inspect aride

Step by Step

How To

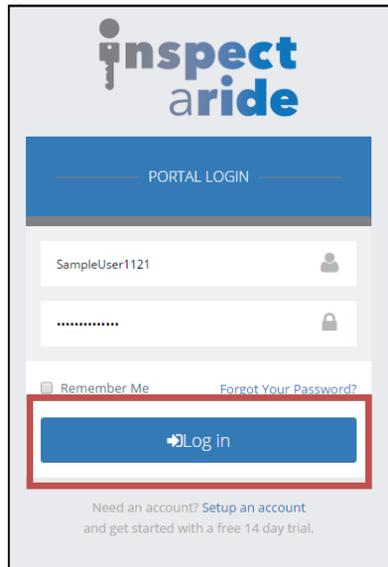# Add a Signature to a Template

This How To article explains how to add a signature to a template

You can collect an electronic signature and make it part of your inspection report. To do this, you first need to add a signature line to your template and below are the steps for doing this.

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: https://www.inspectaride.com/login
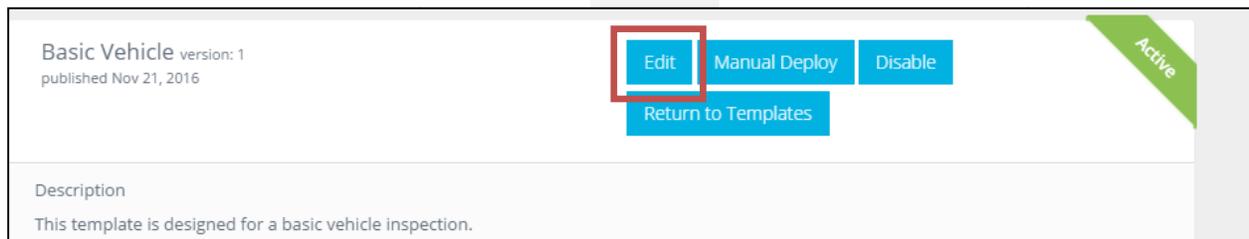

2. Once logged in, go to 'Templates'.
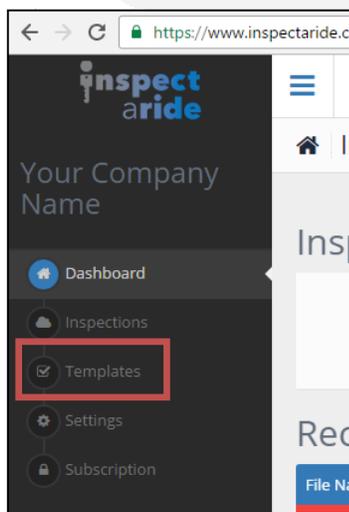
3. Here we have a list of all of our templates and we need to select the one we want to add a signature to. Let's select the 'Basic Vehicle' template. We could also choose to create a new template and follow the same process.
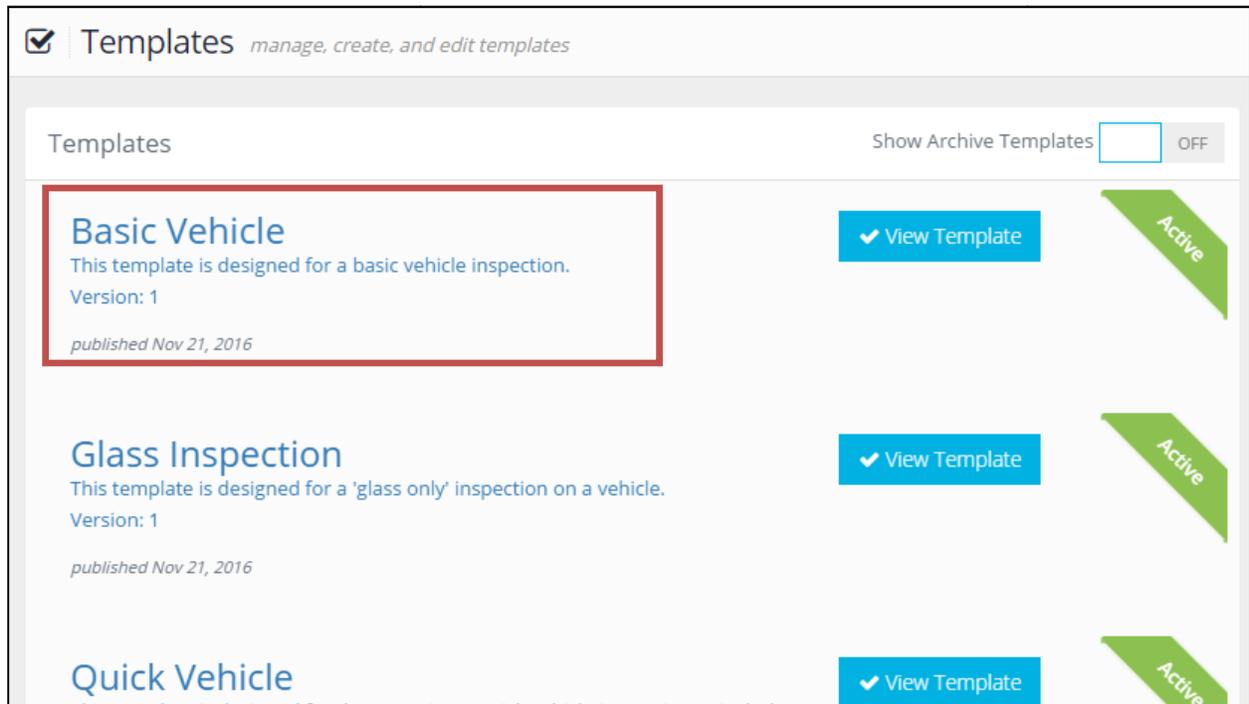
4. Now tap on 'Edit' so that we can make changes to it.

5. Now we need to decide where we want the signature to show up. We can insert it in any of the existing categories or we can create a new category and add it there. To keep things simple for this example, we'll add it to the end of the last category in this template which is the Road Findings category. We'll scroll down to this category and tap on the + icon to the right of it to add a new line in.

6. This will add a new line in. We want to change the line type from 'Rating and Note' to 'Signature'. This is done by tapping on 'Rating and Note' and selecting 'Signature' from the dropdown.
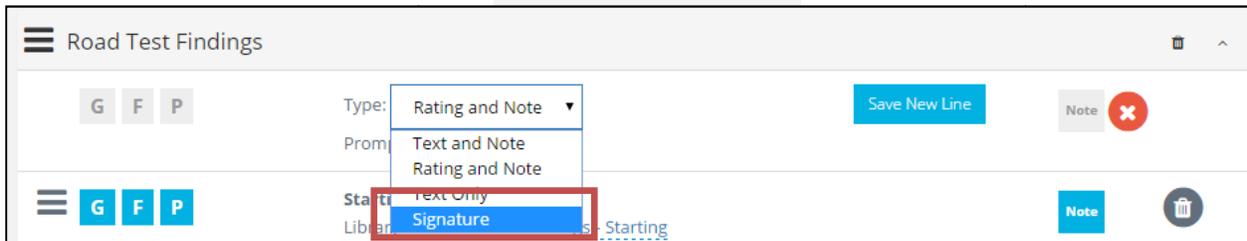
7. Now that we've selected Signature as the line type we need to give the line a prompt by tapping on 'Line Prompt'. This will be the line's name. Let's say this signature is for the inspector to sign after they complete the inspection so for the prompt we'll type in 'Inspector' and tap on the checkmark to the right.
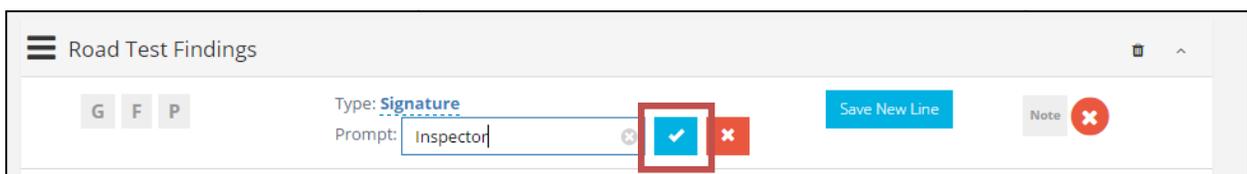
8. The last step for saving the line is to tap on 'Save New Line'.

9. Now that we have the signature line setup we're ready to publish this template so that it is available on our mobile device. To do this, scroll back to the top and tap on the 'Publish' button. As long as the 'Deploy when Published' setting is set to 'ON' then the next time you open your mobile device (and it has a internet/data connection) this updated template will be available.
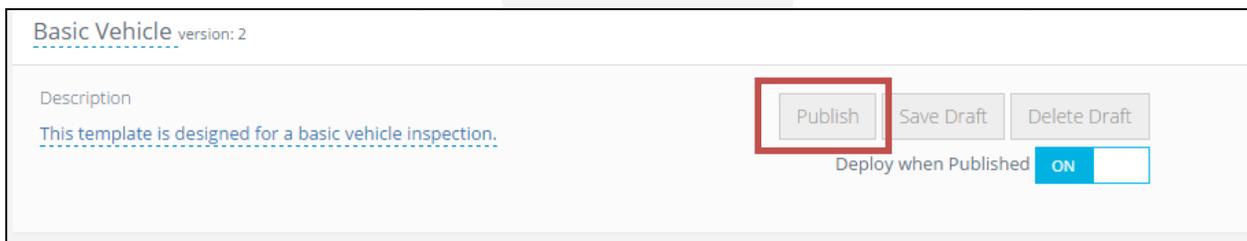
10. When we start our next inspection with the template we can see the signature line we setup.