ALS-ELD USER MANUAL

VERSION 3.1

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Contents

VERSION HISTORY

VERSION	DATE	DESCRIPTION
3.0	05/07/2020	Original Document
3.1	04/20/2022	Amendments to Original Document

INTRODUCTION

ABOUT ELECTRONIC LOGGING DEVICE

All operators of Commercial Motor Vehicles in the United States and Canada are currently required to log their hours of operations. With a view to improve safety and recording of Hours of Service, Congress in the United States mandated the electronic logging device (ELD) rule. The ELD rule mandates electronically recording data from the Electronic Computer Module of Commercial Motor Vehicles for heightened accuracy in Hours of Service, track, manage, and share records of duty status data.

ABOUT ARETHOS

From Greek Words …
ARETE Excellence through the involvement of all abilities and potentialities –strength, knowledge, bravery, virtue and wit.
ETHOS Ethics, integrity and other guiding beliefs and ideals that characterize acommunity, nation or ideology.

ABOUT ALS- ELD

ALS-ELD is part of our Arethos Logistics System (ALS). It can be used as a singlecomponent or combined with the logistics product. If company is using as combined product then the driver, truck, trailer and load information is automatically updated once the trip is assigned to the driver.
ALS-ELD is compatible with all kind of mobile device, which are running androidand iOS platform.

SETTING UP USER PROFILE

INITIALISING YOUR PROFILE TO START USING THE ELD

In order to initialize and access the ELD device, the Carrier Company has to firstaccess the web-portal, and set up an individualized user's profile.

PROFILE SET UP

The profile will require basic and required information from the User to set upa Profile.
The portal operator will set up a user name and password, credentials that arerequired for future authentication.

DOWNLOAD THE APP

1. Download the mobile Application from APP store for IOS/ Apple devices or from Google Play Store for Android devices, on to your WIFI capable Devices, suchas mobile device or a Tablet that you will be using in the Commercial Motor Vehicle during the trip.
2. To download the app from Play store search the text "Arethos Logistic System" and from App Store search the text "ALS E-Log Book".

LOGGING INTO THE SYSTEM

The steps for logging into the system are as follows: -

1. Launch the ELD app in the tablet.
2. Use the Valid credentials provided by the company to login into the app.
3. For Single Driver login, enter the valid username and password in therequired fields.
4. For Team Driver login, enter the valid username and password in the Maindriver and Co - driver in the required fields.
5. Click on Sign in button to view HOS Main screen.

Fig 1.0
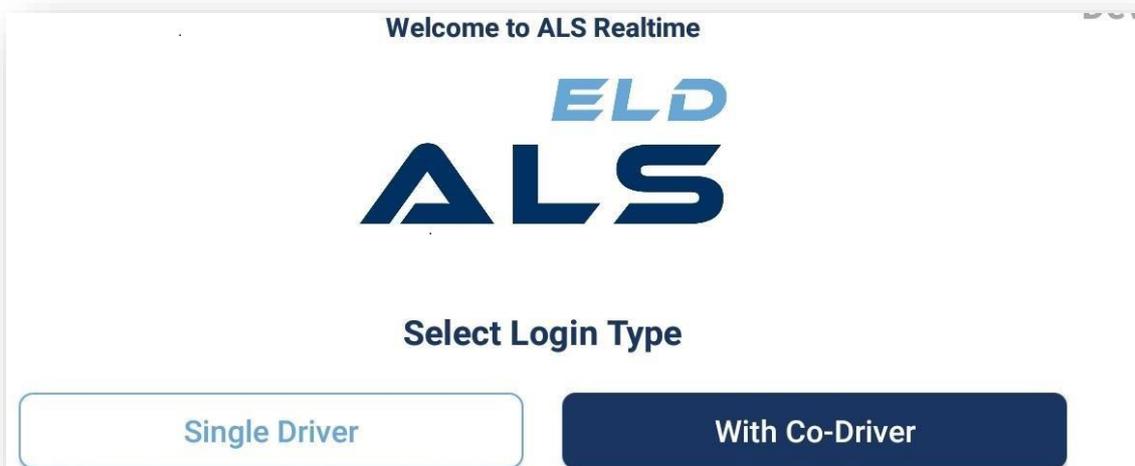
Upon successful login user will see the following screen (**ELD Main Screen**):

Fig 1.1
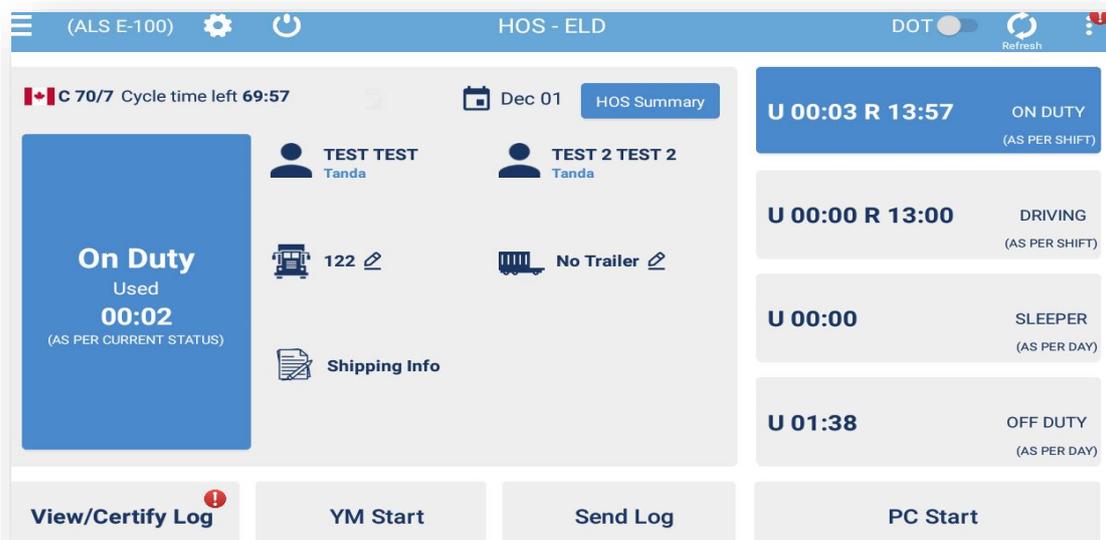
The User Interface is kept very simple so that it will be very easy for driver to use. In order to change any statuses driver just need to click on any one of thefive buttons. Upon clicking the button it will automatically update the statusesof the driver and also calculate the number of hours used and remaining.

HOS SCREEN FOR CURRENT USER

How to change duty status?
1. **ELD** Main Screen shows all the types of duty statuses:
   - ONDUTY shows driver is on-duty but not driving the vehicle**.**
   - DRIVING shows driver is driving the vehicle**.**
   - SLEEPER shows driver is in Sleeper Berth.
   - OFF DUTY shows driver is not in the vehicle and is on break**.**
   - PC START shows Driver is Off-duty and is using the vehicle forpersonal conveyance purposes
   - YM START shows Driver is On-duty and is using the vehicle foryard movement purposes.
2. To **Change** the duty status just tap the required status button on the logbook.

HOW AUTHORISED PERSONAL USE AND YARD MOVE WORKS

PERSONAL USE:
1. An Operator can use the vehicle for authorized **Personal use**. This may include the time traveling between an Operator's home and Terminal (or normal work reporting location), and traveling short distance (from terminals or motels) to restaurants.
2. These periods of personal use may be considered off-duty time.
3. However, an Operator who uses a vehicle for transportation from home and is later dispatched from home would be on-duty from the time the driver leaves home.
4. An ELD does not change the duty status following a period of personal conveyance status. The driver should change the duty status to Off-duty before powering off, or later annotate the record to explain off-duty status at the end of the driving time.

YARD MOVE:
1. An Operator can use **Yard-Move** under the ON Duty Status.
2. An Operator can annotate the record to document Yard movement
3. The time captured by the ELD during the yard move counts towards the driver's on-duty time. Therefore, Yard moves are considered on-duty but not driving.

DESCRIBING HOURS AVAILABLE ON HOS SCREEN

1. Total hours consumed and remaining for each duty status will appear onthe duty status buttons.
2. Selected duty status will appear on left side of the screen with total hours consumed and remaining.
3. Selected cycle weekly hours left will appear and update as time spent onduty Status updated.
4. As soon as driver change the duty status used time starts increasingdynamically.
5. The hours shown, are the hours left as per the rule (USA inaccordance to Motor Vehicle Act) selected by the user.

Fig 1.2
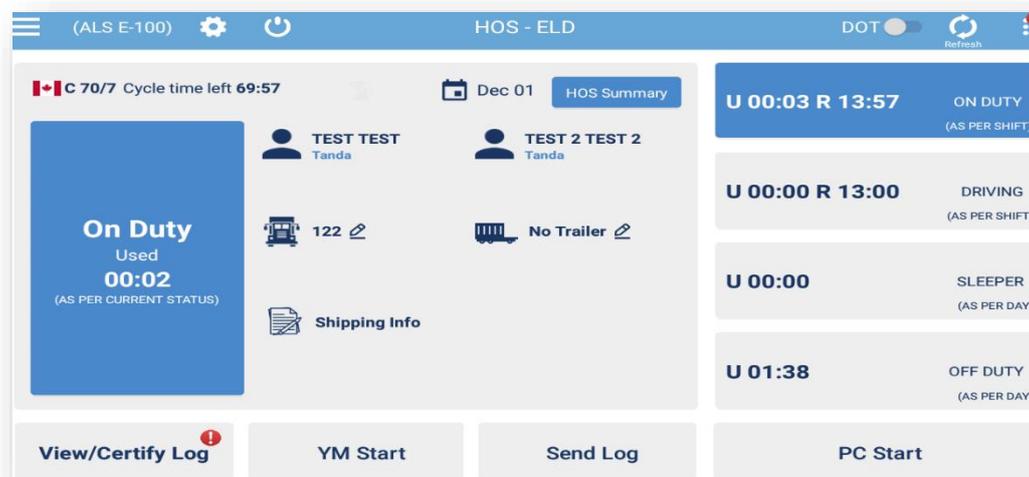
6. For a vehicle which is not moving but status is **driving** for more than 5 min, an alert will appear showing the Driver that "**Your Status is Driving but Vehicle is not moving**". It will display alert to change its status. If action is not performed, then after 1 min ELD automatically set its status to On Duty not Driving.
7. For a Vehicle which is moving but status is **On-duty, Sleeper, Off duty** for speed more than 5 mph or 8 kmph, an alert will appear showing that "**Your Vehicle is moving but status is not driving**" and status will automatically change to Driving.
8. The **US** work shift is 14 hours, which is an accumulation of **On Duty, Off Duty, Sleeper Berth and Driving**. The Off Duty shall be 10 or more consecutive hours for the system to reset the daily driving and work shift to reset based upon current hours of service ruleselected by the driver.
9. The total weekly hours will reset once the user takes minimum of **34** consecutive hours of **Off Duty**.

TO VIEW CURRENT / PREVIOUS DAY LOG

1. Driver can view his/her current day log history by tapping the "View/Certify log" button and can click the "View" button to view his daily log.
2. To view previous day log, driver can select the required date from the calendar to view his/her previous day log.
3. User can view Daily log graph where graph represents the hours consumed for different duty statuses.

Fig 1.3
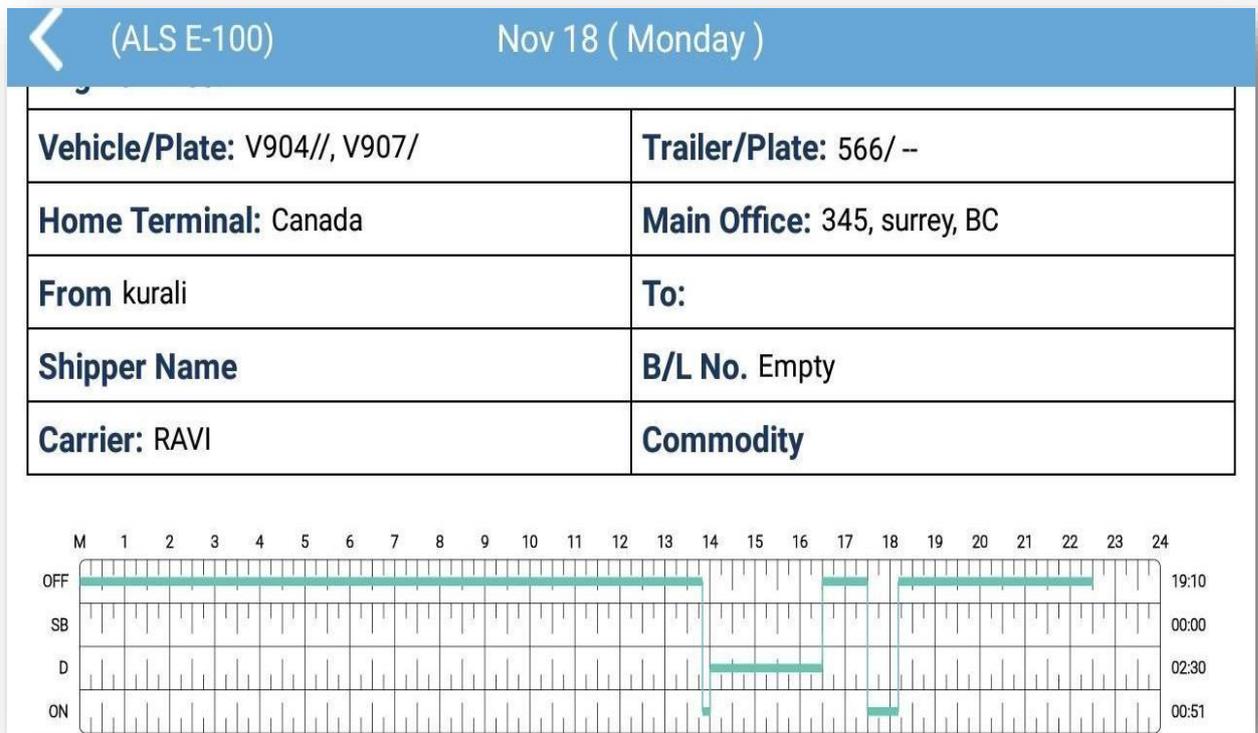
HOW TO CERTIFY THE LOG?

1. The objective of certification of the daily log is to make the driver take the ownership of each 24-hour log.
2. In event of any change/edits to the log, the driver has to re-certify the log.
3. To certify a log, select the **Certify Log** button and log then log screen willappear.
4. Sign the HOS daily log by simply doing signature and Click **Save** button to Save the signatures. Once saved it can't be **edited/change**.

**Fig 1.4**   **Fig 1.5**
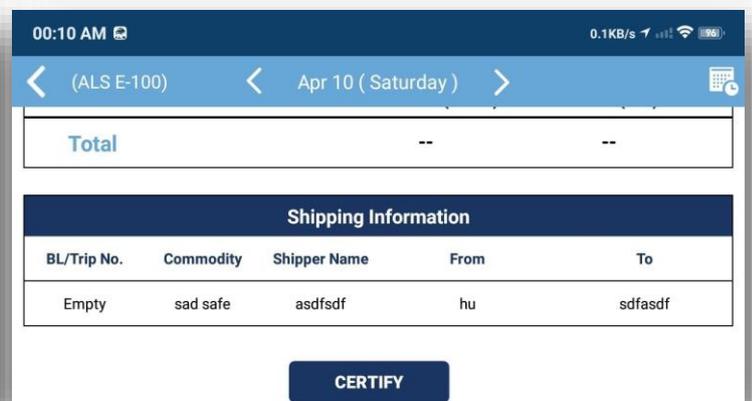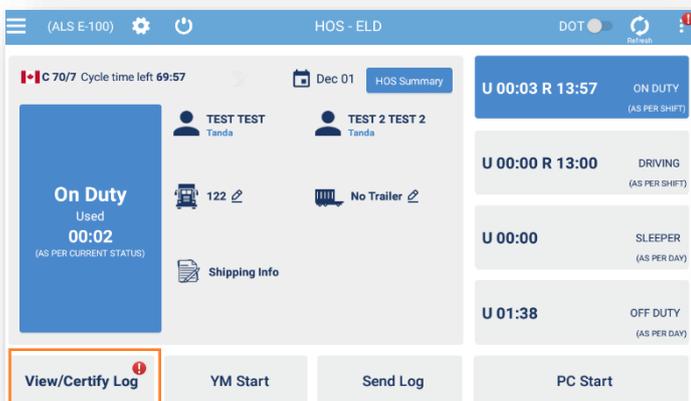
CHANGING HOURS OF SERVICE RULE BETWEEN CANADA/USA

1. The system will change the driver HOS rules automatically whenever thedriver crosses the borders between the USA and Canada and Cycle name will be displayed in HOS screen.
2. Upon changing the HOS rules automatically, the number of hours one was operating in the **US** and **Canada rule** will also get updated in the HOS mainscreen.
3. User can also change his Cycle 1 (60/7) to cycle 2 (70/8) or vice versa from his logbook manually but eligibility conditions will be checked while performing actions.

HOW TO SEND LOG?

1. To send the certified log to the **FMCSA**, user will simply tap the "**Send Log**" button available on HOS screen and new screen will appear where user will select the country, enter the valid email id and log Start /End Date.
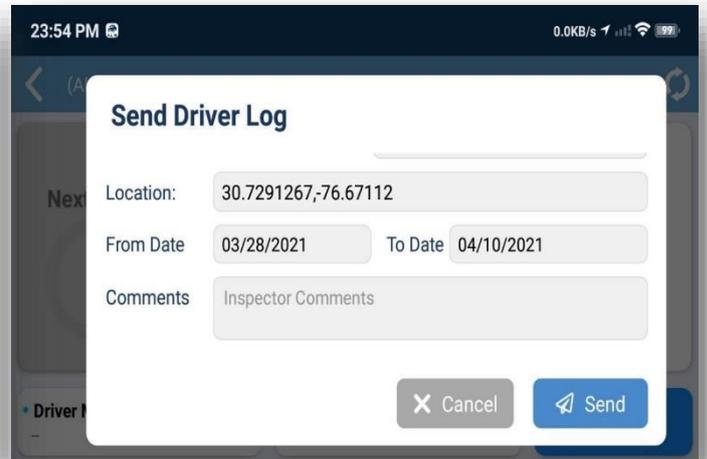
Fig 1.6
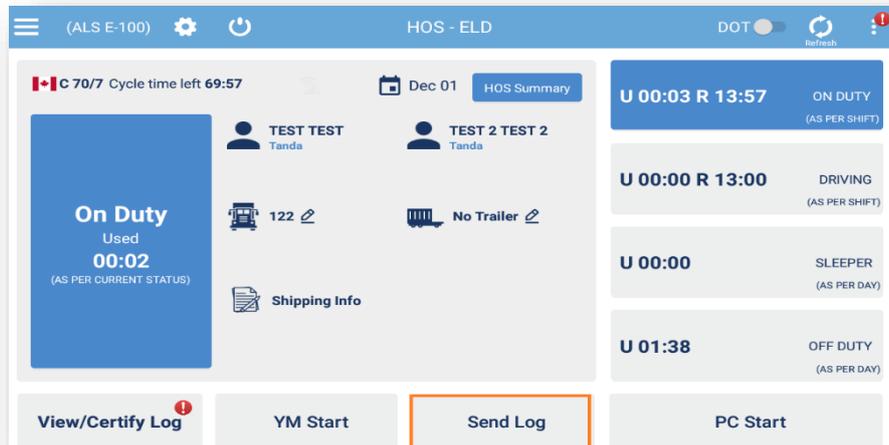
2. Click on the "**Send Log**" button to send the log. Refer to **Fig. 1.7 and Fig. 1.8** for reference.

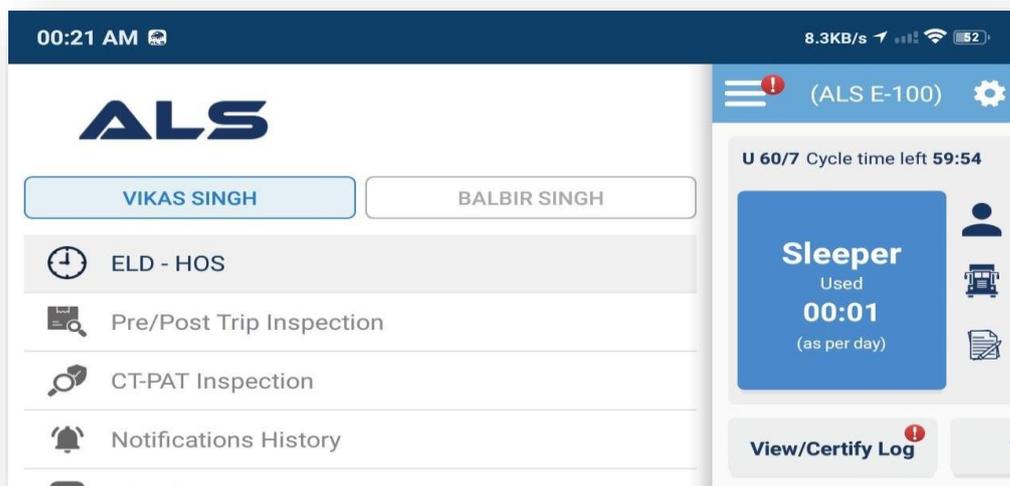**Fig. 1.7**   **Fig. 1.8**

SWITCHING BETWEEN DRIVERS (TEAM LOGIN)

1. Team Driver can easily switch from Main driver to Co-Driver or vice versaby simply tapping on Driver name appearing in side menu.

Fig. 1.9

2. ELD events/data that can be accessed are specific to the driver account that's logged in, protecting the authenticity and confidentiality of the collected information.
3. User will enter his valid credentials every time switching between each other.
4. Upon login with different driver, user will see specific info associated to his account.

Fig. 2.0
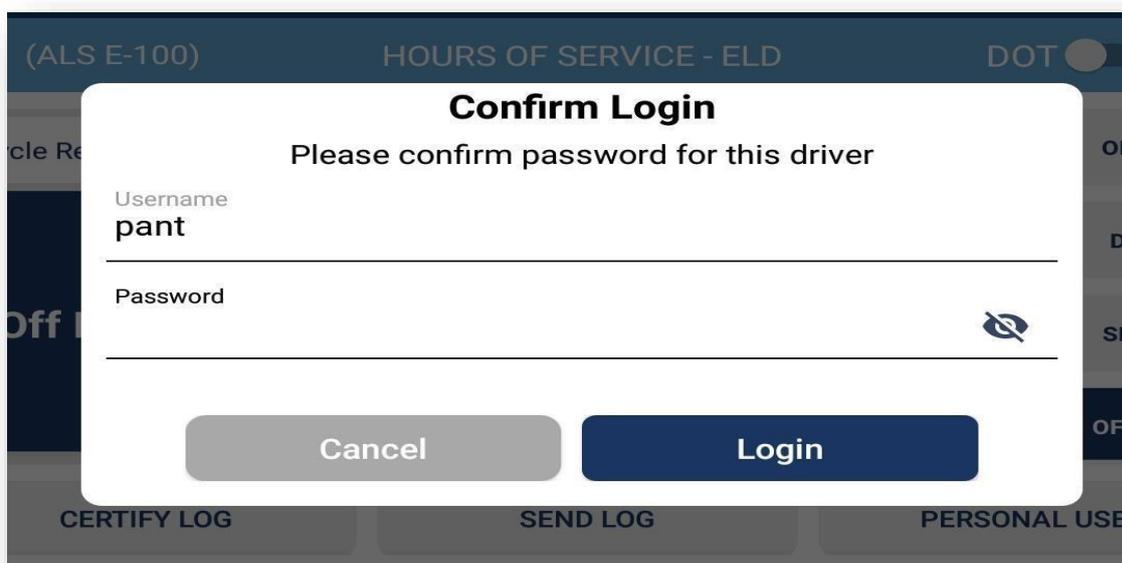
PRE / POST TRIP INSPECTION

Every motor carrier driver, agents, representatives and employees directly concerned with the inspection or maintenance of commercial motor vehiclesmust be knowledgeable of and comply with the rules of this part.
Driver vehicle inspections are important to safe operation of a commercialvehicle.

PRE TRIP INSPECTION:

The pre-trip inspection can identify vehicle defects prior to the movement of thevehicle for the safety of the driver and motorist and this must be signed and checked by the driver.
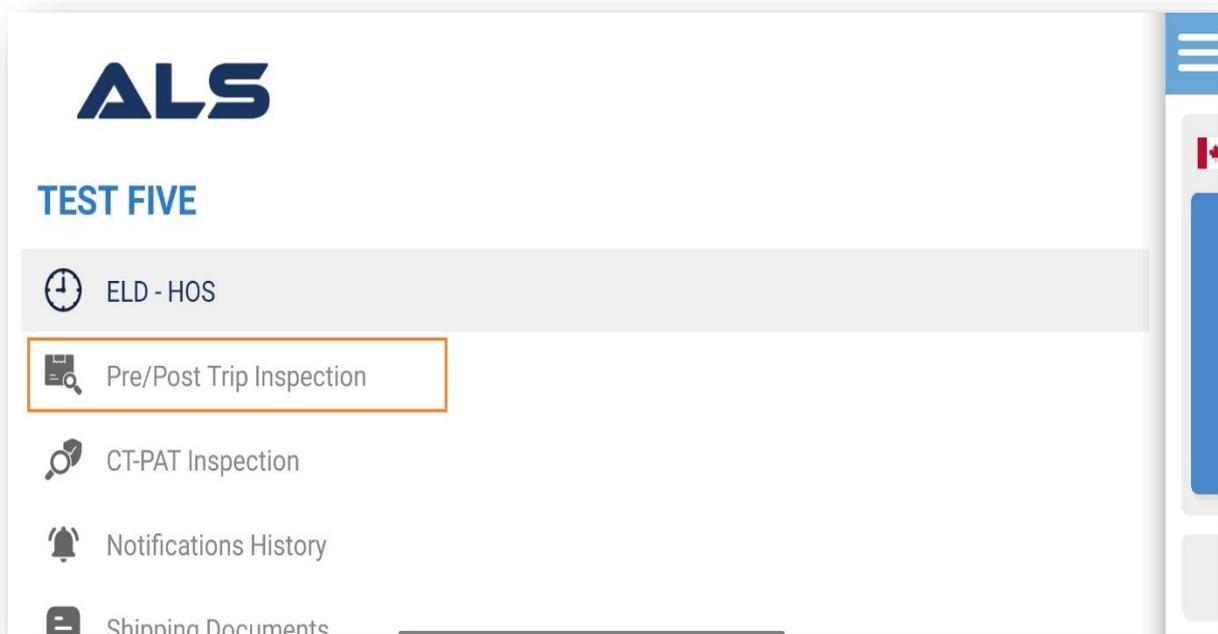
POST TRIP INSPECTION:

The post- trip report must identify the vehicle and list any defect or deficiency discovered by or reported to the driver after the trip is completed, which would affect the safety of operation of the vehicle or result in its mechanical breakdown.If a driver operates more than one vehicle during the day, a report must be prepared for each vehicle operated.

To Start a Pre/Post trip inspection

1. To Start a **Pre/Post** trip inspection user must select the option from sidemenu highlighted in the fig below.

Fig. 2.1

2. Upon clicking **Pre/post** trip inspection option from menu user will seedefects list and can select the defects that can be corrected by mechanic/supervisor.

3. Vehicle will be supervised by the mechanic/supervisor and signed by the both driver and mechanic that defects have been corrected and vehicle issafe for driving.

DOT INSPECTION MODE

When a DOT officer pulls over a vehicle for a roadside inspection, a driver may be required to hand over their device to let the officer inspect the logs. ALS allows you to lock the app in DOT inspection mode, which helps maintain the privacy of the content in your application. The DOT officer will not be able to access anything but the past 8 days of logs in DOT Inspection Mode. Even if they try to close the app and reopen it, it will remain on the lock screen. This feature ensures DOT officers do not view any other information in the app.

Steps for DOT inspection mode:

1. On the **Logs,** screen tap on the DOT icon in the top right corner.
2. User will be navigated on the DOT Inspection screen.
3. Once user is navigated to DOT screen user must hand over device to theofficer, where officer can view his 8 days log, view inspections and Share log.
4. To exit DOT inspection mode user will tap on Back button and must enter his valid Password when prompted.
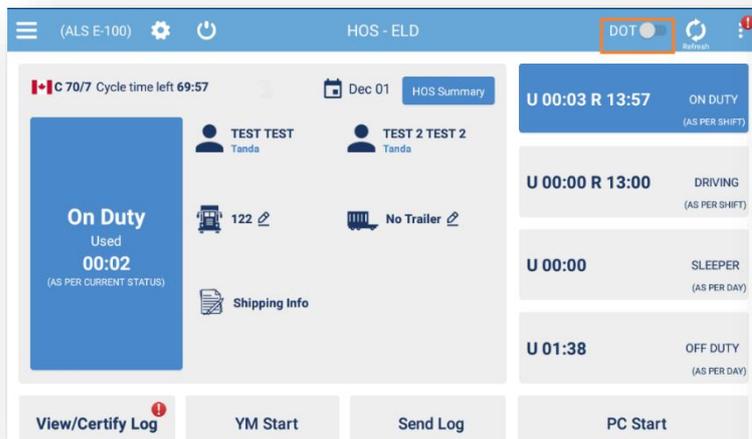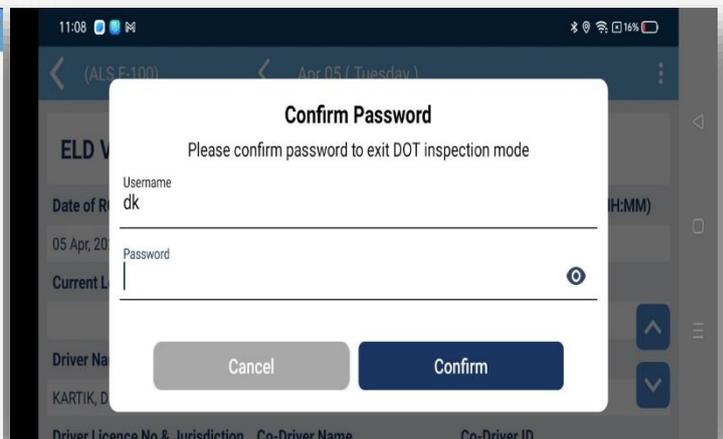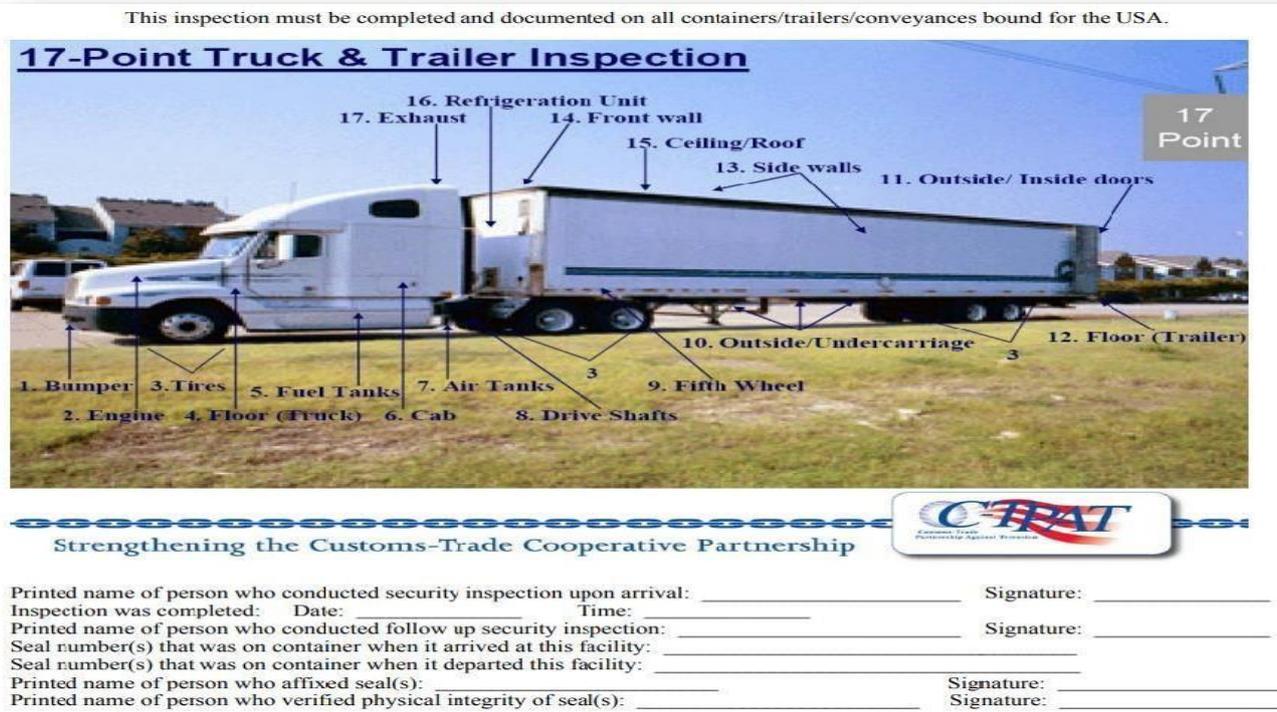
Fig. 2.2   **Fig. 2.3**

HOW TO DO CTPAT INSPECTIONS?

There are 17 points for Truck and Trailer Inspections. Below Figure shows all the 17 points inspections area that a driver need to do in Truck and Trailer.This Inspection must be completed and documented on all containers/trailers/conveyancesbound for USA.

Fig. 2.4

This inspection must be completed and documented on all containers/trailers/conveyances bound for the USA.

17-Point Truck & Trailer Inspection

16. Refrigeration Unit
17. Exhaust   14. Front wall
15. Ceiling/Roof
13. Side walls   11. Outside/ Inside doors

10. Outside/Undercarriage   12. Floor (Trailer)

1. Bumper   3.Tires   5. Fuel Tanks   7. Air Tanks   9. Fifth Wheel
2. Engine   4. Floor (Truck)   6. Cab   8. Drive Shafts

Strengthening the Customs-Trade Cooperative Partnership

Printed name of person who conducted security inspection upon arrival: _____ Signature: _____
Inspection was completed: Date: _____   Time: _____
Printed name of person who conducted follow up security inspection: _____ Signature: _____
Seal number(s) that was on container when it arrived at this facility: _____
Seal number(s) that was on container when it departed this facility: _____
Printed name of person who affixed seal(s): _____   Signature: _____
Printed name of person who verified physical integrity of seal(s): _____ Signature: _____
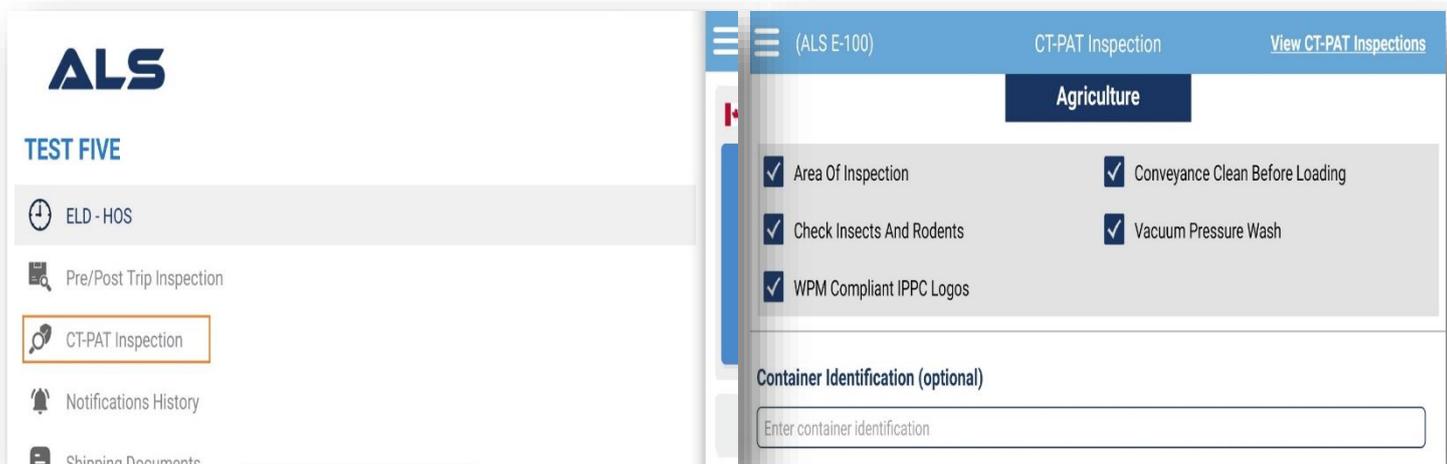
Following steps for CTPAT Inspection

1. To start CTPAT inspections, tap CTPAT inspection from the main menu. User will be navigated to truck and trailer points form.
2. Driver can also select Agriculture Inspection points.
3. Select the particular points and certify the form in the end.

Fig. 2.5   **Fig. 2.6**

ALS

TEST FIVE

ELD - HOS

Pre/Post Trip Inspection

CT-PAT Inspection

Notifications History

Shipping Documents

(ALS E-100)   CT-PAT Inspection   View CT-PAT Inspections

Agriculture

✓ Area Of Inspection   ✓ Conveyance Clean Before Loading

✓ Check Insects And Rodents   ✓ Vacuum Pressure Wash

✓ WPM Compliant IPPC Logos

Container Identification (optional)
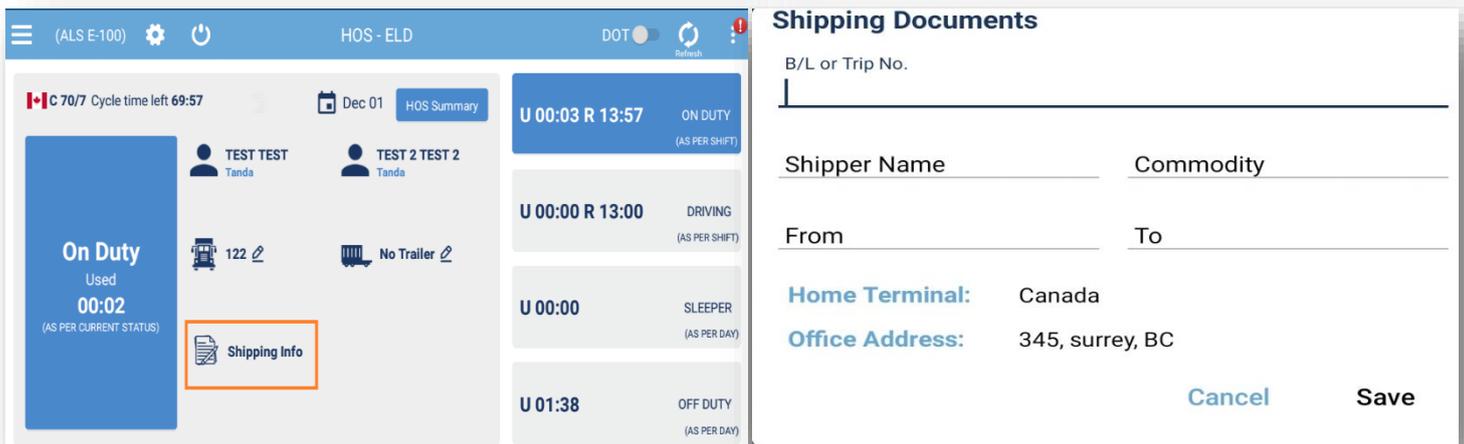
Enter container identification

HOW TO FILL SHIPPING INFO?

To fill shipping info, follow the steps below.
1. To update shipping info, tap on the shipping info icon.
2. On tapping shipping icon, user will see pop up window for entering shipping details.

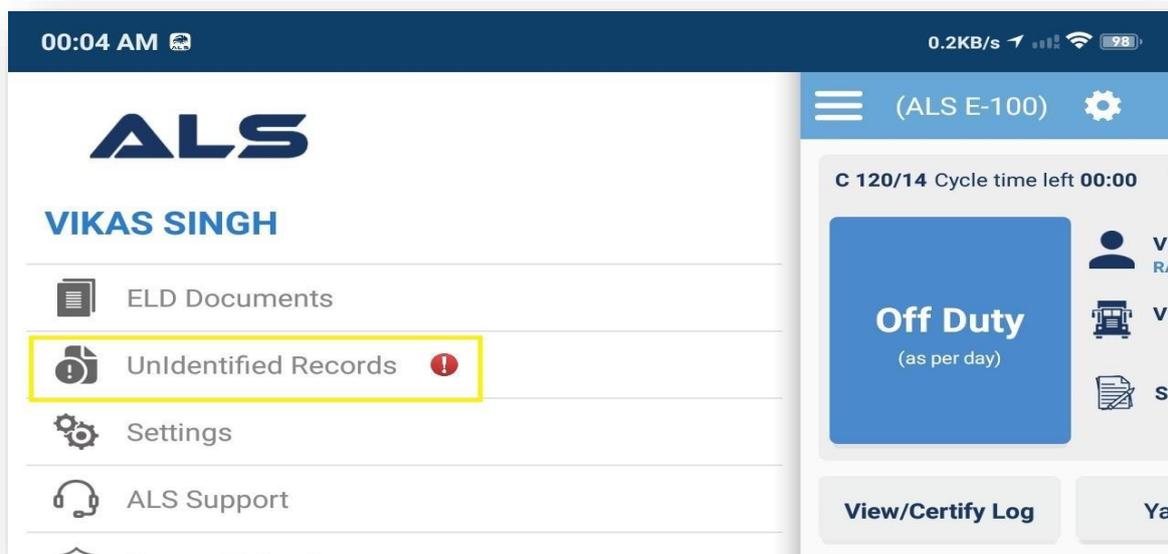**Fig. 2.7**   **Fig. 2.8**

3. Click on **Save** button, to update shipping info.

HOW TO CLAIM/REJECT UNIDENTIFIED RECORDS

To claim or reject unidentified records, follow the steps below.
1. To claim unidentified records, tap on the Unidentified Records from the menu.

Fig. 2.9

2. On tapping the **Unidentified Records** from the menu, user will be navigated to the below page (Fig. 3.0) where all the records will appear.
3. On this screen, user can see all the Unidentified Records and can also claim or reject them by clicking on the buttons appearing in the below screenshot. User can select all the records to be claimed or rejected by clicking on the check boxes.

Fig. 3.0

4. On clicking the **claim or reject** button, popup will appear and user will be asked to enter the reason and also select the duty status before claiming or rejecting the record. Refer to the screenshot below (Fig. 3.1)

Fig. 3.1
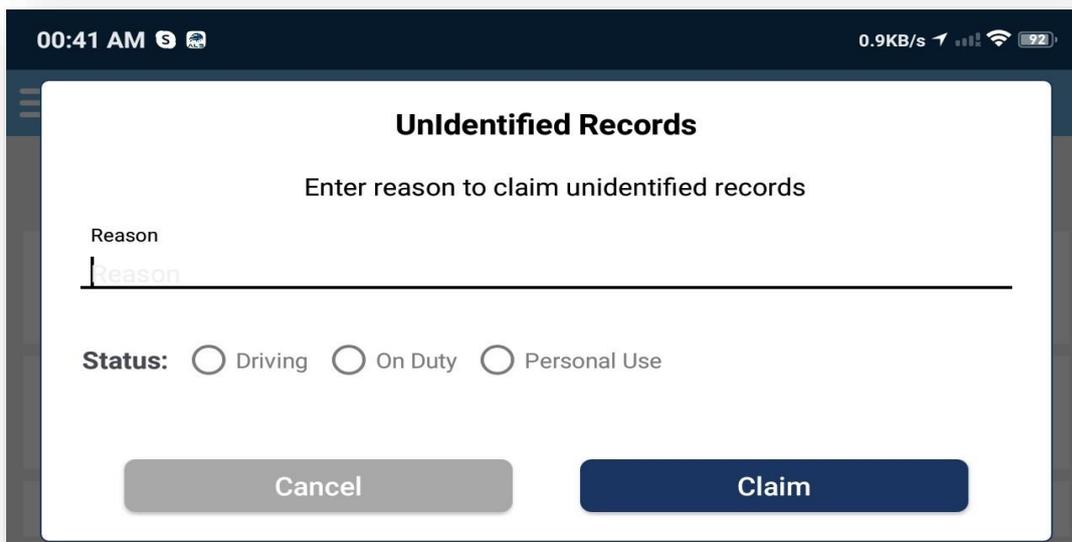
5. User can also claim or reject particular record by tapping on right arrow (>) as seen in above screenshot on Fig 3.0

6. On tapping the right arrow (>), user will be navigated to the below page (Fig 3.2) where he can go through the details of the record and can claim or reject the recordafter selecting the duty status.

Fig. 3.2
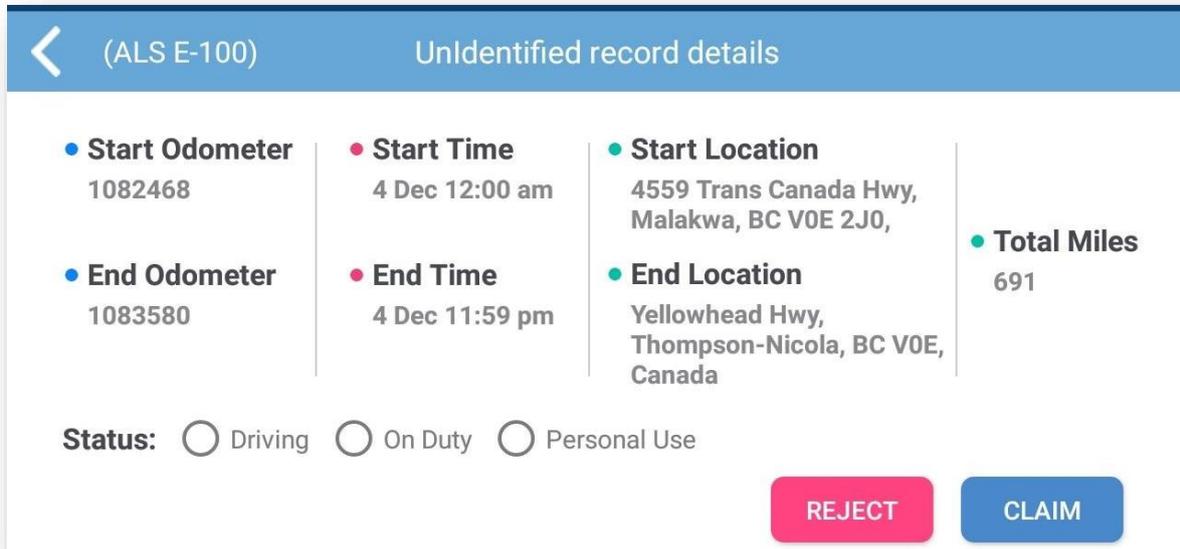
HOW TO VIEW HOS SUMMARY

To view the HOS Summary, follow the steps below.

1. To view the **HOS summary**, tap on the HOS Summary appearing on dashboard.

Fig. 3.3
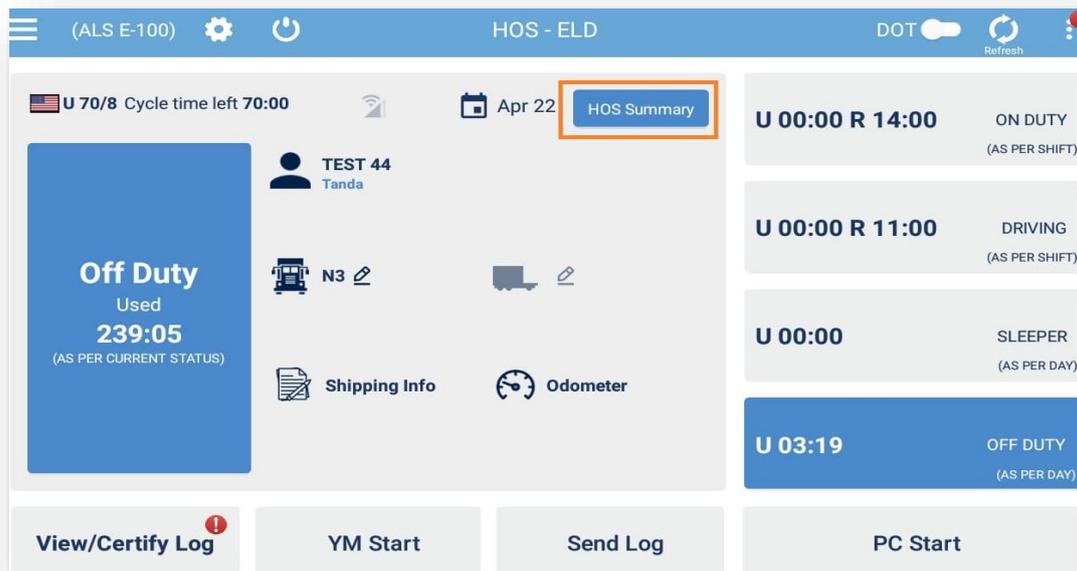
2. On tapping the **HOS Summary**, user will be navigated to the HOS Summary page asappearing in the below screenshot on Fig. 3.4

3. On this page, user can view his **HOS Summary**, which include shift hours, cycle hours,On Duty hours, current location etc.

Fig. 3.4

HOW TO ENABLE ADVERSE EXCEPTION

To enable the Adverse Exception tap on the Adverse Exception icon appearing in the Settingsscreen in the screenshot below.

Fig. 3.5
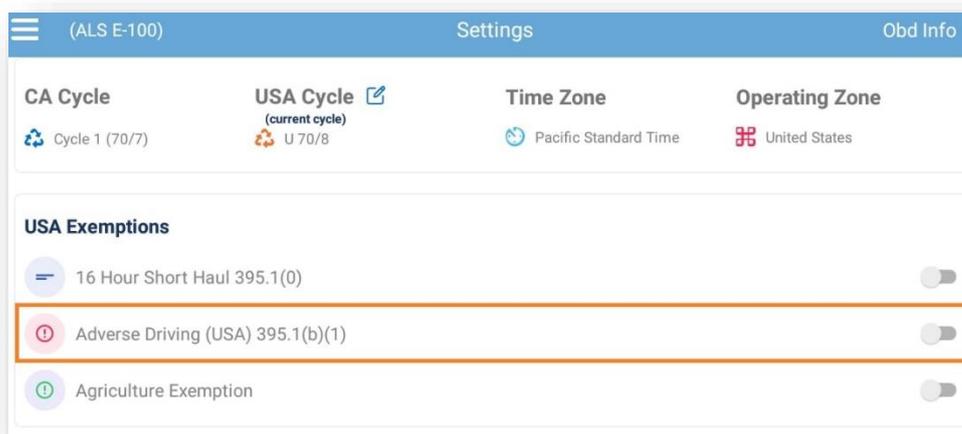
The adverse conditions exception may apply to drivers who encounter weather or road conditions and, because of those conditions, safely complete the run within the maximum driving time or duty time during which driving is permitted." In those circumstances, drivers are permitted two additional hours of driving time to their 11-hour driving limit and 14-hour shift window to "complete the run or to reach a place offering safety.

- Adverse Exception will be disabled automatically after 10 hours consecutive off duty.

HOW TO CHANGE CYCLE FROM ELD DRIVER APP

To change the cycle, follow the steps below :

1. Tap on the Setting icon appearing in the below screenshot.

Fig. 3.6
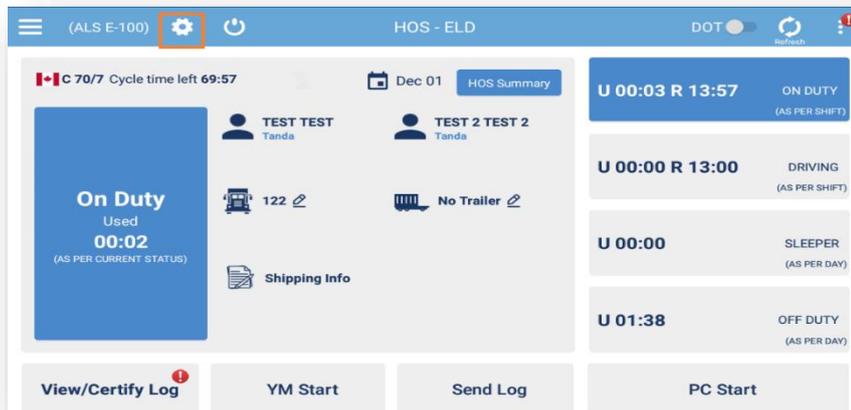
2. On tapping the setting icon, Setting Page will be opened as appearing in the below screenshot. (Refer to fig. 3.7)
3. On the Setting page, click on the cycle change edit icon and the confirmation pop up willappear with the details. (Refer to fig. 3.8)

Fig. 3.7   **Fig. 3.8**
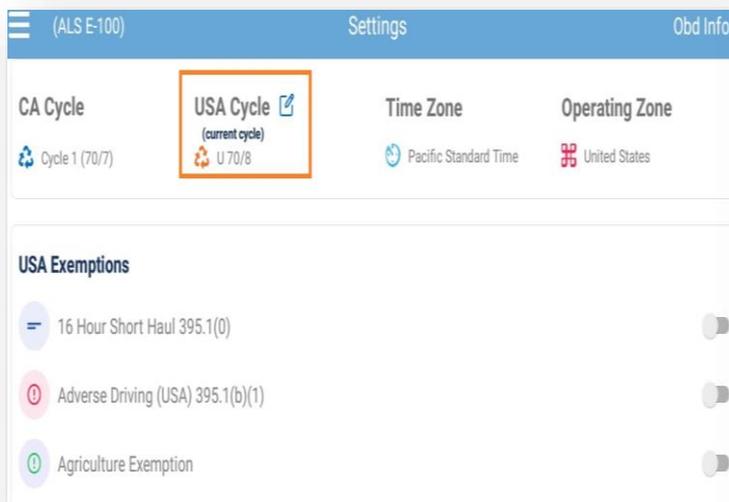
4. Once the pop up appears, user can click the change button to change the cycle.

HOW MOTOR CARRIER WILL SEND CYCLE CHANGE REQUEST TO DRIVER

To send the cycle request to driver, follow the steps below :

1. Open the Driver View Log of that Driver whom you want to send cycle change request.

2. Once the Driver View Log page is opened, click on the edit icon appearing after the CAN Cycle title as can be seen in the below screenshot (Fig. 3.9)

Fig. 3.9

3. On clicking the edit icon, system will check the driver eligibility according to his current cycle. According to the above screenshot (Fig 3.9), driver's current cycle is U 70/8. Hence, in this case driver is eligible if he takes 36 hours consecutive Off Duty or Sleeper. If driver meets the eligibility then the below (Fig 4.0) confirmation popup will appear else the message will appear that driver does not meets the eligibility.

Fig. 4.0
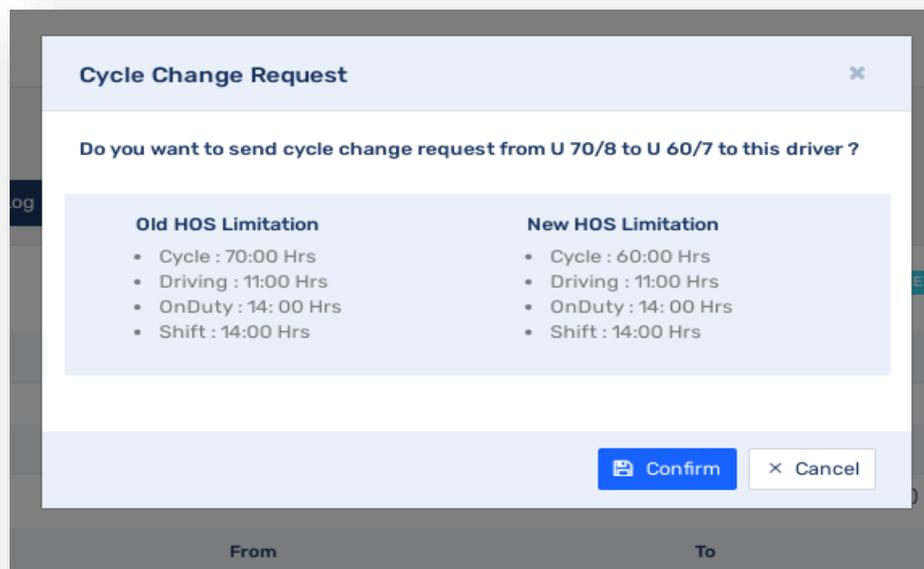
4. If the motor carrier clicks the confirm button, then cycle change request will be sent to the driver and the driver will receive notification on his device. In the below screenshot (Fig. 4.1) we can see the alert came on the driver's ELD device.

Fig. 4.1
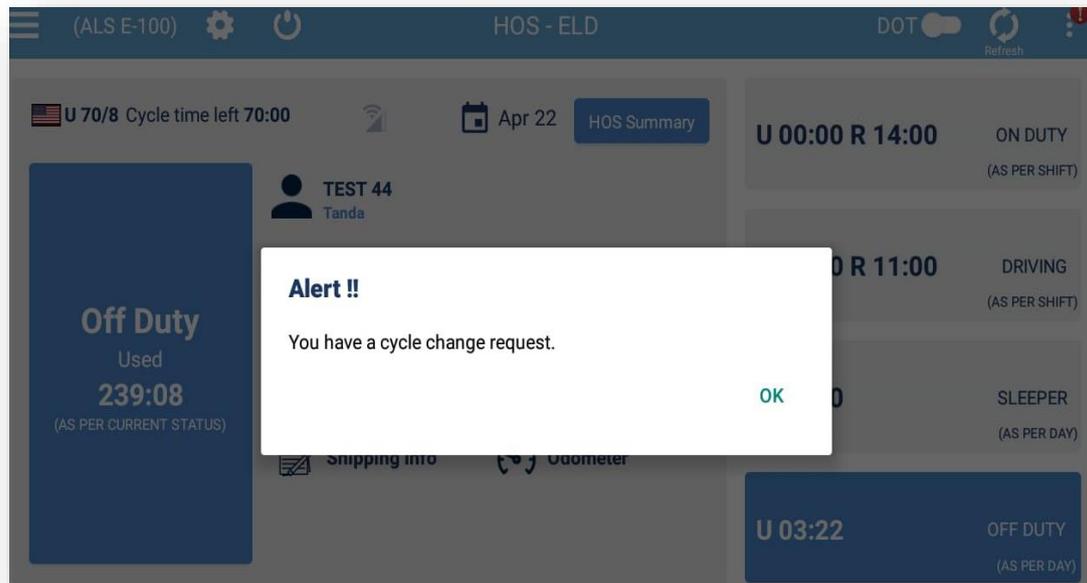
5. On click the OK, driver will navigated to the notification history page as can be seen in thebelow screenshot (Fig. 4.2)

Fig. 4.2
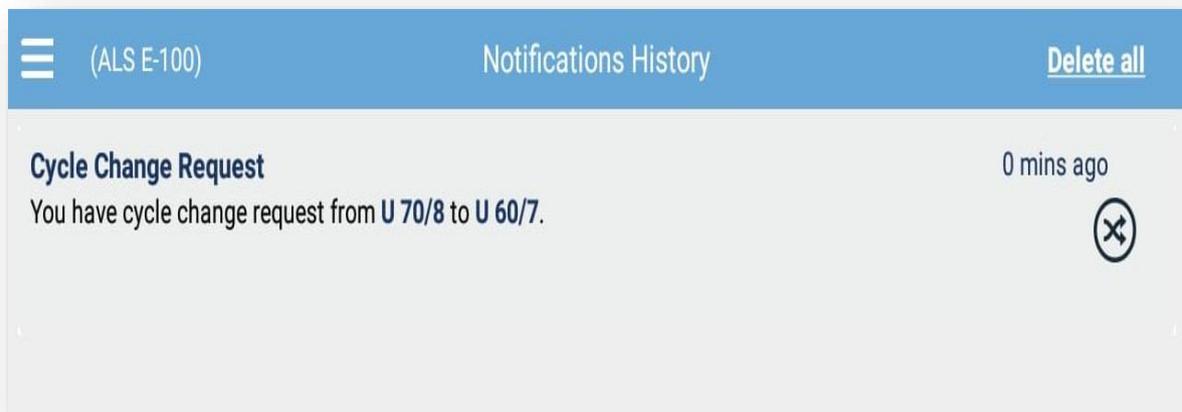
6. Once the notification history page is open, tap on the cycle change request notification and after tapping the notification Cycle Change Request pop up will appear which will prompt driver to either approve the request or reject the request.

Fig. 4.3

Cycle Change Request

You have cycle change request from **U 70/8** to **U 60/7**.

Old HOS Limitations		**New HOS Limitations**	
Cycle	: 70:00 Hrs	Cycle	: 60:00 Hrs
Driving	: 11:00 Hrs	Driving	: 11:00 Hrs
OnDuty	: 14:00 Hrs	OnDuty	: 14:00 Hrs
Shift	: 14:00 Hrs	Shift	: 14:00 Hrs

Reject   **Approve**
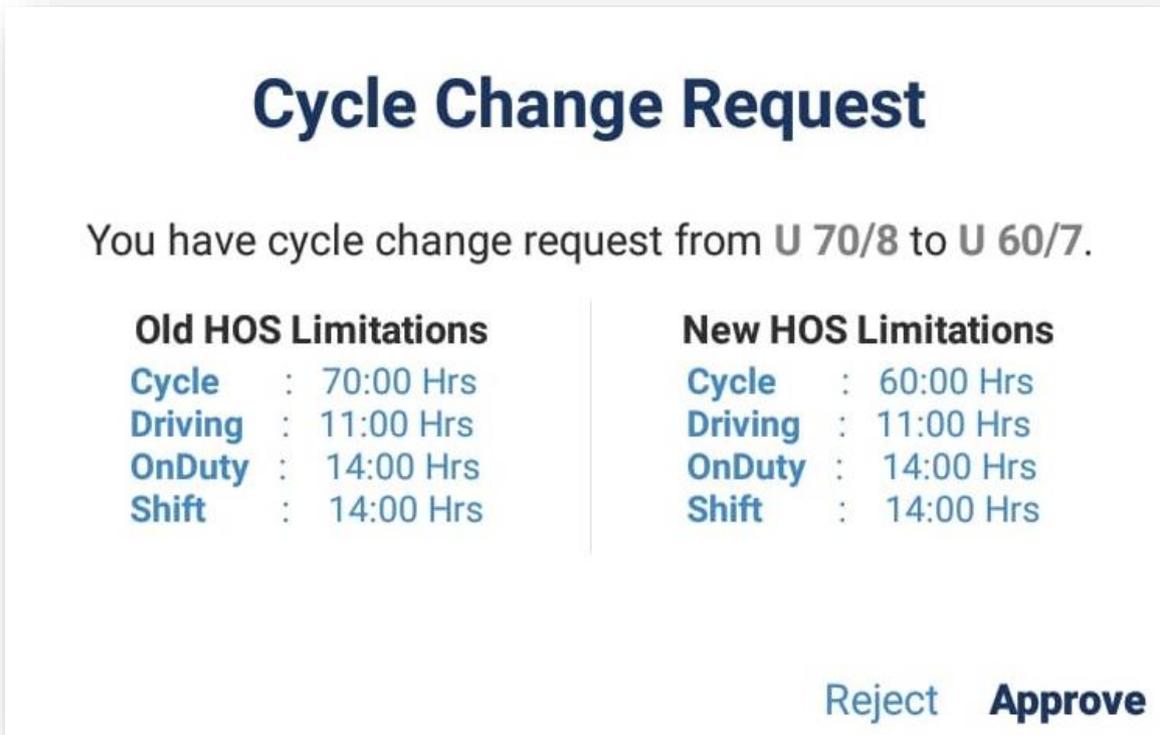
HOW DRIVER WILL APPROVE SUGGESTED EDITS SENT BY MOTOR CARRIER

To approve the suggested edits sent by motor carrier, follow the steps below:
1. Motor Carrier will send the suggested edit request to the Driver.
2. Once motor carrier sends the request, it will appear in the notification section of thedriver's ELD app.

Fig. 4.4
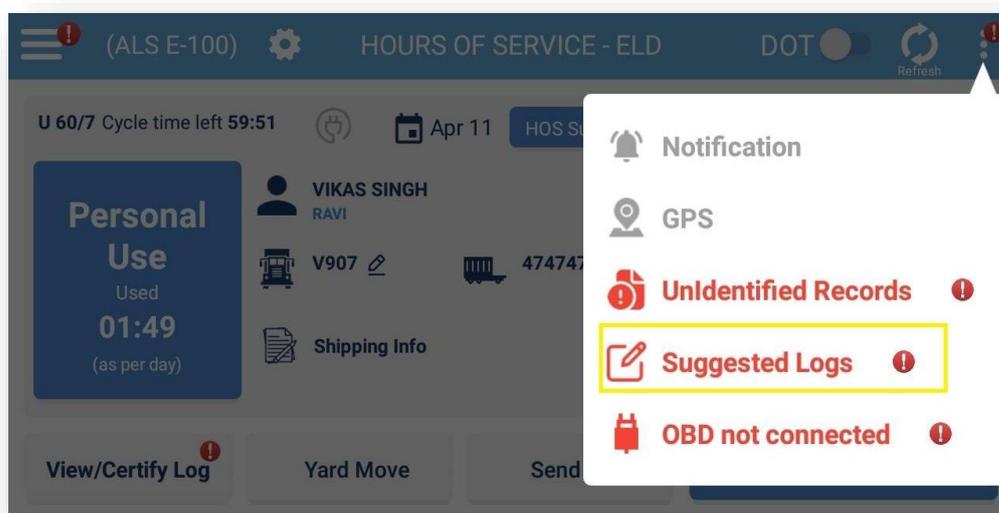
3. On tapping the **Suggested Logs** notification, review Carrier Edits page (Fig. 4.5 & 4.6) will be opened, where driver can compare the edited log with original log.
4. Driver can review the changes made by motor carrier by comparing the edited log with original log and will either Certify & Submit the log or reject it. (Refers to fig 4.5 & 4.6)
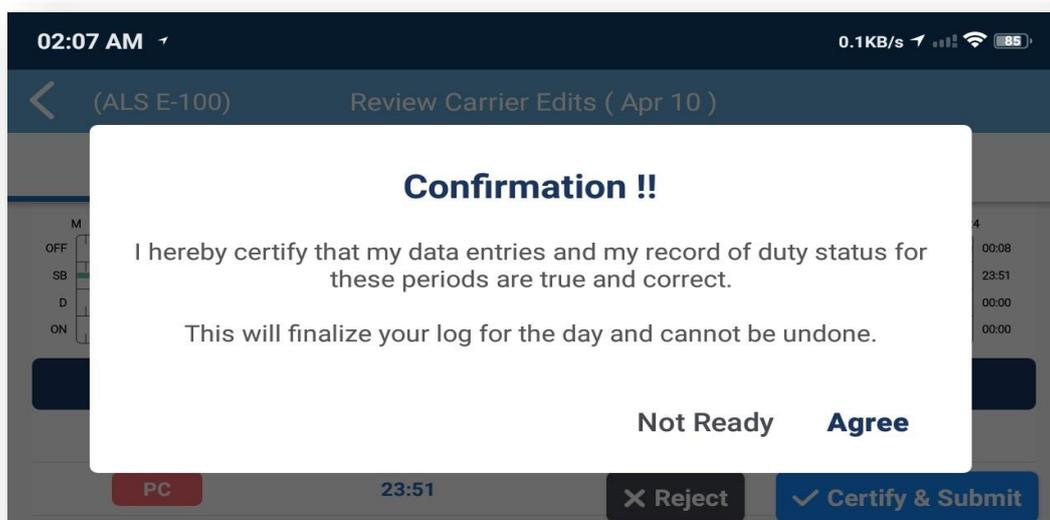
Fig. 4.5   **Fig. 4.6**
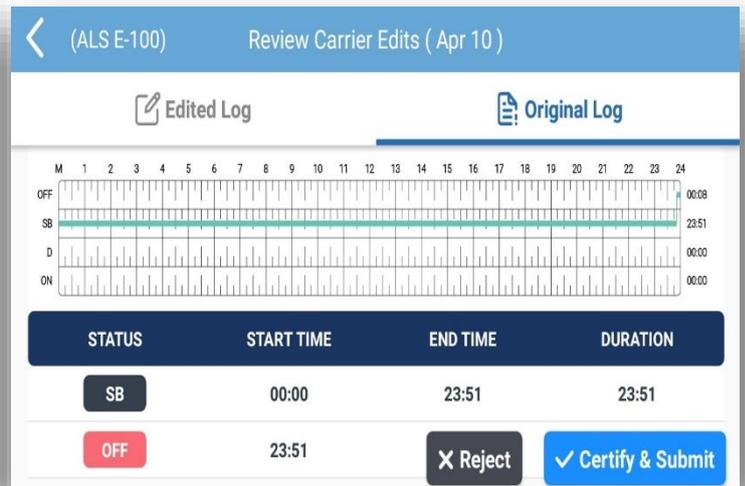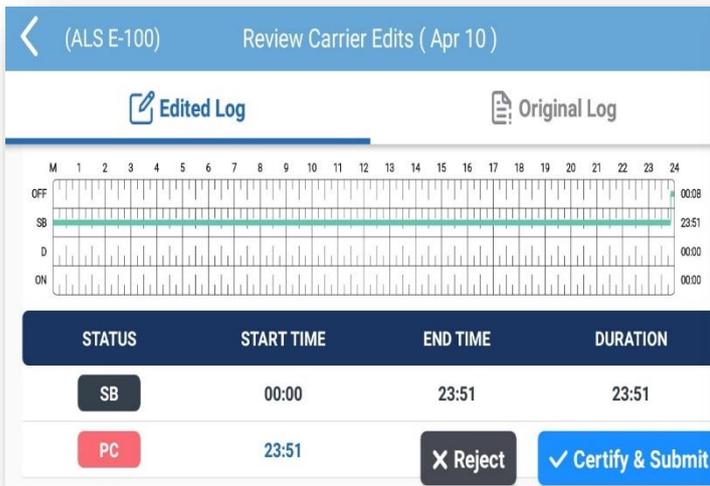
5. On tapping the **Certify & Submit**, pop up will appear for confirmation, which will ask driver to click on **Agree or Not Ready.**
6. On tapping the **Agree**, log will be edited and the certification will be done for the particulardate and on tapping **Not Ready**, no action will be taken.

Fig. 4.7

DRIVER SELF EDITING

1. Single Driver and Team Drivers can also edit his logbook for current and previous days.
2. For editing log, Driver will tap on **View/Certify log** screen, then select the current or previous day, which is allowed to edit.
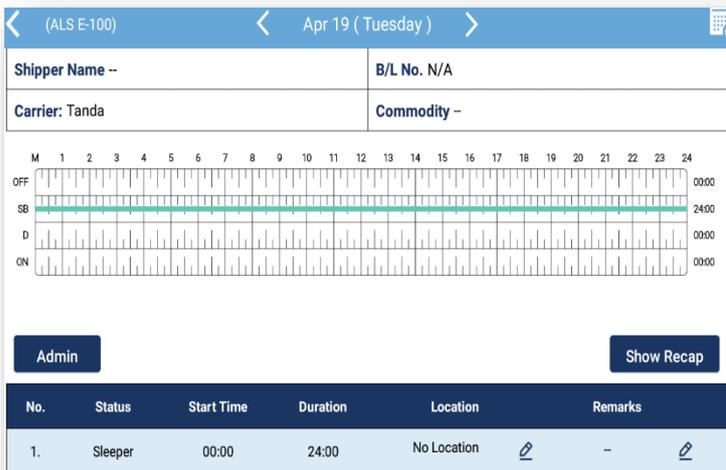
Fig. 4.8
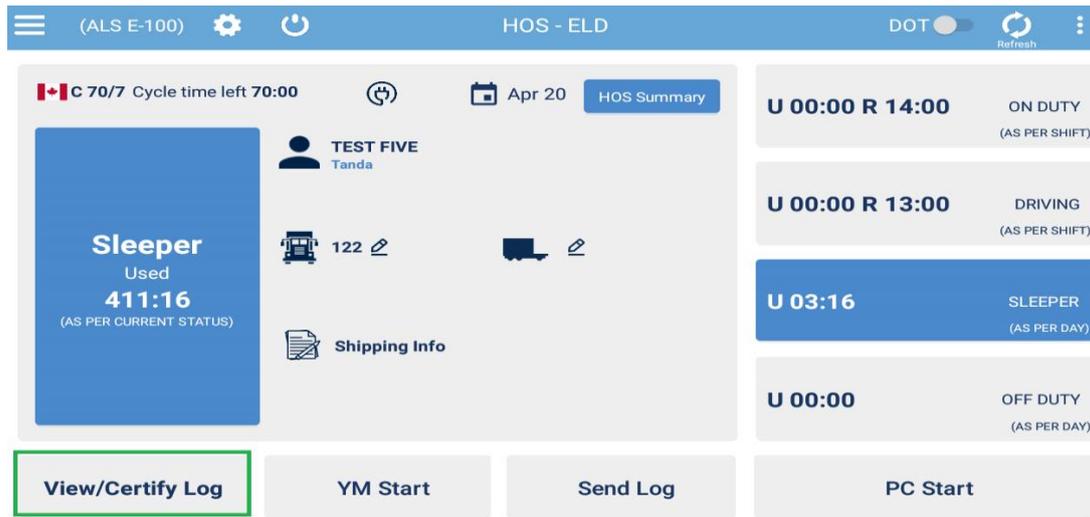
3. To edit log, driver will double click on graph, then **Admin** button will appear on screen.
4. On clicking admin button, authentication prompt will appear and user will enter password before

Fig. 4.9   **Fig. 5.0**
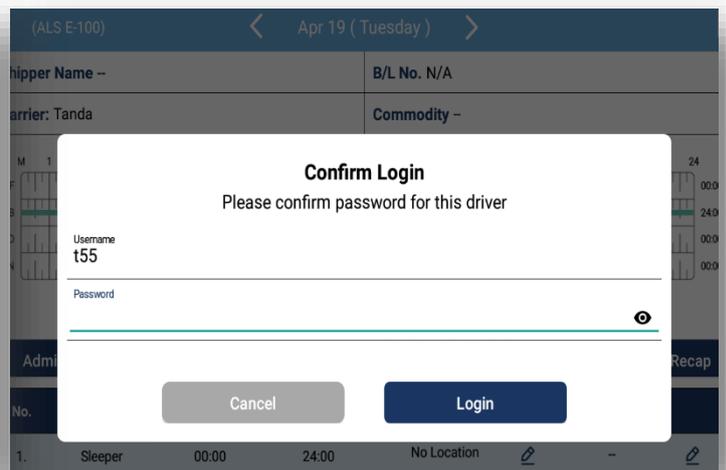
5. Driver can do required changes in log and then driver can preview the changes before saving his RODS. (Refer to Fig. 5.1 & 5.2)
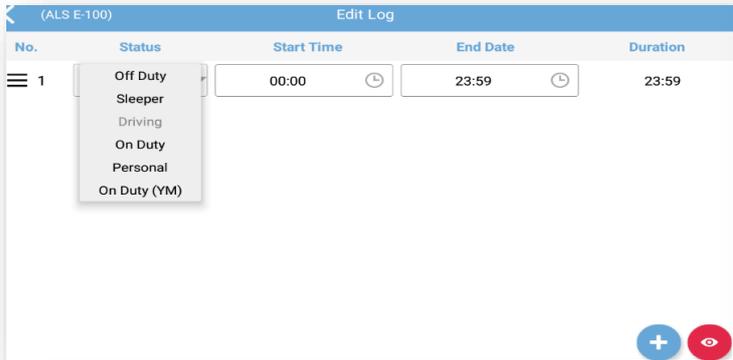
Fig. 5.1   **Fig. 5.2**
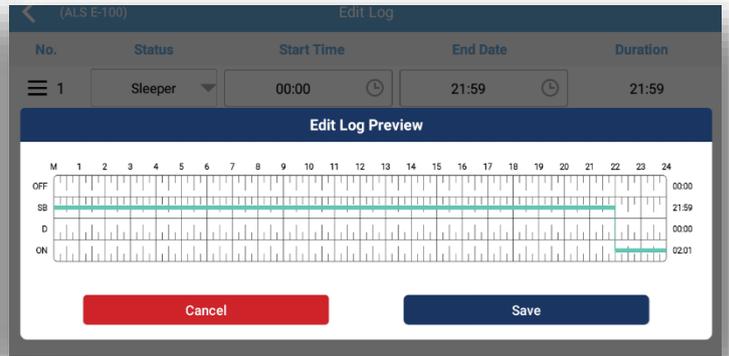
6. Before saving his logs, Driver must enter edit log reason. Logs changes will be reflected on the logbook (refer fig 5.3). After saving RODS, Driver must agree to the changes and certify his log.
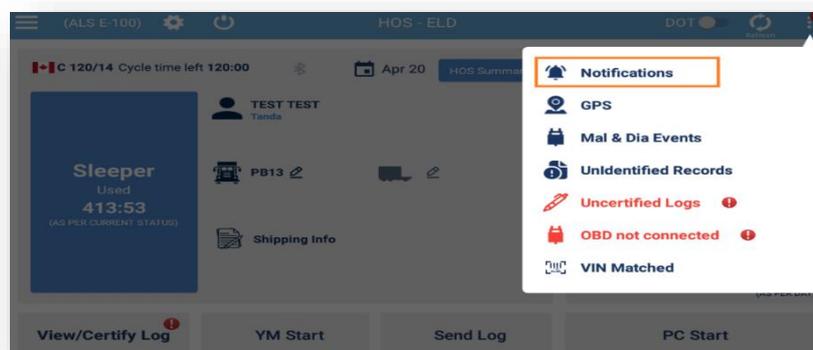
Fig. 5.3

HOW TO VIEW NOTIFICATIONS
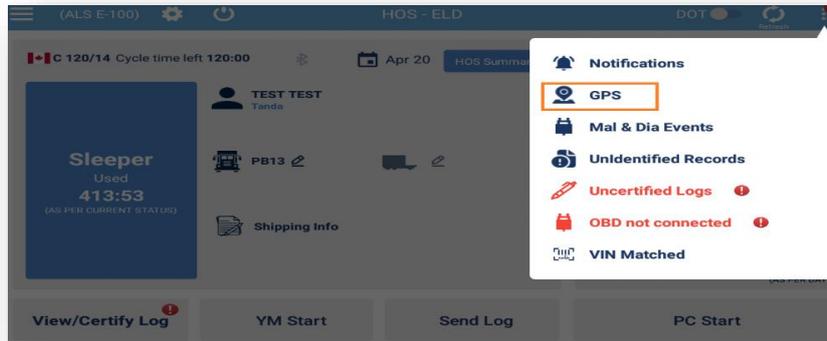
To view the different notifications, follow the steps below :

1. If any notification will appear, then notification icon color will change to Red. (Refer to Fig. 5.4)
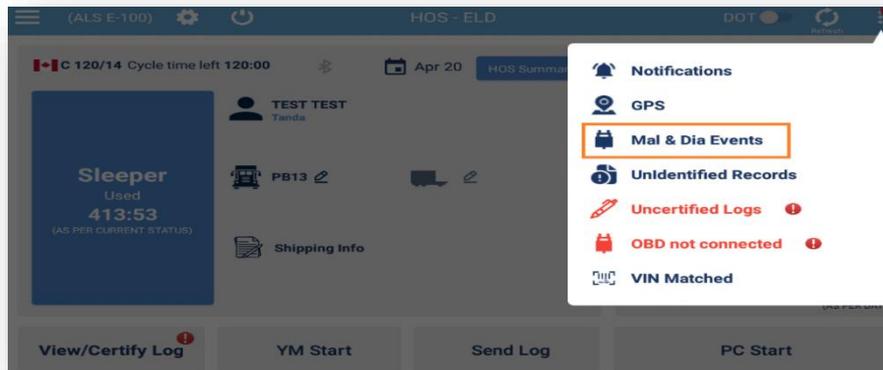
Fig. 5.4

2. In the **Notification** section, if the **GPS** icon color changes to Red then it means GPS is disconnected otherwise if it changes to Grey then it is connected. (refer to Fig 5.5)
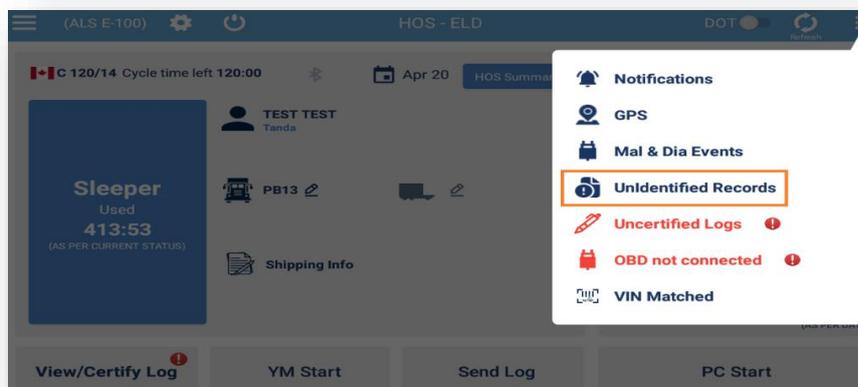
Fig. 5.5

3. In the **Notification** section, if Data Malfunction icon changes to Red then it means there are active Data Malfunction and Diagnostics existing. (Refer to Fig 5.6)
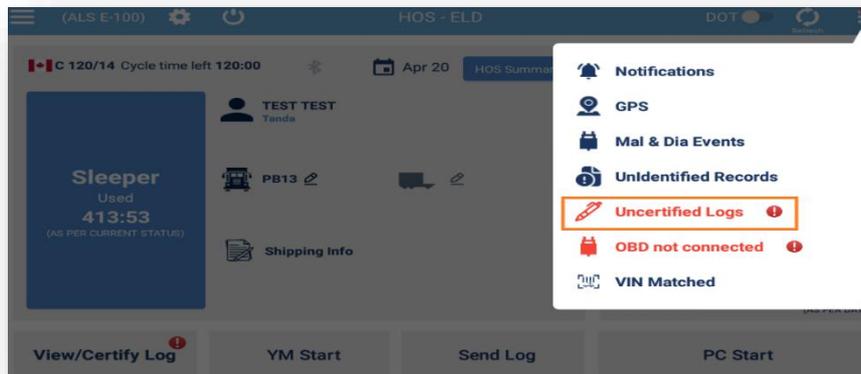
Fig. 5.6

4. In the **Notification** section, if Unidentified Records icon changes to Red then it means there are active Unidentified Records existing. (Refer to Fig 5.7)

Fig. 5.7

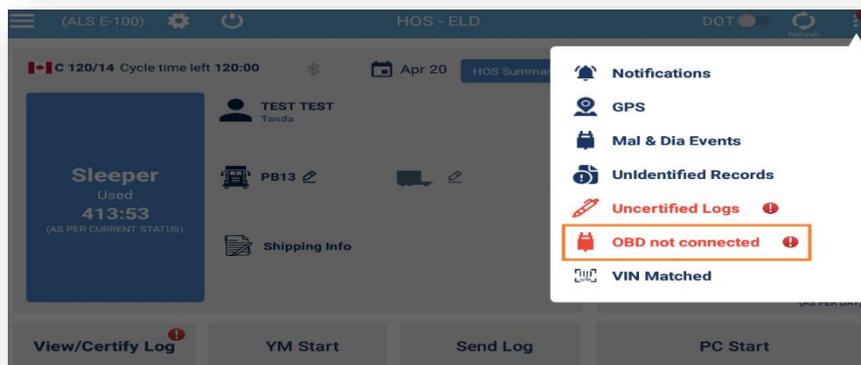5. In the notification section, if uncertified logs is showing in Red it means there is some logs pending to certify by driver. (Refer to Fig 5.8)
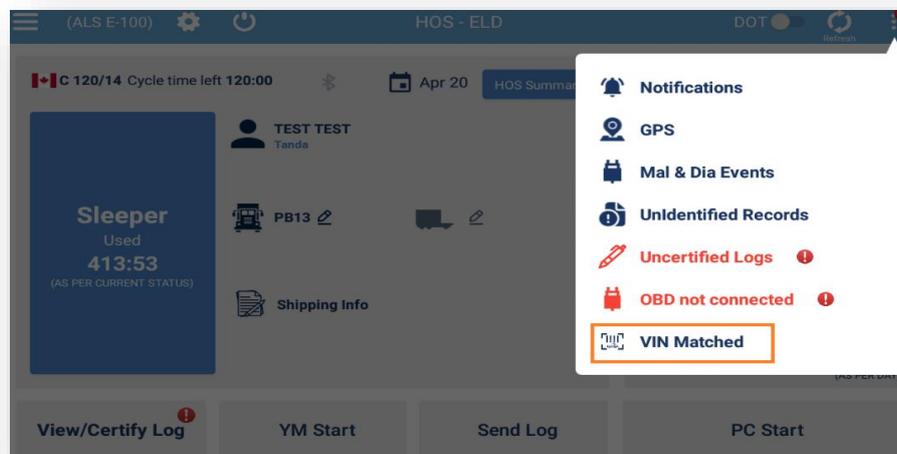
Fig. 5.8

6. In the **Notification** section, if OBD not connected icon changes to Red then it means that OBD is not connected. (Refer to Fig 5.9)

Fig. 5.9

7. In the **Notification** section, if VIN Matched is turned Red showing VIN Mismatched it means truck VIN is mismatched with the VIN saved in Company Web Admin. (Refer to Fig 6.0)
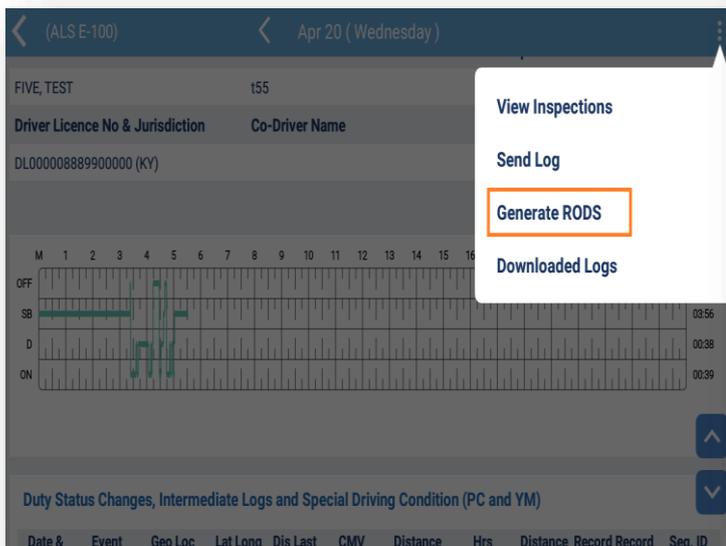
Fig. 6.0

HOW TO GENERATE RODS FROM ELD APP

To generate Driver RODS from ELD logbook, Please follow the Steps below

1. Navigate to DOT mode screen.
2. Tap the three-dot menu highlighted in figure. (Refer to Fig. 6.1)
3. Click on Generate RODS option, it will navigate to next screen where user will select country and logs date range. (Refer to Fig. 6.2)
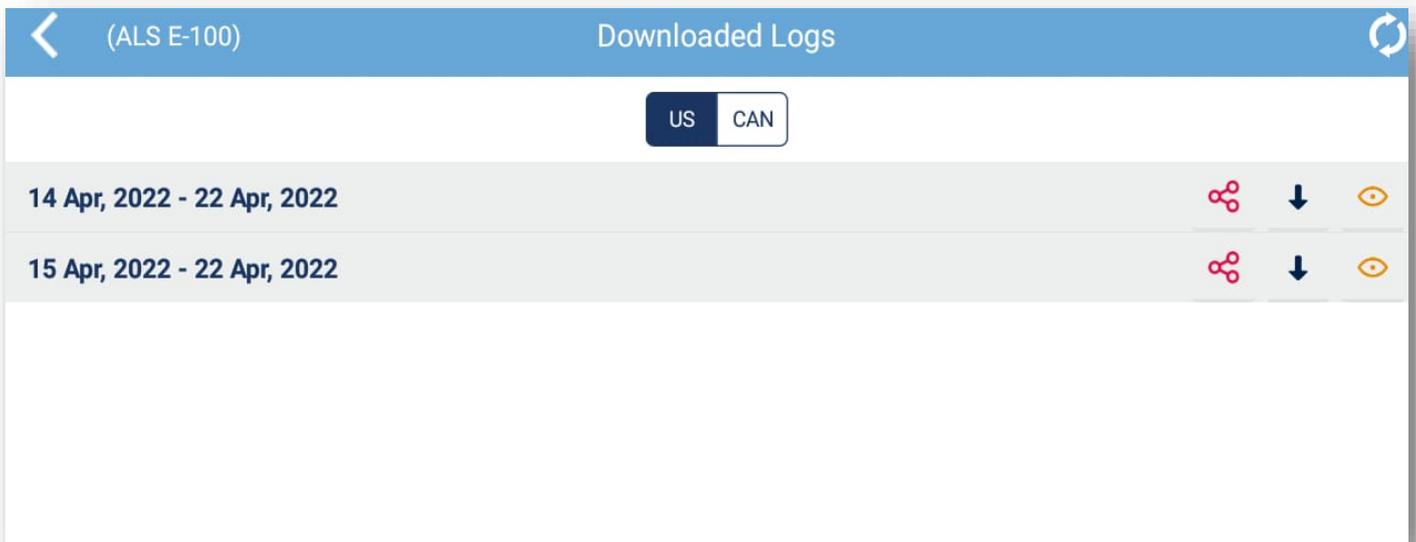
Fig. 6.1   **Fig. 6.2**

4. Driver can View, Download and Share the Generated RODS in **Download Logs.**

Fig. 6.3

# HOW TO VIEW MALFUNCTION AND DIAGNOSTICS IN ELD APP

An ELD must monitor its compliance with the ELD technical requirements and detect malfunctions and data inconsistencies related to power, data synchronization, missing data, timing, positioning, data recording, data transfer, and unidentified driver records requirements.

To view malfunction and diagnostic events, follow the steps below:

1. Click on the Malfunction and Diagnostic ribbon (Red Color) blinking on screen or Tap on three dots and select Mal & Dia. Events (refer to fig 6.4 & 6.5).

Fig. 6.4   **Fig. 6.5**
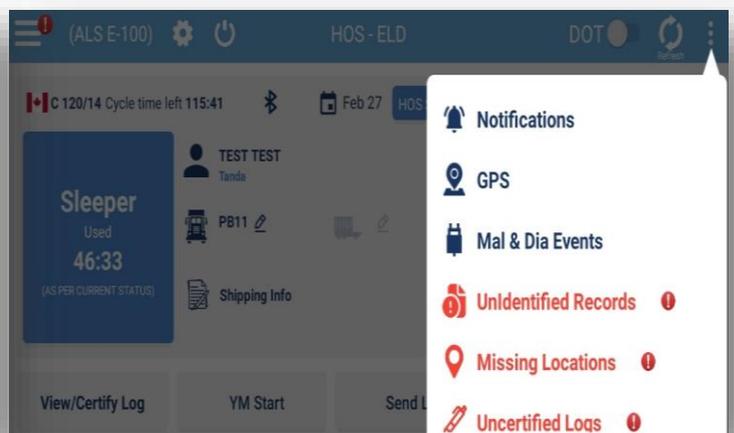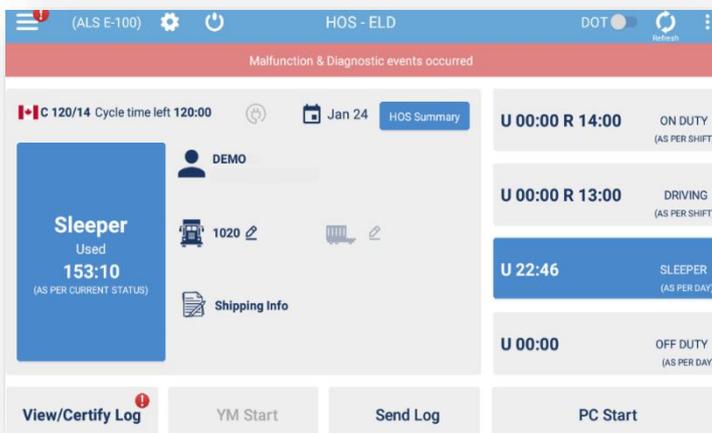
2. On tapping the **Mal & Dia Events** from the menu, user will be navigated to the below screen (Fig. 6.6 & 6.7) where all the records will appear.
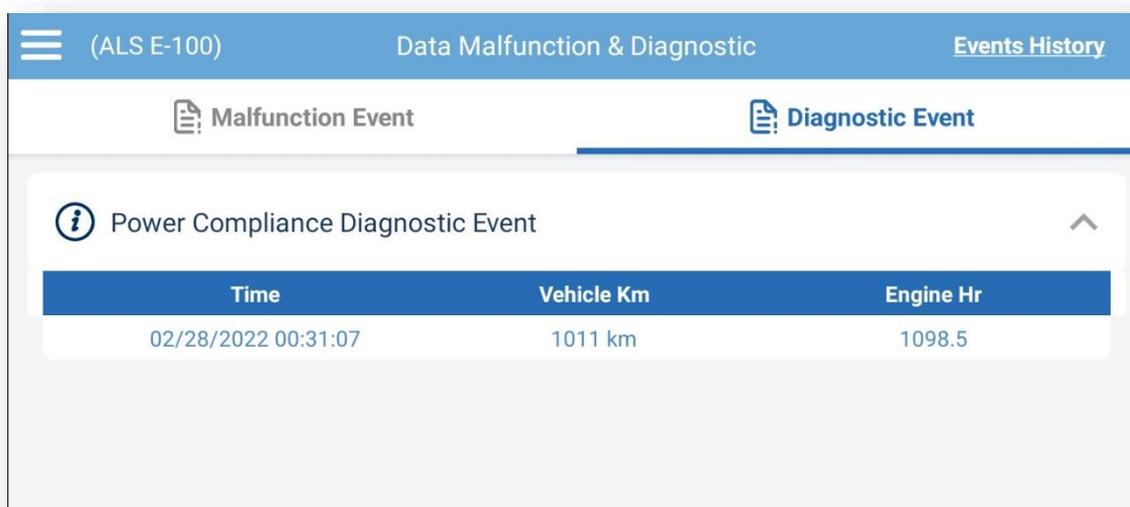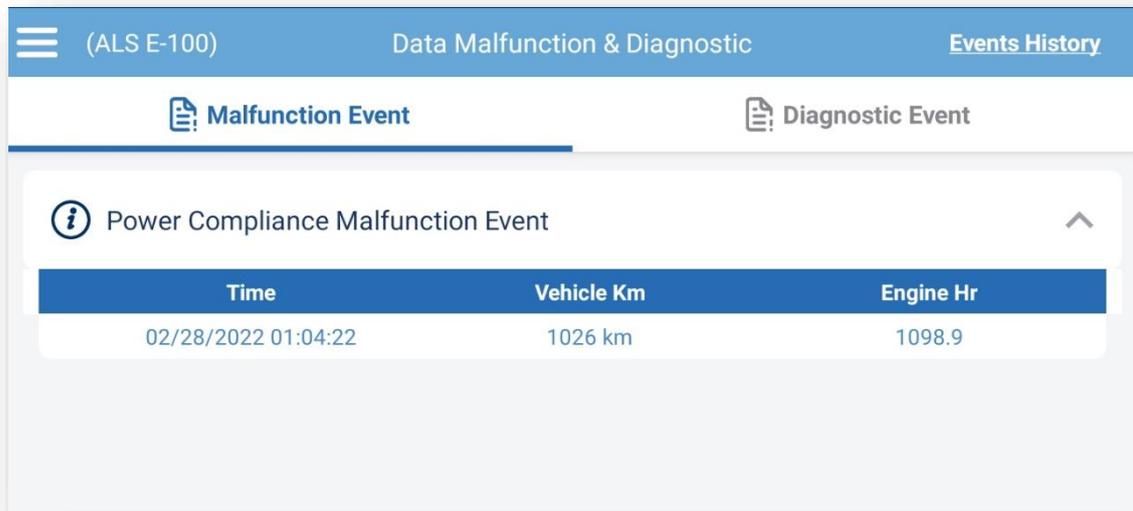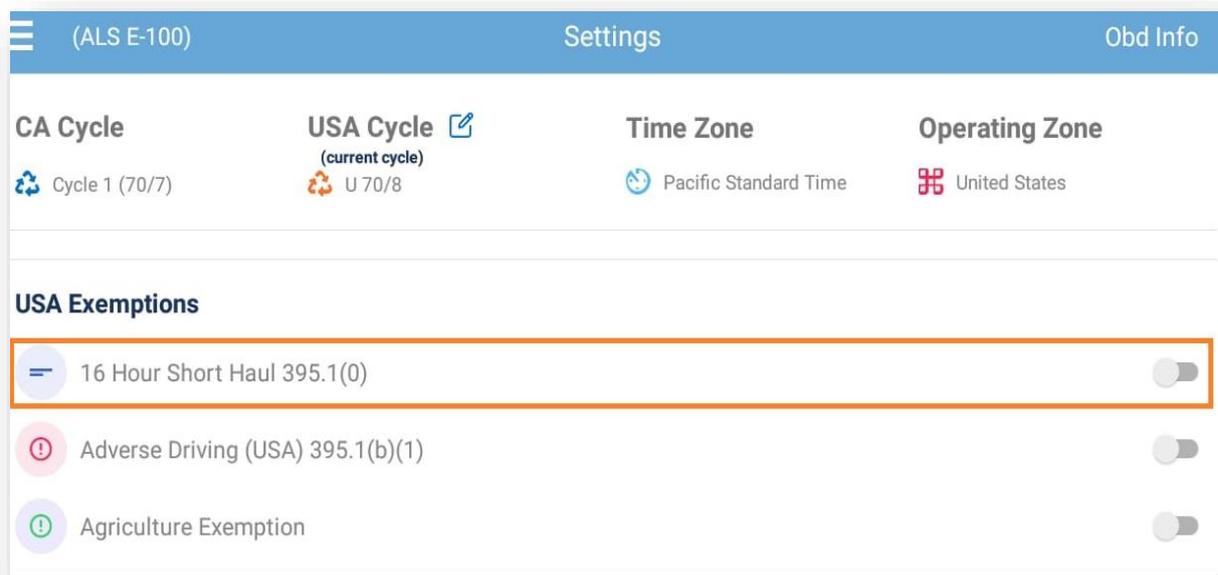
Fig. 6.6

Fig. 6.7

3. To view Malfunction & Diagnostic Events Occurrence, Clearance and Troubleshooting, Please refer to Malfunction and Diagnostic Manual.

HOW TO ENABLE 16 HOUR SHORT HAUL EXCEPTION

To enable the 16-hour short Haul Exception tap on the 16 Hour Short Haul Exception icon appearing in the Settings as can be seen in the screenshot below.

Fig. 6.8

Short Haul eligibility Rule :

1. Driver can take one Short haul Exception once in a week.
2. The driver returns to their work reporting location for that day as well as their last 5 workdays.
3. Driver must take 34 hours off duty reset to use short haul again.
4. 16 Short haul exception will be disabled after 10 hours consecutive off duty and also after 16 hours shift consumed.

HOW TO ENABLE AGRICULTURE EXEMPTION

To enable the Agriculture exemption tap on the 16 Hour Short Haul Exception icon appearing in the Settings as can be seen in the screenshot below.

Fig. 6.9
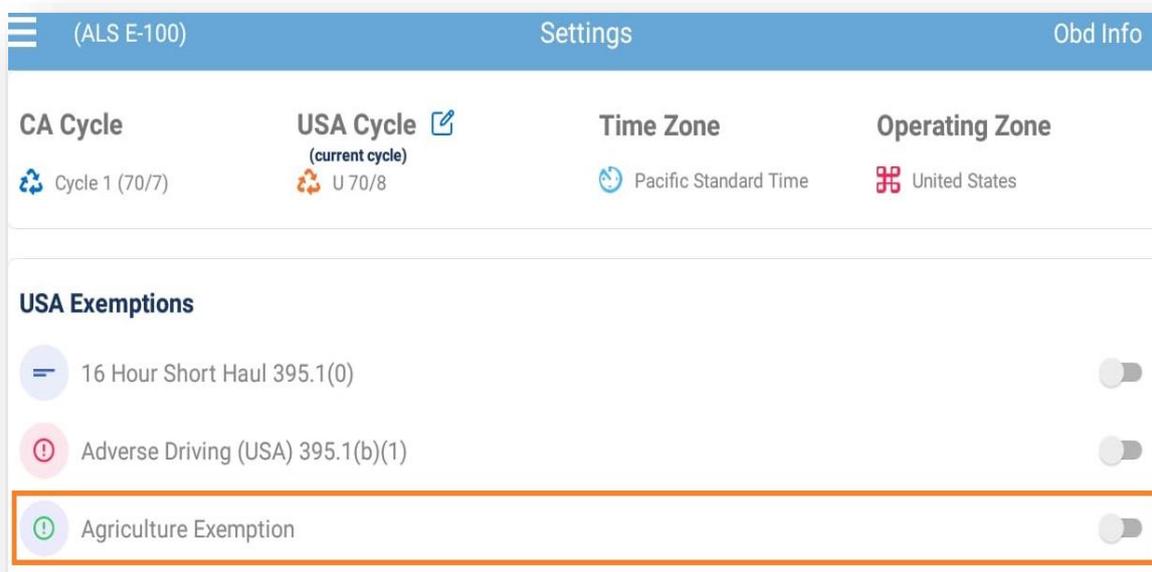
Agriculture Exemption Eligibility procedure:

1. Current Cycle should be US cycle.
2. Current driver status should be OffDuty.
3. Then driver will enter source address
4. After that we are Calculating source and current address distance. Driver should be eligible for this exemption within 150 air-mile (172.6 Miles or 277.80 KM) radius only.
5. If driver match this condition then he/she will be allowed for this exemption.
6. When driver goes out of this radius, Agriculture Exemption will automatically turned off.

Below diagram (Fig 7.1) in this document illustrate "Hours of Service of Drivers of Commercial Motor Vehicles; Regulatory Guidance Concerning the Transportation of Agricultural Commodities, as defined in 49 CFR § 395.2.

Fig. 7.1
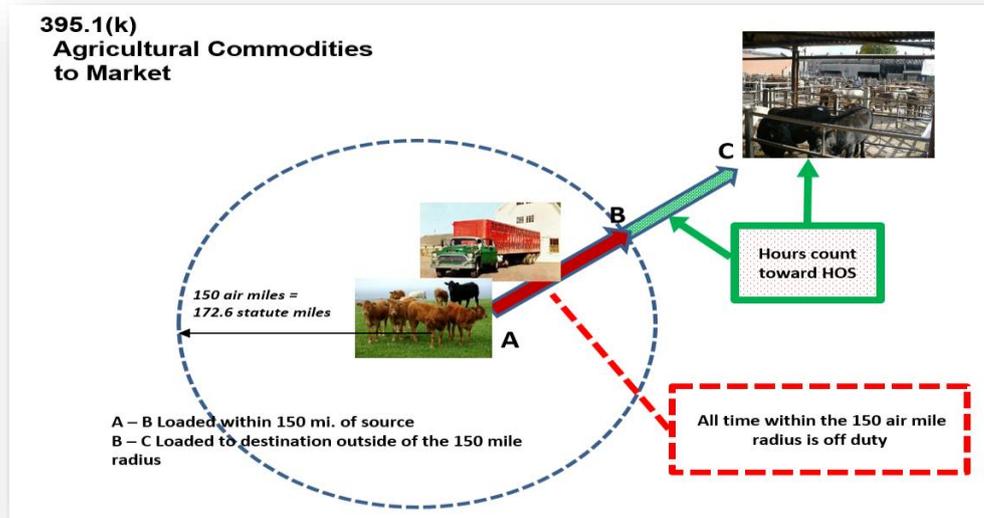
- The letter "A" represents the start of trip.
- The letter "B" represents the 150 air-mile radius boundary from the source.
- The letter "C" represents the location of the source of the commodity.
- The letter "D" represents the destination of the commodity.

In the "En Route Empty to Source" scenario, provided that the trip does not involve transporting any non-agricultural cargo and the sole purpose of the trip is to make a pick-up of agricultural commodities, the hours-of-service (HOS) rules do not apply while driving unloaded within 150 air miles of the place where an agricultural commodity will be loaded. Nor would the HOS rules apply during that portion of an unloaded return trip which occurs within a 150 air-mile radius of the place where the agricultural commodity was loaded. The driver is subject to the HOS rules while driving outside the 150 air-mile radius from the source.