

VIP eForm

User Guide

Version 1.0.3



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Chapter 1 - Introduction

1 Foreword

The Vehicle Inspection Program (VIP) is a mandatory program that is privately-delivered, and monitored and regulated by government through Acts and Regulations and the Vehicle Inspection Manual (Standards of Safety and Repair). The program is administered by the Vehicle Inspections Program Standards administration section of Commercial Vehicle Safety and Enforcement (CVSE).

In 2005 the MV3104/MV3199 Webform Application was launched to enable Designated Inspection Facilities (DIFs) to report vehicle inspection results electronically. **This new VIP eForm application replaces the previous version** and offers the following benefits:

- Increased reliability and support for a wider range of computer platforms and connection speeds
- Pre-population of many data fields and data validation at the point of entry
- Improved screen navigation
- Enhanced usability, including the ability to modify and save data prior to submission

The VIP eForm system was launched on July 28, 2008.

2 What's New

2.1 *Web-based Form Screens*

The new VIP eForm is a web-based application and offers enhanced readability and navigation capabilities. These include:

2.1.1 Previous button

The new VIP eForm system allows a user to return to a previous screen in the inspection process. This is done by clicking the "Previous" button at the bottom of the page.

IMPORTANT: DO NOT USE THE "BACK" BUTTON ON YOUR BROWSER.


2.1.2 Progress Indicator

The left-hand section of every inspection screen includes a progress indicator showing where you are in the Inspection process. In the example below the pencil icon indicates the inspection is at step 1, "Identify Facility, Inspector and Inspection Class"



Figure 1 – Inspection Form Progress Indicator

2.1.3 Hover Help

The VIP eForm system includes a new feature called “Hover Help”. Hover Help icons () are placed next to inspection fields that include additional help information. Hover your mouse over an icon and the information will be displayed. Note: clicking a Hover Help icon has no effect.

2.1.4 Multiple Inspection Windows

You can now have multiple Inspection windows open at the same time.

2.2 Improved Data Validation

The new VIP eForm System collects more inspection information than the previous application. It also validates many fields as they are entered, thereby reducing input errors and improving the quality of the inspection data.

2.2.1 Mandatory Fields

Mandatory fields are indicated by a red asterix. The new VIP eForm system includes additional mandatory fields for both PVIP and CVIP inspections, including:

- Reason for Inspection
- Odometer, Fuel Code and Brake Type
- Owner Name, Address, City, Jurisdiction and Postal Code
- Completion Date/Time
- *CVIP only*: an inspection result for every CVIP section.
- *CVIP only*: the brakes section has been significantly redesigned (see [Enter Brake Item Results](#)).

2.3 DRAFT INSPECTION REPORTS

The new VIP eForm system includes an **OPTIONAL** feature that allows you to save and print an “in-progress” Draft Inspection report and retrieve it at a later date.

2.3.1 Creating a Draft Inspection Report

A **Draft Inspection** is automatically created when you click the **Save and Continue** button at the bottom of the “**Provide Vehicle Information**” screen. Each Draft Inspection is assigned a **Draft Inspection Report Number** that is printed at the top of the “**Enter Inspected Item Results**” page:

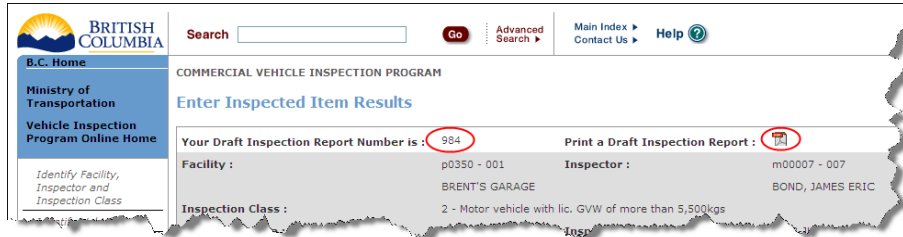


Figure 2 – Locating a Draft Inspection Report Number

Write down your Draft Inspection Report Number so that you can retrieve this draft report at a later date, or print your Draft Inspection Report and use it when you conduct the physical inspection (FYI, the Draft Inspection Report Number is also printed at the top of Draft Inspection Report).

2.3.2 Retrieving a Draft Inspection Report

To retrieve a Draft Inspection Report, enter the Draft Inspection Report Number in the **Draft Inspection Report Number** field and complete the remaining fields. When you click the **Verify Inspection Details** button you will continue to the Identify Vehicle screen and all vehicle information previously entered will be retrieved.

TIP: the Facility and Inspector information must be the same as was originally entered.

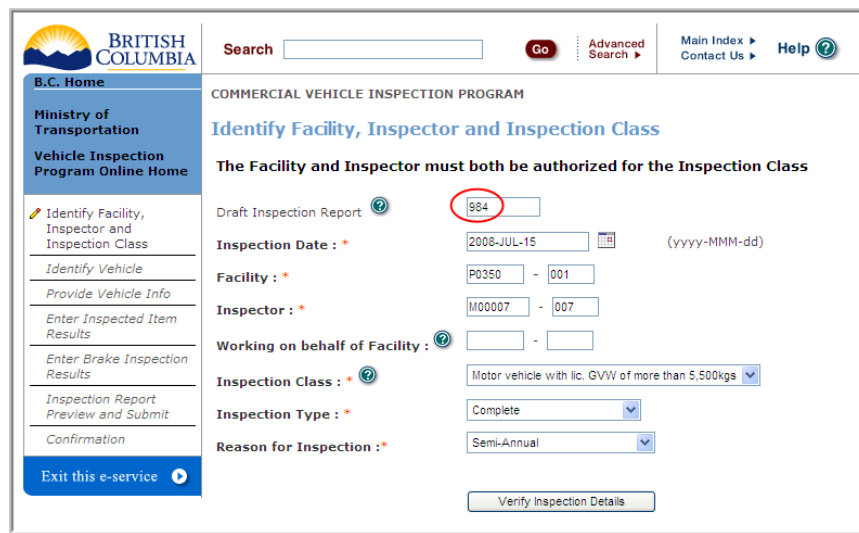


Figure 3 – Retrieving a Draft Inspection Report

2.4 “Working on Behalf of Facility”

If you are an “S” Facility conducting an inspection on behalf of a “P” facility you must:

1. Log in to the VIP eForm system using the BCeID associated with **your “S” facility**.
2. Enter your “S” facility number and licence in the **Facility** field (see below).
3. Enter the facility number of the “P” facility you are working on behalf of in **Working on behalf of Facility** field (see below).

The screenshot shows the 'Identify Facility, Inspector and Inspection Class' form. At the top left is the British Columbia logo and 'B.C. Home' link. Below it is a navigation menu with options like 'Identify Facility, Inspector and Inspection Class', 'Identify Vehicle', 'Provide Vehicle Info', 'Enter Inspected Item Results', 'Enter Brake Inspection Results', and 'Inspection Report'. The main content area has a search bar, 'Go' button, 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. The title is 'COMMERCIAL VEHICLE INSPECTION PROGRAM' and 'Identify Facility, Inspector and Inspection Class'. A note states: 'The Facility and Inspector must both be authorized for the Inspection Class'. The form fields are: 'Draft Inspection Report' (text input), 'Inspection Date' (calendar icon, format '(yyyy-MMM-dd)'), 'Facility' (two text inputs separated by a hyphen), 'Inspector' (two text inputs separated by a hyphen), 'Working on behalf of Facility' (two text inputs separated by a hyphen), and 'Inspection Class' (dropdown menu with '-- choose inspection class --'). Two blue arrows point to the 'Facility' and 'Working on behalf of Facility' fields with text boxes containing 'Your "S" facility number goes here' and 'Their "P" facility number goes here' respectively.

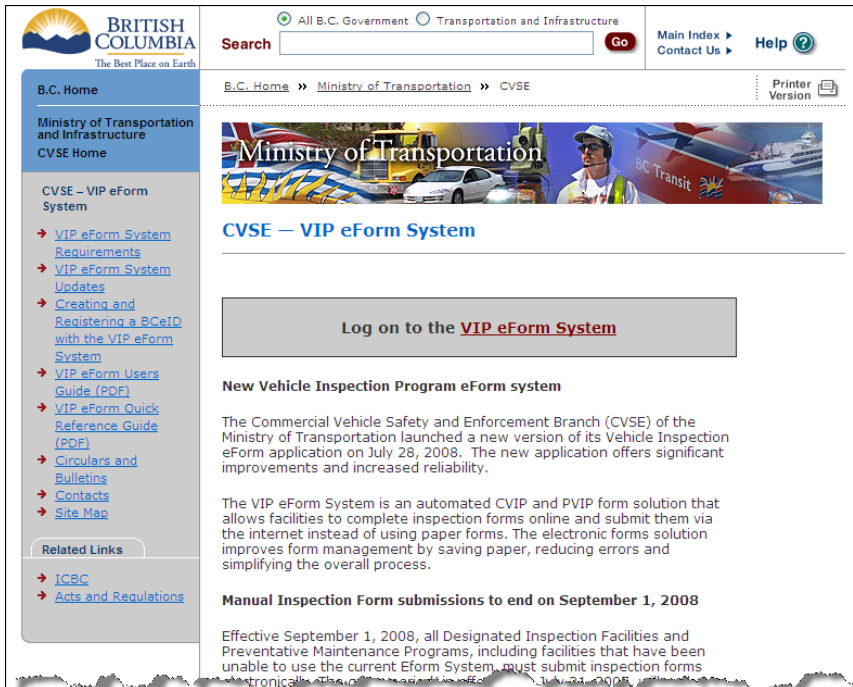
Figure 4 – “Working on Behalf of Facility”

Chapter 2 - User Login

This chapter describes how to log in to the VIP eForm system.

1 Select Business or Government Login

- Using a web browser, go to this web address: <http://vip.th.gov.bc.ca>



- Click the VIP eForm System link in the boxed area at the top of the page to be taken to this common logon page:

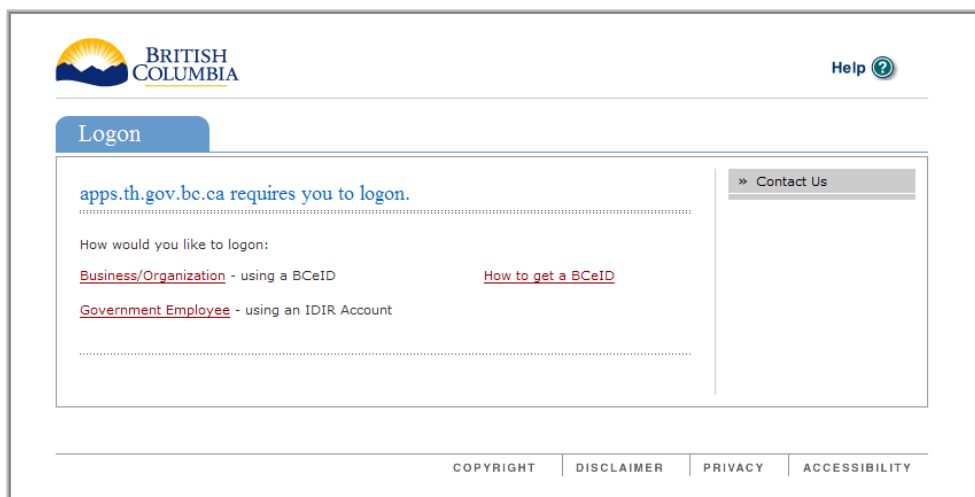


Figure 5 – Choose Business or Government Login

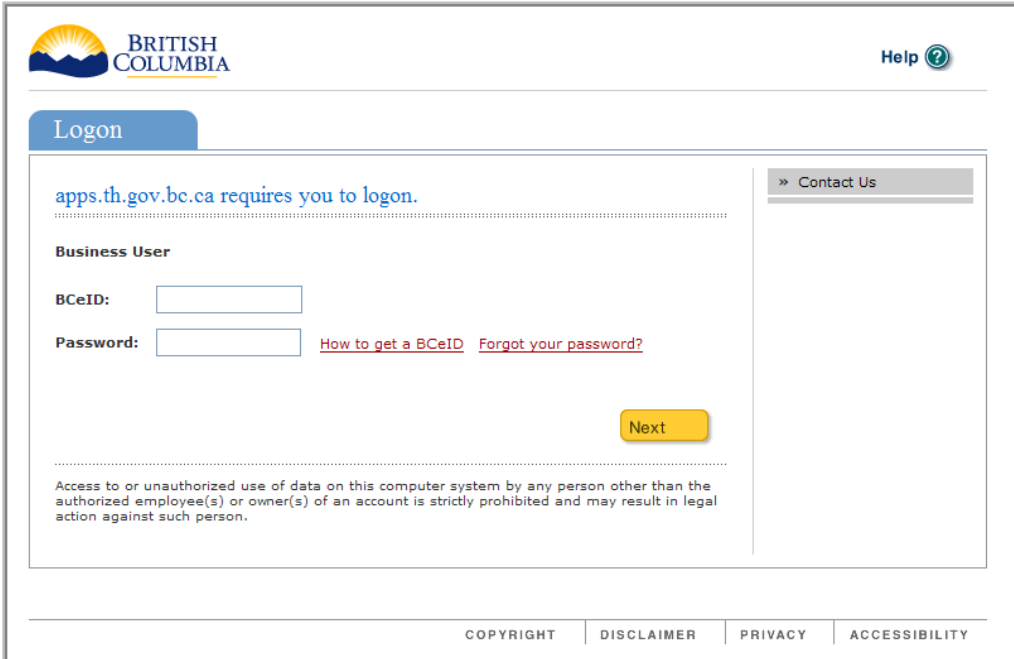
3. Identify yourself as a Business or Government user:

- If you are a business user click the [Business/Organization](#) link.

Note: all business users must register for a BCeID account and provide the identity of the business and the business representative. For complete details on registration and requirements please visit: <https://www.bceid.ca/register/>


- If you are a government employee click the [Government Employee](#) link.

2 Logging in as a Business User (BCeID)



The screenshot shows the login page for Business Users on the BCeID system. At the top left is the British Columbia logo. At the top right is a 'Help' icon. Below the logo is a 'Logon' tab. The main content area has a message: 'apps.th.gov.bc.ca requires you to logon.' Below this is a 'Business User' section with two input fields: 'BCeID:' and 'Password:'. To the right of the 'Password:' field are two links: 'How to get a BCeID' and 'Forgot your password?'. A yellow 'Next' button is positioned below the input fields. To the right of the main content area is a 'Contact Us' link. At the bottom of the page, there are four links: 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'. A small disclaimer text is visible at the bottom of the main content area.

Figure 6 - Logging in as a Business User

1. Enter your BCeID in the **BCeID** field.
2. Enter your password in the **Password** field.
3. Click the  button or press **Enter** on your keyboard
4. If your BCeID account is **authenticated** and the business is **associated** with a Designated Inspection Facility you will be directed to the [VIP eForm Online Home page](#). If your BCeID ID is **authenticated** but is **not yet authorized to access** the VIP eForm System you will see a screen asking you to call CVSE. Once authorized you will need to complete the [First Time Subscription](#) process below.

2.1 First-Time Subscription Authorization

The screenshot shows the 'First Time Subscription Authorization' page. At the top left is the British Columbia logo. To its right is a search bar with a 'Go' button and an 'Advanced Search' link. Further right are links for 'Main Index', 'Contact Us', and 'Help'. A left sidebar contains 'B.C. Home', 'Ministry of Transportation', 'Vehicle Inspection Program Online Home', and an 'Exit this e-service' button. The main content area has the title 'First Time Subscription Authorization' and a note: '* indicates mandatory field'. Below this is a paragraph: 'The following must be entered to verify you as a Designated Inspection Facility. Please enter your Facility Number, Licence Number, and your business Legal Name. The Legal Name must be entered exactly as shown on your Facility Licence.' There are two input fields: 'Facility :' with two sub-fields separated by a hyphen, and 'Legal Name :' with a single wide field. At the bottom are 'Next' and 'Logout' buttons. A final paragraph states: 'Once your business' subscription has been authorized you will be redirected to the CVSE VIP eForm page. Click the link to the VIP eForm System and log in again. You will directed to the VIP Online Home Page where you can begin entering inspections.'

Figure 7 First-Time Subscription Authorization Screen

1. Enter the *Facility Number* and *Licence* in the **Facility** field.
2. Enter your *Business Legal Name* in the **Legal Name** field.


TIP: your business legal name must match the Owner name on your Facility Licence.

3. Click the **Next** button. If the authorization is successful you will be directed back to the CVSE e-Form web page. Click the VIP eForm System link in the boxed area at the top of the page and you will be directed to the [VIP eForm Online Home page](#). If this page does not appear it may be a browser caching issue. To overcome this close your browser window, re-open it, go to <http://vip.th.gov.bc.ca> and log in.

3 Logging in as a Government Employee (IDIR)

The screenshot shows the login page for the British Columbia Government Employee (IDIR) system. At the top left is the British Columbia logo. At the top right is a 'Help' icon. Below the logo is a 'Logon' tab. The main content area contains the text 'apps.th.gov.bc.ca requires you to logon.' followed by a dotted line. Below this is the heading 'Internal Government User (IDIR)'. There are two input fields: 'Username:' and 'Password:'. A yellow 'Next' button is positioned below the password field. To the right of the input fields is a '» Contact Us' link. At the bottom of the main content area is a disclaimer: 'Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.' At the bottom of the page are four links: 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Figure 8 - Logging in as a Government Employee

1. Enter your IDIR id in the **Username** field.
2. Enter your password in the **Password** field.
3. Click  or press **Enter** on your keyboard
4. If your IDIR account is **authenticated** you will be directed to the [VIP eForm Online Home page](#).

Chapter 3 - VIP eForm Online Home

This chapter describes the options available at the VIP eForm home page, including how to begin an inspection, how to log out and how to access online documentation.

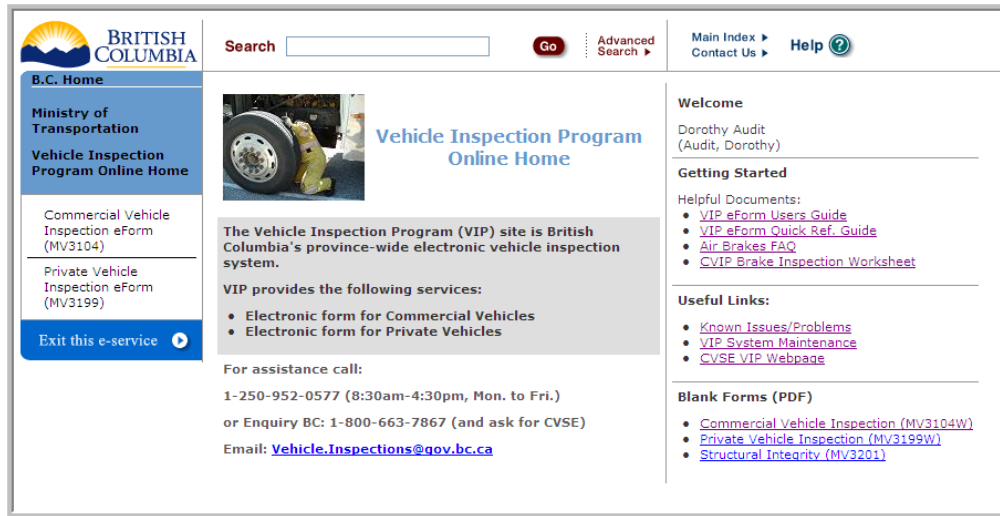


Figure 9 - VIP eForm home page

1 Select Inspection Report Type

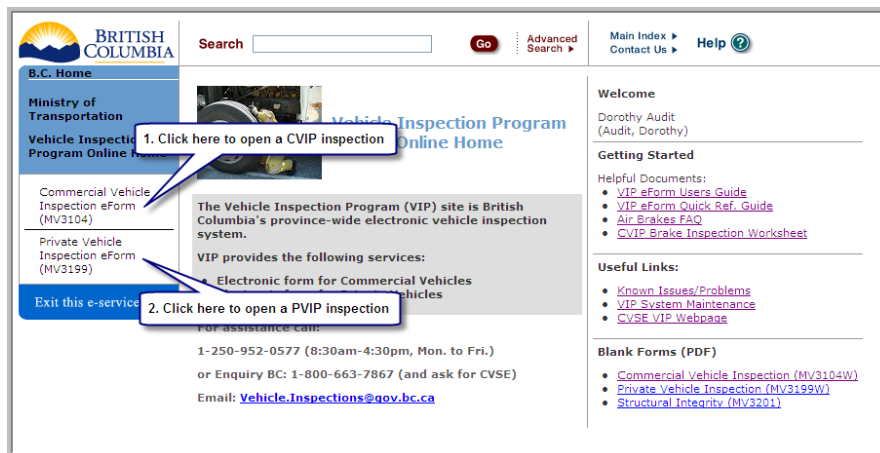


Figure 10 – Select Inspection Report Type

1. To begin a Commercial Vehicle inspection click the “**Commercial Vehicle Inspection eForm (MV3104)**” link in the left-hand column.
2. To begin a Private Vehicle inspection click the “**Private Vehicle Inspection eForm (MV3199)**” link in the left-hand column.

2 Logging out of the VIP eForm system

To log out of the VIP eForm system:

1. Click the **Exit this e-service** button, located in the lower left corner of **every** VIP eForm page,
2. Click “Y” at the confirmation prompt. **Important Note:** all current inspection data will be lost.

3 Online Documentation

We strongly recommend you read the VIP eForm documents linked to in the right-hand column of the VIP eForm Home page. These include:

1. The VIP eForm User’s Guide (this document)
2. The VIP eForm Quick Reference Guide

Chapter 4 - Commercial Vehicle Inspections (CVIP)

This chapter describes how to complete a Commercial Vehicle inspection in the VIP eForm system.


1 Identify Facility, Inspector and Inspector Class

In step 1 you will verify the Inspection details, including the inspection date, Facility, Inspector, Inspection Class, Inspection Type and Reason for Inspection. On successful completion you will continue to Step 2, [Identify Vehicle](#).

The screenshot shows the 'Identify Facility, Inspector and Inspection Class' form in the CVIP system. The form is titled 'COMMERCIAL VEHICLE INSPECTION PROGRAM' and 'Identify Facility, Inspector and Inspection Class'. It includes a search bar at the top with a 'Go' button and links for 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. The sidebar on the left contains the 'B.C. Home' logo and a menu with options: 'Identify Facility, Inspector and Inspection Class' (selected), 'Identify Vehicle', 'Provide Vehicle Info', 'Enter Inspected Item Results', 'Enter Brake Inspection Results', 'Inspection Report Preview and Submit', and 'Confirmation'. The main form area has a heading 'The Facility and Inspector must both be authorized for the Inspection Class'. It contains several fields: 'If you have a Draft Inspection Report Number enter it here' (optional), 'Inspection Date' (mandatory, with a calendar icon), 'Facility' (mandatory, split into two boxes), 'Inspector' (mandatory, split into two boxes), 'Working on behalf of Facility' (optional, split into two boxes), 'Inspection Class' (mandatory, dropdown menu), 'Inspection Type' (mandatory, dropdown menu), and 'Reason for Inspection' (mandatory, dropdown menu). A 'Verify Inspection Details' button is located at the bottom right of the form.

Figure 11 - CVIP Identify Facility, Inspector and Inspector Class

TIP: mandatory fields appear on the screen with a red asterix (*).

1. **OPTIONAL:** if you have a Draft Inspection Report number, enter it in the field labelled “**If you have a Draft Inspection Report number enter it here**”. For more information please refer to [Draft Inspection Reports](#) in the New Features section.
2. Enter the *Inspection Date* in the **Inspection Date *** field, example: 2008-apr-30, or by clicking on the calendar icon  and then clicking on the date with your mouse.

TIP: the date must not be more than 10 days old and future dates are not allowed.

3. If your business owns a single facility the *Facility Number* and *License Number* (formerly known as the Facility Extension) are automatically displayed in the **Facility *** field. If your business owns multiple facilities you will need to enter the Facility Number and License in the appropriate fields.

TIP: Your facility must be active on the Inspection Date and licensed to perform the Inspection Class you choose in step 4.

4. Enter your *Inspector Number* and *License Number* in the **Inspector *** field.

TIP: The inspector must be licensed on the Inspection Date and authorized to perform the Inspection Class you choose in step 4.

5. **OPTIONAL:** If you are conducting an inspection on behalf of another facility enter their *Facility Number* and *License Number* in the **Working on behalf of Facility** field.
6. Choose the *Inspection Class* from the **Inspection Class *** drop-down menu.
7. Choose the *Inspection Type* from the **Inspection Type *** drop-down menu. Valid values are:

- a. **Complete**

- b. **Re-Inspection**

TIP: these must be conducted at the same facility that conducted the original inspection and within 30 days of the original inspection date.

- c. **Replacement**

TIP: these may be performed at any facility and within 365 days of the original inspection date.

8. Choose the Reason for Inspection from the **Reason for Inspection *** drop-down menu:

- a. **Notice and Order**

- b. **Annual**

- c. **New**

- d. **Semi-Annual**

- e. **Correction**

TIP: these must be conducted at the same facility that conducted the original inspection and within 14 days of the original inspection date.

- f. **Other**

- g. **Not Applicable**

TIP: only used when Inspection Type = Re-Inspection or Replacement.

- h. **Repair From Salvage**

TIP: these are only applicable for Class 1 inspections (GVW of 5500kgs or less).

9. Click the **Verify Inspection Details** button to validate your information and move to the [Identify Vehicle](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#).

TIP: errors will be displayed in red (see example below). Make the necessary corrections and click the **Verify Inspection Details** button to re-validate your information.

The screenshot shows the 'Identify Facility, Inspector and Inspection Class' page of the Commercial Vehicle Inspection Program. The page title is 'COMMERCIAL VEHICLE INSPECTION PROGRAM' and the main heading is 'Identify Facility, Inspector and Inspection Class'. A red error message states: 'The Facility and Inspector must both be authorized for the Inspection Class'. Below this, a note says 'Rebuilt from Salvage inspections may only be conducted on Class 1 vehicles'. The form fields are as follows:

Draft Inspection Report	<input type="text"/>	
Inspection Date : *	<input type="text" value="2008-JUL-15"/>	(yyyy-MMM-dd)
Facility : *	<input type="text" value="p0350"/> - <input type="text" value="001"/>	BRENT'S GARAGE
Inspector : *	<input type="text" value="m00007"/> - <input type="text" value="007"/>	BOND, JAMES ERIC

The left sidebar contains navigation links: B.C. Home, Ministry of Transportation, Vehicle Inspection Program Online Home, Identify Facility, Inspector and Inspection Class (highlighted), Identify Vehicle, Provide Vehicle Info, Enter Inspected Item Results, and Enter Brake Inspection.

Figure 12 – Error message example

10. If *Inspection Type* is **Re-Inspection** you will be asked to provide the **original Confirmation Number**. After providing this information, click the **Continue** button to move to the [Inspected Item Results](#) screen.
11. If *Inspection Type* is **Replacement** you will be asked to provide the **original Confirmation Number, original Inspection Date** and a **Reason** note. After providing this information, click the **Continue** button to move to the [Inspection Report Preview and Submit](#) screen
12. If *Reason for Inspection* is **Correction** you will be asked to provide the **original Confirmation Number** and a **Reason** note. After providing this information, click the **Continue** button to move to the [Identify Vehicle](#) screen.
13. If *Reason for Inspection* is **Repair from Salvage** you will be asked to provide the **Salvage Repair Facility Name, Telephone Number** and the name of the **Licensed Autobody Technician**. After providing this information, click the **Continue** button to move to the [Identify Vehicle](#) screen.

2 Identify Vehicle

In step 2 you will indicate the vehicle's jurisdiction and provide a Vehicle Identification Number (VIN). On successful completion you will continue to Step 3, [Vehicle Information](#).

Important information entered in the previous step is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

The screenshot displays the 'Identify Vehicle' screen within the 'COMMERCIAL VEHICLE INSPECTION PROGRAM'. A grey summary box at the top contains the following information:

- Facility:** P0350 - 001 (BRENT'S GARAGE)
- Inspector:** m00007 - 007 (BOND, JAMES ERIC)
- Inspection Class:** 3 - Trailer and semi-trailer
- Inspection Type:** COM - Complete
- Inspection Date:** 2008-JUN-25

Below the summary box, the 'Identify Vehicle' section includes the following fields:

- Vehicle Jurisdiction:** * British Columbia (Note: If BC, then also provide Registration Number and VIN)
- Registration Number:** (Note: If BC, then only need last six numbers of VIN)
- VIN:** * (Note: If BC, then only need last six numbers of VIN)

At the bottom of the form, there are three buttons: **Previous**, **Continue**, and **Cancel**.

Figure 13 – CVIP Identify Vehicle

TIP: mandatory fields appear on the screen with a red asterix (*).

1. Choose *Vehicle Jurisdiction* from the **Vehicle Jurisdiction *** drop-down menu.
2. If the vehicle jurisdiction is **BC** you **must** enter the vehicle *Registration Number* in the **Registration Number** field (this field is not applicable for other jurisdictions).
3. Enter the *Vehicle Identification Number (VIN)* in the **VIN *** field.

TIP: if Inspection Class is "Trailer and Semi-trailer" and you cannot locate a VIN enter "NIL" in the **VIN** field).

TIP: if the vehicle jurisdiction is **BC** you can enter just the last 6 characters of the VIN.

4. Click the **Continue** button to verify the VIN and move to the [Vehicle Information](#) screen. Click **Cancel** to return to the [VIP eForm Online Home Page](#). Click **Previous** to return to the [Identify Facility, Inspector and Inspector Class](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

3 Provide Vehicle Information

In step 3 you will provide detailed vehicle information. On successful completion you will continue to Step 4, [Enter Inspected Item Results](#).

Important information entered in previous steps is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

The screenshot shows the 'Provide Vehicle Information' page of the Commercial Vehicle Inspection Program (CVIP). At the top, there is a search bar and a 'Go' button. A summary box displays previously entered information: Facility (P0350 - 001), Inspector (m00007 - 007), Inspection Class (2 - Motor vehicle with lic. GVW of more than 5,500kgs), Inspection Type (COM - Complete), Inspection Date (2008-JUN-26), Vehicle Jurisdiction (BC - British Columbia), Registration Number (9273801), and VIN (1XPCL60X7TD392488). Below this, there are input fields for Unit/Fleet Number, Plate Number (7258EP), Vehicle Year (1996), Make (PETERBILT), Model, Body Style (DUMP), Fuel Type (Diesel), and Brake Type. A section for Vehicle Owner/Lessee Details includes fields for Name 1, Name 2, Address Line 1, Address Line 2, Address Line 3, City, Jurisdiction (British Columbia), and Postal Code. At the bottom, there are 'Previous', 'Save and Continue', and 'Cancel' buttons.

Figure 14 - CVIP Provide Vehicle Information

TIP: mandatory fields appear on the screen with a red asterix (*).

TIP: if the Vehicle Jurisdiction is BC the VIP eForm system will automatically populate the screen with the **Unit/Fleet Number** (if applicable), **Plate Number**, **Licensed GVW**, **Vehicle Year ***, **Make ***, **Model**, **Body Style**, and **Fuel Type ***.

1. If the Vehicle Jurisdiction is **BC** you may modify **Unit/Fleet Number** and **Fuel Type *** (all other fields are read-only).

2. If the Vehicle Jurisdiction is **not BC** you must enter vehicle information manually: **Unit/Fleet Number, Plate Number, Licensed GVW** (enter number only and in kilograms), **Vehicle Year ***, **Make ***, **Model, Body Style, and Fuel Type ***.
3. Enter the *Odometer* reading in the **Odometer *** field and choose “km” or “mi” from the drop-down menu.
TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).
4. Choose the *Fuel Type* from the **Fuel Type *** drop-down menu
TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).
5. Choose the Brake Type from the **Brake Type *** drop-down menu
TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).
6. Enter *Vehicle Owner/Lessee* details in the appropriate fields: **Vehicle Owner Name *** (last name followed by first name), **Owner/Lessee Name 2** (if joint ownership then provide the second owner’s name here), **Address line 1 ***, **Address line 2, Address line 3, City ***, **Jurisdiction *** and **Postal Code ***.
7. Click the **Save and Continue** button to move to the [Enter Inspected Item Results](#) screen. Click **Cancel** to return to the [VIP eForm Online Home Page](#). Click **Previous** to return to the [Identify Vehicle](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

4 Enter Inspected Item Results

In step 4 you will enter the information collected during your physical inspection into the VIP eForm system. On successful completion you will be directed to [Enter Brake Item Results](#).

Important information entered in previous steps is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

The screenshot displays the 'Enter Inspected Item Results' page for the Commercial Vehicle Inspection Program. The page includes a sidebar with navigation links, a search bar, and a summary of the current draft inspection report. The main content area is a table for entering results for various vehicle sections. Each section has a dropdown menu for the result and a text box for comments. The sections listed are: Section 1 - Power Train, Section 2 - Suspension, Section 3 - Hydraulic Brakes, Section 3A - Air Brakes, Section 4 - Steering, Section 5 - Instruments, Auxilliary Equipment, Section 6 - Lamps, Section 7 - Electrical System, Section 8 - Body & Frame, Section 9 - Tires & Wheels, Section 10 - Couplers & Hitches, and Section 10 - Special Use Vehicle Components. Below these sections is a section for 'PRESSURE FUEL' with options for Liquid Propane Gas and Compressed Natural Gas. At the bottom of the form are 'Previous', 'Continue', and 'Cancel' buttons.

Figure 15 - CVIP Enter Inspected Item Results

TIP: mandatory fields appear on the screen with a red asterix (*).

OPTIONAL: at this point your “in-progress” Draft Inspection Report has been saved to the VIP eForm database. You may:

- a) Click the PDF icon to print a Draft Inspection Report that you can use while you inspect the vehicle.

- b) Write down your Draft Inspection Report Number so that you can retrieve this draft report at a later date. Note: this number is also printed at the top of the Draft Inspection Report.

Figure 16 – Draft Inspection Report and PDF icon

TIP: mandatory fields appear on the screen with a red asterix (*).

1. **OPTIONAL:** Enter a Work Order number in the **Work Order Number** field.
2. Choose an inspection result from the **Result *** drop-down menu for Sections 1 - 10. Valid results include:
 - a. **Pass**
 - b. **Fail** (you must provide a reason comment in the **Comments** field).
 - c. **Pass with Caution** – (you must provide a reason comment in the **Comments** field).
 - d. **Out of Service** – (you must provide a reason comment in the **Comments** field).
 - e. **Repair Same Day** – (you must provide a reason comment in the **Comments** field).
 - f. **Not Applicable**

TIP: CVIP inspections must include a result for **every** inspection section. If you're conducting a Re-Inspection you must change at least one inspection result.

3. If the vehicle has a Pressure Fuel system, choose **one and only one** inspection result (either **Liquid Propane Gas** or **Compressed Natural Gas**) and enter an *Inspector Number* (for an inspector endorsed to perform Pressure Fuel inspections) in the **Inspector Number** field.

TIP: Pressure Fuel systems include Butane, Diesel-Butane, Natural Gas, Propane, Diesel-NG, Propane-NG, Diesel-Propane, Gasoline-NG and Gasoline-Propane.

4. Click the **Continue** button to move to the [Enter Brake Item Results](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#). Click the **Previous** button to return to the [Provide Vehicle Information](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

5 Enter Brake Item Results

In step 5 you will finish entering the information collected during your physical inspection. On successful completion you will continue to [Inspection Report Preview and Submit](#).

Important information entered in previous steps is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

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COMMERCIAL VEHICLE INSPECTION PROGRAM
Enter Brake Item Results

Facility : P0350 - 001 **Inspector :** m00007 - 007
 BRENT'S GARAGE BOND, JAMES ERIC
Inspection Class : 2 - Motor vehicle with lic. GVW of more than 5,500kgs
Inspection Type : COM - Complete **Inspection Date :** 2008-JUL-08
Vehicle Jurisdiction : BC - British Columbia
Registration Number : 9273801 **VIN :** 1XPCL60X7TD392488

Number of Axes :

Air Brake Chamber Type, Size and Push Rod Stroke Measurements :

Axle #	Type *	Size	Slack Adjustment	Left *	Right *	Comments
(Front)				(mm)	(mm)	
1	----	----	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	----	----	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	----	----	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>

Air Brake Camshaft Rotation Measurement :

Axle #	Left *	Right *	Comments
(Front)	(degrees)	(degrees)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Brake Lining/Pad Measurement :

Axle #	Lining/Pad	Left *	Right *	Comments
(Front)		(mm)	(mm)	
1	----	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	----	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	----	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rotor Thickness or Drum Inside Diameter Measurement :

Axle #	Rotor/Drum	Left *	Right *	Comments
(Front)		(mm)	(mm)	
1	----	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	----	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	----	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 17 – CVIP: Enter Brake Item Results

NOTE: please be sure to read the Air Brakes FAQ located here:

http://www.th.gov.bc.ca/cvse/vehicle_inspections/PDF/AirBrakesFAQ.pdf

TIP: mandatory fields appear on the screen with a red asterix (*).

TIP: click the **Inch to mm** button  to view a conversion chart in a pop-up window.

1. **OPTIONAL:** The VIP eForm system defaults to three axles however you may override this setting by entering the new *number of axles* in the **Number of Axles** field. Press the <Tab> key and click "OK" when the confirmation message is displayed. The screen will refresh to display the revised number of axles.
2. **Air Brake Chamber Type, Size and Push Rod Stroke Measurement** section.
 - a. This section will only appear if the Brake Type entered on the [Provide Vehicle Information](#) screen was **Air** or **Air over Hydraulic**.
 - b. **For every axle:**
 - i. Choose the Air Brake Chamber Type from the **Type** drop-down. Valid values are:
 1. **Bolt**
 2. **Clamp**
 3. **Disc**
 4. **Roto**
 5. **Wedge**
 6. **DD-3**
 7. **Other**
 - ii. Choose the *Air Brake Chamber Size* from the **Size** drop-down menu.
 - iii. **TIP:** N/A is the only choice if Air Brake Chamber Type is Disc, Wedge and Other.
 - iv. Choose the *Slack Adjuster type* from the **Slack Adjustment** drop-down. Valid values are: **Automatic**, **Manual** or N/A.
 - v. If *Air Brake Chamber Type* is Bolt, Clamp, Disc, Roto, Wedge or DD-3 you must enter *Left and Right Push Rod Stroke measurements* (in mm) in the **Left** and **Right** fields. A decimal point is permitted but special and alpha characters are not.
 - vi. **OPTIONAL:** enter *Comments* in the **Comments** field.
3. **Air Brake Camshaft Rotation Measurement** section.
 - a. This section will only appear if the Brake Type entered on the [Provide Vehicle Information](#) screen was **Air** or **Air over Hydraulic**.
 - b. This section is only mandatory if the *Air Brake Chamber Type* is **Bolt**, **Clamp** or **DD-3**.

6 Inspection Report Preview and Submit

In step 6 you will review the Inspection Report, provide a decal number and expiry date, and submit the inspection. On successful completion you will continue to Step 7, [Inspection Report Confirmation](#).

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COMMERCIAL VEHICLE INSPECTION PROGRAM
Inspection Report Preview

- PLEASE CHECK THE INSPECTED ITEMS AND RESULTS CAREFULLY
- COMPLETE THE BOTTOM OF THE FORM AND SUBMIT WHEN READY

One or more inspected item results were assumed NA - Not Applicable

Inspection Result : P - PASS

Facility : P0250 - 001 Inspector : m00007 - 007
 BRENT'S GARAGE BOND, JAMES ERIC

Inspection Class : 2 - Motor vehicle with lic. GVW of more than 5,500kgs
 Inspection Type : COM - Complete Inspection Date : 2008-JUL-08

Work Order Number : Unit/Fleet Number :

Vehicle Jurisdiction : * BC - British Columbia
 Registration Number : 9273801 VIN : * 1XPCL60X7T0392488
 Plate Number : 7256EP

Vehicle Year : * 1996 Make : * PETERBILT
 Model : Body Style : DUMP
 Odometer : * 95000 KM Fuel Type : * D - Diesel
 Brake Type : * AIR - Air No of Axles : * 3
 Vehicle Owner/Lessee : * John Doe
 Vehicle Address : 123 Anywhere St. City : Victoria
 Province : BC Postal Code : V8V8V8

Inspected Item	Result *	Comments
Section 1 - Power Train	P	
Section 2 - Suspension	P	
Section 3 - Hydraulic Brakes	P	
Section 3A - Air Brakes	P	
Section 4 - Steering	P	
Section 5 - Instruments, Auxilliary Equipment	P	
Section 6 - Lamps	P	
Section 7 - Electrical System	P	
Section 8 - Body & Frame	P	
Section 9 - Tires & Wheels	P	
Section 10 - Couplers & Hitches	P	
Section 10 - Special Use Vehicle Components	P	
PRESSURE FUEL		
Liquid Propane Gas	none	
Compressed Natural Gas	none	

Air Brake Chamber Type, Size and Push Rod Stroke Measurements :					
Axle #	Type	Size	Left *	Right *	Comments
1	CP	20L	3	3	
2	CP	20L	4	4	
3	CP	20L	5	5	

Air Brake Camshaft Rotation Measurement :			
Axle #	Left *	Right *	Comments
1	15	19	
2	15	14	
3	20	30	

Brake Lining/Pad Measurement :				
Axle #	Lining/Pad	Left *	Right *	Comments
1	LN	15	15	
2	LN	15	15	
3	LN	15	15	

Rotor Thickness or Drum Inside Diameter Measurement :				
Axle #	Rotor/Drum	Left *	Right *	Comments
1	none			
2	none			
3	none			

Inspection Comments :

Decal Number : * Decal Expiry Date : *

Completion Date/Time : * (yyyy-MM-dd HH:mm)

Figure 18 - CVIP Inspection Report Preview

6.1 Inspection Result: Pass

1. The Inspection Result is **"PASS"** if **all** inspected item results are either **Pass, Repair Same Day, Pass with Caution** or **Not Applicable**.
2. Review the Inspection Report. Changes to Inspection details can not be made on this page. Use the **Previous** button to navigate to previous screens and make your edits.
3. **OPTIONAL:** Enter an inspection comment in the **Inspection Comments** field.
4. Enter a Decal Number in the **Decal Number** field.
TIP: **"P"** decals may only be applied by Preventative Maintenance Facilities or **"S"** facilities **acting on behalf of** a Preventative Maintenance Facility.
5. A default Expiry Date will appear when *Reason for Inspection* is **Annual** or **Semi-Annual** (but may be changed if required, otherwise enter a valid Expiry Date in the **Decal Expiry Date** field.
TIP: the Decal Expiry Date can not be changed if *Inspection Type* is **Replacement**.
TIP: the Decal Expiry Date will default to the original expiry date when *Reason for Inspection* is **Correction**.
TIP: **"P"** decals will default to an expiry date equal to the last day of twelfth month after the inspection date.
TIP: **"D/E"** decals will default to an expiry date equal to the last day of sixth month after the inspection date.
6. Enter the **Completion Date/Time** the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with your mouse.
TIP: the Completion date / time can not be in the future or before the *Inspection Date*.
7. Click the **Submit Inspection** button to submit the inspection and move to the **Inspection Report Confirmation** screen. Click the **Cancel** button to return to the **VIP eForm Online Home Page**. Click the **Previous** button to return to the **Enter Brake Item Results** screen.

6.2 Inspection Result: Fail

1. The Inspection Result is **"FAIL"** if any inspected item results are **Fail** or **Out of Service**.
2. Review the Inspection Report. Changes to Inspection details can not be made on this page. Use the **Previous** button to navigate to previous screens and make your edits.
3. **OPTIONAL:** Enter an inspection comment in the **Inspection Comments** field.
4. **OPTIONAL:** Enter an interim Decal Number in the **Decal Number** field.
TIP: you must use an **"R"** interim decal.

- A default Expiry Date of fourteen (14) days after the inspection date will appear in the **Expiry Date** field if an Interim Decal Number is provided.
- Enter the **Completion Date/Time** the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with your mouse.

TIP: the Completion date / time can not be in the future or before the *Inspection Date*.

- Click the **Submit Inspection** button to submit the inspection and move to the [Inspection Report Confirmation](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#). Click the **Previous** button to return to the [Enter Brake Item Results](#) screen.

7 Inspection Report Confirmation

In step 7 you will review the confirmed inspection report and print a copy for your client. On successful completion you will return to the [VIP eForm Online Home](#) page.

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COMMERCIAL VEHICLE INSPECTION PROGRAM
Inspection Report Confirmation

YOU MUST PRINT THE INSPECTION REPORT (PDF):
A screen print of this page is NOT an acceptable copy of the inspection report.
If you have problems printing, contact the VIP Office @ 250-952-0577 for a copy of the inspection report.

Inspection Result :	P - PASS	Confirmation Number :	7002360
Decal Number :	PZ12345	Decal Expiry Date :	2009-Jul-31
Facility :	P0296 - 008 PH FACILITY #08	Inspector :	m00021 - 005 VAN DAM, CLAUD
Inspection Class :	2 - Motor vehicle with lic. GVW of more than 5,500kgs		
Inspection Type :	COM - Complete	Inspection Date :	2009-JAN-28
Work Order Number :	Unit/Fleet Number :		
Vehicle Jurisdiction :	BC - British Columbia	Registration Number :	9273801
Plate Number :	7256EP	VIN :	1XPCL60X7TD392488
Vehicle Year :	1996	Make :	PETERBILT
Model :	123456 KM	Body Style :	DUMP
Odometer :	123456 KM	Fuel Type :	D - Diesel
Brake Type :	HYD - Hydraulic	No of Axles :	3
Vehicle Owner/Lessee :	John Doe	Vehicle Address :	123 Anywhere St.
Province :	BC	City :	Victoria
		Postal Code :	V8V8V8

[Return to VIP Online Home](#)

Figure 19 – CVIP Inspection Report Confirmation

- Click the large red link titled **YOU MUST PRINT THE INSPECTION REPORT (PDF)**. The inspection report will be presented in a separate browser window (similar to but not necessarily identical to the one below):

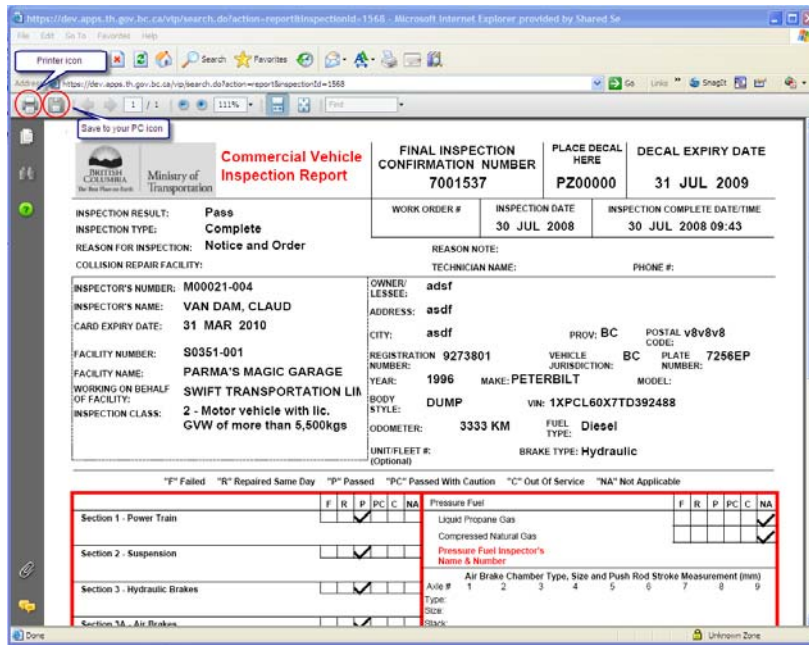


Figure 20 – CVIP Print Inspection Result

2. Review the Inspection Report.
3. Click the **Printer** icon (the first icon circled in the screen above) to print two copies of the inspection report, one for your client and one for yourself.
4. **OPTIONAL:** Click the **Disk** icon (the second icon circled in the screen above) to save a copy of the report to your computer.
5. Close the preview window to return to the [Inspection Report Confirmation](#) window.
6. Click the **Return to VIP Online Home** button to return to the [VIP eForm Online Home Page](#).

Chapter 5 - Private Vehicle Inspections (PVIP)

This chapter describes how to complete a Private Vehicle inspection in the VIP eForm system.

1 Identify Facility, Inspector and Inspector Class

In step 1 you will verify the Inspection details, including the inspection date, Facility, Inspector, Inspection Class, Inspection Type and Reason for Inspection. On successful completion you will continue to Step 2, [Identify the Vehicle](#).


The screenshot shows the 'PRIVATE VEHICLE INSPECTION PROGRAM' interface. The main heading is 'Identify Facility, Inspector and Inspection Class'. Below this, a note states: 'The Facility and Inspector must both be authorized for the Inspection Class'. The form contains several fields:

- Draft Inspection Report**: A text input field with a help icon.
- Inspection Date ***: A date input field with a calendar icon and the format '(yyyy-MMM-dd)'. The asterisk indicates it is mandatory.
- Facility ***: Two text input fields separated by a hyphen, containing 'A0353' and '001'. The asterisk indicates it is mandatory.
- Inspector ***: Two text input fields separated by a hyphen.
- Inspection Class ***: A dropdown menu with the text '-- choose inspection class --'. The asterisk indicates it is mandatory.
- Inspection Type ***: A dropdown menu with the text '-- choose inspection type --'. The asterisk indicates it is mandatory.
- Reason for Inspection ***: A dropdown menu with the text '-- choose inspection reason --'. The asterisk indicates it is mandatory.

At the bottom of the form is a button labeled 'Verify Inspection Details'. The left sidebar contains navigation links: 'B.C. Home', 'Ministry of Transportation', 'Vehicle Inspection Program Online Home', 'Identify Facility, Inspector and Inspection Class' (highlighted), 'Identify Vehicle', 'Provide Vehicle Info', 'Enter Inspected Item Results', 'Inspection Report Preview and Submit', 'Confirmation', and 'Exit this e-service'.

Figure 21 - PVIP Identify Facility, Inspector and Inspector Class

TIP: mandatory fields appear on the screen with a red asterix (*).

1. **OPTIONAL:** if you have a Draft Inspection Report number, enter it in the field labelled “**If you have a Draft Inspection Report number enter it here**”. For more information please refer to [Draft Inspection Reports](#) in the New Features section.
2. Enter the *Inspection Date* in the **Inspection Date *** field, example: 2008-apr-30, or by clicking on the calendar icon  and then clicking on the date with your mouse.

TIP: the date must not be more than 10 days old and future dates are not allowed.

3. If your business owns a single facility the *Facility Number* and *License Number* (formerly known as the Facility Extension) are automatically displayed in the **Facility *** field. If your business owns multiple facilities you will need to enter the Facility Number and License in the appropriate fields.

TIP: Your facility must be active on the Inspection Date and licensed to perform the Inspection Class you choose in step 4.

4. Enter your *Inspector Number* and *License Number* in the **Inspector *** field.

TIP: The inspector must be licensed on the Inspection Date and authorized to perform the Inspection Class you choose in step 4.

5. **OPTIONAL:** If you are conducting an inspection on behalf of another facility enter their *Facility Number* and *License Number* in the **Working on behalf of Facility** field.
6. Choose the *Inspection Class* from the **Inspection Class *** drop-down menu.
7. Choose the *Inspection Type* from the **Inspection Type *** drop-down menu. Valid values are:

- a. **Complete**

- b. **Re-Inspection**

TIP: these must be conducted at the same facility that conducted the original inspection and within 30 days of the original inspection date.

- c. **Replacement**

TIP: these may be performed at any facility and within 365 days of the original inspection date.

8. Choose the Reason for Inspection from the **Reason for Inspection *** drop-down menu:

- a. **First-Time in B.C.**

- b. **New**

- c. **Notice & Order**

- d. **Rebuilt from Salvage**

- e. **Specialty Vehicle**

- f. **Correction**

TIP: these must be conducted at the same facility that conducted the original inspection and within 14 days of the original inspection date.

- g. **Other**

- h. **Not Applicable**

TIP: only used when Inspection Type = Re-Inspection or Replacement.

9. Click the **Verify Inspection Details** button to validate your information and move to the [Identify Vehicle](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#).

TIP: errors will be displayed in red. Make the necessary corrections and click the **Verify Inspection Details** button to re-validate your information.

10. If *Inspection Type* is **Re-Inspection** you will be asked to provide the **original Confirmation Number**. After providing this information, click the **Continue** button to move to the [Inspected Item Results](#) screen.
11. If *Inspection Type* is **Replacement** you will be asked to provide the **original Confirmation Number, original Inspection Date** and a **Reason** note. After providing this information, click the **Continue** button to move to the [Inspection Report Preview and Submit](#) screen
12. If *Reason for Inspection* is **Correction** you will be asked to provide the **original Confirmation Number** and a **Reason** note. After providing this information, click the **Continue** button to move to the [Identify Vehicle](#) screen.
13. If *Reason for Inspection* is **Repair from Salvage** you will be asked to provide the **Salvage Repair Facility Name, Telephone Number** and the name of the **Licensed Autobody Technician**. After providing this information, click the **Continue** button to move to the [Identify Vehicle](#) screen.
14. If *Reason for Inspection* is **Specialty Vehicle** you will be asked to choose the Vehicle Condition from the drop-down menu. After providing this information, click the **Continue** button to move to the [Identify Vehicle](#) screen.

2 Identify Vehicle

In step 2 you will indicate the vehicle's jurisdiction and provide a Vehicle Identification Number (VIN). On successful completion you will continue to Step 3, [Vehicle Information](#).

Important information entered in the previous step is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

The screenshot displays the 'Identify Vehicle' screen within the 'PRIVATE VEHICLE INSPECTION PROGRAM'. The page features a search bar at the top with a 'Go' button and links for 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. A sidebar on the left contains navigation options: 'B.C. Home', 'Ministry of Transportation', 'Vehicle Inspection Program Online Home', and a list of steps including 'Identify Facility, Inspector and Inspection Class', 'Identify Vehicle', 'Provide Vehicle Info', 'Enter Inspected Item Results', 'Inspection Report Preview and Submit', and 'Confirmation'. The main content area shows a summary of inspection details in a grey box: Facility (A0353 - 001), Auditor (AUDIT_DOROTHYS M/C DIF), Inspector (M00007 - 007, BOND, JAMES ERIC), Inspection Class (6 - Motorcycle), Inspection Type (COM - Complete), and Inspection Date (2008-JUL-11). Below this, the 'Identify Vehicle' section contains three mandatory fields: 'Vehicle Jurisdiction' (set to British Columbia), 'Registration Number', and 'VIN'. Each field has a red asterisk indicating it is mandatory. A note for the VIN field states: '(Note: If BC, then only need last six numbers of VIN)'. At the bottom of the form are three buttons: 'Previous', 'Continue', and 'Cancel'.

Figure 22 – PVIP Identify Vehicle

TIP: mandatory fields appear on the screen with a red asterix (*).

1. Choose *Vehicle Jurisdiction* from the **Vehicle Jurisdiction *** drop-down menu.
2. If the vehicle jurisdiction is **BC** you **must** enter the vehicle *Registration Number* in the **Registration Number** field (this field is not applicable for other jurisdictions).
3. Enter the *Vehicle Identification Number* (VIN) in the **VIN *** field.

TIP: if Inspection Class is "Trailer and Semi-trailer" and you cannot locate a VIN enter "NIL".

TIP: if the vehicle jurisdiction is **BC** you can enter just the last 6 characters of the VIN.

4. Click the **Continue** button to verify the VIN and move to the [Provide Vehicle Information](#) screen. Click **Cancel** to return to the [VIP eForm Online Home Page](#). Click **Previous** to return to the [Identify Facility, Inspector and Inspector Class](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

3 Provide Vehicle Information

In step 3 you will provide detailed vehicle information. On successful completion you will continue to Step 4, [Inspected Item Results](#).

Important information entered in previous steps is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

Figure 23 - PVIP Provide Vehicle Information

TIP: mandatory fields appear on the screen with a red asterisk (*).

TIP: if the Vehicle Jurisdiction is **BC** the VIP eForm system will automatically populate the screen with the **Unit/Fleet Number** (if applicable), **Plate Number**, **Licensed GVW** (enter number only and in kilograms), **Vehicle Year ***, **Make ***, **Model**, **Body Style**, and **Fuel Type ***.

1. If the Vehicle Jurisdiction is **BC** you may modify **Unit/Fleet Number** and **Fuel Type *** (all other fields are read-only).
2. If the Vehicle Jurisdiction is **not BC** you must enter vehicle information manually: **Unit/Fleet Number**, **Plate Number**, **Licensed GVW**, **Vehicle Year ***, **Make ***, **Model**, **Body Style**, and **Fuel Type ***.
3. Enter the *Odometer* reading in the **Odometer *** field and choose “km” or “mi” from the drop-down menu.

TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).

4. Choose the *Fuel Type* from the **Fuel Type *** drop-down menu

TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).

5. Choose the Brake Type from the **Brake Type *** drop-down menu

TIP: this is not applicable for Inspection Class 3 – Trailer and Semi-Trailer).

6. Enter *Vehicle Owner/Lessee* details in the appropriate fields: **Vehicle Owner Name *** (last name followed by first name), **Owner/Lessee Name 2** (if joint ownership then provide the second owner's name here), **Address line 1 ***, **Address line 2**, **Address line 3**, **City ***, **Jurisdiction *** and **Postal Code ***.
7. Click the **Save and Continue** button to move to the [Enter Inspected Item Results](#) screen. Click **Cancel** to return to the [VIP eForm Online Home Page](#). Click **Previous** to return to the [Identify Vehicle](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

4 Inspected Item Results

In step 4 you will enter the information collected during your physical inspection and enter it into the VIP eForm system. On successful completion you will continue to [Inspection Report Preview and Submit](#).

Important information entered in previous steps is summarized in the grey area at the top of the screen. This information can not be edited on this page. If you need to change something use the **Previous** button to navigate to the previous screen.

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PRIVATE VEHICLE INSPECTION PROGRAM
Enter Inspected Item Results

Your Draft Inspection Report Number is : 871 **Print a Draft Inspection Report :**

Facility :	A0353 - 001	Inspector :	m00007 - 007
	AUDIT_DOROTHYS M/C DIF		BOND, JAMES ERIC
Inspection Class :	6 - Motorcycle		
Inspection Type :	COM - Complete	Inspection Date :	2008-JUL-11
Vehicle Jurisdiction :	BC - British Columbia		
Registration Number :	8205364	VIN :	JKAKZFC16BA017737

Work Order Number :

Inspected Item	Result *	Comments
PRESSURE FUEL		
Liquid Propane Gas	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Compressed Natural Gas	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
DOCUMENTATION		
Vehicle Identification	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
DRIVER'S CONTROLS		
Horn	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
LIGHTING/ELECTRICAL		
Fuel System	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Battery	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Switches	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Visible Wiring	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Indicator Lights	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Lamps	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>
Headlight Aim	<input type="radio"/> F <input type="radio"/> R <input type="radio"/> P <input type="radio"/> NA	<input type="text"/>

Figure 24 - PVIP Enter Inspected Item Results

TIP: mandatory fields appear on the screen with a red asterix (*).

OPTIONAL: at this point your “in-progress” Draft Inspection Report has been saved to the VIP eForm database. You may:

- c) Click the PDF icon to print a Draft Inspection Report that you can use while you inspect the vehicle.
- d) Write down your Draft Inspection Report Number so that you can retrieve this draft report at a later date. Note: this number is also printed at the top of the Draft Inspection Report.

The screenshot shows the 'PRIVATE VEHICLE INSPECTION PROGRAM' interface. At the top left, there is a button labeled 'Enter Insp'. To its right, a callout box contains the text: 'Use this number to retrieve your Draft Inspection Report at a later date.' Below this, the text 'Your Draft Inspection Report Number is : 870' is displayed, with the number '870' circled in red. To the right of this, there is a button labeled 'Print a Draft Inspection Report' with a PDF icon, also circled in red. Below these elements, the 'Facility : A0353 - 001' and 'Inspector : M00007 - 007' information is shown.

Figure 25 – Draft Inspection Report Number and PDF icon

TIP: mandatory fields appear on the screen with a red asterisk (*).

1. **OPTIONAL:** Enter a Work Order number in the **Work Order Number** field.
2. Select at **LEAST ONE** inspection result by clicking the appropriate inspection result radio button. Valid values are:
 - a. **Fail** (you must provide reason comments in the **Comments** field).
 - b. **Repair same Day** (you must provide reason comments in the **Comments** field).
 - c. **Pass**
 - d. **Not Applicable**
3. Click the **Continue** button to move to the [Inspection Report Preview and Submit](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#). Click the **Previous** button to return to the [Provide Vehicle Information](#) screen.

TIP: errors will be displayed in red at the top of the screen. Make the necessary corrections and click the **Continue** button to re-validate your information.

5 Inspection Report Preview and Submit

In step 5 you will review the Inspection Report and provide a decal number and expiry date prior to submitting the inspection. On successful completion you will continue to Step 6, [Inspection Report Confirmation](#).

BRITISH COLUMBIA
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PRIVATE VEHICLE INSPECTION PROGRAM
Inspection Report Preview

- PLEASE CHECK THE INSPECTED ITEMS AND RESULTS CAREFULLY
- COMPLETE THE BOTTOM OF THE FORM AND SUBMIT WHEN READY

One or more inspected item results were assumed NA - Not Applicable

Inspection Result : P - PASS

Facility :	A0353 - 001	Inspector :	M00007 - 007
Inspection Class :	6 - Motorcycle	Inspector :	BOND, JAMES ERIC
Inspection Type :	COM - Complete	Inspection Date :	2008-JUL-11
Work Order Number :		Unit/Fleet Number :	
Vehicle Jurisdiction : *	BC - British Columbia	VIN : *	JKAKZFC16BA017737
Registration Number :	8205364	Plate Number :	C04130
Vehicle Year : *	1981	Make : *	KAWASAKI
Model :		Body Style :	MC
Odometer : *	567 KM	Fuel Type : *	G - Gasoline
Brake Type : *	HYD - Hydraulic		
Vehicle Owner/Lessee : *	asdf		
Vehicle Address :	asdf	City :	asdf
Province	BC	Postal Code :	v8v8v8

PRESSURE FUEL	Result *	Comments
Liquid Propane Gas	NA	
Compressed Natural Gas	NA	

DOCUMENTATION	Result *	Comments
Vehicle Identification	P	

DRIVER'S CONTROLS	Result *	Comments
Horn	P	

LIGHTING/ELECTRICAL

Item	Result *	Comments
Battery	NA	
Switches	NA	
Visible Wiring	NA	
Indicator Lights	NA	
Lamps	NA	
Headlight Aim	NA	

Inspection Comments :

Decal Number : * **Decal Expiry Date : ***

Completion Date/Time : * (yyyy-MMM-dd HH:mm)

Has this vehicle been road tested? * Yes No

Figure 26 - PVIP Inspection Report Preview

5.1 Inspection Result: Pass

1. The Inspection Result is “**PASS**” if **all** inspected item results are either **Pass, Repair Same Day** or **Not Applicable**.
2. Review the Inspection Report. Changes to Inspection details can not be made on this page. Use the **Previous** button to navigate to previous screens and make your edits.
3. **OPTIONAL:** Enter an *inspection comment* in the **Inspection Comments** field.
4. Enter a Decal Number in the **Decal Number** field.

TIP: “**P**” decals may only be applied by Preventative Maintenance Facilities or “**S**” facilities **acting on behalf of** a Preventative Maintenance Facility.

5. The default Expiry Date is equal to the last day of the twelfth month after the inspection date.

TIP: the Decal Expiry Date can not be changed if *Inspection Type* is **Replacement**.

TIP: the Decal Expiry Date will default to the original expiry date when *Reason for Inspection* is **Correction**.

6. Enter the **Completion Date/Time** the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with your mouse.

TIP: the Completion date / time can not be in the future or before the *Inspection Date*.

7. If the vehicle has been *Road-Tested* click the “**Y**” radio button, otherwise click “**N**”.
8. Click the **Submit Inspection** button to submit the inspection and move to the [Inspection Report Confirmation](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#). Click the **Previous** button to return to the [Inspection Item Results](#) screen.

5.2 Inspection Result: Fail

1. The Inspection Result is “**FAIL**” if any inspected item results are **Fail**.
2. Review the Inspection Report. Changes to Inspection details can not be made on this page. Use the **Previous** button to navigate to previous screens and make your edits.
3. **OPTIONAL:** Enter an inspection comment in the **Inspection Comments** field.
4. Enter the **Completion Date/Time** the inspection was completed (YYYY-MMM-DD HH:MM) or click the calendar icon and select the date/time with your mouse.

TIP: the Completion date / time can not be in the future or before the *Inspection Date*.

5. If the vehicle has been *Road-Tested* click the “**Y**” radio button, otherwise click “**N**”.
6. Click the **Submit Inspection** button to submit the inspection and move to the [Inspection Report Confirmation](#) screen. Click the **Cancel** button to return to the [VIP eForm Online Home Page](#). Click the **Previous** button to return to the [Inspected Item Results](#) screen.

6 Inspection Report Confirmation

In step 6 you will review the confirmed inspection report and print a copy for your client. On successful completion you continue to the [VIP Online eForm Home](#) page.

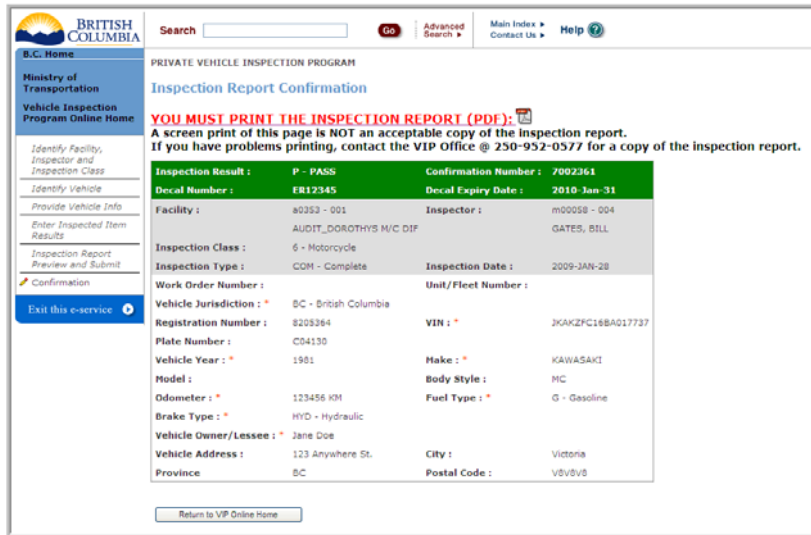


Figure 27 – PVIP Inspection Report Confirmation

1. Click the large red link titled **YOU MUST PRINT THE INSPECTION REPORT (PDF)**. The inspection report will be presented in a separate browser window (similar to but not necessarily identical to the one below):

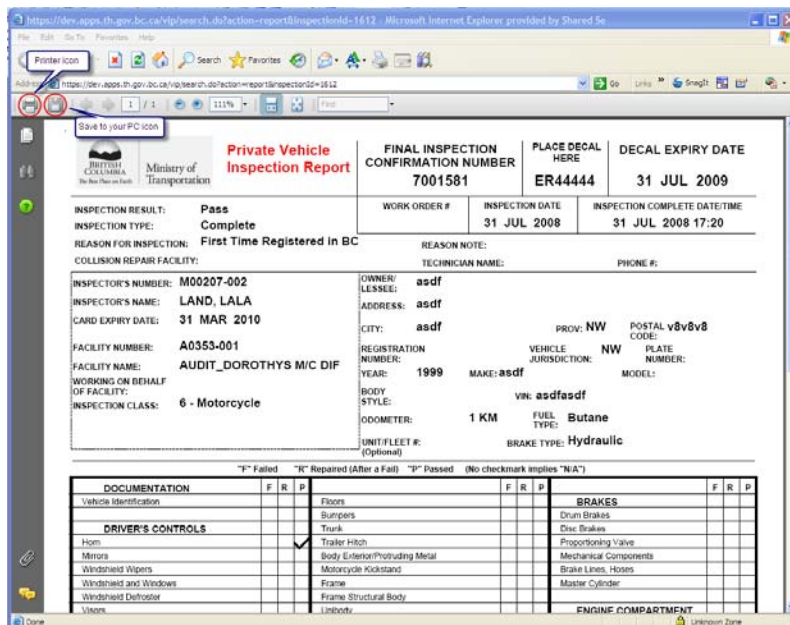


Figure 28 – PVIP Print Inspection Result

2. Review the Inspection Report.
3. Click the **Printer** icon (the first icon circled in the screen above) to print two copies of the inspection report, one for your client and one for yourself.
4. **OPTIONAL:** Click the **Disk** icon (the second icon circled in the screen above) to save a copy of the report to your computer.
5. Close the preview window to return to the [Inspection Report Confirmation](#) window.
6. Click the **Return to VIP Online Home** button to return to the [VIP eForm Online Home Page](#).

Chapter 6 - Getting Help


This chapter provides information on the Help options available for the VIP eForm system.

1 Online Documentation

We strongly recommend you read the VIP eForm documents linked to in the right-hand column of the [VIP eForm Home](#) page. These include:

1. The VIP eForm User's Guide (this document)
2. The VIP eForm Quick Reference Guide

2 "Hover" Help

The VIP eForm system includes a new feature called "Hover Help". Hover Help icons () are placed next to inspection fields that include additional help information. Hover your mouse over an icon and the information will be displayed. Note: clicking a Hover Help icon has no effect.

3 Known Issues

Please refer to http://www.th.gov.bc.ca/cvse/e-form_issues.htm for up-to-date information on known issues and compatibility problems.

4 Feedback

We appreciate receiving feedback on the VIP eForm system, including this User's Guide. Please forward your comments to Vehicle.Inspections@gov.bc.ca

5 Contacting the CVSE Support Team

5.1 *How to Report an Issue*

When reporting an issue with the system, include these details in your email:

- Describe the issue.
- Describe what you were doing.
- Describe what you expected to happen.
- Describe whether the issue is repeatable.

- Include screen shots and record the error messages if possible.
- Include details on your Operating System (ie. Windows XP, Windows Vista, Mac OS X, etc.), Browser (Internet Explorer 7.0, Firefox 2.0, etc.), Internet connection (high-speed, dial-up, satellite, wireless, etc.)

5.2 How To Take A Screen Shot

Screen shots are images of what is displayed on your monitor.

On a Windows PC look for a button on your keyboard, usually labelled PrtSc or Print Screen. It is often above the arrow keys.

- Pressing the PrtSc button will take a picture of your entire monitor's display.
- Pressing the ALT key at the same time as PrtSc will take a picture of the current window
- Third-party screen capture programs such as **Snag-It** offer extended screen capture capabilities.
- Mac OS X users can capture screens using the **Grab** utility.

TIP: Directly inserting your screen shot into an email may result in a very large size, frequently 5 megabytes or more. It may be easier for recipients to receive smaller sized emails as many email systems impose mailbox size limits.

To include your screen capture in an email but make its file size smaller, paste the screen capture into a Word document or save it using a graphics program.

5.2.1 To Insert The Picture In A Word Document

Open Microsoft Word

- Click the Paste Icon or
- Press CTRL and V at the same time.

Save the document with a descriptive name.

5.2.2 To Save an Image As A Smaller Sized File using a Graphics Program

Capture the image using the PrtSc or ALT PrtSc

Open a graphics program such as Microsoft Paint.

- Click the Paste Icon or

- Press CTRL and V at the same time.

Select to Save the document.

Choose a file type of .png or .tif.

Give the file a descriptive name. This file can be sent separately documenting your issue, or the image can be inserted into a Word document where you can add more text to describe the issue and when it occurred.

5.3 *Diagnosing Login Issues*

Users may take steps to narrow down the source of their login issue by:

- Ensuring you have access to the internet by accessing other websites.
- Accessing other applications where you use your BCeID.

Then, if you still encounter difficulty logging on to VIP eForm, shut down your internet browser and launch a new internet browser shell. This will ensure the connectivity issue does not have to do with cached identification.

If the issue continues, contact the CVSE Support Team.

5.3.1 *Popup Blockers and Login Issues*

If you are using a firewall or internet tool with a popup blocker on your computer, you may need to disable it for the VIP eForm website.

If you are using Internet Explorer, depending on your version and operating system, a small bar may appear below the other toolbars; if you right-click with the mouse select the option to always allow pop-ups from this site.

5.4 *Support from CVSE*

You can contact the CVSE for support on the VIP eForm at:

- Phone: 1-250-952-0577 (8:30am-4:30pm, Mon. to Fri.) or Enquiry BC: 1-800-663-7867 (and ask for CVSE)
- Fax: 250-952-0578
- Email: Vehicle.Inspections@gov.bc.ca

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