



DSi

DSi eLogs User Guide

6/23/2016

<http://www.dsimobile.com/>

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Document Revision History

Author	Date	Description
Jane Lee	06/23/2016	Initial draft
Gary Woo	10/18/2016	Version 3.0.0
Gary Woo	11/3/2016	Version 3.0.1

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Prerequisites

1. Android users must have a valid Google account ID to download the application from the Playstore
2. iOS users must have a valid iTunes account ID to download the application from the Appstore
3. DSiMobile DSi eLogs
 - a. Application is loaded on the drivers device
 - b. User has a valid DSiMobile login and password
 - c. Mobile eLog User permission setting enabled for this user – this setting allows the user access to DSi eLogs product within DSiMobile application.
4. Vehicle is equipped with ECM reader/transmitter device

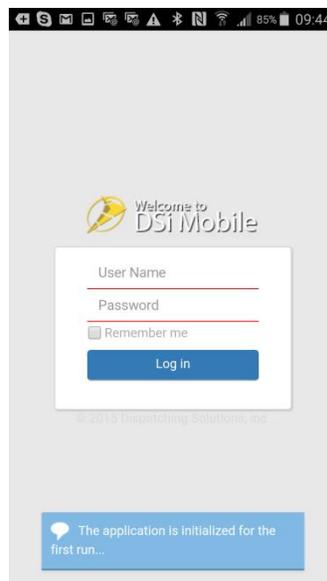
Using DSiMobile Application

Before you get started make sure to have the following:

1. Strong internet connection (cell or wifi)
2. Login ID and password
3. Mobile eLog User permission setting is enabled
4. Bluetooth is enabled on your mobile device
5. Location services is enabled for this application

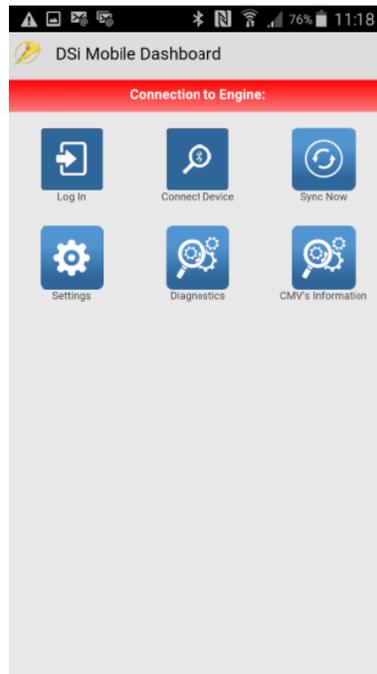
Logging into DSiMobile App

1. From your Mobile device screen, open the **DSiMobile App**,
 - a. When the app is launched for the very first time,
 - i. The user is presented with the Login page and is notified with the message 'The application is initialized for the first run.'



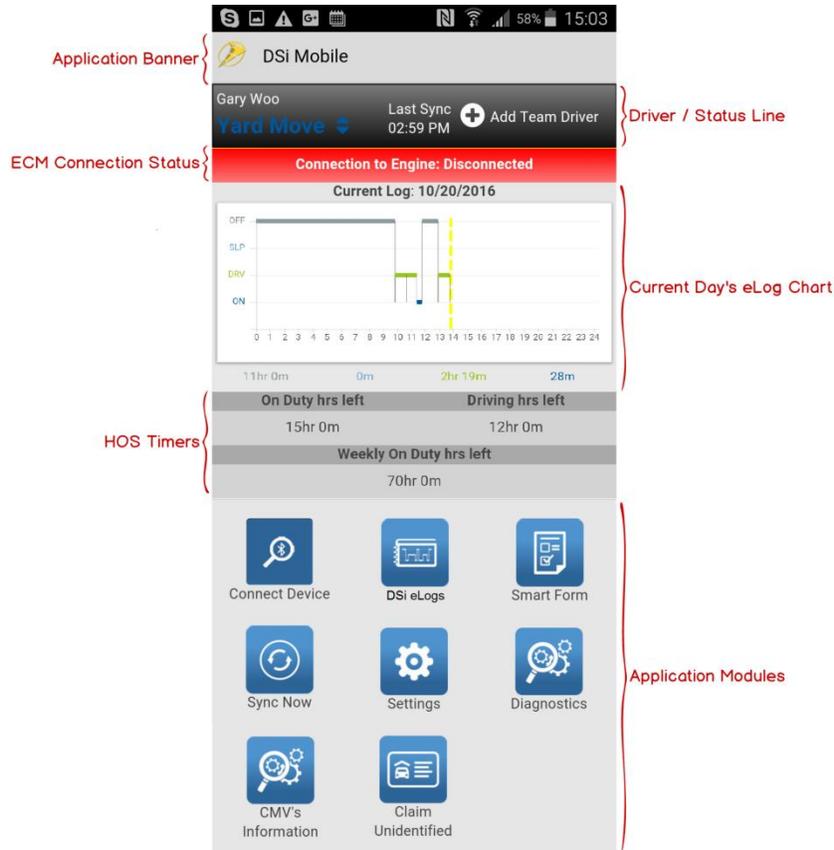
- ii. Enter a valid username and password.

- b. Subsequent launches of the application will present the user with the Dashboard page. Here they must select the Login icon to launch the Login page above.



2. After you login, you will be taken to the application Dashboard.

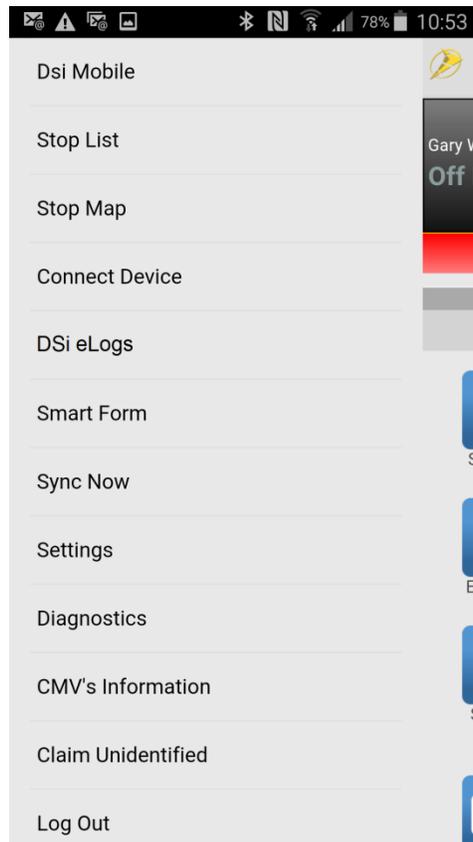
Dashboard Screen Details - Logged Into App



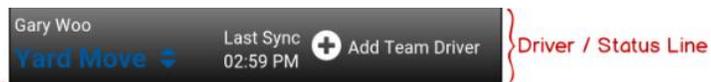
1) Application Banner:



- Displays DSiMobile icon and application name
- User can tap on the icon from any page to access the Quicklinks menu shown below.
- Tapping on the icon will close the Quicklinks menu
- User can go directly to an application module from any page as well as Log out of the application



2) Driver / Status Line:



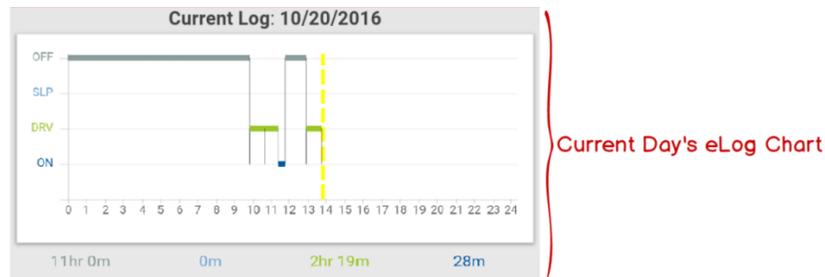
- Displays the Driver Name.
- Displays the Driver's current status below the Driver's name.
- Displays the time of the last successful data sync to the server.
- Ability to add a team driver.

3) ECM Connection Status:



- Displays the connection status of the application to the vehicle’s ECM
 - i. Red ribbon = Not Connected “Connection to Engine: Disconnected”
 - ii. Green ribbon = Connected to ECM “Connection to Engine: Active”

4) Current Day’s eLog Chart



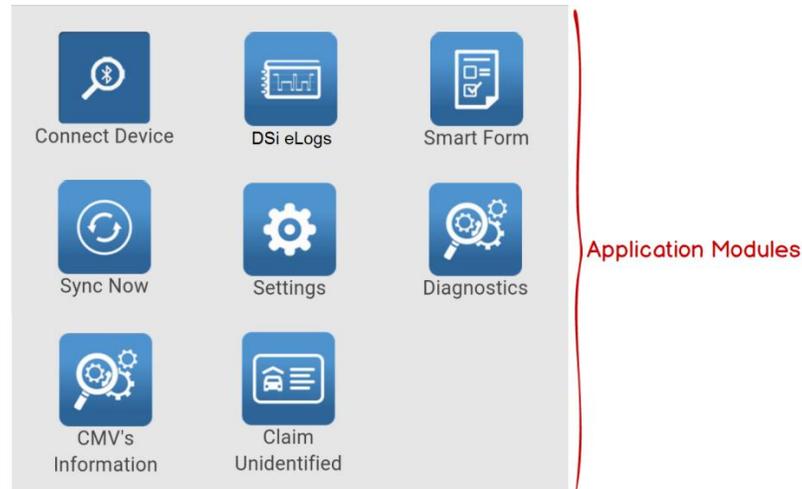
- Displays the driver’s current day’s chart of duty statuses
 - i. Off – Off Duty
 - ii. SLP – Sleeper Berth
 - iii. DRV – On Duty Driving
 - iv. ON – On Duty Not Driving
- Displays daily accumulated time for each status. (Color coded to match the color of the status)
- Driver can tap on the chart which will then display this day’s details of Duty status changes.

5) HOS Timers

HOS Timers	On Duty hrs left	Driving hrs left
	15hr 0m	12hr 0m
	Weekly On Duty hrs left	
	70hr 0m	

- This section of Dashboard shows the remaining hours based on the Driver Status.
- If the Driver status is On Duty or Driving then it displays:
 - On Duty Hrs remaining in the day
 - Driving Hrs remaining in the day
 - Weekly On Duty Hrs remaining in the week
- If the Driver status is Off Duty or Sleeper Berth then it displays
 - # of hrs remaining until the driver can start his day without causing a violation
 - # of hrs remaining until a weekly reset occurs..

6) Application Modules



- The **Connect Device** icon allows the user to select the vehicle they want to connect this device with.
- The **DSi eLogs** icon will take the user to a screen that displays 8 days of the user's logs (Current day + previous 7 days)
- The **Smart Form** icon will take the user to a list of different forms, such as **DVIR** or **Fuel Purchases**.
- Tapping on the **Sync Now** button triggers a **manual** sync.
 - i. The **last sync** time will be displayed between the Driver name/status and the Team Driver section on the upper right hand corner on the Dashboard.
- The **Settings** icon will take the user to the Settings screen where the user can personalize the application to the user's preference.
- The **Diagnostics** icon will display a list of the different connections needed by the DSi Mobile Application and DSi eLogs. The user can test/reset the connections from this page.
- The **CMV's Information** icon will display information about the current CMV the driver is connected with.
- The **Claim Unidentified** icon allows the driver to Accept Unidentified Miles associated to the vehicle they are currently connected with.

eLog Status Details

- 1) The **Current Status** is displayed at the top of the screen under the user's name.
- 2) The **On Duty** status should be selected when the user is currently at work. The user doesn't have to be driving during this status.
- 3) The **Driving** status is used when the user begins to drive the company vehicle.

- If there is no movement detected for 5 consecutive minutes, the device will change back to “**On-Duty**,” adding the remark “**AUTO ON-DUTY**” to the status change.
 - **Driving** status is also automatically selected if driver is “**On-Duty**” and vehicle is in motion and vehicle velocity exceeds 5mph. The status change will have “**AUTO DRIVING**” as a remark.
 - ‘**AUTO DRIVING**’ and ‘**AUTO ON-DUTY**’ only occurs when **ECM engine reader** is installed and connected with the driver’s mobile device.
- 4) The **Sleeper Berth** status should be used when the user is **Off Duty** and is planning on sleeping in the company vehicle.
 - 5) The **Off Duty** status is used when the user is currently off work. When the **Off Duty** status is selected, the **HOS timers** will display the minutes until the next daily and weekly resets
 - When resets are completed, ‘**0 mins**’ will display.
 - 6) There are 2 Special Driving Conditions that are only available if the Motor Carrier authorizes the use of them. They are:
 - **Personal Conveyance** – This status is categorized as Off Duty hours and allows the driver to use the company vehicle for personal use.
 - **Yard Move** – This status is categorized as On Duty Not Driving hours and allows the driver to move the vehicle without impacting their remaining Driving hours.
 - Mileage will still be tracked for each of these special conditions. However, the status will not change to **Driving** if the vehicle is driven more than 1 mile.

How to Change the Driver Status

1. From the dashboard, below the user's name, tap on the **current status**. The following status change page will appear:

The screenshot shows the 'eLog Status' form on a mobile device. At the top, the status is set to 'On Duty'. Below this are fields for 'CMV' (with a 'Select CMV ...' button), 'Odometer' (with a unit selector for Miles and Km), 'Trailer', 'City' and 'State' (with a 'Select...' dropdown for the state), 'Shipping Document' (with a 'Select...' dropdown), an 'Interstate Load' checkbox, and an 'Annotation' field with the placeholder text 'Put your annotation here.'. At the bottom are 'Cancel' and 'Ok' buttons.

2. Tap on the Status dropdown list show the available statuses and select the new status

This screenshot shows the same 'eLog Status' form, but with the status dropdown menu open. The menu lists the following options: 'On Duty' (highlighted in blue), 'Yard Move', 'Driving', 'Sleeper Berth', 'Off Duty', and 'Personal Conveyance'. The rest of the form fields remain visible below the menu.

3. Populate the relevant field:
 - a. CMV
 - i. Allows driver to select motor vehicle the driver will be using
 - ii. This field is disabled if device is connected to ECM and will display the CMV associated with the ECM reader

- b. Odometer
 - i. Allows driver to set the odometer value for tracking mileage.
 - ii. This field is disabled if device is connected to ECM and will display the CMV associated with the ECM reader
 - c. Miles/Km
 - i. Allows driver to set the measurement to the measurement used on the dashboard
 - ii. This field is disabled if device is connected to ECM and will display the CMV associated with the ECM reader
 - iii.
 - d. Trailer – allows the driver to enter Trailer ID information
 - e. City/State
 - i. Allows the driver to enter the City/State at the time this status change is occurring.
 - ii. These fields are disabled if a City/State is automatically detected by the application and only enabled when both fields are blank
 - f. Shipping Document – allows the driver to associate a shipping document with this status change.
 - g. Interstate Load – this field is checked by the driver if the driver is hauling a load that has crossed state boundaries.
 - h. Annotation – free form text field for driver to add notes. A minimum of 4 characters is required.
- 4. Cancel will take the driver back to the dashboard without changing the driver's status
 - 5. OK will validate the input fields for any errors
 - a. If validation fails, then the fields are highlighted so they can be corrected by the driver.
 - b. If validation is successful, then the status is changed and the driver is taken back to the dashboard page.

Automatic Status Changes

- 1. Automatic Driving Status change
 - a. When the driver is On Duty and connected to the ECM, the status will automatically change to Driving if motion is detected and the velocity exceeds 5mph.
 - b. The application screen will then be locked while the vehicle is in motion.
 - i. The driver is not allowed to interact with the application.
 - ii. The Add Team Driver icon will still be accessible when the screen is locked to allow the team driver to add themselves.
- 2. Automatic On Duty Status change
 - a. When the driver is connected to the ECM and their status is Driving, the status will automatically change to On Duty if motion is not detected for 5 consecutive minutes.
 - i. The driver will be prompted at the 5 minute mark.
 - ii. If the vehicle does not begin moving with 1 minute after receiving this popup, the status will be automatically changed to On Duty

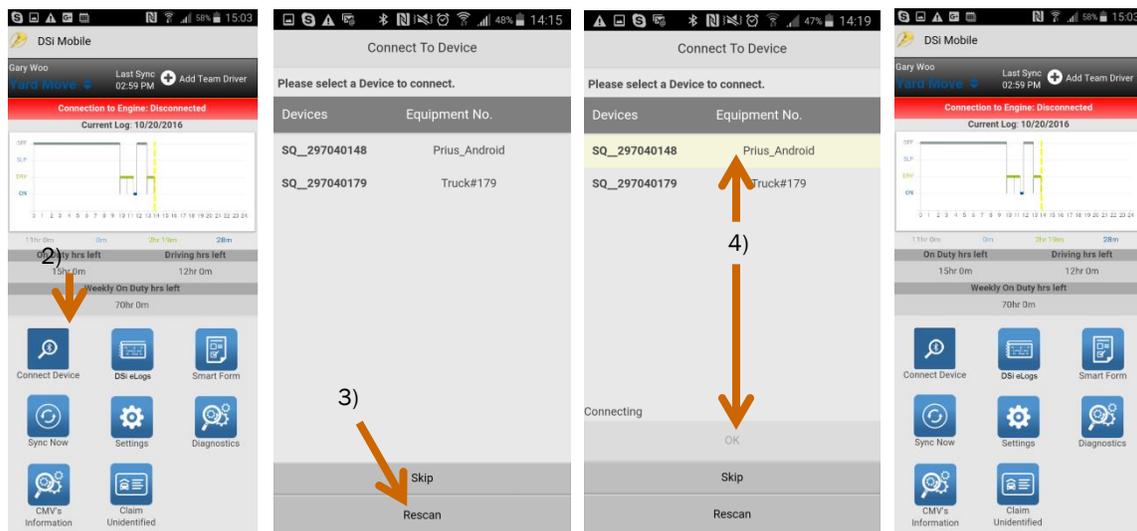
Connect to Bluetooth Device

To establish the device's connection to the ECM reader within the vehicle, you must follow these steps if you are using an Android device. iOS will be discussed after this:

- 1) Enable Bluetooth on your device
 - a. From the phone's dashboard, swipe down on the screen
 - b. Select the Settings Cog icon
 - c. Select the Bluetooth icon
 - d. Turn Bluetooth On and Select the Bluetooth device that corresponds to the one in your vehicle and pair to it



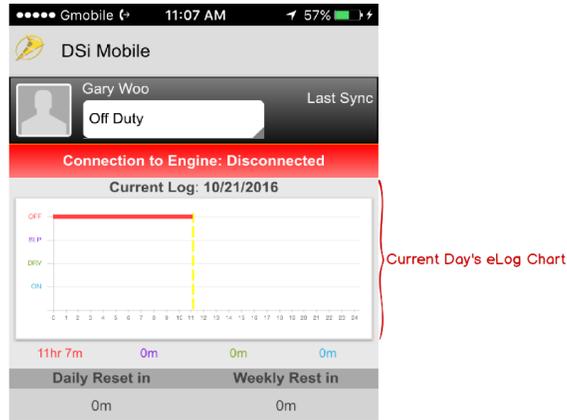
- 2) Within the DSIMobile application, tap on the Connect Device icon on the dashboard. This will take you to a page that lists all the previous Bluetooth devices that you are paired with.
- 3) If you don't see the device within the list, tap on the Rescan button.
- 4) Select the device from the list and click OK
- 5) Dashboard will indicate if the connection is successful by displaying a Green Banner.



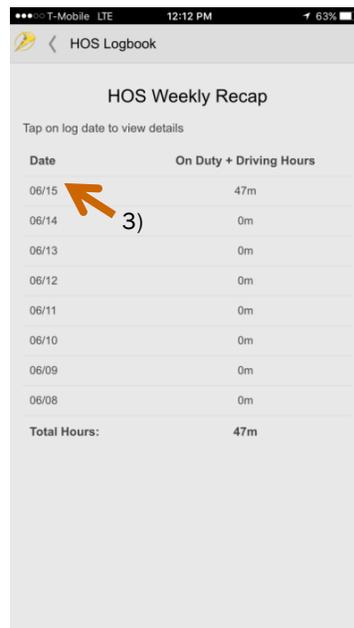
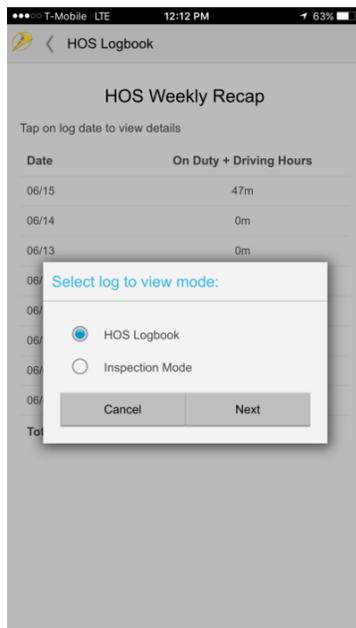
DSi eLogs – Past and Current Logs

There are 2 ways to access the HOS daily logs from the dashboard page.

- 1) Driver taps on the current day's eLog chart. This will take the user directly to the log details for this date.



- 2) Driver taps on the DSi eLogs icon on the Dashboard - This will direct the user to the picture below.
 - a) When reviewing all past and current logs, tap on **HOS Logbook** and press **Next**.
 - b) Then the screen will list the **current date and past 7 days** of eLog data.
 - c) To view the log for a specific date, simply tap on the **desired date**.

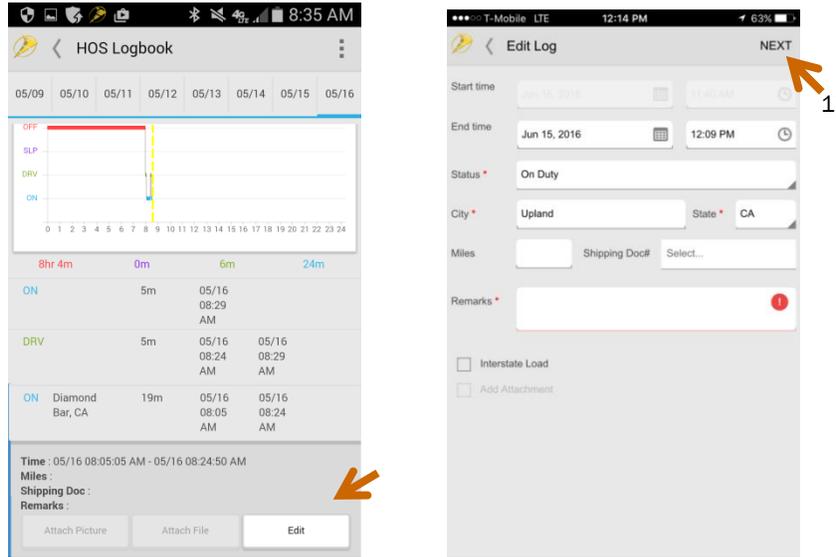


Editing/Adding an eLog record:

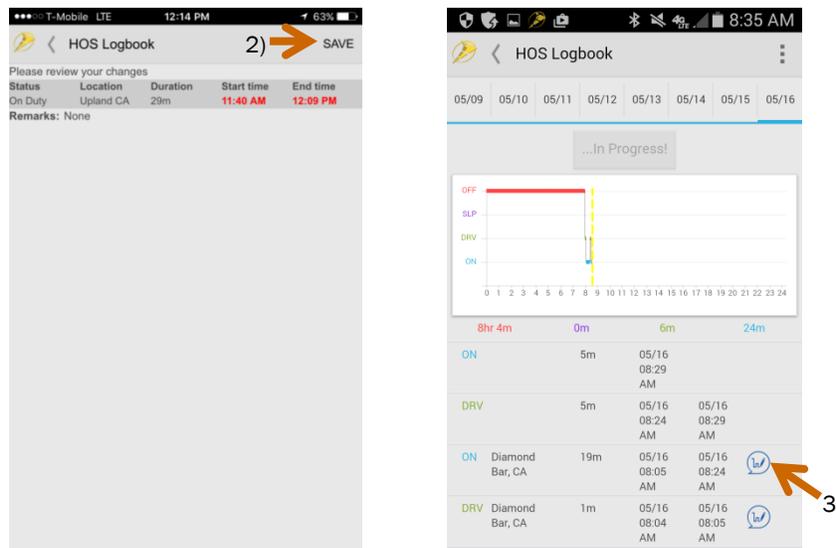
Editing is only allowed when the driver is viewing the HOS Logbook. Editing cannot be accomplished when the user is in Inspection mode.

When editing the eLog event, tap on the **row needing correction**. Then tap **Edit**.

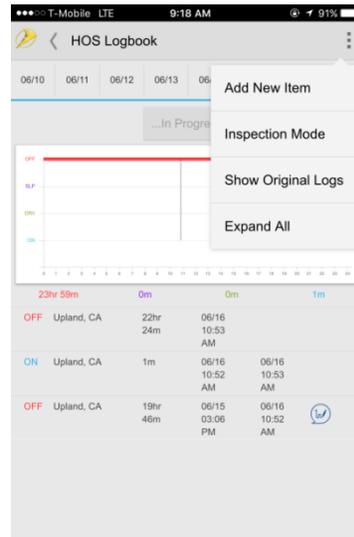
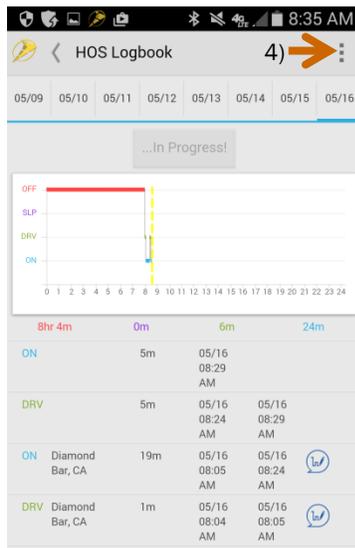
- 1) Then fill in the information that needs correction and tap **Next**.



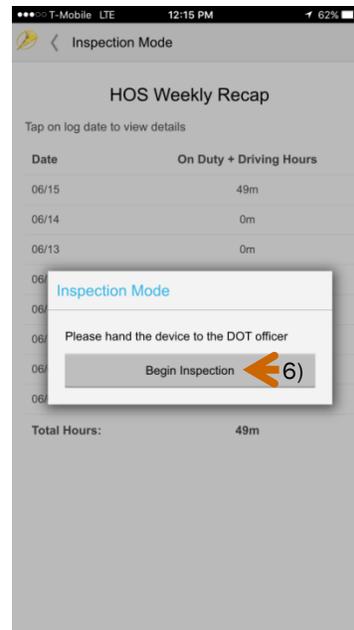
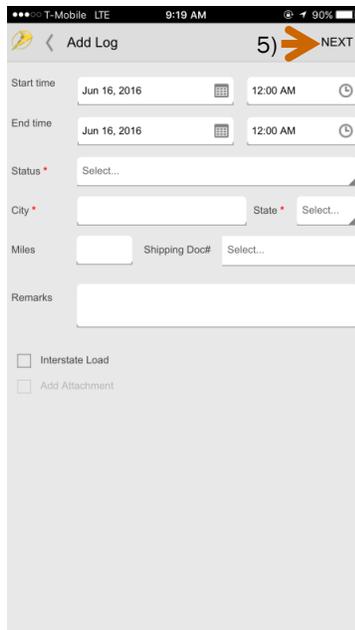
- 2) When the editing eLog form is complete, review your changes, and then tap **Save**.
- 3) Then on the eLog screen, there will be a **blue speech bubble** notifying the user of their edit.



- 4) In addition, tap on the **three dots** in the right hand corner of the **HOS Logbook**. The drop down menu will include **Add New Item**, **Inspection Mode**, **Show Original Logs**, and **Expand All**.

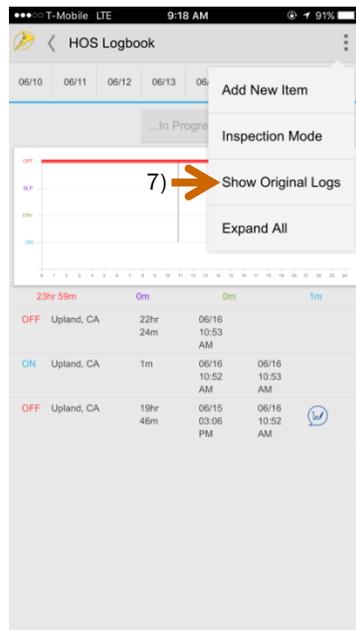


- 5) The **Add New Item** Function is used when the user would like to add an eLog manually. After filling out the **Add Log** form, tap **Next** and it will appear on the user's **HOS Logbook**.
- 6) By tapping on **Inspection Mode** in the drop down menu, the user will go straight to **Inspection Mode** and will get the **Begin Inspection Notification**.

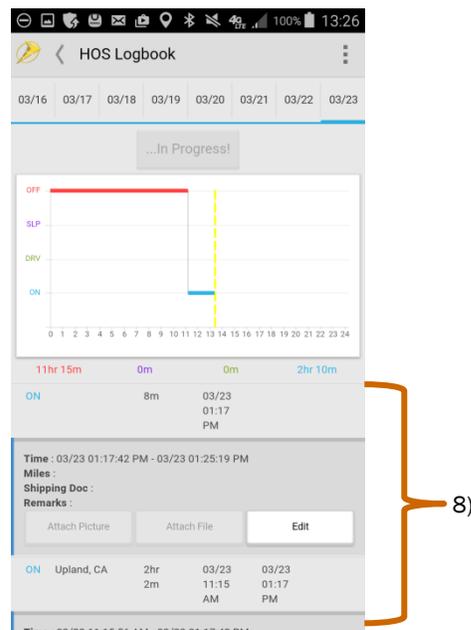
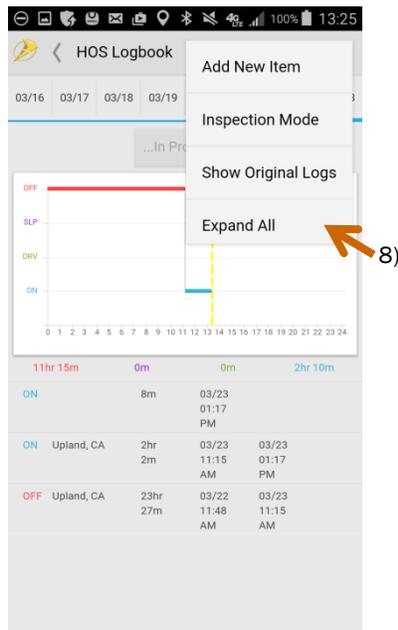


- 7) Tap on the **Show Original Logs**, and the **HOS Logbook** will display the eLogs before any corrections. Therefore, there will be no blue speech bubble visible in any of the Logs.

- a. To return to display with the corrections, simply tap on the **three dots** on the upper right hand corner and tap on **Show Current Logs**.

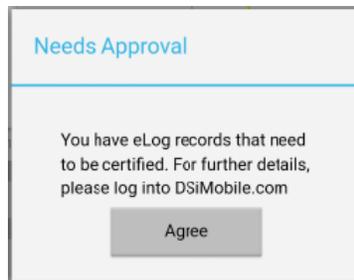


- 8) The **Expand All Function** will automatically open all the details for all the eLogs displayed.



Certifying Logbook Records

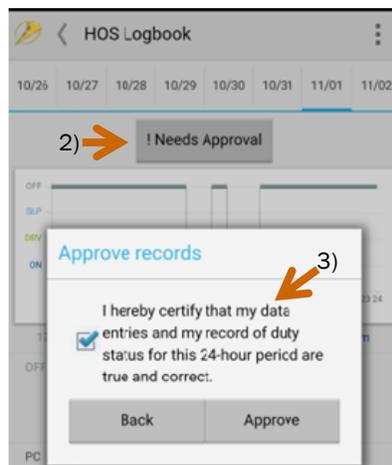
Driver certification of daily logs is required. Our application makes this process extremely easy. When logging into or out of the application, the application will notify the driver if they have any outstanding logs that need to be certified with the following message:



Daily logs have 3 states – In Progress, Needs Approval and Driver Approved.

The current day's logs are always In Progress until the day is over. Only logs that Needs Approval may be approved.

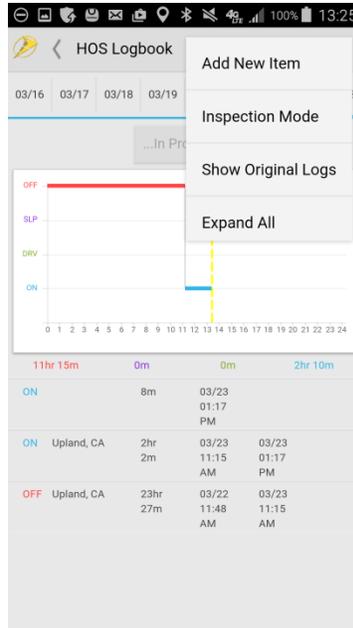
- 1) From the Logbook page, select the date that needs to be approved
- 2) Tap on the !Needs Approval button above the daily chart
- 3) Check the box and select Approve
- 4) The Logbook is not Driver Approved



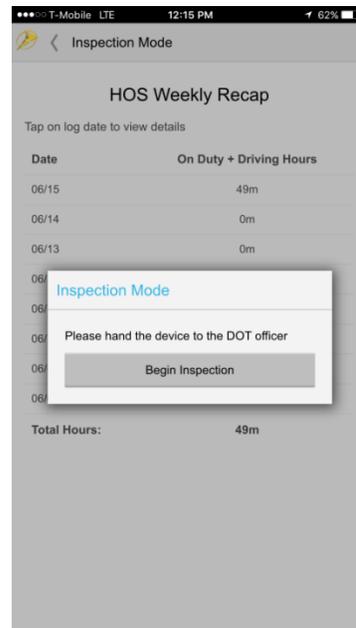
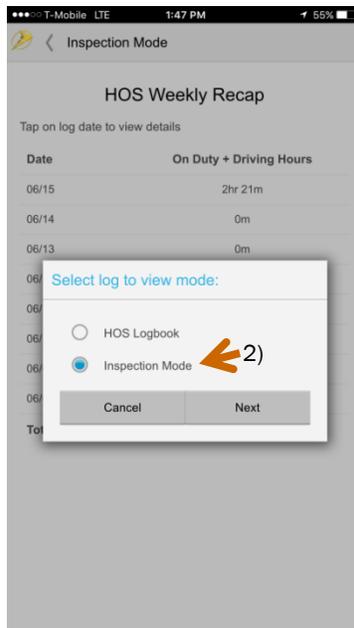
DSi eLogs – Inspection Mode

There are 2 ways to access the DOT Inspection Mode module

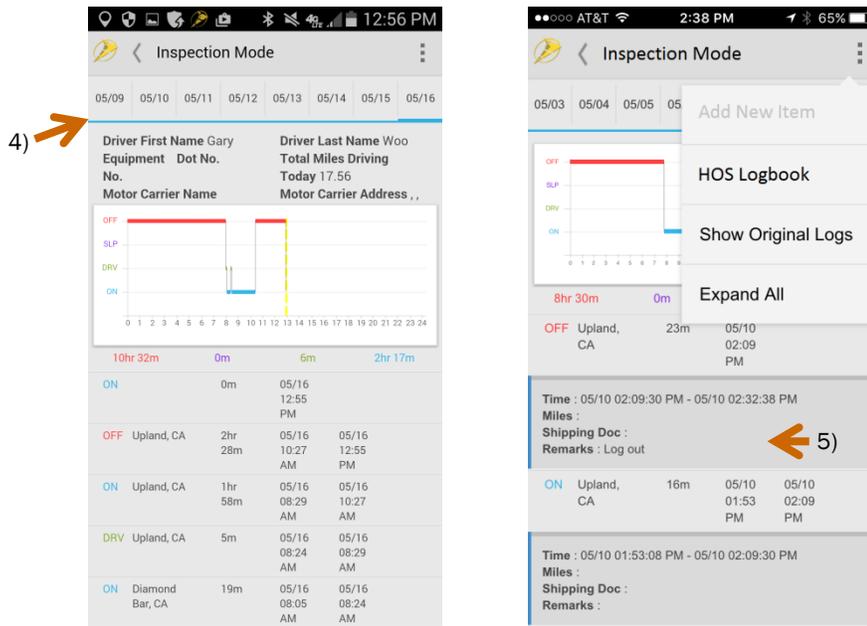
- 1) The user can access Inspection mode from the Logbook Module by tapping on the extended menu (3 dots) in the upper right corner of the page (see image below)



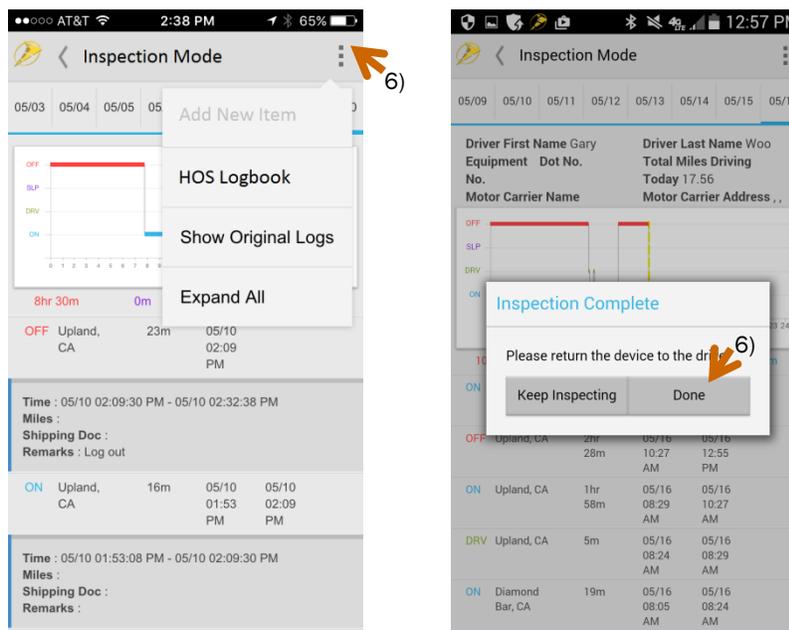
- 2) The user can also access Inspection mode by selecting the **DSi eLogs** icon from the dashboard and then select **Inspection mode**.
- 3) Either way, the user will then be instructed to hand the device to the DOT officer to begin the inspection.



- 4) While in **Inspection mode**, Driver's name, equipment, total miles driven, motor carrier name, and address will be listed above the **eLog chart**.



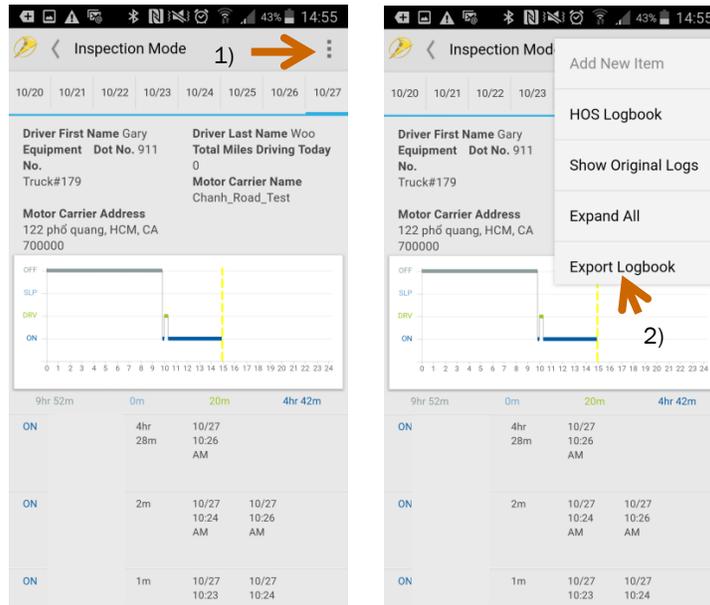
- 5) The user cannot add a new log or edit an existing log during Inspection Mode. However the user has the option to display the **original logs** or the **current logs**, and to **expand** or **collapse all** the logs.
- 6) To exit **Inspection Mode**, the user could either tap on the **arrow** in the upper left hand corner and then select **Done** on the confirmation notification or the user could tap on the **three dots** on the upper right hand corner and select **HOS Logbook** in the drop down menu.



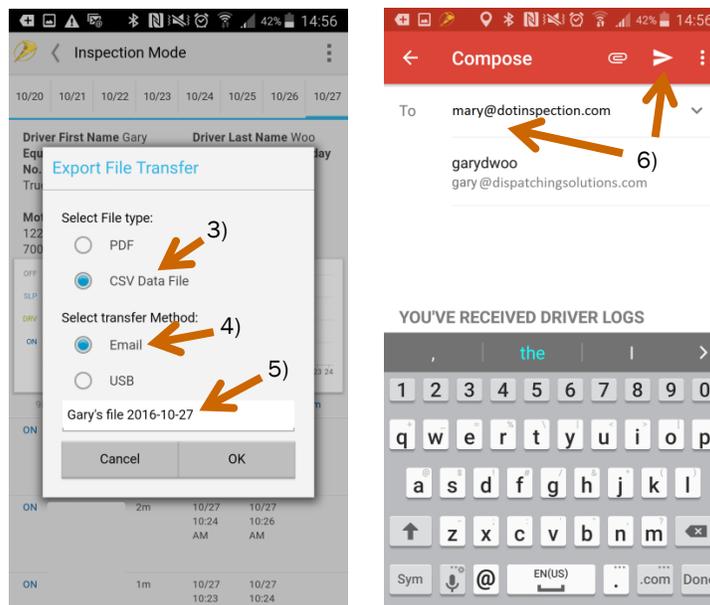
Exporting Logs to DOT

While in Inspection Mode, the driver can export their logs to the DOT officer. Available file formats are PDF and Comma Separated Valued (CSV). These files can be emailed to the officer.

- 1) Tap on the 3 dots to expose the menu options.
- 2) Select Export Logbook



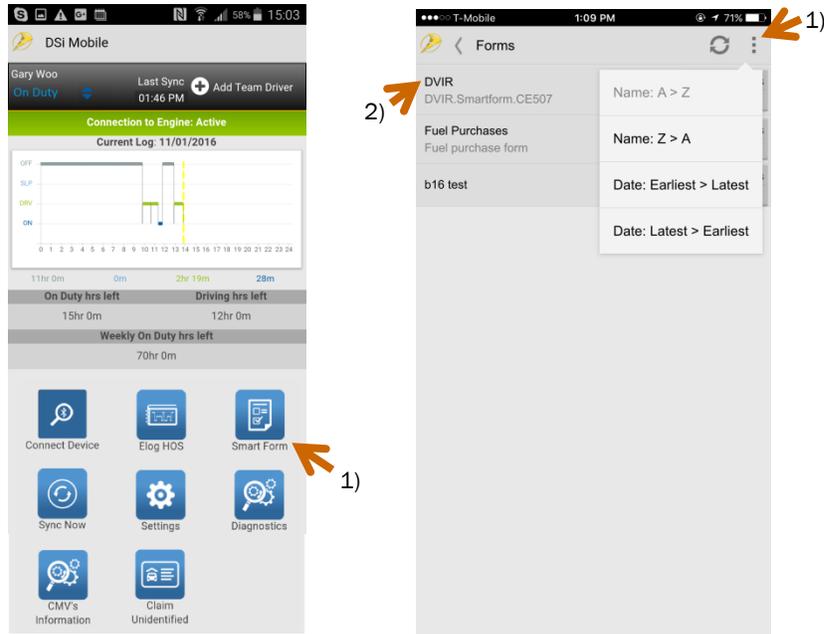
- 3) Select file type
- 4) Select Transfer method
- 5) DOT officer can enter a key phrase or comment to be included with the file
- 6) The mail application you use on your phone will open with the file attached to it. Just enter the recipient's email address and press send



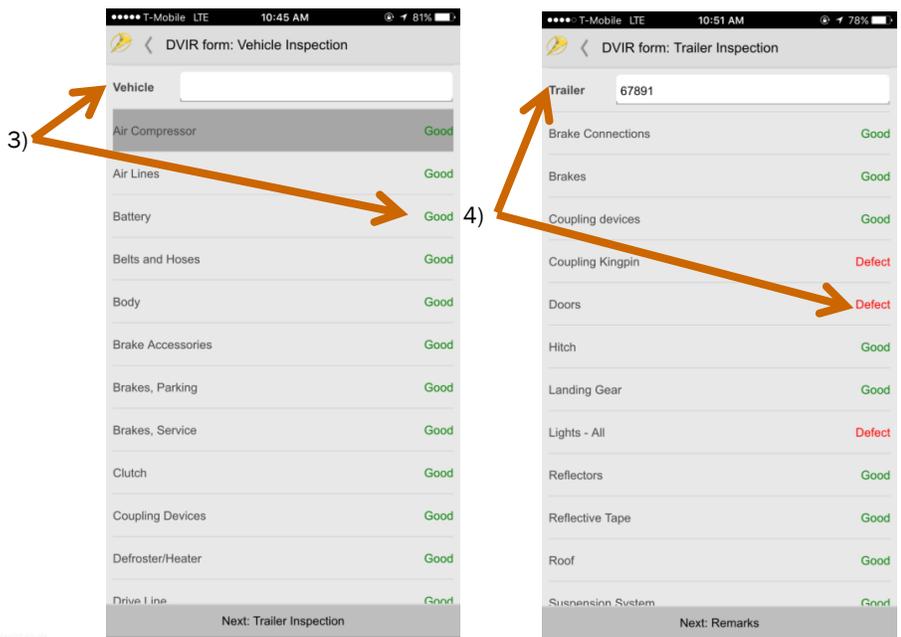
Smart Forms

Driver Vehicle Inspection Report

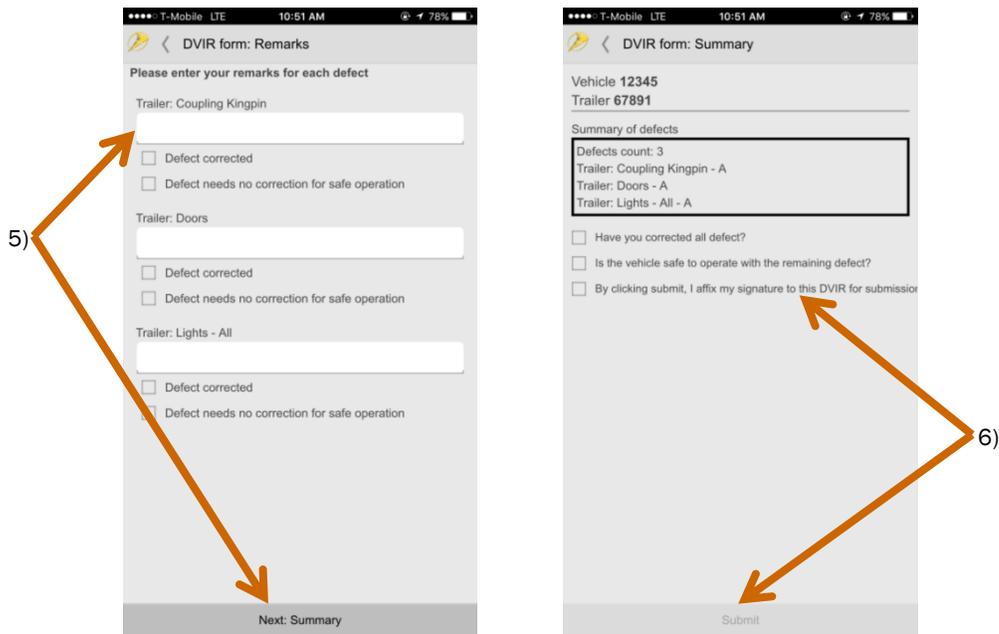
- 1) When placing a **Driver Vehicle Inspection Report**, tap on the **Smart Form** button on the Dashboard located on the lower left side of the Dashboard. Tap on the **three dots** on the upper right hand corner to sort the forms in a certain order.
- 2) From the list of reports, tap on **DVIR** located at the top.



- 3) After writing the number or name of the Vehicle, to indicate which part of the vehicle is defected, tap on the **word good**.
- 4) After completion of the form, tap **Next: Trailer Inspection**, write the name or number of the trailer and indicate which part of the trailer is defected.

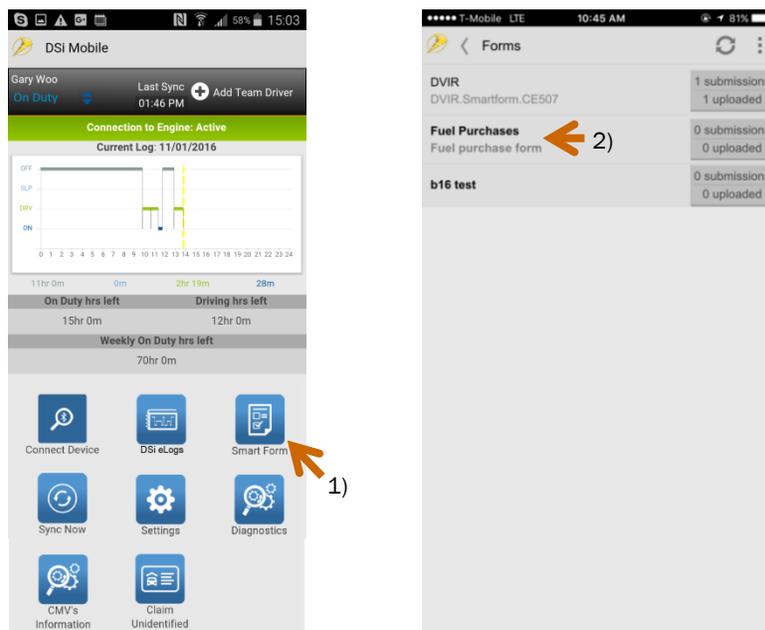


- 5) Then enter in all the remarks for each defect and tap on **Next: Summary**.
- 6) After reviewing the summary of defects, tap on the **third statement** and tap on **Submit**.



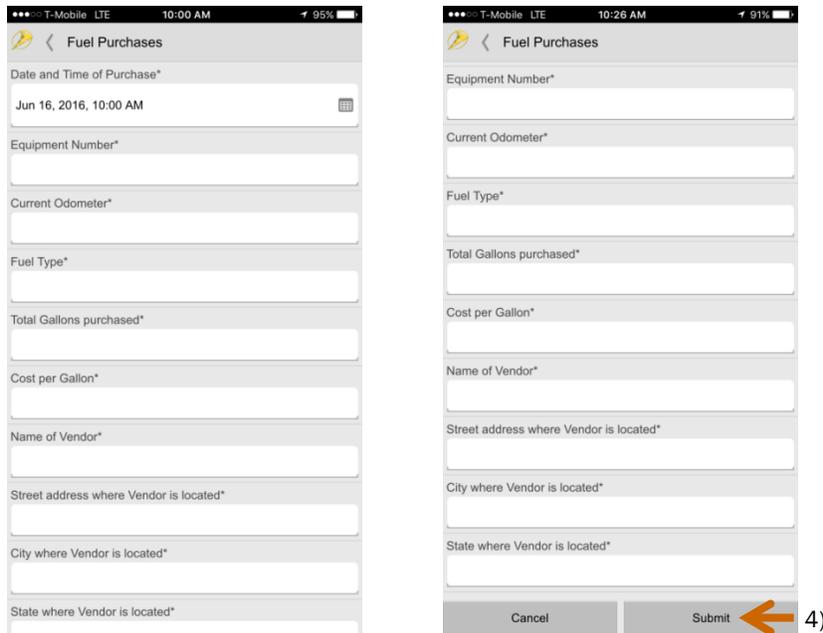
Fuel Purchases

- 1) When purchasing fuel, the user must complete a form, tap on **Smart Forms** button located on the lower left side of the Dashboard.
- 2) From the list, tap **Fuel Purchases**.



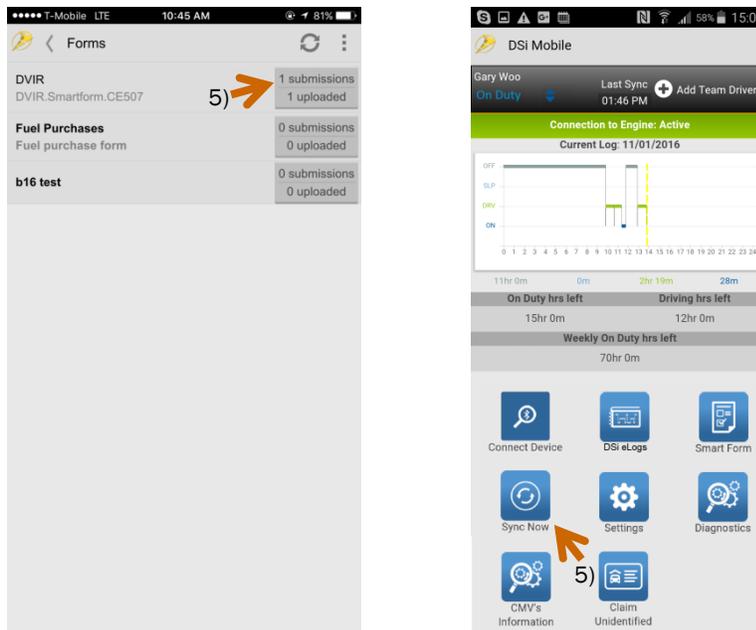
- 3) Then proceed to fill out the form with the **equipment number, current odometer, fuel type, total gallon purchased, cost per gallon, name, street address, city, and state of the vendor.**

4) Once completed, scroll to the bottom and press **Submit**.



5) Right after selecting the **Smart Form** button on the Dashboard, the user can view how many forms have been **uploaded** and **submitted** for both **DVIR** and **Fuel Purchases**.

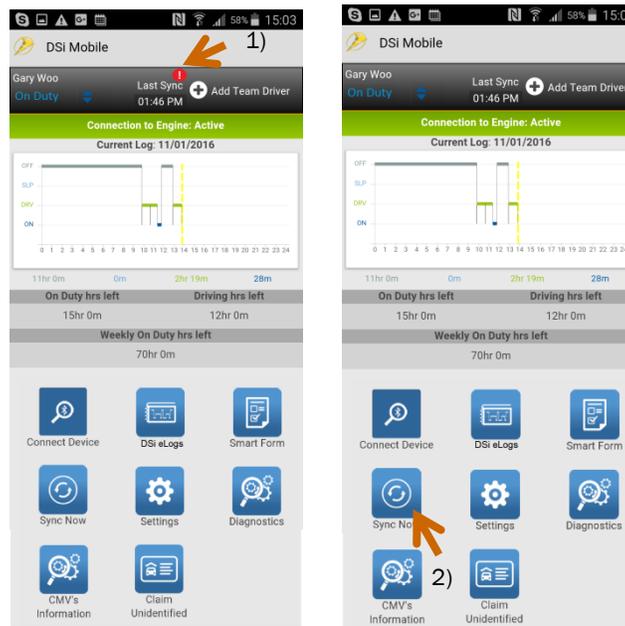
- If the # of forms **uploaded** is **less than submitted** then the user could either **manually sync** by selecting **Sync Now** on the Dashboard or the forms will **automatically sync**.



Manual Sync to Server

Data is sent immediately to the Motor Carrier's server from the device when the device has an internet connection (good cell coverage or wifi). However, if the internet connection is poor, the information may not make it to the server.

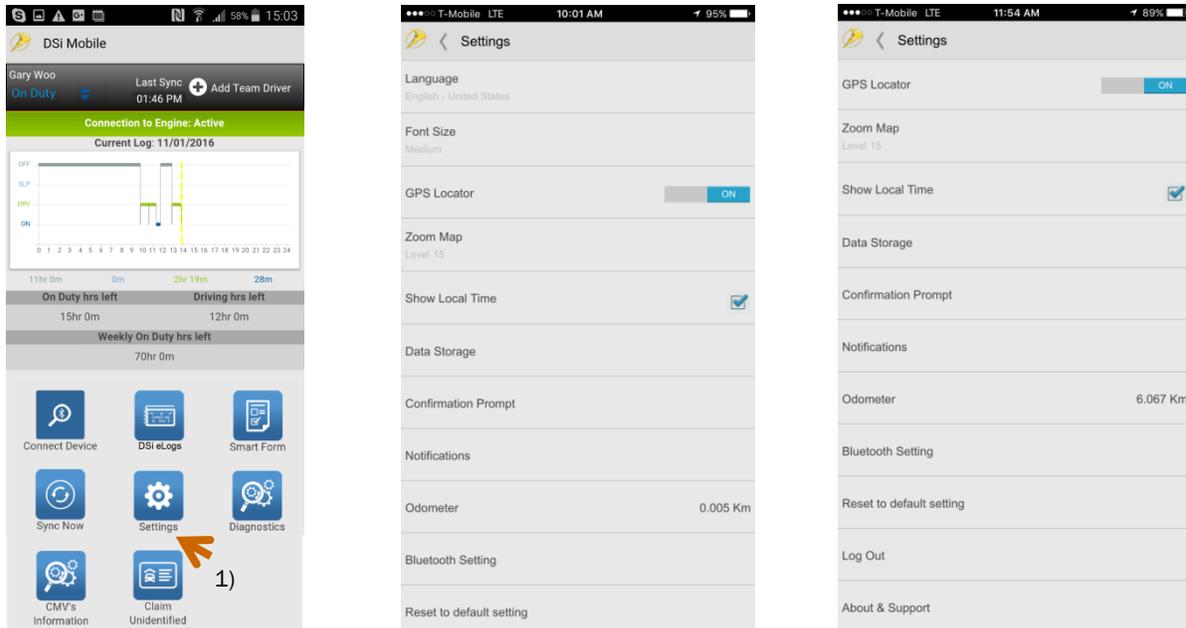
- 1) When this occurs, an exclamation icon will appear above the Last Sync time. This indicates a failure to synchronize with the server. This exclamation icon will also appear when there is no internet connection and the device has records that need to be sent to the server.
- 2) The driver can manually initiate the synchronization process by tapping on the Sync Now icon from the dashboard. If it is successful, then the exclamation icon will disappear.



Settings

Setting Screen Details

- 1) From the Main Dashboard, tap on the **Settings** button on the lower right hand corner.

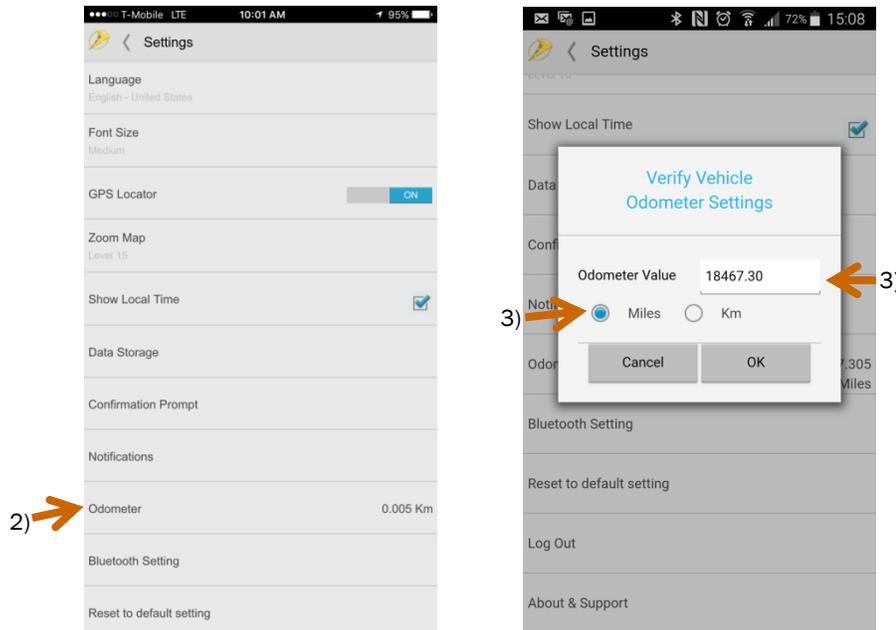


- 2) When changing the language, tap on the **Language** setting to set the preferred language.
- 3) The **Font Size** setting will help make the font size bigger or smaller to the user's preference.
- 4) When the **blue ON icon** is present next to the **GPS Locator**, the user's phone has given access to **DSi Mobile App** to use the user's location information.
- 5) The **Zoom Map** setting will set the zoom level when the user views the stop map. The default setting is **Automatic Zoom** and **Zoom level 15**.
- 6) When there is a **blue check** next to **Show Local Time**, **DSi Mobile App** is using the user's local time when recording eLogs.
- 7) The **Data Storage** setting will let the user change how much information is stored on the **DSi Mobile App**. The default is **3 days** of past stops, future stops, and past form submissions.
- 8) The **Confirmation Prompts** setting will let the user change confirmation notifications based on their preference.
- 9) When trying to get sound alerts or vibration notification, tap on **Notification** settings.
- 10) Next to the **Odometer** setting is the user's amount traveled.
- 11) In the **Bluetooth** setting, the user will view the settings needed to check the Bluetooth connection.
- 12) When trying to change all the settings back to default, tap on **Reset to default** setting.
- 13) User can log out of **DSi Mobile App** with the **Log Out** option.
- 14) The **About & Support** setting, will show the **device ID**, and the **phone number** for **DSi Support**.

Odometer Setting

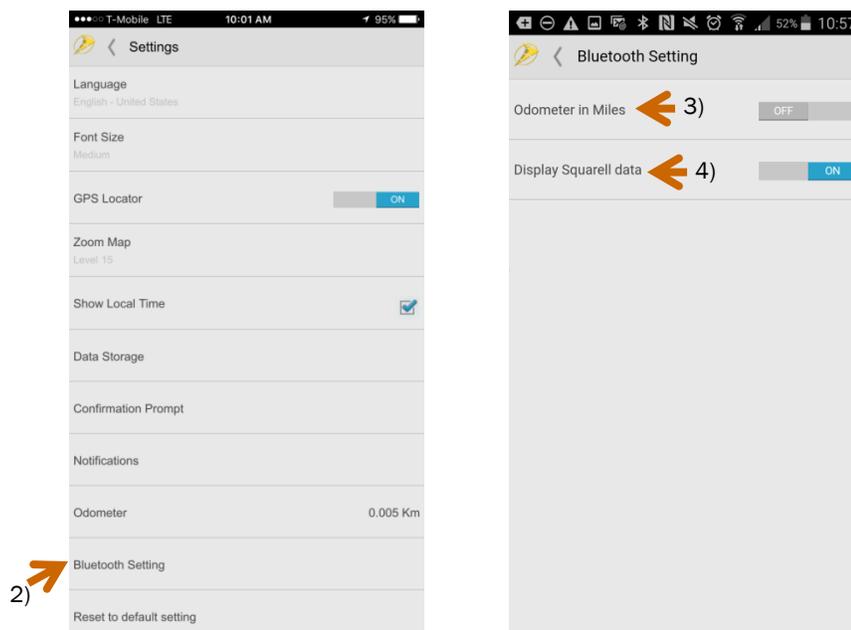
- 1) From the Main Dashboard, tap on the **Settings** button on the lower right hand corner.
- 2) From the **Settings** screen, tap on the **Odometer** setting.

- 3) Then enter in the **Odometer Value** and select the **Odometer Measurement**, then tap **Ok**.



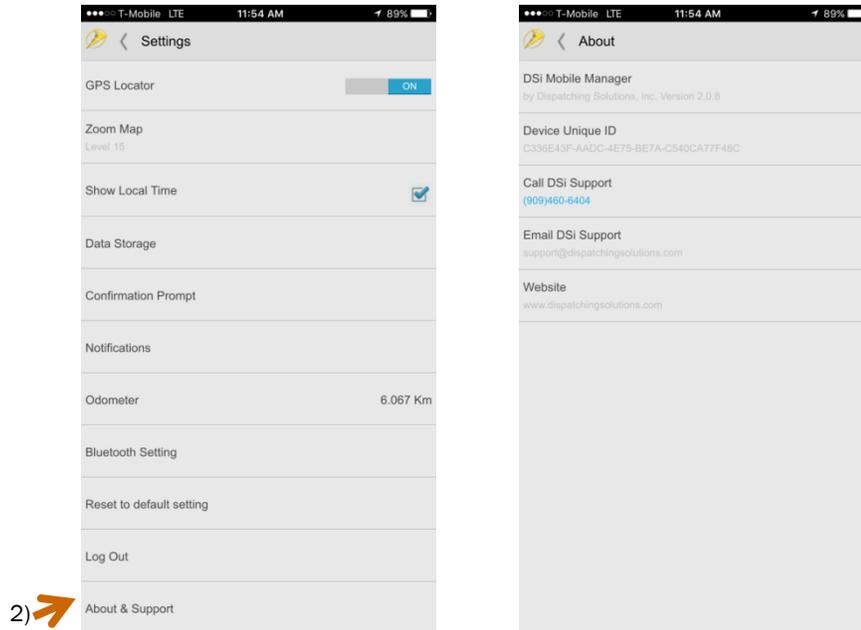
Bluetooth Setting

- 1) From the Main Dashboard, tap on the **Settings** button on the lower right hand corner.
- 2) From the **Settings** screen, tap on the **Bluetooth Setting**.
- 3) The user can change the measurement the app uses to calculate the Odometer value returned from the vehicle's ECM. This setting should only be changed if the driver is absolutely positive the ECM (not dashboard Odometer display) is relaying Odometer value in Miles. Most vehicles relay the Odometer value in Kilometers.
- 4) The user can turn **on** or **off** whether to **display ECM data**. This setting allows the user to validate whether data is being received from the ECM. The data will be displayed at the bottom of the screen and continue to display until this setting is turned **OFF**.



About & Support Setting

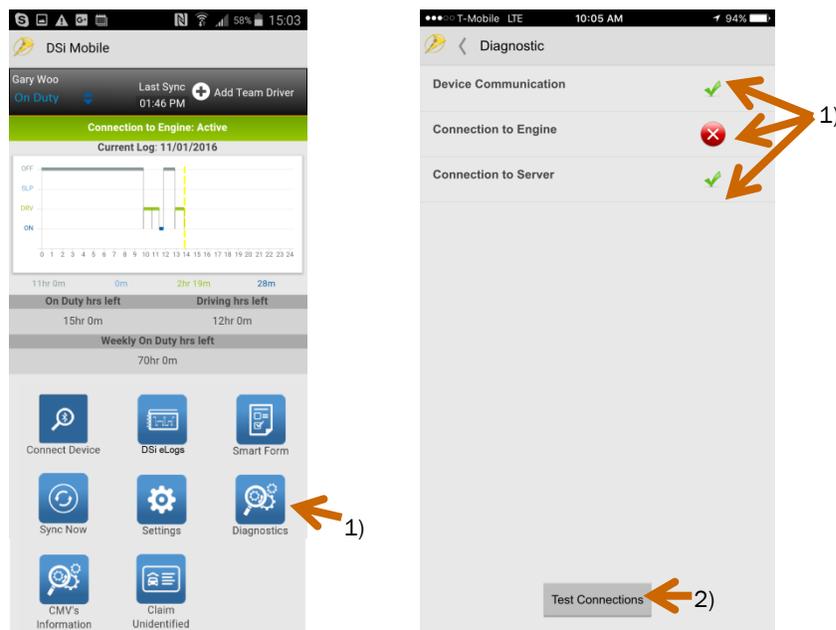
- 1) From the Main Dashboard, tap on the **Settings** button on the lower right hand corner.
- 2) From the **Settings** screen, tap on the **About & Support** setting.
- 3) Then the user can view the **Device Unique ID**, the **phone number**, **email**, and **website** to get **DSi Support**.



Diagnostics

Diagnostic Details

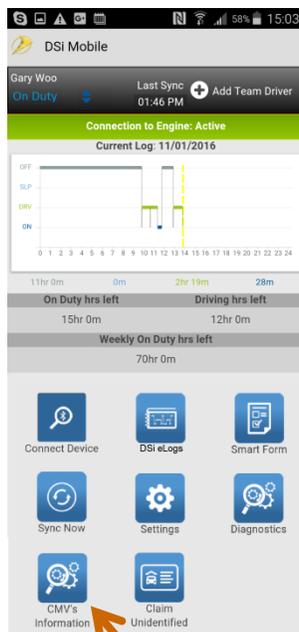
- From the Dashboard, tap on the **Diagnostic** button on the lower left corner. You can also access this module from the Quicklinks menu
 - When there is a **green check mark** next to **Device Communication** that means that the **DSi Mobile App** is connected to the Internet.
 - If there is a **cross in a red circle** next to Device Communication that means that there is no connection to the Internet.
 - When there is a **green check mark** next to **Connection to Engine** that means that the **DSi Mobile App** is connected to the DSi eLogs ECM reader via Bluetooth.
 - If there is **cross in a red circle** next to Connection to Engine that means that there is no connection to the vehicle's ECM.
 - When there is a **green check mark** next to **Connection to Server** that means that the **DSi Mobile App** is connected to the Server.
 - If there is a **cross in a red circle** next to Connection to Server that means that there is no connection to the Server.
- In order to test connections, tap on the **gray box** on the bottom of the page.



CMV's Information

Information regarding the Motor Vehicle currently assigned to the driver can be found on this page. You can also access this page from the Quicklinks menu.

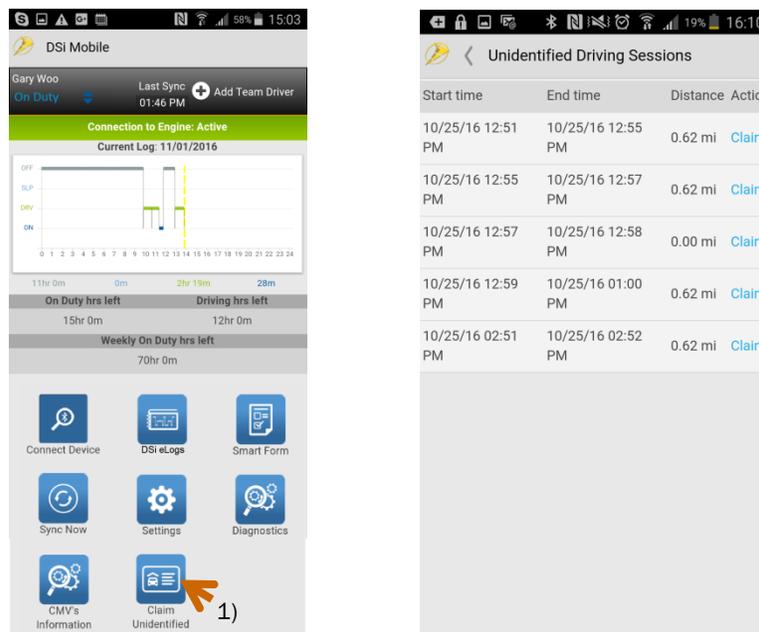
- 1) Driver accesses this information by tapping on the CMV's Information Icon from the dashboard
- 2) Information is displayed on a separate page:
 - a. Vehicle Status
 - b. Accumulated Miles: Trip Mi./Odometer Mi
 - c. Engine Hours: Trip Hrs / Total Hrs
 - d. Latitude/Longitude of last known location
 - e. VIN – Vehicle Identification Number



Claim Unidentified Miles

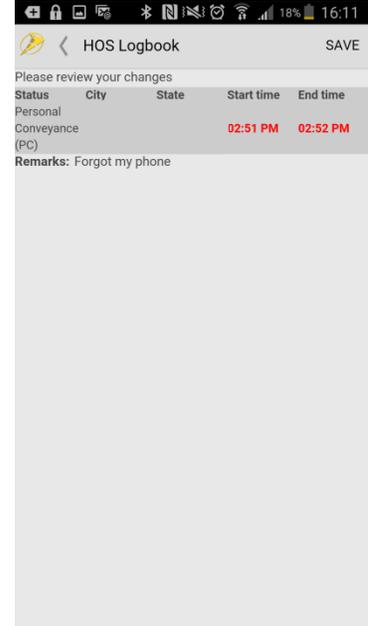
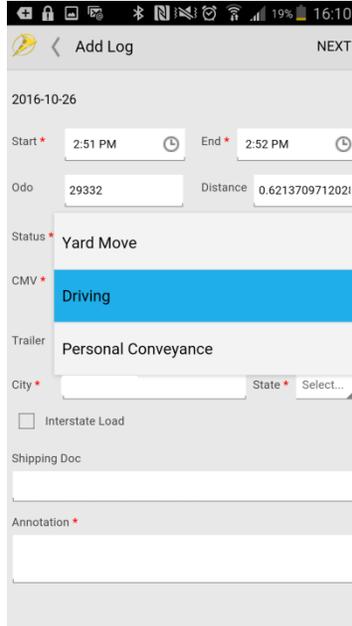
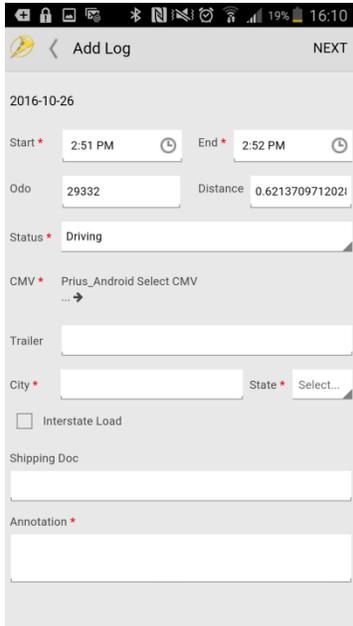
Occasionally, someone will drive the vehicle without logging into this application. When this occurs, the last known mileage recorded for this vehicle is less than the miles retrieved from the vehicle's ECM. When this happens, the device logs these miles to an Unidentified Driver Profile. When a driver is assigned to a truck, the Unidentified Miles for this vehicle are downloaded to the driver's device and they can claim them if they belong to the driver.

- 1) The driver accesses the Unclaimed Miles by tapping on the Claim Unidentified icon on the dashboard or from the Quicklinks menu.
- 2) Reviews the mileage records and taps on Claim to claim a specific record



- 3) After driver taps on Claim to claim a record:
 - a. The driver then enters/edits information to make this record accurate
 - i. Selects proper driving status
 1. Yard Move
 2. Driving
 3. Personal Conveyance
 - ii. Add's Annotation
 - b. Selects Next
 - c. Impacted records are displayed
 - d. Selects Save

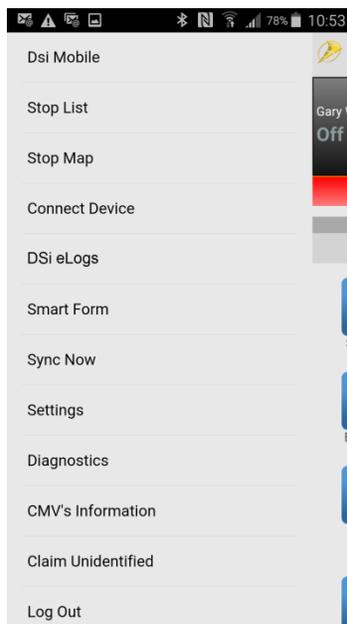
4) Record has been claimed by the driver.



Logging Out of Application

There are 2 ways a driver can logout of the application.

- 1) The driver can access the Menu bar by tapping on the DSiMobile icon in the upper left corner of the screen. This will display links to all the modules listed on the Dashboard as well as the Logout button.

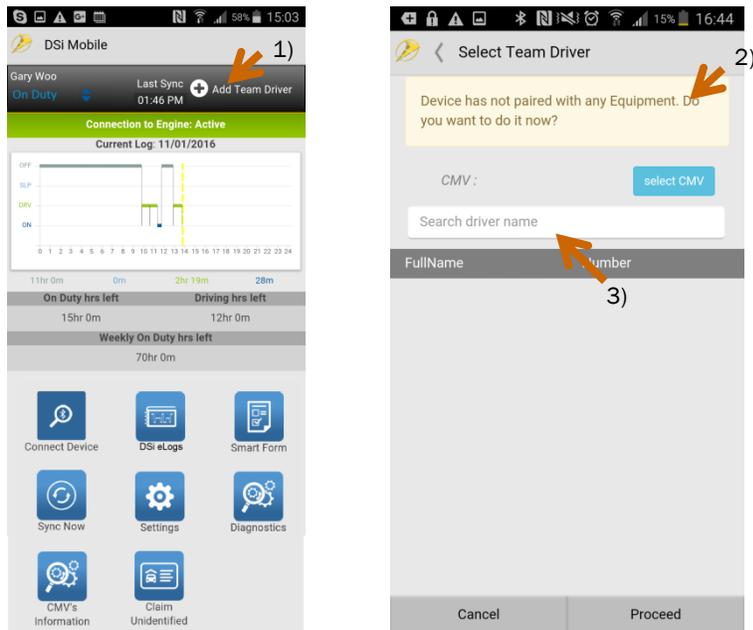


- 2) The driver can also tap on the Settings icon from the Dashboard page and then scroll to the bottom to select the Logout option.

Team Driving

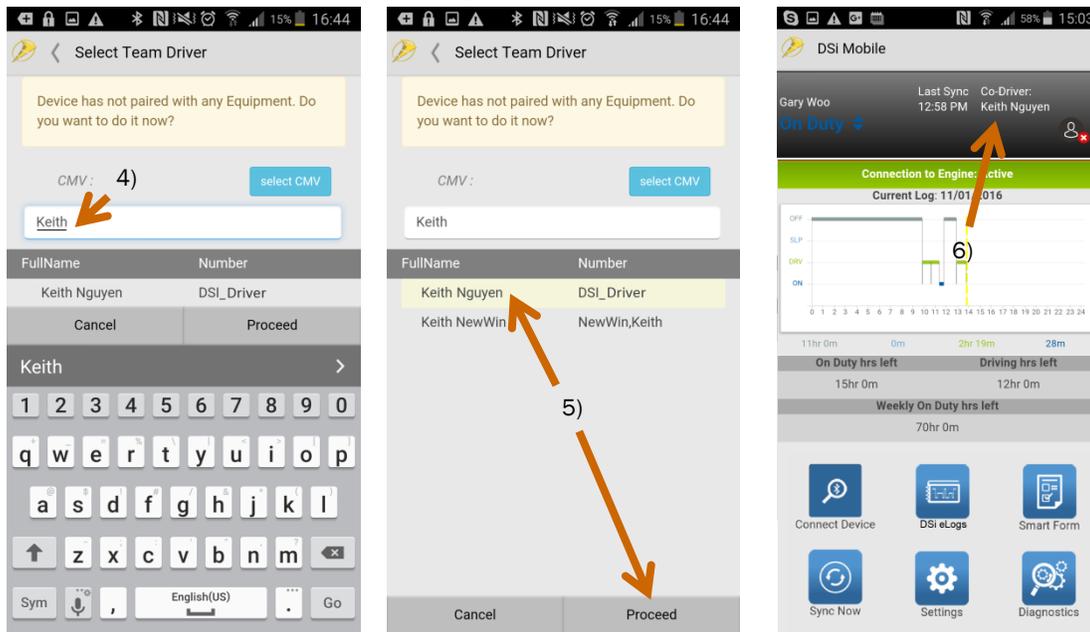
Adding a Team Driver:

- 1) Tap on the “+ Team Driver” icon in the upper right side of the dashboard.
- 2) Select the vehicle you will using as Team Drivers.
- 3) Search for the driver’s name that will be your team member



- 4) Enter the driver’s name and a list of available drivers will be displayed. If the name does not appear in the list, you will need to contact your dispatcher for more information on this driver’s status.

- 5) Select the name from the list and hit Proceed.
- 6) The selected driver appears on the right side of the Dashboard.



Removing a Team Driver

The team driver relationship can be removed by either driver following these steps

- 1) Tap on the red X () next to the team driver's name.
- 2) Confirmation popup will be shown to verify the removal
- 3) Dashboard is updated and Team driver is updated with termination of the team relationship.

