LoadTrek

Drive efficiently.

User Manual

September 2017

PO Box 35
127 Central Avenue
Waterloo, WI 53594

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September 2017

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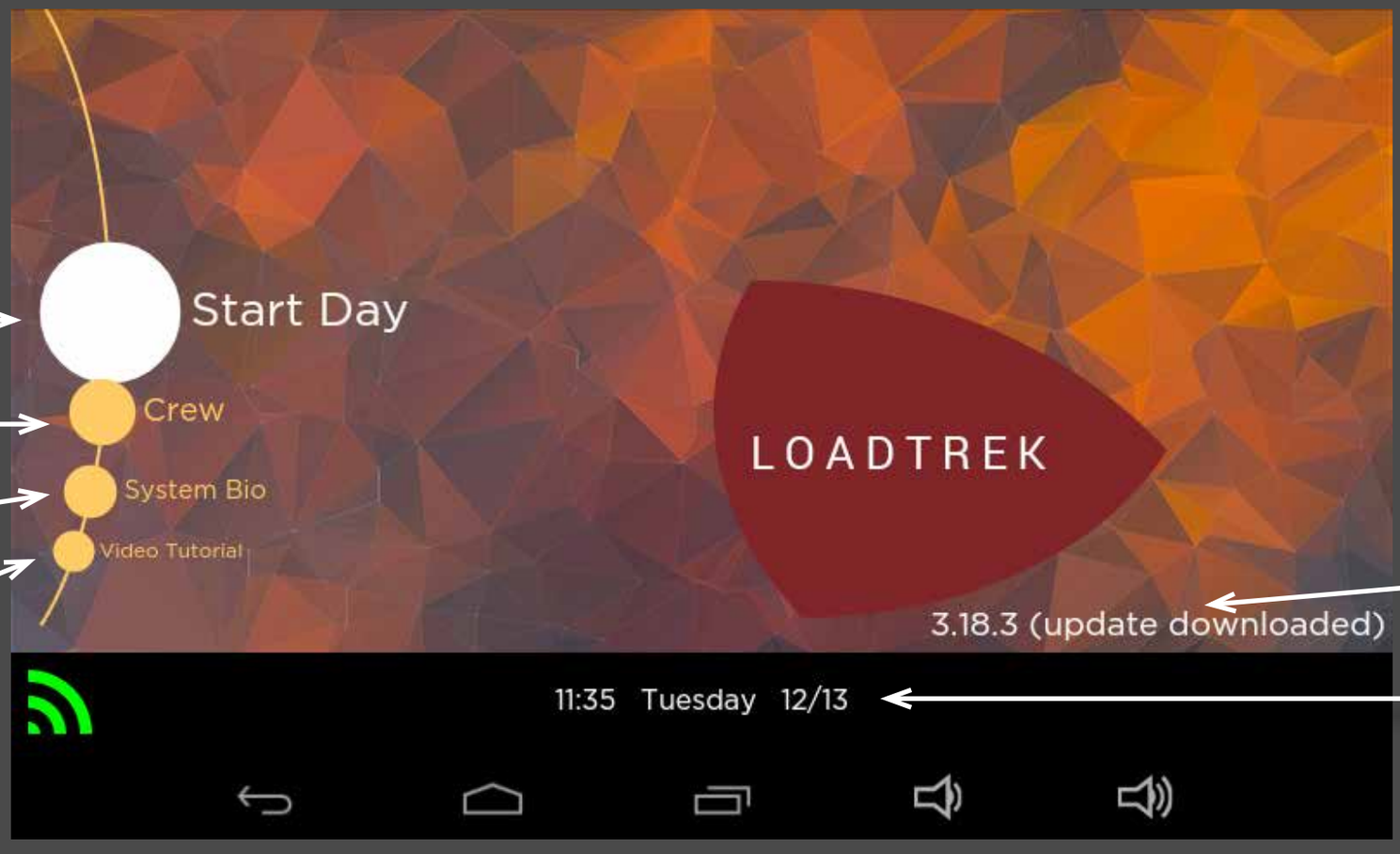
Home Screen Layout



Start Day

Non-Driver Login

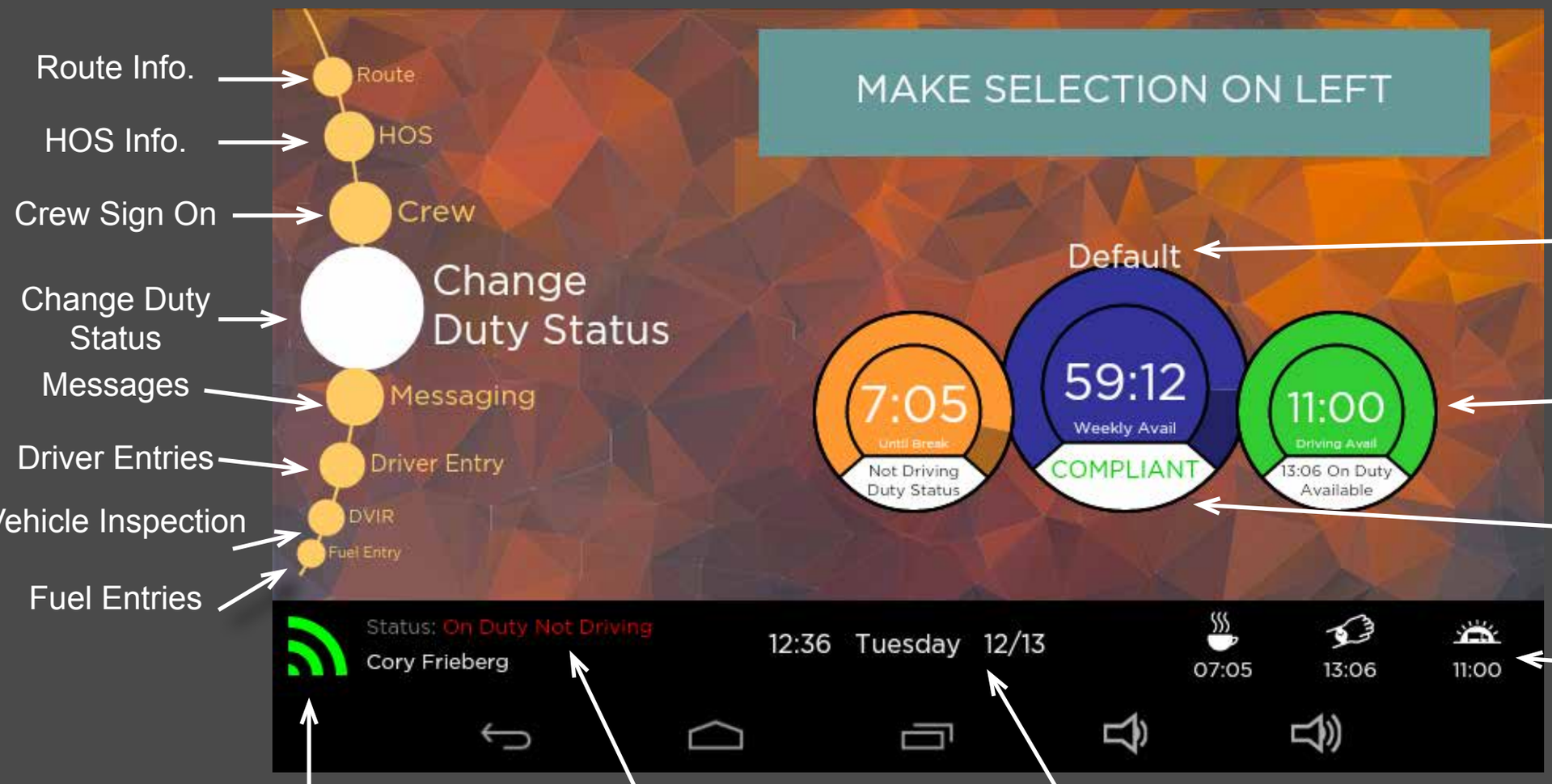
System Bio

Video Tutorial

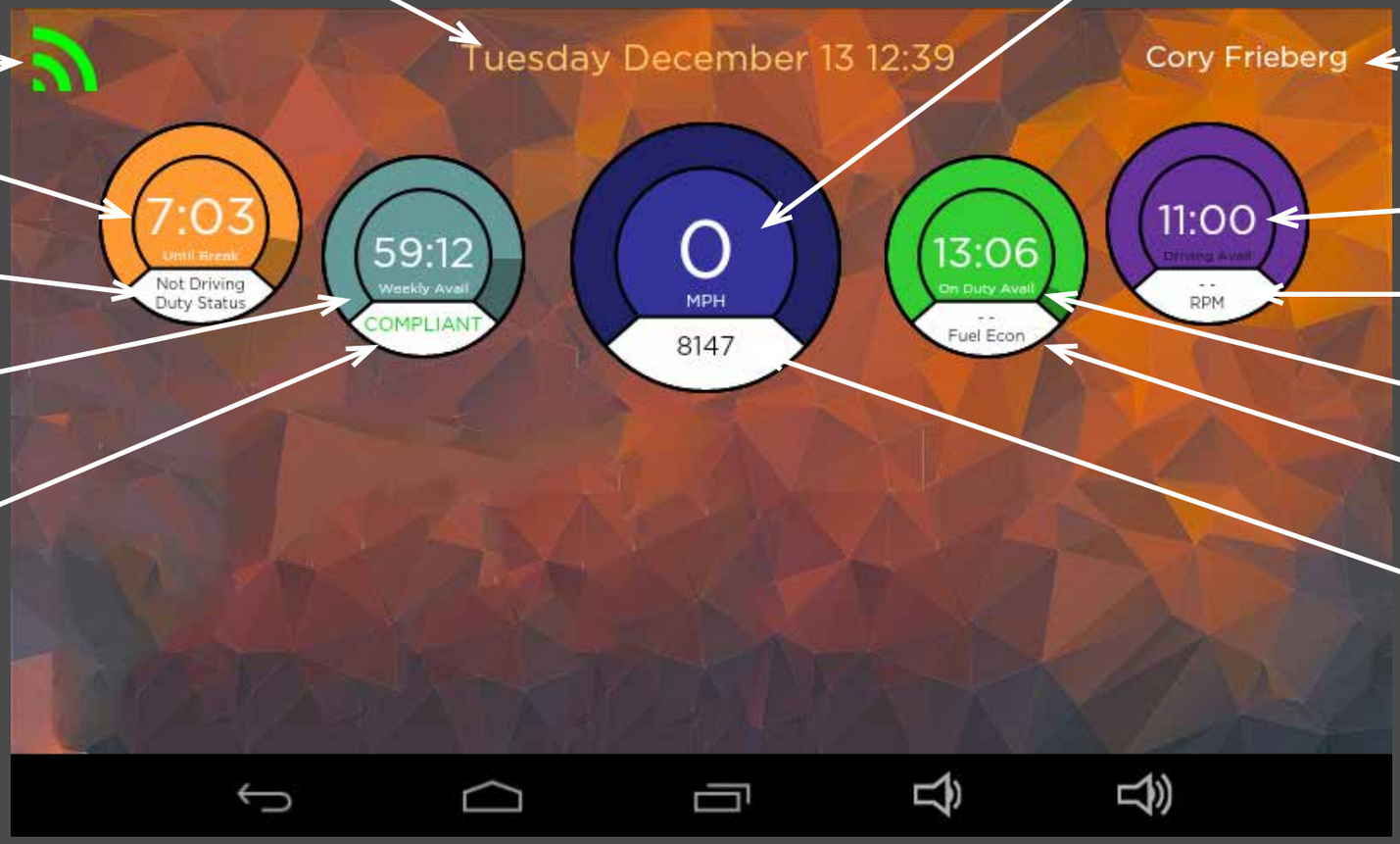
App Version

Date/Time

Home Screen Layout

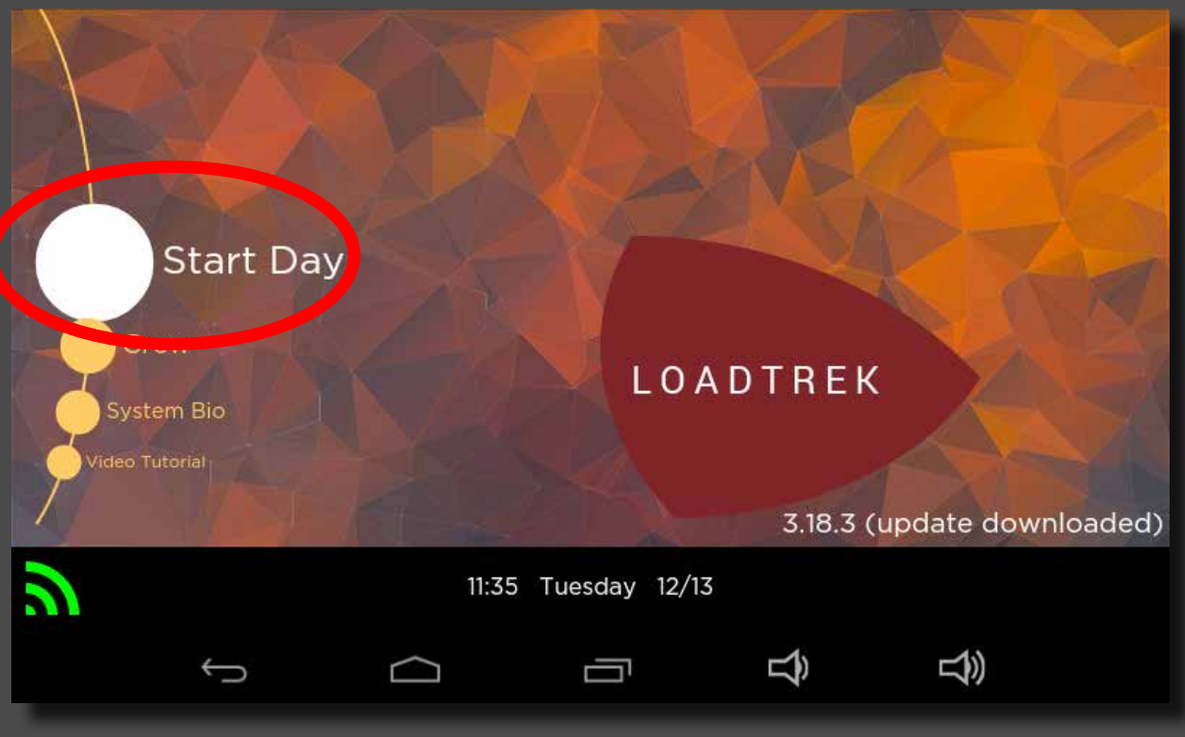


Dashboard Layout



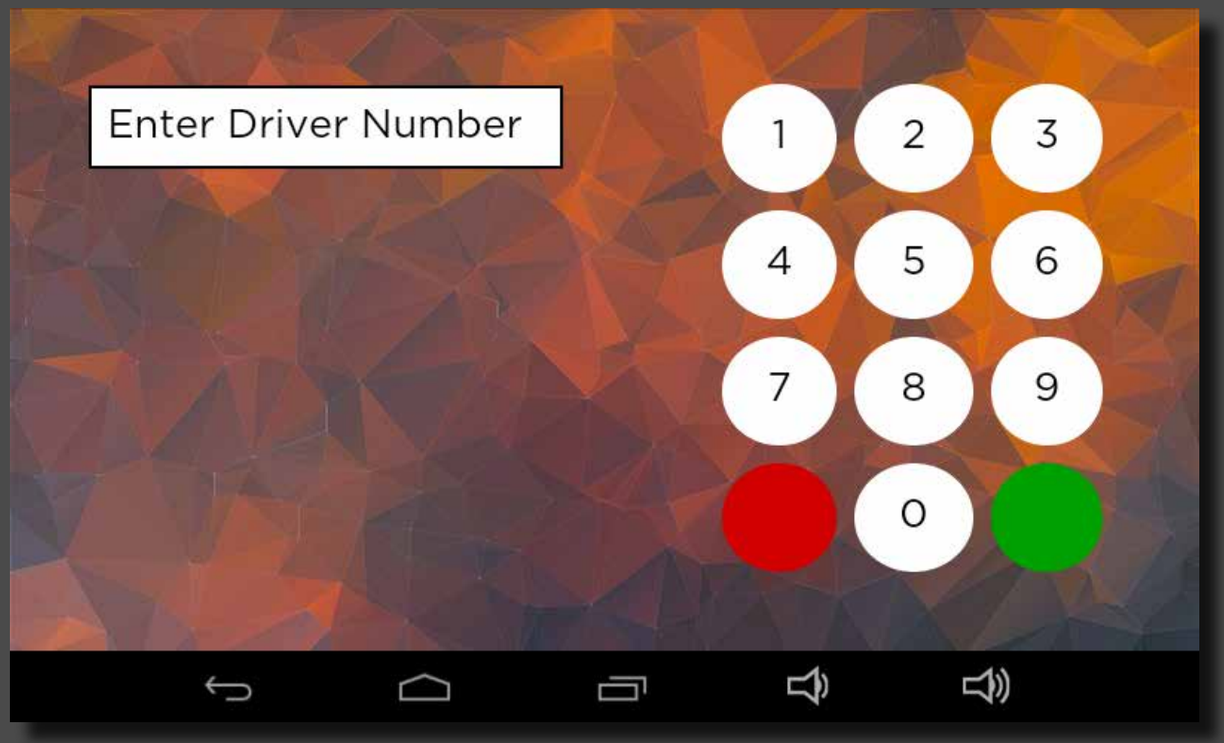
Driver Sign-On

To begin, touch **Start Day**



Driver Sign-On

Enter your **Driver Number**



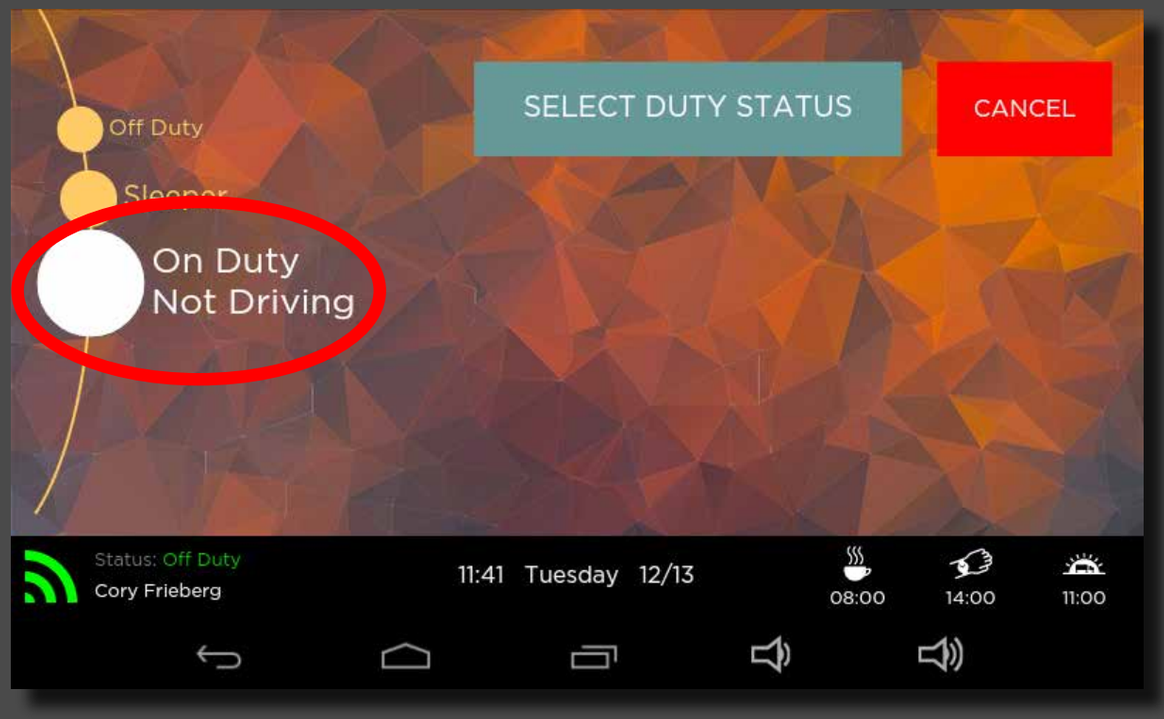
Driver Sign-On

Enter your **Passcode**

Driver Sign-On

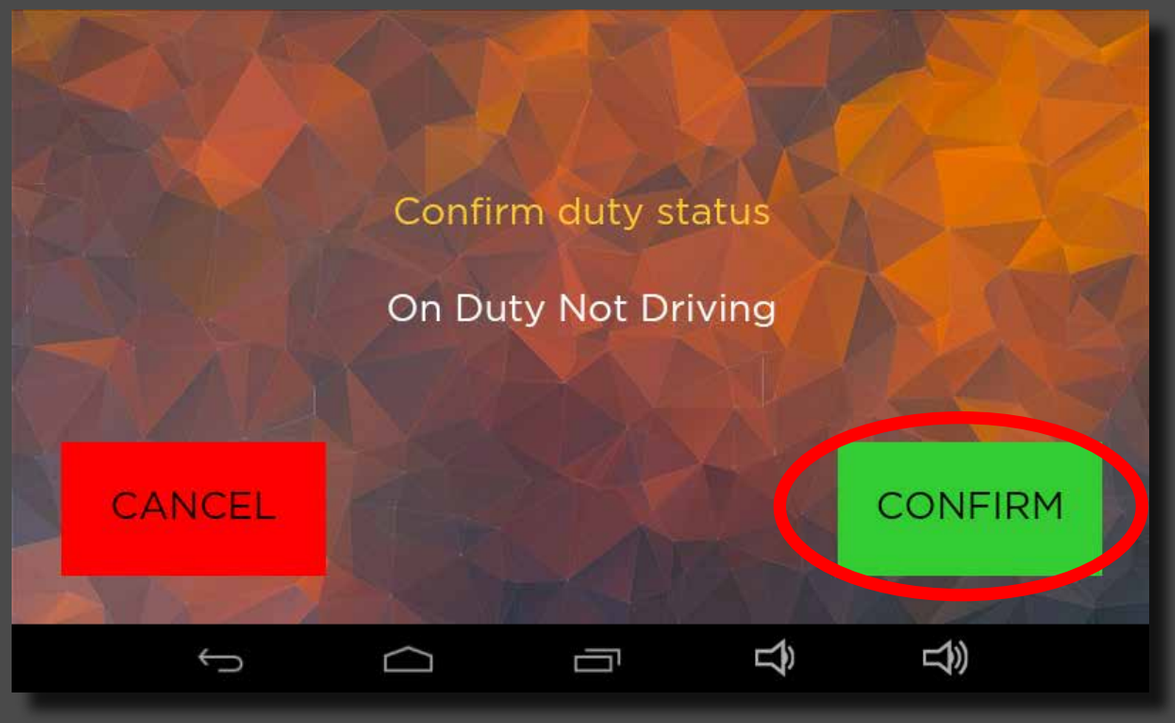
Select Duty Status

*During first sign-on select HOS Profile



Driver Sign-On

Confirm Duty Status

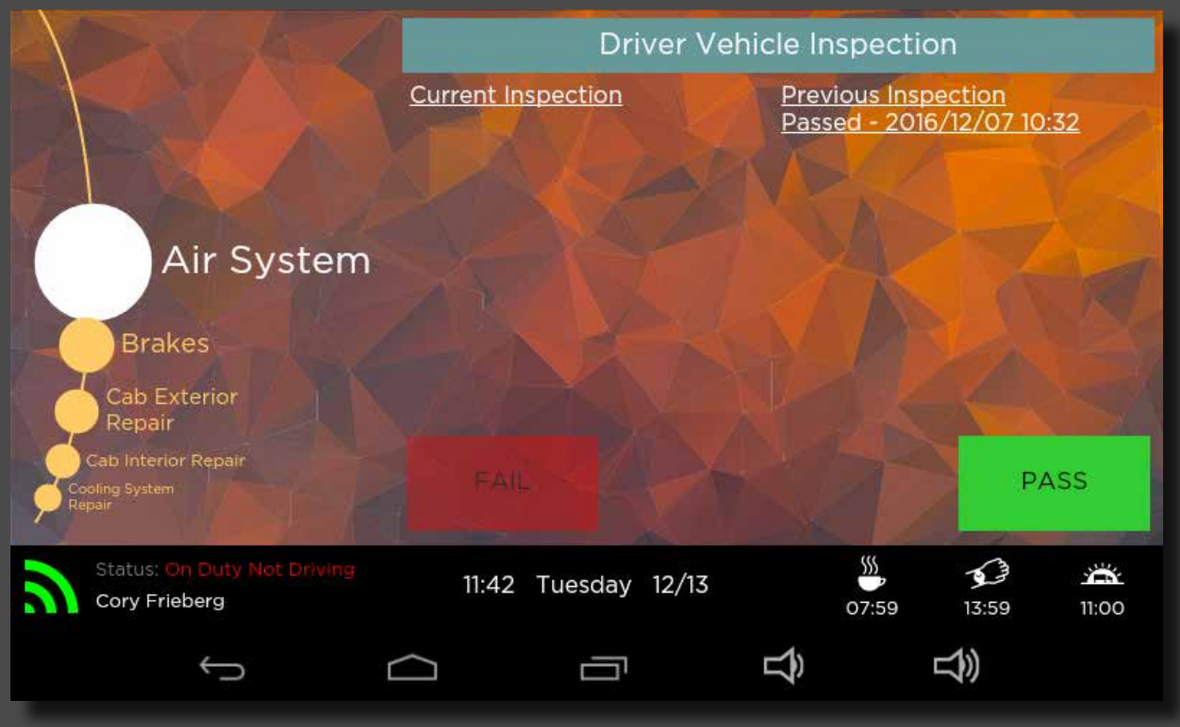


Vehicle Inspection Procedure

Select **DVIR**

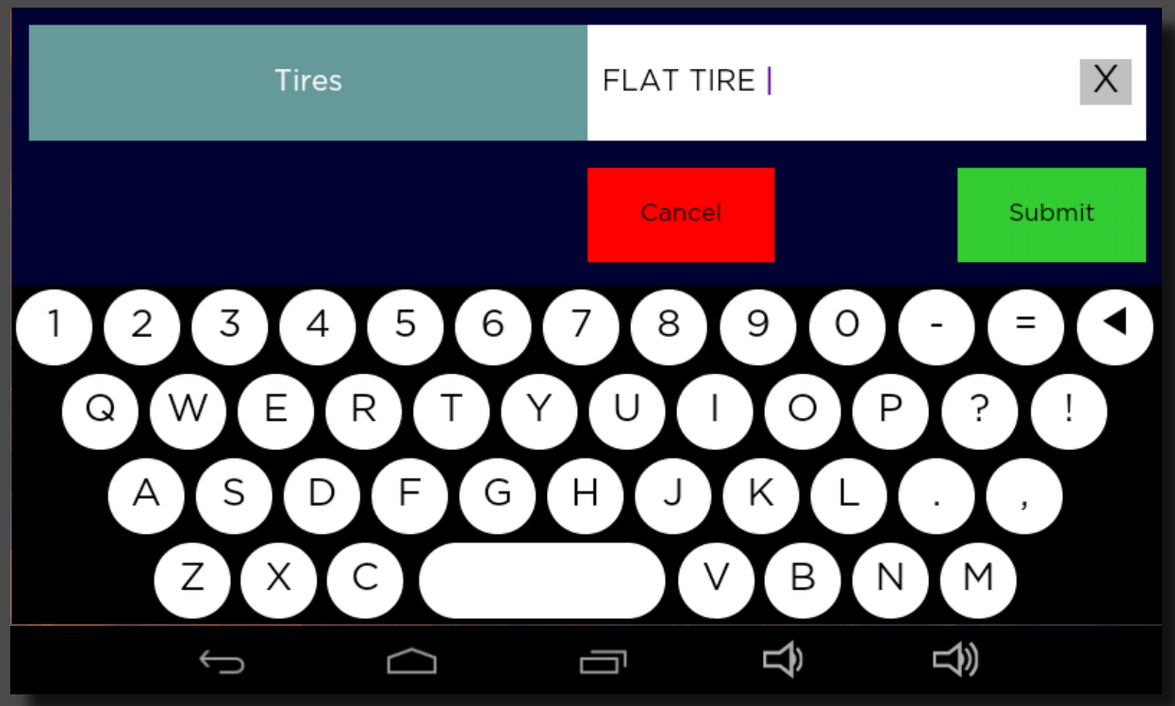
Vehicle Inspection Procedure

Select Item(s) that require maintenance



Vehicle Inspection Procedure

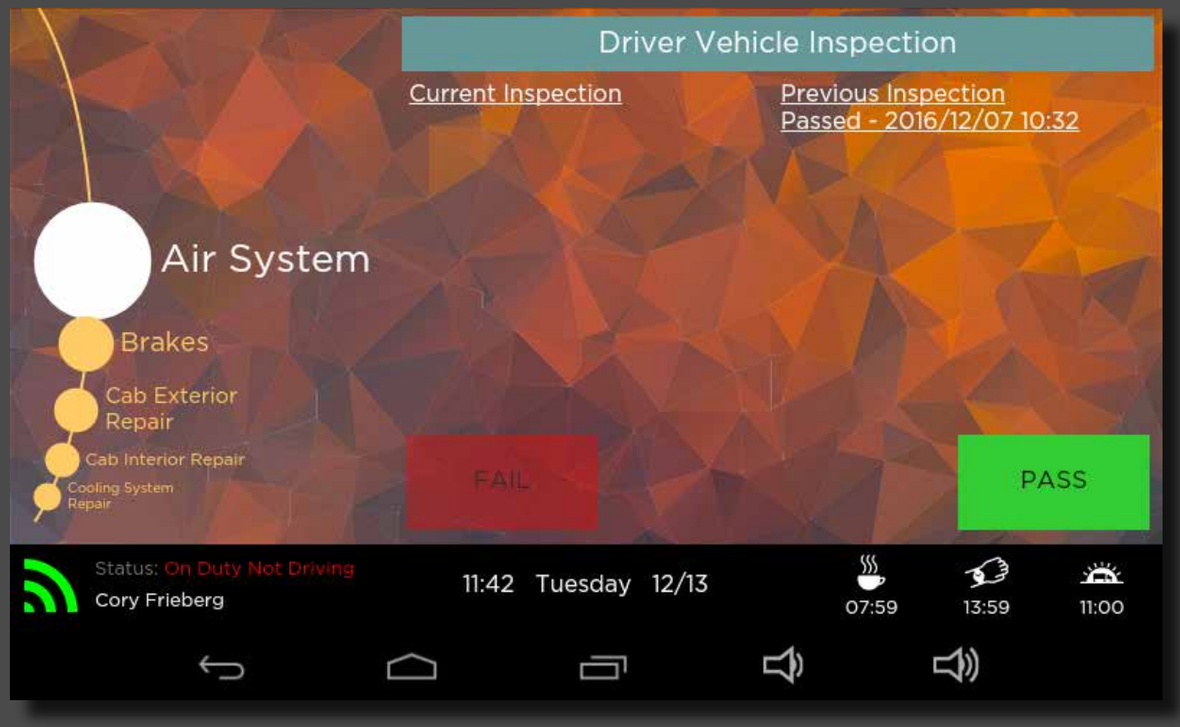
Describe maintenance needed, then select **Submit**



Vehicle Inspection Procedure

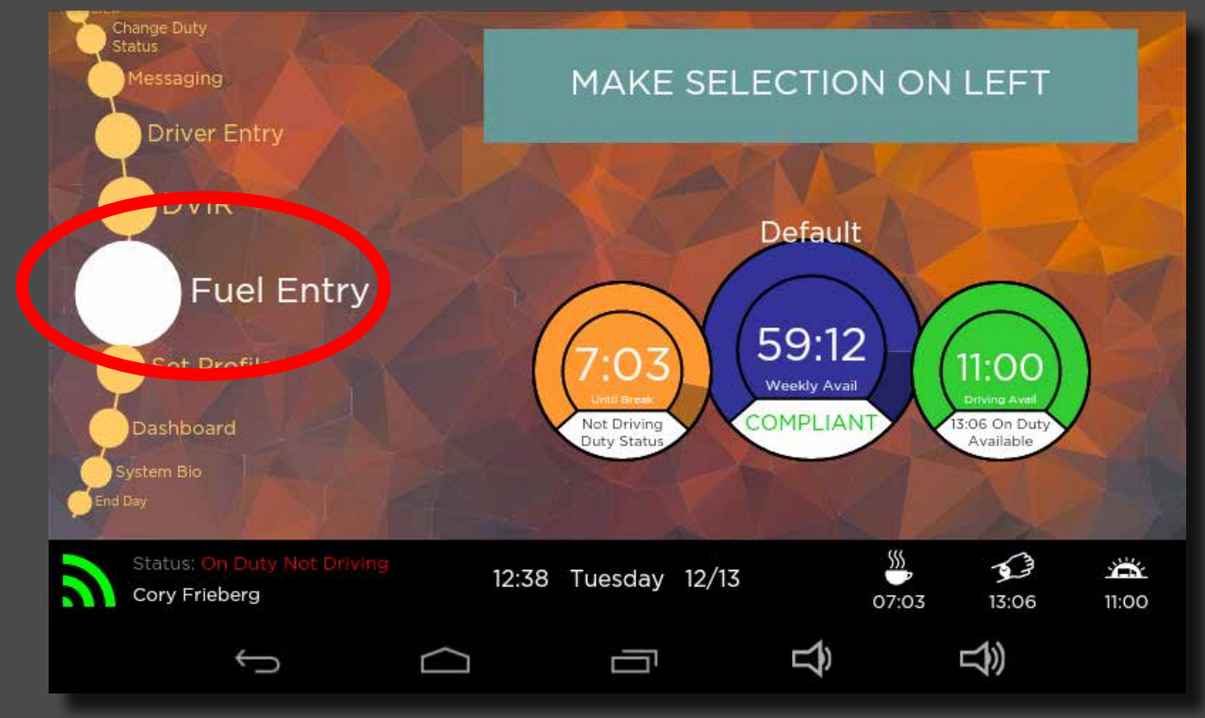
Select **FAIL** or **PASS**

Note: FAIL requires a maintenance description



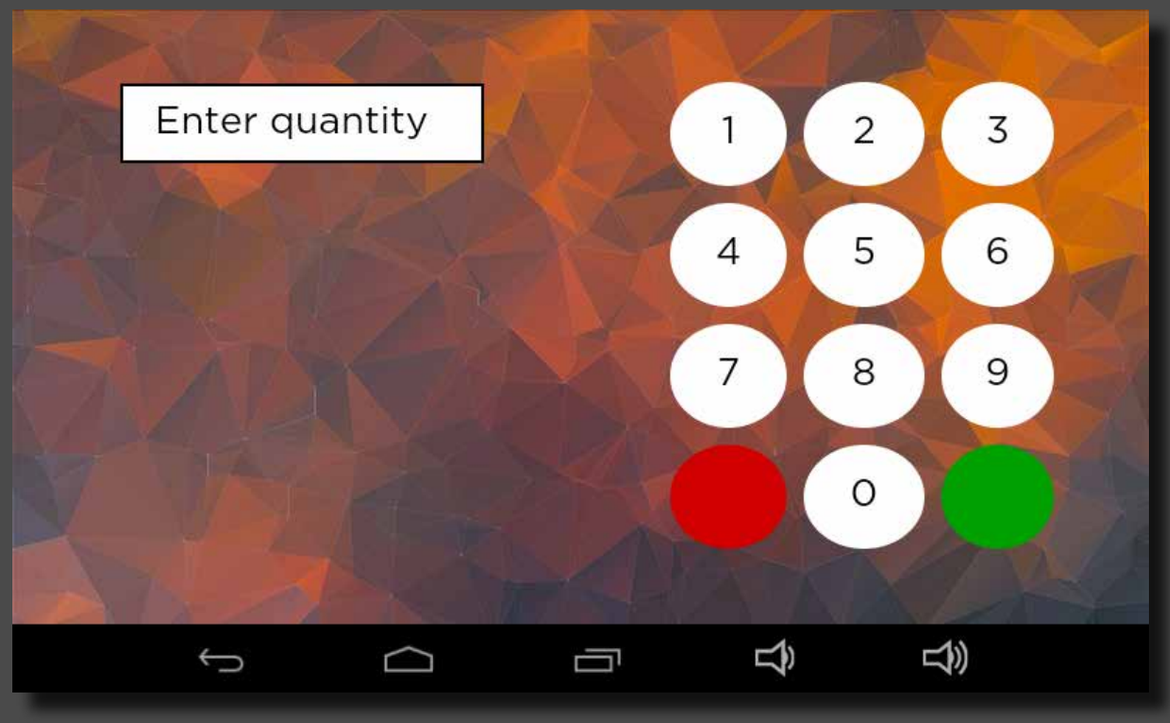
Fuel Entry

Select **Fuel Entry**



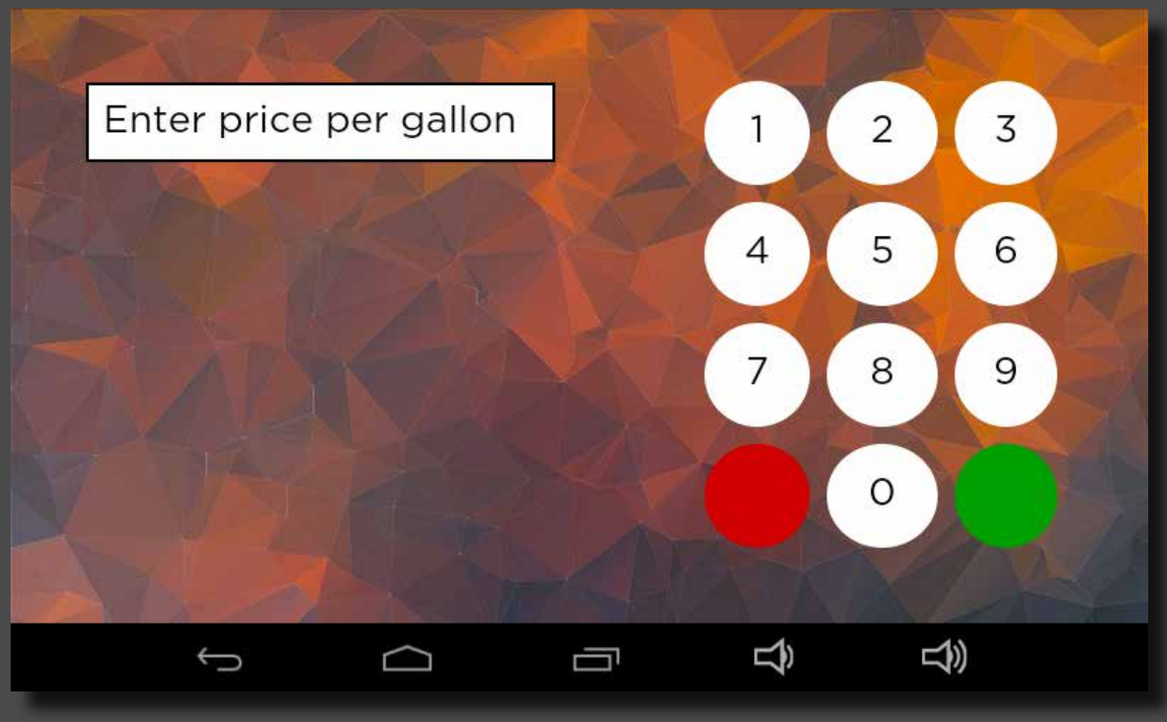
Fuel Entry

Enter quantity of fuel in gallons



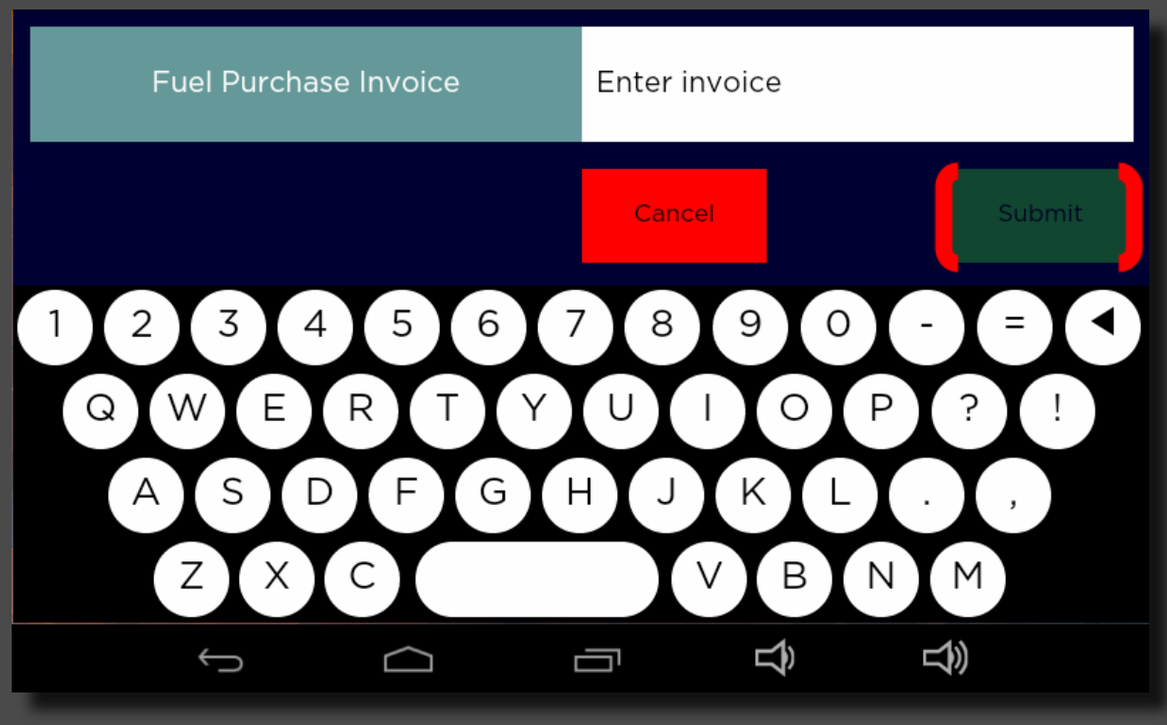
Fuel Entry

Enter Price per Gallon



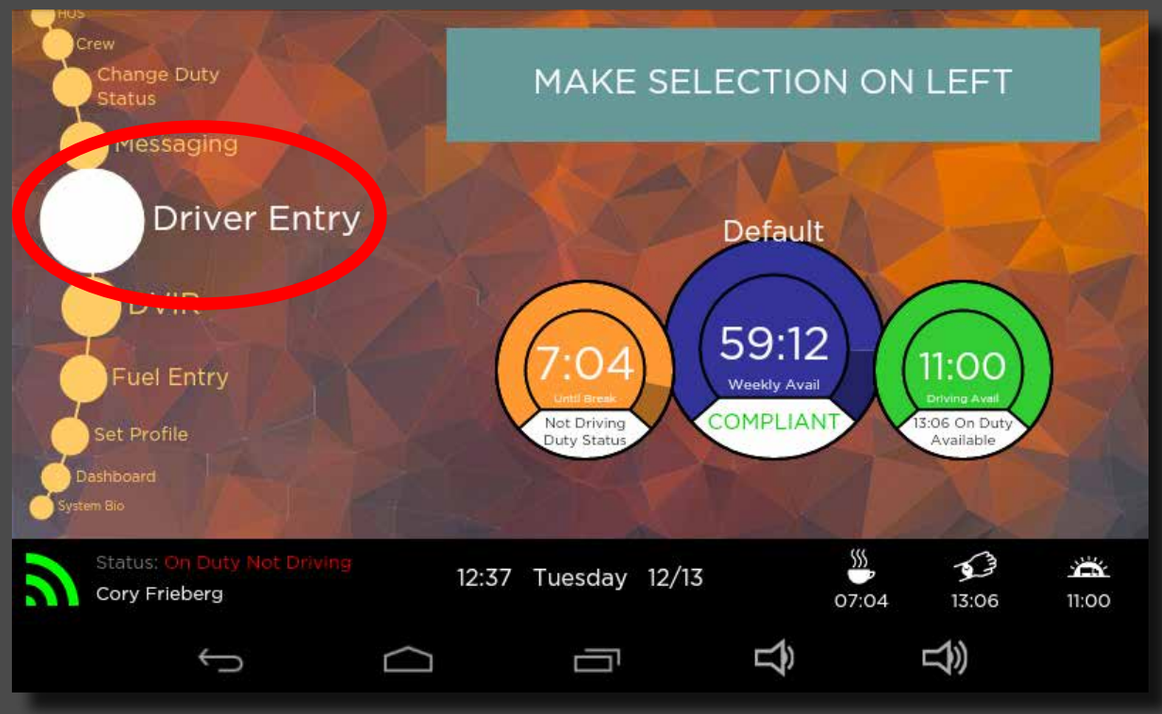
Fuel Entry

Enter Fuel Purchase Invoice Number



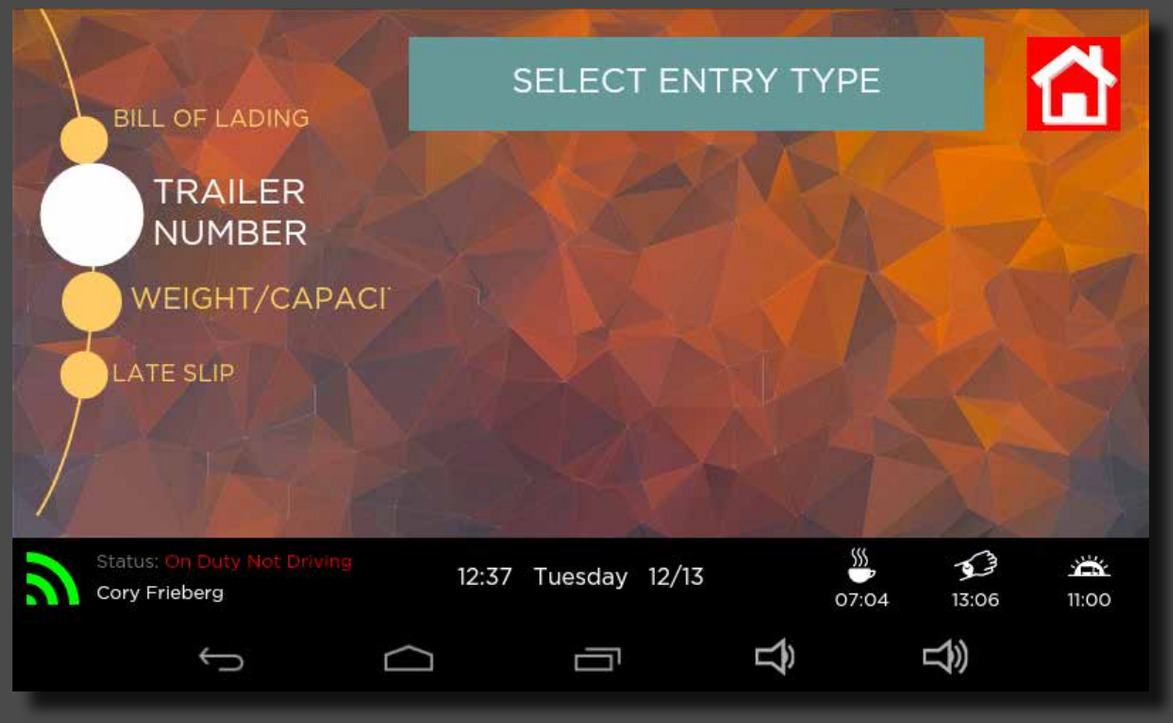
Adding Entries

Select **Driver Entry**



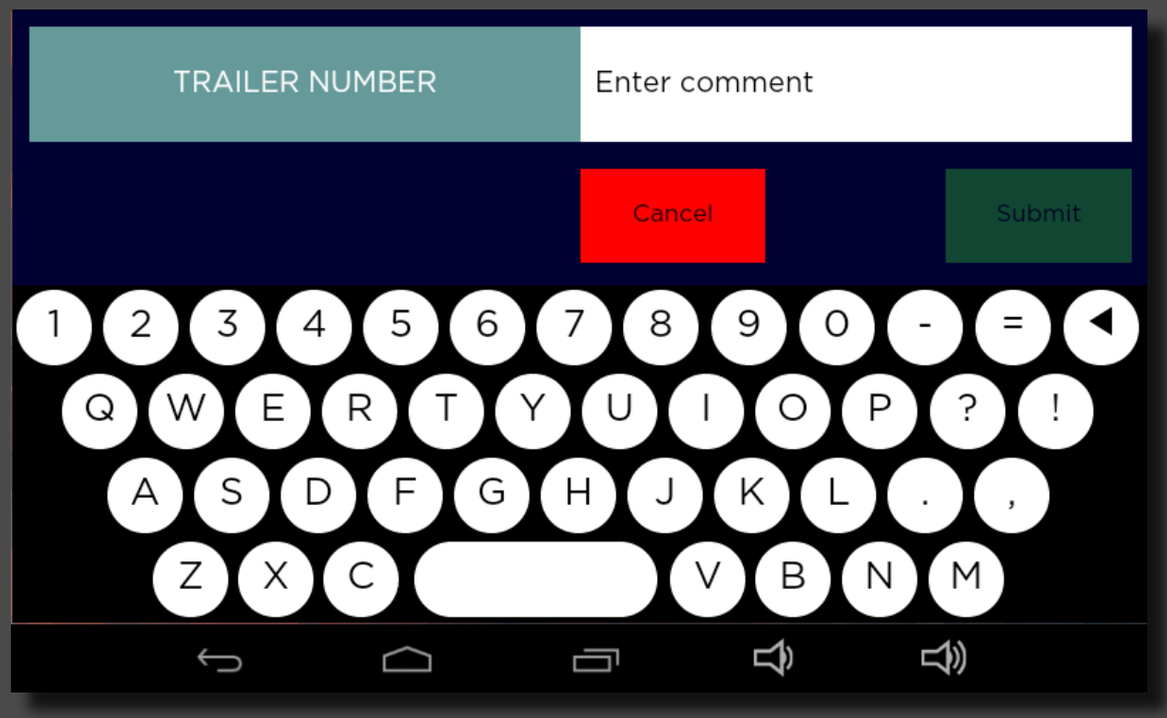
Adding Entries

Selct the entry type



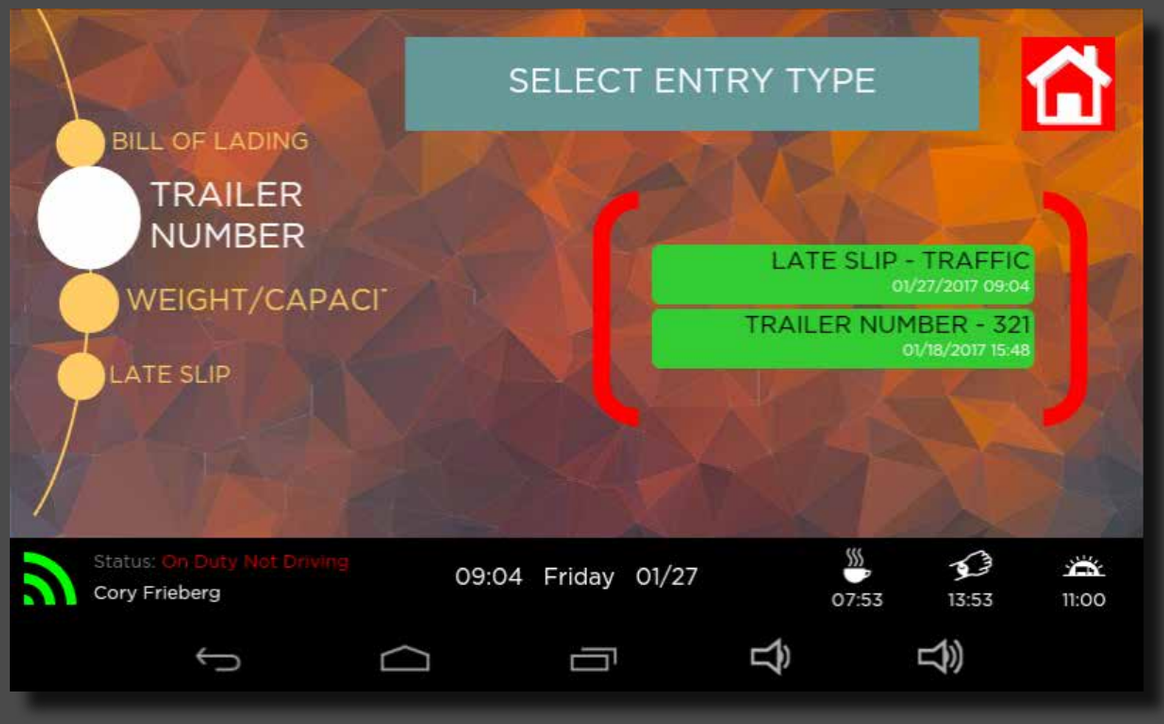
Adding Entries

Comment on the selected driver entry



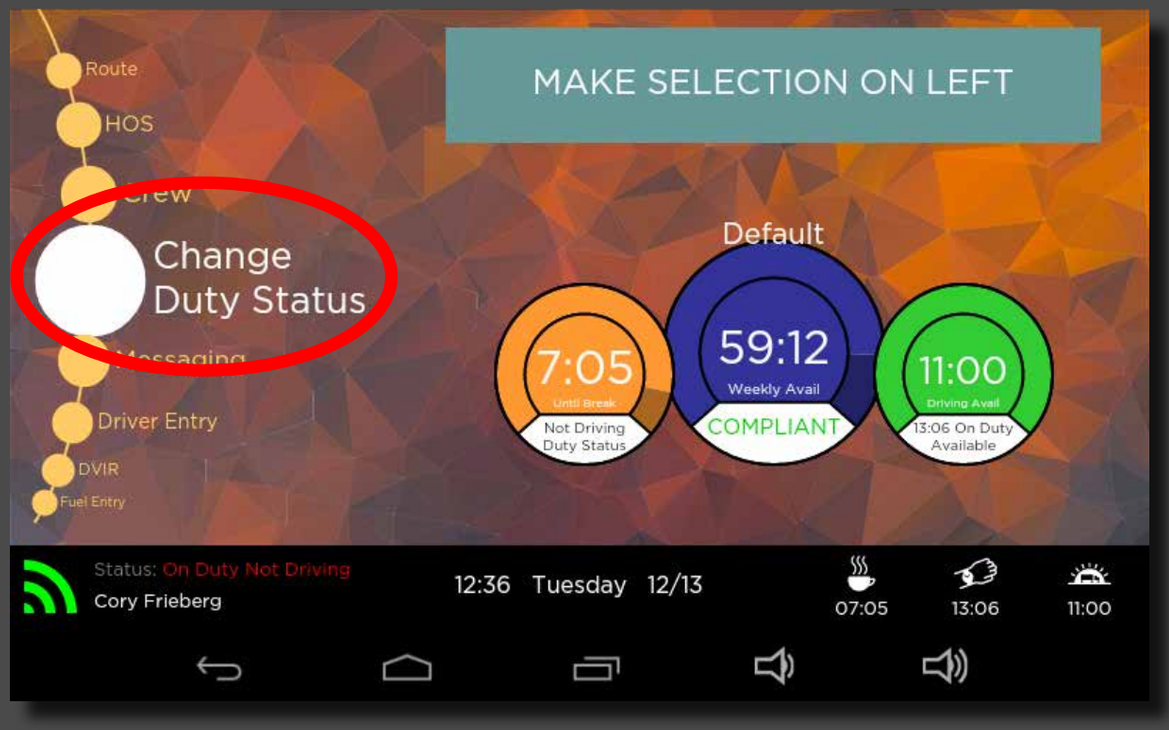
Adding Entries

Review submitted driver entries



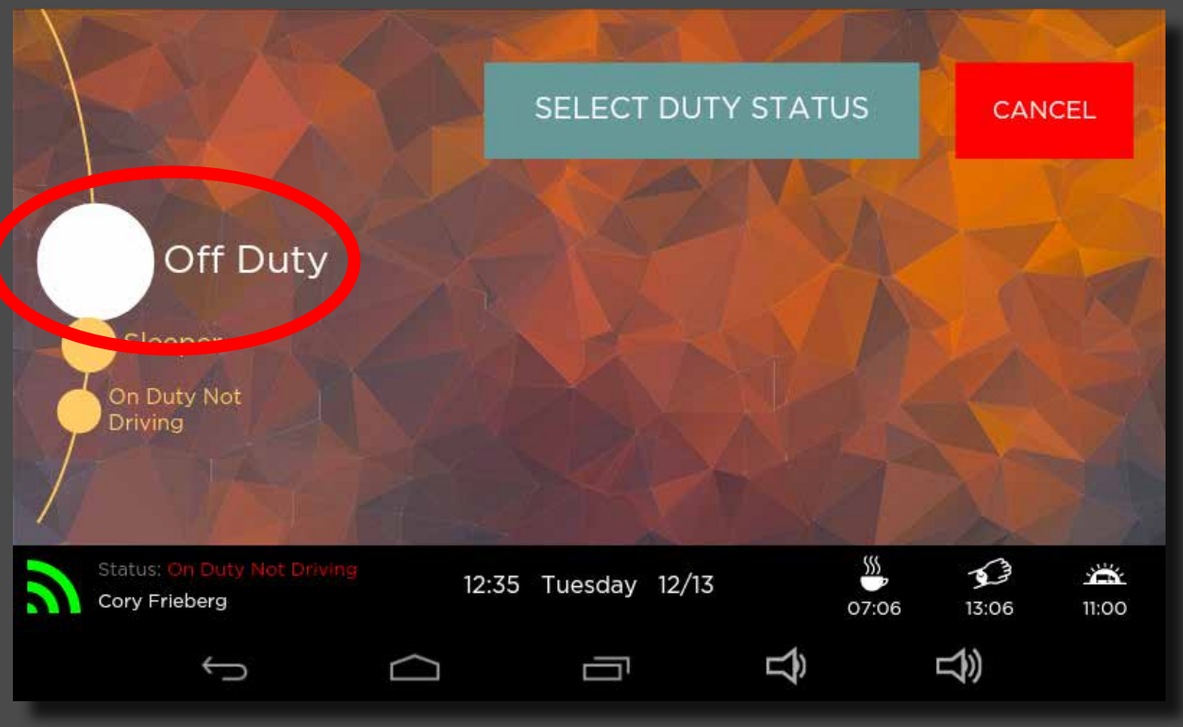
Mandatory Break - Going Off Duty

Select **Change Duty Status**



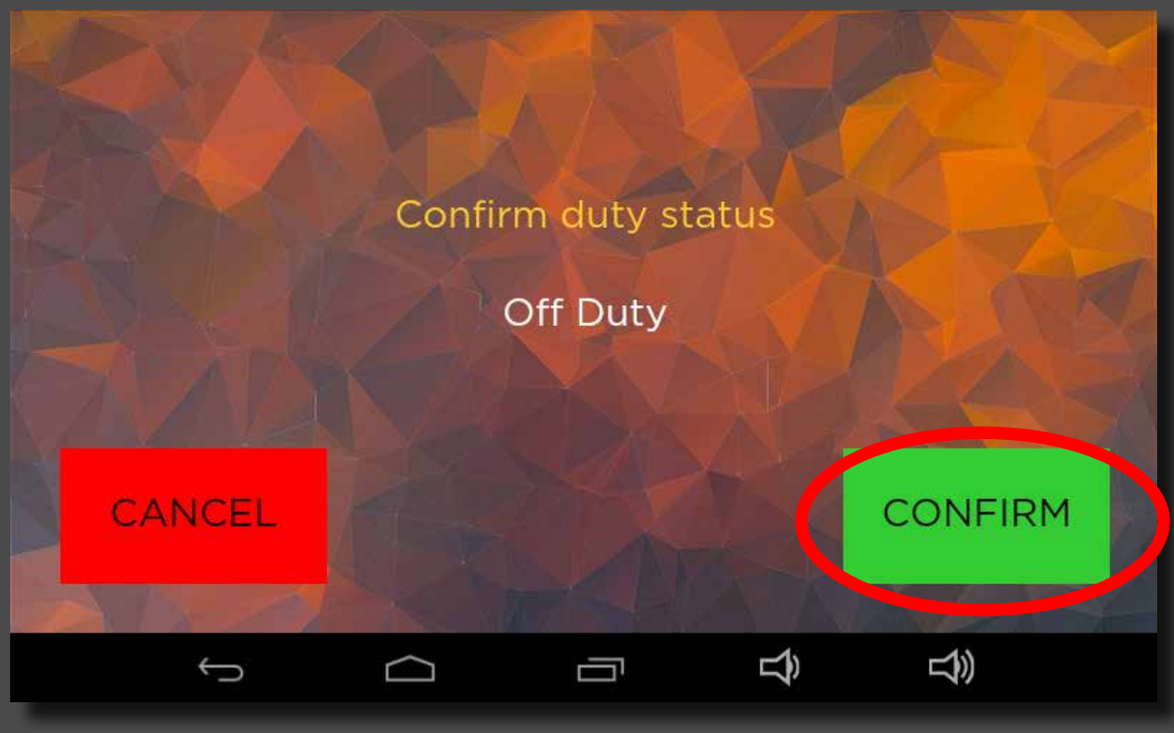
Mandatory Break - Going Off Duty

Select **Off Duty**



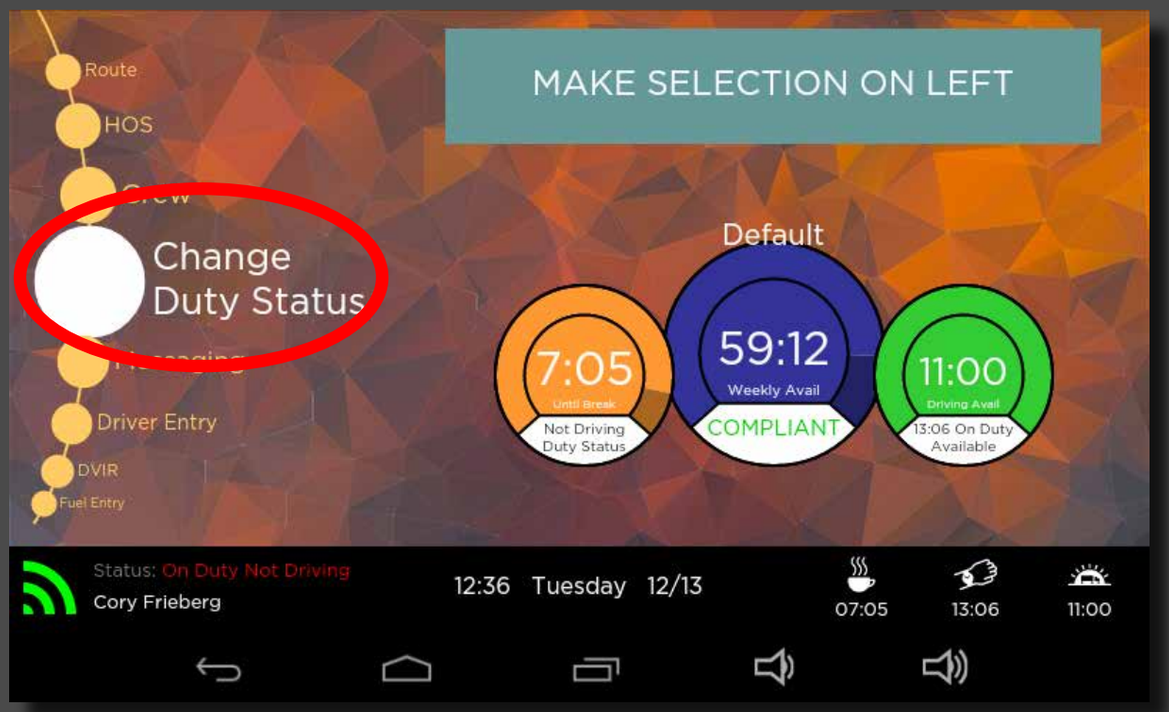
Mandatory Break - Going Off Duty

Confirm duty status



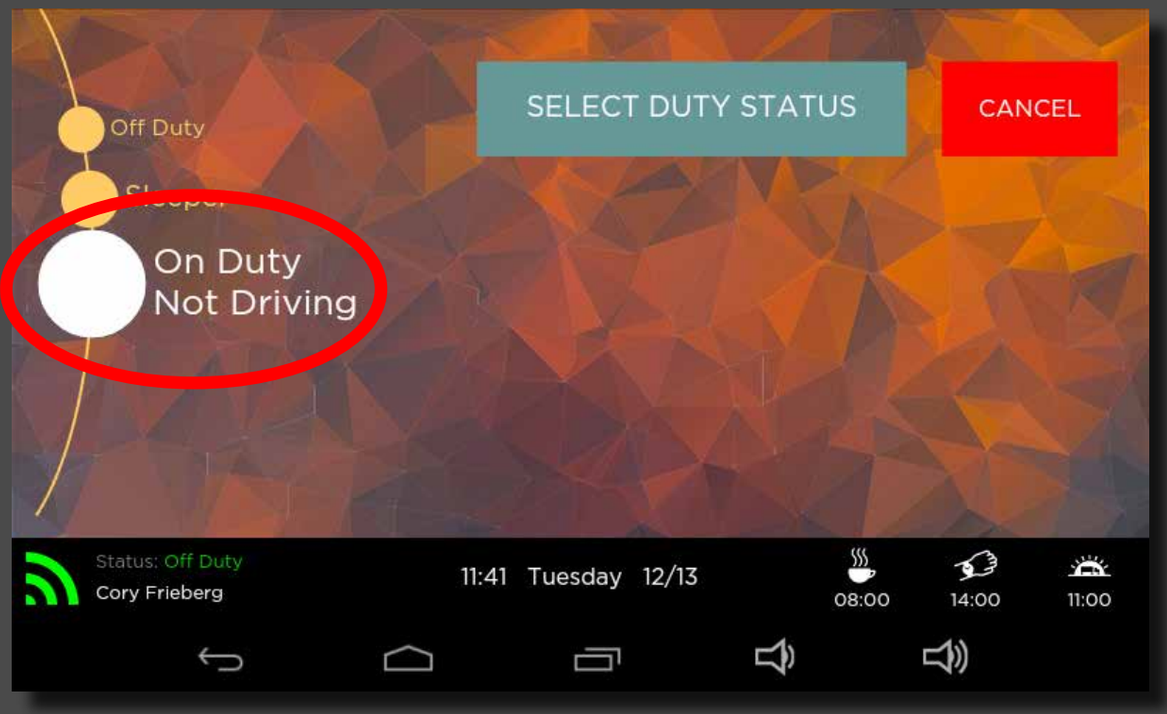
Mandatory Break - Going On Duty

Select **Change Duty Status**



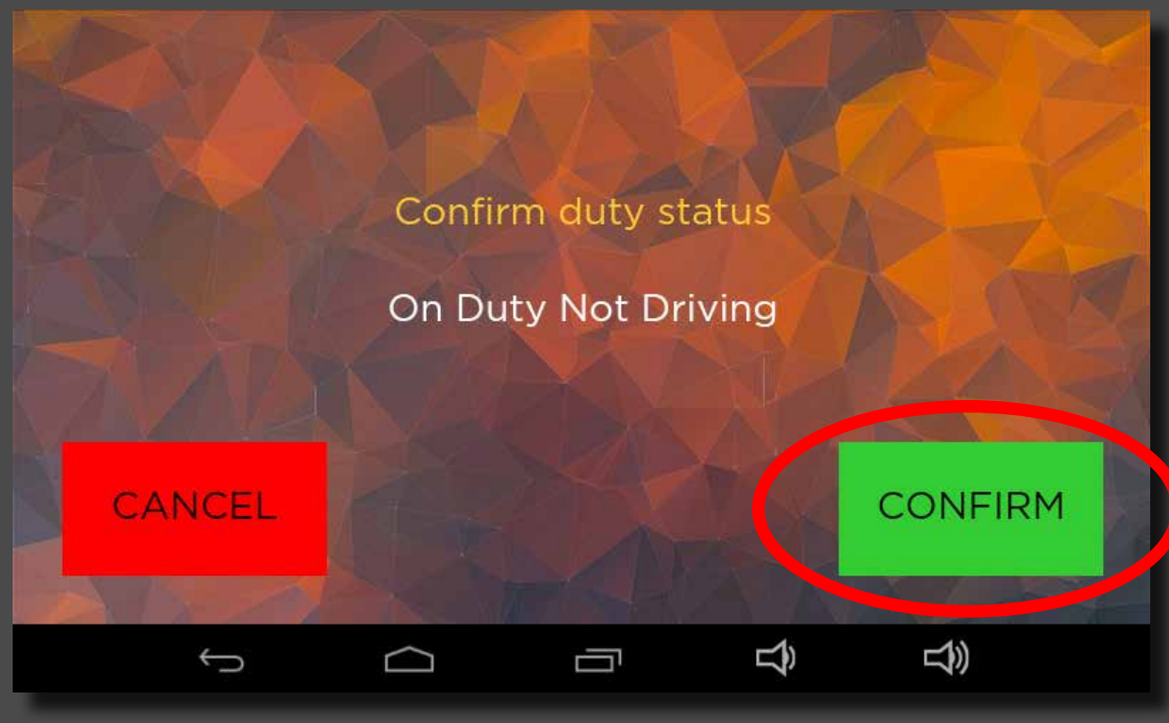
Mandatory Break - Going On Duty

Select **On Duty Not Driving**



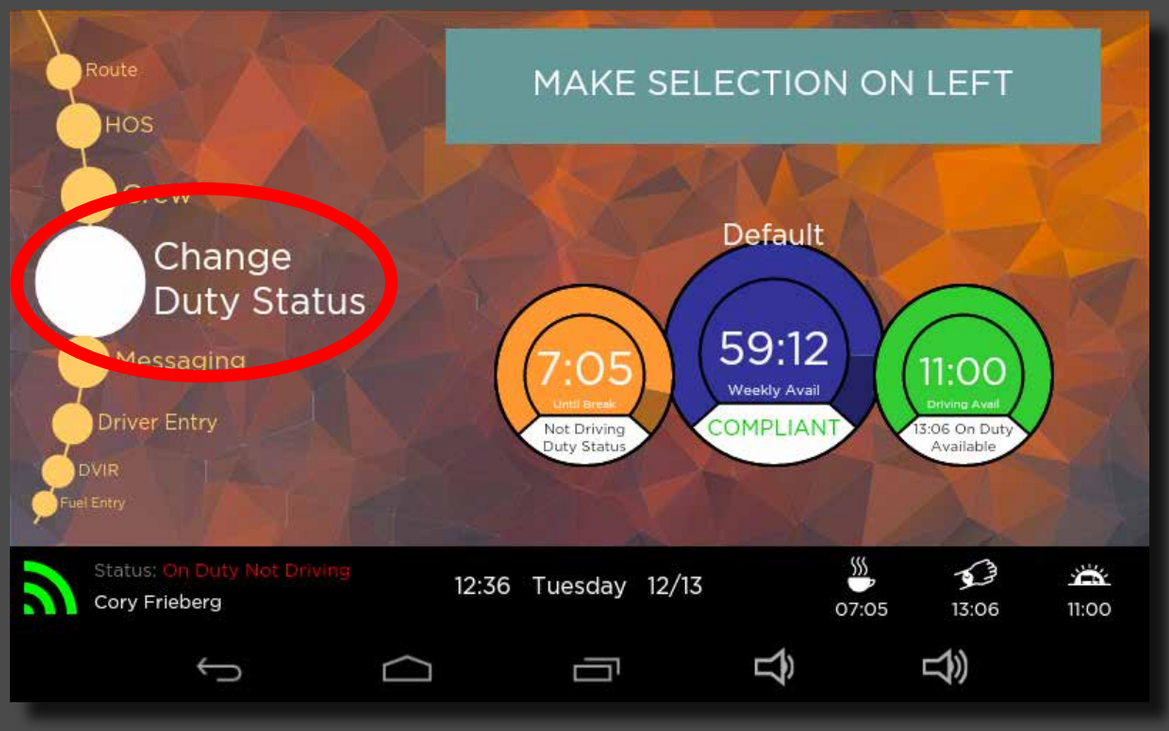
Mandatory Break - Going On Duty

Confirm duty status



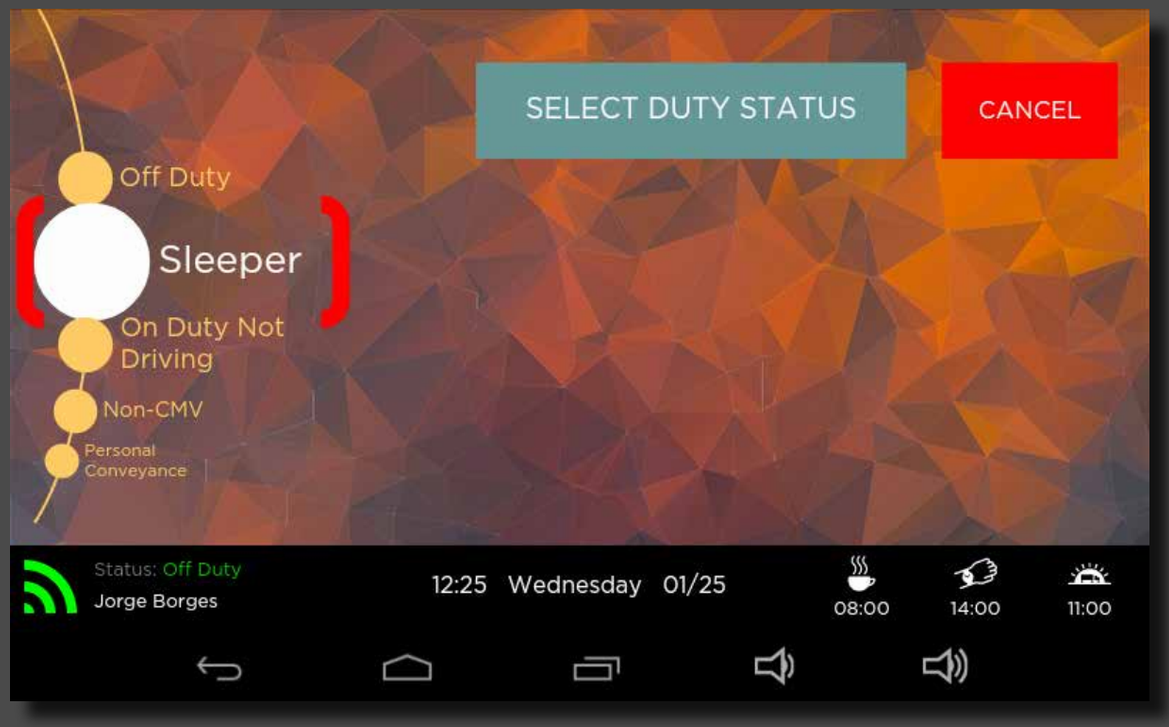
Change Duty Status to Sleeper

Select **Change Duty Status**



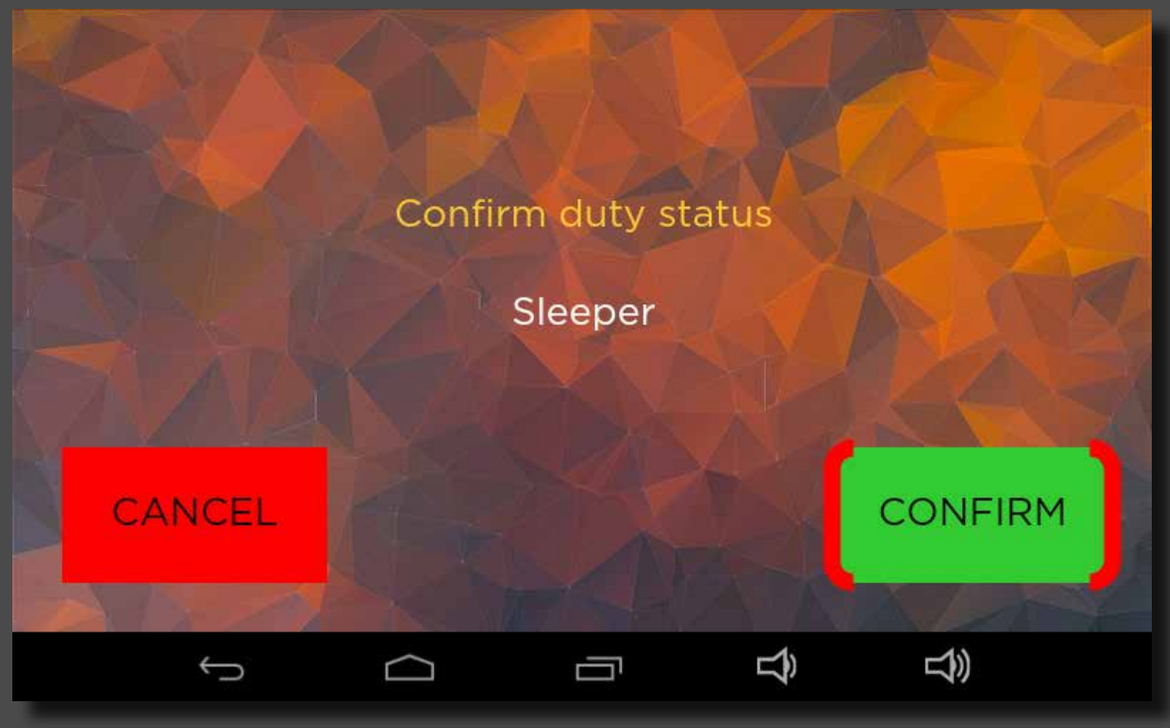
Change Duty Status to Sleeper

Select **Sleeper**



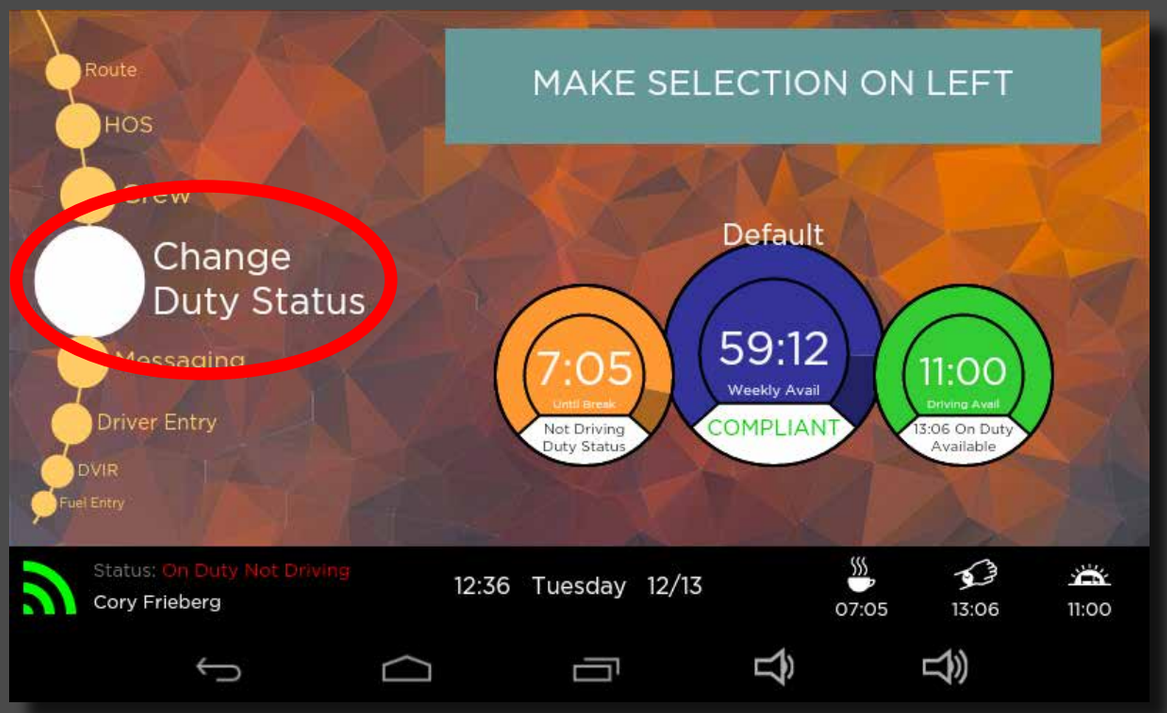
Change Duty Status to Sleeper

Confirm Sleeper status



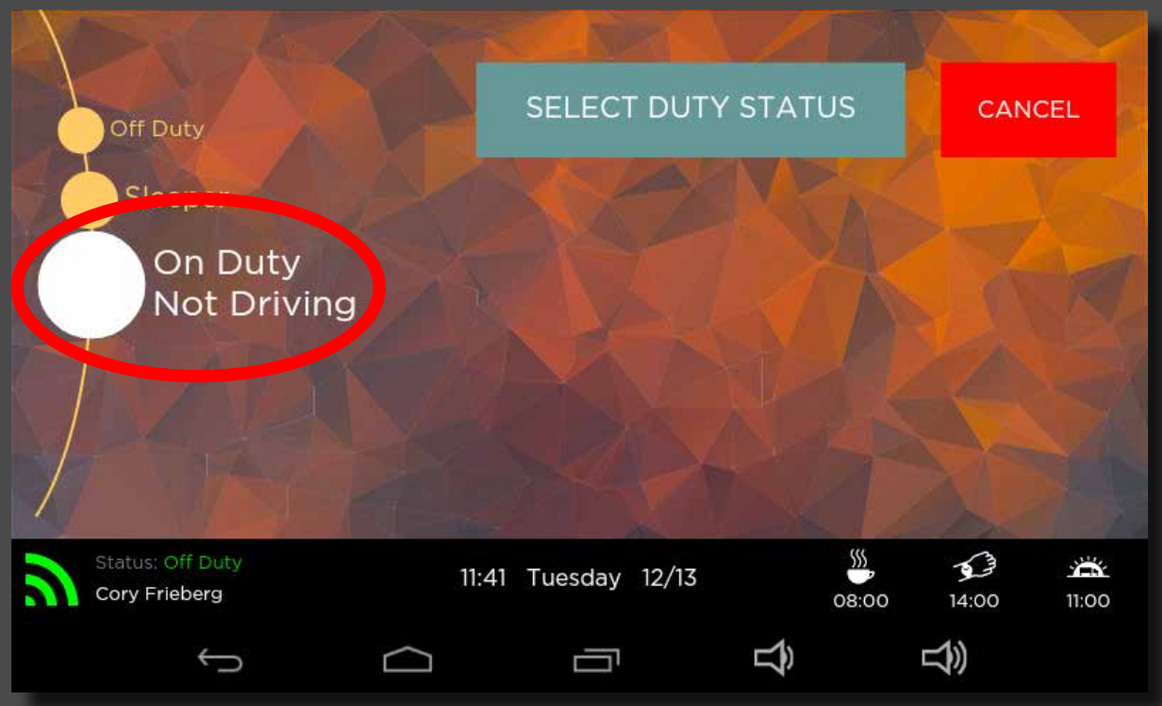
Returning From Sleeper

Select **Change Duty Status**



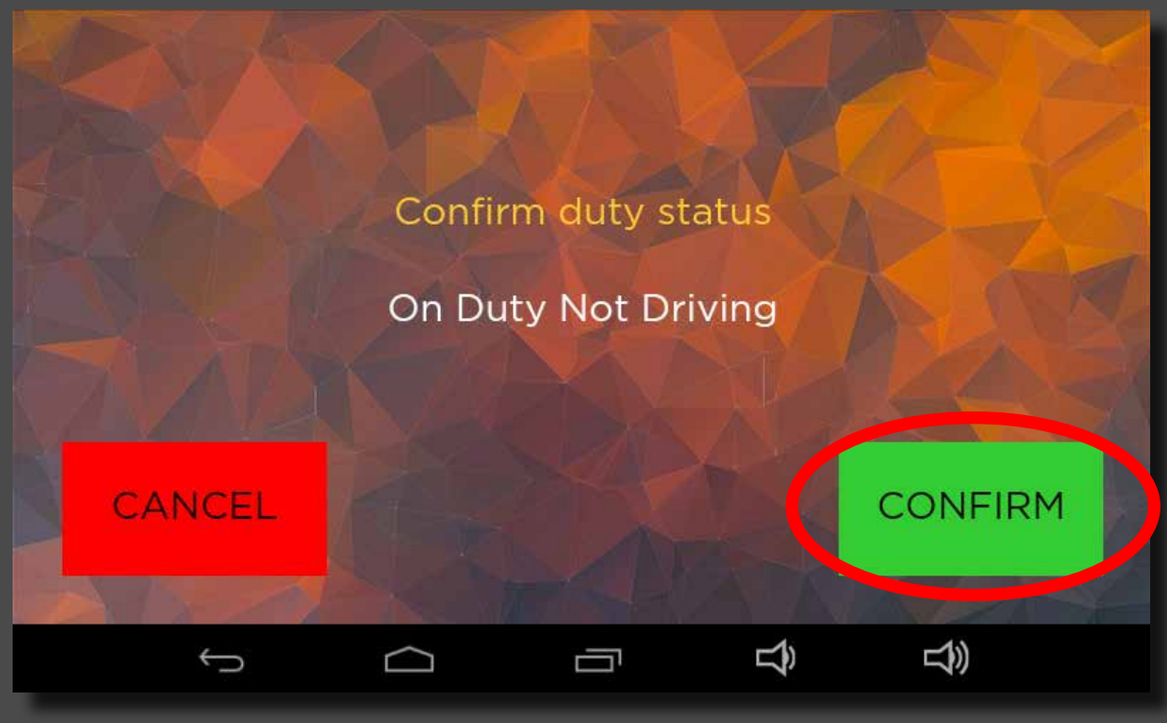
Returning From Sleeper

Select **On Duty Not Driving**



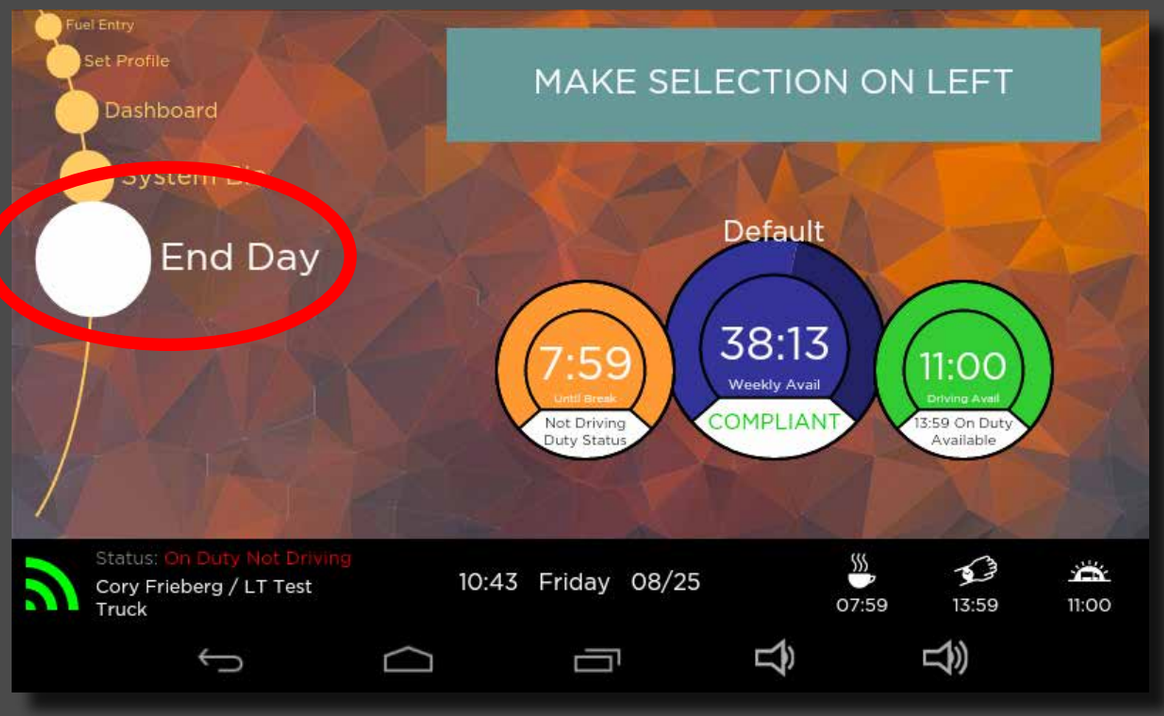
Returning From Sleeper

Confirm duty status



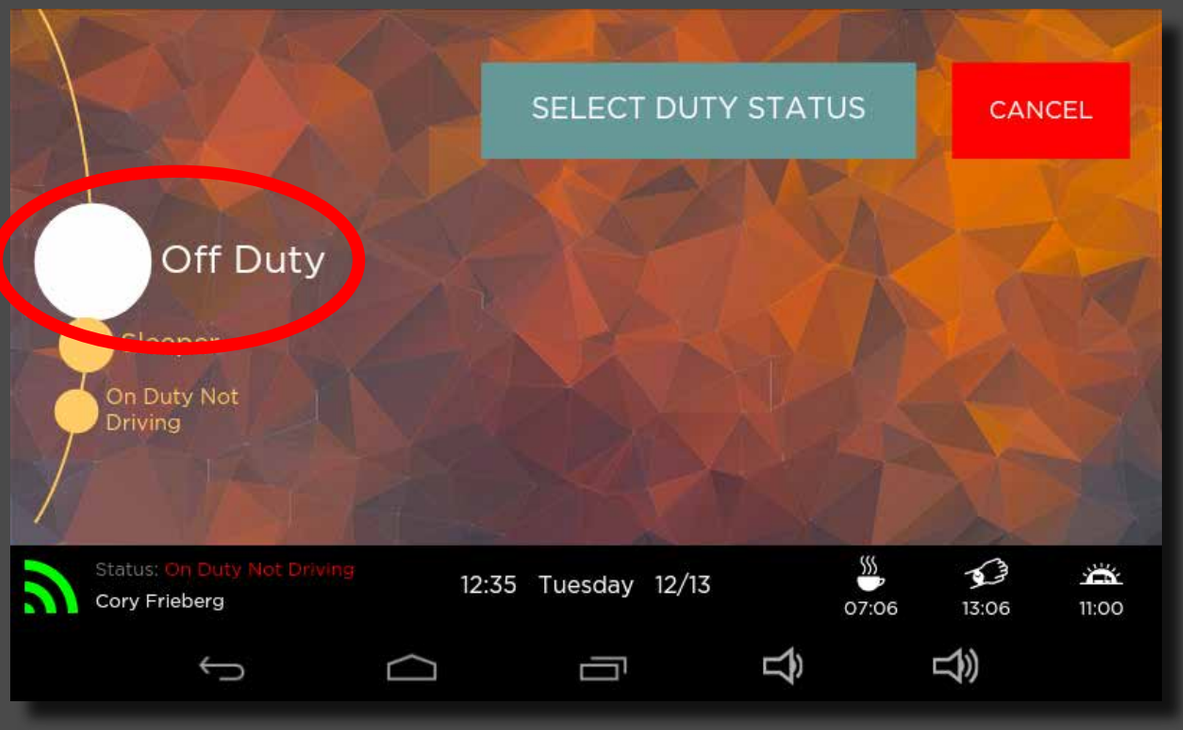
Signing Off Keypad

Select **End Day** from the main screen



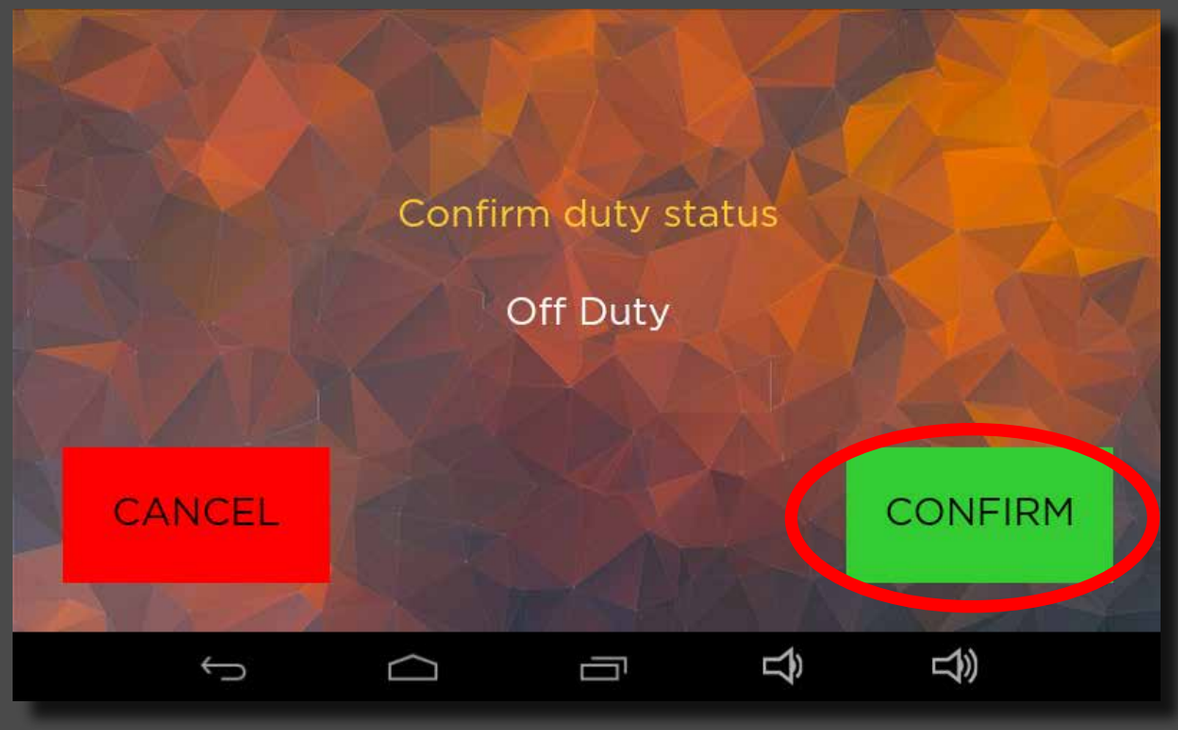
Signing Off Keypad

Select **Off Duty** Status



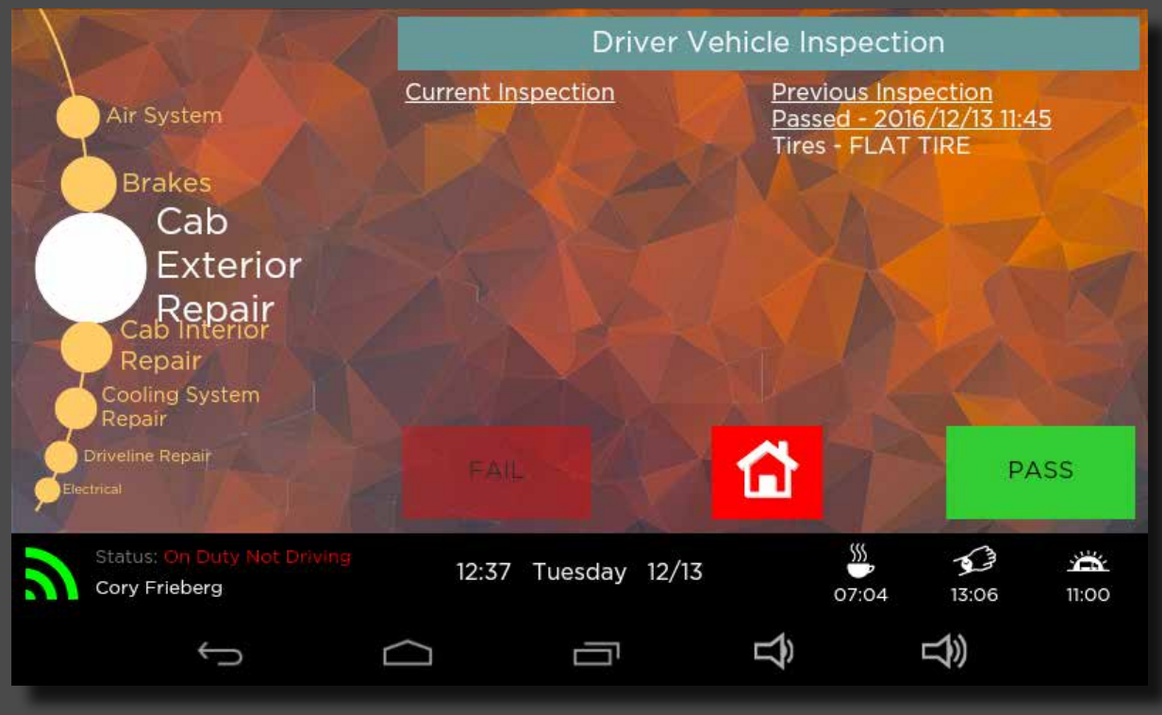
Signing Off Keypad

Confirm duty status



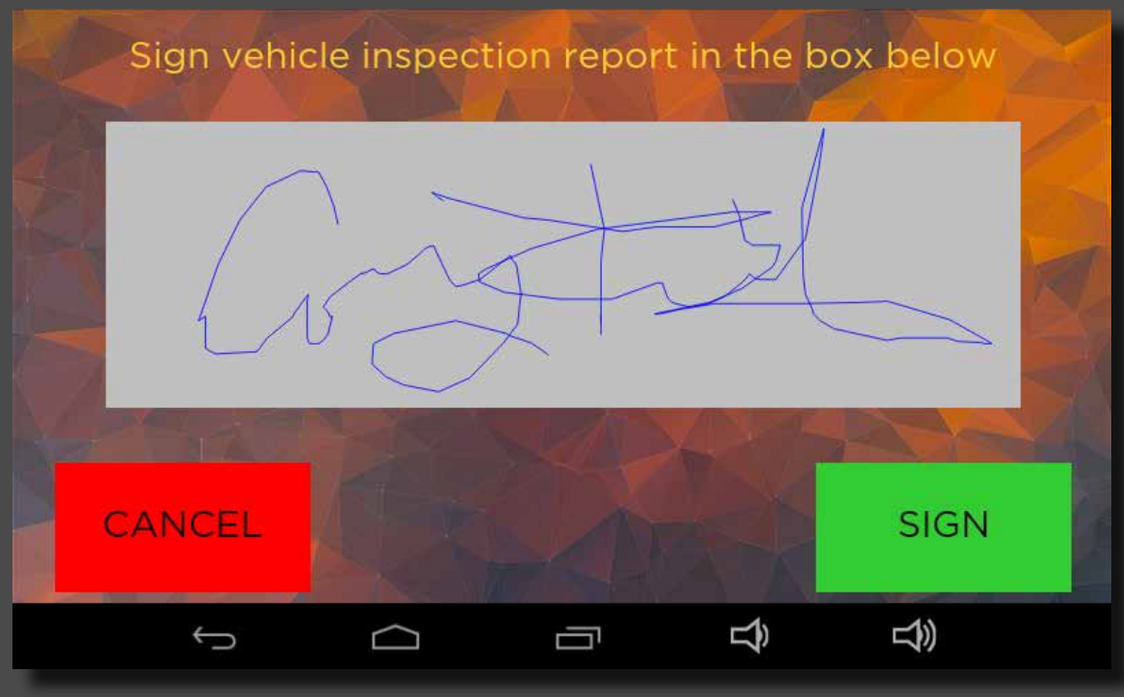
Signing Off Keypad

Perform Vehicle Inspection



Signing Off Keypad

Sign your Vehicle Inspection

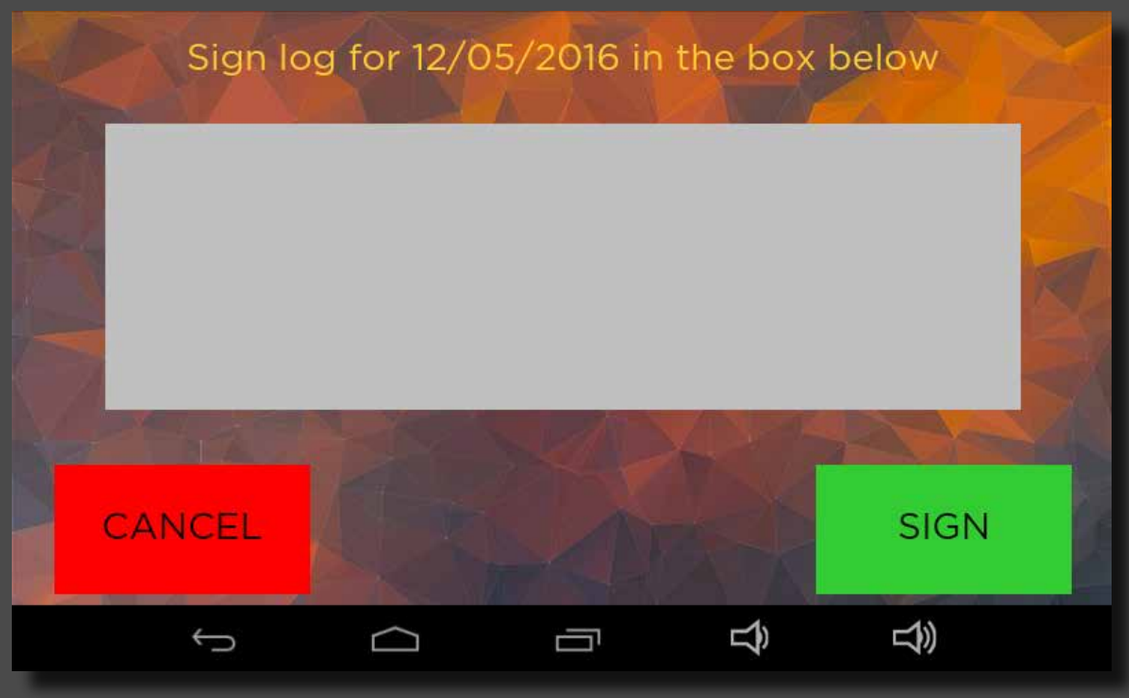


Signing Off Keypad

Validate Current Log and Edited Log(s)

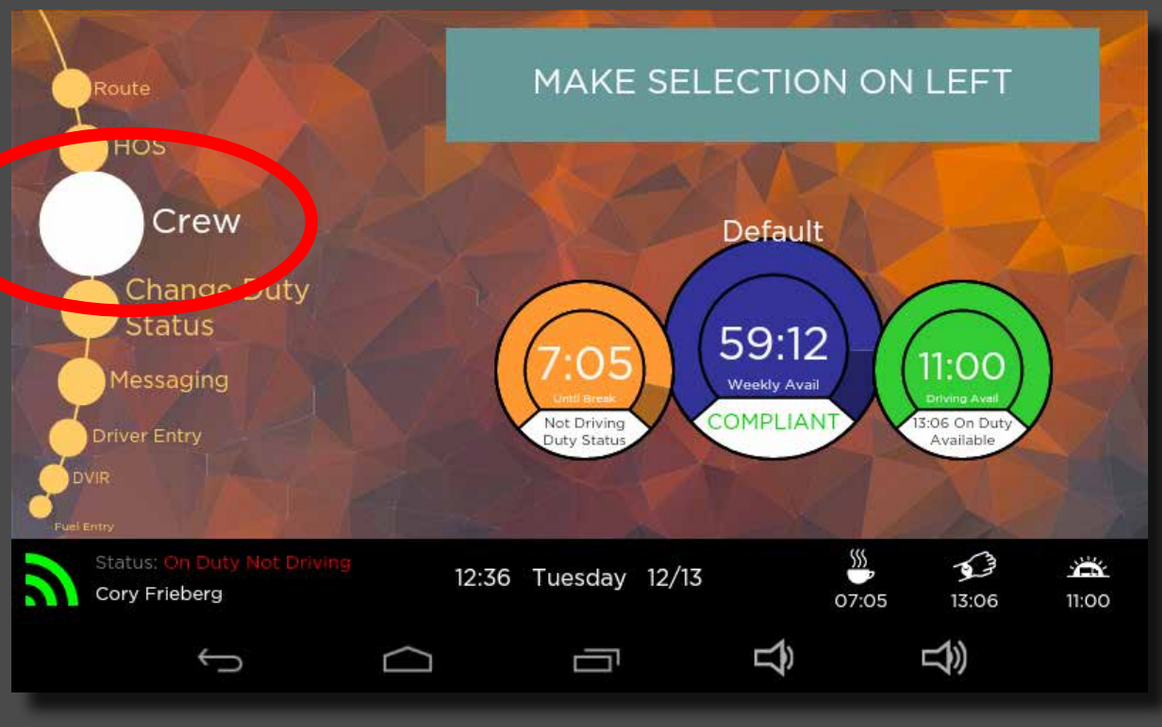
Signing Off Keypad

Sign your Validated Log(s)



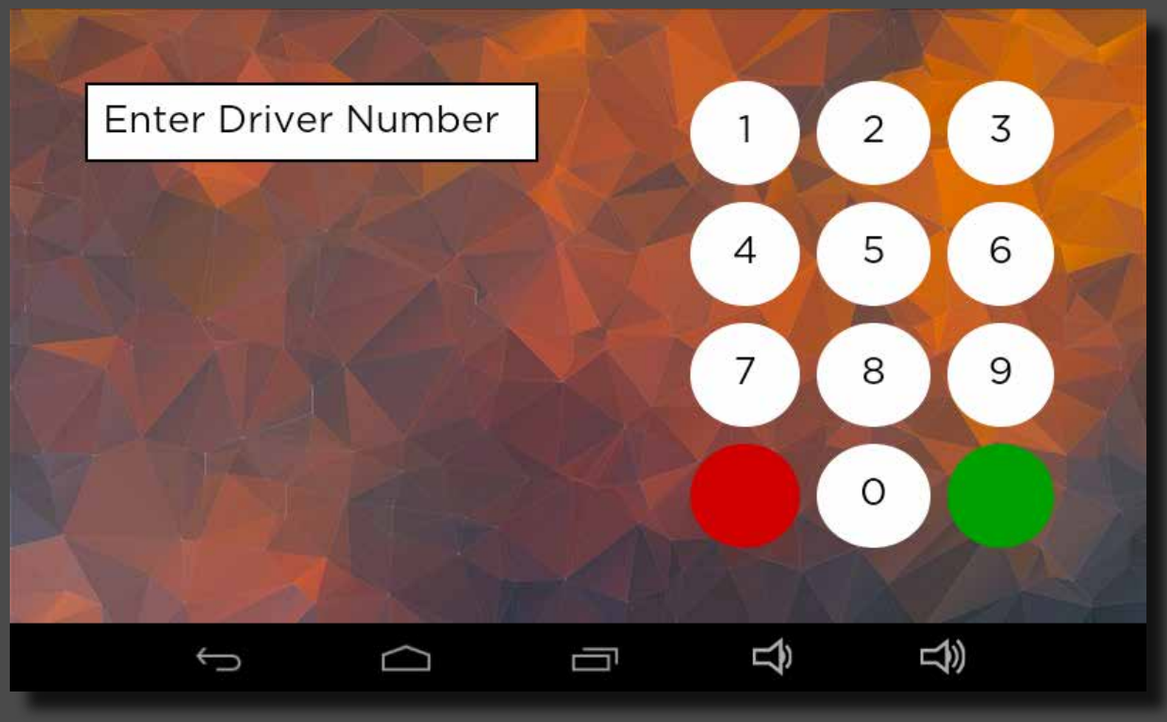
Non Driver (CREW) - Changing Duty Status

Select **Crew**



Non Driver (CREW) - Changing Duty Status

Enter Crew's Driver Number

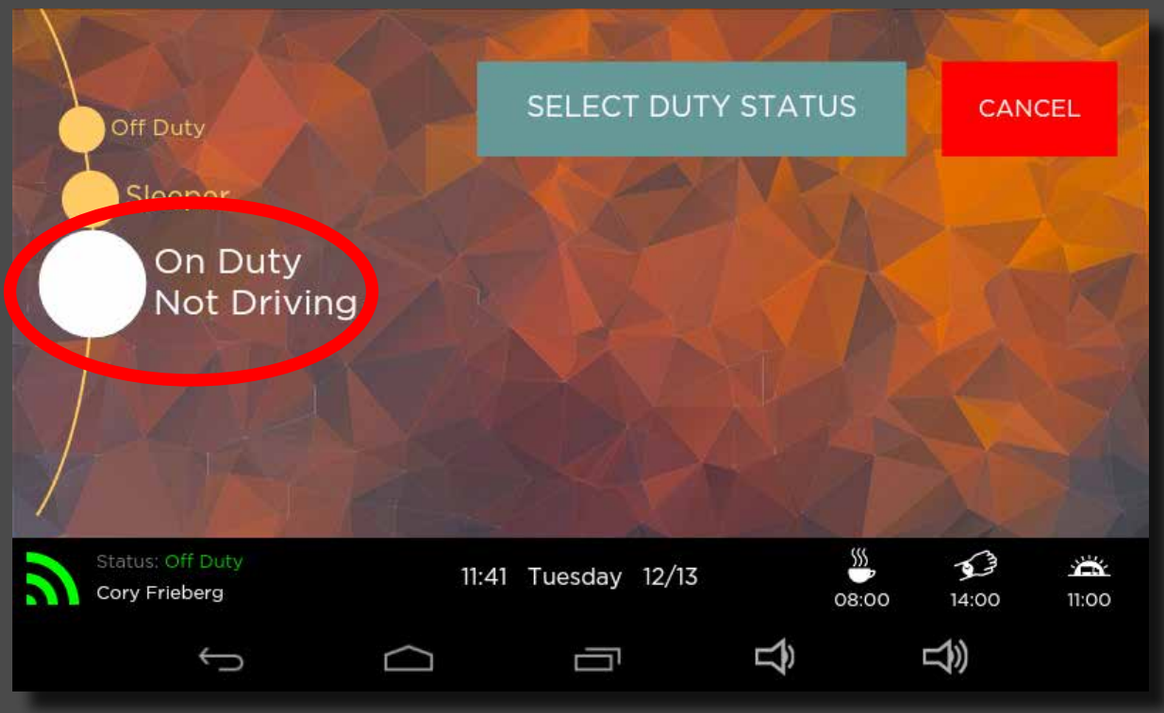


Non Driver (CREW) - Changing Duty Status

Enter Crew Passcode

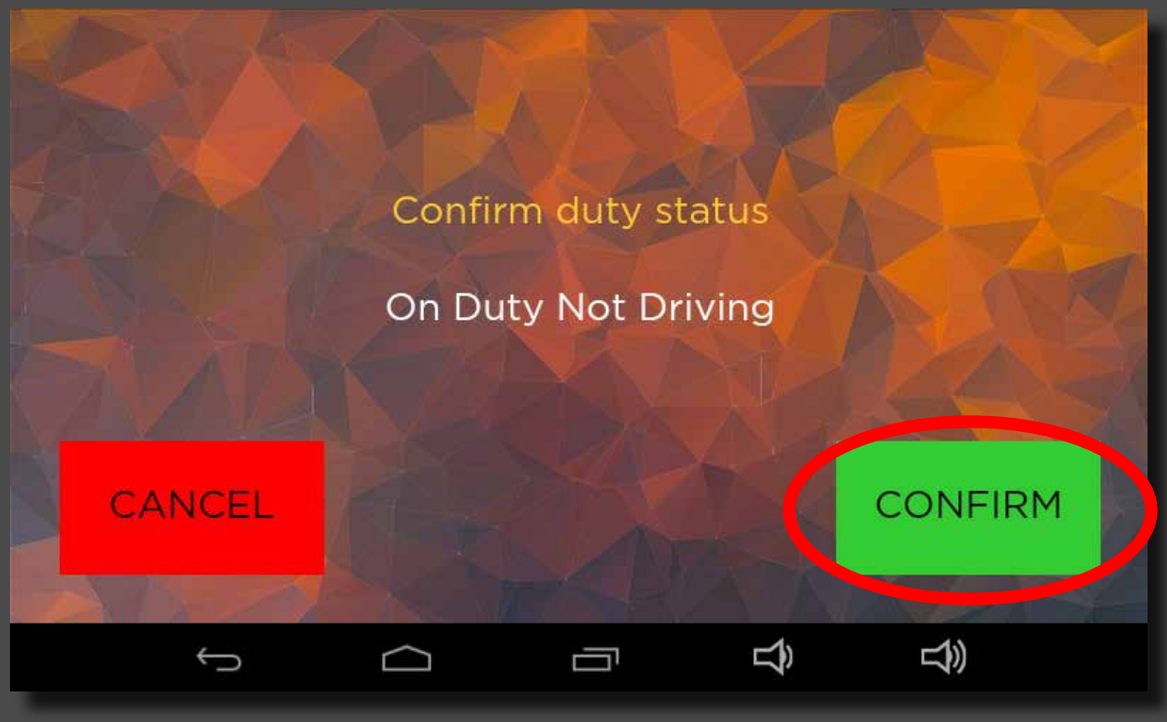
Non Driver (CREW) - Changing Duty Status

Select **<u>On Duty Not Driving</u>**



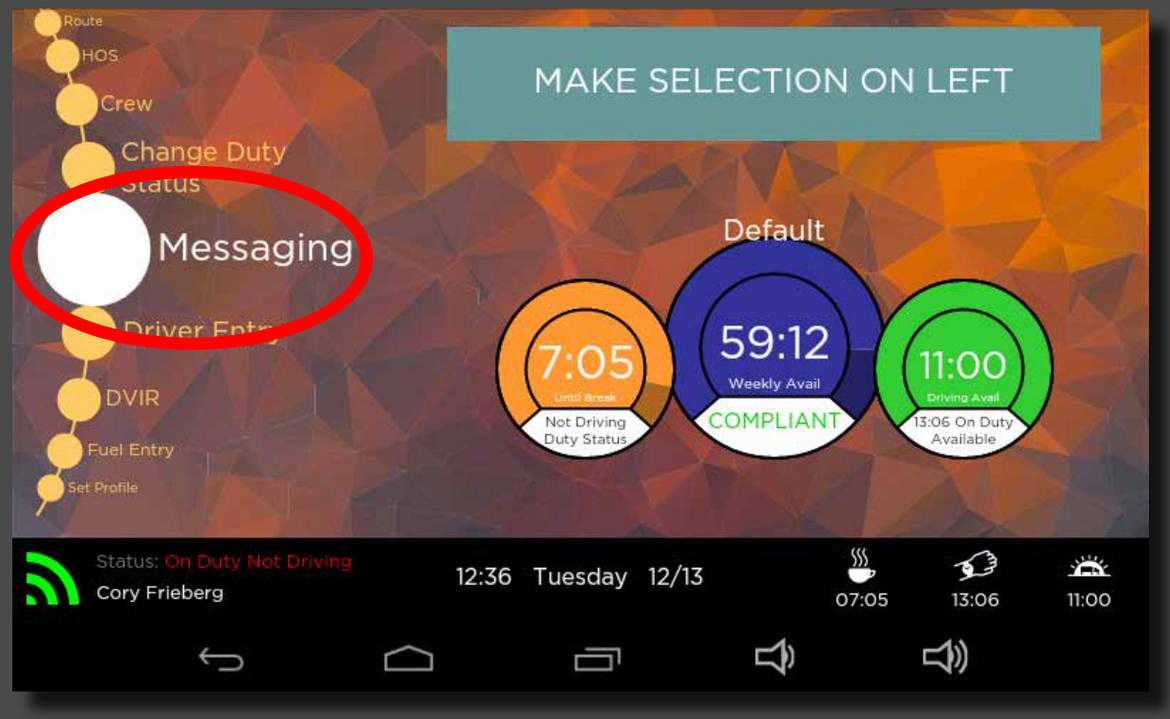
Non Driver (CREW) - Changing Duty Status

Confirm duty status



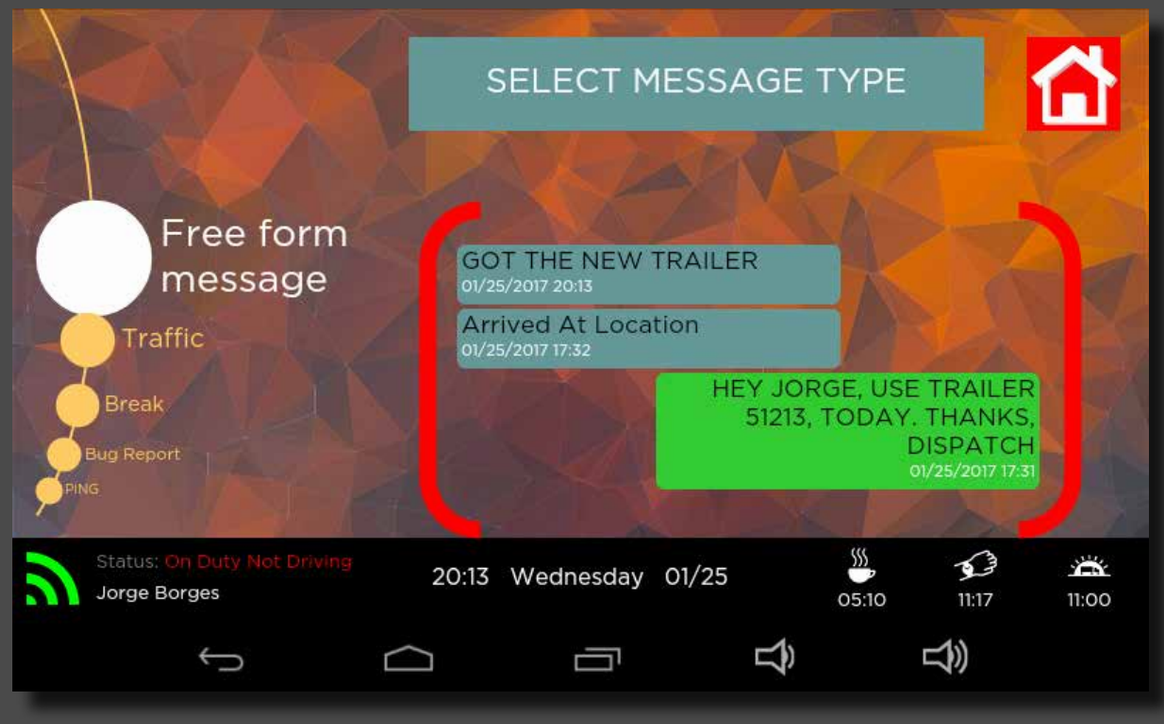
Read Messages

Select **Messaging** to review messages



Read Messages

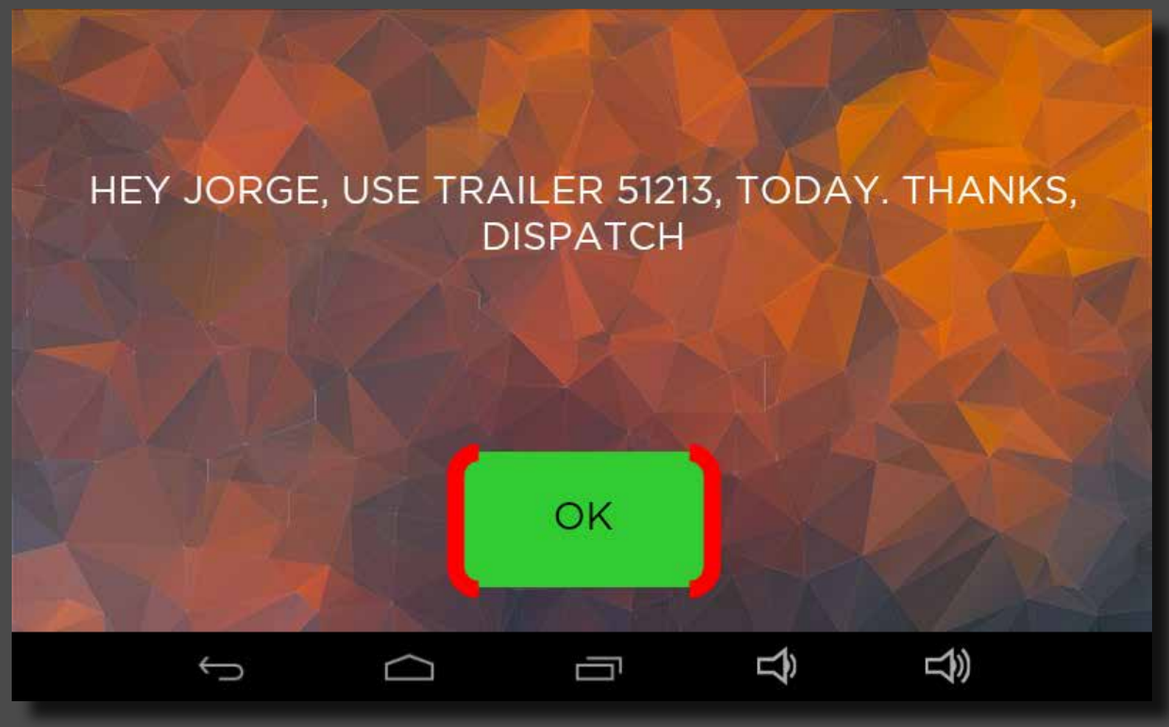
Read Messages on the right



Read Messages

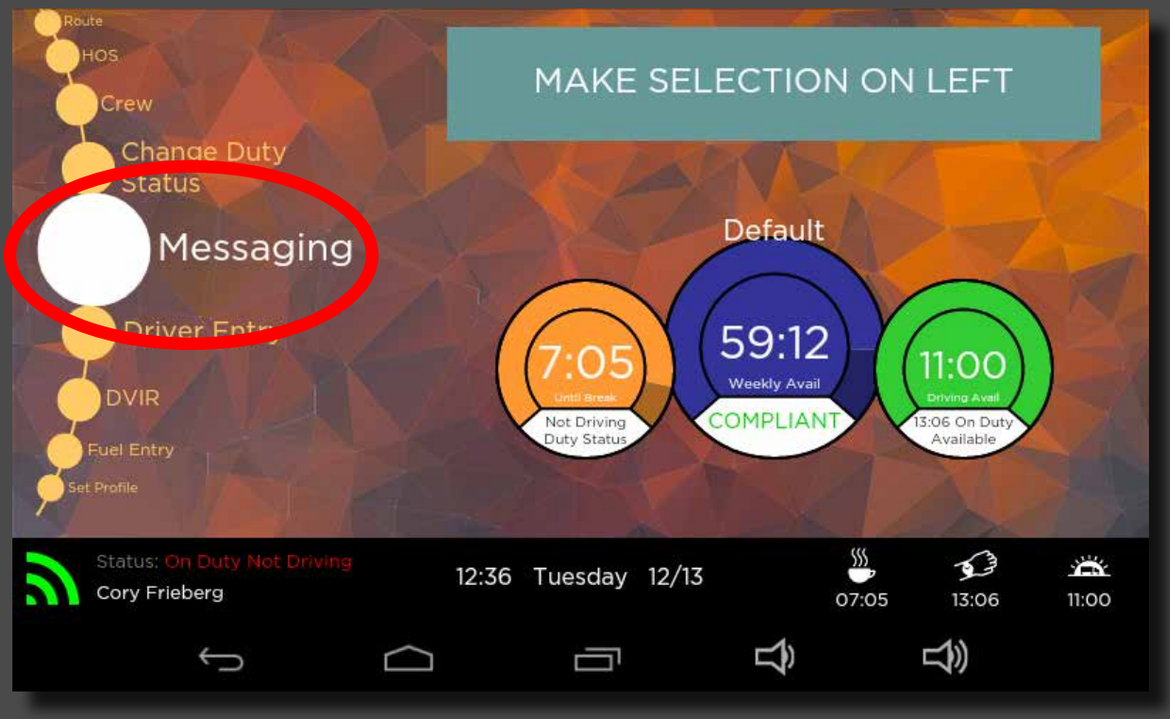
Select **OK**

*Incoming messages pop up once they reach the device.



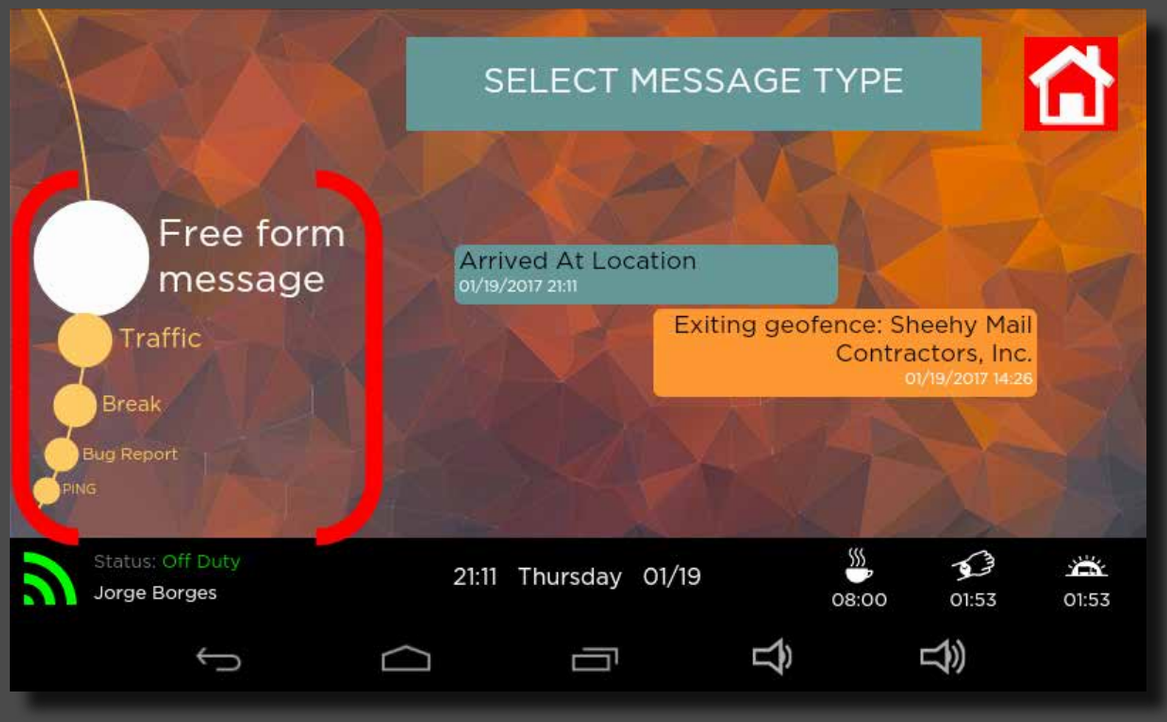
Send Messages

Select **Messaging**



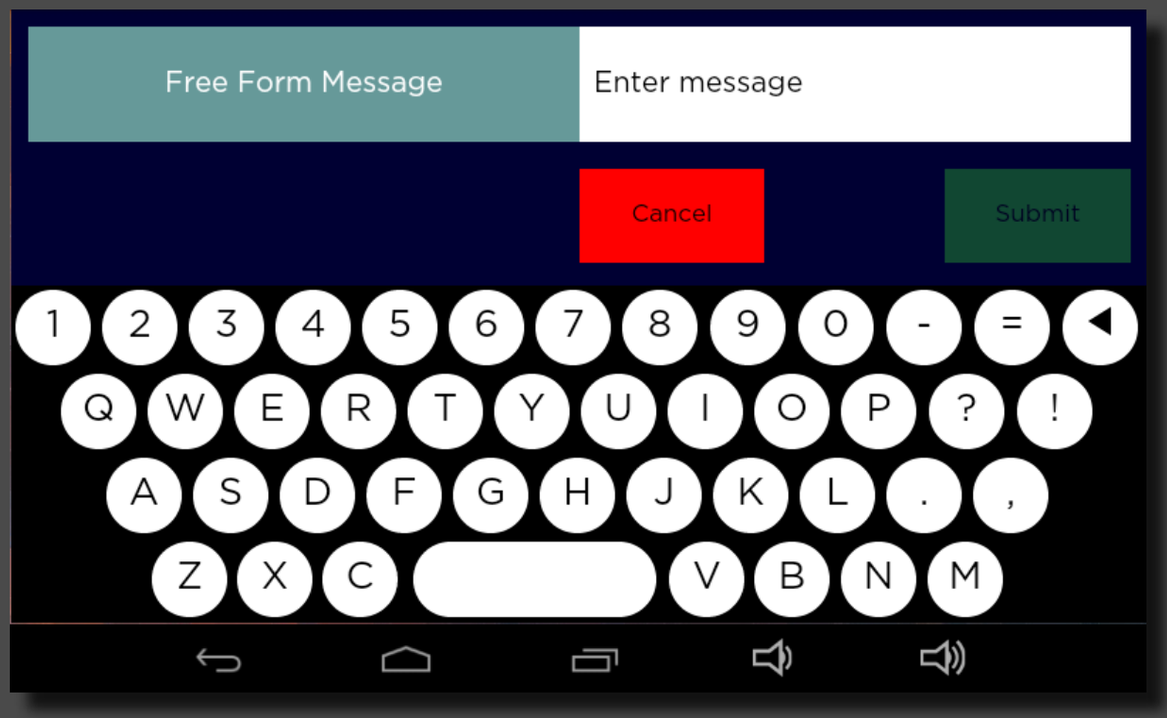
Send Messages

Select Free form or a pre-programed message



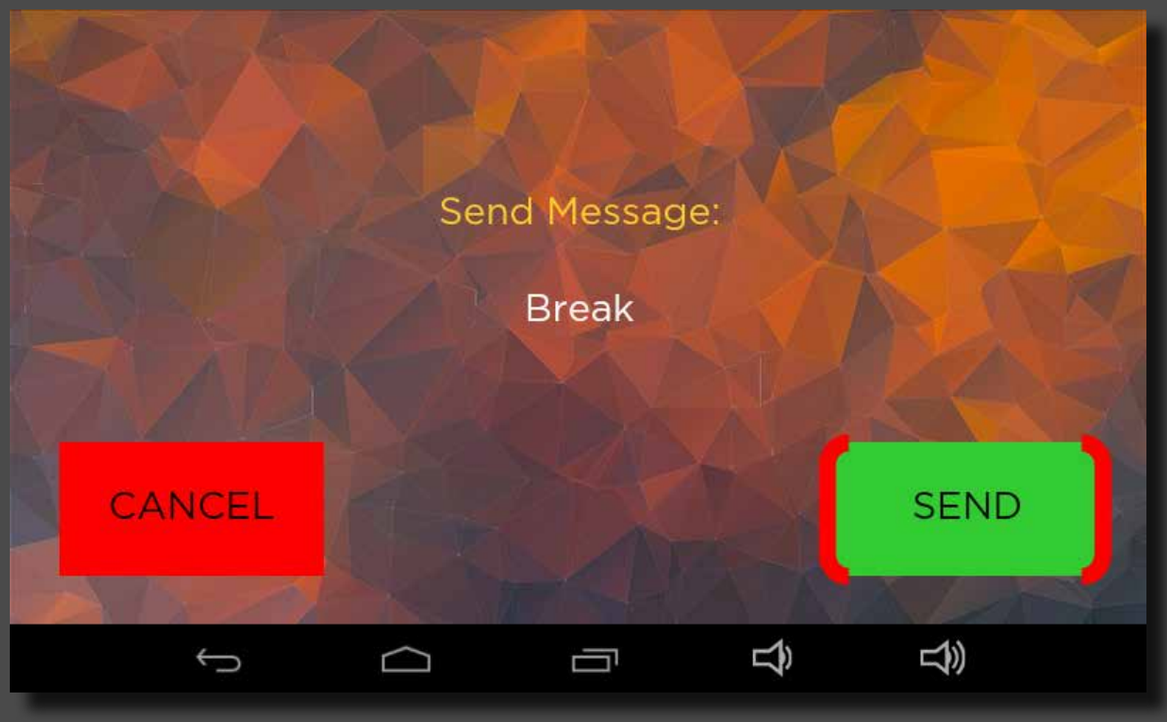
Send Messages

If free form: Enter message and submit



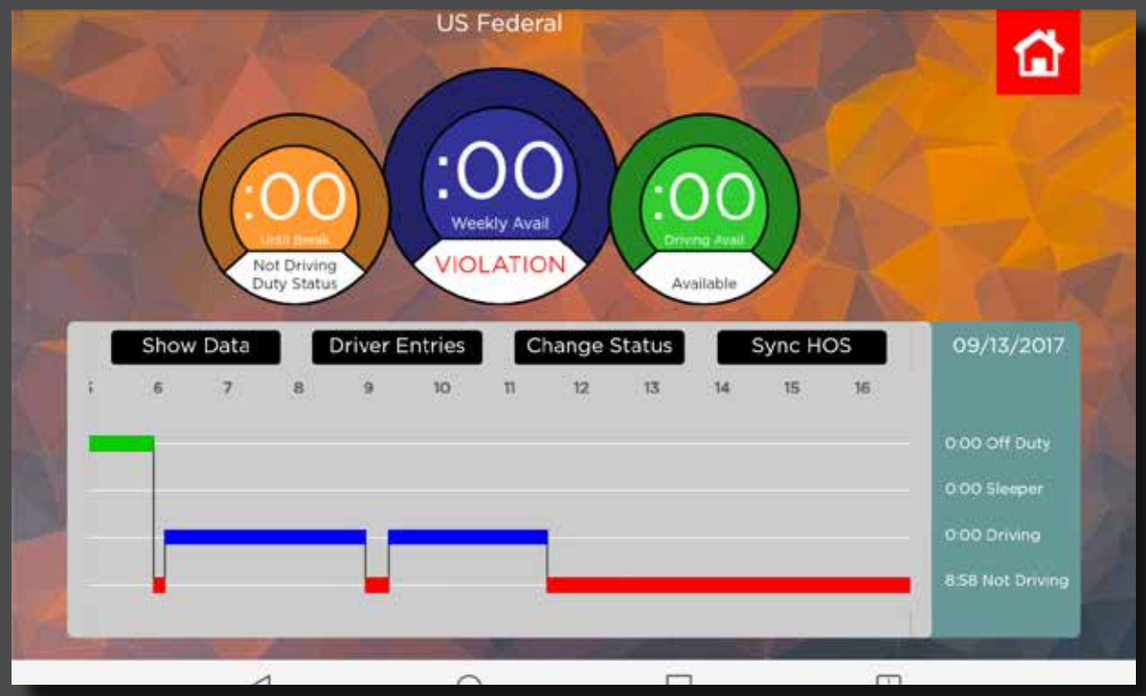
Send Messages

If canned: Touch SEND



Editing Your Log

Find a day's log that needs to be edited using the previous instructions to view your log.



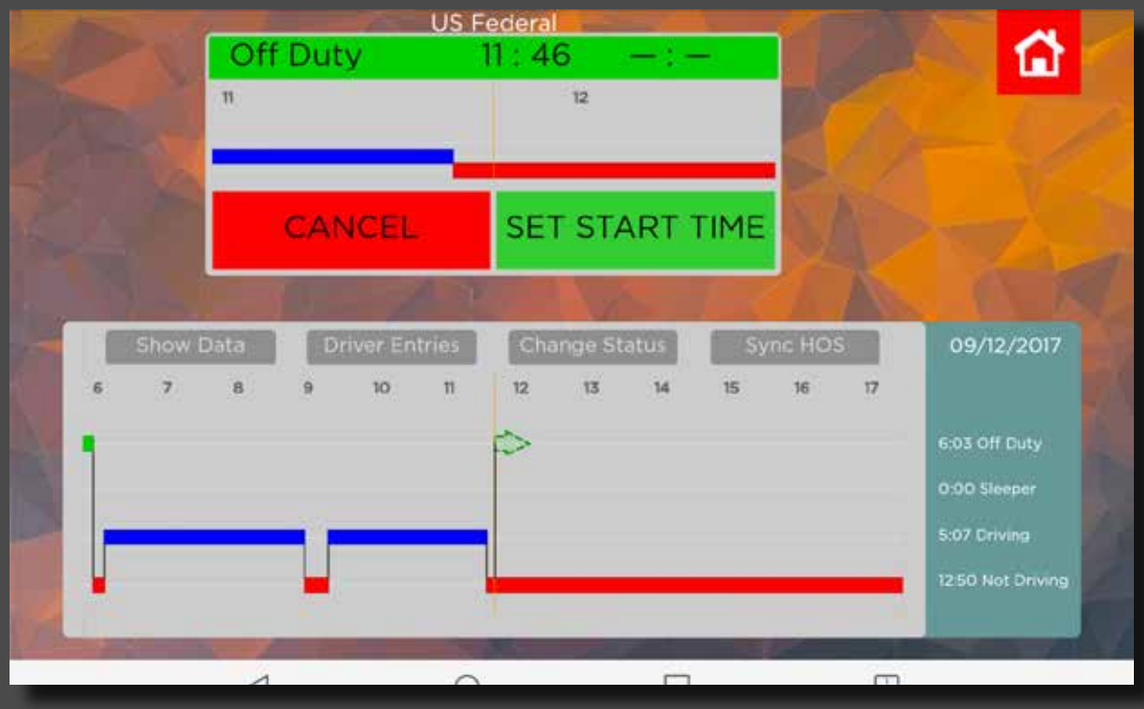
Editing Your Log

Touch one of the duty status bubbles to select the status that you would like to edit.

Note: You cannot edit the blue/Driving line. You can edit the green/Off Duty, yello/Sleeper, and red/On Duty Not Driving lines.

Editing Your Log

Set a Start Time

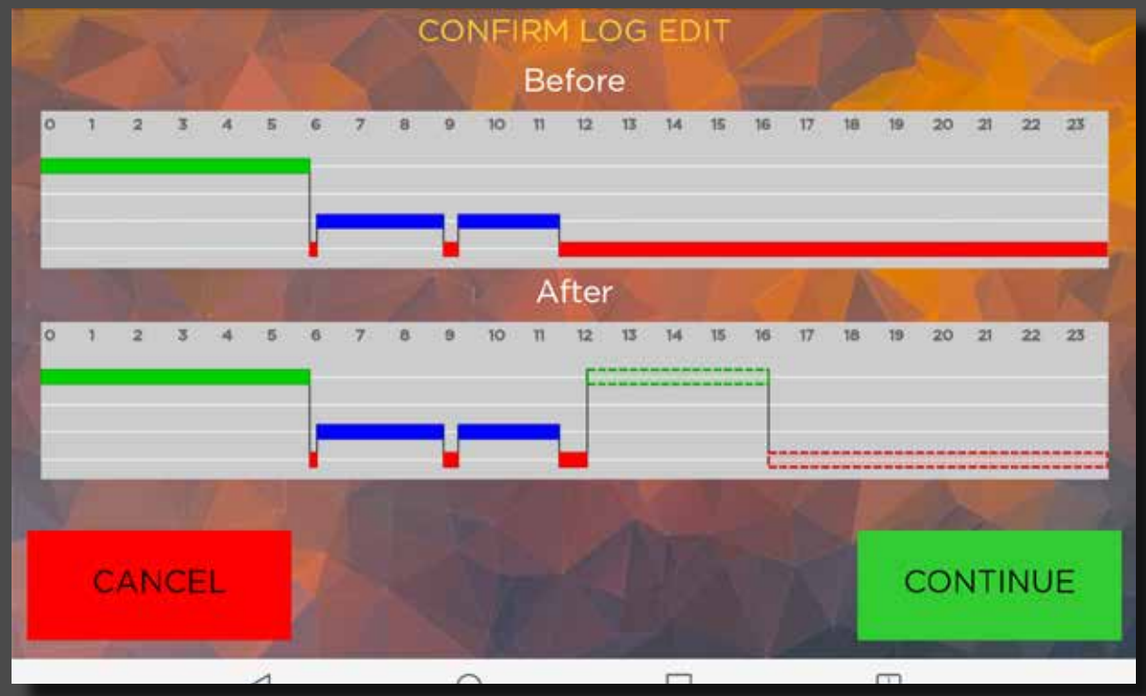


Editing Your Log

Set an End Time

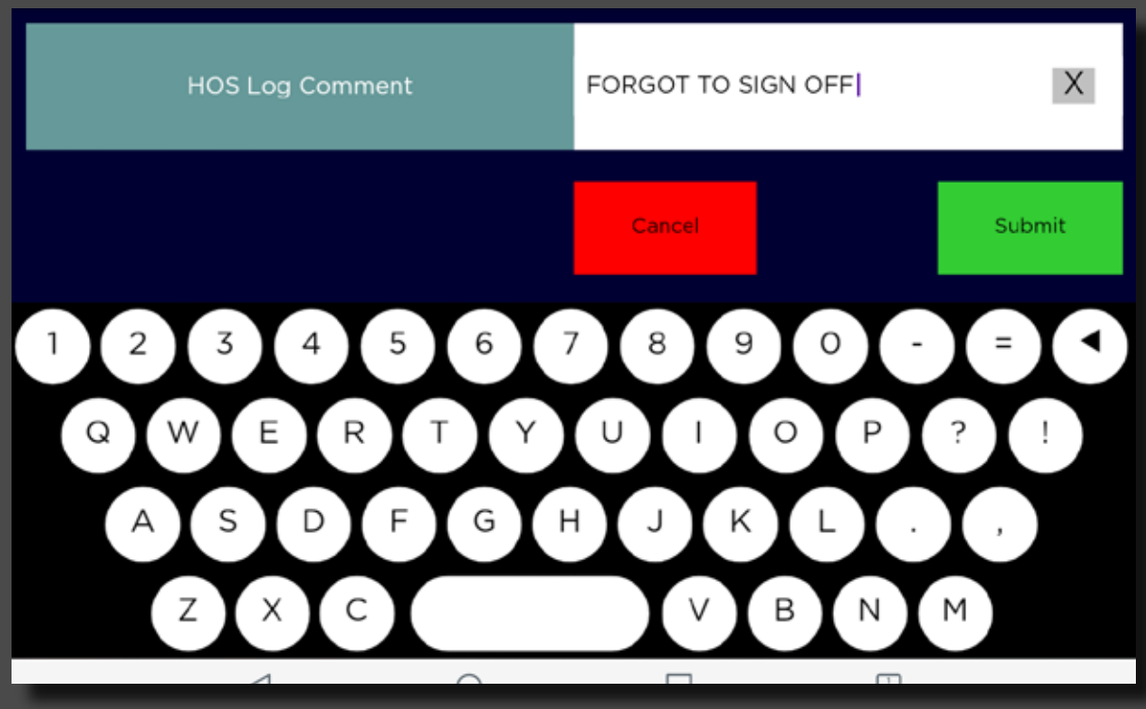
Editing Your Log

Double-check your log edits and and confirm the new (edited) log to the old (original) log.



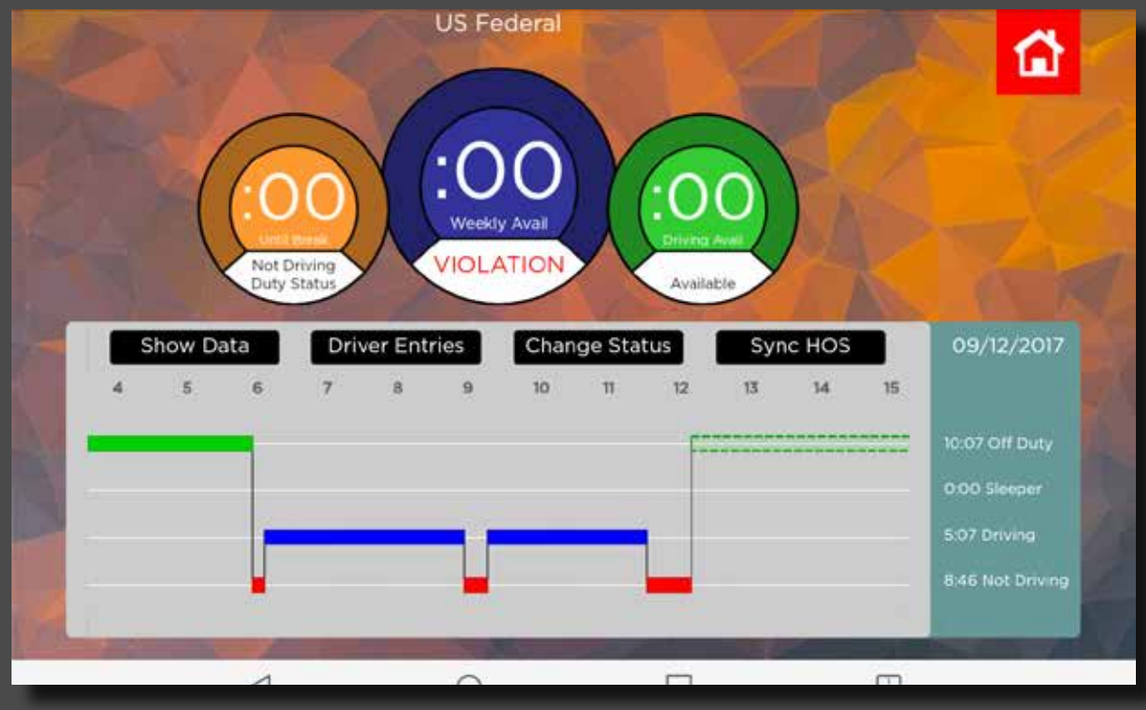
Editing Your Log

Enter your comments into the computer. (aka annotations)



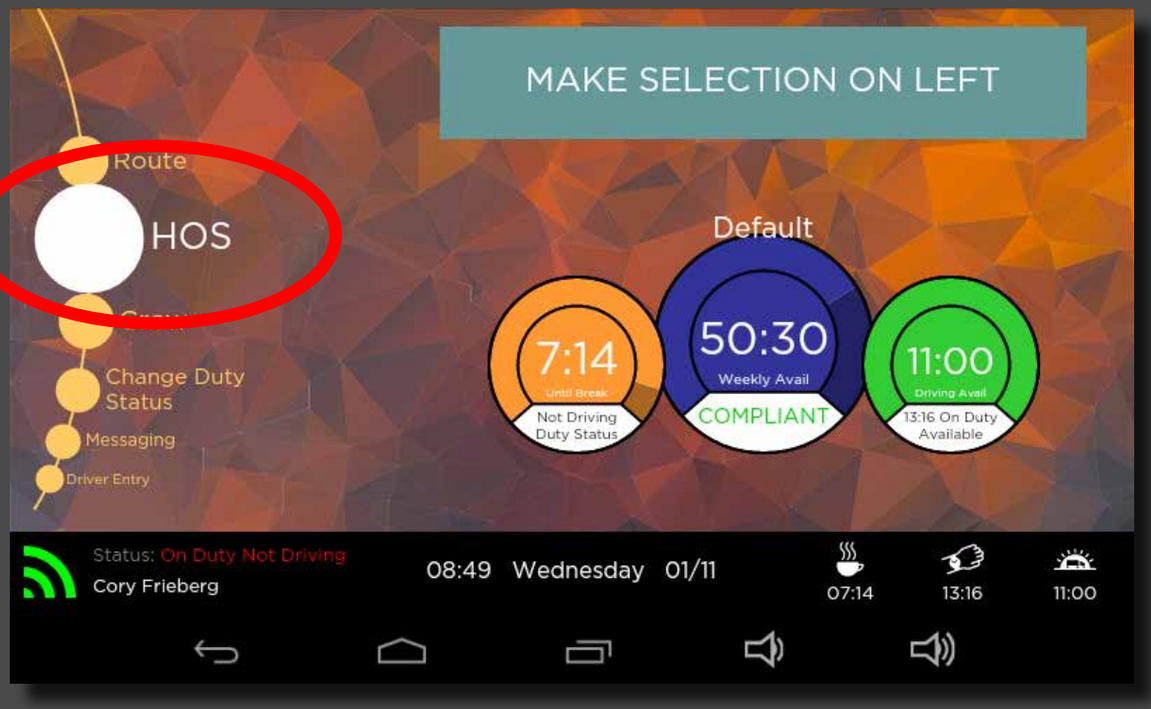
Editing Your Log

Your log has now been edited and the process is complete.



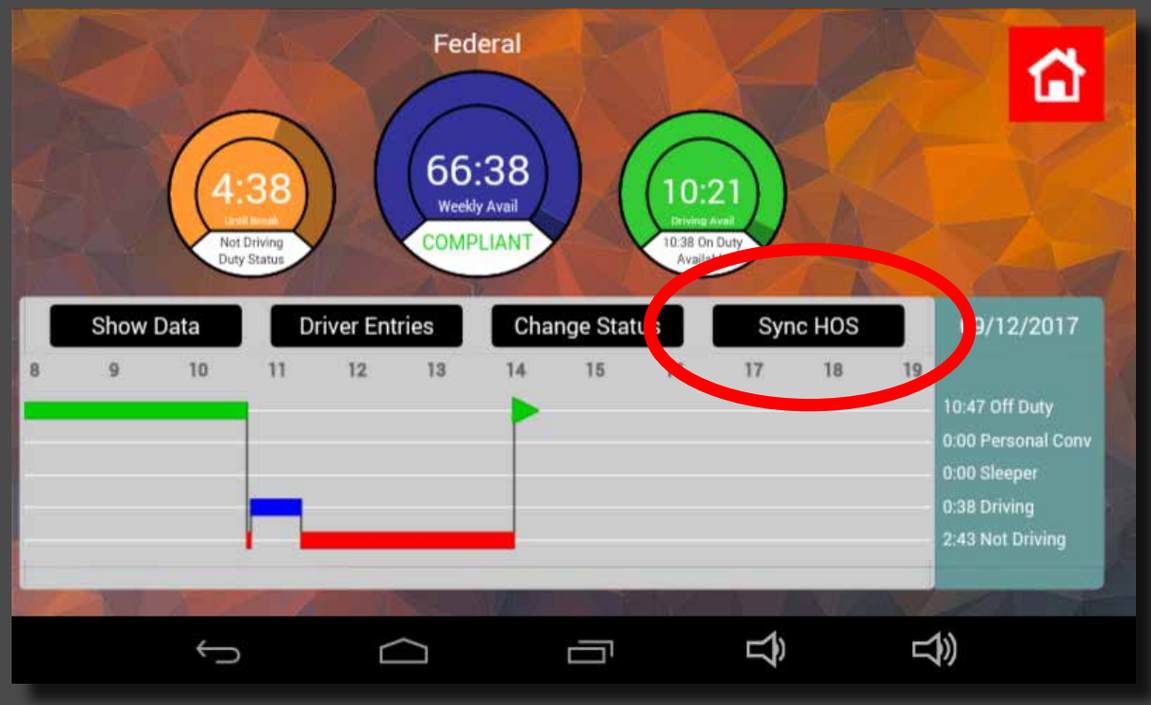
Roadside Inspection Procedure

Select **HOS** on the home screen



Roadside Inspection Procedure

Select **Sync HOS**

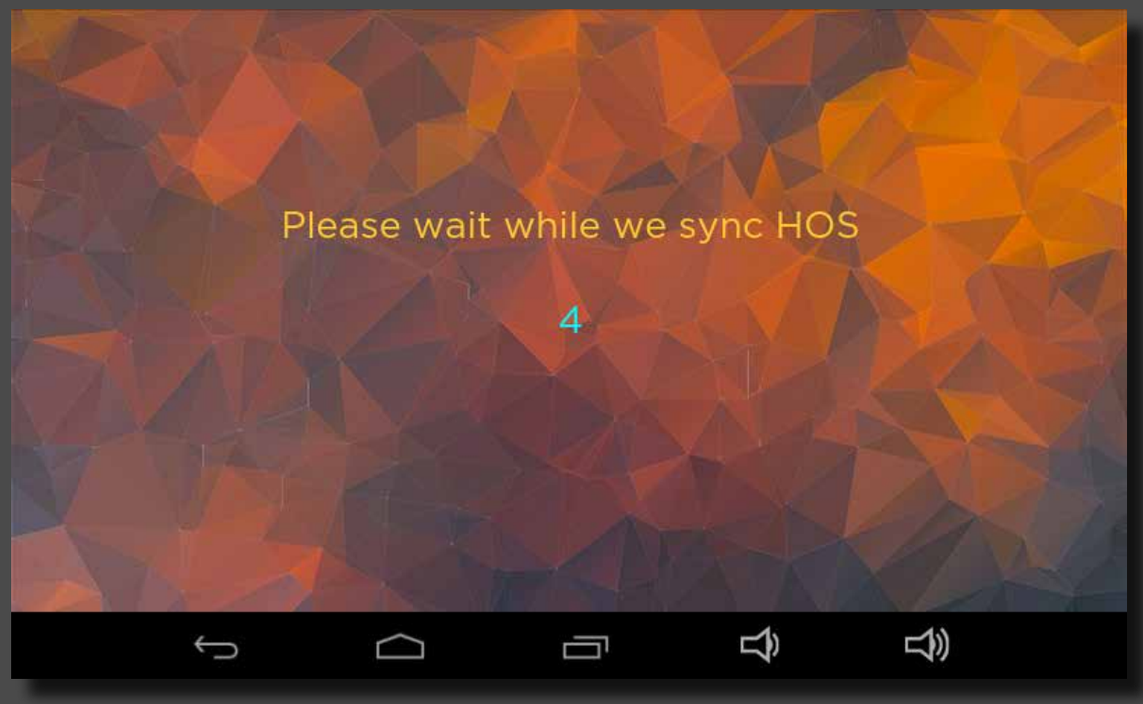


Why Sync HOS?

If a log edit has been performed since your work day began, the most up-to-date log will be reflected to the inspector.

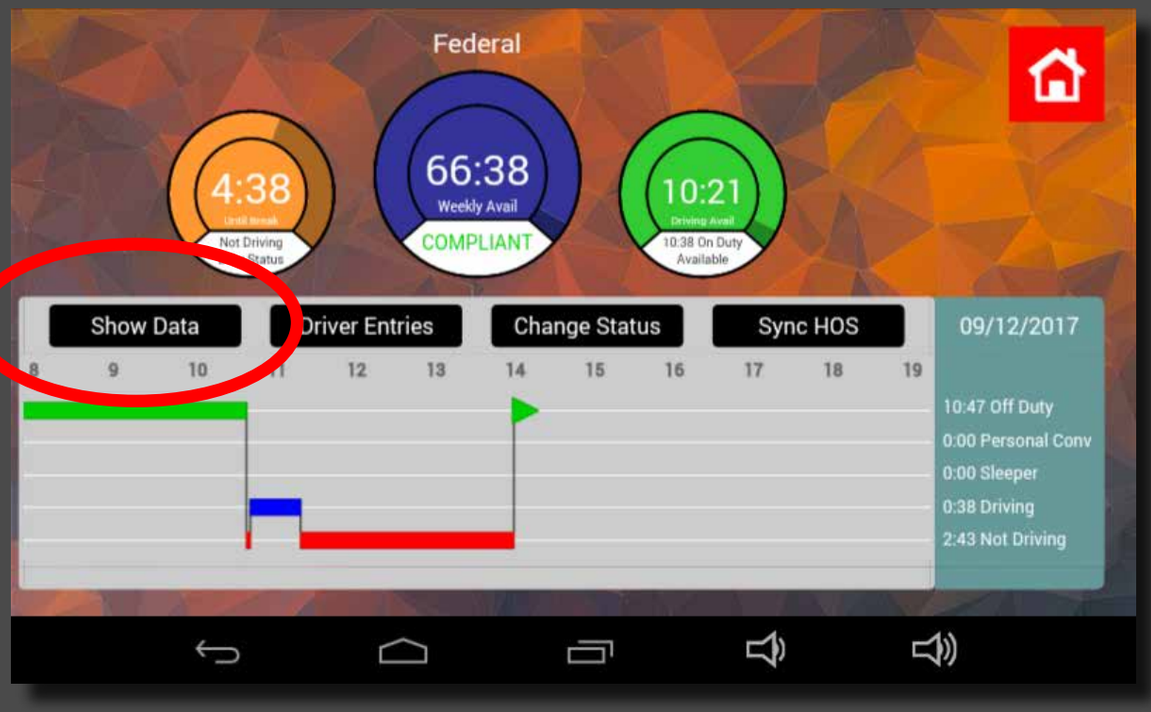
Roadside Inspection Procedure

Wait up to 5 seconds



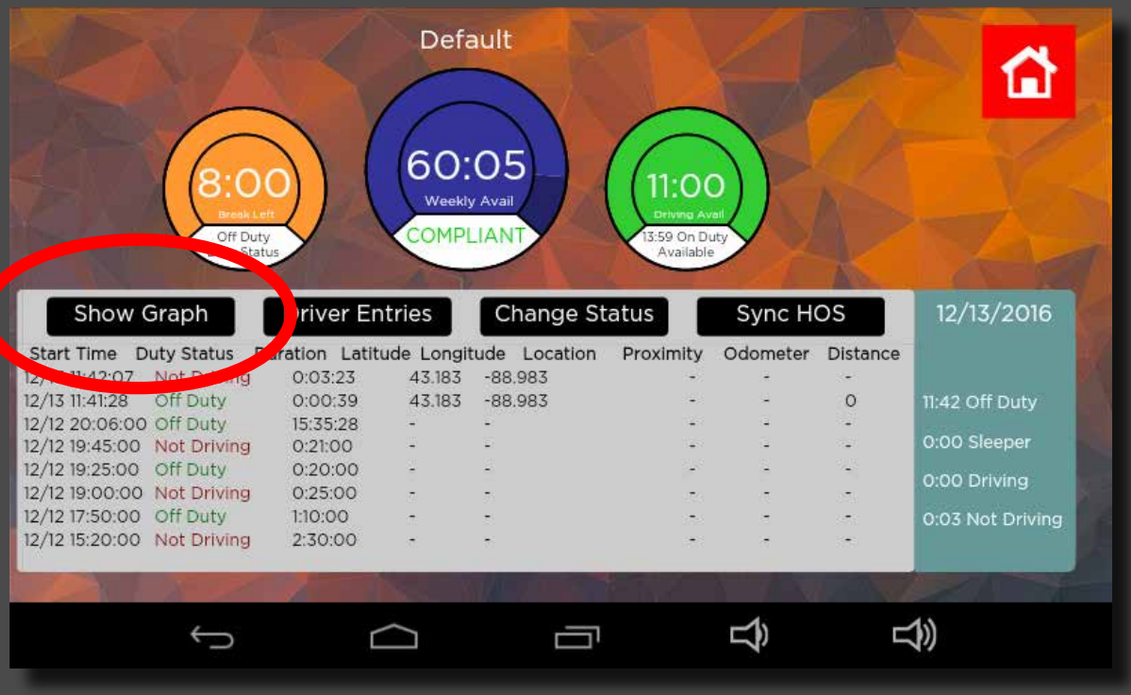
Roadside Inspection Procedure

Select **Show Data** for details



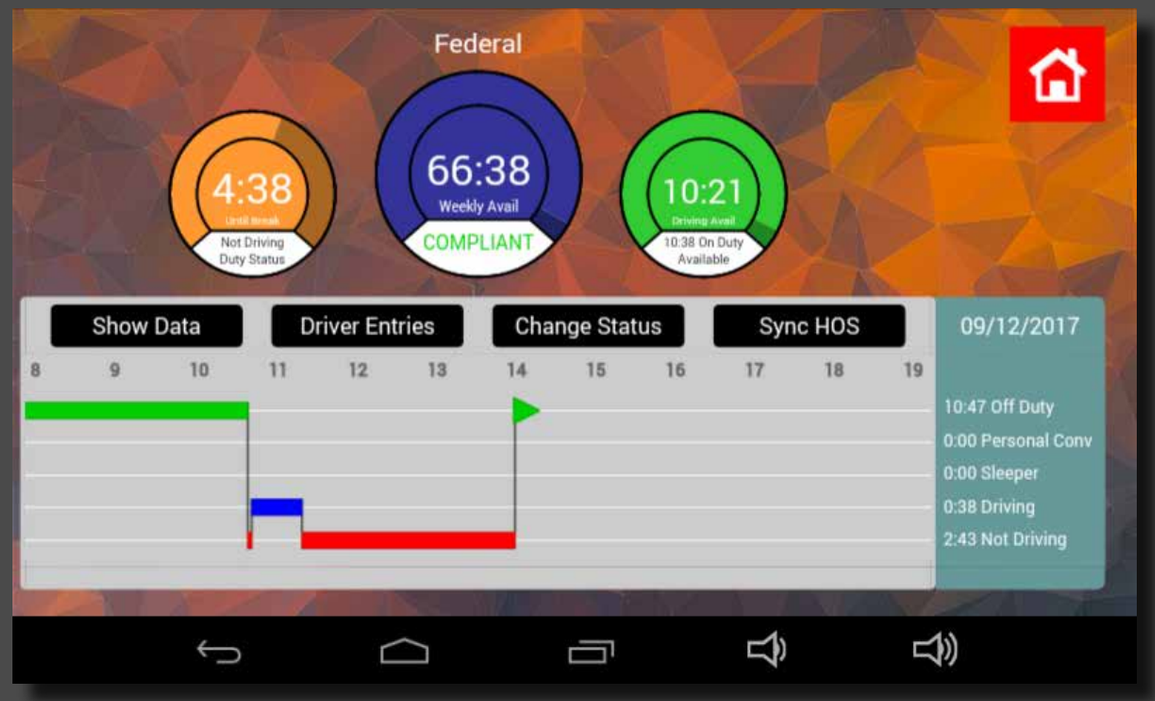
Roadside Inspection Procedure

Select **Show Graph** to return



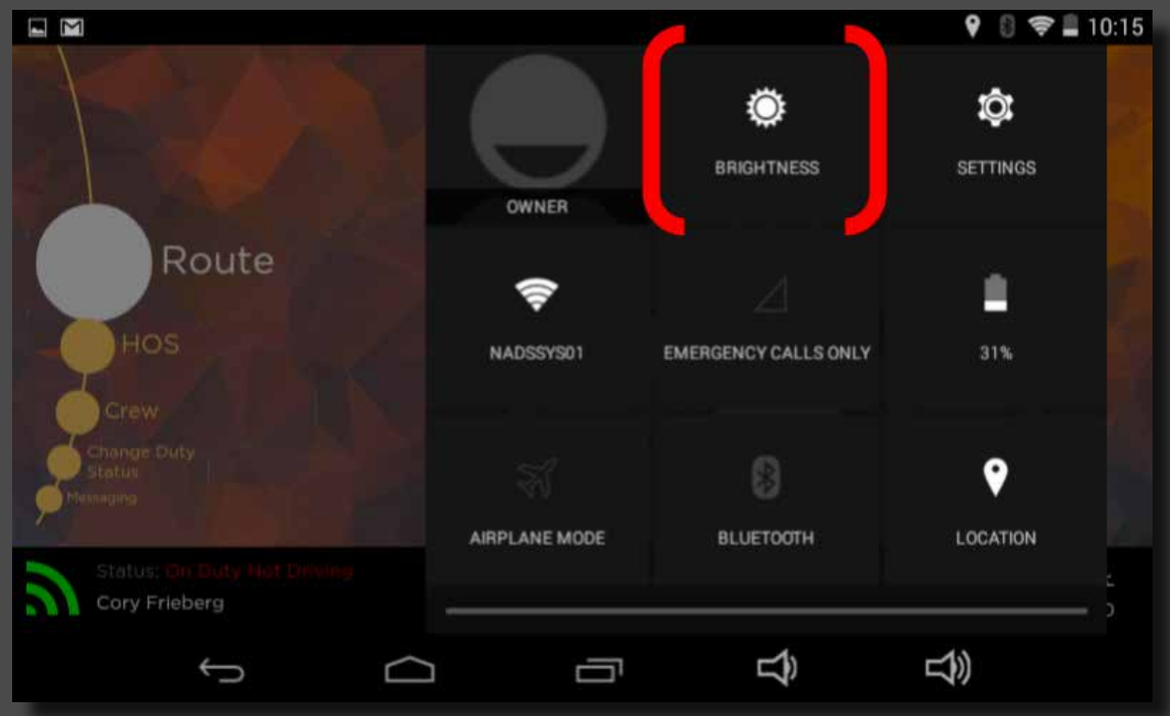
Roadside Inspection Procedure

Swipe left/right to browse graph



Adjust Screen Brightness

Swipe down from the top edge of the tablet and select **Brightness**

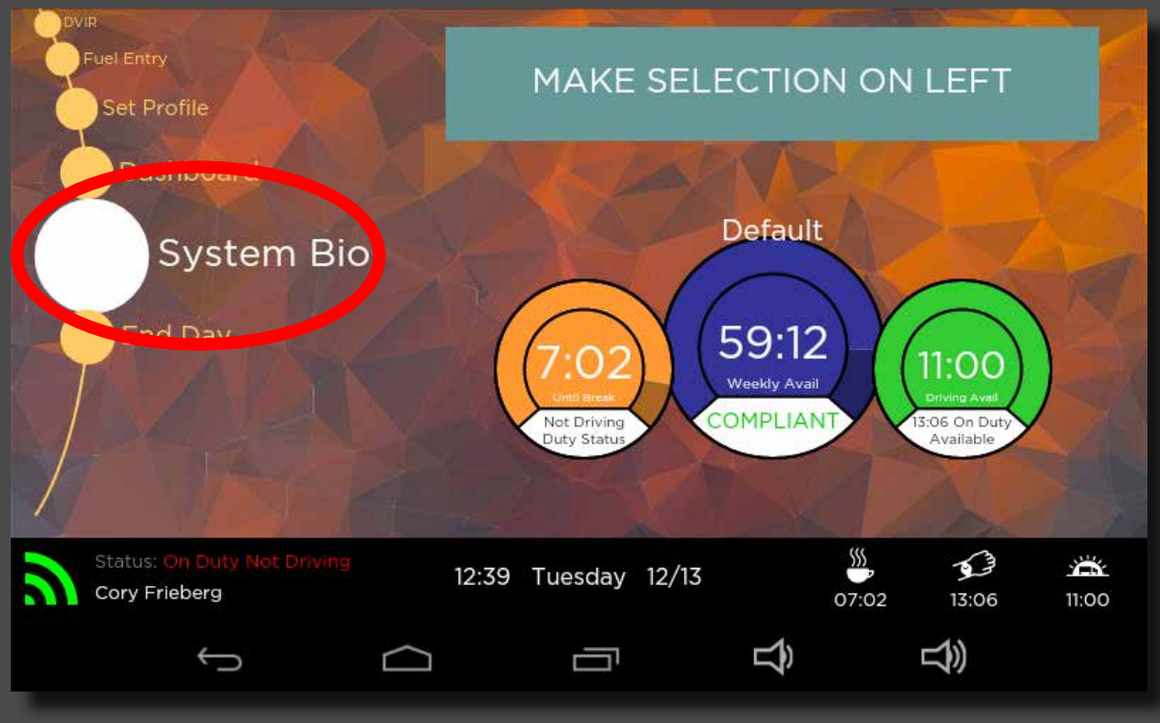


Adjust Screen Brightness

Swipe left or right to adjust the brightness

Check System Status

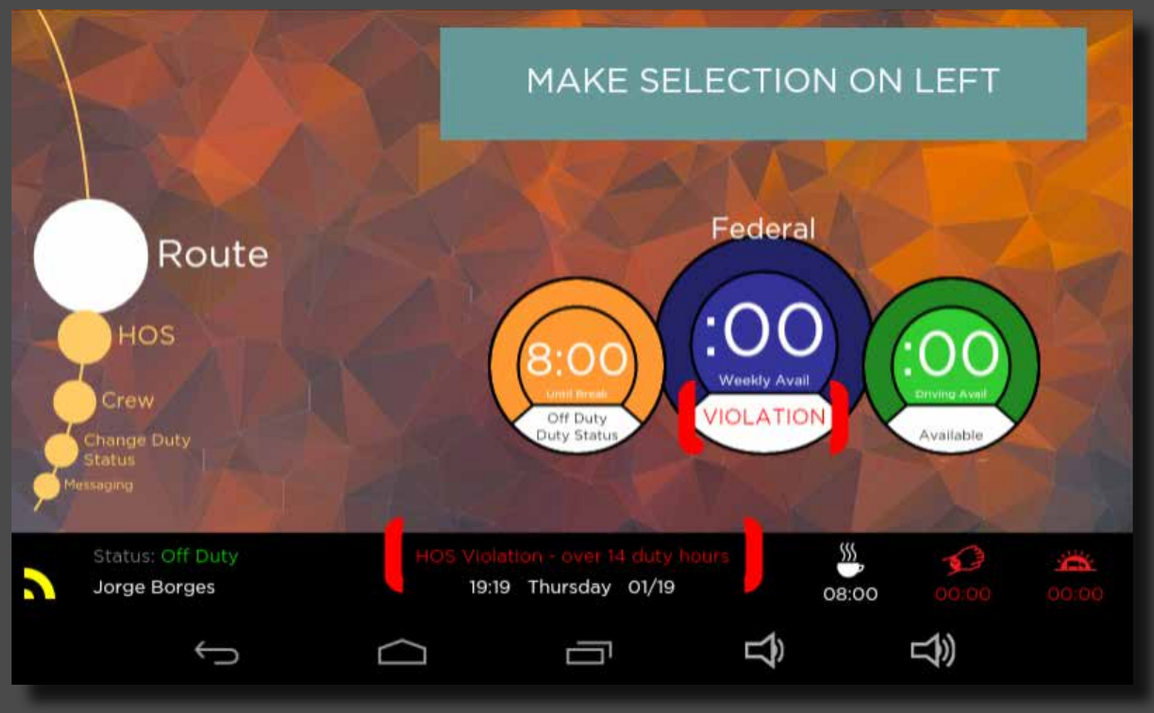
Select **System Bio**



Check System Status

Review System Status and send a Test Packet

HOS Warnings

When HOS hours are running low an audio alert will warn you.

When HOS hours are in violation, the hours gauge will display **“VIOLATION”** in red text, and an audio alert will warn you.