Reviewing Inspections and Documenting Repairs

Link: https://help.nuvo.solutions/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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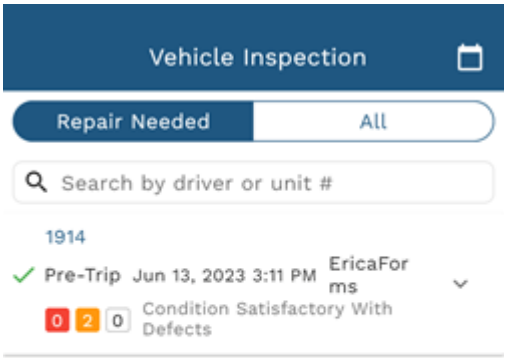
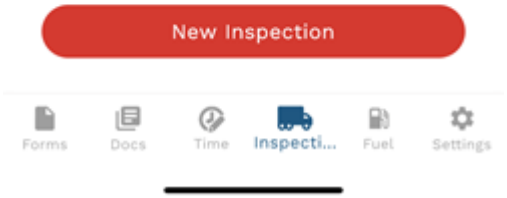
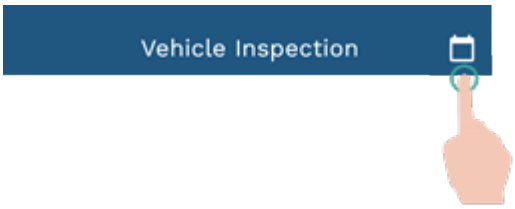




2. Tap the calendar in the top-right corner of the screen.



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

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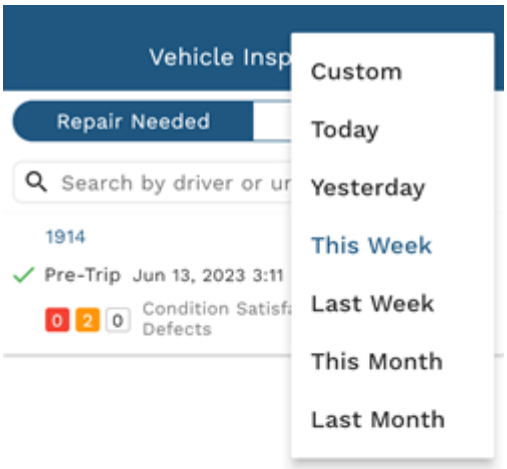
- This Month
- Last Month



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

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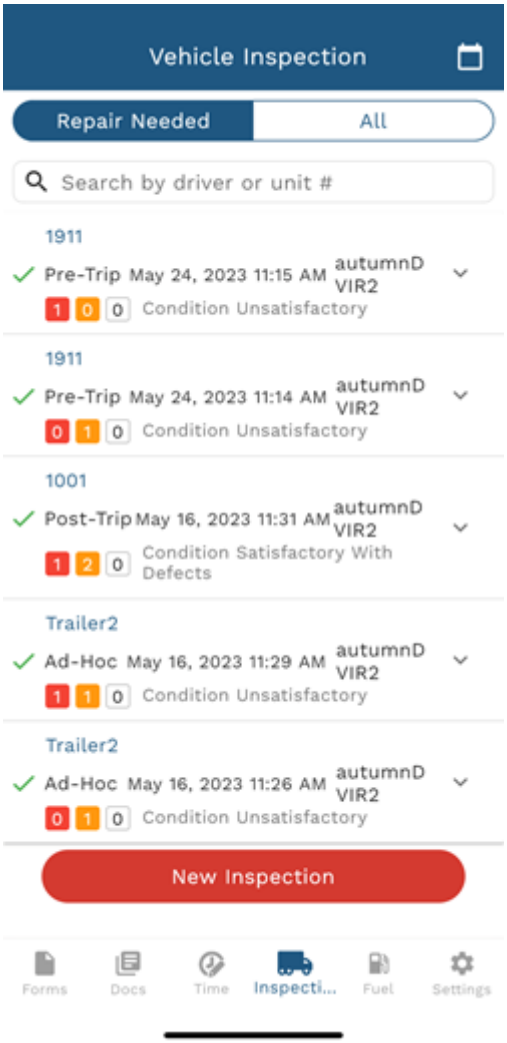

4. Tap **Repair Needed** to view submitted inspections documenting items requiring repairs only or tap **All** to view all submitted inspections for the selected time period.

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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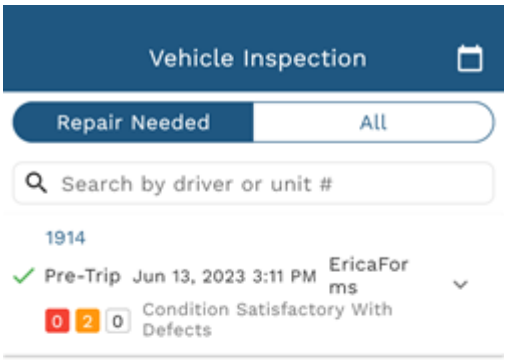
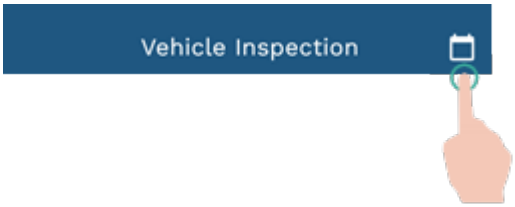
How to document a completed repair:

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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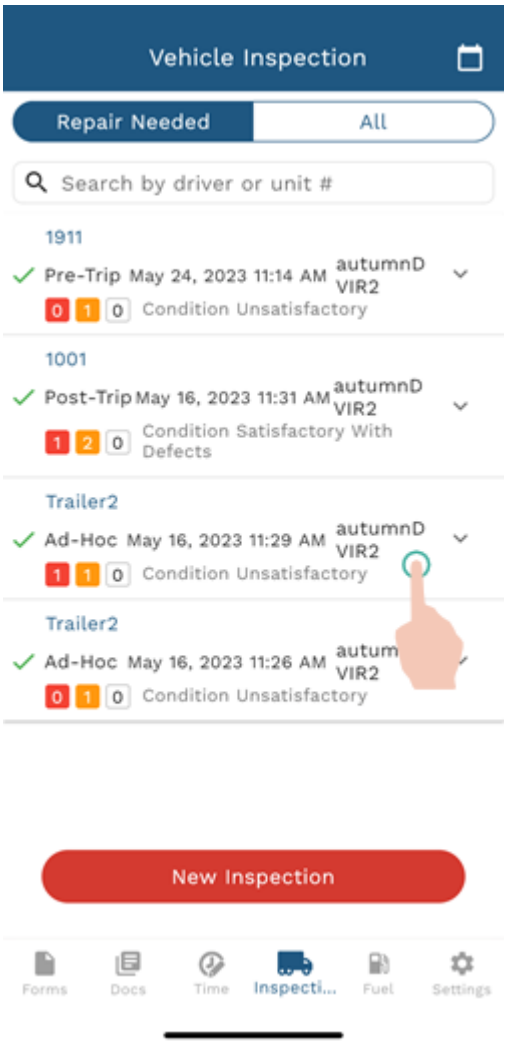
4. Tap the applicable submitted inspection.



5. Tap **Next**.

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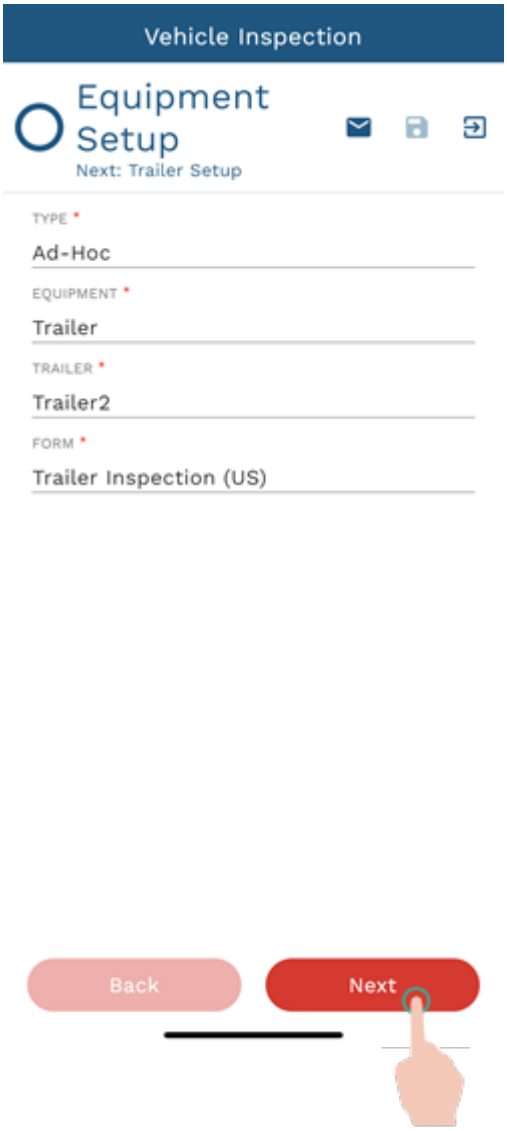

6. Tap **Repair**.

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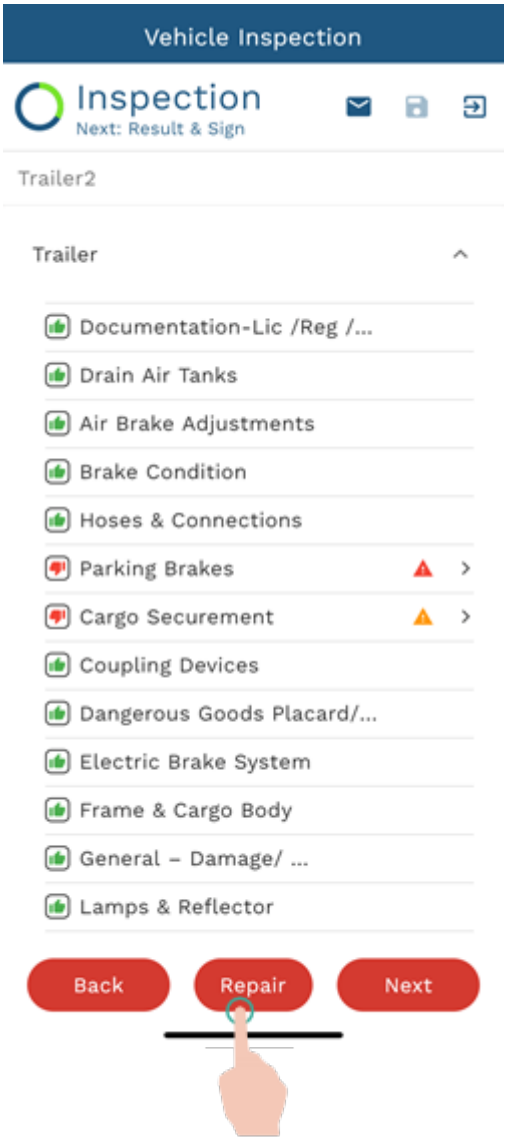

The Repair page appears.

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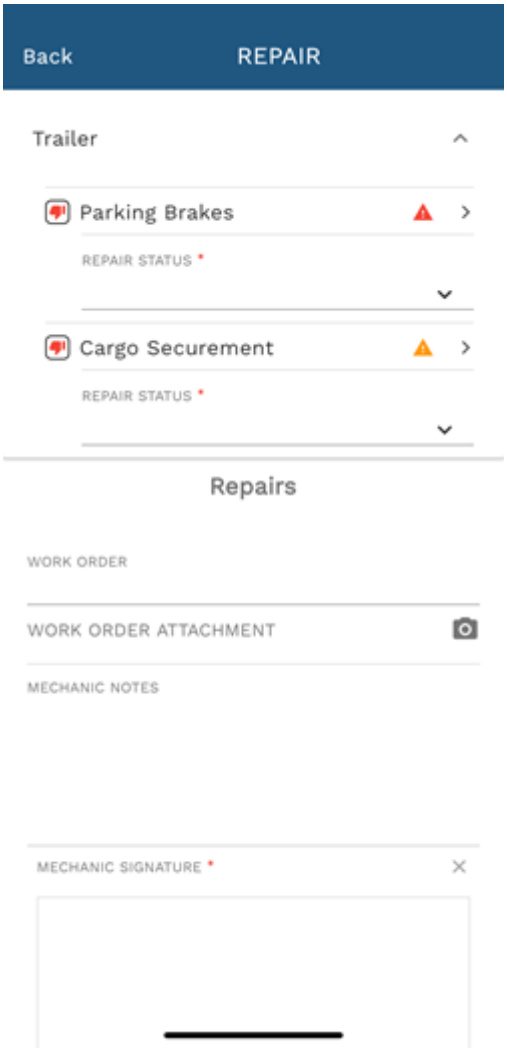

7. Tap the drop-down under Repair Status for the applicable item and select the applicable status from the following options:
    - Defects Corrected
    - Repair Not Needed
    - Not Repaired

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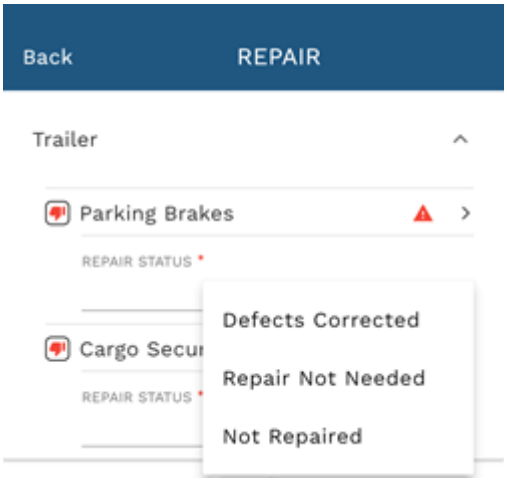

8. If applicable, add the work order number under Work Order.
9. If applicable, attach a photo of the work order by tapping the camera icon and selecting your image option: **Camera** (to take a photo) or **Gallery** (choose an image from your photo library).
10. If applicable, add any notes from the 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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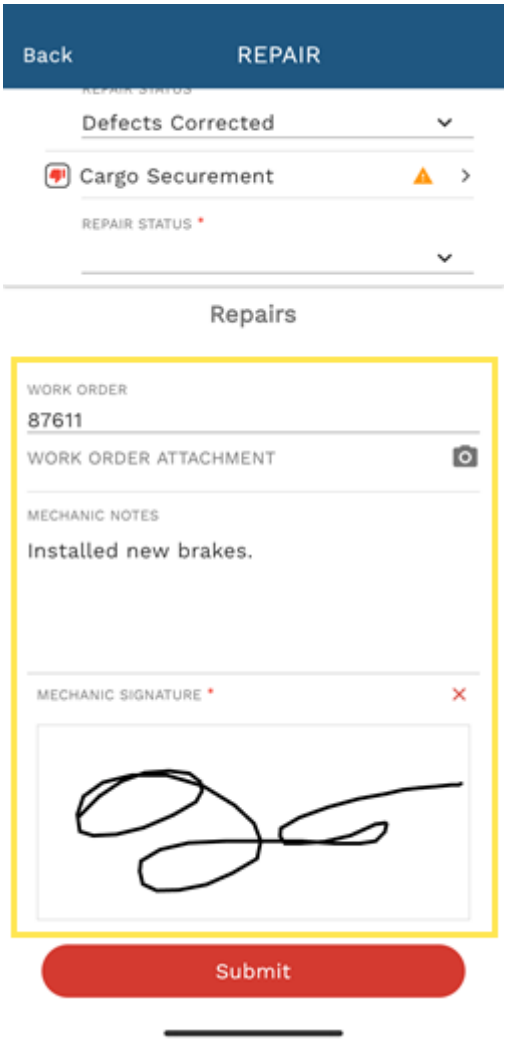

12. Tap **Submit**.

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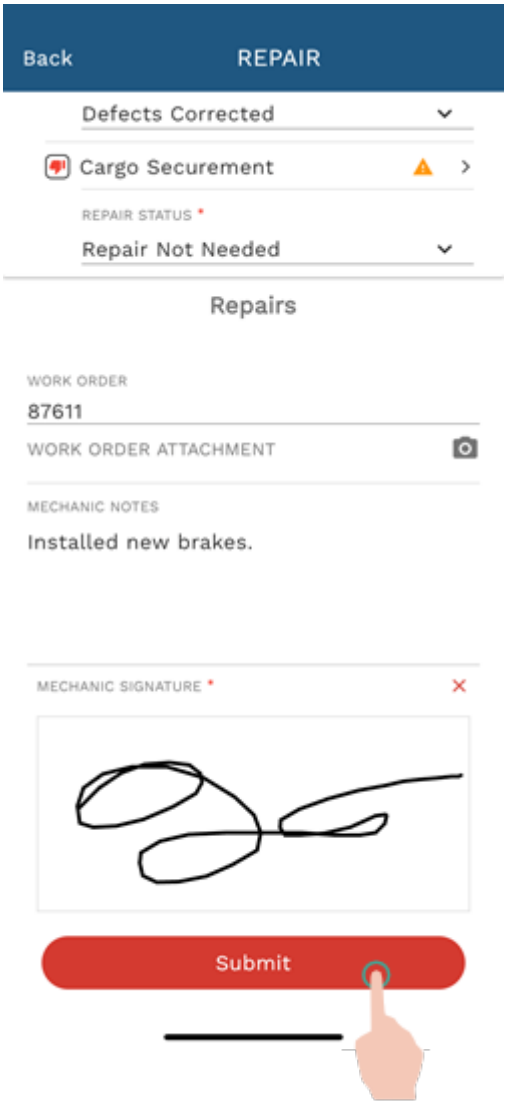
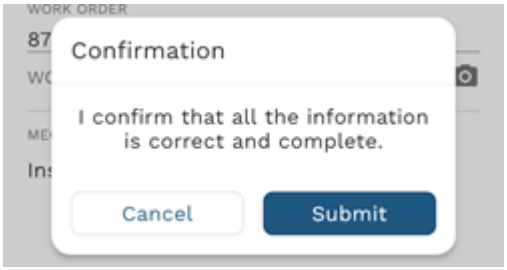


A Confirmation pop-up appears asking you to confirm all the information is correct and complete.

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.