Link: https://help.responsiblefleet.com/docs/about-gps-insight-dvir/reviewing-inspections-and-documenting-repairs/ Last Updated: June 13th, 2023

With GPS Insight DVIR, you can view submitted inspections for your organization and document repairs for any items declared defective on a previous inspection (requires enabled Repair Vehicle Inspection permission).

### **Viewing Submitted Inspections**

From the Inspections page of GPS Insight DVIR, you can view submitted inspections from the current date and previous dates/date ranges. Inspections submitted on the current date are listed by default on the Inspection page. You may use the search field to search submitted inspections for the date/date range selected by driver or unit number.



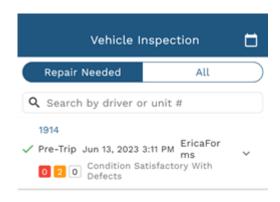
**Note.** Depending on your permissions, you may be able to see submitted inspections completed by others in your organization.

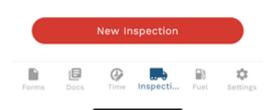
#### How to view submitted inspections for a previous date:

1. In the GPS Insight DVIR app, tap **Inspections**.

The Vehicle Inspection page appears.

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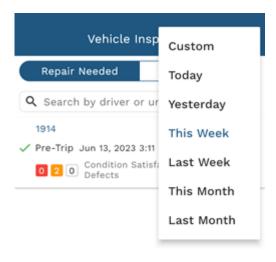
2. Tap the calendar in the top-right corner of the screen.



- 3. Select your desired date or date range from the following options:
  - Custom
  - Today
  - Yesterday
  - This Week
  - Last Week

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- This Month
- Last Month

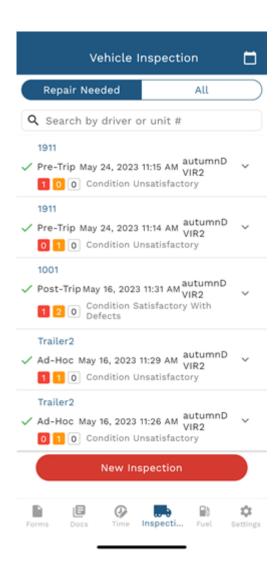




Submitted inspections for the selected date/date range are shown.



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4. Tap **Repair Needed** to view submitted inspections documenting items requiring repairs only or tap **All** to view all submitted inspections for the selected time period.



### **Documenting Repairs**

You can document completed repairs for items marked as defective during a submitted inspection from the Inspections page.



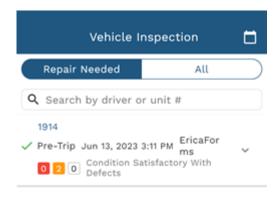
Note. Requires the Repair Vehicle Inspection permission enabled for your account.

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#### ► How to document a completed repair:

1. In the GPS Insight DVIR app, tap **Inspections**.

The Vehicle Inspection page appears.





2. Tap the calendar icon to select your time range (please see above directions for step-by-step instructions.

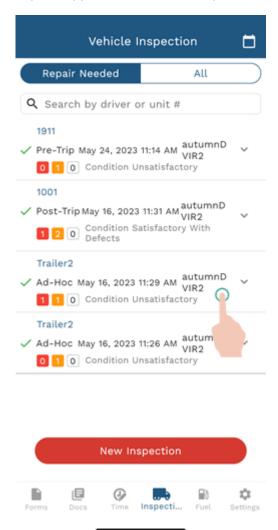


3. Tap Repair Needed.

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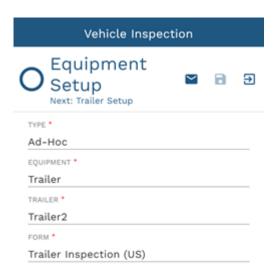


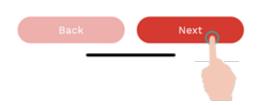
4. Tap the applicable submitted inspection.



5. Tap Next.

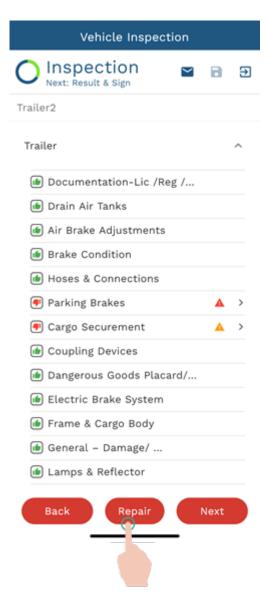
Link: https://help.responsiblefleet.com/docs/about-gps-insight-dvir/reviewing-inspections-and-documenting-repairs/ Last Updated: June 13th, 2023





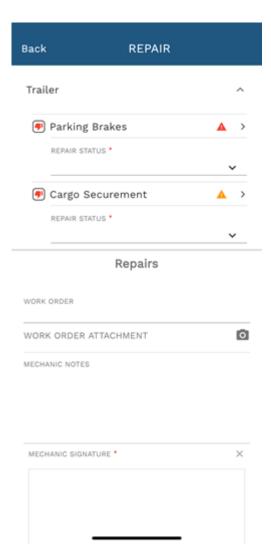
6. Tap Repair.

Link: https://help.responsiblefleet.com/docs/about-gps-insight-dvir/reviewing-inspections-and-documenting-repairs/ Last Updated: June 13th, 2023



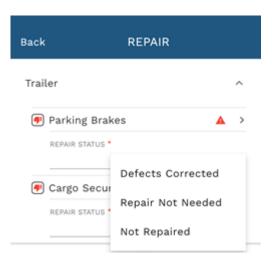
The Repair page appears.

Link: https://help.responsiblefleet.com/docs/about-gps-insight-dvir/reviewing-inspections-and-documenting-repairs/ Last Updated: June 13th, 2023



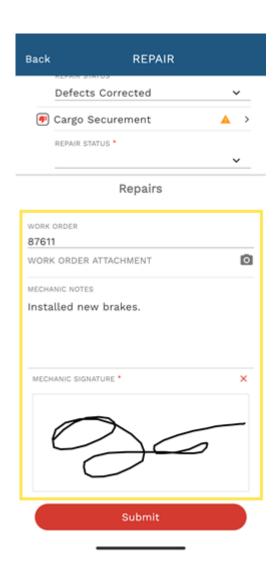
- 7. Tap the drop-down under Repair Status for the applicable item and select the applicable status from the following options:
  - Defects Corrected
  - Repair Not Needed
  - Not Repaired

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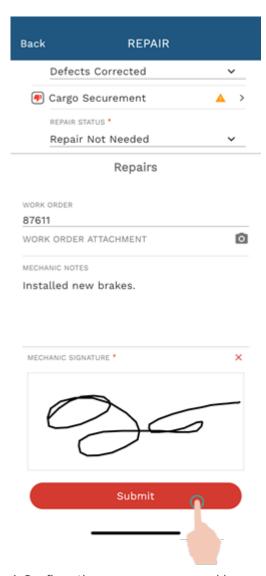
- 8. If applicable, add the work order number under Work Order.
- 9. If applicable, attach a photo of the work order by tapping the camera icon and selecting your image option: **Camera** (to take a photo) or **Gallery** (choose an image from your photo library).
- 10. If applicable, add any notes from the mechanic under Mechanic Notes.
- 11. Under Mechanic Signature, have the mechanic sign electronically to attest to the completion of the repair.

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12. Tap Submit.

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A Confirmation pop-up appears asking you to confirm all the information is correct and complete.

13. Tap **Submit** to confirm or **Cancel** to return to the Repair page.



The Vehicle Inspection page appears showing the completed repair status(es) and corresponding repair form.