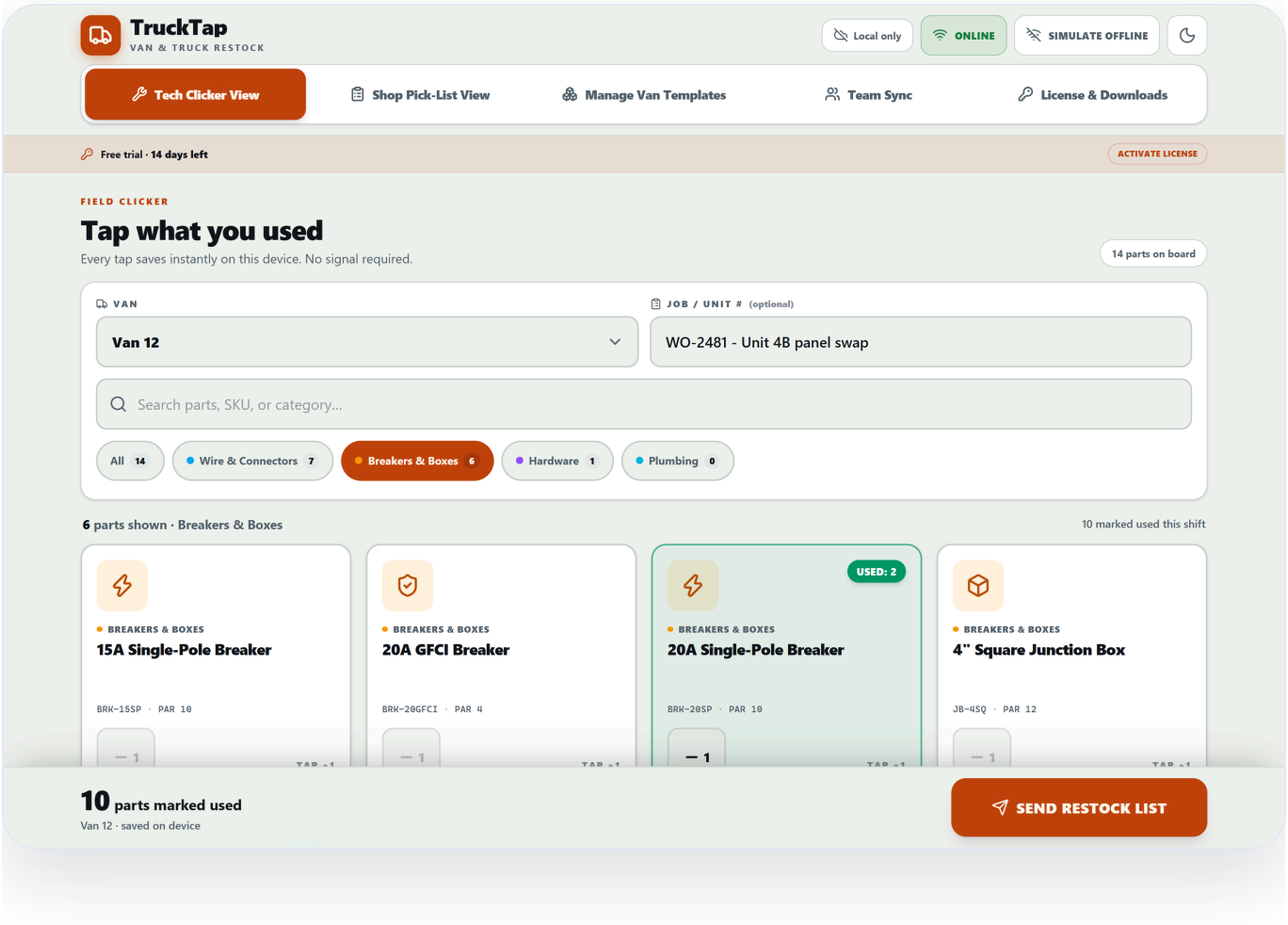
TRUCKTAP

# User guide for the van restock board.

Install TruckTap, activate your license, set up a van, tap used parts, and hand the shop a clean pick-list.

Version 1.1.8 · Windows & web · support@trucktap.net



START HERE

# What TruckTap does

TruckTap is a local-first restock board for service vans. A technician taps each part they used. The shop sees a live pick-list and a consolidated supplier order. Everything works offline; Team Sync is optional.

### Tech Clicker

Tap +1 or -1 on a part. Hold to undo. Counts reset when the van is restocked.

### Shop Pick-List

See every van, pick each line, and export the supplier order as CSV.

### Van Templates

Name your van and load an Electrical, Plumbing, or Multifamily starter list.

### Team Sync

Optional shared workspace for the field, the shop tablet, and the office.

## What you need

- Windows 10 or 11, 64-bit, for the desktop app.
- A modern browser for the web app.
- A TAP license key for use after the 14-day trial.
- Internet only if you choose Team Sync.

> **Your data lives on your device.** TruckTap stores the van board in the app's local IndexedDB. There is no TruckTap account and no cloud copy unless you deliberately turn on Team Sync.

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STEP 1

# Install and first launch

1. Run `TruckTap-Setup-1.1.8.exe` and accept the Terms of Service shown by the installer.
2. Choose the installation folder. The default per-user location does not require an administrator.
3. Windows SmartScreen may warn because the installer is not code-signed. Choose **More info**, then **Run anyway**.
4. Open TruckTap from the Start menu or desktop shortcut.

The installer also places this guide, a README, and the Terms of Service in the TruckTap program folder. Start menu shortcuts are created under **TruckTap Docs**.

> **Prefer the browser?** Open `https://trucktap.net/app/`. The web app uses the same local board and works without an account. Use the desktop app when you want a separate window and a local data folder.

## First launch

On a new device the app opens with a 14-day trial. If this is your first van, TruckTap asks you to name it and choose a starting parts list. You can skip the template and add parts manually.

## Where data is stored

| Platform | Location |
|---|---|
| Windows desktop | Use **Help** → **Open Data Folder**. IndexedDB lives in the Electron user-data folder. |
| Browser | Site data for `trucktap.net` in your browser profile. |

Clearing browser site data or uninstalling without a Team Sync workspace removes the local board. Export the shop list to CSV before wiping a device.

STEP 2

# Activate a license

A TAP license is signed and verified offline. Open **License & Downloads** and paste the key from your purchase email. Keys start with `TAP-`.

1. Open the **License** tab.
2. Paste the full key into the license box.
3. Select **Activate License**.
4. Confirm the plan name and van limit shown on the card.

Lost the email? Open `https://trucktap.net/license.html` and enter the Stripe checkout session ID from your receipt.

## Plans at a glance

| Plan | Vans | Shop stations | Updates |
|---|---|---|---|
| Starter | 3 | 1 | 12 months |
| Standard | 10 | 3 | 12 months |
| Advanced | Unlimited | Unlimited | 24 months |

Licenses are per shop, not per technician. The app keeps working after the update window ends; renewals are optional.

> **Trial expired?** Activate a license to continue. The local board is not deleted when the trial ends.

STEP 3

# Set up a van

Open **Manage**. Each van has its own parts list, par levels, and tap counts. A shop can have several vans.

1. Select **Add van** and give it a clear name, such as “Van 12 — Alex.”
2. Choose a starter template or start empty.
3. Adjust par levels for how many of each part the van should carry.
4. Add, edit, or remove parts at any time.

Starter templates cover common electrical, plumbing, and multifamily maintenance parts. They are a starting point; edit names, categories, and par levels to match your shop.

TruckTap

ONLINE

Tech | Shop | Templates | Team | License

USED: 1

WIRE & CONNECTORS

## 3-Way Toggle Switch

SW-3WAY · PAR 8

— 1

TAP +1
HOLD UNDO

USED: 1

WIRE & CONNECTORS

## Electrical Tape (Black)

TAPE-BLK · PAR 12

— 1

TAP +1
HOLD UNDO

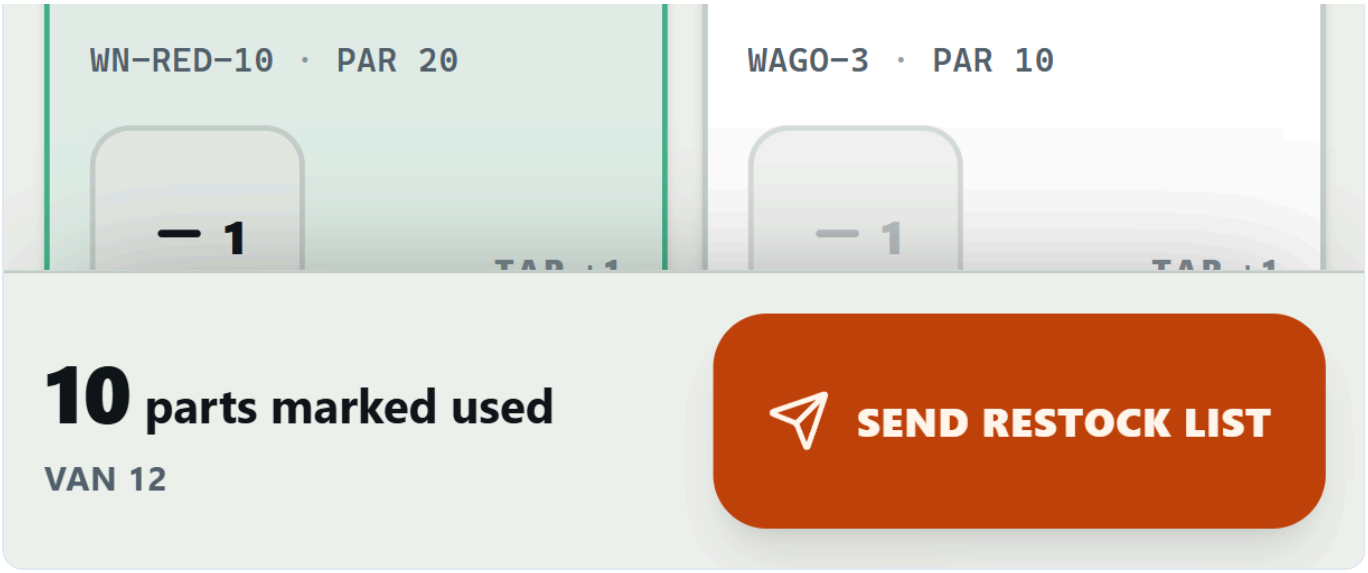
USED: 2

WIRE & CONNECTORS

## Red Wire Nuts (Bag/10)

WIRE & CONNECTORS

## Wago Lever Nuts 3-Port (10)



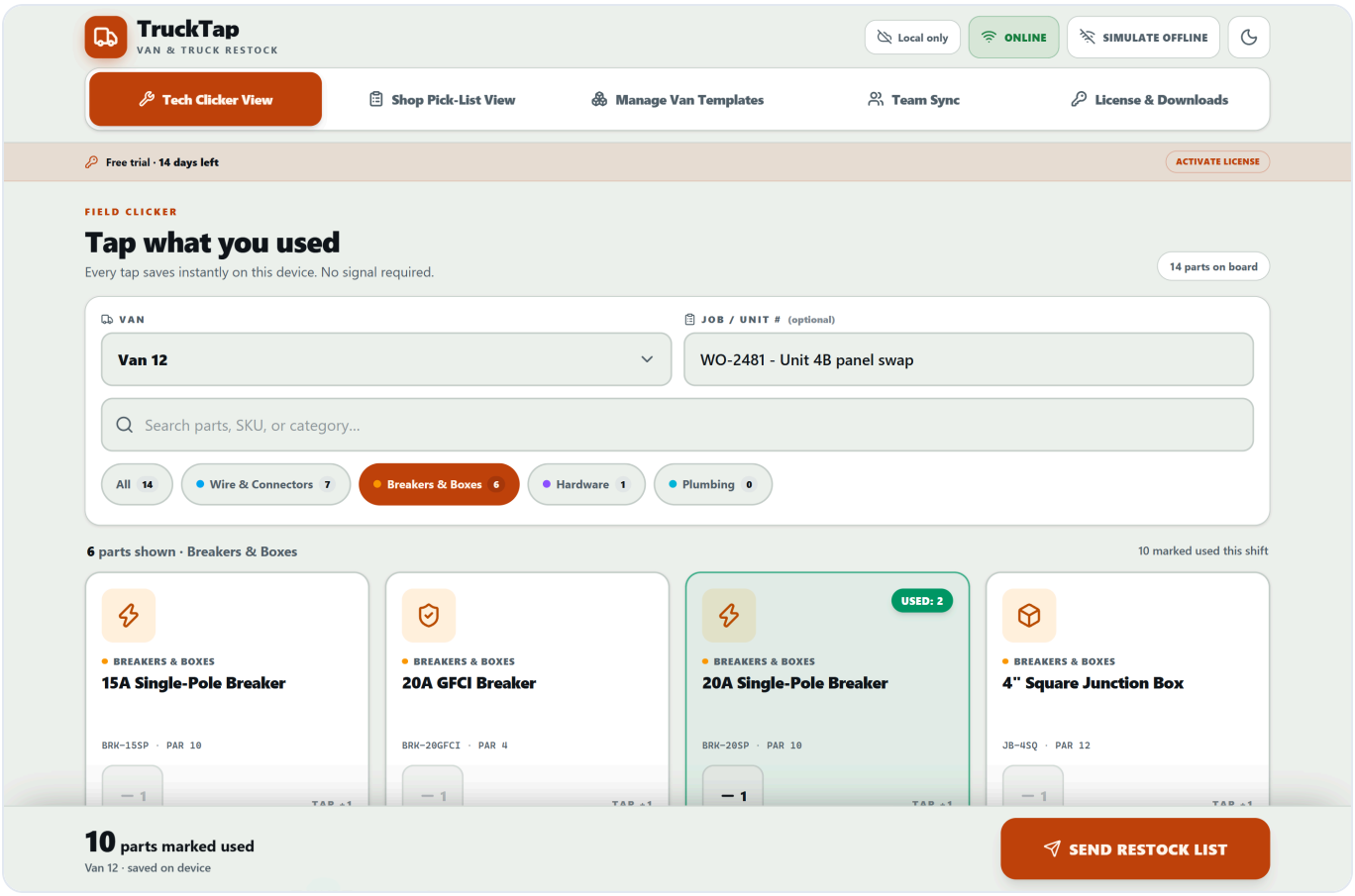

Parts are grouped by category and can be searched from the Tech view.

DAILY USE

# Tap used parts

Open **Tech**, pick the van, and tap the part you used. The count updates immediately, even with no signal.

- Tap **+1** to add one used part.
- Tap **-1** to correct an accidental tap.
- Press and hold to undo, or use the reset action when the van is restocked.
- Use the search box for a long parts list.
- Add an optional job or unit tag so the shop knows where the part went.




The Tech Clicker shows the current van, categories, and tap counts.

Taps save to the device immediately. If Team Sync is on, the app queues each change and pushes it when a connection is available.

SHOP WORKFLOW

# Pick and restock

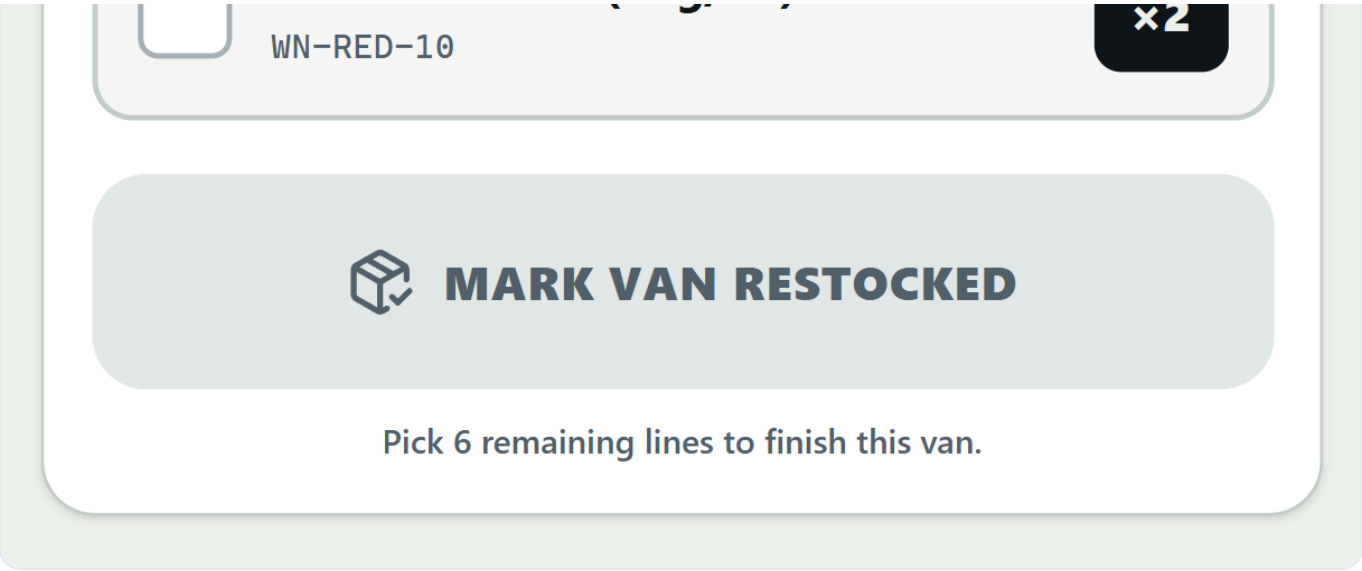
1. Open **Shop** to see every van with pending lines.
2. Pick each item and mark it picked.
3. Export the consolidated supplier order as CSV when it is time to order.
4. When the van is loaded, mark the order restocked and reset the day's taps.

TruckTap

ONLINE

Tech | Shop | Templates | Team | License

- [ ] **20A Single-Pole Breaker** — BRK-20SP — ×2
- [ ] **Electrical Tape (Black)** — TAPE-BLK — ×1
- [ ] **3-Way Toggle Switch** — SW-3WAY — ×1
- [ ] **GFCI Outlet 20A White** — OUT-GFCI20W — ×3
- [ ] **12/2 Romex Cable (25 ft)** — RX-122-25 — ×1
- [ ] **Red Wire Nuts (Bag/10)**




The shop pick-list consolidates lines across vans for one supplier order.

### Send a restock list

From the Tech view, open the confirmation drawer and send the list. In local mode the list is available on the same device's Shop tab. With Team Sync, it appears on every connected device.

### Reset a van

After restocking, use **Clear tap counts** on that van. The parts and par levels stay; only the used counts reset.

ADMIN

# Manage parts and templates

The **Manage** tab is the parts catalog for each van. Changes sync to connected devices when Team Sync is enabled.

### Add or edit a part

Set the name, category, par level, and optional supplier note. Save to apply it to this van.

### Load a template

Load a trade starter list into an existing van without replacing parts already there.

### Delete a van

Removing a van removes its local parts and history. Export any needed data first.

### Reset local data

Use the reset action only when you intend to wipe the device's board. It cannot be undone.

## Export and reporting

The Shop view exports the current supplier order as CSV. Open it in Excel, Google Sheets, or your purchasing system. For a full backup, use Team Sync to keep a shared copy, or copy the desktop data folder while TruckTap is closed.

OPTIONAL

# Team Sync

Team Sync connects the field, the shop tablet, and the office to one shared workspace. It is optional; local mode never requires an account.

1. Open **Team**.
2. Create a workspace, or join one with the shop's join code.
3. Invite technicians and shop runners with the join code.
4. Keep working offline; queued taps sync when the device reconnects.

| Role | Typical use |
| --- | --- |
| Owner | Billing, workspace, and member management. |
| Shop | Pick lists, restock, and supplier order. |
| Tech | Tap used parts and submit restock lists. |

The server address is configurable under **Team Sync** → **Server settings** while signed out. Use the default hosted address unless your shop runs its own server.

> **Disconnecting is safe.** Signing out stops sync but keeps a local copy on the device. Reconnect later to resume the shared board.

KEEP IT HEALTHY

# Backups, updates, and troubleshooting

## Backups

- Keep Team Sync on for a shared, recoverable copy of the board.
- Export the supplier order CSV before clearing a device.
- On Windows, close TruckTap before copying its data folder.

## Updates

Download newer installers from `https://trucktap.net/app.html`. Installing over an existing copy keeps local data. Update access depends on the license window; the app continues to run after it ends.

## Common fixes

| Problem | Try this |
| --- | --- |
| SmartScreen blocks the installer | Choose **More info** → **Run anyway**. |
| License will not activate | Paste the full `TAP-` key, including the signature after the dot. |
| Team Sync shows offline | Check the server address and internet connection. Local tapping still works. |
| Local board is empty after a browser clean-up | Restore from Team Sync, or re-import your data. Browser site data was cleared. |
| Cannot open the app after uninstalling | Reinstall from the website; license keys are not tied to the installation. |

## Support

Email **support@trucktap.net** with the TruckTap version, Windows version, the exact error, and your plan name. Never send a full license key in a public message.

Terms: `https://trucktap.net/terms.html`
Privacy: `https://trucktap.net/privacy.html`
Downloads: `https://trucktap.net/app.html`

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