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Vehicle Inspection Report (DVIR) – Portal User Manual

For MCP50, MCP110/200 & IVG



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<u>S</u>	3
Logging on to the Vehicle Inspection Report - DVIR Portal	4
User Maintenance	5
Inputting Company Information & Logo	6
.3 Setting up Terminals (Global Groups)	7
tenance	9
Assigning Vehicles to Carrier & Terminal	10
Inputting Trailer ID and Global Group (Terminal) Error! Bookmark not de	efined.1
Trailer Terminal Management Error! Bookmark not de	efined.3
Email Notifications	efined.3
Activating Workflow On the mobile – Deploying DVIR Template	15
orting	
ver Vehicle Inspection Report	18
nalytics Reporting	19
Priver Vehicle Inspection Report – Reporting	20
ave Filter and Layout	21
Removing a Filter	22
Printing a Vehicle Inspection Report	22
xport the DVIR List to Excel	23
Driver Vehicle Inspection Reprt – Printing	24
Jpdating a DVIR with Repair Details	24
Priver Vehicle Inspection Report – Requests	25
lissing Driver Vehicle Inspection Report	
	Logging on to the Vehicle Inspection Report - DVIR Portal User Maintenance Inputting Company Information & Logo

OBJECTIVES

This document will provide instructions for users on how to set up their Portal and access completed Vehicle Inspection Reports (DVIR) viewing, sorting, filters and print DVIR's from the portal.

Notes

The website for the Vehicle Inspection Reports (DVIR) portal is <u>www.mygrovesoft.com</u>.

Web browser (Microsoft Internet Explorer 9, 10 and 11, Mozilla Firefox and Google Chrome).

This application requires additional setup in the myshawtracking.ca portal, users setting up the vehicles for Vehicle inspection will also require Admin access to the myshawtracking.ca portal. Prior to getting started check with your local administrator to ensure you have the required administration access in Myshawtracking.ca.

Please note Tractor Information including License plates and Jurisdiction of the plate should be entered in the Myshawtracking.ca Qtracs application prior to completing the setup in the Vehicle Inspection Portal

1 LOGGING ON TO THE VEHICLE INSPECTION REPORT - DVIR PORTAL

- 1. Access the internet browser and navigate to <u>www.mygrovesoft.com</u>.
- 2. Input your Username, Password and Company name. This information would have been provided to you after your DVIR training. These fields are not case sensitive.
- 3. Press Enter or click LOGIN



4. This brings up the Home page of the DVIR portal. The menu options are available across the top of the screen. As you run your mouse across the menu options the sub menus will drop down for you to select from.



2 USER MAINTENANCE

2.1 SETTING UP A NEW USER

It is recommended that each user be setup with their own user name and password for the Grovesoft portal. Users can customize the format and layout of screens and to save these settings so they will be available on the next login.

- 1. Point to *Maintenance* option on the main menu across the top of the screen. From the sub menu select *User Management*.
- 2. On the right side of the screen under User Management click on New to add a user.

Q DVIR/CTPAT	to Sco	precard & Analy	tics	📥 Safety	🗳 Payroll	🗘 Mair	ntenance	Logout
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- 3. Fill in the Username and Password fields. For User Type, click on the drop-down arrow and select Admin or User
 - a. Admin has full access and the ability to set up users, view and change passwords
 - b. User can setup vehicles, view reports, sort, filter and print DVIR's
- 4. Click the drop-down arrow and select the time zone for the user. This will ensure that when the user goes into the portal they will see the event time reflected in their own time zone.
- 5. Select appropriate access for the user
- 6. Click Update to save the new user

Edit Form				×
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Payroll Access:		Safety Access:		s is for access to
Scorecard Access:			FI	lesse Reporting
			Update	Cancel

3 SETTING UP ACCOUNT INFORMATION

3.1 ENTERING MAIN ACCOUNT INFORMATION

- 1. Point to *Maintenance* option on the main menu across the top of the screen. From the sub menu select *Settings*
- 2. Select *Company Info* tab and add main account information Company Name and address, upload your company logo .jpg (Required) click update to save.

	📩 Scorecard & Analytics	🕰 Safety	² Payroll	Maintenance	▶ Logout
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Company Informa	tion				
Company Name		-			
Addross					
2055 Flavelle Blvd					
Address2					
City					
Mississauga					

3.2 ENTER COMPANY INFORMATION TO BE DISPLAYED ON INSPECTION REPORTS

1. Select DVIR/CTPAT from the main menu, under the DVIR Inspections select Maintenance then the *Companies* tab. Enter your company information as you would like it to appear at the top of your DVIR, upload your logo (required field) and select *Update* to save.

hicle Plate M	aintenance Driver	r Terminals Tra	ailer Terminal Mgt 🤇	Companies	Email Not	ifications	Upload Logo		
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Repeat step 3.2 – if operating with more than one Carrier authority.

3.3 SETTING UP AND MAINTAINING TERMINALS (GLOBAL GROUPS)

It is important to have a good understanding of how to setup Terminals and the impact Terminals can have on Vehicle Inspection Reports time zones and the reporting function.

The Vehicle Inspection system requires at least one Terminal and one Global Group created to function correctly. The names must be the same in text and format.

Terminals control the time zone on the vehicle inspection reports, for carriers who have multiple terminals in different time zones they will be required to create multiple terminals. It is recommended that they mirror the Depots or Terminals in Hours of Service to ensure that the inspection times match the on-duty time on the log. Terminals allow the user to sort your inspections by terminal location, and control notifications by Terminal for Vehicle Inspection Reports.

- 1. Point to *Maintenance* option on the main menu across the top of the screen. From the sub menu select *Settings*.
- 2. Select the Terminals (Global Groups) tab
- 3. On the left side of the screen click on New to create a Terminal
- 4. Company Id will auto populate, input Terminal (Global Group) and select the Time zone
- 5. Click on Update to Save
- 6. Click on the blue Sync Global Groups button

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Timezone:*					
					Update Cancel

3.4 SETTING UP & MAINTAINING GLOBAL GROUPS

Global Groups is a function located in the myshawtracking.ca portal, Global Groups feed information for your vehicles and drivers into the Vehicle Inspection portal Terminals, Global Groups are required for the system to function properly.

1. To create the Global Groups for the Terminals, login to the Myshawtracking.ca website, select Administration in the upper right corner of the page then select the Global Groups tab.



- 2. Click *Add new global group* to input the terminal name from the mygrovesoft.com portal into the ID: field; enter a Description to identify this group for DVIR Portal.
- 3. To add and maintain vehicles and drivers in the group click the Driver or Vehicle tab and use the instructions below to add them to the group.
 - To add select Vehicles not in group list on the right and click Add.
 - To remove select Vehicles in group list on the left and click Remove

Note:

- Shift+Click can be used to select a range of assets; or Ctrl+Click to select individual assets.
- To jump to a specific asset, begin typing the ID in the box above the list. The closest match appears at the top of the list.

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1 AUTGRP	Shew Default Global Group	• • • • • • • • • • • • • • • • • • • •	Which applications use those groups?
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RishDivA	Division A for Dewen Corp	PETENG PSTEM200 RICKW90	
RishDivB	Division B for Dewan Corp	RLEYIVG RLEY200 RLEY50	~

****NOTE:** Assigning Vehicles/Drivers to more than 1 Global Group that exist in the Vehicle inspection application will have undesirable effects on the inspections.

All Drivers/Vehicles should be assigned to a global group/Terminal prior to deployment.

4 DVIR/CTPAT MAINTENANCE

The Maintenance option provides the user access to view and sync their vehicle information with Qtracs, assign vehicles, trailers and drivers to a company and terminal for reporting purposes, input company address and logo to appear on the top of the DVIR and to set up email notifications of completed DVIR's.

- 1. Point to the *DVIR/CTPAT* option on the main menu across the top of the screen. From the sub menu select *Maintenance*.
- 2. Features/Tools:
 - a) Green Sync Vehicles button syncs the portal with Qtracs.
 - b) Clicking a header will sort the information below ascending or descending.
 - *c)* The row under each header is a search field Example: the Vehicle ID column allows a user to input a vehicle ID, hit Enter and it will locate all the DVIR records for that vehicle.
 - d) The T allows you to search using a drop-down method of available assets.
 - e) On the bottom of the page scroll through your fleet by page or use Page size to view all.

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Page 1 of 15 ((42 items) <	1 2 5 4 5	6 7 13 1	4 15 >							Page size	10 -
2												

4.1 SETTING UP VEHICLES

Prior to completing the vehicle setup on the Vehicle Plate Maintenance tab, Vehicle information should be completed in Qtracs (in Myshawtracking.ca portal) and the vehicle should be added to the correct Terminal (Global Group) in the Grovesoft portal.

- 1. Select the Vehicle Plate Maintenance tab. If the tractor information has been added in Qtracs, the vehicle id, UA #, license plate and jurisdiction information should be populated. If you do not see plate information refer to the Trouble Shooting Tips below.
- 2. Click the Edit button to the left of the Vehicle ID and use the drop down to assign the vehicle to the Company and Terminal you would like it to belong to, click *Update* to save. To activate the Vehicle Inspection Report in the vehicle, proceed to Section 6 Deploying Templates to the Mobile Unit.

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Vehicle Plate No:	• 7878PH			Jurisdiction:*		CA-ON		
Company:*				Terminal (Global Gr	oup):*			· · · · · · · · · · · · · · · · · · ·
								Update Cancel

TROUBLE SHOOTING TIPS AND FAQ

1. Can't see Plate and or Jurisdiction in the Vehicle Plate Maintenance tab.

Confirm the information was added in myshawtracking.ca Qtracs Vehicle tab. If the information had been added to Qtracs and it is not appearing in the Vehicle Plate Maintenance tab Click on the green Sync Vehicles button in the top left corner of the to force a sync with the Qtracs portal.

2. There are no Companies listed in the drop down when editing the Vehicle

Make sure the Company information was added in the DVIR/CTPAT, Maintenance, Companies tab. Refer to 3.2 in this manual on for additional details.

3. There are no Terminals in the drop down when editing the Vehicle

Ensure the Terminal(s) has been created in the Vehicle inspection application, refer to 3.3 in this manual for additional details.

4.2 SETTING UP DRIVERS (OPTIONAL)

Once drivers are created in Qtracs they will auto populate in the Driver Terminals Tab.

Assigning drivers to the Terminal will populate the column in the DVIR reports for Driver Terminal and allow the user to direct DVIR notifications to the appropriate terminal. If there is only one terminal, it is not necessary to assign drivers to that Terminal. This column can be hidden on the DVIR Reporting screen as it will not be populated.

Manage Signature allows you to add the drivers signature to all inspections. This is not a legal requirement it is optional.

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TO ASSIGN THE DRIVER TO THE TERMINAL

- 1. Click the Edit button to the left of the driver name.
- 2. From the drop-down on the Global Group (Terminal) and select the Terminal
- 3. Select Update to save.

91	DVIR/CTPAT	🔥 Scorecar	d & Analytics	da Sa	fety	🚨 Payr	oll	Maintenance		Logout	
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	JUDYM		JUDY MCDONALD								
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Phone Numbet:					Global Group (Terminal):*						e
Signature:											

TO ADD A DRIVER SIGNATURE TO A PRINTED INSPECTION (THIS CAN BE DONE WITH A TABLET)

- 1. Click the radio button to the left of the driver's name
- 2. Click Manage signature button.

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Manage	Signature										
Enter 1000 ta	meth.										
•	Driver ID	т	Name	Ŧ	Phone Number	Ŧ	Global Group (Terminal)	т	Signature		т
		Ŧ		Ŧ		т					
Eda	JUDYM		JUDY MCDONALD								

- 3. The driver can use a stylus on the touch screen to add their signature
- 4. Click the Save button.

If the driver is unhappy with their signature click Clear button and have them sign again. Save when completed.

Driver Signature	□ x
Old Signature	
No Signature Exist currently	
New Signature	

4.3 SETTING UP TRAILERS (OPTIONAL)

Assigning Trailers to the Terminal will populate the column in the DVIR reports for Trailer Terminal. Populating the Trailer Terminal field gives the user the ability to direct DVIR notifications to the correct terminal. If there is only one terminal, it is not necessary to assign Trailers to that Terminal. This column can be hidden on the DVIR Reporting screen as it will not be populated.

****NOTE:** adding trailer information into the Trailer Terminal Mgt Tab does not populate on the Mobile unit in the truck. **Drivers will have to manually add the information on the inspection**.

- 1. Select New
- 2. Add trailer information, one trailer at a time. All fields are mandatory
- 3. Select Update to save.

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Plate Juris:*		Global Group (1	erminal).*		*
Company:		*			

4.4 SETTING UP EMAIL NOTIFICATIONS

There could be departments in the company i.e. Maintenance, Dispatch or Safety that want to know if a driver has declared a major defect on a tractor or trailer. Under this tab, email addresses can be set up to receive an email notification when drivers complete DVIR's with major, minor and/or no defects.

There is no limit to the number of emails notifications that can be setup. The email notifications consist of an email with a .pdf copy of the DVIR attached. All notifications will come from Grove Notifier with the subject line reading Driver Vehicle Inspection Report.

4.5 ADDING EMAIL NOTIFICATION ADDRESSES

- A. Select Email Notifications tab
- B. Click on the New in the top of the left column
- C. Enter Email Address
- D. Check off which type of the notification(s) this email address should receive.
- E. Use the Terminal drop-down to specify which Terminal your recipient will receive reports for or leave it blank and they will receive reports for all Terminals
- F. Click Update to save
- G. Trailer Id Update & Vehicle Plate Notification are not functional; selecting either of these boxes will have no impact on reports

S DVIR/CTP	AT 🔥 Scorecard & An	alytics	da Safety		👌 Payroll	Maintenance	▶ Logout
Home Maintenance							
Sync Vehicles Vehicle Plate Maintenance	Driver Terminals Trailer Terminal Mgt	Companies Em	al Notifications	.0go			
New	Email Address	Report Major	Report Minor	No Defect	Vehicle Plate Notification	Terminal Missing	Dvir Trailer Id Update
Email Address:* Report Minor: Vehicle Plate Notification: Missing Dvin					Report Major:		
							Update Cancel

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New	Email Address	Report Major	Report Minor	No Defect	Vehicle Plate Notification	Terminal	Missing Dvir	Trailer Id Update
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New Edit Delete Edit Delete	Email Address CRobinson@Ominitracs.com mleadbeater@ominitracs.com	Report Major	Report Minor	No Defect	Vehicle Plate Notification	Terminal CRgroup	Missing Dvir	Trailer Id Update

5 ACTIVATING WORKFLOW DVIR ON THE MOBILE – DEPLOYING TEMPLATE

5.1 DEPLOYING TEMPLATES TO THE MOBILE UNIT

After you have completed all the required data entry covered in sections 3 and 4 you can proceed to activate the workflow button on the mobile. This will allow the drivers to start using the Vehicle Inspection Application in the truck.

The template(s) that your company needs for deployment will be loaded into your Workflow Management Centre by Omnitracs in the shawtracking.ca portal.

Ensure the driver has a printed copy of our Schedule 1 in the vehicle prior to deploying the Workflow template to the vehicle. The IVG & MCP50 units require the driver to key in the defect code from the Schedule 1 while the MCP110/200 has the defect hard coded in the unit for selection by the driver.

- 1. Log onto the myshawtracking.ca portal using your credentials
- 2. Select the Workflow Management Centre from the list of applications on the left of the Service Portal screen



 On the left side of the Workflow Directory screen are the Template(s) in red text. If your company has more than one model of mobile units (MCP 50,110, 200 or IVG), there will be a different template for each model of equipment type. The type is identified in the name of the template.

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- 4. On the right side of the screen, is the date the template was loaded into your portal by Omnitracs.
- 5. On the left side of the screen click on the template version that needs to be deployed. This will show the release(s) for the template that was selected. Click the Deploy to Mobile button on the right side of the screen.



- 6. On the Deploy tab there will be a list of vehicles that have equipment installed that match the model type (MCP 50's,110 and 200's or IVG) of the selected template name.
- 7. The Search option allows users to search by Vehicle ID or UA number. Click the radio button to specify type of search, type in the information Unit Asset # (UA#) and click on the Search button. To increase the number of records per page, input a number in the Display records per page and press Enter.
- 8. Select the check box to the left of the vehicle(s) that the template needs to be deployed to or click the check box in the Header row to select all vehicles and then select the Deploy button below the list.

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0	107053720	102	MCP60	
	107050635	101	MCP10	
	107054860	10	MCP50	
0	107057490	102	MCP50	
	107053448	104	MCP50	
Display	v 10 vecords per pege			CiPage 1 of 1 Cl

9. Status of the deployment can be monitored by clicking on the Deploy Status tab at the top of the screen.

This screen will show the UA number, Vehicle ID, Workflow name & Release Name, name of the user who deployed the template, Deploy Status and the Date of deployment. The deploy status will change from Transmitting to Completed when it is done. IF a unit is out of range or the truck ignition is off, the system will wait until the truck comes back into range or starts up then it will transmit the template.

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	Unit Address	Vehicle Id	Workflow Name	Release Name	User Name	Deploy Status	Date
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						Compresso	Feb 6, 2015 4:26:34 PM
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	105416030 105331088 105331024 107039880 107020917 105354946	RLEY200 RLEY50 0107020917	MOPTIO 2000 V/W 10.00 CTPAT Explain DV/W MOPTIO.200 V/3.00 EVIO NO CTPAT F/W DV/W MOPTIO.200 EMINJMULI (10 EVITA V/14 DV/W MOPTIO.200 EVIDAT MOPTIO.DV/W 10.00 CTPAT DV/W MOPTIO.200 v/3.01	MCP110 200 07/81 V0 08 CTPA1 Eng (Als MCP110, 200, CVRI, V0 08 H0 CTPA1 Eng PH 00M MCP110 200 MCP50 07/41 V1 07 ENG NO CTPAT MCP50 07/41 V0 06 CTPAT MCP50 07/41 V0 06 CTPAT	STADMIN STACMIN STACMIN STACMIN STACMIN ADMINST	Completed Gompleted Transmitting Completed Completed Completed	Peb 6, 2016 3/20 54 494 Okt 6, 2016 3/20 5FM De 4, 2016 3/20 5FM Nev 21, 2016 5/06 48 FM Aug 26, 2016 5/06 48 FM Dec 22, 2015 5/10 22/24 AM Dec 22, 2015 2/26 4/FM Agr 30, 2015 1/2 28 1/FM
	105416636 105331088 105331024 107039680 107020617 105354646 10702064	RUEY200 RUEY50 0107020917 0107020914	McFH102007/W11080CFTAFE76399 DVM McGFH20207081H01004CFTAF PFD0M MCFH202008H04004CBH1C1FTAF DVM MCGFB070375878020CFTAF DVM MCGFB07037578020057047 DVM MCGFB0703005104 MCFB2007W12080CFTAFT	MCPT110200074810 BM CFIAET bog ang MCPT102200,0749,100 BM CCFIAET Bing PR 0x44 MACPT10200 MCPS0007410207 BM CCFIAET MCPS0007441020 BCFIAET MCPS000744100 BCFIAET MCPS1000744100 BCFIAET	STADMEN STADMEN STADMEN STADMEN STADMEN ADMENST STADMEN	Completed Completed Transmitting Completed Completed Completed Completed	Peolo, 2015. 4 2015.4 Mar. Orefs, 2016.30 OB PM Oref. 4, 2016 (0:10.8 OB PM Nov. 4, 2016 (0:10.2 OB PM Nov. 12, 2016 2016 (0:10.2 OB PM Apr 201, 2015 2016 (0:10.1 PM Apr 201, 2015 4 2016 (0:10.1 PM Nov. 18, 2015 4 2016 (0:10.1 PM Nov. 18, 2015 4 2016 (0:10.1 PM
	1054/16/30 105331026 105331024 107039680 107039680 107039687 105354945 107020954 105460230	RILEY200 RILEY50 0107020917 0107020914 UNICOM	McP110220D/W11080CF1782Fbg.Big DVM McP110220D/W11080CF1784 FREDVM MCP110220EMigueLite Int CF1784TV14 DVM MCP501037EWLB6CF1784T MCP500/W1206CF1784T DVM MCP1102200104CF1784T DVM MCP1102200104CF1784T mmstable V004784be	MCF1113200,074313,00 CF1A1E top ulig MCF115,200,074313,00 CF1A1E top ulig PK0 0743,200,074312,000 CF1A1E MCF810,07413,07 ENDA ND CF1A1E MCF810,074313,07 CF1A1E MCF100,074713,00 CF1A1E MCF900,07433,00 CF1A1E	STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN	Completed Completed Completed Completed Completed Completed Completed Completed	Peol, 2015. 4 2015.4 Mar Oct, 2015.0 Stol B Mar Oct, 4, 2015.8 15.8 D Ant Nov 21, 2015.5 Oct, 8 Mar Aug 27, 2015.1 10 C24 AM One 27, 2015.1 12 C24 AM One 27, 2015.1 22 C31.1 FBM Nov 18, 2015.9 44.8 SAM Sep 23, 2015.9 (15.0 SAM
	105410050 (05331056 107539056 107520547 105554946 107520504 10562050 10562050 10562050	RILEY200 RILEY50 0107020917 0107020094 UNICOM PETERAG	McP110220D/W11080CF782Fbg.bpg DVM McP12020D/W11080CF784 PFD 00M MCP110220EB(b)02CF784 MCP80D/W110220EB(b)02CF784 MCP80D/W11028ECF784 MCP80D/W11028ECF784 MCP80D/W11028ECF784 MCP80D/W11028CF784 MCP80D/W110	MCPT110.2007/W14.30 MICFIAF Exp. and MCPT10.2007/W14.30 MICFIAF Exp. MCPR0.0MIM.2019.2007 MCPR0.0MI4.1932 ENDING CTRAT MCPR0.0MI4.1933 ETMAN MCPR0.0MI4.1933 ETMAN MCPR0.0MI4.1930 ECTMAT MCPR0.0MI4.1930 ECTMAT MCPR0.0MI4.1930 ECTMAT MCPR0.0MI4.0MI6.0MI6.0TMA1_0007_2	STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN STADMIN	Completed Completed Completed Completed Completed Completed Completed Completed	refs. (2015) 4205 MM Corel, 2015 4305 MM Corel, 2015 505 MM Core, 3, 2015 505 MM Aug 20, 2015 1022 4 AM Dev, 23, 2015 2015 MPM Aug 30, 2015 11022 4 AM Dev, 23, 2015 2015 MPM Aug 30, 2012 2015 MPM Aug 30, 2015 1102 AM Core, 2015 2015 MPM Aug 30, 2015 1102 AM Aug 30, 2015 1102 AM Aug 30, 2015 1103 APM Aug 30, 2015 1103 APM

10. When the units are in Completed status, they are ready to go.

Trouble shooting tips and FAQ's

1. I cannot see the vehicle UA# in the Workflow Management Centre to deploy a template to it. I have searched by the UA# but cannot find it. Why?

Check that the unit is setup and tracking in Qtracs, then ensure that Workflow has been enabled for that unit by calling the help desk at 1-800-863-9191 #1 and give them the UA# and request that Workflow be turned on. Once that is done redeploy a current template out to the unit.

2. When I deploy the Template to the mobile unit it fails immediately. Why?

The mobile unit has not been enabled for Workflow contact the Help Desk with the UA # of the vehicle(s) you want to deploy the templates to.

3. My Vehicle ID(s) are not showing up in the Workflow tab even though I entered the information in Qtracs. Why?

The most common cause is that the Vehicle in Qtracs has not synced with Workflow.

- a) To force a sync, click the Workflow Management Center and select Device from the menu at the top.
- b) Click the Device List

Shaw) Tracking V	Workflow Management Center	Row Adminutation - SHAW TRACKING ADMINISTRATOR from TRACKING	News Administration - Hog- Log SHAW TRACKING ADMINISTRATOR Ion TRACKING SALES w0329 (I Version: 5.11				
Group List Device List Sync Devic	• [-				
Group List							
Add Group	60		E	č Deletr			
Display 10 records per page		0	Page 1 of	of 1			
Croup	Description	View Device Assign Device Edit	it Del	elete			
□ MCP200		= G 🥖	1	8			
MCP100		n G 🥖	1	8			
MCP50		III G 🥖	1	8			
MCP110		m G 🥖	1 1	8			
D NG		= G /	1 8	£			
Display 10 records per page		0	Page 1 o	of 1			

This will show all mobile units that are enabled for Workflow

- c) Highlight and copy the UA# where the Vehicle ID still reflects the UA# and then click the Sync Device tab at the top. Paste the UA# in the UA field
- d) Click on Sync One Device button

	List Device L	ist Sync Device					
		\sim					
Devic	ce List						
Danies	Tuner all	V Device Com	. [05			Mahirda Id	Go
Disola	v 10 records	Der page	2 10 S	100	UNC.	- Venice in	No.
	UA	Device Type	Vehicle Id		Description		
	100002171	7./G	PETENG				
	106002181	NG	RILEYIVG				
	108002140	NG	STEVENO				
	100002209	NG					
0	108002167	NG.	OSCAR-JVG				
	100002164	NG	JUDYIVG				
	108002146	5/0	ANDRE-IVG2				
-	100002151	NG	0108002151				

Shaw) Tracking Workflow Management Center	News Administ SHAW TRACKING ADMINISTRATOR from TR
Group List Device List Sync Device	
Sync Device	
Synchronize given device with VDC record Sync One Device UA:	

Important Note: The driver must complete an inspection on the mobile to trigger reminders and E-mail Notifications for Missing Inspections.

6 ACCESSING THE DAILY VEHICLE INSPECTION REPORTS (DVIR)

Point to the DVIR/CTPAT option on the Main menu across the top of the screen; this will bring up the main DVIR Inspections menu.

Q DVIR/CTPAT	Scorecard & Analytics	🛆 Sa	afety	🖧 Pa	ayroll	🌣 Maintenance	► Logout
	DVIR Inspections		CTPAT Insp	ections	Maintenand	ce	
	DVIR v2 Inspections		CTPAT Inspections		Notifications		
	DVIR Analytics		C-TPAT Inspection Report Ma		Maintenance Analytics		
	Driver Vehicle Inspection Rep	ort Printing			Maintenance	Setup	
	Driver Vehicle Inspection Report Reporting				Notifications	Generated	
	Driver Vehicle Inspection Report Requests						
	Missing Driver Vehicle Inspection Report						
	Maintenance						

There are 5 options on this menu:

- DVIR Analytics
 - o Shows a breakdown between completed pre and post DVIR's
- Driver Vehicle Inspection Report Printing
 - This is the screen that will have all DVIR's that have been completed. This page will house all completed DVIR's for 1 year
- Driver Vehicle Inspection Report Reporting
 - This screen will show only the DVIR's that have defects recorded on them. There will be less DVIR's on this screen than on the Printing
- Driver Vehicle Inspection Report Requests
 - On this screen is a record of anyone who asked to have DVIR's emailed or faxed to them from an in cab unit. An example of this would be a roadside Inspector
- Missing Driver Vehicle Inspection Report
 - This screen will contain notifications of vehicles that have driven prior to completing their daily DVIR
- Maintenance
 - On this screen, the user has access to Vehicle Plate maintenance, Trailer Terminal Management, setting up companies, setting up email notifications.

6.1 **DVIR ANALYTICS**

Allows you to select a specific date range and provides a chart for the following information:

- 1. How many drivers completed Pre Trip, On Route and Post Trip inspections by Month
- 2. Number of Missing DVIR's by Month
- 3. CTPAT Inspections (if subscribed) by month
- 4. Inspections completed per vehicle per month



To change the date range on the above charts

1. Hover your mouse in the bottom right corner of the screen and select the flags.



2. In the pop up window select your dates and click Ok

Select Range	×
From: November 2014	
To: December 2017	
ОК	Cancel

6.2 DRIVER VEHICLE INSPECTION REPORT – PRINTING

Select the Driver Vehicle Inspection Report Printing option from the DVIR/CTPAT menu.

C	DVIR/CTPAT	🔥 Sco	orecard & Analyt	tics	\land Safety			Payroll	\$ M	aintenance		Logout		
Home	/ Driver Vehicle In	nspections - Pri	nting											
🔤 Exp	Export To Excel Print Report Save Filter/Layout													
Search	۹													
Drag a o	rag a column header here to group by that column													
	Event Time 🛉	Vehicle Id 🕈	Unit Address 🕈	Driver Id 🕈	Driver Name 🛉	Terminal	ί¥.	Vehicle Terminal 🕈	Trailer Terminal 🛉	′ Odometer †	Trailer Id 🛉	Trailer Plate No 🛉	Trailer Juris 🛉	Trailer Id Two
		Ψ.	Ŧ	•	T		Ŧ	τ	· · · · · · · · · · · · · · · · · · ·	· 📃 🔻	T	T	T	
	2014-11-08 11:55	PSTEM200	105331082	FREDN	FRED NORRIS					0 km	3e	ee	ee	
	2014-11-26 09:50	JUDY50	107020916	JUDYM	JUDY MCDONALD					0 km	1234	v5f b6n	ab	
	2014-11-26 09:55	JUDY50	107020916	JUDYM	JUDY MCDONALD					0 km				
	2014-11-26 16:16	JUDY50	107020916	JUDYM	JUDY MCDONALD					0 km	b12	b8b123	ab	
П	2014-11-26 16:18	JUDY50	107020916	JUDYM	JUDY MCDONALD					0 km	b12	b8b123	ab	
	2014-11-26 16:19	JUDY50	107020916	JUDYM	JUDY MCDONALD					0 km	b12	b8b123	ab	
	2014-11-28 09:21	OSCAR	105331066	OSCART	OSCAR TELLECHEA					0 km				
	2014-12-09 18:37	RILEY200	105416938	GURR	GURR					0 km				
	2014-12-10 10:21	PSTEM200	105331082	PETERS	PETER STEMERDINK					0 km	36352	D3S2F4	on	
П	2014-12-10 10:27	PSTEM200	105331082	PETERS	PETER STEMERDINK					0 km	36352	V4S	on	575784
Page	1 of 62 (615 items) < 1	2 3 4 5	67	. 60 61 62	2 >								

This screen shows a list of the all DVIR's that have been completed by the drivers. Each row represents a DVIR with or without an identified defect. The user can sort, filter and customize this data to create a view that gives the information in a format that works for them. Once that is complete, click on the Save Filter and Layout button at the top of the screen to save this format for the next time you access the portal.

Command/Action	How to
Sort	Left click on the column heading to have the column change
	from ascending to descending order
Filter	Left click on the symbol T to the right of the column
	heading. It will provide you with a vertical listing of every
	option in that column. Select from the list.
	OR
	In the box below the column heading, type the option that
	you are looking for in that column; press Enter.
	The system filters out all entries except what you are looking
	for.
Hide a Column	Point to the column heading and click the right mouse
	button. From the vertical listing select Hide Column. This will
	remove that column from the table.
Replace a Column	Point to any column heading and click the right mouse
	button. From the vertical listing select Column Chooser. The
	Column Chooser window will open; use the left mouse
	button to click and drag the column heading to the location in
	the title bar you want to place it. Close the Column Chooser
	window.
	button to click and drag the column heading to the location in
	the title bar you want to place it. Close the Column Chooser window.
Group/Ungroup by Column	Point to the column heading that you would like to group the
	table information by; left click and drag the column heading
	to the area between the 3 purple buttons and the table. The
	system will then group all the information by the column
	heading. To remove grouping, left click and drag the column
	information to be.
Move a Column	Point to the column heading that you would to move. Left
	click and drag the heading to the new location and release
	the mouse button.

Below is a table of the commands that can be used in the Printing screen.

6.3 SAVE FILTER AND LAYOUT

All the information that this table provides may not be needed. Once it has been sorted and filtered to display only the information that is need, it can be saved in that layout.

- 1. Set the format of the table to the way you need it.
- 2. Click on the Save Filter and Layout button above the table.



Going forward each time you log in to the site with your own user name and ID, the information on this screen will be displayed in the saved format

6.4 REMOVING A FILTER

There are 2 ways to determine if a filter(s) has been applied to the table. The symbol T beside a column heading is blue and/or the word Clear appears in the top left corner of the table.

To remove the filter(s) from the table click on the word Clear or left click on the symbol beside the column heading and select All from the drop-down menu.

		PAT		🔥 Scorecard & Analytic									
Home	Home / Driver Vehicle Inspections - Printing												
📾 Expe	ort To Excel	- 🖶 F	Print Report		🐻 Save Filter/La	yout							
Search Q Drag a column header here to group by that column													
	Event Time	ιŢ	Vehicle Id 1	ř	Unit Address 👻	Driver							
Clear		•		r	.								
	2017-11-29 11:40		010606479	9	106064799	PS							
	2017-11-28 11:07		007		106048251	31244							

6.5 PRINTING A VEHICLE INSPECTION REPORT

Copies of the DVIR's can be printed, saved to a file or just viewed on the screen.

1. Select the DVIR(s) that you want to view and/or print by placing a check mark in the far-left column. This will highlight that record.

🔤 Expe	ort To Excel 🗧 🖥 F	Print Report	Save Filter/Lay	yout		
Search	٩					
Drag a co	lumn header here to gro	oup by that column				
	Event Time 斗 🍸	Vehicle Id 🛉	Unit Address 🛉	Driver Id 🛉	Driver Nam	
Clear	• •	T	T	T		
	2017-11-29 11:40	0106064799	106064799	PS	PETER S	
	2017-11-28 11:07	007	106048251	31244	JOHN DOE	
\sim						

- 2. Click on the *Print Report* button above the table. This will bring up the Print window with a view of the DVIR and a print toolbar above.
- 3. The icons on the toolbar are divided into groupings -
 - Print grouping -Specify print setting and print the complete range of DVIR's or individual pages
 - Export grouping -Save the VIR to a file in a specified format
 - c. Navigation grouping -Navigate through the selected DVIR's using the icons

c	Q DVIR/CTPAT				rd & Analyt	tics	4	Safety			ቆ Payroll	I	Ø M		
Home /	Driver Vehi	cle Inspectio	ns / Driver	Vehicle In	spection Rep	oort									
Print Report Pri	Print Page nt	Save To File 🧹 M	Save To Vindow 🗸	First Page	Previous Page	Current Page 1 Page Count: Nav ation	1 Next Page	Last Page	Q Find Text	Parameters Panel Report	Document Map				
1					:	Ø	om	nitr	acs	Omnitrad Suite C-1 Mississau	cs Canada .00 2401 Bris uga, ON L6H	stol Circle 5S9			
						Daily Vehicle Inspection Report									
						Date 2017-11-28 11:07 AM Driver ID 31244 Driver Name JOHN DOE Location Oakville, ON Inspections Tractor									
					L	Vehicle and Converter Info									
					c v v)dometer /ehicle ID /ehicle Plate No /ehicle Plate Ju	D km Odometer 007 TR3/Converter ID NO 12468PH TR3/Converter Plate No s urisdiction ON TR3/Converter Plate Jurisdiction			ion					
					Г				Trailer	s Info					
						railer 1 ID railer Plate N railer Plate Ju Odometer	o urisdiction	567678 78869P ON	Trailer 2 ID Trailer 2 Plate No Trailer 2 Plate Jurisdiction Odometer						
					Г				Defe	cts					
					E	quipment	Code Defe	ct Type	Des	scription	Co	omments			
					Т	ractor Mechanic	17.3m Hydi	aulic Brake Wor	System bra k Order No	ke fluid leak	jfk Vendor	djtktla;			

6.6 EXPORT THE DVIR LIST TO EXCEL (.CSV)

The contents of the table can be exported from the portal, as an .xls file. Customize the view and layout of the information that you want to work with. Click on the *Export List to Excel* button above the table. The system will download the information on the screen as an .xls file and place it in the bottom left corner of your screen. Click on the downloaded file icon and it will open in MS Excel. Save the file.

6.7 DRIVER VEHICLE INSPECTION REPORT - REPORTING

Select the Driver Vehicle Inspection Report Reporting screen from the DVIR/CTPAT menu. This screen unlike the Printing screen identifies defect code, type of defect, defect description and driver comments for that record. The screen has the same functionality that the Printing screen has when it comes to filtering, sorting, printing and exporting to a CSV file.

Also on this screen you not only see details of the identified defect but can update the record with information when it is resolved. If your company uses a maintenance system the Work Order number can be cross referenced with this record.

6.8 UPDATING A DVIR WITH REPAIR DETAILS

When an identified defect has been repaired and your company wants to cross reference it with your maintenance system, the mechanic, vendor and work order number can be updated in the portal. The Reporting screen has additional columns for the Vendor, Mechanic and the Work Order No information, so these can be used to store this information.

- Select the VIR record with the defect that has been fixed by placing a check mark in the far left column, the same as you would for Printing. Multiple VIR's can be selected if the minor defect has been identified for a number of days and if the Vendor, Mechanic and Work Order No. are identical.
- 2. Click on the Update Selected button above the table.

	Q DVIR/CTP	AT	no Scorecard 8	k Analytics		🔺 Safety 🕹 Payroll 🌣 Main			intenance		Logout			
Home	/ Driver Vehicle	e Inspections - Re	porting											
Export Search Q			Print Report	<i>₽</i> Update S	Selected	O Undo Repairs				1				
Drag a c	Drag a column header here to group by tha		Defect Date 🛉 Vehicle II		Driver ID 🛉 Driver Name 🛉		Odometer 🛉	ometer 🛉 Resolved 🛉 W		🕈 Mechanic 🕈	Vendor 🛉	Username 🛉	Location 🛉	Equip
	T	• •	- T	•	Ŧ	Ŧ	T	-	· · · ·	T	•	Ŧ	•	
	802	2014-11-08 11:55	2017-11-14 00:00	PSTEM200	FREDN	FRED NORRIS	0 km		45487481	Bob	Bob's Trailer Repair	navin		PSTE
	3399	2014-11-26 09:50		JUDY50	JUDYM	JUDY MCDONALD	0 km		PO#	bob	hfjhjds	navin	Midnapore, AB	JUDY
	3814	2014-11-28 09:21	2015-12-14 12:26	OSCAR	OSCART	OSCAR TELLECHEA	0 km		ро	Joe	Trailer Wizard	navin	Pierrefonds, PQ	OSC/

The Update Mechanic window opens in the top left corner of the screen.

	1G	
Update Mec	×	
Mechanic		
Vendor	Vendor	
Work Order No	Work Order No	
Fixed Date		*
	Update	

- 3. Input the Mechanic's name, Vendor name and Work Order No. then click Update at the bottom. All 3 fields are mandatory in order to update.
- 4. When you go back to the Reporting Screen the 3 columns will be populated with the information and if the DVIR is still available in the in cab unit, it will update with that information.

7 DRIVER VEHICLE INSPECTION REPORT – REQUESTS

Select the Driver Vehicle Inspection Report Requests option from the DVIR/CTPAT menu. This screen keeps track of any in cab requests for copies of your VIR's. It records the Event Time, Driver Id, Vehicle Id, who it went to the Attention of, Email Address or Fax number of the request and if it was sent successfully. The records can be sorted and grouped the same as the records on the Printing screen for easy retrieval or export to a xls. file.

Q DVIR/CTPAT		🔥 Scoreca	d & Analytics		🛆 Safety		🝰 Pa	ayroll	I	🌣 Ma	intenance		Logout	
Home / Pre Trip Inspection	Request													
± Export to ✓ Search Q														
Drag a column header here to group by that column														
Event Time	T Driver	Id	Vehicle Id	Ŧ	Attention	Ŧ	Terminal	Ŧ	Response Message	ιŦ	Email Address	Ŧ	Fax	т
· · · · · · · · · · · · · · · · · · ·	•		r	Ŧ		т		т		Ŧ		т		Ŧ
2017-11-07 03:59 PM	DIAN	G	DIANMCP20	0	diane		Shaw Mississauga		Sent Successfully		dgardner@omnitracs.co	om		
2017-11-07 01:26 PM	DIAN	G	DIANMCP20	0	Badge #09887		Shaw Mississauga		Sent Successfully		Melissaq@OPDI.ca			
2017-11-07 11:00 AM	DIAN	G	DIANMCP20	0	Samantha		Shaw Mississauga		Sent Successfully		safety@actransport.ca			
2017-10-19 01:30 PM	DIAN	G	DIANMCP20	0	#8765		Shaw Mississauga Sent S		Sent Successfully	Sent Successfully		rtation.ca		
2017-09-29 01:31 PM	DIAN	G	DIANMCP20	0	Diane test fix is being sent from unit		Shaw Mississauga		Sent Successfully	ssfully dgardner@omnitra		om		
2017-09-27 02:31 PM	DIAN	G	DIANMCP20	0	#4876		Shaw Mississauga		Sent Successfully		dgardner@omnitracs.co	om		
2017-09-12 12:10 PM	DIAN	G	DIANMCP20	0	Diane		Shaw Mississauga		Sent Successfully		diane.gardner@shawtra	acking.ca		
2017-09-11 12:15 PM	DIAN	G	DIANMCP20	0	Diane		Shaw Mississauga		Sent Successfully		diane.gardner@shawtra	acking.ca		
2017-08-29 10:31 AM	DIAN	G	DIANMCP20	0	#987		Shaw Mississauga Ser		Sent Successfully		emarchant@custom.ca			
2017-08-28 03:25 PM	RDEW	AN	PETEMCP200)	Lee Ann		Sent Successfully	sfully l.tanner@qlinetruck						
Page 1 of 37 (364 items)	< 1	2 3 4	567	35 36	37 >								Page size:	10 👻

8 MISSING DRIVER VEHICLE INSPECTION REPORT

Select the Missing Driver Vehicle Inspection Report option from the DVIR/CTPAT menu to view a listing of any vehicles that have not completed a DVIR that day. This screen will show the Vehicle ID, Unit Address, Event Date & Time and the Driver Id.

The driver will receive an on-screen alert when they log in the MCP unit if no VIR has been done in the last 24hours. After 15 minutes has passed or if the vehicle is moving 25km/hr or greater the driver will hear a 2nd alert. If the VIR is not done, a Missing DVIR notification will be triggered to the portal and an email notification can be sent to designated personnel within the company. Email notification is set up on the Maintenance screen under Email Notifications.

If the report is missing a driver ID that is an indication that no driver was logged into the vehicle when it was being driven.

Q DVIR/CTPAT		Scorecard & Analytics		💩 Safety 🛛 🕹 Pay	roll		🌣 Maintenance		▶ Logout			
Home / Missing Driver Vehicle Inspec	ctions											
Export To Excel e Save Filter/Layout Search Q Drag a column header here to group by that column												
Vehicle ID	Ŷ	Unit Address	÷	Event Time	÷	Driver Id		Ŷ	Terminal	Ť		
	Ŧ		Ŧ		т			Ŧ		Ŧ		
GORILLA		105	348381	2016-01-06 14:44		MATT						
GORILLA		105	348381	2016-01-14 13:12		MATT						
GORILLA		105	348381	2016-03-09 15:09		MATT			Miranda Bulk			
GORILLA		105	348381	2016-03-15 13:22					Miranda Bulk			
GORILLA		105	348381	2016-04-05 07:11		MATT			Miranda Bulk			
GORILLA		105	348381	2016-04-07 08:15		MATT			Miranda Bulk			
GORILLA		105	348381	2016-04-07 08:15		MATT			Miranda Bulk			
GORILLA		105	348381	2016-04-13 15:15		MATT			Miranda Bulk			
GORILLA		105	348381	2016-04-07 15:37		MATT			Miranda Bulk			
GORILLA		105	348381	2016-04-08 16:07		MATT			Miranda Bulk			
Page 1 of 3 (28 items) 1	2 3	3 >							Page size: 10	*		