

ELD User Guide

www.truckingoffice.com

800-253-9647

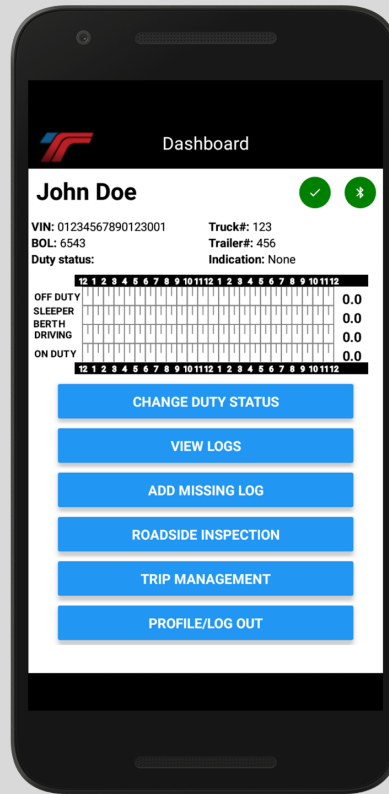




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Installing the ELD into the Truck

Locate your truck's ECM (electronic Control Module) connector port under your truck's dashboard (typically)

If you have a j1939 (9 pin), the ELD will plug directly into the ECM

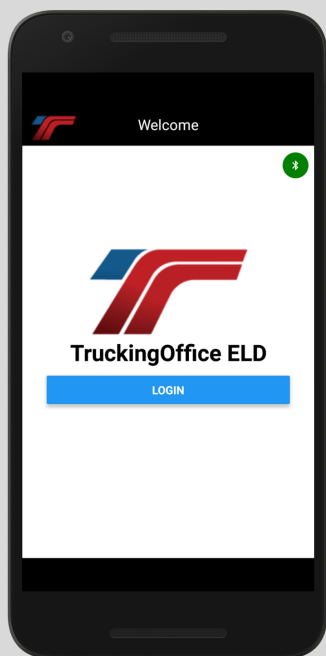
If you have a j1708 (6 pin), the ELD will plug into the adapter, which will plug into the ECM connector port

If you have an OBD2, (rectangular plug), the ELD will plug into the adapter, which will plug into the ECM.

Downloading the TruckingOffice ELD App

From any Android or Iphone device, search for the TruckingOffice ELD app from the APP store.

Click on "get" and then "Install".



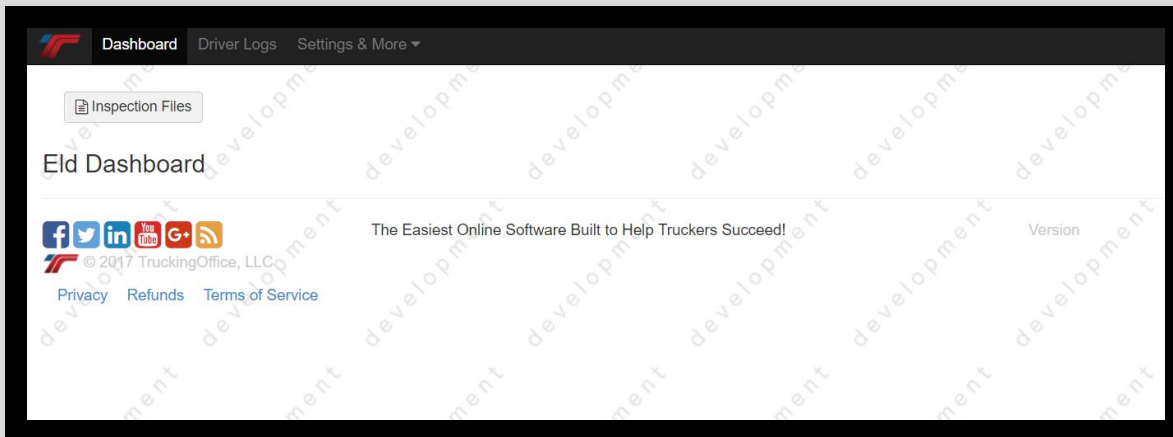
Logging into the App

Enter your email and password assigned by your fleet manager. Make sure your phone's bluetooth is activated.

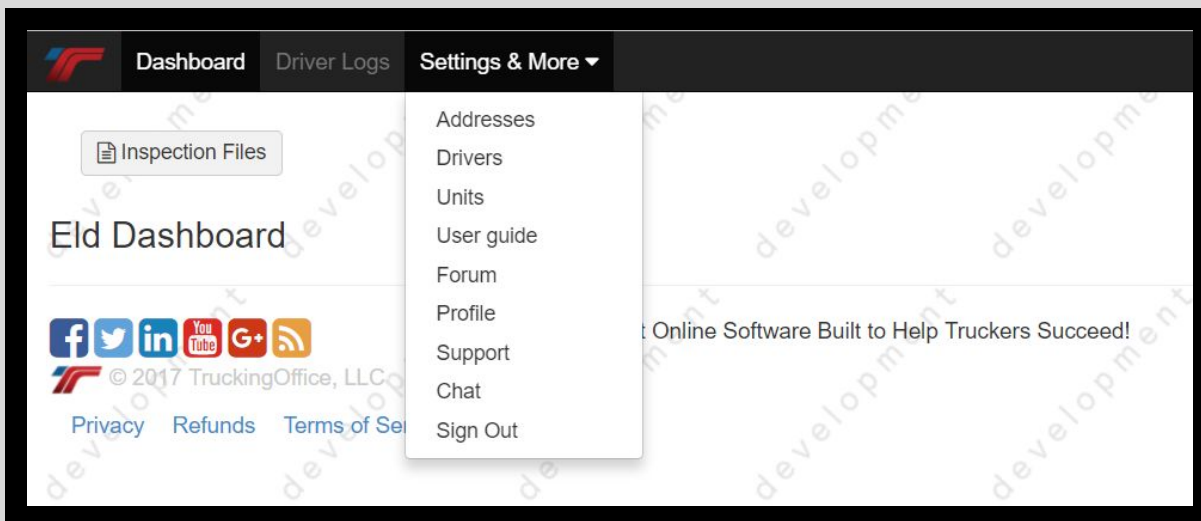
Managing Your Fleet

Log into your ELD account from a web portal.

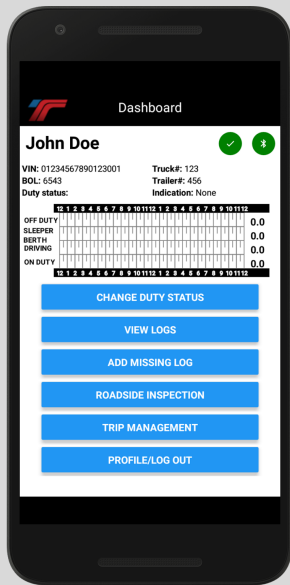
Across the top black navigation bar, you will see **Dashboard**, **Driver Logs**, and **Settings & More**.



To view driver logs, click on **Driver Logs** at the top. At default, all driver logs will be listed. To see a specific driver's logs, click the drop down arrow next to "**List only logs for user**" and select a certain user.



The **Settings & More** tab allows you to manage addresses, drivers, units, and there is a **User Guide** and **Forum**. The **Profile** section allows you to manage your company information as well as all users. You can also **Sign Out** of your account from this tab.



Dashboard

The dashboard will display the Vin Number, BOL, Duty Status, Truck and Trailer Number, a graph, etc.

The first indicator light at the top will show any data diagnostic errors or malfunctions.

-If the indicator button is Green, there are no data diagnostic errors or malfunctions.

-If the indicator button is yellow, that means there is a data diagnostic error present. You

can click on the button to see details/fix the data diagnostic error.

-If the indicator button is red, there is a malfunction present. Contact support to correct the issue.

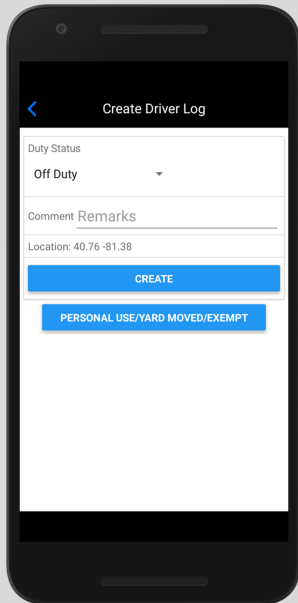
The second indicator light at the top will show bluetooth connectivity

-If the Indicator button is green, you are connected to bluetooth.

-If the indicator button is red, you are NOT connected to bluetooth and will need to retry connection from your smartphone settings.

The blue buttons at the bottom allow the driver to change duty status (on duty, off duty, sleeper berth, and driving) as well as change the indication (authorized personal use of CMV and yard moves) add missing logs, roadside inspection, driver logs, and trip management (team driver, bol, and truck info).

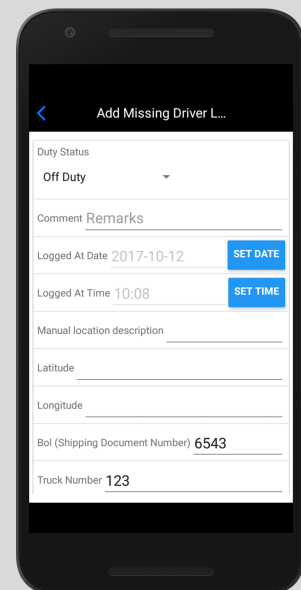
Changing Duty Status

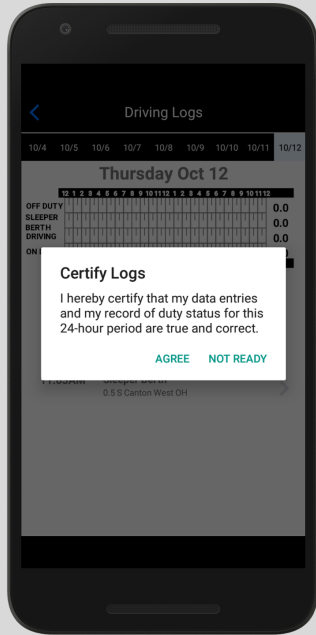


On the **Dashboard** page, click **Change Duty Status**. From the drop down arrow, you can select **Off Duty**, **Sleeper**, **Driving**, or **On Duty**. You can include a comment as well as choose a **Driver Indication** (Authorized Personal Use of CMV or Yard Moves.)

Inserting Missing Logs

On the **Dashboard** page, click **Add Missing Log**.
Select the **Duty Status** from the drop down arrow
Enter a comment (required)
Select the date and time of the missing log from the blue icons.
Click **Add Missing Log**





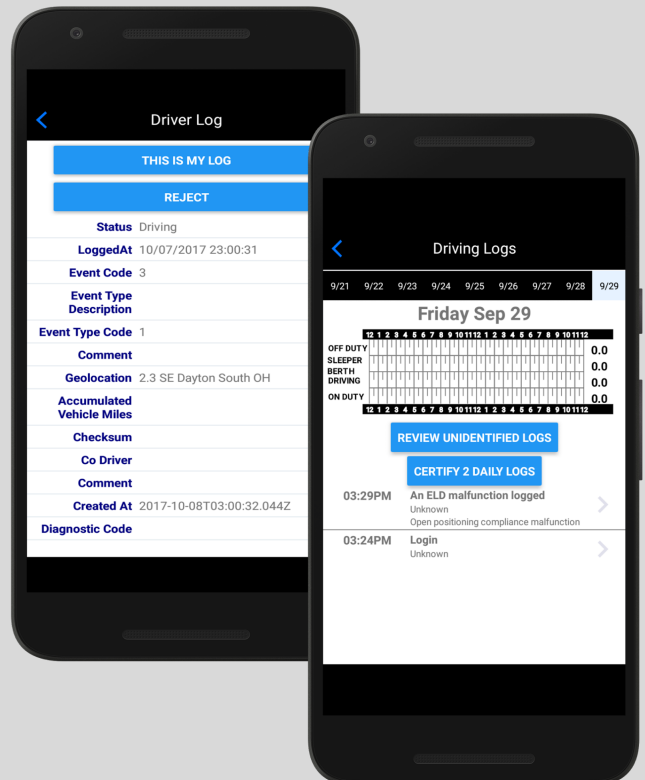
Certifying Daily Logs

On the **Dashboard** page, click **View Logs**

Click Certify Logs. You will see a prompt to agree that the data entries are correct.

Unidentified Logs

On the **Dashboard** page, click **View Logs** Click **Review Unidentified Logs**. On the top black navigation bar, you can select the dates for the last 7 days. If nothing appears, there are no unidentified logs. Once you see an unidentified log, you can click on the arrow to view it. At the top, you will have the option to either click “This is my log” or “Reject.”





Roadside Inspection

In the event of a roadside inspection, you can either let the officer inspect your logs directly from the app, email the logs, or send them directly to the DOT.

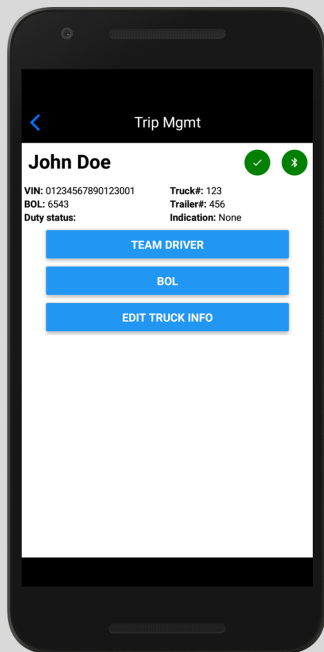
From the **Dashboard** page, click **Roadside Inspection**. There are 3 options available: **Inspection Report**, **Inspection Report Email Request**, and **Inspection Report Web Service Request**.

To show the officer your logs directly from your phone, click **Inspection Report**. On the top black navigation bar, you can click on any date

from the last 7 days of logs.

To email the report, click on **Inspection Report Email Request**. From there, you will enter the recipient's email and a comment.

To send the report directly to the DOT web portal, click **Inspection Report Web Service Request**. Enter a comment, then click Request Report.



How to Add a Team Driver

On the **Dashboard** page, click **Trip Management**

Click **Team Driver**

You will see a list of current drivers.

Click **Co-Driver login**

Log in with the other driver's email and password assigned by the fleet manager.