

Operator Portal Reports

**Demonstration guide for operators on
accessing and running reports from your CVRT
Online account**

Introduction

Purpose:

This guide will demonstrate how you can access, run and export reports from your CVRT online account and also provides information on the detail that is included in the reports.

Background:

Following feedback from a number of Operators, the RSA have developed reports to assist you in managing your fleet. In order to access reports you will need to log on to your CVRT Online account. If you do not have a CVRT online account then you can obtain one by registering with us on our Commercial Vehicle Roadworthiness Testing website at www.cvrt.ie.

Reports Available:

The following 2 reports are available namely

- A report on pass/fail rates for the vehicles on your fleet
- A report on vehicles in your fleet where the CRW has expired.

Please note these reports are currently only available to HCV Operators however we do intend to extend these reports to LCV operators in the coming months

Future Reports:

If there is a particular additional report that you think would be useful then please forward the details to it.support@cvrt.ie . You should include elements you would like to see included on the report, and a brief outline of how you intend to use the report to assist in your day to day operations.

We will review and where possible we will assist in providing you with any required reports that would help you in the day to day maintenance and management of your fleet.

Accessing your CVRT online account

Visit the CVRT website - www.cvrt.ie – and click on the Login/Register button

The screenshot shows the CVRT website homepage. At the top left is the CVRT logo with the text 'Tástáil Ródacmhainneachta um Fheithiclí Tráchtála' and 'Commercial Vehicle Roadworthiness Testing'. To the right of the logo is a search bar with a magnifying glass icon and the text 'Gaeilge | Find test centre'. A red circle highlights the 'Login / Register' button in the top right corner. Below the search bar is a navigation menu with four items: 'Test Bookings', 'About CVRT', 'Certificate of Roadworthiness', and 'What you need to know'. The main content area features three columns of promotional text and buttons: 'Apply online for your replacement CRW if yours has been lost, stolen or destroyed' with an 'Apply online' button; 'Register now to make your Self-declaration & your online test bookings' with a 'Register' button and a checkmark icon; and 'Need to know when your vehicle is due for CVR test?' with a 'Check My CRW' button and a calendar icon. Below this is a section titled 'Book or manage your test based on what type of vehicle(s) you own...' with a handwritten note 'Select your vehicle type' and an arrow pointing to a grid of vehicle categories: 'Vans & Jeeps', 'Trucks & Trailers', 'Buses & Ambulances', 'Motor caravans', and 'Mixed fleets & other vehicle types'. At the bottom of the main content area is a section titled 'Book your van or truck test online. Quicker, easier.' with a 'Book your test now' button.

Log in to your CVRT online account

Enter your username and password in the fields below

CVRT Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

English | Gaelige

Login

Existing User Login

User name

Password

[Reset your password?](#)

Log In

Not Registered?

Register for a CVRT Online Account in order to:

- Book HCV, ADR and LCV tests
- Submit your Operator Self-Declaration
- View your vehicle information (including reports)
- Receive alerts or reminders about your vehicles

Register now

Quick Links

- > [Book LCV Test](#)
- > [Help](#)

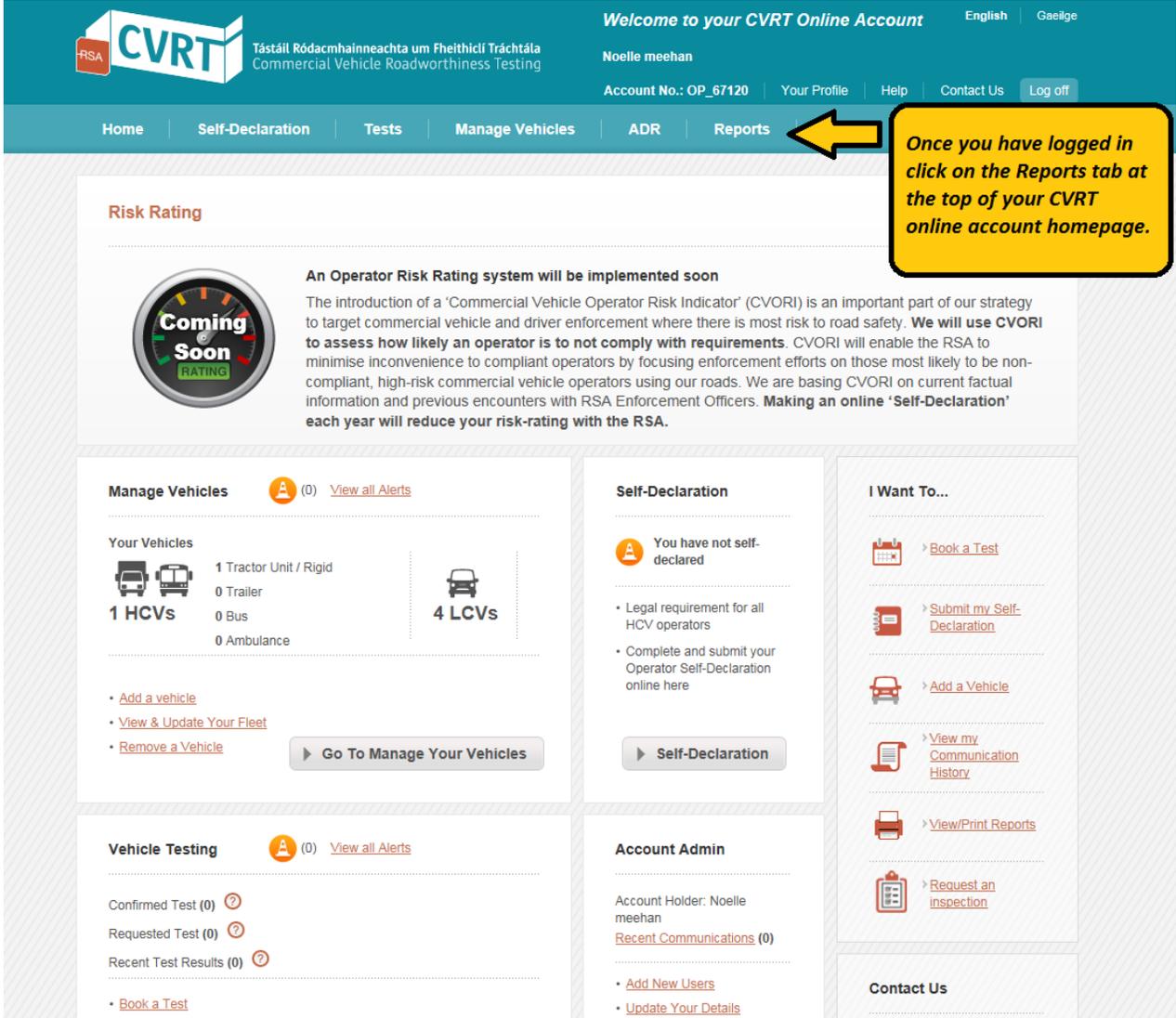
Do you operate a Heavy Commercial Vehicle?

You are required by law to make an **online** Self-Declaration to the RSA every year in relation to your HCVs, Goods trailers, Buses and Ambulances.

[Download Demonstration Guide for Registration and Self-Declaration - Online Guide for Operators \(PDF\)](#)

If you do not already have a CVRT online account click on the Register Now button to obtain one

Where to access the reports on your CVRT online account



The screenshot shows the CVRT online account homepage. At the top, there is a navigation bar with the CVRT logo and the text "Tástáil Ródacmhainneachta um Fheithiclí Tráchtála Commercial Vehicle Roadworthiness Testing". The user's name "Noelle meehan" and account number "OP_67120" are displayed. A yellow callout box with a black border and a yellow arrow points to the "Reports" tab in the navigation menu. The callout box contains the text: "Once you have logged in click on the Reports tab at the top of your CVRT online account homepage." Below the navigation bar, the main content area is divided into several sections: "Risk Rating" with a "Coming Soon" gauge and text about the CVORI system; "Manage Vehicles" showing a fleet of 1 HCVs and 4 LCVs; "Self-Declaration" with a "You have not self-declared" alert; "Vehicle Testing" showing 0 confirmed, requested, and recent test results; "Account Admin" with options to add new users and update details; and "I Want To..." with links for booking tests, submitting self-declarations, adding vehicles, viewing communication history, and viewing/printing reports. A "Contact Us" section is also visible at the bottom right.

Reports screen

The reports screen provides a list of reports that are available to you and a description of what is contained in each report. There is also a search option which will allow you to search for a particular report. This may be useful in the future as more reports are added.

Currently there are two reports available on your portal

- Report on pass/fail rates for the vehicles on your fleet
- Report on vehicles in your fleet where the CRW has expired.

Click on the particular report you wish to run

CVRT Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Welcome to your CVRT Online Account English Gaelige
Michael Byrne
Account No.: OP_83280 Your Profile Help Contact Us Log off

Home Self-Declaration Tests Manage Vehicles Risk Rating & Encounters ADR Reports

Reports

Reports

Search Reports: Search

Report Name	Description
Pass Fail Rates by operator	

Search Secure Reports: Search

Report Name	Description
There are currently no reports published	

Pass/Fail Rate Report

The pass/fail rate report provides you with statistics and details on the pass and fail rates for the vehicles in your fleet.

When you open the report you will be presented with the screen shown to the right. This screen includes

- A number of configurable fields which allows you to narrow/filter your search results to match specific criteria
- Summary box of your pass and fail rates
- Graphs showing the volume of tests by county and the Pass and fail rates by County
- Details of the individual tests/vehicles based on the search criteria you have entered.

CVRT Tástáil Ródacmhainneachta um Fheithicilí Tráchtála
Commercial Vehicle Roadworthiness Testing

Test Date From: 01/02/2017 Test Date To: 28/02/2017
Test Centre County: CORK, CO. CORK, CO. CLARE Full or Retest: Full, Equipment Re-Test, Non E
Test Category: Carriage > 14 passenger seats

CVR Vehicle Tests with Results

Jonathan Kelly RSA

Test Result	Number	Percentage
Fail	1	25.00%
Pass	3	75.00%
Total	4	100.00%

This report includes Initial and Periodic, Full, Equipment Re-Test, Non Equipment Re-Test, Partial Equipment Test, Partial Non Equipment Test tests from 01-Jan-16 to 31-Mar-17

Amount of Tests by County

Pass Fail Rate by County

Vehicle	Test Category	Test Date	Test Result	Test Type	Full or Retest	CFMV Expiry Date	CVRT Name	County
00DL0000	Goods Vehicle < 3500kg	19/07/16	Fail	Periodic Test	Full	07/10/17	Road Safety Authority	CO. MAYO
00KK0000	Goods Vehicle < 3500kg	27/07/16	Pass	Periodic Test	Non Equipment Re-Test	07/10/17	Road Safety Authority	CO. MAYO
00KK0000	Goods Vehicle < 3500kg	26/10/16	Pass	Periodic Test	Full	07/10/17	Road Safety Authority	CO. MAYO

Please note that the data within this report is presented as is and is subject to ongoing validation procedures to ensure accuracy and completeness. The RSA makes no warranty regarding, and shall have no responsibility for, the accuracy, availability, reliability, fitness for purpose of report or its contents.

Filter your report to match specific criteria

Use the filter fields at the top of the report to **narrow your results down to match specific criteria you may be looking for.**



You can filter by:

- Pass/fail rates from a **specific time period** using the filters “Test dates from” and “Test dates to” (Please note the dates you enter are inclusive)
- Pass/fail rates by county – you can choose the pass fail rates for tests conducted throughout Ireland or you can narrow the search to a **particular county or counties** by using the “Test Centre County” filter.
- Pass/fail rates by Test type – you can filter the results to only show pass/fail rates for a **specific test type** i.e. Full Test, Equipment Retest and/or Non-Equipment retest
- Pass fail rates by Test Category – you can also filter to only show the results specific to a certain **Test category or categories** (e.g. only Trucks, only Trailers or only Buses)

The following screenshots will show you how to filter your search results by each of the above

Use the “Test Date From” and “Test Date To” fields to filter by specific test dates (Note these dates are inclusive)

The screenshot shows a search interface with the following fields and values:

- Test Date From: 01/02/2017
- Test Date To: 28/02/2017
- Test Centre County: CORK, CO. CORK, CO. CLARE
- Test Category: Carriage > 14 passenger seats
- Full or Retest: Full, Equipment Re-Test, Non E

At the bottom, there is a pagination bar showing '1 of 1' and a search bar with 'Find | Next'.

To narrow the results down to specific dates enter the relevant "Test Date From" and "Test Date To" fields

The screenshot shows a search interface with the following fields and values:

- Test Date From: 01/02/2017
- Test Date To: 28/02/2017
- Test Centre County: CORK, CO. CORK, CO. CLARE
- Test Category: Carriage > 14 passenger seats
- Full or Retest: Full, Equipment Re-Test, Non E

At the bottom, there is a pagination bar showing '1 of 1' and a search bar with 'Find | Next'.

To narrow the results to tests conducted in a specific county click on the drop down arrow beside the county field and select the relevant county/counties. You can view results from all counties by ticking the "Select All" box

Use the “Test Centre County” field to filter the results to specific county or counties.

Test Date From: 01/02/2017 Test Date To: 28/02/2017

Test Centre County: CORK, CO. CORK, CO. CLARE, Full or Retest: Full, Equipment Re-Test, Non E

Test Category: Carriage > 14 passenger seats

1 of 1 100%

Find | N

- (Select All)
- Full
- Equipment Re-Test
- Non Equipment Re-Test
- Partial Equipment Test
- Partial Non Equipment Test

Use the "Full or Retest" field to filter by specific Test types.

To narrow the search results to specific test types click on the drop down arrow beside the "Full or Retest" field and select the relevant test type. You can filter by Full Test Equipment, Retest, Non Equipment Re-Test, Partial Equipment Test, Partical Non Equipment Test or a combination of any or all of the above

Test Date From: 01/02/2017 Test Date To: 28/02/2017

Test Centre County: CORK, CO. CORK, CO. CLARE, Full or Retest: Full, Equipment Re-Test, Non E

Test Category: Carriage > 14 passenger seats

1 of 1

- (Select All)
- Carriage > 14 passenger seats
- Goods > 3,500kg < 7,500kg
- Goods > 7,500kg 2 Axle
- Goods > 7,500kg 3 Axle
- Goods > 7,500kg 4+ Axle

Use the "Test Category" field to filter by tests in a specific test category.

To narrow the search results to a specific test category click on the drop down arrow beside the Test Category field and select the relevant category/categories.

Use the scroll down on the right hand side to view/select the relevant test categories.

Running Your Report

Test Date From: 01/02/2017 Test Date To: 28/02/2017

Test Centre County: CORK, CO. CORK, CO. CLARE, Full or Retest: Full, Equipment Re-Test, Non E

Test Category: Carriage > 14 passenger seats

1 of 1 100% Find | Next

View Report

When you are happy with the search criteria you have entered in the fields above click on the "View Report" button on the top right hand corner to run your report.

When you click on "View Report", at the top right hand corner, your report will refresh/update based on the current search criteria you have entered in each of the filters.

CVR Vehicle Tests with Results

Jonathan Kelly RSA

Test Result	Number	Percentage
Fail	1	25.00%
Pass	3	75.00%
Total	4	100.00%

This report includes Initial and Periodic, Full, Equipment Re-Test, Non Equipment Re-Test, Partial Equipment Test, Partial Non Equipment Tests from 01-Jan-16 to 31-Mar-17

Amount of Tests by County

County	Pass	Fail
DUBLIN	3	1
CO. MAYO	2	1

Pass Fail Rate by County

County	Pass (%)	Fail (%)
DUBLIN	75.00%	25.00%
CO. MAYO	66.67%	33.33%

Vehicle	Test Category	Test Date	Test Result	Test Type	Full or Retest	CRW Expiry Date	CVRT Name	County
00DL0000	Goods Vehicle < 3500kg	19/07/16	Fail	Periodic Test	Full	07/10/17	Road Safety Authority	CO. MAYO
00KK0000	Goods Vehicle < 3500kg	27/07/16	Pass	Periodic Test	Non Equipment Re-Test	07/10/17	Road Safety Authority	CO. MAYO
00KK0000	Goods Vehicle < 3500kg	26/10/16	Pass	Periodic Test	Full	07/10/17	Road Safety Authority	CO. MAYO

Please note that the data within this report is presented as is and is subject to ongoing validation procedures to ensure accuracy and completeness. The RSA makes no warranty regarding, and shall have no responsibility for, the accuracy, availability, reliability, fitness for purpose of report or its contents.

Vehicles with an expired Certificate of Roadworthiness (CRW)

The “Expired CRW Report” will provide you with the details of all the vehicles in your fleet for which the CRW has expired.

When you open your report you will be presented with the screen set out on the right hand side. This screen provides you with the following detail:

- Vehicle Registration Number for which the CRW has expired.
- The CRW Expiry Date for your vehicles
- The Ownership Status that you have entered on the portal (NOTE – this is **not** the National Registered Owner Status)

Vehicles with a CRW status of 'Expired'



Operator Name

Vehicle	CRW Status	CRW Expiry Date	Ownership Status
07KK0000	Expired	07/10/16	Owned
08KK0000	Expired	02/05/04	Owned - Withdrawn from service
09KK0000	Expired	24/10/08	Owned

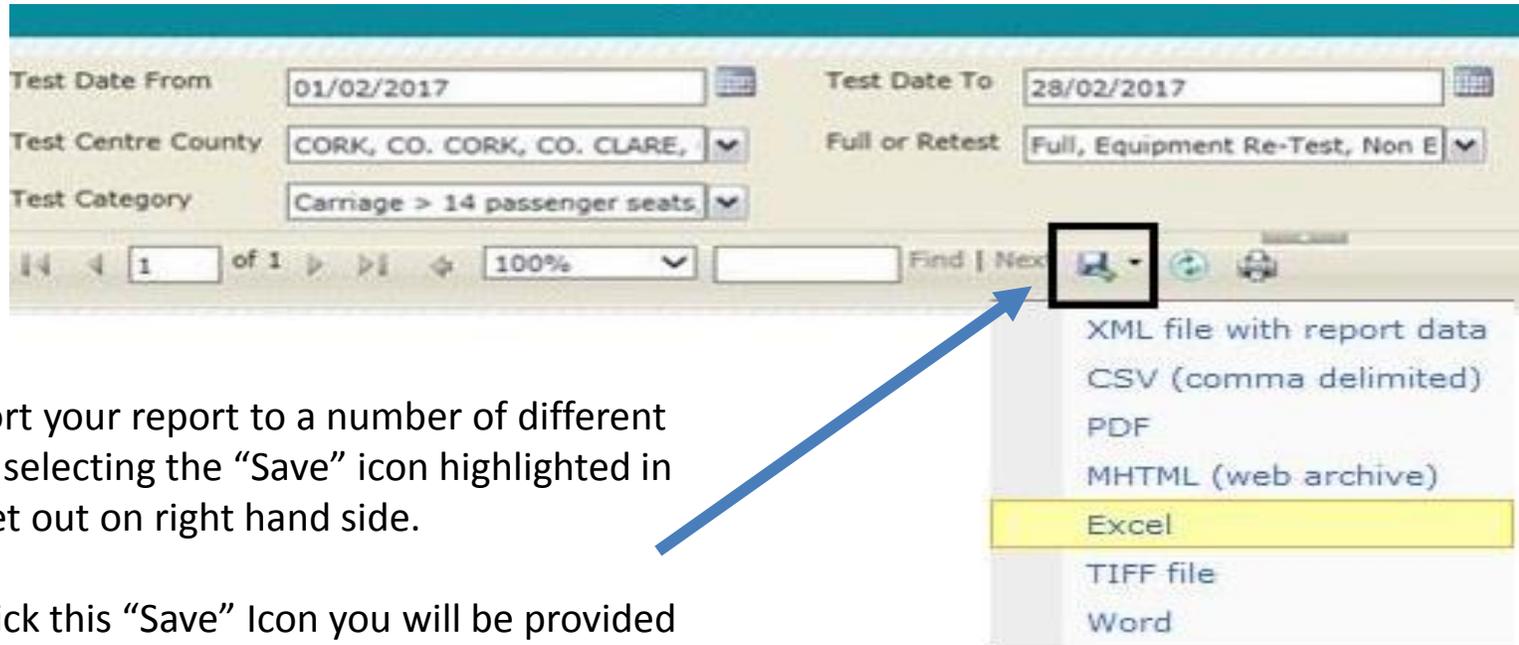
Please note that the data within this report is presented as is and is subject to ongoing validation procedures to ensure accuracy and completeness. The RSA makes no warranty regarding, and shall have no responsibility for, the accuracy, availability, reliability, fitness for purpose of report or its contents.

Report executed by:RSA\me@rsa.ie

Report executed on: 26-Oct-16 10:17

Page 1 of 1

Exporting Your Reports



You can export your report to a number of different programs by selecting the “Save” icon highlighted in the screen set out on right hand side.

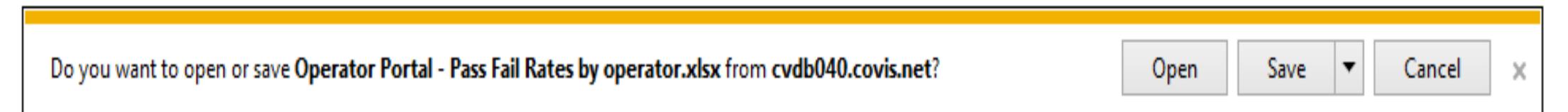
When you click this “Save” Icon you will be provided with a drop down list of format options to export the report to - these include Excel, PDF and Word.

To proceed you should select the particular program you would like the report exported to from the drop down list.

Exporting Your Reports

When you have selected the program from the drop down list the message below will appear on the bottom of the screen.

- Click on the “Open” button to open the report in the selected program
- Click on “Save” button to save the report to the selected program
- Click on “Cancel” to cancel out of the export screen



Suggestions or Queries ?

If you have any queries on accessing or running reports or any queries on accessing and using your online CVRT account please get in touch with the CoVIS helpdesk who will be happy to assist

Tel : 091 480981

Email : it.support@cvrt.ie

If you have any suggestions as to how the CVRT online account could be improved or would like to request an additional report please email it.support@cvrt.ie

END - Demo on Reports