



ODT MOBILE:

DVIR USER GUIDE

ODTmobile version: 1.8 and above

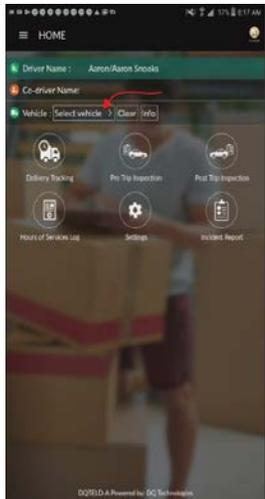
Document Version: 1.3

Distribution: DQT ODTmobile users

1. Choose a Vehicle

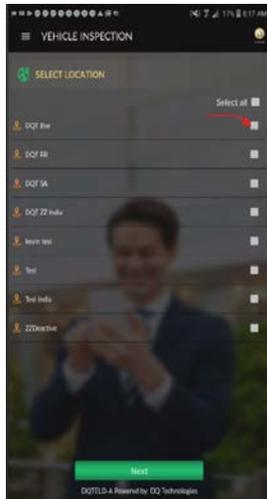
Step 1

Select vehicle



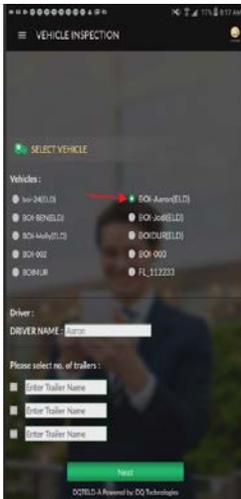
Step 2

Select Location



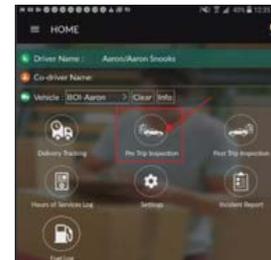
Step 3

Select Vehicle,
Confirm Driver and
Enter Trailer Detail



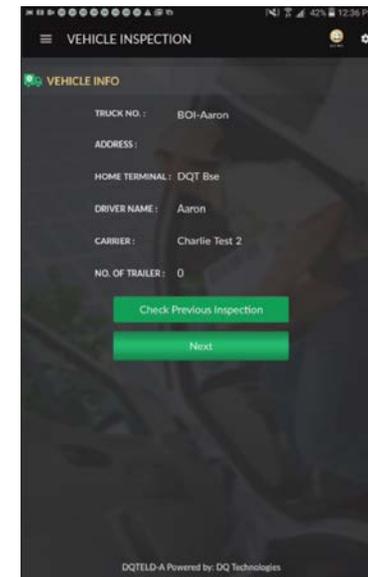
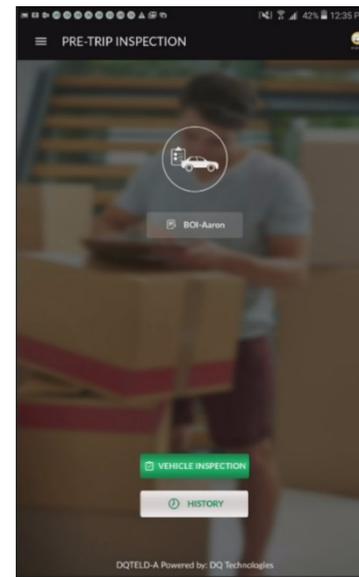
2. Pre-Trip Inspection (or Post-Trip)

After selecting a vehicle, select Pre-Trip Inspection to access the DVIR.



Confirm that the vehicle selected is the vehicle desired for the DVIR and then click Vehicle Inspection.

The Vehicle Info screen will open. The user can either check the previous inspection or click next to start a new inspection.

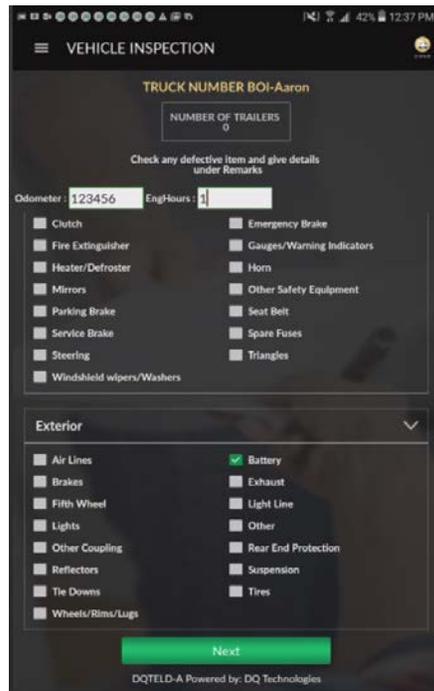


3. Processing the Inspection

On the Vehicle Inspection page there is a field for **Odometer** and for **Engine Hours**. Both fields are required. If you are not tracking the engine hours, enter a 1.

Below the Odometer and Engine hour fields there are 3 categories: **General Condition, In Cab** and **Exterior**. Additional categories may be viewable if an add-on inspection has been associated to the vehicle. Clicking on the list header will open each inspection list.

Only check items if there is an issue. After going through each category and check list, click on Next to continue.



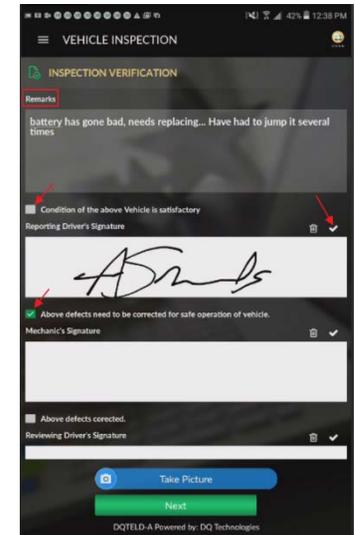
4. Inspection Verification

There is a section at the top for the user to enter remarks that will be recorded against this inspection.

- If no items are selected there will be a box for the Reporting Drivers signature
- If items are selected there will be additional signature lines for Mechanic and reviewing Drivers Signatures

If the inspection was satisfactory, check the box: **Condition of the above Vehicle is satisfactory**. After that, sign and validate the signature with the check icon.

If the condition of the vehicle was not satisfactory, check the box: **Above defects need to be corrected for safe operation of vehicle**. After that, sign and validate the signature with the check icon.



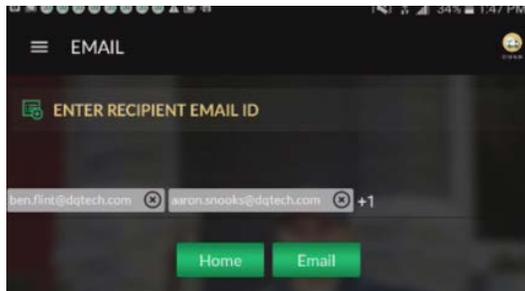
The Driver can take pictures if necessary. Once completed, click the Next button.

5. Inspection Summary

This screen will allow the user a final check prior to submission.

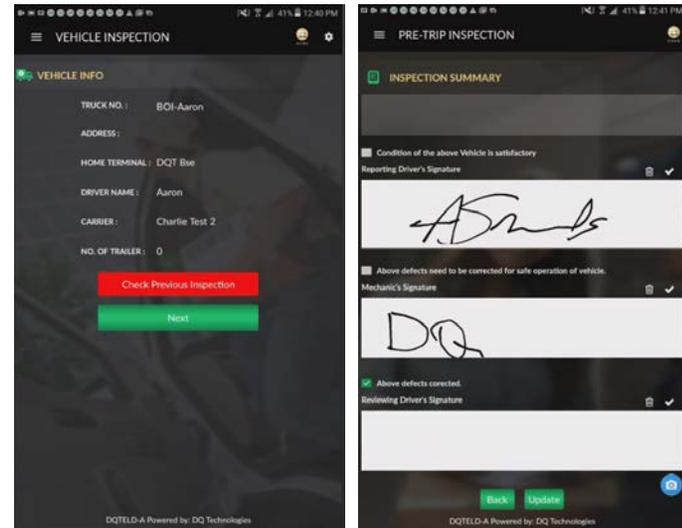
If the inspection was marked as satisfactory **Home** and **Email** buttons will be viewable. The Home option will save the DVIR and not deliver an email. The Email option will send the inspection to the location contacts.

If there was anything selected during the inspection, the Home option will not be viewable and an email is required.



6. Mechanical Review

If the box was checked that says: **Above defects need to be corrected for safe operation of vehicle**, the vehicle must not be driven until defects are corrected and signed off by the mechanic. To complete the review, click on the Pre-Trip icon from the home screen and continue until you reach **Check Previous Inspection** icon. This icon will be red. Click that red button to re-open the previous inspection. Once corrections have been made, there will be a space for the mechanic's signature and a new box for the mechanic to check "**Above Defects Corrected**". Additionally, the **history** button can take you to previously completed inspections where you can review and amend.



The final step is a confirmation inspection from a driver after the mechanical review. This driver will review mechanical repairs, sign in space provided and check at the bottom that the vehicle is safe for operation.

