

# QUICK REFERENCE GUIDE



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## Introduction

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- Turning on the tablet
- Accessing the INGTECH<sup>Delta</sup> application
- Information displayed on the logging screen
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- Connection to a Bluetooth module
- Identification (Carrier, Home Terminal, Vehicle number...)

## Hours Of Service (HOS)

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- Vehicle(s) identification/change
- Driving cycle's selection/change (Canadian or American)
- Driver Status change
- Inspection mode (road side inspection)
- View, Modify and Certify daily logs

## Malfunctions

# Introduction

## Knowing your Electronic Logging Device (ELD)

1. Power button

2. Not used

3. Return button

4. Not used

5. Home button

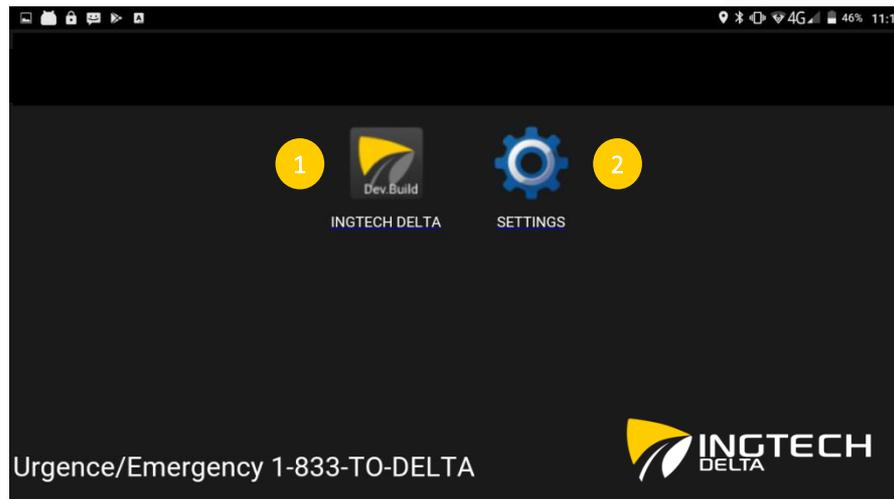


## Turning on the tablet

- Press and hold the « Power button » for 3 seconds in order to turn on the tablet.

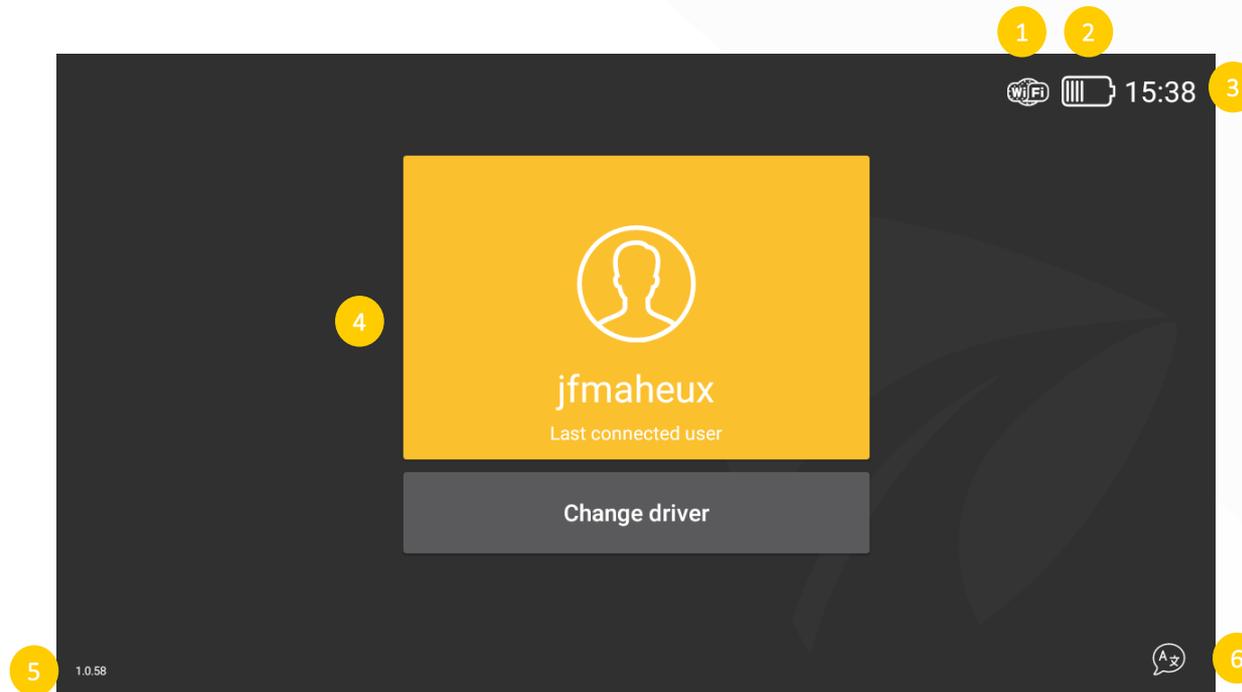
## Accessing the INGTECH<sup>Delta</sup> application through the home page

- The home page is accessed via the « Home button » or if the INGTECH<sup>Delta</sup> app is not powered automatically after the tablet's power up sequence;
- Tapping on the icon labelled « INGTECH DELTA » [1] launches the INGTECH<sup>Delta</sup> app;
- Tapping on the icon labelled « SETTINGS » [2] allows the screen brightness adjustment;
- A phone number is provided for direct support at the bottom of the page.



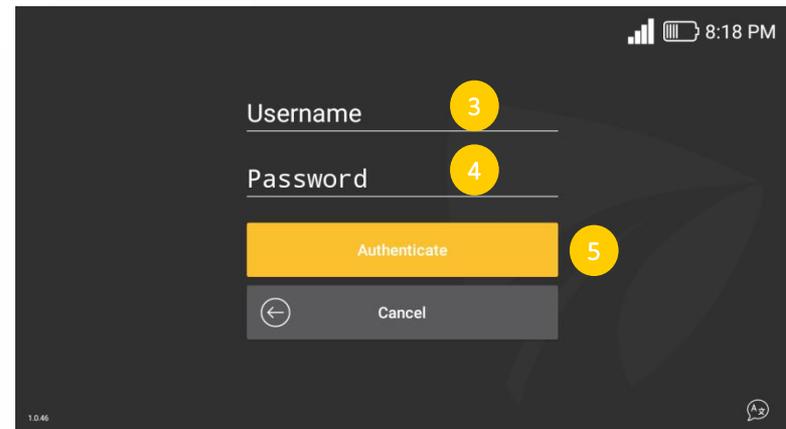
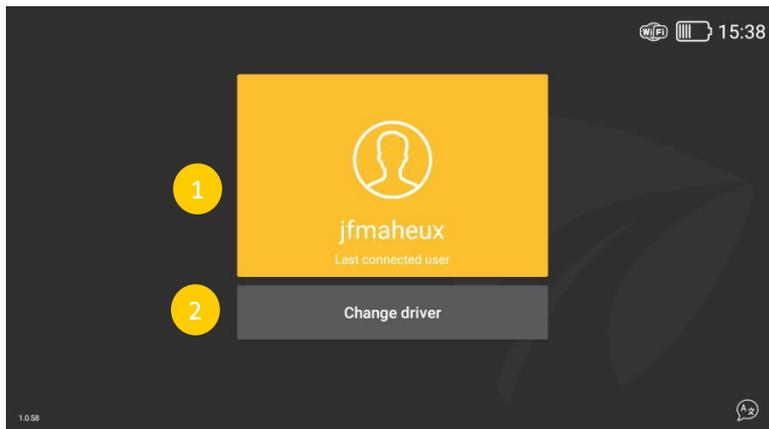
## Information displayed on the logging screen

1. Connectivity (WI-FI or Cell.)
2. Battery state of charge
3. Time (actual)
4. Last connected user
5. Software version installed
6. Language selection (FR – EN)



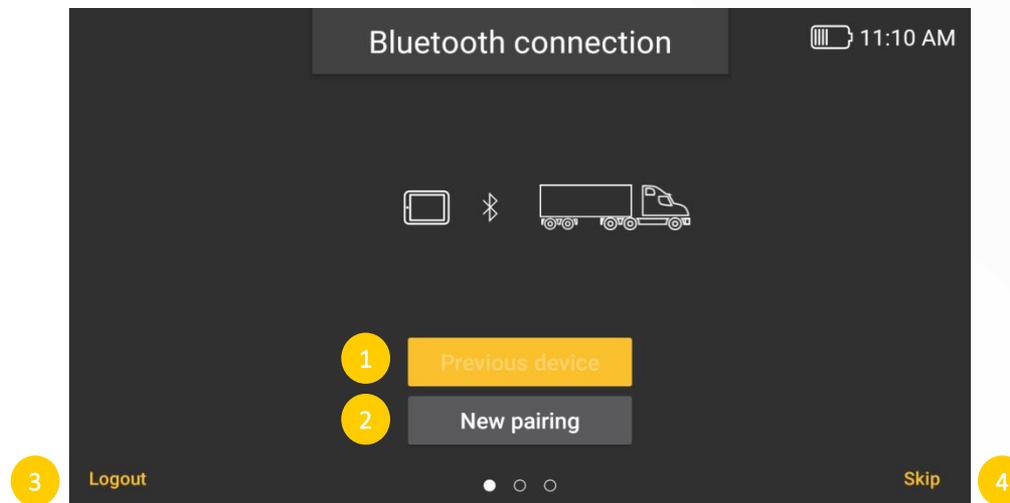
## Logging into the application INGTECH<sup>Delta</sup>

- If you are the last user, press the gold button « Last connected user » [1] if not press on « Change driver » [2] to identify yourself;
- Pressing [2] forces you to identify yourself through the verification of your credentials (« Username » [3] and « Password » [4]);
- Pressing [1] allows for a quicker access by simply asking for your « Password » [4];
- Finally, press « Authenticate » [5] to proceed.



## Connection to a Bluetooth module

- To connect to a previously paired device/vehicle, press on « Previous device » [1];
- To connect to another device/vehicle, press on « New pairing » [2];
- It is possible to skip this process by clicking on « Skip » [4];
- Pressing « Logout » [3] to return to the login prompt.

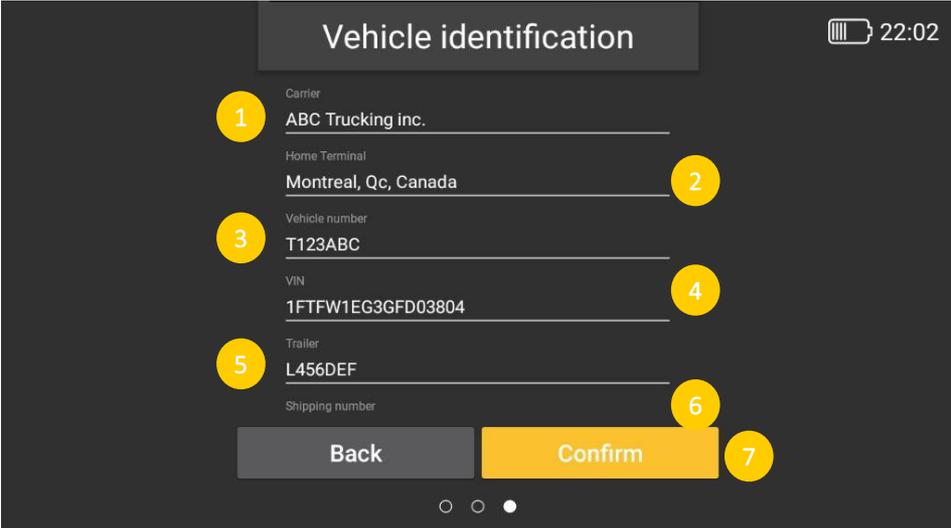


## Identification (Carrier, Home Terminal, Vehicle number...)

- The driver must ensure that all fields are filled and that the information is accurate. The page « Vehicle identification » has fields that are automatically filled (Carrier [1], Vehicle number [3], VIN [4]) and others that require the driver's input;

**IMPORTANT:** The driver is responsible to ensure that the information is accurate and must be modified accordingly

- Once the information is accurate, press « Confirm » [7] to proceed.



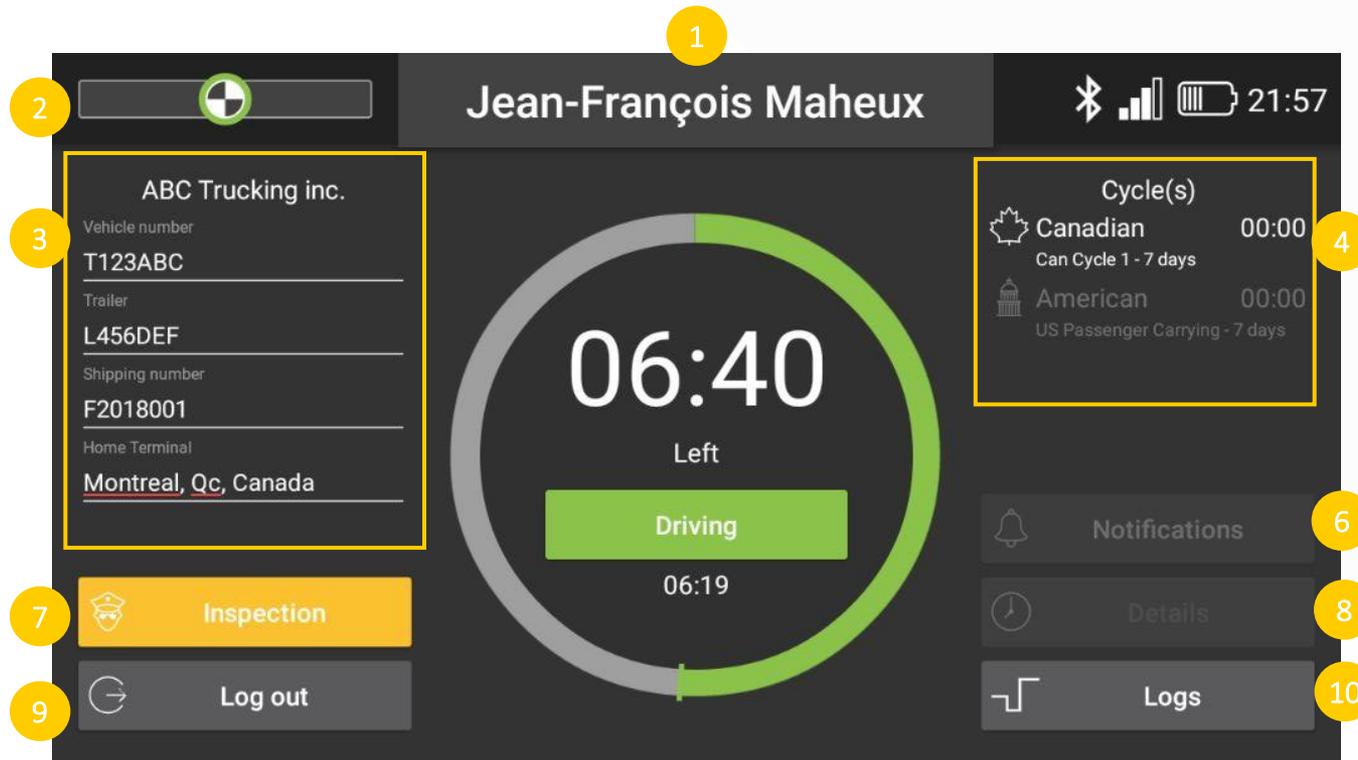
The screenshot shows a mobile application interface titled "Vehicle identification". The screen contains several input fields with the following data: Carrier: ABC Trucking inc. (callout 1); Home Terminal: Montreal, Qc, Canada (callout 2); Vehicle number: T123ABC (callout 3); VIN: 1FTFW1EG3GFD03804 (callout 4); Trailer: L456DEF (callout 5); Shipping number: (callout 6). At the bottom, there are two buttons: "Back" and "Confirm" (callout 7). The top right corner shows a battery icon and the time 22:02. The bottom of the screen has three small circles, likely for navigation.

# Hours Of Service (HOS)



## INGTECH<sup>Delta</sup> hours of service (HOS) main page

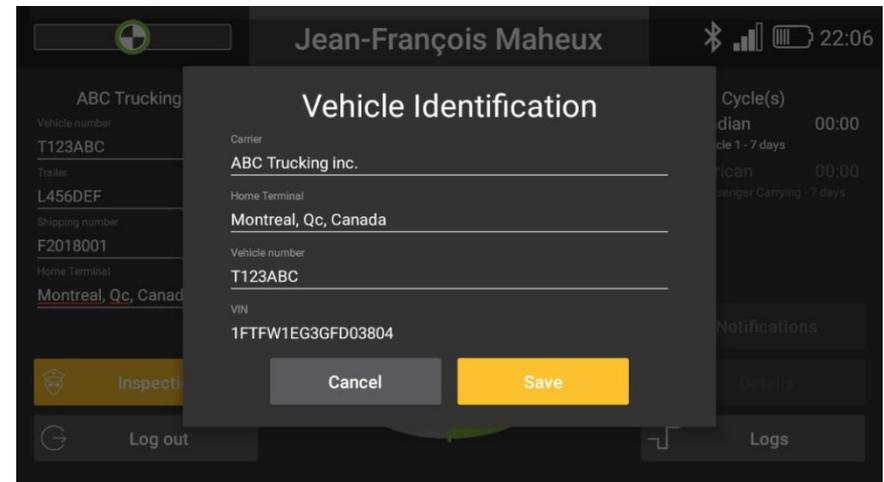
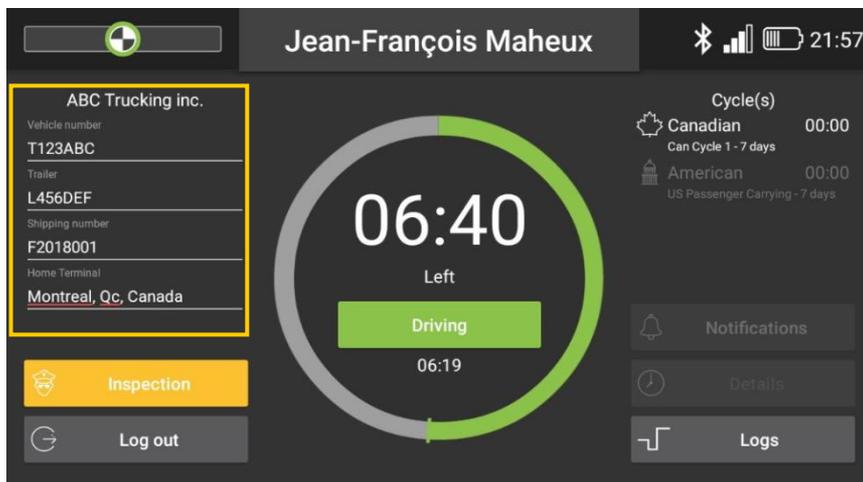
1. User identification
2. Energy gauge
3. Vehicle identification
4. Driving cycle
5. Driver's status
6. Notifications (not active)
7. Inspection (road side)
8. Details (not active)
9. Log out
10. Logs



# Hours Of Service (HOS)

## Vehicle(s) identification / change

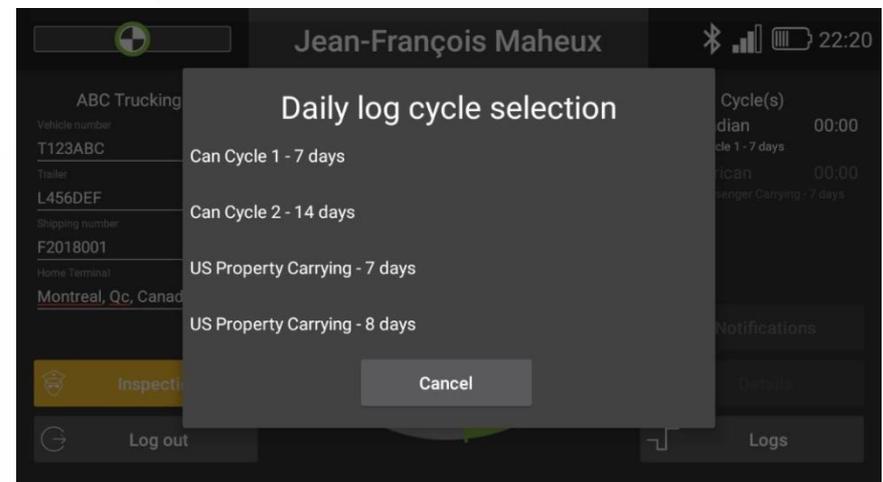
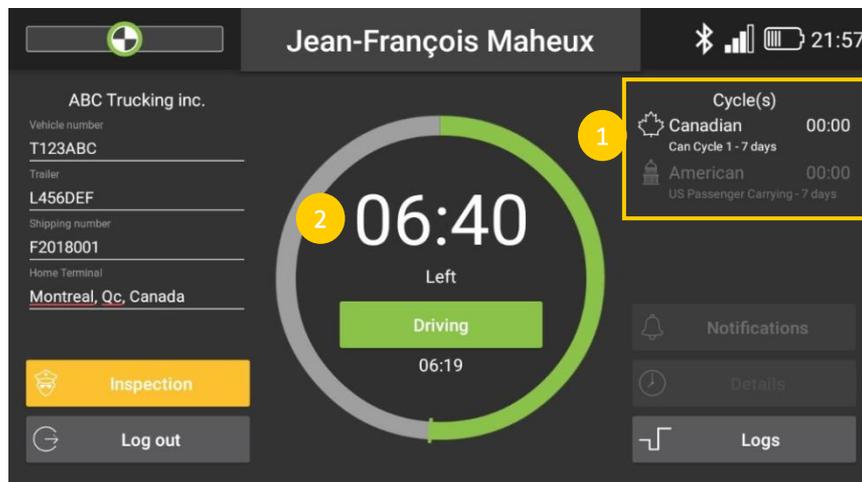
- This display refers to the information gathered and confirmed during the logging process explained on page 9;
- Pressing anywhere on this section, while the vehicle is not in motion allows the driver to edit any of the proposed fields;
- Press « Save » to accept the changes or « Cancel » to return to the HOS main page.



# Hours Of Service (HOS)

## Driving cycle's selection / change (Canadian or American)

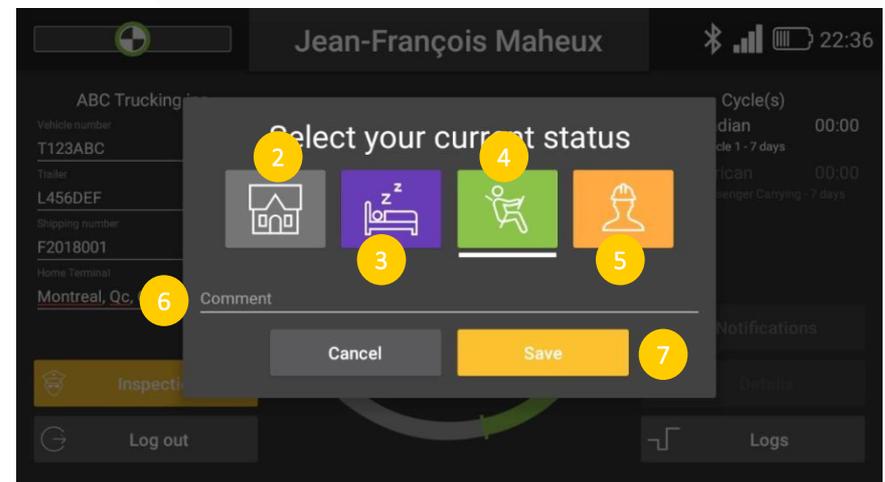
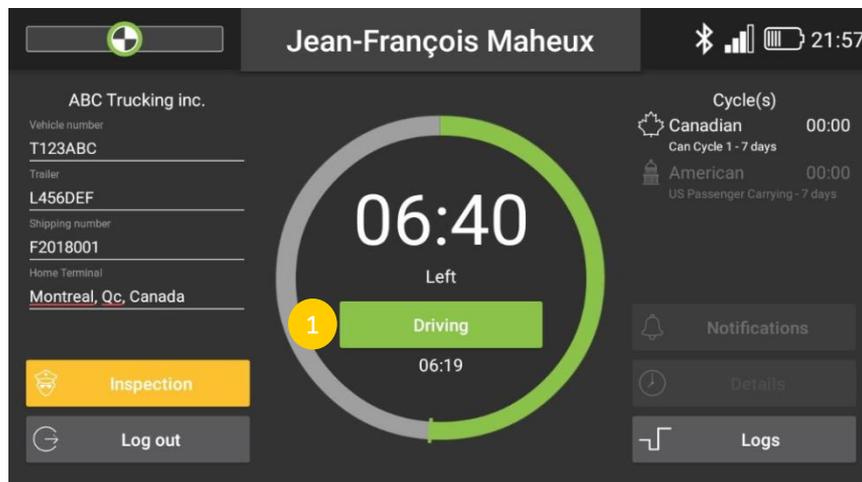
- The selection of a driving cycle can be made by tapping anywhere within the section « Cycle(s) » [1];
- Selecting a cycle changes the calculations driving the *Working hours left* [2] indicator.



# Hours Of Service (HOS)

## Driver Status change

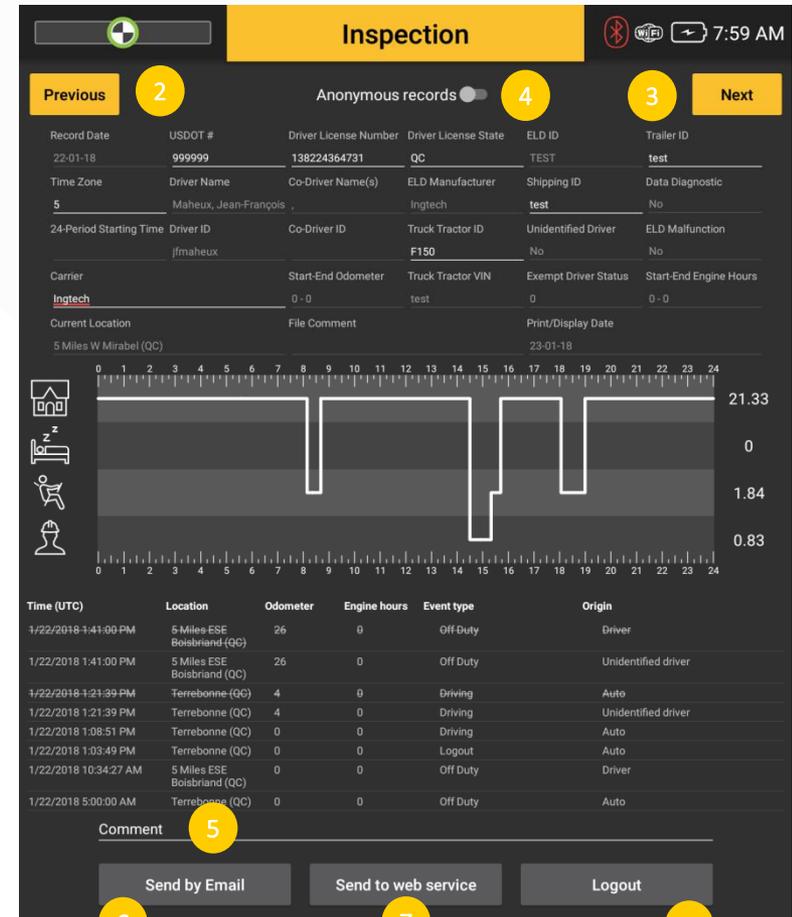
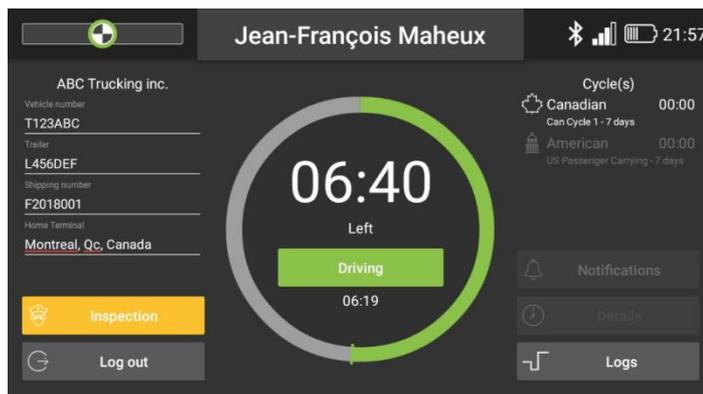
- Other than the automatic changes to the driver's status, done by the application, the driver can manually change his status by clicking on the *Driver Status button* [1];
- The following status are available:
  - OFF DUTY - OFF [2], SLEEPER BERTH - SB [3], DRIVING - D [4] and ON DUTY NOT DRIVING - ON [5];
- Once the selection is made, a « Comment » [6] can be added by the driver for additional information;
- Press « Save » [7] to save and proceed with this selection.



# Hours Of Service (HOS)

## Inspection mode (roadside inspection)

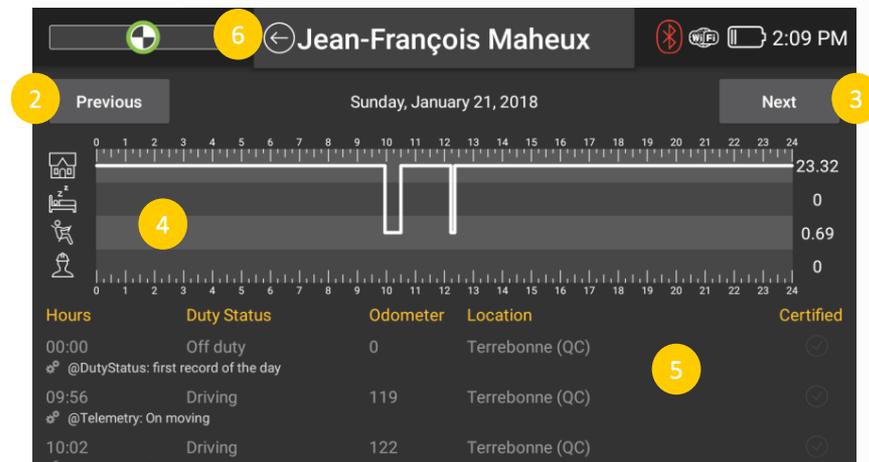
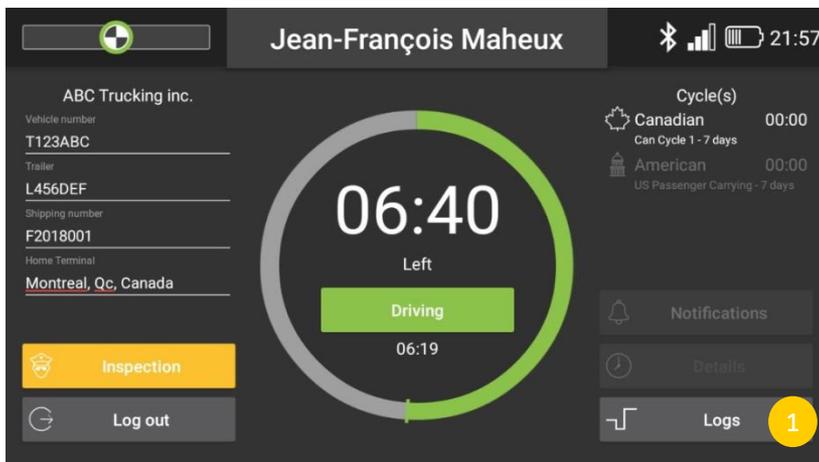
- Tap on « Inspection » [1] to go to the roadside inspection mode:
  - The icons labelled « Previous » [2] and « Next » [3] can be used to navigate between each daily logs;
  - The option « Anonymous records » [4] allows to show all the unidentified driving activities for the driven vehicle(s);
  - The information shown on the header section above the grid must be verified by the driver and modified if need be;
  - The line « Comment » [5] is provided to the driver to add the output file comment following the agent's instructions;
  - The inspection report can be sent by email – « Send by email » [6] or sent via web service – « Send to web service » [7];
  - To exit the inspection mode, the user must « Logout » [8].



# Hours Of Service (HOS)

## View, Modify and Certify daily logs

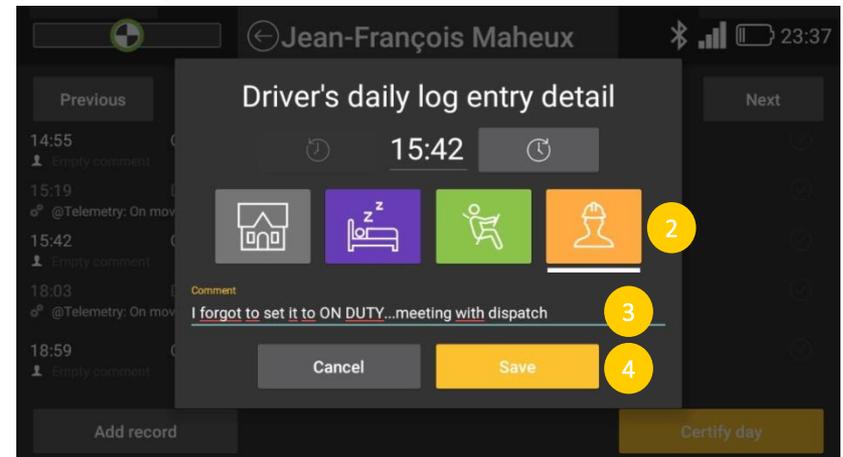
- Press the button labelled « Logs » [1] to access and view the daily logs;
- Use the buttons « Previous » [2] and « Next » [3] to navigate between daily logs;
- A daily log has three sections (scroll up or down), the header, the grid [4], and the events [5];
  - These three sections are similar to the ones presented via the « Inspection (road side) » button described previously.
- The driver can return to the HOS main page by clicking on the « Return Button » [6];



# Hours Of Service (HOS)

## View, Modify and Certify daily logs (Continued)

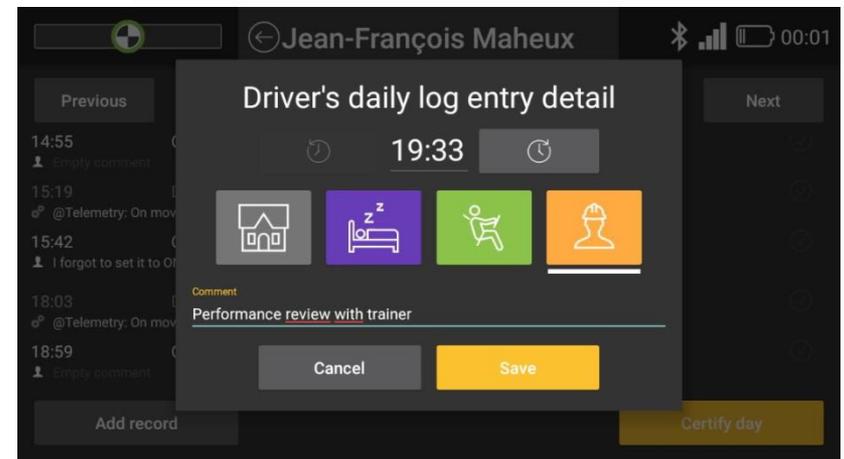
- To modify an editable event (cannot edit automatic recordings), simply press on the desired event [1], change the driver status [2] and/or start time (in this example: from OFF DUTY to ON DUTY NOT DRIVING). A « Comment » [3] MUST be added prior to saving;
- Press « Save » [4] button to proceed;



# Hours Of Service (HOS)

## View, Modify and Certify daily logs (Continued)

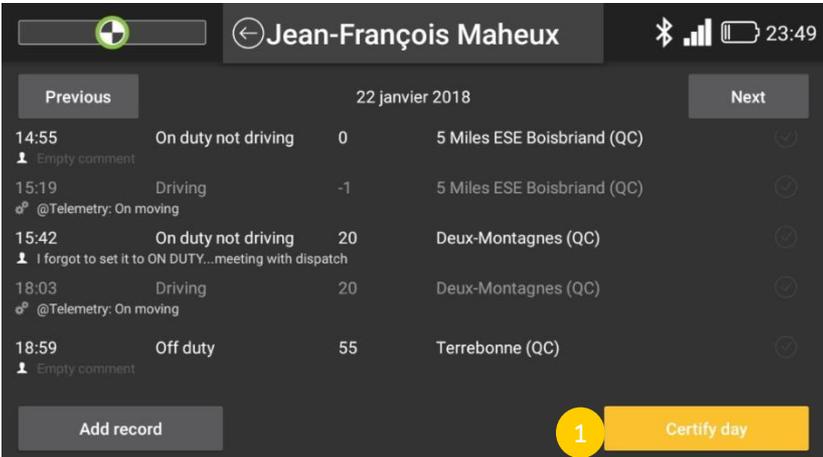
- If an event is missing, a driver can add a driver's duty status change by clicking on the « Add record » [1] button;
- As an example, the driver forgot to set is status to ON DUTY NOT DRIVING at 19:33: the following steps are identical to the ones followed for a modified event (see page 16);



# Hours Of Service (HOS)

## View, Modify and Certify daily logs (Continued)

- To certify a daily log, press on « Certify day » [1];
- The driver must then certify is daily logs by agreeing with the certification statement.



Previous 22 janvier 2018 Next

| Time  | Activity            | Duration | Location                    |
|-------|---------------------|----------|-----------------------------|
| 14:55 | On duty not driving | 0        | 5 Miles ESE Boisbriand (QC) |
| 15:19 | Driving             | -1       | 5 Miles ESE Boisbriand (QC) |
| 15:42 | On duty not driving | 20       | Deux-Montagnes (QC)         |
| 18:03 | Driving             | 20       | Deux-Montagnes (QC)         |
| 18:59 | Off duty            | 55       | Terrebonne (QC)             |

Add record **1** Certify day



Previous 22 janvier 2018 Next

| Time  | Activity            | Duration | Location                    |
|-------|---------------------|----------|-----------------------------|
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| 18:03 | Driving             | 20       | Deux-Montagnes (QC)         |
| 18:59 | Off duty            | 55       | Terrebonne (QC)             |

Add record Certify day

**Certification**

I hereby certify that my data entries and my record of duty status for this 24 hour period are true and correct.

Not ready Agree

The table below shows the possible malfunctions and the action needed for each one.

| Category               | Event   | Action required   |
|------------------------|---|---|
| Power                  | The electronic logging device (ELD) is not powered for an aggregated period « in-motion » of 30 minutes or more over a 24-hour period across all driver profiles, including the unidentified driver profile.  | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |
| Engine synchronization | The connectivity of the electronic logging device (ELD) to any of the required data sources is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles, including the unidentified driver profile.                        | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |
| Timing                 | The electronic logging device (ELD) is no more capable to meet the request of monitoring the Universal Coordinated Time (UTC), where the time of the ELD must be synchronized with the UTC, and not to exceed a absolute deviation of 10 minutes at any time. | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |

# Malfunctions



| Category       | Event  | Action required   |
|----------------|--|---|
| Positioning    | The electronic logging device (ELD) fails to acquire a valid position measurement within 5 miles of the commercial motor vehicle movement for a cumulative time of more than 60 minutes over a 24-hour period. | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |
| Data recording | The electronic logging device (ELD) can no longer record or retain required events or retrieve recorded logs that are not otherwise catalogued remotely by the motor carrier.                                  | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |
| Data transfer  | The electronic logging device (ELD) stays in the unconfirmed data transfer mode following three consecutive monitoring checks.   | Note the malfunction and provide written notice of the malfunction within 24 hours to the carrier. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days and record the duty status on graph-grid paper logs. Continue to manually prepare a record of duty status until the ELD is serviced and brought back into compliance. |

For any other malfunction, please contact the support team of INGTECH<sup>DELTA</sup>.