Autorola
TradeIn app

Contents

Introduction

This document describes the process of the Autorola TradeIn application used by the inspectors to be able to appraise vehicles.

Access

Download the app

Two versions of the app exist:

- Production
- Test

Read below for how to download either.

Production app

Visit the Apple AppStore (iOS) or Google Play Store (Android) depending on your device for the live production app.

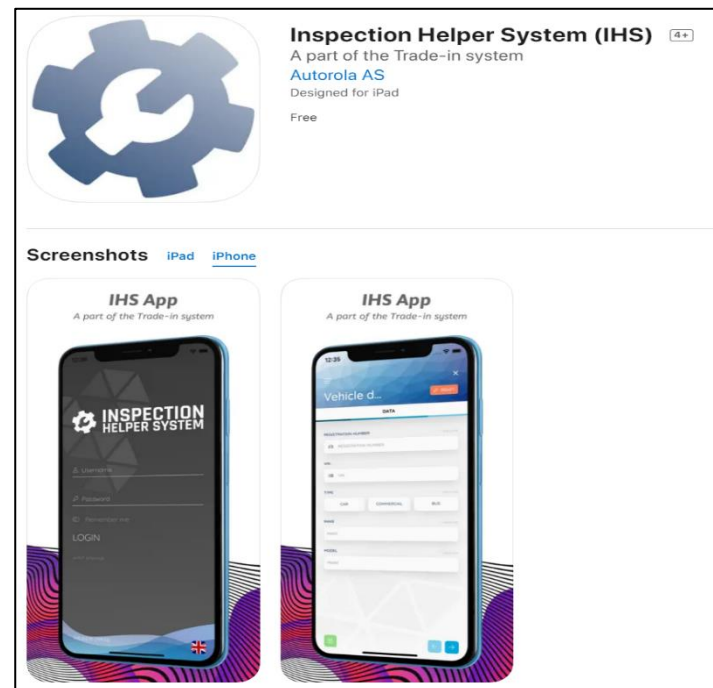Search for: **Inspection Helper System (IHS)**

Figure 1 Apple App Store of the application: "Inspection Helper System (IHS)"
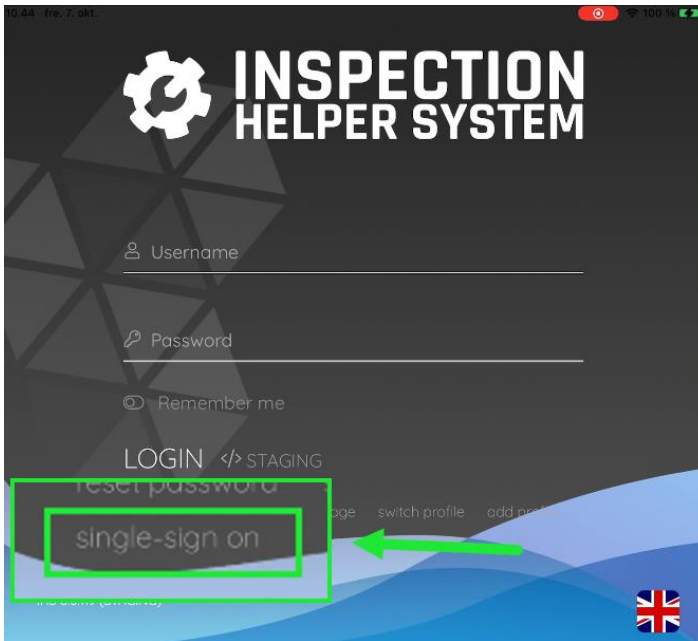
Test app

If you are tasked with testing an unreleased version of the TradeIn app, please refer to:

- **iOS**: Test Flight invitation
- **Android**: direct download link provided by your manager

Login

You have successfully downloaded and installed the TradeIn app (see previous step) and are now ready to login.

To access the TradeIn App you need to have a company user account in TradeIn and to be approved by your own organization if Single-Sign on is required. Upon first access you will need to register your company by selecting "Single-sign on"

That will lead you to the "register new profile" page

Enter your E-mail and press Register

Once this is registered you will se this picture and should press Single-sign on

That brings you to the actual log in page, where you enter your E-mail and Password
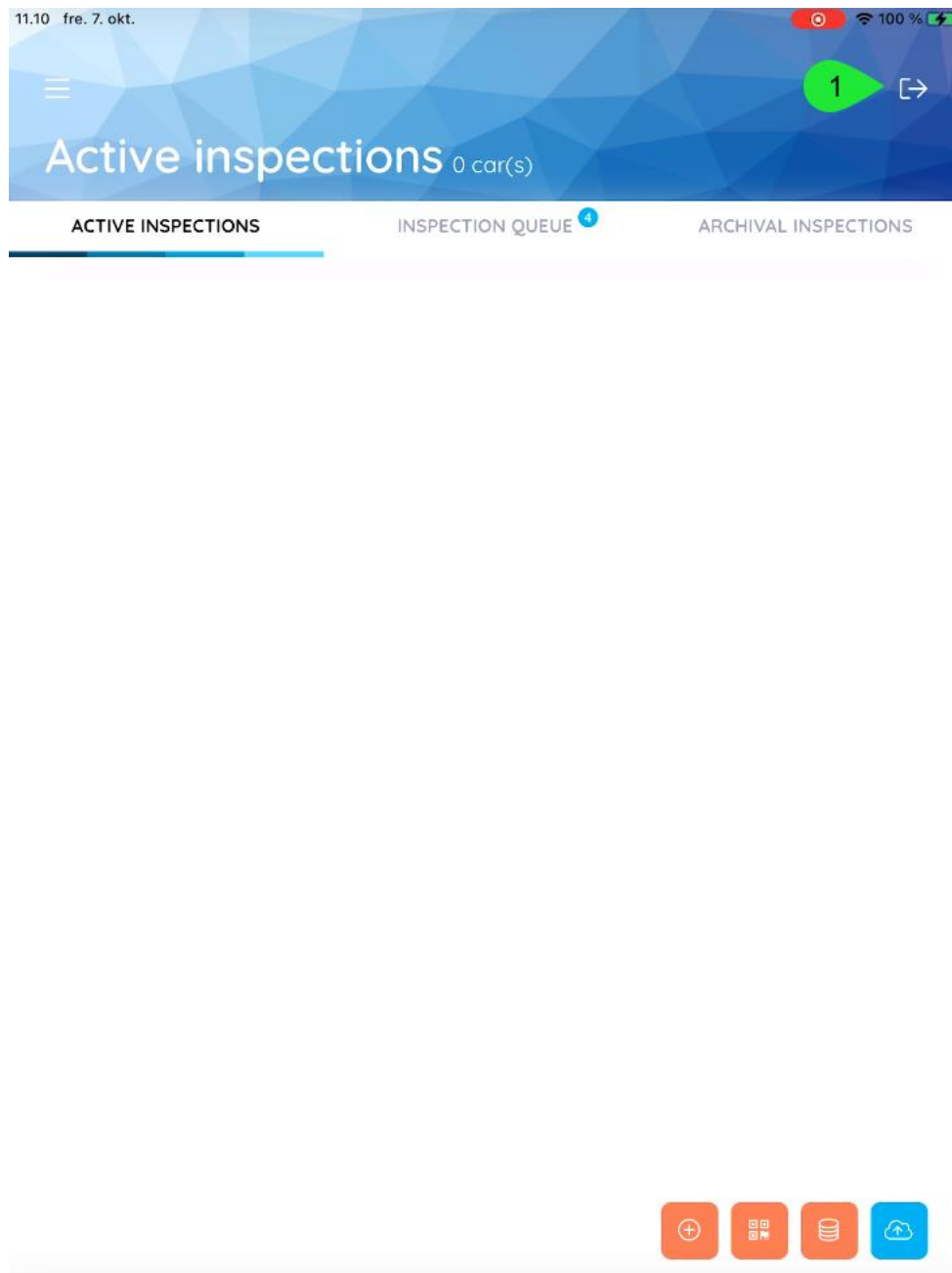
Logout

Click the logout icon (1) in the top right corner and confirm to logout.

If you receive a message to login again your session has expired, you need to click the log out icon and log in again.

Cases where you will need to login again:

- Upload "Ready to upload" vehicles in "Active inspections"
- View "Inspection queue"

Screens

After being logged in the app consists of three tabs:

1. Active inspections
2. Inspection queue
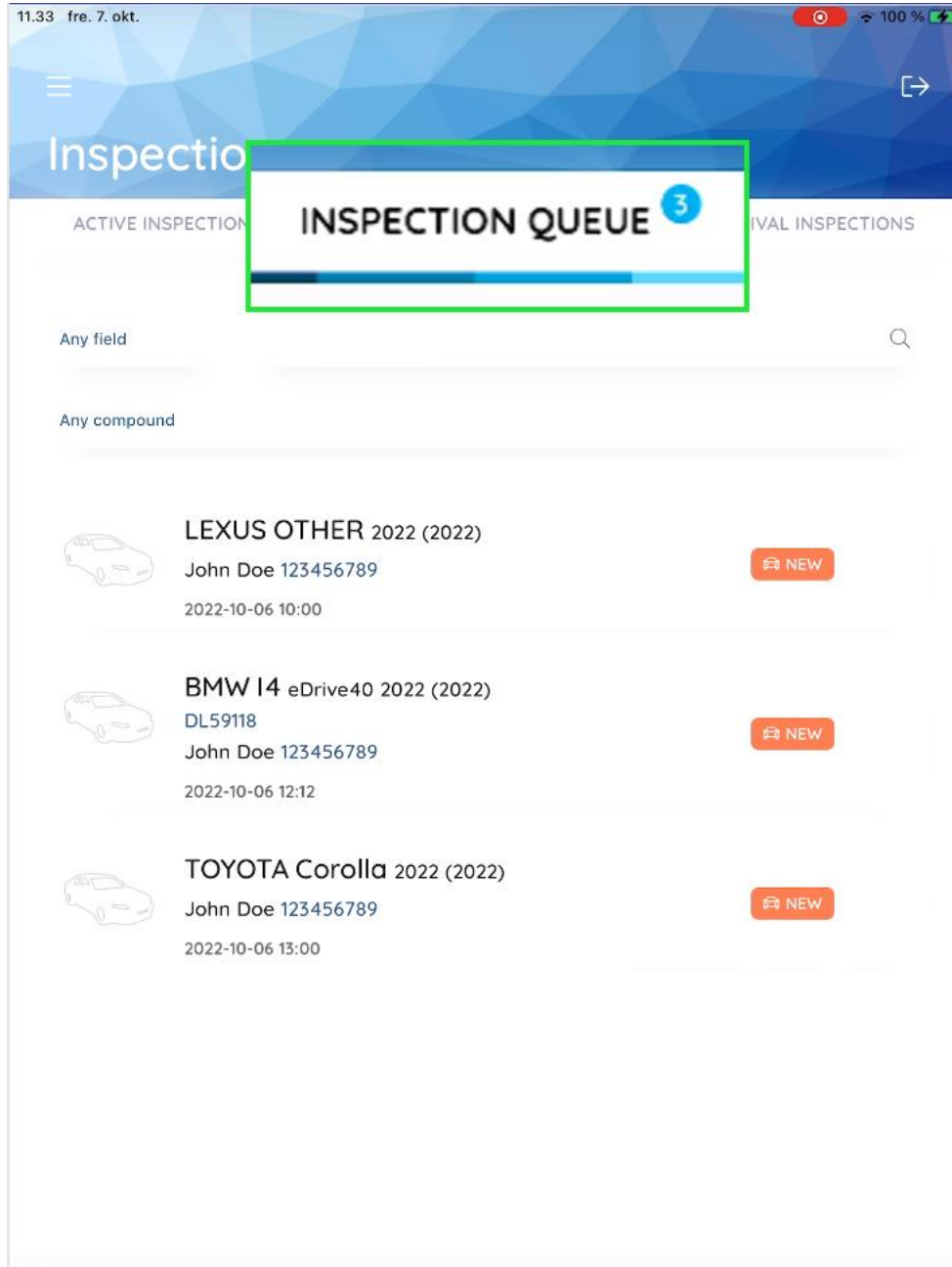3. Archival inspections

A small number will indicate the amount of vehicles on each list.
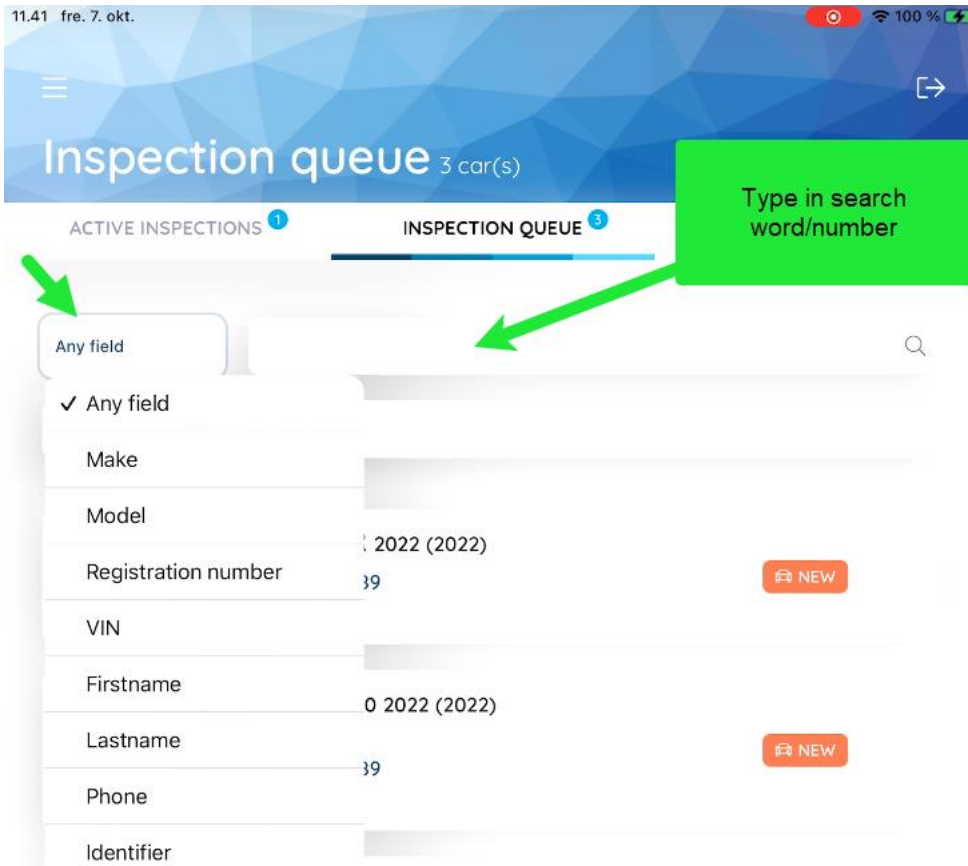
Inspection queue

Inspection queue holds a list of <u>inspection or appraisal requests</u> made by an external system in a *first in first out* order.

All "New requests" will be visible to all users assigned to the location/compound
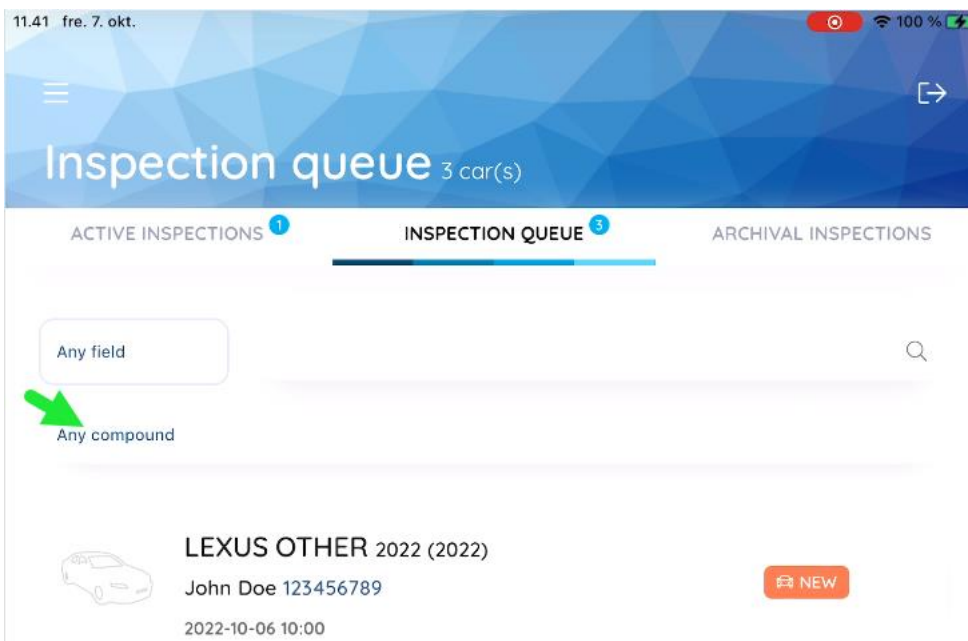

Inspectors start new inspections from here by pressing the vehicle they are about to inspect.

There are different options of search available in order to find a specific vehicle

Or you can limit to a specific compound (only in the event you are registered to more than one)
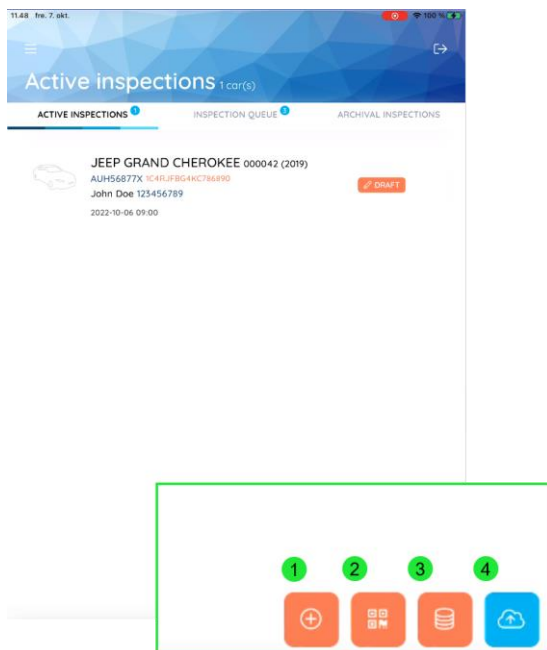
Active inspections

Under Active inspections a list of inspections, the user that is logged in is currently working on, will be shown. (These inspections will not be visible to any other user)

(It is possible to be working on more than one inspection)

In addition to ongoing inspections there are 4 action buttons on the page that allow:

(1) *Initiate a manual/spontaneous inspection*

(2) *Launch VIN scanner for quick start*

(3) *Search for existing inspections*

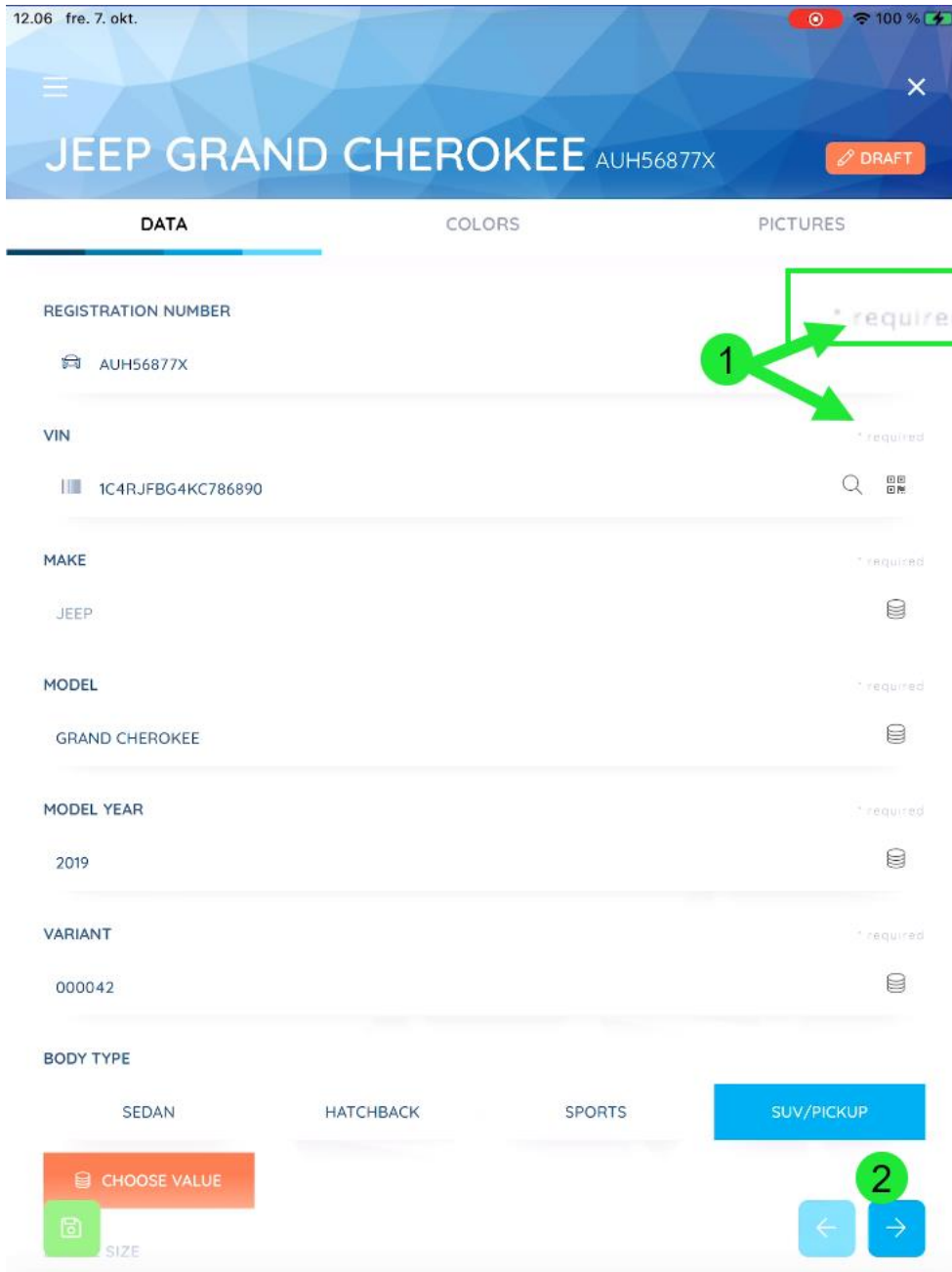(4) *Upload (this is used if an inspection has failed)*

Archival inspections

Holds all finished inspections done by the logged in user, i.e., inspections that have been uploaded to the Fleet Monitor. (only inspections made on this device or inspections that have been reopened on this device)

Making an inspection (in short)

Once an inspection has been initiated **all required fields must be filed out** on each page.
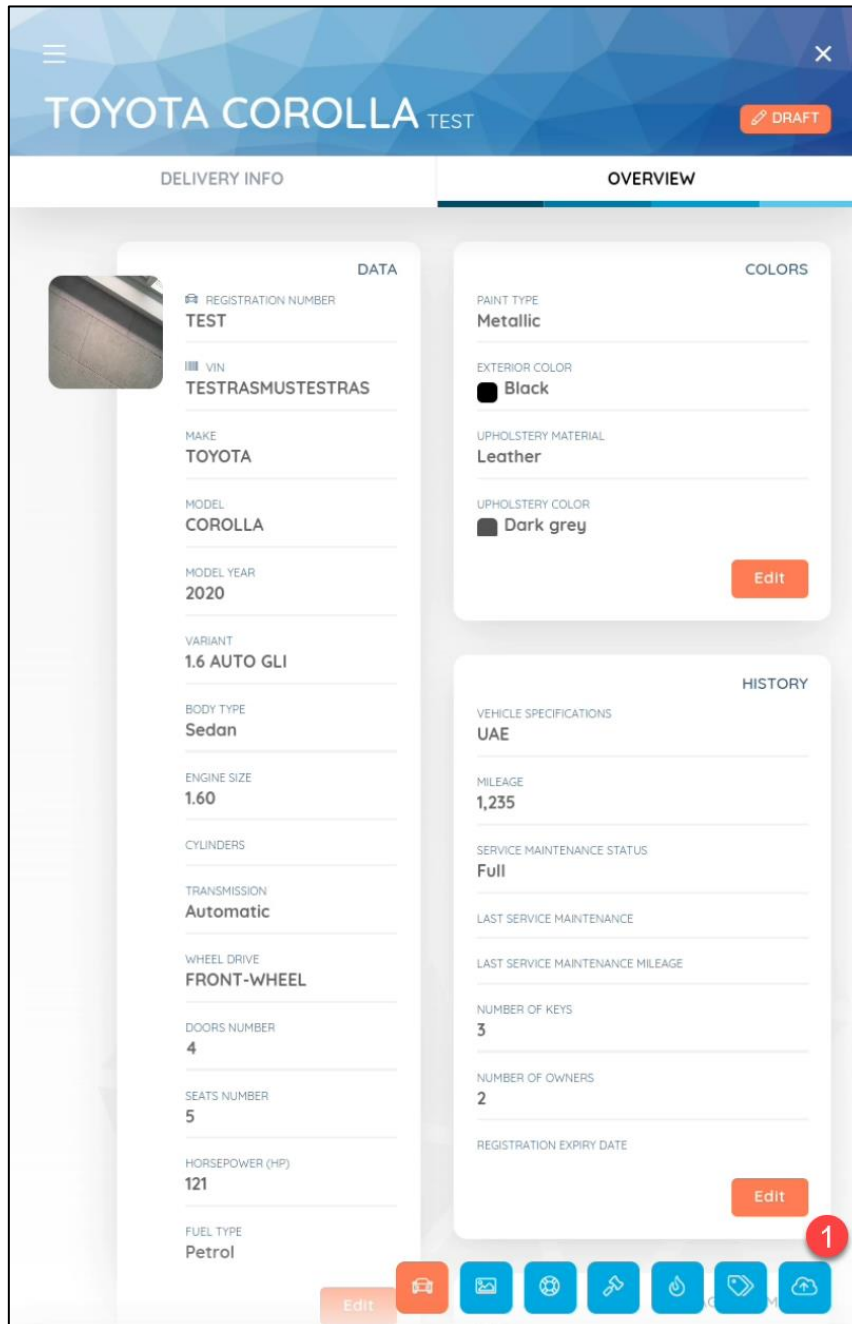
(Most fields will be filled out automatically upon lookup)

How to upload an inspection

To upload an inspection, you must reach the last step of an inspection called "Overview", which means you have completed all the mandatory steps provided by your organization.

Click the upload icon (1) in the bottom right corner to upload and confirm by selecting "Upload" in the pop-up.