

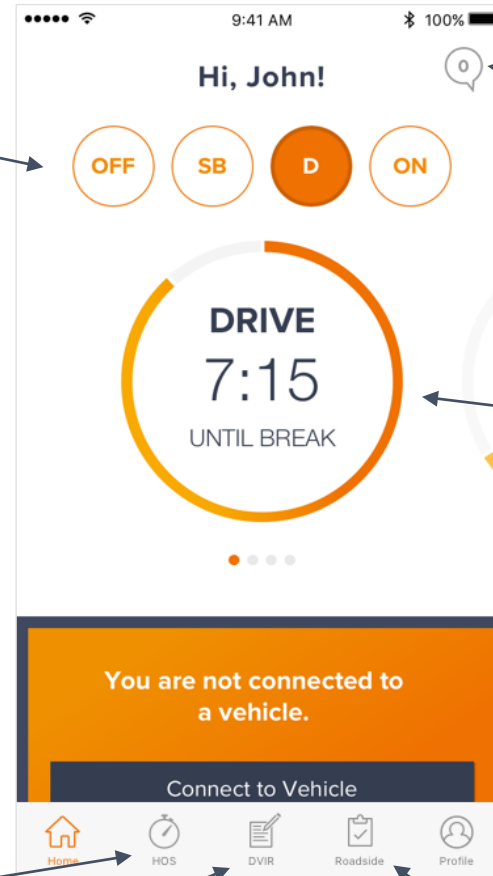
# Navigating the Dashboard

**Duty Status** – Tap on the buttons at the top of the Dashboard screen to change your Duty Status:

- OFF** Off Duty
- SB** Sleeper Berth
- D** Driving
- ON** On Duty (Not Driving)

**Notifications & Messages** – Access your notifications and messages by tapping on the speech bubble or slide left from the right side of the screen.

**HOS Timers** – Swipe left or right over the Hours of Service timers to view the available Drive, Cycle, and Shift times, based on your cycle rules.



**Hours of Service Tab (HOS) Tab**  
Allows you to view your Hours of Service logs and grid logs.

**Daily Vehicle Inspection Reports (DVIR) Tab**  
Allows you to create, sign, send, and edit Daily Vehicle Inspection Reports

**Roadside Inspections Tab**  
Allows you to send driver logs to inspectors via email or Web Services during roadside inspections

**Profile Tab**  
Edit account settings, update profile, and sign out

# Changing Duty Status

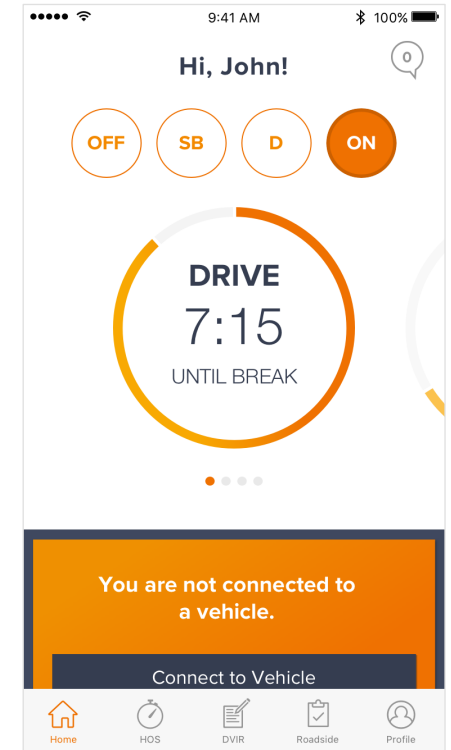
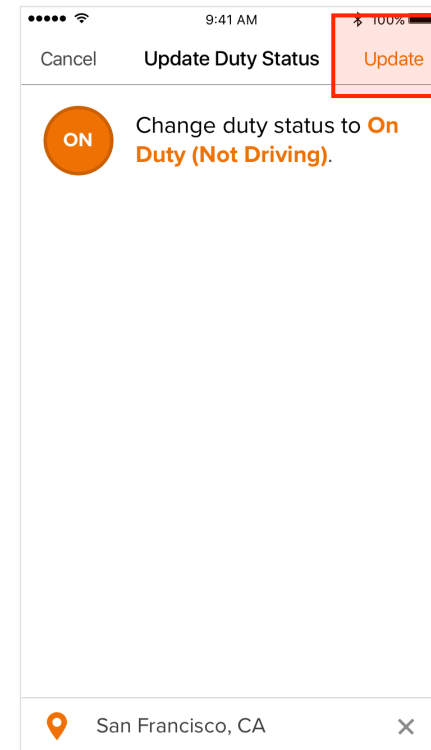
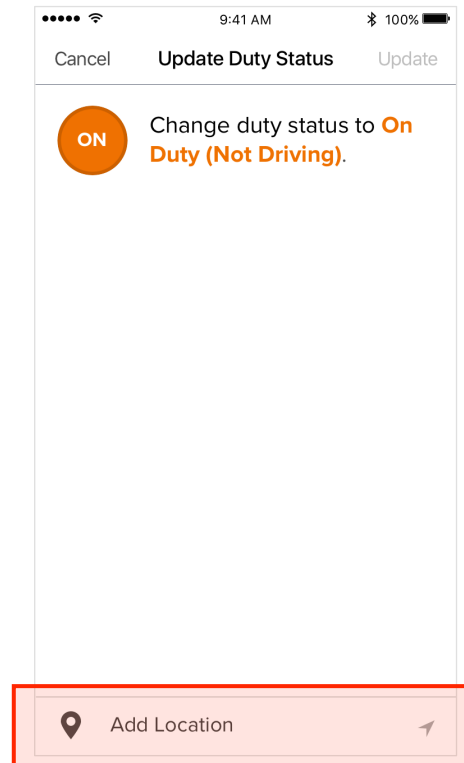
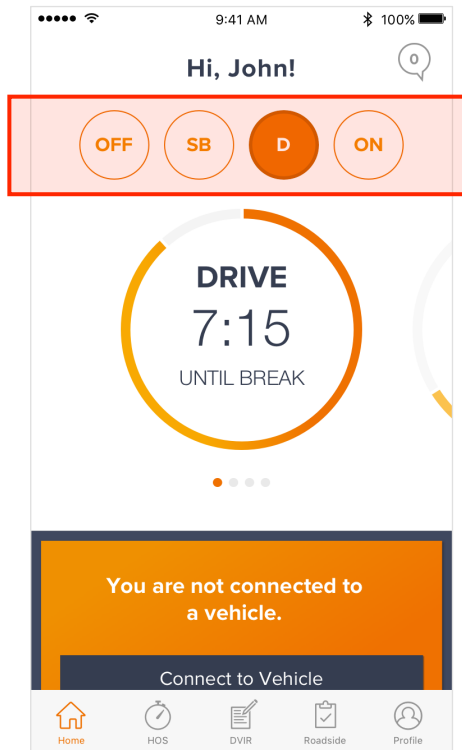
Your **current** Duty Status is displayed on the Home tab at all times in **orange**.

1 Tap on the status that you would like to switch to. The statuses available to choose from are:

- OFF** Off Duty
- SB** Sleeper Berth
- D** Driving
- ON** On Duty (Not Driving)

2 Tap on “Add Location” to enter your location manually or click on the ↗ in the bottom-right corner to automatically enter your location using GPS, if available.

3 Click on “Update” to complete Duty Status change.



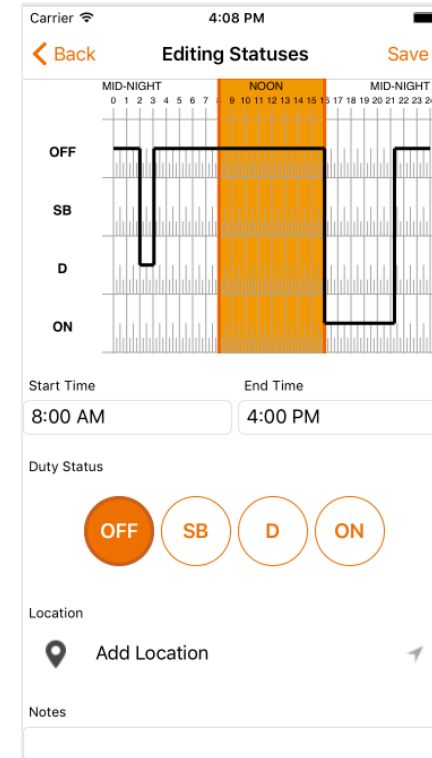
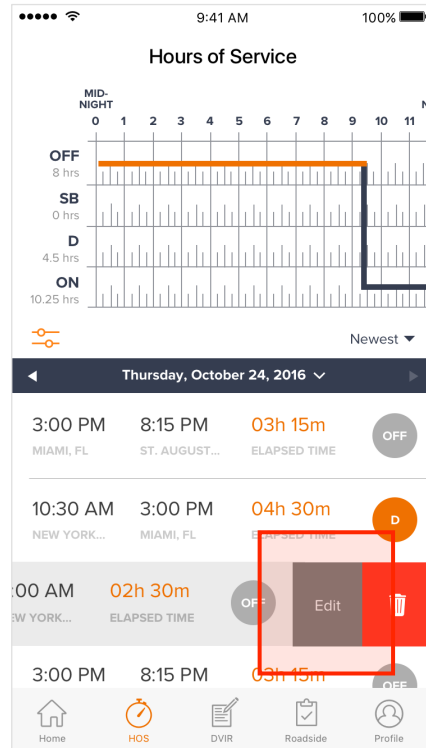
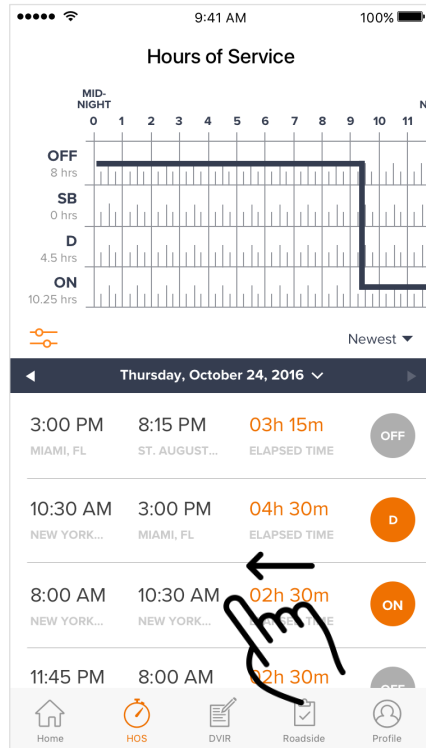
# Editing Hours of Service Records

In the event that you would like to modify previous Hours of Service records, take the following steps.

**1** From the HOS tab, swipe left over the entry that you wish to edit.

**2** Tap on "Edit".

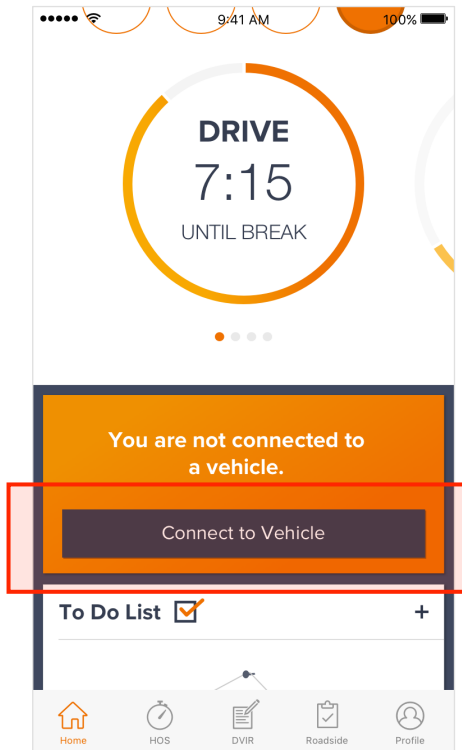
**3** Select the start and end time for which you would like to change status. Then choose the appropriate status, location, and note. Finally, tap on "Save" to finish the edit.



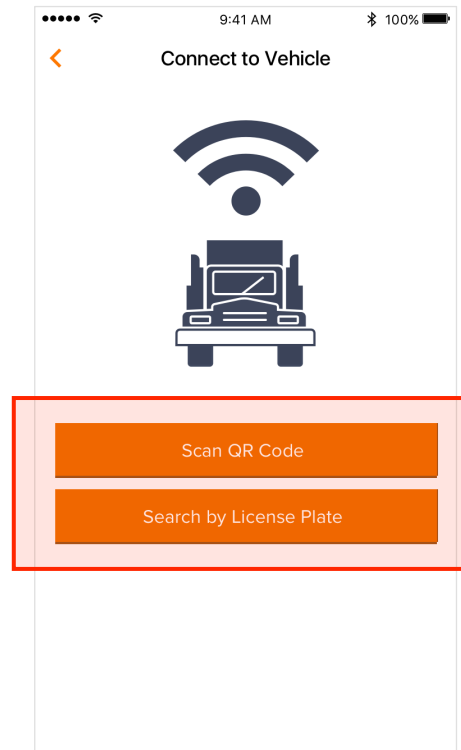
# Connecting Mobile Device to Vehicle

If the vehicle you are driving has an ELD installed, follow the steps below to connect it to your mobile device to the ELD.

- 1 Tap on the “Connect to Vehicle” button from the Home tab.



- 2 Choose to connect to the vehicle by either scanning the unique ELD QR code or by searching the license plate number.



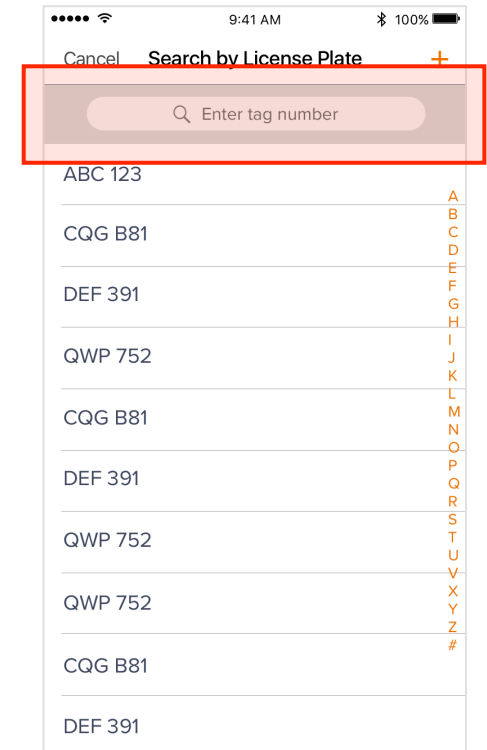
- 3 *Scan QR Code:*

Point camera so that the QR code is within the white square on the screen. The camera image will lock in place once the QR code is detected. Tap “Continue” to proceed.



- Search by License Plate:*

Find the vehicle by entering the tag/license plate number into the search bar at the top. If you cannot find your license plate number, tap on the ‘+’ sign to add a new license plate.



# Sending Driving Logs During a Roadside Inspection

If the vehicle you are driving has an ELD installed, follow the steps below to connect it to your mobile device to the ELD.

- 1 Tap on the “Roadside” tab and hand the report to the inspection officer.
- 2 The inspection officer can view the logs directly from your device screen and navigate between days by tapping the left/right arrows.
- 3 The inspection officer may also choose to send the logs to themselves via email, Web Services, SMS, or printer.

