



Step by Step

## How To

# Pre-fill an Answer in a Template

*This How To article explains how to pre-fill an answer in a template*

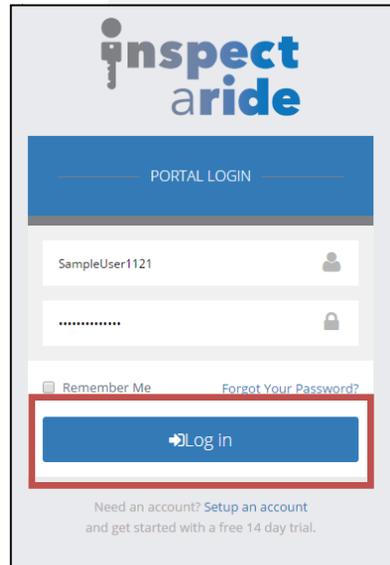
For a complete list of available How To documents visit the Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

## HOW TO: PRE-FILL AN ANSWER IN A TEMPLATE

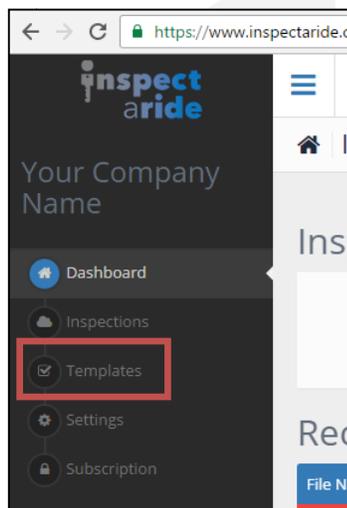
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**When creating your own checklists you can pre-fill answers in certain fields to save time. This can be helpful in many cases including if you are setting up a template for a specific vehicle that you're inspecting routinely or if most of the time a answer to specific field is the same. It is important to note that after you start an inspection with an answer pre-filled you are still able to change it on that inspection if needed.**

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>

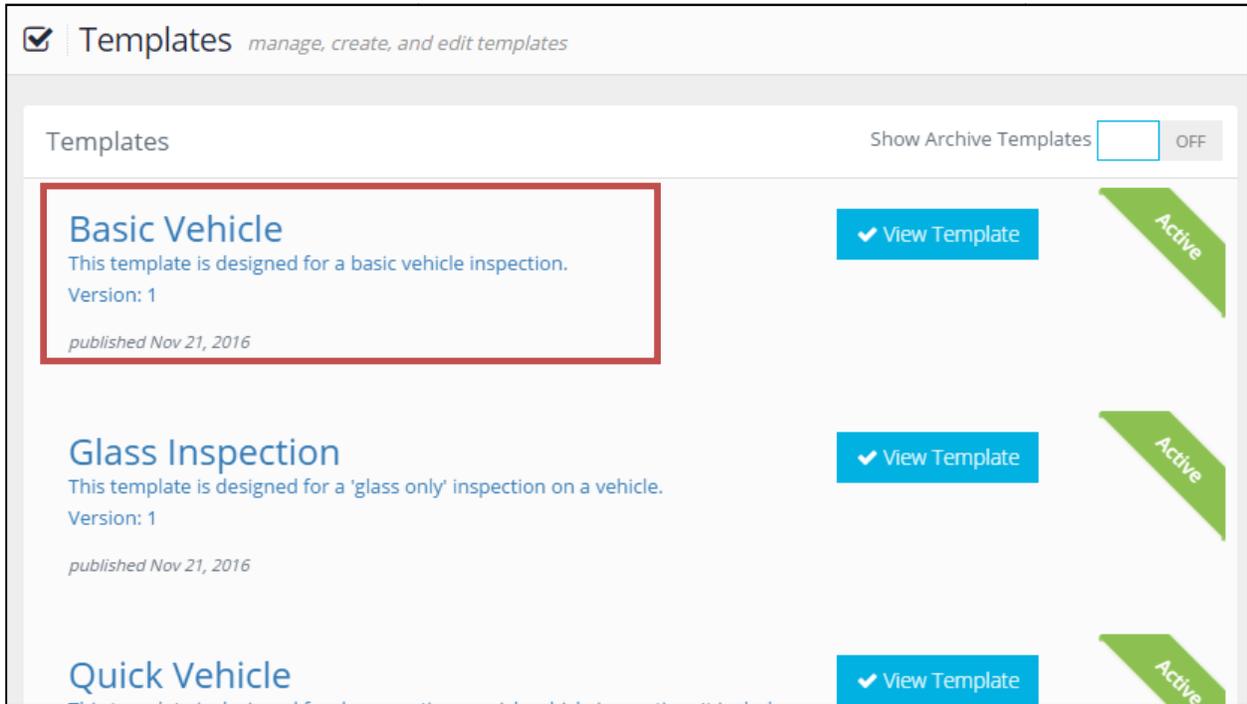


2. Once logged in, go to 'Templates'.

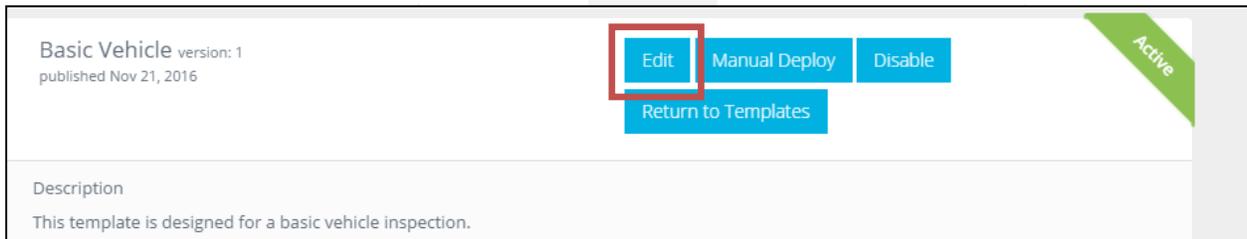


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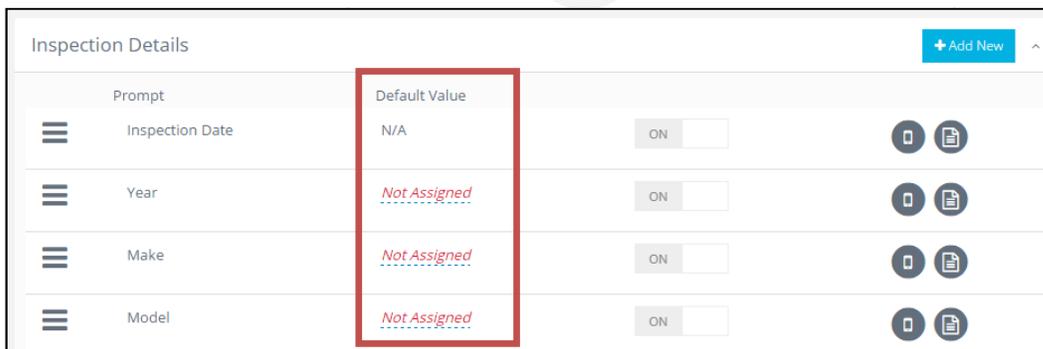
- Here we have a list of all of our templates and we need to select the one we want to pre-fill an answer on. Let's select the 'Basic Vehicle' template. We could also choose to create a new template and follow the same process.



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

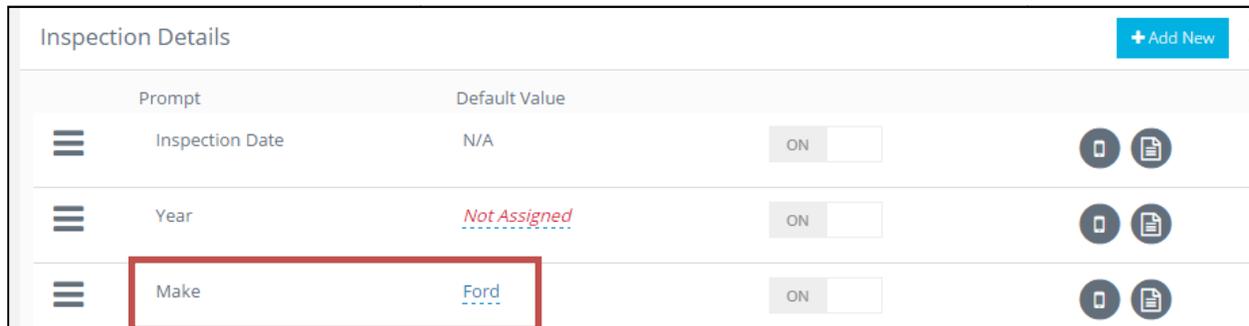


- In the 'Inspection Details' section we have a field on each item for 'Default Value'. This is where we can type in the answer we want to automatically be filled in when we start a new inspection with the template.



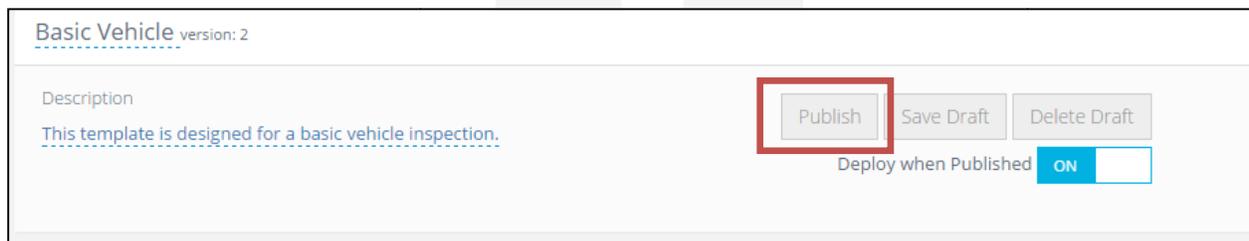
## HOW TO: PRE-FILL AN ANSWER IN A TEMPLATE

- Let's say that all of the vehicles we inspect are Fords so we know that the Make will always be Ford. Because of this we can go ahead and tap on 'Not Assigned' next to Make and type in 'Ford' so that this answer is pre-filled.



Prompt	Default Value	ON	
Inspection Date	N/A	<input type="checkbox"/>	 
Year	<i>Not Assigned</i>	<input type="checkbox"/>	 
Make	Ford	<input type="checkbox"/>	 

- Now that we have pre-filled the information we wanted we are now ready to publish this template so that is available on our mobile device. To do this, scroll back to the top and tap on the 'Publish' button. As long as the 'Deploy when Published' setting is set to 'ON' then the next time you open your mobile device (and it has a internet/data connection) this updated template will be available.

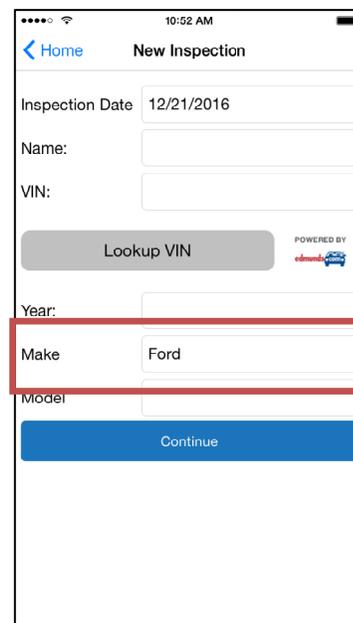


Basic Vehicle version: 2

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

Deploy when Published

- When we start our next inspection with the template we can see that 'Ford' is automatically filled in for 'Make'.



10:52 AM

< Home New Inspection

Inspection Date 12/21/2016

Name:

VIN:

POWERED BY edmunds

Year:

Make Ford

Model: