Working with Inspect (Admin)

OVERVIEW

The Admin module of the Inspect application allows you to view and print driver's Vehicle Inspection Reports (DVIRs). Once an inspection report has been completed and signed, it becomes available on the Inspect module of the Fleet Complete application.

ASSIGN INSPECT TO A RESOURCE

For a resource (i.e. driver) to have access to the Inspect Mobile App, the Administrator must create a **Resource Record** and assign them the Inspect application. After you have completed this process, the driver can log in the mobile app using the password that was automatically sent to them via email.

Note: Drivers must confirm their account via email prior to downloading or logging in to the Inspect App.

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel
   ≡ Track
3. Click the **Manage** menu item
4. Click the **Resources** submenu item
5. Select **Resources**
6. Click the **Add** button ➕
7. In the *Add Resource* screen on the *General* tab, fill in all the fields as necessary
8. Click the **Applications** tab, type the **Email Address** of the Resource, and
9. Click **Submit**
10. Select the checkbox next to **Inspect**
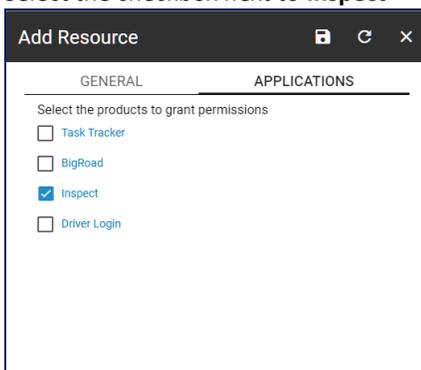
ACCESS INSPECT

1. Complete steps 1-2 from **Assign Inspect to a Resource**

2. Click the **Inspect** menu item
3. Click the **Inspection Reports** submenu item

VIEW THE SCREEN LAYOUT

The Inspect Admin module screen is separated into two main tabs, including:
   a. Inspection Reports
   b. Mechanic

INSPECTION REPORTS

When you select Inspect, the *Inspect Reports* screen displays. This screen lists all completed DVIRs for the current day with the most recently completed ones listed first.

Each completed DVIR displays the following:
   a) The name of the **Asset** selected,
   b) The name of the **Resource** that completed the Report,
   c) **Report Type** E.g. Pre-Trip, In –Trip or Post trip,
   d) **Report Date** and **Time**, and
   e) **Recorded Defects**.

Defects display with the following statuses:
   i. The number next to the *Red* circle indicates the number of **Major Defects** recorded for the asset 🔴
   ii. The number next to the *Yellow* triangle indicates the number of **Minor Defects** recorded for the asset ⚠️
   iii. The number next to the *Green* circle indicates the number of **Completed Repairs** by the mechanic ✅
   iv. A *Green* checkmark indicates **No** defects were found during the inspection ✓

VIEW AN INSPECTION REPORT

When you select a *DVIR* to review, a **PDF** version of the report displays with all the defects captured by the driver from their mobile app.

1. On the *Date Range* section, click the **Calendar** buttons to specify the **From** and **To** dates of the time period of the Inspection Reports you want to view

From	📅	Nov 12, 2018	▼	To	📅	Dec 12, 2018	▼

2. Alternatively, to search for an Inspection Report, click the **Search** magnifying glass icon and type the **Asset Description** or a **Date** for when you like to view the Inspection Report 🔍

3. To print an Multiple Inspection Reports, click the **Print Report** button and select the checkboxes to left of each completed report that you want to print

4. To print a specific report, click on a completed report and then click the **Print** button on top of the Inspection Report screen 🖨 PRINT REPORTS

3. Alternatively, click the **Search** magnifying glass on the top right-hand corner of the screen and type the Asset description you want to see reported defects for

MECHANIC

The *All Defects* screen is a Read-Only view of all the **Assets with Defects**. This screen is organized by Asset description with the number of *Major* and *Minor* defects recorded for each asset. When you select an *asset* to see its reported defects, the screen displays several headers and includes the following information:

- **Defect** category,
- The **Inspector** name who recorded the Defect for the selected asset,
- The **Date** and **Time** the inspection was completed,
- The **Location** at the time of the inspection,
- The **Odometer** reading of the asset at the time of the inspection, and
- **Remarks** (if any)

1. Complete steps 1-3 from **Access the Mechanic Portal**
2. On all the *All Defects* screen, click an **Asset** description to review the recorded defects