Hours of Service

Getting started with Matrack ELD

Electronic Driver Log

Login

Login

Username

Password

Forgot your password?

Sign In

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Introduction

Matrack ELD solution for Hours Of Service was designed and developed according to FMCSA's ELD specification. The Matrack device connects with engine control module (ECM) of the vehicle and retrieves vehicle data including engine, speed, location using engine synchronization and Global Positioning System. Matrack ELD solution requires two components, an onboard device that connects with ECM and Matrack ELD mobile app. Refer Appendix section for device installation.

Login

Login to the app using valid username and password. User will continue to stay logged in till logout.

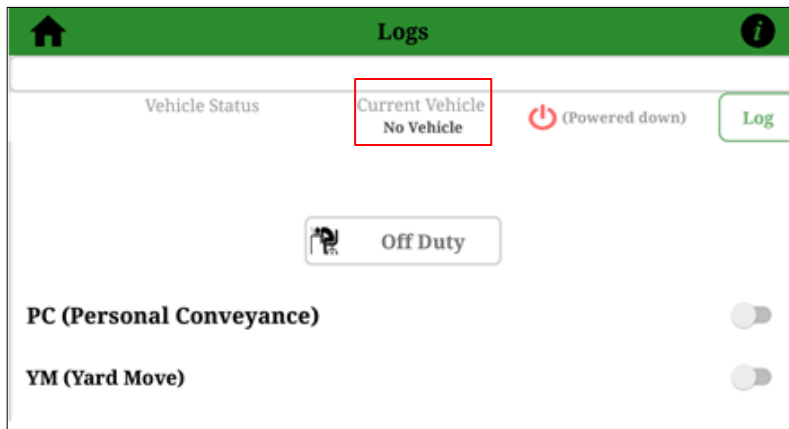(1)   Select Login on the interface to login to the app

Important: Contact your Fleet manager for user credentials.

2 Enter the username and password to login. If you do not have an account, contact fleet manager.

After Login

1 Go to logs. Tap on the [Current Vehicle: NO VEHICLE] to choose the vehicle from the list. Chosen vehicle will be set.
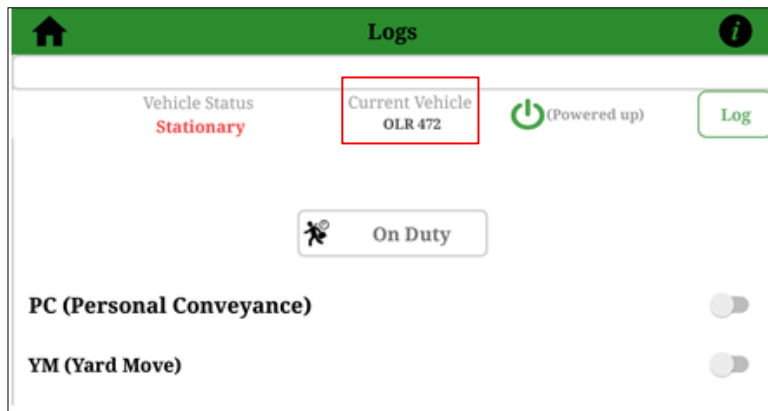
2 Select a vehicle from the list of vehicles assigned for the driver by the fleet manager.

Important: If your vehicle selection list is empty , contact your fleet manager.

3 The current status of the vehicle will be displayed on the screen.

Important: The onboard device records data even when a driver was not associated with the vehicle. Before start driving, it is recommended for drivers to select the vehicle. Otherwise it will be added to the unidentified driver profile of that vehicle. Driver can claim that later. Unidentified driver profile will be displayed to the drivers associated with that vehicle in the subsequent login.

Power On

Matrack ELD device

When the Matrack ELD device is fully powered up, blue and green LEDs will blink in different time period. Refer appendix section for the ELD device installation in the vehicle.

Matrack ELD App

In the Matrack ELD app, select a vehicle from the list of vehicles available under current vehicle drop down menu. Selected vehicle ELD will be connected from the Matrack ELD app. The Matrack ELD app will display the device power up state in the logs screen. The power state will be displayed next to the selected vehicle. Green ignition icon indicates powered up state and red ignition icon indicates powered off state.
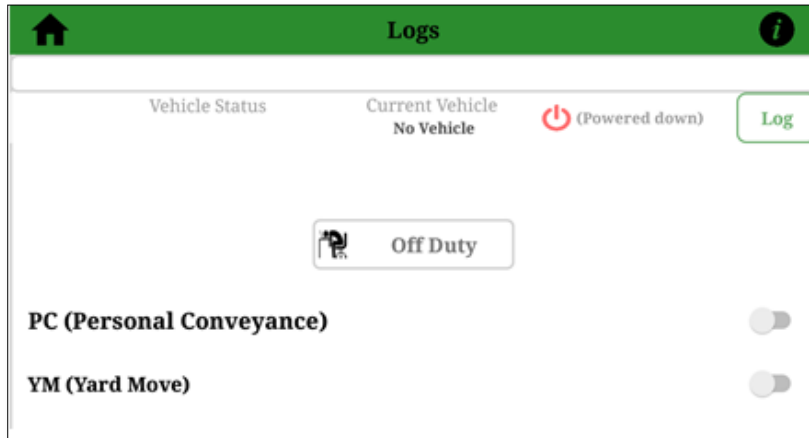

Important: Tap on <u>Current Vehicle: NO VEHICLE</u> to select a vehicle from the list of vehicles available under current vehicle drop down menu.
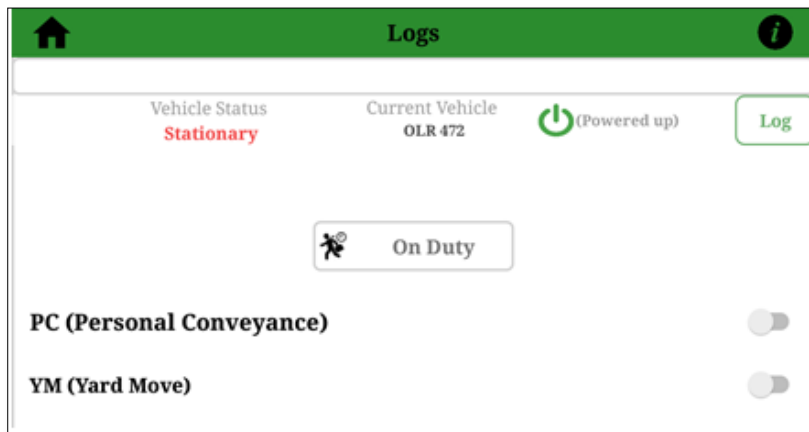
Record Hours of Service

After selecting the device, the driving status will be updated automatically.

1. When the vehicle starts moving at the speed 5 mph or greater, current status for the driver will automatically change to Driving. It continues to remain Driving when the vehicle is in motion. Vehicle state will display vehicle status as motion when the vehicle speed is 5 mph or greater and vehicle status as stationary when speed is 0. Driver cannot make any other operation in the app screen while the vehicle is in motion. Drivers may change the status to Off Duty for personal conveyance which will be recorded as personal conveyance in the event record. Drivers may also change the status to On Duty for yard moves which will be recorded as yard move the event records.
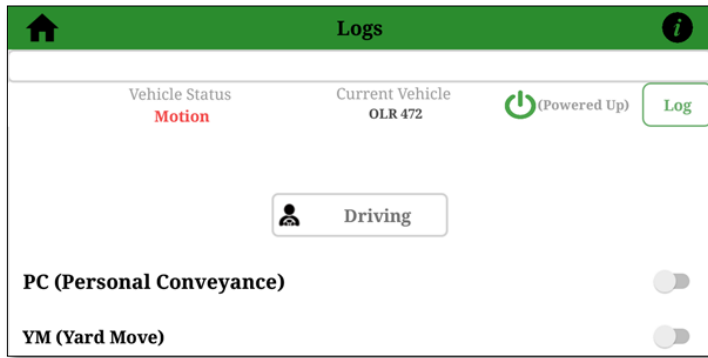
2. Once the vehicle remains stationary(speed = 0) for 5 minutes , a new screen appears in the app asking, whether you want to change the status. Driver may select continue Driving status or change to different status. If no response was received within 60 seconds, driving status will automatically change to On Duty.

.
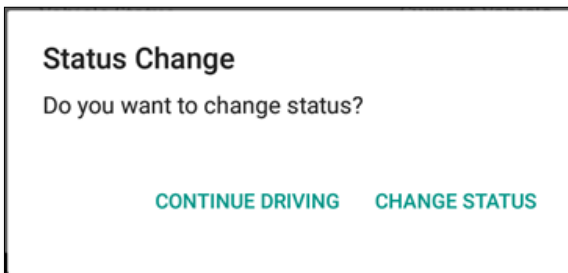
Record Additional On Duty Hours

Additional on duty hours are recorded for a selected day with annotation notes. The page contains options to add, delete, and edit events for the selected date. Select Add Event button to record additional on duty hours. The event record Origin value indicates whether it was recorded automatically by the ELD device or added/edited by driver or edited by another authenticated user other than driver as per FMCSA requirement, 7.22 in Appendix A Subpart B of Part 395.

Icon to insert an event

Icon to clear all events

Sr.	Time	Location	ODO	Engine Hours	Event Type/Status	Origin
1	06:30:00	2mi SW CA Brookfield			on-duty,not driving	Driver
2	06:30:00				First certification	ELD
3	06:30:00		569,360	23,722	Login	ELD
4	07:00:00	2mi SW CA Brookfield			on-duty,not driving(Inactive-Changed)	Driver
5	07:00:00				Second certification	ELD
6	08:00:00	2mi SW CA Brookfield			Intermediate log	ELD
7	08:00:00				Third certification	ELD

Update Event Records for Accuracy

Drivers can add/modify an event for selected date with annotation for accuracy. The event changes along with the event time, location, ODO, engine hours, event type/status, and origin are displayed below the graph.

1 In the Today's Log screen, tap on the graph or choose a date to access data log of current day or the corresponding date respectively. This would lead driver to the Edit Log screen. The following figure provides a detailed view of Log for a particular day
.

Icon to insert an event

Icon to clear all events

Important: All the edit by the driver must be annotated in the notes fields for accuracy.

2 Add start and end time, then select any of the events. If vehicle data for that selected period shows that the vehicle is moving, update has to be made with the annotation. Select save after the desired modifications.

Enter start time

Enter end time

Choose status

Save changes

Certify and Sign the Day's Log

End of the day or multiple times in the day drivers can certify and sign the logs for the day. Need to re-certify and sign again if the changes were made to past date after initial signing.

1   Tap on the Form tab in Data per Day page to fill in the form before approving the log.

2 The driver gets the form data displayed on the screen. Form data can be edited by tapping any fields in the screen which would lead to the editable tabs- General, Carrier and Other.

CARRIER

Carrier Name
None

Main Office Address

Address Line 1
None

Address Line 2
None

City
None

Zip Code
None

State
None

Country
None

Home Terminal Address

Address Line 1
None

Address Line 2
None

City
None

Zip Code
None

State
None

Country
None

GENERAL

Vehicles
None

Trailers
None

Distance
None

Shipping Documents
None

Driver
None

OTHER

Co-Driver
None

Origin
None

Destination
None

Notes
None

GENERAL

Vehicles
Vehicle A, Vehicle B

Trailers
Trailer #3

Distance
23

Shipping Documents
None

Driver
Larry Crown

CARRIER

Carrier Name
California Fleet Service

Main Office Address

Address Line 1
1234

Address Line 2
Broadwalk

City
San Ramon

Zip Code
94583

State
California

Country
USA

Home Terminal Address

Address Line 1
1234

Address Line 2
Broafmoor

City
San Ramon

Zip Code
94583

State
California

Country
USA

OTHER

Co-Driver
Ryan

Origin
San Ramon

Destination
Dublin

Notes
None

3 Tap on the Sign tab to certify the logs.
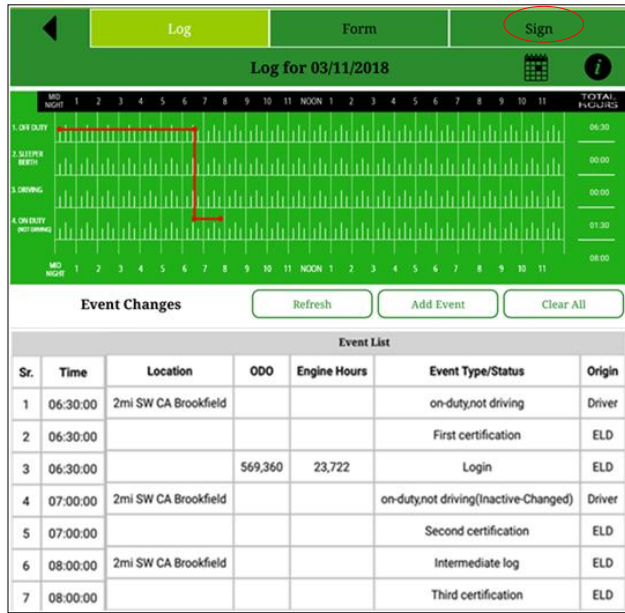
4 Add your signature, if not present, then certify and approve the log using Approve Log button.
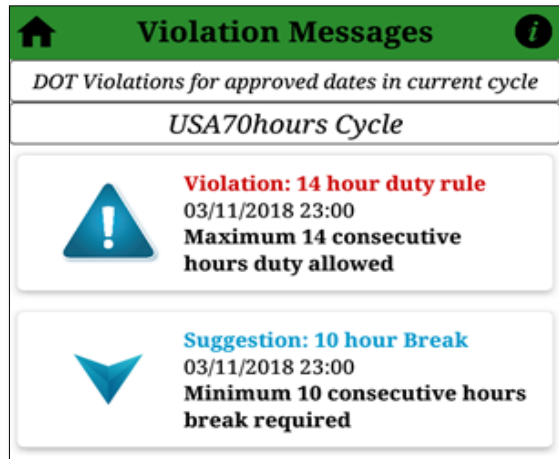
5 Once you tap the Approve Log button, the "Driver's Certification popup" appears along with "agree" or "not ready" button. Tap agree button to approve the log. If you tap "not ready", your logs are not authenticated by driver and will appear unauthenticated to the concerned authority.
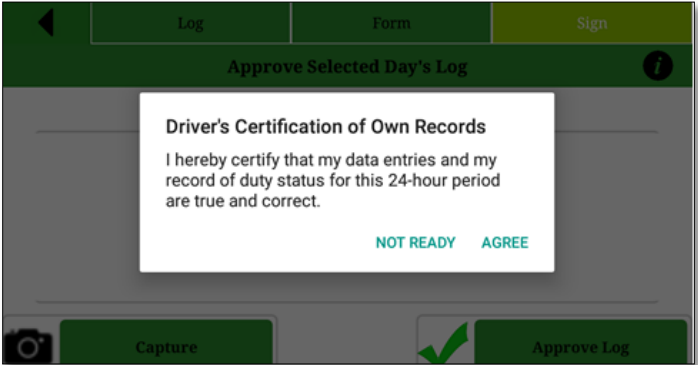
Alerts

Alerts provide the possible list of violations made by the driver in the current cycle.

DOT Inspection

DOT Inspection screen allows DOT inspectors to view Driver's RODS in the ELD display . The driver's RODS(ELD output file) can be sent to the DOT Inspector upon request as per FMCSA's data transfer requirements. Driver can use either Web service or Secure Email option to transfer ELD output files. FMCSA will make ELD output file available for the DOT inspector. The data transfer form will have an optional text field, comment, to enter any data/code provided by the DOT inspector.
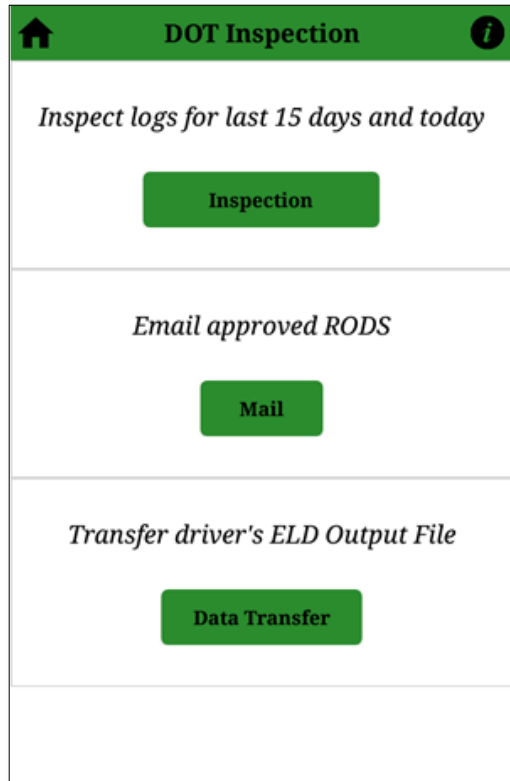
1 Tap on the Inspection tab to generate the driver's RODS. The driver can choose the date for which report needs to be displayed. Use date navigator buttons to change date.

DOT INSPECTION — 03/11/2018

Driver	Harry D	Cycle	USA 70 hours/8 days
Distance	10	Timezone	PST
Carrier	California Fleet service	Restart hours	34
Vehicles	OLR 473	Trailer	HP 3192
Codriver	Michel	Shipping Doc No.	doc.txt
Hours available in cycle	60:00	Restart date	03/11/2018 06:15
Main Office Address		1234 Broadmoor dr-San Ramon-CA-US-94584	

Event List

Sr.	Time	Location	ODO	Engine Hours	Event Type/Status	Origin
1	06:30:00	2mi SW CA Brookfield			on-duty,not driving	Driver
2	06:30:00				First certification	ELD
3	06:30:00		569,360	23,722	Login	ELD
4	07:00:00	2mi SW CA Brookfield			on-duty,not driving(Inactive-Changed)	Driver
5	07:00:00				Second certification	ELD
6	08:00:00	2mi SW CA Brookfield			Intermediate log	ELD
7	08:00:00				Third certification	ELD

Recap

03/04 00:00	03/05 00:00	03/06 00:00	03/07 00:00	03/08 00:00	03/09 00:00	03/10 00:00

I certify that these entries are true and correct.

Tap on the Mail option to send RODS directly to Fleet manager or other authorized person in the carrier.

Data Transfer

ELD output files can be transferred to the concerned authorities using ELD's Data Transfer Feature. Matrack ELD supports FMCSA's Option-1 Telematics for data transfer. Driver can select either Web Service or Email option for data transfer. During road side inspection, DOT Inspector may provide optional text to be sent alone with ELD output file. Enter the optional text in the comments.
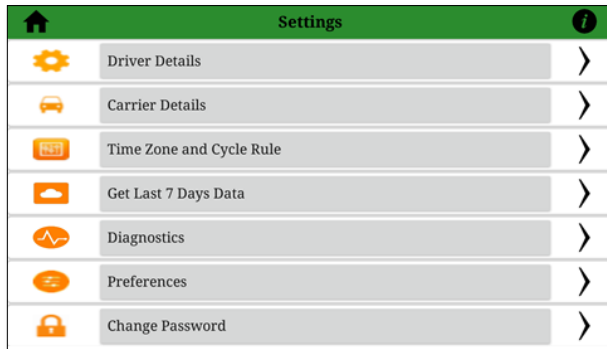
1. Select Data transfer option in the Dot Inspection to initiate Date transfer to FMCSA using Web Service or Secure Email.

Settings

Settings allow the driver to view/ edit the driver details, carrier details, time zone and cycle rule and preferences. The driver can reset password from the settings page.

① Enter/Edit driver name, license number, dot number, email and phone number.

Driver Details

First Name

Harry

Last Name

Jude

Driver ID

TestID

Driver License Number

B4 JNN

License Issuing State

California

License Issuing Country

USA

Email

harryjude@abctrucking.com

Phone Number

123456789

Save

2 Enter/Edit Carrier name, office and home terminal address.

Carrier Details ⓘ

Carrier Name
_____ *

US DOT Number
US DOT Number

Main Office Address
Address line 1
Address line 1 *
Address line 2
Address line 2 *
City
City *
Zip Code
Zip *
State
Select state *
Country
Select Country *

Home Terminal Address
Address line 1
Address line 1 *
Address line 2
Address line 2 *
City
City *
Zip Code
Zip *
State
Select state *
Country
Select Country *

Save

Carrier Details

Carrier Name

California Fleet Service *

US DOT Number

123456

Main Office Address

Address line 1

1234 *

Address line 2

Broadwalk *

City

San Ramon *

Zip Code

94583 *

State

California *

Country

USA *

Home Terminal Address

Address line 1

1234 *

Address line 2

Broafmoor *

City

San Ramon *

Zip Code

94583 *

State

California *

Country

USA *

Save

3 Enter/Edit time zone, cycle, cargo type, restart hours, rest break mins.

TimeZone and Cycle Rule ℹ

Select Time Zone
Pacific Standard Time (PST) *

Select Cycle Zone
USA 70 hours/8 days *

Cargo Type
Property Carrying *

Restart (in Hours)
34 *

Rest Break (in Minutes)
30 *

Odometer Unit
Miles *

Save

5 Reset the password.

Change Password

Old Password
_____ *

New Password
_____ *

Confirm New Password
_____ *

Change password

6 Set preferences for the app.

Preferences

Screen Orientation

Landscape

Default Path

☑ Save Password

Disable violations

Enable test server
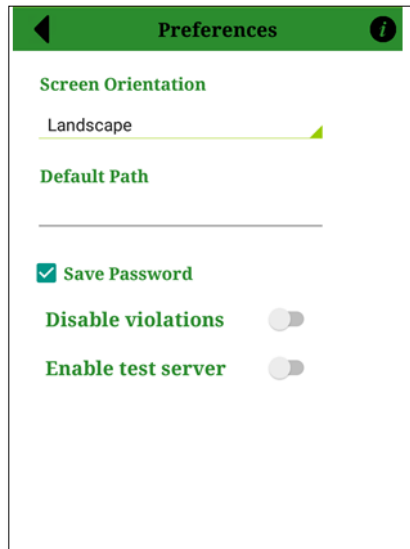
Device Malfunction

Malfunction and diagnostics events of the ELD device were visually indicated in the ELD display. Malfunction was indicated with red banner instead of regular green banner in the logs screen and red dot on the top right for all other screens. When a malfunction was found during the diagnostic event, the banner in the log screen will turn to red color with a text "Malfunction" including the malfunction code in parenthesis. For instance, Malfunction(P). The values of malfunction code contain values 'P', 'E', 'T', 'L', 'R', 'S', or 'O' as per FMCSA requirement. When clicked on the malfunction banner, it will take the driver to malfunction screen where additional details about the malfunction with malfunction code description highlighted. In the event of malfunction, drivers are required to maintain Driver's Daily Logs manually and report about the malfunction to the carrier within 24 hours. The problem should be resolved within 8 days. Contact your fleet manager and Matrack customer support for assistance. Customer support details are available at the end of this document and in app's Help and Support screen.
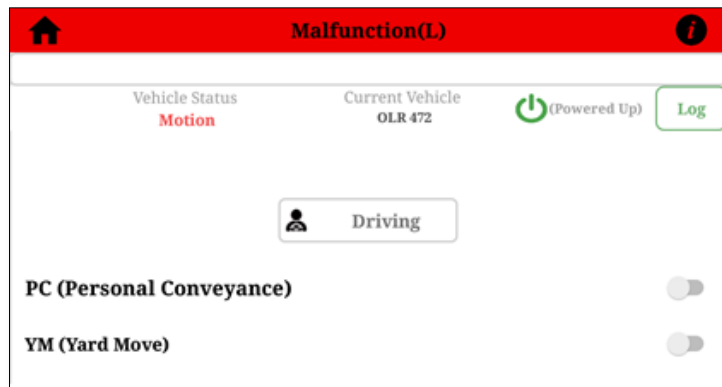
Important: Tap on the red banner for additional details about the malfunction. The malfunction screen will display the malfunction code and highlight the malfunction description.

Sl.No.	Malfunction Code	Malfunction Description
1	P	Power compliance malfunction
2	E	Engine synchronization compliance malfunction
3	T	Timing compliance malfunction
4	L	Positioning compliance malfunction
5	R	Data recording compliance malfunction
6	S	Data transfer compliance malfunction
7	O	Other ELD detected malfunction

Device Diagnostics

Matrack ELD software monitors power, engine synchronization, missing data and various internal data diagnostics periodically. During the diagnostics checks, visual indication is displayed in the ELD display. When a diagnostics event was found during the diagnostic check, the banner in the log screen will turn to yellow color with a text "Diagnostics" including the diagnostics event code in parenthesis. For instance, Diagnostics(4). The values of diagnostics code may contain values '1', '2', '3', '4', '5', '6' as per FMCSA requirement. When clicked on the diagnostics event yellow banner, it will take the driver to diagnostics details screen where additional details about the diagnostics event code will be displayed and description highlighted.
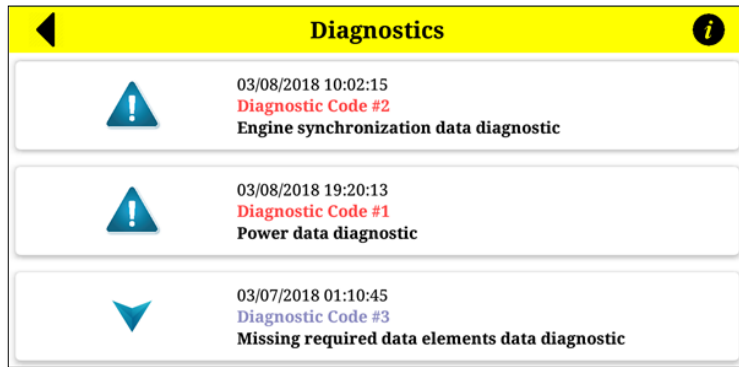

Important: Tap on the yellow banner for additional details about the diagnostic event. The diagnostic event screen will display the list diagnostic code. Select individual diagnostic event that will open new screen with diagnostic code description highlighted.
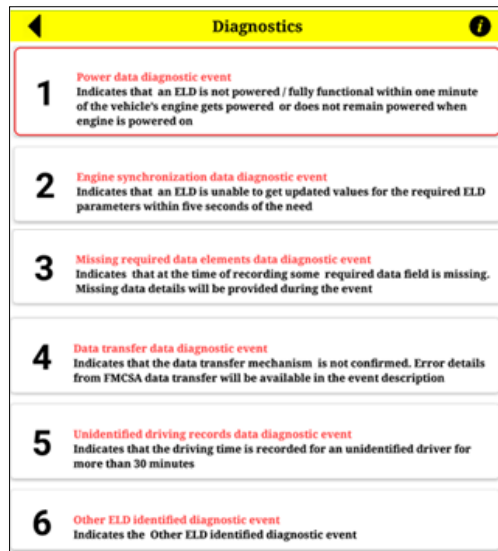
Sl.No	Diagnostic Code	Data Diagnostic Event
1	1	Power data diagnostic event
2	2	Engine synchronization data diagnostic event
3	3	Missing required data elements data diagnostic event
4	4	Data transfer data diagnostic event
5	5	Unidentified driving records data diagnostic event
6	6	Other ELD identified diagnostic event

Accept/ Reject fleet manager's suggestions

The driver can view the suggestions made by the fleet manger for accuracy. The driver can either accept or reject the suggestions. A popup will appear with the suggestions made by the fleet manager with Accept / Reject button. If the suggestion was accepted, then the driver should re-certify the logs for the suggested day.
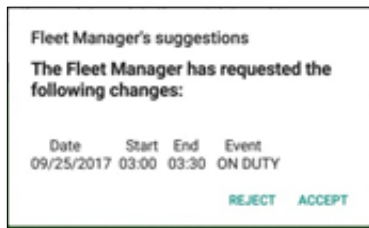
Unidentified Driving Profile

DOT regulations require all the ELD Driving events in the ELD should be assigned to the drivers. If the vehicle is in motion and no driver was connected to the ELD then it will be recorded under Unidentified Driving events that can be claimed by the drivers later. The Unidentified driving events will be displayed to all drivers of that ELD after the login. Driver can view/claim Unidentified driving events selecting Unidentified driving icon in the home screen.

1   Tap on Unidentified driving icon to view/claim Unidentified driving events.

**2** The driver can view /claim the driving events from this screen.
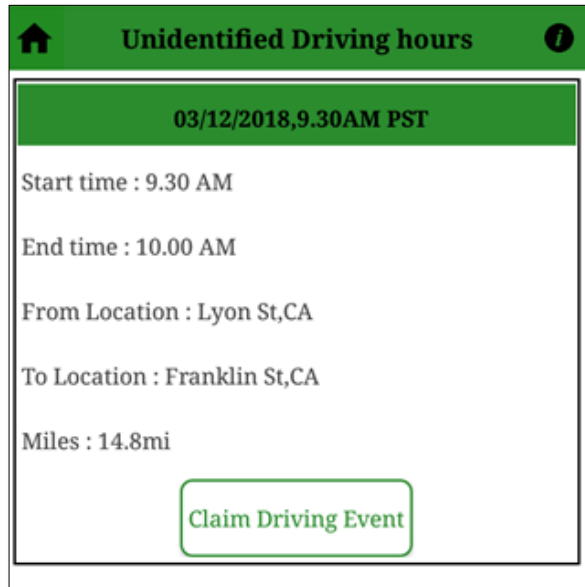
Customer Support

If you have any queries, reach to the following mail: "support.gps@matrackinc.com". Drivers can reach customer support using App's Help and Support screen.

Appendix

ELD Installation Guide:

- Connect the 9 pin T-Harness to the diagnostic port usually found.
    1. Under the dashboard.
    2. Underneath the steering wheel.
    3. Below the driver's seat.
    4. Near the driver's left kick panel.
- Connect the device to the other end of the cable.
- Turn on the ELD device.
- Turn on the ignition.
- Make sure the app is installed and logged in.
- Start the vehicle to track your hours of service.
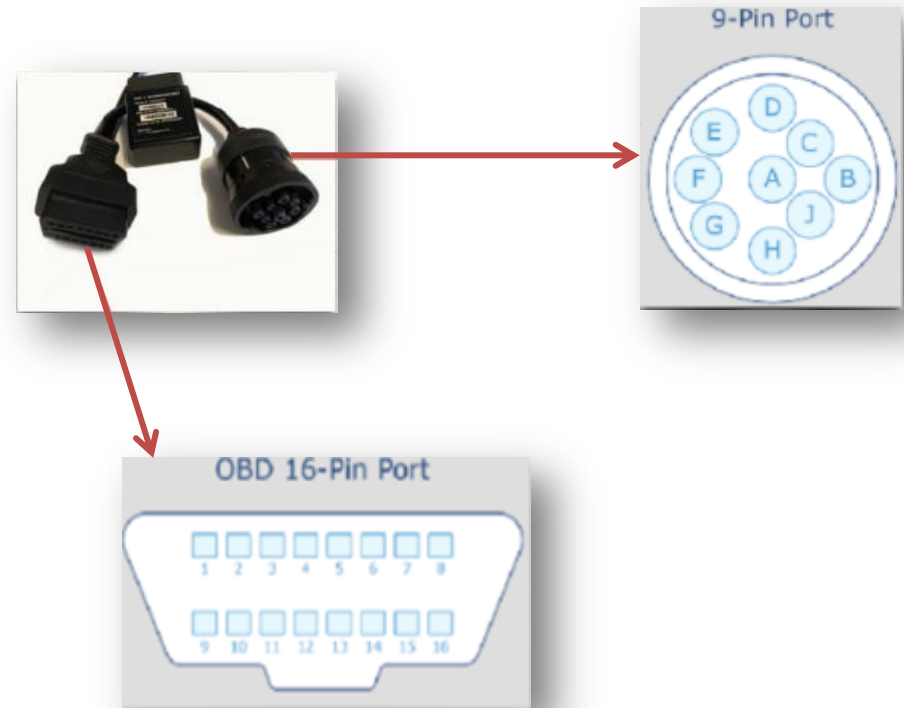
Important: Install Matrack ELD app from Google play store for Android mobile and Apple app store for iPhone mobile.