



Step by Step

**How To**

**Manage System  
Templates**

*This How To article explains how to manage  
the default InspectARide templates*

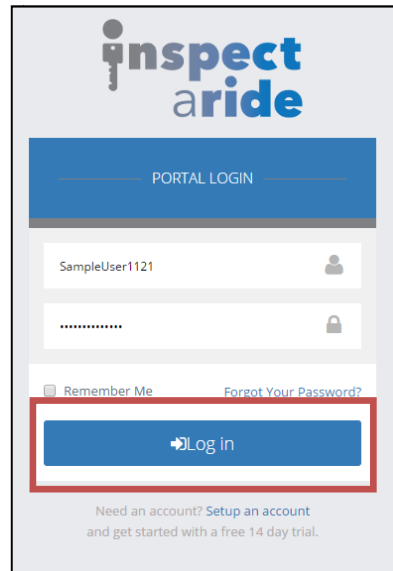
For a complete list of available How To documents visit the  
Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

# HOW TO: MANAGE DEFAULT TEMPLATES

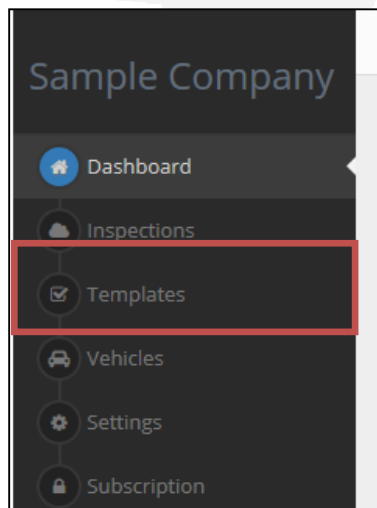
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**InspectARide comes with a set of default templates for different types of vehicle inspections that you can use. You can easily choose which templates to use, while ignoring the ones you don't need.**

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: MANAGE DEFAULT TEMPLATES

- Here we have a list of all the templates currently on our account. To see all of the pre-built templates that are available, tap on 'Manage System Templates'.

**Templates** *manage, create, and edit templates*

Templates Show Archive Templates  OFF

**Manage System Templates**

<b>Basic Vehicle</b> This template is designed for a basic vehicle inspection. Version: 0 <i>published Feb 28, 2019</i>	<a href="#">View Template</a>	Active
<b>Daily Cargo Van Inspection</b> This template is designed for the daily inspection of a cargo van. Version: 1 <i>published Feb 28, 2019</i>	<a href="#">View Template</a>	Active
<b>Daily Vehicle</b> This template is designed for a daily vehicle inspection.	<a href="#">View Template</a>	Active

## HOW TO: MANAGE DEFAULT TEMPLATES

- Here we can see a list of all available templates. To add templates to your account simply check the box to the left of a given template. To remove a template, tap the 'Hide' option to the right of the template. Once you've made the desired changes, tap on 'Continue'.

**Templates** *manage system templates*

The following are various templates that we have created that you can use to conduct your vehicle inspections. You can add any or all of these templates to your account at no additional cost any time you choose by choosing manage system templates from the templates home screen.

Check the box on the left to add templates to your account:

- Basic Vehicle ?  Hide
- Daily Vehicle ?  Hide
- Quick Vehicle ?  Hide
- Box Truck Inspection ?
- Brake Inspection ?
- Cargo Van Basic Inspection ?
- Cosmetic Inspection ?
- Daily Box Truck Inspection ?
- Daily Cargo Van Inspection ?  Hide
- Detailed Vehicle ?
- Electric Vehicle ?
- Exterior Inspection ?  Hide
- Glass Inspection ?
- Hybrid Vehicle ?
- Mechanical Inspection ?
- Motorcycle ?
- Pickup Truck ?
- Pre-Purchase - 65 Point Inspection ?
- Pre-Purchase -160 Point Inspection ?
- Repossession Template ?
- Tire Inspection ?

- The templates will now be added to your account. You can use them as is, or you can edit them like you would any other template. They will be available on your mobile device the next time you open the app while connected to the internet.