

Loading a Vehicle with Damage

Modified on: Tue, 18 Dec, 2018 at 2:00 PM

To find your loads, including how to use the **Select with VIN Scan** feature, refer to the article **[Finding Your Loads](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads)**. (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads>)

To start the loading process you have the option of scanning a VIN after you have selected which load you are working. Some companies may require you to scan VINs to load your vehicles.

Scanning a VIN

1. After clicking **Load** (see **[Finding Your Loads](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads)** (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads>)), click on the barcode icon located on the top menu.

iPhone Users: Give permission for V-TAS to access your camera, if prompted.

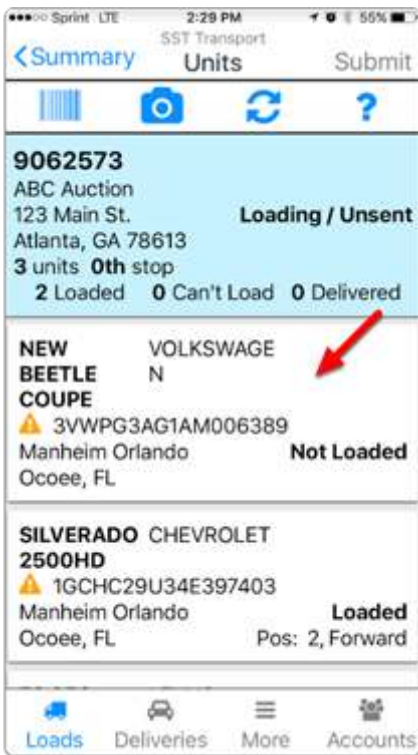
Android Users: If this is the first time you are using the scanner and you do not currently have the Barcode Scanner app installed on your phone, you will be asked if you would like to install it. Click **Yes**. You will be taken to the Google Play store to install the app. After installing, go back to the V-TAS app and click on the barcode icon again. This will open the Barcode Scanner app.

2. Center the VIN barcode on the screen. The barcode will automatically be read. A menu of options for that vehicle will open. (Go to **Documenting Damages and Loading**.)

Loading a Vehicle without Scanning a VIN

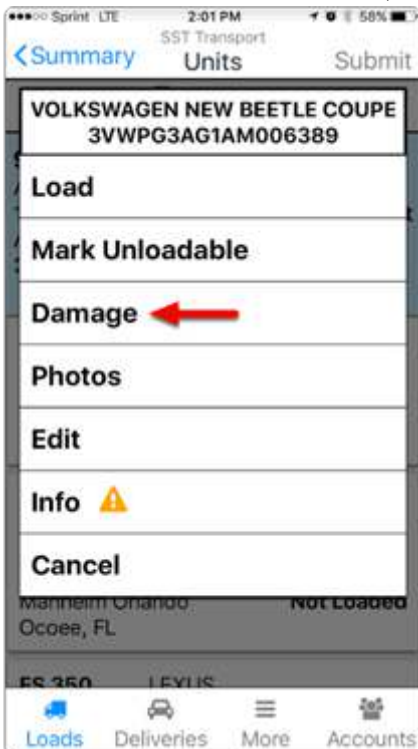
1. After clicking **Load** (see **[Finding Your Loads](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads)** (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055202-finding-your-loads>)), select the vehicle you would like to load. A menu of options for that vehicle will open. (Go to **Documenting Damages and Loading**.)

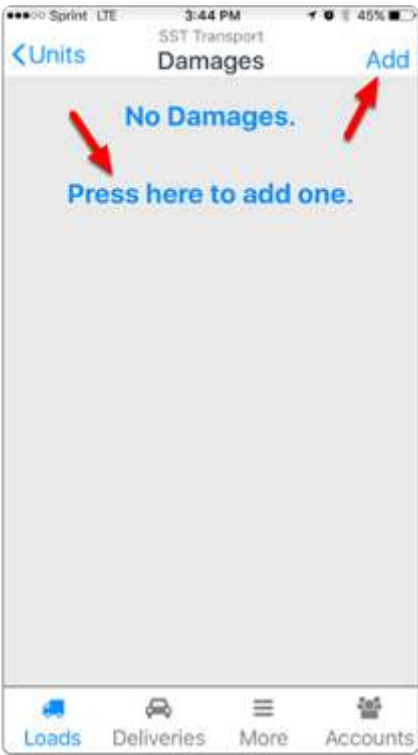




Documenting Damages and Loading

1. Click **Damage**.
2. Click **Press here to add one.**, or click **Add** in the top-right corner.



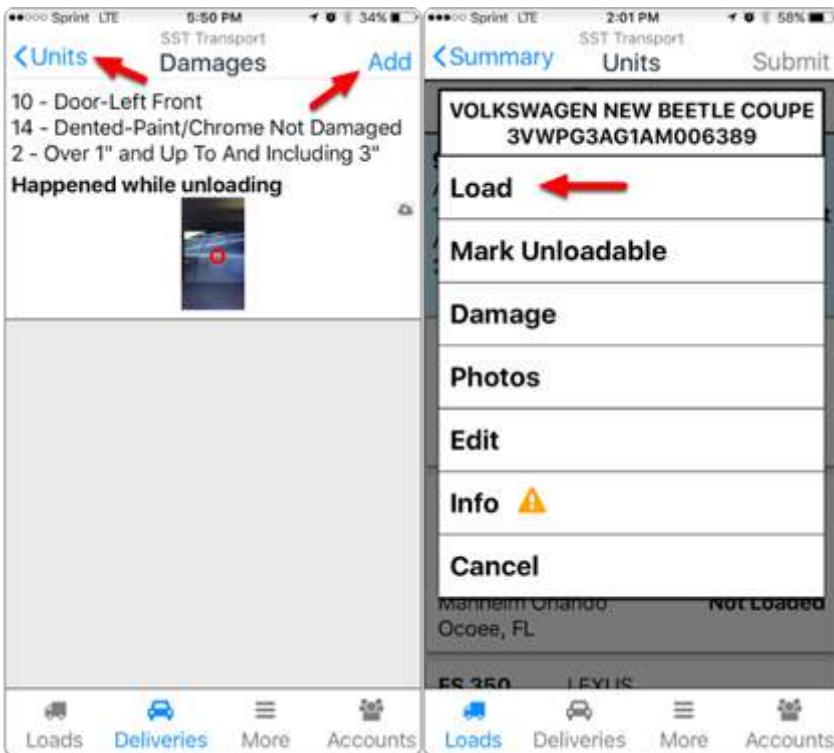


3. Select the **Area**, **Type** and **Severity** of damage that the attendee has agreed to (you will be able to dispute these damages later). You can also enter any **Comments** (optional) and take a **Photo** of the damage (optional or as required by each company).
4. Click **Save**.

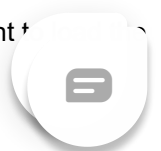


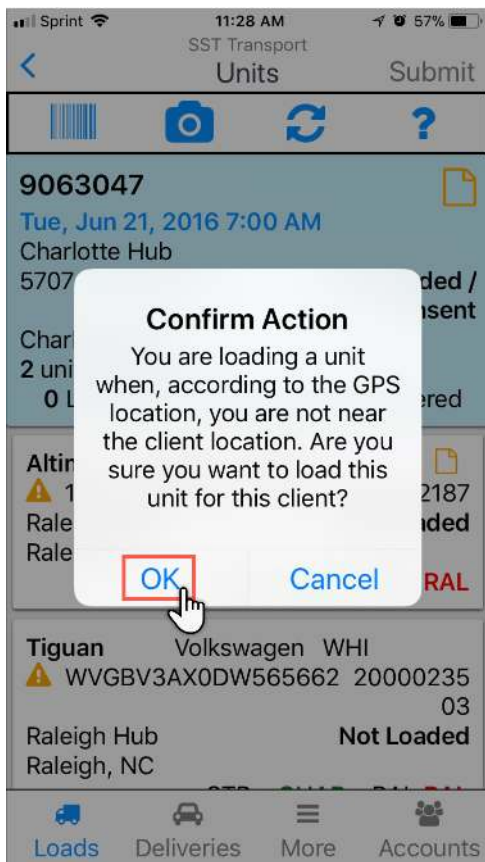


5. Click **Units** to return to load details or **Add** to enter additional damages to the current vehicle.
6. Once all damages for this vehicle are documented, click **Units**, select the vehicle again and click **Load**.






7. If you are not currently at or near the loading location you will be alerted and asked to confirm that you want to load unit(s) for this client. Click **OK** to confirm.






8. Enter the **Position** of the vehicle on your truck. Once you have used an available position it can not be used again until the unit occupying that position has been delivered via the app.
9. Select which **Direction** the vehicle is facing.
10. Click **Save**.




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[← Units](#) Viridian Transvision
Load Unit Save





Save and Add Damage

Position 5 

Direction

Backward Forward 

[Reset All Fields](#)

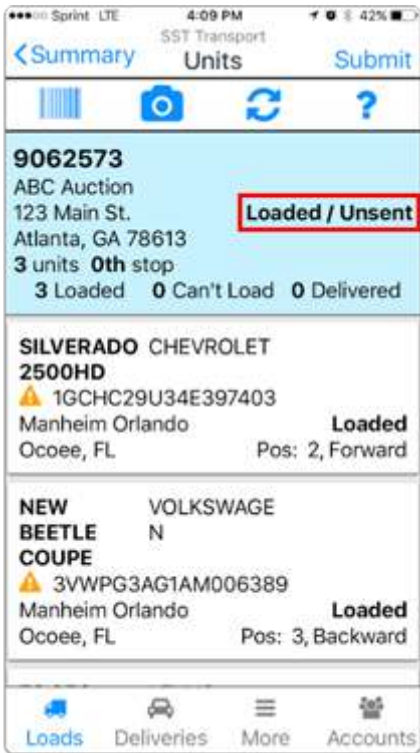
 [Loads](#)  [Deliveries](#)  [More](#)  [Accounts](#)

11. Repeat this process with all vehicles that have damage.

12. If you need to load vehicles that **do not** have damage, refer to the article [Loading a Vehicle without Damage](https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055222-loading-a-vehicle-without-damage) (<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055222-loading-a-vehicle-without-damage>).

13. Once all vehicles have been loaded the load status should now be marked **Loaded/Unsent**.





Next, you'll need to submit the load via the app. See **Submitting a Load**

(<https://vtvsolutions.freshdesk.com/support/solutions/articles/17000055759-submitting-a-load>).

