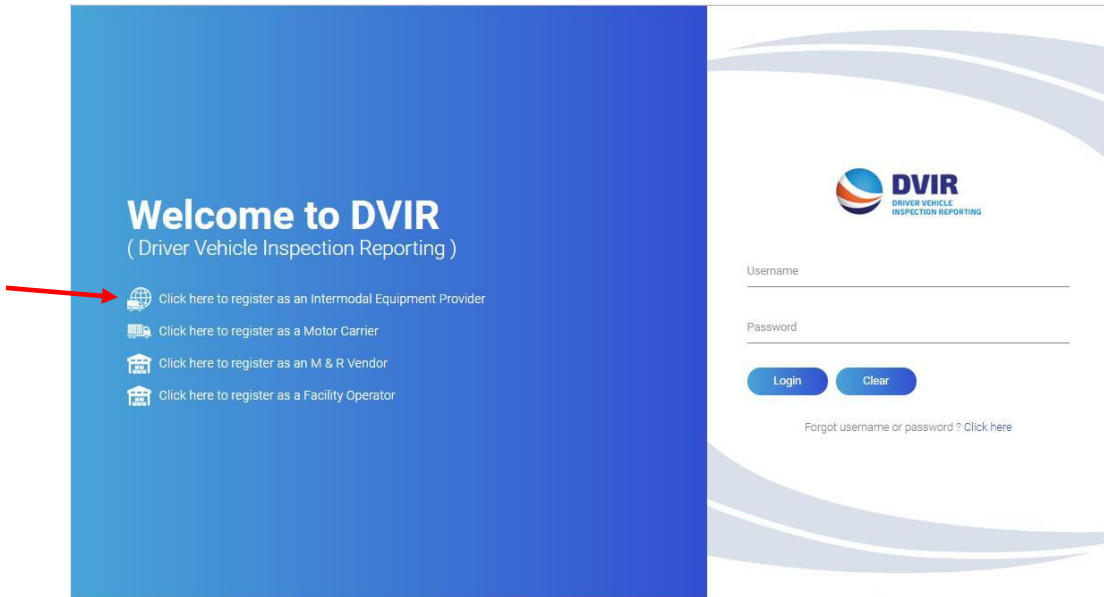


New DVIR Web Portal – Intermodal Equipment Provider User Guide

Registration

1. Visit <https://dvir-prod.intermodal.org/dvir/login> and click on the link “Click Here to register as a Motor Carrier.”



2. Complete the General Details screen 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 and click “Continue.”

INTERMODAL EQUIPMENT PROVIDER REGISTRATION

Note: IEPs must register with the same company name and SCAC Code that they used when registering in GIER.

GENERAL DETAILS

Company Name* <input type="text" value="Company Name"/>	SCAC Code* <input type="text" value="SCAC Code"/>	US DOT* <input type="text" value="US DOT"/>	First name* <input type="text" value="First name"/>
Middle name <input type="text" value="Middle name"/>	Last name* <input type="text" value="Last name"/>	Title* <input type="text" value="Title"/>	Email* <input type="text" value="Email"/>
Address Line1* <input type="text" value="Address Line1"/>	Address Line2 <input type="text" value="Address Line2"/>	Zip/Postal Code* <input type="text" value="Zip/Postal Code"/>	City* <input type="text" value="City"/>
State/Province* <input type="text" value="State/Province"/>	Country* <input type="text" value="USA"/>	Phone No.* <input type="text" value="Phone No."/>	Fax No.* <input type="text" value="Fax No."/>
Technical Contact Details same as above?*	Billing Contact Details same as above?*		
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No		

ACCOUNT ACCESS INFORMATION

Username* <input type="text" value="Username"/>	Password* <input type="text" value="Password"/>	Confirm Password* <input type="text" value="Confirm Password"/>
--	--	--

[CONTINUE](#) [RESET](#) [CLOSE](#)

4. Select how you wish to use IANA’s DVIR Reporting Service:

- a. Send DVIRs to IANA for processing
- b. Receive completed DVIRs from IANA
- c. Both

DVIR CONFIGURATION

Note : After initial selection of whether you wish to send and/or receive DVIRs through IANA DVIR processing is selected, should you wish to change your selection in this section, please send an e-mail to admin@dvir.intermodal.org advising what you would wish to change. The DVIR Admin will get back to you as soon as possible.

DVIR CONFIGURATION OPTION

Send DVIRs to IANA for processing

Receive completed DVIRs from IANA

Both Send DVIRs to IANA for process and Receive Completed DVIRs from IANA

5. Select your data communication method for sending and/or receiving DVIRs to/from IANA. You will need to provide your FTP details if 322, 315 or XML is selected (if user is not sure of FTP Details, this info can be provided after registration).

SENDER

Note : If IANA doesn't found any match for IEP and/or Driver's data, such 322s will be sent back to FTP details provided below :

Transmission Mode* ASCII BINARY

Mode* ACTIVE PASSIVE

FTP TYPE* PUSH PULL

FTP URL or IP Address *

FTP Directory*

FTP UserName *

Your Identifier * [For ISA & GS envelope header]

FTP Password *

FTP Port

Segment Delimiter *

Element Delimiter*

RECEIVER

Note : If your company is identified as the responsible IEP, completed DVIR 322s will be sent to FTP details provided below :

322 315 XML Email

Do you want to receive NO DEFECT DVIRs?* YES NO

6. Click on the link “Terms and Conditions” to view the terms and conditions of the services you have selected and click the checkbox to accept the terms and conditions. Enter your name in the “Signed by” box and click “Save with DVIR Details.”

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

Signed By *

- SKIP DVIR DETAILS
- SAVE WITH DVIR DETAILS
- CANCEL REGISTRATION

IEP Instructions

1. Login with your 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 your dashboard. This will show total DVIRs reported by the company for the current year and shows this information broken down by RCD for each month. For IEPs this will show stats relating to DVIRs reported on your equipment by Motor Carriers.

Last Login Date Time : 08/08/2018 13:25:29 Last Login Ip Address : 192.168.100.117 [MC](#) [Logout](#)

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

[DVIR Search](#) [DVIR Reporting](#) [Reports](#) [Settings](#)

Home

DASHBOARD [+ CLICK HERE TO REPORT DVIR +](#)

DVIR REPORTED IN 2018 SO FAR

Month	COUNT
February	13
March	35
April	11
August	1

[DOWNLOAD REPORT](#)

RCD REPORTED IN 2018 SO FAR

Month	Brakes	Lights	Wheel	Air Line	Coupling	Frame	Bolster	Fastener	Slider	No Defects
	01	02	03	04	05	06	07	08	09	00
February	4	1	1	2	2	2	5	2	3	5
March	0	4	23	0	0	3	1	5	1	1
April	4	4	2	2	1	0	0	0	1	0
August	1	0	0	0	0	0	0	0	0	0

[DOWNLOAD REPORT](#)

3. The DVIR Search – Users have two options under the DVIR Search tab at the top of the page. The first is to Search DVIR by Chassis ID. Users can search for a DVIR by various parameters, including the chassis ID number.

The screenshot shows the DVIR Search interface. At the top, there is a navigation bar with 'Last Login Date Time : 08/08/2018 13:40:21' and 'Last Login Ip Address : 192.168.100.117'. The user is logged in as 'IEP'. The main menu includes 'DVIR Search', 'Reports', 'Maint. & Repair Vendor', and 'Settings'. The 'DVIR Search' dropdown is expanded, showing 'Search DVIR by Chassis ID' and 'Search DVIR by Chassis ID'. The 'Search DVIR by Chassis ID' option is selected, and the search results are displayed in a table.

DVIR INQUIRY VIA CHASSIS

Chassis ID

IANA Location Code
 Rail Facility/SPLC Code

SELECT LOCATION/FACILITY

IANA Facility Code / SPLC

Start Date

End Date

Include NO-DEFECTS

SEARCH **RESET** **CLOSE**

SEARCH RESULTS

DVIR NO	INSP DATE	CHASSIS ID	MC SCAC	MC NAME	RCD
IANA-DVIR-00002695	03/23/2018	JBHZ114174	HJBT	J.B. HUNT TRANSPORT INC.	06-Frame,

Go to Page Record Per Page

Showing 1 to 10 of 1

DOWNLOAD LIST IN EXCEL

Excel Report Key - provides description of the field contained in the Excel file report.

4. DVIR Inquiry by DVIR Report Number - Second option under the DVIR SEARCH menu is to search by DVIR Report Number. User may also search for a DVIR by the unique DVIR Report Number assigned to each DVIR transaction reported through IANA's DVIR application.

The screenshot shows the DVIR Inquiry interface. At the top, there is a navigation bar with 'Last Login Date Time : 08/08/2018 13:25:29' and 'Last Login Ip Address : 192.168.100.117'. The user is logged in as 'MC'. The main menu includes 'DVIR Search', 'DVIR Reporting', 'Reports', and 'Settings'. The 'DVIR Search' dropdown is expanded, showing 'Search DVIR by Chassis ID' and 'Search DVIR by Chassis ID'. The 'Search DVIR by Chassis ID' option is selected, and the search results are displayed in a table.

DVIR INQUIRY PAGE

DVIR No

SEARCH **CLOSE**

THE DETAILS FOR THE INQUIRED DVIR ARE AS FOLLOWS :

INQUIRED DVIR NO IANA-DVIR-00002703	CHASSIS HJCZ120058	MC SCAC RDSS	IDD PIN 10018637
STATUS PENDING	IEP NAME Interpool, Inc. dba TRAC INTERMOI	MC DOT 520912	DRIVER'S LICENSE# A1083731
INSPECTION DATE 08/06/2018	IEP DOT 1521807	DRIVER NAME JESUS CASTROCORREA	LICENSE'S STATE CA
INSPECTION TIME 15:02:00	RCD INFORMATION 01-BRAKES		

* PENDING - The DVIR has been processed and ready to be sent to responsible IEP.
 * PROCESSED - The DVIR report has been sent to responsible IEP.

DOWNLOAD REPORT **CLOSE**

5. DVIR Reports Screen – The report screen will allow IEP users to pull a report by date range of the number of DVIRs processed through the application and how many were returned as incomplete.

Home / DVIR REPORTS

DVIR REPORTS

Note: Reporting will provide the number of DVIRs your company has processed through IANA DVIR Reporting Service and how many were returned as incomplete.

DVIR REPORTS

Start Date

 End Date

 DVIR COUNTS RESET

SEARCH RESULTS

COMPANY NAME	DVIR PROCESSED COUNT	DVIR RETURNED COUNT
J. B. Hunt Transport Services, Inc.	3	0

DOWNLOAD REPORT

6. DVIR RCD Statistics Screen - Under the DVIR Reports there is also the RCD Statistics Report. This allows a user to run a report that shows breakdown of DVIRs reported by RCD. User can enter a date range to pull this report.

Home / RCD Statistics

DVIR STATISTICS

Note: Enter the date range for the period you wish to obtain information for DVIR RCDs for :

DVIR STATISTICS

Start Date

 End Date

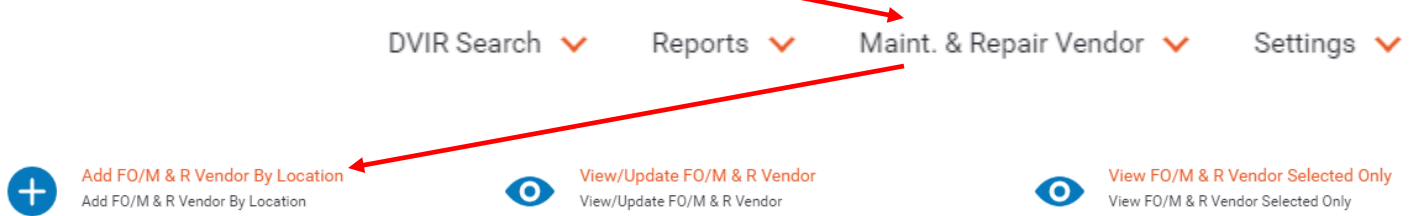
 GENERATE REPORT RESET

SEARCH RESULTS

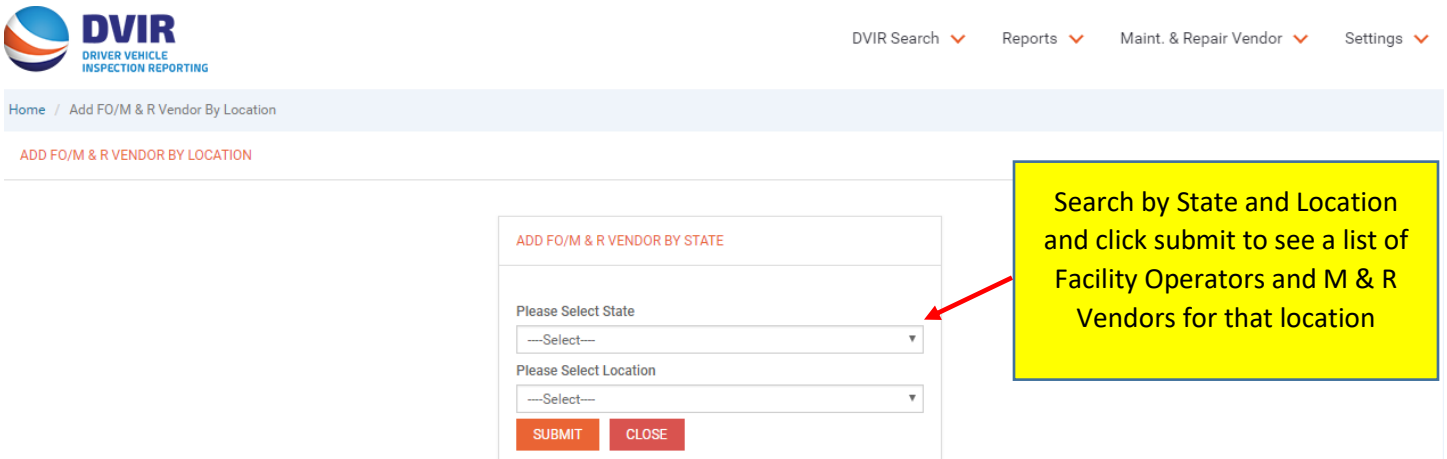
DEFECT TYPE	RCD COUNTS
Brakes	16
Lights	14
Wheel	15
Air Line	7
Coupling	1
Frame	5
Bolster	2
Fastener	4
Slider	1
No Defects	0

DOWNLOAD REPORT

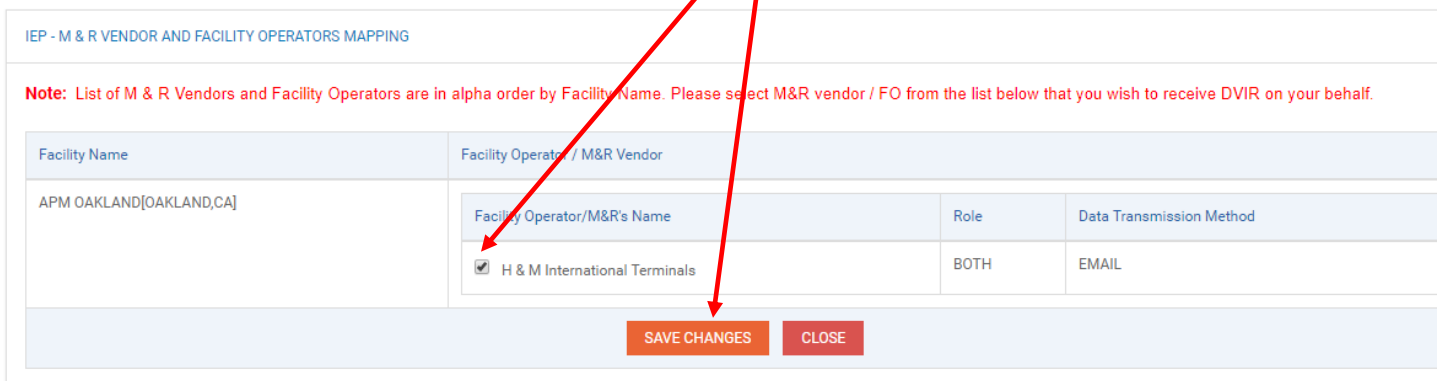
7. **ADD FO/M & R Vendor by Location** – Under the Maint. & Repair Vendor menu at the top of the page, the IEP user can select a Facility Operator or M & R Vendor by specific location that they would like to receive DVIR information on their behalf.



User would search by state and then by specific location and the system would then display a listing of Facility Operators and M & R Vendors for that location that are registered in the DVIR system for that location.



User would then click the checkbox next to the Facility Operator(s) or M & R Vendor(s) that they wish to select for that location and click on **SAVE CHANGES**.



8. View/Update FO/M & R Vendor – Under the Maint. & Repair Vendor tab a user may also View or Update their existing list of Facility Operators and M & R Vendors.



Below is an example of the Facility Operator & M & R Listing display that an IEP would see based on the companies it had selected. It will show Facility Name, Company Name of Facility Operator/M&R Vendor, Role (whether company is FO or MRV) and their selected method of communication for the DVIR application. Users make changes to the listing and then click SAVE CHANGES.

Last Login Date Time : 08/08/2018 13:40:21 | Last Login Ip Address : 192.168.100.117 | IEP | Logout

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

Home / View/Update FO/M & R Vendor

VIEW/UPDATE FO/M & R VENDOR

IEP - M & R VENDOR AND FACILITY OPERATORS MAPPING

Note: List of M & R Vendors and Facility Operators are in alpha order by Facility Name. Please select M&R vendor / FO from the list below that you wish to receive DVIR on your behalf.

Facility Name	Facility Operator / M&R Vendor		
	Facility Operator/M&R's Name	Role	Data Transmission Method
A M CONTAINERS SERVICE[WILMINGTON,CA]	<input checked="" type="checkbox"/> vishal	MR	EMAIL
	<input type="checkbox"/> Sears Port	BOTH	EMAIL
AIR SEAS[OAKLAND,CA]	<input type="checkbox"/> vishal	BOTH	EMAIL
ALLIANCE CFS, INC.[GARDENA,CA]	<input type="checkbox"/> H & M International Terminals	BOTH	EMAIL

9. VIEW FO/M&R Vendor Selected Only – This screen allows the IEP to see only those Facility Operators and M & R Repair Vendors they have selected for their company.



VIEW FO/M & R VENDOR SELECTED ONLY

LIST OF M & R VENDOR AND FACILITY OPERATORS - SELECTED ONLY

Note: List of M & R Vendors and Facility Operators are in alpha order by Facility Name.

Facility Name	Facility Operator / M&R Vendor		
	Facility Operator/M&R's Name	Role	Data Transmission Method
	vishal	BOTH	EMAIL
A H GARDNER & SON[BALTIMORE,MD]	Facility Operator/M&R's Name	Role	Data Transmission Method
	Sears Port	BOTH	EMAIL
	vishal	BOTH	EMAIL
A M CONTAINERS SERVICE[WILMINGTON,CA]	Facility Operator/M&R's Name	Role	Data Transmission Method
	vishal	MR	EMAIL

10. Settings Menu - Under the Settings dropdown there are four selections – see screenshots below:

- a. DVIR Configuration
- b. Add Recipient
- c. No Defect Configuration
- d. Manage Company Details



DVIR Configuration
DVIR Configuration



No Defect Configuration
No Defect Configuration



Add Recipient
Add Recipient



Manage Company Details
Manage Company Details

a. DVIR Configuration Screen – This is where user selects how they wish to communicate with the DVIR application.

DVIR CONFIGURATION

Note : After initial selection of whether you wish to send and/or receive DVIRs through IANA DVIR processing is selected, should you wish to change your selection in this section, please send an e-mail to admin@dvir.intermodal.org advising what you would wish to change. The DVIR Admin will get back to you as soon as possible.

DVIR CONFIGURATION OPTION

Send DVIRs to IANA for processing
 Receive completed DVIRs from IANA
 Both Send DVIRs to IANA for process and Receive Completed DVIRs from IANA

SENDER

Note : If IANA doesn't found any match for IEP and/or Driver's data, such 322s will be sent back to FTP details provided below :

Transmission Mode* ASCII BINARY

Mode* ACTIVE PASSIVE

FTP TYPE* PUSH PULL

FTP URL or IP Address *

FTP URL or IP Address

FTP Directory*

FTP Directory

FTP UserName *

STACIESTESTING

Your Identifier * [For ISA & GS envelope header]

Your Identifier

FTP Password *

FTP Port

FTP Port

Segment Delimiter *

Segment Delimiter

Element Delimiter*

Element Delimiter

RECEIVER

Note : If your company is identified as the responsible IEP, completed DVIR 322s will be sent to FTP details provided below :

322

315

XML

Email

Do you want to receive NO DEFECT DVIRs? * YES NO

b. Add Recipient – this screen allows IEPs to designate a secondary entity to receive DVIR information that is not a Facility Operator or M&R Vendor.



DVIR Search Reports Maint. & Repair Vendor Settings

Home / Add Recipient

ADD RECIPIENT

SECONDARY RECIPIENT - DVIR OUTBOUND

Note: This screen should be used only to designate a secondary recipient that is other than a Facility Operator or M & R Vendor.

SELECT	COMPANY NAME	DVIR TYPE	NO DEFECT	FTP LOCATION	EMAIL ADDRESS
<input type="checkbox"/>	Snili	322	N	123.123.132.123	ss@mail.com
<input type="checkbox"/>	Hillstop	EMAIL	Y		ahisl@gmail.com

ADD DELETE CLOSE

User would click on the ADD Button to enter the details on the secondary recipient, including the method of communication of how they would want to receive DVIR information and then click SAVE.



ADD RECIPIENT

Note: This screen should be used only to designate a secondary recipient that is other than a Facility Operator or M & R Vendor.

CONTACT DETAILS

Company Name*	First name *	Last name*	Phone*
<input type="text" value="Company Name"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="Phone"/>

Email*

LOCATION DETAILS

DVIR Output Type*

Do you want to receive No Defect DVIR?* YES NO

Transmission Mode* ASCII BINARY

Mode* ACTIVE PASSIVE

FTP TYPE* PUSH PULL

FTP URL or IP Address *	FTP Directory*	FTP UserName*	FTP Password*
<input type="text" value="FTP URL or IP Address"/>	<input type="text" value="FTP Directory"/>	<input type="text" value="hjbt"/>	<input type="text" value="...."/>

FTP Port*

SAVE CLOSE

c. No Defect Configuration Screen – This is where IEP can indicate whether they wish to receive DVIRs that have been reported with NO DEFECTS and how they would like to receive this info.



NO DEFECT CONFIGURATION

Note: This page pertains only if IEP has elected to RECEIVE NO DEFECTS and wants them sent to an alternate location or by an alternate method.

NO DEFECT RECEIPT CONFIGURATION

Do you want to receive NO DEFECT DVIR at Different Location? * YES NO

PLEASE SELECT DVIR OUTPUT METHOD FROM THE FOLLOWING OPTIONS

322 315 XML Email

Email Address*

SAVE CLOSE

- d. **Manage Company Details** - This screen is where IEP would maintain their contact information and account access information. Users may also change their password on this screen.

Last Login Date Time : 08/08/2018 14:53:12 Last Login Ip Address : 192.168.100.47 IEP Logout

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

DVIR Search Reports Maint. & Repair Vendor Settings

Home / Manage Company Details

MANAGE COMPANY DETAILS

GENERAL DETAILS

Company Name* J. B. Hunt Transport Services, Inc.	SCAC Code * HJBT	US DOT * US DOT
First name * First name	Middle name Middle name	Last name* Last name
Title* Title	Email* Email	Address Line1* Address Line1
Address Line2 Address Line2	Zip/Postal Code* Zip/Postal Code	City* City
State/Province* State/Province	Country* Country	Phone No.* Phone No.
Fax No.* Fax No.	Technical Contact Details same as above?* <input checked="" type="radio"/> Yes <input type="radio"/> No	Billing Contact Details same as above?* <input checked="" type="radio"/> Yes <input type="radio"/> No

ACCOUNT ACCESS INFORMATION

Username* hjbt
Password* Password
Confirm Password* Confirm Password

SAVE CHANGES **RESET** **CLOSE**