J. J. Keller®/GeoTab GO7 User Guide - ELD Mandate Edition for Android™

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Support

Support

Contact J. J. Keller Mobile® Support with any questions you may have. See contact information below.

Contact Information

CUSTOMER CARE

Encompass User Support

Phone: 800-327-1342

Hours: 7:00 AM - 6 PM (Central)

support@jjkeller.com

KellerMobile™ Driver Support

Phone: 800-327-1342

Hours: 24/7

jjkellermobilesupport@jjkeller.com

Encompass and J. J. Keller Mobile Support Site

Getting started, reference and troubleshooting resource and downloads available at:

https://support.jjkeller.com/Encompass

Instructions subject to change. For the most current instructions, visit https://support.jjkeller.com

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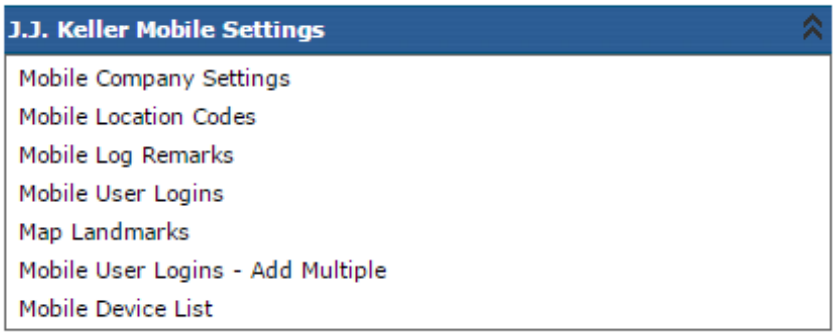
Encompass Configuration

J. J. Keller Mobile® Settings

When you place your order, you, as the company's Encompass System Administrator, will receive a welcome email with a unique user name and password for Encompass. The link provided in the email will take you to an Encompass setup selection screen. You can chose a simplified set up wizard if your company is using the ELog Only edition of Encompass and if you have 25 or less drivers. If you do not meet those criteria, you should chose the standard setup, detailed below.

As Encompass System Administrator, you have the responsibility to set and configure many company-specific items for your J. J. Keller Mobile® system within Encompass. Some J. J. Keller Mobile® settings must be configured in Encompass prior to utilizing the system, including the setup of all Keller Mobile users.

To adjust J. J. Keller Mobile® settings, look to the J. J. Keller Mobile Settings box.



These settings are found in **Setup / System Setup Home**. The settings that are configurable in the section are:

- **Mobile Company Settings** - such as activation code, communication type, etc.
- **Mobile Location Codes** - Setup shortcuts for location entry by drivers when GPS is not available.
- **Mobile Log Remarks** - allows the admin to enable/disable system default log remarks, and/or create your own custom log remarks.
- **Mobile User Logins** - for setting drivers up, one at a time, with credentials to access the J. J. Keller Mobile® software.
- **Map Landmarks** - for setting up distribution centers, customers, etc. for viewing on the map.
- **Mobile User Logins - Add Multiple** - for setting driver up, all at once or large groups at once, with credentials to access the J. J. Keller Mobile® software.
- **Mobile Device List** - Displays all of the details related to the mobile devices in your fleet.

Mobile Company Settings

The **Mobile Company Settings** play a critical role in tying the ELD, J. J. Keller Mobile® software, and J. J. Keller's Encompass together. Additionally, there are some controls here that can adjust the way the ELD performs. ***These settings may be configured, initially, by your J. J. Keller Project Manager.***

The **Activation Code** is setup once and is used to activate the J. J. Keller Mobile® software for your company on your drivers' devices. This may be specific to each company location.

The **Log Day Purge Count** is how many days worth of logs will be kept on the drivers' devices within the J. J. Keller Mobile® software. This does not affect how long the ELD will keep data.

The **Number of Days to Include in FTM Trips** defaults to 1, but if your trips are typically a distinct number of days, you may wish to configure this to that particular number of days.

The **Driver Start Distance** (miles) is how far the vehicle can move before J. J. Keller Mobile® application indicates a driving status (AOBRD only setting).

The **Driving Start Speed** is a mandate regulation whereby a "driving" event is triggered when the vehicle hits 5 miles per hour (mph). This is defaulted to "5" in Encompass to comply.

The **Driver Stop Minutes** is how long you want the J. J. Keller Mobile® application to wait before automatically changing the status from driving to on-duty. For example, if the driver is stopped for more than 5 minutes, you may want the system to default to on-duty status. In that case, you would enter 5 in this field.

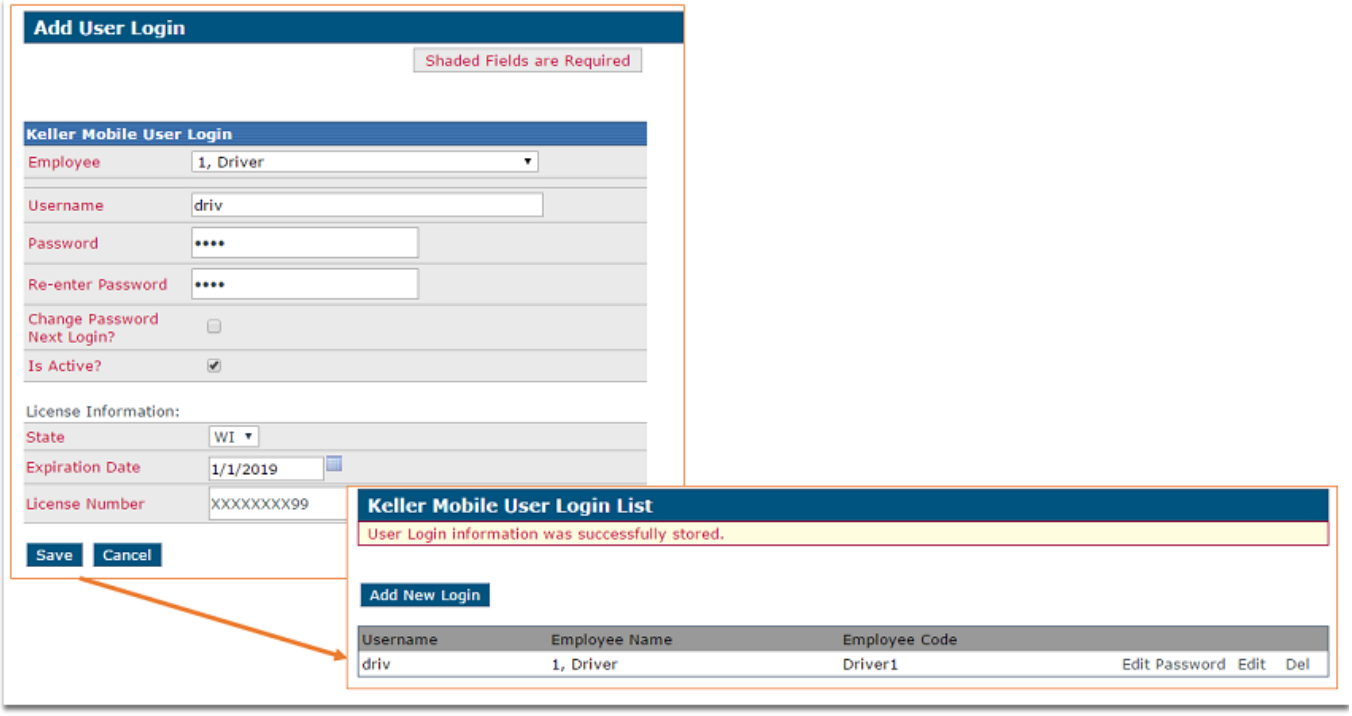
The **Max Acceptable Speed** (MPH) is the maximum speed you wish your vehicles to travel. This does not govern the vehicles, but simply allows you to view time spent over this threshold.

The **Max Acceptable Tachometer** (RPM) is used for threshold exception alerts, as well as daily information, such as time spent over this threshold. Set this to an RPM that you do not wish your vehicles to surpass.

The **Hard Brake Deceleration Speed** (MPH in 1 second) determines what is considered a hard brake or sudden stop by your company's standards. The default is 7MPH in 1 second, so if a vehicle decelerates 7MPH in 1 second, then a hard brake alert will be generated. 7MPH may be too tight for your company. For some companies, 15MPH deceleration is appropriate in 1 second.

Multiple user functionality allowed? This setting is here to support operations where multiple users are logging into the same device.

Mobile User Logins



Prior to setting up any mobile user logins, the driver(s) need to be added to the system under the 'Employees' tab of the Driver Management portal in Encompass.

The **Mobile User Logins** entry screen is used to add one driver login at a time. Each driver needs a username and password to access the J. J. Keller Mobile® software. To create usernames and passwords for drivers, you'll need to choose from the employees you have already entered into the system.

When adding your drivers to the system, it is critical that a **Rule Set** is selected under Employee Rules, so the system knows what rules to use when auditing logs. Additionally, a hire date is important, as that will be the day that the system starts to expect logs. ELD users will also be required to have their license information available. You can either enter it at the same time you're entering a new driver record or enter it when entering mobile login information.

Once drivers are added, proceed with creating **mobile user logins**. These logins are ONLY for the J. J. Keller Mobile® software on the devices, and will not give that driver ANY access to J. J. Keller's Encompass.

On the mobile user login entry screen, you may view all drivers already setup, edit, and delete those drivers, as wlel as change thier passwords. To add a new driver login:

1. Select Add New Login

2. Select the Employee from the Employee drop-down.
3. Assign the driver a username and password (minimum of 4 characters)

You may also select **Change Password Next Login**. This will allow the driver to enter the username and password that you have created for him/her upon their first login to the J. J. Keller Mobile® software, but then they will be prompted to change their password.

Finally, each driver account must have **valid drivers license** information. You can either enter the driver's license information at the time of entering the original driver record or you can add it while setting up the mobile login. (The system will auto-populate the information for you if you've already entered the license information.)

You should be aware, when setting up the usernames and passwords, of the type of device being used by the driver. For example, if the driver is using a device that has letters and numbers on the same keys, you would not assign him/her an alpha/numeric username or password. You would want to keep it as simple as possible and utilize just a few alpha characters. If a driver is using a device with three letters per key, it is easiest to only assign usernames and passwords that utilize the first letter on each key.

The mandate will also require you to create a login for mechanics, dock workers, etc (anyone who moves vehicles in the yard over 5mph). To do so, setup all your potential users under the employees tab and then select their name on the ***Add User Login*** *screen.*

ELD Hardware

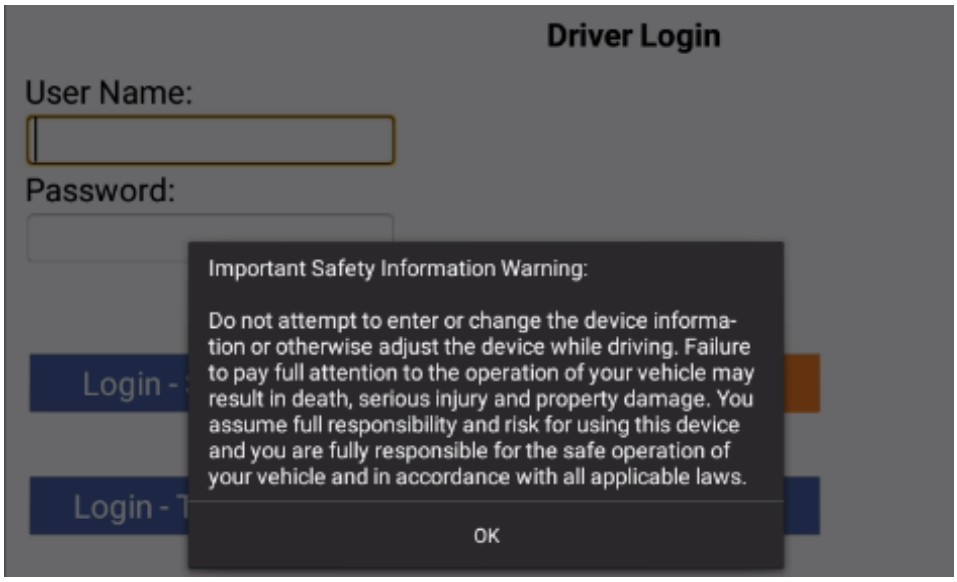
Geotab GO7 Hardware

1. Work with your Geotab reseller to create a "service account." This connects your Geotab and Encompass accounts.
2. Order your GO7 devices from your reseller
3. Check to make sure you have the correct adapters to fit your units' diagnostic ports, and that you have the same number of GO7 devices as the number of IOX cables and USB smart device cables. If you are missing GO7 devices, USB and/or IOX cables, please call your Geotab Reseller.

Everyday Use

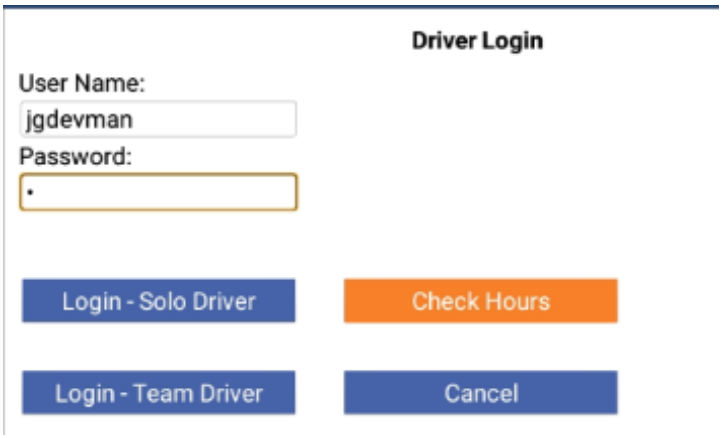
Log In

Disclaimer



This disclaimer is displayed each time the application is launched. User must select the **OK** button to confirm and continue.

Enter Username and Password



1. Enter your **Username** and **Password**.
2. Choose **Login - Solo Driver** or **Login - Team Driver**.

The **Check Hours** option allows the driver to view their available hours without logging on-duty time.

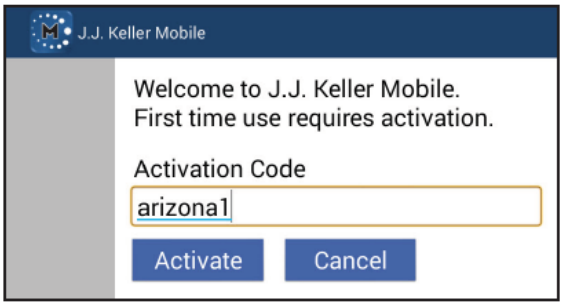
GO7 Device Discovery and Connection Steps

Listed below are the steps for connecting the mobile application to the ELD.

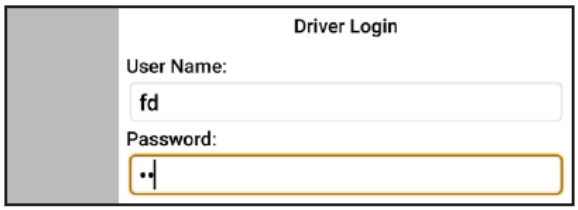
Activate ELD and Connection

1. Start your truck. Turn on your smart device. The KellerMobile™ application should be installed.

2. Launch the KellerMobile™ application.

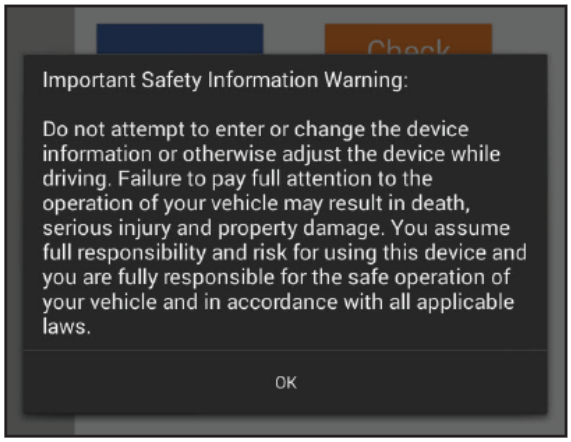


A. Enter the Activation Code, then click **Activate**.



B. A User Agreement will appear the first time you log into the system. Read and click **Accept**.

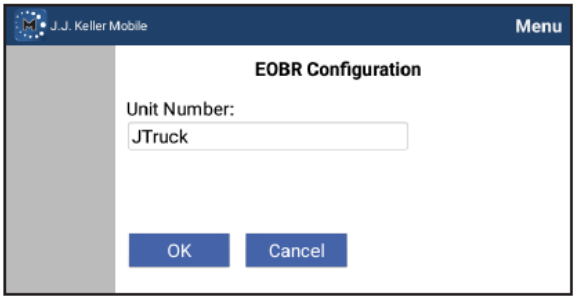
C. A safety warning will pop up. Read and click **OK.**



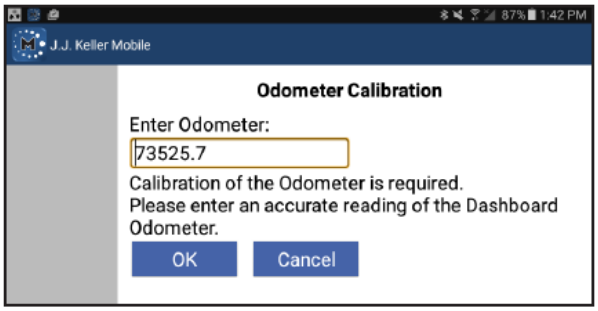
D. Once you log in, the Geotab device activation screen will appear. Click **Activate**. If you are connecting to the GO7 device for the first time, a pop-up screen may appear. Click **OK** to move to the next screen.

If you do not see this screen, check that your smart device USB cable is connected to the GO7 device's IOX cable and your smart device.

3 On Configuration screen, enter the unit number or name. Click **OK**.

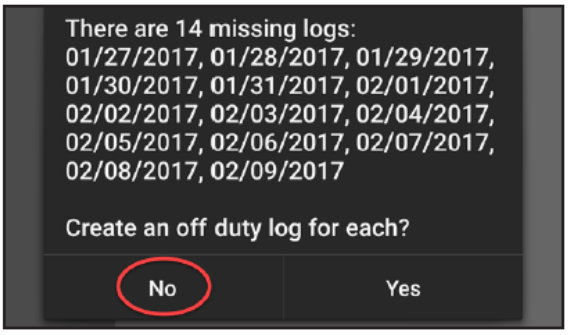


4 On the Odometer Calibration screen, enter the dashboard odometer reading. The engine must be on to perform this step. Click **OK**.

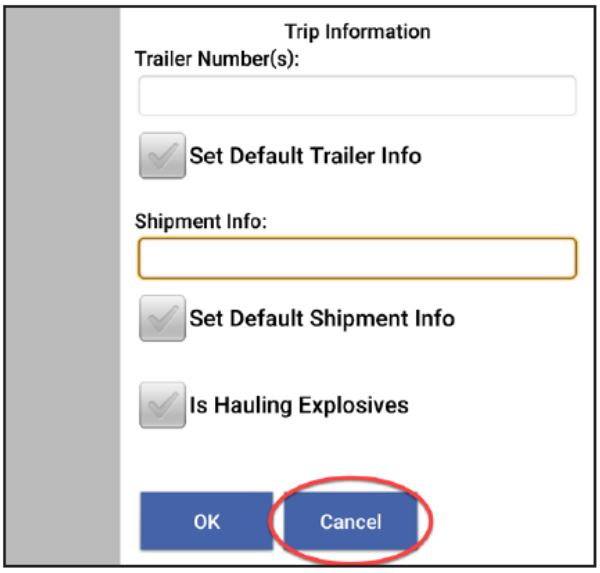


5 On the application Home screen, you will be prompted to create off duty logs for each of the days listed. Click **Yes** and the system will create Off Duty Logs for those days.

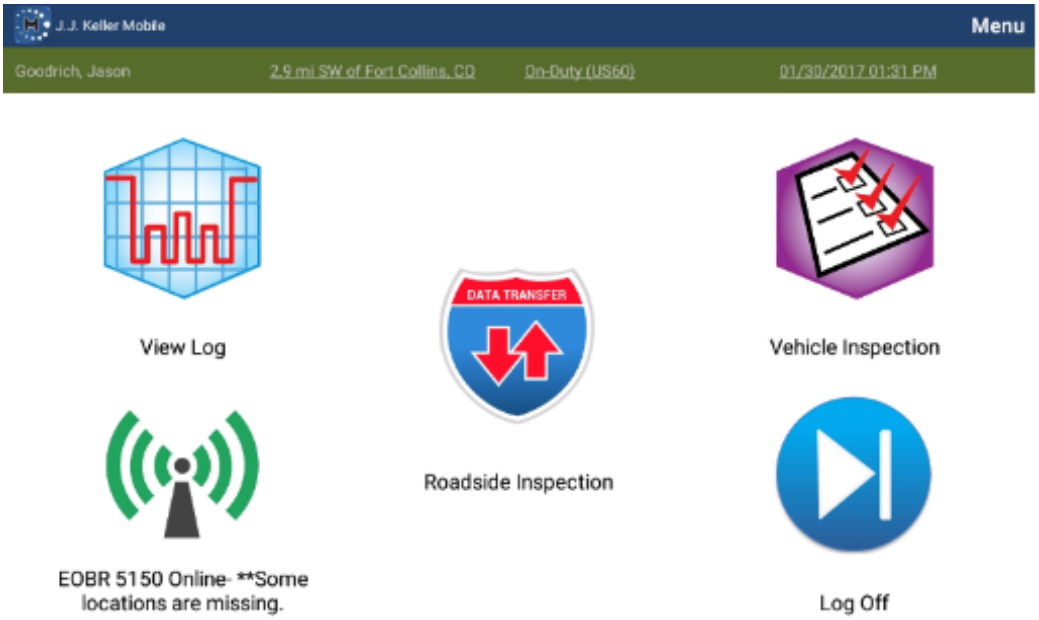
If you have been on duty for any of the days listed, click **No**. Upon completing installation, contact your company Encompass administrator to make sure your available hours are correct in the application.



6. You will then be asked to enter your trip information. Enter Trailer Number & Shipment Information, select **OK**. If not applicable, click **Cancel** to bypass this.

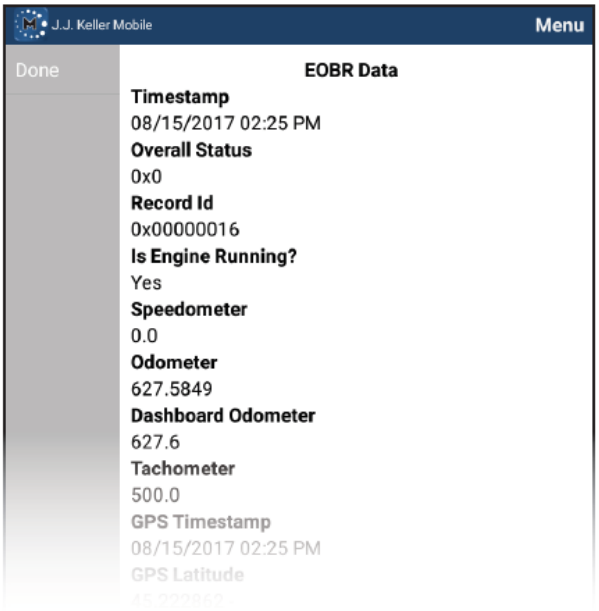


7. On the application Home screen you will see your name, location, current status and date/time in the green banner at the top. You should also see **EOBR Vehicle #** and **ONLINE** in the lower left corner.



8 Once your GO7 device is ONLINE, go to **Menu**, then **System Menu**, then **Diagnostics**, then **Geotab Config**.

Verify there are legitimate stats in the odometer, speedometer (0), tachometer, and GPS. Once data is verified, Click the **Log Off** button and click **Submit**.

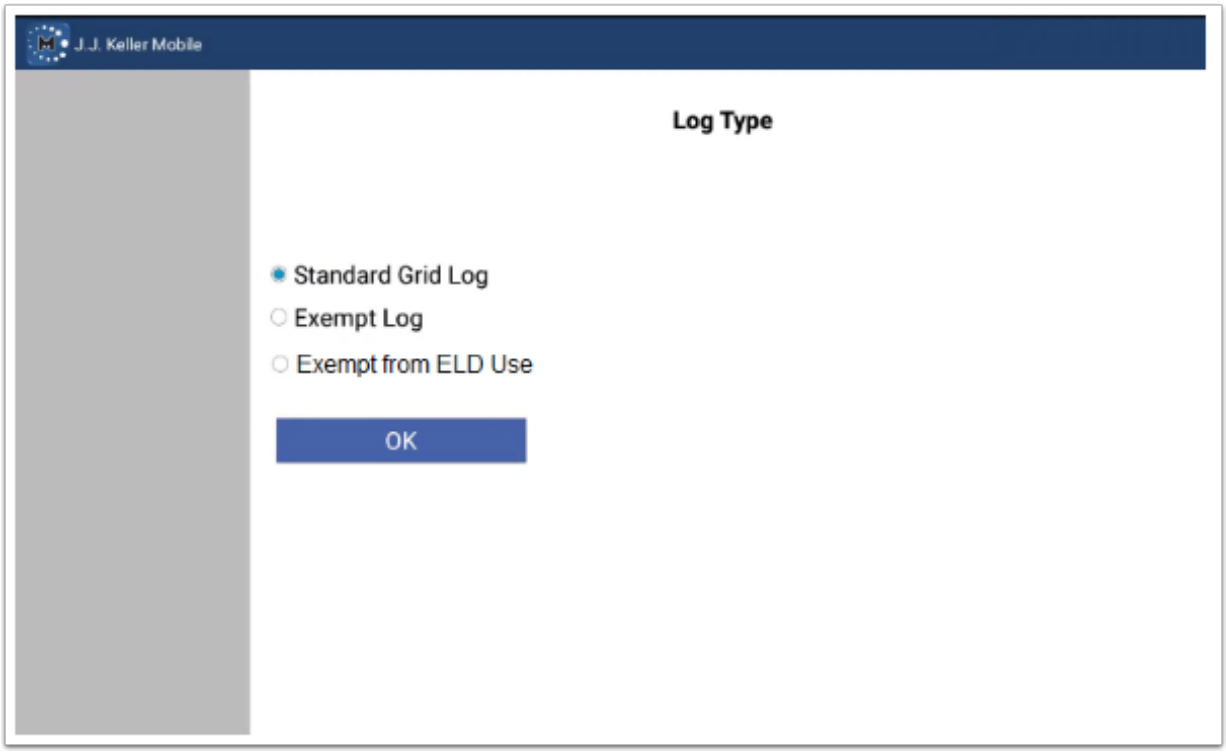


The chart below provides installation information on the GO7 device indicators.

GO7 DEVICE INDICATOR CHART			
CONNECTION STAGE	**AUDIO CONFIRMATION**	**VISUAL CONFIRMATION**	**TROUBLESHOOTING**
Power	6 beeps	NA	Confirm connection. Check for blown fuses. Try another device.
Ignition	1 short beep	Red LED flashes	Confirm correct harness is installed.
GPS	1 long beep	Blue LED Flashes	Ensure vehicle is outside with a clear view of the sky. Move device on top of dash or away from metal surroundings.
Cellular 1	2 short beep	NA	Ensure there is cell coverage. Ensure SIM is active in install tool. Move device on top of dash.
Cellular 2 (Geotab)	3 short beep	Green LED flashes	

Log Type Selection

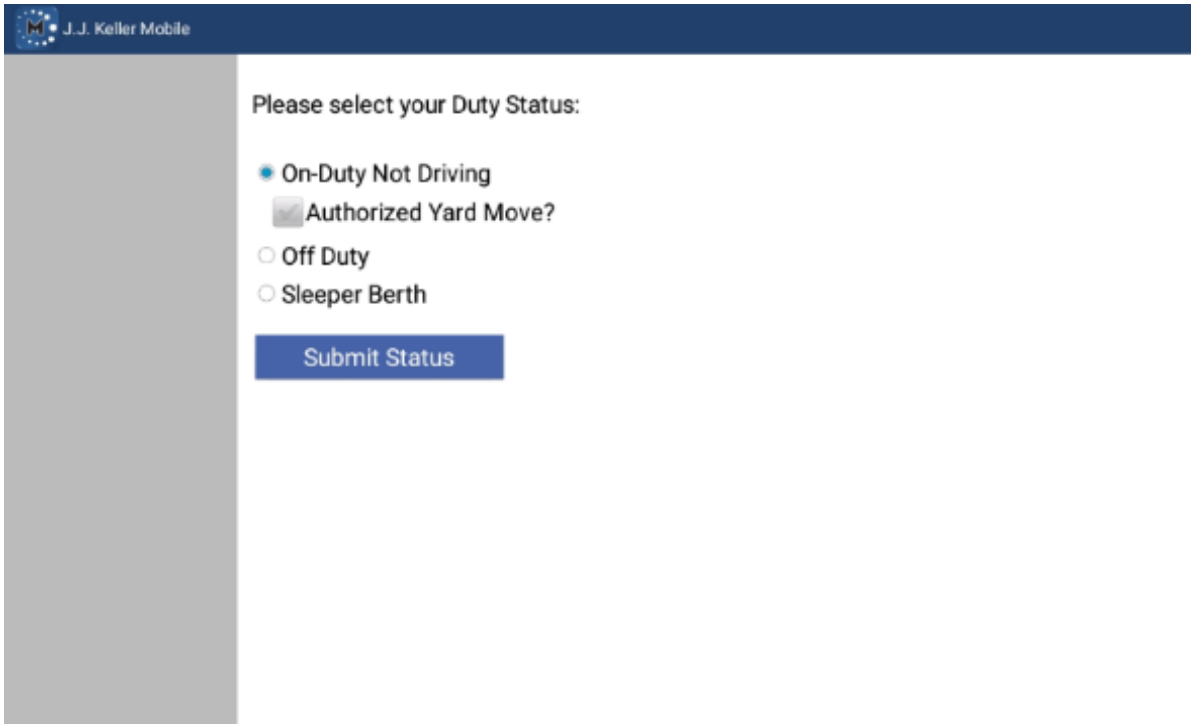
Log Type



This screen is only displayed to users when the user account is configured to allow either **Exempt Logging** (mobile exempt log) or **Exempt from ELD Use.** This screen allows a user to select the type of logging they will use during the day.

Duty Status Selection

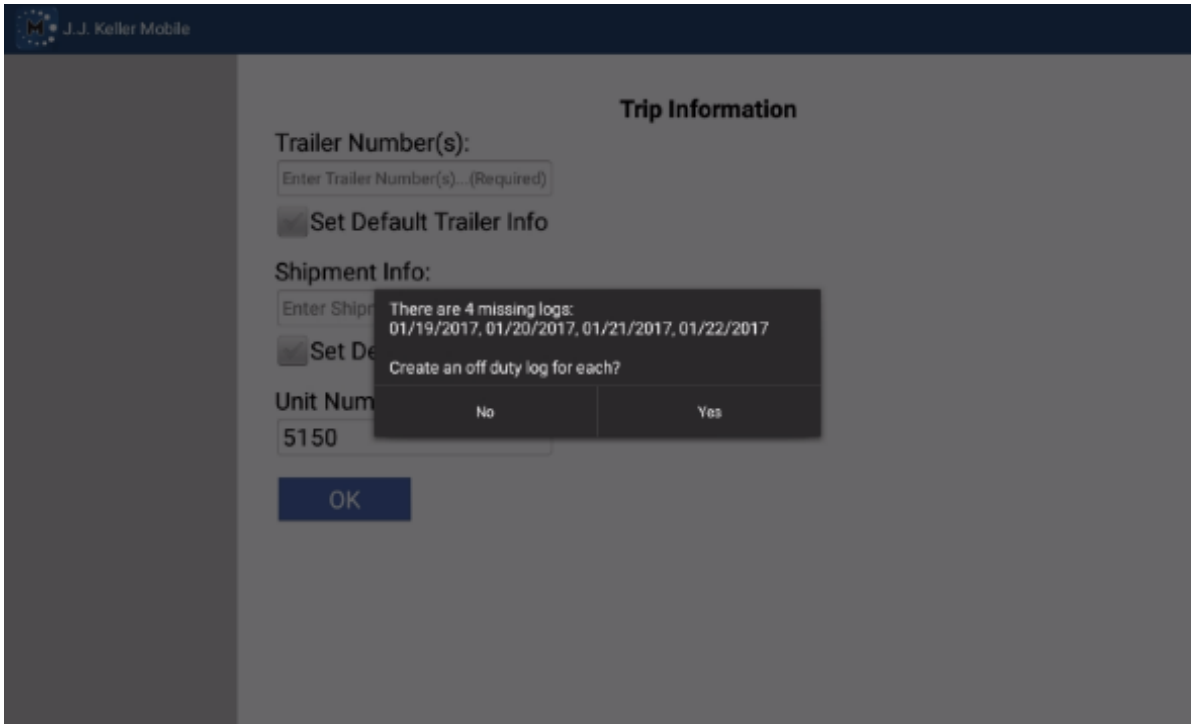
Duty Status Selection



This screen is displayed to users each time they log into the application. Users can choose their duty status upon logging into the KellerMobile application, including use of special driving categories.

Missing Logs

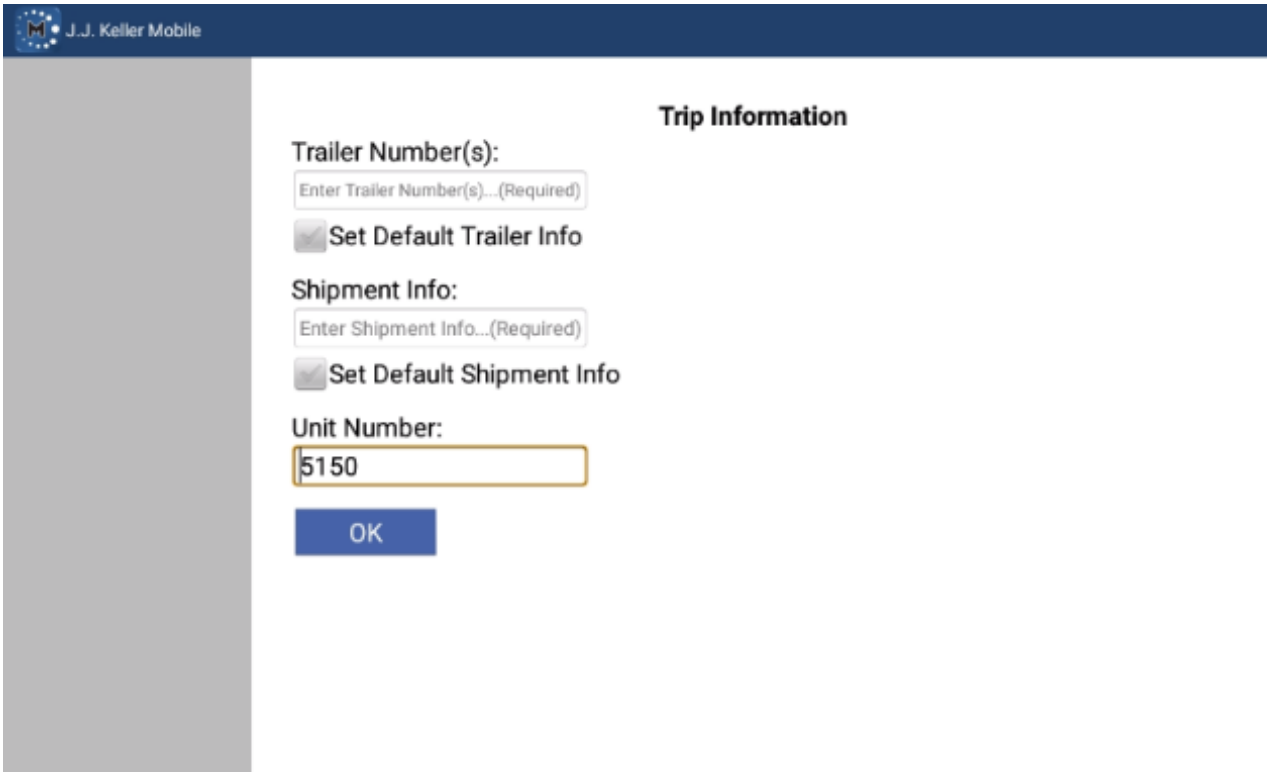
Create Off Duty Logs



During the login process, KellerMobile will check Encompass to see if there are any missing logs for this user. If there are, this alert prompts the user to create off-duty logs for each day listed.

Trip Information

Enter Your Trip Information

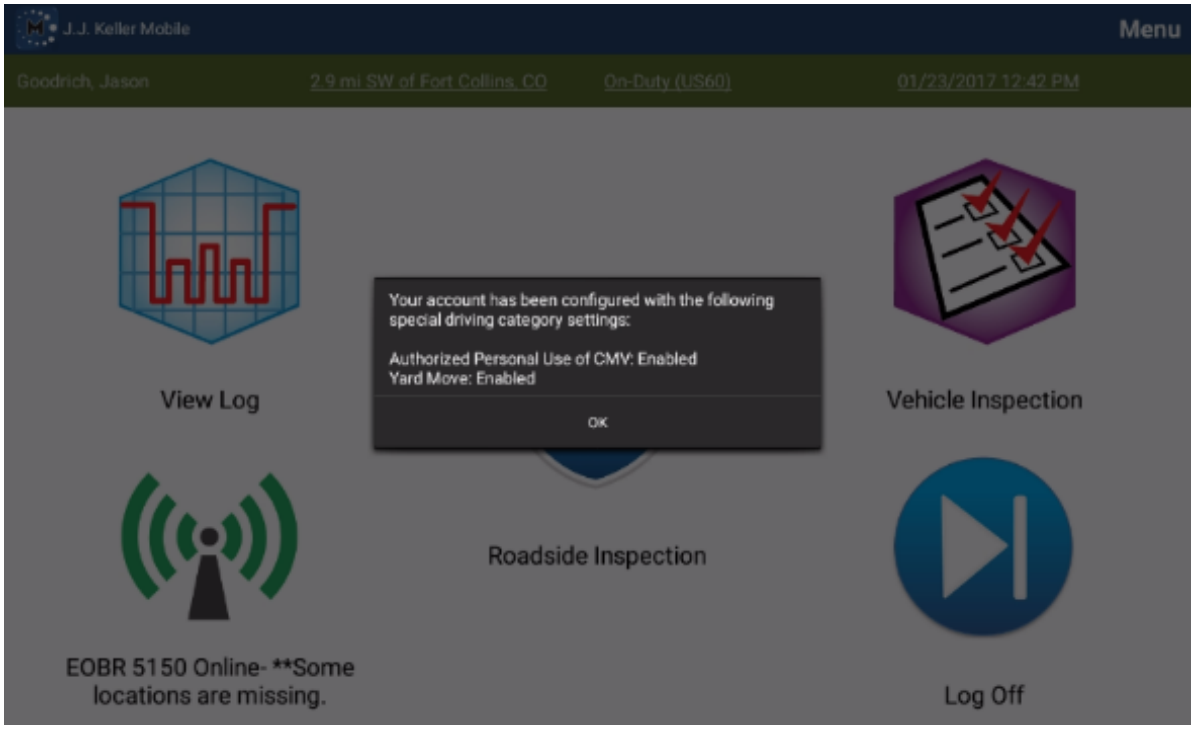


Users will then be prompted to enter **Trailer Number(s), Shipment Info and Unit Number**. If you are connected to an ELD, the Unit Number will populate automatically. All of these fields are required before moving on to the next step in the process. Default values can be set if the same trailer and/or shipment is hauled each day by selecting the appropriate **Set Default** check box under each field.

Notifications

When logging into KellerMobile, there are several alerts that may be displayed to the user. Below is a listing of those alerts.

Special Driving Categories Configuration Settings



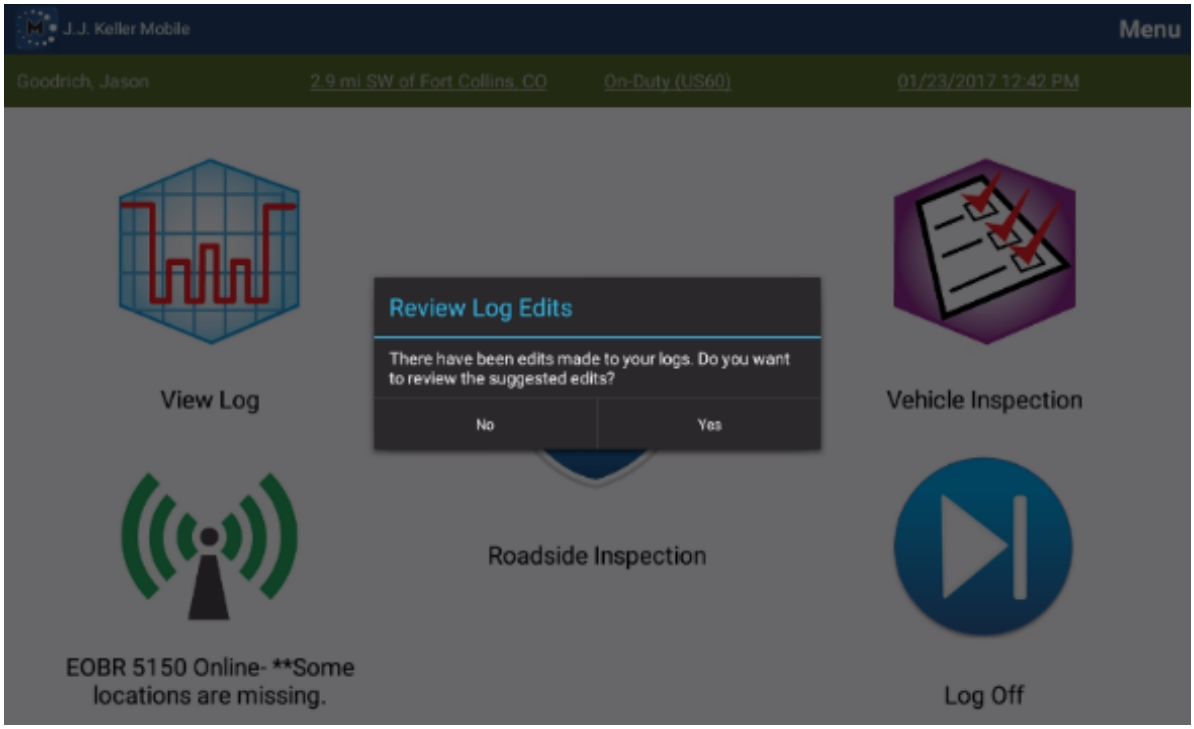
When a user account is modified to allow/deny use of special driving categories (Yard Moves and/or Personal Conveyance), the user must be notified. This message states:

Your account has been configured with the following special driving category settings:

Authorized Personal Use of CMV: Enabled (or Disabled)
Yard Move: Enabled (or Disabled)

And allows for option of OK.

Review Log Edits

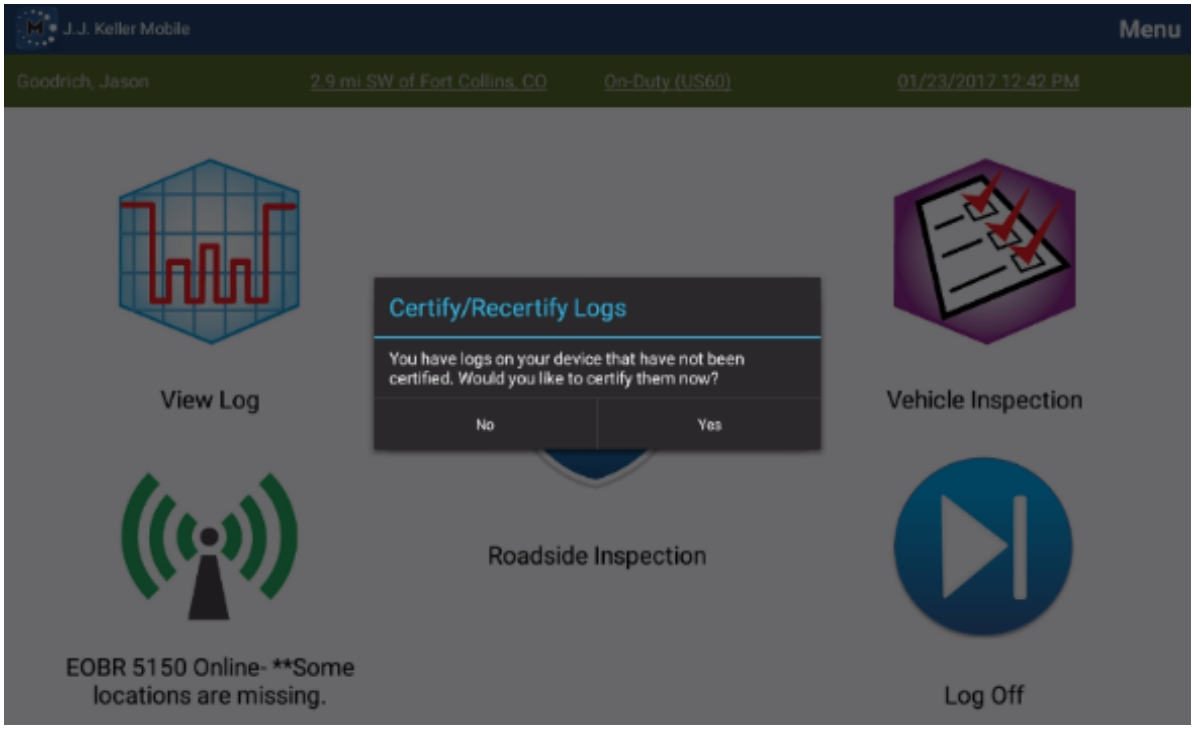


When logs in Encompass are modified, an alert displays to let the user know changes were made. The user must review the changes and either accept or reject the modifications to their log(s). This message states:

There have been edits made to your logs. Do you want to review the suggested edits?

And allows for options of **No** and **Yes**.

Certify/Recertify Logs

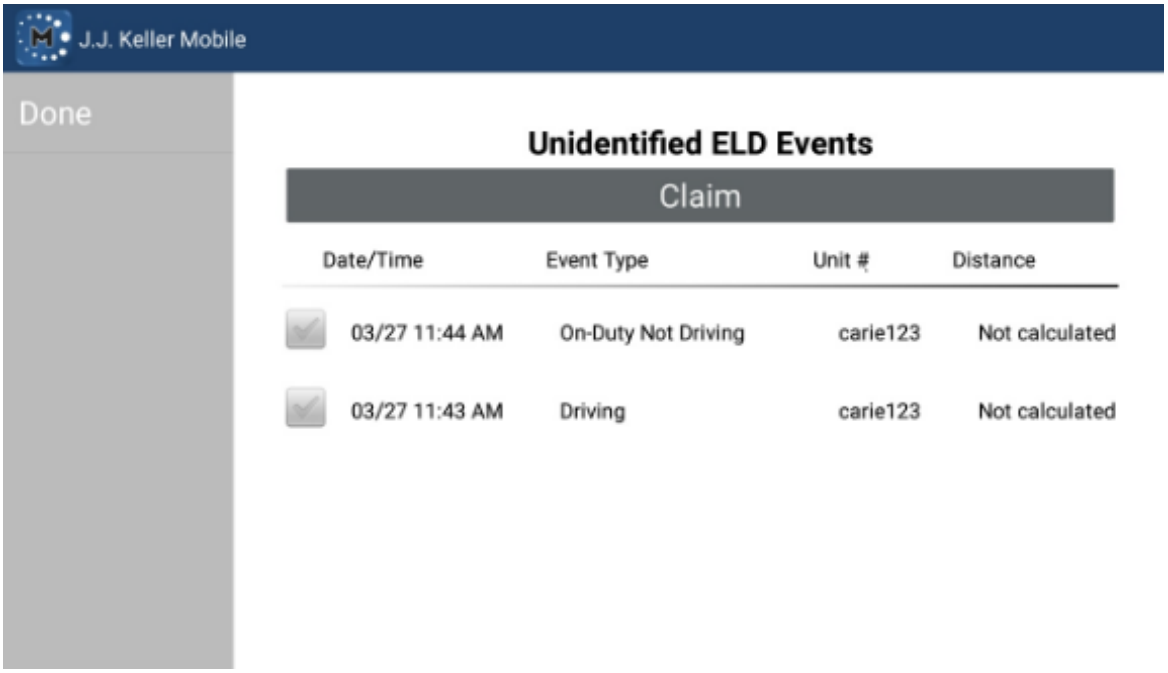


If there are logs on the mobile device that are not yet certified, or edits that would cause logs to need recertification, the user is notified upon login that there are logs that require certification and/or recertification. This message states:

You have Logs on your device that have not been certified. Would you like to certify them now?

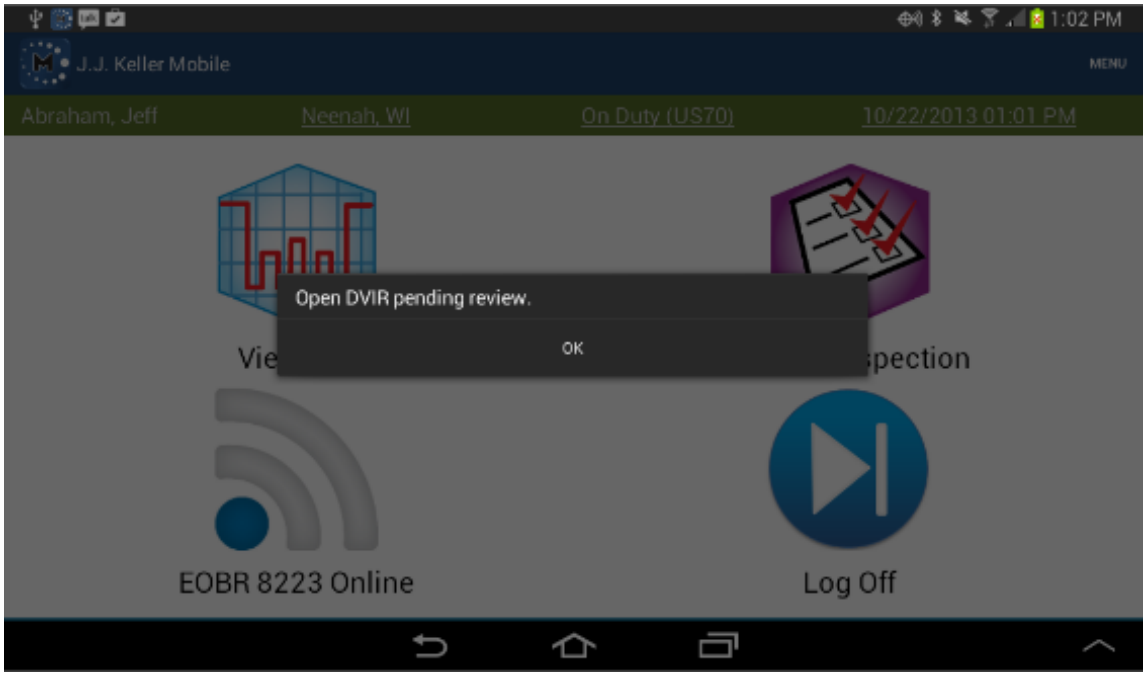
And allows for options of **No** and **Yes**.

Unidentified Driving Events



Unidentified Driving Events will be displayed to the user during the login process (after connecting to the ELD), and he/she will be asked to review and either claim or not. Unclaimed events will be sent back to Encompass for assignment. See the Unidentified Events section for further details.

Open DVIR Pending Review



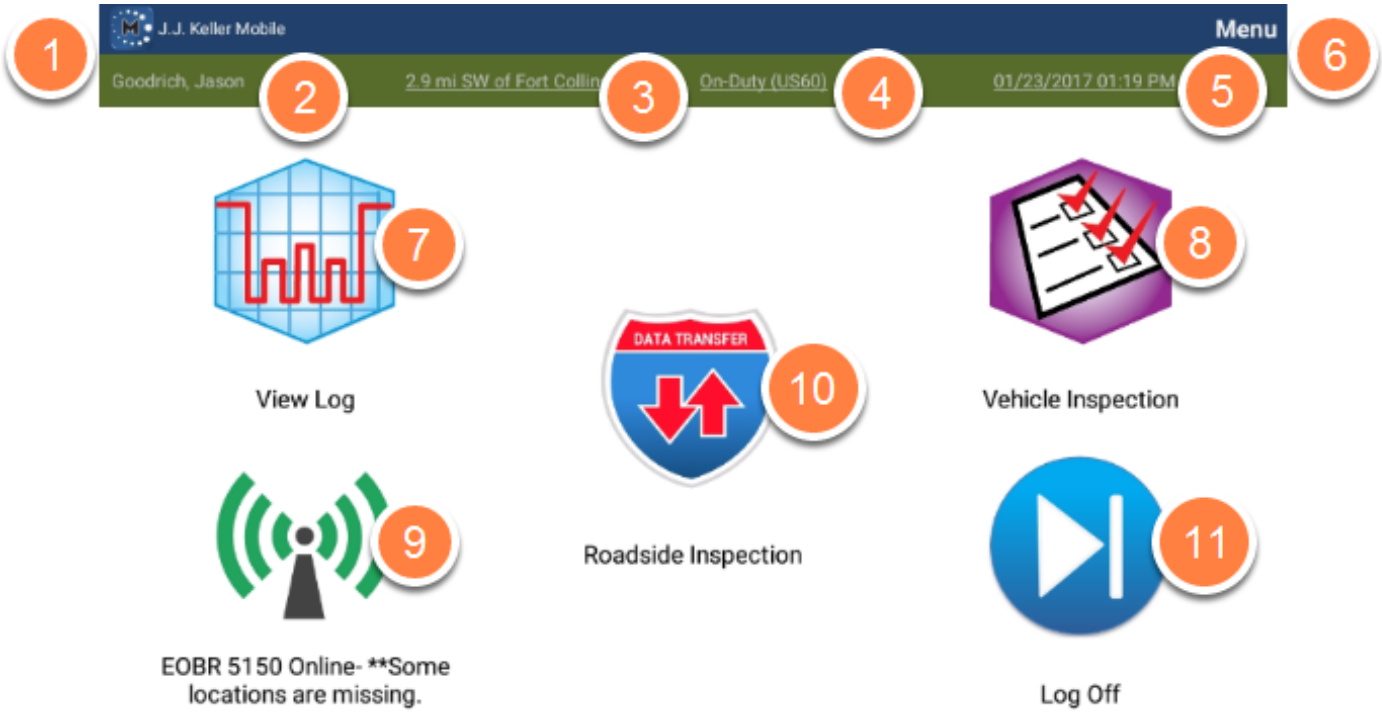
When connecting to an ELD, there may be pending inspections that require review. These are post-trip DVIRs that were reported for this vehicle that had a defect that required attention. Follow the Review Inspection process to certify that the repairs have been made. This message states:

Open DVIR Pending Review.

And allows for option of **OK**.

Dashboard

Home Screen



Select one of the links to be taken to the appropriate screen.

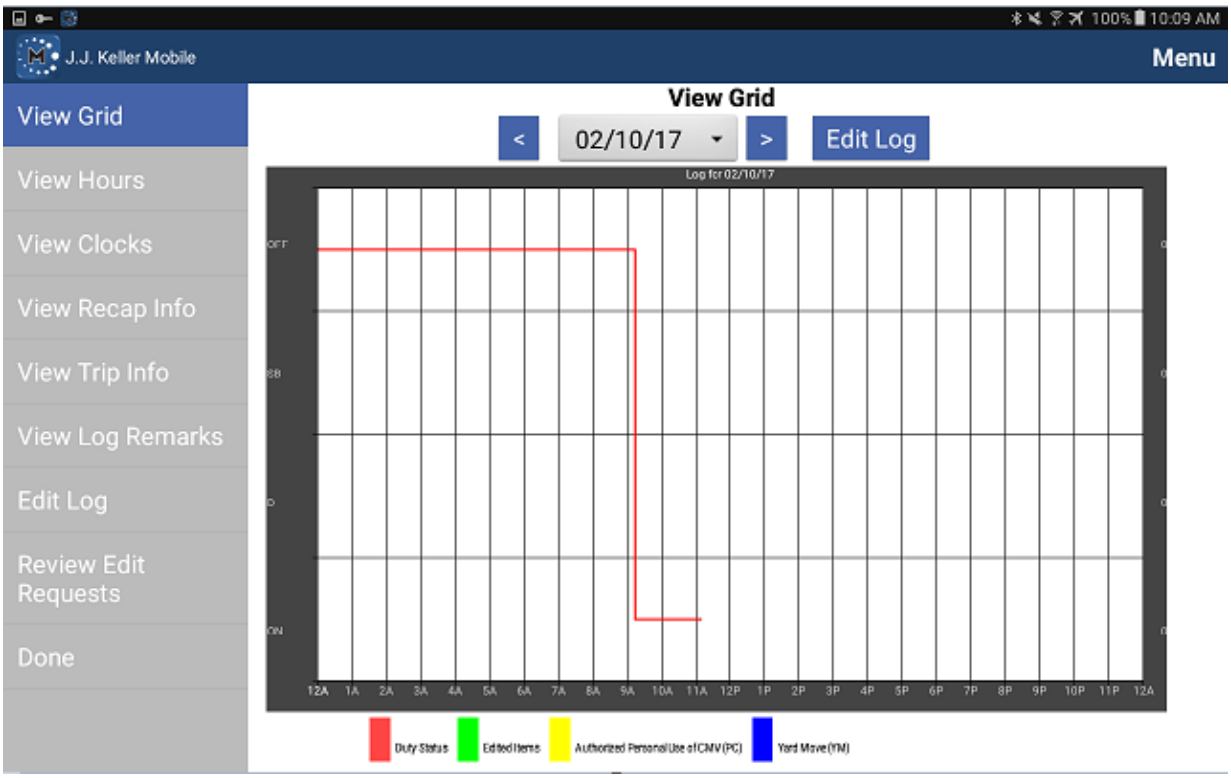
1. **J. J. Keller Mobile® Logo** ...tap to return to this screen
2. **Driver Name** of current active/designated driver
3. **Driver Location** at last duty status change...tap to edit
4. **Duty Status** ...tap to edit
5. **Date & Time** of last duty status change... tap to edit
6. **Menu** ...tap to access other areas in app
7. **View Log** and other HOS info... tap to view log, hours, etc.
8. **Vehicle Inspection** ...tap to launch DVIR menu
9. **ELD Connection Status** identifies ELD status... tap to edit
10. **Roadside Inspection/Data Transfer** ... tap to launch Roadside Inspection mode
11. **Log Off** ...tap to Exit the application and submit logs

View Log - Hours of Service Information

View Log

Select the **View Log** icon on your Dashboard to access Hours of Service information.

View Grid



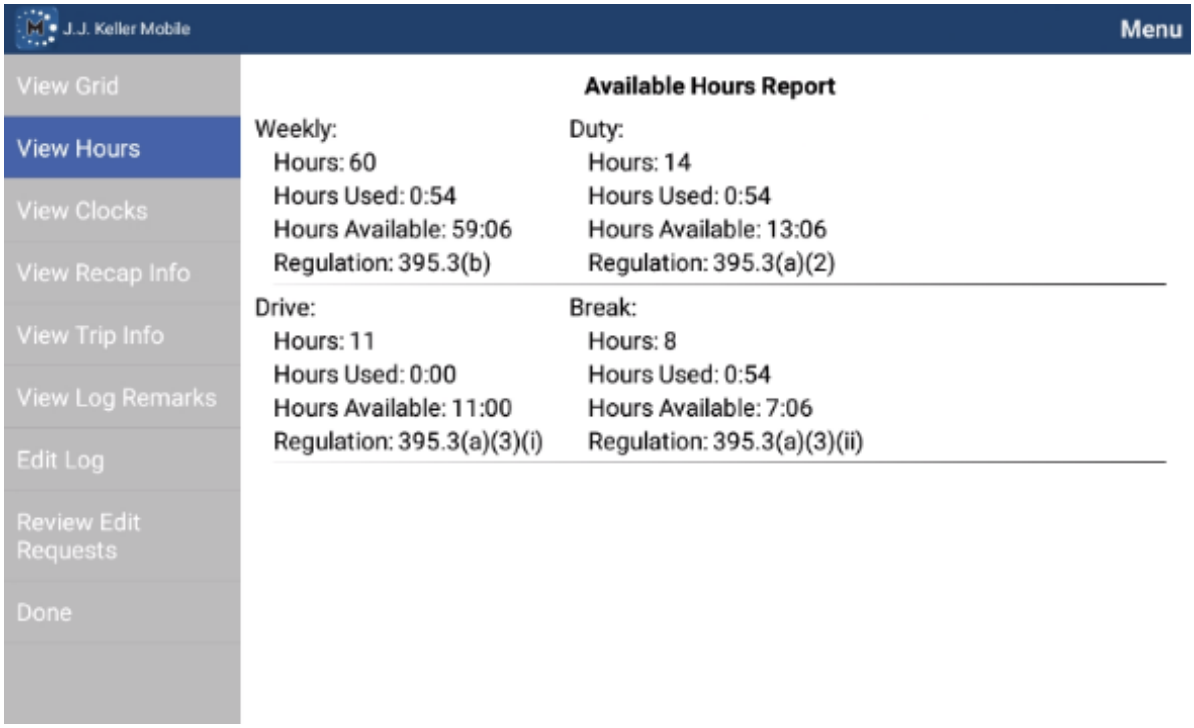
After selecting the View Log icon, the **View Grid** screen is displayed, which is an image of the grid log. All of the items in the left hand menu will display real time information about the drivers Hours of Service.

The legend below the grid identifies what the shaded portions of your grid log indicate (including standard duty status changes, edits, Authorized Personal Conveyance and yard Moves):

- Red - standard duty status changes
- Green - Edited events
- Yellow - Authorized Personal Use of CMV (PC)
- Blue - Yard Move (YM)

View Hours

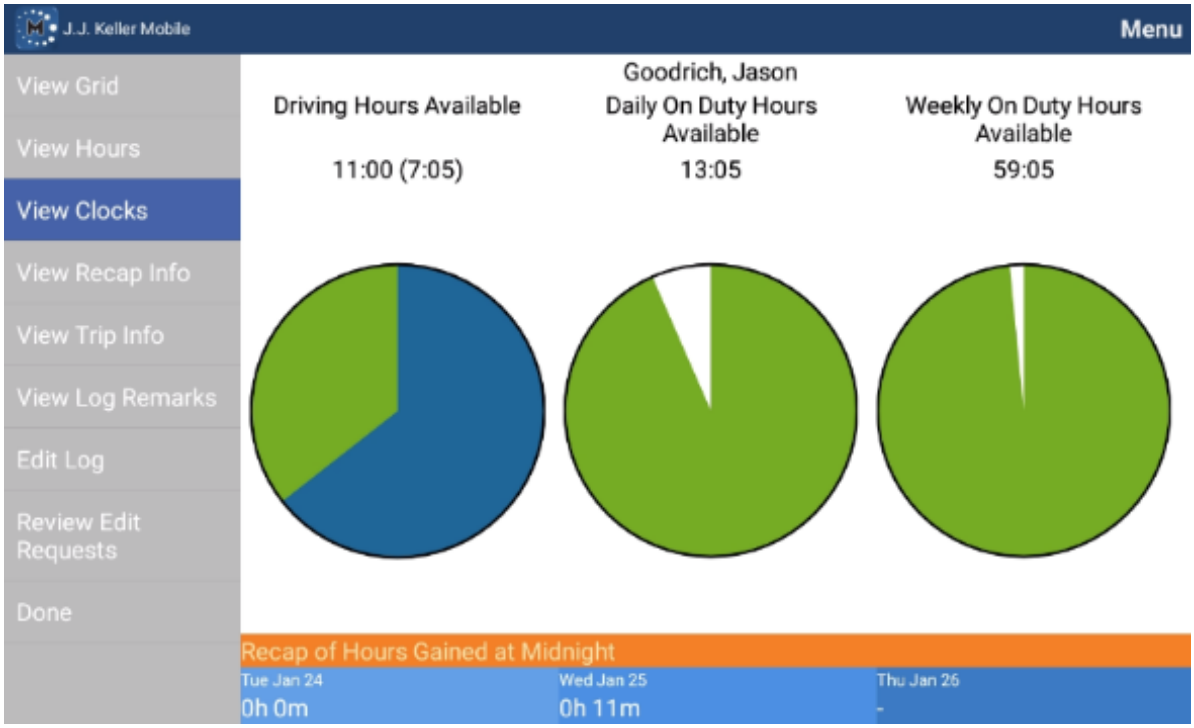
Available Hours Report



The **Available Hours Report** will show available hours for the week, daily on-duty limits, drive time and required 30 min break, if applicable.

View Clocks

Hours Available



This screen represents the Available Hours Report in a graphical display It's the same screen that is displayed while the driver is in a Driving status and the vehicle is in motion.

These will update in real time to reflect the time available to the driver.

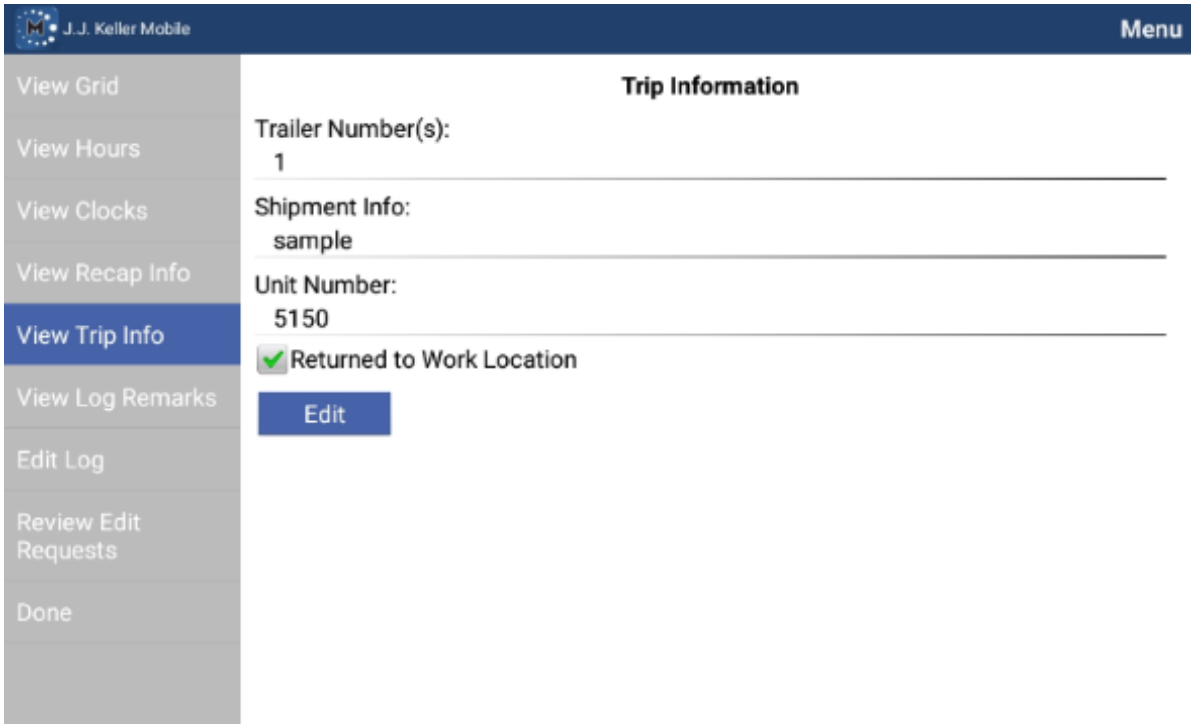
The **Blue** area on the **Driving Hours Available** clock displays how much time is left before a 30 minute break is required. The time is also shown in parenthesis above the clock.

The clocks will turn **Yellow** as a warning that you have reached 25% of your remaining available time.

The clocks will turn **Red** when a driver has exceeded one or more of the limits. While the vehicle is in motion, notifications will be presented to the user as they are nearing their Hours of Service limits.

View Trip Info

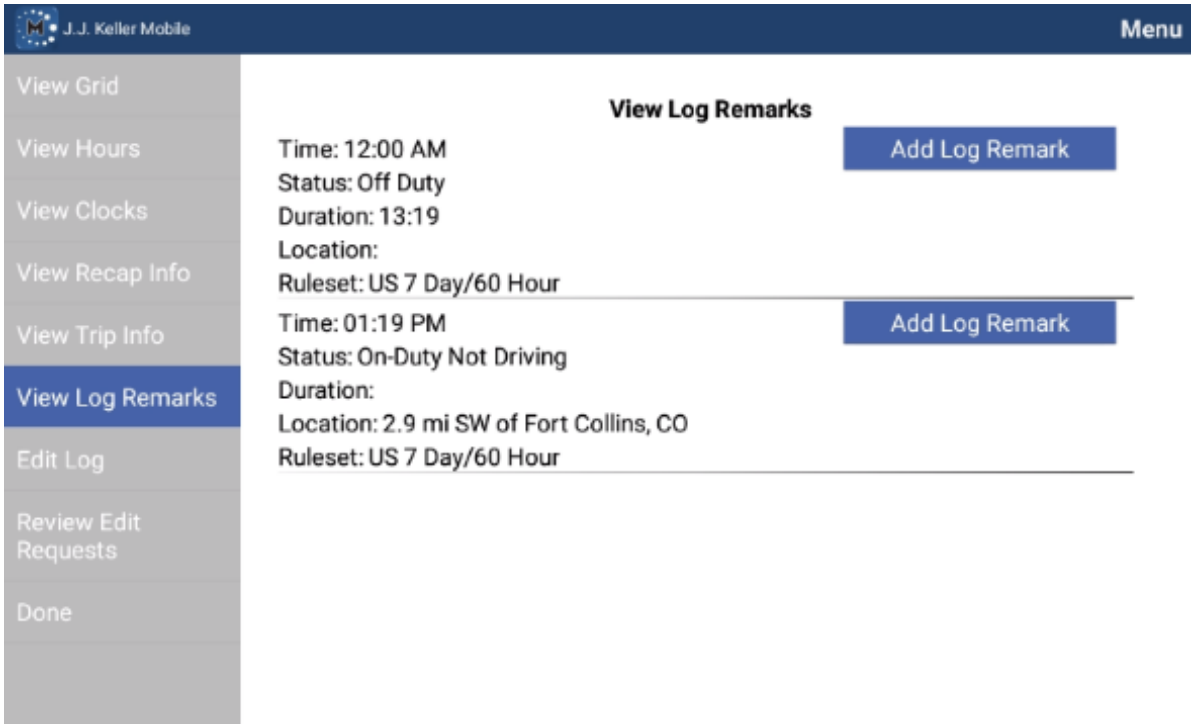
Trip Information



The **View Trip Info** option displays the Trailer Numbers, the Shipment Info about the load, and the Unit number they are operating. By selecting the **Edit** button the driver can edit information any time. Drivers can also choose to make these fields their default entry (if, for example, they always carry the same trailer) by choosing the appropriate **Set Default** checkbox on the **Edit Trip Information** screen.

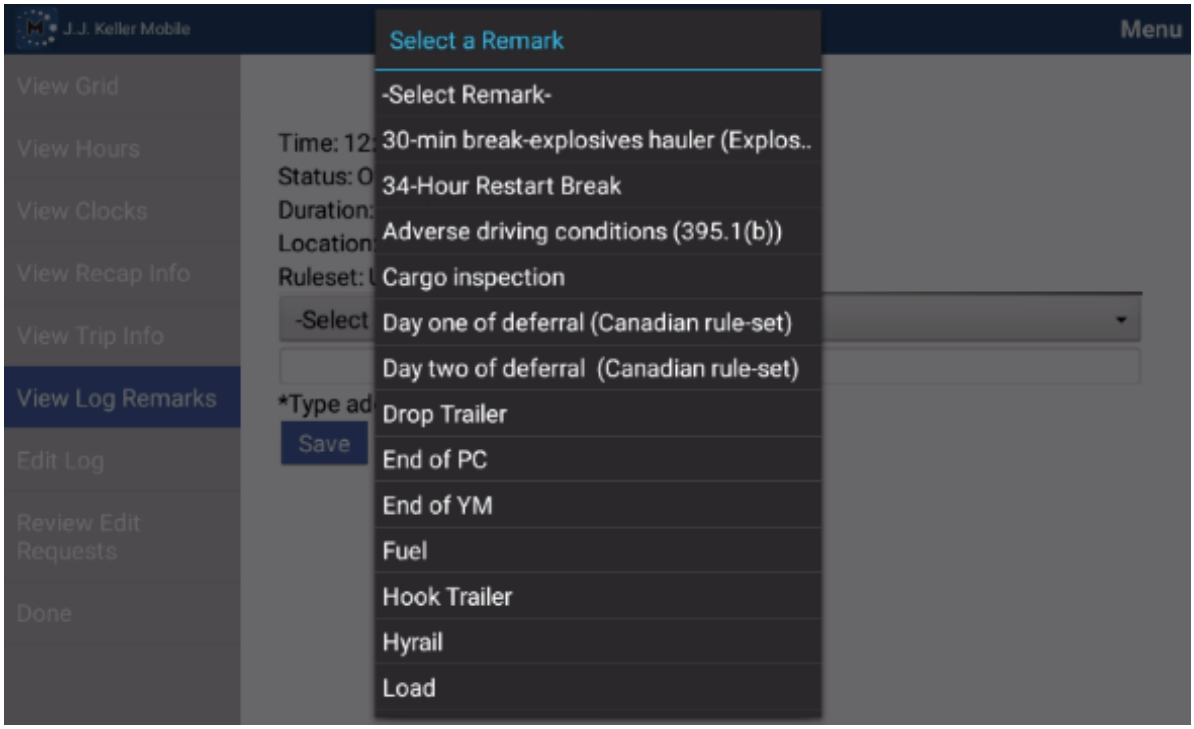
View Log Remarks

View Log Remarks



Log remarks can be added for any duty status change that has occur. Select **Add Log Remark** on a specific duty status.

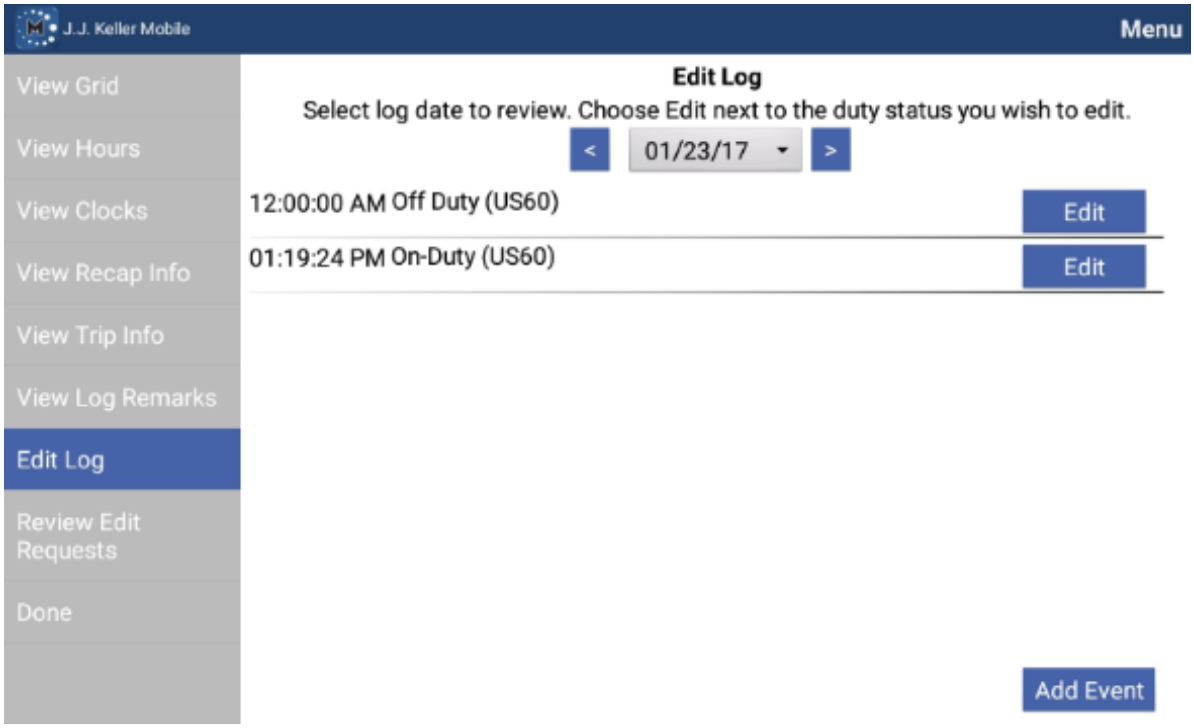
Add/Edit Log Remark



The driver is presented with a dropdown menu to choose a standard log remark. There is also a text field where drivers can add additional information. Once the remark is complete, choose **Save**.

Edit Logs

Review Log dates/times and Select Event to Edit

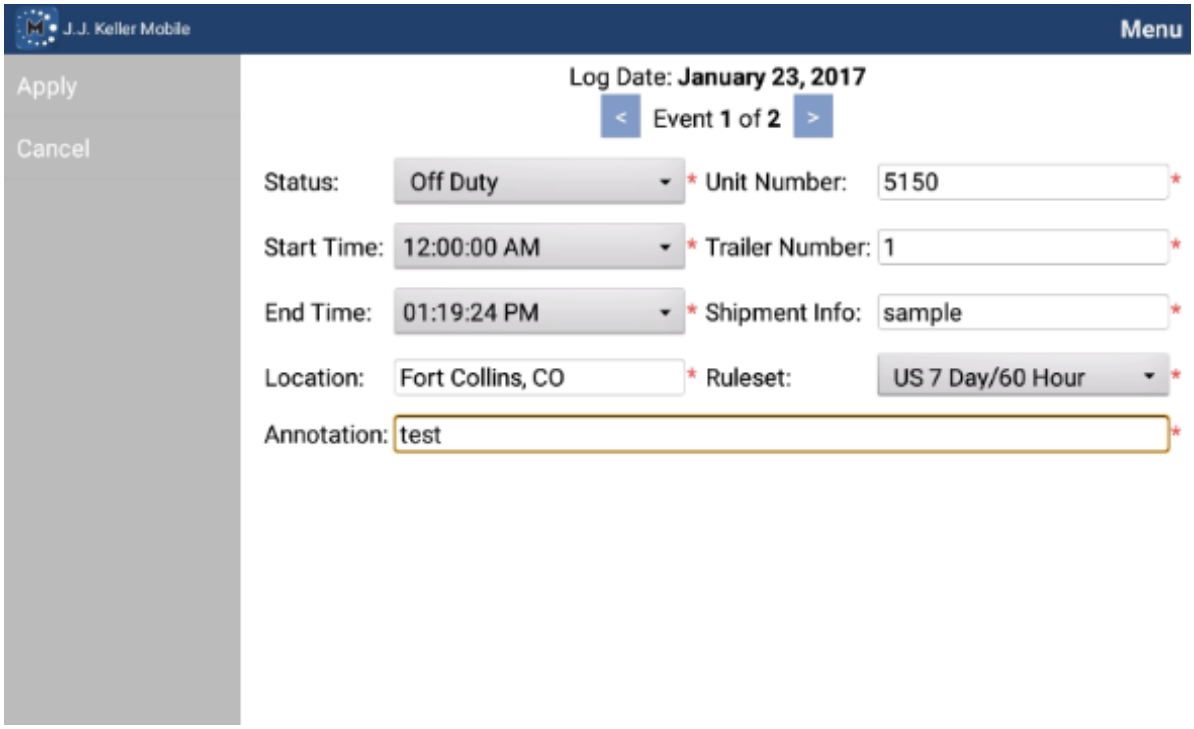


Drivers have the ability to edit today's log and previous days logs by selecting **Edit Log** button.

1. Select the log to edit. Use the arrow keys to select the correct date.
2. Click on the appropriate **Edit** button to change the event.

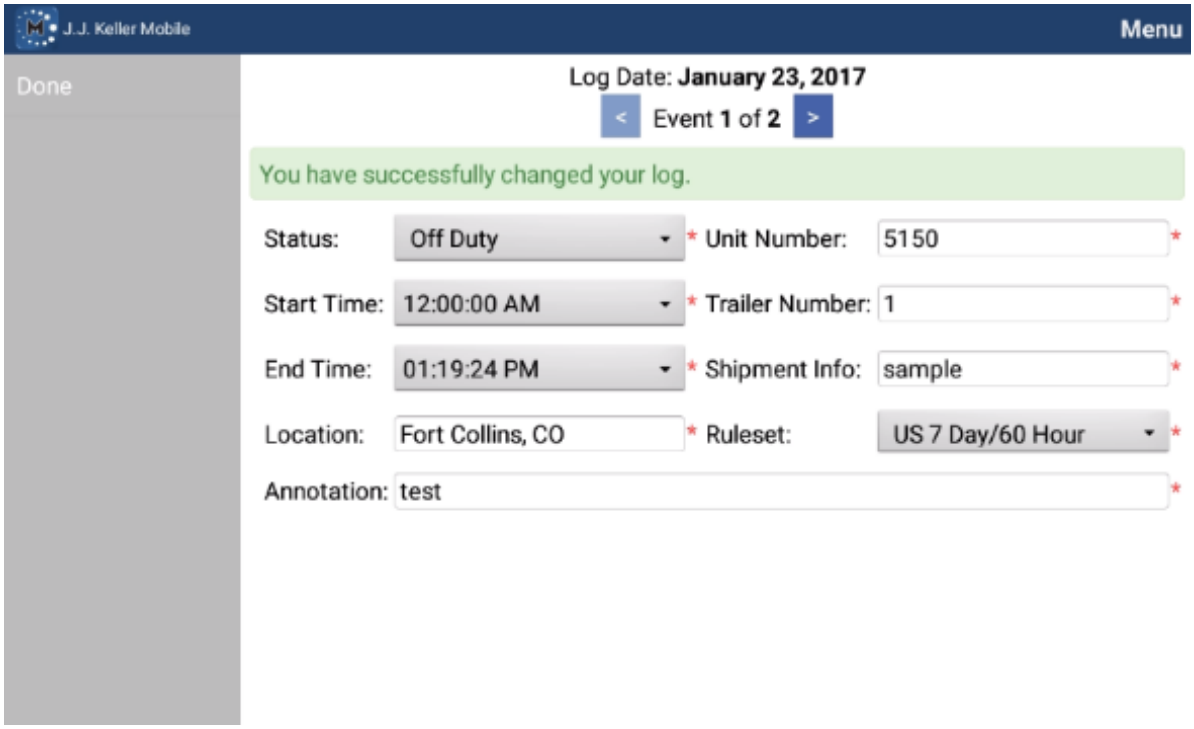
Events can also be added to the log by selecting **Add Event**.

Complete all required fields



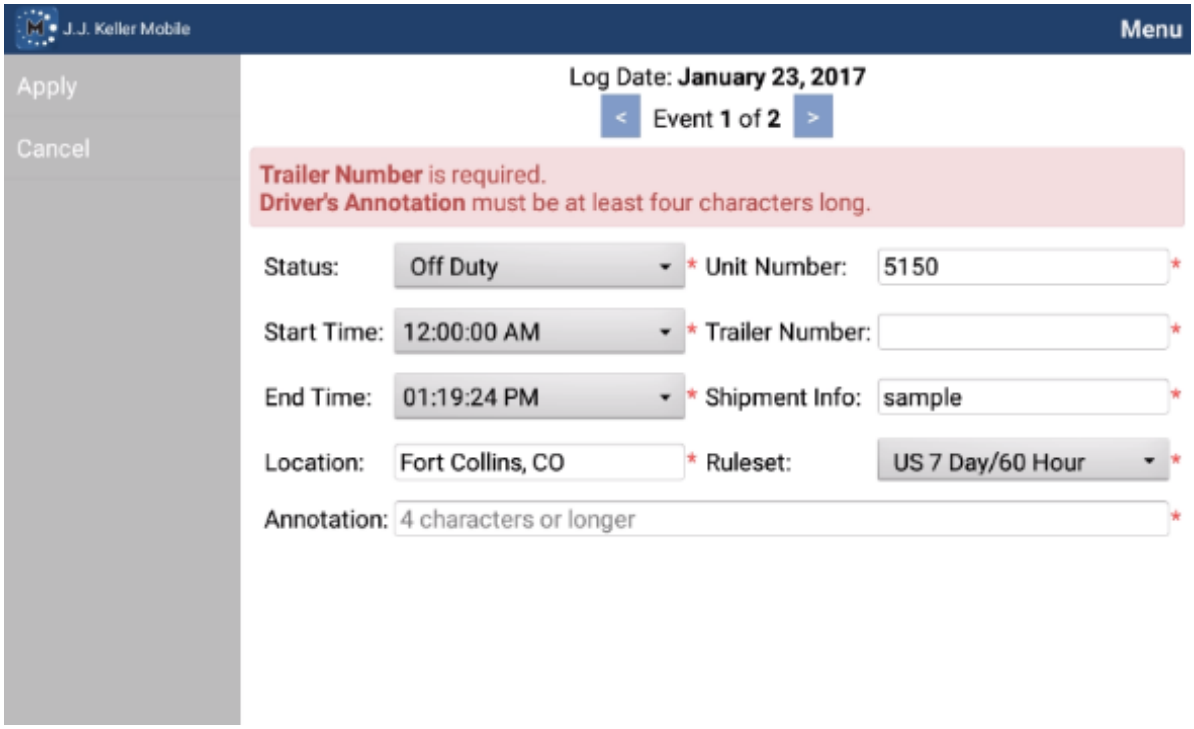
When editing or adding events, all fields on the screen will be required to be populated, and must include an annotation as to why the edit is being made. Once the edit/add is complete, select **Apply** to save the event.

Confirmation



If all fields are populated, a confirmation message will be displayed.

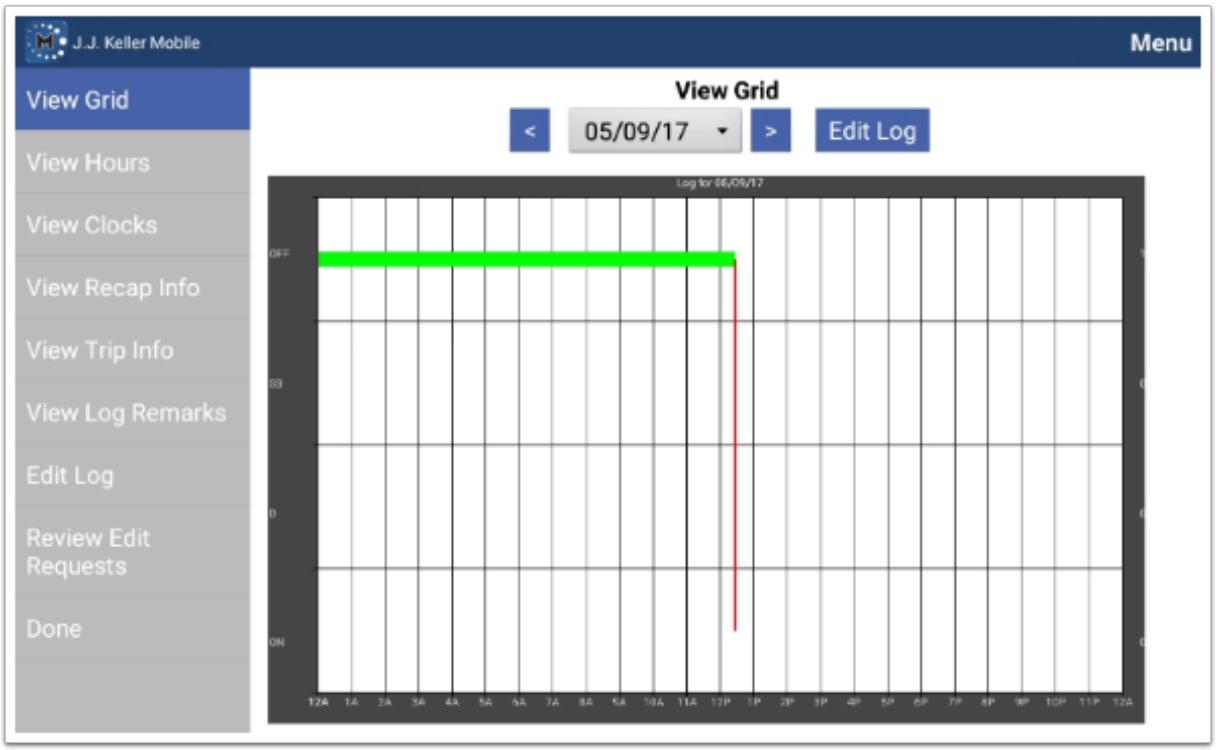
Error/Incomplete Edit Information



If data is missing in the fields, a message will display letting the user know which fields are incomplete.

Users can continue to edit or add events as necessary.

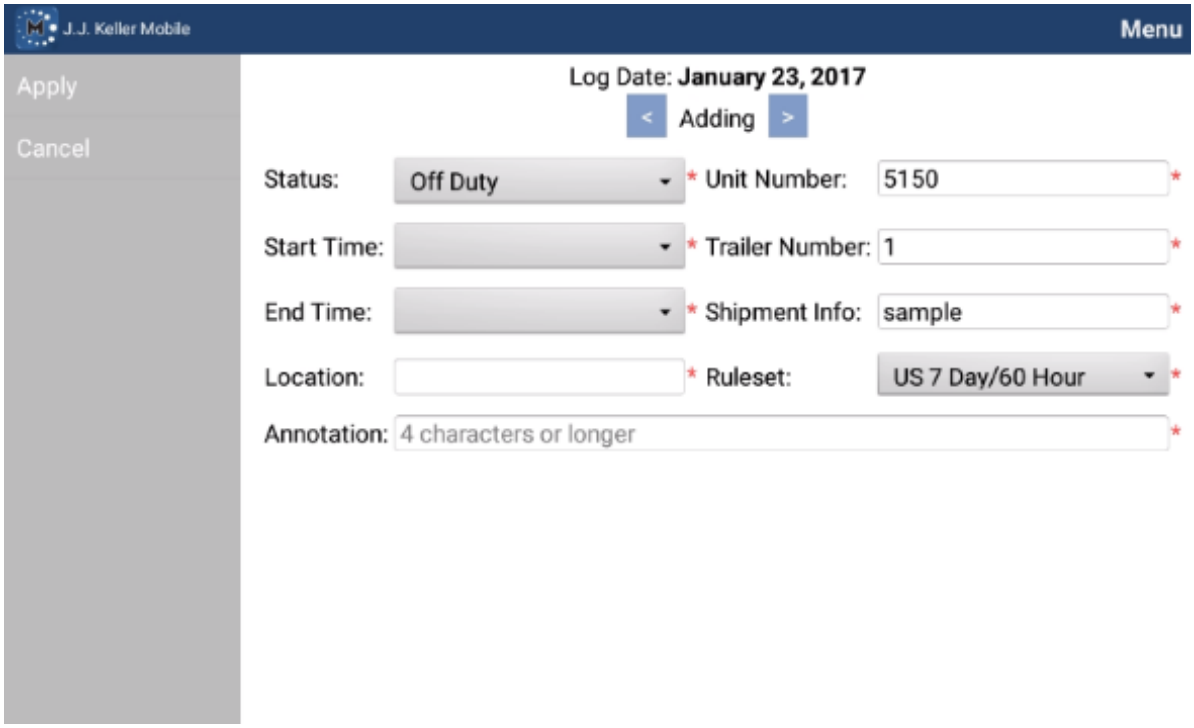
Edited Log



Once a user has edited a log, the modifications will show up in Green, as shown above.

Add Log Event

Adding a Log Event



Adding a log event is very similar to editing a log event, except the user has to input all required data. Once all fields are populated, select **Apply** to save the event.

Roadside Inspection

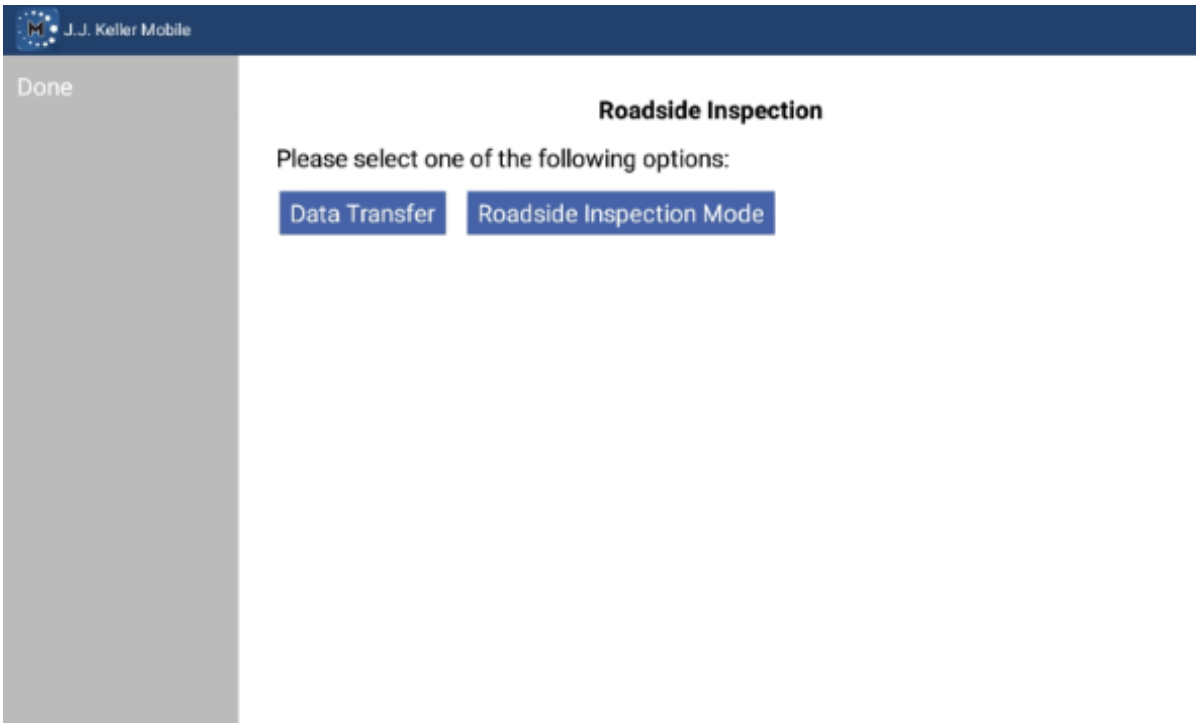
Roadside Inspection Mode - Data Transfer

When choosing the Roadside Inspection icon from the Dashboard, users are presented with 2 options.

The **Data Transfer** button allows the user to send an output file to the roadside inspection official.

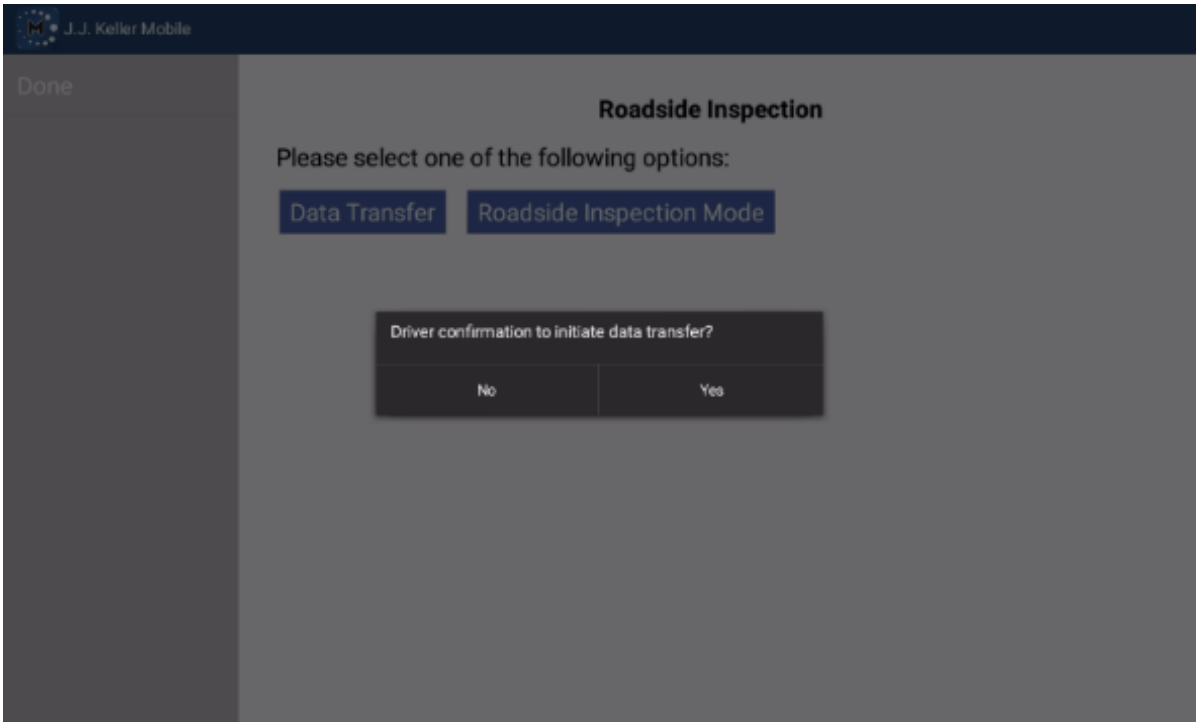
The **Roadside Inspection Mode** button allows the official to review the necessary hours of service information on the mobile device.

Data Transfer



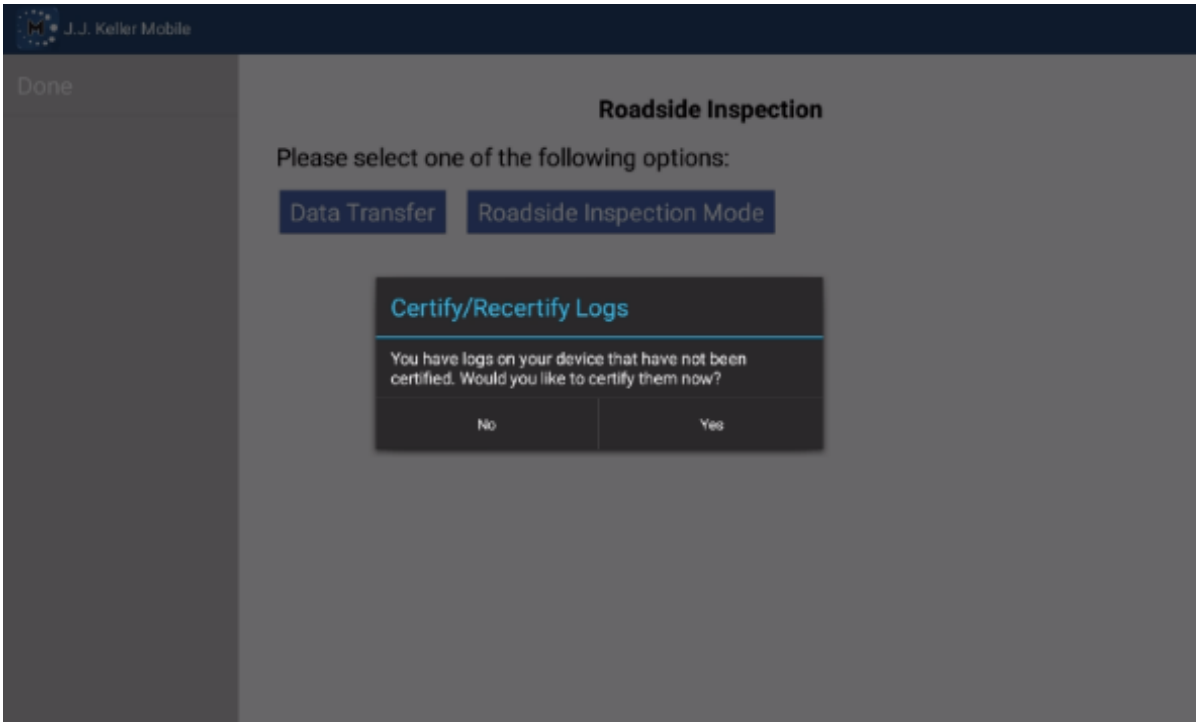
Select **Data Transfer** to begin the process of transferring data to a roadside inspector.

Confirmation to Initiate Data Transfer



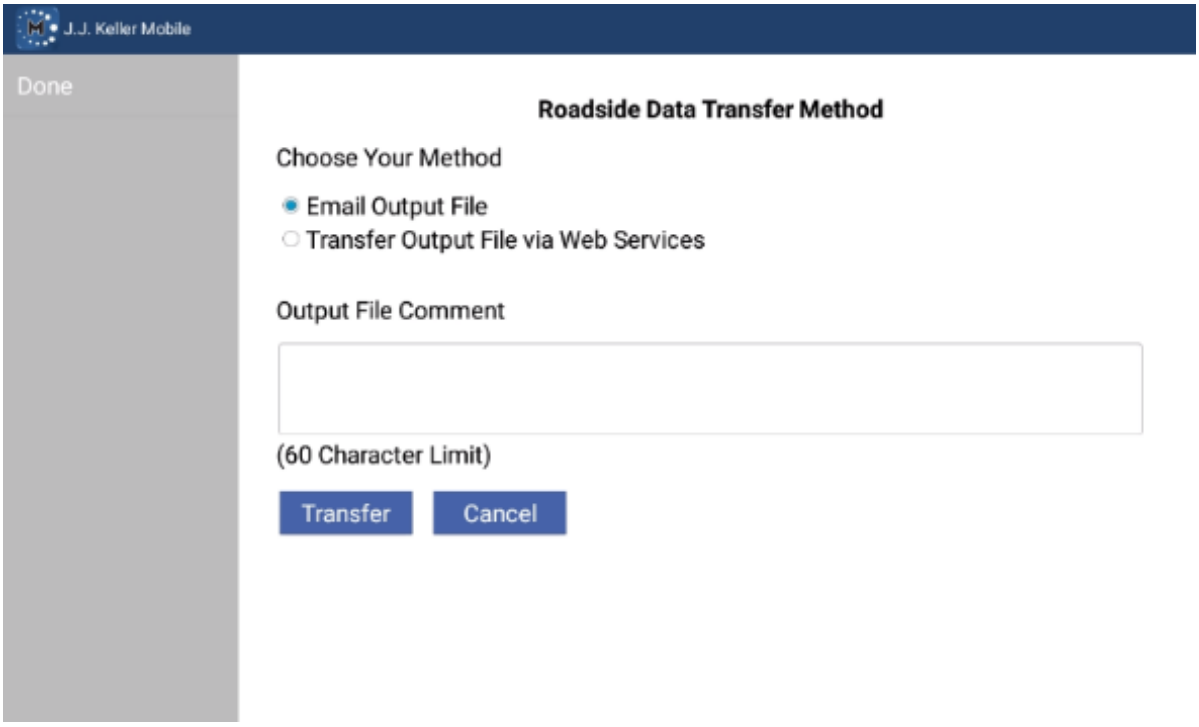
Upon selecting the Data Transfer option, the user will be presented with a confirmation question. Select **Yes** to continue.

Certify/Recertify Logs



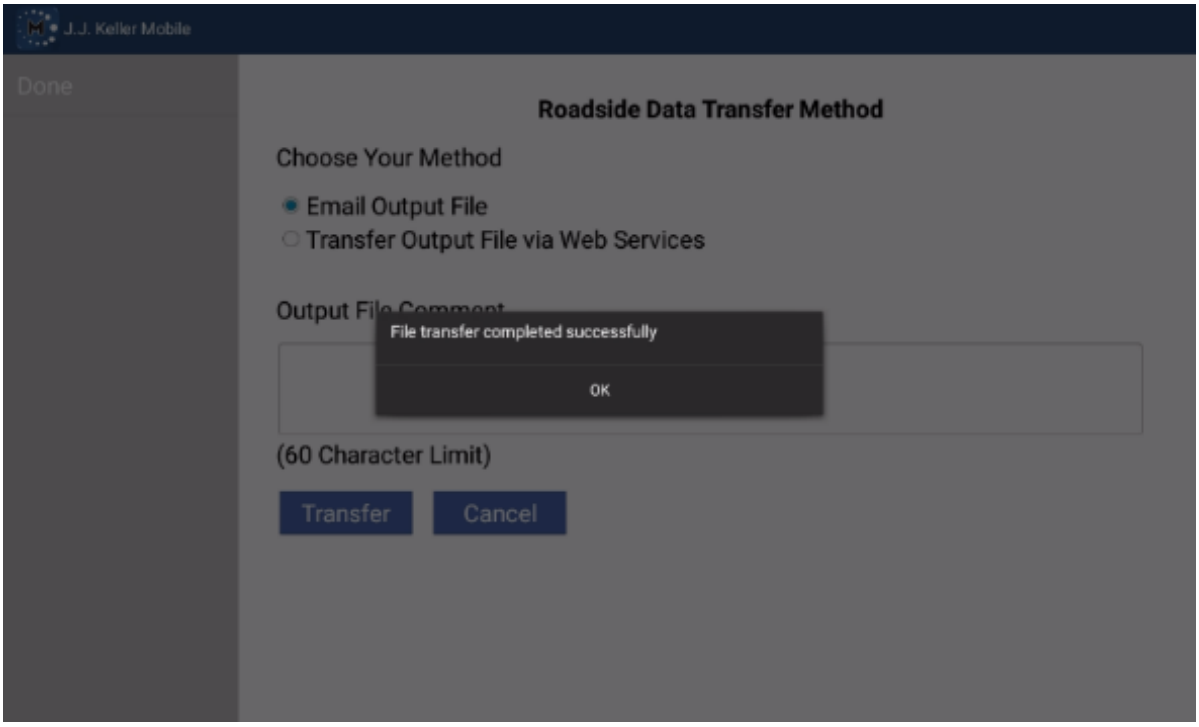
If the user has logs on the mobile device that have not been certified and sent to Encompass yet, they will be presented with the above message. Selecting **Yes** will take the user to the Certify screen, where they can choose the logs they want to certify and submit to Encompass, and then continue on the data transfer process. Selecting **No** will not send uncertified logs to Encompass, and create an output file that will not contain all of the necessary information for the roadside inspection.

Choose Your Method



We offer 2 methods, both considered Telematics options by the FMCSA, to transfer the file to the roadside inspection official. Users will select the format they want the file output in (either **Email** or **Web Services.** They may also provide an optional Output File Comment that they require to be entered. Once the method and the comment have been entered, select **Transfer** to send the file.

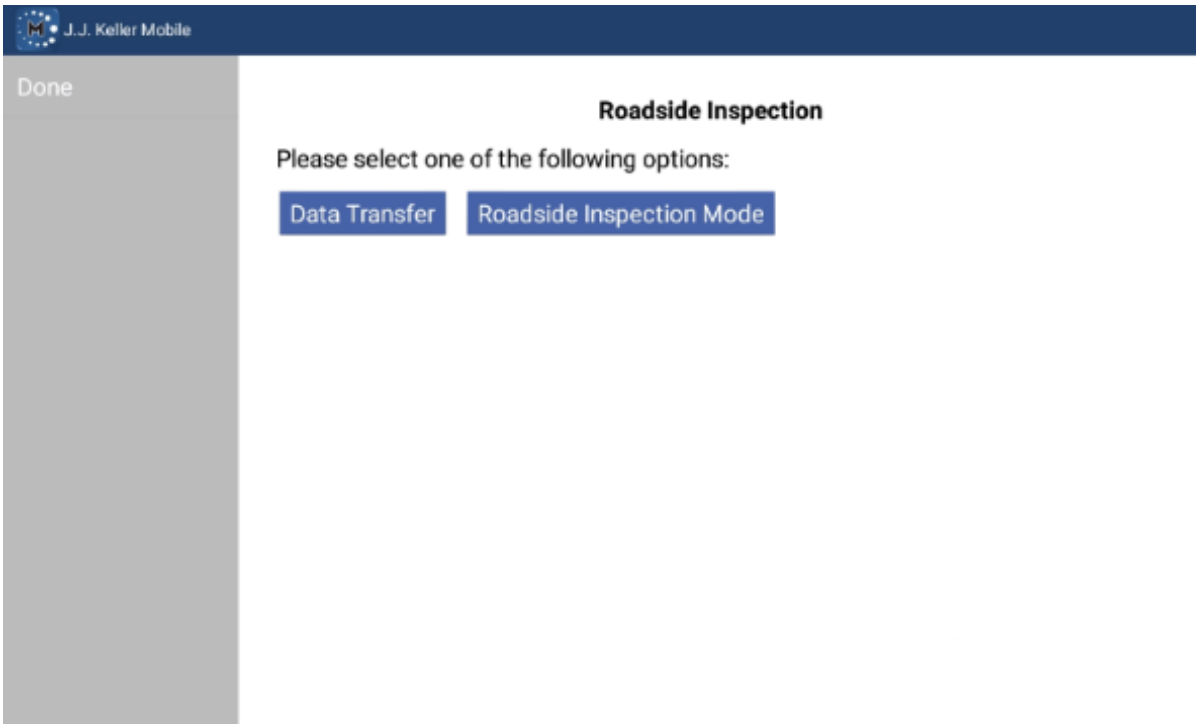
Successfully Completed



Once your request has been completed, you will receive a '**File Transfer Completed Successfully**' message. Select **OK** to return to the Dashboard.

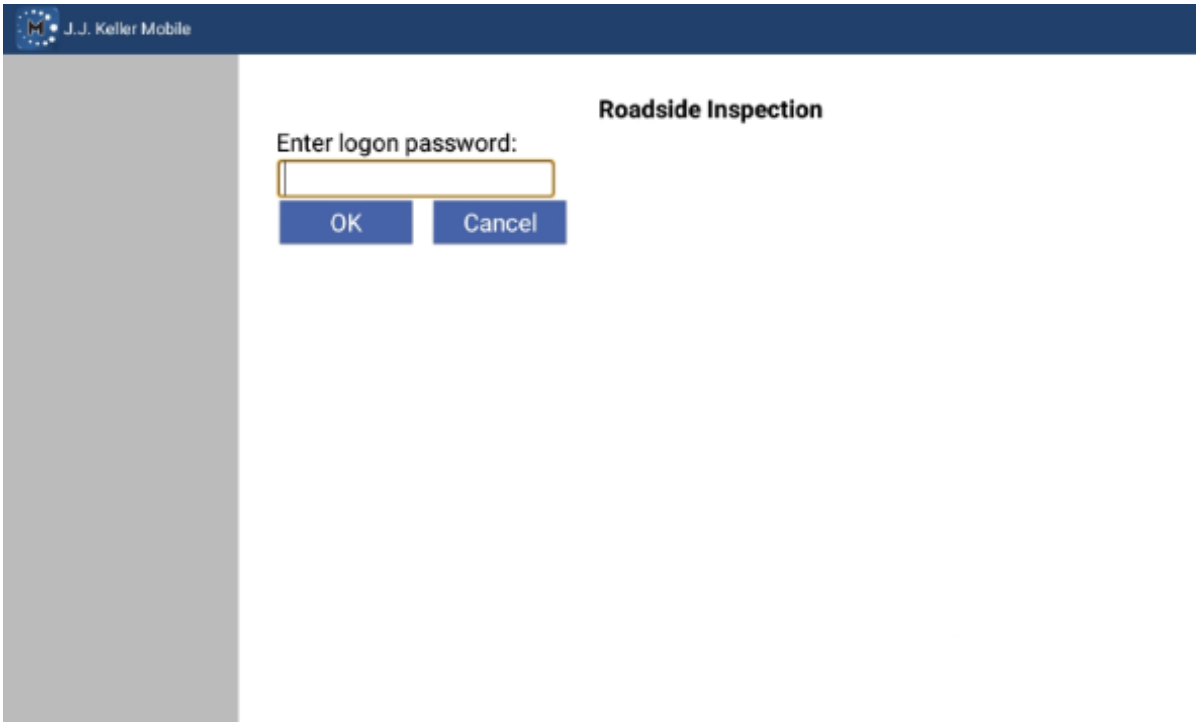
Roadside Inspection Mode - Display Output

Roadside Inspection Mode



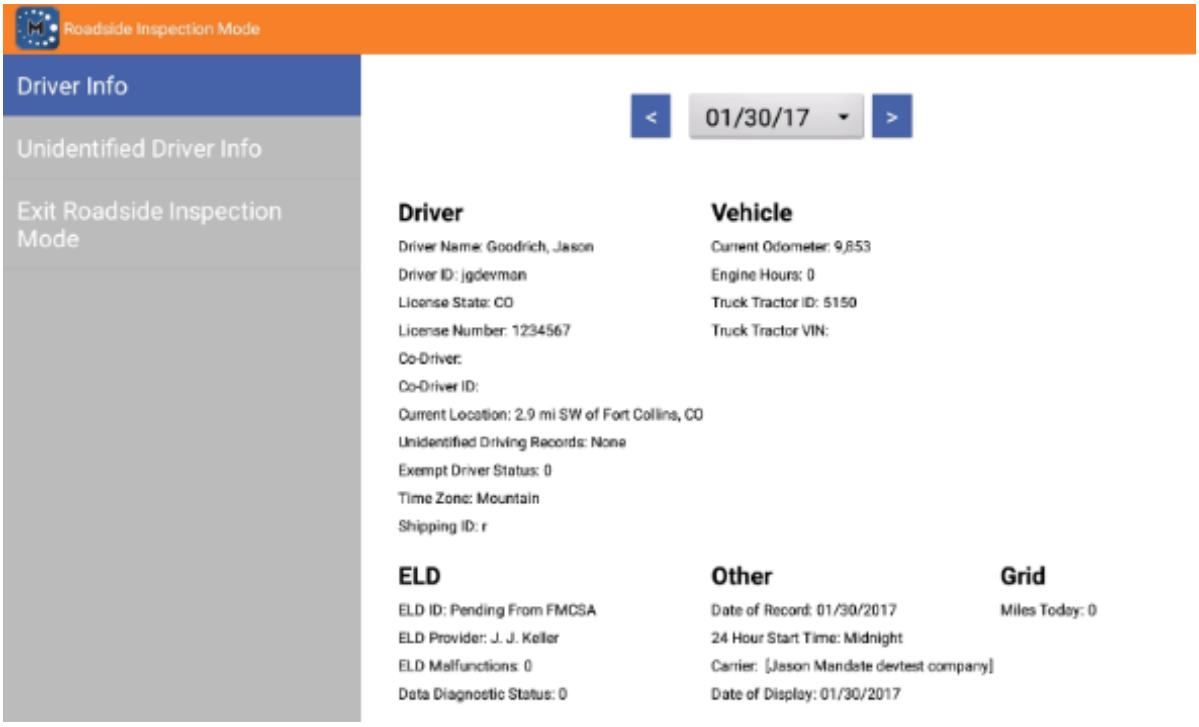
Select **Roadside Inspection Mode.**

Enter Password



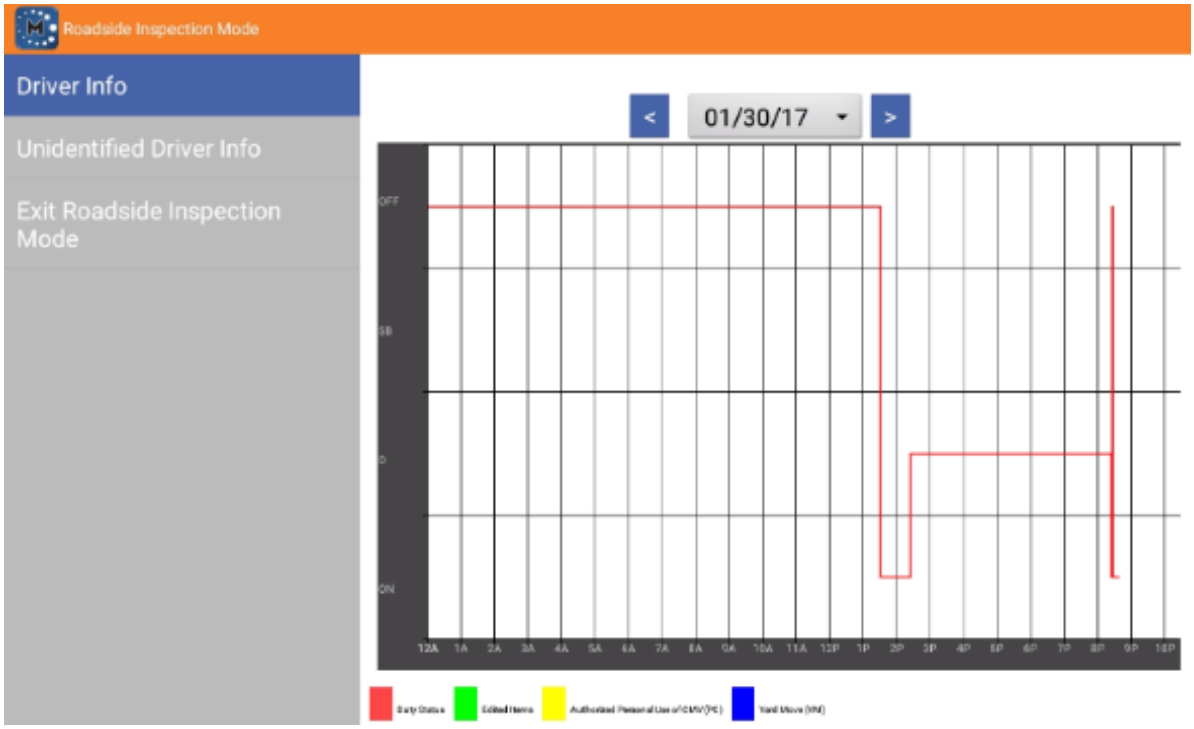
After entering password, provide mobile device and Roadside Inspection Instruction Card to the inspection official.

Review Driver Information - Header



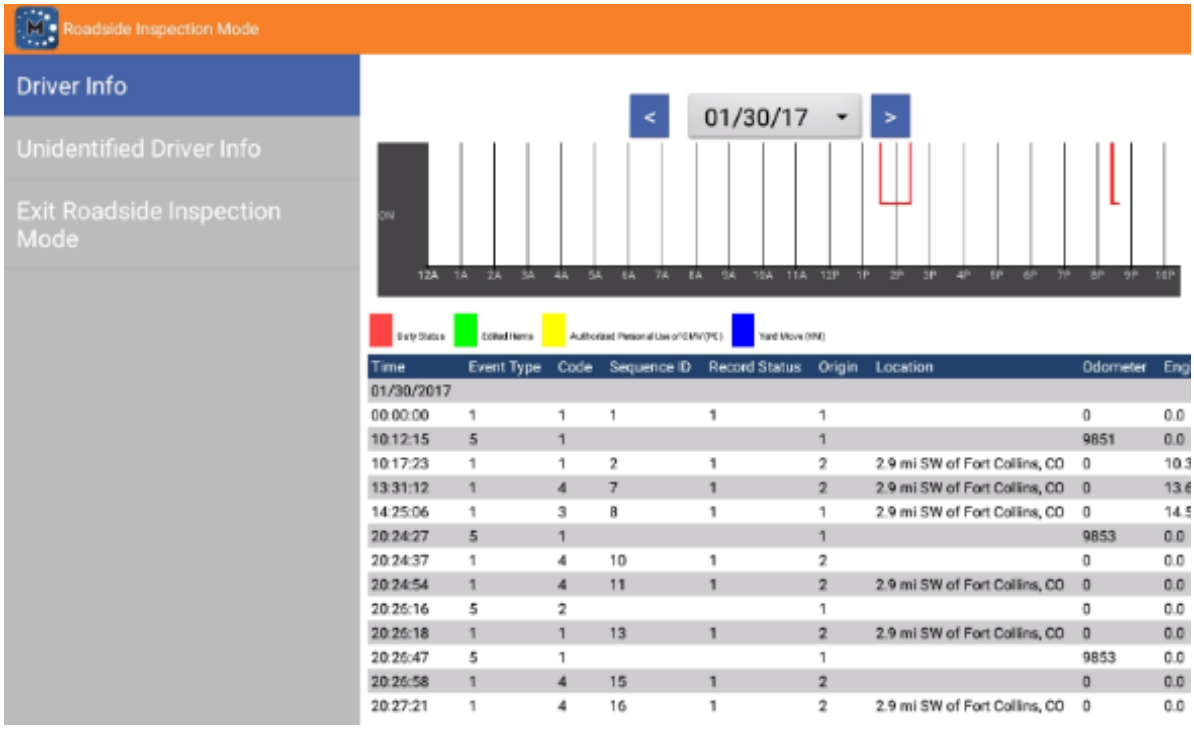
Inspection official can now select the date he/she wishes to review. The **header section** contains information about the Driver, Vehicle, ELD and some additional information located in the Other category.

Review Driver Information - Graph Grid



The **graph grid** displays the log for that day.

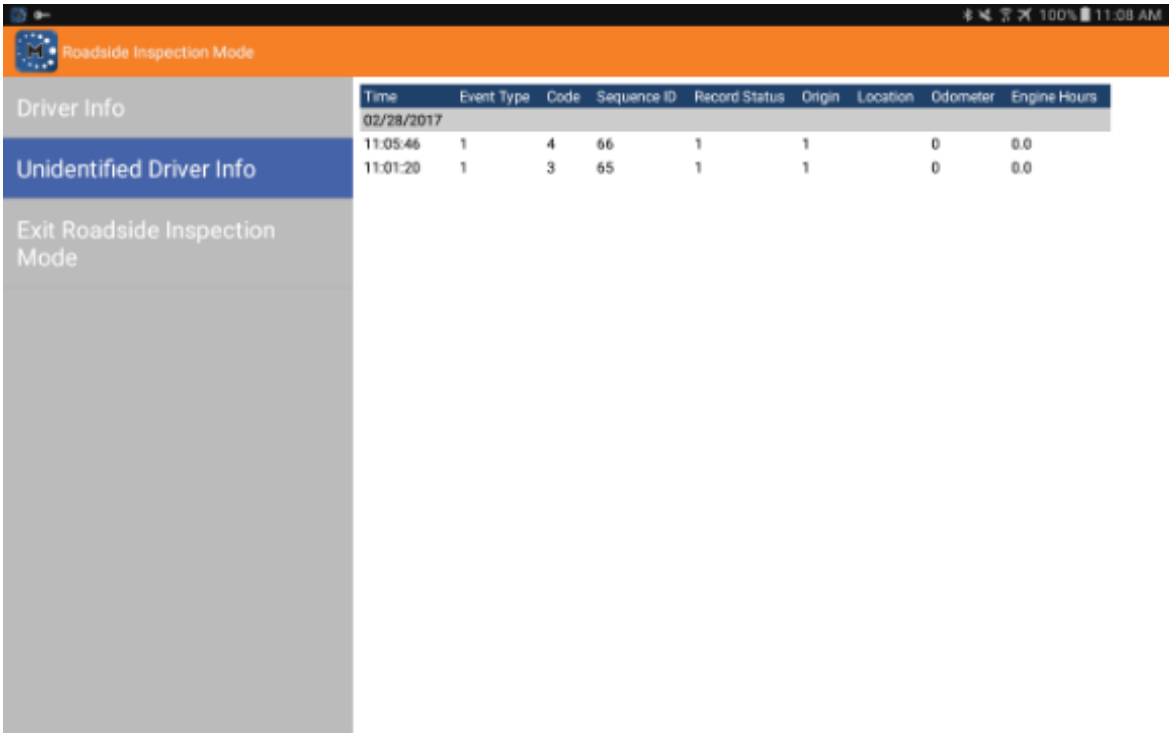
Review Driver Information - Detail



Time	Event Type	Code	Sequence ID	Record Status	Origin	Location	Odometer	Eng
01/30/2017								
00:00:00	1	1	1	1	1		0	0.0
10:12:15	5	1			1		9851	0.0
10:17:23	1	1	2	1	2	2.9 mi SW of Fort Collins, CO	0	10.3
13:31:12	1	4	7	1	2	2.9 mi SW of Fort Collins, CO	0	13.6
14:25:06	1	3	8	1	1	2.9 mi SW of Fort Collins, CO	0	14.5
20:24:27	5	1			1		9853	0.0
20:24:37	1	4	10	1	2		0	0.0
20:24:54	1	4	11	1	2	2.9 mi SW of Fort Collins, CO	0	0.0
20:26:16	5	2			1		0	0.0
20:26:18	1	1	13	1	2	2.9 mi SW of Fort Collins, CO	0	0.0
20:26:47	5	1			1		9853	0.0
20:26:58	1	4	15	1	2		0	0.0
20:27:21	1	4	16	1	2	2.9 mi SW of Fort Collins, CO	0	0.0

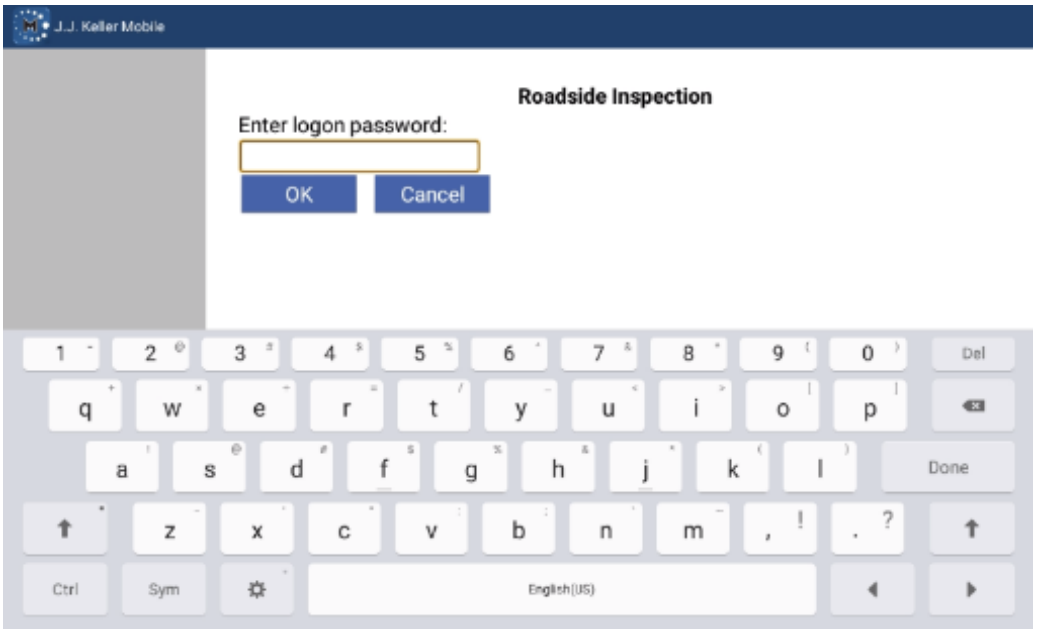
The **Event Listing** section displays all of the events that occurred on a given day.

Review Unidentified Driver Profile Info



The **Unidentified Driver Profile** will display unidentified driving periods if events exist. The detail of each unidentified driving period is displayed.

Exit Roadside Inspection Mode

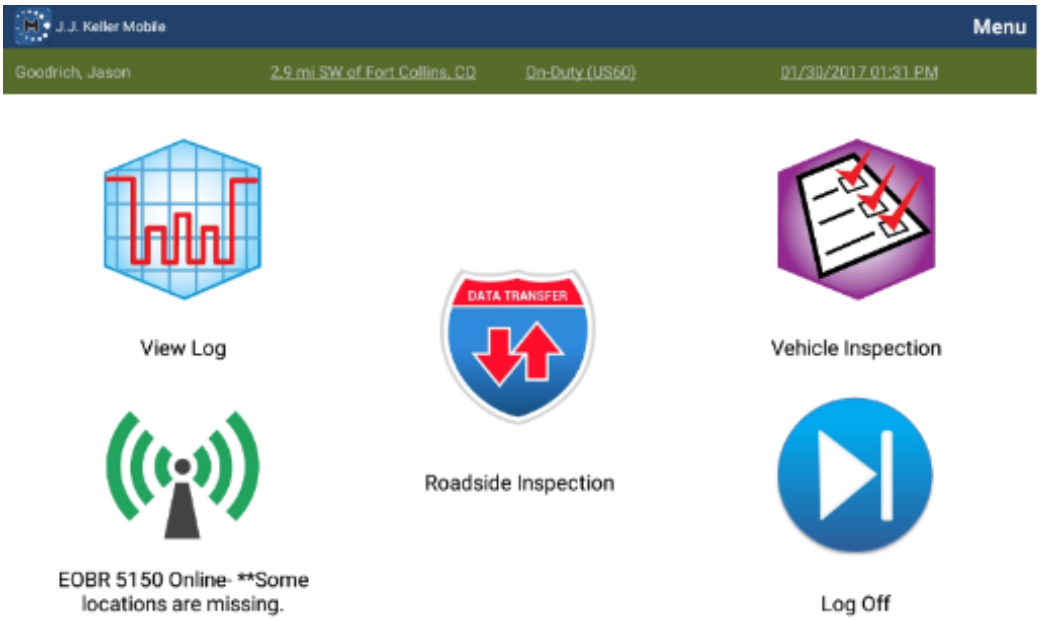


To exit roadside inspection mode, select **Exit Roadside Inspection Mode**, and then enter your **password**.

Log Off

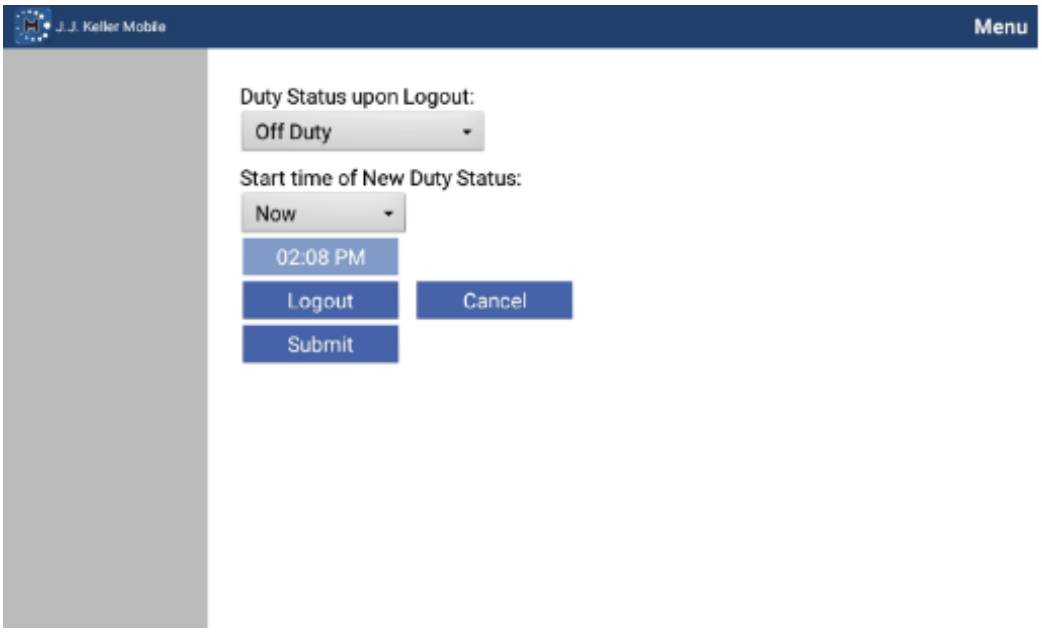
Log Off Procedure

Log Off



Select the **Log Off** icon begin the log out process.

Submit & Exit Application

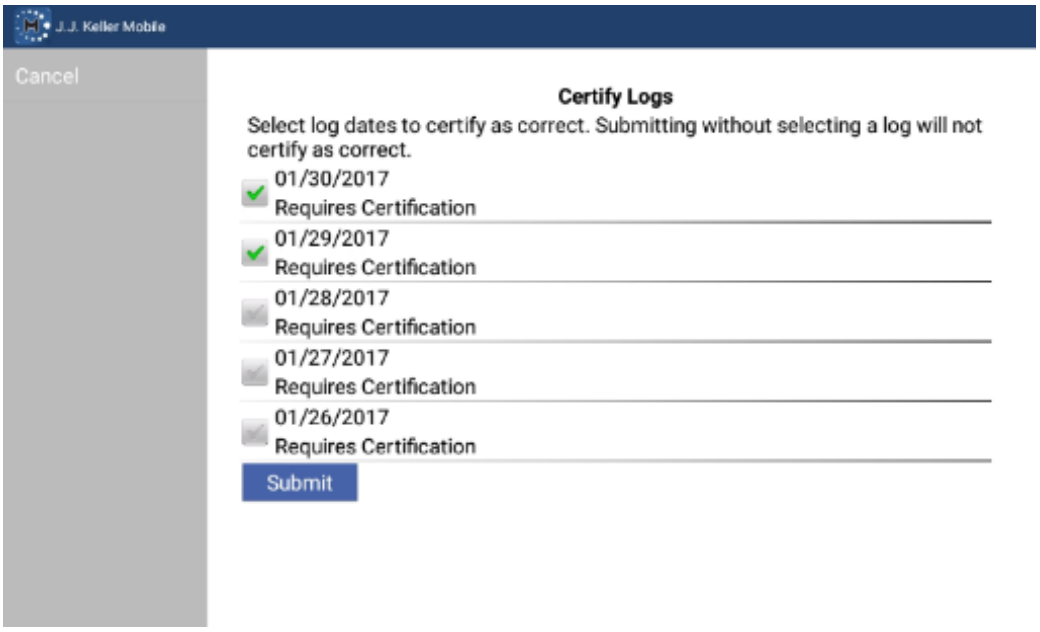


After **Log Off** icon is selected, the user has the following options:

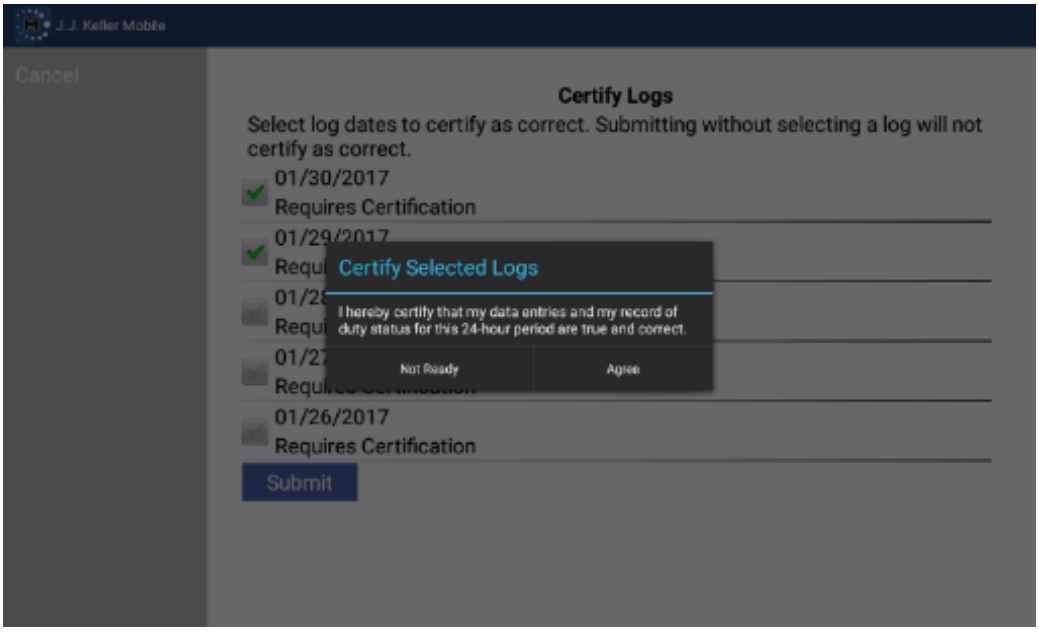
Log Off

1. **Duty status upon Logout -** Allows the user to choose their duty status once logged out of the application (standard is Off-Duty)
2. **Submit** – allows the user to certify and/or submit logs upon logout.
3. **Logout** – exits the J. J. Keller Mobile® application without submitting the log to Encompass.
4. **Cancel** – returns the user back to the J. J. Keller Mobile® dashboard and cancels the log-off process.

Certify Logs



Upon selecting **Submit** in the previous step, the user is taken to the Certify Logs screen. Here the user selects one or more logs to certify as accurate and submit to Encompass.



The user is then prompted to ensure that they have reviewed their logs and are certifying that they are accurate. This message states:

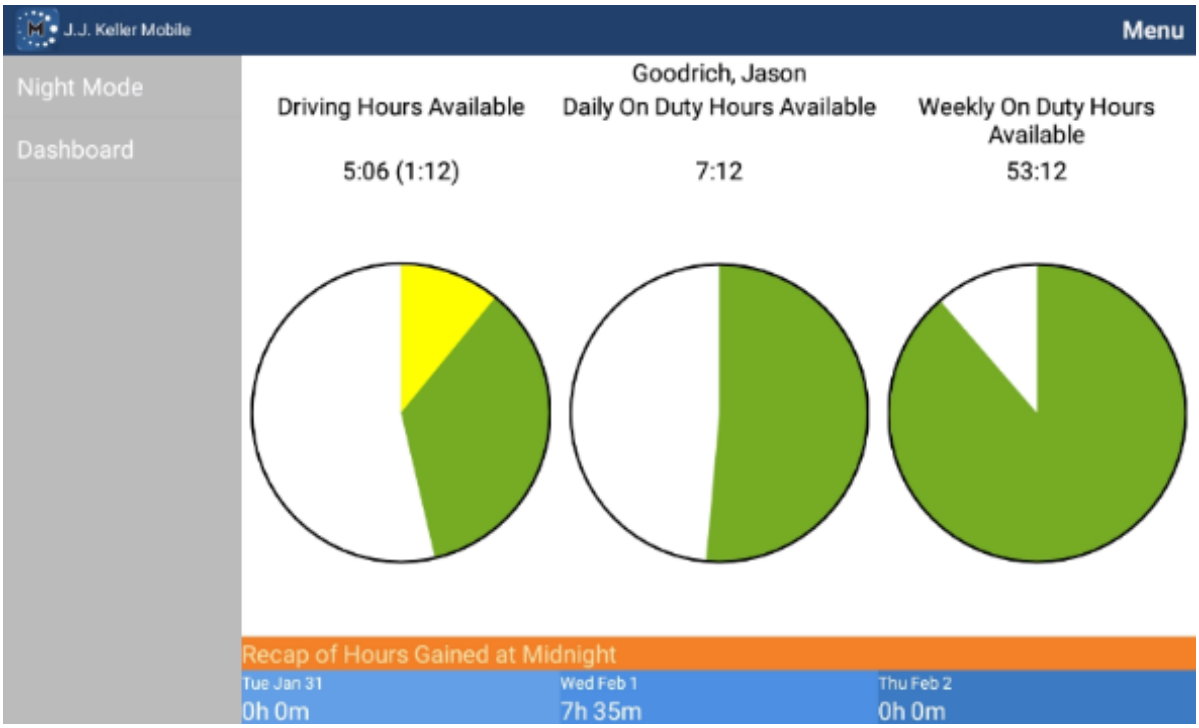
I hereby certify that my data entries and my record of duty statu for this 24-hour period are true and accurate.

This allows for options of Not Ready and Agree.

Vehicle in Motion

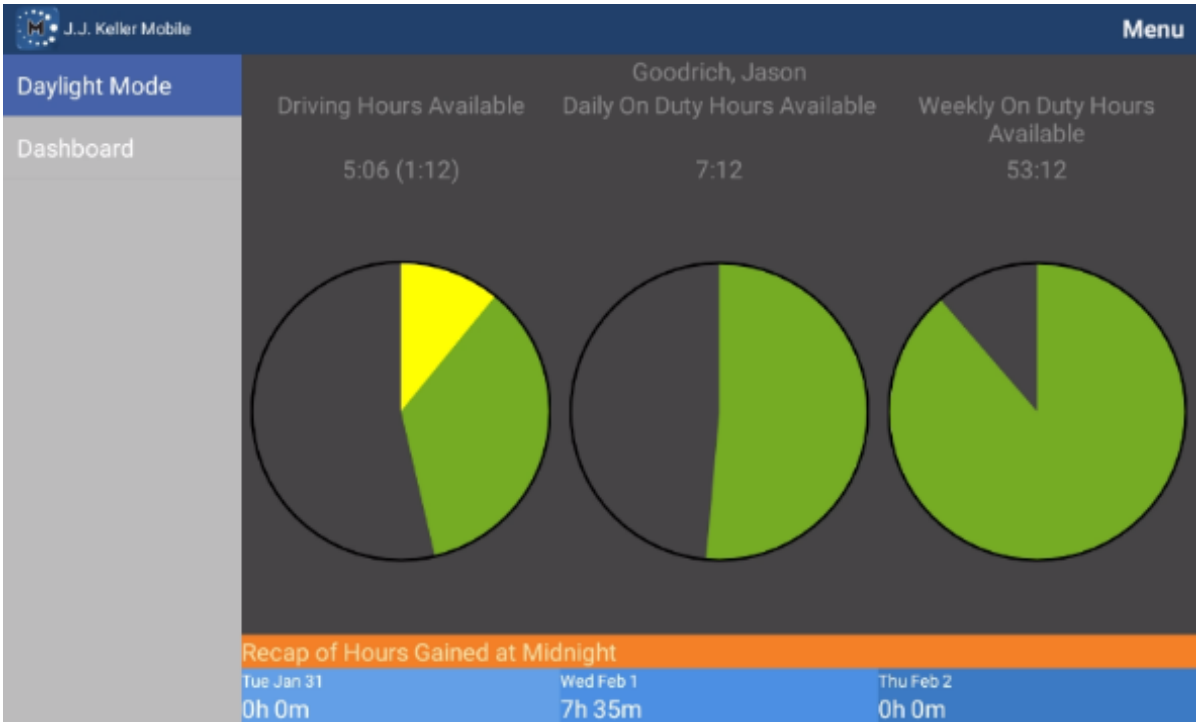
Vehicle In Motion

Vehicle in Motion



When the vehicle is in motion, the application locks itself down and displays the three (3) clocks above. While the application is locked down, the user cannot access the menu or manipulate the application. There are, however, HOS alerts that will be presented to the user during this time to let them know that they are approaching their HOS limits.

Vehicle in motion (Night Mode)

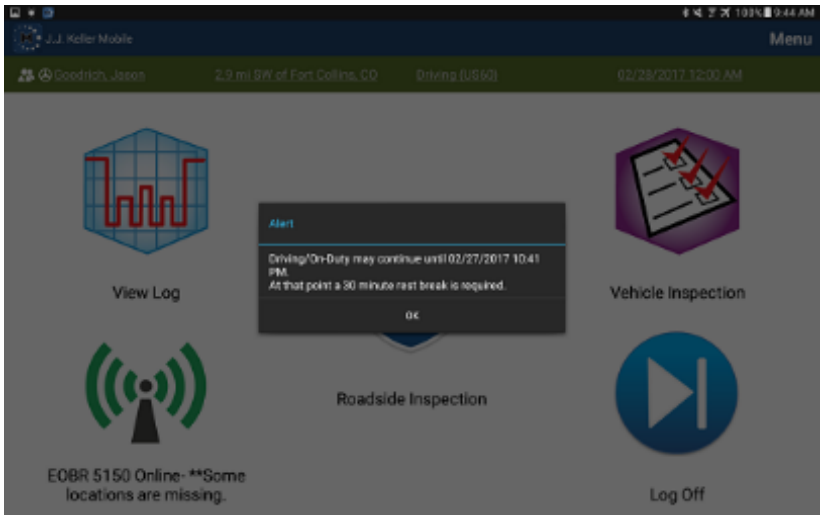


Select **Night Mode** to enable easier visibility during night time driving scenarios.

HOS Alerts

Alerts that appear while the vehicle is in motion.

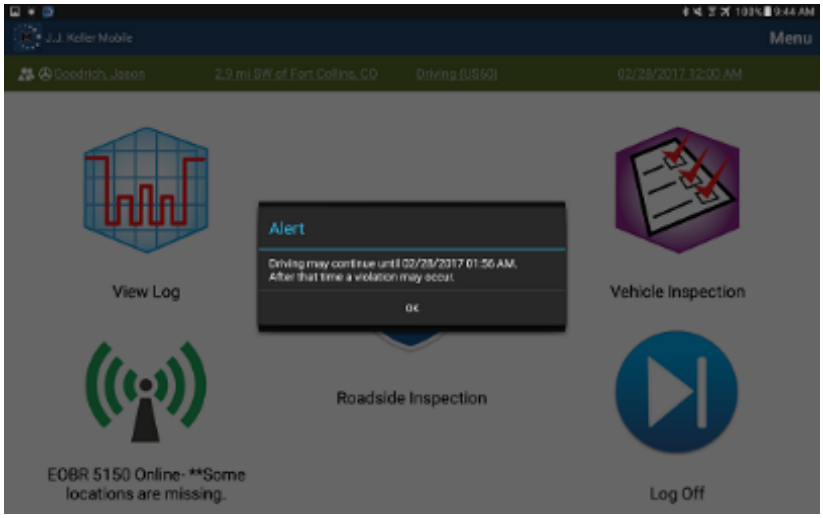
60 and 30 min Warning Messages



This message states:

Driving/On-duty may continue until (date/time).
At that point a 30 min rest break is required.

And allows for option of OK.



This message states:

Driving/On-duty may continue until (date/time).

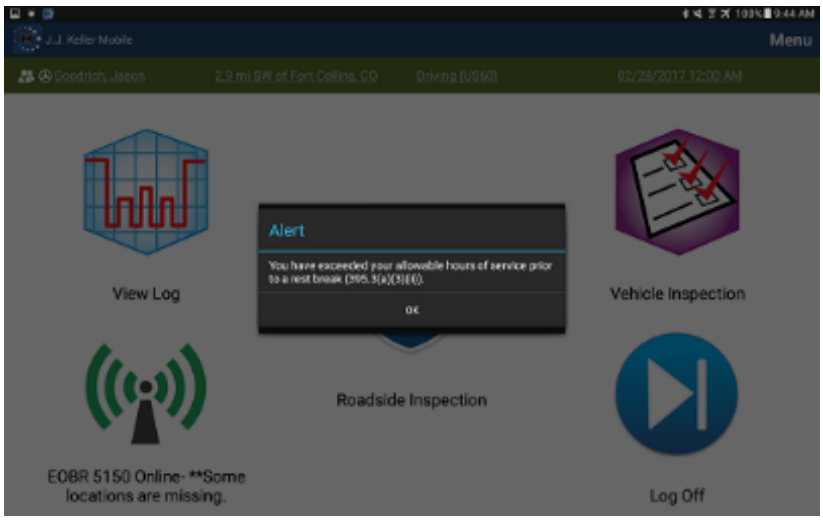
At that time a violation may occur.

And allows for option of OK.

The above alerts will display on your device screen when any of these conditions are met:

1. **30 Min Rest Break:** 60 minutes prior, 30 minutes prior to violation.
2. **Driving (and On-Duty) Time Limits:** 60 minutes prior, 30 minutes prior to violation.

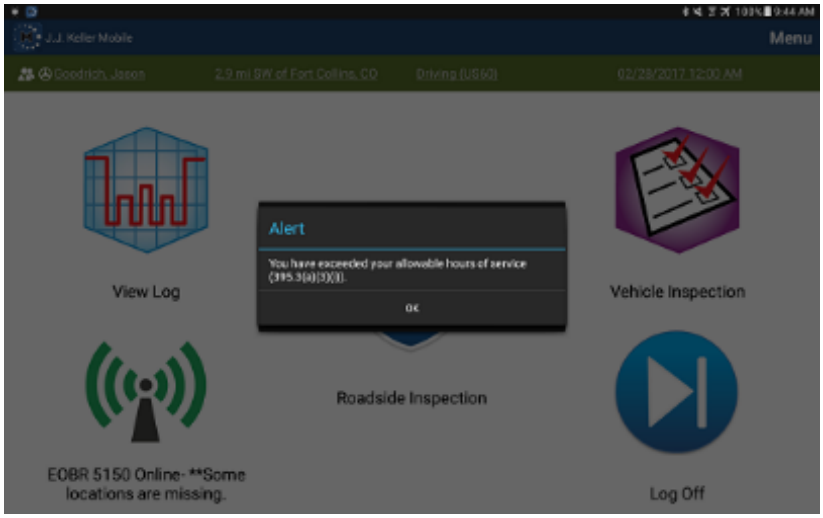
Violation Message



This message states:

You have exceeded your allowable hours of service prior to a rest break (395.3(a)(3)(ii)).

And allows for option of OK.



This message states:

You have exceeded your allowable hours of service (395.3(a)(3)(i)).

And allows for option of **OK**.

The above alerts will display on your device screen when any of these conditions are met:

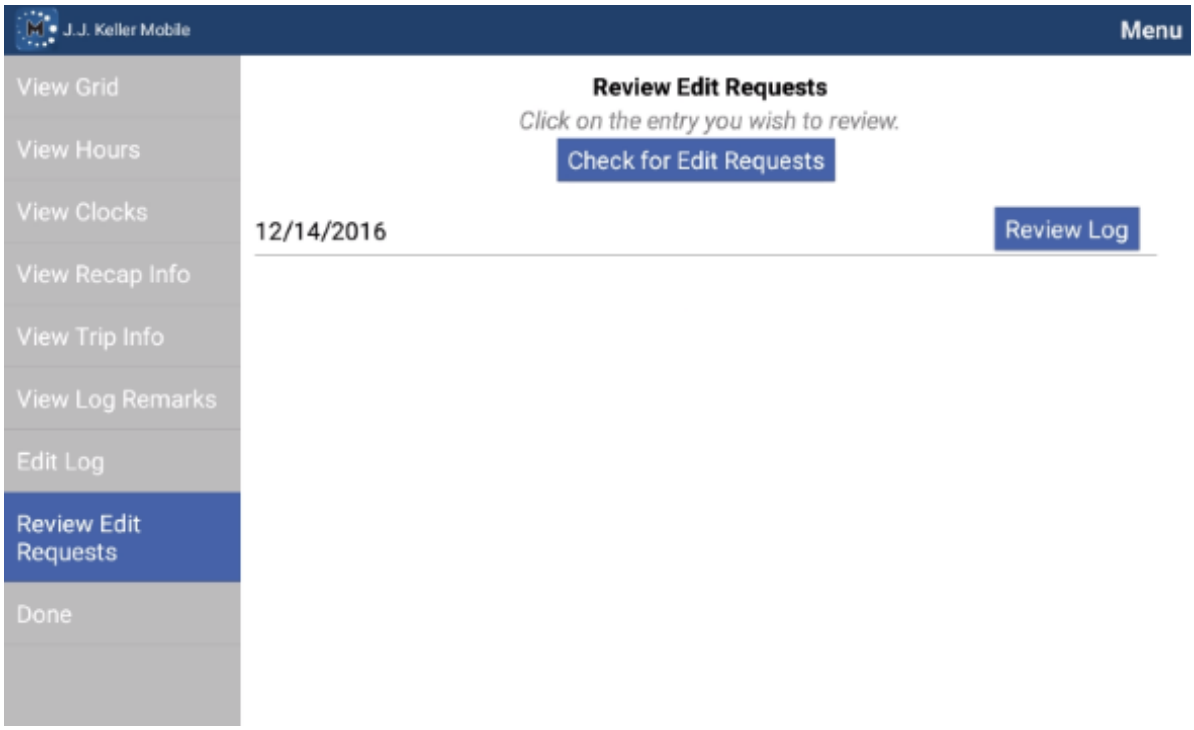
1. **30 Min Rest Break:** At time of violation.
2. **Driving (and On-Duty) Time Limits:** At time of violation.

Additional Functionality

Review Edit Requests

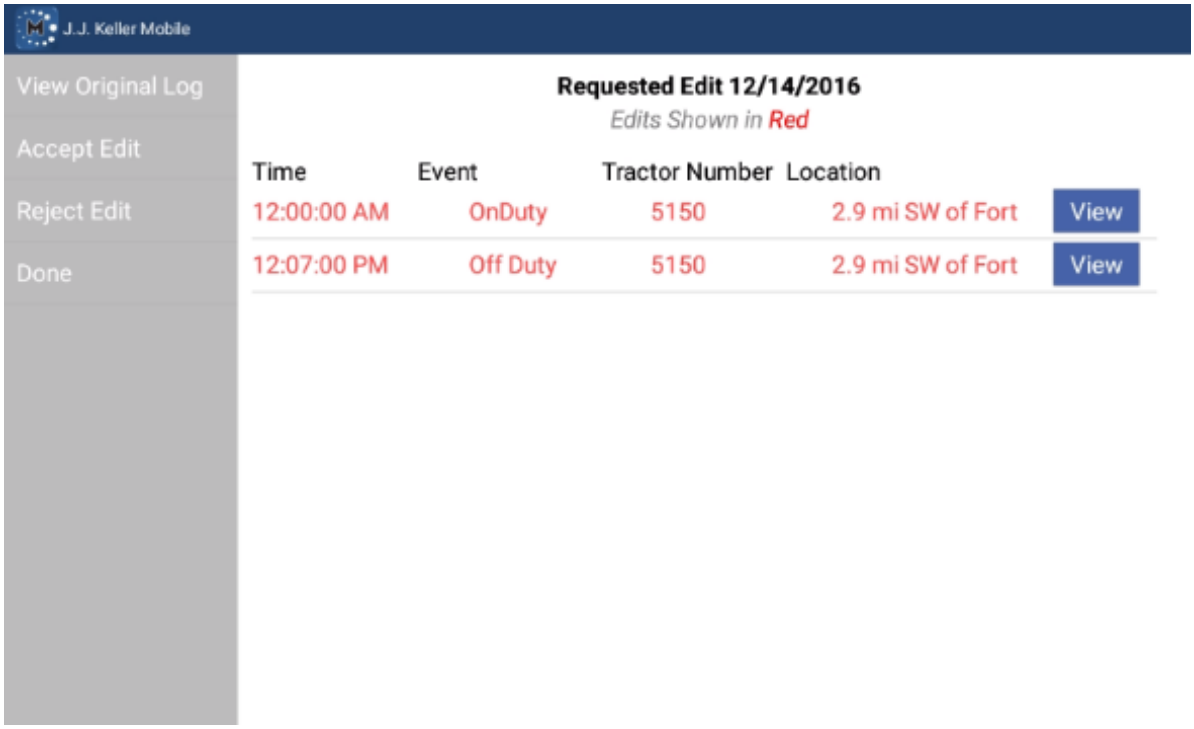
Edit Requests made to logs in Encompass are required to be reviewed by the mobile user.

Review Edit Requests



During login, users will be prompted to **Review Edit Requests** if an Encompass user has made changes/edits to logs. These are required to be accepted/rejected by the corresponding driver. Users can navigate to this screen anytime by selecting **View Log->Review Edit Requests**.

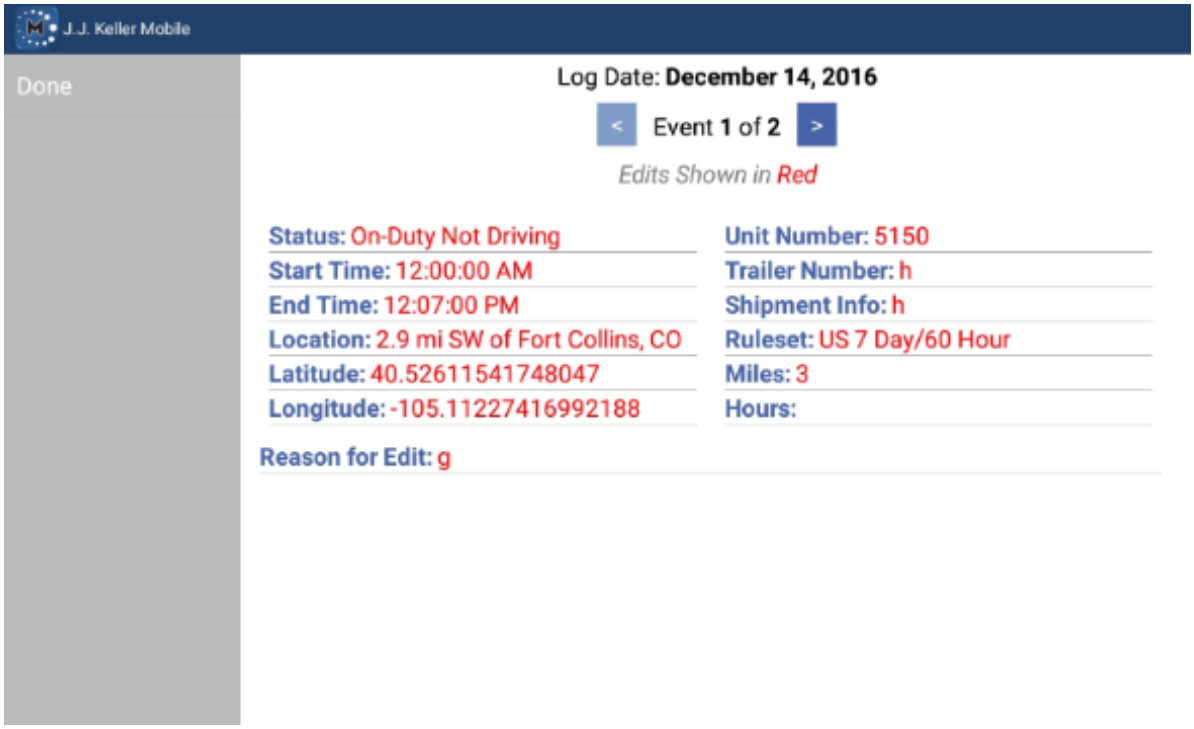
Requested Edits



Select the **View** button in order to see what changes have been made.

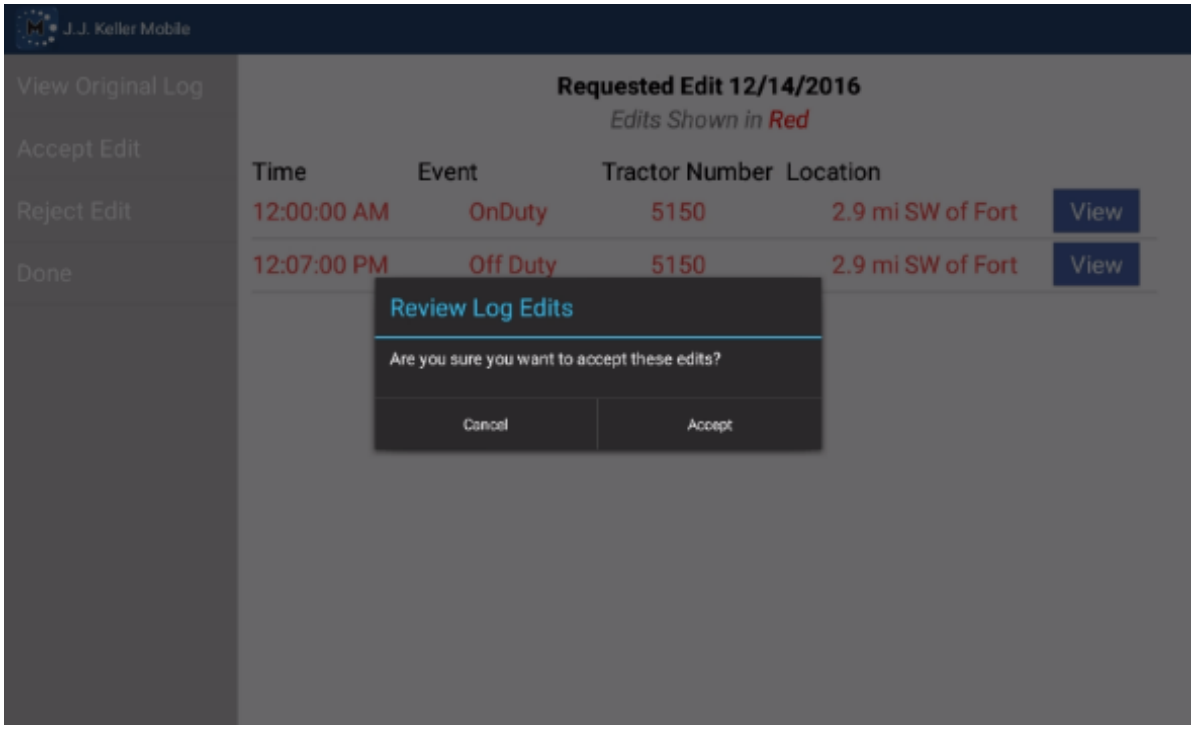
Users can also select **View Original Log** to see what event will be changed if the events are accepted.

View Details



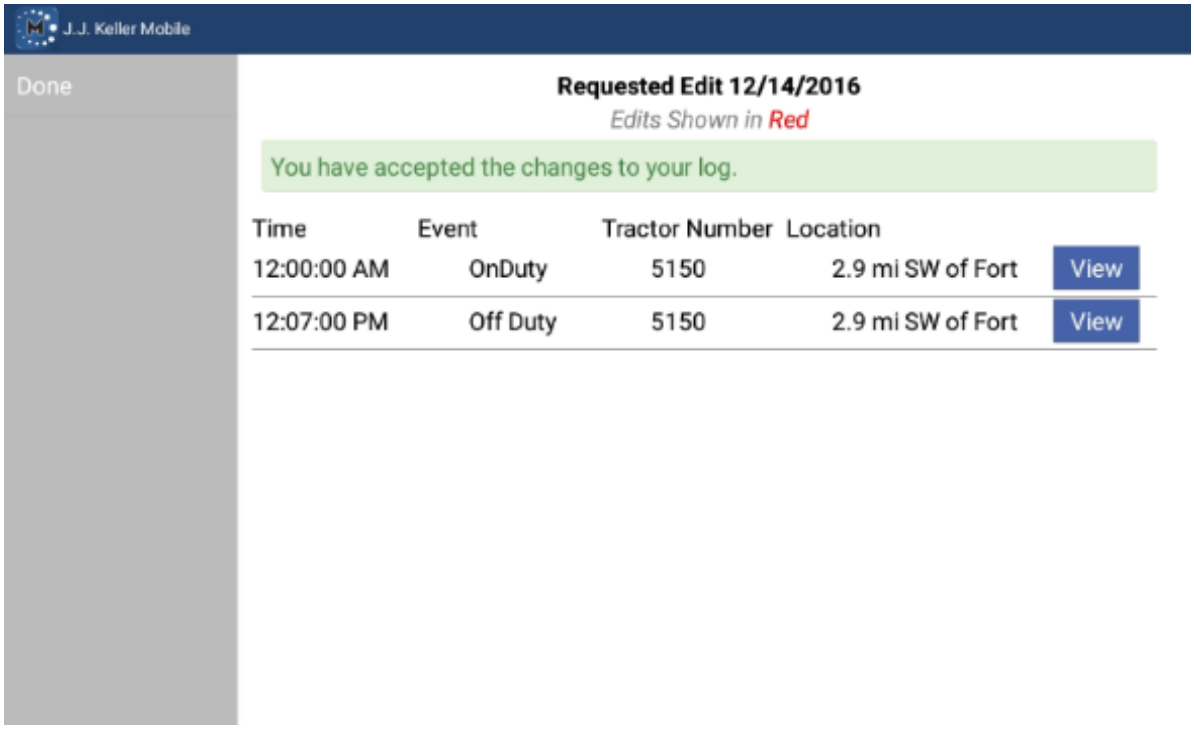
By selecting the **View** button, users can see all of the data that may have been changed about the existing event, or the new event (for example, an unidentified driving event being assigned by an Encompass user).

Accept/Reject Edits



Upon selecting **Accept Edit**, the user is presented with a confirmation screen, ensuring that the user wants to accept the requested edit.

Edit Request Accepted



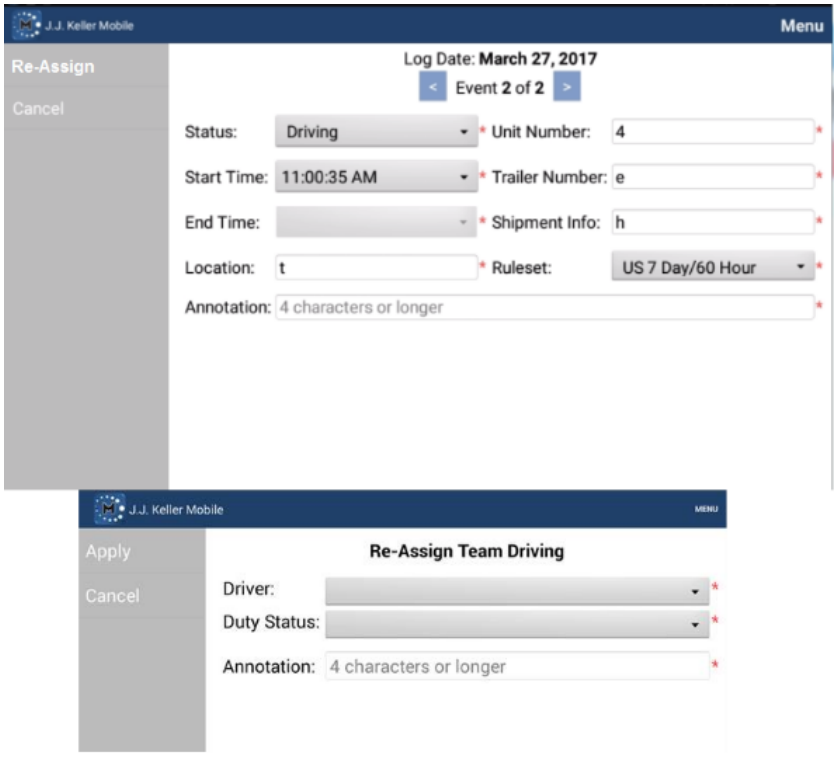
A success message will be displayed.

If the user **Rejects** the edit request, that information will be sent back to Encompass.

Team Driving - Reassigning Driving Events

Team drivers now have the ability to reassign driving events that were originally assigned to an incorrect driver.

Reassigning Driving Events



If a driver is identified on the Elog as the 'active user' when they weren't the actual driver, he/she can re-assign that time to the other team driver.

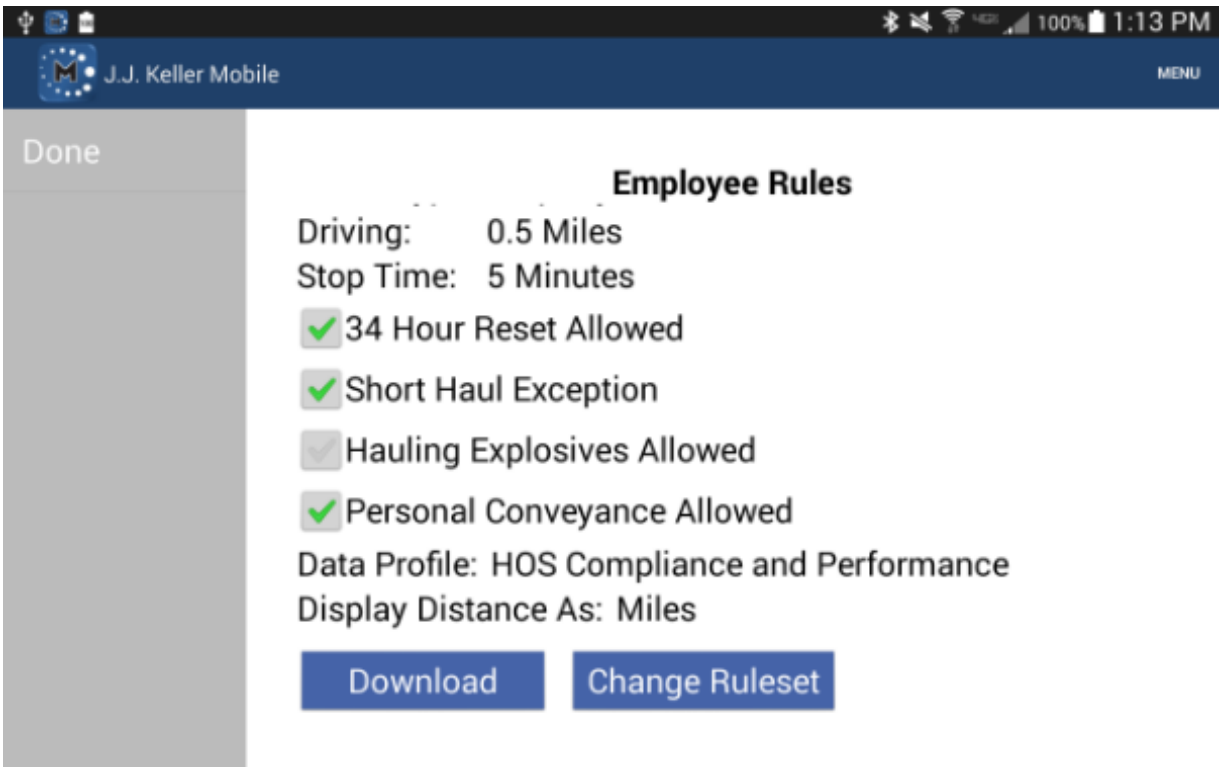
To do so, navigate to the **Edit Log** screen (**View Log->Edit Log**), choose the driving event that he/she wishes to reassign, and then select the **Reassign** button.

Upon doing so, the driver will be presented with a listing of other team drivers to choose from. Select a **team driver, the duty status that the user should have been in during that time** and enter an annotation as to why the driving time is being reassigned. This information will be sent to that team driver.

Personal Conveyance

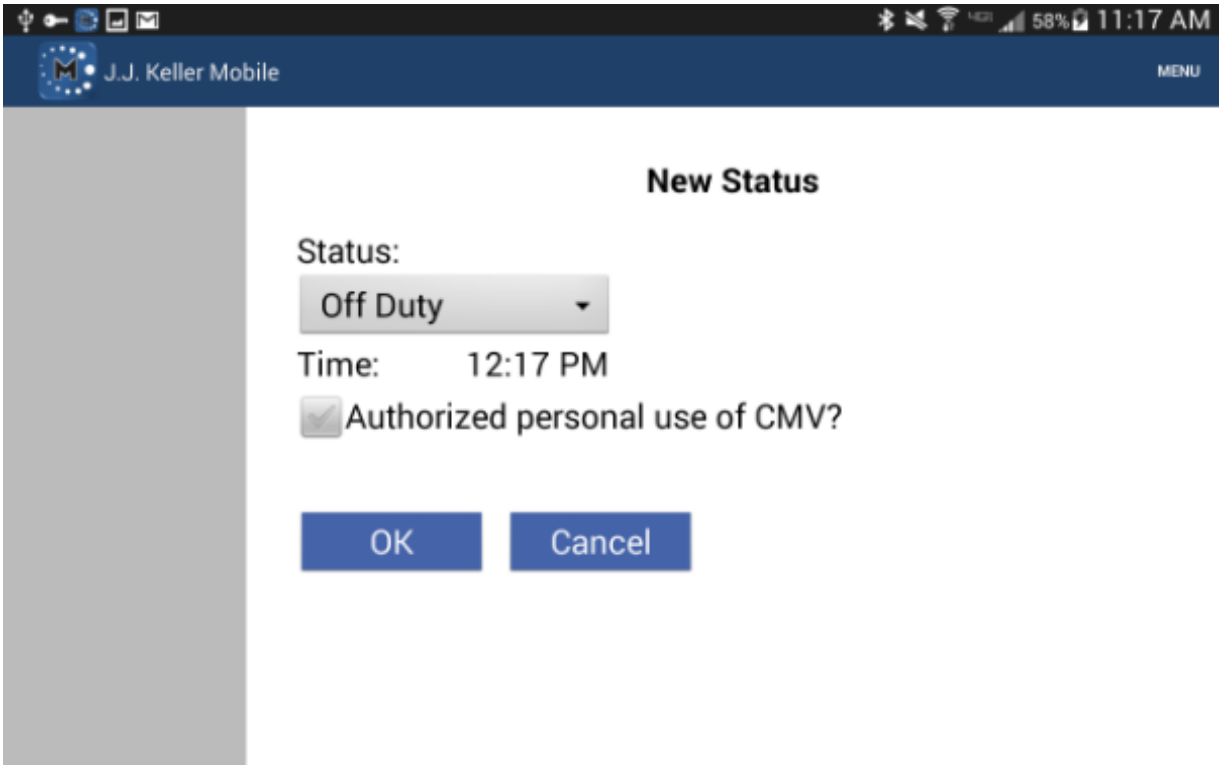
The Personal Conveyance functionality allows a driver to drive a commercial motor vehicle and not have that time count against their HOS driving time. Please check your company policies to determine if your fleet can utilize this functionality.

Employee Rules



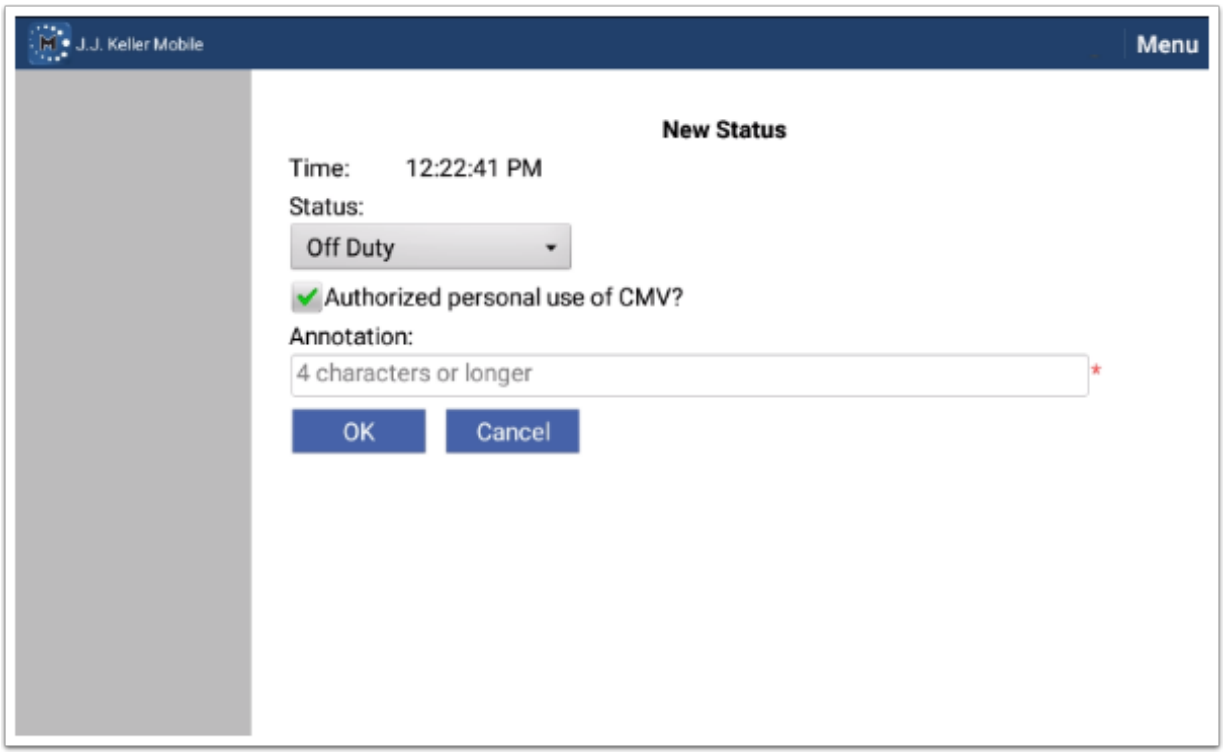
The Personal Conveyance setting within Encompass determines whether individual drivers will have the ability to utilize the Personal Conveyance functionality within KellerMobile®. Within the mobile app, users can navigate to this screen (**Menu->System Menu->Records->Employee Rules)** to see if personal conveyance has been enabled. If new rules have been enabled in Encompass, select **Download** to update employee rules.

New Status



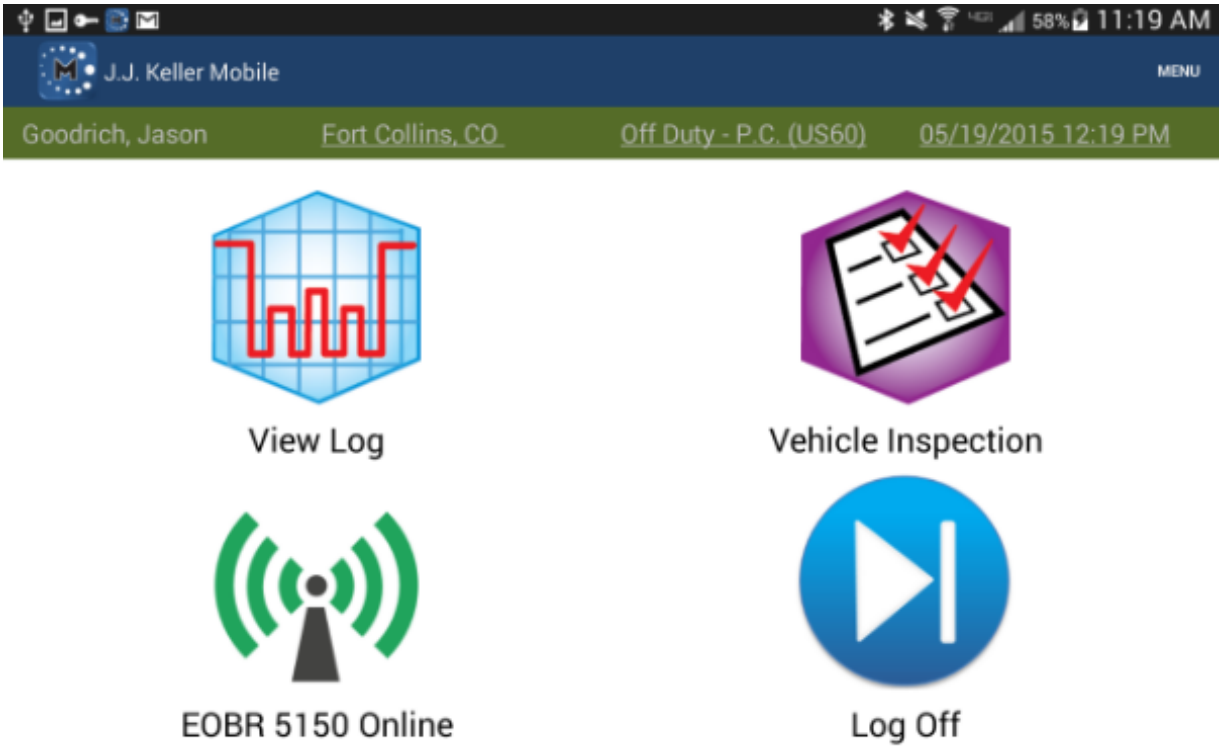
Once this rule is downloaded to KellerMobile, users will see the checkbox option of *Authorized personal use of CMV* on the **New Status** screen when they choose **Off Duty** status.

New Status (cont.)



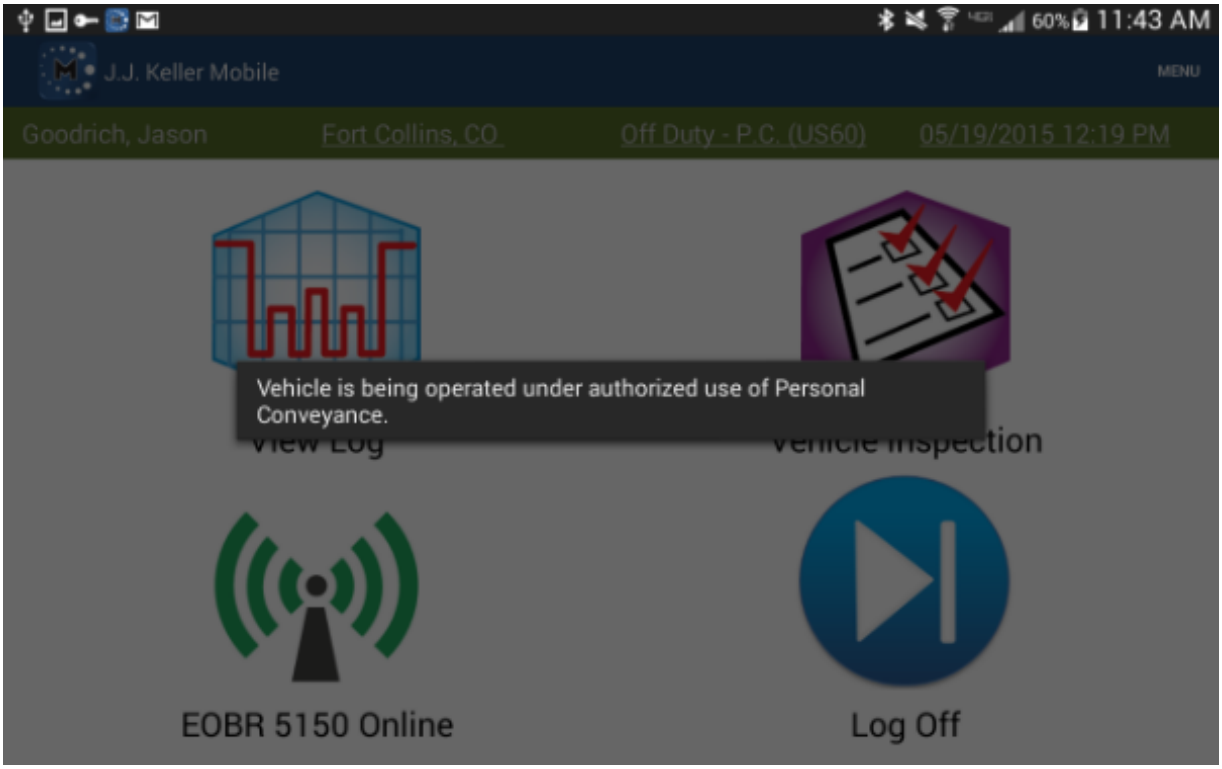
Users must check the box for **Authorized personal use of CMV?** prior to beginning to drive the vehicle for personal conveyance to be enabled. This box is unchecked by default. The user will also be required to enter an **Annotation**, which is a note explaining the use of this setting.

Dashboard



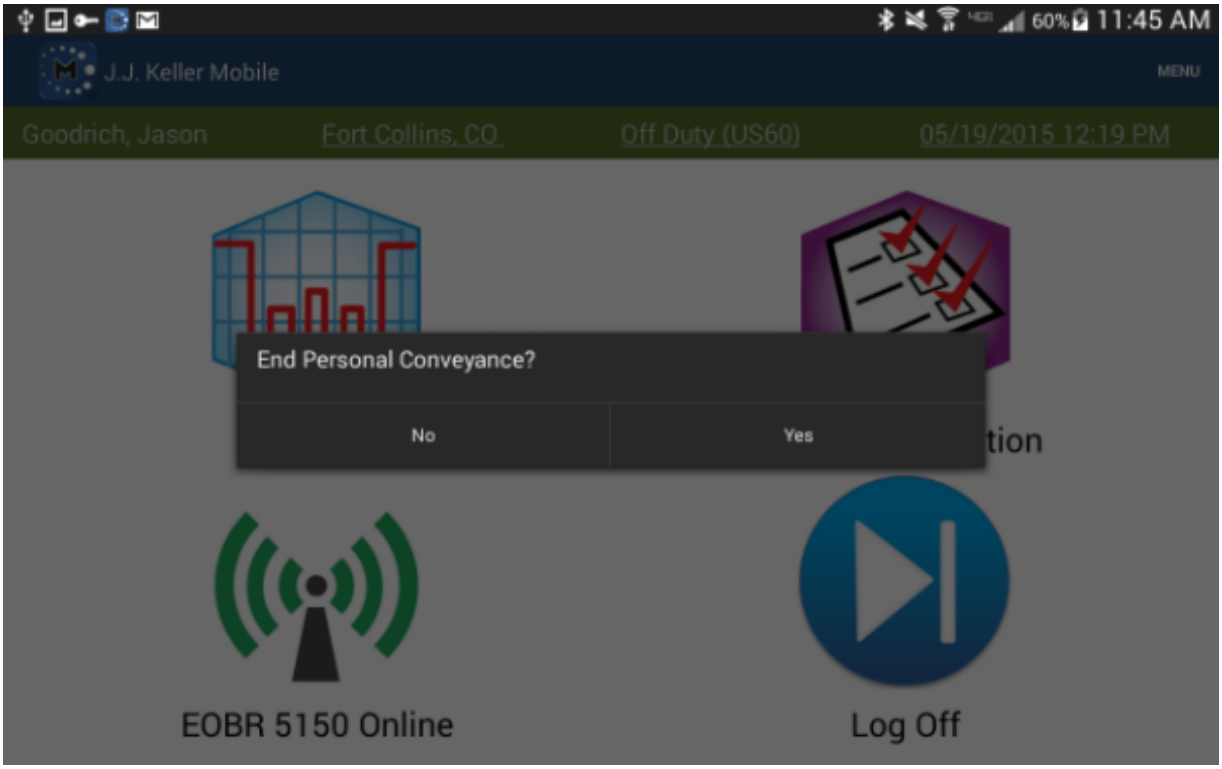
Once **Authorized personal use of CMV?** is enabled, users will notice the duty status (in the green bar above) will show the status as **Off Duty - P.C.**

Vehicle in motion



When the vehicle begins moving while in this status, the normal HOS clocks will not be displayed; instead the application will display the above message.

End Personal Conveyance



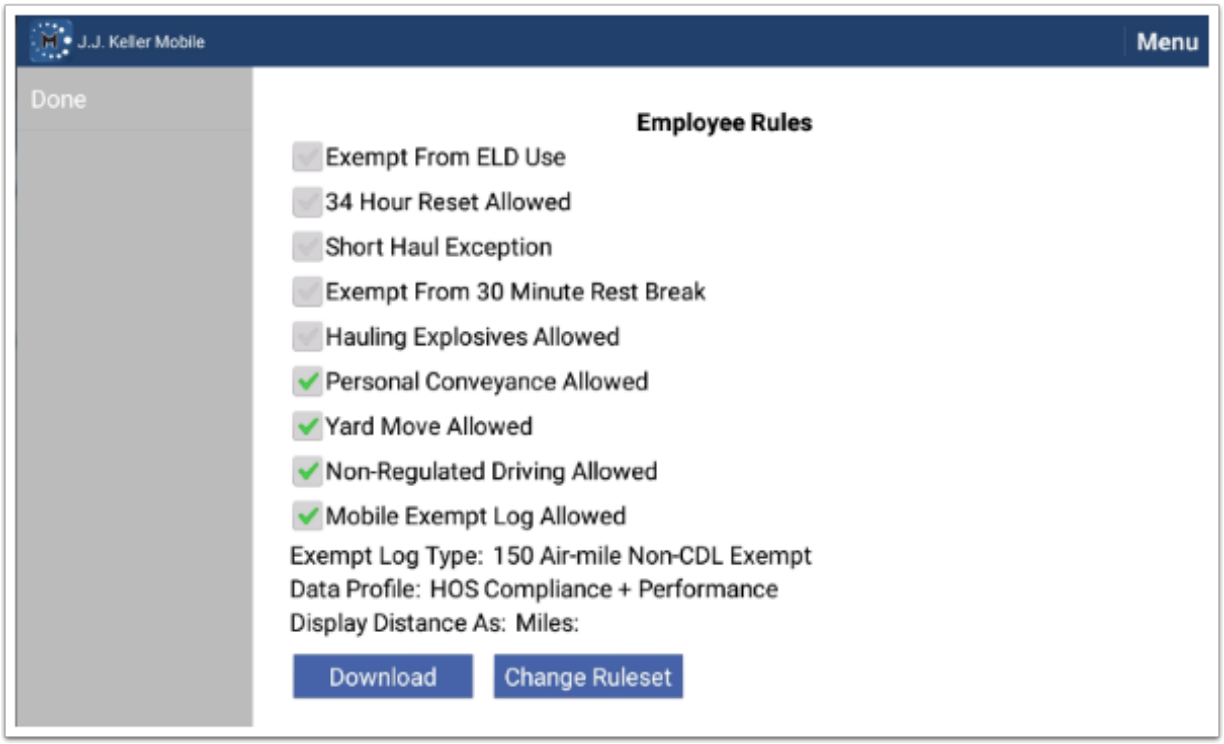
After the user turns the engine off, they are still in PC mode. Once the engine is turned back on again, referred to as a power cycle of the ignition, they will be asked if they want to **End Personal Conveyance?**

- If the user chooses **NO**, they will continue to be in **Off Duty - PC**.
- If the user chooses **YES**, then they will be taken out of PC, but will remain in **Off-Duty** status.
- If the user ignores this message, and then begins driving, they will be placed into an **On-Duty Driving** status.

Yard Movements

The Yard Move functionality allows a driver to drive a commercial motor vehicle and not have that time count against their HOS driving time. Please check your company policies to determine if your fleet can utilize this functionality.

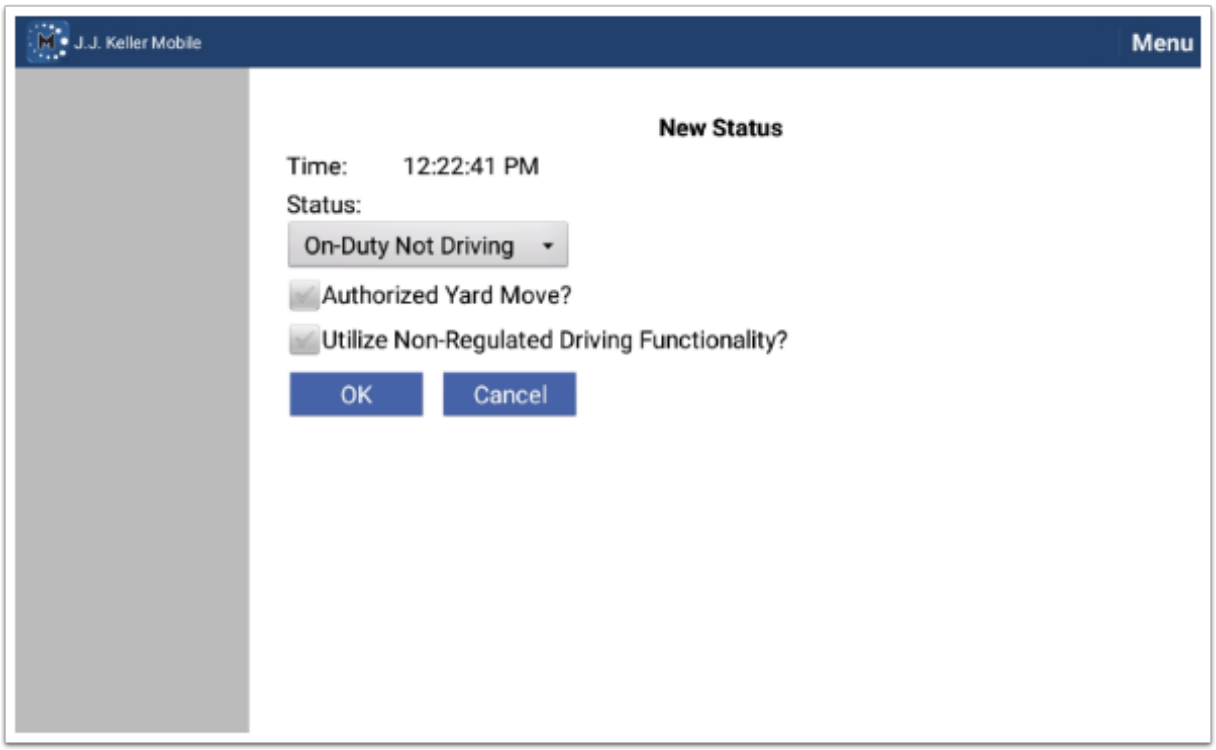
Employee Rules



The Yard Move setting within Encompass determines whether individual drivers will have the ability to utilize the Yard Move functionality within KellerMobile®.

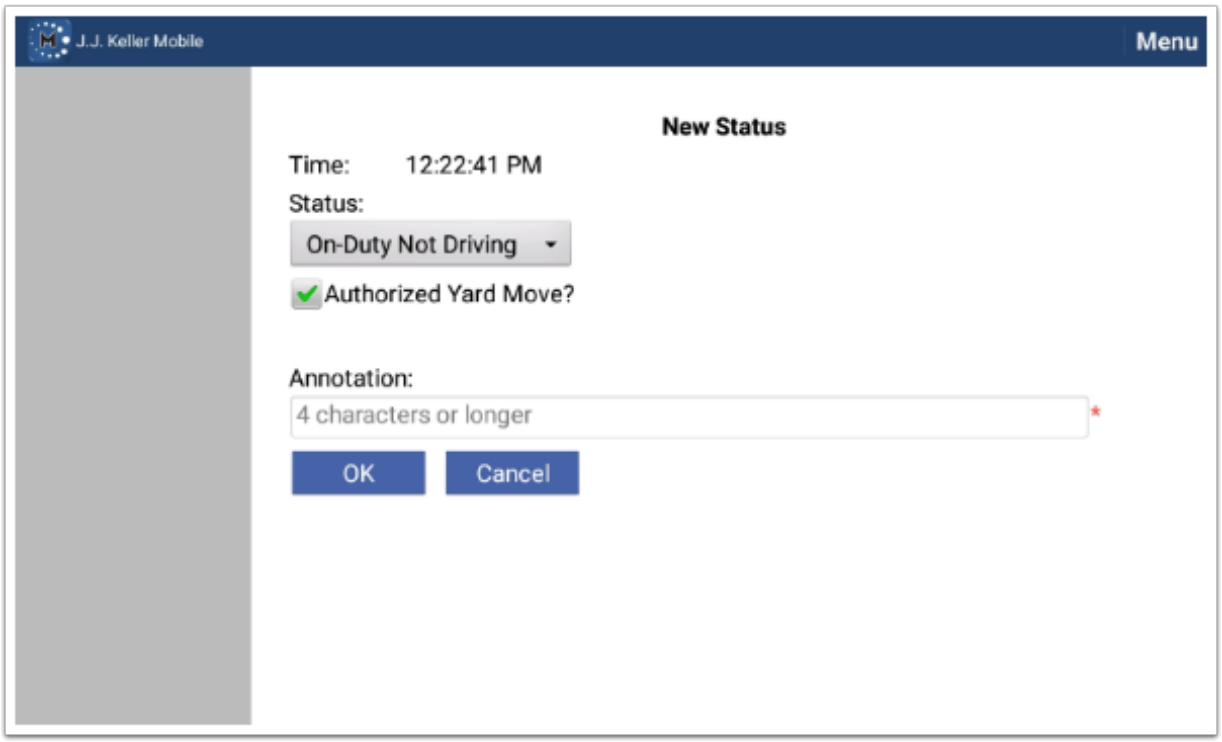
Within the mobile app, users can navigate to this screen (**Menu->System Menu->Records->Employee Rules)** to see if personal conveyance has been enabled. If new rules have been enabled in Encompass, select **Download** to update employee rules.

New Status



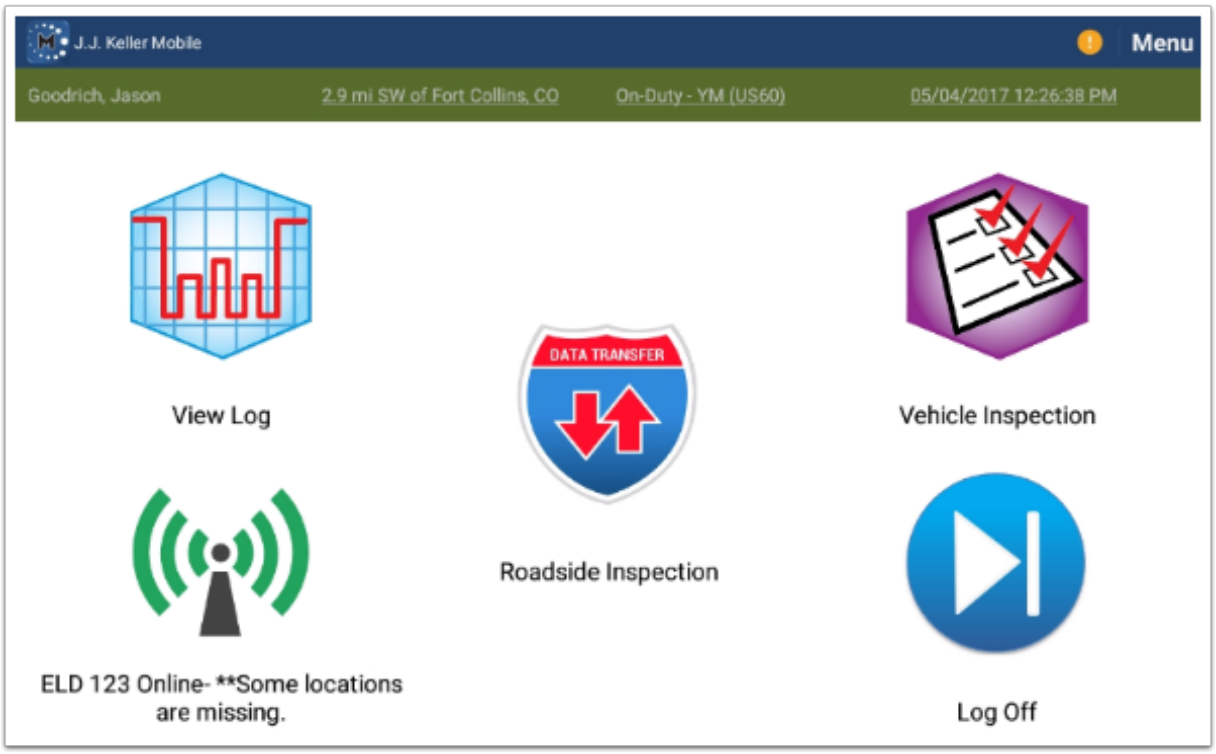
Once this rule is enabled in Encompass, a user will see this option of **Authorized Yard Move?** on the **New Status** screen when they choose **On Duty** status.

New Status (cont)



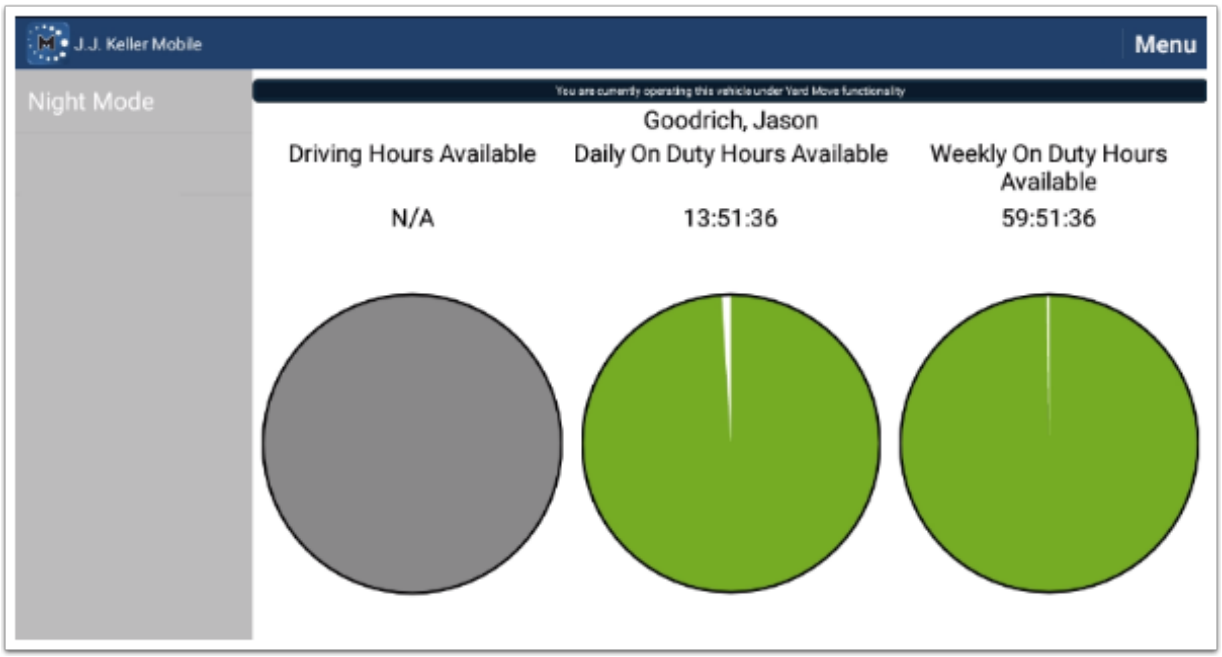
Users must check the box for **Authorized Yard Move?** prior to beginning to drive the vehicle for personal conveyance to be enabled. This box is unchecked by default. The user will also be required to enter an **Annotation,** which is a note explaining the use of this setting.

Dashboard



Once **Authorized Yard Move?** is enabled, users will notice the duty status (in the green bar above) will show the status of **On-Duty YM**.

Vehicle In Motion



When the vehicle begins moving while in this status, the normal HOS clocks will be displayed, however, the Driving time clock will be grayed out as this time does not count against driving time.

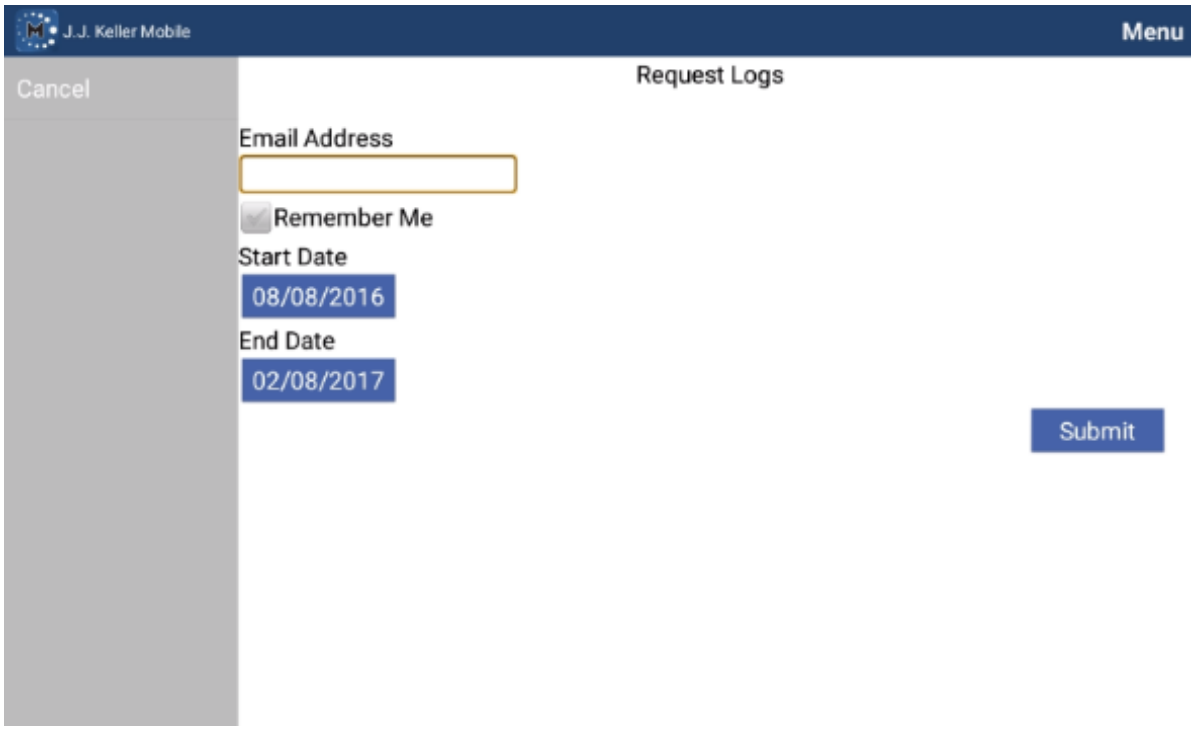
End Yard Move

To end the use of Yard Move status, the user must change duty status back to standard On-Duty without the Authorized Yard Move provision enabled.

Request Logs

Drivers can request 6 months of logs to be emailed to them through this function.

Request Logs

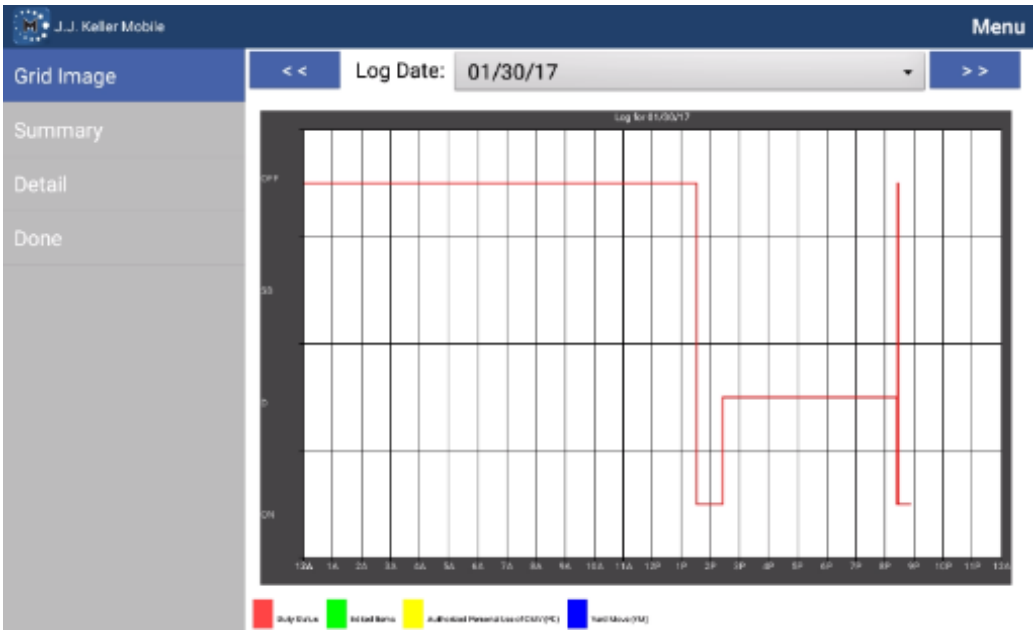


From the home screen, click on **Menu->System Menu->File->Request Logs**. Enter your email address, select a time frame (start and end dates) and then select **Submit**. Logs will be delivered to your email within 24 hours.

Duty Status Report

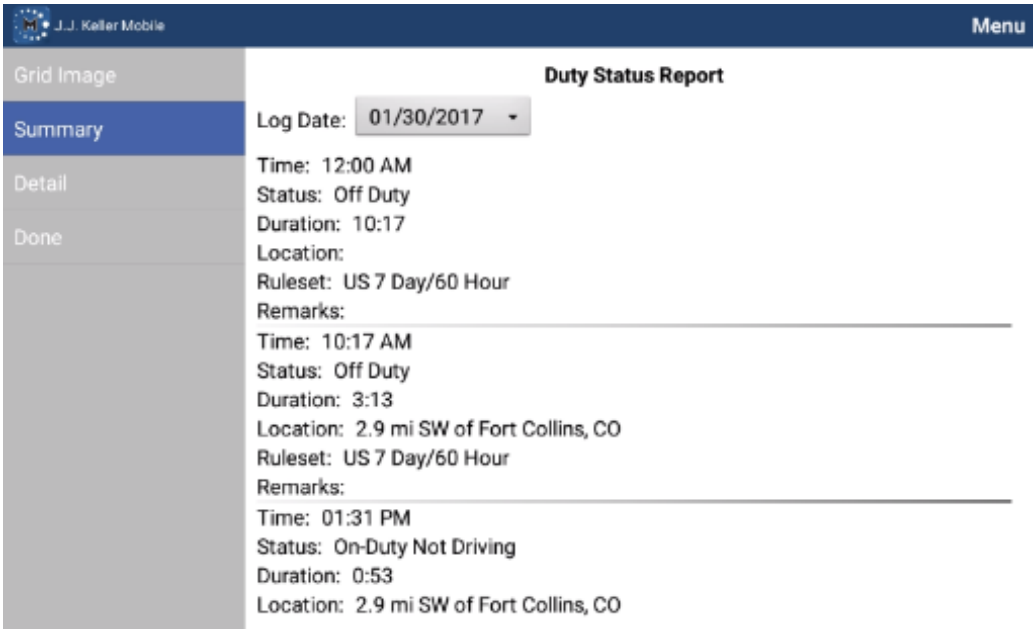
To view the duty status for each day, select **Menu->System Menu->Reports->Duty Status.**

Select the Log Date



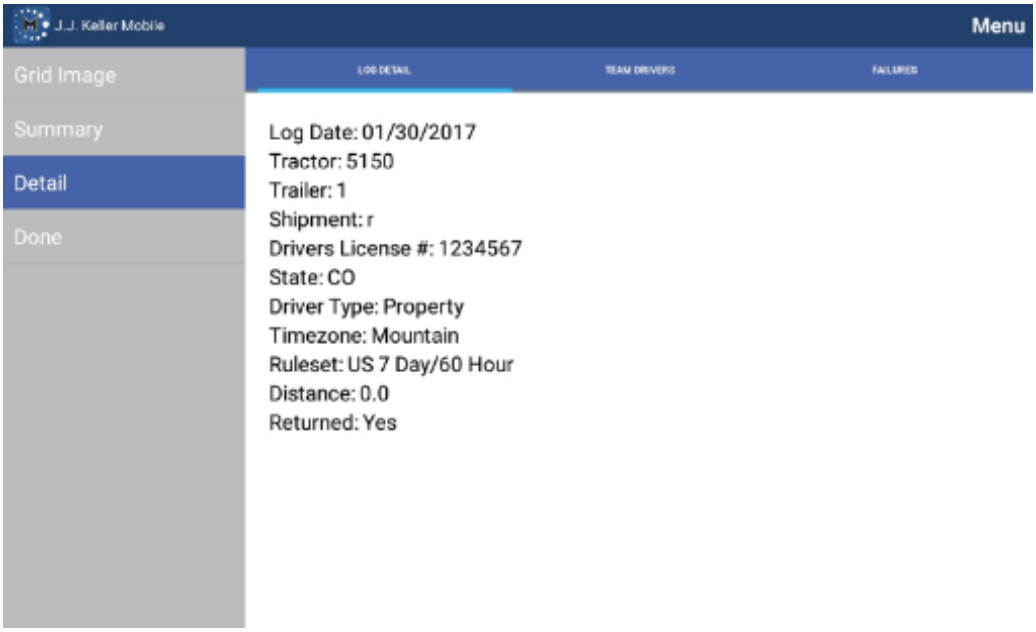
Use the dropdown menu or arrows to select the **Log Date.**

Summary View



To view the a summary of that day's activity, such as Ruleset, Location, etc., select **Summary**.

Duty Status Detail

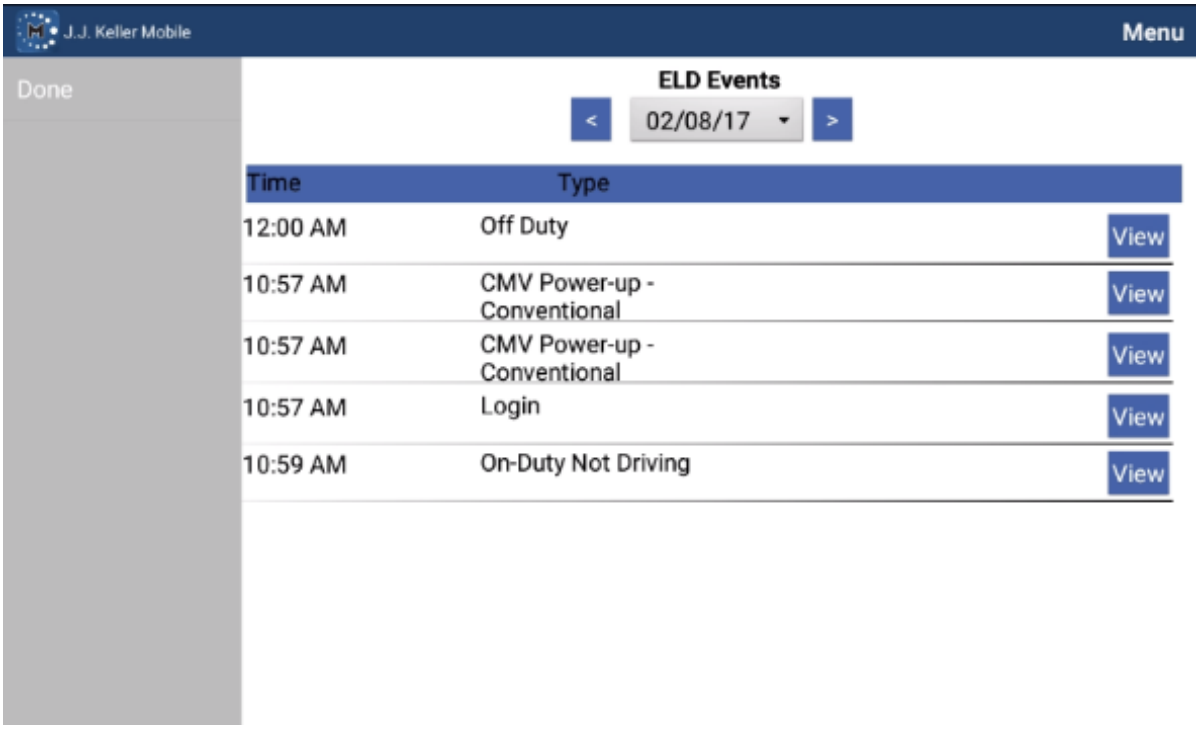


You can also view **Duty Status Detail**. Here you will see details, such as Tractor Number and Distance Traveled.

ELD Events

The ELD Events listing provides a list of all ELD events for a given day, as well as a detailed view of each event.

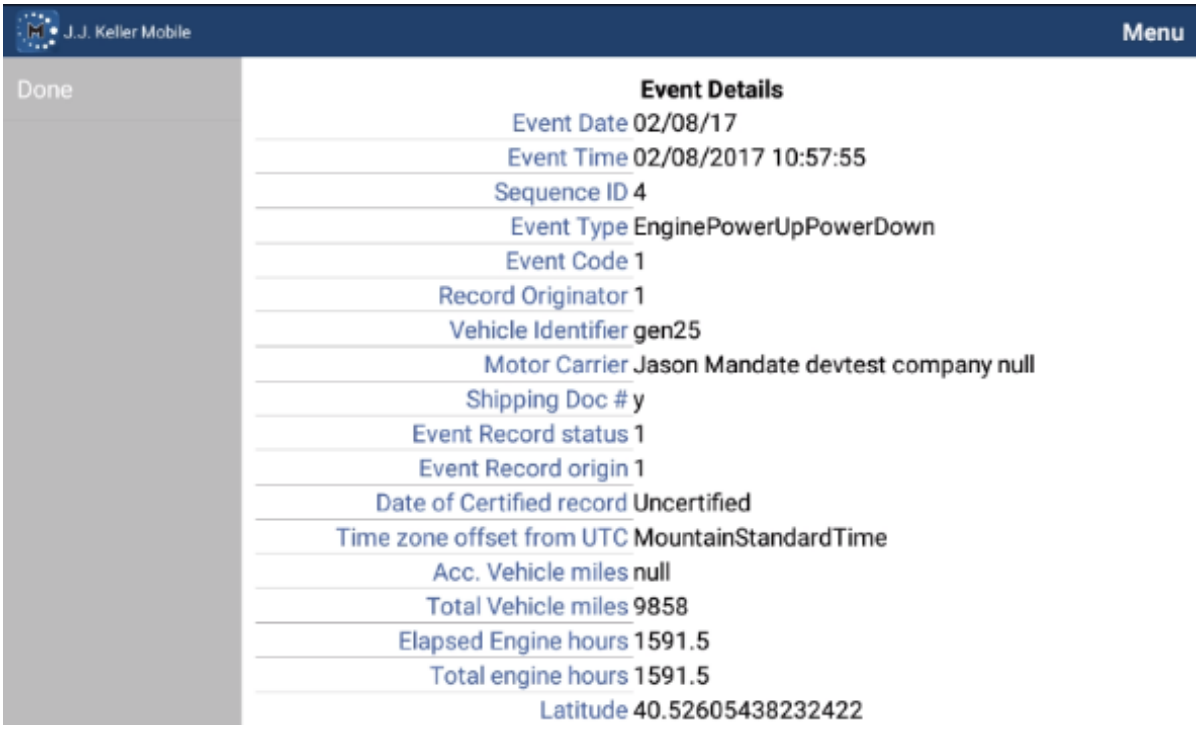
ELD Events Report



The user can review all **ELD events** for a given day.

Select **View** link next to any ELD Event to review all event detail.

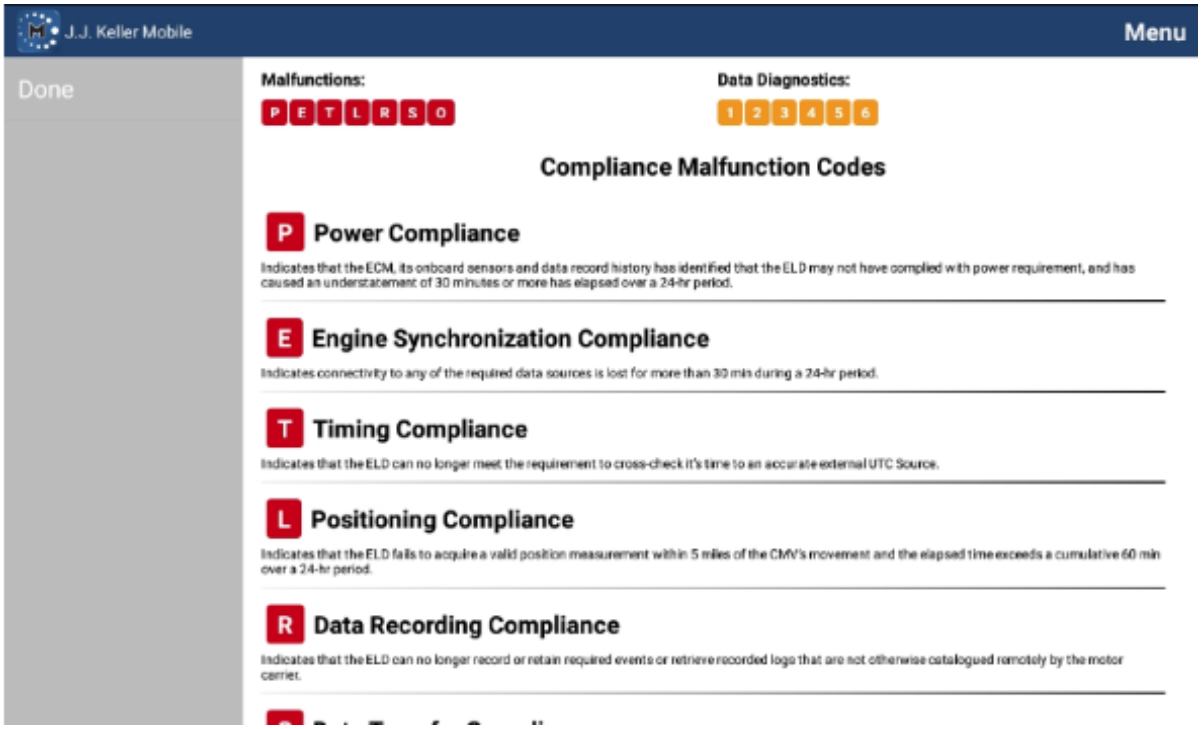
Detailed View of ELD Event



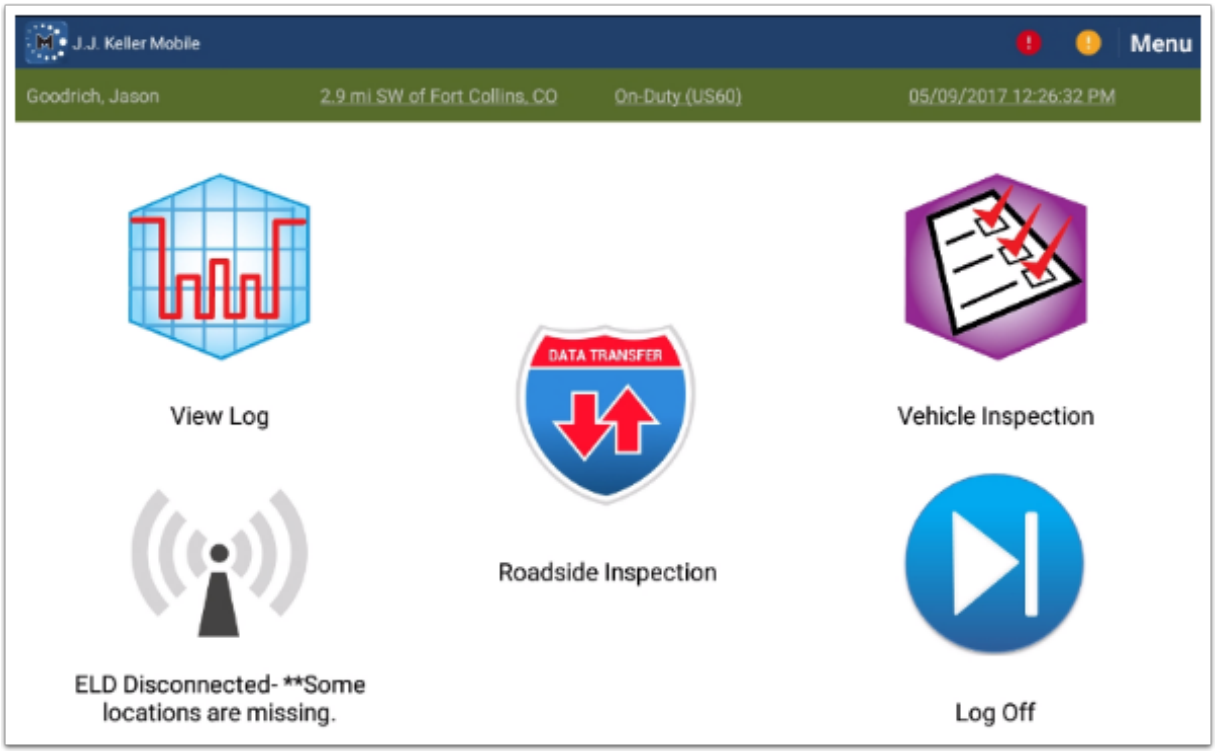
Malfunction and Data Diagnostic Code Information

This report will provide a listing of all possible Malfunction and Data Diagnostic code information.

Compliance Malfunction Codes



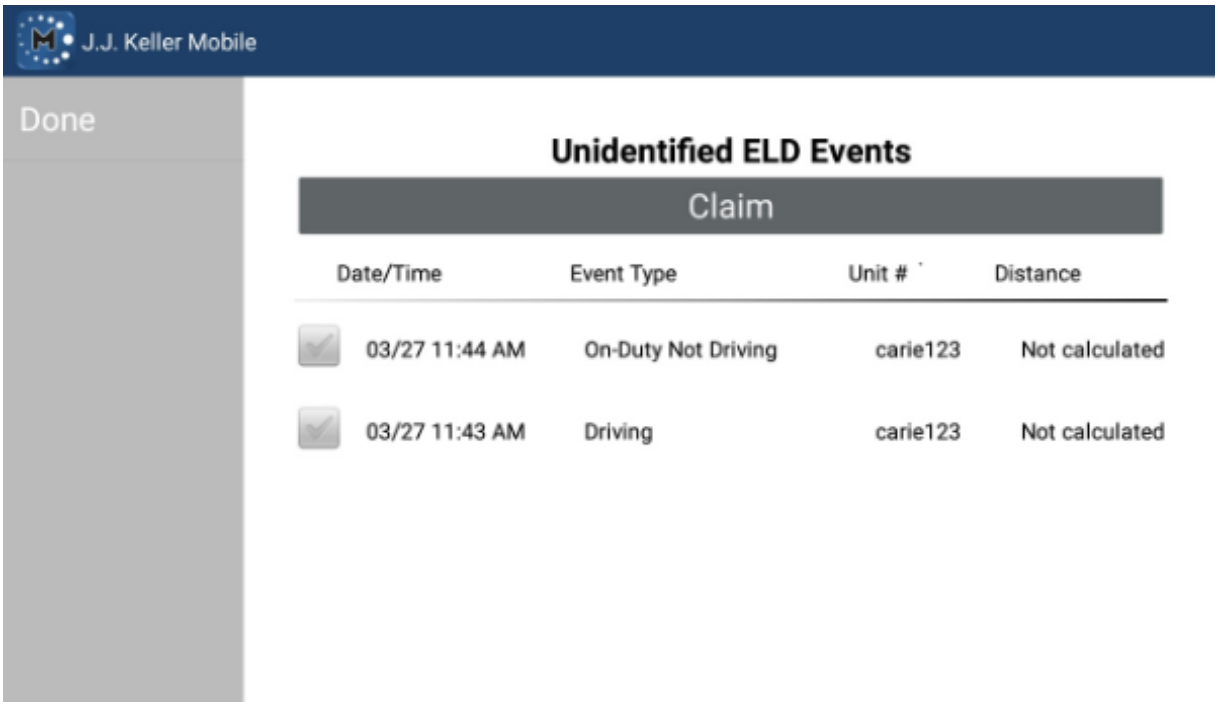
Malfunctions and Data Diagnostic events will also be displayed in the blue banner at the top of each screen in the form of a red or yellow circle with an exclamation point. Selecting the notification will bring the user to a screen similar to the one below, but will highlight the exact malfunction or data diagnostic event that is occurring.


J.J. Keller Mobile
Menu
Goodrich, Jason
2.9 mi SW of Fort Collins, CO
On-Duty (US60)
05/09/2017 12:26:32 PM
View Log
DATA TRANSFER
Vehicle Inspection
Roadside Inspection
ELD Disconnected- **Some locations are missing.
Log Off

Unidentified Events

Unidentified Events occur when the vehicle moves but the mobile application is not connected to the ELD. Drivers can claim these events within the application (select **Menu->System Menu->Records->Unidentified ELD Events)**. Drivers must connect to the ELD to allow the application to read the driving history.

Unidentified Events



It is recommended you check for **Unidentified Events** prior to submitting logs at the end of each day.

If Unidentified Events exist, they will show in the Unidentified Events screen with a checkbox to the left of the driving event. You can then check any of the boxes of driving times that have not been claimed. By checking the box, you will claim this event to your log for that particular day.

Select the appropriate check box(es) and choose **Claim**.

End of Guide. This page intentionally left blank.