

Daily Forms

18/04/2025 7:10 am AEST

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Generate Pre-Start Summary Report

1. In the **BusinessNavigationMenu**, click **Reports** and select **DailyForms**.
2. You will be directed to the **Report's DailyForms** page. The **PreStart** tab is active when accessing the **DailyForms** page.
3. Click the **Generate Report** button. The **Send Report To Email** window will appear.
4. In the **EmailAddress** field, enter the recipient's email address.
5. In the **ReportDateRange** field, click the **Calendar** icon to set the report date range.
6. Click **Submit** to email the **Pre-Start Summary Report**.

View Pre-Start Check Details

1. In the **BusinessNavigationMenu**, click **Reports** and select **DailyForms**.
2. You will be directed to the **Report's DailyForms** page. The **PreStart** tab is active when accessing the **DailyForms** page.
3. In the **PreStart** tab, use the **Search** field to filter and narrow your search by entering a Keyword (e.g., Driver Name, Plate Number, etc),
4. Relevant search results will appear in the table. Find the driver and click its **MoreOptions** icon under the **ACTIONS** column.
5. Click **View** to select. The **PreStartCheckDetails** window will appear. In this window, you will find the following information:
 - a. Status - Vehicle Check Passed/Failed
 - b. Checklist of Pre Start Check with its Status
 - c. Pre Start Check Consent

d. Driver Signature

You can also print the Pre Start Check Details using the Print button.

Add/Edit Pre-Start Note

1. In the **BusinessNavigationMenu**, click **Reports** and select **DailyForms**.
2. You will be directed to the **Report's DailyForms** page. The **PreStart** tab is active when accessing the **DailyForms** page.
3. In the **PreStart** tab, use the **Search** field to filter and narrow your search by entering a Keyword (e.g., Driver Name, Plate Number, etc),
4. Relevant search results will appear in the table. Find the driver and click its **MoreOptions** icon under the **ACTIONS** column.
5. Click **Note** to select. The **EditNote** dialog box will appear. In the **Note** field, enter a brief note and click **Save** to apply the changes.

Generate Fit To Drive Summary Report

1. In the **Business Navigation Menu**, click **Reports** and select **Daily Forms**.
2. You will be directed to the **Report's Daily Forms** page. The **Pre-Start** tab is active when accessing the **Daily Forms** page. Click the **Fitness Declaration** tab.
3. Click the **Generate Report** button. The **Send Report To Email** window will appear.
4. In the **Email Address** field, enter the recipient's email address.
5. In the **Report Date Range** field, click the **Calendar** icon to set the report date range.
6. Click **Submit** to email the **Fit to Drive Summary Report**.

View Fitness Declaration

1. In the **BusinessNavigationMenu**, click **Reports** and select **DailyForms**.
2. You will be directed to the **Report's DailyForms** page. The **PreStart** tab is active when accessing the **DailyForms** page. Click the **Fitness Declaration** tab.
3. In the **Fitness Declaration** tab, use the **Search** field to filter and narrow your search by entering a Keyword (e.g., Driver Name, Licence Number, etc),
4. Relevant search results will appear in the table. Find the driver and click its **MoreOptions** icon under the **ACTIONS** column.
5. Click **View** to select. The **FitnessDeclaration Details** window will appear. In this window, you

will find the following information:

- a. Driver's Fitness Status
- b. Fitness Check
- c. Fitness Declaration Consent
- d. Driver Signature

You can also print the Fitness Declaration Details using the Print button.

Add/Edit Fitness Declaration Note

1. In the **BusinessNavigationMenu**, click **Reports** and select **DailyForms**.
 2. You will be directed to the **Report's DailyForms** page. The **PreStart** tab is active when accessing the **DailyForms** page. Click the **Fitness Declaration** tab.
 3. In the **Fitness Declaration** tab, use the **Search** field to filter and narrow your search by entering a Keyword (e.g., Driver Name, Licence Number, etc),
 4. Relevant search results will appear in the table. Find the driver and click its **MoreOptions** icon under the **ACTIONS** column.
 5. Click **Note** to select. The **EditNote** dialog box will appear. In the **Note** field, enter a brief note and click **Save** to apply the changes.
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