

COP



Getting Started

Cop In a Box Vehicle/Equipment Inspection includes sample data in order to illustrate the application's processes. This data is automatically imported into the application's data tables at the time of installation.

Weekly Inspection

1. Power up your new MC75.
2. Go to the **Start Menu** – Located in the upper left hand corner of the display.
3. Scroll down and select (TAP) **PTS TracerPlus 6**
4. Tap on **Weekly Inspection** to open the entry form.
5. Enter **Officer** and **Supervisor** or select from the provided dropdown lists (sample data)
6. Enter the **Vehicle #** and **Mileage**. If available, a photo of the vehicle will automatically load.
7. Enter **Vehicle Taken out of Service by** and **Date**, then tap **Inspect Vehicle** to begin the inspection.
8. Choose an **Inspection** category from the options presented.
9. Perform the inspection and select the appropriate checkboxes and dropdown lists.
10. When finished with one area of inspection, tap the **Back** button to return to the **Inspection Area** page and then select the next category.
11. Perform additional inspections, selecting checkboxes and dropdowns as needed.
12. Repeat this process until the inspection is finished.
13. Tap the **Summary** Button
14. Enter any relevant comments, then take inspection photos if necessary (up to three)
15. Enter any **Corrective action taken**, any other **Work Done** and where that work was done.
16. Tap **Save Inspection** to save the record.
17. Tap **File -> Exit** to close the application.

Monthly Inspection

1. Power up your new MC75.
2. Go to the **Start Menu** – Located in the upper left hand corner of the display.
3. Scroll down and select (TAP) **PTS TracerPlus 6**

4. Tap on **Monthly Inspection** to open the entry form.
5. Enter a name in the **Officer** . This drop down was intentionally left blank.
6. Tap the **Officer** button to begin inspection.
7. Perform the Officer inspection; selecting the appropriate checkboxes and dropdowns. The **Officer Inspection** contains two pages.
8. When complete, enter any relevant comments in the space provided and then tap the **Main** button.
9. Tap the **Vehicle** button to begin the next phase of the inspection.
10. Enter the **Vehicle Unit #**, the **Mileage** and **Oil Change Due** information, and then perform the inspection, selecting the appropriate checkboxes.
11. The **Vehicle Inspection** contains four pages. Tap the **Next** button to proceed from page to page.
12. When complete, enter any relevant comments in the space provided and then tap the **Main** button.
13. Tap the **Equipment** button and perform inspection perform the inspection, selecting the appropriate checkboxes.
14. The **Equipment Inspection** contains three pages. Tap the **Next** button to proceed from page to page.
15. When complete, enter any relevant comments in the space provided and then tap the **Main** button.
16. Enter any other comments in the **Additional Comments** field.
17. Tap the **Officer Signature** field, then have officer sign and tap **Done**.
18. Following officer signature, the **Inspector Signature** box will automatically appear.
19. As the inspector, sign and tap **Done**.
20. The **Signature** pop ups close and the aforementioned signature fields now read “**-Signature Exists**” confirming that both the officer and inspector have signed off on the inspection.
21. Tap **Save Inspection**.
22. Tap **File -> Exit** to close the application.