

ELD Driver Reference

Standard, Pro, Enterprise **ELD**

Link: <https://help.wex telematics.com/docs/eld-driver-reference/> Last Updated: March 6th, 2018



The reference materials in this section are designed for Drivers using in-cab tablets running ELD software.

Note. If you are unsure as to whether your device is running on AOBRD or ELD software, please contact your fleet administrator.

Learn how to log into the system, enter the necessary information, start your driving time, complete a roadside inspection, manage co-drivers, successfully complete the post-trip sign out process, and more using the reference materials listed below:



- Using Your ELD Tablet
- Exploring the Welcome Screen
- Beginning Your Shift
- During Your Shift
- Managing Exceptions
- Understanding and Resolving Conflicts
- Completing a Roadside Inspection
- Editing, Approving, and Certifying Logs
- Using Co-Drivers
- Using ELD Messaging – Driver (Pro/Enterprise Only)
- Ending Your Shift
- Exploring the Driver Portal

Note. An instructional video is available for most of the ELD reference articles listed above. Where applicable, videos are provided in the top-right corner of the article page under **Related Video**.

Using Your ELD Tablet

Using the ELD tablet

The tablet has several physical buttons that allow you to operate the tablet. We have provided descriptions for the most commonly used buttons below.



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Number	Button	Description
1	Power	Press this button to wake the tablet. Press and hold this button to power off or reboot the tablet.
2	+	Press this button to increase the volume on the tablet.
3	-	Press this button to decrease the volume on the tablet.
4	Home	Press this button to return to the tablet Home Screen from any application.
5	Multitask	Press this button to quickly switch between open application windows.
6	Return	Press this button to return to the previous screen within the active application window.

Using ELD Tablet Applications

The tablet can run multiple applications. We have provided descriptions for the applications available on the tablet in the table below. To view and/or open applications, tap on the **Home** button (see table above) and tap on the application icon of the application you would like to use or open. You may need to scroll up to see all available tablet applications.

Note. Drivers should only need to use the eFleetSuite, Messaging, and Driver Guide applications on the tablet, all other applications are available for the HOS Administrator to use, if required, or are applications to be run in the background of the eFleetSuite application.





App Icon	App	Description
	Settings	Use this app to adjust settings on the tablet.
	Vehicle	This app provides raw diagnostic data about the communication between the tablet and the tracking device. <i>Not typically used, unless under the direction of an HOS Support Team member.</i>
	Data Service (VDS)	
	eFleetSuite	Use this app to sign in to the tablet, record HOS events, view available driving time, review previous logs and DVIR information, and more.

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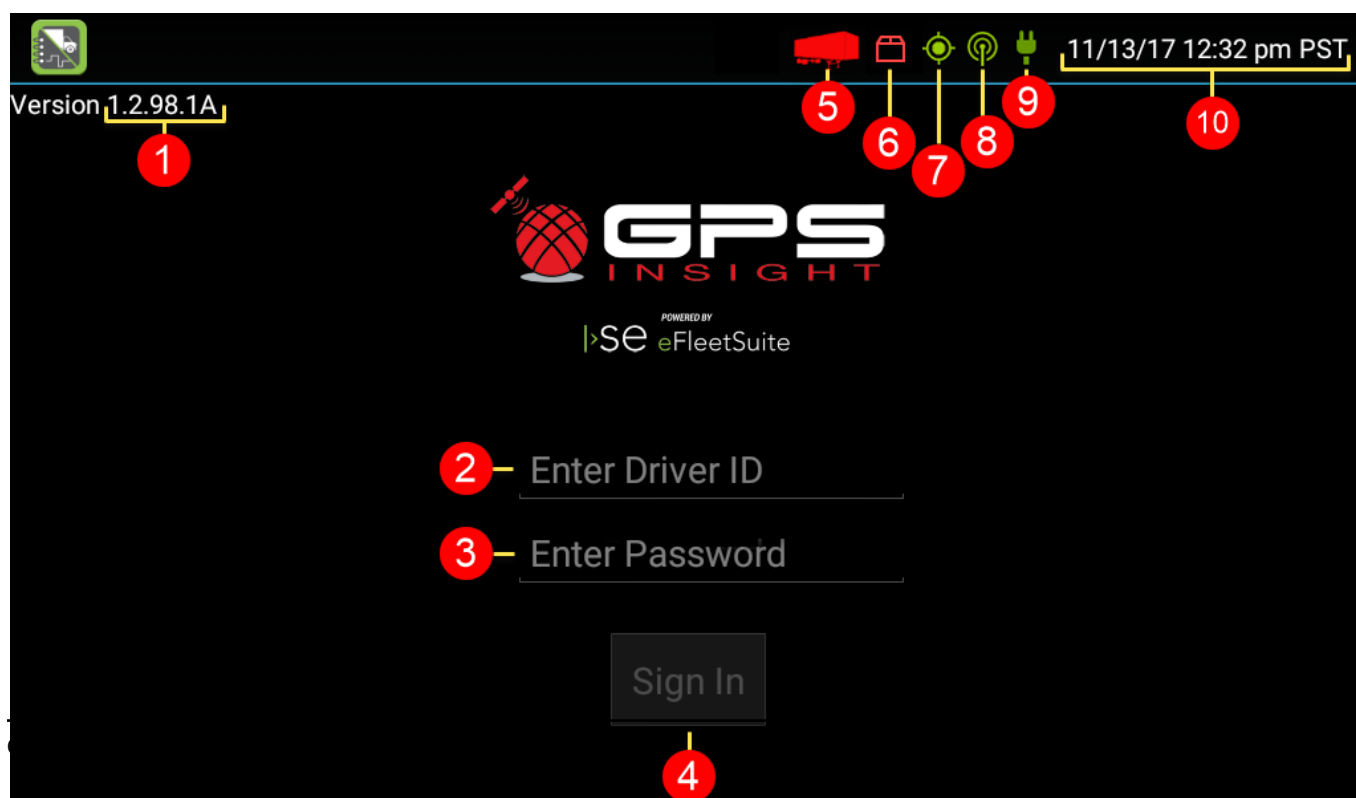


App Icon	App	Description
	Magellan	This app provides navigation/mapping integration from the GPS Portal to the ELD tablet. <i>Background app, not typically used actively.</i>
	SmartGPS	
	Updater	Use this app to keep HOS applications up-to-date.
	Messaging	Use this app to send messages and view incoming messages and dispatches from the dispatcher.
	Driver Guide	Use this app to open a comprehensive resource on using the tablet and its features.

Exploring the Welcome Screen

Getting to Know the Welcome Screen

The eFleetSuite Welcome Screen will automatically display when the vehicle's ignition status is turned to ON. You will use this screen to sign in to your ELD tablet. Additionally, some of the features/icons appearing on this screen (e.g., Trailer icon, Shipment icon, Communication icon, Connection icon, System Time) will be displayed throughout your use of the ELD tablet. Therefore, please take some time to familiarize yourself with the properties of the Welcome Screen as provided below.



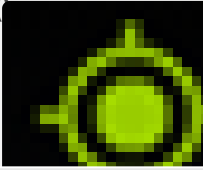




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Feature	Description
1 – Version Number	Displays the current software version. <i>Note: Tap to view Provisioning Information and System Check for troubleshooting purposes, which can be especially helpful when verifying ignition installation.</i>
2 – Driver ID Field	Tap to enter your Driver ID in this field.
3 – Password Field	Tap to enter your Password in this field.
4 – Sign In button	Tap this button after entering your credentials to sign in to the device.
5 – Trailer Icon ()	Indicates that trailer information has not been entered into the logs.
6 – Shipment Icon ()	Indicates that shipment information has not been entered into the logs.
7 – GPS Icon ()	Displays the status of the ELD's GPS lock on location data. <i>Green = Location received Yellow = Location data received but unable to get a valid fix on the location Red = No location received</i>
8 – Communication Icon ()	Displays the status of the ELD's connectivity to the host software. <i>Green = Connection Yellow = Communication is temporarily turned off (no data to send) Red = No connection</i>
9 – Connection Icon ()	Displays the status of the ELD's connectivity to the GPS hardware. <i>Green = Connected and recording data Grey = Data has stopped being received and paper logs should be used Red = Connection to GPS hardware has been lost and paper logs should be used</i>
10 – System Time	The system date and time against which activity is logged.

Exploring the Driver Overview Screen

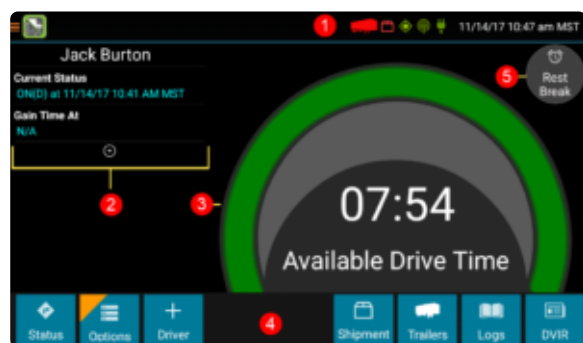
Getting to know the Driver Overview Screen

The eFleetSuite Driver Overview screen appears upon successful sign in to the ELD tablet. This is the Home screen of the application. We highly recommend using the table provided below to fully understand the features of this screen because you will see this screen for the majority of the time you are using the tablet.

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Feature	Description
1 – Status Bar	Displays system time, notification that trailer/shipment information has not been entered, and the ELD's status/connectivity information to GPS location data, host software, and GPS hardware. <i>See Exploring the Welcome Screen for additional information.</i>
2 – Driving Time Details	Displays your time remaining under each applicable Hours of Service rule. <i>By default, this section displays your current status and Gain Time. Tap the down arrow () to view your time remaining under each applicable Hours of Service rule.</i>
3 – Available Drive Time Gauge	Displays your available drive time in hours and minutes (hh:mm).
4 – Task Bar	Displays buttons used to perform tasks such as change status, review/request logs, add driver, add/drop shipment, add/drop trailer, certify logs, view/add DVIR. <i>See table below for additional information.</i>
5 – Rest Break	Record off duty activity during the work shift without having to sign out and sign back in to the device.

Navigating the Task Bar

Unsure of what tasks you can perform from the Task Bar? The following table includes a list of task buttons and corresponding descriptions.

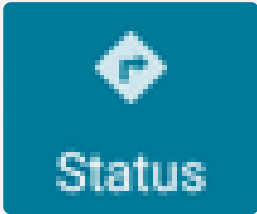




Task	Description
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Task	Description
Status 	Tap to choose the option that best describes your current activity: <ul style="list-style-type: none">– ON Driver– ON Not Driver– SB (Sleeper Berth)– OFF Sign out– OFF PC (Personal Conveyance)– ON YM (Yard Moves) <p>See <i>During Your Shift</i> for additional information regarding status options.</p>
Options 	Tap to expand the Options Menu , which includes the following options: <ul style="list-style-type: none">– Edit Vehicle ID– Review Logs– Request Logs– Pre Shift– Post Shift– Take Exception– Diagnostics– Roadside Inspection <p>The Options button may display an orange or red flag. An orange flag indicates there are logs that require your attention. A red flag specifically indicates there is missing data that you must update. You are legally required to manage any items in orange or red.</p>
+ Driver 	Tap to allow a co-driver to sign in.
Shipment 	Tap to add or drop a shipment.
Trailers	Tap to add or drop a trailer.
Logs	Tap to view the graph grid of duty statuses for today's date, access log history/details, and/or certify logs.
DVIR 	Tap to view the most recent driver vehicle inspection report (DVIR) for any resource (vehicles, trailers, etc.) in the vehicle combination and/or start a new DVIR.

Beginning Your Shift

The following steps walk you through the process of signing in, choosing your status, reviewing DVIR information, adding/removing shipment information, and adding/removing trailer information on your ELD tablet.

1. Signing In to the ELD Tablet

1. Start the vehicle to power on the ELD tablet (automatic).

When the tablet is on, the **eFleetSuite App** (


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) automatically opens and displays the **Welcome Screen**.

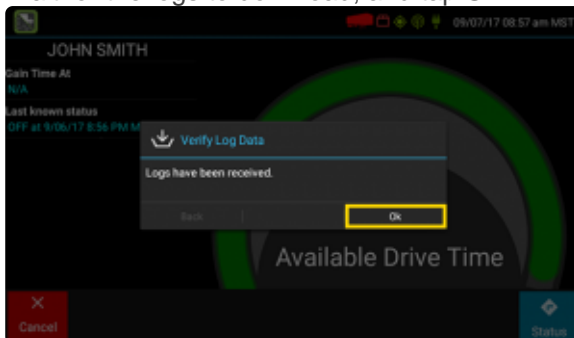
2. Enter your **Driver ID** in the Driver ID field, **password** in the Password field, and tap **Return/Enter** () on the keyboard.

Note. A secure default password is automatically generated when a driver is added to the HOS Portal. If you did not receive a password from your administrator, or you have not yet changed your password in the **Driver Portal**, contact your administrator.



The ELD contacts the host system and downloads logs for the last seven days (if any).

3. Wait for the logs to download, and tap **Ok**.



Note. If you have no cell coverage, you can still complete the sign-in process and drive until you have cell coverage. The application records information and continues attempting to connect to the cell network. Logs download upon connection.

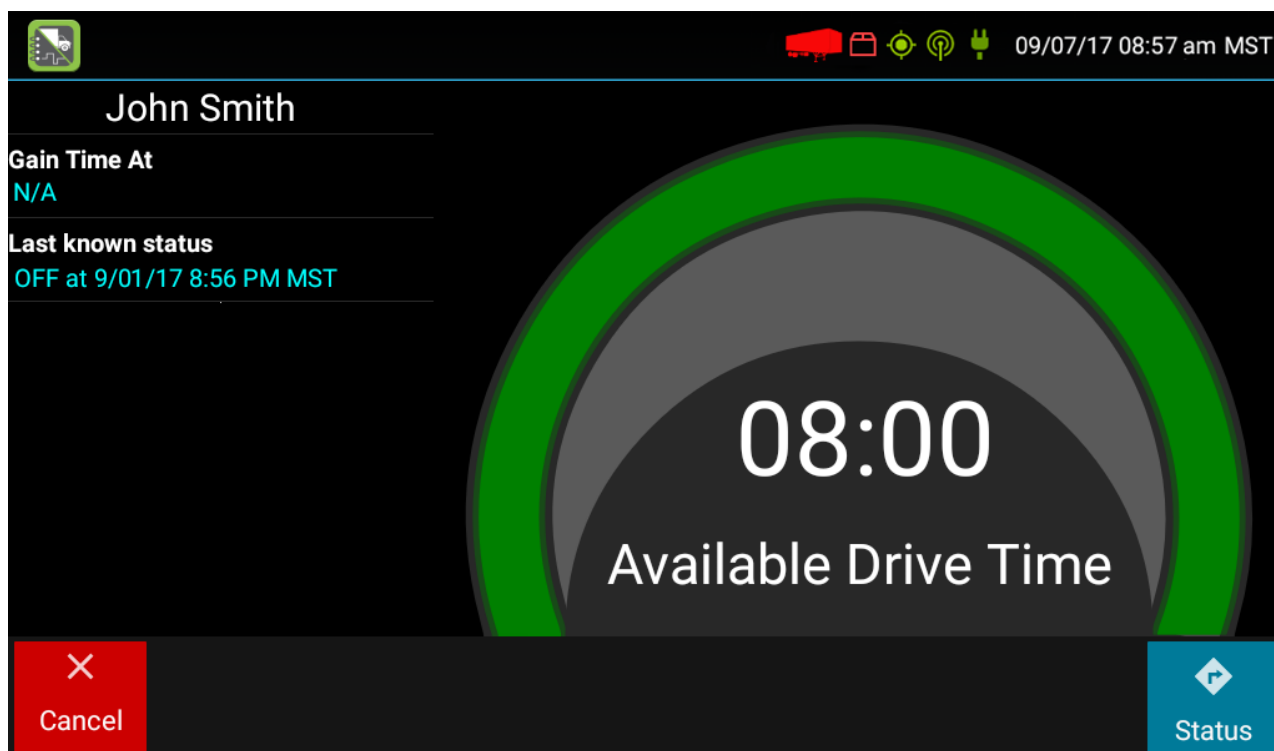
The Driver Overview screen appears. During the sign-in process, the task bar will display the Status and Cancel buttons only.

Note. After successful sign-in, the Driver Overview screen will provide additional options. From this screen, you can view your available drive time, current status, Gain Time At, and more. You can also change your duty status to Rest Break or perform HOS tasks using the buttons in the Task Bar. For additional information regarding the Driver Overview screen, see [Exploring the Driver Overview Screen](#).

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Your **Available Drive Time** gauge displays your available drive time in hours and minutes (hh:mm). The color featured in the gauge reflects your approximate drive time left (see below).

Gauge Color	Remaining Drive Time
Green	Greater than 3 hours of driving time remains.
Yellow	Between 1-3 hours of driving time remains.
Red	Less than 1 hour of driving time remains.

Note. If you do not have a full set of hours, the **Gain Time At** field (top left) shows the next date/time at which you will receive a full set of hours provided that you remain in the same duty status. Gain Time is calculated when you have less than a full day's driving time available and if you are currently in **Sleeper Berth** or **Rest Break** status. Gain Time cannot be calculated if you are in **ON Driver** or **ON Not Driver** status. If you are in **On Driver** or **ON Not Driver** status, the Gain Time will show as N/A.

2. Choosing Status on the ELD Tablet

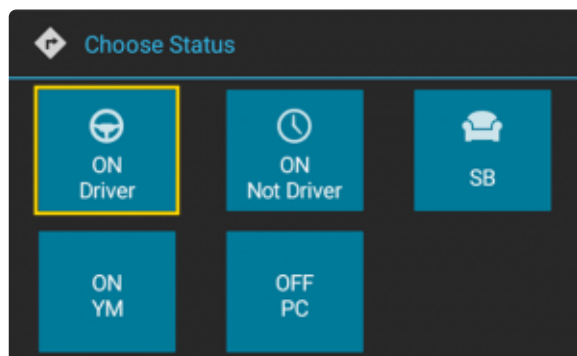
1. From the Driver Overview screen, tap **Status**.
2. Tap the status option that best describes your current activity.
(For the purpose of this training, we will select **ON Driver** status.)

Note. If selecting Yard Moves (ON YM), or Personal Conveyance (OFF PC), you are required to enter a note regarding the status.

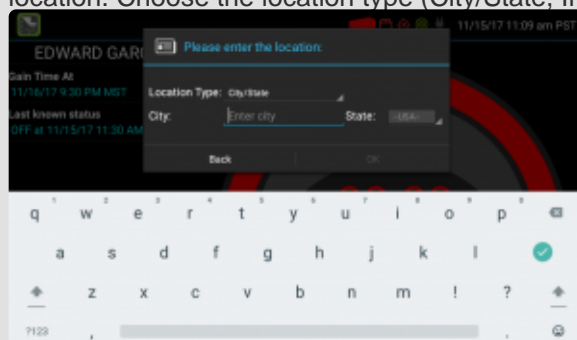
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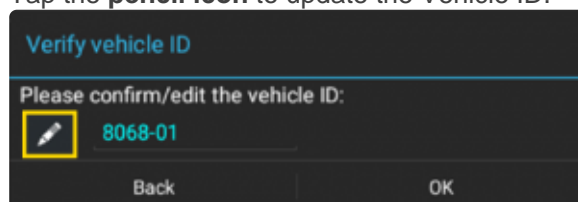
Note. You will be prompted to enter your location if the ELD does not have a lock on GPS location. Choose the location type (City/State, Intersecting Highway, Highway/Mile Marker, or the fields provided, and then tap **OK** to continue.



If this occurs on a regular basis and you are not

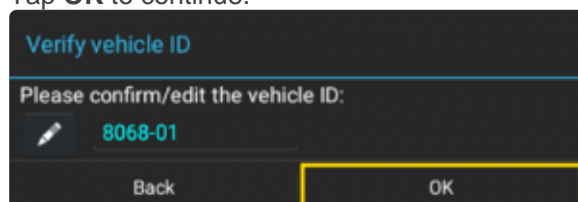
in an area that affects GPS connectivity (out in the open), notify your Fleet Administrator and consider contacting the GPS Insight Support Team.

3. When prompted, verify the Vehicle ID matches the Vehicle ID provided by your motor carrier.
4. Tap the **pencil icon** to update the Vehicle ID.



Note. Before moving forward, it is important that you verify that the vehicle ID in your vehicle combination matches exactly what your motor carrier has on file.

5. Tap **OK** to continue.



3. Managing Shipments on the ELD Tablet

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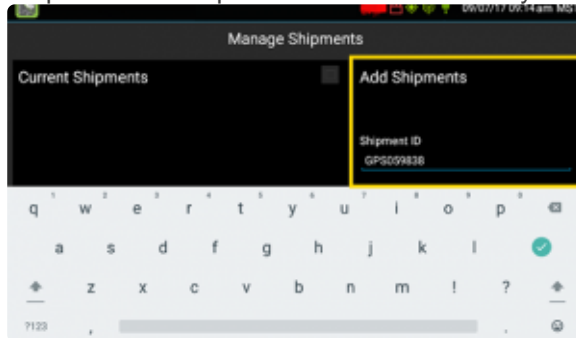
Note. If you are the first driver to sign in during your work shift, the device may ask that you review the trailers and shipments entered by the previous driver. This is also your initial opportunity to remove or add new resources (shipments, trailers, etc.).

The Manage Shipments screen appears.

If any shipments were previously added to the combination, the corresponding Shipment ID will appear under Current Shipments.

To add shipments:

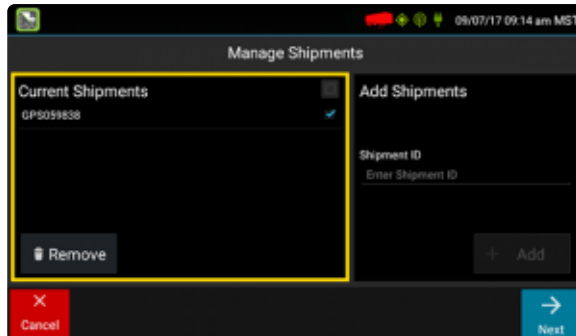
1. From the Manage Shipments screen, enter the shipment ID in the **Shipment ID** field under Add Shipments and tap **Return/Enter** on the keyboard.



The Shipment ID appears under **Current Shipments**.


To remove shipments:

1. From the Manage Shipments screen, tap on the item(s) from the Current Shipments section, and tap **Remove**.



The shipment is removed from the Current Shipments section of the screen.

Note. The device allows you to add or remove shipments from the Driver Overview screen at any point during your shift, once you have completed the sign in process. From the Driver Overview

screen, tap **Shipment** ( Shipment).

2. Tap **Next**.

If a trailer(s) was entered by the previous driver, the trailer ID(s) will display and you will be asked: "Would you like to keep the following trailer?"

3. Tap **Yes** or **No**.

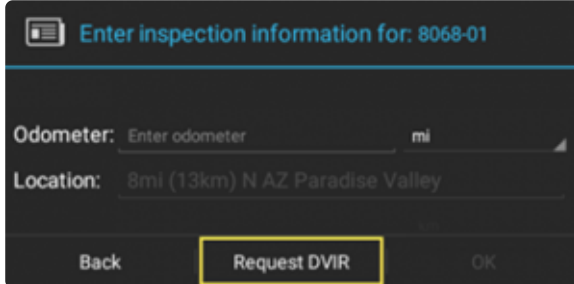
4. Request and review the previous DVIR submitted for the trailer using the instructions listed in Step 4. Review Previous DVIR.

If you selected No, the trailer will be removed from the resource list automatically once you have reviewed the Previous DVIR.

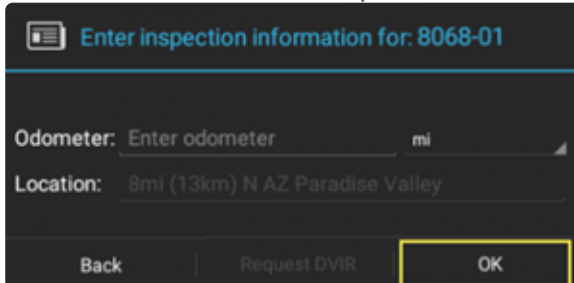
4. Reviewing Previous DVIR on the ELD Tablet

Note. Always review the previous DVIR with care before operating the vehicle to ensure that all information is true and correct. You are responsible for ensuring that all required records in your possession are correct and up-to-date.

1. When the inspection information appears for your resource, tap **Request DVIR**.

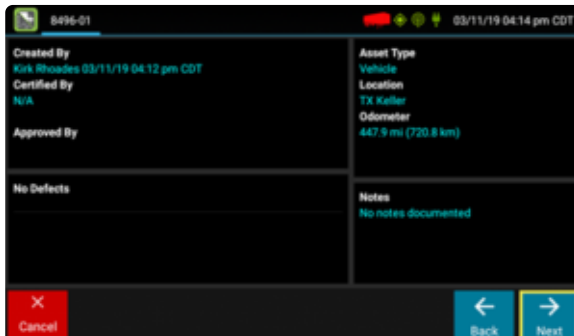


2. Once the DVIR is received, tap **OK**.



3. Review the DVIR, and tap **Next**.

Note. Use this time to perform an inspection walk around.



Note. Carry Over Defects: In some cases, the previous DVIR for an asset may include a defect that was certified as **Repairs Not Necessary**. This denotes that the defect or deficiency may still exist, but that repair was not required in order for the vehicle to be operated safely. The logging device will “carry over” such defects to the next DVIR. You will be notified when beginning a new inspection report if the previous report has such defects. You may add or edit these defects as needed.

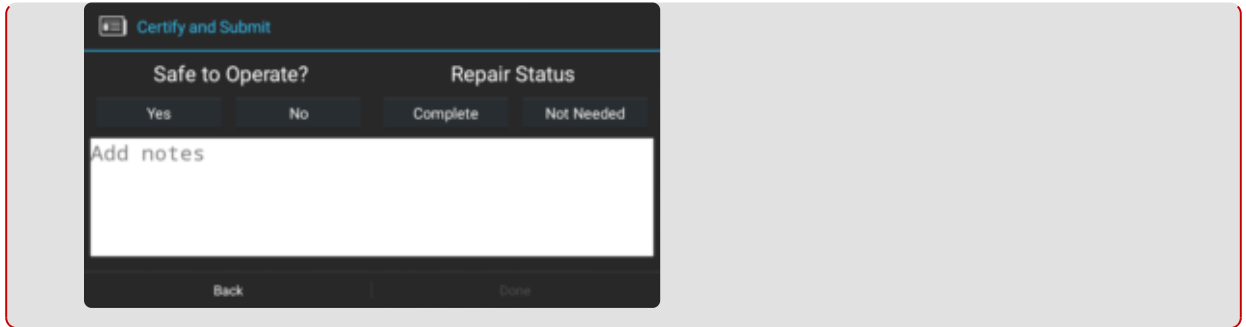
The Certify and Submit screen appears.

Note. If defects were noted on the previous inspection, the Certify and Submit screen may appear with a Repairs status option. Indicate whether repairs were made or not necessary.

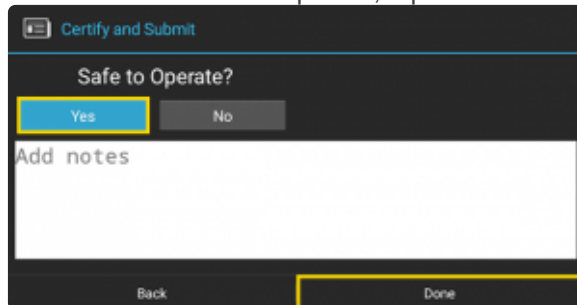
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4. Deem the vehicle as Safe to Operate or Unsafe to Operate.
 1. If the vehicle is safe to operate, tap **Yes**. Enter notes (if applicable), and then tap **Done**.



2. If your vehicle is unsafe to operate, tap **No**.
 1. Enter applicable notes regarding the status, and then tap **Done**.
 2. Once the Driver Overview screen appears, tap **Status**.
 3. Tap **OFF Sign Out**, and follow the prompts for completing a post-trip driver vehicle inspection to document the defects.


Note. Part names and defect descriptions are specific to the type of resource (vehicle or trailer) selected at the time of the inspection. All defects lists provide an **Other** option, where you can enter your own description. Part name and defects descriptions can be customized by your motor carrier.

5. Adding/Removing Trailers on the ELD Tablet

We recommend that you add/remove any trailer(s) (if applicable) to your resources before you begin driving to ensure that your records are as current and up-to-date as possible.

To add trailers:

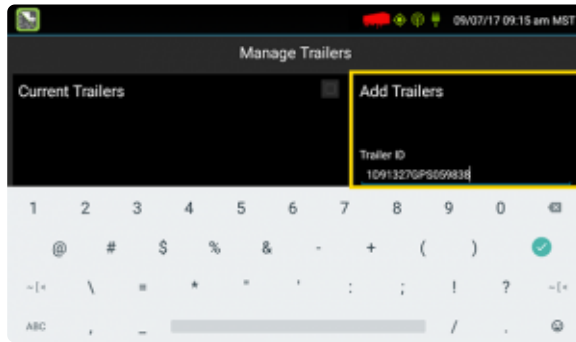
The system recognizes previously added trailers and prompts you to review the previous applicable DVIR when added. If this is the first time the trailer is added, you may not see this prompt and will complete a new DVIR instead. If you do not receive the prompt for a trailer that has been added previously, verify you have entered the Trailer ID correctly.

1.
 - From the Driver Overview screen, tap **Trailers** ().
2. From the Manage Trailers screen, enter the Trailer ID in the **Trailer ID** field under Add Trailers and tap **Return/Enter** on your keyboard.

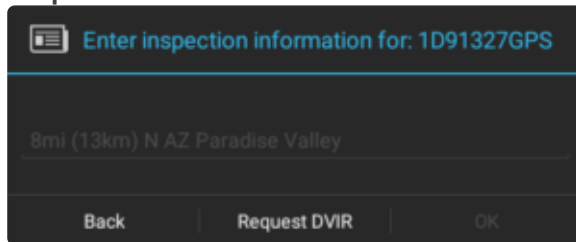
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- When the inspection information appears for your trailer, enter the location (if prompted), and tap **Request DVIR**.



- If a previous DVIR was submitted for the trailer, review the DVIR using the instructions from Step 4. Reviewing Previous DVIR. If a DVIR was not submitted previously, follow the steps below after tapping **OK**.

If there are no existing defects:

- Tap **No Defects**.

The Certify and Submit screen appears.

- Deem the trailer safe to operate or not safe to operate:

1. If the trailer is safe to operate, tap **Yes**, and enter notes (if applicable) or if the trailer is not safe to operate, tap **No** and enter notes.

The trailer ID appears in the Current Trailers section.

If there are existing defects:

- Tap **Add Defects**.

The Inspection screen appears, displaying a list of parts specific to the selected resource on the left-hand side of the screen.

2. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects applicable to the part you selected.

Note. You may need to scroll up to view the entire list.

3. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.

4. Tap **Next**.

5. Review your DVIR details. If you need to make changes, tap **Back** and make your changes. Otherwise, tap **Next**.

The Certify and Submit screen appears.

7. Deem the trailer as safe to operate or not safe to operate:

1. If the trailer is safe to operate, tap **Yes** and enter notes (if applicable).
2. For Repair Status, tap **Complete** (if repairs were done) or tap **Not Needed** (if repairs were not necessary to safely operate the trailer).
3. If the trailer is not safe to operate, tap **No** and enter notes.

5. Tap **Done**.

Once you have completed your review, the Trailer ID appears under Current Trailers on the left side of the

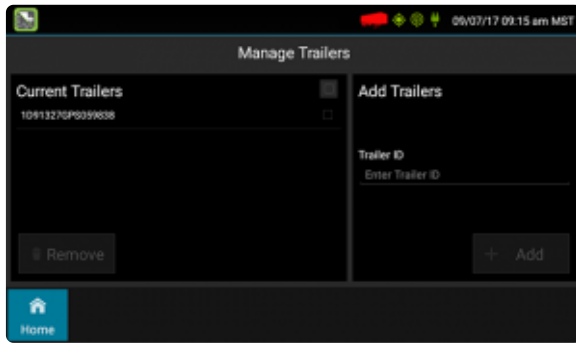
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screen.



6. Tap **Home** when finished.

Note. If the trailer is not safe to operate, sign out and contact your administrator.

To remove trailers:

1. From the Driver Overview screen, tap **Trailers**.
2. Tap on the trailer you would like to remove, and tap **Remove**.
3. When the inspection information appears for your trailer, enter the location (if prompted), and tap **OK**.
4. If you have multiple resources, tap on the trailer you would like to remove and follow the below steps.

If there are no existing defects:

1. Tap **No Defects**.

The Certify and Submit screen appears.

2. Deem the trailer safe to operate or not safe to operate:

1. If the trailer is safe to operate, tap **Yes**, and enter notes (if applicable) or if the trailer is not safe to operate, tap **No** and enter notes.

The trailer ID appears in the Current Trailers section.

If there are existing defects:

1. Tap **Add Defects**.

The Inspection screen appears, displaying a list of parts specific to the selected resource on the left-hand side of the screen.

2. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects applicable to the part you selected.

Note. You may need to scroll up to view the entire list.

3. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.
4. Tap **Next**.
5. Review your DVIR details. If you need to make changes, tap **Back** and make your changes. Otherwise, tap **Finish**.

The Trailer ID is removed from the list under Current Trailers.

5. Tap **Home** when finished.

The Driver Overview screen appears. The system automatically changes your status to DRIVING when the vehicle is in motion, and the Driver Overview screen is locked until the vehicle is no longer moving.

During Your Shift

Use the instructions provided below to complete the following HOS tasks during your shift:

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- Managing the Vehicle ID
- Changing Status
- Managing Rest Breaks
- Adding/Removing Trailer
- Adding/Removing Shipment
- Requesting Logs
- Reviewing Logs
- Logging Pre- or Post-Shift Hours
- Viewing Diagnostics
- Correcting Missing Data
- Correcting Unidentified Driver Events

Note. You can perform a **DVIR** during your shift; however, we have included instructions for performing a DVIR in **Ending Your Shift (ELD)**, as completing a DVIR is a required step during the Sign Out process.

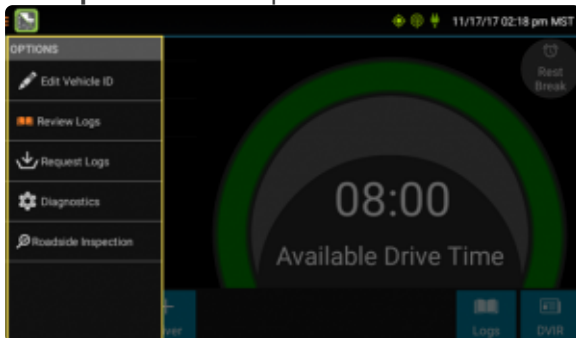
Managing the Vehicle ID

The **Edit Vehicle ID** option allows you to update the Vehicle ID if the ID has changed since signing in.

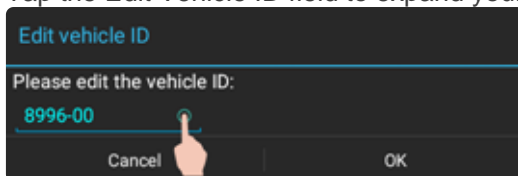
To update your Vehicle ID:

1. From the **Driver Overview** screen, tap **Options** ().

The **Options** menu expands.



2. Tap **Edit Vehicle ID**.
3. Tap the Edit Vehicle ID field to expand your keyboard and make your edits.



Note. If you do not need to change the vehicle ID, tap Cancel.

4. When ready, tap **OK** to update the Vehicle ID.

IMPORTANT! It is crucial that you verify the Vehicle ID shown or entered matches the Vehicle ID provided by your motor carrier. If the Vehicle ID has changed, you will be prompted to perform a post-trip inspection on the previous vehicle and pre-trip inspection on the new vehicle.

Changing Status

Your status should always reflect the option that best describes your current activity. If/When your status changes


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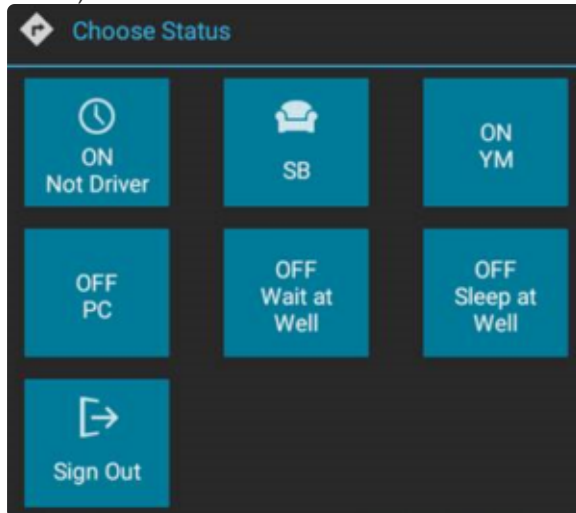
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during your shift, make sure to update your status accordingly.

To change your status:

1. From the Driver Overview screen, tap **Status** ().

The Choose Status window appears, displaying a list of available status options (see reference table below).



2. Tap on the status that best describes your activity.

Your new status is displayed under **Current Status** on the Driver Overview screen.

Note. Some status changes may require you to review and/or complete a DVIR.

Use the status options and corresponding descriptions as listed below for reference.

Status	Description
ON Driver	<p>Choose this status when you are on duty and taking control of the vehicle. The logging device will detect when the vehicle is moving* and automatically records your activity as Driving (D) and ON when the vehicle is stopped.</p> <p>*A driving event is reported when the tablet detects movement of ? 5MPH. After 5 minutes of no movement, the tablet will prompt you to choose whether to stay in Driving status or update to On Duty. If no response after 60 seconds, the tablet will automatically switch to On Duty.</p> <p><i>No other driver may take control of the vehicle until you choose a different status, start a Rest Break, or sign out.</i></p>

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Link: <https://help.wex telematics.com/docs/eld-driver-reference/> Last Updated: March 6th, 2018



Status	Description
ON Not Driver	<p>Choose this status ONLY if you are signing in as the co-driver (i.e., on duty but not in control of the vehicle). This will record your activity as ON. If no one has taken control of the vehicle, the automatic motion detection system will continue to track vehicle movements and report these movements as Unidentified Driver events.</p> <div>Note. You should never use this status if you are the only driver on duty.</div>
SB (Sleeper Berth)	<p>Choose this status when you are beginning a period of rest in the vehicle's sleeper berth*. This will record your activity as SB.</p> <p><i>*Do NOT move the vehicle while in this status. Moving the vehicle while in this status will place you back into Driving (D) status and affects your driving time. If you need to move the vehicle while you are in this status, update your status to Personal Conveyance (if available).</i></p>
OFF Sign Out	<p>Choose this status when you are relieved of duty and are signing out of the logging device (OFF Sign Out), or if you plan to remain On Duty (ON) but do not plan on using the vehicle (ON Sign Out). This will record your activity as OFF, or On Duty (ON), respectively.</p> <p>To record your status as off duty without signing out of the logging device, see Managing Rest Breaks.</p>
OFF PC	<p>Choose this status if you are relieved from all responsibility for performing work and you are operating the vehicle for your own personal use. This will record your activity as "Authorized Personal Use of CMV (PC)."</p> <p>You will be asked if you would like to update your status from OFF-PC status after the vehicle is turned off then on again. You will be placed back into Driving (D) status if vehicle movement is detected.</p> <div><div>Attention CG1211</div><div>Do you want to continue Authorized Use of CMV (PC)?</div><div>NoYes</div></div>

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Status	Description
ON YM	<p>Choose this status only if you are moving your vehicle on private property (e.g., motor carrier's yard, truck stops, etc.). This will record your activity as "Yard Moves (YM)." This status is automatically ended as a result of a vehicle ignition cycle or device reboot. You may manually change status back to ON Driver, which results in a vehicle inspection system prompt; however, you may turn your ignition OFF for a few seconds and then back ON to automatically end an ON YM (current status changes from "ON YM" to "ON (D)" with re-ignition) to avoid an extra inspection.</p> <p>Your tablet recognizes administrator-designated company yard locations. While operating the vehicle in this location, you'll remain in this status regardless of ignition cycles. If you leave this location or your speed surpasses the 20 MPH threshold within the location, your status will automatically switch to Driving (D).</p> <div>Tip! Using this status, when applicable, is helpful if you've reached an ON duty limit and would like to avoid the system recording a driving violation. Additionally, YM helps save time from the "Driving" line of your log; however, if you don't use most of your "Driving" Time each shift, using this feature may not result in significant time gains on your log.</div>
OFFW	<p>Choose this status when you are waiting at a natural gas or oil well site (US and Canada). This will record your activity as "Off duty, waiting at well site (OFFW)."</p> <div>Note. If the system detects vehicle movement, your status is automatically changed to Driving (D). If you are moving the vehicle, remember to reselect the status if applicable.</div>
OFFS	<p>Choose this status when you are resting in other sleeping accommodations (other than the vehicle's sleeper berth) at a natural gas or oil well location (US). This will record your activity as "Off duty, sleeping at well site (OFFS)."</p> <div>Note. If the system detects vehicle movement, your status is automatically changed to Driving (D). If you are moving the vehicle, remember to reselect the status if applicable.</div>

Note. Regarding **OFFW** and **OFFS** statuses: The "waiting time" provision in Section 395.1(d)(2) is available only to operators of those commercial motor vehicles (CMVs) that are (1) specially constructed for use at oil and gas well sites, and (2) for which the operators require extensive training in the operation of the complex equipment, in addition to driving the vehicle. These status options are only available if your HOS Admin assigns an applicable driver type supporting the provision to your profile.

Managing Rest Breaks

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This option allows you to record off-duty activity during your work shift without signing out.

IMPORTANT! Do not move the vehicle while in this status. If you need to move the vehicle for any reason, update your status to Personal Conveyance (if available). This option should only be used if you are returning to duty in the same vehicle before the end of the work shift.

Note. For passenger-carrying drivers, use this status whenever you need to record off-duty time. Update your status to Personal Conveyance if you need to move the vehicle while in this status.

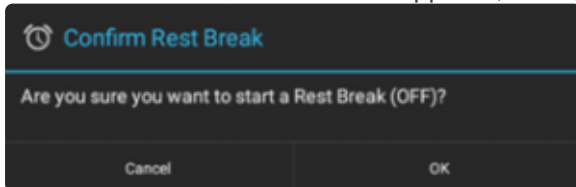
Beginning a Rest Break

To begin a rest break:

1.

From the **Driver Overview** screen, tap **Rest Break** ().

The Confirm Rest Break window appears, asking you to confirm you would like to begin a rest break.



2. Tap **OK** to confirm the status change.


Note. If you would like to exit the Confirm Rest Break window and not begin a rest break, tap **Cancel**. You will remain in the status you were in before tapping **Rest Break**.

The application records your status as **Off Duty** without signing you out. The application calculates the minimum rest necessary to improve driving time and displays this value in the **Gain Time At** field. Gain Time At and Available Drive Time are both recalculated when the required rest break time is fulfilled.

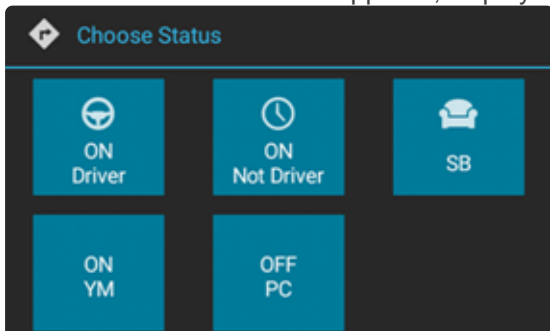
Ending a Rest Break

To end a rest break:

1.

From the **Driver Overview** screen, tap **Stop Break** ().

The Choose status window appears, displaying available status options.



2. Tap the status that best describes your current activity.

Note. Choosing any option other than **OFF Sign Out** returns you to the Driver Overview screen and causes Gain Time At and Available Drive Time to be recalculated.

Adding/Removing a Trailer

You can add or remove a trailer at any time during your shift. However, if you are the first driver to sign in during your shift, you may be prompted by the application to review trailers added by a previous driver, and remove or add new resources during the sign-in process. For this reason, step-by-step instructions on adding/removing a trailer are provided in [Beginning Your Shift, Step 5. Add/Remove Trailers](#). Visit the aforementioned article and step for instructions.

Adding/Removing a Shipment


You can add or remove a shipment at any time during your shift. However, if you are the first driver to sign in during your shift, you may be prompted by the application to review shipments added by a previous driver and remove or add new resources during the sign-in process. For this reason, step-by-step instructions on adding/removing a shipment are provided in [Beginning Your Shift, Step 3. Manage Shipments](#). Visit the aforementioned article and step for instructions.


Requesting Logs

This option allows you to synchronize your electronic records with the HOS Portal at any time during your trip. Common reasons for synchronizing your logs include:

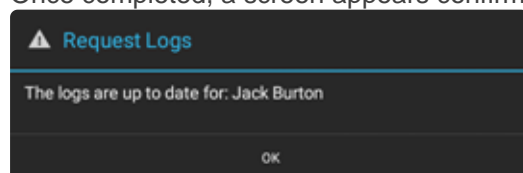
- Download amendments to your logs for the current or previous day(s)
- Download notes for a DVIR after it has been reviewed
- Download inspection checklists and other configuration settings that have changed since you signed in

To request logs:

1. From the **Driver Overview** screen, tap **Options** ().
2. Tap **Request Logs**.
3. Tap **Yes** to confirm the request.


The **Logs Pending** icon () appears in the status bar indicating the device is waiting for driver logs to be synchronized.

Once completed, a screen appears confirming that logs are now up to date and your name.



Reviewing Logs

This option is visible if you have uncertified logs or if an HOS Admin user (non-driver) has proposed an edit to your log that requires your attention.

Note. If you have uncertified logs or proposed edits that require review, you will notice an orange flag in the upper-left corner of the **Options** () button.

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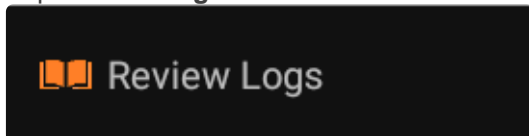
To review logs:

Note. Depending on your driver profile type, you are only able to view the previous 7 or 14 days on your logging device. You can review logs, accept/reject HOS Admin user edits, and certify logs from your desktop computer by logging in to the Driver Portal. See [Exploring the Driver Portal](#) for additional information and step-by-step instructions.

1. From the Driver Overview screen, tap **Options** ().

The Options menu expands.

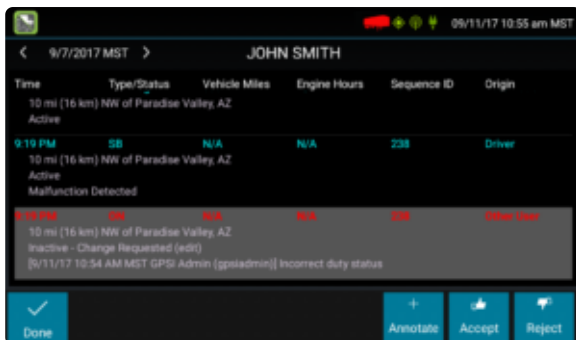
2. Tap **Review Logs**.



3. Review each uncertified log/proposed log edits.

Note. Tap the forward arrow icon to proceed to the next log requiring review and tap the back arrow icon to go back.

If an HOS Admin user (non-driver) has proposed an edit to your log, you will need to Accept or Reject the edit. The proposed edit is shown in red.



4. Tap the proposed event and tap **Accept** or **Reject**. If you would like to add a comment/notes, tap **Annotate**, add your comments/notes by tapping in the text field, then tap **Submit**.
5. Tap **Done**.

Note. Edits that have been **Rejected** now appear as **Inactive – Rejected**. Your availability is not impacted and you are not required to re-certify the log (if the log has been previously certified). Edits that have been **Accepted** now appear as an **active event** in your log. Your availability is recalculated accordingly and you are not required to re-certify the log (if the log has been previously certified).

6. If you are ready to certify the log, tap **Certify**.

A window appears asking you to confirm that you certify the accuracy and truth of the data entries and recorded duty status for the listed date.

IMPORTANT! You cannot certify your log if any Unidentified Driver events exist. You must review then accept/reject the event(s) to proceed with certifying the log.

7. To confirm, enter your password and tap **Agree**. If you are not ready to confirm, tap **Not Ready**.

If you tapped **Agree**, your log is certified and is shown on the screen. If you tapped **Not Ready**, the log is shown on the screen. Repeat this process for each uncertified log in this section.

Pre- and Post-Shift Hours

Pre- and Post-Shift Hours are hours worked away from the vehicle (ON DUTY, Not Driving), which can be recorded using the logging device.

Recording Pre-Shift Hours

This option allows you to record hours worked (ON DUTY, Not Driving) just prior to signing in. This option is enabled for up to 48 hours after the sign in process is complete, if your previous status was OFF Duty.


To record Pre-Shift Hours:

1.

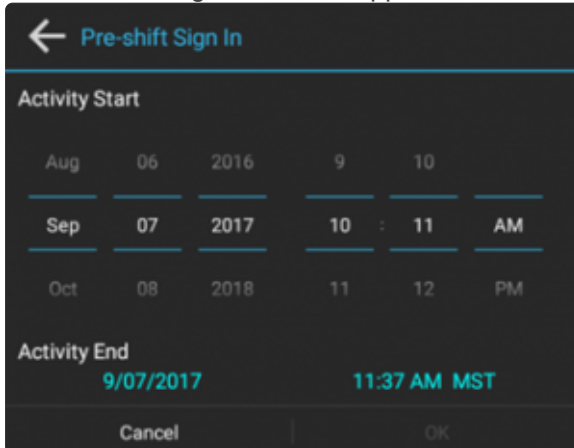
From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

2.

Tap **Pre-Shift** ().

The Pre-shift Sign In window appears.



The screenshot shows the 'Pre-shift Sign In' window. It has a title bar with a back arrow and the text 'Pre-shift Sign In'. Below the title bar, there are two sections: 'Activity Start' and 'Activity End'. The 'Activity Start' section has a date picker with 'Aug 06 2016' and a time picker with '9 10'. The 'Activity End' section has a date picker with 'Sep 07 2017' and a time picker with '10 : 11 AM'. At the bottom, there are 'Cancel' and 'OK' buttons.

3. Under Activity Start, select the date (month/day/year) and time (HH:MM:AM/PM) the pre-shift activity started, then tap **OK**.

Note. To exit out of this window and not enter a pre-shift activity, tap **Cancel**.

The application will calculate and display the time duration of the pre-shift activity.

4. Review the total time to be added. If you would like to add a note regarding the update, tap the text field under **Annotation** and enter your note.
5. Tap **OK** to record the time.

Your Available Drive Time is recalculated and the Driver Overview screen displays.

Recording Post-Shift Hours

This option allows you to record hours worked (ON DUTY, Not Driving) just after you last signed out of the application. This option is enabled for up to 48 hours after the sign in process is complete, if your previous status was OFF Duty.


To record Post-Trip Hours:

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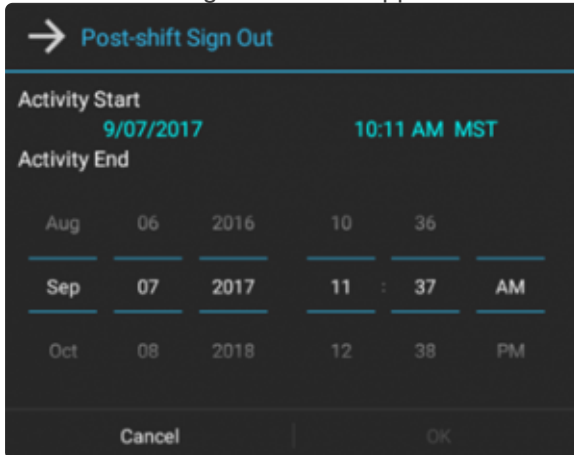


1. From the Driver Overview screen, tap **Options** ().

The Options menu expands.

2. Tap **Post-Shift** ().

The Post-shift Sign In window appears.



The screenshot shows a 'Post-shift Sign Out' window. It has a title bar with a back arrow and the text 'Post-shift Sign Out'. Below the title bar, there are two rows of text: 'Activity Start' followed by '9/07/2017' and '10:11 AM MST', and 'Activity End'. Below this, there is a date and time picker. The date is set to 'Aug 06 2016' and the time is '10:36'. Below the date and time picker, there are two buttons: 'Cancel' and 'OK'.

3. Select the date (month/day/year) and time (HH:MM:AM/PM) the post-shift activity began, and then tap **OK**.

Note. To exit out of this window and not enter a post-shift activity, tap **Cancel**.

The application will calculate and display the time duration of the pre-shift activity.


4. Review the total time to be added. If you would like to add a note regarding the update, tap the text field under **Annotation** and enter your note.
5. Tap **OK** to record the time.

Your Available Drive Time is recalculated and the Driver Overview screen displays.

Viewing Diagnostics

This option allows you to view identification information about your device, as well as perform a general system health check.

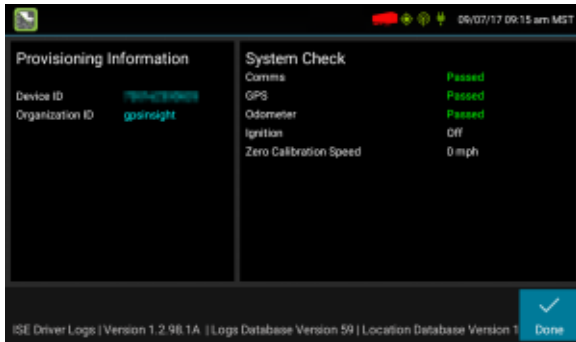
To view diagnostics:

1. From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

2. Tap **Diagnostics**.

The system displays Provisioning Information and System Check information for troubleshooting purposes.




Note. Tap and hold on **System Check** to view system details.

3. Tap **Done** to return to the Driver Overview screen.

Correcting Missing Data

This option allows you to back-fill information for duty status changes that have been recorded in the past and is only available when required information (typically the vehicle's location) was not available when the duty status change was recorded.

To correct missing data:

1. From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.


2. Tap **Missing Data**.
3. Verify the date (month/day/year) and time for each duty status change.
4. Enter the location where the change occurred.
5. Enter a note, and then tap **OK** to document the change.

Correcting Unidentified Driver Events

Unidentified Driver events occur any time the vehicle is moved without a driver signed in, or if a driver is signed in but is not in **ON Driver**, **YM**, or **PC** status. This option allows you to add driving events to your log that were recorded while no driver was signed in to the device.

IMPORTANT! To avoid these events, always make sure to properly sign in to the device before moving the vehicle.

To correct an unidentified driver event:

1. From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

2. Tap **Unidentified Driver**.

The log with the unidentified driver event appears for you to review.

3. When ready, tap **Accept** () or **Reject** ().

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If you selected **Accept**, the event is added to your log and your Available Drive Time is recalculated accordingly. If you selected **Reject**, the event is removed from your view on the device.



Note. If a reason for the event is known, add the reason as an annotation before accepting or rejecting the event. An inspecting officer may ask you to explain any Unidentified Driver events during a roadside inspection.~~ ~If you rejected the event, other drivers and HOS Admin users will be able to view and/or accept/reject, or assign (HOS Admin only) the event.

The application automatically records your status as **ON Not Driver** following the unidentified driver event, and appears on your log with an Origin of Unidentified Driver.

IMPORTANT! You cannot retroactively apply Personal Conveyance (OFF-PC) or Yard Moves (ON YM) driving statuses. Be sure you are in the correct status before moving the vehicle.

To reassign an unidentified driver event:

If you have accidentally accepted the unidentified driver event and the driver who should have accepted the event is your co-driver, you can reassign the event to your co-driver.

1.  From the Driver Overview screen, tap Logs ().
2. Tap on the driving event, and then tap **Reassign**.
3. Enter your password when prompted.
4. Select the co-driver from the list.
5. Enter a note regarding the switch, and then tap **Reassign**.

The co-driver must enter their password to approve the change. Once entered, the driving event is removed from your log and added to your co-driver's log, and Available Drive Time for both profiles is recalculated.

Note. If you accidentally reject the event, contact your HOS Administrator after certifying the log.

Managing Exceptions

Exceptions are pre-defined exclusions to driving time to account for unexpected events. When you take an exception, your Available Drive Time is recalculated based on the type of exception claimed. See the table below for a list of exceptions and corresponding descriptions.

Exception	Description
100 Air-Mile¹	Relief from the 30-minute rest break requirement and a limitation of 12 hours of Work Shift Duty. Requires a return to the work reporting location. Only for property-carrying drivers.
150 Air-Mile²	Relief from the 30-minutes rest break requirement. Work Shift Duty limit increased to 16 hours on 2 days in a 7-consecutive-day period, or after any 34-hour restart. Only for non-CDL property-carrying drivers.
16 Hour³	Work Shift Duty limit increased from 14 to 16 hours. Does not increase Work Shift Driving limit, and may only be used once every 7 consecutive days or after a 34-hour restart.
30 Minute Rest Break⁴	Relief from the 30-minute rest break requirement. Only for property-carrying drivers.

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Exception	Description
Adverse Conditions⁵	Work Shift Driving limit increased by up to 2 hours. Does not increase Work Shift Duty limit, and may not be used during the same shift with 16 Hour.
Agriculture⁶	Relief from all Driving, Duty, and Rest Break/Off Duty rules. Only used during state-specified planting and harvesting periods.
Emergency⁷	Relief from all Driving, Duty, and Rest Break/Off Duty rules. Only used in a declared Federal, State, or local State of Emergency.

1 Certain restrictions apply; see US 49 CFR §395.1(e)(1)

2 Certain restrictions apply; see US 49 CFR §395.1(e)(2)

3 Available to limited US drivers. Other restrictions also apply. See US 49 CFR §395.1(o).

4 Available to limited US drivers.

5 Certain restrictions apply; see US 49 CFR §395.1(b)(1), US 49 CFR 395.2, and CA SOR-2005-313 §76(2).

6 Certain restrictions apply; see US 49 CFR §395.1(k)


7 Certain restrictions apply; see US 49 CFR §390.5 or US §395.1(b)(2), and CA SOR-2005-313 §76(1).

Note. It is your responsibility to verify you meet the required conditions before applying any of the available exceptions.

Taking an Exception

To take an exception:

1.

From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

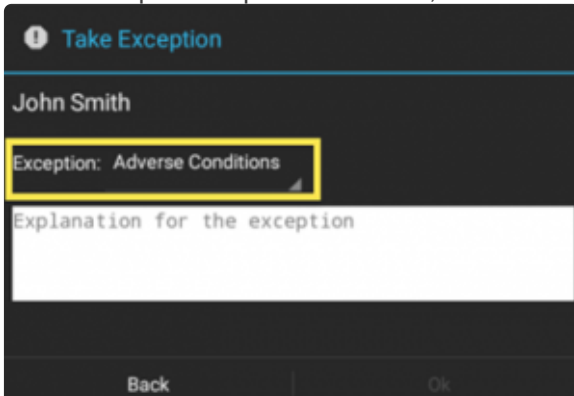
2.

Tap **Take Exception** (.

The Take Exception window appears.

3.

In the Exception drop-down window, choose the exception type.



4.

Tap the text field to enter a note/explanation for the exception (*required*), and tap return/enter to collapse the keyboard.

5.


Tap **OK**.

The Driver Overview screen appears and the Available Drive Time gauge displays the correct drive time availability under the exception.

Invalidate Exception

You can invalidate a 100 air mile or 150 air mile exception if you are currently automatically assigned this exception at the beginning of each shift and will not meet the conditions for the exception for the current shift. **IMPORTANT!** Do **NOT** invalidate the 30-Minute Rest Break exception for any reason. Invalidating this exception will backfill violations for the time the exception was applied.

To invalidate an exception:

1. From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

2. Tap **Invalidate Exception** ().

The Invalidate Exception window appears.

3. In the Invalidate Exception window, enter a note regarding the change (*required*) and tap the checkbox next to **Certify Exception**.

You will not be able to proceed until you check the box to certify the exception.

4. Tap **Invalidate**.

The Driver Overview screen appears and the Available Drive Time gauge displays your recalculated drive time availability.

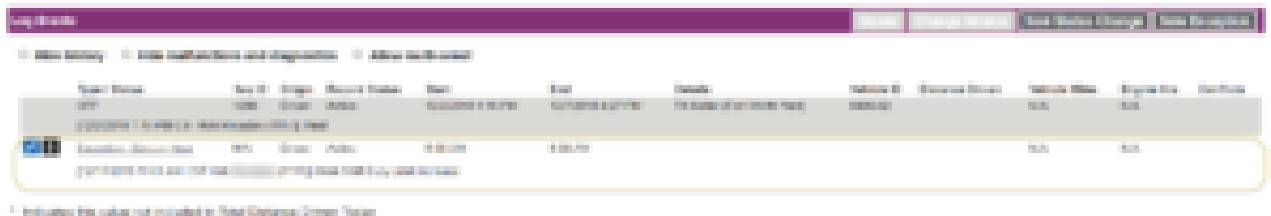
Note. These steps apply to both an exception the driver added on the logging device, or to an exception auto-applied by the host configuration.


Ending or Removing an Exception

Note. Exceptions are automatically ended once a driver fulfills the requirements for a shift duty reset.


To end or remove an exception:

1. Log in to the **HOS Driver Portal**.
2. Locate the log for which you would like to remove and/or end an exception.
3. Under the Log Events section, locate the exception you would like to remove and/or end.



4. Click the “Delete this event” icon ().
A pop-up window appears requesting that you provide a reason for deleting the event (exception).
5. Enter your reason and click **Submit**.
The Log refreshes and the exception event status is changed to “Inactive – Changed.”

Note. Alternatively, your HOS Admin may log in to the HOS Admin Portal and request the edit to delete the exception from the applicable log.

6. From your tablet, navigate to the **Driver Overview** screen and tap **Options** ().
The Options menu expands.
7. Tap **Review Logs**.
The applicable log displays on the tablet.
8. Tap on the entry with the requested edits.

Note. Edits are displayed in orange or red text.

9. Tap **Accept** to accept the edit to delete/end the exception.

Understanding and Resolving Conflicts

From the **Driver Portal**, you can access and perform various actions with the Conflict Report. Use the following information and instructional steps to perform advanced actions with the Conflict Report from the Driver Portal.

Conflicts Report

How Does the Conflict Report Affect Me?

The Conflicts Report is intended to help identify omissions and inconsistencies in your record of duty status (Driver Log). If left unresolved, you may receive a citation for log form and manner violations or for exceeding the allowable hours of service.

Tip! We recommend reviewing the Conflict report on a weekly basis to help avoid possible conflicts with the Hours of Service rules and regulations.

What Does the Conflict Report Include?

This report includes key information associated with the conflict and can include conflicts that occurred more than 15 days ago.

The report contains the following information:

- **Home Terminal:** The home terminal to which you were assigned on the date of the log.
- **Date:** The date of the conflict.
For Unidentified Driver conflicts– Click on the date to display the Unidentified Driver Resolution page for the date shown.
For all other conflicts– Click on the date to display the Driver Logs page for the date shown.
- **Conflict:** The type of conflicts detected on the date shown.

What Types of Conflicts are Reported?

The HOS application will detect and report the following conflicts automatically:

- **Conflicting Driver Activity**
- **Conflicting Vehicle Activity**
- **Decreasing Odometer**
- **Gap in Log**
- **Missing Location**
- **Missing Midnight Odometer**

- **Missing Odometer**
- **Unidentified Driver**

To view/edit conflicts:

1. From the Driver Portal Home screen, click **Conflict Report**.
2. From the Conflicts Report page, click on the date fields and choose the date range you want to view.
3. Click **View**.

Any logs containing conflicts within the selected date range appear.

3. Click on the date of the log to see the log details.

The Driver Log page appears, displaying the selected log.

4. From the Driver Log page, scroll down and locate the conflict – the Conflict Type is displayed in the last column.
5. Click the pencil icon to the left of the conflict to view the event details.
6. Update any missing or incorrect information.
7. Enter a Reason for Change.
8. Click **Save**.

Completing a Roadside Inspection

In the event of a roadside inspection, the logging device allows you to show law enforcement officials the following data:

- Driver Logs (for the past 7 days)
- ELD Details
- The latest DVIR
- Data File Transfer
- Unidentified Driver Events

IMPORTANT!


You **must** be adequately trained regarding the proper operation of the logging device to access the above features during an inspection. In addition to accessing the listed features, you must have an information packet (included on your logging device) on board and a supply of blank driver's logs sufficient for the duration of the current trip.

Completing a Roadside Inspection

During a roadside inspection, you will be asked to hand the tablet over to the law enforcement official. Before handing them your tablet, you'll need to place the tablet in Roadside Inspection mode – this allows the officer access to the information they need during your inspection.

To complete a roadside inspection:

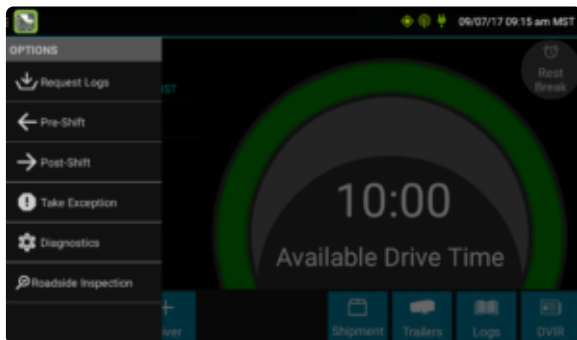
Placing the Tablet in Roadside Inspection Mode

1. From the **Driver Overview** screen, tap **Options** (). The Options menu expands.

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2. From the **Options** menu, tap **Roadside Inspection**.

The log for the current date appears in Grid view (default).

Once the tablet is in Roadside Inspection mode, you may hand the tablet over to the inspection officer.

IMPORTANT!


The tablet will produce an audible alert indicating that the tablet must remain docked in order to function as an ELD. When prompted, tap Set Reminder to continue with the inspection process.

While the tablet is undocked, it will be unable to send or receive data, this includes completing a file transfer. To complete the file transfer, re-dock the tablet and wait for it to regain cellular connection.

Viewing Logs

Logs from the current date to the previous 7 days are available to view.

Note. If logs were not successfully downloaded during the sign-in process, tap **Options**, and then tap **Request Logs** to prompt the system to download the most recent logs. You can also access the logs

from the Driver Overview screen by tapping **Logs** ().

Grid

The Grid displays log data in a format familiar to paper logs, which includes a 24-hour (period starting at midnight) graph of statuses and the total time in each status.

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The Grid utilizes the following colors to indicate types of duty status:

Grid Color	Description
	Personal Conveyance (OFF)
	Yard Moves (ON)
	All other statuses

Note. You can toggle your view of the logs between Grid view (default) and Events view (line-by-line detail) by tapping **Events** from the Grid view and **Grid** from the Events view.

3. Tap on **Events** to view a line-by-line break down of duty status. The log for the current date appears in Events view.

Events

The Events list displays status changes, locations, remarks/annotations, exceptions claimed, edits, requested changes, malfunction information, and data diagnostic events.

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4. Use the arrows on either side of the date (upper-left) to navigate through the log history.

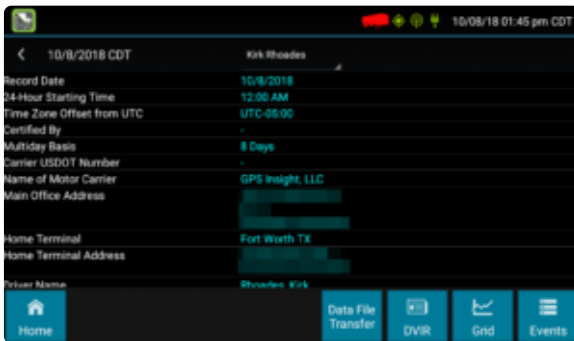
Viewing ELD Details

- 5.



Tap the **Details** button ().

Details, such as general carrier, driver, and ELD information, are displayed.



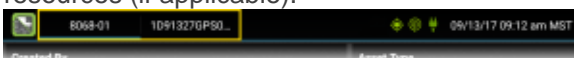
6. Scroll up to view more details.
7. Tap **DVIR** to view the latest DVIR.

Viewing DVIR

The DVIR screen displays the most recent driver vehicle inspection report (DVIR) for any resource (vehicles, trailers, etc.) in the vehicle combination.



8. Tap the tabs, located near the top-left corner of the screen, to navigate between DVIRs for different resources (if applicable).



Note. If you have started a new DVIR during your shift, you will have the option to toggle between

the Certified or Opened DVIR.

A DVIR includes the following information:

- Resource type (vehicle or trailer) and ID
 - Odometer
 - Location of vehicle when the DVIR was created
 - Defects or deficiencies noted, or No Defects
 - Report creation details:
 - Driver
 - Date and time
 - Repair certification details (if applicable):
 - Certifying agent or driver
 - Date and time
 - Repairs Made or Repairs Not Necessary
 - Driver review/acknowledgement details:
 - Driver
 - Date and time
 - Safe to Operate or Unsafe to Operate
- Tap **Back** to return to the logs.
The official may request that you send your log(s) via email or web service.

Transmit ELD Data File

This option allows you to send your driver logs directly to the inspecting officer via email or web service. The tablet must be docked in order for the file transfer to go through. If the tablet fails to send your logs, the tablet will notify you and queue the transfer for retry.

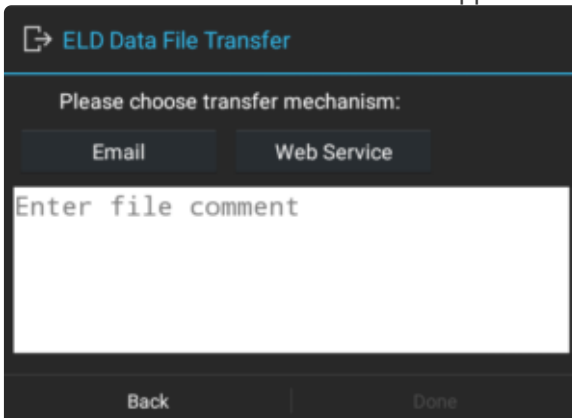
Tip! In addition to reviewing the instructional steps for Data File Transfer in this article, you may want to look at the [FMCSA ELD Data Transfer Driver Guide](#)*.
**Note, we only support email and Web Services Data Transfer methods. We do not support Bluetooth or USB Data Transfer methods. This guide is created and provided by the FMCSA.*

10. From the log displayed in Grid view, tap **Data File Transfer**.



Data File Transfer

The ELD Data File Transfer Window appears.



The screenshot shows a mobile application window titled "ELD Data File Transfer". At the top, there is a header bar with a back arrow icon and the title. Below the header, the text "Please choose transfer mechanism:" is displayed. Underneath, there are two buttons: "Email" and "Web Service". Below these buttons is a large text input field with the placeholder text "Enter file comment". At the bottom of the window, there are two buttons: "Back" and "Done".

11. Choose your transfer mechanism: Tap **Email** to send the file via email or tap **Web Service** to

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send the file via web service.

Note. If you select the Email option, your request is processed in the background of the app and does not launch a local email client. Do not enter anything in the File Comment field except for the inspecting officer's code, if provided. When entering the code, include only the code and nothing else (i.e., US1234 or IA12345).

- If the officer provides a safety official code or investigation code, enter it into the text field for comment/note information.
- Tap **Done**.
The file is transferred and you are returned to the log display in Grid view.

Note. If there is an issue with the file transfer, a warning window will appear stating the transfer will be queued for retry. Tap **OK** to exit this window.

The official may request to see unidentified driver events.

Unidentified Driver Events

This option provides a list of unassigned/unidentified driver events recorded by the device.

- From the log displayed in Grid view, tap the **Driver's name** (above the grid), and then tap **Unidentified Driver** in the drop-down window.



- Use the arrows on either side of the date to navigate through the log history.
- Upon completion of the roadside inspection, tap **Home** to return to the Driver Overview screen.

Note. The driver's password is required in order to exit the Roadside Inspection screen.

Editing, Approving, and Certifying Logs

From the **Driver Portal**, you can access and perform various actions with your Driver Logs. Use the following information and instructional steps to perform advanced actions with Driver Logs from the Driver Portal.

Driver Logs

The Driver Logs screen shows all information that the USDOT and Transport Canada require for your driver record of duty status. This screen also allows you to view, edit, annotate, print and certify your logs without signing into the ELD tablet.

Viewing Your Driver Logs

To view your Driver Logs:

- Hover your mouse over **HOS**, and click **Driver Logs**.

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Note. You can also click on **HOS**, then choose Driver Logs from the Driver Logs screen that appears.

2. Click on the date field, then click a date from the Date menu (or use the Previous and Next Day options to navigate through your available logs).
3. Under Log Format, click on the radio button next to the log format in which you would like have your log display. Log format options are as follows:

Format Type	Description
Driver Default	Displays your logs in the format chosen for your Driver ID. <i>This format is selected by default.</i>
US Format	Displays your logs according to the US format.
Canada Format	Displays your logs according to the Canadian format.

4. Click **View Logs** to load the log for the selected day.

The log is displayed.

Your log report contains the following information:

1. Date Information

- The record date and time zone.
- Time zone offset from UTC.
- The starting time for the 24-hour period.

• Certification Information

- If the log is certified: Your name and the date (MM|DD|YY) and time (hh:mm|AM/PM|Time Zone) of certification.

• Driver Information

- Your name (Last, First).
- Your Driver ID.
- The multiday basis or cycle you follow.

Note. Multiday basis is shown when logs are viewed in US format; the cycle is shown when logs are viewed in Canada format.

- Your driver's license number and issuing state or province.

Note. Your full driver's license number is only visible to you; all other users see only the last 4 digits (e.g., "*****YY27").

• Carrier and Home Terminal

- The name of your motor carrier.
- The USDOT Number of your motor carrier.
- Your carrier's main office address.
- The name of the home terminal to which you have been assigned on the date of the log.
- The address of your home terminal.

• Graph Grid

- Graph of all active duty status changes for the 24-hour period beginning at 12:00 AM.
- Total hours and minutes (hh:mm) in each duty status, shown immediately to the right of the graph.

• Vehicles and other Resources

- The Commercial motor vehicle (CMV) you used during the 24-hours period beginning at 12:00 AM.

Note. If the log is displayed in Canada format and you have at least one **Driving (D)** status in a vehicle for the log date shown, the first odometer reading and last odometer reading recorded while you were on duty and driving will be shown.

- Total distance driven today (while on duty).

Note. This total does not include any distance traveled while **Off Duty, Personal Conveyance (OFF-PC)** status or any distance traveled in an inactive duty status.

- Co-drivers.
- Trailers.
- Shipments.

• Log Events

- Chronological listing of all log events occurring on (or extending into) the date of the log.

Note. Events may be listed that are not part of the current log of record. Use the **Record Status** column to understand the current status of each event.

Active – This event is part of the current log of record.

Inactive – Changed – This event is no longer part of the current log of record.

Inactive – Requested – This event is a change that has been requested by someone other than you; it will not become part of your log of record unless you accept or reject the change.

Inactive – Rejected – This event is a change that was requested by someone other than you, that you have rejected; it is not part of your log of record.

Managing Log Events

In compliance with USDOT regulations, the HOS application keeps a record of changes made to your log events, including what information was changed, who made the change (you or your fleet administrator), and when the change was made.

Tip! In some cases, edits can be avoided. Before you make any change, be sure of the following:

- You have entered any missing data indicated by the electronic logging device (e.g., recording the locations of status changes for which GPS was not available).
- Your most recent records have been sent from the ELD (electronic logging device) to the Portal.

If you have verified the need to modify the active log events, keep these points in mind:

- You are required to enter a **Reason For Change** for every change to a log event. Briefly explain why it is necessary to edit the information currently recorded (e.g., Forgot to sign out). The reason you enter will be shown as an annotation to the event.
- You cannot undo a log event once it is **Active**. If you have entered the wrong information, you may edit the log event in order to correct the error; however, each successive change will be reflected in the log history.
- If the change that you are attempting would cause a conflict or loss of data, you may be prompted to confirm the change.

Your Log Changes

When you make a change to your log, the change become effective immediately. For example, when you delete an event, the event is marked as **Inactive – Changed**.

Log Changes from Other Users

When a user, like your fleet administrator, makes a change to your log, the change is marked as **Inactive – Requested** until you accept or reject the proposed change.

Adding a Log Event

To add a log event:

1. View the log for the date for which you wish to add the event.
2. Click **New Status Change**, or **New Exception**.
3. Enter the details for the event. Review all details carefully before saving.
4. Click **Save** to add the event and return to the Driver Logs screen.

Annotating a Log Event

To annotate a log event:

1. In the **Log Events** table, locate the row containing the event you wish to annotate.
2. Click the **Annotate** icon (plus sign) for the event.
3. Enter the text of the annotation (up to 60 characters).
4. Click **Submit** to save the annotation.

Editing a Log Event

Remember the following when editing an event:

- If the event you are editing spans multiple days, you must view the *first* log for which the event is listed in order to select the event.
- You can change the *start time* of an event but not the *start date* of an event, unless the driver's time zone has changed.
- You cannot specify the *end date or time* of an event. The HOS application calculates the end date and time automatically.

To edit a log event:

1. In the **Log Events** table, click the **pencil icon** or click the link in the **Type/Status** column for the Status Change, Remark, or Exception that you wish to edit.
A separate page for the corresponding event is displayed.
2. Change the details for the event and review carefully.
3. Click **Save** to save changes and return to the Driver Logs screen.

Accepting/Rejecting a Proposed Edit

To accept or reject a proposed edit:

1. Locate the proposed edit (shown in red) in your list of Log Edits.
 1. To accept, click the green thumbs-up icon.
The proposed edit is applied to your log and your remaining hours are recalculated accordingly. The original event displays a status of **Inactive – Changed**. Use the annotation icon (plus sign) to add annotations to the log event, if needed.
 2. To reject, click the red thumbs-down icon.
The proposed edit is updated and displays **Inactive-Rejected** on your log. Use the annotation icon (plus sign) to add annotations to the log event, if needed.

Deleting a Log Event

To delete a log event:

1. In the **Log Events** table, locate the row containing the event you wish to delete.
2. Click the **Delete** icon (trash can) for the event.

3. Enter the reason for deletion. This reason will be recorded as an annotation to the event.
4. Click **Submit** to delete the selected event.

To delete multiple log events:

1. Check the **Allow multi-select** checkbox.
2. In the **Log Events** table, locate the row(s) containing the event(s) you wish to delete.
3. Check the checkbox to the left of each row.
4. Click the **Delete** icon (trash can).
5. Enter the reason for deletion. This reason will be recorded as an annotation to each selected event.
6. Click the **Submit** button to delete the selected events.

Note. If you delete a status change that falls between two other status changes, the prior status will be extended to fill the time. If the prior status was Automatically-recorded **Driving** (D) time, an **On-duty Not Driving** (ON) status will be added to fill the gap.

Certifying Logs

You are the only one who can certify your logs. This action can be performed from your ELD (electronic logging device), or from your Driver Portal using the following process.

To certify a log:

1. Review the uncertified log and click **Certify...** when you are ready to certify the accuracy and validity of the log's contents.

Note. If there are proposed changes that you have not accepted or rejected, the **Certify...** button is not shown, and instead you will be prompted to review and accept or reject all changes.

A window prompt appears requesting that you confirm you would like to certify the log for the displayed date.

2. To confirm, click **Agree** or click **Not Ready** to go back to the Driver log.
If you clicked Agree, you are returned to the Driver Log and the Certify button is now replaced with a **Certified** label.

To certify multiple logs:

If you have been off duty two or more full days in a row, you may certify the Off Duty logs all at one time.

1. Review the uncertified log for the last date on which you were Off Duty and click **Certify...** when you are ready to certify the accuracy and validity of the log's contents.

Note. If there are proposed changes that you have not accepted or rejected, the **Certify...** button is not shown, and instead you will be prompted to review and accept or reject all changes.

A window prompt appears requesting that you confirm you would like to certify the log for the displayed date range.

2. To confirm, click **Agree** or click **Not Ready** to go back to the Driver log.
If you clicked Agree, you are returned to the Driver Log and the Certify button is now replaced with a **Certified** label.

Note. If edits are made to a driver log after you have certified it, you must review the changes and certify the log again.


Using Co-Drivers

Co-driving allows multiple drivers to sign into the ELD device. You can sign in up to six drivers at the same time.

Adding a Co-Driver on the ELD Tablet

To add a co-driver:

1.

From the **Driver Overview** screen, tap **+Driver** ().

The Sign In screen appears.



2. Enter the additional driver's **Driver ID** and **Password**, and tap **Sign In**.
3. Tap **Status** to set the additional driver's status (See **During Your Shift** for a list of statuses and corresponding descriptions).

Note. If the initial driver is signed in as **ON Driver**, the co-driver only has access to **ON Not Driver** and **Sleeper Berth** statuses.

The name of the additional driver(s) is shown on the Driver Overview screen.

4. Tap a driver's name to view the corresponding current status, driving time details, and Driver Overview screen for the selected driver.

Note. The current driver must change his or her status to something other than **ON Driver** in order for any of the co-drivers to change their status to **ON Driver**.

Using ELD Messaging – Driver

ELD messaging is integrated with the portal. This feature is available to drivers who interact with the in-cab tablet display as well as **dispatchers who interact with the GPS portal**.

Note. The Messages interface will not be accessible if the vehicle is in motion. You will still receive notifications that new messages exist, but the Messaging interface itself will be dimmed until the vehicle is stopped.

Launch the Messaging App

The messaging feature on the tablet functions as a separate app that you must launch from the home screen. Once you log into the messaging app, you can toggle between the ISE and Messaging apps without logging in each time.

To launch the ELD Messaging app:

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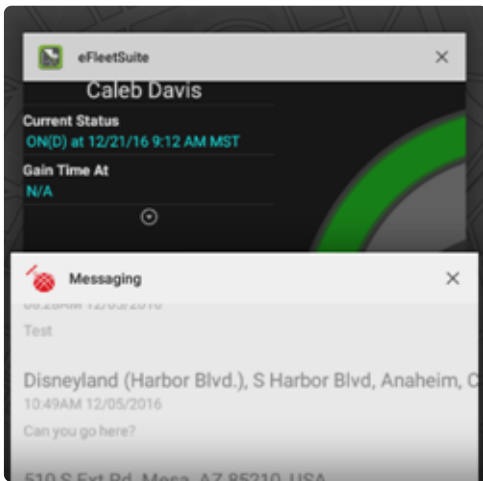
1. On the tablet, tap **Messaging**.



2. Sign in with your ELD Driver ID.
3. To switch between apps, tap the **Recent Apps** button on the tablet.



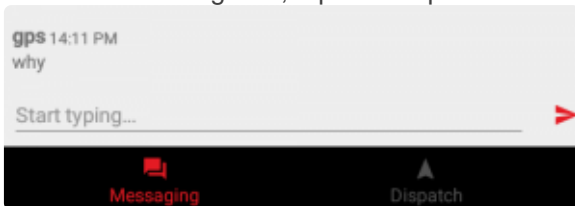
?




Send Messages

Sending a message delivers the message to the GPS portal interface for the dispatcher to view. (See **ELD Messaging from the Dispatcher's perspective.**)

1. Within the message list, tap in the space labeled, "Start typing..."



2. Using the pop-up keyboard, type your message. (The message send limit is 256 characters.)

3. Tap  to send the message.

The message is added to the Messages thread. Additionally, the dispatcher can view the incoming message appears in the Messages list within the GPS portal. (See **ELD Messaging from the Dispatcher's perspective.**)

4. On the tablet, tap the **Return** button to dismiss the pop-up keyboard:



View Incoming Messages and Dispatches

Messages are text-based notes. Dispatches are a type of message that includes a physical address with an

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optional note, which allows you automatically receive turn-by-turn directions on the tablet.

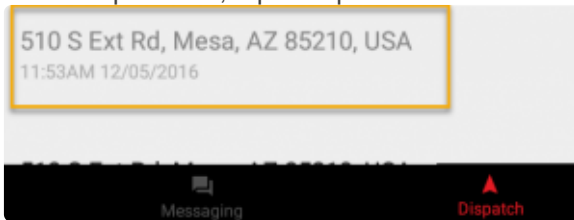
- If you're viewing the ISE app, new message or dispatch notifications appear at the top of the screen. Tap the message to open the Messaging or Dispatching screen.
- If you're viewing the Messaging or Dispatching screen when you receive a new incoming message, the new message appears at the bottom of the message or dispatch list.

Following a Dispatch

Dispatches are organized in the order in which they were received. Routes use directions that are optimized using a proprietary routing mechanism to take into consideration bridges, tunnels, tight turns, and other factors that might inhibit the accessibility of larger trucks.

To follow a single dispatch:

1. In the dispatch list, tap a dispatch to launch the Magellan app.



Suggested turn-by-turn directions appear.

2. Review route options, and tap **Go**.
3. When finished with the route, tap the Recent Apps button to return to the dispatch list.



4. Swipe left to remove the dispatch from your list. Followed dispatches will appear in a gray color.

To follow all dispatches:

1. In the dispatch list, tap **Route All Dispatches**. Suggested turn-by-turn directions appear for all addresses in the order in which they were received.
2. Review route options, and tap **Go**.
3. When finished with the route, tap the Recent Apps button to return to the dispatch list.
4. Swipe left to remove the dispatch(es) from your list. Followed dispatches will appear in a gray color.

Ending Your Shift

The following steps walk you through the process of signing out and performing a post-trip Driver Vehicle Inspection Report (DVIR) on your ELD tablet.

Signing Out of the ELD tablet

When you are finished with your shift or done using the vehicle, sign out from your ELD device.


Note. For devices running ELD-compliant software with eFleetSuite version 1.7.111.4a and higher:

If your Admin has enabled the On Duty Sign Out feature, you will be prompted as to whether you would like to sign out from the device but remain in On Duty (ON) status or if you'd like to completely sign out and switch your status to Off Sign Out (OFF) status (see below).



IMPORTANT! Do not use the **Rest Break** option unless you are returning to duty in the same vehicle before the end of your shift.

To sign out:

1. From the **Driver Overview** screen, tap **Status** ().

The Choose Status window appears, displaying available status options.

2. Tap **OFF Sign Out** ().

Note. If your Admin has enabled On Duty Sign Out (**Devices with ELD-compliant software with eFleetSuite v1.7.111.4a or higher ONLY**), you may select to sign out from the tablet but remain in On Duty (ON) status. If you select this option, you will be left in On Duty (ON) status until you sign in on another device or access the HOS Driver Portal and change your status to OFF Sign Out (OFF) when you are done with your shift. If you do not change your status, you will remain in ON status for an extended period of time and will need to fix this in the HOS Driver Portal before operating an HOS vehicle again.

Upon sign out, your status is set to **OFF**.

The application automatically synchronizes logs. The Verify Log Data window appears and you may be prompted to review logs on the device, if available.

3. Tap **Yes** to view/certify logs (refer to **Editing, Approving, and Certifying Logs** for instructions) on the device before signing out or tap **No** to proceed in the sign out process.

Your records are sent to the HOS Portal once you have completed the sign out process. If the DVIR feature is enabled, you may be prompted to perform a DVIR before completing the sign out process.

Note. Tap **Back** to cancel and return to the Driver Overview screen.

Performing a DVIR on the ELD tablet

Before completing the sign out process, you will be prompted to perform a DVIR (if this feature is enabled on your ELD tablet).

To perform a DVIR:

The Enter Inspection Information screen appears displaying your Vehicle ID, odometer, and location data. You may be prompted to enter data, if the device does not have a lock on GPS location.

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1. Tap **OK**.

A list of resources subject to inspection will be shown.

2. Tap once on a resource to highlight it and then tap the appropriate option: **No Defects** or **Add Defects**.

Option	Description
No Defects	Choose this option to report that the resource is free of defect or deficiency.
Add Defects	Choose this option to note one or more defects for the resource.

If there are no existing defects:

1. Tap **No Defects**.

The resource ID displays in blue, indicating that you have completed a DVIR for that resource during the current inspection process. If you tapped No Defects accidentally, tap the resource to highlight it and then tap **Edit Defects** (refer to steps included under “If there are existing defects”).

Note. You must complete a DVIR for all resources in the list to move to the next screen.

If there are existing defects:

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1.

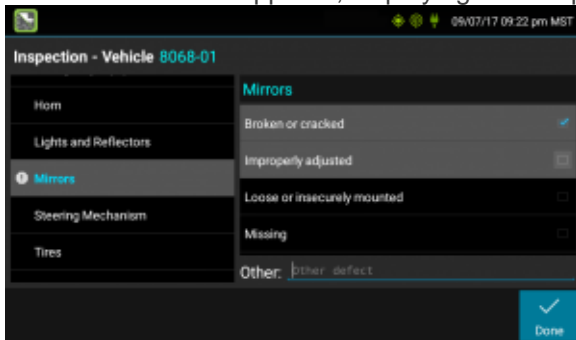
Tap **Add Defects** ().

The Inspection screen appears, displaying a list of parts specific to the selected resource on the left-hand side of the screen.



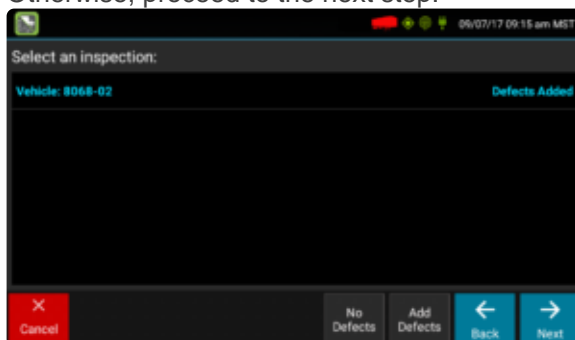
2. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects applicable to the part you selected.



Note. You may need to scroll up to view the entire list.

3. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.
4. Repeat this process for each defective part, then tap **Done**.
5. Review your DVIR details. If you need to make changes, tap **Back** and make your changes. Otherwise, proceed to the next step.



3.

Tap **Finish** ().

If you were completing the DVIR in order to complete the Sign Out process, you are signed out and returned to the Sign in screen. If you were completing a DVIR during the Sign In process, the **Driver Overview** screen

appears.

Exploring the Driver Portal

The Driver Portal allows you to manage your duty status without logging into an electronic logging device (ELD), and perform other tasks such as log edits, resolving conflicts, and certifying logs right from your desktop computer.

Signing In

To sign in to the Driver Portal:

1. Visit: <https://eld.gpsinsight.com/eFleetSuite/Login.aspx>
2. Enter your Organization ID in the **Organization ID** field.
3. Enter your Driver ID in the **User ID** field.
4. Enter your password in the **Password** field.
5. Click **Sign In**.

If you did not receive a password from your administrator, tap Sign In without entering a password.

Exploring the Home Screen

The Driver Portal Home screen allows you to manage your duty status without signing in to an electronic logging device.

To update your status:

Once you have successfully signed in, the Home screen appears and displays your open status and the corresponding start time (date and time) of your current open status.

1. From the home screen, click **Change My Status**.

The Change My Status screen appears.

2. Choose an applicable status from the Change My Status To drop-down menu.
3. Enter your current city.
4. Choose the current state from the State/Province drop-down menu.
5. Click **Save** in the upper-right corner to update your status.

The Home screen appears with your updated status, indicating your changes have been recorded.

Exploring the HOS Screen

From the HOS screen, you can access the Conflict Report, view your logs, print multiple logs, and change your status.

Conflicts Report

The Conflicts Report allows you to view and address active conflicts over a selected date range – this includes conflicts such as a missing location or a missing odometer.

To view/edit conflicts:

1. From the HOS screen, click **Conflict Report**.
2. From the Conflicts Report page, click on the date fields and choose the date range you want to view.
3. Click **View**.

Any logs containing conflicts within the selected date range appear.

3. Click on the date of the log to see the log details.

The Driver Log page appears, displaying the selected log.

4. From the Driver Log page, scroll down and locate the conflict – the Conflict Type is displayed in the last column.
5. Click the pencil icon to the left of the conflict to view the event details.
6. Update any missing or incorrect information.
7. Enter a Reason for Change.
8. Click **Save**.

Driver Logs

The Driver Logs screen allows you to view, edit, and certify your record(s) of duty status.

Note. Per regulation, driver logs are only available in the Driver Portal for 6 months.

To view your Driver Logs:

1. Hover your mouse over **HOS**, and click Driver Logs.

Note. You can also click on **HOS**, then choose Driver Logs from the Driver Logs screen that appears.

2. Click on the date field, then click a date from the Date menu (or use the Previous and Next Day options to navigate through your available logs).
3. Under Log Format, click on the radio button next to the log format in which you would like have your log display. Log format options are as follows:

Format Type	Description
Driver Default	Displays your logs in the format chosen for your Driver ID.
US Format	Displays your logs according to the US format.
Canada Format	Displays your logs according to the Canadian format.

4. Click **View Logs** to load the logs for the selected day.

The log is displayed.

Viewing Your Driver Log

The Driver Logs page displays your driver, carrier, terminal information, duty-status grid graph, applicable resource(s) (e.g., trailers and vehicles) and log event details.

If a log has not been certified, a Certify option above the left corner of the Log details is displayed. If there are proposed edits to your log that you have not accepted or rejected, the Certify option is unavailable.

To certify a log:

1. Review the uncertified log and click **Certify...** when you are ready to certify the accuracy and validity of the log's contents.

Note. If there are proposed changes that you have not accepted or rejected, the **Certify...** button is not shown, and instead you will be prompted to review and accept or reject all changes.

A window prompt appears requesting that you confirm you would like to certify the log for the displayed date.

2. To confirm, click **Agree** or click **Not Ready** to go back to the Driver log.

If you clicked Agree, you are returned to the Driver Log and the Certify button is now replaced with a **Certified** label.

All proposed edits from your fleet administrator appear in the Log Events section in red, with a Record Status of Inactive – Requested. It is your responsibility to accept or reject any edits to your log.

To accept or reject a proposed edit:

1. Locate the proposed edit (shown in red) in your list of Log Edits.
 1. To accept, click the green thumbs-up icon.

The proposed edit is applied to your log and your remaining hours are recalculated accordingly. The original event displays a status of Inactive – Changed. Use the annotation icon (plus sign) to add annotations to the log event, if needed.
 2. To reject, click the red thumbs-down icon.

The proposed edit is updated and displays inactive-rejected on your log. Use the annotation icon (plus sign) to add annotations to the log event, if needed.

Exploring the Settings Screen

The Settings screen allows you to adjust user preferences as to how the HOS Portal displays information.

To view/edit user preferences:

1. From the Home screen, hover your mouse over **Settings** and click **User Preferences**.

Note. You can also click on **Settings**, then click **User Preferences** from the Settings screen that appears.

The User Preferences screen appears with adjustable display preference options.

Maximum rows per page

This preference limits the number of rows that is displayed in a table at one time. Available options you can choose from include: 10, 20, 50, or 100.

Time zone for reports

This preference determines which time zone is applied to the reported times included on your log. Choose from the following options:

- Atlantic
- Eastern
- Central
- Mountain
- Pacific

Adjust for DST: Select if Daylight Saving Time is observed for your selected time zone.

Name style for reports

This preference determines how your name is displayed in the Portal and in printed reports. Choose from the following options:

- **Name Only:** Displays your first and last name only.
- **Name with ID:** Displays your first and last name followed by your ID.

Note. If you select Name with ID, use caution to protect your ID from unauthorized distribution.

Units for Distance/Odometer

This preference sets the unit measurement used when displaying or entering odometer readings or distance traveled. Choose from miles or kilometers.

Change My Password

This button allows you to change your password. You are required to enter your current password in order to make a change, in addition to your new password (enter a second time to confirm the password in the Confirm Password field). Click **Save** to save your new password or click **Cancel** to return to the User Preferences screen.

Tip! If you do not remember your current password, please contact your fleet administrator for further assistance.