



# TOP COMPLIANCE ELD

## USER MANUAL

How to use Electronic Logging Device (ELD)

# FEATURES

**Records of Duty Status**

Easily manage your duty status changes with our user-friendly ELD app. View, edit, and certify your logs for accurate and compliant records.

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**Available Hours and Required Breaks**

Stay informed about your available driving hours and mandatory rest breaks to ensure compliance with HOS regulations.

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**Inter- and Intrastate HOS Rules**

Our app supports both inter- and intrastate HOS rules, providing you with the flexibility to comply with specific regulations.

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**Roadside Inspection Function**

During roadside inspections, use the DOT Inspection mode in the app to share your logs with ease.

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**Vehicle Inspection Reports**

Generate pre- or post-trip DVIRs within the app, notifying mechanics of any vehicle defects promptly.

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**Online Fleet Manager Portal**

Access the Fleet Manager Portal to monitor HOS compliance, view real-time data on driver duty status, and receive notifications on HOS violations.

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**GPS Tracking**

Track your vehicle's location in real-time for improved fleet management and security.

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**IFTA Calculations**

Automatically calculate IFTA data to simplify fuel tax reporting for interstate carriers.

# **Installation and Setup**

## Install ELD Hardware

Begin by locating the ECM (diagnostic) port in your vehicle. This port is typically found on or near the dashboard, under the steering column, or close to the driver's seat. Depending on your vehicle type, use the appropriate connection:



**6-pin Connector:** Common in older commercial vehicles.

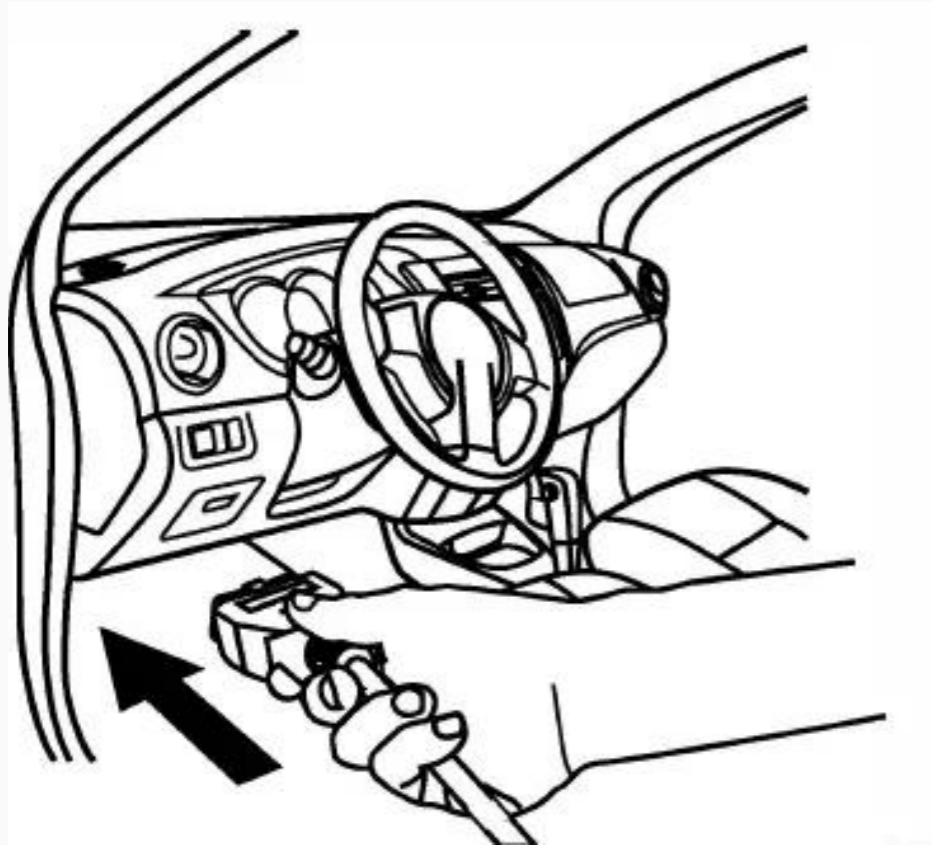


**9-pin Connector:** Standard in most modern commercial trucks

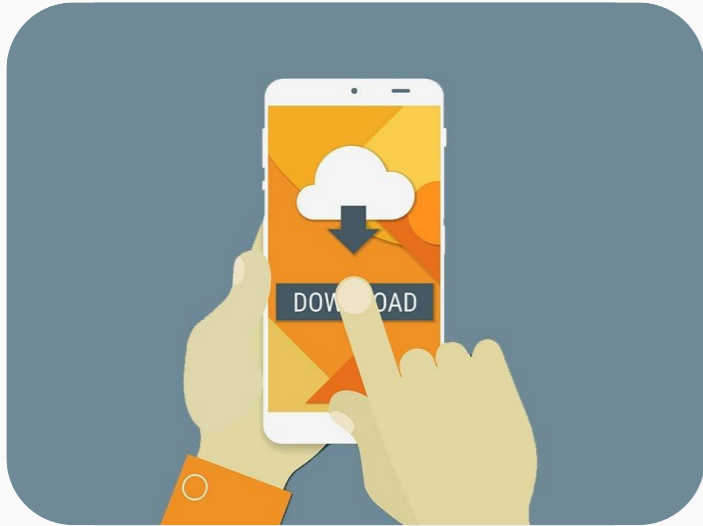


**OBDII Connector:** Typically found in light commercial vehicles and passenger cars

Once you've identified the correct connector, securely attach the ELD hardware to the port using the appropriate cable provided. Ensure the ELD device is firmly mounted on your dashboard where it remains visible and accessible for operation. This placement is crucial for ease of use during your driving and inspection processes.



## Install ELD Software



Before you start using the ELD, ensure that your mobile device is connected to the internet and Bluetooth is enabled:

- **Installing the ELD Software:** Download the ELD app from your device's app store and follow the on-screen instructions to complete the installation.
- **Logging In:** Use your provided credentials to access the app. If you encounter login issues, verify your credentials with your fleet manager or contact customer support.
- **Syncing Your Device with ELD Hardware:** After logging in, select your vehicle from the list to sync your mobile device with the ELD hardware.

## Hours of Service

Once the ELD is set up, it automatically records driving time. Any movement at 5 mph or faster is logged as driving. When stationary, the driver can select a different duty status. The system calculates and displays:

- **On-Duty Limits**
- **Available Driving Time**
- **Required Breaks and Off-Duty Periods**

# Log Management



## Accessing Logs

Log in to the ELD app with your unique credentials and navigate to the "Logs" section to access your electronic HOS records.

## Viewing Logs

View detailed RODS for different dates, including time, duration, and location of each duty status change.

## Editing Logs

Edit duty status entries (except for the automatically recorded driving logs) to ensure accuracy. Simply tap on a date, use the pencil icon to make changes, and save your edits.

## Certifying Logs

Certifying Logs: End your shift by digitally certifying your logs for accuracy and compliance with the tap of a button.



# **Roadside Inspections**

# DOT Inspection

During a roadside inspection, follow these steps:

- Access "DOT Inspection" mode from the Main Menu.
- Tap "Start Inspection" to display your Records of Duty Status (RODS) to the officer.
- Use the navigation arrows to review logs by date.
- If requested, send your RODS via web services or email by selecting the "Send" button.
- Once the inspection is complete, tap "Back" to return to your regular logs.



# HOS Compliance Alerts

Stay compliant with HOS regulations by monitoring alerts:

- On the main logs screen, watch for the red exclamation icon, which signals an HOS violation or Form/Certification warning
- Review a list of HOS violations by scrolling below the log graph. Tapping on a violation provides more details.

# **Electronic Driver Vehicle Inspection Reports (DVIR)**

## Create DVIR

Create a New Inspection Report:

- Access the Menu and select DVIR.
- Tap the plus sign to start a new inspection.
- Review the list of vehicle components and mark any with detected defects
- Add notes in the Remarks section if needed.
- Tap Sign to finalize and save the report in the DVIR history.

## Edit DVIR:

Edit an existing Report:

- Go to DVIR History and select the report you wish to edit.
- Click the "..." button.
- Choose Edit to make changes.

## Delete DVIR

Delete an existing Report:

- In DVIR History, select the report to delete.
- Click the "..." button.
- Choose Remove and confirm the deletion

# **Fleet Manager Portal**

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**Set Up Fleet Manager Portal**

Use your credentials to sign into the online portal, providing essential information about your company, portal users, drivers, and vehicles.

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**Monitor HOS and FMCSA-Compliance**

Stay on top of drivers' duty status and remaining hours in real-time. Receive notifications about HOS violations and access archived violation records.

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**Preconfigured Statuses**

Customize duty statuses access by setting Yard Move and Personal Use as valid options.

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**Driver and Vehicle Information**

Track your drivers' current or last location, the vehicle driven, and their contact information effortlessly.

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**Download and Transfer Logs**

Download any drivers' logs in PDF format with a few clicks. In case of a roadside inspection, easily send logs to an FMCSA officer from the online portal.

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**Filter Logs**

Save time by quickly finding logs by date, driver, or vehicle using the filter option.

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