



Quick Reference Card

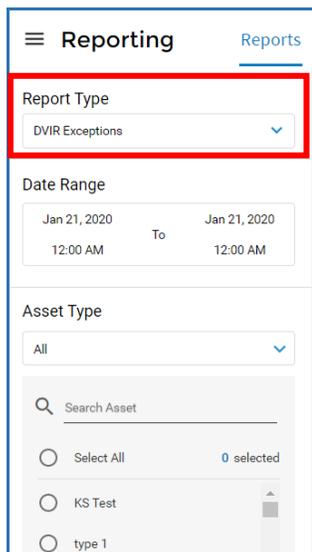
Working with The DVIR Exceptions Report

OVERVIEW

The **DVIR Exceptions Report** on FC Web reports on Assets that moved within a selected 24-hour period with no record of a completed DVIR during the same 24-hour period.

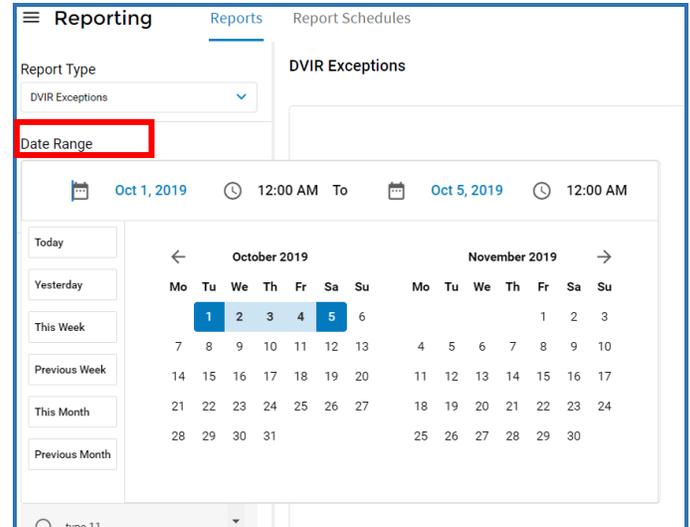
ACCESS THE DVIR EXCEPTION REPORT

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel 
3. Click the **Reporting** menu item
4. Click the **Reports** submenu item
5. On the *Reporting* screen, from the Report Type dropdown menu, select **DVIR Exceptions**



The screenshot shows the 'Reporting' screen with the 'Reports' tab selected. The 'Report Type' dropdown menu is open, and 'DVIR Exceptions' is selected. Below this, the 'Date Range' section shows 'Jan 21, 2020' from '12:00 AM' to '12:00 AM'. The 'Asset Type' dropdown is set to 'All'. There is a search bar for assets and a list of asset types including 'KS Test' and 'type 1'.

6. From the Date Range section, select a preferred Date and Time range for the report



The screenshot shows the 'Reporting' screen with the 'Reports' tab selected. The 'Report Type' dropdown is set to 'DVIR Exceptions'. The 'Date Range' section is highlighted with a red box. Below it, a calendar interface is shown for October 2019 and November 2019. The date range is set from 'Oct 1, 2019' at '12:00 AM' to 'Oct 5, 2019' at '12:00 AM'. The calendar shows the days of the week and the selected date range.

Note: This Report only considers those Assets for which DVIRs are not completed within 24 hours from the start time of the Report for each date included in the date range selection. This means, any Inspection report completed by a Resource before the start time selected in the Date Range section while running this Report, will display as a DVIR Exception.

EXAMPLES OF ACCURATE DATE RANGE SELECTION

Here are a few scenarios of how a DVIR Exceptions Report generates data when certain time frames are selected.

For all examples below, the selected date range is Dec. 16 - Dec. 23 and the time range is 7:00 am - 6:59 am (24-hour period). Note that if a different end time is entered, the system will ignore it and look 24 hours ahead from the start time.

- a. A pre-trip inspection was completed for Asset1 at 8:00am on Dec. 17. The Asset started moving at 8:20am that same day. This asset has an inspection report for the time frame selected for the Report and thus, this asset will not show on the Exception Report.
- b. A pre-trip inspection was done for Asset2 at 6:45 am on Dec. 20. Asset2 started moving at 7:00 am that day and no other inspections were done for that day. This asset will show on the exceptions report for Dec. 20 because the pre-trip inspection was done



Quick Reference Card

prior to the time frame selected for the Report. In this case, the time frame selected for the report should be before 6:45 am to consider the pre trip inspection for the asset as a part of the Driver's work hours on the same day.

- c. Asset3 drove from Dec. 21 at 11:00pm until 7:15am on Dec. 22. The resource completed a post-trip inspection on Dec. 22 at 7:20am. There was no DVIR completed between 7:00 am on Dec. 21 and 6.59 am on Dec. 22, so this Asset will show on the exceptions report for Dec. 21.

If Asset3 begins driving again at 10:00 pm on Dec. 22 it will not show on the exception report for Dec. 22 because there was a DVIR completed after 7:00 am on that day. For this resource/asset the time range for the report would be more accurate if the start time used was 8:00 am.

7. To include Asset Types in the report, click the **Asset Type** drop-down arrow and select the radio button next to the Asset Type(s) to include in the report, or
8. **Search** and click the radio buttons next to the asset name(s) to include specific assets in the report
9. Select the checkbox next to **Exclude Assets still driving today** to not include Assets that are still driving. This checkbox only provides valid information if the last date in the selected reporting date range is today and your resources are required to do post-trip inspections. You don't want the asset to generate an exception if it's still on a trip and hasn't had a chance to do a post trip inspection yet today.
10. Click the **Generate** button to run the Report

THE DVIR EXCEPTION REPORT: LAYOUT

The DVIR Exception Report displays the following information:

- **Date** - the date within the selected date range where an asset moved and no DVIRs were recorded. The date shown would be the date the trip started for that asset.
 - **Asset Type** – The asset type associated to the asset that moved
 - **Asset** - asset name
 - **Resource(s)** - the resource name(s) who were assigned to the asset on the day a DVIR wasn't completed and the asset moved.
- Note:** *If multiple resources were assigned to the asset within that day, there may be multiple instances of a DVIR not being completed.*
- **Start Time** - time of first activity for the day being reported on
 - **End Time** - time of last recorded activity for the day being validated within 24 hours of the start time

Note: *Both the dates and times are included in the Start and End Time columns so it's clear in instances when the 24-hour period ends the next day. All times are displayed based on the user's time zone, converted from the actual time.*



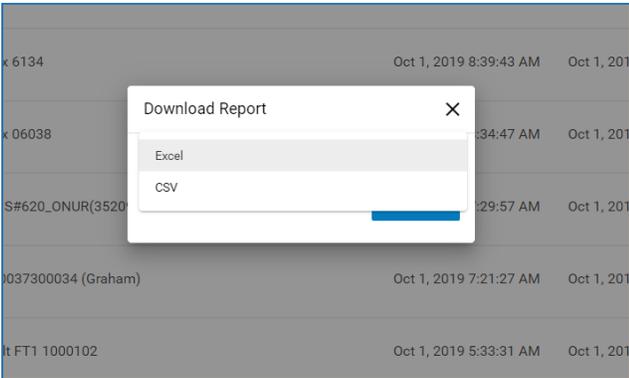
Quick Reference Card

Date	Asset Type	Asset	Resource/Crew	Start Time	End Time
Jan 20, 2020	Electronics	Flex Test 50075L		Jan 20, 2020 8:13:08 PM	Jan 20, 2020 8:51:02 PM
Jan 20, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 20, 2020 1:01:24 PM	Jan 20, 2020 1:23:53 PM
Jan 20, 2020	Electronics	Flex HF Test 1		Jan 20, 2020 10:41:55 AM	Jan 20, 2020 11:08:13 AM
Jan 20, 2020	Electronics	Flex 96038		Jan 20, 2020 9:18:45 AM	Jan 20, 2020 9:23:58 AM
Jan 20, 2020	Electronics	Paycom FT1 10000102		Jan 20, 2020 8:43:12 AM	Jan 20, 2020 9:05:27 AM
Jan 20, 2020	Electronics	Mark's OBD 86642503897169		Jan 20, 2020 8:27:28 AM	Jan 20, 2020 12:28:09 PM
Jan 20, 2020	Electronics	Flex 9628		Jan 20, 2020 7:57:21 AM	Jan 20, 2020 8:26:48 AM
Jan 20, 2020	Electronics	FT200 00011		Jan 20, 2020 7:00:20 AM	Jan 20, 2020 7:09:30 AM
Jan 20, 2020	Electronics	HT890 66500		Jan 20, 2020 7:00:13 AM	Jan 20, 2020 7:01:54 AM
Jan 20, 2020	CANIQ	CanIQ-1 2013056	CANIQ 140020009993	Jan 20, 2020 7:00:12 AM	Jan 20, 2020 2:01:35 PM

Date	Asset Type	Asset	Resource/Crew	Start Time	End Time
Jan 16, 2020	Electronics	Flex 5823		Jan 16, 2020 8:03:06 PM	Jan 16, 2020 8:07:40 PM
Jan 14, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 14, 2020 9:53:26 PM	Jan 14, 2020 4:25:52 PM
Jan 14, 2020	ATI Teleconnect	ATI Hardware-102490125		Jan 14, 2020 11:43:11 AM	Jan 14, 2020 11:43:11 AM
Jan 14, 2020	CANIQ	CanIQ-1 2018066		Jan 14, 2020 12:00:15 AM	Jan 14, 2020 4:21:51 PM
Jan 13, 2020	GEN Hardware Testing	GenX-Closure000036028618		Jan 13, 2020 9:10:53 PM	Jan 13, 2020 11:03:59 PM
Jan 13, 2020	GEN Hardware Testing	GenX-0000360270216 NO TOUCH testing OCT 29		Jan 13, 2020 1:10:53 AM	Jan 13, 2020 3:20:53 AM
Jan 13, 2020	CANIQ	CanIQ-1 2018066		Jan 13, 2020 12:00:17 AM	Jan 13, 2020 11:59:45 PM
Jan 12, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 12, 2020 12:15:29 PM	Jan 12, 2020 6:05:04 PM
Jan 12, 2020	CANIQ	CanIQ-1 2018066		Jan 12, 2020 7:51:49 AM	Jan 12, 2020 11:59:47 PM
Jan 11, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 11, 2020 10:05:02 AM	Jan 11, 2020 5:50:46 PM
Jan 10, 2020	Electronics	Tom's OBD 9094		Jan 10, 2020 4:24:06 PM	Jan 10, 2020 4:36:31 PM
Jan 9, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 9, 2020 8:27:49 AM	Jan 9, 2020 4:05:03 PM
Jan 7, 2020	Electronics	Flex 06038		Jan 7, 2020 9:06:30 AM	Jan 7, 2020 9:12:48 AM
Jan 7, 2020	Electronics	Flex 50087		Jan 7, 2020 7:54:08 AM	Jan 7, 2020 9:54:08 AM
Jan 6, 2020	Electronics	Flex Test 4410		Jan 6, 2020 6:40:30 PM	Jan 6, 2020 6:49:03 PM
Jan 6, 2020	Electronics	Flex 8666-00030		Jan 6, 2020 9:28:19 PM	Jan 6, 2020 9:29:11 PM
Jan 6, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 6, 2020 11:32:52 AM	Jan 6, 2020 11:32:54 AM
Jan 6, 2020	Electronics	FT200 18827		Jan 6, 2020 8:53:47 AM	Jan 6, 2020 9:16:59 AM
Jan 5, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 5, 2020 11:18:27 AM	Jan 5, 2020 1:59:48 PM
Jan 4, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 4, 2020 12:56:52 PM	Jan 4, 2020 6:50:49 PM
Jan 3, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 3, 2020 10:57:02 AM	Jan 3, 2020 5:26:30 PM
Jan 2, 2020	Electronics	Paycom FT1 0000018		Jan 2, 2020 1:18:48 PM	Jan 2, 2020 4:41:45 PM
Jan 2, 2020	Electronics	Mark's OBD 86642503897169		Jan 2, 2020 1:56:50 PM	Jan 2, 2020 2:24:39 PM
Jan 2, 2020	Electronics	FT200 00011		Jan 2, 2020 12:38:39 PM	Jan 2, 2020 12:58:21 PM
Jan 2, 2020	Electronics	HT890 66500		Jan 2, 2020 11:16:30 PM	Jan 2, 2020 12:16:11 PM
Jan 2, 2020	Electronics	Flex HF Test 1		Jan 2, 2020 11:36:29 AM	Jan 2, 2020 11:51:34 AM
Jan 2, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 2, 2020 10:07:39 AM	Jan 2, 2020 6:05:11 PM
Jan 2, 2020	Electronics	Flex OBD 86642503897169		Jan 2, 2020 9:42:18 AM	Jan 2, 2020 10:12:54 AM
Jan 2, 2020	Electronics	Flex EC23 015172001000399		Jan 2, 2020 9:41:57 AM	Jan 2, 2020 10:12:58 AM
Jan 2, 2020	Electronics	Flex Test 50075L		Jan 2, 2020 9:35:19 AM	Jan 2, 2020 12:51:11 PM
Jan 1, 2020	QA123 test(jedred atg)	CanIQ asset 1	Radio F 10000.3	Jan 1, 2020 5:19:40 PM	Jan 1, 2020 6:05:00 PM

EXPORT THE DVIR EXCEPTION REPORT

1. Click the **Export** button from the top right-hand corner of the Report screen



2. From the Download Report dropdown menu, select a preferred download format. For e.g. **Excel** or **CSV**