

QUICK START

ViaNexis – Quick Start Guide

First live trip in 15 steps

Controlled transport operations.

Documented processes.

Auditable decisions.

Role	Quick Start
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PUBLIC GUIDE



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Document type: Short onboarding booklet (EN draft)

Audience: New company owner, company admin, dispatcher, driver — first day / first trip

HU master: `manuals/quick-start/quick-start-guide.md`

Related outline: `quick-start-guide-outline.md`

Status: EN_DRAFT — Phase 1. See `il8n/translation-status.md`

1. What is this quick start for?

This is **not** the full handbook — it is a **short “start here”** guide.

Goal	What you get
First orientation	Who does what on day one
Where to begin	First steps by role
What comes next	Which detailed booklet to read

First trip = the most important milestone in rollout. Once that succeeds, the details live in the role booklets.

2. Company onboarding — 15-step quick list (**IMPLEMENTED**)

1. **Company account** — registration/activation, profile.
2. **Organization** — units, hierarchy if needed.
3. **Users / roles** — admin, dispatcher, workshop.
4. **Drivers** — invite, first login.
5. **Fleet** — truck, trailer.
6. **Sites** — partners, contacts.
7. **Rules / settings** — documents, signatures, notifications, language, SOS.
8. **Required Equipment** — built-in presets/defaults (**company-persisted presets:** **PLANNED**).
9. **Create first trip** on the portal.
10. **Assign** driver + truck + trailer.
11. **Send / start** — driver sees it in the app.
12. **Monitor** — Operations Control Center / dashboard / trip detail.
13. **Receive documents** — CMR, signatures, missing items.
14. **Close / audit** — completed trip package.
15. **Support access** if needed — grant + expiry + revoke.

Next: `i18n/en/manuals/company-owner/company-owner-guide.en.md`

3. First day — dispatcher

1. Log in to the **company portal**.
2. **Dashboard** — active and new trips.
3. **Create or import the first trip**.
4. Assign **driver + truck + trailer**.
5. **Stop order** — loading, customs, ferry, etc.
6. **First message** — departure instructions to the driver.
7. Track **documents / signatures** during the trip.
8. **Close the trip** — verify the **completed trip package**.

Next: `manuals/dispatcher/dispatcher-guide.md`

4. First day — driver

1. **ViaNexis Driver** app — log in with the account provided by the company.
2. Select **language**.
3. Check **profile / driver ID**.
4. Review **assigned vehicle / trailer**.
5. **Device PIN** or biometrics — if required by the company (local protection).
6. **SOS / emergency** settings — know the red button.
7. Open the **first trip** — instructions, stops.
8. **Documents and messages** — tied to the trip.

Next: `manuals/driver/driver-guide.md`

5. First trip — short workflow

```

Dispatcher creates / assigns the trip
    ↓
Driver opens trip, checklist, departure
    ↓
Loading stop → document / CMR
    ↓
En route: message, status, optional tachograph photo
    ↓
Unloading → signature, missing document check
    ↓
Trip closure → completed trip package

```

Step	Who
Trip assignment	Dispatcher
Departure, stops	Driver
Document upload	Driver (dispatcher verifies)
Signature	Driver / handover party / receiver
Closure	Driver + dispatcher verification

Offline: the driver app can complete many steps **without internet**; sync when connected.

6. First document / CMR / signature

1. **Upload or photo** — tied to the trip.
2. Mark **primary document** — keep it clear.
3. **Digital CMR** — where the company uses it.
4. **Signature-required** documents — watch status.
5. **Signatures:** shipper, driver, receiver — with timestamps.
6. **Voided file** — new version; the old one may remain as evidence.

ViaNexis **stores and records** — the company verifies the document's **legal correctness**.

7. First Walkaround (weekly work context)

1. Walkaround is a **weekly work-week** context — **not** a trip-scoped list.

- 2. **Daily checks** within that week.
- 3. **Fault** — photo + description → workshop / dispatcher.
- 4. After vehicle/trailer change — **repeat inspection**.
- 5. **Does not replace** qualified technical inspection.

Next: `i18n/en/manuals/driver/driver-guide.en.md` , workshop guide

8. First message and translation

- 1. Message **tied to the trip** — dispatcher ↔ driver.
- 2. **Original text preserved**; translation alongside.
- 3. For **critical instructions** — align directly, do not rely on translation alone.
- 4. Translation **helps understanding** — not certified legal translation.

9. First SOS check

- **Red SOS button** — emergency signal to the company.
- **Countdown** — against accidental press; confirm or cancel.
- **Location** can be attached — if enabled.
- **Does not replace 112** — for immediate authority help, call directly.

10. First completed trip package

At delivery it includes:

Content	Why it matters
Trip timeline	What happened when
Documents	CMR, photos, PDF
Signatures	Who, when
Messages	Original + translation
Evidence metadata	Export, disputes

The company uses this for **internal review**, sending to customers, or as basis for **audit export** — it does not replace your lawyer.

11. What to verify before rollout?

Short checklist:

- ☐ Users and roles correct
 - ☐ Driver **training** (app, checklist, documents, SOS)
 - ☐ Document rules (what is mandatory per trip)
 - ☐ Signature rules
 - ☐ Checklist rules
 - ☐ **Emergency** company contacts (SOS)
 - ☐ Privacy / legal review (lawyer, DPO)
 - ☐ Integrations — TMS, email, telematics (**per package**)
 - ☐ Languages — drivers and dispatchers
 - ☐ Support process — company admin → ViaNexis (**per contract**)
-

12. What ViaNexis does not replace (short)

- Legal advice
- Official tachograph records
- ADR / customs / authority decisions
- Road signs, police instructions
- Qualified workshop / technical decisions
- Company internal procedures
- Driver responsibility for driving and documents
- Official certification — **we do not claim it**
- AI / translation as an official decision

Details: [what-vianexis-does-not-do.md](#) , [manuals/legal-safety/legal-safety-guide.md](#)

13. Where to go next

Role / topic	Booklet
Company owner, rollout	<code>manuals/company-owner/company-owner-guide.md</code>
Driver	<code>manuals/driver/driver-guide.md</code>
Dispatcher	<code>manuals/dispatcher/dispatcher-guide.md</code>
IT, integration, security	<code>manuals/it-integration/it-integration-guide.md</code>
Law, privacy, boundaries	<code>manuals/legal-safety/legal-safety-guide.md</code>
Workshop, maintenance	<code>manuals/workshop/workshop-guide.md</code>
ViaNexis internal admin	<code>manuals/platform-admin/platform-admin-guide.md</code>
Full booklet list	<code>booklet-index.md</code>

Certification readiness (short)

ViaNexis is **not** considered officially certified unless a real certificate is separately published. ViaNexis is designed to support later European compliance review, audit preparation and certification workflows. ViaNexis is not officially certified unless such certification is actually obtained.

14. Closing summary

ViaNexis works best when **every role uses it consistently**:

- the **driver** records events and documents;
- the **dispatcher** tracks the trip and missing items;
- the **company** reviews evidence and rules;
- **IT / admin** keeps permissions clear.

After the first successful trip, open your **role booklet** — all details are there.

Legal notice

ViaNexis is an information and operations support system. This booklet is a usage guide — **not legal advice**. It does not replace the carrier's internal policies, driver responsibility, or regulatory obligations. The carrier company remains responsible for compliance.

ViaNexis architecture is designed to support later European compliance review, audit preparation, and certification workflows. **ViaNexis is not officially certified until such a certificate is actually obtained.**

This manual documents the indicated ViaNexis version. Preserve IMPLEMENTATION / PILOT-LIMITED / PLANNED distinctions — do not treat planned features as live.