

8-Step Electronic Verified Inspection Report Process

1. **Identify Yourself:** Login, scan your operator card or enter your Driver ID and PIN.
2. **Start an Inspection:** Undock the tablet, open the EVIR application, and tap **Start Inspection**.
3. **Choose the Inspection Type:** Pre-trip, Student check, Tractor/Trailer, etc.
4. **Identify the Asset:** Scan the asset tag.
5. **Review the Previous Inspection:** Acknowledge defects and any required repairs.
6. **Enter the Odometer:** If prompted, enter the current odometer reading.
7. **Perform the Inspection:** Scan all zone tags and confirm the inspection.
8. **Dock the Tablet:** The inspection will upload once docked.



Step by Step

1. Log into the tablet using a driver card and pin or by manually typing the driver ID and pin.
2. Begin your inspection by selecting the EVIR application tile on the Home screen. Tap **Start Inspection**. If the ZLogs application is installed on the tablet, you may be prompted to go "On-Duty" before proceeding.
3. Select the inspection type for the asset you are inspecting. Tap **Continue**.
4. Scan the asset tag located in the cab of the asset.
5. Review the previous inspection and acknowledge any defects or repairs that have been performed.
6. In some instances, the inspection may require the manual entry of the assets odometer value. Enter the value if prompted.
7. Perform the inspection: The tablet LED will illuminate blue when the scanner is active. Place the left corner edge of the tablet and hold steady to scan a tag. An audible beep may be heard after successfully scanning the tag. If a tag is missing or not installed on the asset, tap and hold the corresponding zone name on the tablet. Enter your PIN number when prompted. The zone will be marked as "Unverified" to indicate that a tag was not physically scanned. Unless specified, zones can be inspected in any order.
8. Enter the condition of the zone: Tap **Mark all OK** if no defects are found. Continue to the next zone and scan the zone tag. If a defect is found, tap the defective component from the list and then tap the condition. If the component or defect is not listed, tapping **Other** will allow for manual entry.
9. Determine if "Is it Safe to Drive?": Tapping **Yes** will indicate a non-critical defect and the asset is drivable. Tapping **No** indicates a critical defect and the asset is not drivable. If an incorrect defect type is marked, tapping the trash bin in the upper right corner will allow re-selection of the defect. After the defect is entered, tap **Save**. Additional defects can be noted. If no other defects exist, tap **Save**.
10. Repeat the steps for each of the remaining zones. All zones should be marked with a Green, Yellow, or Red icon. If a zone was completed incorrectly, re-scan the zone tag and repeat steps seven through ten. Up to three photos per zone and five photos per inspection can be added by selecting the camera icon at the top of the screen.
11. Once all zones have been completed, including optional trailer zones, tap **Continue**. If one or more zones were not completed, a prompt will display indicating the submission of an "Incomplete Inspection".
12. Tap the check box in the lower left corner and submit the inspection.
13. Dock the tablet firmly to upload the inspection.