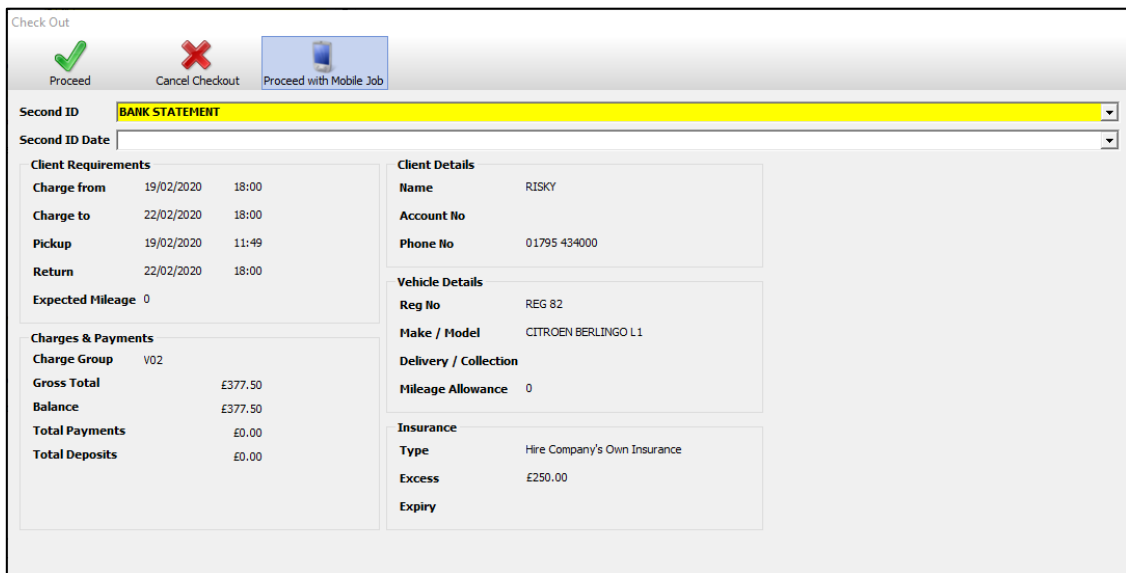


Creating a Checkout Inspection

There are four types of inspections which can be created during the checkout process: 'Delivery & RA', 'Delivery', 'Checkout & RA' and 'Checkout'. A Checkout Inspection will have the operator check the levels, check the inspectable items, take pictures of the exterior, mark any damage on an exterior frog diagram, mark any damage on an interior frog diagram, and then have the operator sign to finish the inspection. A Checkout & RA Inspection checks the same things as a Checkout Inspection, but also includes showing the RA and having the customer sign the document. With both the 'Checkout' and 'Checkout & RA' Inspections, prior information will be pulled through to the mobile job so that you are essentially ensuring the information on the system is correct, and updating it if it isn't. The 'Delivery & RA' and 'Delivery' jobs are the same as the 'Checkout' jobs with an added page at the beginning showing the delivery address with a map link.

To create a Checkout Inspection, check out your booking as normal and when you get to the Second ID check, click 'Proceed with Mobile Job'.



Check Out

☒ Proceed
 ☒ Cancel Checkout
 ☐ Proceed with Mobile Job

Second ID: **BANK STATEMENT**

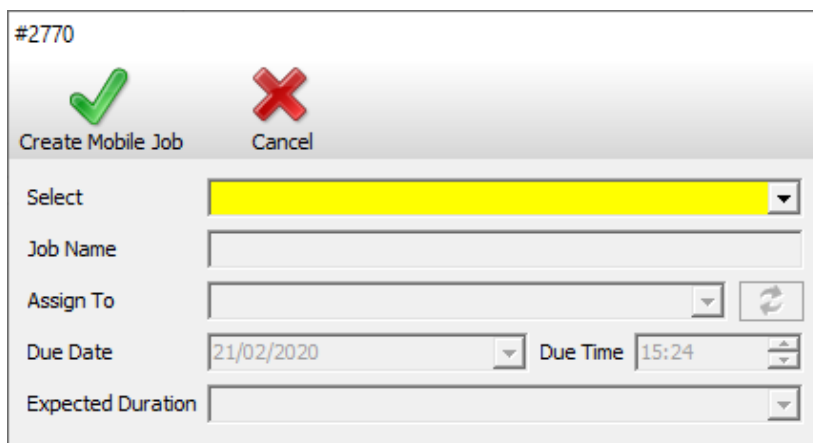
Second ID Date: [Dropdown]

Client Requirements		Client Details	
Charge from	19/02/2020 18:00	Name	RISKY
Charge to	22/02/2020 18:00	Account No	
Pickup	19/02/2020 11:49	Phone No	01795 434000
Return	22/02/2020 18:00		
Expected Mileage	0		

Charges & Payments		Vehicle Details	
Charge Group	V02	Reg No	REG 82
Gross Total	£377.50	Make / Model	CITROEN BERLINGO L1
Balance	£377.50	Delivery / Collection	
Total Payments	£0.00	Mileage Allowance	0
Total Deposits	£0.00		

Insurance	
Type	Hire Company's Own Insurance
Excess	£250.00
Expiry	

Once you click 'Proceed with Mobile Job' the vehicle inspection window will pop up, from which you will be able to choose the type of job you'd like to create, who you'd like to assign the job to, when you'd like the job to be completed by, and how long you think the job will take. Once these details are chosen, click 'Create Mobile Job'. Once 'Create Mobile Job' is clicked, the job will be sent to the mobile application of the person to whom you assigned the job.



#2770

☒ Create Mobile Job
 ☒ Cancel

Select: [Dropdown]

Job Name: [Text Field]

Assign To: [Dropdown] [Refresh]

Due Date: 21/02/2020 Due Time: 15:24

Expected Duration: [Dropdown]

#2770

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

#2770

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

#2770

Create Mobile Job Cancel

Select

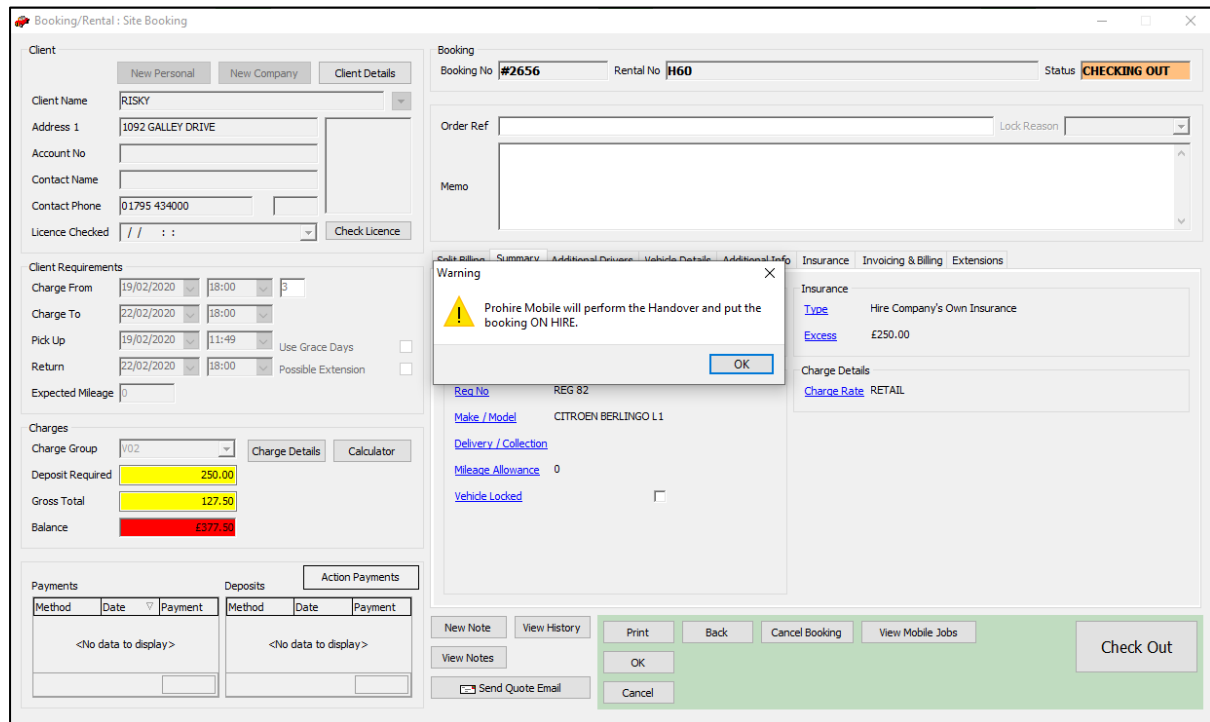
Job Name

Assign To

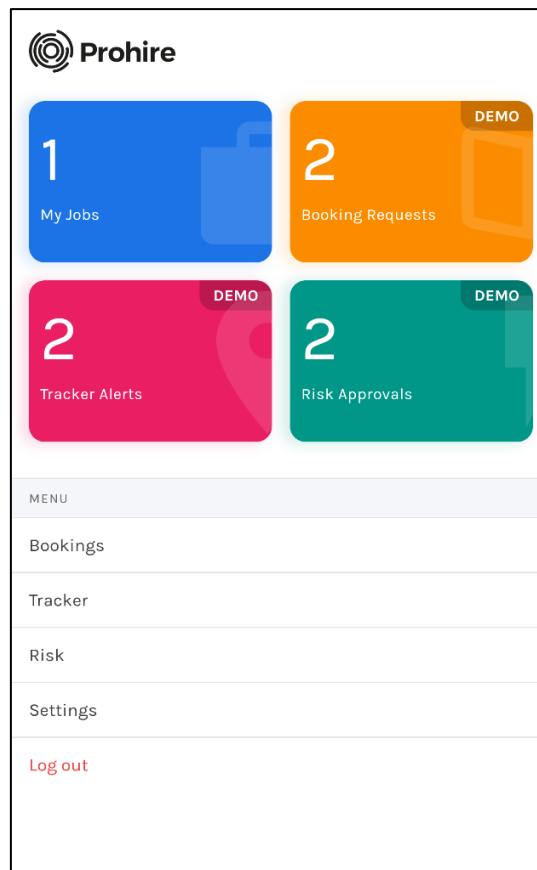
Due Date Due Time

Expected Duration

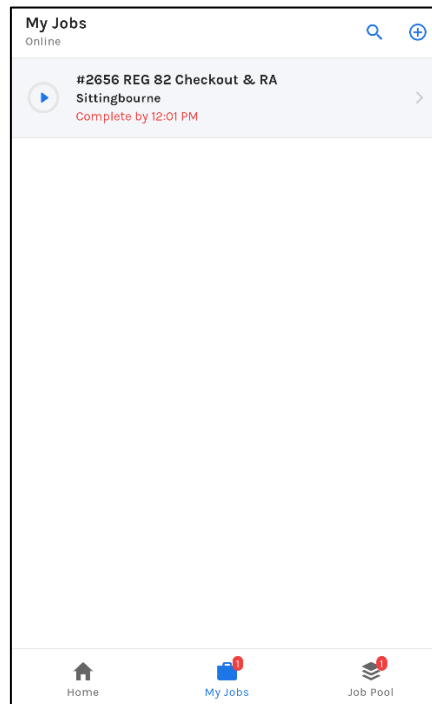
You will then be returned to the booking screen, with a pop up telling you that Prohire Mobile will continue with the check out process.



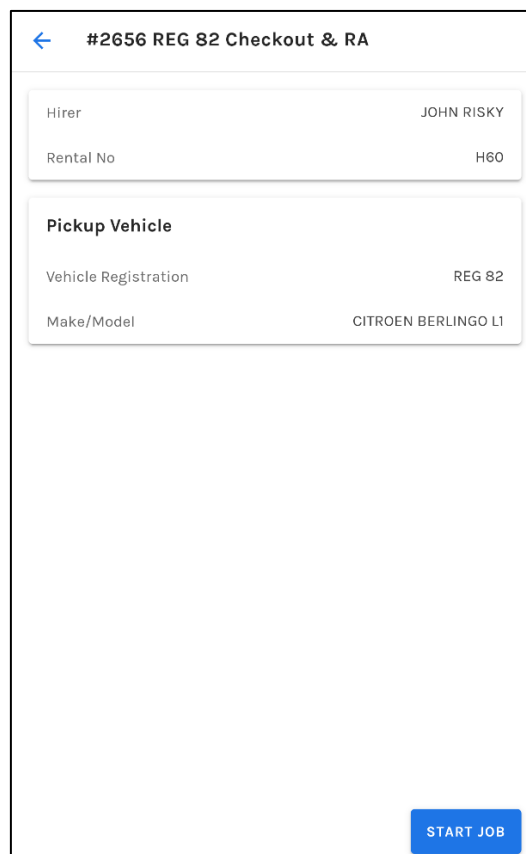
The assignee will now be able to log into Prohire Companion and find the inspection within 'My Jobs' from the application Home Screen.



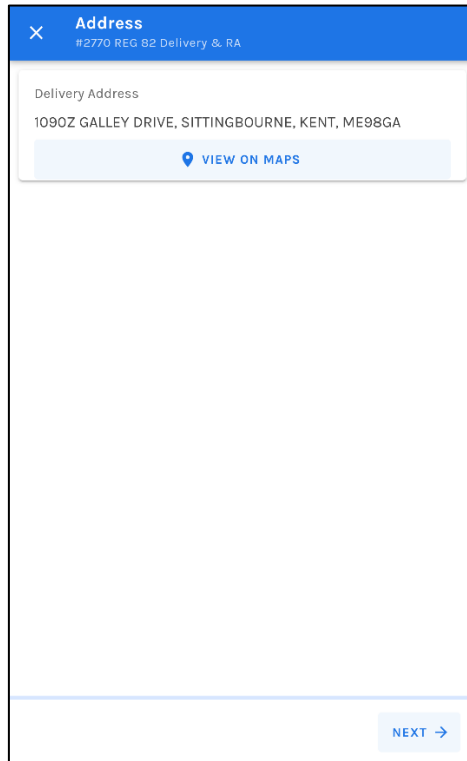
From the 'My Jobs' screen the assignee will be able to see all jobs currently assigned to them. From the list the assignee can find the job they wish to undertake and click the 'Play' button to view it.



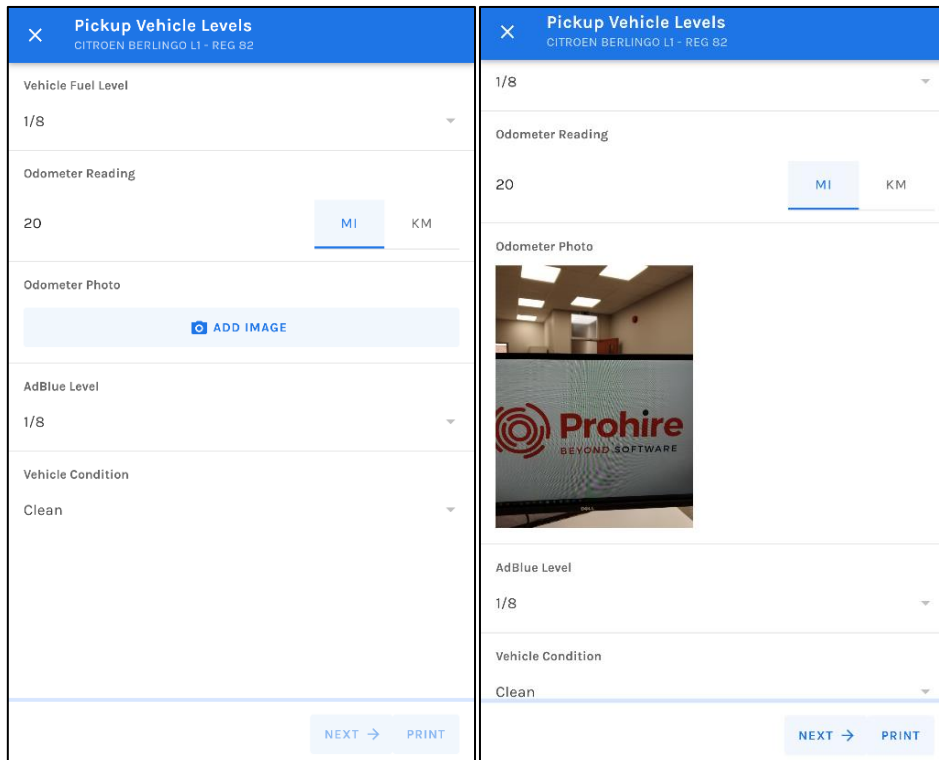
Having pressed play you are taken to the job details screen. From this screen you are able to see all details pertaining to the job selected. To undertake the job simply click the 'Start Job' button in the bottom right corner of the screen.



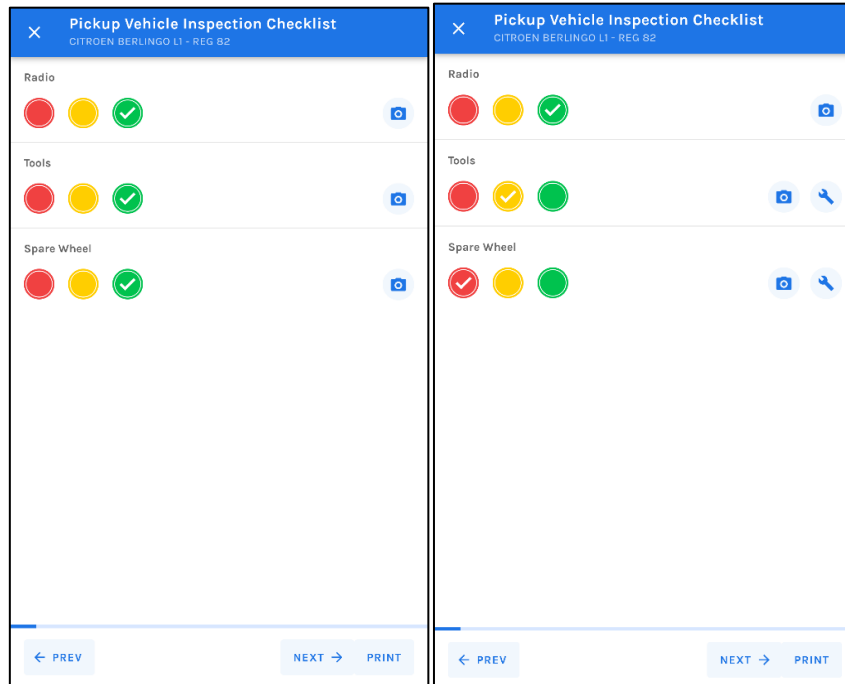
If the mobile job includes delivery, the first page you will receive is the 'Address' page. This page shows the delivery address with a link to view the location on Google Maps.



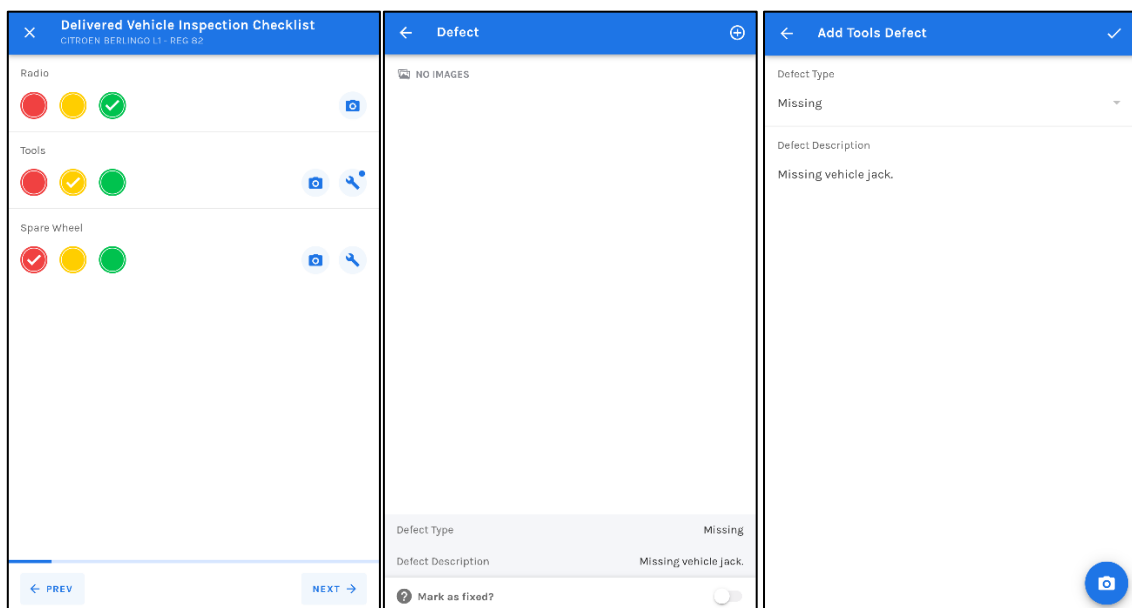
For the Checkout & RA Inspection, the first screen is 'Levels'. The levels and readings will be prefilled from Prohire, all that needs to be done is the levels and readings checked as correct, and a photo taken of the Odometer. Once everything is filled out click 'Next' in the bottom right corner.



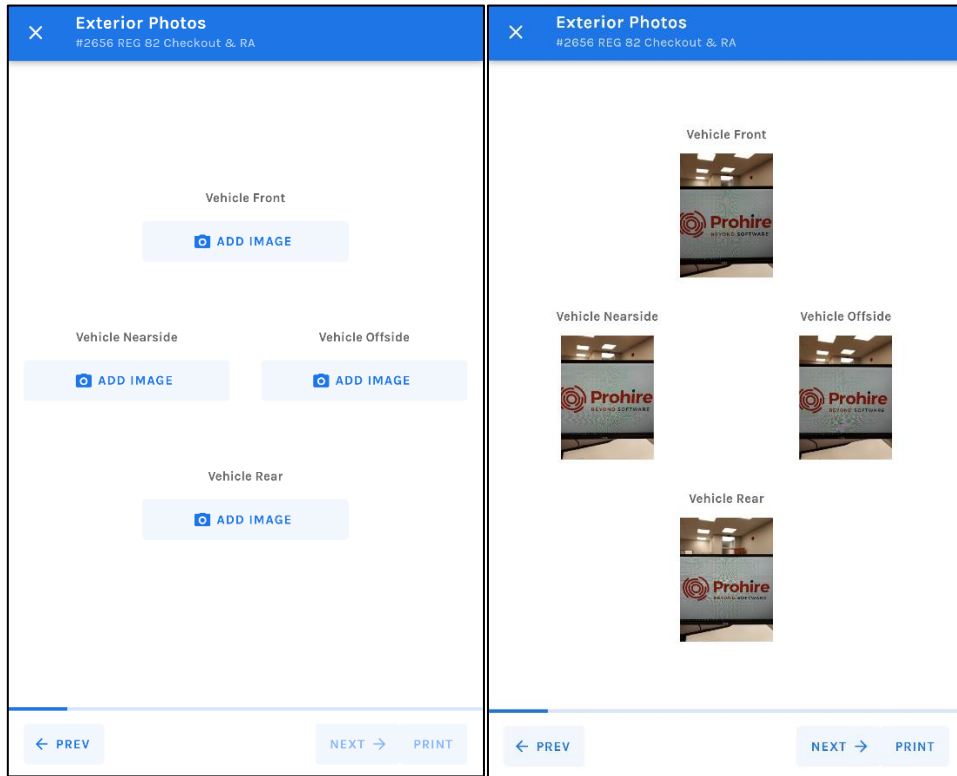
Once the levels are complete you will move to the 'Inspection Checklist'. On this screen you will see all the inspectable items you have set and be able to mark the current condition of each item on the traffic light system. The definition of each colour is defined by each company, however we recommend that Green means Fine, Yellow means Advisory, and Red means Warning. Clicking on the colour will set the condition of the item. If you click Amber or Red you have the option to log damage using the wrench button to take you to the 'Add Defect' page, and take a picture using the camera button, both on the right-hand side in line with the relevant inspectable item.



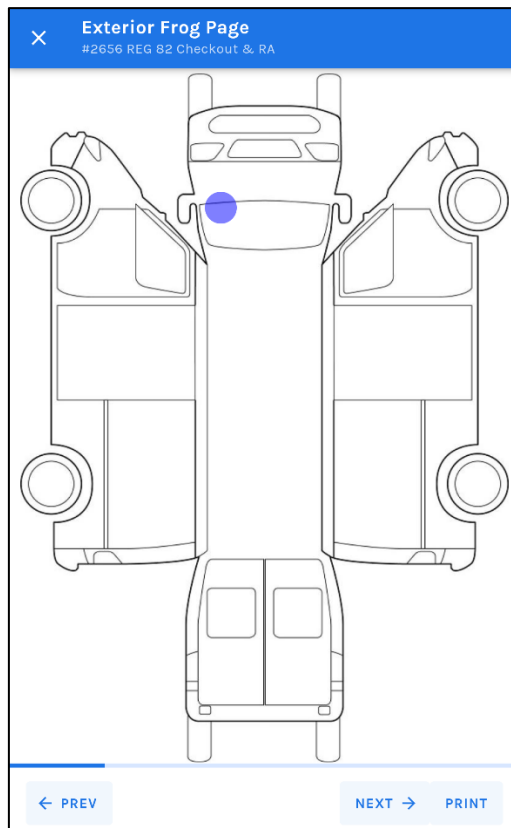
If a defect is already logged against an item, the wrench button will have a dot on it, and the 'Add Defect' page will have a 'Plus' symbol on it to allow you to add another defect against that particular item. To add the defect simply fill in the Defect Type and Defect Description then click the tick at the top. If previous damage is marked against a Checklist item, you can mark it as fixed in the defect screen when adding your new defect.



Clicking 'Next' will move you to the Exterior Photos page, where you are required to take images of the four main angles of the vehicle as a way of logging its condition at the time of check out.



Once the Inspection Checklist is complete you will move to the Exterior Frog Page where you are able to log damage to the exterior of the vehicle by simply tapping on the location of the damage.



Marking damage on the frog image will take you to the 'Add Defect' screen where you'll be able to choose the type of damage, add a description of the damage, and also take a picture.

Add Defect
#2656 REG 82 Checkout & RA

Damage Type
Choose...

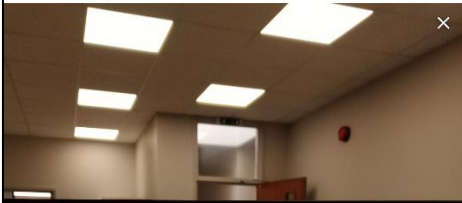
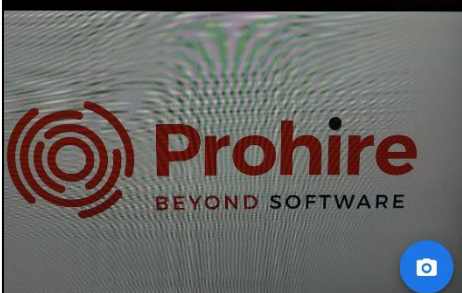
Damage Desc
Enter here...



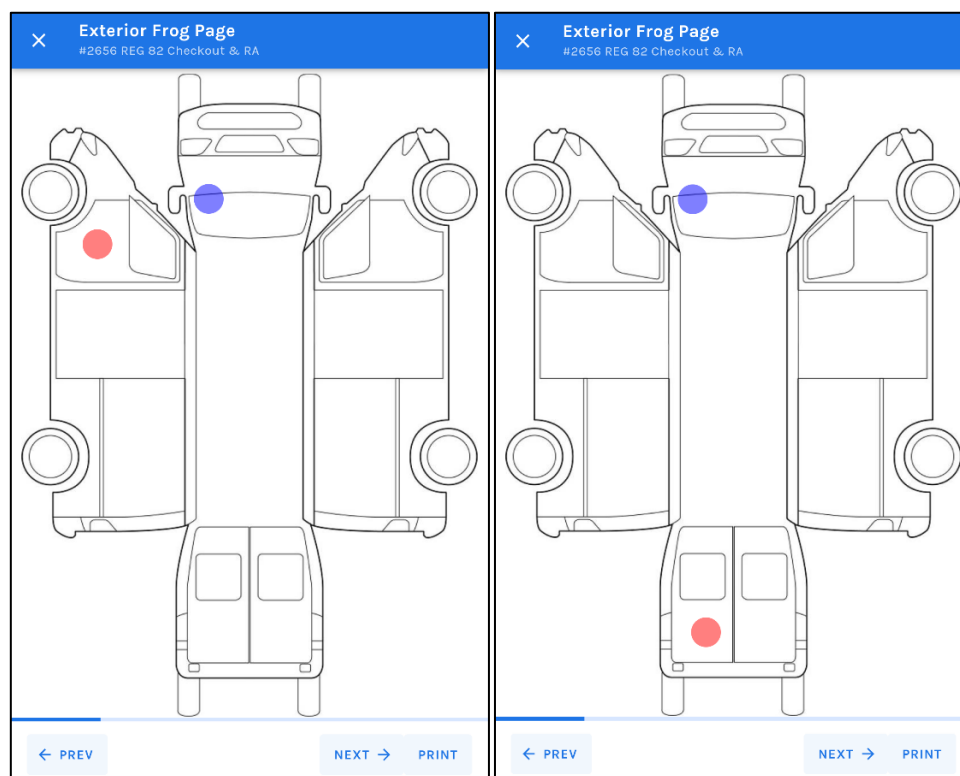
Add Defect
#2656 REG 82 Checkout & RA

Damage Type
Dent

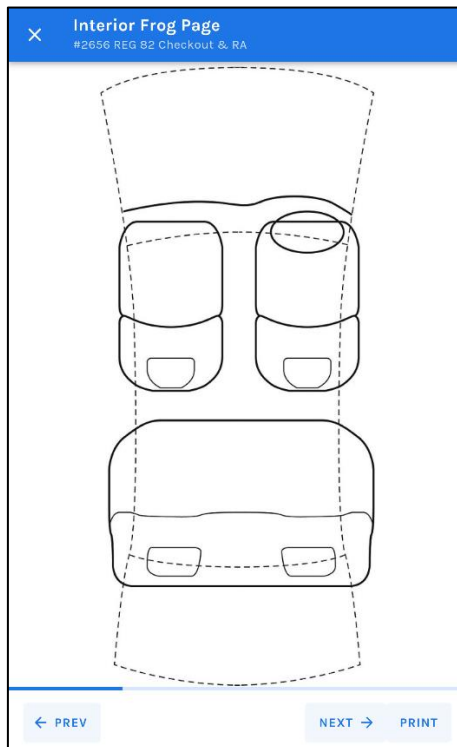
Damage Desc
Dent on door.

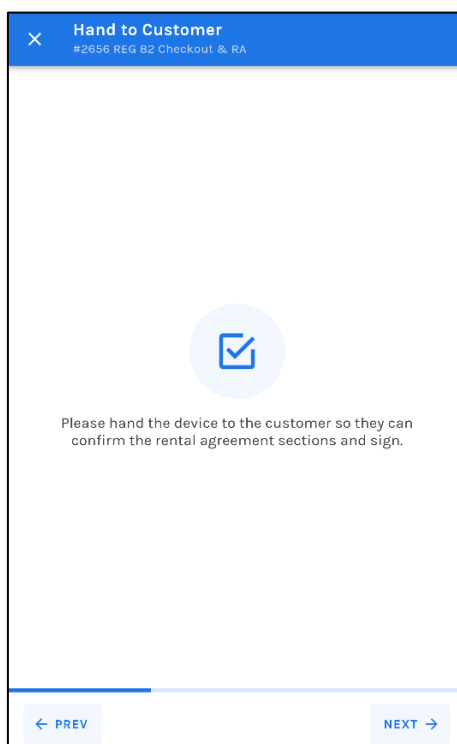

Once you have completed the 'Add Defect' screen, click the tick in the top right and you'll be returned to the 'Exterior Frog Page' which will now show the damage to add with a red dot. From here, if you added the damage in the wrong position you are now able to click and drag the damage dot to the correct location.



Clicking 'Next' will take you to the 'Interior Frog Page', where you'll be able to input interior damage in the same way that you have just input exterior damage.



Once you have completed the levels and damage recording portion of the inspection, you will either be taken to the RA section providing you chose 'Checkout & RA' Inspection, or straight to the Finish page if you chose 'Checkout' Inspection. For this guide we will show the RA portion, the first page of which will prompt you to hand the device to your customer as the information is for them to review and sign.



The first page pertaining to the RA that you will see will be the Overview, showing you a brief overview of the booking details.


Overview
CITROEN BERLINGO L1 - REG 82

Vehicle Registration	REG 82
Fuel Type	DIESEL
Make/Model	CITROEN BERLINGO L1
Fuel Out	1/8
Odometer	20 miles

Booking

Hirer	JOHN RISKY
Rental No	H60
Booking No	#2656
Booking Charge From	19/2/2020, 6:00 PM
Booking Return Location	Sittingbourne
Booking Charge To	22/2/2020, 6:00 PM
Booking Due Back	22/2/2020, 6:00 PM
Mileage Allowance	0
Charge Group	V02

← PREV



NEXT →

On each page of the RA portion of the inspection you can click the 'Page Plus' button in the bottom centre of the page. This will bring up the 'Overview Note' page where the job assignee and the customer are able to add any notes they have regarding the booking and its details. This page is intended for the recording of incorrect or additional information that won't invalidate the rental agreement.


Overview Note


Overview Notes
Enter here...

After the 'Overview' you will get the 'Custom Details', showing the customer's contact address and number(s).

X
Customer Details
#2656 REG B2 Checkout & RA

Contact Address
1092 GALLEY DRIVE, KENT SCIENCE PARK, SITTINGBOURNE,
KENT, ME98GA

Mobile No

Telephone No 01795 434000

← PREV

+

NEXT →

Next you will see the 'Drivers' page, showing all drivers assigned to the booking. On this page each driver will have to click their name, check their details and then sign in the signature box. Once the signature is complete, click the tick in the top right.

X
Drivers
#2656 REG B2 Checkout & RA

JOHN RISKY ACTOR >

← PREV

+

NEXT →

←
Edit Driver
#2656 REG B2 Checkout & RA
✓

Name JOHN RISKY

Occupation ACTOR

Date of Birth 6/12/1981

Driving Licence No RISKY123

Driving Licence Expiry 2051-12-05

Driving Licence Categories 1

Driving Licence Address 1092 GALLEY DRIVE, KENT SCIENCE PARK,
SITTINGBOURNE, KENT, ME98GA

Driving Licence Issuer DVLAX

Driver Signature Erase



Tunstall, Kent, 19/2/2020, 12:22 PM


The following screen is 'Charges', showing all items charged to the booking, their associated charges, and all booking totals. The charges shown on this page will respect the charge print settings of account customers.

×

Charges

#2656 REG 82 Checkout & RA

Rental

(3 x Days @ £37.50)

£93.75

Collision Dam. Wav.

(3 x Days @ £5.00)

£12.50

Total Charges

£106.25

VAT

£21.25

Total

£127.50

← PREV



NEXT →

Following charges, you will see the insurance details for each driver associated that is using your insurance. If the booking is using COI then you will not receive this screen.

×

Primary Driver

#2656 REG 82 Checkout & RA

Hirer's Name

JOHN RISKY

Insurance Details

Have you any physical or mental defect or infirmity or suffered from diabetes, fits or any heart complaint?

No

Do you have any current convictions for any motoring offence (except parking)?

No

Have you had any proposals declined, a policy cancelled or renewal refused or been required to pay an increased premium or had special conditions imposed by any motor insurer?

No

Do you wish to add any motoring accident details that have occurred in the last 3 years?

No

← PREV



NEXT →

Following the Insurance Details, you will then receive the 'Insurance Declaration', which is the point at which the hirer is signing for their excess obligations.

✕ Insurance Declaration

#2656 REG 82 Checkout & RA

I the undersigned agree to pay the insurance excess cost of 250.00 in the event of any damage or theft claim on the vehicle, or any third party claim made against our insurance policy.

Signature of Hirer Erase



Tunstall, Kent, 19/2/2020, 12:23 PM

← PREV



NEXT →

You will then receive the 'Unauthorised Driver Declaration'.

✕ Unauthorised Driver Declaration

#2656 REG 82 Checkout & RA

Any vehicle hired under this agreement may only be driven by authorised drivers, who have been approved the lessor. I understand that should I breach these terms an additional rental charge will be levied. (This extra charge will not offer any insurance cover, and the hirer & driver will remain responsible for any losses incurred by the lessor or any third party.

Signature of Hirer Erase



Tunstall, Kent, 19/2/2020, 12:23 PM

← PREV



NEXT →

You will then be presented with the 'Liability Statement'.

X
Liability Statement
#2656 REG 82 Checkout & RA

I agree that while the rental agreement is in force I will be liable as owner/hirer of the vehicle, or any replacement vehicle, for any fixed penalty offence, penalty charge notice, notice to owner, parking charge notice for that vehicle under s66 Road Traffic Offenders Act 1988, Schedule 6 Road Traffic Act 1991, Traffic Management Act 2004, Protection of Freedoms Act 2012 and any other relevant legislation. I also acknowledge that this liability shall extend to any other vehicle let to me under the same hiring agreement and to any period by which the original period of hiring may be extended. I hereby agree to hire the above vehicle on the Terms & Conditions set out herein & overleaf and confirm that if payment hereunder is to be made by credit or charge card my signature below shall constitute authority to debit my nominated credit or charge card company with the total due amount plus any administration charges, extensions or additional charges resulting from this rental. The Hirer and, if I am not the Hirer, I consent to my personal information (including name, address, photo and drivers licence details) and information concerning the Hirer and the hire of the vehicle under this rental agreement (including details as to payment record, credit worthiness, accidents or claims or theft or damage to the vehicle, delays in vehicle return, threatening or abusive behaviour and any other relevant information) being shared with other vehicle rental companies, suppliers to such companies and the police and other regulatory authorities, insurers and credit reference agencies, for the purposes of crime detection, risk management and assessing whether or not others may wish to hire a vehicle to me.

Signature of Hirer Erase



← PREV
NEXT →

The final customer page is the 'Customer Signing' page, where the customer is signing to state that the information they have provided is correct. As well as a signature, a name will also need to be input into this page. The 'Signee Email' address is optional, however if filled in the RA will be automatically sent to that address. Finally you are able to take a 'Customer Photo', but this is also optional.

X
Customer Signing
#2656 REG 82 Checkout & RA

I declare that the information in this proposal is to the best of my knowledge and belief correct and complete in every detail and that no information has been withheld which might influence the acceptance of this proposal which with this declaration shall form the basis of the contract of insurance.

Signature of Hirer Erase



Tunstall, Kent, 19/2/2020, 4:48 PM

Signee Name

J Risky

Signee Email

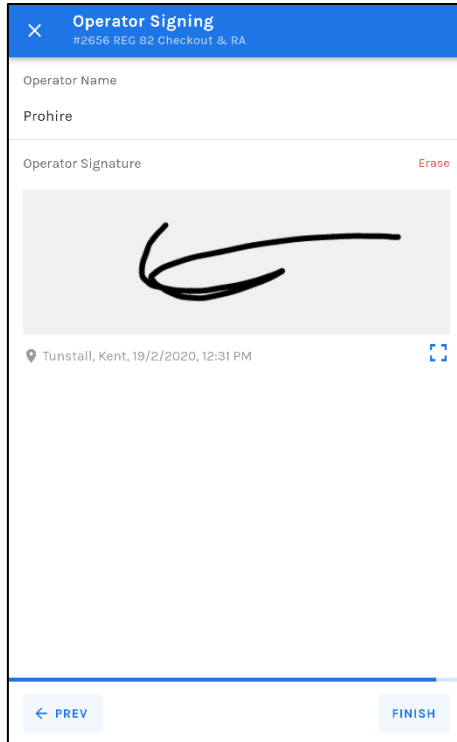
risky@hotmail.com

Customer Photo

 ADD IMAGE

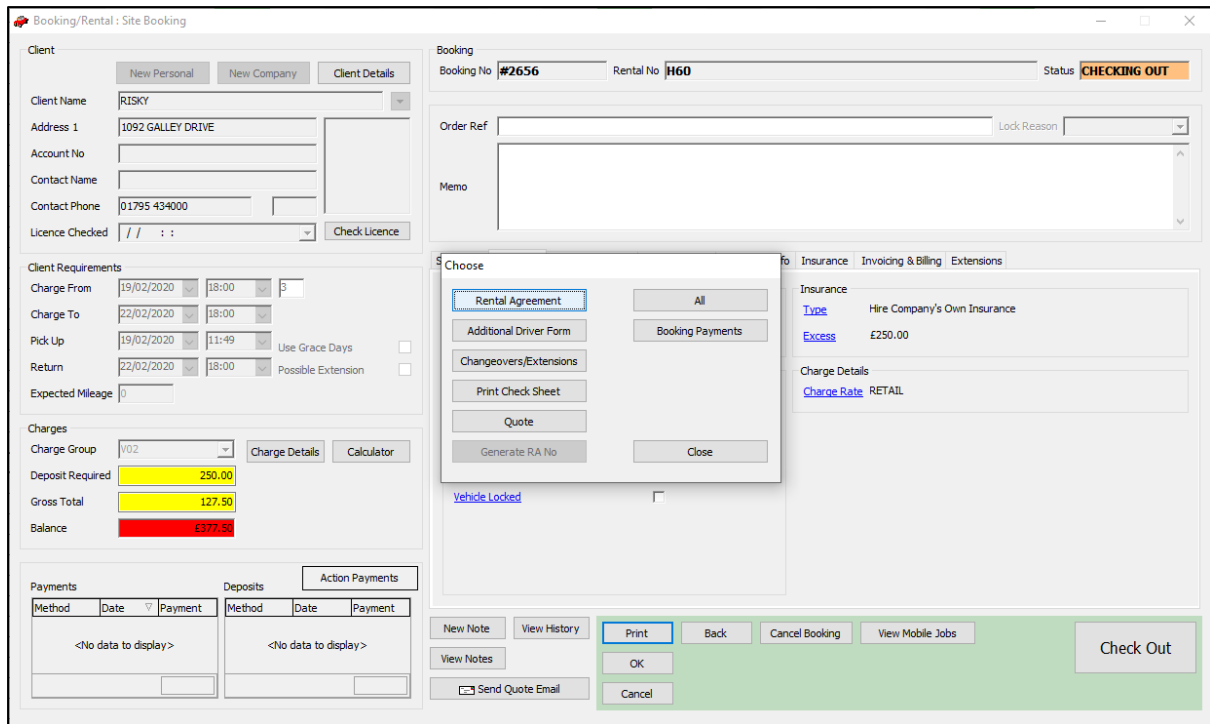
← PREV
NEXT →

The final screen of the mobile job is the 'Operator Signing', where the operator is signing off the mobile job as complete. Clicking 'Finish' will finish the mobile job, and providing the mobile device has an internet connection the job will instantly sync with Prohire. If the mobile device doesn't have an internet connection the job will be saved to the device in its updated state, where it will stay until an internet connection is established, ensuring that no information is lost.



Now that the Checkout Inspection is complete, you are able to return to Prohire to print the RA.

To print the RA, we click 'Print' within the booking window, and then select 'Rental Agreement'.



Client

Client Name: RISKY
 Address 1: 1092 GALLEY DRIVE
 Account No:
 Contact Name:
 Contact Phone: 01795 434000
 Licence Checked: / / : : Check Licence

Client Requirements

Charge From: 19/02/2020 18:00 3
 Charge To: 22/02/2020 18:00
 Pick Up: 19/02/2020 11:49 Use Grace Days
 Return: 22/02/2020 18:00 Possible Extension
 Expected Mileage: 0

Charges

Charge Group: V02 Charge Details Calculator
 Deposit Required: 250.00
 Gross Total: 127.50
 Balance: £377.50

Payments

Method Date Payment
 <No data to display>

Deposits

Method Date Payment
 <No data to display>

Booking

Booking No: #2656 Rental No: H60 Status: CHECKING OUT
 Order Ref: Lock Reason:
 Memo:

Choose

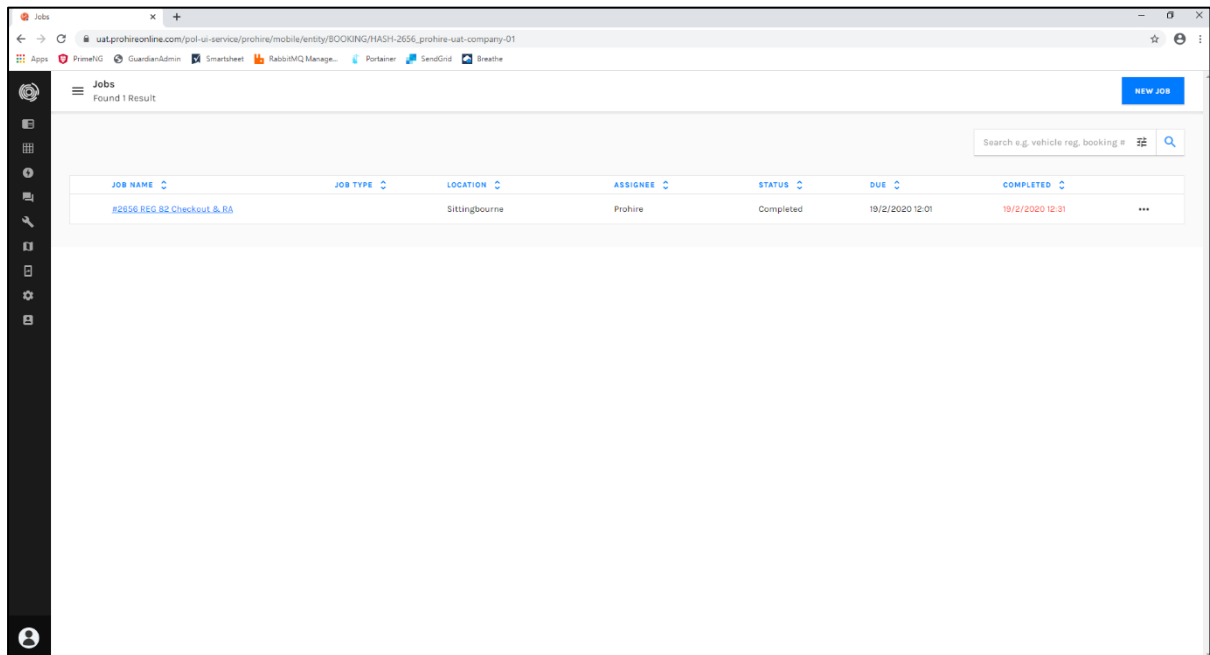
Rental Agreement All
 Additional Driver Form Booking Payments
 Changeovers/Extensions
 Print Check Sheet
 Quote
 Generate RA No Close

Insurance

Insurance Type: Hire Company's Own Insurance
 Excess: £250.00
 Charge Details Charge Rate: RETAIL

Print Back Cancel Booking View Mobile Jobs
 OK Cancel

You will then be taken to the 'Jobs' page within Proweb for the vehicle associated with the booking. From this window click on the 'Checkout & RA' job for the booking.



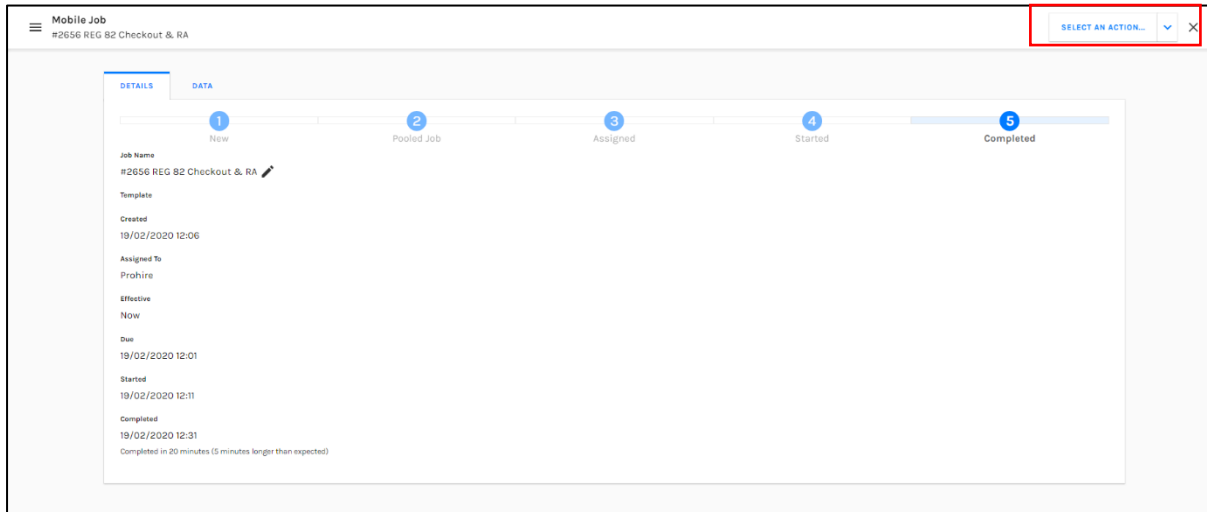
Jobs

Found 1 Result

Search e.g. vehicle reg, booking #

JOB NAME	JOB TYPE	LOCATION	ASSIGNEE	STATUS	DUE	COMPLETED
#2656 REG B2 Checkout & RA		Sittingbourne	Prohire	Completed	19/2/2020 12:01	19/2/2020 12:31

From the job details screen click on the downward arrow next to 'Select an Action...' in the top right corner.



From the drop down menu select 'Rent Agreement'. This will download the RA as a PDF document, which you will then be able to save and print. Please note that the rental agreement that is printed will always be as per the mobile job, as that is the RA that has been signed for. Any notes made during the RA portion of the mobile job will appear on an extra page when the RA is printed.

