ELD User Guide

Applicable for version 1.0.x

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Glossary and terms used in this guide

Here is a short list of the terminology used in the application and this user guide.

- **Active Driver**: the driver who is currently driving the motor vehicle.
- **Certify / Certification**: digitally "signing" a logbook every 24 hours.
- **Co-Driver / Team Driver**: a second driver who is driving the same truck and is participating on the same trip as the primary driver.
- **DVIR**: stands for Daily Vehicle Inspection Report; performing the necessary inspections on one's truck and trailer before, during, and after a trip.
- **Duty Status**: the driver's current status, such as Driving, being On or Off Duty, or Sleeping. Sub-statuses may include Personal Use (or Conveyance) and Yard Moves.
- **ELD**: Electronic Logging Device
- **Logbook**: A collection, journal or “book” of hours of service records, events and logs.
- **Diagnostic Indicator**: when the ELD notices an issue with its recording, a Diagnostic Indicator alarm is triggered.
- **Malfunction Indicator**: when the ELD has repeated Diagnostic Indicator alarms go off, a Malfunction will be recorded and stored with the driver’s logbooks.
- **Unidentified Event**: An event of which no driver was associated with, e.g. driving the vehicle without logging on.

Driver Login

Every driver will be assigned a unique username and password to access the logbook application.

1. Enter your assigned credentials in the Username and Password fields.
2. Press the **Login** button to continue.
3. Once logged in, a dialog appears asking for the Trip and Trailer numbers. Enter the appropriate values. You can always change these values later on by pressing the “Trip/Trailer” button in the top-right corner of the screen.
4. Press the **Save** button, or the top-right X button to close this window.
5. The user is now presented with the main logbook screen.

Driver Logout (Log Off)

Drivers are encouraged and recommended to logoff the ELD (or application) when their working day is over.

1. From the left-side drawer menu, press on the **Logout** button.
2. A dialog box will appear, asking the user if they wish to confirm the logoff process.
   - If the driver's duty status is set to *Driving*, *On Duty*, *Personal Use* or *Yard Move*, logging off is not possible until the status is changed to *Off Duty* or *Sleeper Berth*. Please see the section below titled ***How to Change Duty Status*** for more information.
   - If any non-certified (or uncertified) logs are in the system, a reminder is shown to the driver before they exit the application.
3. Press the **Logout** button to log off the system, or press **Cancel** to go back to the previous screen.

How to Change Duty Status

Note: As soon as the vehicle starts moving and maintains a speed of 8 km/h (5 mph) the ELD automatically sets the driver's duty status to *Driving*. There is no need to manually choose the Driving status unless a malfunction occurs with the ELD.

1. On the main screen, click on the **Duty Status** button on the top left-side of the screen.
2. A popup will appear, showing the available duty status codes a driver can select.
3. Select the Duty Status you wish to switch over to:
   - **Off Duty (OFF)**: Driver is not utilizing the vehicle.
   - **Sleeper Berth (SB)**: Driver is resting in the vehicle's designated sleeping cabin.
   - **Driving (D)**: Driver is driving the vehicle.
   - **On Duty (ON)**: Driver is on duty for the motor carrier, but not driving the vehicle.
   - **Personal Use (PU)**: Driver is off duty, however the vehicle is being used for personal conveyance.
   - **Yard Move (YM)**: Driver is on duty and working for the employer in the yard, or moving freight at a customer's location.
4. The driver can add a short comment or select a pre-written one at the bottom of the screen.
5. The driver must then press the **Save** button to confirm their Duty Status change.

Determining Available Driving & Working Hours

There are three ways to determine a driver's remaining hours on the home screen.

1. The panel on the top-left shows the remaining driving time for the selected hours of service cycle.
2. The panel on the top-right shows the remaining time in terms of alternative cycles a driver can switch to, and the available work-shift ("on duty") hours.
3. At the bottom of the home screen, the right-side of the hours of service chart (or graph) also gives the driver a quick summary of their total consumed hours.

How to Add a Second (Co-)Driver (Team Driver Login)

Note: When logging in as a co-driver, this does not automatically set the newly logged-in user as the ***Active Driver***. Please see the section *How to Become the Active Driver* to switch driving roles between team drivers.

1. On the home screen, click the bottom-right button to open the action menu.
2. Click the **Add a Co-Driver** button.
3. The login box will appear, allowing the co-driver to login with their own credentials.
4. Once logged in, the co-driver is presented with their own hours of service and logging controls to manage their logbook.

How to Become the Active Driver

Note: When switching over driving roles, the driver who is about to stop driving must change their Duty Status to either ***Off Duty*** or ***Sleeper Berth*** to allow the second driver to take over the driving role and allow the ELD to properly log their working & driving hours.

1. On the home screen, click the bottom-right button to open the action menu.
2. Click the **Become Active Driver** button.
    - If this button is not available, make sure a second (co-)driver was able to successfully logon. Please see the section above titled ***How to Add a Second (Co-)Driver*** for more information.
    - If this button is visible, but does not seem to be clickable or looks "greyed out", this means that the current driver is already the Active Driver.
3. A dialog box will appear, asking the user if they wish to confirm the driving role change. Click on the "**Yes, I'm driving**" text button to confirm the switch.
4. To verify if the switch was successful, look for the little green icon in the top status bar signifying whether you have become the Active Driver or not.
5. If a message appears saying the other driver must change their Duty Status first, this means the current Active Driver must change their status to Off Duty or Sleeper Berth before the second driver can take over. Simply switch back to the other driver's account and change the Duty Status.

How to Switch Between Driver Accounts

Note: When switching between driver accounts, this does not automatically set the newly logged-in user as the ***Active Driver***. Please see the section *How to Become the Active Driver* to switch driving roles between team drivers.

1. On the home screen, click the bottom-right button to open the action menu.
2. Click the **Switch Driver Accounts** button.
    - If this button is not visible, it means that only one (1) driver is currently logged into the system. Please see the section above titled ***How to Add a Second (Co-)Driver*** for more information.
3. The login box will appear, allowing the driver to login with their own credentials.
4. Once logged in, the driver is presented with their own hours of service and logging controls to manage their logbook.

How to Edit (Modify) Duty Status Changes or Events

Note: the application only allows certain Duty Status records to be modified. Events recorded by the ELD automatically cannot be changed.

1. On the home screen of the application, scroll down to see the list of recorded duty status changes by the ELD.
2. Select the duty status record you wish to modify and press on the circle once for the edit button to appear.
3. Press on the red **Edit** button to continue modifying this record.
4. On the following screen, the driver can modify the duty status record and make the necessary adjustments.
5. The comments field (box) must be filled in with a valid reason as to why this duty status record is being modified.
6. Once the modifications are completed, press the blue **Save** button at the bottom to save the changes.
7. Do not forget to re-certify your logbook after applying any record changes. Please see the section below titled ***How to Certify a Logbook*** for more information.

How to Certify a Logbook

Every 24 hours, a driver must certify their logbook by digitally "signing" it. There are three ways to certify a logbook.

Method 1: Certifying Multiple Logbooks

1. From the left-side drawer menu, press on the **Logbook** button.
2. Select the **Certify Logbook** button.
3. A list of available logs to certify will show.
4. Checkmark the logbook records to certify by press the numbered circle. You can certify several logbooks in one take.
5. After selecting the logs to certify, press the green **Certify** button to finalize the certification process.
6. A dialog box will appear asking the user to confirm and complete the certification phase.
    - Choose **Ready** to certify these logs.
    - Choose **Not Ready** to go back and modify the selection of logs to certify, or to stop the certification process entirely.
7. Pressing the **Ready** button certifies the selected logs, and then brings the user back to the main Logbook screen.

Method 2: Certifying Today's (On-Screen) Logbook

This method only certifies the currently active logbook that's shown on the main screen.

1. From the main ("home") screen, press on the bottom-right action menu button.
2. Once the floating dialog box appears, select the red **Certify Logbook** button.
    - If this button is green, it means that the log has already been certified. No further action is necessary.
3. Choose the **Ready** option if you are ready to certify these logs, or **Not Ready** if you wish to review or certify them later on.
4. Pressing the **Ready** button certifies the log, and then brings the user back to the main Logbook screen.

Method 3: Certifying a Single Logbook (Including Historicals)

This method allows the user to certify a single logbook from a previous day of their choosing.

1. From the left-side drawer menu, press on the **Logbook** button.
2. Select the **Logbook Overview** button.
3. The previous day's logbook entry appears. The user can swipe the screen with their finger from left to right (or right to left) to change the day of the logbook entry.
4. After finding the log to certify, press the bottom-right red **Certify** button to certify the log that is currently shown on the screen.
    - If the Certify button is greyed out with a checkmark, it means that the log is already certified. No further actions are necessary.
5. A dialog box will appear asking the user to confirm and complete the certification phase.
    - Choose **Ready** to certify these logs.
    - Choose **Not Ready** to go back and modify the selection of logs to certify, or to stop the certification process entirely.
6. Pressing the **Ready** button certifies the selected logs, and then brings the user back to the main Logbook screen.

How to Change Hours of Service Cycles (Canada to/from USA)

The ELD can change hours of service cycles ("rules") automatically depending on the country the user is driving in. The option to manually switch cycles is also available if desired. There are two ways a driver can switch cycles manually:

Method 1: Country Flag

1. On the home screen, press the currently visible country flag shown in the middle of the application.
2. On the dialog window that appears, select the cycle to switch over to.
3. Press the **Save** button to confirm the cycle change.
4. The hours of service chart (or graph) will plot new events with a different colour.

Method 2: Action Menu

1. On the home screen, press the bottom-right action menu button.
2. Press on the **Change HOS Cycle** button.
3. On the dialog window that appears, select the cycle to switch over to.
4. Press the **Save** button to confirm the cycle change.
5. The hours of service chart (or graph) will plot new events with a different colour.

How to Claim ("Assume") Unidentified Events

Unidentified Events are when the ELD records events of which no driver was logged on during that time, or when the application was not able to correctly determine the user's identity while the vehicle was moving.

A driver can also transfer any events to their co-driver (if one was present during a trip). Both drivers must be logged into the ELD for this feature to be available.

One of the ways the ELD presents these types of records is when a driver first logs on for the day. A list of Unidentified Events will be available for a driver to claim or skip. Another way to claim these events is to simply visit the Unidentified Events screen.

1. Slide the left-side menu out and select the **Logbook** button.
2. Select the **Unidentified Events** button.
3. A new screen appears. If any unidentified records are present, a driver may select the ones they wish to claim by checkmarking them one by one.
4. To checkmark (or select) Unidentified Events, simply press the numbered circle on the left side of the record.
5. Press on the **Save** button to confirm ownership of these records, or press **Skip** to review these records at a later time.

How to Accept or Reject Edit Requests by Support Personnel

From time to time, Support Personnel such as the Safety Administrator or a senior Dispatcher may request certain logbook events to be reviewed by the driver after they have been modified by the former. A driver can then accept or reject these changes at their own discretion.

1. Slide the left-side menu out and select the **Logbook** button.
2. Click on **Edit Requests**.
3. To approve or reject any of the changes that are flagged for review, checkmark them by clicking on the left-side circle, then select the **Accept** or **Reject** button.

How to view Hours of Service Warnings or Violations

To see any active violations that were recorded by the ELD:

1. Slide the left-side menu out and click on Logbooks.
2. Select the **Violations History** button.
3. If any violations are present, a driver can click on the record for more information as to which infraction was recorded by the system.

How to submit logbooks to a Safety Officer or Roadside Inspector

Currently, there are three (3) ways to submit a logbook to a Safety Officer or Roadside Inspector when requested or instructed to do so.

Method 1: Bluetooth File Transfer

1. Click on the Share button (top-right) on the home screen.
2. Select the Bluetooth option, then press the Send button.
3. Choose from the available Bluetooth devices which are nearby. Selecting the device in the list immediately starts the file transfer to the recipient.

Method 2: Email File Transfer

1. Click on the Share button (top-right) on the home screen.
2. Select the Email option, then press the Send button.
3. Type in the recipient's email address, then press the Send button to finalize the transfer.

Method 3: USB File Transfer

1. The Safety Officer / Roadside Inspector will provide a USB flash drive ("USB key") to the driver.
2. Plug in the USB flash drive to the ELD (tablet) first.
3. Click on the Share button (top-right) on the home screen.
4. Select the USB Drive file transfer option and then press the Send button.