

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.



Reference: 31012705

Hello, you have 4 appointments to review. You can do so by clicking or tapping on the button below **Review Appointments Review Appointments** The following appointments need to be reviewed Date: 21 January 2020 13:30 - 14:30 Product: 2 Axled Vehicle Roadworthiness Inspection Report Registration: HX16EFD d Service Ltd, Bedwas House Industrial Estate, Bedwas, CAERPHILLY, CF83 8XP Site: Peters Food Ser Reference: 31012687 Date: 21 January 2020 15:10 - 16:10 Product: 2 Axled Vehicle Roadworthi Registration: PK16UHC

orthiness Inspection Report Site: Peters Food Service Ltd. Bedwas House Industrial Estate. Bedwas, CAERPHILLY, CF83 8XP

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.

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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.

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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.

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

T: 01892 526171* F: 01892 534989 www.fta.co.uk



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