

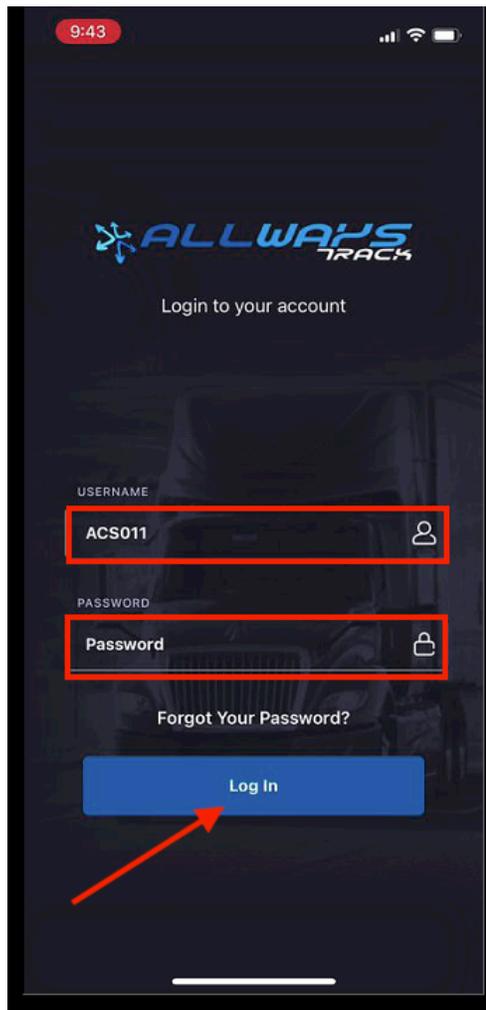


ALLWAYS TRACK ELD APPLICATION DRIVER MANUAL

1. The Driver's Application Log-In Credentials will be created by the Administration Department and should be provided to the Driver.

-Type in the User Name and Password provided by the Administrator,

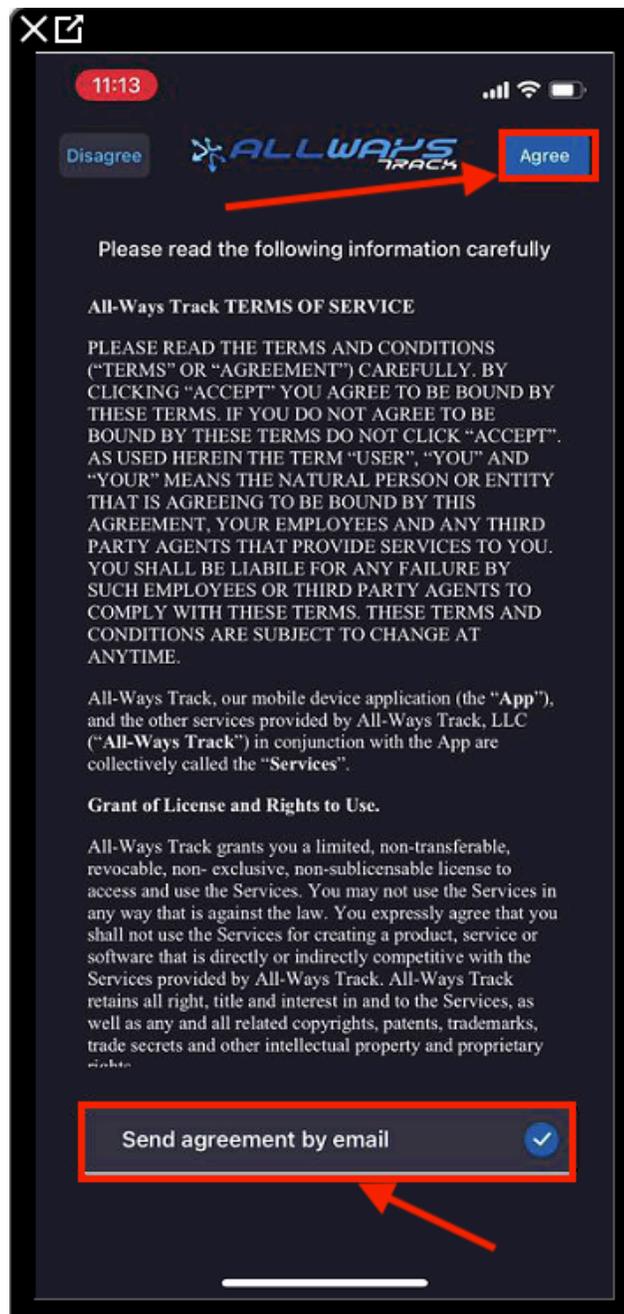
and Select the “Log In” button...



2. If this is your first time logging in, please accept Terms of Service and Application Permissions as shown on the following images.

-After reading the Agreement of “Terms and Service”, Select either “Disagree” or “Agree”....

-Or if desired to receive the “Terms and Service” directly on the Driver’s E-Mail. They can select bottom selection that indicates, “Send Agreement by E-Mail”

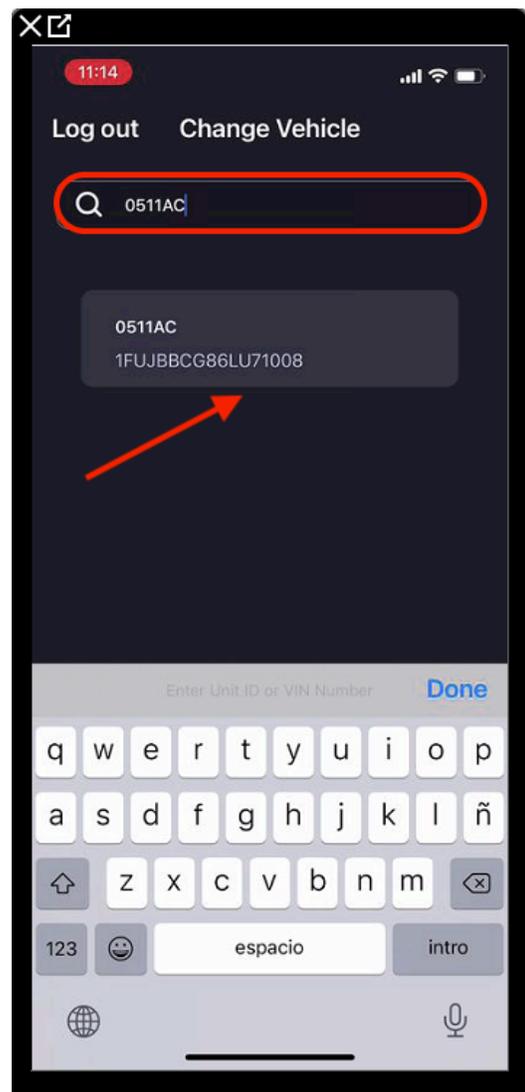
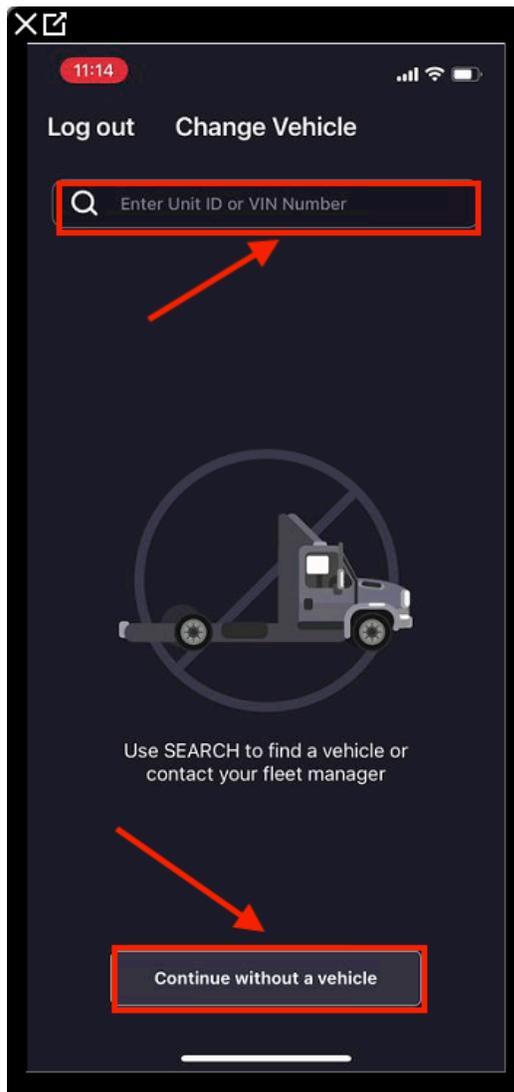


-Once the Driver has agreed on the “Terms of Service”..
The Driver has to Search for the truck they are assign to. Either
by Unit ID, or VIN Number.

**Note: The Trucks have to be uploaded and active on the
Administration Department in order for the Driver to have
access to the Unit when assigning.**

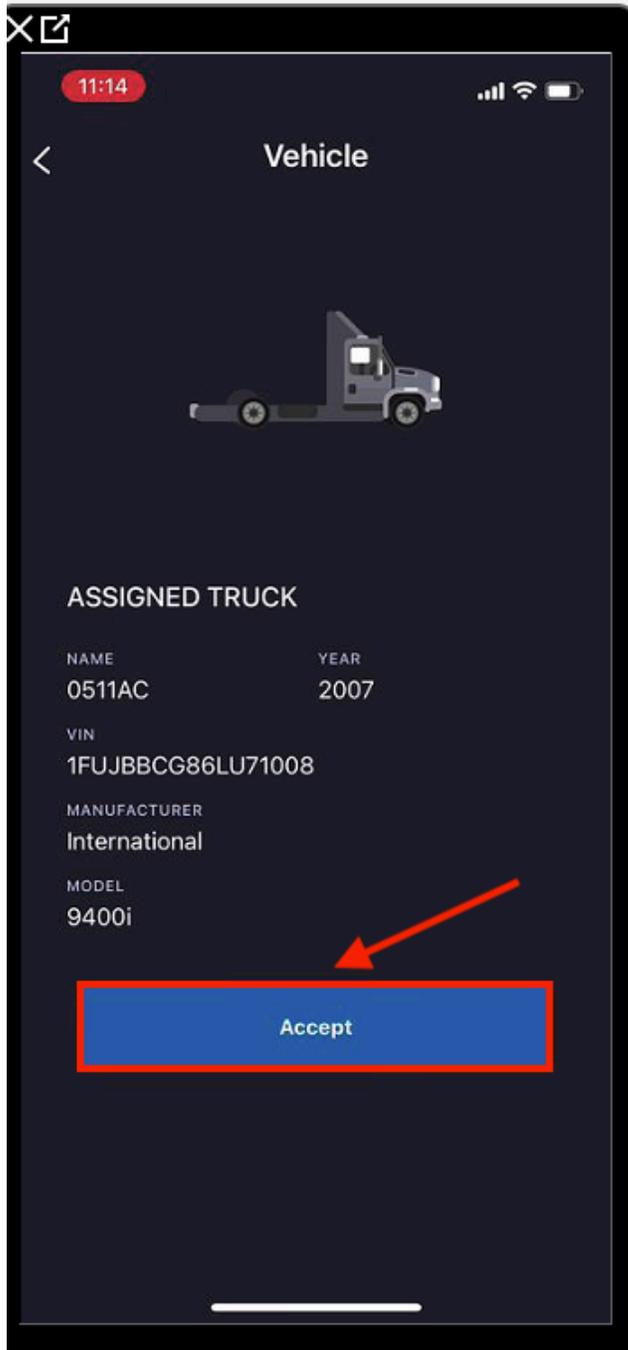
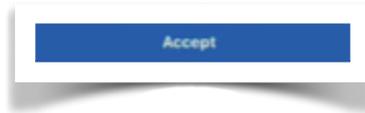
-If Driver does not have a Truck assigned, and they desire to log
in to view their
E-Logs. They will have to select the bottom button that
indicates, **“Continue Without a Vehicle”**

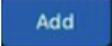
-Once the Driver types in the Unit Number of the Truck, the
Truck and VIN # will reflect for the Driver to confirm and select
to assign.



-Once the Driver selects the UNIT Number.... Confirm that the data reflected is correct

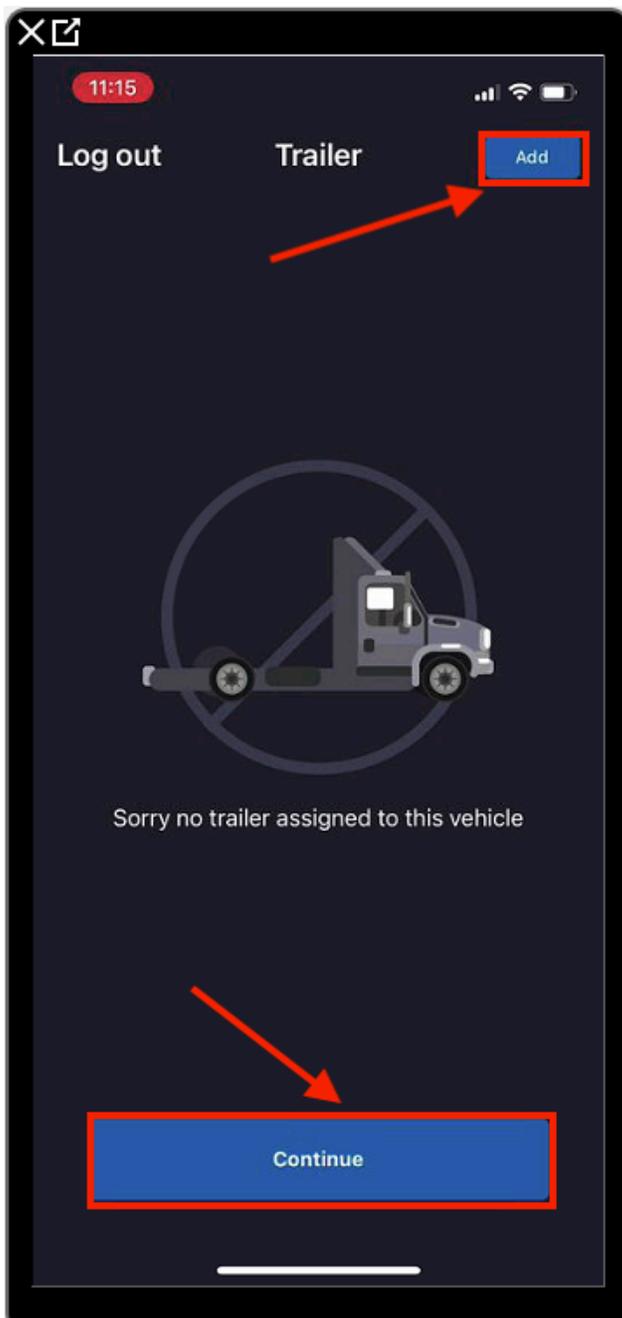
and select the "Accept" button



-If the Driver has a Trailer assigned, they will need to select de “Add” button  to assign the Trailer

Note: The Trailers have to be uploaded and active on the Administration Department in order for the Driver to have access to the trailer when assigning.

-If the Driver has NO Trailer assigned in the moment. They will need to select the bottom button that indicates “Continue”

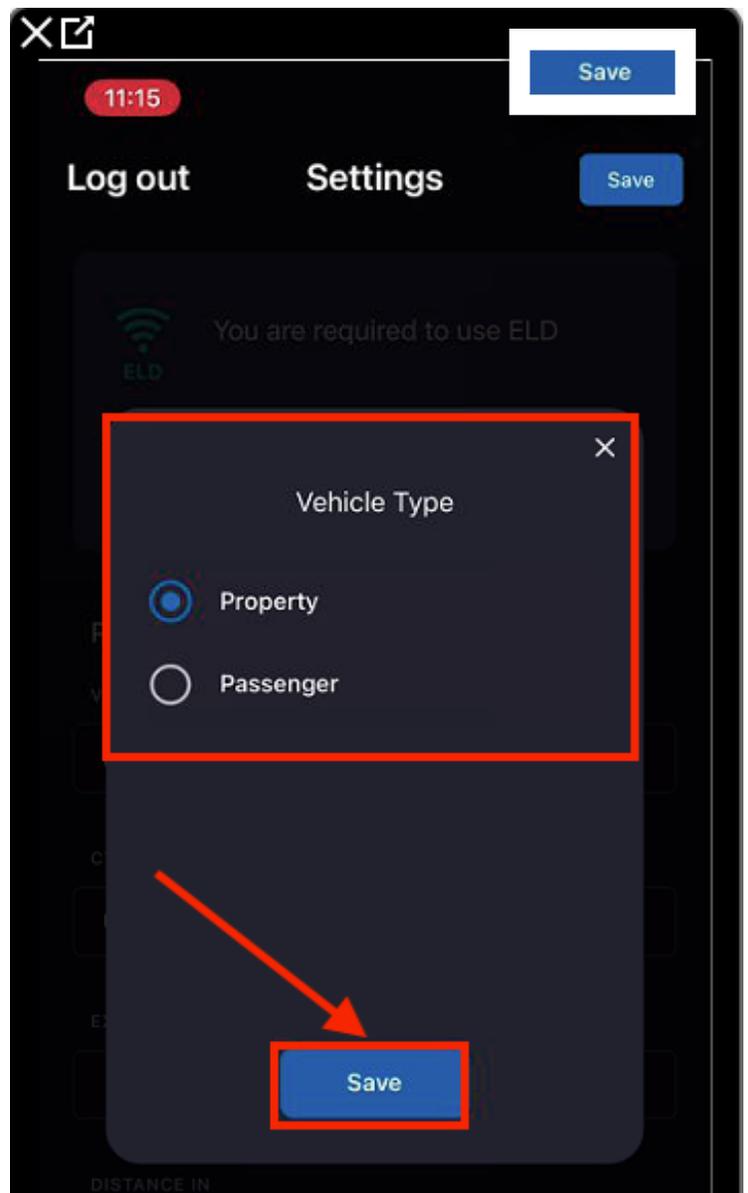
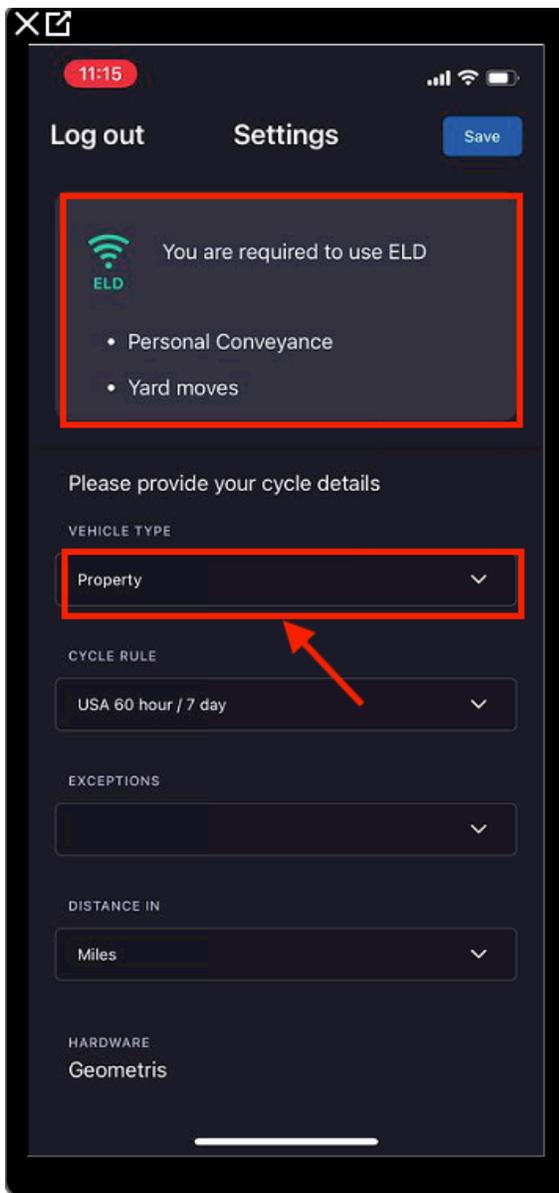


-Once the Trailer Assign Section has been clarified. The Driver will view the following image screen where they can view the access to apply “Yard Movements”, and “Personal Conveyance”.

Note: YM and PC cannot be selected here. This just notifies the Driver that they have access to use these features.

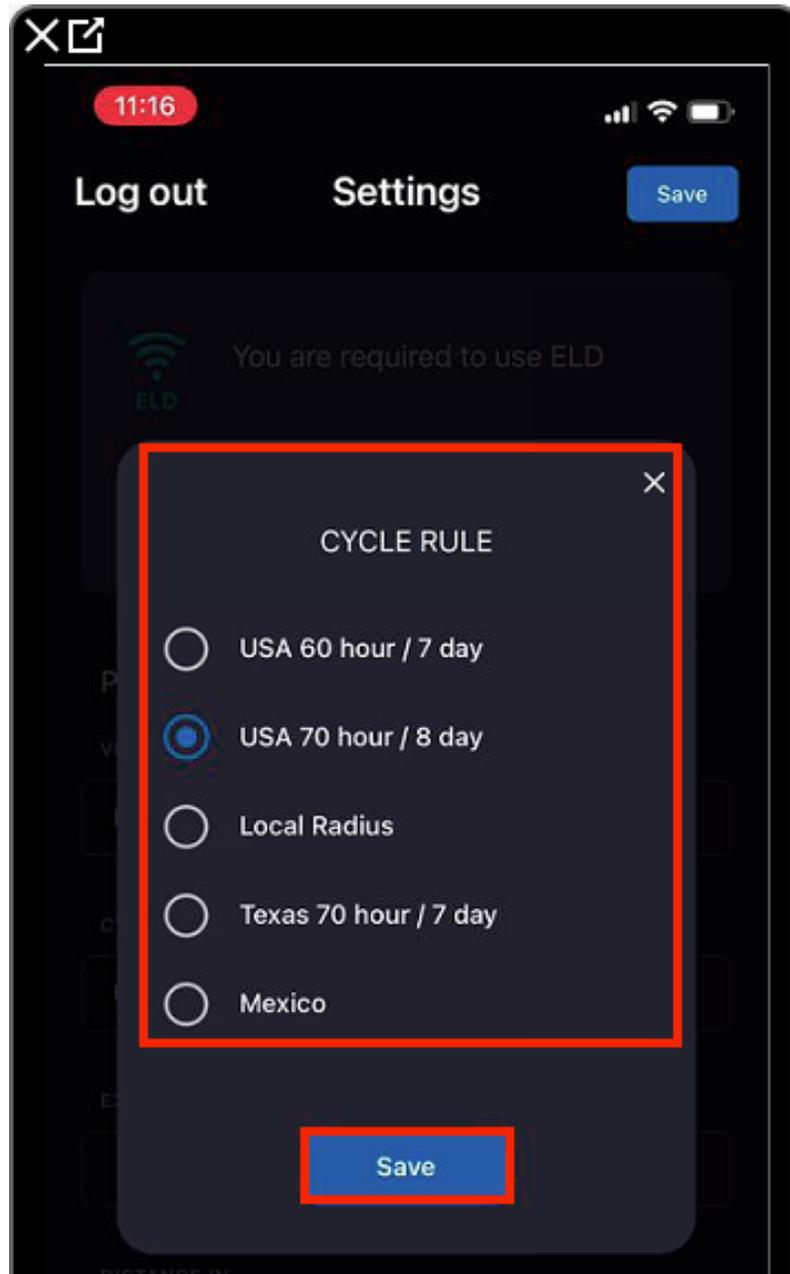
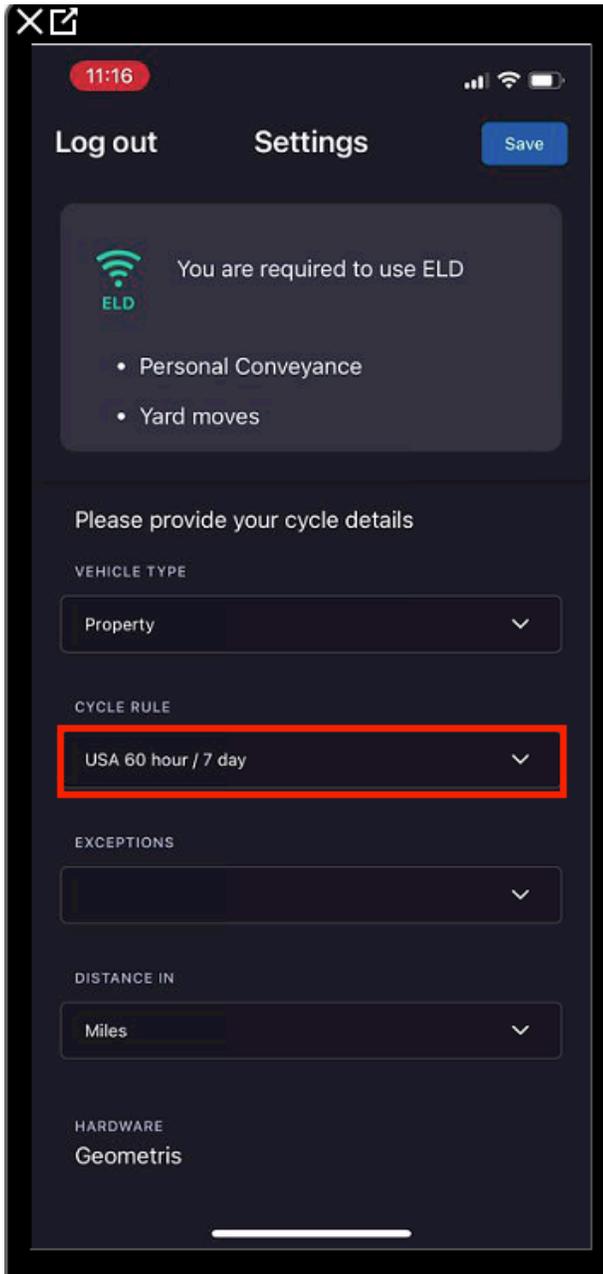
-Under “VEHICLE TYPE”, the Driver will select what they will be transporting. They have access to select either “Property”, or “Passengers”.

After selecting the option required, select the “SAVE”, button



-Next the Driver will need to select their “CYCLE RULE”.

After selecting the option required, select the “SAVE”, button

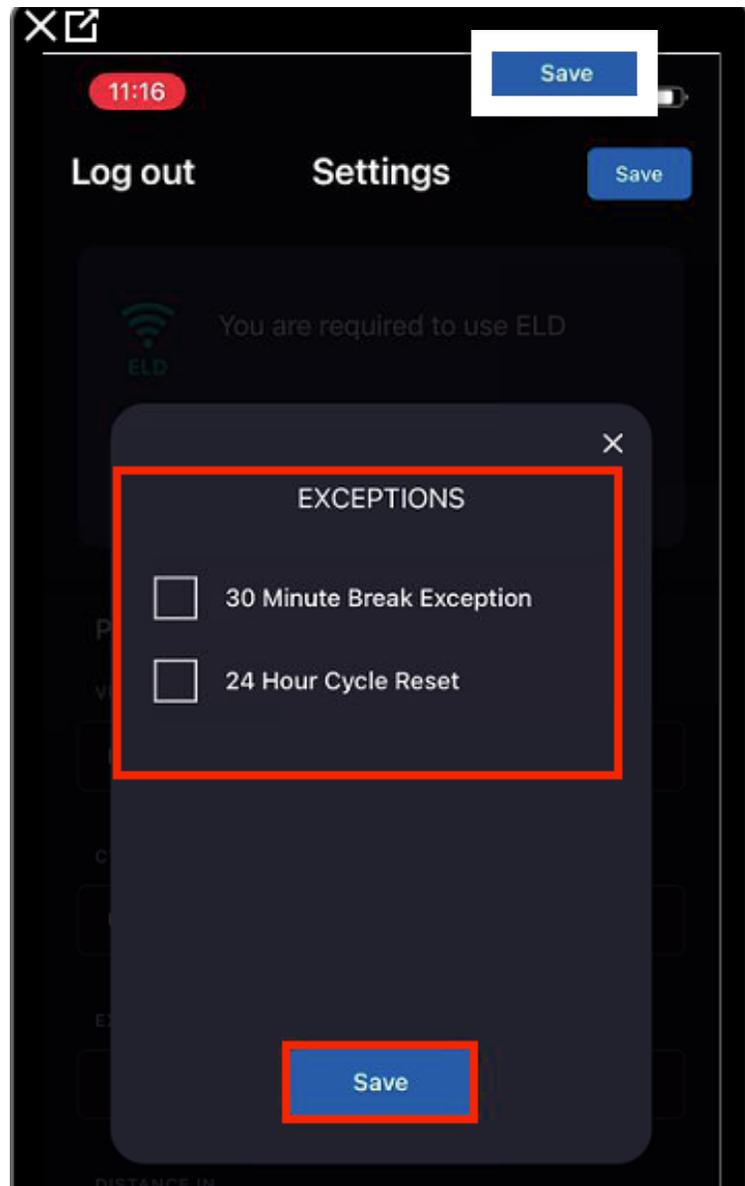
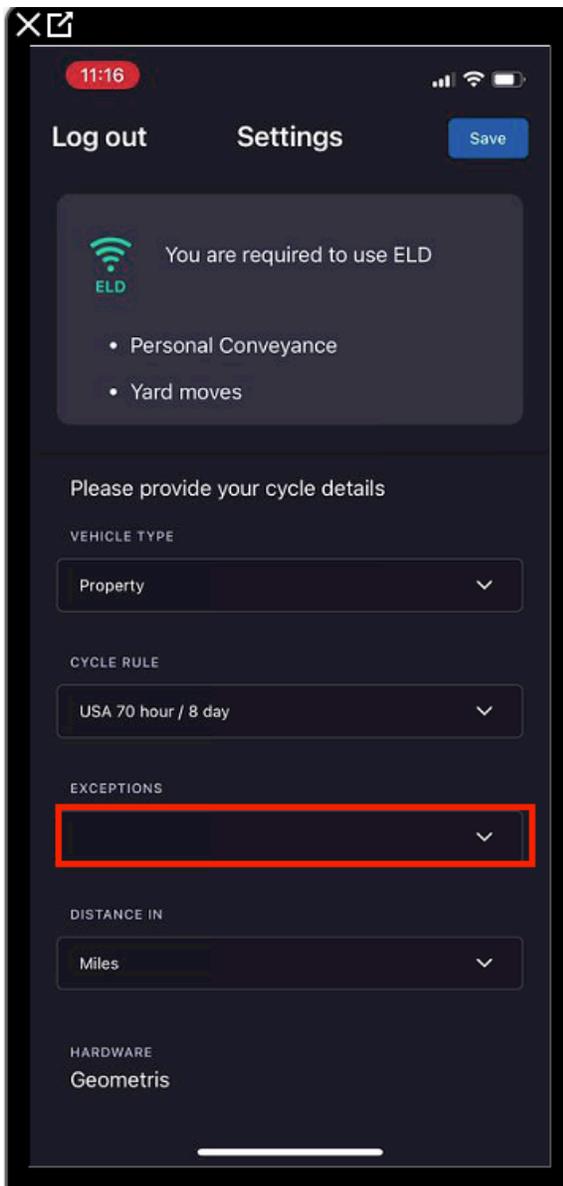


-Next, if this is applicable for the Driver. They can select “EXCEPTIONS” to select if they are exempt from applying the “30 Minute Break”, or the “24 Hour Cycle Reset”.

After selecting the option required, select the “SAVE”, button

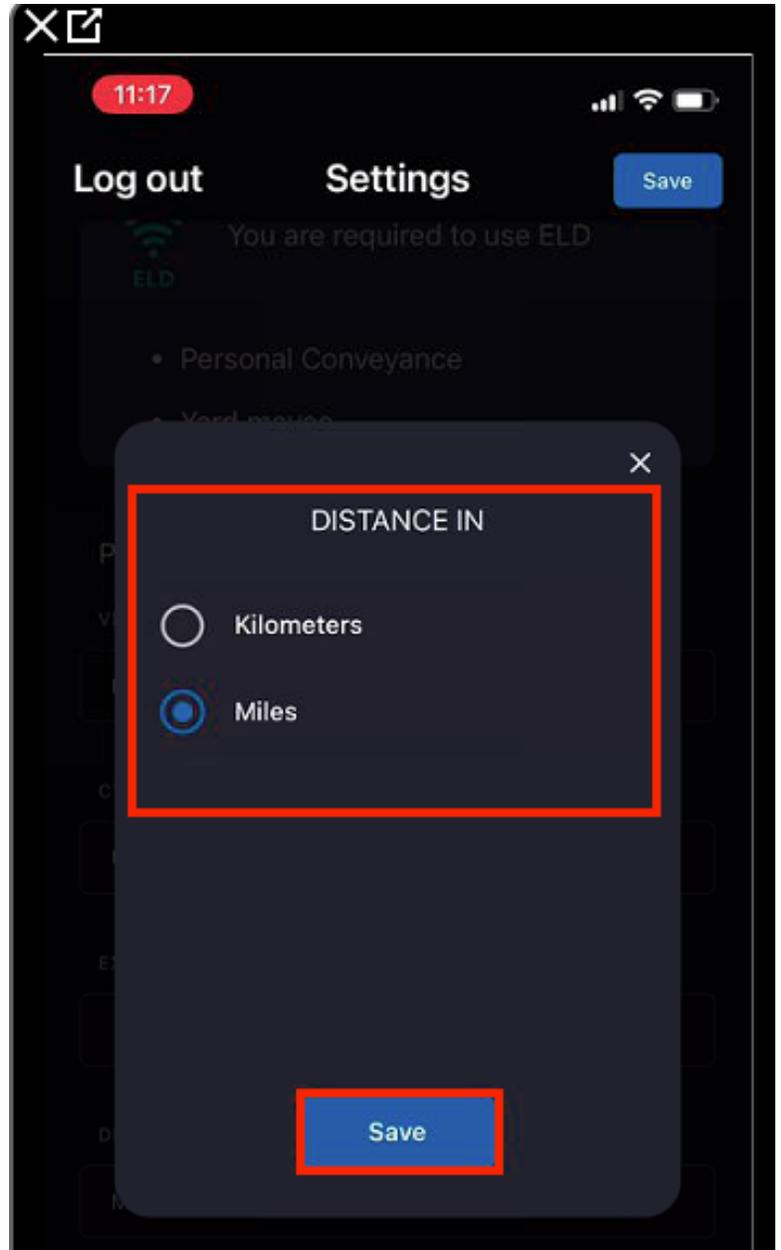
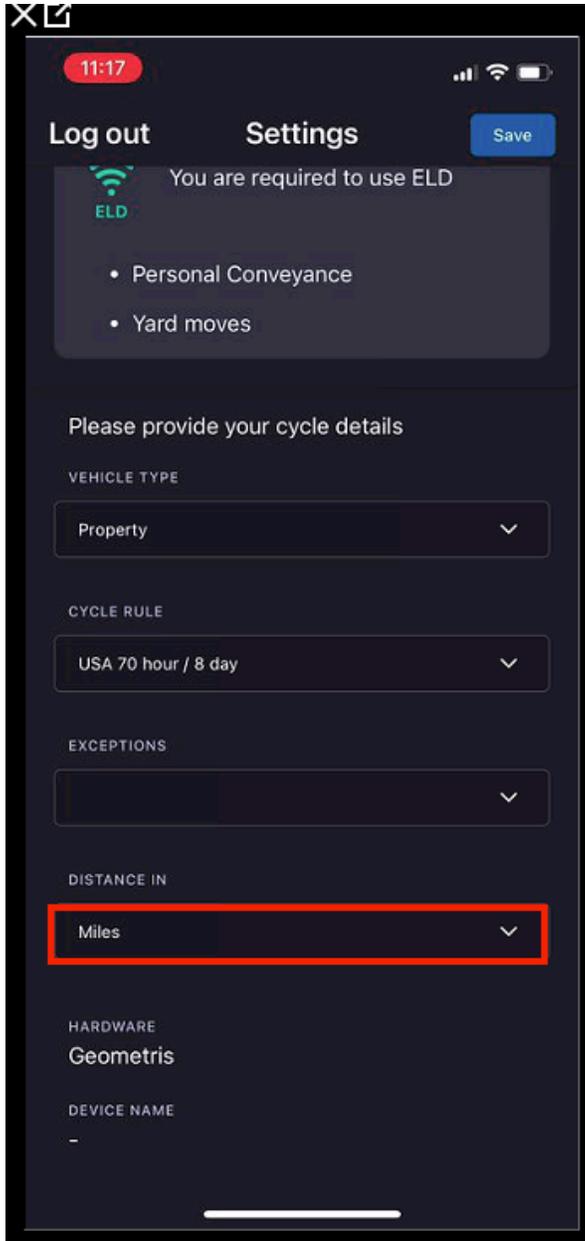


-If this does not apply for the Driver, they can just skip this area.

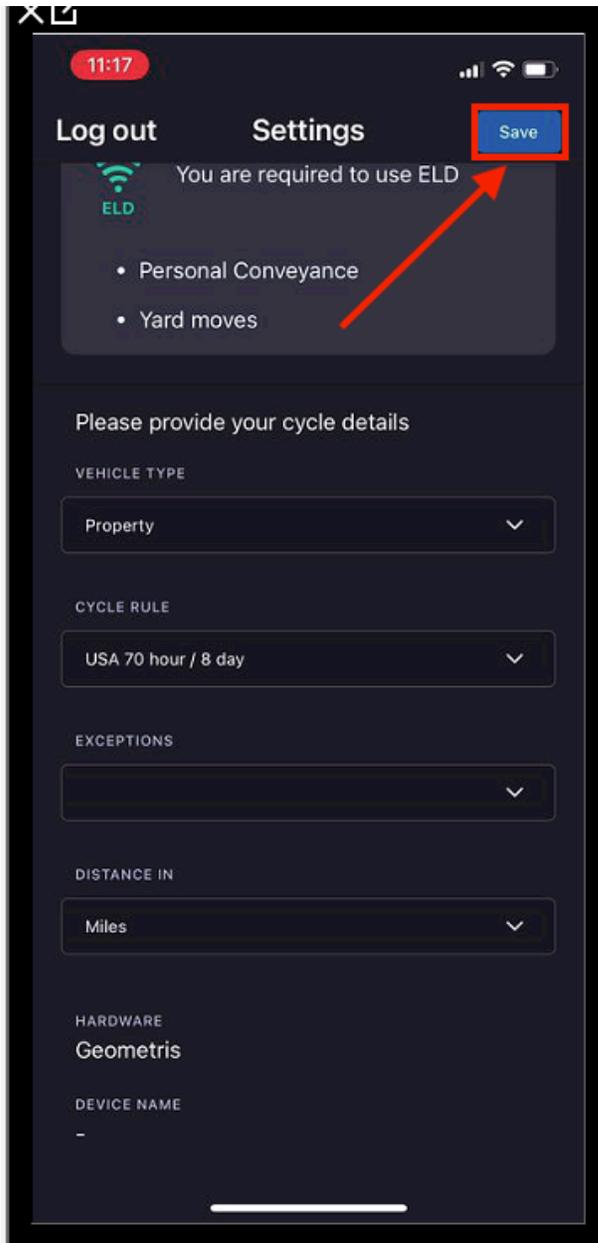


-Next the Driver will have to select the “DISTANCE IN” section to indicate if they will be considering “Miles”, or “Kilometers”

After selecting the option required, select the “SAVE”, button



-After selecting the option required, and everything is confirmed and correct. Select the “SAVE”, button



-The Driver will now view the following screen. Which will require for the Driver to apply his Default Signature for when required.

-After the Driver signs on the Signature square as indicated.

Select the “SAVE”, button.



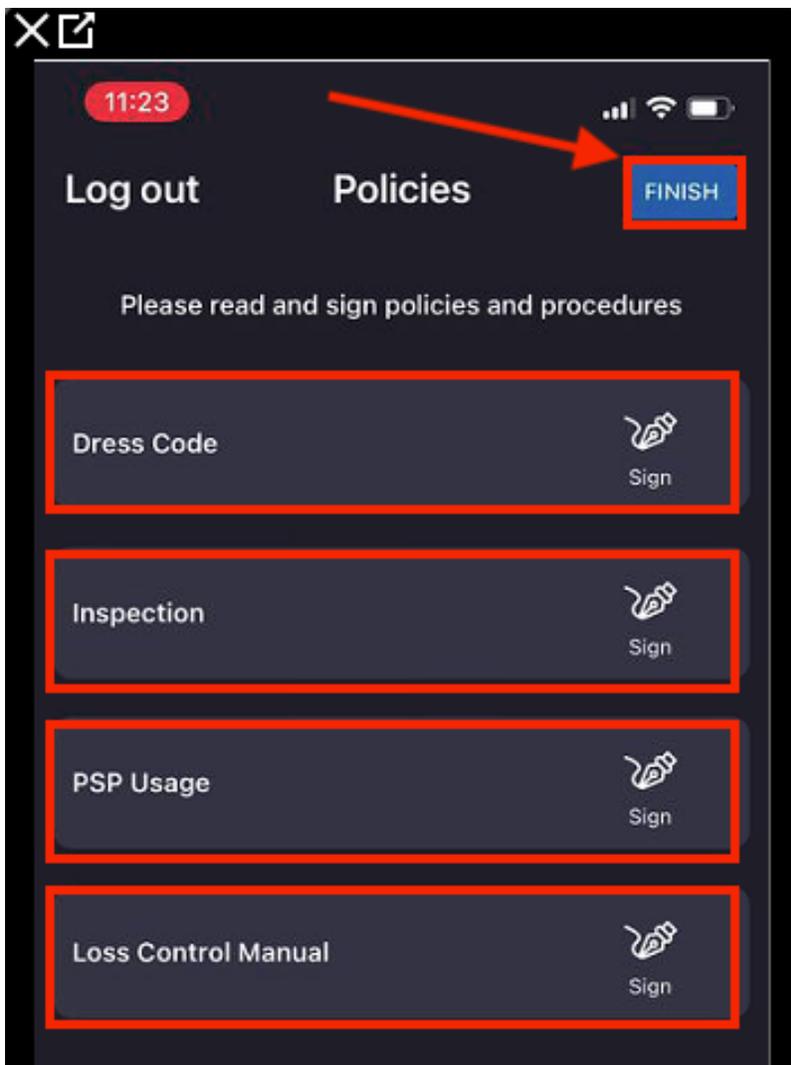
-The Driver will now view the following screen image where they will need to select each option if applicable by the Administration Department.

After reading each selection the Driver has to Sign each section to agree on the terms applied by selecting the “Sign” Icon.



-After all the Selections have been read and signed

click the top “Finish” button



3. Pairing your Bluetooth Device.

-Make sure the Bluetooth of the device (Tablet/Smart Phone) is ON.

First Time Connecting? After connecting.....

****The Firmware will need to be updated if you are using a PT30 device.***

****Select "More" on the bottom right of the main app screen.***

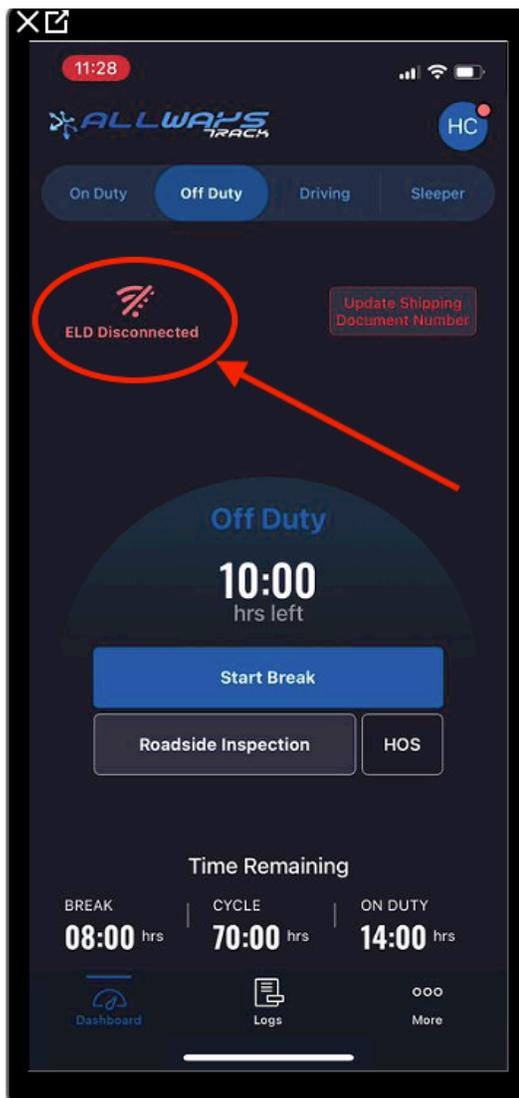
****Select "ELD Info"***

****Check for any Updates required.***

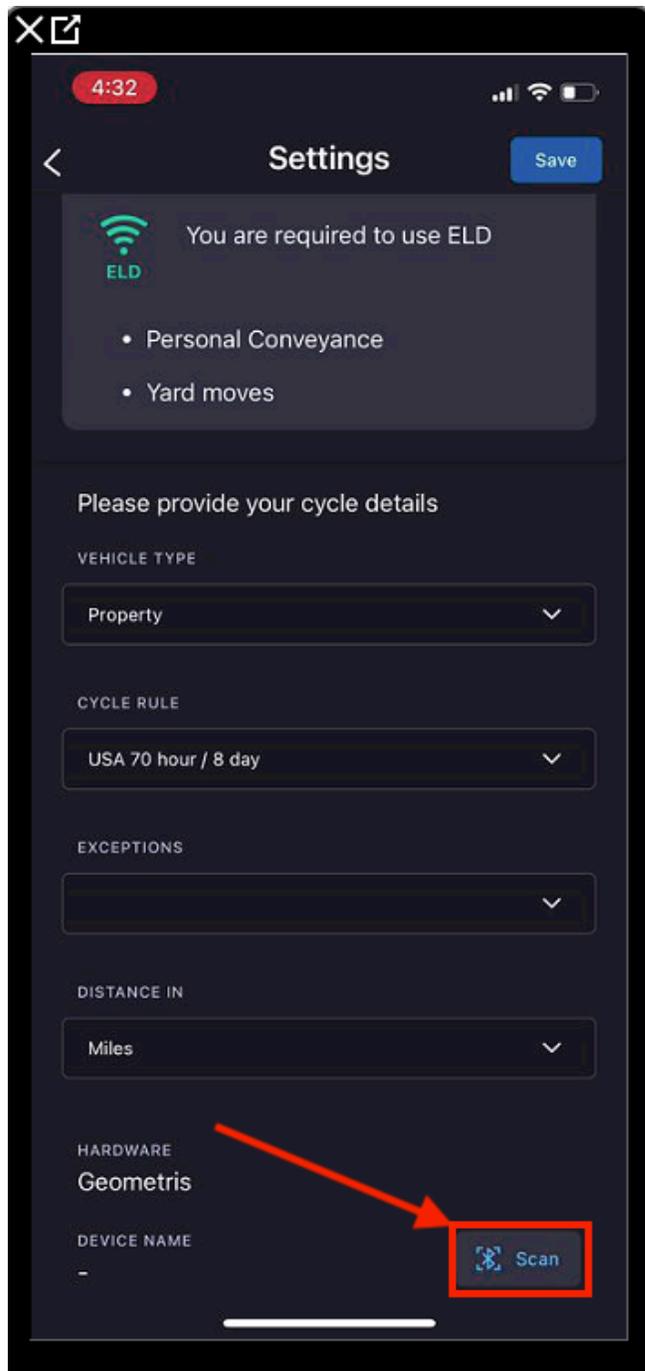
-Steps to Pair GPS Bluetooth with Driver's Device.

Make sure the Truck is ON.....

-Select the "ELD Disconnected" ICON

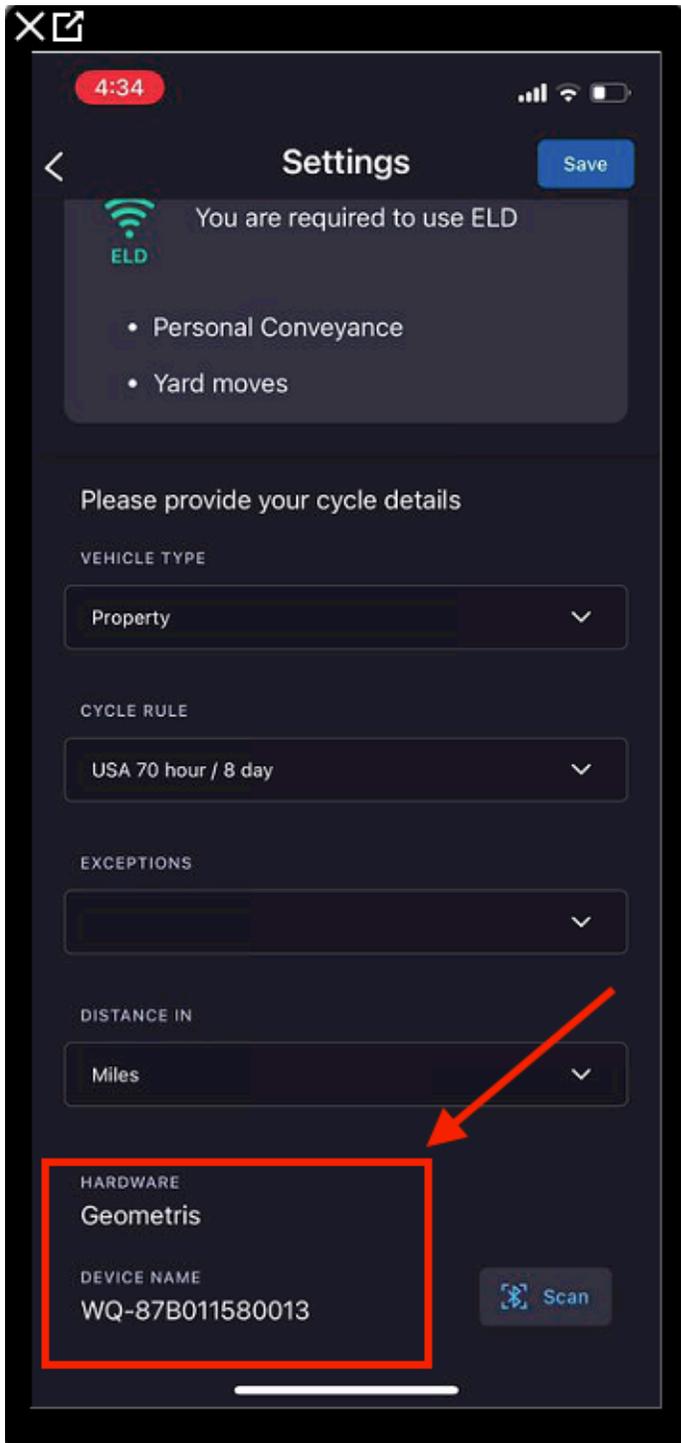


-Select the bottom right “Scan” ICON to proceed with the Device Pairing.

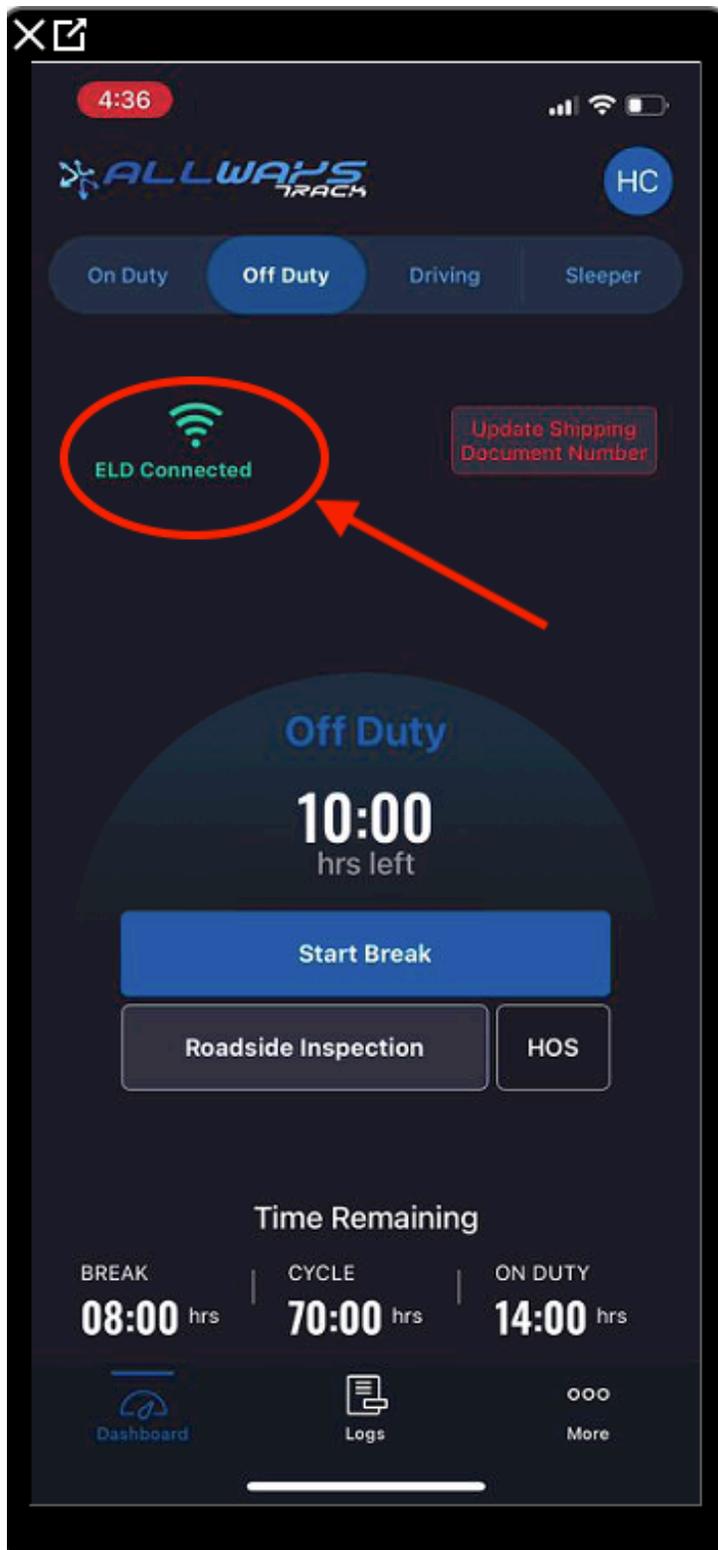


-Once the “Scan” Icon is selected.

The following screen should reflect the GPS “Device Name”, which means that the Driver’s App has identifying the GPS device installed on the truck.



-The Main App screen is now reflecting as “ELD Connected”.....

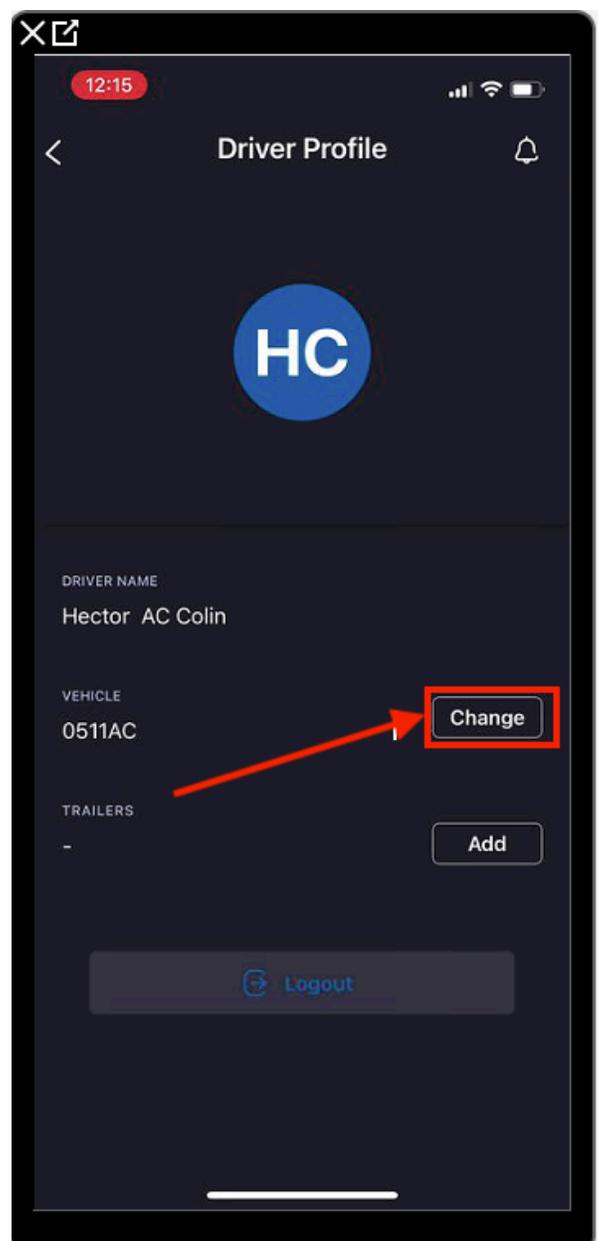
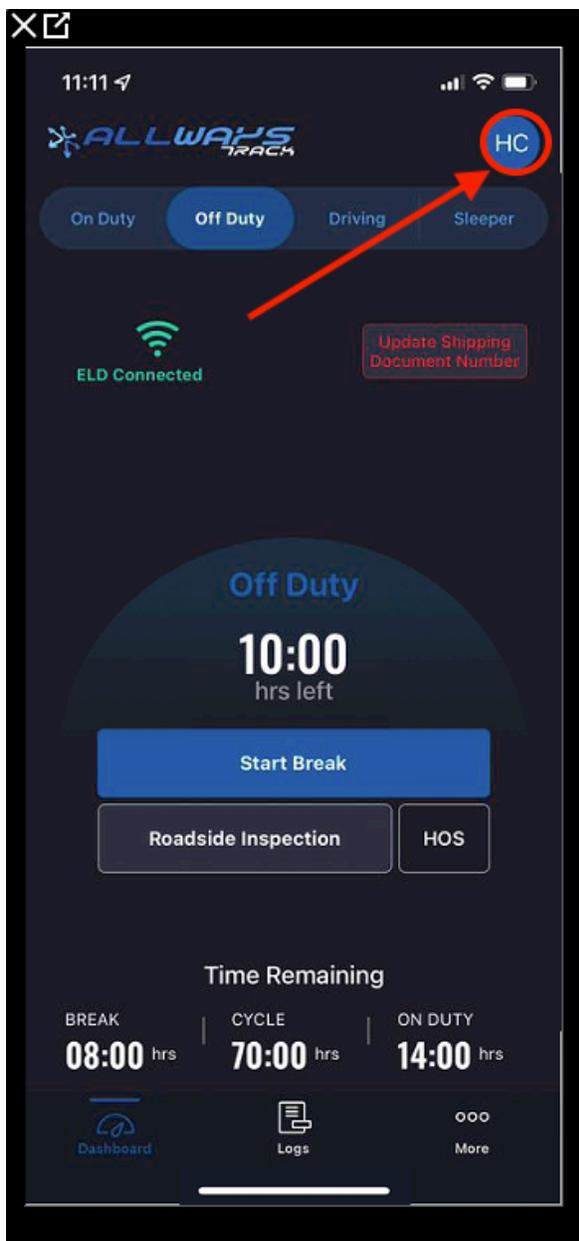


4. Changing Current Truck or Trailer Number.

-Select the top right Driver initials ICON

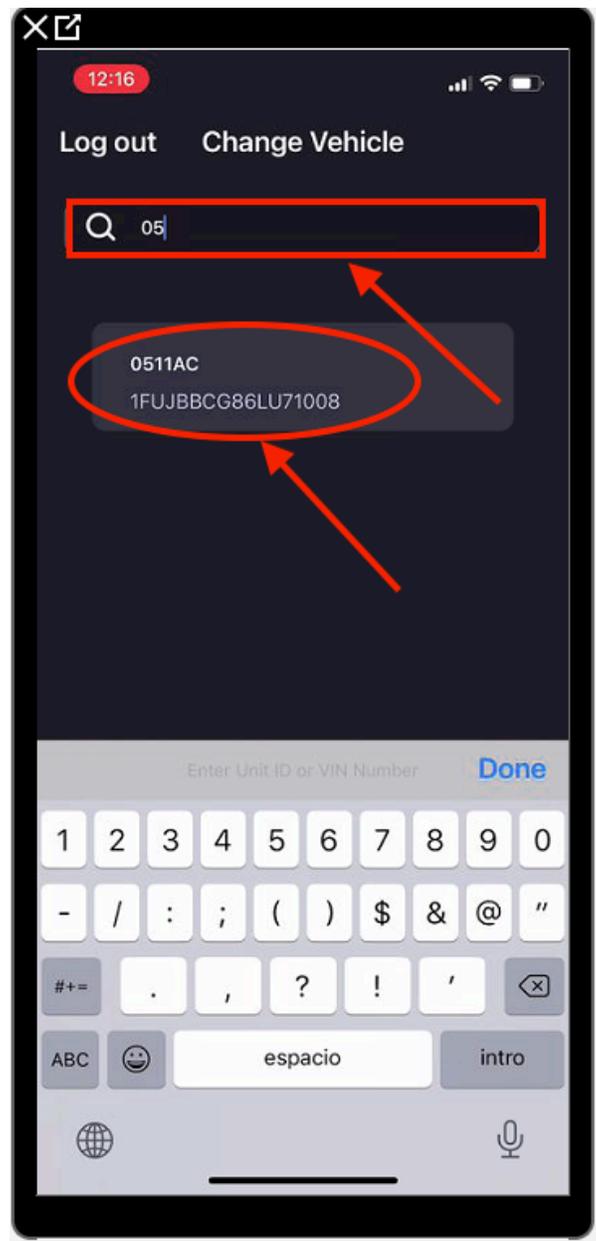
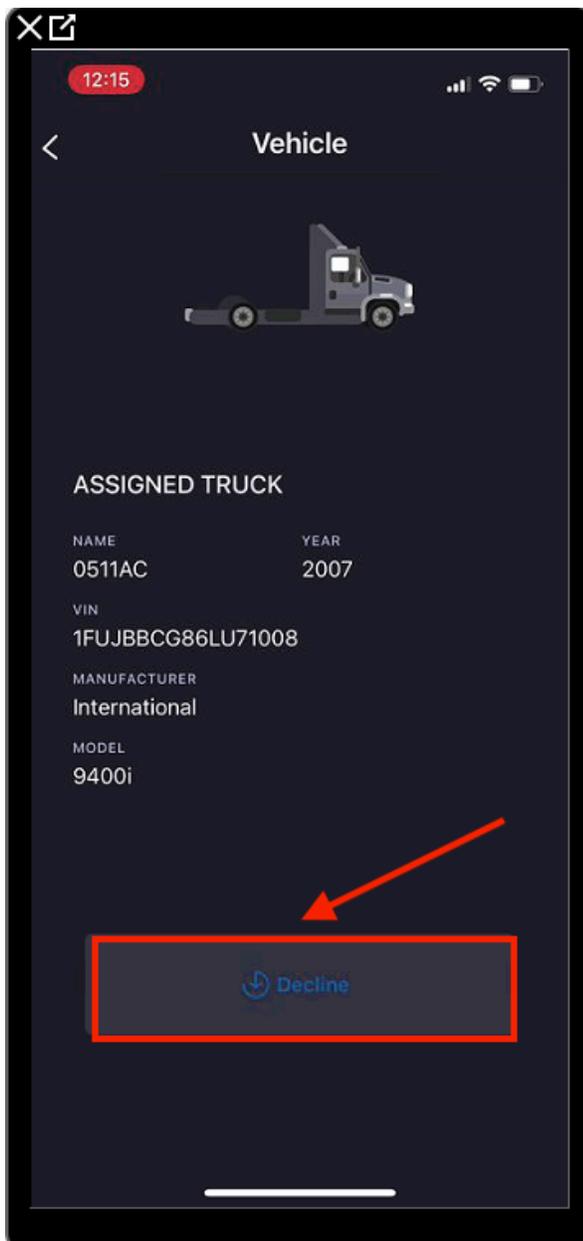


-Once the initials ICON is selected, the Driver will have access to change the Truck Number if required by selecting the “Change” button.

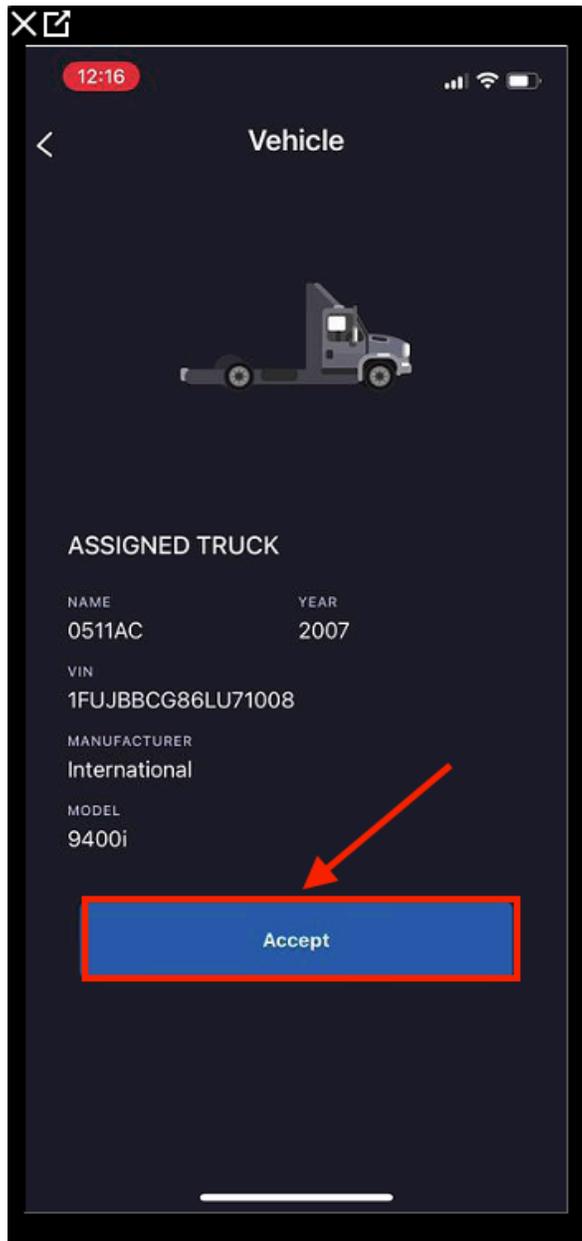


-Once the “Change” button is selected, the data of the current assigned truck will reflect as shown on the image attached. If the Driver has to change Trucks. Select the “Decline” button.

-After selecting the “Decline” button. Type and Search for the Truck number that has to be active on the Administration Department in order for the Truck can be available to select and assign. Once the Truck number is Typed on the search bar, the Truck Number and correct VIN will be reflected to select and assign.



-Once the Truck is Changed, confirm the data reflected and select the "Accept" button....

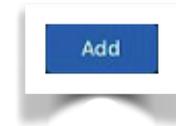


-Select or Add a Trailer assigned.

-Select the “ADD” button.

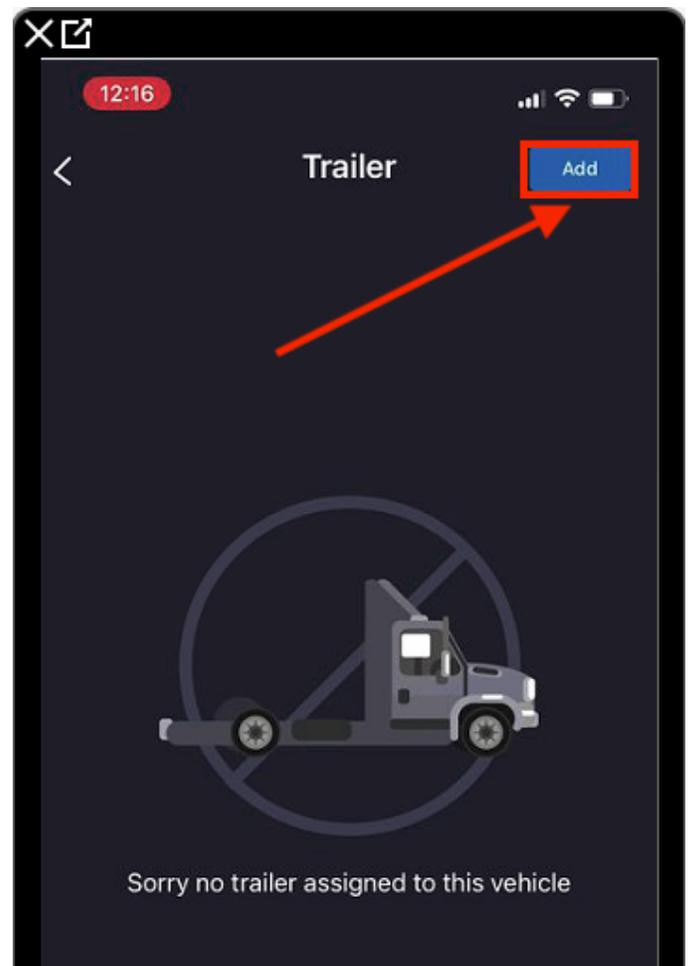
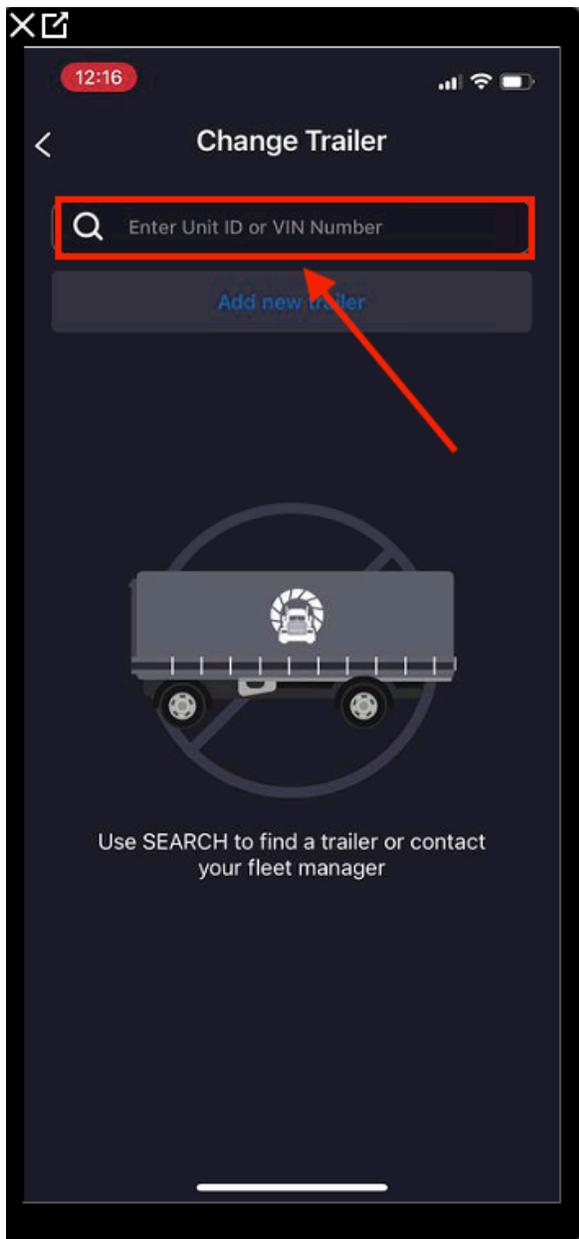


-Then Select the “ADD” button to assign the Trailer

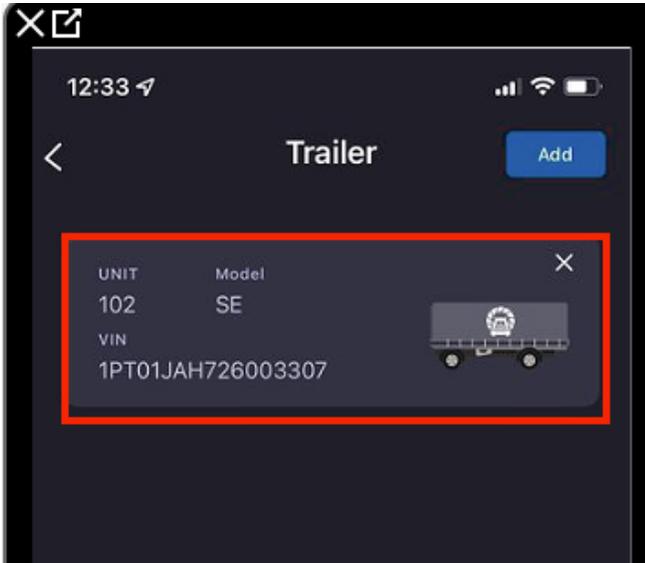


-If the Trailer is uploaded on the Administration Department....

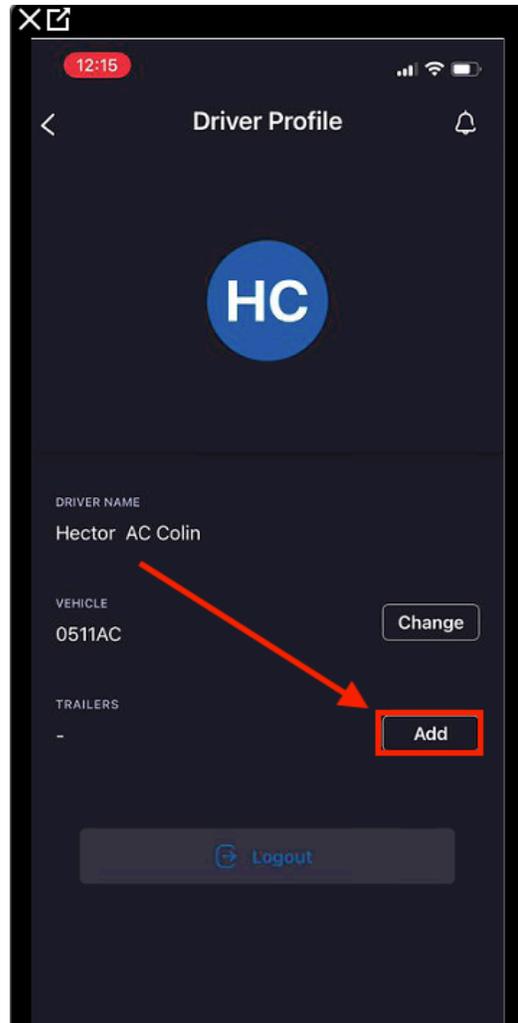
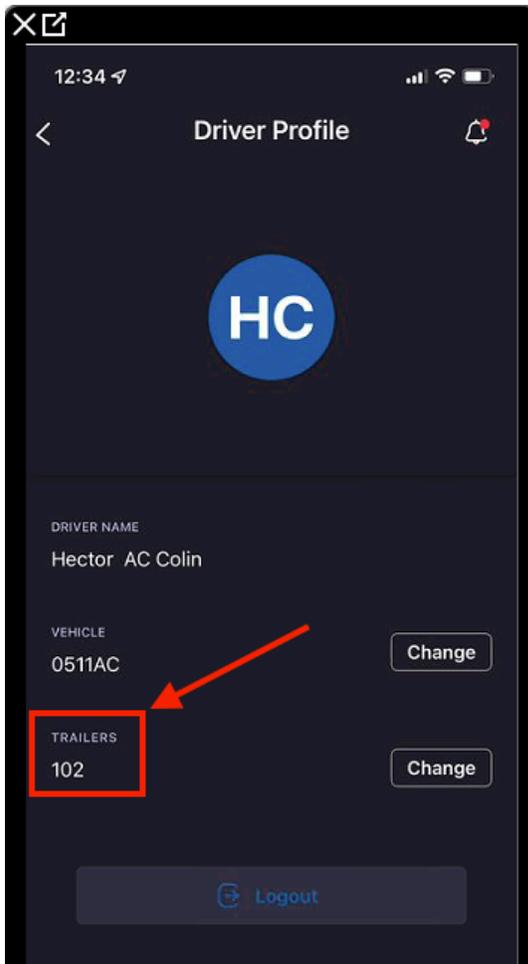
Type in the “Unit ID or the VIN Number” of the Trailer on the search bar



-Once the Unit Number is located, select the confirmed trailer number and VIN reflected to assign.



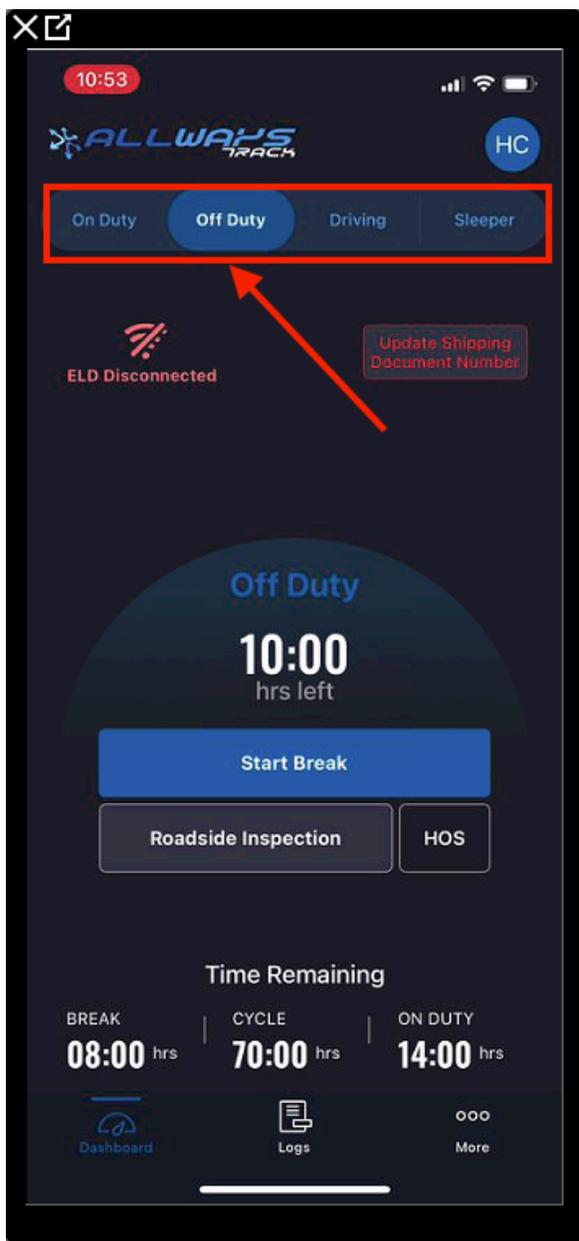
-When the Unit # and VIN is confirmed and correct, the Trailer number should reflect as assigned.



5. Changing Status and their Features.

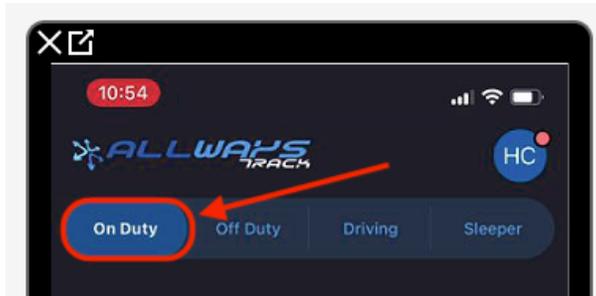
-On the main screen of the Driver's App, the following Driver's status will reflect accessible to select.

- ON Duty Not Driving
- OFF Duty
- Driving
- Sleeper Berth



-ON DUTY Not Driving and Yard Movement

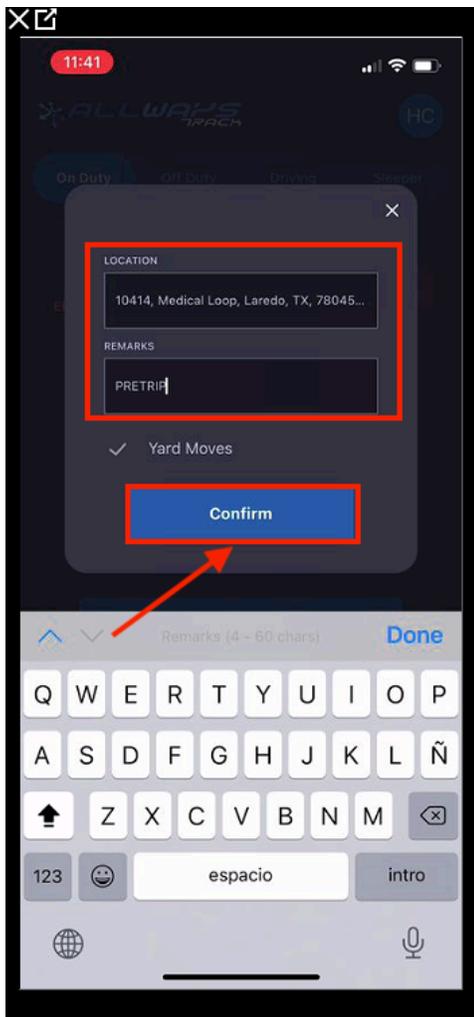
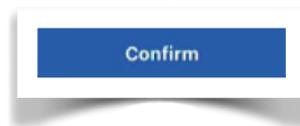
-Select "On Duty" button when required.



-Confirm that the Location is correct, and Add the Remark required,

Example: *Pre-trip, Fuel, DOT Inspection, Loading, Unloading, etc....*

-Then Select the "Confirm" Button



-When required to proceed on a “YARD MOVEMENT”.

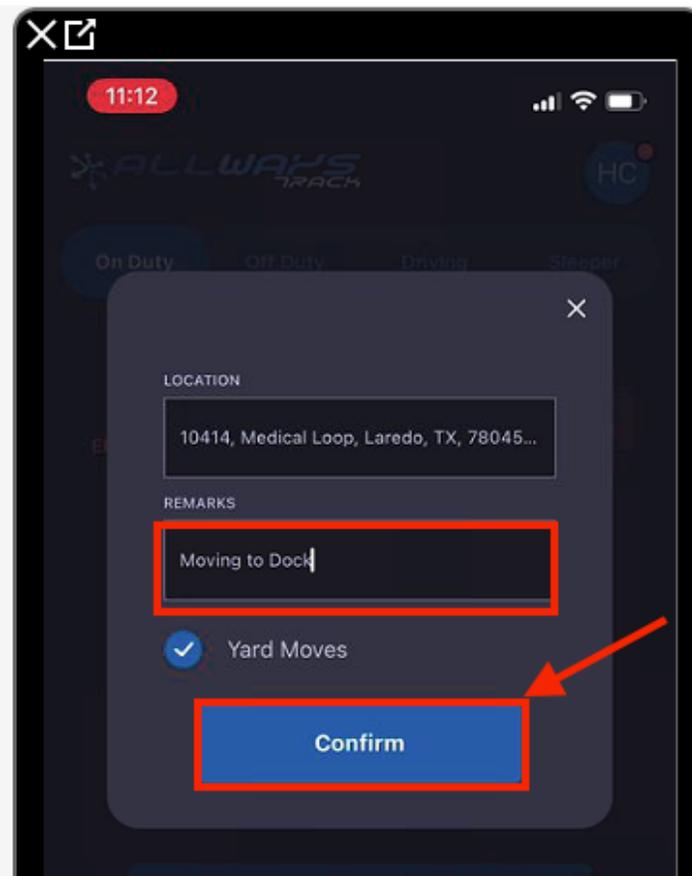
When selecting the “On Duty” button, the option for YM will be available to select.

(The Yard Movement feature is to be used while moving the truck in Shippers or Receivers yards towards Docks or Doors, Fuel Truck Stop. Etc....)

-Confirm that the Location is correct,

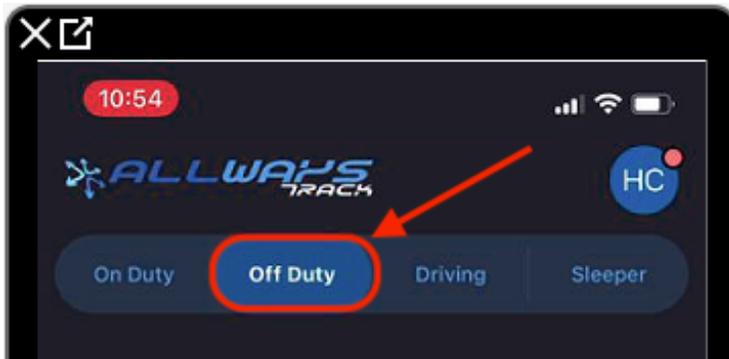
-Add a Remark of why you are applying a “Yard Movement”

-Select the “Confirm” Button



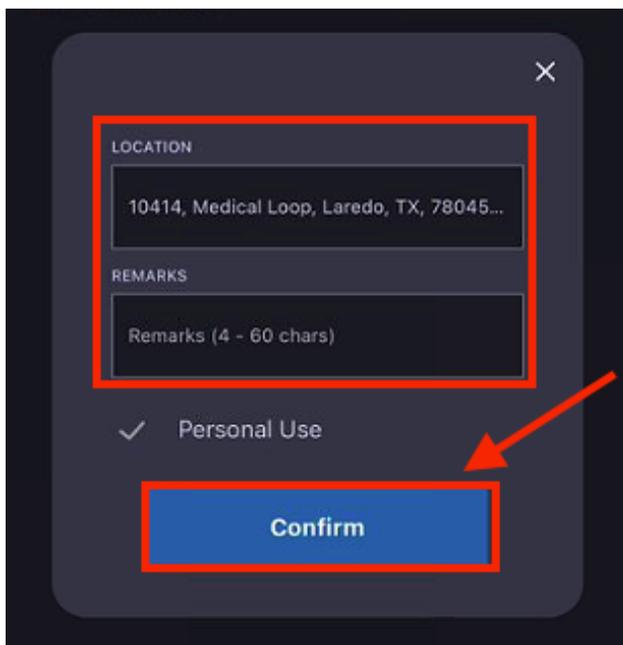
-OFF Duty Status and Personal Conveyance

-Select "OFF Duty" When Required



-Confirm that the Location is correct, and Add the Remark required,

-Then Select the "Confirm" Button.



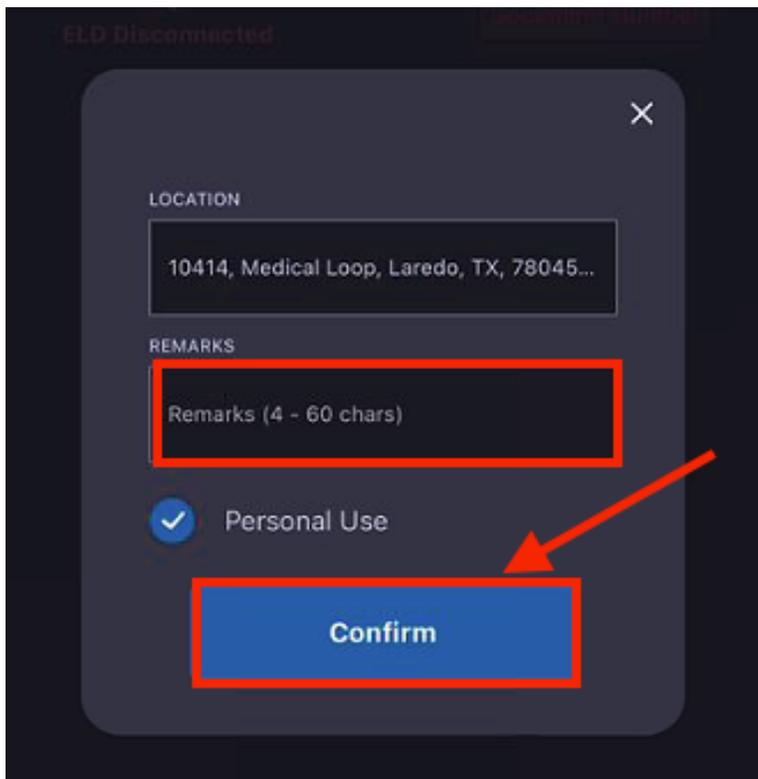
-When required to proceed on a “Personal Use”.

When selecting the “OFF Duty” button, the option for PC will be available to select.

-Confirm that the Location is correct,

-Add a Remark of why you are applying a “Personal Use”

-Select the “Confirm” Button

A screenshot of a dark-themed dialog box titled "ELD Disconnected" with a close button (X) in the top right corner. The dialog contains a "LOCATION" field with the text "10414, Medical Loop, Laredo, TX, 78045...". Below it is a "REMARKS" field with the placeholder text "Remarks (4 - 60 chars)". Under the remarks field, there is a radio button with a checkmark and the label "Personal Use". At the bottom of the dialog is a blue "Confirm" button. Red rectangular boxes highlight the "REMARKS" field, the "Personal Use" radio button, and the "Confirm" button. A red arrow points from the "REMARKS" field towards the "Confirm" button.

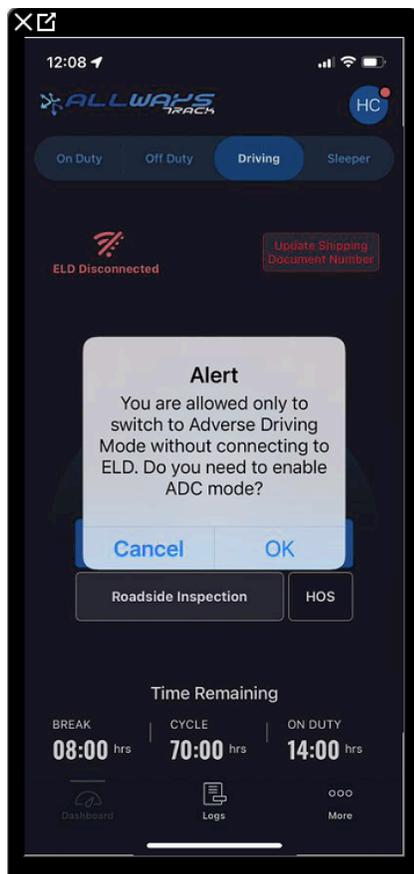
-DRIVING Status and Adverse Conditions.

-Driving status should immediately activate automatically when moving the Truck.

Note: (You should NOT manually change status to Driving without connecting to ELD.)



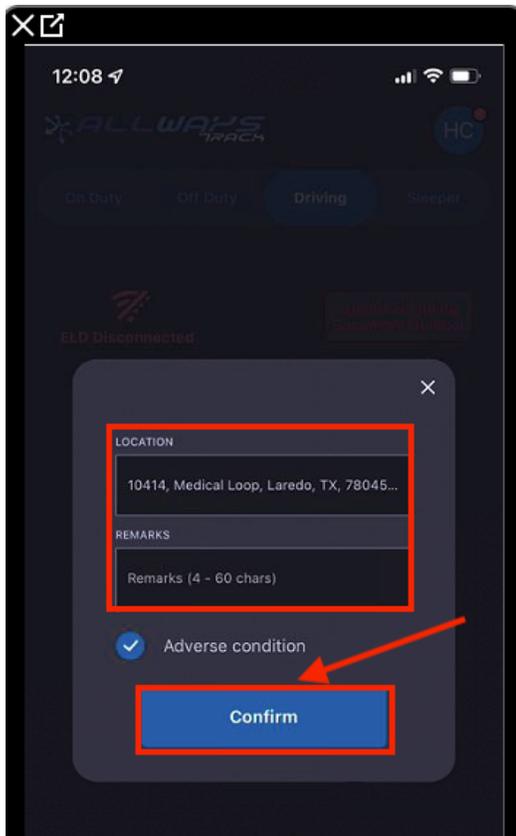
-If required to change status to Driving manually without connecting to ELD because the GPS is not in function. That is considered a ELD malfunction and the Driver will have register the Driving as an “Adverse Driving Mode”. Select OK or Cancel if not authorized.



-Next confirm the Location and add a remark.

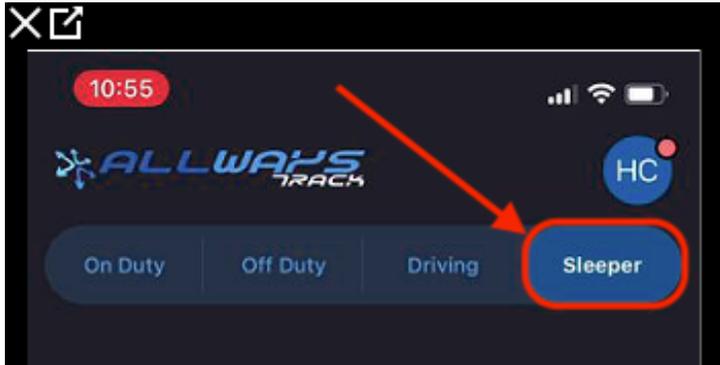
-Make sure the “Adverse Condition”, is selected.

-Then select on the confirm button.



-SLEEPER BERTH

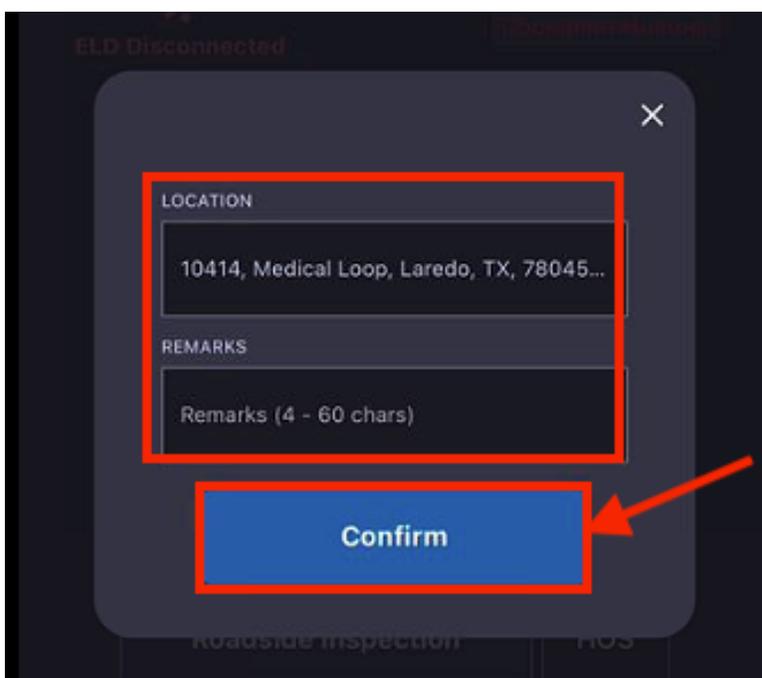
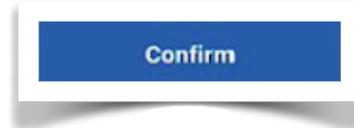
-Select "Sleeper Berth", when required.....



-Confirm the Location to be correct.

-Add a Remark if required

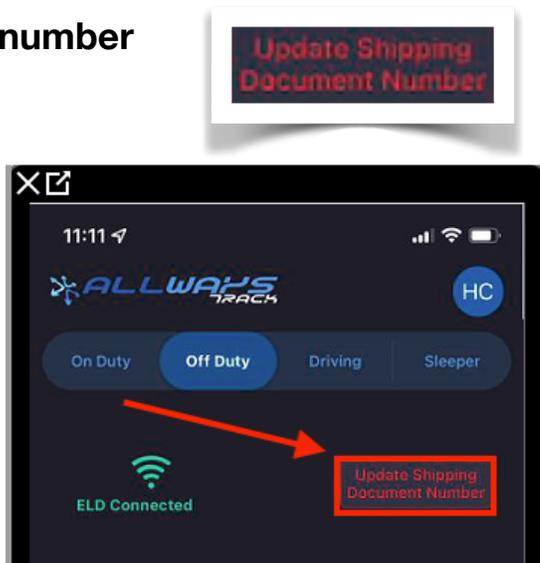
-Then select the Confirm button



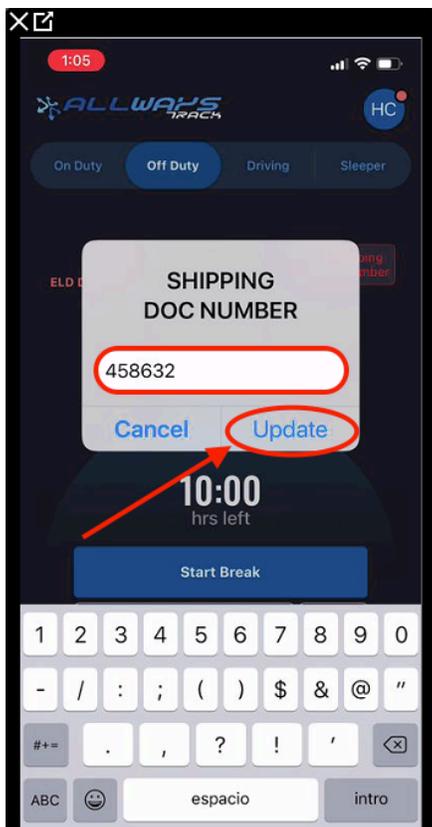
6. ADDING the “Shipping Document Number” (BOL) .

-On the main screen of the App,

select the “Update Shipping Document Number” to add the BOL number

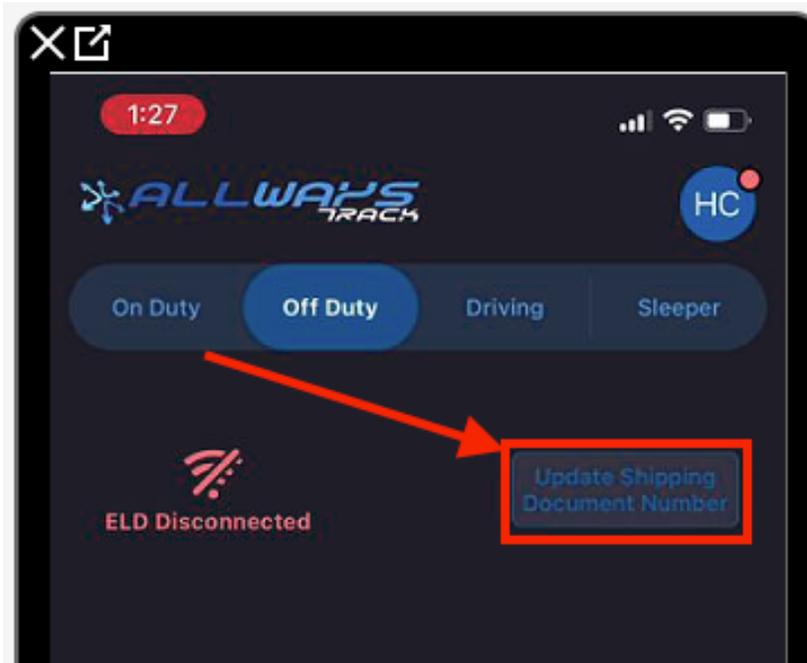


-Type in the SHIPPING DOC NUMBER (BOL), and select “Update”....



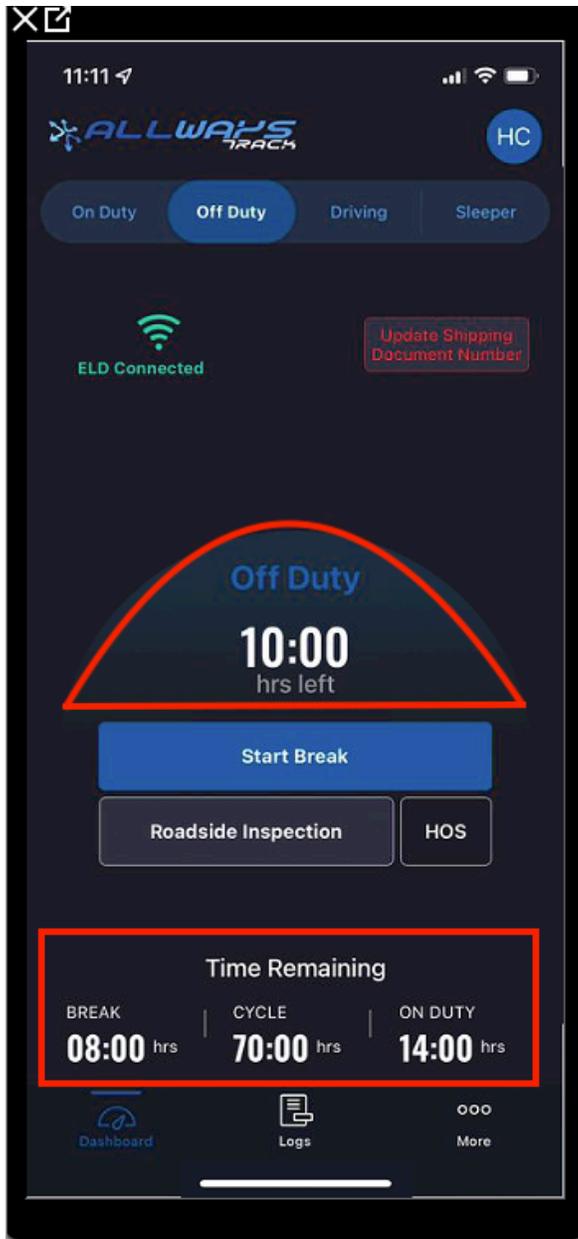
-Once the “Shipping Document Number” is added.

The selected Botton will turn into Blue lettering, confirming that there is a BOL number uploaded.



7. HOURS of Service Indicator

-On the main screen of the App. The Drivers can view the HOS they have available for their next shift, and HOS remaining after departure according to their cycle.

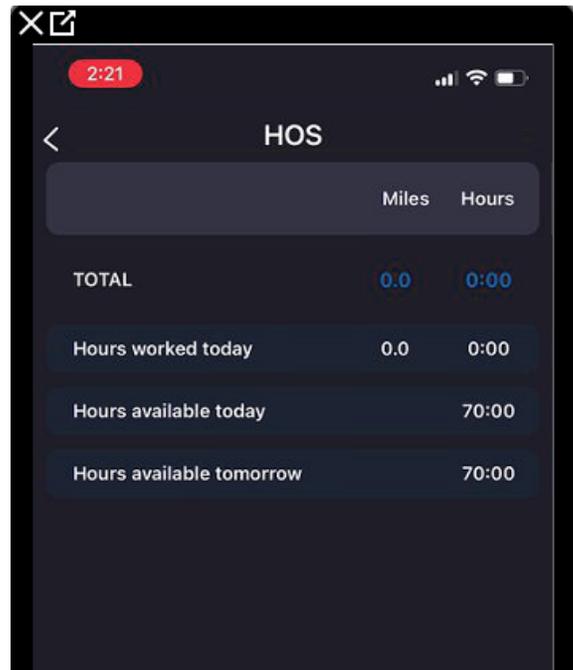
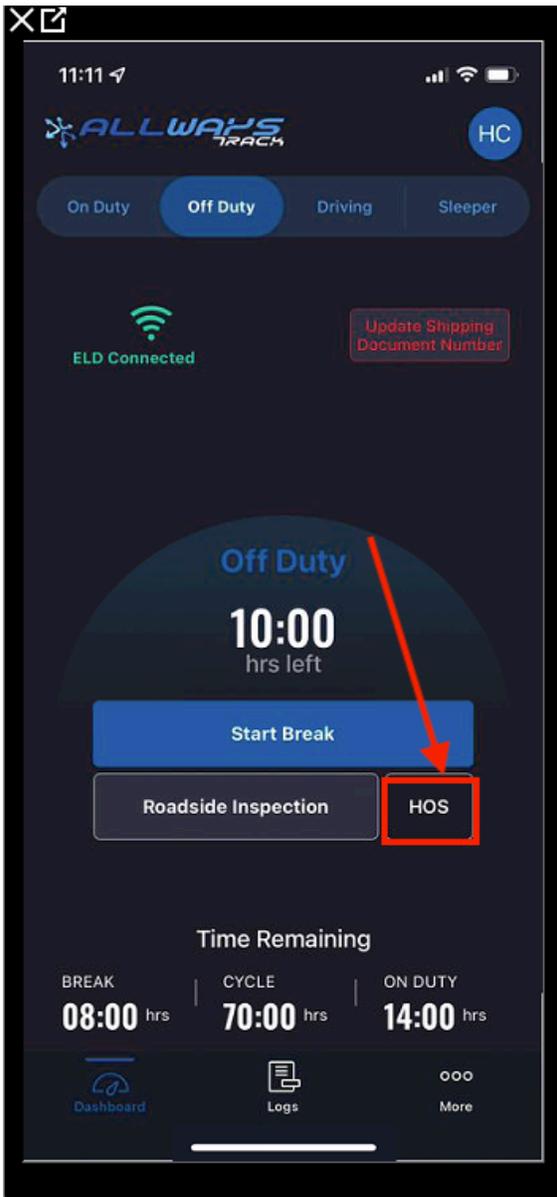


-Also the Driver has access to select the “HOS” button



-Once they select the HOS button they can view their:

- Total Miles and Hours
- Hours worked today.
- Hours available today.
- Hours available tomorrow.

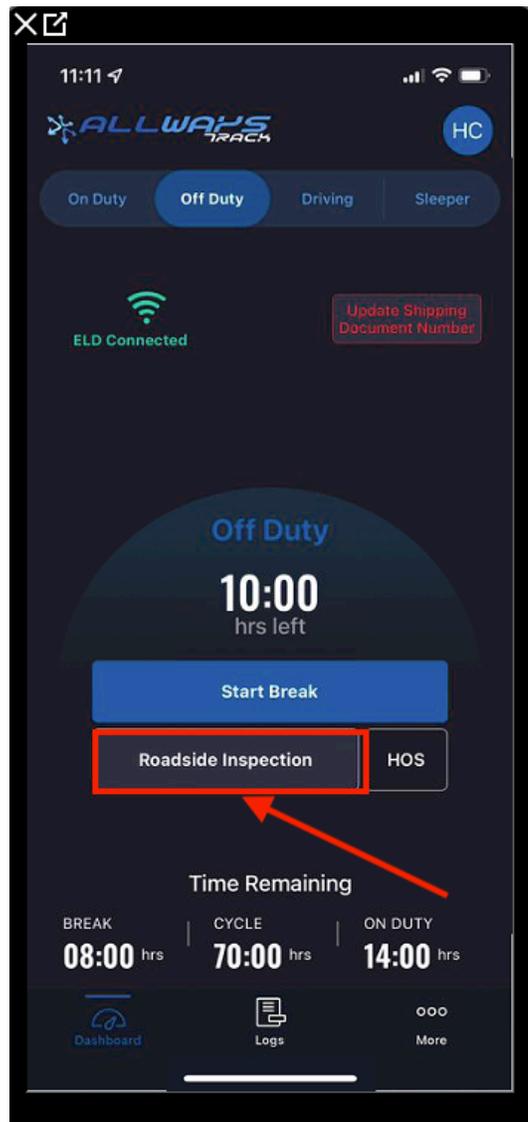
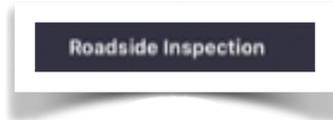


8. ROADSIDE Inspection..

-When Driver is detained for a DOT/Officer Inspection. Either in a Weight Scale Station, or a RoadSide Inspection when pulled over by an Officer.

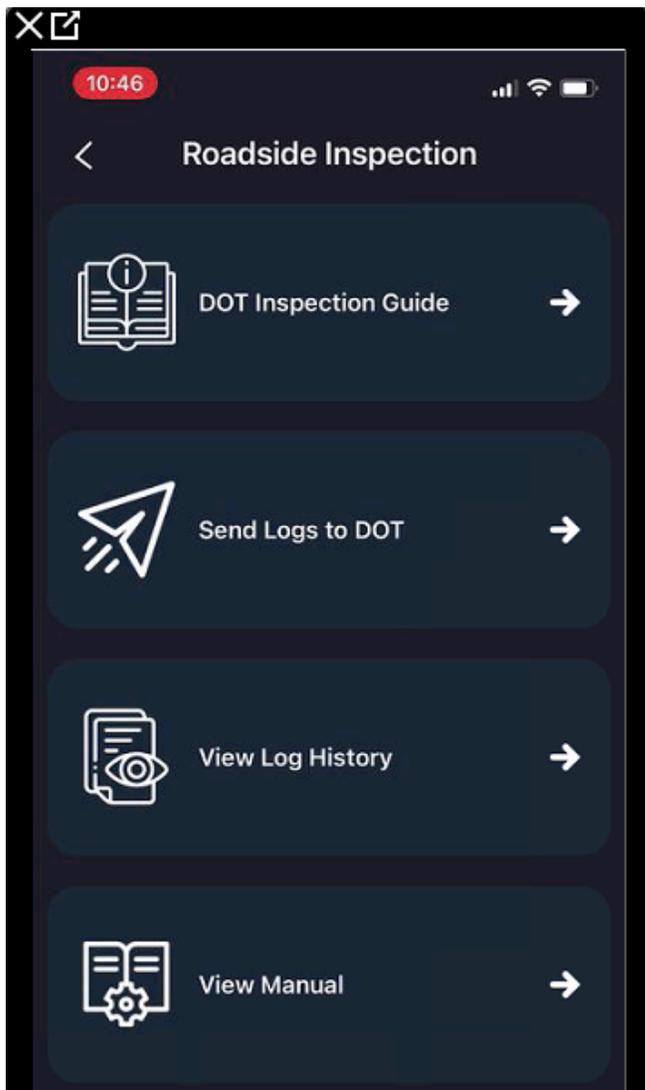
On the main App Screen, the Driver has access to select a

“Roadside Inspection” button for the Officer’s use



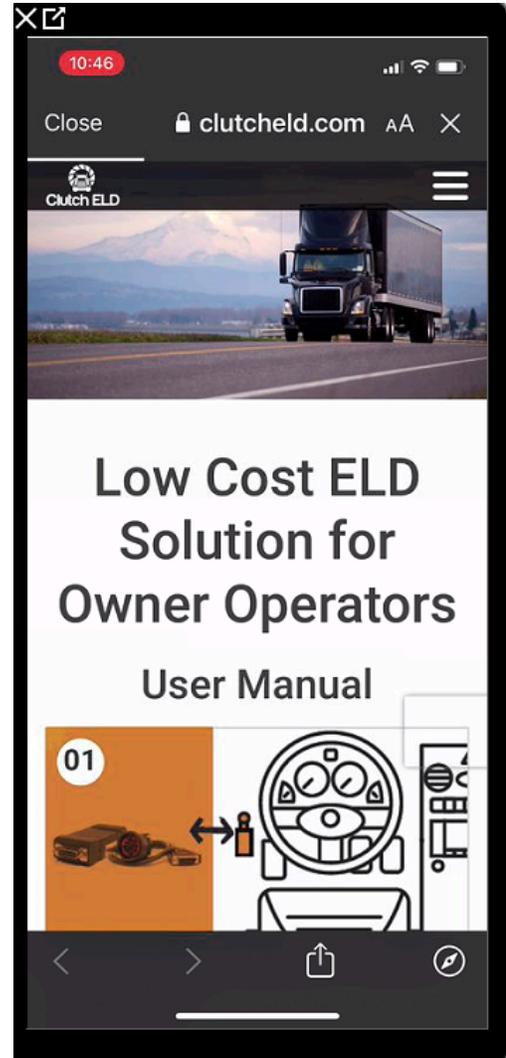
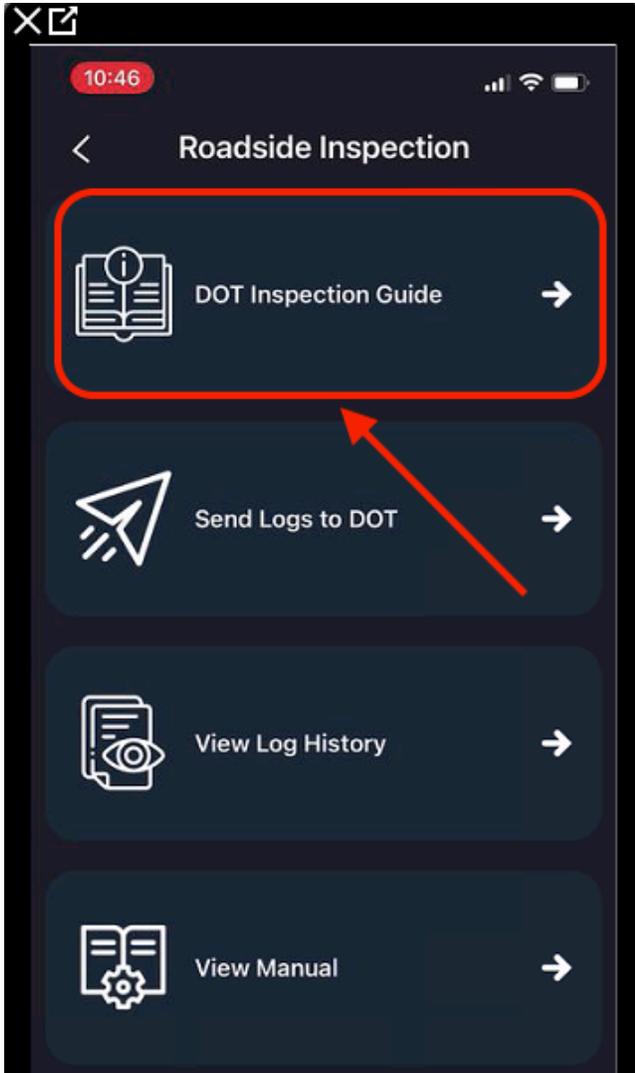
-Once the “Roadside Inspection” button is selected, the Driver or the Officer will have access to the following selections.

- DOT Inspection Guide
- Send Logs to DOT
- View Log History
- View Manual



-Roadside Inspection selections and their features

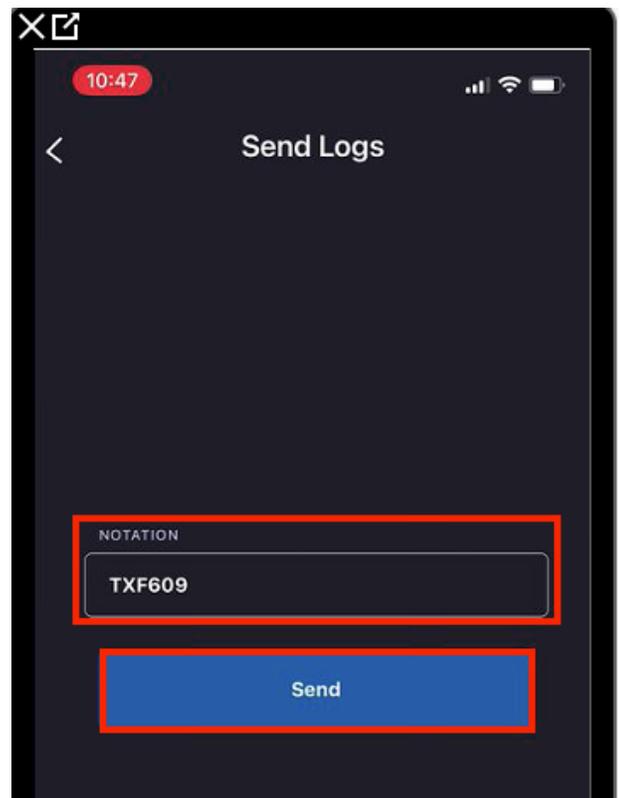
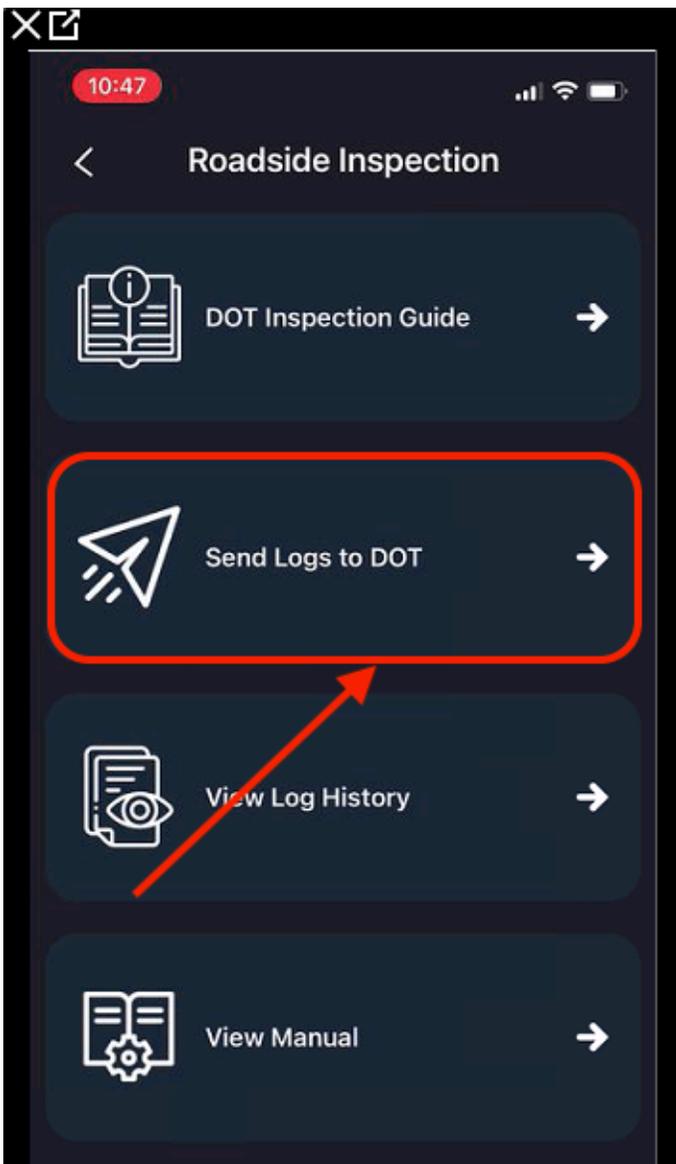
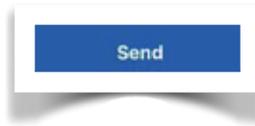
-Select “DOT Inspection Guide” to view the Officer Instruction Manual on how to operate the App for their required use only.



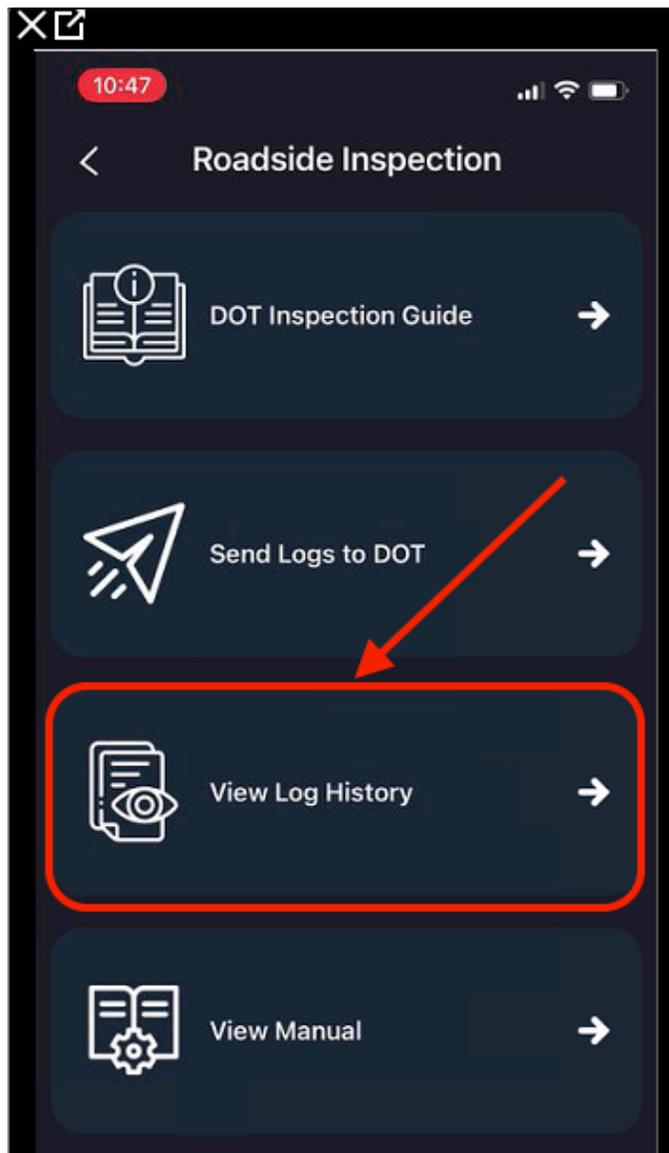
-Select **"Send Logs to DOT"** to send the past 7-8 day E-Logs to the DOT Officer through the App.

-Once the button is selected, either the Driver to the Officer will Type in the Officer's Batch or Account access number on the "Notation" square area.

Then click on the SEND Button

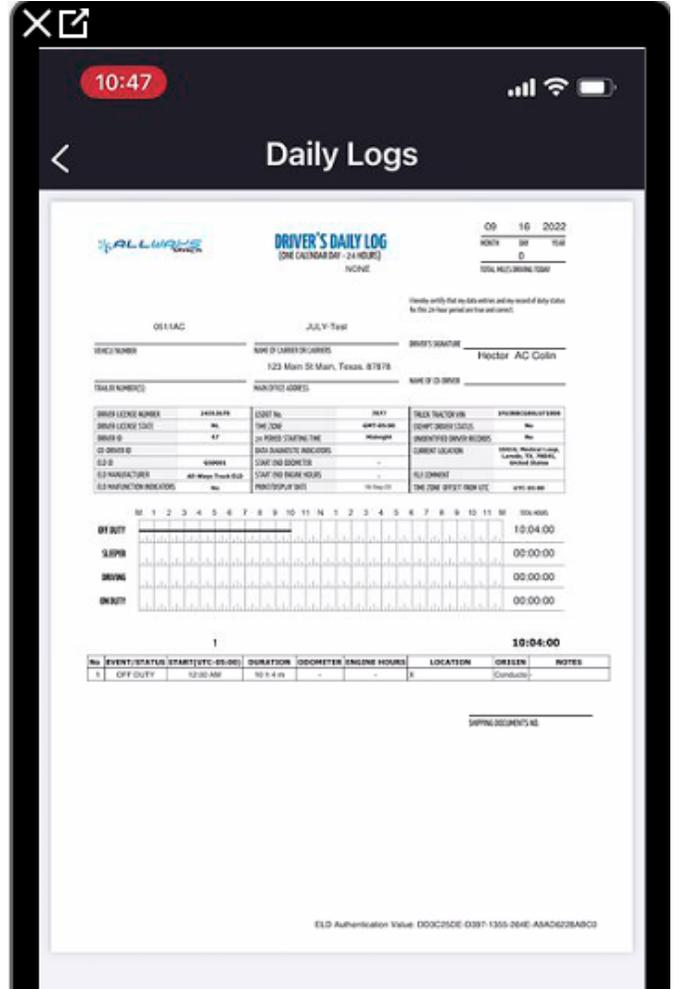
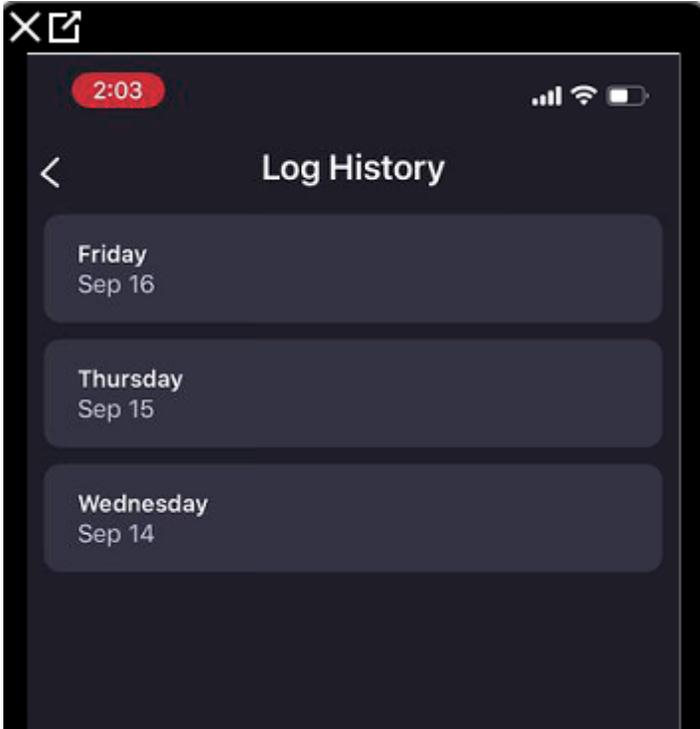


Select the “View Log History” option to view the Driver’s past registered E-Logs



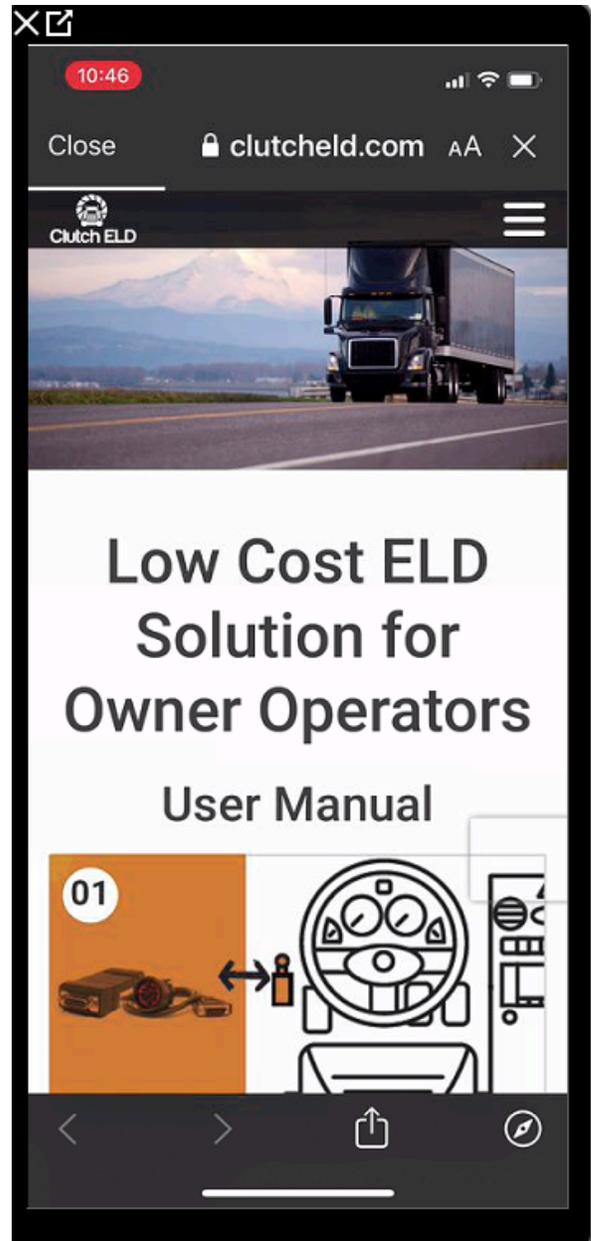
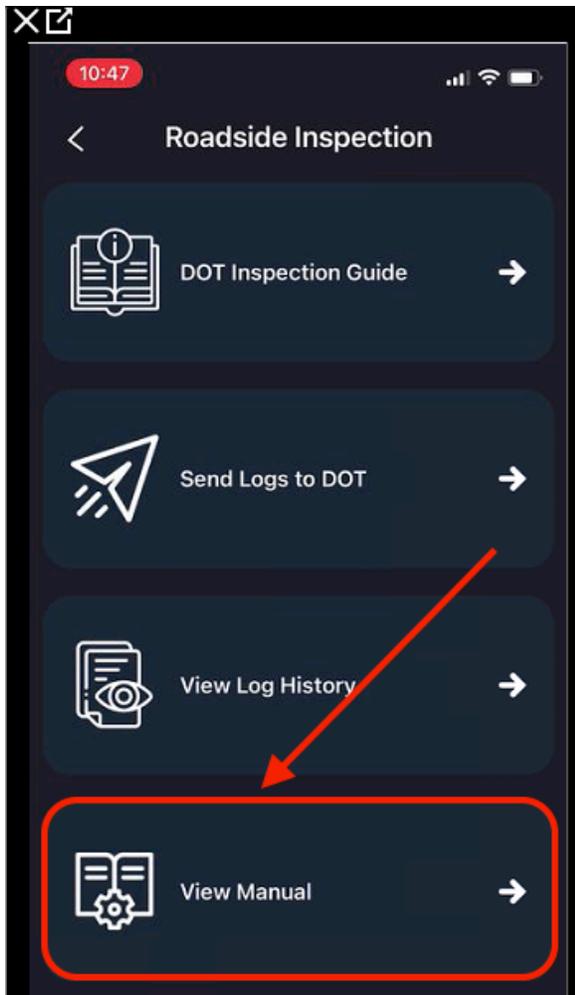
-Once the “View Log History” is selected. The past Log History listed by dates will reflect.

-Select any day desired to view the Registered Logs.



-Select “View Manual”, to review the ELD procedure manual.

-Once the option is selected the ELD manual will reflect.

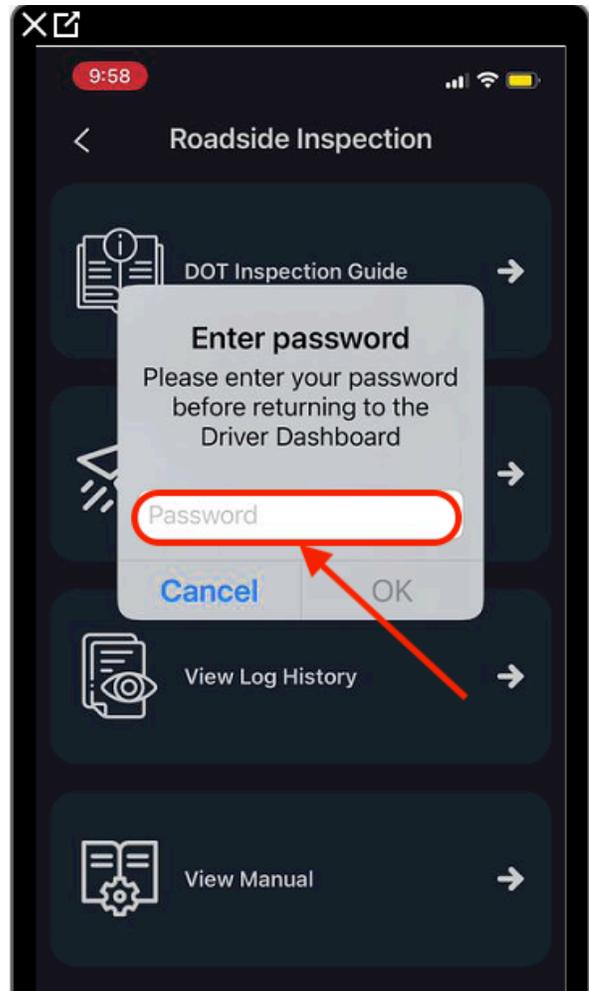
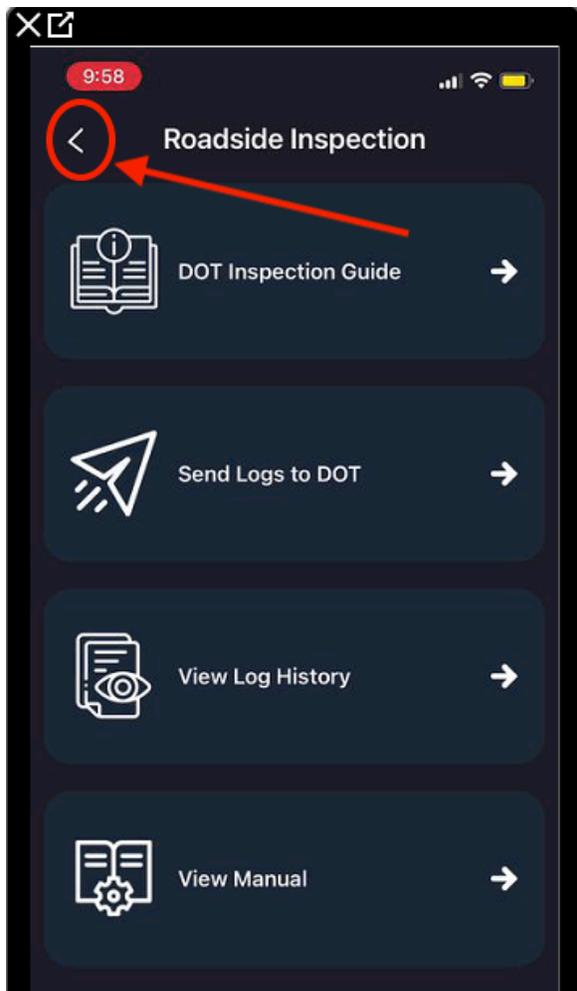


-If Driver or Officer desires to go back to the main screen after they have finished with the Roadside inspection features. They would have to select the back arrow as circled on image.

-Once the arrow is selected, an alert will reflect requesting a password to return to main screen.

(The password is the Driver's App Password provided by the Administration Department)

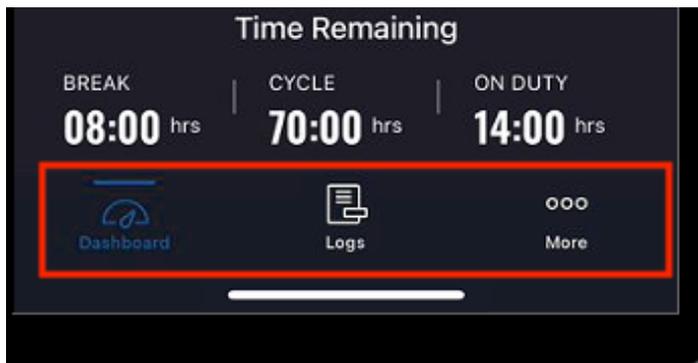
-Type the Password in, and select "OK" to proceed to the main screen....



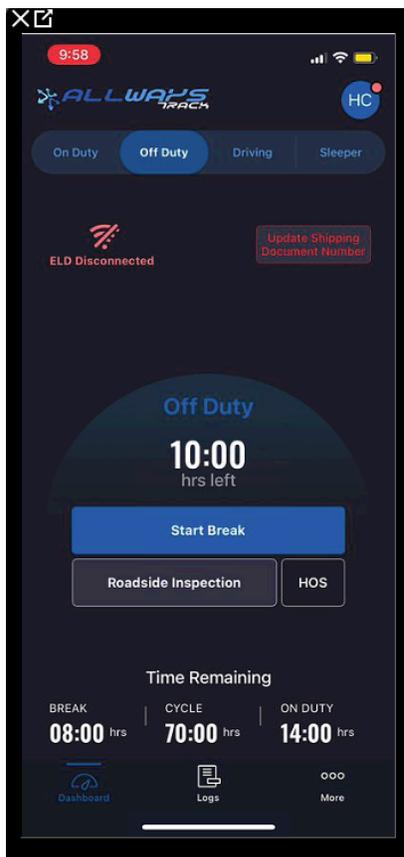
9. Additional Feature Tabs

-On the bottom of the Main Screen there are 3 tabs that feature various required functions

- DASHBOARD
- LOGS
- MORE



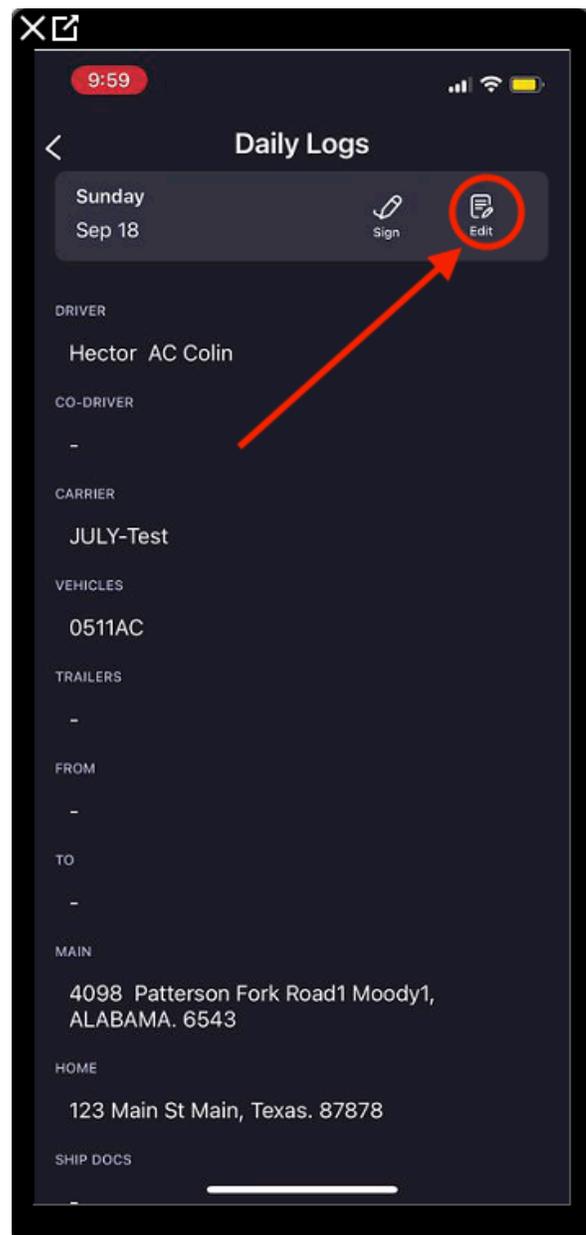
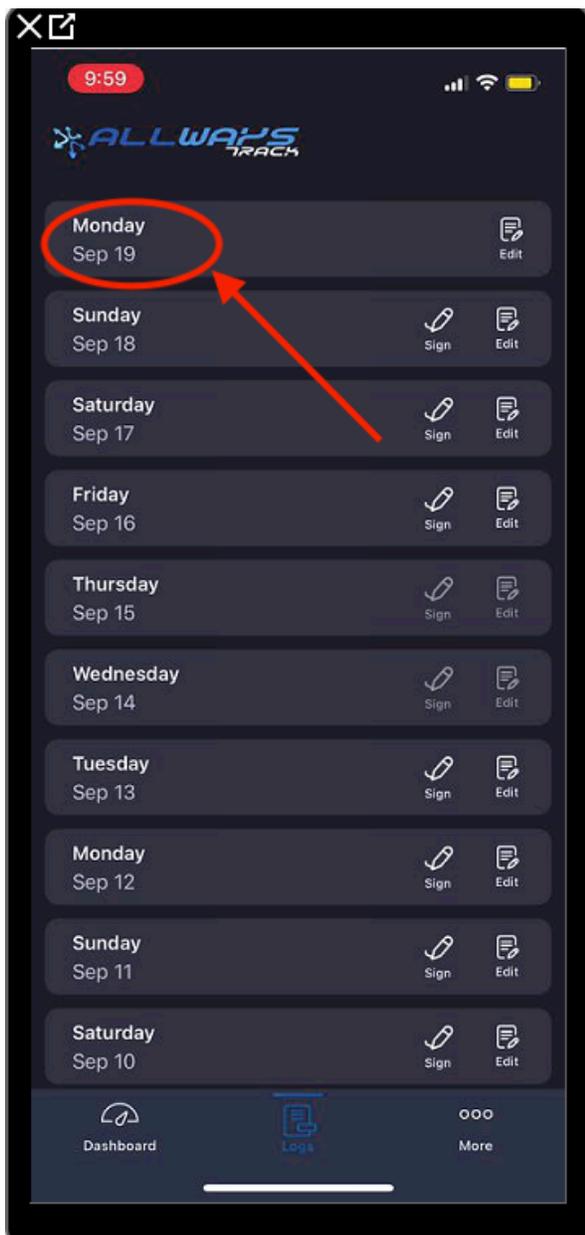
-DASHBOARD: Is the main Screen of the App



-LOGS: This Tab is where you can view your past E-Logs where you can VIEW, EDIT, and SIGN when done with shifts.

-To view an E-Log data, select the Day and Date desired.

-After confirming the Data reflected, there will be access to the “Edit” ICON to add any additional data required.

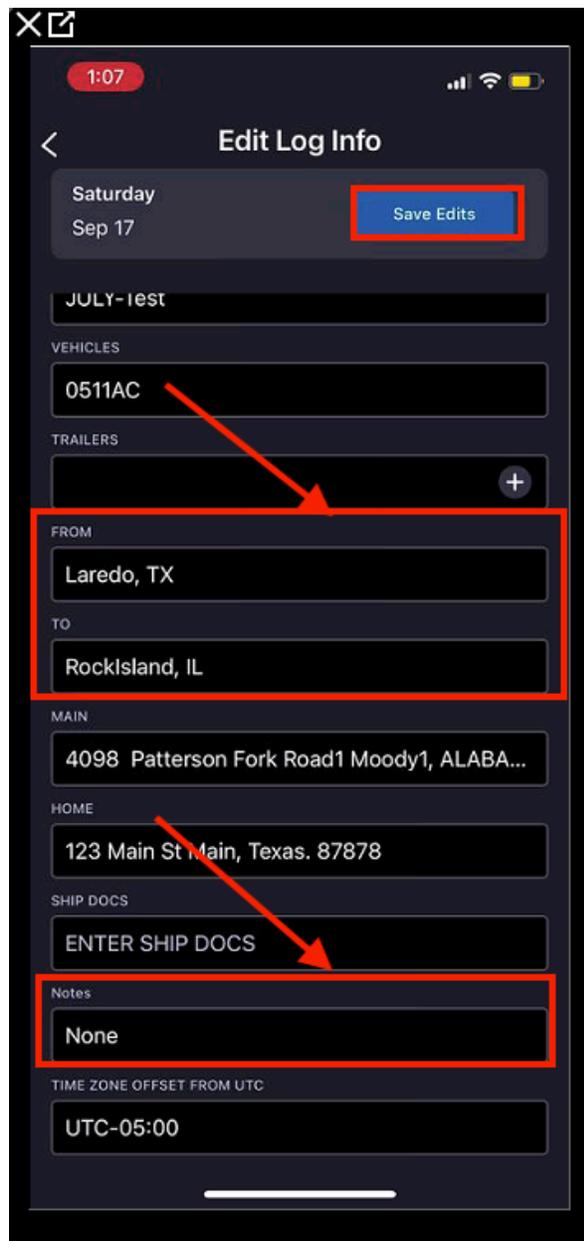


-Once the “Edit” ICON is selected, it is required by the Driver to add the City and State of the Pick up and the Delivery.

-Add City and State on the “FROM” and on the “TO” square to update....

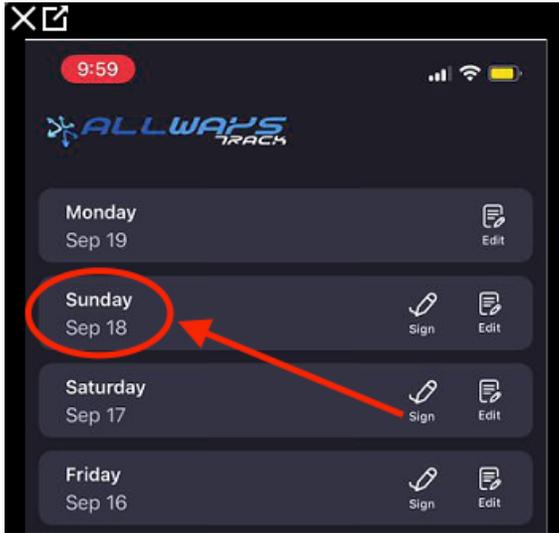
-It is also required to Add a Note of (4 to 60 Characters) in order to save the modification.

-Then select the “Save Edits” Button.

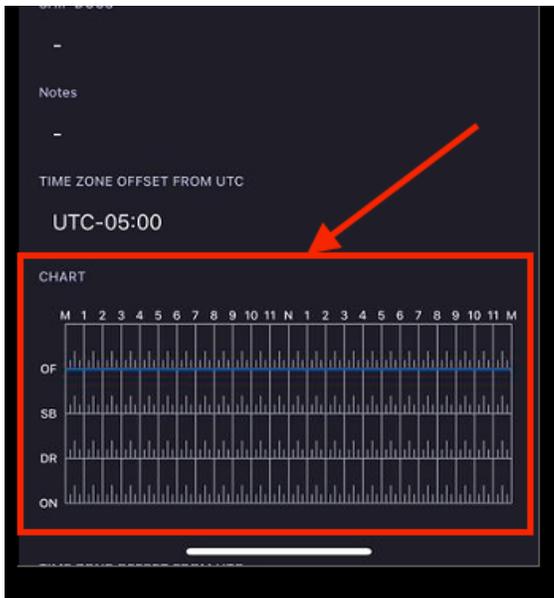


-Edit Past Logs.

-Select the Day and Date of the Log is required to Edit.



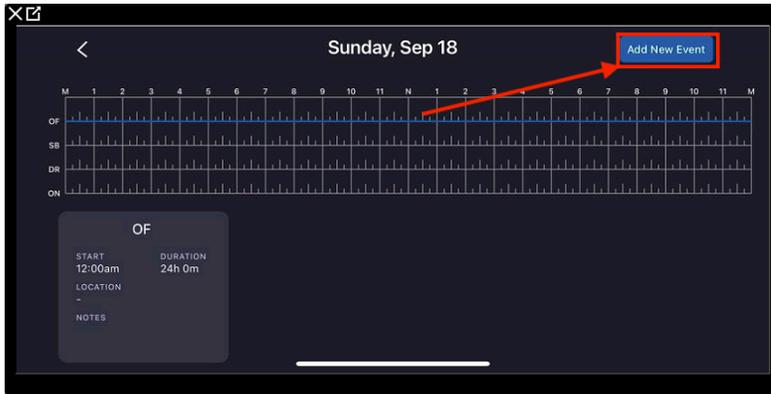
-Then scroll to the bottom of the screen and then select the "Chart" to open Log's registered data.



-Once the “Chart” is selected, the Driver can edit the Day Log by either “Add a New Event”, or edit a registered Status.

-To Add a new Event, select the “Add New Event” button

Add New Event



-Once the “Add New Event” button is selected.

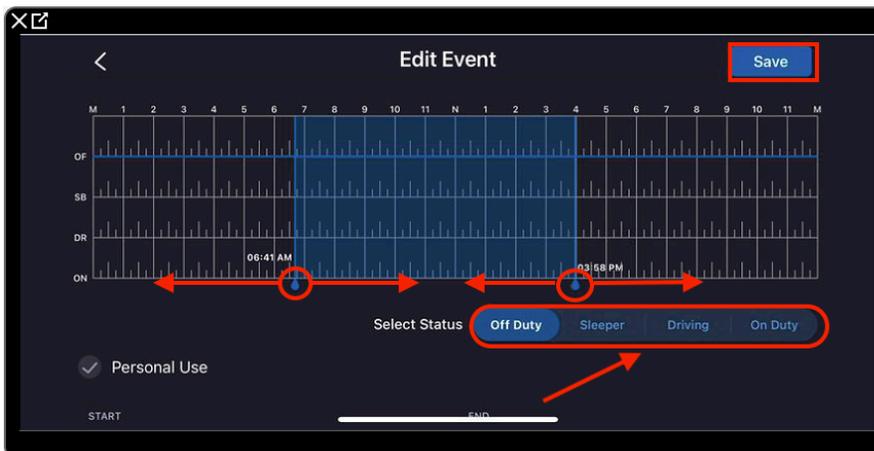
-Select the Status required on the bottom right of the chart.

-Then scroll the Status dot indicator to the left or right to register the time of the Status.

-After all has been verified and correctly registered, then click

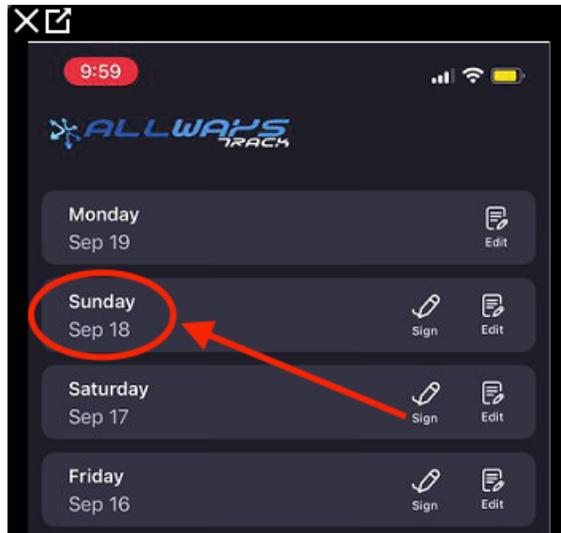
the “SAVE” button....

Save

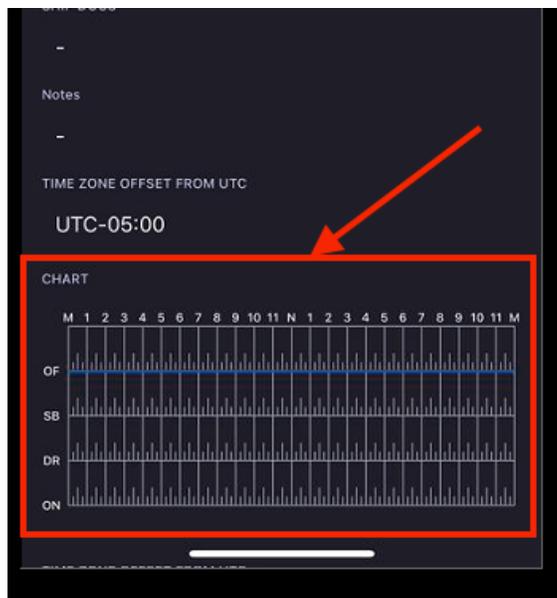


-Edit specific registered Status

-Select the Day and Date of the Log is required to Edit.

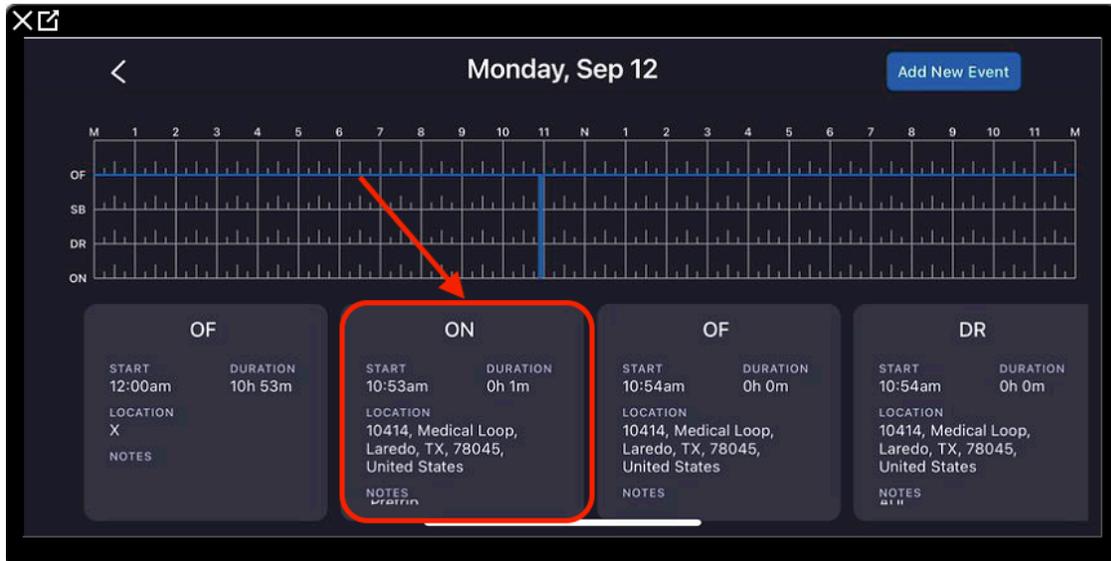


-Then scroll to the bottom of the screen and then select the “Chart” to open Log’s registered data.



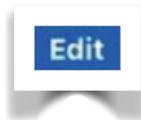
-Once the “Chart” is selected.

-Confirm which Status registered is required to edit, then select the Status square..



-Once the Status square is selected the “Edit” button will reflect.

-Select the “Edit Button



-Once the “Edit” button is selected.

-Select the Status required on the bottom right of the chart.

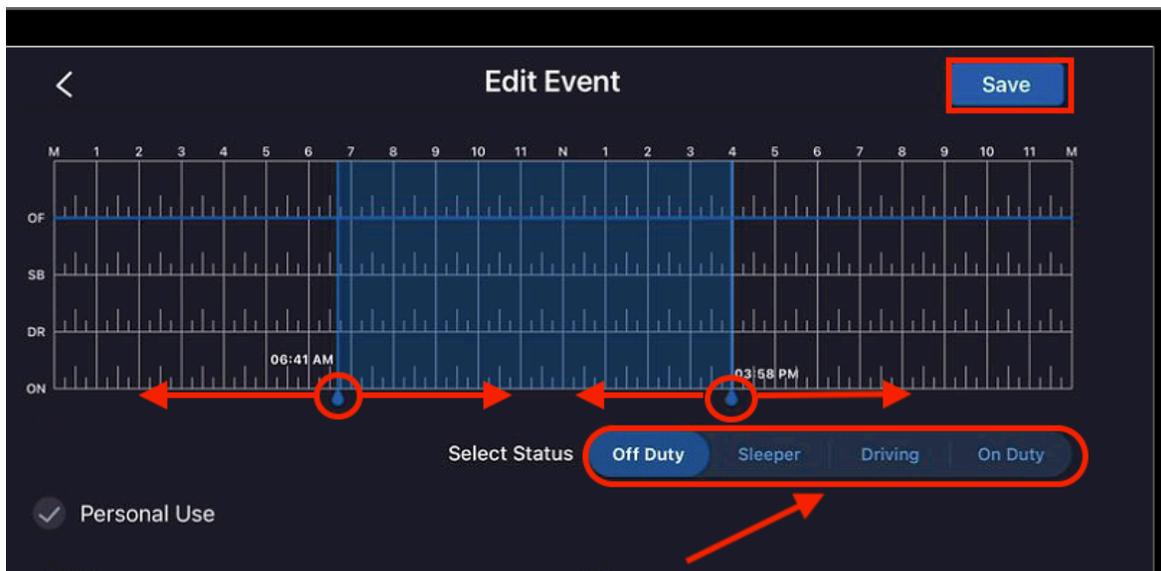
-Then scroll the Status dot indicator to the left or right to register the time of the Status.

-After all has been verified and correctly registered, then click

the “SAVE” button....

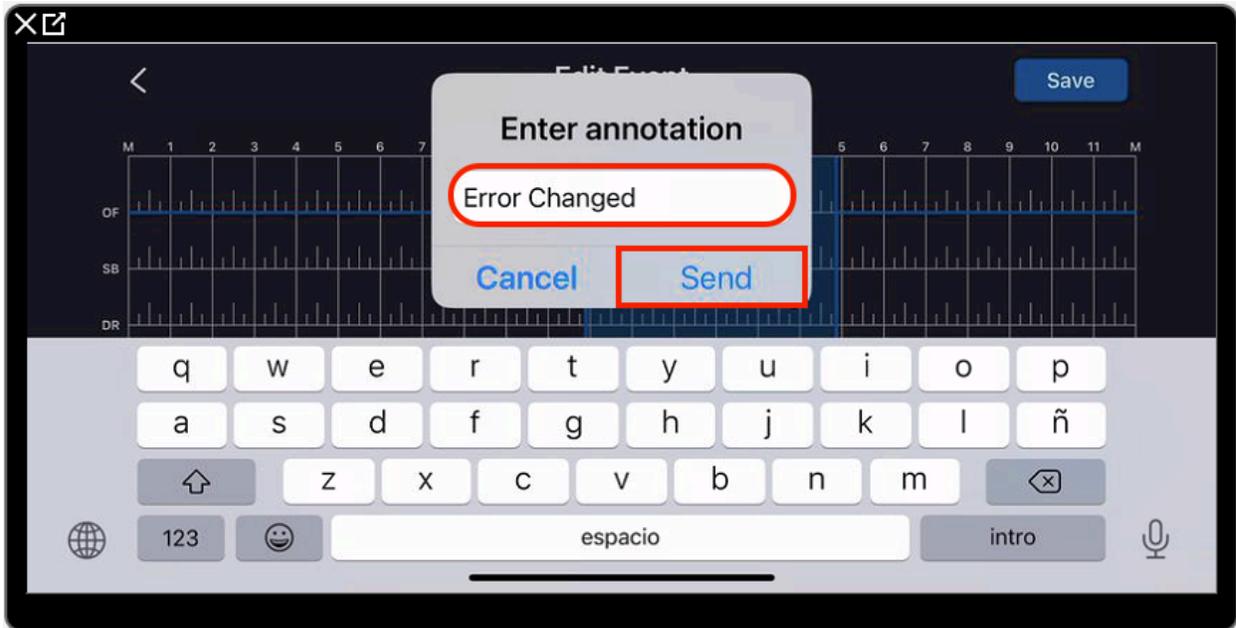


Note: If the Log has been signed by the Driver, the Log or Status will not have access to edit



-After editing the event, the app will reflect an alert requesting to enter annotation explaining the reason why the change was made.

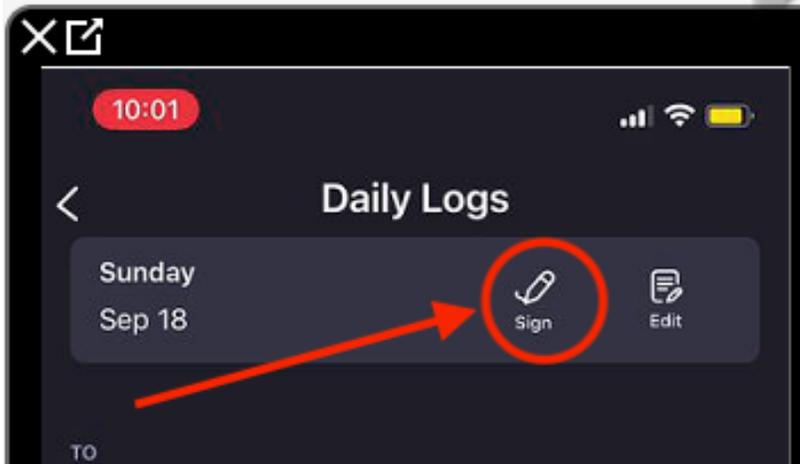
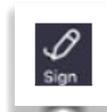
-Once the annotation has been entered, then select “Send”.



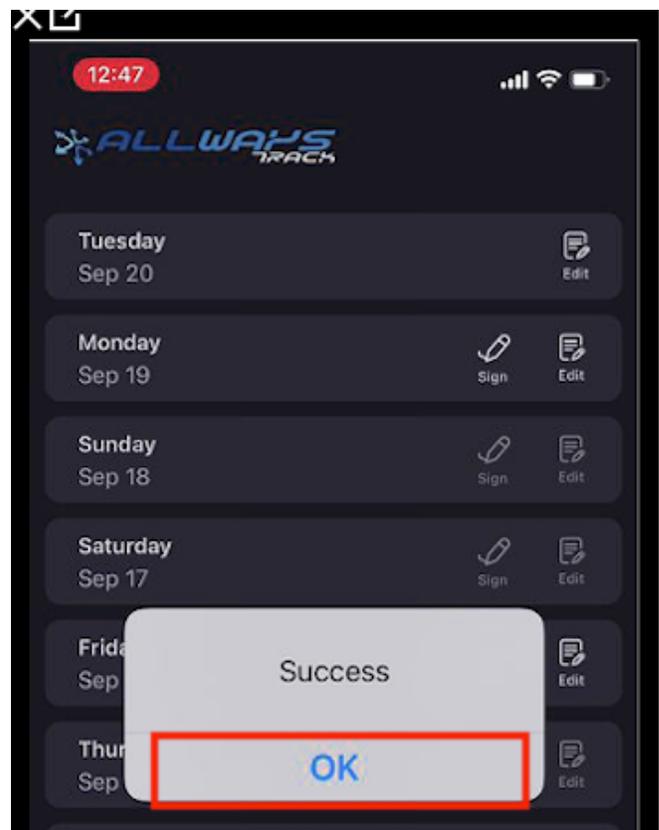
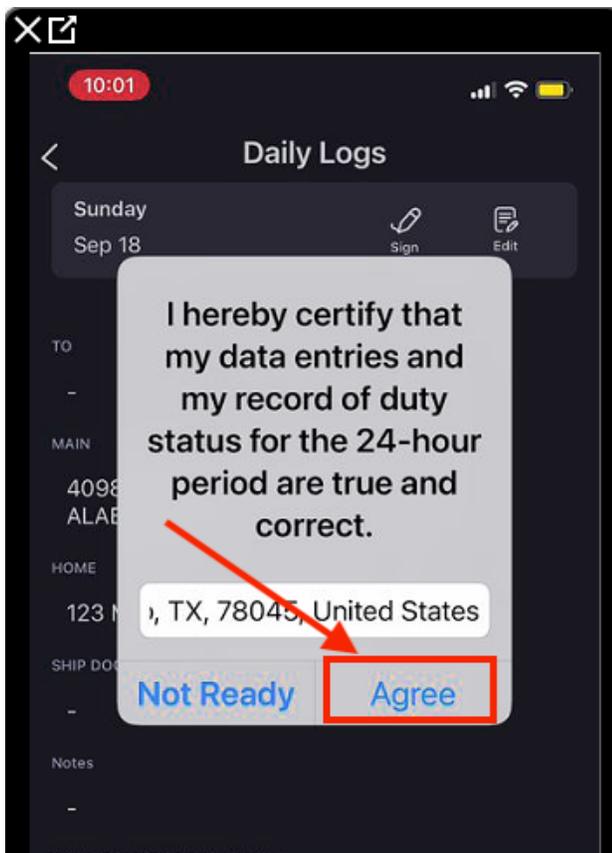
-SIGN Current or Past Day Logs.

-Review the current or past Days that require to be signed by the Driver.

-Once confirmed select the “Sign” ICON

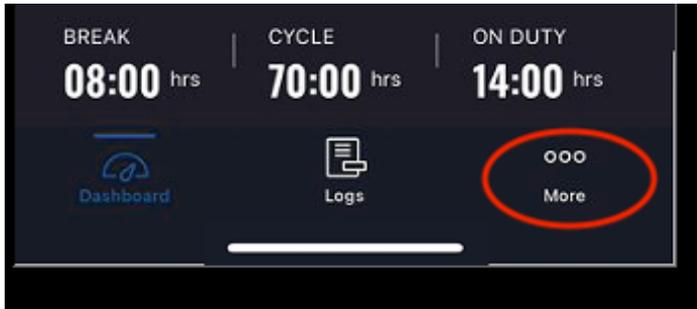


-After confirming select “Agree” to certify that all records registered are correct. Once the “Success” alert reflects, select “OK”



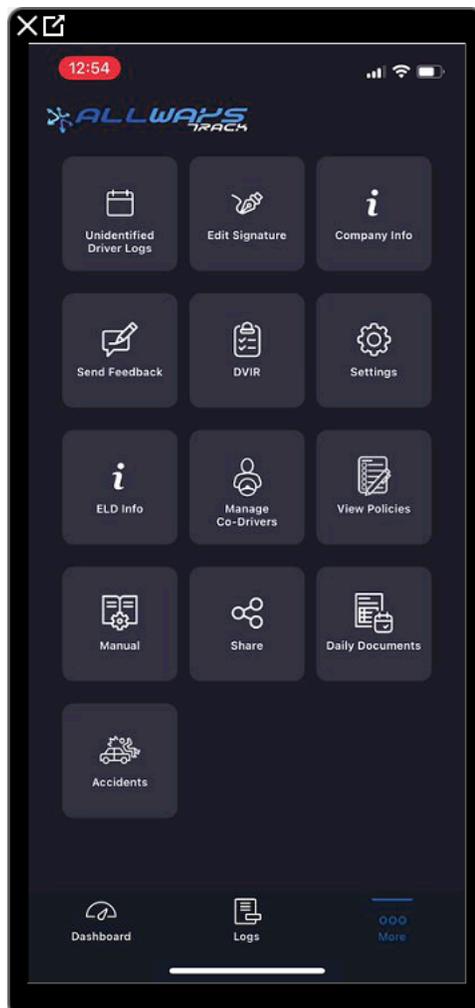
-MORE: On this tab is where most of the additional features can be found for Information or editing data.

-Select the MORE Tab.



-Once selecting the “MORE” Tab.

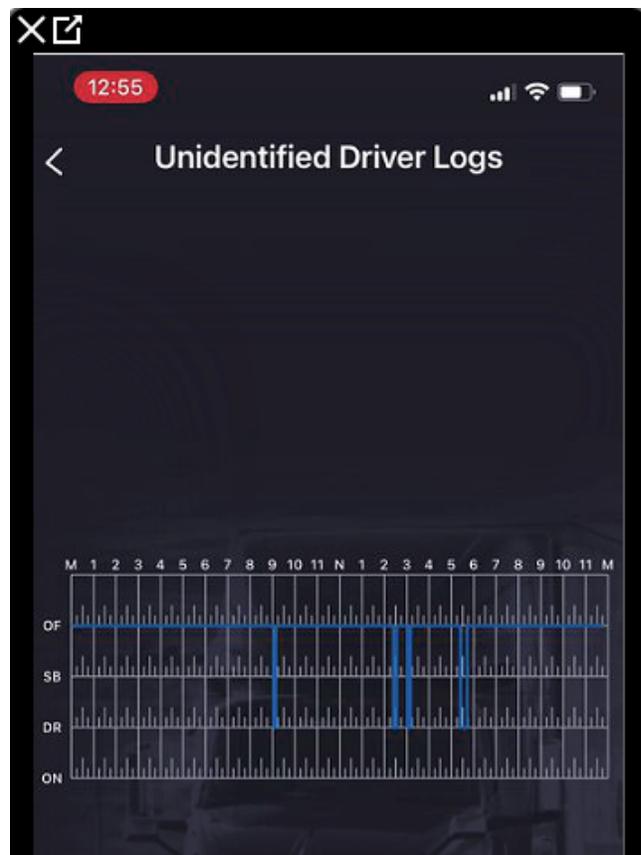
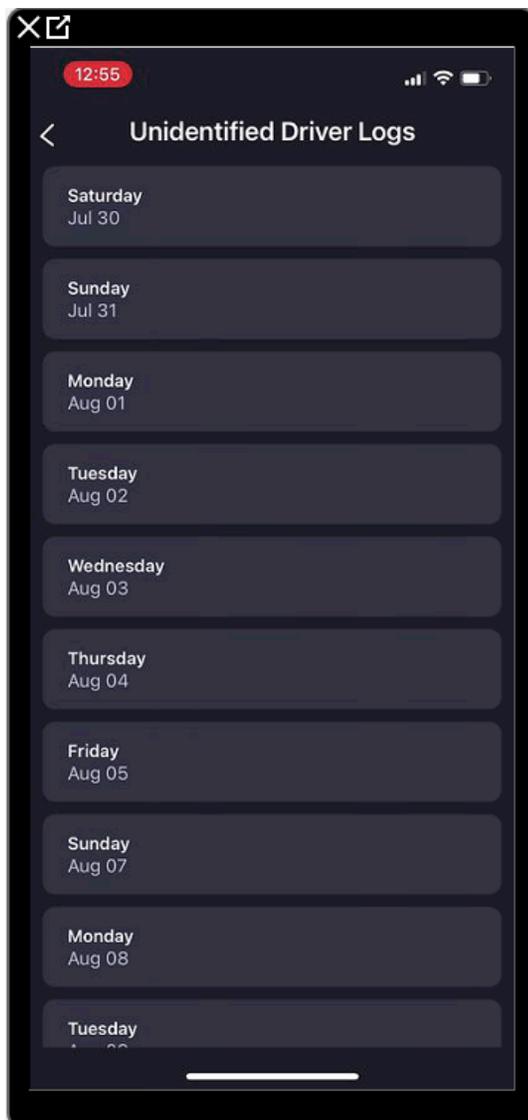
-The Driver will have access to various features to view or edit data when required.



-Unidentified Driver Logs: This feature will reflect any movement that was not assigned to a load or the Driver.



-After selecting the feature, the Days and Dates will reflect for the Driver can select and view the Unassigned Driving Time on the Log Charts



-Edit Signature: This feature is to change the current Driver Signature

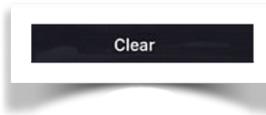


-After selecting the feature. The current Driver signature will reflect.

-If desired to change select the “Edit Signature” Button



-Select the “Clear” Button



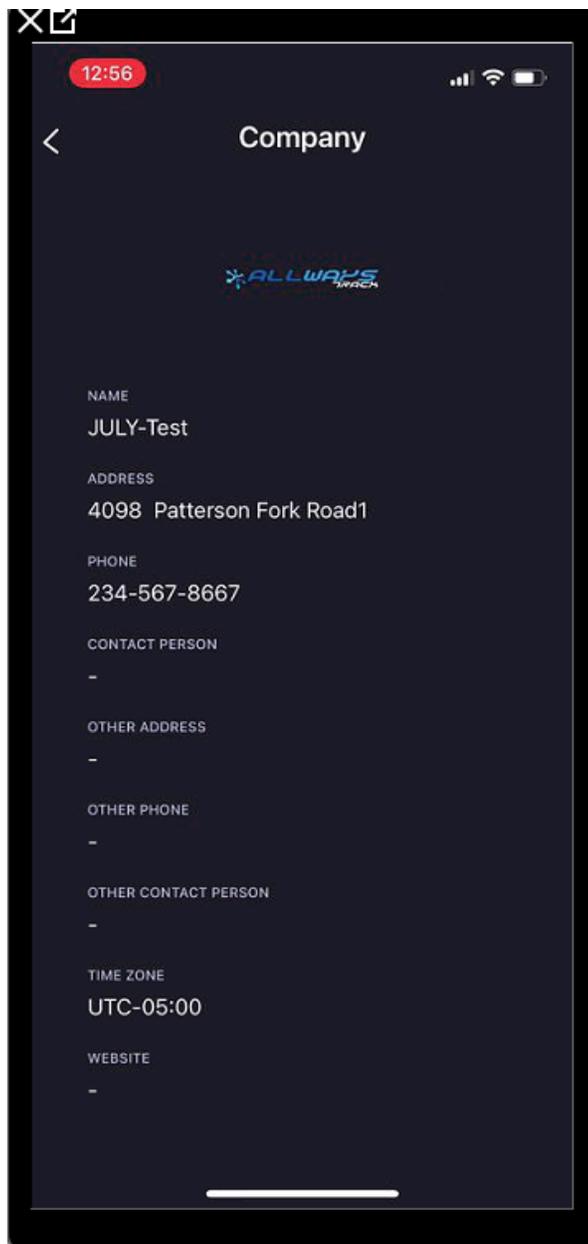
-Then sign on the white area, and select “SAVE”



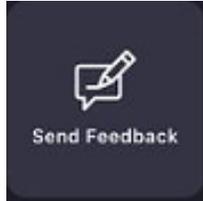
-Company Info: This feature is to view the company information



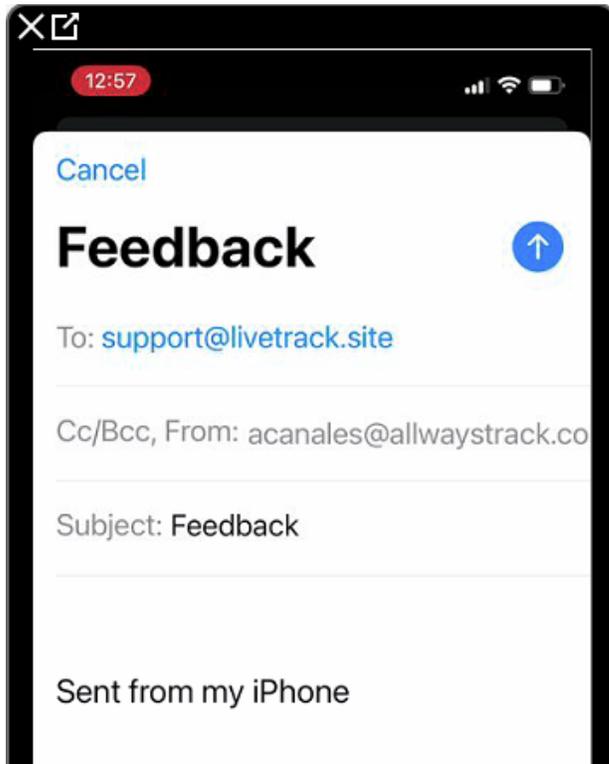
-After selecting the feature, the Company Information, Contact, etc.....



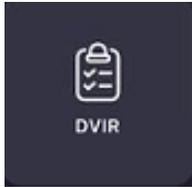
-Send Feedback: This feature is where a Driver can send any feedback of the App or any remarks they desire to communicate.



-After selecting the Feature, the Driver will have access to send an E-Mail body to the Administration Department

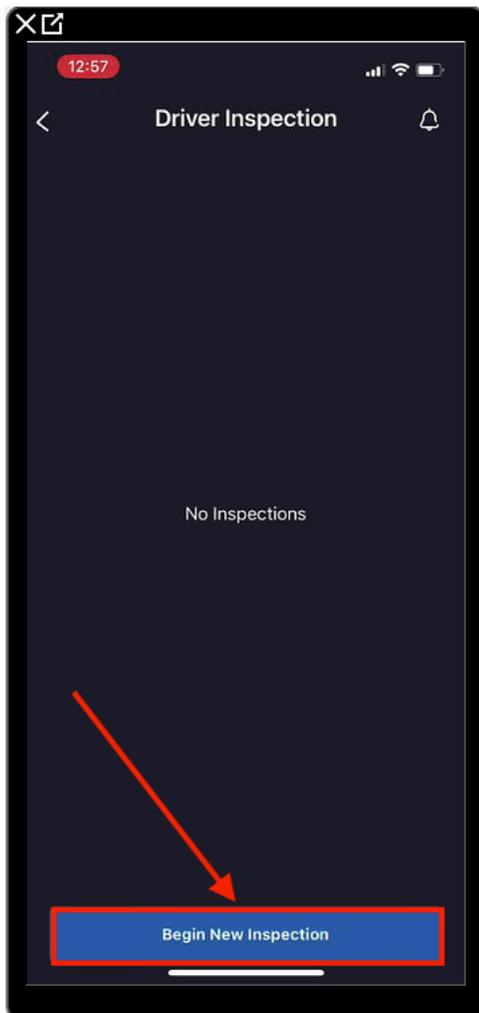


-DVIR: This feature is where the Driver has to register their “Driver Vehicle Inspection Report”. Drivers are required to register and certify a DVIR before each shift or during a Pre-Trip.



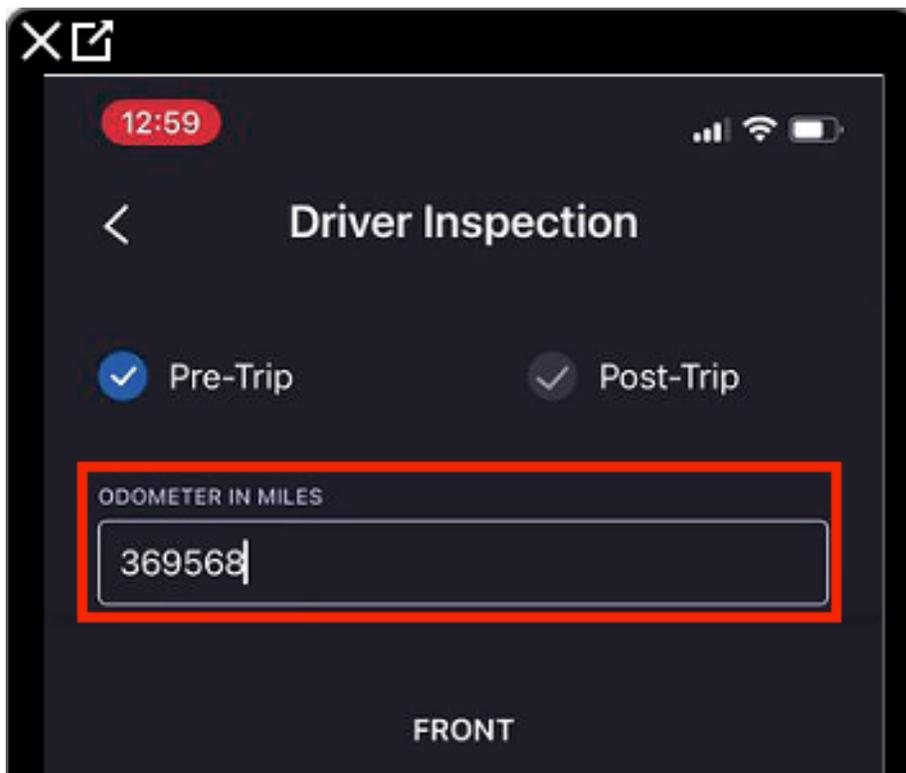
-After the feature is selected. The Driver will have access to create the DVIR.

-Select the “Begin New Inspection” button



-Once the “Begin New Inspection” button has selected. The following screen will give the Driver access to select either “PreTrip” or “PostTrip”.

-The Driver is then required to add the Trucks "Odometer in Miles" before proceeding with the inspection registration.

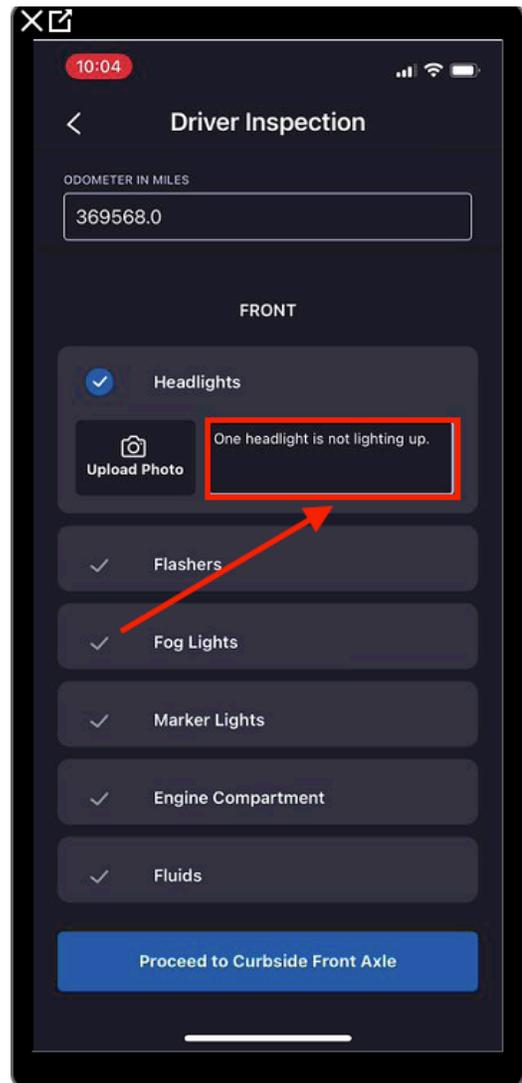
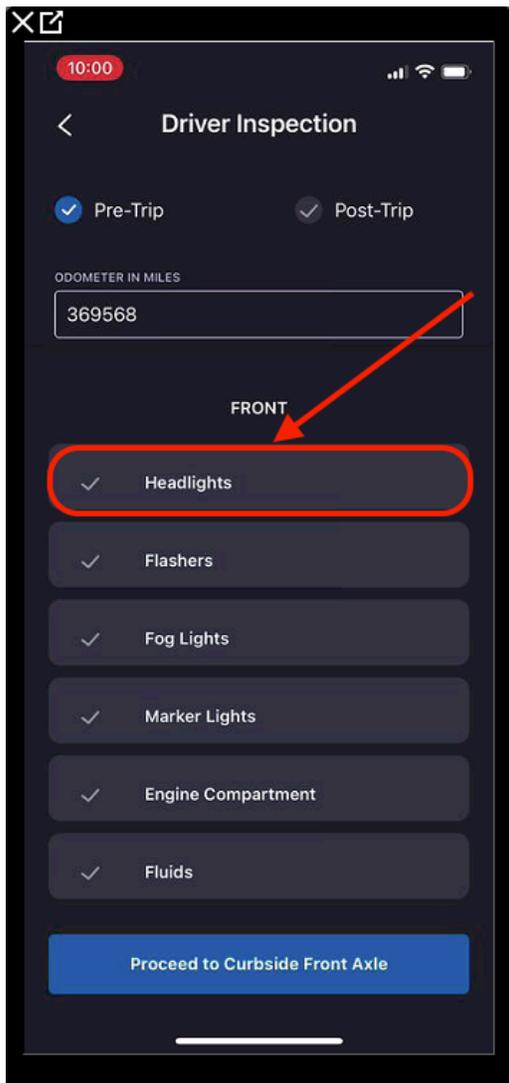


The screenshot displays the "Driver Inspection" screen of a mobile application. At the top, there is a status bar with the time "12:59" and icons for signal strength, Wi-Fi, and battery. Below the status bar is a navigation bar with a back arrow and the title "Driver Inspection". Underneath the navigation bar are two radio button options: "Pre-Trip" (selected) and "Post-Trip". A red rectangular box highlights the "ODOMETER IN MILES" input field, which contains the number "369568". At the bottom of the screen, the word "FRONT" is visible.

-Once the Truck's Odometer is added. The Driver will have to confirm any defect of the truck and trailer.

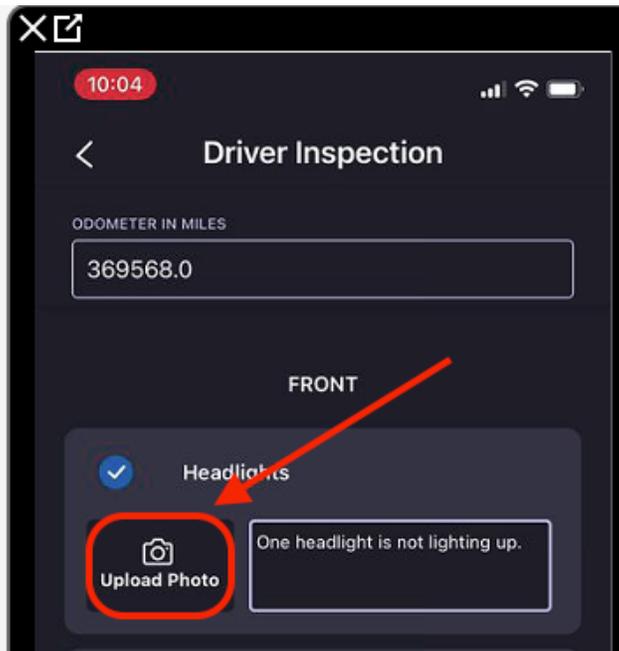
-When a defect is identified, select the description of the defected area of the units.

-Once the description is selected, the Driver will have access to type in the defect before saving.

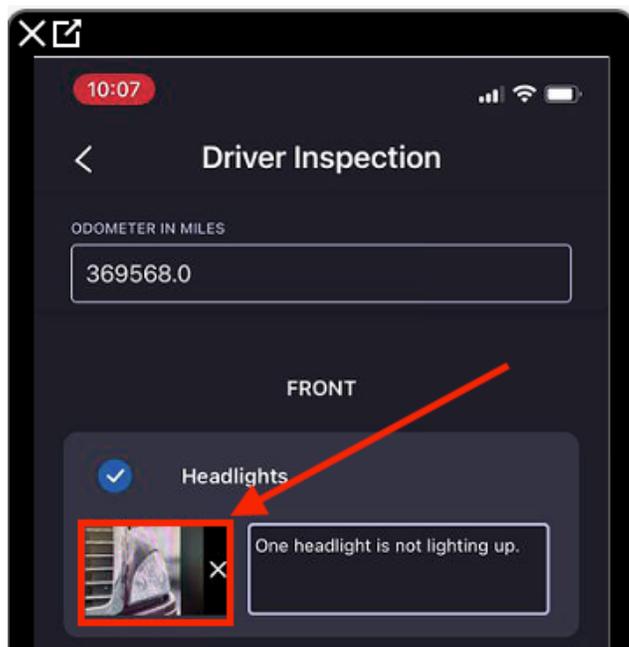


-After typing in the details of the defect. The Driver also has access to upload a photo image of the defected area.

-Select the "Upload Photo" feature.

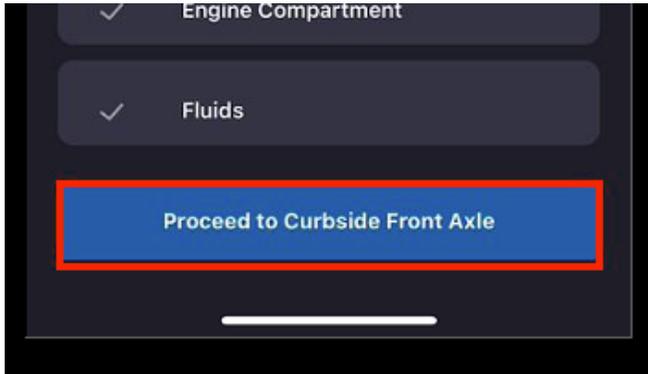


-Then with the device's camera take the image desired.



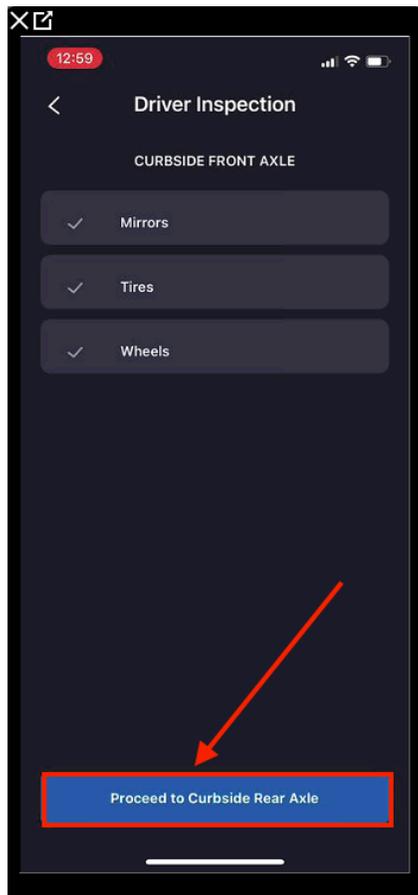
-Once the image is uploaded, or if the Front of the Truck is inspected.

-Select the “Proceed to Curbside Front Axle” to proceed to the next inspection area.



-Once selected the Driver will now have access to register and report any defects on the “Curbside Front Axle”.

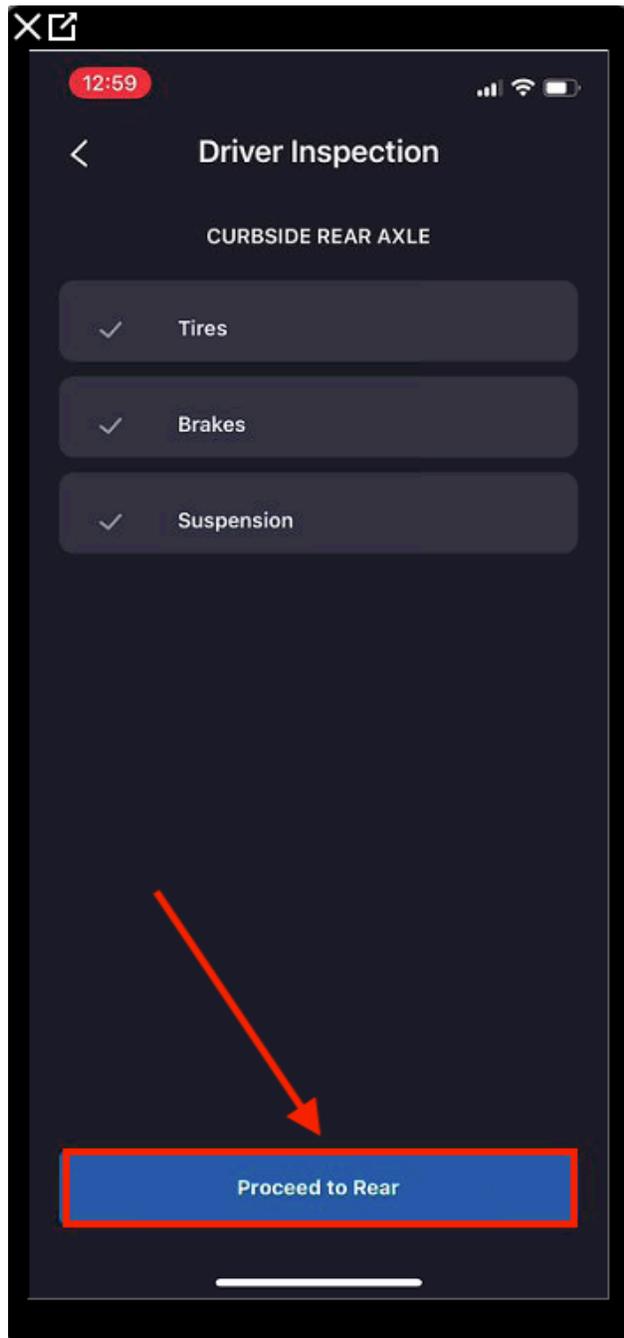
If no defects are found. Just select the “Proceed Curbside Rear Axle” button to proceed



-Once selected the Driver will now have access to register and report any defects on the “Curbside Rear Axle”.

If no defects are found. Just select the

“Proceed To Rear” button

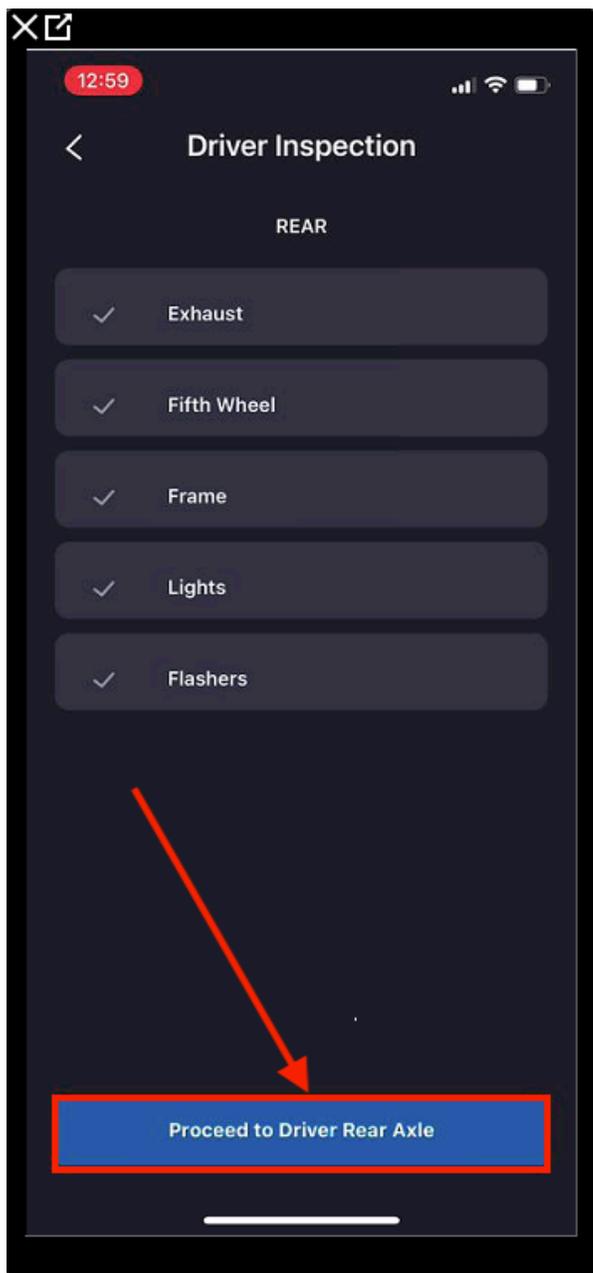


-Once selected the Driver will now have access to register and report any defects on the “REAR”.

If no defects are found. Just select the

“Proceed To Driver Rear Axle” button to proceed

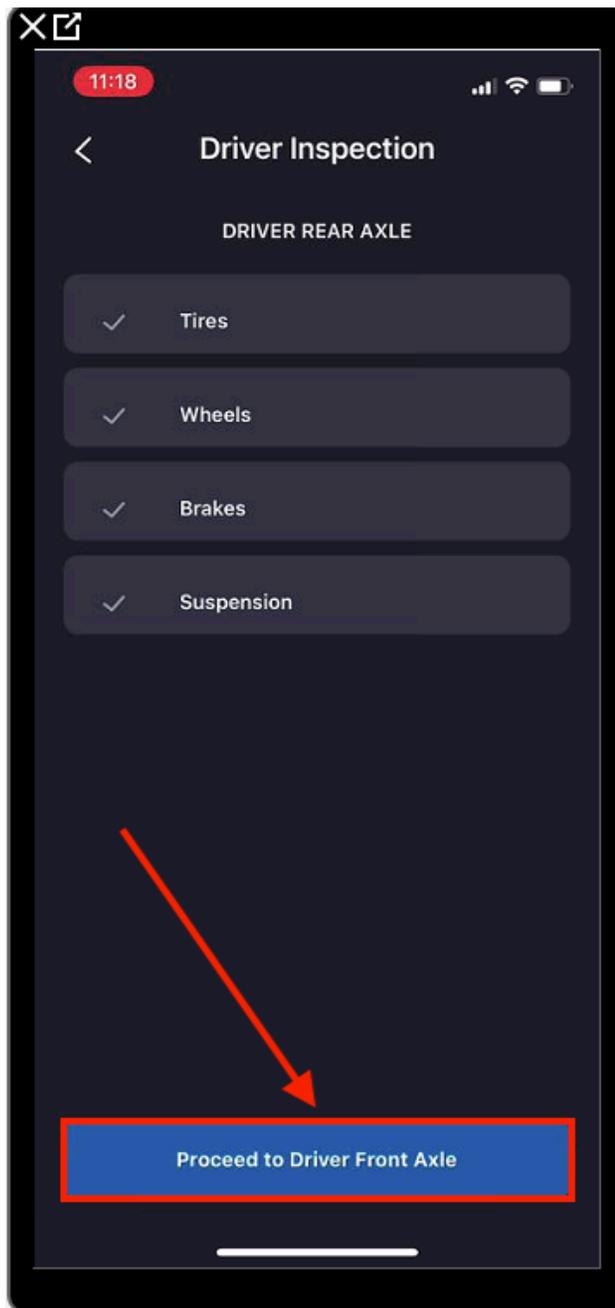
Proceed to Driver Rear Axle



-Once selected the Driver will now have access to register and report any defects on the “Driver Rear Axel”.

If no defects are found. Just select the

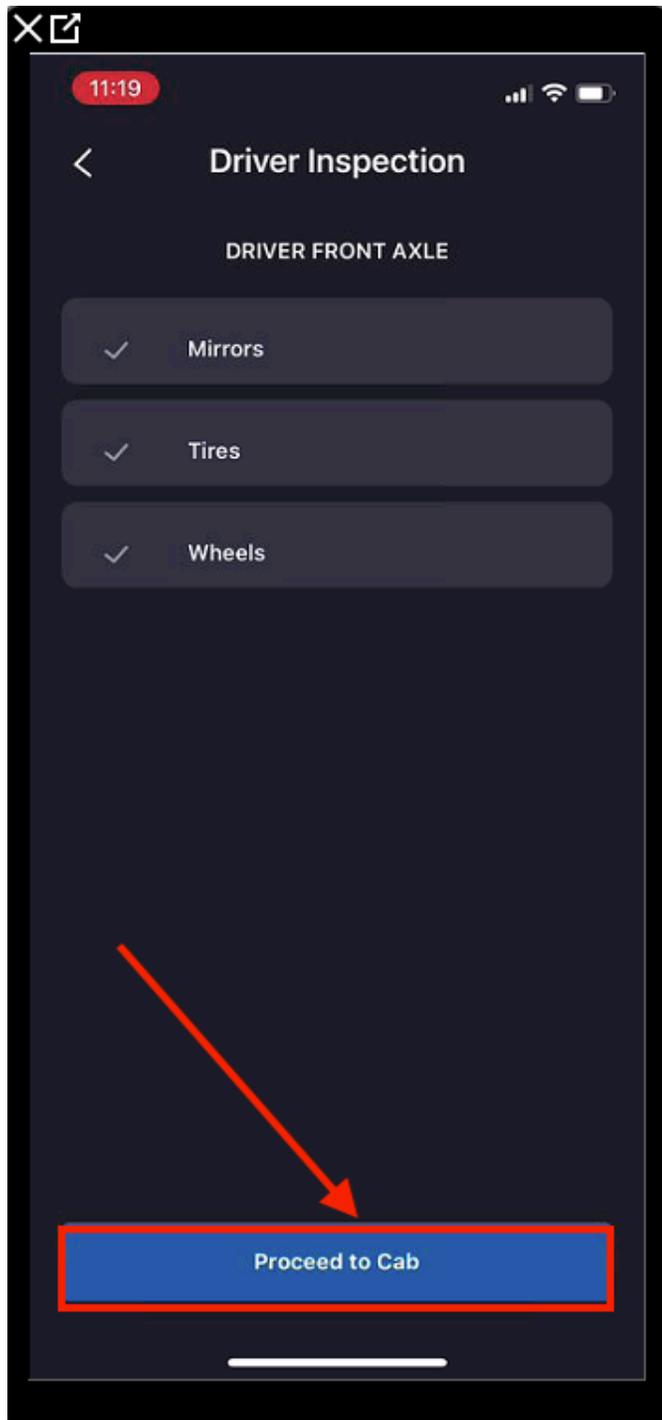
“Proceed to Driver Front Axle” button to proceed



-Once selected the Driver will now have access to register and report any defects on the “Driver Front Axle”.

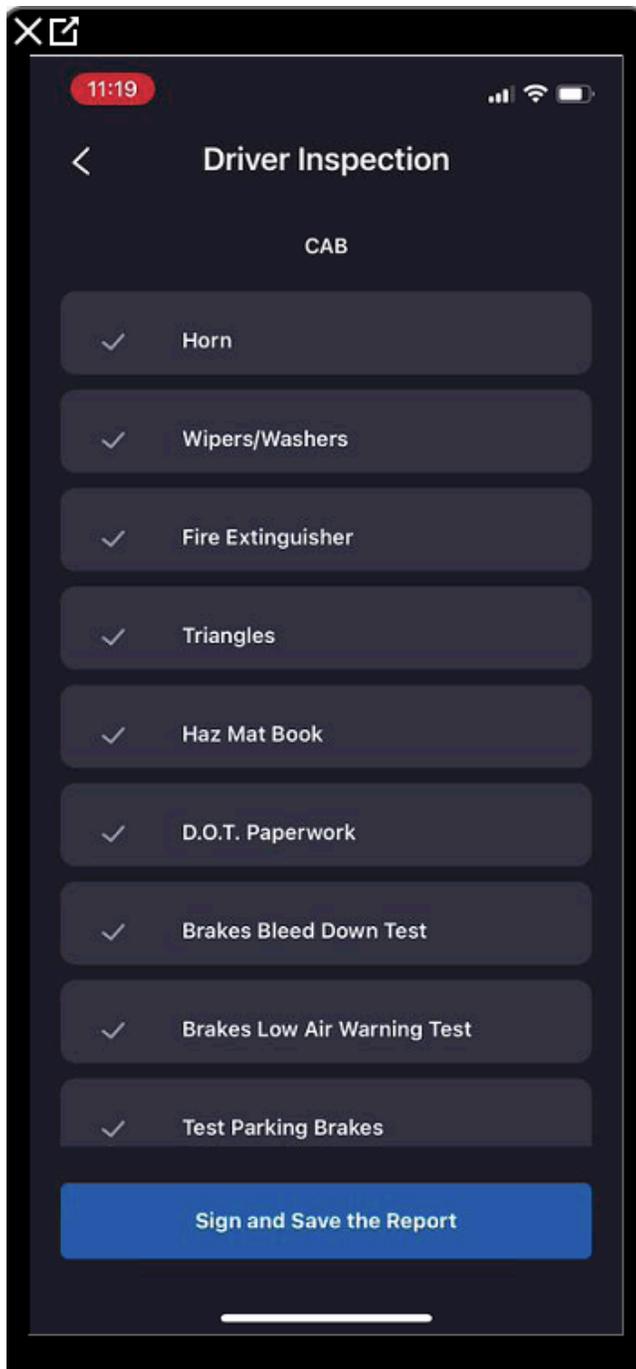
If no defects are found. Just select the

“Proceed to Cab” button to proceed



-Once selected the Driver will now have access to register and report any defects on the “CAB”.

-If no defects are found, scroll the screen to the bottom



-Once scrolled to the bottom of the screen. The Driver will have access to type in a remark if required.

-Then Driver will have to select if the Inspections is “UNSATISFACTORY” or “SATISFACTORY”

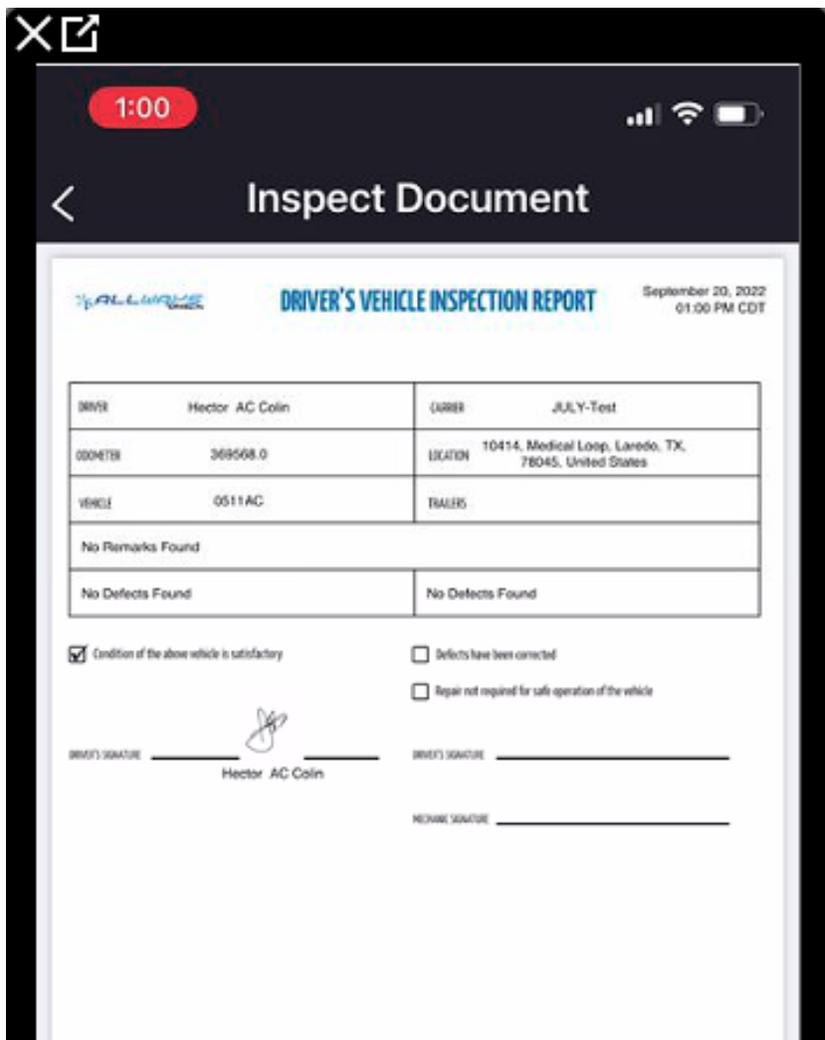
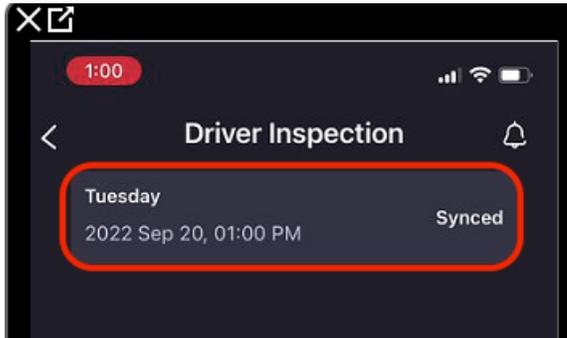
-Then click the “Sign and Save the Report” button

Sign and Save the Report

The screenshot shows a mobile application interface with a dark background. At the top, there is a section titled "Add Remarks" with a text input field containing the text "Only Front headlight issue reported". Below this, the text "Assess vehicle conditions:" is displayed. There are two radio button options: "UNSATISFACTORY" (which is selected, indicated by a blue checkmark in a red circle) and "SATISFACTORY". At the bottom of the screen, there is a large blue button with rounded corners labeled "Sign and Save the Report". A white horizontal line is visible at the very bottom of the screen, likely representing the home indicator bar on an iPhone.

-Once the Botton is selected and the Report is saved.
The DRIVER Inspection will reflect as saved with the
Day, Date and Time of the DVIR.

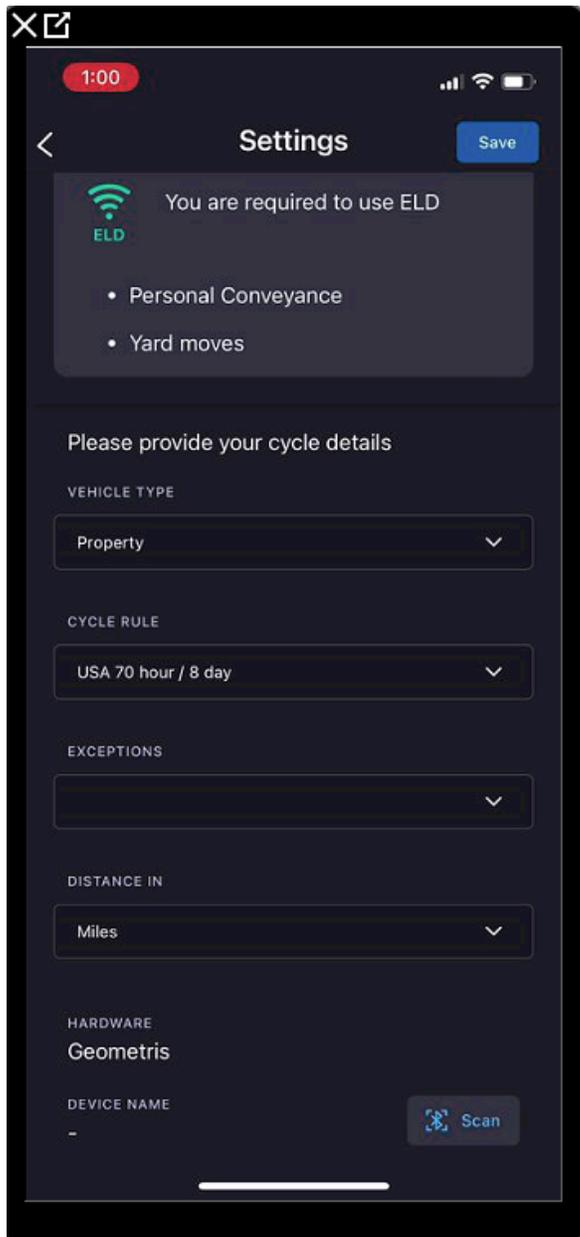
-If required to view, select the registered inspection to view



-SETTINGS: This feature is to view or edit any settings required.



-After selecting the feature. The Driver will have access to edit their data if necessary.



-ELD Info: This feature is for the Driver to view the ELD Parameters Data communicated for the computer of the truck to the GPS that is installed in the truck and paired to Driver's device.

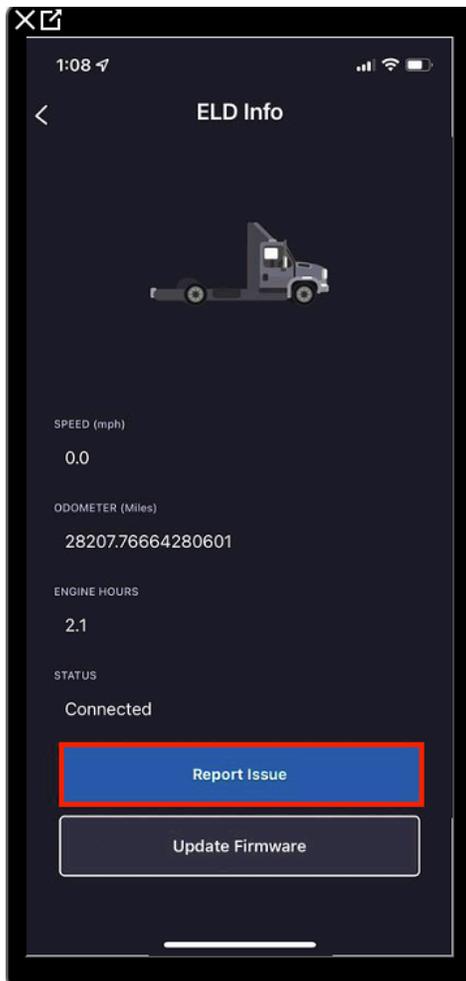
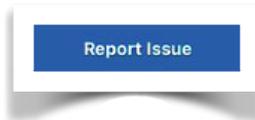
Note: The ELD Parameter Info is obligated to reflect on the App for Officers to view and confirm that the Driver is compliant



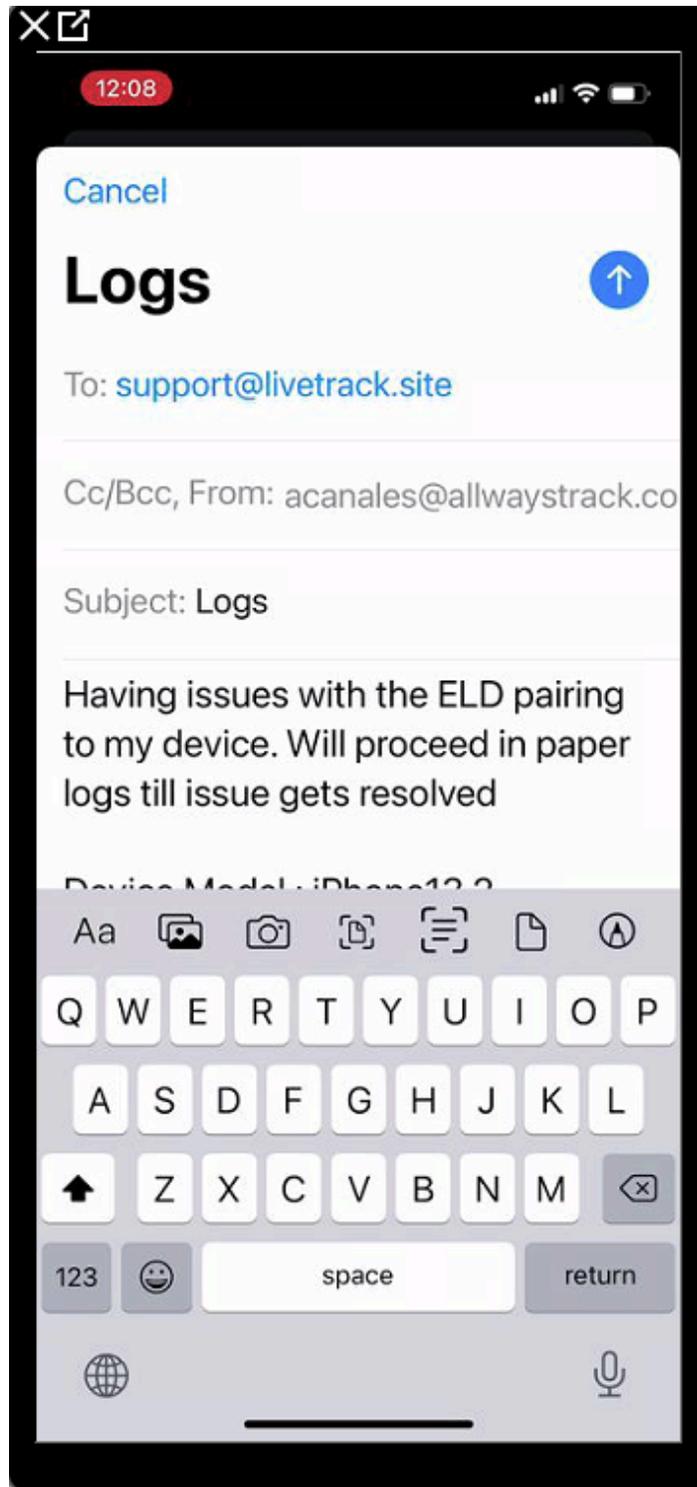
-Once the feature is elected the Driver will have access to view the Odometer of the truck, Engine Hours, and status.

-If there is an issue of connectivity, or any ELD issue in general.

Select the "Report Issue" button



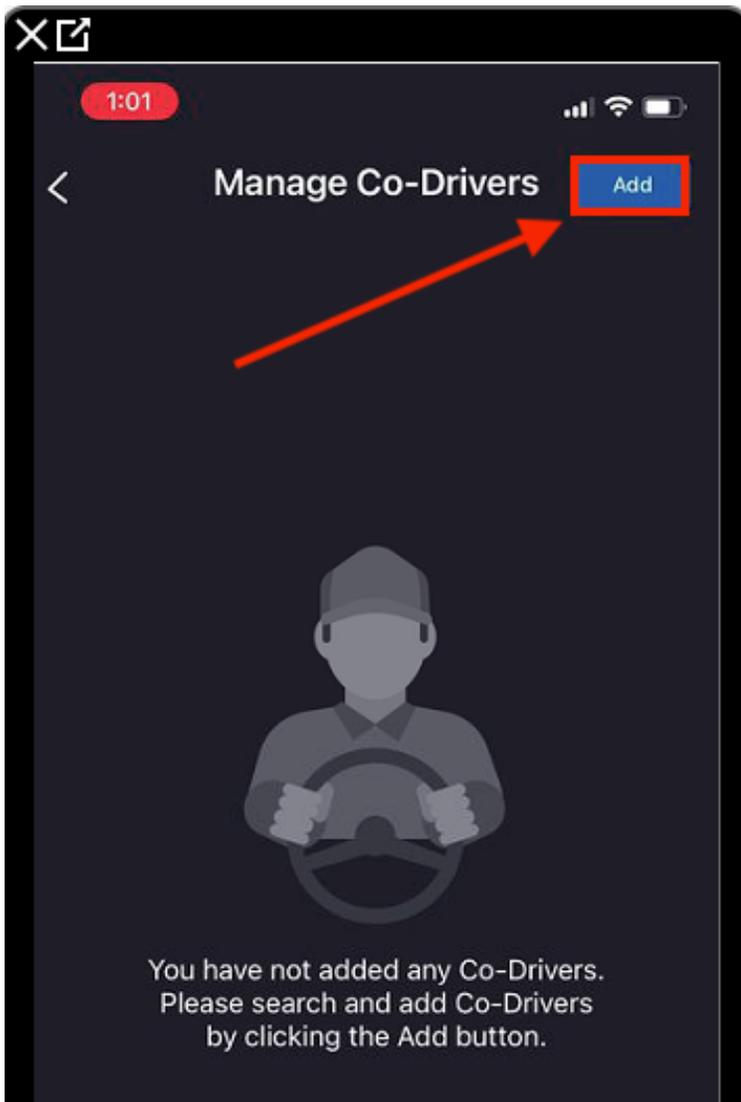
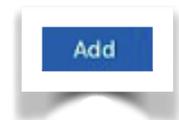
-Once the “Report Issue” button is selected. The Driver will have access to report an ELD Malfunction directly to their Safety Department to proceed with paper logs.



-Manage Co-Driver: This feature is to add a Co-Driver (Team Driver) when required.

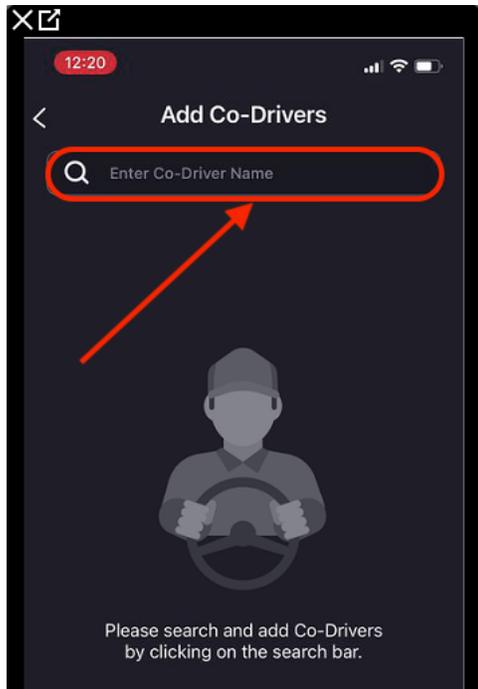


-After selecting the feature. Select the “ADD” button to proceed

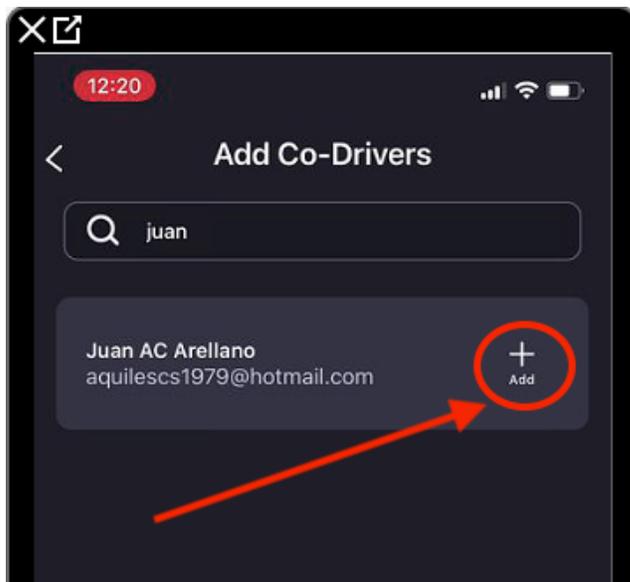


-Once the ADD button is selected, type in the Co-Driver's Name to search.

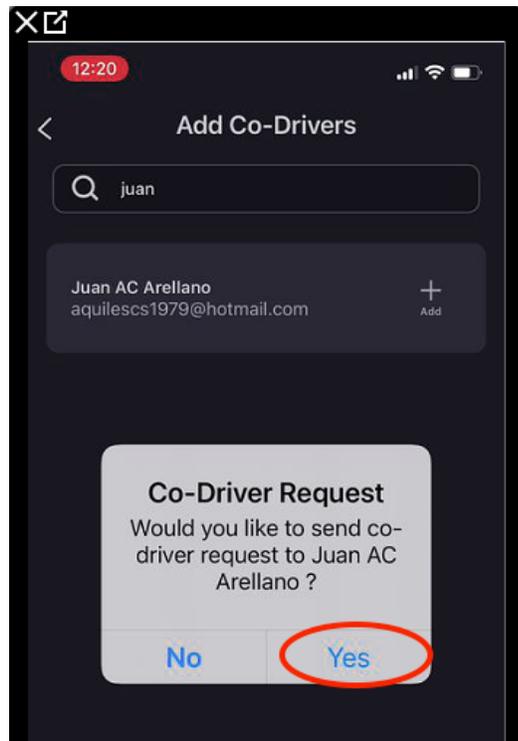
Note: The Driver that is being searched for has to be active on the Administration Department to have access to select.



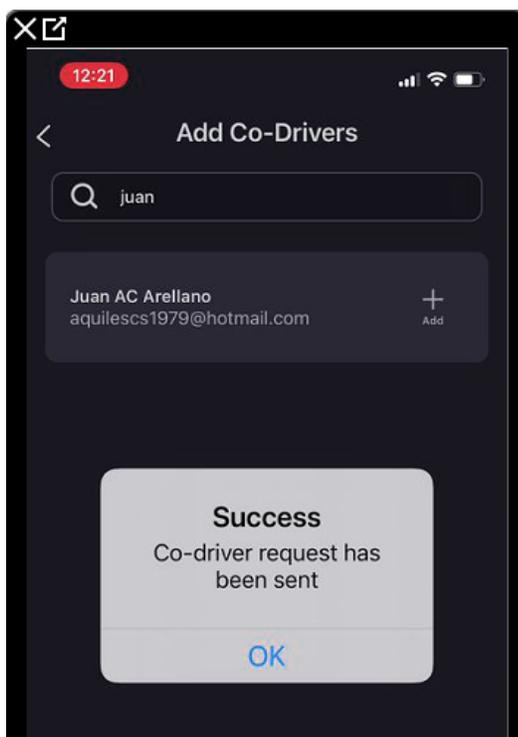
-Once the Driver is located. Select the "ADD" + sign to send the Co-Driver a notification request.



-The App will then reflect a “Co-Driver Request”, if so select “YES” to send the Co-Driver selected an approval invitation.



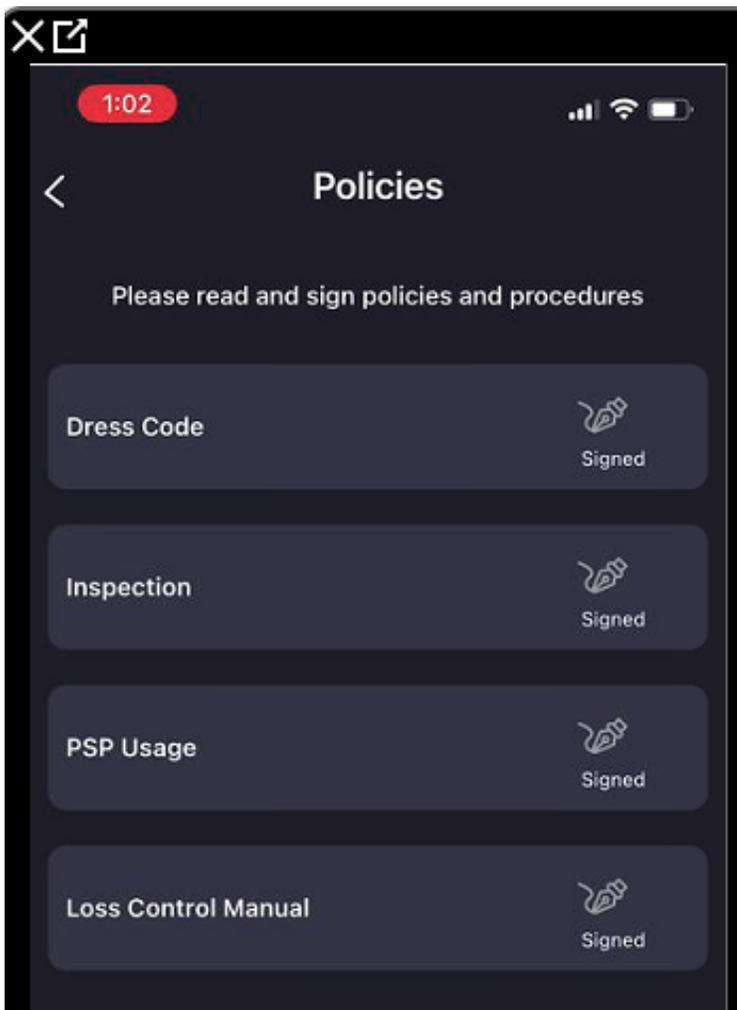
-After selecting “YES”, the app will reflect a “Success” notification of request sent. Select “OK”



-View Policies: This feature is to review the Company Policies if applied by the Administration Department



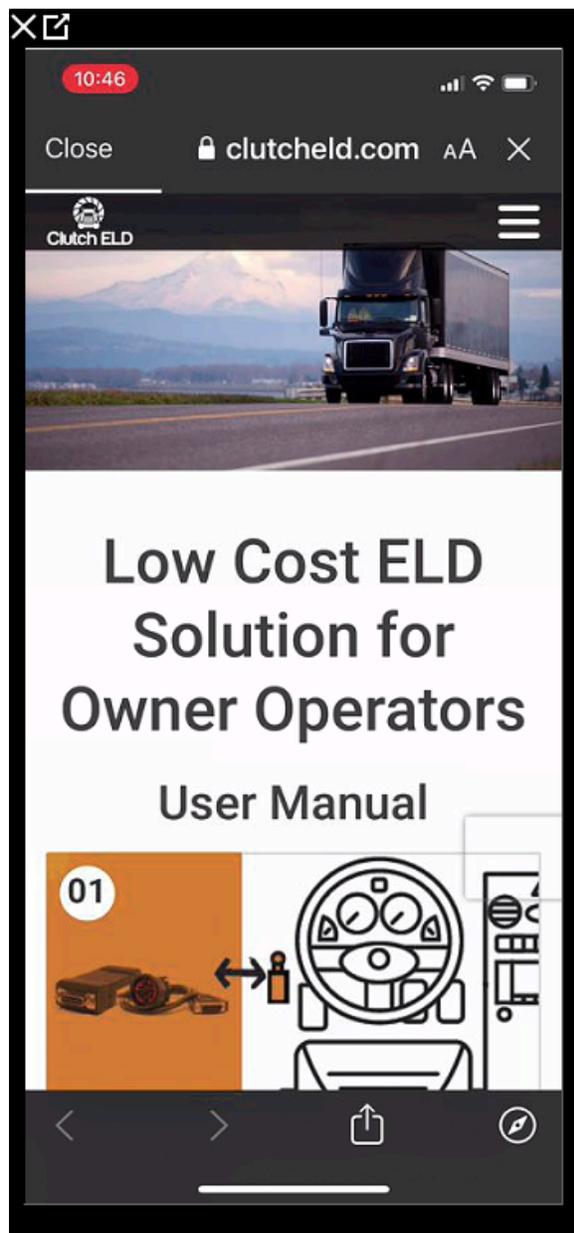
-After selecting the feature. The Driver will have access to view all policies.



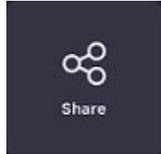
-MANUAL: This feature is to view the manual of the App Procedures.



-After selecting the feature. The Driver will have access to view the manual



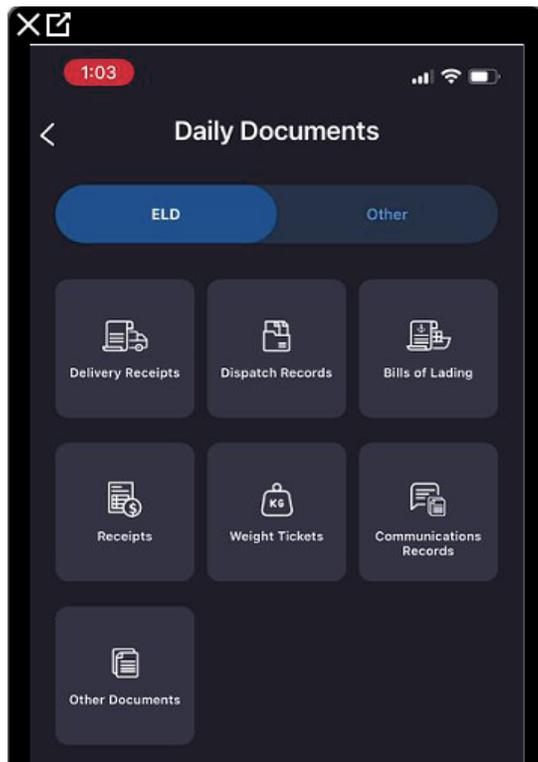
-SHARE: This Feature is to Share the App to other prospects that may have interest and use of the Allways Track ELD services.



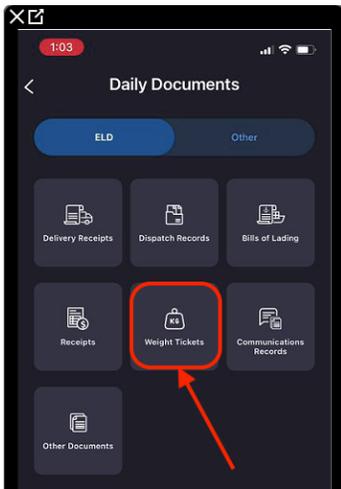
-DAILY DOCUMENTS: This feature is for the Driver to upload any images of various selections either for ELD or OTHER purposes.



-After selecting the feature. Driver will have access to various selections to upload images.

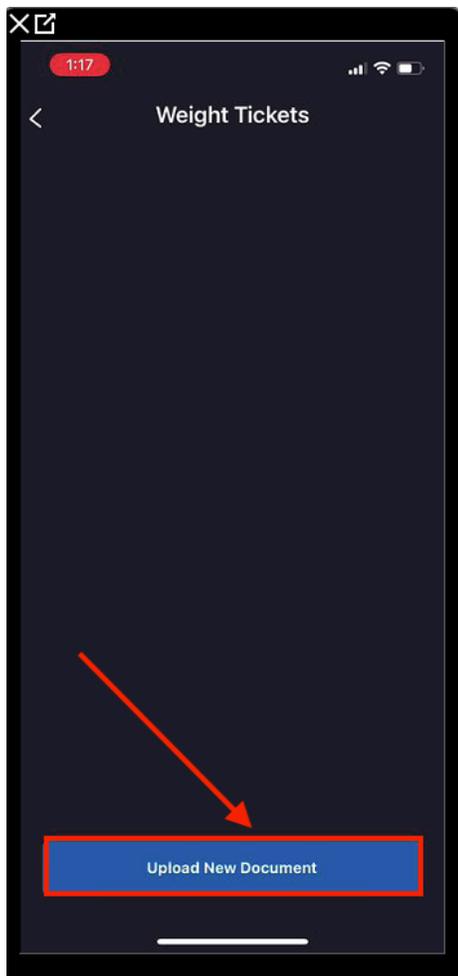


-To upload an image. Driver must select the Image Category.

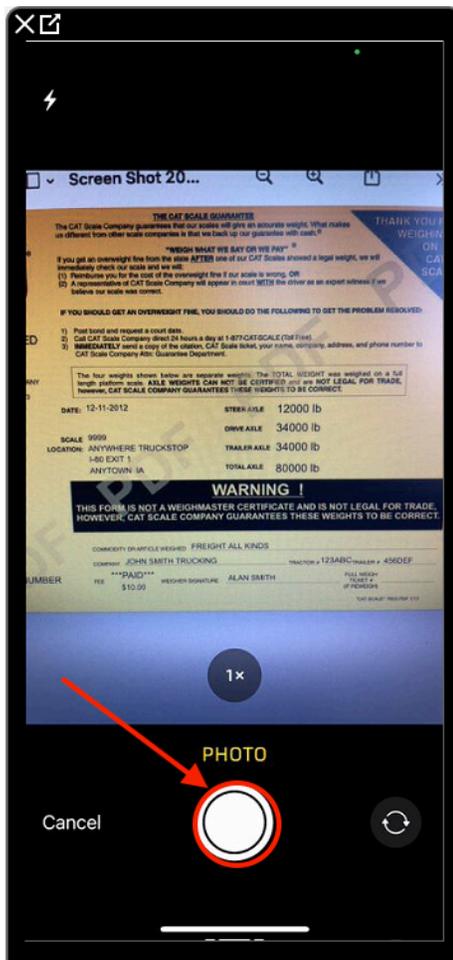


-Once the Image Category is selected. The Driver will have access to upload an image.

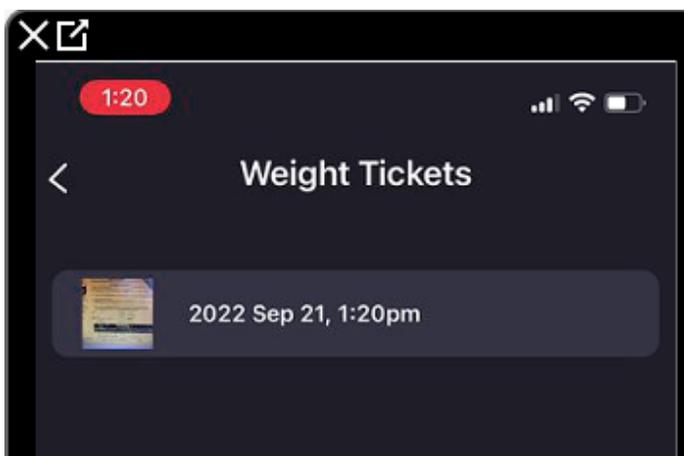
-Select the "Upload New Document" button



-Then with Device Camera the Driver can take a photo image of the document desired.



-Once the image uploaded, the image will reflect with the Date and Time of when the image was taken

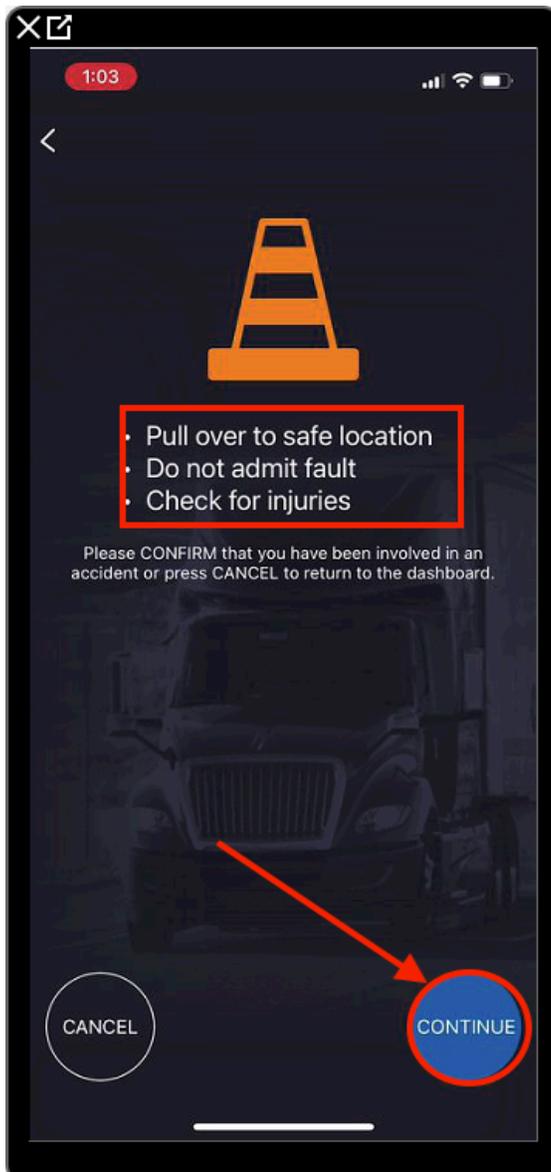


-ACCIDENTS: This feature is for the Driver to report an accident directly from the App.

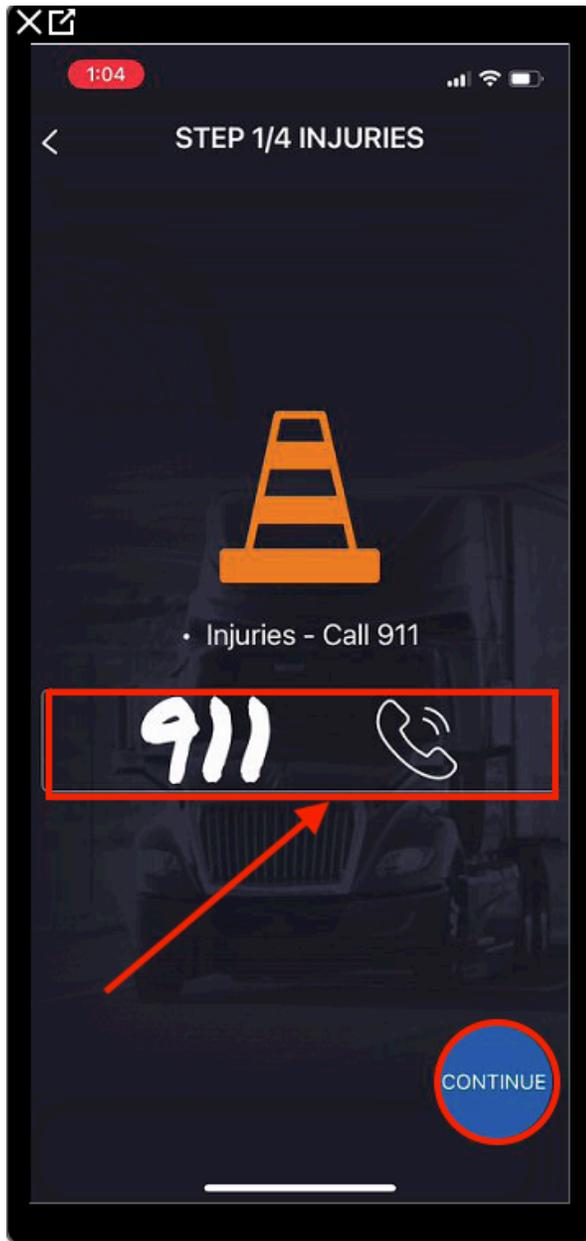


-After selecting the Feature. The Driver will need to follow the instructions listed on the screen image.

-Then select “Continue” button to proceed



-If required, select the 911 call selection square to dial directly for Emergency assistance. If Not required select the “Continue” to proceed.

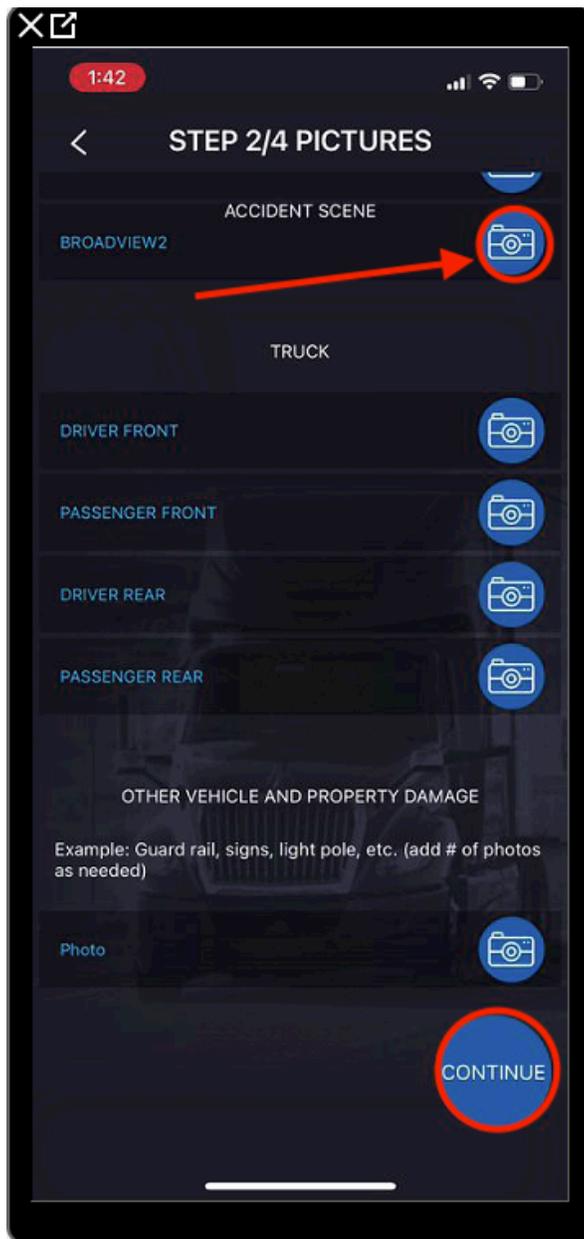


-The Driver will now have access to take any photo images of the “ACCIDENT SCENE”, and the “TRUCK”

-By selecting the Camera ICON, 

The Driver can take a Photo Image by using his device camera.

-Once the Image has been taken and uploaded. Select the “Continue” button.



-Next step is for the Driver to add any party involved by selecting the “ADD PARTY INVOLVED” selection.

-If NO parties are involved, just select the “Continue” button to proceed

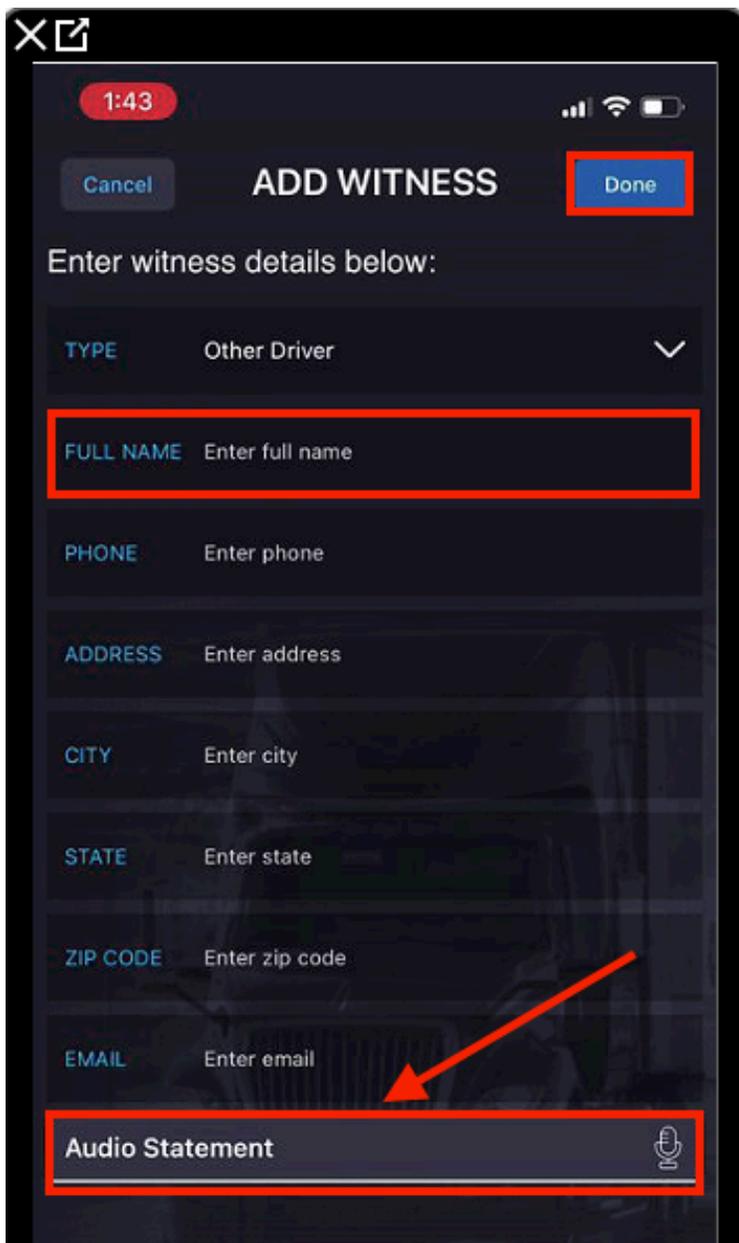


-If there is a Party Involved, fill out the data information requested. And/Or select the “Audio Statement” button to verbally record a Statement.

-Then select the “DONE” button



to proceed.



-And to finish the incident report. Fill out all data required with the Report #, Officer Name, Phone Number, Badge #,

-The Driver will also have access to upload the Police Report image

by selecting the Camera  ICON and taking a Photo

Image with the Device Camera.

-Then select the “Finish” button to conclude the Report and select OK on the “Success” alert

