

Creating a Vehicle Inspection from the Allocation Chart

From the Allocation Chart you are able to create three types of vehicle inspection: Vehicle Inspection, Pre-Rental Inspection, and Vehicle Valet. A Vehicle Inspection is a general inspection that can be conducted at any time. A Pre-Rental Inspection covers the same as a vehicle Inspection, however it will mark the vehicle as ready on the Allocation Chart once the inspection is complete providing the vehicle is fit for hire. A Vehicle Valet is an inspection for cleaning the vehicle.

To create an inspection from the Allocation Chart, find the vehicle you would like to create an inspection for, right click the vehicle model, then select 'Create Vehicle Inspection' from the menu.

 Allocation Chart

 Scroll Left
  Scroll Right
  Zoom In
  Zoom Out
  Daily Diary
  View Fleet
  Vehicle
  Booking List
  Reset View
  Refresh
  Support
 

					February														
Veh Reg	S	B.S	Grp	Model	Trk	19	20	21	22	23	24	25	26	27	28	29			
						W	T	F	S	S	M	T	W	T	F	S			
REG 12	H		C06	V8 VOLANTE	N														
REG 37	H		C06	SLS SLS AMG	N														
REG 38	H		C06	RANGE ROVER SDV8 VOGUE SE	N														
REG 67	H		M01	ZAFIRA	N														
REG 68	H		M01	ZAFIRA	N														
REG 69	H		M01	ZAFIRA	N														
REG 70	H		M01	ZAFIRA	N														
REG 71	H		M01	ZAFIRA	N														
REG 46	H		M04	TRANSPORTER	N														
REG 47	H		M04	TRANSPORTER	N														
REG 48	H		M04	TRANSPORTER	N														
REG 42	H		M05	VIANO	N														
REG 43	H		M05	VIANO	N														
REG 73	H		V01	ASTRAVAN	N														
REG 74	H		V01	ASTRAVAN	N														
REG 75	H		V01	ASTRAVAN	N														
REG 76	H		V01	ASTRAVAN	N														
REG 79	H		V02	BERLINGO L1	N														
REG 80	H		V02	BERLINGO L1	N														
REG 81	H		V02	BERLINGO L1	N														
REG 82	H		V02	BERLINGO L1	N														
REG 83	H		V02	BERLINGO L1	N														
REG 89	H		V03	DISPATCH M 1000	N														
REG 90	H		V03	DISPATCH M 1000	N														
REG 91	H		V03	DISPATCH M 1000	N														
REG 34	H		V04	TRANSIT 350 LWB BONUS H/R	N														
REG 35	H		V04	TRANSIT 350 LWB BONUS H/R	N														
REG 36	H		V04	TRANSIT 350 LWB BONUS H/R	N														

RegNo
 Site
 Group
 Model
 Priority
 Create Vehicle Inspection

This will bring up the vehicle inspection window from which you will be able to select the type of inspection you would like to conduct, who you would like to assign the job to, when you would like the job complete by, and how long you expect the job to take to complete.

REG 16

Create Mobile Job Cancel

Select

Job Name

Assign To 

Due Date Due Time

Expected Duration

REG 82

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

REG 82

Create Mobile Job Cancel

Select

Job Name

Assign To

Due Date

Expected Duration

arthur

andy

Prohire

Jamie

James Cr

Fred Bloggs

Bill

REG 82

Create Mobile Job Cancel

Select

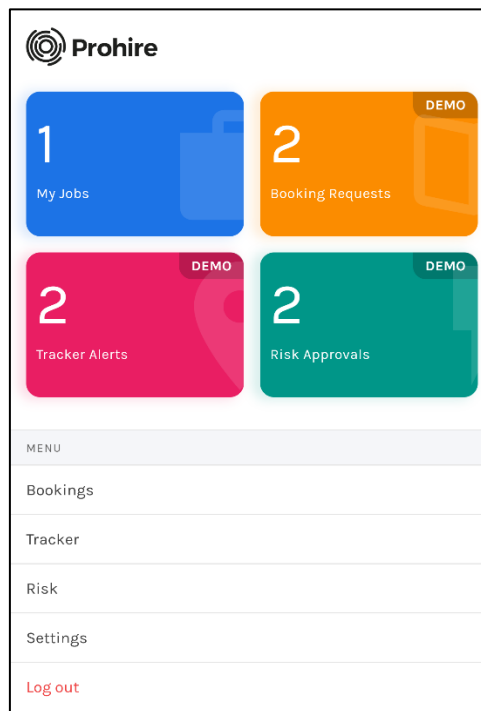
Job Name

Assign To 

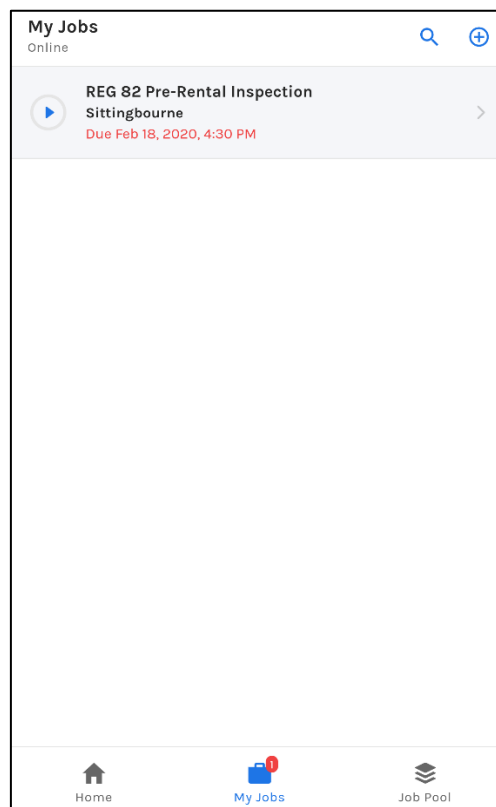
Due Date Due Time

Expected Duration

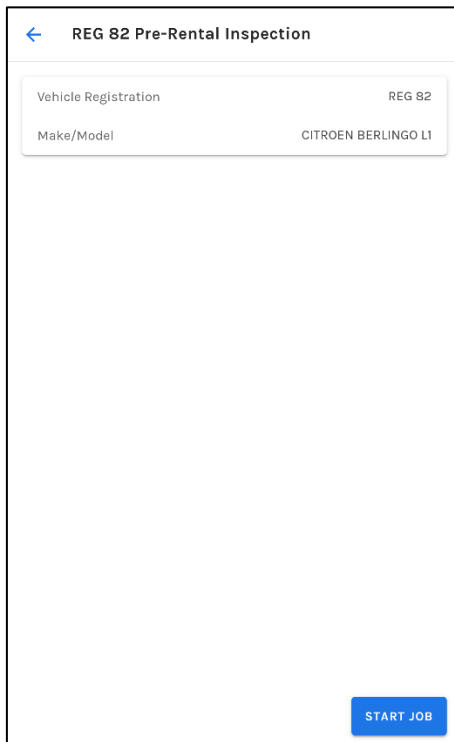
Once you have chosen your required settings for the inspection, simply click the 'Create Mobile Job' tick and your job will be sent to the mobile application for the assignee to pick up and begin. The job can be found by clicking on 'My Jobs' from the application Home Screen.



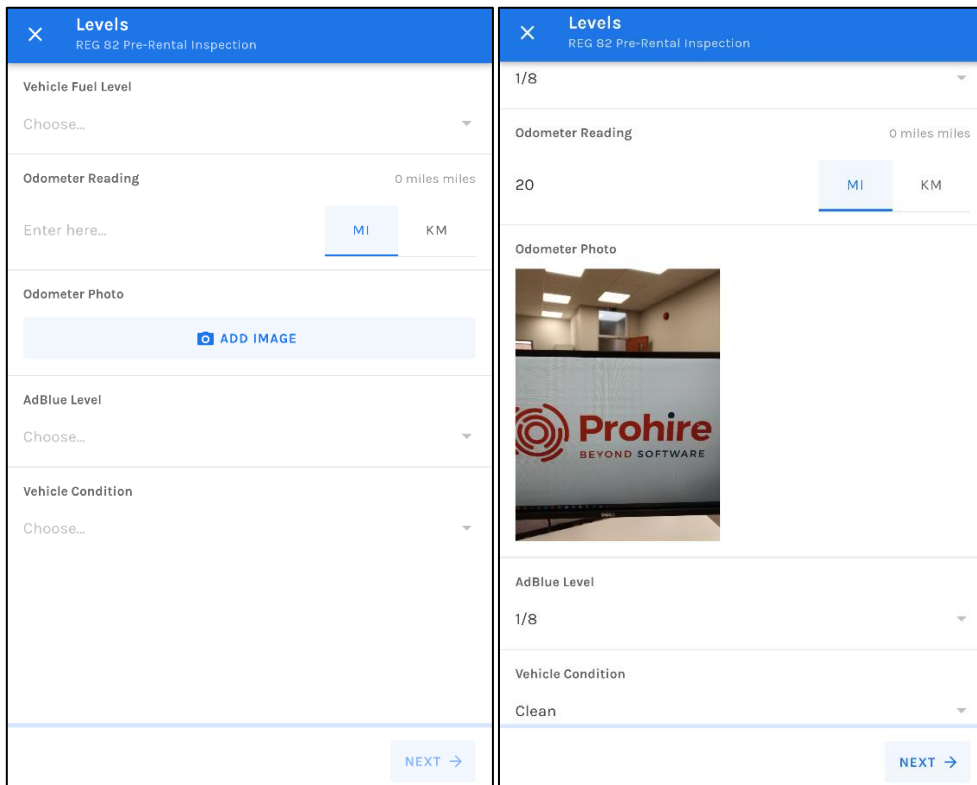
From the 'My Jobs' screen the assignee will be able to see all jobs currently assigned to them. From the list the assignee can find the job they wish to undertake and click the 'Play' button to view it.



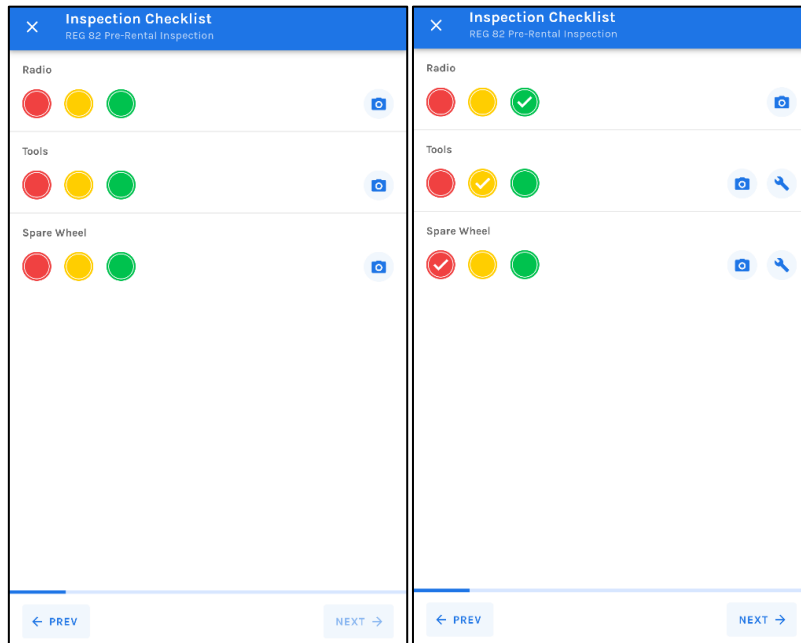
Having pressed play you are taken to the job details screen. From this screen you are able to see all details pertaining to the job selected. To undertake the job simply click the 'Start Job' button in the bottom right corner of the screen.



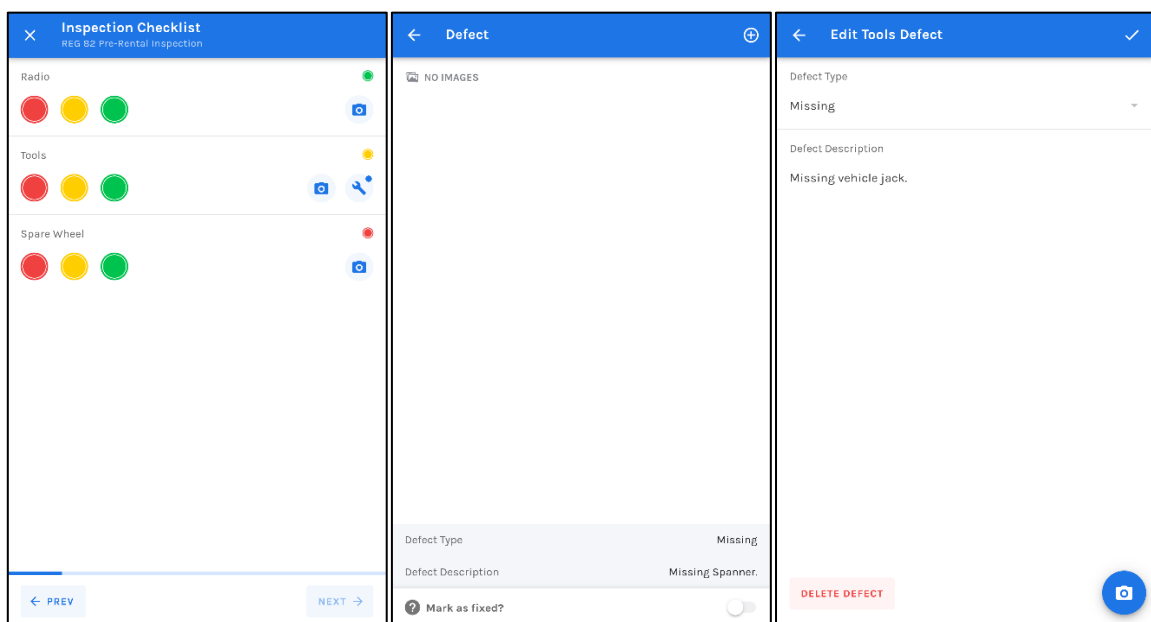
For the Pre-Rental Inspection we chose, the first screen is 'Levels'. Simply fill out the levels, enter the Odometer reading with an accompanying photo, and choose the vehicle condition, then click 'Next' in the bottom right corner of the screen.



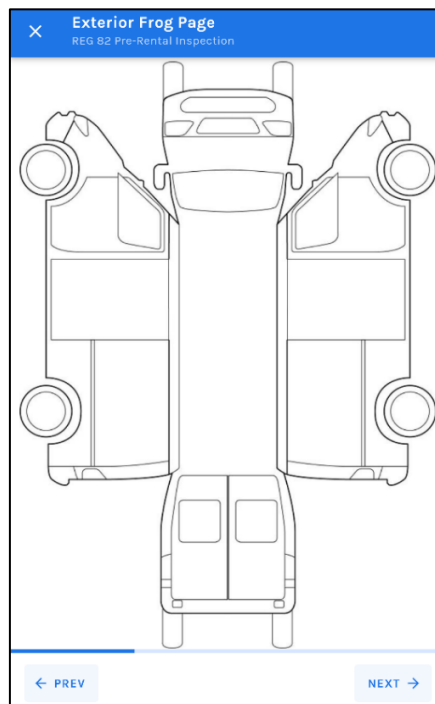
Once the levels are complete you will move to the 'Inspection Checklist'. On this screen you will see all the inspectable items you have set and be able to mark the current condition of each item on the traffic light system. The definition of each colour is defined by each company, however we recommend 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.



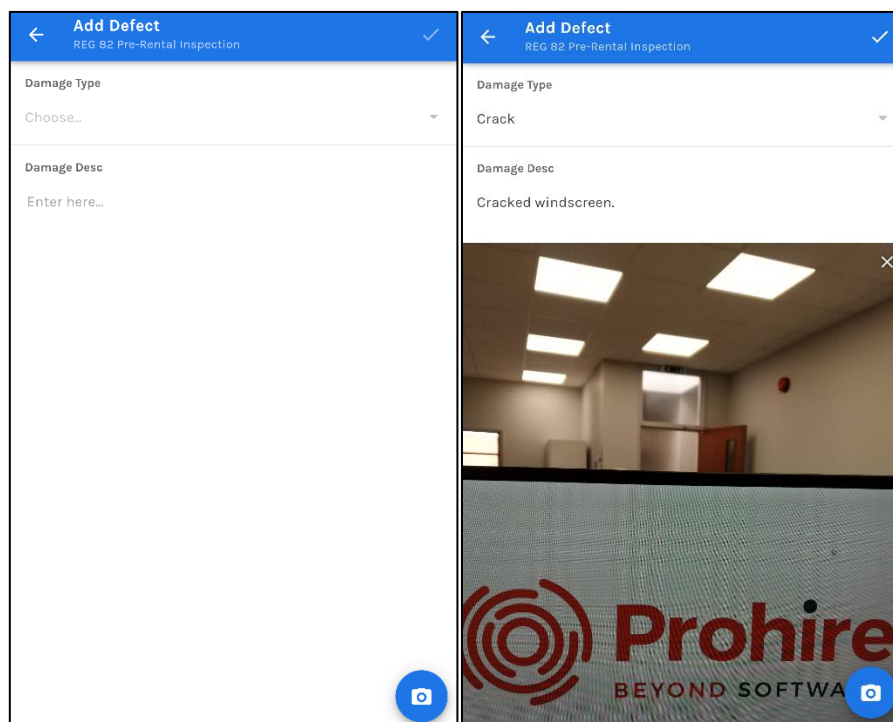
If a defect is already logged against an item, the wrench button will have a dot on it, and the 'Add Defect' page will have a 'Plus' symbol on it to allow you to add another defect against that particular item. To add the defect simply fill in the Defect Type and Defect Description then click the tick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



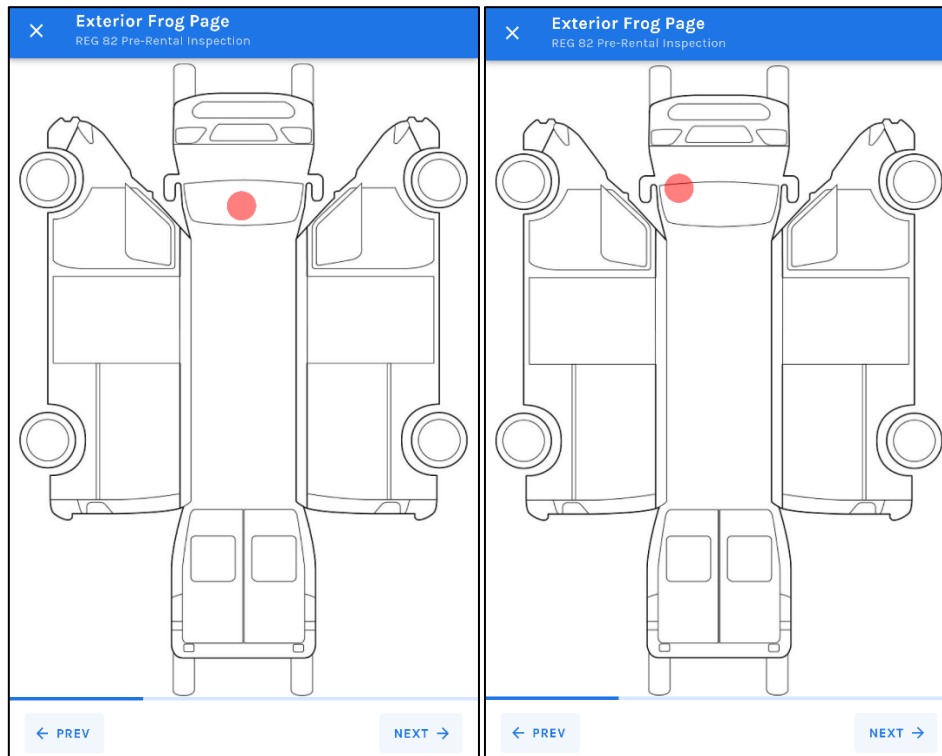
Once the Inspection Checklist is complete you will move to the Exterior Frog Page where you are able to log damage to the exterior of the vehicle by simply tapping on the location of the damage.



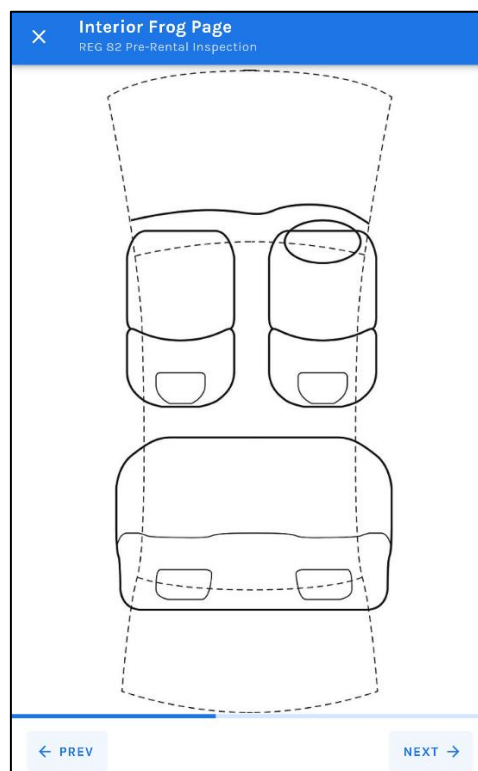
Marking damage on the frog image will take you to the 'Add Defect' screen where you'll be able to choose the type of damage, add a description of the damage, and also take a picture.



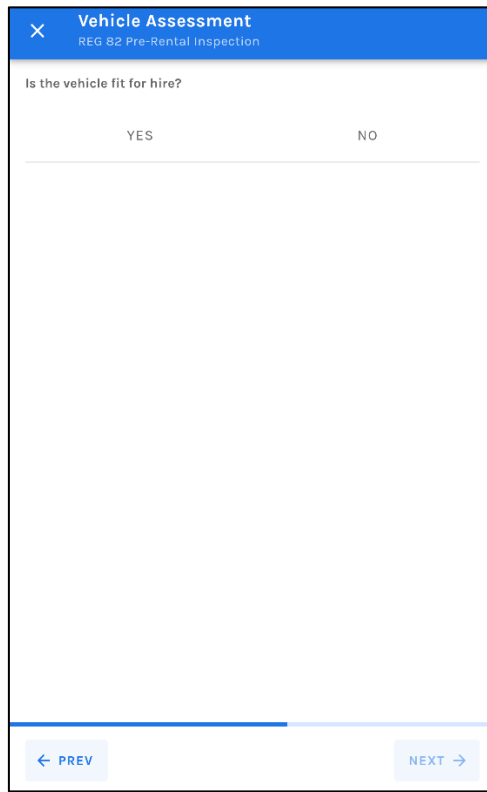
Once you have completed the 'Add Defect' screen, click the tick in the top right and you'll be returned to the 'Exterior Frog Page' which will now show the damage to add with a red dot. From here, if you added the damage in the wrong position you are now able to click and drag the damage dot to the correct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



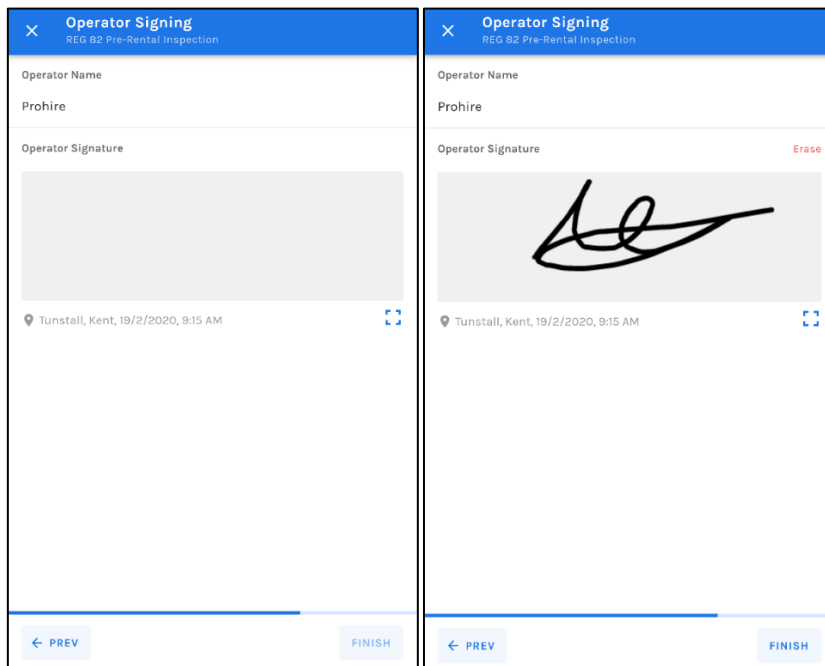
Clicking 'Next' will take you to the 'Interior Frog Page', where you'll be able to input interior damage in the same way that you have just input exterior damage.



Clicking 'Next' to finish the interior damage you'll be taken to the 'Vehicle Assessment' screen, where you'll be able to deem the vehicle "fit for hire" or not. Simply click yes or no and then 'Next'.



Once the vehicle is deemed fit for hire or not, the assignee will then be prompted for their signature on the "Operator Signing" page. The Operator Name will be prefilled with the username used to access the application, the assignee simply needs to add their signature in the box. Signatures are now location and date/time stamped.



[illegible]