

# TRAKOPOLIS ELD

## User Guide

TRAKOPOLIS®  
EVOLVING VISIBILITY

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## Table of contents

Login .....	4
The Grid Screen .....	5
Enter Trip Information .....	6
Change Duty Status .....	7
Complete a Driver Vehicle Inspection Report (DVIR) .....	8
Driving and On Duty .....	9
The Remark Screen .....	10
Available Hours .....	11
Sign Off .....	12
Record Exchange .....	13
<b>Roadside Dot Officer Compliance &amp; Inspections.....</b>	<b>14</b>
Frequently Asked Questions .....	16
ELD Malfunction Reporting Requirements .....	19
ELD Start up and Vehicle Connection Procedures .....	20

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# Login

1. Locate and tap the **Trakopolis program icon.**
2. Tap **Sign In.**
3. Enter **User Name** and **Password.**
4. Tap **Login**



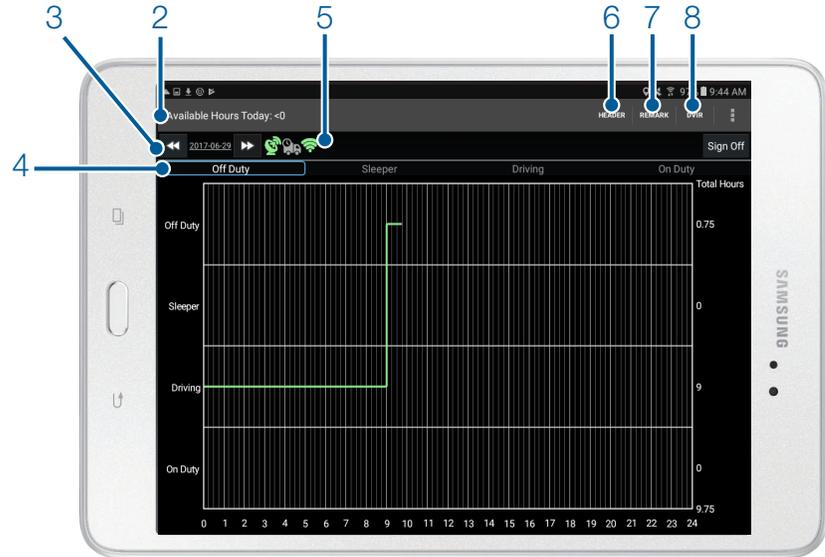
**Tip:** Your user name and password may also be used to login to your online user account. [www.instantlogbook.com](http://www.instantlogbook.com)

Your online account allows you to:

- Change your password
- Search your log and inspection history
- Set your email notification preferences

## The Grid Screen

1. After login the GRID screen will display. Access all program functions here.
2. **AVAILABLE DRIVING HOURS** are displayed in the top left corner of the screen.
3. Use the **CALENDAR TOOL** to page back or ahead to the current day.
4. Tap a **DUTY STATUS** button to change duty status.
5. The connections **ICONS** indicate active GPS location, engine connection and cellular connection. These are active when green.
6. Tap the **HEADER** button to display the trip information.
7. Tap **REMARKS** to see log entries for the current day.
8. Tap **DVIR** to complete an inspection report.
9. Date and Time must be accurate to within 10 minutes of Driver's home terminal time.



## The Grid Screen

## Trip Information

1. Tap **HEADER** on the top menu bar.
2. Check the main office address and the home terminal address.
3. Tap **NEW JOB** to enter new trip information.
4. Search for or select the equipment you will use for the trip.
5. Enter the bill of lading number, commodity, shipper or other cross reference information.
6. Tap **Save**.

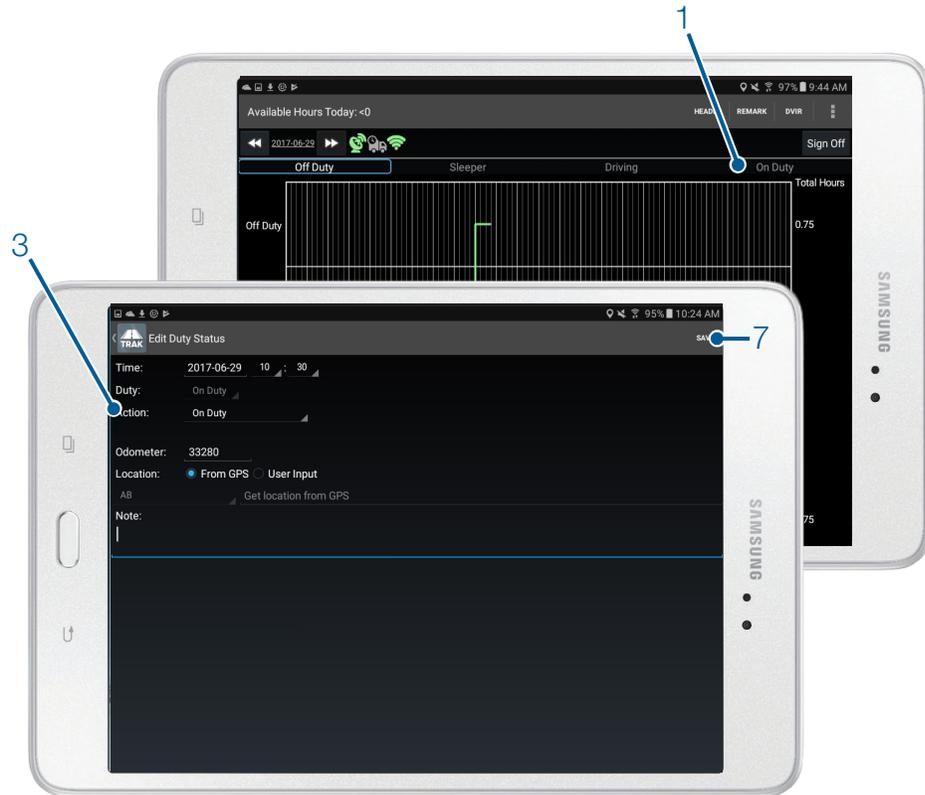
## Logbook Header



## Change Duty Status

1. Tap a **DUTY STATUS** button to open the edit screen.
2. Use the current time or select the time from the drop-down list.
3. Select an **ACTION** from the list.
4. Verify the odometer reading for the truck or enter the correct odometer reading.
5. Select the location from **GPS** or by **user input**. The location input from GPS may not be available if you select a time that location services was not operating.
6. Enter a **note** to describe events or circumstances.
7. Tap **SAVE**.
8. Changing to Driving status is automatic when the vehicle moves greater than 8 km/h (5 MPH).

## Grid Screen



## Complete a DVIR

1. Tap **DVIR** or **ON DUTY** and select **VEHICLE INSPECTION REPORT** from the Action list.
2. Use the current time or select a time from the drop-down list to record on duty time for the inspection.
3. Inspect the vehicle and record any defects.
4. Tap each **CATEGORY** to see a description of reportable defects.
5. MAJOR DEFECTS must be repaired before proceeding.
6. DEFECTS may be repaired at the next scheduled maintenance interval.
7. Sign the DVIR.
8. Tap the **EQUIP ID** list to select the trailer ID (if equipped).
9. Complete and sign the trailer inspection.
10. Tap **FINISH DVIR** to return to the GRID screen.
11. Tap **DVIR** to view the complete report.

## Log On Duty for DVIR



## Driving and On Duty

1. Your duty status will automatically change to DRIVING when vehicle speed is greater than 8 km/h (5 MPH).
2. Duty status may not be changed while vehicle is in motion.
3. When speed falls to zero for 3 seconds the vehicle is stopped.
4. Manually select another duty status; or;
5. After 5 minutes you will be asked if you wish to continue DRIVING.
6. If there is no input your duty status will automatically change to ON DUTY at the time the vehicle stopped.

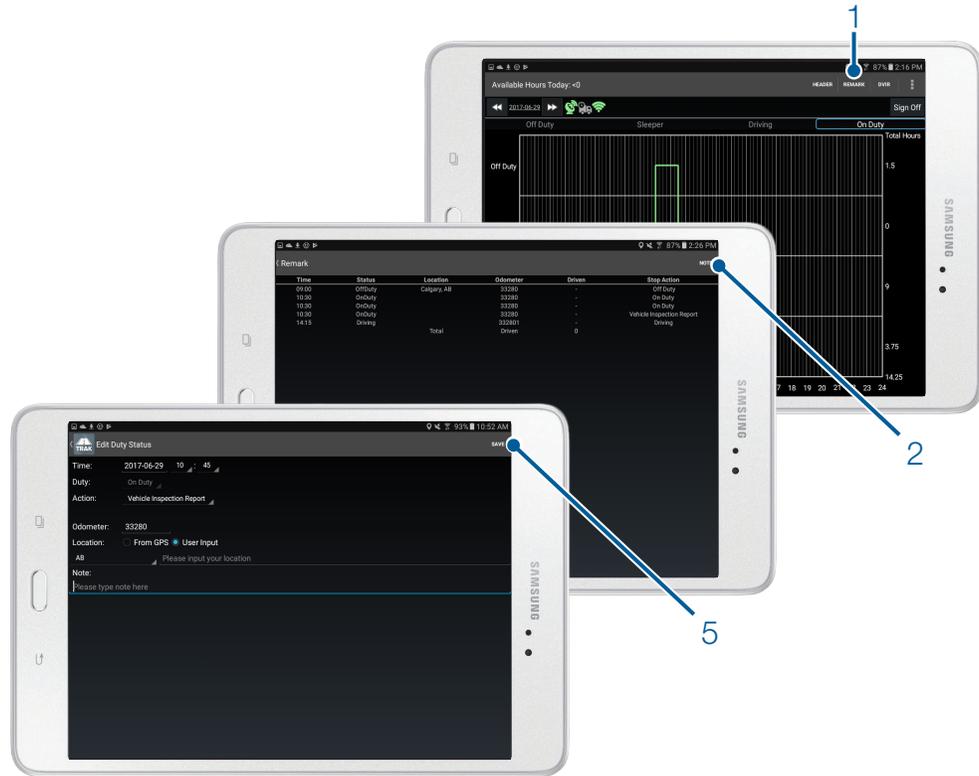
## Automatic Duty Status



## The Remarks Screen

1. Tap **REMARK** on the Grid Screen to review your duty status changes.
2. Tap **NOTE** to review added details.
3. Select and tap a remark to open the DUTY STATUS edit screen.
4. Edit the DUTY STATUS or NOTE.
5. Tap **SAVE**.
6. Edits and notes must be made before the log is signed.

## View / Edit Remarks & Notes



## Available Hours

1. Available Hours Today are calculated every 15 minutes based on the changes of duty status that have been recorded.
2. Available Hours Today is driving time.
3. To see how the driving hours are calculated Tap Available Hours Today to display the detail screen.
4. Each rule shows the hours Used and Available for the remainder of the current shift.
5. Available Hours Today is the lowest value in the table.

## Available Driving Time



## Sign Off

1. Tap the **SIGN OFF** button.
2. Sign the log. For more accurate results please ensure you use a tablet appropriate stylus. Do not use a pen.
3. You may sign your log at anytime throughout the day.
4. Once the log is signed it cannot be edited.
5. If you sign your log early in the day and the then get called back to work you may add new duty status changes and sign the log again.
6. Keep your logbook up to date and sign it daily.

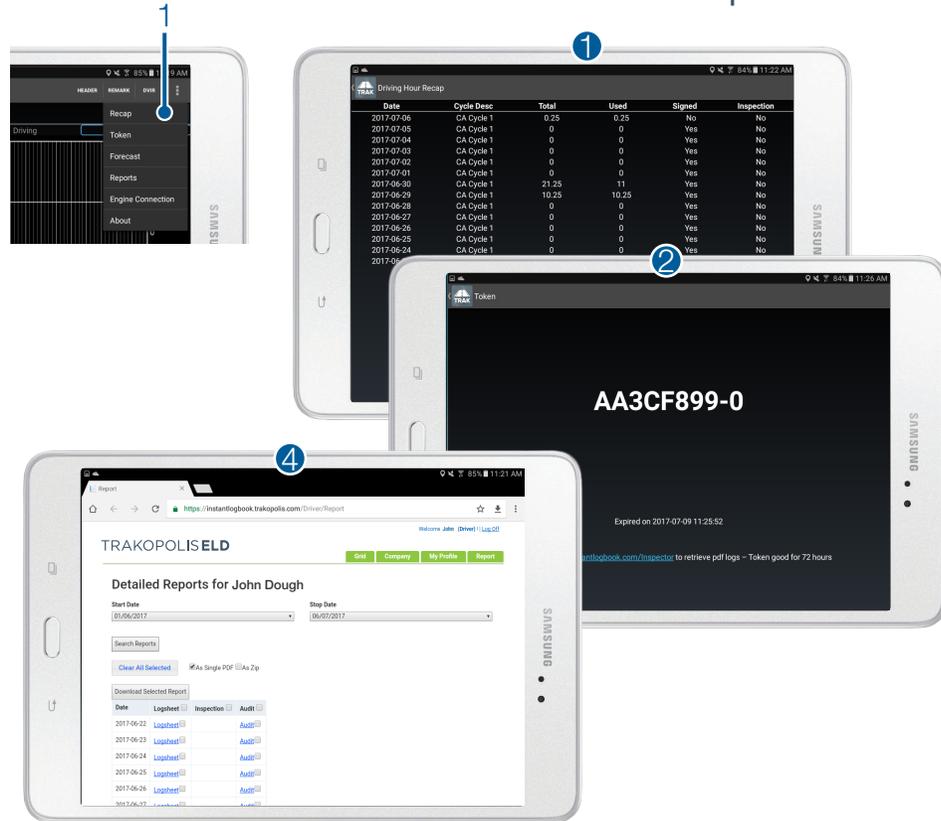
## Signing Your Log



# Record Exchange

1. Tap the **MENU** to access the **RECAP**, record exchange options, online reports and engine connection status.
2. The **TOKEN** can be used to exchange records with an authorized official when cell service is not available.
3. **FORECAST** is a trip planning tool for rule changes such as North of 60, Canada and US Border.
4. **REPORTS** provides access to your online account where you can download logs and email them to an authorized official.
5. **ENGINE CONNECTION** provides status information about the ELD connection to your truck.

# Options Menu

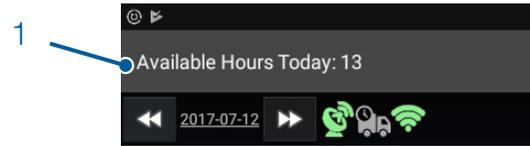


# Roadside Dot Officer Compliance & Inspections

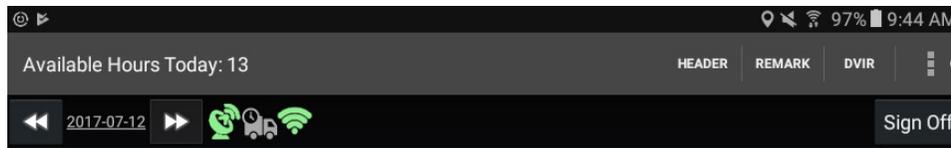
The following are a few ways you can manage and view your logs when providing information to a Dot Compliance Officer.

## Available Hours Remaining (Current Day View)

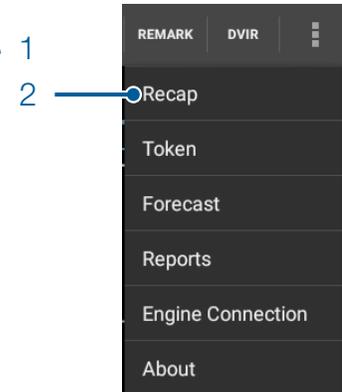
1. On the grid page you will see an option on the top left hand corner named, **Available Hours Today**. Tap this option to view your current hours remaining status and view current cycle.



## Recap Screen (Last 14 Day View)



1. Press the **MENU** button located on the top right corner of the screen.
2. Select **RECAP**.



Continued on page 15

## Compliance & Inspections Continued

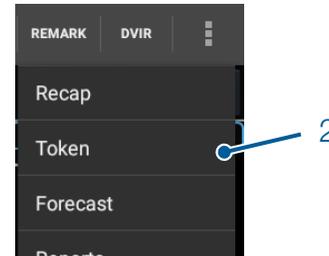
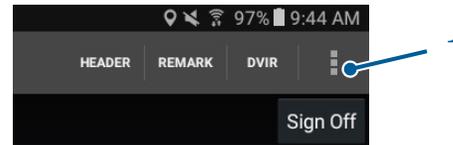
This screen is available as a snapshot view of your last 14 days. This is a simple and quick way to show your hours of service to an officer.

Date	Cycle Desc	Total	Used	Signed	Inspection
2017-07-12	CA Cycle 1	24.5	8.75	No	No
2017-07-11	CA Cycle 1	15.75	10.75	No	No
2017-07-10	CA Cycle 1	5	5	Yes	No

### Inspector 'Token' (7,14,24 Day View)

1. Press the **MENU** drop down button located on the top right corner of the screen.
2. Select **TOKEN**.
3. Give the generated token key to the officer and direct them to; [www.instantlogbook.com/inspector](http://www.instantlogbook.com/inspector).

**\*\*PLEASE NOTE** you must first change your status to **Off Duty** and **SIGN OFF** on your log prior to initiating the Token function. Once the token is created you can switch your log back to driving and your previous signature will be voided.\*\*



## Frequently Asked Questions

1. What does Sign Off mean.
  - a. **Sign Off** means to sign your log. To exit the application, use the back button on the device itself.
2. Screen frozen.
  - a. Could be caused by software or hardware.
    - i. Turn power off and on. If it still fails, data could be corrupted.
    - ii. If there is a easy way to delete the local data through the application manager, try it.
    - iii. Otherwise you may need to uninstall and reinstall the app.
3. How to edit signed log.
  - a. Time of the signature is the key.
  - b. Any edit prior to the signature time will be disallowed.
  - c. The only way to edit this is through the web portal by the supervisor.
  - d. Duty status change after the signature time is allowed because the driver may be called back on duty after ending a shift.
  - e. In this case, the signature is void automatically and the driver has to sign the log again for that day.
4. Location not on list.
  - a. When using user input location instead of using GPS, the location does not appear in the location list.
  - b. User either must input location manually or Trakopolis will need to update the new location in the database and it will appear on the list.
5. Equipment not on the list.
  - a. Get information either from the driver or from the office and update the equipment list in the database.
6. Available driving hours do not look right.
  - a. Could be a delay in available hour calculation after a duty status change.
  - b. Wait for a few minutes and it should change.
    - i. If there is still a problem, it is likely caused by wrong service cycle assigned to that driver.
7. How do I show my signed vehicle inspection to the road side officer.
  - a. The inspector will ask to view the log outside the truck.
  - b. The first step will be to review the logs screen showing the header, grid and remarks for up to each of the past 7 days.
    - i. Tap on **DVIR** button, tap on the item you want

- to show on the list and the DVIR detail will appear.
- ii. Tap on the **View Sign** button to show the signature.
- C. If a copy of you logs are requested use the Reports menu option to download copies to your device and email them to the inspector.
8. Officer needs to see previous 14 days log.
    - a. Select **Report** on the drop down menu.
    - b. This will go to the web site and you can show the logs to the officers on the screen.
    - c. For a hard copy, you can call the office and the logs can be sent to the officer via email.
  9. Km driven does not look right.
    - a. Go to the remark screen and double check the entries.
    - b. Could be user input error related to the duty status other than driving (which is automated).
    - c. Also check if the vehicle has been switched during the day.
  10. I can't log in.
    - a. Confirm user ID and password.
    - b. Is this the first time to log in?
    - c. Is device connected to Wi-Fi or cell network?
      - (must have server connection for first login)
  11. How do I correct my user information?
    - a. Contact customer service.
  12. How do I enter my hours worked on previous days into the recap calculation?
    - a. If you are ending 34, 36 or 72 hours off duty you do not need to fill in your recap but you will need to carry 7 days of your previous logs with you until you have 7 days on logs on the device.
    - b. If you are switching to elogs without a break customer service can input hours worked on previous days by:
      - i. Go to the company dashboard
      - ii. Find the driver name
      - iii. Click **Grid View**
      - iv. Click **Recap**
      - v. Click **Initial**
      - vi. Enter number of on duty hours worked and the shift start time.
      - vii. Have user logout and login to download recap.

Continue to page 18

## Frequently Asked Questions Continued

13. I signed my log and didn't notice I was on duty for the weekend, Now I have no hours. What do I do?
- Have you made and new log entries today or since you signed off?
  - Are you logged off now ?
  - Customer service can add an off duty entry using the Edit function in grid view on the portal:
    - Go to the company dashboard
    - Find the driver name
    - Click **Grid View**
    - Click **Edit**
    - Complete new entry
    - Have user logout and login to download recap.
14. How do I know if the engine connection is active?
- The truck icon next to the date should be green
15. What should I do if the engine is not connected?
- Ensure Wi-Fi is turned on
  - Ensure Wi-Fi is connected to the proper access point
16. How do I see my available hours for cycle, on duty, driving, etc?
- Tap on the **Available Hours** text on the main page and it will show you a breakdown of your hours.
17. How do I see more information about the engine connection?
- Tap the **Menu** button (3 vertical squares) on the far right of the app and tap **Engine Connection**.
  - You will be able to see the current connection status, when the data was last updated, speed, odometer, etc.
18. When connected to the engine, when does the switch to driving happen?
- The vehicle must be moving at least 8 Km/h (5 MPH).
19. When connected to the engine, when does the switch from driving to on duty happen?
- When the vehicle is stopped for 5 minutes the system will prompt to change to on duty or another status. If the driver doesn't respond within a minute it will automatically switch to on duty.
  - If the ignition is turned off then the system will automatically change to On Duty.
20. When is the odometer value read from the engine?
- The only time the app gets the odometer value from the engine is when the duty status is switched automatically to driving or on duty. Otherwise the odometer value will default to the last value entered.

## ELD Malfunction Reporting Requirements

Within 24 hours of determining that an ELD is malfunctioning the driver must:

1. Notify the motor carrier in writing.
2. Start keeping a paper log. *Note, a driver must keep between 8 -12 days of blank paper records. It is the responsibility of the company to supply these records.*
3. Unless the driver has copies of the hours or service records for the previous 7 days, or the records are still recordable and retrievable from the onboard device or from ELD system with the assistance of driver support, the driver may be required of complete and sign paper log sheets that are a reasonable copy of those records.
4. Until the such time as the ELD is repaired, the driver must produce the paper copies if requested by an Authorized official.
5. If the ELD is still operational by manual input the driver may keep electronic logs and add a note to the logs describing the malfunction with the ELD and that all entries are made by the driver.

## ELD Start up and Vehicle Connection Procedures

Although your ELD has been configured to auto connect each time you start your truck there are circumstances that may affect the auto connect function. If your ELD does not auto connect follow these steps to avoid losing the connection or to establish the vehicle connection again.

*Note: The connection mode depends on what gateway device is installed with the vehicle. An ELD with a CalAmp device uses a Wi-Fi connection and an ELD with a GenX device uses a Bluetooth connection. The following instructions reference both connection procedures, please ensure you are following the steps associated with the proper gateway (CalAmp<sup>fig.1</sup>/GenX<sup>fig.2</sup>) device.*

### To enjoy hassle-free auto vehicle connection:

1. Leave the ELD connected in your truck.
2. Ensure that the Wi-Fi (with the CalAmp device) and Bluetooth (with the GenX device) remain on.

### If you remove the ELD:

1. Ensure that you do not turn off Wi-Fi or Bluetooth.
2. If you experience issues reconnecting the tablet with the GenX device, restart the tablet and try again or turn Bluetooth off and on again. If you are still experiencing issues reconnecting over Bluetooth see step 2e in the “If you’re starting your ELD for the very first time” section.
3. If the Bluetooth device still won’t connect (to the GenX device):
  - a. Start the ELD app
  - b. Tap the truck icon
  - c. Tap Options
  - d. Tap Clear
  - e. Tap Change
4. The list of available devices nearby will appear for you to select from. If no devices appear, check your Bluetooth settings again.
5. If connecting over Wi-Fi (to the CalAmp device), ensure that the tablet is connecting to the correct truck. The name of the Wi-Fi access point should be the same as (or similar to) the unit number of the truck.

### If your tablet settings are changed:

1. Ensure that the tablet still successfully connects to the correct Wi-Fi access point.
2. Ensure that Bluetooth is turned on and nearby Bluetooth devices are available.
3. If the Bluetooth device won't connect:
  - a. Start the ELD app
  - b. Tap the truck icon
  - c. Tap Options
  - d. Tap Clear
  - e. Tap Change
  - f. The list of available devices nearby will appear for you to select from. If no devices appear, check your Bluetooth settings.

### If you're starting your ELD for the very first time after a reset:

1. Wi-Fi steps:
  - a. The steps are the same or similar to connecting to any Wi-Fi access point.
  - b. Turn on the truck and wait for the Calamp device to start (this can take a minute or two).
  - c. Enter the Wi-Fi section of the Settings app.
  - d. Select the appropriate Wi-Fi access point, it should have a name that is the same or similar to the unit number of the truck. Since there could be several trucks in range it is very important that the correct truck is selected.
  - e. Enter the password received from Trakopolis.
  - f. Start the ELD app and login.
  - g. Verify that the truck icon is green.

## ELD Start up and Vehicle Connection Procedures

2. Bluetooth steps:
  - a. Turn on the truck and wait for the GenX device to start (this can take 30 seconds to a minute)
  - b. Start the ELD app and login.
  - c. If there are nearby devices, you should be prompted for the device that you want to connect to. The correct device should have the same name as the unit number of the truck. Since there could be several trucks in range, it is very important that the correct truck is selected. If the ELD app was already running, skip to step e.
  - d. Verify that the truck icon is green in the app.
  - e. If you are not prompted to login or the icon is not green, ensure that your Bluetooth is turned on and it can find nearby devices. Tap the truck icon in the app, and then tap the options button. Select the “Change” option and it will find the nearby devices again. Select the appropriate device from the list.
  - f. Verify that the truck icon is green in the app.



Fig.1 Gen X Gateway Device



Fig.2 CalAmp LUM-5531 Gateway Device



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