



National Digital Car Seat Check Form App

How-to Guide

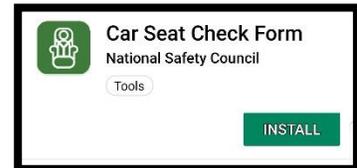
Downloading the App

On Android (Samsung, Google, HTC, etc.):

- 1) Go to the Play Store.
- 2) Search “Car Seat Check Form”.
- 3) Download the “Car Seat Check Form” app; it will be a green icon from the developer “[National Safety Council](#)”.

- Or, you can click on this link from your mobile device:

https://play.google.com/store/apps/details?id=org.nsc.checkform&hl=en_US

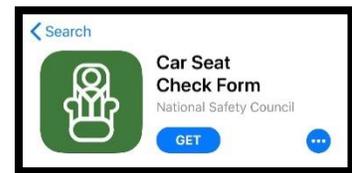


On iOS (Apple Devices):

- 1) Go to the App Store.
- 2) Search “Car Seat Check Form”.
- 3) Download the “Car Seat Check Form” app; it will be a green icon under the category “Utilities”.

- Or, you can click this link from your mobile device:

<https://itunes.apple.com/us/app/car-seat-check-form/id1460697145?mt=8>



Getting Started

Username
CPSTech123

Password
.....

LOGIN

Once you download the app, sign in to the app using your National Digital Car Seat Check Form user login information on the home page of the app.

Note: You must have a user account for the National Digital Car Seat Check Form (NDCF) to use the app. You can request a user account at carseatcheckform.org; allow 1-3 business days for approval.

Using the App

After initial sign in, you will be able to access and use the app without a Wi-Fi/data connection, but you must have completed the initial sign in for this accessibility. Refer to the “**Getting Started**” section.

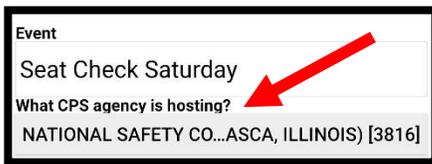
- You will be able to submit car seat check forms completed offline when you reconnect to a Wi-Fi/data connection. You will be prompted to log in to carseatcheckform.org if internet is available when attempting to submit.
- It is recommended to reconnect using a Wi-Fi/data connection before each use of the app without a Wi-Fi/data connection to verify agency and technician information, including the most current liability statement for you or your agency. Once you verify the information, you can log out and disconnect from the Wi-Fi/data connection and use the app offline.

Helpful Tip: Users can turn a device on airplane mode if they want to avoid using a mobile data plan.

Note: It is not necessary to log out of the app except when technicians are sharing the same device. When using the same device, technicians should log out or close the app prior to the next car seat check *if* using a different technician’s account for the next seat check.

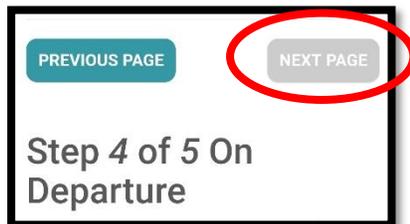
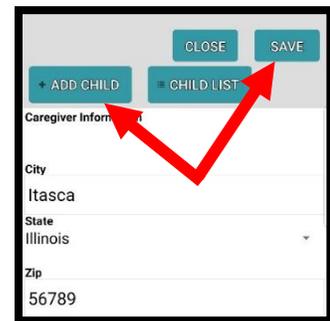
Starting a Car Seat Check

1. Select “Start New Check Form” to open a car seat check form.
2. **Caregiver Information** - All fields must be completed before you can begin your seat check. An error will appear if any fields are left blank.



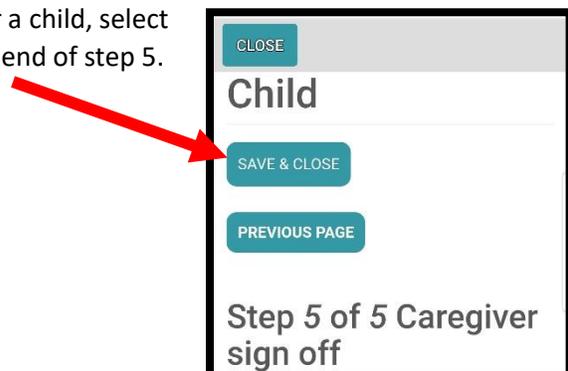
*Make certain to complete “What CPS agency is hosting?” in order to link data collected to an agency. You are not required to complete this field if you are working independently.

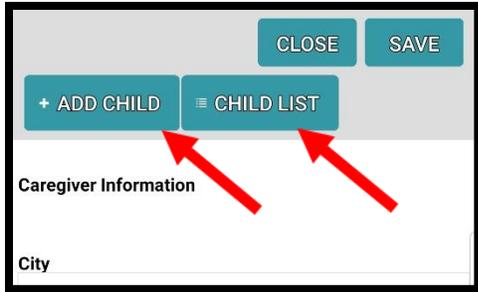
3. Select “Save” once you complete the caregiver information.
4. Select “Add Child” to enter information about the first child.
5. After completing each step (section), select “Next Page” to advance. All required fields must be completed before the “Next Page” button will appear.



*When using the app offline, or without a Wi-Fi/data connection, you will not be able to connect with external links, such as a car seat recall list. It is recommended to have at least one current paper copy of a car seat recall list present for each seat check event or appointment.

6. Once all 5 steps of the NDCF are completed for a child, select “Save & Close” at the bottom of page 5, at the end of step 5.





7. To add an additional child select “Add Child” and follow steps outlined in numbers 4 – 6 above.

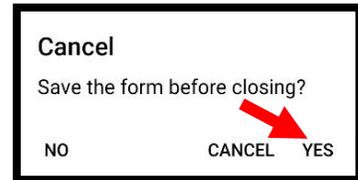
8. To review check forms associated with the caregiver select “Child List” on the Caregiver Information page. Selecting “Save” and “Close” will bring you back to the Caregiver Information page.

9. To exit the Caregiver Information page once the car seat check(s) are complete, select “Close”.

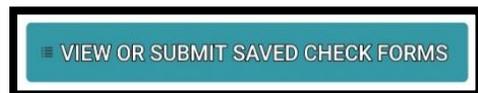
10. Select “Yes” when prompted with “Save the form before closing?”

11. Select “OK” to clear the “Form Saved” message.

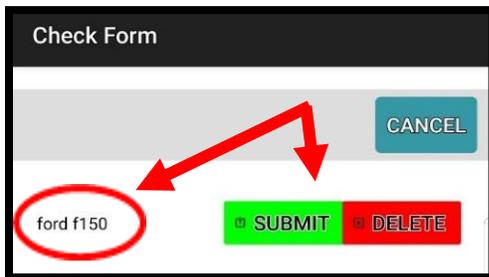
The check form will be saved under “View or Submit Saved Check Forms” on the home page menu of the app. You will automatically return to the home page menu.



View or Submit Saved Check Forms



1. Select the “View or Submit Saved Check Forms” button on the home page menu.



2. To view the check form(s) for a caregiver click on the vehicle information. Doing so will take you to the Caregiver Information page. To review check forms associated with the caregiver select “Child List” on the Caregiver Information page.

3. To submit a check form to the NDCF database system, select the green “Submit” button.

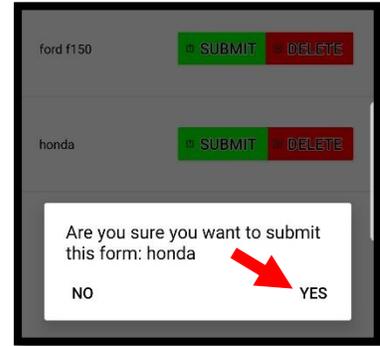
If there is any missing information in the form, you will be prompted to complete the form before being able to submit.



WI-FI/DATA CONNECTION

If you have a Wi-Fi/data connection available and have completed all information in the form upon selecting the green “Submit” button:

- Answer “Yes” when prompted “Are you sure you want to submit this form: [Vehicle Information will be here.]”
- Select “OK” to clear “Success – Form Submitted” message.



NO WI-FI/DATA CONNECTION

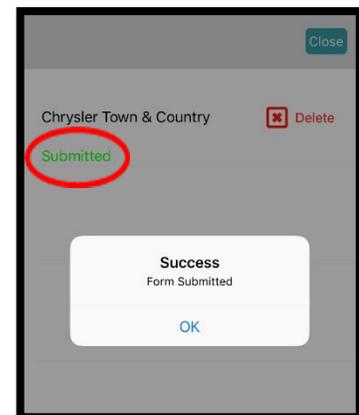
- **If you do not have a Wi-Fi/data connection your check forms(s) will be saved in the app until you are able to connect to a Wi-Fi/data connection and submit the check form(s).**

Note: All caregiver information and check forms are saved in the app.

- If there is no Wi-Fi/Data connection available you will be prompted to reconnect to the internet before being able to submit the check form(s). Select “Okay” to return to the app.
- Once you have a Wi-Fi/data connection you must log in to submit the check form(s).

Note: Be sure airplane mode is off before logging in when preparing to submit the check form(s) so you can connect to a Wi-Fi/data connection.

- You may be redirected to the carseatcheckform.org log in page:
 - If a technician has no internet connection.
 - When a Wi-Fi/data connection is available (or restored) and a technician attempts to submit a seat check.
 - If a technician closes out of the App and attempts to log back in.
- When check forms are successfully submitted to the NDCF database they will be labeled “Submitted” under vehicle info and can be deleted from the device app.



Providing App Feedback

- If you are experiencing any technical issues with the app, please submit feedback so we can work to address the issue as quickly as possible.

Please send a screen capture of the technical issue to info@carseatcheckform.org or submit it through the REPORT FEEDBACK tab at carseatcheckform.org.