

The office portal, step by step.

For transport managers and office staff. How to set your company up, keep the fleet's dates, deal with what arrives, take drivers on and keep their files, and send and track invoices.

amarineone.co.uk/guide/office

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Getting started

The office portal opens in any up to date browser, on a computer, a tablet or a phone. There is nothing to install. The address is **app.amarineone.co.uk**; from **amarineone.co.uk** press **Sign in** and choose **The office portal**.

Registering your company

- 1 At **app.amarineone.co.uk** press **Create an account**, then **A company**.
- 2 Create your account with your email address and a password of at least 8 characters, and confirm the address from the email we send. If you already have an account, sign in instead.
- 3 Under **Organisation details** choose **Transport company**, and give the organisation name and, if you have them, the legal name and company number.
- 4 Read the Terms of Service and the Data Processing Agreement, which are shown in full, and tick that you accept them for your company.
- 5 Press **Submit registration**. We check it, set your workspace up and tell you by email. You become its first administrator.

GOOD TO KNOW

The first month is free. After that it is £25 a month and £1 a month for each vehicle, excluding VAT. See Pricing.

Signing in

- 1 Type your **Email address** and **Password** and press **Sign in**.
- 2 Or type your email address and press **Email me a secure sign-in link**, and open the link in the email.

You land on the Command Centre. A transport manager of two or more companies lands on **My companies** instead.

Two-step sign-in

Two-step sign-in asks for a six-digit code from an authenticator app on your phone (Google Authenticator, Microsoft Authenticator or similar) as well as your password. You can turn it on for your own account; to make it required for everybody in your office, ask us.

- 1 Open **Account settings** at the foot of the menu, then **Two-factor auth**.
- 2 Press **Set up authenticator** and scan the QR code with the app, or type the setup key.
- 3 Type the six-digit code the app shows and press **Verify and enable**.

From then on, after your password you are asked for the code: type the one the app shows now and press **Verify and continue**. Codes change every 30 seconds.

A forgotten password

- 1 On the sign-in page, type your email address and press **Forgot password?**
- 2 Open the link in the email. Type a **New password** of at least 10 characters. If your account uses two-step sign-in, type the code from your authenticator too.
- 3 Press **Update password** and sign in with the new one.

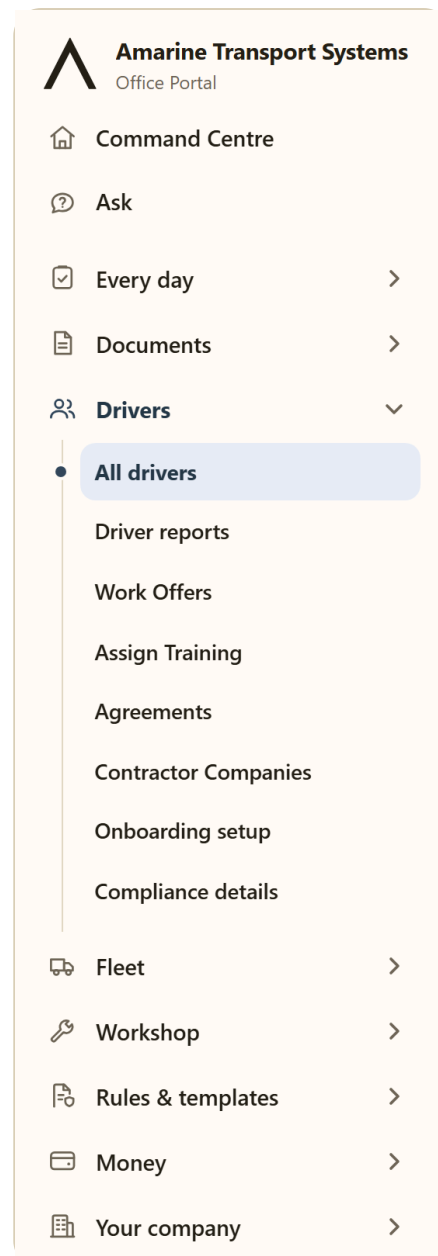
To change your password while signed in: **Account settings**, then **Change password**.

The screen and the menu

- **The top bar** has the page's title and, on the right, a warning when an incident or a document needs you, the company you are working in, your messages (the envelope) and **Sign out**.
- **The menu** on the left is in groups that fold open and shut. On a wide screen it stays beside the page; the button with three lines hides it or brings it back. On a phone it slides in over the page.
- **The foot of the menu** has your company (it opens Company details), **Account settings**, the light or dark theme, and **Sign out**.

The groups, and what is in them:

- **Command Centre** and **Ask**, always at the top.
- **Every day**: what each vehicle needs, renewals, incidents, driver photos, infringements.
- **Documents**: documents from drivers, DVLA licence checks, arriving documents, the document library, company documents.
- **Drivers**: all drivers, driver reports, work offers, training, agreements, contractor companies, onboarding set-up.
- **Fleet**: all vehicles and trailers, the fleet planner, maintenance, walkaround and fuel records, fleet reports, the audit pack.
- **Workshop**: repair sheet, wheel torque, bookings, inspection sheets, garages.
- **Rules & templates**: your check intervals, what drivers check, incident procedures, templates.
- **Money**: sales invoices, garage invoices, driver invoices.
- **Your company**: company details, team, sites, platform terms, privacy questions.



Inviting colleagues

- 1 Open **Your company**, then **Team**, and press **Invite user**.
- 2 Type their **Email address** and choose a **Role**: Transport Manager, Compliance Manager, Admin, Reviewer or Auditor.
- 3 Press **Send invitation**. They are listed as Invited until they accept; **Send again** sends the email again.

Your colleague opens the link in the email, creates an account with exactly that address (or signs in, if they already use Amarine), and presses **Accept** on the invitation.

Team

Company users and roles

office@demo-haulage.example

Sign out

COMPANY ADMIN

Team & roles

Invite user

Email address

planning@demo-haulage.example

Role

Transport Manager

They get an email with a link. They sign in with this exact address (or make an account with it) and accept. Until they do, they are listed below as Invited.

Send invitation

Cancel

These are production actions.

Invite, change role and deactivate are scoped to this company and audited. Each asks for confirmation first. Owner-only changes, the last owner, and locking yourself out are protected server-side.

All

Active

Invited

Suspended

MEMBER	ROLE	STATUS	JOINED / INVITED	ACTIONS
Kim Demo office@demo-haulage.example	Owner	Active	27 Jul 2025, 10:00	Change role Deactivate
Alex Demo alex.demo@demo-haulage.example	Transport Manager	Active	22 Feb 2026, 10:30	Change role Deactivate
Casey Demo casey.demo@demo-haulage.example	Compliance Manager	Active	17 Jun 2026, 09:45	Change role Deactivate
- accounts@demo-haulage.example	Admin	Invited	19 Sept 2026, 17:20	Send again Change role Deactivate

Inviting a colleague, and the team.

GOOD TO KNOW

Only an owner or an admin can invite, change a role or deactivate somebody. The last owner cannot be removed, and you cannot lock yourself out.

A transport manager of several companies

If you are the transport manager of two or more companies, you sign in once and **My companies** shows them side by side: vehicles needing attention, open incidents, renewals, documents and DVLA checks to review, infringements and onboarding waiting on you.

- 1 Press a figure on a company's card to open that company on that list, or **Open** to step into it.
- 2 To move to another company later, use the company picker in the top bar, or go back to **My companies**.

My companies

Every company you are the transport manager of

office@demo-haulage.example

Sign out

ACROSS YOUR 3 COMPANIES

What is waiting

4

Vehicles & trailers needing attention

2

Open incidents

5

Renewals expired or urgent

6

Driver documents to review

TRANSPORT MANAGER

Demo Freight

6 active drivers

0

Vehicles & trailers needing attention

0

Open incidents

1

Renewals expired or urgent

2

Driver documents to review

0

DVLA checks to review

0

Infringements waiting on you

0

Onboarding waiting on you

Open

OPEN NOW

Demo Haulage

14 active drivers

4

Vehicles & trailers needing attention
2 overdue

2

Open incidents
1 high or critical

4

Renewals expired or urgent
1 expired

4

Driver documents to review

1

DVLA checks to review

1

Infringements waiting on you

1

Onboarding waiting on you

Open

Three companies, side by side.

Setting up

Do these once, in this order. Until your check intervals are confirmed, the platform refuses any date you try to record, so that nothing is ever worked out from a rule you did not choose.

Company details, bank details and logo

- 1 Open **Your company**, then **Company details**.
- 2 Fill in the **Legal company name** and **Company registration number**, the VAT number, the address on documents and your contact email and phone, and press **Save company details**. Agreements and work offers cannot be sent without the name and number.
- 3 Under **Where you are paid**, fill in the account name and the sort code and account number (or the IBAN) and press **Save bank details**. Sales invoices cannot be issued without them.
- 4 Under **Company logo**, press **Choose a picture** (PNG, JPEG or WEBP, about 300 kB at most) and **Use this logo**.



Company details

What appears on your agreements and work offers

office@demo-haulage.example

Sign out

COMPANIES HOUSE

Registered identity

LEGAL COMPANY NAME *

DEMO HAULAGE

Exactly as registered. This is the party named in the agreement.

COMPANY REGISTRATION
NUMBER *

00000000

VAT NUMBER

GB 999 9999 73

Leave blank if the company is not VAT registered.

TRADING NAME

Demo Haulage

This is the name the platform knows you by. Ask us to change it if it is wrong.

REGISTERED OFFICE

Address on documents

ADDRESS LINE 1

1 Demo Road

ADDRESS LINE 2

Demo Park

TOWN OR CITY

Demo Town

COUNTY

POSTCODE

ZZ99 9ZZ

COUNTRY

United Kingdom

OPTIONAL

Trading address

Only if you operate from somewhere other than the registered office.

ADDRESS LINE 1

ADDRESS LINE 2

TOWN OR CITY

COUNTY

POSTCODE

COUNTRY

FOR CONTRACTORS

Contact

EMAIL

office@demo-haulage.example

PHONE

07700 900000

Save company details

Company details.

ON YOUR INVOICES

Where you are paid

Printed on every invoice you issue from now on. Invoices already issued keep the account they asked for. That is what makes them documents.

ACCOUNT NAME	BANK	SORT CODE	ACCOUNT NUMBER
Demo Haulage	Demo Bank	00-00-00	00000000
IBAN (ONLY IF YOU ARE PAID FROM ABROAD)	BIC		

What a payer should quote

Leave empty: the invoice asks for its own number

Leave it empty and each invoice asks the payer to quote its own number. That is what lets a payment on your bank statement be tied back to the invoice it settles. Without it the line reads "payment" and ties to nothing. Fill it in only if you keep an account number with your customers and would rather they quoted that.

Save bank details

The bank details printed on your invoices.

GOOD TO KNOW

Only an owner or an admin can change the bank details. Invoices already issued keep the details they were issued with.

Platform terms

Under **Your company**, **Platform terms** holds the Terms of Service and the Data Processing Agreement. Press **Read it**, type **Your full name**, tick that you have authority, and press **Accept**. When a text changes it shows **Changed since you accepted** and needs accepting again.

Say how you work

- 1 Open **Every day**, then **What each vehicle needs**.
- 2 For each check (safety inspection, MOT, brake test, tachograph calibration, road tax, insurance, and the trailer checks) set how often you do it.
- 3 Press **This is how we work**.

To change an interval later, press **Change it**, which opens **Compliance Policies**. A single vehicle with a different interval (a six-week PMI on one lorry, for example) is set on that vehicle's own page.

The **Laden roller brake test** has a choice the others do not. DVSA asks for brake performance to be assessed at every safety inspection, so on that policy **Anchor mode** can be set to **Due with the safety inspection, whenever that falls**. It is then due the day the inspection is due, on each vehicle's own interval, instead of

running on a separate clock of its own. A brake test that was missed at an inspection stays outstanding on that inspection's date rather than quietly moving on to the next one, which is the point of it. The interval on the policy is then only used for a vehicle or trailer with no safety inspection on file.

Put your vehicles in

One at a time:

- 1 Open **Fleet**, then **All assets**, and press **Add vehicle** or **Add trailer**.
- 2 For a lorry, the **Registration** is required; add the VIN, make, model, axles and weight if you have them. For a trailer, your own name for it is required, and the registration and ministry plate if it has them.
- 3 Press **Create vehicle** or **Create trailer**. The vehicle's page opens.

Add vehicle

Create a vehicle for your organisation

office@demo-haulage.example

Sign out

← Back to Fleet

FLEET

Add a vehicle

Registration *

DEMO08

VIN

Make

Model

Vehicle type

Tractor unit

Axle count

3

Gross weight (kg)

44000

Fuel / powertrain

Diesel

Cancel

Create vehicle

Adding one vehicle.

Or all at once from a spreadsheet:

- 1 On **All assets**, press **Import assets** and choose your CSV or Excel file, or start from one of the templates.
- 2 Choose the sheet, match your columns to ours, and press **Validate & preview**. Fix any row marked, then press **Review & confirm import**.

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- 3 Press **Create** to add them. Keep the tab open until it finishes.

Fleet
Your organisation's vehicles and trailers

office@demo-haulage.exampleSign out

All assets

Search registration or

Search

Add vehicle

Add trailer

Import assets

Import compliance dates

12 asset(s)

ASSET	TYPE	STATUS	ADDED		
DEMO01 Vehicle	Vehicle	Active	16 Aug 2025, 11:00	Active	Remove
DEMO02 Vehicle	Vehicle	Active	06 Sept 2025, 11:00	Active	Remove
DEMO03 Vehicle	Vehicle	Active	27 Sept 2025, 11:00	Active	Remove
DEMO04 Vehicle	Vehicle	Active	18 Oct 2025, 11:00	Active	Remove
DEMO05 Vehicle	Vehicle	Active	08 Nov 2025, 10:00	Active	Remove
DEMO06 Vehicle	Vehicle	VOR (Off The Road)	29 Nov 2025, 10:00	VOR (off the road)	Remove

All assets: the lorries and trailers.

GOOD TO KNOW

An import takes up to 250 rows at a time and has no undo, so check the preview. The file is read in your browser. A vehicle added by mistake can be removed only while it has no history; after that, set its status to sold, archived or off the road.

Bring your dates

- 1 On **What each vehicle needs**, press **Import your dates** and choose the spreadsheet.
- 2 Say which column holds the registration, and for each date column which check it is and whether it is the date the check was done or the date it falls due.
- 3 Press **See what this will do**. It shows what is ready to write, what needs a look and which registrations are not in the fleet (you can add them from here).
- 4 Press **Write**.

GOOD TO KNOW

A date that could be read two ways is read day first, as in the UK. For one vehicle, you can also type the last inspection on its own page, and the next due date is worked out from it.

Ready for drivers

- **Drivers**, then **Onboarding setup**: press **Set this company up for onboarding** once. For employed (PAYE) drivers, press **Set up onboarding for PAYE employees** as well.
- **Your company**, then **Privacy questions**: the answers your drivers' privacy notice needs.
- **Rules & templates**, then **What drivers check**: the daily walkaround list. It starts as the DVSA list; add or change items in English and Romanian and press **Publish this list**.
- **Rules & templates**, then **Incident Procedures**: the number a driver rings, and the steps drivers are shown for a breakdown, an accident and the rest.

Every day

What is waiting, what is due, and what the drivers have sent.

The Command Centre

The first screen after you sign in: what is waiting on you this morning. The tiles under **Work to do** (documents to review, bookings waiting, vehicles needing attention, overdue invoices, wheel re-torques) each open their list. Invitations to you, from another company, appear here too.

Command Centre

What is waiting on you this morning

office@demo-haulage.example

Sign out

SNAPSHOT 4 MIN AGO

Demo Haulage

Reload portal data

Open Driver Directory

YOUR NEXT ACTIONS

Work to do

Documents to review

2

Check the evidence and approve or return it.

View details →

Bookings awaiting agreement

1

Review proposed dates and who needs to reply.

View details →

Assets needing attention

4

Vehicles and trailers with overdue or urgent checks.

View details →

Overdue sales invoices

£1,845.00

See unpaid customer invoices past their due date.

View details →

Wheel re-torques waiting

1

Wheels refitted and not yet re-torqued.

View details →

ACTIVE DRIVERS

3

Open active drivers

OPEN INCIDENTS

1

Review incidents and defects

RENEWAL TASKS

4

Open the renewal queue

The Command Centre.

The fleet planner

Fleet, then **Fleet planner**: every lorry and trailer, and when each check falls due.

- The cards at the top count what is **Overdue**, **Not tracked**, **Urgent**, **Due soon** and **In order**. **Not tracked** means there is no date at all, so nothing will remind anybody: give it a date.
 - Each cell has the date and how far off it is. **Booked** or **Offered** means a garage date is in hand; the colour stays until the check is done.
 - Search by registration, make or model, or filter by status.
- 1 Press a registration, then **Details**.
 - 2 To record a check as done, press **Done** next to it and give the date. The next one is worked out from it.
 - 3 To book it with a garage, press **Book**, choose the garage (or type the name of one that is not on Amarine), the date and a note, and press **Book it**.

Fleet planner

What is due, and when

office@demo-haulage.example
Sign out

All statuses

Fleet list
Bookings

Import compliance dates

2
Overdue

0
Not tracked

3
Urgent

3
Due soon

52
In order

8 + 4
Vehicles + trailers

Showing 12 of 12 vehicles. Select Details to view checks and book work.

VEHICLE	PMI NEXT DUE	BRAKE TEST NEXT DUE	MOT NEXT DUE	TACHO NEXT DUE	ROAD TAX NEXT DUE	INSURANCE NEXT DUE
DEMO03 Details -	01 Dec 2026 in 73 days	06 Jan 2027 in 109 days	06 Apr 2027 in 199 days	OVERDUE 07 Sep 2026 12 days ago	16 May 2027 in 239 days	10 Jun 2027 in 264 days
DEMO01 Details -	OVERDUE 16 Sep 2026 3 days ago Booked 20 Sep 2026	24 Sep 2026 in 5 days	11 Mar 2027 in 173 days	26 Nov 2027 in 433 days	20 Apr 2027 in 213 days	15 May 2027 in 238 days
DEMO02 Details -	18 Nov 2026 in 60 days	24 Dec 2026 in 96 days	28 Sep 2026 in 9 days	09 Dec 2027 in 446 days	03 May 2027 in 226 days	28 May 2027 in 251 days
DEMO05 Details -	30 Nov 2026 in 72 days	05 Jan 2027 in 108 days	05 Apr 2027 in 198 days	21 Dec 2027 in 458 days	30 Sep 2026 in 11 days	09 Jun 2027 in 263 days
DEMO07						

The fleet planner, with overdue, urgent and booked checks.

Documents that arrive

Inspection sheets, MOT certificates, calibration certificates and invoices from garages and suppliers. Your company has its own address for them, shown on **Documents**, then **Arriving documents**, with a **Copy** button: give it to your garages. They need no account. You can also upload a document somebody handed you, with **Upload it**.

Arriving documents

What has been sent in, and confirming it

office@demo-haulage.example

Sign out

1 Need you

0 On the way

0 Stopped

1 Done

The address for suppliers

Give this to a garage and anything they email lands below. They need no account and no app.

demo@in.example.co.uk

Copy

OR UPLOAD ONE

A document somebody handed you

It goes the same way as an emailed one: checked, read, and waiting for you to confirm it. PDF, JPEG, PNG or WebP, up to 25 MB. Nobody is asked what kind of document it is. That is read off the paper.

Choose File

No file chosen

Upload it

Your address for suppliers, and the upload.

Each document is read for you. Nothing reaches a vehicle's record until you confirm it.

- 1 Open a document under **Needs you**, and press **Open the document** to see the paper.
- 2 Check **What was read from it**. Anything marked **check this** deserves a second look.
- 3 Check or choose **Which vehicle or trailer**, the **Date the work was done** and, if you like, their reference.
- 4 Read the line under the buttons: it says exactly what confirming will do, for example that the inspection is recorded as done on that date and the next one opened.
- 5 Press **Confirm this**. Or **Reject it** if it is not yours, or **Read it again**.

Which vehicle

VEHICLE	MATCHED BY	WHY	
DEMO04	Registration on the document	DEMO04 was read from the document and is one of your vehicles.	Proposed

Your decision

Which vehicle or trailer

DEMO04



Date the work was done

18/09/2026



Their reference (optional)

J-4502

Confirm this

Reject it

Read it again

Confirming records the inspection as done on 2026-09-18 and opens the next one, replacing the one due 2026-09-28.

A document waiting to be confirmed onto a vehicle.

GOOD TO KNOW

An inspection with advisories closes the inspection; only a sheet that says the vehicle failed does not. An invoice or a letter is kept in the library but moves no date. After confirming, you can say whether the work answered a defect a driver reported, and the days to fix it are recorded.

Walkaround checks

- 1 Open **Fleet**, then **Walkaround Records**, and choose a driver.
- 2 The calendar shows each day: **All in order**, **Defects found**, **Unroadworthy** or **No check recorded**.
- 3 Open a day to see every item, the driver's note and photos, what they declared, and the defect report raised by itself when a defect was marked.

Export PDF prints the checks you select, for a file or a DVSA visit.

Driver walkaround checks

office@demo-haulage.example

Sign out

Daily checks on the calendar

WALKAROUND CHECKS

Back to drivers

Sam Demo

<

September 2026

>

Month

September 2026

This month

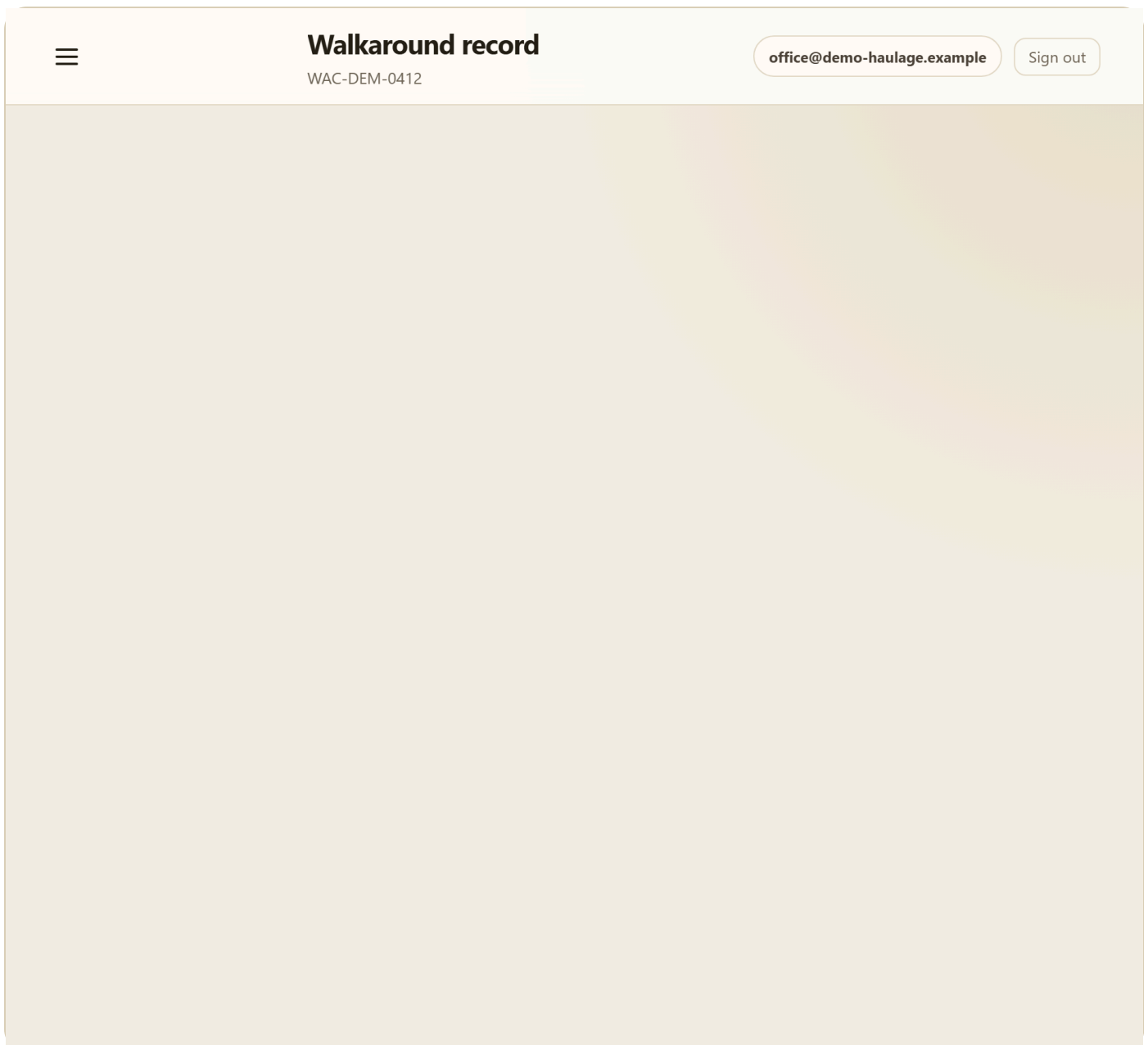
14 checks · Europe/London

● All in order ● Defects found ● Unroadworthy

Export PDF

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 ● 06:17 DEMO01 + TR0001 All in order	2 ● 06:24 DEMO01 + TR0001 All in order	3 ● 06:31 DEMO01 All in order	4 ● 06:38 DEMO01 + TR0001 All in order	5	6
7 ● 06:24 DEMO01 + TR0001 All in order	8 ● 06:31 DEMO01 + TR0001 All in order	9 ● 06:38 DEMO01 All in order	10 ● 06:10 DEMO01 + TR0001 All in order	11 ● 06:17 DEMO01 + TR0001 All in order	12	13
14 ● 06:38 DEMO01 + TR0001 All in order	15 ● 06:10 DEMO01 All in order	16 ● 06:17 DEMO01 + TR0001 All in order	17 ● 06:24 DEMO01 + TR0001 Defects found	18 ● 06:31 DEMO01 All in order	19	20

A driver's walkaround checks.



One check opened: the defect, and the declaration as the driver saw it.

Incidents and defects

A defect from a walkaround, or anything a driver reports from the app (a breakdown, an accident, damage, a problem with the load), arrives under **Every day**, then **Incidents**, and the warning in the top bar lights up. The urgency comes from what the driver ticked, never from a guess.

- 1 Open the report. The folds show the driver's photos and anybody else involved, with their insurer and registration.
- 2 Press **Triage / update**, set the **Severity** and the **Next status**, and write an **Office note**, which is required.
- 3 Press **Save triage**. When it is **Resolved**, it moves to the history and cannot be edited.

Incident Operations

Live office triage queue

office@demo-haulage.exampleSign out

AWAITING TRIAGE

1

Open incidents only

HIGH / CRITICAL

1

Still open

CRITICAL

0

Still open

OPERATIONS

Incident triage queue

What is still waiting on the office, most severe first.

Reload

INC-DEM-0087

Sam Demo · 17 Sept 2026, 06:24

HighTriage Required

TYPE

Trailer Defect

VEHICLE

DEMO01

LOCATION

Demo Park depot, ZZ99 9ZZ

PENDING ACTIONS

1

PHOTOGRAPHS

2 from the driver

WAITING

3 days

Trailer TR0001, nearside rear outer tyre: a cut in the sidewall, about 3 cm. Found on the morning walkaround, trailer not taken out.

Photos from the driver

the damage, the scene

Who else was involved

insurer, policy, registration

▼ Triage / update

Severity

High

Next status

Under Review

Office note

Trailer kept off the road. New tyre booked with Demo Garage for this afternoon.

Save triage

Incidents waiting for triage.

Driver reports and photos

- **Drivers**, then **Driver reports**: everything drivers reported, by driver and date, open or settled, with PDF and CSV exports.

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- **Every day**, then **Driver photos**: proofs of delivery, load photos, defect and walkaround photos. Press **Mark as seen** once somebody has looked; until then they count as new.
- **Fleet**, then **Fuel Records**: fill-ups and consumption for each vehicle.

Drivers

A driver joins by invitation and has their own account, which stays theirs. You see what they share with you, and they see nothing of yours but what concerns them.

Inviting a driver

- 1 Open **Drivers**, then **All drivers**, and press **Invite a driver**.
- 2 Type **Their email** and, if you like, their name, a message and how many days they have to answer (14 unless you change it). If you already hold a file for them, give the **Existing driver code**.
- 3 Press **Send invitation**. It is listed under **Waiting for an answer**; **Withdraw** takes it back.

The screenshot shows a web interface for inviting a driver. At the top, there's a header with a hamburger menu icon, the title 'Invite a Driver', a subtitle 'Ask somebody to work with you', and two buttons: 'office@demo-haulage.example' and 'Sign out'. Below the header is a main content area with a 'NEW' badge and a 'Back to drivers' button. The main heading is 'Invite a driver'. A paragraph explains that the driver accepts in their own app and that the invitation runs out if not answered. The form has four input fields: 'Their email' (filled with 'jamie.demo@demo-haulage.example'), 'Their name (optional)' (filled with 'Jamie Demo'), 'Existing driver code (optional)' (filled with 'AMT-014'), and 'Days to answer' (filled with '14'). A note below the code field states: 'Only if you already have their file. Accepting claims it instead of creating a second one.' There's a 'Message (optional)' text area filled with 'Welcome aboard. Your first run is on Monday.' At the bottom is a large blue button labeled 'Send invitation'.

The invitation form.

The driver opens the driver app, creates an account with that email address and accepts. Their record is made then. The driver guide shows their side.

Drivers

Find a driver and open their details

office@demo-haulage.example

Sign out

Find driver

Status

Name, code, email or phone

All statuses

Search

Invite a driver · 1 waiting

DRIVER	STATUS	CURRENT ENGAGEMENT	EMAIL	COMPLIANCE	INCIDENTS	ACCOUNT
Sam Demo DRV-0014	Active	ENG-DEM-0014 Demo Haulage	sam.demo@demo-haulage.example	0	1	Linked
Chris Demo DRV-0021	Active	ENG-DEM-0021 Demo Haulage	chris.demo@demo-haulage.example	0	0	Linked
Taylor Demo DRV-0031	Active	ENG-DEM-0031 Demo Haulage	taylor.demo@demo-haulage.example	1	0	Linked
Robin Demo DRV-0027	Onboarding	ENG-DEM-0027 Demo Haulage	robin.demo@demo-haulage.example	0	0	Linked
Jordan Demo DRV-0035	Onboarding	ENG-DEM-0035 Demo Haulage	jordan.demo@demo-haulage.example	2	0	Linked
Jo Demo DRV-0038	Invited	No engagement	jo.demo@demo-haulage.example	0	0	Not Linked

Showing 1 to 6 of 6 records

Previous

Next

The drivers, with their status.

Driver 360

Press a driver's name to open everything about them on one page:

- What is **Waiting on you** from this driver: documents, incidents, invoices, items to sort out.
- **Share codes**: the DVLA and right-to-work codes they typed, how many days each has left, and what your office recorded when it checked them.
- Their onboarding, their agreement or contract, the documents in force and those being checked, their licences and checks, training, infringements, incidents, invoices and fuel.
- **The driver's own documents**: their wallet, if they shared it. **Take a copy for our records** puts one into Driver documents for review.

The buttons at the top send a work offer, assign training or send the agreement.

Sam Demo

DRV-0014 · Complete operational record

office@demo-haulage.example

Sign out

DRV-0014

Sam Demo

Active sam.demo@example.com

07700 900147

Send a work offer

Assign training

Send the agreement

Back to drivers

FROM THIS DRIVER

Nothing is waiting on you.

ENGAGEMENTS

1

ONBOARDING

1

COMPLIANCE

6

DOCUMENTS

3

INCIDENTS

0

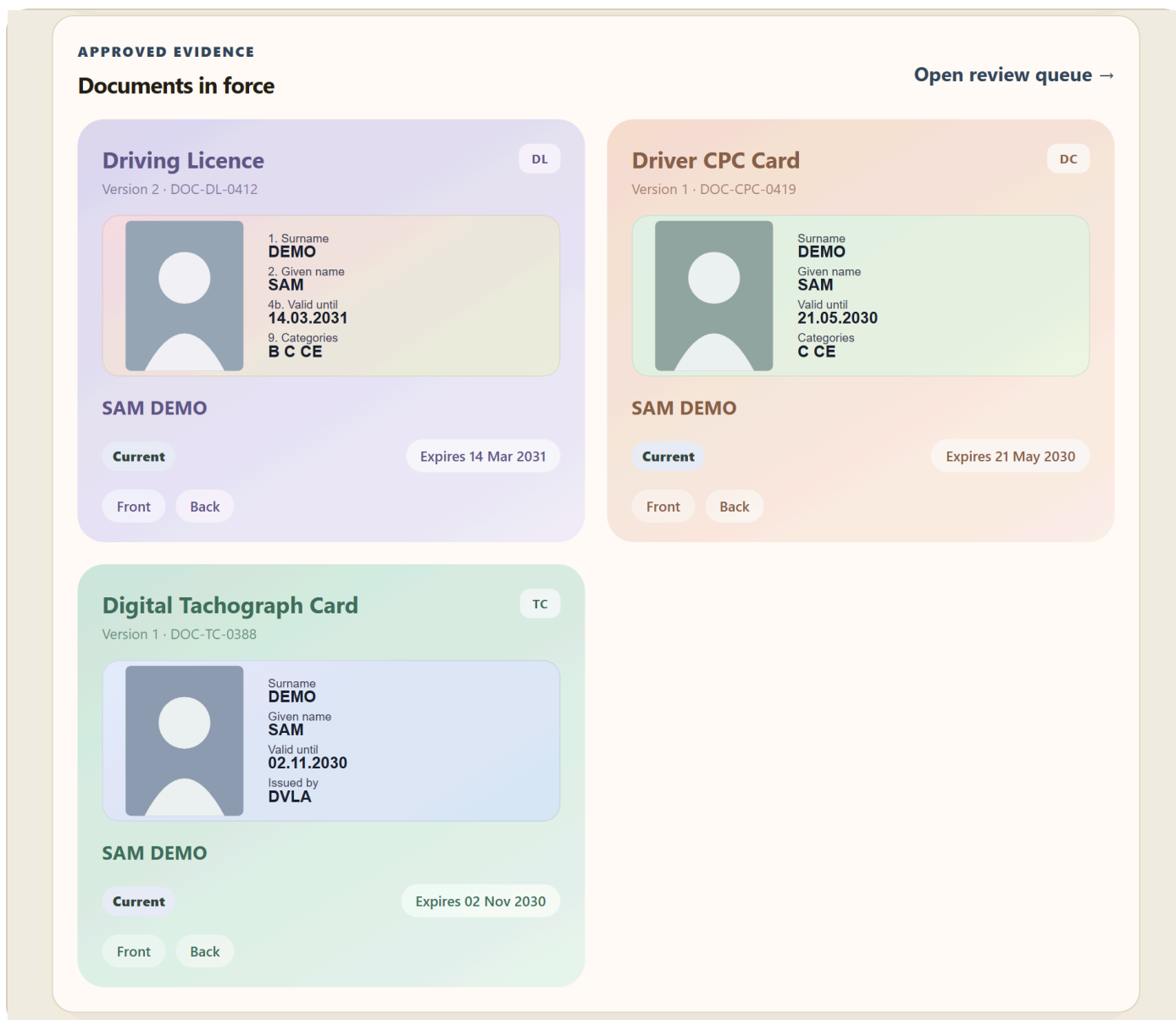
AUDIT EVENTS

38

CONTRACT

Signed By Both

The top of Driver 360.



Further down: the documents in force.

Onboarding a driver

- 1 On Driver 360, under **Put them through onboarding**, choose how they are engaged: **Limited company**, or **PAYE employee** with their pay rate, how often they are paid, job title, base and first day.
- 2 Press **Start onboarding**. The driver sees their steps in the app.
- 3 The panel shows each step: **Done**, **With the driver**, **Waiting on you** or **Not open yet**. The driver can carry on while a step waits for you.
- 4 Do the steps that are yours as they come: approve the documents, record the DVLA and right-to-work checks, review the IR35 answers for a limited company, and countersign the agreement or sign the contract.
- 5 At the end, **Final activation** lists anything still open, in words. When nothing is, give a **Decision reason**, tick the three confirmations and press **Run review and approve**. The driver is active and can be given work.

ONBOARDING

In Progress

3 waiting on you

Case ONB-DEM-2026-0035 · started 12 Sept 2026 · 3 of 12 steps done

Step 20 · Personal and Professional Documents

2 To Check

The driver has done their part and has moved on. What is left is yours:

Driver CPC Card: uploaded and confirmed by the driver.

Approve it

DVLA licence check: the driver sent the check code.

Review it

Step 50 · IR35 Office Review

The driver has answered the IR35 questionnaire. Your decision is recorded on the review.

Open the IR35 review

The office's half of onboarding.

► Stop this onboarding

▼ All 12 steps

Step 10 · Privacy Notice

Done

Step 20 · Personal and Professional Documents

Waiting On You

Step 30 · Company Details

Done

Step 40 · IR35 Questionnaire

Done

Step 50 · IR35 Office Review

Waiting On You

Step 60 · Subcontractor Agreement

Waiting On You

Step 70 · Driver Handbook

With The Driver

Step 80 · Accident Policy

Not Open Yet

Step 90 · Drivers' Hours Training

Not Open Yet

Step 100 · Accident Training

Not Open Yet

Step 110 · Final Declarations

Not Open Yet

Step 120 · Final Office Activation

Not Open Yet

Every step, and whose turn it is.

GOOD TO KNOW

An IR35 decision of Inside IR35 cannot be undone and ends the onboarding. An onboarding started by mistake can be stopped with **Stop this onboarding**; what was done is kept, but it cannot be continued.

Documents drivers send

A driver photographs a document, checks what was read from it, and sends it. It arrives under **Documents**, then **Driver documents**.

- 1 Press **Review document**, and open the source file.
- 2 Compare it with the details, and correct any that are wrong.
- 3 Tick that you compared the file with the details, and press **Approve document**. Or **Request new upload** or **Reject document**, with a message the driver reads.

An approved document is in force on Driver 360, and its expiry date drives the reminders to the driver.

DVLA licence checks

A driver sends the check code from their gov.uk licence page. You do the check on gov.uk and record what you saw. Until you do, their onboarding cannot finish.

DVLA licence checks
1 waiting for you

office@demo-haulage.example

Sign out

THEIRS TO SEND, YOURS TO CHECK

Licence checks

A driver sends the share code from their gov.uk licence page. You do the check on gov.uk and record what you saw. Until that is recorded, their onboarding cannot finish. This is a blocking step.

Jordan Demo
DRV-0035 · sent a check code · ****DEMO

Waiting For You

Check it

DVLA-00000000000D0035

Sam Demo
DRV-0014 · sent a check code · ****DEMO

Approved

Open

DVLA-00000000000D0014

A licence check waiting for the office.

- 1 Open **Documents**, then **DVLA licence checks**, and press **Check it**.

- 2 Press **Show me the code** and say why you are looking; it is recorded against your name. Check the licence on gov.uk and save the page as a PDF, or take a screenshot.
- 3 Choose what you decided. For **Approved**, write what the licence says, when to check it again and any endorsements. To refuse or ask for another code, write what the driver is told.
- 4 Under **The proof you keep**, choose the gov.uk file. It is required here.
- 5 Press **Record what you found**. The driver's step moves on.

DRV-0035

office@demo-haulage.example

Sign out

DRV-0035

← All licence checks

DRV-0035

Waiting For You

Jordan Demo

THEY

sent a check code

CODE

****DEMO

REFERENCE

DVLA-00000000000D0035

Show me the code

Recorded against your name, with the reason you give.

What you decided

Approved: the licence is in order

What the licence says

Full, valid, no endorsements

Check it again by

21/03/2027

Endorsements, if any

SP30 · 3 points · 14 Mar 2025

Your own note (the driver never sees this)

The proof you keep

Pick the file you saved from gov.uk: the PDF or a screenshot (up to 10 MB). It is kept with this check, and only your office can open it, from the driver's page. Its fingerprint is kept too, so it can be shown that the file has not changed since.

Choose File

No file chosen

Nothing chosen yet.

Record what you found

Recording the check, with the gov.uk file.

Recording a DVLA or right-to-work check yourself

When the driver typed the code into their wallet instead of sending it, it shows under **Share codes** on Driver 360, and the onboarding documents step lets you record the check yourself.

AMARINE · Office guide · amarineone.co.uk/guide/office

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- 1 Do the check on gov.uk with the code.
- 2 For a licence: fill in the **Day you checked**, **Check again on** and **What the licence showed**. For the right to work: choose whether they have it, have it for a limited time (and until when), or do not.
- 3 Add the gov.uk file if you saved one (a PDF or a screenshot, up to 10 MB). Only your office can open it, from Driver 360.
- 4 Press **Record the check**.

Each code on Driver 360 then says what was checked and when, and warns if a newer code has not been checked. **Open the gov.uk PDF** opens the file kept with the check; **Add the gov.uk file** adds one later.

Agreements

- A limited-company driver enters their company details in the app, and **Contractor Companies** is where you mark them **Verified** or **Not right**.
- **Send the agreement** on Driver 360 sends the subcontractor agreement. If it cannot be sent yet, the panel says why.
- When the driver has signed, countersign: type your name and capacity, tick the three statements and press **Countersign**. During onboarding this is done from the onboarding panel.
- **Drivers**, then **Agreements**, lists every agreement and its status. An agreement waiting for signatures can be voided with a reason; one signed by both cannot, and is replaced by sending a new version.

Only an owner or an admin can send or countersign. A signature can never be changed or removed.

Training

- 1 Open **Drivers**, then **Assign Training**, or press **Assign training** on Driver 360.
- 2 Choose the driver, then tick the packs. Each pack shows what the driver has done: already assigned, passed and valid to a date, running out, or never assigned.
- 3 Choose the language, English or Romanian.
- 4 Say why: induction, yearly refresh, after an incident (choose which one) or an office decision. Add a due date and a note if you like.
- 5 Press **Assign selected training**.

The driver is told, takes it in the app, and the result comes back here and to Driver 360 by itself. **Read training** lets you read a pack before giving it.

Assign Training

Give a driver one or more training packs

office@demo-haulage.example

Sign out

HUMAN DECISION

Assign training

Choose a driver, then the packs. Everything is recorded with the reason it was given.

Read all platform training. You can read a pack without assigning it or choosing a driver.

STEP 1

Driver

Driver

Sam Demo · DRV-0014

STEP 2

Packs

6 available

A pack with no version in the language chosen below cannot be ticked.

☒

Bridge Strike Prevention

Never Assigned

BRIDGE_STRIKE_PREVENTION · 6 lessons · 15 questions · pass 80% · valid 365 days · EN/RO

Read training · EN

Read training · RO

☐

Daily Walkaround Check

Passed

WALKAROUND_CHECK · 5 lessons · 12 questions · pass 80% · valid 365 days · EN/RO Passed 12 Mar 2026 · 92% · valid to 12 Mar 2027

Read training · EN

Read training · RO

☐

Drivers Hours and Tachograph Training

Passed

DRIVERS_HOURS_TRAINING · 7 lessons · 18 questions · pass 80% · valid 365 days · EN/RO Passed 22 Dec 2025 · 88% · valid to 22 Dec 2026

Read training · EN

Read training · RO

☐

Working Time Directive

Already In Progress

WORKING_TIME · 4 lessons · 10 questions · pass 80% · valid 365 days · EN/RO Assigned 10 Sept 2026 · due 24 Sept 2026

Read training · EN

Read training · RO

☐

Accident Procedure Training

Passed

ACCIDENT_TRAINING · 5 lessons · 12 questions · pass 80% · valid 730 days · EN/RO Passed 21 May 2026 · 100% · valid to 20 May 2028

Read training · EN

Read training · RO

☐

Load Security and Safe Loading

Never Assigned

LOAD_SECURITY · 6 lessons · 14 questions · pass 80% · valid 365 days · EN/RO

Read training · EN

Read training · RO

Assigning training to a driver.

Tachograph infringements

1

Open **Every day**, then **Infringements**, press **Upload a letter** and choose the PDF from your analysis provider. It is read for you.

AMARINE · Office guide [amarineone.co.uk/guide/office](#)

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- 2 Check each line. **Fix this line** corrects the driver, rule, time or vehicle; **Remember** keeps a member code matched to a driver for next time.
- 3 Press **Confirm and send**. Each driver gets theirs to read, answer and sign in the app.
- 4 When the driver has answered, press **Decide**, choose what was decided, write why (this is the part an inquiry reads) and press **Record and sign off**.

Nothing reaches a driver until you have looked at what was read. Before a driver answers, only a dismissal can be recorded.

Ending a working relationship

On Driver 360, open **End the working relationship**, give the last working day and why, tick that you understand it ends their access, and press the button. Open work offers are withdrawn and unsigned agreements voided; a signed agreement is kept. The driver keeps their own account and documents. **Invite them back** sends a new invitation later.

Garages and repairs

A garage you appoint sees only the vehicles you name, answers your bookings, fills in inspection sheets on the platform and invoices from the signed sheet. It is free for them.

Appointing a garage

- 1 Open **Workshop**, then **Garages**.
- 2 If the garage is on Amarine, type their connect code (SVC-...) and press **Find them**. Check the name and company number, tick the lorries and press **Appoint them**.
- 3 If they are not, fill in **Invite a garage**: their email address, their name, a note and the lorries, and press **Invite them**.

Either way, the garage has to accept. You can take a lorry back, or end the appointment, at any time. The workshop guide shows their side.

Bookings

- 1 Book from the fleet planner (**Details**, then **Book**). A garage on Amarine is asked; for one that is not, it is your own note of a booking you made by phone, and nothing is sent to them.
- 2 **Workshop**, then **Bookings**, shows each booking and whose turn it is. When it is yours, press **Accept**, **Another day** or **Decline**.
- 3 When the garage says the work is done, press **Confirm into my records**, and the due date moves. If it is not right, press **This is not right** and say why.
- 4 For a garage not on Amarine, press **Close this off** and write what was done yourself.

Inspection sheets from your garages

Workshop, then **Inspection sheets**, holds every sheet a garage has signed on your vehicles. You are told when one is signed. Accept it into your records, choosing which due date it answers, or send it back with a question. A garage that is not on Amarine emails its paper sheets to your address for arriving documents instead.

Faults a driver reported

A driver who marks a fault on his walkaround sends it straight here. The guide to maintaining roadworthiness asks for three things about every one: that it reaches somebody, that somebody decides what to do about it, and that whoever decided puts their name to it. This screen is where all three happen.

- 1 Open **Workshop**, then **Defects**. Critical faults come first, then the ones that have been waiting longest, with the days on every row.

- 2 The heading counts what is open, and says separately how many have nothing written against them at all. Those two are different questions.
- 3 Press **Answer this** on a fault, or **The check it came from** to read the whole walkaround it was found on.
- 4 Choose what happened to it: **It was repaired**, **Checked, nothing needed** or **Being watched**.
- 5 Put your name in **Who answered it** and tick **The vehicle is fit for the road** if it is, then **Save the answer**.

It was repaired asks **Which job answered it**, and offers only work recorded on that vehicle since the fault was reported. If the job is not there yet, write it on the **Repair sheet** first and come back. The fault is then closed.

Checked, nothing needed asks **Why**. Write what you checked and what you found, because that sentence is the whole of your answer if anybody asks later. The fault is then closed.

Being watched also asks **Why**, and does *not* close the fault. It stays on this list with the days still counting, and the audit pack says it is still on the vehicle. A fault that could be put away by ticking a box is a fault that gets put away.

An answer cannot be edited afterwards. It can be taken back, with a reason, and written again, so that what is on file is what was decided at the time.

The driver who found the fault is told what happened to it, on his phone and on his own copy of the check, including what the repair sheet says was done. A fault being watched tells him plainly that it is not fixed yet.

In the audit pack, the walkaround check carries the answer under the fault it was found on: what was done, who signed it, whether the vehicle was declared fit for the road, and the repair sheet's own words. A fault nobody has answered says so on the page, which is what an examiner is looking for.

Defects

office@demo-haulage.example

Sign out

What a driver found, and what was done about it

DRIVER DEFECT REPORTS

2 open

2 of them have nothing written against them at all.

A fault a driver reports has to reach somebody and be answered, and the answer has to be on file. Watching one is an answer and it does not close it: it stays here with the days still counting.

Open

Answered

Everything

DEMO01 · AROUND THE VEHICLE

Critical

Nobody Has Answered It

Tyres

Reported 2 days ago, reported by Sam Demo

What the driver wrote. Nearside rear outer on the trailer, a cut in the sidewall about 3 cm.

Answer this

The check it came from

It was repaired

Checked, nothing needed

Being watched

Pick the job that answered it. It is then closed.

Which job answered it

Choose the work

Who answered it

Alex Demo

☒ The vehicle is fit for the road

Save the answer

Leave it

DEMO03 · IN THE CAB

Nobody Has Answered It

Wipers and washers

Reported 6 days ago, reported by Taylor Demo

What the driver wrote. Driver side blade juddering, leaves a smear.

Answer this

The check it came from

One fault open, with the three ways out of it.

Repair sheet

- 1 Open **Workshop**, then **Repair sheet**.

- 2 Choose the lorry and the day, tap what was done or type it, say whether it was done in the yard or by a garage, and add the cost and job number if there are any.
- 3 Press **Save the repair**. It goes into the lorry's history. If wheels came off, **Record the wheel refit** opens the wheel register already filled in.

Wheel torque

Every wheel taken off and put back, and its re-torque, as DVSA asks: after 30 minutes standing, or within 40 to 80 km.

- 1 Open **Workshop**, then **Wheel torque**, and press **Record a wheel refit**.
- 2 Choose the vehicle, when the wheel went back on and why it came off, tap the wheels, and give the torque, who fitted it and the five DVSA confirmations. Press **Save the refit**.
- 3 When it is time, under **Re-torques to do** press **Record the re-torque**, say whether every nut held, and save.



Wheel torque

Every wheel taken off and put back, and its re-torque

office@demo-haulage.example Sign out

WAITING 2 waiting

Re-torques to do

DVSA: re-torque after the wheel has stood 30 minutes, or within 40 to 80 km (25 to 50 miles) if the vehicle is used. The platform also calls it overdue once a day has passed with no reading to say it has not gone that far.

DEMO01 Due Axle 2 offside outer, Axle 2 offside inner
Re-torque due: 22 km since it went on; DVSA says within 40 to 80 km.
Fitted 19 Sept 2026, 09:42 by Jo Demo · 600 Nm
Record the re-torque

TR0001 Settling Axle 3 nearside, Axle 3 offside
Re-torque from 19 Sept 2026, 13:00. The fixings settle for 30 minutes first.
Fitted 19 Sept 2026, 12:30 by Demo Tyres (tyre company) · 600 Nm
Record the re-torque

RECORD

A wheel taken off and put back

Record a wheel refit

Re-torques due, settling and done.

GOOD TO KNOW

A refit left a day without a re-torque shows as overdue. An entry made by mistake is voided with a reason and stays on the register, struck through. The register downloads as CSV or prints as a PDF.

History and audit pack

- **Fleet**, then **Maintenance**: what was done to each vehicle and what it cost. **Record a job** adds one, **Import history** brings your past records.
- **Fleet reports**: costs by lorry and by garage, repeat faults, month by month.
- **Audit pack**: everything about one lorry, ready to hand over. **Print it** makes the PDF.
- **Document library**: every document the company holds, by vehicle, kind and year.

Money

What you invoice your own customers, what garages invoice you, and what drivers invoice you.

Sales invoices

- 1 Open **Money**, then **Sales invoices**, and press **New invoice**. It is a draft: it has no number, nothing has been sent and nobody can pay it.
- 2 Choose the **Customer**, or add a new one from here. Write what the work was, and when it is due.
- 3 Add the lines: description, quantity, unit price and VAT. **Add one you have charged for before...** saves typing. The draft saves as you go.
- 4 Press **Preview** to see it as your customer will, then **Issue it**. It takes the next number.
- 5 Under **Email this invoice**, check the address and the message and press **Send to the customer**. The PDF goes attached; replies come to your company.
- 6 When the money arrives, record it under **Paid** with the amount, the day, how and their reference, and press **Record it**.

Issue it

This is the invoice as your customer will get it. Nothing has been issued or sent.

A sales invoice.

An issued invoice cannot be edited, and its number is never given back. If it is wrong, press **Cancel this invoice**, say why, and issue a new one. The cards at the top show what you are owed and how much of it is overdue.

Money, then **Garage invoices**: every invoice a garage on Amarine issued to you, never their drafts. Each shows how to pay and the reference to quote, and links to the sheet. When you have paid, press **Tell them you have paid**: the garage is told, and settles it when the money arrives.

Driver invoices

Money, then **Driver invoices**: invoices and credit notes that self-employed drivers raised against the work offers they accepted. Search by driver, status or date, and **Open** one to read it. You do not create these; the driver does, in their app.

Driver invoices

Invoices received from drivers and subcontractors

office@demo-haulage.example

Sign out

Find invoice

Invoice, supplier or driver

Driver code

All drivers

Status

All statuses

Issued from

dd/mm/yyyy

To

dd/mm/yyyy

Search

Balances account for credit notes. Payment status is not recorded for driver invoices.

BILLED TO YOU

Invoices

Raised by the driver against work you offered and they accepted.

INVOICE	FOR	ISSUED	DUE	NET	VAT	TOTAL	BALANCE	
INV-00017 Demo Freight Sam Demo	WO-2026-W37-004	16 Sept 2026	30 Sept 2026	£1,050.00	£210.00	£1,260.00	£1,260.00	Open
INV-00009 Demo Logistics Chris Demo	WO-2026-W37-002	15 Sept 2026	29 Sept 2026	£960.00	£192.00	£1,152.00	£1,152.00	Open
INV-00012 Demo Transport Taylor Demo	WO-2026-W37-006	15 Sept 2026	29 Sept 2026	£1,125.00	£225.00	£1,350.00	£1,230.00 £120.00 credited	Open

Invoices received from drivers.

The assistant

Ask about your own records in plain words.

Ask

- 1 Open **Ask** at the top of the menu.
- 2 Type a question, or press one of the suggestions: what is due this week, any open defects, any incidents this month, what the last PMI found.
- 3 To find out how to do something in the portal, ask it in your own words, for example "how do I invite a driver" or "where do I confirm a PMI sheet". It answers with the steps from this guide and a link to the page.
- 4 If you ask it to book a vehicle in or send a driver some training, it fills the form in on a card marked as not done yet. Nothing happens until you press the button on the card; **Leave it** drops it.

Ask

Questions about this company's own records

office@demo-haulage.example

Sign out

Ask

Ask about company records or prepare a booking or training assignment.

You asked: What's due this week?

Two checks are overdue and two more fall due this week:

- **DEMO 01**: PMI inspection, due 15 Sep (3 days overdue)
- **DEMO 03**: tachograph calibration, due 6 Sep (12 days overdue)
- **TR0001** (trailer): PMI inspection, Tuesday 22 Sep
- **DEMO 01**: brake test, Wednesday 23 Sep

You asked: Book DEMO01 in at Demo Garage for its PMI on Thursday at 8

Ready: DEMO 01 at Demo Garage on Thursday 24 September at 08:00, for the PMI that went over on the 15th. They are on the platform, so press the button to send it.

Book this in

Nothing Has Happened Yet

VEHICLE	GARAGE	FOR
DEMO 01	Demo Garage	PMI · due 2026-09-15
WHEN		
2026-09-24 at 08:00		

They are on the platform. They will see this and can accept it or offer another day.

Book this in

Leave it

Is anything overdue?

Ask

It never books, sends or changes anything itself. It fills the form in and you press the button.

An answer from your own records, and a booking ready to press.

GOOD TO KNOW

Every number comes from your own records; the assistant only puts it into words. An answer that is general knowledge says so. It never books, sends or changes anything itself. The conversation is shared with your office, and each question shows who asked it.

Getting help

Write to support@amarineone.co.uk, call 07961 398553 or send a message on WhatsApp. Tell us which screen you are on and what you pressed; a screenshot helps.

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