

*info*TRAK HOS

DriverLog Book Operation Manual for Electronic Hours of Service

| | |
|--------------|----------------------|
| Product name | <i>info</i> TRAK HOS |
| Updated | 10 April 2017, MH |
| Revision | 1.0.2 |

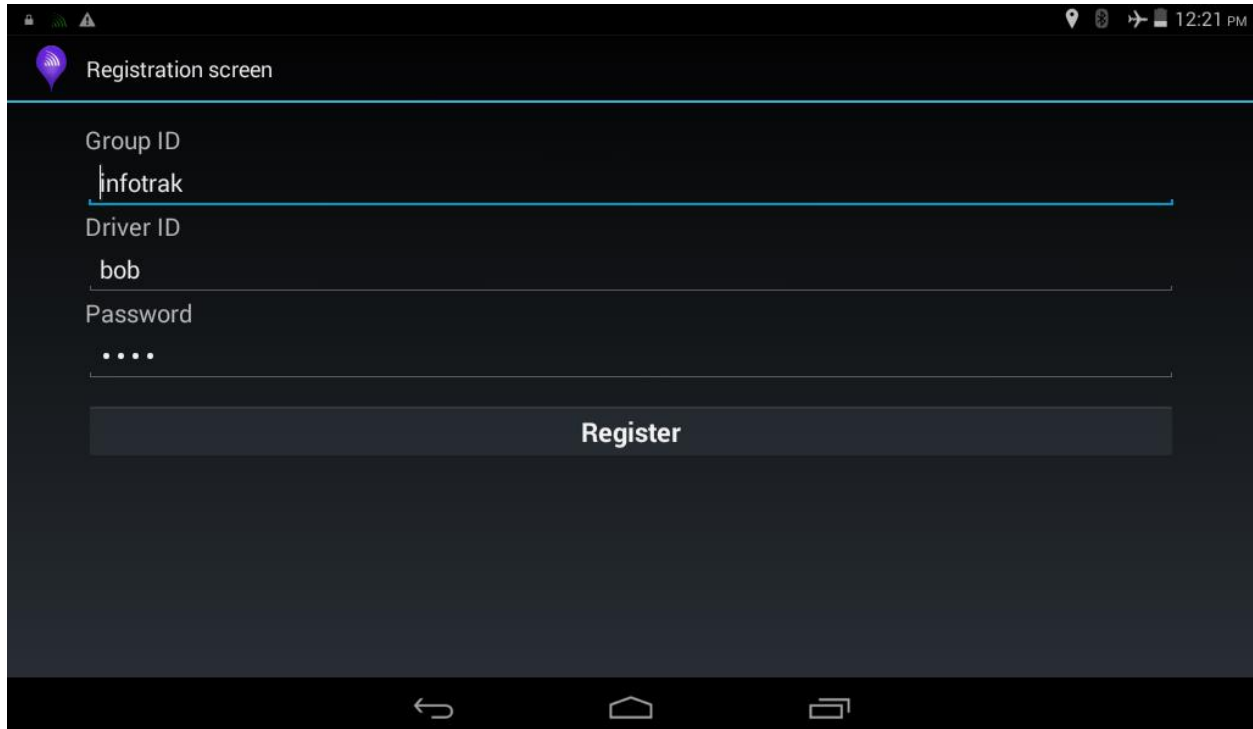
1. Table of Contents

| | |
|---|-----------|
| 1. Table of Contents | 2 |
| 2. LOGIN..... | 3 |
| 2.1. Registration | 3 |
| 2.2. Login screen..... | 4 |
| 2.3. Demo Account | 5 |
| 2.4. Group ID | 6 |
| 3. DriverLog | 7 |
| 3.1. Main Screen | 7 |
| 3.2. Changing Status and meaning..... | 8 |
| 3.3. Automatic State Changes | 9 |
| 3.4. Officer View Screen..... | 10 |
| 3.5. Pre & Post Trip inspection..... | 11 |
| DVIR application:..... | 12 |
| 3.6. Entry View | 14 |
| 3.7. Extended View | 15 |
| 3.8. Getting To Other Screens | 16 |
| 3.9. Violations | 17 |
| 3.10. Submit Button - ELECTRONIC SIGNATURE..... | 18 |
| 3.11. Program Bugs or Errors | 19 |
| 3.12. Info Button | 19 |
| 3.13. Cycle Report | 20 |
| 3.14. Cycle Reset..... | 20 |
| 3.15. Calendar | 21 |
| 3.16. Edit | 22 |
| 3.17. Easy Edit | 22 |
| 3.18. Edit Existing event | 23 |
| 3.19. Delete entry..... | 24 |
| 3.20. About | 25 |
| 3.21. Sending Logs | 25 |
| 4. Connectivity | 26 |

2. LOGIN

2.1. Registration

The Driver Log Application requires registration when it is launched for the first time. The following screen appears. Provide the Group ID, Driver ID and Password and select “Register”. Click “I Agree” to begin using the app. Clicking “Cancel” will exit the app.

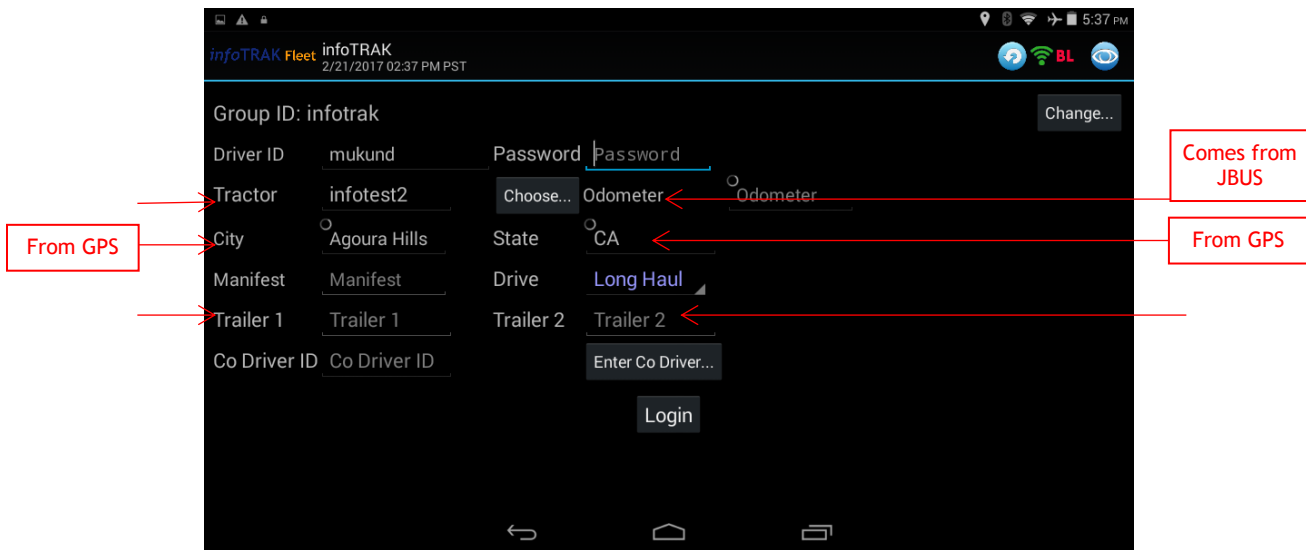


2.2. Login screen.

Legend

- Not a required field
- Required field

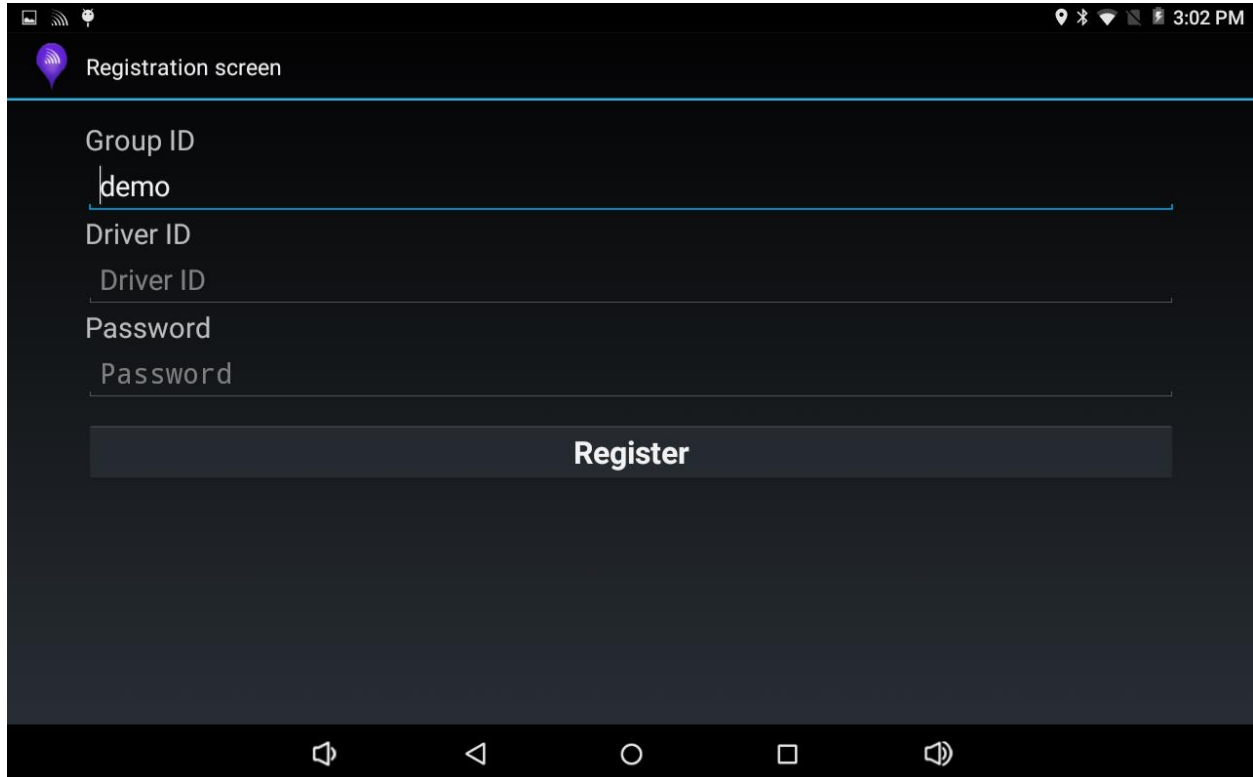
- **Driver ID:** is the *username*.
- **PIN:** is your password. Default PIN is **2014**. You can change your PIN after you log in.
- **Manifest** The number assigned to the cargo transporting.
- **Odometer:** Will populate automatically from truck ECM with *infoTRAK* ELD plugged-in. Alternately, accurate reading can be entered manually.
- **City/State:** *infoTRAK* supplied tablet will fill in automatically.
- **Tractor** the name given to the truck you are driving.
- **Drive** **User Selectable** Long Haul and Short Haul
- **Trailer 1 and Trailer 2** the trailers' name /number can be filled only if a trailer is hooked up.
- **Co Driver** should be filled out when a co-driver in the truck with the Driver.



2.3. Demo Account

Contact *infoTRAK* to get access to a demo.

Simply click on Log In, once you have the demo Driver ID to have access to a demo account with seven days of data in the logs. It is fully possible to interact with the demo account. This is to practice different features and get a feel and familiarity with the environment.

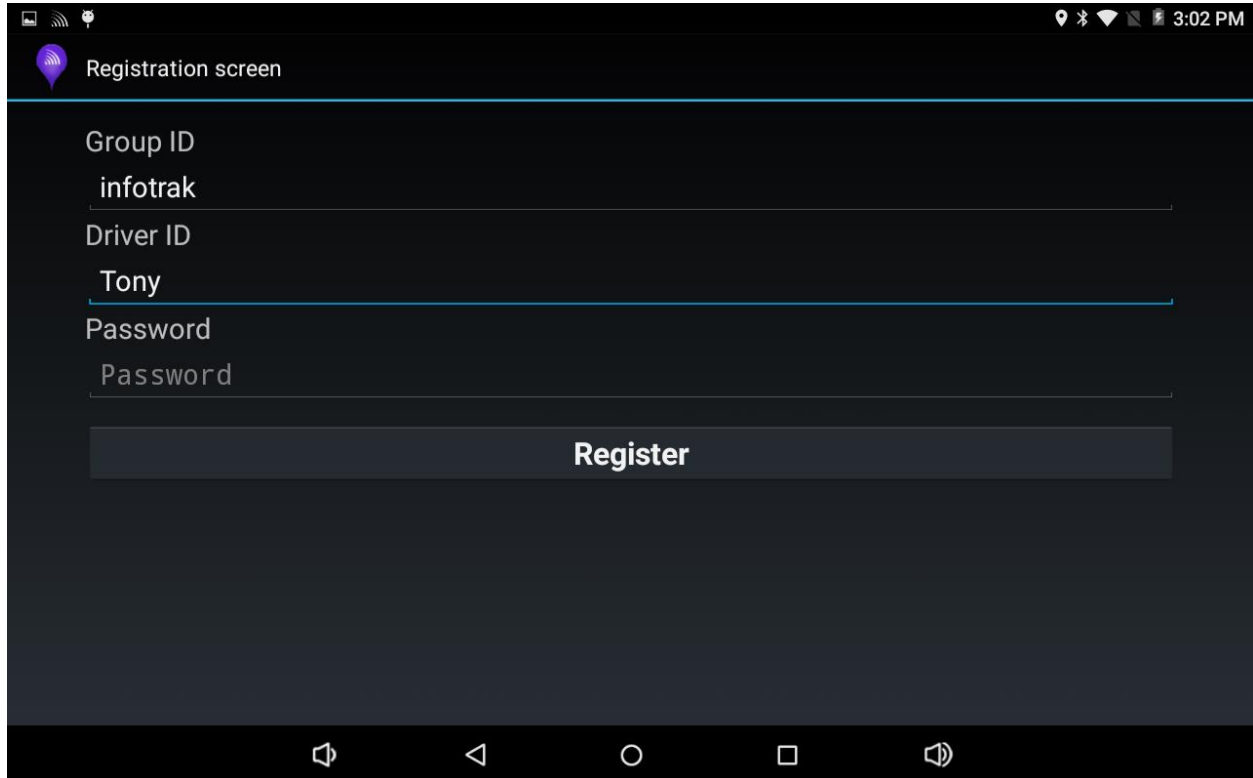


2.4. Group ID

Once you have completed the LOGIN and clicked "Login", you must fill in the authorization form below (Authorization for the First time Login only).

The Group ID is the username of the company and should be provided already. If not please contact your Manager or call InfoTRAK .

Fill in Group ID with the pop up keyboard that appear. Click "Check License" when you have entered your Group ID. **infoTRAK is the default Group ID.**



The screenshot shows a mobile application interface for registration. At the top, there is a status bar with icons for signal, Wi-Fi, and battery, and the time 3:02 PM. Below the status bar is a header with a purple location pin icon and the text "Registration screen". The main content area has a dark background and contains four text input fields, each with a light blue underline. The first field is labeled "Group ID" and contains the text "infotrak". The second field is labeled "Driver ID" and contains the text "Tony". The third field is labeled "Password" and contains the text "Password". Below the input fields is a large, dark grey button with the text "Register" in white. At the bottom of the screen is a standard Android navigation bar with icons for back, home, and recent apps.

3. DriverLog

This is the main screen and from this screen one will be able to access different functions of the Driver Log application.

3.1. Main Screen

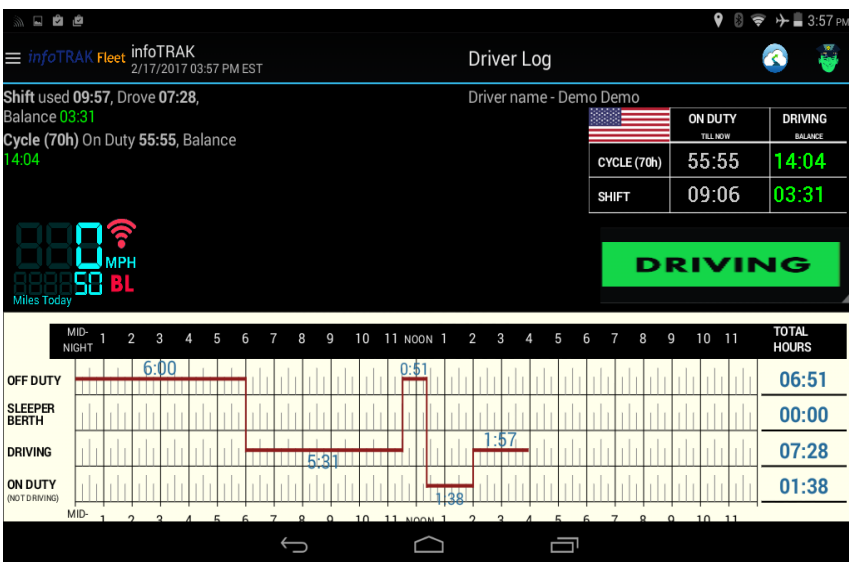
Status option example:

- OFF DUTY SLEEPER BIRTH
- DRIVING ON DUTY -not driving
- INSPECTION
- LOG OUT

Review the history of status changes

Check-out cycle/shift balance and on-duty time

Get to all of the screens from this “Main screen”



The screenshot shows the 'Driver Log' screen with the following callouts:

- Officer View**: Points to the top right corner of the app.
- Balance for the Day**: Points to the 'DRIVING BALANCE' field in the summary table.
- Current Status Pull down menu**: Points to the 'DRIVING' status indicator.
- Graph for the DAY Pull-up for list view**: Points to the time-axis graph at the bottom.
- Current Speed**: Points to the '88 MPH' speedometer.
- Distance Driven Today**: Points to the '50 Miles Today' odometer.

| | ON DUTY TEL NEW | DRIVING BALANCE |
|-------------|--------------------|--------------------|
| CYCLE (70h) | 55:55 | 14:04 |
| SHIFT | 09:06 | 03:31 |

| | MID-NIGHT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | NOON | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | TOTAL HOURS |
|-----------------------|-----------|---|---|---|---|---|---|---|---|---|----|----|------|---|---|---|---|---|---|---|---|---|----|----|-------------|
| OFF DUTY | 6:00 | | | | | | | | | | | | 0:51 | | | | | | | | | | | | 06:51 |
| SLEEPER BERTH | | | | | | | | | | | | | | | | | | | | | | | | | 00:00 |
| DRIVING | | | | | | | | | | | | | | | | | | | | | | | | | 07:28 |
| ON DUTY (NOT DRIVING) | | | | | | | | | | | | | | | | | | | | | | | | | 01:38 |

IMPORTANT: Officer Inspection Screen

Green indicates No diagnostic errors

Orange indicates at least one diagnostic error

Red indicates at least one malfunction.

3.2. Changing Status and meaning

The status should be self-explanatory, such as **OFF DUTY**, **DRIVING**, **ON DUTY - NOT DRIVING**, and **LOGOUT**. The rest are as follows:

- SLEEPER BERTH:** If the driver is not using a day cab, and going off duty to sleep in the bed in the truck, select this option.

- ADVERSE DRIVING:** If the driver is driving in snow, sleet, fog, other adverse weather conditions, a highway covered with snow or ice, or unusual road and traffic conditions, that are out of control of the driver which affects the schedule, select this option.

- COMMENT:** Notable entries to record where other given options does not apply, click this option to put down comments

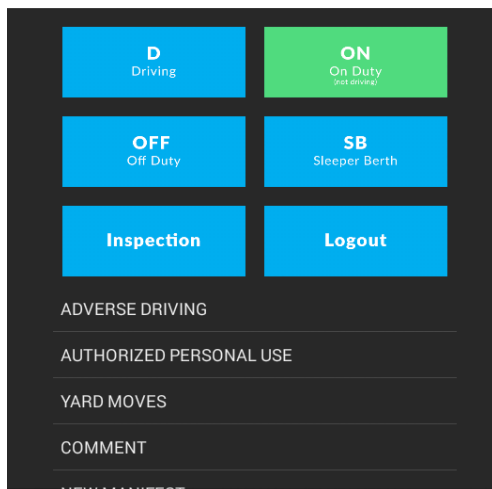
- NEW MANIFEST:** Option allows to switch to a new manifest during the shift.

- SWITCH TRUCK:** Relevant only if you are switching trucks during your shift.

- ON DUTY - NOT DRIVING:** There are multiple “On Duty job” options to select from under this status including “Yard Work”, “Fueling”, “Loading & Unloading”, as well as “Pre & Post-Trip Inspection”

- “Inspection”:** This is ON DUTY state, but still driver need to do an Inspection of the vehicle, the **Big Green Button** will now have an “Inspection” status to select from allowing “Pre-Trip” or “Post-Trip”. Please review section 2.2.4 for more details.

YARD MOVES - A special ON DUTY state for yard work where the vehicle is driving, but only around the yard. This state will keep ON DUTY state rather than automatically switch you to a DRIVING state when motion is detected.



See the next page for example images.

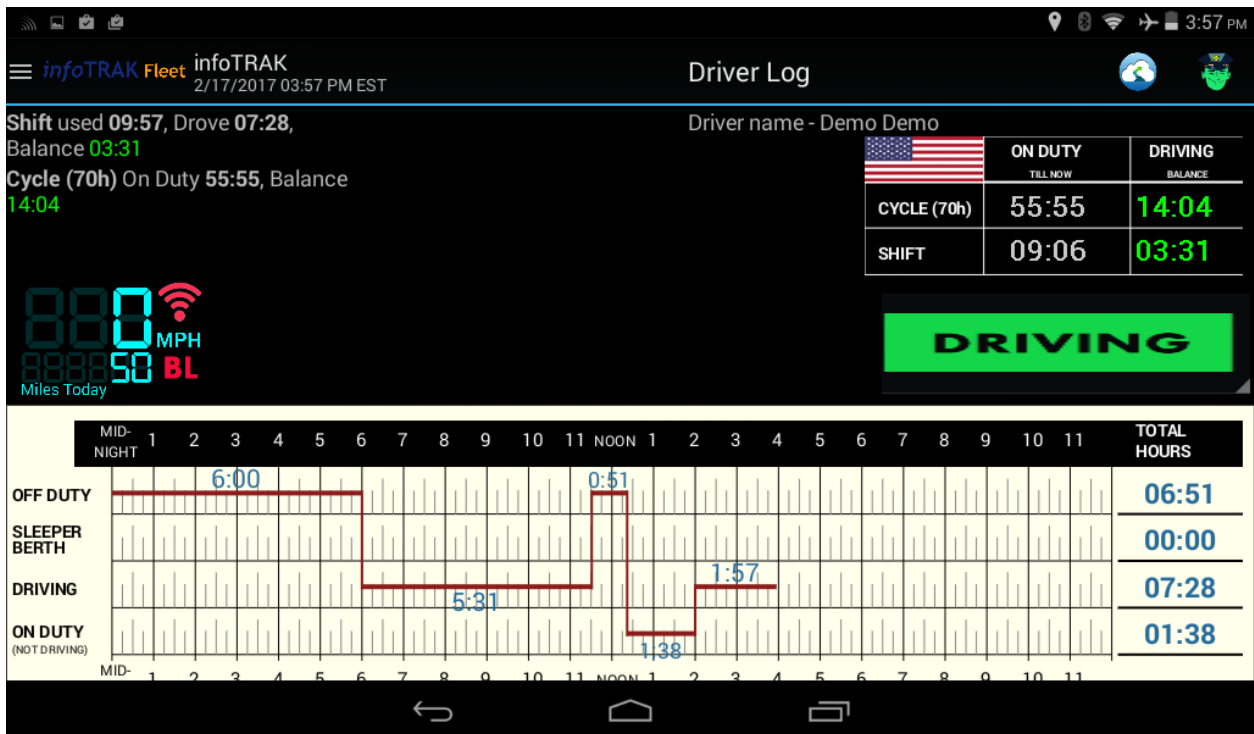
Note: Interacting with the DriverLog application is blocked when vehicle is in motion (speed is 5 mph or above, and until stopped for 3 consecutive seconds).

3.3. Automatic State Changes

The Driver Log application will automatically change the status to DRIVING or to ON DUTY - NOT DRIVING.

- A. To be in compliance, the application will change to DRIVING status if vehicle is moving above FIVE mph.
- B. Driver will be prompted to switch to ON DUTY - NOT DRIVING after FIVE minutes if vehicle is NOT moving. If option is not selected, application will change status on the SIXTH minute.

NOTE: Changing Status to OFF DUTY must be done by the driver.



3.4. Officer View Screen

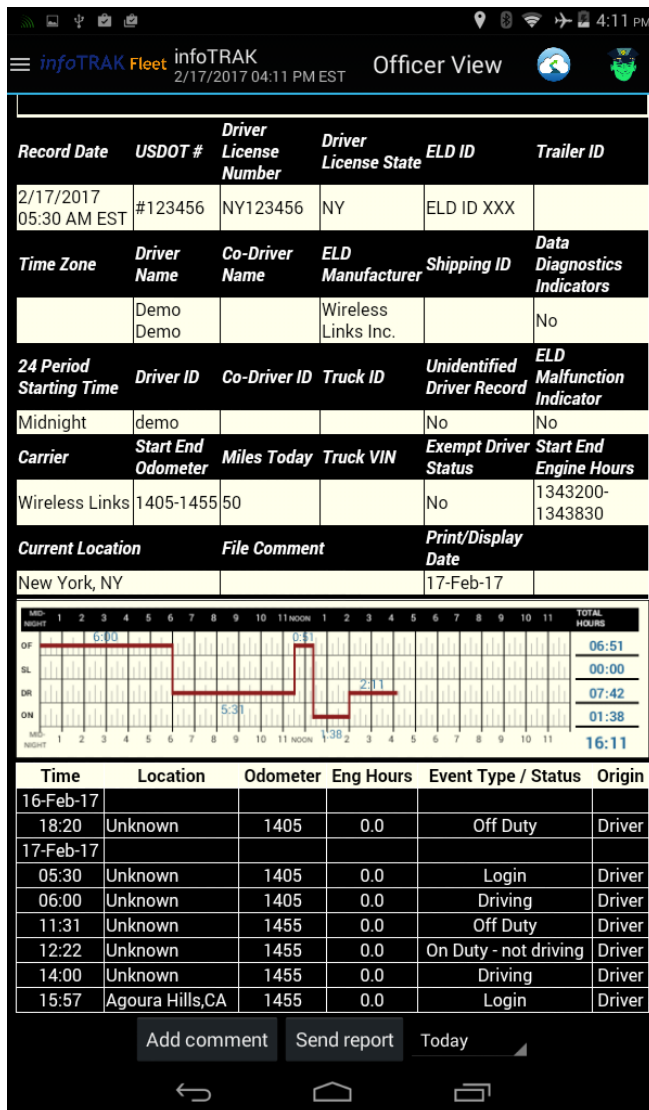
Select the Officer View button to present logs to the officer for inspection.



Officer will be able to view the screen with status as shown below.

Using the button at the bottom of the screen, officer can browse the data prior 8 days, send report to any email (to the officer themselves or to the DOT) with additional comments.

The email will be in the format requested by the DOT final ruling.



The screenshot shows the 'infoTRAK Fleet' app interface for 'Officer View' on 2/17/2017 at 04:11 PM EST. The screen displays a summary of driver information, a duty cycle graph, and a list of events.

| Record Date | USDOT # | Driver License Number | Driver License State | ELD ID | Trailer ID |
|---------------------------|---------|-----------------------|----------------------|------------|------------|
| 2/17/2017 05:30 AM EST | #123456 | NY123456 | NY | ELD ID XXX | |

| Time Zone | Driver Name | Co-Driver Name | ELD Manufacturer | Shipping ID | Data Diagnostics Indicators |
|-----------|-------------|----------------|---------------------|-------------|-----------------------------|
| | Demo | | Wireless Links Inc. | | No |

| 24 Period Starting Time | Driver ID | Co-Driver ID | Truck ID | Unidentified Driver Record | ELD Malfunction Indicator |
|-------------------------|-----------|--------------|----------|----------------------------|---------------------------|
| Midnight | demo | | | No | No |

| Carrier | Start End Odometer | Miles Today | Truck VIN | Exempt Driver Status | Start End Engine Hours |
|----------------|--------------------|-------------|-----------|----------------------|------------------------|
| Wireless Links | 1405-1455 | 50 | | No | 1343200-1343830 |

| Current Location | File Comment | Print/Display Date |
|------------------|--------------|--------------------|
| New York, NY | | 17-Feb-17 |

Duty Cycle Graph:

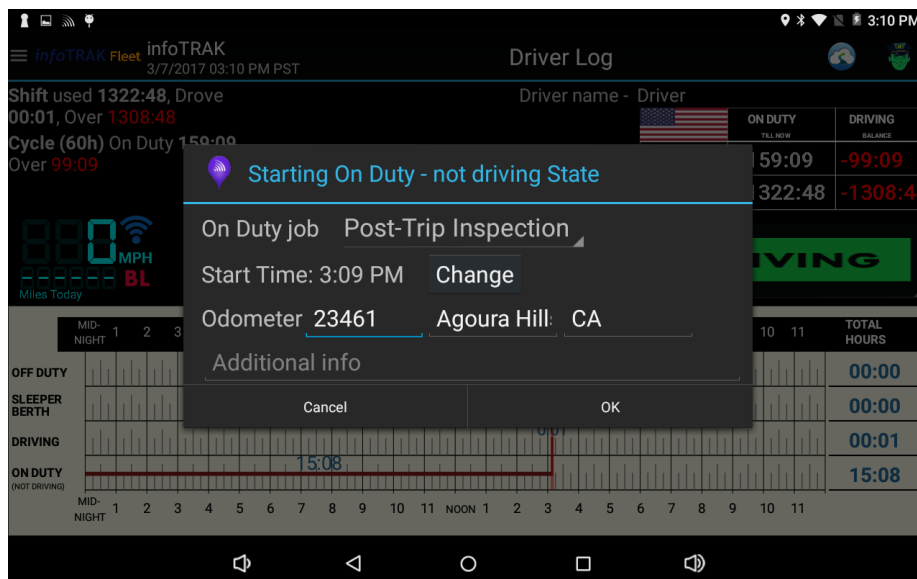
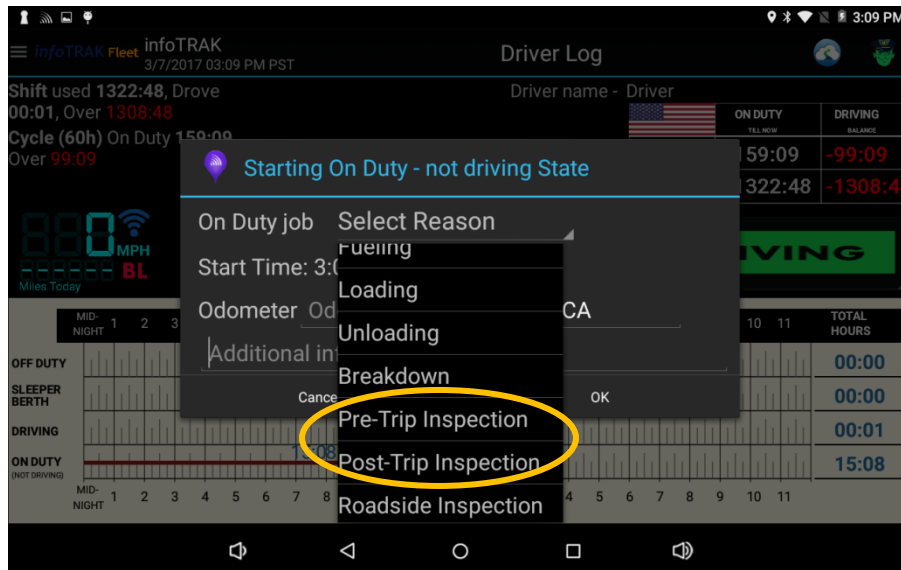
| Time | Location | Odometer | Eng Hours | Event Type / Status | Origin |
|-----------|------------------|----------|-----------|-----------------------|--------|
| 16-Feb-17 | | | | | |
| 18:20 | Unknown | 1405 | 0.0 | Off Duty | Driver |
| 17-Feb-17 | | | | | |
| 05:30 | Unknown | 1405 | 0.0 | Login | Driver |
| 06:00 | Unknown | 1405 | 0.0 | Driving | Driver |
| 11:31 | Unknown | 1455 | 0.0 | Off Duty | Driver |
| 12:22 | Unknown | 1455 | 0.0 | On Duty - not driving | Driver |
| 14:00 | Unknown | 1455 | 0.0 | Driving | Driver |
| 15:57 | Agoura Hills, CA | 1455 | 0.0 | Login | Driver |

At the bottom of the screen, there are buttons for 'Add comment', 'Send report', and 'Today'.

3.5. Pre & Post Trip inspection

If DVIR application is installed and set up (please see DVIR manual for set up), clicking on either On Duty job reasons will launch the application, allowing the user to fill out a Driver Vehicle Inspection Report.

Fill in required information and click “OK” to launch the DVIR screen.



DVIR application:

Company Name and Address will be filled automatically based on the setup.

Other information should be in as well based on your Driver Log settings. Please note that the “Pre trip” option is default. Change to “Post trip” if required and verify the information before clicking “Next”.

← WLI DVIR

Pre trip - DRIVER'S VEHICLE INSPECTION REPORT
As required by the Federal Motor Carrier Safety Regulations for Commercial Drivers

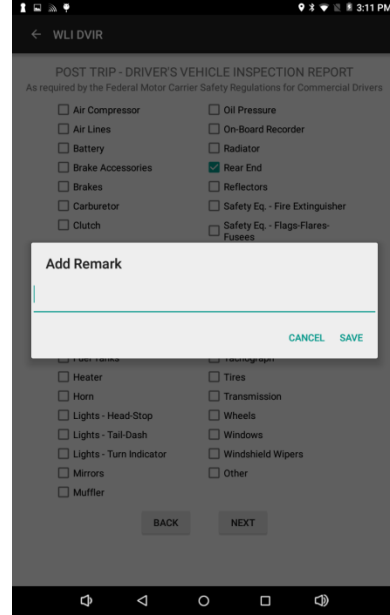
| | |
|-------------------|---------------------|
| Date | 06/01/2016 4:58 PM |
| Company Name | Example Inc |
| Company Address | 1050 Wall St NY, NY |
| Driver ID | John |
| Driver Name | John Faulkner |
| Truck/Tractor No. | 748 |
| Trailer No. | 871 |
| Odometer | 36589 |

Pre trip Post trip

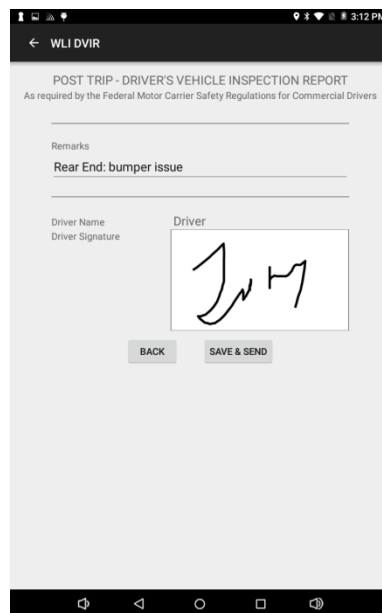
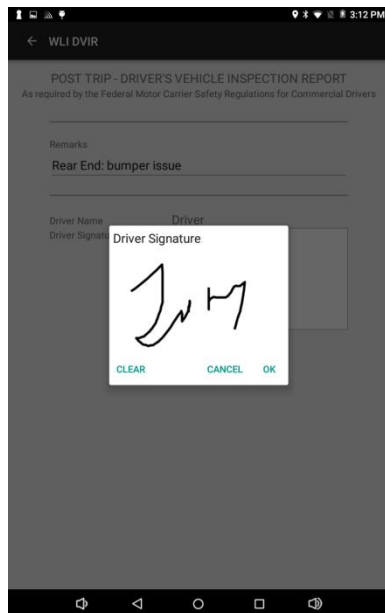
CANCEL NEXT

Please check appropriate boxes if there is a malfunction or defect or not normal. User will be prompted to add remarks that pop up. Click “Save” to confirm each remark. And click “Next” to continue.

There are two screens with checkboxes, so please review both for specific defect category.

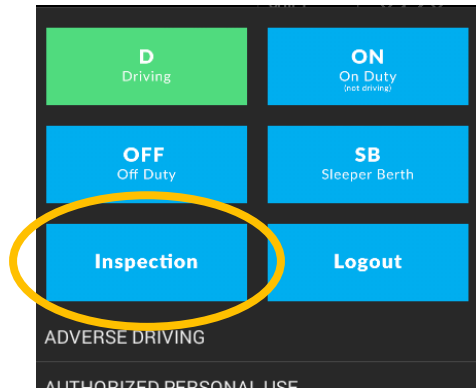


Last screen, is for the driver and mechanic to sign off on the DVIR. Clicking the open field pops up a fill-in signature pad. Complete the report by selecting “Save & Send”



Inspection State

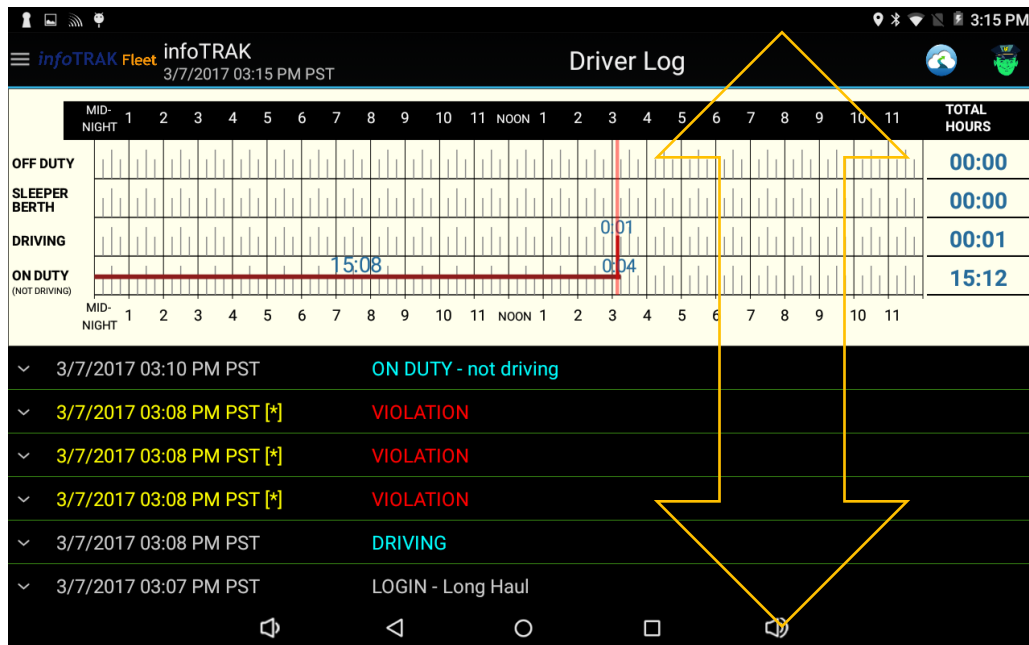
“ON DUTY - not driving” status other than Pre-Trip or Post-Trip Inspection (eg Yardwork), and still need to enter an Inspection into DVIR, then new option of “Inspection” can be selected.



Clicking “Inspection” will give you the screen below, where you can choose a “Pre trip” or a “Post trip” inspection state. Both options will launch DVIR.

3.6. Entry View

In order to view more entries at once you can expand the view screen by holding and dragging up on the chart, to see this view of the main page. Each of these status changes can be clicked on for a more detailed view. See the next page for an example of this.

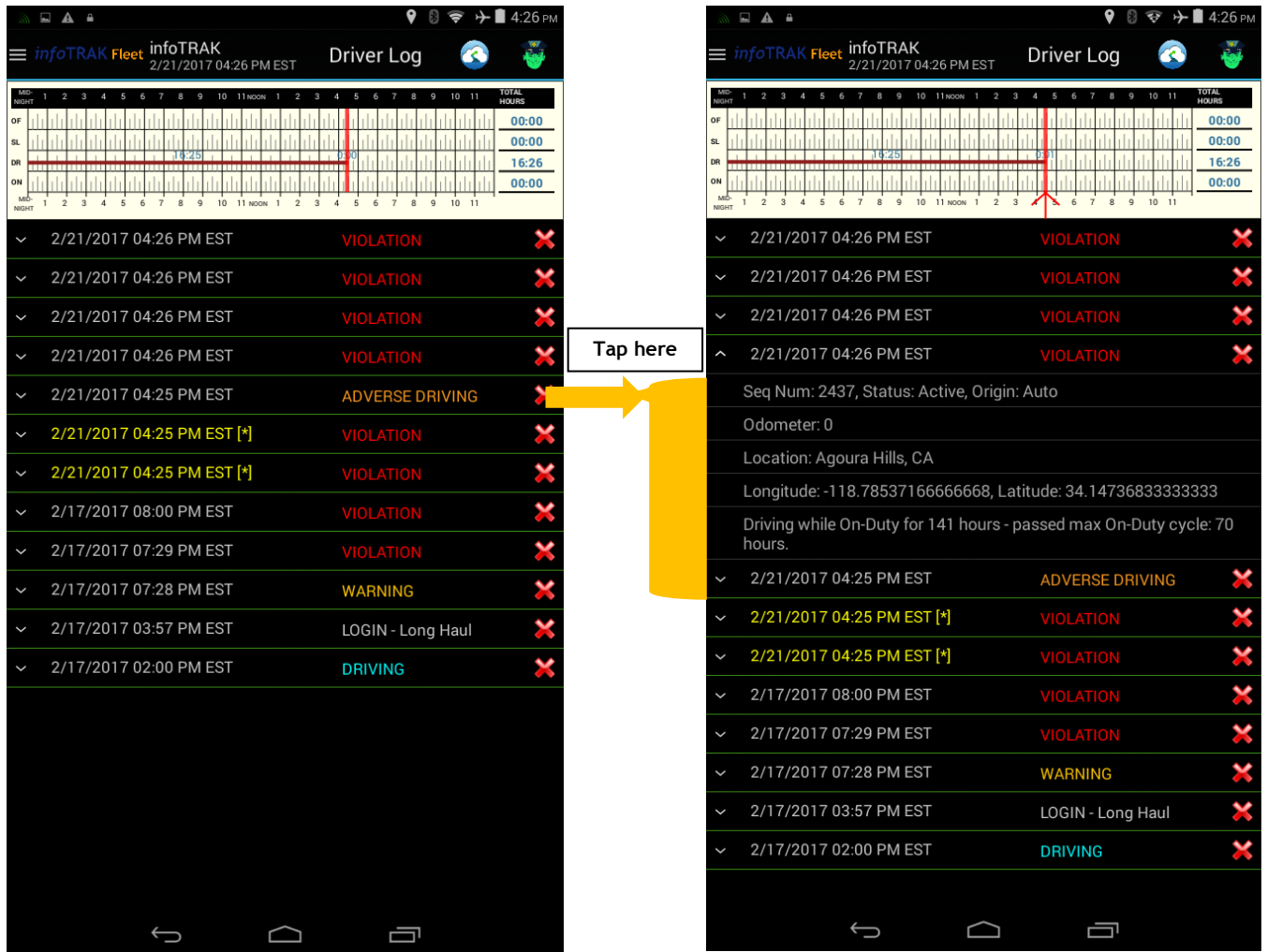


3.7. Extended View

Tapping on a status change shows additional information about the change. *The chart has red arrow which shows where the status change occurred.*

The additional information such as- Entry creation date, Location and other fields added by the driver at the time of the change can be viewed.

With finger on the chart, drag down to return to the main view of the screen.



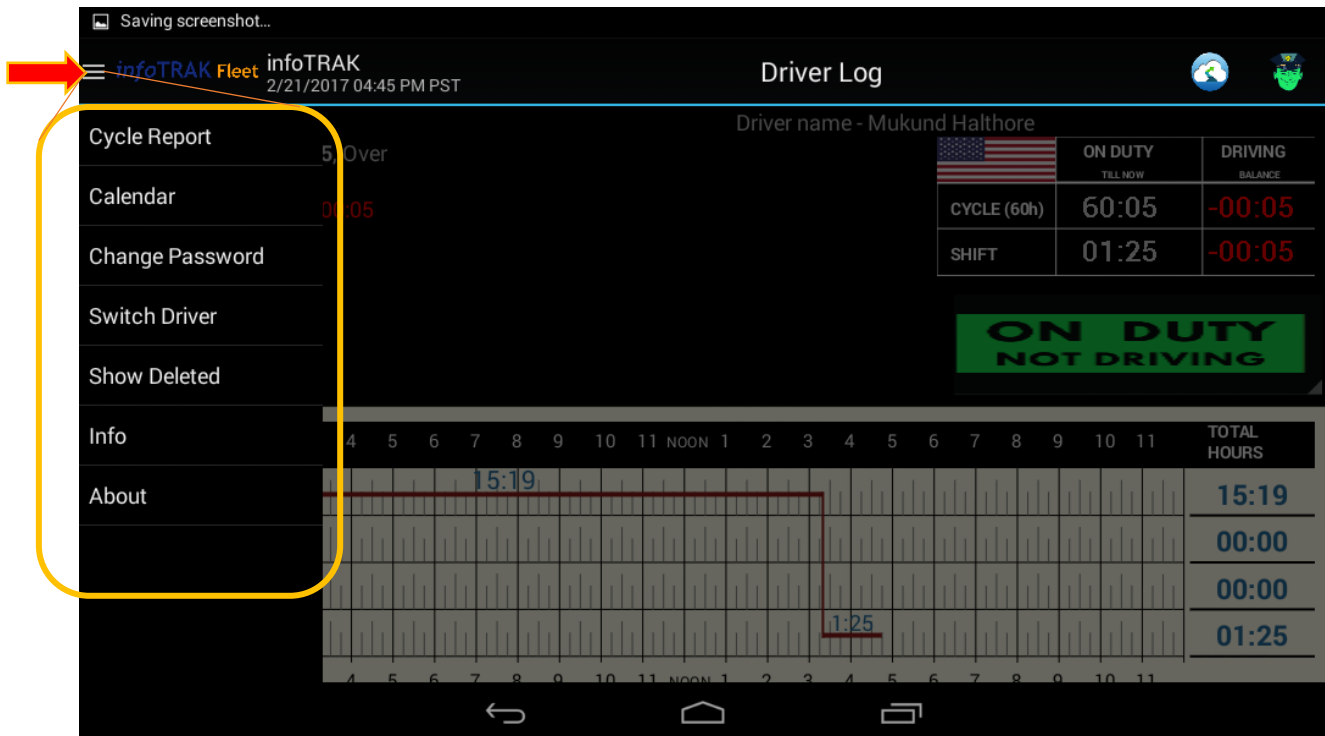
3.8. Getting To Other Screens

Clicking on Driver Log at the top center of the screen to navigate other screens

- Cycle Report
- Calendar
- Change PIN **
- Switch Driver
- Show Deleted
- Info and About

** Please be careful and only change your PIN if you are sure you can remember the new PIN.

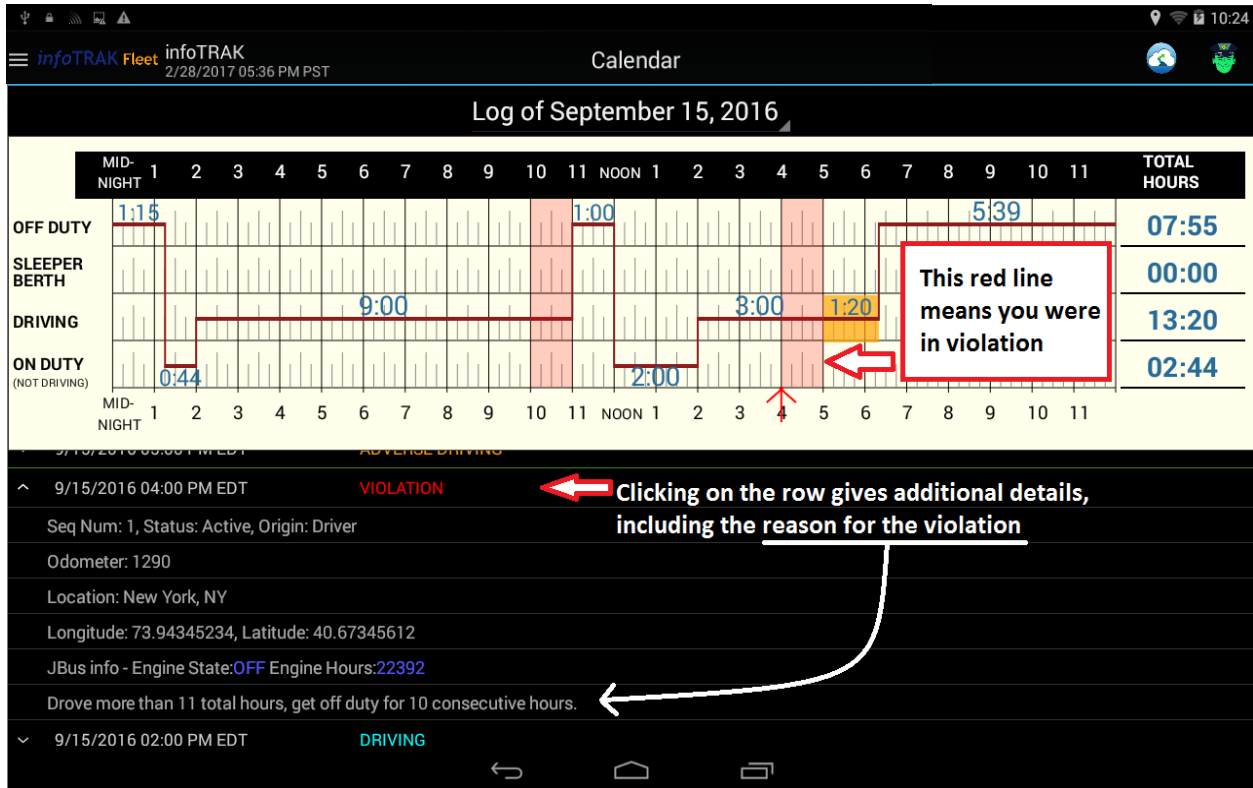
Screens are explained in detail below.



3.9. Violations

Vertical red columns in the graph indicate **VIOLATION**. Click on **VIOLATION** in the log list below the graph to see details about the violation.

NOTE: VIOLATIONS are also visible from the Cycle Report.

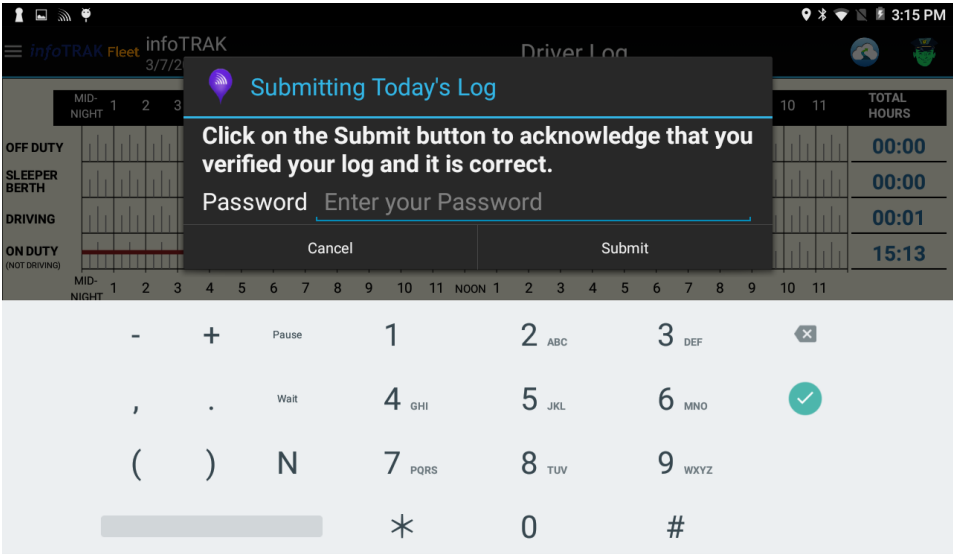
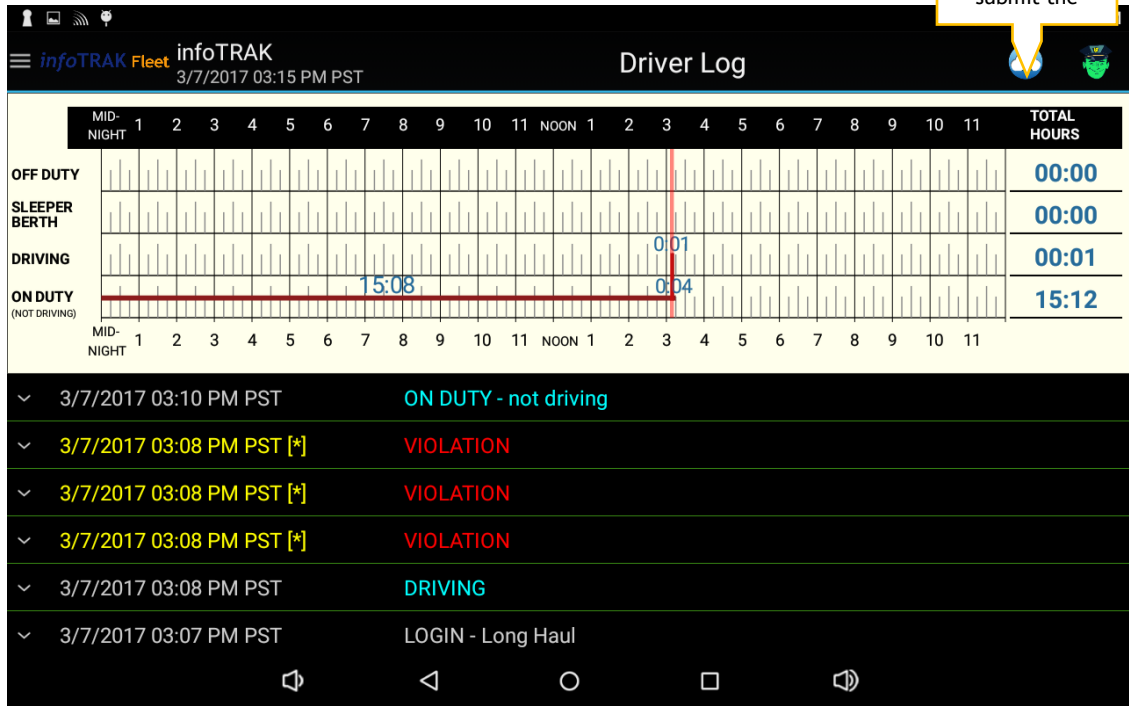


3.10. Submit Button - ELECTRONIC SIGNATURE

At the end of every shift, make sure you submit your log. Clicking the submit button acts as an electronic signature, verifying the accuracy of your logs. This is just like signing your current paper logs.

Confirm your submission on the screen that follows.

Click to submit the



3.11. Program Bugs or Errors

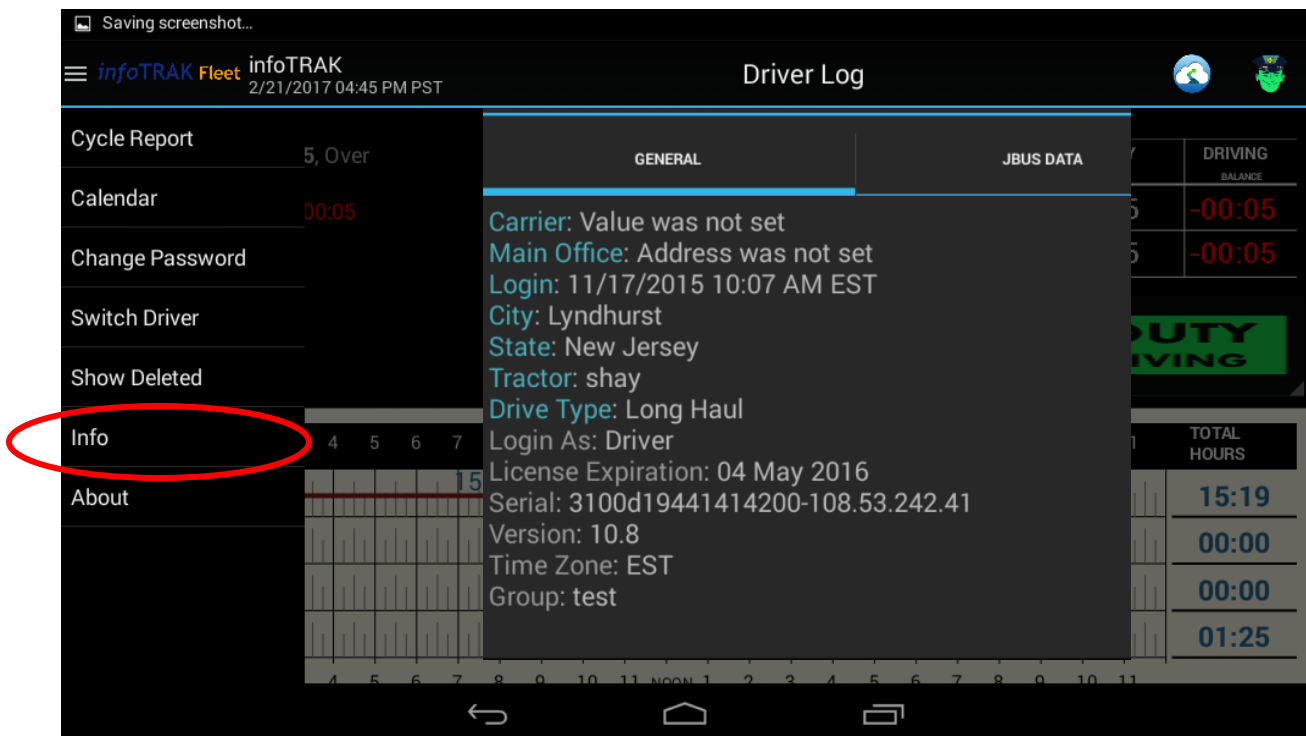
While the developers and quality departments at *infoTRAK* are constantly looking for bugs, there are situations where user may want to report an error or a bug. It is helpful to submit a log when an application has a problem. Please review *Section 6* on sending logs for instructions on how to do this.

Adding screen shots will help to resolve the errors in a timely manner. Please include screen shots with your log. Taking screenshots can change from device to device, but with most devices, screenshot is taken by holding on the power button and home button of the tablet at the same time for five seconds (until the screen flashes). In some cases screenshot is taken by pressing the Power and Volume button simultaneously. The power button can be found on the top of the right side of the tablet, and the home button is the big button on the front. Submitting the screenshot will be explained further in *Section 6*.

3.12. Info Button

The info button in the dropdown under “Driver Log” (see bottom left screenshot) opens the screen shown in the bottom right screenshot. This is a snapshot of your daily general info. Click on **JBUS DATA** to see information about your current location and engine information (loaded from a BlueLink or Fox BLE device).

NOTE: In some trucks, especially older models, there is a discrepancy between the odometer from the JBUS, (truck’s computer, and the odometer on truck’s dashboard). The Driver Log odometer entry is based on the automatic entry from the odometer field on the JBUS. In the case that an officer questions the validity of the distance travelled, by pressing on current JBUS Data, the tablet will display the current odometer reading from the JBUS and the GPS Location and RPM. This will show the discrepancy mentioned here.



3.13. Cycle Report

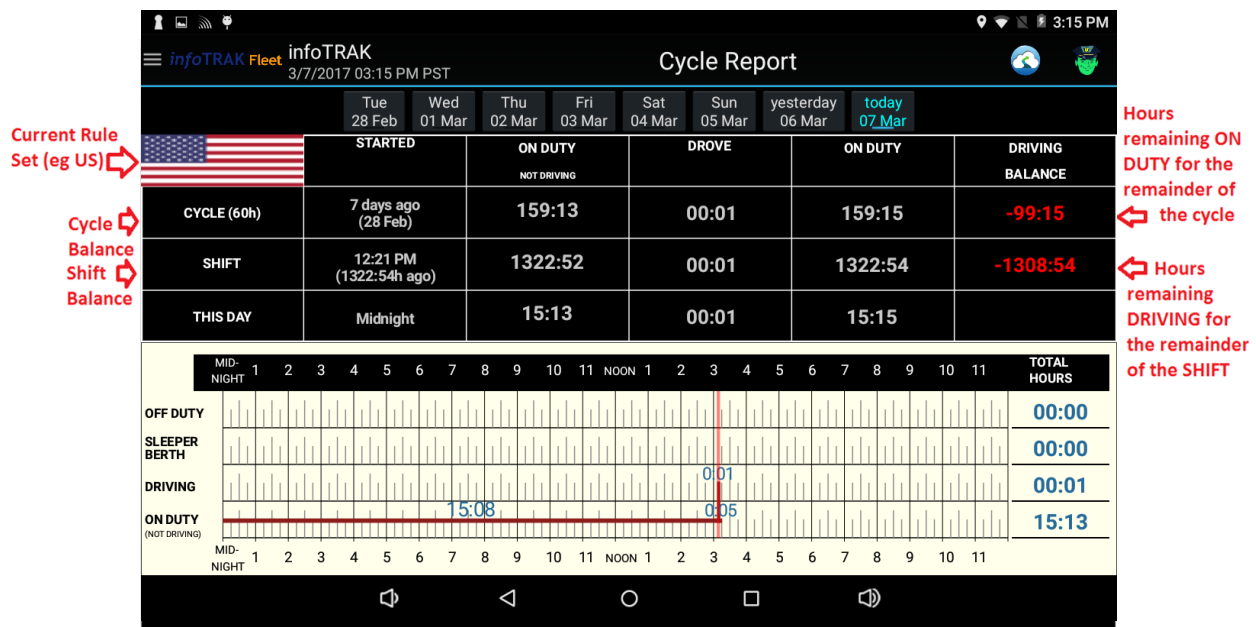
The Cycle Report is combination of the Driver Log screen and Calendar screen.

On the cycle report, status changes for the previous week and the particular day of interest can be viewed by toggling between the two screens.

There is also a detailed view of your Cycle/Shift balance which breakdowns into:

ON DUTY - NOT DRIVING, DRIVING, and ON DUTY (total) status.

“ON DUTY” is the sum of “ON DUTY - NOT DRIVING” and “DROVE”. “DRIVING BALANCE” is the total remaining time until you meet your 60 or 70 hour ON DUTY limit (as defined by your Manager) for the CYCLE and 11 hour DRIVING limit for the SHIFT



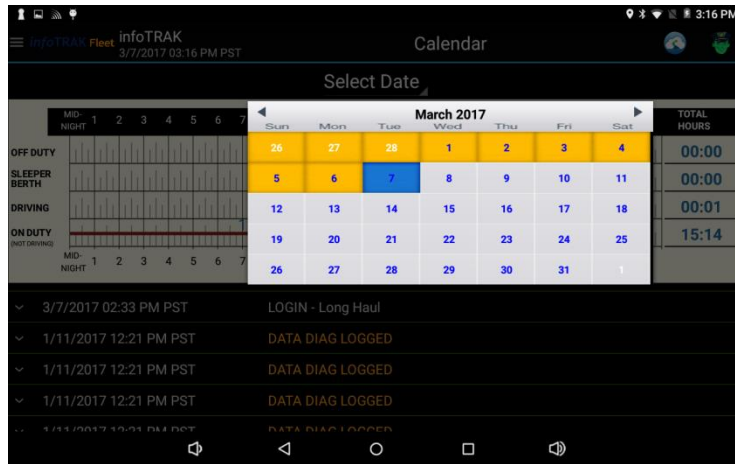
3.14. Cycle Reset

You can reset your cycle if and only if you have been off duty for 34 hours. This cycle reset is named, the 34-hour Off Duty Cycle Reset. Driver log keeps track of this for you and if you have been OFF DUTY for 34 hours, it will show you the following pop up to reset your cycle.

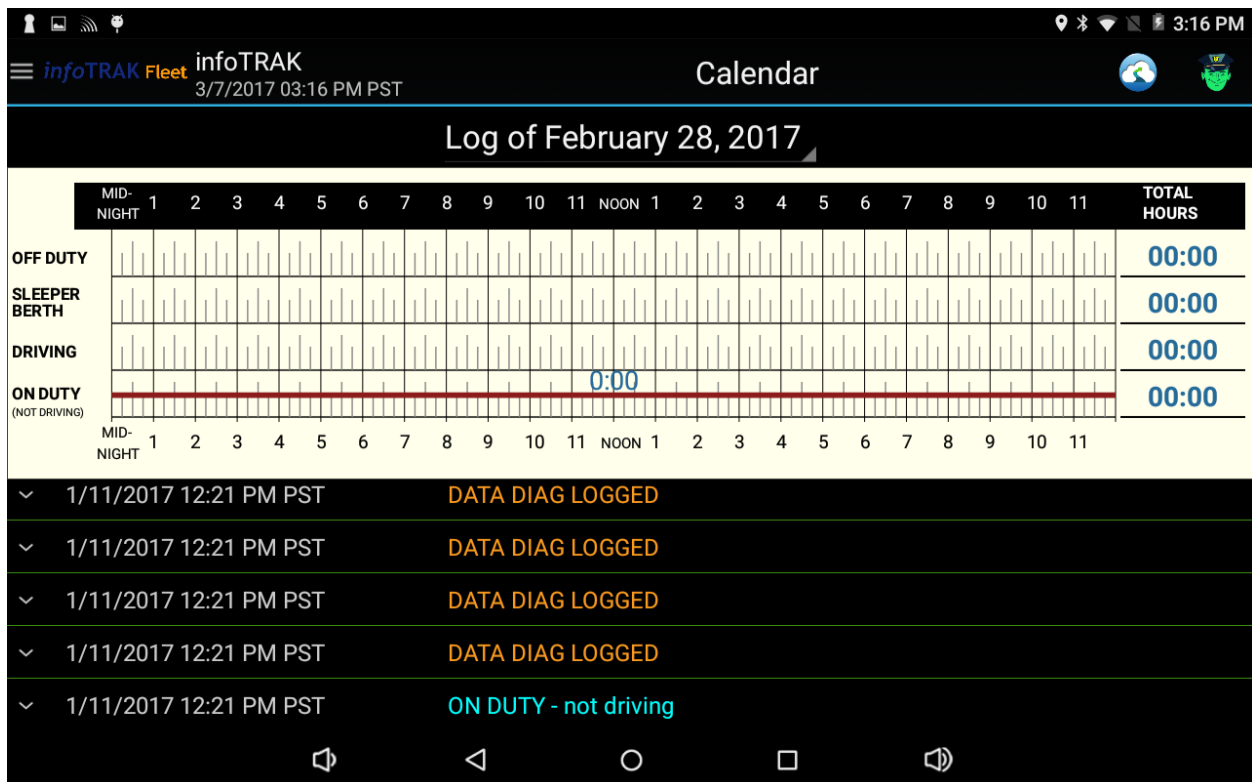
If you don't see this pop up, you can also click the “Tap to Reset Cycle” button to produce the pop up

3.15. Calendar

The calendar screen is where you can see a history log of all status changes.



Click on “Select Date”, to select a time to toggle in the history log view. Simply click the day to display on the Calendar.



3.16. Edit

This applies to all versions of DriverLog Version 12.8 or higher.

For an older version of DriverLog, please contact support@infotrak.us

3.17. Easy Edit

The easy edit is an “inline” edit.

To add an event to some time at the end of previous day, such as, right before OFF DUTY event, simple go to that OFF DUTY event, press and hold. Pop-up screen will appear with options. Add event before OFF DUTY.

A new pop up would appear with event options to select the appropriate event.

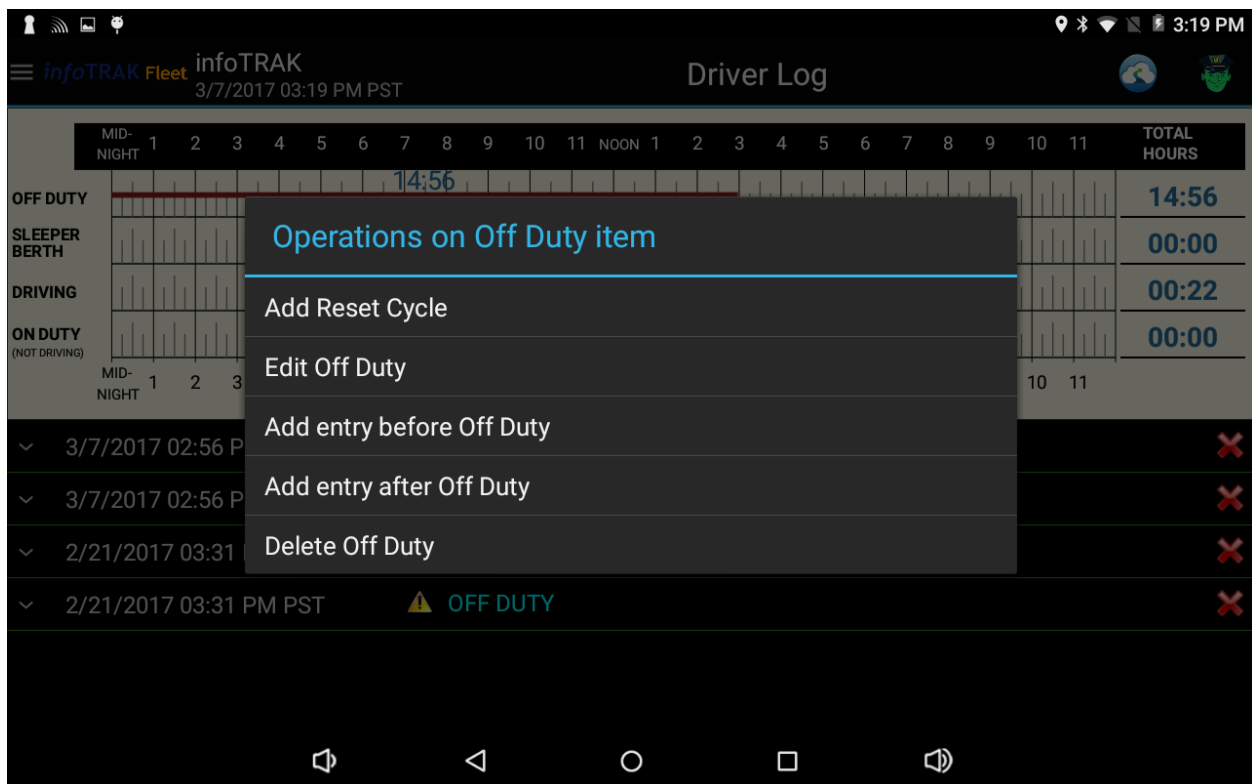
In the screenshot below, there are options to edit the already existing event.

Add an Entry Before or After OFF DUTY

Delete OFF DUTY

EDIT OFF DUTY

Simply select the appropriately and choose the corresponding action.



3.18. Edit Existing event

To EDIT an already existing event:

Find the event in the calendar, press and hold the event, and click “Edit [EVENT NAME]”.

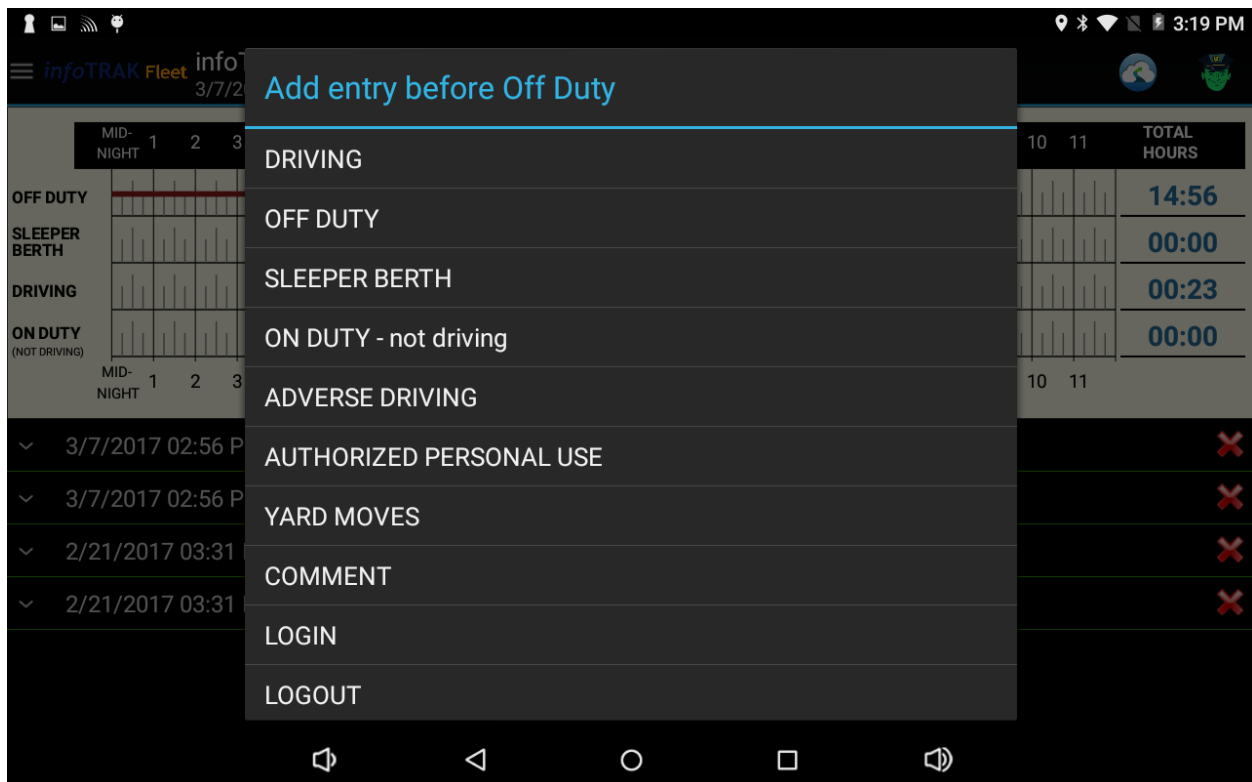
This will open dialog box similar to creating a new event.

In the example below, Off Duty entry is edited to five minutes earlier by tapping the “Change” button next to time and selecting new date and time. After completing the changes, click “OK” and the new changed time would appear.

Add entry before/after event

To add an entry before or after an already existing event, press & hold on the existing event and select “Add event [before/after] [EVENT NAME]”.

The next example, a Post-Trip Inspection entry is added before OFF DUTY. So, after clicking “Add event before OFF DUTY”, as shown in the screen below, “ON DUTY - not driving” is selected.



To select the “On Duty job” and change the start time, set the odometer, city, state, and fill in the addition info as seen below.

All of this should be exactly the same as creating the new event in the correct order the first time around. The only difference is to set the start time. When done click on “OK” and to see the new entry in the list.

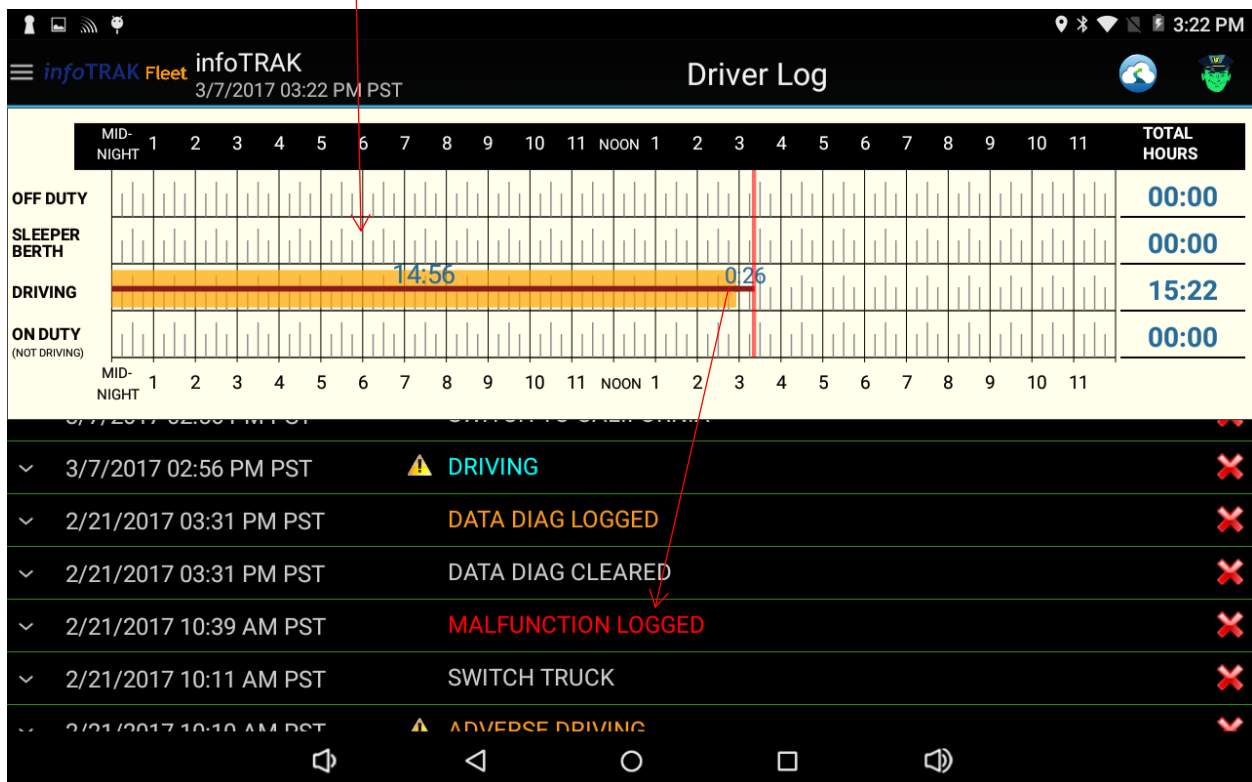
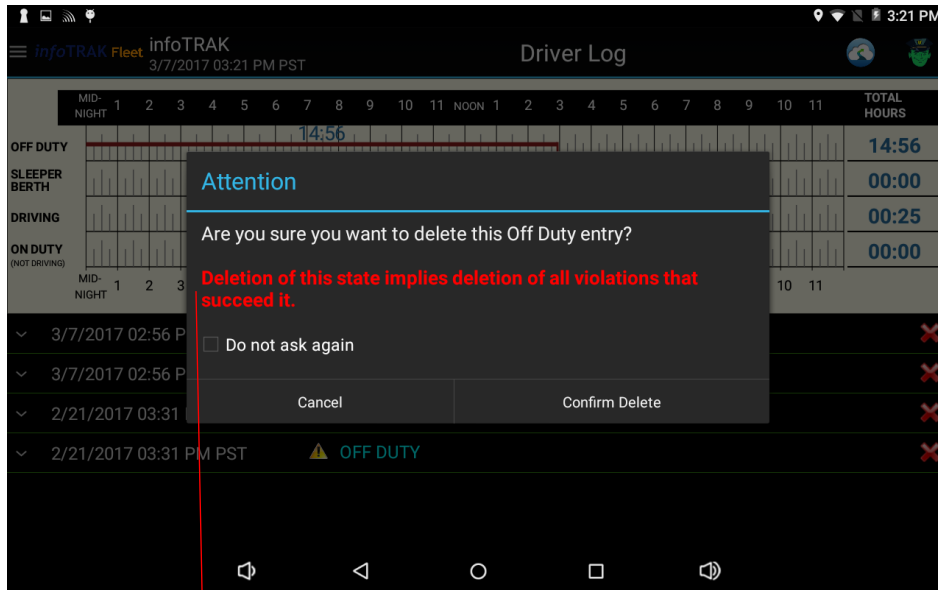
To add an event to a previous day, go to the Calendar screen and select that day to see the new entry.

3.19. Delete entry

To delete an entry, press and hold on the entry, and click “Delete”. A confirmation screen may appear as shown below.

Tap “Confirm Delete” to complete the deletion of the entry.

To find the entry you like to delete, please go to the Calendar screen and choose the day.

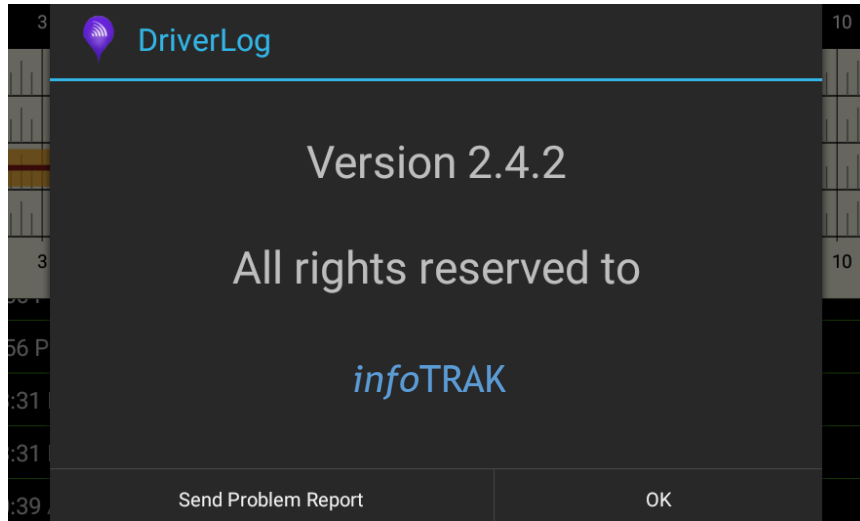


3.20. About

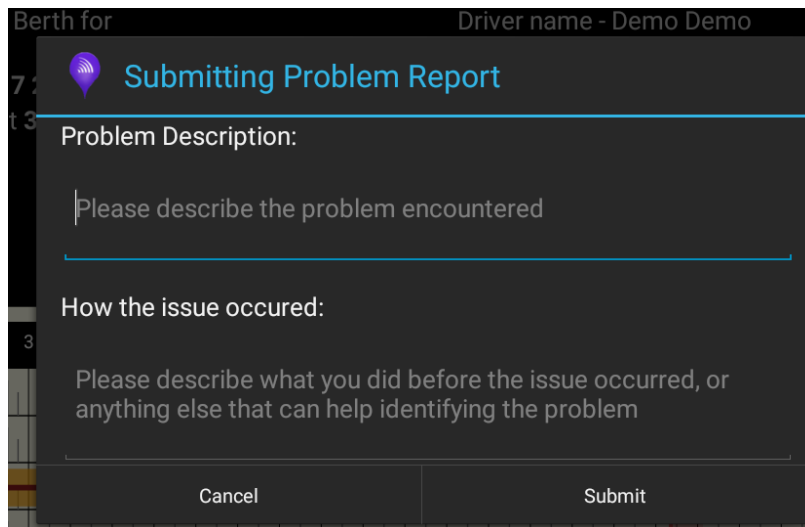
This screen tells the version number of the app, and gives the ability to send logs.

3.21. Sending Logs

Click “Send Problem Report” to send logs.



On the screen below, please fill out the Problem Description and a brief explanation of How the issue occurred. Then click “Submit”.



4. Connectivity

All Tablets shipped by infoTRAK have cellular connectivity which is required to sync DriverLog data to the back-end secure server.

The *infoTRAK* HOS solution operates in a **Store & Forward Mode**, that is, if the application is unable to access the back-end server to sync the data, it will continue to record all the gathered data to the local storage and upload it to the backend server once it is accessible.

For those who are using a WiFi-Only SmartPhone/Tablet or connectivity is unavailable, **it is imperative that the Smartphone/Tablet be connected to a WiFi/Hotspot as frequently as possible** so that the stored data is uploaded to the backend server. It ensures that historical records are available as and when required.