



Step by Step

How To

Change Rating Color

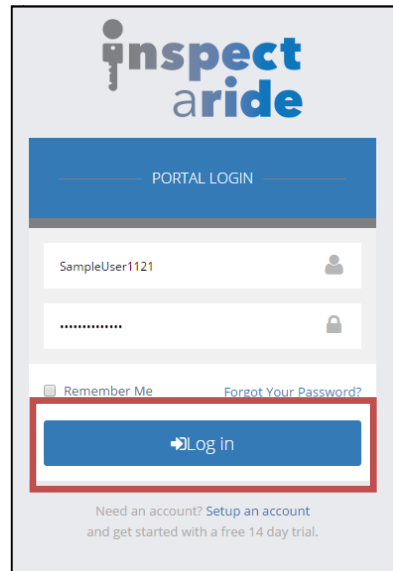
This How To article explains how to change rating color

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

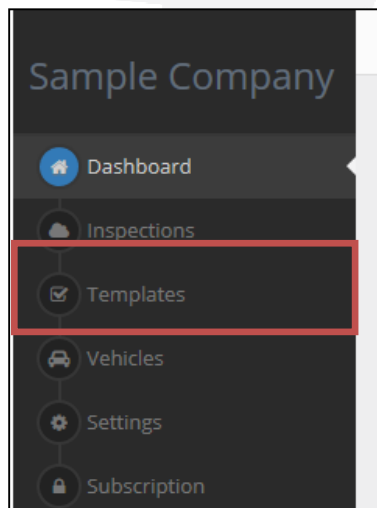
HOW TO: CHANGE RATING COLOR

You can easily change the color of the rating checkboxes on your reports. A common use of the feature is to setup a color system such as: Green, Yellow and Red.

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>

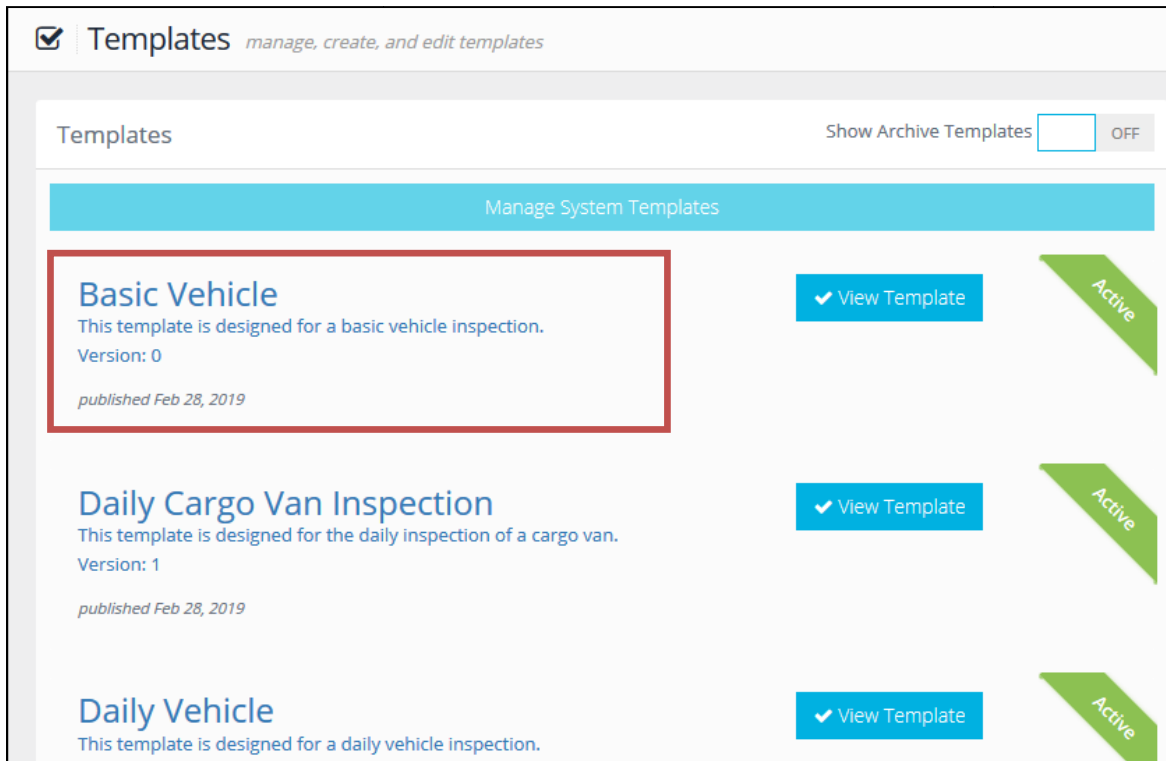


2. Once logged in, go to the 'Templates' section on the left hand side.

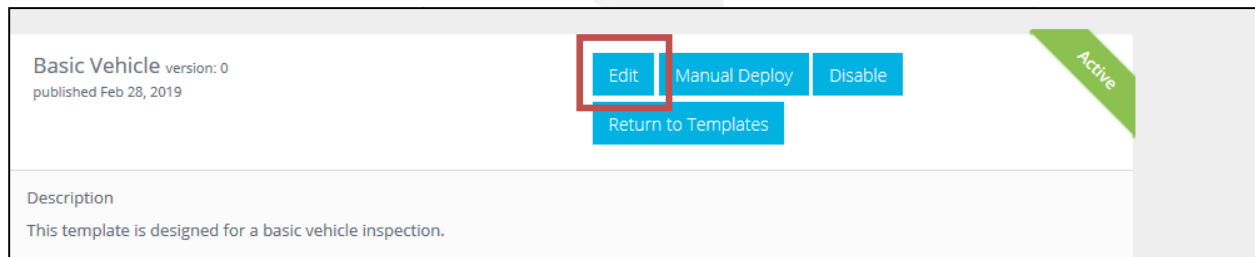


HOW TO: CHANGE RATING COLOR

- Here we have a list of all of our templates and we need to select the one we want to update so we'll select the 'Basic Vehicle' template.



- Now tap on 'Edit' so that we can make changes to it.



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- Next, we need to go to the Ratings section which is near the top. Here you will see the ratings that we are currently using.

Ratings

☆ G = Good *This item is in good condition and/or is performing to standard.*

☆ F = Fair *This item is in fair condition and/or is performing adequately.*

☆ P = Poor *This item is in poor condition and/or is performing below standard.* Delete Rating

- You can edit a rating by simply tapping on it. Let's change the 'Good' rating to have the color green.

Ratings

☆ G = Good *This item is in good condition and/or is performing to standard.*

☆ F = Fair *This item is in fair condition and/or is performing adequately.*

☆ P = Poor *This item is in poor condition and/or is performing below standard.* Delete Rating

- Now we can see all the properties associated with the 'Good' rating. Let's check the box for 'Color Rating'.

Ratings

Abbreviation	Name	
G	Good	✓ ✗

Description

This item is in good condition and/or is performing to standard.

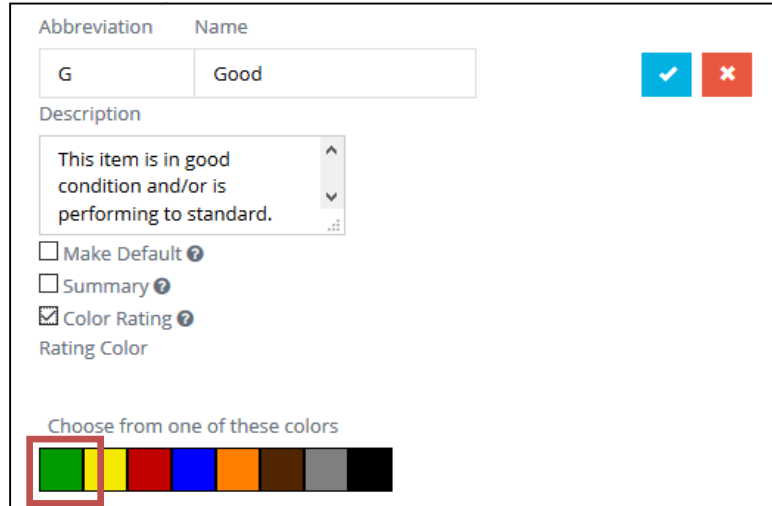
Make Default ?

Summary ?

Color Rating ?

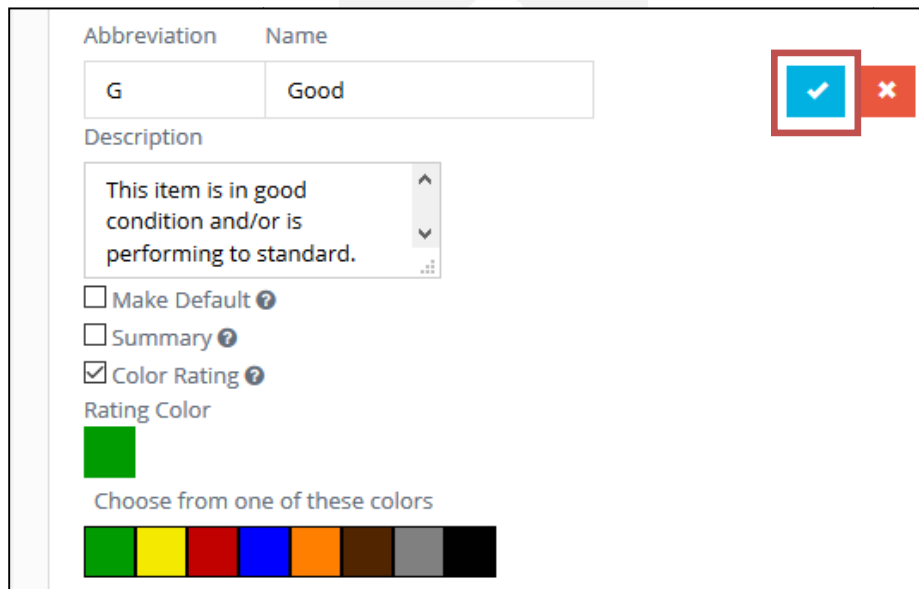
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8. Now we can see our different color options. Tap on 'Green' to select it.



The screenshot shows a form for configuring a rating. At the top, there are two input fields: 'Abbreviation' with the value 'G' and 'Name' with the value 'Good'. To the right of these fields are two buttons: a blue checkmark and a red 'X'. Below the input fields is a 'Description' field containing the text 'This item is in good condition and/or is performing to standard.' with up and down arrow icons. Underneath the description are three checkboxes: 'Make Default' (unchecked), 'Summary' (unchecked), and 'Color Rating' (checked). Below the checkboxes is the label 'Rating Color'. At the bottom, there is a color palette with the text 'Choose from one of these colors' above it. The palette consists of eight colored squares: green, yellow, red, blue, orange, brown, grey, and black. A red box highlights the green square in the palette.

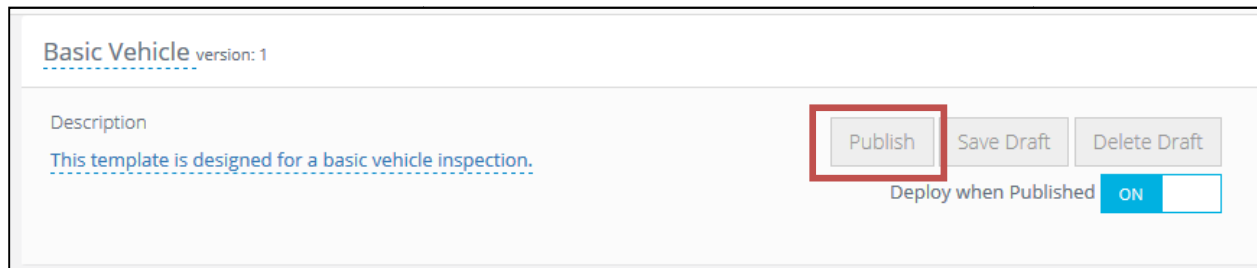
9. To save the changes, tap on the checkmark to the right.



The screenshot shows the same form as in the previous step, but now the 'Rating Color' field is populated with a green square. The color palette is still visible at the bottom. A red box highlights the blue checkmark button in the top right corner, indicating that it should be tapped to save the changes.

HOW TO: CHANGE RATING COLOR

10. You can now change the other rating colors as desired. Once the changes have been made, scroll to the top of the page and tap on 'Publish' to save your changes and make the updated template available on your mobile devices.



Basic Vehicle version: 1

Description

[This template is designed for a basic vehicle inspection.](#)

Publish Save Draft Delete Draft

Deploy when Published

11. The changes will take effect the next time you start an inspection with the updated template.