



PRACTICAL MANUAL

RecceNotes User Manual

Configure, capture, review and generate PDF without changing the team method.

Rally

Create rallies and organise stages.

Capture

Record notes with a few taps.

Table

Review, add and correct notes.

Notebook

Prepare reading and PDF.



BEFORE YOU START

Learn by tasks

Follow one task at a time. First test on a training stage; only then use it on a real event.

1. Prepare

Licence, profile and solo/team decision.

2. Collect

Record notes and validate buttons.

3. Review

Table, Notebook and statuses.

4. Close

PDF, draft or finalise.

START

Check licence

Confirm the plan and the role of this device. The licence controls access, but does not delete data.



Licensing

1 Open Licensing

Open it from Help or Settings.

2 Check plan

Demo, Team or Event.

3 Check role

Driver, Co-driver/Navigator or solo.

4 Activate or change

Enter a code only if you have a valid licence.

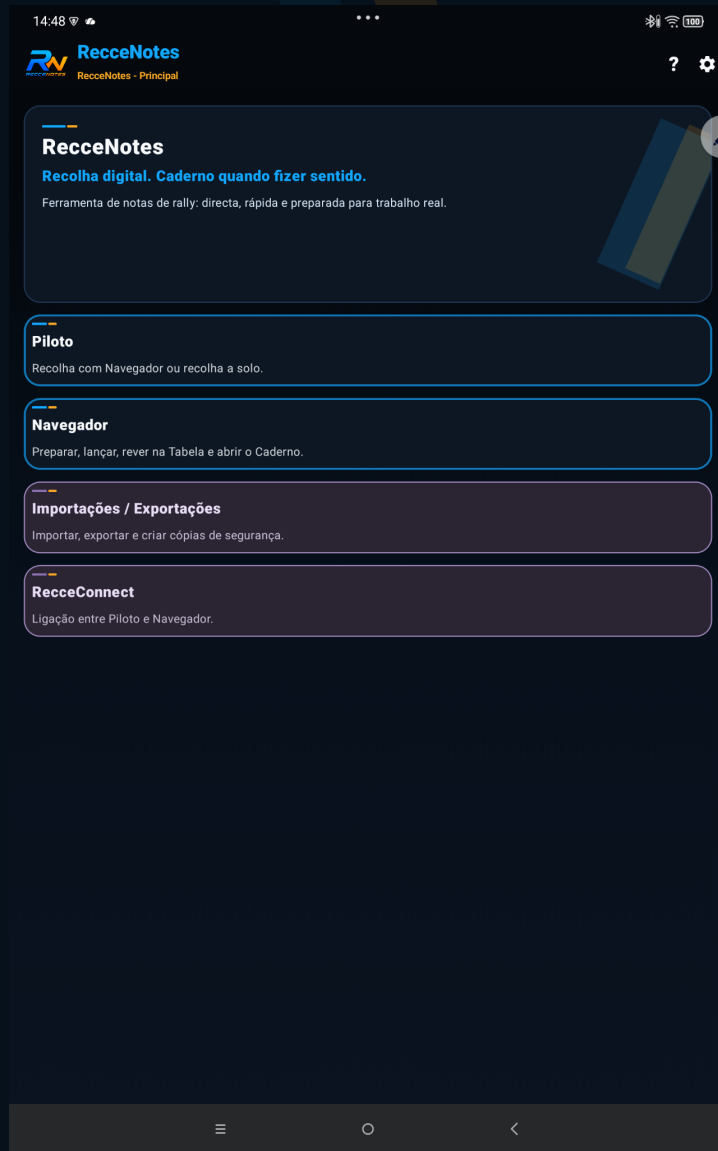
Expected result

Before continuing, you know the active plan and this device role.

INITIAL DECISION

Home screen

Choose the work area: Driver, Navigator, Import/Export, RecceConnect or Help.



Home screen

1 Driver

Solo capture or received session.

2 Navigator

Prepare, launch and review rallies.

3 Date

Import, export and create backups.

4 RecceConnect

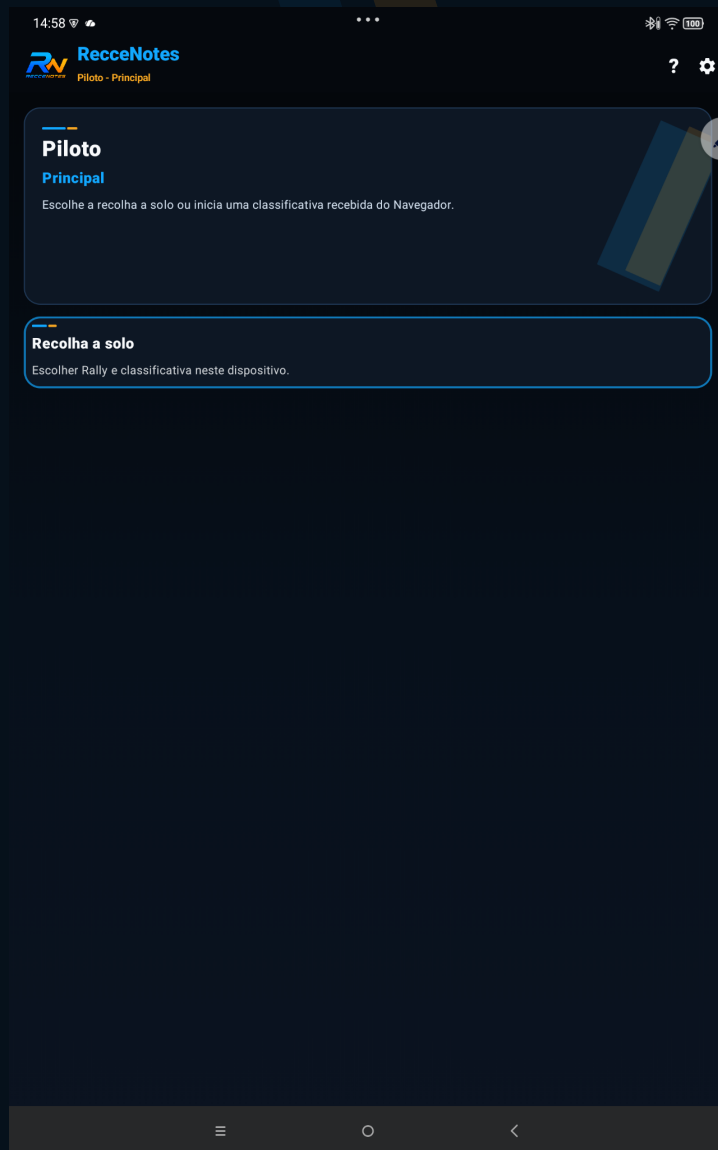
Connect Driver and Navigator.

Expected result

You choose the correct area before creating real work.

Driver - Main

Choose solo capture or start a stage received from the Navigator.



Driver - Main

1 Solo capture

Choose rally and stage on this device.

2 Received stage

Enter the session sent by the Navigator.

3 Edit

Return to existing work when applicable.

4 Notebook

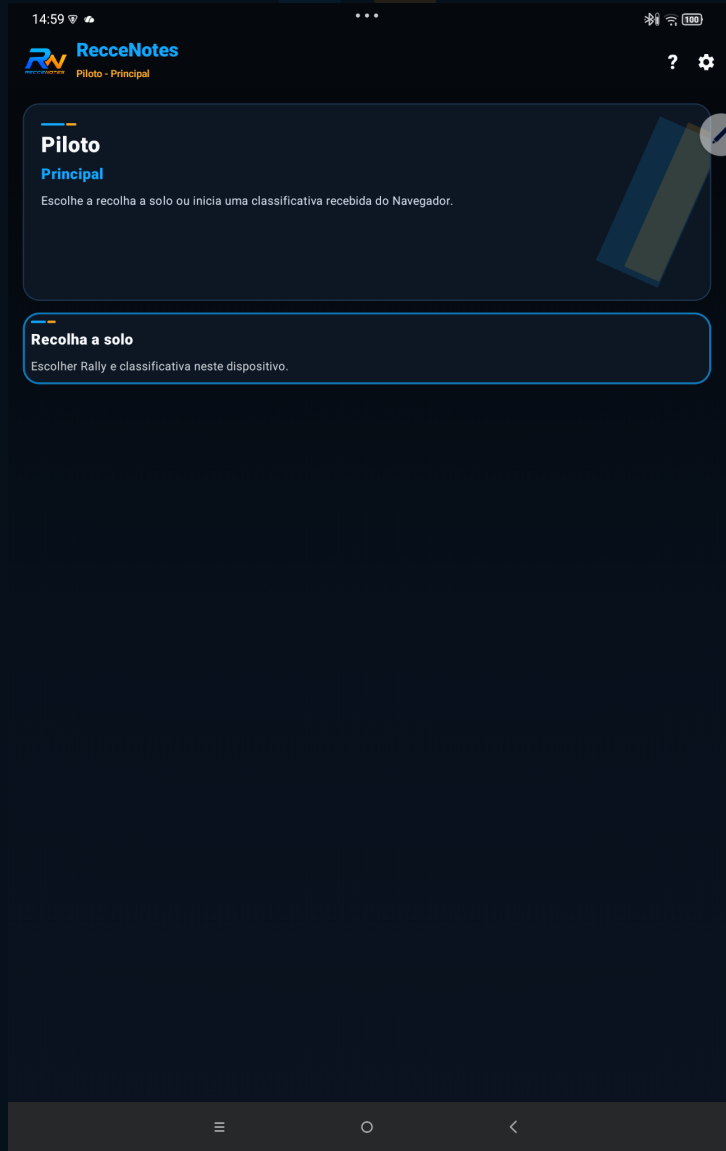
Open the Notebook for reading.

Expected result

The Driver starts quickly without unnecessary options.

Solo capture

Create or choose a rally/stage to capture notes on this device.



Solo capture

- 1 Create Rally**
Use when starting new work.
- 2 Open Rally**
Enter an existing rally.
- 3 Create stage**
Create the stage to capture.
- 4 Open stage**
Enter to start or continue.

Expected result
The rally and stage are ready for Capture.

Rally form

Confirm rally data before saving.

15:00 100%

RecceNotes
Piloto - Recolha a solo

Recolha a solo
Piloto
Escolhe ou cria um rally solo antes de entrares na recolha.

Criar Rally Novo
Criar Rally para recolha a solo.

Rallys

Demo Piloto Solo
Classificativas: 2

Menu Circle Back

Rally form

1 Rally name
Clear work identification.

2 Date
Rally or training date.

3 Location / area
Reference for the team.

4 Save
Confirm and return to the list.

Expected result

The Rally is created and ready to receive stages.

Rally stages

Choose an existing stage or create a new solo capture.

Stages

1

Create stage

Use when a stage is missing.

2

Open stage

Continue existing work.

3

Closed status

Indicates it was closed/finalised.

4

Clear names

Make it easier to find the correct stage.

Expected result

You open the correct stage without confusing rallies or training runs.

Stage form

Fill in stage data before saving.

The screenshot shows the RecceNotes app interface on a mobile device. At the top, the status bar shows the time 15:00 and battery level 100%. The app header displays the RecceNotes logo and the title 'Piloto - Demo Piloto Solo'. The main content area is divided into several sections:

- Demo Piloto Solo**: A section with a sub-header 'Recolha a solo' and a description 'Abre uma classificativa existente ou cria uma nova recolha a solo neste rally.'
- Criar classificativa**: A section with a sub-header 'Criar classificativa para recolha a solo.' and a 'Novo' button.
- Classificativas**: A list of existing classifications:
 - SOLO Rally Demo - SS1 Treino**: Status 'Fechada', Date '27/06/26', N.º 'SOLO 1'.
 - SOLO Rally Demo - SS2 Chuva**: Status 'Fechada', Date '27/06/26', N.º 'SOLO 2'.

The bottom navigation bar shows three icons: a menu icon, a home icon, and a back icon.

Stage form

1

Rally

Confirm the stage source.

2

Date and time

Fill in pass reference.

3

Name / number

Identify the stage.

4

Expected distance

Helps organise the work.

Expected result

The stage is ready for Capture, Table and Notebook.

Stage actions

Choose whether to start a pass, open the Table or open the Notebook.

The screenshot shows the RecceNotes app interface. At the top, there's a status bar with the time 15:00 and battery level 100%. Below that, the app header shows the RecceNotes logo and the title 'Piloto - Ficha classificativa'. A blue bar with the text 'Piloto - Ficha classificativa' and a subtitle 'Ficha da classificativa' is visible. Below this, a blue bar with the text 'Confirma os dados da classificativa antes de guardar e regressar à lista.' is shown. A large blue button labeled 'Guardar' is prominent. Below the button, the form is divided into sections: 'Dados da classificativa' (Rally, Demo Piloto Solo), 'Data da classificativa' (DD, MM, AA), 'Nome', 'Número / código', 'Horário' (HH, MM), 'Distância prevista (m)', 'Local / zona', and 'Observações'. The bottom of the screen shows a navigation bar with three icons: a menu icon, a home icon, and a back icon.

Driver actions

1 Start pass

Enter Capture.

2 Table view

Open the Table to review/correct.

3 Notebook view

Open the Notebook for reading.

4 Finalise

Only after complete review.

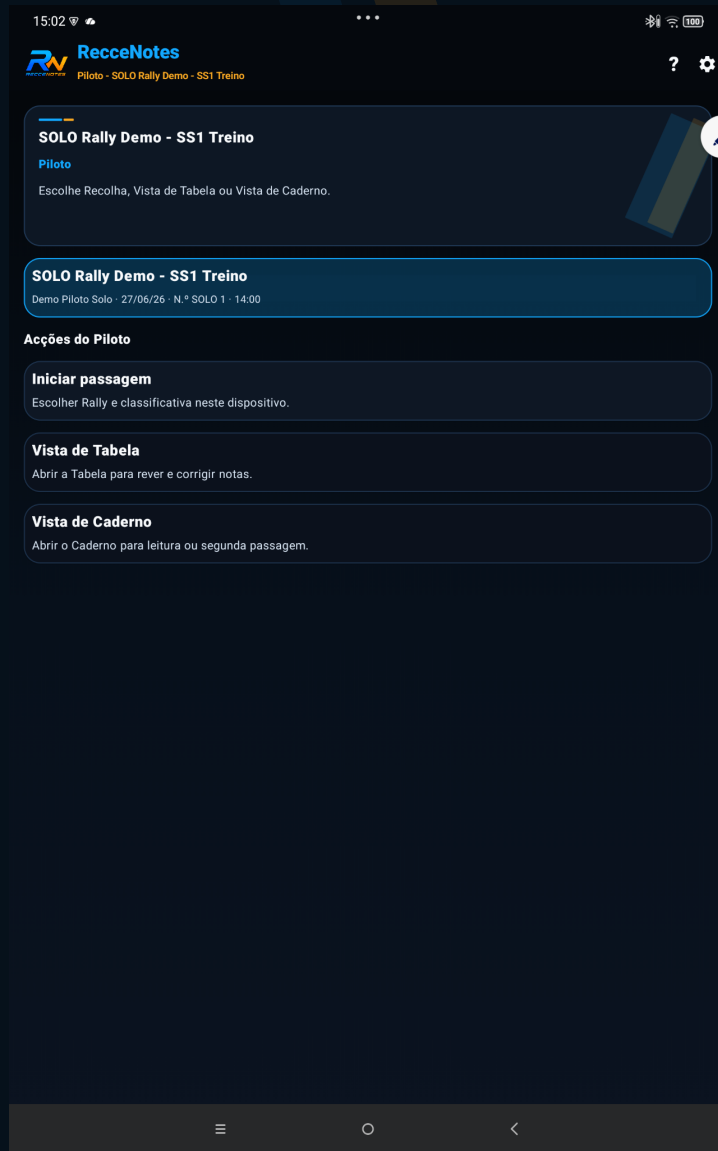
Expected result

You choose the correct action without changing data by mistake.

CAPTURE

Capture notes

In Capture, use Calibrate when needed and Record to save the current note.



Capture

1 Calibrate

Adjust distance reference.

2 Choose note

Set grade, direction and symbols.

3 Record

Save the current note.

4 Last note

Confirm what was recorded.

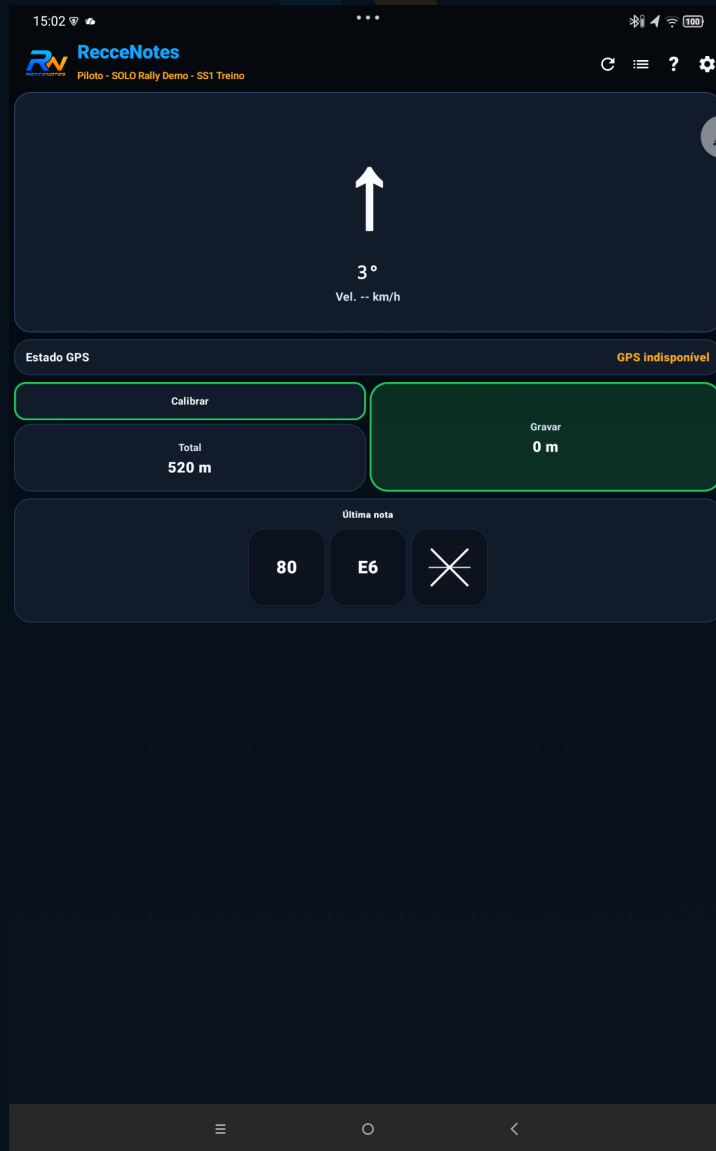
Expected result

The note is saved in the stage and appears for review.

CAPTURE

Record during the pass

When the note is ready, use Record. The last entry remains visible for control.



Capture with active note

1 Check direction/grade

Confirm before recording.

2 Use quick buttons

Insert recurring symbols.

3 Record

Record the note at the current point.

4 END

Use at the end, when applicable.

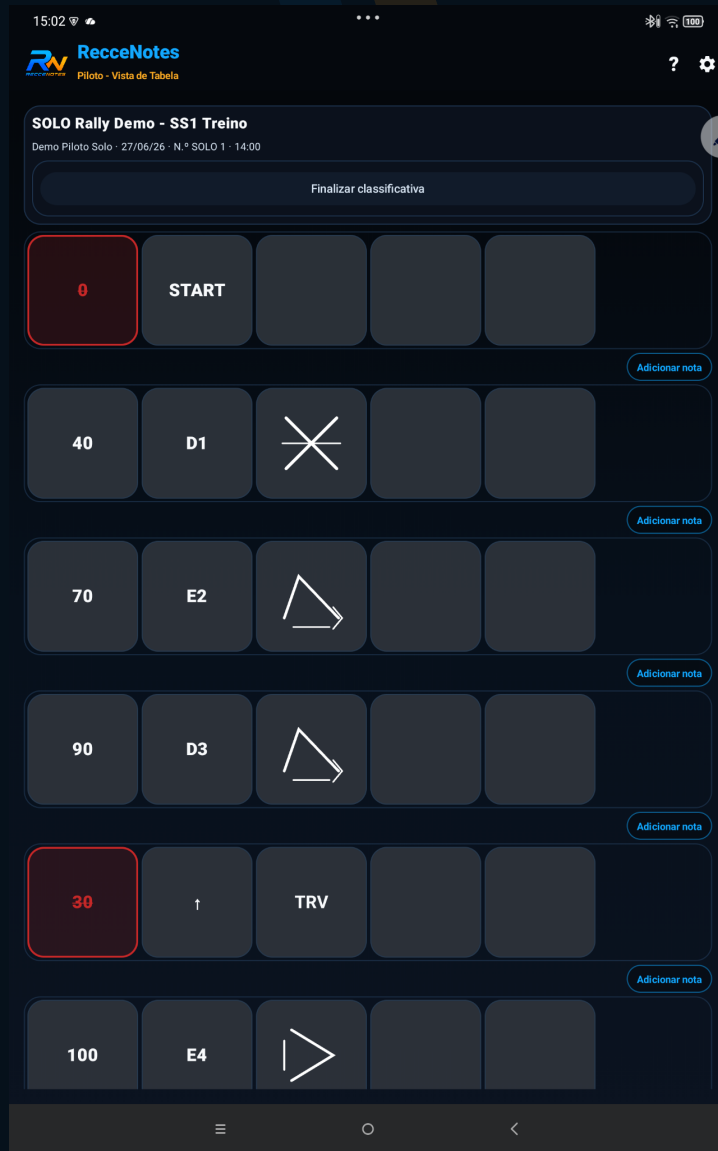
Expected result

The note sequence grows with each confirmed entry.

TABLE

Open the Table

The Table is the structured view to review, edit, add notes and prepare the Notebook.



Table

1 Check sequence

Confirm note order.

2 Add note

Insert a note between lines.

3 Edit component

Tap the field to change.

4 Save draft

Preserve statuses without finalising.

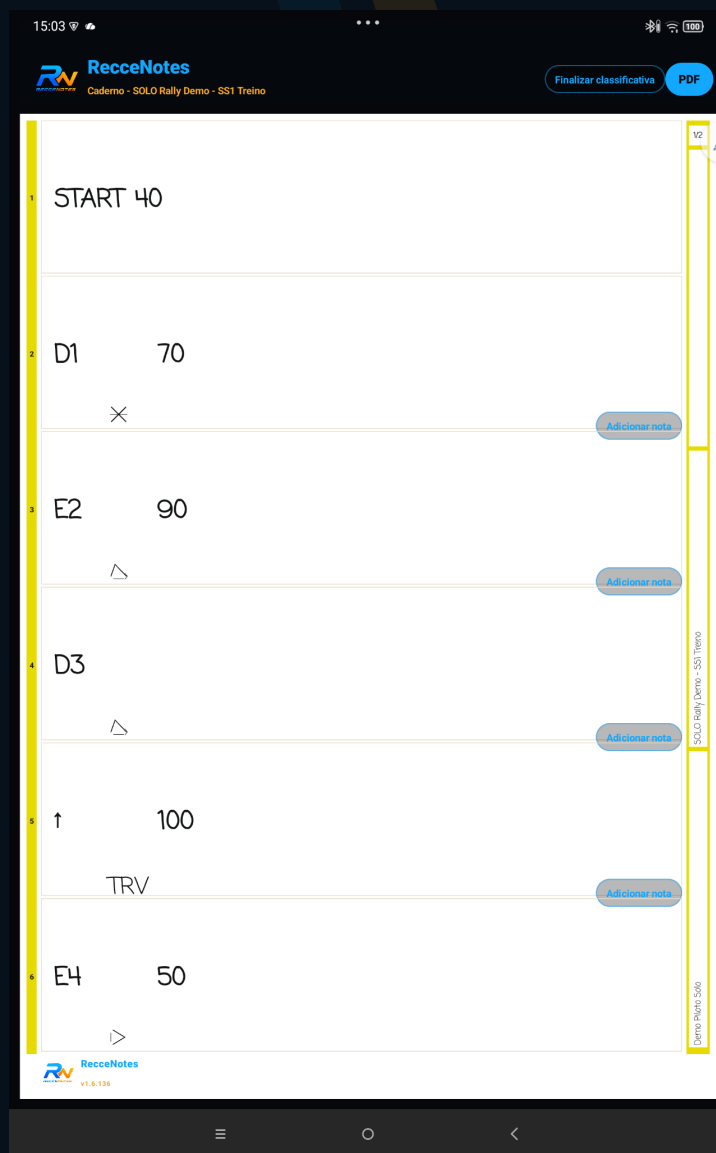
Expected result

The Table shows the structured sequence of the stage.

TABLE

Add note

Use Add note when you missed a note or need to insert information during review.



Add note

1 Choose position

Use the line where the note should be inserted.

2 Add note

Tap the corresponding button.

3 Fill data

Distance, grade and symbols.

4 Confirm sequence

Review the order after inserting.

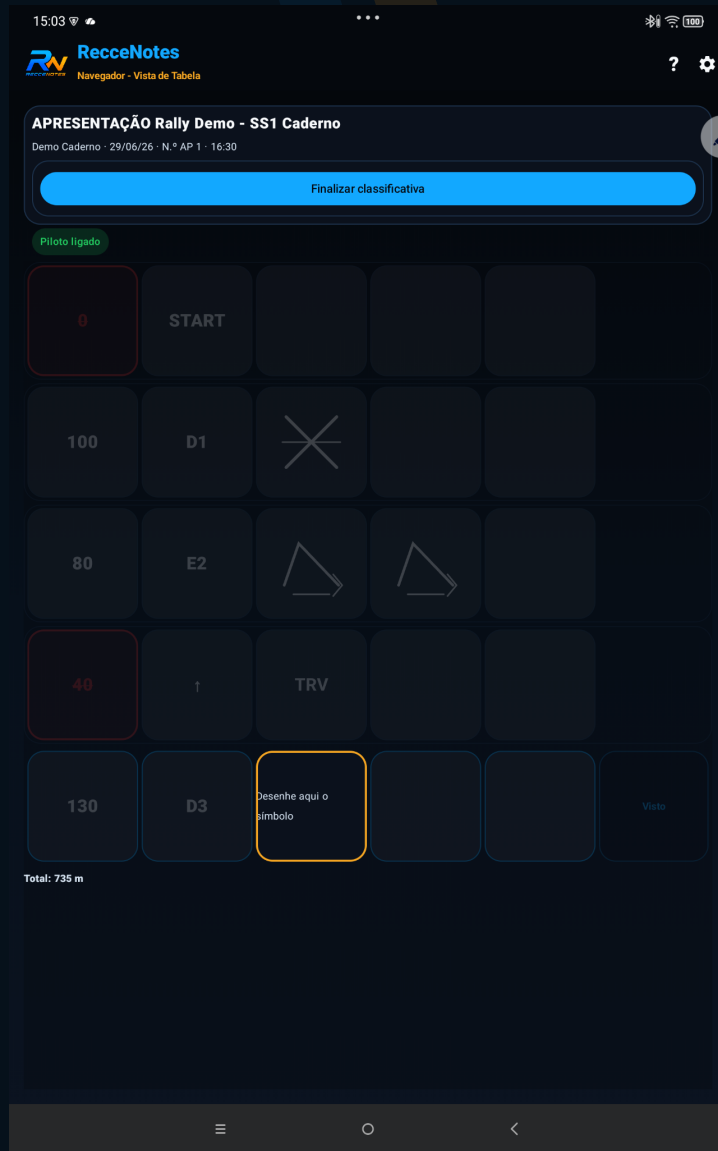
Expected result

The new note enters the sequence and can be edited like the others.

TABLE

Edit distance or grade

Tap only the component you want to change. The change must be clear and reversible.



Edit grade

1 Tap the component

Choose distance or grade.

2 Adjust selector

Confirm the value.

3 Cancel if unsure

Does not finalise or change other fields.

4 Review sequence

Confirm the line afterwards.

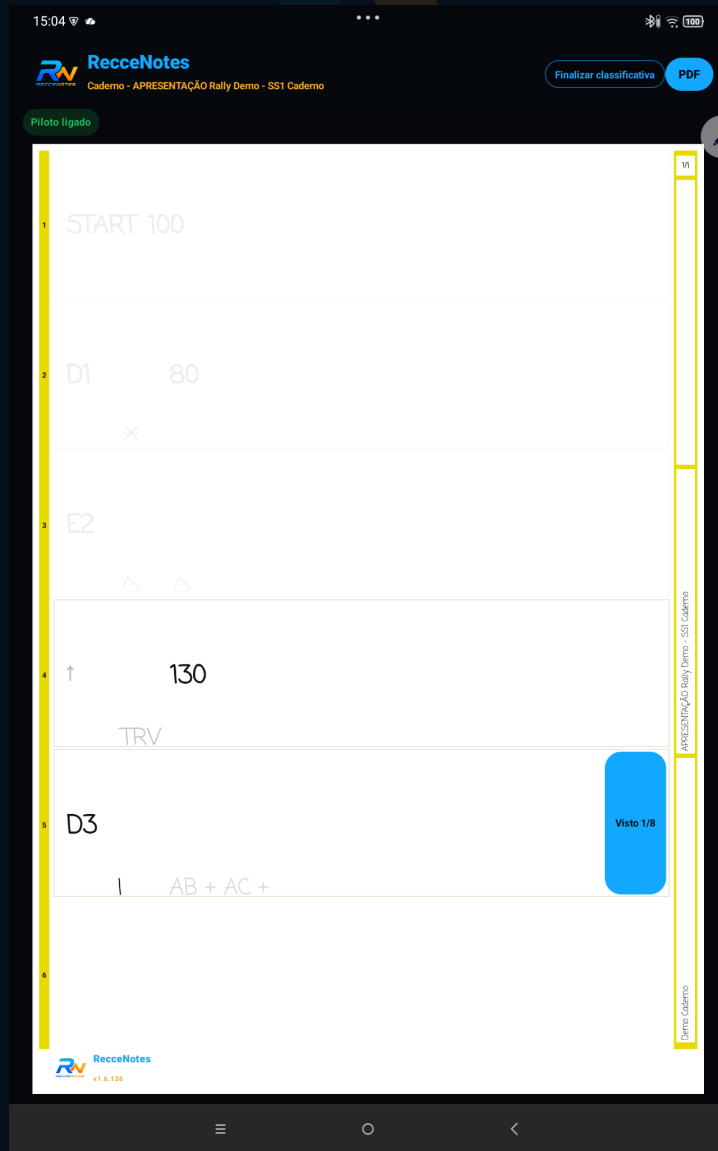
Expected result

Only the edited component changes; the note remains in the sequence.

TABLE

Edit suffix, symbol or drawing

Use the Library or drawing when the note symbol needs adjustment.



Edit symbol

1 Choose component

Tap the suffix/symbol.

2 Library

Select an existing symbol.

3 Drawing

Draw when needed.

4 Confirm

Only the changed component should change.

Expected result

The note stays in place and the symbol is updated.

TABLE

Draw symbol

Draw with your finger. The drawing becomes available for the note and can be used in the Library.



Symbol drawing

1 Stroke colour

Choose the colour.

2 Thickness

Thin, normal or thick.

3 Undo / clear

Correct before saving.

4 Save

Confirm the drawing.

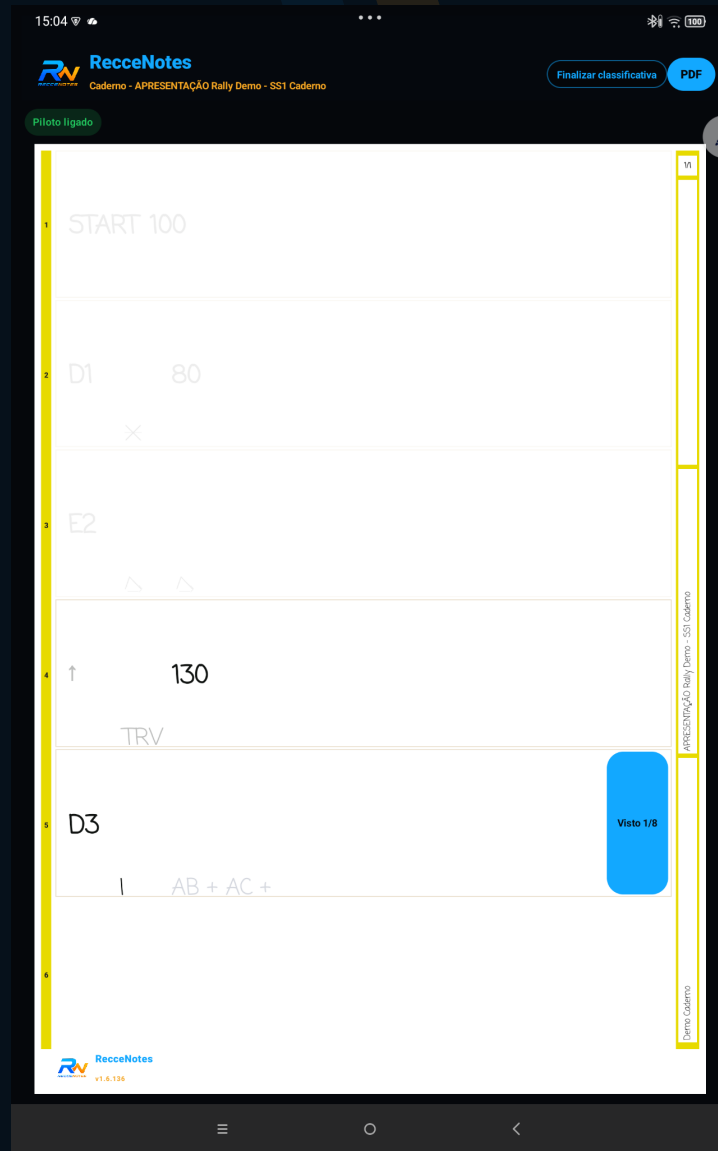
Expected result

The drawn symbol becomes available for use in the note.

NOTEBOOK

Open the Notebook

The Notebook shows the stage in a human reading format. It must reflect the same information as the Table.



Notebook

1 Read as notebook

Check readability.

2 To Review / Seen

Validate only when accepted.

3 Empty area

Long press can show elements again.

4 PDF

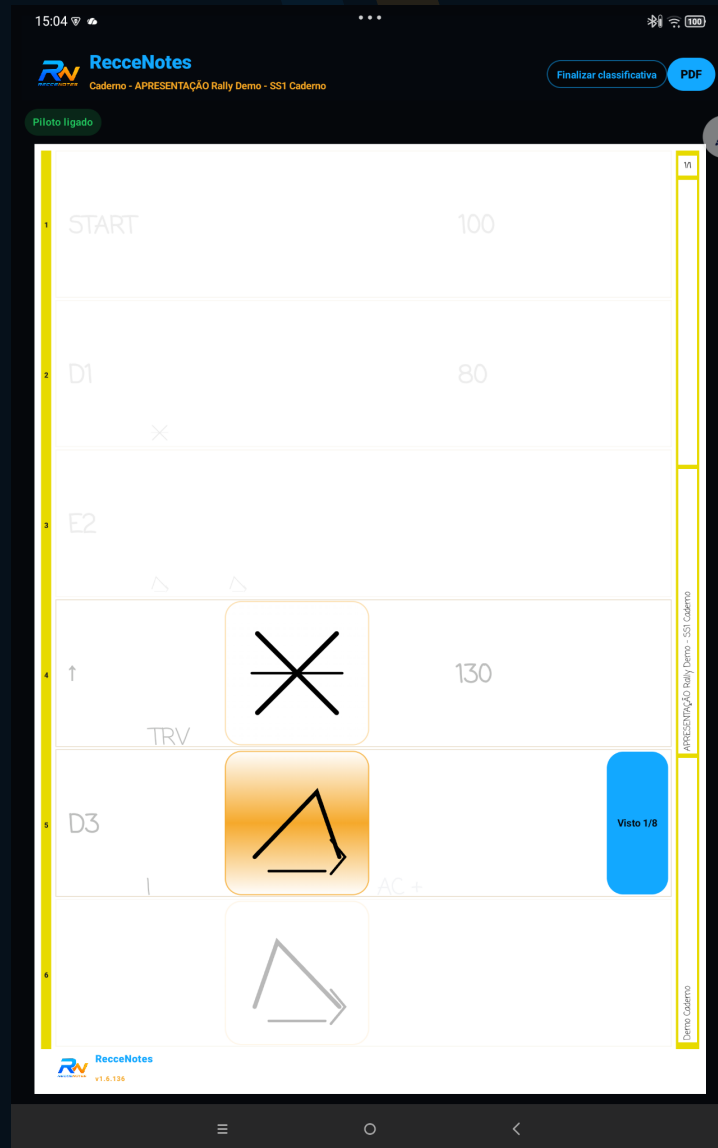
The PDF is generated from the Notebook.

Expected result

The team can read the stage in notebook format.

Seen and To Review

In the Notebook, Seen confirms the received note. Editing before Seen does not validate automatically.



Notebook with Seen

1 To Review

Pending note.

2 Seen

Note accepted by the Navigator.

3 Edit before Seen

Does not accept the full note.

4 Next note

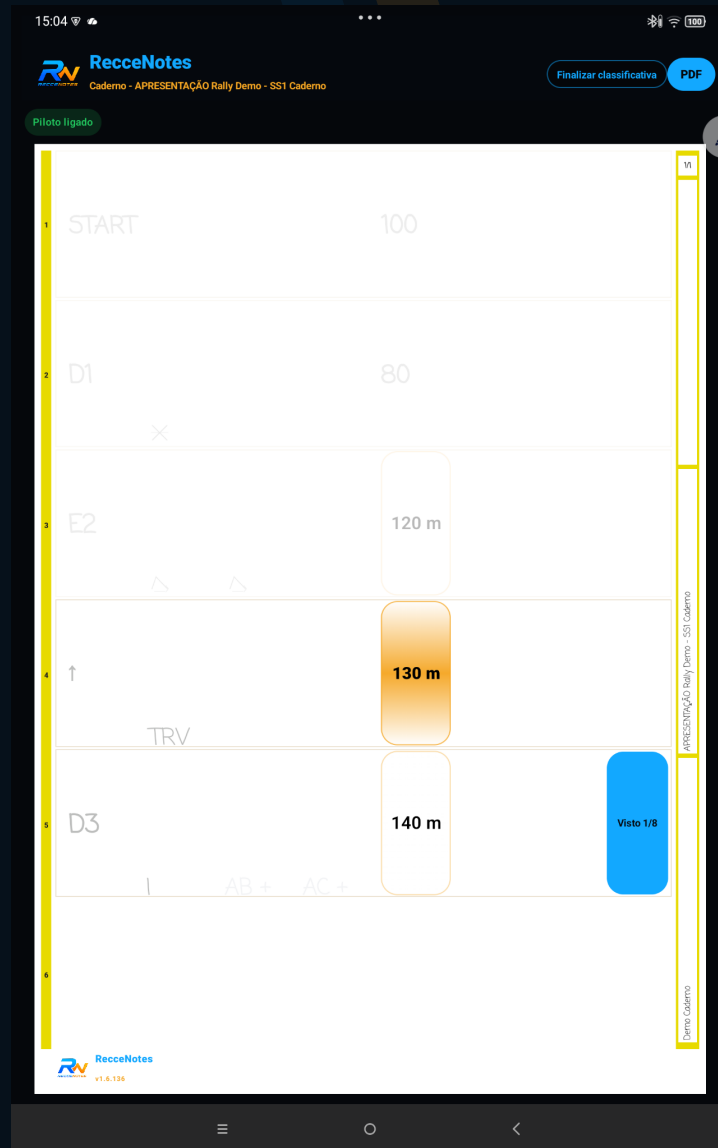
Only advances after validation.

Expected result

Validation remains controlled by the Navigator.

Hide and show elements

Long press an element to hide it. Long press an empty area of the line to show it again.



Hide/show in Notebook

1

Press element

Hides or clears when applicable.

2

Press empty area

Shows the hidden element again.

3

Does not change the source

The structure remains in the stage.

4

Check visual result

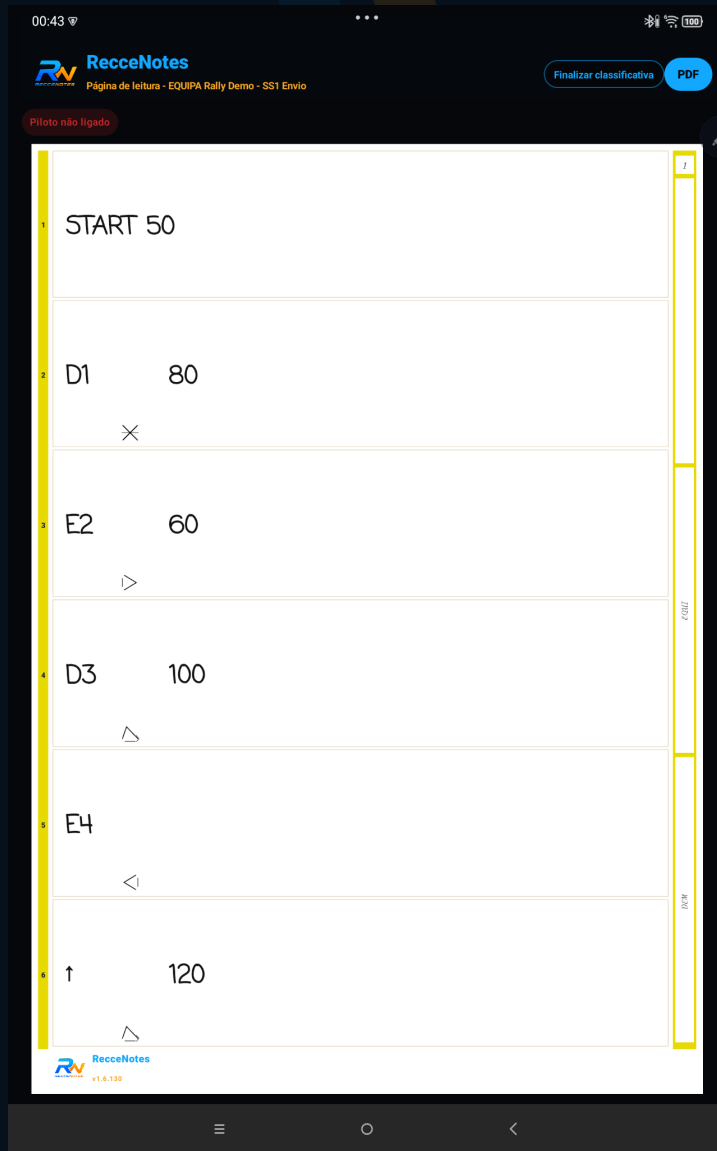
Review in the Notebook before PDF.

Expected result

The visual layout is adjusted without losing the structured source.

Generate and validate PDF

The PDF must look like the validated Notebook, not a different technical export.



Generated PDF

1 START/END

Check start and finish.

2 Symbols

Check readability.

3 All pages

Go through them before printing.

4 Paper

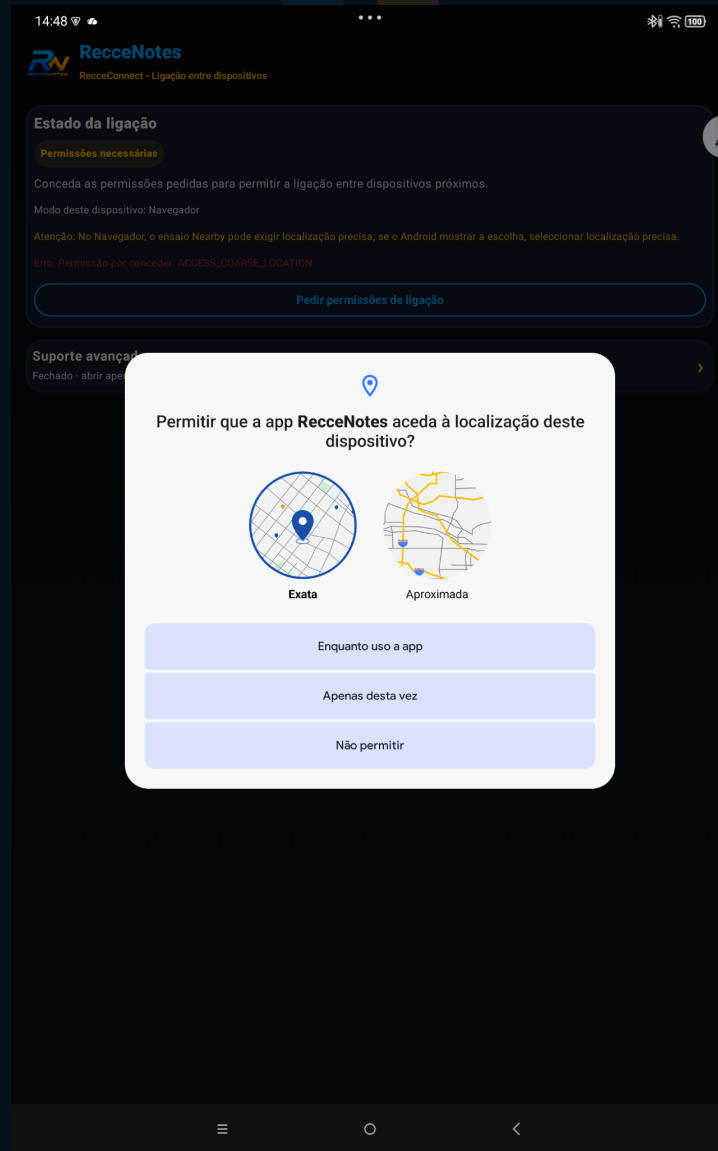
Print only when it makes sense.

Expected result

The PDF is ready for validation and printing.

Connection permissions

Before connecting devices, allow Location/Nearby permissions when Android asks.



Android permission

1 Allow

Grant the requested permission.

2 Precise location

Choose precise if requested.

3 Do not allow

Prevents connection.

4 Repeat if it fails

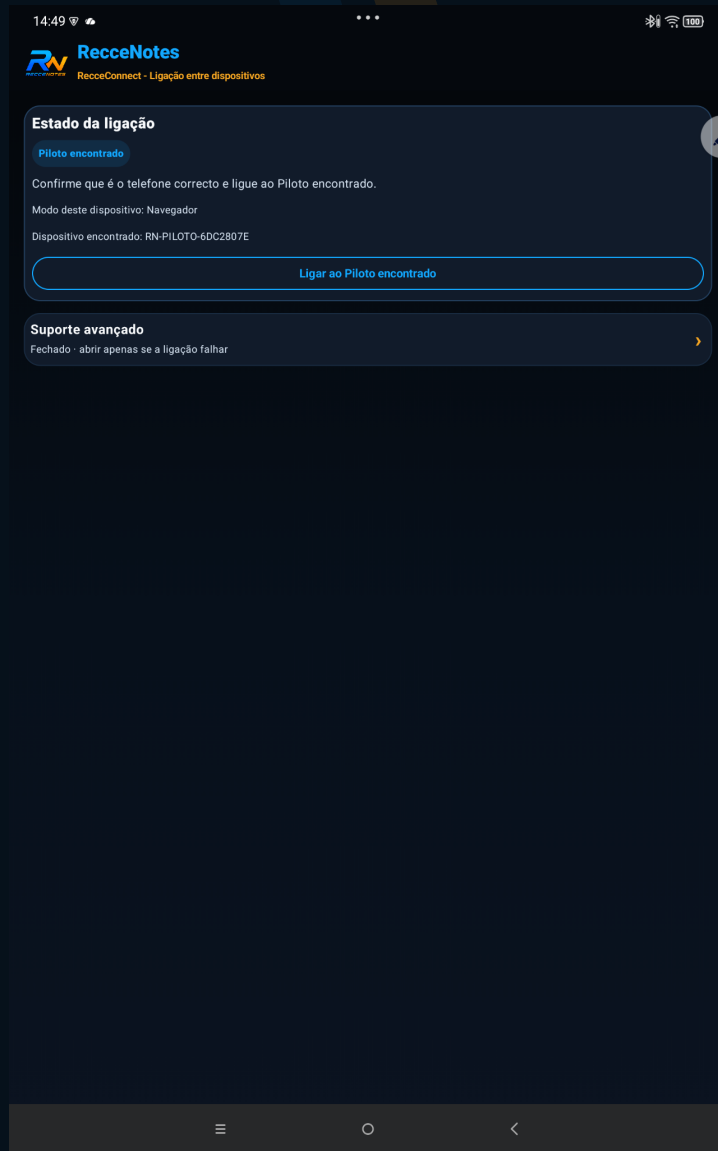
Request permissions again.

Expected result

The app is authorised to search nearby devices.

Search and connect to Driver

On the Navigator, search for the Driver, confirm the correct device and connect.



Driver found

1 Driver available

The Driver must be waiting.

2 Search

The Navigator searches.

3 Confirm device

Make sure it is the correct phone.

4 Connect

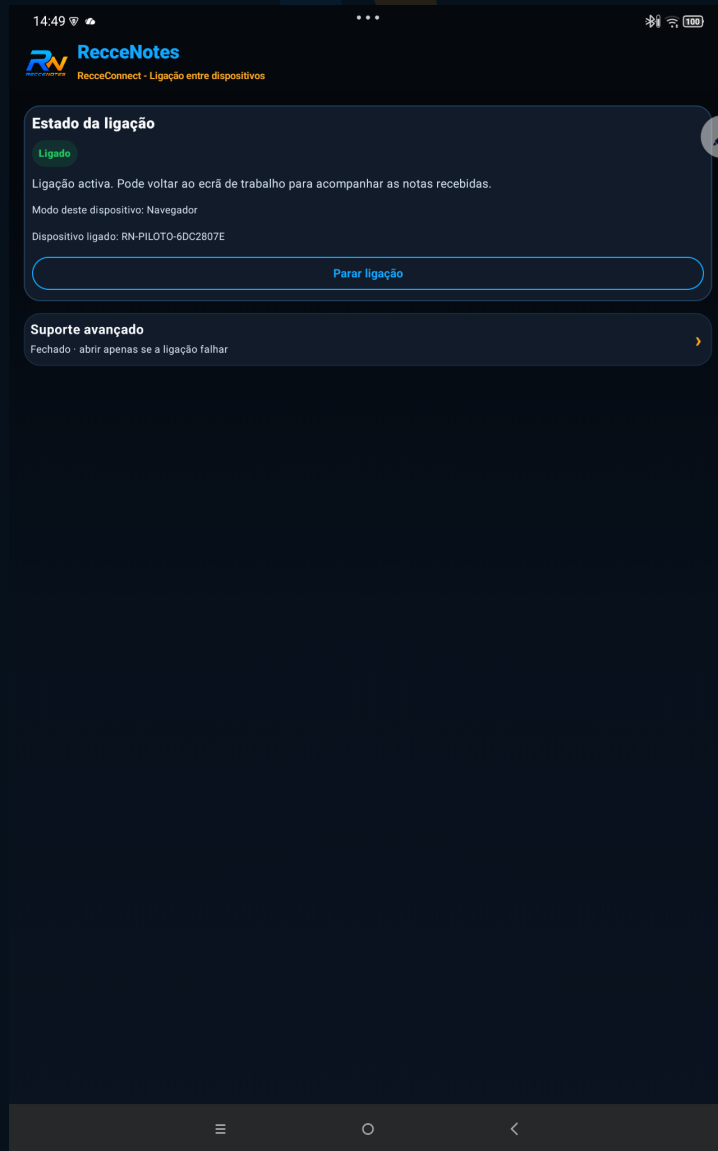
Starts the connection.

Expected result

The devices are connected before launching the stage.

Active connection

With the connection active, you can return to work and follow received notes.



Active connection

1 Connected

Active connection status.

2 Return to work

Open Rally/stage.

3 Receive notes

Navigator validates To Review/Seen.

4 Stop connection

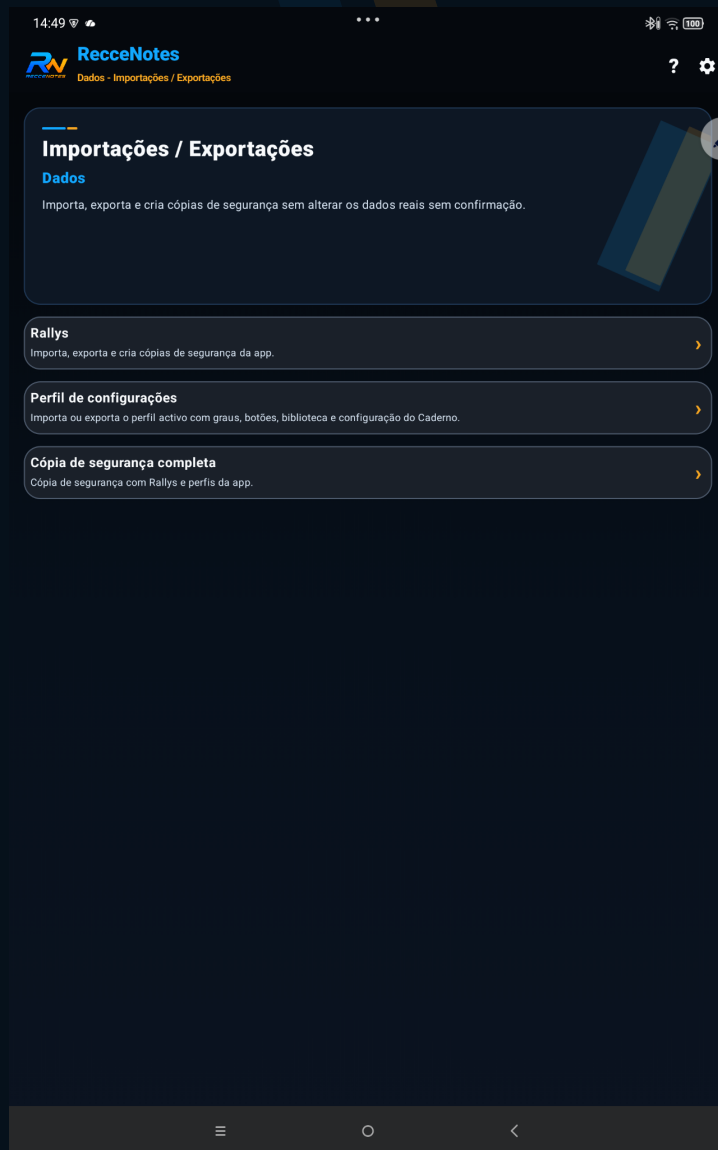
Use when finished.

Expected result

The Navigator is ready to receive Driver work.

Imports and exports

Import, export and create backups without changing real data without confirmation.



Imports / Exports

1

Rallies

Import/export rallies.

2

Profile

Share settings.

3

Backup

Complete copy.

4

Confirmation

Do not destroy existing data.

Expected result

You choose the correct file type before importing or exporting.

Import or export Rally

The app distinguishes structure without notes, complete Rally, profile and backup.



RecceNotes
Tavar's Garage

Digital Tools
Estrutura do Rally
PT

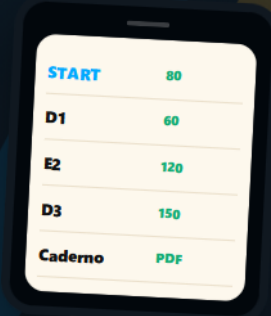
RALLY PACENOTES · ESTRUTURA · IMPORTAÇÃO

Prepare o Rally.

A app organiza o resto.

Crie ou reveja a estrutura de um Rally, organize as classificativas e exporte um ficheiro compatível com a RecceNotes. O ficheiro é gerado localmente no browser.

Criar estrutura
Ver classificativas



FERRAMENTA EXTERNA

Estrutura do Rally

Preencha os dados base e as classificativas. Depois exporte a estrutura para importar na RecceNotes.

Ficha do Rally

Dados base do Rally

NOME DO RALLY *
Ex.: Rally de Exemplo

DATA INICIAL
dd / mm / aaaa

DATA FINAL
dd / mm / aaaa

LOCALIZAÇÃO
Ex.: Fafe, Portugal

OBSERVAÇÕES
Notas gerais do Rally

1

Import file

The app detects the type.

2

Complete Rally

Includes notes and symbols.

3

Structure without notes

Rally/stage model only.

4

Export

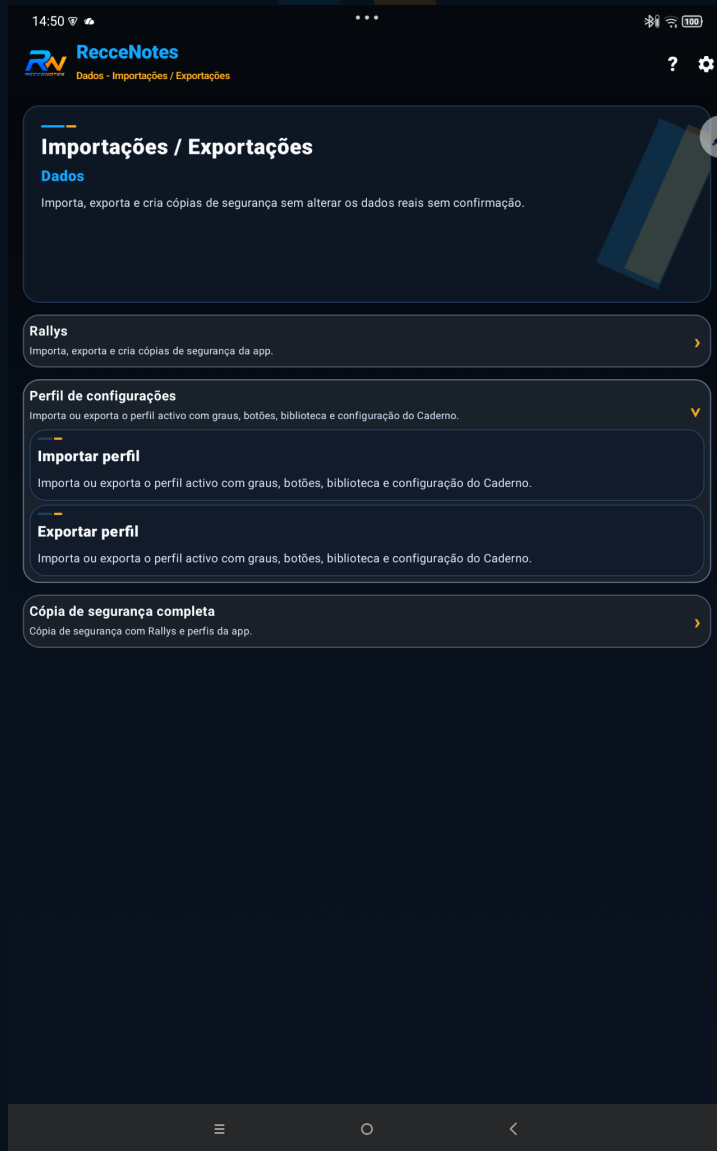
Creates file to share.

Expected result

You share data without mixing preparation with backup.

Profile and backup

Profiles and backups transport settings and protect work.



Settings profile

1 Import profile

Apply settings.

2 Export profile

Share active profile.

3 Complete backup

Save everything in one file.

4 Safety

Import should create a copy.

Expected result

The team can recover or share settings safely.

SETTINGS

Active profile

Profiles define how the team works: grades, rounding, Library, buttons and Notebook.

15:05 100%

RecceNotes
Configurações - Principal

Perfil principal
Configuração do perfil
Estas opções pertencem ao perfil aberto e são carregadas quando este perfil é usado.

Perfil principal
Configurações deste perfil.

Nome do perfil
Perfil principal

Graus
1: 5-25 · 2: 25-50 · 3: 50-75 · 4: 75-100 · 5: 100-125 · 6: 125-150 · GC: 150-270

Arredondamento em metros
10 m

Arredondamento usado nas rodas e nas distâncias do Caderno.
km/h (0 ou vazio desativa)
50 km/h

Velocidade de referência do perfil, em km/h.
Texto START
START

Texto técnico apresentado no início da classificativa.
Texto END
END

Texto técnico apresentado no fim da classificativa.

Biblioteca
Símbolos, categorias e desenhos usados neste perfil.

Botões rápidos
Usados apenas durante a Recolha · 1 páginas · 10/10 botões

Configuração do Caderno
Define o visual e a organização do Caderno neste perfil.

Active profile

1 Main profile
Currently used profile.

2 Grades
Scale and rounding.

3 Library
Profile symbols.

4 Notebook
Visual setup.

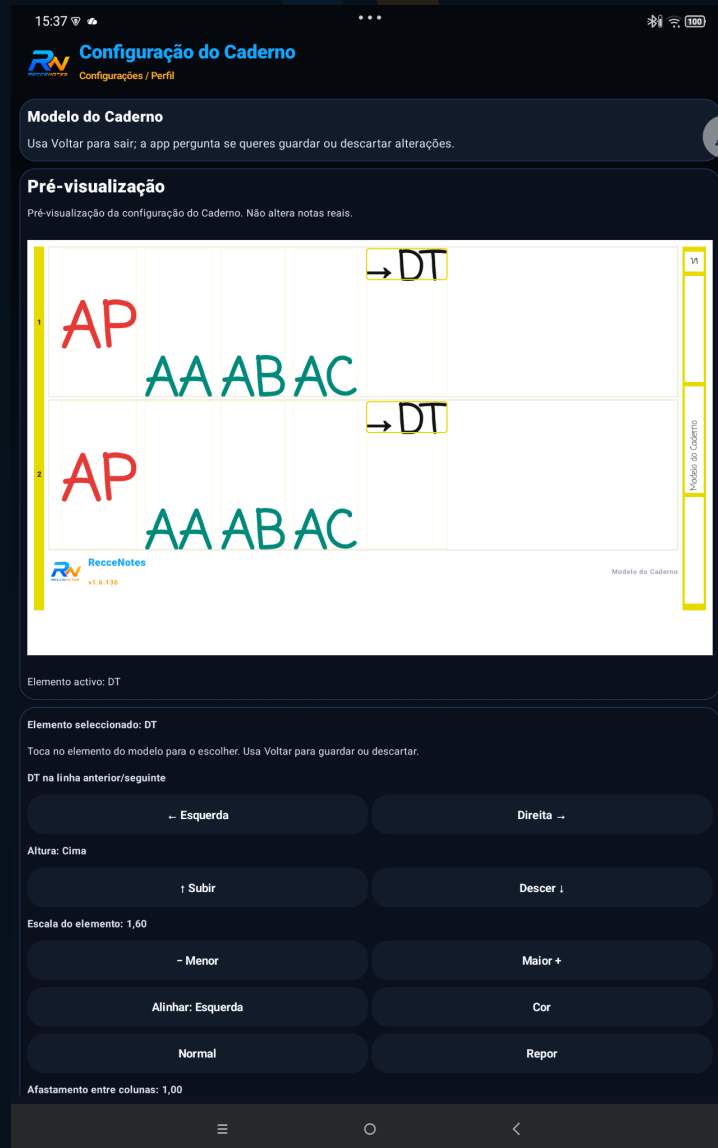
Expected result

The app is adjusted to the team real method.

SETTINGS

Grades and START/END

Configure grade intervals and START/END texts before the event.



Grades

1 Names

Identify each grade.

2 Min / Max

Used intervals.

3 START/END

Start and finish texts.

4 Test

Always before real recce.

Expected result

The app scale matches the team language.

SETTINGS

Symbol library

Create, organise and review symbols available for suffixes and buttons without changing old notes.



Symbol library

1 Default base

Initial symbols.

2 Create symbol

Add your own symbol.

3 Edit drawing

Change the symbol drawing.

4 Safety

Old notes should not be destroyed.

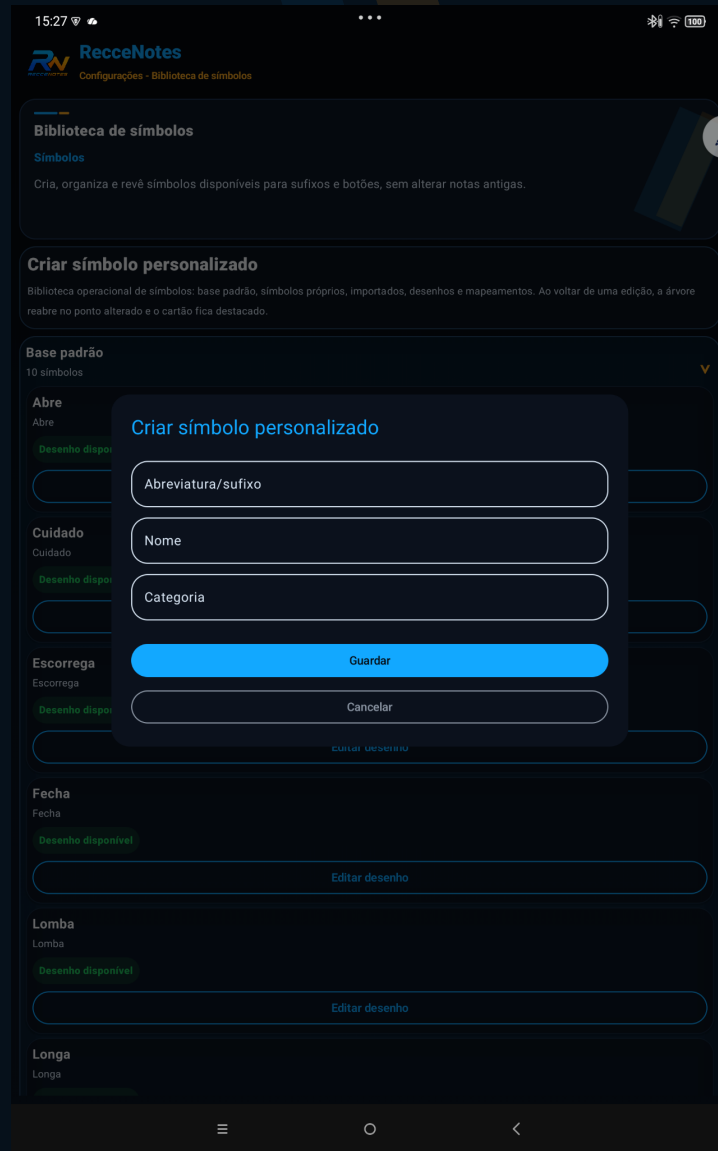
Expected result

The Library is ready for suffixes and quick buttons.

SETTINGS

Create custom symbol

A symbol can have abbreviation, name, category and its own drawing.



Create symbol

1 Abbreviation

Short text or suffix.

2 Name

Human description.

3 Category

Library organisation.

4 Save

Confirm the symbol.

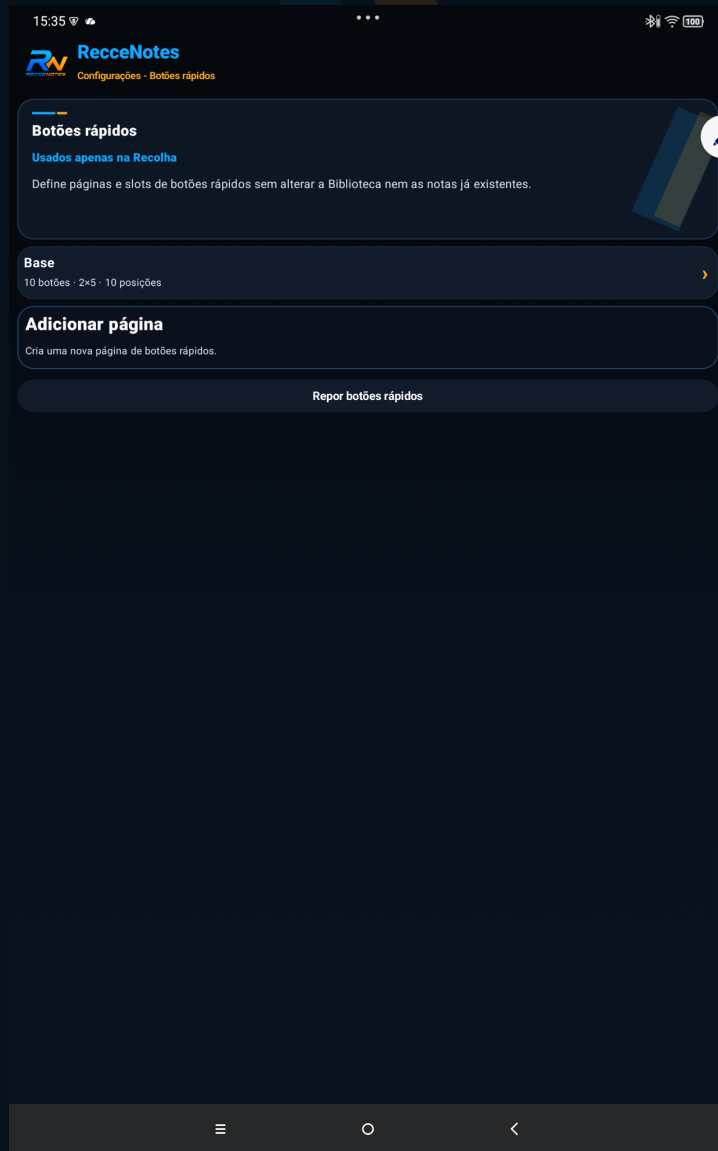
Expected result

The symbol becomes available in the Library.

SETTINGS

Quick buttons

Quick buttons are used only in Capture and should contain only useful shortcuts.



Quick buttons

1 Base
Initial set.

2 Add page
More slots when needed.

3 Reset
Return to base.

4 Test
Check in Capture.

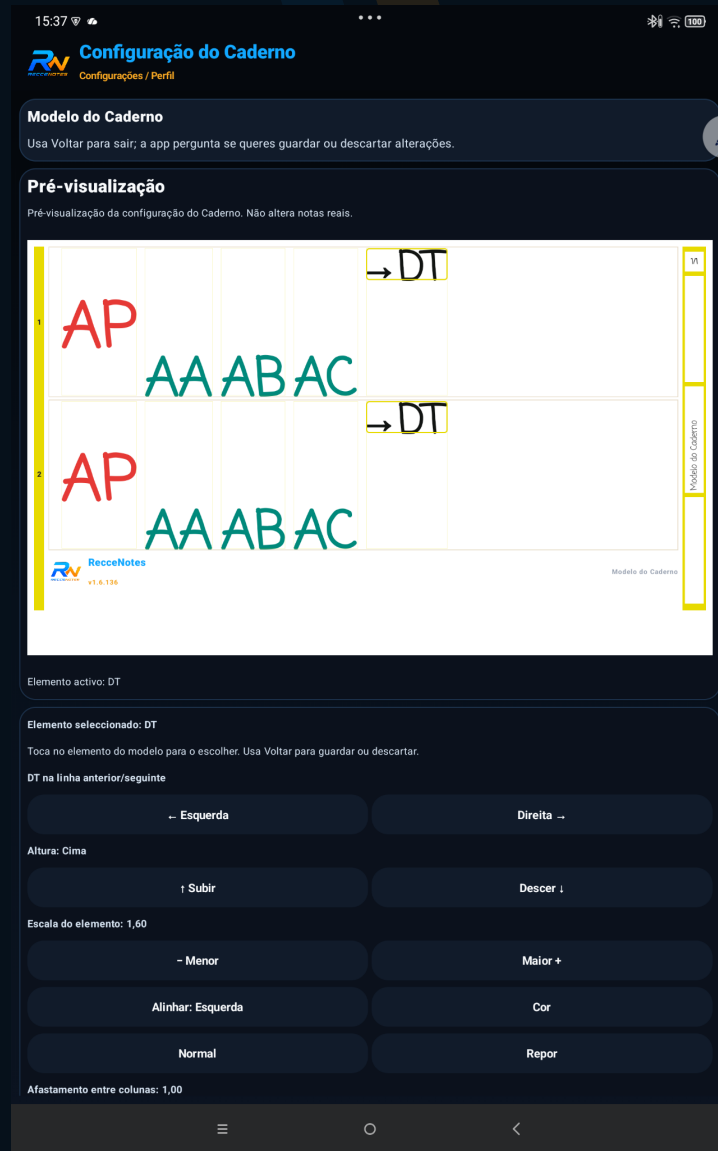
Expected result

Shortcuts appear in Capture and speed up work.

SETTINGS

Notebook setup

Define the visual organisation of the Notebook and always validate in Notebook and PDF.



Notebook setup

1 Choose element

Tap the model.

2 Move

Left/right/up/down.

3 Scale and colour

Adjust visibility.

4 Back

Save or discard changes.

Expected result

The Notebook adapts to the team reading method.

GESTURES

Gestures and quick actions

These actions help work without opening unnecessary menus.

Swipe

On compatible cards, shows quick actions such as edit, remove or manage the item. It does not delete immediately without confirmation.

Long press

In Table and Notebook it can hide, clear or show components again, depending on the touched area.

Back

Back is navigation or cancellation. It does not finalise, mark Seen, create END or clear statuses.

Empty Notebook area

Long press an empty area of a line to show hidden elements again.

Expected result

The user knows what happens before performing each gesture.

Add note and END

When information is missing, use the Table to insert notes or END in the correct place.

Add note

Use when a note was missed or you need to add information during review.

Choose position

The new note should enter in the correct sequence position. Then confirm the order.

END

END marks the end of the sequence. It does not force finalising and remains when reopening.

Edit or remove END

It can be adjusted if placed in the wrong position. Saving and reopening do not create END automatically.

Expected result

The sequence is completed without automatically changing the remaining notes.

STATUSES

Save draft, Finalise, To Review and Seen

These statuses indicate work, review and validation. They should not be confused.

Save draft

Saves the current state and allows continuing later. It does not assume the stage is ready.

Finalise

Use only when the team considers the stage reviewed. It does not replace validation in Notebook/PDF.

To Review

Received note that still needs Navigator validation.

Seen

Note accepted by the Navigator. Editing before Seen does not validate automatically.

Expected result

The team knows when it is preparing, reviewing or accepting notes.

CHECKLIST

Before a real event

If any item fails, return to the corresponding step before the road.

Licence and role

Plan validated and device set as Driver, Navigator or solo.

Profile and grades

Active profile, grades, START/END and rounding tested.

Library and buttons

Symbols and quick buttons reviewed.

Notebook and PDF

Notebook setup validated in the PDF.

RecceConnect

If there are two devices, connection tested before the road.

Rally and stages

Clear names and test stage completed from start to PDF.

Expected result

Digital in capture. Organised work. Paper when it makes sense.



QUICK REFERENCE

The essentials

After learning the flow, use these concepts to guide the team and avoid wrong decisions.

Rally

Event, training or test that groups stages.

Stage

Stage where notes are captured and reviewed.

Table

Structured view for component-based correction.

Notebook

Human view and visual base for PDF.

To Review / Seen

Validation status by the Navigator.

Draft / Finalise

Save preparation or mark as ready.