



Step by Step

How To

Edit Your Inspections View

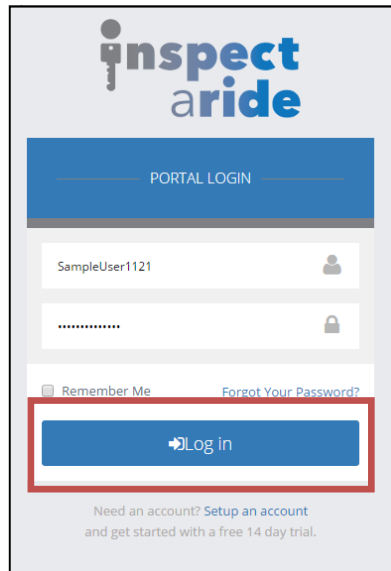
*This How To article explains how to edit your
Inspections view in the portal*

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

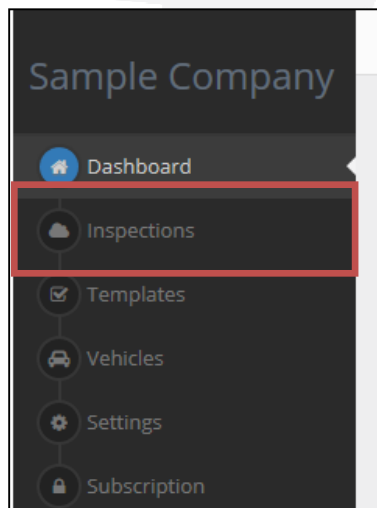
HOW TO: EDIT YOUR INSPECTIONS VIEW IN THE PORTAL

You have the ability to edit what columns of information you see for inspections in the portal. You can choose to hide columns that you don't need and add in ones you do.

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>

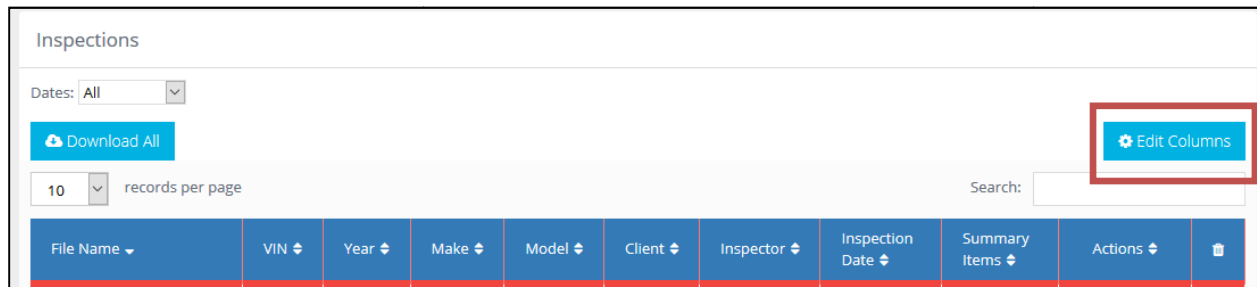


2. Once logged in, go to the 'Inspections' section on the left hand side.

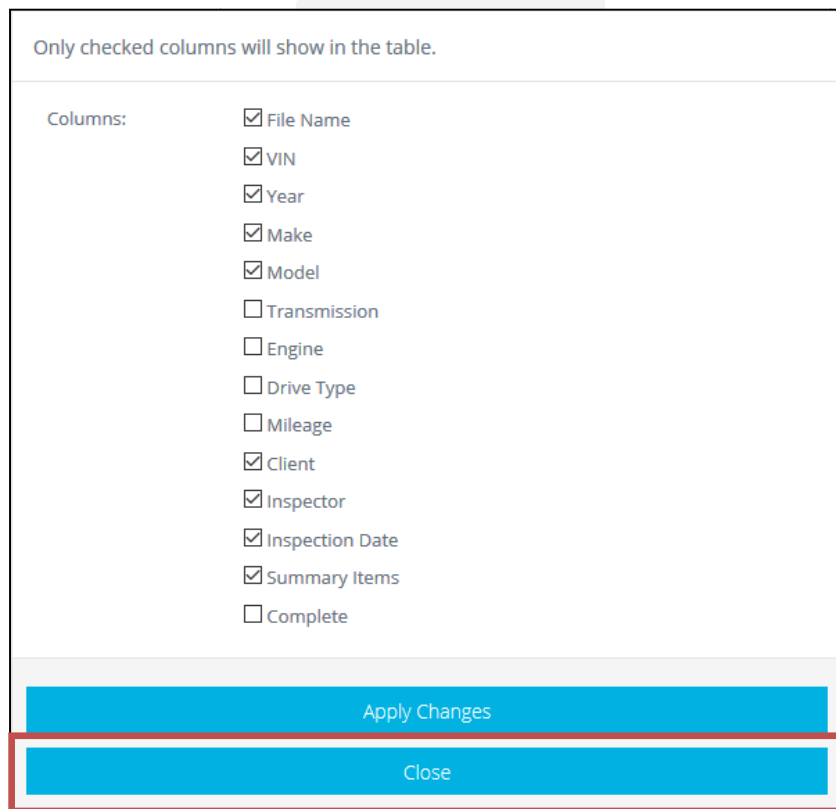


HOW TO: EDIT YOUR INSPECTIONS VIEW IN THE PORTAL

- Here we can see the inspections we've uploaded and basic information about each inspection. Tap on the 'Edit Columns' button to change what columns you see.



- This brings up a list of all the available columns. We can 'uncheck' any that we don't want to see and 'check' any that we want. Once you have made the desired changes tap on 'Close'



- Your columns will now be updated.