

# **Big Rig ELD**

# **Driver Guide**

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## Main Dashboard

The **Main Dashboard** main screen is where you log your duty status events and which, in turn, determines your compliance with FMCSA Hours of Service Regulations. This screen also serves as your gateway to the rest of the app's features.

		ର୍ଜ୍ କ
	John Doe Jr.	DATA TRANSFER
	Truck23E	REMARK
OffDuty >	Trailer20	
Time Remaining		OPTIONS
	DVIR	
00.00	00.00	
00.00	START BREAK	ROADSIDE INSPECTION

The main screen also provides essential information about the app's user:



Driver Name: Displays the name of the driver who is logged in and whose logs are displayed.

Vehicle Name: Displays the driver's vehicle name.



	<u>R</u>	G	Ð
S John Doe Jr.	DATA TRANSF	ER	
Driving > Truck22E	REMARK		
	OPTIONS		
DVIR 05:21	LOGS		
On Duty Time Until Break START BREAK R	OADSIDE INSPE	стю	N

**Note:** The layout shown above is the default arrangement of buttons for the Main Dashboard. The button layout for the Main Dashboard and the Options screen can be configured and rearranged in the portal's **Button Editor** 

#### 1. Using Hours of Service Action Bar

The **Hours of Service Action Bar** is the starting point for navigating to the different pages in the HOS app and is always present in the app's topmost portion.



It features the following main navigational controls of the HOS app:

- a. **Main Navigation Hamburger Icon:** Tap to open the main navigation menu of the HOS app.
- **b. Pending Edit Request Button**: Icon only displays when there are request to edit events from Motor Carrier Personnel and Co-Driver(s). Tap the icon to display the list of pending edit request(s) which driver(s)

will take action to "accept" or "reject" a specific request. Pending Edit Request(s) display includes requested edits for a day that is beyond the **8 days log for USA cycle** (*14 days log for Canada cycle*).

#### Pending Edit Request(s) Tap each event to view details

	Event	Start	Date	From	Ac	tion
1	Driving	04:00 PM	Nov 20, 2018	Personnel	ACCEPT	(ス) REJECT
2	Sleeper	06:45 PM	Nov 20, 2018	Personnel	ACCEPT	REJECT
3	Driving	12:39 AM	Nov 28, 2018	Unidentified	ACCEPT	REJECT
4	Driving	12:40 AM	Nov 28, 2018	Unidentified	C ACCEPT	(X) REJECT
						CANCEL

**Note:** On instances where the vehicle has been moving for more then 3 minutes while there is no driver logged in, the ELD automatically records this activity as "Unidentified Driving Events" under the driver: "Unidentified Driver". These events can be reassigned to actual drivers upon logging in to the app, under Pending Request(s).

Accept Event			
Do you want to accep	t this event?		
Event:	OnDuty ND		
Start:	Jul 23, 2019 05:30 AM		
Origin:	Personnel		
Note:	test		
Reason:	Engineers Road Test		
Odo:	0 mi		
Enter annotation for t	his event		
		CANCEL	YES

If the driver **accepts** the edit request(s) then the new status will be displayed on the events history list and will replace the old status.

l	Do you want to accept	this event?	
		Original	Changes
	Event:	OffDuty	OffDuty
	Start:	Jul 19, 2019 07:10 AM	Jul 19, 2019 07:10 AM
	Origin:	Driver	Personnel
	Note:		testpurp
	Reason:	Engineers Road Test	Engineers Road Test
	Odo:	0 mi	0 mi
	Enter annotation for th	nis event	

Accepting the requested edits of the day that is beyond the last **8 days log for USA cycle (14 days log for Canada cycle)** will display a **warning** dialog informing that driver needs to **recertify** the log at logout on the app or driver can log into the drivers' portal to **certify** the log for that day.

You have successfully uncertified log! Recertify log at logout or on the portal.

ОК

If the driver **rejects** the edit request(s) then it will not replace the original status however the status will still be recorded in the events history list with a note *Inactive Change Rejected (ICJ)*.

		Original	Changes
	Event:	OnDuty ND	OffDuty
	Start:	Jul 08, 2019 02:19 AM	Jul 08, 2019 02:19 AM
	Origin:	Personnel	Personnel
	Note:		testpurp
	Reason:	Engineers Road Test	Engineers Road Test
	Odo:	62485 mi	62485 mi
Enter an	notation for th	nis event	

The Reject and Accept Event dialog shows the comparison of the *Original status* vs the changes (requested edits) made by the Motor Carrier Personnel. Once the edit requests are *accepted*, it will require the driver to fill in the annotation field (**Required, maximum of 60 characters**) to successfully save the changes. On the Main Dashboard, Tap on **Logs** button then edit logs. The driver can check in the events history list for the accepted and rejected event statuses.

#### Notes:

- a. Odometer field is displayed for edit request(s) made by the Personnel
- b. Vehicle Miles field is displayed for edit request(s) made by the Unidentified Driver
- c. The Unidentified Driving Event pending edit request dialog has additional details like: **From, To & Equipment ID** compared to that of the Personnel's pending edit request dialog
- c. **Refresh Button:** Tap to manually refresh the data in the HOS app page. Hidden under submenu icon once all icons are present.
- d. **Logout Button:** Tap to log out of the app, this will also set your status to Off Duty. Hidden under submenu icon once all icons are present.



Logging out of the HOS app when the status is "Driving/On Duty" will pop up a different message dialog and will also set the driver status to "Off Duty".



**Note:** Once the **"go off-duty"** option is checked, all the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely (with no Snaptraq service or VBUS service running in the background). If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption **(395.1 (e))**, upon logging in or out, a dialog will display confirming whether the driver chooses to continue as an exempt driver. By selecting the OK button, the "No Logs for Non-CDL-Driver Short-Haul Drivers operating

within 150 air-miles" exception will be enabled.

#### Exempt Driver

Continue as an exempt driver?

#### NO YES

e.

Malfunction Button: Tap to display the Malfunction Event(s) dialog.

Malfunctio	ns			
Code	Date	Time	Description	Action
Ρ	Mon Jun 13, 2016	11:07:56 AM	Power Malfunction	CLEAR
E	Fri Jun 10, 2016	05:10:39 PM	Engine Synchronization Malfunction	CLEAR
т	Fri Jun 10, 2016	03:57:58 PM	Timing Malfunction	CLEAR
				CANCEL

Malfunction and Data Diagnostic icon is displayed always in the toolbar. Malfunction Indicators acquired by the driver will be displayed in the application's Header which is always visible across all screens. There will also be a notification in the Android toolbar indicating a malfunction.



To clear the malfunction, tap on the Clear button. The Clear Malfunction dialog will then be displayed.

← View Log		М		£
Start Time: - Tu 12AM - Tu	e Apr 05, 2016 🔶	U	s70hr	8days
M 1 2 3 4 5 6 7 8 9 10	11 N 1 2 3 4 5 6 7	8 9 1		Total 13:16
28 aunia manana manana ana ana ana ana ana ana	nalashi anta sa dasha ara			
• • • • • • • • • • • • • • • • • • •	halanti Tidan dalah ing	dilili		
. 📲 adadadadadadadadada	aladadi kadada bilada k	hihiti		00:04
Violation: none	Exception: none			
Clear Malfunction	1 clear Position Malfunction (	12	n	+ ADD
2 Lo 3 Re	NO	YES	ar L	1 200
4 Personal 01:16 PM 00m	(1002.000, 1002.000)			/ Lát
5 Yard 01:16 PM 04m	(1002.000, 1002.000)			Cali
6 RP 01:20 PM	(1000.000, Auto Power 1000.000) On RP			1
7 Driving 01:20 PM 29m	(1000.000, 1000.000)			Edit
8 Pos MF 01:39 PM	(1000.000, 1000.000)			Em
9 Pos MF 01:39 PM	(1000.000, 1000.000)			Edi
+Inactive: IC=Changed, ICR+Change Rep	uested, ICJ+ Change Rejected			

At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event.

**Note:** A Power Malfunction & Diagnostic will be triggered once the device is not connected to a power source and that the battery level is down to 10%.

**'VBUS Connection Icon:** Indicates if the device is connected to a VBUS device. and turns to

when disconnected. Hence, connection interruptions may occur which will turn into flashing icon in a reconnecting state.

The VBUS Connection indicator will be displayed in the application's Header which is always visible across all screens.

×

while

#### VBUS Connection bar

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f.

The **Connect** button has the same capabilities as the connection icon



#### **Connection Process**

- a. Tap the Connect button to display the Vehicle Data Settings and enable VBUS data.
  - i. Manual Connection
    - 1. Tap on the Manual Connection button



a. **Note:** When drivers who do not have asset admin permission attempts to perform a manual connection, an error dialog will appear

Error	
Only asset admin can perform man	nual connection
	OK

2. List of VBUS devices that would appear in the app will be configured in portal.

3. Select a supported VBUS Device and Tap 'Next'.

#### Supported VBUS Devices

$\odot$	ATBS	Interpreter
---------	------	-------------

- O ATrackAK11
- O ATrackAK11 OBDII
- O ATrackAU7 J1939/J1708
- O ATrackAX11
- O ATrackAX11 OBDII
- O ATrackAX7B
- O ATrackAX7B OBDII
- O ATrackAX9 J1939
- O ATrackAX9 OBD2
- Astus TAG
- Atlas
- O Azuga
- O CalAmp 4230 Bluetooth
- O CalAmp 4230 Bluetooth LE
- O CalAmp 4230 Hardwired
- O CalAmp MDT7 Tablet
- O CalAmp V-Series
- O Digi WVA
- O ELM325 (BAFX...) (J1708)
- O ELM327 (BAFX...) (J1939) Black Port
- O ELM327 (BAFX...) (OBDII)
- O ELM327 (BAFX...) J1939 Green Port
- O GenX 6
- Geometris
- Geotab
- O IOSiX
- O MGNOBD
- O MGNOBDBA
- O Pacific Track
- O ROVR dT9 J1939
- O ROVR dT9 OBD2
- O Xirgo XT6360

#### BACK

CANCEL NEXT

 ATBS\_Interpreter, ATrack AX11 OBDII, ATrack AX7B OBDII, ATrackAU7 J1939/J1708, ATrackAX7 OBD2, ATrackAX9 J1939, ATrackAx9 OBD2, Atlas, CalAmp 4230 Bluetooth, CalAmp 4230 Hardwired, CalAmp MDT7 Tablet, CalAmp V-Series, ELM327 (BAFX,...) (J1708), ELM327 (BAFX,...) (J1939), ELM327 (BAFX,...) (OBDII), Geometris, IOSiX, MGNOBD, MGNOBDBA, Pacific Track, ROVR dT9 J1939, ROVR dT9 OBD2 and Xirgo XT6360 devices connects via bluetooth.

- a. Will display the Bluetooth Permission Request dialog
- b. After accepting the request, the list of Bluetooth devices will display depending on the selected device.

Se	lect "Atlas BLE Device"		
So	t by 🦲 RSSI 🔵 Name		
1	PT30_76A0 FE:80:F9:E7:76:A0		
2	HOS-Reporter-663920 F5:F3:AC:66:39:20		
BA	CK	SCAN DEVICES	CANCEL

- c. Tap on the device name to display the Connect dialog and establish a connection to the device.
- 5. DIGI WVA device connects via WiFi.
  - a. The 'Configure VBUS device' dialog will be displayed.



- b. Configure the device if it will be used for the first time.
- c. Tap on the device name to display the Connect dialog and establish a connection to the device.



- d. Enter the PIN for DIGI WVA device configured for PIN Pairing mode or Hold the Digi WVA button down for 3 seconds for Digi WVA device configured for Push Button pairing.
- **6.** After tapping the device name, the VBUS Progress dialog will be displayed along with a progress spinner over the connection icon to have a visible indication of the connection progress. The driver can also enabled to cancel an in-progress connection via the OK and Stop Connection button found in the VBUS Progress dialog.

#### VBUS Progress



#### Notes:

VBUS data error dialog will appear when no VBUS data received within 60 seconds.



b. If the app attempts to connect to an unsupported device. the app then displays a dialog which warns the user that the equipment has an invalid VBUS device type set and that the default device type is being used. The 'Device Not Supported' dialog will be displayed stating: "Device is no longer supported. Please use manual connection." along with a Cancel and Manual Connection buttons.

#### Device not supported

Device is no longer supported. Please use manual connection.

#### CANCEL MANUAL CONNECTION

0K

c. The app also skip device selection for manual connection if device selected on the portal is only one type of VBUS device.

- ii. Auto Connection
  - 1. Tap on the Connect button
  - 2. The VBUS Progress dialog will then display
  - 3. Upon establishing a connection to the VBUS device, You should hear a tone letting you know that device is now connected and that an event 'ELD Login' will be recorded in the events list.

	Status	Start	Duration	Location	Note	+ ЕХСЕРТ	+ ADD
2	Remark	08:17			Authenticate		EDIT
3	Certify	08:17			Certified log for May 31, 2017		NOTE
4	Power On	08:52			Automatic Transition		NOTE
6	ELD Login	08:52			ELD Connection		NOTE
8	Driving	08:52	06m		Automatic Transition		FDIT

b. Disconnect to the device by tapping on the VBUS icon

Connection Details				
VBUS Device Type:	Atlas			
VBUS Device:	HOS-Reporter-663920 (F5:F3:AC: 66:39:20)			
Firmware Version:	1.1.40,66			
Duration:	00:00:55			
DISCONNECT	DEBUG CANCEL			
<ul> <li>i. Tap on the Connect button</li> <li>ii. The Connection Details dialog will then display</li> <li>iii. Tap on the Disconnect button</li> <li>iv. The Disconnect dialog will then display</li> </ul>				
Disconnect				
Are your sure the	nat you want to disconnect from Truckaye			
	NO YES			
V Tap on the Yes h	utton to confirm disconnection from the			

- v. Tap on the Yes button to confirm disconnection from the app to the VBUS device
- vi. Upon successfully disconnecting to the VBUS device, an event 'ELD Logout' will be recorded in the events list. However, if the connection was drop due to interruptions (low signal & etc.)

which will disconnect the app to the VBUS device, it will not create an 'ELD Logout' event.

	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
8	Driving	08:52	10m		Automatic Transition		EDIT
9	Miss Diag	08:52			Missing: Location		NOTE
10	D ELD Logout	09:03			ELD Disconnection		NOTE
1	Miss Diag	09:03			Missing: Location		NOTE

c. Accessing the VBUS Service Debug screen

	Allas
VBUS Device:	HOS-Reporter-663920 (F5:F3:AC: 66:39:20)
Firmware Version:	1.1.40,66
Duration:	00:00:55

- i. Tap on the Debug button
- ii. The VBUS Service Debug screen will then display. It shows the live vbus data which helps the driver monitor the device.

#### Notes:

- d. If the VBUS data is disabled then the following events should not take place:
  - i. [locale\_translate text ='Detection of any data diagnostic or malfunction events']
- e. The ELD Compliance Test should only run when VBUS is connected
- f. Also, Upon connection/disconnection to the VBUS device, it logs the connection/disconnection events in the Exceptions.txt file (*found on the device storage under the app name's folder*)

# g. Data Diagnostics Button: Tap to display the Data Diagnostics Event(s) dialog.

Data Diagnostics					
Code	Date	Time	Description	Action	
2	Thu May 04, 2017	14:19:54	No longer acquired Odometer within 5 seconds	CLEAR	
3	Thu May 04, 2017	14:19:54	Missing: Location	CLEAR	
2	Thu May 04, 2017	14:19:07	No longer acquired Odometer within 5 seconds	CLEAR	
3	Thu May 04, 2017	14:19:07	Missing: Location	CLEAR	
3	Thu May 04, 2017	14:17:17	Missing: Location	CLEAR	
3	Thu May 04, 2017	14:17:17	Missing: Location	CLEAR	
3	Thu May 04, 2017	14:09:16	Missing: Location	CLEAR	
3	Thu May 04, 2017	13:54:56	Missing: EngineHours, Location, Odometer	CLEAR	
3	Thu May 04, 2017	13:54:56	Missing: EngineHours, Location, Odometer	CLEAR	
3	Thu May 04, 2017	13:53:20	Missing: EngineHours, Location. Odometer		

Data Diagnostics Events acquired by the driver will be displayed in the application's Header which is always visible across all screens. There will also be a notification in the Android toolbar indicating a data diagnostic event.



To clear the Data Diagnostics Event, tap on the Clear button. Clear The Clear Data Diagnostics dialog will then be displayed.



CLEAR ALL

The Clear

To clear all the Data Diagnostics Events on the dialog, tap on the Clear All button. All Data Diagnostics dialog will then be displayed

Clear All		
Confirm clearing of all diagnostic events?		
	NO	YES

At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event.

#### Note:

a. ELD Data Diagnostic status affects only the authenticated user, therefore, the ELD only indicate the active data diagnostics event status applicable to the active driver. Data Diagnostic Event dialog will no longer pop up whenever it occurs hence, the Data Diagnostic "**D**" icon will be in a flashing amber color when new data diagnostic events occurred.

	Hours of Service		D 👳 C 🕄
ſ		B John Doe Jr.	ROADSIDE INSPECTION
I		VEH-01	OPTIONS
	Driving *	Trailer01	LOGS
	07:59	RECAP	DVIR
	On Duty Time Until Break	START BREAK	SHIFT/CYCLE

The "**D**" icon will only turn back to white once the dialog for the Data Diagnostic List is closed and will flash in amber color again once there are new active data diagnostic events.

CANCEL

b. Tap on the "**D**" icon on the application header to display the Data Diagnostic dialog. On the diagnostic pop up dialog for Missing Required Data Elements it states the exact missing data elements instead of just generic missing data diagnostic error.

Code D			
	Date Tim	ne Descriptio	on Action
3 Thu Apr	21, 2016 05:33	AM Missing : Engine Location, Odor	eHours, 🔗 meter Clear

#### 2. Customizing the Hours of Service App Preferences

The HOS apps' settings and preferences can be customized in the Hours of Service App Preferences screen. The following are the steps to navigate to this part of the HOS app:

a. Tap the Main Navigation Hamburger Icon or slide to the right to show the main navigation menu.
b. Select Settings Settings in the HOS app's main navigation menu and proceed to the Hours of Service Set Hours of Service Preferences Set Hours of Service Preferences

Hours of Service Preferences screen.

**Note:** The HOS app preferences/settings are automatically saved.

For further information, please proceed to the documentation of the Hours of Service App Preferences/Settings Menu.

#### 2.1. Quick Guide for Setting the Vehicle Name and Trailer Name

The Vehicle Name and Trailer Name can be customized in the Switch Equipment tab.

#### Using the Hours of Service Preferences Module At Any Time

a. Update the Vehicle Name and Trailer Name: Slide to the right or tap the Main Navigation Hamburger icon

to show the main navigation menu.

Switch Equipment

b. Tap on **Switch Equipment** option in the HOS app's navigation menu, after which a dialog will then be displayed:

Switch Equipment				
Vehicle Name TruckA				
Trailer Name		+ ADD		
Attached Trailers				
TR22 ×				
Manage	Cancel	Save		

c. Tap on the drop-down list of **Vehicle Name** to select a new **Vehicle**.

S	Switch Equipmen	t		
Truck				
TruckA				
TruckB				
L				
Attached Trailers				
TR22 X				
Manage	Cancel	Save		

d. Tap on the drop-down list of **Trailer Name** to select a new **Trailer**.

## **Switch Equipment**

Vehicle Name <b>TruckA</b>		
Trailer Name		+ ADD
None		
TR21		
TR22		×
Manage	Cancel	Save

e. Tap on the **Add** button to add the selected trailer to the list of **Attached Trailers**. Tap on the **X** button on the right side of the Trailer to remove it from the list.

# Switch Equipment Vehicle Name TruckB Trailer Name TR22 Attached Trailers TR21 Manage Cancel

#### SWITCH

By tapping the Switch button, Vehicle Name and Trailer Name will then be successfully changed.

#### 3. Changing the Driver's Duty Status

To change the duty status of the driver, tap the Duty Status button and select the appropriate driver duty status.

- Available Duty Status Options
- i. Off Duty



ii. Sleeper (Berth)



iii. Driving



iv. On Duty ND (Not Driving)



v. Waiting at Site





- a. Selecting a status will show the **Create Event** pop up dialog. The Start Time is disabled by default to disallow the drivers to edit their Start and End time.
- b. You can also change the duty status from this drop-down list.
- c. All driving status will enable the following:
  - a. **Personal Use** If this is enabled, the status will be set to Off Duty automatically and will disable the Yard Moves checkbox. Selection of this option will be recorded within the events history list.
  - b. **Yard Moves** If this is enabled, the status will be set to On Duty automatically and will disable the Personal Use checkbox. Selection of this option will be recorded within the events history list.

**Note:** The Personal Use and Yard Moves options only displays when the User Preferences and carrier value is set to true. Upon logging in to the app with the Personal Use and Yard Moves options enabled in the user preferences and account properties, a snackbar will show stating: **"Authorized for Personal Use and Authorized for Yard Moves"** 

$\equiv$ Hours of Service		🗜 C 🗧
Vehicle disconnected		Connect
	Bruno Musante	ROADSIDE INSPECTION
	Truck Aye	OPTIONS
OffDuty >	- TR21	
Time Remaining		LOGS
00:00	RECAP	DVIR
	START BREAK	SHIFT/CYCLE
Authorized f	for Personal Use and Authorized for	Yard Moves

Once Personal Use is enabled and if the driver's indication is not confirmed by the driver and the vehicle is in motion (driving status), the ELD prompts a dialog if the driver wants to continue using authorized personal use. If the driver does not confirm the prompt and status is default to none.

Personal Use		
Continue with Personal Use?		
	CANCEL OK	
A static notification bar is visible v	hen driver is currently in Persona	al Use or Yard Moves
Hours of Service	<u>R</u>	C f
Yard Moves		
Vehicle disconnected	c	connect X
	ROADSIDE IN	NSPECTION

d. When changing the driving status to "Driving", a snackbar reminder will launch along with the INSPECT link which leads to the DVIR screen, reminding the driver to perform a Pre-trip DVIR if he forgot to do so.

- e. When the HOS app is able to get a GPS position fix, the Location field will be automatically filled in with the current location of the user. You can also manually fill in the Location field if you cannot get a GPS fix.
- f. You may fill in the Note field for your notes or remarks.

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- g. After filling in the details of the new duty status, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the said duty status.
- h. Driving and ON Duty ND will be having On Duty Time Until Break remarks in the button

**Note:** When the HOS app is in the background and a violation occurs, the app launches itself along with a warning dialog for the driver.

	C fi
Driving Driving Hours In Shift In 2 hours and 14 minutes you	John Doe Jr.     John VEH01     Trailer01  will exceed your shift driving
himit of 11 hours	OK
RECAP	ROADSIDE INSPECTION
OPTIONS	LOGS
DVIR	SHIFT/CYCLE

#### 4. Familiarizing The Hours of Service Default Dashboard Tiles

- a. Time Remaining Tile:
  - a. When the **Time Remaining Tile** changes into a **grey color** it indicates that the driver is off duty, sleeper or waiting at well site; when the tile changes into a **green color**, it indicates that the driver's status is driving or on duty; when the tile changes into a **red color**, it indicates that the driver has less than 1 hour left or has already ran out of time.



b. Tap the button to view Time Remaining Clocks.



c. If there is a logged in Co-Driver, it is possible for him/her to view the logs and access the application, but with very limited conditions. This can be done by tapping the

Access Co-Driver Logs	button to display the co driver legin
screen.	button to display the co-driver login
Driver Authentie	cation
Enter password for drivb@tr.c	om
C Show Password	
Make Driver	
Cancel	ОК
RECAP Tap the button to brin	g up the recap information for the specified
day and corresponding cycle data as of the said specified d	lay.
Start Break Tile: Duty, Sleeper or Waiting at Well Site.	e will be disabled when the duty status is <b>O</b>
START BREAK	
The Start Break tile will be enabled w	hen the duty status is <b>On Duty or Driving</b> .

Start Break					
Break Type	30 minute	es OffDuty			
Set Alarm	•				
Cance	el	Start Break			

- a. You can select which break do you want to start
  - i. Break Type option for USA Cycle



ii. Break Type option for Canada Cycle



b. You can optionally set an Alarm which will then play an audio alarm along with the a notification to let the driver know that the break is over



#### Notes:

- c. If the 'Start Break' button is pressed, then:
  - i. It sets the status to OffDuty
  - ii. The 'Start Break' button turns to 'End Break'



iii. The Time remaining button turns to On Break and the second line shows "time remaining 00:00"

Break Time	
29m 44s On Break	

- d. If the 'End Break' button is pressed, then:
  - i. It sets the status to 'On Duty' (if the vehicle is not moving) or 'Driving' (if the vehicle is moving)
- d. **Options Tile:** This will navigate the user to the Options screen.

	÷	Options	5 C D
		SWITCH EQUIPMENT	SHIPPING DOCS
		REMARK	MANAGE CO-DRIVER(S)
OPTIONS		GAIN TIME	EXCEPTION
		DATA TRANSFER	INSPECTED CARGO
		DOCUMENTS	RETURN TO MAIN SCREEN

e.f. Logs Tile: This will show the user to open the Driver Logs navigation drawer.



g. **DVIR Tile:** This will navigate the user to the DVIR screen.



**Note:** Once a new driver has log on to the HOS app, the forms for the Vehicles/Trailers ID used by the prior driver shouldn't retain. Form fields must be empty.

h. **Roadside Inspection Tile:** The Roadside Inspection feature provides the ability to view the driver daily logs for the past one (1) week. It includes information on the vehicle used, shipments and driving statuses. It also has the ability to send all the logs that have already been certified to an intended recipient.

÷	Roadside Inspection	С
	Regulation Mode: ELD 395.20	
	Review logs for the current 24-hour period and the previous 7 consecutive days Tap 'Start Review' button and give your device to the DOT Officer Start Review	
	Data Transfer Transfer data of the compilation of the driver's ELD records Data Transfer Tap for instructions.	
	Email logs for the current 24-hour period and the previous 7 consecutive days Email your logs to the DOT Officer if they request a paper copy of your logs Email Logs Tap for instructions.	
a.	Reviewing Logs	

i. Tap the Start Review Start Review button.

ii. You will then be directed to the Driver's Daily Log screen.

← Roa	adside Inspection					G
	~	Wed	Jan 09, 2019	$\rightarrow$		
	Record Date: 9-Jan-19			Carri	er: Carrier2	
	Driver Name: John Doe	Jr.		USDOT	#: 12345	
	Driver ID: johndoe.jr	@gmail.com		Truck Tractor I	D: Truck3, Truck7 Truck800E	00A,
Driver Lic	ense Number: 258797			Truck Tractor VI	3B/HC13Z2W0 N: -1FT8W3DT0Cl -3D4GG67V79	EB54447, T243032
Driver	License State: IL			Trailer I	D: Trailer20. Traile	122
Exempt	Driver Status: No		6	ELD Manufacture	er: VisTracks®	
Co	-Driver Name:			ELD I	D: HOS001	
	Co-Driver ID:			Time Zon	e: CST6CDT	
	Miles Today: 5 mi		Time Zon	e Offset from UT	C: -06:00	
Start - E	ind Odometer: 123 - 128		24 Pe	riod Starting Tim	ne: 000000	
Start - End	Engine Hours: 94765.0 -	0.0		Shipping I	D: 08000933	
ELD Malfuncti	ion Indicators: No		Shippe	er and Commodit	ty: XYZ Fast Cargo	5
Data Diagnos	tic Indicators: No		Unidentif	ied Driver Record	ls: No	
SB D ON 1 30 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2:11	16			283	00:00 07:11 00:49 19:48
Time	Location	Duration	Odometer	Eng Hours	Event Type/ Status	Origin
12:00 AM		49m			*OnDuty ND	Driver
12:40 AM			0	0.0	Remark	Driver
12:40 AM	18mi NNE Sunrise Manor, NV		0	0.0	Remark	Auto
12:49 AM	18mi NNE Sunrise Manor, NV		123	94755.0	ELD Login	Driver
12:49 AM	18mi NNE Sunrise Manor, NV		123	94756.0	Power On	Auto
12:49 AM	18mi NNE Sunrise Manor, NV	07h 10m	123	94765.0	Driving	Auto

**'Note:** Vehicle and trailer information is not shown on Roadside Inspection if driver was *OffDuty* all day for a specific day.

iii. Tap the **Previous** button to go to the previous log.

## iv. Tap the **Next button to go to the next log**.

The Violation circles will not appear on the output of the compliance office and that the red lines shown in the grid chart in the daily log screen will be displayed as a green line when reviewed in the daily logs for the roadside inspection.

A legend (\*Inactive: IC=Changed, ICR=Change Requested, ICJ=Change Rejected) has been added on the PDF reports located below the events history table when the driver is on *ELD* mode. Events that have been edited out and the asterisk annotation is not shown when the driver is on *AOBRD* mode.

#### b. Data Transfer



ii. This will show the dialog displaying the supported data transfer options. See the **Data Transfer** section for more details

Sel	ect Vehicle: All Vehicles	
*	Bluetooth	
¥	USB	
M	Email	
		CANCE

Note: User must provide a password when exiting from the Roadside Inspection screen.

i. **Shift/Cycle Tile:** This will show a dialog displaying the total work hours of driver's current work shift and total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day

SHIFT/CYCLE	

period

j. Changing the Driver's Ruleset: The country flag (US error Canadian ) indicates the ruleset the driver is currently using. To change the drivers' ruleset, tap the on the country flag and select the appropriate driver country/ruleset from the dialog.


		Recap		
Day	Hours	Last 8	Avail	Gain
Sun 25	04:14	06:14	63:46	00:00
Mon 26	09:50	16:04	54:11	00:00
Tue 27	23:42	39:46	30:30	00:00
Wed 28	00:37	40:23	29:53	00:00
	34 Cycle	Reset on	Thursday	
Thu 29	00:00	00:00	70:00	00:00
Fri 30	00:00	00:00	70:00	00:00
Sat 01	00:00	00:00	70:00	00:00
Total	hours worl	ked since o	cycle reset	: 00:00
Sun 02	05:01	05:01	64:59	00:00
Mon 03	00:00	05:01	64:59	00:00
Tue 04	00:00	05:01	64:59	00:00
Wed 05	00:00	05:01	64:59	00:00
Thu 06	00:00	05:01	64:59	00:00
		ОК		

k. **Recap:** Tap the Recap button to bring up the recap information for the specified duty day and corresponding cycle data.

### 5. Warning Features

• If the driver logged out from the app and that he does not log onto the ELD, as soon as the vehicle is in motion, the ELD prompts a visual and audible warning reminding the driver to stop and login to the ELD.

••• ]Show Password	Save Password	-
	Login	
orgot Password?		
Warning!		
You are not cur	rently logged in, pleas the vehicle	se stop
		OK

• If the driver logged into the application without the Location Services turned on, a snackbar will display on the main dashboard and to other screens as well



- However, the snackbar will not display to the screens navigated through the Settings menu. The snackbar will no longer display when the Location Services if the device is turned on.
- If a driver logged into the application on a device that he/she has logged in before, the driver can login and logout successfully to the app even when internet connection is not available.



- Eventually when device is connected to network, logs will be automatically synced to the portal.
- Logging into the app when app server is down will prompt a dialog stating that 'Unable to Communicate with HOS server. Check your internet connection displayed'. Driver will be able to log in once the app server is

40



# **Driver Options**

The **Driver Options** menu allows access to various hours of service tasks including the following: management of vehicle/trailer information, adding of documents and remarks, reviewing of logs, and displaying of how much driving time you will gain after off duty.

Go to the Hours of Services Main Screen.

		5 9 C
	Bruno Musante	ROADSIDE INSPECTION
	TruckA	OPTIONS
OffDuty >	TR22	LOGS
Time Remaining	RECAP	DVIR
00:00	START BREAK	SHIFT/CYCLE
Tap on the <b>Options</b> button	OPTIONS	from the HOS Main Screen will display the

- 1. 'Switch Equipment' button.
  - a. The Switch Equipment feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.
- 2. 'Gain Time' button: Displays how much driving time you will gain after going Off Duty. The following are the different pop up message dialog for the Gain Time At action:

a. Off Duty (Initial Status)



3. 'Shipping Docs' button: This enables you to provide the transport document (manifest) that serves as the detailed summary of all the bills of lading issued by a particular carrier for a particular travel of a particular

vehicle. The information of the shipper (the person or company that sends or transports the products) and raw materials or products sold or bought are also provided.



## Enter Shipping Docs

(Note: Entered data will be retained within the fields after clicking 'Ok' button.)

4. 'Exception' button: The options that will appear here will allow the driver to enable various exceptions from the HOS rules for as long as certain conditions are met as stipulated in the Hours of Service section of the Code of Federal Regulation (49 CFR Part 395.1 - Hours of Service of Drivers - Scope of rules in this part) and other pertinent FMCSA regulations. Tap on the OK button to apply your exception/s. You can also select the Cancel button to disregard the changes you made.

### a. Available US Exception Options:

- i. Relief from Driving rules for State of Emergency 390.23
- ii. 2 Hour Driving Extension for Adverse Driving Conditions 395.1(b)(1)
- iii. Relief from all driving rules for Emergency Conditions 395.1(b)(2)
- iv. Driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days 395.1(c)
- v. Oilfield Operations with 24 hour restart 395.1(d)
- vi. 30 Minute Break Exemption for Short-Haul Drivers 395.1(e)(1,2)
- vii. No Logs for CDL Short-haul Drivers operating within 100 air miles (12-hour shift)
- viii. No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14-hour shift)
- ix. No logs for Agricultural Operations 395.1(k)

1. **Note:** When a driver enable this exception a confirmation dialog will be displayed with options for **Yes** and **No**.



- x. 24 Hour Restart for Construction, Groundwater well-drilling 395.1(I)(m)
- xi. Relief from All Driving Rules for Utility Service Vehicles 395.1(n)
- xii. 16 Hour Driving Window Once Per Week 395.1(o)
  - Note: This exception can only be used for the last 7 days or once in every 70hr cycle, if the driver attempted to enable the exception an error dialog will display stating the following:

Error	
The "16 Hour Driving Window Once Per already used in the current cycle.	Week" exception is
	OK

However, it is possible for the driver to add another **16 Hour Driving Window** exception when a cycle reset has occurred. Nevertheless the driver will need to wait for the current cycle to end to be able to enable the exception again.

- xiii. 30 Minute in-attendance break for HazMat drivers 395.1(q)
- xiv. 30 Minute Break Exemption for Commercial Bees, Livestock Transportation 395.1(u,v)
- xv. 30 Minute OnDuty break for Asphalt drivers
- xvi. Hi-rail 2 hour travel exclusion 395.1(w)
- xvii. 30 Minute Break Exemption for Oversize/Overweight Loads 395.3(a)(3)(ii)
- xviii. 30 Minute Break Exemption for Petroleum Tank Drivers FR Vol83No68
- xix. No Logs for Non Commercial Motor Vehicle
  - Note: A warning dialog is displayed upon attempting to add a new event in current time while in Not-CMV exception. Tap Yes button to remove exception or tap No button to cancel.

Warning!		
This will remove Not-CMV Exception,	Do you wish to co	ntinue?
	NO	YES

xx. Michigan seasonal construction 70/80 and may drive 12 hours during a 16 hour shift (available in *Michigan Cycles* only)

xxi. California flammable tank drivers may drive 10 hours within a work shift - 13 CCR 1212.5(a) (available in *California Cycles* only)

#### Add Exception

Relief from Driving rules for State of Emergency 390.23 - State of Emergency 2 Hour Driving Extension for Adverse Driving Conditions 395.1(b)(1) - Adverse Driving Conditions Relief from All Driving Rules for Emergency Conditions 395.1(b)(2) - Emergency Conditions  $\hfill\square$  Driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days 395.1(c) - Driver-Salesperson Oilfield Operations with 24 hour restart 395.1(d) - Oilfield Operations 30 Minute Break Exemption for Short-haul Drivers 395.1(e)(1) - Short-haul No Break  $\hfill\square$  No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift) 395.1(e)(1) - Short-haul CDL No Logs □ No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14 hour shift) 395.1(e)(2) - Short-haul Non CDL/Ready-Mixed Concrete No logs for Agricultural Operations 395.1(k) - Agricultural Operations 24 Hour Restart for Construction, Groundwater well-drilling 395.1(l,m) - 24 Hour Restart Relief from All Driving Rules for Utility Service Vehicles 395.1(n) - Utility Service Vehicle 16 Hour Driving Window Once Per Week 395.1(o) - 16 Hours Driving Window 30 Minute in-attendance break for HazMat drivers 395.1(q) - HazMat In-attendance Break 30 Minute Break Exemption for Commercial Bees and Livestock haulers 395.1(u,v) - Transport of Commercial Bees, Livestock 30 Minute OnDuty break for Asphalt drivers FR Vol83No18 - 30 Minute OnDuty Break Hi-rail 2 hour travel exclusion 395.1(w) - Hi-rail Vehicle 30 Minute Break Exemption for Oversize/Overweight Loads 395.3(a)(3)(ii) - Oversize/Overweight Loads 30 Minute Break Exemption for Petroleum Tank Drivers FR Vol83No68 - Petroleum Haulers No Break No Logs for Non Commercial Motor Vehicle - Not-CMV Enter reason for exception(s)

CANCEL	ок

### US exceptions that are currently suspended by FMCSA:

- b. Include Two 1am to 5am Rest Periods for 34-hour Restart
- c. Use 168 Hour Rule for 34-hour Restart

#### **Available Canada Exception Options:**

- i. 2 Hour Driving Extension Special Permit Section 62
- ii. Oil Well Service Permit Section 63
- iii. CanEmergency Conditions Section 76(1)
- iv. 2 Hour Driving Extension for Adverse Driving Conditions Section 76(2,3)
- v. No Logs for drivers operating within 160km of home terminal Section 81

#### **Available Alberta Exception Options:**

vi. CanEmergency Conditions – Section 76(1)

### Add Exception

vii. 2 Hour Driving Extension for Adverse Driving Conditions – Section 76(2,3)

Add Exception	
CanEmergencyConditions 76(1) - Emergency Conditions	
2 Hour Driving Extension for Adverse Driving Conditions     76(2,3) - Adverse Conditions	
Enter reason for exception(s)	
CANCEL	ок

Note: Exceptions differ by Region.

5. **'Remark' button**: This is where you can add a particular remarks or comment in a particular location.

Add Remark	
□ Off Road	🗆 Toll Road
	0 / 60
	0 / 60
cel	ОК
	Add Remark

Off Road and Toll Road

a. You may also enable the **Off Road** and **Toll Road** options. These options are used for the IFTA calculations.

Add Remark				
	🗹 Off	Road	🗆 Toll	Road
Location:				
c Remark				0/60
Off Road				
				8 / 60
Cance	I		ОК	

b. Check the options to create a remark with a Note: Off Road and On Toll Road, respectively. To indicate that the driver has entered a normal road again, uncheck the Off Road or Toll Road option. This will create a remark with a Note: On Road and End Toll Road, respectively.

← Vi	ew Log				D	<u>¥</u> (	c 4
Start Time:	00	<	Wed Ju	ul 24, 2019	$\rightarrow$	CanS	70hr7days
00 1 0FF SB D 0N	2 3 4	23	8 9 10 11				3 00 08:42 04:13 07:32 01:26 21:53
Violation: 16							
Co-Drivers:							
Bruno Mu	sante						
Show all events	;						
Status	Start	Duration	Location	Odometer	Note	+ EXCE	+ PT ADD
19 OnDuty N	21:01	1 00m	55mi N Rawlins WY	<sup>s,</sup> 0.0 mi			1
20 Sleeper	21:02	00m	55mi N Rawlins, WY	0.0 mi			1
21 OffDuty	21:02	50m	55mi N Rawlins, WY	0.0 mi			/
22 Remark	21:45		55mi N Rawlins, WY	0.0 mi	Changed to Canada ruleset		1
23 Remark	21:45		55mi N Rawlins, WY	0.0 mi	Removed Oil- FieldOperations exception		1
24 Remark	21:47		39mi NW Slave Lake, AB	0.0 mi	Crossed into Alberta, Canada from Wyoming, USA		1
25 Remark	21:48		39mi NW Slave Lake, AB	0.0 mi	Changed to Canada ruleset		1
26 Remark	21:52		78mi N Slave Lake, AB	0.0 mi	Off Road		1
27 Remark	21:53		78mi N Slave Lake, AB	0.0 mi	On Road		1
*Edited entries	thorney 10	D-Change Dec	unstand 10 in Channel	o Dejected			

+Inactive: IC=Changed, ICR=Change Requested, ICJ= Change Rejected





After clicking 'Ok' button, remarks added are seen in the Driver's Log.

6. 'Data Transfer' button: This is where you can display the dialog with the supported data transfer options.



b. The Data Transfer dialog with then be shown. See the **Data Transfer** section for more details.

Data T	ransfer via	
Seleo	ct Vehicle: All Vehicles	
🚯 E	Bluetooth	
•	JSB	
M	Email	
		CANCEL

7. **'Logon Co-Driver' button**: This will allow another driver to log onto the app. Tap **Logon Co-Driver** button, after which the login activity will then be displayed.

Username	
•••	
□ Show Password	Save Password
	Login
Forgot Password?	

Note: Only authenticated users with a driver role are allowed to log-in to the application.



8. 'Switch Co-Driver' button: This will allow the driver(s) to easily switch driving when on duty.



b. After selecting a driver it will then ask for the password before displaying the Hours of Service Main Screen of the current driver.

Driver Aut	Driver Authentication			
Enter password for drivb	@tr.com			
Show Password				
Make Driver				
Cancel	ОК			

**Note:** By checking the **Make Primary Driver** checkbox, you can set the switching driver to be the primary driver.

9. 'Return to HOS Screen' button: This allows you to go back to the Main Screen.



Тар

button to be able to navigate to the Main Screen.

10. **'Document' button**: The Document's feature provides an easy way to capture and view documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photo, etc.

### DOCUMENT

Tap the **Document** button displayed.

after which the Documents screen will then be

← Documents	D	🛓 G 🗧
Vehicle disconnected		Connect X
Constants     Constants		i⊟ + List View Add
/ =		

# **Driver Logs**

Selecting the *Logs* button from the *HOS Main Screen* will display the current days log and provide the ability to navigate backwards to view the previous seven logs:

Scroll the screen to view all of the information, or, tap the log grid to view the log events.

1 0	1.0				
Loge Bellet	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
Monday A	pr 01				2
Start Time 1248	Α	Tap tog chu	ent to view		Ų
		2 2	3 DVIR	4	
Driver John Doe Sr		Miss Driven 303 mi	Pretig	100857 PM	Cettlied
Vehicle Name Truck20E	Trailer Name Trailer20, Trailer30	Odomater 61960 62263 303 m Mgn Ind Indens	Pasta	100831 PM	in programm
Carrier Name	turonisi B	Carrier D/07 No 123456789			
		and the second second second second second			

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the HOS app's online driver logs. This is where you also store shipment data, send the certified logs to its intended recipients and manage other driving duty information. Also this is where you can determine the cycle used and 'Start Hour' time. **Note:** The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.



Scroll the screen to view all of the information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.

To expand or collapse a daily log, tap the Collapsible Menu Header.

*Cycles* and the *Start Hour* time used are also shown in the Log, it is found on the upper right corner just above the *Grid Chart*.



Tap the Driver Log Accordion/Collapsible Menu Header to expand or collapse the driver log entries.



### Using the Driver Logs Bulk/Multiple Selection Functions

The first part of the Drivers Log's user interface features controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.



1. Accordion/Collapsible Menu Header: To expand or collapse a daily log, tap the Driver Logs Accordion/Collapsible Menu Header.



*Note*: Driver Logs title shows the full-time range when the Start Hour time is not zero. You can change the time by going to Settings > HOS Preferences

2. Daily Driver's Log Entry Check-box (Still Uncertified Log): Tap the check-box to certify the selected daily log.



3. Daily Driver's Log Entry Check-box (Already Certified Log): Tap the Edit button to uncertify the selected daily log.



4. Daily Driver's Title Log (Recertify Log): When a certified log has been edited in the portal, it prompts the driver to either accept or reject the proposed changes through the "Edit Suggestions" dialog. Once the driver accepts an edit request, it will display a note on the daily driver's title log stating "*Recertify*", which indicates the log needs to be certified again in order to include the records changes.

Pacan	Cortify
necap	Certify

5. **Recap Button:** Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day.



Tapping the Recap button will display a complete recap for the end of the workday including:

 On Duty & Driving Hours, - Total hours on duty last 7 days (including current day), -Total hours available tomorrow, - Total hours On Duty last 8 days (including current day)



6.

- Certify Certify Button: Tap the button to certify the selected daily log.
  - a. Select the **Certify Now button**, if the current status is Driving, a dialog will pop-up to confirm changing the status to off-duty.
  - b. If there are Pending Edit Requests, the Pending Edit Request dialog will appear prompting the driver to accept or reject the events before certifying the log
  - c. Choose the **Cancel button** to cancel changing the status.

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

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

=	Hours of Serv	rice					<u>.</u>	c e
	u# 0 Logs Selecte	a News						
	Monday Ag							D 🛍
	Start Time: 12AN	Ι.	Te	p log chart to v	lew.			US70hr8days
			Go Off-Duty	11 N 1	2 3 4	5 6 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	8 9 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 M 10:38 10:00 00:00 108:08 04:00 22:46
	Driver Log			CANCEL		107 PM	Centified	Q topot
	John Doe Sr.		303 mi		Predito	10:08:31 PM	In programs	
	Truck20E	Trailer20, Trailer30	61960 62263 Begin End	303 mi Deteca				
	Carrier Carrier Name		Carrier DOT No 123456789					
	Shipping Docs None		Shipper and Comm None					
	Sunday Ma	er 31 H					1	D /

Tap to check *Email log?* option if you wish to email the certified log to a recipient. Leave it uncheck to continue certifying the log without emailing it.

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

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



Tap to check *Email log*? option if you wish to email the certified log to a recipient. Leave it uncheck to continue certifying the log without emailing it.

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

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



Tap **Send** button after successfully entering email recipient(s) for the certified log. Separate by comma for more than one (1) recipient.

Note: Email sender is dependent on what is set on Account Settings > Account controls > App Controls > Email Sender.



'Email successfully sent' toast message will display below the screen once emailing of certified log is successful.

Hours of Service	ମୁ େ କୀ
Loga Selected Inset	E trai
Monday Apr 01 Velation 🗢 🖸	S /
Sunday Mar 31 Volation nore	Secure 101
Saturday Mar 30 Volution: none	S 🖉 Nexap Cartly
Friday Mar 29 Volator: none	S 🖉 Nexup Cently
Thersday Mar 28 Volution: now	S 🖉 Recap Contly
Underson work	S 🖉 Recap Contly
Tuesday Mar 26     Violation none	⊙ ⊆ Necap Cently
C Monday Mar 25 Volation none	to ₽ Netap Cetty
Email successfully sent.	

If the driver did not certify all the daily logs, the ELD will prompt the driver regarding uncertified logs upon logging in and logging out to the app along with the option to certify the relevant days.



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

- d. The Daily Log PDF report will then be generated.
- e. The application also supports generation of the Driver's Daily Log when in Offline mode. These logs are then stored locally in the **App Name**'s directory, same location as to where the DVIR Reports (pdf) are stored.

### Note:

Per FMCSA ELD rule 395.15 (c) (11) The names of the co-drivers are displayed and are listed either on the same line as the list of Violations and Exceptions or below it. Also the Vehicles/Trailers used by the driver(s) are also displayed. *Click here to view a sample of the Daily Log PDF report.* 

f. Tap the **OK** button to confirm the certification of the driver's daily log.



g. However if the driver did not certify all the daily logs, the ELD prompts the driver upon logging in and logging out to the app when there's a past recorded log that are not yet certified.

Log Date	
Monday Jul 01	Certify
Tuesday Jul 02	Certify
Wednesday Jul 03	Certify
Thursday Jul 04	Certify
Friday Jul 05	Certify
Saturday Jul 06	Certify
Sunday Jul 07	Certify
Monday Jul 08	Certify
Tuesday Jul 09	Certify
OK	

### Uncertified Log(s)

h. Tapping on the Certify button will display the certify dialog. Upon certifying the driver's daily log(s) it will create a Certify event with a remark which states: "Certified Log <date of the log> " and will be recorded and displayed on the Edit Logs screen.

7.

Edit Edit Button: Tap the button to uncertify the selected daily log and reopen the said log for editing.

**Note:** Only driver logs that have not yet been certified can be edited, If a user wants to edit an entry for a day that's already certified, a warning dialog will launch the "uncertify dialog" before letting the edit occur.

a. Select the **Uncertify Now button** to confirm uncertifying a daily log.



For further information on how to update driver logs, please proceed to the **Hours of Service App Edit Driver's Log** help screen.

**Daily Driver's Form:** This is where you can view the other required information that should be in the driver's daily log.

Driver Log				<b>E</b> dit
Driver Guadalupe Bra	annum	Miles Driv <b>720 mi</b>	en	
Vehicle Name TruckA	Trailer Name TR22	Odometer 62485 <sub>Begin</sub>	62845 End	<b>360 mi</b> Distance
Carrier Stellar Truckin	g Inc	Carrier DO ROD4584	IT No <b>16</b>	
Shipping Docs None		Shipper a None	nd Commo	dity

The following are the information you can view:

- 1. Driver Information
  - a. Driver Name This shows the name of the driver.
  - b. Vehicle Information
    - i. Vehicle Name This displays the Vehicle ID.
    - ii. Trailer Name This is where you can view the Trailer ID.
    - iii. **Carrier** This displays the name of the carrier. Driver can change their carrier (*for driver who drives for more than one fleet or DOT number*) if the are allowed to do so. This permission can be enabled in **driver settings > Allow Carrier Change** option.

### c. Shipping Information

- i. Shipping Docs This is where you can view the bill of lading or manifest number.
- ii. **Shipper & Commodity** This displays the shipper name and the type of commodity which the shipment contains.



2. Edit Daily Driver's Log Form Button: Tap this button to bring up the Driver Log Form which is the form where you can update the other required information that should be in the driver's daily log.

	Driver L	.og Form
DRIVER INFOR	MATION	
Driver Name		
	Guadalupe Brannu	m
VEHICLE INFU	RMATION	
Vehicle Name	TruckA	
-		
Trailer Name	None	
		Quitch Equipment
		Switch Equipment
Carrier	ier Name	
Ste	ellar Trucking Inc	
Carrier DOT No	Carrier DOT No	
	ROD45846	
SHIPPING DOC	SINFORMATION	
B/L or Manifes	t No.	
by L of Mannes		
Shipper & Com	modity	
	Cancel	Save

The following fields and button can be seen within this form:

- a. Driver Name This is where you fill in the name of the driver.
- b. Vehicle Information
  - i. Vehicle Name This field indicates the Vehicle Name.
  - ii. Trailer Name This field indicates the Trailer Name.
  - iii. **SWITCH EQUIPMENT-** Tap this to launch the Switch Equipment dialog and change the Vehicle Name and Trailer Name.
  - iv. Carrier This field indicates the name of the carrier. This is not editable
  - v. Carrier DOT No. This field indicates the DOT No. of the carrier. This is not editable
- c. Shipping Information
  - i. **B/L or Manifest No.** This is where you input the bill of lading or manifest number.
  - ii. **Shipper & Commodity** This is where you key in the shipper name and the type of commodity which the shipment contains.

3. **DVIR:** This is where you can view a list of the DVIR conducted during the selected working day.

Current DVIR				
Pre-trip	21:48:18	Certified	:	
Pre-trip	21:48:45	In progress	:	
Ad-hoc	21:49:16	In progress	:	
	DVIR	History		

a. Tap the <sup>\*</sup> icon to open the pane for the Email and View options.

Current DVIR					
Pre-trip	21:48:18	Cer	tified	:	
Pre-trip	21:48:45	In j	Email		
Ad-hoc	21:49:16	ln j	View		
		DVIR History	Remove		

# Email

b. Tap the **Email Button** to send the completed vehicle inspection to an intended recipient.

## View

c. Tap the **View Button** to view the vehicle inspection details.

## Remove

d. Tap the **Remove Button** to remove the inspection (**Note:** You can only remove In Progress vehicle inspection.)

Q

4. **Inspect DVIR Button**: Tap this button to bring up the DVIR screen of the HOS app which is where you can perform a DVIR. For more information on how to manage DVIR, please proceed to the **Hours of Service DVIR** help screen.

# Editing a Driver Logs

The **Edit Log** screen can update/correct the driver's or driving duty data entries logged through the HOS app. It can also view the history of an edited log.

1. Daily Driver's Log Chart: Touch the driver's log chart to start editing it.

Start Time: 00		$\leftarrow$	→ US70hr8day											
00 1 0FF SB D 				7       18       19       20       21       22       23       00         1       1       1       1       1       1       1       00:00       00:00         1       1       1       1       1       1       1       00:00         00:00       00:00       00:00       00:00       00:00         24:00       00:00       00:00       00:00										
a. You	can navigate	e through the daily	v driver logs by selecting ei	ther the Previous Day or										

- Next Day Button.b. You can also view the cycle used and the Starting Hour of the day set by the carrier which is placed just above the grid chart
- By default, secondary events are not displayed and only primary events can be viewed in the Event History List.

						-	_	~	-							
	← Vie	w Log				Ę.	¥.	G	<u>କ</u>							
St	art Time: (	00	<	Tue J	ul 23, 2019	$\rightarrow$	US70hr8da									
	00 1 OFF D 0N WT			8 9 10 11 1 1 1 20 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					20:26 00:00 01:57 00:38 00:53 23:54							
Exc	eptions:															
	Oilfield Ope	erations														
Sho	ow all events								- ())							
	Status	Start	Duration	Location	Miles Driven	Note	Ð	+ CEPT	+ ADD							
1	OffDuty	00:00	20h 23m	27mi ESE Rock Springs, WY	0 mi				1							
2	Driving	20:23	16m	37mi SSW Broadus, MT	0 mi				/							
3	OffDuty	20:39	01m	37mi SSW Broadus, MT	0 mi				1							
4	Driving	20:41	1h 41m	37mi SSW Broadus, MT	95 mi				/							
5	OffDuty	22:22	00m	37mi SSW Broadus, MT	0 mi				/							
6	Sleeper	22:23	00m	37mi SSW Broadus, MT	0 mi				/							
7	OnDuty N	22:2	3 07m	37mi SSW Broadus, Mi	r 0 mi				1							
8	Remark	22:23		37mi SSW Broadus, MT	0 mi	Added Agricultural exception			1							
9	Remark	22:30		37mi SSW Broadus, MT	0 mi	Added OilField- Operations exception			/							
10	Remark	22:30		37mi SSW Broadus, MT	0 mi	Removed Agricultural exception			/							
11	Well Site	22:30	52m	37mi SSW Broadus, MT	0 mi				1							
12	On Durba M	12.0	9 96.00	37mi SSW	0 mi											

You can show all events by tapping the Show All Events option.



← View Log				<u>(i)</u> C	Ð
Start Time: 12AM	← Wed Jul	31, 2019	$\rightarrow$	US70h	nr8day:
M 1 2 3 4 5 0 OFF SB D I N 1	6 7 8 9 10 11 M	1 2 3	4 5 6 7 8	9 10 11 1	09:13 01:47 00:01 03:34 14:35
Co-Drivers:					
Bruno Musante					
Show all events					
Status Start Dura	tion Location	Odometer	Note	+ EXCEPT	+ ADD
8 Remark 02:30 PM	14mi SSE Fowler, CO	0.0 mi	logged in: Bruno Musante		/
9 Remark 02:31 PM	14mi SSE Fowler, CO	0.0 mi	VBUS Connected		/
10 ELD Login 02:31 PM	14mi SSE Fowler, CO	62530.7 mi	ELD Connection		1
11 Power On 02:31 PM	14mi SSE Fowler, CO	62853.9 mi	Automatic Transition		/
12 Power Off 02:32 PM	14mi SSE Fowler, CO	62855.2 mi	Automatic Transition		1
13 ClearYM 02:32 PM	14mi SSE Fowler, CO	62855.2 mi			1
14 Driving 02:34 PM 00	m 14mi SSE Fowler, C0	62855.2 mi			/
15 Remark 02:34 PM	14mi SSE Fowler, CO	62855.2 mi	Pre-trip DVIR not performed for Vehicle TruckA,Trailer TR21		1
16 Remark 02:34 PM	1 mi NE Dardanelle, AR	62855.2 mi	Crossed into Arkansas, USA from Colorado, USA		1
*Erlitard antrios					

\*Edited entries

+Inactive: IC=Changed, ICR=Change Requested, ICJ= Change Rejected



• You can add exceptions by tapping the **EXCEPT** Add Exception Button. The Exception Pop-up Dialog will then appear where you select as to which exception the driver will use.

#### 

Add Ex	ception
Relief from Driving rules for State of 390.23 - State of Emergency	f Emergency
2 Hour Driving Extension for Advers 395.1(b)(1) - Adverse Driving Con	se Driving Conditions ditions
Relief from All Driving Rules for Eme 395.1(b)(2) - Emergency Conditio	ergency Conditions ns
Driver-salesperson whose total driv period of 7 consecutive days 395.1(c) - Driver-Salesperson	ing time does not exceed 40 hours in any
Oilfield Operations with 24 hour res 395.1(d) - Oilfield Operations	start
30 Minute Break Exemption for Sho 395.1(e)(1) - Short-haul No Break	ort-haul Drivers
No Logs for CDL Short-haul Drivers shift) 395.1(e)(1) - Short-haul CDL No L	operating within 100 air miles (12 hour ogs
No Logs for Short-haul Asphalt, Re Drivers operating within 150 air mil 395.1(e)(2) - Short-haul Non CDL,	ady-Mixed Concrete Drivers or Non-CDL- es (14 hour shift) /Ready-Mixed Concrete
No logs for Agricultural Operations 395.1(k) - Agricultural Operations	
24 Hour Restart for Construction, C 395.1(l,m) - 24 Hour Restart	Groundwater well-drilling
Relief from All Driving Rules for Utili 395.1(n) - Utility Service Vehicle	ity Service Vehicles
16 Hour Driving Window Once Per V 395.1(o) - 16 Hours Driving Windo	<b>Week</b>
30 Minute in-attendance break for 395.1(q) - HazMat In-attendance	HazMat drivers Break
30 Minute Break Exemption for Cor 395.1(u,v) - Transport of Comme	mmercial Bees and Livestock haulers rcial Bees, Livestock
30 Minute OnDuty break for Aspha FR Vol83No18 - 30 Minute OnDut	<b>lt drivers</b> y Break
Hi-rail 2 hour travel exclusion 395.1(w) - Hi-rail Vehicle	
30 Minute Break Exemption for Over 395.3(a)(3)(ii) - Oversize/Overwei	ersize/Overweight Loads ight Loads
30 Minute Break Exemption for Pet FR Vol83No68 - Petroleum Hauler	roleum Tank Drivers rs No Break
No Logs for Non Commercial Moto Not-CMV	r Vehicle
nter reason for exception(s)	
CANCEL	ок

When adding an exception, the reference is displayed below the log grid and that it creates a remark event when an exception has been added. Also it creates another remark event when an exception is removed (or disabled).

3	÷	٨	/ie	w L	og																			Ę			2	×.		С	•	•	9
St	art T	im	e: 0	0					¢	-			Fri	J	ul 2	26,	20	19											U	S7	'0h	r8d	lays
Exc	0 OFF SB D ON eptio	0 1 1 1 ns: icult	ural	2 3	a TT TT TT TT TT	4 !	5	6	7	8	9	1		11	1	2,1	13	14	15	5 1 11	6		18		9	20			3	23	00	22 00 00 <u>00</u> 22	:26 :00 :00 :26
	Sta	itus	5	Sta	art	D	ura	itic	n	L	oc	at	io	n	N	1ile	es	Dri	ve	en		No	ote	e					-	H EP1	r	Å	+ DD
1	Of	fDut	y	00	:00		22h	26r	n	Br	37п юа	ni S du:	SSW s, N	/ 1Т			0	mi															1
2	Re	mar	k	22	25					78	lmi Lak	N S	Slav AB	/e			0	mi			Re Field	emo dOp exce	ve era pti	d C atio	)il- ons								/
3	Re	mar	k	22	26					78	lmi Lak	N S	Slav AB	re			0	mi			Ą	Ad grice	de ult pti	d ura ion	al								/

**Note for the remark states:** "Exception added: " example: "*Exception added:* 395.1(*d*)" and "Exception removed: " example: "*Exception removed:* 395.1(*d*)"

• You can add new events by tapping the **ADD** Add Events Button. The Create Event Pop-up **Dialog** will then appear where you can input the details of the new event.

+
## **Create Event for Fri Jul 26**

Start:	<b>&lt;</b> -15 10:30 +15 <b>&gt;</b>
Duration:	12 hours
Status:	Sleeper *
Location:	78mi N Slave Lake, AB
Odometer:	62485.3 mi
Note:	Add Note
Reason:	Select Reason For Edit
	🗆 Personal Use 🛛 Yard Moves
Car	ncel OK

Notes:

- The current status of the app is disabled to prevent adding the same status consecutively.
- The backward and forward time arrows are being disabled to prevent time from going before or after the current day. (eg. 12:00AM – 11:59PM)
- The driver is allowed to add or edit an event in the app if 'Allow ability to edit logs option in portal->settings->account setting under Portal Controls and 'Allow ability to edit logs' in Drivers Management page are enabled.



Edit Log Button of the driver log event that you wish to edit.

1h 41m 37mi SSW 95 mi Broadus, MT 95 mi	20:41 1h 41m 37mi Broadu	20:41	Driving	8
--	-----------------------------	-------	---------	---

**Note:** The Edit Log Button will show **NOTE** instead of **Edit** because the driver will only be able to add a note to the following events:

- Intermediate log
- Login/logout
- CMV Engine power up/shut down

Malfunctions and diagnostic events

	0		
17 Po	s MF 02:24 PM	NOT	E
18 Po	wer Off 02:24 PM	Automatic // Transition NOT	E
19 Mi	ss Diag 02:24 PM	Missing: Location	E
20 Inte	er 02:24 PM	Automatic normalization Not	E

• The **Modify Event** pop-up dialog will then appear.

Modify Event for Fri Jul 26 log					
Start:	<-15 00:23 <b>+15</b> >				
Duration: Status:	2 days 22 hours 10 minutes OffDuty				
Location:	37mi SSW Broadus, MT				
Odometer:	62508.2 mi				
Note:	Add Note				
Reason:	Select Reason For Edit				
Deactivate	Cancel OK				

• You can update the duty status from the **Status Drop-down List**.

Status: Driving

- You can also manually update the **Location** field.
- Location will be displayed as street address if driver is in Canadian cycle or vehicle used is in AOBRD mode and 'Display Street Address for AOBRD Mode' option is enabled in Account Settings > App Controls.

Location: 55 Water St., New York, NY 1

• You may fill in the **Note** field for your notes or remarks.



In creating or editing an event status, the ELD requires annotations to be 4 characters or longer, including embedded spaces if driver annotation is required and driver is prompted by the ELD. If the driver enters an annotation with less than 4 characters then a warning dialog will prompt the driver.

OK

Error

Note field must contain at least 4 characters

• Tap **Reason** dropdown selection to select a reason for updating the log.

Reason:	Select Reason For Edit
M	lodify Event for Fri Jul 26 log
Start:	<-15 00:23 +15>
Duration:	2 days 22 hours 12 minutes
Status:	OffDuty -
Location:	37mi SSW Broadus, MT
Odometer:	62508.2 mi
Note:	Add Note
Reason:	Select Reason For Edit
-	Rental Vehicle no ELD on-board
	ELD Device Failure
	Missing GPS Location
	Incorrect Status Selected
	Incorrect Data Entered
	Driver Not Logged On
	Engineers Road Test
	Other

**Note:** Adding/Editing a current/previous record should not require a reason or a note, However, if a record is being added/edited in the previous logs then the Note field should not be empty and must contain at least 4 characters.

You may fill in the **Odometer** field for your odometer value.

Odometer: 62508.2 mi

**Note:** When the Odometer value was supplied for a previous driving status the value entered is carried over to the new driving status when making a status change. Hence, the Odometer value entered for the current day will set as the Begin Odometer value.



Notes:

- When the driver is in AOBRD mode then the edit "\*" sign & events will not be displayed in the Edit Logs screen and on the Certified PDF logs.
- Regardless if the vehicle currently used is in AOBRD or ELD mode, driver can be able to edit the Auto OnDuty ND event the same with editing a manually created events.



• When Use GridView Editing is enabled in Settings->HOS Preferences, a grid view editing will display upon tapping Edit button to any of the existing log events. User can then make any required changes, select a

← View Log		🖻 💆 C 🕣
Start Time: 00	- Fri Jul 26, 2019 —	US70hr8days
00 1 2 3 4 5 6 7 OFF SB D ON 1	8 9 09:45 2 13 14 15 16 17	18       19       20       21       22       23       00         1       1       1       1       1       0       00       22       22       26       00       00       00       00       00       00       00       00       00       20       22       26       00       22       26       00       00       00       00       00       00       10 </td
Begin 00:23 🕑	End 09:45 O	Dur: 57:21 🕲
OFFDUTY Location: 37mi SSW Broadus, MT	SLEEPER DRIVING	
< Odometer (MEES)		20 / 60
62508.2		
		7/10
Note:		
Reason: Select Reas	son For Edit 🔹	0/60
Delete	Cancel	Save

reason for the edit from the drop down list and then tap the Save button to save the changes.

- Display Street Address option will allow drivers to select where to get the location if it is the actual location
  or the nearest City with 5,000 population when in AOBRD mode. The option will only display for drivers that
  have permission which is set by the personnel in the portal->Account Settings under App Controls > 'Display
  Street Address for AOBRD mode'.
- Attempt to create or edit an event such as Off Duty, On Duty, Sleeper Berth in the middle of an automatically Driving event is not allowed, instead an error dialog is displayed stating "Error: shortening of prior driving event is not allowed. Select a time before or after the driving event.". Editing the event can only be allowed if the set start time is the time after the app has lost VBUS connection or when Bluetooth device is disabled.

~	View Log			D	М		C	£
Star Viola Co-Dri	t Time: 12AM ition: none vers: none		Modify Event for Mon Feb 19 log Start: <-15 Mon 01:10 PM 5				US70	nr8day
			Duration: 52 minutes		Ð	+ CEPT		+ ADD
1	OffDuty	12:00 AM	Status: OffDuty -					
2	Remark	12:14 PI	Error Shortening of prior driving event is not allowed. Select a time bel	fore				EDIT
3	Remark	12:14 Pt	or after the driving event.	ок				EDIT
4	Remark	12:22 PI						EDIT
5	Remark	01:03 PM	0dome <u>62393</u> mi					EDIT
6	ELD Login	01:07 PM	Personal Yard					NOTE
7	Power On	01:07 PM						NOTE
8	Driving	01:07 PM	DEACTIVATE CANCEL OK					EDIT
9	Remark	01:07 PM	1mi SSE La Grange, IL Pre-trip DVIR not performed					EDIT

• Personal Use and Yard Moves options are not displayed when editing an event (both via Legacy Editing and Grid View Editing mode)

## **Created Events**

Upon logging in and logging out of the HOS app, as well as connecting and disconnecting to a VBUS Device, new event types will display on the Event History List. The New Event Types are as follows:

- Certify
- Remark with a note of "Authenticate" (if logging in) or "Unauthenticate" (if logging out)
- ELD Login event that will be recorded when app is connected to VBUS Device
- ELD Logout event that will be recorded when app is disconnected to VBUS Device

÷	- View	Log					👿 C	÷
Star	rt Time: 12/	MA		- Wed Ju	ıl 31, 2019	$\rightarrow$	US70	nr8days
0	M 1 FF D 1 1 1 1 D 1 1 1 0N 1 1		5 6 7	8 9 10 11 1 47 147 1 47 147 5 6 Personal Us	N 1 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2:03 2:05 2:05		09:14 01:47 02:03 03:44 16:48
Co-D	rivers: Bruno Musant	te						
Show	vallevents Status	Start	Duration	Location	Odometer	Note	+ EXCEPT	+
23	Remark	04:47 PM		1 mi NE Dardanelle, AR	62856.0 mi	VBUS Connected		/
24	ELD Login	04:47 PM		1mi NE Dardanelle, AR	62856.0 mi	ELD Connection		/
25	OffDuty	04:47 PM	00m	1 mi NE Dardanelle, AR	62856.0 mi	Starting 30 minutes OffDuty Break		1
26	ELDLogou	04:47 PM		1 mi NE Dardanelle, AR	62856.0 mi	ELD Disconnection		/
27	Remark	04:47 PM		1 mi NE Dardanelle, AR	62856.0 mi	VBUS Disconnected		1
*Edi +Ina	ted entries active: IC=Chan	ged, ICR=Change	Requested, ICJ=	Change Rejected				

Note: Auto events created are recorded in the app with a note stating: "Automatic Transition"

- **Personal Use** If this is enabled, the status will be set to Off Duty automatically and will disable the Yard Moves checkbox. Selection of this option will be recorded within the events history list.
- **Yard Moves** If this is enabled, the status will be set to On Duty automatically and will disable the Personal Use checkbox. Selection of this option will be recorded within the events history list.

Note: Not all of the events statuses are displayed on the grid chart. *Personal Use* and *Yard Moves* are also displayed on the grid chart as an **Amber** color line to be visually different with the other event statuses, **a dashed line** represents the *Personal Use* event and **a dotted line** represents the *Yard Moves* event. The legends for *Personal Use* and *Yard Moves* event will only display when the said events occurred. A driver's indication that the CMV is being operated for authorized personal purposes may span more than one CMV ignition on cycle if the driver proactively confirms continuation of the personal use condition prior to placing the vehicle in motion when the ELD prompts the driver at the beginning of the new ignition power on cycle. In addition, upon disabling the events "*Personal Use*" or "*Yard Moves*", it records a new event on the list stating "ClearPC or ClearYM" which indicates the clearing of the option for **Personal Use** and **Yard Moves**. Thus, it will not reflect on the grid chart.



← View Log	)				<u>(iii)</u> G	Ð
Start Time: 12AM	<	Wed Ju	31, 2019	$\rightarrow$	US70ł	nr8days
M 1 2 3 OFF SB D I I 1	4 5 6 7 9.13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2	8 9 10 11 1 1 1 1 1 1 1 5 6 Personal Us	N 1 2 3	4 5 6 7 8		09:13 01:47 00:01 <u>03:34</u> 14:35
Co-Drivers:						
Bruno Musante						
Show all events						
Status Start	Duration	Location	Odometer	Note	+ EXCEPT	+ ADD
8 Remark 02:30 P	м	14mi SSE Fowler, CO	0.0 mi	logged in: Bruno Musante		/
9 Remark 02:31 P	м	14mi SSE Fowler, CO	0.0 mi	VBUS Connected		1
10 ELD Login 02:31	PM	14mi SSE Fowler, CO	62530.7 mi	ELD Connection		1
11 Power On 02:31	PM	14mi SSE Fowler, CO	62853.9 mi	Automatic Transition		1
12 Power Off 02:32	2 PM	14mi SSE Fowler, CO	62855.2 mi	Automatic Transition		1
13 ClearYM 02:32 F	РМ	14mi SSE Fowler, CO	62855.2 mi			1
14 Driving 02:34 PI	M 00m	14mi SSE Fowler, C0	62855.2 mi			1
15 Remark 02:34 P	M	14mi SSE Fowler, CO	62855.2 mi	Pre-trip DVIR not performed for Vehicle TruckA,Trailer TR21		1
16 Remark 02:34 P	M	1 mi NE Dardanelle, AR	62855.2 mi	Crossed into Arkansas, USA from Colorado, USA		1

\*Edited entries

+Inactive: IC=Changed, ICR=Change Requested, ICJ= Change Rejected

**Note:** When a co-driver is log into the HOS app, the co-drivers name is displayed on the daily logs which is placed right below the grid chart.

#### Re-assigning driving time to a co-driver

The Primary driver is allowed to re-assign his driving status/time to his co-driver (if the co-driver logs in).

• Tap the Edit icon on the edit logs screen to re-assign the status

Reassig	n Driving Time		
Note:	Automatic Transition		
Select Driver:	No driver selected	2	Ŧ
		CANCEL	ок
You will need to lo	gin the Co-Driver to make it active.		

- You can also check on the event history list of the co-driver to confirm that the status is re-assign.
- When back to main driver, check also the event history list of the main driver to confirm that the driving status is no longer there.

**Note:** Only driving events that are created automatically can be reassigned, non-driving events such as Login or Power On can only be annotated.

# Edit Power On Note



## **Crossing Boundaries**

The border crossing calculation uses the VBUS GPS coordinates if they are available, and the android coordinates if they are not. The following instances happens when the driver crossed boundaries between Canada and US (vice versa):

L

.

a. If the GPS coordinates are changed to a different state or province, a remark event will be recorded in the driver log.

	Status	Start	Duration	Location	Odometer	Note	+ EXCEPT	+ ADD
8	Remark	02:30 PM		14mi SSE Fowler, CO	0.0 mi	logged in: Bruno Musante		/
9	Remark	02:31 PM		14mi SSE Fowler, CO	0.0 mi	VBUS Connected		1
10	ELD Login	02:31 P	м	14mi SSE Fowler, CO	62530.7 mi	ELD Connection		1
11	Power On	02:31 P	М	14mi SSE Fowler, CO	62853.9 mi	Automatic Transition		1
12	Power Off	02:32 P	M	14mi SSE Fowler, CO	62855.2 mi	Automatic Transition		1
13	ClearYM	02:32 PM	1	14mi SSE Fowler, CO	62855.2 mi			1
14	Driving	02:34 PM	00m	14mi SSE Fowler, CO	62855.2 mi			1
15	Remark	02:34 PM		14mi SSE Fowler, CO	62855.2 mi	Pre-trip DVIR not performed for Vehicle TruckA,Trailer TR21		1
16	Remark	02:34 PM		1mi NE Dardanelle, AR	62855.2 mi	Crossed into Arkansas, USA from Colorado, USA		/
*E	dited entries							

+Inactive: IC=Changed, ICR=Change Requested, ICJ= Change Rejected

- b. If the current location is in Canada, the driving rules will automatically switched to Canadian rules; similarly, if the location is in the US, the driving rules automatically switched to US rules.
- c. If there is a co-driver logged in, both the remark and the rules changes will be occurring for them as well.

Note: These remark events will be reflected in the portal's Logs Tab

## DVIR

## Creating Your Pre/Post Trip Vehicle/Trailer DVIR

The DVIR feature provides a way for you to create online DVIR reports while in the field. This helps to ensure that your vehicle conforms to the FMCSA's safety regulations.

Driver can have a DVIR feature only if they have DVIR product enabled as allowed feature on their driver's account.

## Different ways to go to DVIR Page:

#### 1. Main Navigation Menu



#### 1. DVIR Button

i. Go to Hours Of Service Main Screen.



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

¢	Vento	i i				🛡 D 🖳	e -1
0.0	n Time: 12AAA	111		- Tho May 10, 2010		141-11	27/11/14/00
							00.00 00.00 00.00 20.30
	Status	State	Duration	Location	NIN	1000	. t
¥	orbus	1238.AM	208.2214				
ï	Retart	0027794		Or Other Delegenced, DR	American		1
	Retark	0827794		Unital Delegend De	Setural office to relate facility		1
	B.Fuge	3827794		The SDE Duffequence, DR	ELD Connection		1
1	Pane (In	382799		The last Driftsproof, DR	Automatic Translate		1
ř.	Dang	-	-	United States	Automatic Transition		1
	Renard	-		The IDE Dellege and De	Pre-tag Dirth sull performed for indiate		1

K	Vento	•				₽. <	1
120	n Time, 12AM		<	- Tue May 15, 2010	(	96	trivitiers
-							4 30.00 00.03 14.02
	Size .	5941	Duration	Location	Nex	100	1
2	090wy	1200.000	10,000			11111	
1	Bartell	0157956		15ro Weissel Island, M	Adventure		1
	head	21.38 PM		12m Welliam I Interd. Md	Sentented vehicle to vehicle TruckS		1
×	0+0x4y100	10.0474	100	Circle Weitrand Streed, Md			1
	Doing	21,0176	4344	Tances Section 4			1
	heat	-		Cire No Devid Index, MC	Avenue (Wilk not performed for Values Truck)		1
	hereit	READING		1 (ins We loand issued, ME	Companies of Pre-tra- Diviting Tracks		1

Notes:

- b. When a driver manually/automatically change to 'Driving' event without completing the Pre-trip DVIR, a toast message will be displayed at the bottom of app stating: "*Please perform a Pre-trip DVIR*".
- c. It will also create a 'Remark' event with a note 'Autogenerated: Pre-trip DVIR not performed.'
- d. The Remark event will be created once after it detects or when a first Driving event on the shift cycle is created.
- e. Also, an **alert** is sent only once for each vehicle or trailer that begins to drive without having done a Pre-Trip DVIR.

## Setting Up Your DVIR Type

1. You can select a **DVIR Form** from the drop downs (Vehicle/Trailer).

← Select D	VIR			<u>×</u>	G	÷
Vehicle disco	nnected			Con	nect	) <b>X</b>
	DVIR Details		Current DVIR			
Date: 07	/26/2019 08:01:28 AM	GMT+08:00	No DVIR			
Pre-tri	ip Driver	4	DVIR History			
	Switch Equipment					
	Vehicle/Trailer					
Vehicle: TruckB	Form: Select form	Inspect				
Trailer: TR21	Form: Select form	Inspect				

**Note:** Highlighted text only displays when conducting an inspection for the first time and that no DVIR forms are associated to the current equipment used.

#### a. Vehicle Form



b. Trailer Form



### Notes:

c. Some Equipment has an associated form, so whenever the driver tries to change the form a pop up dialog will show. Clicking 'OK' will automatically change the forms used with the associated ones.

## Change form

Are you sure you want to use a different form?

#### NO YES

- d. Once a new driver has logon to the app, the forms for the Vehicles/Trailers ID used by the prior driver shouldn't retain. Form fields are empty.
- e. The application also supports generation of the DVIR Reports when in Offline mode. The DVIR Reports are then stored locally in the **App Name**'s directory, same location as to where the Driver's Daily log PDFs are stored.
- 2. Choose the appropriate **DVIR Type** from the following options:
  - a. **Pre:** A DVIR conducted before driving the CMV.
  - b. **Post:** A DVIR conducted after driving a CMV.
  - c. **Ad Hoc:** Any DVIR conducted in any other period than the ones specified above.



- 3. Choose the appropriate **Inspector Type** from the following options:
  - a. **Driver:** The current driver conducted the DVIR.
  - b. Mechanic: A mechanic conducted the DVIR.
  - c. Other: Another personnel conducted the DVIR.



## Starting Your DVIR

Tap the **Inspect Button** to start the inspection, you will be directed to the **DVIR Page**.

Inspect

**Note:** However, a dialog as shown below will display that will ask confirmation to switch you to On Duty status to do DVIR if current duty status is in Off Duty or will take you out to Personal Use if current status is Off Duty under Personal Use.

If current duty status is Off Duty



• If current duty status is Off Duty under Personal Use

#### Inspect

You're currently in Personal Use. Performing a DVIR will switch you to on-duty and will take you out of Personal Use. Would you like to proceed?

NO YES

#### **Completing the First DVIR Area**

- The 1st **DVIR Area** is selected by default, you can also tap its corresponding tab to display the DVIR items under this area.
- You can select the status of each **DVIR Item** by tapping their respective tri-state check-boxes.
- Tap the unselected check-box once or select the green **Thumbs Up** Icon to specify that the item is in a good condition.
- Tap the unselected check-box twice or select the red **Thumbs Down** Icon to specify that the item is in a bad condition.
- Tap the unselected check-box thrice or select the **Not Applicable Icon** to specify that the item is not applicable for the current DVIR.

A "Check All" button will appear if it is enabled in your account to check all points automatically. •

← Inspect Areas			
Q Search item	Brakes	0	Ę
Tractor-Trailer S Uncheck All	Brake Connections	٥	Ę
Trailer Done (14/14)	🔳 Tarpaulin	0	Ę
Truck Done (46/46)	Tires	0	Ę
	Wheels and Rims	٥	
	Other	0	Ę
	Coupling Devices	0	E
	Coupling (King) Pin	Ō	E
	Doors	0	E
	Hitch	0	E
Finish	Landing Gear	Ō	
		0	

If you wish to capture an image of the DVIR item, you can tap on the **Camera Button**. •

• The Camera app will then appear, proceed to take a picture of the DVIR item.

• After tapping the **Capture Image Button**, select the **Save** button to save the image and add it to your item report. You can also discard the captured image by selecting the **Cancel** button.



• You may add comments or remarks for an DVIR item by tapping the



• Fill in the Enter Report Field for your comments or remarks.



•

- Tap the **Camera Button** to add more images to the item report.
- Select the **Voice Dictation Button** to use voice dictation feature instead in adding your comments or remarks.

• Tap on the **OK** button to finish adding your images and comments or remarks.



## **Completing the Succeeding DVIR Areas**

Note: All DVIR items under all DVIR categories and areas must be updated before you can finish your DVIR Report.

• Complete updating the status of the other DVIR items using the same preceding steps.

← Inspect Areas			
Q Search item	Brakes	Ō	E
Tractor-Trailer S Uncheck All	Brake Connections	٥	E
Trailer Done (14/14)	💽 Tarpaulin	٥	
Truck Done (46/46)	Tires	٥	
	💽 Wheels and Rims	٥	
	NA Other	Ō	E
	Coupling Devices	Ō	E
	Coupling (King) Pin	Ō	E
	Doors	Ō	E
	Hitch	Ō	E
Finish	Landing Gear	Ō	

## Finishing/Certifying Your DVIR

Select the **Finish** tab.

The following information will then be displayed:

• Summary



- Elapsed Time The duration of the current DVIR.
- Items Inspected This is a counter for the number of items already inspected.

•

• **Items Remaining** -It will be present if you have not yet updated all of the DVIR items, this will show the item/s that are still to be inspected.

14 Remaining Item(s)	
Trailer - Brakes	
Final Items - You may wish to accomplish these ones as part of your DV	IR Report.

 General Comments - This is where you key in your general DVIR Report comments. The status of these check-box items will also be reflected in the DVIR Report:

10								-			20
	n	s	D	e	с1	IC	n	R	е	s	F1
			30	-	-			-	~	2	÷

General Comments

○ Defects Corrected

- O No Defect Found
- Condition Satisfactory
- $\bigcirc$  Condition Unsatisfactory
  - Defects Corrected
  - **No Defect Found** (*Note: 'No Defect Found' option is only available for Canadian cycle drivers*)
  - Condition Satisfactory
  - Condition Unsatisfactory
- Signature
  - For drivers You may wish to change your signature by tapping the Change Signature Button.
  - For mechanics and other inspectors You may create your signature by tapping the Change Signature Button.



Select the **Done Button** to save your signature. You may also select the **Clear Button** to discard the signature you made.

Change Signature	Ŗ	C	Ð
Create your signature here			
Synth	L		
Clear	one		

Tap the Finish DVIR Button to finish the current vehicle DVIR.

Finish DVIR

 Finally, after reviewing all of the DVIR details, you can select the OK Button to certify the DVIR. You can also cancel certifying the DVIR by selecting the Cancel Button.

## Certify DVIR

I, Mechanic, certify that this DVIR is correct and true.



 After successfully certifying the DVIR, a 'Remark' event will be created in the Edit Logs screen stating the completion of Pre/Post/Ad-Hoc DVIRs. Sample note: Completion of Pre-Trip DVIR for <EquipmentName>

**Deleting Vehicle DVIR** 

1. Go to **Current DVIR** section. This is where you can view a list of the DVIR conducted within the DVIR screen.

	Curr	ent DVIR	
Pre-trip	08:35:34 AM	Certified	:
Pre-trip	08:40:30 AM	Certified	:
Pre-trip	10:22:37 AM	Certified	:

Email

- 2. Tap the **Email Button** to send the completed DVIR to an intended recipient. **Tips:** *You can only email a Certified DVIR.*
- 3. Tap the **View View Button** to view the DVIR details.

## 4. Tap the

Remove Button to remove the DVIR.

**Note:** List of completed/in-progress DVIR are ordered to show the most recent DVIR(s) first and the oldest ones last.

## • Highlighting Previously Failed DVIR Previously failed DVIR points are highlighted in RED.

← Inspect Areas			
Q Search item	Brakes	O	E
Tractor-Trailer	Brake Connections	O	E
Trailer Done (0/14)	Tarpaulin	O	
Truck Done (0/46)	Tires	Ō	E
	Wheels and Rims	Ō	E
	Other	0	E
	Coupling Devices	0	E
	Coupling (King) Pin	0	
	Doors	0	Ę
Finish	Hitch	0	Ę

Below the inspection point displays the text stating id the points have been updated or not.

## Viewing the DVIR History

1. Tap the **DVIR History** button



- 2. In the DVIR History screen, you can view all the DVIRs done to all the Vehicles and Trailers you are currently using. You can also select a specific Equipment from the drop down (All Equipment).
- 3. A DVIR that does not have failed inspection items will show up with a GREEN background.

DVIR Histor	у		💆 C 🕣
All Equipment Trailer13			
Trailer11	Inspection Type	Inspector	Date Inspected
Truck53	Pre-trip	John Doe Jr.	09/22/2017
Trailer11	Pre-trip	John Doe Jr.	09/22/2017
+ Truck53	Pre-trip	John Doe Jr.	09/22/2017

- 4. A DVIR with failed inspection items will show up with a **RED** background.
- 5. To view the failed inspection items, tap on the + icon below its name. Inspection items that have been repaired will have a repaired status and repair comment on the right side.

DVIR History			<u>×</u>	С	÷
All Equipment					
Equipment	Inspection Type	Inspector	Date Inspe	ected	
Trailer13	Pre-trip	John Doe Jr.	09/22/2017	,	
Trailer11	Pre-trip	John Doe Jr.	09/22/2017	r	
— Truck53	Pre-trip	John Doe Jr.	09/22/2017	,	
Item Name		Repair Status	Repair Comment		
Horns					
Windshield, Wipers, Wash	ners				

# Data Transfer

This will show the dialog displaying the supported data transfer options. The ELD provides a standardized singlestep compliation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

## The following are the different ways to access the Data Transfer dialog

- 1. Main Navigation Menu
  - a. Swipe in from the left edge of the screen, or tap the **Main Navigation Hamburger** icon to show the main navigation menu.
    - i. Tap the **Roadside Inspection** option in the Main Navigation Drawer, after which the roadside inspection screen will then be displayed.

C

<i>~</i>	C Roadside Inspection
	Regulation Mode: ELD 395.20
	Review logs for the current 24-hour period and the previous 7 consecutive days Tap 'Start Review' button and give your device to the DOT Officer Start Review
	Data Transfer         Transfer data of the compilation of the driver's ELD records         Data Transfer         Tap for instructions.
	Email logs for the current 24-hour period and the previous 7 consecutive days Email your logs to the DOT Officer if they request a paper copy of your logs Email Logs Tap for instructions.
Tap the	Data Transfer Data Transfer button.

## a. Go to the HOS Main Dashboard.



b. Tap the Options button.





## Transferring Data

- 1. Once the **Data Transfer** button is tapped, a selection of the supported data transfer options by the ELD will prompt to the user.
  - a. On *Android* the supported data transfer options are *Email* and *Web Service* only.
  - b. On *iOS* the supported data transfer options are *Email* and *Web Service* only.
- 2. **Select Vehicle** this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver.
  - a. Tap the Select Vehicle menu to show the list of vehicles used by the driver.

- b. The 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day.
- c. For Android app, list of vehicle/s are displayed in checkboxes. After selection of vehicle(s), it will then prompt the Data Transfer dialog to select data transfer options: Bluetooth, USB, Email or Web Service.

Select Vehicle(s) You wish to transfer		
	All Vehicles	
$\checkmark$	TRKE1	
$\checkmark$	TRKA1	
	Truck800E	
CANCEL PROCEED		

- d. For iOS app, list of vehicle/s are displayed in checkboxes. The app allows to select specific vehicle(s) to be included in ELD output file. The list of vehicles displayed are the vehicles that the driver used within the current cycle.
- e. Select or deselect vehicle or vehicles by tapping the checkbox button. Tap OK button to save selection.

Select Vehicle:	
All Vehicles	
Truck900	
Truck600	
Truck400	
	ок

**Note:** *All Vehicles* option will only display on the list when the driver has already driven multiple vehicles for the day.

3. **Output File Comment** – After selecting a data transfer option, the ELD prompts the output file comment in which the driver may or may not input as specified in section 4.3.2.5. The ELD accommodates the entry of an output file comment up to 60 characters long

Output File Comment Comment here		
	Chars left:60	
	CANCEL OK	Upon confirmation, the ELD generates the

compliant output file and performs the data transfer.

a. Transfer via Bluetooth – this option enables the user to transfer files through Bluetooth tethering. The ELD prompts the output file comment in which the driver may or may not input as specified in section 4.3.2.5. After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on.

Output File Comment Comment here	Application is requesting permission to turn on Bluetooth. Allow?
Chars left:50	NO VES
CANCEL OK	

You will then be asked to pick the device to which the data will be transferred via Bluetooth Tethering.

← Options			🛱 C 🕄
Vehicle disconnected			Connect X
SWITCH EQUIPMENT GAIN TIME	Data Transfer via Paired Bluetooth Devices Inspector 1078:446F:65F4 Galaxy A7 (2017) 24:92:0E2E:B4:F7	PAIR CANCEL	LOGON CO-DRIVER SWITCH CO- DRIVER
RETURN	TO HOS SCREEN	CANCEL	ENT



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

÷	Roadside Inspection	С
	Regulation Mode: ELD 395.20	
	Review logs for the current 24-hour period and the previous 7 consecutive days Tap "Start Review" button and give your device to the DOT Officer Start Review	
	Data Transfer Transfer data of the compilation of the driver's ELD records Data Transfer Tap for instructions.	
	Email logs for the current 24-hour period and the previous 7 consecutive days Email your logs to the DOT Officer if they request a paper copy of your logs Email your logs to the DOT Officer if they request a paper copy of your logs ELD Output File Transferred ELD Output File Transferred	

b. Transfer via Email – this option enables the user to transfer files through email. The ELD output file transferred is encrypted using AES-256 in FIPS Publication 197. Before sending, the ELD prompts the output file comment in which the driver may or may not input as specified in section 4.3.2.5.



After the data transfer process is successful, a toast message will display at the bottom of the screen

stating that the 'ELD Output File Transferred'.



c. Transfer via USB (Android Only) – this option enables the user to transfer files through USB (external devices). However, prior to saving the driver's ELD file to an external storage/device, the ELD must read a verification text file from the USB device provided by the Authorized Safety Officials. This can be done by selecting the path where the verification file is located on the Safety Official's USB device.

CANCEL



If the verification process is successful, a

'Verification Successful' dialog will display.



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



**Note:** You cannot transfer a file via USB when the verification file on the device is not the same as the verification file on the inspector's USB drive. If this issue occurs a toast message will display

## stating 'Invalid verification file'.

		D 🗳 C 🗧
		Connect
SWITCH EQUIPMENT	Data Transfer via Select Vehicle: All Vehicles Bluetooth	LOGON CO-DRIVER
GAIN TIME	USB Email	SWITCH CO- DRIVER
RETURN T	O HOS SCREEN Invalid verification file	DOCUMENT

d. **Transfer via Web Service** – this option enables a user to submit ELD output files, and verify that ELDs' certificate, ELD identifier and Registration ID are still valid.

## Data Transfer via

Selected Vehicle(s): TruckB	
*	Bluetooth
¥	USB
Μ	Email
FMCSA	Web Service
	Cancel

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



Note: If data transfer is not successful, a toast message will then display at the bottom stating that



## 'ELD Output File Transfer Failed' with corresponding data transfer error messages.

## Switch Equipment

The Switch Equipment feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.

## The following are the different ways to perform a Switch Equipment action:

1. Main Navigation Menu
a. Swipe in from the left edge of the screen, or tap the **Main Navigation Hamburger icon** to show the main navigation menu.

÷	Hours of Service		💆 C 🕣		
Veł	Vehicle disconnected Connect				
	jeff.hill@gmail.com Tap to add or change driver				
Ê	Hours of Service	B Jeff Hill	ROADSIDE INSPECTION		
Ŵ	Job Sites				
<b>†</b>	Work Orders	Freight 1	OPTIONS		
	Switch Equipment	T104			
٩	Roadside Inspection				
	Documents		LOGS		
Ð	Fuel Receipts	RECAP			
۵	Settings		DVIR		
0	Help & Support				
Ð	Logout	START BREAK	SHIFT/CYCLE		

b. Touch the **Switch Equipment** option in the Main Navigation drawer after which the Switch Equipment dialog will then be displayed.

Switch Equipment						
Vehicle Name TruckA						
Trailer Name + ADD						
Attached Traile	Attached Trailers					
TR22		×				
Manage	Cancel	Save				

- c. Note: the list of equipment are displayed in an alphabetical order
- 2. Main Dashboard Vehicle/Trailer icons

a. Touch the Vehicle/Trailer icons in the Main Dashboard screen.



- b. After which the **Switch Equipment** dialog will then be displayed.
- 3. Switch Equipment Button (Options)
  - a. Go to Hours of Service Main Screen.

	Hours of Service		F 👳 C 🕂
ſ		Bruno Musante	ROADSIDE INSPECTION
	0-0-	TruckA	OPTIONS
	OffDuty >	TR22	
	Time Remaining		LOGS
		RECAP	
l	00:00		DVIR
		START BREAK	SHIFT/CYCLE

b. T	ap the <b>Options</b> b Coptions Vehicle disconnected	outton.		₽ C - Ð
	SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
	GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
	RETURN TO P	HOS SCREEN	DOCL	JMENT
			SWITCH EC	QUIPMENT

c. Tap the Switch Equipment button.

# 4. DVIR Screen

a. Swipe in from the right edge of the screen or tap the Logs button



Q

b. Tap the **Inspect** button **Inspect** of a specific driver log.

Driver Log	∠* Edit
Driver	Miles Driven
Guadalupe Brannum	720 mi
Vehicle Name Trailer Name TruckA TR22	Odometer 62485 62845 360 mi Begin End Distance
Carrier	Carrier DOT No
Stellar Trucking Inc	ROD45846
Shipping Docs	Shipper and Commodity
None	None

Switch Equipment

c. Tap the Switch Equipment button.



Switching Equipment

1. Select Vehicle from Vehicle Name drop down list.

# Switch Equipment Vehicle Name Truck TruckA TruckB Attached Trailers TR22 Manage Cancel Save

2. Select trailer from Trailer Name drop down list.

# Switch Equipment

TruckA		
Trailer Name		+ ADD
None		
TR21		
TR22		×
Manage	Cancel	Save

3. Tap on the **Add** button to add the selected trailer to the list of **Attached Trailers**. Tap on the **X** button on the right side of the Trailer to remove it from the list.



4. Tap the **OK** button to switch equipment successfully. To exit Switch Equipment form, tap the **Cancel** button.

**Note**: When the vehicle is in motion, neither the main driver nor a logged in co-driver is allowed to switch trucks.

### Managing Vehicles/Trailers

You can *add*, *update* and *delete* Vehicles/Trailers by tapping the then display the *Manage Vehicles/Trailers screen*.

← Manage Vehicles/	Trailers			E C	Ĵ
Name	License Plate	VIN	Туре	A	+ DD
Trailer20		1FTWW33P54EA65602	Trailer	1	Î
Trailer22		1FT8W3DT0CEB54447	Trailer	1	Î
Trailer44			Trailer	1	Î
TRKA1		5NPE34AFXFH053565	Vehicle	1	Î
TRKE1	BAC 071	3B7HC13Z2WG155910	Vehicle	1	Î
Truck100	TRCK-02	JHMCG6658XC001323	Vehicle	1	Î
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle	1	Î
Truck3		1FT8W3DT0CEB54447	Vehicle	1	Î
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle	1	Î
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle	1	Î
Search Equipment					

### Note:

The 'Manage' button is only available given a situation, that the driver is an asset admin and that the Allow drivers to manage equipment option is both enabled in account settings and driver settings (found in Account Settings Page > Portal Controls and Driver Management Page). Otherwise, the button will not be available on the Switch Equipment dialog. Driver can then add, edit or delete equipment via app depending



Manage button which will

on the permission set on driver setting. Switch Equipment Vehicle Name TruckA + Trailer Name ADD Attached Trailers TR22 × Cancel Save 1. Adding Vehicle/Trailers +ADD Add button. a. Tap the D M C 🕣

- b. Fill in the vehicle name in the Vehicle Name field.
- c. Fill in the VIN in the **VIN** field.
- d. Fill in the License Number in the License Plate field and its state in the License Plate State

e. Select vehicle type in the Vehicle Type drop down list.

Create Equipment	
Туре	
🔜, Trailer 🔲 Vehicle	
C Name	
	0/3
VIN	
	0 / 1
Odometer Offset (mi)	
	0 / 1
License Plate	
None	
ELD - Regulation 395.20	
CDD Bachlar	
Either Device	
Form:	
None	
Requires VBUS connection for driving	
Use GPS Odometer	
Cancel	Add

**f.** Then, tap the **Add** button to successfully add the vehicle/trailer. You can also cancel adding the vehicle/trailer by tapping the **Cancel** button

# Note:

i. When creating/modifying an equipment with a selected type of "**Trailer**", the VIN field is also enabled but is not required when saving. VIN field does not require valid format.

roe	
💭 Trailer 💭 Vehicle	
Name	
	0/10
VIN	
	0 / 20
License Plate	
cense Plate State	
None	*
Cancal	Add

ii. When creating/modifying a **Trailer**, the name must only contain alphanumeric characters, must not have spaces nor exceed 10 characters.

Create Equipment	
Type	
Trailer A	
VIN	Trailer name cannot have less than 2 or more than 10 characters
	0 / 2
License Plate	
License Plate State	
None	-
Cancel	Add

iii. When creating/modifying an equipment with a selected type of "**Vehicle**", and the Connection Type is "Digi WVA", then the admin password field is required.

Create	Equi	pment
--------	------	-------

ELD - Regulation 395.20			
GPS Receiver			
Either Device			Ŧ
Form:			
None			-
Requires VBUS connect	tion for driving		
Use GPS Odometer			
Use Calculated Engine	Hours		
Device			
VBUS Device			
Digi WVA			*
Connection Type	wifi_direct_	push_button_mode	*
MAC Address	00:00:00:00:00	00:00	
WIFI AP SSID			
WiFi AP Password			
Device Name			
Admin Password	Admin2019		
Firmware Versio	n		
Cance		Add	

iv. However, if no device was selected during the creation of the equipment, the default selected device option is set to "None" and all the other fields on the ELD configuration section will be

### hidden.

Create Equipment	
VIN	
	0/17
Odometer Offset (mi)	
	0/10
License Plate	
License Plate State	
None	
Regulation Mode	
ELD - Regulation 395.20	Ŧ
GPS Receiver	
Either Device	*
Form:	
None	*
Requires VBUS connection for driving	
Jse GPS Odometer	
Use Calculated Engine Hours	
Device	
VBUS Device	
None	*
Cancel	Add

- v. When a vehicle does not provide engine hours and odometer values, switch on the Use GPS Odometer and Use Calculated Engine Hours
- vi. When establishing a connection to the VBUS device, the **Vehicle VIN** is one of the required data elements that needs to be present in all logs and DVIRs. Currently the app initially uses the VIN if it is present in the data set received from the device. However, If the app cannot acquire the VIN from the VBUS device then it uses the one present in the Equipment which will be auto converted to capital letters when saved.
- vii. A Regulation Mode option to switch between 395.15 (AOBRD) and 395.20 (ELD) support is available. When 395.15 (AOBRD) mode is selected it turns off all 395.20 (ELD) features. It simply records the drivers' events regardless to the FMCSA rules. By default, ELD is set as the regulation mode for all new equipment.
- viii. Drivers on the app cannot change the Regulation Mode unless the driver is allowed to do so by enabling the account control within the Account Settings under App Controls > 'Allow drivers to specify vehicle HOS Regulation Mode (AOBRD or ELD)'.

- ix. When in AOBRD mode, disable the data transfer button in the Options screen and changed the button to 'Email Logs' in the Roadside Inspection
- x. GPS Receiver option allows the user to change how to get the device GPS positions. The GPS Receiver settings can be set in a specific vehicle in the portal's **Equipment** Management page.
- xi. An **Odometer Offset** allows driver or personnel to adjust the odometer so that the driver will see an odometer that will match their dashboard, rather than the engine odometer. Possible scenario is when the engine is replaced and the value is not yet synchronized. **Notes:**

- Odometer offset does not affect app screens like Roadside Inspection and Cerified Logs PDF.

- If the saved offset is 100, and the logs have odometer values of 10, 20, 30, 40, will display to the driver 110, 120, 130, 140 (Odometer + Offset).

- If the offset is 100, and the driver edits an event to change the odometer from 140 to 130, will display 130 - 100 (the Offset) or 30 to the log.

- Negative entry for odometer offset field is allowed.

- xii. **Firmware version** can be manually populated. For some VBUS device, it is already prepopulated.
- 2. Updating Vehicles/Trailers
  - a. Tap the **Edit** button to edit Vehicle/Trailer.

÷	Manage Vehicle	es/Trailers			<u>R</u>	G	Ð	
	Name	License Plate	VIN	Туре			+ ADD	
	TR21	EFG098	1GC2KXCB8DZ210856	Trailer		/	Î	
	TR22	EFG789	1FT7X3BT3BEC33525	Trailer		/	Î	
	TruckA	EFG	SCFAD01A77GA96005	Vehicle		/	Î	
	TruckB	EFG345	1GBHP32Y7X3356509	Vehicle		/	Î	

b. Update the appropriate fields in the Edit Vehicle/Trailer form.

Modify Equipment					
Туре					
Trailer 💭 Vehicle					
< Name					
TruckA					
	6/20				
SCFAD01A77GA96005					
	17 / 17				
Odometer Offset (mi)					
200	3/10				
CLicense Plate					
EFG					
License Plate State					
Delaware (DE)	*				
Regulation Mode					
ELD - Regulation 395.20	-				
GPS Receiver					
Either Device	-				
Form:					
None	-				
	· · ·				
Requires VBUS connection for driving	• •				
Use GPS Odometer	())				
Cancel	Save				

c. To save the changes you made, tap the **Save** button. You can also cancel modifying the Vehicle/Trailer by tapping the **Cancel** button.

# 3. Deleting Vehicles/Trailers

Tip: The current selected Vehicle/Trailer can't be deleted

a.	Tap the <b>Delete</b> bu	itton.					
	← Manage Vehicles/Tr	ailers			<u>¥</u>	G	÷
	Name	License Plate	VIN	Туре			+ ADD
	TR21	EFG098	1GC2KXCB8DZ210856	Trailer		1	Î
	TR22	EFG789	1FT7X3BT3BEC33525	Trailer		1	Î
	TruckA	EFG	SCFAD01A77GA96005	Vehicle		1	Î
	TruckB	EFG345	1GBHP32Y7X3356509	Vehicle		/	Î

- b. To successfully remove the vehicle/trailer, tap the **Delete** button. You can also tap the **Cancel** button to cancel deleting the vehicle/trailer.
- 4. Searching Vehicles/Trailers

-

On the Switch Truck dialog the driver is allowed to filter the vehicle and trailer list through text entry, *ex: typing in 'Trailer 8'* and seeing a list of the trailers that begin with the number 8. This feature is only available for customer who have hundreds/thousands of trailers

Note: Text entry availability starts if the total number of trailers/vehicles reached 100 or more.

a. Type in the vehicle/trailer name on the vehicle/trailer field

	s	witch Equi	pment				
Vehicle Name TruckA							
Trailer Name					+ ADD		
Attached T	<b>Frailers</b>				×		
Manage		Cancel		Sav	e		
Hours of Ser Vehicle disconner		Sw	itch Equipme	nt		Cor	C 🗧
	TruckA TruckB				nuu	E INSPE	CTION
	Attached	Trailers	incilara Attaa	had		TIONS	
OffDut			rallers Attac	ned		TIONS	
Ulibut,	Truck		TruckB		TruckA		>
1 2	3 4	5	6	7 8	9	0	Del
q <sup>+</sup> w <sup>×</sup>	e	r = t /	у	u <sup>×</sup> i <sup>×</sup>	o	<b>p</b> <sup>1</sup>	$\overline{\mathbf{X}}$
a	s d <sup>#</sup>	f *	g h	j	k I		Ŷ
☆ 7	x	c v	b	n m	, !	. ?	Ŷ
-							

# Switch Driver

The Switch Driver feature allows for easy switching of drivers.

# The following are the different ways to perform a Switch Driver action:

- 1. Main Navigation Menu
  - a. Swipe from the left edge of the screen, or tap the **Main Navigation Menu icon** to show the Main Navigation Menu.

÷	Hours of Service		8 C f		
Vel			Connect X		
	jeff.hill@gmail.com Tap to add or change driver				
Û	Hours of Service	B Jeff Hill	ROADSIDE INSPECTION		
Ŵ	Job Sites				
<u>*</u>	Work Orders	Freight 1	OPTIONS		
86	Switch Equipment	T104			
۵	Roadside Inspection	100 T			
	Documents		LOGS		
<b>B</b>	Fuel Receipts	RECAP			
۵	Settings		DVIR		
0	Help & Support				
Ð	Logout	START BREAK	SHIFT/CYCLE		

b. Tap on the highlighted portion on top stating "Tap to add or change driver"

johndoe@mail.com Tap to add or change driver

after which the 'Switch Driver' screen will then be displayed.

+ Add Co-Driver

c. Tap the screen. to add another driver, this will redirect the HOS app to the login screen.

2. Switch Co-Driver button (Options)

- 🖻 💬 C 📲 Hours of Service ROADSIDE INSPECTION Bruno Musante TruckA **OPTIONS** OffDuty > TR22 LOGS RECAP DVIR 00:00 START BREAK SHIFT/CYCLE **OPTIONS** b. Tap the **Options** button. After which the Options screen will then be displayed. 🖻 C 🕣 Connect X SWITCH SHIPPING DOCS REMARK LOGON CO-DRIVER EQUIPMENT SWITCH CO-GAIN TIME EXCEPTION DATA TRANSFER DRIVER RETURN TO HOS SCREEN DOCUMENT
- a. Go to Hours of Service Main Screen.

c. Tap the Switch Co-Driver button.



**d.** From within the **Choose Driver** dialog, tap the driver's name who you wish to switch to. Tap the CANCEL button to return to the Options screen.

(* ) Optimer			D M C E
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	Choose Driver johndoejr@gmail.com cart@gmail.com		SWITCH CO- DRIVER
DC	ICUMENT	RETURN 1	0 HOS SCREEN

**Note:** If there are no other drivers who are currently logged into the HOS app, a popup dialog will show.

## Error

You can't switch with a single driver

ОК			
	LOGON CO-DRI	VER	
You can also add a driver by tapping the			LOGON CO-DRIVER button.

# Notes:

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

- ii. The Co-Driver must enter his/her Username & Password and then tap the Login button to continue, he/she will then be logged on successfully and the Hours of Service Main Screen will display their log details.
- iii. Displaying the Team Driving buttons such as 'LOGON CO-DRIVER' and 'SWITCH CO-DRIVER' are based on the value set on its account property. Having a value of **false** will disable the buttons and will not display it.
- iv. When logging in a Co-Driver, the default Truck and Trailer value will be the current **Truck** and **Trailer** value of the Main Driver.
- v. Also the HOS app will always ask for the password every time a co-driver switch to active .

# Driver Authentication

# Enter password for drivb@tr.com

Show Password

Make Driver

Cancel OK

•

By checking the **Make Primary Driver** checkbox, you can set the switching driver to be the primary driver.

 In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid chart.

	Status	Start	Duration	Location	Odometer	Note	+ EXCEPT	+ ADD
17	Tran Diag	07:34 PM		7mi E Moses Lake, WA	0.0 mi			
18	Clear Tran D	liag 07:56 PM		7mi E Moses Lake, WA	0.0 mi			1
19	OffDuty	08:46 PM	00m	7mi E Moses Lake, WA	0.0 mi	Starting 30 minutes OffDuty Break		1
20	OffDuty	08:46 PM	29m	7mi E Moses Lake, WA	0.0 mi			/
21	Remark	09:07 PM		7mi E Moses Lake, WA	0.0 mi	Co-driver logged in: Bruno Musante		1
*Ed +Ina	*Edited entries +Inactive: IC=Changed, ICR=Change Reguested, ICJ= Change Rejected							

(Per FMCSA, (a) ELD must provide an account secure access to data recorded and stored on the system by requiring user authentication during system login. Driver accounts must only have access to data associated with that driver, protecting the authenticity and confidentiality of the collected information.)

# Team Driving

**Team Driving** is the ability for two or more drivers to work in tandem which enables them to cover longer routes in a shorter amount of time. This also enables them to deliver goods/products to customers in the fastest amount of time possible while minimizing driver fatigue and other safety risks.

Each driver can login to the app and can monitor his daily working status as given in the example below:

1. Tap on the *Change Current Status* button.



2. Select Driving as the driver duty status from the status options.

	Change Cur	rent Status	
	OffDuty	Sleeper	DATA TRANSFER
	Driving	OnDuty ND	
-0-	Personal Use	Yard Moves	REMARK
Duty >	Constitues		
	2mi SSW Springfield, I	L	ODTIONO
	e Odometer (ml)	23 / 60	OPTIONS
naining	62307		-
		5,710	
	Note:		LOGS
00		0 / 60	
	CANCEL	SAVE	
			ROADSIDE INSPECTION

Note: The Driving status option is only available for the main Driver (currently using the application). The

E Hours of Service	D w c f
Change Current Status OffDuty Sleeper	DATA TRANSFER
OnDuty ND Personal Use Yard Moves	REMARK
287.60	OPTIONS
00:00	LOGS
CANCEL	ROADSIDE INSPECTION

*Driving* status option is not available for the Co-Driver on a Review Mode.

3. Tap **SAVE** button and status will be changed successfully.

Hours of Service		C 🗐 C
	<b>9</b> John Doe Jr.	DATA TRANSFER
	Truck800E	REMARK
Driving >	-, TRAILER10, TRAILER12	
Time Remaining		OPTIONS
	DVIR	
07:56		LOGS
On Duty Time Until Break	START BREAK	ROADSIDE INSPECTION

# Make Driver

When a Co-Driver is on Review Mode and that the vehicle is not in motion, the *Make Driver* option is available to make the Co-Driver as the main Driver.

• Logging in a Co-driver (See Switch Driver Tab for the steps.)

← Hours of Service			D 👳 C f		
thomas.charon@gmail.c	om				
thomas.charon@gmail.com	÷	\varTheta Thomas Charon	DATA TRANSFER		
johndoe.jr@gmail.com	÷				
+ Add Co-Driver + Make Driver	Truck800E	Truck800E	REMARK		
		RAILER10, TRAILER12	OPTIONS		
		DVIR			
			LOGS		
		START BREAK			
			ROADSIDE INSPECTION		

• Tap on the *Make Driver* button to display the Make Driver dialog with a Yes or No confirmation.



- o If Yes is tapped
  - It will restart the vbus service again then makes the Co-Driver as the main Driver.
  - When the Co-Driver is now the main Driver, the Make Driver option will no longer be available for the said account.

- o If No is tapped
  - It will close the dialog

### Notes:

• The *Make Driver* option will not display if the main Driver (currently using the application) status is Driving. Instead, it will display *Cannot Change Driver While Driving*.

← Hours of Service		D 🕸 G 🕄
johndoe.jr@gmail.com Tap to show view /ist		
johndoe.jr@gmail.com	John Doe Jr.	DATA TRANSFER
thomas.charon@gmail.com	0	
+ Add Co-Driver	Truck800E	
+ Cannot Change Driver While Driving		REMARK
	TRAILER10, TRAILER12	
		OPTIONS
	DVIR	
		LOGS
	START BREAK	
		ROADSIDE INSPECTION

o Switch back to the main Driver's account. On the Driver's list, the *Make Driver* option is not visible.

← Hours of Service		D 🗟 G 🕄	
Vehicle disconnected		Connect X	
thomas.charon@gmail.c Tap to show view Ket	om		
thomas.charon@gmail.com	🕣 🕑 Thomas Charon	DATA TRANSFER	
johndoe.jr@gmail.com + Add Co-Driver	C Truck800E	REMARK	
	TRAILER10, TRAILER12		
		OPTIONS	
	DVIR	LOGS	
	START BREAK	ROADSIDE INSPECTION	

• But when tapping the Co-Driver's email address and current status of the main Driver is not in Driving, the *Make Driver* option is available within the Driver Authentication dialog.

€ Ho		/ice						. 1	D	
Vehicle		ted		Driv	er Auther	ntication			Co	nnect
thomas.charon@gmail.con			Enter pa	Enter password for johndoe.jr@gmail.com			om	DATA TRANSFER		
thomas.chi		dom	C Sho	w Paces	ord			REMARK		
johndoe.jng + Add	igmall.com Co-Driver	8	🗌 Mak	Make Driver				OPTIONS		
			CANCEL				LOGS			
				S	START B	REAK		ROADSI	DE INSPE	ECTION
1	2	3	4	5	6	7	8	9	0	Del
q	w	e	r	_t ′	у	u	۱,	0	р	
	a	s <sup>@</sup> d	* f	8	g	h	j	k 🗍 I		Done
Ŷ	z	x	с	v	b	n	m	, 1	. ?	Ŷ
Ctrl	!@1	® .			Eng	lish (US)			٩	⊳

# Logging in as Review Mode

In Team Driving, a Co-Driver is allowed to review his data by logging in as Review Mode.

## a. Restrictions

- a. Driving Notifications and alerts will not pop-up, anything which relates to the main Driver.
- b. The lock screen is disabled even if the vehicle is in motion.
- c. Switching of vehicles is prohibited, attempts to switch vehicle while:
  - i. the vehicle is not in motion, will display a toast message stating, *Switch failed, only the current driver can switch equipment*.



ii. the vehicle is in motion, will display an error message stating, *Currently driving, cannot switch vehicle*.



Note: The switch truck option in the left menu is no longer available.

- d. Changing the current event status to Driving is not allowed. Therefore, the Driving event status is no longer available on the status options.
- e. The Vehicle Data Settings is no longer available in Review Mode, to prohibit updates on the preferences related to background services (vbus preferences, tracking preferences, etc.).
- f. Accepting a Requested Driving event is also not allowed. Attempts to accept or reject the Driving event will display an error dialog stating, Only Primary Driver can switch to Driving as current status.

# b. Access

- a. The Co-Driver logging in the Review Mode can still receive Pending Edit Requests.
- b. Notifications and alerts for Malfunctions and Data Diagnostics events are still available.
- c. Modifying the previous logs are still allowed.
- d. Can still change the current event to OnDuty ND, OffDuty, Sleeper Berth except for Driving event.

# Documents

The Document's feature provides an easy way to capture and view documents related to hours of service activities. This includes documentation such as bill of lading, accident photo, etc.

# The following are different ways to go to the Document's Screen:

- 1. Main Navigation Menu
  - a. Swipe in from the left edge of the screen, or tap the the main navigation menu.

Main Navigation Hamburger icon to show

b. Tap the **Documents option** in the Main Navigation Drawer, after which the documents screen will then be displayed.

÷	Hours of Service		📮 C 🕣		
Vel			Connect X		
	jeff.hill@gmail.com Tap to add or change driver				
	Hours of Service	B Jeff Hill	ROADSIDE INSPECTION		
Ŵ	Job Sites				
<u>*</u>	Work Orders	Freight 1	OPTIONS		
86	Switch Equipment	T104			
۵	Roadside Inspection	and the			
	Documents		LOGS		
	Fuel Receipts	RECAP			
٥	Settings		DVIR		
0	Help & Support				
+1	Logout	START BREAK			
		UNARI DICEAR	SHIFT/CYCLE		

2. Driver Options

• Go to Hours of Service Main Screen.



• Tap the **Options** button.



• Tap the Add Document button.



• After which the **Documents** screen will then be displayed.



Tip: You can change the documents' view to either "List View" or "Grid View". Adding Documents

1.	Tap the	+ Add	Add button.				
	← Docu	ments				<u>₽</u> (	e •
	Vehicle dis					Connect	E X
						Eist Vie	+ Add
				No Docum	ents		

- 2. The camera app will then appear to take a picture of the document.
- 3. After tapping the **Capture Image** button, select the **Check** mark button to save the image and add it to your document. You can also discard the captured image by selecting the **X** mark button.

4. Select what type of document you wish to report by tapping the **Document Type** drop down list.



## 5. Provide the document information

÷	Edit Document						<u>×</u>	G	÷
		Documer	nt Details	s					
Docu	nent Type:								
Cit	ation								*
[ Ref	rence No:								
20	50								
_									4 / 40
No	tes:								
		COMMAN	Maria I		10/00				
	wither with Million	- Children and Children	a straight		2203	0.02.55	VOID		

i. Fill in your reference number in the **Reference No.** field.

	Reference No:	
		0 / 40
ii.	Fill in the <b>Notes</b> field for your notes/remarks.	
		0, 10
	Notes:	

	iii	After filling in all the fields y	you can now tap the		ОК	
Upd	lating and Deletir	You can also tap the the document.	the document.	ł	button to a	cancel adding
÷	Documents			<u>N</u>	c f	
Ve	hicle disconnecte	l.		Cor	nnect X	
Bill	I of Lading 125, 2019	Bill of Lading Jul 24, 2019	Land the Arian and Arian and Arian and I cannot be dealers I cannot be dealers	Eist	E +	

# 1. Updating a Document



b. You can update the appropriate areas on the **Edit Document** screen.

		← Edit	Document					×	G	Ð
		Vehicle d	isconnected					Con	inect	X
					Document [	Details				
		Document Typ	e:							
		Citation								-
		2050								
									4	/ 40
		Notes:								
							e i bes.			
			Cancel		Delete		(	ОК		
	C.	Tap the the docume	ent.	ОК		Ok button to a	save the change	es you	made	e in
		Tap the document.	You can also	Cancel delete the docu	ment by tapp	Cancel butto	n to cancel mod	ifying t	the	
2.	Deletir	ng a docum	Delete	e	Delete	button.				

a. Tap the **Delete** button of a specific document.

b. A message dialog will prompt asking for a confirmation either you want to successfully delete the document or not.



c. Tap the **Yes** button to successfully delete the document. You can also tap the **No** button to cancel deleting the document.

# Fuel Receipts

The Fuel Receipt's feature provides an easy way to capture and view fuel receipts purchased related to hours of service activities.

# 1. Main Navigation Menu

<ol> <li>Slide the screen from left to right to show the Main Navigation Menu. or</li> <li>Tap the Main Navigation Hamburger icon to show the Main Navigation Menu.</li> <li>Tap on the Fuel Receipts button from the Main Hours of Service Menu.</li> <li>Note: Fuel Receipts tab will not be available for driver whose account does not have a State Mileage feature enabled on portal.</li> </ol>									
÷	Hours of Service		፼ C €						
Vel	nicle disconnected		Connect X						
	jeff.hill@gmail.com Tap to add or change driver								
Ċ.	Hours of Service	B Jeff Hill	ROADSIDE INSPECTION						
Ŵ	Job Sites								
*	Work Orders	Freight 1	OPTIONS						
5	Switch Equipment	T104							
۵	Roadside Inspection								
	Documents		LOGS						
<b>B</b>	Fuel Receipts	RECAP							
۵	Settings		DVIR						
0	Help & Support								
÷	Logout	START BREAK	SHIFT/CYCLE						

• After which the **Fuel Receipts** screen will then be displayed.

	🗟 G 🕄
Vehicle disconnected	Connect X
	i≣ + List View Add
No Documents	
No bocumenta	

Tip:You can change the documents' view to either "List View" or "Grid View". Adding a Fuel Receipt

	🖻 G 🖣	Ð
Vehicle disconnected	Connect	
	Elist View Add	d
No Documents		

- 2. The camera app will then appear to take a picture of the fuel receipt.
- 3. After tapping the **Capture Image** button, select the **OK** button to save the image and add it to your document. You can also discard the captured image by selecting the **RETRY** button.

← Add New Fuel Receipt			🛓 G	÷					
Vehicle disconnected	Connect	X							
Document Details									
Reference No:				0 / 40					
Address Address Address Soap Lake, WA 9	98851, USA			0740					
City Soap Lake									
State/Province Virginia (VA)	Vehicle TruckA	Fuel Special Diesel		•					
Gallons	Total Cost (\$)	Odometer (mi)							
Cancel		ок							

Note: Address, City and State/Province are pre-populated when location is captured. Unlike adding

a document (*e.g Citation or Bill of Lading*), additional fields will be displayed when adding a Fuel Receipts.

- 4. Fill in the necessary information.
  - i. Select a state.
    - 1. If the state selected is in **US**, the odometer and volume unit display is in **Mi** & **Gallons**.
    - 2. If the state selected is in **Canada**, the odometer and volume unit display is in **KM** & **Liters**.
  - ii. Select the Vehicle.
  - iii. Select a Fuel Type.
  - iv. Gallons and Total Cost values are required.

← Add N	ew Fuel Receipt			×	G	Ð
Vehicle disc	connected			Conr	nect	X
		Document D	etails			
Address 11 Dogwood	i St S, Soap Lake, WA 98	851, USA				
City Soap Lake						
State/Province		Vehicle	Fuel			
Virginia (VA)	•	TruckA	Gasoline			•
r Gallons		Total Cost (\$)	C Odometer (mi)			
1.345		53.80 <mark>.</mark>	100007.25			
Notes:						
1. Fill in provid	the <b>Odometer</b> val ded by the VBUS o your reference nu	ue ( <i>optional, this autor</i> <i>levice</i> ) mber in the <b>Reference</b>	<i>matically populated with the</i> <b>No.</b> field.	odomete	þr	
Refe	erence No:					

3. Fill in the Notes field for your notes/remarks.

Notes:
v. After filling in all the fi	elds vou can now tap the	ок
button to successfully	/ add the document.	
You can also tan the	Cancel	button to cancel adding
the fuel receipt.		button to cancel adding

**Notes:** For every Fuel Receipt created via the App Fuel Receipt feature, it creates a Remark event, found on the Edit Logs screen, with a note "*Purchased 1.345 gallons at \$53.80 price* (sample note for the above purchased).

#### Updating and Deleting a Fuel Receipt



1. Updating a Fuel Receipt



Edit button of a specific document.

# b. You can update the appropriate areas on the Edit Fuel Receipt screen.

	← Edit Fuel Receipt				×	c 🕄
			Document Details	;		
	e Reference No:					
	ABC145					
	L					6 / 40
	Select Date/Time					
	0772372019 10.32 PW					
	11 Dogwood St S, Soap La	ike, WA 98851, USA				
	C City					
	Soap Lake					
	State/Province	Vehicle		Fuel		
	Virginia (VA)	_ TruckA		Gasoline		-
	Gallons	Total Cost (\$	)	Odometer (mi)		
	1.35	53.8		100007.25		
	Notes:					
	Cancel				ОК	
C	Tap the	ОК	Ok b	utton to save the cha	ndes vou	made in
0.	the fuel receipt.		<b>U</b> R 5		ngee yeu	
	Tap the	Cancel	Can	<b>rel</b> button to cancel m	nodifvina tl	he fuel
	receipt. You can also de	elete the fuel receip	ot by tapping the		loanying a	
	Dala	•				
	Dele	le	Delete buttor	٦.		
2. Deleti	ng a Fuel Receipt					

a. Tap the **Delete** button of a specific fuel receipt.

b. A message dialog will prompt asking for a confirmation either you want to successfully delete the fuel receipt or not.



c. Tap the **Yes** button to successfully delete the fuel receipt. You can also tap the **No** button to cancel deleting the fuel receipt.

# Preferences/Settings Menu

This is where the basic driver, vehicle, carrier and shipping data is entered and stored. The identification data stored here is then used by the HOS app, web portal and in the Driver's Daily Log report.

#### After Logging In to the HOS app For The First Time

When the app is used for the first time, the driver is taken directly to the Main Dashboard after which a **Select Equipment dialog** box will be displayed. It will continue to display until the user chooses a specified vehicle and trailer(s) to use. User can select option 'None' to use the app without selecting a vehicle.

÷] Connect Bruno Musante None OffDuty Switch Equipment Vehicle Name None +Trailer Name ADD Attached Trailers No Trailers Attached Cancel ROADSIDE INSPECTION RECAP OPTIONS LOGS DVIR SHIFT/CYCLE

If you are logging in to the device you have logged in to before, the driver can login and logout successfully to the app when an internet connection is not available.

<b>S</b>			
lonnie@gmail.com			🗵 େ ଏ
			Connect X
Unable to connect to the internet Submanished in nonrest connection. Contract white a party of		e Corrie Meyer 1	ROADSIDE INSPECTION
	Distance of the second	AAN 2564 while to connect to the internet share initial or no internet connector. Continue without a	OPTIONS
	-	ny canos.	- LOGS
	Time Remaining	RECAP	
	00:00		DVIR
	De Duy Tere Del Brait	START BREAK	SHIFT/CYCLE

#### Using the Hours of Service Settings Module At Any Time

The HOS app's user can view the Driver Information and update his/her password and signature:

1. Viewing the Driver Information

Driver Information			
Driver	Bruno	Musante	Suffix
CDL # & Issuing State	1FTWX33F6XEB95316	AS	
Email	drivb@tr.com		
	Ð	Change Password	
Signature	AU	mature	6 m

Note: The email cannot be updated. This is only available for view after setting it up after initial login.Changing the Driver's password

a. Tap the Change Password button to launch the dialog

Enter Current Password New Password: Enter New Password Confirm Password:	Current Password:		
New Password: Enter New Password Confirm Password:	Enter Current Pass	sword	
Enter New Password Confirm Password	New Password:		
Confirm Password	Enter New Password	d	
Confirm Password	Confirm Password	:	
	Confirm Password		
		CANCEL	ок

b. Tap the **Ok** button to save your changes **Capturing the Driver' Signature** 

The HOS app can capture the signature of the driver which is used for digitally certifying a log.

1. The Driver Information section of the screen will be displayed along with any signature that has been

created for the driver. Tap on the **Create/Update Signature** button.

## 151

2. Create/Update your signature in the HOS app by using your finger to create your signature.

÷	Change Signature		×	С	÷
	01	Dava			
		Done			

3. Tap the **Done** button to save your signature. You can also select the **Clear** button to clear the captured signature and start again.



#### **Customizing the Carrier Information**

The *Carrier Information* can be set in this section. Fill in the following fields to set the carrier information required by the HOS app:

- 1. Carrier
  - a. Carrier
  - b. Carrier DOT No.
  - c. Street
  - d. City
  - e. State
  - f. Zip
- 2. Phone Number
- 3. Home Terminal
  - a. Street
    - b. City
    - c. State

#### d. Zip

					-	
rrier Information						
Carrier	Carrier Name2 =					
Carrier DOT No	220818					
	3379 Dancing Dove Lane					
Main Office	Whitestone			New York		
	USA		11357			
Phone #	347 633 3795					
	141 137th Avenue					
Home Terminal	Edmonton	AB		1	гэм экэ	
iving Rules						
Country	USA					
Cycle USA	US 70hr8days					
Home Terminal Time Zone	Central (CST6CDT)					
	12 am					

**Note:** Drivers have the ability to select a Carrier on the mobile device when the Account enabled the '*Allow driver editing of carrier information*' which can be seen in the portal->settings->account settings under Carrier Information and enabled the '*Allow carrier change*' in the portal->settings->drivers then edit the selected driver.

#### **Driving Rules**

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hours that a commercial vehicle driver can legally accumulate driving or being on duty for a motor carrier in a working day and week. This is where you also apply the HOS rules exceptions. Select the HOS rules that you would like the HOS app to use in the appropriate drop-down list. You can customize cycle, cargo, exceptions and time zone rules.

The driving rules can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Driving Rules* section:

#### **Driving Rules** USA Country Cycle USA US 70hr8days Home Terminal Time Zone Central (CST6CDT) Start Hour of Day 12 am Cargo Property Switch to Intrastate rules when possible Use 34 Hour Restart Use Canadian Off Duty Deferral Add or remove exemption Exceptions

Select the appropriate HOS rules that you would like the app to use from the drop-down list. You can customize the region, cycle, cargo, exceptions and time zone rules

1. **Cargo** - this will set the applicable HOS rules for property-carrying or passenger-carrying commercial vehicles.

#### Available Cargo Rules Options:

Driving Rules

- a. Property: the 11 and 14 hours rule will then apply
- b. Passenger: the 10 and 15 hours rule will then be used by the HOS app

Country	USA 👻
Cycle USA	US 70hr8days
Home Terminal Time Zone	Central (CST6CDT)
Start Hour of Day	12 am 👻
Cargo	Property
Switch to Intrastate rules when possible	Passenger
Use 34 Hour Restart	
Use Canadian Off Duty Deferral	•
Add or remove exemption	Exceptions

Either of the above cargo rules can be applied by selecting the appropriate rule from the drop down

**Cycle** - this is where you set the consecutive multi-day duty period which the driver will follow. Choosing a cycle will take into effect the corresponding legal limitations on the hours that can be used by the driver in a 7-day or 8-day working cycle. The cycle changes depending on the Country selected. Also, the cycle being used is included in the driver's Certified Logs.

#### Available USA Cycle Rules Options:

	Cycle	Shift Limit	Drive Limit	Until Break	Break Left
US60hr7days	7 days	14 hours	11 hours	8 hours	30 minutes
US70hr8days	8 days	14 hours	11 hours	8 hours	30 minutes
Alaska70hr7day s	7 days	20 hours	15 hours	8 hours	30 minutes
Alaska80hr8day s	8 days	20 hours	15 hours	8 hours	30 minutes
California80hr8 days	8 days	16 hours	12 hours	N/A	N/A

#### Intrastate Cycle Rules

	Cycle	Shift Limit	Drive Limit	Break Limit
Alabama60hr7d ays	7 days	15 hours	10 hours	N/A
Alabama 70hr8days	8 days	15 hours	10 hours	N/A

Florida 70hr7days	7 days	16 hours	12 hours	N/A
Florida 80hr8days	8 days	16 hours	12 hours	N/A
Illinois 60hr7days	7 days	14 hours	11 hours	N/A
Illinois 70hr8days	8 days	14 hours	11 hours	N/A
Maryland 70hr7days	7 days	16 hours	12 hours	N/A
Maryland 80hr8days	8 days	16 hours	12 hours	N/A
Massachusetts 60hr7days	8 days	14 hours	11 hours	N/A
Massachusetts 70hr8days	8 days	14 hours	11 hours	N/A
Michigan 60hr7days	7 days	14 hours	11 hours	30 minutes
Michigan 70hr8days	7 days	14 hours	11 hours	30 minutes
New Hampshire 60hr7days	7 days	14 hours	11 hours	N/A
New Hampshire 70hr8days	8 days	14 hours	11 hours	N/A

New York 60hr7days	7 days	14 hours	11 hours	N/A
New York 70hr8days	8 days	14 hours	11 hours	N/A
North Carolina 70hr7days	7 days	16 hours	12 hours	N/A
North Carolina 80hr8days	8 days	16 hours	12 hours	N/A
North Dakota 70hr7days	7 days	16 hours	12 hours	N/A
Pennsylvania 60hr7days	7 days	14 hours	11 hours	N/A
Pennsylvania 70hr8days	8 days	14 hours	11 hours	N/A
South Carolina 70hr7days	7 days	16 hours	12 hours	N/A
South Carolina 80hr8days	8 days	16 hours	12 hours	N/A
Tennessee 60hr7days	7 days	14 hours	11 hours	N/A
Tennessee 70hr8days	8 days	14 hours	11 hours	N/A
Texas 70hr7days	7 days	15 hours	12 hours	N/A

Wisconsin 70hr7days	70 days	16 hours	12 hours	30 minutes
Wisconsin 80hr8days	80 days	16 hours	12 hours	30 minutes
Vermont 60hr8days	7 days	14 hours	11 hours	N/A
Vermont 70hrs8days	8 days	14 hours	11 hours	N/A
Virginia 70hr7days	7 days	16 hours	12 hours	N/A
Virginia 80hr8days	8 days	16 hours	12 hours	N/A

## Canada Cycle Rules

	Cycle	Shift Limit	Drive Limit	Break Limit
Canada 70hr7days South	7 days	16 hours	13 hours	N/A
Canada 120hr14days South	7 days	16 hours	13 hours	N/A
Canada 80hr7days North	7 days	20 hours	15 hours	N/A

Canada 120hr14days North	7 days	20 hours	15 hours	N/A
Alberta Province	N/A	15 hours	13 hours	30 minutes

Alberta Province:

• Break:

for a period of time of up to 4 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 10 consecutive minutes off duty or of non-driving time, or
 for a period of time that exceeds that permitted under

clause (a) but does not exceed 6 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 30 consecutive minutes off duty or of non-driving time.

Driving Rules	
Country	USA 👻
Cycle USA	US 70hr8days
Home Terminal Time Zone	Alaska 70hr7days
Start Hour of Day	Alaska 80hr8days
Cargo	Alabama 60hr7days
Switch to Intrastate rules when possible	Alabama 70hr8days
Use 34 Hour Restart	California 80hr8days
Use Canadian Off Duty Deferral	Florida 70hr7days
Add or remove exemption	Florida 80hr8days
Other	Illinois 60hr7daya
Lock Screen Style	Tillios our ruays
Use GridView Editing	Illinois 70hr8days
PDF Report Email	Maryland 70hr7days
	s Maryland 80hr8days

Any of the above cycle rules are depending on the region selected and can be applied given the appropriate rule from the region drop down list

1. Perform Intrastate Check - when enabled, the app checks when connecting to the VBUS device if the driver has been in the same state for the last 7 or 8 days (depending on the cycle). If so, a dialog will appear providing an option to go to Intrastate Driving Rules.

#### Switch To Intrastate Driving Rules

Do you want to switch to intrastate driving rules?

CANCEL OK

In addition to Intrastate Check, the app also automatically checks and switches to Interstate Driving Rules every time the driver crosses a state line and is in Intrastate mode.

Interstate	
Driving rules has been switched	
	ок
	Exceptions

Exceptions button - tap on this button to open up the Add Exception dialog.

3. Add Exception dialog - the options that will appear here will allow the driver to avail of exceptions from the HOS rules for as long as certain conditions are met as stipulated in the Hours of Service section of the Code of Federal Regulations (49 CFR Part 395.1 - Hours of Service of Drivers - Scope of rules in this part) and other pertinent FMCSA regulations. Tap on the **OK** button to apply your exception/s. You can also select the Cancel button to disregard the changes you made.

#### Available US Exception Options:

- a. Relief from Driving rules for State of Emergency 390.23
- b. 2 Hour Driving Extension for Adverse Driving Conditions 395.1(a)(1)
- c. Relief from all driving rules for Emergency Conditions 395.1(b)(2)
- d. Driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days
- e. Oilfield Operations with 24 hour restart 395.1(d)
- f. 30 Minute Break Exemption for Short-haul Drivers (14 hour shift) 395.1(e)(1)
- g. No Logs for CDL Short-haul Drivers operating within 100 air miles (12-hour shift)
- h. No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14-hour shift)
- i. No Logs for Agricultural Operations 395.1(k)
- j. 24 Hour Restart for Construction, Groundwater well-drilling 395.1(I)(m)
- Relief from All Driving Rules for Utility Service Vehicle 395.1(n)

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#### I. 16 Hour Driving Windows – 395.1(o)

**Note**: '16 Hour Work Shift Once Per Week' exception can only be used once for the last 7 days or in every 70hr cycle, if the driver attempted to enable the exception an error dialog will display stating the following:



However, it is possible for the driver to add another '16 Hour Work Shift Once Per Week' exception when a cycle reset has occurred. Nevertheless, the driver will need to wait for the current cycle to end to be able to add the exception again.

- 30 Minute in-attendance break for HazMat drivers 395.1(q)
- 30 Minute OnDuty break for Asphalt drivers
- 30 Minute Break Exemption for Commercial Bees, Livestock Transportation 395.1(u,v)
- Hi-rail 2 hour travel exclusion 395.1(w)
- 30 Minute Break Exemption for Oversize/Overweight Loads 395.3(a)(3)(ii)
- 30 Minute Break Exemption for Petroleum Tank Drivers FR Vol83No68
- No Logs for Non Commercial Motor Vehicle

Add Exception			
Relief from Driving rules for State of Emergency			
390.23 - State of Emergency			
2 Hour Driving Extension for Adverse Driving Conditions			
395.1(b)(1) - Adverse Driving Conditions			
Relief from All Driving Rules for Emergency Conditions			
395.1(b)(2) - Emergency Conditions			
Driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days			
395.1(c) - Driver-Salesperson			
Oilfield Operations with 24 hour restart			
395.1(d) - Oilfield Operations			
30 Minute Break Exemption for Short-haul Drivers (14 hour shift)			
395.1(e)(1) - Short-haul No Break			
No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift)			
395.1(e)(1) - Short-haul CDL No Logs			
Drivers operating within 150 air miles (14 hour shift) 395.1(e)(2) - Short-haul Non CDL/Ready-Mixed Concrete			
No logs for Agricultural Operations			
395.1(k) - Agricultural Operations			
24 Hour Restart for Construction, Groundwater well-drilling			
395.1(l,m) - 24 Hour Restart			
Enter reason for exception(s)			
Сапсеі ОК			

Select the appropriate exception from the list; you must then enter a reason for applying the exception in the Enter reason for exception(s) field. Once complete, select the OK option to apply the selected exception

Note: Exceptions are different depending on the Region selected.

#### 1. Available Canada Exception Options:

- a. 2 Hour Driving Extension Special Permit Section 62
- b. Oil Well Service Permit Section 63
- c. CanEmergency Conditions Section 76(1)
- d. Relief from all Driving Rules for Emergency Conditions Section 76(2,3)

e. No Logs for drivers operating within 160km of home terminal – Section 81

Add Exception	
2 Hour Driving Extension Special Permit	
62 - 2 Hour Driving Extension Permit	
Oil Well Service Permit	
63 - Oil Well Service Permit	
Relief from All Driving Rules for Emergency Conditions	
76(1) - Emergency Conditions	
2 Hour Driving Extension for Adverse Driving Conditions	
76(2,3) - Adverse Conditions	
No logs for drivers operating within 160km of home terminal	
81 - No Logs	
Enter reason for exception(s)	

#### Available Alberta Exception Options:

- f. Relief from All Driving Rules for Emergency Conditions- Section 76(1)
- g. 2 Hour Driving Extension for Adverse Driving Conditions Section 76(2,3)

h. No Logs for drivers operating within 160km of home terminal - Section 81



#### Note: Exceptions differ by Country

- 2. Reason for Exceptions this is where you input the reason for applying the exception.
- 3. **Time Zone** this sets the time zone to be used by the HOS app.

#### Available Time Zone Options:

Select the driver's Home Terminal time zone. Time zones available are:

- a. Eastern Time (EST5EDT)
- b. Central Time (CST6CDT)
- c. Mountain Time (MST7MDT)
- d. Pacific Time (PST8PDT)
- e. Canada/Newfoundland
- f. Atlantic
- g. America/Anchorage
- h. Asia/Manila
- i. Hawaii
- j. Saskatchewan

Driving Rules		
Country	USA	*
Cycle USA	US 70hr8days	*
Home Terminal Time Zone	Hawaii	
Start Hour of Day	America/Anchorage	
Cargo	Pacific (PST8PDT)	
Switch to Intrastate rules when possible	Mountain (MST7MDT)	
Use 34 Hour Restart	Saskatchewan	
Use Canadian Off Duty Deferral	Central (CST6CDT)	
Other	Eastern (EST5EDT)	
Lock Screen Style	Atlantic	
Use GridView Editing	Canada/Newfoundland	

- 4. **Start Hour of Day** these option enables the motor carrier to set an hour to start their day. By default the time is set to 12AM. Whenever the time is changed the Start Hour Time in the daily logs grid chart also changes.
- 5. **Country** these option enables you to set the country in which you're located. The list displayed in the cycle is based on the country selected.

Driving Rules		
Country	USA	١
Cycle USA	Canada	
Home Terminal Time Zone	Central (CST6CDT)	*
Start Hour of Day	12 am	Ŧ
Cargo	Property	Ŧ
Switch to Intrastate rules when possible		
Use 34 Hour Restart	-	
Use Canadian Off Duty Deferral	•	
Add or remove exemption	Exceptions	

**Note:** When the Country is in US, you can enable/disable the **34 Hour Cycle Reset**. The Cycle Reset status is shown on the Driver's Daily Logs.

Lock Screen Style

When a vehicle is determined to be moving via VBUS data, the HOS app's screen locks and displays a lock screen. Tapping the screen doesn't perform any action until the vehicle is stopped. The lock screen also allows the driver to create **Off Road** and **Toll Road** Remarks to indicate that the vehicle has begun driving in an off road or a toll road or has returned on a normal road.

- Lock Screen Style: Select a style of screen to be displayed when the lock screen is displayed.
  - **Remaining to Violation** displays a screen indicating the remaining time until the next violation.
  - 4 Clocks displays a screen with four clocks displaying the Drive time left, Shift time left, Cycle time left and Time Until Break. The clocks are similar to the clocks displayed upon tapping the Time Remaining button in the Main Dashboard.

)ther		
Lock Screen Style	Remaining to violation	
Use GridView Editing	4 Clocks	
Edit Increment	างกาสา	
PDF Report Email	recipient@domain.com	
	Separate email addresses by comma ( , )	

If there is a logged in Co-Driver, it is possible for him/her to view the logs and access the application, but with a very limited conditions. This can be done by tapping the **Access Co-Driver Logs** button at the bottom to display the codriver login screen. This button acts the same way as accessing the logs from the **Time Remaining** button from the Main Dashboard. Below is a lock screen with **Remaining to Violation** style with a flag indicating the current ruleset in use.



- The vehicle movement is determined by the **Movement Speed Threshold** which is set to **5 Mi/hour**. The Vehicle is considered moving when travelling over this speed according to the FMCSA regulations.
- For vehicle in AOBRD mode, speed threshold settings is dependent on what is set on the portal->account settings. The default value is 100 Mph/Kph. (For example: When the set AOBRD Speed Threshold is 100 Mph/Kph, lock screen will be shown and the app will be in driving state once the vehicle speed threshold reached to 100 mi/hour)
- Also, drivers have the ability to set speed threshold on the app->Vehicle Data Settings->AOBRD Speed Threshold only if the driver is allowed. To allow a specific driver, enable the option which can be seen in portal->Drivers Management Page->Set AOBRD Speed Threshold option.

#### **Use Grid View Editing**

he user has the ability to use grid view editing. Once enabled, user can also set the edit increment time. (See Section 5.2.12 Edit a Log)

← Settings		1 C 1
Driving Rules		
Country	USA	
Dysle USA	US 70hr8days	
Home Terminal Time Zone	Central (CST6CDT)	
Start Hour of Day	12 am	
Cerge	Property	
David (0.56 We get after sales when possible	0	
Une Cycle Reset		
lite Canadian DV Duty Defend	0	
Add or nemove exemption	Exceptions	)
Other	1 min	
Link Street Style	S min mng to violation -	
the GridVess Editing	15 min	
Life incoment.	15 min -	
Email Dervice Provider	50508 -	
PSF Report Toront	weigeweitigt doorsein, com	

#### **Display Street Address**

Display Street address option will allow drivers to select where to get the location if it is the actual location or the nearest city with 5,000 population when in AOBRD mode. The option will only display for drivers that have permission which is set by the personnel in the portal->Account Settings under App Controls > 'Display Street Address for AOBRD mode'.

← Settings		9	с	Ð
Driving Rules				
Country	USA			*
Cycle USA	US 70hr8days			*
Home Terminal Time Zone	Central (CST6CDT)			
Start Hour of Day	12 am			*
Cargo	Property			
Switch to intrastate rules when possible	(P)			
Use Cycle Reset	•			
Use Canadian Off Duty Deferral				
Add or remove exemption	Exceptions			
Other				
Lock Screen Style	Remaining to violation *			
Use GridView Editing	0			
Email Service Provider	SERVER -			
PDF Report Ernal	recipient@domain.com			
	Separate email addresses by comma (,.)			

#### Email Sender

Email Sender option allows the driver to specify email sender when drivers' need to send certified log PDF and DVIR report PDF. There are (2) two email sender options: App or Server. This setting can be changed on the portal -> account settings under App Controls -> Email Sender

Other		
	Lock Screen Style	Remaining to violation 👻
	Use GridView Editing	
E	Email Service Provider	MOBILE -
	PDF Report Email	recipient@domain.com
F	PDF Generation Mode	Separate email addresses by comma (, ) Legacy

#### PDF Report Email Recipients

You can set the default recipients of your Driver's Daily Log PDF report in this part of the Settings Menu.



Home Terminal Time Zone	Central (CST6CDT)	
Start Hour of Day	12 am -	
Cargo	Property	ł
Switch to intrastate rules when possible	(P.	
Use Cycle Reset	•	
Use Canadian Off Duty Deferral		
Add or remove exemption	Exceptons	
Add or remove exemption	Exceptions	
Add or remove exemption Other Lock Screen Style	Ecoptons Remaining to violation *	
Add or remove exemption Other Lock Screen Style Use CridView Editing	Ecoptions  Remaining to violation ~	
Add or remove exemption Other Lock Soreen Style Use CriefView Editing Email Service Provider	Exceptions Remaining to violation ~ SERVER ~	
Add or remove examption Other Lock Screen Style Use GridView Editing Email Service Provider FOT Report Email	Exceptions  Remaining to violation    Bernaining to violation    recipient () domain.com	

#### **AOBRD Speed Threshold**

For vehicle in AOBRD mode, speed threshold setting is dependent on what is set on the portal->account settings under App Controls ->AOBRD Speed Threshold. The default value is 100 Mph/Kph. (For example: When the set AOBRD Speed Threshold is 100 Mph/Kph, lock screen will be shown and the app will be in driving state once the vehicle speed threshold reached to 100 mi/hour)

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The AOBRD speed threshold can also be set from within the Vehicle Data Settings section (**main navigation** hamburger > Settings > Vehicle Data Settings > AOBRD Speed Threshold).

AOBRD Speed Threshold option is only enabled when a specific driver is allowed by the personnel to set speed threshold on app. Go to Drivers management page > Create/Edit dialog > and enable Set AOBRD Speed Threshold.

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If **Set AOBRD Speed Threshold** option is disabled on drivers' settings, then driver is not allowed to set AOBRD threshold on app.



#### **Unit of Distance**

Setting the default unit of measures.

Unit	t of Distance	٦
۲	miles	
0	kilometers	
	CANCEL	

#### **Disabling Notification Sound**

The application has a Mute button to silence all sounds that could come from the application. Also, ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted so that sound will be available for phone calls. Therefore, the application sound should be muted without muting the device sound by following the steps:

- 1. Go to Settings
- 2. Tap on Device
- 3. Check on Disable Notification Sound

Disable Notification Sound	
Mutes all notifications sound	
mates an notifications sound	

Note:

- When the current status is Sleeper Berth, it automatically mutes the application sound
- Application sounds include: Work Order Notifications, Alerts, VBUS connection and disconnection sounds

#### **Color Theme**

Displays option for selecting Color Theme.





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#### Night Theme

By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, the local time of the device is used.



### Language Support

The application supports language translation for English, French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

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

Nontine de usuario					
Mostrar contraseña Suar	A Beach Service		0 0		
incur sestin	which is an interest		Consta		
"Se te olvidó tu contraseña?	Entradorer Eigenaal com Haarnen entrader Sertera	O antitur a	BATA TRANSFER		
Elizylah Elizylah	<ul> <li>Trim de balage</li> <li>10. grap</li> </ul>	Re tuntte Mill	REMARK		
	Deberer de trabajo     Deberer de trabajo	E. Laure	orticad		¢≉ D M ⊈
	Applies	particular second			Convertar
	<ul> <li>Protection</li> <li>Inversion</li> </ul>	EQUIPO DE INTERRUPTOR	DOCUMENTOS DE ENVIO	OBSERVACIÓN	CONDUCTOR DE INICIO DE SESIÓN
		GANA TIEMPO	EXCEPCIÓN	TRANSFERENCIA DE DATOS	CO-CONDUCTOR DEL INTERRUPTO

#### Vehicle Data Settings

- 1. Go to Settings (swipe left to open the drawer)
- 2. Tap on Vehicle Data Settings



Privacy

#### • This screen displays the Privacy Screen

Hours of Service Set Hours of Service Preferences	Privacy
GPS GPS Preferences Vehicle Data Settings Vehicle Bus Data Configuration Communications Communications Options Pressor Policy	PRIVACY POLICY Protecting your private information is our priority. This Statement of Privacy applies to our company website and company name and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to our company name include our website and actual company name. The company website is an informational and online business website. By using our website and mobile solutions, you
Legal EULA License Agreement About Copyright ©2018 Device Device Preferences	consent to the data practices described in this statement.     Collection of your Personal Information     We collect both personally identifiable information and non-personal     information from our users.     The personal information collected can include your name, phone number,     email address, where you are located, other aspects of your vehicle, driving     behavior and trips and office address.     Information about your computer hardware and software may be     automatically collected by our company. This information can include:     your IP address, browser type, domain names, access times and referring     website addresses. This information is and for the contain on the

#### About

• This screen displays some of the necessary data about the application which includes the Brand, Build and Version numbers.



#### Android Device Settings

- The Application supports language translation for French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)). Setting up the language for the device will affect the app language. This is only applied to fixed labels and buttons.
- Go to Android Device Settings > Language and Inputs > Language.



# Malfunction and Data Diagnostic Events

	Malfunction Events				
Req uire men t No.	Ev en t Co de	Event Name	Description		
4.6. 1.1	P / Po we r MF	Power Malfun ction	An ELD must set a power compliance malfunction if the power data diagnostics event described in paragraph 4.6.1.1(a) of this appendix indicates an aggregated in-motion driving time understatement of 30 minutes or more on the ELD over a 24-hour period across all driver profiles, including the unidentified driver profile.		
4.6. 1.2	E / Sy nc MF	Engine Synchr onizati on Malfun ction	An ELD must set an engine synchronization compliance malfunction if connectivity to any of the required data sources specified in section 4.3.1 of this 87 appendix is lost for more than 30 minutesduring a 24-hour period aggregated across all driver profiles, including the unidentified driver profile.		

4.6. 1.3	T / Ti mi ng MF	Timing Malfun ction	The ELD must periodically cross-check its compliance with the requirement specified in section 4.3.1.5 of this appendix with respect to an accurate external UTC source and must record a timing compliance malfunction when it can no longer meet the underlying compliance requirement.
4.6. 1.4	L/ Po s MF	Positio n Malfun ction	ELD records requiring location information must use the last valid position measurement and include the latitude/longitudecoordinates and distance traveled, in miles, since the last valid position measurement. An ELD must monitor elapsed time during periods when the ELD fails to acquire a valid position measurement within 5 miles of the CMV's movement. When such elapsed time exceeds a cumulative 60 minutes over a 24 hour period, the ELD must set and record a positioning compliance malfunction.
4.6. 1.5	R / DR MF	Data Record ing Malfun ction	An ELD must monitor its storage capacity and integrity and must detect a data recording compliance malfunction if it can no longer record or retain required events or retrieve recorded logs that are not otherwise catalogued remotely by the motor carrier.
4.6. 1.7	S / Tra ns MF	Data Transfe r Malfun ction	<ul> <li>(a) An ELD must implement in-service monitoring functions to verify that the data transfer mechanism(s) described in section</li> <li>4.9.1 of this appendix are continuing to function properly. An ELD must verify this functionality at least once every 7 days. These monitoring functions may be automatic or may involve manual steps for a driver.</li> <li>(c) After an ELD records a data transfer data diagnostic event, the ELD must increase the frequency of the monitoring function to check at least once every 24-hour period. If the ELD stays in the unconfirmed data transfer mode following the next three 90 consecutive monitoring checks, the ELD must detect a data transfer compliance malfunction.</li> </ul>
4.1. 6.8	O / Ot he r MF	Other Malfun ction	In addition to the required monitoring schemes described in sections 4.6.1.1–4.6.1.7 of this appendix, the ELD provider may implement additional, technology-specific malfunction and data diagnostic detection schemes and may use the ELD's malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the

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•	•	•

ELD's malfunction or non-compliant state to the operator(s) of the
ELD.

	Data Diagnostic Events				
Req uire me nt No.	E ve nt C o d	Event Name	Description		
4.6. 1.1	1 / W d Di ag	Power Diagno stic	An ELD must monitor data it receives from the engine ECM or alternative sources as allowed in sections 4.3.1.1-4.3.1.4 of this appendix, its onboard sensors, and data record history to identify instances when it may not have complied with the power requirements specified in section 4.3.1.1, in which case, the ELD must record a power data diagnostics event for the corresponding driver(s), or under the unidentified driver profile if no drivers were authenticated at the time of detection.		
4.6. 1.2	2 / Sy n c Di ag	Engine Synchr onizati on Diagno stic	An ELD required to establish a link to the engine ECM as described in section 4.2 must monitor its connectivity to the engine ECM and its ability to retrieve the vehicle parameters described under section 4.3.1 of this appendix and must record an engine-synchronization data diagnostics event when it no longer can acquire updated values for the ELD parameters required for records within 5 seconds of the need.		

4.1. 6.4 (d)	3 / Mi ss Di ag	Missin g Data Eleme nts Diagno stic	If a new ELD event must be recorded at an instance when the ELD had failed to acquire a valid position measurement within the most recent elapsed 5 miles of driving, but the ELD has not yet set a positioning compliance malfunction, the ELD must record the character "X" in both the latitude and longitude fields, unless location is 88 entered manually by the driver, in which case it must log the character "M" instead. Under the circumstances listed in this paragraph, if the ELD event is due to a change in duty status for the driver, the ELD must prompt the driver to enter location manually in accordance with section 4.3.2.7 of this appendix. If the driver does notenter the location information and the vehicle is in motion, the ELD must record a missing required data element data diagnostic event for the
	4		
4.1. 6.7	/ Tr a n Di ag	Data Transfe r Diagno stic	(b) If the monitoring mechanism fails to confirm proper in- service operation of the data transfer mechanism(s), an ELD must record a data transfer data diagnostic event and enter an unconfirmed data transfer mode.
4.6. 1.6	5 / U ni d	Uniden tified Driver Dlagno stic	<ul> <li>(b) If more than 30 minutes of driving in a 24-hour period show unidentified driver on the ELD, the ELD must detect and record an unidentified driving records data diagnostic event and the data diagnostic indicator must be turned on for all drivers logged in to that ELD for the current 24-hour period and the following 7 days.</li> <li>(c) An unidentified driving records data diagnostic event can be</li> </ul>

	Di ag		unidentified driver profile for the current 24-hour period and the previous 7 consecutive days drops to 15 minutes or less.
4.1. 6.8	6 / O th er Di ag	Other Diagno stic	In addition to the required monitoring schemes described in sections 4.6.1.1–4.6.1.7 of this appendix, the ELD provider may implement additional, technology-specific malfunction and data diagnostic detection schemes and may use the ELD's malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the ELD's malfunction or non-compliant state to the operator(s) of the ELD.

# Actions for Malfunction & Data Diagnostic Events

# Carrier responsibilities regarding malfunctions:

- Provide drivers with an instruction sheet describing the various ELD malfunction events and recordkeeping procedures (395.22)
- Provide drivers with a supply of 8 days' worth of blank paper driver records (395.22)
- Repair, replacement, or service
  - Motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first (395.34)

# Record keeping responsibilities by the driver:

- Malfunction events
  - Note the ELD malfunction and provide carrier with written notice within 24hrs (395.34)
  - Reconstruct driving events for the current 24hr period and previous 7 consecutive days using paper logs (unless they can be retrieved from the ELD) (395.34)
  - Continue to manually prepare driving logs until ELD is serviced and brought back into compliance (395.34)
  - During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs (395.34)
- Data diagnostic events
  - Driver must follow the motor carrier's and ELD provider's recommendations in resolving the data inconsistency (395.34)

# Clearing of malfunction and data diagnostic events:

- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic
  - Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement to record the automatic clear (4.6.1.6)