Transmission

Mobile app user manual

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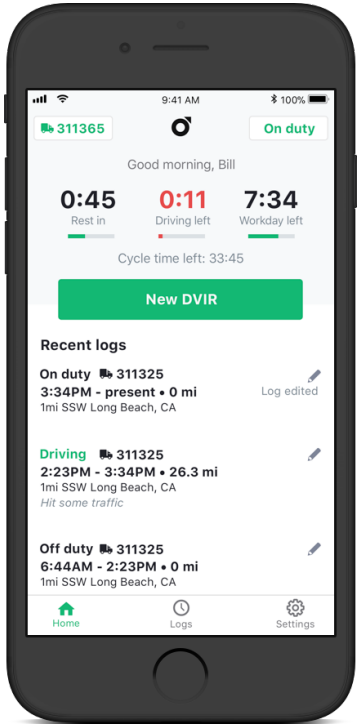
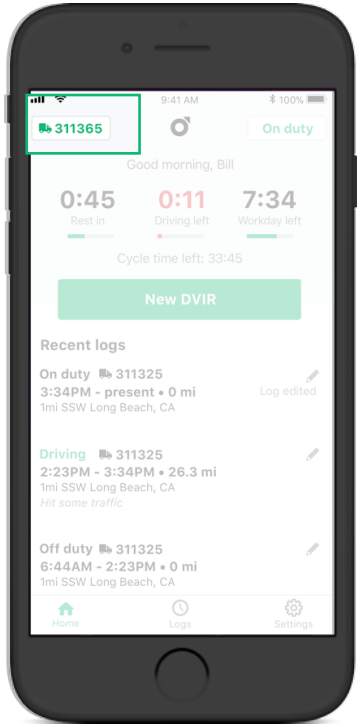
Select a vehicle

Before starting to drive, make sure that your mobile device is paired to the vehicle that you will be driving.

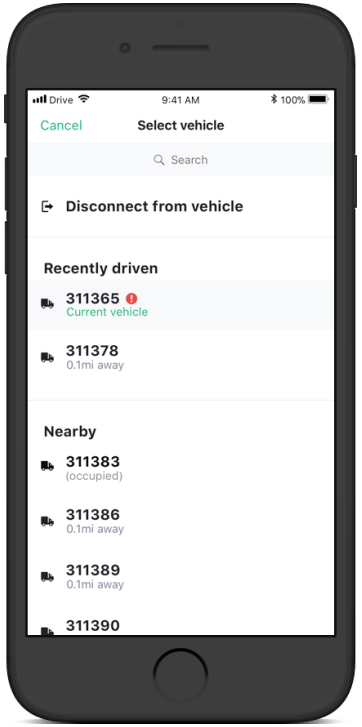
1. Start from the home screen.



2. Tap the vehicle button on the top left.



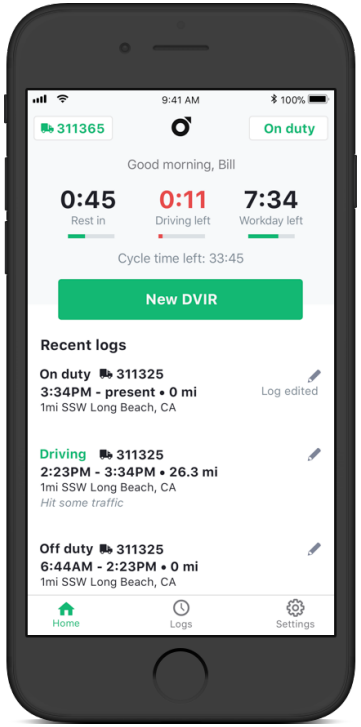
3. Select the vehicle that you are driving.



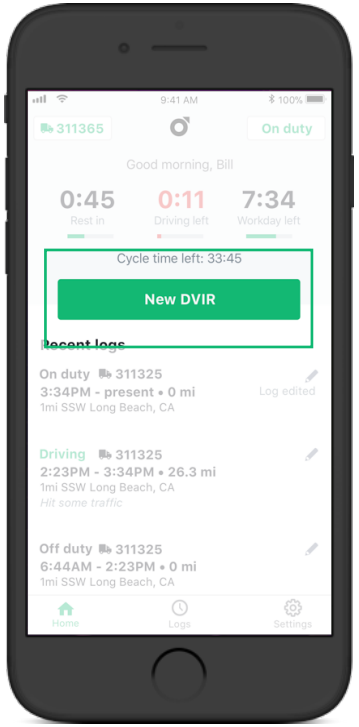
Submit a DVIR

Create pre-trip and post-trip DVIRs from the home screen.

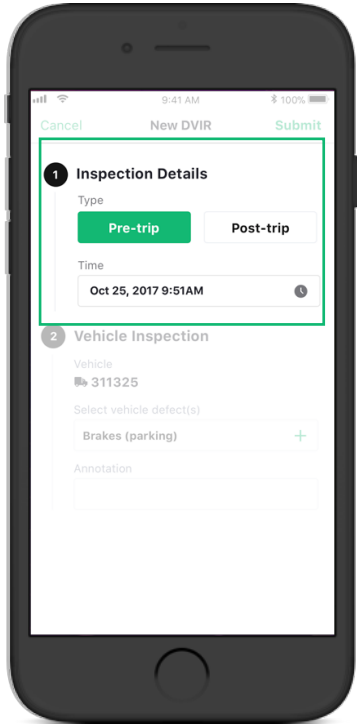
1. Start from the home screen.



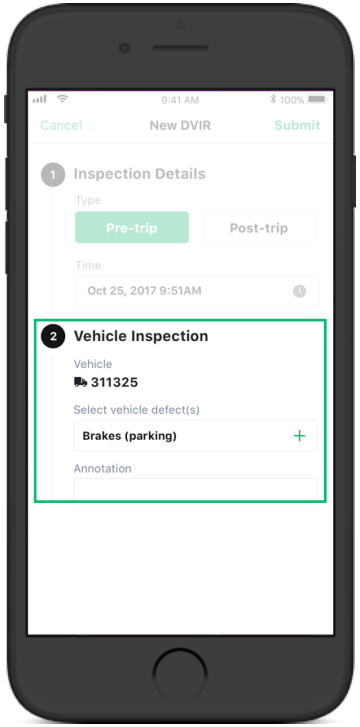
2. Tap the "New DVIR" button.



3. Select Pre-trip or Post-trip and the date.



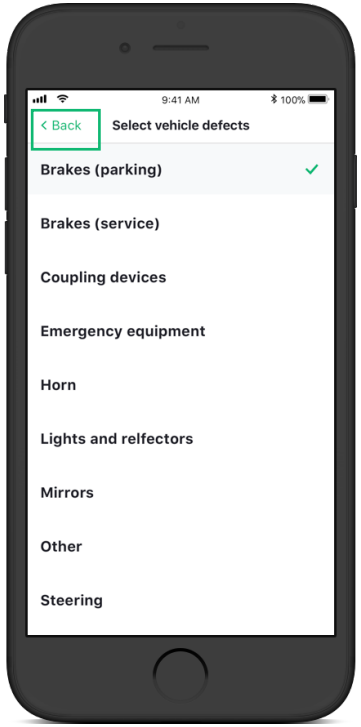
4. Select the vehicle you are using.



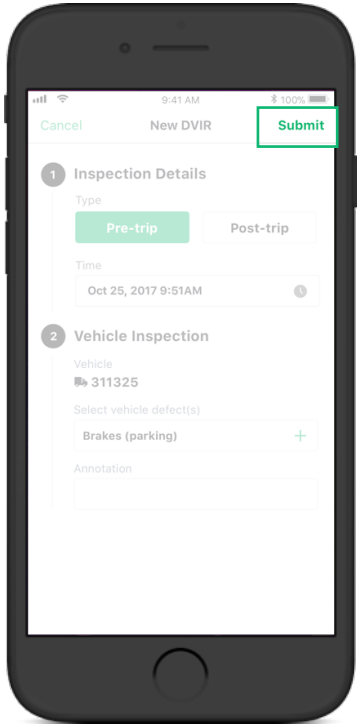
Submit a DVIR

continued

5 Tap on any existing defects. Hit back to return to the DVIR.



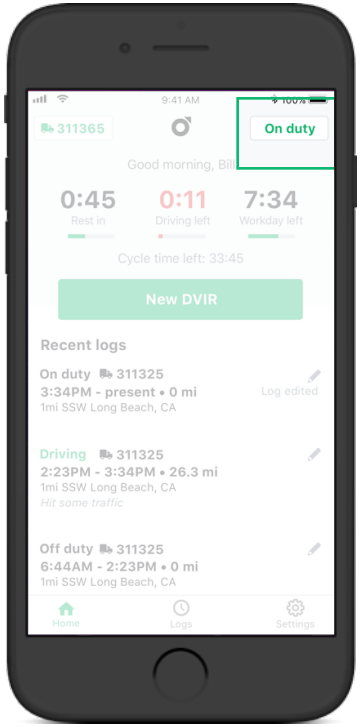
6 Tap "Submit" at the top right corner.



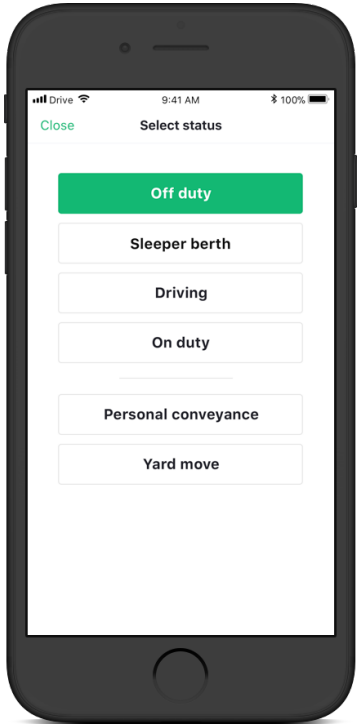
Change your duty status

Keep your logs accurate by manually updating non-driving statuses.

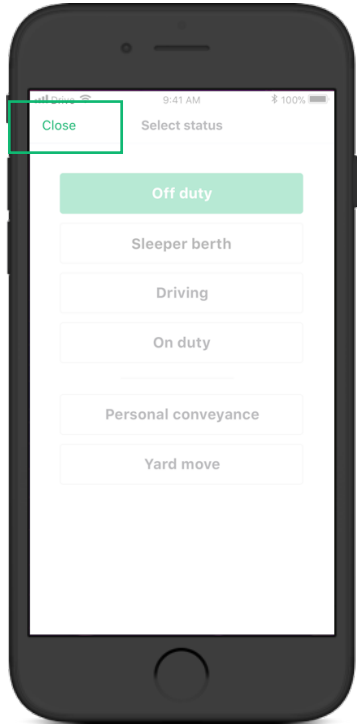
1. From any screen, tap your current status on the top right.



2. Select a new status.



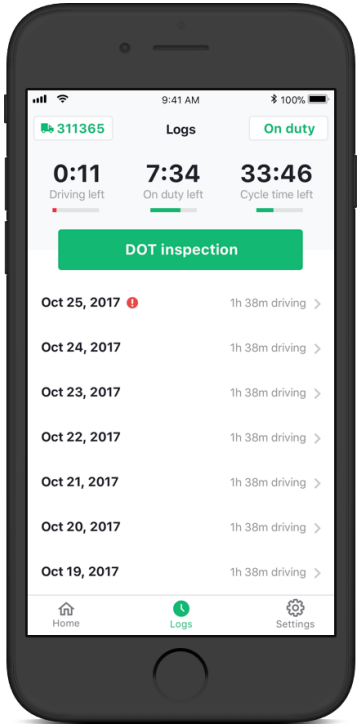
3. Tap **Close**.



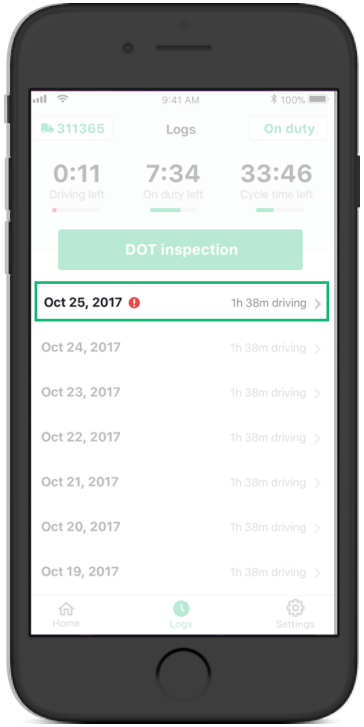
Create a log

Manually create any logs to associate with any day of the past two weeks

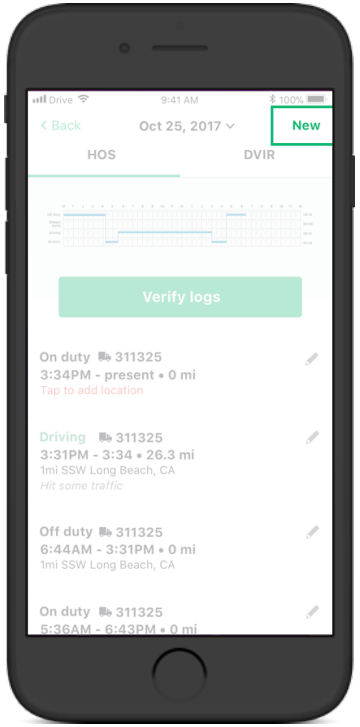
1. Start from the Logs page.



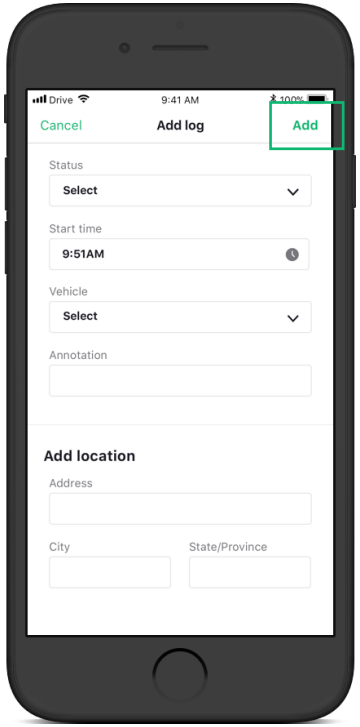
2. Tap the date to create your new log.



3. Tap **New** in the top right corner.



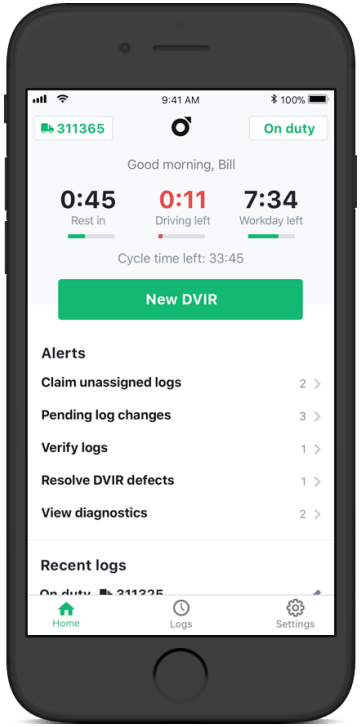
4. Fill in log details and tap **Add** in the top right corner.



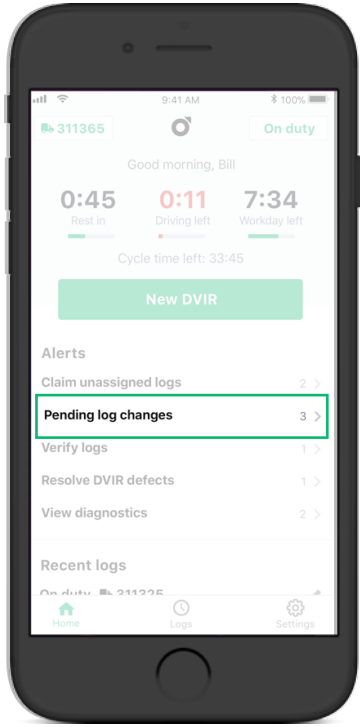
Accept changes to your log

If your Fleet Manager makes any changes to your log, you will be alerted to confirm the changes before they are finalized.

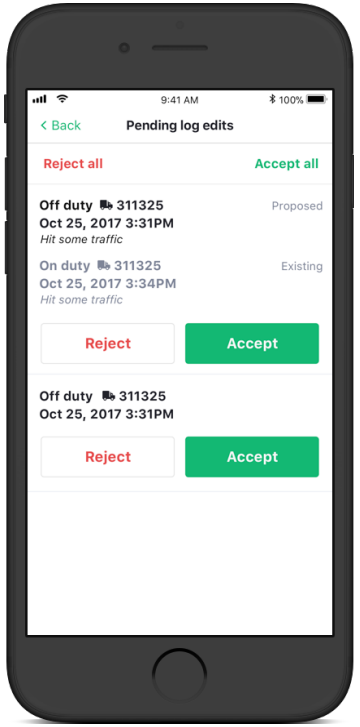
1. Start from the home page.



2. Tap **Pending log changes** in the Alerts menu.



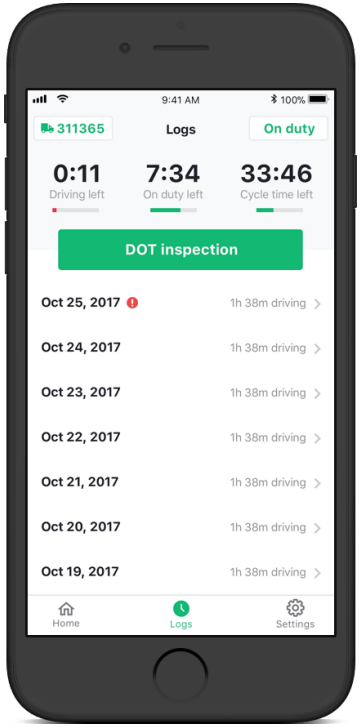
3. Review and accept or reject the proposed changes.



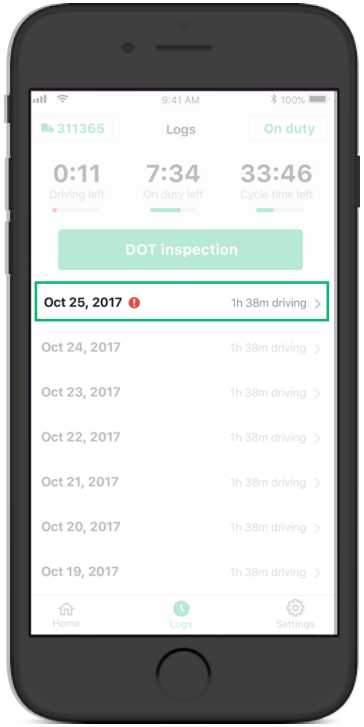
Annotate your log

Until you verify your logs, you can annotate your logs however many times you like.

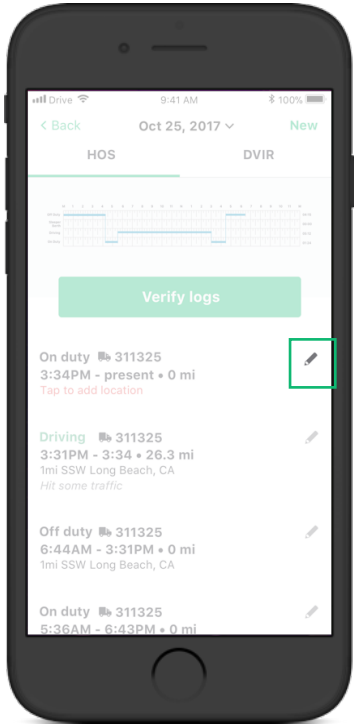
1. Start from the Logs page.



2. Tap the date of the log you would like to annotate.



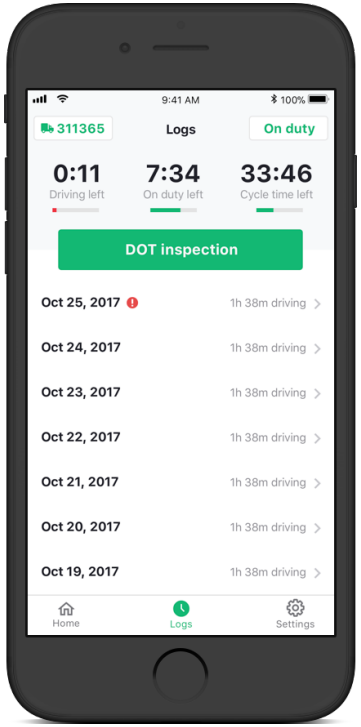
3. Tap the pencil icon for the log that you'd like to annotate.



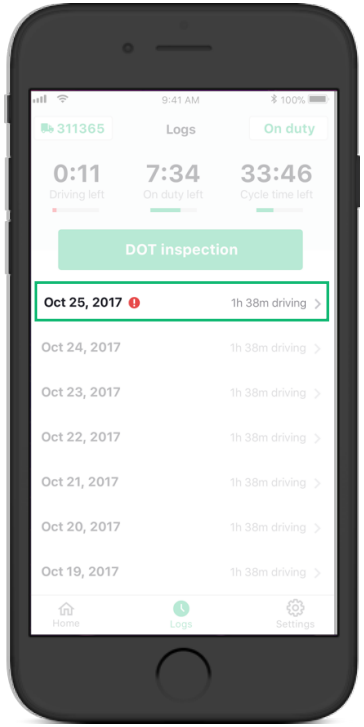
Edit your log

Until you verify your logs, you may edit any logs except for driving time automatically logged by the ELD.

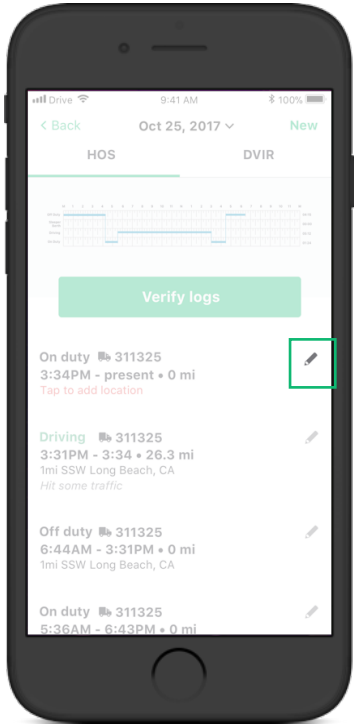
1. Start from the Logs page.



2. Tap the date of the log you would like to edit.



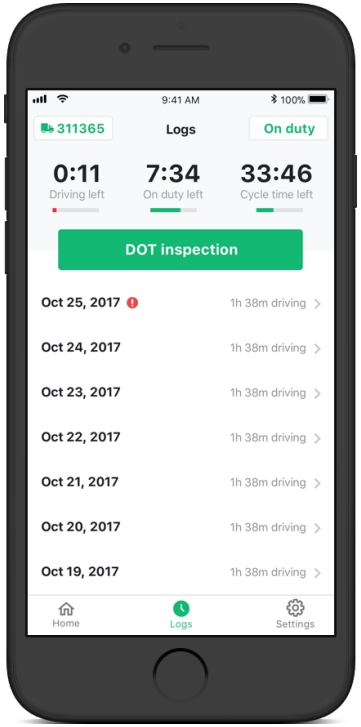
3. Tap the pencil icon for the log that you'd like to edit.



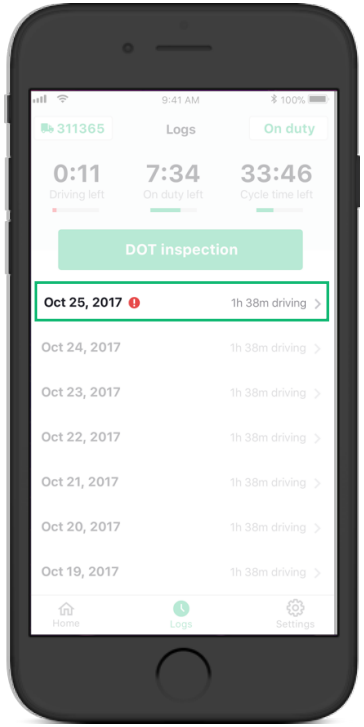
Verify your log

After verifying your log, only your Fleet Manager will be able to edit or annotate your log for you.

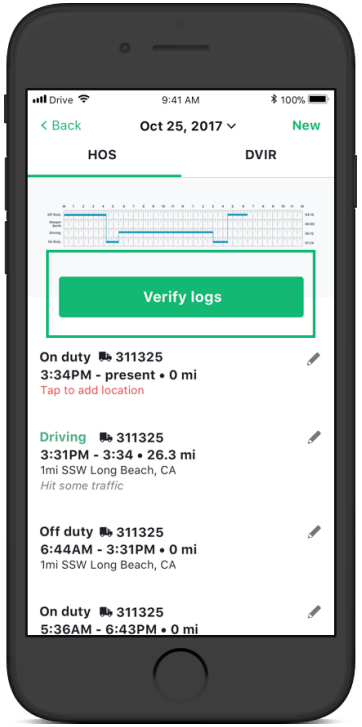
1. Start from the Logs page.



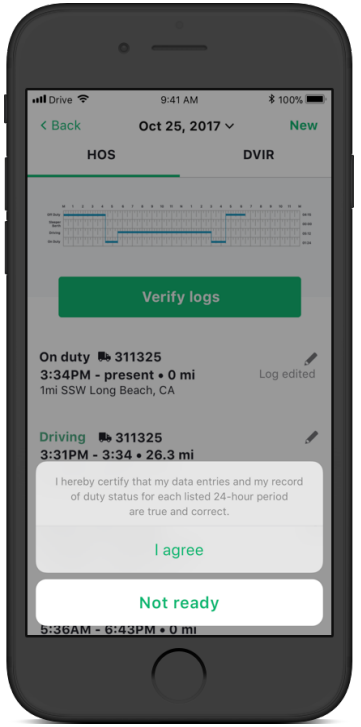
2. Tap the date of the log you would like to edit.



3. Tap **Verify logs** in the center of the screen.



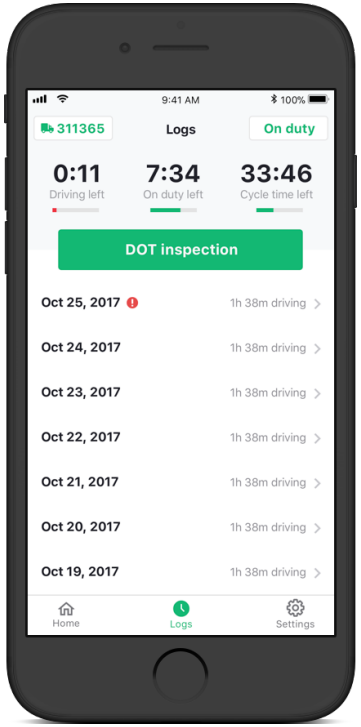
4. Tap **I agree** to confirm.



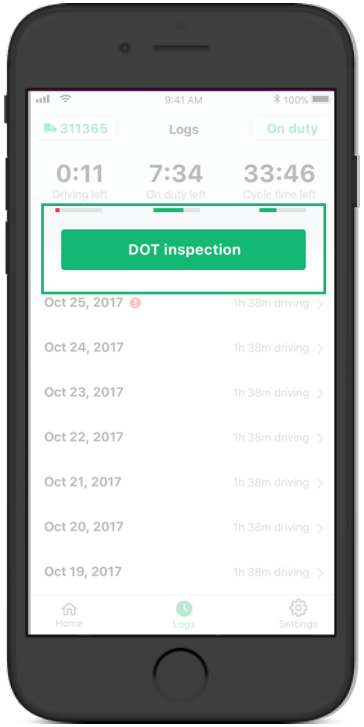
Show your logs to a DOT inspection officer

Set up the DOT inspection view of your logs to show officers during roadside inspections

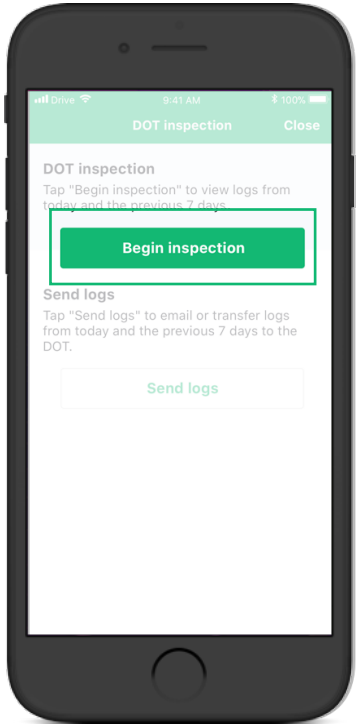
1. Start from the Logs page.



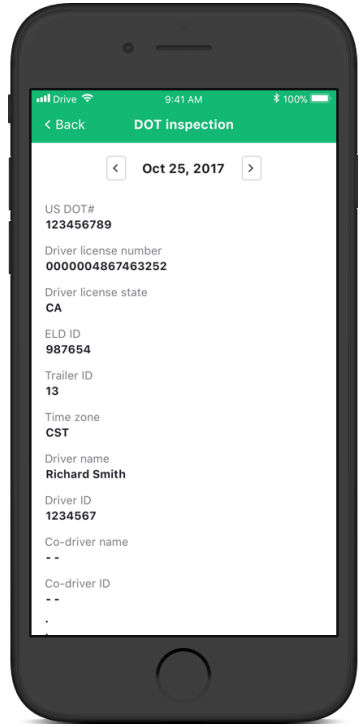
2. Tap **DOT inspection** in the center of the page.



3. Tap **Begin inspection**.



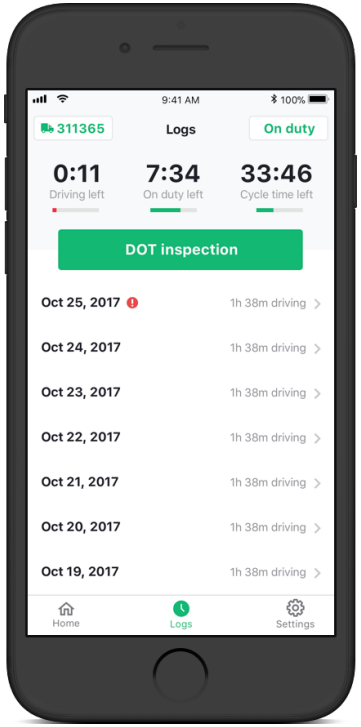
4. Allow officer to navigate through the past 7 days of logs using arrows



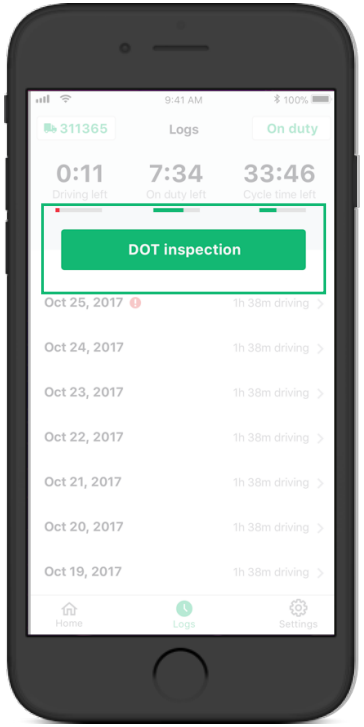
Email your logs to the DOT

Send electronic files directly to fmcsa@dot.gov during roadside inspections.

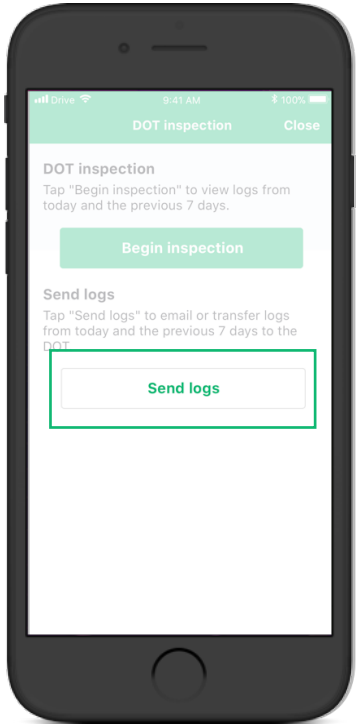
1. Start from the Logs page.



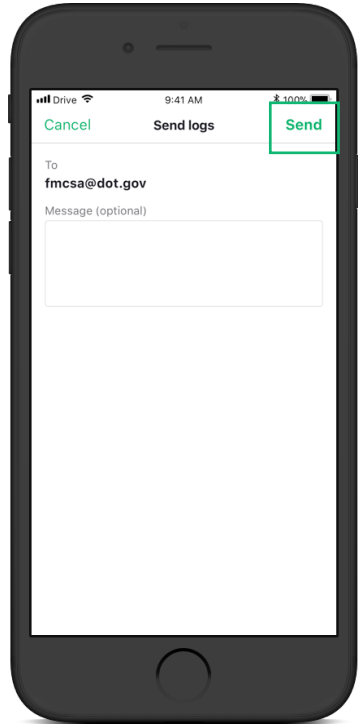
2. Tap **DOT inspection** in the center of the page.



3. Tap **Send logs**.



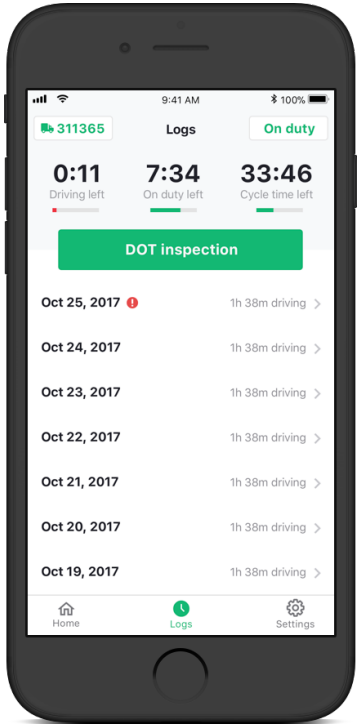
4. Tap **Send** to automatically send your past 7 days of logs.



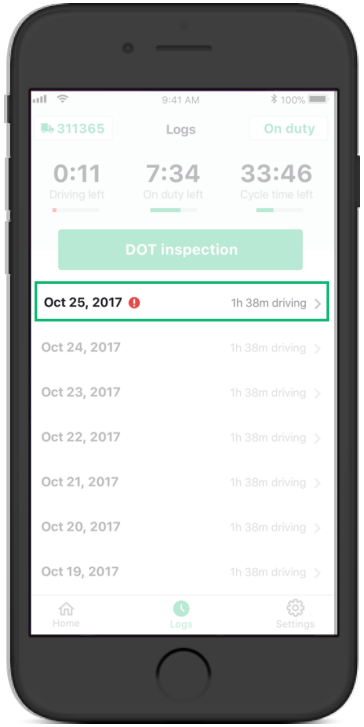
Resolve defects in your DVIR

Log any changes and resolutions for defects that you reported in earlier DVIRs

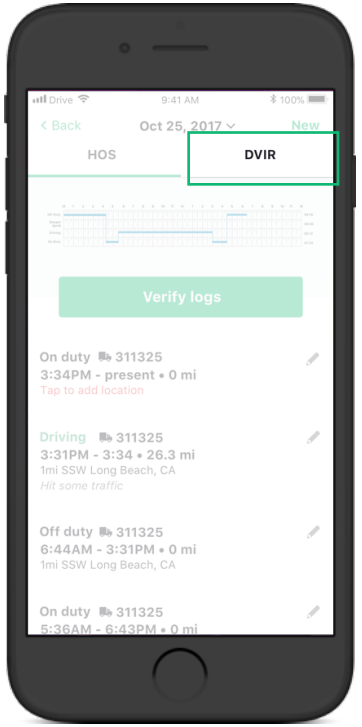
1. Start from the Logs page.



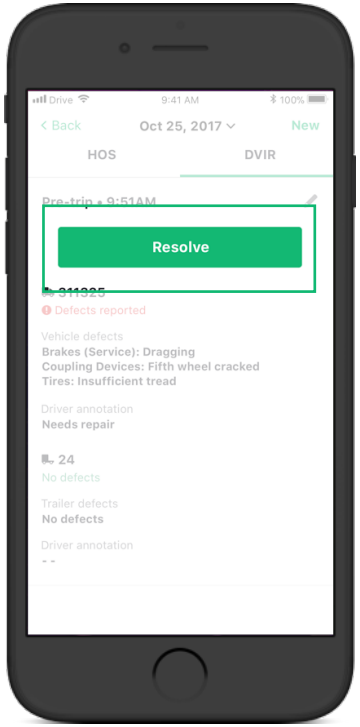
2. Tap the date of the DVIR whose defects you would like to resolve.



3. Tap the **DVIR** tab.



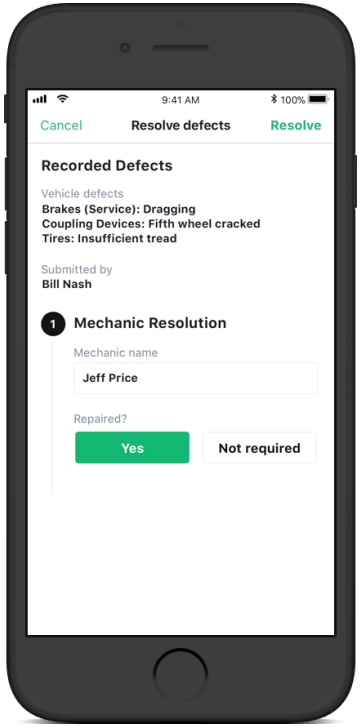
4. If the log has defects, you may tap **Resolve**.



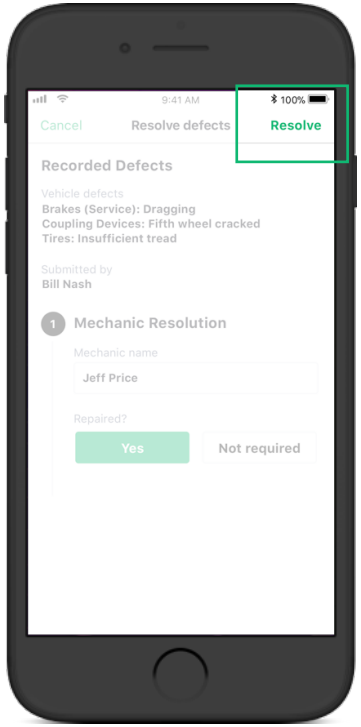
Resolve defects in your DVIR

continued

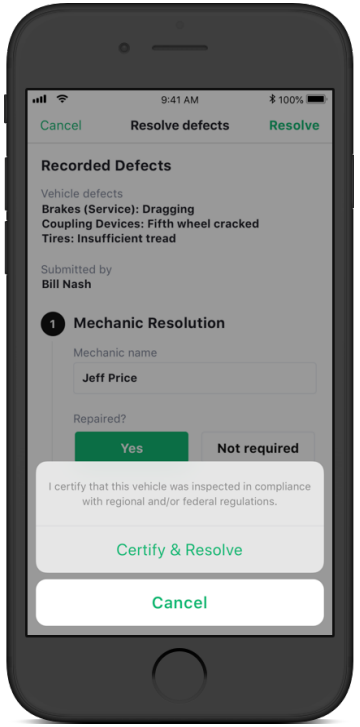
5 Annotate the log with details of the resolved defects.



6 Tap Resolve



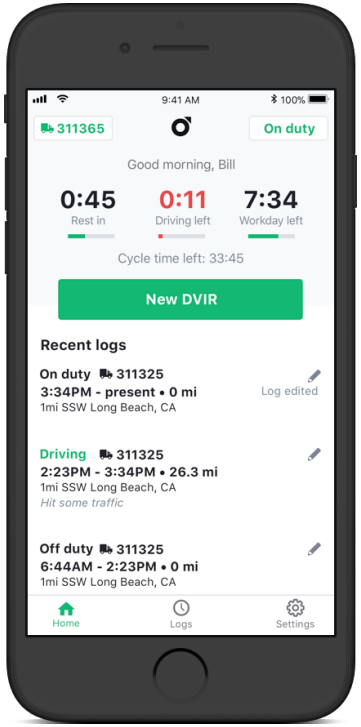
7 Confirm and submit.



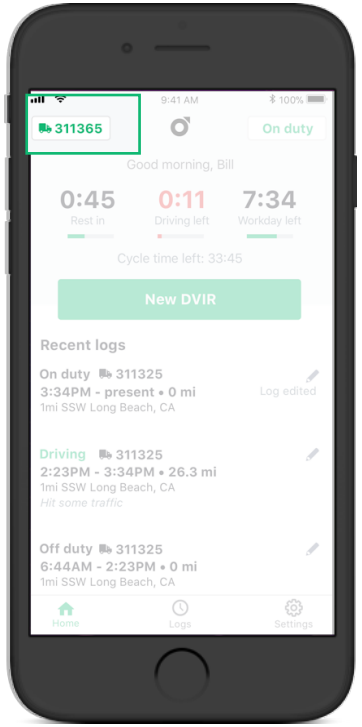
Unassign from your vehicle

Remember to unassign from your vehicle at the end of your trip if someone else is going to be using the same vehicle.

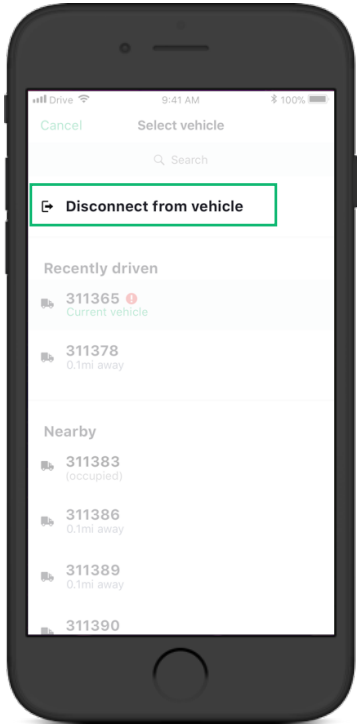
1. Start from the home screen.



2. Tap the vehicle button on the top left.



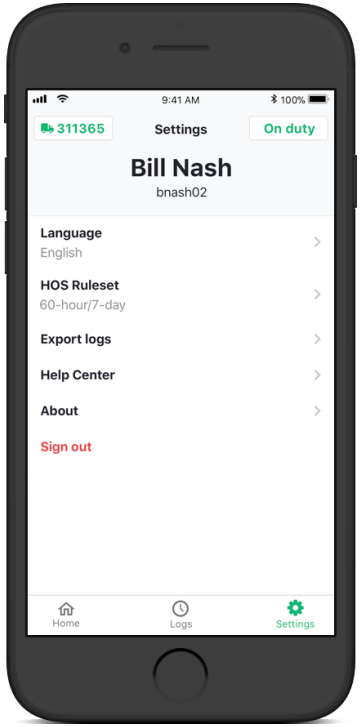
3. Tap **Disconnect from vehicle** at the top of the menu.



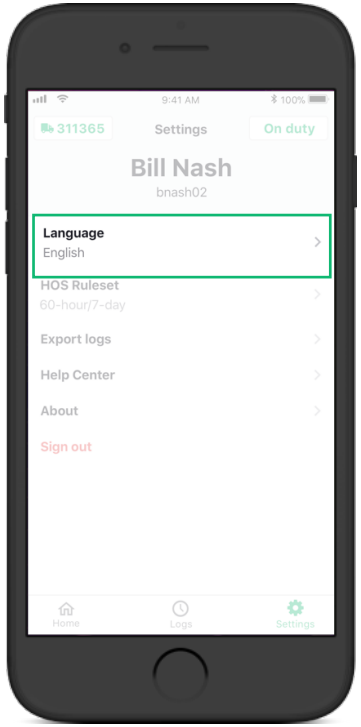
Change your language settings

You may choose to display the app in English, Spanish, or Simplified Chinese.

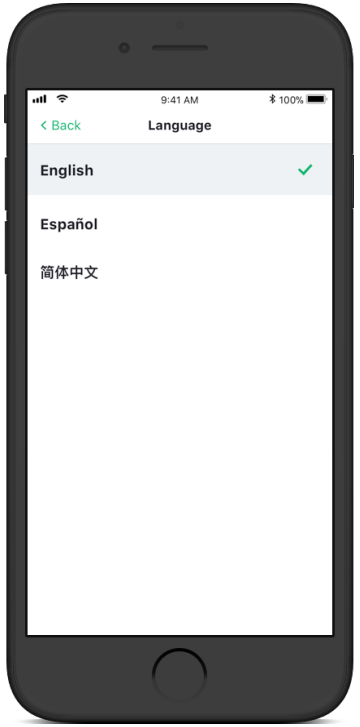
1. Start from the Settings page.



2. Tap **Language** at the top of the menu.



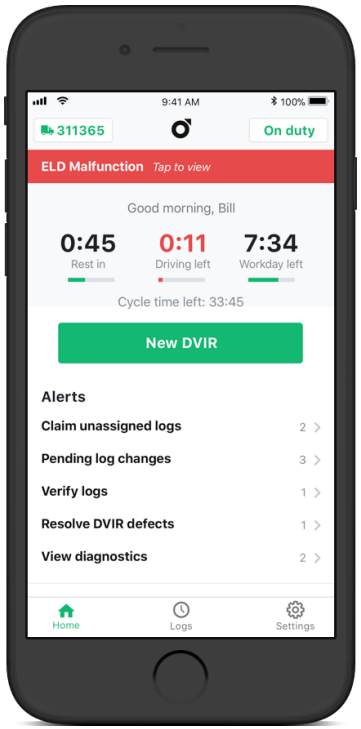
3. Select your desired language.



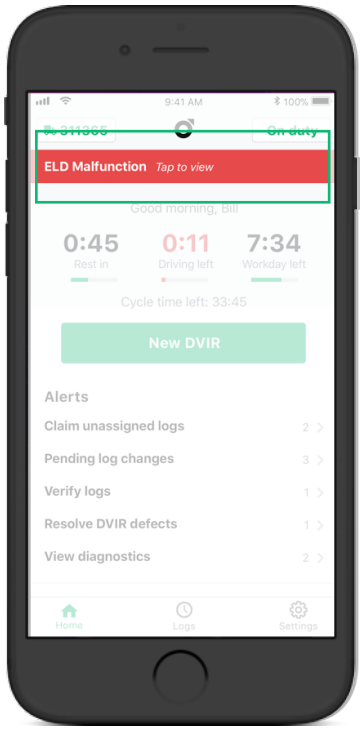
Malfunctions and diagnostics

ELD malfunctions will affect your logging. Keep your mobile device mounted at eye level to identify malfunctions immediately.

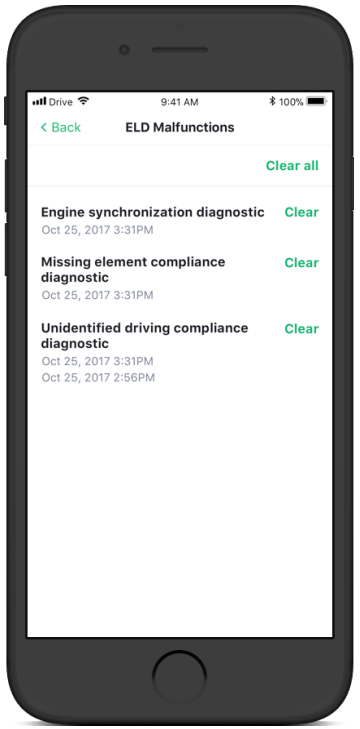
1. If malfunctions occur, you will see a banner on any screen.



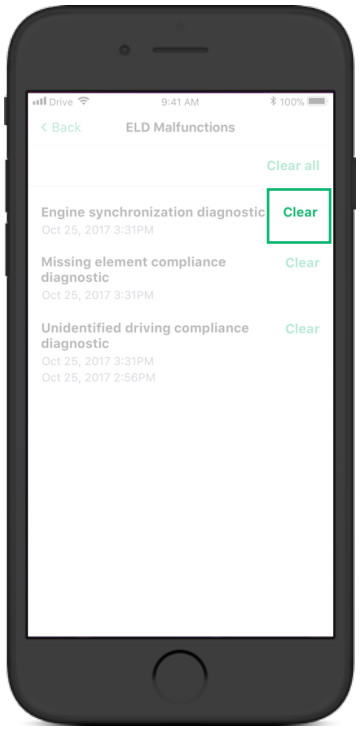
2. Tap the banner to view malfunction details.



3. Communicate malfunctions to your Fleet Manager.



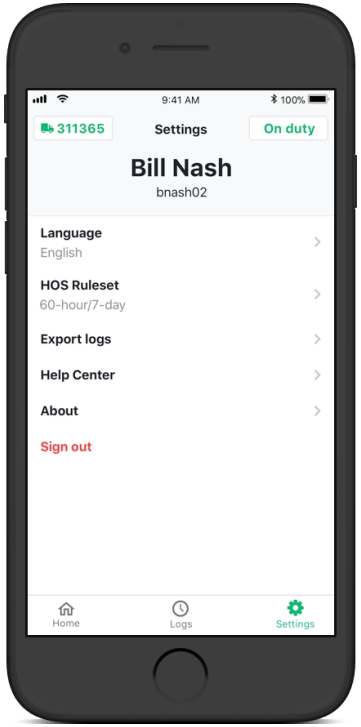
4. Clear malfunctions once they have been addressed.



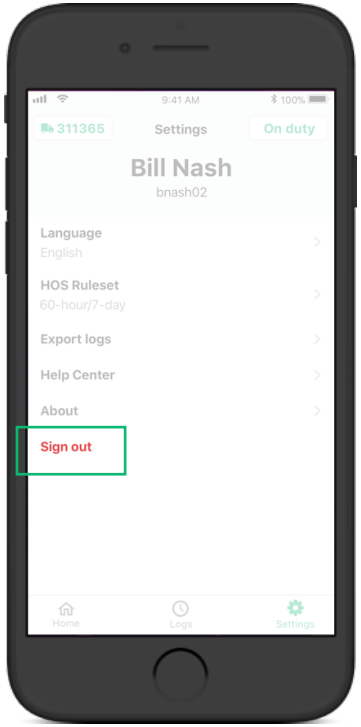
Sign out of the app

Remember to verify your HOS and DVIR logs and go off duty before signing out.

1. Start from the Settings page.

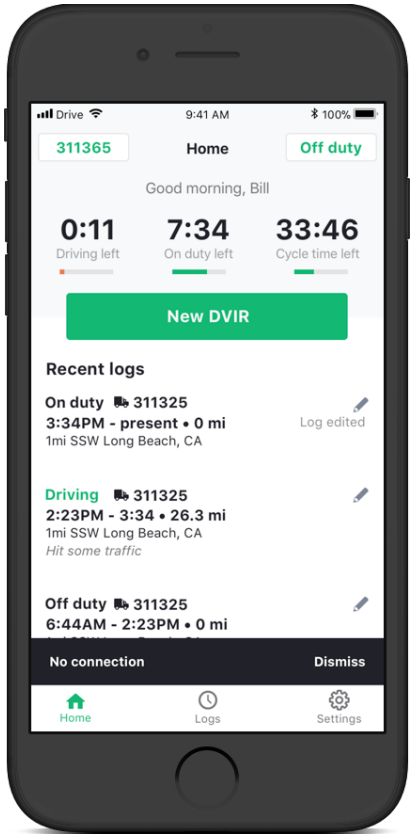


2. Tap **Sign out** at the bottom of the menu.



What to do if you lose cellular signal

In remote areas, tunnels, and other such situations, the mobile app and ELD may lose their connection temporarily.



- If you lose signal, you will see a banner on the bottom that says **No connection**.
- Your ELD will continue to log Driving and On duty hours automatically for you, but the logs will not show up on the mobile app interface until a connection is restored.
- Once a connection is restored, logs will appear as the ELD has automatically recorded them.
- Meanwhile, please revert to using paper logs to record your own Driving, On duty, Off duty, Sleeper berth, Yard move, and Personal conveyance statuses in order to manually transfer logs to the app when a connection is restored.