



Step by Step

How To

Setup Automatic File Naming

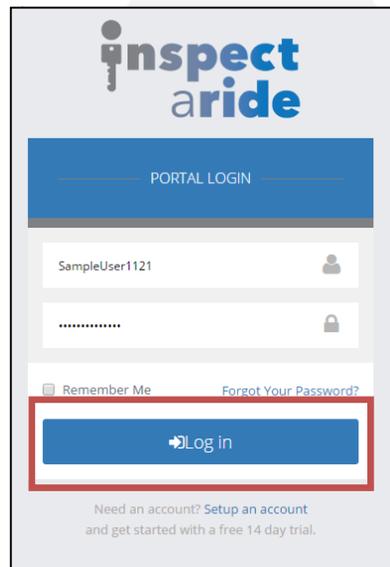
This How To article explains how to setup automatic file naming

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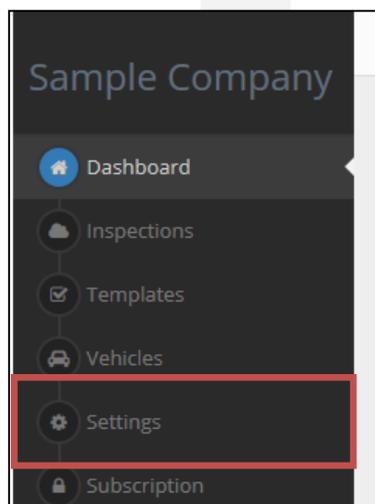
HOW TO: SETUP AUTOMATIC FILE NAMING

Each time you start an inspection you need to give that inspection a unique name. You have the option to type the name in each time or you can have the app automatically create a name based on a pre-set naming convention of your choice. This document walks through how to set up the automatic naming of files.

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 'Settings' section on the left hand side.



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- Here we have a list of available settings. Scroll down to the 'File Naming' section.
- By default, this option is set to off. Simply tap the option to turn it ON.

The screenshot shows the 'File Naming' settings interface. The 'Automate File Name' toggle is currently set to 'OFF' and is highlighted with a red box. Below it, the 'Insert' dropdown menu is open, showing a list of options. The 'File Prefix' field contains the text '{Vehicle Name}{Date}{Inspector}'. The 'Preview' field shows the example filename 'Car1_20190120_JP_0112_1234' with a note '(last two numbers are device and inspection id)'. The 'Inspector Can Change' toggle is also set to 'OFF'.

- Once it is on, you have the option to setup how you want the file to be named. The current file name will show in the 'File Prefix' field.

The screenshot shows the 'File Naming' settings interface. The 'Automate File Name' toggle is now set to 'ON'. The 'File Prefix' field, which contains '{Vehicle Name}{Date}{Inspector}', is highlighted with a red box. The 'Preview' field shows the same example filename 'Car1_20190120_JP_0112_1234'.

- You can update this by selecting items from the 'Insert' field which gives you a series of options you can use. You also have the option to type in the 'File Prefix' field. The 'Preview' line will give an example of what you're new file name will look like.

The screenshot shows the 'File Naming' settings interface. The 'Automate File Name' toggle is set to 'ON'. The 'Insert' dropdown menu is open, showing a list of options. The 'File Prefix' field, which contains '{Vehicle Name}{Date}{Inspector}', is highlighted with a red box. The 'Preview' field shows the example filename 'Car1_20190120_JP_0112_1234'.

- The final option is for 'Inspector Can Change'. If this option is OFF then the inspector will not have the option of changing the name of the file. If this option is ON then the file will still automatically be given a name, but the inspector will have the option to change it if they want.