Vehicle Inspection Report - Scheduled

1 Navigate to the Fleetio software and select the Overdue Inspections:



2 Select the vehicle receiving the inspection:

Texa Rebe	is Christian Unive Ikah Atkinson	ers 🎽 💽	Q Search Fi	eetio		All ~		Ç ²⁰ () +	RA
8 0 2	Dashboard Vehicles ⊧ Tools		All • Due Soon	• Overdue 7 Skipped				+ Start Insp	pection
	Inspections -	() ()	Q Search	Form V Frequency V	Vehicle Status	✓ 〒 Filter	s	1 - 7 of 7 < > Group: None ~	Frequenc
	Item Failures Schedules		VEH-0269 C	Priver Vehicle Inspection Form - TCU	Overdue	09/05/2024 6 months ago	03/05/2024	Every 6 months with reminder set at 10:00 AM one day before	M
	Issues >	VEH-C	0269	ection Form - TCU	Overdue	09/13/2024 6 months ago	06/13/2024	Every 3 months with reminder set at 10:00 AM one day before	Monthly
ې ک	Reminders ▶ Service ▶	Status Operator	Active Ethan Long Assigned 1 year 2 we	ection Form - TCU ection Form - TCU	 Overdue Overdue 	5 months ago 10/01/2024 5 months ago		Every 6 months with reminder set at 10:00 AM one day before Every 6 months with reminder set at 10:00 AM one day before	Monthly
े रि	Contacts Vendors	Туре	Truck	ection Form - TCU	Overdue	10/01/2024 5 months ago		Every 6 months with reminder set at 10:00 AM one day before	Monthly
B) PP	Fuel & Energy	Year Make Model Group	2017 CHEVROLET COL Warehouse	ORADO ection Form - TCU	Overdue	10/01/2024 5 months ago 10/03/2024		Every 6 months with reminder set at 10:00 AM one day before	Monthly
0 1	Places Documents	VIN/SN	Facilities / 1GCGSBEN4H1215458	ection form - 100	• Overdue	5 months ago	0470372024	EVERY 6, months with reminder set at 10300 Aim one day before	wontniy
85 (S	Integrations Reports	Current Meter	4,533 mi						
٢	Settings								

3 Click the green "+Add" button and click "Add Inspection Submission"

Texa Rebe	is Christian Univers 	A (a	Search Fleetio		All ~			↓	RA	
۲	Dashboard	← Vehicles	VEH-0269					Watch & Edit +	Add 🗸	
8	Vehicles 🔻		Truck · 2017 CHEVROLET (COLORADO · 1GCGSBEN4H121545	8 · JMT9717					
	Vehicle List		4.533 mi 📲 🔹 Active	Warehouse 😂 🛛 Ethan Lon	g			Add Vehicle Assignment	0(+	
	Vehicle Assignments		C Edit Labels					Add Fuel Entry		
	Meter History Expense History	Overview	Specs Financial	Sensor Data Snapshots	Service History	Inspection History	Work Orders	Add Expense Entry		1
	Replacement Analysis							Add Service Entry	S	
৯৯	Tools	Details					Comments	Add Issue		
۱¢	Inspections T	All Fields						Add Inspection Submission	1Ξ	
	Inspection History	Name		VEH-0269				Add Work Order		1
	Item Failures	Mater		4 522 mi Zz					0	
	Schedules	Weter		4,222 101 5.				Add Service Reminder	Ų	1
	Forms	Status		Active		History		Add Vehicle Renewal Reminder	Ē	
≏	Issues 🕨	Group		Warehouse		History		Add Meter Entry	٢	
ୖ	Reminders >			raciitues /						
ß	Service 🕨	Operator		E Ethan Long			Tha	nks, @Shannon		
е С	Contacts	Туре		Truck			Start a conv	ersation or @mention someone		
67	Vendors	Fuel Type		Gas			to ask a	question in the comment box below.		
8	Fuel & Energy 🕨	ruertype		005						
6	Parts 🔻	VIN/SN		1GCGSBEN4H1215458		Decode VIN				
٢	Settings	License		JMT9717			RA Add a C	ommont		

4 Click "Driver Vehicle Inspection Form - TCU" \$⁹⁹ € + RA Q Search Fleetio Select Inspection Form × Q Watch 8 Edit ALL Driver Vehicle Inspection Form - TCU I→ ents Details Ę All Fields A **E**10 **0**ئ Shannon S. **A** 9 Add Inspection Form Cancel

5 Update the Odometer Reading:

Dekan Atkinson			
Dashboard	Inspection History > Driver Vehicle Inspection Form - TCU		
🗟 Vehicles 🔻	New Vehicle Inspection		Cancel Save Inspe
Vehicle List Vehicle Assignments	Inspection Details		
Meter History	Vehicle *		
Expense History Replacement Analysis	VEH-0269		× \$
చ్ Tools	Odometer Reading *	Primary Meter	
Inspections 🔻			mi 🗌 Void
Inspection History		Last updated: 4,533 mi (8 months ago)	
Item Failures		Meter Entry Photo Verification	
Schedules		Pick File	
Forms		No fue selected	
🗅 Issues 🕨			+ Add Remark 🛩
) Reminders >			
3 Service ⊧	Item Checklist		
Contacts			
කි Vendors	Interior Cleanliness *	Pick File Or drop file here	
🕽 🛛 Fuel & Energy 🕨	taxe a proto of the interior	No file selected	
Parts	v		+ Add Remark 🗸
Settings			

6 Take or upload a photo of the vehicle interior and all four sides of the exterior:

Texa Rebel	s Christian Univers 🎽 💽 kah Atkinson	Q Search Fleetio	All 👻	
9 0	Dashboard Vehicles 🔻	Inspection History > Driver Vehicle Inspection Form - TCU New Vehicle Inspection		Cancel Save Inspection
	Vehicle List Vehicle Assignments Meter History		No file selected	↑ Add Remark ❤
	Expense History Replacement Analysis	Item Checklist		
8 -	Tools Inspections ▼ Inspection History	Interior Cleanliness * Take a photo of the interior	Pick File Or drop file here	
	Item Failures Schedules			+ Add Remark 🗸
	Forms	Exterior Condition - Front * Photo of Vehicle Front View Instructions	Pick File Or drop file here No file selected	
© ک	Reminders ► Service ►			+ Add Remark 🛩
र् द्वि	Contacts Vendors	Exterior Condition - Driver's Side * Photo of Vehicle Driver's Side	Pick File Or drop file here	
E) P	Fuel & Energy ▷ Parts	View Instructions	No file selected	+ Add Remark 🗸
٢	Settings			

7 Click the "Pass", "Fail", or "N/A" for all fields:

Dashboard	Inspection History > Driver Vehicle Inspection Form - TCU			
Vehicles 🔻	New Vehicle Inspection			Cancel Save In
Vehicle List	Photo of Vehicle Rear	Pick File Of C	arop me nere	
Vehicle Assignments	View Instructions	No file selected		
Meter History				+ Add Remark 🗸
Expense History				
Replacement Analysis	Fire Extinguisher *	O Pass	O Fail	○ N/A
a Tools خ	Vehicle has up-to-date fire extinguisher.			1
Inspections 🔻	View Instructions			+ Add Remark V
Inspection History				
Item Failures	Horn *	O Pass	🔘 Fail	
Schedules				+ Add Remark 🛩
Forms				
S issues ►	Windshield and Wipers/Washers *	O Pass	🔘 Fail	
) Reminders >				+ Add Romark X
³ Service ▶				Aug Mentark
⁰ Contacta		0	0	
	Rear Vision Mirrors *	Pass	O Fail	
ଶ୍ଚ Vendors				+ Add Remark 🗸
🕽 🛛 Fuel & Energy 🕨				
Parts	Lighting Devices and Reflectors *	O Pass	🔿 Fail	
Settings				

8 If an area fails, click "Add Comment" and/or "Add Photo":

Dashboard	Inspection History > Driver Vehicle Inspection Form - TCU			
न्ने Vehicles 🕶	New Vehicle Inspection			Cancel Save Inspec
Vehicle List Vehicle Assignments				+ Add Remark V
Meter History	Fire Extinguisher *	• Pass	🔿 Fail	○ N/A
Expense History Replacement Analysis	Vehicle has up-to-date fire extinguisher. View Instructions		0	+ Add Remark V
ā Tools				
Inspections -	Horn *	Pass	🔘 Fail	
Inspection History				+ Add Remark 🗸
Item Failures				
Schedules	Windshield and Wipers/Washers *	O Pass	O Fail	
				Add Remark Y
b) Issues ⊧				
) Reminders 🕨	Perry Vision Missons *	O Dava		Add Comment
9 Service ⊧	Rear Vision Mirrors -	V Pass	U Fall	Add Photo 법
Contacts				+ Add Remark 🗸
බ Vendors				
🕽 🛛 Fuel & Energy 🕨	Lighting Devices and Reflectors *	Pass	🔘 Fail	
Parts	v			+ Add Remark 🗸
Settings				
) Help & Support	Parking Brake *	Pass	O Fail	

9 Select the appropriate vehicle condition:

Vehicles 🔻	New Vehicle Inspection		Cancel Save Inspec
Vehicle List Vehicle Assignments Meter History Expense History Replacement Analysis	Tires *	O Pass O Fail	+ Add Remark ¥
Tools	Wheels and Rims *	• Pass Fail	
Inspections			+ Add Remark 🗸
Item Failures Schedules Forms	Sign-Off		
Issues > Reminders >	Vehicle Condition OK * This must be checked if there are no defects.	Has issues but safe to operate	≎ + Add Remark ←
Service ► Contacts	Reviewing Driver's Signature *	son Rebekah Atkinson	
Vendors Fuel & Energy ►			+ Add Remark 🗸
Parts Settings	·		
	Cancel		Save Inspection

10 Click the "Type your name to sign" field.

Vehicles	New Vehicle Inspection			Cancel Save Inspec
Vehicle List Vehicle Assignments Meter History Expense History Replacement Analysis	Tires *	Pass	🔘 Fail	+ Add Remark ¥
Tools	Wheels and Rims *	• Pass	🔿 Fail	
Inspections 🔻 Inspection History Item Failures				+ Add Remark 🗸
Schedules	Sign-Off			
Forms	Vehicle Condition OK * This must be checked if there are no defects.	No Issues		\$
Reminders 🕨				+ Add Remark 🛩
Service Contacts	Reviewing Driver's Signature *	sign Type y	oup name to sign	
Vendors Fuel & Energy ▷				+ Add Remark 🗸
Parts 🔻				

11 Click "Save Inspection"

Vehicles 🔻	New Vehicle Inspection			Cancel Save Inspec
Vehicle List Vehicle Assignments Meter History Expense History Renlacement Analysis	Tires *	Pass	🔿 Fail	+ Add Remark Y
, Tools	Wheels and Rims *	• Pass	🔘 Fail	
Inspections				+ Add Remark 🗸
Item Failures Schedules Forms	Sign-Off			
Issues 🕨	Vehicle Condition OK * This must be checked if there are no defects.	Has issues but sa	fe to operate	≎ + Add Remark ❤
Peminders k				
Reminders > Service >	Reviewing Driver's Signature *			
Reminders ► Service ► Contacts Vendors	Reviewing Driver's Signature *	sign Rebeka	ah Atkinson	
Reminders > Service > Contacts Vendors Fuel & Energy >	Reviewing Drive's Signature *	sign Rebeka	ah Atkinson	+ Add Remark ~

12 If an area fails, an Issue is automatically created.

