

Quick Start Guide



FleetInspected Dashboard

This guide is intended for showing the basic workflows and functionalities. For in-depth details, please refer to the user guide.

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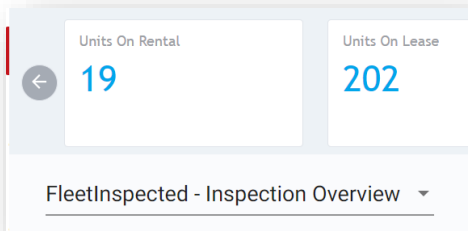
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How to view reports?

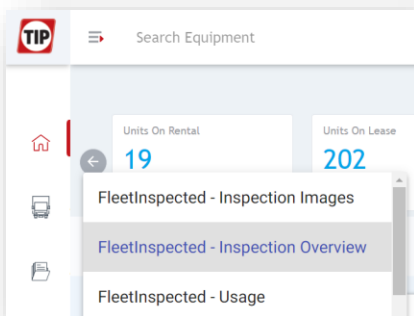
Chart view

Step 1. Log in to [FleetRadar](#) application.

Step 2. Click on report dropdown on the dashboard page

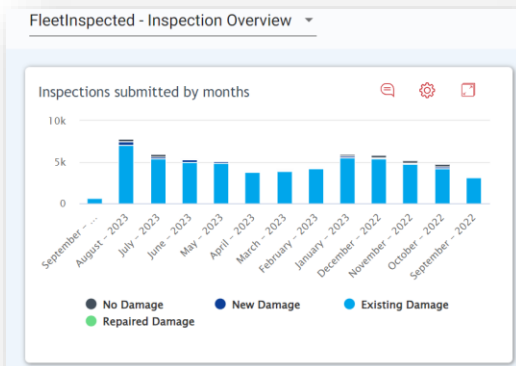


Step 3. Select any FleetInspected report



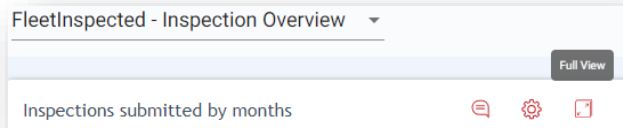
NOTE: There are four reports: FleetInspected Overview, Usage, Damage status and Images

Step 4. Report shows in Chart view

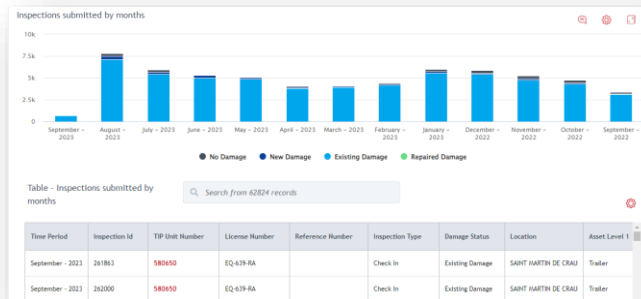


Full view

Step 1. Click on “Full View” on the widget



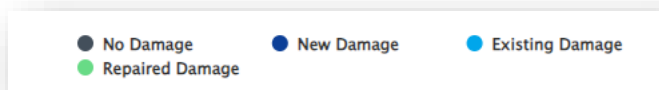
Step 2. Report shows in Full view



How to filter data of the report?

Chart filter

Step 1. Click on “Category”



Step 2. Chart is filtered by a category

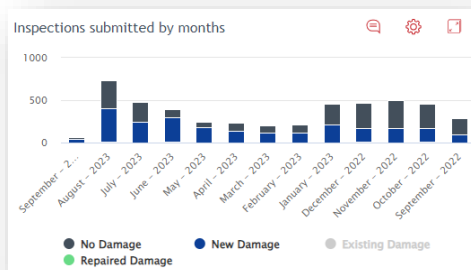


Table filter

Step 1. Go to “Full View”

Step 2. Type any keywords on the search box

Table - Inspections submitted by months

Step 3. Table shows the filtered result

Table - Inspections submitted by months

Time Period	Inspection Id	TIP Unit Number	License Number	Reference Number	Inspection Type	Damage Status
September - 2023	262057	483250	BY-380-QK		Check In	Existing Damage
August - 2023	261022	483250	BY-380-QK		Check Out	Existing Damage

How to create a dashboard to add FleetInspected widget?

Step 1. Click on “+Dashboard” below live tiles



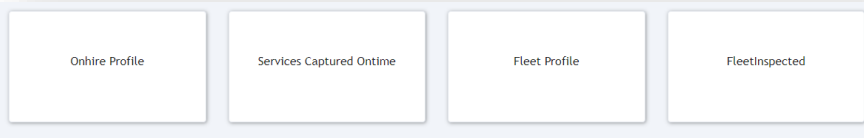
Step 2. Enter the dashboard name

Report Overview Test



You are creating new Dashboard enter unique Dashboard name and save

Step 3. Click on “Save”

Step 4. Click on “FleetInspected”



Step 5. Select time period

Date From 07/09/2022  Date To 07/09/2023 
Today

Step 6. Select chart type



Step 7. Click on "Save"

Step 8. Click on "Add Group Field"

Step 9. Select group field data point

ADD Group Field Axis Data Point

Damage Status
InspectionType
Location

Step 10. Click on "Add X Axis Data"

Step 11. Select X data point

ADD X Axis Data Point

Day

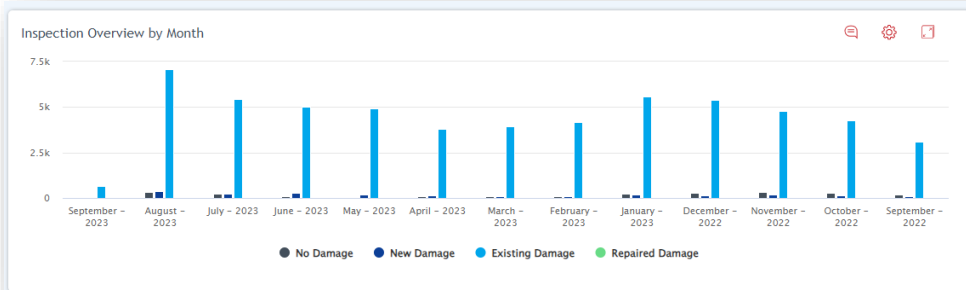
Week

Month

Quarter

Step 12. Click on “Add”

Step 13. Inspection Overview (customized) widget is created



NOTE: Only Inspection Overview widget of FleetInspected that can be customized.

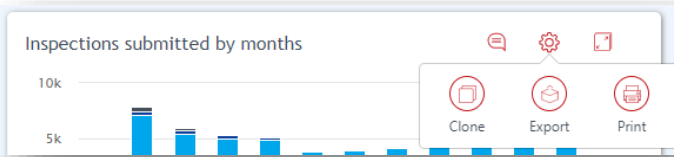
How to clone a widget?

NOTE: Keep in mind that ONLY Inspection Overview widget that can be cloned/copied

Step 1. Click on cog icon on the widget



Step 2. Click on “Clone”



Step 3. Select “Dashboard Name”

The screenshot shows a "Clone Widget" dialog box. It contains the text: "Select dashboard from the dropdown to proceed or Create New Dashboard with this widget." Below this is a dropdown menu labeled "Dashboard Name". At the bottom are two buttons: "CANCEL" and "SAVE".

NOTE: If you don't have a dashboard, please proceed to Step 5.

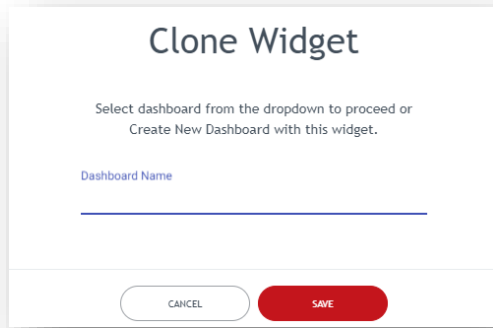
Step 4. Click on “Save”

NOTE: This is the end of the cloning widget if you have selected the existing dashboard.

Step 5. Click on “Create New Dashboard”

The screenshot shows the "Clone Widget" dialog box with the "Dashboard Name" dropdown menu open. The dropdown list contains three items: "Report Overview Test", "Test", and "Create New Dashboard" (which is highlighted in red). The "CANCEL" and "SAVE" buttons are visible at the bottom of the dialog.

Step 6. Enter the dashboard name



The image shows a 'Clone Widget' dialog box. At the top, the title 'Clone Widget' is centered. Below it, a message reads: 'Select dashboard from the dropdown to proceed or Create New Dashboard with this widget.' Underneath this message is a label 'Dashboard Name' followed by a horizontal input line. At the bottom of the dialog, there are two buttons: a white 'CANCEL' button and a red 'SAVE' button.

Step 7. Click on “Save”

Step 8. Select your newly created dashboard to view the clone widget