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inspections

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Inspections Overview

🕒 **May 13, 2022** · Knowledge

Permissions: Admins and Owners have access to all inspection functionality. For **Regular Users**, permissions are limited by [roles \(/s/article/User-Roles-And-Permissions\)](#), such as only being able to submit inspections for vehicles they can access.

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This is an introduction to inspection forms in Fleetio. Inspection forms can be used for, well, inspections, but they can also be used as a way to collect information for form-related processes, such as documenting accident damage or general vehicle [Contact Us](#)

check-ins.

With electronic inspections you can track the time it takes a user to complete a form, attach photos and comments, and use workflows so when there's an issue, Fleetio does the work to bring it to your attention.

Inspection Forms

Inspection forms are created in the web application. If you already have a set of existing inspections that your team follows, you can build inspection forms from scratch, or make your own template and copy it. Inspections come with multiple ways to customize your forms, including drop-down lists, pass/fail checks, photo requirements, and more. You can also choose from several templates already found in Fleetio and customize them to fit your needs.

To create an inspection form:

1. Select **Forms** from the **Inspections** section on the left sidebar menu.
2. Select **+ Add Inspection Form**.
3. Fill out the form details, select whether to copy from a template, and select **Save Inspection Form**.
4. Add your inspections items and select **Save**.

Once a form has been created, you can [enable the form for vehicles](#) or [add workflows](#) to trigger certain actions like a notification or vehicle status changes.

TIP: Learn more in the [Inspections - Forms \(/s/article/Inspections-Forms\)](/s/article/Inspections-Forms) article.

Workflows

Workflows use if-then statements to trigger certain actions. For example, *if* a form is submitted, *then* send an email to specific users. Workflows can be added after you create an inspection form.

By default, all new forms include a workflow that will create an [issue \(/s/article/Issues-Overview\)](/s/article/Issues-Overview) in Fleetio when an inspection item fails.

To change or add workflows after an inspection form has been saved, select **Workflows** for the inspection form. Then, select **Edit** to change a workflow or **+ Add Workflow** to create a new one.

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Inspection Forms / Full DVIR

Inspection Items 54

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Workflows 1

[Watch the video to learn more](#)

+ Add Workflow

IF The following inspection items fail:
Lights - Turn Indicators

THEN

- Send an email to:
 - Watchers of the inspected vehicle
- Create an issue

TIP: Learn more in the [Inspections - Create Workflows \(/s/article/Inspections-Create-Workflows\)](/s/article/Inspections-Create-Workflows) article.

Vehicles & Schedules

Once an inspection form has been created, it needs to be enabled for vehicles. Otherwise, the form won't show up when trying to complete an inspection.

There are two ways to enable forms: an **Inspection Form Rule** or a **Manual Override**.

Account Owners and **Admins** can enable forms using either method, but any **Regular User** with permission to manage schedules can only manually override inspection schedules.

Schedules allow you to set a date for the inspection and get notifications when an inspection is "Due Soon" or "Overdue."

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Add Vehicles [Learn more](#)

All **Enabled** Disabled

Bulk Actions < >

Enable and Schedule Vehicles

Control which vehicles have access to this inspection form. Optionally, set up schedules to track inspection compliance.

[Learn more](#) **Add Vehicles**

TIP: Learn more in the [Inspections - Manage Vehicles & Schedules \(/s/article/Inspections-Manage-Vehicles-And-Schedules\)](/s/article/Inspections-Manage-Vehicles-And-Schedules) article.

Inspection Submissions

Most users will submit forms using the [Fleetio Go Mobile App \(https://www.fleetio.com/go\)](https://www.fleetio.com/go), but you can also complete an inspection form using the web app, or print a hard copy. Inspection forms are only available if they have been enabled for a vehicle. Once an inspection has been submitted, only the vehicle and Meter Entry can be edited using the web app.

TIP: Learn more in the two articles

- [Inspections - Submit via Fleetio Go \(/s/article/Submit-Inspections-in-Fleetio-Go\)](/s/article/Submit-Inspections-in-Fleetio-Go)
- [Inspections - Submit via Web App \(/s/article/Inspections-Submit-Via-Fleetio-Web-App\)](/s/article/Inspections-Submit-Via-Fleetio-Web-App)

From the **Forms** page, print a copy by selecting the **More Actions** menu for the form, then **Print**. Printed forms can come in handy for training, or if you want to share the form with someone who doesn't have Fleetio access.

Inspection Duration

Fleetio records the time it takes a user to complete an inspection. If you want to track this time, the duration for each submitted inspection is listed in the Inspection History, found by selecting **Inspection History** from the **Inspections** section of the [Contact Us](#)

left sidebar menu.

The timer for an inspection starts when a user responds to the first item in the form, such as entering a meter reading. The timer ends when a user selects **Submit** for the form. If at any point during an inspection a user selects **Restart**, the duration time will start over.

Inspection Reports

There are several Inspections **List Screens** and **Reports** that allow you to keep track of overdue inspections, submissions, and item failures.

TIP: Learn more in the [Inspections Reports \(/s/article/Inspections-Reports\)](/s/article/Inspections-Reports) article.

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[Submit Inspections in Fleetio Go \(/s/article/Submit-Inspections-in-Fleetio-Go\)](/s/article/Submit-Inspections-in-Fleetio-Go)

[Inspections - Forms \(/s/article/Inspections-Forms\)](/s/article/Inspections-Forms)

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[Inspections Compliance Overview \(/s/article/Inspections-Compliance-Overview\)](/s/article/Inspections-Compliance-Overview)

[Completing Inspections in Fleetio Go \(/s/article/Completing-Inspections-In-Fleetio-Go\)](/s/article/Completing-Inspections-In-Fleetio-Go)

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[Issues Overview \(/s/article/Issues-Overview\)](/s/article/Issues-Overview)

[Inspections - Submit via Fleetio Web App \(/s/article/Inspections-Submit-Via-Fleetio-Web-App\)](/s/article/Inspections-Submit-Via-Fleetio-Web-App)

[Inspections - Advanced Schedule Topics \(/s/article/Inspections-Advanced-Schedule-Topics\)](/s/article/Inspections-Advanced-Schedule-Topics)

[Inspections - Item Failures \(/s/article/Inspections-Item-Failures\)](/s/article/Inspections-Item-Failures)

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