

CVI Desktop App User Guide

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[Introduction](#)

[Log in to the Desktop App](#)

[Roles and Permissions](#)

[Inspection History](#)

[Reading an Inspection](#)

[Export to PDF](#)

[Open Defects](#)

[Change a Defect Status](#)

[Asset Defect and Repair History](#)

[Change the Status of an Open or Pending Defect Admin](#)

Introduction

The CVI desktop application provides an inspection history and administration dashboard for all CVI inspections.

Log in to the Desktop App

The CVI desktop application can be accessed through [Ground Traffic Control \(http://groundtrafficcontrol.zonarsystems.net/\)](http://groundtrafficcontrol.zonarsystems.net/). From the main menu, click Reports, then CVI Inspections under CVI INSPECTION. The CVI desktop application opens in a new tab.

Roles and Permissions

There are three types of user permissions for the desktop application:

Role	Permission
Mechanic	Inspection history, open defects, ability to resolve defects
Supervising mechanic	Inspection history, open defects, ability to assign mechanics and resolve defects
Administrator	Inspection history, open defects, ability to assign mechanics and resolve defects, ability to select default asset type.

NOTE: Inspectors only have permission to use the mobile application. Inspectors are typically drivers or operators.

Add a User

Permissions can be granted or changed in **Ground Traffic Control**:

1. Log in to **Ground Traffic Control** (<http://groundtraficcontrol.zonarsystems.net/>).
2. Click **Manage**, then **Users** under **SYSTEM SETTINGS**.
3. Scroll down to the CVI settings.
4. Select the check box next to the appropriate role permission.
5. Click **Update User**.

54	evir2supervisingmechanic	Assign Mechanic This permission gives access to the EVIR 2.0 Web App to view inspections, defects, and assets. Users with this permission can mark defects as repaired or assign mechanics to a repair. Please do not assign any other EVIR 2 Web App permissions to this user.	<input type="checkbox"/>	EVIR2
55	evir2inspectorwithrentals	Perform Inspections with Rentals This permission gives access to the EVIR 2.0 Mobile App to perform inspections on assets in the GTC account or rental assets.	<input type="checkbox"/>	EVIR2
56	evir2customeradmin	Change Account Settings This permission gives access to the EVIR 2.0 Web App to view inspections, defects, and assets. Users with this permission can mark defects as repaired, assign mechanics to a repair, and update the account settings for EVIR 2.0. Please do not assign any other EVIR 2 Web App permissions to this user.	<input type="checkbox"/>	EVIR2
57	evir2mechanic	Repair Defects This permission gives access to the EVIR 2.0 Web App to view inspections, defects, and assets. Users with this permission can mark defects as repaired. Please do not assign any other EVIR 2 Web App permissions to this user.	<input type="checkbox"/>	EVIR2

Those users who are both an Operator/Owner can have Inspector permission and Admin permission.

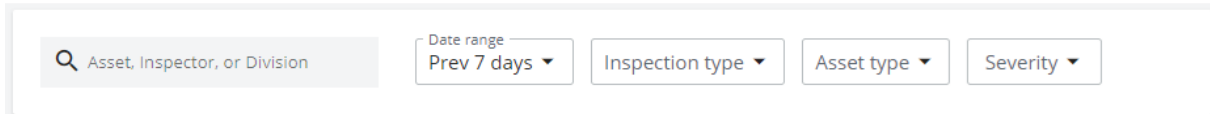
Inspection History

The Inspection History panel lists all inspections performed on all assets in your fleet in the time frame indicated. This panel includes all closed inspections and all inspections with open defects.

The screenshot shows the 'Your inspection history' panel with 2058 records. The table includes the following columns: SEVERITY, DATE, TIME, ASSET NUMBER, ASSET TYPE, INSP TYPE, INSPECTOR, and ASSET LOCATION. The records show various inspection types such as 'Child Check', 'Load Measurements', and 'Duty' performed on different asset types like 'Light Duty', 'Straight Truck', 'Tractor', and 'School Bus'.

Search

Search for specific inspections by asset, inspector, or asset location in the drop-down search field. Further specify a date range, an inspection type, an asset type, or by highest defect severity for the inspection.



The search filter interface consists of a search input field on the left with a magnifying glass icon and the placeholder text "Asset, Inspector, or Division". To the right of the search field are four filter buttons: "Date range" with a dropdown arrow and "Prev 7 days" selected, "Inspection type" with a dropdown arrow, "Asset type" with a dropdown arrow, and "Severity" with a dropdown arrow.

Sort

Sort the search results by the column headings.

<input type="checkbox"/>	SEVERITY	DATE↓	TIME	ASSET NUMBER	ASSET TYPE	INSP. TYPE	INSPECTOR	ASSET LOCATION
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Column Heading

Definition

SEVERITY

Determined by the nature of any defects noted during the inspection.

- Major Defects
- ▲ Minor Defects
- No Defects

DATE AND TIME

Identifies when the inspection was completed.

ASSET NUMBER

The identifier assigned to the vehicle or other item.

ASSET TYPE

Default types are:

- Tractor
- Trailer with Equipment
- Straight Truck
- Dolly

Light Duty

INSP. TYPE

Type of Inspection. Default types are:

Pre-Trip
Post-Trip
Child Check
Time Card
Load Securement



Incomplete inspection

INSPECTOR

Name of the operator that conducted the inspection.

ASSET LOCATION

The division under which the asset is assigned.

- Click on the Asset Number to view the Asset Defect and Repair History.
- Click on the Inspection Type for an asset to view inspection details.

Reading an Inspection

Clicking on the Inspection Type for an asset displays details of that specific inspection for that specific asset.

The screenshot shows the ZONAR EVIR interface for a Pre-Trip Inspection. The top navigation bar includes 'INSPECTION HISTORY', 'OPEN DEFECTS', and 'ADMIN PANEL'. The user is logged in as 'test8-customer-admin@evir.com' from 'bos2020company'. The report title is 'Pre-Trip Inspection' with a back link to 'Inspection History'. The left sidebar contains fields for ADDRESS (Frenchglen, OR 97736, United States), JURISDICTION (No Registration Record), POWER UNIT (GregorHome), RENTAL (No), and 3RD SIGNATURE (Milton, Kaylil has reviewed this EVIR® and acknowledges the certification that all required repairs have been performed.). The main content area is titled 'Inspection details' and lists: ODOMETER (49269mi), ENGINE HOURS (2498), FUEL LEVEL (354g), SHIPPING DOC # (ntzEXADTmL), ROUTE NUMBER (393), HAZMAT (No), and OVERSIZED VEHICLE (No). Below this is a 'Light Duty' link for 'GregorHome8003866'. Two inspection photos are shown: 'Inside Cab' (02/05/2020 19:21:15) with a yellow triangle warning icon and an 'OPEN' defect for 'Heat, Defrost, and A/C > Defrost inoperative > Minor', and 'Front' (02/05/2020 19:21:45) with a green checkmark icon. Defect photos of tires are also visible.

The details on the left side of the report are associated with the asset. An electronic signature of the mechanic or inspector certifying the inspection/repair also appears here.

ADDRESS

The home location to which the asset has been assigned.

JURISDICTION

The company group to which the asset is associated. This may be by region or company division.

POWER UNIT

An identifier for the engine that is separate from the asset/vehicle identifier.

RENTAL Identifies if the asset is a rental unit.

3RD SIGNATURE A signature of the person certifying a repair associated with this inspection (usually a mechanic or supervising mechanic).

The details on the right side of the report are provided from the CVS Mobile app by the inspector of that asset.

ODOMETER The odometer reading (in miles or kilometers) at the time of the inspection. REQUIRED

ENGINE HOURS The number of engine hours at the time of the inspection.

FUEL LEVEL Amount of fuel (in gallons or liters) at the time of the inspection.

SHIPPING DOC # Any shipping document number associated with the trip.

ROUTE NUMBER A recurring route identifier.

HAZMAT Indicates if hazardous material is being transported.

POST TRIP NOTES Any notes about conditions of a specific trip that may have contributed to any defects.

VEHICLE TYPE & IDENTIFIER The asset type and the asset number as assigned in **Ground Traffic Control**. The identifier number is a link to the Asset Defect and Repair History for that specific asset.

The status of each zone on the asset is noted here. Details include:

INSPECTION ZONE DETAILS

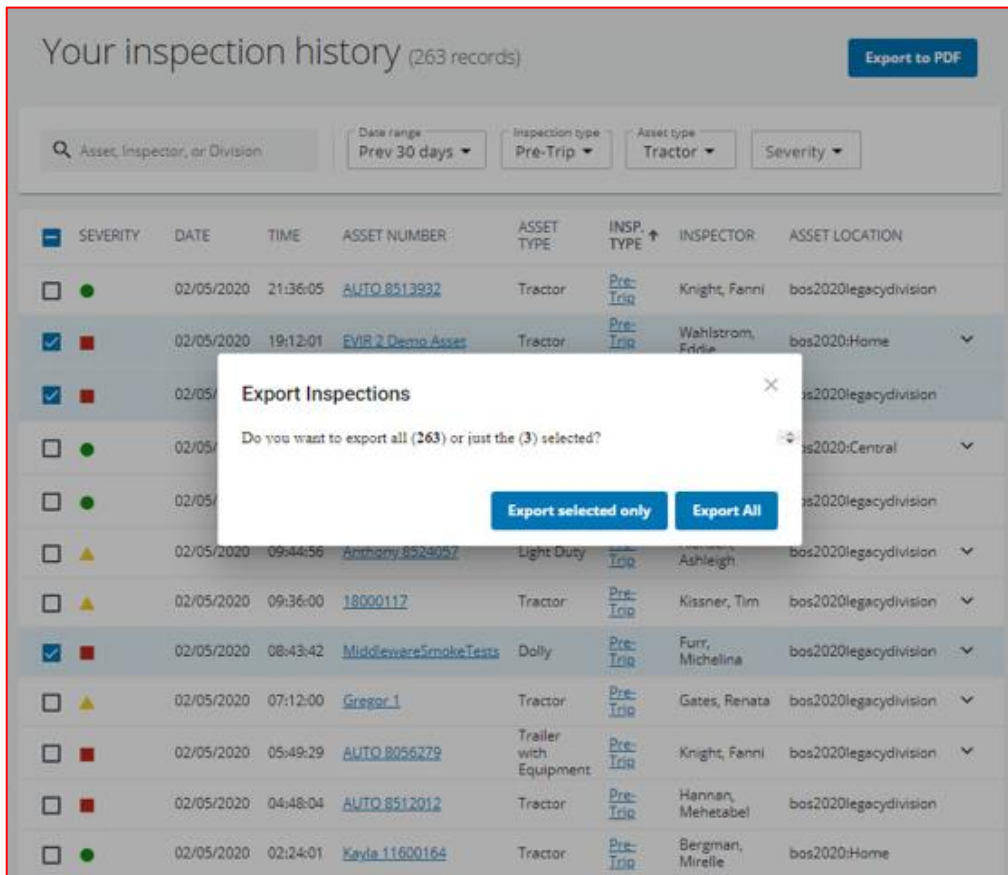
- A time and date stamp
- The state of a component
- Whether a defect is major (not safe to drive) or minor (repair is needed, but safe to drive)
- Photos of any defects

Export to PDF

When you want to save inspection records outside of the CVS environment, you can export them to PDF format. The full inspection report is exported in a simple text format.

In the Inspection History panel:

1. Click the check box next to the inspection to select the specific record(s).
2. Click **Export to PDF**.
3. In the dialog box that appears, click **Export selected only** (for those selected records) or **Export All** (for all performed inspections).
4. Select the destination to save the files.



Open Defects

The Open Defects panel lists all unresolved issues with the assets in your fleet.

The screenshot shows the EVIR interface for 'Open Defects'. At the top, there are navigation tabs for 'INSPECTION HISTORY', 'OPEN DEFECTS', and 'ADMIN PANEL'. The user is logged in as 'test@customer-admin@evir.com' from 'test2020company'. The main heading is 'Your open defects', with filters for 'Pending', 'Repair not needed', and 'Repaired'. A search bar is present with the placeholder 'Asset, Inspector, or Asset Location'. Below the search bar are filters for 'Date range' (set to 'Prev 7 days'), 'Asset type', and 'Severity'. The main content is a table of defects:

SEVERITY	DATE	TIME	ASSET NUMBER	ASSET LOCATION	ZONE	COMPONENT	CONDITION
▲	12/19/2019	12:19:29	AUTO 8912012		Front	License Plate	Loose
■	12/19/2019	09:53:00	AUTO 8013102		Left	Load Securement	Straps damaged
▲	12/19/2019	09:48:04	Ei: 8142489		Left Side Engine	Tires, Wheels, and Lugs	Tread depth less than wear limit
■	12/19/2019	09:48:04	Ei: 8142489		Left Side Engine	Suspension	Clamp loose
▲	12/19/2019	08:46:41	ANTHONY 8084783		Right Rear	Lighting	Turn signal inoperative
▲	12/19/2019	08:46:41	ANTHONY 8084783		Left Side Engine	Belts and Hoses	Other
▲	12/19/2019	08:46:41	IN 854282		Left Rear	Stop Arm and Lights	Damaged
▲	12/19/2019	08:22:09	18000117		Left	Load Securement	Straps missing
▲	12/19/2019	08:22:09	18000117		Equipment	Load Securement	Tarp missing
■	12/19/2019	08:16:16	AUTO 8013102		Left	Air Connections	Audible air leak

At the bottom of the table, there is a pagination control showing 'Rows per page: 10' and '1 - 10 of 1071'.

Search

Search for specific inspections by asset, inspector, or asset location in the drop-down search field. Further specify a date range, an asset type, or the defect severity.

This image shows a close-up of the search filters. It includes a search bar with the placeholder 'Asset, Inspector, or Division'. To the right of the search bar are three dropdown menus: 'Date range' (set to 'Prev 30 days'), 'Asset type', and 'Severity'.

Sort

Sort the search results by the column headings.

This image shows the column headers of the table. Each header is a clickable link: 'SEVERITY', 'DATE' (with a downward arrow), 'TIME', 'ASSET NUMBER', 'ASSET LOCATION', 'ZONE', 'COMPONENT', and 'CONDITION'.

Column Heading	Definition
SEVERITY	<p>Determined by the nature of any defects noted during the inspection.</p> <ul style="list-style-type: none"> ■ Major Defects ▲ Minor Defects ● No Defects
DATE AND TIME	Identifies when the inspection was completed
ASSET NUMBER	The identifier assigned to the vehicle or other item.
ASSET LOCATION	The assigned region or division to which the asset is assigned.
ZONE	The pre-determined area of inspection for an asset. This may be a tagged or a tagless area.
COMPONENT	Name of the item with a defect in the zone. These are pre-defined, but an "other" option may also be chosen by the inspector.
CONDITION	The current state of the component.

- Click on an Asset Number to view the Asset Defect and Repair History.

View Photos

Photos attached to a specific defect can be accessed from the Open Defect list by clicking the caret next to the defect Condition. Click the caret again to hide the photos.


Your open defects

Pending Repair not needed Repaired

Q Asset, Inspector, or Division Date range Prev 30 days Asset type Severity Major Defe...

SEVERITY	DATE	TIME	ASSET NUMBER	ASSET LOCATION	ZONE	COMPONENT	CONDITION
<input type="checkbox"/> ■	02/05/2020	03:55:15	zzzz45345	bos2020:Central	Equipment	Load Securement	Straps damaged
<input type="checkbox"/> ■	02/05/2020	03:48:43	Pickup	bos2020:Home	Inside Cab	Heat, Defrost, and A/C	Squealing
<input type="checkbox"/> ■	02/05/2020	03:33:24	Kayla 8084798	bos2020:Home	Right	Lighting	Brake light dim or damaged
<input type="checkbox"/> ■	02/05/2020	03:33:24	Kayla 8084798	bos2020:Home	Right	Lighting	Brake light dim or damaged
<input type="checkbox"/> ■	02/05/2020	03:10:32	Kayla8595610	bos2020legacydivision	Rear	Reflectors	Missing
<input type="checkbox"/> ■	02/05/2020	03:02:37	GTM Validation Asset	bos2020:Home	Left	Pintle Coupling	Safety latch inoperative
<input type="checkbox"/> ■	02/05/2020	03:02:37	GTM Validation Asset	bos2020:Home	Left	Tires, Wheels, and Lugs	Wheel damaged

DEFECT PHOTOS



Change a Defect Status

When a mechanic has assessed or repaired an open defect on an asset, the status of that defect can be changed to reflect the current state.

To change the status of a defect:

1. Select the check box next to the defect or defects to be updated.
2. Click Pending, Repair not needed, or Repaired.

Pending

The defect has been further assessed by a mechanic and some action has been taken toward repairing the defect.

Repair not needed

The mechanic has determined that the defect does not require repair. This effectively "cancels" the defect on record.

Repaired

The defect has been satisfactorily repaired.

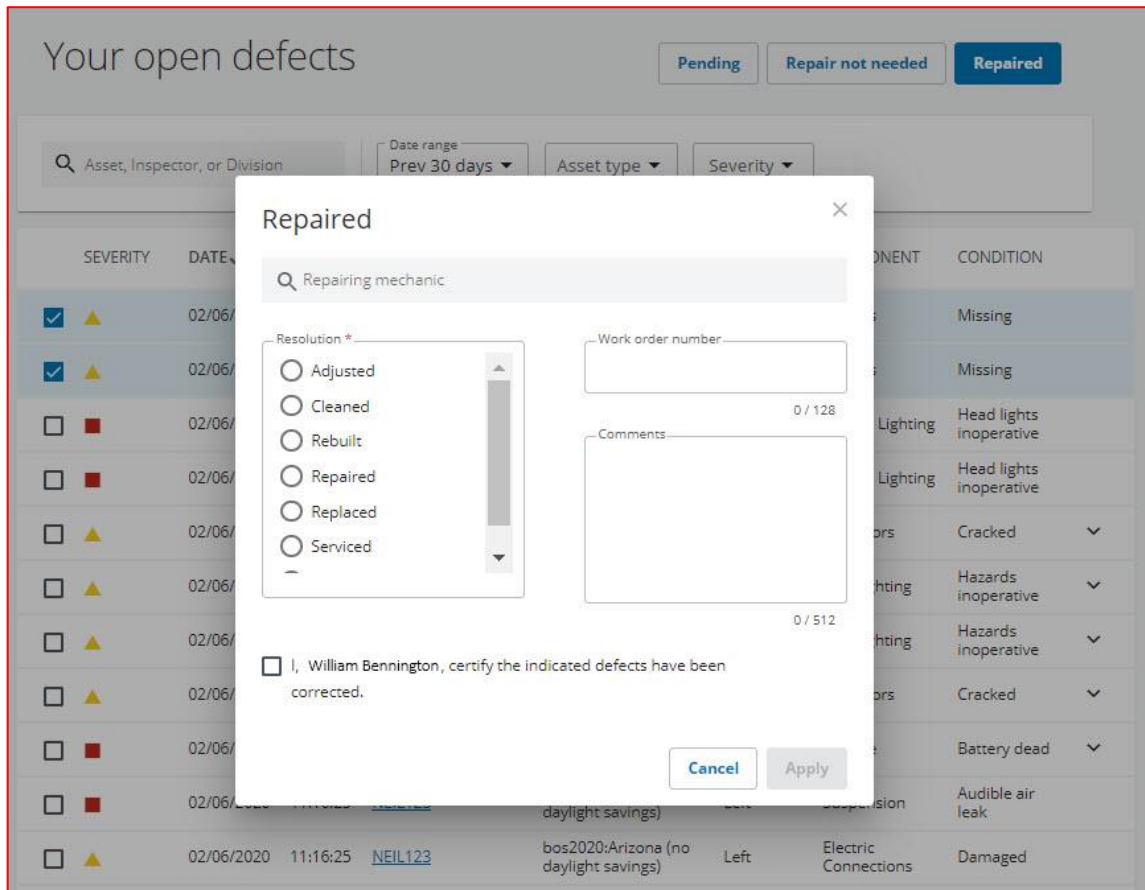
3. In the dialog box that appears, enter any comments or notes that will provide clear details about the new status. "Pending" and "Repair not needed" status changes require a simple text note.

For a "Repaired" status change:

- a. Select the resolution type (adjusted, replaced, serviced, etc...). **REQUIRED**
- b. Enter a work order number associated with the repair.

- c. Enter any comments about the repair.
- d. For Supervising Mechanics and Administrators, click the Repairing mechanic field and select the mechanic who performed service on the defect.

NOTE: Those with a Mechanic permission set do not have the ability to assign another mechanic to the defect.



- 4. Click the check box to certify the defect update is true.
- 5. ClickApply.

Asset Defect and Repair History

Click on an asset number to display lists of "Open and pending defects" and "Closed/Ignored defects" for that vehicle.

Asset Defect and Repair History

ASSET NUMBER: AUTO 8013102 EQUIPMENT TYPE: Light Duty

Open and pending defects

SEVERITY	INSPECTION	ZONE	COMPONENT	CONDITION	LAST NOTED	FIRST NOTED	STATUS
■	Child Check	Inside Cab	Cab Lighting	Hazardr inoperative	02/06/2020	02/06/2020	Open
■	Child Check	Equipment	Load Securement	Straps damaged	02/05/2020	02/05/2020	Pending
■	Pre-Trip	Left Rear	Emergency Exits and Doors	Broken handle	02/03/2020	02/03/2020	Open
■	Load Securement	Equipment	Load Securement	Load shifted	02/03/2020	02/03/2020	Open
■	Child Check	Rear	Reflectors	Loose	02/02/2020	02/02/2020	Open

Items per page: 5 1 - 5 of 48

Closed / Ignored defects

SEVERITY	INSPECTION	ZONE	COMPONENT	CONDITION	NOTES / RESOLUTION
■	Child Check	Left	Suspension	Bolts loose or missing	Repair not needed
■	Post-Trip	Front	License Plate	Expired	Repair not needed
■	Pre-Trip	Right	Mud Flaps	Bracket loose	Repair not needed
■	Time Card	Right	Tires, Wheels, and Lugs	Tread depth less than wear limit	Repair not needed
■	Child Check	Left	Lighting	Other	Repair not needed

Items per page: 5 1 - 5 of 208

Open and Pending Defects

The Open and Pending Defects list displays all defects for a specific asset that require attention. The defects can be major or minor defects.

Sort

COLUMN HEADING

Definition

SEVERITY

Determined by the nature of any defects noted during the inspection.

■ Major Defects

▲ Minor Defects

● No Defects

INSPECTION	The type of inspection performed.
ZONE	The pre-determined area of inspection for an asset. This may be a tagged or a tagless area.
COMPONENT	Name of the item with a defect in the zone. These are pre-defined, but an "other" option may also be chosen by the inspector.
CONDITION	The current state of the component.
LAST NOTED	The date the defect was last edited.
FIRST NOTED	The date the defect was initially recorded.
STATUS	The current state of the defect (Open or Pending)
^	Indicates that there are notes for the inspection. Click to view the notes.

- Click on an Inspection Type for an asset to view inspection details.

Change the Status of an Open or Pending Defect

When a mechanic has assessed or repaired an open defect on an asset, the status of that defect can be changed to reflect the current state.

To change the status of a defect:

1. Select the check box next to the defect or defects to be updated.
2. Click **Pending**, **Repair not needed**, or **Repaired**.

Pending	The defect has been further assessed by a mechanic and some action has been taken toward repairing the defect.
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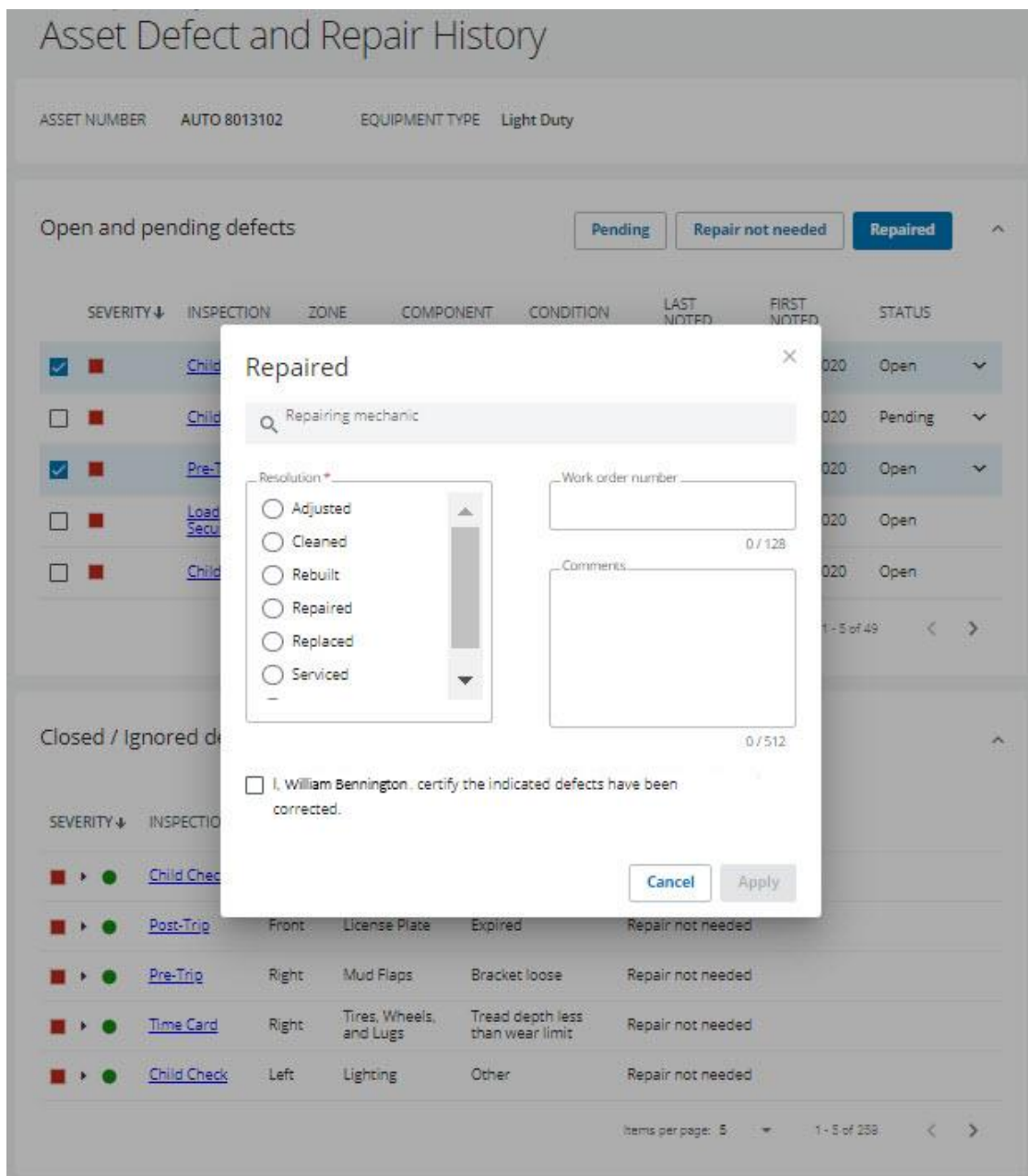
Repair not needed	The mechanic has determined that the defect does not require repair. This effectively "cancels" the defect on record.
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Repaired	The defect has been satisfactorily repaired.
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3. In the dialog box that appears, enter any comments or notes that will provide clear details about the new status. "Pending" and "Repair not needed" status changes require a simple text note. For a "Repaired" status change:

- a. Select the resolution type (adjusted, replaced, serviced, etc...). **REQUIRED**
- b. Enter a work order number associated with the repair.
- c. Enter any comments about the repair.
- d. For Supervising Mechanics and Administrators, click the Repairing mechanic field and select the mechanic who performed service on the defect.

NOTE: Those with a Mechanic permission set do not have the ability to assign a nother mechanic to the defect.



4. Click the check box to certify the defect update is true.
5. Click **Apply**.

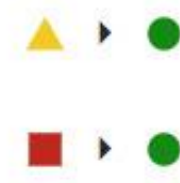
- Major Defects
- ▲ Minor Defects
- No Defects

Closed/Ignored Defects

The Closed/Ignored Defects section displays all resolved defects for the specified asset.

SEVERITY

The symbols indicate the change in severity type (minor/major defect to no defect).



INSPECTION

The type of inspection performed.

ZONE

The pre-determined area of inspection for an asset. This may be a tagged or a tagless area.

COMPONENT

Name of the item with a defect in the zone. These are pre-defined, but an "other" option may also be chosen by the inspector.

CONDITION

The current state of the component.

NOTES/RESOLUTION

A summary of the resolution status that includes a comment and the name of the person who resolved the defect

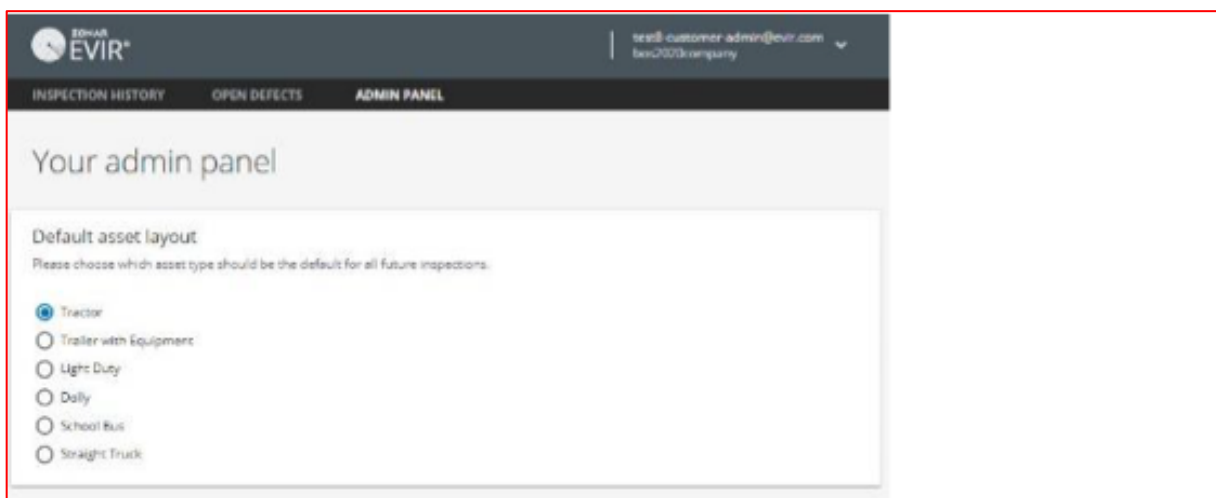
- Click on an Inspection Type for an asset to view inspection details.

Admin

Access to the Admin panel is available only to those with Administrator permission. This panel allows you to select the default asset type to appear on the mobile app.

Default types are:

- Tractor
- Trailer with Equipment
- Straight Truck
- Dolly
- Light Duty



This is an account-wide setting and aspects what inspectors view as a default when adding a new asset on the CVI Mobile app.

Individual asset types can be changed in Ground Traffic Control by changing the asset type and sub-type fields.