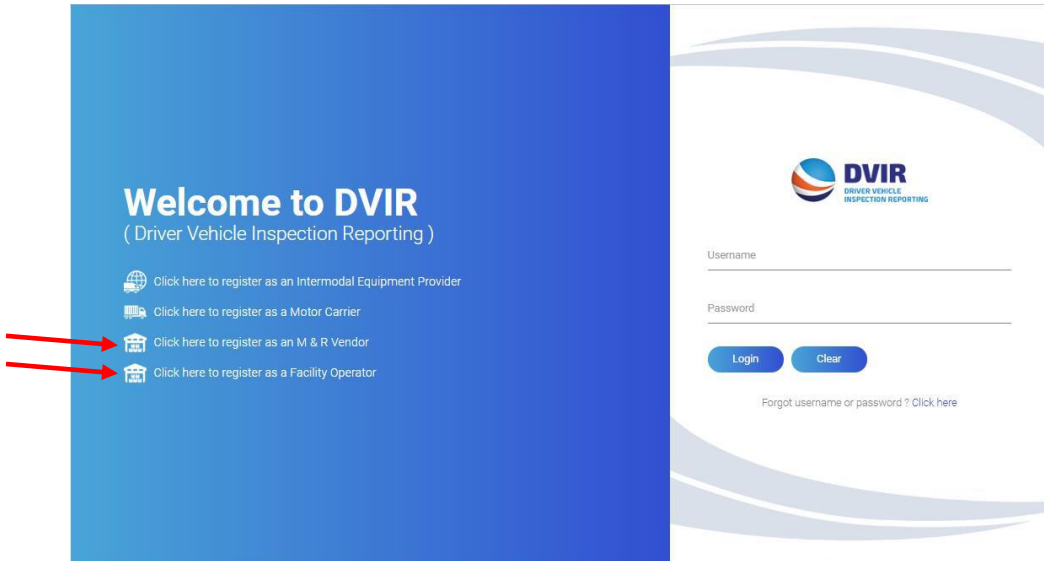


DVIR Web Portal – Facility Operator or Maintenance & Repair Vendor User Guide

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.”

FACILITY OPERATOR / M & R VENDOR REGISTRATION

GENERAL DETAILS

Company Name*	SCAC Code	First name *	Middle name
<input type="text" value="Company Name"/>	<input type="text" value="SCAC Code"/>	<input type="text" value="First name"/>	<input type="text" value="Middle name"/>
Last name*	Title*	Email*	Address Line1*
<input type="text" value="Last name"/>	<input type="text" value="Title"/>	<input type="text" value="Email"/>	<input type="text" value="Address Line1"/>
Address Line2	Zip/Postal Code*	City*	State/Province*
<input type="text" value="Address Line2"/>	<input type="text" value="Zip/Postal Code"/>	<input type="text" value="City"/>	<input type="text" value="State/Province"/>
Country*	Phone No.*	Fax No.*	
<input type="text" value="USA"/>	<input type="text" value="Phone No."/>	<input type="text" value="Fax No."/>	

Technical Contact Details same as above?* Yes No

Billing Contact Details same as above?* Yes No

ACCOUNT ACCESS INFORMATION

Username* Password* Confirm Password*

Category * M & R Vendor FO BOTH

I Agree to abide by the **terms and conditions** of IANA for DVIR.

Signed By *

SUBMIT RESET CLOSE

FO/MRV Instructions

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

Welcome to DVIR
(Driver Vehicle Inspection Reporting)

- Click here to register as an Intermodal Equipment Provider
- Click here to register as a Motor Carrier
- Click here to register as an M & R Vendor
- Click here to register as a Facility Operator

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

Username _____

Password _____

[Login](#) [Clear](#)

[Forgot username or password ? Click here](#)

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.

Last Login Date Time : 08/08/2018 14:01:38 Last Login Ip Address : 192.168.100.117 [MRV](#) [Logout](#)

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

DVIR Search [v](#) Settings [v](#)

Home

DASHBOARD

MY IEP(s) IN 2018 SO FAR

Total IEP(s) Selected Your Location	1
-------------------------------------	---

RCD REPORTED IN 2018 SO FAR

IEP NAME	Brakes	Lights	Wheel	Air Line	Coupling	Frame	Bolster	Fastener	Slider	No Defects
	01	02	03	04	05	06	07	08	09	00
J. B. Hunt Transport Services, Inc.	0	0	0	0	0	6	0	0	0	12

[DOWNLOAD REPORT](#)

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.

The screenshot displays the DVIR Search interface. At the top left is the DVIR logo (DRIVER VEHICLE INSPECTION REPORTING). The top navigation bar includes 'Home / Search DVIR by Chassis ID', 'DVIR Search' (with a dropdown arrow), and 'Settings' (with a dropdown arrow). A red arrow points from the text in point 3 to the 'DVIR Search' dropdown. Below the navigation is a search bar with a magnifying glass icon and the text 'Search DVIR by Chassis ID', with another red arrow pointing to it. The main content area is titled 'DVIR INQUIRY VIA CHASSIS'. On the left is a filter panel with the following fields: 'Chassis ID' (text input), 'IANA Location Code' (radio button), 'Rail Facility/SPLC Code' (radio button), 'SELECT LOCATION/FACILITY' (blue button), 'IANA Facility Code / SPLC' (text input), 'Start Date' (text input), 'End Date' (text input), and 'Include NO-DEFFECTS' (checkbox). At the bottom of the filter panel are 'SEARCH' (orange), 'RESET' (yellow), and 'CLOSE' (red) buttons. On the right is the 'SEARCH RESULTS' section, which contains a table with columns: 'DVIR NO', 'INSP DATE', 'IEP DOT', 'IEP NAME', and 'RCD'. Below the table is a red message: 'Please enter search criteria to view filtered results or simply click on search to view all the result'.

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.

The screenshot shows the DVIR 'ADD LOCATION YOU SERVICE' form. At the top left is the DVIR logo (DRIVER VEHICLE INSPECTION REPORTING). At the top right are 'DVIR Search' and 'Settings' links. Below the logo is a breadcrumb trail: 'Home / Add Location You Service'. The main heading is 'ADD LOCATION YOU SERVICE'. The form is divided into two main sections:

- SELECT THE LOCATION/FACILITY YOU SERVICE:** This section contains a sub-section 'SELECT FACILITY YOU SERVICE' with the following fields:
 - IANA Facility Code/SPLC* (text input)
 - Facility/Port Name* (text input)
 - State* (text input)
 - Select your Role for this location* (radio buttons for M & R Vendor, Facility Operator, Both)
- PLEASE SELECT DVIR OUTPUT METHOD FROM THE FOLLOWING OPTIONS:** This section contains radio buttons for 322, 315, XML, and Email. Below this is a question: 'Do you want to receive NO DEFECT DVIR?' with radio buttons for YES and NO.

At the bottom of the form are two buttons: 'SAVE' (green) and 'CLOSE' (red).

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

DONE **CLOSE**

SEARCH RESULTS

	IANA Code	SPLC	Facility Name	Address	City	State
<input type="radio"/>	9022401		3PLUS LOGISTICS CO	20250 S ALAMEDA ST.	RANCHO DOMINGUEZ	CA
<input type="radio"/>	2122401		A H GARDNER & SON	2207 S. NEWKIRK ST.	BALTIMORE	MD
<input type="radio"/>	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.

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
MRV, Facility Operator or Both

Select Role
Communication Method

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

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
<input type="checkbox"/>	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.

Home / List of IEPs that have Selected Your Locations

LOCATIONS

LIST OF YOUR COMPANY'S LOCATIONS SELECTED BY IEPs

Note: List of IEPs are in alpha order by Facility Name.

Facility Name	IEP Name
BNSF - HOBART (HOB)[LOS ANGELES,CA]	- J. B. Hunt Transport Services, Inc.
	- Simple Food Distribution
	- Sea Castle Inc.
	- Crowley
	- NORFOLK SOUTHERN CORP

CLOSE

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

Home / Manage Company Details

MANAGE COMPANY DETAILS

GENERAL DETAILS

Company Name*
MRV 1 Demo Account

Middle name
Middle name

Email*
piyushbpanchal@gmail.com

Zip/Postal Code*
38940-0001

Country*
US

Technical Contact Details same as above?*

Yes No

SCAC Code
SCAC Code

Last name*
Test

Address Line1*
Test

City*
Holcomb

Phone No.*
(111)111-1111 Ext: 11111

Billing Contact Details same as above?*

Yes No

First name*
Test

Title*
Test

Address Line2
Address Line2

State/Province*
MS

Fax No.*
(111)111-1111

ACCOUNT ACCESS INFORMATION

Username*
mrv1

Password*
Password

Confirm Password*
Confirm Passwo