



Check-in  
Inspection

**HELP & SUPPORT**

**Email:** [toyotainspectionssupport@idomi.com.au](mailto:toyotainspectionssupport@idomi.com.au)

**Phone:** 1300 774 282

**Hours of Contact:** Monday to Friday : 9:00am – 5:00pm AEDT

Version 1.0

# CHECK-IN INSPECTION

The AutoFlip inspection app enables users to scan cars using smartphones, streamlining the inspection process for dealers.

To ensure optimal performance and accurate inspections please use a compatible device that meets the following:

## Recommended Operating System

- Use an iPhone (iOS 17 or above) or Android phone (Android 13 or above)
- iPhone XR/XS (2018) or newer; Google Pixel 4 or newer; Samsung Galaxy S20 or newer.

## Battery

- To reduce the drain on your phone's battery, it is recommended that you:
- Close the app when it is not in use (unless inspection has been done in offline mode – app needs to be open when internet connection is established to save results)
- Set your 'Location Services' for the App to 'While Using' (only)

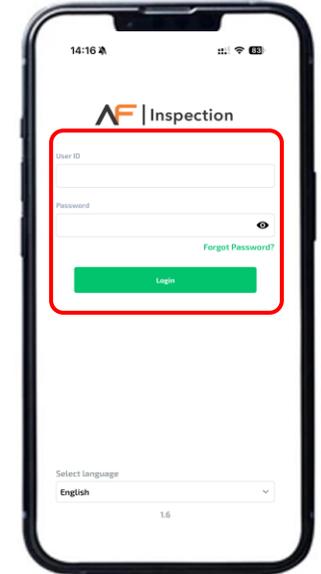
- 1 • Navigate to the **App Store** or **Google Play** and search for **AF Inspection**.
- Follow the on-screen instructions to download the app.



2

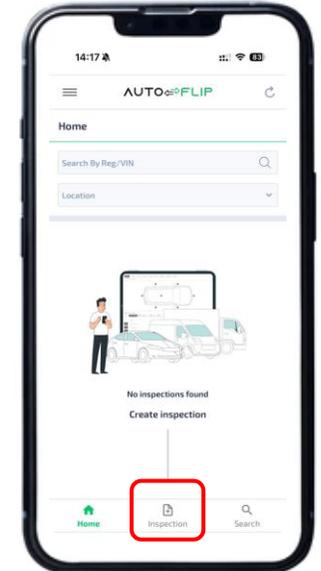
- Enter your **User ID** and **Password**
- Click **Login**

*To reset your password, click **Forgot Password***



3

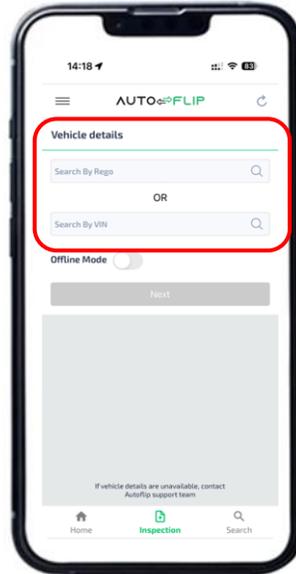
From the Home page, tap on the **Inspection** button to begin.



4

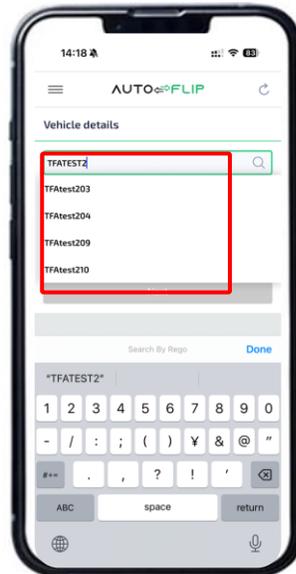
## Search for Vehicle

Using the Rego or VIN, search for the vehicle that has been returned to the dealership.



5

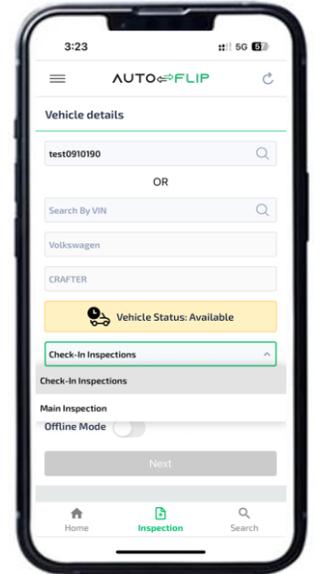
Enter the Rego



6

## Locate Vehicle

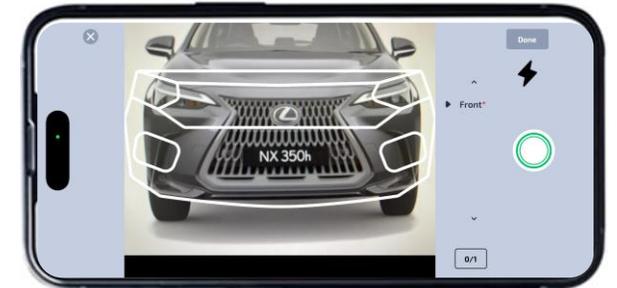
- Vehicle details and status (i.e. Available) will display
- Select Location (if multiple locations for the Dealership)
- Select Check In Inspection
- Click Next



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## Capture Image

The camera will be initiated; capture "hero" image of vehicle.

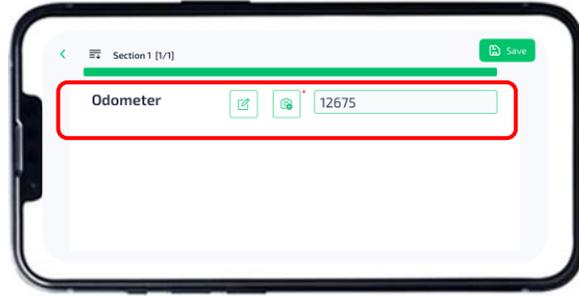


8

## Capture Odometer

Once image is taken, capture the Odometer reading. User will also need to take an image.

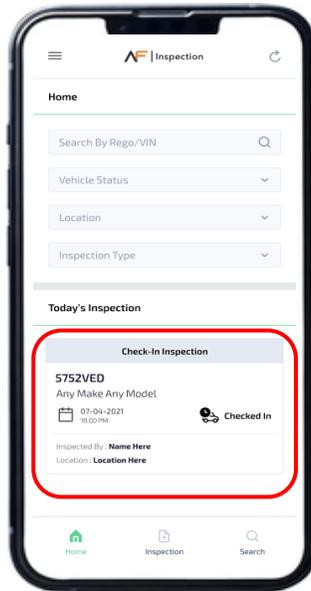
Click **Save** 



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## Check In Complete

Vehicle will now be listed as Checked In.



# MAIN INSPECTION

Before beginning the inspection ensure:

## Clean Vehicle

The exterior has been washed and cleaned.

## Good Lighting

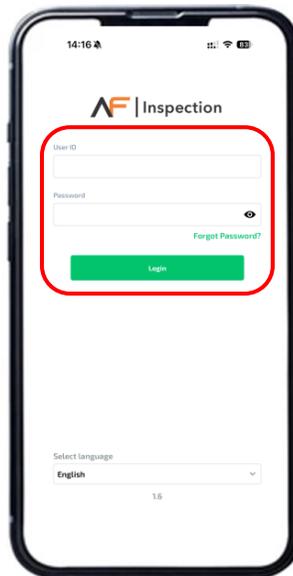
The vehicle is positioned in adequate lighting (daylight or a well-lit environment). No shadows or obstructions.

## Open Space

The vehicle is parked in an open space with room to move safely around all sides.

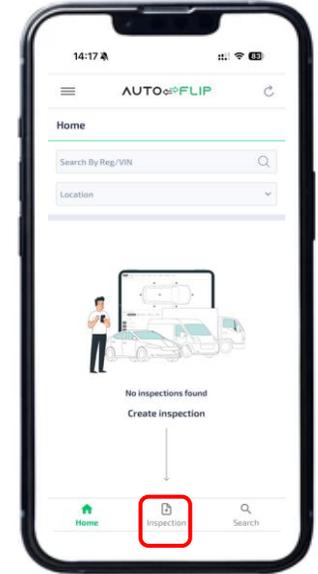
### 1 Logging in

Enter your **User** and **Password** and click **Login**



2

From the Home page, tap on the **Inspection** button to begin.

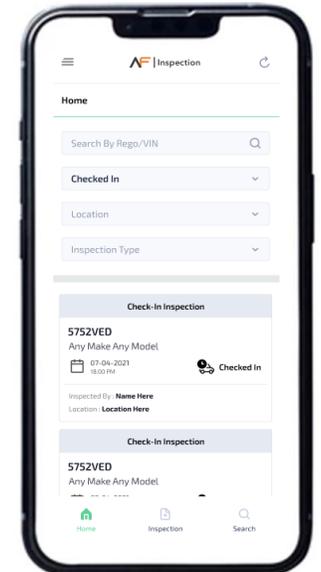


3

### 3 Search/Locate the Vehicle

Search for the vehicle using the search feature or refer to the Outstanding Inspections section.

- Select vehicle(s) already Checked In
- Search by Location (if multiple locations for the Dealership)
- Search by Inspection Type (Checked In)
- Click **Next**



# MAIN INSPECTION

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## Images

- In the image capture screen, align the overlay to the corresponding part of the vehicle
- Tap the shutter button to capture the image.

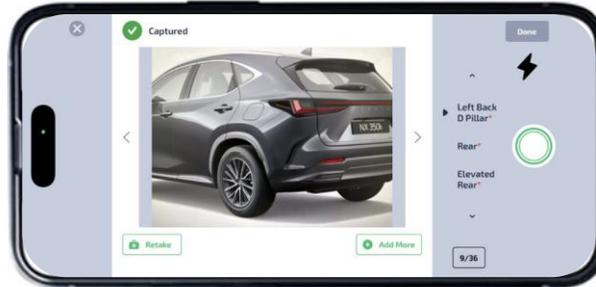


5

Once the image has been successfully captured, it will be marked with a green tick.

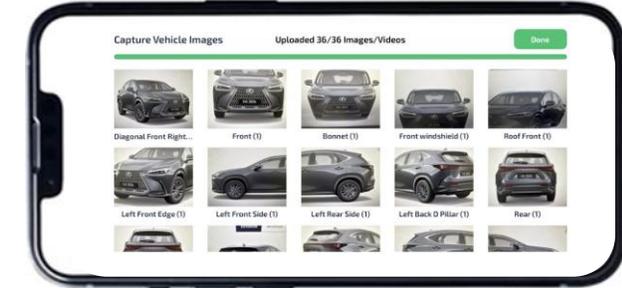
Continue to capture the images as guided by the app - there will be 36 images in total.

**Note:** Offline mode is available for image capture where internet connection is not available)



6

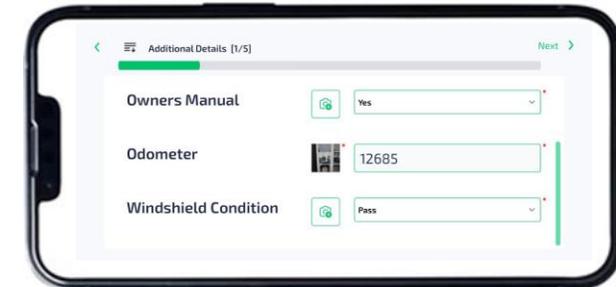
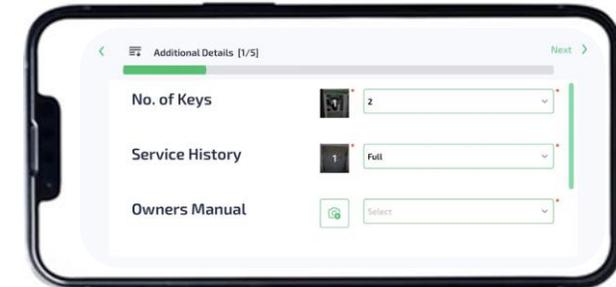
Once all the images have been captured, they will be uploaded. Once all 36 images have been uploaded click **Done**



7

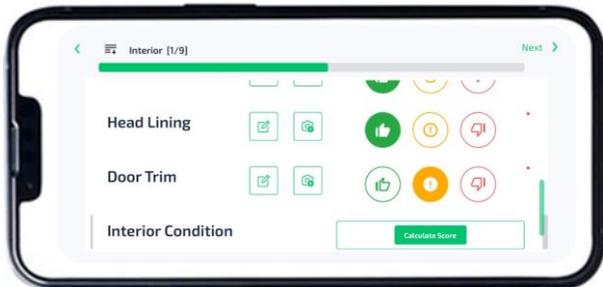
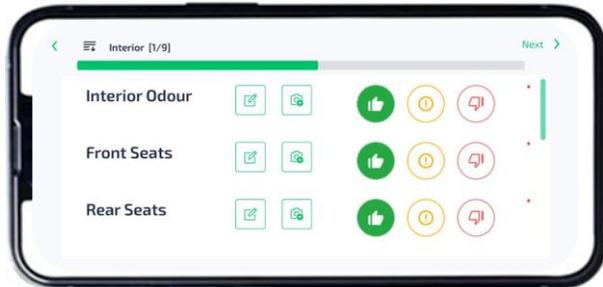
Complete the **Additional Details** about the vehicle including, the No. of Keys, Service History and Owner's Manual.

There will be an asterisk \* marked next to the items that require an image to be taken.



## 8 Interior

- Add a rating for each part of the interior.
- Additional notes  and image  can be added
- A score/rating will be calculated based on the information provided.
- Click **Next**



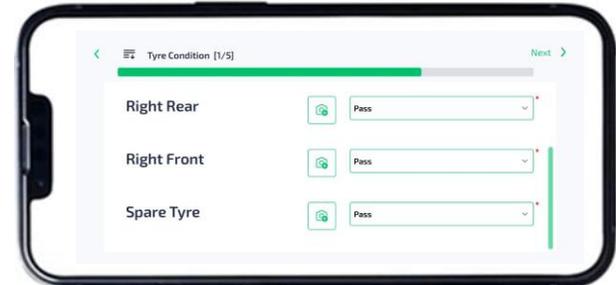
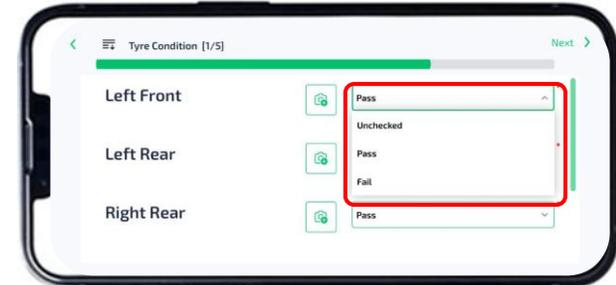
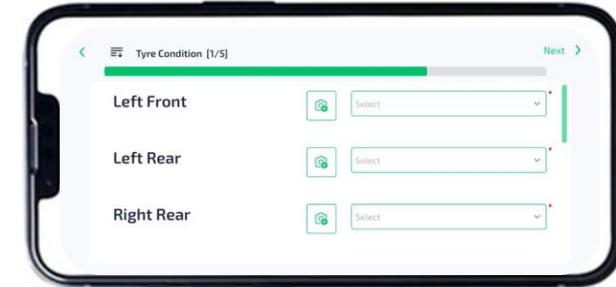
## 9 Tyre Condition

### Tyre Condition

For each part of the Tyre, use the drop-down to select from **Unchecked/Pass/Fail**

Add additional images where damage is present by clicking the camera icon. 

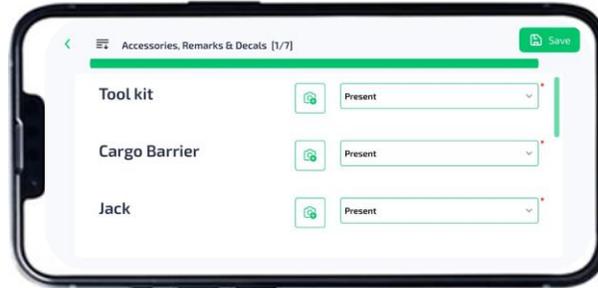
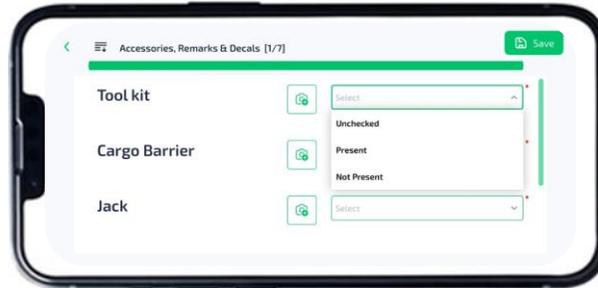
Click **Next**  to continue.



## 10 Accessories, Remarks & Decals

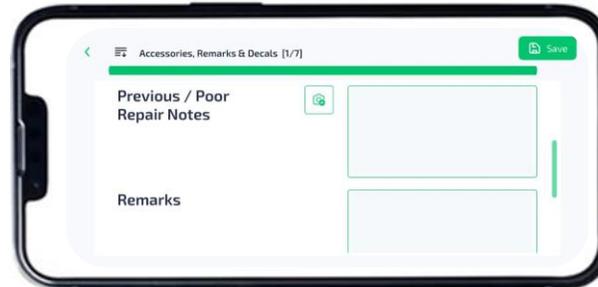
From the drop-down, select Unchecked, Present or Not Present for each item.

Click **Save**  to continue.



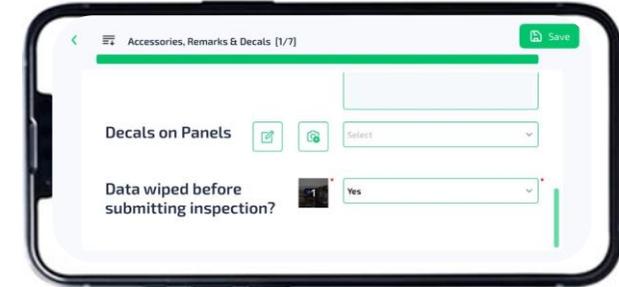
Add any additional notes or images, as required.

Click **Save**  to continue.



11 If there are any decals or decals that have been removed, capture the image here.

Confirm that Data has been wiped prior to submitting the inspection. Note that an image will be required.



12 The information will be analysed.



## 12 Damage Review.

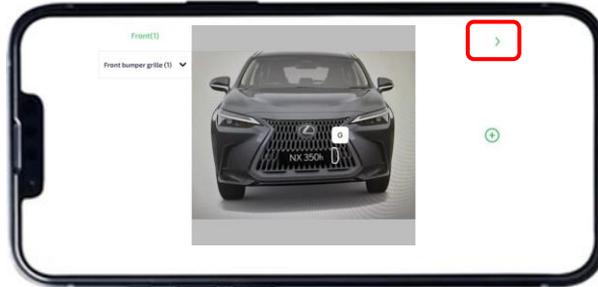
The damage status detected using AI technology, for each section of the vehicle will display.

Tap **Review**  to continue.



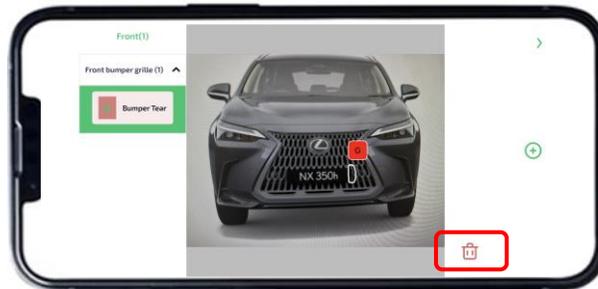
Review each of the images taken and validate the damages or faults detected, removing any incorrectly identified damage where required

To confirm and move to the next image click 

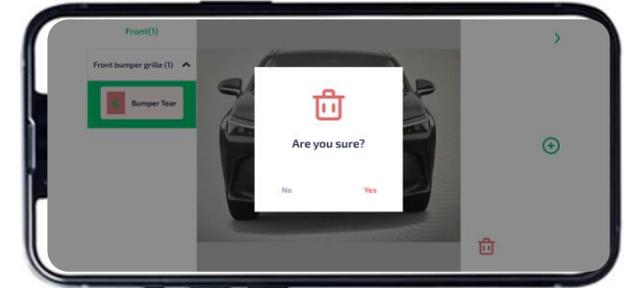


### Delete damage

If there is no damage present or it is inaccurate, click delete  to remove the fault from the report.



Confirm that you want to delete the damage by clicking **Yes**

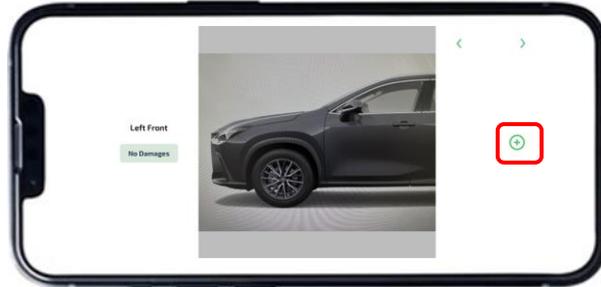


The damage will be removed.

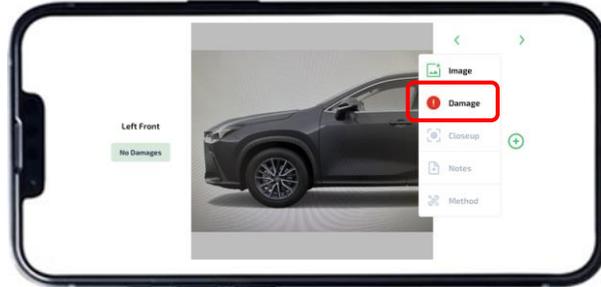


## Add Additional Damage(s)

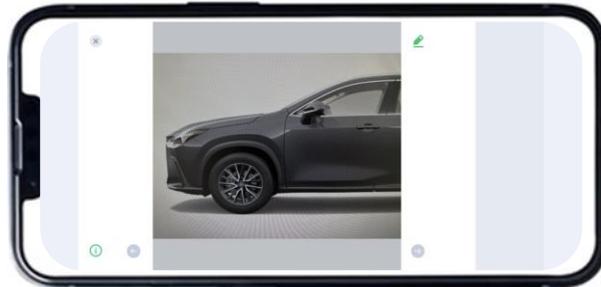
Where AI has not detected the damage, additional damage(s) can be added by clicking the  image.



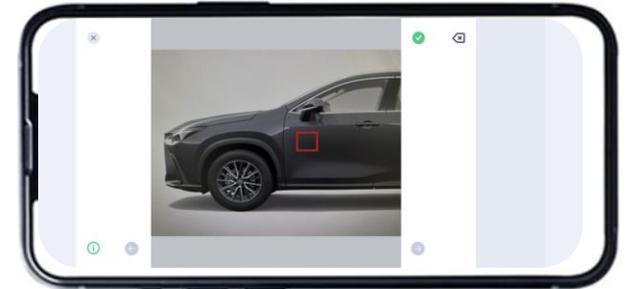
Click 



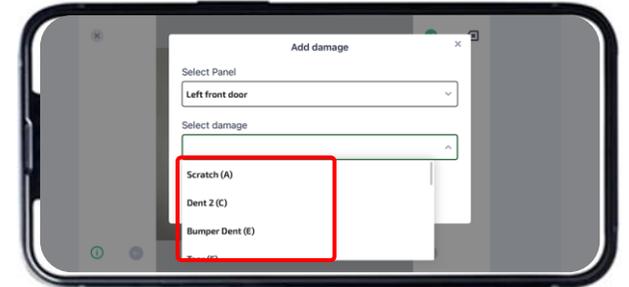
Click the Pencil icon 



- Highlight the area where the damage or fault is present.
- You can highlight the whole panel or zoom in on the affected area

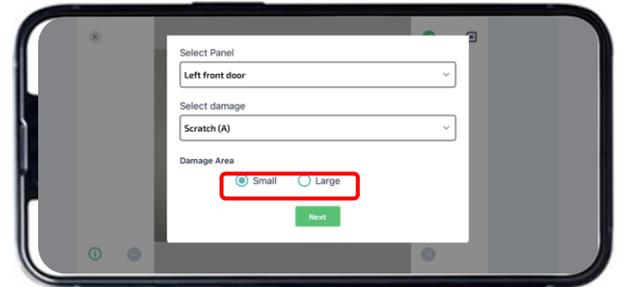


Select the type of damage from the drop-down identified in the image.



Select whether the Damage Area is Small or Large.

Click Next 

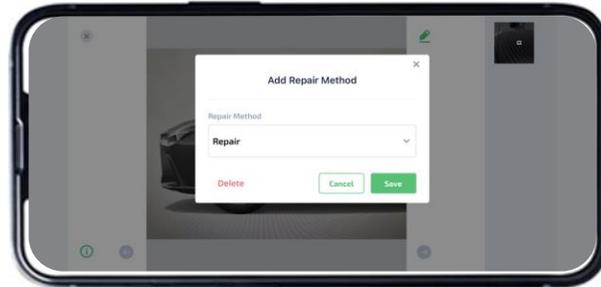


## Add Repair Method

From the drop-down select Repair, Replace or Repaint

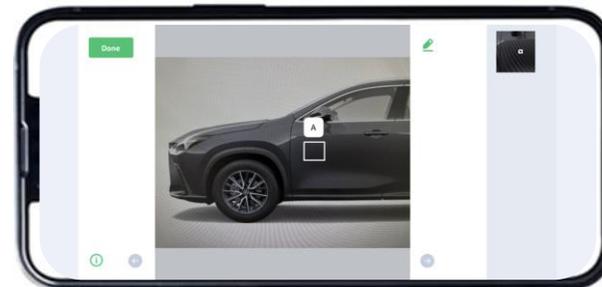


Click Save 



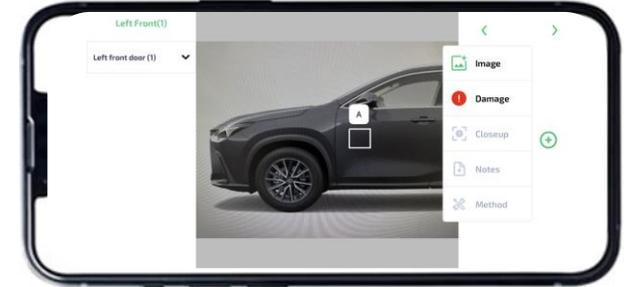
Click Save 

The new damage/fault will be saved.



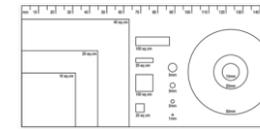
## Adding Additional Photos

Click Image  Image to upload photos to support additional damage identified.

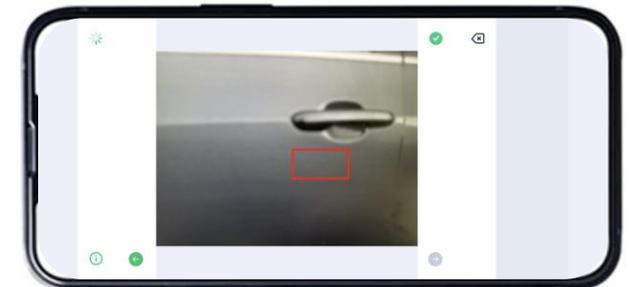


Tap the shutter button to capture the additional image.

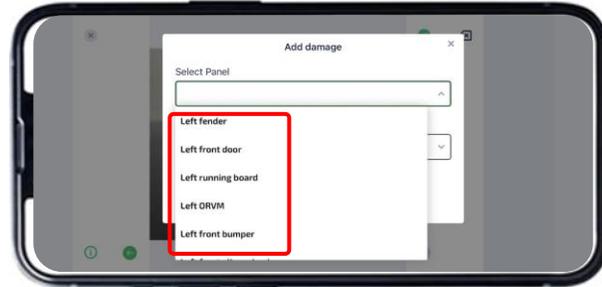
Note: The measuring tool is useful to highlight the size/length of damage here.



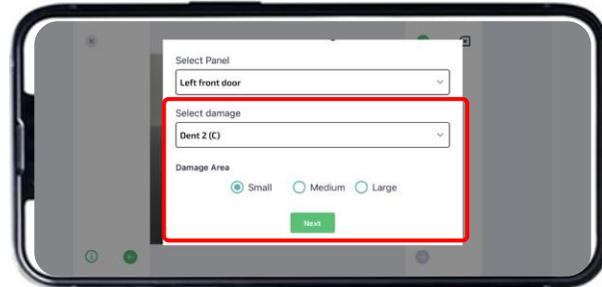
Drag the rectangle across the screen to highlight the damage/fault.



From the drop-down, select the location of the damage e.g. Left front bumper.

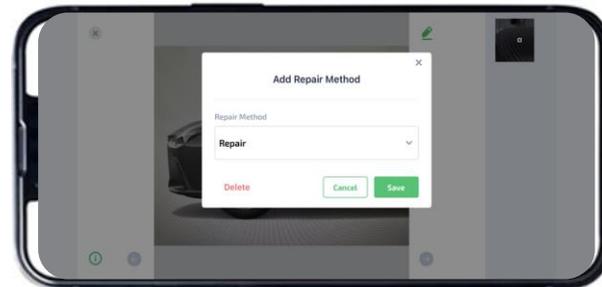


- Select the type of damage identified e.g. Dent, Scratch
- Select the Damage Area (Small, Medium or Large)
- Click **Next** 

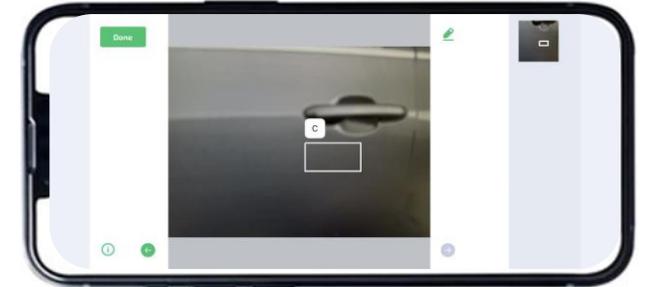


From the drop-down select the Repair Method i.e. Repair, Replace or Repaint

Click **Save** 



The additional damage will be saved and recorded.

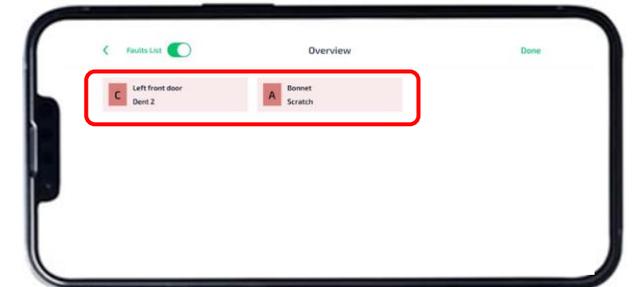


Once the review is completed a new overview of the damages will be generated based the additional information and images entered.

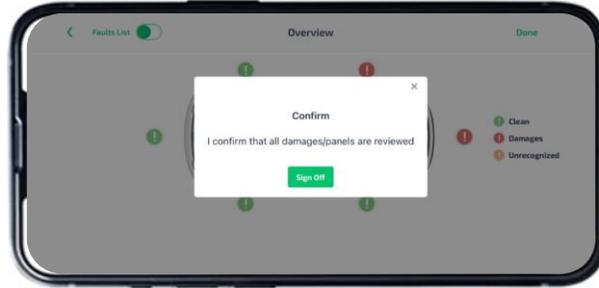


A Summary of the faults will be listed.

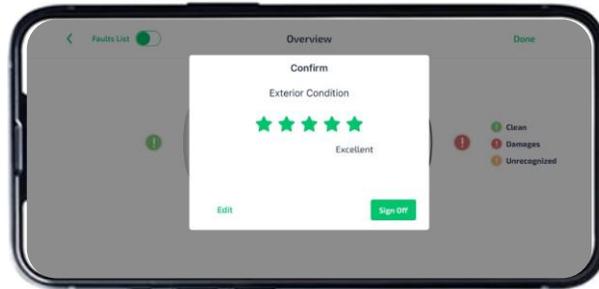
Click **Done**



13 Click **Sign Off**  to confirm the damages.



Click **Sign Off**  if you agree with the rating, otherwise tap the star to lower the rating or vice versa.



The inspection will be submitted to IDOM to create the Condition Report for the vehicle.

