VIP eForm
User Guide
Version 1.0.3
# Table of Contents

Chapter 1 - Introduction.............................................................................................................. 4
  1   Foreword....................................................................................................................... 4
  2   What’s New .................................................................................................................. 4
      2.1   Web-based Form Screens .................................................................................. 4
      2.2   Improved Data Validation ................................................................................. 5
      2.3   DRAFT INSPECTION REPORTS ................................................................. 6
      2.4   “Working on Behalf of Facility” ...................................................................... 7

Chapter 2 - User Login................................................................................................................. 8
  1   Select Business or Government Login ........................................................................ 8
  2   Logging in as a Business User (BCeID) ...................................................................... 9
      2.1   First-Time Subscription Authorization ........................................................ 10
  3   Logging in as a Government Employee (IDIR) ....................................................... 11

Chapter 3 - VIP eForm Online Home ...................................................................................... 12
  1   Select Inspection Report Type ................................................................................ 12
  2   Logging out of the VIP eForm system ..................................................................... 13
  3   Online Documentation ............................................................................................... 13

Chapter 4 - Commercial Vehicle Inspections (CVIP) ............................................................ 14
  1   Identify Facility, Inspector and Inspector Class .................................................... 14
  2   Identify Vehicle .......................................................................................................... 17
  3   Provide Vehicle Information .................................................................................... 18
  4   Enter Inspected Item Results ................................................................................... 20
  5   Enter Brake Item Results ......................................................................................... 22
  6   Inspection Report Preview and Submit .................................................................... 25
      6.1   Inspection Result: Pass ..................................................................................... 26
      6.2   Inspection Result: Fail ..................................................................................... 26
  7   Inspection Report Confirmation .............................................................................. 27

Chapter 5 - Private Vehicle Inspections (PVIP)................................................................. 29
  1   Identify Facility, Inspector and Inspector Class .................................................... 29
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”
2.1.3 Hover Help

The VIP eForm system includes a new feature called “Hover Help”. Hover Help icons (_hover help_ ) 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:

![Draft Inspection Report Number](image)

**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.

![Retrieve Draft Inspection Report](image)

**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).

![Diagram showing how to enter facility numbers in VIP eForm]

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

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

   2. 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)

   ![Figure 6 - Logging in as a Business User](image)

1. Enter your BCeID in the BCeID field.
2. Enter your password in the Password field.
3. Click the Next 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

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 Online Home Page where you can begin entering inspections.

   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)

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 **Next** 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.

1. 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.

![Figure 11 - CVIP Identify Facility, Inspector and Inspector Class](image)

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.
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.

![Figure 13 – CVIP Identify Vehicle](image)

**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.

![Diagram](image.png)

**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 cannot be edited on this page. If you need to change something use the Previous button to navigate to the previous screen.

![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-N, Diesel-Propane, Gasoline-N, 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.

![Figure 17 – CVIP: Enter Brake Item Results](image)

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**.
c. For Every axle:
   
   i. Enter the *Left and Right Camshaft Rotation measurement* (in degrees) in the *Left* and *Right* fields. Special characters, including decimal points, and alpha characters are not permitted.
   
   ii. **OPTIONAL**: enter *Comments* in the *Comments* field.

4. **Brake Lining/Pad Measurement** section
   
   a. This section is **mandatory** for ALL brake types.
   
   b. For Every axle:
      
      i. Choose Lining (Shoe) or Pad from the *Lining/Pad Thickness* drop-down menu.
      
      ii. Enter the *Left* and *Right* measurements (in mm) in the *Left* and *Right* fields. A decimal point is permitted but special and alpha characters are not.
      
      iii. **OPTIONAL**: enter *Comments* in the *Comments* field.

5. **Rotor Thickness or Drum Inside Diameter Measurement**
   
   a. This section is **mandatory** if Brake Type is *Hydraulic*, *Electric* or *Air over Hydraulic*.
   
   b. For Every axle:
      
      i. Choose Rotor or Drum from the *Rotor/Drum* drop-down menu.
      
      ii. Enter the *Left* and *Right* measurements (in mm) in the *Left* and *Right* fields. A decimal point is permitted but special and alpha characters are not.
      
      iii. **OPTIONAL**: enter *Comments* in the *Comments* field.

6. Click the **Save and 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 *Enter Inspected Item Results* 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.
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.

![Figure 18 - CVIP Inspection Report Preview](image_url)
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.
5. 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.

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.

### 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.

![Figure 19 – CVIP Inspection Report Confirmation](image)

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 20 – CVIP Print Inspection Result


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.

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 cannot be edited on this page. If you need to change something use the Previous button to navigate to the previous screen.

![Figure 22 – PVIP Identify Vehicle](image)

**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.

![Vehicle Information Form](image)

**Figure 23 - PVIP 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 (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.

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.

![Figure 25 – Draft Inspection Report Number and PDF icon](image)

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. 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.

![Figure 26 - PVIP Inspection Report Preview](image_url)
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

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
Appendix A - List of Figures

Figure 1 – Inspection Form Progress Indicator ................................................................. 5
Figure 2 – Locating a Draft Inspection Report Number ..................................................... 6
Figure 3 – Retrieving a Draft Inspection Report ............................................................... 6
Figure 4 – “Working on Behalf of Facility” ................................................................. 7
Figure 5 – Choose Business or Government Login ...................................................... 8
Figure 6 - Logging in as a Business User ........................................................................ 9
Figure 7 First-Time Subscription Authorization Screen ........................................... 10
Figure 8 - Logging in as a Government Employee ....................................................... 11
Figure 9 - VIP eForm home page .................................................................................. 12
Figure 10 – Select Inspection Report Type .................................................................... 12
Figure 11 - CVIP Identify Facility, Inspector and Inspector Class ............................... 14
Figure 12 – Error message example ............................................................................ 16
Figure 13 – CVIP Identify Vehicle ............................................................................... 17
Figure 14 - CVIP Provide Vehicle Information .............................................................. 18
Figure 15 - CVIP Enter Inspected Item Results ............................................................ 20
Figure 16 – Draft Inspection Report and PDF icon ....................................................... 21
Figure 17 – CVIP: Enter Brake Item Results ................................................................. 22
Figure 18 - CVIP Inspection Report Preview ............................................................... 25
Figure 19 – CVIP Inspection Report Confirmation ...................................................... 27
Figure 20 – CVIP Print Inspection Result .................................................................... 28
Figure 21 - PVIP Identify Facility, Inspector and Inspector Class ............................... 29
Figure 22 – PVIP Identify Vehicle ............................................................................... 32
Figure 23 - PVIP Provide Vehicle Information .............................................................. 33
Figure 24 - PVIP Enter Inspected Item Results ............................................................. 35
Figure 25 – Draft Inspection Report Number and PDF icon ....................................... 36
Figure 26 - PVIP Inspection Report Preview ............................................................... 37
Figure 27 – PVIP Inspection Report Confirmation ...................................................... 39
Figure 28 – PVIP Print Inspection Result .................................................................... 39