



Step by Step

**How To**

**Download an  
Inspection from the  
Portal**

*This How To article explains how to download  
an inspection from the InspectARide portal*

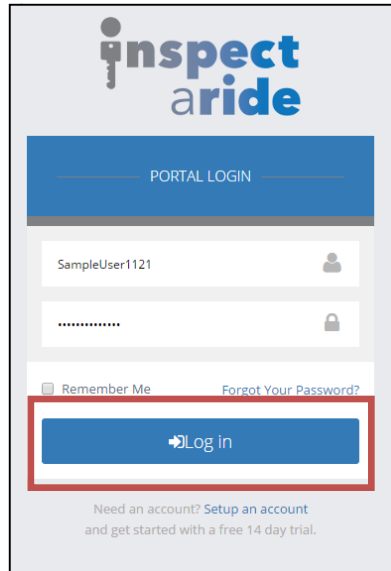
For a complete list of available How To documents visit the  
Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

# How To: DOWNLOAD AN INSPECTION FROM THE PORTAL

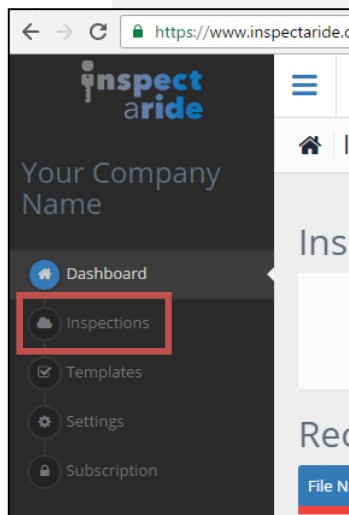
---

**You can download the PDF of an inspection that is on your cloud from the portal. Below are the steps to do this.**

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: <https://www.inspectaride.com/login>

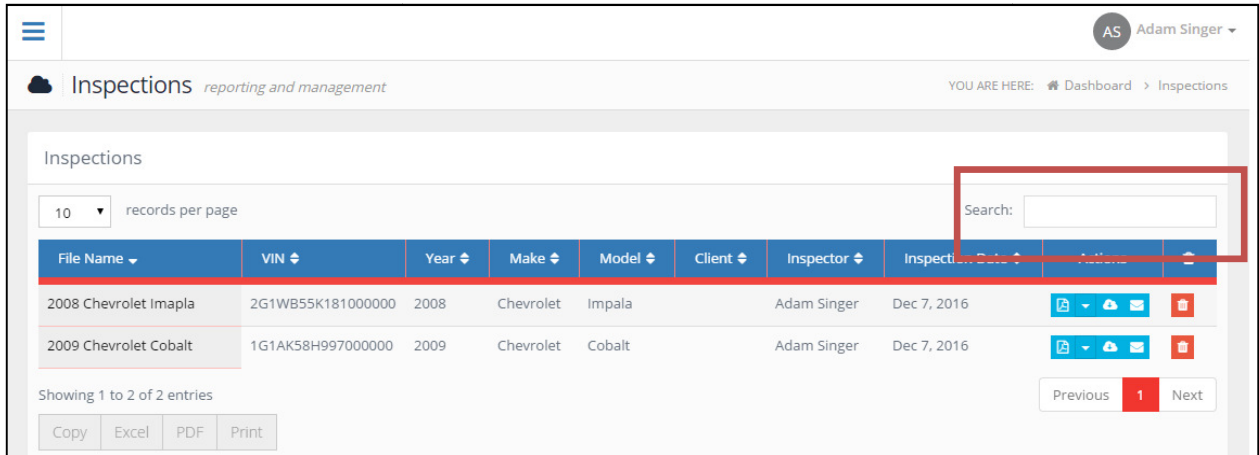


2. Once logged in, go to 'Inspections'.



## How To: DOWNLOAD AN INSPECTION FROM THE PORTAL

- Here you will see a listing of all your inspections. You'll need to locate the inspection you want to download from the list. If you have done a lot of inspections you may want to use the 'Search' option to easily find the inspection.



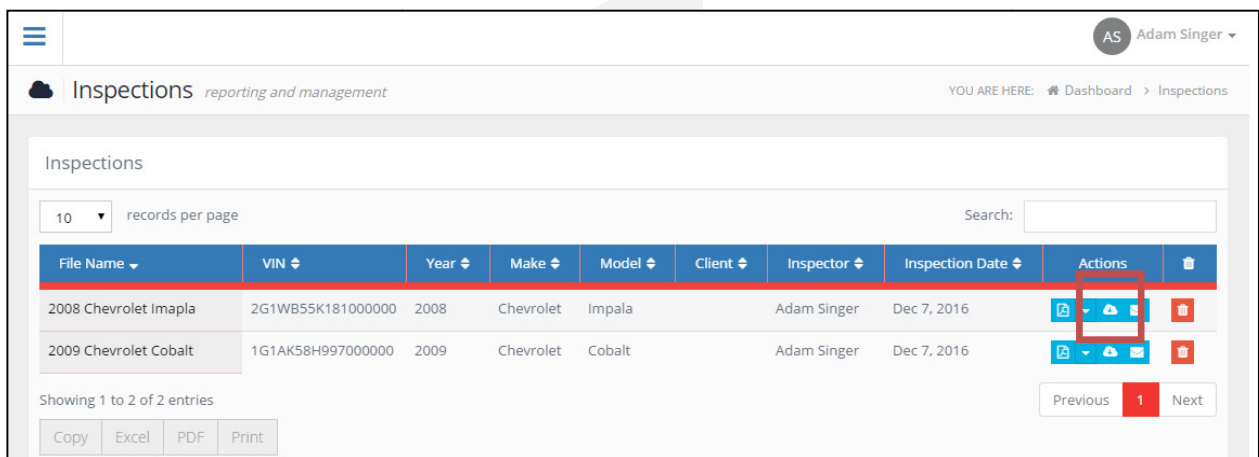
The screenshot shows the 'Inspections' page in a web portal. At the top right, the user is identified as 'AS Adam Singer'. The page title is 'Inspections reporting and management'. Below the title, there is a search bar and a dropdown menu for 'records per page' set to '10'. A table lists two inspections:

File Name	VIN	Year	Make	Model	Client	Inspector	Inspection Date	Actions
2008 Chevrolet Imapla	2G1WB55K181000000	2008	Chevrolet	Impala	Adam Singer	Adam Singer	Dec 7, 2016	[Download] [Cloud] [Email] [Delete]
2009 Chevrolet Cobalt	1G1AK58H997000000	2009	Chevrolet	Cobalt	Adam Singer	Adam Singer	Dec 7, 2016	[Download] [Cloud] [Email] [Delete]

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are buttons for 'Copy', 'Excel', 'PDF', and 'Print'. A red box highlights the search bar and the 'Actions' column of the table.

- For this example we will be downloading the inspection on the 2008 Chevrolet Impala that we did on 12/7/16. Now that we have the inspection located we need to tap on the icon of the cloud with a down arrow on it. This is in the 'Actions' section.

**NOTE: If you do not see the download option then you will first need to create the PDF. You can do this by tapping on the first button under the 'Actions' section.**



This screenshot is similar to the previous one, but a red box highlights the cloud download icon (a cloud with a downward arrow) in the 'Actions' column for the 2008 Chevrolet Impala inspection.

- The PDF of the Inspection will begin to download. Depending on the browser you are using you may be prompted to choose where you'd like to save the inspection or it may automatically download onto your computer into a folder such as your 'Downloads' folder.