



innovation driven.

Vehicle Inspection Report (DVIR) – Portal User Manual

For MCP50, MCP110/200 & IVG



omnitracs

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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 www.mygrovesoft.com.

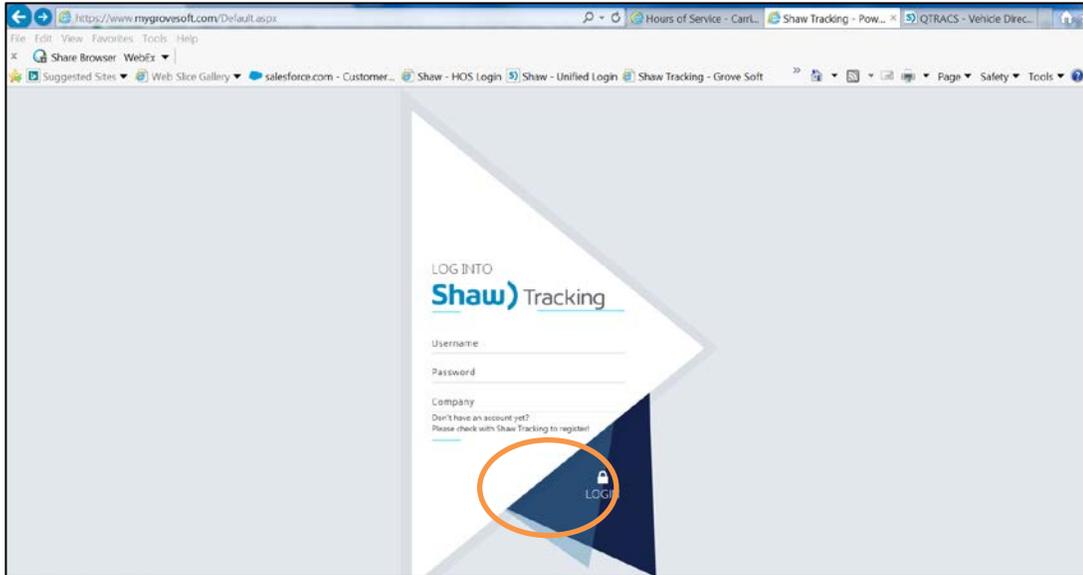
Web browser (Microsoft Internet Explorer 9, 10 and 11, Mozilla Firefox and Google Chrome).

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.

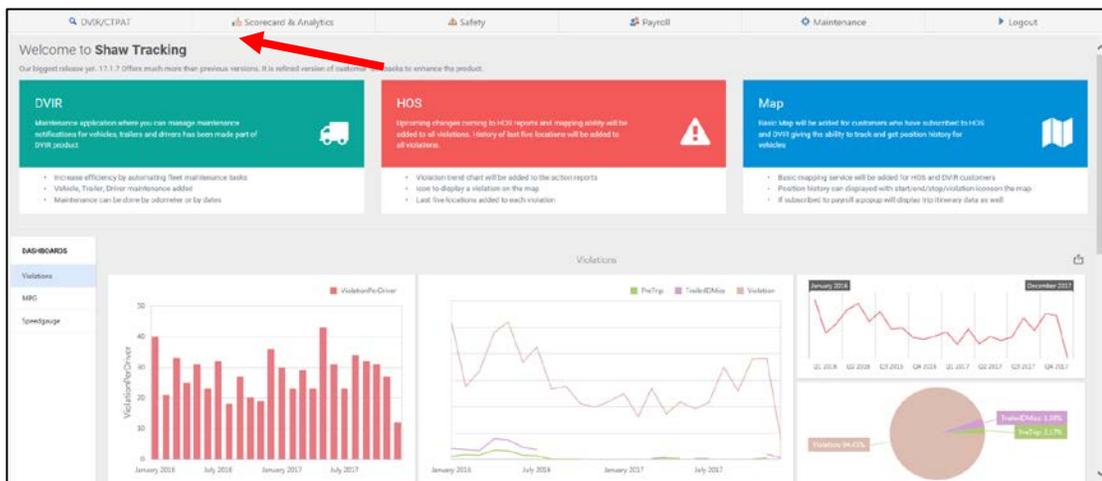
Please note Tractor Information including License plates and Jurisdiction of the plate should be entered in the Myshawtracking.ca Qtracs application prior to completing the setup in the Vehicle Inspection Portal

1 LOGGING ON TO THE VEHICLE INSPECTION REPORT - DVIR PORTAL

1. Access the internet browser and navigate to www.mygrovesoft.com.
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.

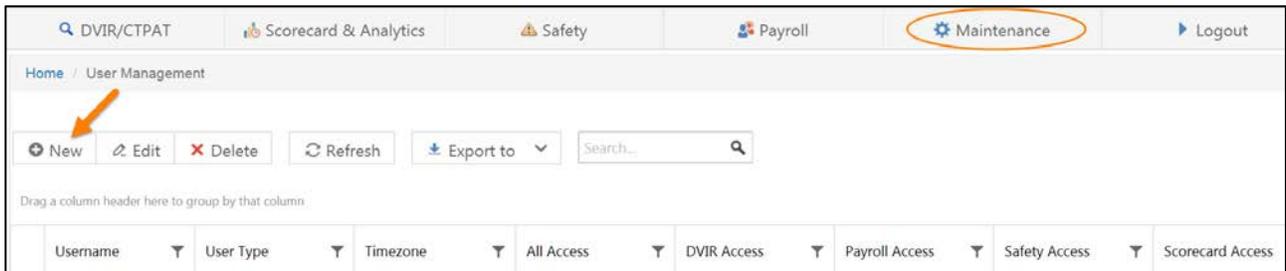


2 USER MAINTENANCE

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.



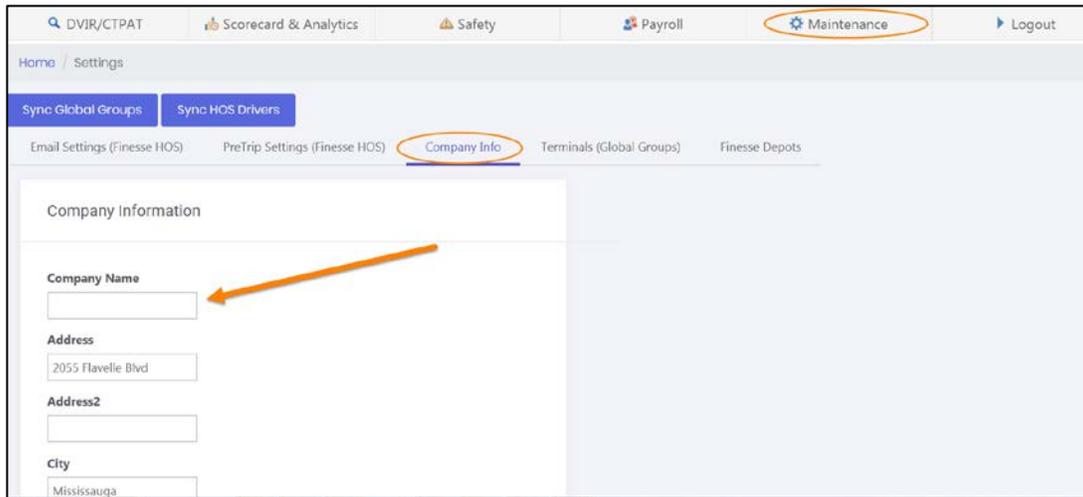
3. Fill in the Username and Password fields. For User Type, click on the drop-down arrow and select Admin or User
 - a. Admin – has full access and the ability to set up users, view and change passwords
 - b. User – can setup vehicles, view reports, sort, filter and print DVIR's
4. Click the drop-down 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

A screenshot of the 'Edit Form' dialog box. It contains several input fields: Username, Password, User Type (a dropdown menu), and Timezone (a dropdown menu). Below these are five checkboxes for access types: All Access, Payroll Access, Scorecard Access, DVIR Access, and Safety Access. The 'All Access' and 'DVIR Access' checkboxes are circled in orange. A tooltip box with an orange border and arrow points to the 'Safety Access' checkbox, containing the text 'This is for access to Finesse Reporting'. At the bottom right of the dialog are 'Update' and 'Cancel' buttons.

3 SETTING UP ACCOUNT INFORMATION

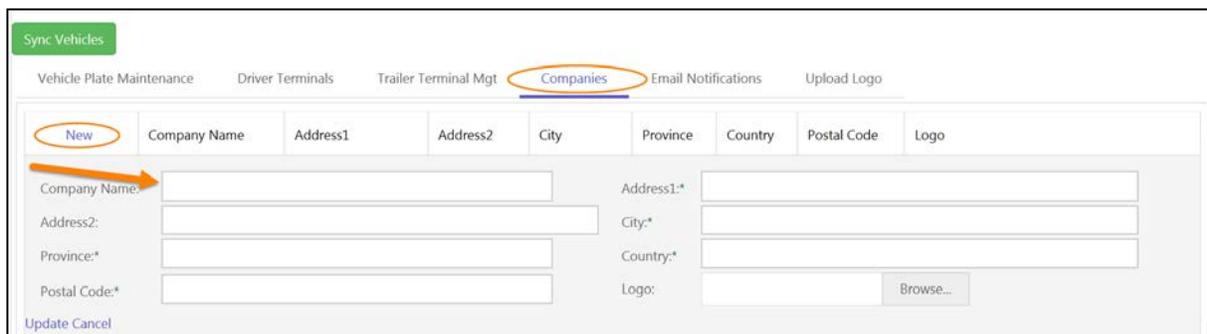
3.1 ENTERING MAIN ACCOUNT INFORMATION

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.



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.



Repeat step 3.2 – if operating with more than one Carrier authority.

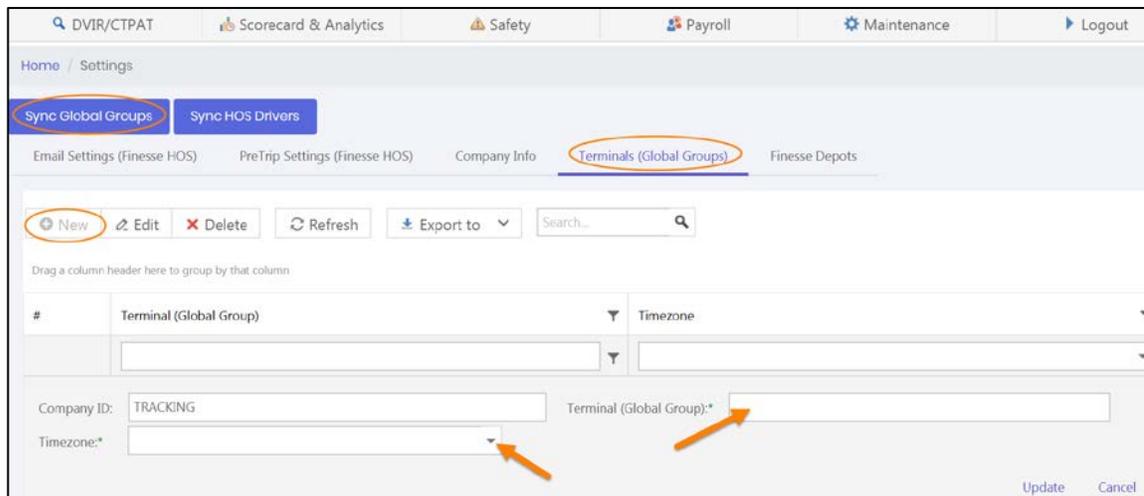
3.3 SETTING UP AND MAINTAINING TERMINALS (GLOBAL GROUPS)

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.

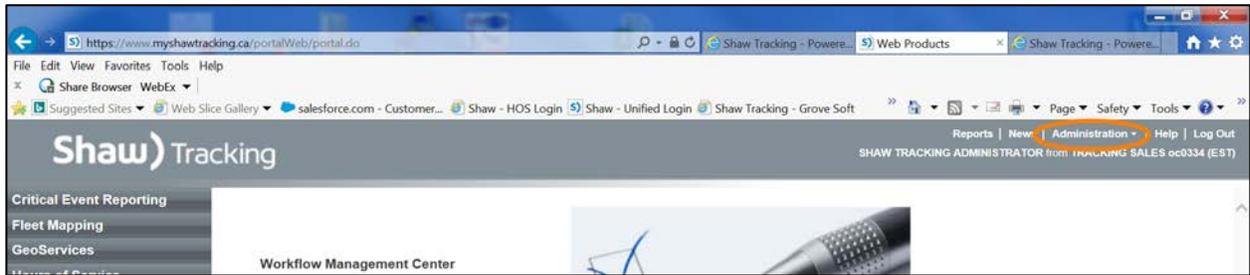
1. Point to *Maintenance* option on the main menu across the top of the screen. From the sub menu select *Settings*.
2. Select the Terminals (Global Groups) tab
3. On the left side of the screen click on *New* to create a Terminal
4. Company Id will auto populate, input Terminal (Global Group) and select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



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.

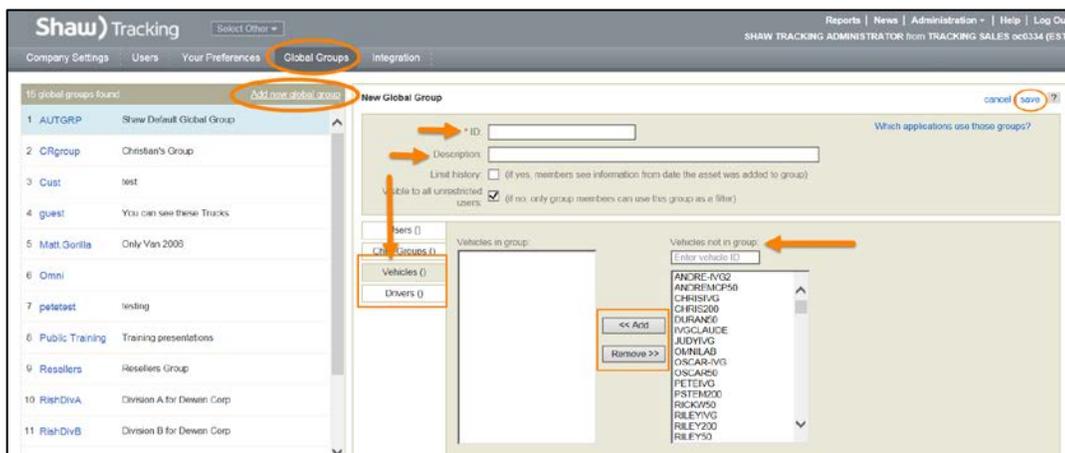
1. To create the Global Groups for the Terminals, login to the Myshawtracking.ca website, select Administration in the upper right corner of the page then select the Global Groups tab.



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.

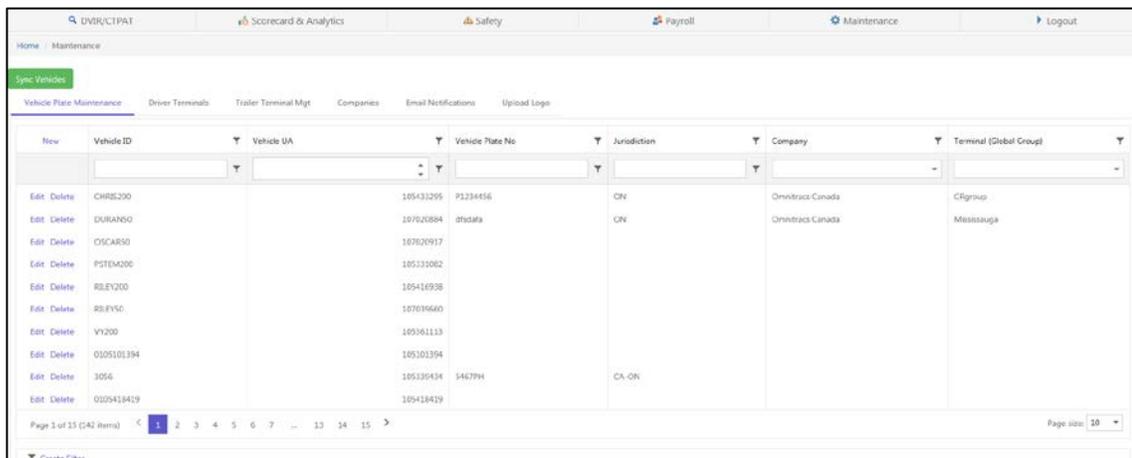


****NOTE:** Assigning Vehicles/Drivers to more than 1 Global Group that exist in the Vehicle inspection application will have undesirable effects on the inspections.
All Drivers/Vehicles should be assigned to a global group/Terminal prior to deployment.

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  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.



| New | Vehicle ID | Vehicle IDA | Vehicle Plate No | Jurisdiction | Company | Terminal (Global Group) |
|-------------|------------|-------------|------------------|--------------|------------------|-------------------------|
| Edit Delete | CHR200 | | 18543295 P123456 | ON | Omnitracs Canada | CRgroup |
| Edit Delete | DURANGO | | 187820884 dtdata | ON | Omnitracs Canada | Messauga |
| Edit Delete | OVCARS0 | | 187820917 | | | |
| Edit Delete | PSTEM400 | | 18511082 | | | |
| Edit Delete | RILEY200 | | 105416938 | | | |
| Edit Delete | 88.FY50 | | 187836660 | | | |
| Edit Delete | V1200 | | 185961113 | | | |
| Edit Delete | 0105101394 | | 185101394 | | | |
| Edit Delete | 3056 | | 185135434 546794 | CA-ON | | |
| Edit Delete | 0109418419 | | 109418419 | | | |

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.

The screenshot shows a web form for editing vehicle information. At the top, there are several data fields: 'Edit Delete' with a dropdown, 'RESHMCP50', '107085357', '8766PH', 'CA-ON', 'IVGCLAUDE', '108002159', and '7878PH'. Below these are input fields for 'Vehicle ID*' (IVGCLAUDE), 'Vehicle UA*' (108002159), 'Vehicle Plate No.*' (7878PH), 'Jurisdiction*' (CA-ON), 'Company*' (empty), and 'Terminal (Global Group)*' (empty). An orange arrow points to the Company dropdown, and another points to the Update button. The Update button is circled in orange.

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

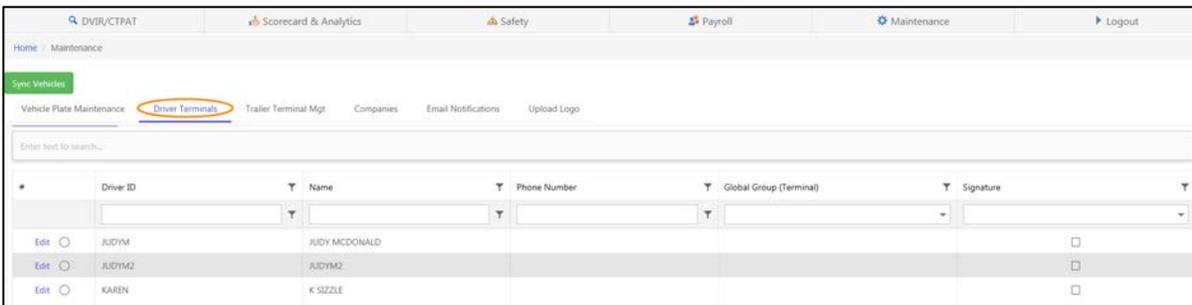
Ensure the Terminal(s) has been created in the Vehicle inspection application, refer to 3.3 in this manual for additional details.

4.2 SETTING UP DRIVERS (OPTIONAL)

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

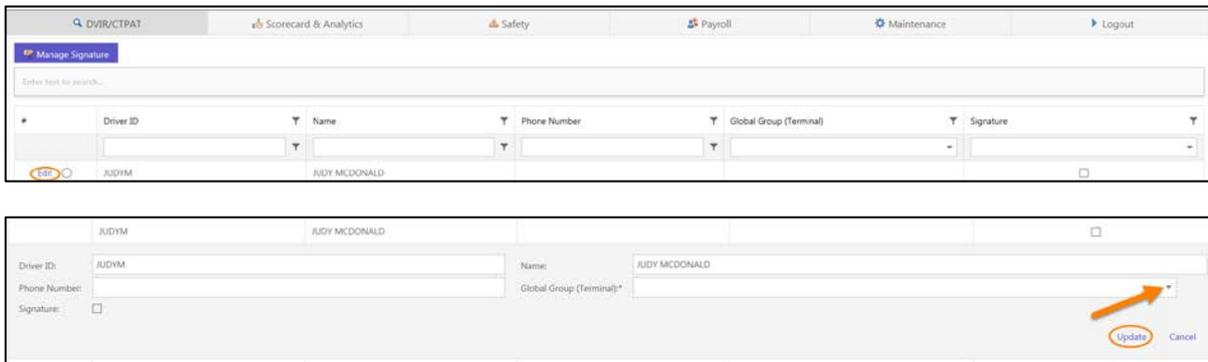
Assigning drivers to the Terminal will populate the column in the DVIR reports for Driver Terminal and allow the user to direct DVIR notifications to the appropriate terminal. If there is only one terminal, it is not necessary to assign drivers to that Terminal. This column can be hidden on the DVIR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



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.

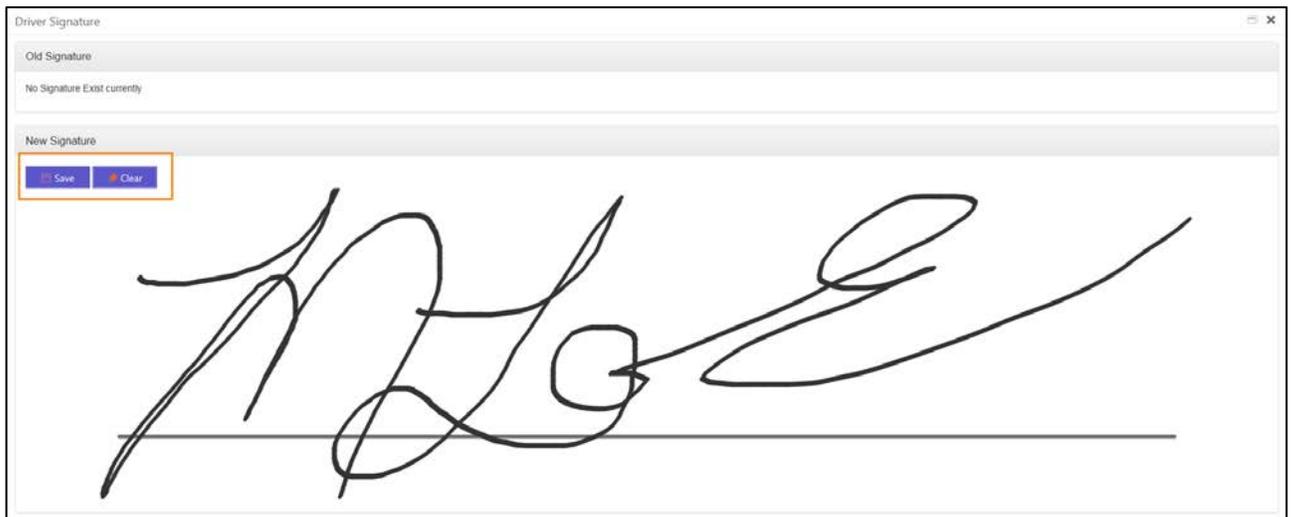


TO ADD A DRIVER SIGNATURE TO A PRINTED INSPECTION (THIS CAN BE DONE WITH A TABLET)

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



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.

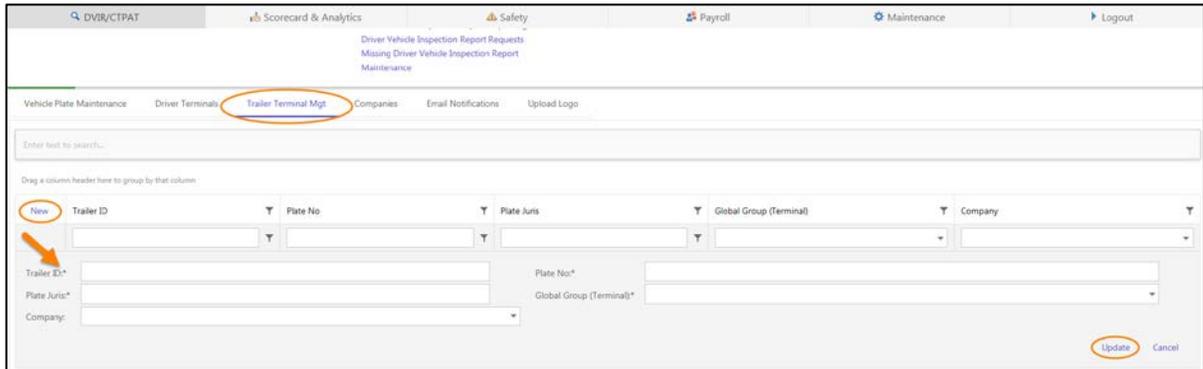


4.3 SETTING UP TRAILERS (OPTIONAL)

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.



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

| New | Email Address | Report Major | Report Minor | No Defect | Vehicle Plate Notification | Terminal | Missing Dvir | Trailer Id Update |
|---|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|-------------------------------------|--------------------------|
| Edit Delete | CRobinson@Omnitracs.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | CFgroup | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit Delete | mleadbeater@omnitracs.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit Delete | dgardner@omnitracs.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

5 ACTIVATING WORKFLOW DVIR ON THE MOBILE – DEPLOYING TEMPLATE

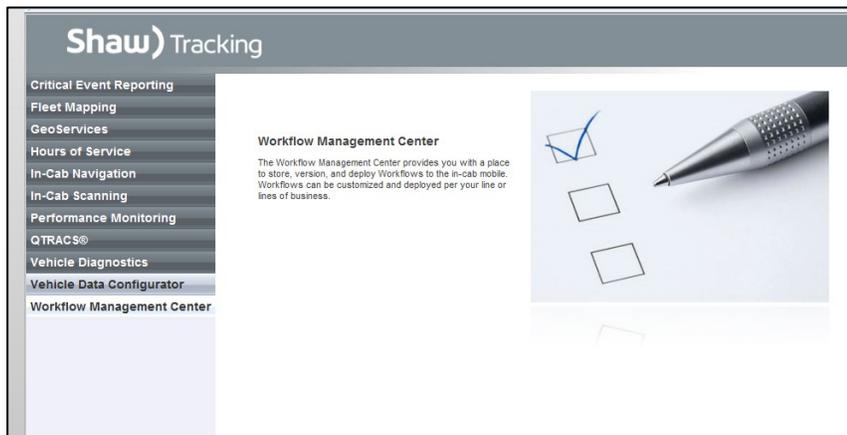
5.1 DEPLOYING TEMPLATES TO THE MOBILE UNIT

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



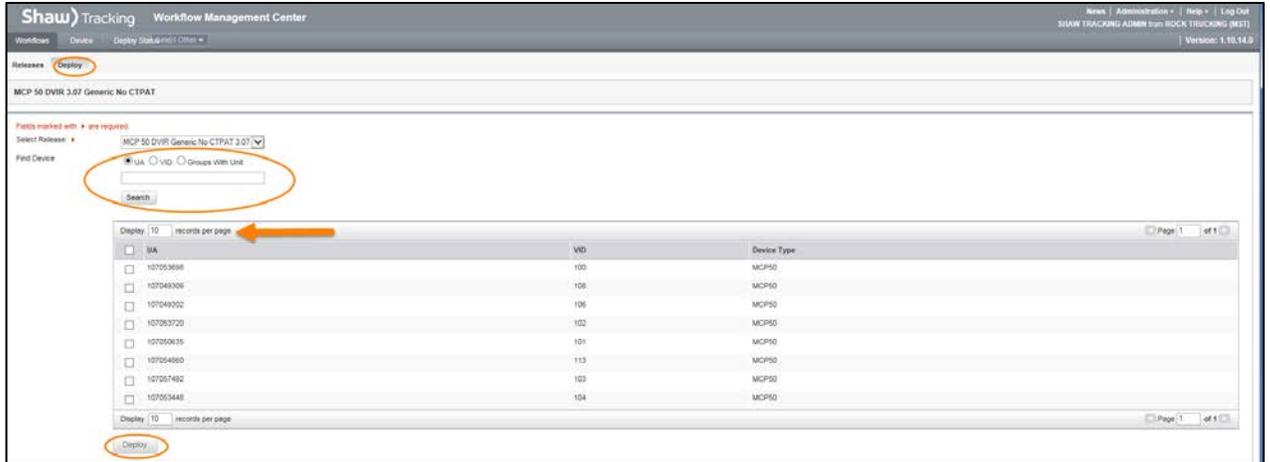
3. On the left side of the Workflow Directory screen are the Template(s) in red text. If your company has more than one model of mobile units (MCP 50,110, 200 or IVG), there will be a different template for each model of equipment type. The type is identified in the name of the template.



4. On the right side of the screen, is the date the template was loaded into your portal by Omnitrac's.
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.

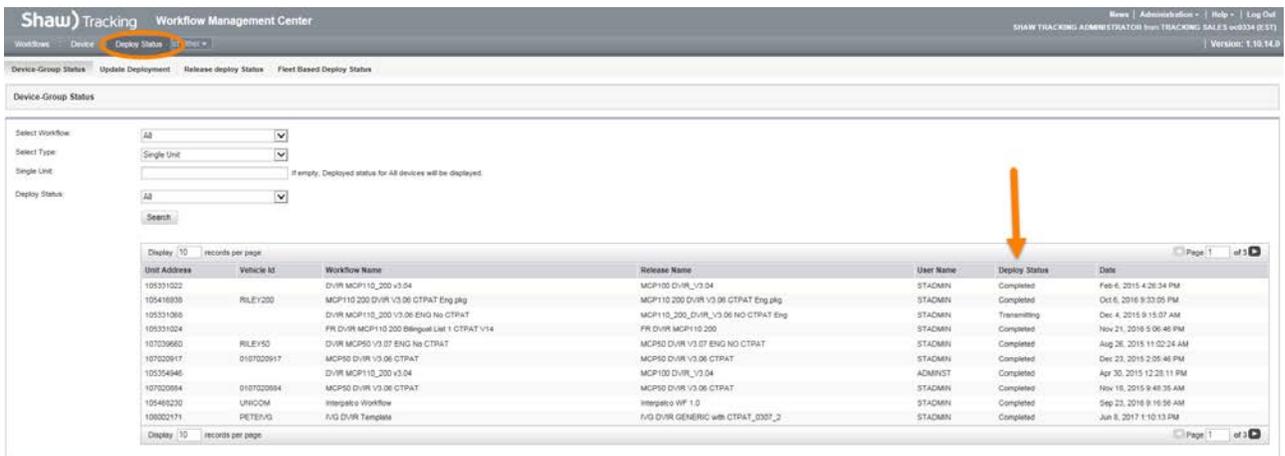


6. On the Deploy tab there will be a list of vehicles that have equipment installed that match the model type (MCP 50's,110 and 200's or IVG) of the selected template name.
7. The Search option allows users to search by Vehicle ID or UA number. Click the radio button to specify type of search, type in 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.



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.



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?

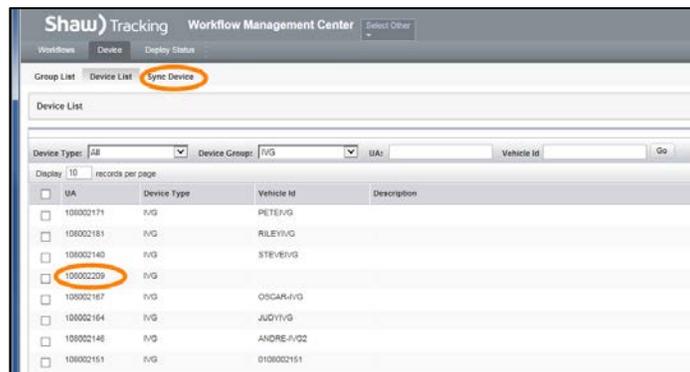
The most common cause is that the Vehicle in Qtracs has not synced with Workflow.

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



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

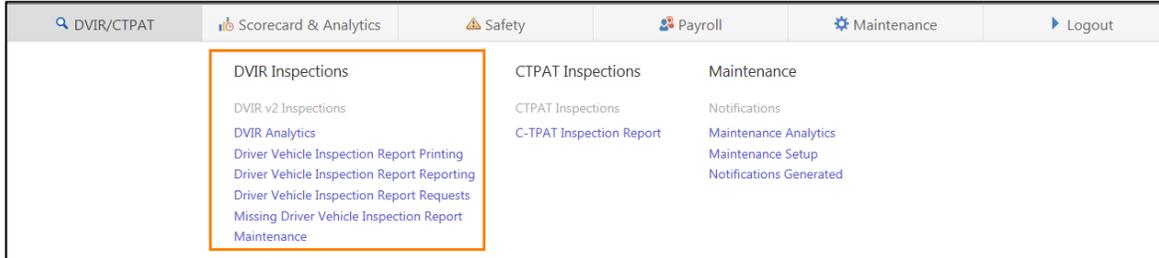




Important Note: The driver must complete an inspection on the mobile to trigger reminders and E-mail Notifications for Missing Inspections.

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.



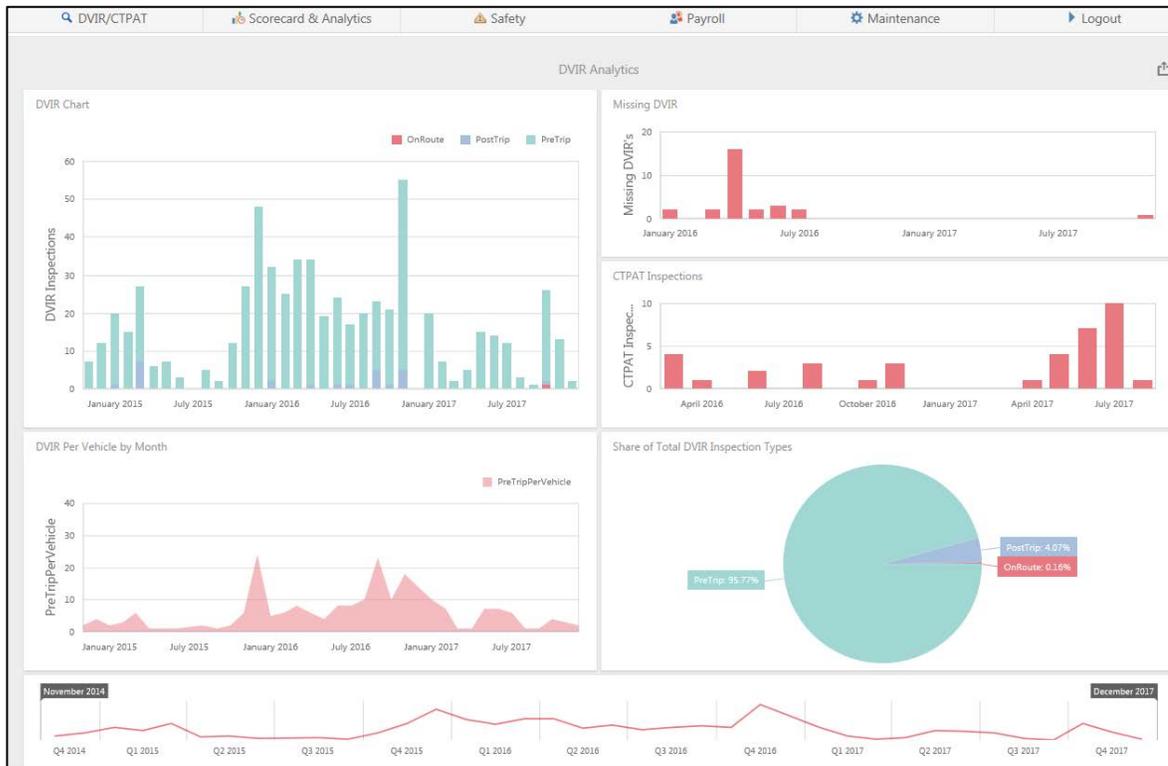
There are 5 options on this menu:

- DVIR Analytics
 - 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

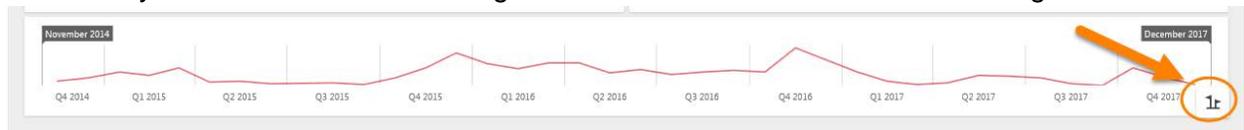
Allows you to select a specific date range and provides a chart for the following information:

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

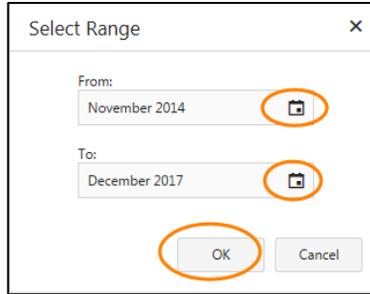


To change the date range on the above charts

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



6.2 DRIVER VEHICLE INSPECTION REPORT – PRINTING

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

| DVIR/CTPAT | | | | | | | | | | | | | |
|---|------------------|------------|--------------|-----------|------------------|----------|------------------|------------------|----------|------------|------------------|---------------|----------------|
| Home / Driver Vehicle Inspections - Printing | | | | | | | | | | | | | |
| Export To Excel Print Report Save Filter/Layout | | | | | | | | | | | | | |
| Search... | | | | | | | | | | | | | |
| Drag a column header here to group by that column | | | | | | | | | | | | | |
| <input type="checkbox"/> | Event Time | Vehicle Id | Unit Address | Driver Id | Driver Name | Terminal | Vehicle Terminal | Trailer Terminal | Odometer | Trailer Id | Trailer Plate No | Trailer Juris | Trailer Id Two |
| <input type="checkbox"/> | 2014-11-08 11:55 | PSTEM200 | 105331082 | FREDN | FRED NORRIS | | | | 0 km | 3e | ee | ee | |
| <input type="checkbox"/> | 2014-11-26 09:50 | JUDY50 | 107020916 | JUDYM | JUDY MCDONALD | | | | 0 km | 1234 | v5f b6n | ab | |
| <input type="checkbox"/> | 2014-11-26 09:55 | JUDY50 | 107020916 | JUDYM | JUDY MCDONALD | | | | 0 km | | | | |
| <input type="checkbox"/> | 2014-11-26 16:16 | JUDY50 | 107020916 | JUDYM | JUDY MCDONALD | | | | 0 km | b12 | b8b123 | ab | |
| <input type="checkbox"/> | 2014-11-26 16:18 | JUDY50 | 107020916 | JUDYM | JUDY MCDONALD | | | | 0 km | b12 | b8b123 | ab | |
| <input type="checkbox"/> | 2014-11-26 16:19 | JUDY50 | 107020916 | JUDYM | JUDY MCDONALD | | | | 0 km | b12 | b8b123 | ab | |
| <input type="checkbox"/> | 2014-11-28 09:21 | OSCAR | 105331066 | OSCAR | OSCAR TELLECHEA | | | | 0 km | | | | |
| <input type="checkbox"/> | 2014-12-09 18:37 | RILEY200 | 105416938 | GURR | GURR | | | | 0 km | | | | |
| <input type="checkbox"/> | 2014-12-10 10:21 | PSTEM200 | 105331082 | PETERS | PETER STEMERDINK | | | | 0 km | 36352 | D352F4 | on | |
| <input type="checkbox"/> | 2014-12-10 10:27 | PSTEM200 | 105331082 | PETERS | PETER STEMERDINK | | | | 0 km | 36352 | V4S | on | 57584 |

Page 1 of 62 (615 items) < 1 2 3 4 5 6 7 ... 60 61 62 >

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.

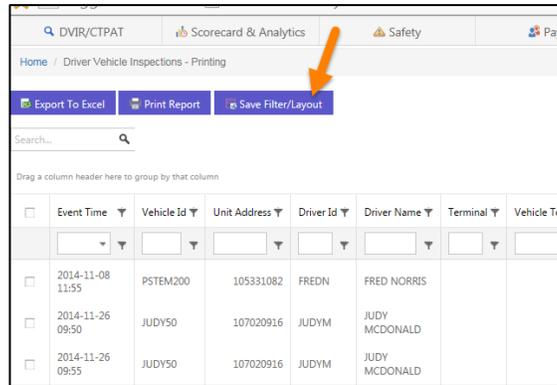
Below is a table of the commands that can be used in the Printing screen.

| Command/Action | How to |
|-------------------------|--|
| Sort | Left click on the column heading to have the column change from ascending to descending order |
| Filter | <p>Left click on the symbol ▼ 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.</p> <p>OR</p> <p>In the box below the column heading, type the option that you are looking for in that column; press Enter.</p> <p>The system filters out all entries except what you are looking for.</p> |
| 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 heading back to the location on table you want the 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. |

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.

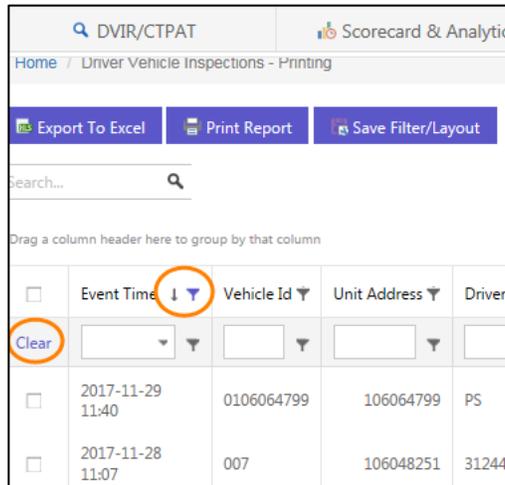


Going forward each time you log in to the site with your own user name and ID, the information on this screen will be displayed in the saved format

6.4 REMOVING A FILTER

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

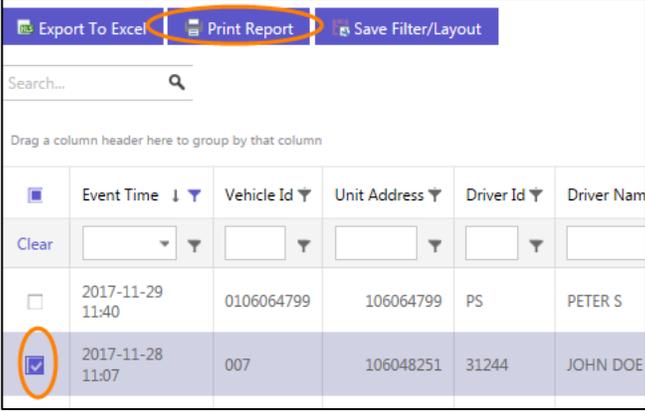
To remove the filter(s) from the table click on the word Clear or left click on the symbol beside the column heading and select All from the drop-down menu.



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.



| | Event Time ↓ | Vehicle Id ↓ | Unit Address ↓ | Driver Id ↓ | Driver Name |
|-------------------------------------|---------------------|--------------|----------------|-------------|-------------|
| <input type="checkbox"/> | 2017-11-29 11:40 | 0106064799 | 106064799 | PS | PETER S |
| <input checked="" type="checkbox"/> | 2017-11-28 11:07 | 007 | 106048251 | 31244 | JOHN DOE |

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 -
 - a. Print grouping -
Specify print setting and print the complete range of DVIR's or individual pages
 - b. Export grouping -
Save the VIR to a file in a specified format
 - c. Navigation grouping -
Navigate through the selected DVIR's using the icons

Omnitracs Canada
Suite C-100 2401 Bristol Circle
Mississauga, ON L6H 5S9

Daily Vehicle Inspection Report

Date 2017-11-28 11:07 AM
Driver ID 31244
Driver Name JOHN DOE
Location Oakville, ON
Inspections Tractor Trailer 1 Trailer 2 TR3/Converter

Vehicle and Converter Info

| | | | |
|----------------------------|---------|----------------------------------|--|
| Odometer | 0 km | Odometer | |
| Vehicle ID | 007 | TR3/Converter ID | |
| Vehicle Plate No | 12456PH | TR3/Converter Plate No | |
| Vehicle Plate Jurisdiction | ON | TR3/Converter Plate Jurisdiction | |

Trailers Info

| | | | |
|----------------------------|--------|------------------------------|--|
| Trailer 1 ID | 567678 | Trailer 2 ID | |
| Trailer Plate No | 78869P | Trailer 2 Plate No | |
| Trailer Plate Jurisdiction | ON | Trailer 2 Plate Jurisdiction | |
| Odometer | | Odometer | |

Defects

| Equipment | Code | Defect Type | Description | Comments |
|-----------|-------|------------------------|------------------|------------|
| Tractor | 17.3m | Hydraulic Brake System | brake fluid leak | jfkdfkfla; |
| Mechanic | | Work Order No | | Vendor |

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.

1. 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.

| <input type="checkbox"/> | Pre Trip ID | Event Time | Defect Date | Vehicle ID | Driver ID | Driver Name | Odometer | Resolved | Work Order No | Mechanic | Vendor | Username | Location | Equip |
|--------------------------|-------------|------------------|------------------|------------|-----------|-----------------|----------|-------------------------------------|---------------|----------|----------------------|----------|-----------------|-------|
| <input type="checkbox"/> | 802 | 2014-11-08 11:55 | 2017-11-14 00:00 | PSTEM200 | FREDN | FRED NORRIS | 0 km | <input checked="" type="checkbox"/> | 45487481 | Bob | Bob's Trailer Repair | navin | | PSTE |
| <input type="checkbox"/> | 3399 | 2014-11-26 09:50 | | JUDY50 | JUDYM | JUDY MCDONALD | 0 km | <input checked="" type="checkbox"/> | PO# | bob | hfjhtjds | navin | Midnapore, AB | JUDY |
| <input type="checkbox"/> | 3814 | 2014-11-28 09:21 | 2015-12-14 12:26 | OSCAR | OSCAR | OSCAR TELLECHEA | 0 km | <input checked="" type="checkbox"/> | po | Joe | Trailer Wizard | navin | Pierrefonds, PQ | OSCA |

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

DVR/CTPAT

Update Mechanic ✕

Mechanic

Vendor

Work Order No

Fixed Date

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.

| Event Time | Driver Id | Vehicle Id | Attention | Terminal | Response Message | Email Address | Fax |
|---------------------|-----------|------------|--|------------------|-------------------|--------------------------------|-----|
| 2017-11-07 03:59 PM | DIANEG | DIANMCP200 | diane | Shaw Mississauga | Sent Successfully | dgardner@omnitracs.com | |
| 2017-11-07 01:26 PM | DIANEG | DIANMCP200 | Badge #09887 | Shaw Mississauga | Sent Successfully | Melissaq@OPDL.ca | |
| 2017-11-07 11:00 AM | DIANEG | DIANMCP200 | Samantha | Shaw Mississauga | Sent Successfully | safety@actransport.ca | |
| 2017-10-19 01:30 PM | DIANEG | DIANMCP200 | #8765 | Shaw Mississauga | Sent Successfully | donna@qualitytransportation.ca | |
| 2017-09-29 01:31 PM | DIANEG | DIANMCP200 | Diane test fix is being sent from unit | Shaw Mississauga | Sent Successfully | dgardner@omnitracs.com | |
| 2017-09-27 02:31 PM | DIANEG | DIANMCP200 | #4876 | Shaw Mississauga | Sent Successfully | dgardner@omnitracs.com | |
| 2017-09-12 12:10 PM | DIANEG | DIANMCP200 | Diane | Shaw Mississauga | Sent Successfully | diane.gardner@shawtracking.ca | |
| 2017-09-11 12:15 PM | DIANEG | DIANMCP200 | Diane | Shaw Mississauga | Sent Successfully | diane.gardner@shawtracking.ca | |
| 2017-08-29 10:31 AM | DIANEG | DIANMCP200 | #987 | Shaw Mississauga | Sent Successfully | emarchant@custom.ca | |
| 2017-08-28 03:25 PM | RDEWAN | PETEMCP200 | Lee Ann | | Sent Successfully | l.tanner@qlinetrucking.com | |

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.

| Vehicle ID | Unit Address | Event Time | Driver Id | Terminal |
|------------|--------------|----------------------------|-----------|--------------|
| GORILLA | | 105348381 2016-01-06 14:44 | MATT | |
| GORILLA | | 105348381 2016-01-14 13:12 | MATT | |
| GORILLA | | 105348381 2016-03-09 15:09 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-03-15 13:22 | | Miranda Bulk |
| GORILLA | | 105348381 2016-04-05 07:11 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-04-07 08:15 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-04-07 08:15 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-04-13 15:15 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-04-07 15:37 | MATT | Miranda Bulk |
| GORILLA | | 105348381 2016-04-08 16:07 | MATT | Miranda Bulk |