

## DVIR Administration and Reports

### DVIR Reports

1. Select **Engine & Maintenance/DVIR**
2. Select the time frame
3. Select **Run report** by: All, Only Defective, Only Repaired, Only Certified
4. Select the **Vehicle(s)**
5. Select **Trailer(s)** (if needed)
6. **Apply** changes

| DVIR  |   |                   | Total items 4                                   |
|---|---|-------------------|---|
|  |  | 12/16/15 10:06:44 | 7770987(Trailer) John Smith (johnsmith)         |
|  |  | 12/15/15 16:41:55 | Dispatch - 2 LC(Vehicle) John Smith (johnsmith) |
|  |  | 12/14/15 11:09:55 | 7770987(Trailer) John Smith (johnsmith)         |
|  |  | 12/14/15 11:07:49 | Dispatch - 1 CC(Vehicle) John Smith (johnsmith) |

 dent on back left qtr panel

### To Change the Default Defects List:

1. Select **Engine & Maintenance/DVIR**
2. Select **Defects**
3. Select **Add**
4. Enter the defect for the list
5. Select **Save**
6. Continue to add the list until all parts are added
7. Select the **Add Defect** for a sublist or defect
8. Select **Save** when completed

| Defect Lists                 |     | Total items 2 |
|------------------------------|-----|---------------|
| Search...                    | Add |               |
| Default Trailer Defects List |     |               |
| Default Vehicle Defects List |     |               |

Search... Options Sort by: Date Add Defects View PDF Print

### DVIR

**DATE PERIOD**

- Today
- Yesterday
- This week
- Last week
- This month
- Last month
- Custom

**DISPLAY OPTIONS**

Run report by: All, Only Defective, Only Repaired, Only Certified

Include historical data: Yes No

Vehicles: Search vehicles [Reset selection]

Trailers: Search Trailers... [Reset selection]

**Selected:** None

**Selected:** None

Apply changes