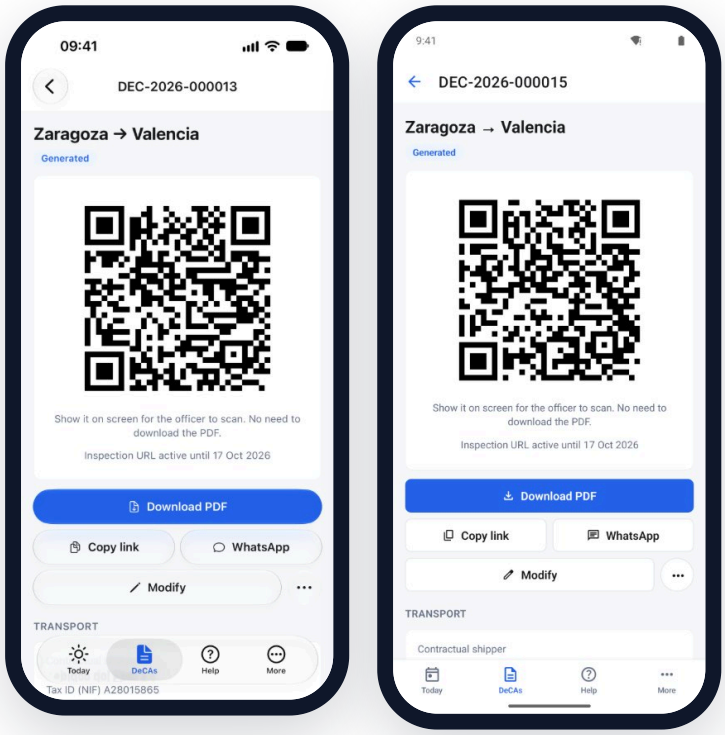
How to make a DeCA in the app

On iPhone and Android: start a DeCA, fill it in, generate it and show the QR at a roadside inspection.



iPhone Android

CONTENTS

1. The essentials
2. The Today screen
3. Three ways to start
4. Fill in the form
5. Generate and share
6. No signal, and help
7. Frequently asked questions

For owners, administrators and drivers, October 2026

1 The essentials

Everything starts on the “Today” screen

From **Today** you start a DeCA, check the details and tap **Generate DeCA**. The QR stays on your phone, ready to show at an inspection. Owners, administrators and drivers can all create DeCAs in the app.

The process in 5 steps

1. On **Today**, tap the round **+** next to the greeting, or **Use this route** on one of your usual routes.
2. Check the transport date: **Today** or **Tomorrow**.
3. Fill in whatever is missing. Suggestions save you typing.
4. When nothing is missing, tap **Generate DeCA**.
5. Show the QR on screen, or share the PDF or the link.

Three ways to start

1 Blank
The round **+** next to the greeting, on **Today**. Your truck's plate is already filled in.

2 From a usual route
Use this route, at the bottom of **Today**. Companies, origin, destination and goods come from the route.

3 By duplicating a DeCA
On a DeCA, **⋯** and **Duplicate**. Everything is copied except the date, which becomes today.

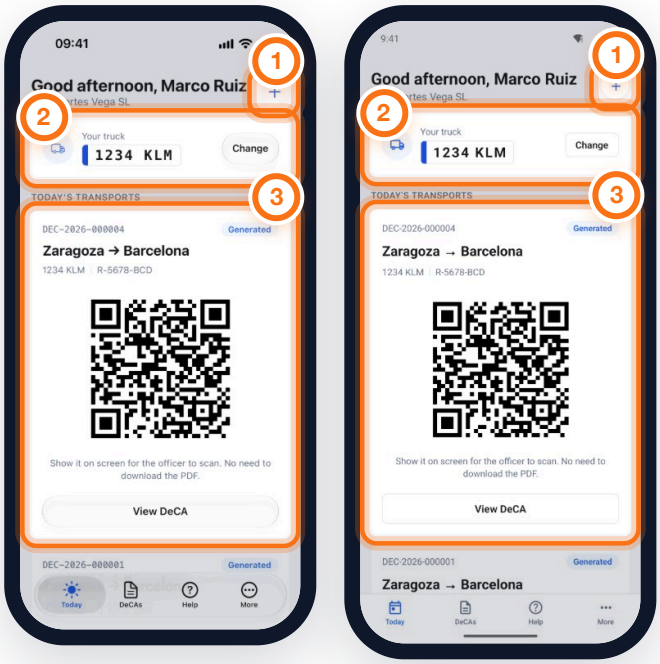
Which DeCAs you see. Drivers see the DeCAs they created and those for their truck's plate. Owners and administrators see all of the company's.

2 The Today screen

It is the first thing you see when you open the app.

At the top: a new DeCA, your truck and today's DeCAs

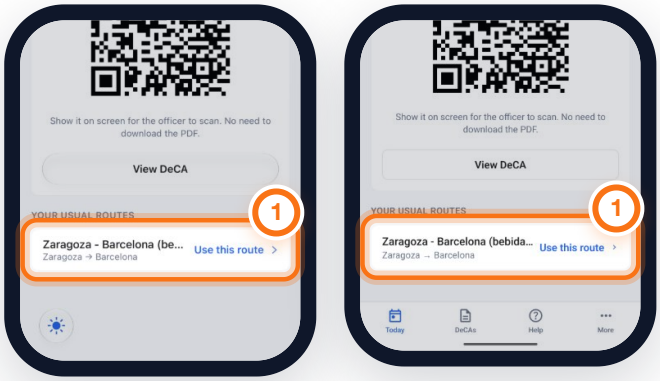
1. **+** starts a blank DeCA.
2. **Your truck**: today's plate. With **Change** you pick another of the company's trucks.
3. Each of today's DeCAs, with its QR. **View DeCA** opens the detail.



iPhone Android

At the bottom: your usual routes

Your usual routes lists the templates the office has assigned to you on decaya.es.
Use this route opens a DeCA with that route already filled in.



iPhone Android

Owners and administrators have no truck on **Today**: they see all of the company's DeCAs for today and the trucks with no DeCA yet today, each with its own **New DeCA** button and the plate already filled in.

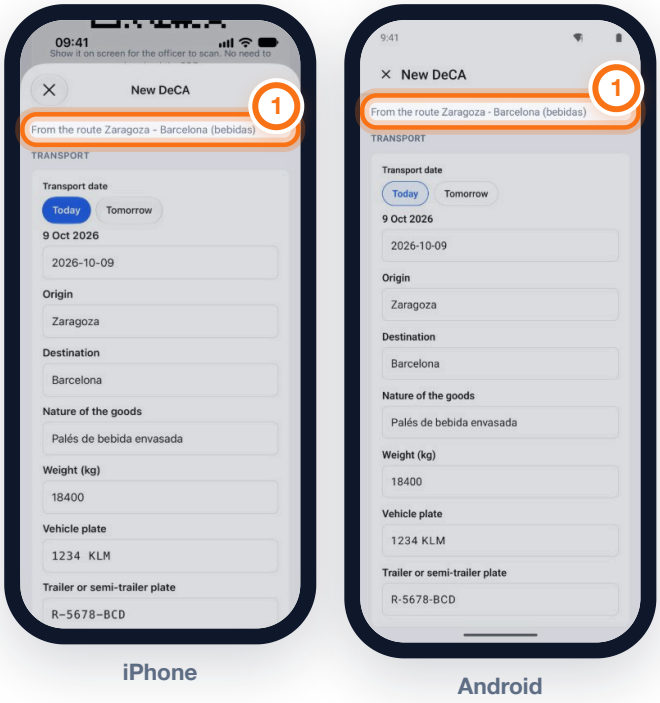
3 Three ways to start

Blank, with the “+”

The form opens with today's date and your truck's plate. If the office has set up your company, it is filled in too. To close it without generating anything, tap the ✕ at the top.

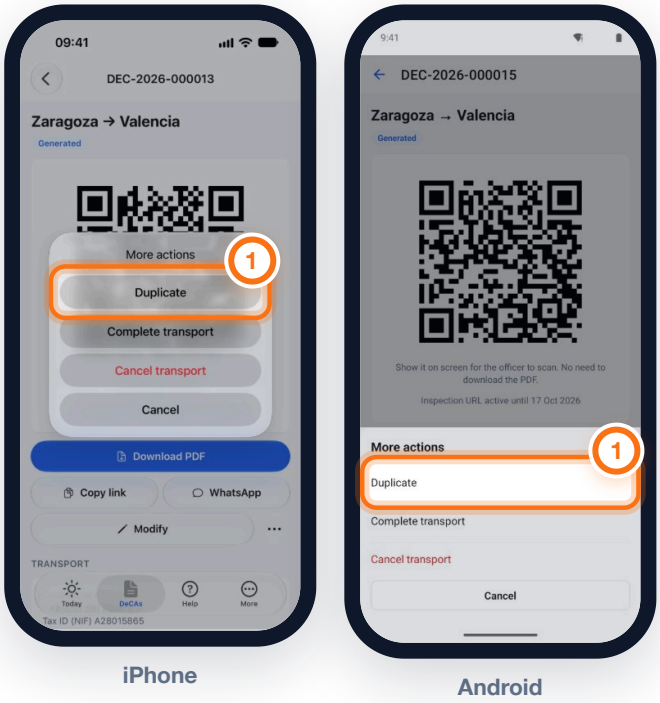
From a usual route

At the top of the form you see which route it comes from. The companies come from the route and stay as they are: you only check what changes on each trip, such as the date, the weight or the plates.



By duplicating a DeCA

Open the DeCA, tap ··· and choose **Duplicate**. The form opens with all its details and today's date, and the top says which DeCA it copies.

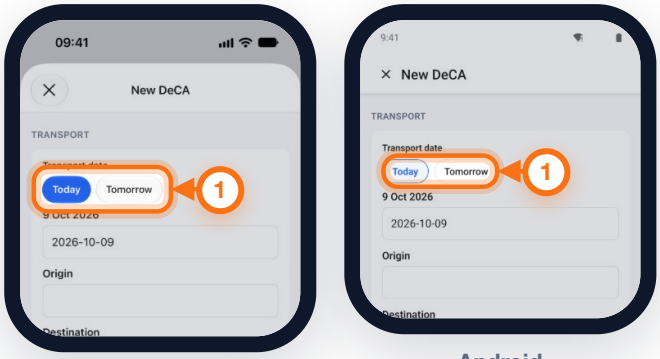


4 Fill in the form

The form has three blocks: **Transport**, **Contractual shipper** and **Effective carrier**. Every field is required except the trailer or semi-trailer plate.

The date: “Today” or “Tomorrow”

The transport date starts as today. Tap **Tomorrow** if the transport is tomorrow, or type another date as YYYY-MM-DD.



iPhone Android

Suggestions: type less

As you type, the app suggests what your company already knows: saved companies, with their tax ID, the fleet's plates and the origins, destinations and goods of recent DeCAs. Pick a saved company and its tax ID and address fill in by themselves.



iPhone Android

> 💡 If what you are looking for is not in the list, just type it: suggestions are a shortcut, never a requirement.

What is missing, above the button

While a required detail is missing, above the button you see how many fields are missing and which ones, and **Generate DeCA** stays disabled. Once everything is filled in, the notice goes away and the button is enabled.



iPhone Android

5 Generate and share

Tap **Generate DeCA**. The app creates the DeCA and opens its detail.

The generated DeCA

1. The QR, to show at an inspection. Below it, until when the inspection URL is active.
2. **Download PDF** opens your phone's share menu: save it, print it or send it.
3. **Copy link** copies the DeCA's inspection link; **WhatsApp** opens WhatsApp with the message and the link ready to send.
4. ··· has **Duplicate** and, depending on your permissions, complete or cancel the transport.



iPhone Android

At an inspection

Open the DeCA from **Today** or from **DeCAs** and show the QR on screen: the officer scans it and there is no need to download the PDF. While the QR is on screen, the phone does not lock by itself.

The driver can carry the DeCA on their phone, with the link or the QR, or printed with its QR code.

If the DeCA is for a truck with an assigned driver, you may also see **Send to … on WhatsApp**, which opens that driver's chat directly.

Made a mistake? If you can modify the DeCA, you see **Modify**: it generates a new version, with a new PDF, QR and link. Remember to send it again.

6 No signal, and help

The app keeps the last saved copy of the **Today** screen and of every DeCA you have opened. If you lose signal, you see the yellow notice “No connection. Showing the last saved copy” and can still show the QR.

✓ Works without signal

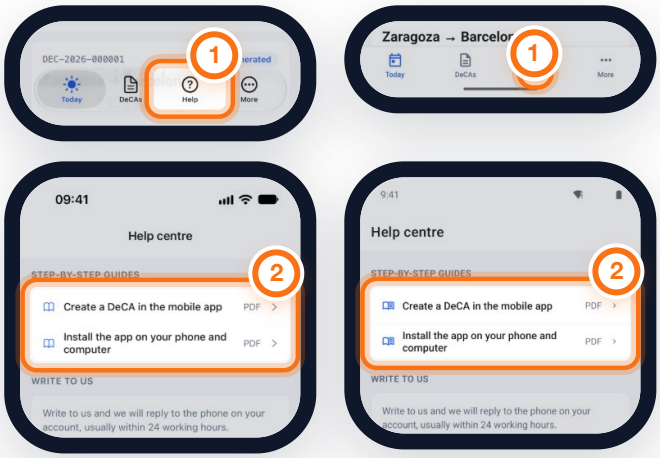
- Seeing today's DeCAs, with their QR
- Opening a DeCA you had already opened, with its QR
- Copying the inspection link

Needs a connection

- Creating a DeCA: without signal, the “+” and the routes are hidden
- Downloading the PDF
- Modifying, duplicating, completing or cancelling
- Changing truck

Questions? The “Help” tab

At the bottom of the app, the **Help** tab has these guides as PDFs and a form to write to us.



iPhone Android

7 Frequently asked questions

The “Generate DeCA” button is grey.
A required detail is missing. Look at the notice just above the button: it says how many fields are missing and which ones.

I cannot see the “+” or my usual routes.
Without a connection DeCAs cannot be created, so the app hides them until the signal is back. If you are online and see no routes, ask the office to assign you a template.

The company is not in the suggestions.
Type its name, tax ID and address by hand. Suggestions only show the companies your company has already saved.

I made a mistake in a DeCA already generated.
Open it and tap **Modify**, if you see it. A new version is generated with a new PDF, QR and link: remember to send it again.

Does the DeCA have to be printed?
The driver can carry the DeCA on their phone, with the link or the QR, or printed with its QR code.

Can I do the same on a computer?
Yes, on **decaya.es**. The “Create a DeCA from scratch” guide explains the computer form step by step.

Need help?

On your phone, tap the **Help** tab at the bottom of the app. On a computer, click **Help** at the bottom of the side menu. Tell us what you need and we will reply as soon as possible.