

2016



Hutch ELD: Instruction Manual

HUTCH SYSTEMS

(A division of Hutch Business Group Inc.)

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Table of Contents

INTRODUCTION	3
USP of Hutch ELD	4
INITIAL SET-UP PROCEDURE	5
Logging to the System	5
MAIN SCREEN FOR THE CURRENT USER	6
How to change duty status	6
How to edit the duty status change	9
Describe the hours available on the home screen	12
How to certify the daily log	14
How to change Hours of Service rule between Canada/USA	15
How to login a co-driver	17
How to set active driver	19
How to manually post and sync data with servers	21
Explain Diagnostic and Malfunction Events and how to clear them	23
INSPECTION OF DAILY LOG SCREEN	24
How to certify previous log	24
How to go to previous day daily log	25
How to go to next day daily log	26
How to go to specific daily log	27
How to edit an event	28
UNCERTIFIED LOGBOOKS	31
How to certify daily log individually	31
How to certify daily log by selecting multiple	32
UNIDENTIFIED EVENT	33
How to assume unidentified events	33
TEAM DRIVER ASSUMING DRIVING EVENTS	34
How to assume a driving record from co-driver	34
EDITS REQUESTED BY SUPPORT PERSONNEL	35
How to accept or reject edit requests requested by support personnel	35
VIOLATION HISTORY	36
How to view hours of service violations	36

How to get description of hours of service violations 37

SUBMIT RECORD TO SAFETY PERSONNEL 38

How to submit daily log records to safety official over the web services or transfer file to USB drive..... 38

SETTING ELD PREFERENCES 39

Plan for ELD preference setup 39

LOGOUT 40

How to logout from the system 40

INTRODUCTION

Hutch Systems offers a World Class Fleet Management System to mid-size trucking companies throughout North America.

Our Web based solutions:

- Provide improved visibility into the status of your fleet assets.
- Help you effectively meet your compliance and regulatory obligations.
- Leverage both Cloud Computing and Telematics to improve utilization of your equipment.
- Provide a scalable platform to manage your fleet growth.



USP of Hutch Fleet Management Systems


- Installation of hardware is easy and takes less than 10 minutes per truck
- IFTA taxes are calculated in less than 15 seconds and can be printed, signed and submitted
- Diagnostics information is provided in addition to location
- Invest heavily in product design and development
- Product design is based on customer inputs and feedback
- Hardware, Software and Services are offered as a market-ready integrated solution

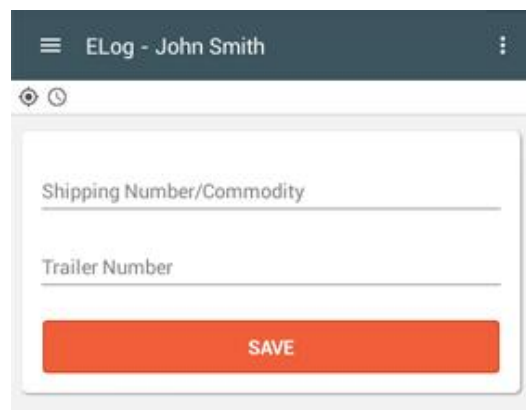
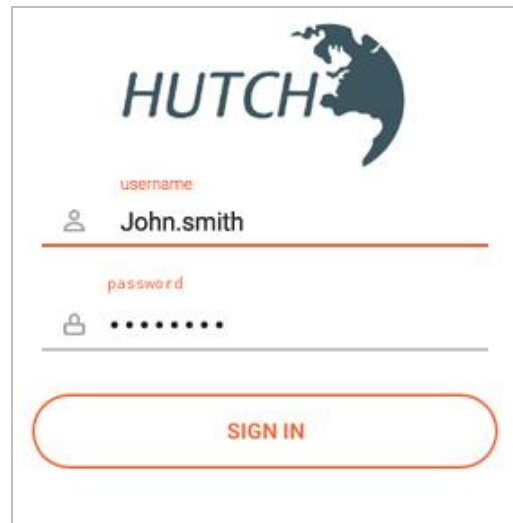


INITIAL SET-UP PROCEDURE

Logging to the System

The steps for logging in to the system are as follows:

1. Launch the app on the tablet. (app will start automatically on boot-up)
2. Use the Unique Login ID and Password provided by the respective companies to sign in.
3. Enter the **Username** in the respective field and then, click the  button.
4. Enter the password in the **Password** field.
5. Select to sign into the system.
6. Once the system logs in the user, enter the details in the system.
7. Enter **Shipping Number/Commodity** and **Trailer Number** details in the respective field.
8. User can also review these fields and change them, if required.
9. Select **Save** to save the data and view the **Daily Log** screen.



MAIN SCREEN FOR THE CURRENT USER

How to change duty status

1. **Daily Log** screen shows all six types of Duty Status:

Off Duty: Driver not in position of the vehicle.

Sleeper: Driver is in the Sleeper Berth.

Driving: Driver is driving the vehicle.

On Duty: Driver is on duty working for the employer but not driving the vehicle.

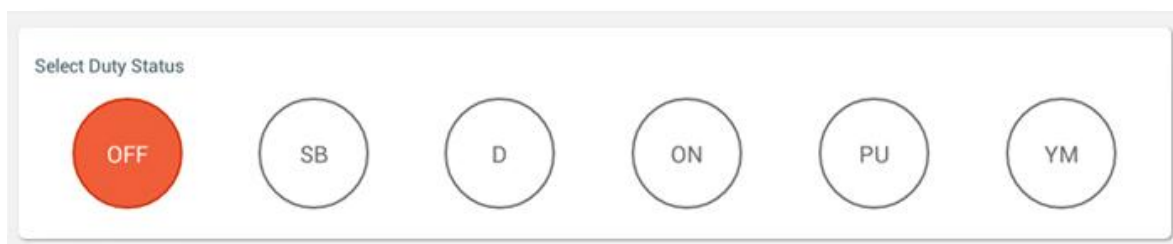
Personal Use: Driver is off duty and vehicle is being used as personal conveyance.

Yard Move: Driver is on duty working for the employer in the yard.

2. To change a duty **Status**, select the **Status Change** button.



3. Select the suitable Duty Status from the **Select Duty Status** menu that pops ups.



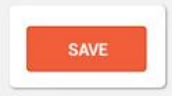
4. Select from the following duty statuses:

- OFF:** Off Duty
- SB:** Sleeper Berth
- On:** On Duty
- D:** Driving Mode
- PC:** Personal Use of CMV
- YM:** Yard Move

Note: **PU** and **YM** statuses are configurable.

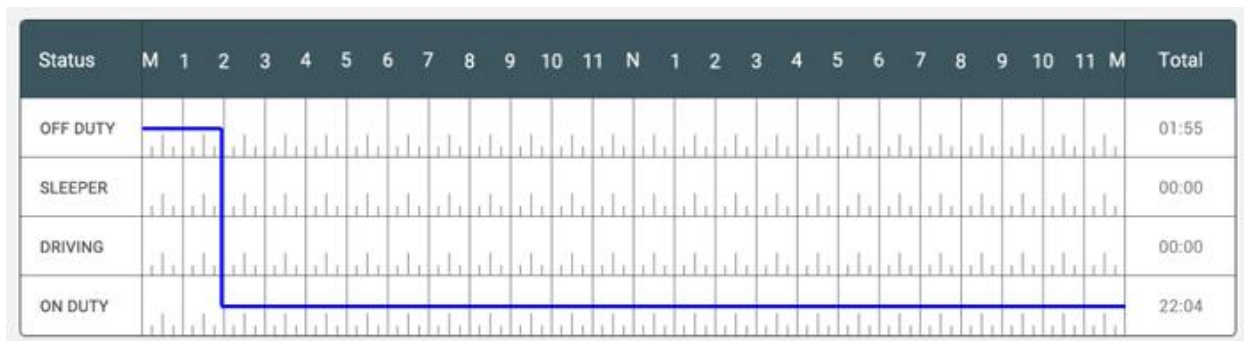
5. Add any annotation in the **Annotation** column.

Note: If **YM** or **PC** is selected, add a minimum of four characters in the **Annotation** column including spaces.

6. Select  the button to save the change of duty status.

7. The **Daily Log** screen appears, which shows the status change.

8. The system shows a timetable of 24 hours along with a blue line, which indicates the duty status and the hours spent in each duty status.



Note: As an additional option the user can select the duration of the blue line additionally entering the preferences.

9. Each Duty **Status** is indicated on the left side of the screen. These include: **Off Duty**, **Sleeper**, **Driving** and **On Duty**.
10. The **Total** hours in each duty status are shown on the right side of the screen.
11. Scroll down to view each change in the duty **Status**, it will be listed below. The most recent change will be at the top.

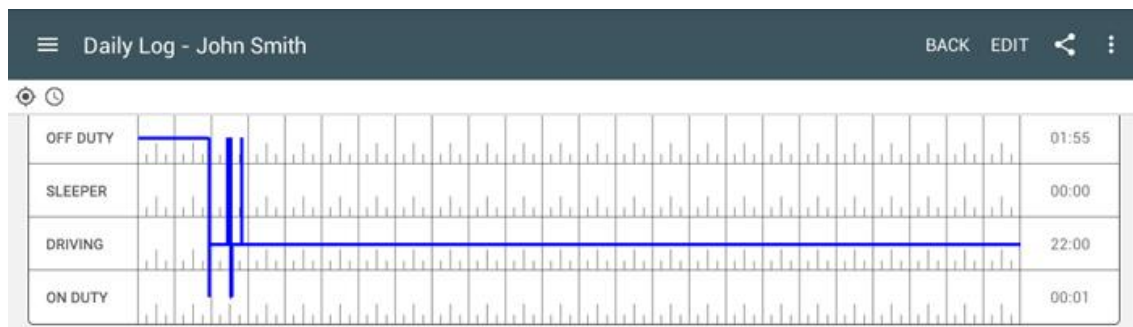
	Driver's Duty Status changed to ON DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	01:55 AM
	Driver's Duty Status changed to OFF DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	

How to edit the duty status change

1. Scroll down to the duty status log.



2. Select the **Duty Status** record you want to change
3. When a **Duty Status** record is selected, two buttons - **Edit** and **Back**, appear on the top right side of the screen. The **Back** button takes the user back to the main screen while the **Edit** button helps to edit the record.



4. To edit the **Event Type**,select the event type.

The screenshot shows a "Create Event - John Smith" form. It has a dark header with a menu icon and a "BACK" button. Below the header, there are two input fields: "Event Type" with the value "DRIVING" and "Time" with the value "01:57:11". To the right of the "Time" field is an "Odometer" field with the value "0".

5. Select new **Duty Status** and fill in the required **Annotation**. Select the **Save** button to save the data.

Select Duty Status

OFF SB D ON PU YM

Annotation

SAVE

6. Select **Time** to change the time of the duty status.

Event Type
DRIVING

Time 01:57:11 Odometer 0

7. Select the correct time from the pop up time clock that appears on screen. Select **Done** to save the data.

Set time

12 56

1 : 57 AM

2 58 PM

Done

8. Enter the reason for the **Duty Status** change in the **Comments** field. Select **Save** to save the data.

Comments

BACK SAVE 

9. The changed **Duty Status** along with the edit and comments are shown below on the **Daily Log** screen.

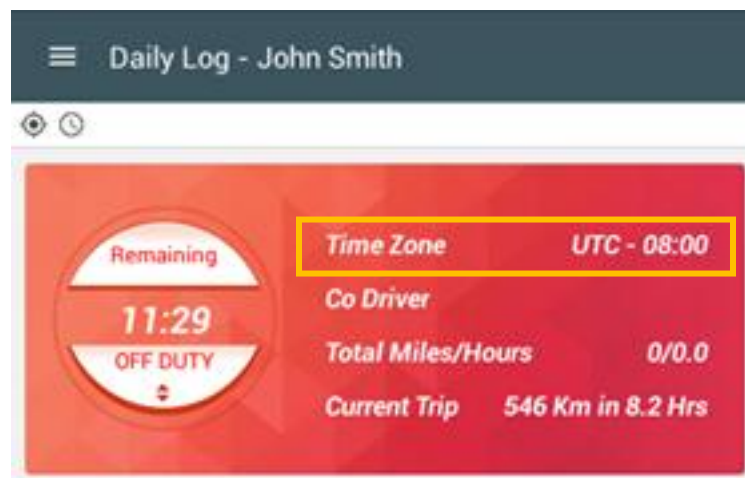
	Driver's Duty Status changed to ON DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	01:55 AM
	Driver's Duty Status changed to OFF DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	

Describe the hours available on the home screen

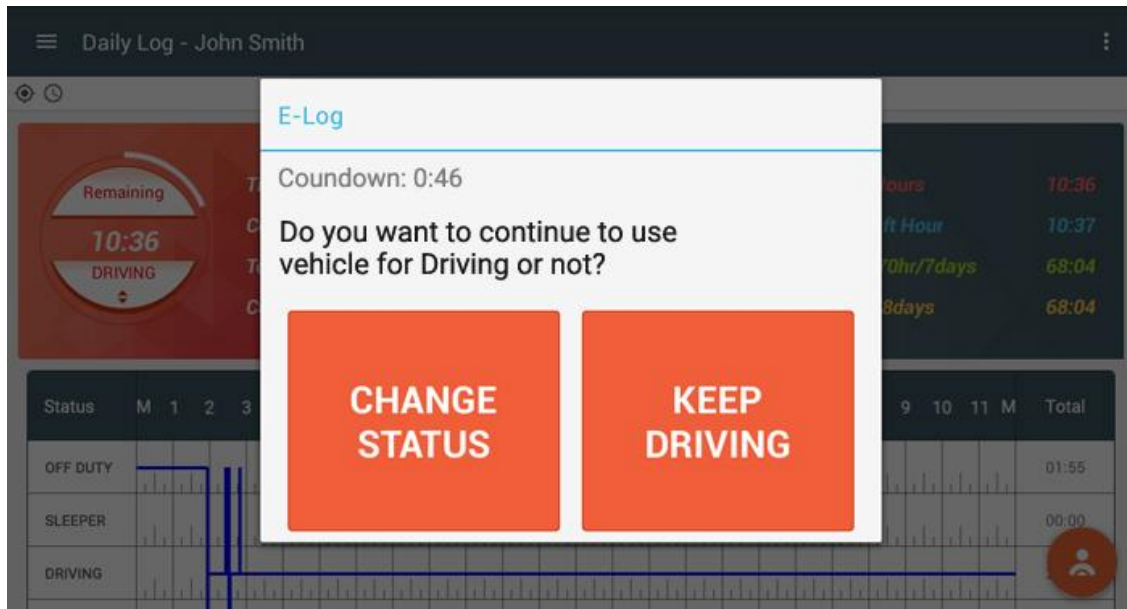
1. As soon as the user logs into the driving status, the status button starts calculating the number hours left in his driving.



2. The hours shown, are the hours left as per the rule (USA/Canada in accordance to Motor Vehicle Act) selected by the user.
3. The screen also shows the **Time Zone** in which the user is driving. These can be: Eastern Standard Time, Mountain Standard Time, Central Standard Time, Pacific Standard Time and Atlantic Standard Time.



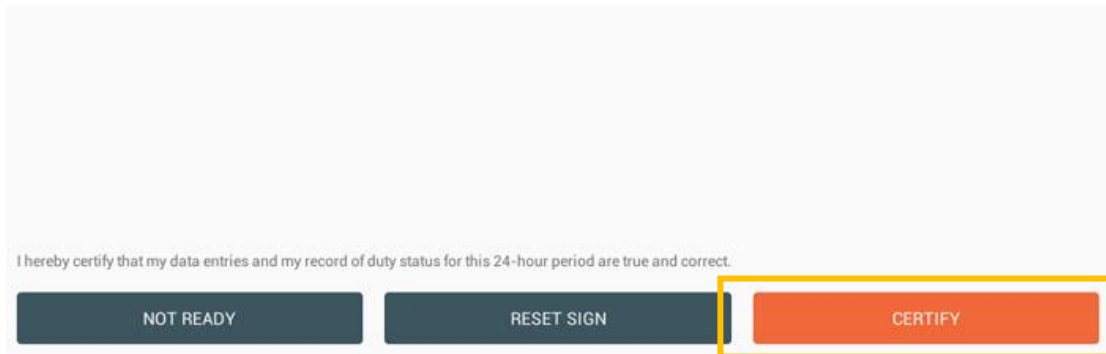
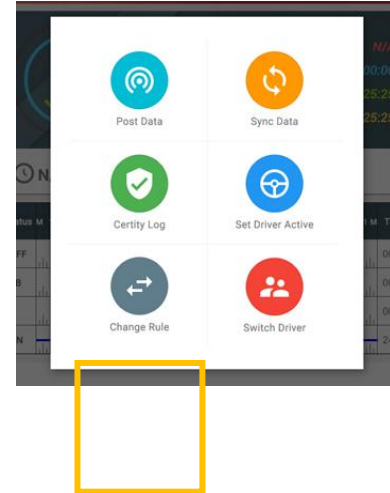
4. For a stationery vehicle, an alert will appear asking the Driver to change the status if the current duty status is driving. If user does not respond within the stipulated time the status will automatically change to **On Duty**.



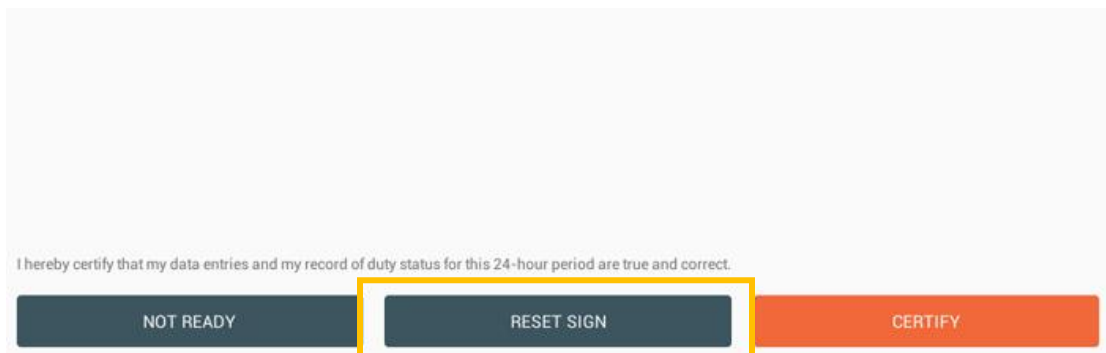
5. However, in case of a vehicle being stationery for more than 3 seconds then again moving at a speed more than 5 miles an hour, the system will automatically change the status to **Driving**.
6. The Canadian work shift is made of 16 hours and American work shift is 14 hours, which is an accumulation of **On Duty**, **Off Duty**, **Sleeper Berth** and **Driving**. The **Off Duty** shall be more than 8 or 10 consecutive hours for the system to reset the daily driving and work shift to reset based upon current hours of service rule selected by the driver.
7. The total weekly hours will be rescheduled once the user takes a minimum of 34 or 36 consecutive hours of **Off Duty**.

How to certify the daily log

1. The objective of certification of the daily log is to make the driver take the ownership of each 24-hour log.
2. In event of any change/edits to the log, the driver has to re-certify the log.
3. To certify a log, select the **Certify** button.
4. Sign the **Certify** screen, select **Certify** to certify the data.



5. The signature can be reset by the selecting **Reset Sign**.

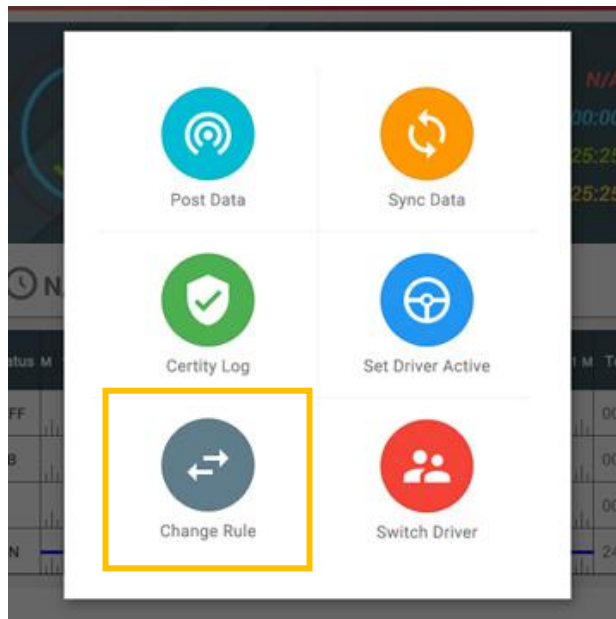


How to change Hours of Service rule between Canada/USA

1. The system will not change the driver rules automatically whenever the driver crosses the borders between the USA and Canada.
2. The system will prompt the driver for a rule change whenever the vehicle crosses international borders.
3. To change the rule, select the **Menu** button on the bottom right hand side corner of the device.



4. Select **Change Rule**.



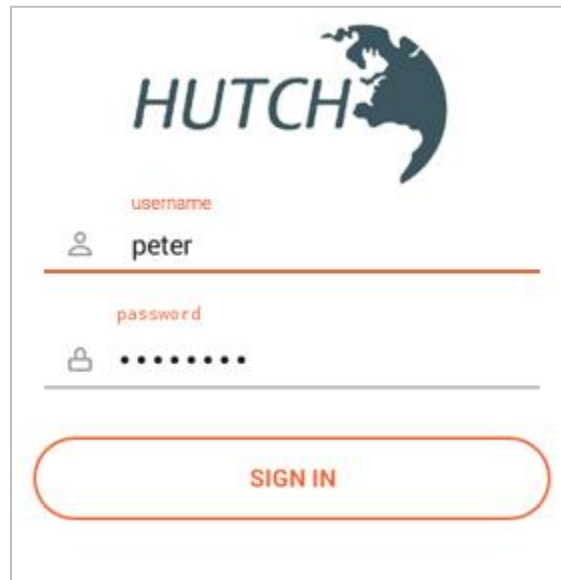
5. Select the suitable rule from the three rules available on the new screen and select **Save** to save the change.

The screenshot shows a 'Select Rule' dialog box with three options listed in a scrollable list. The first option, 'Canada 70hr/7days', is highlighted with a dark blue background. The second option, 'Canada 120hr/14days', and the third option, 'US 70hr/8days', are in red text. At the bottom of the dialog, there are two red buttons: 'BACK' and 'SAVE'. The 'SAVE' button is highlighted with a yellow border.

6. The **Daily Log** screen blue line will also show the number of hours one was operating in the US rule and Canada rule.

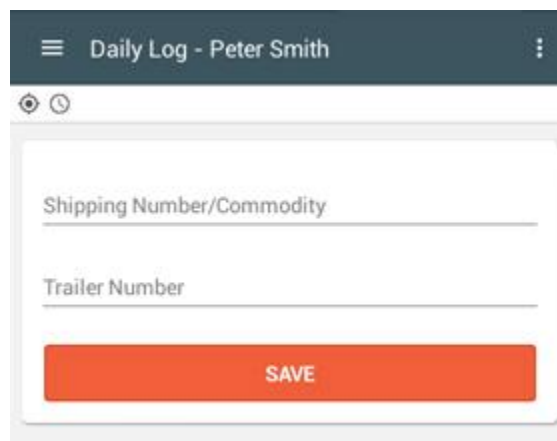
How to login a co-driver

1. Select the **Menu** button on the bottom right hand side corner of the device.
2. Type in the **Username** and the **Password** in their respective fields.



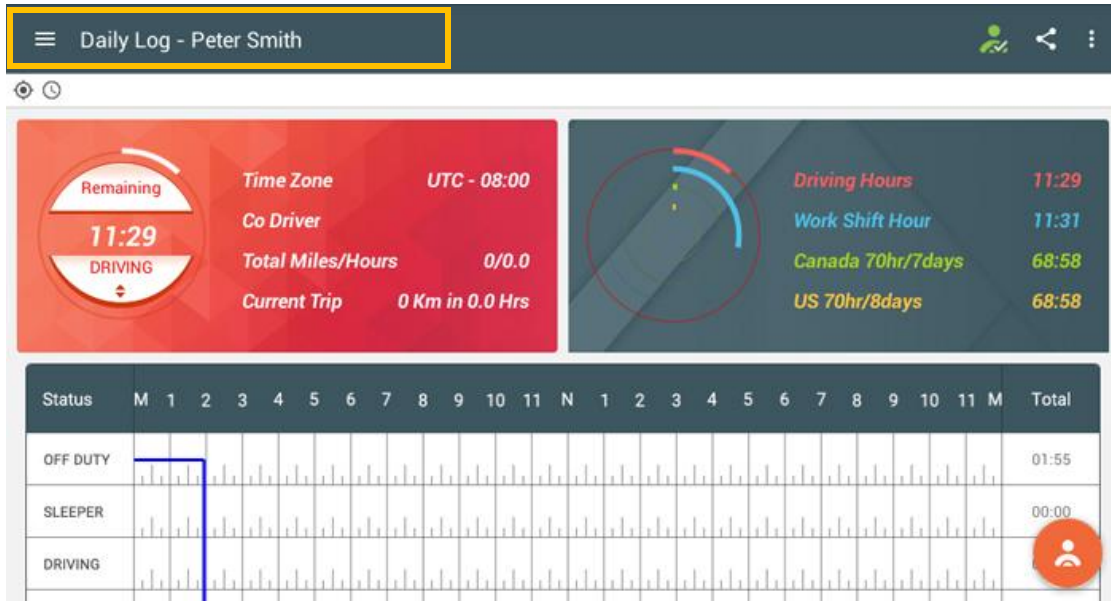
The screenshot shows the HUTCH login interface. At the top is the HUTCH logo. Below it, there are two input fields. The first is labeled 'username' and contains the text 'peter'. The second is labeled 'password' and contains masked characters. Below these fields is a large orange button labeled 'SIGN IN'.

3. The **Elog** screen for the co-Driver pops up, which has the same details as entered by the existing active driver. Select **Save**.



The screenshot shows the Elog screen for Peter Smith. The header is 'Daily Log - Peter Smith'. Below the header, there are two input fields: 'Shipping Number/Commodity' and 'Trailer Number'. At the bottom of the form is a large orange button labeled 'SAVE'.

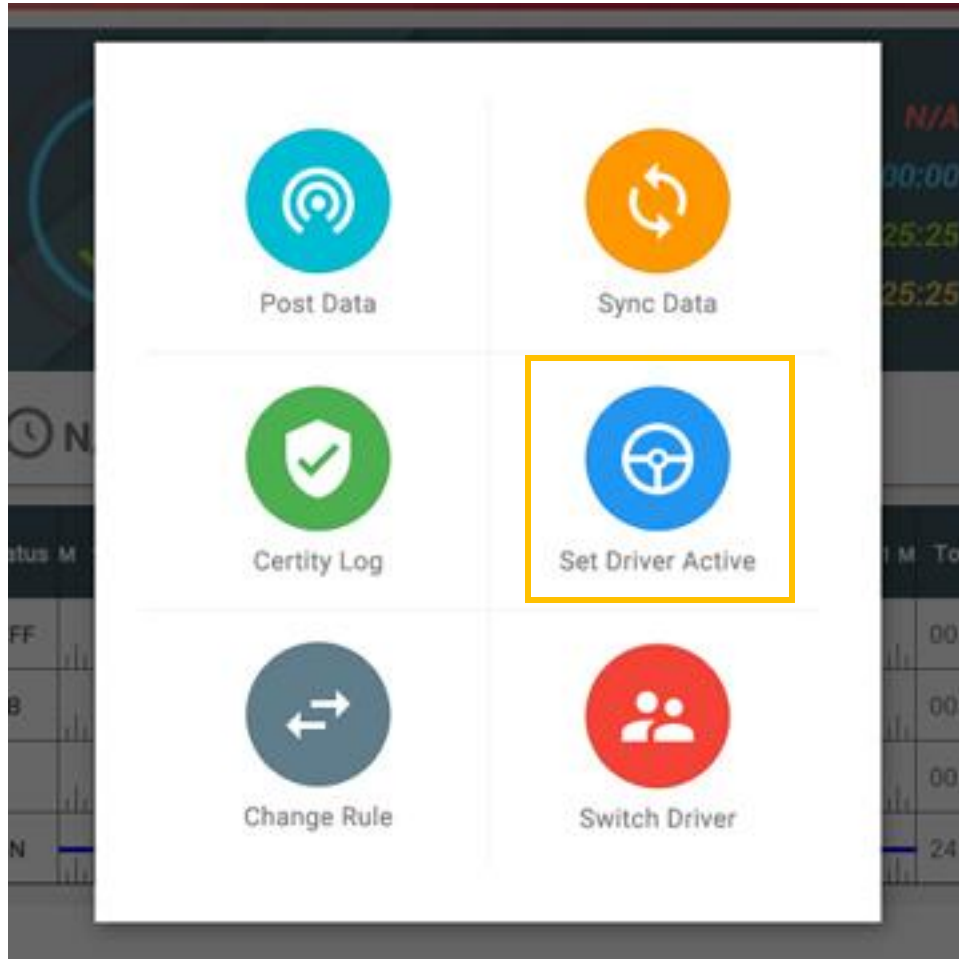
- The **Daily Log** screen, now shows the co-driver's name and duty log data.



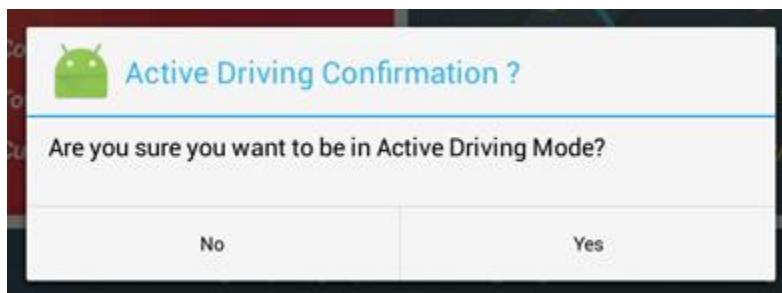
- The change of the **Duty Status** can be done for the co-driver in the same way as done for the active driver.
- To swap between users, select the **Swap** button at the bottom right hand corner.
- The next user has to enter only the password to sign in.

How to set active driver

1. Select the **Driver** icon at the top of the **ELog** screen to change the active driver.



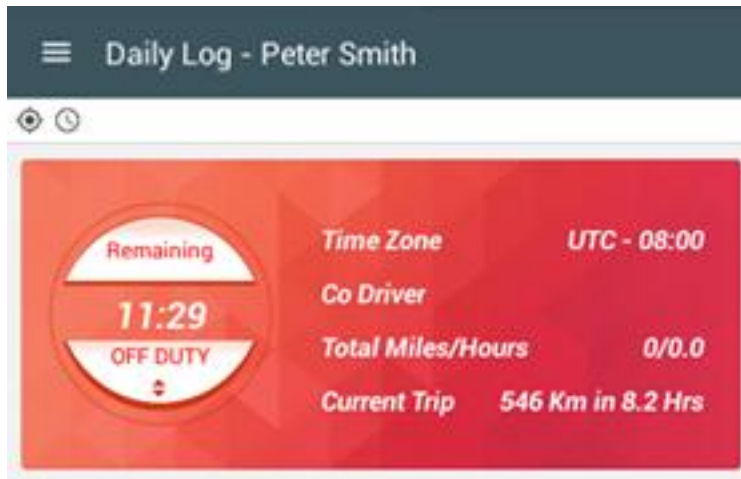
2. Select **Yes** on the subsequent pop up.



3. The change to the active driver is shown by the green **Driver** icon.



4. Now, change the **Duty Status** to **Driving** by selecting **Status** button.

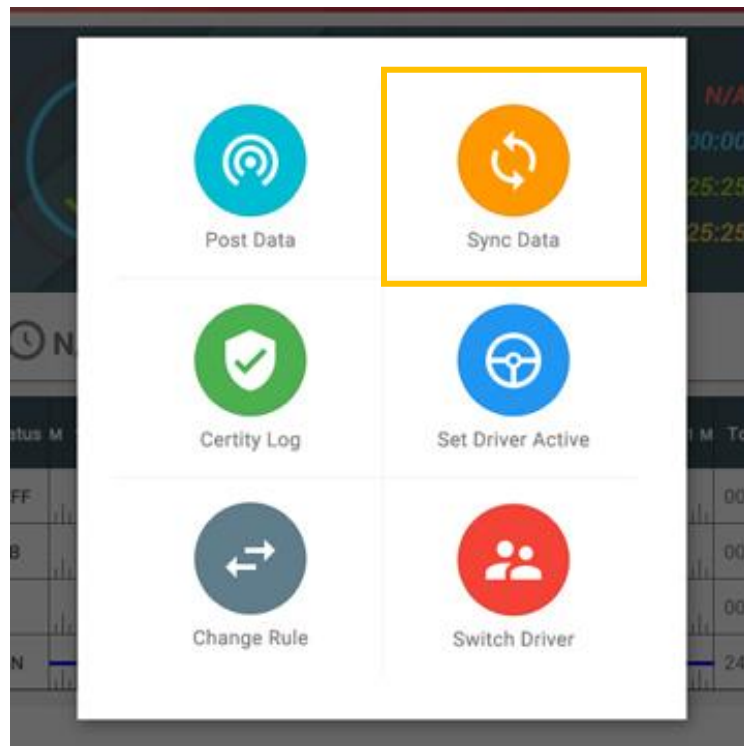
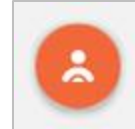


How to manually post and sync data with servers

Once the device boots up, the device downloads and syncs all the information from the servers to the device.

In case of a new driver, who has never logged into the system, the user can manually sync the data with the server by using the following steps:

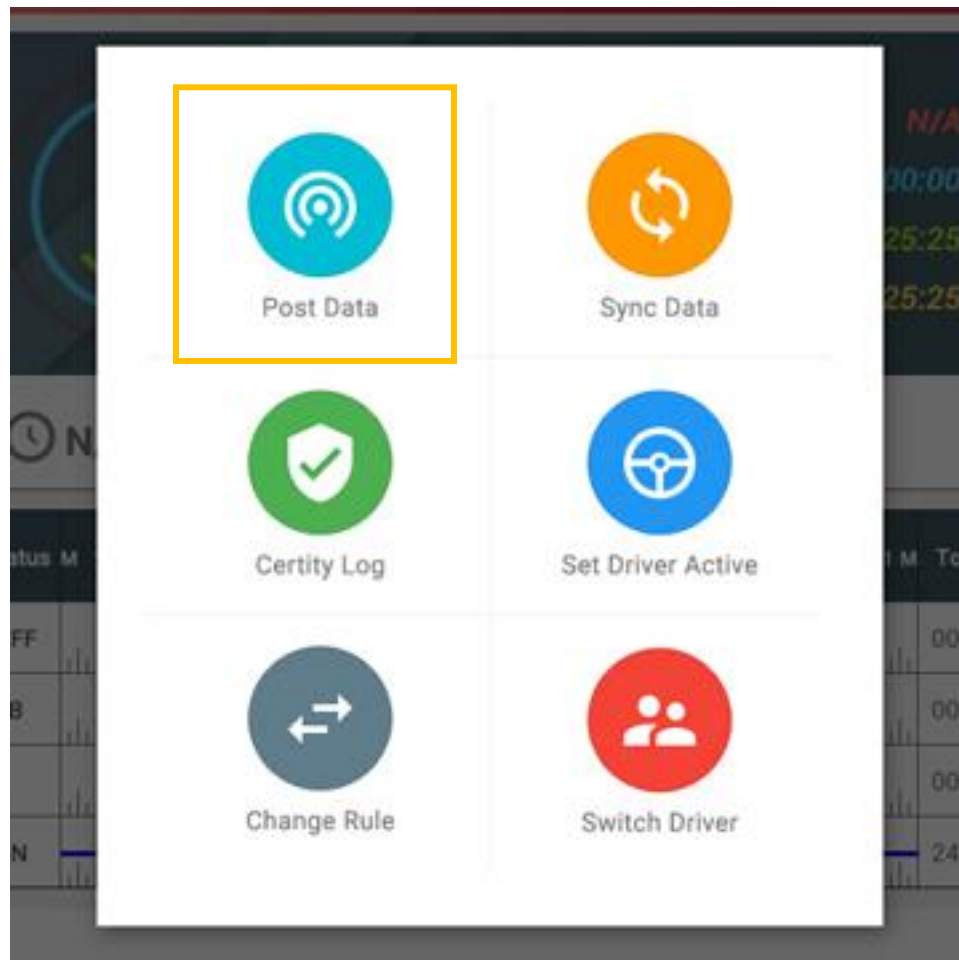
1. Select the **Context Menu** button to show the menu.
2. Select **Sync** from the menu to sync the data.



3. A confirmation screen pops up once the data is synced.
The device will automatically post the data to the servers.

To manually post the data to the server:

1. Select **Post** from the **Context Menu**.



2. A confirmation screen pops up once the data is posted.

Every five minutes, the device synchronizes the data with the server.

Explain Diagnostic and Malfunction Events and how to clear them

The ELD has a lot of data sensors which extracts data from the vehicle data bus. There is a webserver mechanism, a GPS mechanism and many other mechanisms which periodically record the information from the vehicle to the server.

The error in connection between the ELD and Vehicle Data Buses is called Diagnostic Error.

Malfunction error could be any device error or device malfunction in capturing data. This data can be Vehicle Identification Number, Location, RPM, engine malfunction and others.

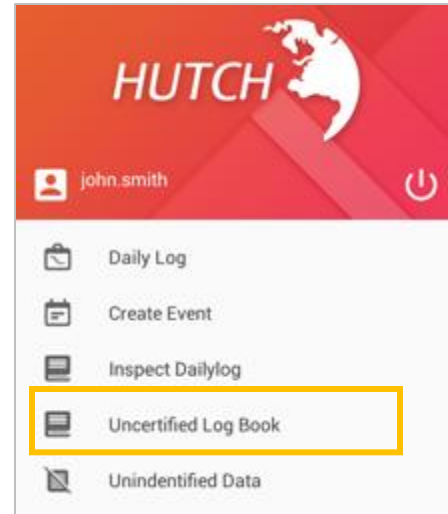
The ELD screen would suggest the description of malfunction with the help of a pop-up. The ELD is synchronized with the engine control module to enable the ELD monitor a vehicle data bus for connectivity.

The user would be advised to clear the malfunction error by the ELD. The user has to select the button to run a diagnostic check and fix the error. If it is a hardware malfunction, then the Company would help the user to replace the hardware to make it ELD compliant.

INSPECTION OF DAILY LOG SCREEN

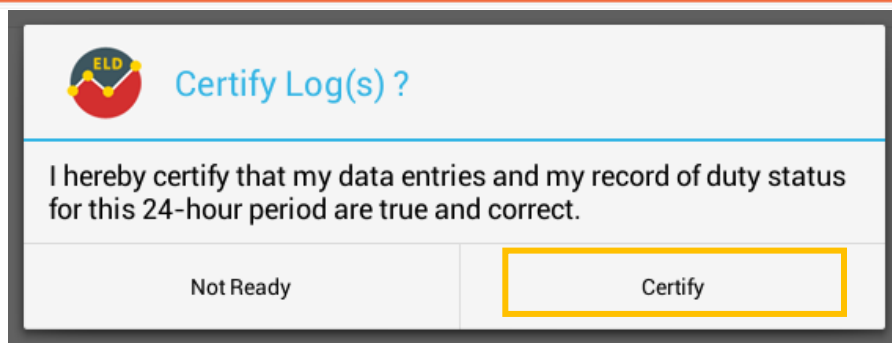
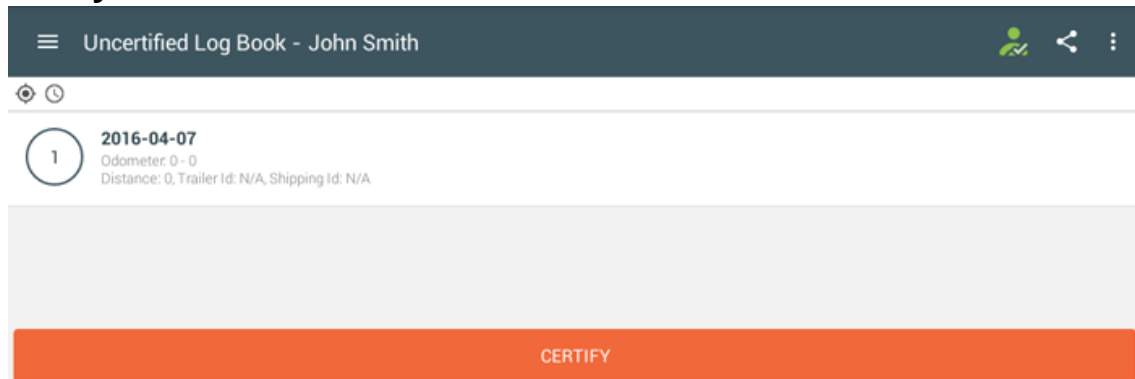
How to certify previous log

1. To go back to the previous logs, slide in the **Menu** from the left side or select the **Menu** button on the top.



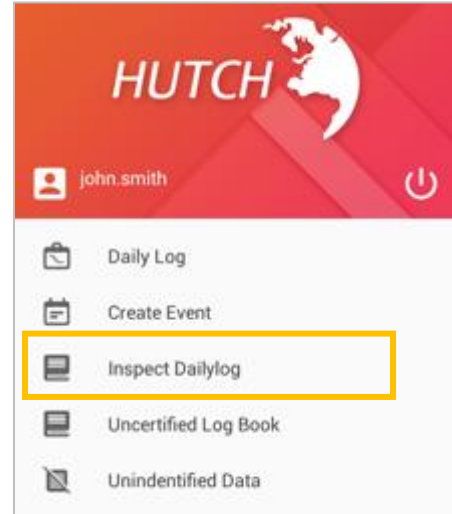
2. To certify daily log after the ELD prompts about uncertified logs, select **Uncertified Log Book** to certify the daily log.

3. Select data log that you want to certify. Then, sign it and select the **Certify** button.

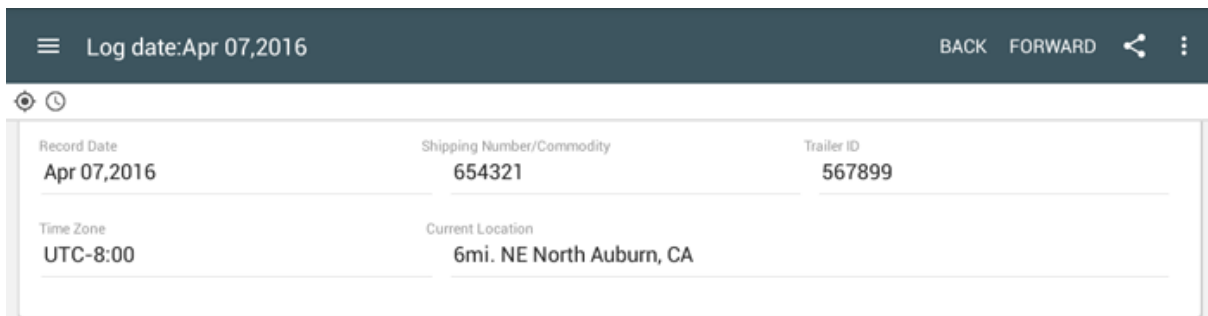


How to go to previous day daily log

1. To go back to the previous logs, slide in the **Menu** from the left side or select the **Menu** button on the top.



2. All the previous day's duty logs and changes will be listed in the new screen.



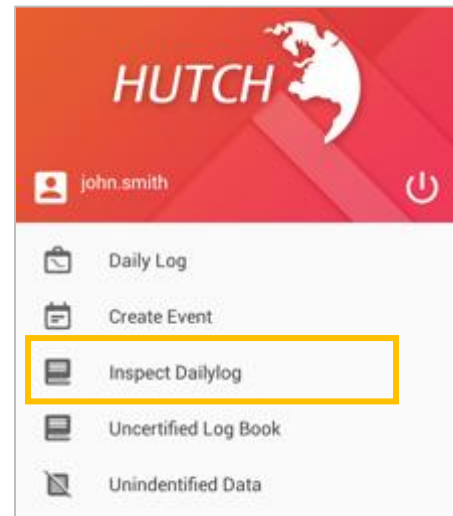
3. You can use the **Back** and **Forward** buttons to go to specific dates.

Notes: If the user is inspected in the US Rules, he can go back up to seven days.

If the rules are Canadian, he can go back up to 14 days.

How to go to next day daily log

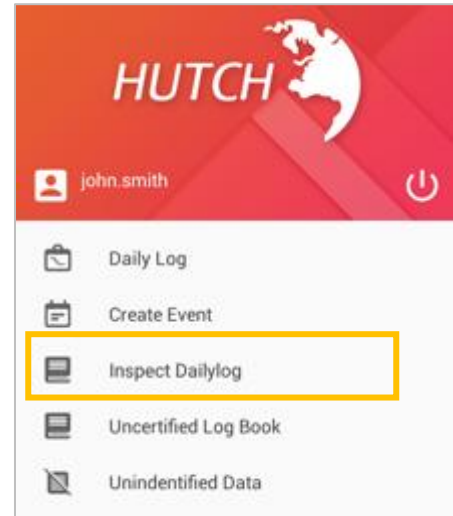
1. To go to the next day logs, slide in the **Menu** from the left side or select the **Menu** button on the top.



2. This option is available only when there is specific task scheduled for the driver in the future by using the specific date functionality.

How to go to specific daily log

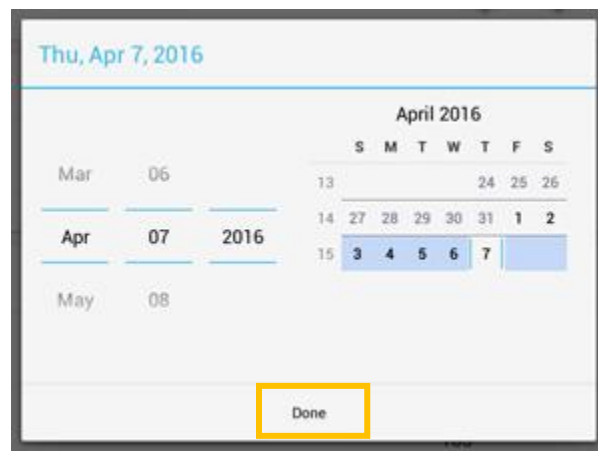
1. To go to the specific daily logs, slide in the **Menu** from the left side or select the **Menu** button on the top.



2. Select **Log Date** to open the calendar to select a specific date.

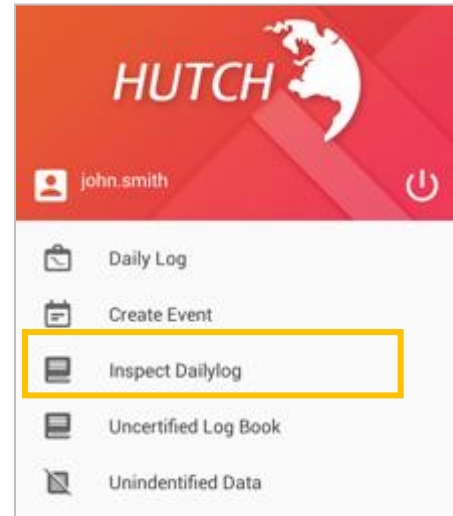


3. Select the date from the **Set Date** calendar that pops up. Then, select **Done** to set the date.



How to edit an event

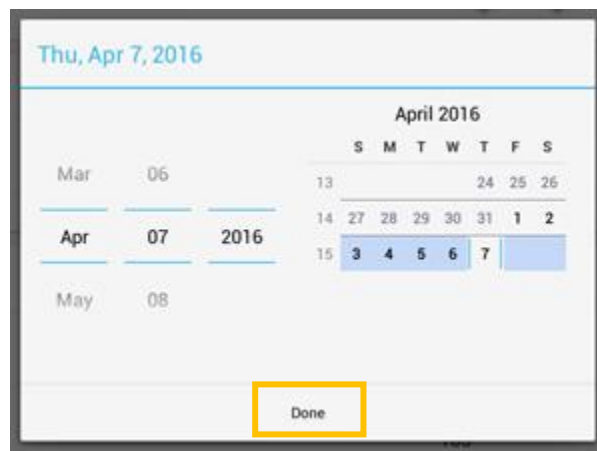
1. To go to the specific daily logs, slide in the **Menu** from the left side or select the **Menu** button on the top.



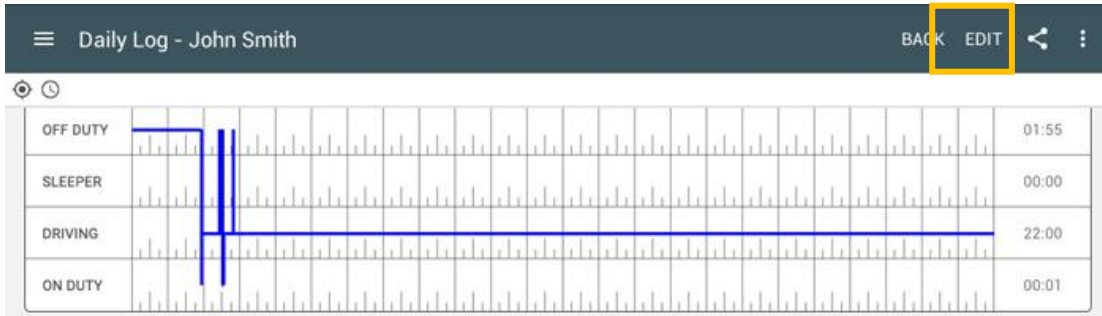
2. Select **Log Date** to open the calendar to select a specific date.



3. Select the date from the **Set Date** calendar that pops up. Then, select **Done** to set the date.



- When a **Duty Status** record is selected, two buttons - **Edit** and **Back**, appear on the top right side of the screen. The **Back** button takes the user back to the main screen while the **Edit** button helps to edit the record.



- To edit the **Event Type**, select the event type.

Event Type	
DRIVING	
Time	Odometer
01:57:11	0

- Select new **Duty Status** and fill in the required **Annotation**. Select the **Save** button to save the data.

Select Duty Status

OFF

SB

D

ON

PU

YM

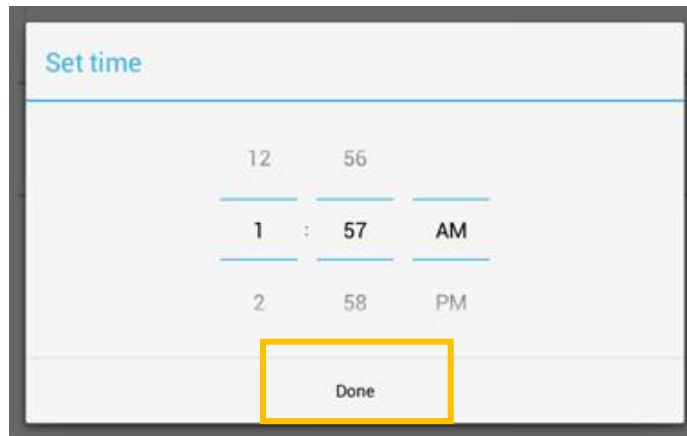
Annotation

SAVE

7. Select **Time** to change the time of the duty status.

Event Type DRIVING		
Time 01:57:11		Odometer 0

8. Select the correct time from the pop up time clock that appears on screen. Select **Done** to save the data.



A dialog box titled "Set time" with a light blue header. It features a digital clock display showing "12 : 56" in the top row, "1 : 57 AM" in the middle row, and "2 : 58 PM" in the bottom row. Below the clock is a "Done" button. The "Done" button is highlighted with a yellow box.

9. Enter the reason for the **Duty Status** change in the **Comments** field. Select **Save** to save the data.

Comments	
BACK	SAVE

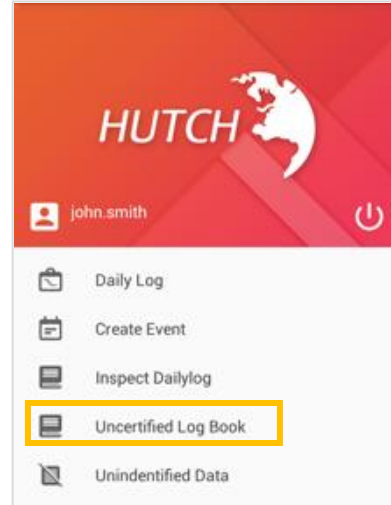
10. The changed **Duty Status** along with the edit and comments are shown below on the **Daily Log** screen.

ON	Driver's Duty Status changed to ON DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	01:55 AM
OFF	Driver's Duty Status changed to OFF DUTY Odometer:0, Engine Hours:0 Hours, Shipping Document Number:654321 Event: Edited or entered by the Driver - Active Latitude:0.00, Longitude:0.00	

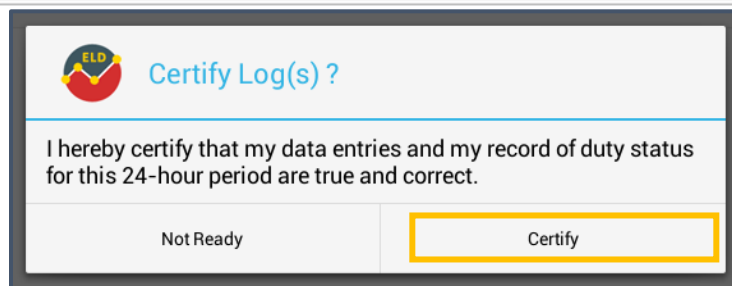
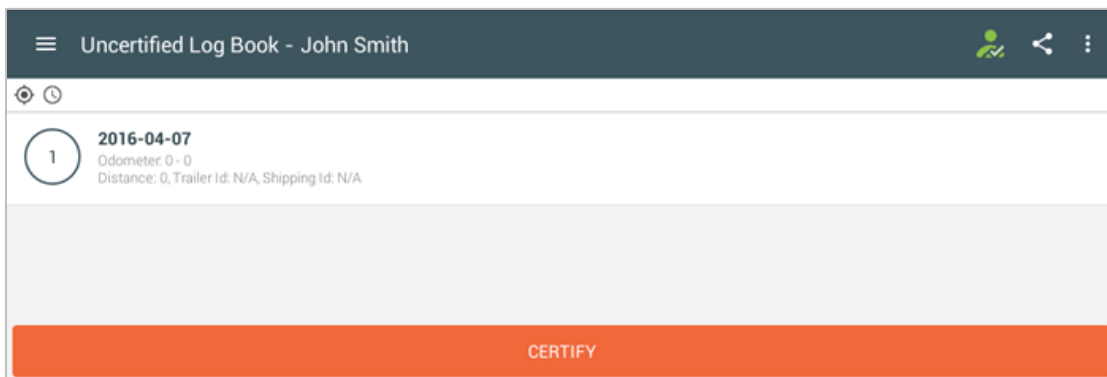
UNCERTIFIED LOGBOOKS

How to certify daily log individually

1. To certify daily log after the ELD prompts about uncertified logs, select **Uncertified Log Book** from the side slide menu to certify the daily log.

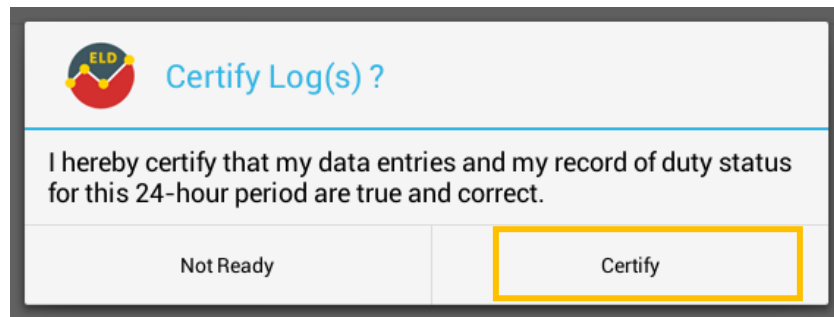
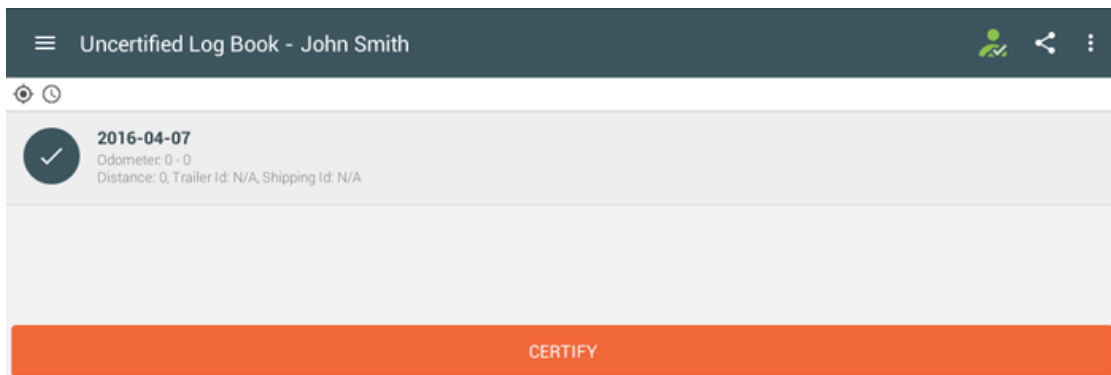
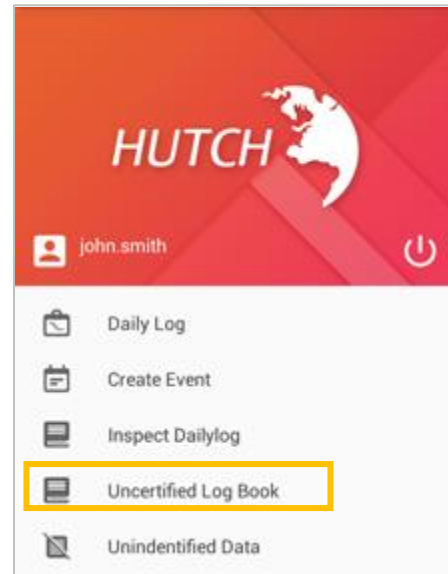


2. Select data log that you want to certify. Then, sign it and select the **Certify** button.



How to certify daily log by selecting multiple

1. To certify daily log after the ELD prompts about uncertified logs, select **Uncertified Log Book** from the side slide menu to certify the daily log.
2. Select data logs that you want to certify. Then, sign it and select the **Certify** button.



UNIDENTIFIED EVENT

How to assume unidentified events

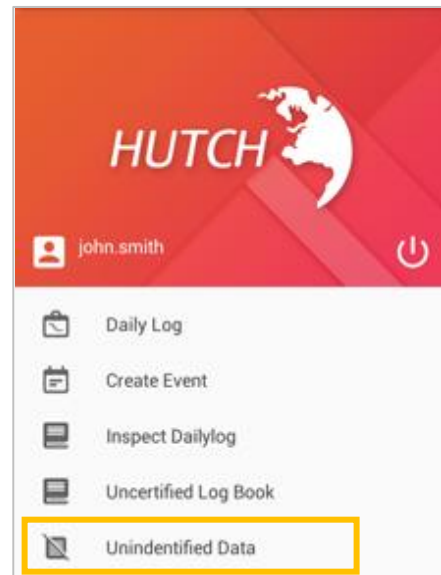
Unidentified events are the events where the driver has not logged into the system while being on duty or other duty statuses. The system records the events but does not know the identity of the user.

Each time someone logs in, the ELD will prompt that there are unidentified events and ask whether the user would like to assume those events.

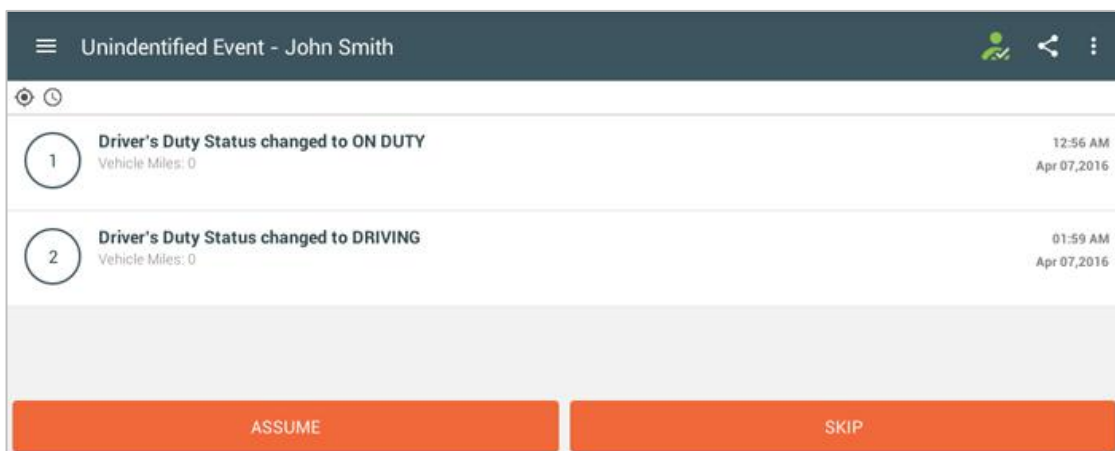
The dispatcher can also alert the driver about certain unidentified events.

To assume unidentified records, one has to:

1. Select the **Unidentified Data** from the slide in menu.



2. From the list that pops up, select the events to assume.



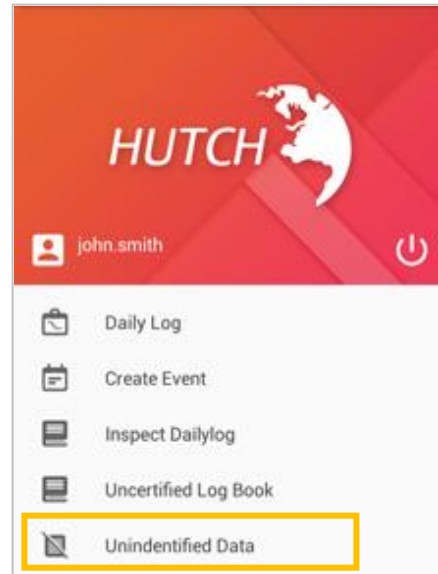
3. Select the **Assume** button to assume the events.

TEAM DRIVER ASSUMING DRIVING EVENTS

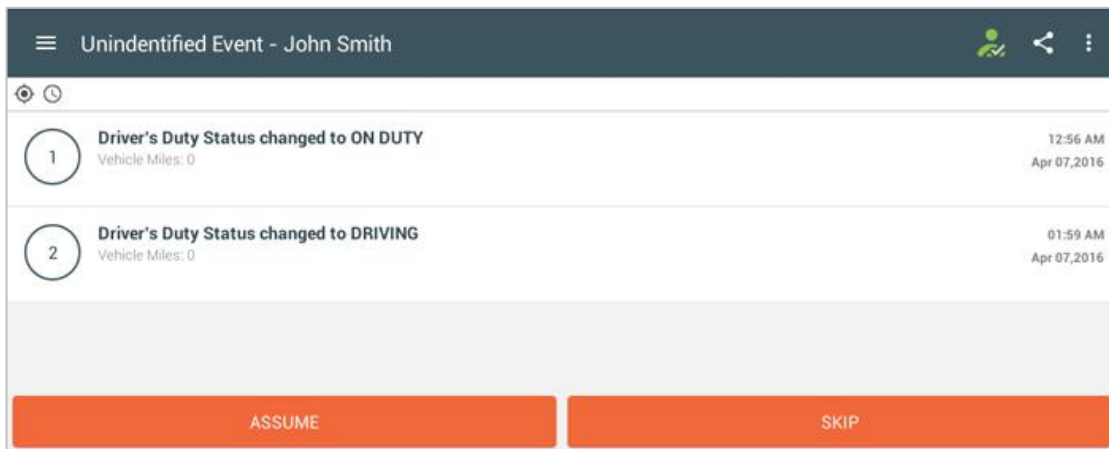
How to assume a driving record from co-driver

For a team driver to assume unidentified records, one has to:

1. Select the **Unidentified Data** from the slide in menu.



2. From the list that pops up, select the events to assume.



3. Select the **Assume** button to assume the events.
4. Once action of assuming the events is initiated by a team member, the other members will be notified, they will have to permit the assumption for the team driver to assume it.

EDITS REQUESTED BY SUPPORT PERSONNEL

How to accept or reject edit requests requested by support personnel

1. Every time a support personnel changes the duty status of a driver, an edit request is sent to user account.
2. To view the edit requests, select **Edit Request** to view the edit requests from the support personnel.
3. Select the edit requests from the **Edit Request** screen you want to confirm.
4. Select the **Confirm** button to confirm the edit request.



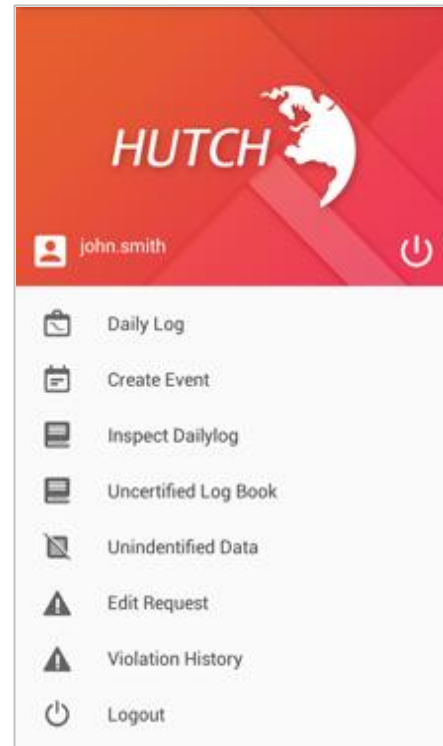
VIOLATION HISTORY

How to view hours of service violations

Violations are the violation in time spent in each status recorded as per the rules that are being followed by the user while driving.

To view the violations:

1. Select **Violation History** from the slide in menu to view all the violations done in the past.
2. All the violation history details will be shown on the **Violation History** screen.
3. When the user selects a particular violation, he will be given a description about the type of violation.



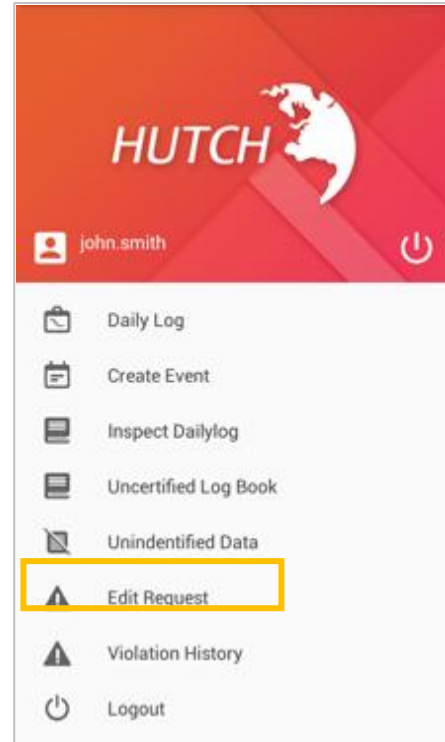
Note:

1. Driver will be notified about the violations every time he logs into the system.
2. While driving, the driver is notified by the ELD one hour prior to the violation limit. Thereafter, he is notified periodically at the intervals of 30 minutes, 15 minutes and 5 minutes respectively.

How to get description of hours of service violations

To view the hours of violations:

1. Select **Violation History** from the slide in menu to view all the violations done in the past.
2. All the violation history details will be shown on the **Violation History** screen.
3. When the user selects a particular violation log, he gets a description of the hours and the reason of violation.



SUBMIT RECORD TO SAFETY PERSONNEL

How to submit daily log records to safety official over the web services or transfer file to USB drive

To submit the daily log record to safety official over the web services:

1. Select the floating button on the **Daily Log** screen to transfer the daily logs to the Government authorities.
2. User will have to enter the unique passcode provided by the safety official to transfer the data.
3. There is also an option to email the records to the official data server.

The other method to transfer data is via the local machine to the government officials. To submit the daily log records to safety or security officer with a USB drive:

1. The official will give the user an USB drive for the transfer of data.
2. The device will create a CSV file of the logs and the driver will initiate the file transfer to the device.
3. In case of Bluetooth devices, the security personnel will come with his laptop and pair it with the ELD device.
4. The officer's laptop will then transfer the data through internet to the FMCSA website.

SETTING ELD PREFERENCES

Plan for ELD preference setup

The preferences will help the user to define his own user interface experience on the ELD device.

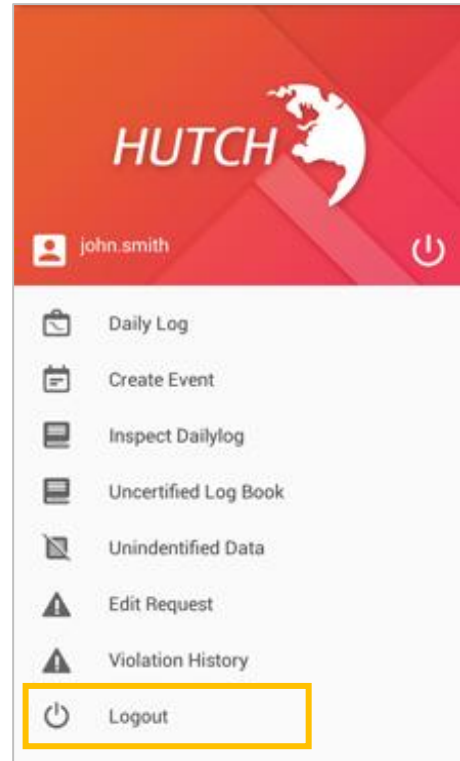
There will be different modes assigned to the ELD device:

- Auto: It will pick up the time automatically and switch between night and day.
- Day: It will be used when the vehicle is being driven in the day.
- Night: It will be used when the vehicle is being driven in the night.

LOGOUT

How to logout from the system

1. Select **Log Out** from the slide in menu.



2. Select **Yes** on the **Logout Confirmation?** window to log out the user.

