



Step by Step

How To

Add an Inspector

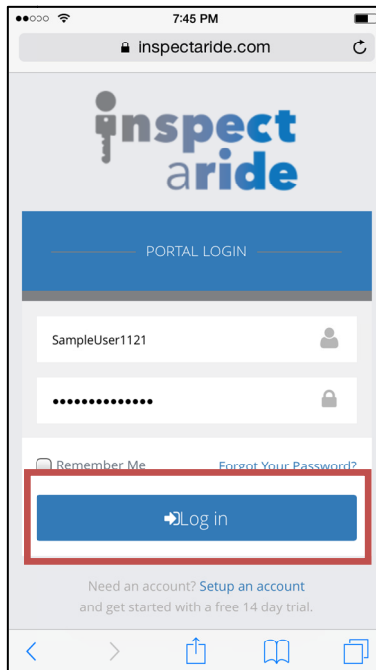
This How To article explains how to add an inspector to your account

For a complete list of available How To documents visit the Support section of our website: www.inspectaride.com/support/

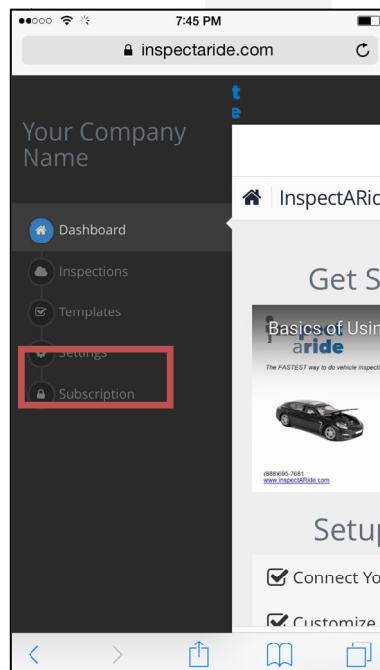
HOW TO: ADD AN INSPECTOR

By default you will start off with one inspector in your account. This inspector will be the name of the person who setup the account. You can easily add more inspectors by following the steps below.

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>

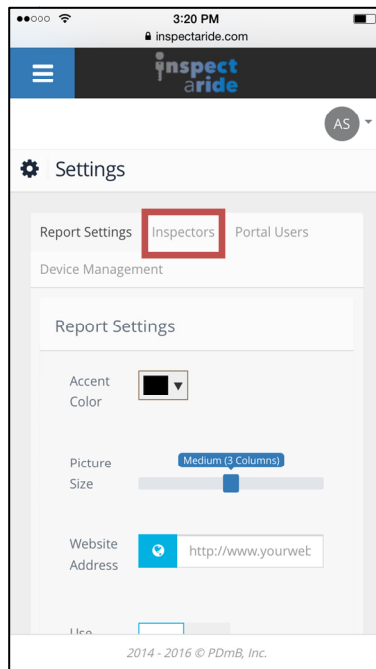


2. Once logged in, go to 'Settings'.

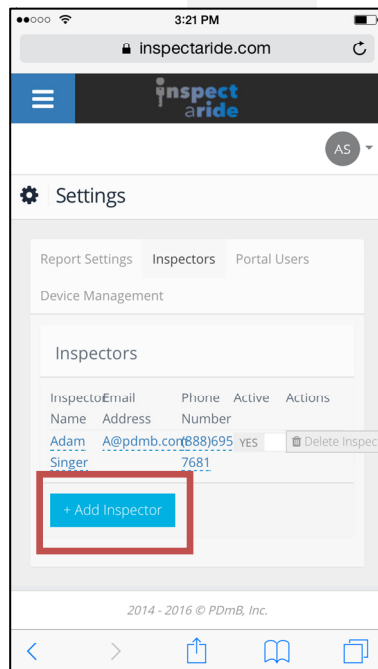


HOW TO: ADD AN INSPECTOR

- Next, tap on 'Inspectors' to go to the Inspectors tab.



- This will take you to the 'Inspectors' view. Here you can see inspectors currently on your account. To add a new inspector tap on the '+ Add Inspector' button.



How To: ADD AN INSPECTOR

- The 'Add Inspector' popup will appear. Fill this out for the inspector you are adding. Tap on 'Save' when finished.

The image shows two sequential screenshots of a mobile application's 'Add Inspector' form. The left screenshot, taken at 3:21 PM, shows the form with empty input fields for Name (First Name, Last Name), Email Address, and Phone Number. The right screenshot, taken at 3:22 PM, shows the form filled out with 'John Smith' as the name, 'jsmith@inspectaride.com' as the email address, and '(888)695-7681' as the phone number. The 'Save' button is highlighted with a red box in the right screenshot.

- The inspector has now been added and will be available as an option in the app.

The image shows a screenshot of the 'Inspectors' list in the app. The list contains two entries:

Inspector Name	Email Address	Phone Number	Active	Actions
Adam Singer	A@pdmB.com	(888)695-7681	YES <input type="checkbox"/>	Delete Inspector
John Smith	jsmith@inspectaride.com	(888)695-7681	<input checked="" type="checkbox"/>	Delete Inspector

A '+ Add Inspector' button is located at the bottom of the list.