

## Thank you for Purchasing Vehicle Condition Report 360

### Setting Up

#### Entering your Company Information

Enter the *System Settings* page from the top right corner of the Main Screen. At the top of the screen under the header *Inspection Location* there are three fields: Company Name, Address and Logo.


Inspection Location

Company Name : MAPLE CREEK AUTO SALES  
(This will appear in the home screen Title bar and sent condition report.  
Example:MAPLE CREEK AUTO SALES)

Logo : IMG\_0743.PNG  
Optimal file size 450px x 70px


Browse

Address : 1234 23rd Street, Maple Creek, AB T1H-0K9 (555) 555-1212  
(Example:1234 23rd Street, Maple Creek, AB T1H-0K9)



(A Logo is optional, we built the report to accept a 450px x70px image)

When you view or send a report, all of your information will appear on the PDF as seen below.



Vehicle Check In and Condition Report

MAPLE CREEK AUTO SALES 1234 23rd St. Maple Creek, AB  
T1H-0K9 (555) 555-1212

Customer Information

Name : JOHN DOE

Email :

Inspector : RANDY MCMAHON  
Manager :  
Date/Time : 2014-04-07 17:59

#### Vehicle Options

In this section you will find a pool of many possible options. Selecting an option will change it to a bold font, it will then be included when completing a new report. Regular font items will not appear when completing a new report.

Although we have included many options, you may want to include your own. Simply use the *Add Option* feature to create custom options. Remember to highlight the option when you're done so that it will appear when completing a new report.

Vehicle Options

Add Vehicle Option

Exterior Options

3rd Door

4th Door

4 Wheel Disc Brakes

Alloy Wheels

All-Wheel Drive

Auto Dimming Side Mirrors

Bed Liner

Bed Rails

## Vehicle Condition Default Values

In this section you can create a custom default item, show a list of default items or allow free texting when completing a new report.

Vehicle Condition Default Values		
PAINT :	Show default values list	Change Default
BODY :	Show default values list	Change Default
GLASS :	Free text	Change Default
INTERIOR :	Burn on Seat/\$55	Change Default

Selecting *Change Default* on an item will bring up that items default value window.

How to create a default values list

- Add items to the list by touching “+”.
- *Edit* will allow you to remove and sort items.
- Select *Show default values list* to bring up all default values when completing a new report
- Save & Exit

How to have only one condition display when completing a new report, example; when completing a report and touching the word “Paint” you only want the word “No Damage” to be displayed.

- Add the word *No Damage* to the list.
- Select the word *No Damage* from the list.
- Save & Exit

How to allow only manual typing (no default values list) when completing a new report.

- Select *Free text* to allow manual text entry when completing a new report.
- Save & Exit

Vehicle Condition Default Values		
PAINT :	Show default values list	Change Default
BODY :	Show default values list	Change Default
GLASS :	Free text	Change Default
INTERIOR :	Burn on Seat/\$55	Change Default
TIRES :	Exterior Wash Only/\$45	Change Default
TRANSMISSION :	Polish and Wax Only/\$145	Change Default
ENGINE :	Free text	Change Default
DRIVELINE :	Show default values list	Change Default
BRAKES :	Free text	Change Default
EXHAUST :	Free text	Change Default

## User Settings

When you have several people completing reports using the same device, each person can be added or deleted in the user settings screen.

From the top left corner of the main screen, touch *User Settings*. On this page touch the “+” sign to add a new user or Swipe a user to the left and touch delete to remove. Touch a name from the list to select a user, that name will then be shown on the main screen and his or her name will appear on the completed PDF report.

## Thank you for Purchasing Vehicle Condition Report 360

Setting Up

Completing a Report

### **Customer Information**

Where did the vehicle come from? A name will be required to save the report. In the case of a trade in, you can choose to toggle the *Trade-In Declaration* button “on” to include a fourth page of this report. The Declaration will give you some key questions to ask the customer about their vehicle.

### **Vehicle Information**

When you touch the word *Scan* it will bring up the devices rear camera. Center the vehicles bar code in the middle of the screen and it will transfer the vehicles VIN into the *Vehicle Information* section. Currently the app will transfer over the vehicles year ONLY. Complete the remaining information and move to the next section.

### **Vehicle History**

You can use this section to record information obtained from a third party vehicle history provider. Use *Web Link* to jump to your history provider’s website to get a vehicle history report, the VIN will be copied when Web Link is pressed for quick and easy pasteing.

### **Vehicle Options**

Select to highlight and include vehicle options in the completed report. Remember, you can add or remove options from this report by making changes in the settings page.

### **Vehicle Condition**

While walking around the vehicle you can comment on any repair needed and an estimated repair cost.

When *Show default values list* is selected in the *Settings Page*:

Select *Paint* then pick an item from the list, the repair needed and price you have determined for the repair will be placed into the field.

When *Free Text* is selected in the *Settings Page*:

To type in the Paint field, simply select the word *Paint* and the cursor will drop into the repair needed field.

When a single item from the *Settings Page* is set as the default, Example; “Paint” plus the comments and cost will appear on the completed report. In the case of a trade in, you can include a fair market value at the bottom.

Adding multiple conditions for one item:

The “+” sign will appear when a condition has been entered, touching the “+” will allow you to add an additional condition item.

### **Quick Photos & Additional Photos**

A link for *Quick Photos* is included at the top of the first two pages, use this for capturing pictures of items as you walk around the vehicle. You can take up to a total of 24 photos of the vehicle, be sure to include items like the speedometer reading, accessories and any defects to the vehicle. Remember, in case you need the original photos they are stored in your devices photo album.

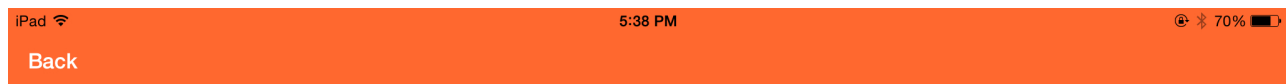
### Optional Trade-In Declaration

Best practice is to gather as much information about the vehicle as you can, regionally you may have a different set of questions or forms to sign. **Exclude this feature if it does not pertain to your companies Trade-In policies.** (This feature is only available on the iPad)

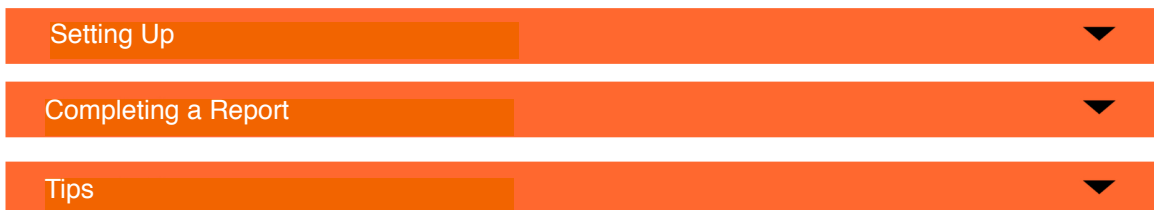
You are done!!

At the top of the screen Select "Save & Exit Main Menu".

View or send the completed report from the *Saved Reports* link located on the bottom of the Main Menu.



### **Thank you for Purchasing Vehicle Condition Report 360**



### Create a group email

Create a group email on your device. When you check-in inventory be sure to send it to that group, it is an excellent way of making sure everyone in your department is aware of newly arriving vehicles.

### Vehicle Options

Don't forget, if you cannot find the option when doing a report you can always "Save & Exit" and go into the System Settings to add the option then return to the report to include it. Make sure to select the option before leaving System Settings page.

### Additional Options/Comments

This section is the perfect place to record rarely used options and comments such as fifth wheel hitch, after market exhaust system, comes with winter wheels, after market 20" wheels.

### P1 and P2

We included to obscure pricing fields P1 and P2, which do not include a \$ sign. You might want to use one for Internet pricing and one for sale pricing, it is totally up to you. These fields and two others (Trans# and Unit#) can be relabeled in the settings page.

## **Apple AirDrop Feature**

When you want to share or give a report with another user, in the *Saved Reports* section find the report you want to share and touch *AirDrop Share*, select that person or contact that is near to you. The new user will get a pop-up asking which application you would like to open the file with, select Auto Condition Report 360 from the menu. All the information and photos will be transferred to the new user and will be available in their *Saved Reports* section. The transferred report is fully editable in the new device.

Be sure you are familiar with using the Apple AirDrop feature. If you are having trouble make sure AirDrop is turned on for both devices and it is set to find Everyone. You will find more information about AirDrop on the Apple website.

## **Dropbox Feature**

### **Transferring System Settings from one device to another**

If you have spent a lot of time setting up a device with everything the way you want it (logo, company information, condition default values, etc.) and you would like to setup a new device with the same settings, follow these steps.

- If you do not have a Dropbox account create a new Dropbox account on the first device, visit [www.dropbox.com](http://www.dropbox.com). If you already have an account skip this step.
- From the settings page on the Auto Condition Report 360 app touch *Dropbox Log In*
- Our app will redirect you to Dropbox and you will login and then select *Allow*
- Return to our app and select Export. This will send a file to Dropbox of all the system settings
- Save & Exit from settings
- On the new device
- From the settings page on the Auto Condition Report 360 app touch *Dropbox Log In*
- Our app will redirect you to Dropbox and you will then select *Allow*
- Return to our app and select Import. This will grab that file from Dropbox and setup the new device the same as the first device.
- Save & Exit from settings

You can do this multiple times with several devices, make sure you are logging into the same Dropbox account. In the case where several devices are being used at one location, the main device can make updates to condition pricing etc. and *Export* the new file and the other devices can *Import* the new update settings file with the push of a button. There is no need to log out of Dropbox from the Settings page in our app unless you wish to sign into another account.

### **Sending completed reports as a PDF or XML file to your Dropbox account**

In the System Settings section of our app you will see a option to Export Dropbox Report as, it will give you three choices, XML, PDF or both. When it is set to PDF for example, you can now send it directly to your Dropbox account.

- Navigate to Saved Reports and find the report you want to send
- Select View/Send PDF, this will open up the completed report
- In the upper right corner select the send icon
- When the menu opens up you can select the Dropbox icon on the bottom
- The completed report will be sent automatically to your Dropbox account