

FC Inspect App – How to Login

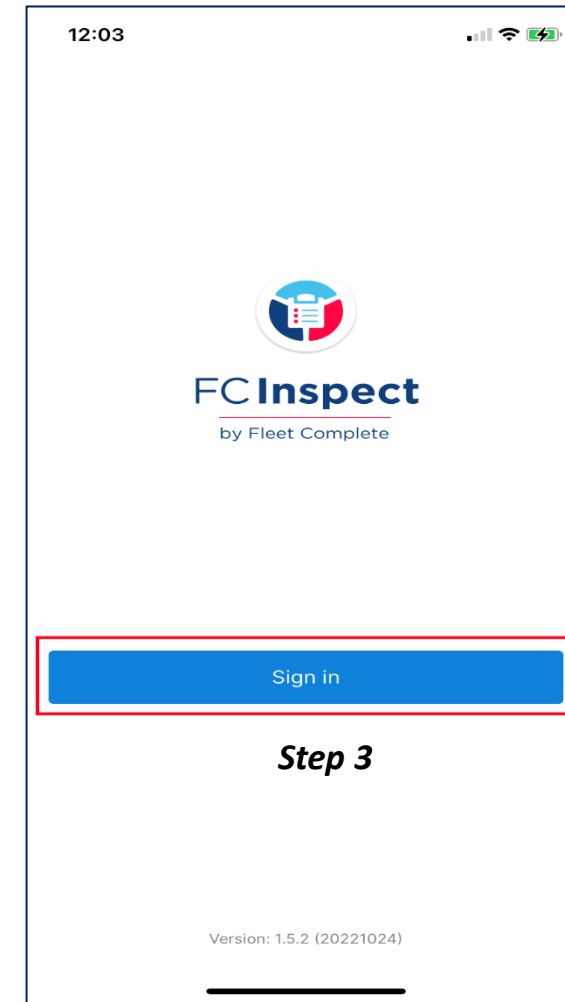
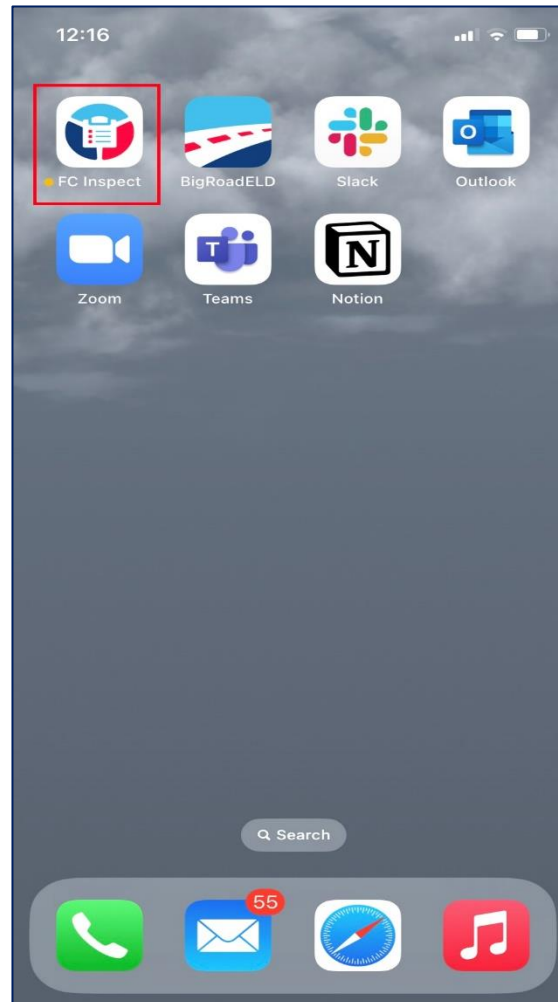


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➤ The FC Inspect App contains the **Assignment, Inspect and Roadside Inspection modules**. If you have an account in FC Hub and you have created a password using the invite email, you can download the FC Inspect App from the respective app store and **sign in** using the **same credentials as FC Hub**.

➤ Follow the steps below to download and login to the **FC Inspect** app:

1. From the Google Play or App Store, download the **FC Inspect App**
2. From your device's home screen, tap the **FC Inspect App**
3. Tap the **Sign in** button



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➤ Follow the steps below to download and login to the **FC Inspect** app:

4. Type in the **Username** or **email address**

5. Type in the **Password**

6. Tap the **Sign In** button

7. Select the **Fleet Name** you are currently working for

➤ **Sign in** using the **same credentials** as **FC Hub**.

➤ If the fleet you belong to in **FC Hub** **does not** have the **Inspect module enabled**, any information you input into the **FC Inspect App** will not be available in **FC Hub**.





Assignment Module

*After sign in, you will be taken to the **Assignment module** to select the **assets** you will be using for that day.*



Assignment Module – Asset Assignment



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➤ The first time a driver signs in to the FC Inspect app. they will not have any assets assigned. The Driver can use the **Search** tab to add multiple assets.

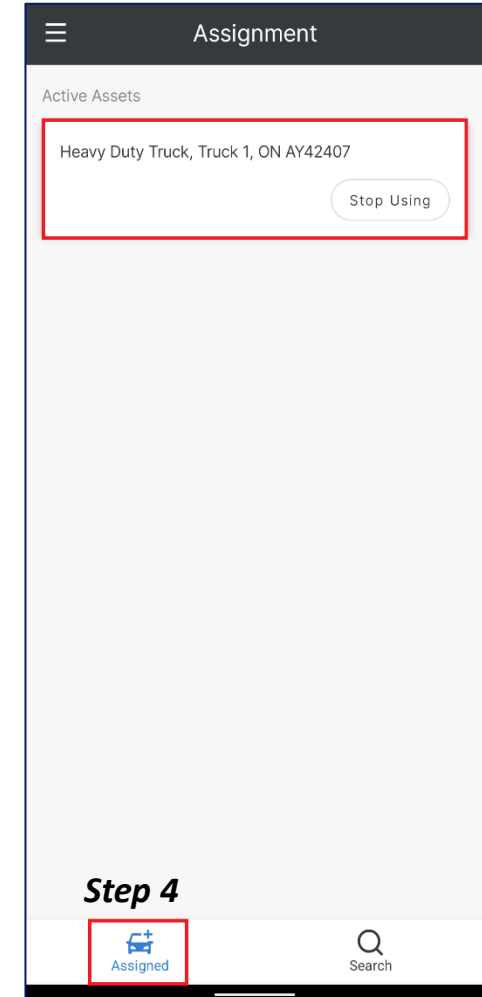
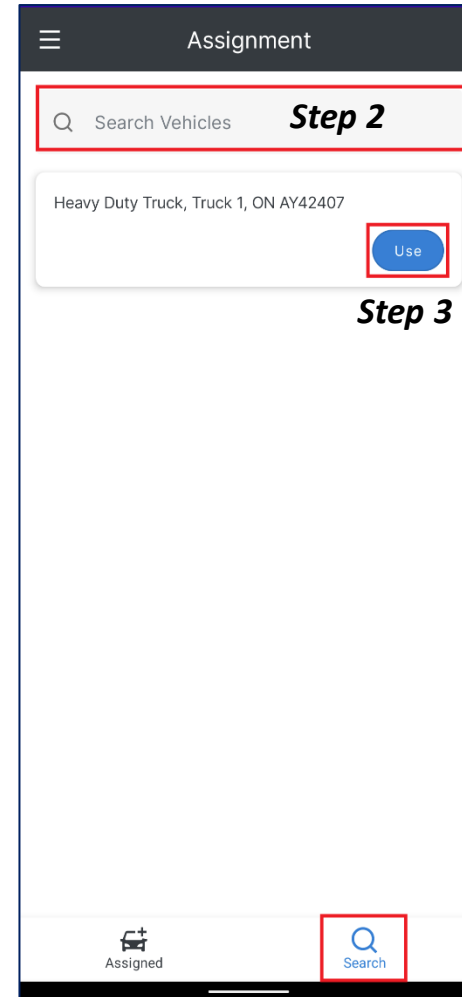
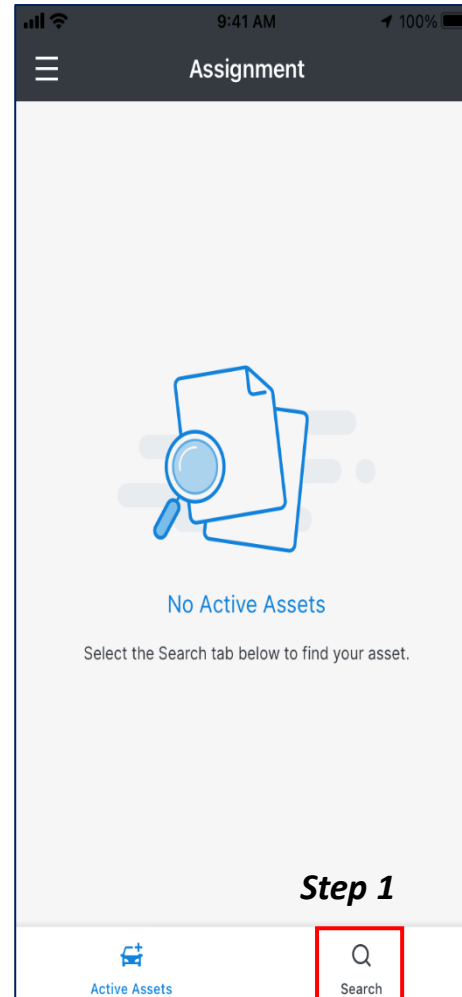
➤ Follow the steps below to assign asset(s):

1. To add an asset, tap the **Search** button
2. From the Search tab, review the list of assets, or in the Search bar type in the **Asset name**
3. Tap the **Use** button to assign the asset(s)
4. Tap the **Assigned** tab to view the active assigned assets

➤ You **can assign more than one asset**, for example if you are driving a **truck** with a **trailer** attached. You will be able to inspect both assets.

➤ From the Assigned tab you can tap **Stop Using** to any of the asset(s) when you are done with the asset.

➤ The app will remember the assets that you have previously connected to.



➤ The assignments you make are local, the assets you have assigned **will not be seen in FC Hub** or by any of the **other drivers** in the fleet. You need to **assign the assets** so the Inspect module knows which assets so are using and that you need to create **DVIRs** for.



Inspect Module

*Once the Assets have been assigned, you can use the **Inspect module** to view a summary of **previous defects** and complete the **DVIR** for the asset(s).*



Inspect Module – Summary of Previous Defects



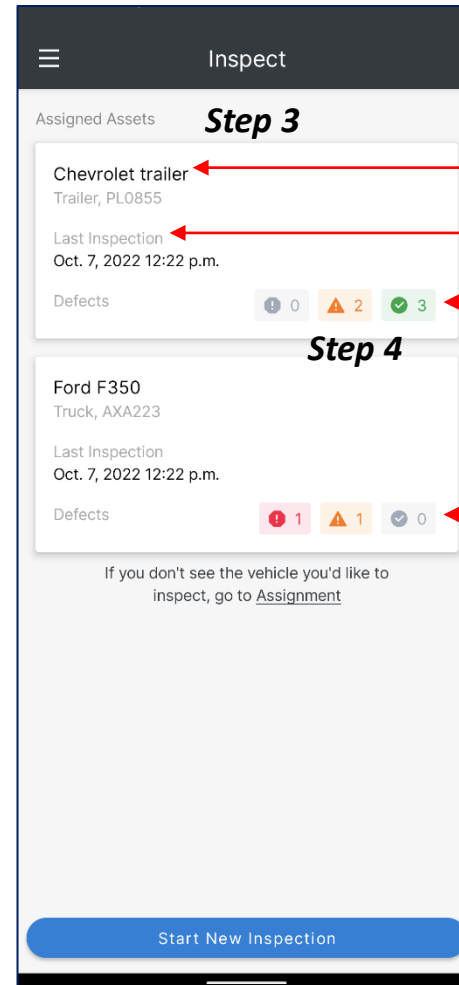
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➤ When you sign in to the FC Inspect app and select the Inspect module, you will see a **list of assets** that are currently assigned to you, as well as the **last DVIR** that was completed for each of the listed assets. You will also see a **summary of defects** reported from the **previous DVIR** for each asset and if any of the defect(s) have been repaired.

➤ Follow the steps below to view the **Summary of Defects** from the previous DVIR:

1. Login to the **FC Inspect App**
2. From the main menu icon (top left), tap the **Inspect** module
3. View the **list of assets** currently assigned to you
4. View the **Summary of defects** from the previous DVIR for each asset

➤ In this example the following two assets are assigned: Chevrolet trailer and Ford F350 Truck.



Asset (trailer) currently assigned to driver

Last DVIR

Summary of Defects
NEW

Summary of Defects
NEW

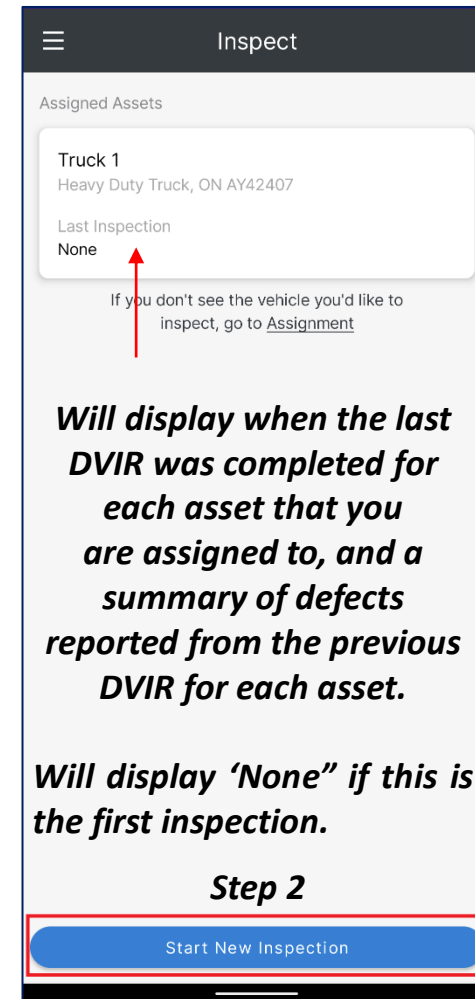
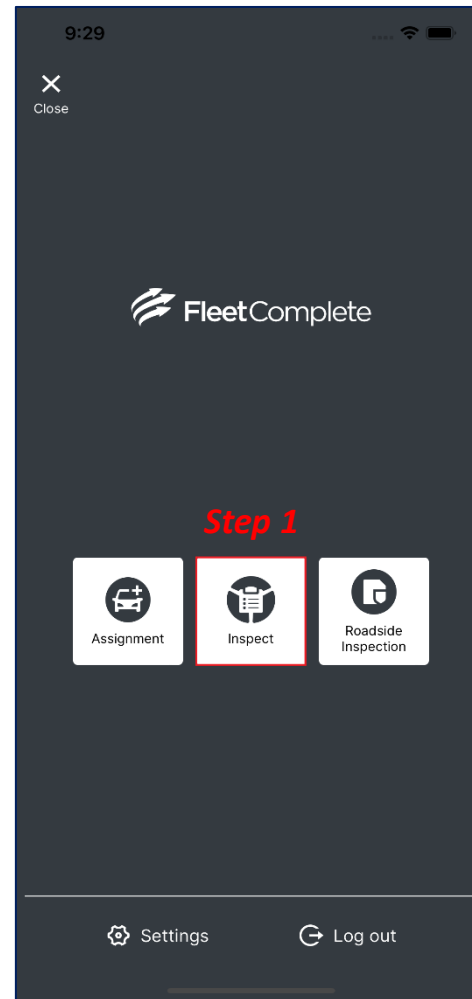
Inspect Module – Inspection



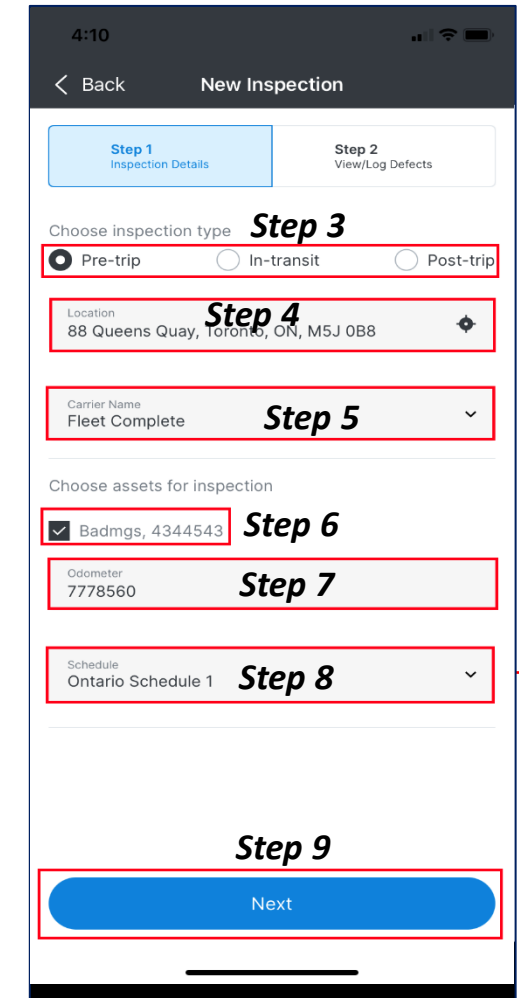
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➤ Follow the steps below to complete a DVIR:

1. From the main menu icon (top left), tap the **Inspect** module
2. Tap the **Start New Inspection** button
3. Choose an inspection type, options include **Pre-trip**, **In-transit** and **Post trip**
4. Type in the **location** of the inspection (location will populate automatically if location services is enabled for the FC Inspect app)
5. Tap the **Carrier Name** drop down and select the appropriate Carrier Name at the time of the inspection
6. Select the **asset** for inspection
7. Type in the asset **Odometer**
8. Click the drop down to select the inspection **schedule**
9. Tap the **Next** button



➤ The following slide will have more information for DVIR requirements.



➤ Inspection Schedules are pre-configured by the fleet admin.



Defects

*Let's review how to add **minor** and **major defects** in the Inspect module.
Followed by how to view, edit and sign off on **previous defects** and **repaired defects**.*



FC Inspect Module – Minor Defect



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➤ The **inspection schedule(s)** for the selected **assets** will be displayed. Each of the categories can be expanded to show specific **defects** that need to be checked for.

➤ Follow the steps below to complete a DVIR:

10. To record a minor defect, **tap the arrow** to expand the desired row

11. Tap the **Plus** button next to the appropriate defect

12. Within the **Description** box, type in the details of the defect

13. To add a photo of the defect, tap the **+** button below **Attachments**

14. Choose whether to take a **new photo** or select one from your **photo library**

< Back New Inspection

Ontario Schedule 1

1. Air Brake System

2. Cab

3. Cargo Securement

4. Coupling Devices

5. Dangerous Goods

6. Driver Controls

7. Driver Seat

7.1 Seat is damaged or fails to remain in set position.

7.A Seatbelt or tether belt is insecure, missing or malfunctions.

8. Electric Brake System

9. Emergency Equipment and Safety Devices

10. Exhaust System

Next

Step 10

Step 11

< Back Add Defect

Inspect Area

7. Driver Seat

Defect Condition

7.1 Seat is damaged or fails to remain in set position.

Defect Severity

Minor Major

Does not affect safe operation of vehicle

Impacted Assets

Truck, Honda Ridgeline, AY42407

Trailer, Ep Trailer 14, AY42365

Attachments

+

Add Defect

Step 12

Step 13

< Back Add Defect

Inspect Area

7. Driver Seat

Defect Condition

7.1 Seat is damaged or fails to remain in set position.

Defect Severity

Minor Major

Does not affect safe operation of vehicle

Impacted Assets

Truck, Honda Ridgeline, AY42407

Trailer, Ep Trailer 14, AY42365

Attachments

Attach Photo

Take New

Choose from Library

Cancel

Step 14

➤ The defect conditions are pre-defined to be minor or major. **Minor defects** will have the box indicating it **doesn't affect safe operation** of the vehicle checked. This can be unchecked if it's a more serious defect that needs to be fixed immediately. A note must be added whenever a defect is recorded.

FC Inspect Module – Minor Defect cont'd...



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➤ **Photos** can be **added** to a **defect** to provide a **visual** record of what's wrong. The fleet administrator can **enable** a **setting** from the **FC Hub** web application to make **photos required**. If enabled, then at least one photo will be required for every defect added.

➤ Follow the steps below to complete a DVIR:

15. When a **photo** has been added it will be displayed within the Attachments section, to **delete** a photo tap the **x** button on the photo

16. If enabled by the fleet administrator, a **photo** of the defect may be **required** (a message will appear that at least one photo is required)

17. Tap the **Add Defect** button

18. Tap the **Next** button (once all defects have been added)

➤ Once the defect is added it will show within the category of the schedule.

The screenshot shows the 'Add Defect' form. The 'Inspect Area' is '7. Driver Seat'. The 'Defect Condition' is '7.1 Seat is damaged or fails to remain in set position.' The 'Defect Severity' is 'Minor'. The 'Does not affect safe operation of vehicle' checkbox is checked. The 'Impacted Assets' section shows 'Truck, Honda Ridgeline, AY42407' with a checked checkbox. The 'Description' field contains 'Seat is in bad condition'. The 'Attachments' section shows a photo with a red box around it and a red label 'Step 15' and 'At least one photo is required' with a red label 'Step 16'. The 'Add Defect' button is at the bottom.

The screenshot shows the 'Add Defect' form. The 'Inspect Area' is '7. Driver Seat'. The 'Defect Condition' is '7.1 Seat is damaged or fails to remain in set position.' The 'Defect Severity' is 'Minor'. The 'Does not affect safe operation of vehicle' checkbox is checked. The 'Impacted Assets' section shows 'Truck, Honda Ridgeline, AY42407' with a checked checkbox. The 'Description' field contains 'Seat is in bad condition'. The 'Attachments' section shows a photo with a red box around it and a red label 'Step 17'. The 'Add Defect' button is at the bottom.

The screenshot shows the 'New Inspection' form. The 'Inspect Area' is '7. Driver Seat'. The 'Defect Condition' is '7.1 Seat is damaged or fails to remain in set position.' The 'Defect Severity' is 'Minor'. The 'Does not affect safe operation of vehicle' checkbox is checked. The 'Impacted Assets' section shows 'Truck, Honda Ridgeline, AY42407' with a checked checkbox. The 'Description' field contains 'Seat is in bad condition'. The 'Attachments' section shows a photo with a red box around it and a red label 'Step 18'. The 'Next' button is at the bottom.



FC Inspect Module – Major Defect

- When a **major defect** is added, it will have the box unchecked indicating that it **does affect the safe operation** of the vehicle. The checkbox is disabled and can't be selected. Major defects, by definition, affect the safe operation of the vehicle and must be repaired before the vehicle is driven again. A note must be added.

- Follow the steps below to complete a DVIR:

19. To record a major defect, **tap the arrow** to expand the desired row

20. Tap the **Plus** button next to the appropriate defect

21. Within the **Description box**, type in the details of the defect

22. To add a photo of the defect, tap the **+** button below **Attachments**

23. Tap the **Add Defect** button

24. Tap the **Next** button (once all defects have been added)

- Once the defect is added it will show within the category of the schedule. In this example we have recorded a minor and major defect.

New Inspection

Search

Canada Inspection

Step 19

1. Air Brake System

1.1 Audible air leak. +

1.2 Slow air pressure build-up rate. +

1.A Pushrod stroke of any brake exceeds the adjustment limit. +

Step 20

1.B Air loss rate exceeds prescribed limit. +

1.C Inoperative towing vehicle (tractor) protection system. +

1.D Low air warning system fails or system is activated. +

1.E Inoperative service, parking or emergency brake. +

2. Cab

3. Cargo Securement

Next

Back Add Defect

Inspect Area

1. Air Brake System

Defect Condition

1.B Air loss rate exceeds prescribed limit.

Defect Severity

Minor Major

☐ Does not affect safe operation of vehicle

Impacted Assets

☒ Truck, Honda Ridgeline, AY42407

Description

Big leak **Step 21**

Attachments

+ **Step 22**

Step 23

Add Defect

Back New Inspection

1.B Air loss rate exceeds prescribed limit.
Jan 24, 2023 10:54 AM | Truck, Honda Ridgeline, AY42407

2. Cab

3. Cargo Securement

4. Coupling Devices

5. Dangerous Goods

6. Driver Controls

7. Driver Seat

7.1 Seat is damaged or fails to remain in set position. +

7.A Seatbelt or tether belt is insecure, missing or malfunctions. +

7.1 Seat is damaged or fails to remain in set position.
Jan 24, 2023 10:54 AM | Truck, Honda Ridgeline, AY42407

Step 24

Next

How To – Edit and Delete Defects not yet submitted



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➤ If you add a **new defect** to a **DVIR**, you will now be able to **edit** or **delete** that **defect** prior to submitting the DVIR, in case you made an error. This means you will no longer have to cancel and start over if you enter a defect incorrectly. Once you have initially saved the defect you will see it within the schedule.

➤ Follow the steps below to Edit/Delete a Defect that has not been submitted yet:

25. Navigate to the New Inspection screen

26. Tap the **pencil** icon next to the appropriate defect

27. From the Edit Defect screen, **Edit** the description

28. Add or remove **Attachments**

29. Tap **Save Changes**, OR

30. Or tap **Delete Defect**

Note: This **only** applies to **new defects** not yet submitted. Carried forward defects can never be deleted for audit trail purposes. They can be edited or marked as not a defect if the settings from the FC Hub web app allow it.

FC Inspect Module – Submit Defects



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- Once all defects have been added, you will be required to **sign** the **inspection report**. Once your signature is drawn, it will be saved and can be reused for subsequent inspections.
- When you **submit** the **inspection report**, it will be immediately **sent** to the **FC Hub application**, so the fleet administrators or vehicle maintenance managers are able to see the details.

- Follow the steps below to complete a DVIR:

31. Use your fingertip to draw a **signature**

32. Tap the **Submit** button

The screenshot shows a mobile application interface for a 'New Inspection'. At the top, there is a back arrow and the title 'New Inspection'. Below this, a light gray box contains the text 'Please sign above the line'. The main area is divided into two sections. The first section, labeled 'Step 31', shows a handwritten signature 'CP' in black ink. To the right of the signature is a small 'X' icon. The second section, labeled 'Step 32', contains a declaration: 'I declare, that I personally inspected each vehicle shown on this report in accordance with Ontario Schedule 1.' At the bottom of the screen, there is a blue button labeled 'Submit' which is highlighted with a red rectangular border.



Previous Defects



You are required to **review** the details of **all defects** that appeared on the **previous DVIR** for all assets.



If any **Major defects** are present, you should **not operate** the asset until the defect has been repaired and marked as repaired in FC Hub.



If the defect has been repaired but hasn't been marked as repaired, you should get in touch with your fleet administrator to mark the defect as repaired before operating the asset. Otherwise, if you **are pulled over for a roadside inspection**, and the **DVIR** shows a **major defect**, you could be put out of service.

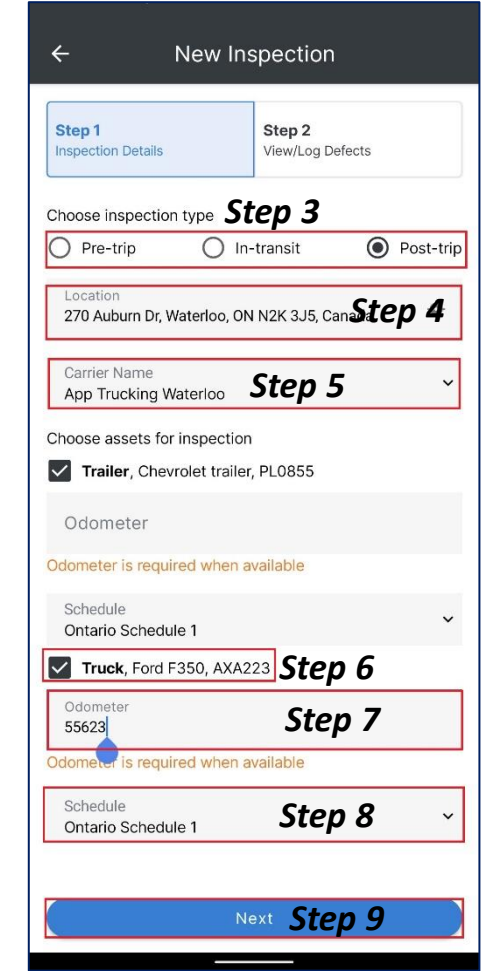
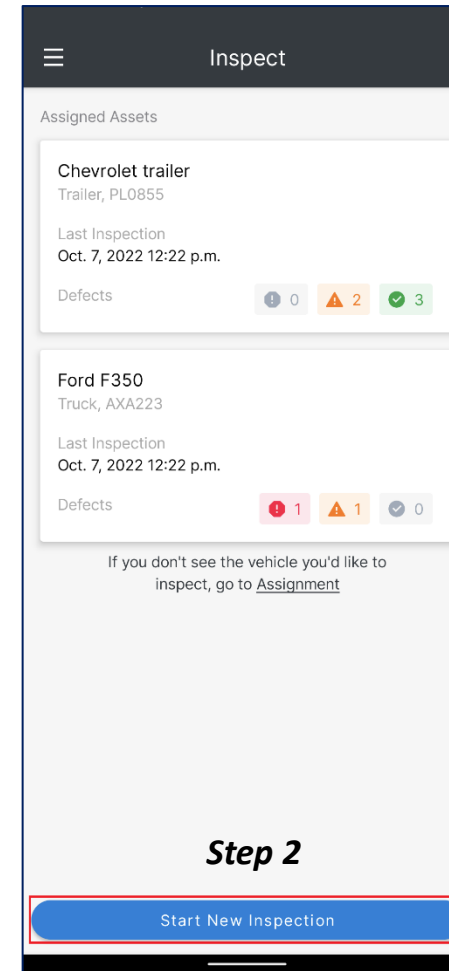
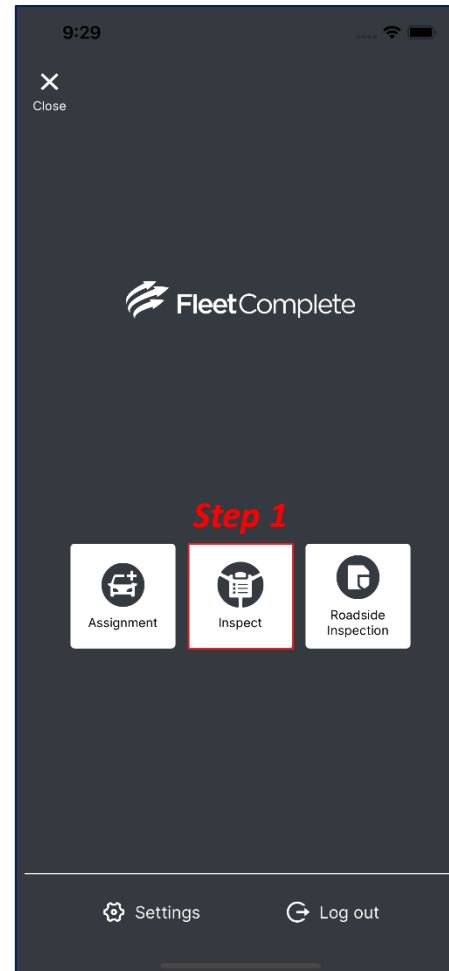




How To – View Previous Defects

- When completing a DVIR the inspection schedule(s) for the selected assets will be displayed. If any defects were present on the **previous DVIR** for any of the selected assets, the **schedule category** for those **defects** will be **expanded by default** and the **defects** will **appear** within the **schedule**. The colour and icon of the defect will indicate if it's major, minor, or repaired.
- Follow the steps below to **view previous defects** for selected assets when completing a DVIR:

1. Login to the **FC Inspect App**, from the main menu icon (top left), tap the **Inspect** module
2. Tap the **Start New Inspection** button
3. In Step 1 Inspection Details, choose an inspection type, options include **Pre-trip**, **In-transit** and **Post trip**
4. Type in the **location** of the inspection (location will populate automatically if location services is enabled for the FC Inspect app)
5. Tap the **Carrier Name** drop down and select the appropriate Carrier Name at the time of the inspection
6. Select the **asset** for inspection
7. Type in the asset **Odometer**
8. Click the drop down to select the inspection **schedule**
9. Tap the **Next** button



How To – View Previous Defects cont'd...



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➤ Follow the steps below to **view previous defects** for selected assets when completing a DVIR:

10. View the minor/major previous defects, and tap the **Next** button

11. Use your fingertip to draw a **signature**

12. Tap the **Submit** button

New Inspection

- 1.2 Slow air pressure build-up rate. +
- 1.A Pushrod stroke of any brake exceeds the adjustment limit. +
- 1.B Air loss rate exceeds prescribed limit. +
- 1.C Inoperative towing vehicle (tractor) protection system. +
- 1.D Low air warning system fails or system is activated. +
- Previous Minor Defect**
- 1.E Inoperative service parking or emergency brake. +
- 1.1 Audible air leak. Oct. 4, 2022 11:37 a.m. | Trailer, Chevrolet trailer, PL0855
- 1.A Pushrod stroke of any brake exceeds the adjustment limit. Oct. 7, 2022 11:54 a.m. | Truck, Ford F350, AXA223

2. Cab

Previous Major Defect

3. Cargo Securement

Step 10

3.1 Insecure or improper load covering. +

Next

New Inspection

Please sign above the line

Step 11

I declare, that I personally inspected each vehicle shown on this report in accordance with Ontario Schedule 1.

Step 12

Submit



How To – Accept/Reject Previous Defect Repairs

➤ If any defects have been **marked as repaired** in the FC Hub web app since the last time the asset was inspected, those **defects will show as repaired** within the schedule.

➤ If any defects show as repaired, you must review that repair and can **accept** that the **repair** of that **defect** was completed to your satisfaction and the vehicle is now safe to operate. If the defect is marked as repaired, it will be removed from the new DVIR as a defect.

➤ If you mark the defect as **not repaired**, it will go back to its **original severity** of major or minor and be submitted with the new DVIR. The status of that defect in FC Hub will also switch back to its original severity rather than showing as repaired.

New Inspection

1.B Air loss rate exceeds prescribed limit. +

1.C Inoperative towing vehicle (tractor) protection system. +

1.D Low air warning system fails or system is activated. +

1.E Inoperative service, parking or emergency brake. +

Defects marked as repaired

1.1 Audible air leak.
Oct. 4, 2022 11:37 a.m. | Trailer, Chevrolet trailer, PL0855

1.B Air loss rate exceeds prescribed limit.
Oct. 6, 2022 2:30 p.m. | Trailer, Chevrolet trailer, PL0855

1.A Pushrod stroke of any brake exceeds the adjustment limit.
Oct. 7, 2022 12:25 p.m. | Truck, Ford F350, AXA223

2. Cab ^

2.1 Occupant comment door fails to open. +

2.A Air loss rate exceeds prescribed limit. +

2.1 Occupant comment door fails to open.
Oct. 6, 2022 2:50 p.m. | Trailer, Chevrolet trailer, PL0855

Next

Repair Details

Impacted Asset
Trailer, Chevrolet trailer, PL0855

Date Reported
Oct. 6, 2022 2:30 p.m.

Inspect Area
1. Air Brake System

Defect Condition
1.B Air loss rate exceeds prescribed limit.

Defect Severity
Major

☒ Does not affect safe operation of vehicle

Description
Fewrewrw

Repaired By
Mosaddique Moslem

Date Repaired
Oct. 6, 2022 2:47 p.m.

Mark Defect as Repaired

Not Repaired Repaired

Repair Details

Impacted Asset
Trailer, Chevrolet trailer, PL0855

Date Reported
Oct. 6, 2022 2:30 p.m.

Inspect Area
1. Air Brake System

Defect Condition
1.B Air loss rate exceeds prescribed limit.

Defect Severity
Major

☐ Does not affect safe operation of vehicle

Description
Fewrewrw

Repaired By
Mosaddique Moslem

Date Repaired
Oct. 6, 2022 2:47 p.m.

Mark Defect as Not Repaired

Not Repaired Repaired

How To – Edit Carried Forward Defects with Photos/Notes



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➤ You can **edit carried forward defects**, if the setting within FC Inspect from the FC Hub web application is **enabled**.

➤ Follow the steps below to Edit a Carried Forward Defect with Photos or Notes:

1. Navigate to the New Inspection screen
2. Tap the **pencil** icon next to the appropriate defect
3. From the Edit Defect screen, **Edit** the description
4. Add or remove **Attachments**
5. Tap **Save Changes**

Back New Inspection

3. Cargo Securement

4. Coupling Devices

5. Dangerous Goods

6. Driver Controls

7. Driver Seat

7.1 Seat is damaged or fails to remain in set position.

7.A Seatbelt or tether belt is insecure, missing or malfunctions.

7.1 Seat is damaged or fails to remain in set position.

Jan 4, 2023 7:17 PM | Truck, Honda Ridgeline, AY42407

Next

Back Edit Defect

Inspect Area

3. Cargo Securement

Defect Condition

3.1 Insecure or improper load covering.

Defect Severity

Minor Major

Does not affect safe operation of vehicle

Impacted Assets

Trailer, Ep Trailer 14, AY42365

Description

One tarp grommet is broken

Attachments

Save Changes

Note: You **cannot** change the **category** or **condition** of the **defect** or which **asset** it applies to for **audit trail** reasons.



How To – Mark a Minor Defect as ‘Not a Defect’

- You can mark a **carried forward minor defect** as ‘**Not a Defect**’, if the setting within FC Inspect from the FC Hub web application is **enabled**. This may be necessary in the following scenarios:
- The **defect** was **fixed** but **not marked** as **repaired** on FC Hub and you can’t get in touch with an admin/mechanic to mark it as repaired
 - The **defect** is **no longer occurring** on the vehicle
 - The **defect** is **not substantial** enough to be considered a defect for vehicle inspection purposes (e.g. the previous driver recorded a paint scratch as a defect)
- Because a defect that’s marked as ‘**Major**’ is something to be treated **very seriously**, FC Inspect will **not allow major defects** to be **marked** as ‘**Not a Defect**’.
- Follow the steps below to mark a Minor Defect as Not a Defect:
1. Navigate to the New Inspection screen
 2. Tap the **pencil** icon next to the appropriate minor defect
 3. From the Edit Defect screen, Tap **Mark as Not a Defect**
 4. Type in a **reason** to mark the defect as not a defect, and tap **Confirm**

Note: When you **confirm**, the **defect** will be **removed** from the **DVIR** and the fleet admin. will be able to see in the FC Hub web application that the status of the defect changed to ‘Not a Defect’.



Sign Off on Defects



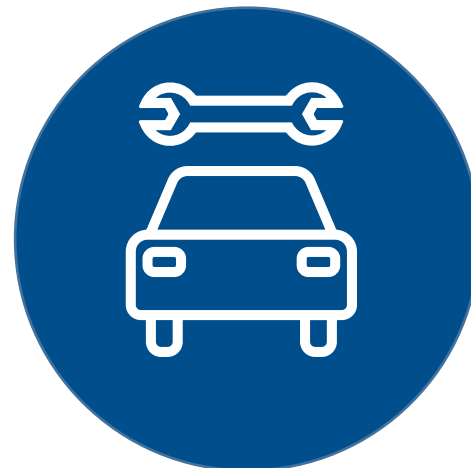
As part of the inspection you should **review all minor defects** and, by doing so, you are confirming that the vehicle is **safe to operate without** that **defect** being **repaired** first.



After reviewing the **past inspection** and **submitting**, you are indicating that you **agree** with the **previous inspection** of the assets. You should, at this time, **record** any **new defects** that you find.



Reviewing a previous **inspection** and **signing off** on it will appear as a **new DVIR** in FC Hub. If you did not do a complete inspection and only reviewed the previous DVIR for the asset, you should make sure to do a full DVIR when it is required next in your jurisdiction.





Roadside Inspection Module

*The **Roadside Inspection** module allows you to show DVIRs to a roadside inspector on screen or send the DVIRs via email.*



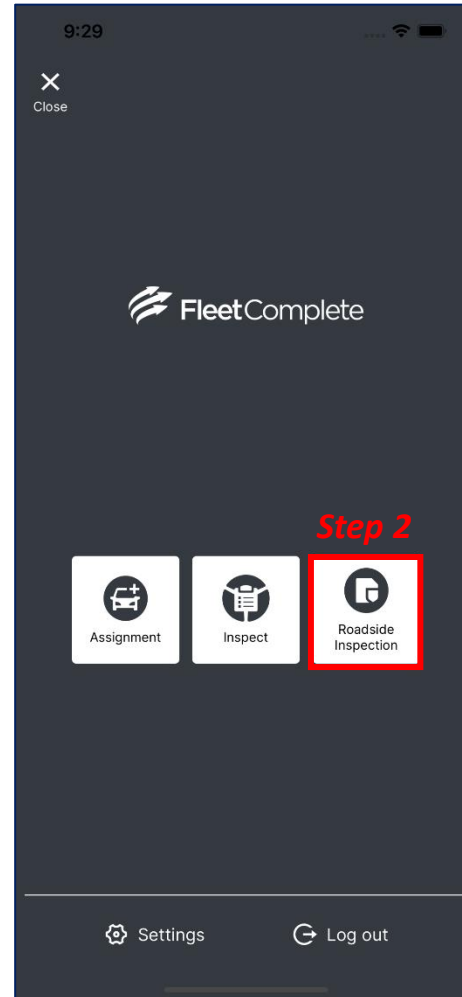


Roadside Inspection – View on Screen

➤ With the Roadside Inspection module, you are now able to show a roadside inspector the last two **DVIRS** for all assigned assets **on screen** or send DVIRS **via email**.

➤ Follow the steps below to show a roadside inspector the past two **DVIRS** for your assigned assets **on screen**:

1. Login to the **FC Inspect App**
2. From the main menu icon (top left), tap the **Roadside Inspection** module
3. From the inspection type, tap **View on Screen**
4. Tap the **Start Roadside Inspection** button



Roadside Inspection – View on Screen cont'd...



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➤ Follow the steps below to show a roadside inspector the past two **DVIRs** for assigned assets **on screen**:

5. From the Inspection Reports list, tap any of the **DVIRs** to view the details
6. Show the roadside inspector the details of the full **DVIR**
7. Tap the **End Roadside Inspection** button

Roadside Inspection

Inspection Reports **Step 5**

Tractor, Chevrolet tractor, PL0855

- ✓ Applications Group Test Fleet
Sep. 22, 2022 12:38 p.m.
- ✓ Applications Group Test Fleet
Aug. 29, 2022 2:46 p.m.

Truck, Jimmy's truck 2, GH6473

- ✓ Applications Group Test Fleet
Sep. 22, 2022 3:10 p.m.
- ✓ Applications Group Test Fleet
Sep. 22, 2022 3:06 p.m.

The driver will see the past two DVIRs created for all assets currently assigned to them.

End Roadside Inspection

Inspections Schedules

Roadside Inspection

Vehicle Inspection Report **Step 6**

Carrier Name/Operator Name
Applications Group Test Fleet

Address/Location of Inspection
270 Auburn Dr, Waterloo, ON N2K 3J5, Canada

Asset Type, Name, License Plate
Truck, Ford F350, AXA223

Odometer
56556

Canada Inspection

	Ok	Minor Defect	Major Defect
1. Air Brake System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Cab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cargo Securement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Coupling Devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dangerous Goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Driver Controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Driver Seat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End Roadside Inspection

Step 7

Inspections Schedules

- When completing a DVIR with this release **odometer** values entered in an **inspection** will now appear on the **DVIR Roadside Inspection view**.
- In a future release the odometer value will populate automatically from FC Hub and odometer units will be added (km/mi).

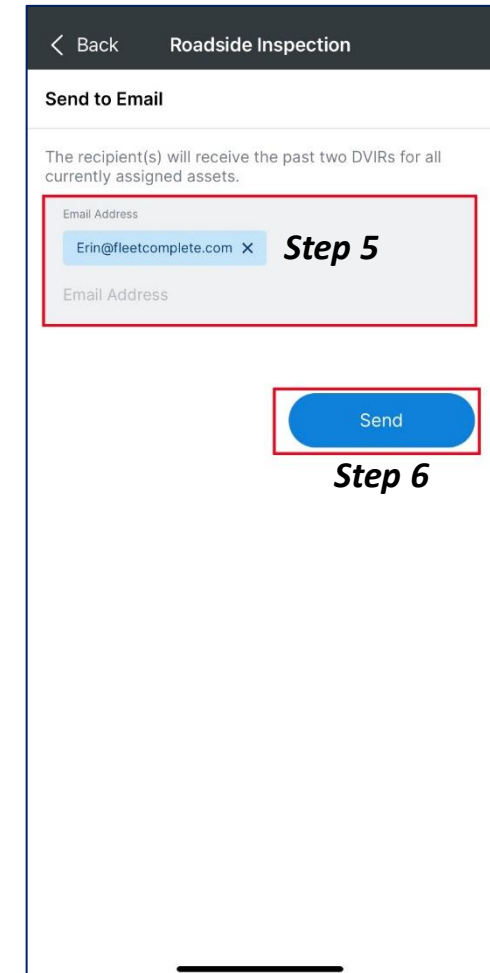
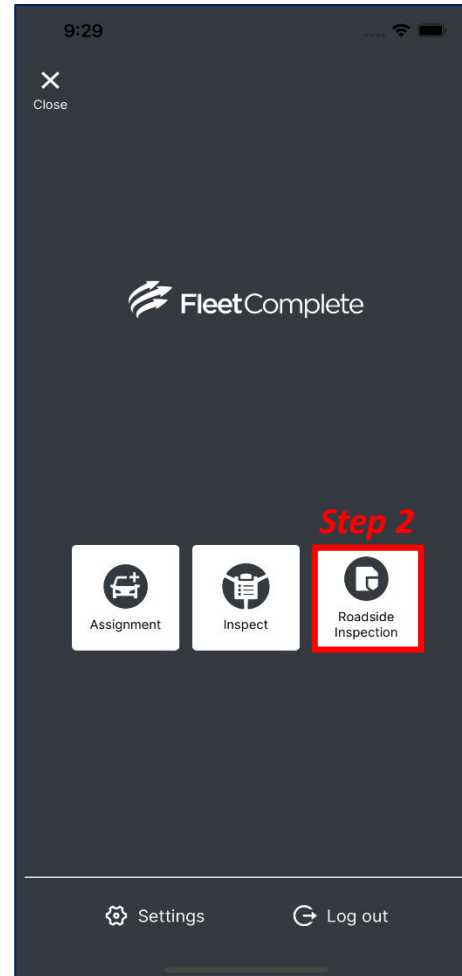


Roadside Inspection – Send Email

➤ When a driver selects the inspection type option '**send email**' to the roadside inspector, the past **two DVIRs** for each of the currently **assigned assets** will be attached as separate **PDF** files to an email, and sent to the entered address. These will be the same PDF files that can be downloaded from the **Inspections** page in the FC Hub web application.

➤ Follow the steps below to **email** a roadside inspector the past two **DVIRs** for assigned assets:

1. Login to the **FC Inspect App**
2. From the main menu icon (top left), tap the **Roadside Inspection** module
3. From the inspection type, tap **Send Email**
4. Tap the **Send Email** button
5. Type in the **Email Address** and tap the **plus** button to add the email address
6. Tap the **Send** button

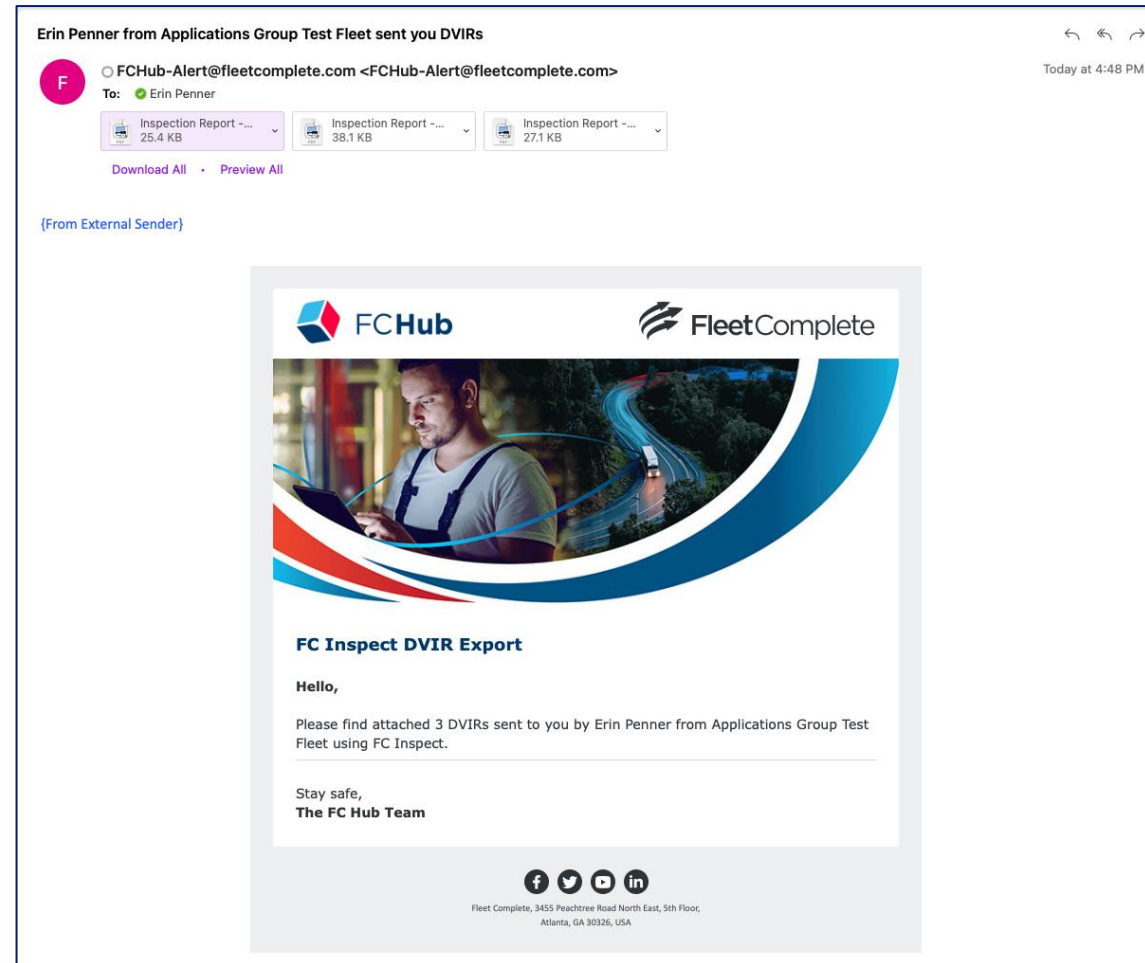


Roadside Inspection – Send Email cont'd...



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- The email recipient(s) will receive an **email** with a **PDF** for each included **DVIR** as an attachment. An example of the email has been included below.



Roadside Inspection – View Available Schedules



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➤ It is a **requirement** that you need to always have a **copy** of the **Inspection schedules** for your assets with you. This option meets that requirement. You can show your schedules on screen, rather than showing **paper copies you keep in the vehicle**. As long as you are able to **log in to FC Inspect** and **select the assets** while you have an **internet connection**, the **schedules** for those assets will be **available** even if you go out of coverage.

➤ Follow the steps below to show a roadside inspector the **available schedules** for the assigned assets:

1. Login to the **FC Inspect App**
2. From the main menu icon (top left), tap the **Roadside Inspection** module
3. From the inspection type, tap **View on Screen**
4. Tap the **Start Roadside Inspection** button
5. Tap the **Schedules** button
6. Show the roadside inspector the **available schedules**, from the list tap the desired **schedule**
7. Show the roadside inspector the **details** of the **full schedule**
8. Tap the **End Roadside Inspection** button

