑	1 Mar 2026	366	🕒	30 Mar 2025	30	Medium	2	🔄
AV73 LSC	Mike Driver	VOLKSWAGEN	ID4 LIFE EDITION	GREY	☑	1 Oct 2025	215	🕒	15 Oct 2026	594	Medium	2	🔄
BG16 VVL	Mike NewDriver	NISSAN	NAVARA	BLACK	☑	1 Feb 2026	338	🕒	21 Jul 2025	143	Medium	2	🔄
LP15 XPS	Mike Driver	NISSAN	QASHQAI	BLACK	☑	1 May 2025	62	🕒	25 Feb 2026	362	Medium	2	🔄
AV18 EGF	Mike Green	HYUNDAI	I10	RED	☑	1 Sept 2025	185	🕒	31 Mar 2025	31	Low	0	🔄

The Vehicles table view is a summarised view of the vehicles in that category showing the key information; Tax and MOT dates/ days remaining and how many open tasks that vehicle has.

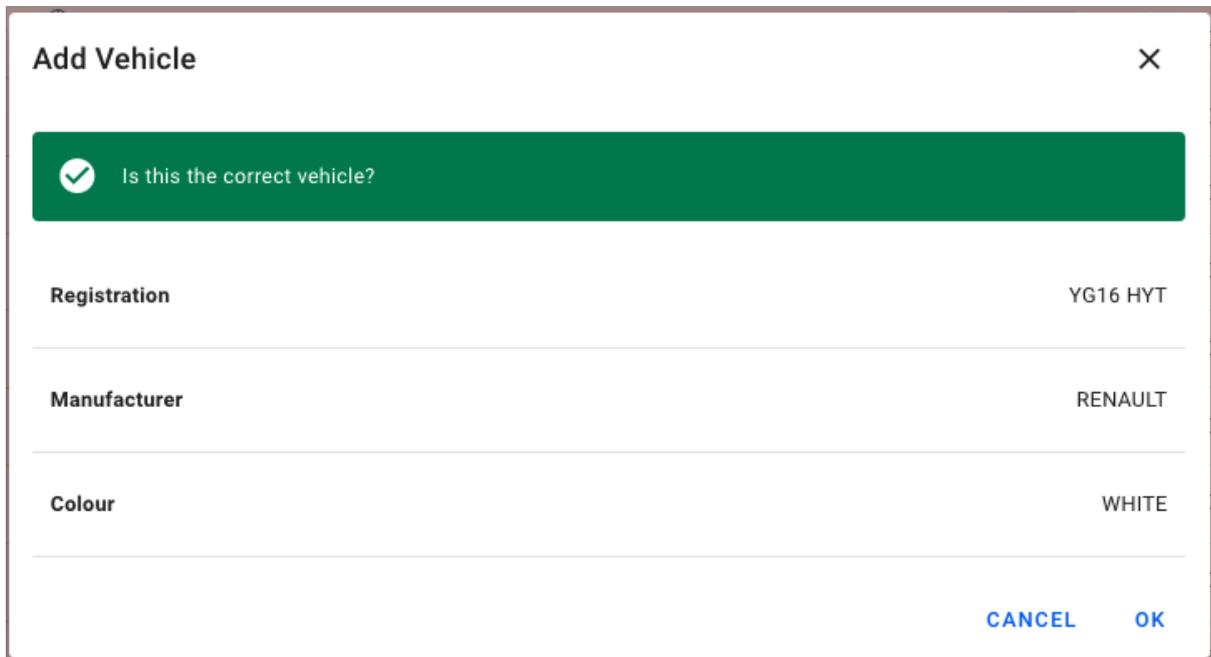
You can also **Search** for a specific vehicle based on the registration (partial or full) or the vehicle make or model (partial or full). You can also filter by Maintainer and Risk Status.

The **Actions** allows you to view a specific vehicle (or click on the number plate registration), delete vehicles or refresh the data.

You can also Add a vehicle to the Group from this page. Click on + ADD VEHICLE and enter the registration number:

The 'Add Vehicle' dialog box contains a text input field for the registration number. Below the field is the text 'What is the registration number?'. At the bottom right, there are two buttons: 'CANCEL' and 'OK'.

On successful lookup of the registration you will be asked to confirm if that's the correct vehicle to add:



The image shows a mobile application dialog box titled "Add Vehicle" with a close button (X) in the top right corner. A green banner at the top contains a white checkmark icon and the text "Is this the correct vehicle?". Below the banner, the dialog displays three rows of vehicle information, each with a label on the left and a value on the right, separated by a horizontal line:

Registration	YG16 HYT
Manufacturer	RENAULT
Colour	WHITE

At the bottom right of the dialog, there are two blue buttons: "CANCEL" and "OK".

If that's the correct vehicle, on click of OK, you will be asked to 'Assign Maintainer'. Each vehicle must have a maintainer assigned to it, this isn't necessarily the driver but someone that is responsible for the safety and running of the vehicle.

If the maintainer of the vehicle is also the driver, use the selector to choose this. You will need to enter the annual mileage as well:

Assign Maintainer ✕

Start typing to find a user ...

Is the maintainer also a driver?

[CREATE NEW USER](#) [CANCEL](#) [OK](#)

An existing employee can be searched via the Search box, but if they don't already exist then a new one can be created by clicking 'CREATE NEW USER':

Assign Maintainer ✕

<input type="text" value="Forename"/>	<input type="text" value="Surname"/>
<input type="text" value="Email"/>	<input type="text" value="Telephone"/>

Address

Is the maintainer also a driver?

[SELECT EXISTING USER](#) [CANCEL](#) [OK](#)

Once a maintainer has been chosen, click ok and the vehicle details page will be displayed.

Vehicle details

The vehicle details page shows all the DVLA and supporting data related to the vehicle. The Tax and MOT expiry dates are clearly displayed and will be flagged Dark Red, Red, Amber or Green based on how close the expiry date is. The vehicle insurance and inspections will also be highlighted.

VEHICLE OVERVIEW | DIMENSIONS & CAPACITY | EFFICIENCY & ENVIRONMENTAL

Registration	AV20 PKK	Maintainer	Mike NewDriver	Last Recorded Odometer	25,887
Manufacturer	DACIA	Colour	BLUE	Date of Last V5C	1 July 2020
Model	SANDERO Comfort	Fuel Type	PETROL	Date Registered	1 July 2020
Body Type	Hatchback	Engine Capacity (cc)	998	Vehicle Updated Date	3 March 2025 at 00:30
Drive Type	4X2	Outstanding Recall	UNKNOWN	MOT Updated Date	3 March 2025 at 00:30

Tasks

Status	Description	Type	Due Date	Comments	Attachments	Assignee	Actions
To Do	Replace front brake pads.	Maintenance	28 February 2025	0	0	Unassigned	⊕
To Do	Replace both front tyres due to wear.	Maintenance	28 February 2025	0	0	Unassigned	⊕
To Do	Please upload the vehicle insurance	Renew Insurance	28 February 2025	0	0	Unassigned	⊕
To Do	Please remember to carry out your vehicle inspection	Vehicle Inspection	31 March 2025	0	0	Unassigned	⊕

VEHICLE OVERVIEW | **DIMENSIONS & CAPACITY** | EFFICIENCY & ENVIRONMENTAL

Dimensions	Configuration	Weight and Load
Length	4069 mm	Seats: 5
Height	1523 mm	Doors: 5
Width	1733 mm	Storage Capacity
Wheelbase	2589 mm	Boot Space (Seats Up): 320 litres
		Boot Space (Seats Down): 1200 litres

Weight and Load

Gross Vehicle Weight	1487 kg
Minimum Kerb Weight	970 kg

[DELETE](#) [REFRESH](#)

VEHICLE OVERVIEW		DIMENSIONS & CAPACITY		EFFICIENCY & ENVIRONMENTAL	
Emissions		Fuel & Economy			
Co2 Emissions	131 g/km	Fuel Type	PETROL		
Emission Class	Euro 6	Fuel Capacity	50 litres		
RDE2 Compliant	No	WLTP Fuel Economy (Combined)	48.7 mpg		

[DELETE](#) [REFRESH](#)

Vehicle Tasks

The default tab to display is the Tasks. These tasks are prioritised based on:

- the description provided from the latest MOT
- the vehicles MOT status
- the vehicles Tax status
- the insurance validity
- whether the vehicle inspection is due
- whether the vehicle has been recalled

Critical priority tasks will be ordered at the top. Tasks can also be filtered using the filter options within the Tasks bar; Task Priority, Task Status, Search.

Click on the Description of the task to view more details on the task itself. From here you can:

- change the status of the task: To Do, In Progress, Pending, Completed, Cancelled and Unresolved can be selected depending on the type of task
- change the priority of the task
- change the description of the task
- change the assignee of the task
- add/ view a comment
- add/ view an attachment, e.g. garage receipts/ invoices
- view notifications sent for that task

Depending on the task and whether it's in progress, the task can be updated (update description), completed (date and time automatically filled in) or cancelled and Attachments can now be added. Click on 'Update' or 'Add Attachment' under the Actions menu.

The task can also be assigned to a user by clicking on 'Unassigned' or the assignee and selecting the user from the drop-down. 'Assign to me' can also be selected on the Actions menu, selecting an assignee or if changing the status to In Progress will be automatically assigned to the user.

Under the actions menu the task can be:

- viewed
- updated
- assigned/ unassigned
- attachment added
- snoozed: tasks can be snoozed if you know the driver/ maintainer is going to pick this up later
- reopened: this is available to Admin users to be able to reopen a task that has been Completed, Cancelled or Unresolved

MOT History

The MOT History tab will show the complete MOT history and records for that vehicle held by the DVLA. These will be ordered with the latest/ most recent MOT first along with the defects raised at the MOT:

The screenshot displays the MOT History interface with a navigation bar at the top containing 'TASKS', 'MOT HISTORY', 'DRIVERS', 'INSURANCE', and 'INSPECTIONS'. The 'MOT HISTORY' tab is active.

MOT Record 1 (17 June 2024):

Passed	
Test Date	17 June 2024
Test Time	15:16
Mileage	25,887 Miles
Mileage Difference	6,983 Miles
Test Number	382804346372

Defects:

Advisory notice item(s): 4

1. Front Brake pad(s) wearing thin 1.1.13 (a) (ii)
2. Nearside Front Tyre worn close to legal limit/worn on edge 5.2.3 (e)
3. Offside Front Tyre worn close to legal limit/worn on edge 5.2.3 (e)
4. Handbrake lever has long travel

MOT Record 2 (16 June 2023):

Passed	
Test Date	16 June 2023
Test Time	09:14

Defects:

None listed.

Drivers

The Drivers tab lists all of the drivers that have been added to that vehicle and each vehicle can have more than one driver. To add a driver click on + CREATE DRIVER and select an existing employee to add as a driver:

The screenshot displays the Drivers interface with a navigation bar at the top containing 'TASKS', 'MOT HISTORY', 'DRIVERS', 'INSURANCE', and 'INSPECTIONS'. The 'DRIVERS' tab is active.

Drivers Table:

Drivers							+ CREATE DRIVER	
Forename	Surname	Email	Telephone	Declared Annual Mileage	Actions	Insured		
Mike	NewDriver	mike@newemail.com	01234567890	5,000				

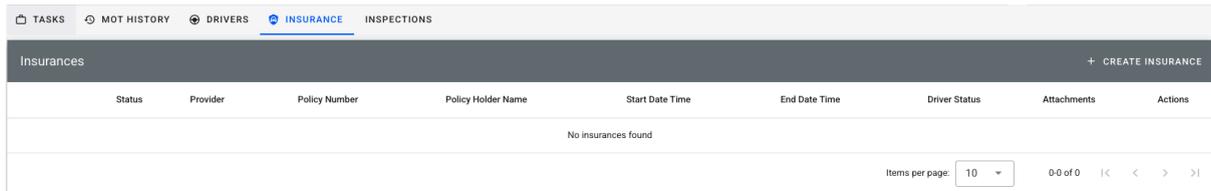
Items per page: 10 1-1 of 1 |< < > >|

Under the Actions menu you can update or delete drivers as required. It will also show whether or not the driver is insured for the vehicle once the insurance has been validated.

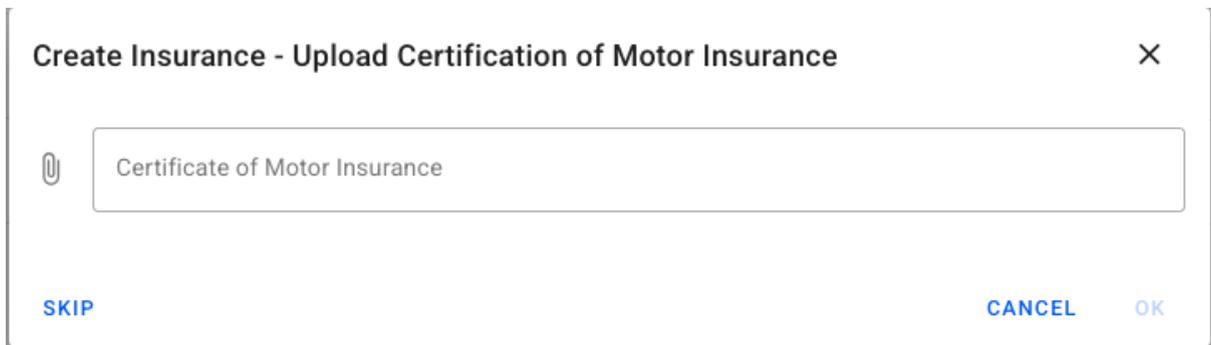
Insurances

This allows insurance documents for the vehicle to be uploaded and validated.

A task is automatically generated requesting the valid Motor Insurance certificate for the vehicle to be uploaded. Click on the + CREATE INSURANCE to add a certificate of motor insurance. **The certificate needs to be a PDF and it must be a certificate of motor insurance.** Subsequent supporting documents can then also be uploaded if they contain further information required.



The screenshot shows a web application interface with a navigation bar at the top containing 'TASKS', 'MOT HISTORY', 'DRIVERS', 'INSURANCE' (highlighted), and 'INSPECTIONS'. Below the navigation bar is a table titled 'Insurances' with a '+ CREATE INSURANCE' button in the top right corner. The table has the following columns: Status, Provider, Policy Number, Policy Holder Name, Start Date Time, End Date Time, Driver Status, Attachments, and Actions. The table body is empty, displaying 'No insurances found'. At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '0 of 0' with navigation arrows.



The screenshot shows a dialog box titled 'Create Insurance - Upload Certification of Motor Insurance' with a close button (X) in the top right corner. Inside the dialog, there is a file upload area with a paperclip icon and a text input field containing 'Certificate of Motor Insurance'. At the bottom of the dialog, there are three buttons: 'SKIP' on the left, 'CANCEL' in the center, and 'OK' on the right.

(NOTE: if a PDF is not able to be provided, for example where a photo has been sent through from a driver, then **click SKIP and some details can be entered manually**)



The screenshot shows a dialog box titled 'Create Insurance - Processing ...' with a close button (X) in the top right corner. Inside the dialog, there is a progress bar that is approximately 80% full. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'OK'.

On upload, the document will be processed and a check will be made and the following screen presented based on the information found, e.g.

Create insurance ✕

Registration Number(s)

Policy Holder Name

Provider

Policy Number

Start Date Time

End Date Time

CANCEL
OK

If the information is correct, click OK and the document will be added. On processing, if the system finds a different Registration Number than expected an error message will be displayed.

Once the document has been added you will see the details presented as below:

Insurances							+ CREATE INSURANCE	
	Provider	Policy Number	Policy Holder Name	Start Date Time	End Date Time	Driver Status	Documents	Action
▼	Current Liverpool Victoria Insurance Company Limited	23534766	Mr Mike Driver	02/04/2024, 01:01:00	02/04/2025, 00:59:00	Some Drivers Not Validated	Certificate of Motor Insurance document (2).pdf ▼	⊕
Items per page:							<input style="width: 40px;" type="text" value="10"/>	1-1 of 1 < < > >

A task will be created which is required to check the insurance is valid for all drivers:

Status ↑	Description	Comments	Attachments	Scheduled Date	Deadline Date	Assignee	Actions
To Do	Please check the insurance is valid for all drivers	0	0	04/11/2024	04/11/2024	Unassigned	⊕

On the Insurances tab expand the Insurance entry and you will see the Drivers and whether or not they have been validated. The process of validating a driver and their insurance is the responsibility of the Verifleet user. The system will guide the user to information that is held on the system and compare it to that on the provided document(s) but the task of validating the information is for the Verifleet **user**.

Click on VALIDATE against the driver(s) as required:

Insurances				
	Provider	Policy Number	Policy Holder Name	Start Date Time
	Current Liverpool Victoria Insurance Company Limited	23534766	Mr Mike Driver	02/04/2024, 01:01:00
	Mike Driver	VALIDATE		

This will open the Vehicle Insurance window. This is asking the Verifleet user whether the information is correct, comparing what the system expected (based on the information held) against the information extracted from the document(s).

Click on 'PREVIEW' against the required information and the system will take you to that information within the document(s). If you're happy with the information then click on VALIDATE below.

Validate Insurance

Is this insurance correct?

Name	Expected	Extracted	
Registration Number	AV14 LSC	AV14 LSC	PREVIEW
Policy Holder Name	Mike Driver	Mr Mike Driver	PREVIEW
Address	1 Felaw Street, Felaw Maltings, Ipswich, IP28PN	1, Felaw Street, Felaw Maltings, Ipswich, Suffolk, IP2 8PN	PREVIEW
Vehicle Manufacturer	SKODA	Skoda	PREVIEW
Vehicle Model	OCTAVIA	Octavia	PREVIEW
Driver Name	Mike Driver	Michael Driver	PREVIEW
Classification Of Use	Business Use	Covered for social, domestic and pleasure use, including commuting to a single place of work, provided no business visits are made on the way.	PREVIEW
Declared Annual Mileage	20000	9000	PREVIEW
Attachments	Certificate of Motor Insurance document (2).pdf		

[CANCEL](#) [VALIDATE](#)

Certificate of Motor Insurance document 1 / 6 80% +

If the information expected is different to what has been extracted and you need to check with the driver/ maintainer, click on CANCEL and make the required checks (the Insurance task status can be set to PENDING if it will take some time). For example the driver may have changed address and the address on Verifleet is out of date, either way as long as you as a user are aware then the address can either be changed pre or post Insurance validation.

Click on VALIDATE against the driver when ready to validate again. This Insurance validation is a read-only check, it will NOT update data on Verifleet based on what it has found on the document(s).

Once validated the Driver Status will turn from red to green with a status message 'All Drivers Validated':

Insurances								+ CREATE INSURANCE
	Provider	Policy Number	Policy Holder Name	Start Date Time	End Date Time	Driver Status	Documents	Action
^	Current	Liverpool Victoria Insurance Company Limited	23534766	Mr Mike Driver	02/04/2024, 01:01:00	02/04/2025, 00:59:00	All Drivers Validated	Certificate of Motor Insurance document (2).pdf

Mike Driver was validated by Mike Green at 04/11/2024, 15:11:41

On the Drivers tab, those drivers that have been validated will now show a green tick against the Insured column:

Drivers							+ CREATE DRIVER
Forename	Surname	Email	Telephone	Declared Annual Mileage	Actions	Insured	
Mike	Green	mike@vandura.co.uk	01473123456	6,000		✔	

No PDF available?

If a PDF is not able to be provided, for example where a photo has been sent through from a driver, then **click SKIP and some details can be entered manually.**

Create Insurance - Upload Certification of Motor Insurance

📎 Certificate of Motor Insurance

[SKIP](#) [CANCEL](#) [OK](#)

Create Insurance

Policy Holder Name

Provider

Policy Number

Start Date Time: 14/02/2025 12:34

End Date Time: 14/02/2026 12:34

[CANCEL](#) [OK](#)

If a photo or other document has been provided by the driver this can be uploaded to that Insurance entry by clicking Actions/ Add Attachments. When VALIDATE against the driver is clicked this will be displayed alongside the expected details to then be validated.

Insurances										+ CREATE INSURANCE
Status	Provider	Policy Number	Policy Holder Name	Start Date Time	End Date Time	Driver Status	Attachments	Actions		
Current	AXA	324235433	Mr Mike Driver	14 February 2025 at 12:37	14 February 2026 at 12:37	Some Drivers Not Validated				
Mike Driver										
○ The driver has not been validated. VALIDATE										

Items per page: 10 1-1 of 1 < > >>

Inspections

Vehicle Inspections are designed so that the driver/ maintainer of the vehicle can submit an inspection carried out on their vehicle based on a pre-determined frequency depending on the requirements for the group. The inspections can be enabled per group and the form can be bespoke depending on the content required/ checks to be made. The frequency of the form can then be set to weekly, monthly or annually and an email will be automatically sent to the driver/ maintainer for them to complete on the first Monday of the chosen frequency.

A task is created each time a form is sent to the driver/ maintainer and this can be viewed on the Tasks tab for a specific vehicle.

Status	Description	Type	Due Date	Comments	Attachments	Assignee	Actions
To Do	Please remember to carry out your vehicle inspection	Vehicle Inspection	31 March 2025	0	0	Unassigned	🔄
To Do	Please remember to arrange your MOT inspection	Renew Mot	31 March 2025	0	0	Unassigned	🔄

The email will be sent to the driver/ maintainer with a link to complete the form for that scheduled time. For example:

Hello Mike,

We are writing to remind you that you are required to submit a vehicle inspection report for your vehicle, **SL20 OBJ**.

Your next vehicle inspection is due by **Sunday, February 16, 2025**. Please carry out the inspection at your earliest convenience and submit the results.

[Click here to begin your vehicle inspection](#)

If you have any questions or require assistance, please contact Verifleet.

Thank you for your attention to this matter.

Kind regards



Verifleet
Fleet Risk Management

Mike Green

verifleet.co.uk

01473 407016

Office 3.14, Felaw Maltings
44 Felaw Street
Ipswich
IP2 8SJ

On click of the link the form will be displayed for the driver/ maintainer to complete:

Verifleet Vehicle Inspection

Please check each item and mark checked once complete. If unable to check an item, please leave a comment.



Odometer Value

Odometer Unit

No instrument panel warning lights visible

> COMMENT

All lights, indicators, and horn operational

> COMMENT

Windscreen & other glass (including mirrors) undamaged

> COMMENT

Wiper Blades & Washers serviceable

> COMMENT

Additional Comments

I confirm that all the details I have provided are true and accurate.

On completion of the form the details will be saved and can then be viewed on the Inspections tab for that vehicle. The task for the vehicle inspection will be automatically closed.

Mileage	Mileage Difference	Frequency	Due Date	Completed Date/Time	Completed By	Actions
30,000 Miles	7,732 Miles	Monthly	28 February 2025	27 February 2025 at 11:38	Mike Green	

NWES Vehicle Inspection



Completed By: Mike Vandura on 20 January 2025 at 21:53

Current Mileage: 56,706

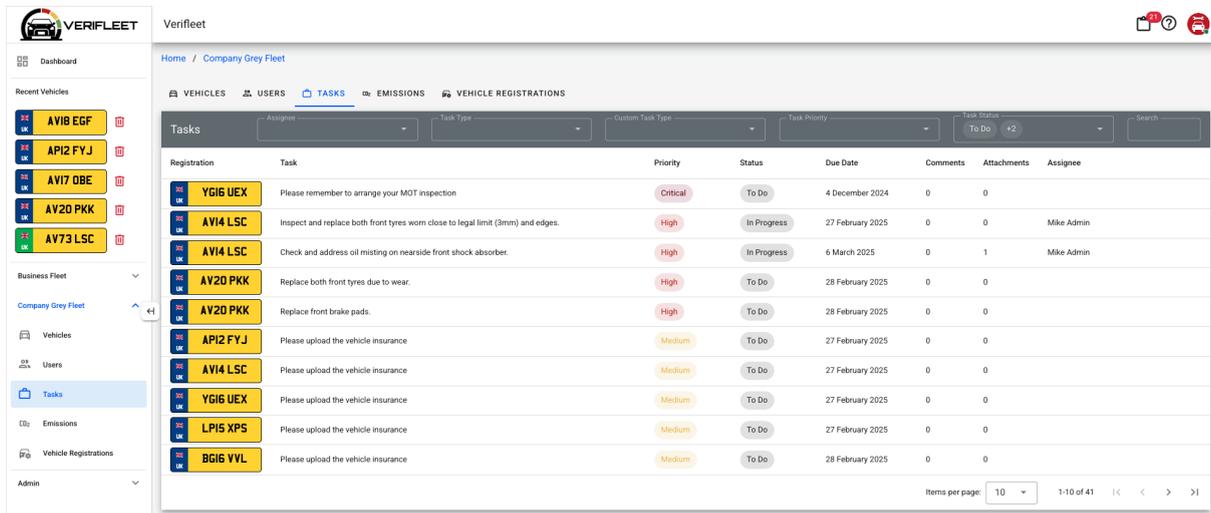
- No instrument panel warning lights visible
- All lights, indicators, and horn operational
- Windscreen & other glass (including mirrors) undamaged
- Wiper Blades & Washers serviceable
- Tyre condition and tread depth above the legal limit (1.6mm)
- Tyre pressures correct
Unable to check pressure
- Wheel trim condition (including scuff marks)
- Wheel brace, jack, and tool kit available
- Roof rack and/or tow bar secure
- Engine oil and other fluid levels adequate
- First Aid kit - complete and all items in date
- Spillage Kit present (van driver only)
- Generally clean and tidy

Bodywork Condition

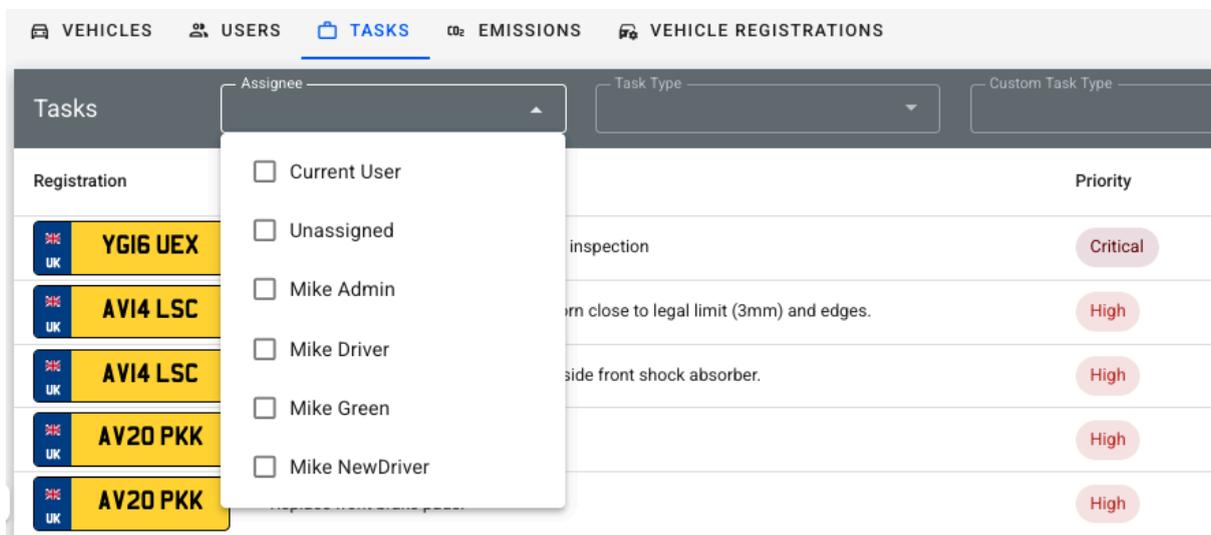
Date of Damage	Details of Damage - year to date	Date of repair (if applicable)
No data available		

Tasks

The primary goal of this tab is to help Verifleet users have a view of all of the tasks for a group and help guide them to their next highest priority task that they should pick up. Likewise it will help guide them to which tasks are already assigned to other users.



Using the filters can then help highlight specific tasks that are Critical priority, open and unassigned.



For example:

Registration	Task	Priority	Status	Due Date	Comments	Attachments	Assignee
YG16 UEX	Please remember to arrange your MOT inspection	Critical	To Do	4 December 2024	0	0	
AV20 PKK	Replace front brake pads.	High	To Do	28 February 2025	0	0	
AV20 PKK	Replace both front tyres due to wear.	High	To Do	28 February 2025	0	0	
YG16 UEX	Please upload the vehicle insurance	Medium	To Do	27 February 2025	0	0	
AV14 LSC	Please upload the vehicle insurance	Medium	To Do	27 February 2025	0	0	
LP15 XPS	Please upload the vehicle insurance	Medium	To Do	27 February 2025	0	0	
API2 FYJ	Please upload the vehicle insurance	Medium	To Do	27 February 2025	0	0	
BG16 VVL	Please upload the vehicle insurance	Medium	To Do	28 February 2025	0	0	
AV20 PKK	Please upload the vehicle insurance	Medium	To Do	28 February 2025	0	0	
AV17 OBE	Please upload the vehicle insurance	Medium	To Do	28 February 2025	0	0	

Clicking on the vehicle registration number will then show the specific vehicle details page with that task:

Company Grey Fleet / YG17 BKF

Vehicle Details: DIMENSIONS & CAPACITY, MOT HISTORY, DRIVERS, INSURANCE

Task Modal: **To Do** Please remember to arrange your MOT inspection

Description: Please remember to arrange your MOT inspection

Due Date: Wednesday 8 January 2025

Assignee: Unassigned

COMMENTS (0) ATTACHMENTS (0) NOTIFICATIONS (4)

OLDEST FIRST

Add a comment

SAVE CANCEL DELETE

Changing the status of an unassigned task from To Do to In Progress will automatically assign it to you as the user:

Status	Description	Comments	Attachments	Scheduled Date	Deadline Date	Assignee	Actions
To Do	Please check the insurance is valid for all drivers	0	0	04/11/2024	04/11/2024	Unassigned	
In Progress	Please check the insurance is valid for all drivers	0	0	04/11/2024	04/11/2024	Mike Green	

'My Tasks'

As a Verifleet user you can have a view of all of **your** tasks assigned to you and the number of tasks assigned. Click on the clipboard icon in the top right to view a list of the tasks. This is cross group as well so will list all tasks from all groups you have access to:

The screenshot shows the 'My Tasks' modal in the Verifleet application. At the top right of the modal, there is a clipboard icon with a red notification bubble containing the number '21', a question mark icon, and a car icon. The modal title is 'My Tasks' with a blue circle containing '21' next to it. The task list is as follows:

Task Description	Due Date	Vehicle ID
Check and address oil misting on nearside front choc...	6 Mar 2025	Company Grey Fleet - AV14 LSC
Inspect and replace both front tyres worn close to leg...	27 Feb 2025	Company Grey Fleet - AV14 LSC
Please upload the vehicle insurance	7 Feb 2025	NWES - NJ14 DXY
Inspect and replace all tyres with edge damage or cra...	6 Feb 2025	Richard's Fleet - AV70 WUW
Inspect and replace both front brake discs due to wear...	9 Jan 2025	NWES - AV18 LTA
Inspect and replace front inner brake pads and rear b...	11 Dec 2024	NWES - AV21 GWE
Inspect and replace both front tyres due to damage a...	10 Dec 2024	NWES - KS16 WPZ
Remove nail and repair nearside rear tyre.	9 Dec 2024	NWES - J16 YNL
Please upload the vehicle insurance	9 Dec 2024	NWES - J16 YNL
Please remember to arrange your MOT inspection	4 Dec 2024	NWES - YG16 UEX

At the bottom of the modal, there are navigation arrows and a page indicator showing '1' of 3 pages. Below the modal, the main interface shows 'Items per page: 10' and '1-10 of 41' items, along with navigation arrows.

Clicking on a specific task will open up the task window where you can change the status of the task, add attachments, add comments and change assignee if required:

In Progress ▼ **Replace near and offside rear tyres due to wear close to leg...** ⋮ ×

Description: Replace near and offside rear tyres due to wear close to legal limit.

Scheduled Date: Thursday 10 October 2024

Deadline Date: Thursday 10 October 2024

Assignee:  Mike Green

Attachments: [ADD ATTACHMENT](#)

Comments OLDEST FIRST ≡↓

 **Mike Green - 21 Oct 2024**
Waiting receipt/ images of new tyres

Add a comment

Users

Users are specific to the group and are listed on the Users Tab.

Profile	Forename	Surname	Email	Telephone	Actions
	Mike	Driver	mike@driver.co.uk	01234567890	
	Mike	NewDriver	mike@newemail.com	01234567890	

A user can either be a Maintainer or Driver or both.

To add a new user, click on + CREATE USER.

Create User [X]

Forename Surname

Email Telephone

Address

Start typing your address

Name or Number Street

Address Line 2 Address Line 3

City County

Postcode

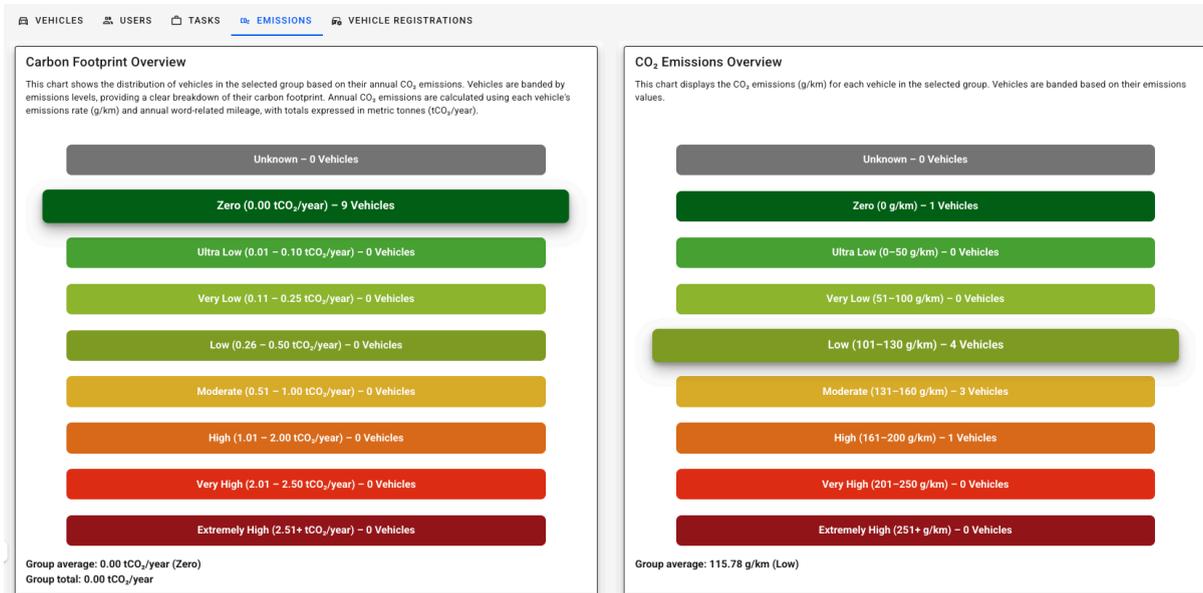
CANCEL OK

To update a user or delete click on the Actions menu.

Note: if Insurance is not enabled for the group the Address details will not be required

Emissions

The Emissions tab for a group is a read-only view of the groups vehicles and emission related data.



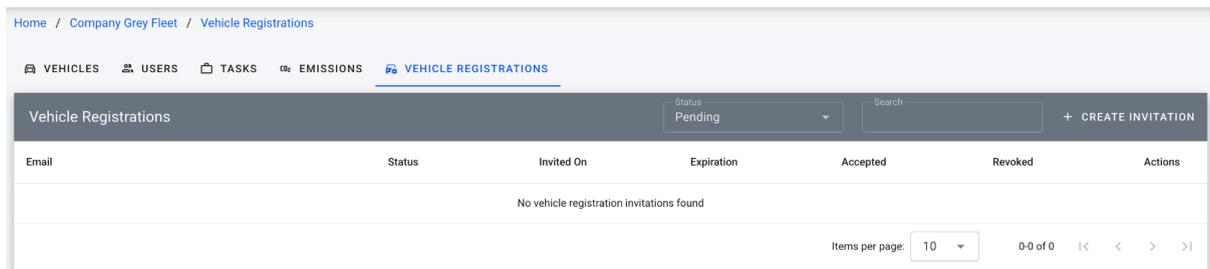
Click on a category to see which vehicles are listed for that category (the vehicle list page will be displayed for those specific vehicles).

Vehicle Registrations

Vehicle Registrations allow the ability for drivers and/ or maintainers of vehicles to be sent an email so they can register their details and vehicles themselves.

Verifleet users can enter the email addresses of the drivers/ maintainers they require to register themselves.

Click on + CREATE INVITATION



Enter the email addresses of those needing to register:

The screenshot shows a modal window titled 'Create Vehicle Registration Invitation' with a close button (X) in the top right corner. The form contains two main input fields. The first is labeled 'Emails' and contains the text 'mike@anemail.com, mike@anotheremail.com'. The second is labeled 'Expiration Date' and contains the date '04/04/2025'. At the bottom right of the modal, there are two buttons: 'CANCEL' and 'OK'.

The list of those invited will then be listed, with details of the status of the invitation and dates/times:

Home / Company Grey Fleet / Vehicle Registrations

VEHICLES USERS TASKS EMISSIONS **VEHICLE REGISTRATIONS**

Vehicle Registrations Status: All [+ CREATE INVITATION](#)

Email	Status	Invited On	Expiration	Accepted	Revoked	Actions
mike@anotheremail.com	Accepted	27 February 2025 at 15:13	27 March 2025	27 February 2025 at 15:14		

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