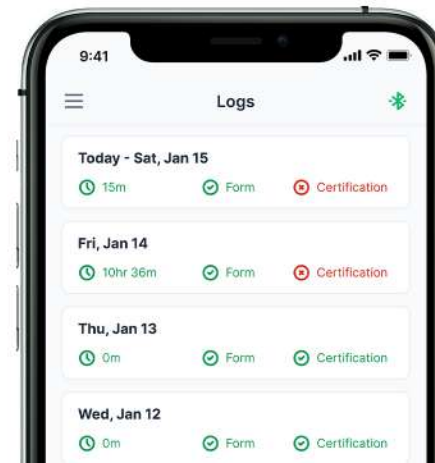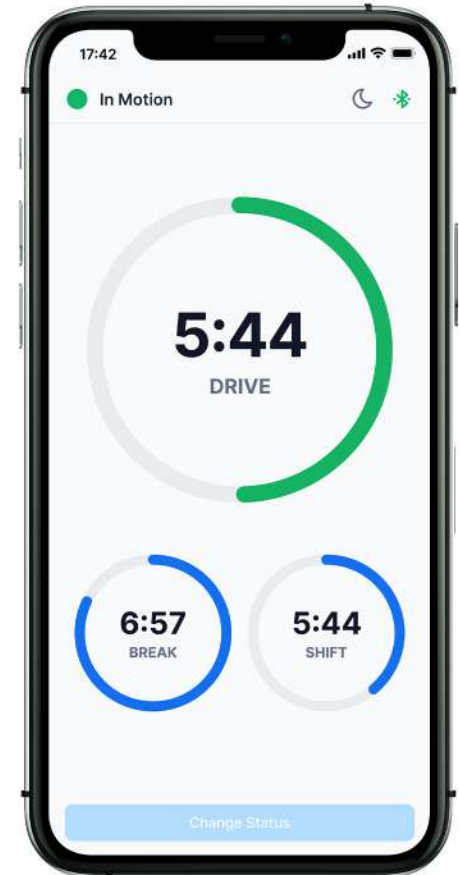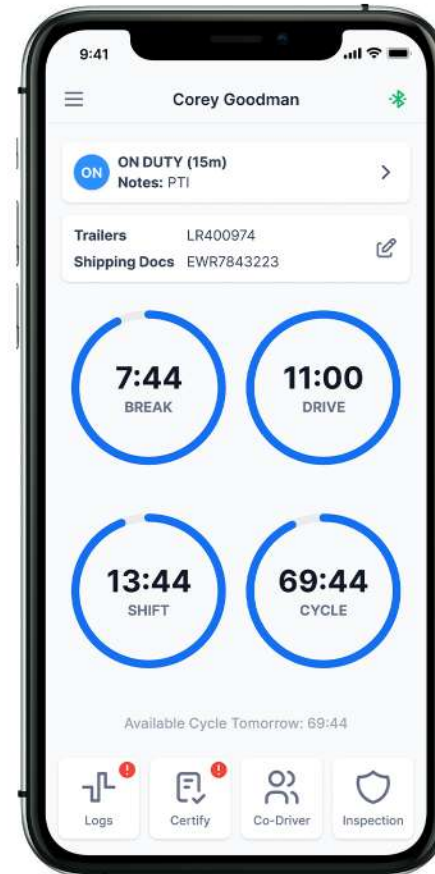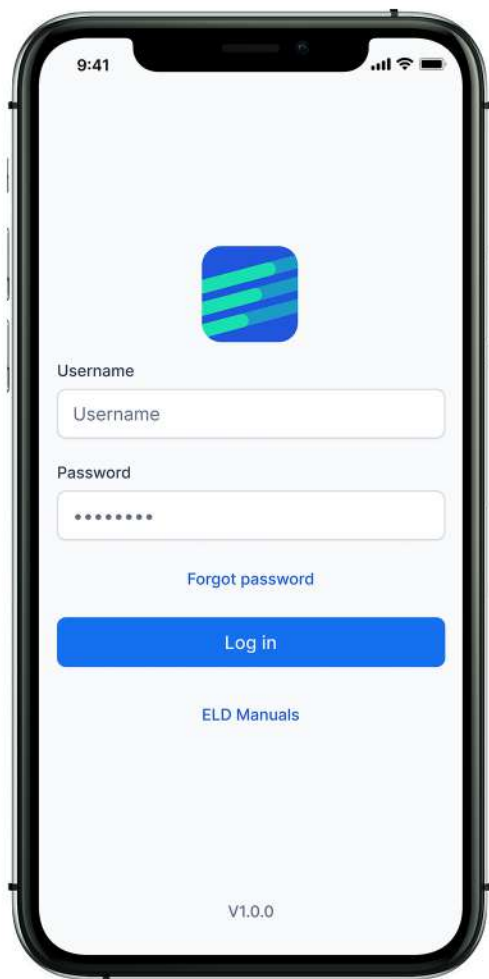# FACTOR ELD

User's Manual

info@factoreld.com

www.factoreld.com

(216) 293-5148

Please keep this Manual in your vehicle at all times!

Login

Log in to the application using your username and password. If you don't have a ELD account, please contact your fleet manager or your company's safety personnel.

Select your vehicle

Select your vehicle by matching the Vehicle number or VIN number. You can search for your vehicle by the Vehicle number or VIN number. If you are not presented with the "Select Vehicle" screen, your fleet manager has pre-assigned you to a vehicle. You can assign yourself to a different vehicle by going to Menu and selecting "Change Vehicle".
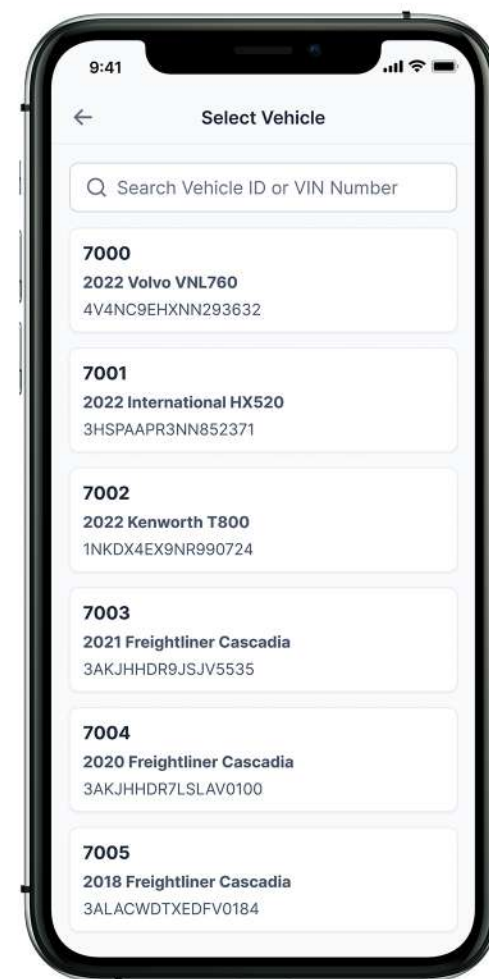
Connect to ELD

Connect to your ELD device by choosing your ELD device. If your connection fails, you will be prompted with instructions to troubleshoot. Once you are connected to the ELD device, the app will visually indicate it. If the connection is successful, the app will forward you to the dashboard page and you can see your ELD device status in the green icon on the top right corner.

Using the App
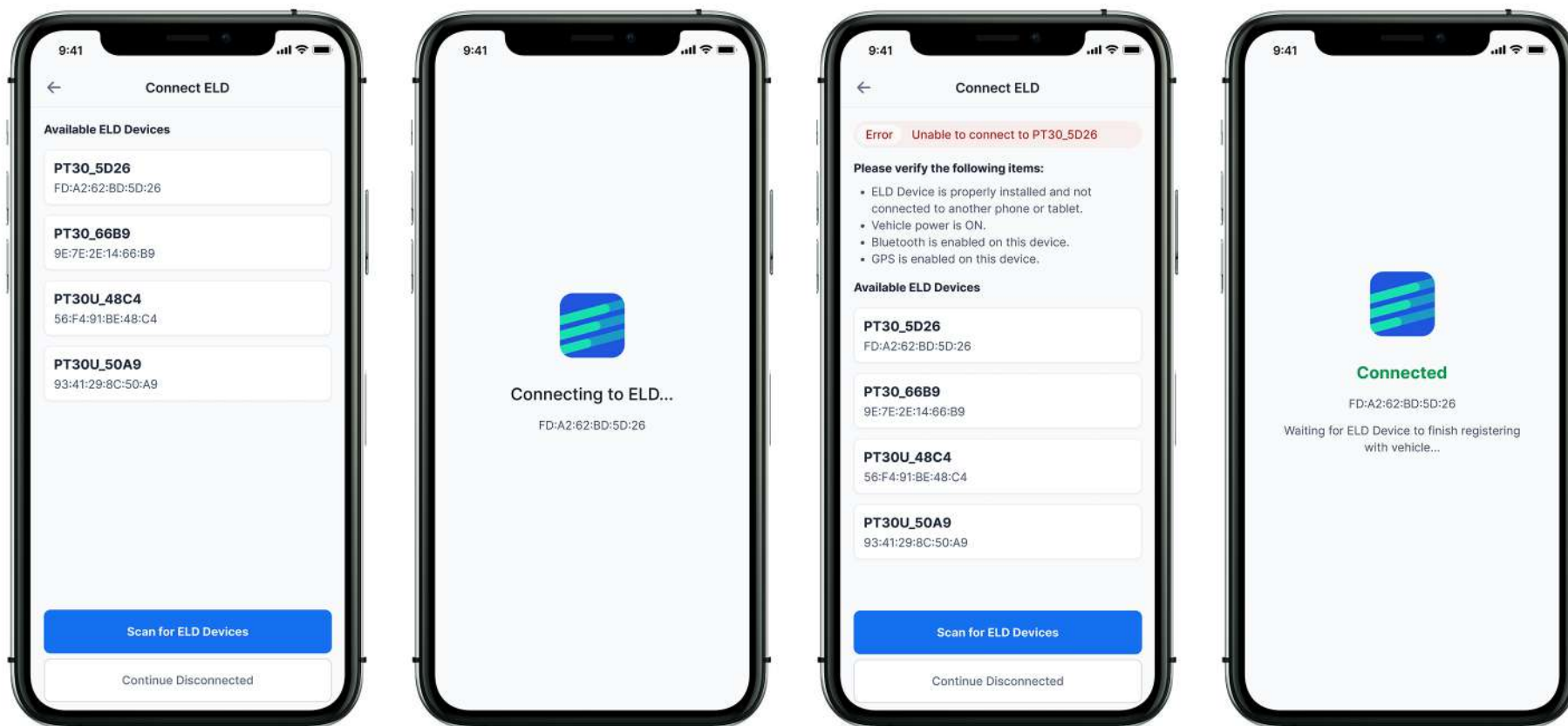
Accessing previous day logs & certifying

You can access the previous 14 days of your logs by clicking the "Logs" shortcut on the dashboard page or going to "Menu" then "Logs". Each log date will have shortcut information about if that particular log date has been certified or if Trailer & Shipping Documents information has been filled in. You can certify each log date by clicking on the particular log date and clicking "Certify" located at the bottom of the screen. You can bulk-certify uncertified logs from the dashboard page. Click on the "Certify" shortcut at the bottom of the screen. Check the checkbox for the uncertified days individually or click the "All" checkbox to check all uncertified days. When done, click on "Certify" to certify all uncertified logs at once.
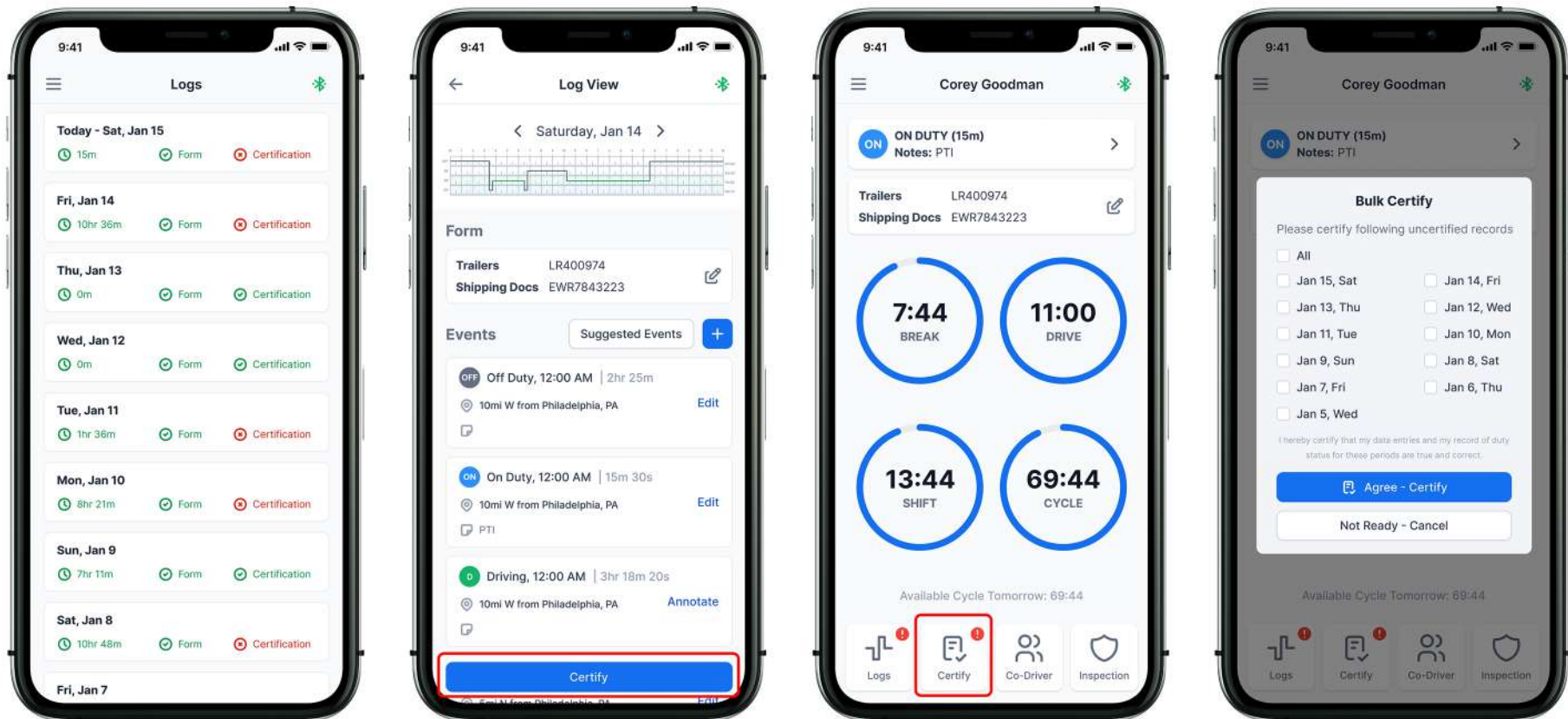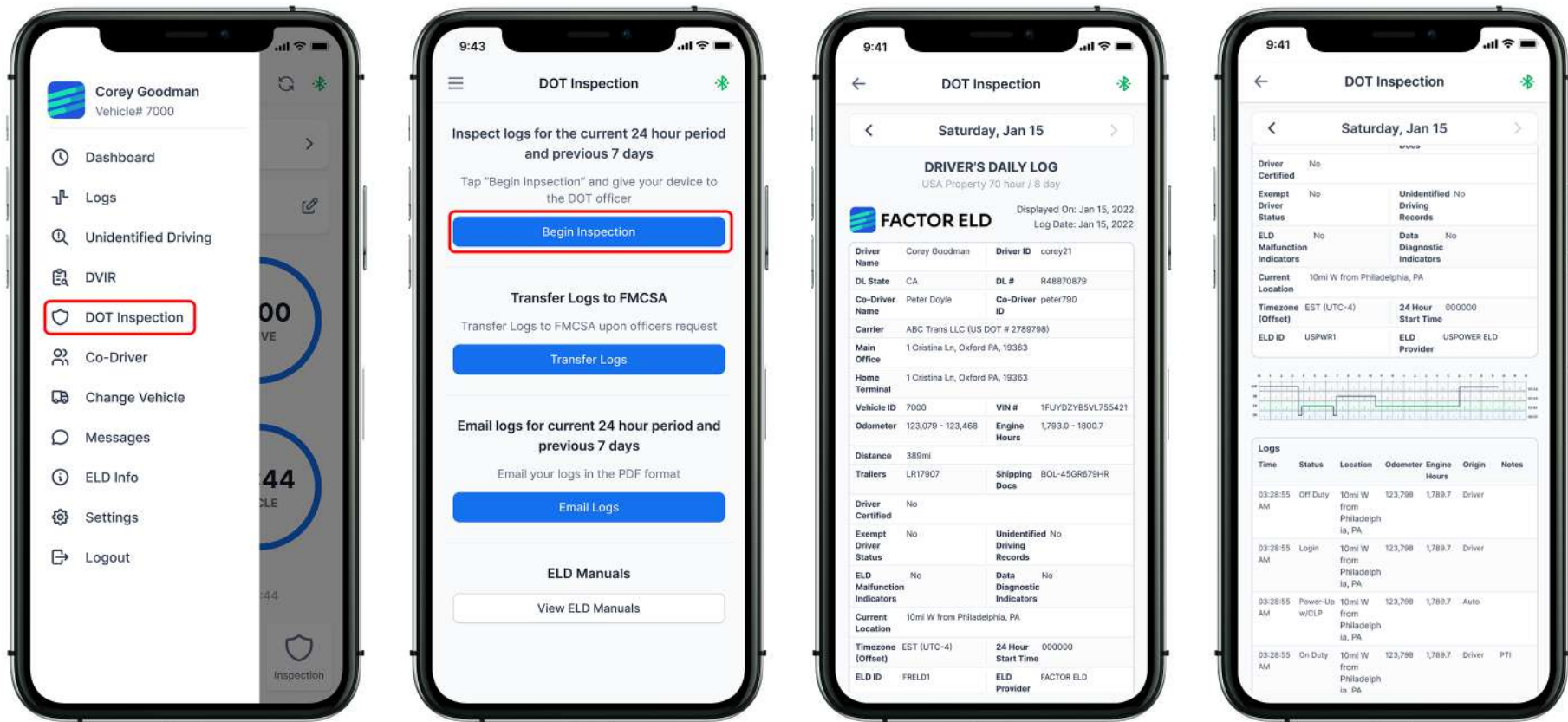
Roadside Inspection

Roadside Inspection (Follow the given guidelines to show your records to the officer)

Click the "Menu" icon on the top left corner and select DOT Inspection. Tap "Being Inspection" and show your electronic logbook's 8-day summary to the officer.
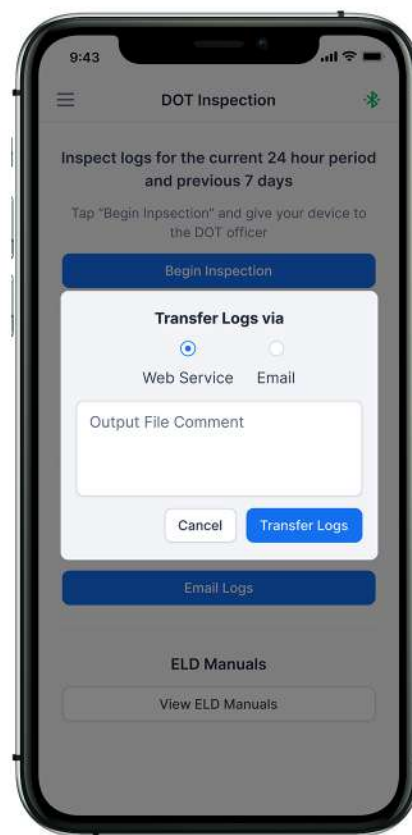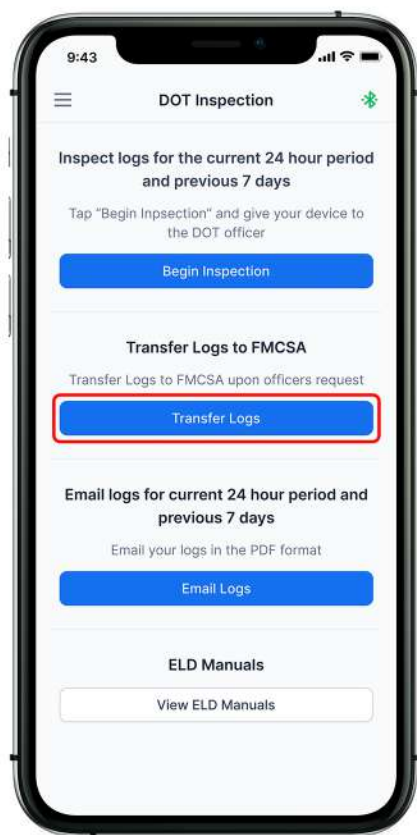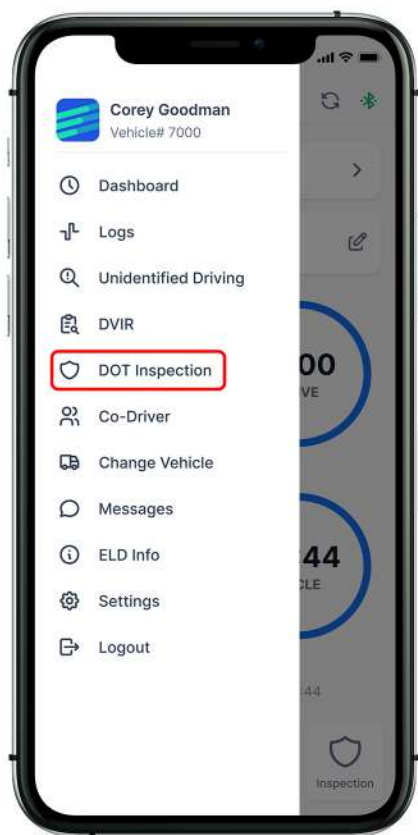
Transfer ELD records

Transfer ELD records (Follow the given guidelines to send your records to DOT)

Click the "Menu" icon on the top left corner and select "DOT Inspection". Tap "Transfer Logs" to send your ELD records to DOT. In the pop-up window, write your comment and click the "Transfer Logs" button.

§395.22 Motor carrier Responsibilities

A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle and ELD information packet containing the following items: An instruction sheet for the driver describing ELD malfunction reporting requirements and recordkeeping procedures during ELD malfunctions.

The following instructions are in accordance with the guidelines set forth in §395-34

Factor ELD will monitor and report malfunction data based on section "4.6 ELD's Self-Monitoring of Required Functions," table 4:

P – "Power compliance" malfunction,

E – "Engine synchronization compliance" malfunction,

T – "Timing compliance" malfunction,

L – "Positioning compliance" malfunction,

R – "Data recording compliance" malfunction,

S – "Data transfer compliance" malfunction,

O – "Other" ELD detected malfunction.

Using the App

Using the App on the road

After establishing a connection with your ELD device, you can start your work by setting your duty status. When your vehicle starts moving faster than 5mph, your duty status will automatically change to "Driving" and your screen will change to the driving mode. During driving mode, you will not be able to change your duty status until you stop your vehicle at a safe location.