



FOCUS

by  TELUS®

PRE-TRIP INSPECTION: FOCUS-S FOR DRIVERS

V1.3 July 2023

<https://app.focusoptimization.com>

All information contained in this document is protected under the copyright laws of Canada as well as those of other countries.

Readers of this document are authorized to copy the information contained herein for their personal use. However, they are not permitted to publish or reproduce this information, including via electronic means involving download, without the express authorization of FOCUS by TELUS (a registered business name of Telus Communications Inc.).

Unless explicitly stated otherwise, it is forbidden for any individual to copy, redistribute, reproduce or republish the information in the present document.

Downloading, redistribution, copying, modification or any other reproduction of the contents of the present document may constitute a violation of the law, or an infringement against trademark, and entail legal actions against the offender.

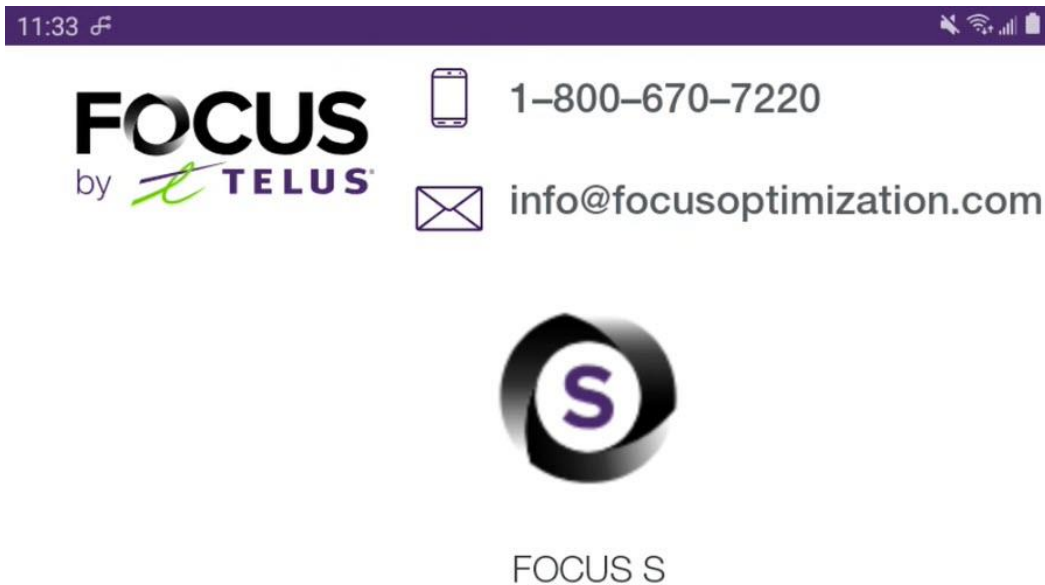


Focus management would like to emphasize that while this guide is intended to be as exhaustive as possible, it is not a substitute for a training session complete with explanations from our training team. It is intended as a first line of assistance and as a reference guide to be used following the initial training session.

This guide aims to explain how to perform a security check. The administrative portion can be found in another document.

The FOCUS-S security check application is intended for use on a mobile device like a smartphone or tablet. You will have to have a username and password to access FOCUS-S.

Locate the FOCUS-S icon on your device and click on it to start the application.





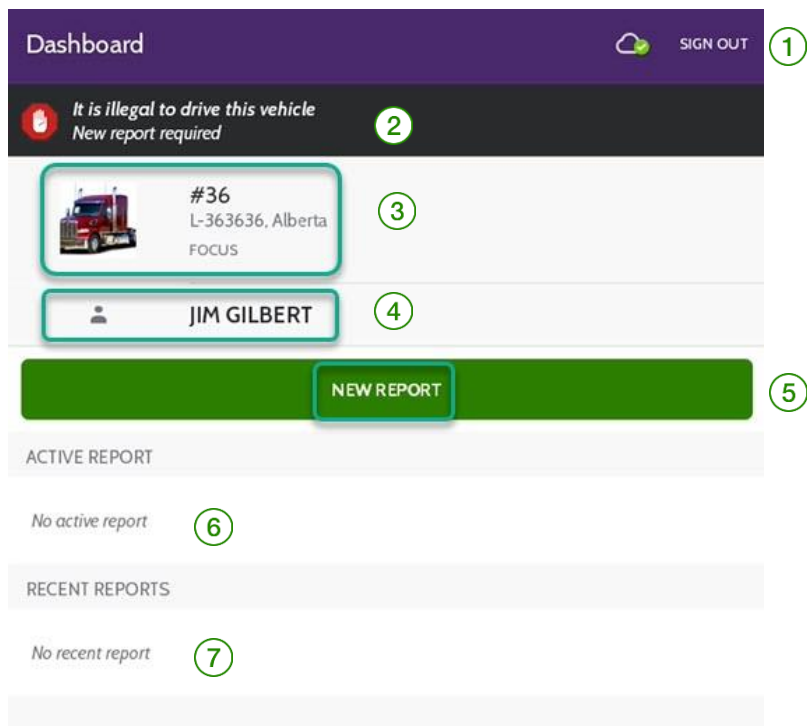
LOGGING ON

Your Focus administrator will have provided you with a username and password that you have to enter here to connect.



The login form features the 'FOCUS by TELUS' logo at the top. Below the logo are two input fields: 'Email' and 'Password'. A green 'SIGN IN' button is positioned below the password field. A link for 'Forgot your password?' is located at the bottom left of the form area.

Once connected, you will be redirected to the application dashboard.



The dashboard screenshot includes several elements with numbered callouts: 1. 'SIGN OUT' button in the top right corner. 2. A red warning icon and text: 'It is illegal to drive this vehicle New report required'. 3. A vehicle card for '#36 L-363636, Alberta FOCUS'. 4. A user profile card for 'JIM GILBERT'. 5. A green 'NEW REPORT' button. 6. 'ACTIVE REPORT' section with the text 'No active report'. 7. 'RECENT REPORTS' section with the text 'No recent report'.




ID	SECTION/COLUMN	DESCRIPTION
①	Sign Out	You can log out of the application using this button.
②	Information	A notification will be displayed here, according to the vehicle's current status.
③	Vehicle selected by default	It is possible to assign a vehicle by default. If you are using another vehicle, click on the vehicle displayed here to view a list of available vehicles. Choose from that list.
④	Driver selected by default	Your name as driver will always be displayed by default. If you are using a device that does not belong to you, click on the name displayed to view the list of available drivers. Choose from that list.
⑤	New report	To produce a new security check report, click on "New Report."
⑥	Active report	Once a report has been filled out and is active, it is available in this section.
⑦	Recent reports	The recent reports section lets you see reports from previous days.

Click on  to create a new report.

It is necessary to enter your current location ① as well as the odometer reading ②. You can also enter the engine hours ③ optionally, as needed.

← New report

 #36
L-363636, Alberta
FOCUS

Municipality or location ①

Odometer ②

and / or

Engine hours (Optional) ③

Include report location ④


DEFECT


ADD A DEFECT

No defects were noted during the inspection



ID	SECTION/COLUMN	DESCRIPTION
①	Municipality or location	Enter the name of the city where you are currently located.
②	Odometer	Enter the current odometer reading on the vehicle.
③	Engine hours	If the engine hours are needed in this case, enter them here.
④	Include report location	In order to comply with the law, the application includes the GPS coordinates where the security check was performed. Leave this box checked.

The FOCUS security check is designed in such a way that you must indicate defects. It is intended to record defects which are added when you click on .

If no defects were noted during the security check, click on . Go directly to the sign and save section.



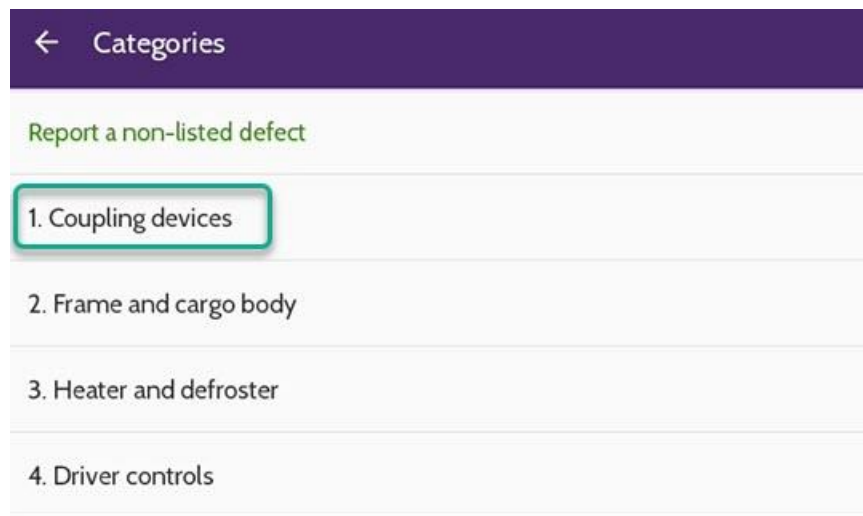
ADDING A DEFECT

As mentioned earlier in this guide, the FOCUS-S security check is designed to catch defects. Typically, once your security check is complete and one or more defects have been recorded, you have to indicate them in the relevant section, using the checklist.

Let's look at an example.

A security fastener has been lost.

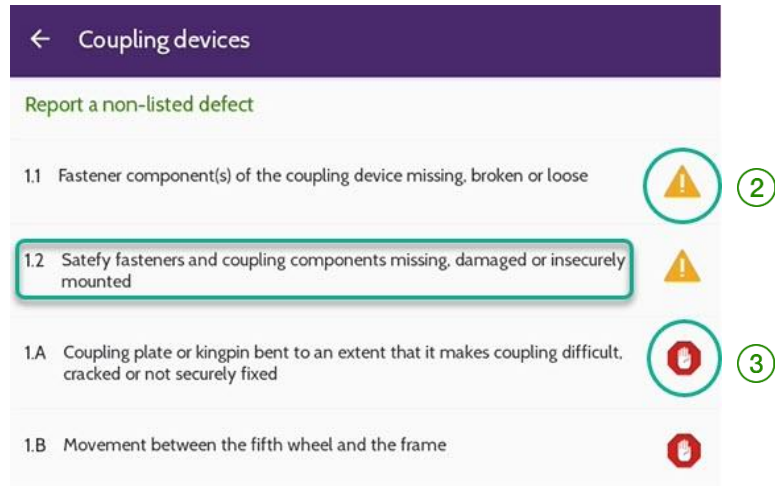
Click on the "Coupling devices" section **1** and the list of inspection points will display in the following window.



In the Coupling devices section, there are 4 inspection points in the checklist, 2 minor and 2 major ones.

The minor defects are represented by a yellow triangle **2**.

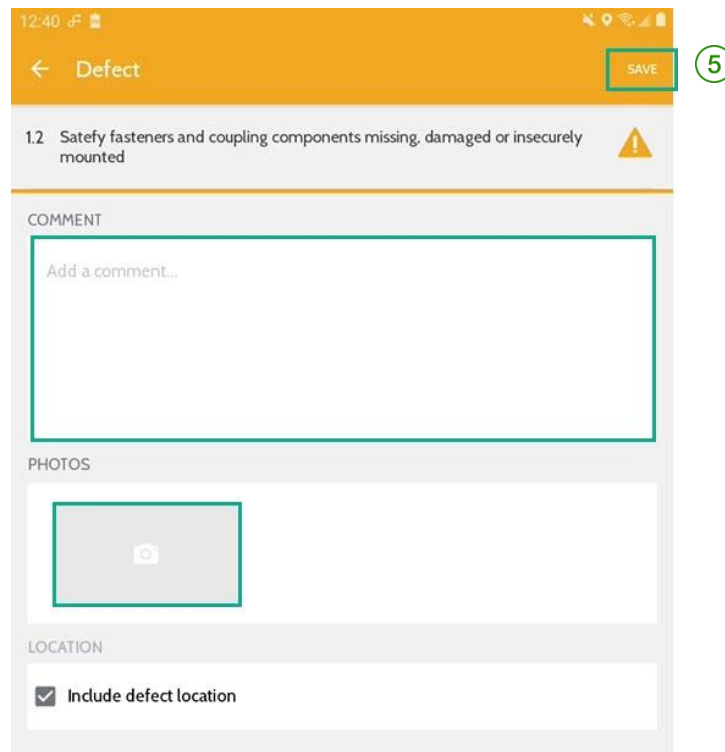
The major defects are represented by a red octagon **3**.



The next step is to select the defect that is, in this example, 1.2 “Safety fasteners and coupling components missing, damaged or insecurely mounted” (4).

The following window allows you to add a comment and up to 3 photos.

Once finished, click on “Save” (5).



If you have to indicate other defects, simply repeat this process.

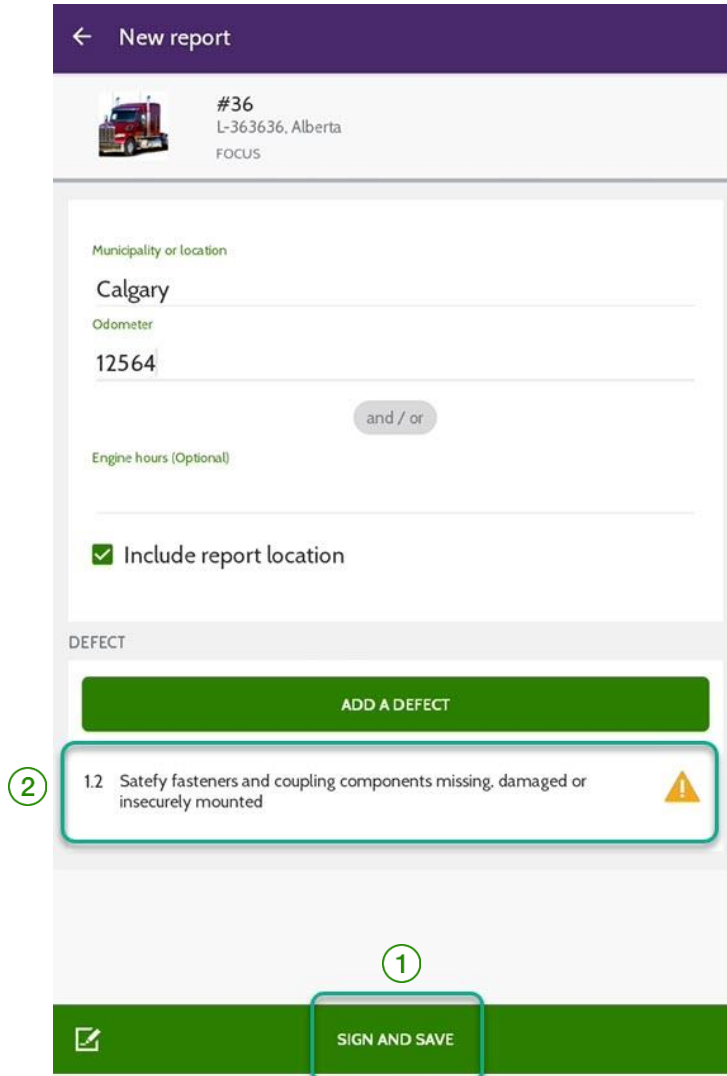


SIGN AND SAVE

To finish our example, all that remains is to sign the security check.

Click on “Sign and Save” **1**.

Note that this defect is now listed in the defects section **2**.





Sign your name with your finger or a stylus in the section reserved for this purpose.

If you are designated by the fleet operator to perform security checks for the drivers, check off the box that says, "I am designated by the operator."

Once that is done, click on "Save" **3**.

← Signature **SAVE** **3**

11 May 2022 - 12:43 p.m.

JIM GILBERT

I am designated by the operator

I personally inspected the vehicle and confirm that it was inspected according to the applicable requirements.

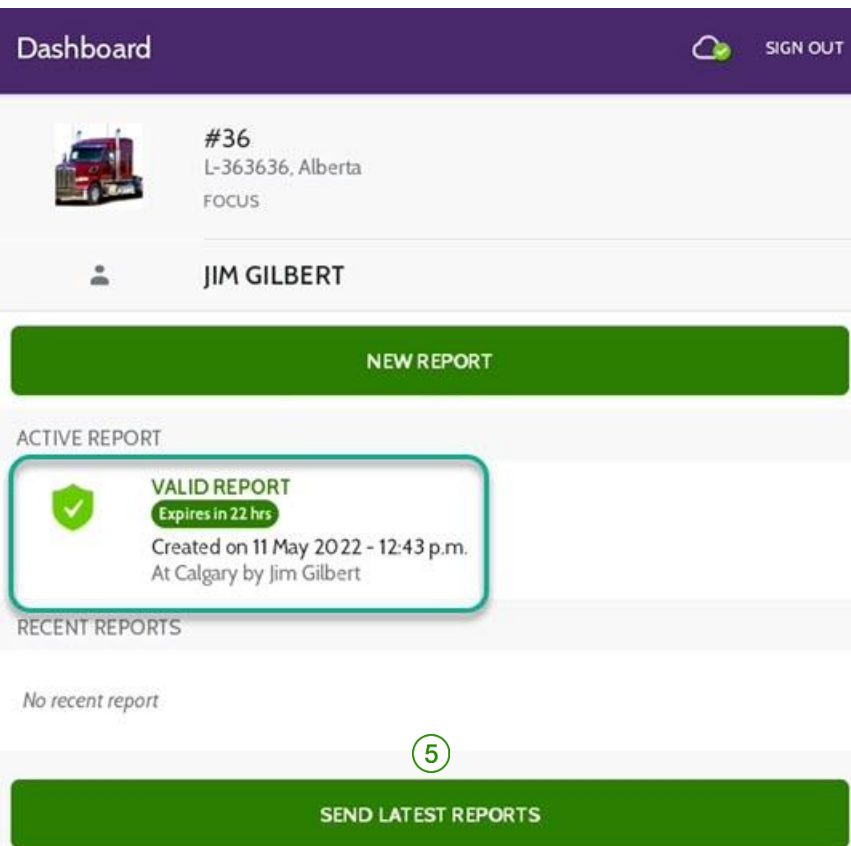
Jim Gilbert



That's it! Your security check report is now finished.

It will remain available in your application for several days.

You can come back to it by clicking on it in the "Active Report" section **4**.



The screenshot shows the FOCUS application dashboard. At the top, there is a purple header with 'Dashboard' on the left and a 'SIGN OUT' button on the right. Below the header, there is a section for vehicle information: a red truck icon, the number '#36', the license plate 'L-363636, Alberta', and the name 'FOCUS'. Below that is a user profile section with a person icon and the name 'JIM GILBERT'. A large green button labeled 'NEW REPORT' is positioned below the user profile. The 'ACTIVE REPORT' section is highlighted with a circled '4' and contains a 'VALID REPORT' card. The card features a green checkmark icon, the text 'VALID REPORT', 'Expires in 22 hrs', and 'Created on 11 May 2022 - 12:43 p.m. At Calgary by Jim Gilbert'. Below the active report is a 'RECENT REPORTS' section with the text 'No recent report'. At the bottom of the dashboard, a large green button labeled 'SEND LATEST REPORTS' is highlighted with a circled '5'.

In the event that you have to send your report by email, for example to a roadside inspector, click on the button "Send latest reports" **5**.

For any questions about the application or for troubleshooting, contact your administrator.