

## Creating a Vehicle type and Inspection Template

### Step 1: Create a Vehicle Type

- Click on “Administration” and select “Vehicles” under the “Administration” heading.



- Click on “Create a new Vehicle Type”.



- Fill out the vehicle type form fields – Name, Type Class, Sleeper Berth and Applies to
- Click on “Create Vehicle Type” to confirm.



### Step 2: Create Inspection Template

- Click on “Administration” and select “Templates” under the “Inspections” heading.



- Click on “Create a new Inspection Template”.



- Fill out all fields for your template including Name, Description, Active, Applies to and Vehicle Type
  - Select the vehicle type you manually created in step 1 above.
- Add Inspection Tasks to your template by clicking “Add Category” at the bottom.



- Give the task a name and assign it a Tasks heading for it to appear under

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- Click on “Create Inspection Template” when completed.



**OR** Modify an existing inspection template for use on a different vehicle type:

This is useful for creating a custom vehicle that will follow standard Schedule 1 Inspection protocols.

- Click on “Administration” and select “Templates” under the “Inspections” heading.



- Scroll through the list of templates to find the template you’d like to base the new template on.
- Click on the name of the template to open it up.
- Click on “Copy Template” in the top right.



- Rename and adjust any fields in this template, and select your vehicle from step 1 in the “Applies to” box.
- Click on “Create Inspection Template” when completed.

