



Transforming the Way the World Works

Instinct ELD

In-Cab Driver Guide

Version 0.1

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Version History

- Version 0.1: Complete instructional text for FMCSA submission

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Access Instinct ELD

Instinct ELD uses your Trimble ID profile for identification. This allows for seamless integration between Instinct ELD and other Instinct applications.

Sign in to Instinct

1. Select **Login**. The Select User Account window opens and a list of recent device users is shown.
2. Do one of the following:
 - If your username is listed:
 - a. Select your username. The Log in with a PIN window opens.
 - b. Enter your Trimble ID PIN. The device processes your login request.
 - If your username is not listed:
 - a. Select **Add User**. The Trimble ID Sign In window opens.
 - b. Enter your Trimble ID username.
 - c. Select **Next**. The Trimble ID password window opens.
 - d. Enter your Trimble ID password.
 - e. Select **Sign in**.

The Change Duty Status popup window opens.

3. Select a duty status. If there are any Unidentified Driving Events (UDEs) within the last 25 days for the vehicle you are signing in to, the Unidentified Driving Events popup window opens. If there are no UDEs on record, the Uncertified Logs window opens and lists any uncertified logs within the device's retention period. The current day's log date is intentionally excluded from the list during login.
4. If no UDEs are present for the vehicle, go to Step 5. If UDEs are present, do one of the following:
 - Review the UDEs:
 - a. Review the UDEs. The UDEs are sorted by log date.
 - b. To view additional information for a UDE, select it from the list. The event expands and shows additional information.
 - c. Do one of the following:
 - If you identify the UDE event as your own, select **Accept**. The system assigns the UDE to your driver log for the specific date.
 - If the UDE does not belong to you, select **Reject**. An annotation is added to the UDE noting that you have reviewed it. The UDE is removed from the list.
 - d. Once you have reviewed all UDEs, select **Continue**.

- If you do not want to review UDEs at this time, select **Skip for Now**.
The Uncertified Logs popup window opens.
5. If there are no uncertified logs, a prompt appears stating there are no uncertified logs. Go to Step 7. If there are uncertified logs, do one of the following:
 - To select all uncertified logs at once, select the **Select All** checkbox.
 - To select specific log dates, select the checkbox next to each log date you want to certify.
 - If you do not want to certify your driver logs at this time, select **Not Ready**. Go to Step 7.
 6. To certify the selected logs, select **Agree & Submit**. The Manage Trailers and Shipments popup window opens.
 7. Review the active trailer and shipment information.
 - To add a trailer or shipment:
 - a. Select **+Add** from the appropriate field. The Add a Trailer or Add a Shipment popup window opens.
 - b. Enter the ID of the trailer or shipment you are adding.
 - c. If you have multiple IDs to add, select **Add Another** and repeat the process.
 - d. Once all IDs are added, select **Done**. The Manage Trailers and Shipments popup window reopens.
 - To remove a trailer or shipment from the list, select the **Trash bin** icon to the right of the trailer or shipment ID that you want to remove. The trailer or shipment is removed from the active list.
 8. Once all edits are complete, select **Done**. The system processes your login request and the Instinct home screen opens.

Sign out of Instinct

1. There are two different ways to begin the sign out process. Do one of the following:
 - From the App Bar, select the **Duty Status** icon. The Change Duty Status popup window opens.
 - From the App Bar, select the **Driver Profile** icon. The Driver Profile window opens.
2. Select **Logout**. The Change Duty Status popup window opens.
3. Select the duty status that you want to be placed in after logging out. The Uncertified Logs popup window opens. The system lists any uncertified logs within the last 25 days, including the current day.
4. If no uncertified logs are found, a prompt notifies you that your driver logs are up to date. Your sign out is complete.

If there are uncertified logs, do one of the following:

- To select all uncertified logs at once, select the **Select All** checkbox.
 - To select specific log dates, select the checkbox next to each log date you want to certify.
 - If you do not want to certify your driver logs at this time, select **Not Ready**. The Instinct Login window opens. Your sign out is complete.
5. To certify the selected logs, select **Agree & Submit**. The selected logs are certified and the Instinct Login window opens.

Trimble Inspections

Vehicle inspections are not completed in Instinct ELD. Trimble Inspections is an Instinct application that contains all of your inspection requirements. Reach out to your company's ELD administrator to discuss how you should manage pre-trip and post-trip inspections.

Manage your trailers

View your trailers

Trailers are managed from your Driver Profile.

1. From the App Bar, select the **Driver Profile** icon. The Driver Profile window opens.
2. Scroll down to the **Trailers** field. Currently assigned trailers will be listed, if there are any.
3. Select **Trailers**. The Trailers window opens and lists active trailers.

Add a trailer

1. From the Trailers window, select **+ New Trailer**. The Add a Trailer popup window opens.
2. Enter your trailer ID in the **Trailer ID** field.
3. Do one of the following:

- If you have multiple trailers to add:
 - a. Select **+ Add Another**. The system adds the first trailer ID and the Add a Trailer window reopens.

Repeat this step until all trailers have been added.

- b. Select **Done**.
- If you only have one trailer to add, select **Done**.

The Trailers window reopens and your active trailer ID is listed.

Remove a trailer

From the Trailers window, remove a trailer by selecting the **Trash Bin** icon to the right of the trailer ID that you want to remove. The selected trailer ID is removed from the Active Trailers list.

Manage your shipments

View your shipments

Shipments are managed from your Driver Profile. To view and manage shipments:

1. From the App Bar, select the **Driver Profile** icon. The Driver Profile window opens.
2. Scroll down to the **Shipments** section. Currently assigned shipments will be listed, if there are any.
3. To view, add, or remove shipments, select **Shipments**. The Shipments window opens.

Add a shipment

1. From the Shipments window, select **+ New Shipment**. The Add a Shipment popup window appears.
2. Enter your shipment ID in the **Shipment ID** field.
3. Do one of the following:
 - a. If you have multiple shipments to add:
 - i. Select **+ Add Another**. The system adds the first shipment ID and the Add a Shipment window reopens.

Repeat this step until all shipments have been added.

- b. Select **Done**.
 - i. If you only have one shipment to add, select **Done**.
The Shipments window reopens and your shipment ID is listed.

Remove a shipment

From the Shipments window, select the **Trash Bin** icon to the right of the shipment ID that you want to remove. The selected shipment ID is removed from the Active Shipments list.

Duty statuses

Your active duty status is always visible from the App Bar. This allows you to use other Instinct applications without needing to return to the Instinct ELD application to view and manage your active duty status.

ELD Exemption status

Instinct ELD provides you with access to all necessary functionality when you are operating under an ELD Exempt status. Your ELD Exemption status is managed by your company from the ELD back office and can be changed at any time by your company's ELD administrator.

If your ELD Exemption status is changed, you are notified in one of two ways. If the change occurs while you are logged out of Instinct ELD, a prompt is displayed during login. If the change occurs while you are signed in to an in-cab device, a notification appears in the Info Bar.

Types of standard duty statuses

- **Off Duty** - Places you in an off duty status on your driver's log while keeping you signed in to the in-cab device. Your Hours of Service availability is not impacted unless vehicle motion is detected.
- **Sleeper Berth** - Places you into an off duty sleeper berth status on your driver's log.
- **Driving** - Places you into an active manual driving status on your driver's log.
- **On Duty** - Places you into an On Duty, non-driving, status on your driver's log.

Special Condition duty statuses

The two Special Condition duty statuses are Personal Conveyance and Yard Move. Special Condition statuses are only available if they have been enabled. Your permissions are set by your company and can be changed at any time by your company's ELD administrator.

If your Special Condition duty status permissions are changed, you are notified in one of two ways. If the change occurs while you are logged out of Instinct ELD, a prompt is displayed during login. If the change occurs while you are signed in to an in-cab device, a notification appears in the Info Bar.

Personal Conveyance

Personal Conveyance allows you to use a commercial motor vehicle for personal travel while remaining in an off duty state.

The availability of the Personal Conveyance status is set by your currently active operating zone and ruleset.

If you exceed the allowable use of Personal Conveyance, the Personal Conveyance duty status is disabled until you have met the reset requirements set by your active operating zone and ruleset.

Yard Move

Yard Move allows you to operate a vehicle in a designated yard area without recording vehicle activity as a driving event.

The Yard Move status places you into an On Duty status when used. You will remain in an On Duty Yard Move state until your active duty status is changed manually, or vehicle motion exceeding 20 mph (32 kph) is detected.

If you are operating in the USA, geofences that are designated as “yards” by your company’s ELD administrator automatically disable your Yard Move duty status whenever you exit the geofence. Speak with your ELD administrator to identify when and how the Yard Move duty status should be used within specified geofences.

Automatic Duty Status Change

Automatic Duty Status Change (ADSC) is an Instinct ELD feature that automatically switches your duty status into, and out of, an active Driving status whenever specific conditions are met. This feature reduces the amount of manual interaction required with the in-cab device throughout your normal day.

Standard ADSC operation

Standard ADSC operation occurs whenever you are not in an active Special Condition duty status.

Whenever vehicle motion greater than 5 mph (8 kph) is detected, the ELD system will automatically switch you into an active Driving status.

When you are in an active Driving status and no vehicle motion has been detected for 5 consecutive minutes, the ELD system will ask if you want to remain in the current Driving status or manually change your active duty status. If you do not respond within 60 seconds, the ELD system will automatically change your active duty status from Driving to On Duty.

Personal Conveyance ADSC operation

Standard ADSC operation is disabled and will not automatically change your active duty status when vehicle motion is detected.

If you exceed the allowable use of Personal Conveyance, you are notified that you have reached the allowable limit and ADSC changes your active duty status from Personal Conveyance to Driving.

Whenever the vehicle, or in-cab device, experiences a power cycle, the system will ask if you want to continue using Personal Conveyance. If you do not respond to the notification, and vehicle motion exceeding 5 mph (8 kph) is detected, ADSC will change your active duty status from Personal Conveyance to Driving.

Yard Move ADSC operation

Standard ADSC operation is disabled and will not automatically change your active duty status when vehicle motion is detected.

If vehicle motion exceeding 20 mph (32 kph) is detected, you are notified that you have exceeded the Yard Move speed threshold and ADSC changes your active duty status from Yard Move to Driving.

Whenever the vehicle, or in-cab device, goes through an ignition or power cycle, a notification appears that requires you to confirm if you would like to continue using the Yard Move duty status. If you do not respond to the notification, and vehicle motion exceeding 5 mph (8 kph) is detected, the ELD system will automatically change your active duty status from Yard Move to Driving.

Manage your active duty status

Select a standard duty status

1. To manually change your active duty status, select the **Duty Status** icon from the App Bar. The Change Duty Status popup window opens.

2. Select the standard duty status you want to make your active duty status. The system changes your active duty status and the Change Duty Status popup window closes. Your new active duty status is shown in the Duty Status icon on the App Bar.

Select a Special Condition duty status

1. To manually change your active duty status, select the **Duty Status** icon from the App Bar. The Change Duty Status popup window opens.
2. Select the Special Condition duty status you want to make your active duty status. The Annotate Event popup window opens.
3. Enter your reason for using the Special Condition status in the **Annotation** field.
4. Select **Save**. The system changes your active duty status and the Annotate Event popup window closes. Your new active duty status is shown in the Duty Status icon on the App Bar.

End a Special Condition duty status

1. To end an active Special Condition duty status, select the **Duty Status** icon from the App Bar. The Change Duty Status popup window opens.
2. Do one of the following:
 - If you are in a Personal Conveyance duty status, select **End Personal**. The system changes your active duty status to Off Duty and the Change Duty Status popup window closes.
 - If you are in a Yard Move duty status, select **End Yard Move**. The system changes your active duty status to On Duty and the Change Duty Status popup window closes.

Your new active duty status is shown in the Duty Status icon on the App Bar.

Manage your ruleset and exemptions

Your operating zone and active ruleset define the hours of service rules and regulations that you must follow. Instinct ELD automatically selects the operating zone based on your active ruleset.

When you take an hours of service exemption, the system re-calculates your availability so you know exactly how much Driving and On Duty time you have left in your work shift.

Exemptions can be removed at any time. If you do not remove an exemption manually, the system clears your active exemptions after you have taken the required reset for your active ruleset.

Change your active Ruleset

1. Select the **Driver Profile** icon from the App Bar. The Driver Profile window opens.
2. Select the **Driver Settings** icon. The Driver Settings window opens and displays your active ruleset.
3. Select **Ruleset**. The Change Ruleset popup window opens.
4. Select **Select ruleset**. A dropdown list showing assigned rulesets opens.
5. Select the ruleset you want to make your active ruleset. The ruleset is shown in the Select ruleset field.
6. Review the changes that will be made to your Hours of Service availability, then do one of the following:
 - Select **Confirm** to change your active ruleset. The system records the change to your driver profile and the Change Ruleset popup window closes. Your new ruleset is shown in the Ruleset field.
 - Select **Cancel** if you do not want to change your active ruleset. No change is made to your driver profile and the Change Ruleset popup window closes. Your original ruleset is shown in the Ruleset field.
7. Select the **Return** arrow. The Driver Profile window opens. The operating zone is shown next to your new active ruleset.

Take an hours of service exemption

1. Select the **Driver Profile** icon from the Info Bar. The Driver Profile window opens.
2. Select the **Driver Settings** icon. The Driver Settings window opens and displays any active exemptions in the Exemptions field.
3. Select **Exemptions**. The Active Exemptions popup window opens.
4. Select the checkbox next to each exemption you want to activate. Other exemption options are grayed out if they are not allowed to be used at the same time.
5. Select **Confirm**. The system activates the exemptions and the Active Exemptions popup window closes. An "Exemption Applied" event is added to your driver log. Your active exemptions are now shown in the Exemptions field of the Driver Settings window, the top right corner of the Availability pane, and the Overview pane of the Cycle Summary window.

Remove an hours of service exemption

1. Select the **Driver Profile** icon from the Info Bar. The Driver Profile window opens.

2. Select the **Driver Settings** icon. The Driver Settings window opens and displays any active exemptions in the Exemptions field.
3. Select **Exemptions**. The Active Exemptions popup window opens.
4. Unselect the checkbox next to each exemption you want to remove. Exemptions that were not allowed to be used with the active exemptions are no longer grayed out.
5. Select **Confirm**. The system removes the exemptions and the Active Exemptions popup window closes. An “Exemption Removed” event is added to your driver log.

View your driver logs

Access your driver logs

The Driver Logs window can be accessed from the Log Overview pane of the Instinct ELD Home Screen.

To view the current day's log select any of the following options:

- The **log grid**.
- The **Expand** arrow.
- The current **Date**.

The Driver Logs window opens and displays the current day's log grid.

To view a previous day's log, scroll through the list of log dates and select the **Date** of the log you want to view. The Driver Logs window opens and displays the selected day's log grid.

Navigate the Driver Logs window

Change your log view

There are two different ways to view your log activity. Grid view provides a traditional overview of your log activity. List view provides detailed information of each log event.

Change to list view

- There are two ways to see your log activity in list view:
 - From the grid view window, select the list view icon.
 - From the grid view window, swipe left on your screen.

The list view icon turns gray and your log activity is displayed in list view.

Change to grid view

- There are two ways to see your log activity in grid view:
 - From the list view window, select the grid view icon.

- From the list view window, swipe right on your screen.

The grid view icon turns gray and your log activity is displayed in grid view.

Select a log date

You can view 25 days of previous driver logs from the in-cab device. Any logs outside this 25 day period are not stored on the in-cab device.

There are several ways to select a different log date.

Use the Calendar

1. Select the log date. The Select Date calendar opens.
2. Choose the log date you want to view:
 - Select the date from the calendar shown. You can switch between months by selecting the < or > arrows. The selected date is shown in the Selected Date field.
 - Manual Entry Method
 - a. Select the pencil icon. The manual entry window opens.
 - b. Select the **Date** field. The keyboard opens.
 - c. Enter the log date you want to view. The date must be entered in MM/DD/YYYY format and be within the last 25 days. The log date appears in the Entered date field.
3. Select **OK**. The selected log date loads.

Use the < / > arrows

You can navigate between log dates one at a time by using the < / > arrows. The < / > is shown in white if there is a log that can be viewed previous to, or after, the current log date. If there is no log that can be viewed, the arrow is grayed out.

Use the Today button

If you are not viewing the current day's log, the **Today** button is displayed. Select **Today** to return to the current day's log at any time.

Filter log events

When viewing a log in grid view, all event types are shown. When viewing a log in list view, inactive log events and malfunction and diagnostic events are hidden by default.

To view these events:

1. Select the **Filter** icon. The filters dropdown menu opens.
2. Select the log events you want to view. The toggle for each of the selected event types turns blue and your log populates with any events related to the filters you selected.

3. Select the **Filter** icon again to close the filters menu.

These filter settings only affect list view. In some cases, your filter settings are reset after performing certain actions. Always check your filter settings before reviewing log events. Grid view is not impacted by your filter settings. All event types are shown by default.

View log events

Individual log events and their details can be viewed in grid view or list view. Both views show basic details for each log event, while list view has additional detail and functionality.

View log events in grid view

In grid view, log events are displayed in a series of colors and symbols that help identify specific event types easily.

- Current standard duty status events are displayed in green.
- Previous standard duty status events are displayed in blue.
- Personal Conveyance events are displayed in gray.
- Yard Move events are displayed in orange.

To view the details of a log event, select the event on the log grid. The event is highlighted and the log grid zooms in to the selected event. An event details bar opens below the log grid and displays basic event details.

With a log event selected, select the **< / >** arrows to navigate between individual log events.

When a log event is selected in grid view, the event is also highlighted in list view. Change to list view to show the expanded log details view for the event. This view provides additional event details and allows you to view the start date of the event if it spans multiple days.

To close the event details bar, tap anywhere on the log grid that does not have a log event. The event details bar closes and the log grid zooms out to its normal view.

View log events in list view

By default, log events are sorted from oldest to newest, with your active duty status shown at the bottom of the log event list. To reverse the sorting order, select the sorting arrow in the **Time** column.

Swipe up or down to scroll through the event list for the selected date.

Select a log event to view additional details. The event is highlighted and the expanded details view opens. This expanded view lets you see the start date of an event if it spans multiple days.

When a log event is selected in list view, the event is also highlighted in grid view. Changing to grid view shows the event details bar and a zoomed in view of the log grid.

Manage your driver logs

Manage automatically triggered annotations

Mandatory annotation fields are always triggered automatically when performing one of the actions listed below. Refer to each specific action in this user guide for direction on entering mandatory annotations.

Annotations are required when you perform specific log actions:

- Changing to an active Personal Conveyance or Yard Move duty status.
- Performing a log event edit.
- Adding a new log event.
- Entering missing log event information.

Whenever a mandatory annotation is added to a log event, the date and time the annotation was created, and your username, are added to the annotation for reference.

Some annotations are automatically recorded by the ELD system without your interaction. These annotations show "System" as their username.

Add an annotation

You can add annotations to any duty status event. There is no limit to the number of annotations a log event can have.

1. From the Driver Logs list view, select the log event you want to annotate. The log event is highlighted and the expanded log details view opens.
2. Select **Annotate**. The Annotate Event popup window opens.
3. Select the **Annotation** field and enter your annotation.
4. Select **Save**. The Annotate Event popup window closes and the annotation is added to the log event you selected. The date, time, and your username is added to the annotation for reference.

Add and edit log events

You can add events to your driver logs in Instinct ELD. You can also edit existing log events to correct errors or add missing information to an event.

When you add or edit a log event:

- The event type cannot be changed if the log event is an Automatic Drive event.
- The edit does not change the start time of an Automatic Drive event.
- The edit cannot shorten the length of an Automatic Drive event.
- The event type cannot be changed if the event is a Special Condition event.
- The edit does not change the start time of a Special Condition event.
- The edit cannot shorten the length of, or remove, a Special Condition event.
- The edit does not retroactively create a Special Condition duty status event.
- The edit does not put the start time of a log event in the future.
- The edit cannot overlap with the start time of an existing duty status event.
- The edit cannot change the location information of a log event where the location information was originally recorded with valid location data.

Add a duty status event to your driver's log

1. Go to the log date you want to add a log event to.
2. Select the **+** icon. The Add Log Event popup window opens. The Hour field is highlighted.
3. Select the **Hour** field and enter the event's start time. The system automatically switches to the Minute field once a valid hour value is entered.
4. Select **AM** or **PM**. The selected value is highlighted in blue.
5. Select the **Duty Status** field. The duty status dropdown menu opens.
6. Select the duty status you want to add from the dropdown menu. The selected duty status is shown in the Duty Status field.
7. Select the **City** field and enter the city where the log event started.
8. Select the **State/Province** field and begin entering the name of the state or province where the log event started. You may also enter the official abbreviation of the state or province. A suggestion field opens and lists options based on what you have entered.
9. Select the correct state/province from the suggestion field, or finish entering the state/province manually.
10. Select the **Reason for Change** field and enter an annotation that explains why you are adding the log event.
11. Select **Save**. The Add Log Event popup window closes and the log event is added to your driver's log. The date and time of when you added the log event, and your username, are added to the annotation for reference.

Edit an existing log event

- In some cases, you will need to make edits to a log event that already exists. There are three main types of edits you can make to an existing log event:
 - Changing the duty status event type.
 - Changing the start time of the log event.
 - Entering location information for a log event where valid location data was not recorded.
1. From the list view of the Driver Logs window, select the duty status event that you want to edit. The event is highlighted and the expanded event details view opens.
 2. Select **Edit**. The Edit Status popup window opens. Depending on the event type and original event data recorded, specific fields are grayed out if they cannot be edited.
 3. Perform the log edits you wish to make. This can be any combination of the three main edit types:
 - Change the duty status event type:
 - a. Select the **Duty Status** field. The duty status dropdown menu opens.
 - b. Select the duty status you want to add from the dropdown menu. The selected duty status is shown in the Duty Status field.
 - Change the start time of the log event:
 - a. Select the **Hour** field and enter a start time. The system automatically switches to the Minute field once a valid hour value is entered.
 - b. Select **AM** or **PM**. The selected value is highlighted in blue.
 - Enter location information for a log event where valid location data was not recorded.
 - a. Select the **City** field and enter the name of the city where the log event started.
 - b. Select the **State/Province** field and begin entering the name of the state/province where the log event started. A suggestion field opens and lists options based on what you have entered.
 - c. Select the correct state/province from the suggestion field, or finish entering the state/province manually.
 4. Select the Reason for Change field and enter an annotation that explains why you are editing the log event.
 5. Select **Save**. The Edit Status popup window closes and the edits are applied to your driver's log. The date and time of when you added the log event, and your username, are added to the annotation for reference.

Manage log proposals

Your company's ELD administrators can suggest log proposals, including assignment of Unidentified Driving Events (UDEs) from the ELD back office.

When a log proposal has been assigned to you, an Instinct notification appears on the in-cab device. You can review the notification at any time by selecting the notification bell in the Info Bar. A yellow indicator is also displayed next to the date of the log proposal in the Log Overview pane.

Review a log proposal

1. Navigate to the log proposal by choosing one of the following options:
 - From the Info Bar, select the notification bell, then select the specific log proposal you want to review. The Driver Logs window opens and the log date in question is displayed.
 - From the ELD Home Screen, select the date of the log proposal you want to review from the Daily Log list. The Driver Logs window opens to the selected date.

A yellow To Review icon is displayed with a number value indicating how many log proposals exist for the current log date. In list view, the log proposals are also identified by a yellow Proposed status icon in the log events list.

2. Optionally, you can filter the log events list to only show log proposals by selecting the **To Review** icon.
3. In list view, select the log proposal you want to review from the event list. The expanded log details view opens.
4. Review the log proposal, then do one of the following:
 - If you agree with the log proposal, select **Agree**. The proposed edit is made active and the changes are shown on your driver's log immediately.
 - If you do not agree with the proposed edit, select **Reject**. The proposed edit is marked as rejected and removed from your event list.

Once all log proposals have been reviewed, the To Review icon is removed from the current log date.

Manage Unidentified Driving Events

UDEs are separated into two categories: UDEs that originate from the vehicle you are currently signed in to, and UDEs that originate from another vehicle. The way you review a UDE depends on its category.

UDEs that originate from a vehicle other than the one you are currently signed in to only appear when they are assigned to you as a log proposal. For this type of UDE, refer to the Manage Log Proposals section of this user guide for instructions on how to review and accept or reject a proposed UDE.

UDEs that originate from the vehicle you are currently signed in to can be reviewed in two different ways:

- When signing in to or out of the in-cab device, a prompt appears if there are any UDEs for the associated vehicle. Refer to the Access Instinct ELD section of this user guide for instructions on reviewing UDEs during sign in and sign out.
- If there are UDEs that have not been reviewed while you are signed in to the in-cab device, an “Unidentified Driving Events” alert badge is displayed on the Instinct ELD Home Screen. These UDEs can be reviewed at any time by following the instructions below.

Review Unidentified Driving Events for your current vehicle

1. From the Instinct ELD Home Screen, select the **Unidentified Driving Events** alert badge. The Unidentified Driving Events window opens. All unassigned UDEs within the device’s 25 day retention period are displayed.
2. Review the unactioned UDEs. All events are listed by date.
3. To view additional information for a specific UDE, select it from the list. The event expands and shows additional information.
4. Do one of the following:
 - If you identify the UDE event as your own, select **Accept**. The system assigns the UDE to your driver log for the specific date.
 - If the UDE does not belong to you, select **Reject**. An annotation is added to the UDE noting that you have reviewed it. The UDE is removed from the list.
5. Once you have reviewed all UDEs, select **Continue**. The Instinct ELD Home Screen opens.

Certify your driver logs

Your driver logs can be certified in multiple ways. The most convenient option is to certify your logs when you sign in or out of the in-cab device. However, you may need to certify logs due to log edits or other changes made to your driver logs while you are signed in to the in-cab device.

If you have any uncertified logs within the past 25 days, the Uncertified Logs notification is displayed on the Instinct ELD Home Screen. Additionally, a red **X** is displayed to the right of each uncertified log in the Log Overview pane.

When displayed, the Uncertified Logs notification lists the number of uncertified logs, not including the current day's log, for easy reference.

If the Uncertified Logs notification does not appear on your Instinct ELD Home Screen, this means there are currently no logs in the last 25 days that require certification.

Certify your driver logs during sign in or sign out

Every time you sign in or sign out from the in-cab device, you are prompted with the uncertified logs popup window. When you sign out from the in-cab device, you are also given the option to certify the current day's log in addition to any other uncertified logs you may have.

If there are no logs in the last 25 days that require certification, the Uncertified Logs popup window will state there are no logs requiring certification. In this case, select **Continue** to finish your sign in or sign out process.

If there are logs that require certification, the Uncertified Logs popup window opens and lists all uncertified logs within the last 25 days.

Whenever a log is certified during sign in or sign out, a log certification event for each certified log date is added to the current day's log.

Certify your driver logs in bulk

1. From the Instinct ELD Home Screen, select the **Uncertified Logs** notification. The Uncertified Logs popup window opens and lists the dates of each log that requires certification, including the current day's log.
2. Select the dates you want to certify:
 - To select all uncertified logs at once, select the **Select All** checkbox.
 - To select specific log dates, select the checkbox next to each log date you want to certify.
 - If you do not want to certify your driver logs at this time, select **Not Ready**. The log certification process is canceled and the Uncertified Logs popup window closes.
3. To certify the selected logs, select **Agree & Submit**. The selected logs are certified and the Uncertified Logs popup window closes. A green check mark appears next to the dates of each certified log on the Instinct ELD Home Screen. If you certified all of your uncertified logs, the Uncertified Logs notification is removed from the Instinct ELD Home Screen. A log certification event for each certified log date is also added to the current day's log.

Certify your driver logs individually

You can easily view which of your driver logs are not currently certified from the Instinct ELD Home Screen. Log dates that have a red **X** next to them indicate that the log has not been certified, or requires recertification.

Selecting an uncertified log date from the Instinct ELD Home Screen takes you to the Driver Logs window, where individual logs are certified.

Certified logs display a green Certified icon next to the date selection arrows. Uncertified logs display a blue Certify button in the bottom right corner on the window.

1. Go to the date of the driver log you want to certify within the Driver Logs window. A blue Certify button is displayed if the log is currently uncertified.
2. Select **Certify**. The Certify popup window opens and lists the selected log date along with a certification message.
3. Select one of the following options:
 - If you agree to the certification message, select **Agree & Submit**. The selected log is certified and the Certify popup window closes. A green Certified icon is shown next to the date selection arrows. A log certification event is also added to the current day's log.
 - If you do not want to certify the selected log at this time, select **Not Ready**. The certification process is canceled and the Certify popup window closes.

Team Driving

With Team Driving, you can have up to three users signed into a single in-cab device at the same time. This allows you to maintain accurate Hours of Service records even when you are not the active driver.

Team Driving has two different user roles:

- The **Driver role** is for the user who is actively responsible for driving duties. All Automatic Duty Status Change (ADSC) events and other driving-related data is assigned to the user who has the Driver role assigned when the event occurs.
- The **Passenger role** is for users who are not currently responsible for driving duties. This role allows you to use other functions on the in-cab device without being assigned ADSC events or other driving-related data.

Team Driving roles are separate from your active duty status. Your own duty status events are still recorded and affect your Hours of Service availability, regardless of your Team Driving role.

Start Team Driving

These instructions assume there is an active user already signed in to the in-cab device. Team Driving is only accessible from the active user's Driver Profile.

From the active user's Driver Profile window, select **Start Team Driving** to begin the Instinct Sign In process.

After signing in, you become the active user and your Driver Profile icon is displayed in the Info Bar alongside the Team Driving icon. Your initial role is set to Passenger.

End Team Driving

You must be the active user of the in-cab device before you can log out.

Select the Duty Status button or the Driver Profile icon from the Info Bar, then select **Log Out** to begin the Instinct Sign Out process.

After signing out, the remaining user can become the active user by selecting their username and entering their Trimble ID PIN.

Add an additional Team Driving user

To add a third Team Driving user, select the **Team Driving** icon from the Info Bar, then select **Add Driver** to begin the Instinct Sign In process.

After signing in, you become the active user and your Driver Profile icon is displayed in the Info Bar alongside the Team Driving icon. Your initial role is set to Passenger.

Manage Team Driving roles

1. To change Team Driving roles, select the Team Driving icon from the Info Bar. The Team Driving popup window opens and lists the current device users and their current role.
2. Select **Change Driver**. The Current Driver popup window opens. The user who has the Driver role displays a green marker next to their name.
3. Select a user to assign them the Driver role. The green marker is now displayed next to the selected user.
4. Select **Confirm**. The selected user is assigned the Driver role and all other users are assigned the Passenger role. Each user's role is listed next to their name in the Team Driving Popup window. The active user's role is also indicated by a small green (Driver) or white (Passenger) dot next to their Driver Profile icon.

5. Select anywhere outside the Team Driving popup window to close it.

Change the active user

1. To change the active user, select the Team Driving icon from the App Bar. The Team Driving popup window opens and lists the current users.
2. Select your name. The Select User Account window opens.
3. Select your username from the list. The Trimble ID PIN window opens.
4. Enter your Trimble ID PIN. The system confirms your password and the Instinct Home Screen opens. You are now the active user, and your Driver Profile icon is displayed in the App Bar.

Roadside Inspection

The instructions in this section are intended for drivers. If you are requested to provide a guide to a roadside inspection officer, refer to the Roadside Inspection Quick Reference Guide that is included with this guide. The quick reference guide provides all necessary information for inspection officers. The information in this section provides additional details on entering and exiting the Roadside Inspection window.

In Roadside Inspection mode:

- Access to the in-cab device is limited.
- You can only view the number of log days that are required by your current ruleset.
- An officer can review your driver logs, Unidentified Driving Events, and additional driver and carrier details as required by law.
- An inspection officer can request a log data file transfer.

Enter Roadside Inspection mode

To enter Roadside Inspection mode, select **Roadside** from the Instinct ELD Home Screen. The roadside inspection mode opens. The device can now be handed to an inspection officer for their review.

Exit Roadside Inspection mode

1. Once an inspection officer has completed their review and returned the in-cab device to you, select the **Return** icon. The Trimble ID PIN window opens.
2. Enter your Trimble ID PIN to confirm the device is back in your possession. The system confirms your password and the Instinct ELD Home Screen opens.

Review driver logs and the unidentified driver profile

When opened, the Roadside Inspection window defaults to your current day's driver log. You can swipe up or down to scroll through all of the log information.

You can select the **View UD Profile** toggle to switch between your driver logs and the unidentified driver profile. When the toggle is selected, it turns blue and the unidentified driver profile is shown. You can select the toggle again to return to your driver log profile.

All malfunction and diagnostic events are also shown on your driver's log. Refer to the Malfunctions and Diagnostic events section of this user guide for details on malfunctions and diagnostic events.

Select a log date

There are two options to select a different log date:

- Use the **</>** arrows to view a previous or next day's log. If there is no log that can be viewed, the arrow is grayed out.
- Use the calendar:
 1. Select the **calendar** icon. The Select Date calendar opens.
 2. Choose the log date you want to view:
 - Select the date from the calendar shown. You can switch between months by selecting the **</>** arrows.
 - Manual entry:
 - a. Select the pencil icon. The manual entry window opens.
 - b. Select the Date field. The numerical keyboard opens.
 - c. Enter the log date you wish to view. The date must be entered in MM/DD/YYYY format and be within the range of log dates as specified by your current ruleset.
 3. Select **OK**. The selected log date loads.

Perform a log data file transfer

1. To start a log data file transfer request, select **Transfer**. The ELD Data Transfer popup window opens.
2. Select the transfer method requested by the inspection officer. Whenever possible, the Web Services method should be used due to better tracking records.
3. Enter an annotation in the **Comment** field, if requested by the inspection officer. The annotation appears on the data file request for easier identification.

4. Do one of the following:

- Select **Send** to submit the data file transfer request. The request is sent to the ELD back office system for processing, and the ELD Data Transfer popup window closes.
- If you do not want to submit a data file transfer request at this time, select **Cancel**. The request is canceled, and the ELD Data Transfer popup window closes.

Manage malfunctions and diagnostics

Compliance malfunctions and data diagnostic events are constantly monitored by the in-cab device. As per federal law, Instinct ELD is required to notify you and record whenever a compliance malfunction or data diagnostic error occurs.

As a general rule, data diagnostic events are shorter, one-off compliance events. However, if the same type of data diagnostic event occurs multiple times, or for a specified period of time without clearing, the ELD system will trigger a malfunction event.

Malfunction events must be recorded by the ELD system. Additionally, whenever a malfunction event first occurs, you are required to document the malfunction and report it to the appropriate people within your company.

Speak with your company's ELD administrator to ensure you understand your company's procedure regarding how to document and report ELD malfunctions. It is your responsibility as a driver to monitor the notifications provided by the in-cab device and identify when the ELD system is not functioning properly.

Types of malfunctions and diagnostic events

Error Type	Data Diagnostic Regulation	Compliance Malfunction Regulation
4.6.1.1. Power Compliance Monitoring	A power data diagnostic event occurs when an ELD is not powered and fully functional within one minute of the vehicle's engine receiving power and does not remain powered for as long as the vehicle's engine stays powered.	A power compliance malfunction occurs when an ELD is not powered for an aggregated in-motion driving time of 30 minutes or more over a 24-hour period across all driver profiles.

<p>4.6.1.2. Engine Synchronization Compliance Monitoring</p>	<p>An engine synchronization data diagnostic event occurs when an ELD loses electronic control module (ECM) connectivity to any of the required data sources (engine power status, vehicle motion status, miles driven, and engine hours) and can no longer acquire updated values for the required ELD parameters within five seconds of the need.</p>	<p>An engine synchronization compliance malfunction occurs when ECM connectivity to any of the required data sources (engine power status, vehicle motion status, miles driven, and engine hours) is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles.</p>
<p>4.6.1.3. Timing Compliance Monitoring</p>	<p>N/A</p>	<p>A timing compliance malfunction occurs when the ELD can no longer meet the underlying compliance requirement to record Coordinated Universal Time (UTC), where ELD time must be synchronized with UTC, not to exceed an absolute deviation of 10 minutes at any time.</p>
<p>4.6.1.4. Positioning Compliance Monitoring</p>	<p>N/A</p>	<p>A position compliance malfunction occurs when an ELD fails to acquire a valid position measurement within 5 miles of the commercial motor vehicle moving and 60 minutes has passed.</p>
<p>4.6.1.5. Data Recording Compliance Monitoring</p>	<p>A data recording diagnostic event occurs when an ELD event record is missing required data elements at the time of recording</p>	<p>A data recording compliance malfunction occurs when an ELD can no longer record or retain required events or retrieve recorded logs that are not kept remotely by the motor carrier.</p>
<p>4.6.1.6. Monitoring Records</p>	<p>An unidentified driving</p>	<p>N/A</p>

Logged Under the Unidentified Driver Profile	records data diagnostic event occurs when more than 30 minutes of driving time for an unidentified driver is recorded within a 24-hour period.	
4.6.1.7. Data Transfer Compliance Monitoring	A data transfer data diagnostic event occurs when the operation of the data transfer mechanism(s) is not confirmed.	A data transfer compliance malfunction occurs when the ELD stays in the unconfirmed data transfer mode following the next three consecutive monitoring checks.

View malfunctions and diagnostic events

Instinct ELD provides multiple ways to identify and monitor when a compliance malfunction or data diagnostic (M&D) event is present. Notifications allow you to easily identify when a M&D event is occurring, while more detailed information about the type of M&D event can be viewed from the Driver Profile or the Driver Logs window.

Identify malfunction and diagnostic event notifications

If a compliance malfunction event is active when you log in to the in-cab device, a red **M** icon is displayed. The icon cannot be interacted with during the login process. Data diagnostic events are not shown during login.

Whenever a M&D event is active while you are signed in to the in-cab device, a notification is displayed within the App Bar to the left of your driver profile icon.

- If a data diagnostic event is active, an amber notification dot will be displayed.
- If a compliance malfunction event is active, a red notification dot is displayed.
- If a compliance malfunction event and data diagnostic event are active at the same time, both notification icons are displayed.

Whenever a M&D event is active, the Diagnostics & Malfunctions field will be displayed within the driver profile window. The amber and red notification icons are also shown in this field. Additionally, a number is shown within the notification dot to indicate the number of M&D events that are currently active.

View details for cleared malfunctions and diagnostic events

A non-active event is an M&D event that has been cleared by the ELD system.

Non-active M&D events can be viewed from the Driver Logs window. Refer to the viewing log events section of this user guide for instructions on how to view your log events in grid view or list view.

- Basic M&D event details are provided in grid view. Expanded details are available in list view by enabling the M&D filter.

A non-active M&D event will always have two log events:

- The initial event is recorded when the M&D event was first detected.
- The second event is recorded when the M&D event was cleared. A green “Cleared” icon is shown to the right of the event.

View details for active malfunction and diagnostic events

Active M&D events can be viewed in two ways:

- Driver Profile window:
 1. From the Driver Profile window, select **Diagnostics & Malfunctions**. The Diagnostics & Malfunctions window opens and lists all active M&D events.
 2. Select a specific event to view additional details. The Details window opens and lists:
 - a. How long the specific event has been active.
 - b. The cause of the event.
 - c. What has been impacted.
 - d. Troubleshooting suggestions.
- Driver Logs window:
 - Active M&D events can be viewed from the Driver Logs window in the same way you view normal log events and cleared M&D events. Refer to the viewing log events section of this user guide for instructions on how to view your log events in grid view or list view.
 - Basic M&D event details are provided in grid view, while expanded details are available in list view by enabling the M&D filter.
 - The log event lists when the M&D event was first detected, the type of M&D event, and other standard log event information.

View malfunction and diagnostic events in the Roadside Inspection window

When viewing your logs within the Roadside Inspection window, all M&D events are shown on your driver's log by default. Refer to the Roadside Inspection section of this user guide for instructions on navigating the Roadside Inspection window.

M&D events only show the information that is required by law. Additional details cannot be viewed from within the Roadside Inspection window.