



# **Fleet-Tec Solutions Inc. – Fleet-Tec**

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## **Document Information**

## Version History

Version	Date	Author	Reviewer
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## Sign Off

Fleet-Tec Solutions Inc.

Title	Name	Signature	Date
Partner Name			
Title	Name	Signature	Date



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## **Change History**

This section details what changes have been made in order to prompt a new version of this product specification:

Version	Date	Author(s)	Section Page No.	Change



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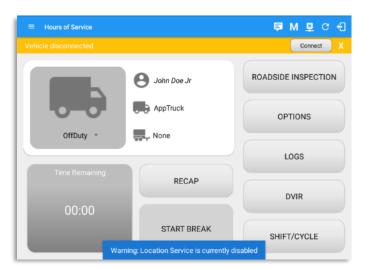


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## 1 Main Screen

The Hours of Service main screen is where you log your duty status events and which, in turn, determines your compliance with FMCSA Hours of Service Regulations. This screen also serves as your gateway to the rest of the app's features.



The main screen also provides essential information about the app's user:

- **Driver Name**: Displays the name of the driver who is logged in and whose logs are displayed.
- Vehicle Name: Displays the driver's vehicle name.
- *Trailer Name*: Display's the driver's trailer name.

**Note**: Can tap Vehicle and Trailer name to display Switch Vehicle Dialog.

## 1.1 Using the HOS Action Bar

The HOS Action Bar is the starting point for navigating to the different pages within the app and is always present in the app's topmost portion:

D M 🛛 C 🕂 Hours of Service 

The action bar features the following navigational controls of the app:

Action Tool Name	Action Tool Icon	Description
Main navigation hamburger	≡	Tap to open the main navigation menu of the application
Refresh Button	C	Tap to manually refresh the data in the app page. Hidden under submenu icon once all icons are present.
Logout Button	÷	Tap to log out of the app, this will also set your status to Off Duty. Hidden under submenu icon once all icons are present.



Malfunction Button	М	Tap to see uncleared Malfunctions
Data Diagnostics Button	D	Tap to see uncleared Data Diagnostics. Turns into an accent color (based on the app's theme) if there are new events and turns white when already viewed.
VBUS Connectivity	<u>((_))</u>	Indicates that the device is connected to a VBUS device and turns to when disconnected. Hence, connection interruptions may occur which will turn into flashing icon while in a reconnecting state.
Pending Edit Request Button	Þ	Tap to display the pending edit request dialog, edit request is from Motor Carrier Edit Suggestions, correction of errors with Team Drivers, and Events logged under Unidentified Driver Profile.
Connect Button	Connect	Tap to display a dialog to Connect to Vehicle's VBUS Device. It has the same capabilities as the VBUS icon 2.

## 2 Customizing the Fleet-Tec Preferences

The app's settings and preferences can be customized in the Hours of Service Preferences screen.

To navigate to this part of the app, select the  $\equiv$  icon or swipe the screen to the right to display the main navigation menu, select the **Settings** option and then select the **Hours of Service** option, this will display the Settings screen.



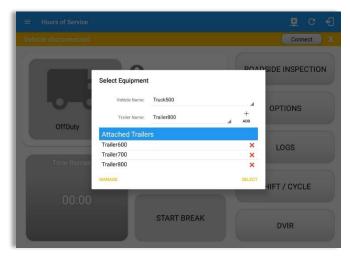
### 2.1 Hours of Service Settings

## 2.1.1 Set Hours of Service Preferences

This is where the basic driver, vehicle, carrier and shipping data is entered and stored within the app. The identification data stored here is then used by the app, web portal and in the driver's daily log report.

#### After logging in to the app for the first time

When the app is used for the first time, the driver is taken directly to the Main Dashboard after which a Select Equipment dialog box will be displayed requiring the driver to select a vehicle and trailer (if needed).



If you are logging in to the device you have logged in to before, the driver can login and logout successfully to the app when an internet connection is not available.





### 2.1.2 Capturing the Driver's Signature

The application can capture the signature of the driver which is then used for digitally certifying a log. To create the driver signature, select the main navigation hamburger  $\equiv$ , select the **Settings** option and then select **Hours of Service**:

← Settings					
Hours of Service Set Hours of Service Preferences	Hours of Service				
GPS					
GPS Preferences Vehicle Data Settings	Driver Information				
Vehicle Bus Data Configuration Privacy	Driver CDL # & Issuing State	John	Doe	IL.	Jr.
Privacy Policy About		idoe@gmail.com		IL.	
Device	Email	abeggmail.com	Ohanna Daarna		
Device Preferences	Signature		Change Passwo	oru.	
		(	fr	5	0
	Carrier Information				
	Carrier	XYZ Company LLC	*		
	Carrier DOT No	258963147			
		nne teñnet-e			
				um. <sup>2</sup>	-
← Change Signature				<u>R</u>	c f
	Create your signatu	re here			
CLEM			DONE		
CLEAR  CLEAR	Create your signat	ure here	done	₽.	c f

The Driver Information section of the screen will be displayed along with any signature that has been created for the driver. Tap on the

icon to create or change the signature.

Create or update your signature in the app by using your finger to create your signature.

Tap the Done button to save your signature. You can also select the Clear button to clear the captured signature and start again.



#### 2.1.3 Customizing the Carrier Information

The carrier information can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*) You can scroll the screen down to the *Carrier Information* section:

	Hours of Service			
GPS GPS Preferences	Carrier Information			
/ehicle Data Settings /ehicle Bus Data Configuration	Carrier	XYZ Company LLC	•	
Privacy Privacy Policy	Carrier DOT No	258963147		
About	Main Office	926 Jail Drive		
	Main Onice	Macomb	IL	61455
Device Device Preferences	Phone #	309-997-2116		
	Home Terminal	926 Jail Drive		
	Home Terminal	Macomb	IL	61455
	Driving Rules			
	Country	USA		
	Cycle USA	US 70hr8days		
	Home Terminal Time Zone	Central (CST6CDT)		
	Start Hour of Day	10 am		

Enter details for the following:
Carrier Name
Carrier DOT Number
Main Office Address
Phone Number
Home Terminal Details of the driver

**Note:** The driver is allowed to select a specific Carrier Information if 'Allow driver ability to change carrier in portal->settings->account setting under Portal Controls and 'Allow Carrier Change' in Drivers Management page are enabled.



#### 2.1.4 Driving Rules

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hours that a commercial vehicle driver can legally accumulate driving or being on duty for a motor carrier in a working day and week. This is also where you apply the HOS rules exceptions.

The driving rules can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Driving Rules* section:

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	
Privacy Privacy Policy	Cycle USA	US 70hr8days	-
About	Home Terminal Time Zone	Central (CST6CDT)	
Device Device Preferences	Start Hour of Day	12 am	-
	Cargo	Property	-
	Switch to Intrastate rules when possible	•	
	Use 34 Hour Restart	•	
	Use Canadian Off Duty Deferral	•	
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	

Select the appropriate HOS rules that you would like the app to use from the drop-down list. You can customize the region, cycle, cargo, exceptions and time zone rules

#### <u>Region</u>

This is where you can set the region. The options are USA and Canada. The cycle and exceptions displayed are dependent on which region has been set by the driver.

**Note:** If the region selected is Canada, then the condition "Canada Off-Duty Deferral" is enabled. This means that you are allowed to get an extra two hours of driving and on duty in a 24-hour period (day 1) and take the required extra two hours off on the following day (day 2). The Deferral status is shown on the Driver's Daily Logs



## <u>Cycle</u>

This is where you can set the consecutive multi-day duty period which the driver will follow. Choosing a cycle will take into effect the corresponding legal limitations on the hours that can be used by the driver in a 7 day or 8 day working cycle.

### Available Cycle Rules Options

	Cycle	Shift Limit	Drive Limit	Until Break	Break Left
US60hr7days	7 days	14 hours	11 hours	8 hours	30 minutes
US70hr8days	8 days	14 hours	11 hours	8 hours	30 minutes
Alaska 70 hr 7 days	7 days	20 hours	15 hours	8 hours	30 minutes
Alaska 80 hr 8 days	8 days	20 hours	15 hours	8 hours	30 minutes
California80hr8days	8 days	16 hours	12 hours	N/A	N/A

#### Interstate - Federal Rules

#### Intrastate Cycle Rules

	Cycle	Shift Limit	Drive Limit	Break Limit
Alabama60hr7days	7 days	15 hours	10 hours	N/A
Alabama 70hr8days	8 days	15 hours	10 hours	N/A
Florida 70hr7days	7 days	16 hours	12 hours	N/A
Florida 80hr8days	8 days	16 hours	12 hours	N/A
Illinois 60hr7days	7 days	14 hours	11 hours	N/A
Illinois 70hr8days	8 days	14 hours	11 hours	N/A
Maryland 70hr7days	7 days	16 hours	12 hours	N/A
Maryland 80hr8days	8 days	16 hours	12 hours	N/A
Massachusetts 60hr7days	8 days	14 hours	11 hours	N/A



	-			
Massachusetts 70hr8days	8 days	14 hours	11 hours	N/A
Michigan 60hr7days	7 days	14 hours	11 hours	30 minutes
Michigan 70hr8days	7 days	14 hours	11 hours	30 minutes
New Hampshire 60hr7days	7 days	14 hours	11 hours	N/A
New Hampshire 70hr8days	8 days	14 hours	11 hours	N/A
New York 60hr7days	7 days	14 hours	11 hours	N/A
New York 70hr8days	8 days	14 hours	11 hours	N/A
North Carolina 70hr7days	7 days	16 hours	12 hours	N/A
North Carolina 80hr8days	8 days	16 hours	12 hours	N/A
Pennsylvania 60hr7days	7 days	14 hours	11 hours	N/A
Pennsylvania 70hr8days	8 days	14 hours	11 hours	N/A
South Carolina 70hr7days	7 days	16 hours	12 hours	N/A
South Carolina 80hr8days	8 days	16 hours	12 hours	N/A
Tennessee 60hr7days	7 days	14 hours	11 hours	N/A
Tennessee 70hr8days	8 days	14 hours	11 hours	N/A
Texas 70hr7days	7 days	15 hours	12 hours	N/A
Wisconsin 70hr7days	70 days	16 hours	12 hours	30 minutes
Wisconsin 80hr8days	80 days	16 hours	12 hours	30 minutes
Vermont 60hr8days	7 days	14 hours	11 hours	N/A
Vermont 70hrs8days	8 days	14 hours	11 hours	N/A
Virginia 70hr7days	7 days	16 hours	12 hours	N/A
Virginia 80hr8days	8 days	16 hours	12 hours	N/A

#### Canada Cycle Rules

	Cycle	Shift Limit	Drive Limit	Break Limit
Canada 70hr7days South	7 days	16 hours	13 hours	30 minutes
Canada 120hr14days South	7 days	16 hours	13 hours	30 minutes
Canada 80hr7days North	7 days	20 hours	15 hours	30 minutes
Canada 120hr14days North	7 days	20 hours	15 hours	30 minutes
Alberta Province		15 hours	13 hours	30 minutes

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	*
Privacy Privacy Policy	Cycle USA	US 70hr8days	
About	Home Terminal Time Zone	Alaska 70hr7days	
Device	Start Hour of Day	Alaska 80hr8days	
Device Preferences	Cargo	Alabama 60hr7days	
	Switch to Intrastate rules when possible	Alabama 70hr8days	
	Use 34 Hour Restart	California 80hr8days	
	Use Canadian Off Duty Deferral	Florida 70hr7days	
	Add or remove exemption Other	Florida 80hr8days	
	Lock Screen Style	- Illinois 60hr7days	
	Use GridView Editing	Illinois 70hr8days	
	Fmail Sandar	Maryland 70hr7days	

Any of the above cycle rules are depending on the region selected and can be applied given the appropriate rule from the region drop down list

#### • Intrastate to Interstate driving rules

If the driver is operating in intrastate mode and is crossing over a state line then the app automatically switches to federal rules. A dialog will display confirming that the driving rules have changed right after crossing boundaries.

**퇴 또 ~** {

TIONS

.0GS

DVIR

SHIFT/CYCLE

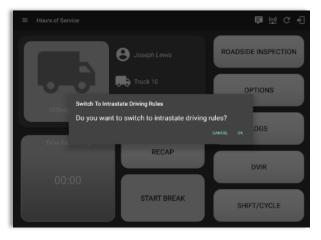
## Example: ROADSIDE INSPECTION 😫 John Doe J SouthCarolina80hr8days to US70hr8days or Driving rules has been switched SouthCarolina70hr7days to US60hr7days START BREAK

#### Interstate to Intrastate driving rules

The driver must also follow the Federal HOS regulations for a short period of time while operating in interstate commerce. If the driver were using the 60-hour/7-day schedule, he must follow the Federal HOS regulations for the next 7 days having done operating in interstate commerce. If you were using the 70-hour/8-day schedule, you must follow the Federal hours-of-service regulations for the next 8 days after you finish operating in interstate commerce.

#### Note:

To perform intrastate check, enable the option available in the Settings > HOS Preferences (however this check is optional). The user has the ability to whether or not perform to the checking.



Also, it is important for the driver to monitor the cycle used for the past 7 or 8 days.

#### Cargo

This will set the applicable Hours of Service rules for property carrying or passenger carrying commercial vehicles.



#### Available Cargo Rules Options

- Property the 11 and 14 hours rule will apply
- Passenger the 10 and 15 hours rule will apply

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	,
Privacy Privacy Policy	Cycle USA	US 70hr8days	
About	Home Terminal Time Zone	Central (CST6CDT)	
Device	Start Hour of Day	12 am	
Device Preferences	Cargo	Property	
	Switch to Intrastate rules when possible	Passenger	
	Use 34 Hour Restart	•	
	Use Canadian Off Duty Deferral	•	
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	
	Use GridView Editing		
	Email Sandar	CEDV/ED +	

#### Exceptions

The options that appear when tapping the *Exceptions* button will allow the driver to avail of exceptions from the Hours of Service rules for as long as certain conditions are met as stipulated the Hours of Service section of the Code of Federal Regulations (49 CFR Part 395.1-Hours of Service of Drivers-Scope of rules in this part) and other pertinent FMCSA regulations.

#### Available US Exceptions Options

- 2 Hour Driving Extension for Adverse Driving Conditions
- Relief from all driving rules for Emergency Conditions
- Oilfield Operations with 24-hour restart
- 30 Minute Break Exemption for Short-Haul Drivers
- 30 Minute OnDuty break for Asphalt drivers
- No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift)



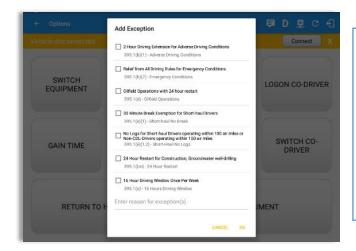
- No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14 hour shift)
- 24 Hour Restart for Construction, Groundwater well-drilling
- 16 Hour Driving Window

**Note**: '16 Hour Driving Window' exception can only be used once for the last 7 days or in every 70hr cycle, if the driver attempted to enable the exception an error dialog will display stating the following:

Error	10
The "16 Hour Driving Window Once F already used in the current cycle.	Per Week* exception is
	ок

However, it is possible for the driver to add another '16 Hour Driving Window' exception when a cycle reset has occurred. Nevertheless, the driver will need to wait for the current cycle to end to be able to add the exception again.

- Utility Service Vehicle
- 30 Minute Break Exemption for Specialized Carriers & Rigging Association (SC&RA)
- Agricultural Operations
- Transport of Commercial Bees, Livestock
- Hi-rail 2-hour travel exclusion 395.1(w)
- Driver salesperson 395.1(c)
- Relief from Driving rules for State of Emergency 390.23



Select the appropriate exception from the list. You must then enter a reason for applying the exception in the Enter reason for exception(s) field. Once complete, select the **OK** option to apply the selected exception.

**Note**: Exceptions are different depending on the Region selected.



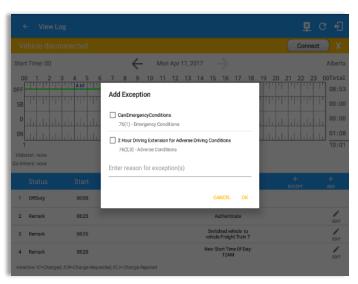
#### Available Canada Exceptions Options

- 2 Hour Driving Extension Special Permit
- Oil Well Service permit
- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions
- No Logs for drivers operating within 160km of home terminal

← Options		🖻 D 🗳 C 🕄
Vehicle disconnected	Add Exception	Connect X
SWITCH EQUIPMENT	Hour Driving Extension Special Permit 62 - 2 Hour Driving Extension Permit Oli Well Service Permit 63 - Oli Well Service Permit	LOGON CO-DRIVER
GAIN TIME	CanEmergencyConditions 76(1) - Energency Conditions 2 Hour Driving Extension for Adverse Driving Conditions 76(2,3) - Adverse Conditions No logs for drivers operating within 160km of home terminal 81 - No Logs	SWITCH CO- DRIVER
RETURN TO H	Enter reason for exception(s)	JMENT

#### **Available Alberta Province Exceptions Options**

- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions





#### <u>Time Zone</u>

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	-
Privacy Privacy Policy	Cycle USA	US 70hr8days	•
About	Home Terminal Time Zone	Hawaii	- 1
Device Device Preferences	Start Hour of Day	America/Anchorage	
Device Préférences	Cargo	Pacific (PST8PDT)	
	Switch to intrastate rules when possible	Mountain (MST7MDT)	
	Use 34 Hour Restart Use Canadian Off Duty Deferral	Saskatchewan	
	Add or remove exemption	Central (CST6CDT)	
	Other	Eastern (EST5EDT)	-
	Lock Screen Style	Atlantic	1
	Use GridView Editing	Canada/Newfoundland	_
	Email Sandar	Asia/Manila	

Select the driver's Home Terminal time zone. Time zones available are: Hawaii America/Anchorage Pacific Time (PST8PDT) Mountain Time (MST7MDT) Saskatchewan Central Time (CST6CDT) Eastern Time (EST5EDT) Atlantic Canada/Newfoundland Asia/Manila

#### **PDF Report Email Recipients**

You can set the default recipients of your Driver Daily Log PDF report in the part of the Settings Menu.

	Hours of Service		
GPS GPS Preferences	Cycle USA	US 70hr8days	*
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	*
Privacy Privacy Policy	Start Hour of Day	12 am	*
About	Cargo	Property	*
Device Device Preferences	Switch to Intrastate rules when possible Use 34 Hour Restart	:	
evice Preferences	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other	·	
	Lock Screen Style	Remaining to violation 💌	
	Use GridView Editing		
	Email Sender	SERVER -	
	PDF Report Email	recipient@domain.com	

Enter the email address or addresses that will become a recipient or recipients of the Fleet-Tec app Daily Driver Log PDF report.

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The email addresses must be separated by a comma (,).



#### Lock Screen Style

The user has the ability to control the lock screen display. There are two (2) types available: new 'Remaining to violation' lock screen or the old '4 clocks' lock screen.

	Hours of Service		
GPS GPS Preferences	Cycle USA	US 70hr8days	
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	
Privacy Privacy Policy	Start Hour of Day	12 am	
About	Cargo	Property	
Device	Switch to Intrastate rules when possible	•	
Device Preferences	Use 34 Hour Restart	•	
	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation	
	Use GridView Editing	4 Clocks	
	Email Sender	SERVER +	
	PDF Report Email	recipient@domain.com	
		Separate email addresses by comma (, )	

#### Use Grid View Editing

The user has the ability to use grid view editing. Once enabled, user can also set the edit increment time. (See Section 5.2.11 Editing a Log) Grid View Editing feature is in Android app only.

	Hours of Service		
GPS GPS Preferences	Cycle USA	US 70hr8days	-
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	
Privacy Privacy Policy	Start Hour of Day	12 am	
About	Cargo	Property	
Device	Switch to Intrastate rules when possible	•	
Device Preferences	Use 34 Hour Restart		
	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other	1 min	
	Lock Screen Style	5 min ning to violation 👻	
	Use GridVlew Editing	15 min	
	Edit Increment	15 min -	
	Email Sender	SERVER *	
	PDF Report Email	recipient@domain.com	



#### **Display Street Address**

Display Street address option will allow drivers to select where to get the location if it is the actual location or the nearest City with 5,000 population when in AOBRD mode. The option will only display for drivers that have permission which is set by the personnel in the portal->Account Settings under App Controls > 'Display Street Address for AOBRD mode'.

	Hours of Service		
GPS GPS Preferences	Home Terminal Time Zone	Central (CST6CDT)	,
Vehicle Data Settings Vehicle Bus Data Configuration	Start Hour of Day	12 am	
Privacy Privacy Policy	Cargo	Property	
About	Switch to Intrastate rules when possible	•	
Device	Use 34 Hour Restart	•	
Device Preferences	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	
	Use GridView Editing		
	Display Street Address		
	Email Sender	SERVER *	
	PDF Report Email	recipient@domain.com	

#### Email Sender

Email Sender option allows the driver to specify email sender when drivers' need to send certified log PDF and DVIR report PDF. There are (2) two email sender options: via App or Server.



## 2.2 Vehicle Data Settings AOBRD Speed Threshold

For vehicle in AOBRD mode, speed threshold setting is dependent on what is set on the portal->account settings under App Controls -> AOBRD Speed Threshold. The default value is 100 Mph/Kph. (For example: When the set AOBRD Speed Threshold is 100 Mph/Kph, lock screen will be shown and the app will be in driving state once the vehicle speed threshold reached to 100 mi/hour)

Hours of Service Set Hours of Service Preferences	Vehicle Data Settings	
GPS GPS Preferences Vehicle Data Settings	AOBRD Speed Threshold Vehicle considered moving when traveling over 100 mi/hour	
Vehicle Bus Data Configuration Privacy Privacy Policy	Set VBUS Update Interval Update VBUS data every 5 minutes	
About Device Device Preferences	Debug VBUS Service Launch activity to show current VBUS data	
	Review VBUS Device Connectivity Launch Activity to Review VBUS Device Connectivity	

Hours of Service	Vehicle Movement Speed	
Set Hours of Service Preferences	O 2	
3PS Preferences	0 3	
	0 4	
Privacy Privacy Policy	0 5	
About	O 10	
Device Device Preferences	O 20	
	O 25	
	○ 50	
	0 75	
	100     100	
	O 160	
		CANCEL

Also, drivers have the ability to set speed threshold on the app->Vehicle Data Settings->AOBRD Speed Threshold only if the driver is allowed. To allow a specific driver, enable the option which can be seen in portal->Drivers Management Page->Set AOBRD Speed Threshold option.



#### 2.3 Device Preferences

#### <u>Unit of Distance</u>

Setting the default unit of measures

Unit of Distance	
Mi	۲
Km	0
Cancel	

#### **Disable Notification Sound**

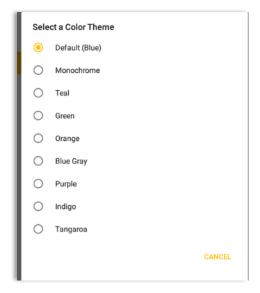
The application has a Mute button to silence all sounds that could come from the application. Also, the ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted so that sound will be available for phone calls.

Disable Notification Sound Mutes all notifications sound	
---	--

*Note:* When the current status is Sleeper Berth, it automatically mutes the application sound.

#### Color Theme

Displays option for selecting Color Theme

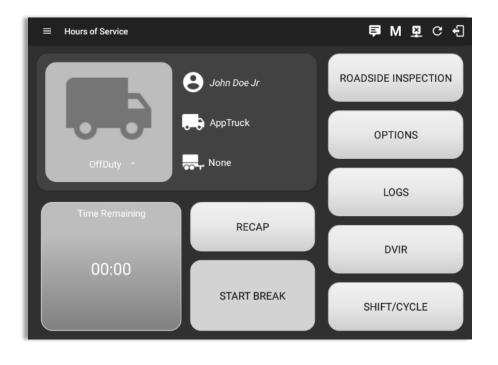




$\equiv$ Hours of Service	C f
$\equiv$ Hours of Service	C f
$\equiv$ Hours of Service	C f
$\equiv$ Hours of Service	C <del>(</del> ]
	C €
$\equiv$ Hours of Service	G 🛃
$\equiv$ Hours of Service	G 🕄

#### Night Theme

By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, the local time of the device is used.





#### Language Support

The application supports language translation for French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

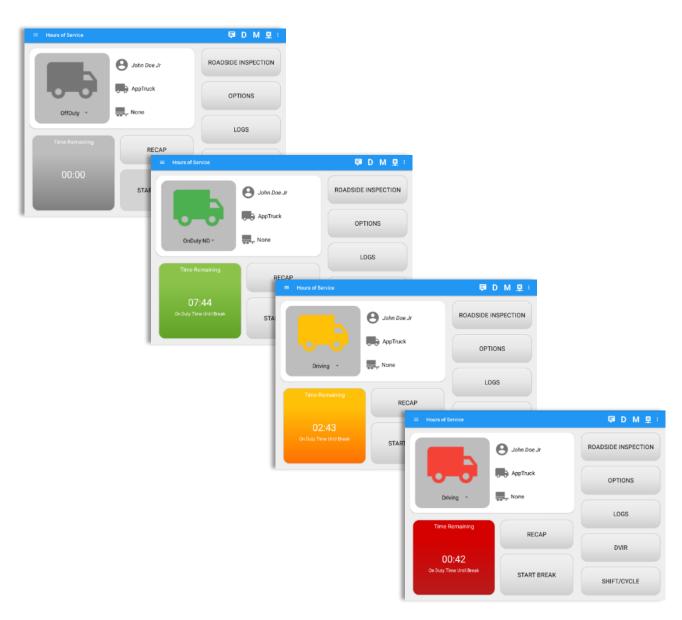
To enable the translation, go to the **Android Device Settings** > **Language and Input** > **Language**. Select between the supported language and the translation will take effect immediately.

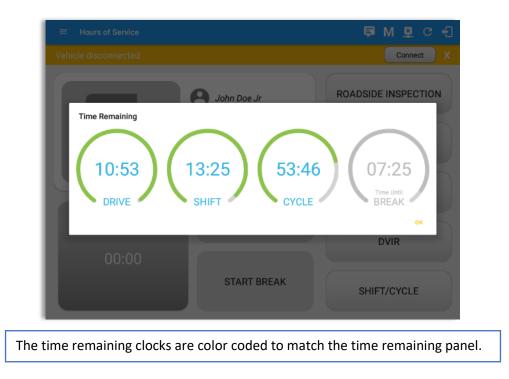
Nombre de usuario Contraseña Mostrar contraseña @Ge	uardar contraseña				
¿Se te olvidó tu contraseña?	← Heures de service		<u>_</u>	2 C +3	
C Se re ovido in contrasenas.	alfonso@yopx.com Asave sur asver su motifier e save Heures de service Sites d'emplois Ovire Courses de travail Equipement de commutation Courses de travail Coursents Documents Rejets de carburant Paramètres Aide et soutien Se déconnecter	<ul> <li>Alfonso Tran II</li> <li>AAN 2563</li> <li>None</li> <li>RECAP</li> <li>Opciones</li> <li>Vehiculo desconectado</li> </ul>	ROADSIDE INS OPTION LOGS DVIR	45	DM 2 : Conectar X
		EQUIPO DE INTERRUPTOR	DOCUMENTOS DE ENVÍO	OBSERVACIÓN	CONDUCTOR DE INICIO DE SESIÓN
		GANA TIEMPO VOLVER A LA PAN Advertencie		DE DATOS	DEL INTERRUPTOR

## 3 Familiarizing the Hours of Service Main Screen Tiles

### 3.1 Time Remaining Tile

When the time remaining tile displays a grey color, it indicates that the driver is Off Duty, Sleeper or Waiting at Well Site; when the tile displays a green color, it indicates that the driver's status is Driving or On Duty; when the tile displays an amber color, it indicates that the driver's status is Driving or On Duty and has less than 3 hours left; when the tile displays a red color, it indicates that the driver's status is Driving or On Duty and has less than 1 hour left or has already ran out of time.





Tap the time remaining panel to view the Time Remaining Clocks.

### 3.2 Changing the Driver's Duty Status

To change the duty status of the driver, tap the Duty Status button and select the appropriate driver duty status.

#### Available Duty Status Options

Duty Status Icon	Duty Status	Duty Status Icon	Duty Status
Off Duty ~	Off Duty	OnDuty ND -	On Duty
Sleeper *	Sleeper Berth	WELL SITE -	Waiting at Site
Driving ~	Driving		



≡ Ho	ours of Service	Change	Status	D M 🖭 :			
		OffDuty	Sleeper	SIDE INSPECTION			
		Driving	OnDuty ND				
	0-0	Personal Use	Yard Moves				D M 💬 :
	Driving >	Location: Enter Location	n	Start Time: 12AM		nt for Fri Mar 02	US70hr8days
T	ime Remaini	Note: Add Note		M 1 2 3 4 5		<-15 Fri 10:48 AM +15> 0 minutes	8 9 10 11 W
		Odometer: 100	mi	SB 11, 11, 11, 11, 11, 11, 11, 11, 11, 11		OffDuty -	00:00
	07:19	Reason: No reason sel	lected		Location:	Enter Location	00:41 00:00 10:48
On D	Duty Time Until	Cancel	Save	Violation: none Co-Drivers: none	Note:	Add Note	10:40
				Status Start	Reason:	No reason selected *	+ + EXCEPT ADD
				1 OffDuty 12:00 AM	Odometer:	mi	EDIT
				2 Remark 09:56 AM		Personal Use Yard Moves	EDIT
				5 ELD Login 10:04 AM		CANCEL OK	NOTE
				6 Power On 10:07 Al	4	Automatic Transition	North Control of Contr

Tapping the duty status button will show the *Change Status* pop up dialog. You can adjust the duration of the duty status event by tapping the Previous 15 minutes Time Interval button to increase the time duration and the Next 15 minutes Time Interval button to decrease the time duration. However, these buttons are disabled prevent time from going before or after the current day. (eg. 12:00AM – 11:59PM).

- If Personal Use is enabled, the status will be set to Off Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.
- If Personal Use is enabled, events except Off Duty will not be displayed in the grid but is displayed in the event history list. Off duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.
- If Yard Moves is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.
- If Yard Moves is enabled, events except On Duty will not be displayed in the grid but is displayed in the event history list. On Duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.

**Note:** Attempt to create or edit an event such as Off Duty, On Duty, Sleeper Berth in the middle of an automatically Driving event is not allowed, instead an error dialog is displayed stating "Error: shortening of prior driving event is not allowed. Select a time before or after the driving event.".



When the app is able to obtain a valid GPS fix, the *Location* field will be automatically populated with the current location information of the user. If there is no GPS fix, the *Location* field will remain blank, in this instance; you must manually input the relevant details.

Once all relevant details have been entered and the correct duty status selected, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the selected duty status.

Changing the status to On Duty or Driving also enables the options for '**Personal Use**' and 'Off Road'. Personal Use is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, means that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or another personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.

Hours of Service	Recap			🖻 D M 💬 :	Tap the Recap button to bring u			• •	
	Day	Date	Hours worked		re	•		on for the specified dut	
	Thu	Jan 05	00:00	ADSIDE INSPECTION	day and corresponding cycl		ding cycle data.		
-	Fri	Jan 06	00:00						
	Sat	Jan 07	00:00	Hours of Service.	Recap			🛡 D M 🕮 i	
OnDuty ND *	Sun	Jan 08	00:00		Thu	Jan 05	00:00		
OnDuty ND	Mon	Jan 09	00:00		Fri	Jan 06	00:00	ADSIDE INSPECTION	
_	Tue	Jan 10	00:00		Sat	Jan 07	00:00	×	
Time Remaining	Wed	Jan 11	16:00		Sun	Jan 08	00:00		
	Thu Jan 12 00:07 M	Mon	Jan 09	00:00	OPTIONS				
07:57	Total hou	urs last 8 days	16:07	OnDuty ND *	Tue	Jan 10	00:00		
On Duty Time Until Bre	Hours av	ailable today	53:43		Wed	Jan 11	16:00	LOGS	
			ок	Time Remaining	Thu	Jan 12	00:07		
_					Total ho	urs last 8 days	16:07		
				077.077			53:43	DVIR	
				07:57 On Duty Time Until Bro	Hours w	orked today	00:07		
				Con Dury Arms Divice in	Hours a	vailable tomorrow	53:43	SHIFT/CYCLE	
							ок	or in the rock	

#### 3.3 Recap



#### 3.4 Start Break

The *Start Break* button will be disabled when the duty status is *Off Duty, Sleeper Berth* or *Waiting at Well Site*.

The *Start Break* button will be enabled when the duty status is *On Duty* or *Driving*. Once you tap the *Start Break* button, a pop-up dialog will be displayed asking you to confirm that you wish to start your break.

- > If the 'Start Break' button is pressed, then:
  - It sets the status to OffDuty
  - The 'Start Break' button turns to 'End Break'
  - The Time remaining button turns to On Break and the second line shows "time remaining 00:00"
- If the 'End Break' button is pressed, then:
  - It sets the status to 'On Duty' (if the vehicle is not moving) or 'Driving' (if the vehicle is moving)

*Note:* An audible alert activated when 30-minute break is over.



	🖻 D M 💬 :	
B John Doe Jr	ROADSIDE INSPECTION	
Driving Start Break Are you sure you want to start your break?	E Hours of Service	🗭 D M 👳 :
Time Remaining	NO YES	ROADSIDE INSPECTION
RECAP 07:59	AppTruck	OPTIONS
On Duty Time Until Break START BREAK	OffDuty - None	LOGS
	Time Remaining RECAP	
	29m 57s	DVIR
	On Break Breaktime has started.	SHIFT/CYCLE



#### 3.5 Data Transfer

Selecting the *Data Transfer* button from the *Options Screen* will display the list of supported data transfer options.

The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

← Options			🖻 G 🛃
Vehicle disconnected			Connect X
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
RETURN TO	HOS SCREEN	DOCU	IMENT

Tap the **Data Transfer** button to transfer data of the compilation of the driver's ELD records. Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user. For iOS app, the available data transfer services are thru Bluetooth, Email and Web Services only.

Data Transfer via Select Vehicle: Truck1	Data Transfer via Select Vehicle: All Vehicles ~
Bluetooth	🛜 Bluetooth
USB	Email
Email Web Service	Web Service
CANCEL	CANCEL
Android app Data Transfer options	iOS app Data Transfer options

• Select Vehicle - this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver.



Tap the *Select Vehicle* menu to show the list of vehicles used by the driver.

The 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day.

For **Android app**, list of vehicle/s are displayed in drop down list which allows to select a specific vehicle or 'All Vehicles' in Data Transfer.

Select Vehicle:	All Vehicles Truck3 Truck2	
USB	Truck1	
M Email		
Web Servic	e	
		CANC

For **iOS app**, list of vehicle/s are displayed in checkboxes. The app allows to select specific vehicle(s) to be included in ELD output file. The list of vehicles displayed are the vehicles that the driver used within the current cycle.

Select or deselect a vehicle by tapping the checkbox button. Tap OK button to save selection.

Select Vehicle:	
All Vehicles	
Truck900	
Truck600	
Truck400	
	ОК

• **Transfer via Bluetooth Tethering** - this option enables the user to transfer files through Bluetooth tethering. The ELD prompts for an output file comment which the driver may enter (optional). After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on.

Output File Comment Comment here	
	Chars left:60
	CANCEL OK

Allow?	n is requesting permissio		
		NO	YE



You will then be asked to pick the device to which the ELD output file will be transmitted via Bluetooth tethering.

← Roadside Inspection		🖬 G 🗸	9	
		Connect	x	
	w logs for the current 24-hour naried and the or Data Transfer via Paired Bluetooth Devices AX7_BT40 ECCES23A8157 In278448F8574 OBJ 00310A5158041 SCAN	PMIT CANCEL	Connect X	
	Review logs for the curre	ant 94-hour neriod and the previous 7 consecutive	e days	
	AX7_BT40	connecting to bluetooth device		
		← Roadside Inspection		¥ C €
		Vehicle disconnected		Connect X
		Review logs for the current 2 Tap <sup>-</sup> Start Rev	24-hour period and the previous 7 consecutives of the previous of the previous of the post	<i>r</i> e days
		Transfer da	Data Transfer ta of the compilation of the driver's ELD records Data Transfer	
			ELD Output File Transferred	

After the data transfer process is successful, a toast message will then display at the bottom stating that the 'ELD Output File Transferred'.



• **Transfer via USB (Android Only)** - this option enables the user to transfer files through USB (external devices).

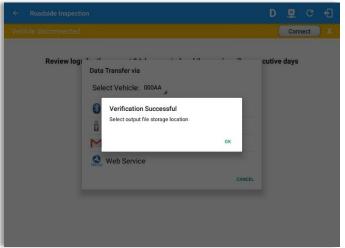
After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long.

Output File Comment Comment here	
	Chars left:60

Prior to saving the driver's ELD file to an external storage/device, the ELD must read a verification text file from the USB device provided by the Authorized Safety Officials. This can be done by selecting the path where the verification file is located on the Safety Official's USB device.

Select verification file			
/storage			
<b>1</b>			
UsbDriveA		Select ELDUSBTX.TXT file?	
sdcard0			NO YE
emulated			
	CANCEL		

If the verification process is successful, a 'Verification Successful' dialog will display.





	DATA TRANSFER ELD FILES	
Once 'OK' button is tapped, then the driver can now select on where to save the ELD file.	Samso0028	
		SELECT

Upon confirmation, the ELD generates the compliant output file and performs the data transfer. A toast message will display at the bottom stating that the 'ELD Output File Transferred'.

**Note:** You cannot transfer a file via USB when the verification file on the device is not the same as the verification file on the inspector's USB drive. If this issue occurs a toast message will display stating 'Invalid verification file'.

 Transfer via Email - this option enables the user to transfer files through email. The ELD output file transferred is encrypted using AES-256 in FIPS Publication 197. Before sending, the ELD prompts for an output file comment which the driver may enter (optional).

	Chars left:6
omment here	
Output File Comment	

After the data transfer process is successful, a toast message will then display at the bottom stating that 'ELD Output File Transferred'.

Note: Data transfer via email is sent to <u>fmcsaeldsub@dot.gov</u>.

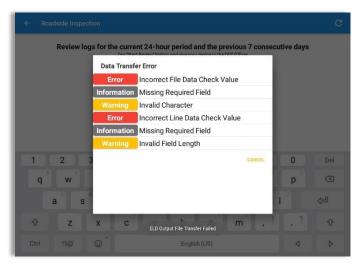


• **Transfer via Web Service** - this option enables the user to submit ELD output files, and verify that the ELD's certificate, ELD Identifier, and Registration ID are still valid.

← Roadside Inspection	E C L
Vehicle disconnected	Connect
Review logs for the current 24-hour period and the previous 7 of	consecutive days
Data Transfer via	
Select Vehicle: All Vehicles	← Roadside Inspection
Bluetooth	Vehicle disconnected Connect X
Transferring data output	Review logs for the current 24-hour period and the previous 7 consecutive days
1 2 3 M Email	Tap "Start Review" button and give your device to the DOT Officer
g w Web Service	Start Review
CAN	
	Data Transfer
☆ z x c v b n m	Transfer data of the compilation of the driver's ELD records
Ctrl !1© & English (US) ▷	Data Transfer
	ELD Output File Transferred

After the data transfer process is successful, a toast message will then display at the bottom stating that 'ELD Output File Transferred'.

However, if data transfer is not successful, a toast message will then display at the bottom stating that 'ELD Output File Transfer Failed' with corresponding data transfer error messages.





#### 3.6 Options

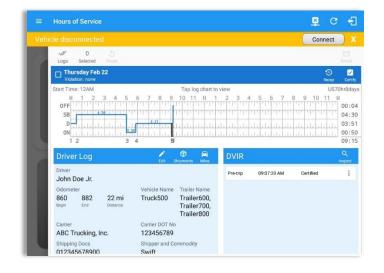
Selecting the *Options* button from the *HOS Main Screen* will display the *Options* module:

← Options			₽ C <del>(</del> ]
Vehicle disconnected			Connect X
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
RETURN TO	HOS SCREEN	DOCU	IMENT

The functions within the Options module will be covered in more detail throughout this document.

# 3.7 Logs

Selecting the *Logs* button from the *HOS Main Screen* will display the current days log and provide the ability to navigate backwards to view the previous seven logs:



Scroll the screen to view all of the information, or, tap the log grid to view the log events.



The Pending Request dialog also appears upon certifying a log only if driver has pending requests. Driver must accept or reject the pending request(s) first before certifying the days' log.

A toast message will be displayed at the bottom of app stating: "Must Accept or Reject Pending Requests".

											÷
		- V Logs	0 Selected								Email
L											Certify
L		Start Time: M 1		4 5	6789	Tap log cha 10 11 N		4 5 6 7	7 8 9		hr8days M Total
L		OFF	Pending	g Edit Rec		each event to vi	nu dotaile			1	13:42
L		Dili	Event		Start	Date	From	Acti	on	1	00:04
L	5	ON	1 OnDuty	ND	08:31 AM	Sep 28, 2017	Personnel	ACCEPT	E REJECT	- 88	00:07
L		1 Driver	2 Driving		09:36 AM	Sep 28, 2017	Co-Driver	ACCEPT	REJECT		13:53 Q
L		Driver Keith U							CANCEL		epect
l		Odomete O Begin	r O End	0 mi Distance	Vehicle Name AAN 2565	Trailer Name AUB2136, AUB2137, SER987					
		Carrier None			Carrier DOT No No 11 Must Ac	ept or Reject Pendin	g Edit Requests				
		Shipping None	Docs		Shipper and Co None	ommodity					

*Note:* The events from the 'Unidentified' driver does not require acceptance.

### 3.8 DVIR

Selecting the **DVIR** button from the **HOS Main Screen** will display the Select DVIR screen:

ehicle disconr	nected				Connect	
	DVIR Details			Current	DVIR	
	4/2017 12:31:59 PM G	MT+08:00	Pre-trip	12:32:21 PM	Certified	
Type:	Inspector:		Pre-trip	12:32:42 PM	In progress	1
Pre-trip	Mechanic			_		
	4			DVIR HIS	STORY	
	SWITCH EQUIPMENT					
			_			
	Vehicle/Trailer					
Vehicle:	Vehicle/Trailer					
Vehicle: Truck1	Form: Truck					
	Form: Truck					
Truck1	Form: Truck					
Truck1	Form: Truck Form:					
Truck1 Trailer: Trail1	Form: Truck Form: Trailer Form: Select form					
Truck1 Trailer: Trail1 Trailer:	Form: Truck Form: Trailer Form: Select form					

٠	DVIR can be created to suit the						
	vehicle types, all DVIRs will be						
	displayed on this screen.						

• DVIR History can be viewed by tapping the DVIR History button in the DVIR screen.

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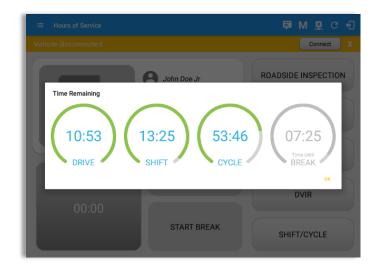
#### Note:

- When switching the vehicles, the equipment's will be displayed along with their associated forms. Changing the forms used will pop up a message dialog stating "Are you sure you want to use a different form?" with a 'Cancel' or 'Ok' button.
- Highlighted text only displays when conducting an inspection for the first time and that no DVIR forms are associated to the current equipment used.



# 3.9 Shift/Cycle

Selecting the Shift/Cycle button from the HOS Main Screen will display the total work hours of the driver's current work shift and the total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day period:



# 4 Check Driver Availability

← Options			1	₽ C <del>(</del> ]			
Vehicle disconnected			Co	nnect X			
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON C				ja D ₫ G €j
							Connect X
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITC	SWITCH EQUIPMENT	Gain Time At Shift Re		LOGON CO-DRIVER
RETURN TO P	HOS SCREEN	DOCU	JMENT	GAIN TIME	Today at 0 <sup>H</sup> Hours Ga 11:0	ained )0	SWITCH CO- DRIVER
				RETURN TO HO	SSCREEN	DOC	CUMENT

From the *Hours of Service Main Screen*, tap the *Options* button and then tap the *Gain Time* button, this will then display a date & time of when the driver will gain his/her maximum hours.



# **5 Driver Logs**

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the Fleet-Tec app's online driver logs. This is where you also store shipment data, send the certified logs to its intended recipients and manage other driving duty information.

		🖻 C 🕄		
Vehicle disconnected		Connect X		
U 0 5 Logs Selected Reset		⊡ Email		
Tuesday Nov 21 Violation: none		S Recap Certify		
Start Time: 12AM M 1 2 3 4 5 6 7 8	Tap log chart to view 3 9 10 11 N 1 2 3 4 5	US70hr8days 6 7 8 9 10 11 M Total		
OFF		11:50		
SB		00:02		
□ □ □ □ □ □ <u>□ □ □ □ □ □ □ □ □ □ □ □ □ </u>		06:54		
		00:12		
Driver Log		Q		
Driver	Edit Shipments Miles	23 PM Certified		
Stuart Hook Odometer Vehicle N	= Hours of Service	Contract.		₽ C <del>(</del> ]
900 992 92 mi Begin End Distance				Connect X
Carrier Carrier D				
DECKER TRUCK LINE, INC 120005 Shipping Docs Shipper a	and Commodity M 1 2 3 4	5 6 7 8 9 10 11 N	1 2 3 4 5 6 7	Email 8 9 10 11 M Total
None None				11:51
	SB			00:02
			6:50	
				00:12 8 18:59
	Driver Log	Edit Shipments Mil	DVIR	۹
	Driver	Edit Shipments Mi	Pre-trip 06:57:23 PM	Certified
	Stuart Hook Odometer	Vehicle Name Trailer Name	Post-trip 06:57:34 PM	In progress
	900 992 92 Begin End Dista	mi Truck1 None		
	Carrier DECKER TRUCK LINE, INC	Carrier DOT No		
	Shipping Docs	Shipper and Commodity		
	None	None		
	Monday Nov 20 Violation: none			😏 😴 Recap Certify

Scroll the screen to view all of the information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.

To expand or collapse a daily log, tap the Collapsible Menu Header.

*Cycles* and the *Start Hour* time used are also shown in the Log, it is found on the upper right corner just above the *Grid Chart*.



# 5.1 Using the Driver Logs Bulk/ Multiple Selection Functions

The first part of the Driver Logs user interface feature controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.

Function icon	Function	Description		
Logs	Selection Button	Tap the button to select all certified logs		
0 Selected	Selected Logs Counter	This shows the number of selected certified driver logs		
<b>S</b> Reset	Reset Button	This clears/deselects all of the selected driver logs		

# 5.2 The Driver Logs Accordion Header Features

To expand or collapse a daily log, tap the Driver Logs Accordion/Collapsible Menu Header:



**Note:** Driver Logs title shows the full-time range when the **Start Hour** time is not zero. You can change the time by going to Settings > HOS Preferences

# 5.2.1 Daily Driver's Log Entry Check-box (Uncertified Log)

Tap the check-box to certify the selected daily log:



5.2.2 Daily Driver's Log Entry Check-box (Already Certified)

Tap the check-box to uncertify the selected daily log:



When a certified log has been edited in the portal, it prompts the driver to either accept or reject the proposed changes through the "Edit Suggestions" dialog. Once the driver accepts an edit request, it will display a note on the daily driver's title log stating "*Recertify*", which indicates the log needs to be certified again in order to include the records changes.

#### 5.2.4 Recap

Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day

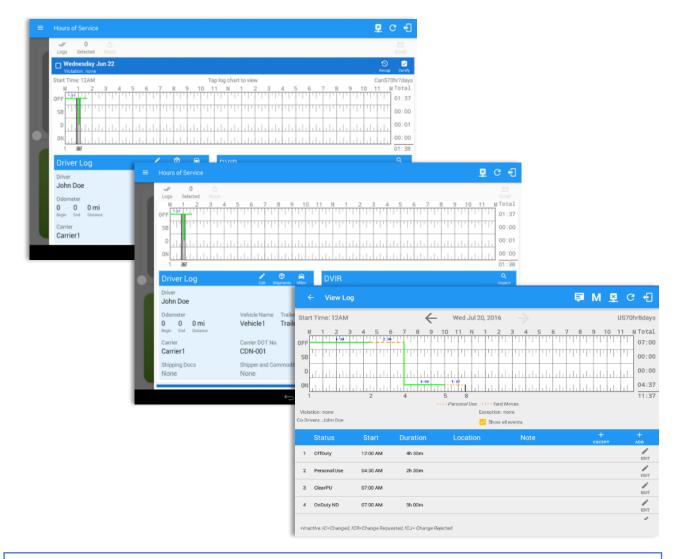


Tapping the *Recap* button will display a complete recap for the end of the workday including:

- On Duty & Driving Hours, - Total hours on duty last 7 days (including current day), - Total hours available tomorrow, - Total hours On Duty last 8 days (including current day)

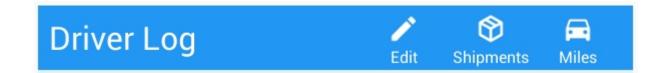


# 5.2.5 Daily Drivers Log Grid



Tap the driver's log grid to view the log events and edit the log. Scroll up/down the screen to view the Daily Driver's Form; this is where you can view the other required information that must appear in the driver's daily log. In addition, not all of the events statuses are displayed on the grid chart. Personal Use and Yard Moves are also displayed on the grid chart as an Amber color line to be visually different with the other event statuses, a *dashed line* represents the Personal Use event and a *dotted line* represents the Yard Moves event. The legends for Personal Use and Yard Moves event will only display when the said events occurred.





## 5.2.6 Edit Daily Drivers Log Form

			Connect
$\sigma$	V O Logs Selected	Driver Log Form	C Br
	Tuesday Dec 20	Driver Name John Doe Jr.	Recap
	Start Time: 12AM	VEHICLE INFORMATION	US70hr 8 9 10 11 MT
	OFF	Vehicle Name EQUI 101 Trailer Name Trail105	יי הההוהההההה
	SB	SWITCH EQUIPMENT	•
		Carrier Alexandria Inc.	•
$\sim$	ON	Carrier DOT No. 19086	•
	1	SHIPPING DOCS INFORMATION	1.
		B/L or Manifest No.	C
	Driver John Doe Jr.	Shipper & Commodity	insp 
	Odometer	CANCEL SAVE	
	62 62 Begin End	U mi EQUI 101 I rail 105 Distance	No DVIR
	Carrier Alexandria Inc.	Carrier DOT No.	

Tap the *Edit* button to open the *Driver Log Form*, from here; you can update the other required information that must appear in the driver's daily log (as listed below).

The following information can be viewed / amended within the Daily Drivers Log Grid:

#### **Driver Information**

- a) *Driver Name* displays the name of the driver
- b) Vehicle Information
  - Vehicle Name displays the name of the current Vehicle of the driver.
  - Trailer Name displays the name of the current Trailer of the driver.
  - Switch Equipment tap this button to launch the Switch Equipment dialog to select another Vehicle or Trailer names.
  - Carrier a non-editable field which displays the Name of the Carrier.
  - Carrier DOT Number a non-editable field which displays the Carrier DOT Number

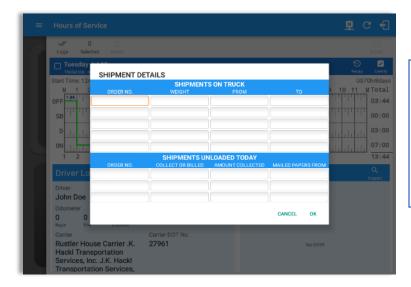




#### c) Shipping Information

- Shipping docs displays the bill of lading or manifest number entered by the driver
- Shipper & Commodity displays the shipper name and the type of commodity which the shipment contains

### 5.2.7 Shipment Details



Tap the *Shipments* button to open the *Shipment Details Form*; you can fill in the shipment data that is to be included in the driver's daily log.

**Note:** The data that can be included in this form is listed on the next page

Page 46

Data that can be included within the *Shipment Details Form* includes:

#### Shipments on Truck

- Order Number the order number of the specific shipment item
- Weight the weight of the shipments
- From the point of origin of the commercial motor vehicle
- To the destination of the commercial motor vehicle

#### **Shipments Unloaded Today**

- Order Number the order number of the specific shipment item
- Collected or Billed the preferred payment method
- Amount Collected the amount collected for the shipment
- Mailed Papers From the name of the shipment company where the shipping related documents are from



### 5.2.8 Miles Driven by State

≡	Hours of Service						<u>₽</u> C €
	✓ 0 Logs Selected Reset						Email
	Tuesday Jul 19 Violation: none						recap Certify
	Start Time: 12AM M 1 2 3 4 5 M	IILES DRI	VEN TOI	DAY BY	STATES		US70hr8days 6 7 8 9 10 11 M Total
	OFF	-	LOADED		ROUTED NO.	FUEL TICKETS	03:46
	SB 111 111 111 111 1		0	0			00:00
			0	0			03:00
	7:00		0	0			07:00
			0	0			13:46
	Driver Log		0	0			٩
	Driver	TOTAL:	0	0			Inspect
	John Doe Odometer				CANCEL	ок	
	0 0 0 mi Begin End Distance	2016200	) ISC	-1057			
l	Carrier Rustler House Carrier .K. Hackl Transportation Services, Inc. J.K. Hackl Transportation Services,	Carrier DO <b>27961</b>	T No.				No DVIR

Tap the *Miles* button to open the *Miles Driven Today by States* dialog. This is where you can fill in the shipment data that is required to be included in the driver's daily log. Required data includes:

Code State Loaded Empty Routed Number Fuel Purchased Tickets Attached



# 5.2.9 DVIR

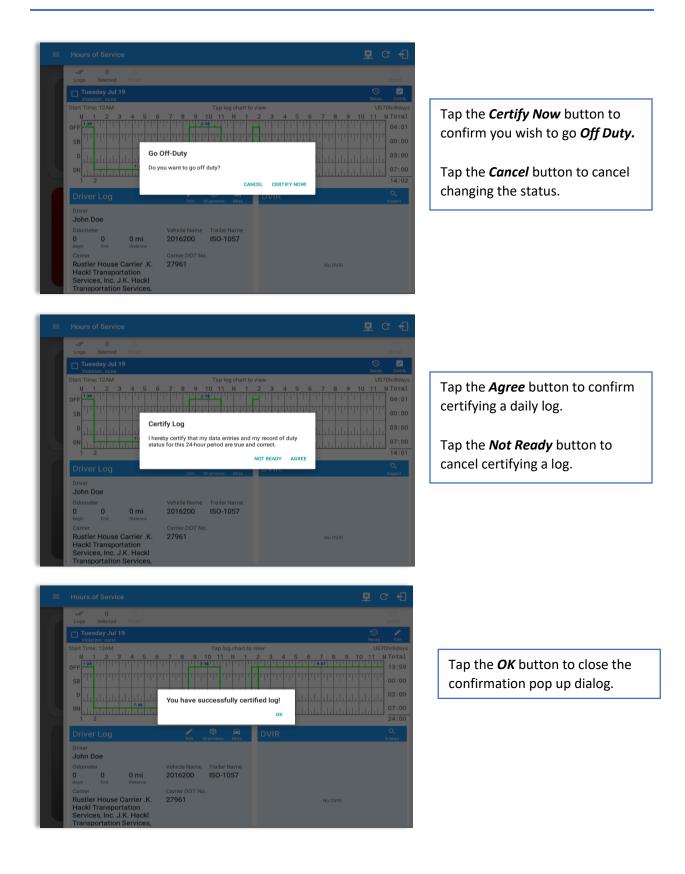
=	Hours of Service			M 🗳	С	÷
9	0 5 Logs Selected Reset     Friday Dec 22				59	Email
	Violation: none				Recap	Certify
I	M         1         2         3         4         5         6           OFF	Tap log chart to view 7 8 9 10 11 N 1 7 8 9 10 11 S 1 7 8 9 10 11 N 1 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10		8 9 10		00:00 11:24 05:15 02:36 19:15
- 88	Driver Log	Edit Shipments Miles	DVIR			Q Inspect
	Driver		Post-trip 05:57:37 PM	In progress		:
		nicle Name Trailer Name uck600 None	Pre-trip 05:58:33 PM	Cer <sub>Email</sub> View		
		rier DOT No 2834902		Remo		
	Shipping Docs Shi	pper and Commodity		Remo	ve	
	Thursday Dec 21 Violation: none				S Recap	Centify
	Wednesday Dec 20 Violation: none				S Recap	Certify
	Tuesday Dec 19 Violation: none				Recap	Cettly
This is whe	re you can view a list of	the DVIRs conducte	ed during the selec	ted wo	rking	day.
		open the pane for tl				-
	Tap the <b>Emai</b>	<i>I</i> button to send the	completed DVIR.			
	Tap the	e <b>View</b> button to vie	w the DVIR.			
	Tap the <b>Re</b>	<b>move</b> button to ren	nove the DVIR.			
Note:						

- Email button will only be enabled if the DVIR Log is already certified.
- Certified logs cannot be removed (unless uncertified).

# 5.2.10 Certify a Log

Tap the *Certify* button to certify the selected daily log. If the current status is *Driving*, a pop-up dialog will open and you will be asked to confirm changing the status to Off Duty:



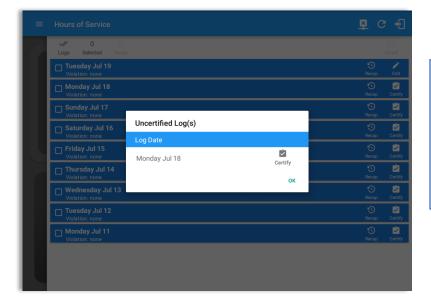




=				
	✓ 0 Logs Selected Reset			🗹 Email
	Tuesday Jul 19 Violation: none			recap Edit
	Start Time: 12AM	Tap log chart to	view	US70hr8days
	M 1 2 3 4 5 6	7 8 9 10 11 N 1	2 3 4 5 6 7 8 9	10 11 M Total
	0FF	2:30	9:57	13:59
	SB TH TH TH TH TH TH	रिकृतिक वृत्ति विद्युपति	ղիկերերերերեր	00:00
	D Log	Report	بالما بالما با	03:00
	ON	I the certified log now?		07:00
	1 2		CANCEL OK	24:00
	Driver Log	Edit Shipments Miles	DVIR	Q Inspect
	Driver			
	John Doe			
	Odometer	Vehicle Name Trailer Name		
	0 0 0 mi Begin End Distance	2016200 ISO-1057		
	Carrier	Carrier DOT No.		
	Rustler House Carrier .K. Hackl Transportation Services, Inc. J.K. Hackl	27961	No DVIR	

Tap the **OK** button if you wish to email the certified log to a selected recipient.

Select the *Cancel* button to close the pop-up dialog without emailing the certified log.



If the driver did not certify all the daily logs, the ELD will prompt the driver regarding uncertified logs upon logging in and logging out to the app along with the option to certify the relevant days.

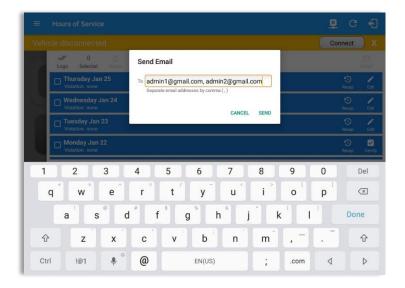
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# 5.2.11 Email a Log

When driver need to email a certified logs PDF to the back office, the driver can send directly from the **App** used (e.g Gmail app for Android) or have the HOS **Server** send the email instead of sending it directly from the mobile device.



# <u>Email Log via Server</u>



A Send Email dialog will display when the driver taps 'Yes' on the prompt to send certified log.

Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma. Tap **Send** button to send the certified log PDF.

**Note:** To send certified log PDF via HOS Server, set the Email Sender option to Server (default to Server) in Settings screen>HOS Preferences>Other.

An app will open (e.g. Gmail app will open for Android device) with a new message that has a PDF file attached when the driver taps 'Yes' on the prompt to send certified log.

If driver has recipient email populated in the **portal>settings>drivers' management page>PDF Report** or in the **app>settings>PDF Report Email**, then recipient email is also pre-populated in the email draft.

**Note:** To send certified log PDF via App, set the Email Sender option to App in Settings screen>HOS Preferences>Other.

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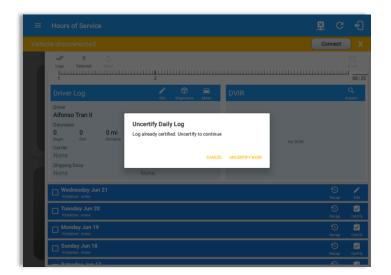
# Email Log via App

← Compose								▷ ► :
	From							
	To backoffic	e@gmail.com				~		
	Cc david.jacl	cson@gmail.com	n					
	VisTracks logs for I	David Jackso	n Sr. from C	1-24-2018 1	to 01-24-20	18		
	Driver's Daily Logs							
1 2	david.jacks	o8-01-24.pdf 5	× 6	7	8	9	0	Del
q w	e r	ť	y -	u	i	0	p	×
a	s d	f <sup>s</sup>	- 1	n <sup>®</sup> i	i k		)	<u>ل</u> ے
a	s u	1	g I					~-
र z	x c	v	b	n	m	, 1	. ?	Ŷ
Ctrl !1©	÷		Engli	sh (US)			4	⊳



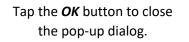
# 5.2.12 Edit a Log

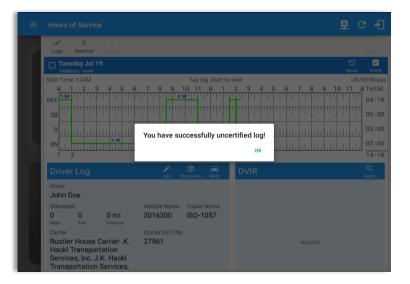
Only driver logs that have not yet been certified can be edited, you will have to uncertify a driver log in order to update its contents, to do this, tap the Edit button to uncertify the selected log and reopen it for editing:



Tap the *Uncertify Now* button to confirm uncertifying the selected log.

Tap the *Cancel* button to cancel uncertifying the selected log.

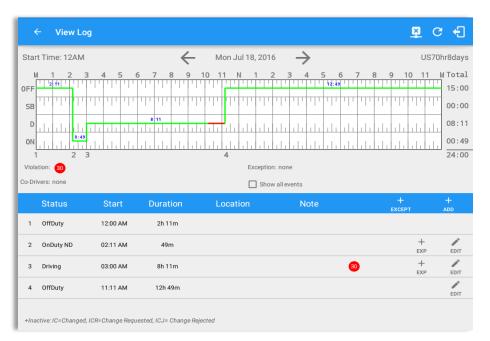




The *Edit Log* screen can update/correct the driver's or driving duty data entries logged through the app. It can also view the history of an edited log.



## Tap the driver's log grid to start editing it:



You can navigate through the daily driver logs by selecting either back or forward arrows located above the grid  $\overleftarrow{\leftarrow}$ 

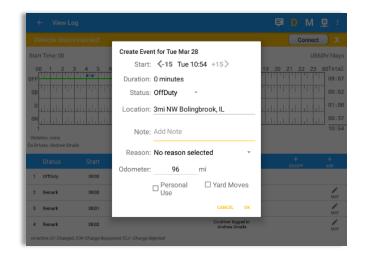
Driver will be able to add a note to the following events:

- Intermediate log
- Login/logout
- CMV Engine power up/shut
   down
- Malfunctions and diagnostic
   events

Star	rt Time: 12AM			Mon Nov 21, 2	016 —>		US70	hr8day
DFF SB D		3 4 5 ( 1 1 8 39 1 1 1 1 1 1 8 39 1 1 1		9 10 11 N 1				08: 08: 00: 00:
	ation: none ivers: none		8		tion: none how all events			08:
		Start	2 Duration		tion: none how all events Note	+		+
	ivers: none	Start 08:36 AM		s	how all events	+ except		+ ADD
o-Dr	ivers: none Status			s	how all events Note			+
o-Dri 2	ivers: none Status Remark	08:36 AM		s	how all events Note Authenticate	EXCEPT		+ ADD EDIT
2 3	Nernark	08:36 AM 08:38 AM		s	how all events Note Authenticate Authenticate	EXCEPT		+ ADD EDIT



### Create Log Event via Legacy Mode



🖬 D 🖳 C 🗐

# Create Log Event via Grid View Mode

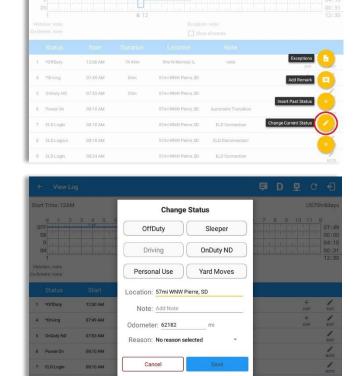
To add a new event to the selected log,

tap the **Add** button, input the relevant details to create the event, once complete, tap the **OK** button to save the event. Also, the current status of the app is disabled to prevent adding the same status consecutively.

**Note**: Refer to 3.2 Changing the Driver's Status for 'Personal Use'.

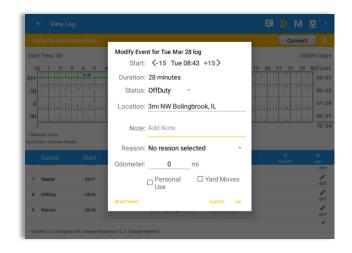
To add a new event to the selected log,

tap the **Add** button then tap **Change Current Status** button, input the relevant details to create the event, once complete, tap the **Save** button to save the event. Also, the current status of the app is disabled to prevent adding the same status consecutively.





# Modify Log Event via Legacy Mode



Modify Log Event via Grid View Mode

🗗 D 🖳 C 🗐 Start Time: 12AM Tue Apr 24, 2018 4 US70hr8days 10 1 Edit OFF 07:49 02:41 02:55 00:31 5 12 Even Show all eve 1 \*OffDuty 12:00 AM 7h 49m 9mi W Normal, IL note 4 \*Driving 07:49 AM 04m 57mi WNW Pierre, SD 5 OnDuty ND 07:53 AM 57mi WNW Pierre, SD 30m 6 Power On 08:10 AM 57mi WNW Pierre, SD Automatic Transition 7 ELD Login 08:10 AM 57mi WNW Pierre, SD ELD Connection 8 ELD Logout 08:10 AM 57mi WNW Pierre, SD ELD Disconnection 9 ELD Login 57mi WNW Pierre, SD 08:24 AM ELD Connection

18	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							* *	S. 100% I	12:30 F
	- View Log					ţ.	D	×	c	Ð
Sta	rt Time: 12AM		$\leftarrow$	Tue Apr 24, 201	8 ->				US70	hr8day
	M 1 2 FF 11 11 11 11 D 11 11 11 11 11 11 11 11 11 11 11 11 11 11	3 4 5 11 E I F 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.11.11.11.							07:4 00:0 04:1 00:3 12:3
1	*OffDuty	12:00 AM	7h 49m	9mi W Normal, IL	note			Excepti	ons	•
4	*Driving	07:49 AM	0.4m	57ml WNW Pierre, SD				Add Rem	ark	
5	OnDuty ND	07:53 AM	30m	57mi WNW Pierre, SD			_		_	
6	Power On	08:10 AM		57mi WNW Pierre, SD	Automatic Transition		Insert	t Past Sta	tus	J
7	ELD Login	08:10 AM		57mi WNW Pierre, SD	ELD Connection	C	nange Cu	urrent Sta	tus	1
		08:10 AM		57mi WNW Pierre, SD	ELD Disconnection					
8	ELD Logout								_	

Tap the *Edit* button adjacent to any of the existing log events, make any required changes, select a reason for the edit from the drop-down list and then tap the *OK* button to save the changes.

When **Use GridView Editing** is enabled in Settings->HOS Preferences, a grid view editing form will display upon tapping **Edit** button to any of the existing log events or tapping the **Insert Past Status** button.

- Tap *Edit* button on any existing log events or *Edit* button shown on the grid chart.
- Tap *Insert Past Status* button to insert a past status event.



tart Time: 12AM	← Mon Feb 19, 2018 →	US70hr8d
M         1         2         3         4         5         07:30           OPF	107:59 10 11 N 1 2 3 4	5 6 7 8 9 10 11 M 00 01 01 01 01 01 00 00 00 00
Begin 07:30 O	End 07:59 O	Dur: 00:29 🛇
OFFDUTY	SLEEPER DRIVING	ONDUTY ND
Location: 1mi SSE La Grai Reason: Incorrect Status Notes: note		Odometer: <u>10<mark>45</mark></u> mi
DEACTIVATE	CANCEL	SAVE

User can then make any required changes using the grid view editing form:

- Drag the sliders on the grid to set the Begin Time and End Time or by manually entering the time using time picker field.
- Select duty status
- Select a reason for the edit from the drop-down list.
- Fill other fields required fields.
- Then tap the *Save* button to save the changes.

Star	t Time: 12AM		+	Wed Dec 20, 2017 -	>		US70h	
3	Remark	06:02 PM	Modify Ev	ent for Wed Dec 20 log	- 10			EDIT
4	ELD Login	06:05 PM	Start:	<-15 Wed 06:13 PM	*1 5			NOT
5	Power On	06:06 PM	Duration:	34 minutes				NOT
7	Driving	06:06 PM	Status:	OnDuty ND *				1
8	Remark	06:06 PM	Location:	39mi SE Sheridan, WY	_			1
10	Power Off	06:07 PM	Note:	updated odometer				HOT
11	OnDuty ND	06:13 PM	Desses	No reason selected	_			EDIT
12	Remark	06:16 PM	Odome		đ			1
13	Power On	05:47 PM	ter:	1000 mi	- 10			NOT
15	Driving	06:47 PM	DEACTIVATE	CANCEL	ок			1
17	Power Off	05:48 PM	-	39mi SE Sheridan, WY Automa	tic Transition			NOT

Regardless if the vehicle currently used is in AOBRD or ELD mode, driver can be able to edit the *Auto OnDuty ND* event the same with editing a manually created events.



	t Time: 12AM		<	Wed Dec 20, 201	$7 \rightarrow$			r8day
3	Remark	06:02 PM			Switched vehicle T			EDIT
4	ELD Login	06:05 PM		39mi SE Sheridan, WY	ELD Cor	nection		NOTE
5	Power On	06:06 PM	Peaceign	Driving Time				NOTE
7	Driving	06:06 PM	Reassign	priving rime		- 88		PEDIT
8	Remark	06:06 PM	Note:	Automatic Trans	sition	_		EDIT
10	Power Off	06:07 PM		No driver selected		•		NOTE
11	OnDuty ND	06:13 PM	Driver.	david.jackson@gma	ail.com			EDIT
12	Remark	06:16 PM		_	CANCEL	OK d		EDIT
13	Power On	06:47 PM		39mi SE Sheridan, WY	Automatic	Transition		NOTE
15	Driving	06:47 PM	01m	39mi SE Sheridan, WY	Automatic	Transition		EDIT
17	Power Off	05:48 PM		39mi SE Sheridan, WY	Automatic	Transition		NOTE

For *Auto Driving event*, driver can be able to edit a note or reassign the event to a co-driver. *(See Section 10.1 Logon Co-Driver-> Reassign Driving Time)* 

#### Notes:

- All log events that have been manually created or amended, will be displayed with an asterisk against it in the log events list depicting that it has been edited. Also scroll down to see check boxes for Personal Use, Yard Moves and Off Road.
- Upon editing a past event, the Note field should not be empty and must contain at least 4 characters when filled out.



#### Pending Edit Requests

The Motor Carrier can request edits to the driver's logs. In the application allows the driver to review the requested edits which requires the driver to take necessary action whether the driver wants to "**accept**" or "**reject**" the requested edits.

		🗊 D M 🖳 :
	<b>8</b> John Doe Jr	ROADSIDE INSPECTION
	AppTruck	OPTIONS
OffDuty 👻	None	
Time Remaining		LOGS
	RECAP	DVIR
00:00		
	START BREAK	SHIFT/CYCLE

Tap the icon beside the refresh button to display the pending edit request dialog.

≡ Hours							🗳 C 🕂
Vehicle disc						С	onnect X
		8	John Doe Jr		ROAE	SIDE INS	PECTION
	Pending Edit Rec		each event to vi	ew details			IS
	Event	Start	Date	From	Ac	tion	
	1 OnDuty ND	07:16 AM	Jan 13, 2017	Personnel	ACCEPT	(X) REJECT	
Tin						CANCEL	
						DVIR	
	00.00		START BR	EAK		SHIFT/CY	CLE



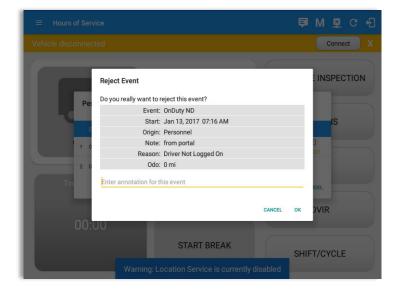
The Pending Request dialog also appears upon certifying a log only if a driver has pending requests. Driver must accept or reject the pending request(s) first before certifying the days' log.

									里.	
									Conne	ect
	ags.	0 Selected								
C		y Sep 29								D cap C
Sta	M	Pendi	ng Edit Requ	iest(s)					2 11	US70hr8
OF	F			Тар	each event to v	iew details			al al	11 08
s	B				Date				AT .	11 00
		1 OnDu	ty ND	11:51 AM	Sep 29, 2017	Personnel	ACCEPT	REJECT	11	
	π	2 Drivin	g	09:42 AM	Sep 28, 2017	Unidentified	(y ACC		11	
	Drive							CANCEL	E	Q
	river Cott A	dams C								
5	idometei 197	378	-219 mi	Vehicle Na AAN 256	me Trailer Nam 53 AUB2136					
			Distance	Must Ac	cept or Reject Pend	ing Edit Requests				

A toast message will be displayed at the bottom of app stating, "Must Accept or Reject Pending Requests".

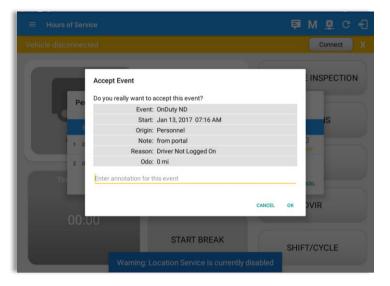
*Note*: The events from the 'Unidentified' driver does not require acceptance.

The Reject and Accept Event dialog shows the comparison of the Original status vs the changes (requested edits). Also, accepting the edits requested requires the driver to fill in the annotation field (**Required**) to successfully save the changes.



If the driver rejects the edit suggestions then the original record remains.

If the driver approves the edit suggestions, the new status will replace the old status and the changes will be reflected in the events history list.



#### <u>Auto Events</u>

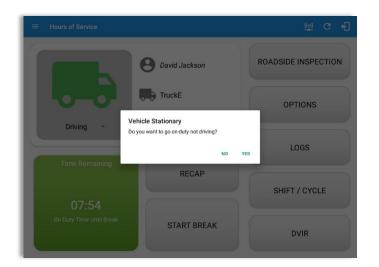
The ELD automatically records the driving time when the vehicle is in motion by setting duty status to driving for the driver unless, before the vehicle is in motion, the driver has sets the duty status to off-duty and indicates personal use of CMV, in which case duty status must remain off-duty until driver's indication of the driving condition ends;

Star	t Time: 12AN	л				<		Mo	n Nov	21, 2	016								L	IS70	hr8day
Ņ	1 2	3 4 5	5 6	5 7	7 8	9	) 1	0 11	N	1	2	3	4	5	6	7	8	9	10 1	1 1	/ Tota
FF		8:39.				ΞÌ.	.1.	.1.1		1.1.1	.1.1.	P. P.		P. P.	1.1		1.1		P. F.	.1.	08:3
SB			Ч	111	.1.1	1	T.	ηų	T.L.		ЧЧ	111	111	T.L.			11	111	1.1.	11	00:0
D	ا ا ا ا ا	սեսե	ılı	ılı	du	, III	di	ılı	цЦ	hh	սհե	Ш	h					hh	hh	ılı	00:0
ON			1																		00:0
	ition: none					8					ion: nor										08:3
	ation: none ivers: none Status	Star	t   1	D	urati			Lo	catio	🗆 si	ion: noi	vents	lote					+			+
	ivers: none	Stari 08:36 A		D	urati			Lo	catio	🗆 si		vents N	lote	ite				+ EXCE	ग		
o-Dri	wers: none Status		м	D	urati			Lo	catio	🗆 si		vents N Auth							<u>।</u>		+ ADD
o-Dri	Vers: none Status Remark	08:36 A	im Im	D	urati			Lo	catio	🗆 si	ow all e	vents N Auth	entica entica	te	n				PT		+ ADD EDIT
2 3	Status Remark Remark	08:36 A 08:38 A	M M	D	urati			Lo	catio	🗆 si	ow all e	vents N Auth Auth	entica entica tic Tra	ite nsitio	n				<u>।</u>		+ EDIT EDIT

Events such as Power On, Power Off, Driving and OnDuty are automatically created when connecting to a device. Auto events created were recorded and displayed on the Events history list indicated with a note "Automatic Transition".

(These events are also displayed in the Portal)





Not responding to the ELD prompt "Vehicle Stationary: Do you want to go on-duty not driving?" will automatically change duty status to On Duty ND after one (1) minute.

÷	View Log	8				본	G	<b>€</b>
Viola	t Time: 12AM tion: none vers: none		~		18		US70hr	/8day
	Status	Start	Duration	Location	Note	+ EXCEPT		+
1	OffDuty	12:00 AM	10h 58m					
2	Remark	08:44 AM			Authenticate			EDIT
3	Remark	08:45 AM		16mi S Chittenango, NY	Switched vehicle to vehi- cle TruckE, trailer to trailer Trailer600, Trailer700			EDIT
4	ELD Login	10:55 AM		16mi S Chittenango, NY	ELD Connection			NOT
5	Power On	10:58 AM		16mi S Chittenango, NY	Automatic Transition			NOT
6	Driving	10:58 AM	00m	16mi S Chittenango, NY	Automatic Transition			EDIT
7	Remark	10:58 AM		16mi S Chittenango, NY	Pre-trip DVIR not performed			EDIT
8	Power Off	10:59 AM		16mi S Chittenango, NY	Automatic Transition			NOTE
9	OnDuty ND	10:59 AM	28m	16mi S Chittenango, NY	Automatic Transition			EDIT
10	ELD Logout	11:05 AM		16mi S Chittenango, NY	ELD Disconnection			NOT

Auto **OnDuty ND** event created is recorded and displayed on the Events history list indicated with a note "**Automatic Transition**".

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**FLEETTEC** 

Star	t Time: 12AM			← мо	n Nov 21, 2	2016 —			UST	70hr8da
Ν	1 1 2 3	3 4 5 1	578	9 10 1	1 N 1	2 3 4	5 6	7 8	9 10 11	MTot
FF		8:39					un du	11111		09:
SB	11,11,11,	11.11.11	un un u		, THILL	11 11 11	TT TT	11 11		00:
D	մերեր	մերին	ւևսևս		սերեր	հերհեր	ւևսև	ւհեր	սի սի սի ս	00:
ON	հեհեր	ենենե	հեհե		սեեե	հեհե	սերել	ւեհե	սիրիդի	00:
				R (* 16)						09:
	i ation: none ivers: none			SHEEK 3		otion: none Show all events				09:
		Start	Duration			Show all events	ote		+ ЕХСЕРТ	09: + ADD
	ivers: none	Start 08:38 AM			2	Show all events	ote nticate			+ ADD
o-Dri	lvers: none Status				2	Show all events No Authe				+ ADD
o-Dri 3	ivers: none Status Remark	08:38 AM			2	Show all events No Authe Automatik	nticate			+ ADD EDD NOT
3 4	Status Remark Power On	08:38 AM 08:39 AM			2	Show all events No Authe Automatik Missing:	nticate c Transition			+ ADD EDIT

To view all the auto created events (primary or secondary events) when connecting to a device, tap on the '**Show all events**' checkbox to enable.

To hide all the secondary events, tap back on the checkbox to disable.

**Note**: The graph-grid overlay periods of driver's indications of authorized personal use of CMV and yard moves using a different style line (such as the dashed or dotted line in amber color).

•	- View	Log				D 👳 C	; <del>.</del>		
Star	t Time: 12A	М	~	Mon Nov 21, 2	016 ->	US70	)hr8days		
OFF SB D ON 1 Viola	Note that the state of the s								
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD		
2	Remark	08:36 AM			Authenticate	LAUEP	EDIT		
3	Remark	08:38 AM			Authenticate		EDIT		
4	Power On	08:39 AM			Automatic Transition		NOTE		
6	ELD Login	08:39 AM	08:39 AM ELD Connection						
8	Driving	08:39 AM	00m Automatic Transition						
	- EDIT HINGLIVE: IC-Changed, ICR=Change Requested, ICJ= Change Rejected								

- A Remark will be recorded with a note "Authenticate" to the events history list if Driver will login to app.
- A Remark will be recoded with a note "Unauthenticate" if driver will logout from app.
- ELD Login will be recorded with a note "ELD Connection" to events' history list when app successfully connected to VBUS Device.
- ELD Logout will be recorded with a note "ELD Disconnection" to events' history list when driver manually disconnect to VBUS Device by tapping the connect/disconnect icon located at the App header.



# **Crossing Boundaries**

The border crossing calculation uses the VBUS GPS coordinates if they are available, and the android coordinates if they are not. The following instances happens when the driver crossed boundaries between Canada and US (vice versa):

a. If the GPS coordinates are changed to a different state or province, a remark event will be recorded in the driver log.

	<b>←</b> \	/iew Lo	g																			Ş	D	9	((-))	G	Ð
Sta	Start Time: 12AM											r8days															
	1 1	2	3 4 5	5 6	7	8	9	1	0	11	Ν	1	1	2	З	:	4	5	(	6	7	8	9	10	11	M	Total
0FF		11111	8:39	1 1 1		111	1		2:32	Т	h	П	Π	Τ	Π	Т	Т	Τ	Т	11	T	1	1,1,1	Π	Π	Π	11:11
SB	.1.1.	1. I.I.	111	11	TL.	T	T	Π	T	Τ		П	Π	T	T	П	Π			Π		1	1111		Π	ЧΓ	00:00
D	ılılı	hhh	սևսև	цЦ	hh	hh						ılı			Ь	d			h						ılı	ılı	00:30
ON	цЦ	հհհ	dululu	սեե	цц	ьЬ			d.			ıLı			Ь	di			h				ьЫ	h	Ш	ılı	00:00
	1 SHIRE SHOO 4/200 11:41																										
Viol	ation: no	me										Đ	cept	ion:	none	2											
Co-Dr	ivers: gr	een cross										-	Sł	ow a	ll ev	ents											
	Stat	us	Star	t	Du	ratio	n		1	Loc	ati	on				N	lote	•						<del> </del> :ерт			+
49	Miss [	Diag	11:40 A	M					6r	mi S	Reg	ina, 1	1		Mis	sing:	Engi	neH	ours								NOTE
50	Rema	rk	11:40 A	м												hDak	ssed ota, ewan	USA	fron								EDIT
51	Miss (	Diag	11:40 A	м											м	lissin	g: Lo	cati	on								NOTE
52	Powe	r Off	11:40 A	м											Aut	oma	tic Tr	ansi	ition								NOTE
53	Miss [	Diag	11:40 A	м											м		g: Lox lomet		on,								NOTE
+Ina	ctive: IC	=Changed	l, ICR=Change	e Reques	sted, IC	J= Ch	ange	Reje	cted																		

- b. If the current location is in Canada, the driving rules will automatically switched to Canadian rules. Similarly, if the location is in the US, the driving rules automatically switched to US rules.
- c. If there is a co-driver logged in, both the remark and the rules changes will be occurring to be applied for him/her as well.



### 5.3 Malfunction and Data Diagnostic Events

At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header and in the Android notification toolbar with the letters M and D, respectively.

 $\equiv$  Hours of Service  $\blacksquare$  **D M X** :

**Note**: The ELD Data Diagnostic indicator provides notification of active data diagnostics events applicable to the active driver. The Data Diagnostics "D" icon will flash in amber color if there are new active Data Diagnostics events that is not yet reviewed by the driver and will only turn back to white once the Data Diagnostic dialog is closed after being reviewed by the driver. There will also be a notification in the Android toolbar indicating a malfunction or a data diagnostic event.

Code	Date	Time	Desc	cription	Action			
3	Thu Aug 04, 2016	02:36:16 PM		EngineHours, on, Odometer	CLEAR			
3	Thu Aug 04, 2016	02:05:49 PM	Missi	ng: Location	CLEAR			
5	Thu Aug 04, 2016	12:43:18 PM	Unide D	Malfunctio	ons			
EAR ALL				Code	Date	Time	Description	Action
				Р	Thu Aug 04, 2016	12:45:17 PM	Power Malfunction	CLEAR
				L	Thu Aug 04, 2016	11:08:23 AM	Position Malfunction	CLEAR
								CANCE

						C E
Start Time: 12AM		Mon Nov 21, 20	16 ->			670hr8day
	4 5 6 7			6 7 8	9 10 11	M Total 11:1 00:0
D		Edit Miss Diag Note				00:33 00:00 11:4
o-Drivers: green cross		Note: Missing: Locati	ion			
Status	Start I	04-11 DITES NOgina, 11	CANCEL OK	N/11	+ EXCEPT	+ ADD
49 Miss Diag	11:40 AM	6mi S Regina, 11	Missing: EngineHo	urs		EDIT
50 Remark	11:40 AM		Crossed into SouthDakota, USA I Saskatchewan, CAN			EDIT
51 Miss Diag	11:40 AM		Missing: Locatio	n		NOTE
						1

The Malfunction and Data Diagnostic events note can also be edited on the edit log screen

Tap the *Clear button* to clear the malfunction or data diagnostic event detected

To clear all Data Diagnostic Events, tap the **Clear All** button.

Malfunction Events								
Requirement No.	Event Code	Event Name	Description					
4.6.1.1	P / Power MF	Power Malfunction	An ELD must set a power compliance malfunction if the power data diagnostics event described in paragraph 4.6.1.1(a) of this appendix indicates an aggregated in-motion driving time understatement of 30 minutes or more on the ELD over a 24-hour period across all driver profiles, including the unidentified driver profile.					
4.6.1.2	E / Sync MF	Engine Synchronization Malfunction	An ELD must set an engine synchronization compliance malfunction if connectivity to any of the required data sources specified in section 4.3.1 of this 87 appendix is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles, including the unidentified driver profile.					
4.6.1.3	T / Timing MF	Timing Malfunction	The ELD must periodically cross- check its compliance with the requirement specified in section 4.3.1.5 of this appendix with respect to an accurate external UTC source and must record a timing compliance malfunction when it can no longer meet the underlying compliance requirement.					
4.6.1.4	L / Pos MF	Position Malfunction	ELD records requiring location information must use the last valid position measurement and include					

			the latitude/longitude coordinates and distance traveled, in miles, since the last valid position measurement.
			An ELD must monitor elapsed time during periods when the ELD fails to acquire a valid position measurement within 5 miles of the CMV's movement. When such elapsed time exceeds a cumulative 60 minutes over a 24-hour period, the ELD must set and record a positioning compliance malfunction.
4.6.1.5	R / DR MF	Data Recording Malfunction	An ELD must monitor its storage capacity and integrity and must detect a data recording compliance malfunction if it can no longer record or retain required events or retrieve recorded logs that are not otherwise catalogued remotely by the motor carrier.
4.6.1.7	S / Trans MF	Data Transfer Malfunction	<ul> <li>(a) An ELD must implement inservice monitoring functions to verify that the data transfer mechanism(s) described in section 4.9.1 of this appendix are continuing to function properly. An ELD must verify this functionality at least once every 7 days. These monitoring functions may be automatic or may involve manual steps for a driver.</li> <li>(c) After an ELD records a data transfer data diagnostic event, the</li> </ul>



			ELD must increase the frequency of the monitoring function to check at least once every 24-hour period. If the ELD stays in the unconfirmed data transfer mode following the next three 90 consecutive monitoring checks, the ELD must detect a data transfer compliance malfunction.					
4.6.1.8	O / Other MF	Other Malfunction	In addition to the required monitoring schemes described in sections 4.6.1.1– 4.6.1.7 of this appendix, the ELD provider may implement additional, technology- specific malfunction and data diagnostic detection schemes and may use the ELD's malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the ELD's malfunction or non-compliant state to the operator(s) of the ELD.					
	Data Diagnostic Events							
Requirement	Event Code	Event Name	Description					

Requirement No.	Event Code	Event Name	Description
4.6.1.1	1 / Pwd Diag	Power Diagnostic	An ELD must monitor data it receives from the engine ECM or alternative sources as allowed in sections 4.3.1.1-4.3.1.4 of this appendix, its onboard sensors, and data record history to identify instances when it may not have complied with the power requirements specified in section 4.3.1.1, in which case, the ELD



			must record a power data diagnostics event for the corresponding driver(s), or under the unidentified driver profile if no drivers were authenticated at the time of detection.
4.6.1.2	2 / Sync Diag	Engine Synchronization Diagnostic	An ELD required to establish a link to the engine ECM as described in section 4.2 must monitor its connectivity to the engine ECM and its ability to retrieve the vehicle parameters described under section 4.3.1 of this appendix and must record an engine-synchronization data diagnostics event when it no longer can acquire updated values for the ELD parameters required for records within 5 seconds of the need.
4.6.1.4 (d)	3 / Miss Diag	Missing Data Elements Diagnostic	If a new ELD event must be recorded at an instance when the ELD had failed to acquire a valid position measurement within the most recent elapsed 5 miles of driving, but the ELD has not yet set a positioning compliance malfunction, the ELD must record the character "X" in both the latitude and longitude fields, unless location is 88 entered manually by the driver, in which case it must log the character "M" instead. Under the circumstances listed in this paragraph, if the ELD event is due to a change in duty status for the driver, the ELD must prompt the driver to enter location



			manually in accordance with section 4.3.2.7 of this appendix. If the driver does not enter the location information and the vehicle is in motion, the ELD must record a missing required data element data diagnostic event for the driver.
4.6.1.7	4 / Trans Diag	Data Transfer Diagnostic	(b) If the monitoring mechanism fails to confirm proper in-service operation of the data transfer mechanism(s), an ELD must record a data transfer data diagnostic event and enter an unconfirmed data transfer mode.
4.6.1.6	5 / Unid Diag	Unidentified Driver Diagnostic	<ul> <li>(b) If more than 30 minutes of driving in a 24-hour period show unidentified driver on the ELD, the ELD must detect and record an unidentified driving records data diagnostic event and the data diagnostic indicator must be turned on for all drivers logged in to that ELD for the current 24-hour period and the following 7 days.</li> <li>(c) An unidentified driving records data diagnostic event can be cleared by the ELD when driving time logged under the unidentified driver profile for the current 24-hour period and the previous 7 consecutive days drops to 15 minutes or less.</li> </ul>
4.6.1.8	6 / Other Diag	Other Diagnostic	In addition to the required monitoring schemes described in sections 4.6.1.1– 4.6.1.7 of this appendix, the ELD provider may



implement additional, technology- specific malfunction and data diagnostic detection schemes and may use the ELD's malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the ELD's
malfunction or non-compliant state to the operator(s) of the ELD.

# **Actions for Malfunction & Data Diagnostic Events**

# **Carrier responsibilities regarding malfunctions:**

- Provide drivers with an instruction sheet describing the various ELD malfunction events and recordkeeping procedures (395.22)
- Provide drivers with a supply of 8 days' worth of blank paper driver records (395.22)
- Repair, replacement, or service
  - Motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first (395.34)

# **Record keeping responsibilities by the driver:**

- Malfunction events
  - Note the ELD malfunction and provide carrier with written notice within 24hrs (395.34)
  - Reconstruct driving events for the current 24hr period and previous 7 consecutive days using paper logs (unless they can be retrieved from the ELD) (395.34)
  - Continue to manually prepare driving logs until ELD is serviced and brought back into compliance (395.34)



- During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs (395.34)
- Data diagnostic events
  - Driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency (395.34)

# Clearing of malfunction and data diagnostic events:

- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic
  - Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement to record the automatic clear (4.6.1.6)

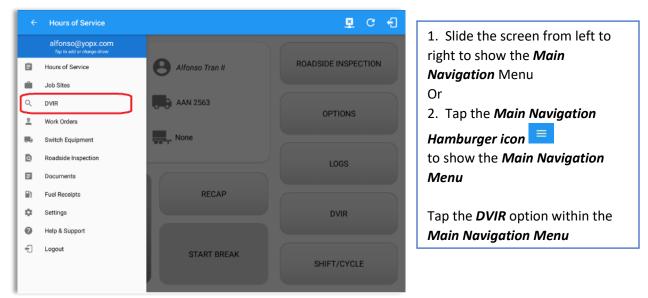


#### 5.4 DVIR

The **DVIR** feature provides a way for you to create online vehicle DVIR reports while in the field. This helps to ensure that your vehicle confirms to the FMCSA's safety regulations.

There are a number of ways to access this feature:

5.4.1 DVIR Feature – Main Navigation Menu

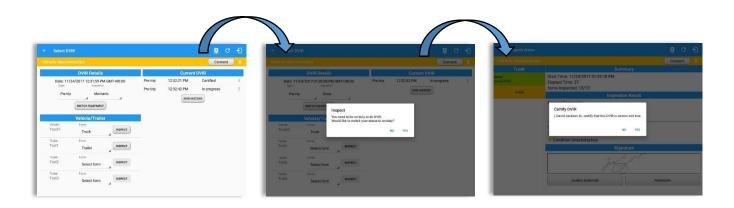


#### 5.4.2 DVIR Feature – Hours of Service Main Screen

$\equiv$ Hours of Service		🗟 G 🛃			∎c€
Vehicle disconnected		Connect X			
	Antonio Nichols	ROADSIDE INSPECTION		B John Doe Jr	ROADSIDE INSPECTION
	AAN 2563	OPTIONS	-0-0-	TestTruck	OPTIONS
Driving *	AUB2136		OffDuty -	None	LOGS
		LOGS	Time Remaining		LUGG
Time Remaining	RECAP	DVIR		RECAP	DVIR
06:24		DVIK	00:00		
On Duty Time Until Break	Please perform a Pre-trip DVIR	SHIFT/CYCLE		START BREAK	SHIFT/CYCLE

From the *Hours of Service Main Screen*, tap the *DVIR* button to display the *DVIR* screen.





					D 🖳 🤇	3
Start Time: 12AM		$\leftarrow$	Thu Sep 28, 2	017 —>	US	70hr8day:
M 1 2 3 OFF SB D ON N 1						M Total 08:43 00:00 00:09 00:00 08:52
on: none		18	Ever	tion: none		08:5
Co-Drivers: none				how all events		
Status	Start	Duration	Location	Note	+	+
5 ELD Login	08:43 AM			ELD Connection	EXCEPT	ADD
8 Driving	08:43 AM	08m		Automatic Transition		NOTE
a Drwing	08043 AM	Uam				EDIT
9 Remark	08:43 AM			Pre-trip DVIR not performed.		EDIT
				ELD Disconnection		NOTE
11 ELD Logout	08:45 AM					
	08:45 AM			Completion of Pre-trip DVIR for Truck1		1

- When driver manually/automatically change to Driving event without completing the Pre-trip DVIR, it will create a 'Remark' event with a note 'Pre-trip DVIR not performed.'
- The Remark event will only be created once per shift.
- The Remark event will be created after it detects or when a first Driving event on the shift cycle is created.
- Also, an **alert** is sent only once for each vehicle that begins to drive without having done a Pre-Trip DVIR.



# 5.4.3 Selecting Your DVIR Type

- Select DVIR	<b>■</b> 🖬 G 🕣	
hicle disconnected	Connect X	
DVIR Details	Current DVIR	Choose the appropriate <b>DV/R</b>
Date: 10/23/2017 06:35:10 PM CDT Inspector:	No DVIR	Choose the appropriate <b>DVIR</b>
Pre-trip Driver	DVIR HISTORY	<i>Type</i> from the
Post-trip		following options.
Ad-hoc		
Vehicle: Form: Going merry Select form INSPECT		
		Choose the appropriate
		Inspector from the following
		options.
← Select DVIR	B C €	
DVIR Details	Current DVIR	
Date: 10/25/2017 09:20:49 AM GMT+08:00	No DVIR	
Type: Inspector: Pre-trip Driver	DVIR HISTORY	
		You can select a <b>DVIR Form</b> fror
SWITCH EQUIPMENT		the 6 default DVIR forms or you
Vehicle/Trailer Vehicle: Form:		
AAN 2564 Tractor		can also select a <i>Customized</i>
Trailer: Form: AUB2137 Trailer Trailer		DVIR Forms for Asset(s) also
Trailer: Form:		from the list.
SER987 Trailer Trailer		
Trailer: Form: Vehicle27 Trailer INSPECT		
Trailer: Form: AAN890		
AAN890 Trailer Trailer		
- Select DVIR	₫ C €	
DVIR Details	Current DVIR	
Date: 10/25/2017 09:20:49 AM GMT+08:00 Type: Inspector:	No DVIR	
Pre-trip Driver	DVIR HISTORY	a) <b>Pre:</b> A DVIR conducted
SWITCH EQUIPMENT		before driving the CMV.
Vehicle/Trailer		b) <b>Post:</b> A DVIR conducted
Vehicle: Form: AAN 2564 Tractor		after driving a CMV.
Trailer: Form: AUB2137 NSPECT		Ŭ
Trailer Trailer		c) <b>Ad Hoc:</b> Any DVIR
Trailer: Form: SER987 Trailer Trailer		conducted in any other
		period that the ones
Trailer: Form: Vehicle27		
Trailer: Form: Vehicle27 Trailer MSPECT Trailer: Form:		specified in points a & b.

# 5.4.4 Starting Your DVIR

Tap the *Inspect* button in each equipment to start the DVIR, you will be directed to the *DVIR screen*.

**Note:** However, a dialog as shown below will display that will ask confirmation to switch you to On Duty status to do DVIR if current duty status is in Off Duty or will take you out to Personal Use if current status is Off Duty under Personal Use.

Inspect You need to be on-duty to do DVIR. Would like to switch your status to on-duty?	Inspect You're currently in Personal Use. Performing a DVIR will switch you to on-duty and will take you out of Personal Use. Would you like to proceed?
NO YES	NO YES
If current duty status is Off Duty	If current duty status is Off Duty under Personal Use

# 5.4.5 Completing the First DVIR Area

← Inspect Areas			0 💆 C	÷			
			Connect	×			
Truck	NA Parking Brake	0	Ę				
Items Done (13/13)	NA Steering Mechanism	0					
Finish	NA Coupling Devices	← View L	.og		D	🛛 🖬 G	÷
	NA Service Brakes (Including Trailer Connections)	Vehicle disc Start Time: 12AM		←	Thu Sep 28, 2017 ————————————————————————————————————	Connect US70	X hr8days
	NA Hazmat Placarding / Shipping Papers	0FF	3 4 5 6	7 8 9	10 11 N 1 2 3 4 5 6 7 8	9 10 11	M Total
	NA Lighting Devices and Reflectors	SB D		0:57			00:00
	NA Tires	ON	հուրությո	1.1.1.1		սեւեւեւ	00:00
	NA Horns	Violation: none Co-Drivers: none		-	Exception: none		00.40
	NA Windshield, Wipers, Washers	Status	Start	Duration	Location Note	+ EXCEPT	+ ADD
	$\overline{}$	5 ELD Login	08:43 AM		ELD Connection		NOTE
		8 Driving	08:43 AM	56m	Automatic Transition		EDIT
		9 Remark	08:43 AM		Pre-trip DVIR not performed.		EDIT
		12 Remark	08:46 AM		Completion of Pre-trip DVIR for Truck1		EDIT
		+Inactive: IC=Change	ed, ICR=Change Requeste	d, ICJ= Change Ri	ejected		

The first *DVIR Area* is selected by default. You can also tap its corresponding tab to display the DVIR items under this area.

You can select the status of each DVIR Item by tapping their respective tri-state check boxes as listed below:



Tap the unselected check box once or select the green		Thumbs Up icon to
specify that the item has passed.	C	

Tap the unselected check box twice or select the red **Thumbs** Down icon to specify that the item has failed.

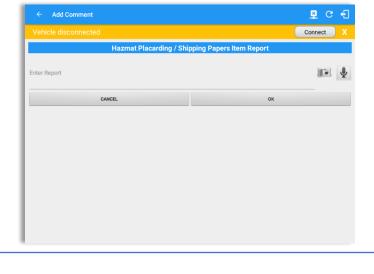
Tap the unselected check box three times or select the NA NA icon it the item is not applicable for the current DVIR.

When failing a DVIR, an option for selecting a severity level will appear with	its
corresponding color: High – Red 🔺 , Medium – Yellow 🔺 , Low – Green 🔺 .	

Tap the *Check All* button to automatically select all the DVIR items.

### 5.4.6 Capturing an Image of a DVIR Item

If you wish to capture an image of a DVIR item, you can tap the **Camera Button**. The Camera app will then appear, proceed to take a picture of the DVIR item. After tapping the **Capture Image Button**, select the Save button to save the image and add it to your item report. You can also discard the captured image by selecting the **Cancel** button.



### 5.4.7 Add a Comment or Remark to a DVIR Item

You may add comments or remarks against a DVIR item by tapping the **Comments** button, enter the relevant comment or remark in the **Enter Report** field, tap the **Camera** button to add more images if required and select the **OK** button to finish adding your images and comments or remarks.



Truck tems Done (13/13) Finish	Parking Brake     Steering Mechanism     Coupling Devices	0	
Done (13/13)	Coupling Devices		
Finish		0	E
	Service Brakes (Including Trailer Connections)	0	E
	NA Hazmat Placarding / Shipping Papers	٥	E
	Lighting Devices and Reflectors	0	E
	Tires	0	E
	Horns	0	E
	Windshield, Wipers, Washers	0	Ę

*Note:* You can also tap the Voice Dictation button (speech to text) to use voice dictation instead of typing your comments or remarks.

If you add an image and a comment or remark to the DVIR item, the *camera* button will have a numbered icon over it depicting the number of images that have been attached; also, any comments or remarks that have been added will be displayed and will replace the *Comments* button

# 5.4.8 Finishing / Certifying Your DVIR



### <u>Summary</u>

### Summary

Start Time: 09/28/2017 09:52:20 AM Elapsed Time: 02:08 Items Inspected: 2/14

- *Start Time* the date and time the DVIR was started.
- *Elapsed Time* the duration of the current DVIR.
- *Items Inspected* this is a counter for the number of items already inspected.

# **Remaining Items**

12 Remaining Items

Trailer - Brakes

This will only be displayed if you have not yet updated all of the DVIR items, this will show the item(s) that are still to be inspected.

### Inspection Result

Inspection Result
General Comments
<ul> <li>Defects Corrected</li> <li>Condition Satisfactory</li> <li>Condition Unsatisfactory</li> </ul>

*General Comments* – this is where you can enter your general DVIR report comments.

One of the following options must be selected before the DVIR can be finished / certified.

- Defects Corrected
- Condition Satisfactory
- Condition Unsatisfactory



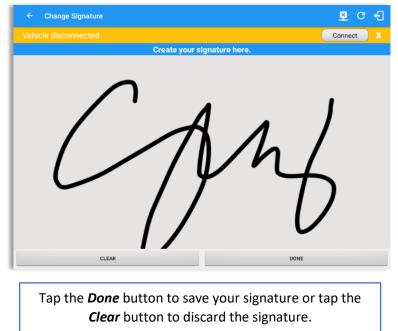
# <u>Signature</u>

Signatu	re
	2/
CHANGE SIGNATURE	FINISH INSPECTION

Drivers can change their signature by tapping the *Change Signature* button.

Mechanics and other inspectors can create their signatures by tapping the *Change Signature* button.

Selecting the *Change Signature* button will open the *Create Your Signature Here screen*:





# 5.4.9 Submit or Certify the DVIR

← Inspect Areas		C 🔁 C 🗧
Vehicle disconnected		Connect X
Truck		
items Done (13/13)	Start Time: 09/28/2017 08:46:06 AM Elapsed Time: 31	
Finish	Items Inspected: 13/13 Inspection Result	
	G Certify DVIR I, Leonard Doe Jr., certify that this DVIR is correct and true. C Condition Unsatisfactory Condition Unsat	
	CHANGE SIGNATURE	FINISH DVIR
eviewing all of the DVI	on to finish / certify the current ve R details tap the <i>OK</i> button to ce PDVIR by tapping the <i>Cancel</i> butto	ertify the DVIR. You c

After successfully certifying the DVIR, a remark event will be created in the Edit Logs screen stating the completion of Pre/Post/Ad-Hoc DVIRs.

	÷		ew		, y																																		-					· U
Star	t Tir	ne:	124	M										€				Μ	loi	n A	٩u	g 2	28,	20	17																U	570	hr	8day
М	1		2	3		4	5		6		7		8		9		10		11		Ν		1		2		3		4		5		6		7	8	В	9	)	10		1	М	Tot
FF	' ' '			'		'	'	1	'	1	'		-				20	30			'		'						ľ		1		1	1	1	<u> </u>	'	1		Ί		11	1	20:
SB	Π	TT	Т	T		Π	T	Т	1	Π	T	Π		Π	T	Π	1		T		T	Π	T	Γ		Π	ľ		ľ	Π	ľ	Π	T	Π	Π	Γ	Т	Т		ľ	Π	П	Т	00:
D	цЦ	ılı			Ь							ılı		Ь												Ь						h		h		h		I			h		1	00:
ON	ы	. Li	Ы	J.	L.	L		.1	.	. 1	.	. 1.		L	L	L	L		1	. 1		. 1		1		Ь	L		L	L	١.	Ь	L	Ŀ.					. I	.	. Li	Ы	.	00:
	ation: ivers:																					E	xce					ent:	5															
Status				St	ar	t			D	ura	tic	on		Locatio							on				Note											+ EXCEPT					+ DD			
4	4 Remark					08:3	30 I	РМ																		F		-trip perf				ot												EDIT
5	Ren	emark 08:37 PM										Completion of Pre-trip DVIR for AAN 2564, AUB2136																			EDIT													

**Note:** A remark "Autogenerated: Pre-trip DVIR not performed." Displayed in edit log screen when DVIR was not performed.



### 5.4.10 Deleting a DVIR

Go to the *Current DVIR* section. This is where you can view a list of the DVIRs conducted within the Vehicle DVIR screen:

	Current	DVIR	
Pre-trip	08:46:06 AM	Certified	0 0 0

- Tap the Email button to send the completed DVIR to an intended recipient.
- Tap the View button to view the DVIR details (once submitted, this cannot be amended).
- Tap the Remove button to remove the DVIR (once submitted, this cannot be removed).

# 5.4.11 Emailing a DVIR

	© C ← Compos		ar 🕨 i
Date: 01/25/2018 14:54: Type: http://www.intep.com/admin@gmail.com/admin2@gmail.com	Connect X t DVIR Certified	From To beckofficegigmail.com ~	
Pretrip Dr switchecury CANCEL SEND Vehicle/Trailer	story	Cc devd.jackson@gmail.com DVIR [Compose email	
1 2 3 4 5 6 7 8 9 g w e r t y u i o			0 Del
a s d f g h j k		s d f g h j k l	4
	☆ ☆ om ⊲ ▷ Ctrl !	z         x         c         v         b         n         m         , !           1@         @         English (US)         English (US)         English (US)         English (US)	·? &
Emailing a DVIR via Serve	er	Emailing a DVIR via <b>App</b>	

- If Email Sender is set to Server, a Send Email dialog will display when the driver taps Email button to send the completed DVIR. Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma.
- If Email Sender is set to App, an app will open (e.g. Gmail app will open for Android device) with a new message that has a DVIR Report PDF file attached.

Note: Email Sender option can be seen and set in settings screen>HOS Preferences>Others.

# 5.5 DVIR History

iicle disconne	cted DVIR Details							🗖 🗖 D M 🖻
Dete: 11/04	DV/ID Dotaile			Connect	Vehicle disconnected			Connect
Dete: 11/04/	DVIR Details		Current	t DVIR	All Equipment			
Type:	2017 12:31:59 PM GMT+08:00 Inspector:	Pre-trip Pre-trip	12:32:21 PM	Certified In progress	 Equipment	Inspection Type	Inspector	Date Inspected
Pre-trip	Mechanic		DVIR HIS		AUB2137	Pre-trip	Arturo Moore II	18/09/2017
(	SWITCH EQUIPMENT		DURING	JION	AUB2136	Pre-trip	Arturo Moore II	18/09/2017
1					AAN890	Pre-trip	Arturo Moore II	18/09/2017
	Vehicle/Trailer				AUB2137	Pre-trip	Arturo Moore II	17/09/2017
Vehicle: Truck1	Form:				AAN890	Pre-trip	Arturo Moore II	17/09/2017
	Truck				SER987	Pre-trip	douglas richards II	17/09/2017
Trailer: Trail1	Form:				AUB2137	Pre-trip	douglas richards II	17/09/2017
	Trailer				AAN890	Pre-trip	douglas richards II	17/09/2017
Trailer: Trail2	Form: INSPECT				- AUB2136	Pre-trip	douglas richards II	17/09/2017
inditz.	Select form				Item Name	Repa	ired Status Repair C	Comment
Trailer: Trail3	Form:				Coupling Devices			

The **DVIR History** feature displays the DVIRs for the last 30 days for the currently selected equipment. Completed DVIRs that don't have failed items shows in a row highlighted in green color while Completed DVIRs with failed items are highlighted in red. Also, a '+' can be tap to show the details of failed items.

### 5.5.1 Viewing DVIR History by Vehicle

				C	Connect X						
All Equipment											_
Equipment	Inspection Type	Inspecto	r	Date Inspe	← DVIR History				D	🕅 G	-
Truck1	Post-trip	Leonard Do	oe Jr.	09/28/2017						Connect	
Item Name		oair Status	Repair Co	mment	Truck1						
Horns		epair made	Repaired		Equipment	Inspection Type	Inspecto		Date Ins	enected	
Tires		ir not needed	Ok	_	- Truck1	Post-trip	Leonard Do		09/28/20		
Truck1	Pre-trip	Leonard Do	be Jr.	09/28/2017	Item Name		epair Status	Repair Con			
					Horns		Repair made	Repaired			
					Tires	Rep	air not needed	Ok			
					Truck1	Pre-trip	Leonard Do	oe Jr.	09/28/20	17	

- DVIR Screen displays DVIR inspections for all equipment by default.
- Tap the Equipment name on the upper left of the screen to view the DVIR of the specified vehicle.



# 6 Roadside Inspection

The Roadside Inspection feature provides the ability to view the driver daily logs for the past one week. It includes information on the vehicle used, shipments and driving statuses. It also has the ability to send all the logs that have already been certified to an intended recipient.

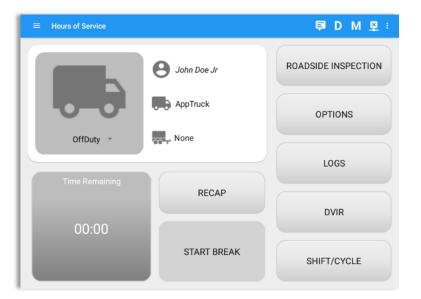
There are a number of ways to access this feature:

# 6.1 Roadside Inspection – Main Navigation Menu

÷	Hours of Service		P C 1					
	alfonso@yopx.com Tap to add or change driver							
Ê	Hours of Service	Alfonso Tran II	ROADSIDE INSPECTION					
÷.	Job Sites							
٩	DVIR	AAN 2563	ODTIONS					
*	Work Orders		OPTIONS					
	Switch Equipment	None						
٩	Roadside Inspection		LOGS					
	Documents							
R	Fuel Receipts	RECAP						
•	Settings		DVIR					
0	Help & Support							
÷	Logout	START BREAK	SHIFT/CYCLE					
_								
	1. Slide the screen fro	m left to right to show the <i>Mai</i>	n Navigation Menu.					
	Or							
	2. Tap the <i>Main Navig</i> Navigation Menu.	gation Hamburger icon 📃 to	show the Main					
	Tap the <b>Roadside Insp</b>	ection option within the Main	Navigation Menu.					



6.2 Roadside Inspection – HOS Main Menu



From the *Hours of Service Main Screen,* tap the *Roadside Inspection* button.

# 6.3 Inspection Screen – Start Review

Connect       X         Review logs for the current 24-hour period and the previous 7 consecutive days.         Tap "Start Review" button and give your device to the DOT Officer.         Start Review	Review logs for the current 24-hour period and the previous 7 consecutive days. Tap 'Start Review' button and give your device to the DOT Officer. Start Review	Review logs for the current 24-hour period and the previous 7 consecutive days. Tap 'Start Review' button and give your device to the DOT Officer.	Review logs for the current 24-hour period and the previous 7 consecutive days. Tap 'Start Review' button and give your device to the DOT Officer. Start Review Data Transfer	Review logs for the current 24-hour period and the previous 7 consecutive days. Tap 'Start Review' button and give your device to the DOT Office: Start Review Data Transfer Transfer data of the compilation of the driver's ELD records	← Roadside Inspection		<u>×</u>	С	÷
Tap "Start Review" button and give your device to the DOT Officer.	Tap 'Start Review' button and give your device to the DOT Officer. Start Review	Tap 'Start Review' button and give your device to the DDT Officer.  Start Review Data Transfer	Tap 'Start Review' button and give your device to the DOT Officer.  Start Review  Data Transfer  Transfer data of the compilation of the driver's ELD records	Tap 'Start Review' button and give your device to the DOT Officer.  Start Review  Data Transfer  Transfer data of the compilation of the driver's ELD records	Vehicle disconnected		Conne	ct	х
			Transfer data of the compilation of the driver's ELD records	Transfer data of the compilation of the driver's ELD records		"Start Review" button and give your device to the DOT Officer.	cutive days.		
Transfer data of the compilation of the driver's ELD records	Data Transfer				Warn	ing: Location Service is currently disabled			

From the *Roadside Inspection Screen,* tap the *Start Review* button to view the *Driver's Daily Log screen.* 





Roadside Inspection screen for vehicle in **ELD** mode

Roadside Inspection screen for vehicle
in <b>AOBRD</b> mode

### Note:

- Automatic 'Remarks' will not be displayed in the screen such as 'Pre-Trip not performed', 'Authenticate' and border crossing remarks if current vehicle is in AOBRD mode.
- Notes entered in an added event will be displayed in the Roadside Inspection screen under the "Note" column when in AOBRD mode.
- Driver that is being inspected must provide a password when exiting from the Roadside Inspection Screen.

		Fri.	Jul 15, 2016			
SB						00:00 01:39 00:10 01:13
Time	Location	Duration	Odometer	Eng Hours	Event Type/Status	Origin
12:00 AM		09h 04m	0	0.0	OffDuty	Auto
08:34 AM			0	0.0	Login	Driver
08:41 AM			0	0.0	Remark	Driver
09:04 AM		19m	0	0.0	*OffDuty	Driver
09:23 AM		10m	0	0.0	OnDuty ND	Driver
09:34 AM			116	97603.0	Power On	Auto
09:34 AM			0	0.0	Miss Diag	Auto
09:34 AM			0	0.0	*Driving/IC	Auto
09:34 AM	8561mi N St. John's, 5	01h 39m	0	9.0	*Driving	Auto
09:34 AM			116	97611.0	Miss Diag	Auto
09:34 AM			116	97616.0	Pos MF	Auto

Tap the Previous  $\rightarrow$  button

to navigate to the previous log

or tap the I Next button to navigate to the next log.



# 6.4 Roadside Inspection Screen – Data Transfer

← Roadside Inspection	🖳 C 🕂	
Vehicle disconnected	Connect X	
Review logs for the current 24-hour period and the previous 7 consecu Tap 'Start Review' button and give your devoce to the DOT Officer. Start Review	utive days.	From the <b>Roadside Inspection</b> <b>Screen</b> , tap the <b>Data Transfer</b> button.
Data Transfer Transfer data of the compilation of the driver's ELD records Data Transfer		
		D 🗟 G 🐔
		Connect
Warning: Location Service is currently disabled	Review log: Data Tra Select	nsfer via Vehicles
Select an option to transfer the	🐉 Blu	etooth
compilation of the driver's ELD	us	
records.	M Em	
	in the second se	CANCEL

# 7 Switch Equipment

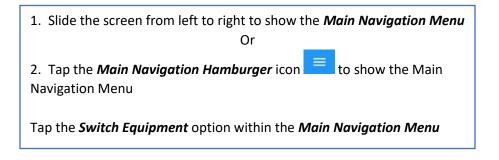
The Switch Equipment feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.

There are a number of ways to access this feature:



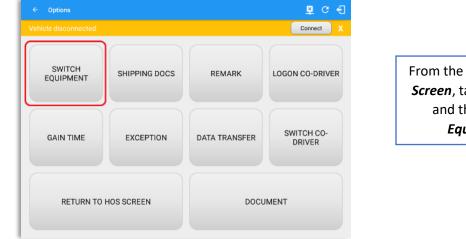
# 7.1 Switch Equipment – Main Navigation Menu

÷	Hours of Service		₽ C €
	alfonso@yopx.com Tap to add or change driver		
Ê	Hours of Service	Alfonso Tran II	ROADSIDE INSPECTION
<b>•</b>	Job Sites		
Q	DVIR	AAN 2563	
*	Work Orders		OPTIONS
	Switch Equipment	None	
Q	Roadside Inspection		LOGS
	Documents		
Ð	Fuel Receipts	RECAP	
•	Settings		DVIR
0	Help & Support		
÷	Logout	START BREAK	SHIFT/CYCLE





# 7.2 Options Menu



From the *Hours of Service Main Screen*, tap the *Options* button and then tap the *Switch Equipment* button.

# 7.3 Switch Equipment – DVIR Screen

Select DVI	R	
	DVIR Details	
Date: 10/2 Type:	25/2017 09:20:49 AM G Inspector:	MT+08:00
Pre-trip	Driver SWITCH EQUIPMENT	
Vehicle:	Vehicle/Trailer	
AAN 2564	Tractor	INSPECT
Trailer: AUB2137	Form: Trailer Trailer	INSPECT
Trailer: SER987	Form: Trailer Trailer	INSPECT
Trailer: Vehicle27	Form: Trailer	INSPECT
Trailer: AAN890	Form: Trailer Trailer	INSPECT

1. Slide the screen from left to right to show the *Main Navigation Menu*.

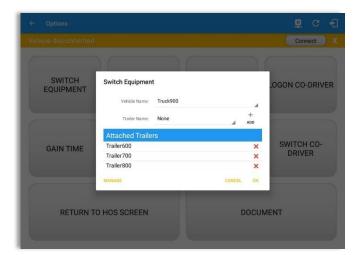
2. Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu Tap the *DVIR* option within the *Main Navigation Menu*.

Or

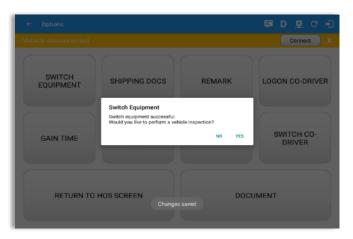
3. Select the *DVIR* button from the Main Hours of Service Menu and then select the *Switch* button.



# 7.4 Switching Equipment



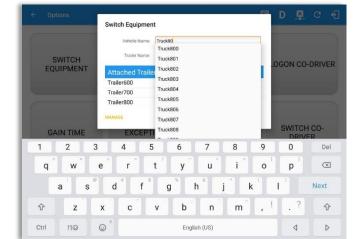
Select the **Vehicle ID** or **Trailer ID** dropdown list and select the required vehicle or trailer, then tap the **OK** button to switch to the selected vehicle or trailer.



After tapping the Switch button, you will be asked if you would like to perform a vehicle DVIR, tap the **YES** button to navigate to the **Vehicle DVIR** screen or tap the **NO** button to close the dialog box and continue.

Switch equipment can be performed also in the dashboard, by tapping the vehicle/trailer icon.

Vehicles and Trailers can also be filtered through *text entry* on the vehicle/trailer text fields. Text entry availability starts if the total number of trailers/vehicles numbers 100 or more.





Switching or selecting a Vehicle with a preconfigured VBUS device enables the app to find and connect on the match device.

*Note*: On the VBUS Settings, VBUS Data and Automatic Configuration should be enabled.

			Connect
SWITCH EQUIPMENT	Switch Equipment		LOGON CO-DRIVER
	Vehicle Name: Truck900	4	
	Trailer Name: None	+ ADD	
	Attached Trailers		
GAIN TIME	Trailer600	×	SWITCH CO- DRIVER
	Trailer700	×	DRIVER
	Trailer800	×	
	MANAGE	CANCEL OK	
RETURN T	O HOS SCREEN	DOCUM	ENT

# 7.5 Managing Vehicles / Trailers

You can add, update and delete vehicles or trailers by tapping the *Manage* button; this will display the *Manage Vehicles/Trailers Screen*.

The 'Manage' button is only available given a situation, that the driver is an asset admin and that the 'Manage Equipment' option (found in the Equipment Management Page) is also enabled. Otherwise, the button will not be available on the Switch Equipment dialog.



# 7.5.1 Manage Vehicles / Trailers – Delete

				Connect X	Vehicle disconnected				Connect
Name	License Plate	VIN	Туре	+ ADD	Name	License Plate	VIN	Туре	+ 40
Trail1			Trailer	1 ×	Trail1			Trailer	1
Trail2			Trailer	2 ×	Trail2			Trailer	0
Trail3			Trailer	1 ×	Trail3			Trailer	0
Truck1		JA3AU16U29U024930	Vehicle	2 ×	Truck1		JA3AU16U29U024930	Vehicle	1
Truck2		1G6KD5EY0AU113517	Vehicle	2 ×	Truck2		1G6KD5EY0AU113517	Vehicle	0
Truck3		1FM5K7D81DGB69297	Vehicle	2 ×	Truck3		1FM5K7D81DGB69297	Vehicle	1

To delete any of the vehicles or trailers listed, tap the 💌 icon

Vehicles/Trailers made in the portal can be edited or deleted can be in the Fleet-Tec app and vice versa.

**Note:** If "Allow drivers to delete equipment" is unchecked in the portal then delete button will not be displayed or disabled in the screen.

				Connect
ATrack1	789SSF	-567ERT457YUGH678U	Vehicle	2 :
CARTASITE	678ASW677	-5678R45TY6UYG560P	Vehicle	1 :
Cole2	Delete Vehicle		hicle	1 :
ColeTest	Delete Cole2?		hicle	1 :
CT5Trailer		CANCEL DE	LETE railer	2 :
CTrailer	yui		Trailer	1 :
CTVehicle	WERDFGG	-123456SDFFAS34567	Vehicle	2 :
DIGIWVA1	3013	-Q1234567890654000	Vehicle	1 :
E0Portal4	676767yyh	9087HGTF54RE3456Y	Vehicle	

Tap the **DELETE** button within the **Delete Vehicle** dialog to confirm deletion or, tap the **CANCEL** button to return without deleting.



# 7.5.2 Manage Vehicles / Trailers - Edit

Name License	Plate VIN			+	Vehicle disconnected					Conne
	VIN	Туре	-		venicle disconnected		fa	_		Conne
Trailer994		Trailer	1	×	Name	Name	Truck600		Туре	
Trailer995		Trailer	1	×	Trailer500	Туре	Vehicle	Υ.	Trailer	
						VIN	JN8AF5MR5DT226598			
Trailer996		Trailer	1	×	Trailer700	Odometer Offset	100 mi		Trailer	
Trailer997		Trailer	1	×	Trailer800	License Plate	License Plate		Trailer	
					Handido	License Plate State	None	-	Tanet	
Trailer998		Trailer	1	×	Trailer900				Trailer	
		-		~	(2007) 424 (122)	Regulation Mode	ELD - Regulation 395.20	•		
Trailer999		Trailer	1	<u>^</u>	Truck500	GPS Receiver Use GPS	Either Device	*	Vehicle	
Truck500	19XFB2F80DE036331	Vehicle	0	×	Truck600	Odometer			Vehicle	
						Use Calculated Engine Hours				
Truck600	WVGCR77LX9D018177	Vehicle	2	×	Truck601	Device			Vehicle	
Truck700	1FT8W3DT0CEB54447	Vehicle	1	×		VBUS Device	Digi WVA	*		
Truck701	1FT8W3DT0CEB54447	Vehicle	1	~		Connection Type	WiFi Direct Push Button.	•		
inger vi		renicie	-				CANCEL	SAVE		

To edit any of the trucks or trailers listed, tap the icon, make any required changes to the selected truck or trailer and then tap the **SAVE** button to save the changes or, tap the **CANCEL** button to return without saving.

# 7.5.3 Manage Vehicles / Trailers – Add

	License Plate			+
Trailer994			Trailer	1
Trailer995			Trailer	1
Trailer996			Trailer	1
Trailer997			Trailer	1
Trailer998			Trailer	1
Trailer999			Trailer	1
Truck500		19XFB2F80DE036331	Vehicle	1
Truck600		WVGCR77LX9D018177	Vehicle	1
Truck700		1FT8W3DT0CEB54447	Vehicle	1
Truck701		1FT8W3DT0CEB54447	Vehicle	1

Vehicle Name – Truck or trailer name VIN – Vehicle Identification Number License Plate – license number Vehicle Type – Vehicle or Trailer

Fill in the **Device Information** section to pre-configure the Vehicle to a specific VBUS device.



When creating a new equipment, the default selected device option is set to "**None**". Also, If the option "**None**" is selected, on the create/edit equipment screen, all other fields on the ELD configuration section will be hidden.

	Trailere				(m) (C) (m)	Manage Vehicle/Trailers	1:45 PM	<u>E</u>	√ * 62 ] C
	Create Equipm	ent		Туре	+	Q. Search Equipment			
No. 11	Equipment			0.66	A00	et bearen zetapment.			
Trailer500	Name	Name		Trailer	1	Name	Create Equipment		
aller700	Туре	Vehicle	-	Trailer	1	Trailer500	Equipment Information	Trailer	/
	VIN	VIN			in the second	Trailer700	Name	Trailer	
00	Odometer Offset	Odometer Offset mi		Trailer	1	Trailer800	Type Vehicle V	Trailer	
500	License Plate	License Plate		Vehicle	1	Truck500	Odometer Offset mi	Vehicle	
4600	License Plate State	None	*	Vehicle	1	Truck600	License Plate	Vehicle	
	Regulation Mode	ELD - Regulation 395.20					License Plate State None 🗸		
	GPS Receiver	Either Device	-				Use GPS Odometer		
	Use GPS Odometer	0					Use Calculated		
	Use Calculated Engine Hours	0					GPS Source Either Device V		
	Device								
		255					Regulation Mode ELD - Regulation 395.20 V		
	VBUS Device	None	*				Cancel Add		
			ADD						
mt	Warning: Locat	ion Service is currently	disabled						
A				ا ما ما م	_	:05			
Andro	<i>ia app</i> Cre	eate Equipi	men	τ αιαίο	g	i US ap	<b>op</b> Create Equipment dia	alog	

Tap the *ADD* button to save the new truck or trailer or Tap the *CANCEL* button to cancel adding the new truck or trailer.

### Note:

- The connection type defers on the VBUS Device selected.
- For iOS app, VBUS Device information is not displayed. Only for Android application.
- If user selects "Digi WVA" in connection type, then admin password field is required.
- Firmware version field can be manually populated. For some VBUS device, it is already prepopulated.
- In the Portal, an ability to determine on which VBUS devices will be displayed is present. Accordingly, on the app, only those devices selected on the portal will be displayed in the "**VBUS Device**" menu.





				-	onnect
	Equipment				
	Name	Name	Туре		
Trailer500	Туре	Vehicle	Trailer		1 3
Trailer700	VIN	VIN	Trailer		1 3
	Odometer Offset	Odometer Offset mi			
Trailer800	License Plate	License Plate	Trailer		1. 3
Trailer900	License Plate State	None	Trailer		1 3
Truck500	Regulation Mode GPS Receiver	ELD - Regulation 395.20	Vehicle	•	1 2
Truck600	Use GPS Odometer	AOBRD - Regulation 395.15	Vehicle		1 3
Truck601	Use Calculated Engine Hours	0	Vehicle		0 3
	Device		_		
	VBUS Device	Digi WVA	•		
			- 10		

A **Regulation Mode** option to switch between 395.15 (AOBRD) and 395.20 (ELD) support is available. When 395.15 (AOBRD) mode is selected it turns off all 395.20 (ELD) features. It simply records the drivers' events regardless to the FMCSA rules. ELD is set as the default regulation mode for all new equipment.

### Notes:

- Drivers on the app cannot change the Regulation Mode unless the driver is allowed to do so by enabling the following account control within the Account Settings under App Controls -> 'Allow drivers to specify vehicle HOS Regulation Mode (AOBRD or ELD).
- When in AOBRD mode, disables the data transfer button in the Options screen and changed the button to 'Email Logs' in the Roadside Inspection screen.
- When the driver is in AOBRD mode then the edit "\*" sign & events will not be displayed in the Edit Logs screen and on the Certified PDF logs.

	Equipment				Connect
	Name	Name		Туре	
Trailer500	Туре	Vehicle	•	Trailer	2
Trailer700	VIN	VIN		Trailer	1
	Odometer Offset	Odometer Offset mi			
Trailer800	License Plate	License Plate		Trailer	1
Trailer900	License Plate State	None	*	Trailer	1
Truck500	Regulation Mode	ELD - Regulation 395.20	*	Vehicle	
Interso	GPS Receiver	Mobile Device (Smartphone	e/Tablet)	venicie	
Truck600	Use GPS Odometer	Vbus Device		Vehicle	1
Truck601	Use Calculated Engine Hours			Vehicle	
HUCKOUT	Device	Either Device	_	venicité	
	VBUS Device	Digi WVA	*		

A **GPS Receiver** option allows the user to change how to get the device GPS positions. The GPS Receiver settings can be set in a specific vehicle in the portal->equipment management page.

	Equipment					Connect	
	Nar	ne Truck600			Туре		
Trailer500	ту	pe Vehicle			Trailer	2	
Trailer700	V Odometer Offs	IN JN8AF5MR	5DT226598		Trailer	1	3
Trailer800	License Pla	License Pla	te		Trailer	1	3
Trailer900			CANCEL	SAVE	Trailer	1	3
earch Equipment	_		_	÷		_	
	1	2	3	$\langle \times \rangle$			
	4	5	6	Next			
	7	8	9				
		0					

An **Odometer Offset** allows driver or personnel to adjust the odometer so that the driver will see an odometer matches their dashboard, rather the engine odometer. Possible scenario is when the engine is replaced and the value is not yet synchronized.

### Notes:

- Negative entry for odometer offset field is allowed.
- Odometer offset does not affect app screens like Roadside Inspection and Certified Logs PDF.
- If the saved offset is 100, and the logs have odometer values of 10, 20, 30, 40, will display to the driver 110, 120, 130, 140 (Odometer + Offset).
- If the offset is 100, and the driver edits an event to change the odometer from 140 to 130, will display 130 100 (the Offset) or 30 to the log.

When creating/modifying an equipment with a selected type of "Trailer", the VIN field is also enabled but is not required when saving. VIN field does not require valid format.

If the VIN is optionally populated and that the source is not the engine ECM, it will be auto converted to capital letters when saved.

	electrice ridite			AL
Trail1	Create Equip	ment	Trailer	1
Trail2	Equipment		Trailer	1
	Name	Trail4		
Trail3	Туре	Trailer	Trailer	1
Truck1	VIN	JTCRI5YC0755C057	Vehicle	1
Truck2	License Plate	License Plate	Vehicle	1
	License Plate State	Illinois (IL)	•	
Truck3			Vehicle	L.
		CANCEL	ADD	



				Connect
Name	License Plate	VIN	Туре	+ ADD
AAA	AAA 123	64DSDAWER23W6OMKI	Vehicle	1
888	BBB 123		Trailer	1
Truck 10	AS 4501	1542ASDE2033DW450	Vehicle	1
UpTest123	12YTU12	12345KILOP09520GH	Vehicle	1

Once the new vehicle or trailer has been added, it will be displayed in the *Manage Vehicles/Trailers screen*.

# 8 Documents

The Documents feature provides an easy way to capture, view and email documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photos etc.

There are a number of ways to access this feature:



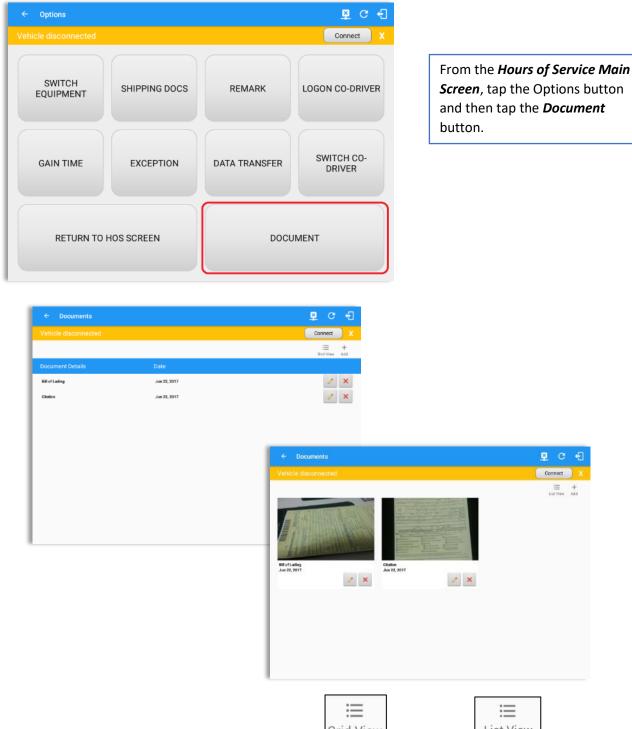
# 8.1 Documents – Main Navigation Menu

÷	Hours of Service		💆 C 🕄
	alfonso@yopx.com Tap to add or change driver		
Ê	Hours of Service	Alfonso Tran II	ROADSIDE INSPECTION
•	Job Sites		
Q	DVIR	AAN 2563	
*	Work Orders		OPTIONS
	Switch Equipment	None	
Q	Roadside Inspection		LOGS
	Documents		
Ðð	Fuel Receipts	RECAP	
•	Settings		DVIR
0	Help & Support		
Ð	Logout	START BREAK	SHIFT/CYCLE

 Slide the screen from left to right to show the *Main Navigation Menu*. Or
 Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu.
 Select the *Documents* button from the Main Hours of Service Menu.

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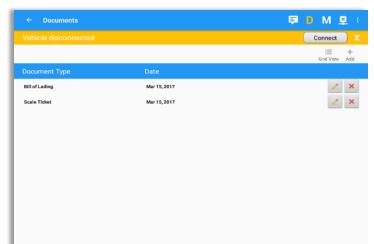
# 8.2 Documents – Options Menu

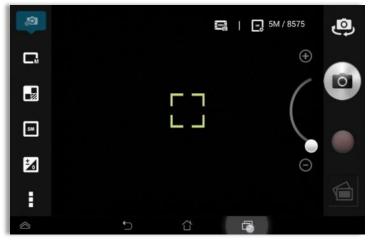


**Note**: The Documents screen has two views; Grid View Grid View or 'List View' List View



### 8.3 Adding Documents





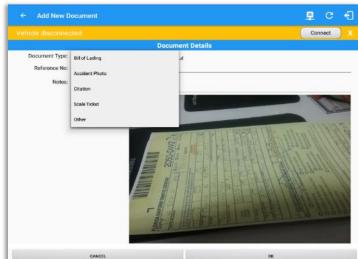
Tap the **Add** button, the camera app will open and you can then take a picture of the document or damage etc.

After tapping the Capture Image button, tap the Save button to save the image and add it to your document. You can also discard the image if you are not happy with the picture by tapping the Retry button.

Select the type of document you wish to save by tapping the Document Type drop down list and selecting from the available options.

Enter your *Reference Number* Add any *Notes* to support the image.

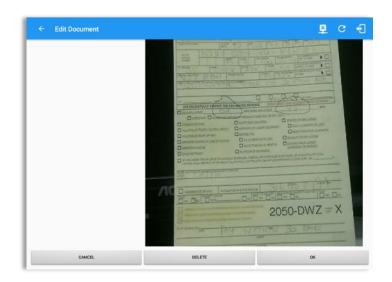
Tap the **OK** button to save and continue or tap the **CANCEL** button to return without saving.

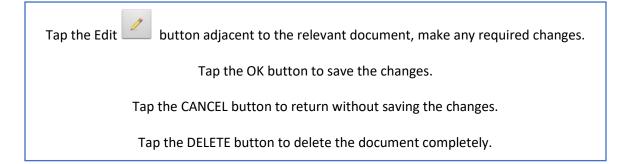




8.4 Editing / Deleting a Document

Vehicle disconnected		Connect
venicie disconnected		
		Grid View Ar
Document Type	Date	
Bill of Lading	Mar 15, 2017	1 3
Scale Ticket	Mar 15, 2017	1 3







# 9 Add Fuel Receipts

The Fuel Receipt's feature provides an easy way to capture and view fuel receipts purchased related to hours of service activities.

# 9.1 Main Navigation Menu

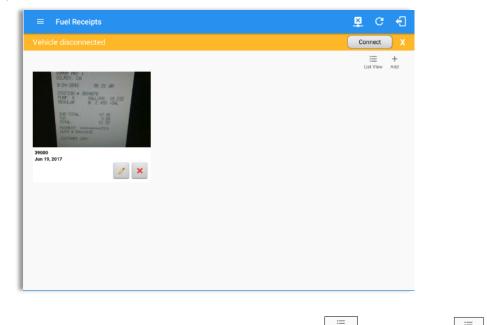
÷	Hours of Service		📮 C 🗧
Veh			Connect X
	lowell@x.com Tap to add or change driver		
Û	Hours of Service	Lowell Frazier II	ROADSIDE INSPECTION
÷.	Job Sites	_	
*	Work Orders	KUL 256	OPTIONS
	Switch Equipment	None	
۵	Roadside Inspection	Too None	
	Documents		LOGS
	Fuel Receipts	RECAP	
\$	Settings		DVIR
0	Help & Support		DVIK
÷	Logout		
		START BREAK	SHIFT/CYCLE

- 1. Slide the screen from left to right to show the Main Navigation Menu.
- 2. Tap the **Main Navigation Hamburger** icon = to show the Main Navigation Menu.

or

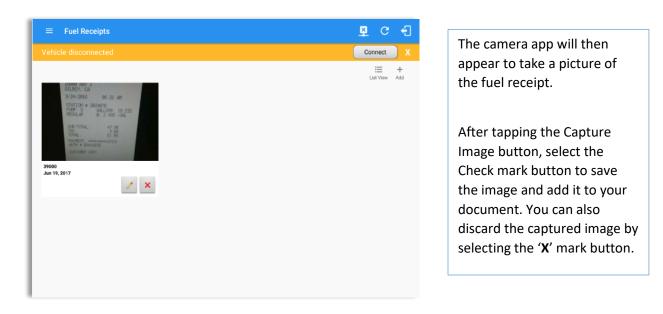
3. Tap on the Fuel Receipts button from the Main Hours of Service Menu.

# 9.2 Fuel Receipts Screen



**Note:** You can change the documents' view to either **"List View"** or **"Grid View"**.

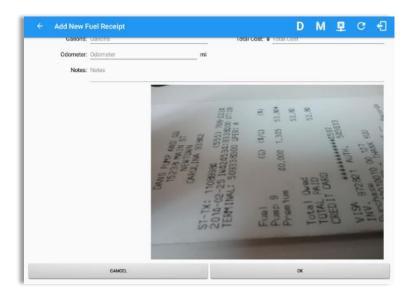
# 9.3 Adding Fuel Receipts





	Conr	nect X	
Document	Details	Fill in the necessary informa	tio
Reference No: 1502	Date/Time: 06/19/2017 07:49 AM		lio
City: <mark>C</mark> ity	State/Province: Alabama (AL)	Reference No.	
Vehicle: Freight 1	Fuel: Gasoline	State	
Gallons: 1.345	Total Cost: \$ 53.80	Vehicle	
Odometer: Odometer mi		Fuel Type	
Notes: Notes		Gallons	
		Total Cost	
	DANS FLIPP AND GD 15228 MAXN ST NENTON CREVTON	Odometer	
	ST-TK: 11289980 (555) 709-2224 2010-02-25 14028538:3338000 07709 TERM JML: 509338300 0PER: A	Notes	
	TIS238 MAIN ST NEWTOWN CRELING 59302		

**Note**: Unlike adding a document (e.g Citation or Bill of Lading), additional fields will be displayed when adding a Fuel Receipts.



Notes:

- If the state selected is in US, the odometer and volume unit display is in Mi & Gallons.
- If the state selected is in Canada, the odometer and volume unit display is in KM & Liters.
- For every Fuel Receipt created via the App Fuel Receipt feature, it creates a Remark event, found on the Edit Logs screen, with a note "Purchased 1.345 gallons at \$53.80 price (sample note for the above purchased).



After filling in all the fields you can now tap the **button** to successfully add the document. You can also tap the **button** to cancel adding the fuel receipt.

# Indecapt Image: Contract in the second in th

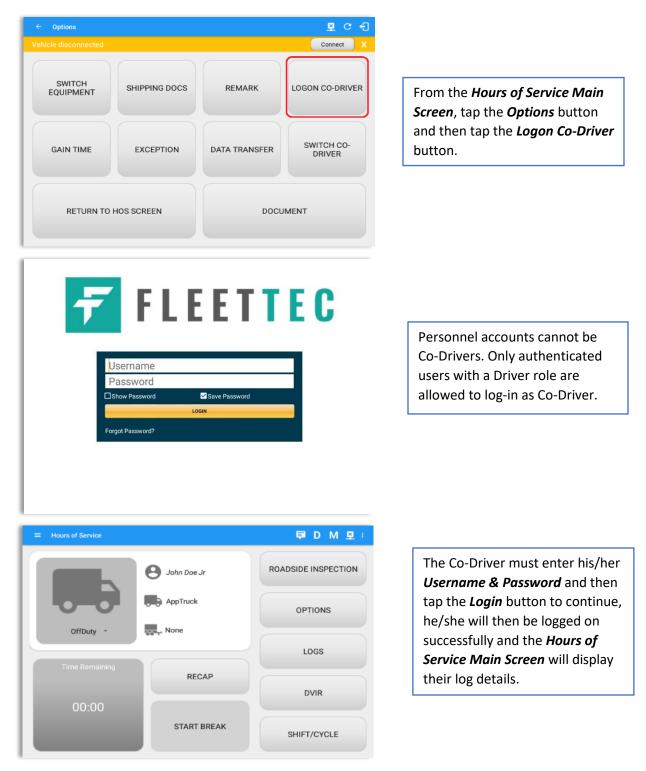
# 9.4 Editing or Deleting a Fuel Receipts

Tap the Edit button adjacent to the relevant fuel receipts, make any required changes. Tap the OK button to save the changes. Tap the CANCEL button to return without saving changes. Tap the DELETE button to delete the fuel receipt completely.

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# 10 Co-Drivers

# 10.1 Logon Co-Driver



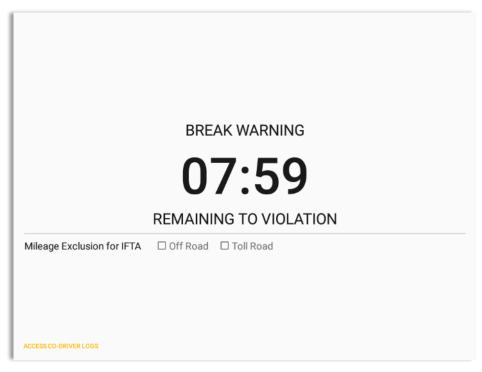


Star	t Time: 12AM		<	Mon Nov 21, 2	016 —	U	S70hr8day
N	1 1 2 3		5789	10 11 N 1	2 3 4 5 6	5 7 8 9 10 11	1 <u>M</u> Tota
FF		1 B 30 1		7:32			11:3
SB	11, 11, 11,	.111.	11.11.11			11. 11. 11. 11. 11.	00:0
D	սերեր	սեսեսե	11.11.1				00:3
ON							00:0
1			382	12360 4286			12:1
Viola	ation: none			Excep	tion: none		
	ation: none ivers: green cross				tion: none how all events		
		Start	Duration			+ EXCEPT	+ ADD
	ivers: green cross	Start 09:45 AM	Duration	_ s	how all events		
o-Dri	ivers: green cross		Duration	_ s	how all events Note	EXCEPT	ADD
o-Dri 39	ivers: green cross Status Remark	09:45 AM	Duration	_ s	how all events Note Unauthenticate Co-driver logged in: gree	EXCEPT	ADD EDIT
o-Dri 39 40	Nvers: green cross Status Remark Remark	09:45 AM 09:56 AM	Duration	_ s	how all events Note Unauthenticate Co-driver logged in: gree cross	EXCEPT	ADD EDIT EDIT

In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid chart.

# Team Driving

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the HOS dashboard and subsequently select the Logs option while the vehicle is still in motion.



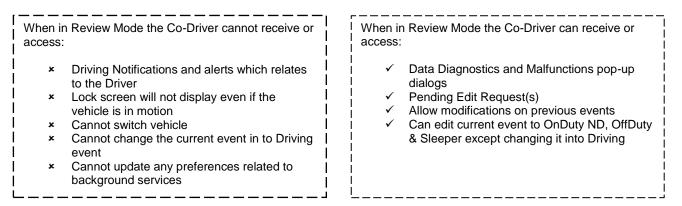


	Driver Authentication.
Choose Driver john.doe+1@gmail.com	07:37
CANCEL	1 - 2 - 3 + 4 / 5 × 6 * 7 * 8 * 9 ( 0 ) Del
	qwertyuiop 📾
	a s d f g h j k l Done
	†         z         x         c         v         b         n         m         ,!         ?         †
ACCESS CO-GRIVER LOUS	Ctrl Sym 🌮 English(US)

See steps in 9.2 Switch Driver to complete process.

Once the Co-Driver has successfully logged in, the main dashboard is displayed with the co-driver's information while setting the app in Review Mode with limited capabilities.

# **Review Mode**



Notes: (When the vehicle is still in motion)

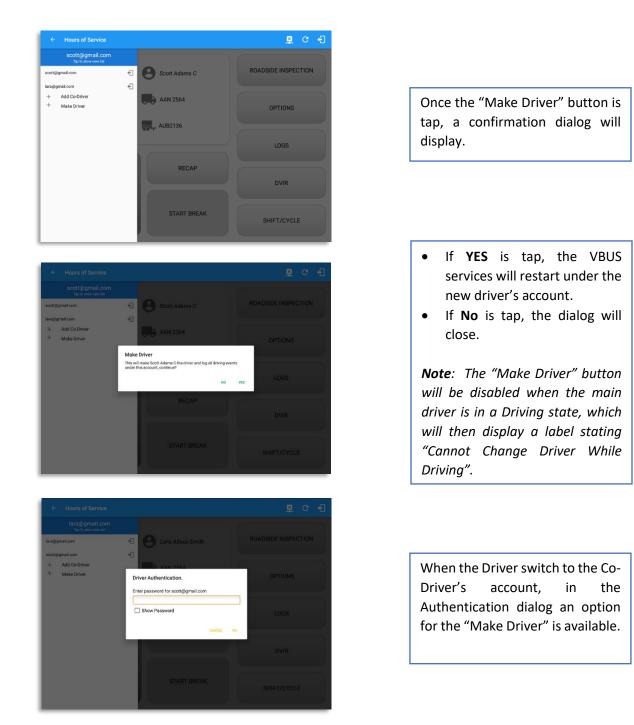
• Attempts to change the status to Driving will only display an error stating "Cannot change status while vehicle is in motion."

Error Currently driving, cannot switch vehicle	
	ок

• Attempts to Accept or Reject requested driving event is not allowed in a co-driver's account, instead an error dialog is displayed stating that "Only "Driver" can switch to "Driving" as current status."



When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Driver is available on the Drivers List.



**Note**: A driver that is set as the Driver is the one currently using the application while the other one is only in the monitoring state.



# **Reassign Driving Time**

The ELD allows the driver to reassign his driving time to a co-driver.

Star	t Time: 12AM		$\leftarrow$	Mon Nov 21, 201	6 <i>&gt;</i>				hr8day
DFF SB			7 8 9	10 11 N 1 2 2:42		5 6			11:4 00:0
D ON			Reassign	Driving Time					00:3 00:0
			Note:	Automatic Trans	sition	- 1			12:2
	ition: none ivers: green cross Status		Select Driver:	greencross@x.c	com	÷		+	+
		11:53 AM			CANCEL	ок	EX	CEPT	ADD
57	ELD Logout								
57 59	ELD Logout Remark	12:19 PM	_	5mi WSW Rapid City, SD	Cro	icu mi. graed 38	1		EDIT
		12:19 PM		5mi WSW Rapid City, SD 5mi WSW Rapid City, SD	ELD Con		1		
59	Remark					nection	1		EDIT

← View Log		. <b>₽ 0 </b> ₩ C <del>(</del> ]
Start Time: 12AM	Reassign Driving Time	US70hr8days
M 1 2 3 4 5 6	Note: Automatic Transition	5 7 8 9 10 11 M Total
SB 11111111111111111111111	Select greencross@x.com	00:00 III.44
	Driver:	00:38
	Reassign Driving Time	00:06 12:28
Violation: none Automaticall	Are you sure you want to reassign this driving event?	utomatics >
1 - 2 @ 3 #	NO YES	9 ( 0 ) Del
q w e	r t y u i	o p 🗠
a s d	f g h j	k I 🖵
t z x	c v b n m	, ! . ? <b>†</b>
Ctrl Sym	English(US)	

Tap on the Edit button of the created auto driving event to display the Reassign Driving Time dialog. Select for the co-driver's name of the list.

Once the OK button is tap, it will display a confirmation dialog whether to proceed to reassign the driving time event.

- If YES is tap, the driving event will have recorded as an Inactive Changed (IC) event on the main driver's log
- If **No** is tap, the dialog will close and will not reassign the driving time.

Switch to the Co-Driver's account to check the Reassign Driving Time which will be displayed on the Pending Edit Request dialog.

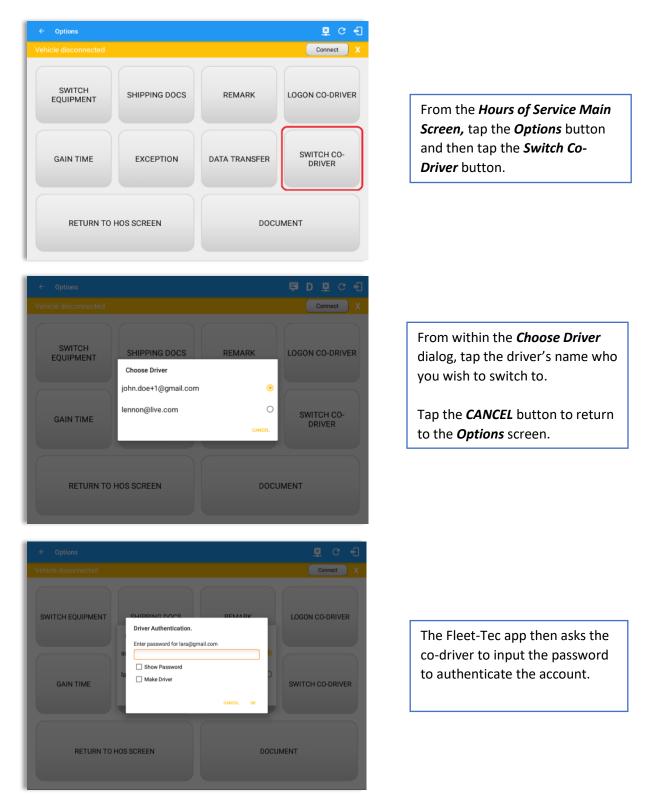
- If Accepted, the driving event will be reassigned and recorded on the co-driver's log.
- If Rejected, the driving event will not be recorded under the codriver's log. However, it will be displayed as an Inactive Changed Rejected (ICJ) event (both Main and Co-drivers log).

**Note**: A Co-Driver is not allowed to accept or reject a requested Driving event. Only "Driver" can switch to "Driving" as current status.

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# 10.2 Switch Driver





# **11 Shipping Documents**

← Options ehicle disconnected			Connect
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
RETURN TO	HOS SCREEN	DOCL	JMENT

From the *Hours of Service Main Screen,* tap the *Options* button and then tap the *Shipping Docs* button.

← Options					D 🖳 🤇	e -9
Vehicle disconnected	Enter Shipping	a Docs			Connect	x
	B/L or Manifest No.	Enter				
SWITCH EQUIPMENT	Shipper and Commodity	Enter		LOGO	N CO-DRI	VER
		CAN	ICEL OK			
1 - 2 @ 3 #	4 / 5 %	6 ^ 7	§ 8 *	9 (	0)	Del
q w e	r t	y u	i	0	р	
a s c	i <u>f</u>	g h	j k	1	+	•
t z x	c v	b n	m	,!	.?	1
Ctrl Sym		English(US)			•	•

Enter the <i>Bill of Lading</i> or <i>Manifest Number.</i>
Enter the <i>Shipper</i> or <i>Commodity.</i>
Tap the <b>OK</b> button to save the details.
Tap the <i>CANCEL</i> button to return without saving.



# 12 Add Remark

← Options			₽ C <del>(</del> ]	
			Connect X	
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER	From the <i>Hours of Service Main</i> <i>Screen,</i> tap the <i>Options</i> button and then tap the <i>Remarks</i> button.
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER	
RETURN TO	HOS SCREEN	DOCL	JMENT	
← Options	Add Remark		<b>티 호</b> C 신	
			Connect X	
SWITCH	1mi NW Birmingham, Al	ff Road 🗆 Toll Road		Enter the <i>Location</i> (optional).
SWITCH EQUIPMENT			LOGON CO-DRIVER	Enter the <i>Location</i> (optional). Enter the <i>Remark.</i>
	1mi NW Birmingham, Al	L		
EQUIPMENT	1 mi NW Birmingham, Al Enter Remark	CANCEL OK	LOGON CO-DRIVER	Enter the <b>Remark.</b> Tap the <b>OK</b> button to save the

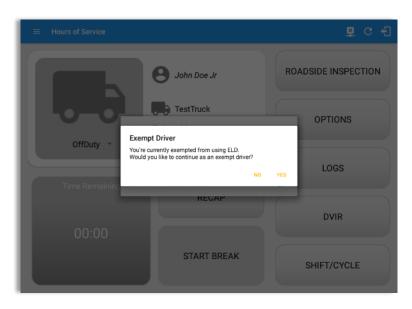
### Off Road / Toll Road Feature:

- When **Off Road** is enabled it will create a "Remark" with a note "Off Road". When uncheck it will create a "Remark" with a note "On Road"
- When **Toll Road** is enabled it will create a "Remark" with a note "Start Toll Road". When uncheck it will create a "Remark" with a note "End Toll Road"



# **13 Exempt Driver**

If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (395.1 (e)), upon *logging in* or *logging out* a dialog will display confirming whether the driver chooses to continue as an exempt driver.

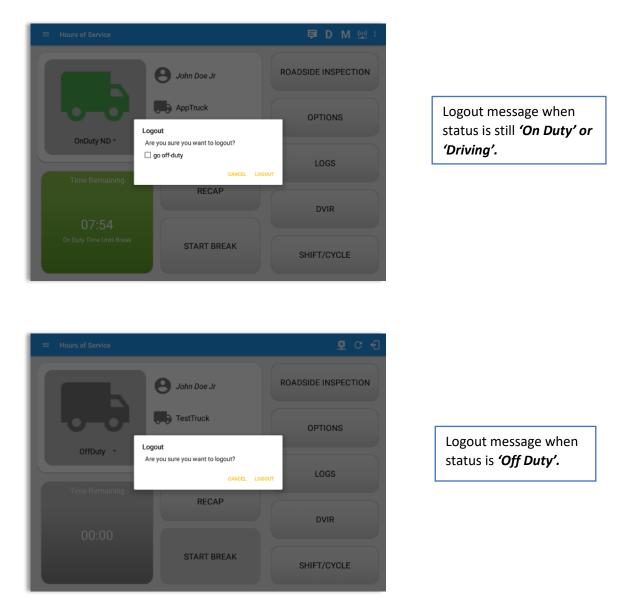


By selecting the OK button, the "No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles" exception will be enabled. You can enable Exempt Driver through these steps:

Login to Portal  $\rightarrow$  Go to the Drivers Management page  $\rightarrow$  Select on New Driver button or select the Edit driver button  $\rightarrow$  Enable the Exempt Driver option



# 14 Logout



**Note**: Once the "**Logout**" option is tapped, the valid driver that logged into the Fleet-Tec app will be logged out and the Fleet-Tec app will be close completely (with no Fleet-Tec Solutions Inc. service or VBUS service running in the background).



# **15 Unidentified Driving Events**

**Unidentified Driving Events** are events that are automatically recorded when a vehicle has been moving for more than 3 minutes while there is no driver logged in. These events are recorded under "**Unidentified Driver**" account. Unidentified Driving events can be accepted by actual drivers upon logging in to the app (within the Pending Request(s) window). However, the app prevents from Unidentified Driving for vehicle in **AOBRD** mode.

	. 0	John Doe Jr		ROAE	D D	
Pending	Edit Request(s) Tap Start	p each event to v Date	iew details From		lion	IS
0					uon X	-
1 OnDuty M	ND 07:16 AM	Jan 13, 2017	Personnel	ACCEPT	HELEOT	
2 Driving	07:33 AM	Jan 13, 2017	Unidentified	5		
					CANCEL	
					DVIR	
		START BR	EAK		SHIFT/CY	ICLE

When the next Authenticated Driver logs in or logs out, this popup will then appear. In order for the Unidentified Driving Events to be reassigned, the logged in driver will be the one to accept the **Pending Edit Requests** of the Unidentified Driver.

Do you really want to a	accept this event?	
Event:	Driving	
Start:	Nov 21, 2016 08:56 AM	
End:	Nov 21, 2016 08:57 AM	
From:		
To:		
Vehicle Miles:	1	
VIN:	Simulated	
Equipment ID:	LheSoo	
Origin:	Unidentified	
Note:	Automatic Transition	
Reason:		
Enter annotation for th	nis event	

### Note:

- Odometer field is displayed for edit request(s) made by the Personnel but it is displayed as Vehicle Miles field for edit request(s) made by the Unidentified Driver.

- The Unidentified Driving Event pending edit request dialog has additional details like: **From, To & Equipment ID** compared to that of the Personnel's pending edit request dialog.

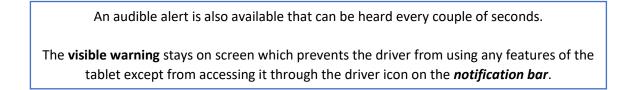


# **16 Warning Features**

### Audible and Visible Warning

If the driver logged out from the app and the driver does not log onto the ELD, as soon as the vehicle is in motion, the ELD prompts a visual and audible warning reminding the driver to stop and login to the ELD.

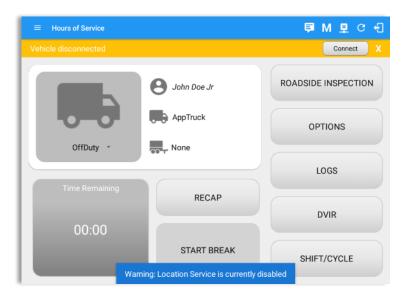
<b>FLEETTEC</b>
Warning! You are not currently logged in, stop the vehicle
Forgot Password?
Tracking Service Started



### **Location Services**

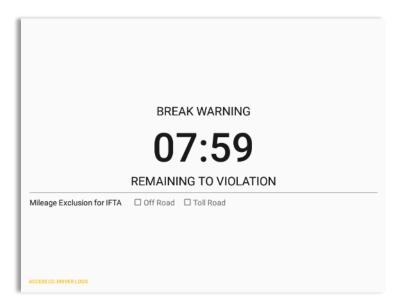
If the driver logged into the application without the Location Services turned on, a snackbar will display on the main dashboard and to other screens except for the screens navigated through the Settings menu. However, when the Location Services of the device is enabled then the snackbar will no longer display.





### Lock Screen

All warnings acquired by the authenticated driver while driving, will be displayed on the lock screen and remains on screen along with a countdown (to 00:00) being displayed however the text will dim down after 15 seconds to not distract the driver. The normal text color (black or white, depending on day/night mode) will be displayed upon tapping of the screen.



**Note**: If the driver stops driving while one of the checkbox is enabled the driver can still uncheck the "Off Road" or the "Toll Road" through the Options screen > Remarks.



# 17 List of Login Errors

These are the different error messages that appear upon an incorrect login. Follow the steps that follow to determine the cause of the error and to mitigate the problem.

Login Errors	Mitigation Steps
Authentication Failed. Check your network connection.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network.
Invalid user id or password.	Ensure that the email address and password are correct and valid. The password should match the valid email address.
A timeout error has occurred.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access. If issue persists, try again later or contact Fleet-Tec Solutions Inc. support at <u>1-833-533-8832</u> or send an email to <u>support@fleet-tec.com</u> .
An unknown error has occurred.	Contact Fleet-Tec Solutions Inc. support at <u>1-833-533-</u> <u>8832</u> or send an email to <u>support@fleet-tec.com</u> .
Username is required.	Ensure that the username field is not empty.
Password is required.	Ensure that the password field is not empty.
Login timed out.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access.
An error has occurred while creating the account. If the error continues please contact Fleet- Tec Solutions Inc. for assistance.	Try logging in after a few minutes and if error persists, contact Fleet-Tec Solutions Inc. support to <u>1-833-533-8832</u> or send an email at <u>support@fleet-tec.com</u> .
An error has occurred while retrieving account details.	Contact Fleet-Tec Solutions Inc. support at <u>1-833-533-</u> <u>8832</u> or send an email to <u>support@fleet-tec.com</u> .
An error has occurred while setting up the account. Please contact Fleet-Tec Solutions Inc. for assistance.	Contact Fleet-Tec Solutions Inc. support at <u>1-833-533-</u> <u>8832</u> or send an email to <u>support@fleet-tec.com</u> .
Check account configuration	Ensure that the driver and the asset are in the same Visibility Sets and has a role Driver role.



Error creating unidentified driver account	Try logging in after a few minutes and if error persists, contact Fleet-Tec Solutions Inc. support to <u>1-833-533-8832</u> or send an email at <u>support@fleet-tec.com</u> .
A non-driver accounts cannot be login as co-driver.	Ensure that the user account has a role Driver role. Personnel accounts are not allowed to log in as co- drivers.
Your Fleet-Tec Solutions Inc. version is < <b>current build</b> <b>version</b> >. This version is no longer supported. Please upgrade to < <b>latest build</b> <b>version</b> > or greater for stable operation.	Upgrade the Application to the latest version.

