

ELD Driver Manual

GET CONNECTED®

WHENEVER AND WHEREVER™

844-439-5965 • support@ezlynk.com

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Getting Started

If this is your first time using EZ LYNK ELD, please follow all steps in this section first. If you already completed all getting started steps, please skip to the **Daily EZ LYNK ELD System Usage** section.

Step One: Download and install the app

You can download and install the EZ LYNK ELD app for iOS and Android devices.

Download the **EZ LYNK ELD** app from the App Store (for devices running iOS) or from Google Play Store (for devices running Android).

For proper ELD operation, the date and time on your mobile device have to be accurate. To ensure compliance with the US and Canadian ELD regulations, please enable or verify that the Automatic date and time setting is enabled on your mobile device.

Step Two: Create an account

In accordance with the US and Canadian ELD regulations, a Fleet Manager of the CMV company must create a new driver account. Once a Fleet Manager creates an invitation, an email with registration details will be sent to you.

- 01.** Tap the link provided in the registration email.
- 02.** Fill out the registration form providing all requested details and tap the Submit button.

03. Proceed to Step Three.

Alternatively, this process can be completed in the EZ LYNK ELD app:

01. On the app start screen, tap **Create a login** button.

02. Fill out the login creation form and tap the Create button. An email with your login confirmation will be sent to you.

03. Tap the link provided in the confirmation email.

04. Log into the EZ LYNK ELD app with your email and password.

05. On the **Invitation required** screen, select whether you are a company driver or an owner-operator:

As a company driver

01. If your Fleet Manager **has already sent you an invitation**, it will be displayed on the **Select invitation** screen. Tap it to proceed to the registration form.

- If you don't have an invitation yet, you can tap the **Request invite** button on the Select invitation screen. Then enter your Fleet Manager's email address and tap Send. Your Fleet Manager will receive your request and send you an invitation that you will be able to select on the Select invitation screen.

02. Fill out the registration form providing all requested details and tap the **Done** button.

03. Proceed to Step Three.

As an owner-operator

01. Fill out the Fleet Manager account registration form with your company information and tap the Next button.

02. Fill out the Driver account registration form providing all requested details and tap the Done button.

03. Proceed to Step Three.

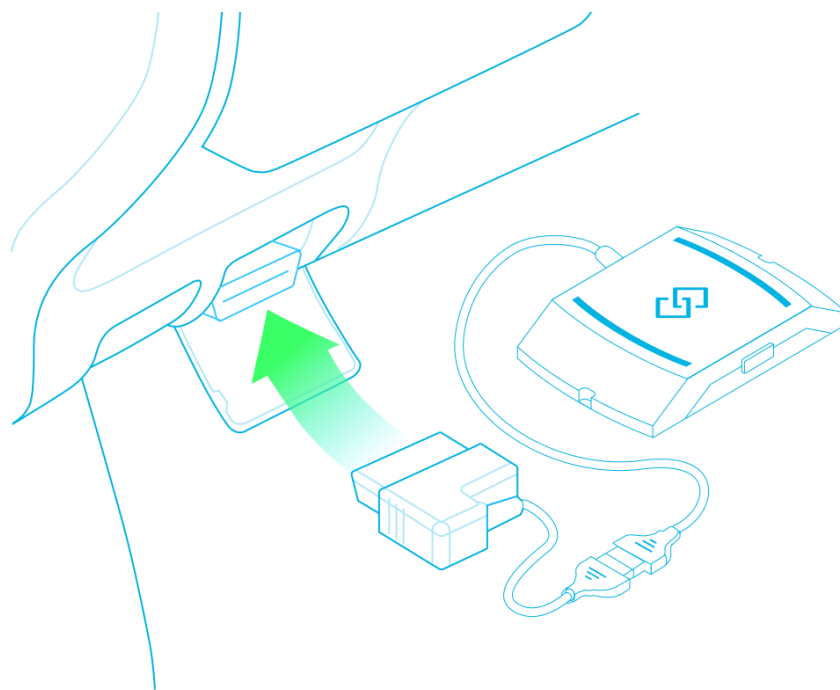
You can manage your Fleet Manager account at <https://cloud.ezlynk.com/>

Please note that a driver account can accept an invitation only from one Fleet Manager.

Step Three: Pair EZ LYNK ELD app with your Auto Agent

Auto Agent 2:

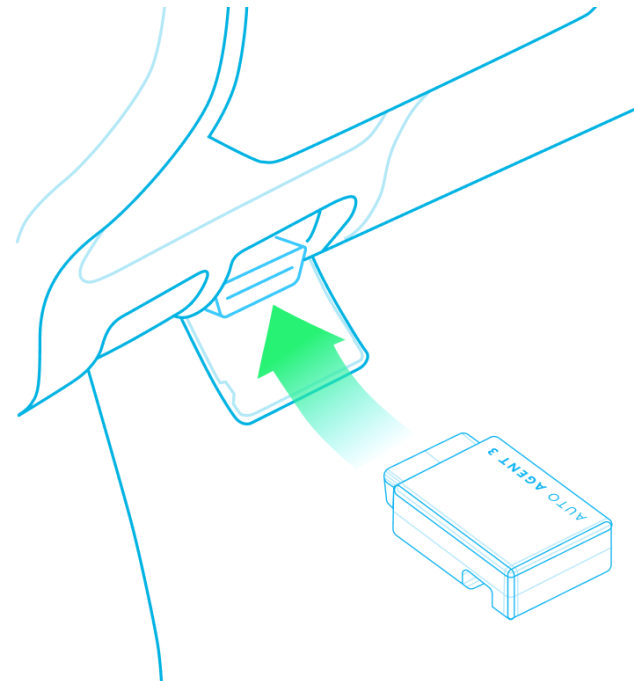
- 01.** Make sure that the Engine Diagnostic cable is connected to your Auto Agent, then connect the Engine Diagnostic cable to the OBD-II port.
- 02.** Place your ignition in the On position without starting the engine.



AUTO AGENT® – THE FUTURE OF DIAGNOSTICS™

Auto Agent 3:

01. Connect the Auto Agent 3 to the OBD-II port.
02. Place your ignition in the On position without starting the engine.



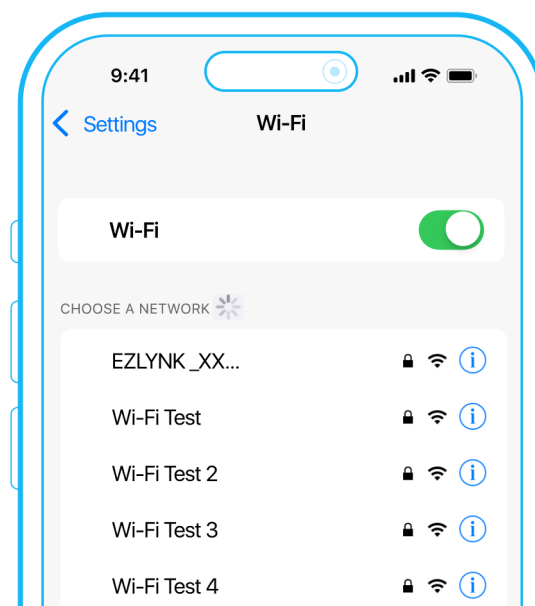
AUTO AGENT® – THE FUTURE OF DIAGNOSTICS™

03. Connect your mobile device via Wi-Fi to the Auto Agent using the procedure appropriate for your device.

03.01. Open your device **Wi-Fi Settings**

03.02. Select **EZLYNK_XX...** (where XX... are characters of the Auto Agent serial number, printed on the bottom of the Auto Agent, for example, BCKJ4QS6)

03.03. Verify that the status is displayed as “Connected”



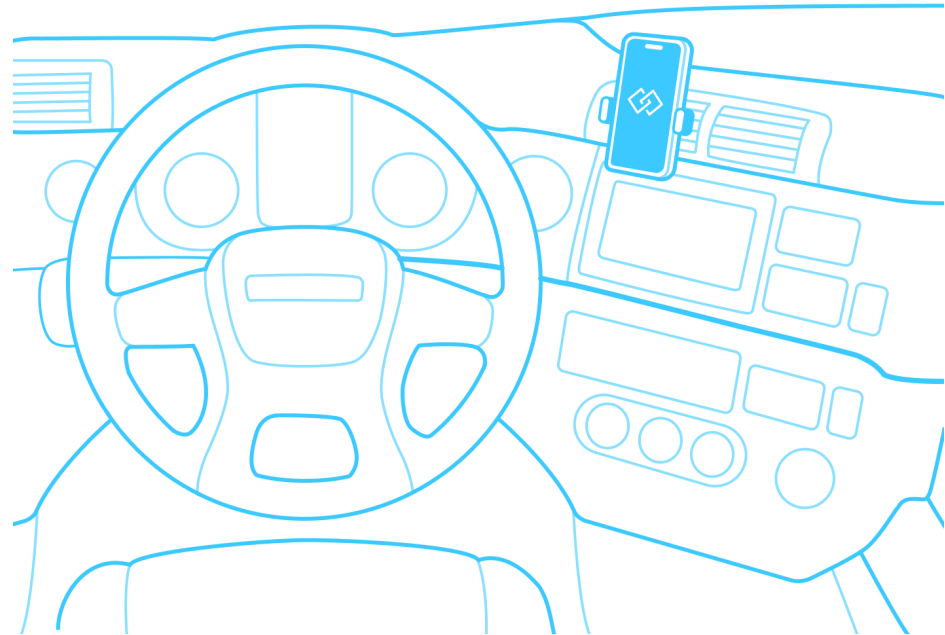
04. Enable or verify that **GPS** service is enabled on your mobile device.

05. Launch the EZ LYNK ELD app on your device.

06. Allow EZ LYNK ELD app to access the device location and to send you notifications on alerts presented on the initial launch.

Step Four: Secure your mobile device on the vehicle dashboard

Mount the mobile device running EZ LYNK ELD app on the vehicle dashboard. Make sure it is secure and will remain mounted while operating the vehicle. Verify that the mobile app is clearly visible from a normal seated driving position.



Daily EZ LYNK ELD system usage

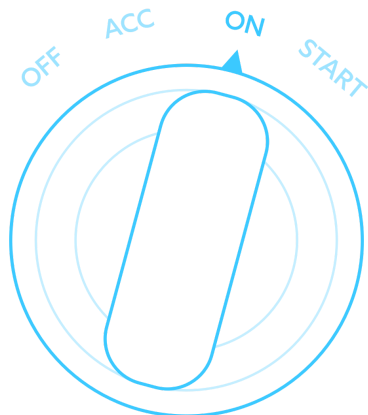
PEACE OF MIND ANYTIME, ANYWHERE™

Follow the steps described in this section on a daily basis to ensure the most accurate performance of the EZ LYNK ELD System and compliance with the US and Canadian ELD regulations.

Any deviations from the process are not recommended and will be done at your own risk.

01. Connect the Auto Agent to the vehicle and pair it with your mobile device as described [earlier](#) in this document.

Place your ignition in the On position without starting the engine.

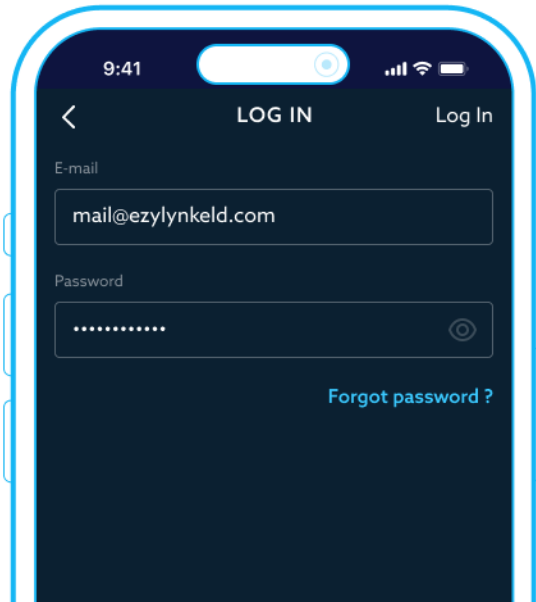


02. Launch the EZ LYNK ELD app by tapping the “EZ LYNK ELD” icon on your mobile device.

Important: for proper ELD operation, the app must remain active on the screen of the mobile device at all times until the engine is shut down.

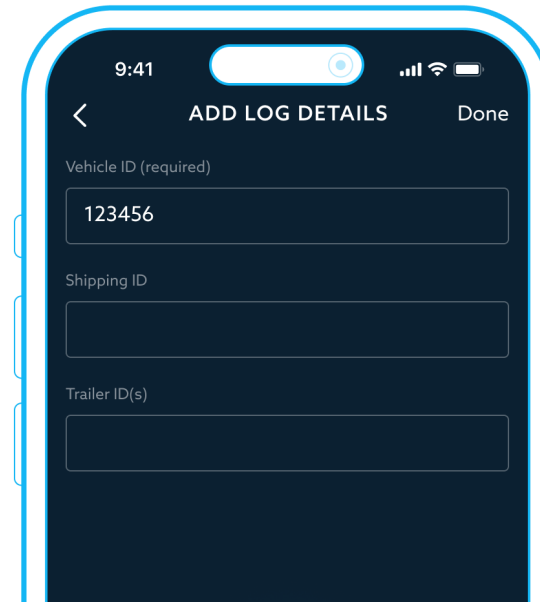


03. Log in to the app using your email address and the password created during registration.

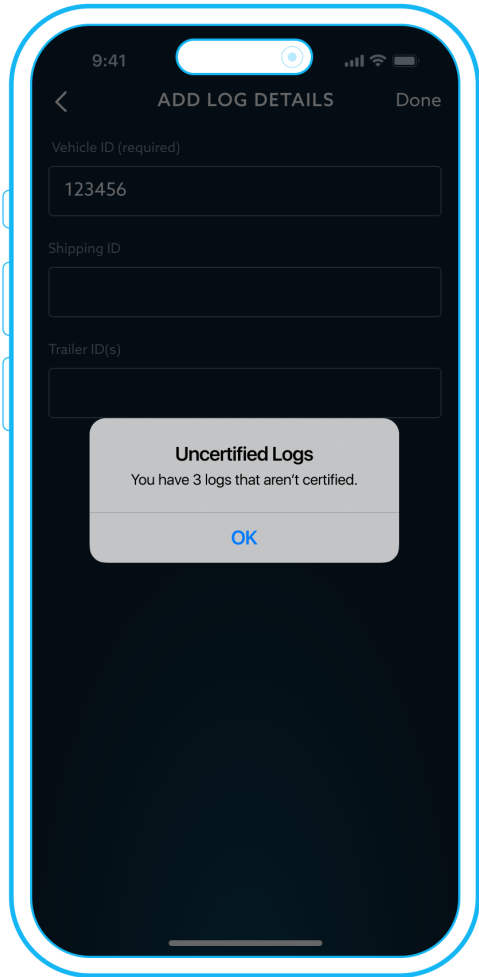


04. Enter the required information on the Add log details screen and tap the **Done** button in the top right corner to submit:

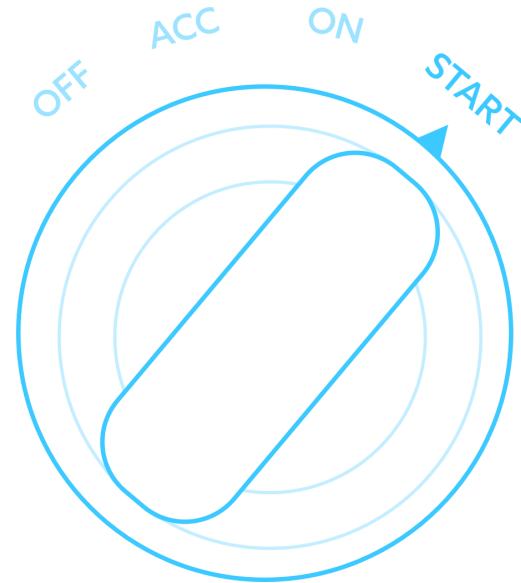
- Vehicle ID is a required field, used for RODS;
- Shipping ID is required if your company uses Shipping IDs;
- Trailer ID(s) is an optional field; you can enter up to 3 IDs separated by spaces.



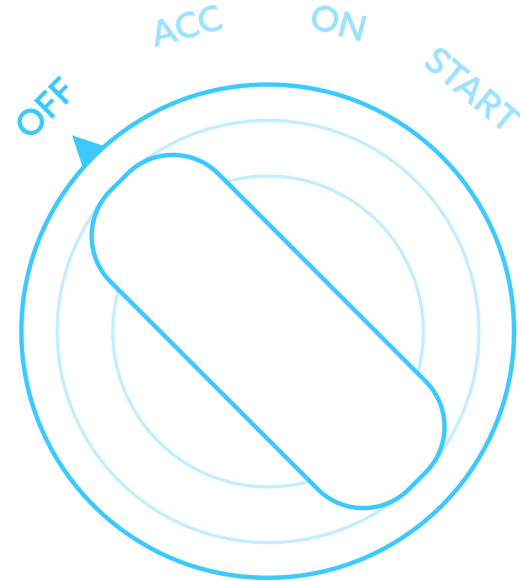
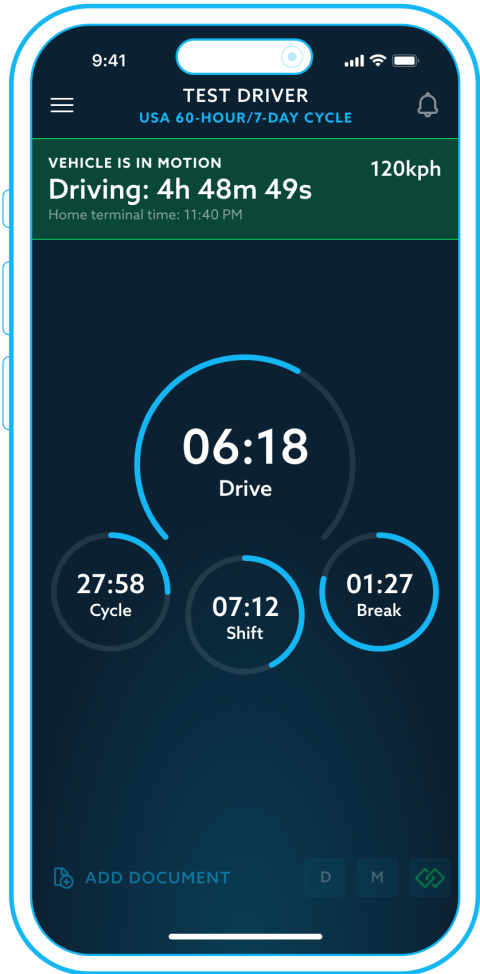
05. Review alerts, if any are presented, and take any necessary actions.



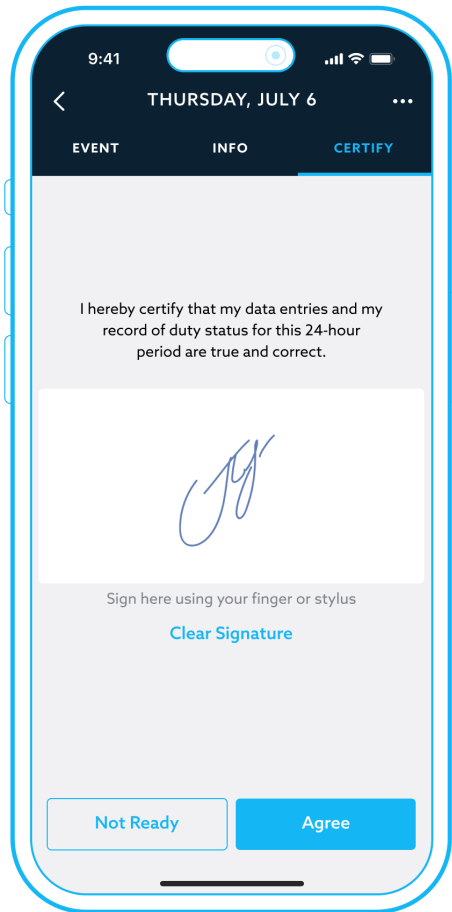
06. Start your vehicle's engine.



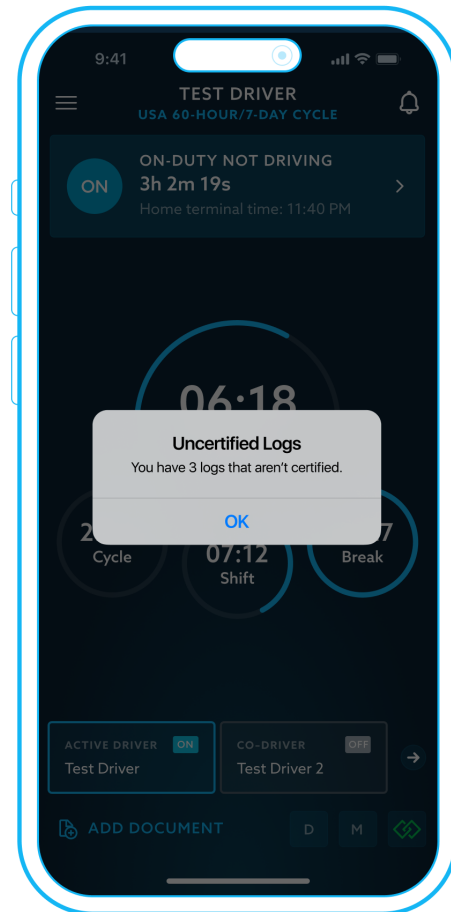
- 07.** Perform your daily duties recording duty statuses, as appropriate throughout the day.
- 08.** Shut down your vehicle's engine.



09. Review and sign your daily log at the end of each day.



10. Log out at the end of work. **Review and take action** on any presented alerts. Close the app.

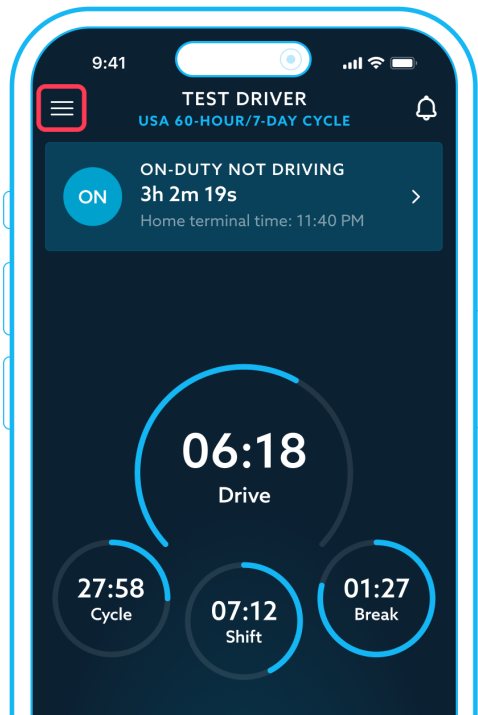


How to provide logs for DOT Inspection

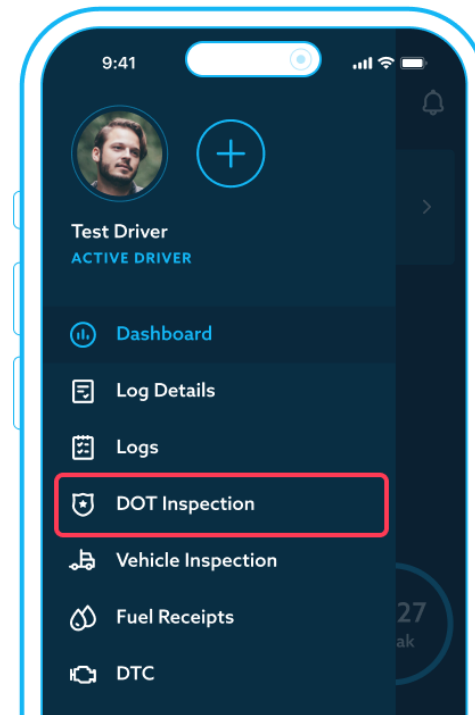
The EZ LYNK ELD app provides an option required by US and Canadian ELD regulations to inspect your daily logs on screen (the last 7 or 14 days plus current 24 hours) or send them to an FMCSA or CCMTA official respectively.

To access **DOT Inspection mode**:

01. Tap the **icon** to access the navigation menu.



02. Tap to select **DOT Inspection**.



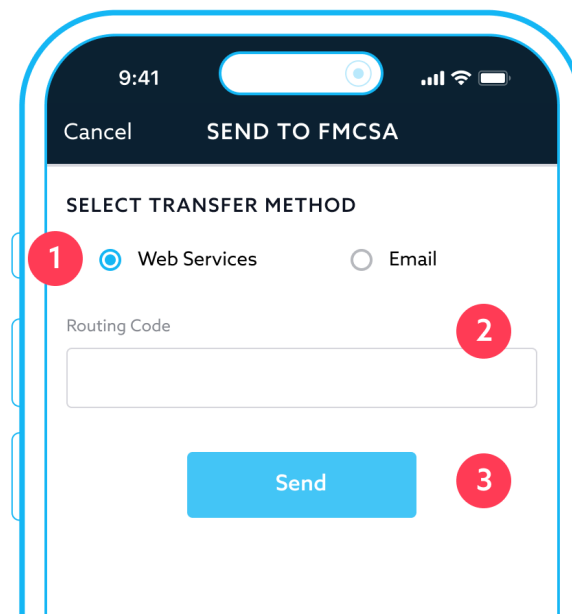
DOT Inspection screen provides you with several options:

- 01. Begin Inspection** button to start on-screen log inspection.
- 02. Send Logs** button to access the interface to send required logs to FMCSA or CCMTA, depending on your current operating zone.

Send logs to FMCSA

For users within the United States operating zone, selecting **Send Logs** on the DOT Inspection screen will open **Send to FMCSA** screen with the following options:

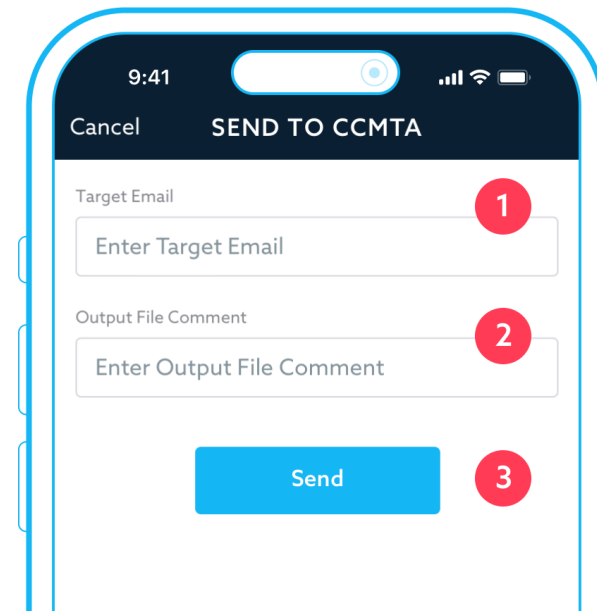
- 1 Selection of transport:** Web Services or Email.
- 2 Routing code** text field to enter optional comment or routing code provided by the inspecting safety official.
- 3 Send** button to complete the action and send the required logs to FMCSA.



Send logs to CCMTA

For users within the Canadian operating zone, selecting **Send Logs** on DOT Inspection screen will open **Send to CCMTA screen** with the following options:

- 1 Target email** required text field to enter the email address provided by the inspecting safety official.
- 2 Output file comment** text field to enter optional comment or routing code provided by the inspecting safety official.
- 3 Send** button to complete the action and send the required logs to CCMTA.

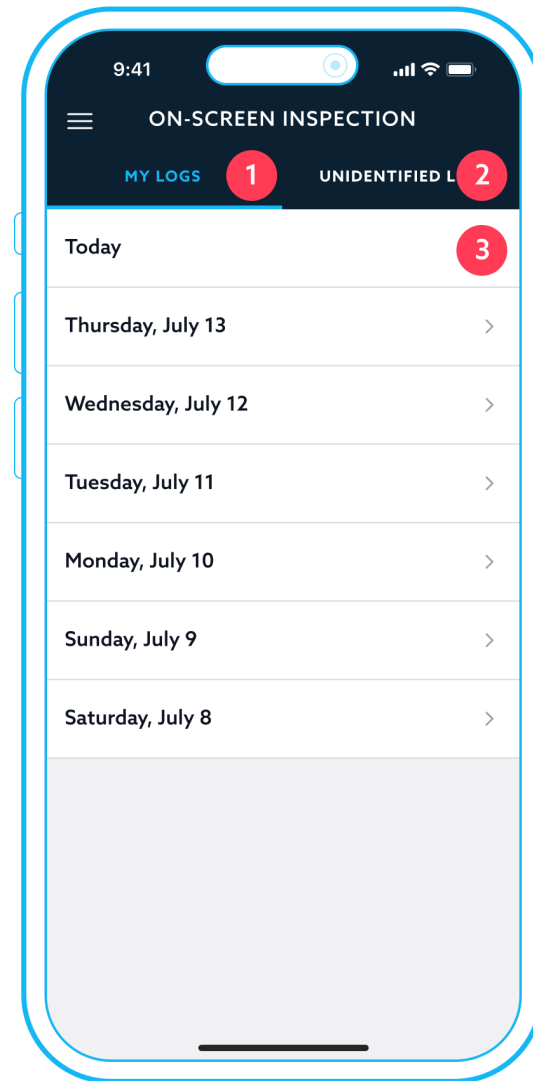


On-screen inspection

To begin the On-screen inspection, select **Begin Inspection** on the DOT Inspection screen. This screen contains:

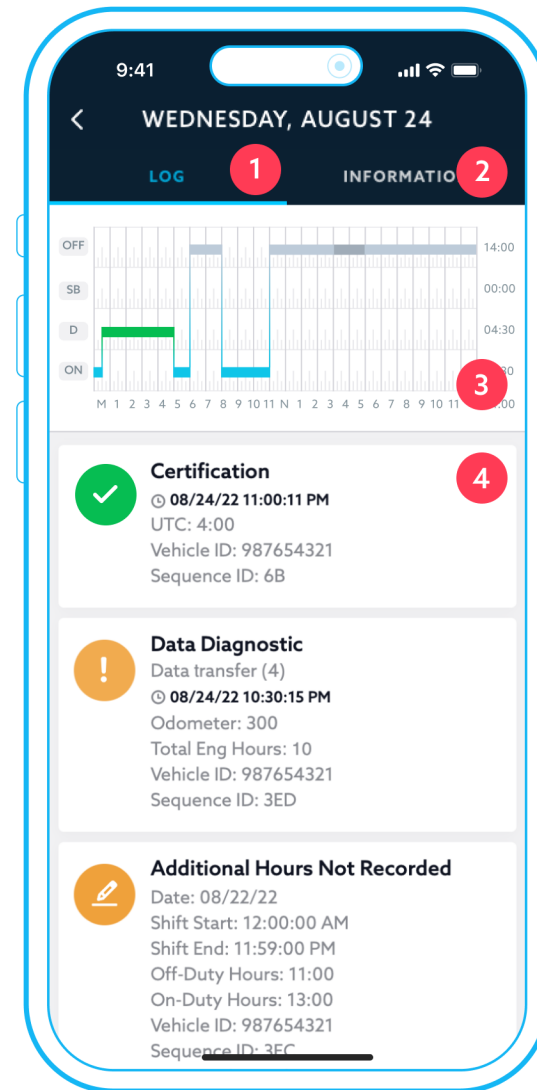
- 1 **My Logs** tab with the current driver's logs.
- 2 **Unidentified logs** tab with unidentified logs that are recorded on the current vehicle.
- 3 A **list of required logs** sorted by date with the current 24 hours log at the top.

Tap to open any log for on-screen inspection.



A daily log opened for on-screen inspection will have the following elements:

- 1 **Log tab** opened by default, with a 24-hour grid and a list of events.
- 2 **Information tab** to open and view a list of required information for the viewed daily log.
- 3 **24-hour grid view** with a graphical display of duty statuses and their duration.
- 4 **List of events.** Events will provide all information required for inspection.



How to Send Files With 30+ Days Of RODS

EZ LYNK ELD is able to produce a data file or a series of data files of ELD records for a subset of its drivers, a subset of its vehicles, and for a subset of the 6-month record retention period, to be specified by the safety official (see 4.9.2(b)). Steps outlined below are to be completed by a Fleet Manager or a CMV company employee in the web app.

- 1 Login to Fleet Manager web app and open **Logs** page.
- 2 Use filters to specify desired **Driver, Vehicle, Date Range**, etc.
- 3 Select logs to be sent and click **Send Logs**.

The screenshot displays the EZ LYNK Fleet Manager interface. At the top, the header shows the EZ LYNK logo and 'FLEET MANAGER | TEST COMPANY'. On the right, the user is identified as 'Test User' with the email 'testuser@mail.com'. The main section is titled 'LOGS' and shows '0 logs selected'. There are buttons for 'SEND LOGS' (highlighted with a red circle and '3'), 'DOWNLOAD', and '+ Add Log'. A date range filter 'Jul 19 - Aug 31' is active, with an 'Add filter' button (highlighted with a red circle and '2'). Below the filter is a table of logs with the following data:

<input type="checkbox"/>	Date	Driver	Vehicle ID	Auto Agent	Violations	Edits
<input type="checkbox"/>	Jul 20, 2022	Test Driver	B1111111111111112	111111111111111111	x D M	✓ Accepted
<input type="checkbox"/>	Jul 20, 2022	Test Driver	B1111111111111117	111111111111111111	x	⊘ Rejected

4 Choose the recipient of selected logs and click **Next**.

SELECT LOGS RECIPIENT X

FMCSA (USA)
 CCMTA (Canada)

Cancel Next

5 Verify selected logs and click Next.

LOGS SELECTED: X

Test Driver Feb 20; 1 log
Test Driver Feb 19; 1 log

Back Next

6

For FMCSA:

Select transfer method (web or email) and enter routing code or comment provided by a safety officer.

For CCMTA:

Enter target email and routing code or comment provided by a safety officer.

7

Click **Send** button.

SELECT TRANSFER METHOD

6 X

Web Services

Email

ROUTING CODE

ENTER TRANSFER DATA

6 X

Target email

Output file comment

Back

7

Send

Dashboard Overview

The dashboard provides a single point of access to all functionality available within the app and to relevant information, as outlined in the sections below.

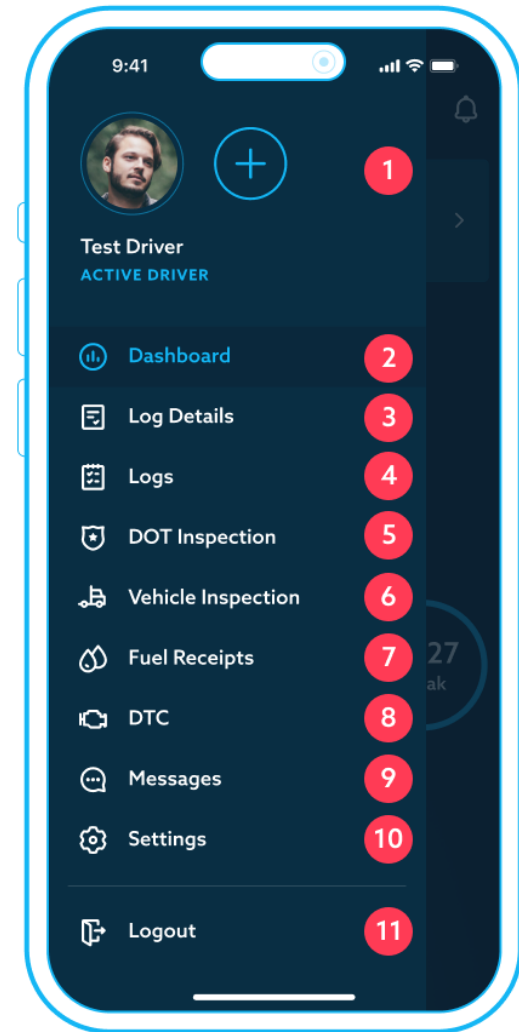
Header section

- 1 Tap the icon in the top left corner to access **Navigation menu**.
- 2 **The header** will display the name of the currently authenticated driver who is using the application.
- 3 **Alerts indicator** will provide a single point of access to the Notification center with all alerts relevant to the current driver and ELD system.



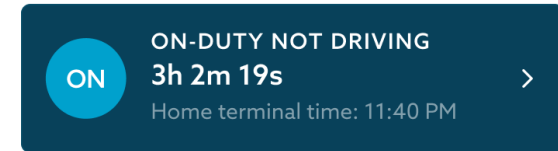
The navigation menu will provide access to the following app functionality:

- 1 Information about the **currently signed in driver** and an option to add a co-driver, as described [later in this document](#).
- 2 **Dashboard** link to access the app dashboard interface.
- 3 **Log Details** link to access information about the current log and the connected vehicle.
- 4 **Logs** link to access a list of the daily logs available in the app for the active driver.
- 5 **DOT Inspection** to access the one-click option to send logs to an inspecting safety official or view them on screen.
- 6 **Vehicle Inspection** to access your vehicle inspection reports (DVIR).
- 7 **Fuel Receipts** to access your fuel receipts (IFTA).
- 8 **DTC** to access options to read and clear the vehicle's DTC codes.
- 9 **Messages** to access chat with your Fleet Manager.
- 10 **Settings** link to access the screen with options to configure the app.
- 11 **Logout** link to end the current work session and log the driver out of the app.



Dashboard screen

01. Current Duty Status indicator provides clearly visible information about your current duty status and the duration of your current duty status.

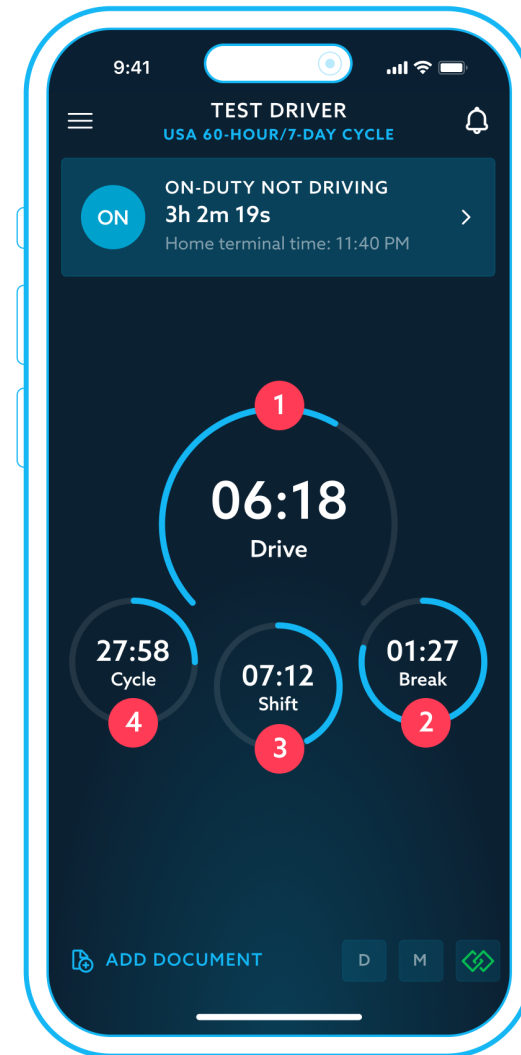


Tapping a duty status will open a screen where you can change your duty status manually, as described [later in this guide](#).

02. Timers will show your current compliance with Hours of Service rules based on Operating zone, Cycle rules, Cargo type, and Cycle reset values selected for your logs during registration or through the App Settings.

For drivers within the **United States** operating zone, the timers look as follows:

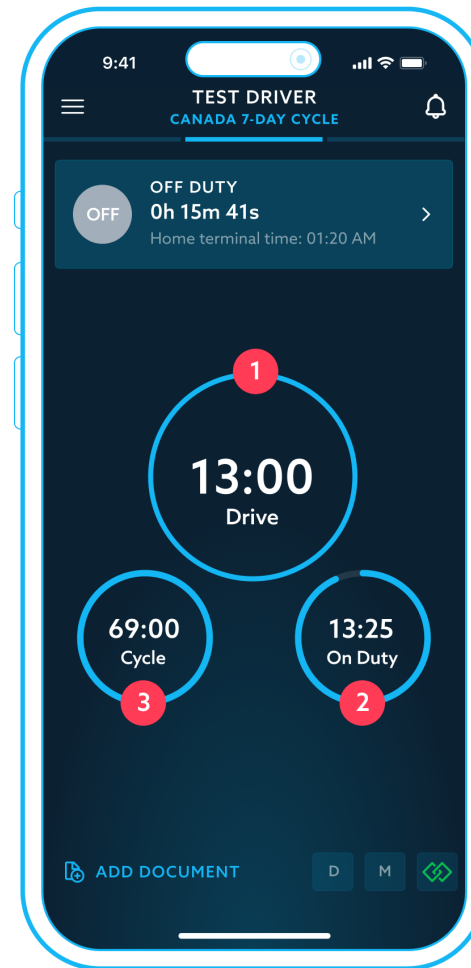
- 1 Drive** — displays the Driving time remaining in a shift. The countdown begins once the Driving status is active.
- 2 Break** — displays the time left before a required 30-minute break. The countdown starts on activated Driving status.
- 3 Shift** — displays the time left in a shift during which permitted Driving time can be used. The countdown begins on active “On-Duty Not Driving” or “Driving” duty status.
- 4 Cycle** — displays the time left in the currently active cycle. The countdown begins from the start of a new cycle and is recalculated at the start of each new day.



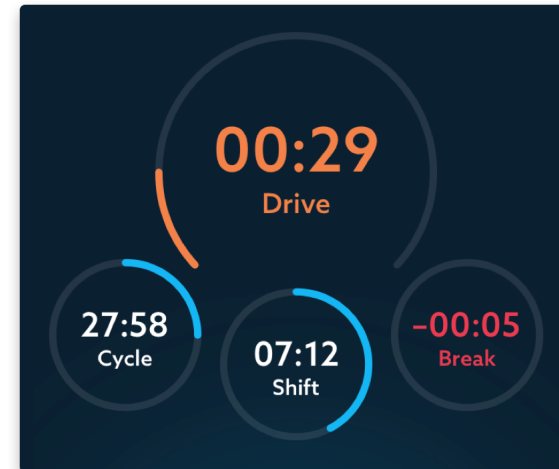
For drivers within **Canadian** operating zones, the timers look as follows:

The **central section** of the Dashboard contains the following timers:

- 1 **Drive** — displays the Driving time remaining based on shift and day limitations.
- 2 **On Duty** — displays the On Duty time remaining based on shift and day limitations.
- 3 **Cycle** — displays the time left in the currently active cycle. The countdown begins from the start of a new cycle and is recalculated at the start of each new day.

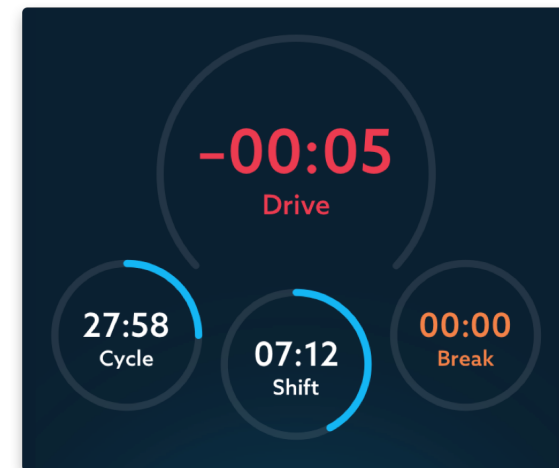


When there are **less than 30 minutes left** on any counter, the app will change the time counter to orange to highlight that the limit is approaching.



Once the **limit is reached** for any of the displayed HOS counters, the counter will stay orange and display 00:00.

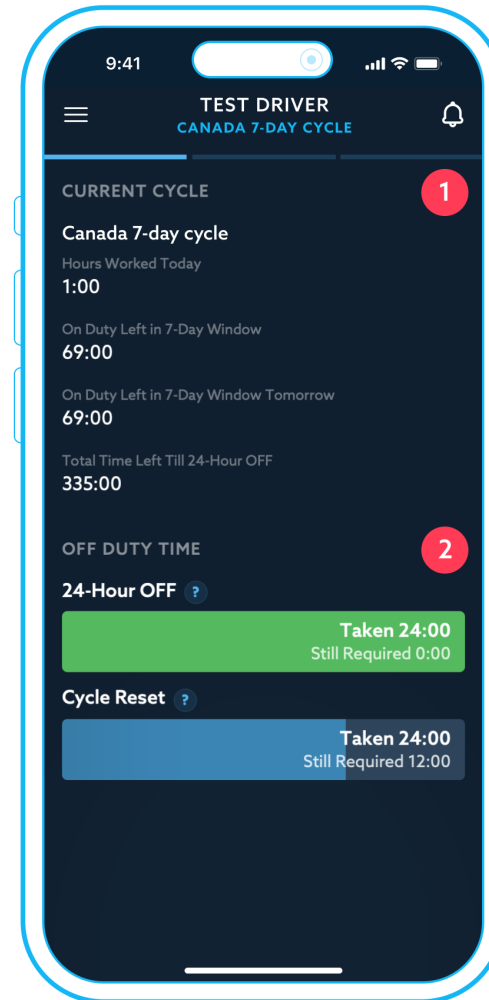
In case of a **violation**, the counter will turn red and begin a reverse countdown with a minus sign.



Drivers within **Canadian** operating zones have two side sections with additional information about their shift, day, and cycle timers.

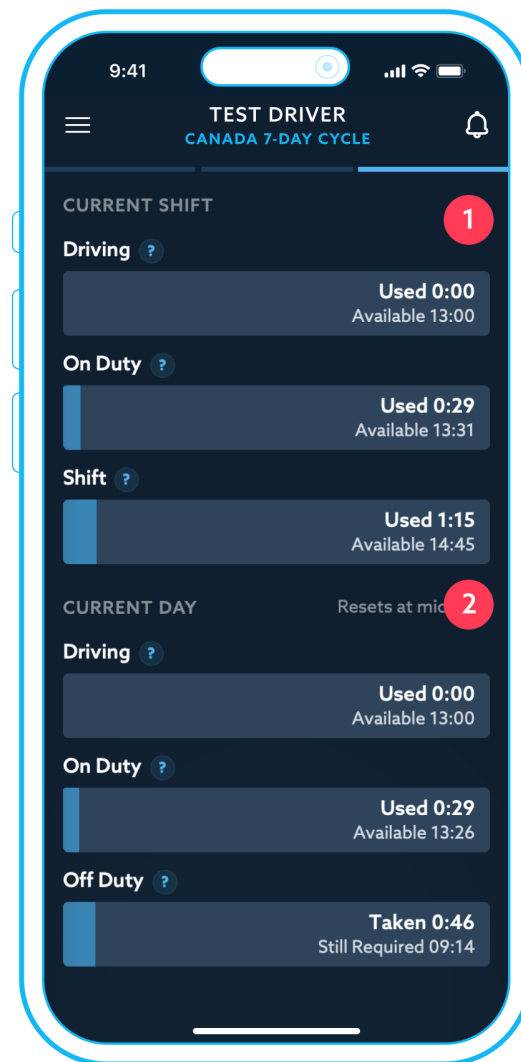
The **left section** of the Dashboard for Canadian drivers has the following information:

- 1 Current cycle** – displays information about hours worked and available in the current cycle.
- 2 Off duty time** — displays the off-duty time left for a required 24-hour break and for a cycle reset.



The **right section** of the Dashboard for Canadian drivers has the following information:

- 1 Current Shift** — displays Driving, On Duty, and Shift timers that show the time spent and available with respect to the shift limitations.
- 2 Current Day** — displays Driving, On Duty, and Off Duty time with respect to the daily limitations.



03. Dedicated bottom panel bar provides a clear view and direct access to several elements.

- 1 Tapping **Add document** allows you to add a document to the current day's log or save a fuel receipt by taking a photo of the document or selecting a previously taken photo from the Gallery.

Adding documents is described in the [Add supporting document](#) section.



- 2 The dashboard has the Data Diagnostics and Malfunction indicators to provide visual indication required by US and Canadian ELD regulations.

The D indicator will turn **orange** when a **Data Diagnostic** has occurred.

The M indicator will turn **red** when a **Malfunction** has occurred.

Please refer to the [Handling Malfunction and Data Diagnostic Events](#) section for details on the handling of these events.

- 3 The **ELD System Status Icon** provides a quick overview of the overall ELD System status. The icon is color-coded to indicate the current status:

Green — all systems are fully operational.



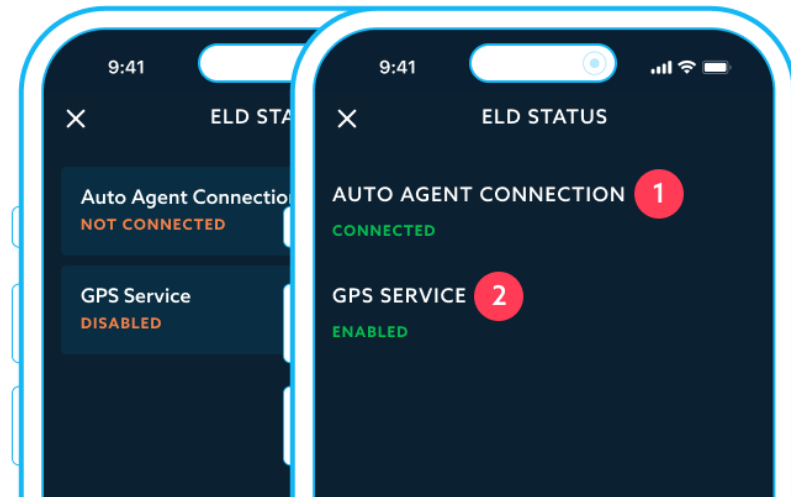
Orange — there is an issue with the ELD system that should be corrected prior to operation.



Tapping the status icon will open a new page with detailed information about ELD System status:

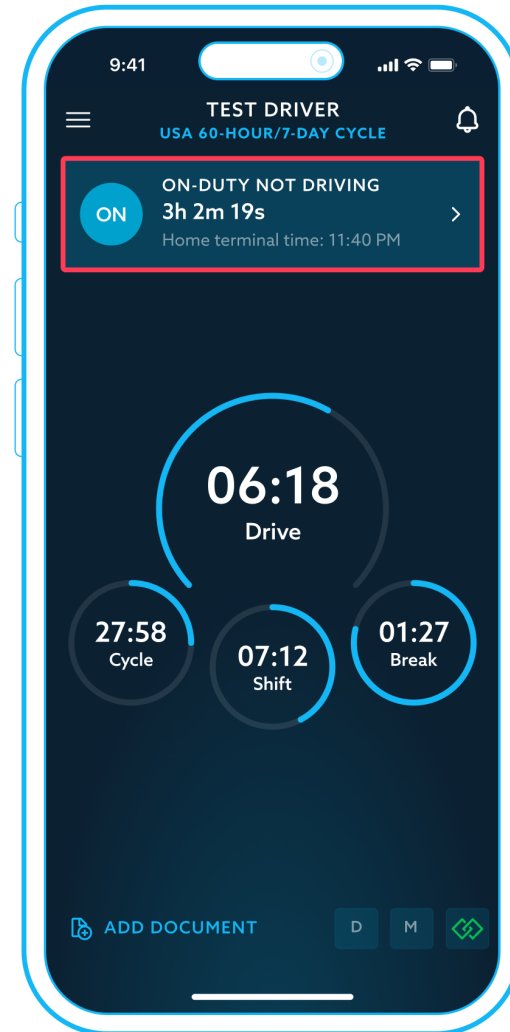
- 1 **Auto Agent Connection** will display the "CONNECTED" status when there are no issues with the connection to Auto Agent.
- 2 **GPS Service** will display the "ENABLED" status when there are no issues with the geoposition service.

If there is an issue, it will be displayed in orange. Tap it to see more information about the issue and ways to resolve it.



How to change Duty Status

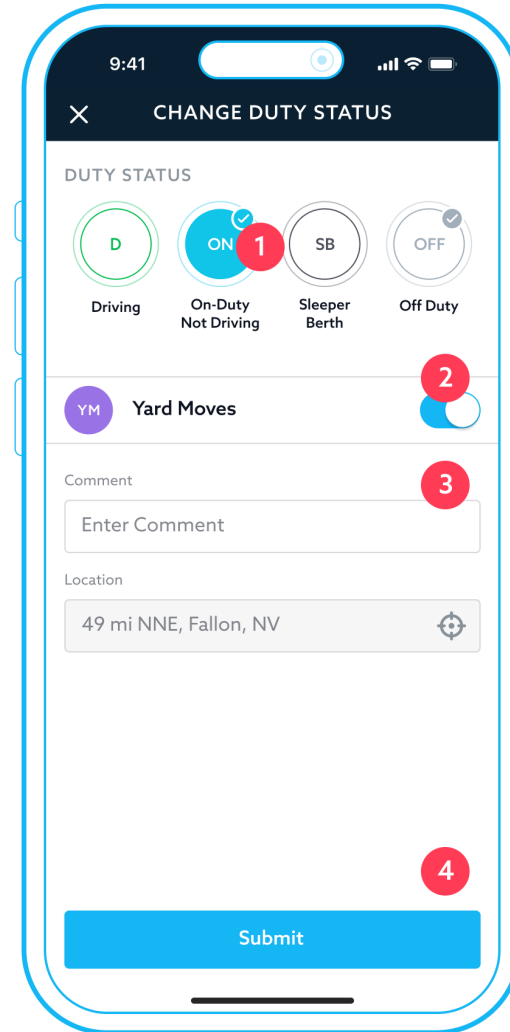
You can change your Duty Status by tapping the **Duty Status Indicator** on the dashboard. This will open a Change Duty Status screen.



- 1 Tap to select the desired Duty Status: it will be filled with the corresponding color on selection.
- 2 If necessary, select a **special condition** (such as Yard Moves or Personal Use).
- 3 Enter a **Comment** (required for special conditions).
- 4 Tap the **Submit** button at the bottom of the screen to set the status.

If a Location was not auto-determined, the app will prompt you to enter **Location**.

NOTE: You will be able to see the Yard Moves and Personal Use of CMV options only if your Fleet Manager has authorized them for your account in the Back Office.

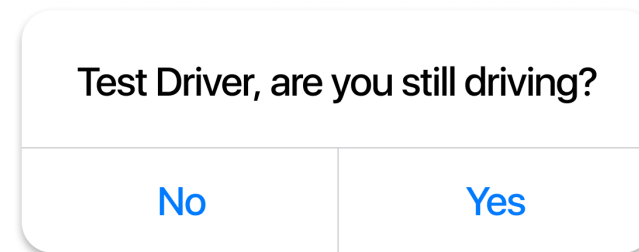


Automatic Duty Status recording

EZ LYNK ELD will automatically change your duty status to Driving when the vehicle is in motion.

If the vehicle stops and is not moving for 5 consecutive minutes, the app will prompt you to confirm your Driving status with an alert:

- Tapping **No** will set your duty status to **On-Duty Not Driving**;
- Tapping **Yes** will leave your duty status as **Driving** and will show the prompt every 5 minutes if the vehicle remains motionless.



If you don't respond to a prompt within 1 minute, EZ LYNK ELD app will set your duty status to **On-Duty Not Driving** automatically.

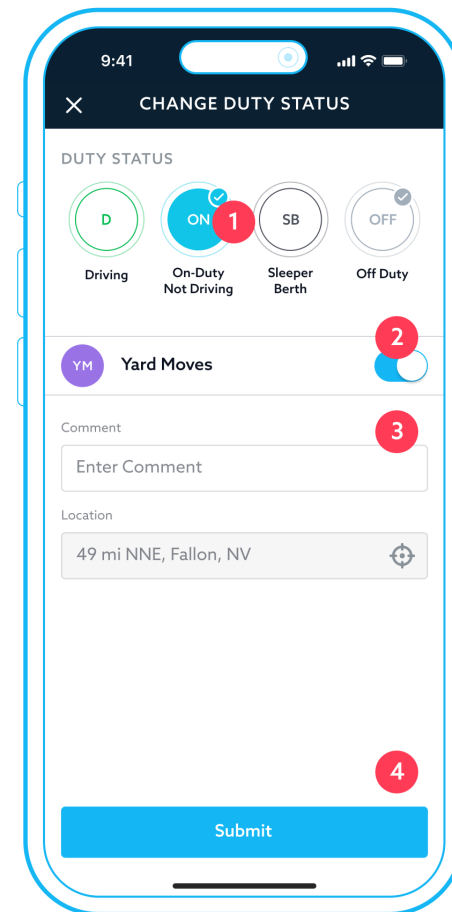
Setting Yard Moves special condition

If the option to use Yard Moves special status has been authorized for your account by your Fleet Manager, you can change your duty status to Yard Moves as follows:

Tap the **Duty Status indicator** on the dashboard.

- 1 Tap **On-Duty Not Driving**.
- 2 Tap the **Yard Moves** switch to enable or disable the special status.
- 3 Enter a **Comment** (required for special conditions).
- 4 Tap the **Submit** button at the bottom of the screen to set the status.

If a Location was not auto-determined, the app will prompt you to enter your **Location**.



In the case when the Yard Moves option is “**On**” and the ELD or CMV engine goes through a power-off cycle (the driver turns it off then on), the app will reset the Yard Moves option to “**Off**” for drivers within the **United States** operating zone.

Drivers within **Canadian** operating zones in this case will be prompted by the app with the confirmation alert.

Failure to respond and start driving will auto-reset the Yard Moves option to “**Off**”.

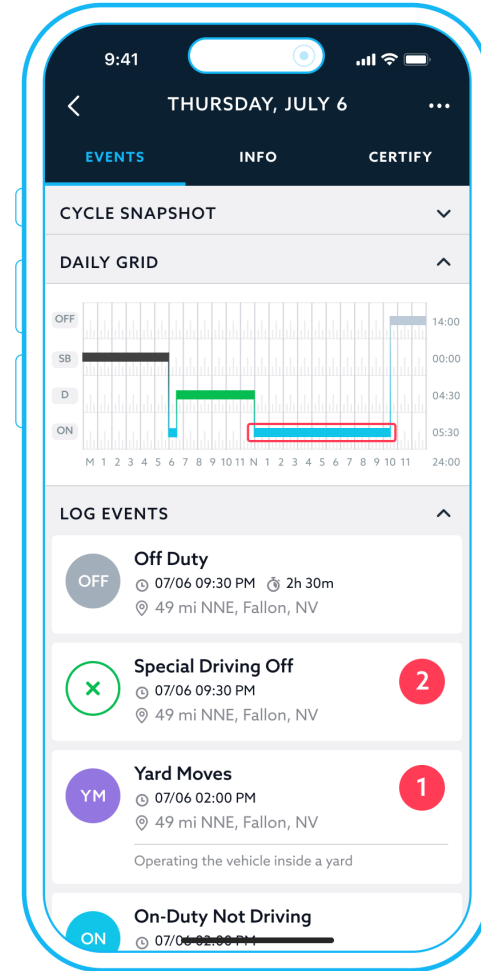


For drivers within Canadian operating zones, the Yard Moves option will also be automatically reset to "**Off**" when the vehicle's speed exceeds 32 km/h.

The app will display the duty status on a grid view as **ON** (On-Duty Not Driving) with a darker color status line with light borders.

The event list will record two events:

- 1 **Yard Moves** — at the start of the special duty status.
- 2 **Special Driving Off** — when you turn off the special duty status or it is auto reset.



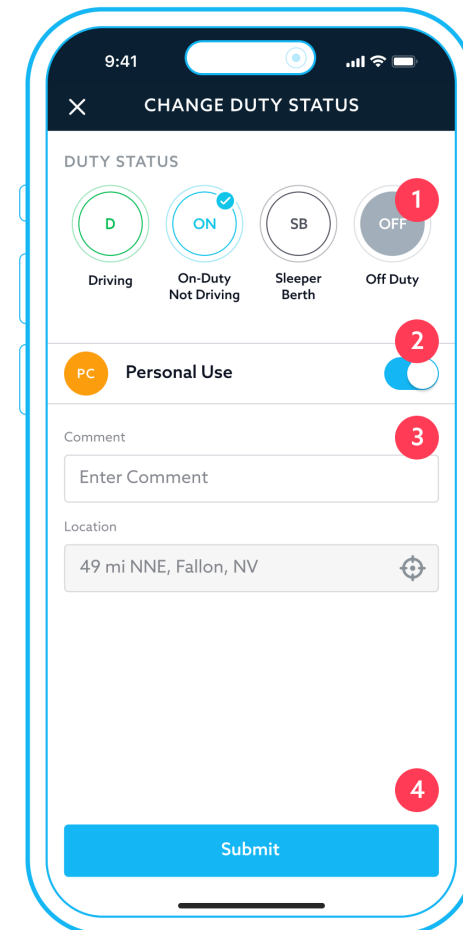
Setting Duty Status to Personal Use

If the option to use Authorized Personal Use special status has been authorized for your account by a Fleet Manager, you can change your duty status to Personal Use as follows:

Tap the **Duty Status Indicator** on the dashboard.

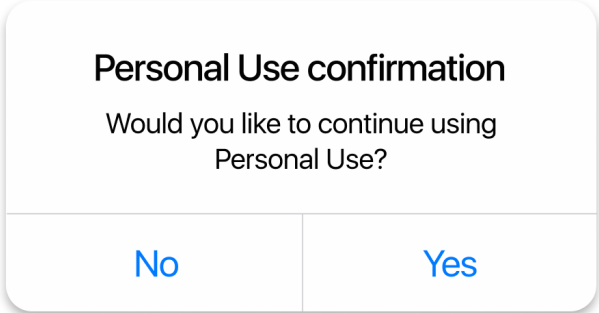
- 1 Tap **Off Duty**.
- 2 Tap the **Personal Use** switch to enable or disable the special status.
- 3 Enter a **Comment** (required for special conditions).
- 4 Tap the **Submit** button at the bottom of the screen to set the duty status.

If a Location was not auto-determined, the app will prompt you to enter your **Location**.



When the Personal Use option is “**On**”, and the ELD or CMV engine goes through a power off / on cycle, then the app will prompt the driver with the confirmation alert.

Failure to respond and start driving will auto-reset the Personal Use option to “**Off**”.

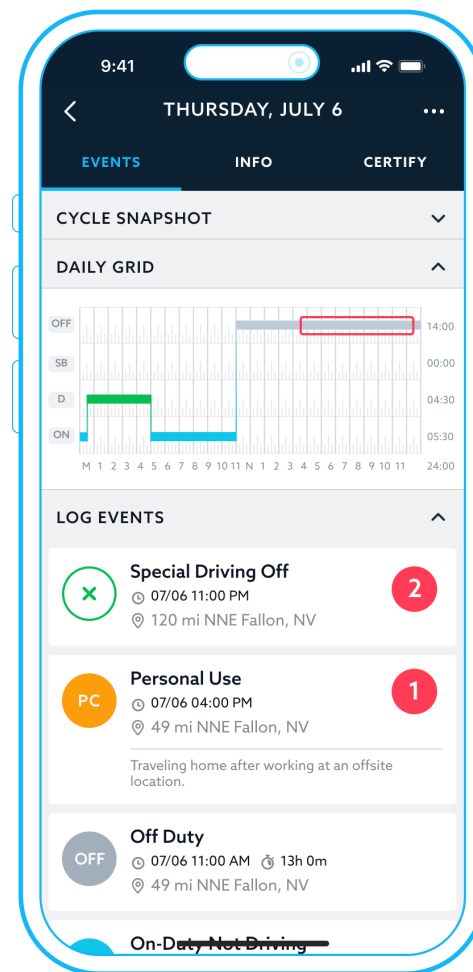


For drivers within Canadian operating zones, the Personal Use option will also be reset to "**Off**" when the accumulated distance driven in the Personal Use condition exceeds 75 kilometers within a day.

The app will display the duty status on a grid view as **OFF** (Off Duty) with a darker color status line and light borders.

The event list will record two events:

- 1 **Personal Use** — at the start of the special duty status.
- 2 **Special Driving Off** — when you turn off the special status or it is auto reset.

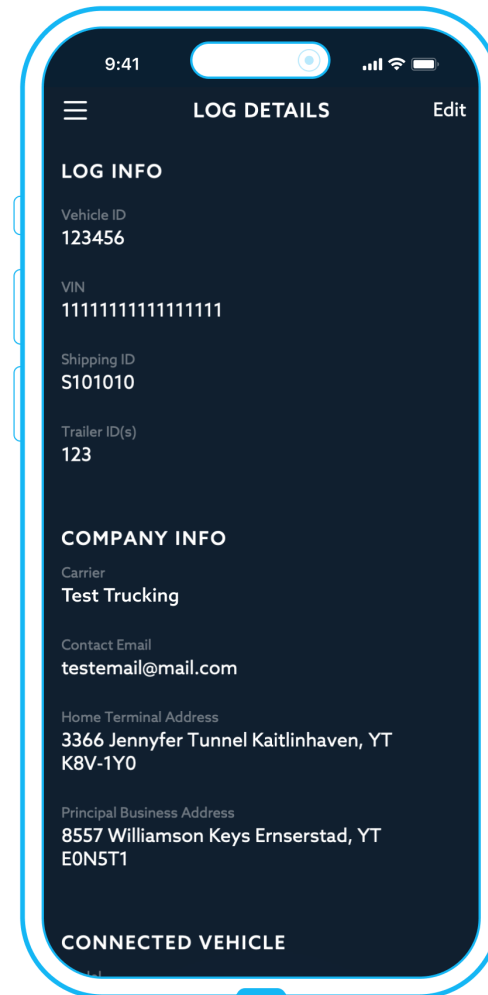


Working with daily logs

Select **Log Details** in the navigation menu.

This will display a screen with **detailed log information** for the current day log and information about the currently connected vehicle.

Tap **Edit** to modify editable fields in log details.





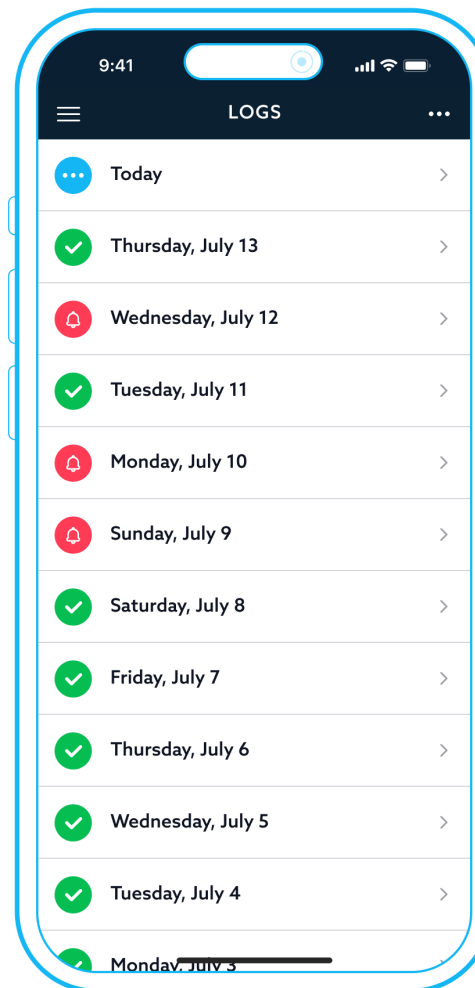
Select **Logs** in the navigation menu.

This will display a screen with a list of the Daily Logs for the past 14 days plus the current 24 hours will be sorted by date, with Today's log at the top.

The **3-dot menu** will provide you access to the bulk certification. For more info, refer to the [Certify a Daily log](#) section of this document.

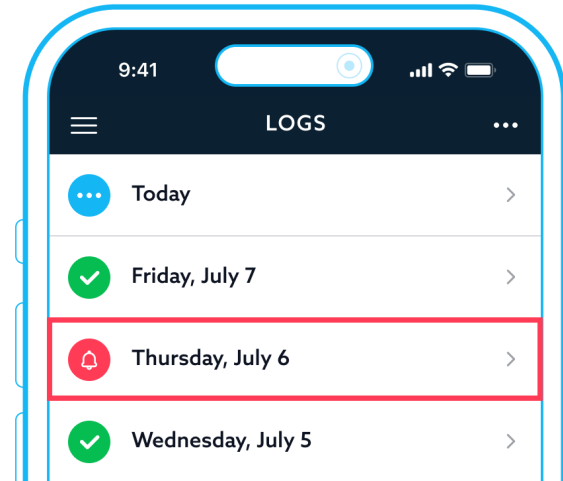
The app will visually indicate whether a log is certified or requires your attention:

-  If the log is certified the app will show a **“success”** visual indicator;
-  If the log requires your attention, the app will show an **“alert”** visual indicator.

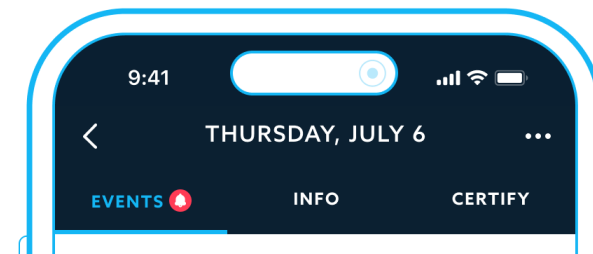


View daily log

To view a daily log, tap the desired log date on the Logs screen.

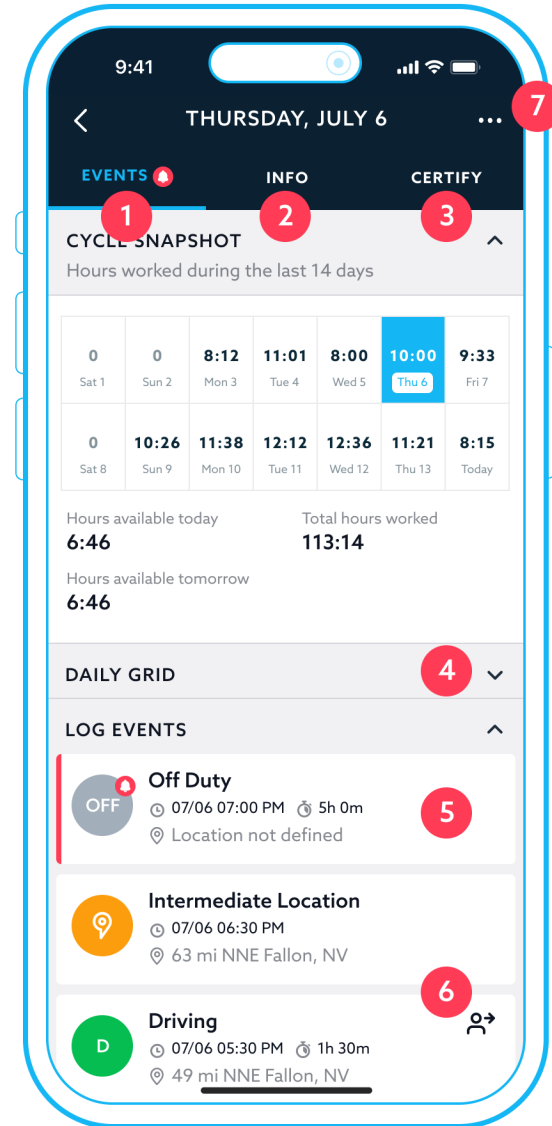


Tap the **back arrow** to return to the list of available logs. You can also use standard swiping gestures to switch to the previous or next log.



The Daily log interface consists of the following elements:

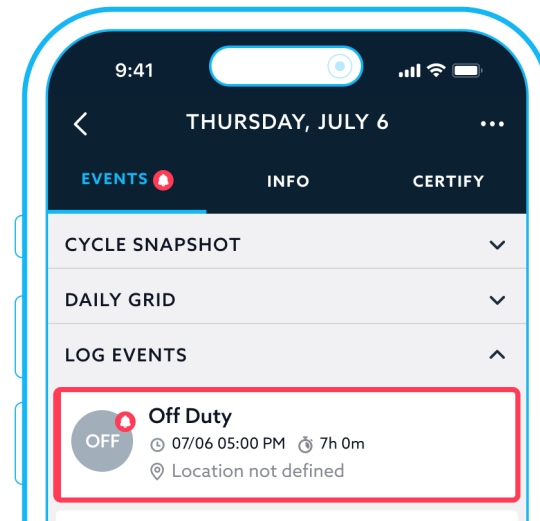
- 1 **Events** — the main log interface with a list of events sorted by time, with the latest at the top.
- 2 **Info** — contains required log information presentable to an inspecting safety official.
- 3 **Certify** — the screen where you certify your daily log, as required by the US and Canadian ELD regulations.
- 4 **Daily grid** providing a visual representation of duty statuses with durations.
- 5 **Event with an issue** — any section of the log that has issues requiring your attention will be highlighted with a red bar on the right and an alert indicator.
- 6 **Driving event** that can be reassigned will be indicated by an icon on the right.
- 7 **Context menu** — provides additional options for the current log: “Add duty status”, “Send Log Report”, “Edit Info”, and “Add Document”. Canadian drivers operating South of Latitude 60°N can also find the [off-duty time deferral](#) option in the menu for today's log.



View or edit an event

Tap any event to open the event details screen. It will contain all information relevant to the event.

Note: An event that has missing information will be identified by an alert icon.



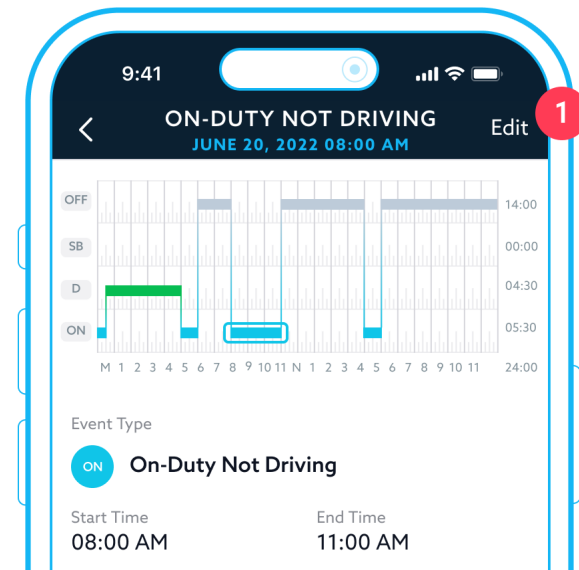
You can edit events to add some missing required information, such as location, or to add a comment, change duty status, or modify event start and end time. You are required to be connected to the internet and the EZ LYNK ELD web server in order to edit events. Editing an event always requires a comment.

Any edits cannot affect an automatically recorded **Driving** duty status in a way that shortens the time recorded while in this status. The app will restrict editing based on the guidelines provided by US and Canadian ELD regulations to avoid confusion. The following events are not editable:

- An intermediate log
- A driver's login/logout activity
- CMV's engine power up/shutdown
- ELD malfunctions and data diagnostic events.

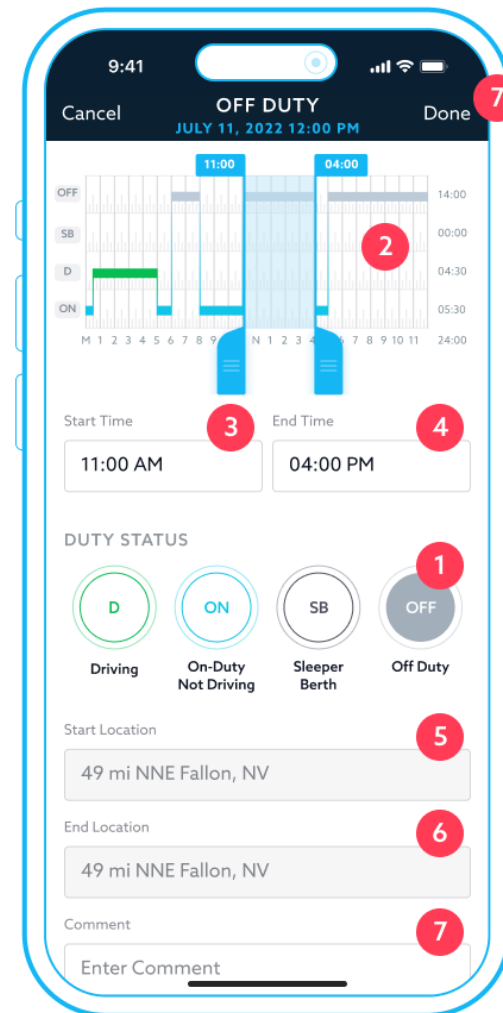
1 Tap **Edit** in the top right corner of the event details screen to modify the selected event.

An event that has missing information will be identified by an alert icon.

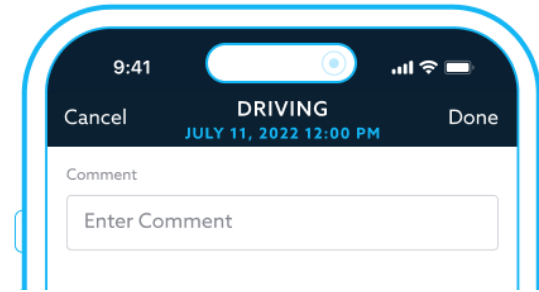


On the **Edit Event** screen, you have the following elements:

- 1 Control to change **Duty Status** for the event, if available.
- 2 **Grid view** that highlights the event being edited. Use the provided sliders to adjust start and end times.
- 3 **Start time** control with a time picker.
- 4 **End time** control with a time picker.
- 5 Field to enter the required information about the event **start location**.
- 6 Field to enter required information about the event **end location**.
- 7 Field to enter a **comment** required for the edit.
- 8 **Done** button to complete the edit and commit the modification to the log.

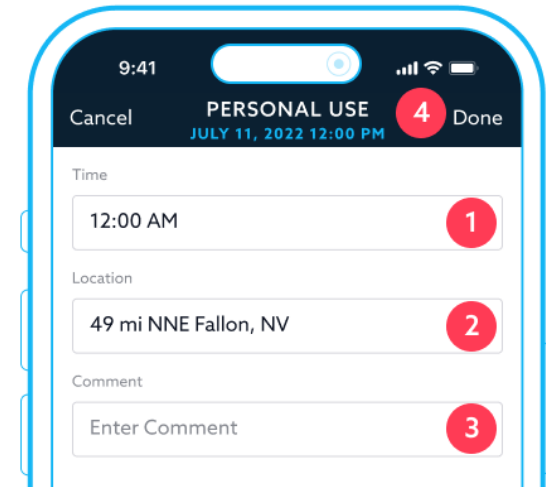


Not editable events will provide you with an option to add a **Comment** if necessary.



Personal Use and Yard Moves special statuses can be edited as follows:

- 1 **Start time** can be modified.
- 2 **Location** can be edited for Special Duty Statuses and if the value was missing or when the start time is changed.
- 3 **Comment** is a required field when an event is edited.
- 4 Tap the **Done** button to complete the edit and commit the modification to the log.



Review, accept or reject edit suggestions

An edit suggestion to your log is created when a log was edited by someone other than you:

- A Fleet Manager or a company employee edited your log.
- A co-driver re-assigned a drive time to you.

Any edit suggestions created as a result of one of the above actions will not be final until you review and accept them.

If an edit suggestion affects logs of two drivers, it will not be final until both drivers accept it.

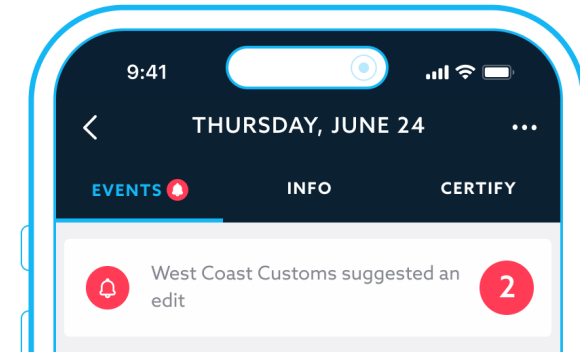
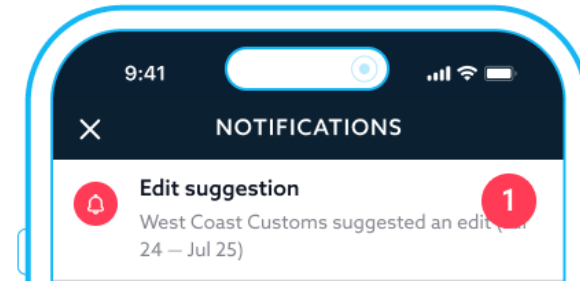
If you don't agree to edit suggestions, you must reject them.

Note: If a log was already certified, any new edit suggestion will make it uncertified.

You will need to certify the log after all edit suggestions are made final: accepted or rejected.

Pending edit suggestions will be displayed in the app as follows:

- 1 **Notification center**
- 2 **Notification** at the top of the Events tab for a specific log.



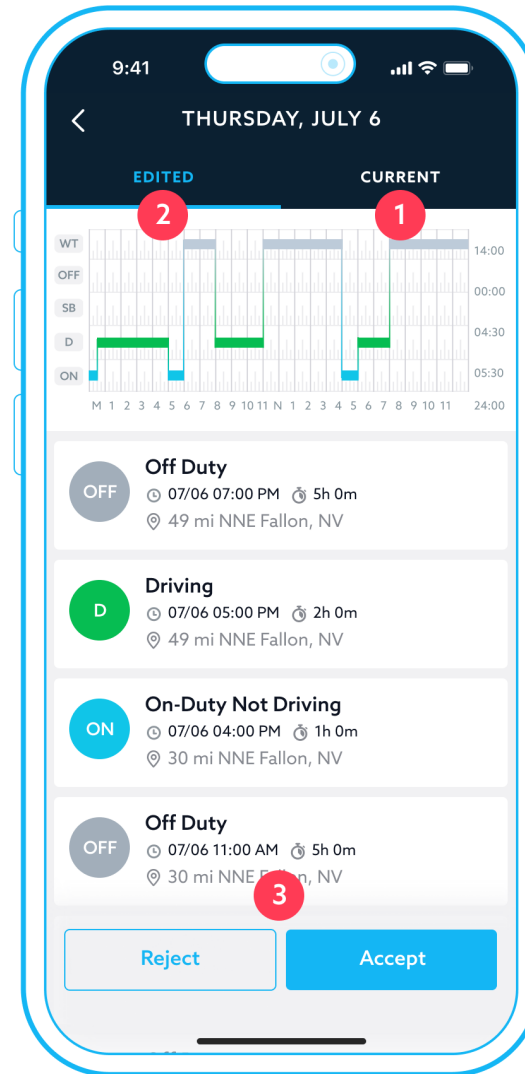
Tap the notification to open the screen with pending Edit Suggestion.

The log with pending edit suggestions will provide you with the following options:

- 1 **Current log:** view events before any changes are applied to the log.
- 2 **Edited log**, which will show the state of the log once edit suggestions are accepted.
- 3 **Action buttons:** Accept and Reject.

After reviewing the suggested edits, you need to take appropriate action:

- **Accept:** commit edit suggestions to your daily log.
- **Reject:** discard all edit suggestions and leave your daily log as is.



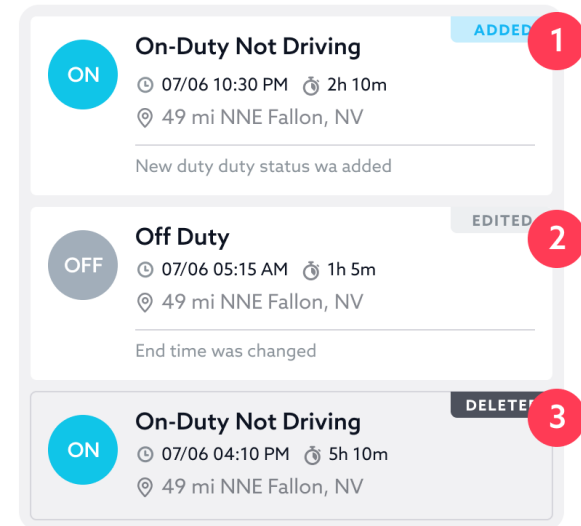
Edited tab view will contain a list of events and duty statuses that will become active upon Accept action.

24-hour grid view will reflect the log state when edit suggestions are accepted.

NOTE: An edit suggestion by a Fleet Manager or an employee that affects logs of the driver and the co-driver will become active only when both have Accepted it.

Events affected by edit suggestions will have the following indicators:

- 1 Added** — a new event was added as a result of editing the log.
- 2 Edited** — the event was modified as a result of editing the log.
- 3 Deleted** — the event was deleted (made inactive) as a result of editing the log.



Add new Duty Statuses to a log

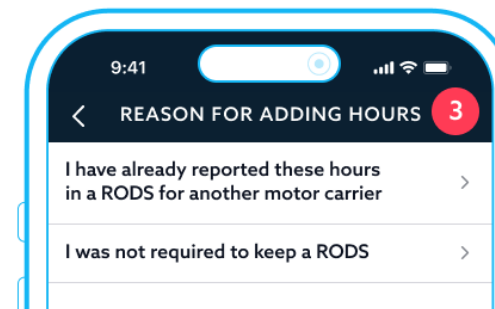
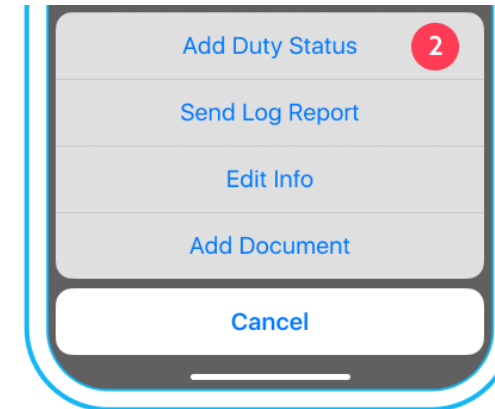
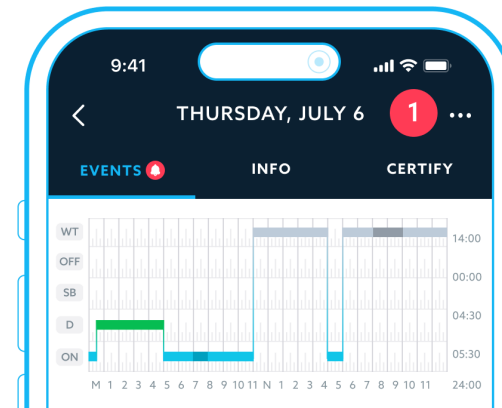
In the case when a daily log requires a correction due to a Duty Status not having been recorded for any reason, you can add a new Duty Status to the daily log. You are required to be connected to the internet and the EZ LYNK ELD web server in order to add a new duty status.

1 To add a new duty status, tap the **Action (3-dot) button** at the top of the daily log.

2 Select **Add duty status**.

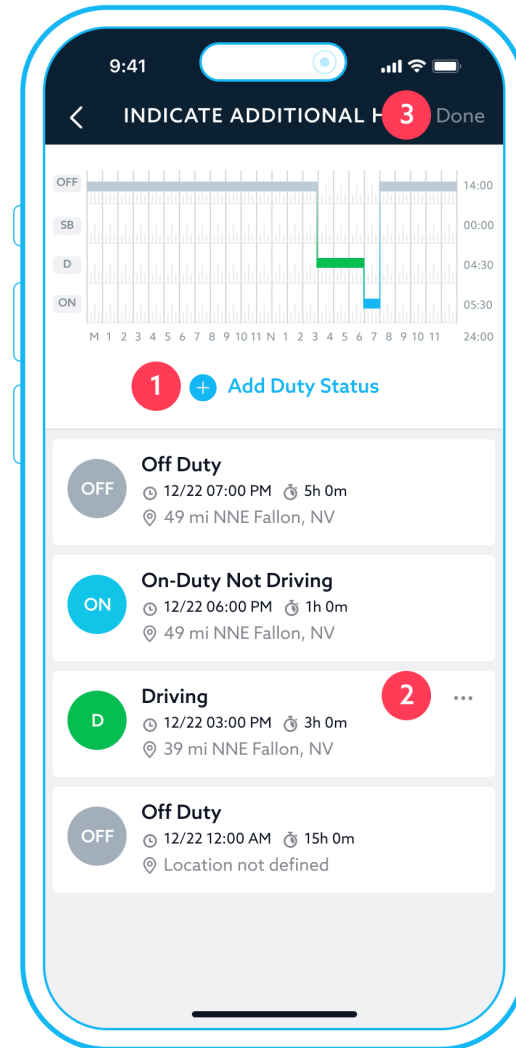
3 Drivers within **Canadian** operating zones will be prompted to specify the reason for adding duty statuses.

After that, the Indicate Additional Hours screen will be displayed.



The **Indicate Additional Hours** screen allows you to view the events currently recorded in the log and add several new duty statuses in one operation.

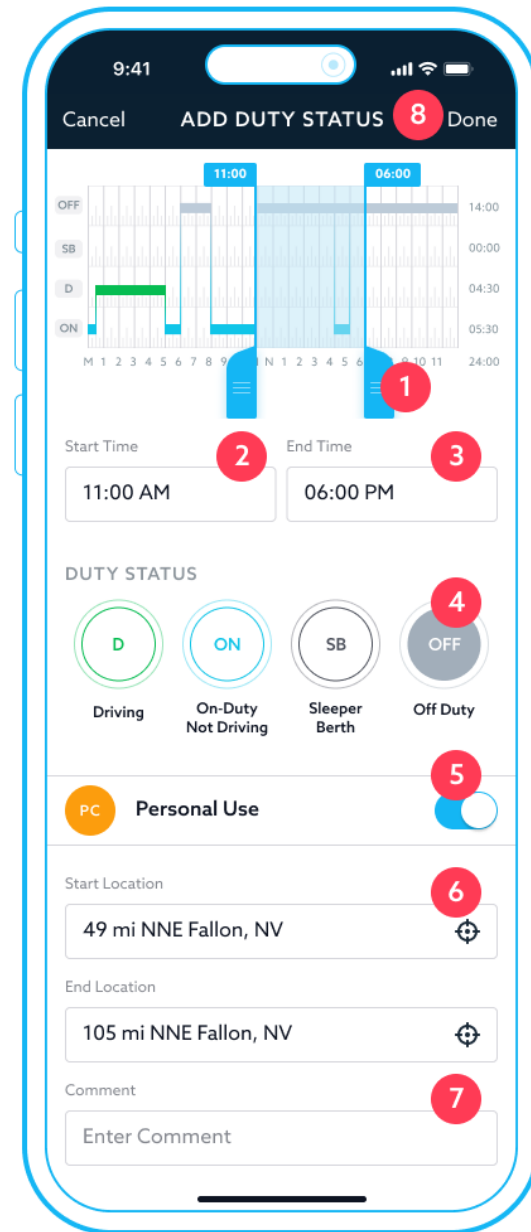
- 1 Tap the **Add Duty Status** button to add a duty status. This will open the **Add Duty Status** screen.
- 2 Tap the **3-dot icon** near a duty status that was added through the previous option to edit or remove the duty status.
- 3 When you are done, tap the checkmark or done button in the header section to save changes.



The **Add Duty Status** screen prompts you to enter required details for a new duty status:

- 1 Use the sliders provided on the graph-grid to set start and end times, or set them manually.
- 2 Add a start time.
- 3 Add an end time.
- 4 Select a Duty Status.
- 5 If necessary and available, enable a special condition.
- 6 Enter start and end locations of new duty status.
- 7 Add a required comment for the new duty status.
- 8 Complete the process by tapping the **Done** button in the top right corner.

NOTE: Any changes to the duty status value will be visually reflected on a 24-hour grid view.



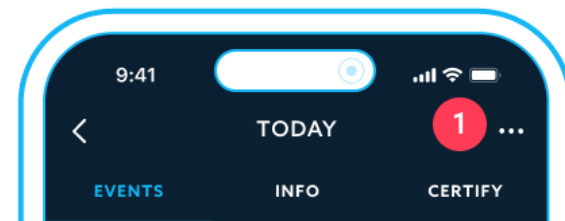
Add Duty Status notes:

- If there are pending edit suggestions to a log, you will not be able to add a new duty status until you have acted upon those edits: Accepted or Rejected them.
- When specifying Start Time or End Time, you cannot affect the automatically recorded Driving time.
- Adding a new duty status that encompasses any existing duty status events will delete those events.
- New duty status can be added only to the selected daily log and can't span into the next day's log.

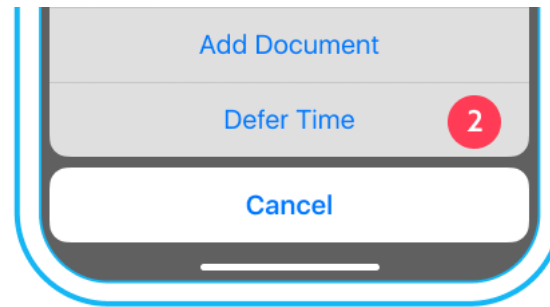
Defer Off Duty time

Drivers within the **Canada - South of Latitude 60°N** operating zone are able to **defer up to 2 hours** of daily off duty time if the driver is not currently splitting off duty time.

- 1 Tap the **3-dot menu** button while viewing **Today's** log.

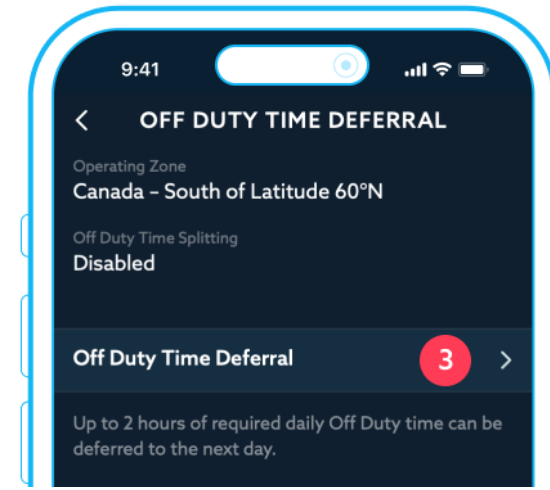


2 Tap **Defer Time** to start.



3 On the **Off Duty Time Deferral** screen, you can view your operating zone and your Off duty time splitting status.

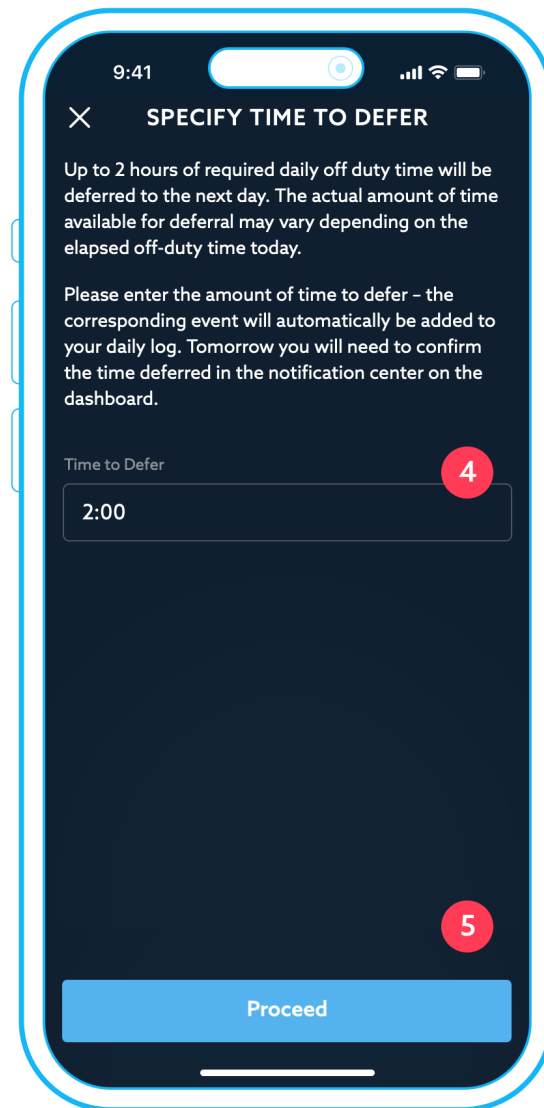
Tap **Off Duty Time Deferral** to specify the amount of off duty time you want to defer.



- 4 **Specify Time to Defer** screen provides you with additional information about deferral.

Choose the time amount you want to defer.

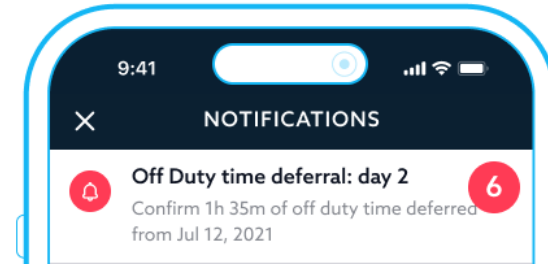
- 5 Tap the **Proceed** button to confirm and save changes.



- 6 On the next day, you will receive a notification in the Notification Center accessible through the Dashboard.

The notification will remind you to take deferred off duty time from the last day.

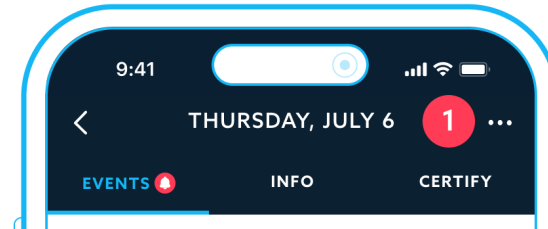
Tap the notification and confirm that you are aware of that, as required by CCMTA.



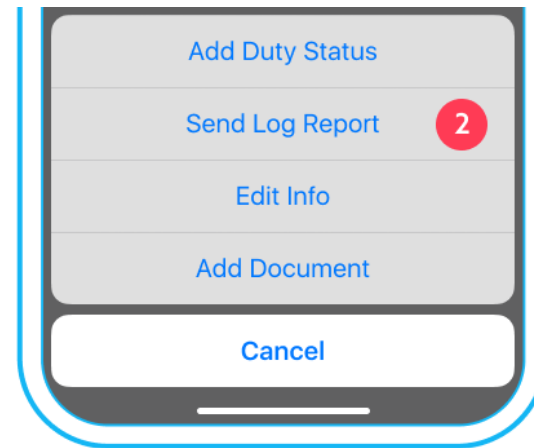
Send Log Report to yourself

You can send a daily log in the formats required by FMCSA and CCMTA to the email used as your login.

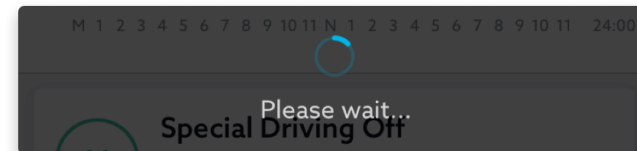
- 1 To send yourself the current log, tap the **Action (3-dot) button** at the top of the daily log.



2 Tap **Send Log Report** to send it to your email.

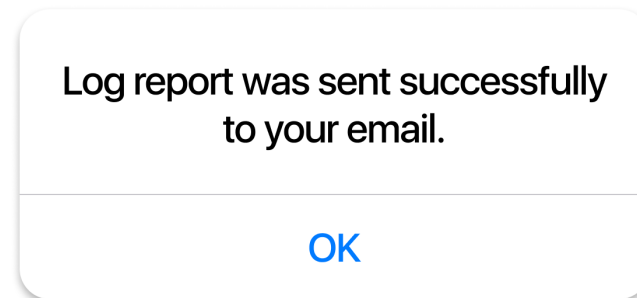


While the request is being sent, the app will display an activity indicator.



As soon as the email is sent, you will see an alert.

Tap **OK** to close the alert and continue with your tasks.

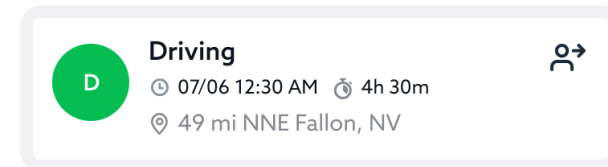


Re-assign a driving time to a co-driver

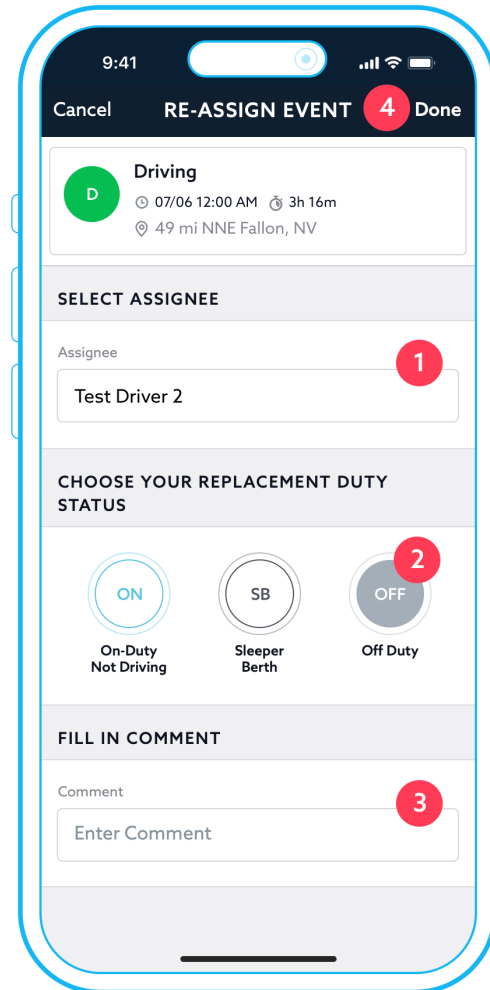
You can reassign a Driving time to a co-driver in the case when you operate as a team and a Driving time was logged under an incorrect driver by mistake. To reassign a Driving time, the co-driver must be logged into the ELD app on the same day as the driver.

To reassign a driving time, tap the **re-assign icon** that will be displayed next to the desired Driving event.

It will open a **Re-assign event screen**.



- 1 Choose an **assignee** of the event.
- 2 Select a replacement **duty status** for the duration of the re-assigned Driving time in your log.
- 3 Enter a **comment** required for re-assignment.
- 4 Tap the **Done** button to complete the re-assign process.

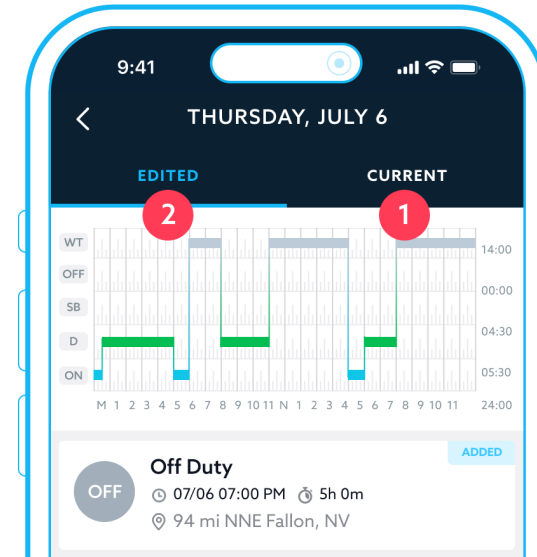
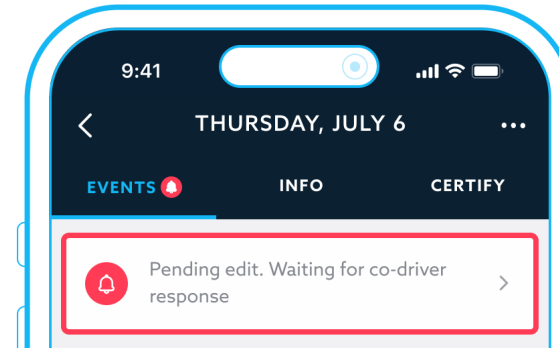


A re-assignment will not be finalized and added to the log until the **co-driver accepts the Driving time reassignment**.

The log will display a notification about a **pending edit**.

Tap the notification to see a screen with details of the pending reassignment:

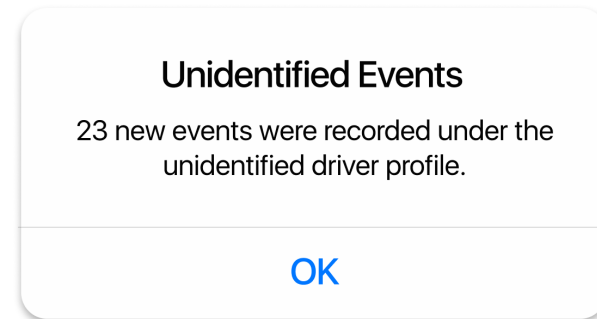
- 1 **The current log** showing events before a Driving time was re-assigned.
- 2 **Edited log** that will show the state once the co-driver accepts the re-assignment.



Review unidentified driver events

If there are any Driving events logged under Unidentified driver, the mobile app will show an alert to the driver during login and logout.

Tap “**OK**” to close the alert.



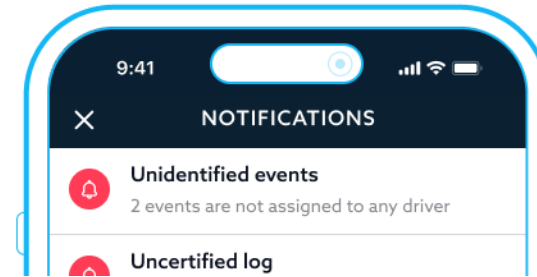
Alerts indicator will provide a notification if there are events logged under the Unidentified driver profile.

Tap to review events and manage assignments.



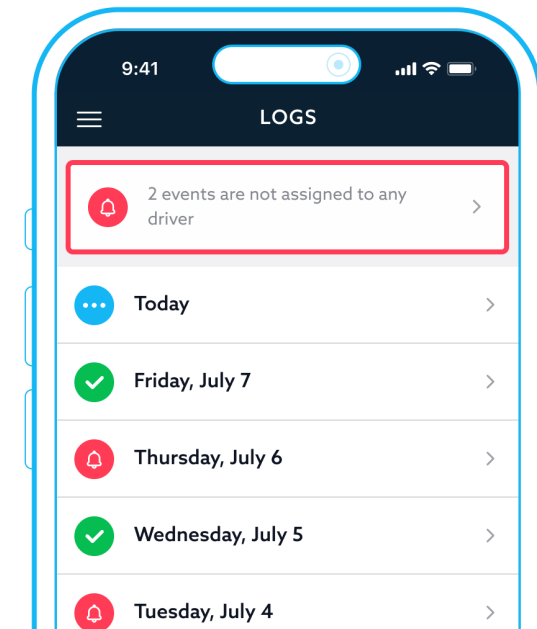
Tapping **Alerts** will open a Notification center.

Tap **Unidentified event** notification to review events and manage assignments.



Daily logs screen will also contain a **notification** of any Driving events logged under the Unidentified driver.

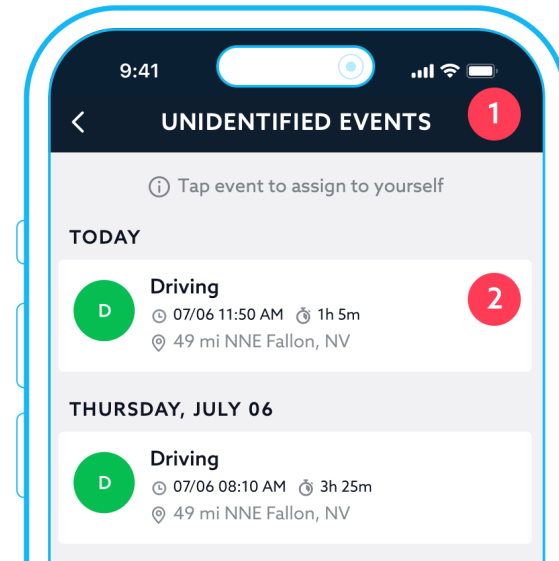
Tap the notification to review events and manage assignments.



EZ LYNK ELD app allows drivers to review and manage the assignment of the Driving time logged under the Unidentified driver.

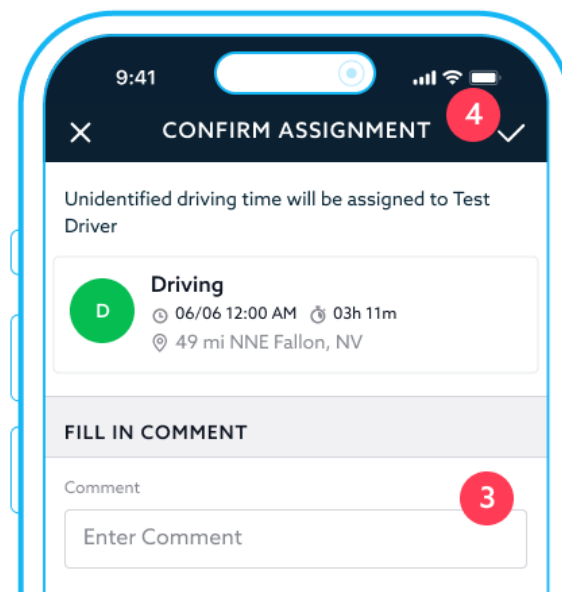
Assign Driving events from Unidentified Driver to yourself

- 1 Access **Unidentified Events screen** using one of the options described above.
- 2 Tap an event you would like to assign to yourself.



- 3 Add a comment in the **“Comment”** field.
- 4 Tap the **checkmark icon** or **Done button** in the top right corner to complete the reassignment.

Repeat the process for all events that belong to you but are logged under the Unidentified driver.

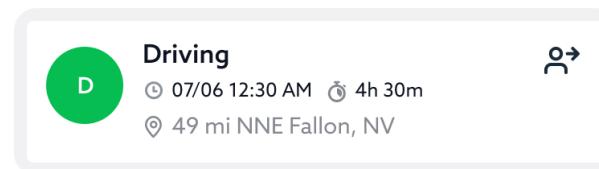


Re-assign unidentified driving time

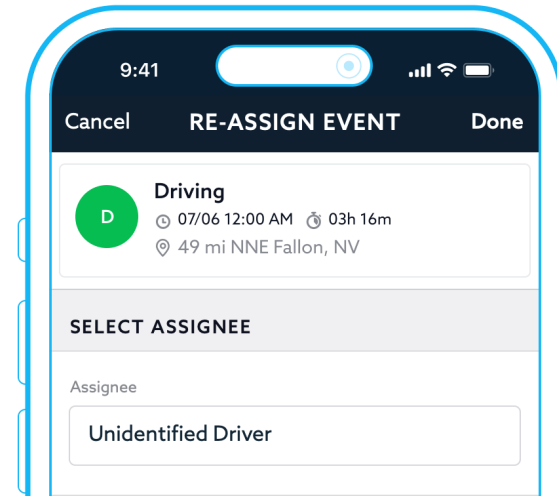
You can reassign a Driving time back to the Unidentified driver in the case when you have assigned an event to yourself by mistake. To do that, the event must be assumed from the Unidentified driver.

To reassign an event, tap the **re-assign icon** that will be displayed next to the desired Driving event assumed from the Unidentified driver..

It will open a **Re-assign event screen**.



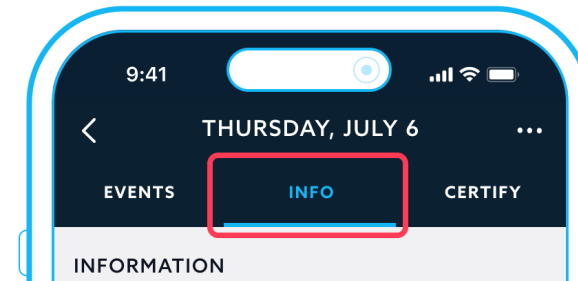
- 1 In the **Assignee** field, choose the **Unidentified driver**.
- 2 Continue the re-assignment process as described in the [Re-assign a driving time to a co-driver](#) section earlier in this document.



View log info section

Daily log info section provides required information about that log.

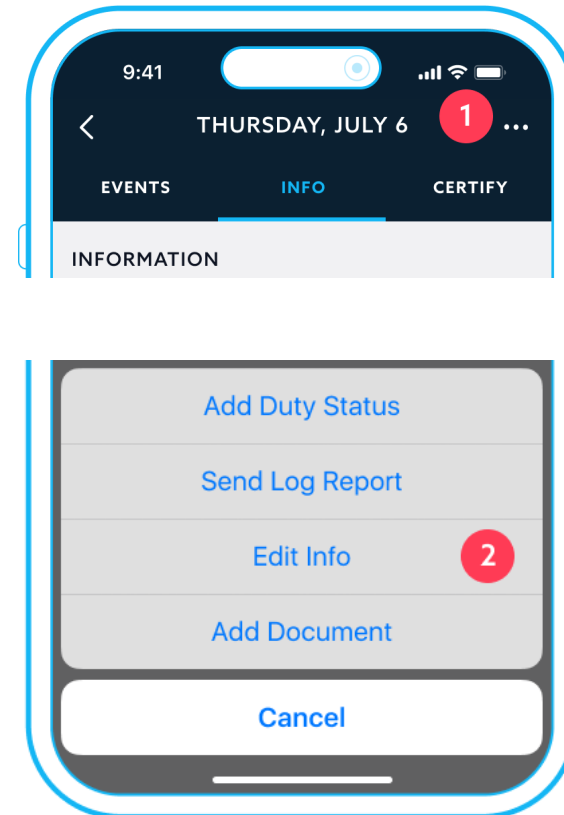
To access log info section, open a desired daily log and tap **Info tab**.



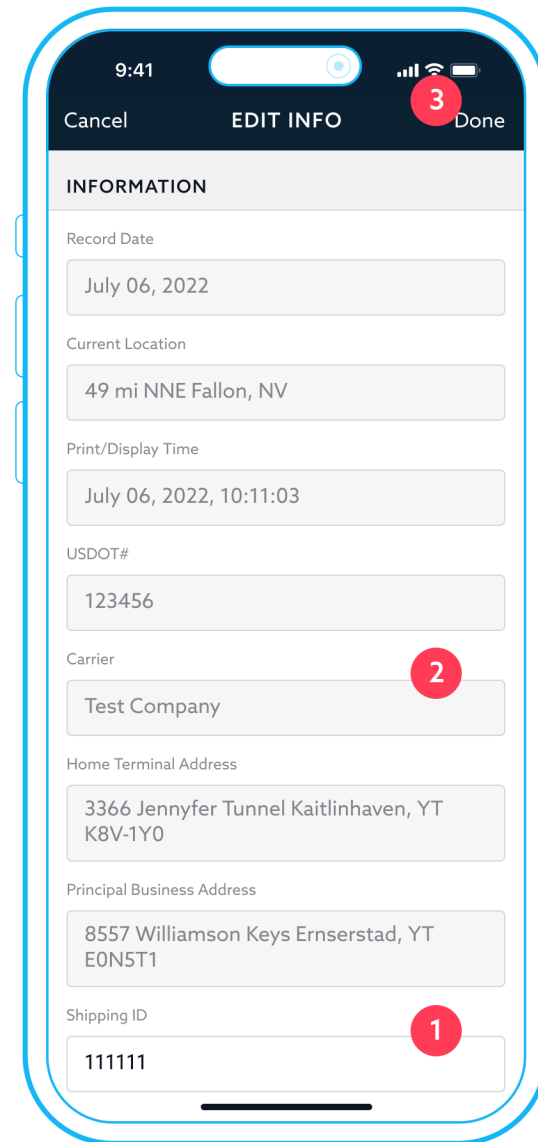
Edit the log info section

Log Info section contains information relevant to a daily log. If necessary, you can edit log Info and update the details.

- 1 Tap the **3-dot icon**.
- 2 Select **Edit Info** to enter edit mode and update information.



- 1 Editable fields will be in the regular darker font, indicating the ability to edit.
- 2 Non-editable fields will be in gray to prevent any confusion.
- 3 Tap the checkmark icon or done button at the top right corner to save changes and exit edit mode.



Add supporting documents to a daily log

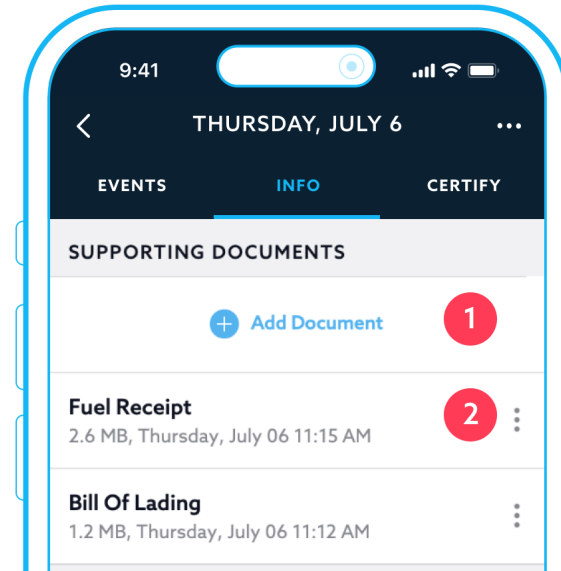
EZ LYNK ELD provides you with several options to Add supporting documents to any log.

Tap **Add Document** on the dashboard and select **Log Supporting Document** option to add a supporting document to the current day's log.

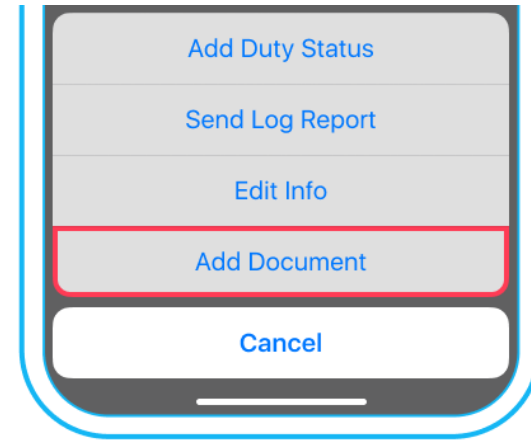


Log info contains a section where you can add and manage supporting documents.

- 1 Tap **Add Document** to add a new document.
- 2 Use **3-dot** menu to Rename or Delete an existing document.

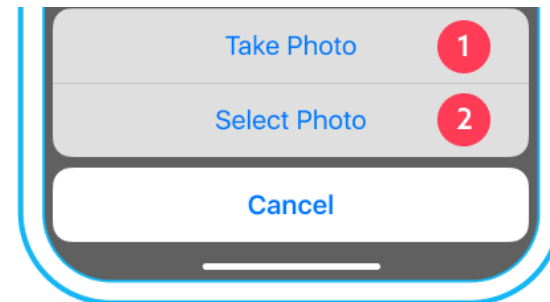


Tap the 3-dot icon at the top right corner and select **Add Document** to add a new document to the currently viewed log.



Tapping **Add Document** will open a prompt with two options:

- 1 **Take Photo** of a supporting document, using the camera in your mobile device.
- 2 **Select Photo** — use a photo of the supporting document from your mobile device gallery.

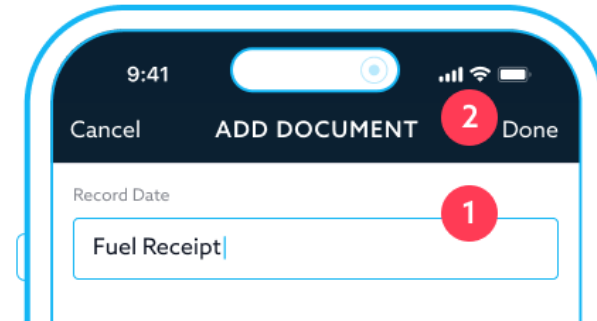


- 1 **Review** the photo of the document taken with the camera.
- 2 **Retake** the photo if its quality is worse than expected.
- 3 **Use Photo** in Supporting Document section.

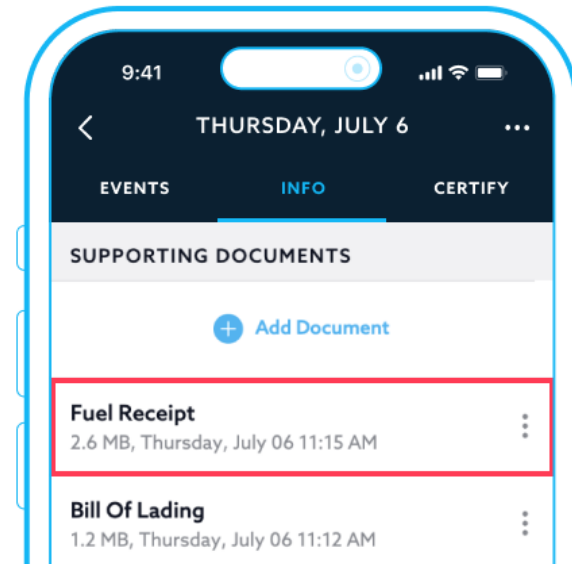


Once you select a photo, you will need to:

- 1 **Provide a name** for the document.
- 2 Tap the checkmark or done to **save changes** and complete the addition of a new document.



You can preview any supporting document by tapping on its name.

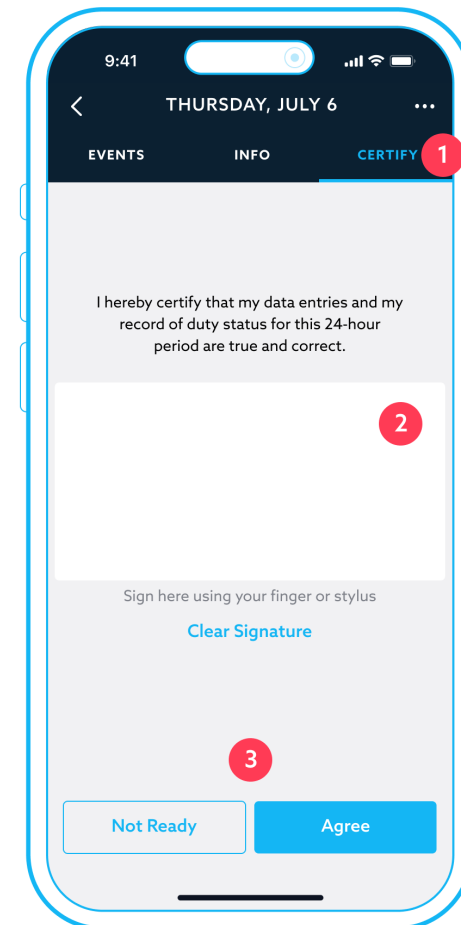


Certify a daily log

You are **REQUIRED BY LAW** to certify each daily log at the end of a workday. If there are any records that need certification or re-certification, the EZ LYNK ELD app will alert you of the required action when you log in or log out.

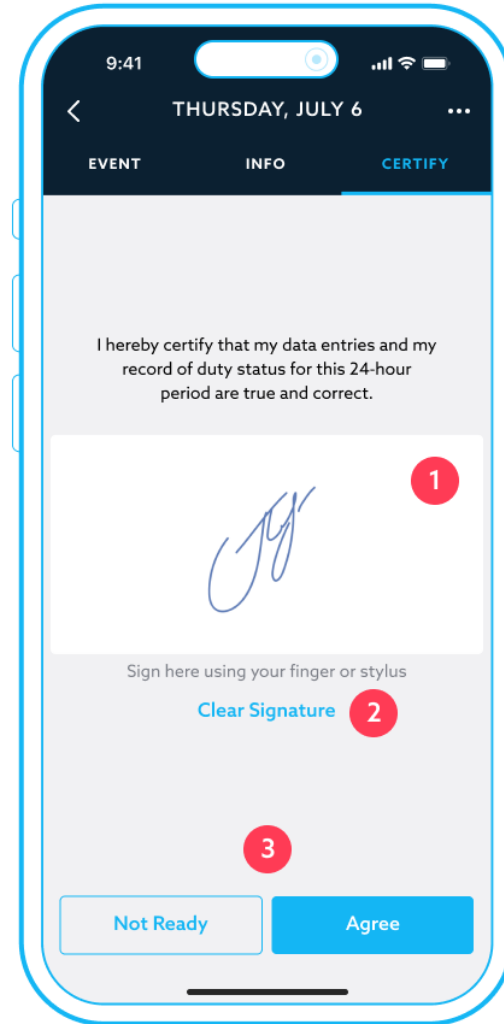
To certify an opened daily log:

- 1 Tap the **Certify tab** to access certification.
- 2 If you have never certified a log using the EZ LYNK ELD app, you will need to **sign the log** using your finger or a stylus. Your signature will be saved as an image and automatically added to all subsequent logs.
- 3 Tap a certification action button:
 - **Agree** button to certify the log and agree to the statement at the top of the screen.
 - **Not Ready** button to cancel the certification process, if you require additional time to review daily log events.



If you have signed a log before using the mobile app:

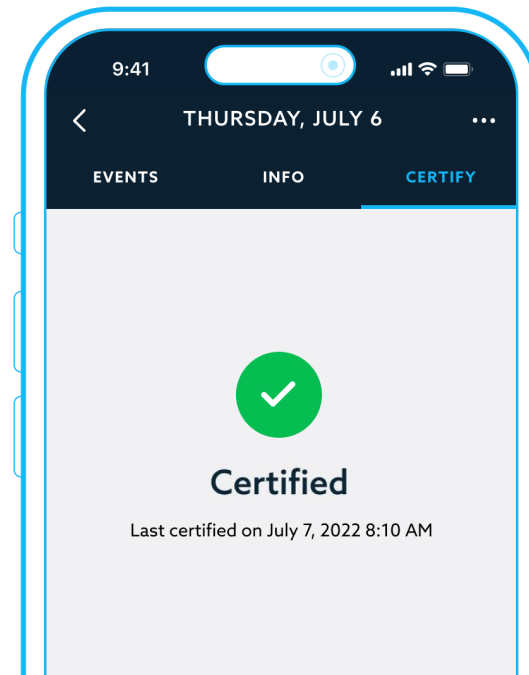
- 1 Signature area will be prefilled with the signature image that you previously created.
- 2 If you would like to create a new signature, tap Clear Signature and sign using your finger or a stylus.
- 3 Use action buttons to complete or cancel log certification.



If a log is already certified, **Certify tab** will provide a visual indication of completed certification and textual information on when the log was last certified.

For example:

Last certified on July 14, 2022 12:34 PM.

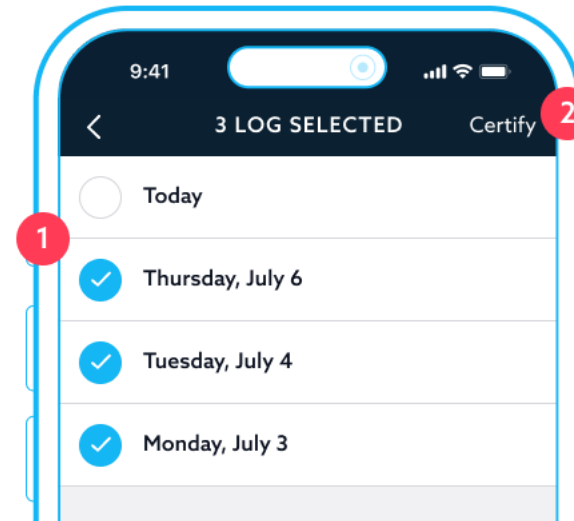
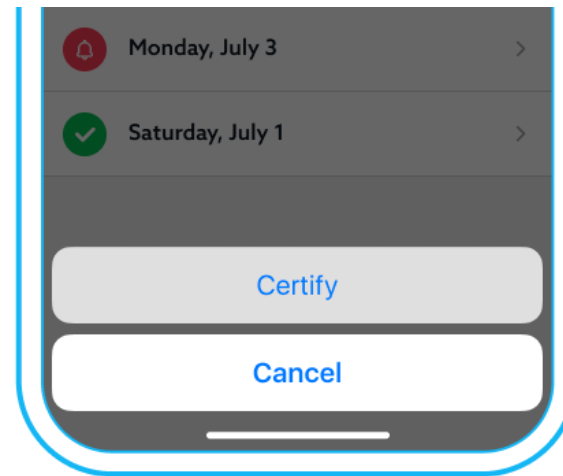


To access **Bulk Certification**, open the list of daily logs by tapping Logs option in the navigation menu.

Tap the 3-dot menu on this screen and select Certify:

- 1 Select logs ready for certification.
- 2 Tap **Certify** to proceed to the next screen.

Log certification process for multiple logs follows the same flow as described in [Certify a daily log](#) section.



Any time

- you edit a log
- you assign a Driving time from the Unidentified driver
- you add new duty status
- an edit suggestion is created by a Fleet Manager or an employee
- a Driving time is re-assigned to you by a co-driver,

your log will become **uncertified**.

Only a certified log can be edited by anyone other than yourself. Check and certify your logs daily, as required by the US and Canadian ELD regulations.

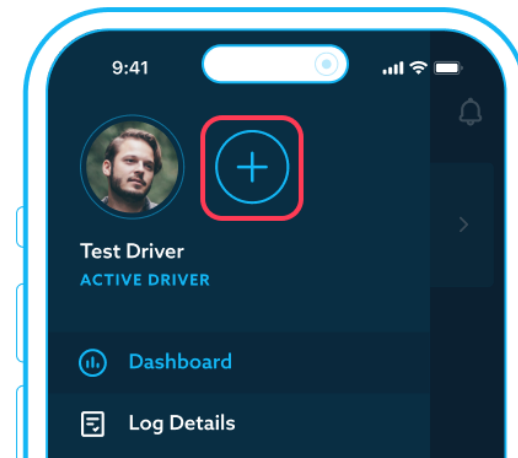
Working with a co-driver

EZ LYNK ELD system fully supports the operation of a commercial motor vehicle by a team of drivers. Only registered drivers from the same company can log in as co-drivers.

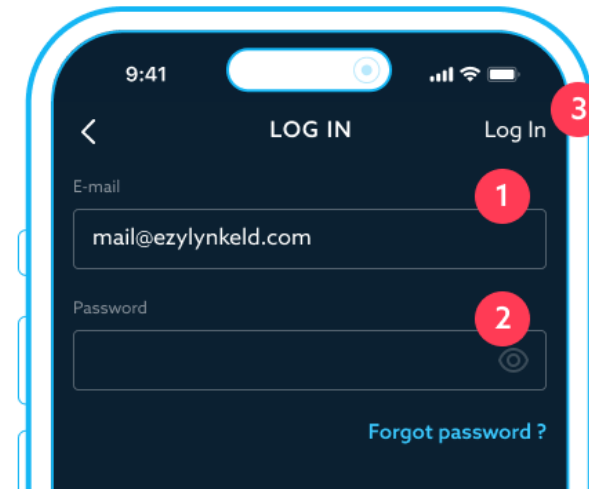
In the case when one of the drivers logs out, the app will automatically switch the GUI to the other driver, without prompting that driver to enter a password.

Log in as a co-driver

Tap on the “+” sign to add a co-driver.

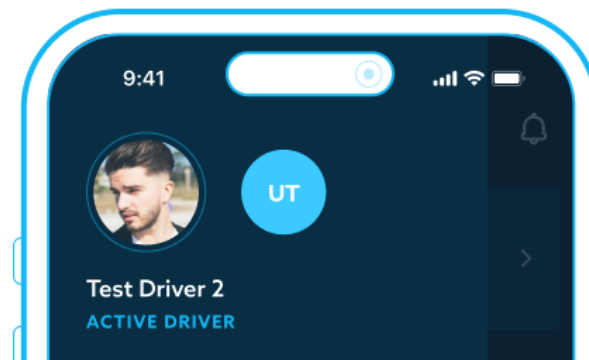


- 1 Enter the **email address** of a registered co-driver.
- 2 Enter **the password** of a registered co-driver.
- 3 Tap **Log In** to complete the login.



The app will add the co-driver and will display that driver in the drivers' list in the navigation menu, but the dashboard view will remain under the currently active driver.

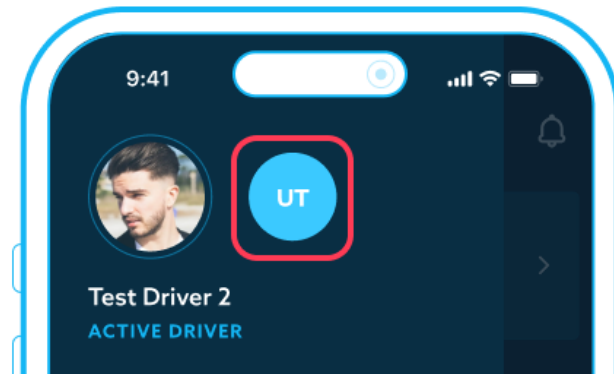
Events and Records of Duty Status are recorded into the currently active driver's log. An inactive co-driver can become the active driver as [described below](#).



Use an app as a co-driver

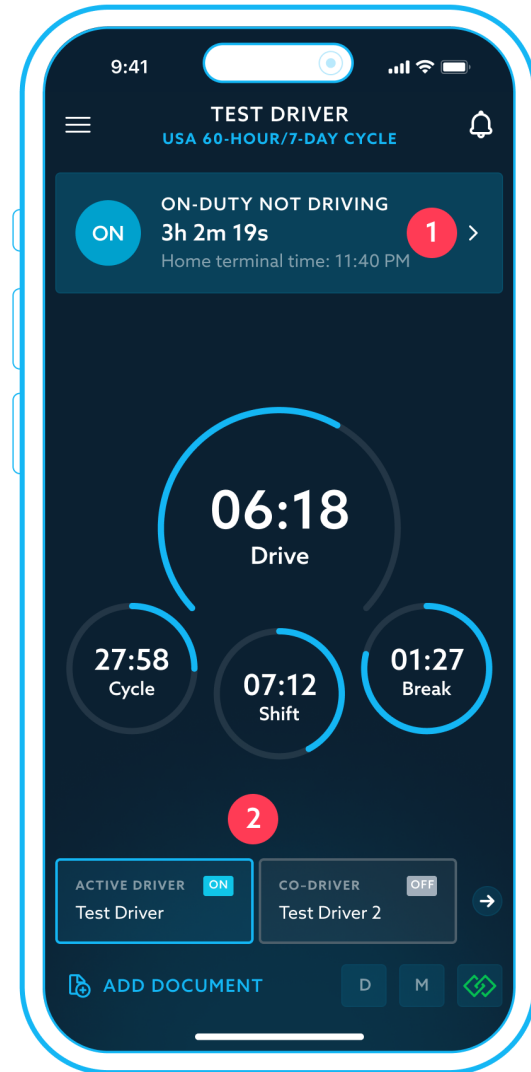
While the vehicle is in motion, the app will block the active driver from accessing all functionality except for the dashboard, as required by the US and Canadian ELD regulations. An inactive co-driver that is logged in can still use app functionality, for example, change current duty status, work with the logs, or access app settings. To access all available options, an inactive co-driver needs to change the app interface to his/her user account, as described below.

Tap the **co-driver icon** on the app navigation menu.



The co-driver's dashboard will have the same elements as that of an active driver, and it will also display some additional information.

- 1 **Duty status indicator** will display information about the current duty status and its duration.
- 2 **Information panel** showing all co-drivers currently logged in, and their Duty statuses. All events generated by the currently operated vehicle and ELD system are recorded under the active driver.



Become the active driver

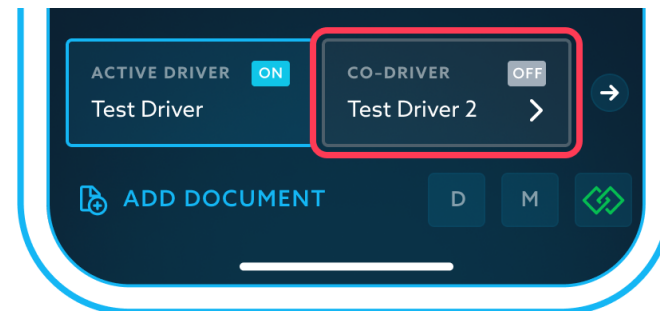
When a vehicle is operated by a team of drivers, the app will provide the ability for an inactive co-driver to **become the active driver**, and vice versa. This process has to be initiated by the inactive co-driver.

Switching driving roles won't be available in the following cases:

- While the vehicle is in motion, or
- If the active driver's duty status is Driving.

To switch the active driver, stop the vehicle and change the duty status of the currently active driver to any status other than Driving. Switch to the inactive co-driver's account, as described in the previous section.

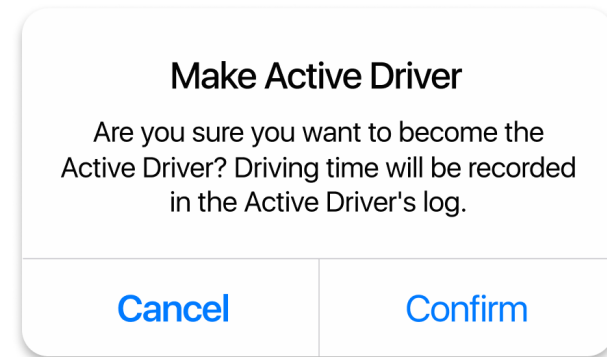
Tap the **Co-driver panel** to become the active driver. If the vehicle is still in motion, this option will be disabled.



A confirmation alert will be displayed.

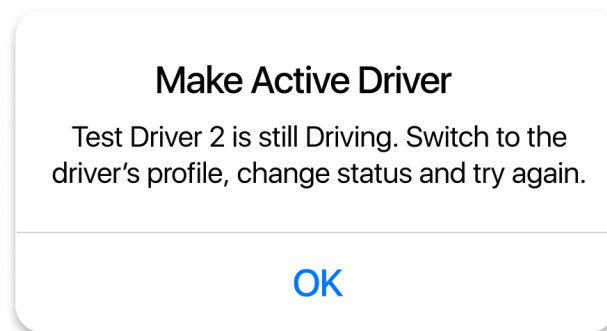
Tap **Confirm** to complete the process.

NOTE: All events generated by the currently operated vehicle will be recorded under your name, once the process is completed.



If the active driver still has the duty status set to Driving, the app will show an alert.

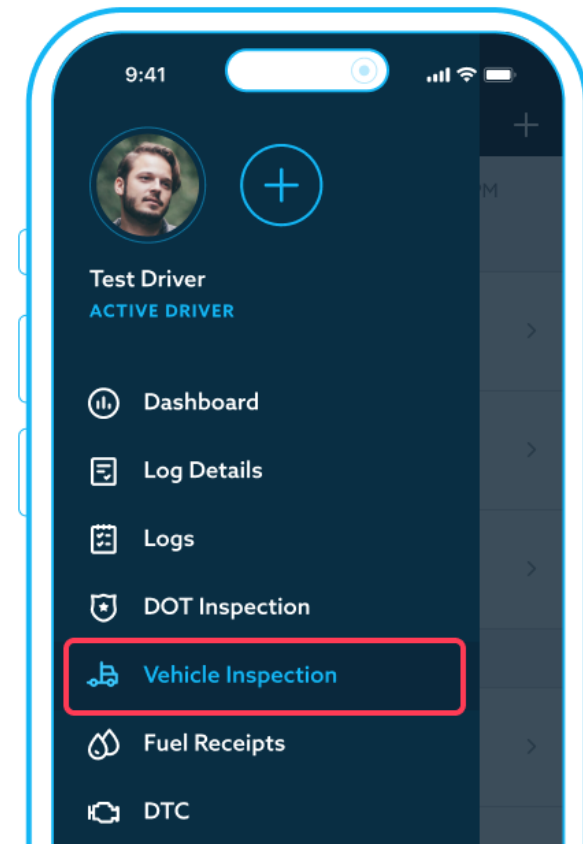
Tap **OK** to close the alert, switch back to the active driver's profile and change the duty status.



Conduct a vehicle inspection

EZ LYNK ELD system allows you to browse your vehicle inspection reports and record new ones.

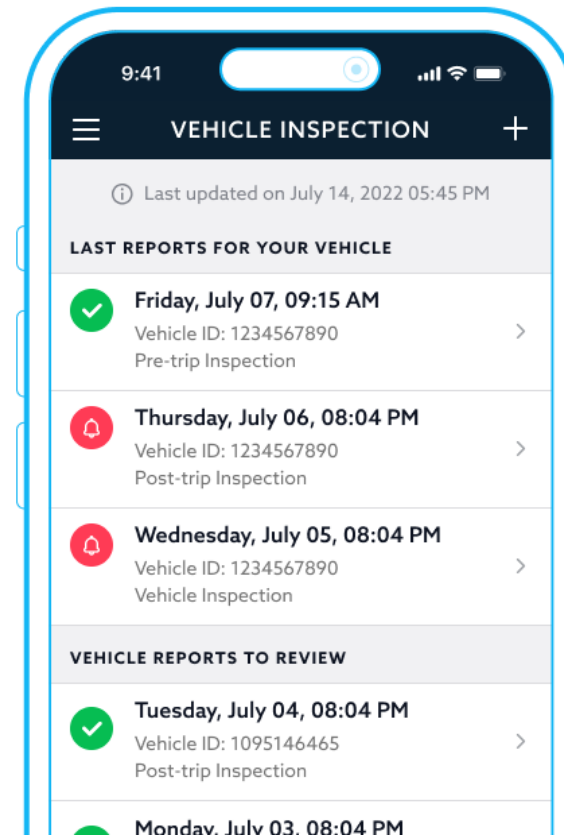
Tap the **Vehicle inspection** option in the Navigation menu to open the Vehicle inspection screen.



On the **Vehicle inspection screen**, you can see vehicle reports for the current day and the last 14 days.

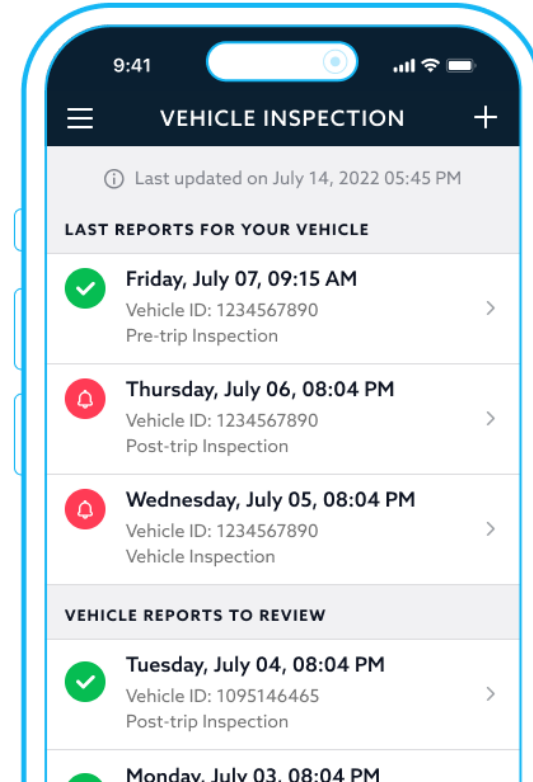
You can tap any of these reports to view or edit your report if it is not signed by a mechanic.

Tap the **Plus** icon to add a new vehicle inspection report. Follow the step-by-step process to provide required general information, select vehicle defects (if any), and sign the report.



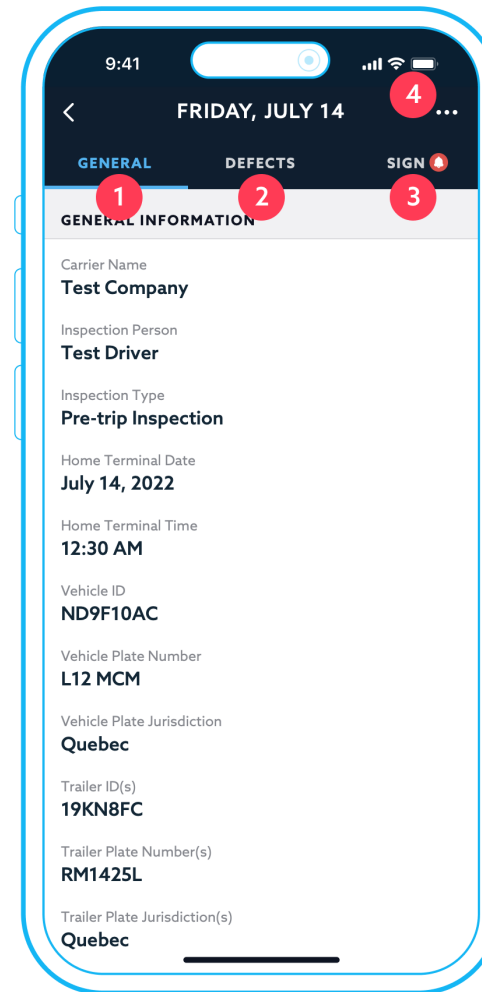
View the inspection report

To view an inspection report, tap the desired report on the **Vehicle inspection** screen.



The Vehicle inspection report interface consists of the following elements:

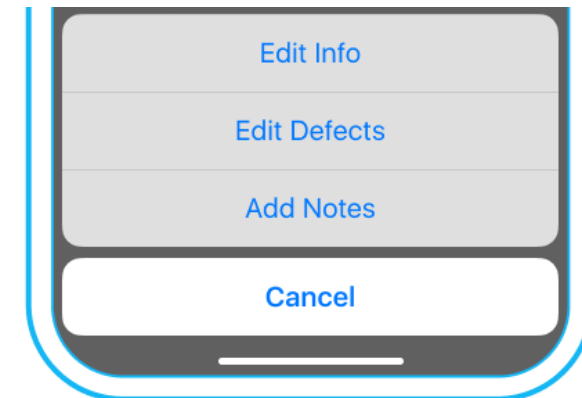
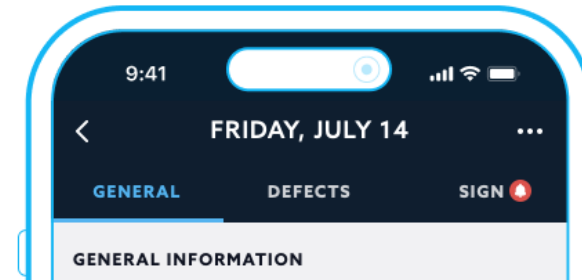
- 1 General** — report general information, such as driver and vehicle details.
- 2 Defects** — the list of defects present in the report.
- 3 Sign** — the screen for the driver's, mechanic's, and reviewing driver's signatures.
- 4 3-dot menu** – tapping it will open the context menu that will allow you to add notes to the report, or edit its info and defects if the report is not yet signed by a mechanic.



Edit the inspection report

If necessary, you can edit report information and defects, or add notes to a vehicle inspection report. Editing will be available only if the report is not signed by a mechanic.

- 1 While viewing an inspection report, tap the **3-dot menu** at the top right corner.
- 2 Select the appropriate option from the list and follow the process to update the report.



Handling Malfunction and Data Diagnostic events

Data Diagnostic / Malfunction events will be recorded under the active driver's profile. If no drivers are logged in, events will be recorded under the Unidentified driver's profile.

The dashboard will display a clear visual indication of any Data Diagnostics / Malfunction events.

Once a problem occurs, the app will record an event with the Detected status. Once the problem goes away, the app will record an event with the Cleared status.

Data Diagnostic events

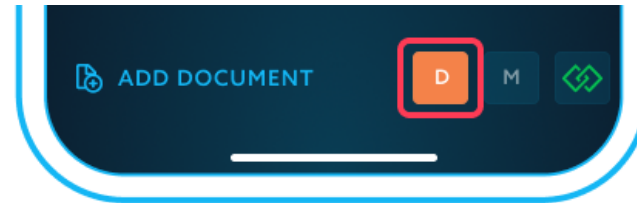
Description	Reason for event	Actions to be taken
Power data diagnostic	The ELD does not turn on or can't be fully functional within 1 minute of the CMV engine receiving power, or turns off while the engine is on.	<ol style="list-style-type: none"> 01. Check all cables connecting Auto Agent to the vehicle diagnostics port. 02. Check mobile device Wi-Fi connection to Auto Agent. 03. Manually clear the event, as described below.
Engine synchronization data diagnostic	While the CMV engine is on, the ELD is unable to determine the engine's power status, vehicle's motion status, distance driven value, and engine hours value within the required amount of time.	<ol style="list-style-type: none"> 01. Check all cables connecting Auto Agent to the vehicle diagnostics port. 02. Check mobile device Wi-Fi connection to Auto Agent. 03. Manually clear the event, as described below.
Missing required data elements data diagnostic	One of the required fields was missing when a log event was recorded.	<ol style="list-style-type: none"> 01. Edit the event with the missing field and provide the required information. 02. Verify that the data diagnostics event has been cleared.

Description	Reason for event	Actions to be taken
Data transfer data diagnostic	Failure to verify proper operation of the data transfer mechanism. The ELD will perform this check at least once in 7 days.	<ol style="list-style-type: none"> 01. Check your cellular connectivity. 02. Verify that the data diagnostics event has been cleared. 03. Contact your Fleet Manager if the problem persists.
Unidentified driving records data diagnostic	More than 30 minutes of driving time was recorded under an unidentified driver on the ELD in a 24-hour period. The event will be cleared when the driving time recorded under the unidentified driver profile for the required amount of previous days + the current 24-hour period drops to 15 minutes or less.	<ol style="list-style-type: none"> 01. Review and assign any Driving time recorded under the Unidentified driver. 02. Verify that the data diagnostics event has been cleared after the unidentified driving time drops to 15 minutes or less.
Total vehicle distance data diagnostic	A distance reset was detected.	<ol style="list-style-type: none"> 01. Manually clear the event, as described below. Enter a comment that the data diagnostic event was recorded due to a distance reset.

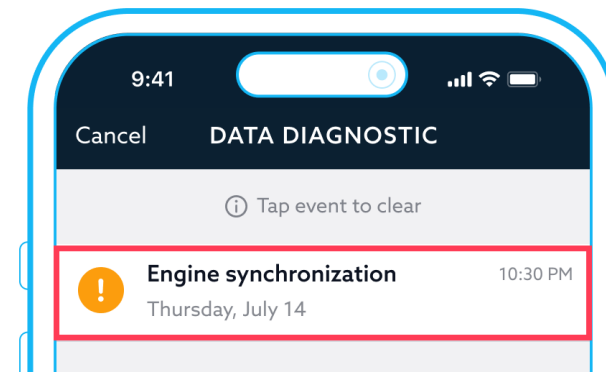
You have to manually clear any data diagnostic events except for "Missing required data elements data diagnostic", "Data transfer data diagnostic", and "Unidentified driving records data diagnostic".

To clear a data diagnostic event:

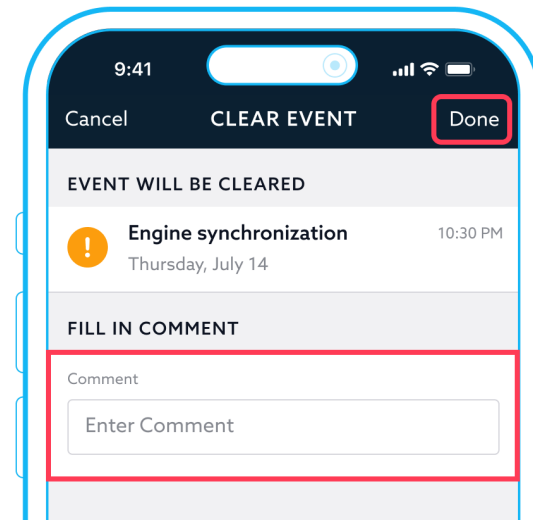
Tap the **Data Diagnostic dashboard indicator**.



Tap the **Data Diagnostic event** you would like to clear.



Enter a **comment** describing the solution and tap the checkmark or done to clear the event.

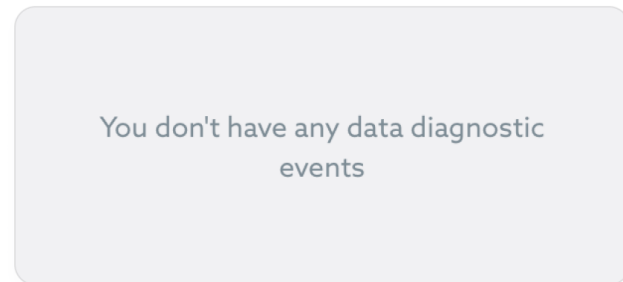
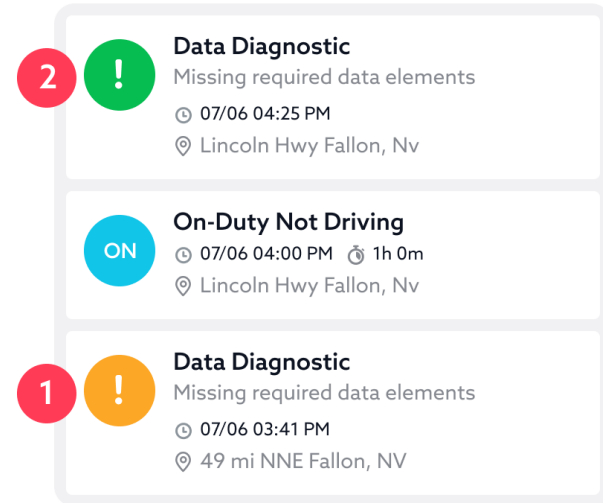


A Data Diagnostic event is recorded into the log with one of the two statuses: detected or cleared.

- 1 Once a problem occurs, the app will record an event with the **Detected** status.
- 2 Once the event is cleared, the app will record an event with the **Cleared** status.

Once all Data Diagnostics events are cleared, an appropriate message will be presented.

Data Diagnostics indicator on the dashboard will be cleared.



Malfunction events

All malfunction events, except for Data recording compliance malfunction, can only be cleared automatically and will be cleared once the corresponding problem goes away. A malfunction indicates an issue with ELD system technical compliance.

If a malfunction event occurs, the driver must do the following:

- 01.** Notify the Fleet Manager within 24 hours.
- 02.** Reconstruct the record of duty status for the current 24 hours and the required amount of previous days on graph-grid paper logs that comply with the regulations.
- 03.** Keep paper logs until the ELD is serviced and brought back into compliance.

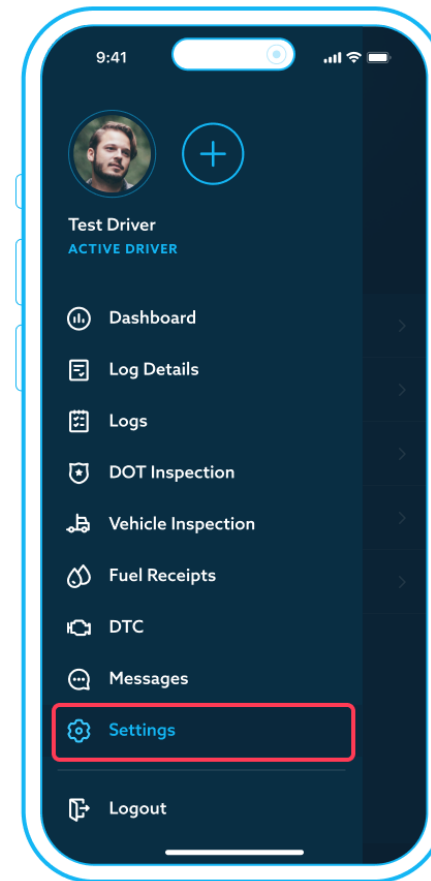
Description	Reason for event
Power compliance malfunction	More than 30 minutes of driving time lost in the last 24-hour period, cumulatively for all drivers, including the unidentified driver.
Engine synchronization compliance malfunction	While the CMV engine is on, the engine’s power status, vehicle’s motion status, distance driven value, and engine hours value for the last 24-hour period (cumulatively for all drivers, including the unidentified driver) can’t be determined within 30 minutes or more.

Description	Reason for event
Timing compliance malfunction	Absolute deviation from the Coordinated Universal Time (UTC) exceeds 10 minutes at any point in time.
Positioning compliance malfunction	The ELD determines the location at least every 5 miles (8 kilometers) while the vehicle is in motion. If the cumulative periods when the ELD fails to acquire a valid position measurement within 5 miles (8 kilometers) of CMV's movement exceeds 60 minutes for the last 24-hour period, then this event will be recorded.
Data recording compliance malfunction	The mobile device does not have enough free storage space left, or the ELD is unable to record logs or retrieve logs from the server due to a technical problem with the mobile device. Make sure your mobile device has at least 100 MB of free storage space. If there is enough storage space, contact EZ LYNK support to resolve this issue. After the issue is resolved, manually clear the malfunction event.
Data transfer compliance malfunction	Once a Data transfer data diagnostic event occurs, the ELD will enter the unconfirmed data transfer mode and start checking data transfer compliance every 24 hours. If the problem doesn't go away after three consecutive checks, then this event will be recorded.

Editing app options

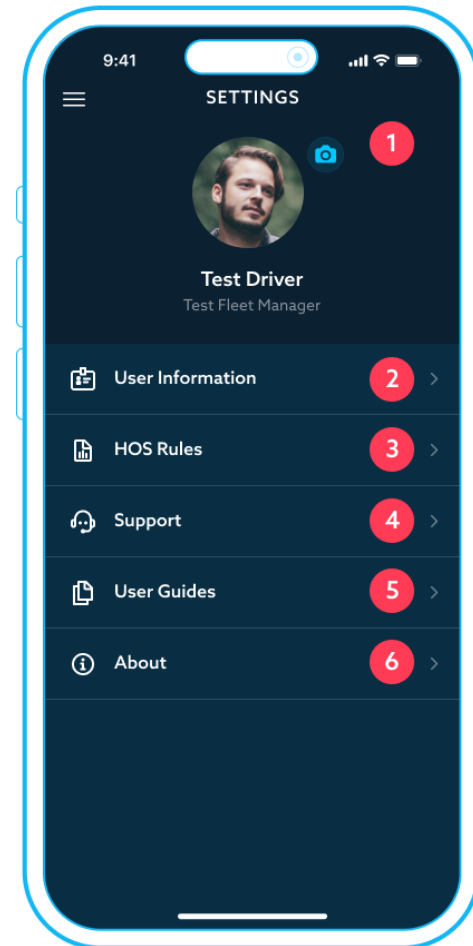
The EZ LYNK ELD app provides you with options to adjust app settings and HOS rules applicable to your logs. To access these options, open app navigation.

Tap **Settings** to access the Settings screen.



Settings screen provides access to several options:

- 1 Camera icon:** tap it to upload an image or take a new one using the device camera.
- 2 User Information:** tap to edit your information.
- 3 HOS Rules:** tap this option to adjust log settings relevant to your Hours of Service.
- 4 Support:** tap to contact the Support team.
- 5 User Guides:** tap to access a list of downloadable user guides for the app.
- 6 About:** tap to access information about the app and a link to see other apps developed by EZ LYNK.

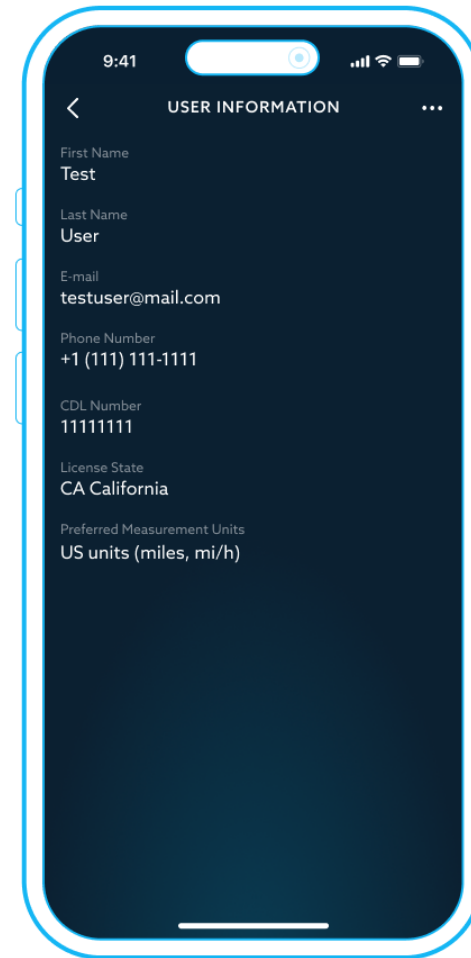


Adjust driver information

Tap **Settings** → **User information** to access your information.

Tap the **3-dot menu** and choose **Edit info** option to modify this information.

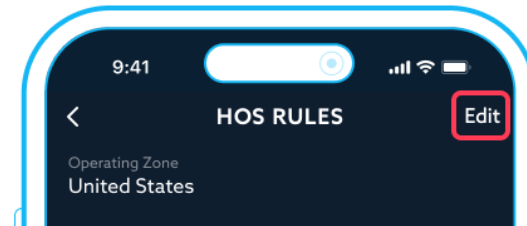
Note that you cannot edit your email (as it is used as your login) and license information (number and jurisdiction, per the ELD requirements).



Modify HOS rules

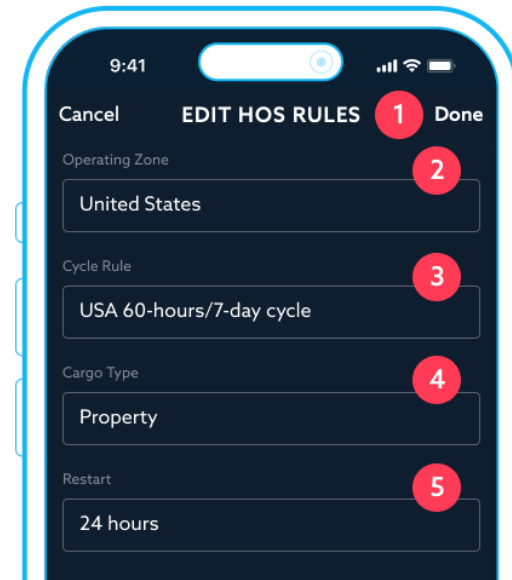
By default, HOS rules defined by a Fleet Manager for all logs in the company will be applied to your daily logs. You can access and view current rules by tapping **Settings** → **HOS Rules** in the app menu.

To modify HOS Rules applicable only to your logs, tap **Edit** on HOS Rules screen.



Edit HOS Rules screen has the following elements:

- 1 **Header** with a name and buttons for closing the screen and for saving changes and closing the screen.
- 2 **Operating Zone**: tap it to select the operating zone that you are currently working in.
- 3 **Cycle Rule**: tap it to select the cycle rule applicable to your logs.
- 4 **Cargo type** (for drivers within the United States operating zone): tap it to select the type applicable to your logs.
- 5 **Restart** provision, if it is applicable to your cycle.



NOTE: Changes to HOS Rules will lead to re-calculation of the HOS compliance counters used by the app.

Canadian drivers must accumulate a required amount of off duty time before they can switch from Cycle 1 to Cycle 2 and vice versa.

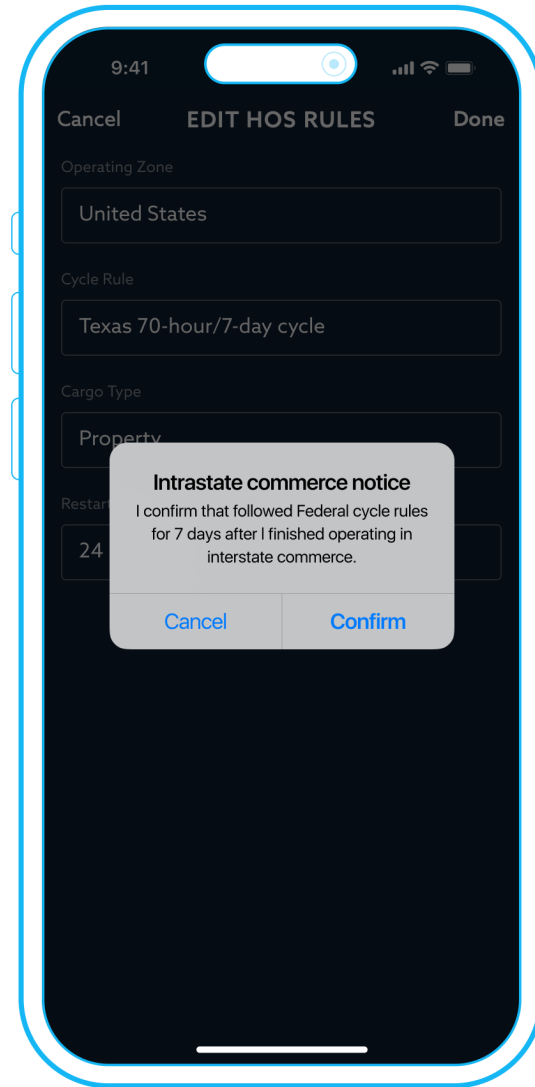
For the United States drivers only:

Switching from a Federal cycle to any of the state cycle rules requires that you follow Federal cycle rules for the number of days equal to the previously used Federal cycle.

The app will present a prompt requiring you to confirm that you have followed this requirement.

- Tap **Confirm** to switch to the new cycle.
- Tap **Cancel** to continue using the current Federal cycle rules.

NOTE: Always tap the checkmark or done in the top right corner to save any changes and return to Settings.

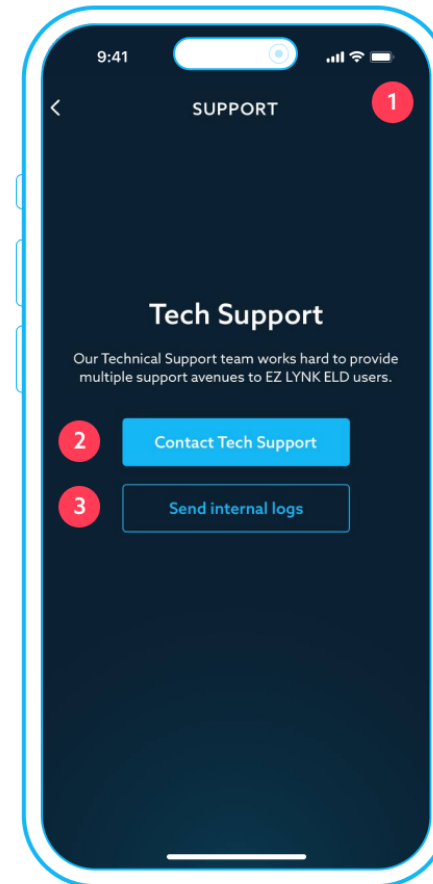


Use support options

Tap **Settings** → **Support** to access support options.

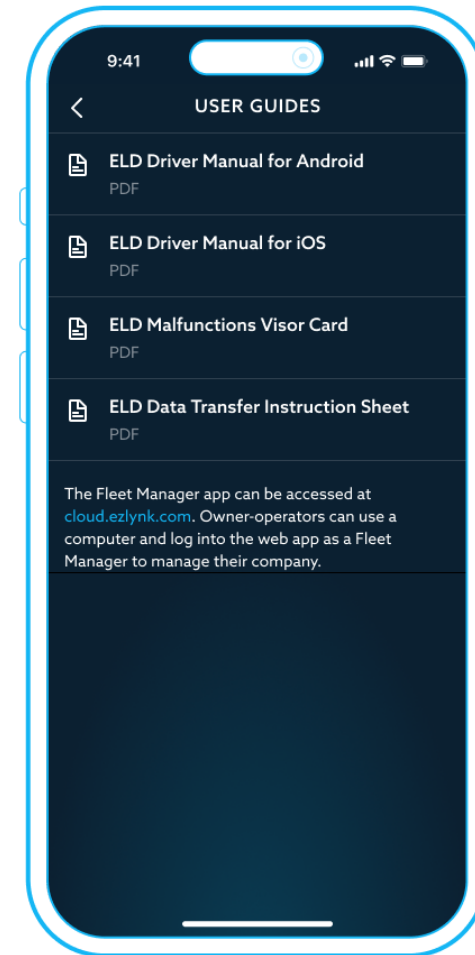
Support screen has the following elements:

- 1 **Header** with screen name and back navigation arrow.
- 2 **Contact Tech Support** button. Tap to open EZ LYNK support page in a browser.
- 3 **Send internal logs** button. Tap to send application logs to EZ LYNK support personnel to troubleshoot an application issue.



Access User Guides

Tap **Settings** → **User Guides** to access a list of downloadable documents for the app.



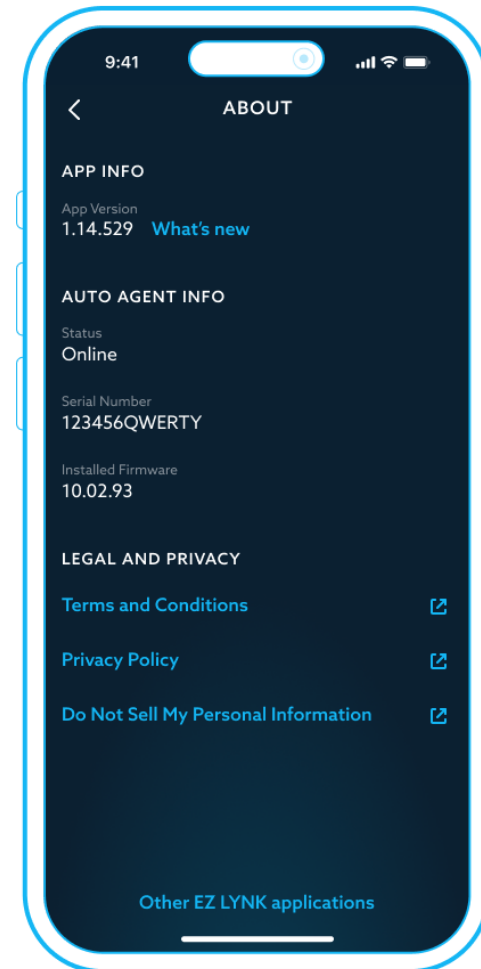
Tap to download and open the desired document.

Access information about the app

Tap **Settings** → **About** to review information about your app.

About screen will display the current app version and information about connected Auto Agent with its status and installed firmware version.

“**Other EZ LYNK applications**” link: tapping it will open Google Play / App Store page for the other apps developed by EZ LYNK.

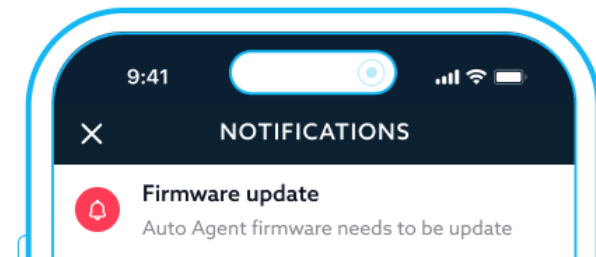


Handling ELD system updates

From time to time, EZ LYNK ELD will provide updates to the app and to the firmware used in the Auto Agent box to connect to the vehicle and manage all communications.

When an update to the firmware becomes available, the app will download it and add a notification to the list of Notifications.

Tap on the Firmware Update notification and follow on-screen prompts to complete the update.

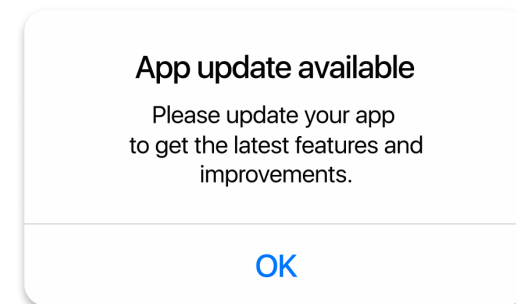


The app version is checked against the required version by the web server on each connection.

If the App requires an update, an “App update available” alert will be displayed. Tap OK to close the alert.

NOTE: App functionality will be limited until you update it to the latest supported version.

Update your app using Google Play / App Store.





Additional Resources



Visit Support Site

ezlynk.com/eld



Contact Us By Phone

844-439-5965



Email Us

support@ezlynk.com