



Step by Step

**How To**

# **Publish a Template**

*This How To article explains how to publish a template*

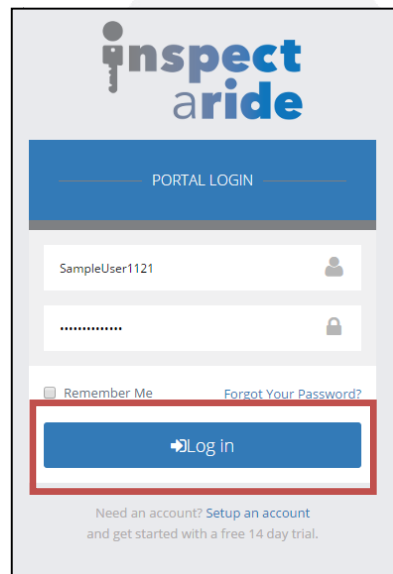
For a complete list of available How To documents visit the Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

# HOW TO: PUBLISH A TEMPLATE

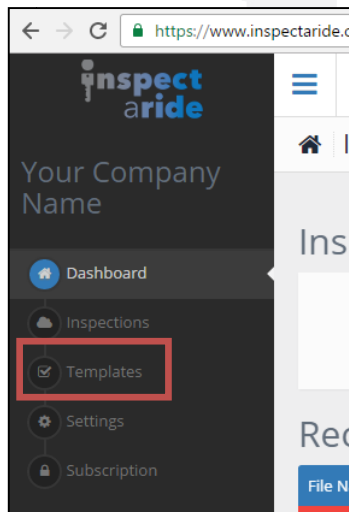
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**You can create your own templates (checklists) in InspectARide. When working on template you can create a 'draft' that is only available in the portal until the template is finished. Once the template is finished you'll want to publish it so that it is available for use on your mobile devices. Publishing a template is very easy and this document explains how to do it.**

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>

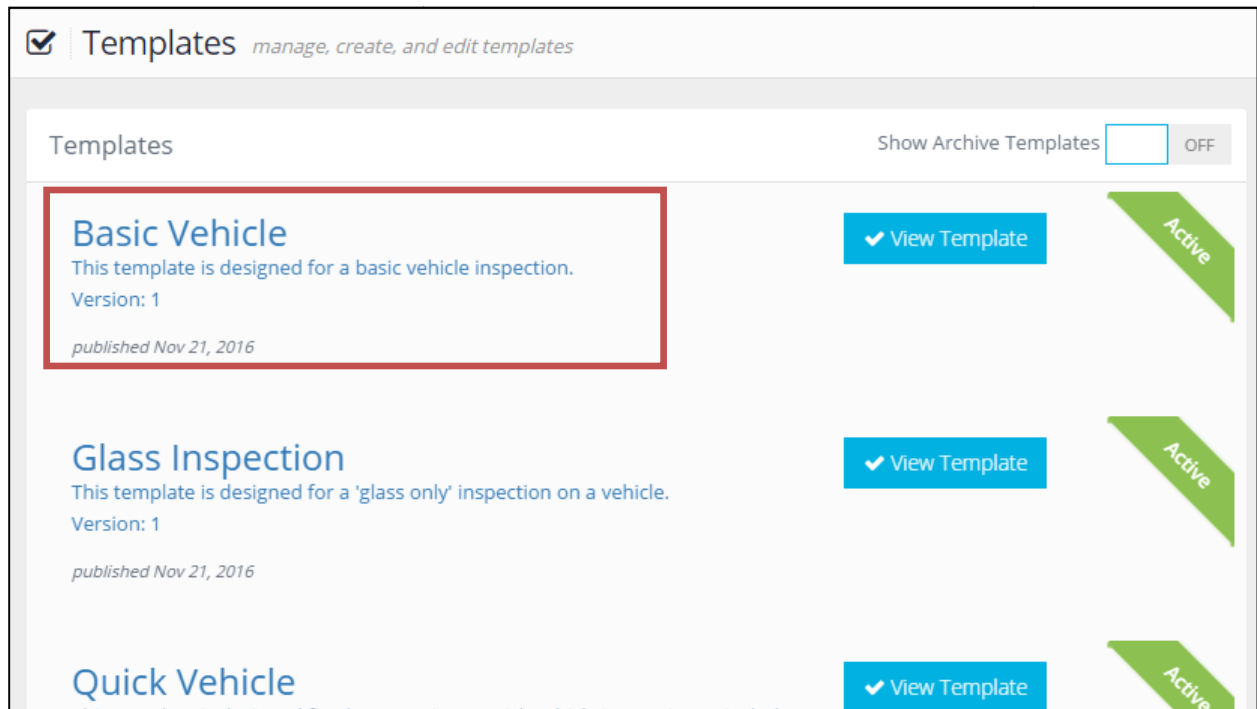


2. Once logged in, go to 'Templates'.

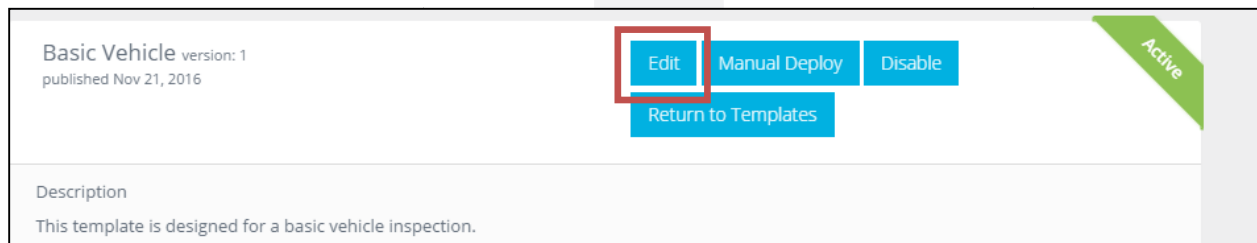


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- Here we have a list of all of our templates. We can choose to modify an existing template or to create a new template. Let's say we want to make a few changes to the 'Basic Vehicle' template so we'll tap on it in the list.



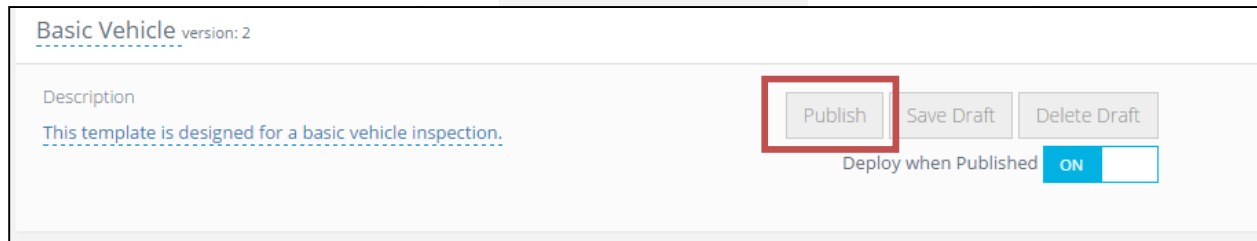
- Now tap on 'Edit' so that we can make changes to it.



## HOW TO: PUBLISH A TEMPLATE

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- At this point you can make all the desired changes and edits to the template that you are working on. At the top of the screen we have our options where we can decide what we want to do with the template. We can choose 'Publish', 'Save Draft', or 'Delete Draft'. If you haven't finished work on the template you would want to tap on 'Save Draft' as it will save your progress and you could continue work on it at a future time. 'Delete Draft' would delete all the changes that you made and 'Publish' would publish the template so that it is available for use. If you have the 'Deploy when Published' option set to 'ON' then when you tap on 'Publish' the next time you open your mobile device (and it has an internet/data connection) the new template will be available when you start a new inspection.



Basic Vehicle version: 2

Description

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

Publish Save Draft Delete Draft

Deploy when Published  ON