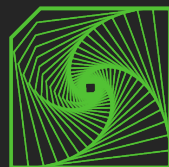


ELD Instalation and Connection



TERRA
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Installation & Connection

| | |
|---|------------|
| <u>Install the Terra ELD device in your vehicle</u> | <u>1</u> |
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| <u>Complete Pre-Trip DVIR</u> | <u>4-5</u> |
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Malfunction Responsibilities

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ELD Malfunctions

| | |
|--------------------|--------------|
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|--------------------|--------------|

Install the Terra ELD device in your vehicle

1 With engine off, locate the diagnostic port inside the vehicle. It is located in one of the four places:

2 Attach the device to the diagnostic port of the vehicle.

3 Once the device is installed, ensure the device is working properly as evidenced by a green LED light blinking. The green light starts blinking after a GPS & Cellular connection is initiated.

4 Securely mount your device in a location where there are no electrical components nearby. This will help prevent potential issues like device interference and GPS signal disruption. We recommend placing the ELD device in a visible area with a clear and unobstructed view of the sky, as shown in the image below.



IMPORTANT: Please follow the above-mentioned instructions. Otherwise, you risk ELD device interference and GPS disruption, creating problems with the signal. Do not put an ELD device under the dashboard under any circumstances



Install the Terra ELD App

1 For Android phones and tablets download the Terra ELD App from Google Play Store. For iPhones and iPads download the Terra ELD App from the App Store.

2 Open the Terra ELD App.

Log in to the Terra ELD App and select a vehicle

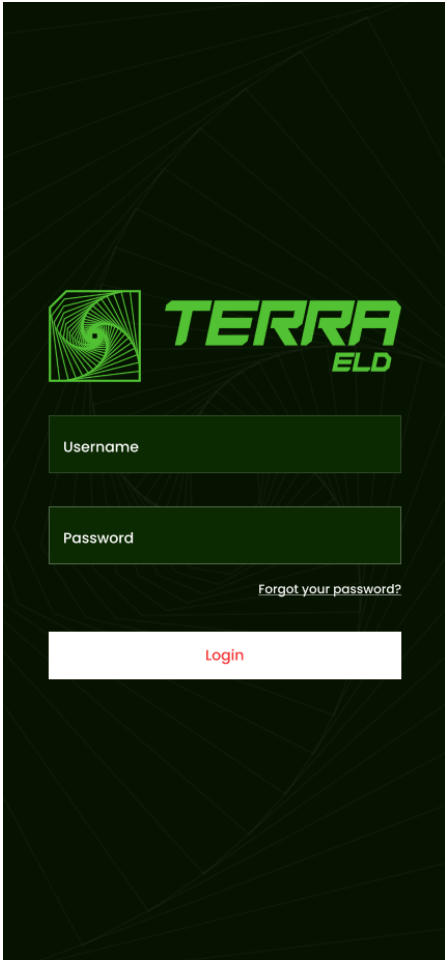
1 Enter your login details and tap **LOG IN**. You will be prompted to the Terms and Conditions.

2 Read the Terms and Conditions and tap **AGREE**.

3 Select your vehicle from the list, or search for one.

4 Tap **ACCEPT**, and you will be prompted to the Settings page where you can review and edit settings details.

5 Tap **SAVE**.



Dashboard View
 After successfully logging in & selecting the vehicle, the Dashboard page will be open. Use the **Tap to Connect** bar to connect to your vehicle.

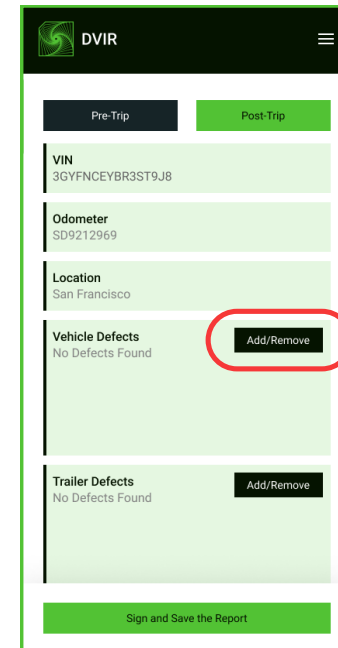
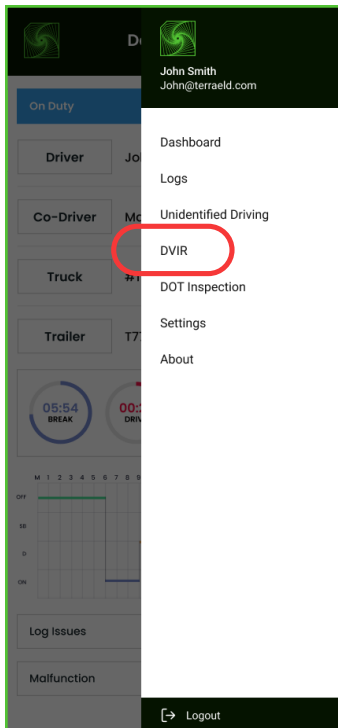
Complete Pre-Trip DVIR

Start a new pre-trip inspection report by tapping the DVIR option.

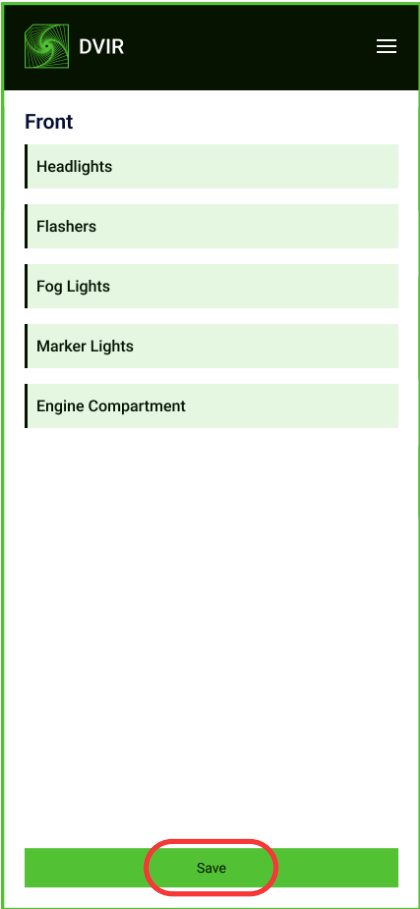
You can also start Inspection from the left side menu by tapping the DVIR option

1 From DVIR view, enter the odometer value and tap **Start Inspection** if you are in **Off Duty** or **Sleeper Berth** status you will be placed to **On Duty** status. Pre-trip is selected by default.

2 Tap **Add/Remove** under **Vehicle Defects** and review each item from the list against your vehicle

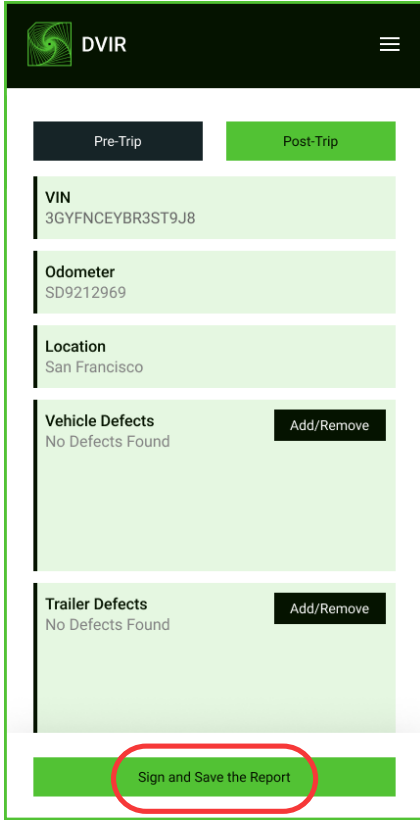


3 If you identify a defect, select the appropriate defect in the list and enter a comment and photo. **Tap Save.**



4 If Trailer is applicable, repeat step 2 and 3 under Trailer Defects.


5 Tap **Sign and Save the Report.**



Populate Log Form Data

Select **Trailer/Docs** button from your Dashboard to add the Trailer/Shipping Docs number.

Trailers & Shipping Docs are also available through the Logs folder.

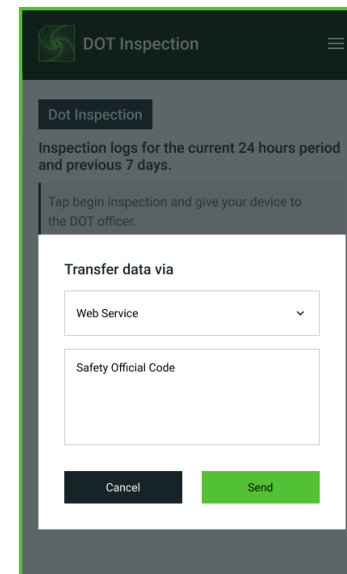
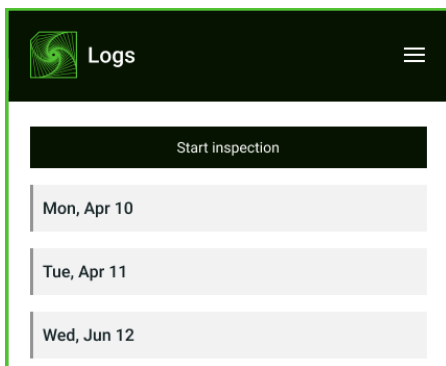
1 From your **Dashboard** view, tap the  icon.

4 Scroll down (to the bottom of the screen) and tap the Trailer or Shipping Docs field.


2 Select **Logs**.

5 Enter your trailer or shipping doc numbers. You will see "Trailer saved" OR "Shipping Docs saved" confirmation message.

3 Tap the daily log at the top of the list.



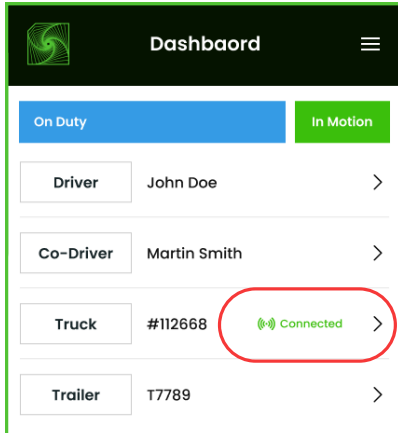
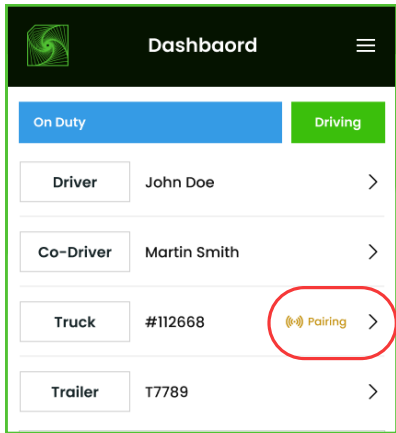
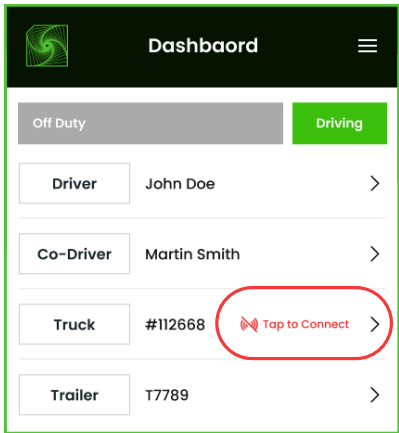
Connect the Terra ELD device with your vehicle


 Please ensure that **Bluetooth** is enabled on your device before you connect to the Terra ELD device.

In the main Dashboard view there is **Tap to Connect** bar - just below the vehicle number.

1 Use **Tap to Connect** bar to connect to your vehicle. The device will attempt to connect to the selected vehicle ELD via Bluetooth. ELD Bar will change from red to orange: **Pairing**.

2 An icon (📶) will appear in connection bar upon successful connection.



 **Ready to Drive**

Once you've completed all of the pre-trip tasks in this section, you're ready to drive. When your vehicle is moving at 5 MPH or greater, your duty status will automatically switch to Driving, in accordance with the ELD mandate.

Record Hours of Service

1 When your vehicle reaches 5 MPH or greater, Terra ELD is indicating that vehicle is In Motion and your duty status will automatically change to Driving.

2 When the vehicle stops (0 MPH), it's considered **Stationary**.

3 You can change your duty status by tapping the Driving and selecting some other duty status.

4 If your vehicle remains Stationary for five minutes you will be prompted with a question if you would like to change your duty status. If you ignore this question your duty status will be changed to On Duty.

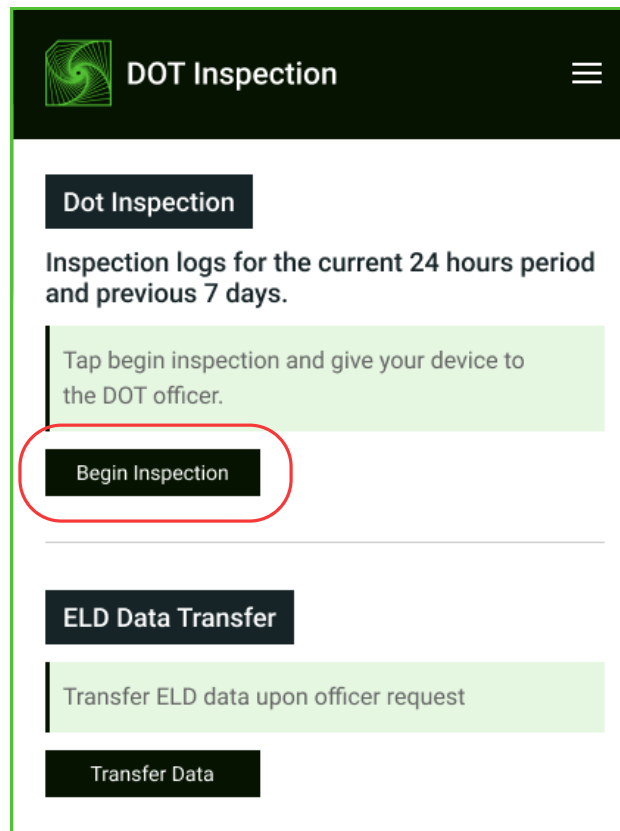
Inspect Logs

1

In the side menu view is **DOT Inspection bar**.



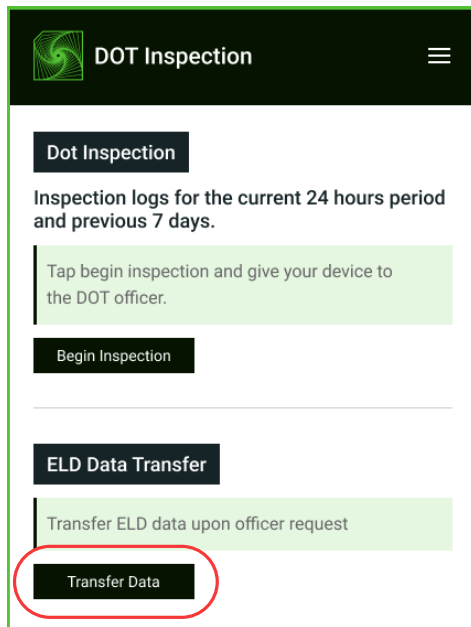
When an officer asks for your logs, tap **Begin Inspection** and the logs for the last seven days will appear on the screen.



Data Transfer

! If the officer asks for the output file tap Transfer Data.

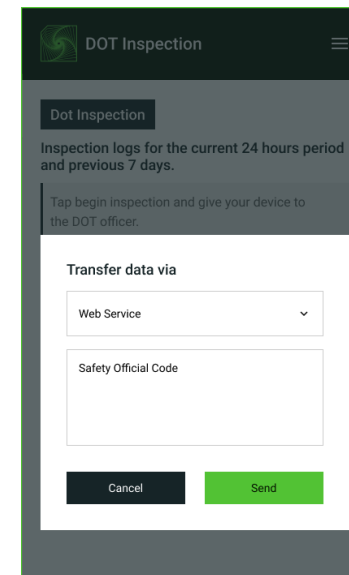
1 Tap the **Transfer Data** to send the file via web service or email.



2 Select Web Service or Email transfer method.

3 When a DOT officer provides the **Output File Comment**, enter it in the text box.

4 Tap Send.



5 You will receive a confirmation if the file was submitted successfully. If it was unsuccessful, you will receive the following message: "ELD File Sending Failed. Use a different Transfer Data method or try again."

Carrier Responsibilities Regarding Malfunctions



The carrier must:



- Provide drivers with an instruction sheet describing the various ELD malfunction events and record-keeping procedures (this document)
- Provide drivers with a supply of 8 days' worth of blank paper driver records
- Repair, replace, or service - The 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

Record Keeping Responsibilities by the Driver



The carrier must:



Malfunction Events

- Note the ELD malfunction and provide the carrier with written notice within 24-hours.
- Reconstruct driving events for the current 24-hour period and previous 7 consecutive days using paper logs.
- Continue to manually prepare driving logs until ELD is serviced and brought back into compliance.
- During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs.

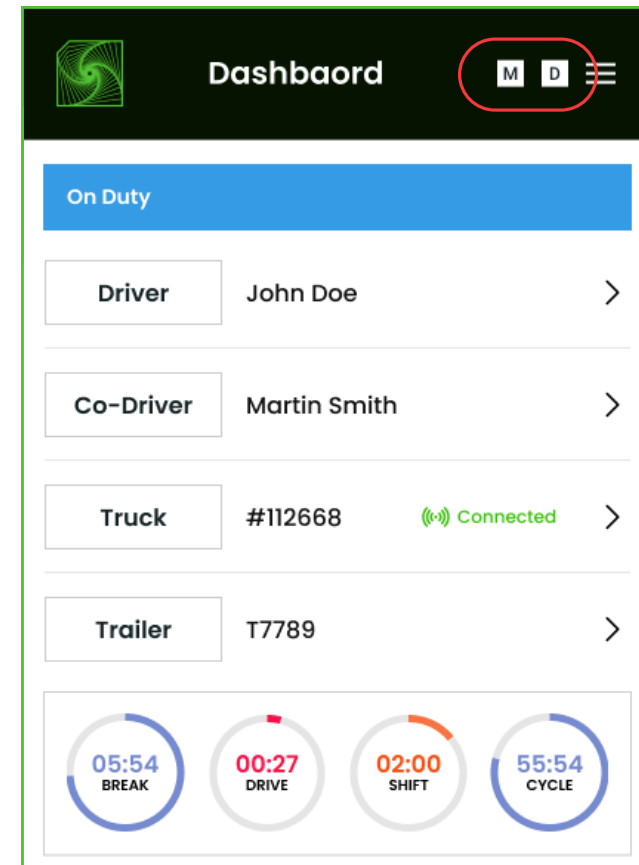


Data Diagnostic Events

The driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency. Diagnostic and Malfunction events show up in the application's header (top right) as a capital D and capital M. The D stands for diagnostic events and the M for malfunction events .



Tap **D** (diagnostic data) or **M** (malfunction) to view error details.



The screenshot shows the ELD Dashboard interface. At the top, there is a navigation bar with the Terra ELD logo, the word "Dashboard", and two buttons labeled "M" and "D" (Malfunction and Diagnostic) which are circled in red. Below the navigation bar, there is a section titled "On Duty" with a blue header. Underneath, there are four rows of information, each with a category label, a value, and a right-pointing arrow:

- Driver:** John Doe
- Co-Driver:** Martin Smith
- Truck:** #112668 (Connected)
- Trailer:** T7789

At the bottom of the dashboard, there are four circular gauges representing time tracking:

- 05:54 BREAK**
- 00:27 DRIVE**
- 02:00 SHIFT**
- 55:54 CYCLE**

Malfunction



ELD has detected a malfunction related to Power compliance. Report to your manager immediately and stop using the Terra ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM



ELD has detected a malfunction related to Engine Synchronization compliance. Report to your manager immediately and stop using the Terra ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM



ELD has detected a malfunction related to Timing compliance. Report to your manager immediately and stop using the Terra ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM



ELD has reported Position compliance malfunction. Contact your manager immediately. Please stop using the Terra ELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM



ELD has reported Data Transfer compliance malfunction. Contact your manager immediately. Please stop using the Terra ELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

Carrier Responsibilities Regarding Malfunctions



ELD has identified the Power data diagnostic event.

Mon, Aug 25, 10:15 AM



ELD has identified the Missing required data diagnostic event.

Mon, Aug 25, 10:15 AM



ELD has identified the Data transfer data diagnostic event.

Mon, Aug 25, 10:15 AM



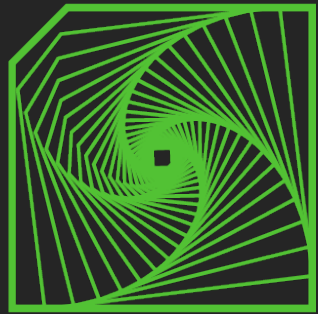
ELD has identified the Unidentified data diagnostic event.

Mon, Aug 25, 10:15 AM



ELD has reported Data Recording compliance malfunction. Contact your manager immediately. Please stop using the Terra and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM



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