



Quick Reference Card



Working with the Mechanic Portal

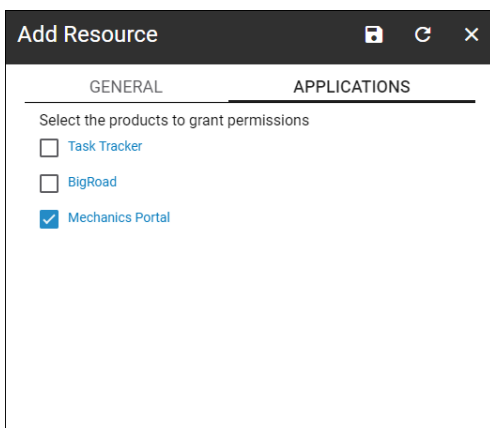
OVERVIEW

The Mechanic Portal allows you to easily manage your vehicle maintenance and repairs. After drivers complete their Vehicle Inspection Reports, they become accessible on the Mechanic Portal in Fleet Complete.

Mechanics can choose any vehicle(s) and view all the repairs needed without intermediaries. The mechanic can sign off repairs, prompting a notification to the driver of the repairs made, which in turn the driver can keep or reject.

ADD A MECHANIC

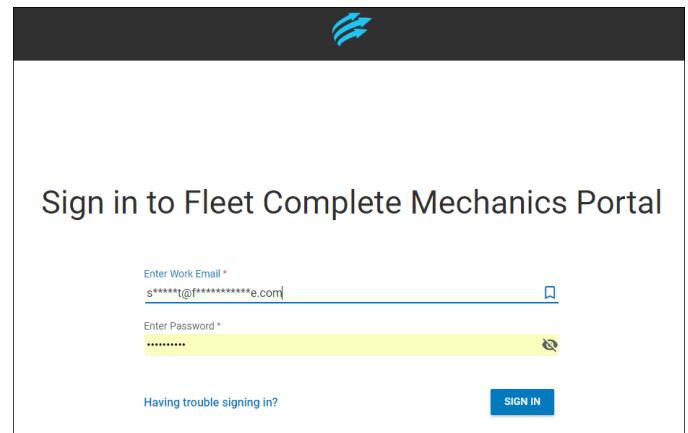
1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel 
3. Click the **Manage** menu item
4. Click the **Resources** submenu item
5. Select **Resources**
6. Click the **Add** button 
7. In the *Add Resource* screen on the *General* tab, fill in all the fields as necessary
8. Click the **Applications** tab, type the **Email Address** of the Mechanic, and
9. Click **Submit**
10. Select the checkbox next to **Mechanic Portal**



11. Click the **Save** button 

ACCESS THE MECHANIC PORTAL

1. Navigate to your internet browser address bar, type <https://web.fleetcomplete.com/login/mechanic>
2. On the *Sign in to Fleet Complete Mechanics Portal* screen, type your **Email Address** and **Password**
3. Click the **Sign In** button



VIEW DEFECTS/ REPAIRS ON THE MECHANIC PORTAL

The *All Defects* screen allows you to view a list of all the **Assets with Defects** and **Sign Off** on completed repairs. This screen is organized by Asset description with the number of *Major* and *Minor* defects recorded for each asset.

- **Red** circles indicate Major defects, and
- **Yellow** triangles indicate Minor defects



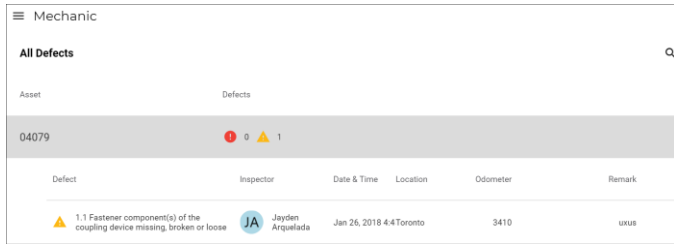
When you select an asset to see its reported defects, the screen displays several headers and includes the following information:

- **Defect** category
- The **Inspector** name who recorded the Defect for the selected asset
- The **Date** and **Time** the inspection was completed
- The **Location** at the time of the inspection
- The **Odometer** reading of the asset at the time of the inspection, and
- **Remarks** (if any)



Quick Reference Card

1. Complete steps 1-3 from **Access the Mechanic Portal**
2. On all the *All Defects* screen, click an **Asset** description to review the recorded defects
3. Alternatively, click the **Search** magnifying glass on the top right-hand corner of the screen and type the Asset description for which you want to see reported defects



Note: Once signed off, the defect will disappear from the defect list in the mechanic portal. Drivers will then be prompted to review the completed repairs on the *Inspect Mobile App*.

VIEW COMPLETED REPAIRS

When a repair has been completed by a mechanic, the driver that next completes a DVIR for the same asset and inspection schedule can view the asset's associated repair details. In the *Inspection Categories* section, a **Green Checkmark** circle indicates the number of Repairs completed by the mechanic since the last inspection. Each repaired item will display within the category that had the defect.


When drivers view completed repairs, they can choose to:

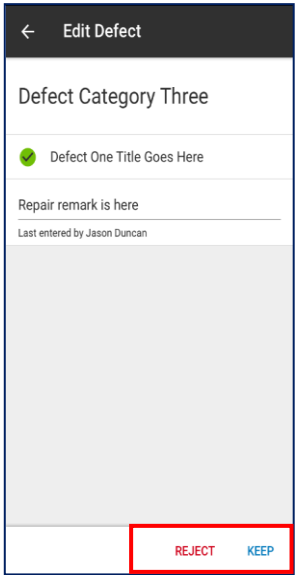
- **Keep** a repair, the confirmed repaired defect will appear on the *Repaired Defects* section of a DVIR
- **Reject** a repair, the rejected repair defect will display again in the mechanic portal

SIGN OFF ON A REPAIR

When a defect is repaired for an asset, the mechanic must update the Mechanic Portal and sign off on the repair where they can input the following information:

- Work Order
- Shop Remarks, and
- Signature

1. Complete steps 1-3 from **Access the Mechanic Portal**
2. Click an **Asset** description to review the recorded defects
3. Click the wrench **Edit** button located to the right-hand side of the selected asset defect 
4. On the Pop-up window, in the *Repair Information* section type the **Work Order** of the repair
5. Type any **Shop Remarks**
6. In the *Signature* section, capture your **Electronic Signature**
7. Click the **Save & Close** button



1. On the *Asset Detail* screen, click each **Defect Category** to view the asset's associated repair details
2. Click the **Pencil** button to the right of the categories to edit
3. From the **Repair Made** pop-up window, tap **OK** to close the message
4. Click **Keep** to indicate the repair has been completed
5. Alternatively, click **Reject** to indicate the report has not been completed
6. From the **Rejecting Repair** pop-up message, click **Reject** again to indicate that the repair has not been completed, or
7. Click **No** to indicate that the repair has been completed