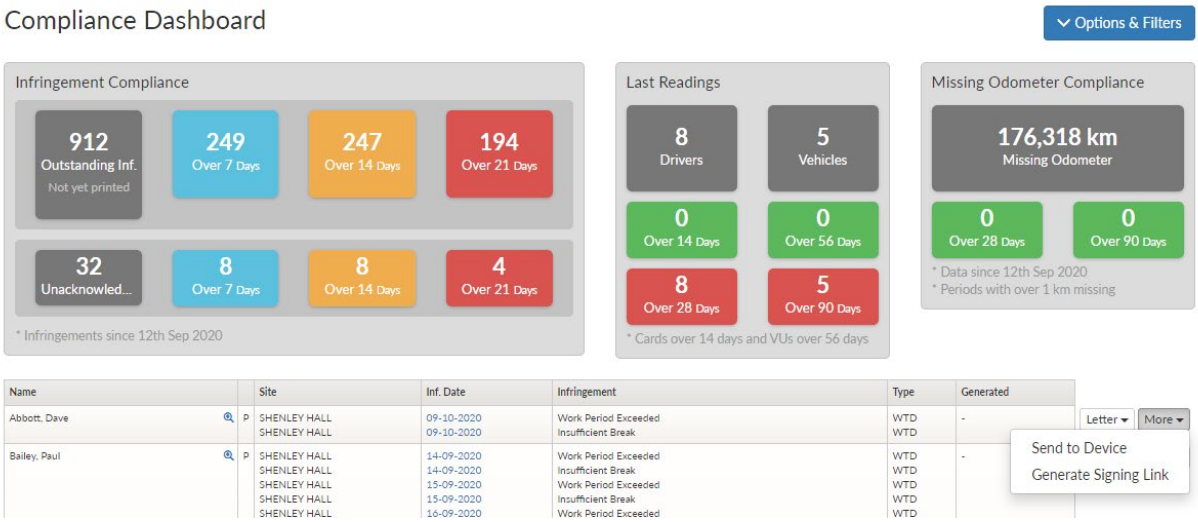
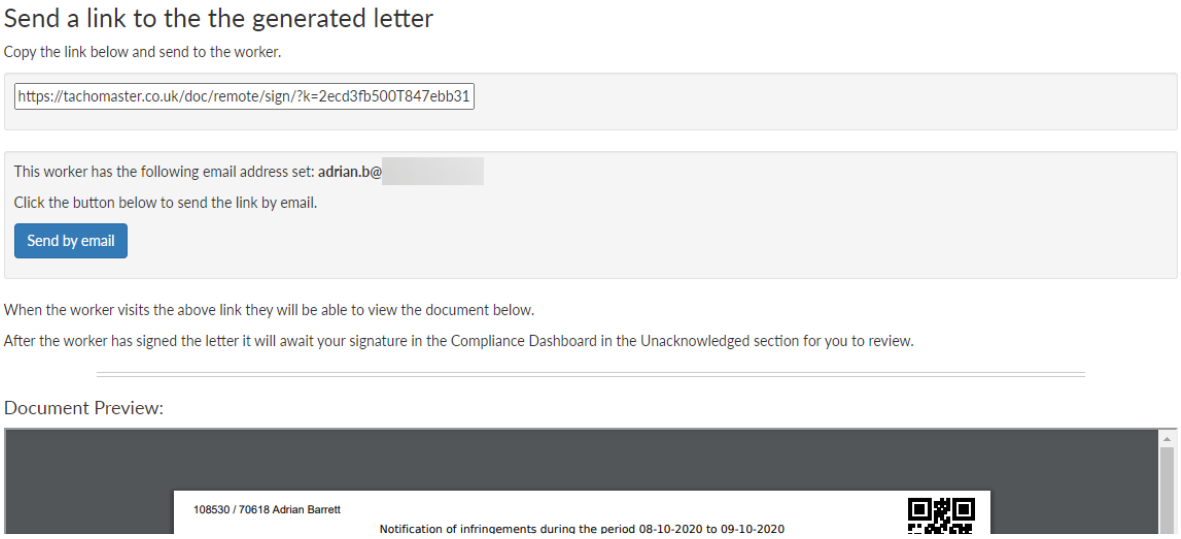
Non-contact infringement letters signing

To send a letter to a driver to be signed by the driver but avoiding any contact and the possible spread of disease you can now send letters using a unique link. This does not require the driver to install any software on their device. As long as the device has a browser and can receive either a link via text, WhatsApp or any other messaging system or can receive an email you can send the link. The device must also have the ability to read a pdf document.

From the Compliance Dashboard click on one of the Infringement Compliance boxes to view a list of outstanding letters. From the “More” drop down, choose “Generate Signing Link”.

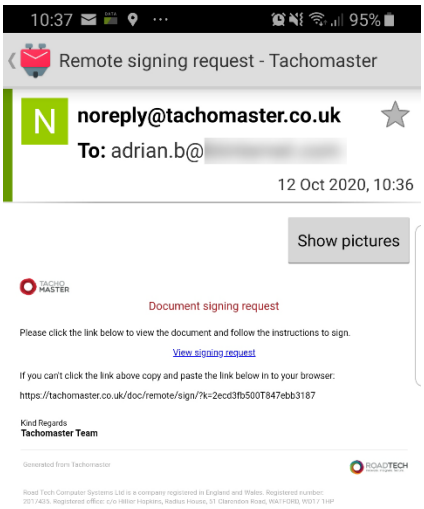




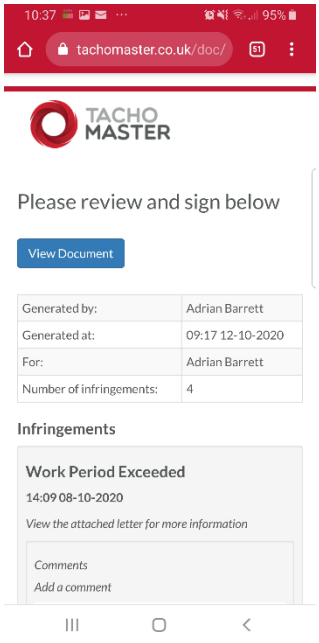
If you click on the link it will automatically copy the link and you can paste it into your chosen application to send as a text link.

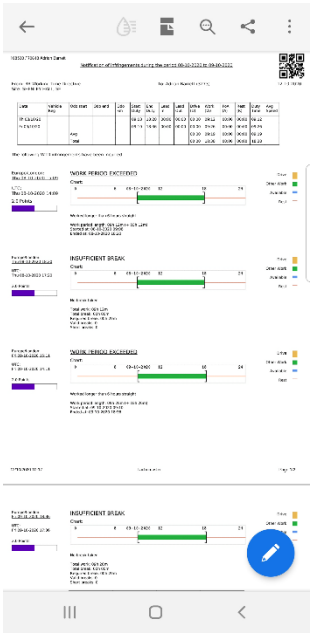
If you click on “Send by Email” it will email to the email address in the worker record. You will not see this option if the worker has no email address in their record.

This is the email link



Once the worker has received the link, ask them to click on it or click on “View Signing Request” in the email and this will open the details in their browser. The worker will need to “View Document” to review the actual letter pdf before being able to sign the letter.





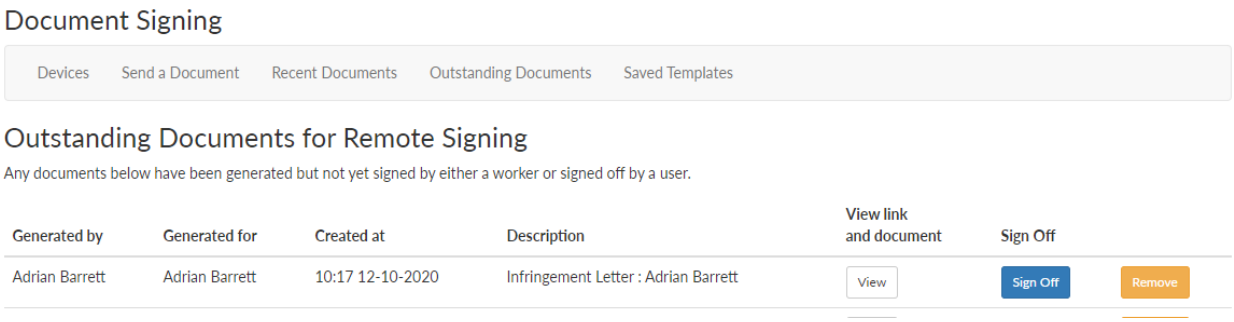
Once the driver has seen the letter pdf, they will be able to sign at the bottom of the document link. The worker cannot sign the document in the pdf and must return to the browser to sign and add comments.

Sign, and click save and send

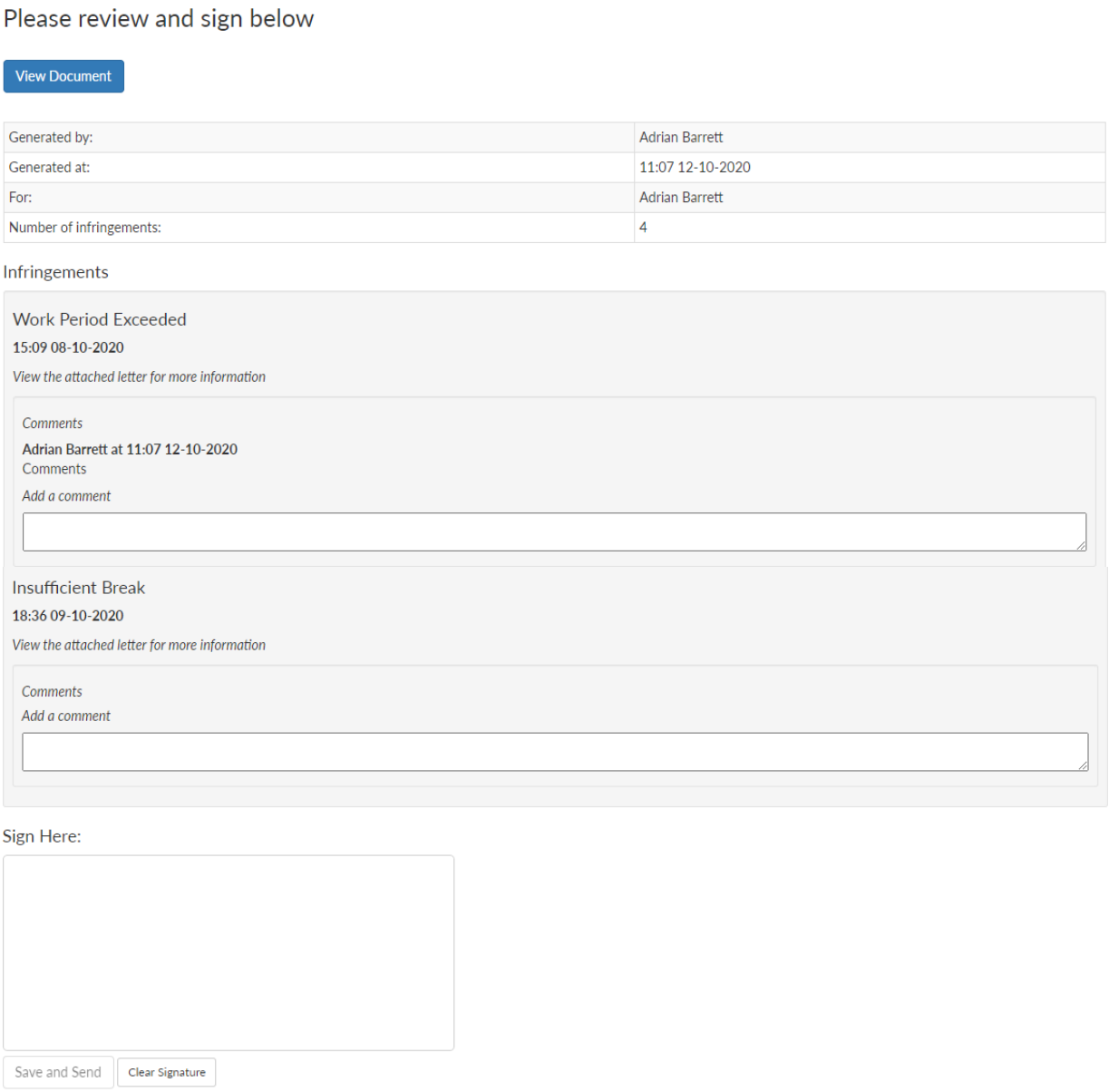
Manager signature

As with all infringement letters a dual signatory is required but the manager does not need to sign the document on the worker's device.

Go to Modules> Document Signing> Outstanding Documents



All outstanding documents that require a dual signature are here, click on “Sign Off”

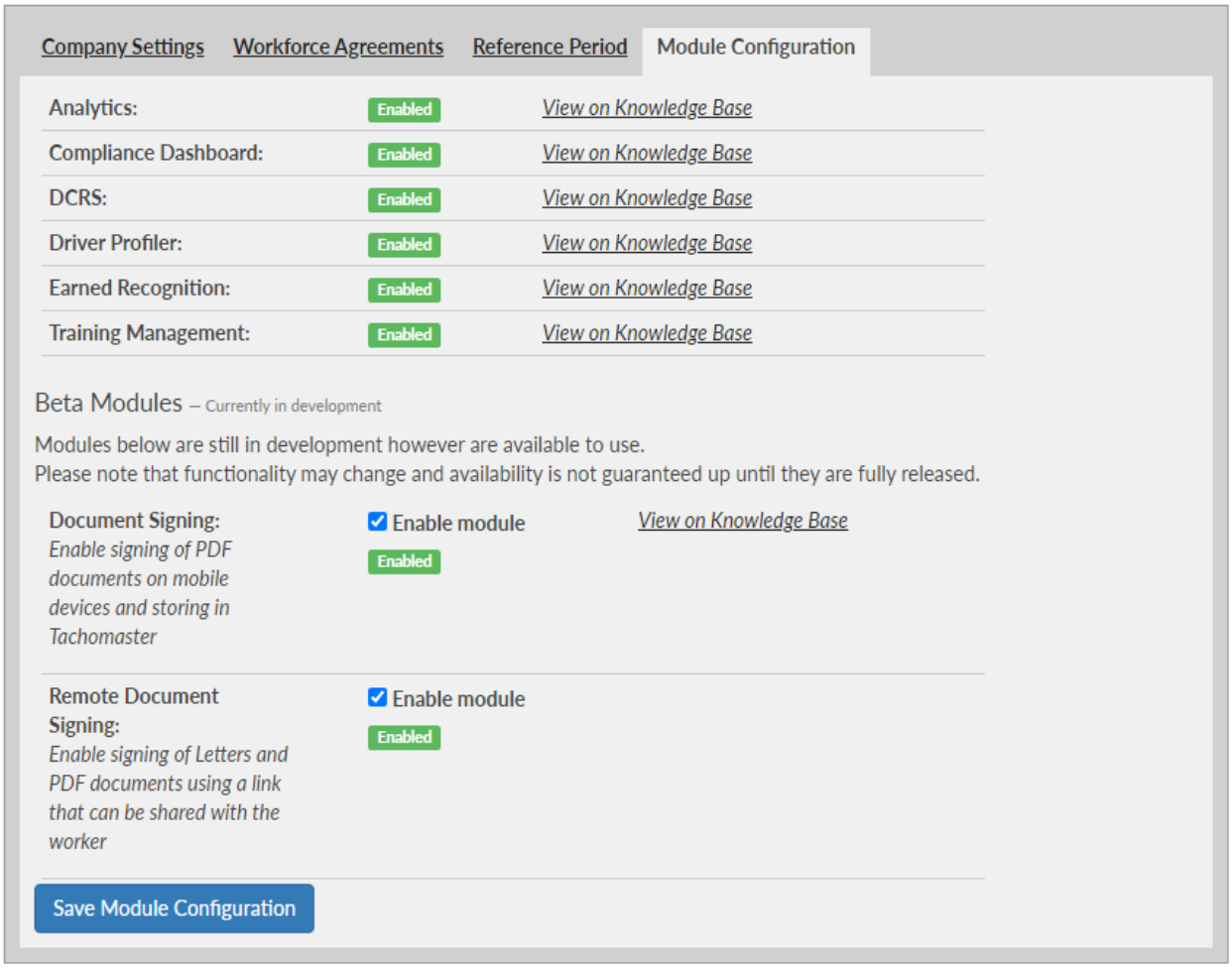


Add any comments and sign the document and you can view the final document with both signatures shown.

Switch on the Document Signing Module

If you do not have the option to send signature links, please ask your Tachomaster super user to add the Document Signing module to your system. (there is no cost to do this)

Ask them to navigate to Tools> Company Settings> Module Configuration and enable the module



TACHO
MASTER