



Getting Started: Basic Setup

VIR MUST BE CONFIGURED BEFORE YOU CAN USE IT. Your Omnitrac's Customer Experience Representative can help you make decisions about how to use it effectively; for help while completing tasks, click **Help** at the top of the page.

ROLE AND USER SETUP

You must grant access to users for the VIR application. Permissions are granted to roles, and roles are assigned to users.

1. From the Omnitrac's Services Portal: <https://services.omnitracs.com>, click **Administration**; then select **Administration** from the dropdown menu.
2. Click **Set Up Roles** to create one or more user roles or update existing roles with permission to use VIR.
 - Check **Can use Vehicle Inspection Report** to grant access to the application - a role with only this permission would be assigned to a third-party vendor.
 - Check **Can maintain company settings** to grant full control - a role with this and access permission would be assigned to a safety manager.
3. Click **Save**.
4. Click **Set Up Users**; then click **Create User**.
5. Create the new user and be sure to select a **Role** that includes access to VIR; then click **Save**.

EMAIL ALERT CONFIGURATION—Specifies who receives email notifications when VIRs are reported

1. From the VIR Home page, click **Settings**.
2. Click **Email Alerts**; then click **Add Notification**.
3. Type the email address of the user whom you want to receive alerts.
4. Select a **Group Name** and **Time Zone**, identify the type of defect you want this user to see; then click **Add**.

Talk with your Omnitrac's Customer Experience Representative about if you want to share data with another application.

FLEET-WIDE CONFIGURATION

You can specify what your drivers are required to do within the VIR application. Your fleet can run under both US and Canadian rules, but you must select at least one.

1. From the VIR Home page, click **Settings**; then click **Configuration**.
2. From the Configuration page, you can set the following:
 - **Mandatory VIR**—all drivers must submit daily VIRs
 - **Driver Alert**—notify your drivers when a VIR is due
 - **In App Notifications**—be alerted within the VIR application when a new VIR is received
 - **US Rules**—specify that your drivers are running under US rules (can be selected with Canadian rules)
 - **Canadian Rules**—specify that your drivers are running under Canadian rules (can be selected with US rules)
3. Click **Submit**.



Getting Started: Daily Tasks

Log in to the Omnitracs Services Portal <https://services.omnitracs.com>; then click Vehicle Inspection Report. For help while completing tasks, click **Help** at the top of the page.

VIEW DEFECTS

The VIR home page shows you today's defects and missing VIRs. To view prior defects:

1. From the VIR Home page, click **Filters**.
2. Specify the **Truck** or **Trailer**, drivers' status, VIR status, and select a date range.

VIEW MISSING VEHICLE REPORTS

You can require that your drivers send an inspection report every day they are on duty. You may need to contact drivers who have not reported within the last 24 hours. To see missing VIRs, from the VIR Home page, click **Missing**.

CLOSE DEFECT AND RETURN IT FOR DRIVER VERIFICATION

Your company's procedures dictate how you address VIRs. If you can close the defect (allowing the driver to confirm that the vehicle is safe to drive and return to driving), do so. If the VIR is a safety issue, arrange for repair and close the defect after you are satisfied that the VIR is resolved. When you enter the repair details, the VIR's status changes to In Progress, however you may enter the repair details and close the VIR in one step.

1. From the VIR Home screen, click **Trucks** or **Trailers**.
2. Select the VIR you want to update.
3. Type the mechanic/vendor information, select a resolution, and type notes if needed.
If your company's policies classify the defect as not a safety issue, select "Defect need not be corrected" and arrange for repair when it is convenient.
4. Do one of the following:
 - To save your update and keep the status *In Progress*, click **Save**.
 - To save your update and close the VIR, click **Save and Close**; then click **Save and Submit**.

When you close the VIR, a notification is sent to the driver to verify that the vehicle is repaired and safe to operate. If the repair is not satisfactory, or for any reason not safe to operate, the driver must enter a new VIR.

RESEND "FAILED TO REACH VEHICLE" MESSAGES

If you close a VIR and the unit cannot receive the message (was out of coverage), you can resend it.

1. From the VIR Home screen, click **Failed**.
2. Hover over the red warning "Failed to reach vehicle" and click **Resend**.

If you're still unable to resend, you can call Customer Support: 1 (800) 541-7490.