



# **Fleet Complete**

FC INSPECT MOBILE APPLICATION

Software Version: 1.14  
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Author: Training Department

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## How to use this eBook

This online format enables you to locate topics of interest by using a dynamic table of contents.

1. To access a topic, click a blue underlined hyperlink.
2. To return to the Table of Contents page, click the Grey Book icon that is located in the upper right corner of every page.

### Tip!

You can also press the CTRL and F keys at the same time to perform keyword searches.

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## FC Inspect

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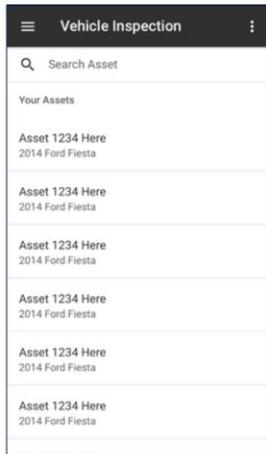
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## Vehicle Inspection



The Driver can select the vehicle they are required to inspect from the list in the Vehicle Inspection screen.

### Overview:

- The **Vehicle Inspection** screen of the FC Inspect app lists all asset names as separate entries and in alphabetical order.
- **Tip!** ensure to scroll down to view the entire list.
- You can also use the *Search Assets* field, to find a particular asset.
- As you begin typing the search criteria in the field, the mobile app instantly filters and narrows the search results.
- Once you have found the asset that you need to inspect, tap the entry.

**Steps:** Selecting or searching for an Asset's name to inspect

1. **Log in** to the FC Inspect Mobile app
2. On the *Vehicle Inspection* screen, tap the asset's name from the list

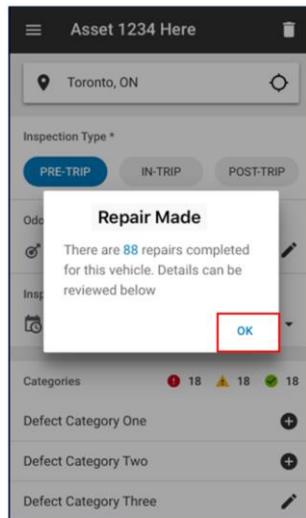
**OR**

In the *Search Assets* field, type the criteria and then tap the asset's name from the list

# Repair Made



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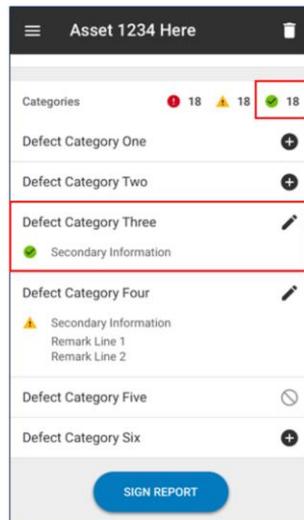
## Overview:

- If repairs were made by the mechanic **on** the selected vehicle, a pop-up window will appear indicating the number of completed repairs.

## Steps: Viewing Repair Made

1. From the **Repair Made** pop-up window, click OK to **close** the message

# Viewing Repairs



## Overview:

- Once an asset has been selected on the previous screen, the associated *Asset Details* screen displays.
- At the top of the screen the <Asset Name> displays.
- This screen enables the driver to specify the high-level information of the inspection including the location, inspection type, odometer **reading**, inspection schedule, and inspection category.
- The **Red Circle icon** indicates the number of **Major defects** recorded.
- The **Yellow Triangle icon** indicates the number of **Minor defects** recorded.
- The **Green Circle icon** indicates the number of **Repairs** completed by the mechanic since the last inspection from the FC Web Mechanic Portal.
- Each repaired item will display within the category that had the defect.

## Steps: Viewing Repairs made by the Mechanic

1. Click on a line item to view the asset's associated ~~completed~~ repair details

# Keeping or Rejecting Repairs



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← Edit Defect

Defect Category Three

✔ Defect One Title Goes Here

Repair remark is here

Last entered by Jason Duncan

REJECT KEEP

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## Overview:

- The **Edit Defect** screen displays the repair completed by the mechanic from the FC Web Mechanic Portal.
- The driver can Keep or Reject the repair.
- **Keep** verifies that the driver has acknowledged that the repair has been completed.
- **Reject** indicates that the driver has acknowledged that the repair has not been completed.
- The driver can complete a new inspection report indicating the repairs that **still** need to be completed.

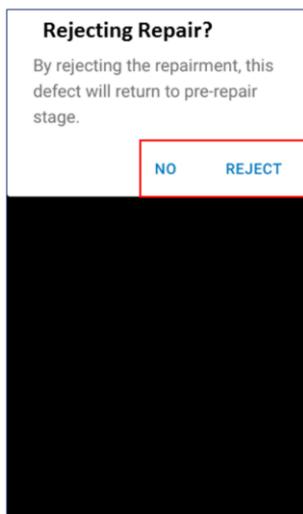
## Steps: Keeping or Rejecting repairs

1. Click **Keep** OR **Reject**

## Rejecting Repair



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### Overview:

- The **Rejecting Repair** message allows the driver to either confirm the work has been done by the mechanic, or reject the repair as having not been completed.

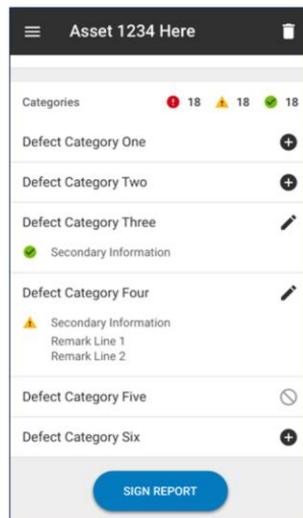
### Steps: Rejecting Repair

1. From the **Rejecting Repair** pop-up window, click **Reject** to indicate that the repair has not been completed
2. Click **NO** to indicate that the repair has been completed

# Vehicle Inspection & Sign Report



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## Overview:

- The application will return to the associated *Asset Details* screen, where the driver can complete the Vehicle Inspection and sign the report.

## Steps: Completing the Vehicle Inspection and Signing the Report

1. From the *Asset Details* screen scroll down and then tap **Sign Report**



## Reports Menu Item

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As per regulations, the Reports Menu item provides the driver with the ability to view their Inspection Reports for the previous 7 days plus the current day.

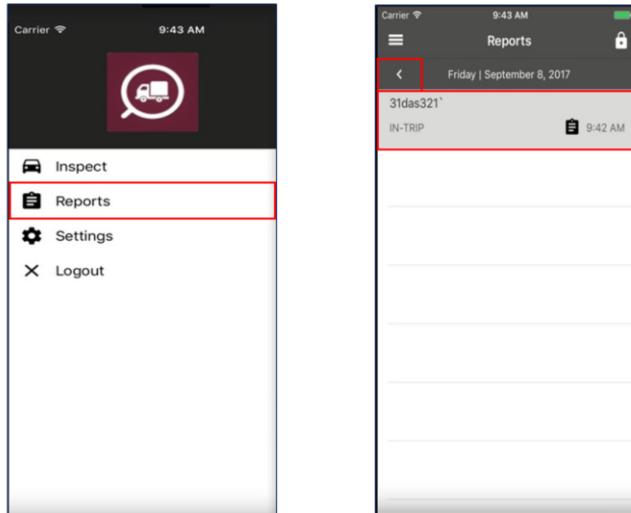
**Overview:**

- As per regulations, the Reports Menu item provides the driver with the ability to view their Inspection Reports for the previous 7 days plus the current day.
- **Now let's take a look at how to access reports.**

# Viewing Completed Inspection Reports



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## Overview:

- Once the Reports menu item is selected, the Reports screen displays.
- This screen lists completed reports as separate entries organized by date and time.
- You can navigate to a **previous** date by tapping the left arrow button or to a **later** date by tapping the right arrow button that is located in the header bar.

## Steps: Viewing Completed Inspection Reports

1. Navigate to the *Vehicle Inspection* screen
2. Tap the **Menu** icon and then tap, **Reports**
3. To navigate to a **previous** date, tap the left arrow button located in the header bar
4. To navigate to a **later** date, tap the right arrow located in the header bar
5. From the list, tap an entry to view the completed inspection report

# Inspection Report



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< Back DVIR Paper View

Vehicle Inspection Report 00000001200 / Jan 05, 2019 9:31 AM  
Unit Identification/Plate Number(s) Adairville, TN

Inspected By: 88 Dennis Gray W. Tinsley, ON Date:  
Home Terminal Address/Principal Place of Business

Vehicle Inspection Report	00000001200	1276
Unit Identification/Plate Number(s)	Adairville, TN	00000001200
Display/Instruments	OK	OK
Wipers/Washers	OK	OK
Steering	OK	OK
Brakes	OK	OK
Lighting	OK	OK
Exhaust	OK	OK
Oil Level	OK	OK
Fluid Levels	OK	OK
Engine Compartment	OK	OK
Interior	OK	OK
Exterior	OK	OK
Other	OK	OK

9.0 Single tire or the dual tires of the same wheel assembly having foreign material embedded in the tread or sidewall that could cause a puncture

Removed object from the wheel assembly

11.2 Outside rearview mirror required by the Code missing, damaged or may not be adjusted and remain in set position

Inspection Date: Jan 05, 2019 9:31 AM  
Inspector: Dennis Gray W. Tinsley  
Station: 1276

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## Overview:

- Once you've selected a report, the mobile app will display a *DVIR Paper-View* of the report in PDF format.
- Completed:** indicates the defect was repaired by the mechanic and verified by the driver.
- All completed and signed off defects will display in the repaired section of the Inspection Report.



**Thank You!**