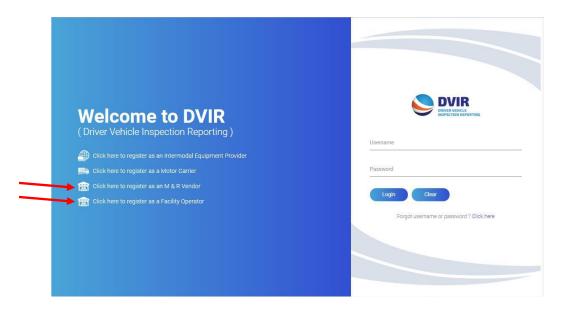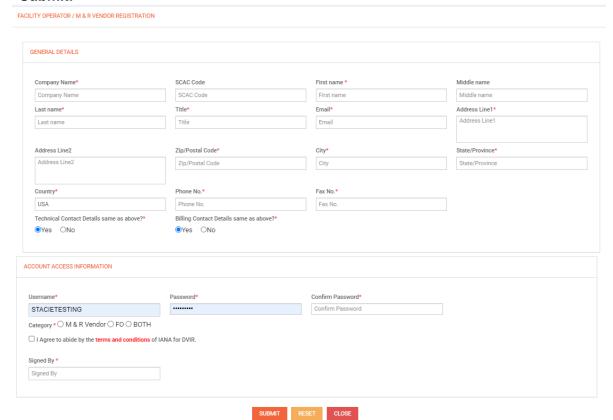# DVIR Web Portal – Facility Operator or Maintenance & Repair Vendor User Guide

Registration

1. **Visit https://dvir-prod.intermodal.org/dvir/login and click on the link "Click Here to register as a Facility Operator" or "Click Here to register as a M & R Vendor.**
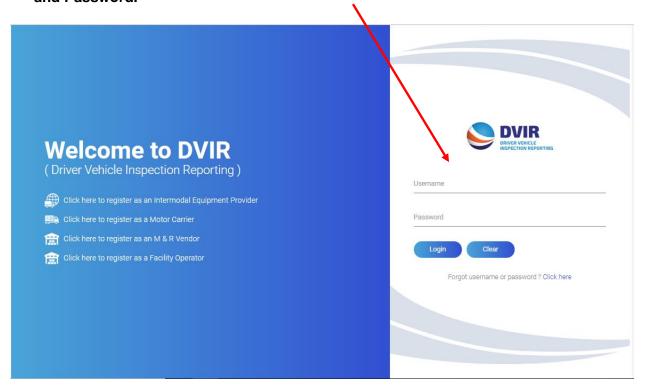

2. **Complete the General Details section with your company information.**
    a. **If the Technical and/or Billing contacts are different, please check "No" and complete the Contact Details information as required.**

3. **Create your Username and Password and confirm your Password, select the Category, click the box to agree to the Terms and Conditions, enter your name in the Signed By box and click "Submit."**
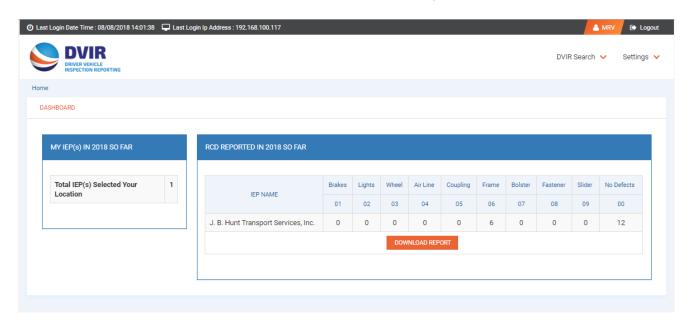
FO/MRV Instructions

1. **A new single login page has been developed where all DVIR users will login with their Username and Password.**

2. **Dashboard – Once logged in, user will see a new dashboard displayed. This will show total IEPs that have selected the logged in FO/MRV as a facility operator or vendor and designated the FO/MRV to receive DVIR info on their behalf. The dashboard will also show a breakdown of DVIRs for each IEP that the FO/MRV is selected broken down by RCDs.**

3. **The DVIR Search – FO/MRVs have the option under DVIR Search tab at the top of the page to search DVIR by Chassis ID. Users can search for a DVIR by various parameters, including the chassis ID number.**
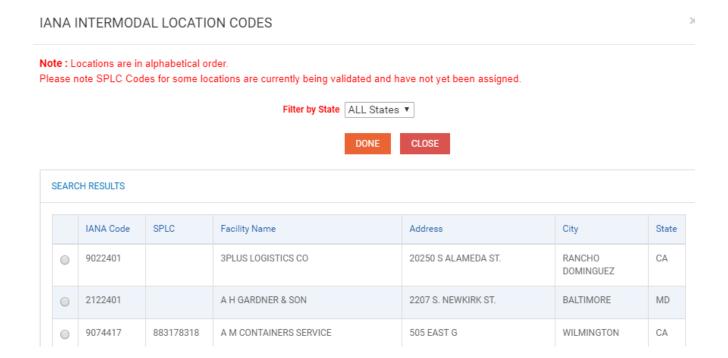

4. **Setting Menu – FO/MRVs have four options – see screenshots below:**

    a. **Add Location You Service**
    b. **View Your Locations**
    c. **List of IEPs that have selected your location**
    d. **Manage Company Details**

a. **ADD Location You Service – This allows an FO/MRV to add an additional location that their company services. User will first SELECT FACILITY the FO/MRV wants to add.**

This will display a listing of locations where FO/MRV can search by State to select the new location they wish to add. FO/MRV will need to check the box next to the location they want to add and click DONE.

IANA INTERMODAL LOCATION CODES

Note : Locations are in alphabetical order.
Please note SPLC Codes for some locations are currently being validated and have not yet been assigned.

Filter by State ALL States ▼

DONE   CLOSE

SEARCH RESULTS

	IANA Code	SPLC	Facility Name	Address	City	State
○	9022401		3PLUS LOGISTICS CO	20250 S ALAMEDA ST.	RANCHO DOMINGUEZ	CA
○	2122401		A H GARDNER & SON	2207 S. NEWKIRK ST.	BALTIMORE	MD
○	9074417	883178318	A M CONTAINERS SERVICE	505 EAST G	WILMINGTON	CA

This will then populate the location on the original screen for the FO/MRV to select their role (Facility Operator, MRV or Both) and how they wish to receive data from the DVIR application for this location. Then Click on SAVE.

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

DVIR Search ⌄   Settings ⌄

Home / Add Location You Service

ADD LOCATION YOU SERVICE

SELECT THE LOCATION/FACILITY YOU SERVICE

SELECT FACILITY YOU SERVICE
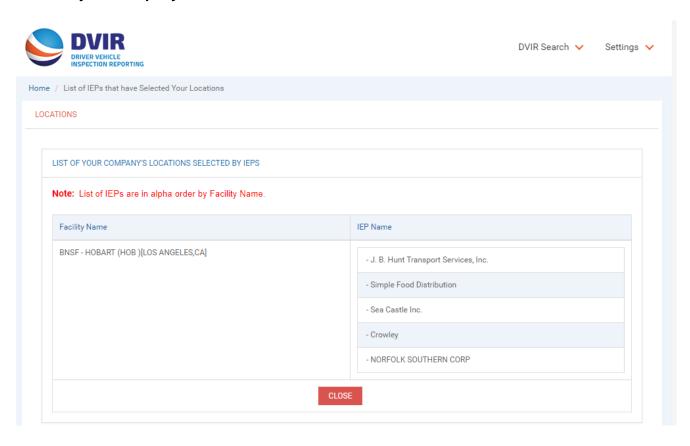IANA Facility Code/SPLC *
2122401
Facility/Port Name*
A H GARDNER & SON
State*
MD
Select your Role for this location*
○ M & R Vendor
○ Facility Operator
○ Both

PLEASE SELECT DVIR OUTPUT METHOD FROM THE FOLLOWING OPTIONS

○ 322   ○ 315   ○ XML   ○ Email

Do you want to receive NO DEFECT DVIR?* ○ YES ○ NO

**Select Role
Communication Method**

**Select Role
MRV, Facility Operator or Both**

b. View Your Locations – This is a screen that will show a list of locations that the FO/MRV services/serves.

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

DVIR Search ⌄   Settings ⌄

Home / View Your Locations

VIEW YOUR LOCATIONS

VIEW YOUR LOCATIONS

Note: Below are the locations that your company services:

SELECT	FACILITY NAME	ROLE	DVIR TYPE
☐	BNSF - HOBART (HOB)	MR	EMAIL

DELETE   CLOSE

c. List IEPs that Have Selected Your Locations – This screen is a list that shows the IEPs that have selected your company as an FO/MRV.

d. Manage Company Details – This screen is where company information is maintained and where user can change its password.