A step by step guide to using the Android Checksheet App

**Step 1– Install the App**
Install the app from the Google Play store. Find the app by searching for Argus Tracking in the store. The link to the app can also be found on the Argus Tracking website.

**Step 2 – Log in**
Use your Argus login email and password to log in to the App.

**Step 3 – Select Checksheet**
In the App, select Checksheet from the side bar.

**Step 4 – Scan your barcode**
Select tap to scan, and then scan the barcode applied to this vehicle.

*If this is the first time you have done a vehicle check on this vehicle, once you have scanned the barcode you will need to enter the number plate and then the make, model and year of the vehicle. Once you press SUBMIT, this data will be remembered so that next time you scan the barcode it will auto fill this information.*
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**Step 5 – Fill in Checksheet**

Now you just need to fill in the information in the vehicle check sheet, selecting from **Yes, No, and Not Applicable**.

If you tick NO for any item, a notification will be sent out to the user who has been set up to receive this information, to let them know that there is something wrong with the vehicle.

**Step 7 - Sign**

Once you have finished the check sheet, sign your name on the screen in the INSPECTION PERFORMED BY area.

**Step 8 – Submit**

Then press the **SUBMIT** button.

This will be submitted to the Argus website where it is stored.

**The administrator will only be notified if NO has been applied to any item.**

**Note**

The check sheet is divided into sections:

Documentation, Compliance, Safety Equipment, Vehicle Interior, Vehicle Exterior, Engine Bay, Specialist Items, Tyre Depth, Vehicle Condition, Photos, Additional Comments, and then lastly **Inspection Performed by ______________** (where you need to sign on the screen)

For any further questions, please email the Argus support team at **support@argustracking.com.**