Lytx® ELD User's Manual

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Introduction

The Lytx® Driver app is a mobile application for maintaining Hours of Service (HOS) compliance. The app is available for Android and iOS devices.

WARNING: Do not drive distracted. It is always the responsibility of the driver to be attentive and use safe driving techniques. The Lytx Driver App should not be used while operating a vehicle.

Logging In

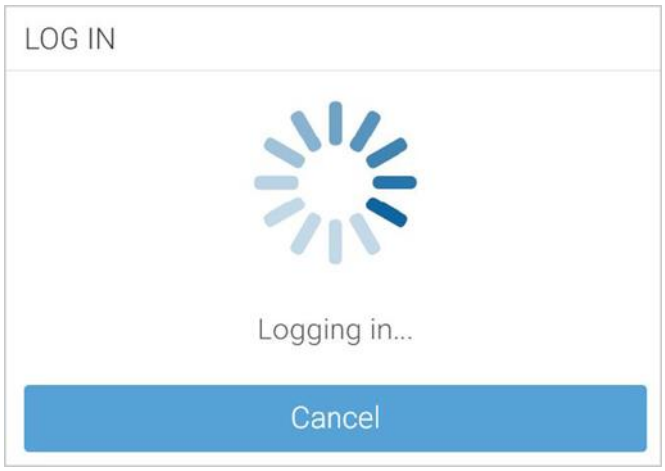
When you log in to the Lytx Driver app, you are prompted to complete a set of actions to synchronize your assets, ensure the vehicle is safe to operate, and verify any outstanding logs.
Before you can start driving, you are prompted to:

- Attach a vehicle
- Attach a trailer
- Attach a shipment
- Verify duty status logs
- Inspect the vehicle (DVIR: Driver Vehicle Inspection Reports)
- Inspect the trailer (DVIR).

The first time you log in to the Lytx Driver app, you are prompted to accept the End User License Agreement (EULA). After accepting the agreement, enter your Username and press **Next** to display the Password field. Enter your Password (minimum 8 characters in length), and click **Log in**.

After you confirm your credentials, the system synchronizes your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs remain associated with you even when you switch vehicles.

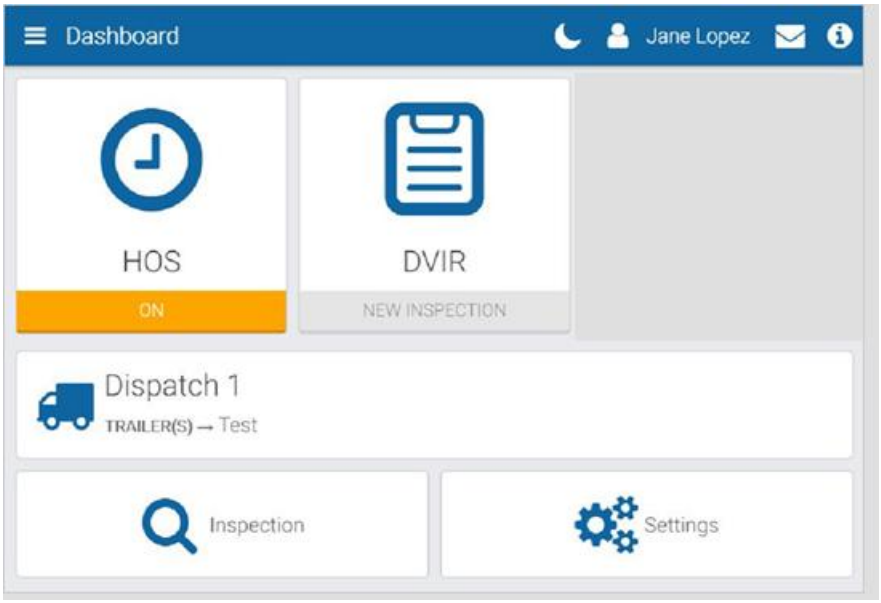


If you start driving the vehicle without logging in, the Lytx Driver app detects the motion, and displays a warning message advising you to stop the vehicle and log in.

If you do not log in to the Lytx Driver app, the system is unable to associate your duty status or other driving events with your account.

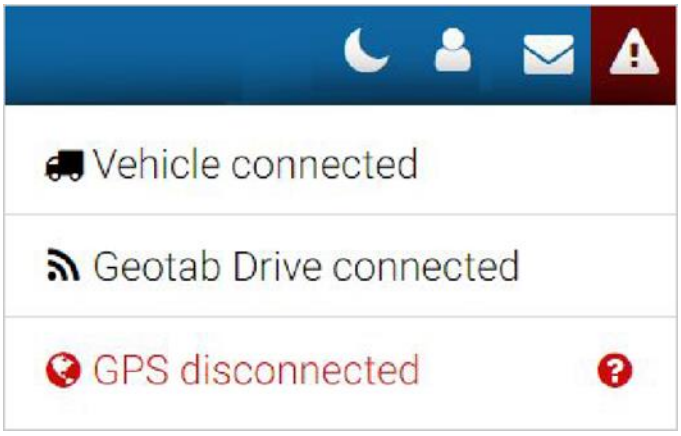
Navigating the Dashboard

The Dashboard is the main interface used for navigating the Lytx Driver app. Your particular Dashboard may look different based on your user clearances and the Add-Ins that you have installed.



Information Screen

When pressed, the red exclamation mark button provides additional context for your connectivity issue.

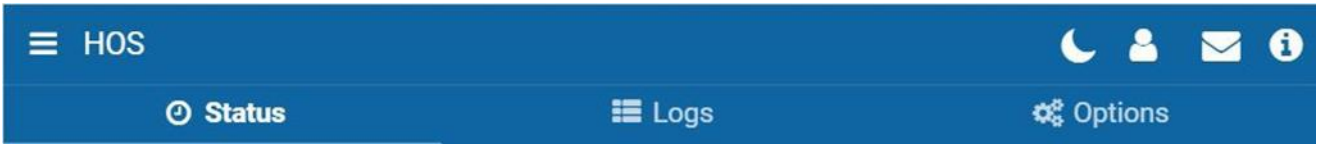


You can check your connectivity status by pressing the information button in the top-right corner of the screen.

Hours of Service (HOS)

The Hours of Service (HOS) feature provides all the tools necessary for tracking and recording your duty status. It also provides the ability to verify logs, apply exemptions and provide information for roadside inspections.

The screen is divided into the **Status**, **Logs**, and **Options** tabs.



Status Tab

The **Status** tab allows you to view and set your duty status, as well as view and apply exemptions. Duty status is displayed by one of the four buttons on the screen:

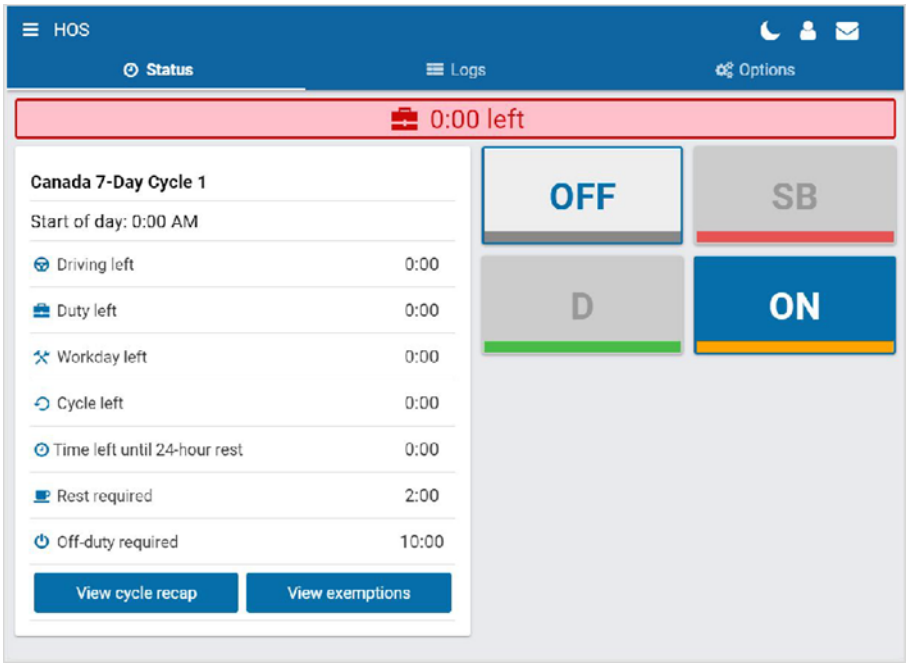
- OFF
- Sleeper Berth (SB)
- Drive (D)
- ON

NOTE: When outside of cell coverage, you are notified to manually set their status.

NOTE: When changing the status to **ON** duty, you are notified of any potential violations.

NOTE: When changing your status to **OFF** duty, you are asked if you want to take a break or log out. If you select **Log out**, the App will guide you through your end-of-day tasks, but will not close when you are finished.

The **Status** tab displays the remaining duration of your applicable driving limits, and the exemptions that can be applied as driving conditions require.



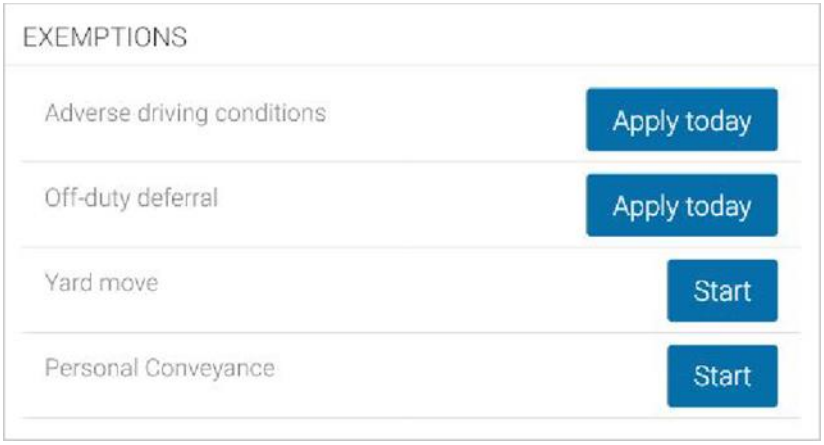
Cycle recap shows the following:

- Available cycle time tomorrow.
- Cycle hour for current day.
- Hours used within the cycle.
- Total number of hours.

Exemptions allow you to do the following:

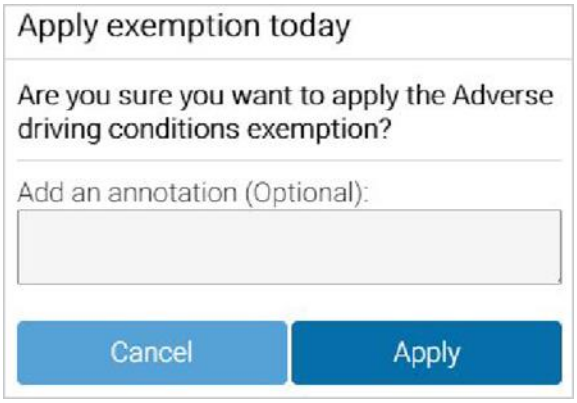
- Apply exemptions.
- Change rulesets.
- Start/stop Yard Move.
- Start/stop Personal Conveyance.

To apply exemptions, press **View Exemptions** and use the corresponding buttons to activate them.



By default, the only exception that is always available to you is the **Adverse Driving Conditions** exemption.

If you select the **Adverse Driving Conditions** exemption, you must confirm your selection before applying the exemption. Additionally, you can add an annotation to provide further details.



If you enable the **Adverse Driving Conditions** exemption when driving south of latitude 60°N, the following changes are made to your daily requirements and HOS availability:

- Daily rest requirement decreases by two hours
- Daily off requirement decreases by two hours
- Daily driving available increases by two hours
- Daily duty available increases by two hours
- Workday driving available increases by two hours
- Workday duty available increases by two hours

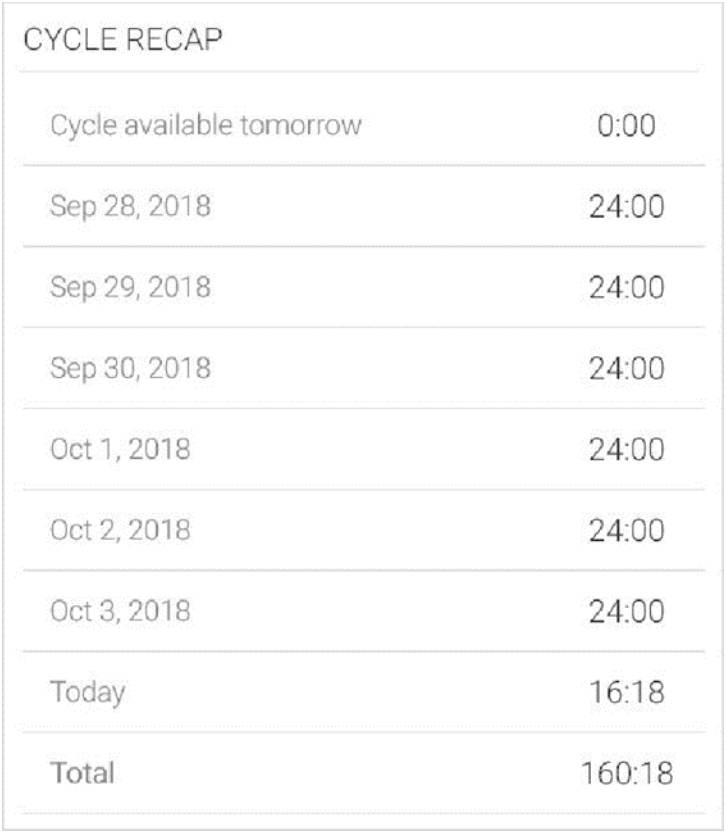
You can stop a **Yard Move** event by turning the ignition off and on during a power cycle. You can stop a **Personal Conveyance** event by confirming the event ended when the ELD prompt displays, also during a power cycle.

If a confirmation is not made and the vehicle is in motion, the ELD defaults to none. Other exemptions must be configured by your Fleet Management Application Administrator.

NOTE: The **Yard Move** exemption is disabled when the speeding rule is exceeded, or when the vehicle leaves the specified zone type.

A full list of all available exceptions can be found in the Hours of Service Ruleset Matrix.

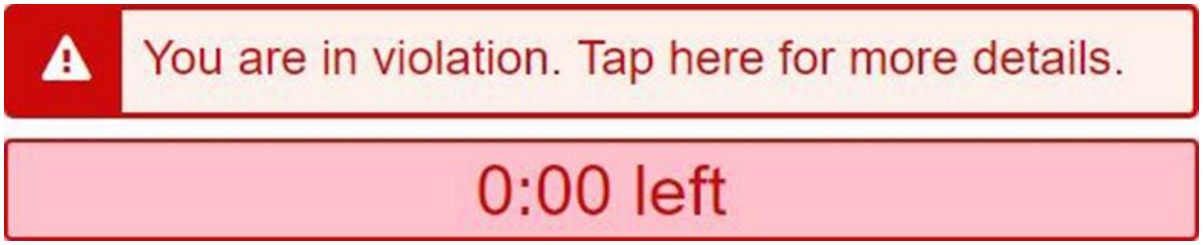
For a summary of your cycle, click the **Cycle recap** button.



Depending on your ruleset, cycle recap provides a quick and compact view of how much time you have used, and how much time is remaining for the following day.

The blue bar indicates the time remaining before you must take a break.

The red bar indicates that you have no driving time remaining and must take a break.



Once you begin to drive, your status automatically switches to **D** when the vehicle reaches a speed of five mph (eight km/h). Once you stop driving, after three seconds, your status remains as **D** for an additional five minutes. When five minutes have passed, you are prompted to change your status to ON duty. If you do not respond within a minute, your status switches to **ON duty**.

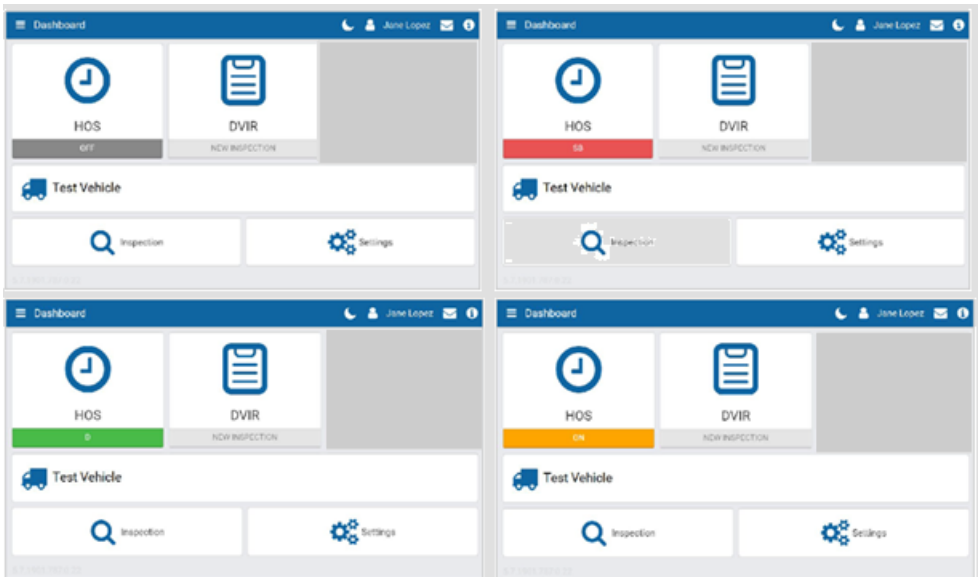
TIP: You can manually switch your duty status at any time by pressing HOS on the Dashboard.

The **Rest in** timer displays the time remaining before you must take a break.

When the **Rest in** timer reaches 0:00, a Rest duration timer replaces it when you go off duty.

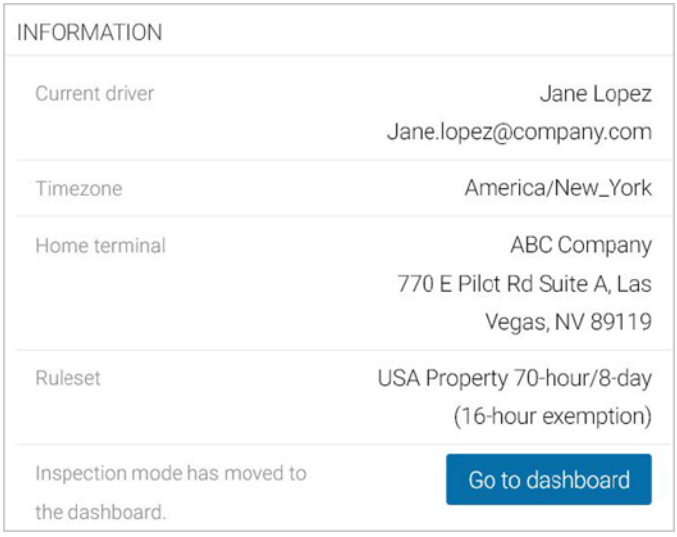
The **Rest duration** timer displays the time that has passed during the break period.

Your current duty status is visible from the Dashboard:



Options Tab

The **Options** tab provides quick access to the Lytx Driver app Dashboard where inspections, DVIRs and other operations are performed.



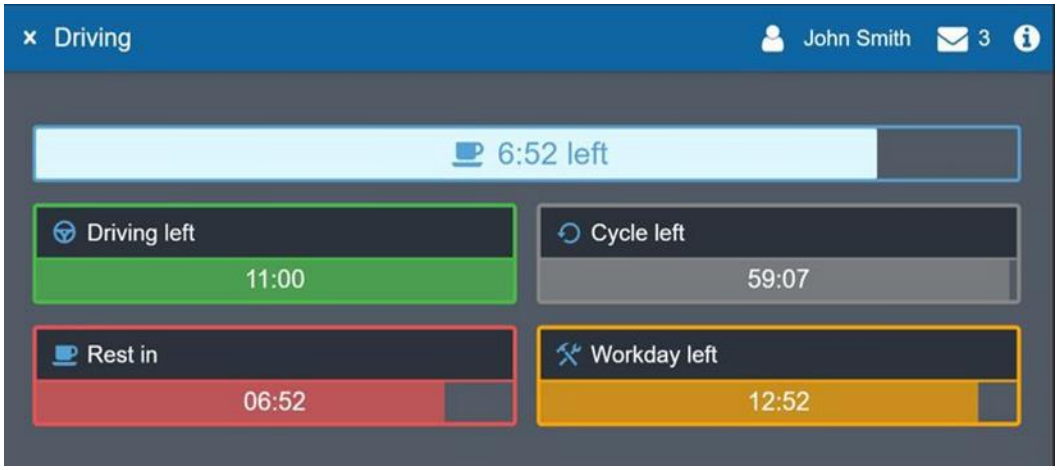
The **Options** tab also displays important driver information such as current ruleset and home terminal.

Motion Detection When Driving

When you are logged into the Lytx Driver app and the vehicle begins moving, the Lytx Driver app screen locks to minimize driver distraction. All other information is hidden and you only see the remaining driving time available and related warnings if you are nearing a duty violation. When the vehicle is in motion, the app does not allow a co-driver to switch seats with the driver.

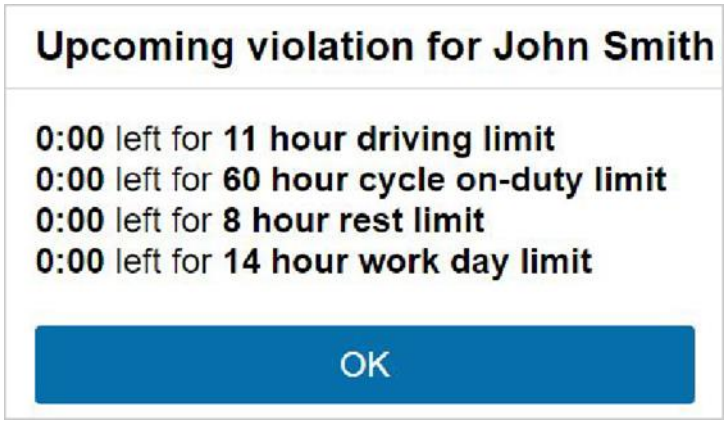
If the vehicle has stopped for five minutes, a prompt displays on the screen. Confirm if you have stopped driving, or if the vehicle is still in motion. If a response is not submitted to confirm or deny the prompt within one minute of receiving the prompt, the ELD automatically creates an **ON** duty status log.

If you continue to drive past your available hours, the screen notifies you that you are in violation of your ruleset. The app broadcasts an audible warning in addition to the Hours of Service limit message, whether the app is in the background or the foreground. The audible warning does not occur if you are in the **OFF** or **Sleeper Berth (SB)** status.

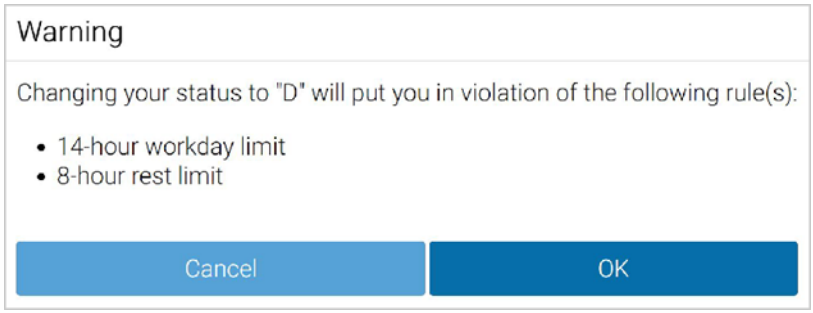


Driving in Violation

The Lytx Driver app notifies you when you are nearing a duty violation two hours before the violation, one hour before the violation, 30 minutes before the violation, and right before the violation.



If you switch your duty status to **Drive** after your remaining driving time has expired, you are warned that doing so puts you in violation of your selected ruleset.



If you drive after being warned, a violation registers in your log.

Logs Tab

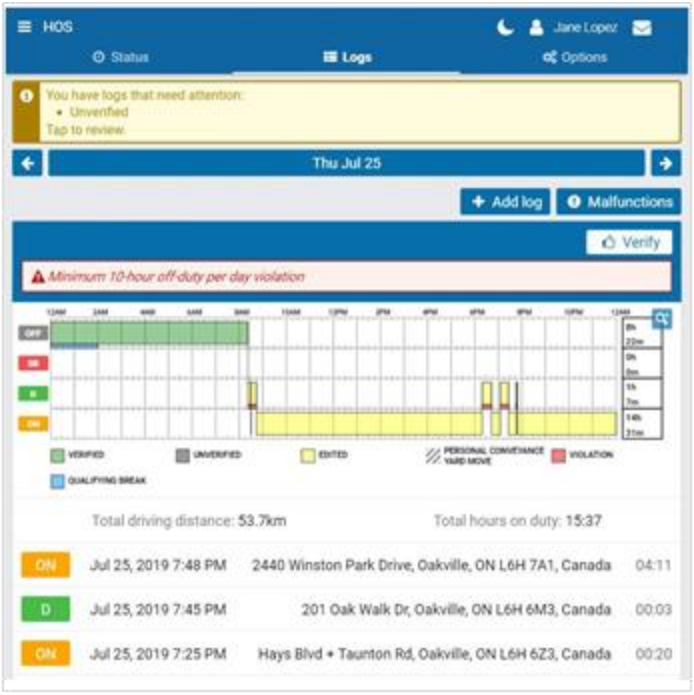
The **Logs** tab displays a list of all Records of Duty Status (RODS) for the past 14 or 16 days, depending on the ruleset, and any violations incurred. Logs are displayed below the graph, one day at a time, and can be navigated using the arrows at the top of the screen, or by clicking the date picker to display the calendar.

Using the Graph

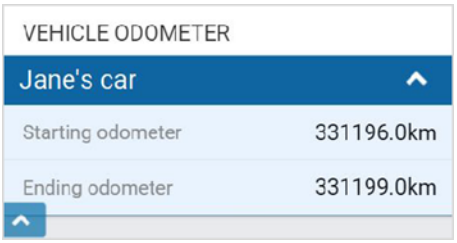
Duty status is plotted along the graph for a 24-hour period for each day. The total time spent in a particular duty status is displayed to the right of the graph. The bars on the graph are color-coded in the following way:

- Gray: Unverified logs
- Green: Verified logs
- Yellow: Edited logs
- Red: Driving in violation of HOS ruleset
- Striped: Personal Conveyance and/or Yard Moves
- Blue: Qualifying Break identifies logs that meet the break requirements for Canadian rulesets only.

Select a log from the graph to display additional information including the log's duration and date of creation. You can also edit certain elements of the log.

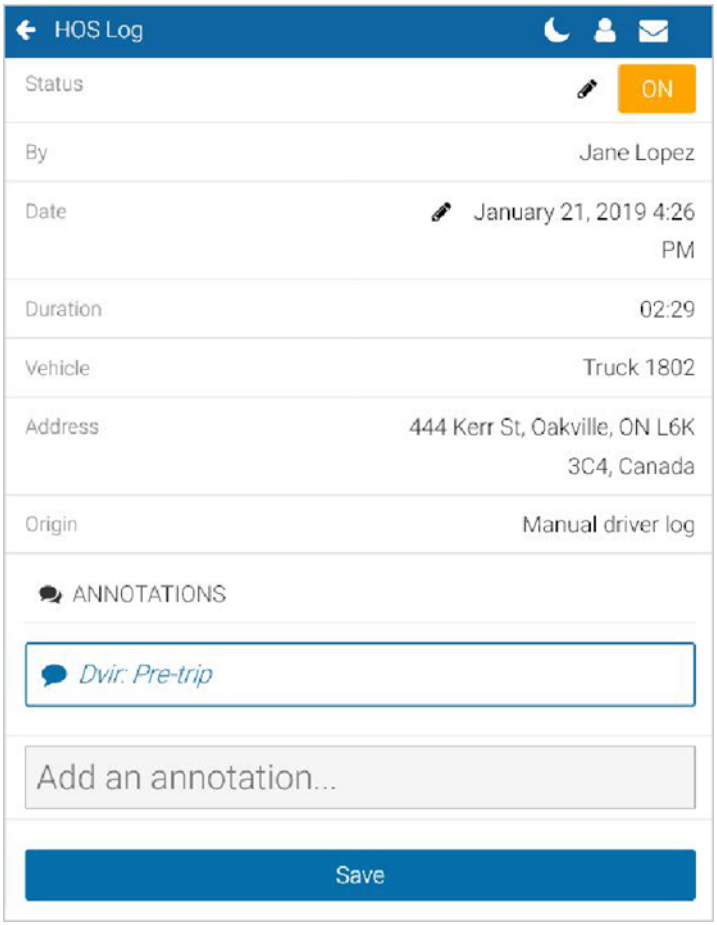


If a log requires attention (e.g. verification, requested edits, missing location, etc.), a notification banner displays at the top of the page. Tap the banner to go to the log and make the necessary updates.



Starting odometer and **Ending odometer** display at the bottom of the **Logs** tab for quick reference.

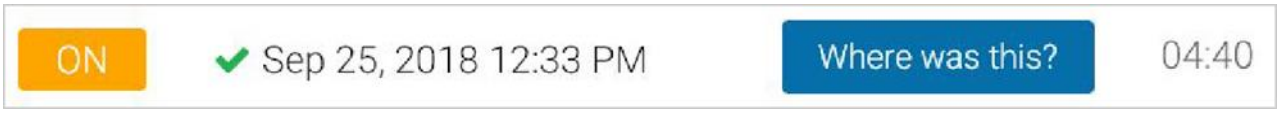
When you select a log, the **Log** page shows additional information about the log, including when and where the log was created.



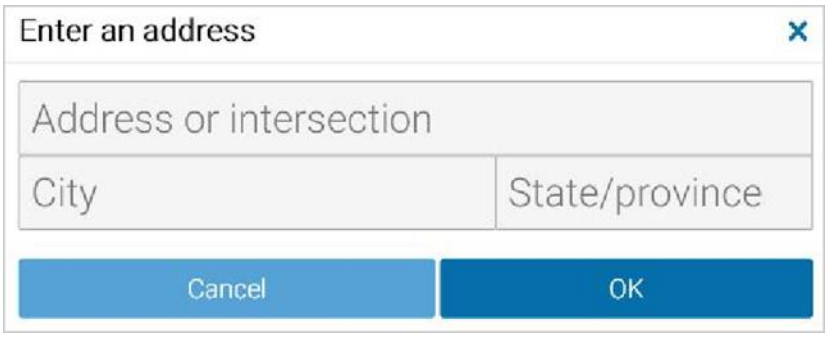
You can also view and add annotations to the log. Select the arrow in the top left corner of the screen to return to the **Logs** tab.

Location Information

The Lytx DriveCam installed in your vehicle captures location information. If the GPS signal on the device is unavailable, there will be no address associated with the log created during this period. In this case, you must enter the location manually by pressing the **Where was this?** button.



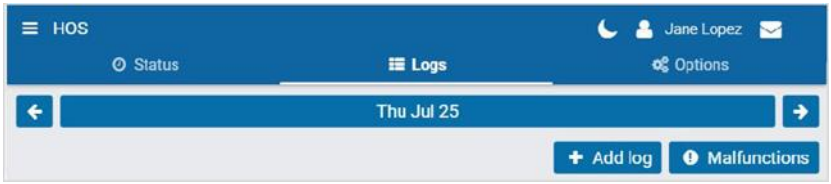
Enter the address where the log occurred, or to add location information if an exemption is applied.



Creating Manual Logs

Manual logs allow you to correct your Records of Duty Status when existing logs are discovered to be incorrect or incomplete. For example, create a manual OFF-Duty log for the previous day if the app remained ON-Duty after you

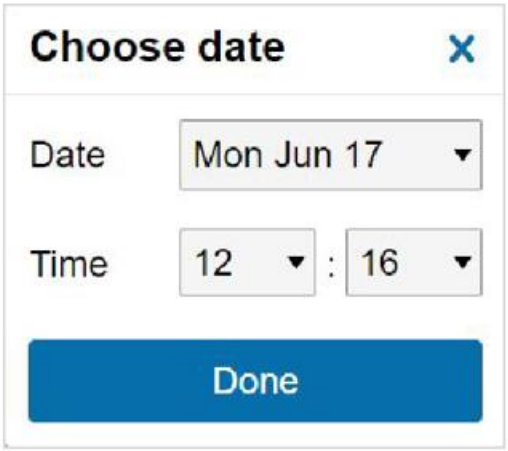
completed your work day. Also use manual logs when the status does not automatically change (e.g. a bug in the software), or if you were driving in an area without network coverage.



Other examples include creating a manual ON-Duty log for a day that you started in the office, or when the App does not detect driving, and places you ON-Duty after an inspection. Manual logs allow you to update any status for a specific date and time, and assign yourself the vehicle you were driving. If you need to add a manual log for any reason, follow the steps below and select the appropriate options.

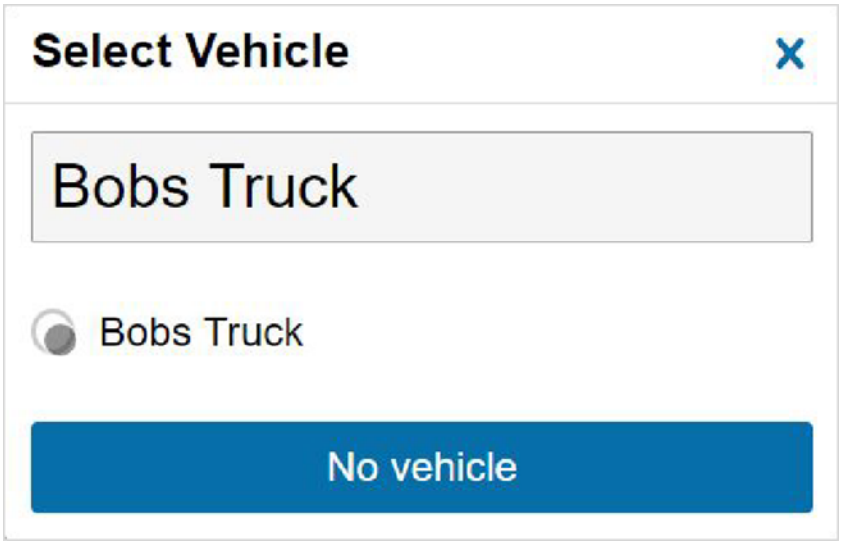
To manually create Records of Duty Status, press the **+ Add Log** button.

On the screen that follows, press **Select** for each of the applicable elements of the log.



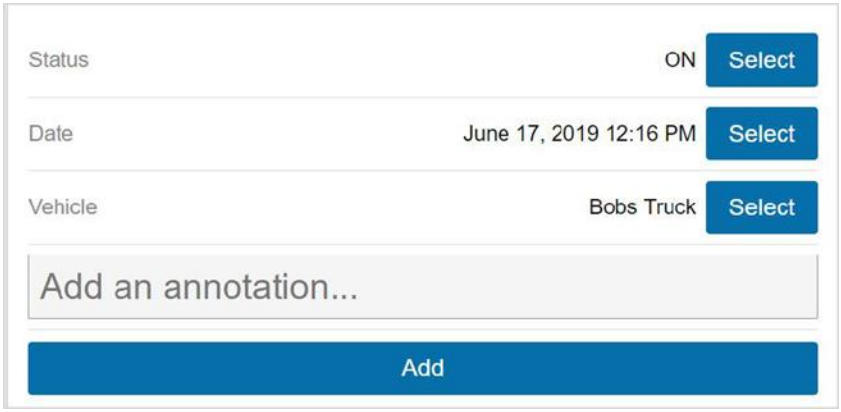
Choose the **Status**, **Date** and **Time** to start the log.

If you have a vehicle assigned to you when you create the manual log, that vehicle will be automatically selected.

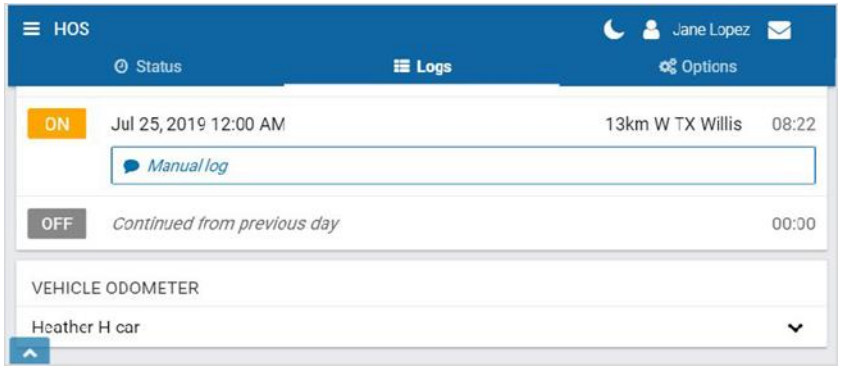


If you do not have the correct vehicle currently assigned to you, and if you were driving (D) or ON duty at the time of the manual Record of Duty Status, select the vehicle.

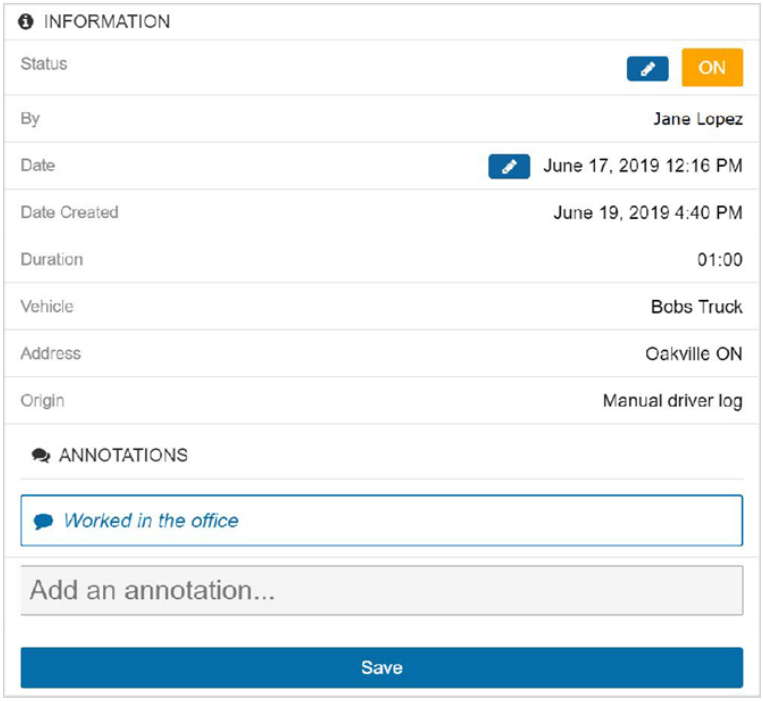
You can also add an annotation to provide context for the manual log. Press **Add** to create the log.



The **Logs** screen will display again after you have created the manual log. To view details, select the log.



If you made a mistake while creating a manual log, click the pencil icon to edit the log status or date. You can also add new annotations.



Press **Save** when you have finished making changes.

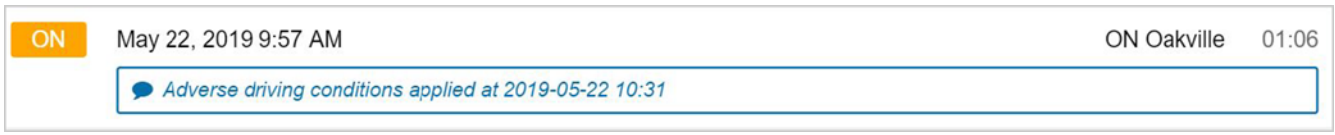
NOTE: Only manually created logs can be edited in the application. Automatically created logs cannot be modified or changed to another status. If you attempt to change the status of an automatic log, you will be asked if you would like to create a new log with the desired duty status.

Changing Rulesets

When you change your ruleset, the preceding log is annotated to reflect this change.

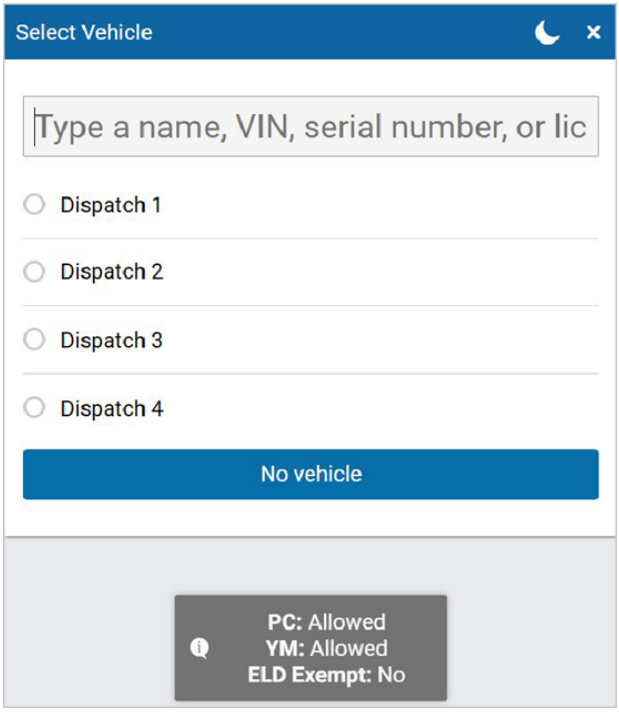
Applying Exemptions

When the 16-hour exemption, Adverse driving conditions, or Oil well wait time exemption is applied, the preceding log is also annotated to reflect this change.



Attaching Vehicles

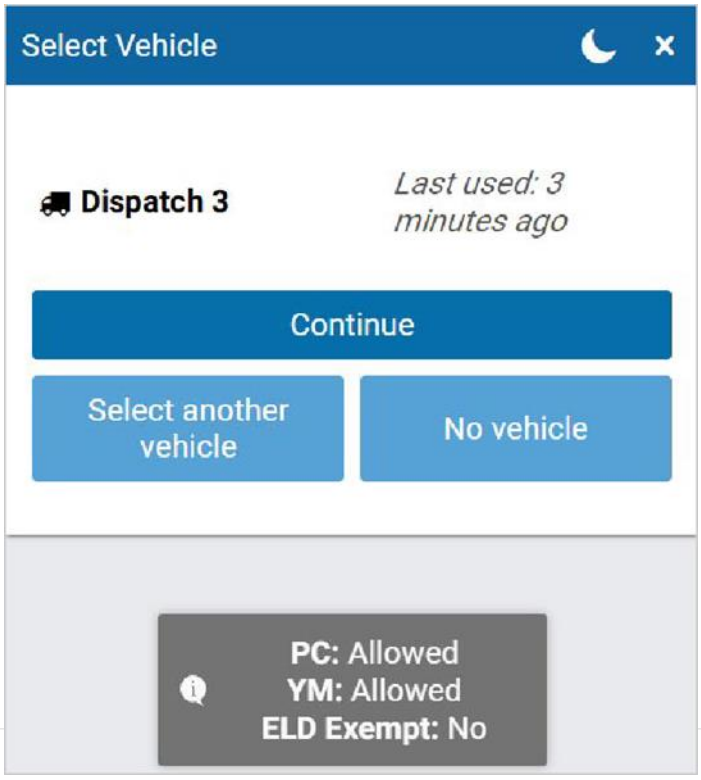
You must attach a vehicle to your account before the duty status and other types of electronic records can be assigned to you. Based on your mobile device's geo-location, the app automatically finds the closest vehicles within a 1km/0.6mi radius. You are prompted to select your vehicle after logging in.



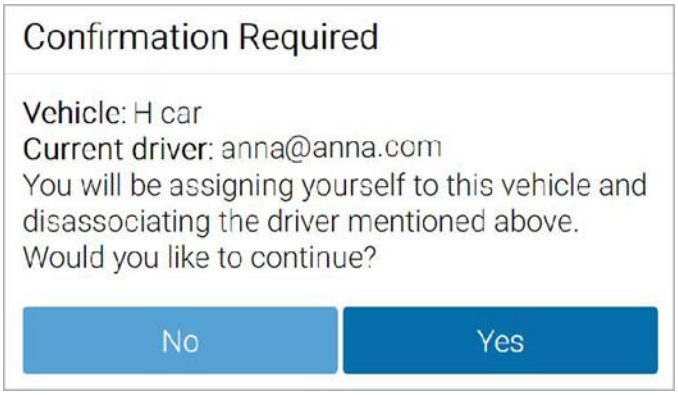
If you do not have a vehicle at the time, you can select the **No Vehicle** button to continue into the app without an assigned vehicle. Without a vehicle, you can only set the status to **ON** and **OFF** duty.

If you do have a vehicle assigned to your account, you can quickly select the last assigned vehicle, if the vehicle is within the immediate vicinity.

When you log in, the exemptions notification informs you if **PC** (Personal Conveyance) or **YM** (Yard Move) is enabled. The notification also indicates whether or not you are ELD exempt.



In some cases, your current vehicle may have been claimed by another driver, and dissociated from your account. If this occurs, you are asked if you would like to reassign the vehicle to yourself. By choosing **No**, you are automatically assigned to No Vehicle, and prompted to select another vehicle.

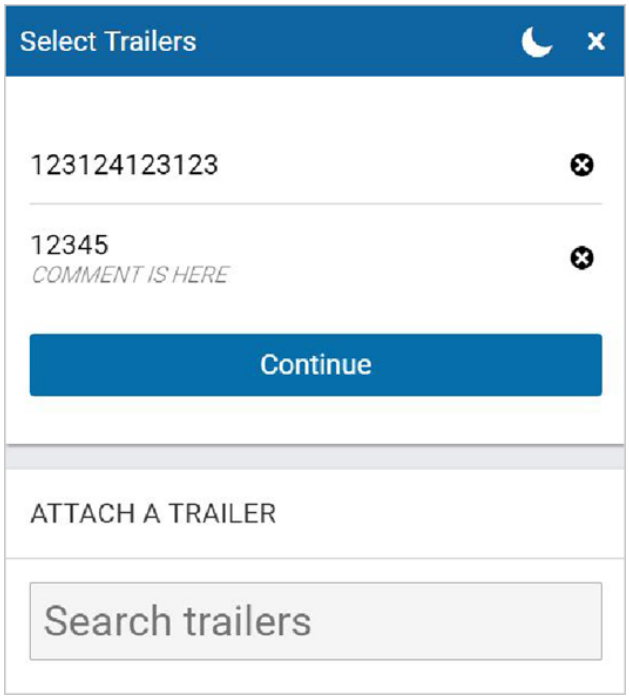


If you are logged in with a co-driver, they receive the same message.

Attaching Trailers

After attaching vehicles, you are prompted to attach a trailer.

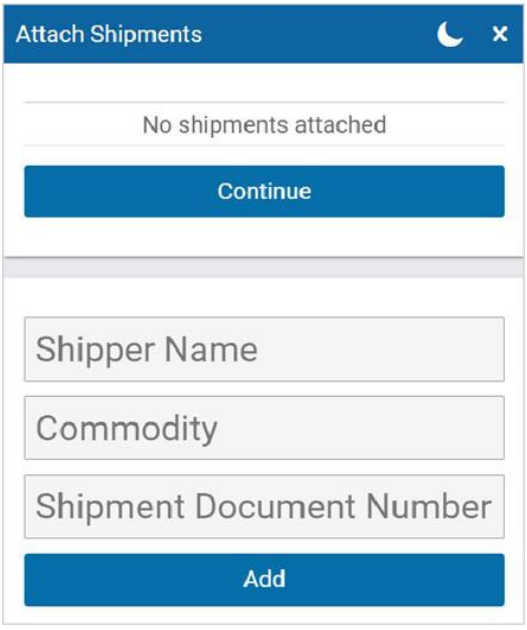
You can attach more than one trailer; however, each trailer must be assigned a unique name. If you do not have a trailer to attach, press **Continue**.



If you attach a trailer, you are prompted to perform a DVIR on the trailer. If you detach a trailer, you are also asked to perform a DVIR. In both cases, you can choose to **Inspect** or **Skip**.

Attaching Shipments

Next, you are prompted to attach shipments to your vehicle. Press **New shipment** to attach a shipment, or Continue with no shipment.



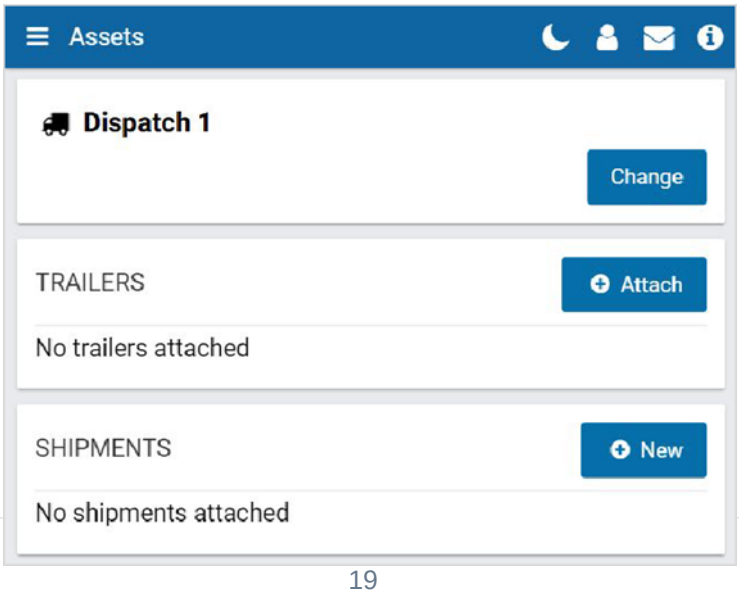
When attaching a shipment, enter the shipper name, commodity, and shipment document number. Press **Add** to assign the shipment to your vehicle.

Attaching New Assets

You can change or attach new vehicles and trailers at any time by pressing the vehicle name from the Dashboard, or by pressing **Assets** from the main menu.

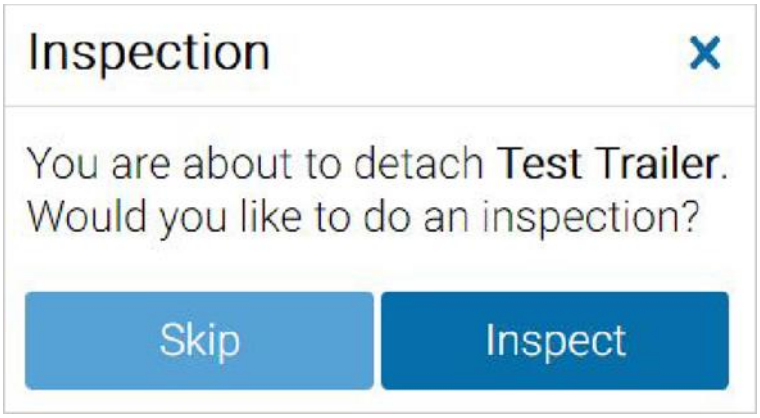
Press the **Change** button to change the vehicle associated with the Lytx Driver app. You are prompted to perform a DVIR each time you change vehicles.

Press the **Attach** button to attach a new trailer, and press the **New** button to add a new shipment.

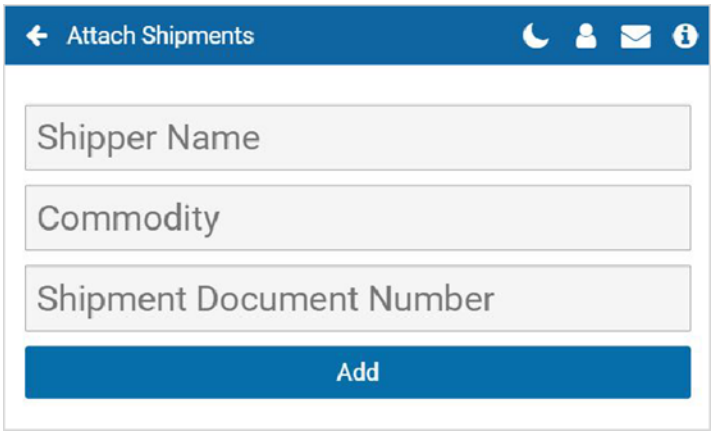


You can detach a trailer or remove a shipment by selecting the "**X**" icon: .

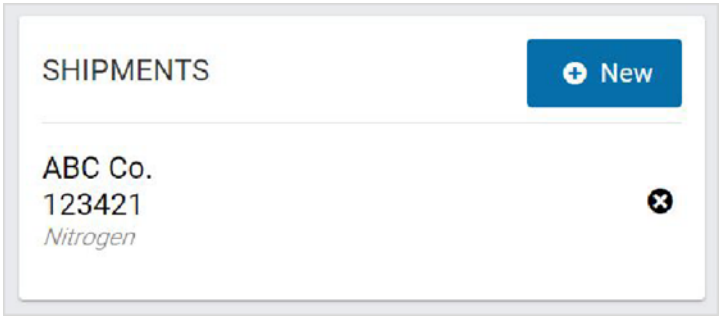
You are prompted to perform a DVIR each time you attach or detach a trailer.



To add shipment information to your log, press the **New** button under the **Shipments** label. Enter your shipment information and press **Add**.



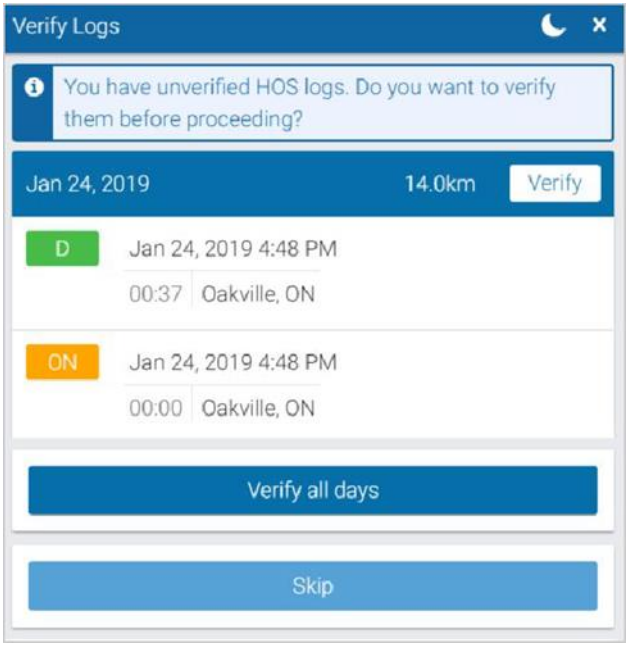
Your shipment information is now displayed on the **Assets** page.



Shipment information also displays on the **Compliance Print** made in the Fleet Management Application.

Verifying Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Claiming Unassigned Logs. The Lytx Driver app creates duty status logs even when your vehicle is driven without a user logged in. If this occurs, you are asked to review and claim the unassigned logs that you created.



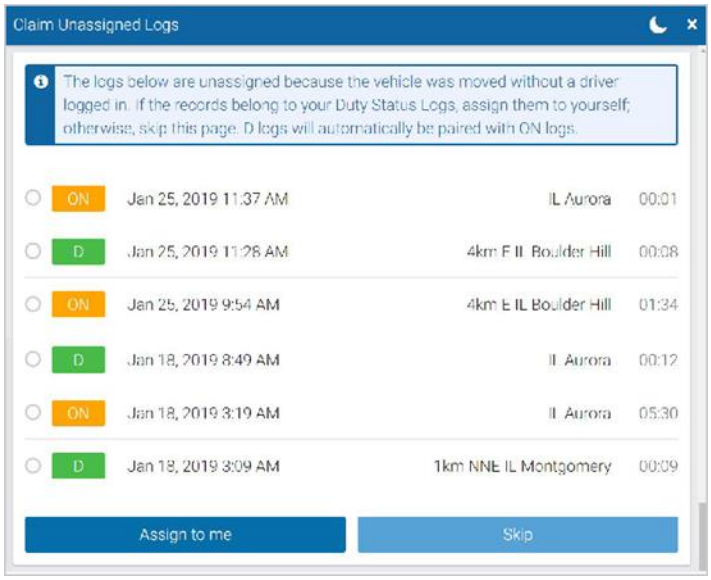
Use the **Verify** button beside any 24-hour period to verify by day, or use the **Verify All Days** button to verify all visible logs.

You can also skip this step with the **Skip** button.

NOTE: If you choose to skip this step an audit log is created indicating the time and date the button was selected.

Claiming Unassigned Logs

You can claim logs by selecting all relevant logs and pressing the **Assign to me** button.

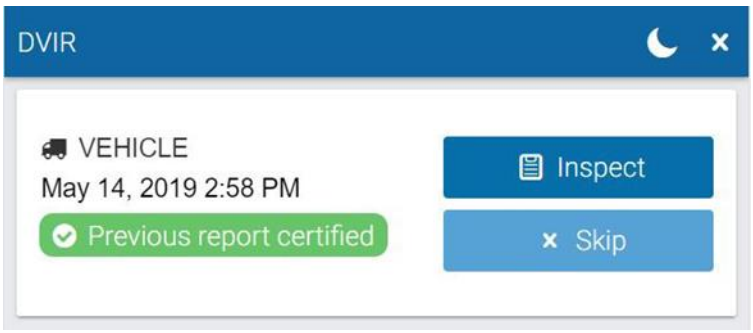


You can also skip this step with the **Skip** button. The **D** and **ON** Duty Status Logs are paired when claiming them in the Lytx Driver app.

NOTE: Claiming unassigned logs belonging to other drivers causes your Record of Duty Status to be inaccurate.

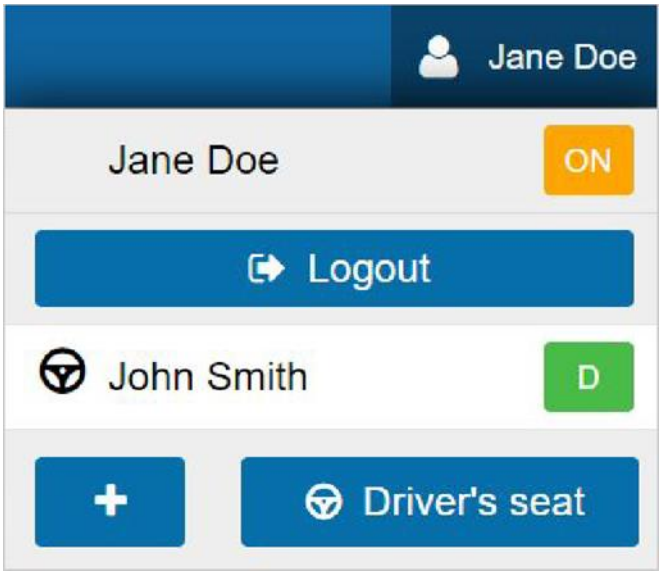
Performing Driver Vehicle Inspection Reports (DVIR) during Login

To complete the login process, you are prompted to perform a DVIR of the vehicle and its attached trailers. If you do not have clearance to perform a DVIR, press Skip to go to the Dashboard. You can find more information on performing a DVIR here.



Adding Co-Drivers

You can add co-drivers to the Lytx Driver app by pressing your name in the top-right corner of the screen, and then pressing the **Add driver** button. The co-driver is prompted to enter their login credentials. You can add up to three drivers per vehicle. When the vehicle is in motion, the app does not allow a co-driver to switch seats with the driver.



After logging in, the names of all drivers display in the user list. When multiple drivers are logged in, the steering wheel icon indicates the currently active driver.

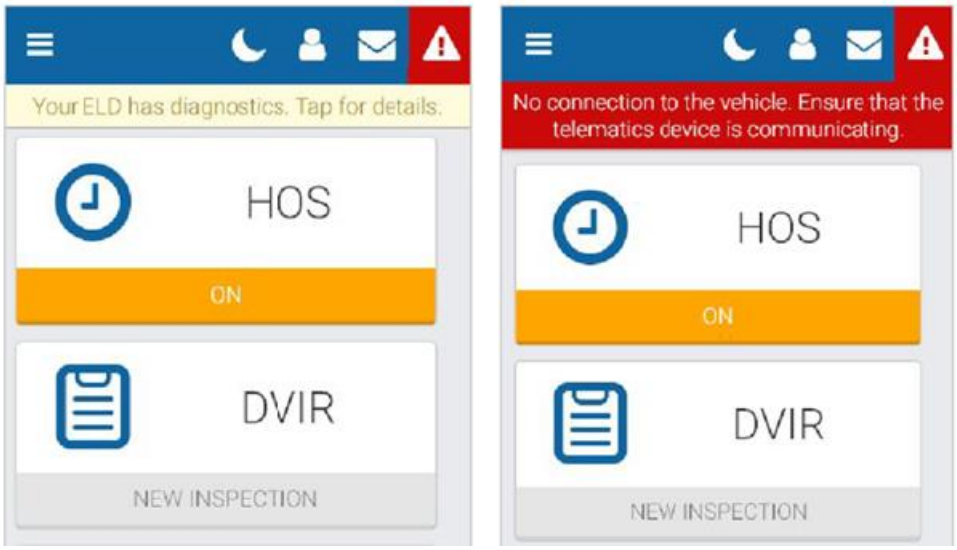
Use the **Driver's seat** button to switch the active driver. The duty status changes automatically for the active driver. The co-driver must change their status manually through the interface. If the active driver logs out, the co-driver becomes the new active driver.

The co-drivers can share the Lytx Driver app interface to adjust their individual duty statuses. To become the active user of the interface, click your name from the driver list. Once you are the active user, your name displays at the top of the driver list. At this point, you can adjust your duty status without affecting the duty status of your co-drivers.

Diagnostic and Malfunction Events

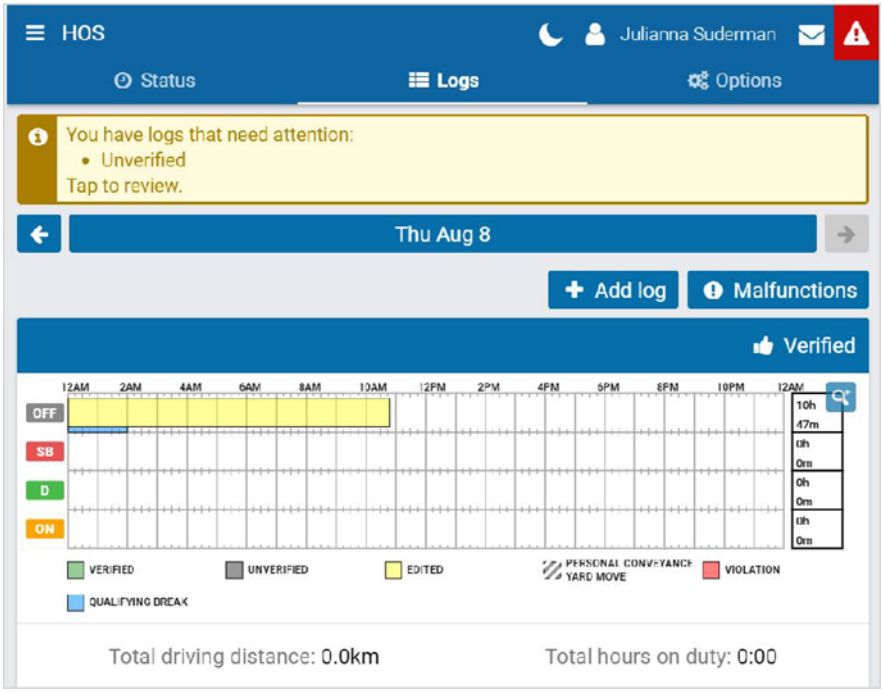
If the Lytx Driver app detects a diagnostic event, a yellow bar indicates a diagnostic is present, and a red bar indicates a malfunction is present. You can press the yellow or red bar to view more details about the events.

Consult the one-page document titled "Driver's Guide to Data Diagnostics & Malfunction Events," which provides instructions on what to do when these events occur. When a diagnostic event occurs, the yellow or red bar disappears after the issue is resolved.

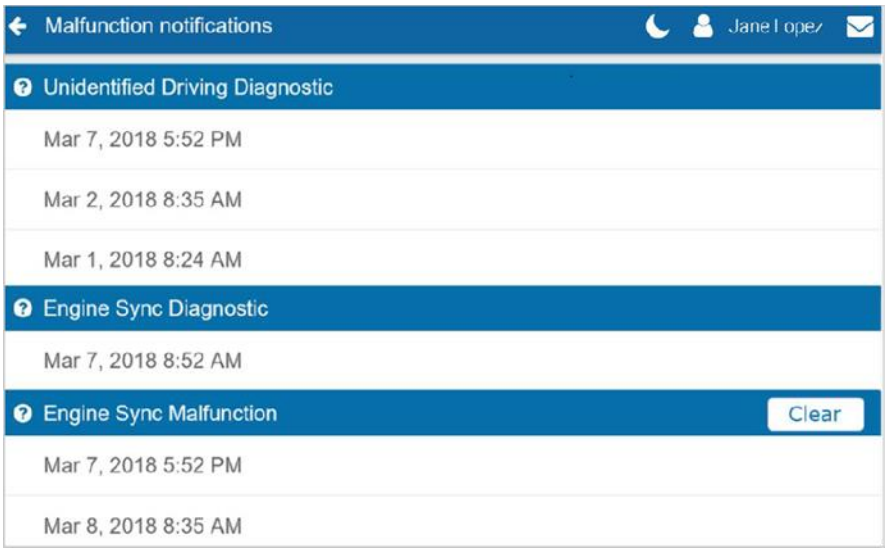


When a malfunction event occurs, it must be addressed by the driver or an Administrator.

Press the **Malfunctions** button at the top of the screen on the **Logs** tab.



The malfunction or diagnostic displays, along with the date the event occurred.



When a malfunction event has been resolved, press the **Clear** button.

For more instructions, review the Driver's Guide to Data Diagnostics & Malfunction Events or select the question mark beside each diagnostic/malfunction.

Verifying Logs

The **Verify** button allows the driver to confirm that the logs recorded by the Lytx Driver app are accurate and valid. The button displays in the summary header of every daily group of logs. Press the **Verify** button to display the following screen:

After you press the **Agree** button, every log for the selected date is verified. Verified logs have a checkmark beside them, and the Verify button is replaced with text reading "Verified".

NOTE: The driver will be notified of unverified logs when logging out. Logs that are left unverified for over 14 days disappear from the list and can no longer be verified electronically.

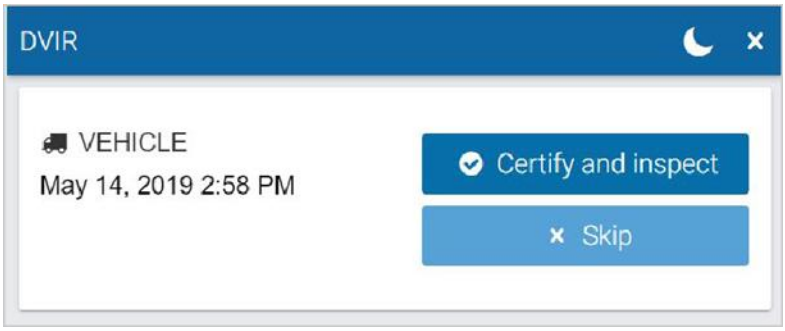
Creating a Driver Vehicle Inspection Report (DVIR)

Driver Vehicle Inspection Reports (DVIR) help you track the health of vehicles and trailers within your fleet. You can access the DVIR from the Lytx Driver app Dashboard by selecting the DVIR tab.

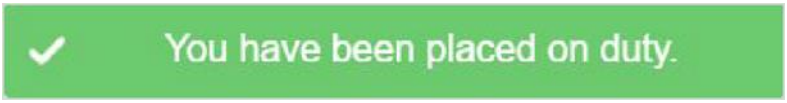
Once in the DVIR, press the **Certify** and **Inspect** buttons to begin inspecting a vehicle and/or trailer. The Lytx Driver app guides you through all steps in the inspection.

IMPORTANT! : You must have the Perform DVIR inspections clearance to create a DVIR. To learn more, please contact your Administrator.

If you are performing a **Pre-trip** inspection after logging in and have not manually set a duty status, your duty status automatically switches to **On Duty**.



The new **On Duty** status is automatically annotated to reflect that a pre-trip inspection has occurred.

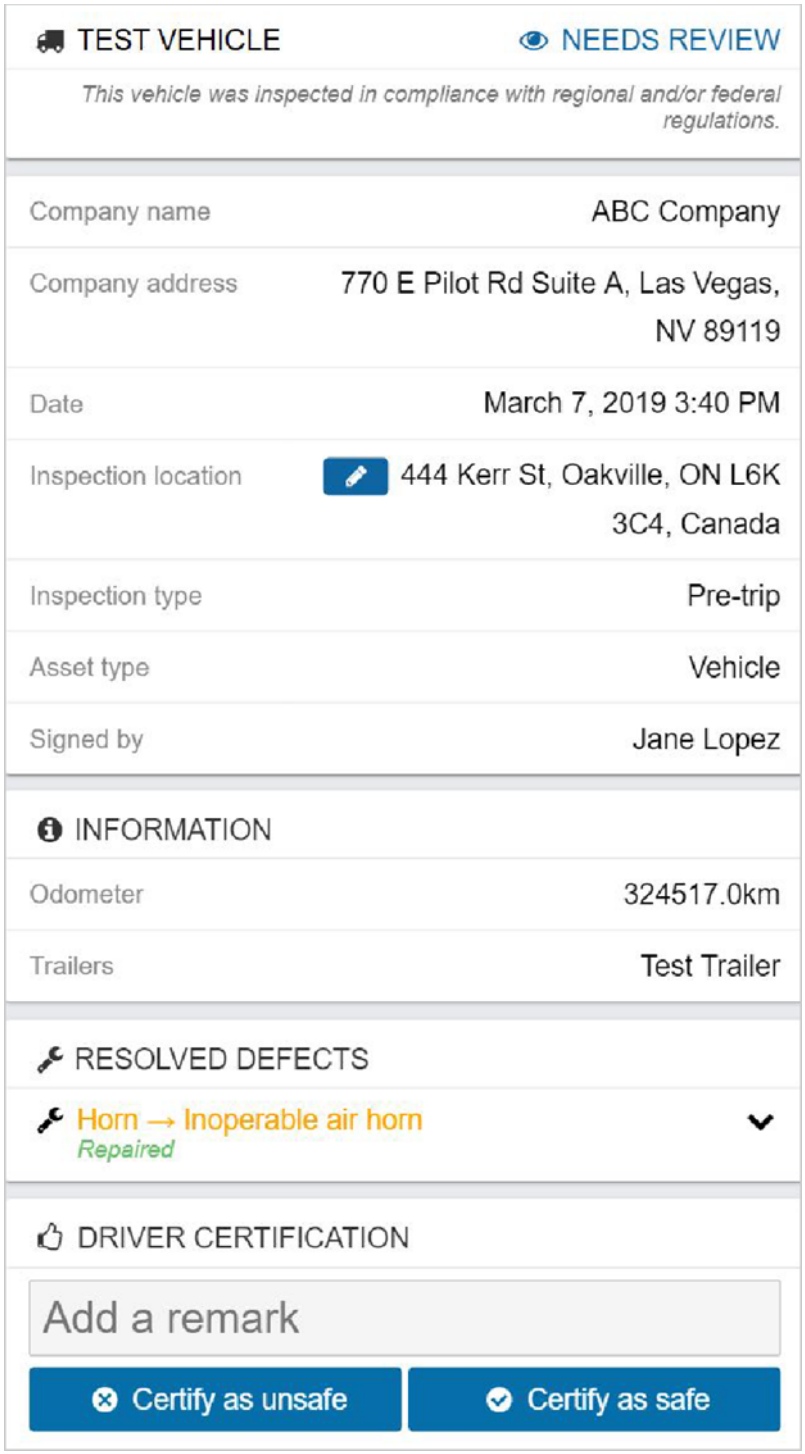


If you do not have clearance to perform a DVIR, press **Skip** to go to the Dashboard. Otherwise, proceed with the inspection.

Before performing a new inspection, you must first sign off on the Previous Inspection to indicate that you are aware of the vehicle's defects history. If there were prior defects, you must review the repairs made and then certify whether or not the vehicle is safe to operate.

Previous Inspections with Defects

You must certify a previous inspection with defects to verify that they have been repaired.



If the defects are marked as repaired and you are certain about the status of the vehicle, certify the vehicle as safe to operate.

If the defects have not been repaired, the DVIR alerts you that there are **Unresolved defects**.

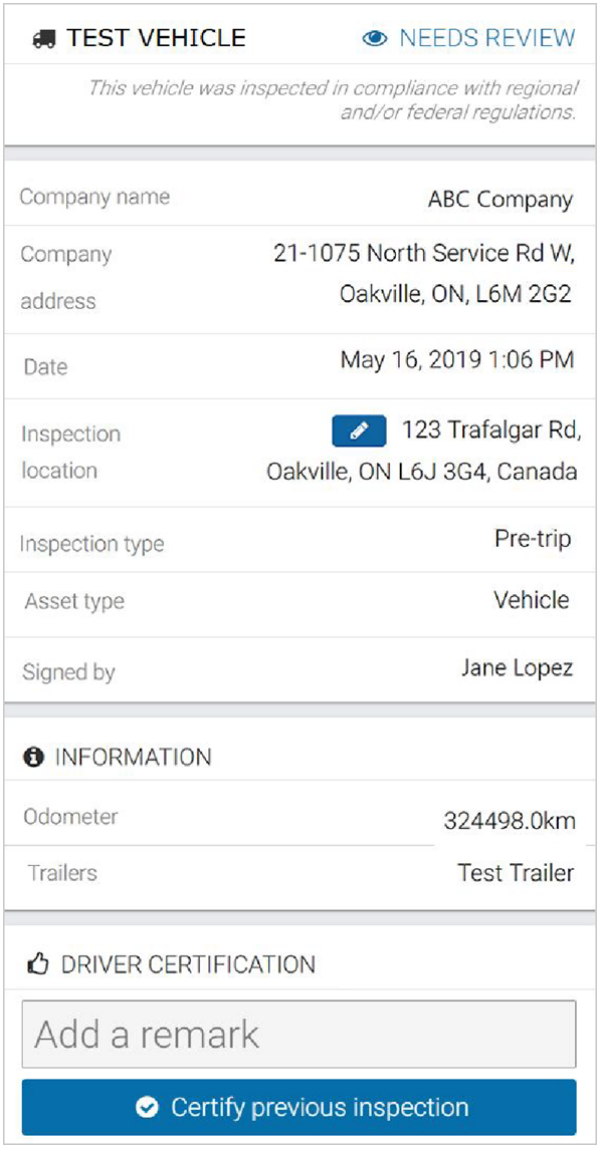
Before you can drive the vehicle, or perform a new inspection, you must repair all unresolved defects.

When the defects have been repaired, and the vehicle is Certified as safe, you can perform a new inspection.

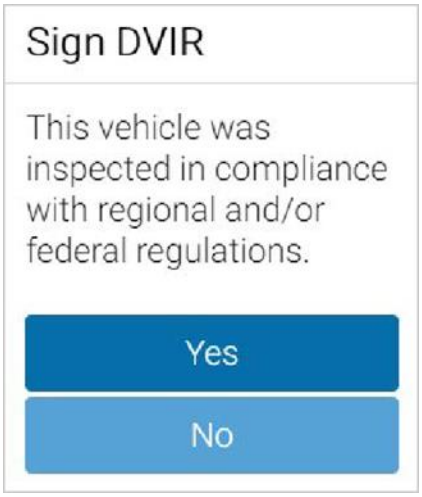
IMPORTANT! : To certify a vehicle as safe, or unsafe to operate, you must have the Mark DVIR as certified clearance. To learn more, please contact your Administrator.

Previous Inspections with No Defects

A previous inspection with no defects still requires certification.



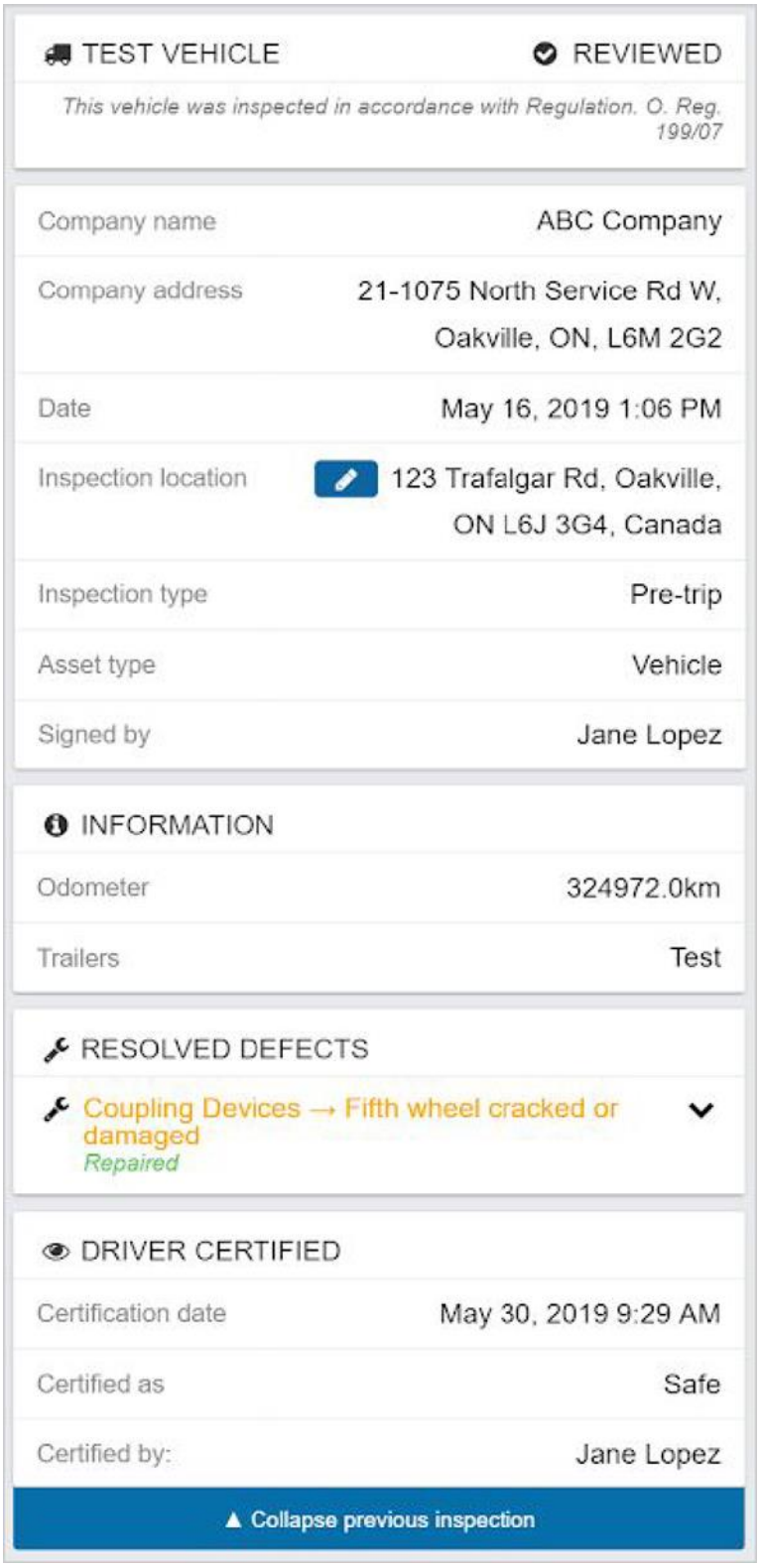
However, the vehicle does not need to be certified as safe or unsafe. After certifying the previous inspection, press **Yes** to verify that the vehicle was inspected in compliance with regional and/or federal regulations.



IMPORTANT! : To certify a previous inspection, you must have the Mark DVIR as certified clearance. To learn more, please contact your Administrator.

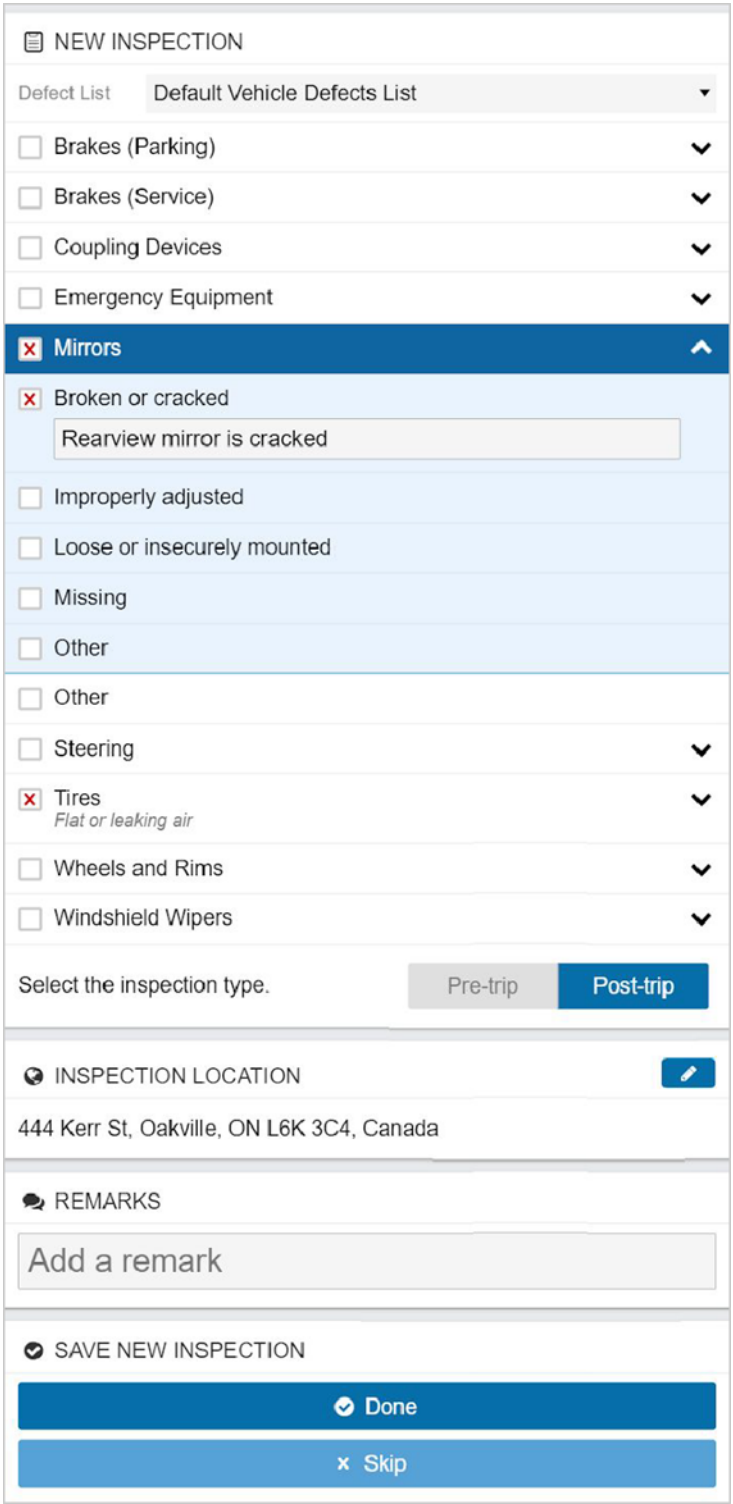
Performing New Inspections

After certifying a previous inspection, you must perform a new inspection.



Press **Expand previous inspection** to review the most recent inspection on the vehicle. Scroll down or press **Collapse previous inspection** to continue with the new inspection.

Walk around the vehicle and record any defects you find. You can add remarks on each defect to provide more details. If an uncovered defect is critical, you must alert your Manager before operating the vehicle.



You can select defects from the default list, or from a custom defect list(s) created by your Administrator, and assigned to specific groups with specific vehicles. If there are multiple custom defect lists, select the list by name from the **Defect List** drop-down menu.

If a critical defect is noted in the DVIR, the Lytx Driver app shows a warning on the lock screen to notify the driver of the affected vehicle.

If you do not find any defects, press the green **No defects** button to complete the inspection.

Press **Yes** to verify that the vehicle was inspected in compliance with regional and/or federal regulations, and to mark the DVIR as complete.

If your inspection identified defects, press the **Done** button to complete the inspection, and proceed to Repairing Defects.

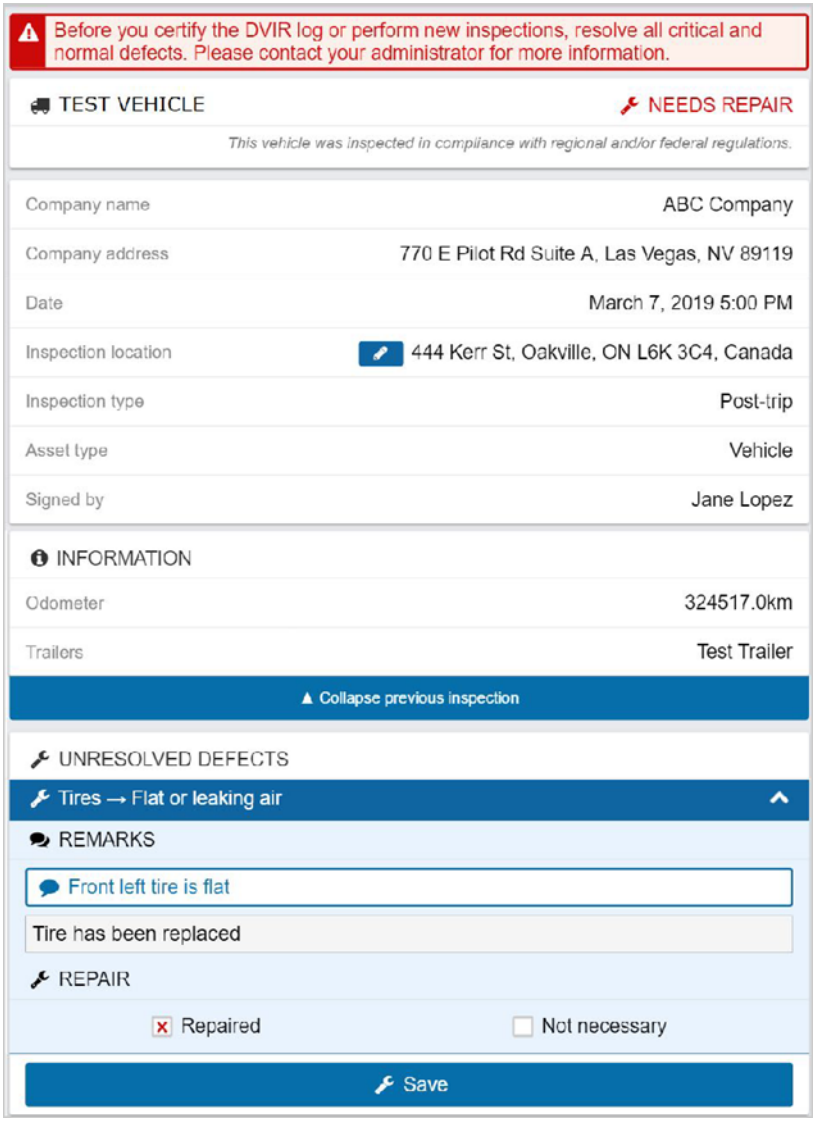
If you do not have the Perform DVIR inspections clearance, press **Skip**.

Repairing Defects

Repairs can only be logged by users with the proper clearances. If you are not authorized, please speak to your Administrator. If the previous inspection included defects, they must be resolved on the new inspection.

You can begin logging a repair by pressing the red **Repair** button.

The inspection lists the specific defects discovered by the driver. Click a defect to expand it and read remarks left by the driver.



After the repairs have been made, add a remark to provide details about the resolution. Select **Repaired** for each individual defect that has been repaired. Then, press **Save**.

Once the repair has been logged, the DVIR screen places a **Resolved defects** indicator beside the relevant asset.

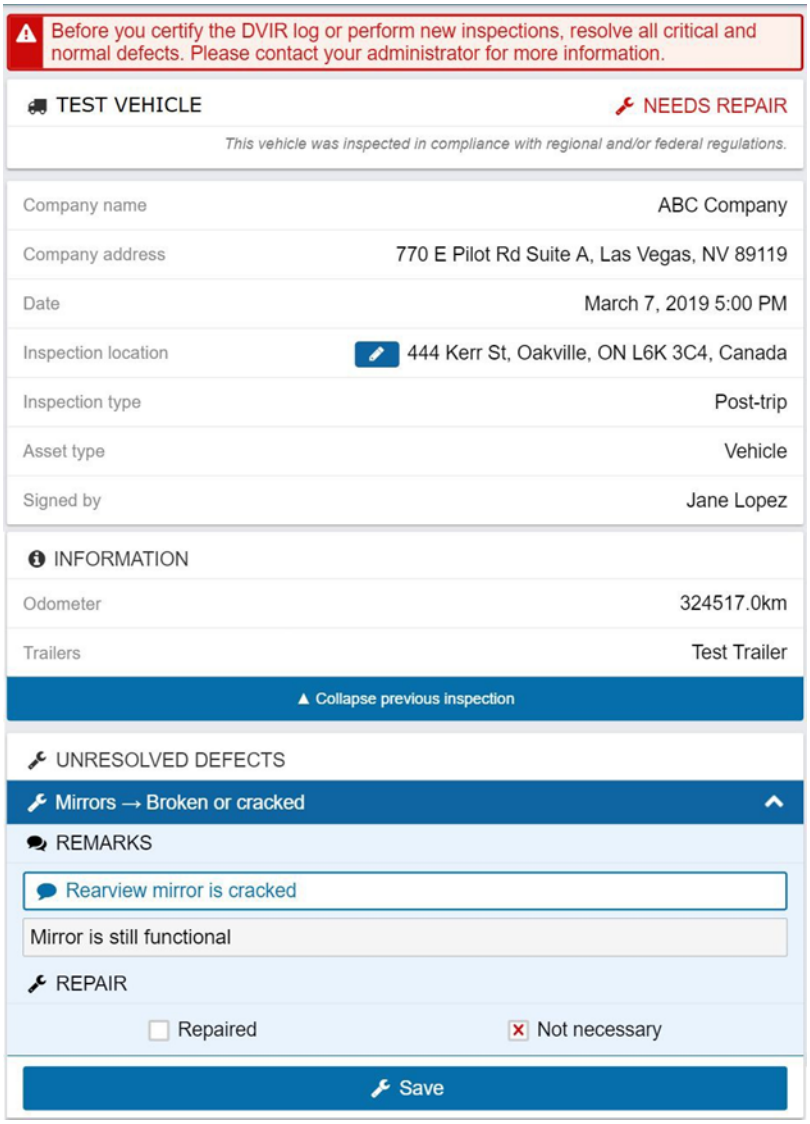
You can review previous DVIRs from the **Inspection Mode** page. On the Dashboard, scroll to the bottom of the page and press Inspection. Under the DVIR tab, press Review to view previous DVIRs.

IMPORTANT! : To mark defects as repaired, you must have the Mark DVIR as repaired clearance. To learn more, please contact your Administrator.

Resolving Defects that Do Not Require Repairs

Click the **Repair** button to open the unresolved inspection.

The inspection lists the specific defects discovered by the driver. Click a defect to expand it and read remarks left by the driver.



You can add a remark to provide details about the resolution. Select Repaired for each individual defect that has been repaired. Then, press **Save**.

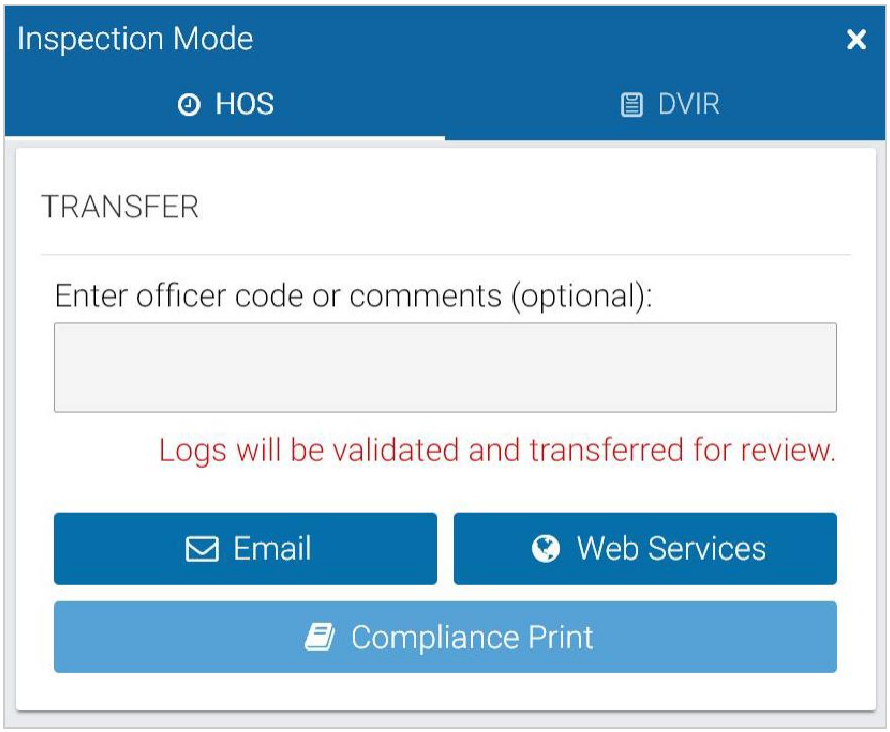
Once the repair has been marked as unnecessary, the DVIR screen places a Resolved defects indicator beside the relevant asset.

You can review previous DVIRs from the I**nspection Mode** page. On the Dashboard, scroll to the bottom of the page and press **Inspection**. Under the DVIR tab, press **Review** to view previous DVIRs.

Roadside Inspections

The **Inspection** button is located at the bottom of the Dashboard next to the **Settings** button. Selecting the **Inspection** button enters **Inspection mode**, which provides information necessary for the completion of a roadside inspection. On the **Dashboard**, scroll to the bottom of the page and select **Inspection**.

If you are invited to a roadside inspection by law enforcement, you may be asked to provide up to eight (8) days of HOS logs (depending on your ruleset) for inspection.

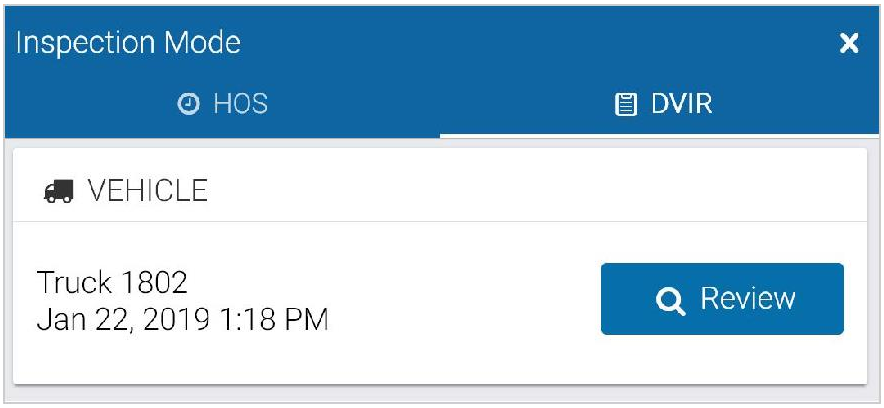


Enter the code provided by the Officer in the **Comments** field, and select **Email** or **Web Services** to transfer the report.

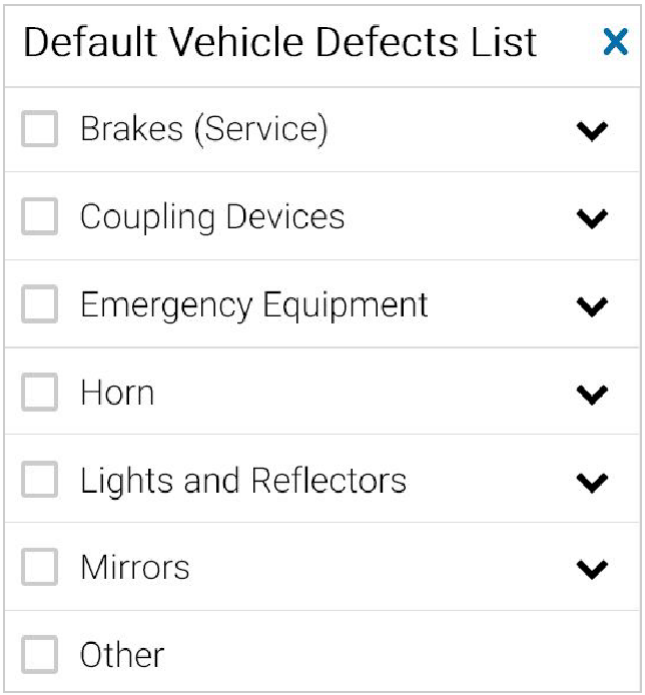
In the event that both transfer options fail, select **Compliance Print** to display the report on your mobile device.

Use the arrow buttons to move between days. Scroll through each report to display all information for that day.

Note: This feature can only be used during an inspection in the USA.



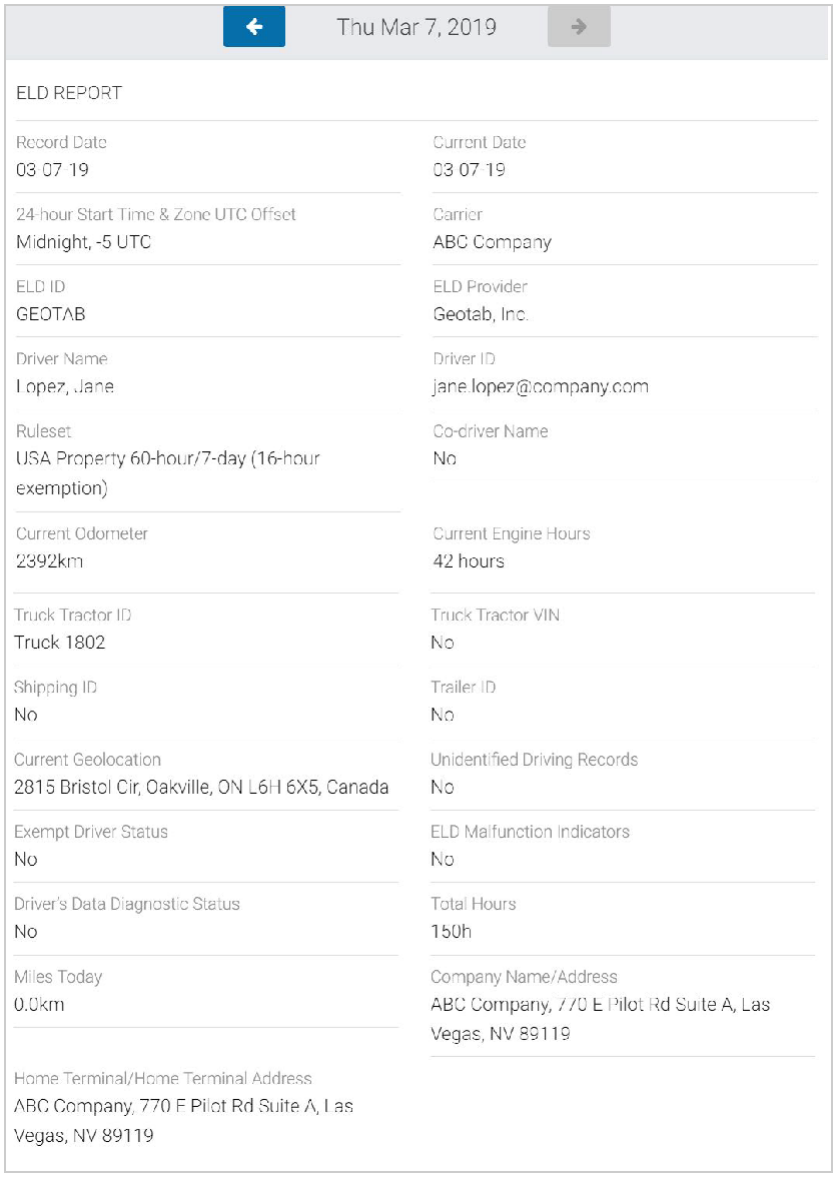
For quick access to the DVIR, select the DVIR icon at the top of the **Inspection Mode** screen, and select **Review**.



Scroll down and select **View** to see the list of defects used in the inspection.

Compliance Print

In addition to transferring logs, you may be asked to display a Compliance Report on your mobile device during a roadside inspection.



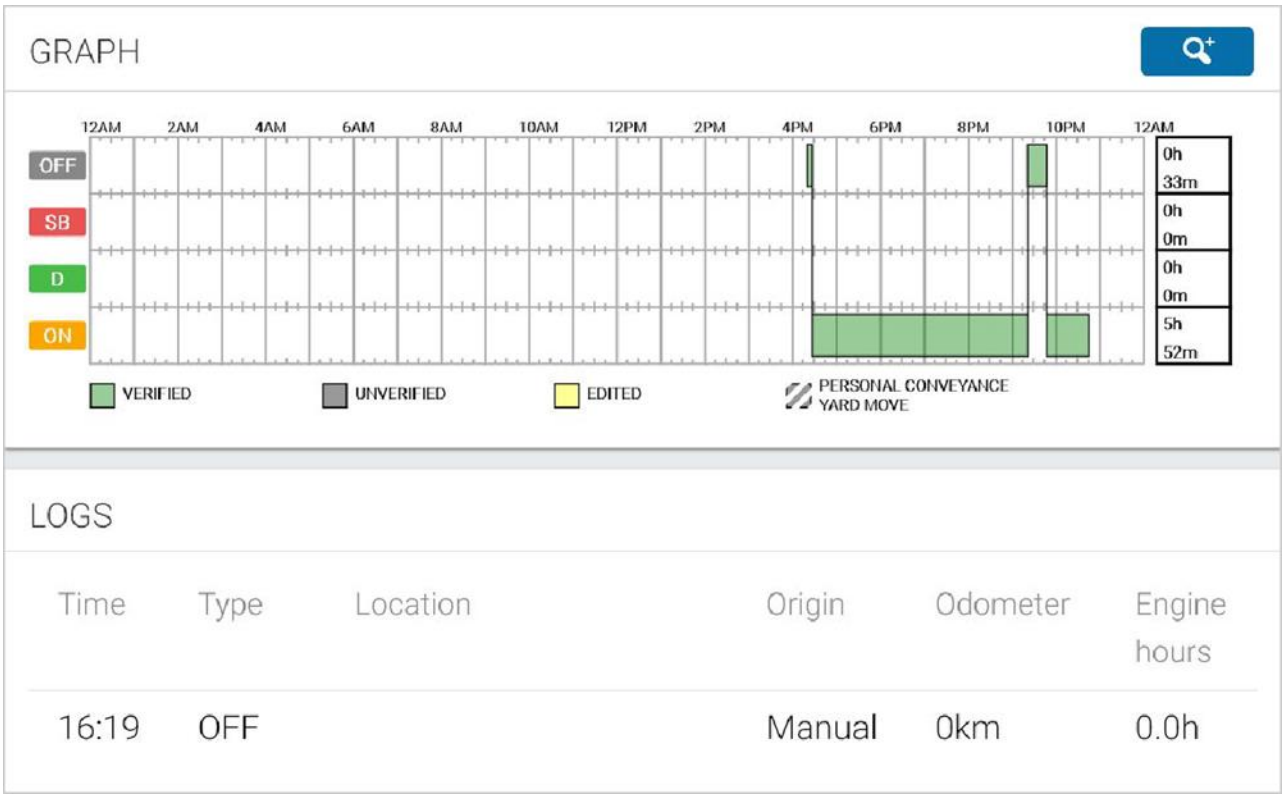
On the **Dashboard**, scroll to the bottom of the page and select **Inspection**.

Select **Compliance Print** to display the Compliance Report on your mobile device.

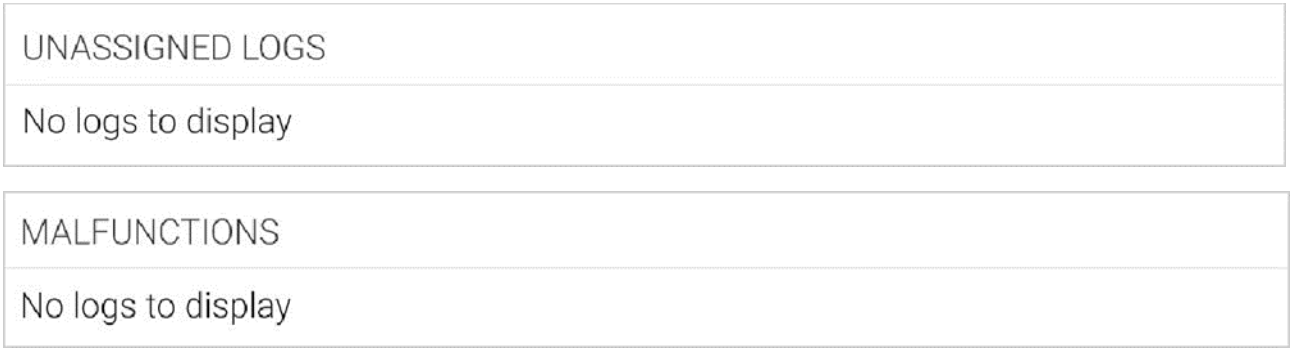
Use the arrow buttons to display up to eight (8) days of logs (for US rulesets) and up to fifteen (15) days of logs (for Canadian rulesets).

If the driver viewing the Compliance report has their Drive App language settings set to a non-English language, they are presented with a button that allows them to toggle the Compliance report into English

Scroll down to the Graph to display your duty status and logs over a 24-hour period for a given day. When you apply Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.

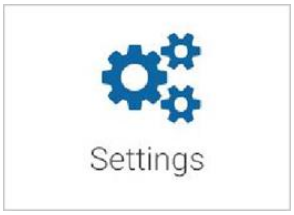


Keep scrolling to display any unassigned logs or malfunctions.



Changing Lytx Driver app Settings

The **Settings** page has basic information about your system, as well as options to change your password, enable Night Mode, and report any bugs.



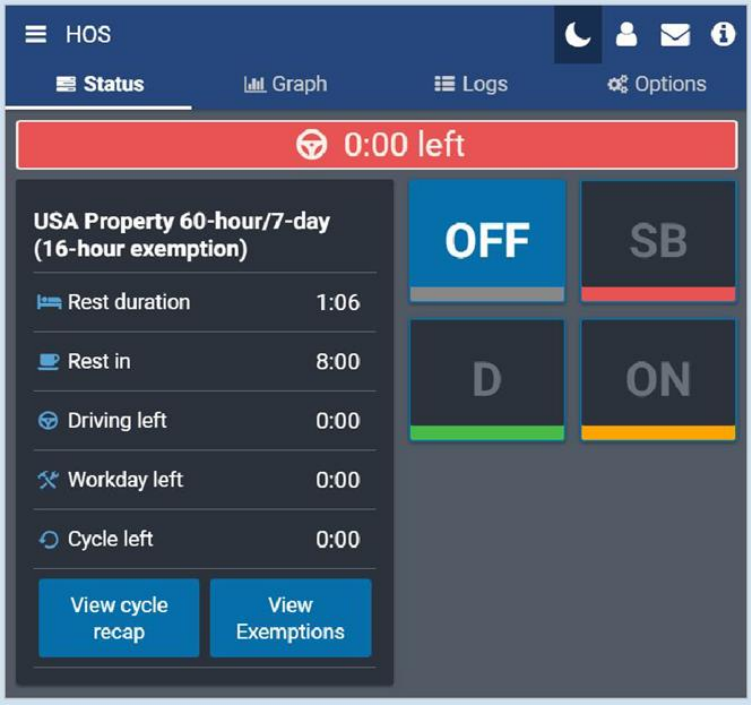
You can access the **Settings** page by clicking the gear icon from the Dashboard.

Updating the App

The Lytx Driver app is constantly updated with features and fixes. Generally, the Lytx Driver app should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

Enabling Night Mode

The Lytx Driver app can be optimized for viewing in low-light environments by enabling Night Mode. Press the moon icon to enable Night Mode.

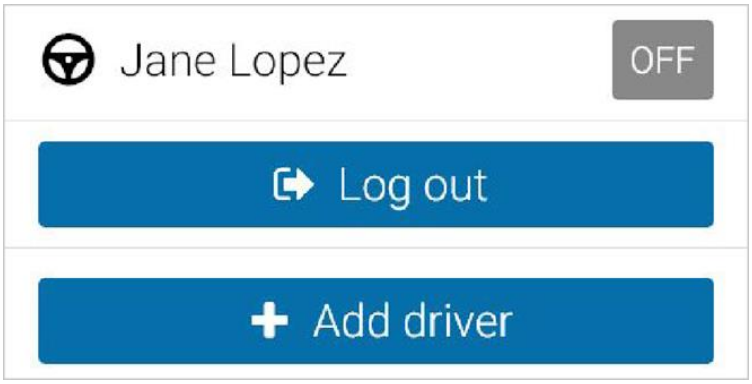


If you are unable to view the option for Night Mode within your system settings, please contact your Administrator to enable **Feature Preview** for your account.

Logging Out

Logging out of the Lytx Driver app disassociates you from your vehicle. Any trips made in a vehicle while logged out of the Lytx Driver app are not associated with the driver.

You can log out of the Lytx Driver app by clicking your name and selecting **Log out** from the drop-down menu.



Before logging you out, the Lytx Driver app prompts you to do the following end-of-day tasks:

- Complete a DVIR
- Detach trailers and shipments
- Verify your logs
- Set your HOS duty status

Error Messages

Vehicle Disconnected

This message displays in red when the Lytx DriveCam is not communicating with the server. This can be due to wireless network issues or a loss of power to the Lytx DriveCam.

Lytx Driver App Disconnected

This message displays in red when your mobile device has no connection to the server. This will happen if the data connection on the mobile device is not reliable or the mobile device is in airplane mode.

NOTE: Logging out is disabled when Lytx Driver app is in this state. This is done in order to preserve the driver's logs until a connection to the server is re-established. Similarly, the driver will not be able to log in while out of coverage.

GPS Disconnected

This message displays in red when there is a disruption with the GPS communication of the mobile device. This can be caused by location, environment, or airplane mode. Lytx Driver app uses GPS as a fallback for the lock screen.

Power Disconnected

This message displays in red when the mobile device is not connected to a power source. The driver will be at risk for losing device power if their mobile device is not being charged. The lock screen may not be as responsive if power is not connected.

Contact Technical Support

For maintenance and troubleshooting support, please contact Lytx Technical **Support** Center at 866.910.0403 or email support@lytx.com.

Installation Support Hours:

- Monday – Friday: 7am-8am EST
- Saturday – Sunday: 8am-6pm EST