MEYER&MEYER

IT Solutions

RepTool

For creating and sending a trailer protocol

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Guide for transport partners
- Trailer take-over and handover control –

Each time Meyer & Meyer trailers are taken over and handed over, a status log of the trailers **must be created** and sent via the "RepTool" app. If protocols are not or not sufficiently filled out and sent according to this guide and you cannot be relieved, we are forced to hold you liable for all damages.

Send the file **directly after receiving / handing** over the trailer.

Please equip your drivers accordingly with devices for recording and sending the protocols and photos via APP.

We are dependent here on your assistance and the attention of the drivers. The sending of the protocols does not replace the necessary timely information to our disposition in case of problems, damages and inconsistencies in the transport process.
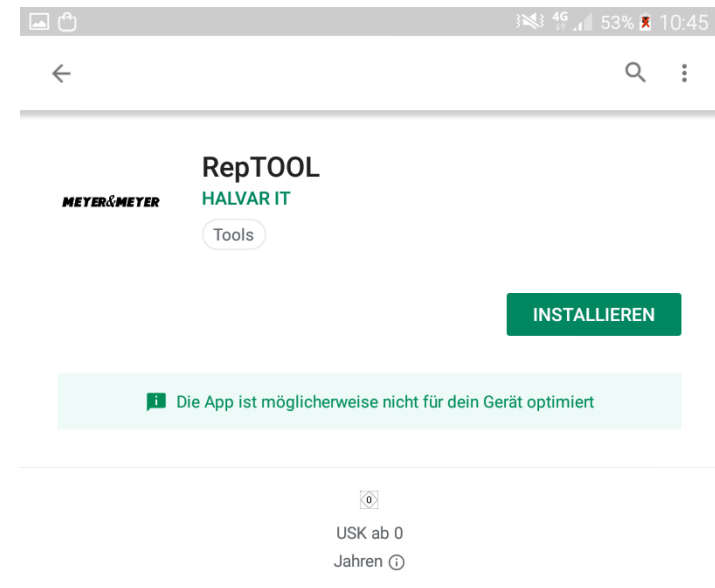
Below you will find brief instructions.

You will receive the access data in a separate e-mail.

Translated with www.DeepL.com/Translator (free version)

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RepTOOL

In order to simplify the handling and use of trailer protocols, the „**RepTOOL**", developed by Halvar IT should be downloaded
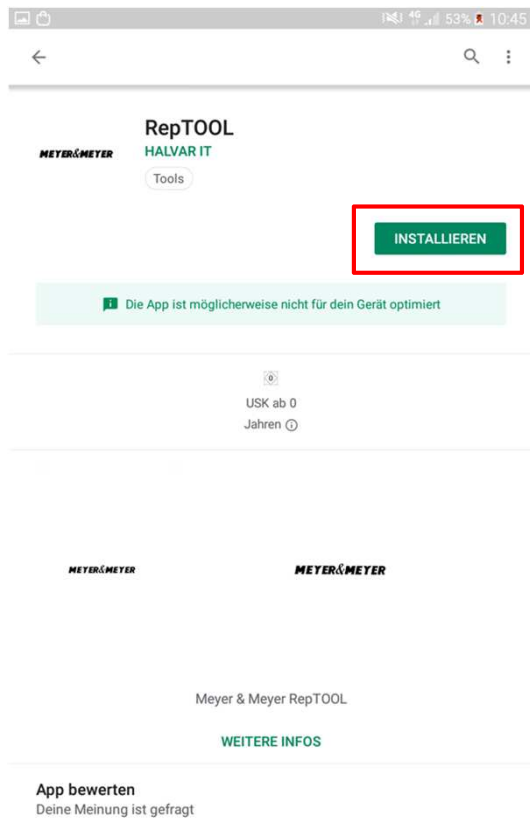
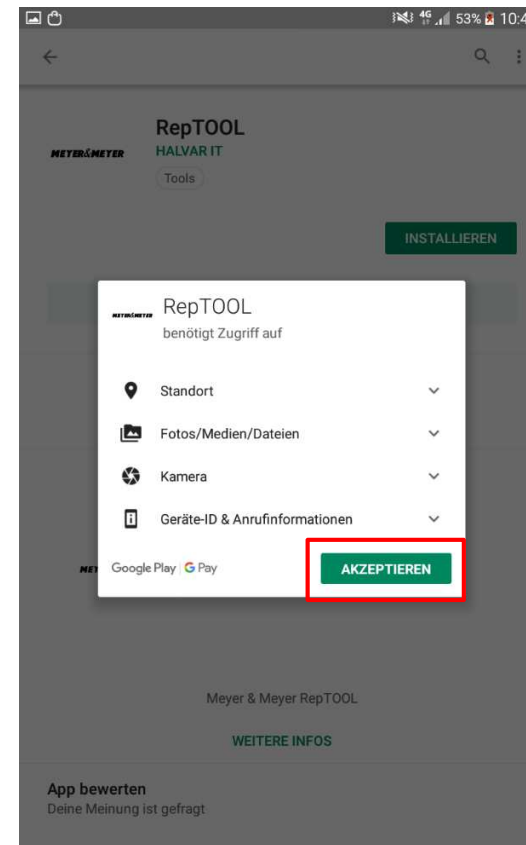The application is available for Android and Apple.

App Description:

RepTool
Meyer&Meyer
Developer: HALVAR IT

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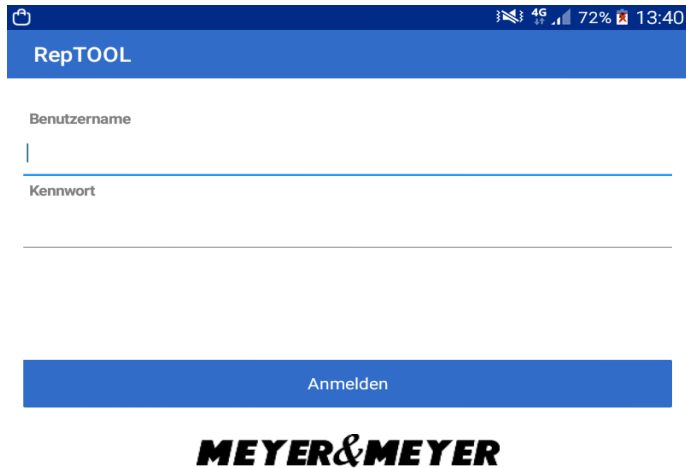The application can be downloaded by selecting the button: „Installieren".

Please confirm the access authorization by pressin the button „Akzeptieren" to download the app.

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Creating a trailer protocol

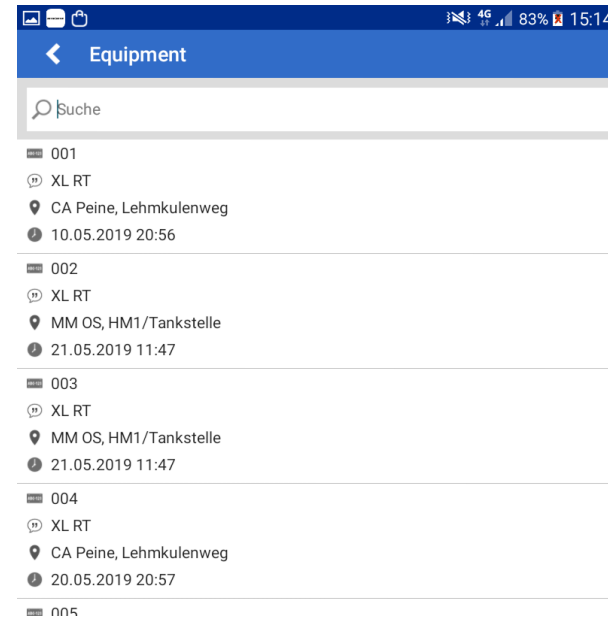To work on the trailer protocol you need to log in with your username and password.

Please enter the number plate in the search field to create the trailer protocol for the specific trailer.

For example: OSM9917
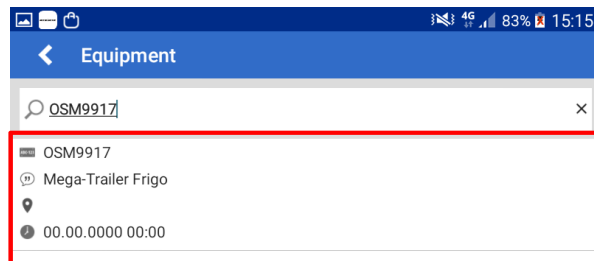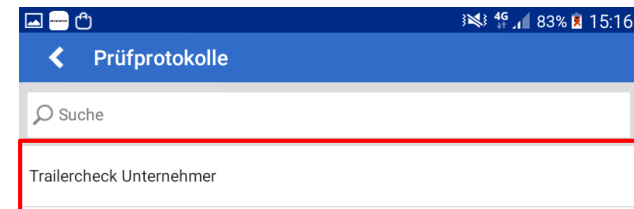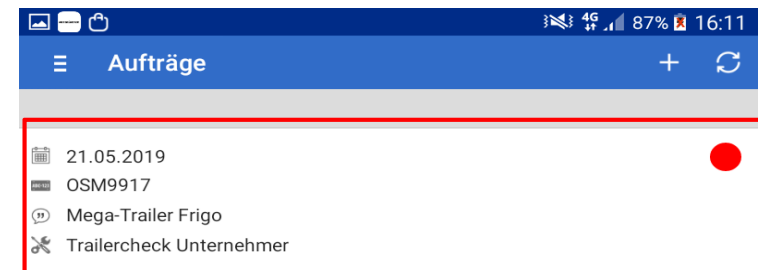If the right protocol is displayed, please select it.

„Trailercheck Unternehmer" must be selected.

Select „Prüfprotokoll anlegen"

Choose the right task by selecting it.

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Select „Trailercheck Unternehmer"

When the trailer protocol have been processed completely, please select „Prüfprotokoll".

Now the trailer protocol is finished. Select „Prüfung abgeschlossen" to finalise the protocol.
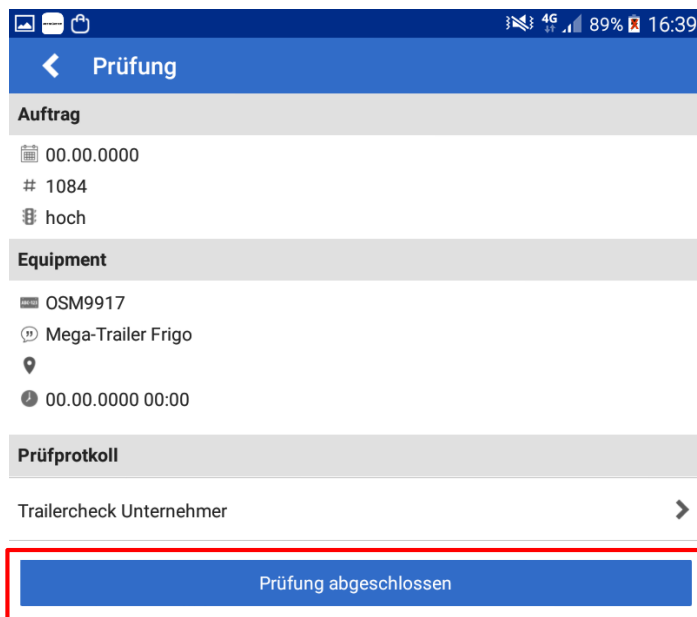
By conforming with „Ja" the protocol will be sent.
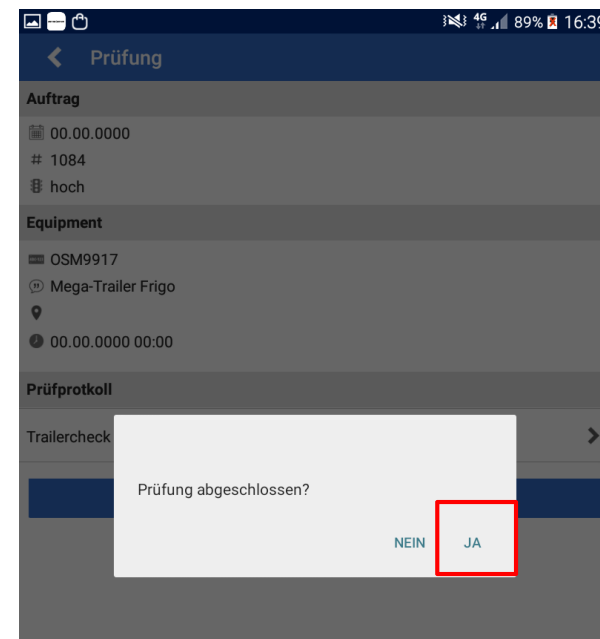
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