



Quick Reference Card

Inspect Mobile App (Driver)

OVERVIEW

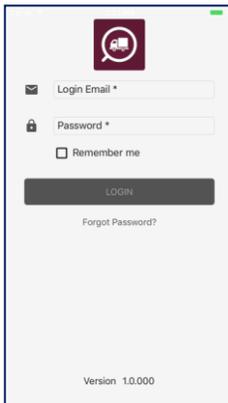
The Inspect Mobile App Allows a driver to track, record and maintain Vehicle Inspection Reports using a mobile device. It automates the Driver Vehicle Inspection Report (DVIR) process, and it helps to protect your personal information during roadside inspections. It also promotes faster communication between driver, fleet manager and mechanic.

COMPATIBLE VERSIONS

The Inspect app is compatible with Android version 5+ and iOS version 11+. The App can be downloaded from the respective App Store or Google Play stores.

LOGIN TO INSPECT

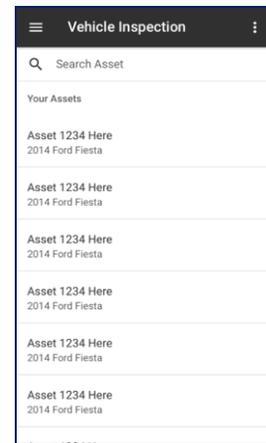
1. To launch the Inspect App, tap the **Inspect** icon on your home screen 
2. In the *Login Email* field, type your **Email Address**
3. In the *Password* field, type your **Password**
4. If you would like the mobile app to retain your login credentials for future use, select the **Remember me** checkbox
5. Tap the **Login** button
6. Read the *End User License Agreement for Fleet Complete*, if you agree tap the **Agree** button



VEHICLE INSPECTION SCREEN

Once you have logged in, the mobile app navigates you to the *Vehicle Inspection* screen by default. This screen lists all your Asset in alphabetical order along with their Make and Model. You can perform one of two main options following from the *Vehicle Inspection* screen:

- a) Select a vehicle you will be driving and complete a DVIR, and
- b) Select a vehicle and review the repairs completed by the mechanic for that vehicle



COMPLETE A DVIR

When you select a vehicle, the associated *Asset Details* screen displays. This screen enables the driver to specify the high-level information for an inspection. DVIRs can occur before, during, and after a trip and include:

- Pre-Trip,
- In-Trip, and
- Post Trip

In the **Inspection Categories** section, defects display with the following statuses:

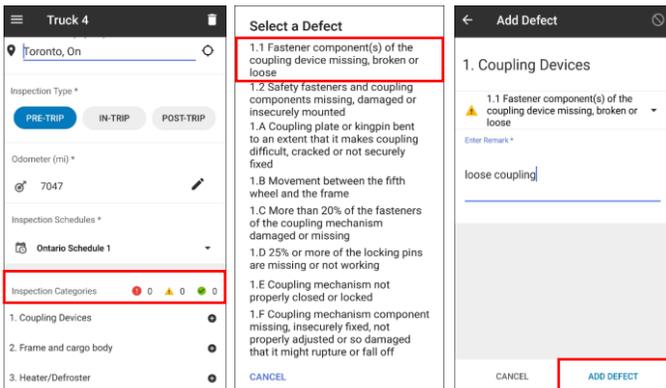
- i. The number next to the **Red** circle indicates the number of **Major Defects** recorded for the asset 
- ii. The number next to the **Yellow** triangle indicates the number of **Minor Defects** recorded for the asset 
- iii. The number next to the **Green** circle indicates the number of **Completed Repairs** by the mechanic 



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1. On the *Asset Detail* screen, type the **Location** if not populated automatically
2. From the *Inspection Type* section, select the type of inspection to be performed e.g., **Pre-Trip**
3. Type the current **Odometer** reading if not populated automatically
4. From the *Inspection Schedules* dropdown, select the **Schedule Name** that applies to your inspection
5. From the *Inspection Categories* list, tap a **Defect Group** that you need to note a defect for e.g.: **Coupling Defects**
6. On the *Add Defect* screen, tap the **Select a Defect** dropdown menu and select a defect description
7. On the **Enter Remark** field type any notes to support why the defect was noted
8. Tap **Add Defect**

Note: You can swipe left on any relevant *Inspection Categories* as N/A when it does not apply to your inspection. The value of N/A is indicated on the *Asset Details* screen with a *Crossed-out Circle* icon and on the *DVIR* in the categories corresponding checkbox column.



9. From the *Asset Details* screen tap **Sign Report** from the bottom
10. On the next screen, use a stylus pen or your fingertip to sign the report
11. Tap **Done**



MAIN MENU

1. Complete steps 1-5 from **Login to Inspect**
2. Tap the **Main Menu** icon on the top left-hand side of the any screen
3. The *Main Menu* provides the following options:

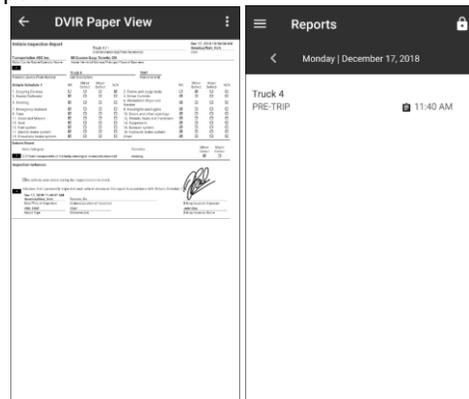
INSPECT

This menu item provides the driver with an alternate navigation path for the driver to access the *Vehicle Inspection* screen, which includes the same functionality from the **Complete a DVIR** section.

REPORTS

This menu item provides the driver with the ability to view their *Inspection Reports* for the previous 7 days including the current day. The *Reports* screen lists completed reports and are organized by *Inspection Type*, *Date* and *Time*.

1. To navigate to a previous date, tap the **left arrow** button located in the header bar
2. To navigate to a later date, tap the **right arrow** button located in the header bar
3. From the list, tap a *DVIR* entry to view the inspection report



4. When a *DVIR* is selected, the mobile app displays *Paper-View* of the report in PDF format

Note: Drivers can export the inspection report via the *Export/Share* button.

REPORTS- ROADSIDE INSPECTION MODE

In the event of a *Roadside Inspection*, the driver must enable the **Roadside Inspection** mode before handing the device over to a *DOT Inspector*. This mode prevents access to



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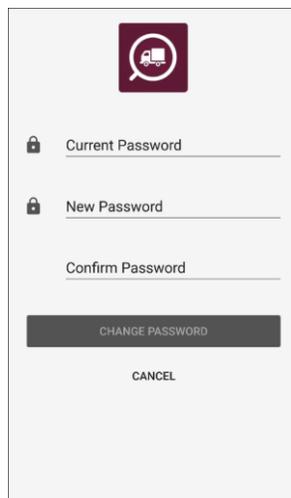
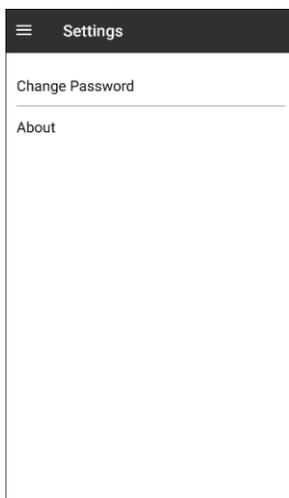
different areas of the mobile app that may contain personal driver information, but it does not prevent access to the device itself. The Roadside Inspection screen grants the inspector access to two days of DVIRs.

1. Tap the **Lock** icon located in the top right-hand corner of the *Reports* screen 
2. Hand over the device to the inspector
3. From the available list of reports, the inspector can tap a completed inspection report to review
4. To export a DVIR on an iOS device, tap the **More** button located in the top right-hand corner
5. Tap **Mail** to export to a personal email address
6. Alternatively, on an Android device, tap on the **3-dot Ellipsis** button located in the top right corner and then tap **Share**
7. When an inspection is complete, tap the **Unlock** icon from the bottom of the screen 
8. Type the same **Password** you use to login to the mobile app
9. Tap **Ok**

SETTINGS

This menu item enables the driver to configure their preferred settings for the Inspect Mobile App.

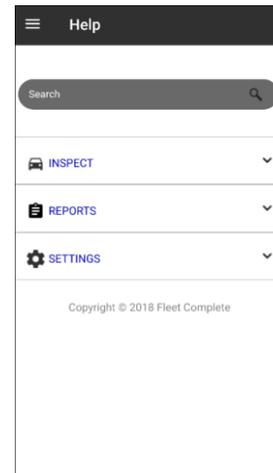
1. Tap **Change Password**
 - a. Type the **Current Password**
 - b. Type the **New Password**
 - c. Type the **New Password** again to confirm the change
 - d. Tap **Change Password**
2. Tap **About** to review the Inspect Version number, copyright, and copyright protection information



HELP MENU

This menu item provides drivers with additional help on The Inspect Mobile App

1. Tap the appropriate options to access more information on a module



LOGOUT

When the driver has completed all DVIRs for their shift, they can log out of the Inspect Mobile App.

1. From the Main Menu, tap **Logout**
2. Tap **OK**

