



# **VisTracks – Hours of Service**

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## **Document Information**

## Version History

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## Sign Off

VisTracks

Title	Name	Signature	Date	
Partner Name				
Title	Name	Signature	Date	

## Change Log

This section includes the following pages with the modified section details:

Page	Modified Section
Page 11	Updated 2.1.1 Set Hours of Service
Page 15	Updated 2.1.4 Driving Rules>Region
Page 17	Added 2.1.4 Driving Rules>Cycle (North Dakota 70hr7days)
Page 20	Added 2.1.4 Driving Rules>Exceptions (30 Minute Break Exemption for Petroleum Tank Drivers)
Page 21	Added 2.1.4 Driving Rules>Exceptions (No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift))
Page 21	Added 2.1.4 Driving Rules>Exceptions (No Logs for Short-haul Asphalt, Ready- Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14 hour shift)
Page 21	Added 2.1.4 Driving Rules>Exceptions (California flammable tank drivers may drive 10 hours within a work shift)
Page 26	Updated 2.1.4 Driving Rules>Email Sender
Page 29	Updated 2.1.4 Driving Rules>Language
Page 34	New 3.3 Changing the Driver's Ruleset
Page 35 & 36	Updated 3.5 Start Break
Page 42	Updated 3.6 Data Transfer (Transfer via Web Service)
Page 55	Updated 5.2.10 Certify a Log
Page 56	Updated 5.2.11 Email a Log (via Server and via Mobile App)
Page 59	Added 5.2.12 Edit a Log > Change Current Status via Grid View Mode



Page 60	Added 5.2.12 Edit a Log > Modify Log Event via Grid View Mode
Page 81	Updated 5.4.2 DVIR Feature – Hours of Service Main Screen
Page 86	Updated 5.4.8 Finishing / Certifying Your DVIR
Page 88	Updated 5.4.9 Submit or Certify the DVIR
Page 92-93	Updated 6.3 Inspection Screen – Start Review
Page 97	Updated 7.4 Switching Equipment
Page 125	Updated 16 Warning Features>Lock Screen
Page 126	Updated 17 List of Login Errors>Login Errors



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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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## 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.

ehicle disconnected	Connect X
B John Doe Jr.	REMARK
Truck2	DVIR
OffDuty > None	
Time Remaining	DOCUMENT
00:00	LOGS
START BREAK	OPTIONS

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:



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.



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Logout Button	Ð	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>(49)</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	ē	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 Customizing the HOS App 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. It will continue to display until the user chooses a specified vehicle and trailer (if needed) to use. Driver can select option 'None' to use the app without selecting a vehicle.



**Note:** If you are logging in to the device that has no internet connection, the driver can login successfully to the app only if driver have logged in to the device before. Tap 'Continue without syncing' button to login. Logging into the app when app server is down will prompt a dialog stating that 'Unable to Communicate with HOS server. Check your internet connection displayed'.





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## 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	
Vehicle Data Settings Vehicle Bus Data Configuration	Driver Information	
Communications Communications Options	Driver John Doe Jr.	
Privacy Privacy Policy	CDL # & Issuing State 147893652 IA	The Driver Information section of the corr
Legal EULA License Agreement	Email johndoe.jr@gmail.com	The Driver Information section of the scre
About	Change Password	will be displayed along with any signature t
Device Device Preferences	Signature	has been created for the driver. Tap on
	$\square$	
	John Voe	icon to create or change the signatur
	Carrier Information	
	Carrier XYZ Trucking Company *	
	Carrier DOT No 123456789	
	one talkbolik	
← Change Signature	₽ C <del>(</del> ]	
	Create your signature here	
		Create or update your signature in the a
		by using your finger to create your signate
CLEAR	DONE	
← Change Signature	<u>■</u> C €	
Vehicle disconnected	Connect X	
	Create your signature here	
		Tap the Done button to save your signatu
ſ		You can also select the Clear button to cle
		the captured signature and start again.
	In Doe Jr.	
. /••		
CLEAR	DALE	
CLEAR	DONE	



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### 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			
Vehicle Data Settings Vehicle Bus Data Configuration	Carrier	XYZ Company LLC	*	
Communications Communications Options	Carrier DOT No	258963147		
Privacy Privacy Policy	Main Office	926 Jail Drive		
Legal	num office	Macomb	IL	61455
EULA License Agreement About	Phone #	\$ 309-997-2116		
Device	Home Terminal	926 Jail Drive		
Device Preferences	Home Terminal	Macomb	IL	61455
	Driving Rules			
	Country	USA		
	Cycle USA	US 70hr8days		
	Home Terminal Time Zone	Central (CST6CDT)		

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	
Communications Communications Options	Cycle USA	US 70hr8days	
Privacy Privacy Policy	Home Terminal Time Zone	Central (CST6CDT)	-
L <b>egal</b> EULA License Agreement	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		

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.



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#### <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.
- A remark will be recorded in Edit Logs screen with a note 'Changed to USA ruleset' or 'Change to Canada ruleset' if region is changed via the Setting screen or in Main Dashboard screen>Change Cycle dialog.



## <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
Alaska70hr7days	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



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			-	
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
North Dakota 70hr7days	7 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



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	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

#### Canada Cycle Rules

	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 Device Preferences	Start Hour of Day	Alaska 80hr8days
	Cargo	Alabama 60hr7days
	Switch to Intrastate rules when possible	Alabama 70hr8days
	Use 34 Hour Restart Use Canadian Off Duty Deferral	California 80hr8days
		Florida 70hr7days
	Add or remove exemption Other	Florida 80hr8days
	Lock Screen Style	Illinois 60hr7days
	Use GridView Editing	Illinois 70hr8days
		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 ~** {

ROADSIDE INSPECTION

TIONS

.0GS

DVIR

SHIFT/CYCLE

# Example: SouthCarolina80hr8days to US70hr8days or SouthCarolina70hr7days to US60hr7days US60hr7days

#### • 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.

#### <u>Cargo</u>

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



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#### 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 Set Hours of Service Preferences	Hours of Service			
GPS GPS Preferences		790 James Avenue		
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal	Wichita	IL	61455
Privacy Privacy Policy	Driving Rules			
About	Country	USA		
Device	Cycle USA	US 70hr8days		
Device Preferences	Home Terminal Time Zone	Central (CST6CDT)		
	Start Hour of Day	12 am		
	Cargo	Property		
	Switch to Intrastate rules when possible	Passenger		
	Use 34 Hour Restart			
	Use Canadian Off Duty Deferral			
	Add or remove exemption		Exceptions	
	Other			
	Add or remove exemption		Exceptions	

#### 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 Petroleum Tank Drivers
- 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) *Note*: A warning dialog is displayed if the short haul driver broken the 100 air miles from the home terminal.



- 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	
The "16 Hour Driving Window Once Per Week* except already used in the current cycle.	ion 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 *Note:* A confirmation dialog is displayed when using 'Agricultural Operations' exception.

Use of this exception requires that you qualify definition of an "Agricultural Commodity" in 49 395.2		
	NO	YES

- 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
- California flammable tank drivers may drive 10 hours within a work shift





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





#### Available Alberta Province Exceptions Options

- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions



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

	Hours of Service			
GPS GPS Preferences		Macomb	L	61455
Vehicle Data Settings Vehicle Bus Data Configuration	Driving Rules			
Communications Communications Options	Country	USA		-
Privacy Privacy Policy	Cycle USA	US 70hr8days		
Legal EULA License Agreement	Home Terminal Time Zone	Hawaii		
About	Start Hour of Day	America/Anchorage		
Device Device Preferences	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		
	Use GridView Editing	Canada/Newfoundland		

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	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		
	Email Service Provider	SERVER #	
	PDF Report Email	recipient@domain.com	

Enter the email address or addresses that will become a recipient or recipients of the Hours of Service app's Daily Driver Log PDF report.

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 Service Provider	SERVER -	
	PDF Report Email	recipient@domain.com	



#### 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 5.2.12 Edit a Log)

	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	0	
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 GridView Editing	15 min	
	Edit Increment	15 min 👻	
	Email Service Provider	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'.





#### <u>Email Sender</u>

There are (2) two email sender options: via Server or Mobile App. Email Sender setting can be change on the portal->account settings under App Controls -> Email Sender.

	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	0	
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		
	Email Service Provider	SERVER *	
	PDF Report Email	recipient@domain.com	
		Separate email addresses by comma (, )	

## 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 GPS GPS Preferences	Vehicle Data Settings AOBRD Speed Threshold
	Vehicle considered moving when traveling over 100 mi/hour
Communications Communications Options	Set VBUS Update Interval Update VBUS data every 5 minutes
Privacy Privacy Policy Legal	Debug VBUS Service Launch actively to show current VBUS data
EULA License Agreement About Copyright @2017 VisTracks	Review VBUS Device Connectivity Launch Activity to Review VBUS Device Connectivity
Device Preferences	

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.



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## 2.3 Device Preferences

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

Setting the default unit of measures.

Unit	t of Distance
۲	miles
0	kilometers
	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 +
$\equiv$ Hours of Service	C f
$\equiv$ Hours of Service	G <del>(</del> ]
$\equiv$ Hours of Service	C f
$\equiv$ Hours of Service	C +1
$\equiv$ Hours of Service	C f

#### 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 English, French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

To enable the desired translation, select the supported language located below the Login button and the translation will take effect immediately.





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## 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.





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	<b>₽ M ₽</b> C €		
Vehicle disconnected	Connect X		
Ja Time Remaining	hn Doe Jr		
10:53 13:29	5 (53:46 ) (07:25 Hours of Ser		Connect X
DRIVE	CYCLE Time Until BREAK	John Doe Jr.	DATA TRANSFER
00:00		:00 13:59 15:59	69:59
	13: Drive Tim	00 e In Shift START BREAK	LOGS
The time rem	aining clocks are color coded to matc	h the time remaining panel.	

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

**Note:** For Canadian Rules, a 14 hour On Duty limit on time remaining clock is shown.

## 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
ortbuty >	Off Duty	onbury ND >	On Duty
Steper >	Sleeper Berth	Well Site >	Waiting at Site
Driving >	Driving		



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		ē 1	C f		
Vehicle disconnected	Change Current Status OffDuty Sleeper Driving OnDuty ND Personal Use Yard Moves	DATA TRANSF	eet X		<b>티 호 C 신</b>
Time Remaining 03:07 On Duty Time Until Break	Location:     5mi NNE Etobicoke, ON       Odometer:     62400     mi       Note:     Add Note	OPTIONS LOGS ROADSIDE INSPE	Start Time: 12AM	Create Event for Tue Aug 14, 2018 Start: <-15 12:54 AM +15> Duration: 0 minutes Status: OffDuty - Location: 5mi NNE Etobicoke, ON Odo 62400 mi	US70hr8days
			1 OnDuty ND     12.00 AM     12.06 AM     12.06 AM     12.06 AM     12.14 AM     *Edited entries +Inactive IC=Changed, ICR+Change Requested	meter: Marce Note: Add Note □ Personal □ Yard Use  Moves CANCEL OK	EDIT EDIT

Tapping the duty status button will show the *Change Current Status* pop up dialog. While creating event in Edit Logs screen, 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. 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. 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.

#### Notes:

- A static notification on screen is visible when driver is currently in Personal Use or Yard Moves.
- 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 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.



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### 3.3 Changing the Driver's Ruleset

The country flag (US so canadian ) indicates the ruleset the driver is currently using. To change the drivers' ruleset, tap the on the country flag and select the appropriate driver country/ruleset from the dialog.

	B John Doe Jr.		Hours of Service		<b>₽D</b> ₽C +
OffDuty >	Change Cycle USA Canada	ортіог		e John Doe Jr.	ROADSIDE INSPECTION
Time Remaining	Cycle US 70hr8days Alaska 70hr7days Cance	LOGS	OffDuty >	Change Cycle	OPTIONS
00:00	Alaska 80hr8days Alabama 60hr7days Alabama 70hr8days	DVIR	Time Remaining	Cycle Canada 70hr7days South Canada 120hr14days South Cance	LOGS
	California 80hr8days Florida 70hr7days Florida 80hr8days	SHIFT / C	00:00	Canada 80hr7days North Canada 120hr14days North Alberta Province	DVIR
				START BREAK	SHIFT / CYCLE

*Note:* For new drivers, the set default country in the driving rules is based on the device's location.

### 3.4 Recap

Day	Date	Hours Worked	Available Time	Hours Gained			or the spec	
Tue	May 01	00:00	70:00		uaya	nu corresp	onung cycle	z uala.
Wed	May 02	00:00	70:00					
Thu	May 03	00:00	70:00					
Fri	May 04	00:00	70:00					
Sat	May 05	00:00	70:00					
Sun	May 06	00:00	70:00	Recap				
Mon	May 07	07:04	62:56	Recap				
Tue	May 08	03:21	59:35	Day	Date	Hours Worked	Available Time	Hours
		34 Cycle Reset on Wednesdi		Thu	way to	00:00	70.00	00:00
Wed	May 09	00:00	70:00	Fri	May 11	02:35	67:24	00:00
Thu	May 10	00:00	70:00			34 Cycle Reset on Saturda	y	
Fri	May 11	02:35	67:24	Sat	May 12	00:00	70:00	00:00
		34 Cycle Reset on Saturday		Sun	May 13	00:00	70:00	00:00
Sat	May 12	00:00	70:00	Mon	May 14	00:00	70:00	07:04
Sun	May 13	00:00	70:00		Total hours	worked since cycl	e reset: 00:00	
				Tue	May 15	07:00	62:58	03:21
				Wed	May 16		62:58	
				Thu	May 17		62:58	
				Fri	May 18		62:58	02:35
				Sat	May 19		62:58	
				Sun	May 20		62:58	
				Mon	May 21		62:58	
				Tue	May 22		70:00	

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#### 3.5 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 with the following options:

*Break Type*: Select from the dropdown list how long you would like your break to be.

*Set Alarm*: (Enabled by default) Toggle button to disable or enable. If enabled, an audio alarm is played when break is over. If disabled, no audio alarm when break is over.

#### Break Type Options:

- 30 minutes OffDuty
- 2 hours OffDuty
- 10 hours OffDuty
- 34 hours OffDuty
- 2 hours Sleeper
- 8 hours Sleeper









#### If *Start Break* button is being tapped, then:

- It sets the status to OffDuty/Sleeper (depending on the break type selected)
- The 'Start Break' button turns to 'End Break'.
- The Time Remaining button turns to On Break.

#### If *End Break* button is being tapped, then:

 It set status 'Driving' (if the vehicle is moving) and driver can set status manually (if the vehicle is not moving).


### 3.6 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			₽ 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	MENT

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	Data Transfer via
Select Vehicle: Truck1	Select Vehicle: All Vehicles 🗸
🛞 Bluetooth	🛜 Bluetooth
USB	Email
M 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.

	Truck3	
	Truck2	
USB	Truck1	
M Email		

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 vehicle or vehicles 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

Application is requesting perm Allow?	ission to turn on Blueto
	NO



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

← Roadside Inspection		₽ C €	
		Connect	
R	aview logs for the current 24-hour navied i Data Transfer via Paired Bluetooth Devices AX7_BT40 eccessaa1sr7 In3784484554 OBDI 001DA3159041 SCAN	nd the province 7 consecutive days	
		별 C 원	
		Connect	
		the current 24-hour period and the previous 7 consecutive days ata Transfer via aired Bluetooth Devices X7_BT40 Connecting to blaetooth device	
		← Roadside Inspection	G
		Regulation Mode: ELD 395.20 Review logs for the current 24-hour period and the previous 14 conse Tap Start Review button and give your device to the DDT Officer Start Review	ecutive days
		Data Transfer         Transfer data of the completion of the driver's ELD records         Data Transfer         Tap for instructions.         ELD Output File Transferred         English	Español

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



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• **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
	CANCEL OK

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 ELDUSBTX.TXT f	îile?
		NO YES
CANCEL		
	CANCEL	

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





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SELECT

	B	
pped, then ect on	Samso0028	
file.		

🔲 DATA TRANSFER ELD FILES 🖂

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

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).

	CANCEL OK
Comment here	Chars left:60
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	S + 1
Vehicle disconnected	Connect
Review logs for the current 24-hour period and the previous 7 cons	Roadside Inspection C
Select Vehicle: All Vehicles	Regulation Mode: ELD 395.20
Transferring data output	Review logs for the current 24-hour period and the previous 14 consecutive days Tap 'Start Review' button and give your device to the DOT Officer
q W Web Service	Start Review
asuıyıı jκ ≎zxcvbnm,	Data Transfer Transfer data of the compilation of the driver's ELD records
Ctrl 11© 🔅 < English (US) > C	Data Transfer
	Tap for instructions.         ELD Dutput File Transferred         English         Français

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.





### 3.7 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	UMENT

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

## 3.8 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.



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## 3.9 **DVIR**

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



#### 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.

## 3.10 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			₽.	C fl		
Vehicle disconnected			Conne	ect X		
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-I	DRIVER		
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH DRIVE			
			_	← Options		
RETURN TO	HOS SCREEN	DOCU	JMENT	SWITCH EQUIPMENT GAIN TIME	Gain Time At Shift Reset Today at 09:55 Hours Gained 11:00	PM SWITCH CO- DRIVER
				RETURN TO HO		DOCUMENT

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.



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## **5 Driver Logs**

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the HOS 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			
Ucgs Selected Reset					
Monday Jul 16 Violation: 10		🕤 💆 Recap Certify			
Start Time: 12AM Tap log chart to	view	US70hr8days			
1 28 197		9 10 11 M 04:15 00:48 08:04 03:54 17:01			
Driver Log	DVIR	Q Inspect			
Driver Miles Driven John Doe Jr. 205 mi	Pre-trip 12:54:56 PM	Certified			
Vehicle Name Trailer Name Odometer Truck2 Trailer20, 62120 62325 205 mi Trailer22 Begin End Distance	Post-trip 12:58:54 PM		vice		₽ C €
Carrier Carrier DOT No		Vehicle disconner	cted		Connect
XYZ Trucking Inc.         123456789           Shipping Docs         Shipper and Commodity		√ 0 Logs Select			
None None			2 3 4 5 6 7 8 9 10 11 115 115 115 115 115 115 115	N 1 2 3 4 5	6         7         8         9         10         11         M           04:1         1         1         1         1         04:1           00:4         00:4         00:4         00:4         00:4           00:4         00:4         00:4         00:4         00:4           01:1         1         1         1         1         00:4           01:1         1         1         1         1         1         00:4           01:1         1         1         1         1         1         1         00:4           01:1         1         1         1         1         1         1         00:4           01:1         1         1         1         1         1         1         00:4           01:1         1         1         1         1         1         1         0         1         1           1
		Driver Log	Edit Shipments		Q Inspect
		Driver John Doe Jr.	Miles Driven 205 mi		54:56 PM Certified
		Vehicle Name Truck2	Trailer Name Odometer Trailer20, 62120 62325 20	Post-trip 12:5 D5 mi stance	58:54 PM In progress
		Carrier XYZ Trucking Shipping Docs	Shipper and Commodity		
		None	None		
		Sunday Ju Violation: no	ne		🈏 🗳 Recap Certif
		Saturday	Jul 14		🕥 💆 Recao Certifi

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*.



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## 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
5 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:







## 5.2.3 Daily Driver's Title Log (Recertify 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)



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## 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.



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## 5.2.6 Edit Daily Drivers Log Form

	V 0 Logs Selected	3				_			
	Uiolation: none	Driver Log Fo				_		Rec	
s	itart Time: 12AM	Driver Name	John Doe Jr.						A
	M 1 2 3	VEHICLE INFORMAT	ΠΟΝ				8 9		M os
	SB	Vehicle Name	Truck2	Trailer Name	None SWITCH EQU	IPMENT			
4	1 Driver Log	Carrier Carrier DOT No	XYZ Trucking Col 123456789	mpany					OS OS Insp
	Driver John Doe Jr. Odometer 303 303 Begin End	SHIPPING DOCS INF B/L or Man Shipper & Cor	ifest No.				In	progress	
	Carrier XYZ Trucking Cor Shipping Docs				CANCEL	SAVE			
	None								

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

Logs Selecte						
Wedneso	SHIPMENT DE	TAILS			1 Recap	Cer
Start Time: 12/	ORDER NO.	SHIPMENTS WEIGHT	S ON TRUCK			Alb
M 1	ORDER NO.				9 10 11	
OFF					212 112 112	08:
D					alertinte	00:
ON 1					بالتا بالدادات	00:
	_	SUIDMENTS IN				Q
Driver Lo	ORDER NO.	COLLECT OR BILLED	AMOUNT COLLECTED	MAILED PAPERS FROM		Inspec
Driver John Doe					n progress	:
Odometer						
303 30						
Begin Enc Carrier				CANCEL OK		
XYZ Trucki						
Shipping Docs		Shipper and Commodit	у			
None						

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.

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

V 0								
U Wednesday May 16							S Recor	Cert
	AILES DRI	VEN TO	DAY BY	STATES		6 7	8 9 10 11	Albe
OFF	e state			ROUTED NO.	FUEL TICKETS	al and the		08::
D de de de strute		0	0			alabela		00:0
0N		0	0			والطواع		00:1
Driver Log		0	0					Q
		0	0					Inspect
Driver John Doe Jr.		0	0			7:28 AM	In progress	:
John Doe Jr. Odometer	TOTAL:	0	0					
303 303 0 mi Begin End Distance				CANCEL	OK			
Carrier	Carrier DC							
XYZ Trucking Company	123456							
Shipping Docs None	Shipper a None		dity					

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

					Connect	X
	V 0 5 Logs Selected Reset					
	Monday Jul 16 Violation: 30				S Recap	Certify
	Start Time: 12AM	Tap log chart to	view		US7	70hr8day
	SB D ON 1 2 3 D Driver Log	8:04	DVIR			00:4 08:0 00:0 13:0
	Driver	Edit Shipments Miles Miles Driven	Pre-trip	12:54:56 PM	Certified	Inspect
ļ	John Doe Jr. Vehicle Name Truck2 Trailer20, Trailer22	15 mi Odometer 62120 62135 15 mi Begin End Distance	Post-trip	12:58:54 PM	Email View	
	John Doe Jr. Vehicle Name Truck2 Trailer Name	Odometer 62120 62135 15 mi	Post-trip	12:58:54 PM		

This is w	here you can view a list of the DVIRs conducted during the selected working day.
	Tap the icon to open the pane for the email and view options.
	Tap the <i>Email</i> button to send the completed DVIR.
	Tap the <i>View</i> button to view the DVIR.
	Tap the <i>Remove</i> button to remove 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:





Tap the *Certify Now* button to confirm you wish to go *Off Duty.* 

Tap the *Cancel* button to cancel changing the status.



Tap the *Agree* button to confirm certifying a daily log.

Tap the *Not Ready* button to cancel certifying a log.



Tap the **OK** button to close the confirmation pop up dialog.



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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.

**Note:** During log certification, if the PDF upload fails, a copy of PDF file is saved into the PDF Archived folder under the App directory: Internal storage/ [App Name Folder]/PDF Archived/Certified Logs. This can be obtained manually if user reaches to more than two retries of failed upload.

## 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 **Mobile 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.



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## Email Log via Server



## Email Log via Mobile App

← Compose		e	>	ŧ
	From			
	To   ~			
	Cc johndee jr@gmail.com			
	[App Name] logs for John Doe Jr. from 07-26-2018 to 07-26-2018			
	Driver's Daily Logs			
	johndoe jr@_8-07-26.pdf			
	ijohndoe.jr@8-07-26.pdf ×			

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 Sever, set the Email sender option to Server in the portal->account settings under App Controls -> Email Sender.

A mobile 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 Mobile App, set the Email sender option to Mobile App in the portal->account settings under App Controls -> Email Sender.



## 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:

=	Hours of Service			🛱 C 🗲
	V 0 0			
	Tuesday May 15 Violation: none			🕥 🎤 Recop Edit
	Monday May 14 Violation: none			S 🖄 Recap Certify
	Sunday May 13 Violation: none			🕥 🖄 Redap Certify
	Saturday May 12 Violation: none	Uncertify Daily Log Log already certified. Uncertify to continue		🕥 🖄 Recap Certify
	Friday May 11 Violation: none			🕥 🧪 Recap Edit
	Thursday May 10 Violation: none	CANCEL UNCERTIFY	NOW	O / Rocap Edit
	Uiolation: none			⊙ 📓 Recap Certify
	Tuesday May 08 Violation: none			ා Recap Certify
=	Hours of Service			₽ C €
	Logs Selected Roman			E Ener
	Uiolation: none			S 📓 Recap Cettify
	Monday May 14 Violation: none			S S Recap Certify
	Sunday May 13 Violation: none			S 2 Recap Certify
	Saturday May 12 Violation: none	You have successfully uncertified log!		Decap Certify
	Friday May 11 Violation: none		ок	S / Recep Edit
	Thursday May 10 Violation: none			S Pecap Edit
	Wednesday May 09 Violation: none			O Certify
	Uiolation: none			S 🖬 Recep Certify

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

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

Tap the **OK** button to close the pop-up dialog.



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  $\overleftarrow{\leftarrow}$   $\overrightarrow{\rightarrow}$ .

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

tai	rt Time: 12AM		~	Fri May 11, 201	8 ->	US7	0hr8da
1	M 1 2 FF D	3 4 5		10 11 N 1 	2 3 4 5 6		M 10: 00: 02: 00: 13:
	ation: none ivers: John Doe Jr.			Exceptio	n: none w all events		
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		EDI
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDI
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOT
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOT
		10:45 AM	2h 41m	4mi NNW Red Oak, IA	Automatic Transition		1



### Create Log Event via Legacy Mode





selected log, tap the ADD Add button and input the relevant details to create the event. Once complete, tap the **OK** button to save the event.

### Change Current Status via Grid View Mode



Notes:

- The current status of the app is disabled to prevent adding the status consecutively.
- Refer to 3.2 Changing the Driver's Status for 'Personal Use' or 'Yard Moves'.



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## Modify Log Event via Legacy Mode



Tap the *Edit* button adjacent to any of the existing log events and make any required changes.

*	- View Log					þ	D	₽	С	Ð
0 1 Viole	t Time: 12AM	3 4 5 6	Start: Duration: Status: Location: Odo meter:	meter: Driver Not Logged On Engineers Road Test				C: 10 11 11		00:41 00:01 00:00 02:56 03:38
1	OnDuty ND Remark	12:00 AM 12:06 AM	Note: Reason:	Other Select Reason For Edit	-					EDIT
3 4	Remark Personal Use	12:14 AM 01:01 AM	DEACTIVATE	CANCEL	ок					EDIT
5	OffDuty ClearPU	01:01 AM 01:42 AM		5mi NNE Etobicoke, ON						EDIT EDIT
7	OpDuty ND	01:42 ΔΜ	03m	Smi NE Etableake ON						1

Select a reason from the *Reason* drop-down list.



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Selecting **Other** option from the Reason dropdown list will prompt the Enter Reason field.

Enter a *Reason*.

	t Time: 12AM		100			_				
			Modify Ev	ent for Mon A	ug 13 log					
01	FF	3 4 5 6	Start:	<b>&lt;</b> -15 10:1	7PM +15>		6 7	8 9	10 11	M 10: 03:
	Dululala	مليليه بالبلي	Duration:	6 hours 32 r	ninutes		alatella	alist		02:
		2 3	Status:	Sleeper	*		and an	10 Internation		24:
	ation; none ivers: none		Location:	Enter Locat	ion	_				
	Status	Start	Odo meter:	0	mi			+ EXCE	PT	+ 400
1	OnDuty ND	12:00 AM	Note:	Add Note						EDF
2	*OffDuty	04:00 AM	Reason:	Sleeping		*			+ EXP	EDI
	*OnDuty ND	04:49 AM							+ EXP	EDF
3	"OnDuty ND									1114
3	*OffDuty	08:30 AM	DEACTIVATE		CANCEL	OK			+ EXP	
		08:30 AM 11:00 AM	DEACTIVATE		CANCEL	ок				EDF
4	*OffDuty		DEACTIVATE 2h 00m		CANCEL	ОК				EDIT EDIT EDIT

Entered reason will be populated in the Reason field.

Tap **OK** button to save changes.



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## Modify Log Event via Grid View Mode



	rt Time: 12AM		6	Tue Apr 24, 201				
			`					
	FF T	3 4 5	6 7 8 9					
			- the the state					
	D		and the second second	101 111 111 11				
			5 12					
			@ 1Z					
					w all events			
1	*OffDuty	12:00 AM	7h 49m	9mi W Normal, IL	note		Exceptions	•
4	*Driving	07:49 AM	04m	57mi WNW Pierre, SD		1	Add Remark	٠
5	OnDuty ND	07:53 AM	30m	57mi WNW Pierre, SD			rt Past Status	
6	Power On	08:10 AM		57mi WNW Pierre, SD	Automatic Transition	Inser	r Past Status	Ų
7	ELD Login	08:10 AM		57mi WNW Pierre, SD	ELD Connection	Change C	urrent Status	0
8	ELD Logout	08:10 AM		57mi WNW Pierre, SD	ELD Disconnection		11	x

To modify log event via Grid View Editing mode:

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

Note: **Use GridView Editing** can be enabled in Settings->HOS Preferences.



← View Log			Ę	D 🖳 C	; -9
Start Time: 12AM	$\leftarrow$	Mon Aug 13, 2018	$\rightarrow$	CanSZ	/0hr7days
M 1 2 04:00 0 OFF SB 0 0 0 0 0 1 2 2 2	4:49 7 8 9 10 	6 7	3 4 5 6 1 91 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7 8 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	M 10:20 07:59 05:41 00:00 24:00
Begin 04:00 AM	G	End 04:49 AM	G	Dur: 00:49 🕲	
OFFDUTY	SLEEPER		DRIVING	ONDUTY ND	
Location: 7mi	WNW Northwood, OH				
Odometer:	62390.6	mi			
Notes: Not	es				
Reason: Sele	ect Reason For Edit	*			
DEACTIVATE		CANCEL		SAVE	

A grid view editing form will be displayed.

← View Log			<b>₽ D ⊈ C €</b>
Begin 04:00 OFFDUTY Location:	Od: 49         7         8         9         10           Select Reason For Edit         Image: Select Reason For Edit         Image: Select Reason For Edit         Image: Select Reason For Edit           Rental Vehicle no ELD Device Failure         Missing GPS Location         Incorrect Status Selected         Incorrect Data Entered           Driver Not Logged On         Engineers Road Test         Select Reason For Edit         Image: Select Reason For Edit	2:96 	CanS70hr7day:
Reason: DEACTIVAT	Select Reason For Edit	CANCEL	SAVE

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;
- Tap on the time picker filed and manually set time.
- Select duty status.
- Select a reason for the edit from the drop-down list.
- Fill other required fields.
- Then tap the *Save* button to save the changes.



Start Time: 12AM	← Mon Aug 13, 2018 →	CanS70hr7days	
04:00 04 0FF SB	Enter Reason Reason: Now OnDuty	6 7 8 9 10 11 M 10:20 07:59 05:41	
Begin 04:00 AM (	CANCEL OK	00:41 00:00 24:00 Dur: 00:49 О окрыту но	Selecting <b>Other</b> from Reaso dropdown list will prompt Enter Reason field.
1 2 3 q * w * e	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	9 0 Del o p 🗵	Enter <b>Reason</b> .
as	d <sup>#</sup> f <sup>s</sup> g <sup>s</sup> h <sup>s</sup> j		
☆ z x	c v b n m	,! .? 企	
Ctrl !10 0	<ul> <li>English (US)</li> </ul>		



Entered reason will be populated in the Reason field.

Tap *Save* button to save changes.

#### Notes:

- Upon editing a past event, the **Reason** field is a required field and must contain at least 4 characters when filled out.
- Also, Odometer is a required field when editing a past Driving event.
- Personal Use and Yard Moves options are not displayed when editing an event (both via Legacy Editing and Grid View Editing mode).
- The driver is allowed edit an event in the app if 'Allow ability to edit logs' option in Drivers Management page is enabled. If disabled, driver is prohibited to edit event in the app except for changing the notes and adding remarks.
- 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.



Star	t Time: 12AM		Modify Ev	ent for Tue Aug 14 log			US70hr8	da
Viola	M 1 2 FF D D T T T T T T T T T T T T T		Duration: Status: Location: Odo	62303 mi				00: 00: 01: 01:
	Status	Start	meter: Note:	Automatic Transition		+ Except	-+ 	
1	OnDuty ND	12:00 AM	Reason:	Select Reason For Edit	-			EDIT
2	Remark	12:06 AM						EDIT
3	Remark	12:14 AM	DEACTIVATE	CANCEL	ок			EDR
4	Personal Use	01:01 AM						EDI
5	OffDuty	01:01 AM						EDIT
6	ClearPU	01:42 AM		5mi NNE Etobicoke, ON				EDI

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.

Star	Time: 12AM		$\leftarrow$	Wed Dec 20, 201	7 ->			
3	Remark	06.02 PM			Switched vehicle 1	vehicle to ruck600		EDIT
4	ELD Login	06:05 PM		39mi SE Sheridan, WY	ELD Co	nection		NOTE
5	Power On	06:06 PM	Desseign	Driving Time				NOTE
3	Driving	06:06 PM	Reassign	Driving Time		- 10		EDIT
8	Remark	05:06 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			1 EDIT
12	Remark	05:16 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	06:48 PM		39mi SE Sheridan, WY	Automatic	Transition		NOT

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)



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#### 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 👳 C 🕣
	John Doe Jr.	REMARK
	Truck2	DVIR
Driving >	None	DOCUMENT
Time Remaining	DATA TRANSFER	
06:36	DATA TRANSFER	LOGS
On Duty Time Until Break	START BREAK	OPTIONS

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

≡ Hou						<b>F</b>	C 1
Vehicle di						Conr	nect X
	_	0	John Doe Jr.		DA	TA TRANSF	ER
	Pending Edit Re	quest(s)					
		Тар	each event to v	iew details			
	Event	Start	Date		Ac		
	1 Sleeper	02:17 AM	Aug 13, 2018	Personnel	C ACCEPT	区 REJECT	
	2 Driving	11:25 AM	Aug 13, 2018	Unidentified	ACCEPT	区 REJECT	
						CANCEL	
						LOGS	
			START BR	EAK	ROADS	SIDE INSPE	CTION



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.

2	Logs	0 Selected							
	Start Ti	me: 12AM		Tap log cha	int to view			US70h	ITE
	OFF	Pending Ed	lit Request(s)					and second se	11
	E		Та	p each event to v	iew details			100000000000000000000000000000000000000	
	10		Start	Date					
	Driv	1 Sleeper	02:17 AM	Aug 13, 2018	Personnel	C ACCEPT	REJECT	(	11 Q
	Drive	2 Driving	11:25 AM	Aug 13, 2018	Unidentified	ACCEPT	REJECT	in	spe
	Vehic						CANCEL		
	HUCK	4 None	Begin	End Distance					
	Carrie Carrie		Carrier DC 12345	)T No					
		ing Docs		nd Commodity ccept or Reject Pendi	na Edit Dequests				

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.



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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.



#### Auto Events

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 set 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: 12AM		$\leftarrow$	Fri May 11, 201	$\rightarrow$	US70	hr8day
( Viola	M 1 2 F 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 4 5	6 7 8 9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 41 2 41 Exceptio	2 3 4 5 6 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		10:4 00:0 02:4 00:0 13:2
	Status	Start	Duration	Location	Note	+ EXCEPT	+
1	OffDuty	12:00 AM	10h 44m			EAGEP 1	ADD
2	Remark	07:58 AM			Authenticate		EDIT
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDIT
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOTE
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOTE
6	Driving	10:45 AM	2h 41m	4mi NNW Red Oak, IA	Automatic Transition		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)





If vehicle remains stationary for five minutes, a dialog will display asking if you would like to change your status to OnDuty (Not Driving). Not responding it within one minute will automatically be changed to OnDuty ND.

÷	View Log					×	୯ ଶ
Viola	t Time: 12AM tion: none vers: none		~		8 on: none w all events	U	S70hr8day:
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
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		NOTE
5	Power On	10:58 AM		16mi S Chittenango, NY	Automatic Transition		NOTE
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		NOTE

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

Viola	t Time: 12AM , ition: none vers: John Doe Jr.		÷	Fri May 11, 201 – Exceptic Sho		u	S70hr8day
	Status	Start	Duration	Location	Note	+ EXCEPT	+ A0D
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		EDIT
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDIT
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOTE
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOTE
6	Driving	10:45 AM	05m	4mi NNW Red Oak, IA	Automatic Transition		EDIT
7	Pow Diag	10:45 AM		4mi NNW Red Oak, IA			NOTE
8	Remark	10:45 AM		9mi NNE Lincoln, NE	Crossed into Nebraska, USA from Iowa, USA		EDIT
9	ELD Logout	10:45 AM		9mi NNE Lincoln, NE	ELD Disconnection		NOTE

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).

- 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.

	t Time: 12AM		_	Fri May 11, 201 - Exceptio		U	S70hr8day
	vers: John Doe Jr.				w all events		
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		EDIT
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDIT
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOT
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOT
6	Driving	10:45 AM	05m	4mi NNW Red Oak, IA	Automatic Transition		EDIT
7	Pow Diag	10:45 AM		4mi NNW Red Oak, IA			NOT
8	Remark	10:45 AM		9mi NNE Lincoln, NE	Crossed into Nebraska, USA from Iowa, USA		EDIT
9	ELD Logout	10:45 AM		9mi NNE Lincoln, NE	ELD Disconnection		NOT

- 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.

😑 Hours of Service 📮 D M 🖳 :

**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	Description	Action				
3	Wed Aug 01, 2018	06:52:51 PM	Missing: EngineHours	CLEAR				
3	Wed Aug 01, 2018	06:52:51 PM	Missing: Location, EngineHours	<i>(</i> 2,				
5	Wed Aug 01, 2018 0		Unidentified Driver Diagnostic	Malfunction	S			
		06:52:13 PM		Code	Date	Time	Description	Actio
LEAR ALL				т	Thu Jul 26, 2018	01:42:36 PM	Timing Malfunction	CLEA
				т	Thu Jul 19, 2018	12:46:06 PM	Timing Malfunction	CLEA
				т	Thu Jul 19, 2018	12:41:23 PM	Timing Malfunction	CLEA
								CAN



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.


	N	Alfunction Eve	ents
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.
	Dat	ta Diagnostic E	vents
Requirement No.	Event Code	Event Name	Description

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



# **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



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



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	_ ⊈ C €	+ vet ovir	₽ C €]	Topect Areas	₽ C
nicle disconnected	Connect	Vehicle disconnected	Connect	Vehicle disconnected	Connect
Type: Impector	Current DVIR Pre-trip 11:37:12.AM Certified I avai HISTORY	jiba gallectas	Current DVIR re-trip 1232:42.PM in progress I sval wistoay	Date (15/10) Pars At Elapsed Time: Items Inspecte	
Pe-bip Driver SMTCN RQUPMENT Vehicle/Trailer Vehicle Farm		Precip Driver  swrtce square Inspect Vehicle/Trr Vehic	DVIR, us to on-duty?	Fine Ge L, Jonn Dee	Inspection Result.
Truck werent Toline Face Trailer INSPECT		Truck3 Truck Truck Truck Truck Truck Truck Select form NDFCT	NO YES	Condition U	NO YES neatisfactory Signature
Trailer Form Trailer2 Select form HSPECT		Trail2 Select form MSPECT			John Doe I

	og			Ę	D里	c f		← View Lo					<u>R</u>	C f
Start Time: 12AN	1	÷	Thu May 10, 2018	$\rightarrow$	U	S70hr8days	Sta	art Time: 12AM		÷	- Tue May 15, 201	$\rightarrow$	U	JS70hr8d
M 1 2 OFF SB D .11. N 1	3 4 5		9 10 11 N 1		8 9 10 1	1 M 20:28 00:00 00:02 00:00 20:30		M 1 2 DFF SB D ON	3 4 5	6 7 8	9 10 11 N 1 			1 N 13 00 00 00 00 14
Violation: none			Exception				Vic	lation: none			Exception	: none		
o-Drivers: none			Show	allevents			Co-G	Drivers: none			Show	allevents		
Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD		Status	Start	Duration	Location	Note	+ EXCEPT	+
1 OffDuty	12:00 AM	20h 28m					1	OffDuty	12:00 AM	13h 59m				
2 Remark	08:27 PM		17mi SSW Collingwood, ON	Authenticate		EDIT	2	Remark	01:57 PM		13mi NW Grand Island, NE	Authenticate		;
3 Remark	08:27 PM		17mi SSW Collingwood, ON	Switched vehicle to vehicle Truck1		EDIT	3	Remark	01:58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		4
4 ELD Login	08:27 PM		17mi SSW Collingwood, ON	ELD Connection		NOTE	4	OnDuty ND	01:59 PM	00m	13mi NW Grand Island, NE			1
5 Power On	08:27 PM		17mi SSW Collingwood, ON	Automatic Transition		NOTE	5	Driving	01:59 PM	03m	13mi NW Grand Island, NE			
7 Driving	08:28 PM	02m	17mi SSW Collingwood, ON			EDIT	6	Remark	01:59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle Truck2		
8 Remark	08:28 PM		17mi SSW Collingwood, ON	Pre-trip DVIR not performed for Vehicle Truck1		EDIT	7	Remark	02:02 PM		13mi NW Grand Island. NE	Completion of Pre-trip DVIR for Truck2		

- 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 for Vehicle [vehicle name] or Trailer [trailer name]'.
- 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

	Connect
DVIR Details	Current DVIR
Date: 10/23/2017 06:35:10 PM CDT Pre-trip Prot trip Post trip Ad-too	No DVIR over History
Vetor: Pom: Going meny Select form HISPECT	

Choose the appropriate **DVIR Type** from the following options.

Choose the appropriate Inspector from the following options.

Select DV	IR			¥	С	÷
	<b>DVIR Details</b>		Current DVIR			
Date: 10/ Type: Pre-trip	25/2017 09:20:49 AM G Inspector: Driver SWITCH EQUIPMENT	MT+08:00	NO DVIR			
Vehicle: AAN 2564	Vehicle/Trailer Form: 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				

You can select a **DVIR Form** from the 6 default DVIR forms or you can also select a **Customized DVIR Forms for Asset(s)** also from the list.

Select DV	IR		₽	C
	DVIR Details	Current DVIR		
Date: 10/ Type: Pre-trip	25/2017 09:20:49 AM GMT+08:00 Inspector: Driver	No DVIR		
hide:	Vehicle/Trailer			
AN 2564	Tractor			
Trailer: AUB2137	Form: Trailer Trailer			
Trailer: SER987	Form: Trailer Trailer			
frailler: Vehicle27	Form: Trailer			
frailer: AAN890	Form: Trailer Trailer			

- a) **Pre:** A DVIR conducted before driving the CMV.
- b) **Post:** A DVIR conducted after driving a CMV.
- c) Ad Hoc: Any DVIR conducted in any other period that the ones 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

← In:	spect Areas			<u>R</u> (	c f	1						
Vehicle	disconnected			Connec	x X							
ems	Truck	NA Parking Brake	Ō									
ne (13/13)	Pass All	NA Steering Mechanism	٥									
	Finish	NA Coupling Devices	0									1
		NA Service Brakes (Including Trailer Connections)	O		← Start T	View Log	)	4	<ul> <li>Tue May 15, 2018</li> </ul>	$\rightarrow$	포	C US70hr
		NA Hazmat Placarding / Shipping Papers	O	Ę	0FF SB	1 1 2	3 4 5	6 7 8	9 10 11 N 1	2, 3, 4, 5, 6,	7 8 9 10	11 M
		NA Lighting Devices and Reflectors	٥		D	ليعليهم						
		NA Tires	Ō		1 Violatio Co-Driver				Exception			
		NA Horns	٥			Status	Start	Duration	Location	Note	+	
		NA Windshield, Wipers, Washers	٥	Q	1 0	offDuty	12:00 AM	13h 59m			EXCEPT	^
		_	-	-	2 R	temark	01:57 PM		13mi NW Grand Island, NE	Authenticate		
					3 R	lemark	01:58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		
					4 0	InDuty ND	01:59 PM	00m	13mi NW Grand Island, NE			
					5 D	riving	01:59 PM	03m	13mi NW Grand Island, NE			
					6 R	lemark	01:59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle Truck2		
					7 R	temark	02:02 PM		13mi NW Grand Island, NE	Completion of Pre-trip DVIR for Truck2		

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 from Thumbs Up icon to specify that the item has passed.

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  $\triangle$ , Medium – Yellow  $\triangle$ , Low – Green  $\triangle$ .

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.



← Inspect Ar	eas			🖻 C 🕄
				Connect X
Truck		Parking Brake	Ō	Ę
Items Done (13/13)	Pass All	Steering Mechanism	Ō	E
Finish		Coupling Devices	٥	E
		Service Brakes (Including Trailer Connections)	۵	Ę
		Hazmat Placarding / Shipping Papers	۵	
		NA Lighting Devices and Reflectors	Ø	E
		Tires	Ō	E
		Horns	Ō	目
		🗨 Windshield, Wipers, Washers	Ø	E
		_	-	_

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.

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

### 5.4.8 Finishing / Certifying Your DVIR



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### <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
O Defects Corrected
○ No Defect Found
O Condition Satisfactory
O Condition Unsatisfactory

*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
- No Defect Found (*Note: 'No Defect Found' option is only available for Canadian cycle drivers.*)
- Condition Satisfactory
- Condition Unsatisfactory

### <u>Signature</u>



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*:

ure here
Doe Jr.
DONE



5.4.9 Submit or Certify the DVIR

← Inspect	Areas	<b>₫</b> C €					
Vehicle disco		Connect X					
Truck		Summary					
Items Done (13/13)	V Pass All	Start Time: 05/15/2018 02:07:28 PM Elapsed Time: 01:19 Items Inspected: 13/13					
Finish		Inspection Result					
		Ger Certify DVIR I, John Doe Jr., certify that this DVIR is correct and true. Condition Unsatisfactory Signature Change signature Change signature Finish Dvir					
he Finish DVIR	butto	n to finish / certify the current vehicle DVIR. Finally, a					
wing all of the	e DVIR	details tap the <b>OK</b> button to certify the DVIR. You					

also cancel certifying the DVIR by tapping the *Cancel* button. 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.

Star	t Time: 12AM		<	- Tue May 15, 2018	$\rightarrow$	US70	hr8da
	M 1 2 FF D D 1	3 4 5	6 7 8			بلبابل بابابا المرابل	13: 00: 00: <u>00:</u> 14:
	ation: none ivers: none			Exception:	none all events		
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	13h 59m				
2	Remark	01:57 PM		13mi NW Grand Island, NE	Authenticate		EDI
3	Remark	01:58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		EDI
4	OnDuty ND	01:59 PM	00m	13mi NW Grand Island, NE			EDI
5	Driving	01:59 PM	03m	13mi NW Grand Island, NE			EDI
		01:59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle		1
6	Remark	01.39 PM			Truck2		ED

**Note:** A remark 'Pre-trip DVIR not performed for Vehicle [vehicle name] or Trailer [trailer name.]' will display in event history list when driver went Driving without performing Pre-trip DVIR.



### 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 43	← Compose	@ <b>&gt;</b> :
Vehicle disconnected	Connect	From	
DVIR Deta Send Email	rrent DVIR		
Date: 01/25/2018 14:54: Type: To admin@gmail.com, admin2@gmail.com	Certified i	To backoffice@gmail.com ~	
Separate email addresses by commo (, ) Pre-trip Dr.	VIR HISTORY	Cc devid.jackson@gmail.com	
SWITCH EQUIPM		DVIR	
		Compose email	
Vehicle/Trailer		david.jackao2-43-34.pdf ×	
1 2 3 4 5 6 7 8	9 0 Del		0 Del
q w e r t y u i	o p 🗵	q w e r t y u i o	p 🛛 🗷
a's d'f g h j	k Done	a s d f g h j k l	ŝ
☆ z x c v b n m	, <sup>-</sup> . <sup>-</sup> &		.? 🔶
Ctrl 1@1 🌵 ° 🙆 EN(US) ;	.com 🛛 🗅	Ctrl 11@ @ English (US)	< ▷
Emailing a DVIR via <b>Se</b>	rver	Emailing a DVIR via <b>Mobile Ap</b>	n
· · · · · · · · · · · · · · · · · · ·	-		~

- 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 Mobile 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 set in the portal->account settings under App Controls -> Email Sender.



### 5.5 DVIR History

Select DV				<u> </u>	e +3				🖻 D M 🖳
hicle discon	inected			Connect	<b>.</b> ×	Vehicle disconnected			Connect
	DVIR Details		Current			All Equipment			
Date: 11/ Type:	24/2017 12:31:59 PM GMT+08:00 Inspector:	Pre-trip Pre-trip	12:32:21 PM 12:32:42 PM	Certified In progress	1	Equipment	Inspection Type	Inspector	Date Inspected
Pre-trip	Mechanic		DVIR HIS	TORY		AUB2137	Pre-trip	Arturo Moore II	18/09/2017
	SWITCH EQUIPMENT		- DURING	JION		AUB2136	Pre-trip	Arturo Moore II	18/09/2017
						AAN890	Pre-trip	Arturo Moore II	18/09/2017
	Vehicle/Trailer					AUB2137	Pre-trip	Arturo Moore II	17/09/2017
Vehicle: Truck1	Form:					AAN890	Pretrip	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
0.000	Trailer					AAN890	Pre-trip	douglas richards II	17/09/2017
Trailer: Trail2	Form					- AUB2136	Pre-trip	douglas richards II	17/09/2017
Trail2	Select form					Item Name	Repa	ired Status Repair C	Comment
Trafer:	Form:					Coupling Devices			
Trail3	Select form					Wheels and Rims			

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

					Connect X						
All Equipment											_
Equipment	Inspection Type	Inspecto	r	Date Inspe	← DVIR History				D	<u>¥</u> C	* +
Truck1	Post-trip	Leonard D	oe Jr.	09/28/2017						Connect	
Item Name	Rep	oair Status	Repair Co	mment	Truck1						
Horns	Re	pair made	Repaired		Equipment	Inspection Type	Inspecto		Date Ins	pootod	
Tires		ir not needed	Ok		- Truck1	Post-trip	Leonard Do		09/28/20		
Truck1	Pre-trip	Leonard D	oe Jr.	09/28/2017	Item Name		air Status	Repair Con		17	
					Horns		air made	Repaired	linent		
					Tires		not needed	Ok			
					Truck1	Pre-trip	Leonard Do		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		F 9 4
	johndoe.jr@gmail.com Tap to add or change driver		
â	Hours of Service	B John Doe Jr.	REMARK
<b>.</b>	Job Sites		
۹	DVIR	Truck1	
-	Work Orders		
joh	Switch Equipment	Trailer2	
٩	Roadside Inspection		John Doe Jr. Truck1 DVIR
E	Documents		
	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
÷	Logout	START BREAK	OPTIONS
Γ	1. Slide the screen from	left to right to show the <i>Main</i>	Navigation Menu.
		Or	
	2. Tap the <i>Main Navigo</i> Navigation Menu.	<b>ition Hamburger</b> icon <b>to</b> to	show the Main
	Tap the <b>Roadside Inspe</b>	<b>ction</b> option within the <b>Main N</b>	lavigation Menu.



# 6.2 Roadside Inspection – HOS Main Menu

		🖻 M 🖳 C 🕄			
Vehicle disconnected		Connect			
	John Doe Jr.	DATA TRANSFER			
	Truck2	REMARK			
OffDuty >	Trailer20, Tra				
		OPTIONS			
Time Remaining					
		LOGS			
00:00	START BREAK	ROADSIDE INSPECTION			

From the <i>Hours of Service</i>
Main Screen, tap the Roadside
Inspection button.

# 6.3 Inspection Screen – Start Review

← Roadside Inspection		C
	Regulation Mode: ELD 395.20	
	rent 24-hour period and the previous and Review <sup>*</sup> button and give your device to the DOT C	
	Start Review	
Trar	Data Transfer hsfer data of the compilation of the driver's ELD reco	rds
	Data Transfer	
<b>⊆</b> English	Français	Español

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



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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', border crossing and Inter events 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.
- For Canadian HOS rules, the License Plate number is displayed for each vehicle driven and each trailer used by the driver on the day.

← Roads	ide Inspection						C
		<	- Tue	Jul 10, 2018 –	>		
Record Date:	10-Jul-18	Driver Name	John Doe Jr.	Driver ID	johndoe.jr@gmail .com	Driver License Number	19818
Driver License State:	IL	Exempt Driver Status	No	Trailer ID	Trailer22 (XCG 6033) Trailer20 (XJR 994	Truck Tractor ID	Truck2 (BYTR 74 Truck7A (ABC 12
Truck Tractor VIN:	-3FAFP07156R240 941, -1FT8W3DT0C EB54447	Unidentified Driver Records	No	Co-Driver Name	Jack Wood Sr.	Co-Driver ID:	jack.wood@gma .com
Carrier:	Carrier2	USDOT #	123456789	ELD Manufacturer		ELD ID	HOS001
Time Zone:	CST6CDT	24 Period Starting	000000	Start - End Odometer	62,258 - 62,259	Miles Today	1 mi
Start - End Engine Hours:	1.6-1.7	Shipping ID:		Data Diagnostic Indicators	No	ELD Malfunction Indicators	No
Current Location	7mi E Orangeville, ON	Print/Display Date	10-Jul-18	Time Zone Offset from UTC	-05:00	Shipper and Commodity	JExpress Shippir Inc.
OFF SB	2 3 4 5	6 7 8	9 10 1 89 xs 1	1 N 1 2 3	4 5 6	7 8 9 10	11 M 19:4
D	المالية المالية. ماليا المالية					1:11	00:0 01:1
1						59 12	20:5
12:00 AM			19h 45m			OffDuty	Auto
07:44 PM				0	0	Remark	Driver
07:45 PM	7mi S Penn Y	'an, NY		62258	2	ELD Login	Driver
07:45 PM	7mi S Penn \	an NV		62258	2	Power On	Auto

Tap the Previous  $\longrightarrow$  button to

navigate to the previous log or tap the

Next button to navigate to the next log.



. . . . .

# 6.4 Roadside Inspection Screen – Data Transfer

← Roadside Inspection		C
	Regulation Mode: ELD 395.20	
	Irrent 24-hour period and the previ 'Start Review' button and give your device to the DOT	
	Start Review	
т	Data Transfer ransfer data of the compilation of the driver's ELD reco	rds
	Data Transfer	
	Tap for instructions.	
English	Français	Español

From the *Roadside Inspection Screen,* tap the *Data Transfer* button.

Select an option to transfer the compilation of the driver's ELD records.

Review lo	Regulation Mode: ELD 395.20         Data Transfer via         Select Vehicle: All Vehicles         Bluetooth         USB         Email         Web Service	cutive days
Engli	sh E IFrançais	Español



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# 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 🕄
	johndoe.jr@gmail.com Tap to add or change driver		
Ê	Hours of Service	John Doe Jr.	REMARK
•	Job Sites		
۹	DVIR	Truck1	DVID
*	Work Orders		DVIR
	Switch Equipment	Trailer2	
٩	Roadside Inspection		DOCUMENT
	Documents		
	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
÷	Logout	START BREAK	OPTIONS

 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.
 Tap the *Switch Equipment* option within the *Main Navigation Menu*.



## 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

ehicle discon	nected	Connect
	DVIR Details	Current DVIR
Date: 05/ Type: Pre-trip	11/2018 09:05 AM GMT+08:00 Inspector: Driver	No DVIR DVIR HISTORY
Vehicle: Truck2	Vehicle/Trailer Form: Truck	
Trailer: Trailer1	Form: Trailer	
Trailer: Trailer2	Form: Select form	

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

2. Tap the *Main Navigation Hamburger* icon **Final** 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.



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# 7.4 Switching Equipment







Select the **Vehicle ID** or **Trailer ID** dropdown list and select the required vehicle or trailer, then tap the **Switch** 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.

Switch Equipment	t		_	OGON CO-DRIVE
Vehicle Name:	Truck900			
Trailer Name:	None			
Attached Traile	rs			
Trailer600			×	SWITCH CO-
Trailer700			×	DRIVER
Trailer800			×	
MANAGE		CANCEL	ок	
HOS SCREEN		DO	CUME	NT
	Vehicle Name: Trailer Name: Attached Traile Trailer600 Trailer700 Trailer800	Trailer Name: None Attached Trailers Trailer600 Trailer700 Trailer800 KMNAGE	Vehicle Name: Truck900 Trailer Name: None Attached Trailers Trailer600 Trailer700 Trailer800 KMNAGE CANCEL	Vehicle Name: Truck900 Trailer Name: None + ADD Attached Trailers Trailer600 × Trailer700 × Trailer800 × MANAGE CANCEL OK

## 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.



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# 7.5.1 Manage Vehicles / Trailers – Delete

hicle disconnected				Connect X	Webstere discourse and				Convert.	
				Connect	Vehicle disconnected				Connect	_
Name	License Plate	VIN	Туре	ADD	Name	License Plate	VIN	Туре		+
Trail1			Trailer	2 ×	Trail1			Trailer	1	
Trail2			Trailer	0 ×	Trail2			Trailer	1	
Trail3			Trailer	1 ×	Trail3			Trailer	1	I
Truck1		JA3AU16U29U024930	Vehicle	1 ×	Truck1		JA3AU16U29U024930	Vehicle	1	l
Truck2		1G6KD5EY0AU113517	Vehicle	1 ×	Truck2		1G6KD5EY0AU113517	Vehicle	đ	I
Truck3		1FM5K7D81DGB69297	Vehicle	e ×	Truck3		1FM5K7D81DGB69297	Vehicle	1	
h Equipment					Search Equipment					

To delete any of the vehicles or trailers listed, tap the 📩 icon. Vehicles/Trailers made in the portal can be edited or deleted in the HOS 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
Name	License Plate	VIN	Туре	+ ^0
Trailer1		1XP5DB9X4TN389110	Trailer	
Trailer2		1FUPAXYB7MH522652	Trailer	1
Truckt	Delete Equipment		Vehicle	1
Truck2	Delete Truck7?		Vehicle	1
Truck3		CANCEL DELETE	Vehicle	1
Truck4		WA1LGAFE4DD005406	Vehicle	1
Truck5		1G1ZB5EB3AF229790	Vehicle	
Truck6		5NPEU46F86H041212	Vehicle	
Truck7		JN1AZ4EHXEM636184	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

A CARL SHE SHE SHE SHE SHE SHE SHE					Maddada disease and and	Modify Equip				
ticle disconnected				Connect X	Vehicle disconnected	Equipment				Connect
Name	License Plate	VIN	Туре	+ 400	Name	Name	Truck2		Туре	
Trailer1		1XP5DB9X4TN389110	Trailer	×	Truck10	Туре	Vehicle	*	Vehicle	
Trailer2		1FUPAXYB7MH522652	Trailer	2 ×	Truck2	VIN Odometer Offset	3FAFP07156R240941		Vehicle	
Truck1		1FT8W3DT0CEB54447	Vehicle	1 ×	Truck3	License Plate	BYTR 741		Vehicle	
Truck2		SALMF134X8A272333	Vehicle		Truck4	License Plate State	Ontario (ON)	•	Vehicle	
Truck3		1GTEK19J87Z556466	Vehicle	2 ×	TruckS	Regulation Mode GPS Receiver	ELD - Regulation 395.20 Either Device	•	Vehicle	
Truck4		WA1LGAFE4DD005406	Vehicle	2 ×	Truck6	Form:	Truck	•	Vehicle	
Truck5		1G1ZB5EB3AF229790	Vehicle	2 ×	Truck7A	Use GPS Odometer Use Calculated Engine Hours	() ()		Vehicle	
Truck6		5NPEU46F86H041212	Vehicle	2 ×	Truck8E	Device			Vehicle	
Truck7		JN1AZ4EHXEM636184	Vehicle	2 ×	Truck9		CANCEL		Vehicle	

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

				Connect
Name	License Plate	VIN	Туре	+ ADD
Trailer1		1XP5DB9X4TN389110	Trailer	2 3
Trailer2		1FUPAXYB7MH522652	Trailer	1 3
Truck1		1FT8W3DT0CEB54447	Vehicle	1 3
Truck2		SALMF134X8A272333	Vehicle	1 3
Truck3		1GTEK19J87Z556466	Vehicle	2 3
Truck4		WA1LGAFE4DD005406	Vehicle	1 3
Truck5		1G1ZB5EB3AF229790	Vehicle	1 3
Truck6		5NPEU46F86H041212	Vehicle	1 3
Truck7		JN1AZ4EHXEM636184	Vehicle	0 3

To add a new truck or trailer, tap the

ADD button, this will open the Add Truck dialog, enter the following details:

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.



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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.

	Create Equipr	ment			🖺 C 🕂	Red ♥ K Manage Vehicle/Trailers		9:43 AM	X	I C
	Equipment				Connect	Vehicle Disconnected			Conne	ect
	Name	Name		Туре	+ ADD	Q. Search Equipment	Cr	eate Equipment		
Truck10	Туре	Vehicle	*	Vehicle	2 ×	Name	1	(****** )		
	VIN	VIN			Name of Street of Street	Trailer20		Vehicle 🗸	Trailer	
Truck2	Odometer Offset	Odometer Offset mi		Vehicle	<u> </u>	Trailer22		2/18	Trailer	
Truck3	License Plate	License Plate		Vehicle	2 ×	Truck1		Odometer Offset km	Vehicle	
Truck4	License Plate State	None	*	Vehicle	2 ×	Truck10	License Plate	License Plate	Vehicle	
	Regulation Mode	ELD - Regulation 395.20				Truck2	Use GPS Odometer		Vehicle	
Truck5	GPS Receiver	Either Device	*	Vehicle	/ ×	Truck3	Use Calculated Engine Hours	Š	Vehicle	
Truck6	Form:	None	*	Vehicle	2 ×	Truck4		Either Device 🛩	Vehicle	
	Use GPS Odometer	0			Transfer Street	Truck5	DVIR Form	None 🗸	Vehicle	
Truck7A	Use Calculated Engine Hours	0		Vehicle		Truck6	Reculation Mode	ELD - Regulation 395.20 V	Vehicle	
Truck8E	Device			Vehicle	2 ×	Truck7A		Cancel Add	Vehicle	
Truck9				Vehicle	2 ×	Truck8E		3D4GG67V79T243032	Vehicle	
		CANCEL	ADD			Truck9	TRCK 00	3GCRKSE32AG155128	Vehicle	
n Equipment						new		1FT8W3DT0CEB54447	Vehicle	
Android	<i>app</i> Cre	ate Equip	men	t dialo	g	iOS app	<b>o</b> Create	Equipment di	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.



	Create Equipr	nem		
	Equipment			Connect
	Name	Name	Туре	
Truck10	Туре	Vehicle	Vehicle	03
	VIN	VIN		
Truck2	Odometer Offset	Odometer Offset mi	Vehicle	1. 2
Truck3	License Plate	License Plate	Vehicle	2 3
Truck4	License Plate State	None	- Vehicle	1 3
Truck5	Regulation Mode GPS Receiver	ELD - Regulation 395.20	✓ ✓ Vehicle	1 3
Тгискб	Form:	AOBRD - Regulation 395.15	Vehicle	1 3
Truck7A	Use GPS Odometer	0	Vehicle	
HUCK/A	Use Calculated Engine Hours		Venicie	
Truck8E	Device		Vehicle	2 2
Truck9			Vehicle	1 3

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.

				-	Connect
	Equipment				
	Name	Name		Туре	+ ADD
Truck10	Туре	Vehicle	-	Vehicle	2
	VIN	VIN			
Truck2	Odometer Offset	Odometer Offset mi		Vehicle	
Truck3	License Plate	License Plate		Vehicle	2
Truck4	License Plate State	None	*	Vehicle	2
	Regulation Mode	ELD - Regulation 395	.20 -		
Truck5	GPS Receiver	Mobile Device (Smar	tphone/Tablet)	Vehicle	
Truckő	Form:	Vbus Device		Vehicle	2
	Use GPS Odometer	Either Device			
Truck7A	Use Calculated Engine Hours	Either Device		Vehicle	
Truck8E	Device			Vehicle	
Truck9				Vehicle	1

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.



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	Modify E						Conr	ect	
	N	lame Truc	:k600						
Trailer500	1	Type Vel	hicle			Trailer		2	1
Trailer700	Odometer O	_	AF5MR5DT22	598 mi		Trailer		1	)
Trailer800	License	Plate Lice	nse Plate			Trailer		ı.	3
Trailer900				CANCEL	SAVE	Trailer		đ	>
arch Equipment		_	_	_	÷				
	1	2		3	$\langle \times \rangle$				
	4	5		6	Next				
	7	8		9					

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.

Trail1	Create Equip	ment		Trailer	2
Trail2	Equipment			Trailer	1
Trail3	Name	Trail4		Trailer	1
Truck1	VIN	JTCRI5YC0755C057		Vehicle	1
Truck2	License Plate License Plate	License Plate		Vehicle	2
Truck3	State	Illinois (IL)	Ŧ	Vehicle	2
		CANCE	L ADD		



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				Connect
Name	License Plate	VIN	Туре	+ ADI
Trailer1		1XP5DB9X4TN389110	Trailer	1
Trailer2		1FUPAXYB7MH522652	Trailer	1
Truck1		1FT8W3DT0CEB54447	Vehicle	2
Truck2		SALMF134X8A272333	Vehicle	1
Truck3		1GTEK19J87Z556466	Vehicle	1
Truck4		WA1LGAFE4DD005406	Vehicle	1
Truck5		1G1ZB5EB3AF229790	Vehicle	1
Truck6		5NPEU46F86H041212	Vehicle	1
Truck7		JN1AZ4EHXEM636184	Vehicle	0

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



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# 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		<b>티 전 C 신</b>
	johndoe.jr@gmail.com Tap to add or change driver		
Ê	Hours of Service	John Doe Jr.	REMARK
•	Job Sites		
٩	DVIR	Truck1	DV/ID
*	Work Orders		DVIR
	Switch Equipment	Trailer2	
۵	Roadside Inspection		DOCUMENT
8	Documents		
B	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
Ð	Logout	START BREAK	OPTIONS





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### 8.2 Documents – Options Menu



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

← Documents		₽ (	3	Ð
		Connec	:t	
		Grid Vie		+ Add
Bill of Lading	Jun 22, 2017	1	1	×
Citation	Jun 22, 2017	1	1	×





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### 8.3 Adding Documents





 Image: Construction
 Image: Construction

 Vehicle disconnection
 Connect

 Vehicle disconnection
 Connect

 Document Details
 Acident Photo:

 Notes:
 Connect

 Scalent Refer
 Connect

 Other
 Connect

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.



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# 8.4 Editing / Deleting a Document

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







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# 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		<b>₽ ⊻ C f</b>
	johndoe.jr@gmail.com Tap to add or change driver		
Ê	Hours of Service	B John Doe Jr.	REMARK
<b>•</b>	Job Sites		
۹	DVIR	Truck1	DVIR
*	Work Orders		DVIR
	Switch Equipment	Trailer2	
٥	Roadside Inspection		DOCUMENT
	Documents		
R	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
÷	Logout	START BREAK	OPTIONS

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





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				Connect	x
	Document	Details			Fill in the necessary information
Reference No: 1502		Date/Time:	06/19/2017 07:49 AM		- In the necessary mornation
City: City		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
-			ALC: NO. OF THE OWNER OF THE OWNE		Total Cost
		DANS F 1523 N	UMP AND GO S MAIN ST NTONN		Odometer
		ST-TX: 11089995 2010-02-25 1V02 TERMINAL: 5093	(555) 708-2224 (555) 708-2224 2534:3338900 07:09 38300 CPER: A		Notes

**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).



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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.

# Image: Control Contro Control Control Control Control Control Control Control Control C

#### 9.4 Editing or Deleting a Fuel Receipts





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# 10 Co-Drivers

## 10.1 Logon Co-Driver



Username Password

English

Forgot Password

Show Passw

From the *Hours of Service Main Screen*, tap the *Options* button and then tap the *Logon Co-Driver* button.

Personnel accounts cannot be Co-Drivers. Only authenticated users with a Driver role are allowed to log-in as Co-Driver.



Save Pa

Español

ose Language

The Co-Driver must enter his/her Username & Password and then tap the Login button to continue, he/she will then be logged on successfully and the Hours of Service Main Screen will display their log details.



Star	t Time: 12AM	E	$\leftarrow$	<ul> <li>Tue May 15, 201</li> </ul>	$\rightarrow$	US70	hr8day
	M 1 2 FF 11.41 D	3 4 5		9 10 11 N 1 +1++++++++++++++++++++++++++++++	2 3 4 5 6	7         8         9         10         11           1	01:4 00:0 00:0 00:0 01:4
	ition: none	son Sr.; John Doe Jr.		Exception			
20-Dri					all events	+	+
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	1h 41m				
2	Remark	01:41 AM		13mi NW Grand Island, NE	Authenticate		EDIT
3	Remark	01:41 AM		13mi NW Grand Island, NE	Co-Driver(s): David Jackson Sr.; John Doe Jr.		EDIT
	ted entries ctive: IC=Changed	l, ICR=Change Reque	sted, ICJ= Change R	ejected			

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.





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Choose Driver johndoe jr@gmail.com david.jackson@gmail.com jack.wood@gmail.com Mileage Exclusion for	e O O	Che Driver Authentication John: david david jackson@gmail.com jack: Show Password jack: Mileage Exclusion for
ACCESS CO-DHIMTER LODIN		Access co-annyn Loos

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."



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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.

🖻 C 🗧 REMARK David Jackson Sr. lavid.jackson@gmail.com ÷ ohndoe.jr@gmail.com ÷ Add Co-Driver Truck2 Make Driver DVIR Trailer1, Trail... DOCUMENT OPTIONS Driver Authenti Make Driver This will make David Jackson Sr. the driver and log all driving events under this account, continue? NO YES Driver Authentication Add Co-Driv Enter password for david.jackson@gmail.com Show Password Make Driver

Once the "Make Driver" button is tap, a confirmation dialog will display.

- If **YES** is tap, the VBUS services will restart under the new driver's account.
- If **NO** is tap, the dialog will close.

**Note**: The "Make Driver" button will be disabled when the main driver is in a Driving state, which will then display a label stating "Cannot Change Driver While Driving".

When the Driver switch to the Co-Driver's account, in the Authentication dialog an option for the "Make Driver" is available.

*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.



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## **Reassign Driving Time**

 Image: Start Time: 12AM
 Image: Start Time: 12AM</t

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

Star	t Time: 12AM		- Tue May 15, 2018			nr8day
6	Remark	12:59 AM	13mi NW Grand Island, NE	Pre-trip DVIK not performed for Vehicle Truck2		EDIT
7	Remark	01:02 AM	13mi NW Grand Island, NE	Completion of Pre-trip DVIR for Truck2		EDIT
8	Remark	01:41 AM		Conditions looped in: David		EDIT
9	Remark	01:41 AM	Reassign Driving Time			1
10	ELD Login	01:43 AM	Reassign Driving Time Are you sure you want to reassign th	is driving event?		EDIT
11	Power On	01:43 AM				NOTE
12	ELD Logout	01:46 AM		NO YES		NOTE
13	Sleeper	01:47 AM				EDIT
14	ELD Login	01:50 AM		ELD Connection		NOTE
16	Power On	01:50 AM		Automatic Transition		NOTE
17	Driving	01:50 AM	00m 13mi NW Grand Island, NE	Automatic Transition		EDIT

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.



## 10.2 Switch Driver



DOCUMENT



RETURN TO HOS SCREEN

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# **11 Shipping Documents**

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

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

← Options				D 🛱 C 🕣
Vehicle disconnected	Enter Shipping	a Docs		Connect X
	B/L or Manifest No.	Enter		
SWITCH EQUIPMENT	Shipper and Commodity	Enter	LOG	GON CO-DRIVER
		CANCEL	ок	
1 - 2 @ 3 #	4 / 5 %	6 ^ 7 &	8 * 9 (	0 ) Del
q w e	r t	y u	i o	р 💌
a s c	i <u>f</u>	g h <u>j</u>	k I	4
t z x	c v	b n	m ,!	.? 🕇
Ctri Sym		English(US)		





# 12 Add Remark

← Options			📱 C 🕂	
Vehicle disconnected			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>
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER	button.
RETURN TO P	HOS SCREEN	DOCU	JMENT	
← Options	_		<b>티 전 C 년</b>	
Vehicle disconnected	Add Remark	Road 🗆 Toll Road	Connect X	Enter the <i>Location</i> (optional).
SWITCH EQUIPMENT	1mi NW Birmingham, AL		LOGON CO-DRIVER	Enter the <i>Remark.</i>
		CANCEL OK		Tap the <b>OK</b> button to save the remark.
1 - 2 @ 3 #	4 / 5 % 6	^ 7 % 8 *	9 ( 0 ) Del	Tap the <b>CANCEL</b> button to
q w e	r t y	u i	o p 🕿	return without saving.
a s	d <u>f</u> g	h <u>j</u> k	L 4	
t z x	c v t	o n m	,!.?.+	
Ctrl Sym	8	English(UK)		

#### 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".

**Note:** Hide or unhide "Off Road" and "Toll Road" options in the portal->Account Controls under App Controls-> "Show Off Road" and "Show Toll Road" checkboxes.



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# **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



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# 14 Logout

		D 🗳 C 🕂	
		Connect X	
	B John Doe Jr.	REMARK	
OnDuty ND >	Logout Are you sure you want to logout?	DVIR	Logout message when status is still <b>'On Duty' or</b>
	Go Off-Duty	DOCUMENT	'Driving'.
Time Remaining	DATA TRANSFER	LOGS	
	START BREAK	OPTIONS	
Hours of Service     /ehicle disconnected		D I C + Connect X	
	e John Doe Jr.		
Vehicle disconnected	Logout	Connect X	Logout message when
Vehicle disconnected	Truck2	Connect X REMARK	Logout message when status is <b>'Off Duty'.</b>
Vehicle disconnected	Logout Are you sure you want to logout?	Connect X REMARK DVIR	

**Note**: Once the "**Logout**" option is tapped, the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely (with no VisTracks 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.

≡ Hou	rs of Service				Ş	D 🖳	G 4
		Θ	John Doe Jr.		DA	TA TRANS	SFER
н.	Pending Edit R		o each event to v	iow dotaila			
	Event	Start	Date	From	Ac	tion	
	1 OnDuty ND	07:30 PM	Aug 02, 2018	Personnel	ACCEPT	REJECT	
-	2 Driving	07:31 PM	Aug 02, 2018	Personnel	ACCEPT	REJECT	
	3 Driving	12:31 AM	Jul 30, 2018	Unidentified	ACCEPT	REJECT	
						CANCEL	
			START BR	EAK	ROADS	SIDE INSP	ECTION

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 or reject the **Pending Edit Requests** of the Unidentified Driver.

o you want to accept	this event?	
Event:	Driving	
Start:	Jul 30, 2018 12:31 AM	
End:	Aug 02, 2018 07:56 PM	
From:	14mi E Kill Devil Hills, NC	
To:	13mi S Fairmount, NY	
Vehicle Miles:	-584	
VIN:	unknown_vin	
Equipment ID:	Truck2	
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.

Se
Warning! You are not currently logged in, stop the vehicle
Choose Language English Français Español Forgot Password?
Driver Violation 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.



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#### 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.



Notes:

- If the driver stops driving while one of the checkboxes is enabled the driver can still uncheck the "Off Road" or the "Toll Road" through the Options screen > Remarks.
- Country flag displayed indicates which ruleset the driver is on: USA ruleset or Canadian ruleset.



# 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
No Internet Connection. 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.
Unable to communicate with HOS server. Check your internet connection. Continue without syncing?	Contact your service provider.
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 your service provider.
An unknown error has occurred.	Contact your service provider.
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 VisTracks for assistance.	Try logging in after a few minutes and if error persists, contact your service provider.
An error has occurred while retrieving account details.	Contact your service provider.
An error has occurred while setting up the account. Please contact VisTracks for assistance.	Contact your service provider.



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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 your service provider.
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 VisTracks version is < <b>current build 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.



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