



Step by Step

How To

Search Previous Inspections in the Portal

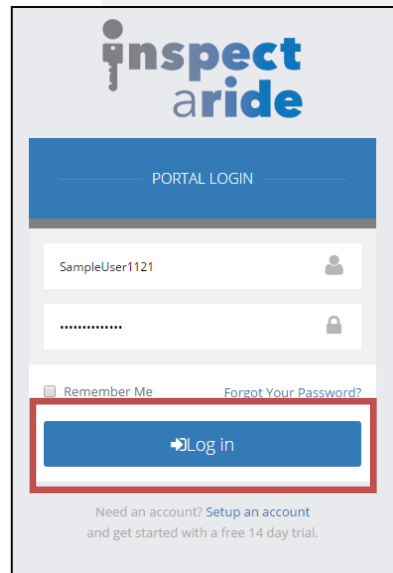
*This How To article explains how to search
previous inspections in the portal*

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

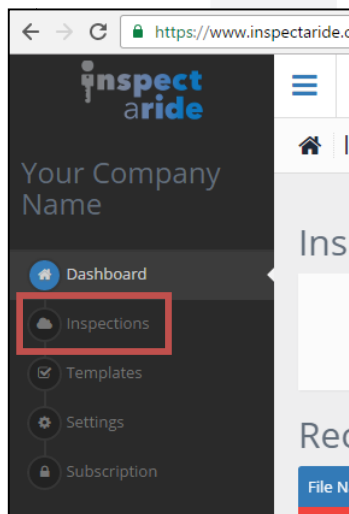
HOW TO: SEARCH PREVIOUS INSPECTIONS IN THE PORTAL

When you upload an inspection it get stored on your cloud drive and you can access it through the InspectARide portal. As you do more and more inspections your list of previous inspections will grow. There may be times when you want to pull up a certain inspection (or set of inspections) you've done in the past and you can quickly do this by doing a 'Search' for it. Below are the steps for doing a quick search of previous inspections in the portal.

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>

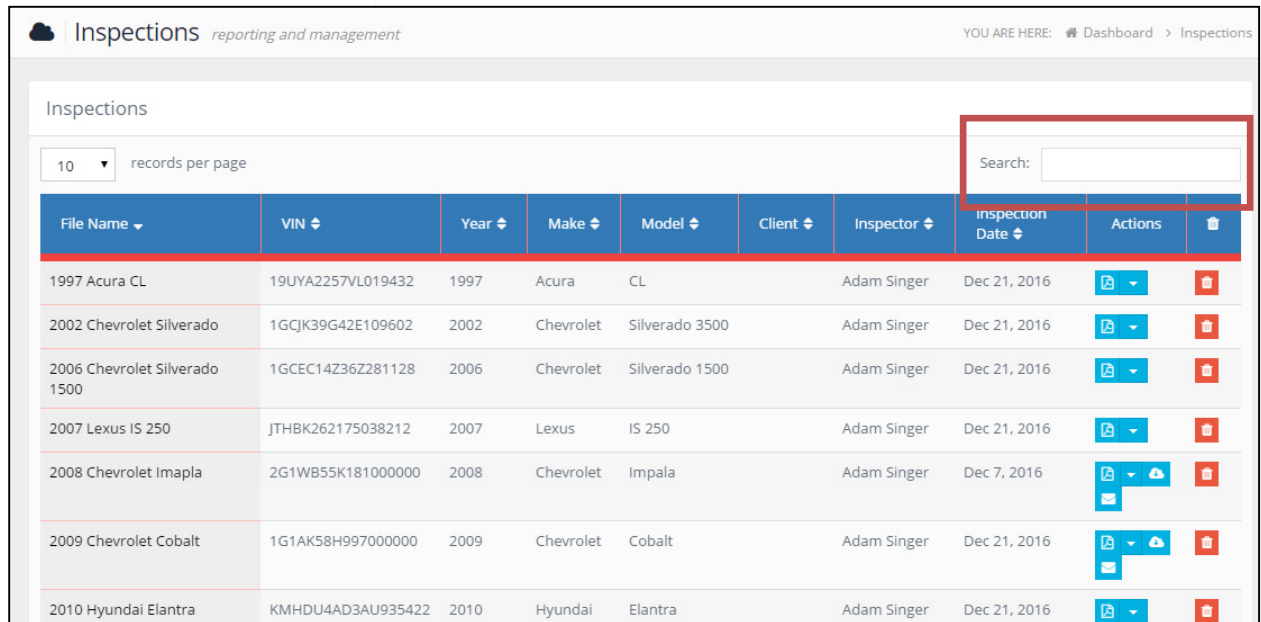


2. Once logged in, go to 'Inspections'.



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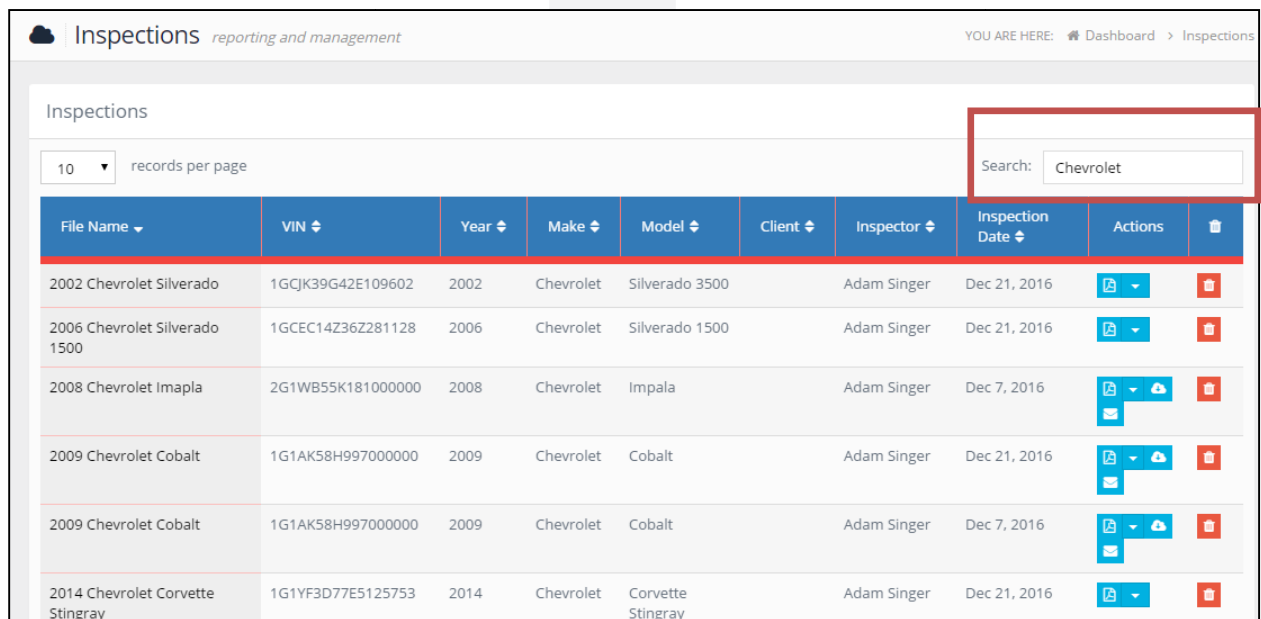
- Here you will see a listing of all your inspections. This list could contain hundreds or thousands of inspections depending on how many inspections you've done. You can do a search by typing something into the 'Search' box. You can search by any of the information in the Inspections table on the screen which includes the: File Name, VIN, Year, Make, Model, Client, Inspector and Inspection Date.



The screenshot shows the 'Inspections' page in a web portal. The page title is 'Inspections reporting and management'. The breadcrumb trail is 'YOU ARE HERE: Dashboard > Inspections'. The page displays a table of inspections with columns: File Name, VIN, Year, Make, Model, Client, Inspector, Inspection Date, Actions, and a trash icon. A search box is highlighted with a red box, and the 'records per page' is set to 10. The table contains the following data:

File Name	VIN	Year	Make	Model	Client	Inspector	Inspection Date	Actions	
1997 Acura CL	19UYA2257VL019432	1997	Acura	CL		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2002 Chevrolet Silverado	1GCJK39G42E109602	2002	Chevrolet	Silverado 3500		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2006 Chevrolet Silverado 1500	1GCEC14Z36Z281128	2006	Chevrolet	Silverado 1500		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2007 Lexus IS 250	JTHBK262175038212	2007	Lexus	IS 250		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2008 Chevrolet Imapla	2G1WB55K181000000	2008	Chevrolet	Impala		Adam Singer	Dec 7, 2016	[Icon]	[Trash]
2009 Chevrolet Cobalt	1G1AK58H997000000	2009	Chevrolet	Cobalt		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2010 Hyundai Elantra	KMH DU4AD3AU935422	2010	Hyundai	Elantra		Adam Singer	Dec 21, 2016	[Icon]	[Trash]

- Let's do a search for 'Chevrolet' to pull up a list of all the Chevrolet vehicles we've inspected. As you type in a search the inspections list automatically filters down based on what you're typing.



The screenshot shows the 'Inspections' page after a search for 'Chevrolet'. The search box is highlighted with a red box and contains the text 'Chevrolet'. The table now only displays inspections for Chevrolet vehicles:

File Name	VIN	Year	Make	Model	Client	Inspector	Inspection Date	Actions	
2002 Chevrolet Silverado	1GCJK39G42E109602	2002	Chevrolet	Silverado 3500		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2006 Chevrolet Silverado 1500	1GCEC14Z36Z281128	2006	Chevrolet	Silverado 1500		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2008 Chevrolet Imapla	2G1WB55K181000000	2008	Chevrolet	Impala		Adam Singer	Dec 7, 2016	[Icon]	[Trash]
2009 Chevrolet Cobalt	1G1AK58H997000000	2009	Chevrolet	Cobalt		Adam Singer	Dec 21, 2016	[Icon]	[Trash]
2009 Chevrolet Cobalt	1G1AK58H997000000	2009	Chevrolet	Cobalt		Adam Singer	Dec 7, 2016	[Icon]	[Trash]
2014 Chevrolet Corvette Stingray	1G1YF3D77E5125753	2014	Chevrolet	Corvette Stingray		Adam Singer	Dec 21, 2016	[Icon]	[Trash]

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5. That is all there is to performing a search. You can perform another search by clearing out what you've typed into the Search field and typing something new in.

