



Step by Step

How To

**Email an Inspection
from the Portal**

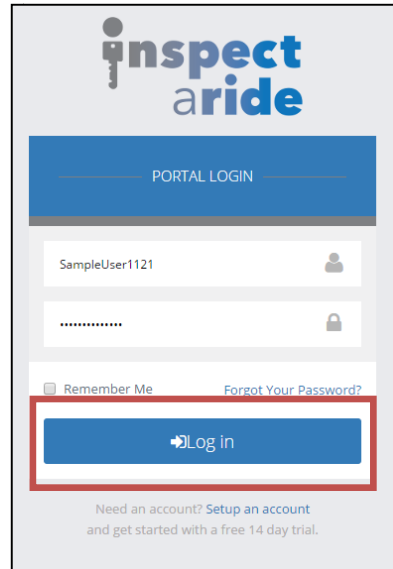
This How To article explains how to email an inspection from the InspectARide portal

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

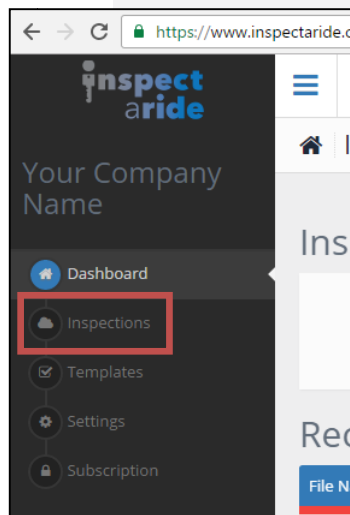
HOW TO: EMAIL AN INSPECTION FROM THE PORTAL

You can email the PDF of an inspection 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>

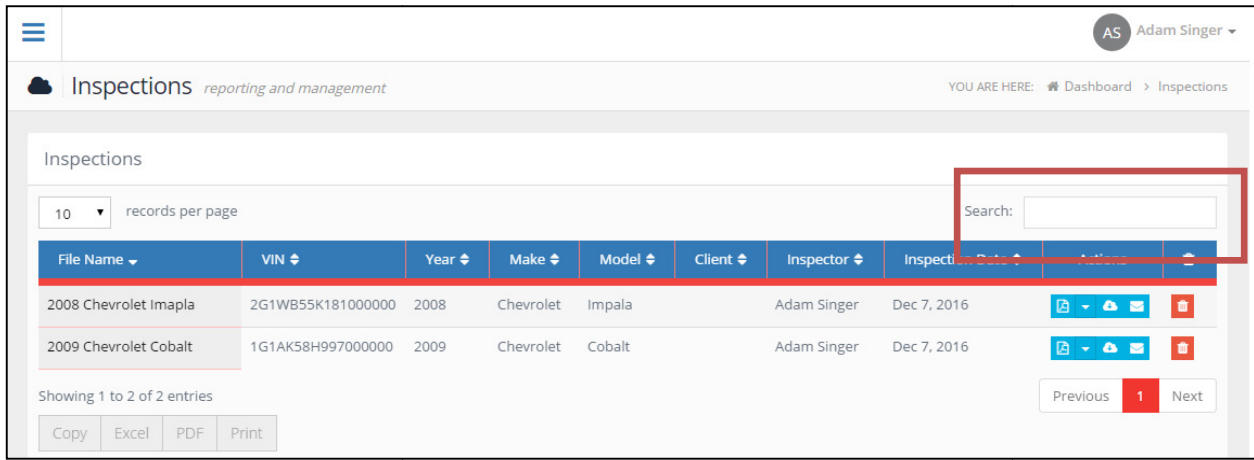


2. Once logged in, go to 'Inspections'.



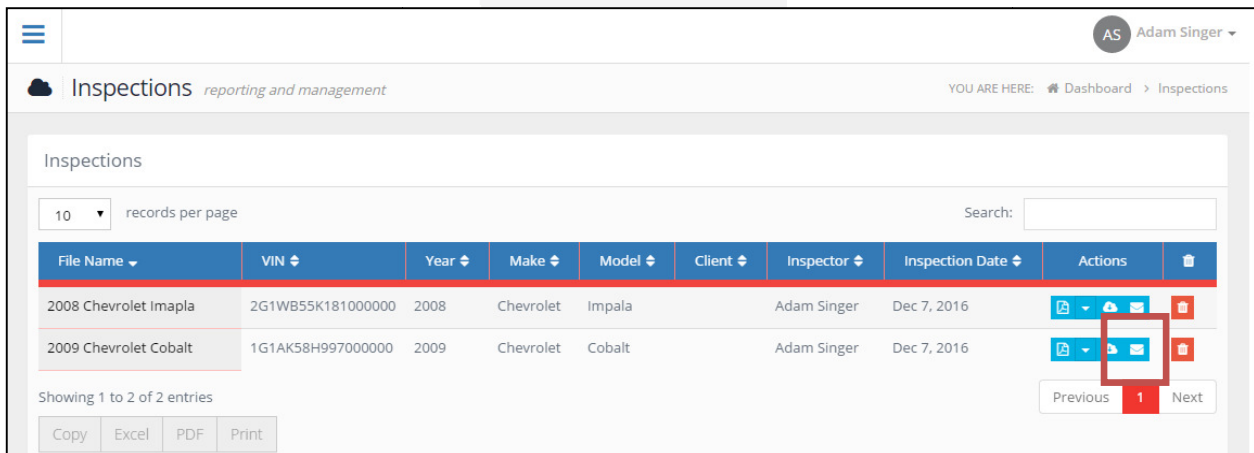
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- Here you will see a listing of all your inspections. You'll need to locate the inspection you want to email from the list. If you have done a lot of inspections you may want to use the 'Search' option to easily find the inspection.



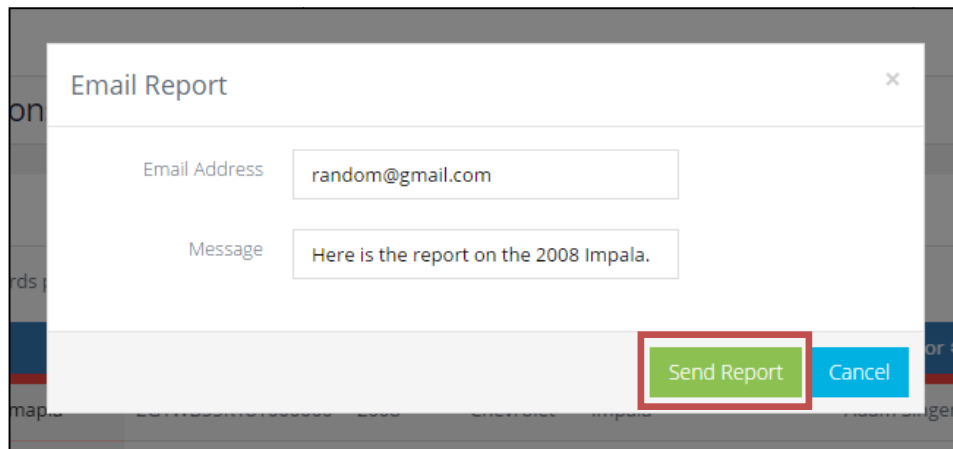
- For this example we will be emailing the inspection on the 2008 Chevrolet Impala that we did on 12/7/16. Now that we have the inspection located we need to tap on the icon envelope. This is in the 'Actions' section.

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



HOW TO: EMAIL AN INSPECTION FROM THE PORTAL

5. A window will appear where you can enter the Email Address you want to send the report to. There is also a place to enter a message. Fill these out and tap on 'Send Report'.



on

Email Report

Email Address random@gmail.com

Message Here is the report on the 2008 Impala.

Send Report Cancel

map

6. The report has now been emailed and a message will then appear letting you know that the report has been sent.

