



Trailer Inspections and License Report

This document provides information on the Trailer Inspections and License Report, which is a standard report available in FuelsManager.

Prerequisites: The Trailer Inspections and License Report should have been preconfigured for your Site, and your User account should belong to a User Group that has been assigned to view the report. See the *Report Assignment Configuration* help page for more information.

The Trailer Inspections and License Report allows you to track expiration dates for Tests and Inspections, as well as Tags and Licenses for Trailers. You may view the report for all or a particular Site(s) and Carrier(s). The report data is grouped per Carrier. The report also shows the Locked Out status of the equipment.

Site: [Dropdown] Carrier: <All> [Dropdown] View Report

Expires within: <All> [Dropdown]

1 of 1 [Navigation icons] Find | Next [Icons]

Trailer Inspections and License Report

Expires: <All> Terminal ID: [Blank]
2200 Main Street NW Address Line 2
GA
EPA # [Blank]

Carrier:

Company Trailer: [Blank] Trailer ID: [Blank] Locked Out: No

Test & Inspections:	Inspection ID	Number	Expiration Date
Annual Inspection	5675675		Tomorrow
FMCSA Inspection	6867867967		Today
State Inspection	54646867		07/09/2022

Tags & Licenses:	Tag ID	Number	Expiration Date
HAZMAT License	77868567567		10/04/2022
Trailer License	35364356436		10/05/2022
Trailer Tags	456456345345		10/06/2022

Carrier-M2

Company Trailer: [Blank] Trailer ID: [Blank] Locked Out: No

Test & Inspections:	Inspection ID	Number	Expiration Date
Annual Inspection	678678678		08/22/2022
FMCSA Inspection	4545646546		06/30/2022

Tags & Licenses:	Tag ID	Number	Expiration Date
Trailer Tags	67567567565		07/21/2022

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Company Trailer: 24001 Trailer ID: [Blank] Locked Out: No

No Data for Test & Inspections
No Data for Tags & Licenses

Total Count Trailers: 6
Printing Time: 7/7/2022 10:11:35 AM Version: 12.0.0.0 Page 1 of 1

The Expiration Date font is color coded for quick visibility:

- **Maroon** - indicates the corresponding Test, Inspection, Tag, or License has expired.
- **Red** - indicates the corresponding Test, Inspection, Tag, or License expires today or tomorrow.
- **Green** - indicates the corresponding Test, Inspection, Tag, or License is active (expires within 2 to 90 days).
- **Black** - indicates the corresponding Test, Inspection, Tag, or License is active and not set to expire anytime soon (expires after 90 days).

For more information on setting the expiration date for assigned Tests and Inspections, or Tags and Licenses, refer the *Equipment Configuration Tests & Inspections Tab* and the *Equipment Configuration Tags & Licenses Tab* help pages.

Refer to the *Equipment Configuration General Tab* help page for more information on locking/unlocking equipment.

See the *Report Header Field Descriptions* and *Report Column Descriptions* sections below for more information.

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

Viewing the Trailer Inspections and License Report

You may view the Trailer Inspections and License Report from the Reports menu. Follow the steps below:

- 1) Log in to a **Site** or **Site Group** in FuelsManager.
- 2) From the menu, select **Reports > Operations > Trailer Inspections and License Report**. The report displays.
- 3) In the **Site** field, select all or a particular Site(s)/ Site Group(s) to filter the table data.
- 4) Select all or a particular **Carrier** from the list.
- 5) In the **Expires within** field, select the expiry to filter the report data:
 - **All** - includes all Tests, Inspections, Tags, or Licenses regardless of expiry status.

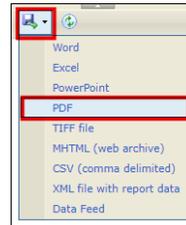
- **30 Days** - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 30 days.
 - **60 Days** - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 60 days.
 - **90 Days** - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 90 days.
- 6) Click **View Report**. The report values are refreshed based on your selections.



Printing the Report

You may print the report from the header. Follow these steps:

- 1) Click the **Export**  dropdown menu.
- 2) Select **PDF** from the list and then save the file in your desired folder location.
Varec recommends to use the PDF format for exporting reports.
- 3) Open the **PDF** file and then **print** the report.



Report Header Field Descriptions

Field	Description
Site	Filters the table to only show data for all or the selected Site(s).
Carrier	Filters the table to only show data for all or the selected Carrier.
Expires within	Allows you to select the expiry day to filter the report data: <ul style="list-style-type: none"> • All - includes all Tests, Inspections, Tags, or Licenses regardless of expiry status. • 30 Days - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 30 days. • 60 Days - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 60 days. • 90 Days - includes only the Tests, Inspections, Tags, or Licenses that are set to expire within 90 days. <i>For more information on setting the expiration date for assigned Tests and Inspections, or Tags and Licenses, refer the Equipment Configuration Tests & Inspections Tab and the Equipment Configuration Tags & Licenses Tab help pages.</i>
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Inspection ID	Lists the names or IDs that identify the corresponding Test & Inspection.
Tag ID	Lists the names or IDs that identify the corresponding Tag & License.
Number	Lists the numbers associated with the corresponding Test, Inspection, Tag, or License.
Expiration Date	Lists the expiration dates of the corresponding Test, Inspection, Tag, or License.