

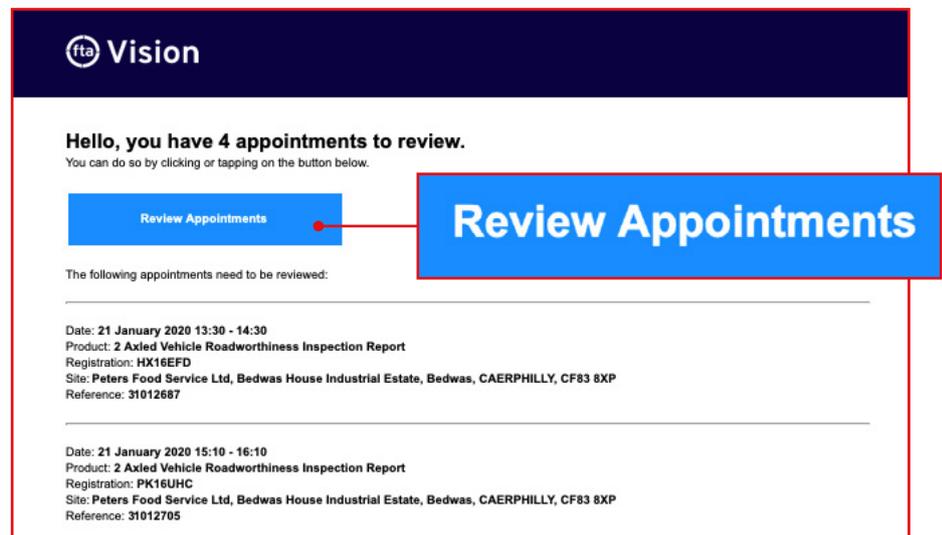
Vehicle Inspection Appointment Confirmation

Step-by-step instructions

Step 1

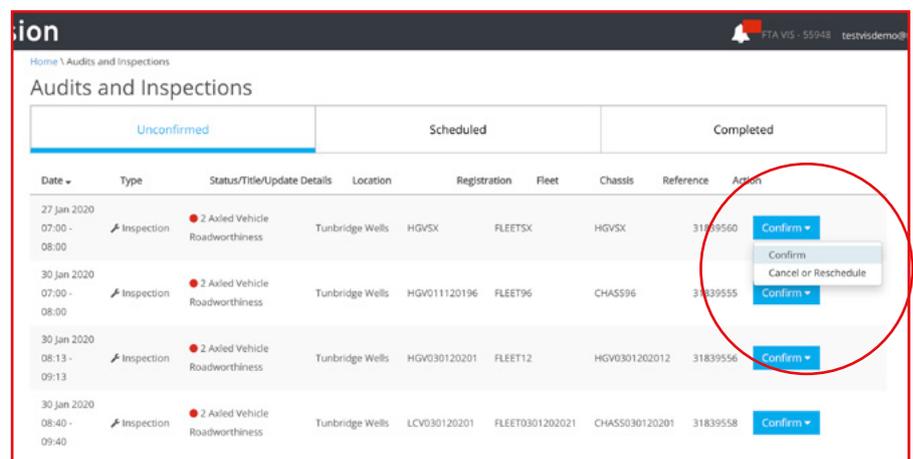
You will receive an email when the system confirms the job, 8 working days prior to the route date.

Included in the email is a **Review Appointments** button. Click the button.



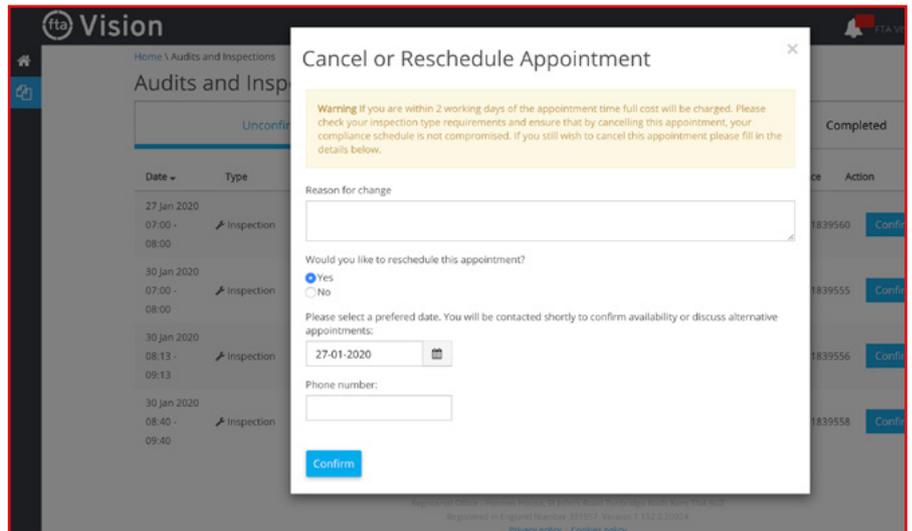
Step 2

After clicking the **Review Appointments** button, you will be directed to Vision – please log in to Vision to confirm the booking.



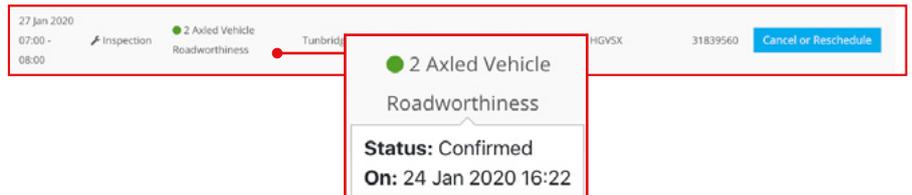
Step 3

There will be a **Cancel or Reschedule** button that you can click should you need to cancel or reschedule an appointment. You will be required to update a few fields which will then be automatically emailed to FTA's scheduling inbox.



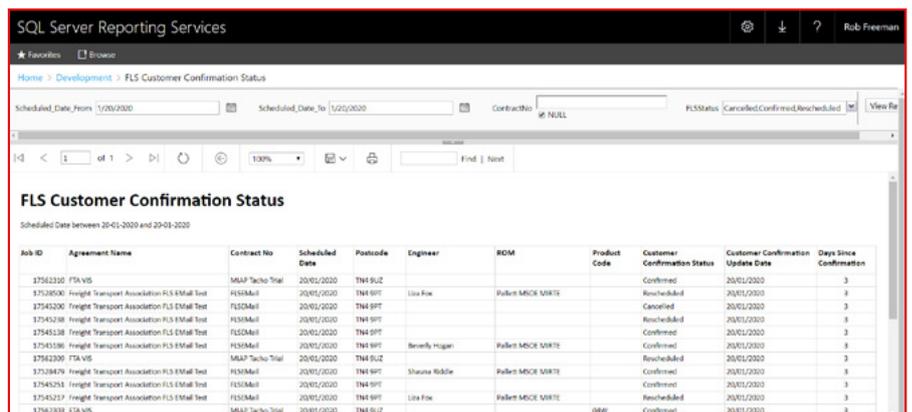
Step 4

Once you have confirmed an appointment, a flag will be put on the job which will be reportable.



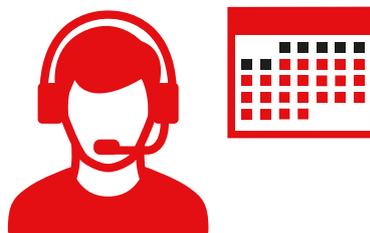
Step 5

A report will be made available through an SSRS Report to show - job ID, customer ID, scheduled date, days since confirmation, status on customer confirmation.



Step 6

If an inspection does not get confirmed 7 days before the inspection date, then a member of the FTA team will phone you to confirm the appointment.



Step 7

Every day, you will receive one email showing all jobs not confirmed – this will be the only email you receive, and you will only receive it whilst you have unconfirmed jobs.

Date: 21 January 2020 15:10 - 16:10
Product: 2 Axled Vehicle Roadworthiness Inspection Report
Registration: PK16UHC
Site: Peters Food Service Ltd, Bedwas House Industrial Estate, Bedwas, CAERPHILLY, CF83 8XP
Reference: 31012705

Date: 22 January 2020 13:30 - 14:30
Product: 2 Axled Vehicle Roadworthiness Inspection Report
Registration: HX16EDK
Site: Peters Food Service Ltd, Bedwas House Industrial Estate, Bedwas, CAERPHILLY, CF83 8XP
Reference: 31012676

Step 8

You can always refer to the 'Audits and Inspections' dashboard in Vision which shows all unconfirmed, and all other planned jobs.

The screenshot shows the 'Audits and Inspections' dashboard in the Vision software. The dashboard has three tabs: 'Unconfirmed', 'Scheduled', and 'Completed'. The 'Scheduled' tab is active. Below the tabs is a table with the following columns: Date, Type, Status/Title/Update Details, Location, Registration, Fleet, Chassis, Reference, and Action.

Date	Type	Status/Title/Update Details	Location	Registration	Fleet	Chassis	Reference	Action
23 Jan 2020 11:40 - 12:40	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells				31817677	Cancel or Reschedule
23 Jan 2020 12:03 - 13:03	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells				31817666	Cancel or Reschedule
23 Jan 2020 13:10 - 14:10	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells				31817678	Pending with FTA
23 Jan 2020 13:13 - 14:33	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells				31817682	Pending with FTA
24 Jan 2020 05:01 - 05:01	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells	HQV200619	FLEET200619	CHASS200619	31839557	Confirm
24 Jan 2020 05:30 - 06:30	Inspection	2 Axled Vehicle Roadworthiness	Tunbridge Wells	HQV8719	FLEET8719	CHASS8719	31839559	Confirm

If you have any further questions then please contact the **Customer Operations team** on **01892 552235**, or email inspectionssupport@fta.co.uk

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