inspect aride

Step by Step

How To

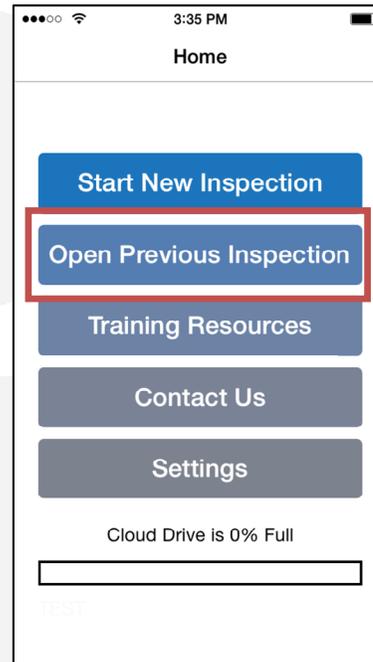# Create a Copy of an Existing Inspection

This How To article explains how to create a copy of an existing inspection

HOW TO: CREATE A COPY OF AN EXISTING INSPECTION

You can easily create a copy of an inspection that you've already done in the app. This can be helpful if you are inspecting the same vehicle over and over and instead of starting with a brand new inspection each time you simply want to start with the last inspection and only change what needs to be changed.

1. First, open the InspectARide app and tap on the 'Open Previous Inspection' button on the home screen.
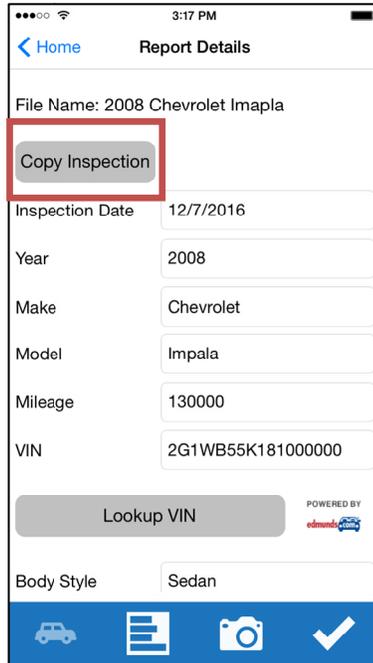
2. This will bring up a list of your recently worked on inspections on the local device. Select the inspection that you want to make a copy of. In this example we'll choose the 2008 Chevrolet Impala.
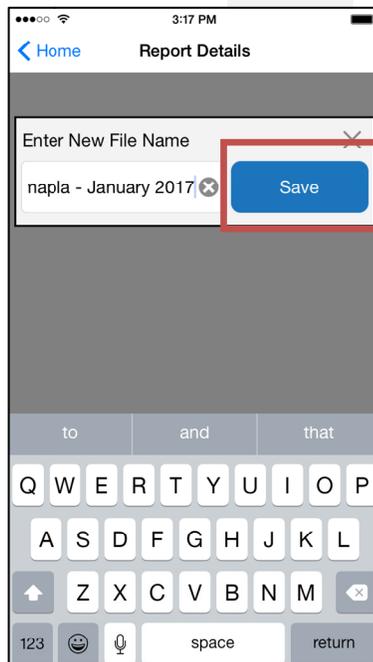
3. The inspection will now be opened and will contain all of the information that was filled out when the inspection was completed. To create a copy of this inspection (and leave this original inspection unchanged) tap on the 'Copy Inspection' button.

4. This brings up the 'Enter New File Name' box. Enter a new file name. In this example we'll simply add 'January 2017' to the name of the inspection and tap on 'Save' when finished.

5. A copy of the original inspection file has now been created with a different name. You can make the desired changes to this new file without impacting the information in the original.