



Step by Step

How To

Remove an Inspector

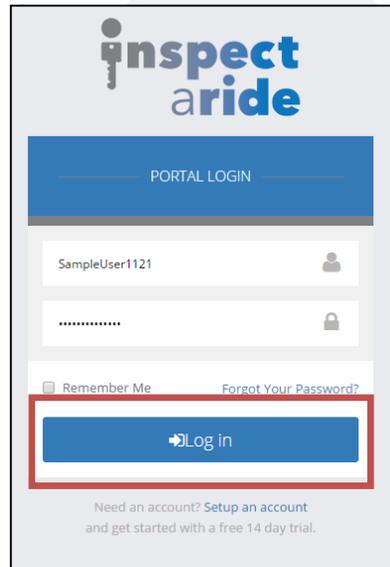
This How To article explains how to remove an inspector

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

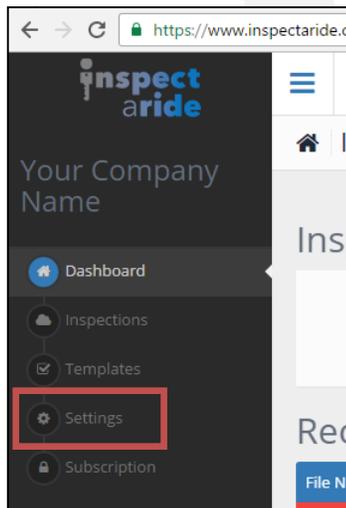
HOW TO: REMOVE AN INSPECTOR

You can setup multiple inspectors on your InspectARide account and if an inspector no longer does inspections you can remove them as an option. You can only delete an inspector if they have not performed any inspections (not likely to be the case), however, you can set an inspector who has done inspections to no longer be active.

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>

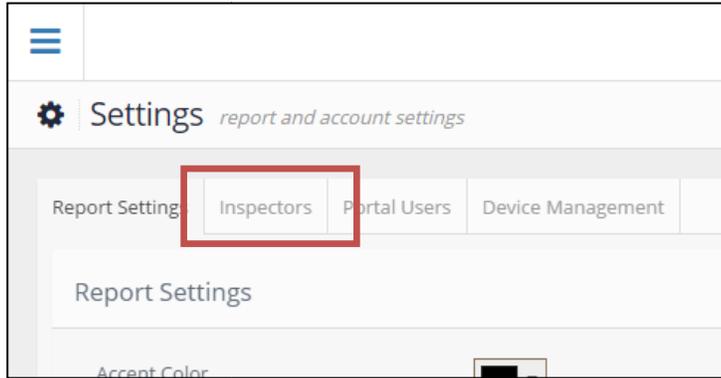


2. Once logged in, go to 'Settings'.



HOW TO: REMOVE AN INSPECTOR

3. Next, tap on the 'Inspectors' tab.



4. Here you will see a list of all of your current Inspectors and the details about each. To the right, under 'Actions', you have the option to 'Delete Inspector'. If you tap on this you can delete the inspector *only if they have not performed any inspections*. If they have done inspections then you will not be able to delete them. In this case, you will simply want to mark them as inactive by changing the 'YES' to 'NO' under the Active column. Let's make the inspector Joseph Johnson inactive.

Inspectors				
Inspector Name	Email Address	Phone Number	Active	Actions
Adam Singer	asinger+1121a@pdm.com	(888)695-7681	YES <input type="checkbox"/>	Delete Inspector
Joseph Johnson	jjohnson@inspectaride.com	8887362462	YES <input type="checkbox"/>	Delete Inspector

[+ Add Inspector](#)

5. The inspector is now marked as 'NO' for Active and will no longer be an option to choose from when selecting the inspector in the app. For the change to take place in the app on your mobile device, you will need to make sure you have an internet/data connection the next time you open the app. Also, you may need to go in to 'Settings' in the InspectARide app and select a different inspector on the device if the inspector you removed was previously selected.

Inspectors				
Inspector Name	Email Address	Phone Number	Active	Actions
Adam Singer	asinger+1121a@pdm.com	(888)695-7681	YES <input type="checkbox"/>	Delete Inspector
Joseph Johnson	jjohnson@inspectaride.com	8887362462	No <input type="checkbox"/>	Delete Inspector

[+ Add Inspector](#)