



## **InTouch<sup>®</sup> – InTouch ELD**

April 2017 / V1.0.1706

## Document Information

## Version History

| Version | Date     | Author      | Reviewer      |
|---------|----------|-------------|---------------|
| 1706    | 04/07/17 | Mia Ladoroz | Roel Sinadjan |

## Sign Off

### InTouch

| Title | Name | Signature | Date |
|-------|------|-----------|------|
|       |      |           |      |

### Partner Name

| Title | Name | Signature | Date |
|-------|------|-----------|------|
|       |      |           |      |

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## Change History

This section details what changes have been made in order to prompt a new version of this product specification:

| Version | Date | Author(s) | Section Page No. | Change |
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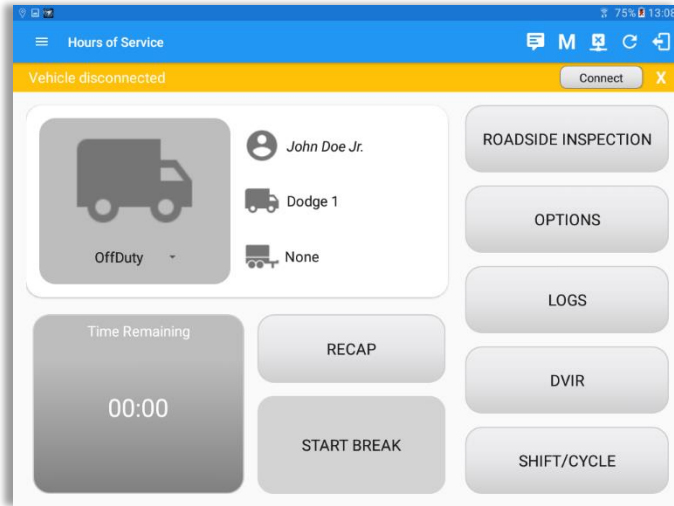
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## 1 Main Screen

The Hours of Service 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.



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
- **Trailer Name:** Display's the driver's




**Note :** Can tap Vehicle and Trailer name to display Switch Vehicle Dialog.










### 1.1 Using the HOS Action Bar

The HOS Action Bar is the starting point for navigating to the different pages within the app and is always present in the app's topmost portion:




The action bar features the following navigational controls of the app:

| Action Tool Name          | Action Tool Icon  | Description   |
|---------------------------|---|---|
| Main navigation hamburger |  | Tap to open the main navigation menu of the application   |
| Refresh Button            |  | Tap to manually refresh the data in the app page. Hidden under  submenu icon once all icons are present. |

|                             |   |  |
|-----------------------------|---|--|
| 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. |
| Malfunction Button          |    | Tap to see uncleared Malfunctions  |
| Data Diagnostics Button     |    | Tap to see uncleared Data Diagnostics. Turns into an accent color (based on the app's theme) if there are new events and turns white when already viewed.  |
| VBUS Connectivity           |    | Indicates that the device is connected to a VBUS device. Turns to  when disconnected.   |
| Pending Edit Request Button |    | Tap to display the pending edit request dialog, edit request is from Motor Carrier Edit Suggestions, correction of errors with Team Drivers, and Events logged under Unidentified Driver Profile.                |
| Connect Button              |  | Tap to display a dialog to Connect to Vehicle's VBUS Device. It has the same capabilities as the VBUS icon  .                |

## 2 Customizing the HOS App Preferences

The app's settings and preferences can be customized in the Hours of Service Preferences screen.

To navigate to this part of the app, select the  icon or swipe the screen to the right to display the main navigation menu, select the **Settings** option and then select the **Hours of Service** option, this will display the Settings screen



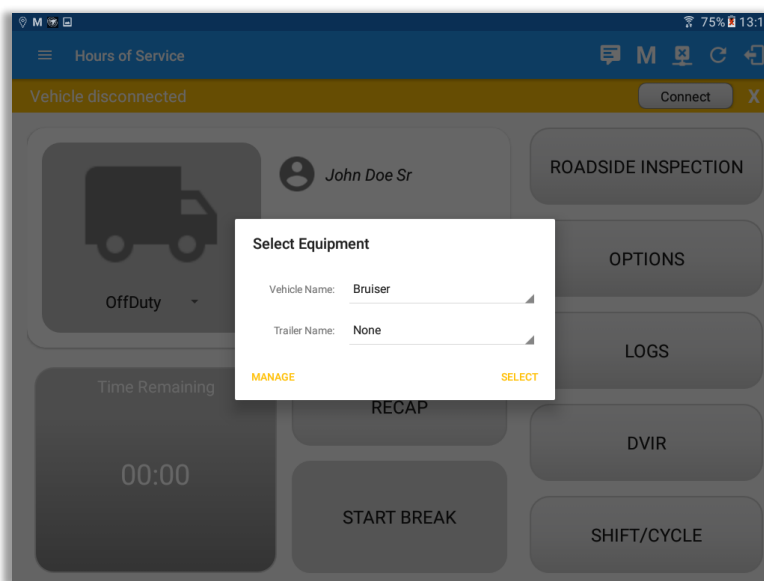
## 2.1 Hours of Service Settings

### 2.1.1 Set Hours of Service Preferences


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

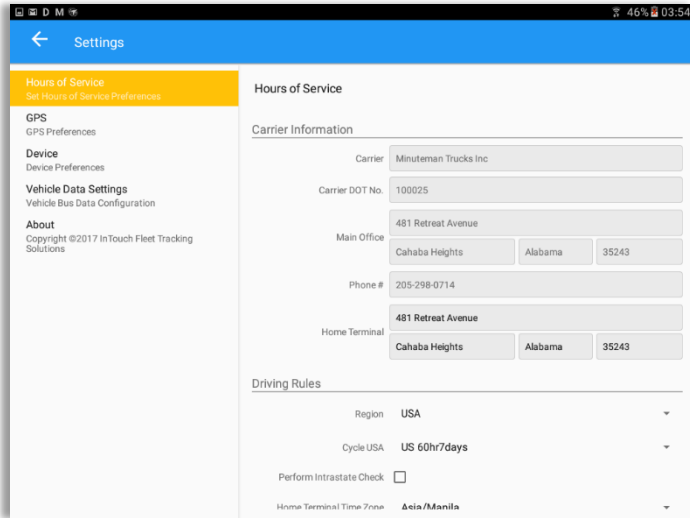
- **After logging in to the app for the first time**


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 requiring the driver to select a vehicle and trailer (if needed).

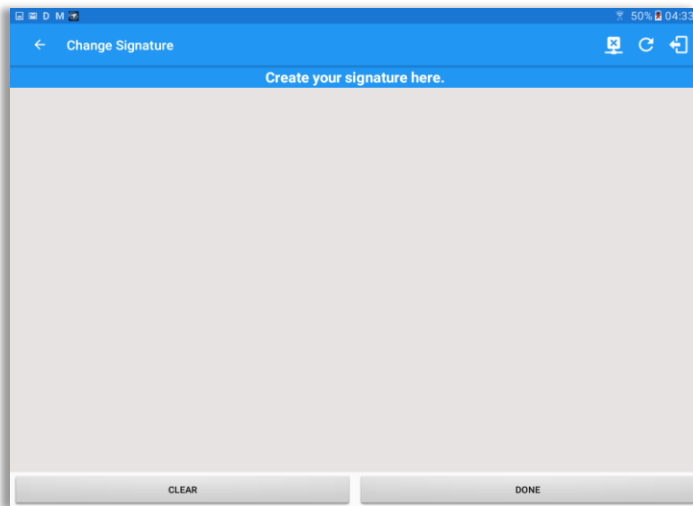


### 2.1.2 Capturing the Driver's Signature

The app can capture the signature of the driver which is then used for digitally certifying a log. To create the driver signature, select the main navigation hamburger , select the **Settings** option and then select **Hours of Service**:



The Driver Information section of the screen will be displayed along with nay signature that has been created for the driver. Tap on the  icon to create or change the signature.



Create or update your signature in the app by using your finger to create your signature



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

### 2.1.3 Customizing the Carrier Information

The carrier information can also be set from within the Hours of Service section (**main navigation hamburger > Settings > Hours of Service**) scroll the screen down to the **Carrier Information** section:

The screenshot shows the 'Settings' screen with a blue header. A yellow sidebar on the left lists menu items: 'Hours of Service' (Set Hours of Service Preferences), 'GPS' (GPS Preferences), 'Device' (Device Preferences), 'Vehicle Data Settings' (Vehicle Bus Data Configuration), and 'About' (Copyright ©2017 InTouch Fleet Tracking Solutions). The main content area is titled 'Hours of Service' and contains two sections: 'Carrier Information' and 'Driving Rules'. The 'Carrier Information' section includes input fields for: Carrier (Minuteman Trucks Inc), Carrier DOT No. (100025), Main Office (481 Retreat Avenue, Cahaba Heights, Alabama, 35243), Phone # (205-298-0714), and Home Terminal (481 Retreat Avenue, Cahaba Heights, Alabama, 35243). The 'Driving Rules' section includes: Region (USA), Cycle USA (US 60hr7days), Perform Intrastate Check (checkbox), and Home Terminal Time Zone (Asia/Manila).

Enter details for the following:

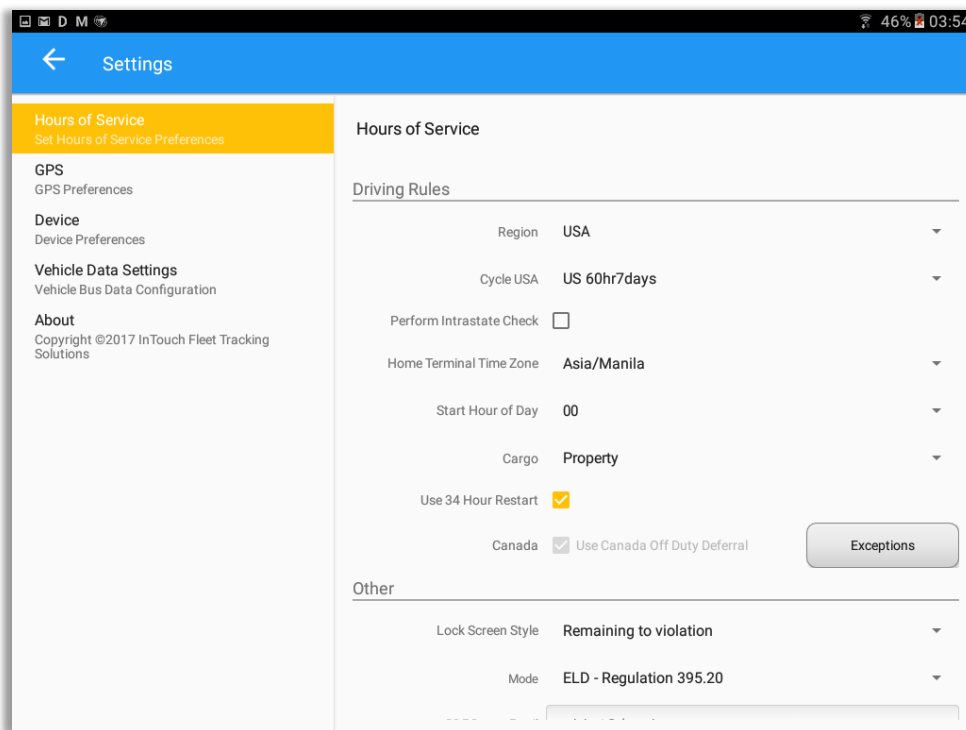
Carrier Name  
 Carrier DOT Number  
 Main Office Address  
 Phone Number  
 Home Terminal Details of the driver

**Note:** Only users/drivers with Account Admin role are allowed to edit the fields, otherwise it will be disabled.

### 2.1.4 Driving Rules

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hour 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 also where you apply the HOS rules exceptions.

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



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

### **Region**

This is where you can set the region, options are USA and Canada. The cycle and exceptions displayed is dependent on which region has been set by the driver.

**Note:** If the region selected is Canada, then the condition “*Canada Off-Duty Deferral*” is enabled. This means that you are allowed to get an extra two hours of driving and on duty in a 24 hour period (day 1) and take the required extra two hours off on the following day (day 2). The Deferral status is shown on the Driver’s Daily Logs

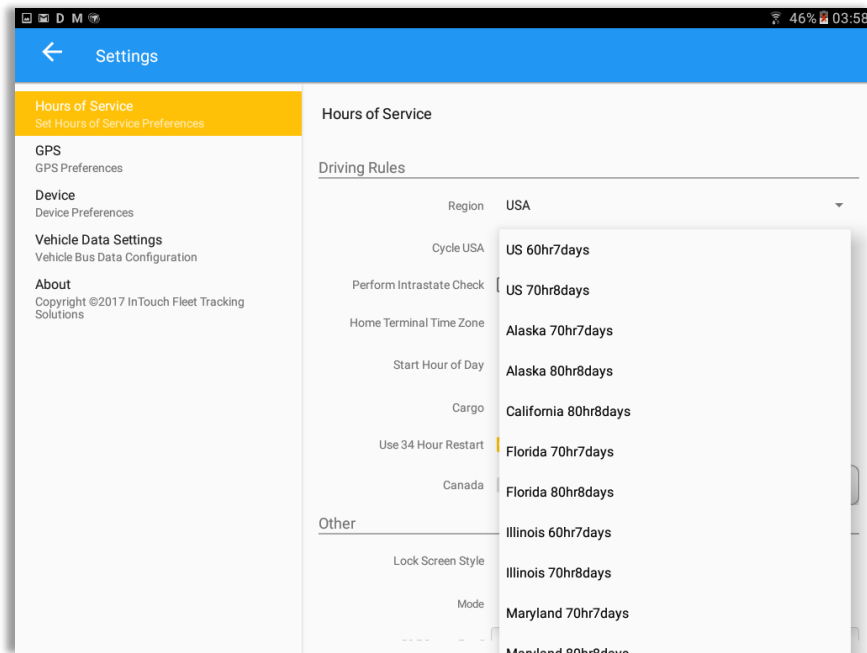
### **Cycle**

This is where you can 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.

**Available cycle Rules Options**

| US60hr7days   |            | US70hr8days |            | Texas 70hr7days |          |
|---|------------|-------------|------------|-----------------|----------|
| Cycle   | 7 day      | Cycle       | 8 day      | Cycle           | 7 day    |
| Shift Limit   | 14 hours   | Shift Limit | 14 hours   | Shift Limit     | 15 hours |
| Until Break   | 8 hours    | Until Break | 8 hours    | Until Break     |          |
| Break Left  | 30 minutes | Break Left  | 30 minutes | Break Left      |          |
| <b><i>Drive hours until break will reset after break is completed</i></b> |            |             |            |                 |          |

| Alaska70hr7days   |          | Alaska80hr8days |          | California80hr8days |          |
|---|----------|-----------------|----------|---------------------|----------|
| Cycle   | 7 day    | Cycle           | 8 day    | Cycle               | 8 day    |
| Shift Limit   | 20 hours | Shift Limit     | 20 hours | Shift Limit         | 16 hours |
| Until Break   |          | Until Break     |          | Until Break         |          |
| Break Left  |          | Break Left      |          | Break Left          |          |
| <b><i>Drive hours until break will reset after break is completed</i></b> |          |                 |          |                     |          |



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

- **Intrastate to Interstate driving rules**

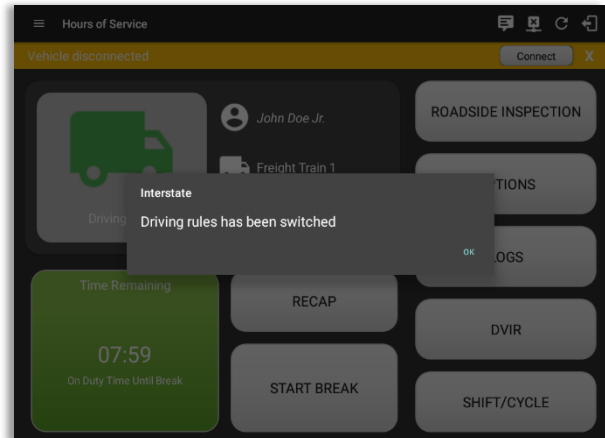
If the driver is operating in intrastate mode and is crossing over a state line then the app automatically switch to federal rules. A dialog will display confirming that the driving rules has changed right after crossing boundaries.

**Example:**

*SouthCarolina80hr8days to US70hr8days*

*or*

*SouthCarolina70hr7days to US60hr7days*

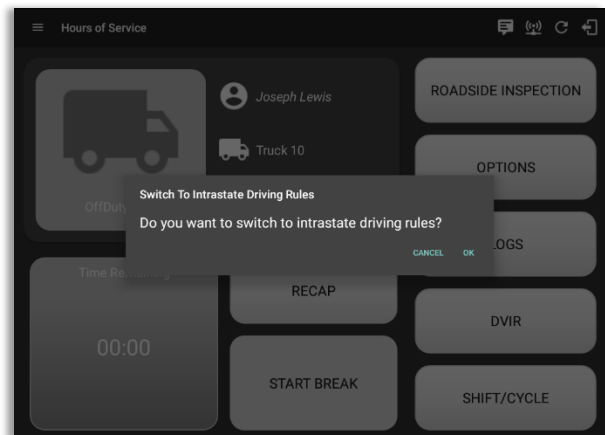


- **Interstate to Intrastate driving rules**

The driver must also follow the Federal HOS regulations for a short period of time having done operating in interstate commerce. If the driver were using the 60-hour/7-day schedule, he must follow the Federal HOS regulations for the next 7 days having done operating in interstate commerce. If you were using the 70-hour/8-day schedule, you must follow the Federal hours-of-service regulations for the next 8 days after you finish operating in interstate commerce.

**Note:**

*To perform intrastate check, enable the option available in the Settings > HOS Preferences (however this check is optional). The user has the ability to whether or not perform the checking.*



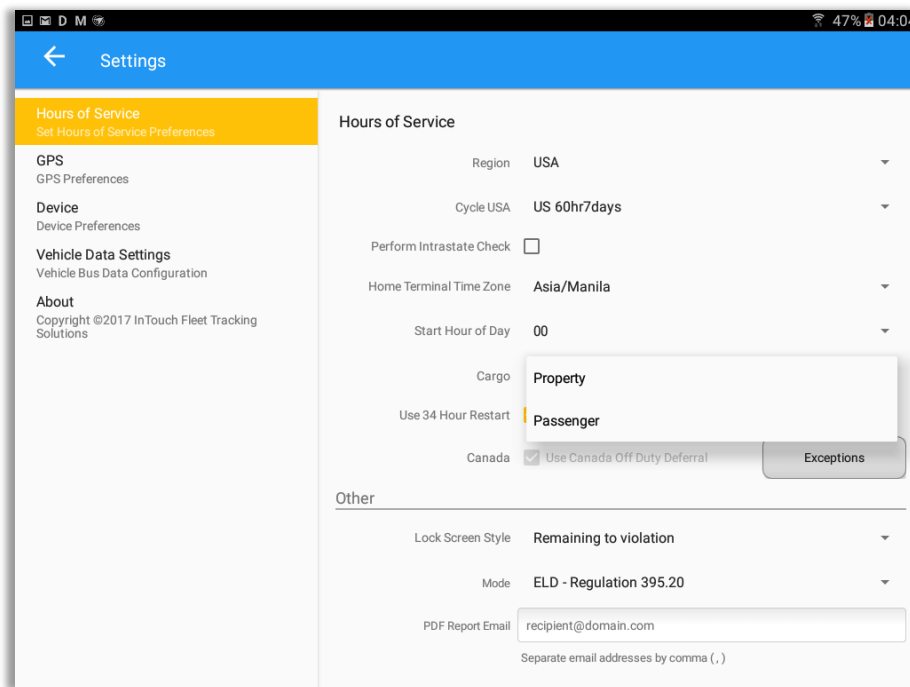
Also, it is important for the driver to monitor the cycle used for the past 7 or 8 days.

## Cargo

This will set the applicable Hours of Service rules for property carrying or passenger carrying commercial vehicles.

### Available Cargo Rules Options

- Property – the 11 and 14 hours rule will apply
- Passenger – the 10 and 15 hours rule will apply



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

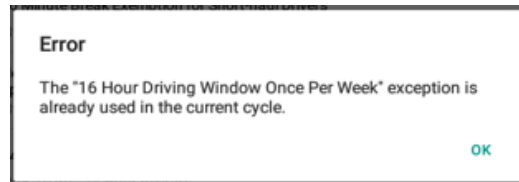
## Exceptions

The options that appear when tapping the **Exceptions** button will allow the driver to avail of exceptions from the Hours of Service rules for as long as certain conditions are met as stipulated 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.

## **Available US Exceptions Options**

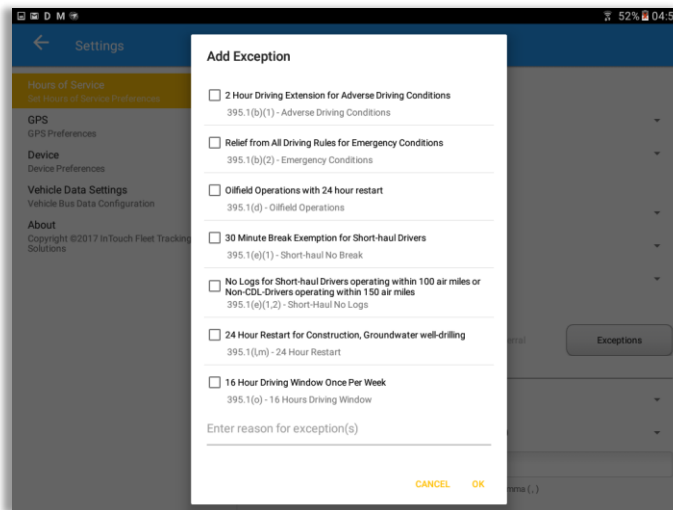
- 2 Hour Driving Extension for Adverse Driving Conditions
- Relief from all driving rules for Emergency Conditions
- Oilfield Operations with 24 hour restart
- 30 Minute Break Exemption for Short-Haul Drivers
- No Logs for Short-haul Drivers operating within 100 air miles or Non-CDL-Drivers operating within 150 air miles
- 24 Hour Restart for Construction, Groundwater well-drilling
- 16 Hour Driving Window

**Note:** '16 Hour Driving Window' 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 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 add the exception again.

- Agricultural Operations



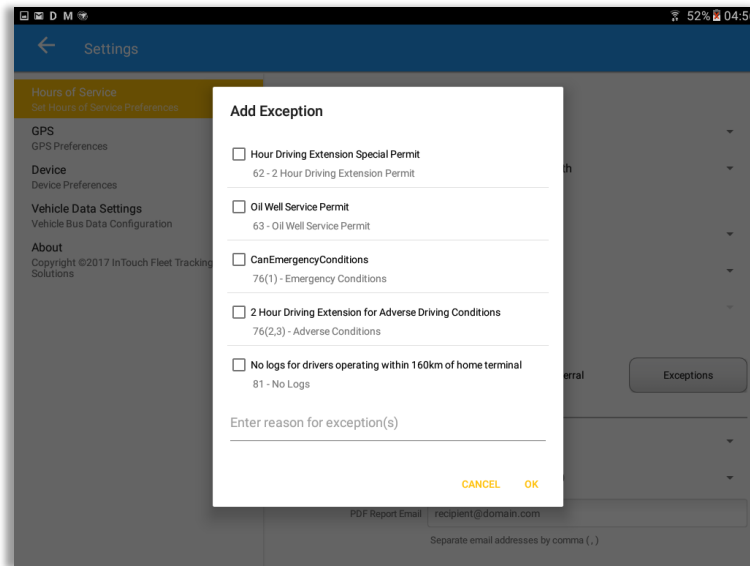
Select the appropriate exception from the list; you must then enter a reason for applying the exception in the Enter reason for exception(s) field. Once complete, select the **OK** option to apply the selected exception

**Note:** Exceptions are different depending on the Region selected.

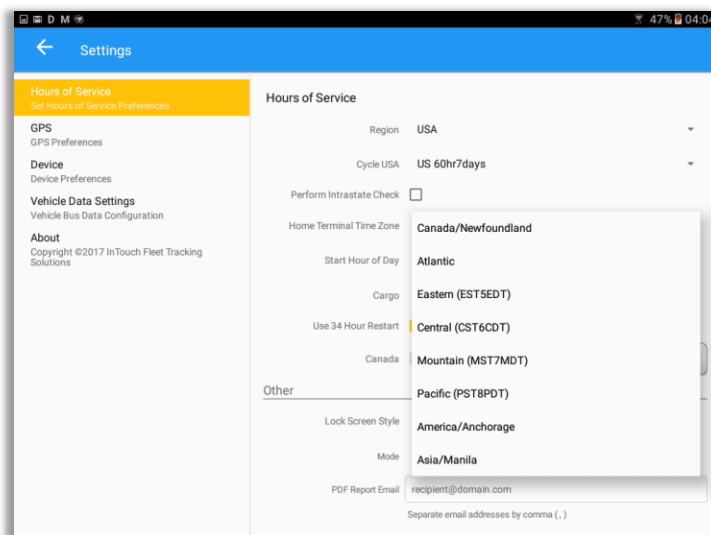


**Available Canada Exceptions Options**

- 2 Hour Driving Extension Special Permit
- Oil Well Service permit
- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions
- No Logs for drivers operating within 160km of home terminal



**Time Zone**

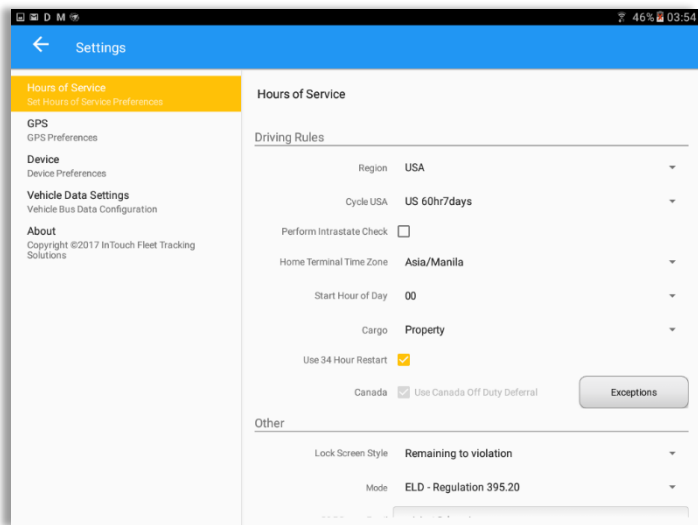


Select the driver's Home Terminal time zone. Time zones available are:

- America/Anchorage
- Eastern Time (EST5EDT)
- Central Time (CST6CDT)
- Mountain Time (MST7MDT)
- Pacific Time (PST8PDT)
- Canada/Newfoundland
- Asia/Manila
- Atlantic

## PDF Report Email Recipients

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

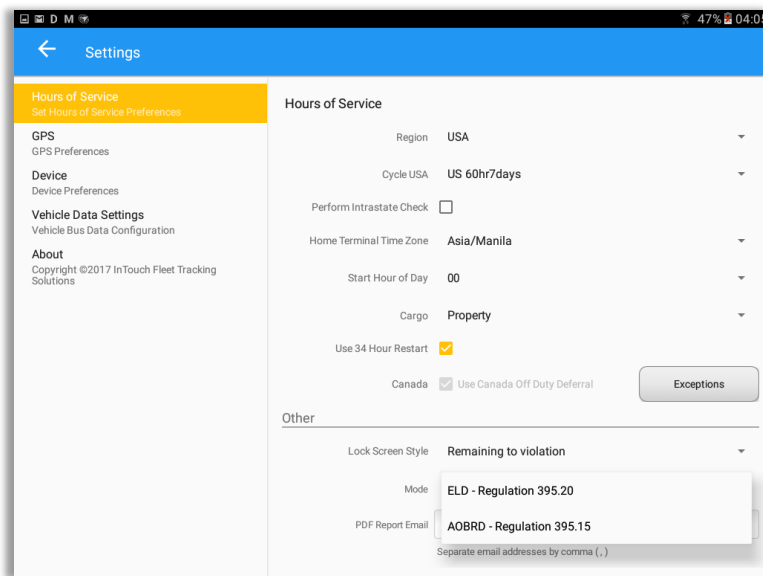


Enter the email address or addresses that will become a recipient or recipients of the Hours of Service app's Daily Driver Log PDF report.

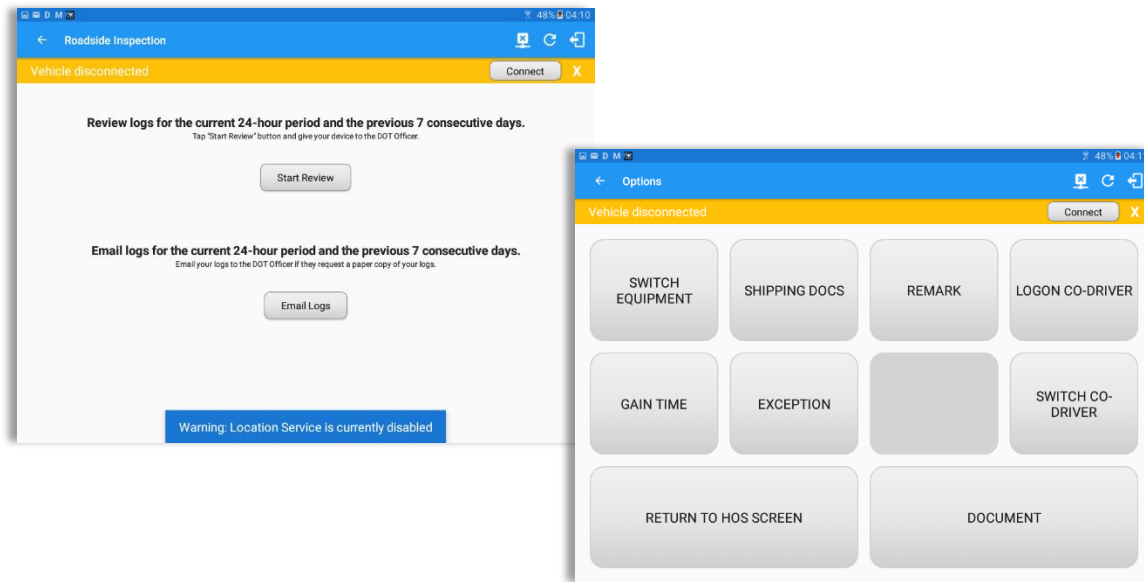
The email addresses must be separated by a comma (,)

## Mode

A mode option to switch between 395.15 (ABORD) 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.

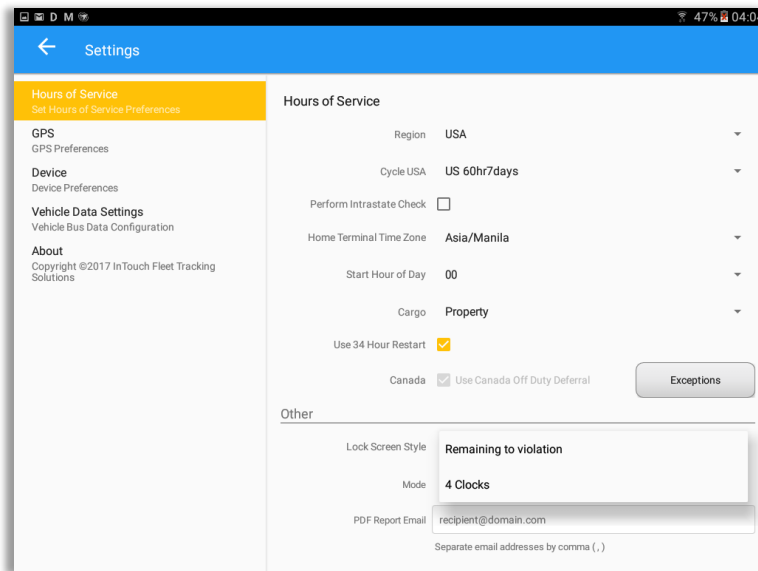


When in AOBRD mode, disable the data transfer button in the Options screen and changed button to 'Email Logs' in the Roadside Inspection screen.



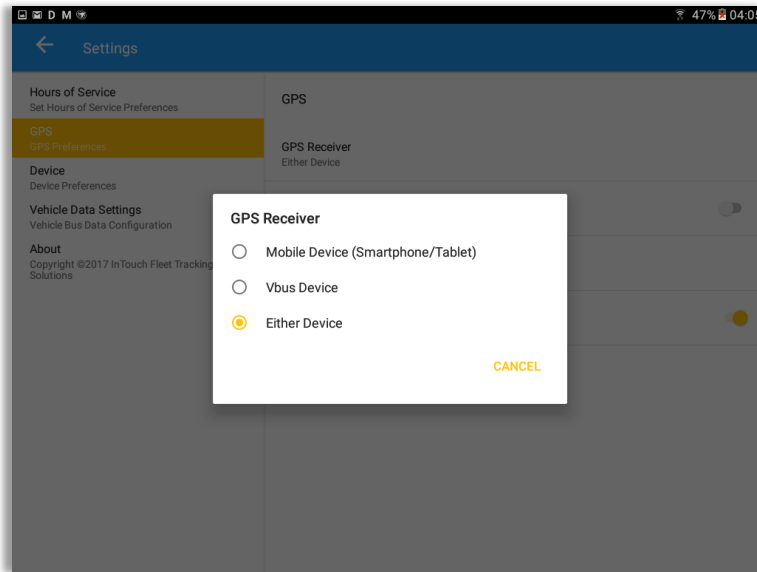
**Lock Screen Style**

The user has the ability to control the lock screen display. There are two (2) types available: new 'Remaining to violation' lock screen or the old '4 clocks' lock screen.



## 2.2 GPS Preferences

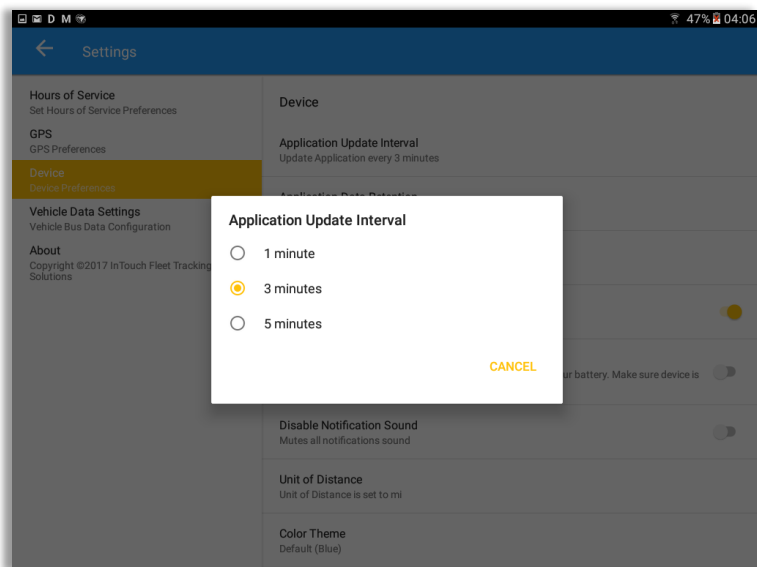
The user has the ability to change on where to get the devices' gps positions.



## 2.3 Device Preferences

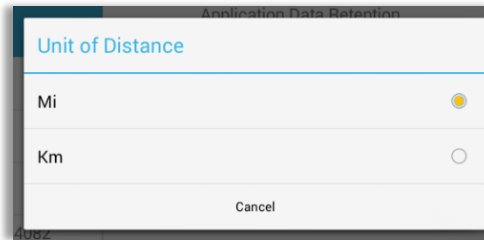
### **Application Update Interval**

Updates application every 3 minutes (or depending on the choice of the driver)



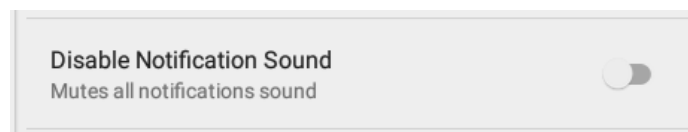
## **Unit of Distance**

Setting the default unit of measures



## **Disable Notification Sound**

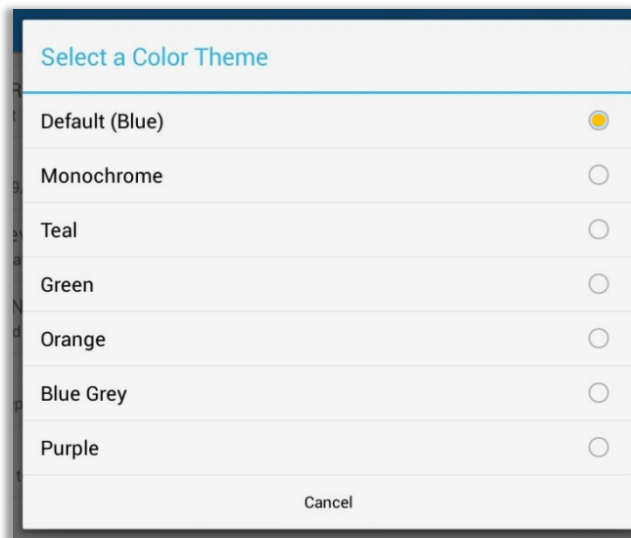
The application has a Mute button to silence all sounds that could come from the application. Also, the ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted since it's needed to be on sound in case of phone calls.

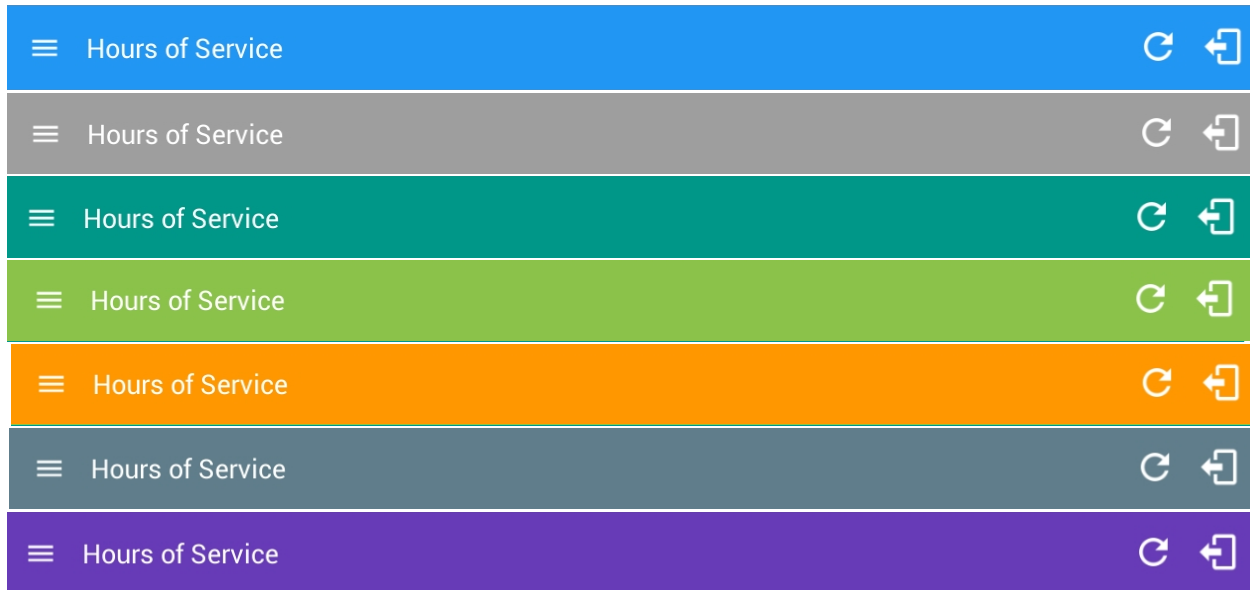


**Note:** When the current status is Sleeper Berth, it automatically mutes the application sound.

## **Color Theme**

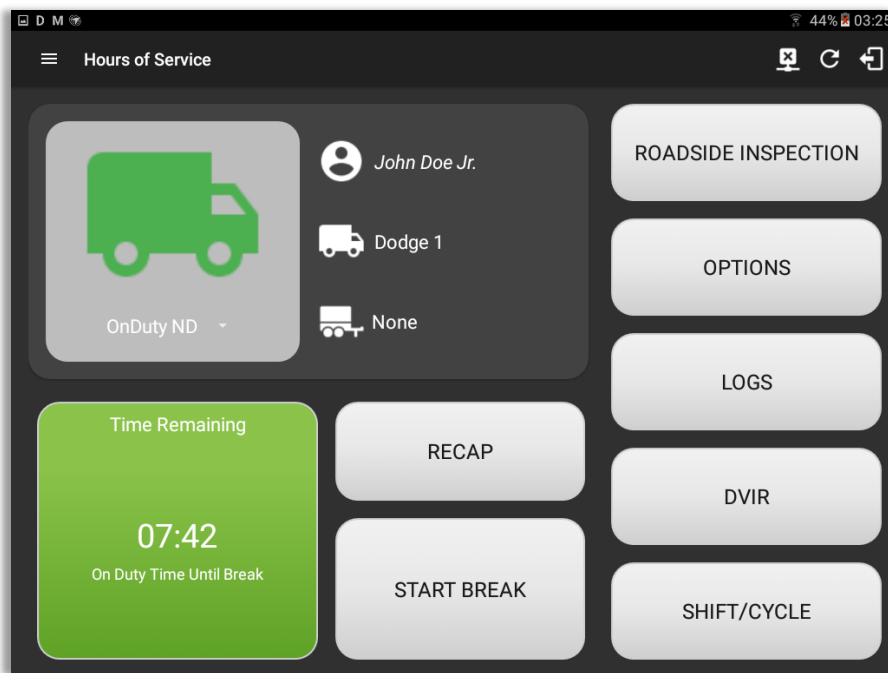
Displays option for selecting Color Theme





**Night Theme**

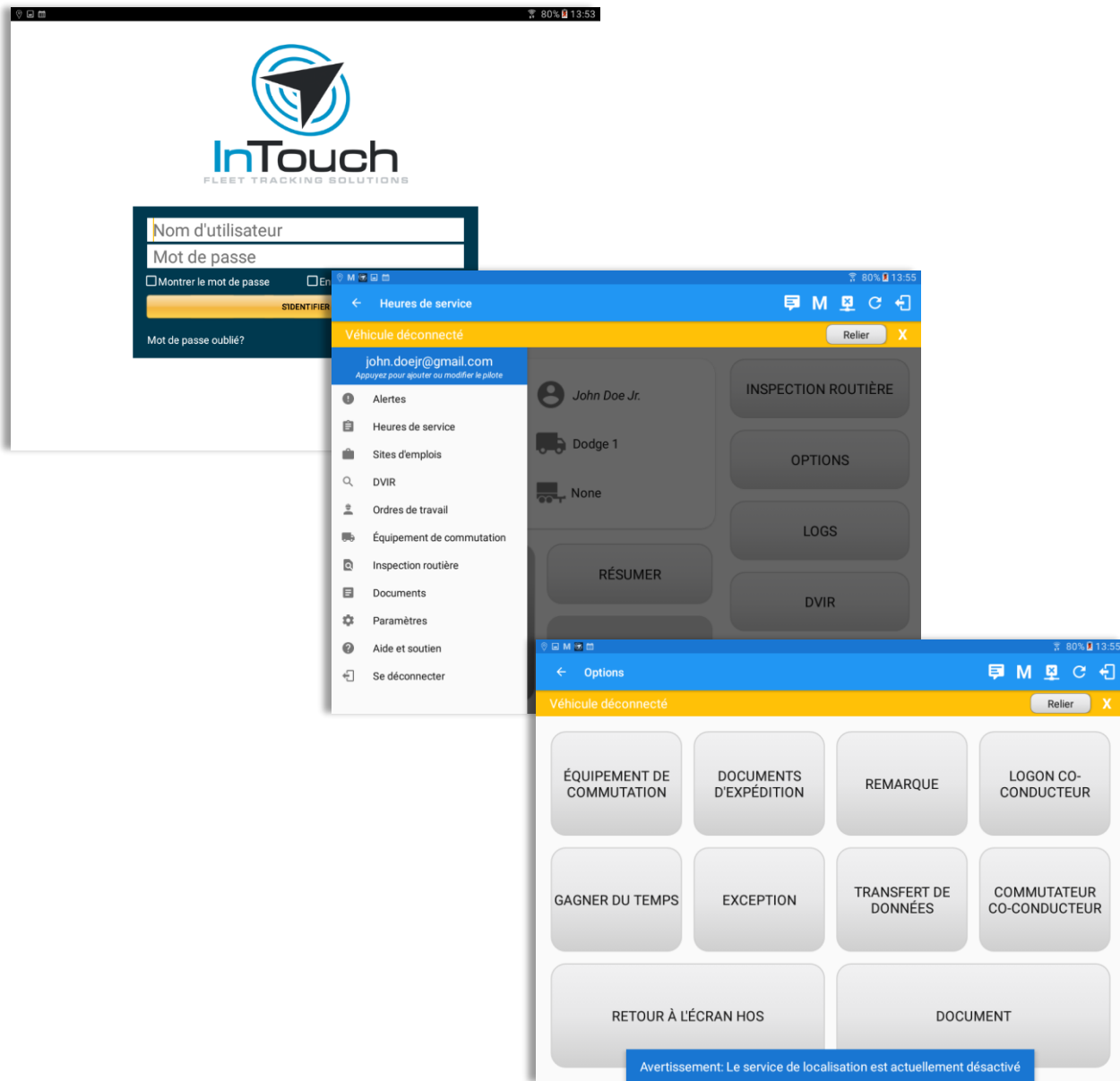
By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, local time of the device is used.



## Language Support

The app also supports language translation for French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

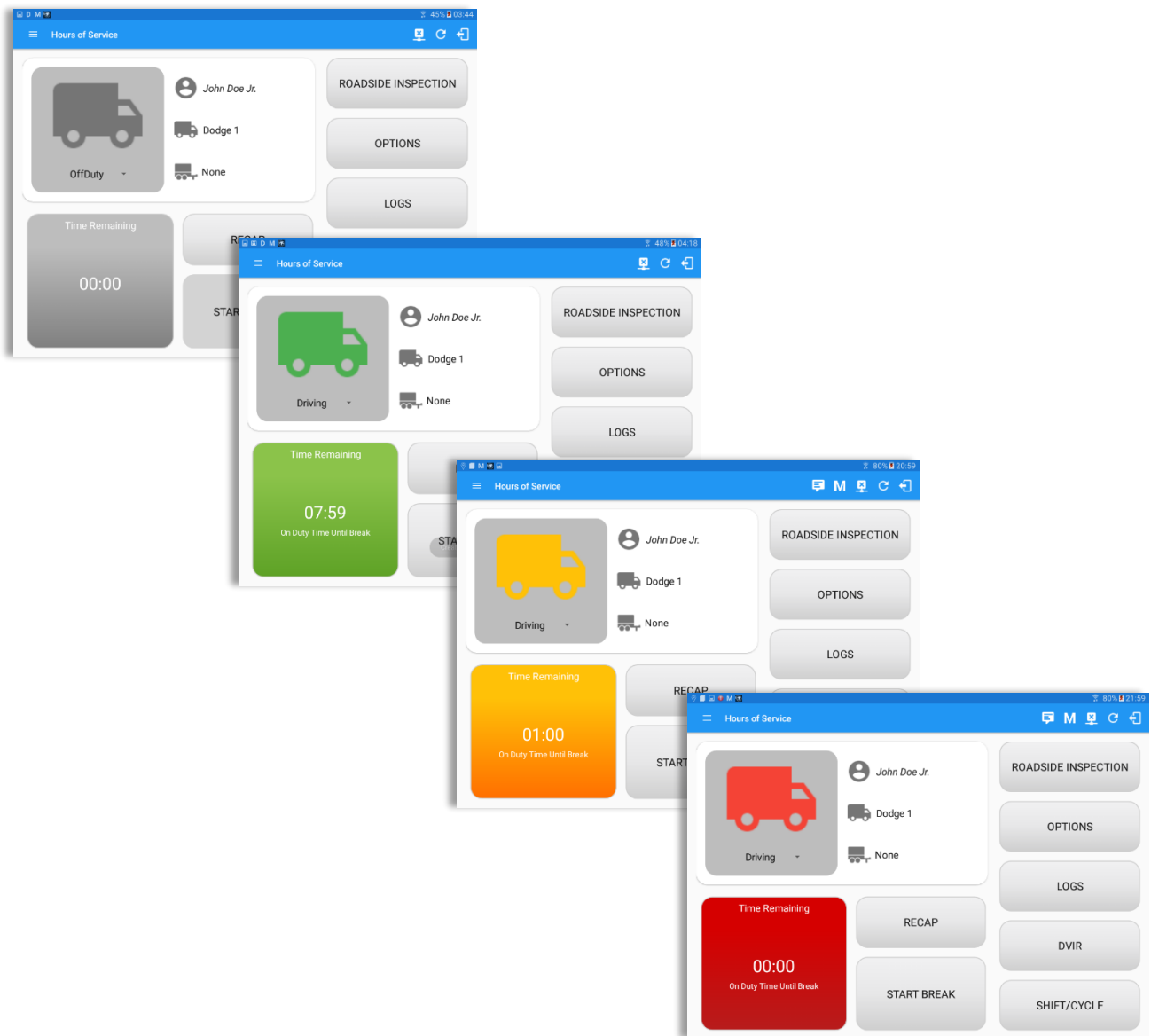
To enable the translation, go to the **Device Settings > Language and Input > Language**. Select between the supported language and the translation will take effect immediately.



## 3 Familiarizing the Hours of Service Main Screen Tiles

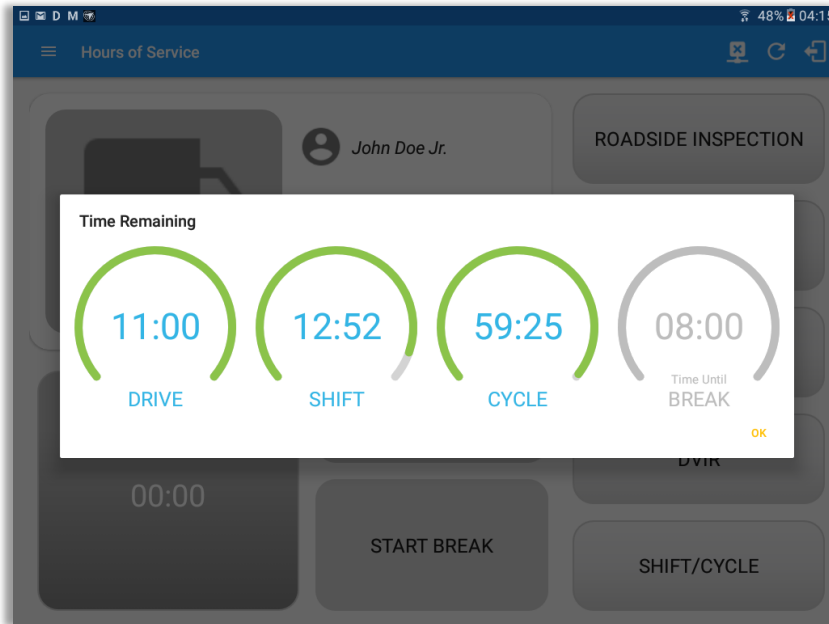
### 3.1 Time Remaining Tile

When the time remaining tile displays a grey color, it indicates that the driver is Off Duty, Sleeper or Waiting at Well Site; when the tile displays a green color, it indicates that the driver's status is Driving or On Duty; when the tile displays an amber color, it indicates that the driver's status is Driving or On Duty and has less than 3 hours left; when the tile displays a red color, it indicates that the driver's status is Driving or On Duty and has less than 1 hour left or has already ran out of time.





Tap the time remaining panel to view the Time Remaining Clocks



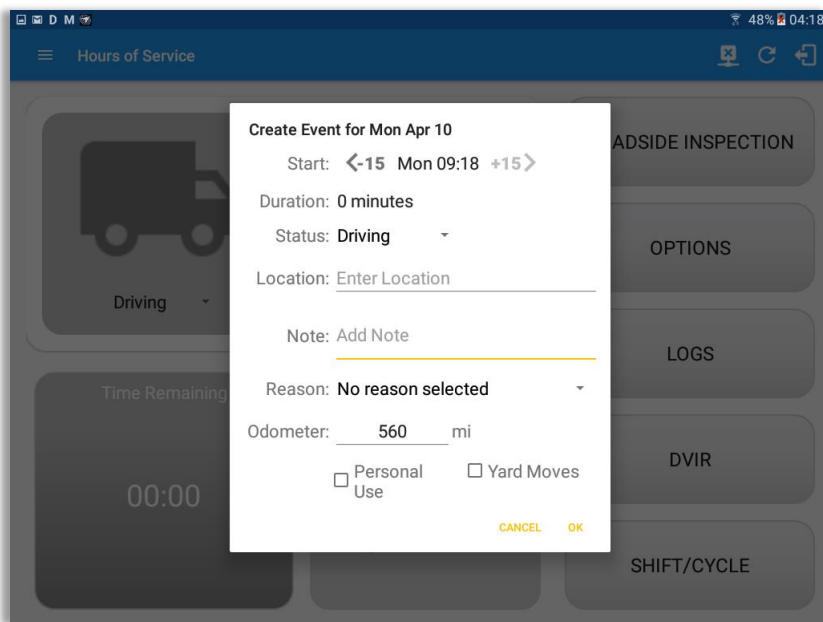
The time remaining clocks are color coded to match the time remaining panel

### 3.2 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 from the drop down list.

#### Available Duty Status Options

| Duty Status Icon | Duty Status   | Duty Status Icon | Duty Status     |
|------------------|---------------|------------------|-----------------|
|                  | Off Duty      |                  | On Duty         |
|                  | Sleeper Berth |                  | Waiting at Site |
|                  | Driving       |                  |                 |



Selecting a status from the drop down list will show the **Create Event** pop up dialog. You can adjust the duration of the duty status event by tapping the Previous 15 minutes Time Interval button to increase the time duration and the Next 15 minutes Time Interval button to decrease the time duration. However, these buttons are disabled prevent time from going before or after the current day. (eg. 12:00AM – 11:59PM).

- If personal use is enabled, the status will be set to Off Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.
- If Yard moves is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.

*Note: all options are enabled in all events*

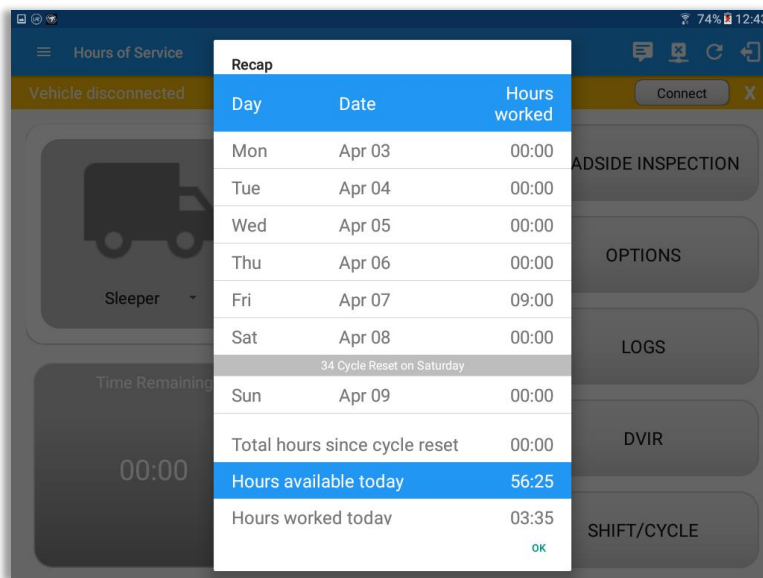
When the app is able to obtain a valid GPS fix, the **Location** field will be automatically populated with the current location information of the user. If there is no GPS fix, the **Location** field will remain blank, in this instance; you must manually input the relevant details.

Once all relevant details have been entered and the correct duty status selected, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the selected duty status.

Changing the status to On Duty or Driving also enables the options for ‘**Personal Use**’ and ‘**Off Road**’. Personal Use is mentioned in the FMCSA’s Supplemental Proposal, which was

published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called “personal use.” When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, means that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or another personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.

### 3.3 Recap



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

### 3.4 Start Break

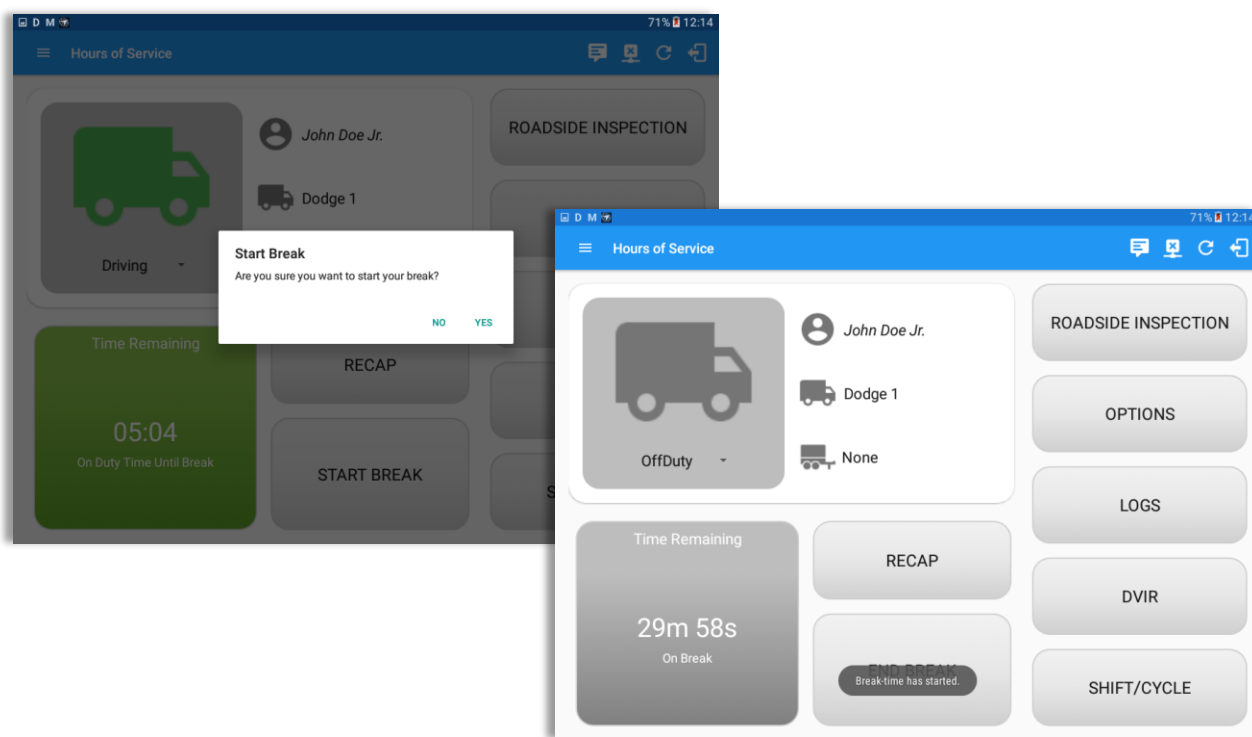
The **Start Break** button will be disabled when the duty status is **Off Duty**, **Sleeper Berth** or **Waiting at Well Site**.

The **Start Break** button will be enabled when the duty status is **On Duty** or **Driving**. Once you tap the **Start Break** button, a pop up dialog will be displayed asking you to confirm that you wish to start your break.

- If the 'Start Break' button is pressed, then:
  - It sets the status to OffDuty
  - The 'Start Break' button turns to 'End Break'
  - The Time remaining button turns to On Break and the second line shows "time remaining 00:00"
- If the 'End Break' button is pressed, then:
  - It sets the status to 'On Duty' (if the vehicle is not moving) or 'Driving' (if the vehicle is moving)



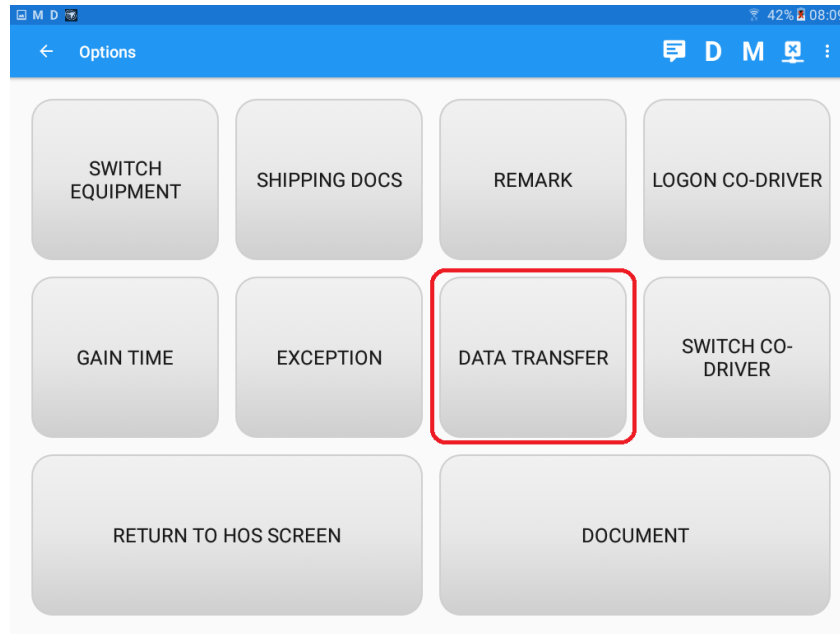
Note: An audible alert activated when 30 minute break is over.



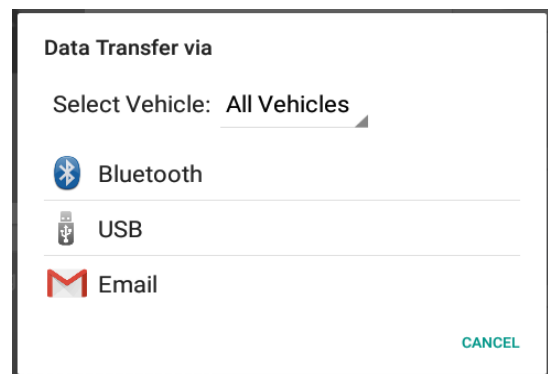
### 3.5 Data Transfer

Selecting the **Data Transfer** button from the **Options Screen** will display the list of supported data transfer options.

The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.



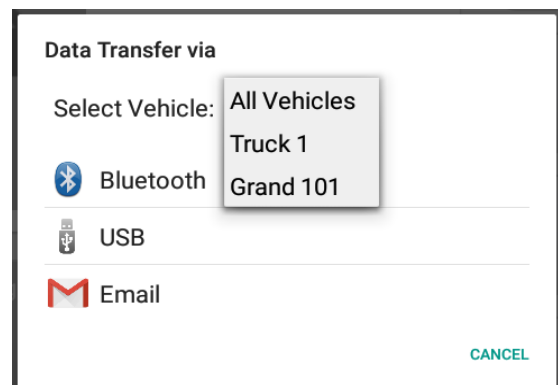
Tap the **Data Transfer** button to transfer data of the compilation of the driver’s ELD records. Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user.



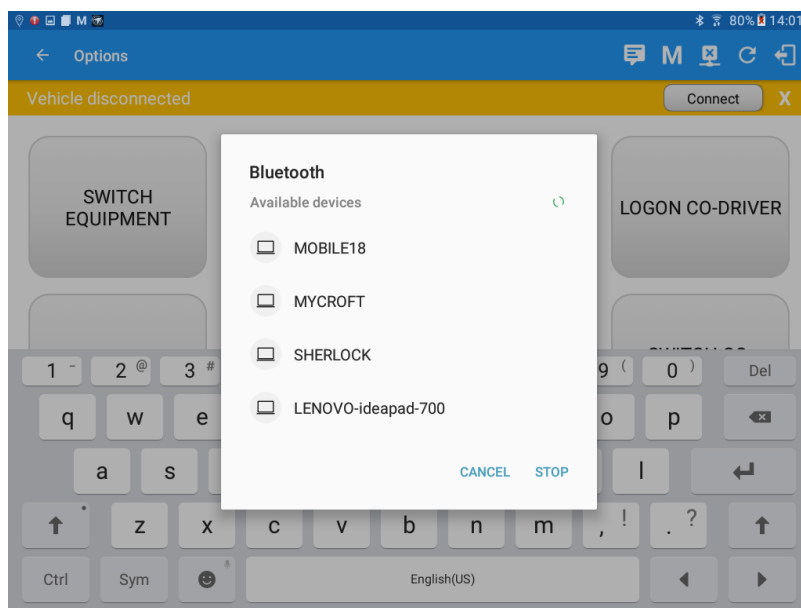
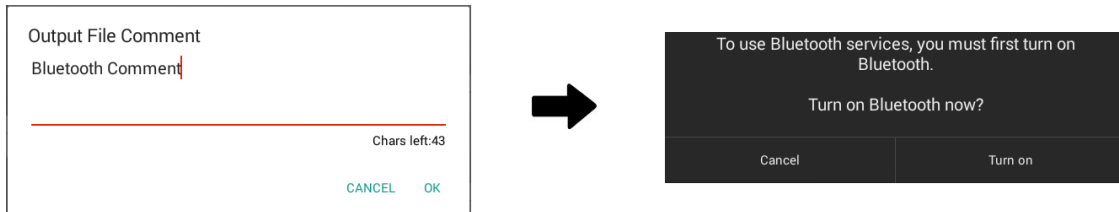
- **Select Vehicle** - this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver.

Tap the **Select Vehicle** menu to show the list of vehicles used by the driver.

The ‘All Vehicles’ option will only display on the list when the driver has already driven multiple vehicles for the day

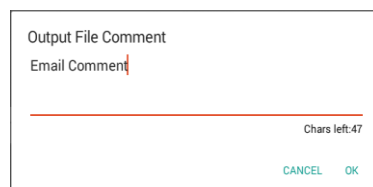


- Transfer via Bluetooth** - this option enables the user to transfer files through Bluetooth. The ELD prompts for an output file comment which the driver may enter (optional). After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on

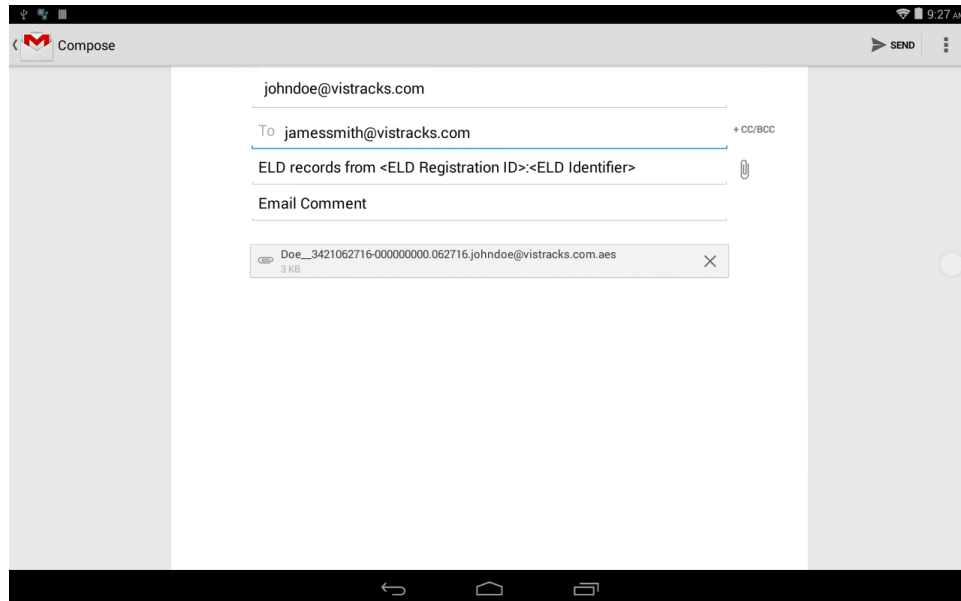


You will then be asked to pick the device to which the data will be transmitted via Bluetooth.

- 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 for an output file comment which the driver may enter (optional).



The device's default email application will then be opened before sending the email to which the data will be transferred.



- **Transfer via USB** - 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 re-authenticates the driver account by asking for its password

Driver Authentication.

Enter password for paul@gmail.com

Show Password

CANCEL OK

If the authentication process is successful, the driver can now select on where to save the ELD file.

Select Folder

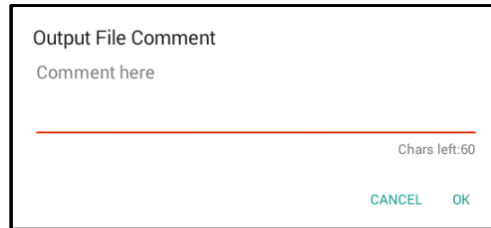
/storage

...

sdcard0

CANCEL SELECT

After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long

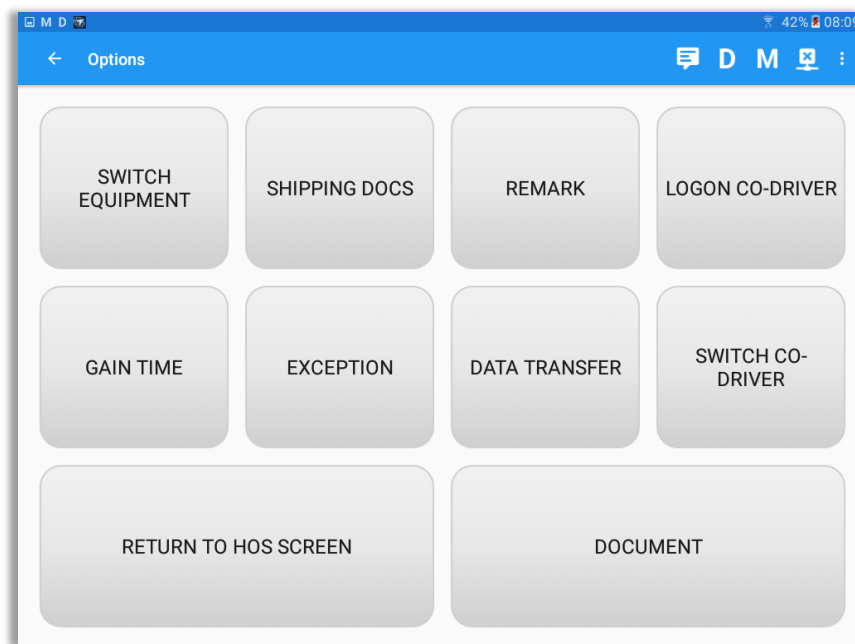


The screenshot shows a dialog box titled "Output File Comment". Inside the box, there is a text input field with the placeholder text "Comment here". Below the input field, there is a red horizontal line indicating the character limit, with the text "Chars left:60" to its right. At the bottom right of the dialog box, there are two buttons: "CANCEL" and "OK".

Upon confirmation, the ELD generates the compliant output file and performs the data transfer.

### 3.6 Options

Selecting the **Options** button from the **HOS Main Screen** will display the **Options** module:

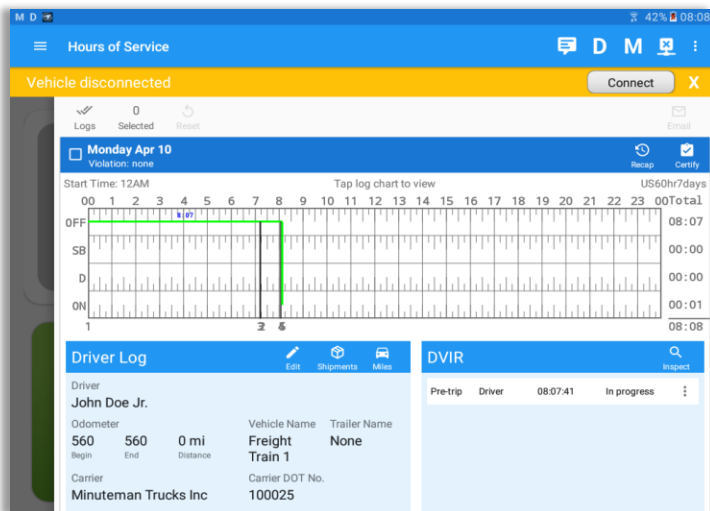


The functions within the Options module will be covered in more detail throughout this document.



### 3.7 Logs

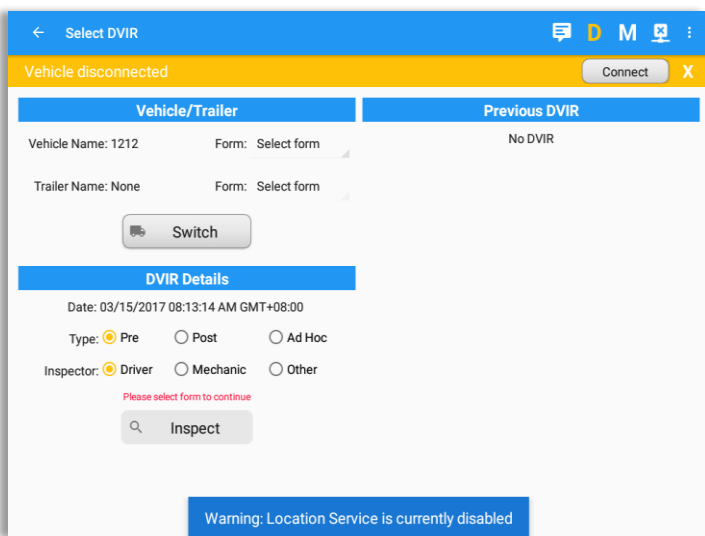
Selecting the **Logs** button from the **HOS Main Screen** will display the current days log and provide the ability to navigate backwards to view the previous seven logs:



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

### 3.8 DVIR

Selecting the **DVIR** button from the **HOS Main Screen** will display the Select DVIR screen:



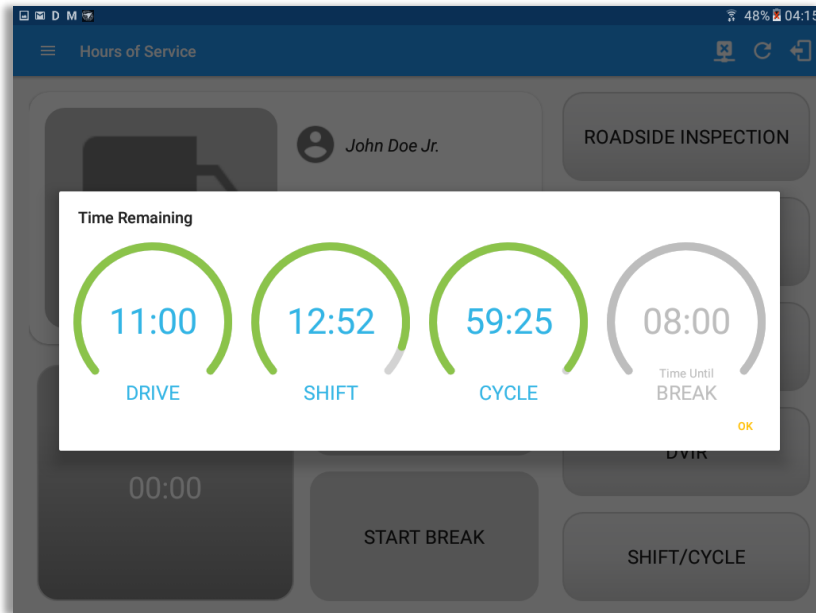
DVIR can be created to suit the vehicle types, all DVIRs will be displayed on this screen

**Note:**

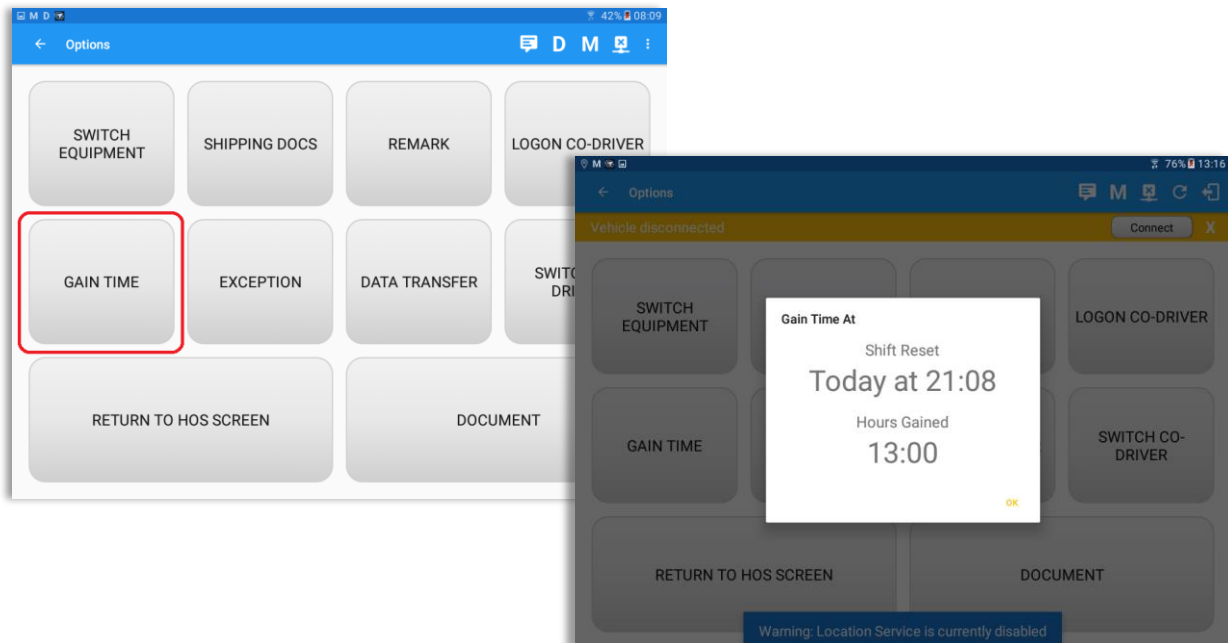
- When switching the vehicles, the equipment's will be displayed along with their associated forms. Changing the forms used will pop up a message dialog stating "Are you sure you want to use a different form?" with a 'Cancel' or 'Ok' button.
- Highlighted text only displays when conducting an inspection for the first time and that no DVIR forms are associated to the current equipment used.

### 3.9 Shift/Cycle

Selecting the Shift/Cycle button from the HOS Main Screen will display the total work hours of the driver’s current work shift and the total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day period:



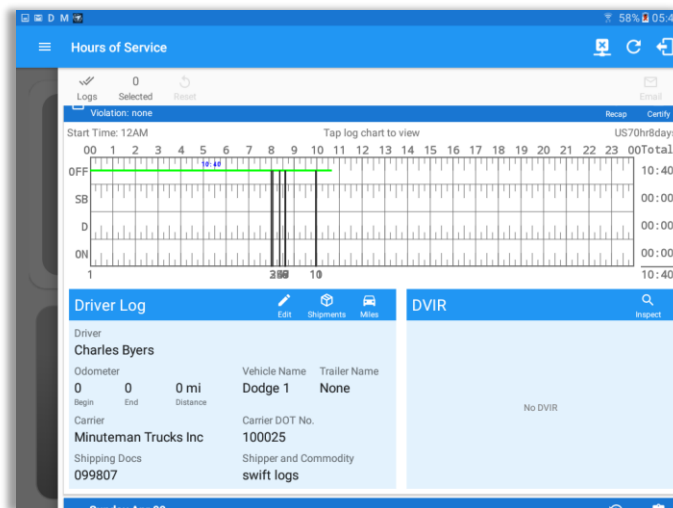
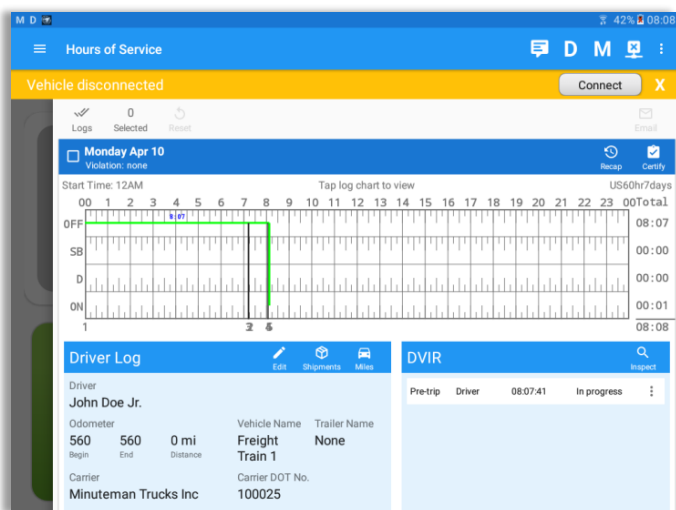
### 4 Check Driver Availability



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Gain Time** button, this will then display a date & time of when the driver will gain his/her maximum hours.

## 5 Driver Logs

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.



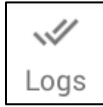


Scroll the screen to view all of the information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.

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**.

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

The first part of the Driver Logs user interface feature controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.

| Function icon   | Function              | Description   |
|---|-----------------------|---|
|   | Selection Button      | Tap the button to select all certified logs             |
|  | Selected Logs Counter | This shows the number of selected certified driver logs |
|  | Reset Button          | This clears/deselects all of the selected driver logs   |

### 5.2 The Driver Logs Accordion Header Features

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

5.2.1 Daily Driver’s Log Entry Check-box (Uncertified Log)

Tap the check-box to certify the selected daily log:



5.2.2 Daily Driver’s Log Entry Check-box (Already Certified)

Tap the check-box to uncertify the selected daily log:



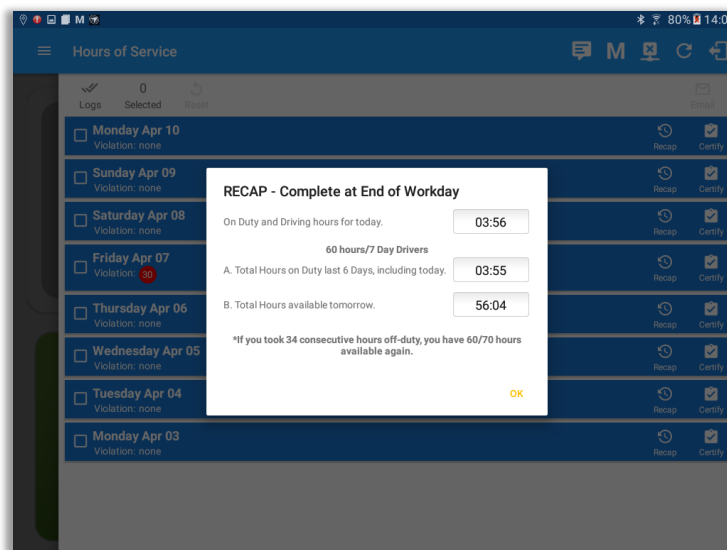
5.2.3 Daily Driver’s Title Log (Recertify Log)



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.

5.2.4 Recap

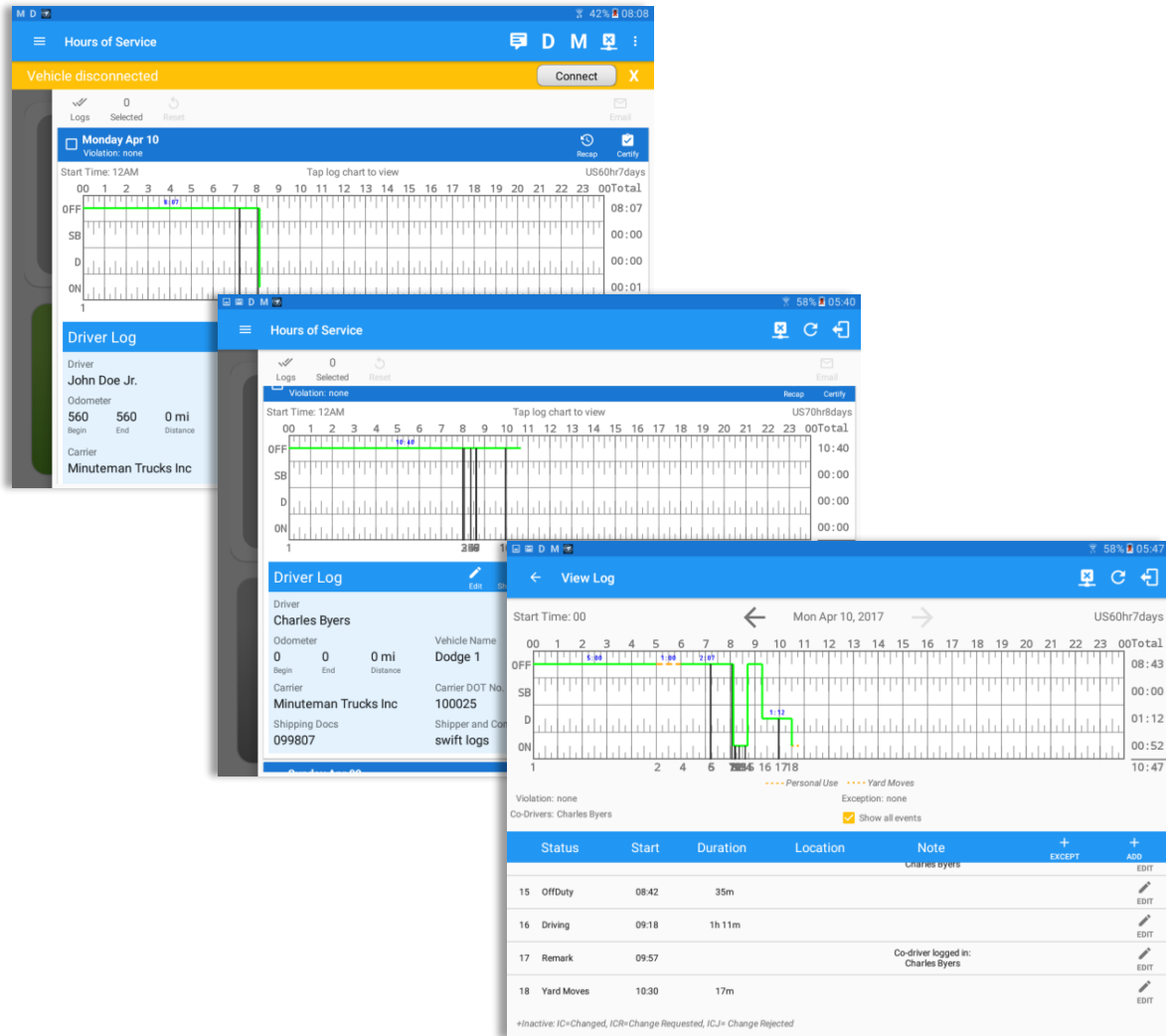
Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day



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)

### 5.2.5 Daily Drivers Log Grid



Tap the driver's log grid to view the log events and edit the log. Scroll up/down the screen to view the Daily Driver's Form; this is where you can view the other required information that must appear in the driver's daily log. In addition, 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.



### 5.2.6 Edit Daily Drivers Log Form

 A screenshot of a mobile application interface. The background shows a "Hours of Service" screen with a grid for a driver named "John Doe Jr." on "Monday Apr 10". Overlaid on this is a "Driver Log Form" dialog box. The form has three sections:
 

- DRIVER INFORMATION:** A text field for "Driver Name" containing "John Doe Jr."
- VEHICLE INFORMATION:** Text fields for "Vehicle Name" (containing "Dodge 1") and "Trailer Name" (containing "None"). A "SWITCH EQUIPMENT" button is located below these fields. A "Carrier" field contains "Minuteman Trucks Inc" and a "Carrier DOT No." field contains "100025".
- SHIPPING DOCS INFORMATION:** A text field for "B/L or Manifest No." containing "099807" and a text field for "Shipper & Commodity" containing "swift logs".

 At the bottom right of the form are "CANCEL" and "SAVE" buttons.

Tap the **Edit** button to open the **Driver Log Form**, from here; you can update the other required information that must appear in the driver's daily log (as listed below)

The following information can be viewed / amended within the **Daily Drivers Log Grid**:

#### Driver Information

- a) **Driver Name** – displays the name of the driver
- b) **Vehicle Information**
  - Vehicle Name – displays the name of the current Vehicle of the driver.
  - Trailer Name – displays the name of the current Trailer of the driver.
  - SWITCH EQUIPMENT – tap this button to launch the Switch Equipment dialog to select another Vehicle or Trailer names.
  - Carrier – a non-editable field which displays the Name of the Carrier.
  - Carrier DOT Number – a non-editable field which displays the Carrier DOT Number

### c) **Shipping Information**

- Shipping docs – displays the bill of lading or manifest number entered by the driver
- Shipper & Commodity – displays the shipper name and the type of commodity which the shipment contains

#### 5.2.7 Shipment Details

Tap the **Shipments** button to open the **Shipment Details Form**; you can fill in the shipment data that is to be included in the driver's daily log.

**Note:** the data that can be included in this form is listed on the next page

Data that can be included within the **Shipment Details Form** includes:

#### **Shipments on Truck**

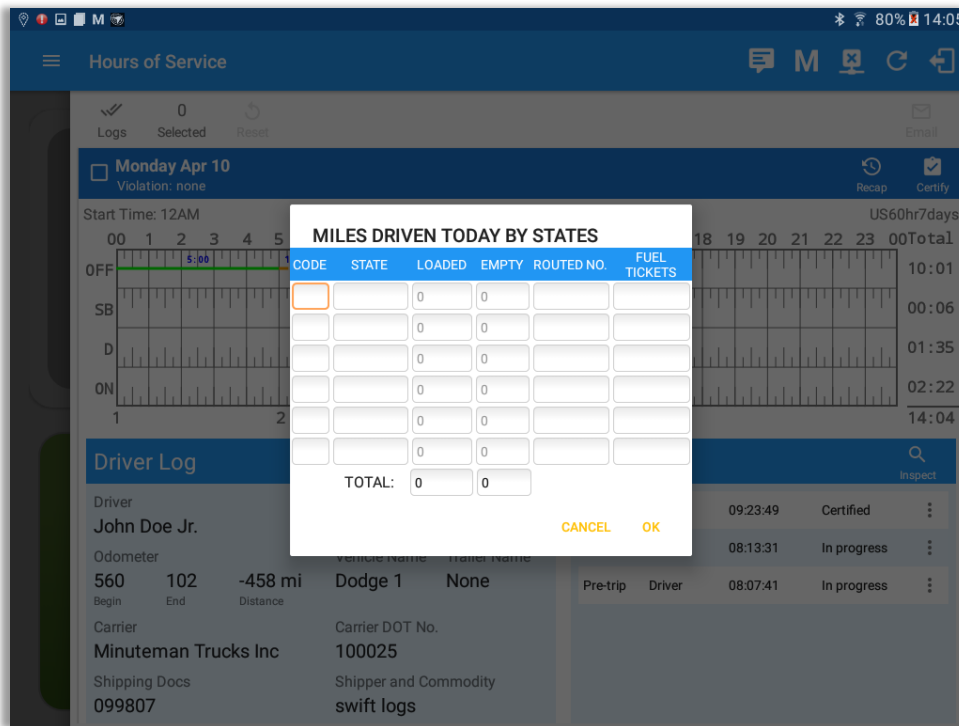
- Order Number – the order number of the specific shipment item
- Weight – the weight of the shipments
- From – the point of origin of the commercial motor vehicle
- To – the destination of the commercial motor vehicle

#### **Shipments Unloaded Today**

- Order Number – the order number of the specific shipment item
- Collected or Billed – the preferred payment method
- Amount Collected – the amount collected for the shipment
- Mailed Papers From – the name of the shipment company where the shipping related documents are from



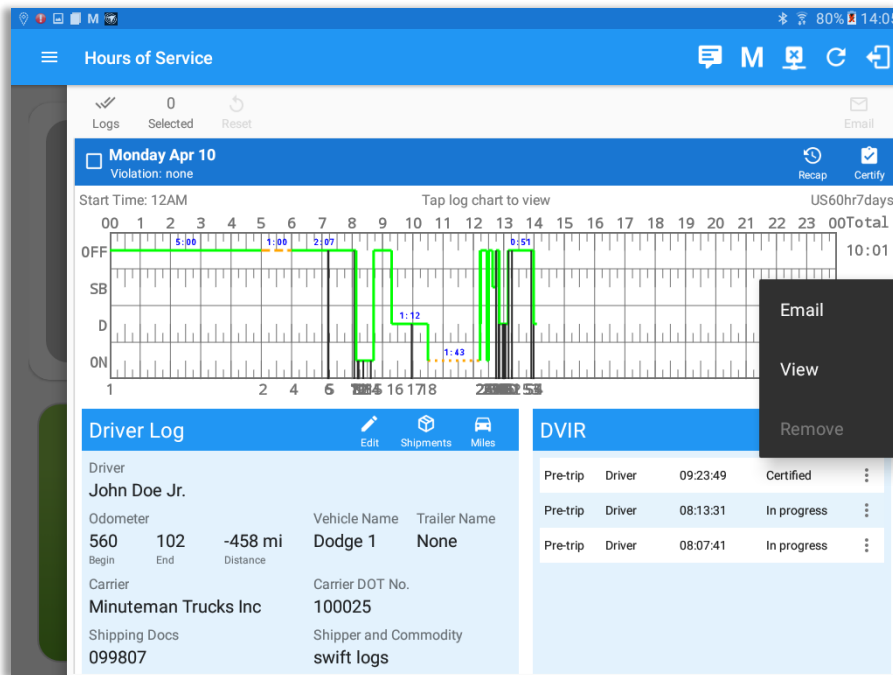
5.2.8 Miles Driven by State




Tap the **Miles** button to open the **Miles Driven Today by States** dialog. This is where you can fill in the shipment data that is required to be included in the driver’s daily log. Required data includes:

- Code
- State
- Loaded
- Empty
- Routed Number
- Fuel Purchased Tickets Attached

5.2.9 DVIR



This is where you can view a list of the DVIRs conducted during the selected working day.

Tap the  icon to open the pane for the email and view options

Tap the **Email** button to send the completed DVIR

Tap the **View** button to view the DVIR

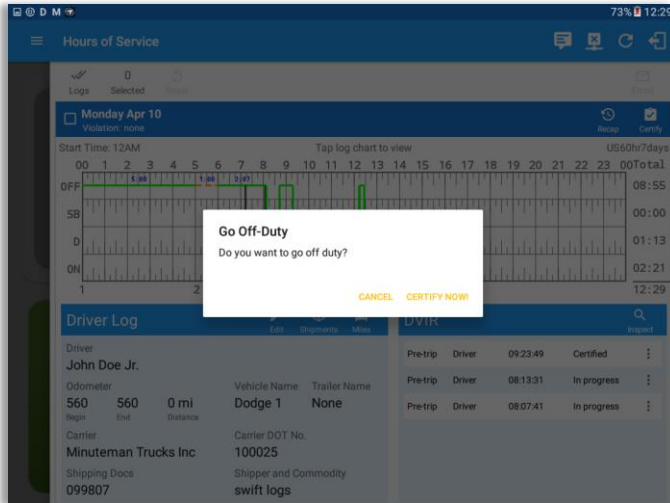
Tap the **Remove** button to remove the DVIR

**Note:**

- Email button will only be enabled if the DVIR Log is already certified
- Certified logs cannot be removed (unless uncertified)

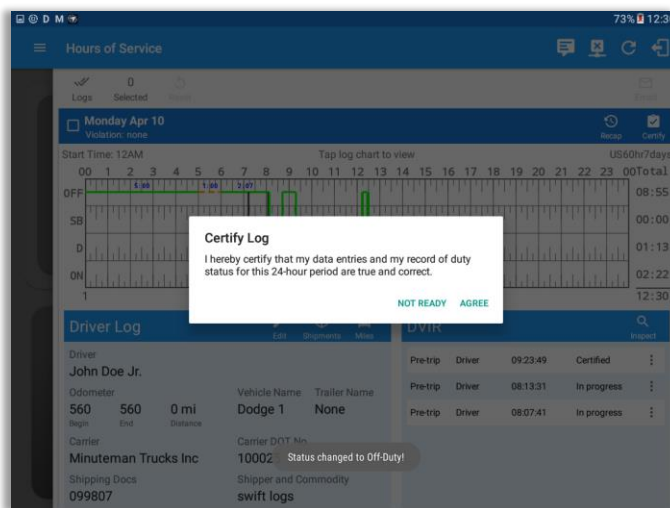
5.2.10 Certify a Log

Tap the **Certify** button to certify the selected daily log. If the current status is **Driving**, a pop up dialog will open and you will be asked to confirm changing the status to Off Duty:



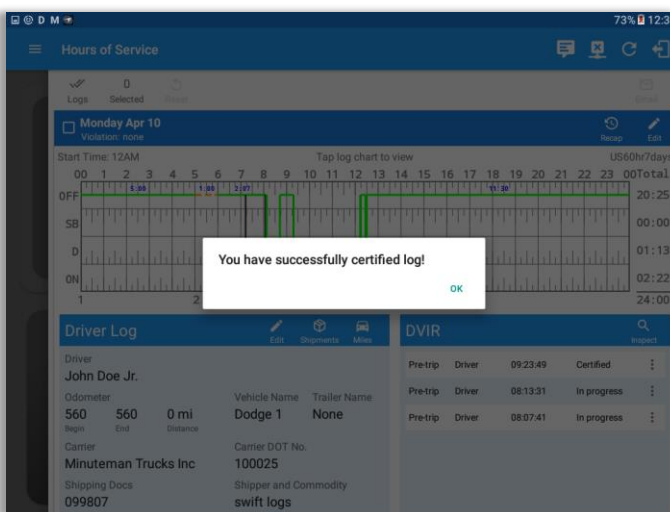
Tap the **Certify Now** button to confirm you wish to go **Off Duty**

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

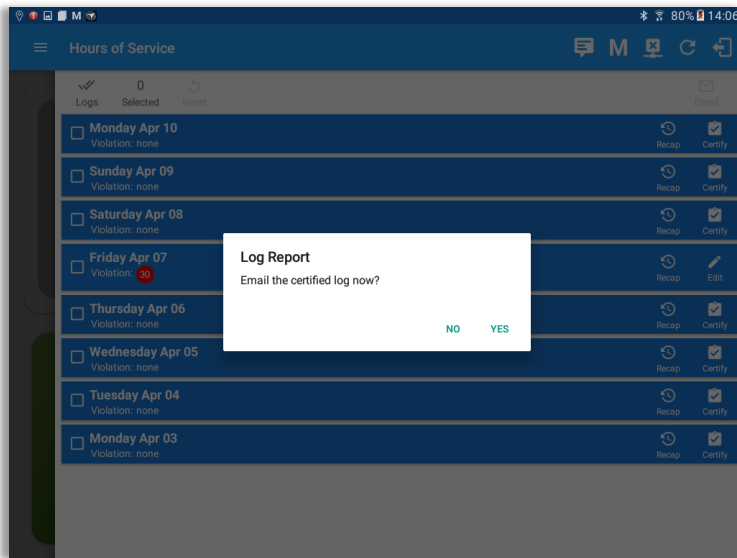


Tap the **Agree** button to confirm certifying a daily log.

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

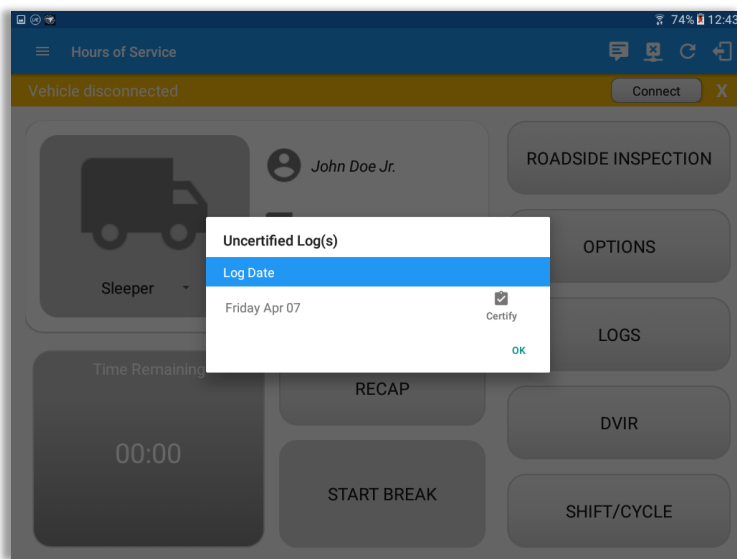


Tap the **OK** button to close the confirmation pop up dialog



Tap the **OK** button if you wish to email the certified log to a selected recipient

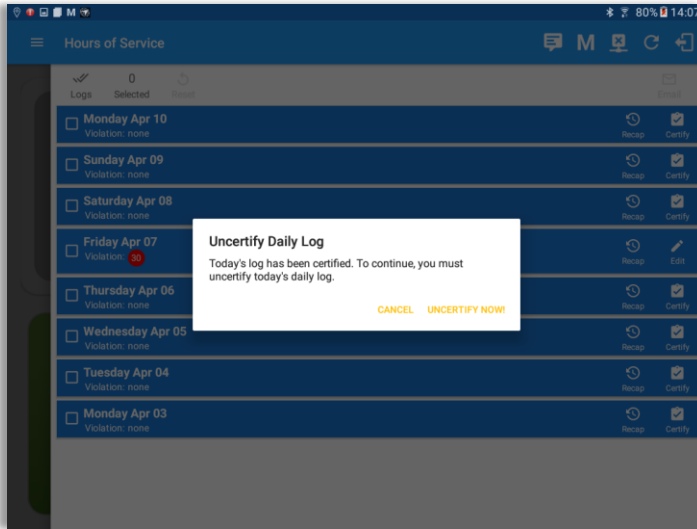
Select the **Cancel** button to close the pop up dialog without emailing the certified log



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

### 5.2.11 Edit a Log

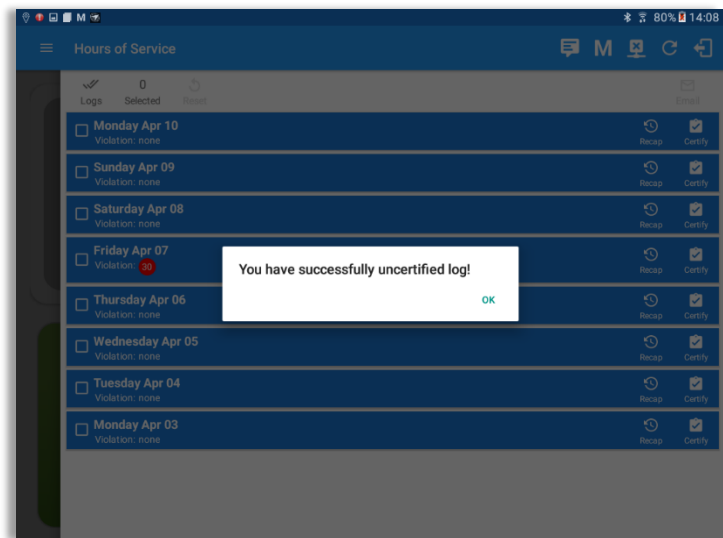
Only driver logs that have not yet been certified can be edited, you will have to uncertify a driver log in order to update its contents, to do this, tap the Edit button to uncertify the selected log and reopen it for editing:



Tap the **Uncertify Now** button to confirm uncertifying the selected log

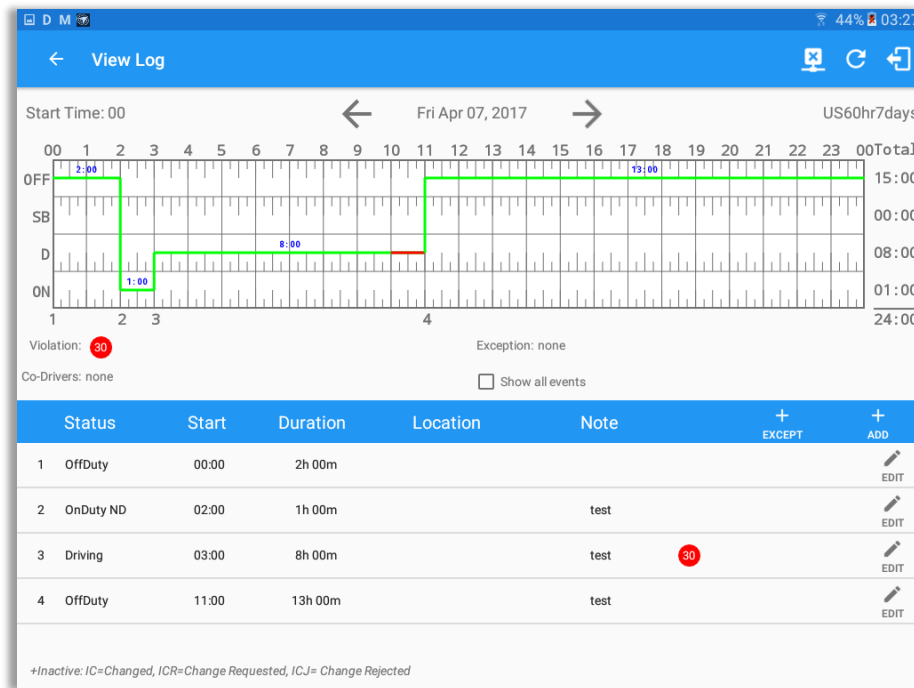
Tap the **Cancel** button to cancel uncertifying the selected log



Tap the **OK** button to close the pop up dialog



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

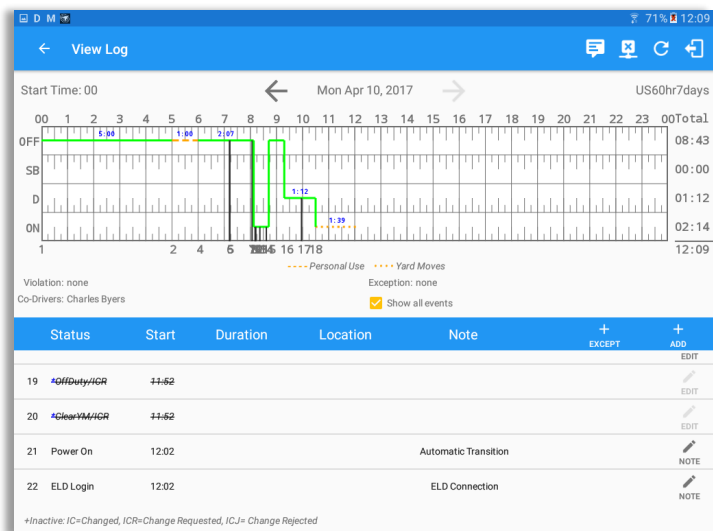
Tap the driver's log grid to start editing it:



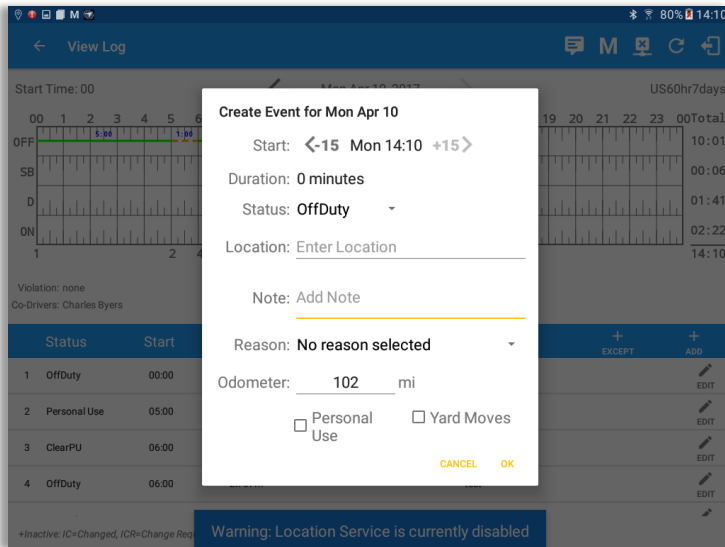
You can navigate through the daily driver logs by selecting either back or forward arrows located above the grid  

Driver will be able to add a note to the following events:

- Intermediate log
- Login/logout
- CMV Engine power up/shut down
- Malfunctions and diagnostic events



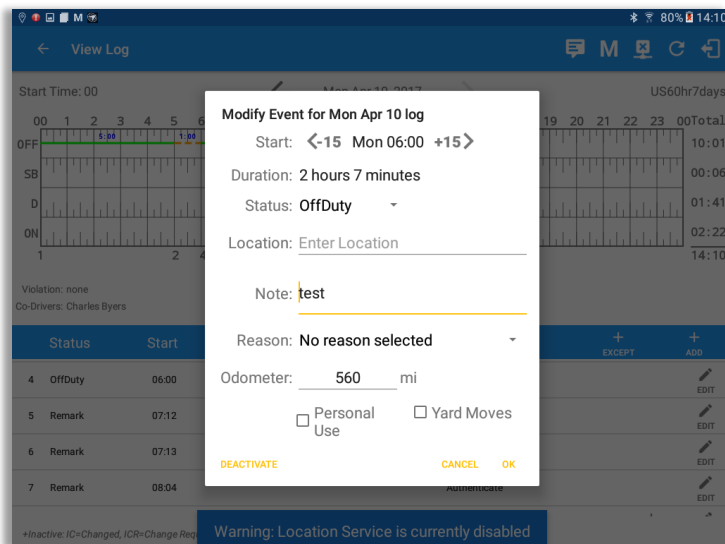
## Create Log Event



To add a new event to the selected log, tap the **Add** button, input the relevant details to create the event, once complete, tap the **OK** button to save the event. Also, the current status of the app is disabled to prevent adding the same status consecutively.

**Note:** Refer to 3.2 Changing the Driver's Status for 'Personal Use'

## Modify Log Event



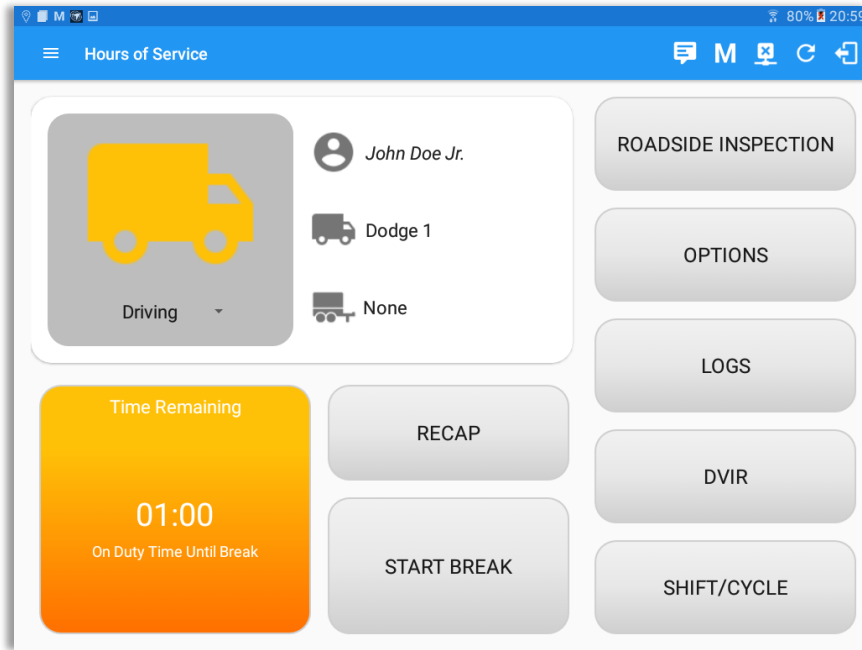
Tap the **Edit** button adjacent to any of the existing log events, make any required changes, select a reason for the edit from the drop down list and then tap the **OK** button to save the changes

### **Notes:**

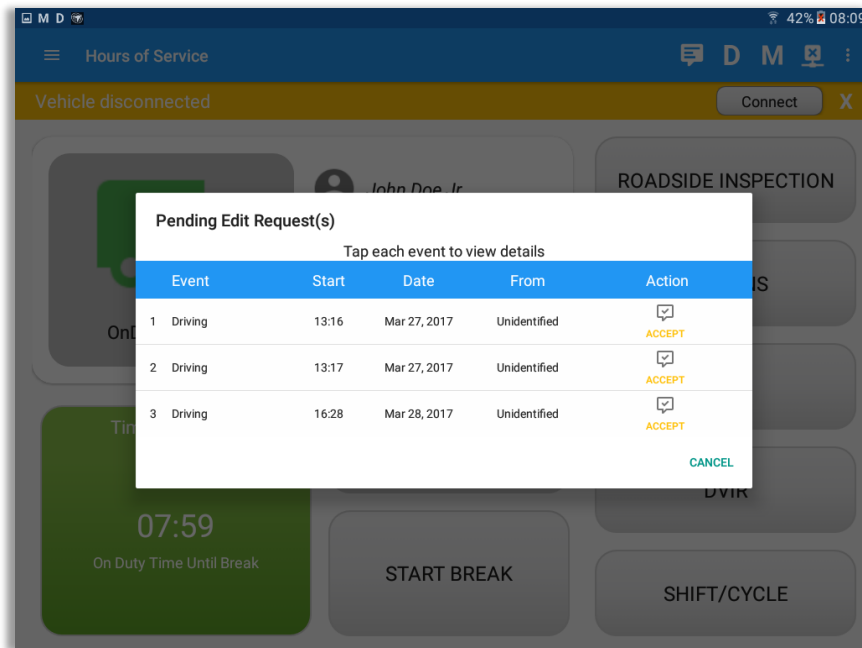
- All log events that have been manually created or amended, will be displayed with an asterisk against it in the log events list depicting that it has been edited. Also scroll down to see check boxes for Personal Use, Yard Moves and Off Road.
- Upon editing a past event the Note field should not be empty and must contain at least 4 characters when filled out.

**Pending Edit Requests**

The Motor Carrier can request edits to the driver’s logs. In the application allows the driver to review the requested edits which requires the driver to take necessary action whether the driver wants to “confirm” or “reject” the requested edits.

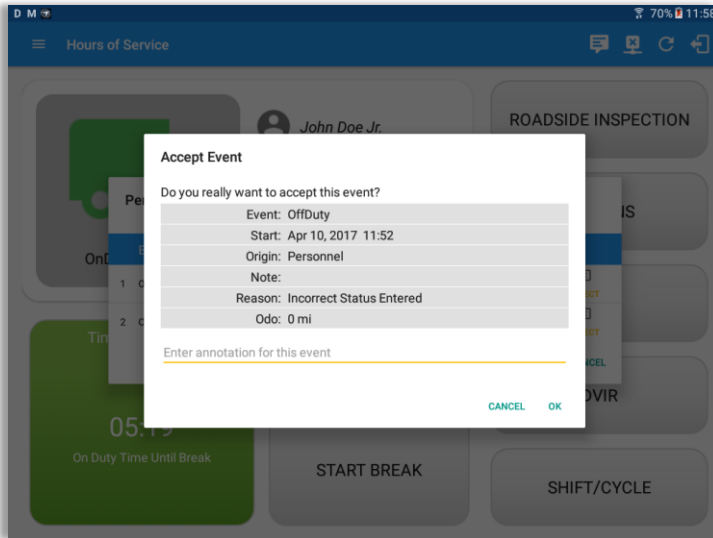


Tap the icon beside the refresh button to display the pending edit request dialog



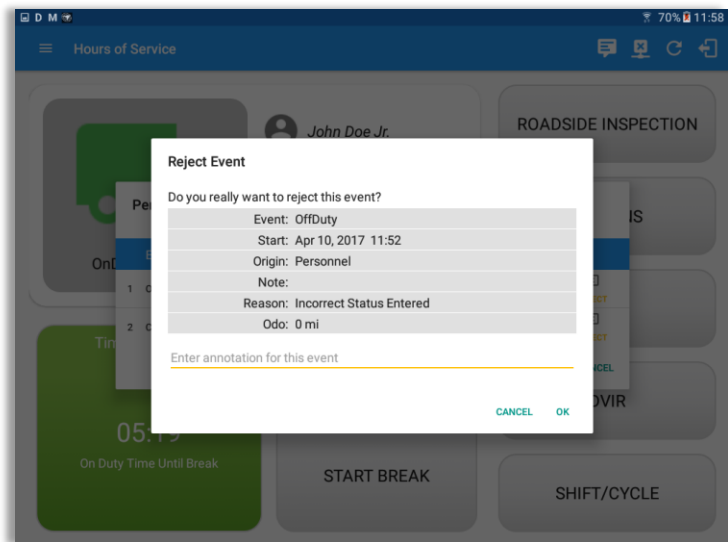


The Reject and Accept Event dialog shows the comparison of the Original status vs the changes (requested edits). Also, accepting the edits requested requires the driver to fill in the annotation field (**Required**) to successfully save the changes.



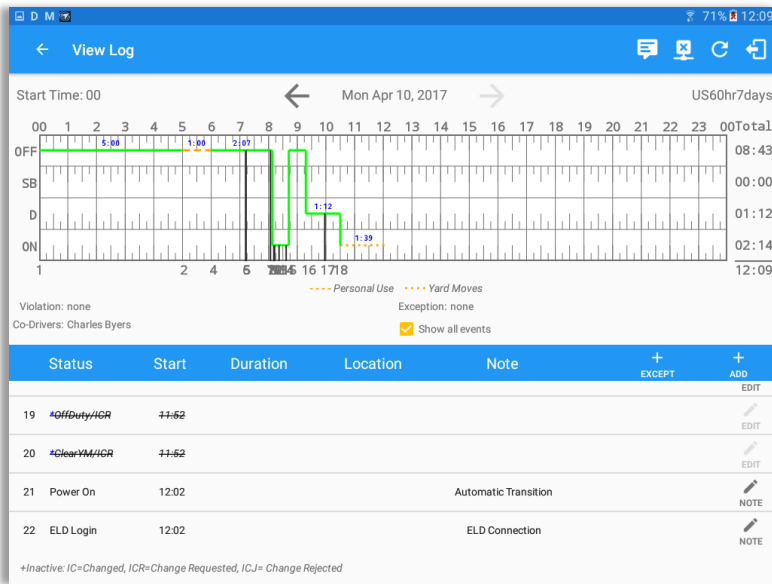
If the driver rejects the edit suggestions then the original record remains

If the driver approves the edit suggestions, the new status will replace the old status and the changes will be reflected in the events history list



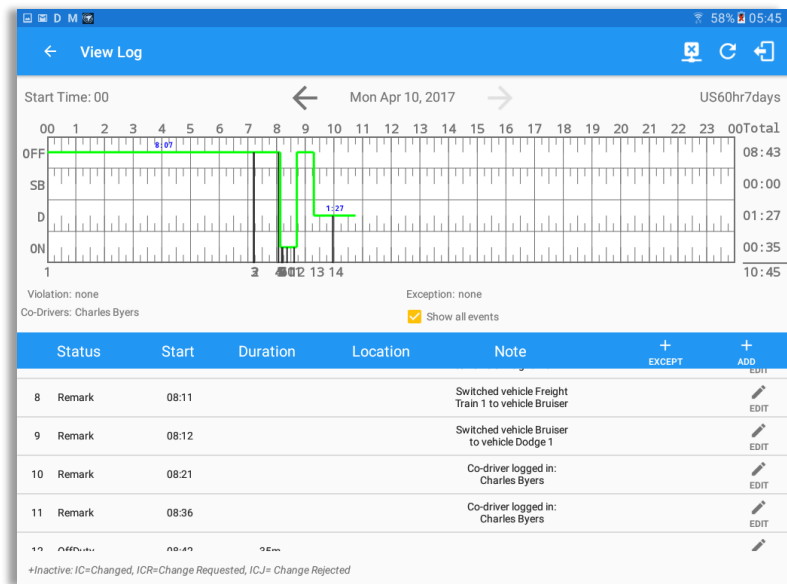
## Auto Events

The ELD automatically records the driving time when the vehicle is in motion by setting duty status to driving for the driver unless, before the vehicle is in motion, the driver has sets the duty status to off-duty and indicates personal use of CMV, in which case duty status must remain off-duty until driver’s indication of the driving condition ends;

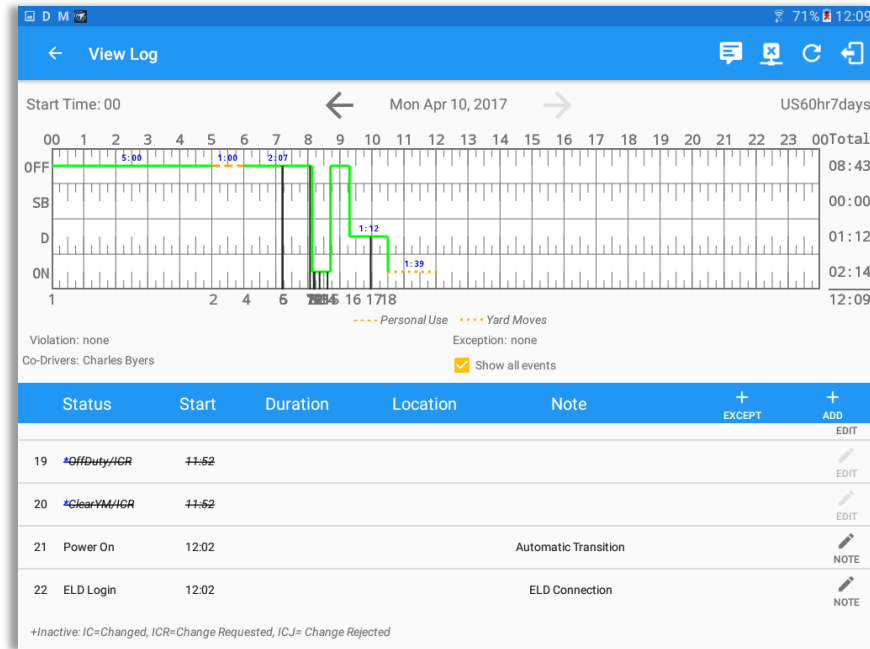


Events such as Power On, Power Off, Driving and OnDuty are automatically created when connecting to a device. Auto events created were recorded and displayed on the Events history list indicated with a note “Automatic Transition”.  
  
*(These events are also displayed in the Portal)*

To view all the auto created events (primary or secondary events) when connecting to a device, tap on the ‘Show all events’ checkbox to enable.  
  
To hide all the secondary events, tap back on the checkbox to disable.



**Note:** The graph-grid overlay periods of driver’s indications of authorized personal use of CMV and yard moves using a different style line (such as the dashed or dotted line in amber color).

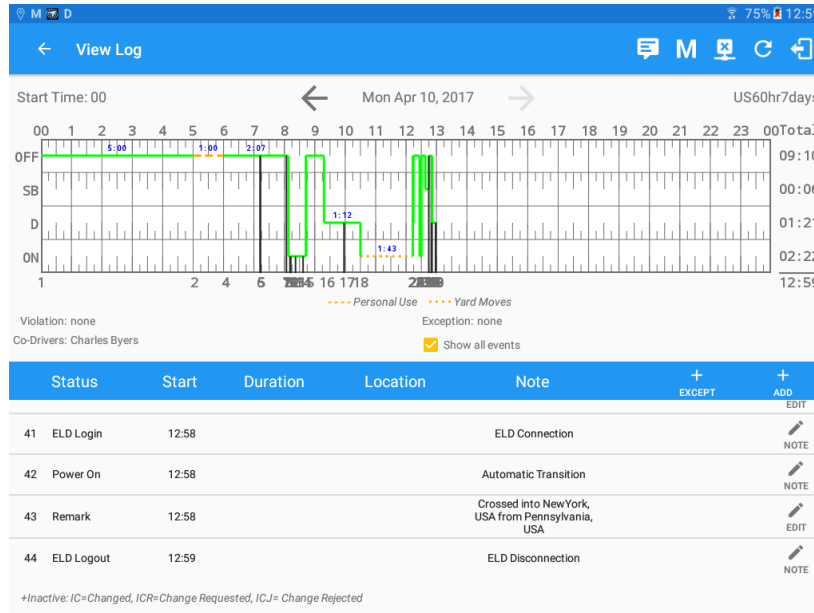


- A Remark will be recorded with a note “Authenticate” to the events history list if Driver will login to app.
- A Remark will be recoded with a note “Unauthenticate” if driver will logout from app.
- ELD Login will be recorded with a note “ELD Connection” to events’ history list when app successfully connected to VBUS Device.
- ELD Logout will be recorded with a note “ELD Disconnection” to events’ history list when driver manually disconnect to VBUS Device by tapping the connect/disconnect icon located at the App header.

**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):

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



- 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 to be applied for him/her as well.

### 5.3 Malfunction and Data Diagnostic Events

At Each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header and in the Android notification toolbar with the letters M and D, respectively.



**Note:** 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 an accent color (which based on the app’s theme) when data diagnostic events occurred will only turn back to white once the dialog for the Data Diagnostic List is closed.

| Data Diagnostics |                  |             |  |        |
|------------------|------------------|-------------|--|--------|
| Code             | Date             | Time        | Description                              | Action |
| 3                | Thu Aug 04, 2016 | 02:36:16 PM | Missing: EngineHours, Location, Odometer | CLEAR  |
| 3                | Thu Aug 04, 2016 | 02:05:49 PM | Missing: Location                        | CLEAR  |
| 5                | Thu Aug 04, 2016 | 12:43:18 PM | Unide                                    |        |

| Malfunctions |                  |             |                      |        |
|--------------|------------------|-------------|----------------------|--------|
| Code         | Date             | Time        | Description          | Action |
| P            | Thu Aug 04, 2016 | 12:45:17 PM | Power Malfunction    | CLEAR  |
| L            | Thu Aug 04, 2016 | 11:08:23 AM | Position Malfunction | CLEAR  |

CLEAR ALL

CANCEL

| Status       | Start    | End              | Location  | Description | Action |
|--------------|----------|------------------|---|-------------|--------|
| 48 Driving   | 11:40 AM |                  |   |             | EDIT   |
| 49 Miss Diag | 11:40 AM | 6mi S Regina, 11 | Missing: EngineHours                                    |             | NOTE   |
| 50 Remark    | 11:40 AM |                  | Crossed into SouthDakota, USA from Saskatchewan, CANADA |             | EDIT   |
| 51 Miss Diag | 11:40 AM |                  | Missing: Location                                       |             | NOTE   |
| 52 Power Off | 11:40 AM |                  | Automatic Transition                                    |             | EDIT   |

\*Inactive: IC=Changed, ICR=Change Requested, ICJ= Change Rejected

The Malfunction and Data Diagnostic events note can also be edited on the edit log screen

Tap the **Clear** button to clear the malfunction or data diagnostic event detected

To clear all Data Diagnostic Events, tap the **Clear All** button.

| <b>Malfunction Events</b> |               |                                    |  |
|---------------------------|---------------|------------------------------------|--|
| Requirement No.           | Event Code    | Event Name                         | Description  |
| 4.6.1.1                   | P / Power MF  | Power Malfunction                  | 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 / Sync MF   | Engine Synchronization Malfunction | 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 minutes during a 24-hour period aggregated across all driver profiles, including the unidentified driver profile.   |
| 4.6.1.3                   | T / Timing MF | Timing Malfunction                 | 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 / Pos MF    | Position Malfunction               | ELD records requiring location information must use the last valid position measurement and include the latitude/longitude coordinates and distance traveled, in miles, since the last valid position measurement.<br><br>An ELD must monitor elapsed time during periods when the ELD fails to acquire a valid position measurement <b>within 5 miles of the CMV's movement</b> . 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 Recording Malfunction         | 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.   |

|                |                     |                                  |  |
|----------------|---------------------|----------------------------------|--|
| <p>4.6.1.7</p> | <p>S / Trans MF</p> | <p>Data Transfer Malfunction</p> | <p>(a) An ELD must implement in-service monitoring functions to verify that the data transfer mechanism(s) described in section 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.</p> <p>(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.</p> |
| <p>4.6.1.8</p> | <p>O / Other MF</p> | <p>Other Malfunction</p>         | <p>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 <b>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.</b></p>   |

| <p style="text-align: center;"><b>Data Diagnostic Events</b></p> |                     |                         |  |
|--|---------------------|-------------------------|--|
| <p>Requirement No.</p>   | <p>Event Code</p>   | <p>Event Name</p>       | <p>Description</p>   |
| <p>4.6.1.1</p>   | <p>1 / Pwd Diag</p> | <p>Power Diagnostic</p> | <p>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</p> |

|             |                |                                   |  |
|-------------|----------------|-----------------------------------|--|
|             |                |                                   | driver(s), or under the unidentified driver profile if no drivers were authenticated at the time of detection.   |
| 4.6.1.2     | 2 / Sync Diag  | Engine Synchronization Diagnostic | 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.  |
| 4.6.1.4 (d) | 3 / Miss Diag  | Missing Data Elements Diagnostic  | 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 <b>character "X"</b> in both the latitude and longitude fields, unless location is 88 entered manually by the driver, in which case it must log <b>the character "M" instead</b> . 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 not enter the location information and the vehicle is in motion, the ELD must record a missing required data element data diagnostic event for the driver. |
| 4.6.1.7     | 4 / Trans Diag | Data Transfer Diagnostic          | (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 / Unid Diag  | Unidentified Driver Diagnostic    | (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.  |



|         |                |                  |   |
|---------|----------------|------------------|---|
|         |                |                  | (c) An unidentified driving records data diagnostic event can be cleared by the ELD when driving time logged under the unidentified driver profile for the current 24-hour period and the previous 7 consecutive days drops to 15 minutes or less.  |
| 4.6.1.8 | 6 / Other Diag | Other Diagnostic | 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 <b>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.</b> |

## 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:**

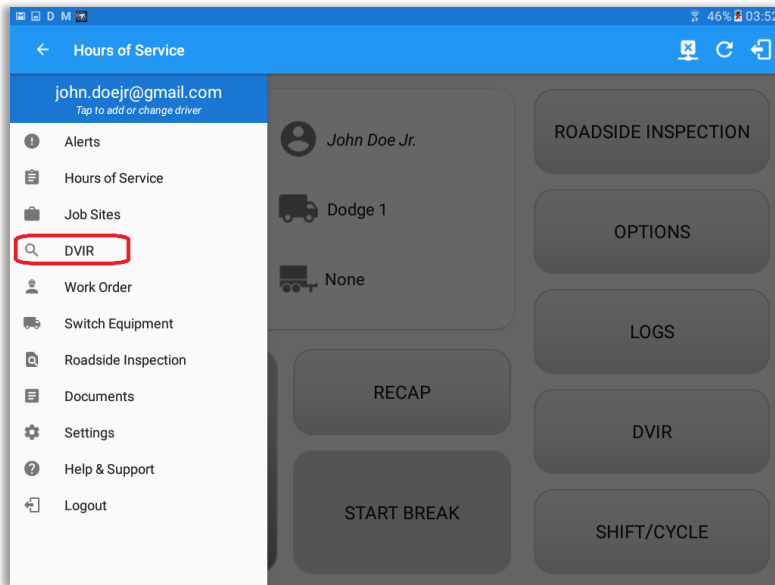
- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic
  - Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement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

## 5.4 DVIR

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


There are a number of ways to access this feature:

### 5.4.1 DVIR Feature – Main Navigation Menu



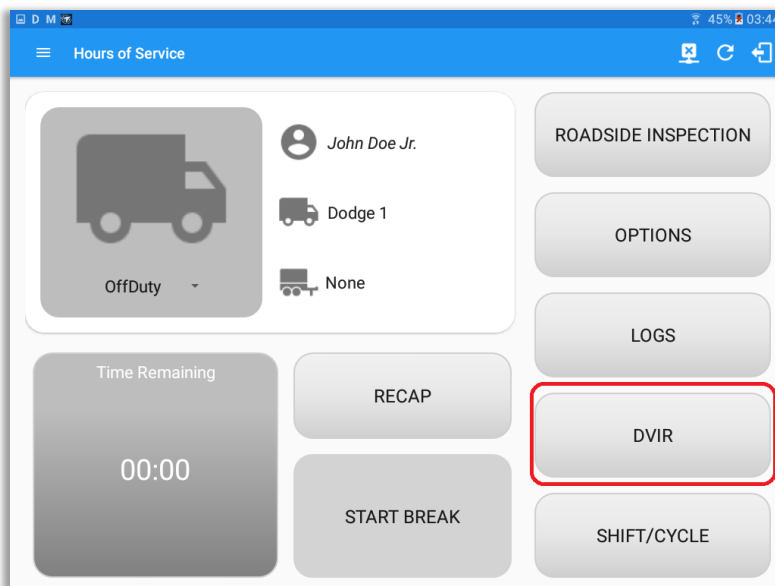
1. Slide the screen from left to right to show the **Main Navigation Menu**

Or

2. Tap the **Main Navigation Hamburger icon**  to show the **Main Navigation Menu**

Tap the **DVIR** option within the **Main Navigation Menu**

### 5.4.2 DVIR Feature – Hours of Service Main Screen



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

### 5.4.3 Selecting Your DVIR Type

The screenshot shows the 'Select DVIR' interface. Under 'Vehicle/Trailer', the 'Form' dropdown is highlighted with a red box. The 'Previous DVIR' table lists three entries:

| Vehicle/Trailer       |                        | Previous DVIR |        |          |             |   |
|-----------------------|------------------------|---------------|--------|----------|-------------|---|
| Vehicle Name: Dodge 1 | Form: Ready-Mix Tru... | Pre-trip      | Driver | 09:23:49 | Certified   | ⋮ |
| Trailer Name: None    | Form: Select form      | Pre-trip      | Driver | 08:13:31 | In progress | ⋮ |
|                       |                        | Pre-trip      | Driver | 08:07:41 | In progress | ⋮ |

You can select a **DVIR Form** from the 6 default DVIR forms or you can also select a **Customized DVIR Forms for Asset(s)** also from the list

The screenshot shows the 'Select DVIR' interface with the 'DVIR Details' section highlighted by a red box. The details include:

- Date: 04/10/2017 14:16:47 GMT+08:00
- Type:  Pre  Post  Ad Hoc
- Inspector:  Driver  Mechanic  Other

Choose the appropriate **DVIR Type** from the following options

Type:  Pre  Post  Ad Hoc

- 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 that the ones specified in points a & b

Select your Inspector from the following choices:

Inspector:  Driver  Mechanic  Other

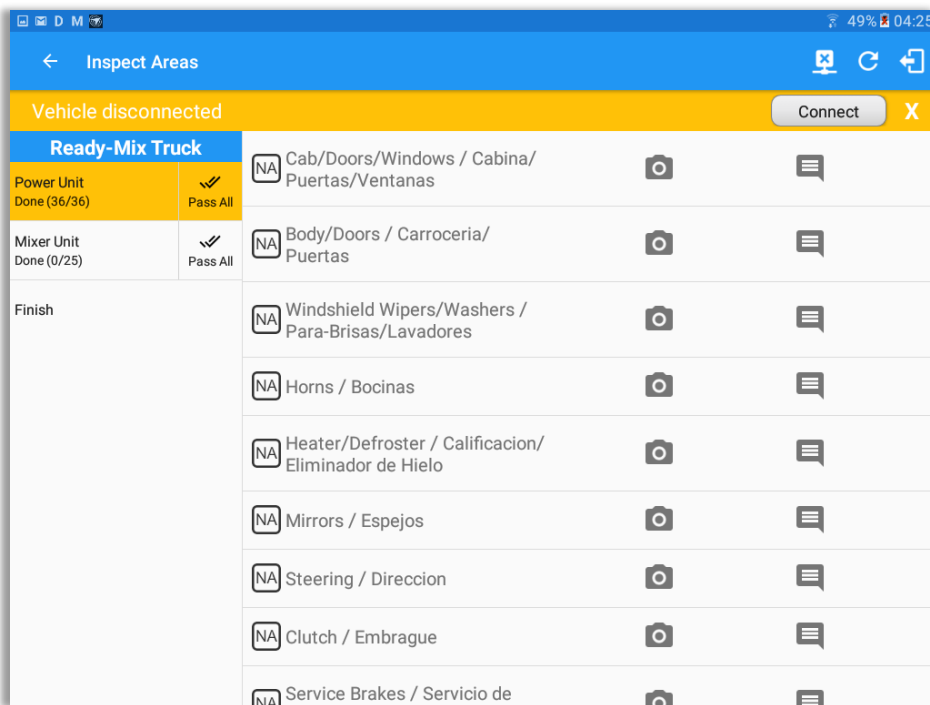
- a) **Driver:** The person who drives the vehicle
- b) **Mechanic:** The person who repairs vehicle defects
- c) **Other:** Any person that inspects the vehicle and is neither a driver or a mechanic

#### 5.4.4 Starting Your DVIR

Tap the **Inspect** button to start the DVIR, you will be directed to the **DVIR screen**.





#### 5.4.5 Completing the First DVIR Area







The first **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 as listed below

Tap the unselected check box once or select the green  Thumbs Up icon to specify that the item has passed

Tap the unselected check box twice or select the red  Thumbs Down icon to specify that the item has failed

Tap the unselected check box three times or select the NA  icon if the item is not applicable for the current DVIR

When failing a DVIR, an option for selecting a severity level will appear with its corresponding color: High – Red , Medium – Yellow , Low – Green 

Tap the **Check All** button to automatically select all the DVIR items

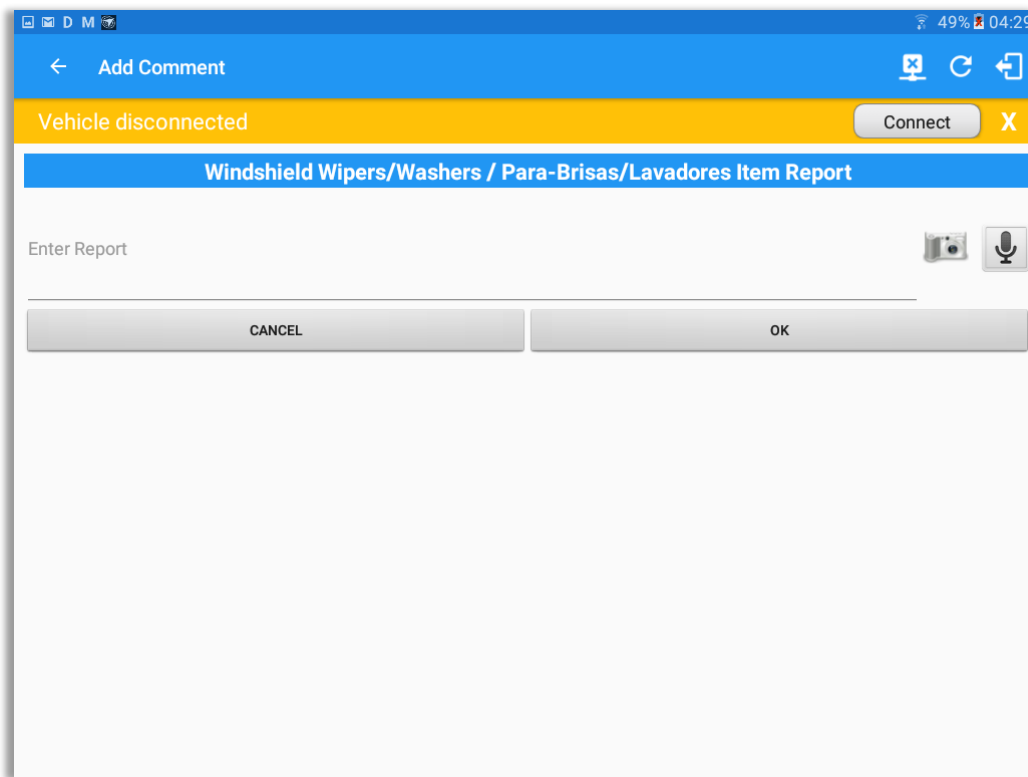
#### 5.4.6 Capturing an Image of a DVIR Item


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

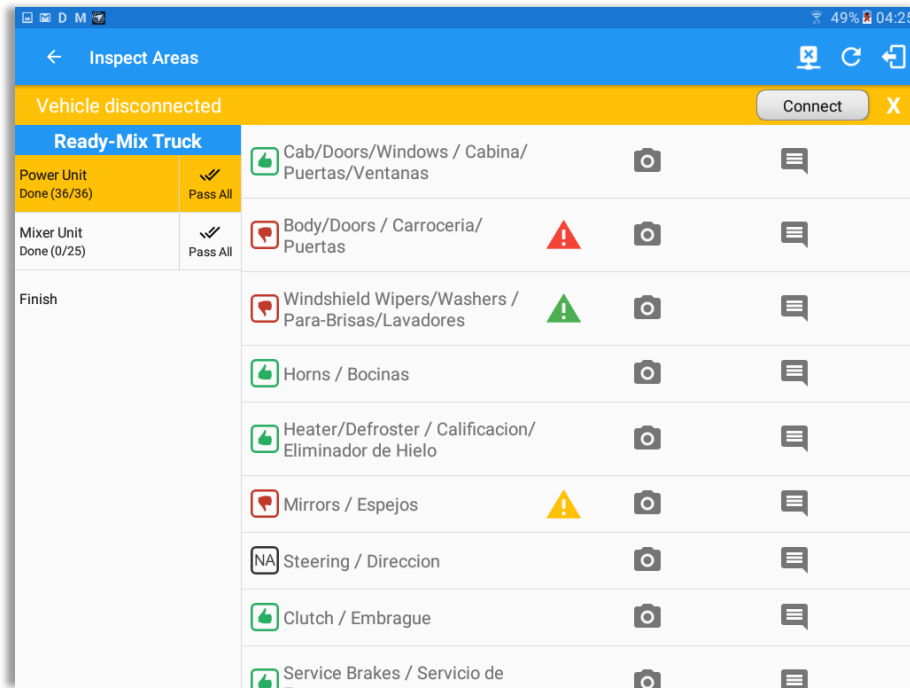
The Camera app will then appear, proceed to take a picture of the DVIR item.

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.

### 5.4.7 Add a Comment or Remark to a DVIR Item



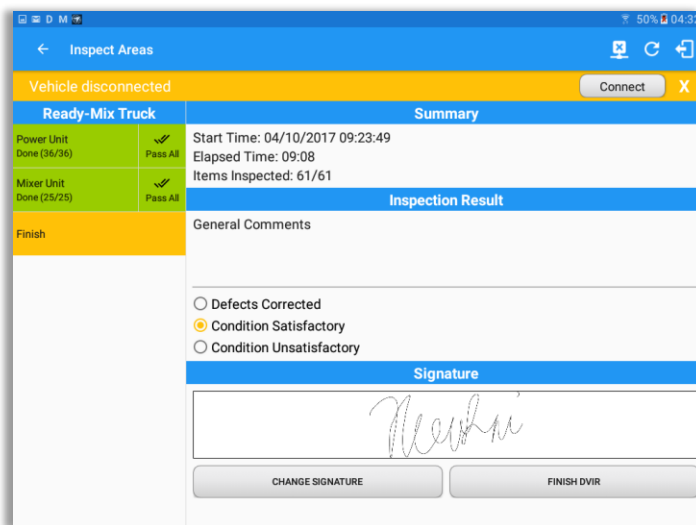
You may add comments or remarks against a DVIR item by tapping the  **Comments** button, enter the relevant comment or remark in the **Enter Report** field, tap the **Camera** button to add more images if required and select the **OK** button to finish adding your images and comments or remarks.



If you add an image and a comment or remark to the DVIR item, the **camera** button will have a numbered icon over it depicting the number of images that have been attached; also, any comments or remarks that have been added will be displayed and will replace the **Comments** button

**Note:** You can also tap the Voice Dictation button (speech to text) to use voice dictation instead of typing your comments or remarks.

#### 5.4.8 Finishing / Certifying Your DVIR



To finish / certify your DVIR, select the **Finish** tab, this will display the information detailed on the next page



**Summary**

| Summary   |
|---|
| Start Time: November 03, 2015 08:53:03 AM<br>Elapsed Time: 4 minutes 52 seconds<br>Items Inspected: 63/63 |

- **Start Time** – the date and time the DVIR was started
- **Elapsed Time** – the duration of the current DVIR
- **Items Inspected** – this is a counter for the number of items already inspected

**Items Remaining**

| Items Remaining                            |
|--|
| Truck - Air Compressor / Compresor de Aire |

This will only be displayed if you have not yet updated all of the DVIR items, this will show the item(s) that are still to be inspected.

**Final Items**

| Final Items                                       |
|---|
| General Comments <input type="text"/>             |
| Defects Corrected <input type="checkbox"/>        |
| Condition Satisfactory <input type="checkbox"/>   |
| Condition Unsatisfactory <input type="checkbox"/> |

**General Comments** – this is where you can enter your general DVIR report comments

One of the following options must be selected before the DVIR can be finished / certified.

- Defects Corrected
- Defects Need Not Be Corrected
- Vehicle Condition Is Satisfactory

## Signature



Drivers can change their signature by tapping the **Change Signature** button

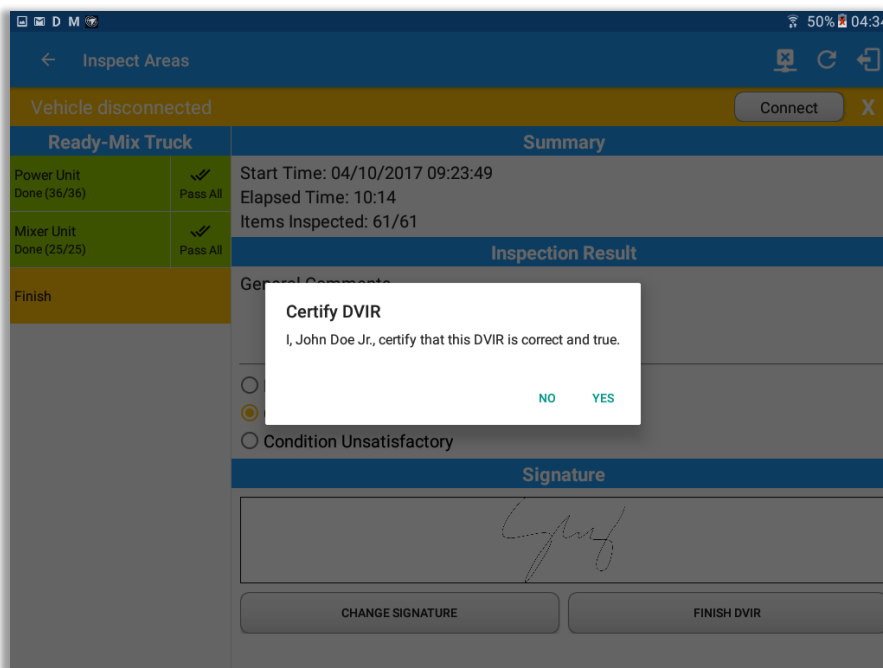
Mechanics and other inspectors can create their signatures by tapping the **Change Signature** button

Selecting the **Change Signature** button will open the **Create Your Signature Here** screen:



Tap the **Done** button to save your signature or tap the **Clear** button to discard the signature

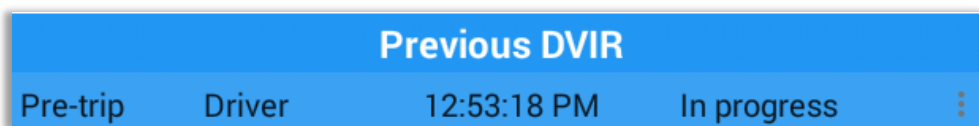
### 5.4.9 Submit or Certify the DVIR



Tap the Finish DVIR button to finish / certify the current vehicle DVIR. Finally, after reviewing all of the DVIR details tap the **OK** button to certify the DVIR. You can also cancel certifying the DVIR by tapping the **Cancel** button

### 5.4.10 Deleting a Vehicle DVIR

Go to the **Previous DVIR** section. This is where you can view a list of the DVIRs conducted within the Vehicle DVIR screen:



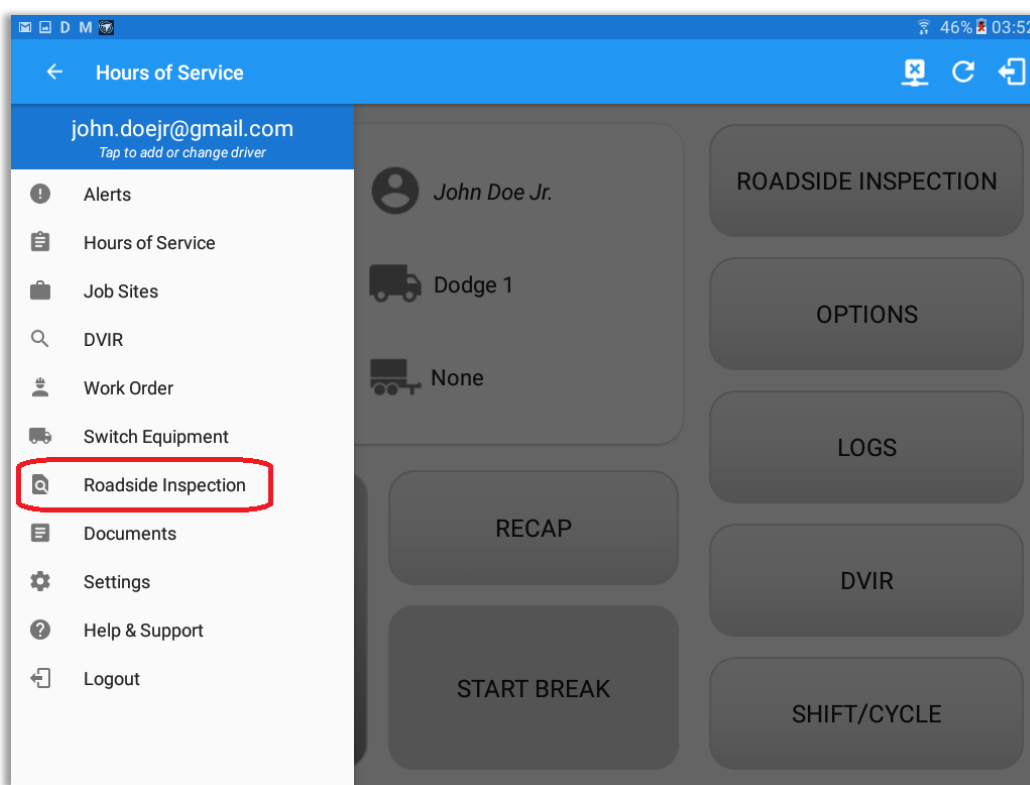
- Tap the Email button to send the completed DVIR to an intended recipient
- Tap the View button to view the DVIR details (once submitted, this cannot be amended)
- Tap the Remove button to remove the DVIR (once submitted, this cannot be removed)


## 6 Roadside Inspection

The Roadside Inspection feature provides the ability to view the driver daily logs for the past one 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.

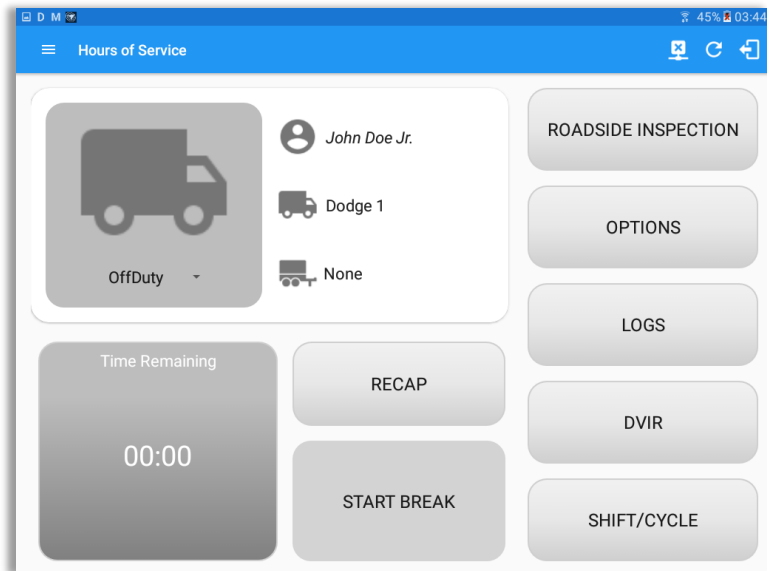
There are a number of ways to access this feature:

### 6.1 Roadside Inspection – Main Navigation Menu



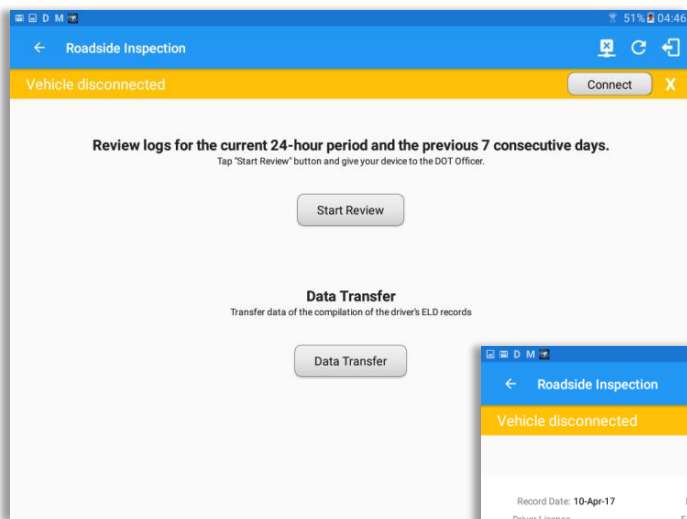
1. Slide the screen from left to right to show the **Main Navigation Menu**  
Or
  2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu
- Tap the **Roadside Inspection** option within the **Main Navigation Menu**

## 6.2 Roadside Inspection – HOS Main Menu

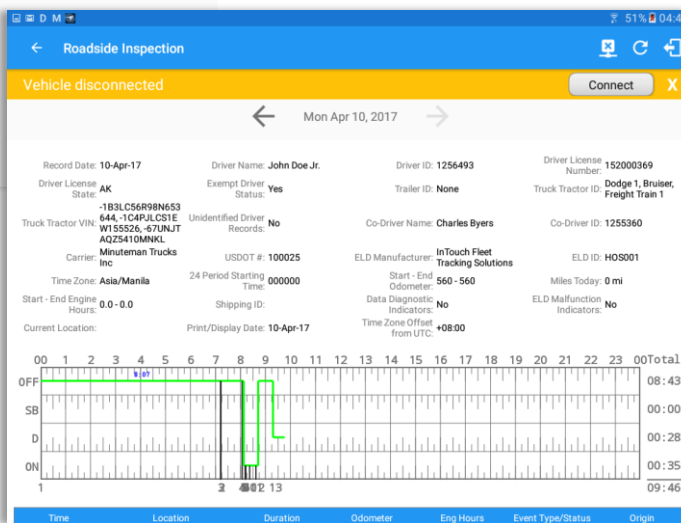


From the *Hours of Service Main Screen*, tap the *Roadside Inspection* button



## 6.3 Inspection Screen – Start Review



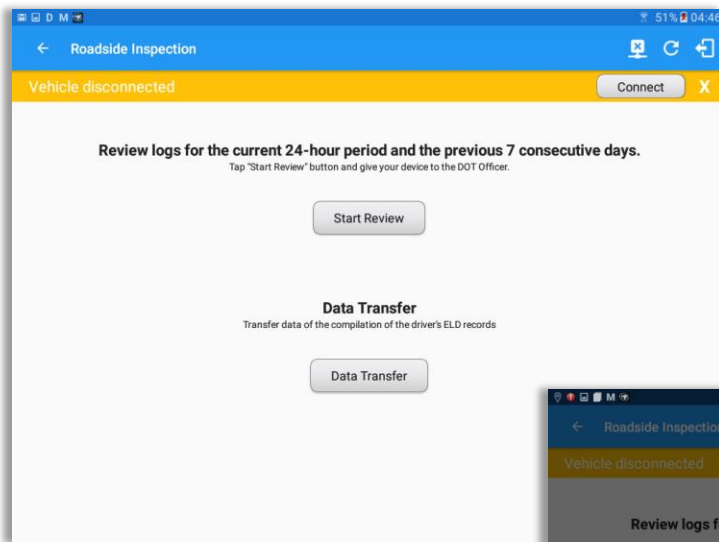
From the *Roadside Inspection Screen*, tap the *Start Review* button to view the *Driver's Daily Log* screen



| Time  | Duration | Miles | Miles per Hour | Event Name | Driver      |
|-------|----------|-------|----------------|------------|-------------|
| 12:30 | 07m      | 0     | 0.0            | OffDuty    | Driver      |
| 12:30 |          | 0     | 50.0           | Certify    | Driver      |
| 12:38 | 06m      | 0     | -50.0          | *Sleeper   | EditRequest |
| 12:44 | 06m      | 0     | 0.0            | OffDuty    | Driver      |
| 12:44 |          | 0     | 0.0            | Remark     | Driver      |
| 12:49 |          | 0     | 0.0            | Remark     | Driver      |
| 12:51 |          | 102   | 19609.0        | Power On   | Auto        |
| 12:51 |          | 102   | 19609.0        | Pos MF     | Auto        |
| 12:51 |          | 102   | 19609.0        | ELD Login  | Driver      |
| 12:51 | 17m      | 0     | 9.0            | Driving    | Auto        |
| 12:51 |          | 0     | 14.0           | Remark     | Driver      |
| 12:58 |          | -47   | 99.9           | Remark     | Driver      |
| 12:58 |          | 55    | 20171.0        | ELD Login  | Driver      |
| 12:58 |          | 590   | 86573.0        | Power On   | Auto        |
| 12:58 |          | 1     | 44.0           | Remark     | Driver      |
| 12:59 |          | 591   | 86630.0        | ELD Logout | Driver      |
| 13:00 |          | 1     | 58.0           | Remark     | Driver      |
| 13:03 |          | 1     | 58.0           | Remark     | Driver      |
| 13:05 |          | 606   | 6158.0         | Power On   | Auto        |
| 13:05 |          | 606   | 6158.0         | ELD Login  | Driver      |
| 13:08 |          | 610   | 6323.0         | ELD Logout | Driver      |

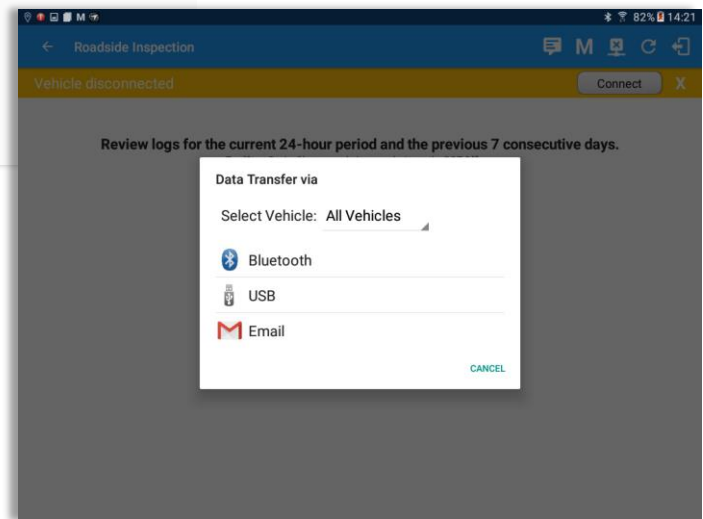
Tap the Previous  button to navigate to the previous log or tap the  Next button to navigate to the next log

### 6.4 Roadside Inspection Screen – Data Transfer



From the *Roadside Inspection* Screen, tap the *Data Transfer* button

Select an option to transfer the compilation of the driver's ELD records.

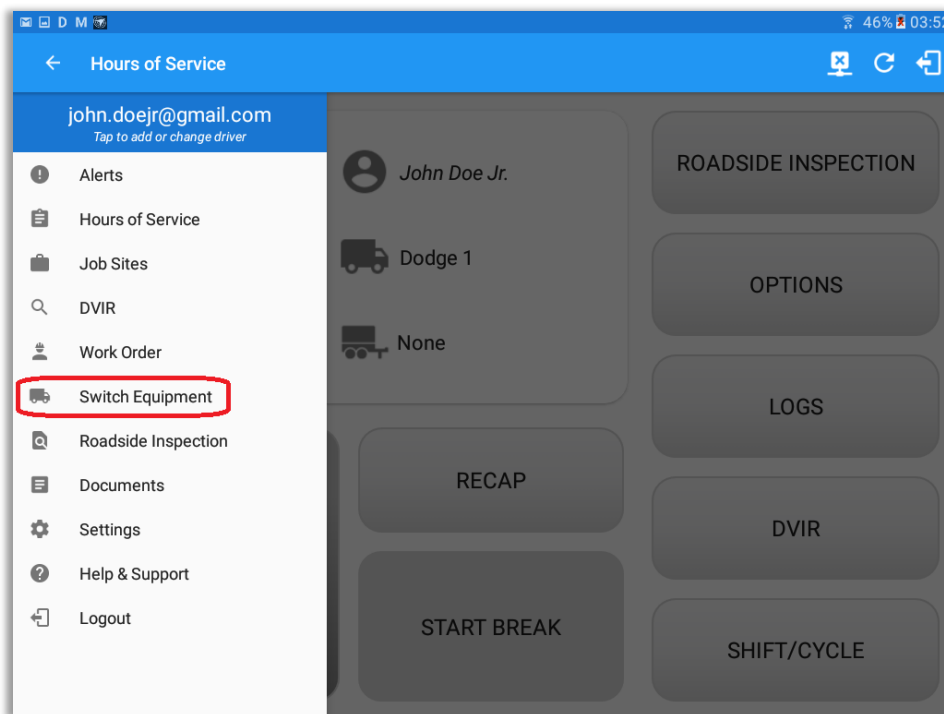



## 7 Switch Equipment

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.

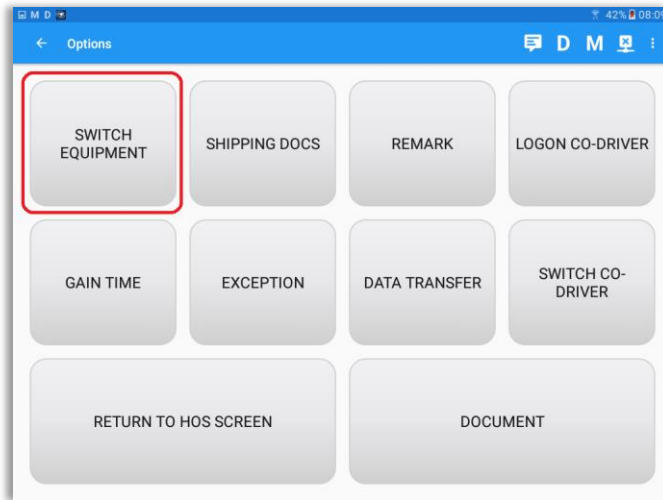
There are a number of ways to access this feature:

### 7.1 Switch Equipment – Main Navigation Menu



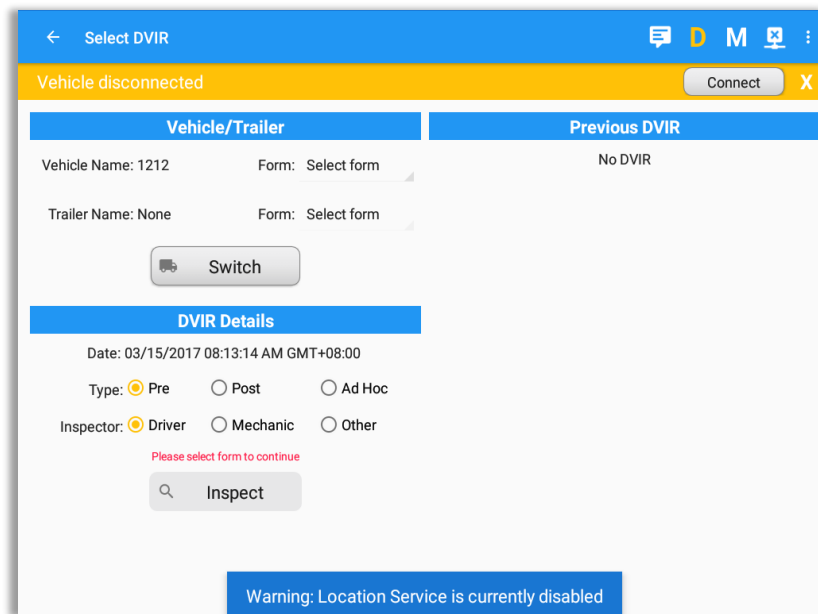
1. Slide the screen from left to right to show the **Main Navigation Menu**  
Or  
2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu
- Tap the **Switch Equipment** option within the **Main Navigation Menu**


## 7.2 Options Menu



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Switch Equipment** button

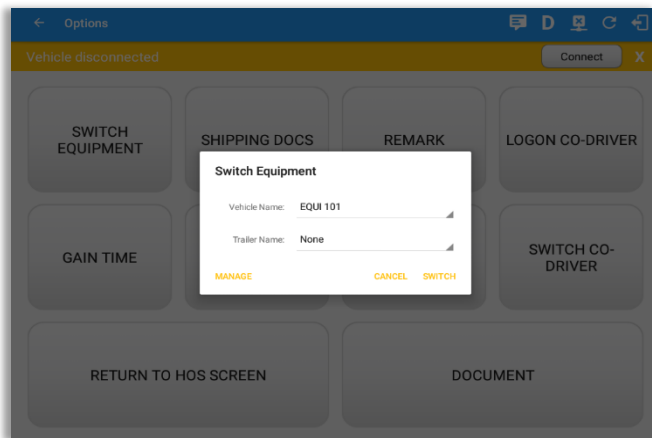
## 7.3 Switch Equipment – DVIR Screen



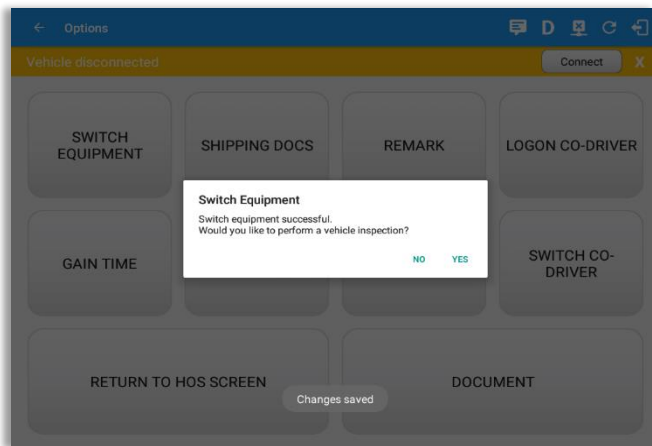
1. Slide the screen from left to right to show the **Main Navigation Menu**  
Or
2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu  
Tap the **DVIR** option within the **Main Navigation Menu**
3. Select the **DVIR** button from the Main Hours of Service Menu and then select the **Switch** button



## 7.4 Switching Equipment

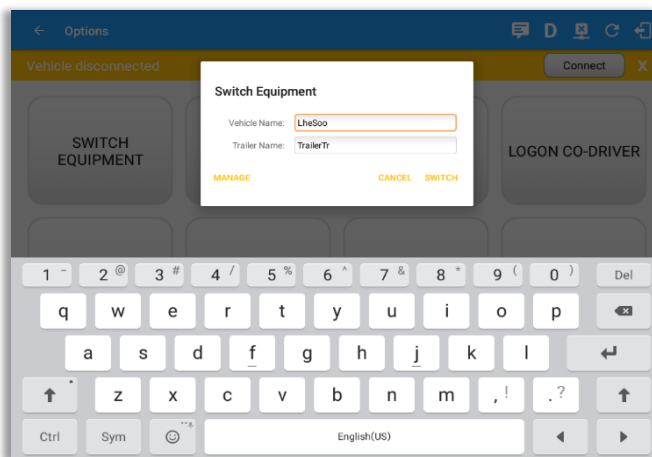


Select the **Vehicle ID** or **Trailer ID** dropdown list and select the required vehicle or trailer, then tap the **Switch** button to switch to the selected vehicle or trailer.



After tapping the Switch button, you will be asked if you would like to perform a vehicle DVIR, tap the **YES** button to navigate to the **Vehicle DVIR** screen or tap the **NO** button to close the dialog box and continue.

Switch equipment can be performed also in the dashboard, by tapping the vehicle/trailer icon.

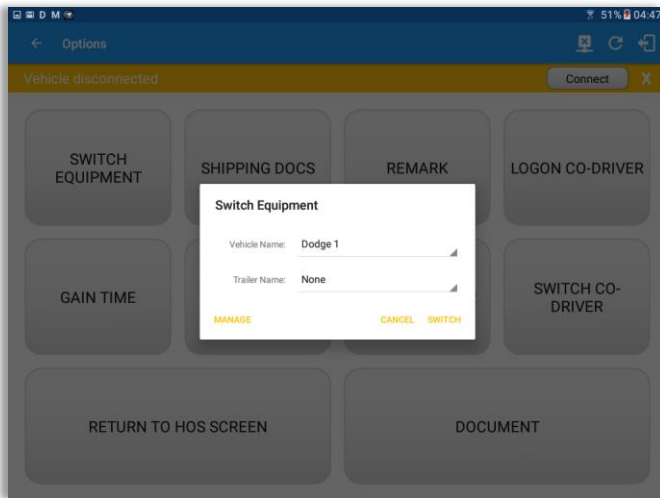


Vehicles and Trailers can also be filtered through **text entry** on the vehicle/trailer text fields. Text entry availability starts if the total number of trailers/vehicles numbers 250 or more.

Switching or selecting a Vehicle with a preconfigured VBUS device enables the app to find and connect on the match device.

**Note:** On the VBUS Settings, VBUS Data and Automatic Configuration should be enabled.

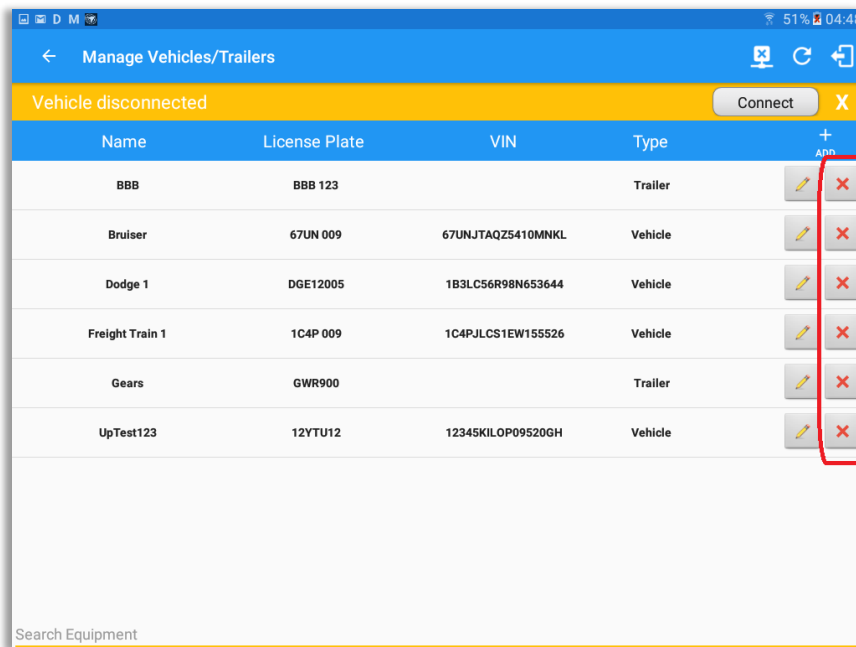
## 7.5 Managing Vehicles / Trailers




You can add, update and delete vehicles or trailers by tapping the **Manage** button; this will display the **Manage Vehicles/Trailers Screen**

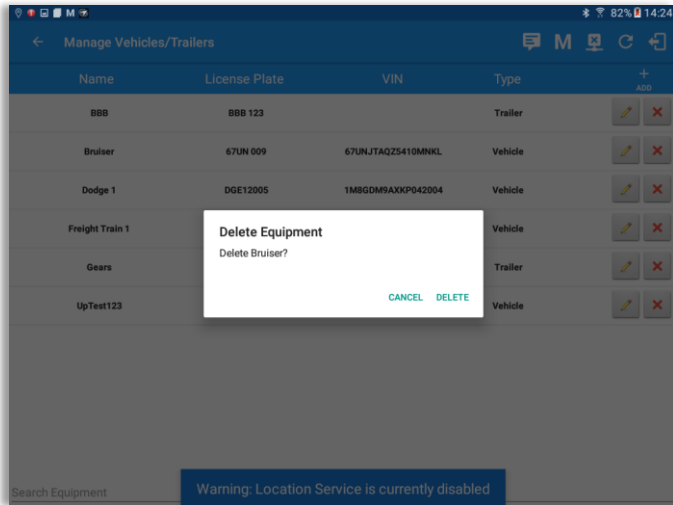
Hence, the 'Manage' button is only available to drivers whose user role is **Fleetmanager** or **Assetadmin**. Otherwise, the button will not be available on the Switch Equipment dialog.

### 7.5.1 Manage Vehicles / Trailers – Delete



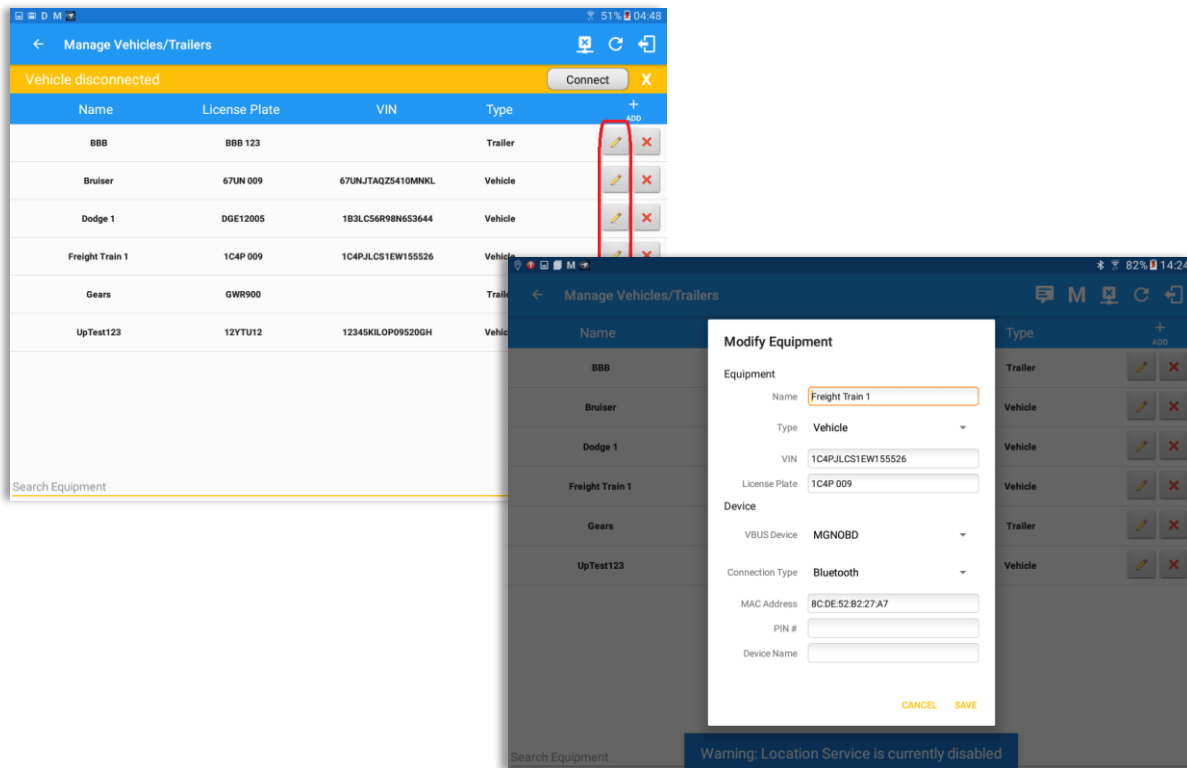
To delete any of the vehicles or trailers listed, tap the  icon


Vehicles/Trailers made in the portal can be edited or deleted can be in the HOS app and vice versa.



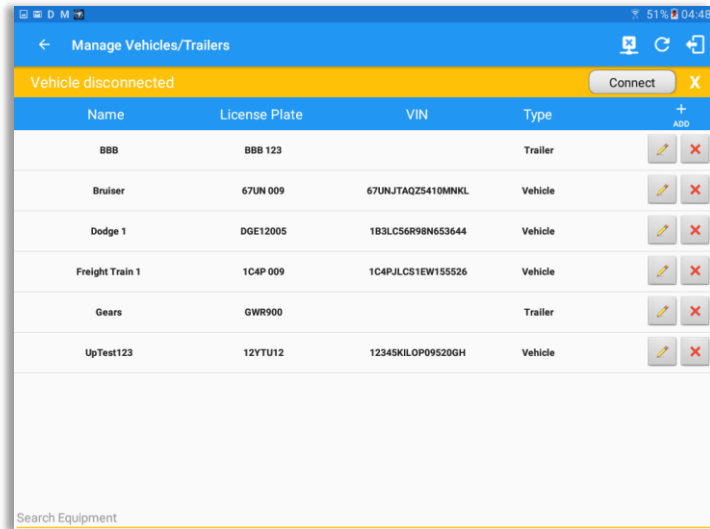
Tap the **DELETE** button within the **Delete Vehicle** dialog to confirm deletion or, tap the **CANCEL** button to return without deleting

### 7.5.2 Manage Vehicles / Trailers - Edit



To edit any of the trucks or trailers listed, tap  the icon, make any required changes to the selected truck or trailer and then tap the **SAVE** button to save the changes or, tap the **CANCEL** button to return without saving.

7.5.3 Manage Vehicles / Trailers – Add

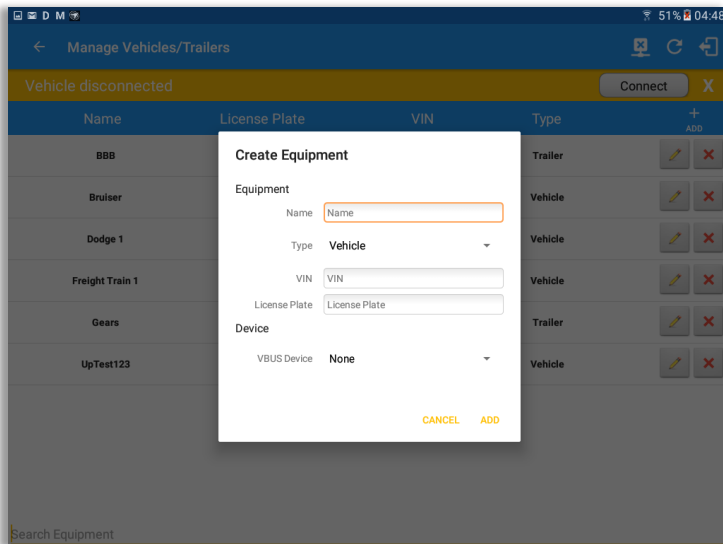


To add a new truck or trailer, tap the **+ ADD** button, this will open the Add Truck dialog, enter the following details:

**Vehicle Name** – Truck or trailer name  
**VIN** – Vehicle Identification Number  
**License Plate** – license number  
**Vehicle Type** – Vehicle or Trailer

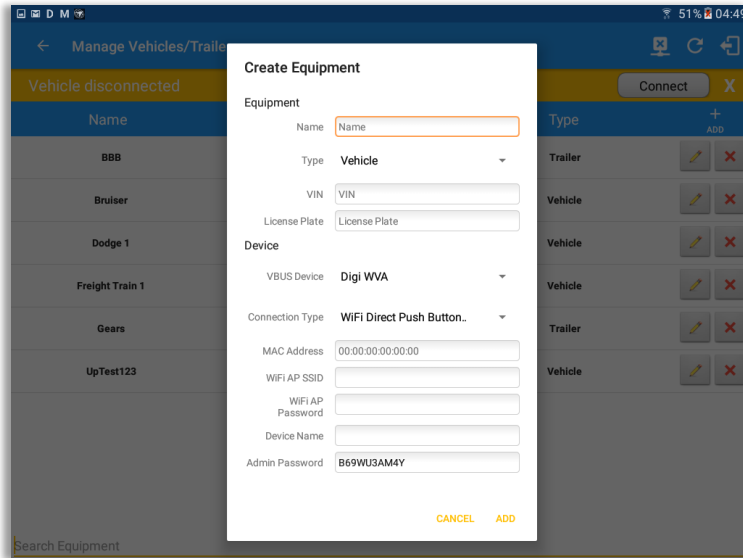
Fill in the **Device Information** section to pre-configure the Vehicle to a specific VBUS device.

**Note:** The connection type defers on the VBUS Device selected



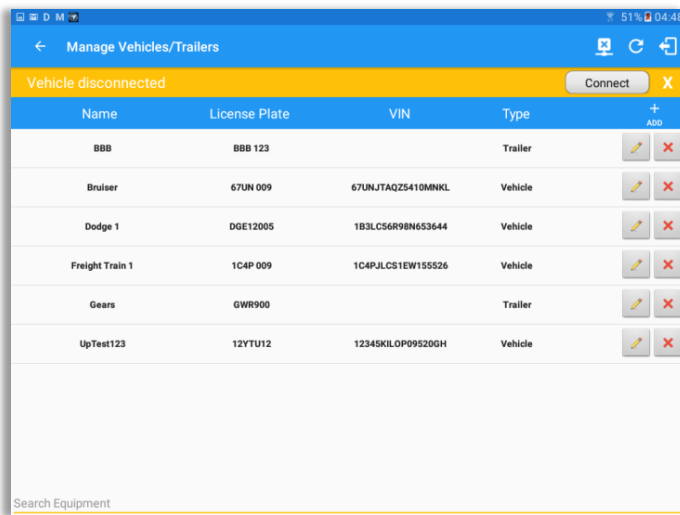
Tap the **ADD** button to save the new truck or trailer or Tap the **CANCEL** button to cancel adding the new truck or trailer.

When creating a new equipment the default selected device option is set to **"None"**. Also, if the option **"None"** is selected, on the create/edit equipment screen, all other fields on the ELD configuration section will be hidden.



**Notes:**

- When creating/modifying an equipment with a selected type of “Trailer”, the VIN field is disabled and enabled if the equipment type selected is “Vehicle”
- If user selects “Digi WVA” in connection type, then admin password field is required.
- In the Portal, an ability to determine on which VBUS devices will be displayed is present. Accordingly on the app, only those devices selected on the portal will be displayed in the “VBUS Device” menu.



Once the new vehicle or trailer has been added, it will be displayed in the **Manage Vehicles/Trailers screen.**

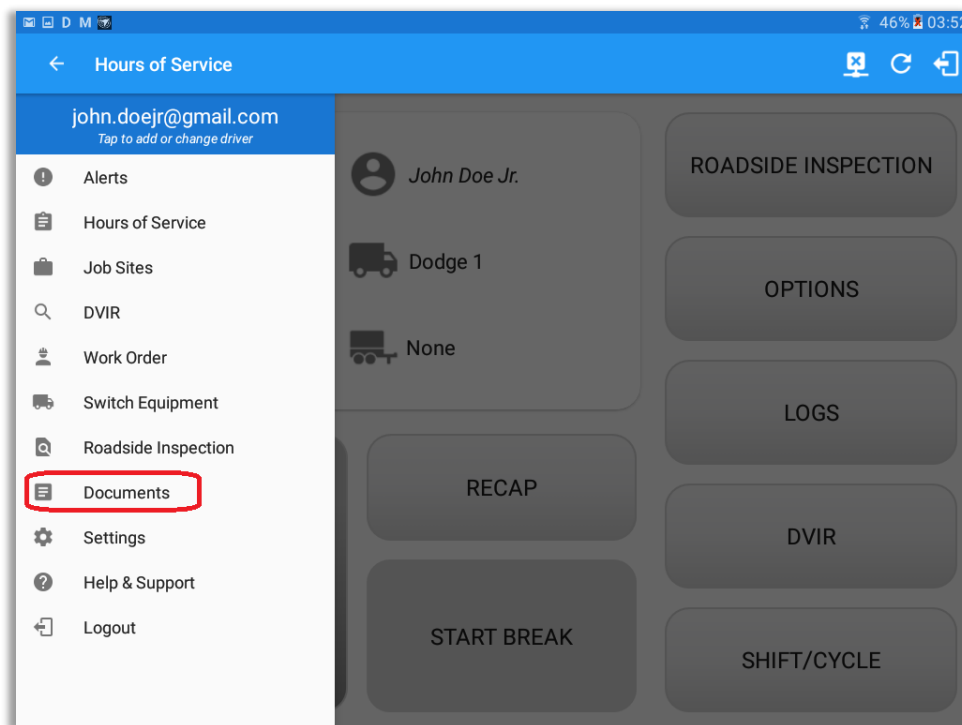
If the VIN is optionally populated and that the source is not the engine ECM, it will auto be converted to capital letters when saved.


## 8 Documents

The Documents feature provides an easy way to capture, view and email documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photos etc.

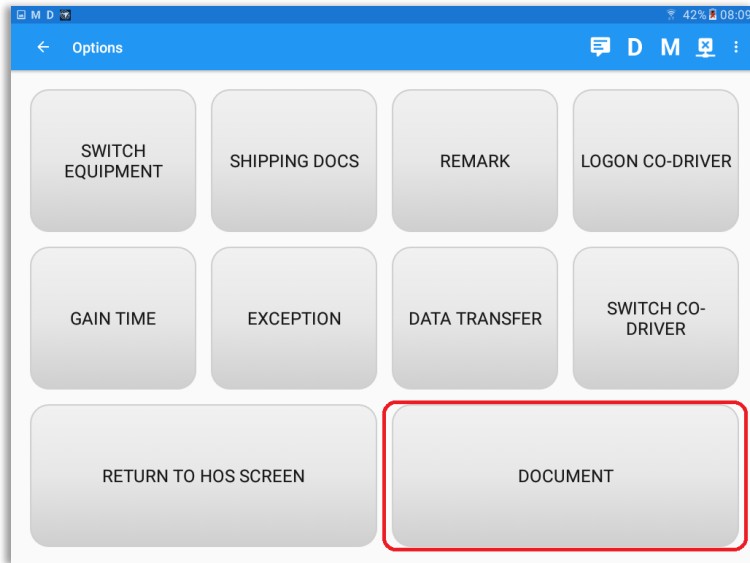
There are a number of ways to access this feature:

### 8.1 Documents – Main Navigation Menu

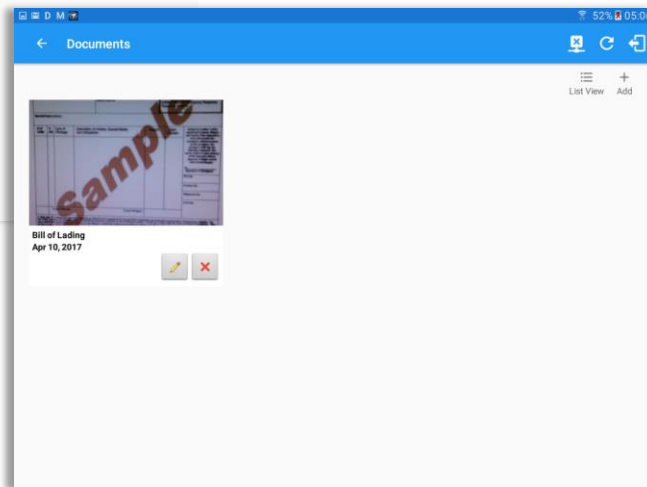
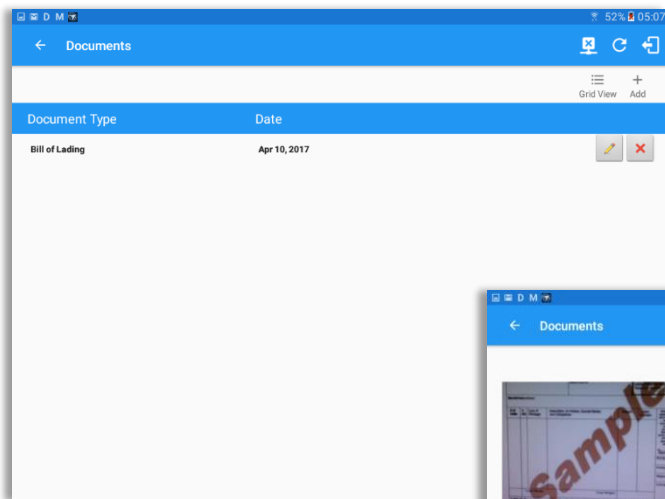


1. Slide the screen from left to right to show the **Main Navigation Menu**  
Or
2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu
3. Select the **Documents** button from the Main Hours of Service Menu

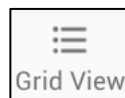
## 8.2 Documents – Options Menu



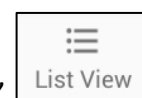
From the **Hours of Service Main Screen**, tap the Options button and then tap the **Document** button



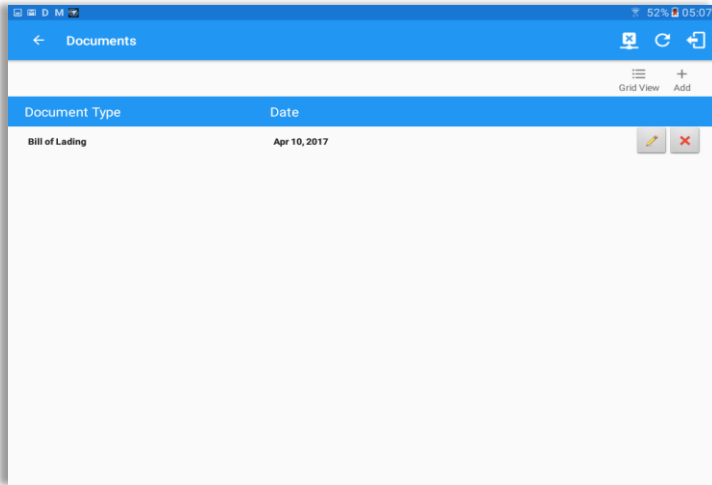
**Note:** The Documents screen has two views; Grid View



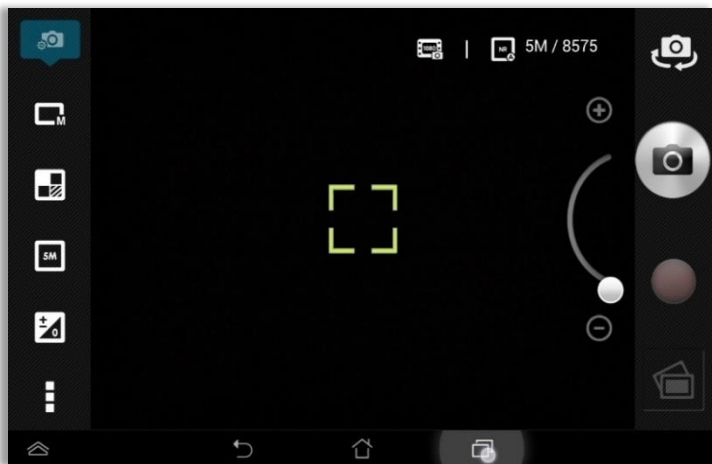
or 'List View'



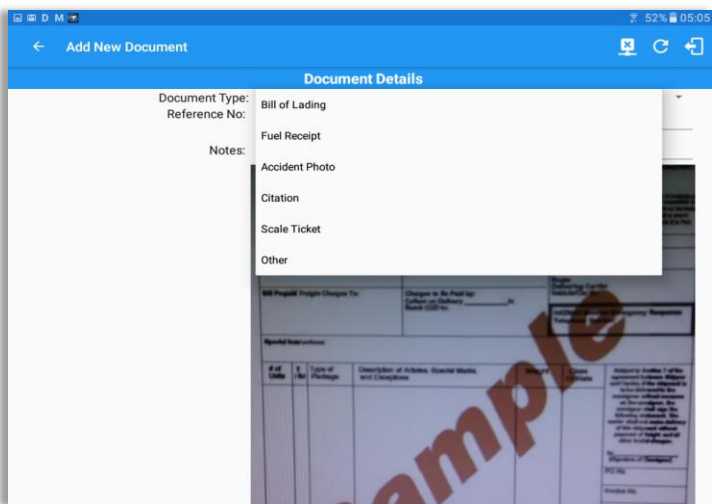
### 8.3 Adding Documents



Tap the **Add** button, the camera app will open and you can then take a picture of the document or damage etc.



After tapping the Capture Image button, tap the Save button to save the image and add it to your document. You can also discard the image if you are not happy with the picture by tapping the Retry button



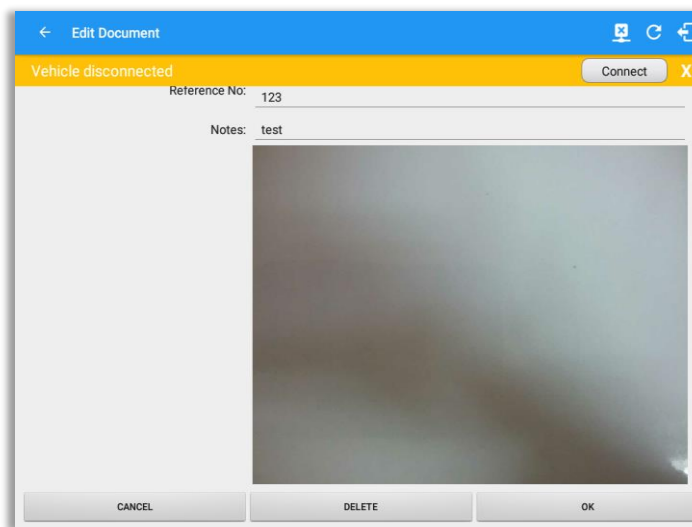
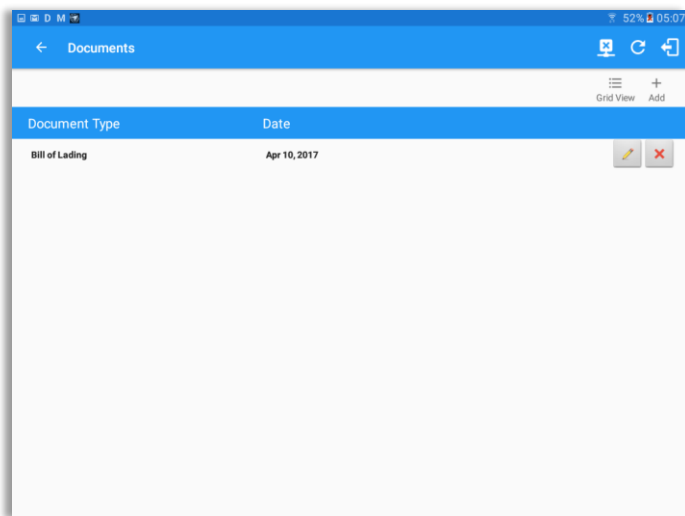
Select the type of document you wish to save by tapping the Document Type drop down list and selecting from the available options.


Enter your **Reference Number**  
Add any **Notes** to support the image

Tap the **OK** button to save and continue or tap the **CANCEL** button to return without saving



## 8.4 Editing / Deleting a Document



Tap the Edit  button adjacent to the relevant document, make any required changes.

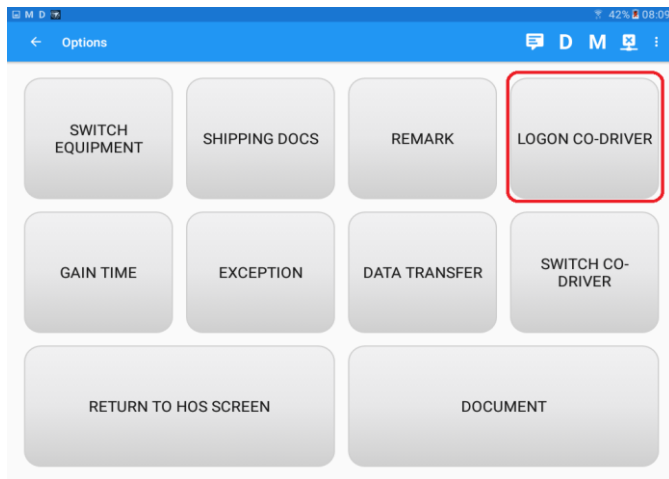
Tap the OK button to save the changes.

Tap the CANCEL button to return without saving the changes

Tap the DELETE button to delete the document completely

## 9 Co-Drivers

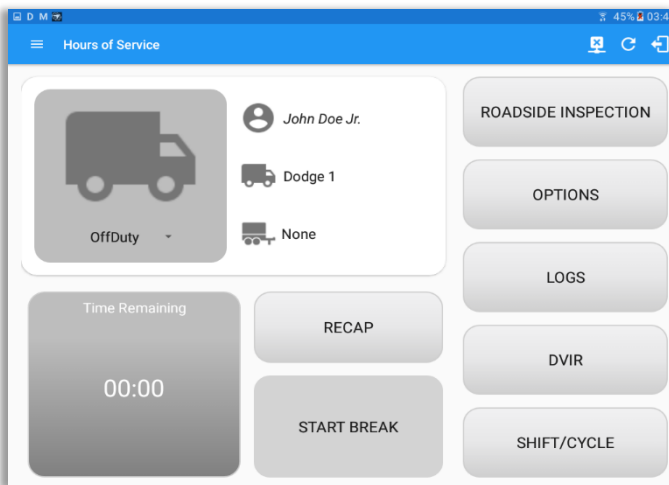
### 9.1 Logon Co-Driver



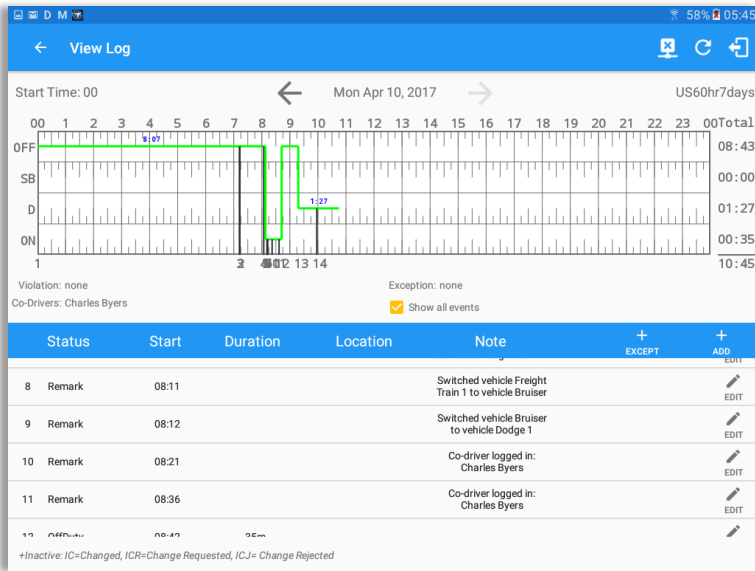
From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Logon Co-Driver** button



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



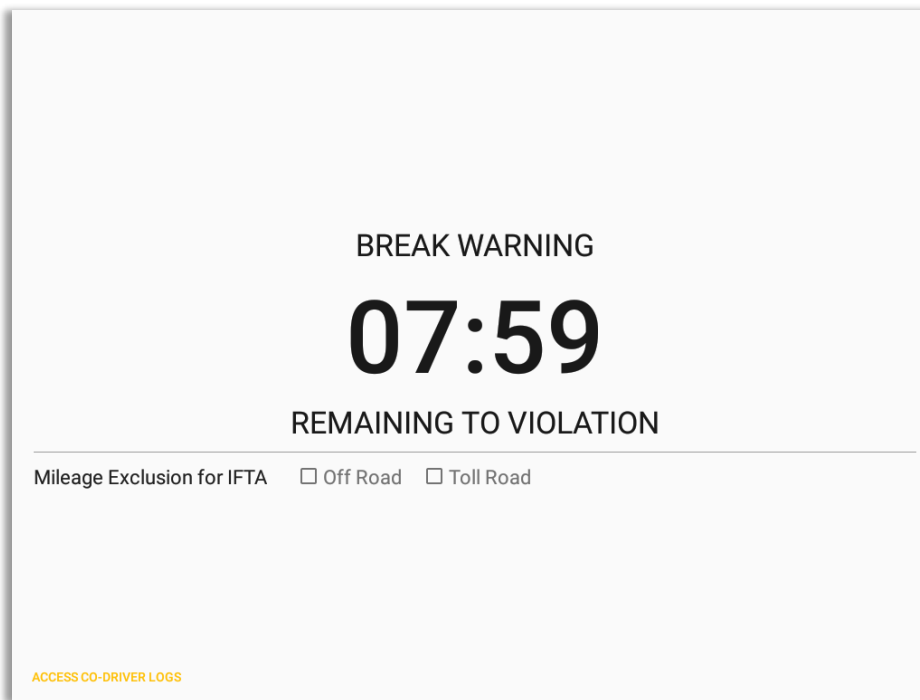
The Co-Driver must enter his/her **Username & Password** and then tap the **Login** button to continue, he/she will then be logged on successfully and the **Hours of Service Main Screen** will display their log details.

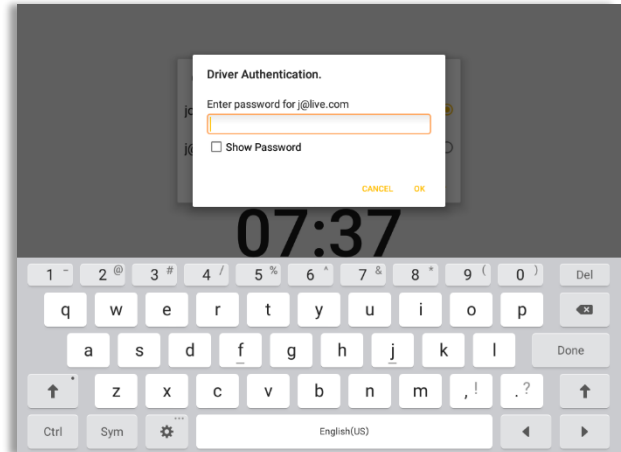
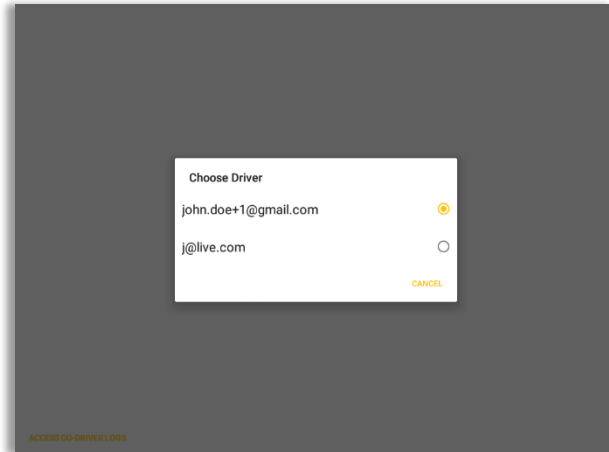


In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid chart.

### Team Driving

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the HOS dashboard and subsequently select the Logs option while the vehicle is still in motion.





See steps in 9.2 Switch Driver to complete process

Once the Co-Driver has successfully logged in, the main dashboard is displayed with the co-driver’s information while setting the app in Review Mode with limited capabilities.

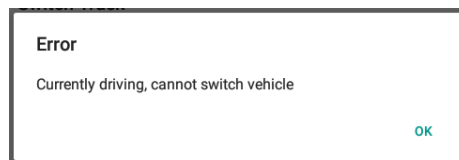
### **Review Mode**

- When in Review Mode the Co-Driver cannot receive or access:
- ✗ Driving Notifications and alerts which relates to the Primary Driver
  - ✗ Lock screen will not display even if the vehicle is in motion
  - ✗ Cannot switch vehicle
  - ✗ Cannot change the current event in to Driving event
  - ✗ Cannot update any preferences related to background services

- When in Review Mode the Co-Driver can receive or access:
- ✓ Data Diagnostics and Malfunctions pop-up dialogs
  - ✓ Pending Edit Request(s)
  - ✓ Allow modifications on previous events
  - ✓ Can edit current event to OnDuty ND, OffDuty & Sleeper except changing it into Driving

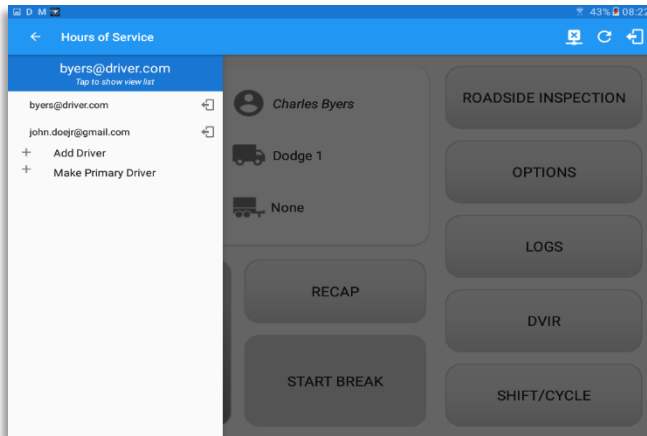
**Notes:** (when the vehicle is still in motion)

- Attempts to change the status to Driving will only display an error stating “Cannot change status while vehicle is in motion.”

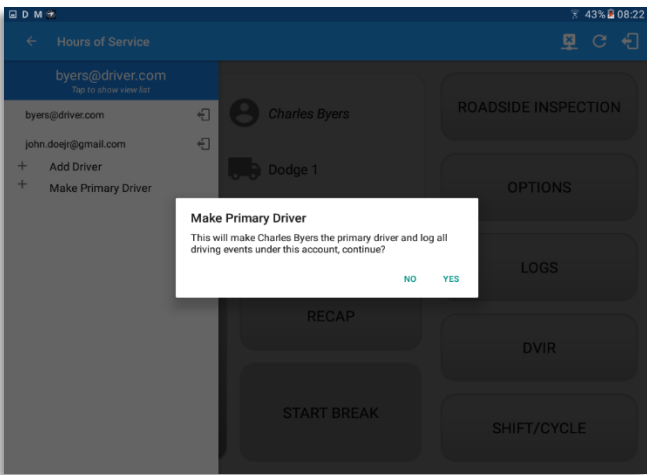


- Attempts to Accept or Reject requested driving event is not allowed in a co-driver’s account, instead an error dialog is displayed stating that “Only “Primary Driver” can switch to “Driving” as current status.”

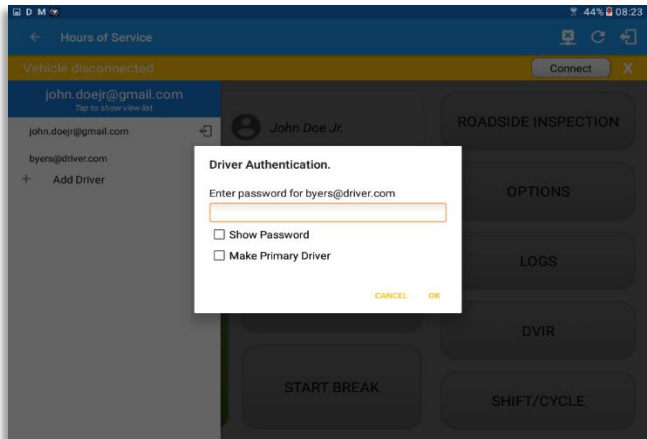
When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Primary Driver is available on the Drivers List.



Once the “Make Primary Driver” button is tap, a confirmation dialog will display



- If **YES** is tap, the vbus services will restart under the new primary driver’s account
  - If **No** is tap, the dialog will close
- Note:** The “Make Primary Driver” button will be disabled when the main driver is in a Driving state, which will then display a label stating “Cannot Change Driver While Driving”

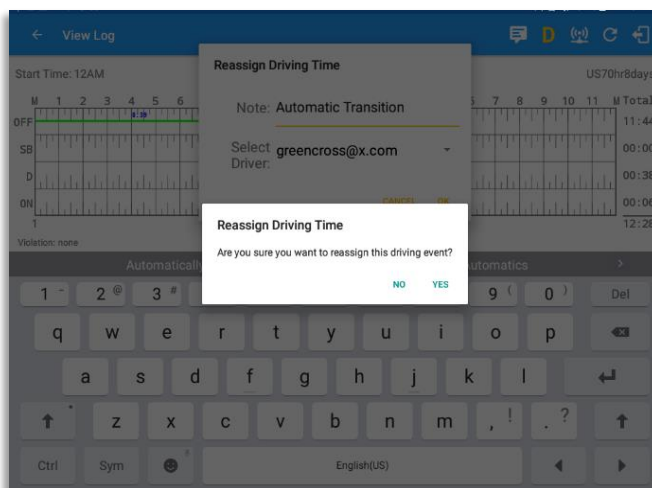
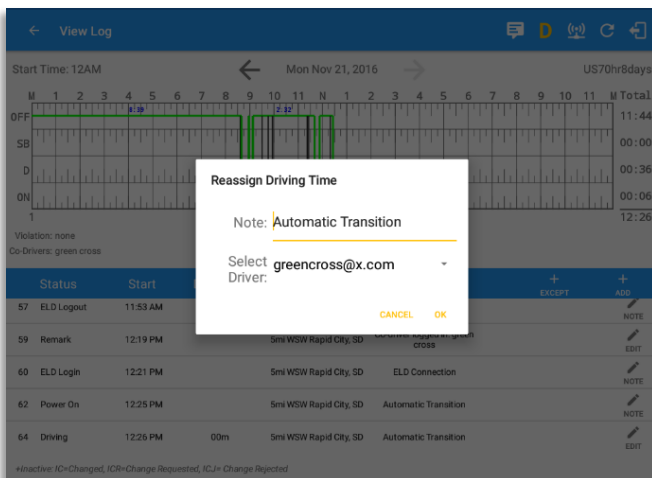


When the Primary Driver switch to the Co-Driver’s account, in the Authentication dialog an option for the “Make Primary Driver” is available.

**Note:** A driver that is set as the Primary Driver is the one currently using the application while the other one is only in the monitoring state.

## Reassign Driving Time

The ELD allows the driver to reassign his driving time to a co-driver.



Tap on the Edit button of the created auto driving event to display the Reassign Driving Time dialog. Select for the co-driver's name of the list.

Once the OK button is tap, it will display a confirmation dialog whether to proceed to reassign the driving time event.

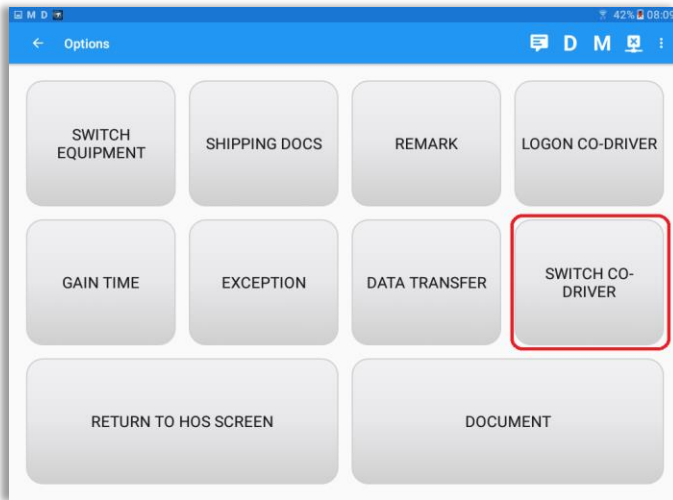
- If **YES** is tap, the driving event will recorded as an Inactive Changed (IC) event on the main driver's log
- If **No** is tap, the dialog will close and will not reassign the driving time.

Switch to the Co-Driver's account to check the Reassign Driving Time which will be displayed on the Pending Edit Request dialog.

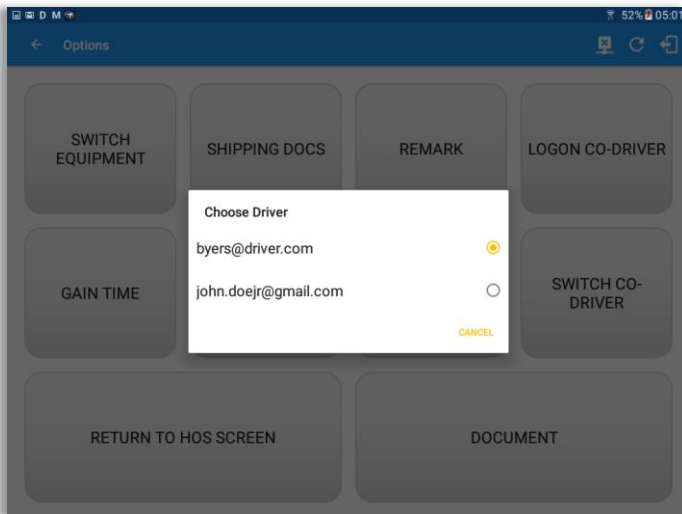
- If **Accepted**, the driving event will be reassigned and recorded on the co-driver's log.
- If **Rejected**, the driving event will not be recorded under the co-driver's log. However, it will be displayed as an Inactive Changed Rejected (ICJ) event (both Main and Co-drivers log).

**Note:** A Co-Driver is not allowed to accept or reject a requested Driving event. Only "Primary Driver" can switch to "Driving" as current status.

## 9.2 Switch Driver

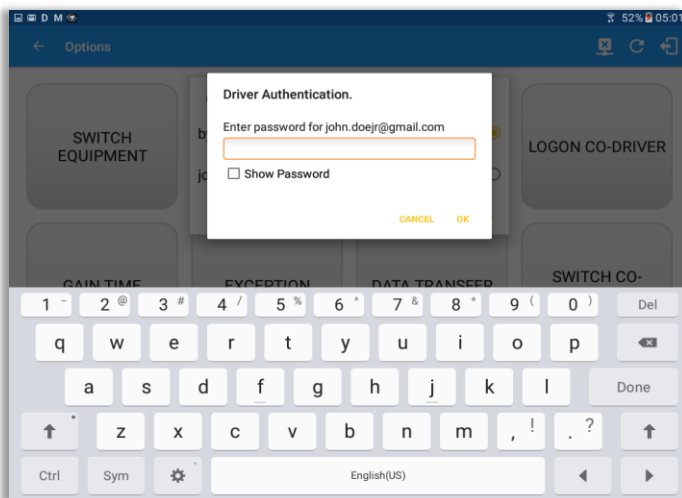


From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Switch Co-Driver** button



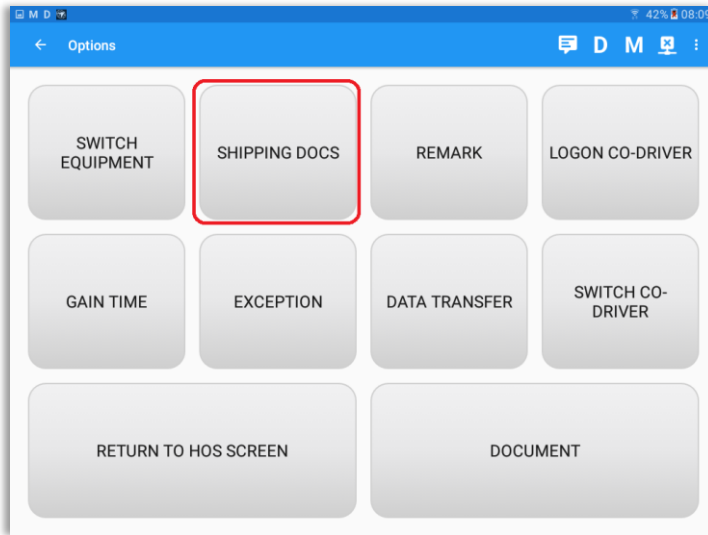
From within the **Choose Driver** dialog, tap the driver's name who you wish to switch to

Tap the **CANCEL** button to return to the **Options** screen

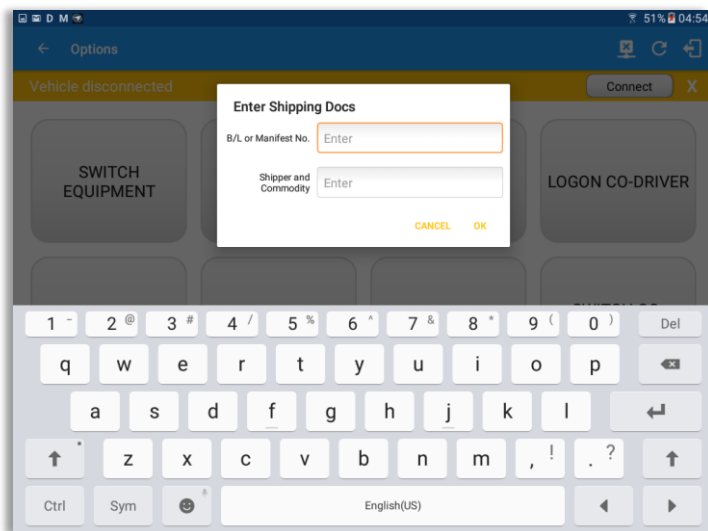


The HOS app then asks the co-driver to input the password to authenticate the account.

## 10 Shipping Documents



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Shipping Docs** button



Enter the **Bill of Lading** or **Manifest Number**

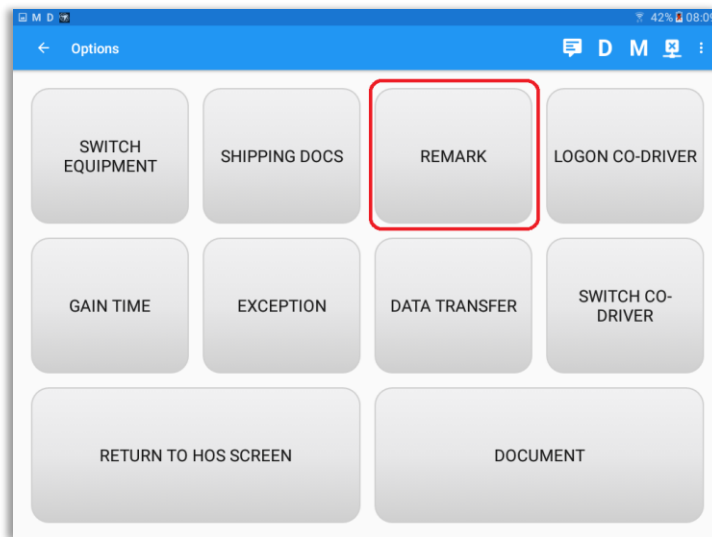
Enter the **Shipper** or **Commodity**

Tap the **OK** button to save the details

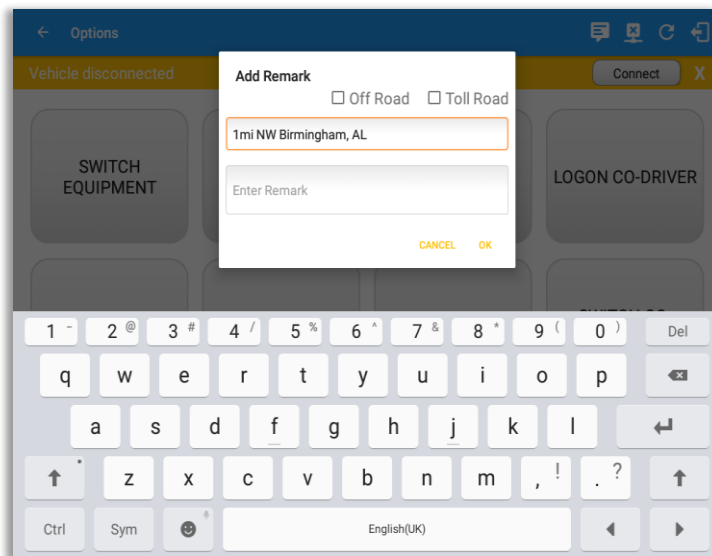
Tap the **CANCEL** button to return without saving



## 11 Add Remark



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Remarks** button



Enter the **Location** (optional)

Enter the **Remark**

Tap the **OK** button to save the remark

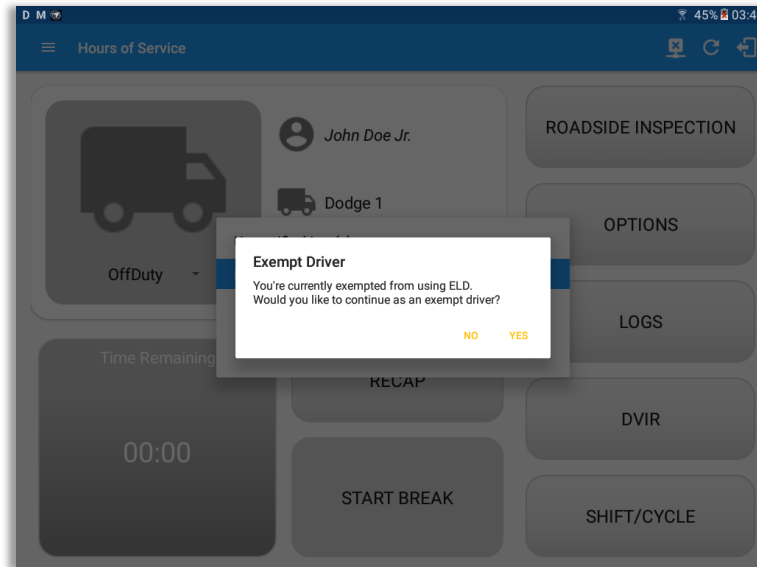
Tap the **CANCEL** button to return without saving

### Off Road / Toll Road Feature:

- When **Off Road** is enabled it will create a "Remark" with a note "Off Road". When uncheck it will create a "Remark" with a note "On Road"
- When **Toll Road** is enabled it will create a "Remark" with a note "Start Toll Road". When uncheck it will create a "Remark" with a note "End Toll Road"

## 12 Exempt Driver

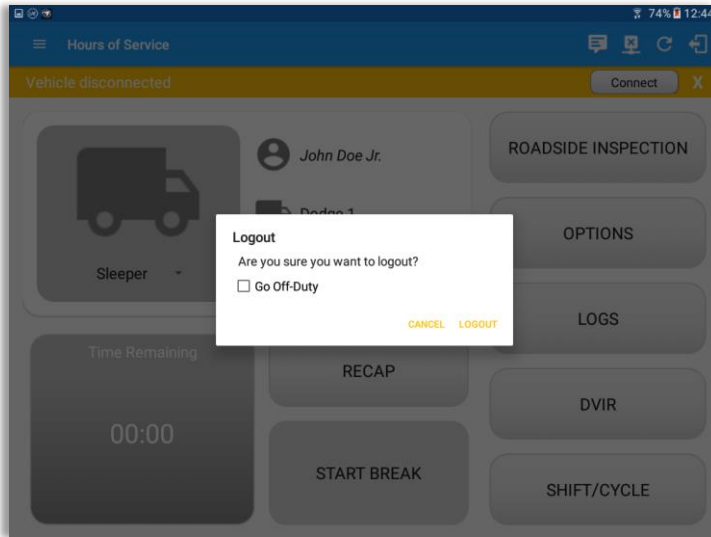
If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (395.1 (e)), upon *logging in* or *logging out* a dialog will display confirming whether the driver chooses to continue as an exempt driver.



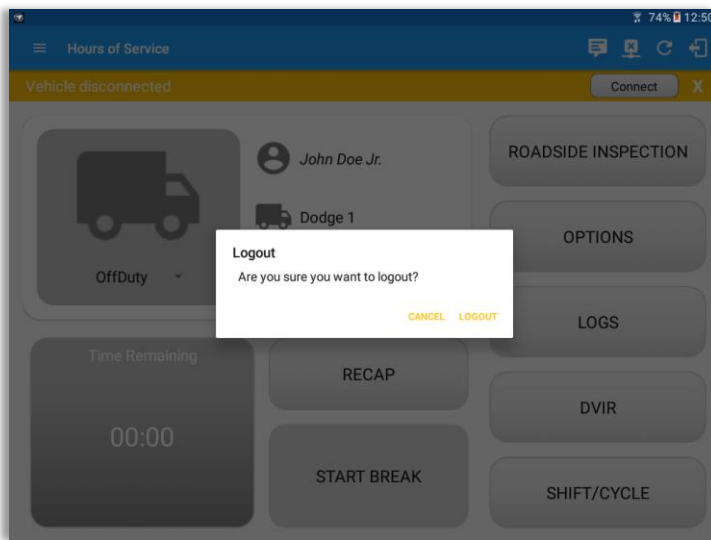
By selecting the OK button, the **“No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles”** exception will be enabled. You can enable Exempt Driver through these steps:

*Login to Portal → Go to the Drivers Management page → Select on New Driver button or select the Edit driver button → Enable the Exempt Driver option*

## 13 Logout



Logout message when status is still **'On Duty' or 'Driving'**

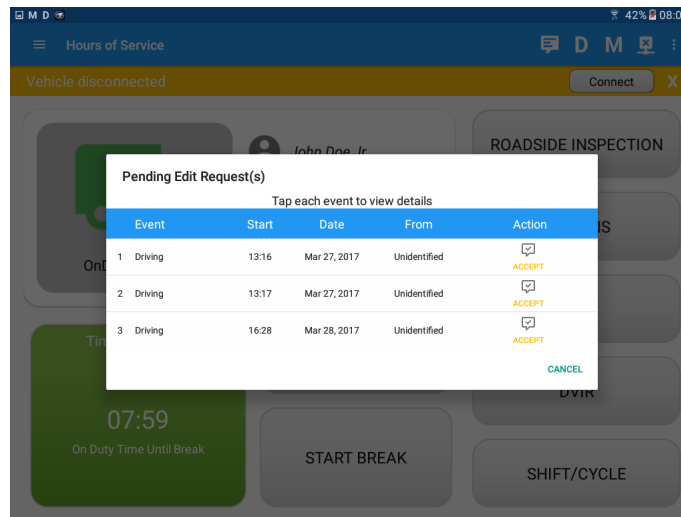


Logout message when status is **'Off Duty'**

**Note:** Once the **“Logout”** option is tapped, the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely (with no InTouch service or VBUS service running in the background)

## 14 Unidentified Driving Events

**Unidentified Driving Events** are events that are automatically recorded when a vehicle has been moving for more than 3 minutes while there is no driver logged in. These events are recorded under “**Unidentified Driver**” account. Unidentified Driving events can be accepted by actual drivers upon logging in to the app (within the Pending Request(s) window).



When the next Authenticated Driver logs in or logs out, this popup will then appear. In order for the Unidentified Driving Events to be reassigned, the logged in driver will be the one to accept the **Pending Edit Requests** of the Unidentified Driver.

**Accept Event**

Do you really want to accept this event?

|                              |
|------------------------------|
| Event: Driving               |
| Start: Nov 21, 2016 08:56 AM |
| End: Nov 21, 2016 08:57 AM   |
| From:                        |
| To:                          |
| Vehicle Miles: 1             |
| VIN: Simulated               |
| Equipment ID: LheSoo         |
| Origin: Unidentified         |
| Note: Automatic Transition   |
| Reason:                      |

Enter annotation for this event

CANCEL OK

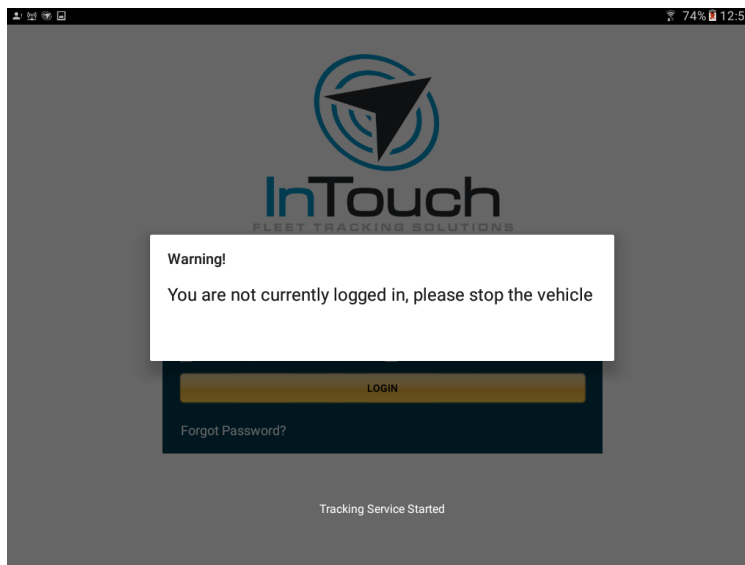
**Note:**

- Odometer field is displayed for edit request(s) made by the Personnel but it is displayed as Vehicle Miles field for edit request(s) made by the Unidentified Driver.
- 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.

## 15 Warning Features

### **Audible and Visible Warning**

If the driver logged out from the app and the driver 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.

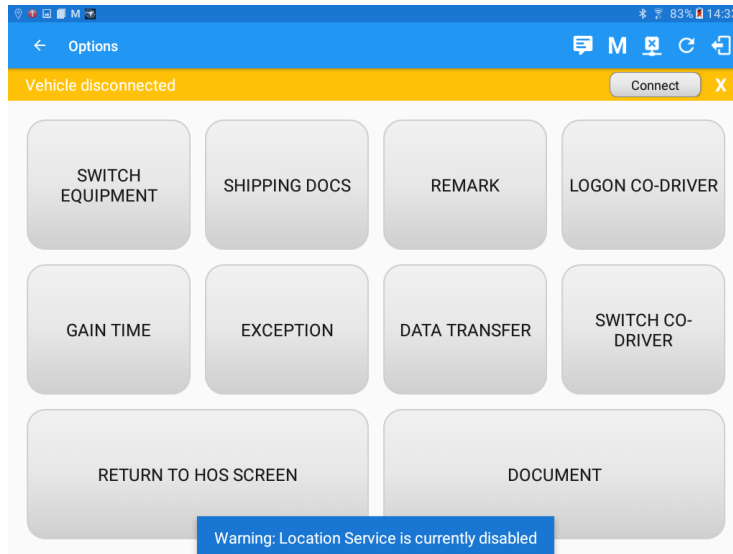


An audible alert is also available that can be heard every couple of seconds.

The **visible warning** stays on screen which prevents the driver from using any features of the tablet except from accessing it through the driver icon on the **notification bar**.

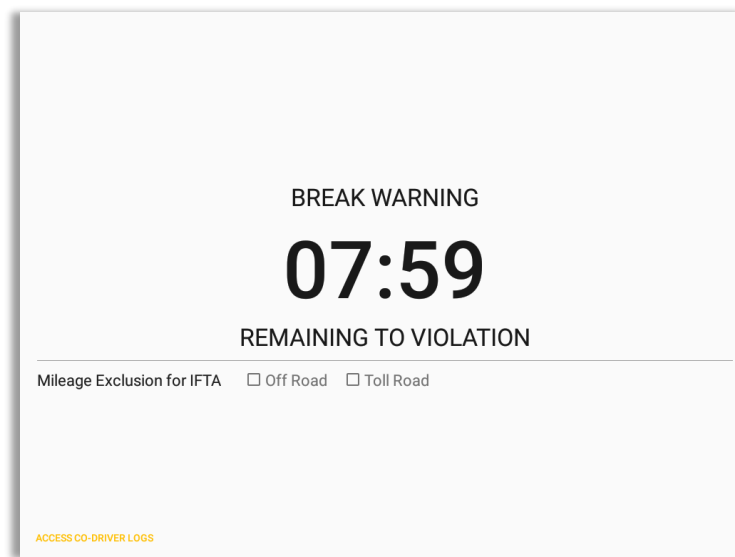
### **Location Services**

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 except for the screens navigated through the Settings menu. However, when the Location Services of the device is enabled then the snackbar will no longer display.



**Lock Screen**

All warnings acquired by the authenticated driver while driving, will be displayed on the lock screen and remains on screen along with a countdown (to 00:00) being displayed however the text will dim down after 15 seconds to not distract the driver. The normal text color (black or white, depending on day/night mode) will be displayed upon tapping of the screen.



**Note:** If the driver stop driving while one of the checkbox is enabled the driver can still uncheck the “Off Road” or the “Toll Road” through the Options screen > Remarks.

## 16 List of Login Errors

These are the different error messages that appear upon an incorrect login. Follow the steps that follow to determine the cause of the error and to mitigate the problem.

| Login Errors  | Mitigation Steps  |
|---|---|
| Authentication Failed. Check your network connection.   | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network.  |
| Invalid user id or password.  | Ensure that the email address and password are correct and valid. The password should match the valid email address.  |
| A timeout error has occurred.   | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access. If issue persists, try again later or contact InTouch support at <a href="tel:8008816343">(800) 881-6343</a> or send an email to <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> . |
| An unknown error has occurred.  | Contact InTouch support at <a href="tel:8008816343">(800) 881-6343</a> or send an email to <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> .   |
| Username is required.   | Ensure that the username field is not empty.  |
| Password is required.   | Ensure that the password field is not empty.  |
| Login timed out.  | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access.   |
| An error has occurred while creating the account. If the error continues please contact InTouch for assistance. | Try logging in after a few minutes and if error persists, contact InTouch support to <a href="tel:8008816343">(800) 881-6343</a> or send an email at <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> .   |
| An error has occurred while retrieving account details.   | Contact InTouch support at <a href="tel:8008816343">(800) 881-6343</a> or send an email to <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> .   |
| An error has occurred while setting up the account. Please contact InTouch for assistance.                      | Contact InTouch support at <a href="tel:8008816343">(800) 881-6343</a> or send an email to <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> .   |
| Check account configuration   | Ensure that the driver and the asset are in the same Visibility Sets and has a role Driver role.  |
| Error creating unidentified driver account  | Try logging in after a few minutes and if error persists, contact InTouch support to <a href="tel:8008816343">(800) 881-6343</a> or send an email at <a href="mailto:eld@intouchgps.com">eld@intouchgps.com</a> .   |
| A non-driver accounts cannot be login as co-driver.   | Ensure that the user account has a role Driver role. Personnel accounts are not allowed to log in as co-drivers.  |
| Your InTouch version is <current build version>. This version is no longer supported. Please upgrade to <latest | Upgrade the Application to the latest version.  |

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|---|--|
| <b>build version</b> > or greater for stable operation. |  |
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