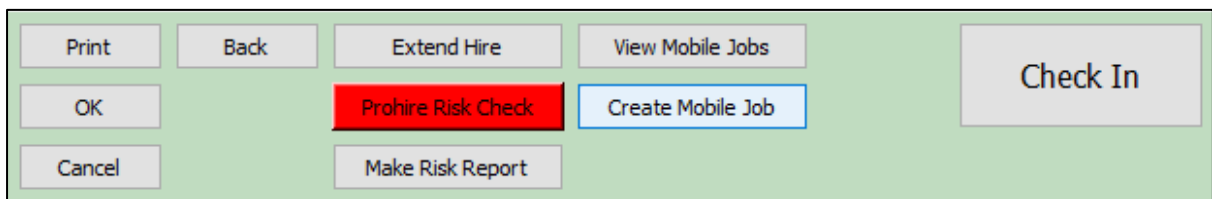
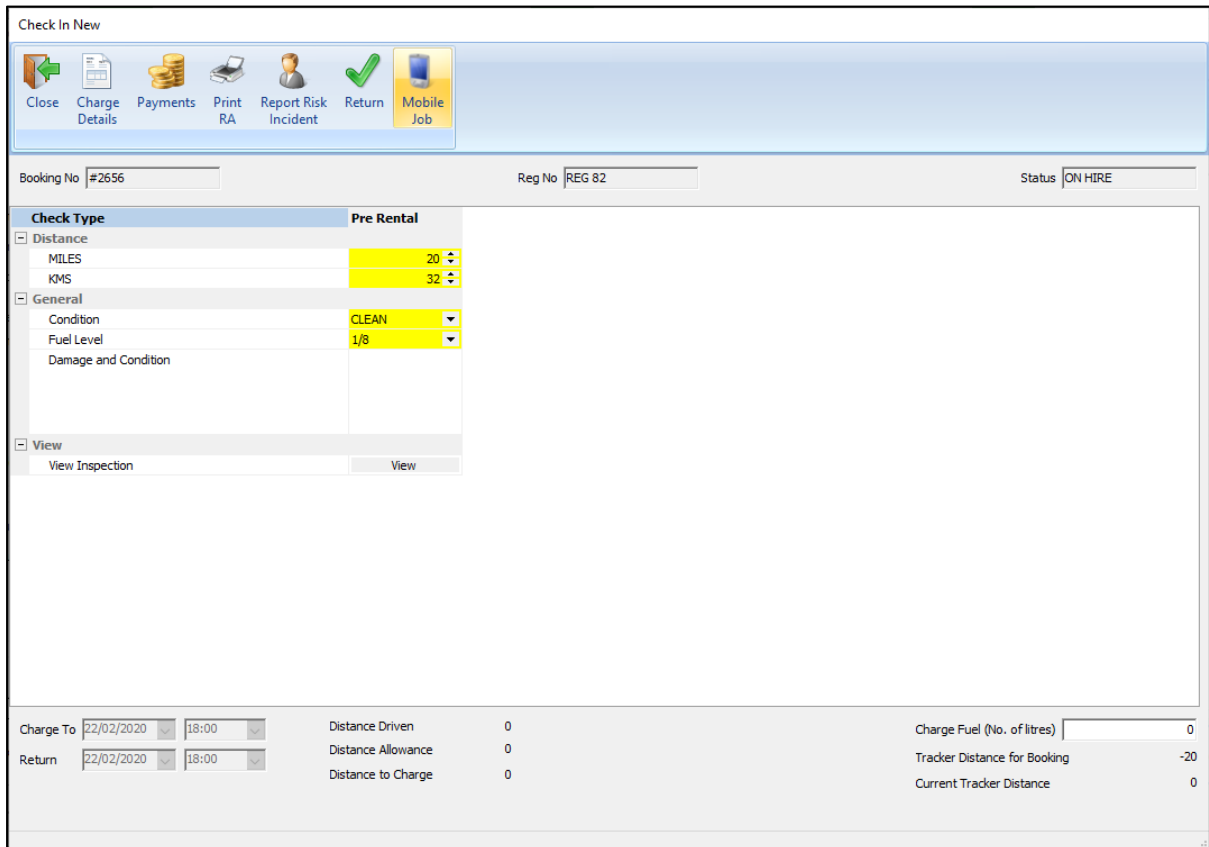


Creating a Post Rental Inspection

There are three types of inspection available when creating a mobile job during the check in process; 'Vehicle Return', 'Post Rental Inspection' and 'Mid-Hire Inspection'. The 'Vehicle Return' job will only return the vehicle. This is used by employees working in the yard who have seen the vehicle come back and want to mark it as returned on the system. The 'Post Rental Inspection' will conduct a full inspection of the vehicle, as well as checking it back in on Prohire. The 'Mid-Hire' Inspection is a full inspection that can be conducted during a booking, generally conducted if the customer has reported vehicle issues.

To create a Post Rental Inspection, open the specific booking you'd like to create the job for, then you can either click 'Create Mobile Job' in the green section of the booking window adjacent to 'Prohire Risk Check', or you can click the 'Check In' button as you normally would, then from the 'Check In New' window click the 'Mobile Job' button at the top.

Once you click '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.

#2656

Create Mobile Job Cancel

Select

Job Name

Assign To 

Due Date Due Time

Expected Duration

#2656

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

#2656

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

#2656

Create Mobile Job Cancel

Select

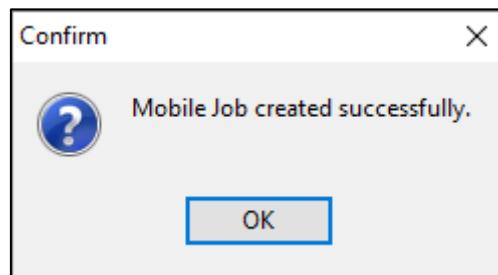
Job Name

Assign To 

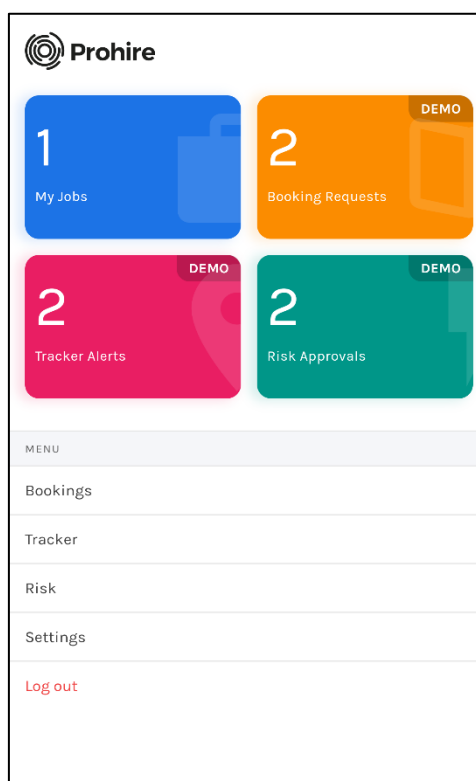
Due Date Due Time

Expected Duration

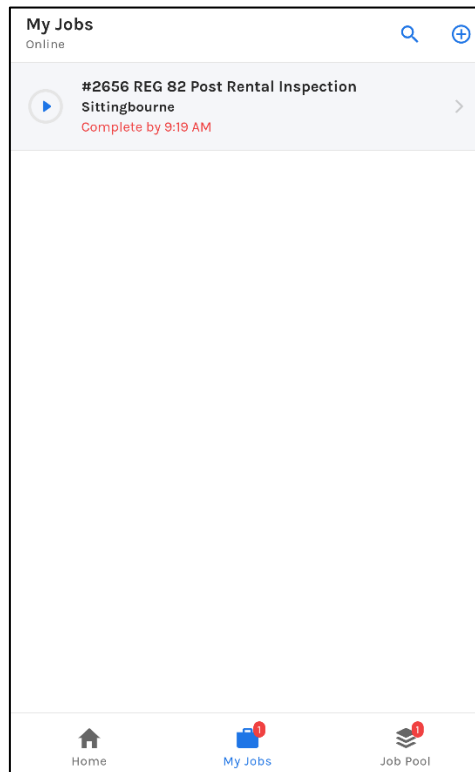
You will then return to the booking screen with a confirmation window letting you know that the mobile job was created successfully.



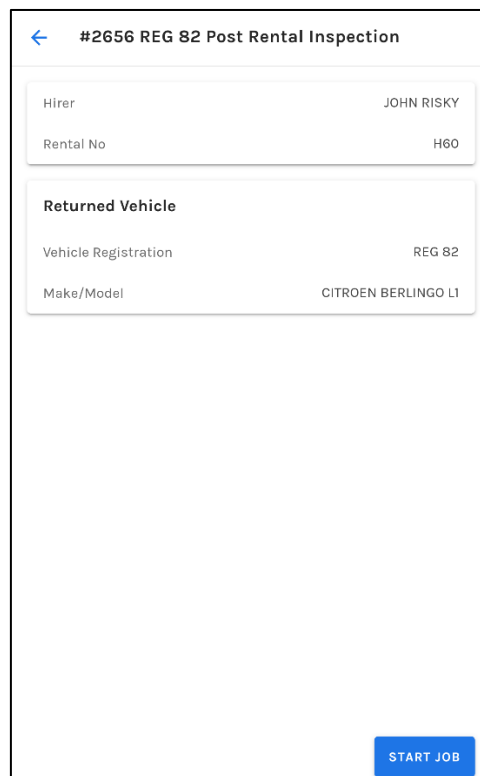
The assignee will now be able to log into Prohire Companion and find the inspection within 'My Jobs' from the application Home Screen.



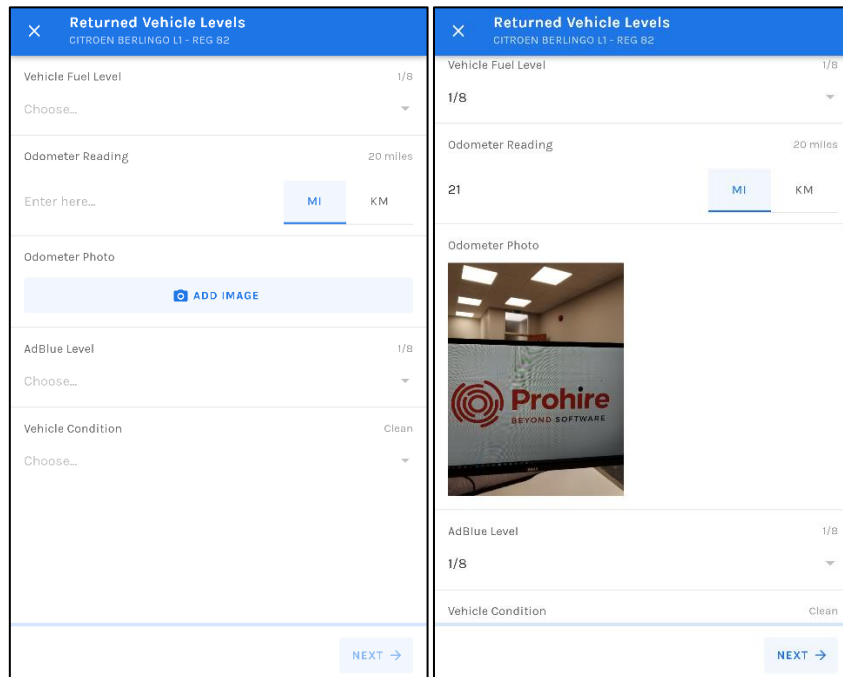
From the 'My Jobs' screen the assignee will be able to see all jobs currently assigned to them. From the list the assignee can find the job they wish to undertake and click the 'Play' button to view it.



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.



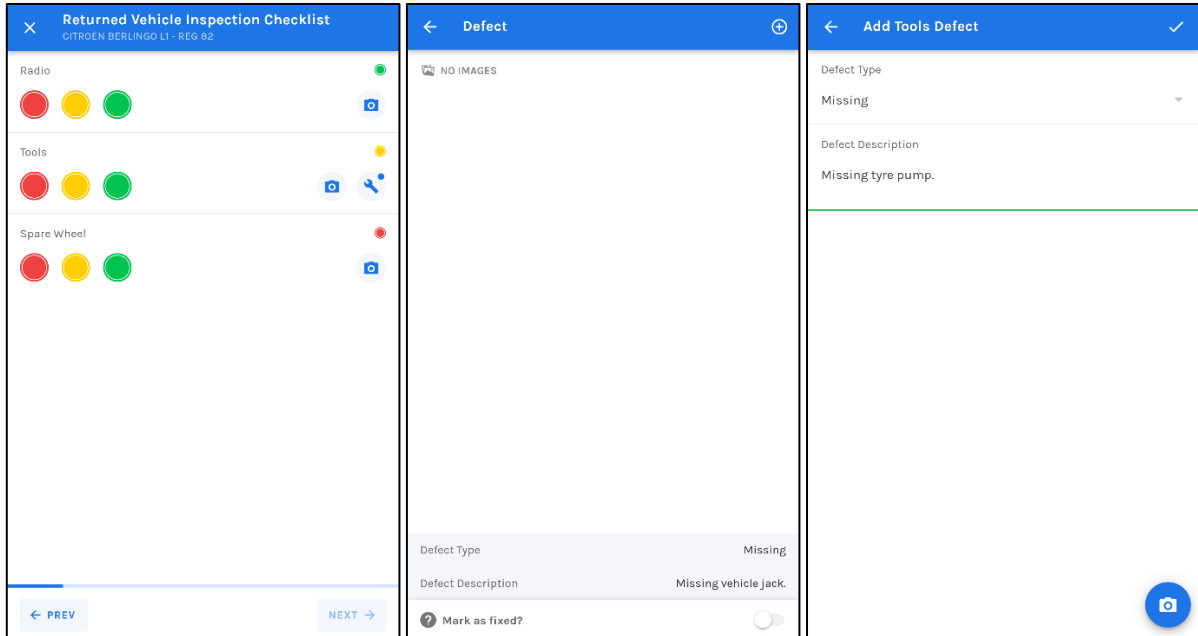
For the Post Rental Inspection we chose, the first screen is 'Levels'. The levels and readings will be prefilled from Prohire, all that needs to be done is the levels and readings checked as correct, and a photo taken of the Odometer. Once everything is filled out click 'Next' in the bottom right corner.



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.

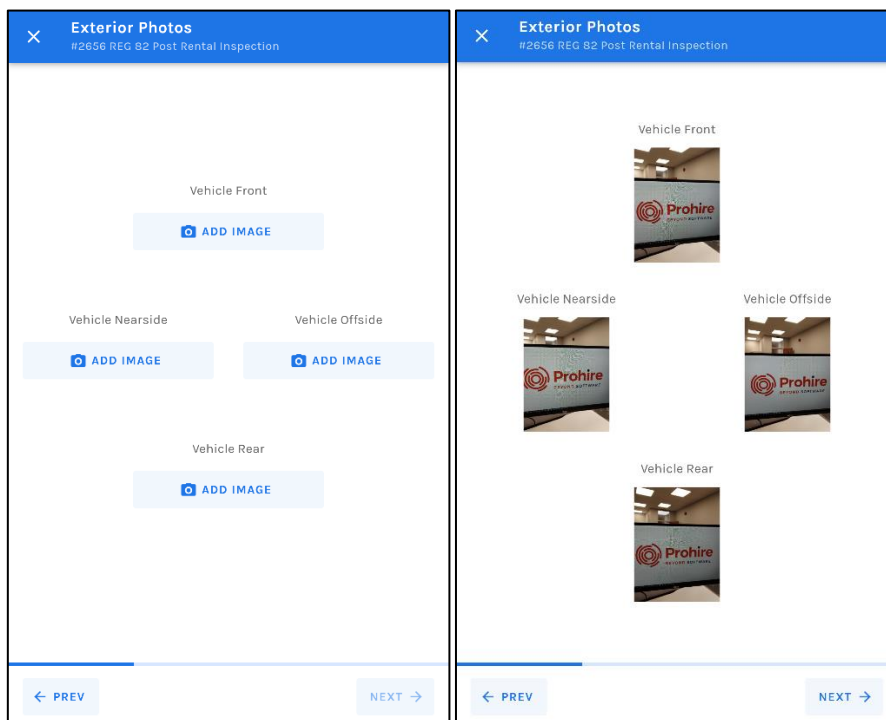


If a defect is already logged against an item, the wrench button will have a dot on it, and the 'Add Defect' page will have a 'Plus' symbol on it to allow you to add another defect against that particular item. To add the defect simply fill in the Defect Type and Defect Description then click the tick 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.



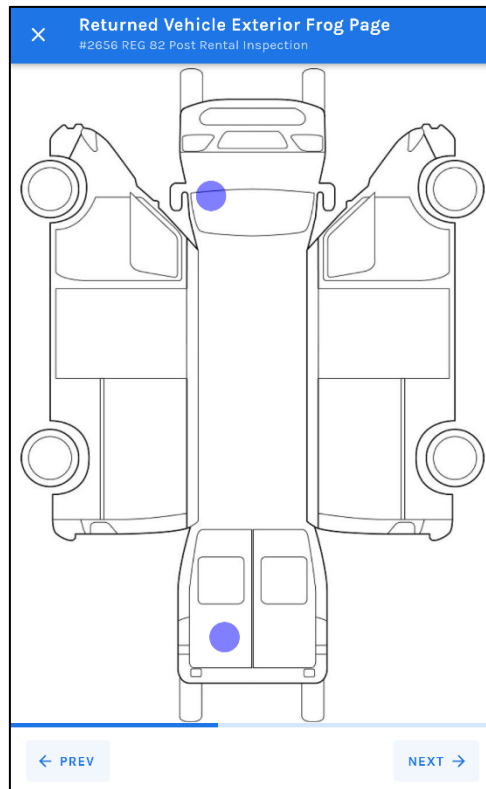
The first screenshot shows the 'Returned Vehicle Inspection Checklist' for a Citroen Berlingo L1- REG 82. It lists items like Radio, Tools, and Spare Wheel, each with a status indicator (red, yellow, green) and a camera icon. The second screenshot shows the 'Defect' entry screen with a 'NO IMAGES' placeholder and fields for Defect Type, Defect Description, and a 'Mark as fixed?' toggle. The third screenshot shows the 'Add Tools Defect' screen with a dropdown for Defect Type (set to 'Missing') and a text field for Defect Description (set to 'Missing tyre pump.').

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.

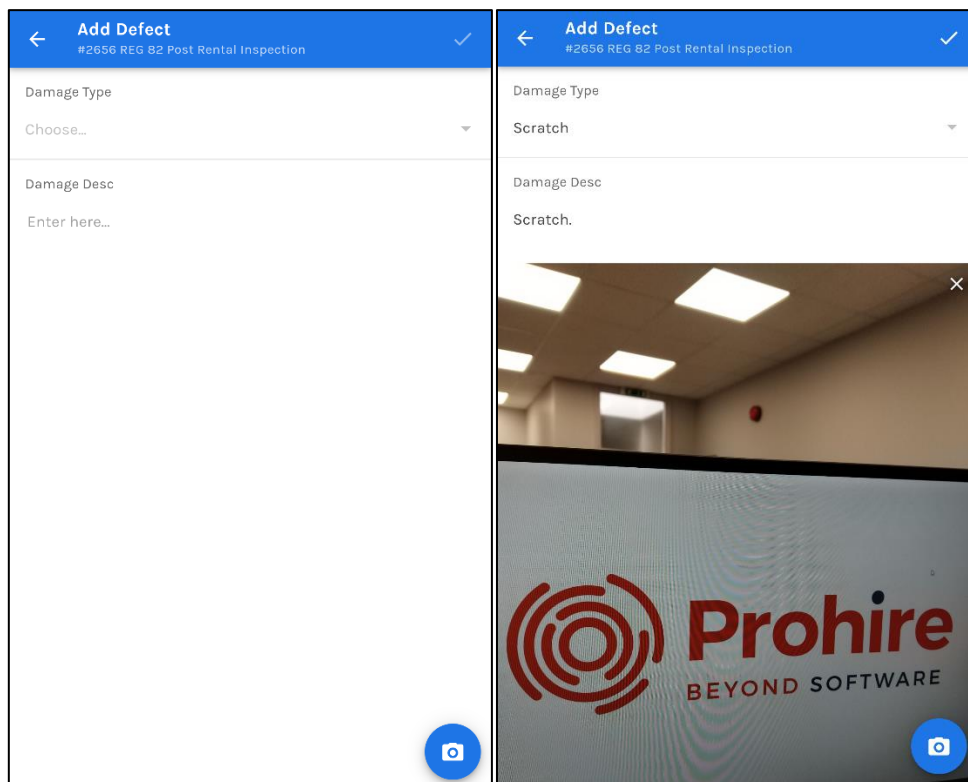


The first screenshot shows the 'Exterior Photos' page with four sections: Vehicle Front, Vehicle Nearside, Vehicle Offside, and Vehicle Rear. Each section has an 'ADD IMAGE' button. The second screenshot shows the same page with four placeholder images for the vehicle angles, each featuring the Prohire logo.

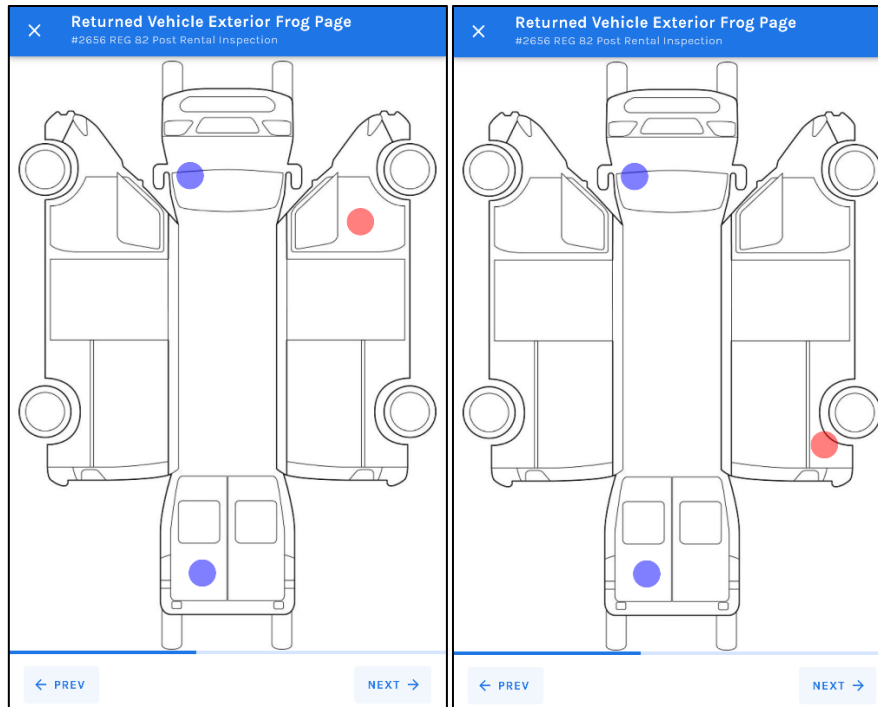
Once the Inspection Checklist is complete you will move to the Exterior Frog Page where you are able to log damage to the exterior of the vehicle by simply tapping on the location of the damage.



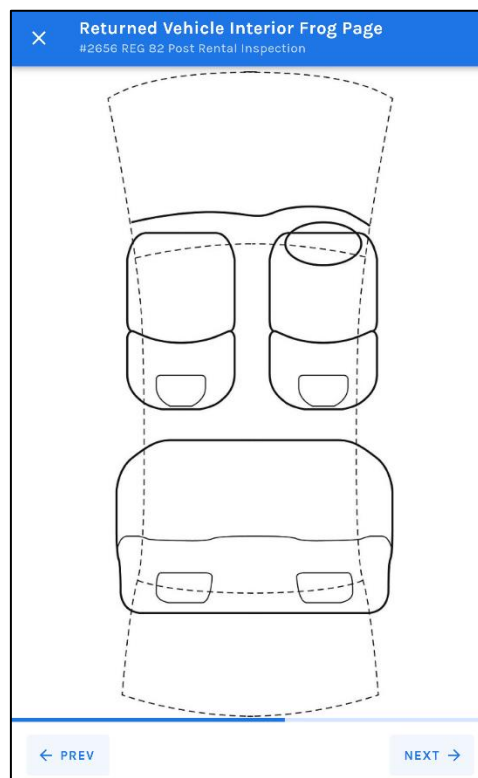
Marking damage on the frog image will take you to the 'Add Defect' screen where you'll be able to choose the type of damage, add a description of the damage, and also take a picture.



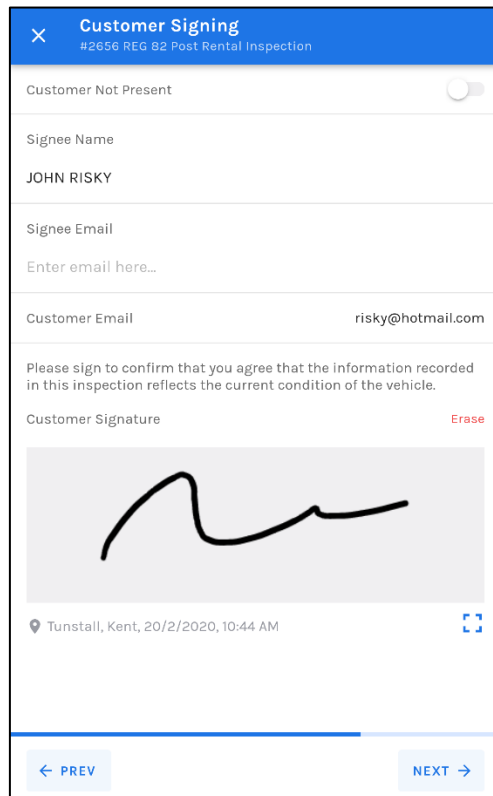
Once you have completed the 'Add Defect' screen, click the tick in the top right and you'll be returned to the 'Exterior Frog Page' which will now show the damage to add with a red dot. From here, if you added the damage in the wrong position you are now able to click and drag the damage dot to the correct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



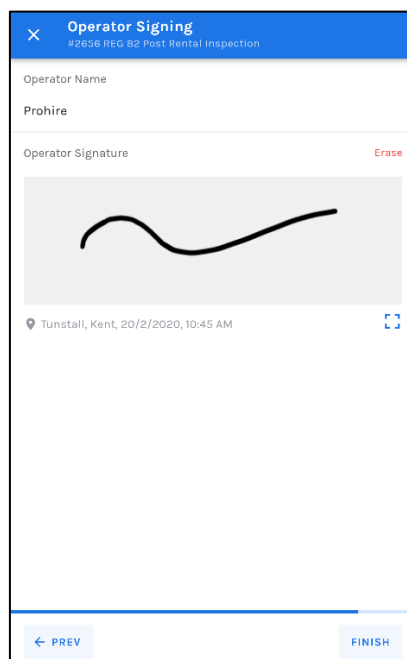
Clicking 'Next' will take you to the 'Interior Frog Page', where you'll be able to input interior damage in the same way that you have just input exterior damage.



Next you will receive the 'Customer Signing' page, where the customer is signing to agree that the information recorded in the inspection was correct.



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 inspection is complete, you can return to the Prohire booking screen and click 'Check In' as normal. When the check in window appears, you will see a new section on the right hand side showing new damage logged as a result of the booking. You can complete the booking in the normal process.

Close

Charge Details

Payments

Print RA

Report Risk Incident

Mobile Job

Complete Booking

Booking No

#2656

Reg No

REG 82

Status

RETURNED

Check Type

Distance

MILES

20

21

KMS

32

34

General

Condition

CLEAN

CLEAN

Fuel Level

1/8

1/8

Damage and Condition

View

View Inspection

View

View

Original	Current	Description
		New Scratch defect found.

Charge To

22/02/2020

18:00

Return

20/02/2020

10:45

Distance Driven

1

Distance Allowance

0

Distance to Charge

1

Charge Fuel (No. of litres)

0

Tracker Distance for Booking

0

Current Tracker Distance

0

View Mobile Jobs