



APP manual

Introduction

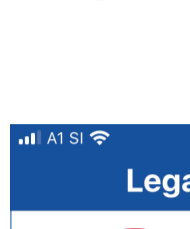
Welcome!

This manual is here to help you with easy instructions and useful tips for the Legal Control App.

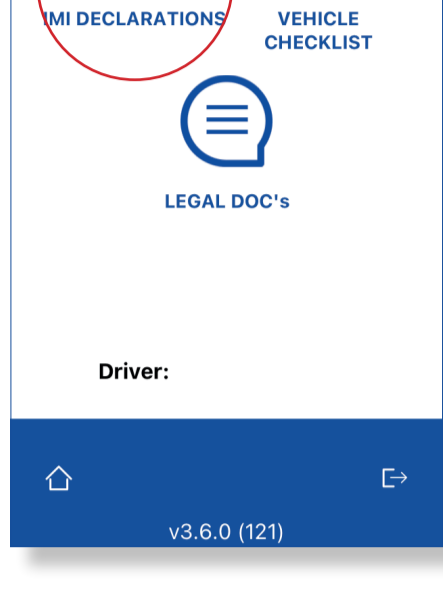
If you have any feature questions or cannot solve certain situations, please contact us.

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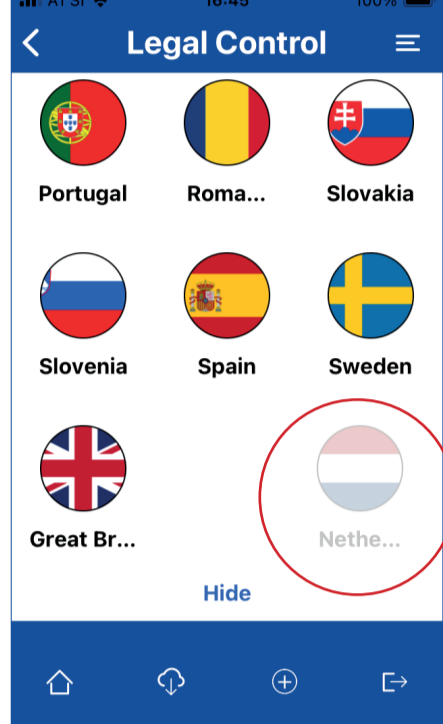
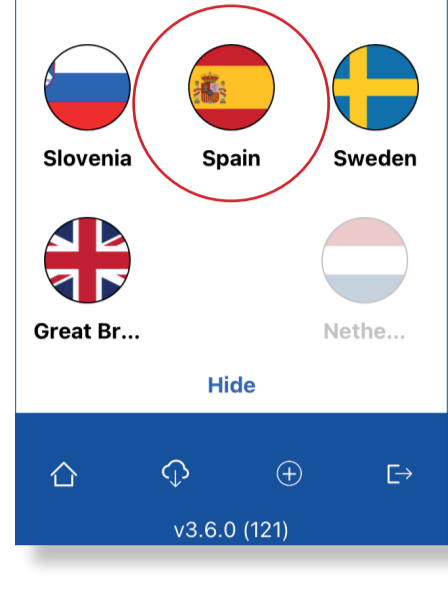


IMI Declarations



When in the app, press the **IMI DECLARATIONS** button.

You see flags of several countries. The flags that are seen in color are the countries you have **valid the IMI-declarations for**.



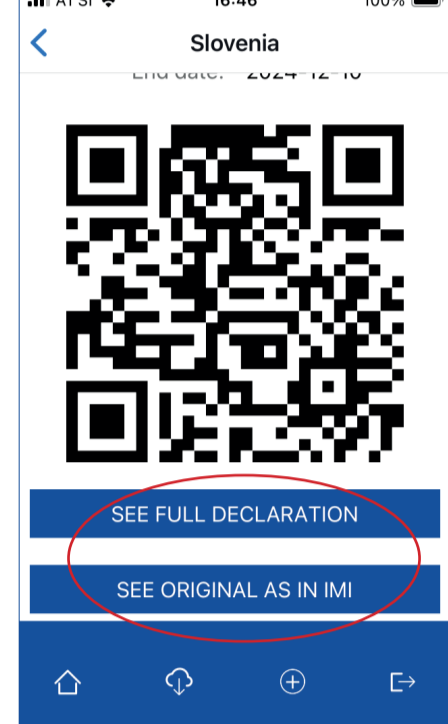
All flags that have a **faded color**, are not active.

When you click on a country, you will see a **QR code** first. That is your IMI declaration for that specific country.

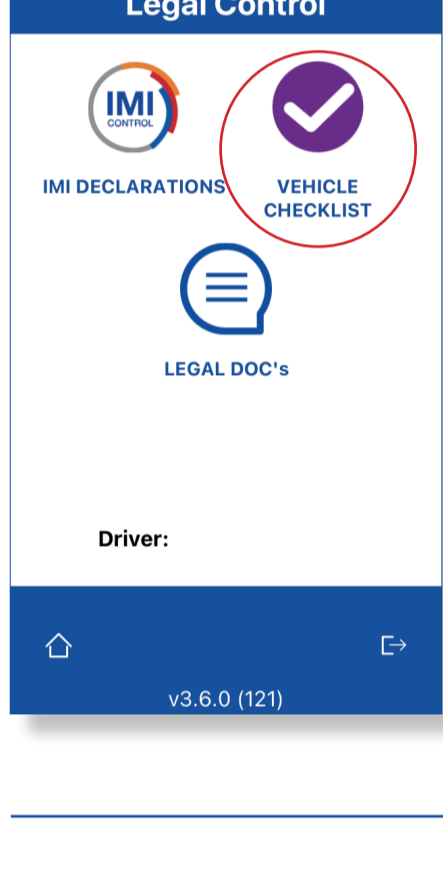
Below there are two blue buttons.

- SEE FULL DECLARATION:** This button shows all the details of your IMI declaration.
- SEE ORIGINAL AS IN IMI:** this button shows your IMI declaration as how it will be seen in the IMI portal.

All QR codes can be scanned by the authorities.



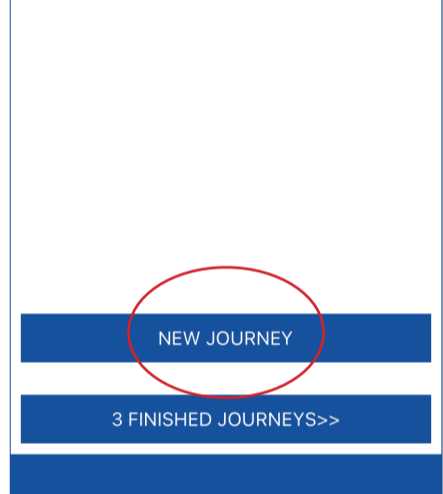
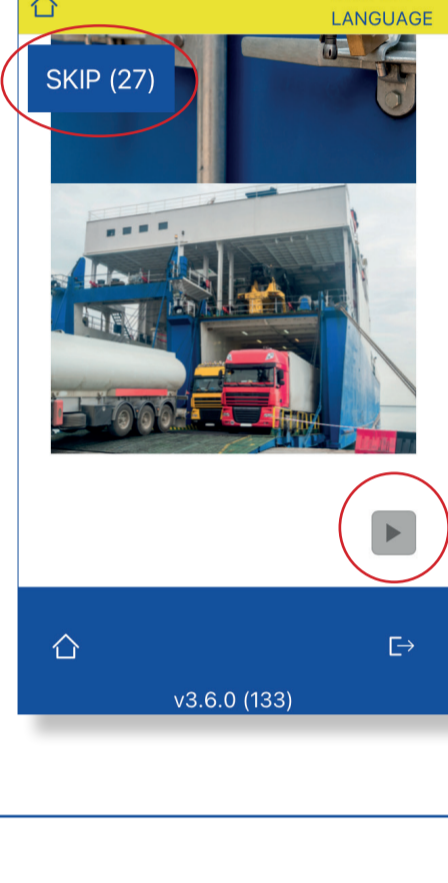
Vehicle Checklist



When in the app, press the **VEHICLE CHECKLIST** button.

You will now see the training, to start the training press the **arrow** in the lower right corner. Follow the training by answering the questions.

You can skip training by pressing button **SKIP**. You can do this for 30 days. You are obliged to do the training every 6 months.



When you have completed the training questions, you will see this screen.

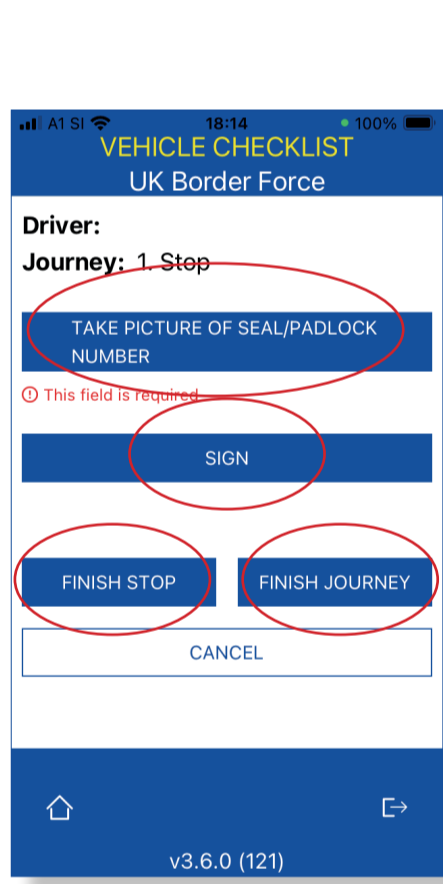
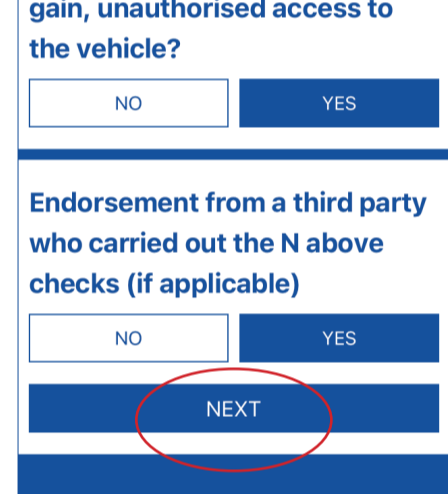
Press the button: **NEW JOURNEY** to start the checklist.

Fill in the empty fields.

When everything is filled in press the button: **START JOURNEY**

Now you get the checklist which consists of 14 short questions.

At the end of the checklist press: **NEXT**



TAKE A PICTURE OF THE SEAL OR PADLOCK NUMBER

To add a signature, press the **SIGN** button

If you are going to have any more stops along the way. Press: **FINISH STOP**

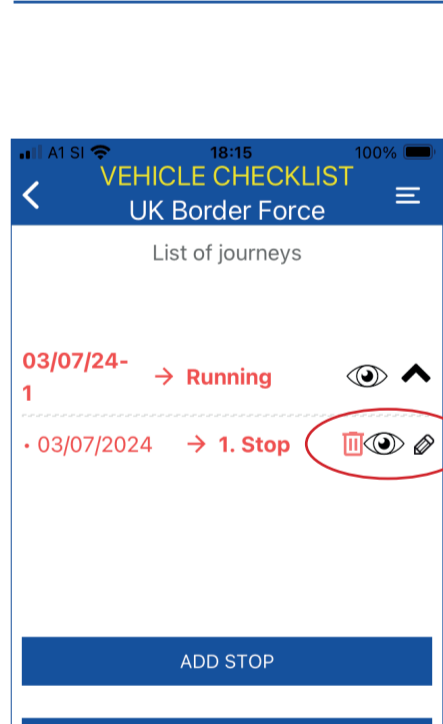
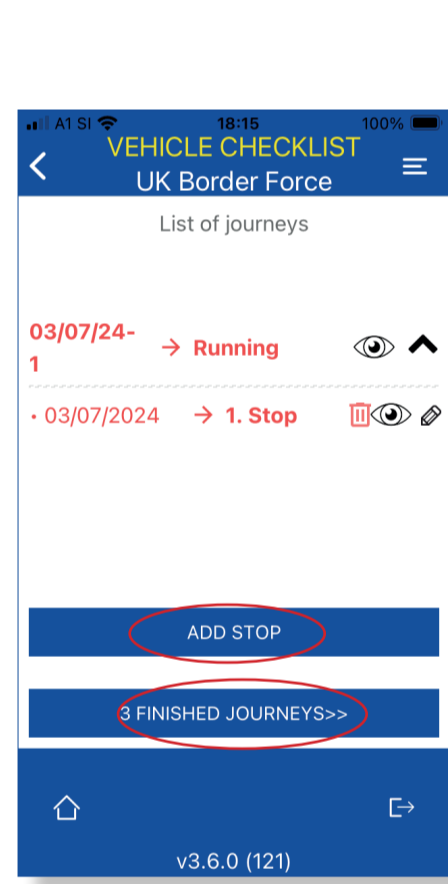
If this is your last stop you are going to have press: **FINISH JOURNEY**

You will see at the top of the screen that the **text is in red**. This means your checklist is running and therefore not closed yet.

At the bottom, you will find the blue **FINISHED JOURNEYS** button.

If you click on this, you will see all your Finished Journeys.

Want to add a stop press the button: **ADD STOP**



An **eye icon** can be seen on the right side. If you click on this, you can send the checklist and the training to the authorities via e-mail if needed.

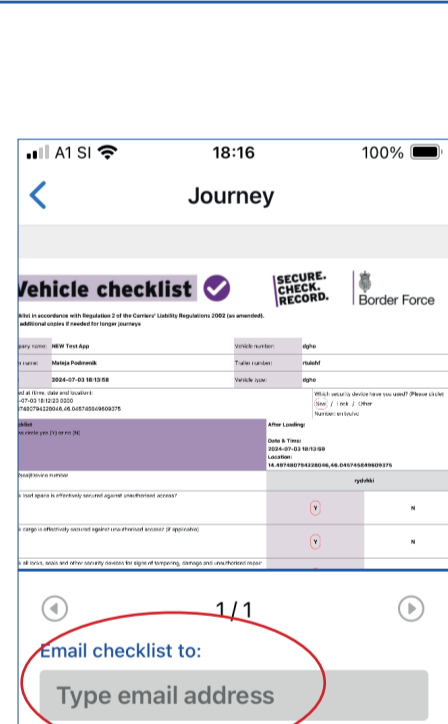
On the right side of the screen, you will see a **pencil**. If you click on it you can edit your last stop if necessary.

If you have pressed the eye icon, you will see this screen.

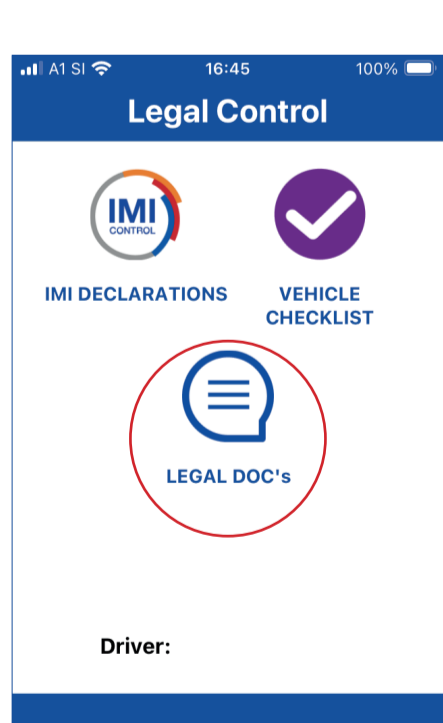
Enter an e-mail address here.

You can select whether you want to send the **Checklist, Training or Instruction**.

Press here to **proceed to send** the checklist



Legal Doc's

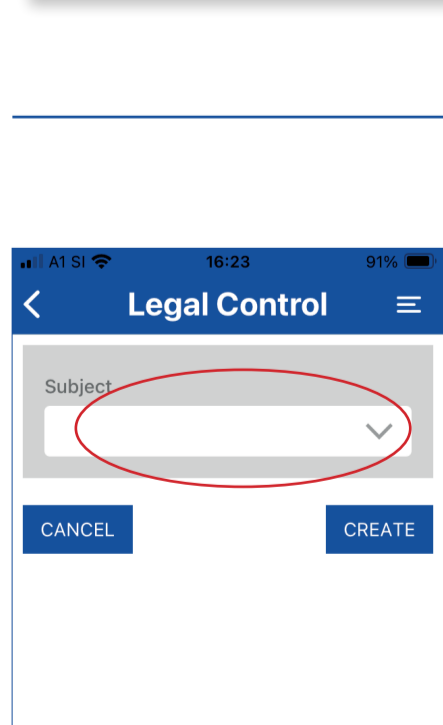
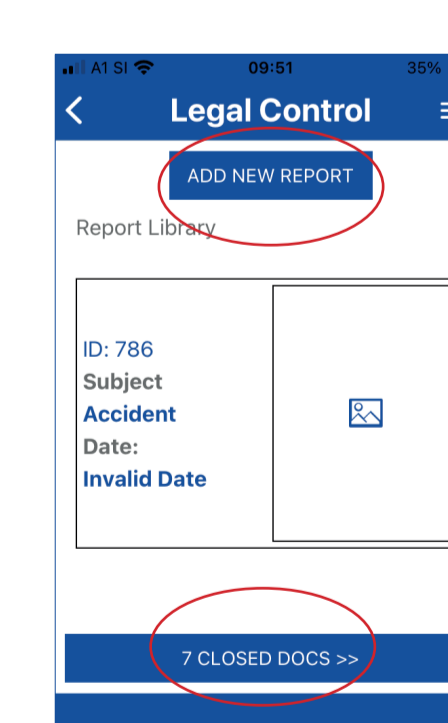


When you're in the app, press the **LEGAL DOC'S** button.

Here there is an overview of all open reports.

If you press the bottom button **CLOSED DOCS** you are able to see all your finished reports.

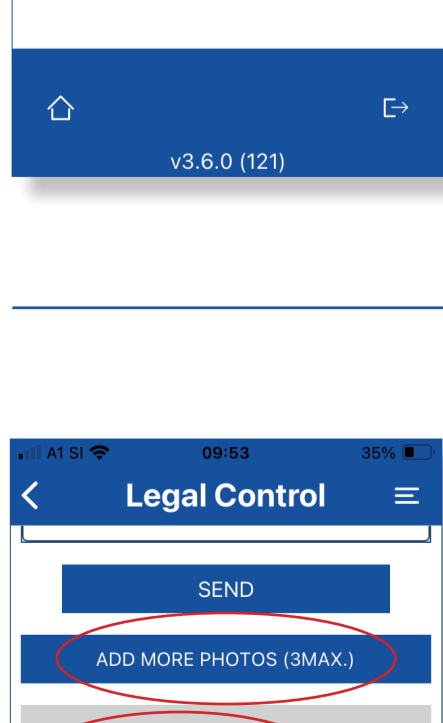
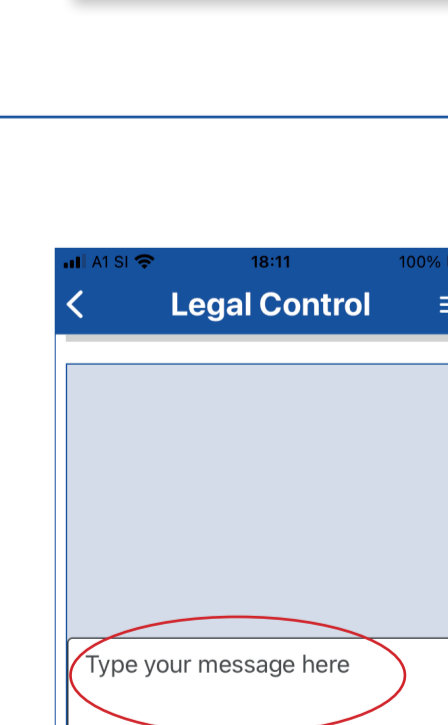
To create a report, click on the blue **ADD NEW REPORT** button.



Then click a on **THE BLANK WHITE FIELD** and a dropdown menu will appear.

Choose a topic on what the report should be about, or choose Other and then enter a topic yourself.

Below you will see a section where you **can type messages** to the CRM system. If you have typed something, press the **SEND** button.



To upload photos, press the **ADD MORE PHOTOS** button

Below the photos is an **area where you can type an comment**.

To add a signature, press the **SIGN** button

Press the **SAVE** button if you don't want to close the document yet.

Press the **FINISH** button when you want to finish the document and when everything is resolved. Remember that when **FINISH** is pressed, no more changes can be made.

