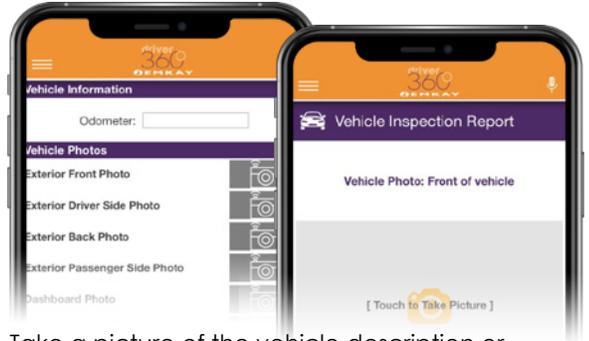




How to Use the Vehicle Inspection Tool

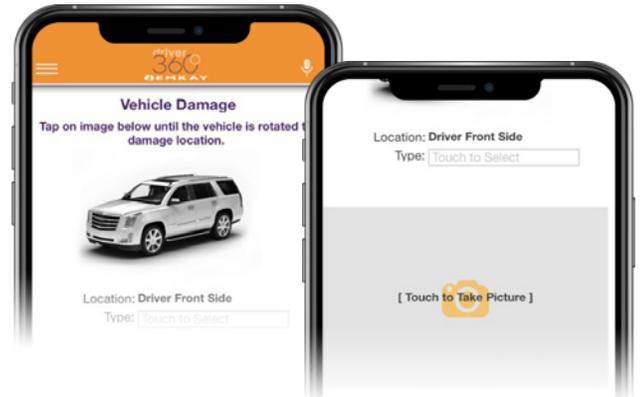
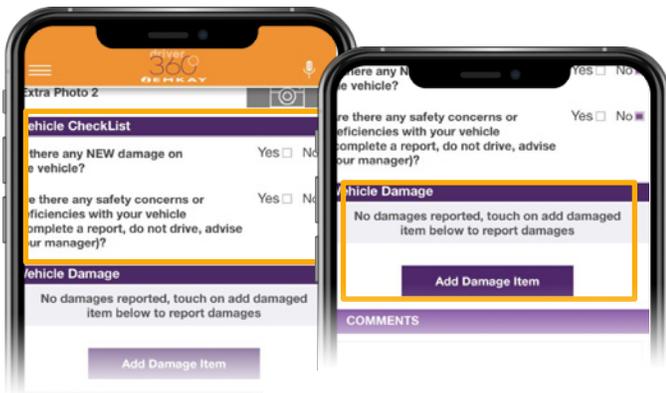
- 1** Select Vehicle Inspection from the Main Menu's Vehicle Tab.
- 2** Select New Report from the Current Report section.
- 3** Input the vehicle's current odometer and select the camera next to each vehicle description.



Take a picture of the vehicle description or upload a photo of the vehicle description.

- 4** Answer any question from the Vehicle Checklist section.

- 5** Tap the vehicle to specify where the damage is located and select Type for a description of the damage, upload or take a picture of the damage, make any notes and submit.



- 6** Make any notes for your fleet administrator to view on the Vehicle Inspection Report and Send Report Now for submission or Save For Later to finish the inspection on a later date.

- 7** View any past inspections you have submitted

