



Trak-iT Mobile

Hours of Service User Manual v1.2

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ABOUT TRAK iT MOBILE

Trak iT Mobile is an all-in-one field service automation app with FMCSA-compliant Hours of Service logging, Driver Vehicle Inspection Reporting (DVIR), Real-time GPS tracking, dispatching, messaging and more. It is available on any Android device, OS version 6.0 or higher and any iOS device, OS version 10 or higher. As part of our ELD solution, Trak iT Mobile is used together with BLE devices (GenX-6/BlueLink) and our Fleet management application. This guide focusses exclusively on the ELD functionality within Trak iT Mobile. If you have any questions about the additional Trak iT Mobile features, please contact our support team.

**Please note that some screenshots in this guide may look slightly different than what you see on your device. This is due to the differences in hardware and screen size of many Android and iOS devices that Trak iT Mobile can be installed on.

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ADMINISTRATIVE SETUP

1 CARRIER SETUP

Go to the E-Logs tab

FLEET FREEDOM Details

ABC Company Details

Maintenance Name
ABC Company

E-Logs Regulatory Codes

Carrier Street Address

House Number	Street Name	City
Province/State	Country	Postal/Zip Code

Reports Timezone
Eastern Time (US & Canada) (UTC-05:00)

Admin Default Shift Cycle

Devices Notes

Behaviours Unique

Click on Carrier

Enter all the pertinent carrier information:

SCAC# / DOT# in the Code field

Address and appropriate time zone

Select the default shift cycle

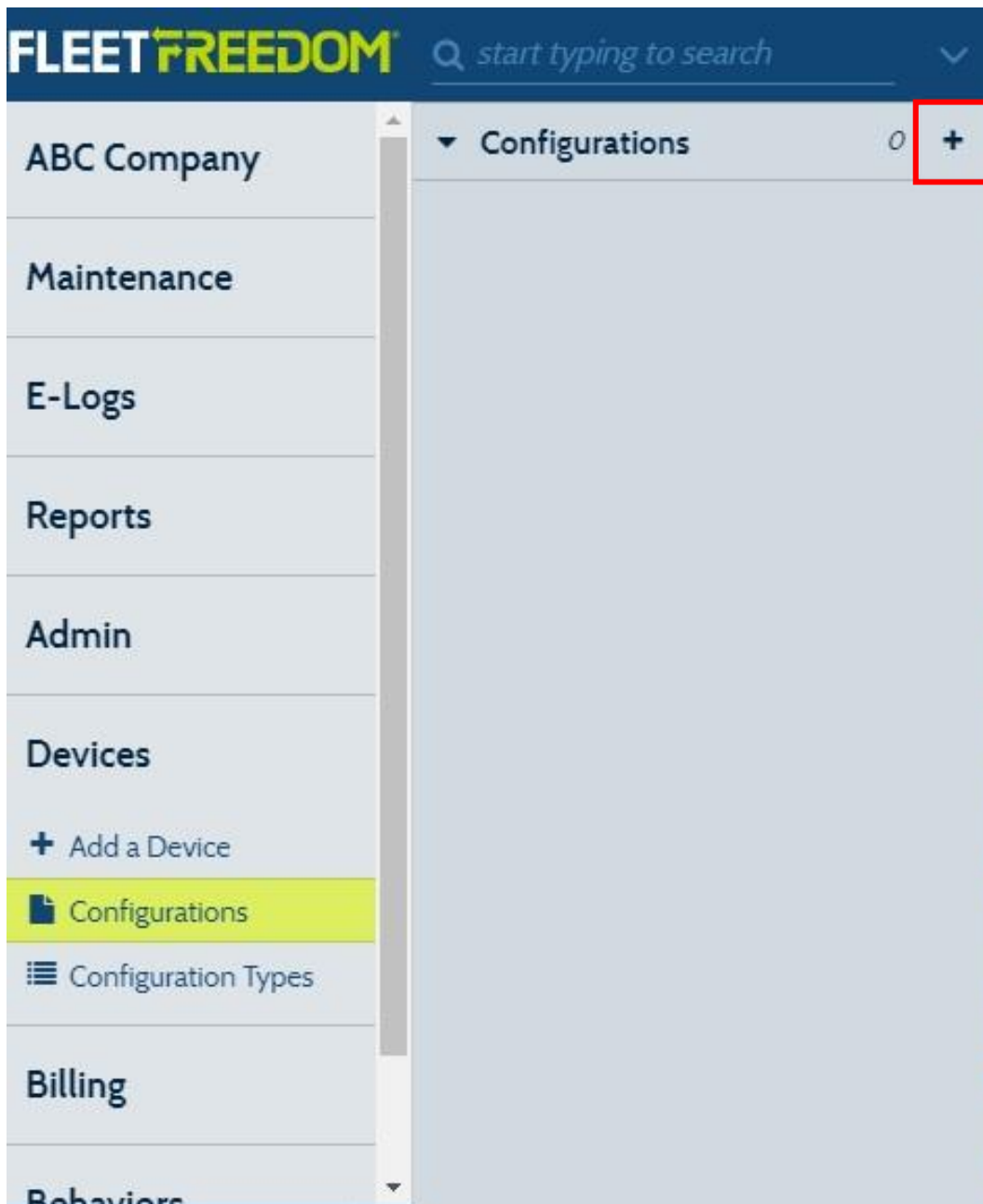
This portion is very important! All information filled in gets copied into the app.

2 CREATE A CONFIGURATION

Go to the Devices Tab

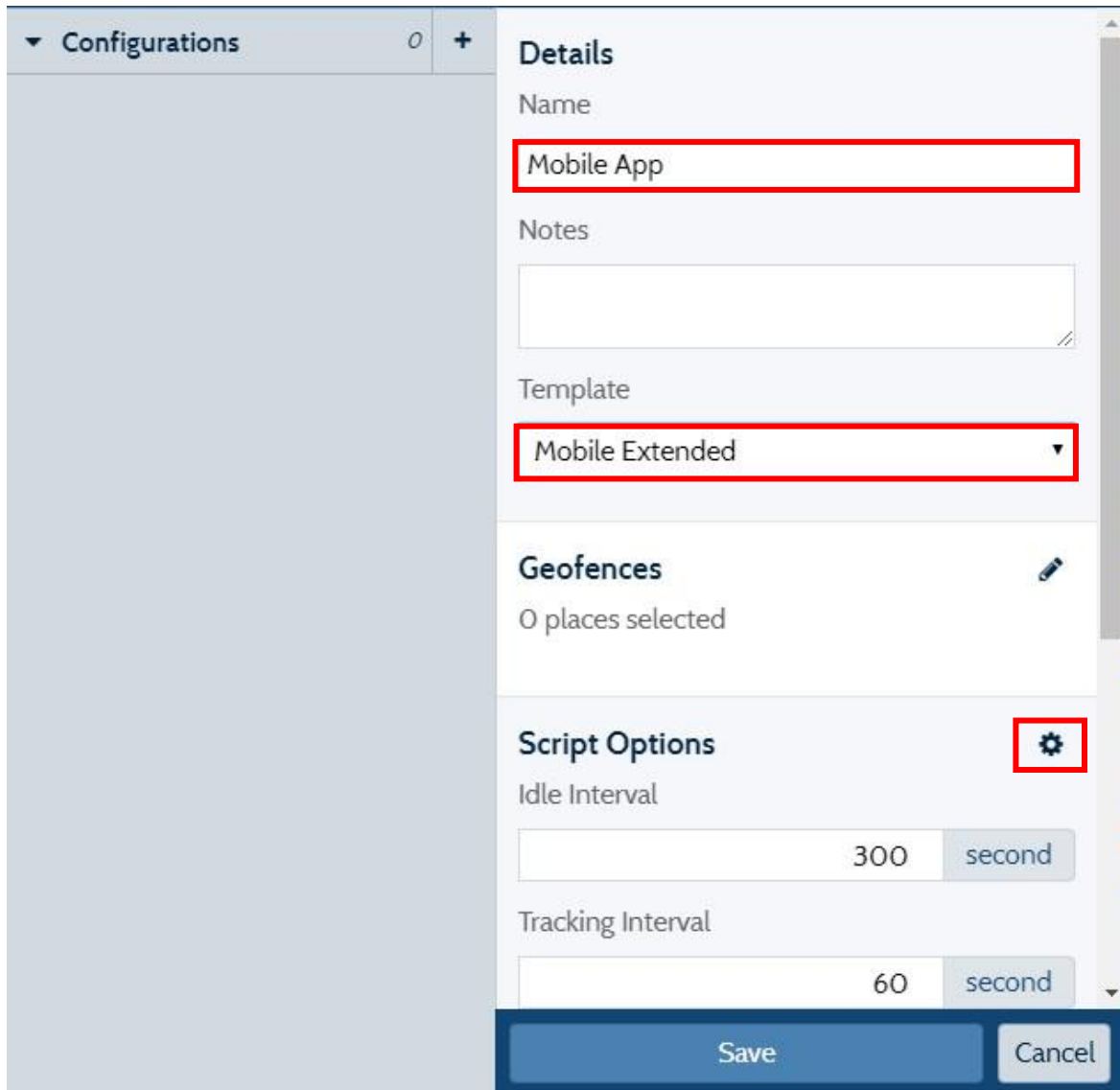
Select Configurations

Select the plus (+) sign on the top right-hand side



Name the configuration

Select the configuration template Mobile Extended from the drop-down menu



The screenshot shows a configuration form with the following sections:

- Configurations**: A header with a dropdown arrow, a count of 0, and a plus sign.
- Details**:
 - Name**: A text input field containing "Mobile App", highlighted with a red box.
 - Notes**: A text area.
 - Template**: A dropdown menu showing "Mobile Extended", highlighted with a red box.
- Geofences**: A section with a pencil icon and the text "0 places selected".
- Script Options**: A section with a gear icon, highlighted with a red box.
 - Idle Interval**: A text input field with "300" and a "second" unit selector.
 - Tracking Interval**: A text input field with "60" and a "second" unit selector.

At the bottom of the form are two buttons: "Save" and "Cancel".

Select the gear symbol beside Script Options

Change the following settings:

Flag Clock-In with a 0

Flag Hours of Service with a 1

Flag Electronic Logging Device with a 1

Flag Driverlock with a 1

The screenshot shows a mobile application interface with a search bar at the top left containing the text "start typing to search". Below the search bar is a navigation menu with "Mobile App" selected, showing a count of "1" and a plus sign. Underneath, "Mobile" is highlighted in yellow, with "Mobile Extended" listed below it. The main content area is titled "Details" and contains several settings:

- Flag Clock-in: Input field with value 0 (highlighted with a red box)
- Flag User Task: Input field with value 2
- Flag OBD-II: Input field with value 0
- Flag Hours of Service: Input field with value 1 (highlighted with a red box)
- Flag Electronic Logging Device: Input field with value 1 (highlighted with a red box)
- Flag Driverlock: Input field with value 1 (highlighted with a red box)
- Idle Interval: Input field with value 300 and a unit dropdown set to "second"
- Tracking Interval: Input field (partially visible)

At the bottom of the screen, there are two buttons: "Save" and "Cancel".

Tracking Day of Week 1111111

Tracking End Time 11:59 PM

Tracking Start Time 12:00 AM

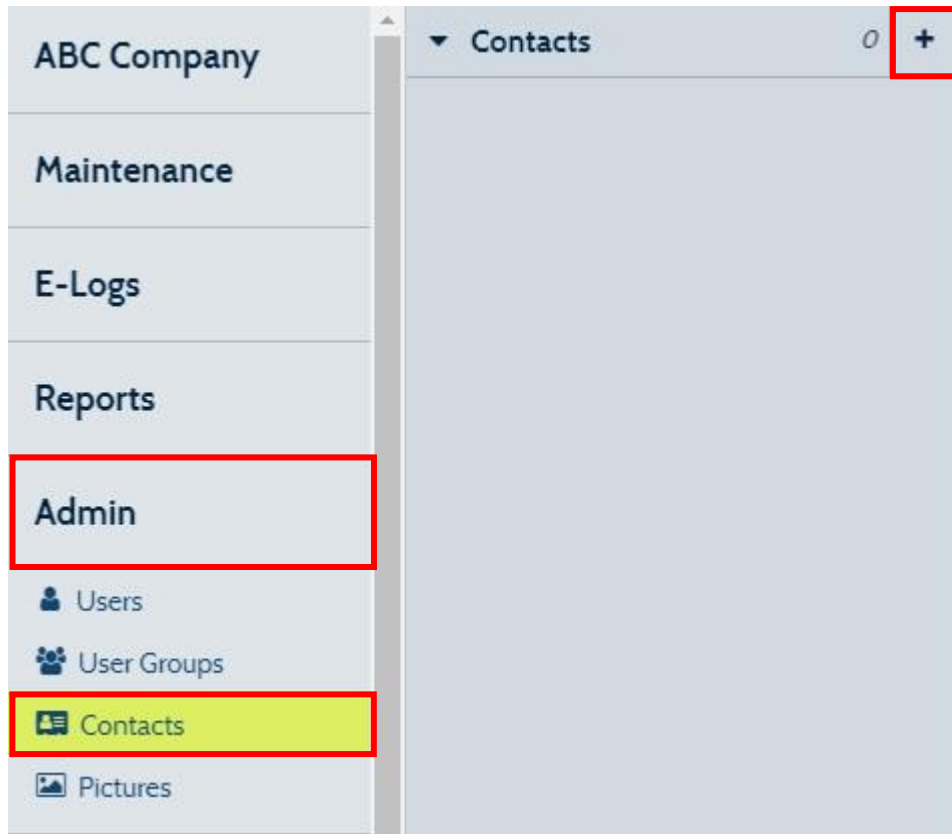
Click Save

The screenshot shows a mobile application configuration screen. On the left, there is a sidebar with a search bar and a list of items. The 'Mobile App' section is expanded, showing 'Mobile' and 'Mobile Extended'. The main area on the right is titled 'Details' and contains several configuration fields. The 'Tracking Day Of Week' field is set to '1111111', 'Tracking End Time' is '11:59 PM', and 'Tracking Start Time' is '12:00 AM'. These three fields are highlighted with red boxes. Other fields include 'Idle Interval' (300 second), 'Tracking Interval' (60 second), 'Track Mode' (schedule), 'Support Email' (null), and 'Support Phone' (null). At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button also highlighted by a red box.

Field	Value
Idle Interval	300 second
Tracking Interval	60 second
Tracking Day Of Week	1111111
Tracking End Time	11:59 PM
Tracking Start Time	12:00 AM
Track Mode	schedule
Support Email	null
Support Phone	null

3 CREATE YOUR CONTACTS

Go to the Admin tab



In the sub-menu select Contacts

Select the plus (+) sign on the top right-hand corner of the second column

Details

Name
Brian Smith

Notes

Phones
Work 4165639859

E-mails
Work bsmith@abccompany.com

Addresses
Work 630 The East Mall Etobicoke, ON

Websites

Save Cancel

Input all the pertinent information including their driver's licence.

This must be as in depth as possible, as we display this information in the app.

Mandatory information includes:
 Under Addresses – Home Terminal
 Under Show all Fields / Additional Information – add the Driver's Licence and Issued in State/Province Short Code (ex. NY for New York)

Details

▼ Show all fields

Dates
yyyy-mm-dd

Other Names

Roles

Additional Information
Driver's: S52658-6985-85472

Quick Links
New Asset
New User

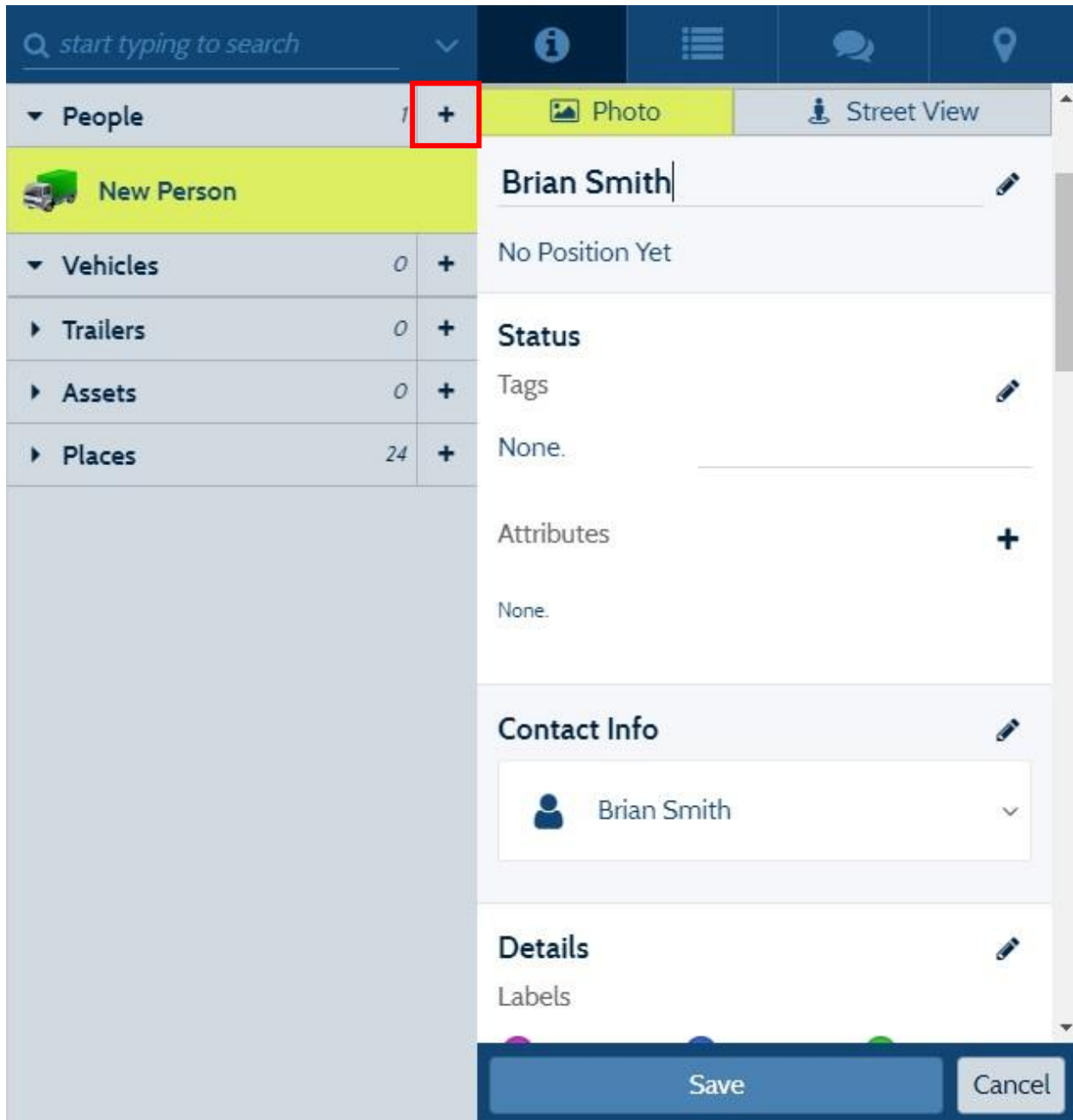
Save Cancel

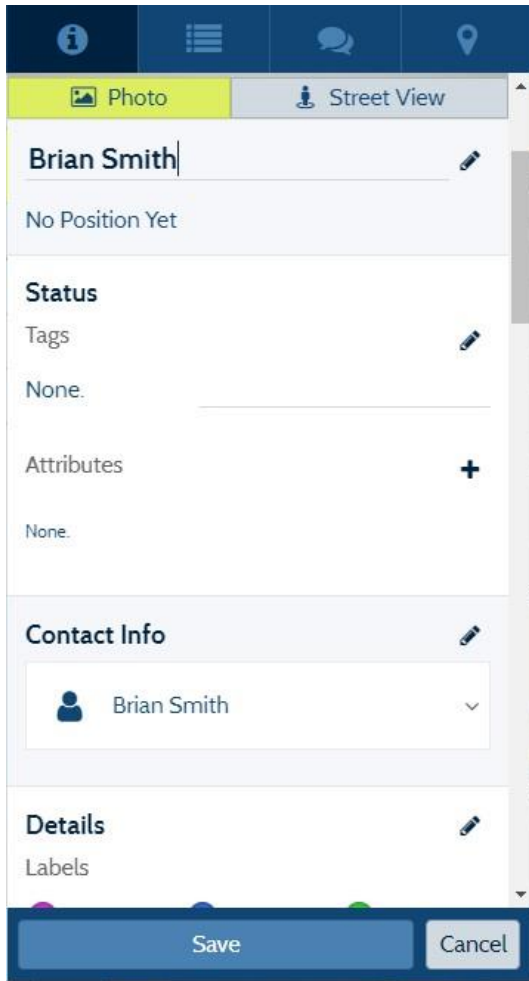
4 CREATE YOUR ASSETS

4.1 CREATE PEOPLE

Go to the [Asset Manager](#)

Select the plus (+) sign beside [People](#)





Name the Asset

Under Contact Info, click on the drop-down menu and select your contact that Asset

Apply Labels (If you have any)

Select the icon

Add the password for the Driver's login into the Reference # field

Click Save

Once you've saved the People asset, the Unique ID at the bottom is the Driver ID to login



4.2 CREATE VEHICLES

Go to the Asset Manager

Select the plus (+) sign beside Vehicles

Name the Asset

Include all vehicle information under Vehicle Information

(Odometer, Make, Model, Year, Licence Plate and VIN)

The screenshot displays the 'Asset Manager' interface. On the left, a sidebar menu shows categories: 'People' (1), 'Vehicles' (1), 'Trailers' (0), 'Assets' (0), and 'Places' (24). The 'Vehicles' section is expanded, and a 'New Vehicle' entry is highlighted in yellow. The main content area shows the details for 'Brian Smith Truck'. The 'Status' section is currently set to 'None'. Below this, the 'Vehicle Information' section contains several input fields: 'Odometer' (0 Km(s)), 'Engine Hours' (0 hours), 'Make', 'Model', and 'Year'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Apply any Labels

Select the icon

Add the MAC address for the ELD (BlueLink or GenX) in the Reference # field

Click Save

The screenshot shows a software interface with a dark blue header containing icons for information, menu, chat, and location. Below the header is a form with the following sections:

- Labels:** A grid of colored circles with corresponding labels: Floaters (purple), Ontario (blue, highlighted), Quebec (yellow), Trailers (orange), People (green), and Vehicles (red).
- Icon:** A row of icons with a car icon and the text "Coupe - Coupe Grey" (highlighted).
- Notes:** A large empty text area.
- Advanced:** A section with a pencil and trash icon. It contains:
 - SMS/Email:** An empty text field.
 - Reference #:** A text field containing "51:03:00:46:00:2E".
 - Devices:** A text field with a plus icon to its right.
 - Unique:** The text "414790 (Vehicle)".

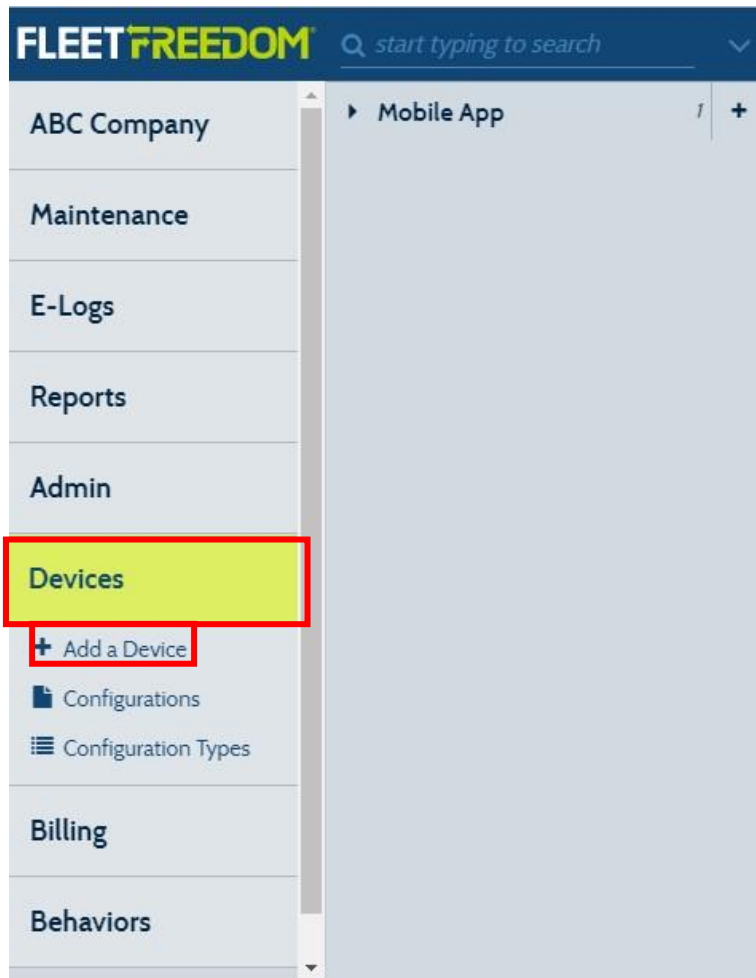
5 ADD MOBILE APP TO FLEET FREEDOM

****Make sure you have the mobile device in hand****

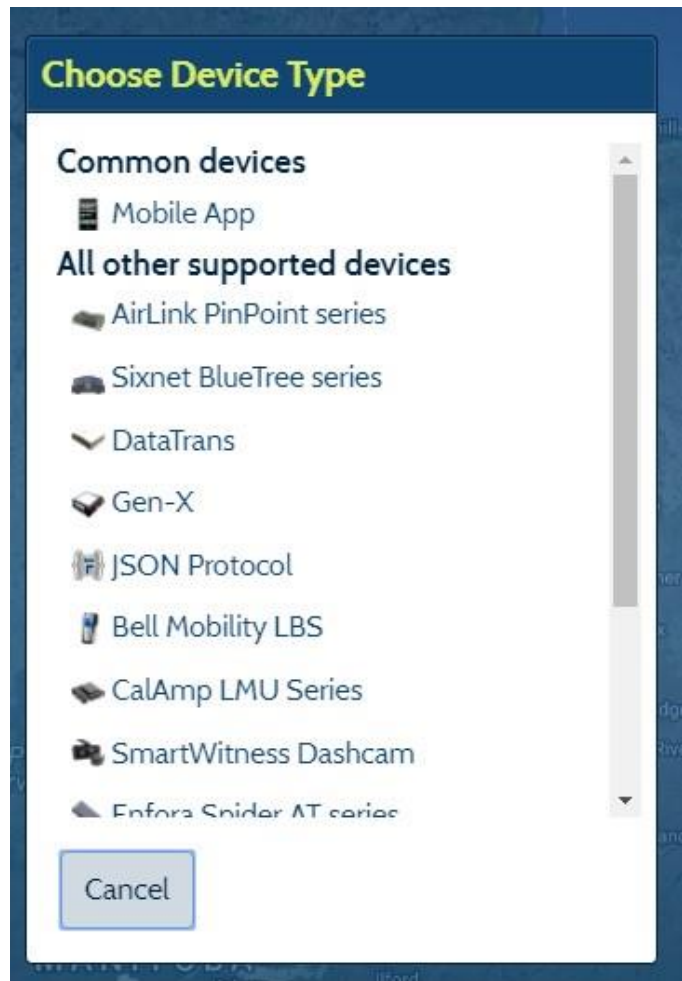
On your Android device, go to the Google Play Store and search for Trak iT Mobile. After downloading, follow these steps:

Go to Devices tab

Select Add a Device



Select Mobile App



Click Get Key Code

Open the app

Input the Key Code

Then in the Web App, under Mobile app, your devices will show up. Select your device and in the area where it says Asset, a list of assets will appear.

Select the asset to which you want to link

Click Save

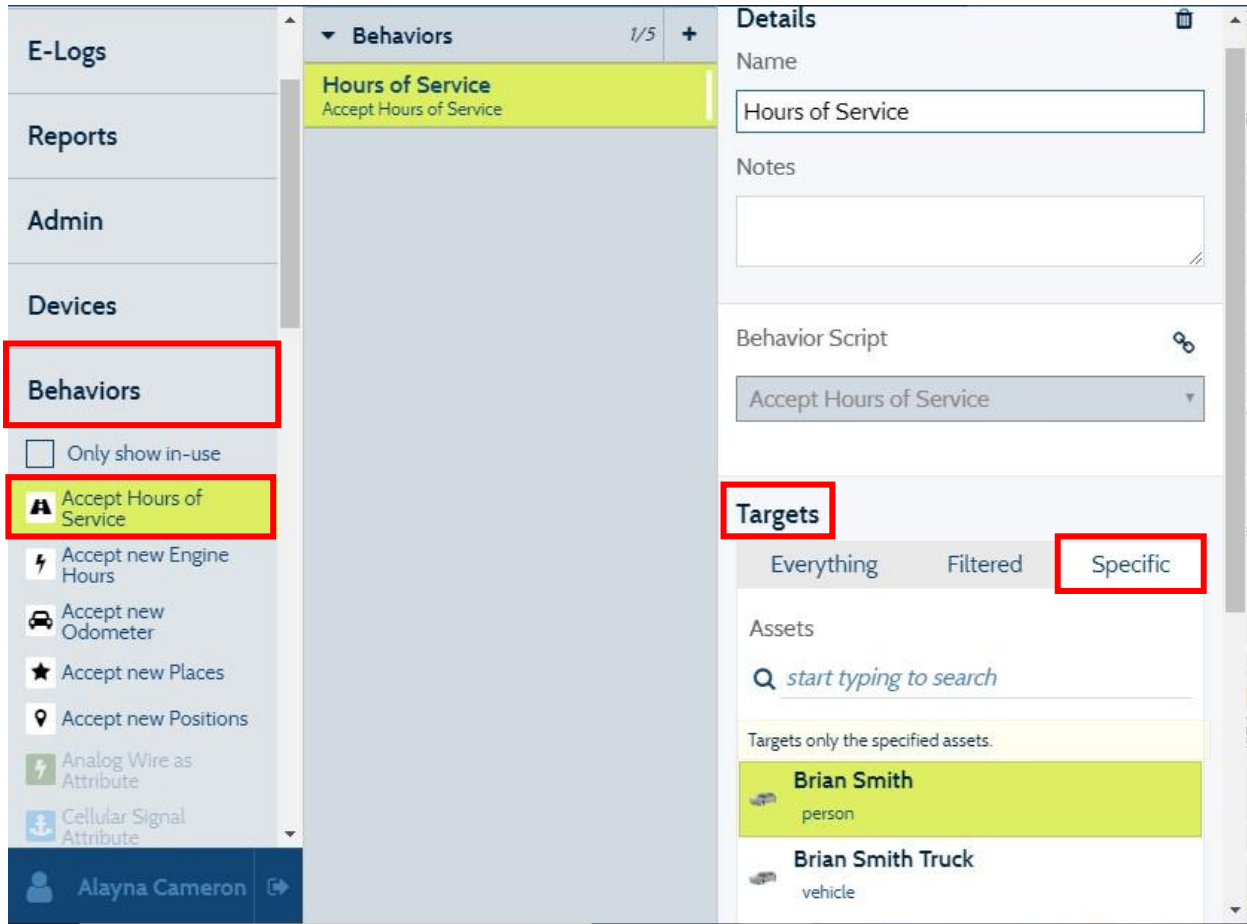
The screenshot displays the FLEET FREEDOM web application interface. On the left, a navigation menu includes 'ABC Company', 'Maintenance', 'E-Logs', 'Reports', 'Admin', 'Devices' (highlighted), and 'Behaviors'. The 'Mobile App' section is expanded, showing a list of devices, with 'Samsung SGH-I337M' selected. The right-hand side shows the configuration details for the selected device. The 'Asset' dropdown menu is open, displaying 'Brian Smith' as the selected asset, with a location indicator for 'Ontario'. Other configuration options visible include 'Programming' (Script Status: Completed, 31 seconds), 'Geofence Status' (Pending), 'Password' (masked), and 'PND' (set to None).

6 CREATE BEHAVIOURS

Go to the Behaviours tab

Select Accept Hours of Service

Name the behaviour



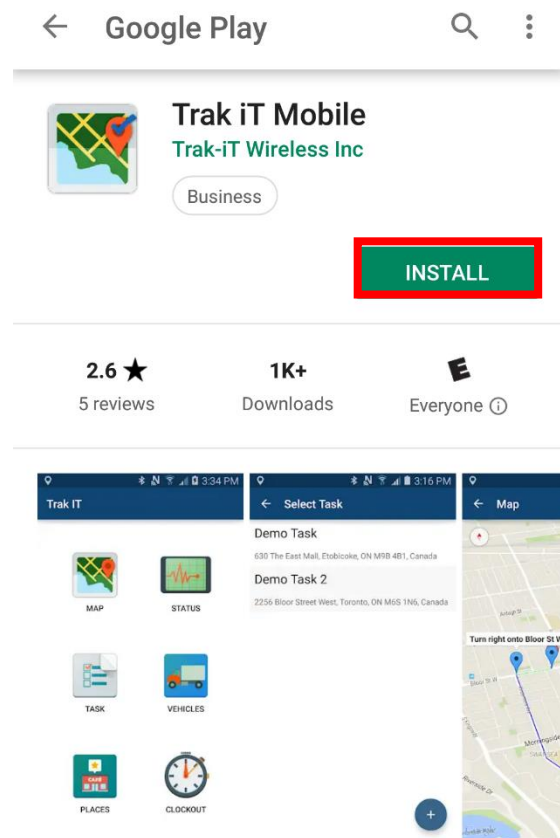
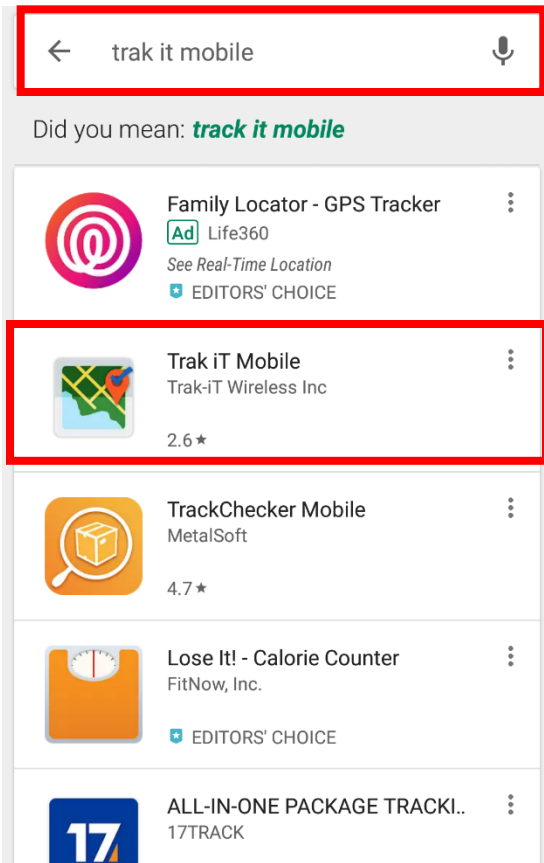
Under Targets, select Specific, and choose all the People assets you have the app installed on.

Click Save

APPLICATION USER MANUAL

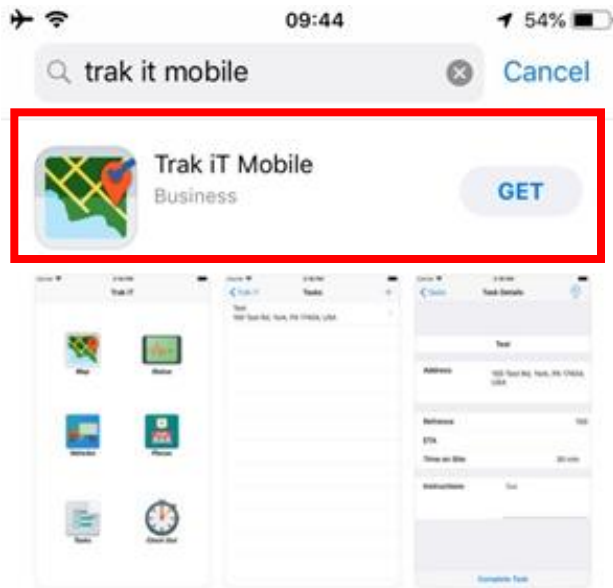
DOWNLOADING THE APPLICATION ONTO YOUR ANDROID DEVICE

Search for Trak iT Mobile in the Google Play Store on either your mobile or your tablet.



Hit the INSTALL button to download the app.

DOWNLOADING THE APPLICATION ONTO YOUR iOS DEVICE

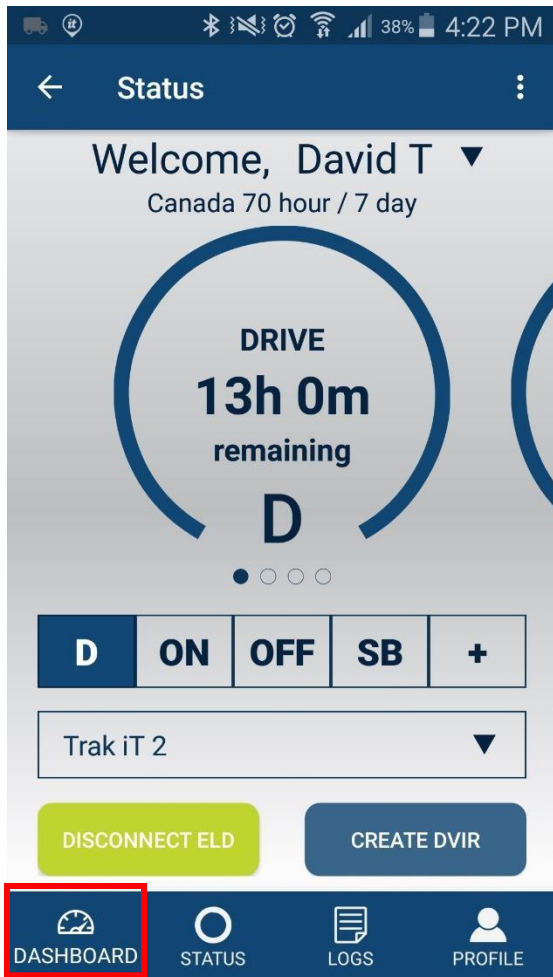


Search for Trak iT Mobile in the App Store either on your iPhone or your iPad.



Hit the Get button to download the app.

1 OVERVIEW OF APP



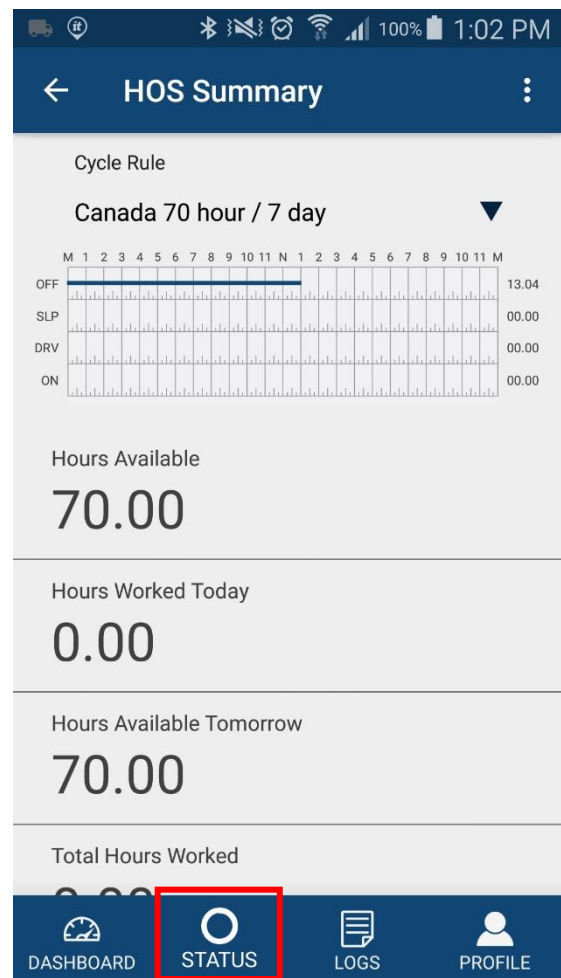
Dashboard:

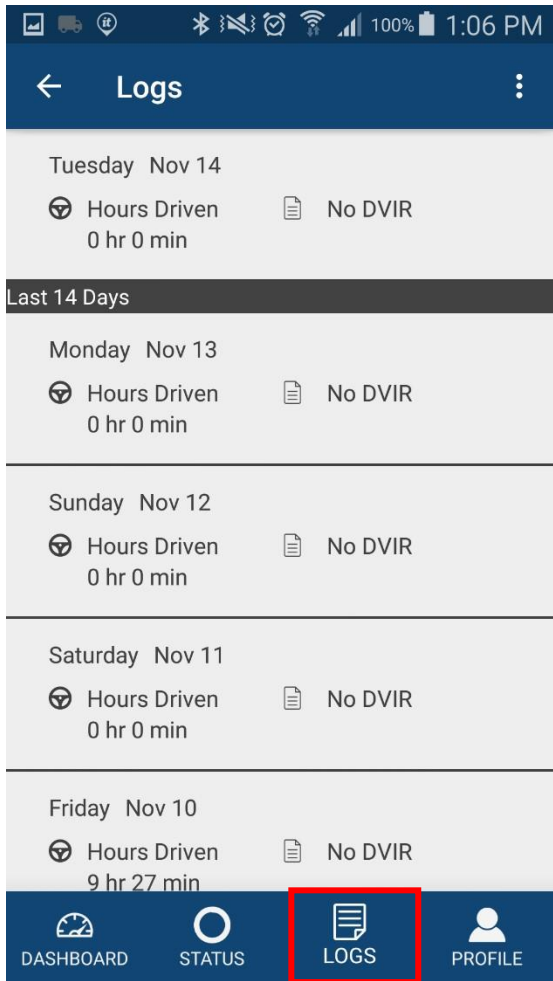
Driver can consult the timers to see how much time is remaining within their cycle with the timers; change their duty status; select a vehicle; create a DVIR; change the driver.

Status:

Driver can view their HOS summary in graph format and change their cycle.

Cycles are automatically chosen based on location.



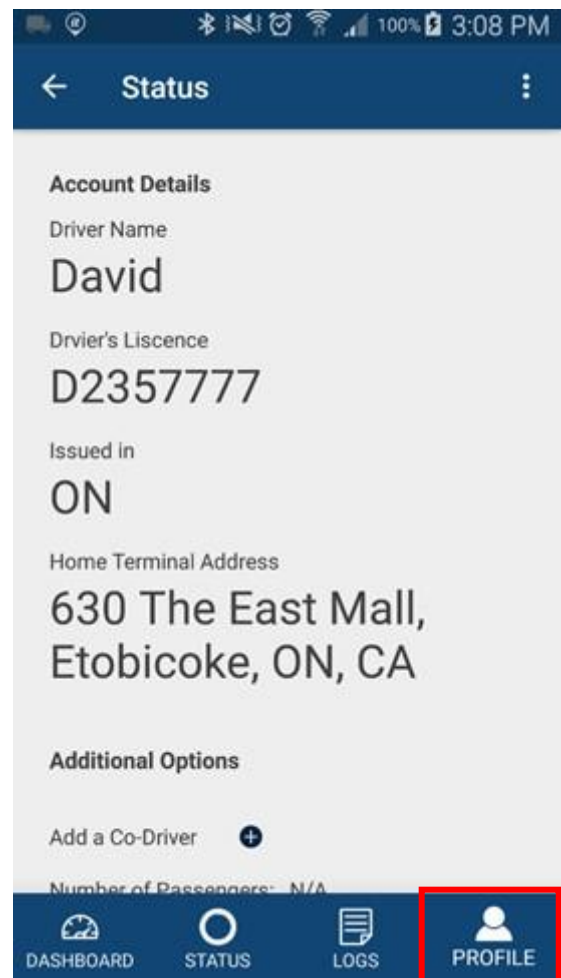


Logs:

Driver can view their logs and make edits and additions to their logs.

Profile:

Driver's information is displayed (whether it's one or multiple drivers).



2 LOG IN



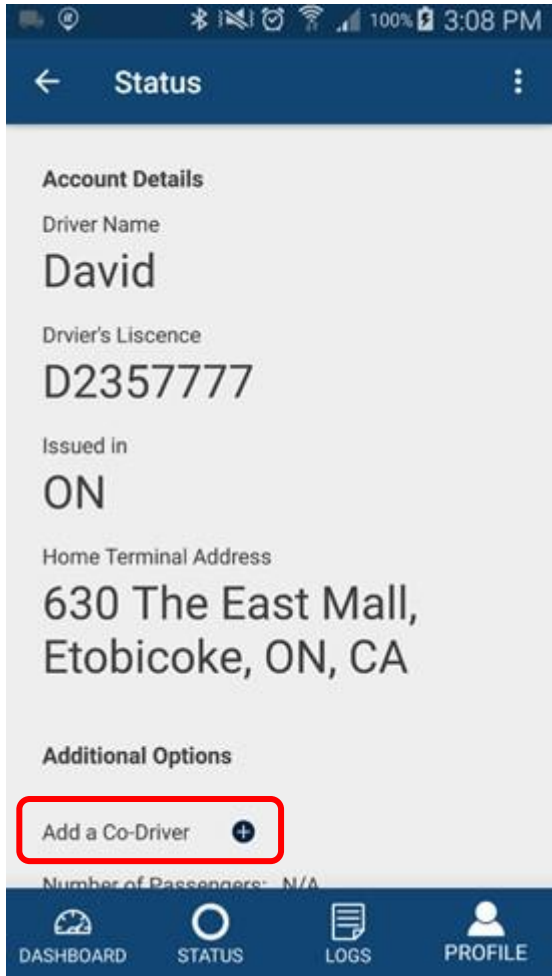
When you open the app, enter Driver ID and Password and hit Sign In.

Driver ID and Password
will be provided by your
Administrators

Doing this, makes you the primary driver.

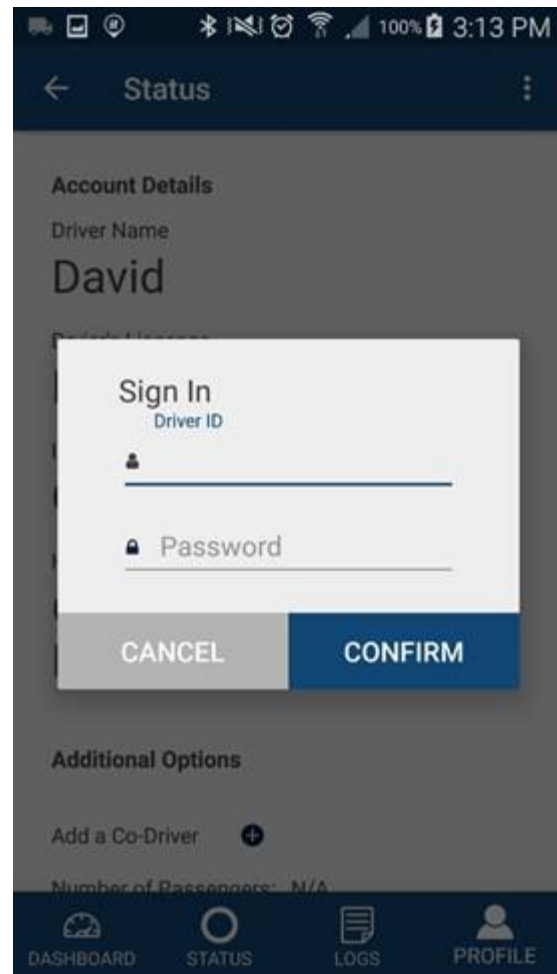
3 CHOOSING A CO-DRIVER

If necessary, there is an option to select a co-driver.



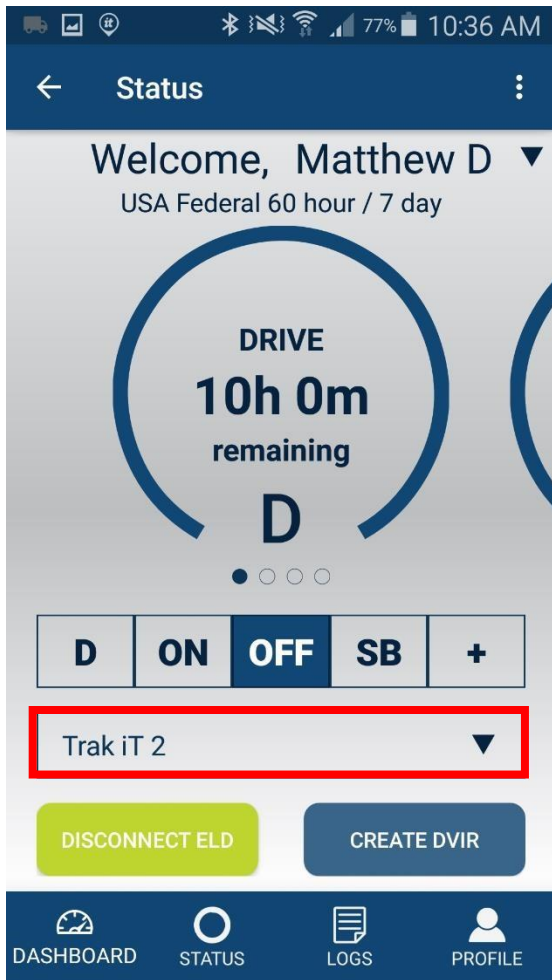
Go to the Profile tab

Scroll down under Additional Options and select Add a Co-Driver.

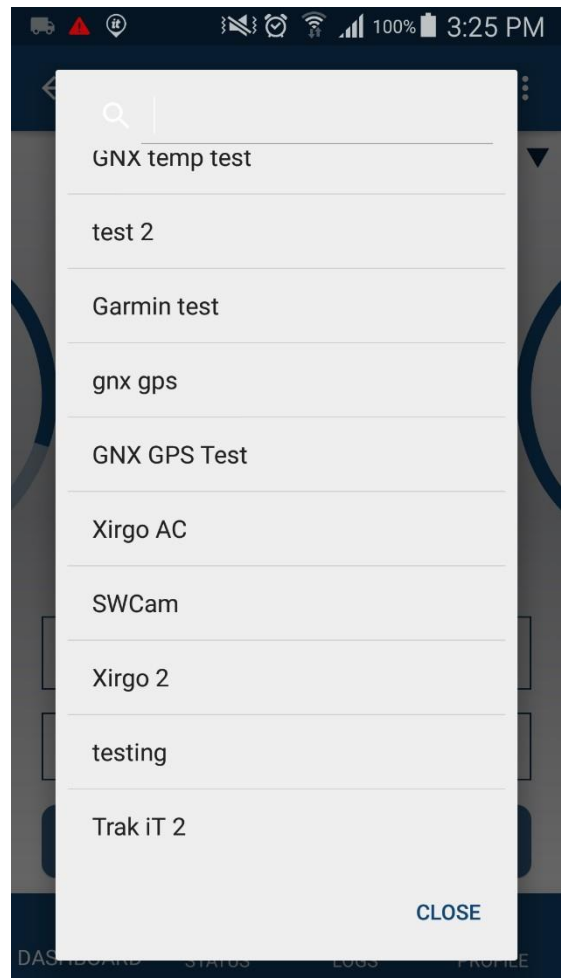


Once selected, fill in their Driver ID and Password, then hit Confirm.

4 SELECTING A VEHICLE



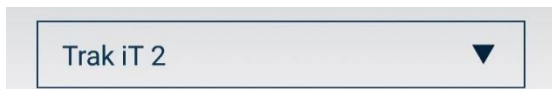
The drop-down menu below the Status Change bar is where the Driver selects their vehicle.



Once the downward arrow is hit, the list of all vehicles will be displayed on the screen.

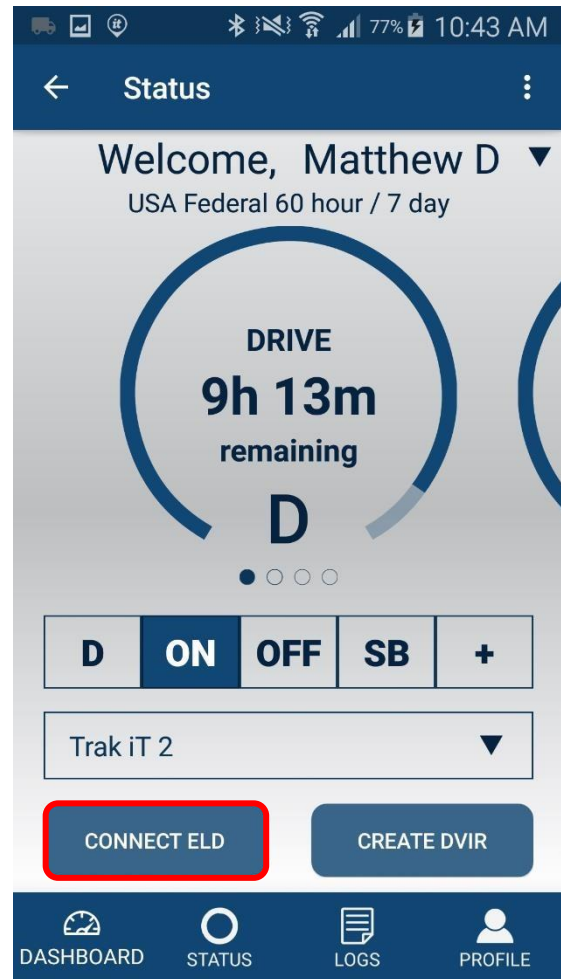
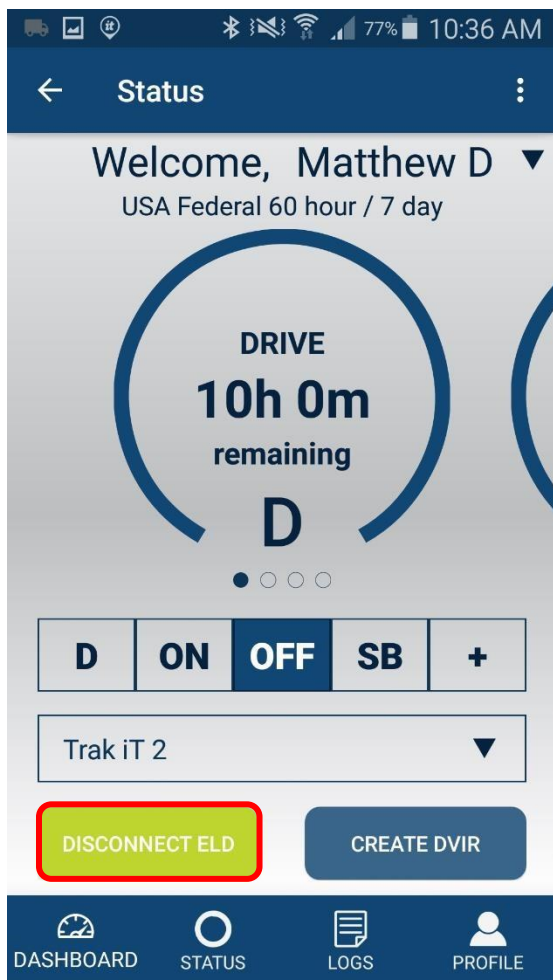
You can also search for your vehicle.

Select a vehicle.



5 CONNECTING TO ELD

Once the correct vehicle is selected, clicking the Connect ELD button will automatically pair the phone with the ELD device installed in the vehicle.

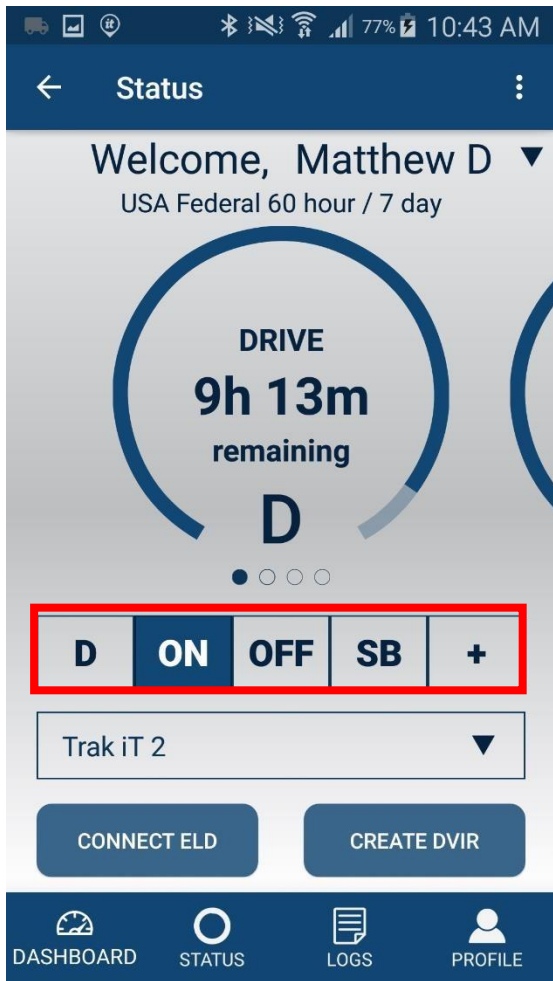


Once connection is successful, button will change to a green colour.

6 CHANGE YOUR STATUS

You have already selected your vehicle and properly connected to the ELD device, you can then begin to record your Hours of Service.

To change your status, go to the status bar and select which status applies.



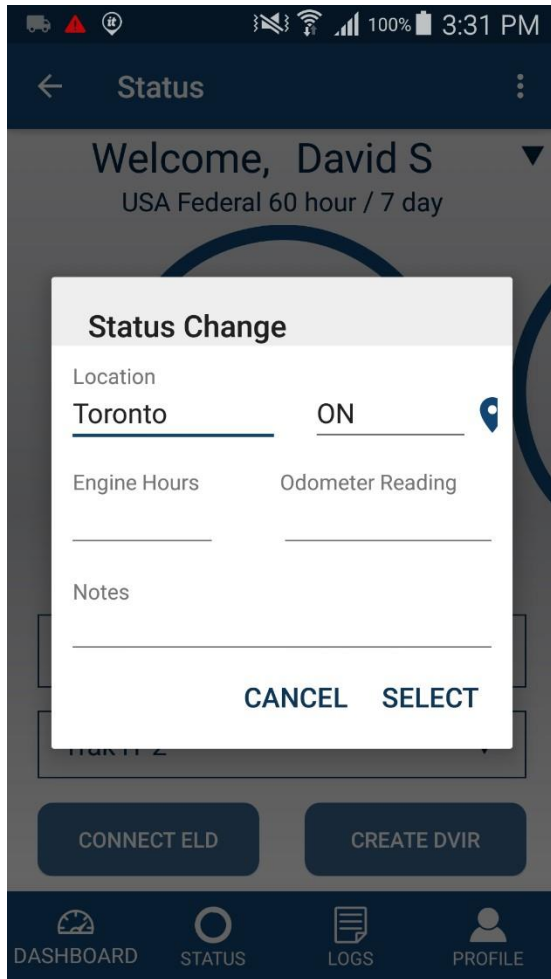
When motion is detected of more than 5kph, your status will automatically switch to Driving.

Under the plus (+) sign:
Yard Moves
Personal Conveyance

D	Driving
ON	On Duty
OFF	Off Duty
SB	Sleeper Berth

6.1 STATUS CHANGE FORM

When changing your status, you need to fill in the Status Change Form.



The screenshot shows a mobile application interface. At the top, the status bar displays signal strength, Wi-Fi, 100% battery, and the time 3:31 PM. The app header is dark blue with a back arrow, the word "Status", and a menu icon. Below the header, a grey banner says "Welcome, David S" and "USA Federal 60 hour / 7 day". A white modal form titled "Status Change" is centered. It has a "Location" section with "Toronto" and "ON" entered, a "Location" icon, and a "Status" dropdown. Below are "Engine Hours" and "Odometer Reading" fields. A "Notes" section has a text input area. At the bottom of the form are "CANCEL" and "SELECT" buttons. The app's bottom navigation bar has icons for "DASHBOARD", "STATUS", "LOGS", and "PROFILE".

Insert your Location (city and state), Engine Hours, Odometer reading and any notes that apply.

The Location, Odometer, and Engine Hours are pre-populated in the form. Though, they can be edited by the driver.

6.2 CO-DRIVER DUTY STATUS CHANGE

To change a co-driver's duty status, go to the Profile tab.

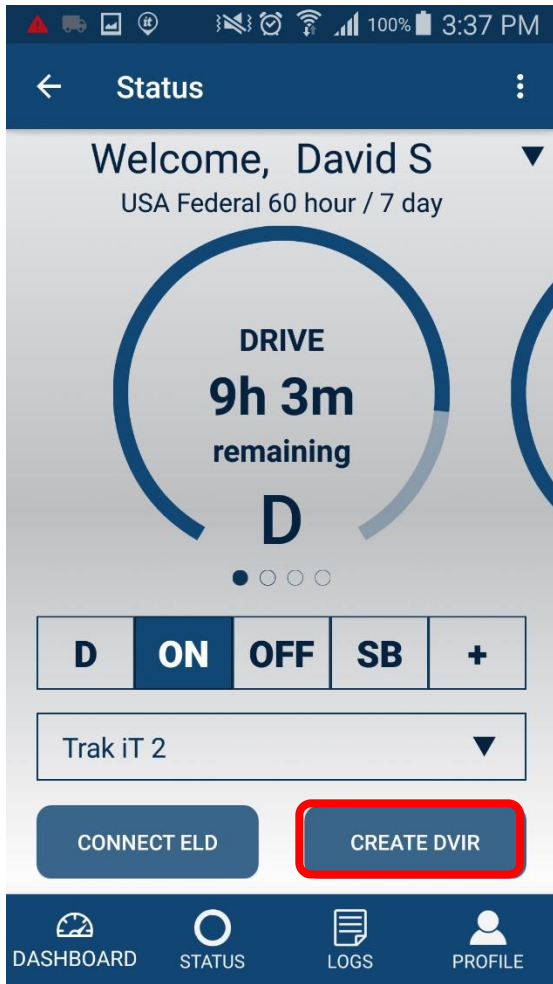
Scroll down to Additional Options (this is where you will find all co-drivers that have been added).



Under each driver's name, in the area that says Duty Status Change, you have the option of ON, OFF or SB.

Select a status that applies.

7 CREATING NEW DVIR



Fill in all fields that apply.

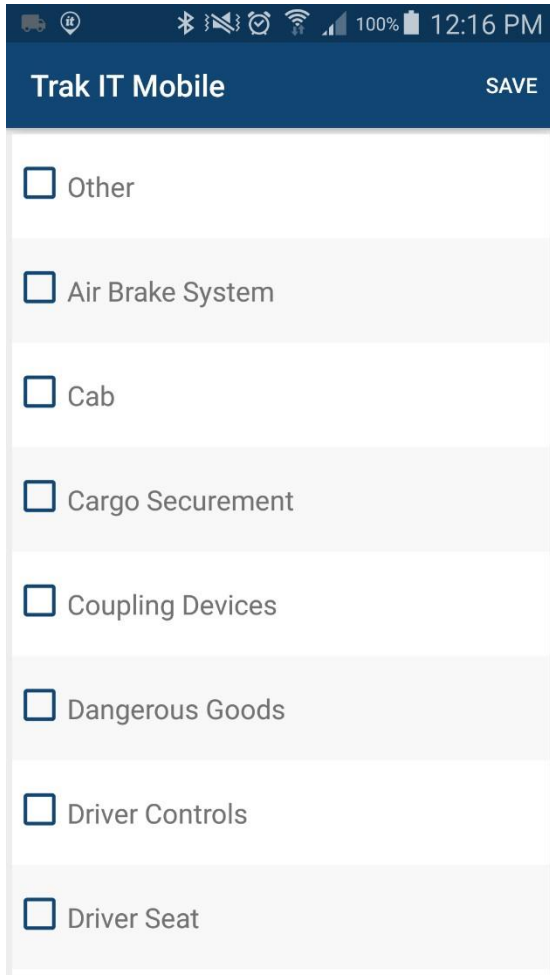
You cannot complete the DVIR without inputting your truck's Odometer reading.

The Carrier Name will automatically be filled in.

Insert your location.

7.1 DVIR WITH DEFECTS

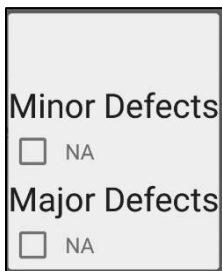
If there are any defects on the vehicle, select Add/Remove Vehicle Defects.



The screenshot shows the 'Trak IT Mobile' app interface. At the top, there is a status bar with icons for location, Bluetooth, signal strength, and battery level (100%), along with the time 12:16 PM. Below the status bar is a dark blue header with the text 'Trak IT Mobile' on the left and 'SAVE' on the right. The main content area is a list of defect categories, each with a checkbox on the left and the category name on the right. The categories are: Other, Air Brake System, Cab, Cargo Securement, Coupling Devices, Dangerous Goods, Driver Controls, and Driver Seat. All checkboxes are currently unchecked.

Check the boxes that apply to the defect. If none apply, select Other.

Then select whether Minor Defects or Major Defects.



The screenshot shows a selection screen with two sections. The first section is titled 'Minor Defects' and contains a radio button followed by the text 'NA'. The second section is titled 'Major Defects' and also contains a radio button followed by the text 'NA'. Both radio buttons are currently unselected.

Once defects are selected, click Save.

7.2 DVIR WITHOUT DEFECTS

The screenshot shows the 'New DVIR' screen. At the top, there is a status bar with icons for location, Bluetooth, Wi-Fi, and battery (84%), and the time 3:56 PM. Below the status bar is a dark blue header with 'New DVIR' on the left and 'SAVE' on the right. The main content area is light gray. It features two sections for adding defects. The first section is 'Add/Remove Vehicle Defects', with a truck icon and a checked box for 'No Defects'. Below it, it says '0 Defects Added'. The second section is 'Add/Remove Trailer Defects', with a trailer icon and a checked box for 'No Defects'. Below it, it says '0 Defects Added'. At the bottom, there is a dark blue button with a white signature icon and the text 'Sign DVIR', which is highlighted with a red rectangular border. Below the button, there is a section for 'Trailer' and 'Trailer Numbers'.

If there are no defects to your trailer or vehicle, proceed to Sign DVIR.

Once signed, hit Done.

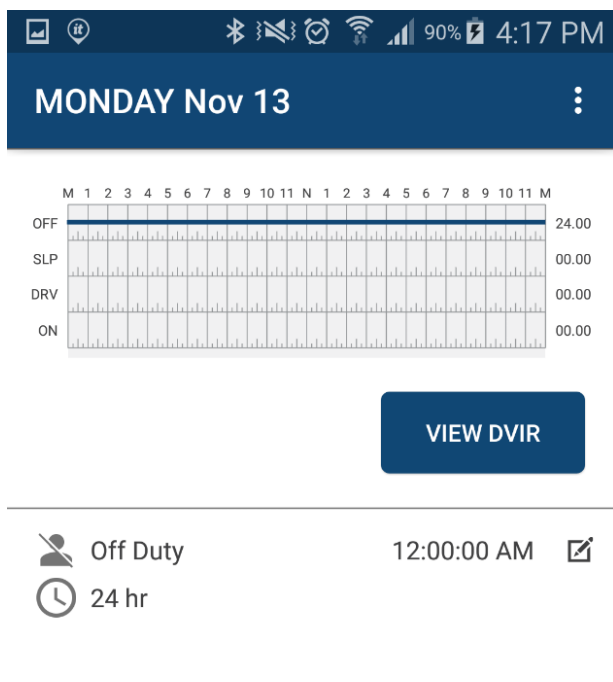
The screenshot shows the 'Sign DVIR' screen. At the top, there is a status bar with icons for location, Bluetooth, Wi-Fi, and battery (85%), and the time 3:59 PM. Below the status bar is a dark blue header with 'Sign DVIR'. The main content area is light gray. It features a large blue signature. Below the signature, it says 'I certify these entries are true and correct'. At the bottom, there are two dark blue buttons: 'DONE' and 'CLEAR SIGNATURE'.

8 ADDING A DVIR

To add a DVIR to your logs from the previous day:

Go to the Logs tab

Select the tab to which you want to add a DVIR.



Hit the plus (+) sign in the bottom right-hand corner and select Add DVIR



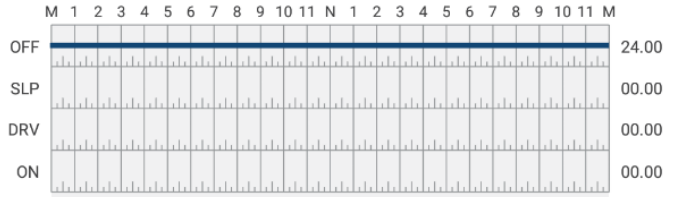
Then, follow the steps mentioned in Creating New DVIR

9 EDITING YOUR LOGS




To make changes to your logs, go to the Logs tab



Select the edit button on the event



The form will be pre-populated, make the necessary changes.

 Off Duty	12:00:00 AM	
 24 hr		



10 ADD AN EVENT

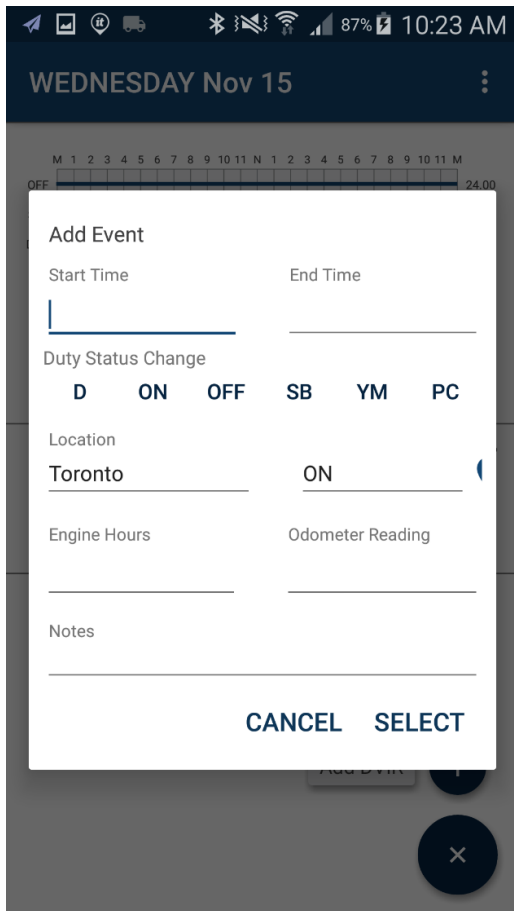
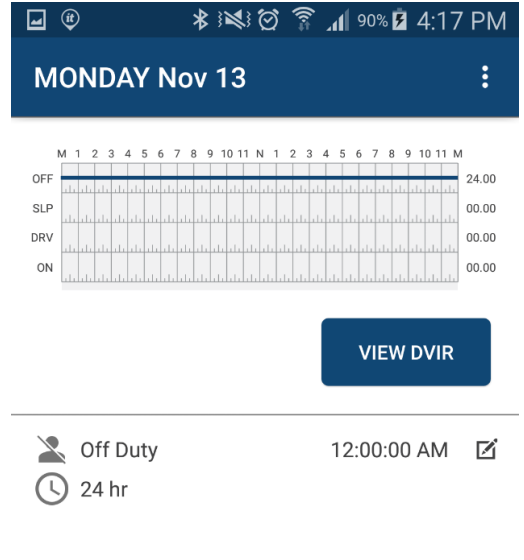
To add an event to your logs.

Go to the Logs tab.

Select the log to which you wish to add an event.

Click the plus (+) sign in the bottom right-hand corner.

Then select Add Event



Fill in the form with all the information required (The location will auto-populate but can be changed).

Then hit Select

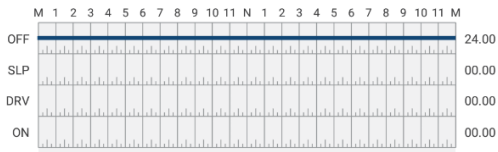
11 SIGNING YOUR LOGS



To sign your logs, head to the Logs tab.

Select the log you need to sign.

In the top right-hand corner select the three vertical dots.

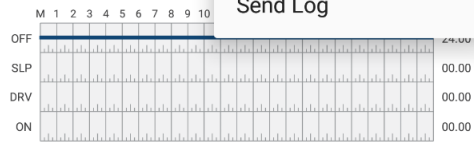
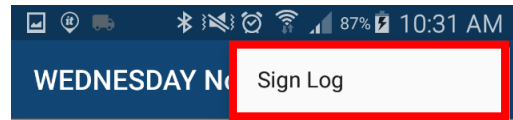


VIEW DVIR

Off Duty 12:00:00 AM
 24 hr

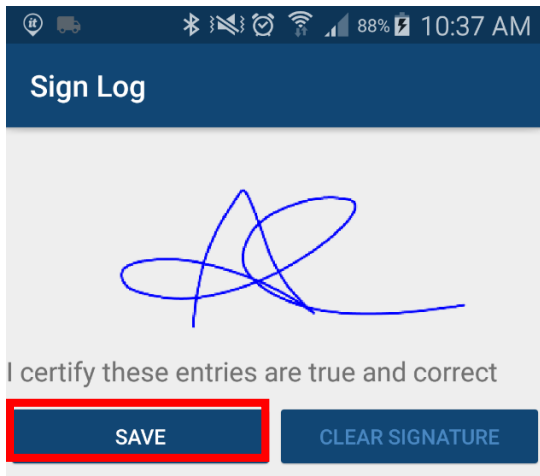
Select Sign Log.

Sign the log and hit Save.

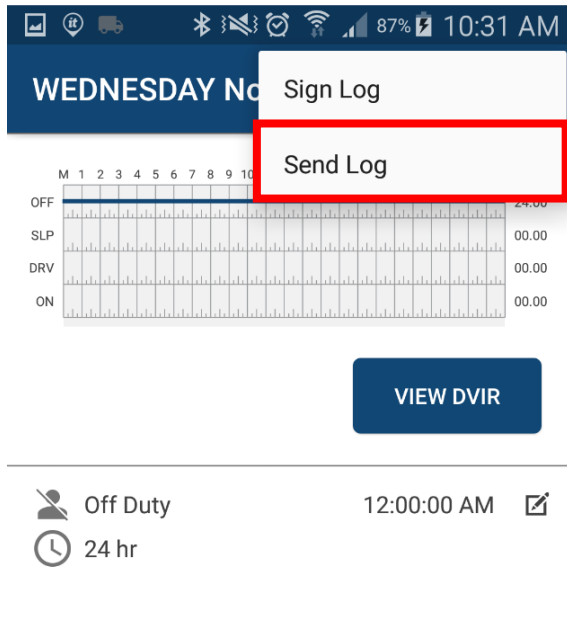


VIEW DVIR

Off Duty 12:00:00 AM
 24 hr



12 SENDING YOUR LOGS



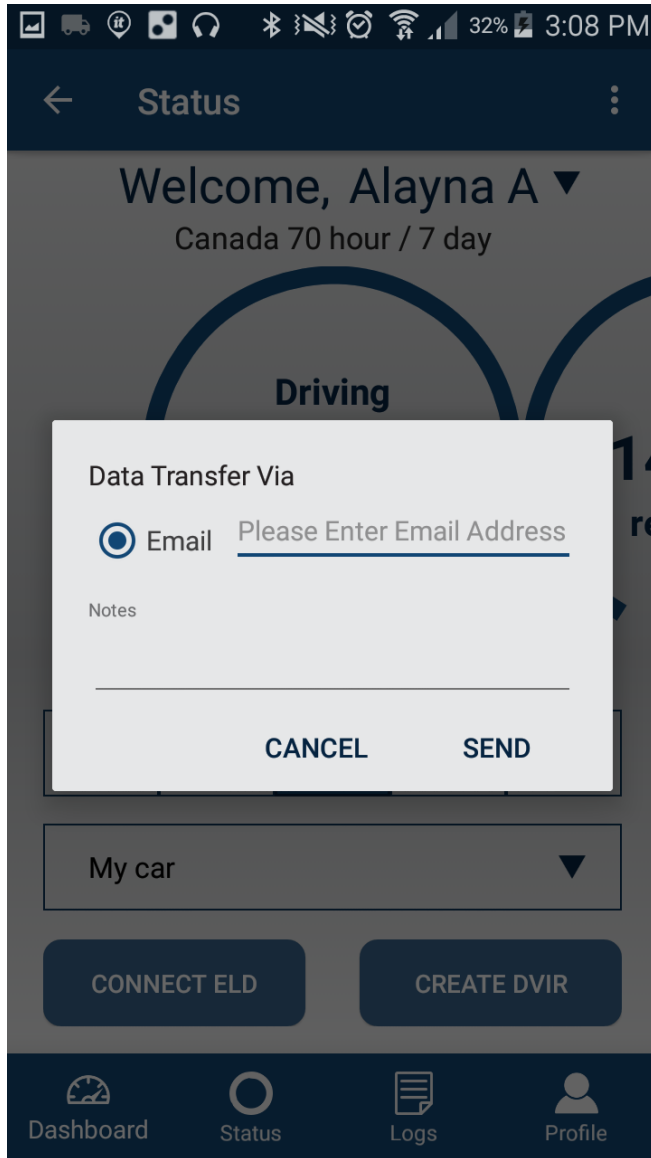
Head to the Logs tab

In the top right-hand corner, select the three vertical dots

Select Send Log.



12.1 SENDING YOUR LOGS IN CANADA



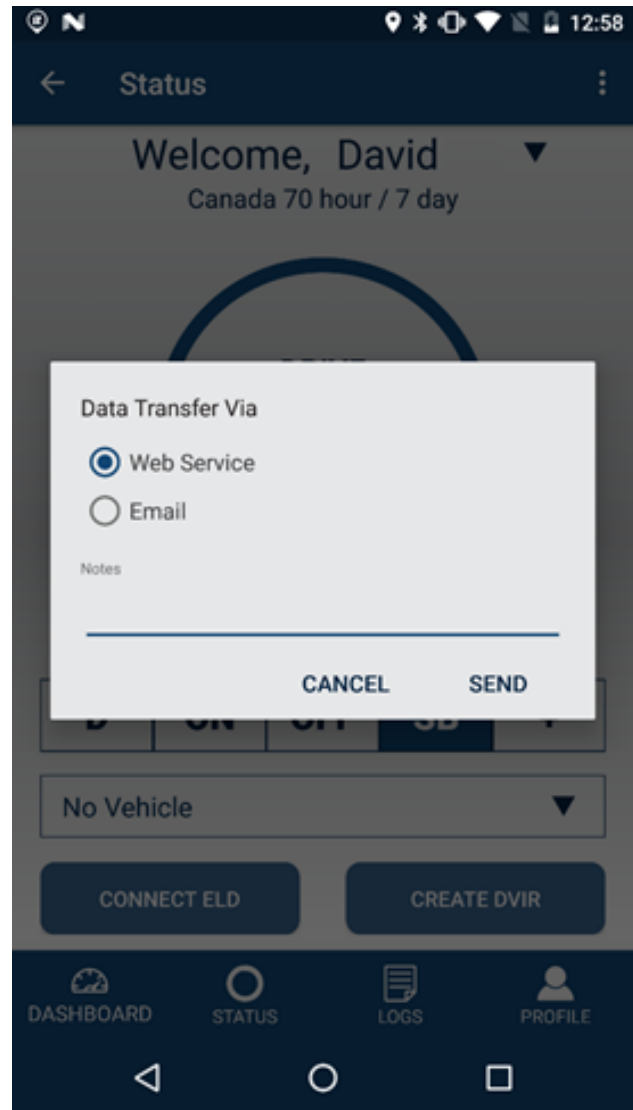
Insert the recipient's email address and hit Send.

The notes area is where the inspector will input their notes to identify the logs.

12.2 SENDING YOUR LOGS IN THE UNITED STATES

There are two options on how to send your logs. Either via WebService or via Email.

The Notes field is where the output comments from the inspector get inputted.

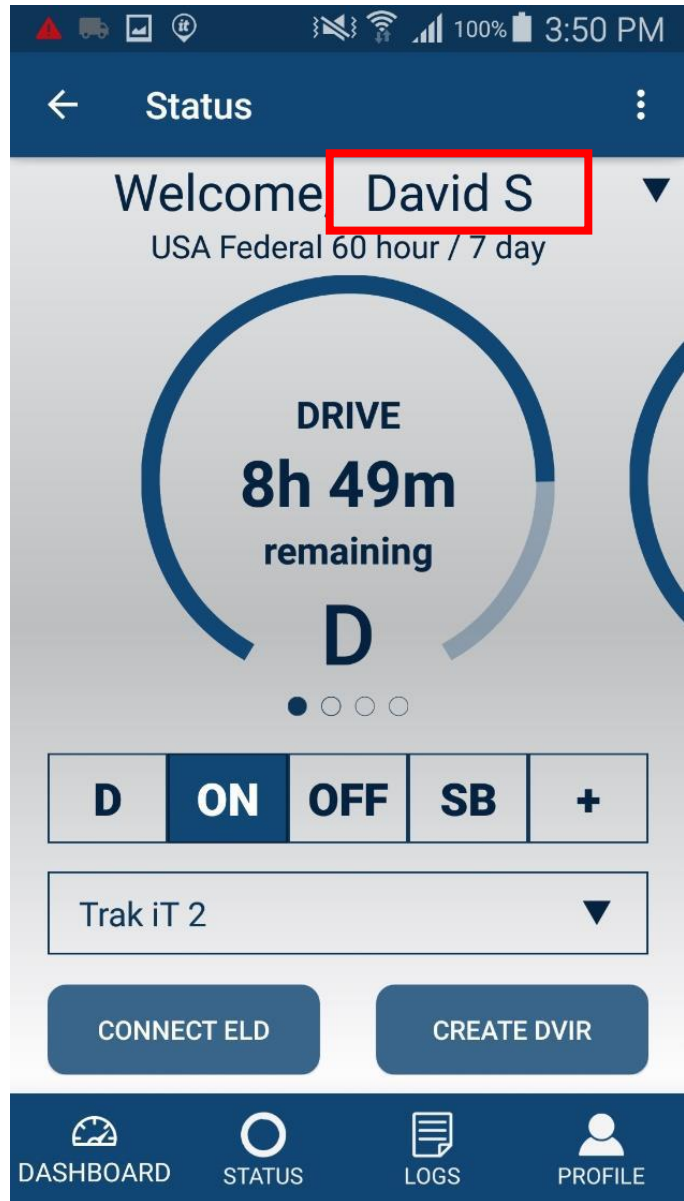


You can send logs from any tab in the app. Using the same three vertical dots in the top right-hand corner.

13 SWITCHING DRIVERS

Go to the Dashboard.

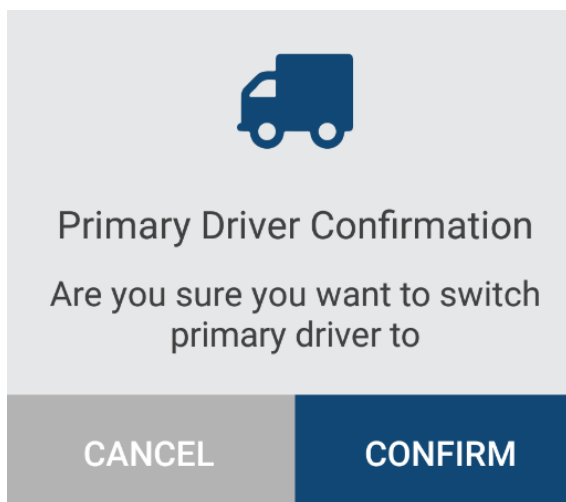
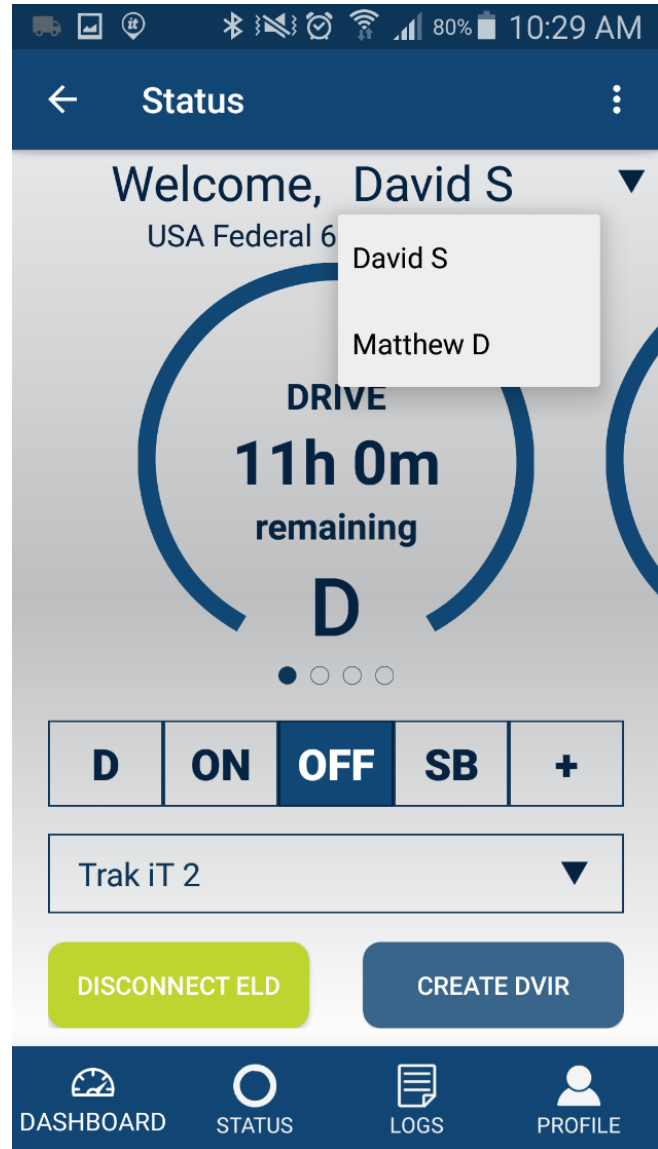
Select your name.



The driver status must be in either ON, OFF, or SB to be able to switch primary drivers. As you can't change drivers while the driver is "driving".

A drop-down list of co-drivers logged in will appear.

Select the new Primary driver.



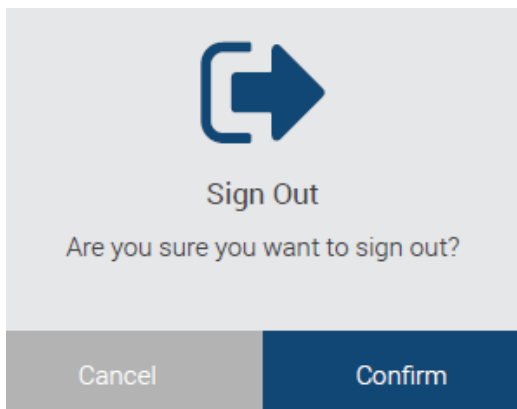
Confirm the primary driver switch.

14 SIGN OUT

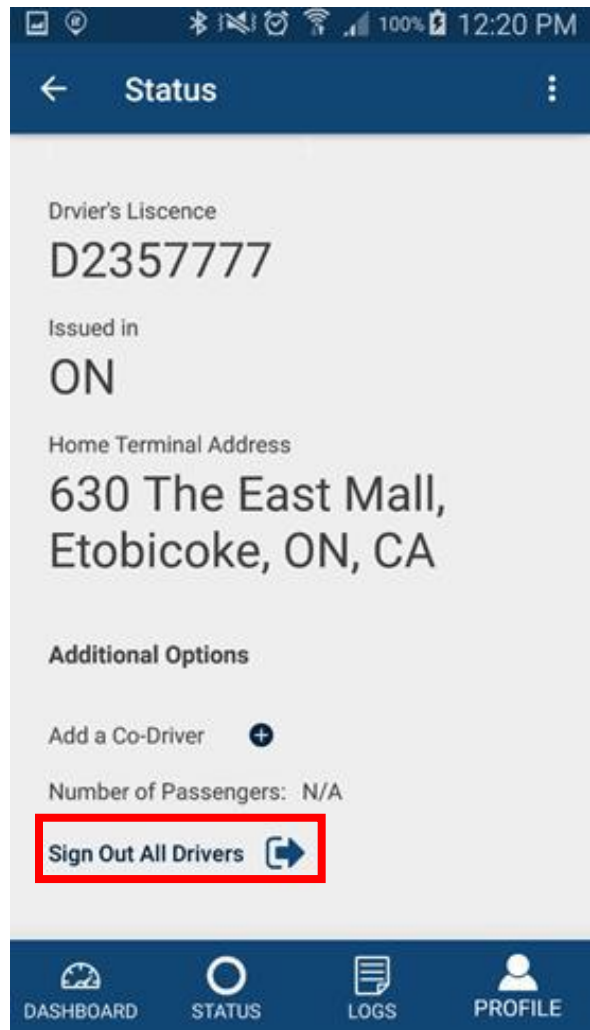
Go to the Profile tab.

Scroll to the bottom and select Sign Out All Drivers.

This will sign out both the co-driver and the primary driver.



Then Confirm the sign out action.

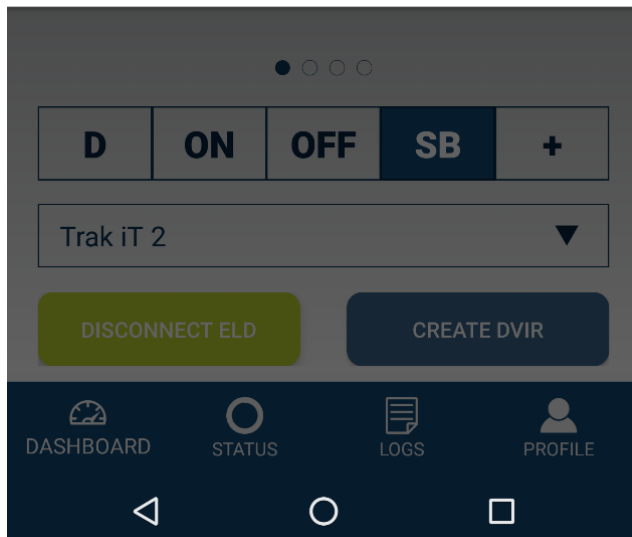
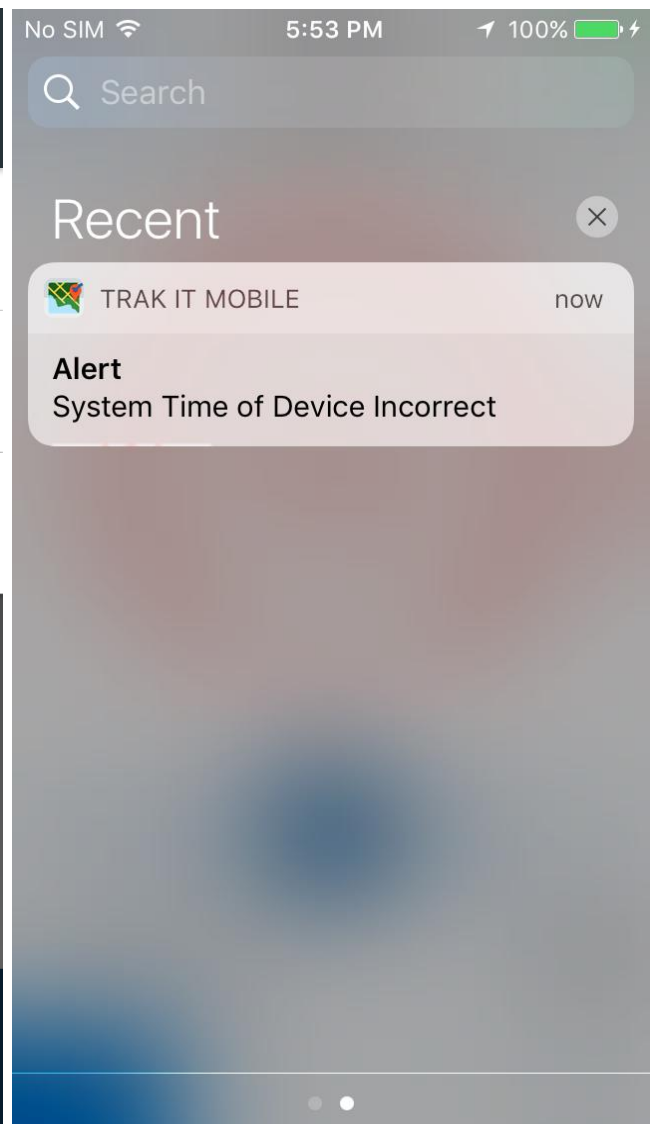
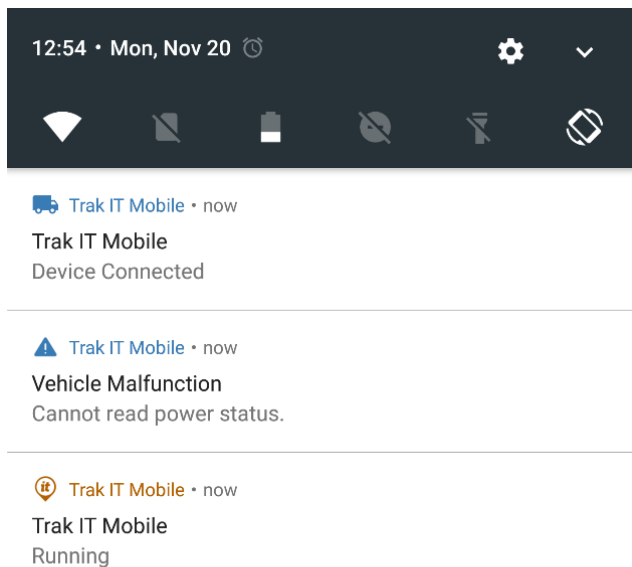


Each co-driver can be signed out individually.

15 DIAGNOSTIC AND MALFUNCTION

If the Trak iT app detects a diagnostic or malfunction event, the status is set in the notification tray immediately.

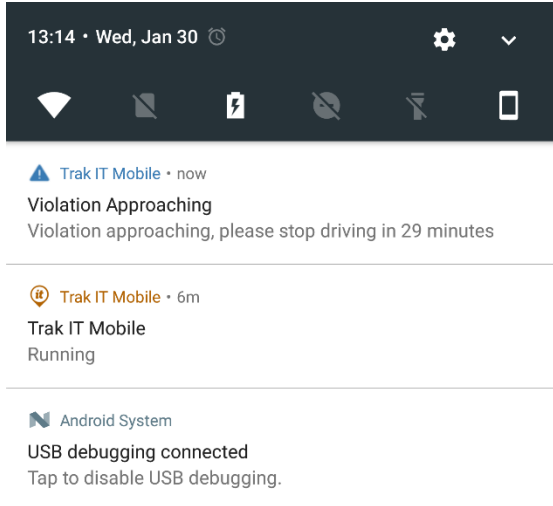
Pulling down on your notification on your phone you will find more details about these events.



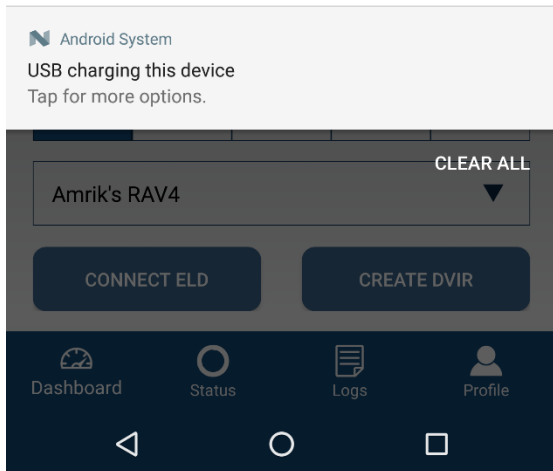
Drivers should consult the "Diagnostic and Malfunctions sheet", which provides details around what do to when these events are generated.

16 VIOLATIONS

Violations are time based and are calculated as the driver continues along in their shift as well as their cycle.

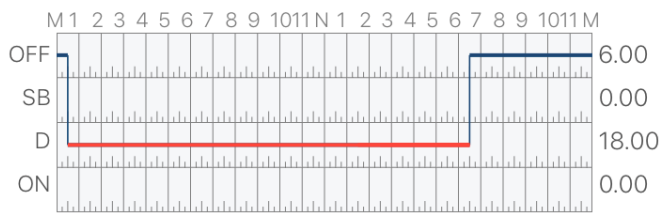


The driver will receive a warning 30 minutes before they enter violation.



Once the driver enters into violation, the dashboard circle cycles turn red.





[View DVIR](#)

Daily 10 Hours Off Duty Required

Daily 13 Hours Driving Limit

Daily 14 On-Duty Limit

- 🚗 Off Duty 12:00:00 AM ✎
🕒 0 hr 30 min
📍 Toronto, ON
- 👤 Driving 12:30:02 AM ✎
🕒 18 hr 0 min
📍 Toronto, ON
- 🚗 Off Duty 6:30:02 PM ✎



When the driver is under violation, the line in the log for that day will change colour to indicate when they went into violation.

There will also be details that explain why the violation occurred.