



ELD MANDATE PLUS

ANDROID APP USER MANUAL FOR DRIVERS



Revision Table

Revision No	Date	Release Description	Author
0	09/08/19	App user manual	ELD Mandate Plus Team




CONTENTS----- Revised on 09/08/2019

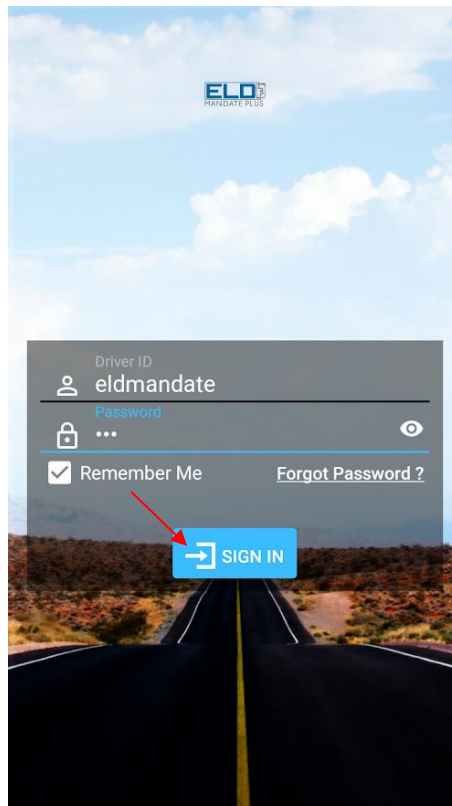
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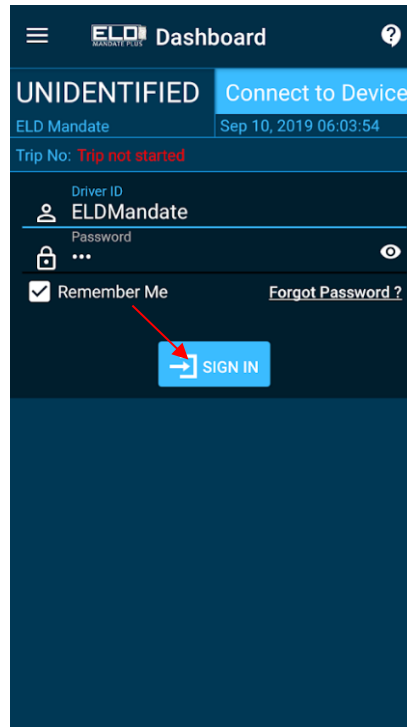
1. LOGIN CREDENTIALS

1.1 Enter login credentials

- Make sure mobile data is on.
- Enter your Driver ID (A 4-6-digit number that was generated by the back office dashboard when the driver's profile was created).
- Enter your password. It will not be displayed. To display the entered password, click on .
- To automatically display the password next time you login, check the Remember Me check box.
- Click on Sign In button.

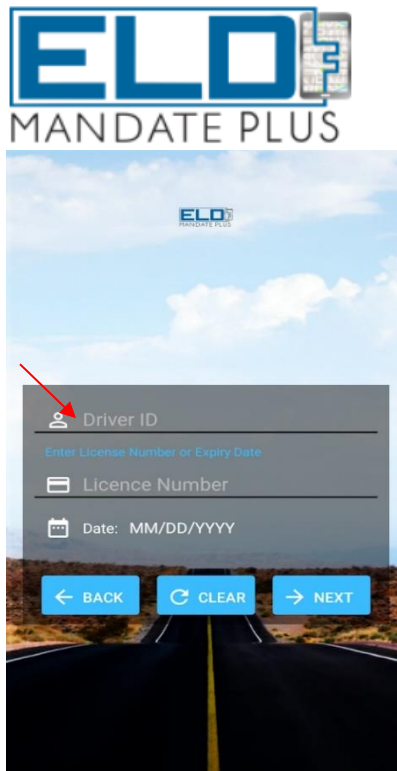


After app installation, If driver has logged in and logged out once, next time the login page will be displayed as unidentified profile. In Unidentified Profile also you can follow the same process to Login.

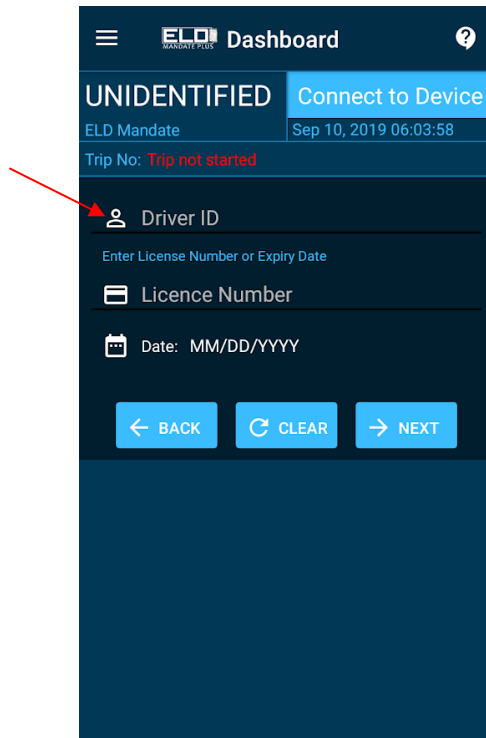


1.2 Forgot password

- a. Click on **Forgot Password?** link to generate a new password.
- b. Password reset can be done by giving **driver id, license no and license expiration date.**
- c. Set new password alert is seen.
- d. Once you have reset; login to your account.
- e. Password successful pop-up is displayed.



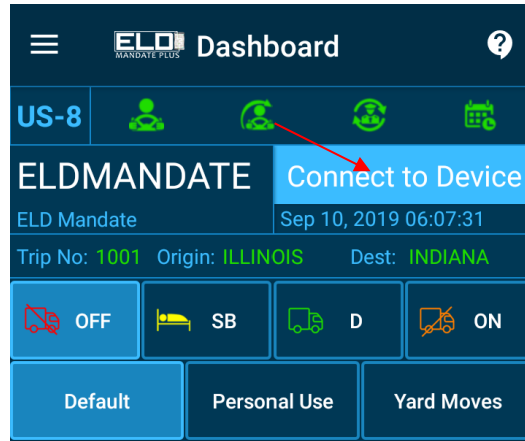
In Unidentified Profile also you can follow the same process using Forgot Password link to generate Password.



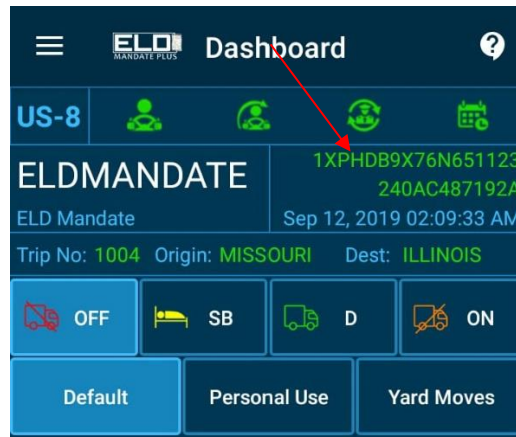


2. Home Page

Once you login you will be on the app home page. In the upper right corner click Connect to Device.



The app will sync with the ELD and the home page will look as shown below. The VIN number will be displayed in green text above the date and ELD name is displayed below the date.



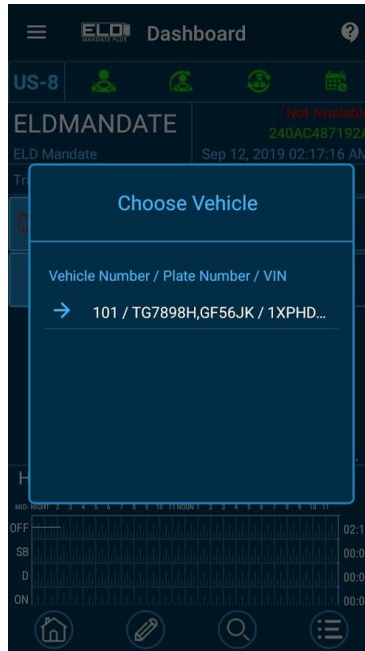
2.1 App's Dashboard

- On the left-hand side driver's name, business name, trip no and start location/ trip origin are displayed.
- On the right-hand side VIN no, date and ELD no. is displayed in green.
- Balance driving hours for the day displayed on the left and Balance Duty hours for the week on the right respectively.



2.1.1 VIN Selection

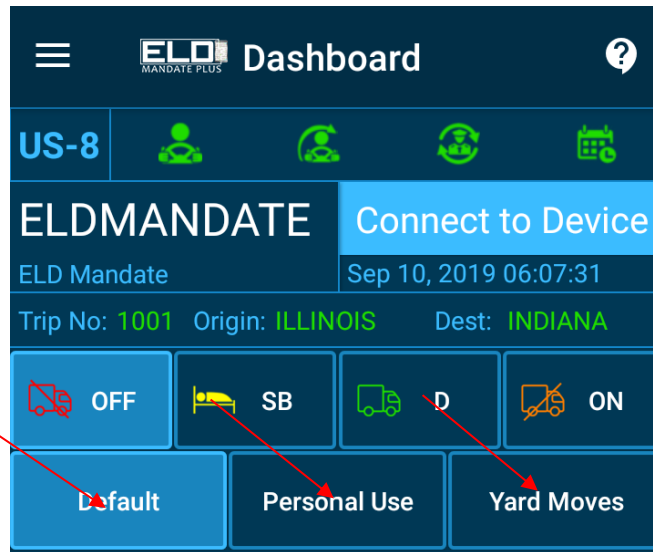
In Some case trucks may not stream the VIN. In order to resolve this,



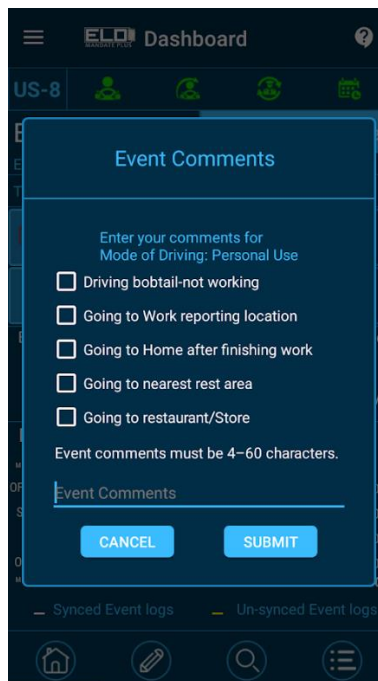
- Login into ELD Mandate website.
- In the dashboard from the left menu click "My fleet".
- Click "Add Fleet" pop up screen opens.
- Please fill in the VIN, Plate number and Truck no and click "Save".
- Continue steps a-d, if you have more than one truck.
- Now when you login from the APP, when the VIN is not streamed, you will get a pop up, listing the truck numbers (the information we have added in "My fleet").
- Select the truck number.
- Now the App will bind the VIN to the SSID, so that VIN will be a part of the data stream from the truck.

2.1.2 Mode of driving

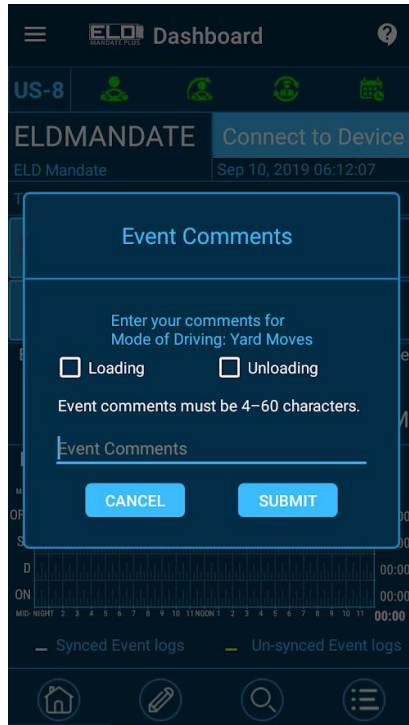
- In the ELD Dashboard screen, click to select the Driver mode of driving.
- In the Mode of driving Strip, select Default to access all the duty status (off duty, Sleeper Berth, Driving, On duty, Waiting Time).
- Once the Driving Mode has been selected, you can select duty of driving accordingly Comments dialog box appears.



- d. Enter your comments and click on Submit button to record your comments. If you do not want to record your comments, click on skip button.
- e. You can view the following Event Comments popup for Personal Use.



- f. You can view the following Event Comments popup for Yard Moves.

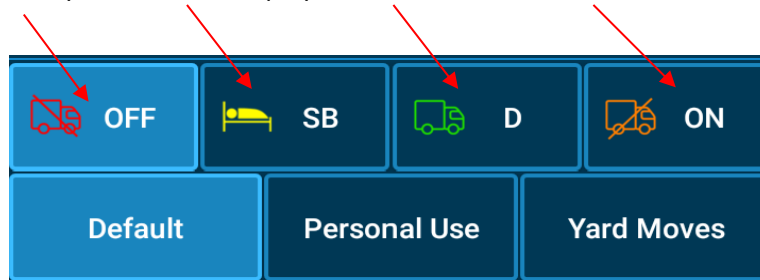


- g. The selected Driver mode is displayed on the ELD Dashboard.
- h. You can select same as to change Driving mode to PERSONAL USE and YARD MOVES.

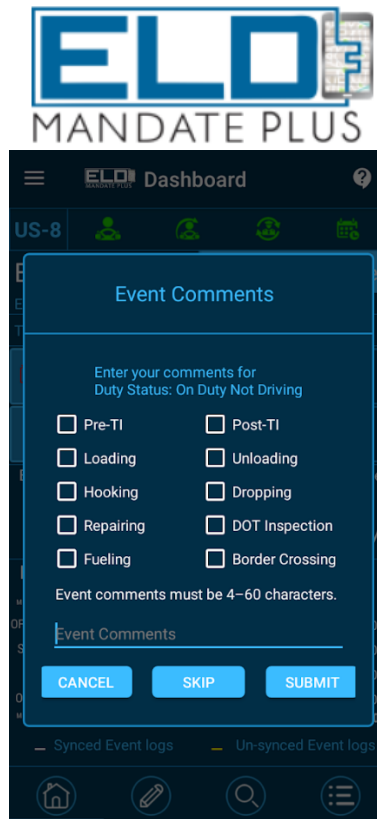
	<p>The following categories are available:</p> <p>Default – Select for on duty driving</p> <p>Personal Use – Select for personal use</p> <p>Yard Moves – Select for yard shuttle service</p>
	<p>If you select Default, the Duty of Status dialog box is enabled. You can choose an appropriate option based on the driving situation.</p>

2.13 How to select Duty of Status

- a. Click on the appropriate Duty of Status.
- b. The selected Duty of Status is displayed on the ELD Dashboard.



- c. You can view the following Event Comments popup for On Duty Not Driving duty status.



2.14 Vehicle status

For example, if your duty status is in driving, but the vehicle is idle more than 5 minutes, the vehicle status displays a pop up message to suggest you to change your driving status.



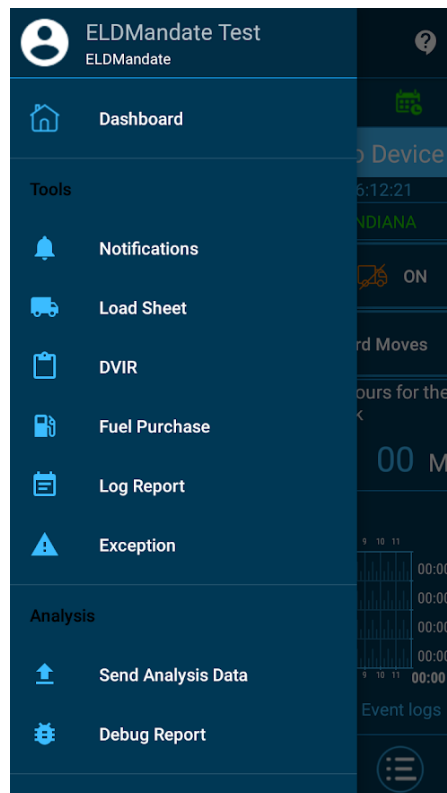


3. MENU PAGE

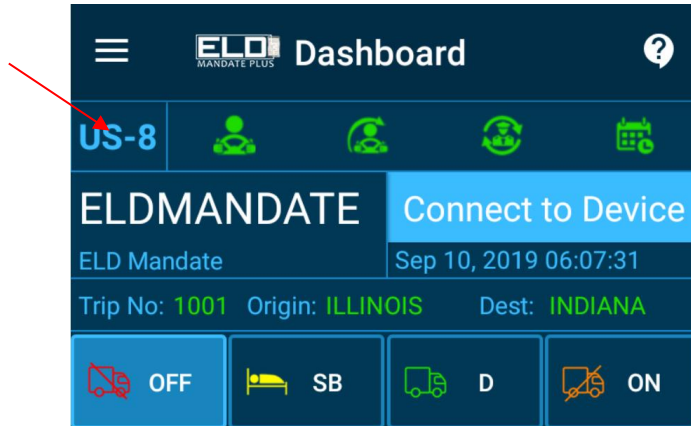
Menu page contains all the app features like Notifications, Load Sheet, DVIR, Fuel Purchase, Log Report, Exception.

For example, if you are entering Load sheet details and if you want to move to DVIR, you can select the Menu icon on the top left and you can easily navigate to different features in the App.

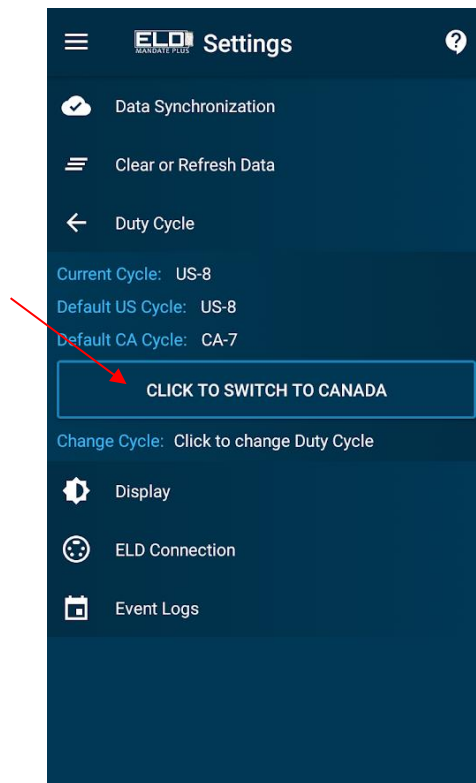
Once you are done with your driving service you can sign out of the app by clicking the Sign out from the top left menu icon.



4. Driver Duty Limitation



Your Driver Duty Limitation status is located in the top left most icon, which reflects the type of driving you selected from the website for that particular driver. There are currently 12 types of driving limitations. You can switch to Canada rule from default rule by using switch option from Settings on the left side menu.

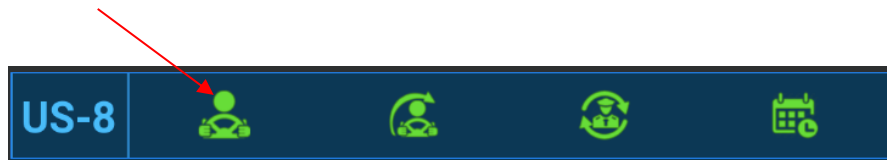




- a. **US 7 Day's 60 Hours:** It is the rule of driving 60 hours a week which you selected from the ELD Mandate website.
- b. **US 8 Day's 60 Hours:** It is the rule of driving 70 hours a week which you selected from the ELD Mandate website.
- c. **100 Air Miles:** Rule indicates that the driver is driving within 100 mile radius of their yard or main office.
- d. **150 Air Miles:** Rule indicates that the driver is driving within 100 mile radius of their yard or main office.
- e. **Construction Material 7 Days 60 Hours:** Rule indicates that driver is driving 60 hours a week for the vehicles which is use for construction work/purpose.
- f. **Construction Material 8 Days 70 Hours:** Rule indicates that driver is driving 70 hours a week for the vehicles which is use for construction work/purpose.
- g. **Ground Water 7 Days 60 Hours**
- h. **Ground Water 8 Days 60 Hours**
- i. **Passenger 8 Days 60 Hours**
- j. **Passenger 7 Days 60 Hours**
- k. **Canada 7Days 70 Hours**
- l. **Canada 14Days 120Hours**

5. VIOLATION STATUS

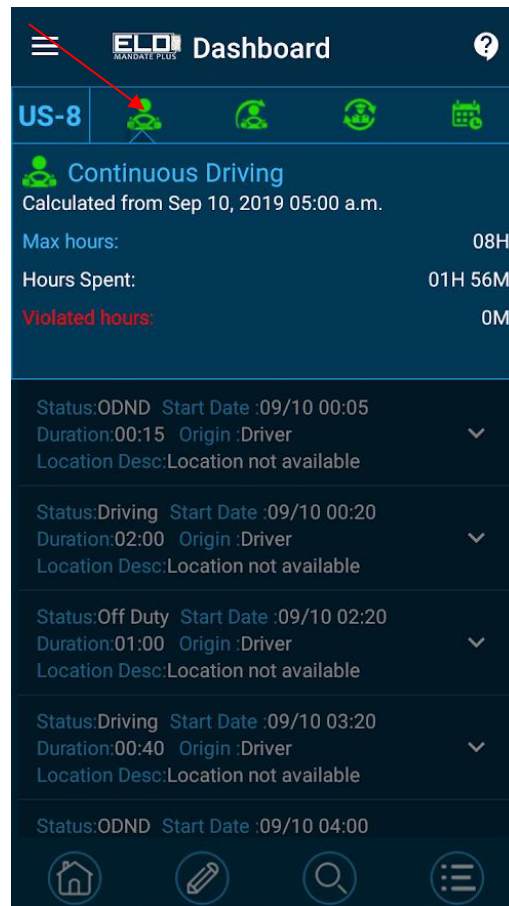
You can view your violation status via the four primary sub icons located in the top row of the app.





5.1 Continuous Hours

The rule of Continuous hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the ELD Mandate website.

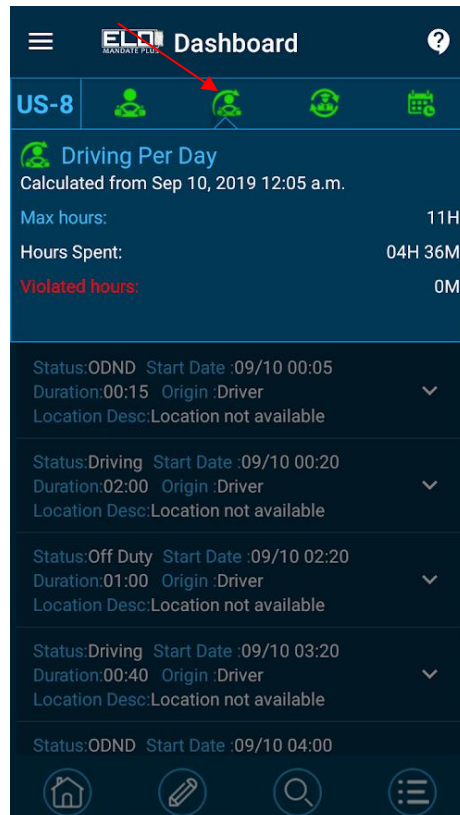


- Hours spent:** Summary of total continuous hours driven per day.
- Max Hours:** As per the rule of continuous driving is allowed on the basis of duty of limitation which you select.
- Violated Hours:** Shows the number of hours driven more than the rules.



5.2 Driving Hours

The rule of Driving hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the ELD Mandate website.

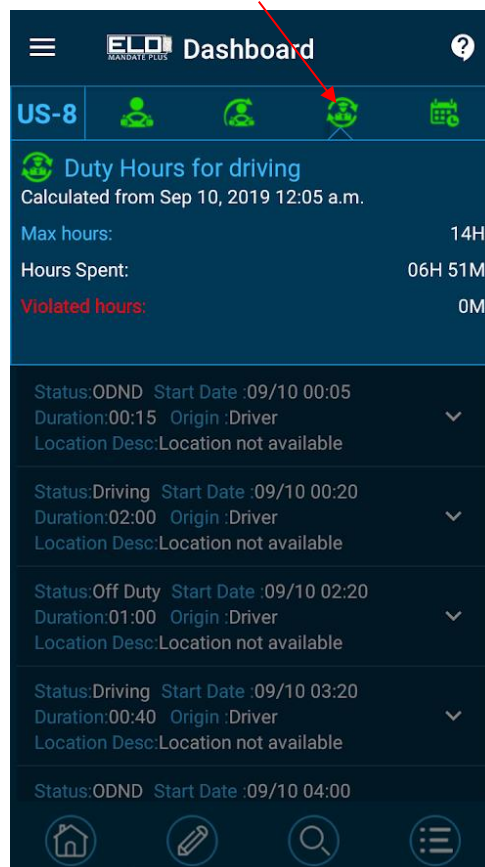


- Hours Spent:** Summary of total driving hours per day.
- Max Hours:** As per the rule of driving is hours allowed on the basis of duty of limitation which you select.
- Violated hours:** Shows the number of hours driven more than the rule.



5.3 Duty Hours

The rule of Duty hours will depend upon the duty of driving and on duty hours which you selected for the driver during creation of driver ID from the ELD Mandate website.

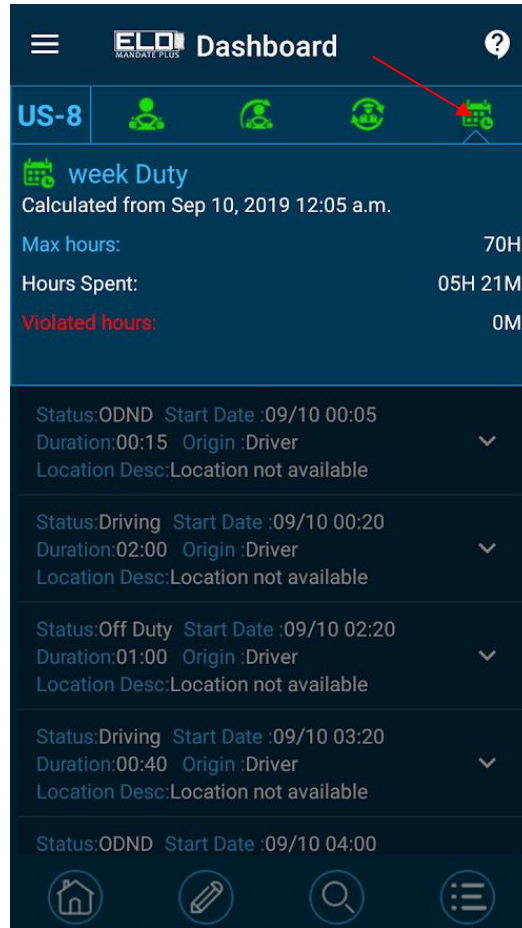


- Hours Spent:** Summary of total driving and on duty hours per day.
- Max Hours:** As per the rule of duty hours is allowed on the basis of duty of limitation which you select.
- Violated hours:** Shows the number of hours driven more than the rule.



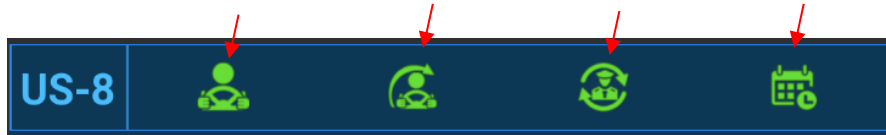
5.4 Weekly Hours

The rule of Weekly hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the ELD Mandate website.



- Hours Spent:** Summary of total driving and on duty hours for the week.
- Max Hours:** As per the rule of weekly hours is allowed on the basis of duty of limitation which you select.
- Violated hours:** It shows the number of hours driven more than the rule.

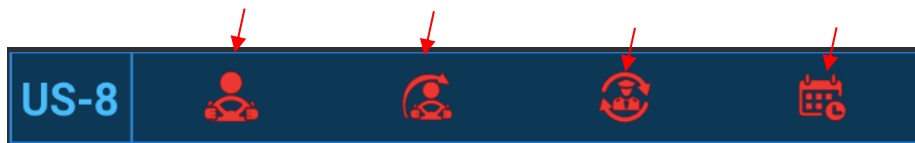
5.5 Violation Icon Behaviour



Green Icon represents your current Continuous Hours, Driving Hours, Duty Hours and Weekly Hours under non – violation status.



Orange Icon represents your current Continuous Hours, Driving Hours, Duty hours and Weekly Hours about to be in violation status i.e. the icon colour will change to orange before 30 Mins.

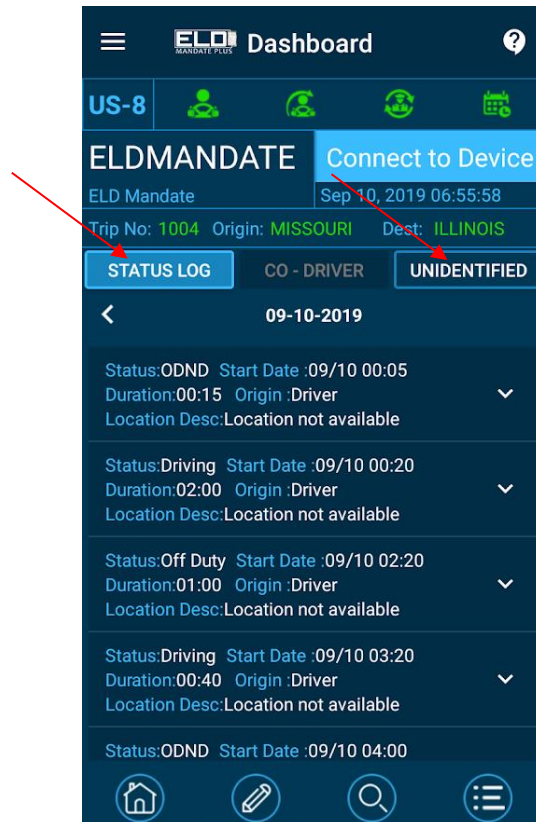


Red Icon represents your current Continuous Hours, Driving Hours, Duty Hours and Weekly Hours exceeded the hours limitations and you have violated the hours.



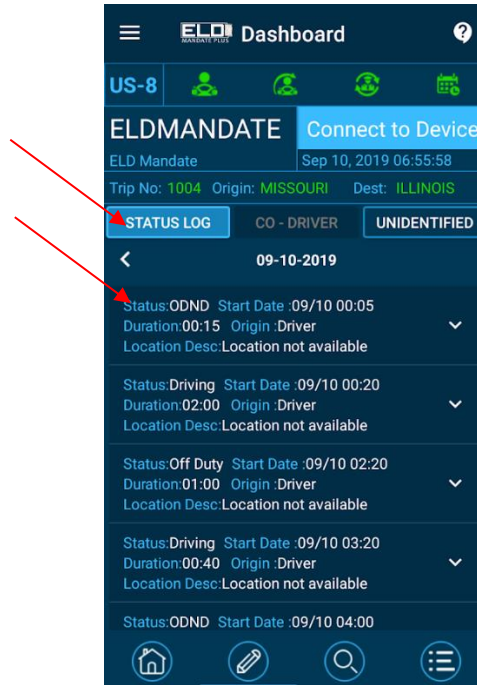
6. SELF-INSPECT MENU

The dashboard of Self Inspection page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.



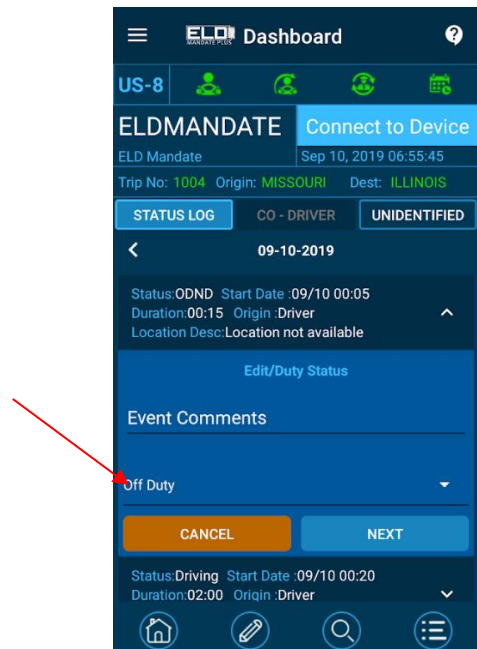
6.1 Status Logs

- STATUS LOG:** By selecting the status log button, it displays **Duty status logs** of the driver on the present day.
- UNIDENTIFIED:** When you sign out the app and reopen the app it goes to the unidentified profile. You can change the duty status in unidentified profile. Later you can assign the unidentified logs to your account by using this unidentified button. Just select the unidentified logs and click the floating action button and assign the logs to your account.



6.2 Edit Status Logs

If you click an event, you will get the option to edit the logs. Once you click Edit button, you can view the Duty Status button to change the status of driving such as Off Duty, Sleeper Berth, Driving and On Duty Not Driving. Select the option which you want to change or edit accordingly.

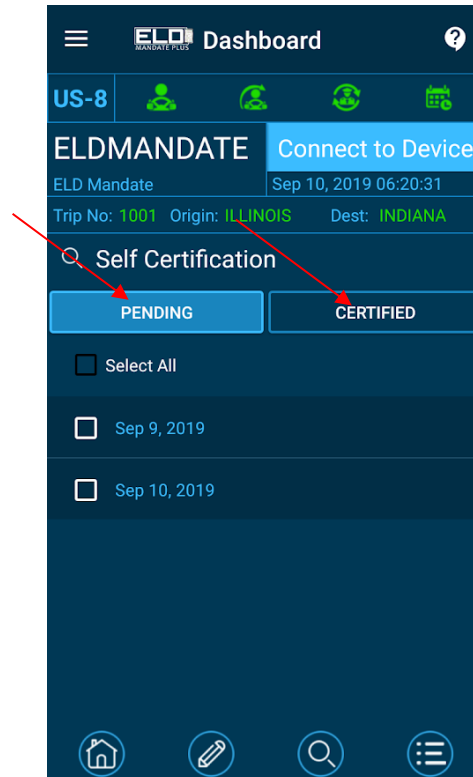




7. SELF-CERTIFIED MENU

The dashboard of the Certify page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.

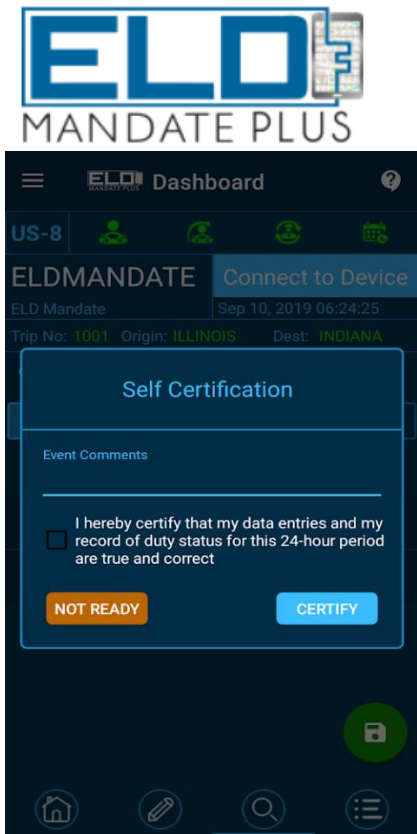
Certify primarily contains PENDING and CERTIFIED details.



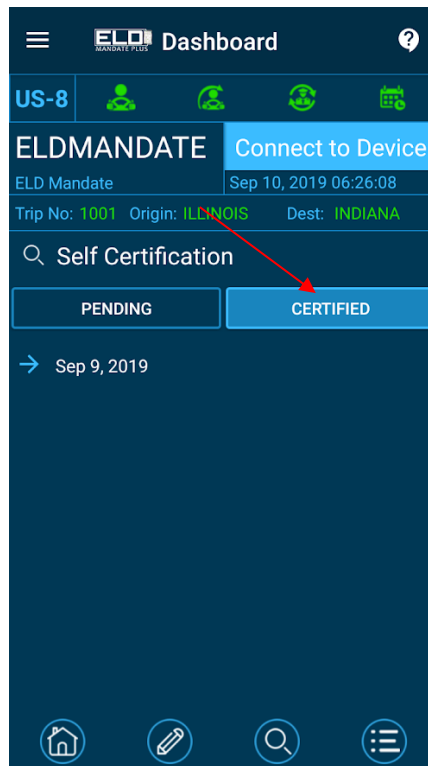
- a. **PENDING:** When you select the pending button, it displays the message which indicates the particular self-certified items for a specified date that were not completed.

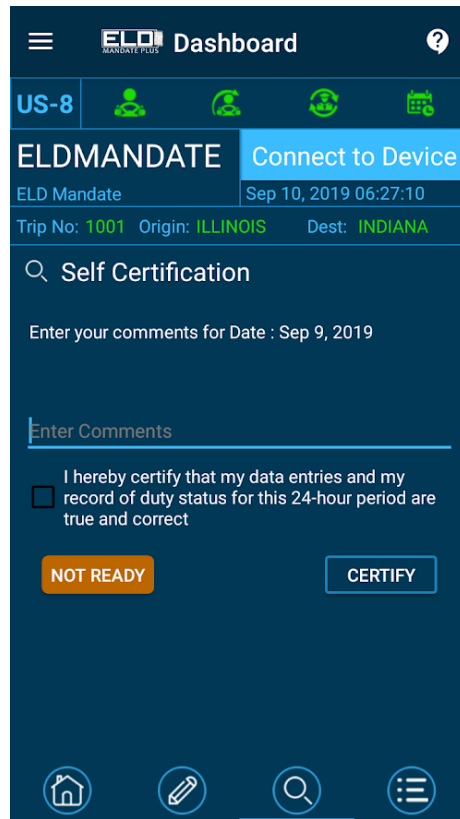
For **example**, if you did not self-certify for a particular date, you can click on that date which is shown by the app and you can certify it by entering comments and certify. Then it will reflect in the certified menu.

After entering comments for a particular Pending self certified record, You can view that under the Certified button.



- b. **CERTIFIED:** By selecting "Certified" button, it displays the dates which you already self-certified. You can also edit the previously certified data, but your "Re-submission" count will increment when you edit your self-certified data again.







8. REPORT MENU

The dashboard of the Report page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.

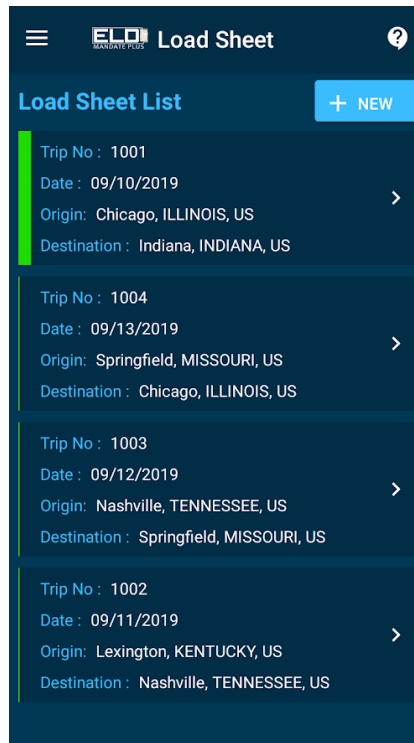
The screenshot shows a mobile application interface for ELD MANDATE PLUS. At the top, there is a dark blue header with a hamburger menu icon, the ELD MANDATE PLUS logo, the word 'Dashboard', and a question mark icon. Below the header is a navigation bar with 'US-8' and four icons: a person, a truck, a circular arrow, and a calendar. The main content area is titled 'ELDMANDATE' and includes a 'Connect to Device' button. Below this, it displays 'ELD Mandate' with a date and time 'Sep 10, 2019 06:27:19'. The trip information is shown as 'Trip No: 1001 Origin: ILLINOIS Dest: INDIANA'. A 'Roadside Inspection' section is active, indicated by a checkmark icon. It contains two buttons: 'WEB' and 'EMAIL'. Below these buttons, the following information is displayed: 'Date : 09-10-2019', 'Time : 04:57 p.m.', 'Latitude :13.0191182', and 'Longitude :80.2066408'. There is a 'Comments' field and a 'SEND' button at the bottom of the form. At the very bottom of the screen is a navigation bar with four icons: a home icon, an edit icon, a search icon, and a menu icon.

We have 2 ways of submitting logs to FMCSA via WEB and EMAIL by selecting the either one of it, fill the Location description and comments and then click send button.



9. TRIP/LOAD SHEET MENU

You can create your load sheet by using the **ELD Mandate website** or **ELD Mandate App**.



9.1 Add Load Sheet

After clicking Add Load Sheet the next screen opens where you can add your load information such as Date, Origin, Destination, Driver (you can add co-driver) and Trailer number.

Note: You can add your co- driver if required or you can leave it blank.

A screenshot of the 'Load Sheet' form in the ELD MANDATE PLUS application. The form is displayed on a dark blue background. At the top, there is a hamburger menu icon, the ELD MANDATE PLUS logo, the text 'Load Sheet', and a help icon. Below this is the title 'Load Sheet Form' and a blue 'ADVANCED' button. The form contains several input fields: 'Load Number', 'Truck Number', 'Trailer Number', 'Consignee/BL', 'Odometer Reading in Miles' (with a value of 0.0), 'Origin' (with a dropdown menu showing 'Select a Cou..'), 'Destination' (with a dropdown menu showing 'Select a Cou..'), 'City' (two fields), and 'Date' (with a prompt 'Click to Choose'). At the bottom, there are two buttons: a red 'Cancel' button and a blue 'Save' button.

9.2 Add Consignment

- By clicking Plus button(+), it will proceed to next screen where you need to fill **shipper details**.

A screenshot of the 'Shipper Info' form in the ELD MANDATE PLUS application. The form is displayed on a dark blue background. At the top, there is the title 'Shipper Info'. Below this is a dropdown menu labeled 'Select Shipper' with a white plus sign (+) to its right, which is highlighted by a red arrow. Below the dropdown is a horizontal line. The form contains several input fields: 'Address:', 'City:', 'State:', 'Zip Code:', and 'Country:'. At the bottom, there are two buttons: a red 'Cancel' button and a blue 'Save' button.



To **Add Shipper Details**: Enter Shipper name, Country, Zip Code, City and Address. Click Save to proceed.

A dark blue mobile form for entering shipper details. It has five input fields: 'Shipper's Name', 'Select a Cou..' (with a dropdown arrow), 'Zip Code', 'City', and 'Address'. At the bottom, there are two buttons: a red 'Cancel' button on the left and a blue 'Save' button on the right.

Note: You can't edit Shipper details once you have saved via App but you can edit through ELD Mandate website.

b. **Consignment Info:** Here enter consignment details such as Billing date, Description, Packing type, Quantity, Weight, Delivery notes and P.O Number.

A dark blue mobile form titled 'Load Sheet' with the ELD logo and a question mark icon in the top right. The form is divided into sections: 'Consignment Info:' (with a red arrow pointing to 'BL Date: Click to Choose'), 'B/L' and 'P.O Number' fields, 'Commodity' field, 'Select Packa..' (dropdown) and 'Quantity' field, a 'Weight' section with a 'WEIGHT IN LBS' button and a '0.0' value, 'Delivery Notes' field, and 'Consignee Info' section with a 'Consignee Name' field. At the bottom are 'Cancel' and 'Save' buttons.



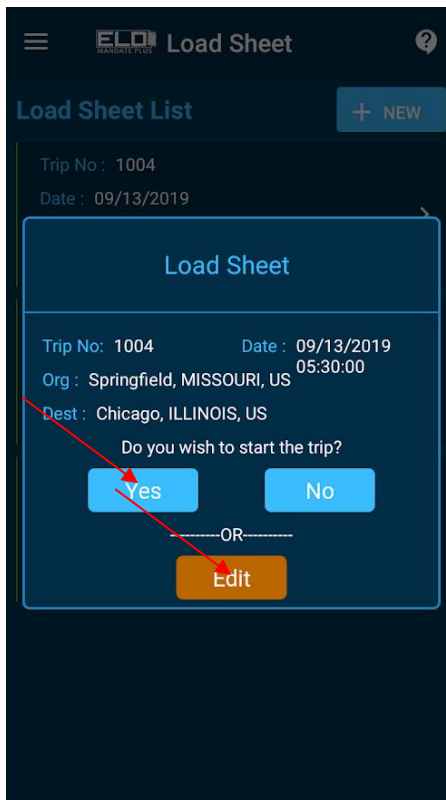
- c. **Consignee Info:** Here enter consignee details such as Consignee Name, Address, Country, City, State and Zip Code.

A dark blue form titled 'Consignee Info' with white text. It contains several input fields: 'Consignee Name', 'Address', a dropdown menu labeled 'Select a Cou..', and two separate input fields for 'City' and 'Zip Code'.

After filling above load sheet information click the save button. The Load Sheet information will be available inside Load Sheet Dashboard.

You can create multiple Load Sheets and you can select the required Load Sheet according to the trip.

Once you select the required Load Sheet you can Edit or Use the Load Sheet. When you Use the Load Sheet your Load information is on the **main home dashboard** where you can track your trip.





Once you are done with your trip you can select the respective Load Sheet and you can **close the Current Trip** by clicking **"Yes"**.

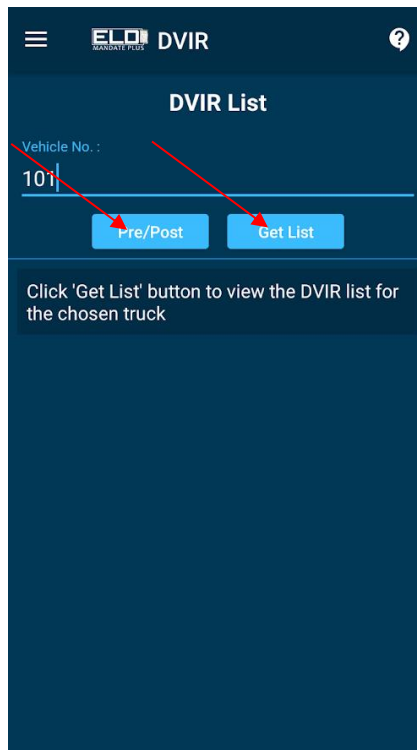
10. FUEL PURCHASE

- Fuel Type → Select your fuel type from dropdown.
- Gallons / Litres → Enter the Gallons / Litres purchased.
- Amount → Enter the Gallons / Litres amount.
- Capture Bill → You can take picture of your Fuel Receipt and our app saves it.

A screenshot of the 'Fuel Purchase' screen in the ELD MANDATE PLUS app. The screen has a dark blue background with white text. At the top, there is a hamburger menu icon, the ELD MANDATE PLUS logo, the title 'Fuel Purchase', and a help icon. Below the title is a fuel pump icon. The screen displays several data points: 'Device Date : 09-10-2019 Time : 05:06 p.m.', 'Home Terminal Date : 09-10-2019 Time : 06:36 a.m.', 'Latitude : 13.0191182', and 'Longitude : 80.2066408'. There are two buttons labeled 'Gallons' and 'Litres'. Below these is a 'Quantity' input field and an 'Amount' label. A 'Fuel Type' dropdown menu is set to 'Select Fuel Type' with a 'Truck...' option. At the bottom of the dropdown is a camera icon and the text 'Click the icon to capture bill'. A 'SAVE' button is at the very bottom. Red arrows point to the 'Gallons' and 'Litres' buttons, the 'Fuel Type' dropdown, and the camera icon.

11. DVIR Menu

Driver Vehicle Inspection Report (DVIR) primarily contains "Pre/Post" and "Get List".





11.1 Pre-Trip

Pre-trip is a mandatory report which need to be checked and signed before you begin your trip.

A screenshot of a mobile application interface for the ELD MANDATE PLUS DVIR Form. The app has a dark blue background with white text. At the top, there is a hamburger menu icon, the ELD MANDATE PLUS logo, and the text 'DVIR'. Below this is a back arrow and the title 'DVIR Form'. There are two radio buttons: 'Pre-Trip' (selected) and 'Post-Trip'. A checkbox for 'C-TPAT' is also present. The form fields include: 'Carrier : ELD Mandate', 'Address : 3701mALGONQUIN ROAD SUITE # 860', 'Truck No. : 101', 'Truck VIN :1XPHDB9X76N651123', 'Truck Plate No. :TG7898H,GF56JK', and 'Date : Choose Date'. There is a section for 'Odometer Reading in Miles' with a horizontal line. Below that is a 'Trailer No.' field with a plus sign icon. The 'Defect Status' section has three radio buttons: 'CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY', 'ABOVE DEFECTS CORRECTED', and 'ABOVE DEFECTS NEED NOT TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE'. A red circular button with a white eye icon is located at the bottom right of the form.

- By clicking Pre/Post button, it will ask to submit pre trip report, where you can find carrier name, address, date, time, Truck number, VIN, Plate No, Location Comments and odometer reading (it will reflect current odometer reading automatically).
- You are required to manually enter the trailer number.
- The **accessories list** contains 22 mandatory individual items to check during pre-trip. You can add additional accessories using the ELD Mandate website.



The screenshot shows the 'DVR Form' for 'SCHEDULE 1'. It features a dark blue background with white text. At the top, there is a menu icon, the 'ELD MANDATE PLUS' logo, and a question mark icon. Below the title 'DVR Form', the subtitle 'SCHEDULE 1' is displayed. The form is organized into sections: 'Air Brake System', 'Cab', and 'Cargo Securement'. Each section has a checkbox and lists 'Minor Defects' and 'Major Defects'. A green circular 'Accessory' button with an eye icon is located at the bottom right of the form.

The screenshot shows the 'DVR Form' for 'C-TPAT'. It features a dark blue background with white text. At the top, there is a menu icon, the 'ELD MANDATE PLUS' logo, and a question mark icon. Below the title 'DVR Form', the subtitle 'C-TPAT' is displayed. The form is organized into sections: 'Tractor' and 'Trailer'. Each section has a checkbox and lists various components to be inspected. A green circular 'Accessory' button with an eye icon is located at the bottom right of the form.

- d. In the **Defect status**, you have to select any one of the three radio buttons which are suitable and you have to add your comments (entering comments is mandatory) under the **Remarks field**. Finally, the driver has to **sign and save**.
- e. Once the required pre-trip details have been entered and saved the data is reflected in DVIR dashboard/page and the driver can view it on the same page.



☰ ELD MANDATE PLUS DVIR ?

← DVIR Form

- ABS Light
- Doors Outside/ undercarriage
- ceiling / Roof Inside & outside
- Front Wall / Left side /Left side


Defect Status


- CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
- ABOVE DEFECTS CORRECTED
- ABOVE DEFECTS NEED NOT TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE

Remarks

All good

Inspection Conducted by ELDMandate Test I, ELDMandate Test, declare that the vehicle(s) listed has (have) been inspected in accordance with SCHEDULE1.

 UPDATE DRIVER SIGN

Accessory 

SUBMIT



11.2 Post-Trip

Post-trip is a mandatory report checked and signed after reaching the destination.

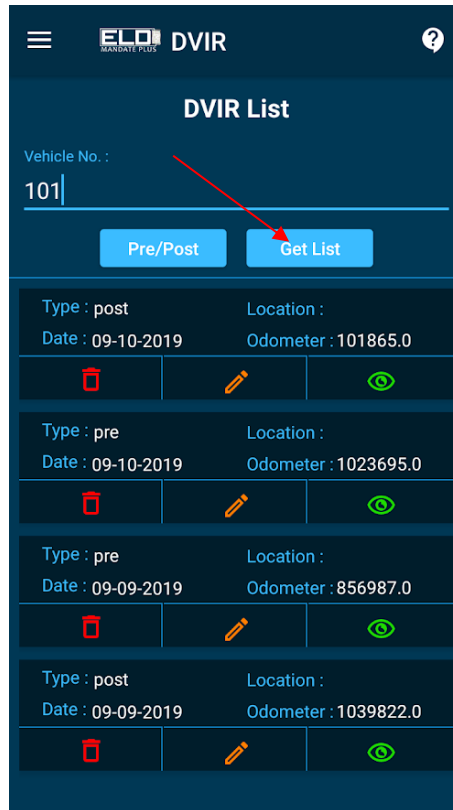
A screenshot of the ELD MANDATE PLUS DVIR Form interface. The form is displayed on a dark blue background. At the top, there is a header with the ELD MANDATE PLUS logo and the text 'DVIR'. Below the header, there is a back arrow and the title 'DVIR Form'. The form contains several sections: 'Pre-Trip' and 'Post-Trip' radio buttons, with 'Post-Trip' selected; a 'C-TPAT' checkbox; a 'Carrier' field with the value 'ELD Mandate'; an 'Address' field with the value '3701mALGONQUIN ROAD SUITE # 860'; a 'Truck No.' field with the value '101'; a 'Truck VIN' field with the value '1XPHDB9X76N651123'; a 'Truck Plate No.' field with the value 'TG7898H,GF56JK'; a 'Date' field with the value 'Choose Date'; an 'Odometer Reading in Miles' field; a 'Trailer No.' field with a plus sign icon; and a 'Defect Status' section with three radio buttons: 'CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY', 'ABOVE DEFECTS CORRECTED', and 'ABOVE DEFECTS NEED NOT TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE'. A red circular icon with a white eye is visible in the bottom right corner of the form.

- When clicking Pre/Post button, it will ask to submit pre-trip report, where you can find carrier name, address, date, time, Truck number, VIN, Plate Number and odometer reading (it will reflect current odometer reading automatically).
- Trailer number which is entered manually and it is mandatory.
- The **accessories list** contains 22 mandatory individual items to check during post-trip. You can add additional accessories using the ELD Mandate website.
- In the **Defect Status**, you must select any one of the three radio buttons which are suitable and you have to add your comments (entering comments is mandatory) under the **Remarks Field**. Finally, the driver must **sign and save**.
- Once the required post-trip details have been entered and saved the data is reflected in DVIR dashboard/page and the driver can view it on the same page.

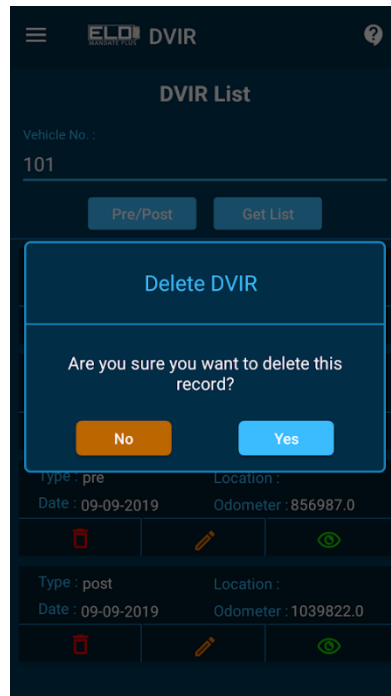


11.3 GET LIST

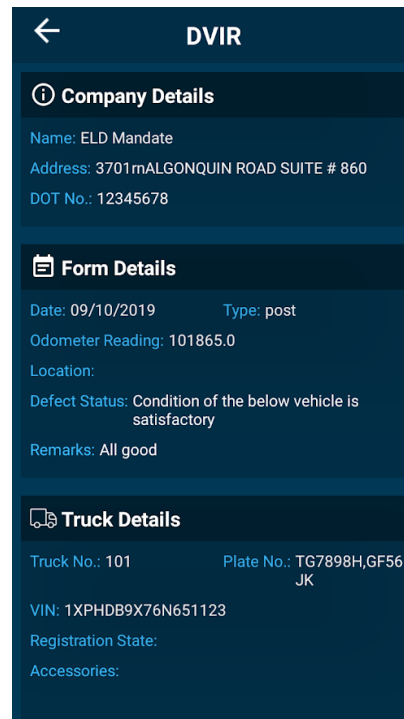
Get list reflects the total number of trucks registered under single driver name.

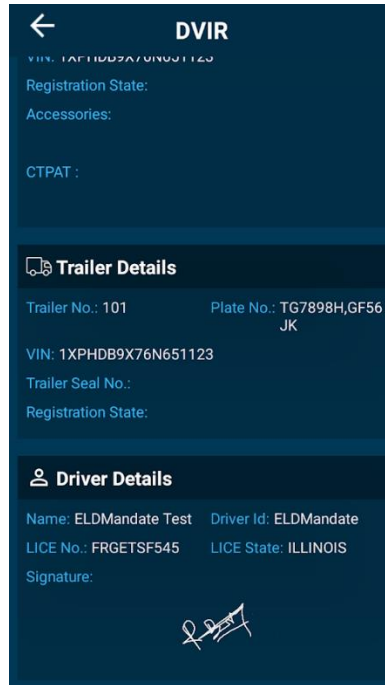


The DVIR report of each individual Truck number can be viewed inside the Get List by selecting required truck number.
By Clicking on Delete button, You can delete the record.



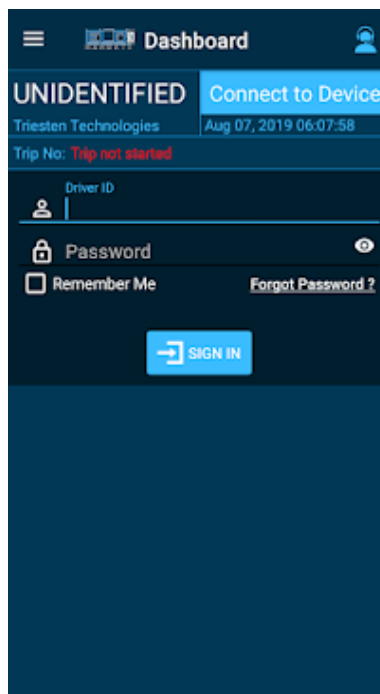
By clicking the View Button, You can view the Company Details, Form Details , Truck details, Trailer details and Driver details associated with that particular record.





12. SIGN-OUT & SIGN-IN PAGE

Sign out/Sign in: By clicking the top left menu icon you can find an option to sign out. Once you are done with a sign out you can follow the same procedure by clicking the top left menu where you can sign in again.

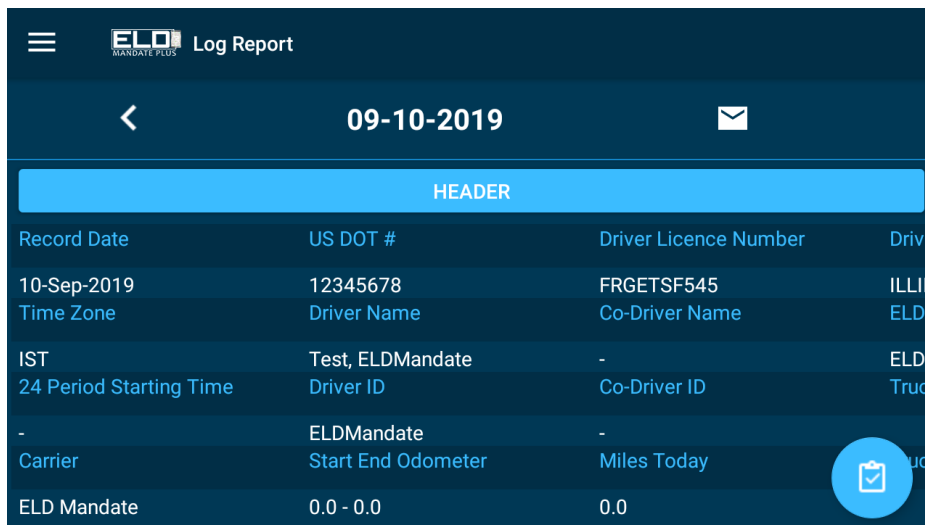
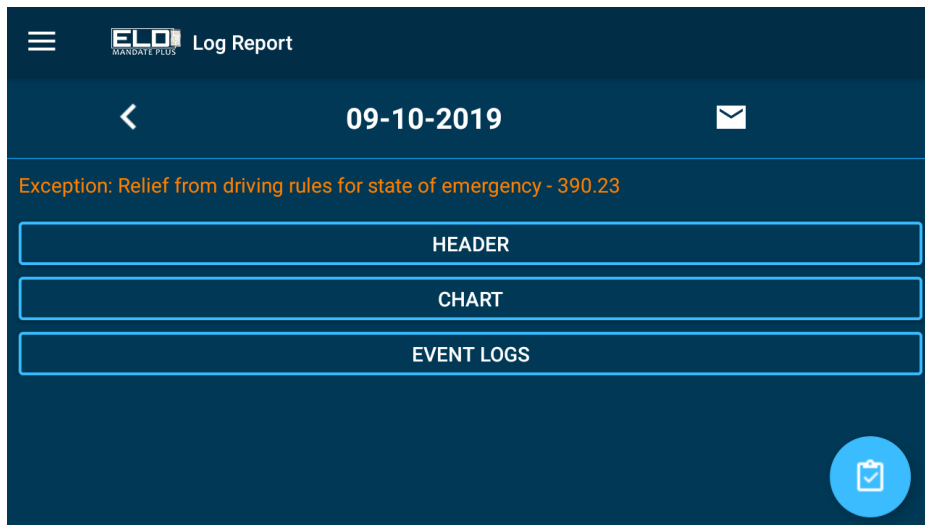


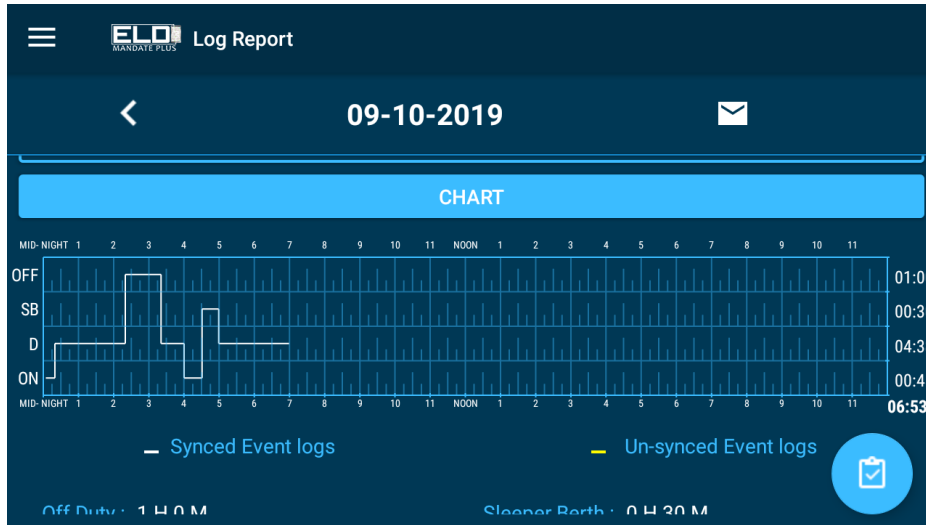


13. LOG REPORT

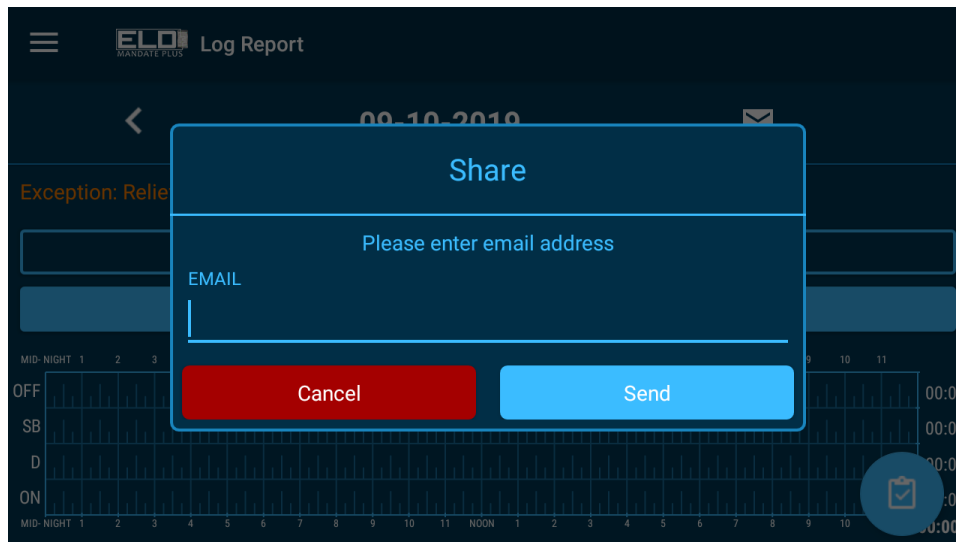
Log Report : In Log Report you can view 3Tabs Header, Chart and Events.

- a. Header - You can view the Current Location, Driver, Co-Driver, Vehicle, ELD and Carrier details.
- b. Chart – It displays the Hours Of Service of drivers in chart view(graphical representation).
- c. Event Logs – It displays the details of each event like Event start time, Location, Odometer, Eng Hours, Origin, Event Type/Status, and Event Comments. It will display the violation related information if the driver exceeds the duty limitations.



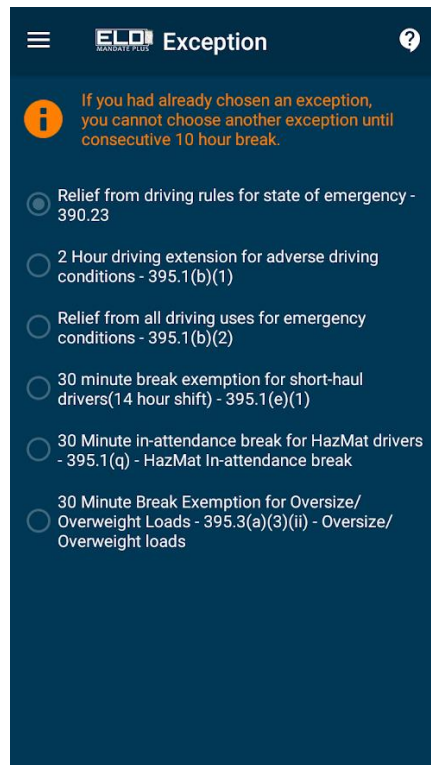
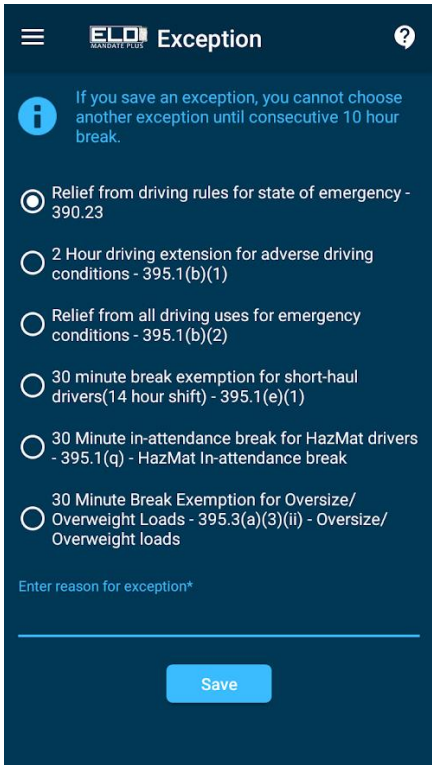


You can share the Log report by entering the desired email and clicking on send.



14. EXCEPTION

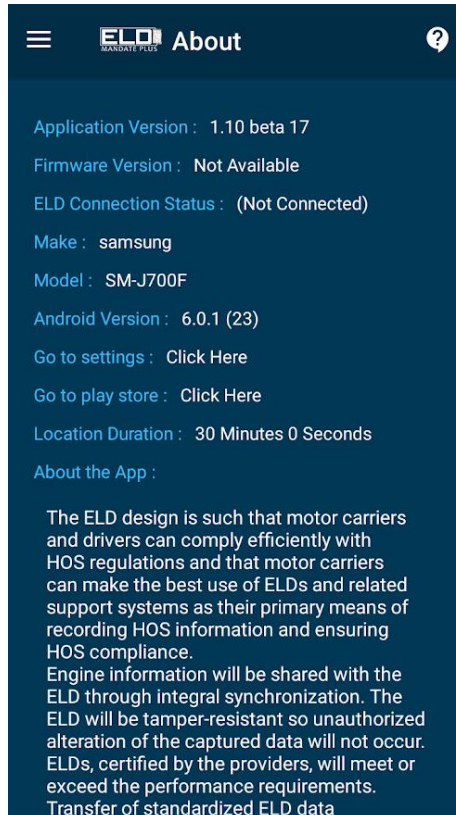
The driver can select the following exceptions. Once he chooses and saves the exception, it will Automatically reset after 10 hours consecutive break. If any exception is enabled the driver can't choose another exception.





15. ABOUT ELD PAGE

By clicking the top left menu About ,you can see the brief description of ELD Product, function, Application version and Latest Firmware version installed.





16. APP QUICK HOW – TO'S

- a. How do I ensure I am connected to the device?
 - After you have added your drivers on ELD Mandate website, remove the ELD from the package and plug it into your ECM or comport. On your smartphone or tablet, download the ELD Mandate app and login with your Driver ID and password. Once you switch the engine on, you will be able to see the ELD hardware turning on and a blue light visible. After a few minutes the light will change to green and be stable during the entire drive time. After being on for a few minutes, your app will show details like VIN number, date, name, and ELD SSID.
- b. How do I change my duty status?
 - On the left-hand side of the app, you will see your current duty status, listed as "Driving." Click the current status to change it to "Off Duty," "On Duty Not Driving," or "Sleeper Berth." When you wish to change back, click your status again to select the appropriate status.
- c. How long can I drive before the ELD moves me into Driving status?
 - After driving for five minutes, the app will alert you that the engine is engaged and will ask if you would like to switch to Driving status, or stay in On Duty Not Driving/Off Duty/Sleeper Berth status. You have one minute to respond manually. If you have not responded after one minute and you are still driving, the app will automatically switch you into Driving status.
- d. How long can my engine idle before the ELD moves me into On Duty Not Driving status?
 - After idling for five minutes, the app will alert you that the engine is idling and will ask if you would like to switch to On Duty Not Driving Status, or stay in Driving status. You have one minute to respond manually. If you have not responded after one minute and you are still idling, the app will automatically switch you to On Duty Not Driving status.
- e. How do I record my 30-minute break?
 - On the left side of the app, you will see your current duty status, listed as "Driving" or "On Duty Not Driving." Click the current status to change it to "Off Duty." When you have completed your break, select the status "Off Duty" to change back into "Driving" or "On Duty Not Driving" status.
- f. What should I do at the end of the day?
 - At the end of the day, you will change your duty status to Off Duty or Sleeper Berth. To do so, click your current duty status, "Driving" or "On Duty Not Driving" and change it to the desired status. At the beginning of the next day, you change it back to the new status to start your day.
- g. How do I set an alarm to warn of impending violations?
 - You do not need to set an alarm. Once you or your company creates a driver profile in the back-office dashboard and selects what hourly rulesets you use to set your week, this automatically sets the app to warn you of any impending violations.
- h. How do I record when I use my truck for personal use or yard moves?
 - On the right side of the app, you will see your current driving mode, listed as "Default". Click the blue "MoD" button in the center change your mode of driving to "Personal" or "Yard Moves." You will need to enter a comment regarding the change of mode. When you have completed your personal use or yard moves and are ready to switch back to work use, click the blue "MoD": button again and enter an appropriate comment to switch.



- i. Do Personal Moves or Yard Moves adversely affect my 34 hour off time?
 - No. Personal Moves and Yard Moves are not considered in Hours of Service.
- j. What parts of my logs can I edit?
 - You can only edit the duty status of your logs. You cannot change the length of time, location, or any other aspect of your logs.
- k. How can I edit my logs?
 - On the left side menu, select Self Inspect. Choose any log, you will get an option to edit the status. This will allow you to change the duty status of the selected log.
- l. Can the back office edit my logs for me?
 - Yes. The back officer can edit the driver logs and send the accept/deny request to the driver, Once the driver accepted the request the changes will be reflected in the driver's log.
- m. What is self-certification?
 - Self-certification is making sure that all of your logs are correct and making sure they are ready to send to the FMCSA. **THIS DOES NOT SEND YOUR LOGS TO THE FMCSA.**
- n. How do I complete my self-certification?
 - On the left side menu, select Certify. You will see a list of Pending logs that require certification. Select the log you wish to certify, enter any comments, check the box to certify that your entries are true and correct, and click agree. This will move the log to list of Certified logs.
- o. Can I self-certify more than once?
 - Yes. If you see in a certified log that you have made an error and need to correct it, you can certify that log again.
- p. Can the back office certify my logs for me?
 - No. The back office cannot certify the logs.
- q. How do I complete my pre and post trip inspections?
 - On the left side menu, select DVIR. Then select the blue "Pre/Post" button. You will be asked to submit the pre-trip or post-trip report; you will see the carrier name, address, date, time, truck number, and odometer reading. You are required to manually enter the trailer number. Check the boxes of any items that need attention. In the Remarks section, select the check box for that status that fits your inspection and add your comments (this is mandatory). Finally, sign and save.
- r. How do I input my load/trip information?
 - On the left side menu, select Load Sheet. Then select the blue "+Add Load Sheets" button on the right side. You can add your load information, including date, load type, origin, destination, driver and co-driver, vehicle type, and trailer number. By clicking "Add Consignment" you will proceed to the next screen where you will add your shipper details, including shipper name, address, zip code, city, and state. You will also add consignment details including billing date, description, packing type, quantity, weight, delivery notes, and P.O. number. Finally, add the consignee details, including the consignee name, address, zip code, city, and state. The load sheet information will now be available on the main Load Sheet screen. Once you select the required load sheet, you can edit it or select it so that your load information is available on the main home dashboard so you can track your trip. When you are done with your trip, you can select the respective load sheet and remove it from the dashboard.