



Smart Truck-HOS

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Document Information

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Partner Name

| Title | Name | Signature | Date |
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Change History

This section details what changes have been made in order to prompt a new version of this product specification:

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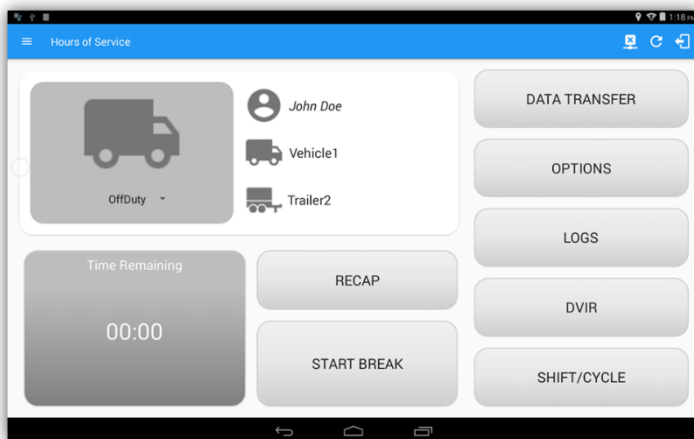
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1 Main Screen

The Hours of Service main screen is where you log your duty status events and which, in turn, determines your compliance with FMCSA Hours of Service Regulations. This screen also serves as your gateway to the rest of the app’s features.



The main screen also provides essential information about the app’s user:

- **Driver Name:** Displays the name of the driver who is logged in and whose logs are displayed
- **Vehicle Name:** Displays the driver’s vehicle name
- **Trailer Name:** Display’s the driver’s trailer name










1.1 Using the HOS Action Bar

The Hours of Service Action Bar is the starting point for navigating to the different pages within the app and is always present in the app’s topmost portion:




The action bar features the following navigational controls of the app:

| Action Tool Name | Action Tool Icon | Description |
|-----------------------------|---|---|
| Main navigation hamburger |  | Tap to open the main navigation menu of the application |
| Refresh Button |  | Tap to manually refresh the data in the app page. Hidden under submenu icon once all icons are present. |
| Logout Button |  | Tap to log out of the app, this will also set your status to Off Duty. Hidden under submenu icon once all icons are present. |
| Malfunction Button |  | Tap to see uncleared Malfunctions |
| Data Diagnostics Button |  | Tap to see uncleared Data Diagnostics. Turns into an accent color (based on the app’s theme) if there are new events and turns white when already viewed. |
| VBUS Connectivity |  | Indicates that the device is connected to a VBUS device. Turns to when disconnected. |
| Pending Edit Request Button |  | Tap to display the pending edit request dialog, edit request is from Motor Carrier Edit Suggestions, correction of errors with Team Drivers, and Events logged under Unidentified Driver Profile. |

2 Customizing the HOS App Preferences

The app's settings and preferences can be customized in the Hours of Service Preferences screen.

To navigate to this part of the app, select the  icon or swipe the screen to the right to display the main navigation menu, select the **Settings** option and then select the **Hours of Service** option, this will display the Settings screen



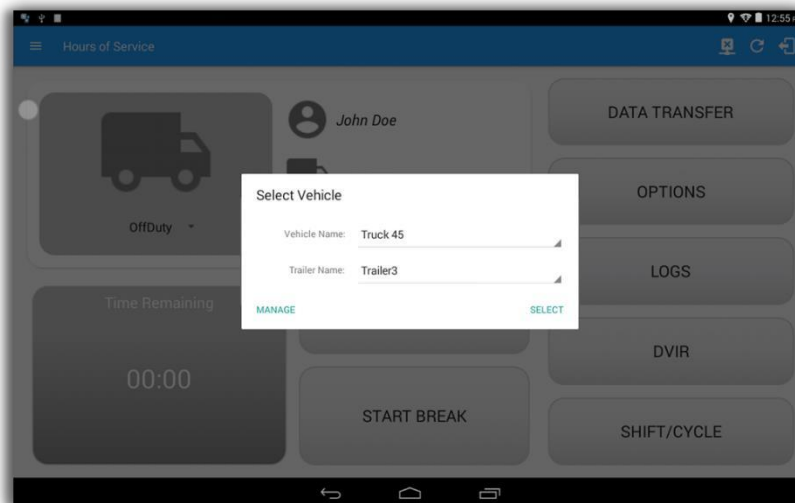
2.1 Hours of Service Settings

2.1.1 Set Hours of Service Preferences


This is where the basic driver, vehicle, carrier and shipping data is entered and stored within the app. The identification data stored here is then used by the app, web portal and in the driver's daily log report.

□ After logging in to the app for the first time

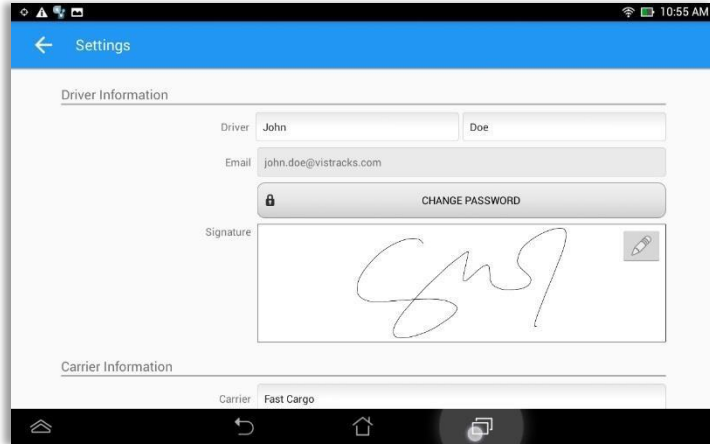
When the app is used for the first time, the driver is taken directly to the Main Dashboard after which a Select Vehicle dialog box will be displayed requiring the driver to select a vehicle and trailer (if needed).




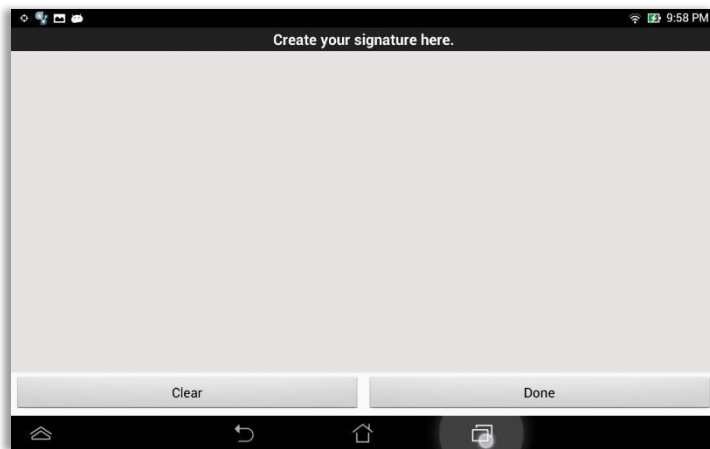
2.1.1 Capturing the Driver's Signature

The app can capture the signature of the driver which is then used for digitally certifying a log. To create the driver signature, select the main navigation hamburger , select the **Settings** option and then select **Hours of Service**:





The Driver Information section of the screen will be displayed along with nay signature that has been created for the driver. Tap on the  icon to create or change the signature.



Create or update your signature in the app by using your finger to create your signature

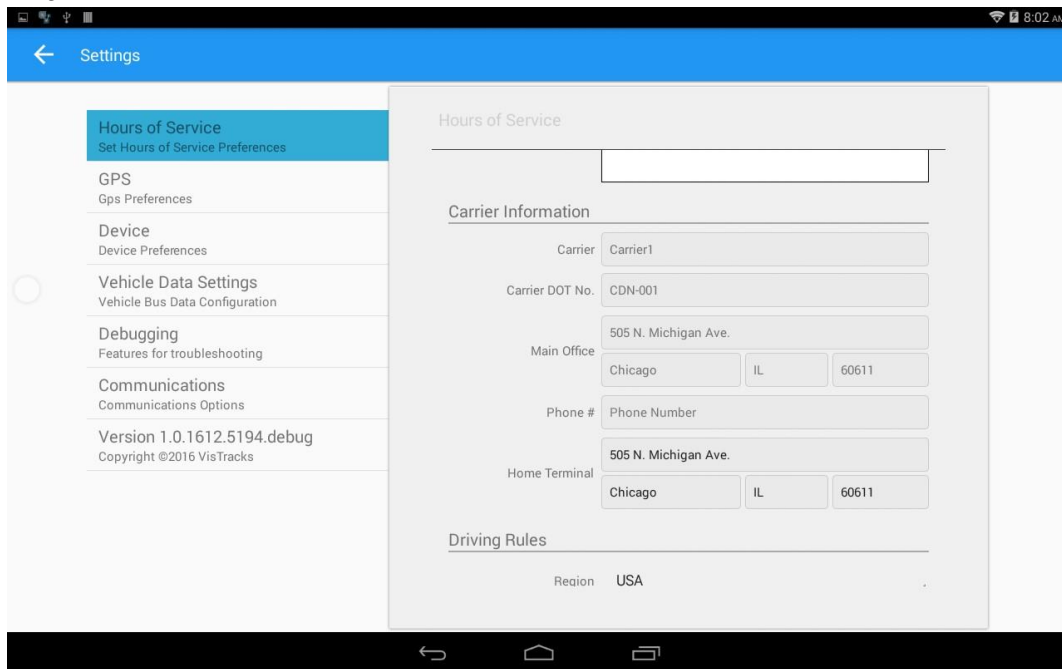


Tap the Done button to save your signature. You can also select the Clear button to clear the captured signature and start again



2.1.3 Customizing the Carrier Information

The carrier information can also be set from within the Hours of Service section (**main navigation hamburger > Settings > Hours of Service**) scroll the screen down to the **Carrier Information** section:



Enter details for the following:

Carrier Name

Carrier DOT Number Main Office Address

Phone Number

Home Terminal Details of the driver

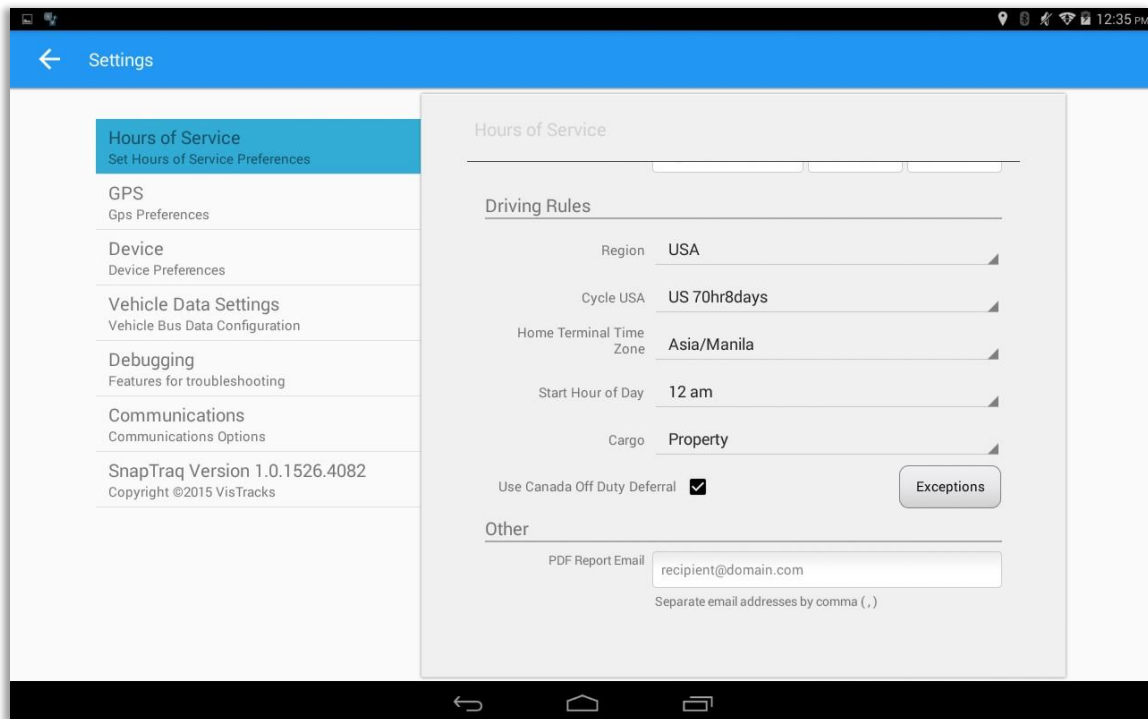
Note: Only users/drivers with Account Admin role are allowed to edit the fields, otherwise it will be disabled.



2.1.4 Driving Rules

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hour that a commercial vehicle driver can legally accumulate driving or being on duty for a motor carrier in a working day and week. This is also where you apply the HOS rules exceptions.

The driving rules can also be set from within the Hours of Service section (**main navigation hamburger > Settings > Hours of Service**) scroll the screen down to the **Driving Rules** section:



Select the appropriate HOS rules that you would like the app to use from the drop down list.

You can customize the region, cycle, cargo, exceptions and time zone rules



Region

This is where you can set the region, options are USA and Canada. The cycle and exceptions displayed is dependent on which region has been set by the driver.

Note: If the region selected is Canada, then the condition “Canada Off- Duty Deferral” is enabled. This means that you are allowed to get an extra two hours of driving and on duty in a 24 hour period (day 1) and take the required extra two hours off on the following day (day 2). The Deferral status is shown on the Driver’s Daily Logs

Cycle

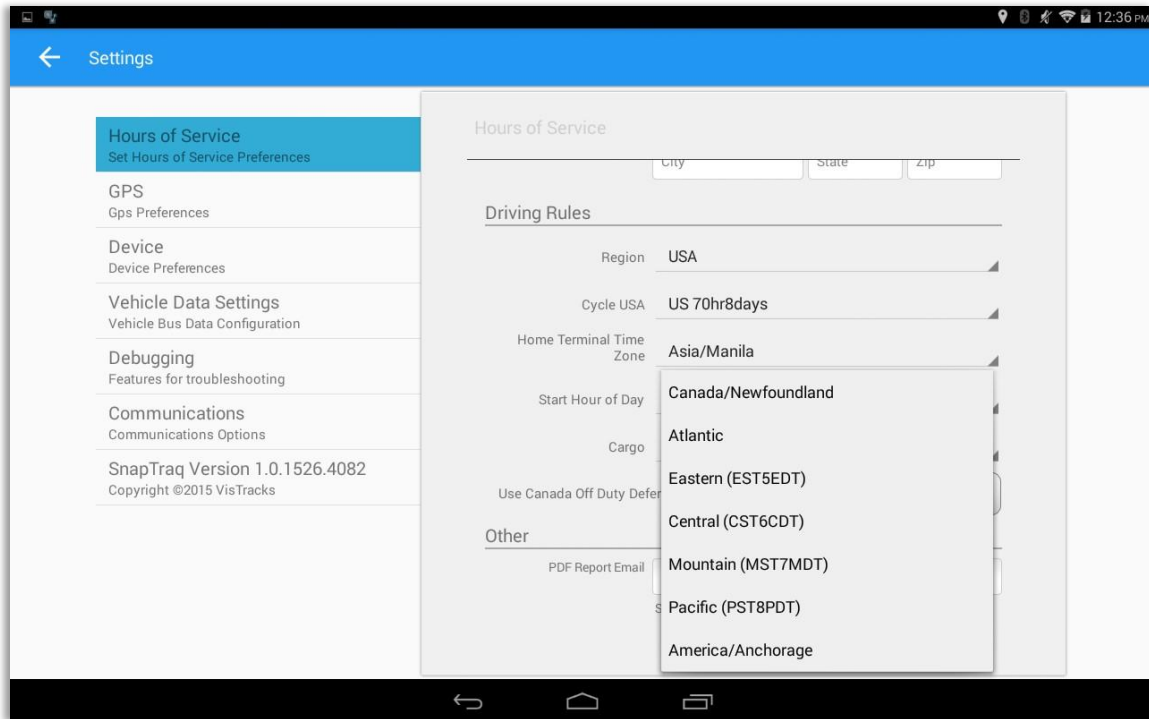
This is where you can set the consecutive multi-day duty period which the driver will follow. Choosing a cycle will take into effect the corresponding legal limitations on the hours that can be used by the driver in a 7 day or 8 day working cycle.

Available cycle Rules Options

| US60hr7days | | US70hr8days | | Texas 70hr7days | |
|---|------------|-------------|------------|-----------------|----------|
| Cycle | 7 day | Cycle | 8 day | Cycle | 7 day |
| Shift Limit | 14 hours | Shift Limit | 14 hours | Shift Limit | 15 hours |
| Until Break | 8 hours | Until Break | 8 hours | Until Break | |
| Break Left | 30 minutes | Break Left | 30 minutes | Break Left | |
| <i>Drive hours until break will reset after break is completed</i> | | | | | |

| Alaska70hr7days | | Alaska80hr8days | | California80hr8days | |
|---|----------|-----------------|----------|---------------------|----------|
| Cycle | 7 day | Cycle | 8 day | Cycle | 8 day |
| Shift Limit | 20 hours | Shift Limit | 20 hours | Shift Limit | 16 hours |
| Until Break | | Until Break | | Until Break | |
| Break Left | | Break Left | | Break Left | |
| <i>Drive hours until break will reset after break is completed</i> | | | | | |





Any of the above cycle rules are depending on the region selected and can

be applied given the appropriate rule from the region drop down list

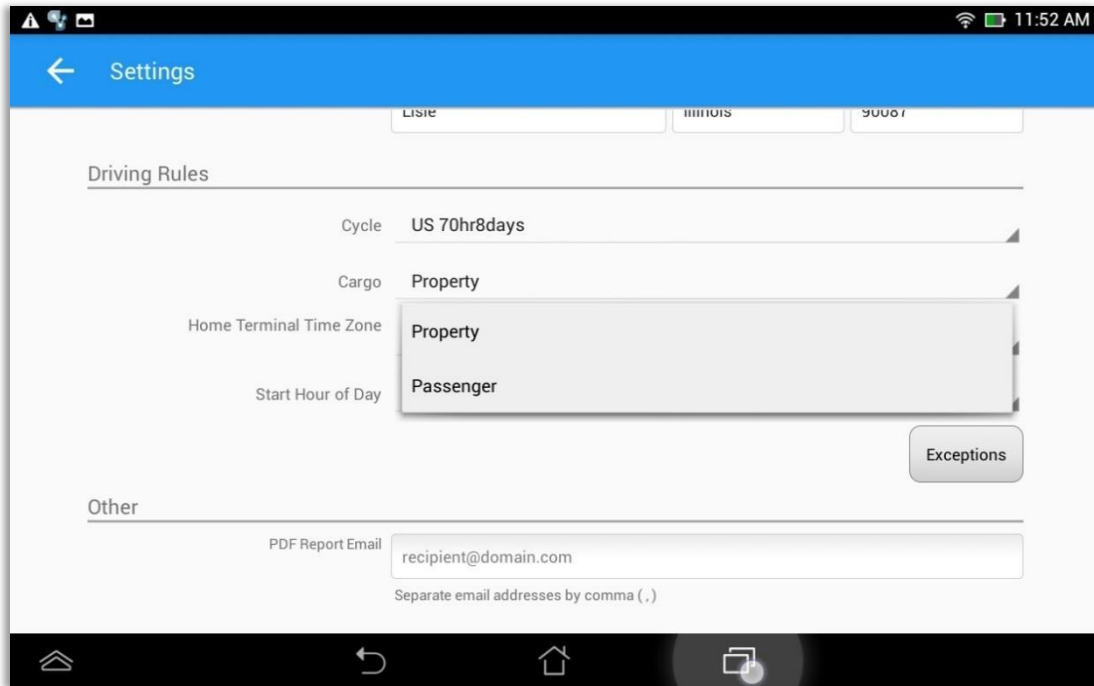
Cargo

This will set the applicable Hours of Service rules for property carrying or passenger carrying commercial vehicles.

Available Cargo Rules Options

- Property – the 11 and 14 hours rule will apply
- Passenger – the 10 and 15 hours rule will apply





Either of the above cargo rules can be applied by selecting the appropriate rule from the drop down

Exceptions

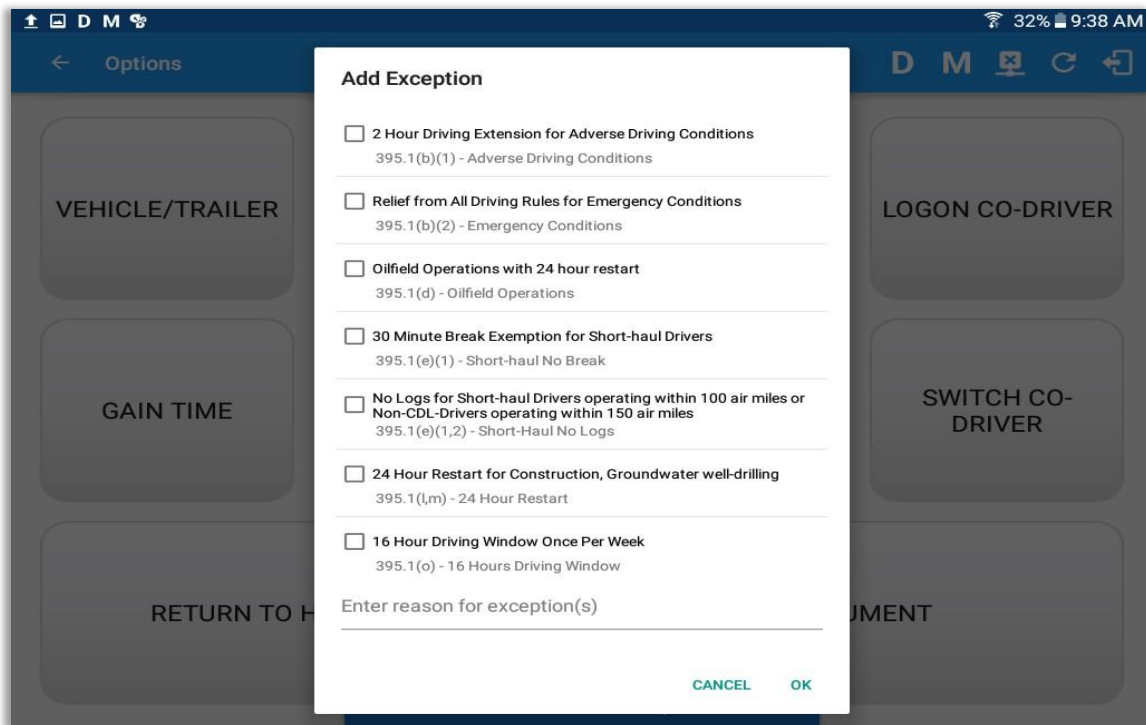
The options that appear when tapping the **Exceptions** button will allow the driver to avail of exceptions from the Hours of Service rules for as long as certain conditions are met as stipulated the Hours of Service section of the Code of Federal Regulations (49 CFR Part 395.1-Hours of Service of Drivers-Scope of rules in this part) and other pertinent FMCSA regulations.

Available US Exceptions Options

- 2 Hour Driving Extension for Adverse Driving Conditions
- Relief from all driving rules for Emergency Conditions
- Oilfield Operations with 24 hour restart



- 30 Minute Break Exemption for Short-Haul Drivers
- No Logs for Short-haul Drivers operating within 100 air miles or Non-CDL-Drivers operating within 150 air miles
- 24 Hour Restart for Construction, Groundwater well-drilling
- 16 Hour Driving Window
- Agricultural Operations



Select the appropriate exception from the list; you must then enter a reason for applying the exception in the Enter reason for exception(s) field.

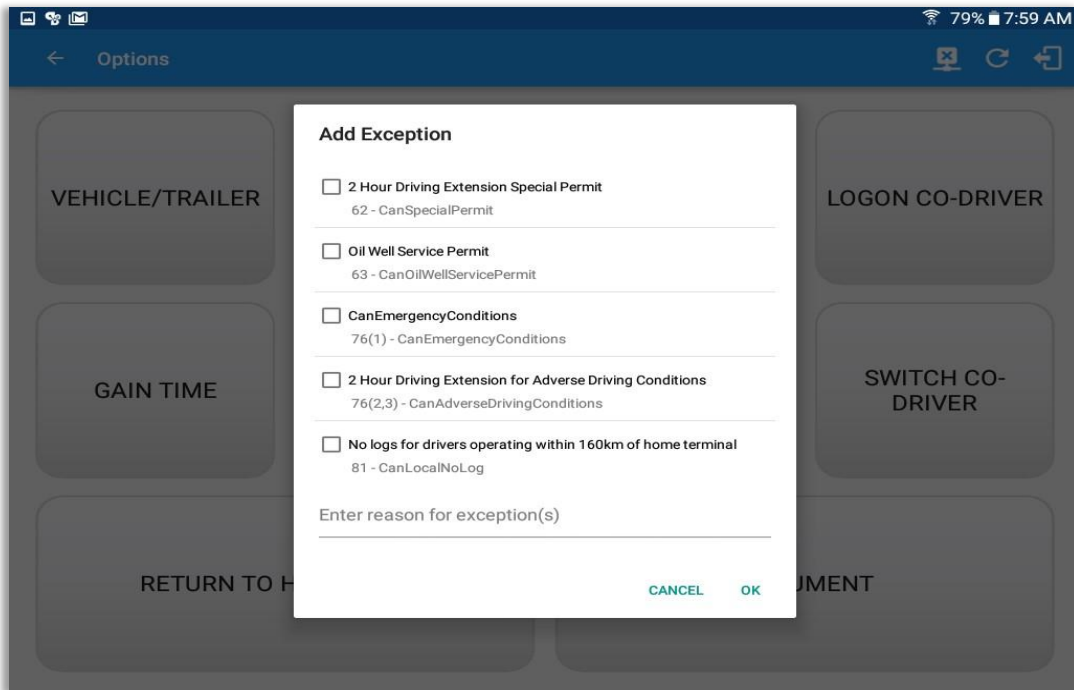
Once complete, select the **OK** option to apply the selected exception

Note: Exceptions are different depending on the Region selected.



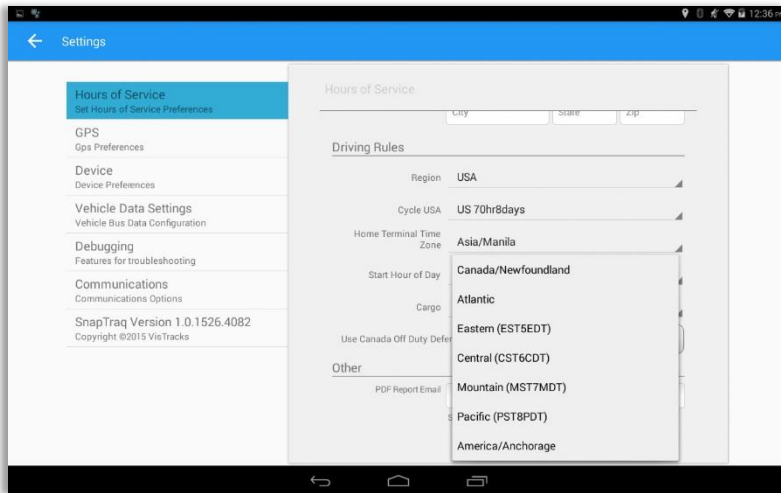
Available Canada Exceptions Options

- 2 Hour Driving Extension Special Permit
- Oil Well Service permit
- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions
- No Logs for drivers operating within 160km of home terminal



Time Zone



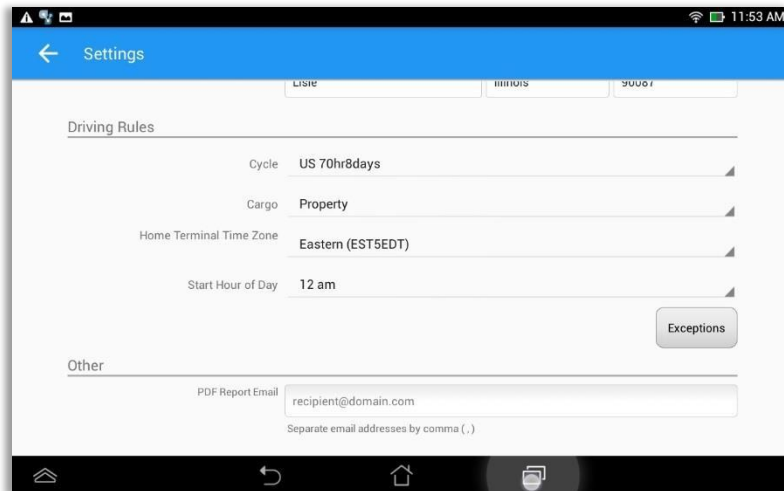


Select the driver's Home Terminal time zone. Time zones available are:

- America/Anchorage
- Eastern Time (EST5EDT)
- Central Time (CST6CDT)
- Mountain Time (MST7MDT)
- Pacific Time (PST8PDT)
- Canada/Newfoundland
- Asia/Manila
- Atlantic

PDF Report Email Recipients

You can set the default recipients of your Driver Daily Log PDF report in the part of the Settings Menu.



Enter the email address or addresses that will become a recipient or recipients of the Hours of Service app's Daily Driver Log PDF report.

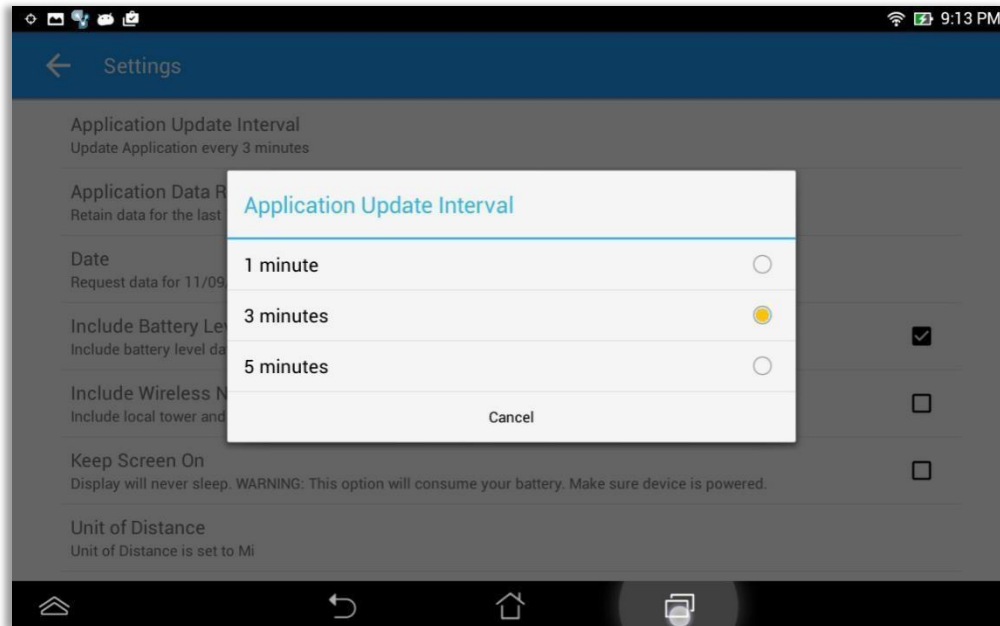
The email addresses must be separated by a comma (,)



2.2 Device Preferences

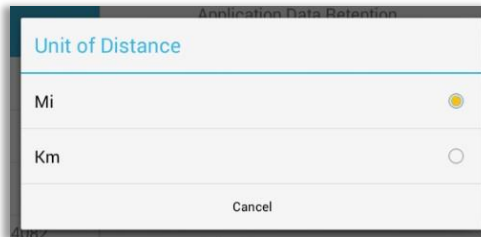
Application Update Interval

Updates application every 3 minutes (or depending on the choice of the driver)



Unit of Distance

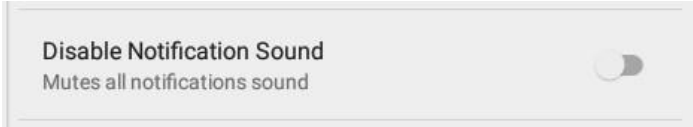
Setting the default unit of measures



Disable Notification Sound

The application has a Mute button to silence all sounds that could come from the application. Also, the ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted since it's needed to be on sound in case of phone calls.

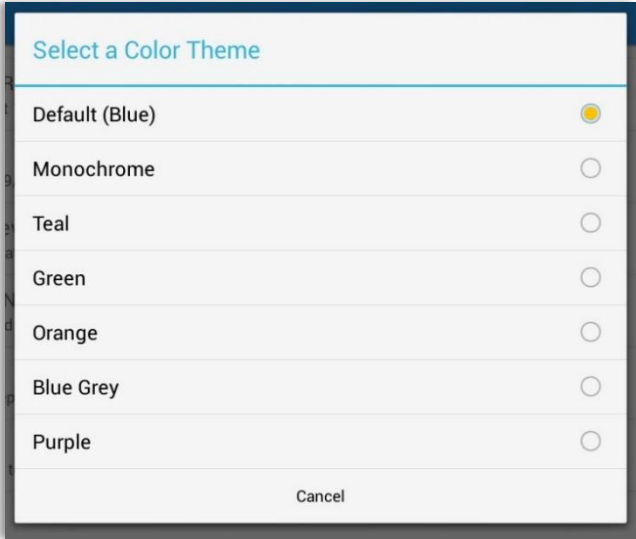




Note: When the current status is Sleeper Berth, it automatically mutes the application sound.

Color Theme

Displays option for selecting Color Theme

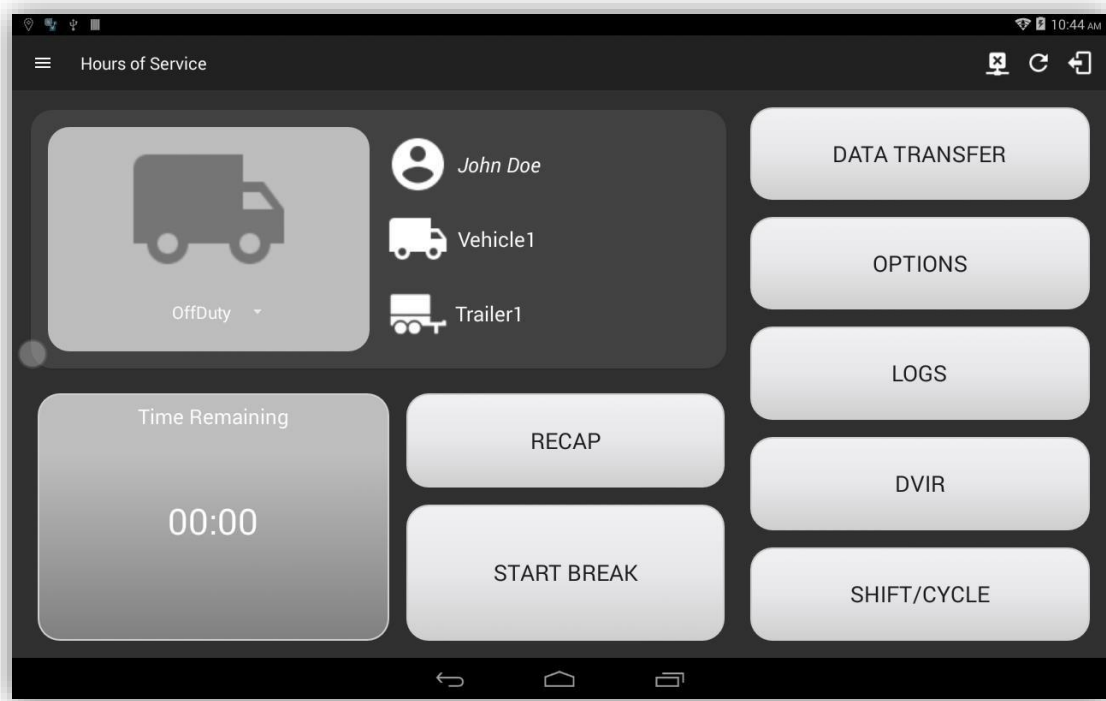


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| ☰ Hours of Service | ↻ ↗ |
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Night Theme

By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, local time of the device is used.





3 Familiarizing the Hours of Service Main Screen Tiles

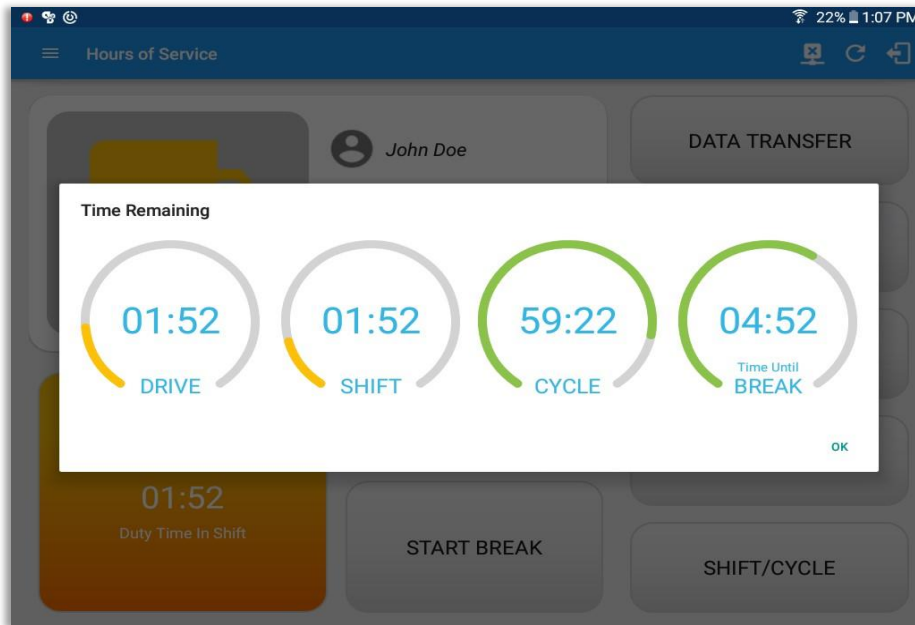
3.1 Time Remaining Tile

When the time remaining tile displays a grey color, it indicates that the driver is Off Duty, Sleeper or Waiting at Well Site; when the tile displays a green color, it indicates that the driver's status is Driving or On Duty; when the tile displays an amber color, it indicates that the driver's status is Driving or On Duty and has less than 3 hours left; when the tile displays a red color, it indicates that the driver's status is Driving or On Duty and has less than 1 hour left or has already ran out of time.





Tap the time remaining panel to view the Time Remaining Clocks



The time remaining clocks are color coded to match the time remaining panel

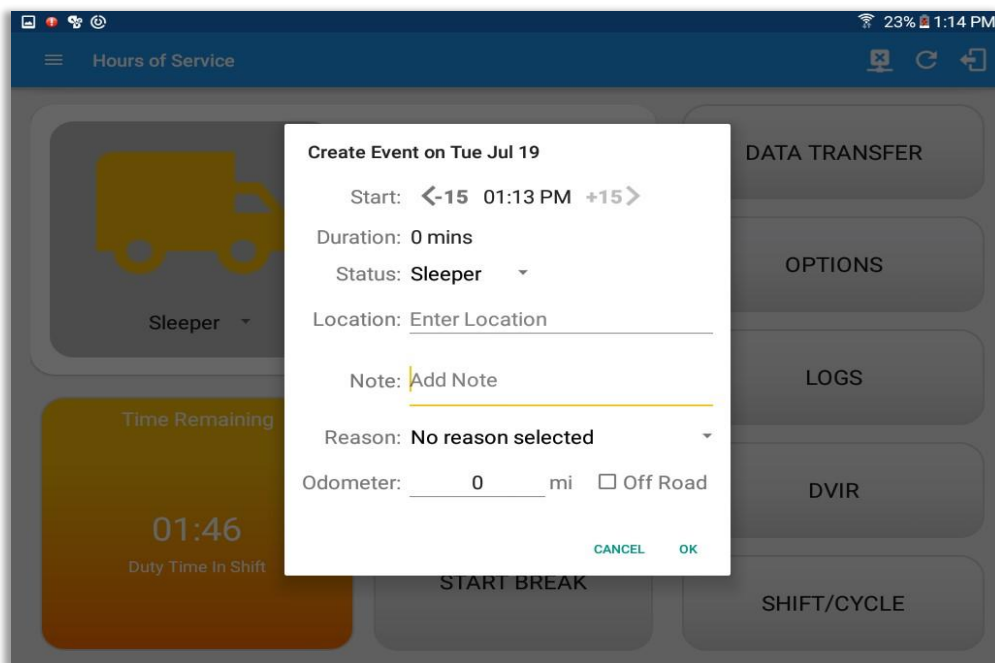
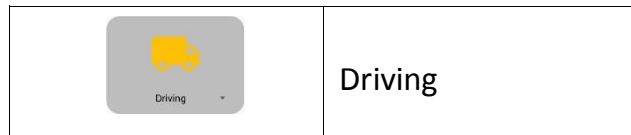
3.2 Changing the Driver's Duty Status

To change the duty status of the driver, tap the Duty Status button and select the appropriate driver duty status from the drop down list.

Available Duty Status Options

| Duty Status Icon | Duty Status | Duty Status Icon | Duty Status |
|------------------|---------------|------------------|-----------------|
| | Off Duty | | On Duty |
| | Sleeper Berth | | Waiting at Site |





Selecting a status from the drop down list will show the **Create Event** pop up dialog. You can adjust the duration of the duty status event by tapping the Previous 15 minutes Time Interval button to increase the time duration and the Next 15 minutes Time Interval button to decrease the time duration.

- If personal use is enabled, the status will be set to Off Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.
- If Off Road is enabled, the other checkboxes will be disabled. Selection of this option will be recorded within the events history.
- If Yard moves is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.

Note: all options are enabled in all events

When the app is able to obtain a valid GPS fix, the **Location** field will be automatically populated with the current location information of the user. If there is no GPS fix, the



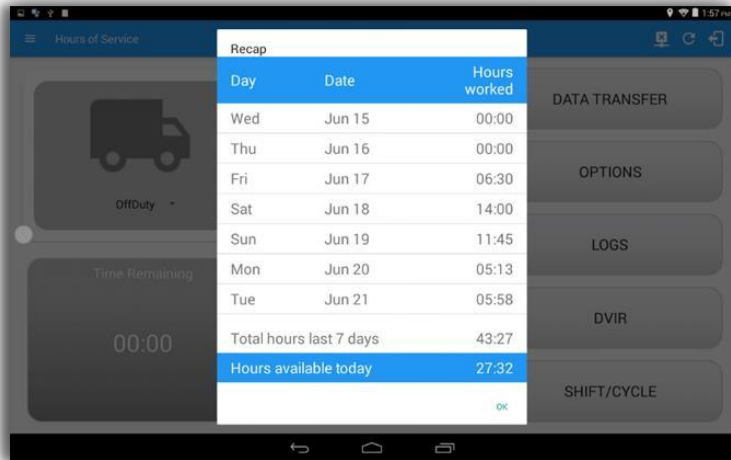
Location field will remain blank, in this instance; you must manually input the relevant details.

Once all relevant details have been entered and the correct duty status selected, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the selected duty status.

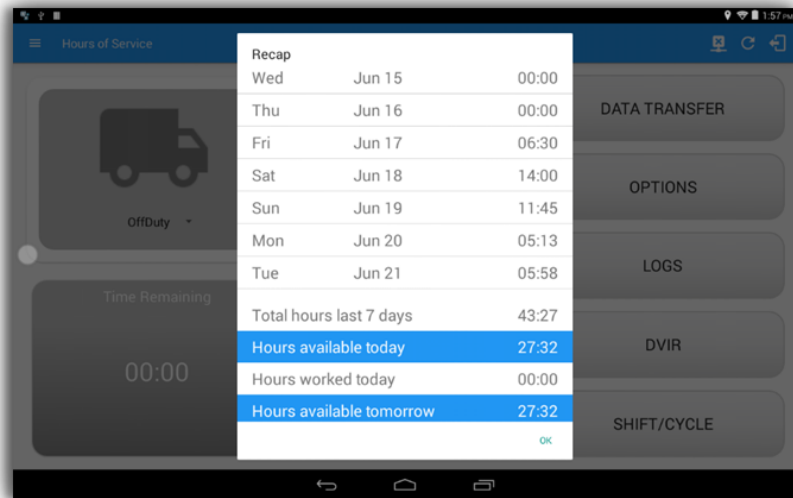
Changing the status to On Duty or Driving also enables the options for '**Personal Use**' and '**Off Road**'. Personal Use is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, means that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or another personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.



3.3 Recap



Tap the Recap button to bring up the recap information for the specified duty day and corresponding cycle data

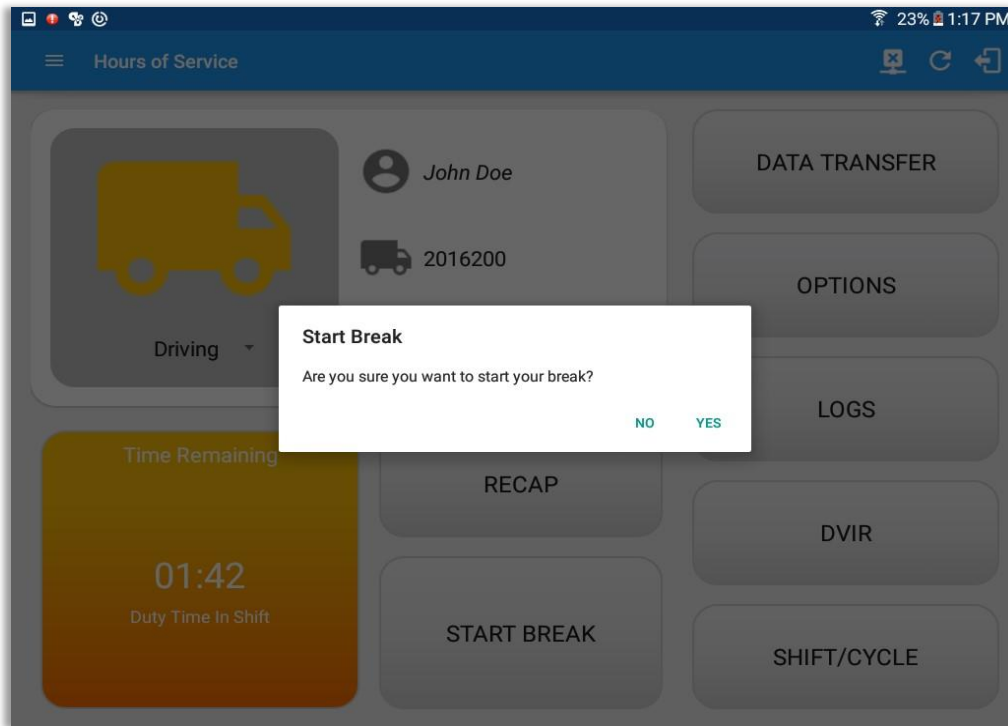


3.4 Start Break

The **Start Break** button will be disabled when the duty status is **Off Duty**, **Sleeper Berth** or **Waiting at Well Site**.



The **Start Break** button will be enabled when the duty status is **On Duty** or **Driving**. Once you tap the **Start Break** button, a pop up dialog will be displayed asking you to confirm that you wish to start your break.



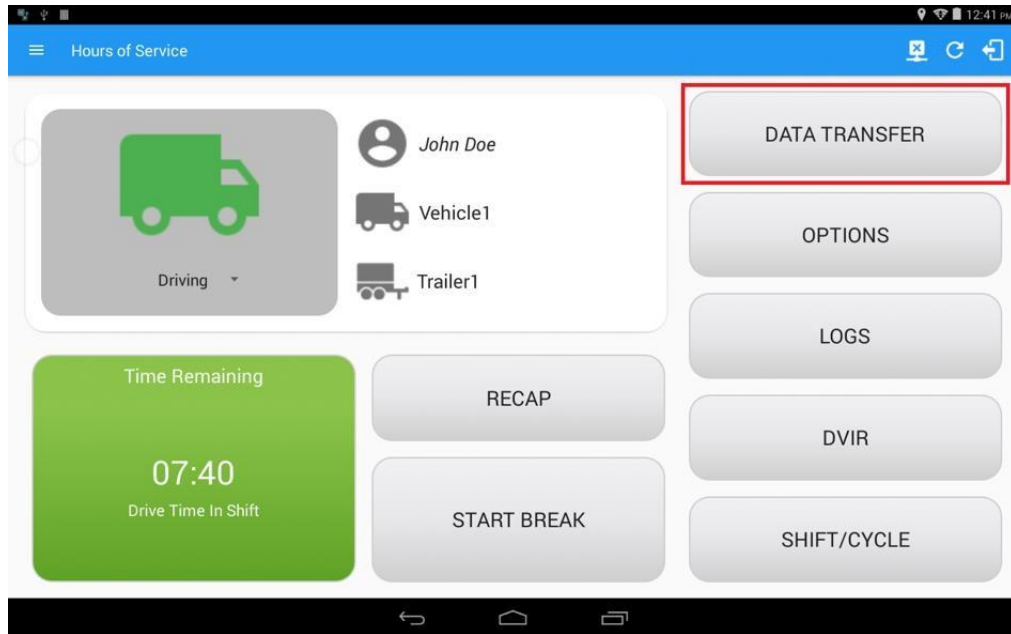
Tap the **YES** option to confirm you wish to start your break, or, tap the **NO** option to cancel the break and return to the **Main HOS Screen**

3.5 Data Transfer

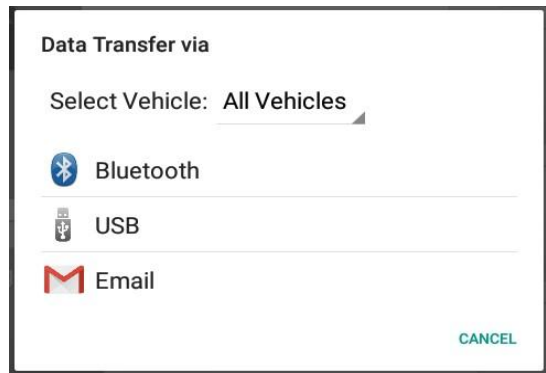
Selecting the **Data Transfer** button from the **Main HOS Main Screen** will display the list of supported data transfer options.

The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.



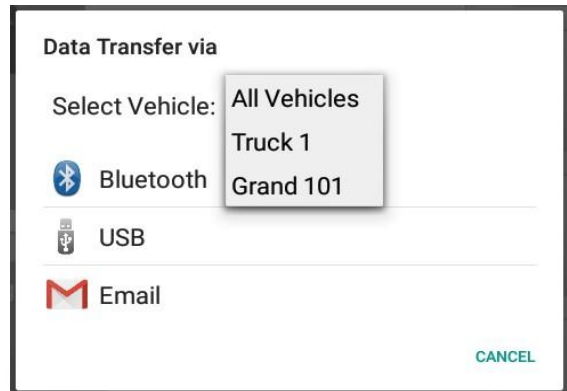


Tap the **Data Transfer** button to transfer data of the compilation of the driver's ELD records. Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user.



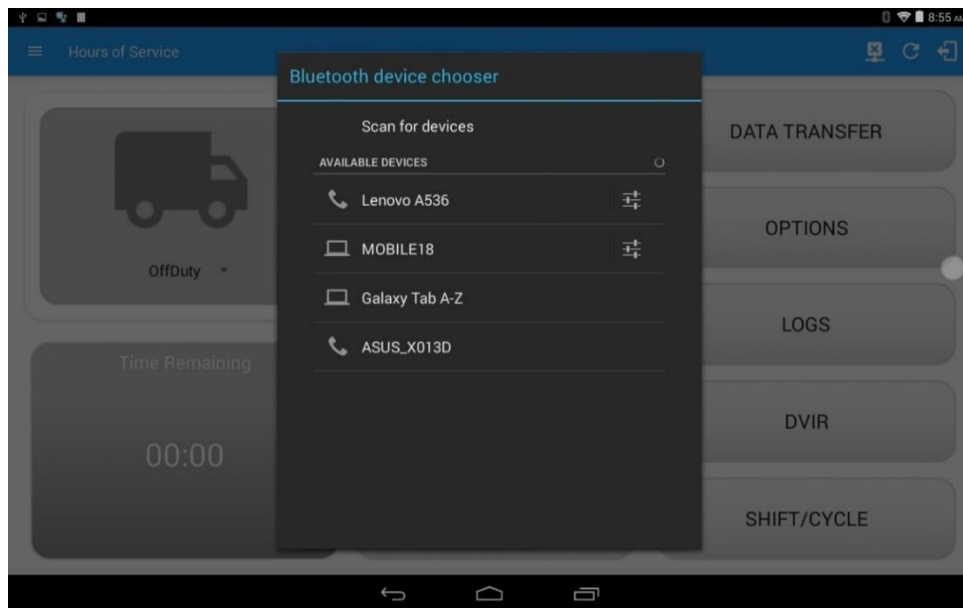
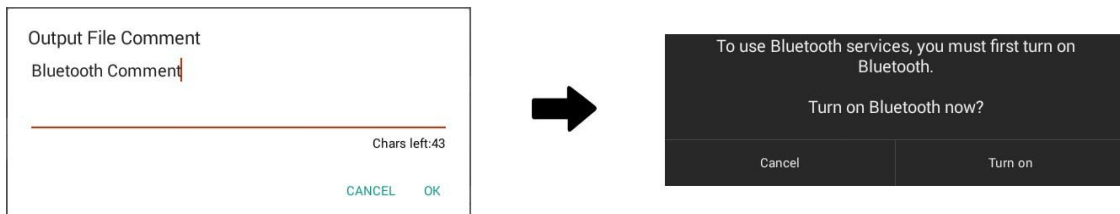
- **Select Vehicle** - this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver

Tap the **Select Vehicle** menu to show the list of vehicles used by the driver.



The 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day

- **Transfer via Bluetooth** - this option enables the user to transfer files through Bluetooth. The ELD prompts for an output file comment which the driver may enter (optional). After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on



You will then be asked to pick the device to which the data will be transmitted via Bluetooth.

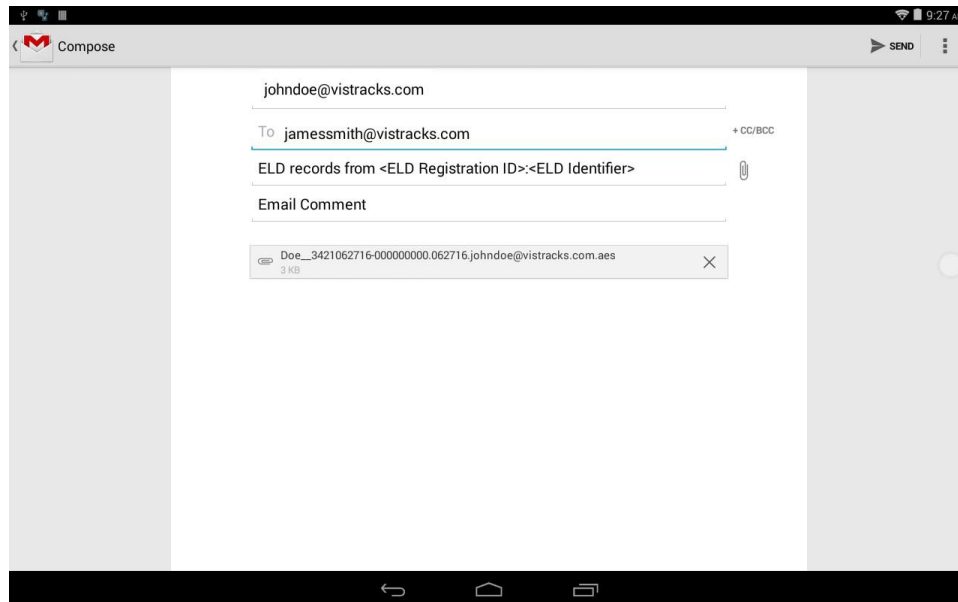
- **Transfer via Email** - this option enables the user to transfer files through email. The ELD output file transferred is encrypted using AES-256 in FIPS Publication



197. Before sending, the ELD prompts for an output file comment which the driver may enter (optional).



The device's default email application will then be opened before sending the email to which the data will be transferred.



- **Transfer via USB** - this option enables the user to transfer files through USB (external devices). However, prior to saving the driver's ELD file to an external storage/device, the ELD re-authenticates the driver account by asking for its password



If the authentication process is successful, the driver can now select on where to save the ELD file.

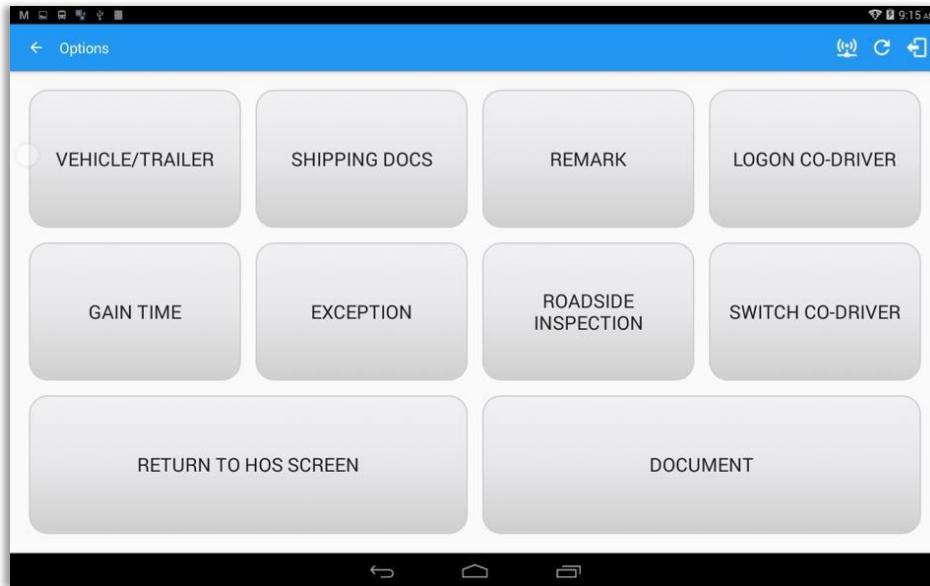
After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long

Upon confirmation, the ELD generates the compliant output file and performs the data transfer.

3.6 Options

Selecting the **Options** button from the **Main HOS Main Screen** will display the **Options** module:





The functions within the Options module will be covered in more detail throughout this document

3.7 Logs

Selecting the **Logs** button from the **HOS Main Screen** will display the current days log and provide the ability to navigate backwards to view the previous seven logs:

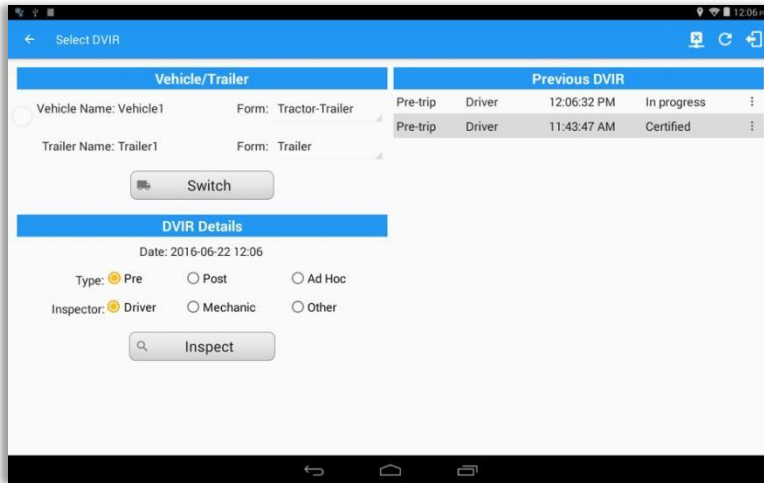


Scroll the screen to view all of the information, or, tap the log grid to view the log events



3.8 DVIR

Selecting the **DVIR** button from the **HOS Main Screen** will display the Select DVIR screen:



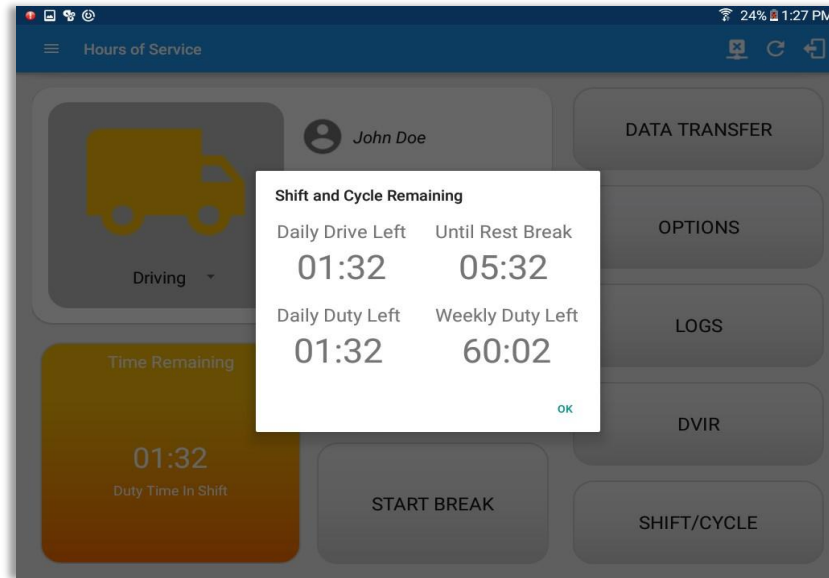
DVIR can be created to suit the vehicle types, all DVIRs will be displayed on this screen

Note: When switching the vehicles, the equipment’s will be displayed along with their associated forms. Changing the forms used will pop up a message dialog stating “Are you sure you want to use a different form?” with a ‘Cancel’ or ‘OK’ button.

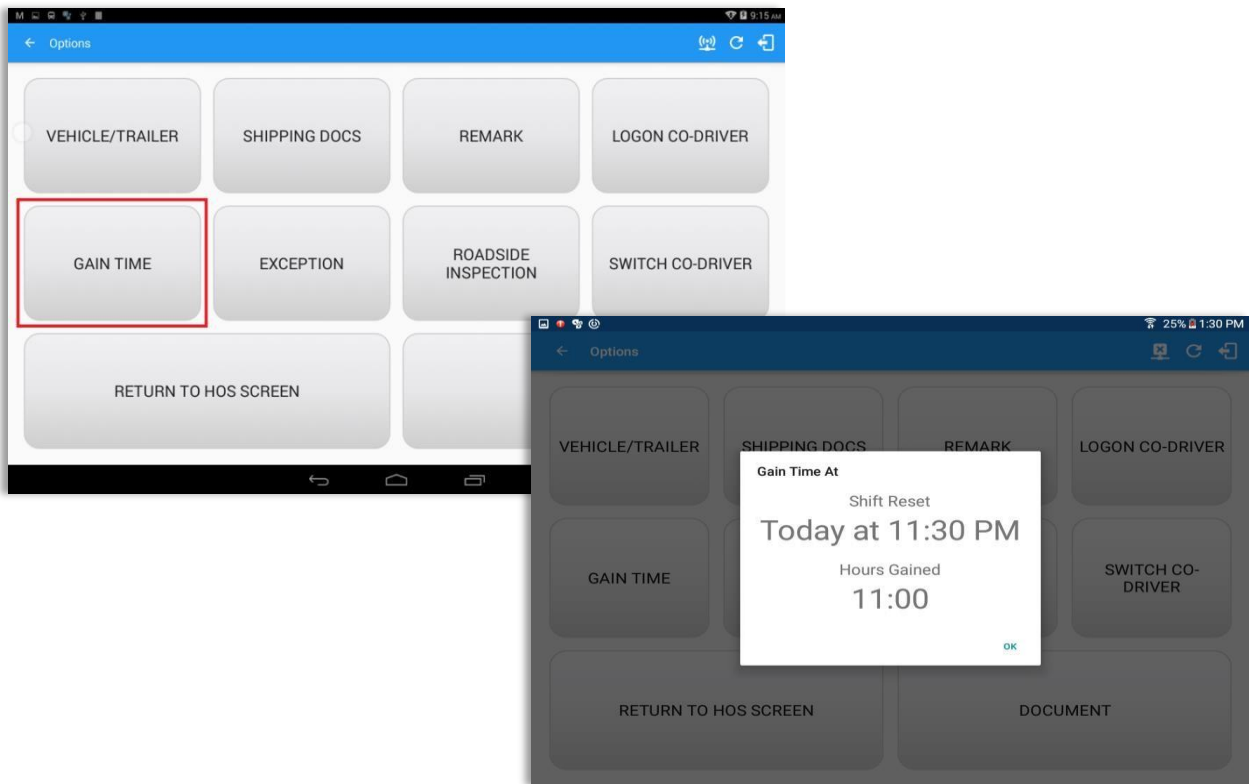
3.9 Shift/Cycle

Selecting the Shift/Cycle button from the HOS Main Screen will display the total work hours of the driver’s current work shift and the total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day period:





4 Check Driver Availability

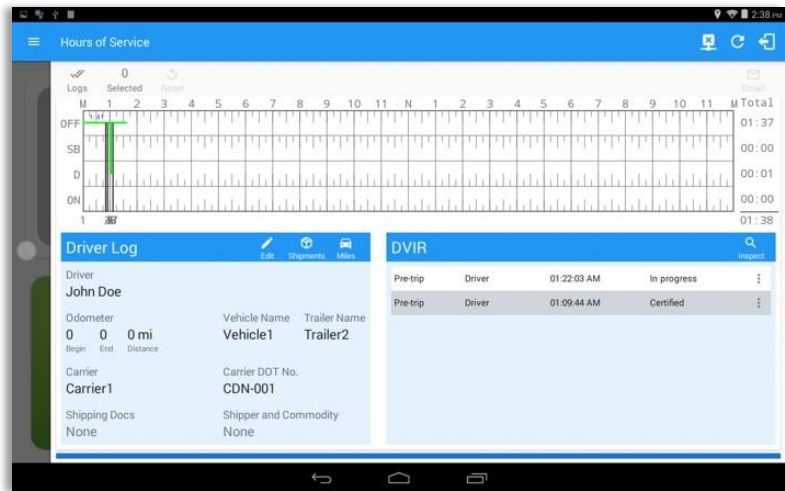
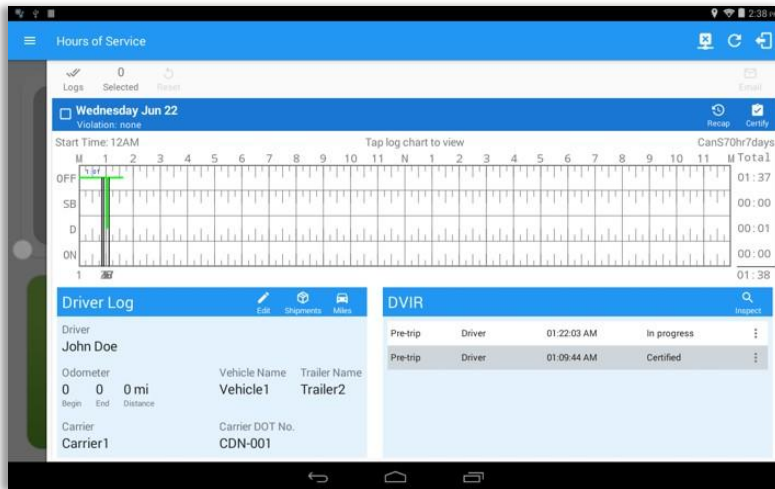


From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Gain Time** button, this will then display a date & time of when the driver will gain his/her maximum hours.

5 Driver Logs

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the HOS app's online driver logs. This is where you also store shipment data, send the certified logs to its intended recipients and manage other driving duty information.





Scroll the screen to view all of the information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.




To expand or collapse a daily log, tap the Collapsible Menu Header

Cycles and the **Start Hour** time used are also shown in the Log, it is found on the upper right corner just above the **Grid Chart**.



5.1 Using the Driver Logs Bulk/ Multiple Selection Functions

The first part of the Driver Logs user interface feature controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.

| Function icon | Function | Description |
|---|-----------------------|---|
|  | Selection Button | Tap the button to select all certified logs |
|  | Selected Logs Counter | This shows the number of selected certified driver logs |
|  | Reset Button | This clears/deselects all of the selected driver logs |

5.2 The Driver Logs Accordion Header Features

To expand or collapse a daily log, tap the Driver Logs Accordion/Collapsible Menu Header:



Note: Driver Logs title shows the full time range when the **Start Hour** time is not zero. You can change the time by going to Settings > HOS Preferences

5.2.1 Daily Driver's Log Entry Check-box (Uncertified Log)

Tap the check-box to certify the selected daily log:



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5.2.2 Daily Driver's Log Entry Check-box (Already Certified)

Tap the check-box to uncertify the selected daily log:



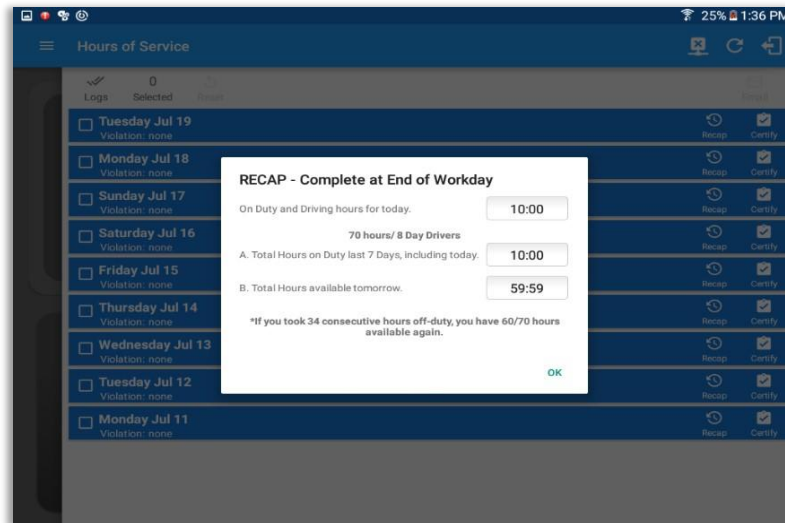
5.2.3 Daily Driver's Title Log (Recertify Log)



When a certified log has been edited in the portal, it prompts the driver to either accept or reject the proposed changes through the “Edit Suggestions” dialog. Once the driver accepts an edit request, it will display a note on the daily driver's title log stating “**Recertify**”, which indicates the log needs to be certified again in order to include the records changes.

5.2.4 Recap

Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day

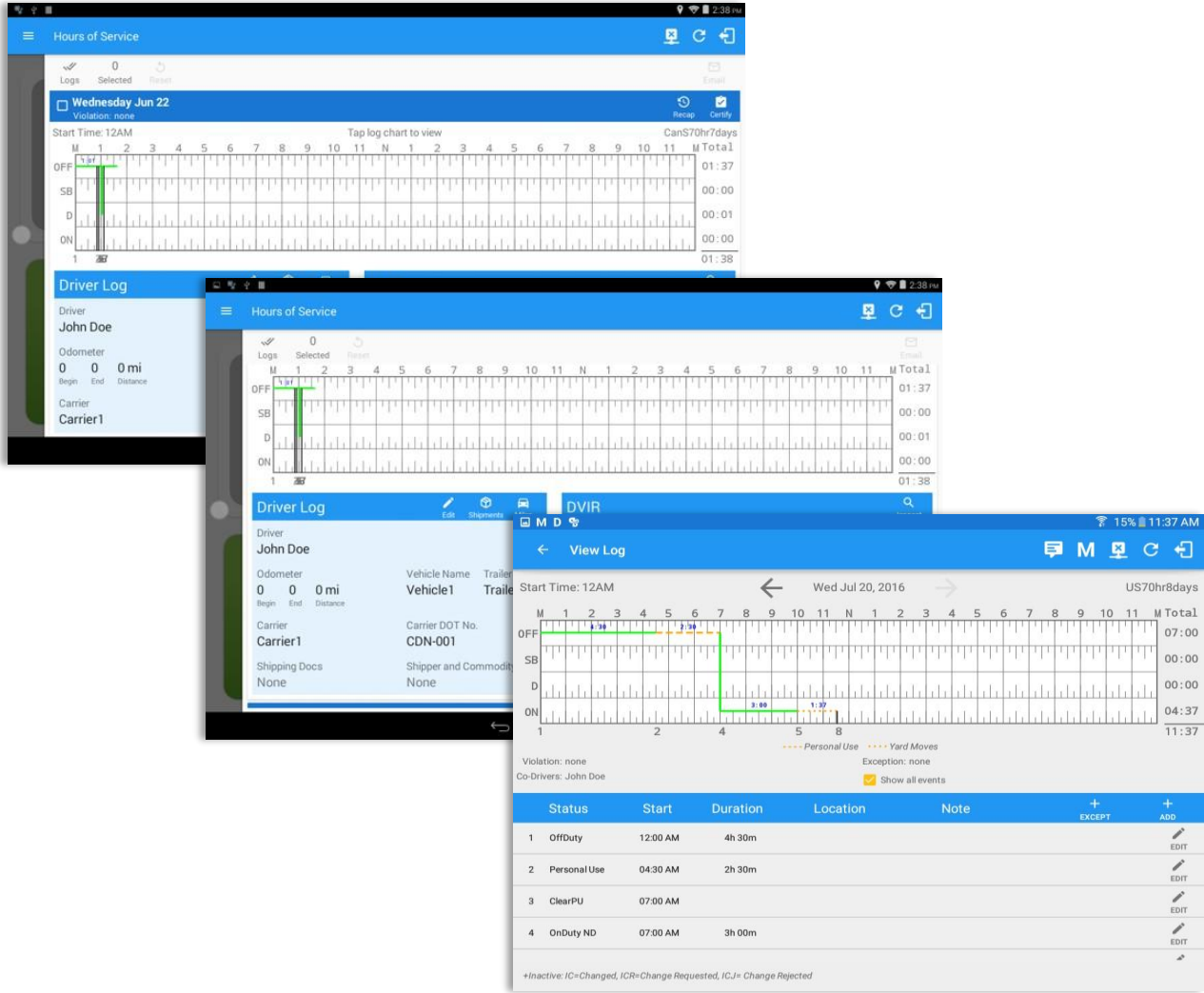


Tapping the **Recap** button will display a complete recap for the end of the workday including:



- On Duty & Driving Hours, - Total hours on duty last 7 days (including current day), - Total hours available tomorrow, - Total hours On Duty last 8 days (including current day)

5.2.5 Daily Drivers Log Grid



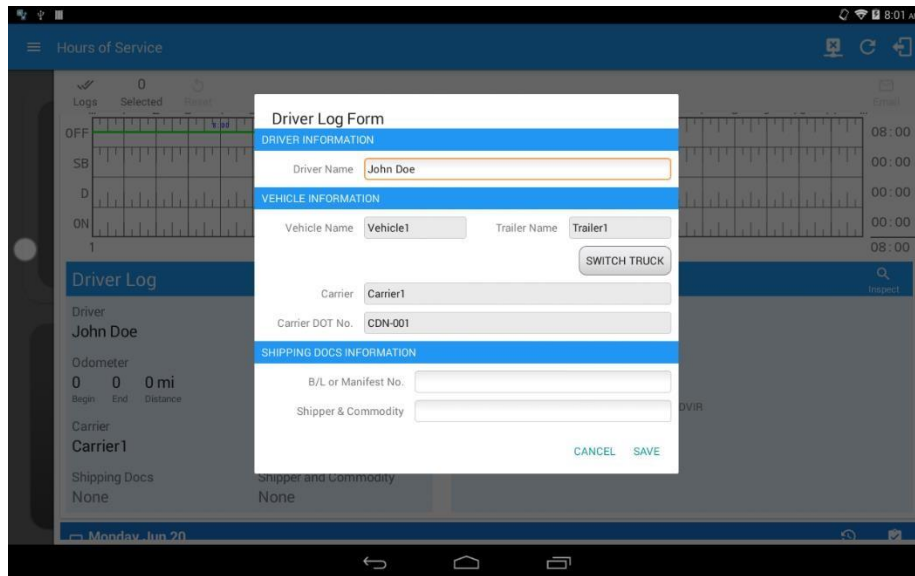
Tap the driver’s log grid to view the log events and edit the log. Scroll up/down the screen to view the Daily Driver’s Form; this is where you can view the other required information that must appear in the driver’s daily log. In addition, not all of the events statuses are displayed on the grid chart. Personal Use and Yard Moves are also displayed on the grid chart as an Amber color line to be visually different with the other event statuses, a



dashed line represents the Personal Use event and a **dotted line** represents the Yard Moves event. The legends for Personal Use and Yard Moves event will only display when the said events occurred.



5.2.6 Edit Daily Drivers Log Form



Tap the **Edit** button to open the **Driver Log Form**, from here; you can update the other required information that must appear in the driver's daily log (as listed below)

The following information can be viewed / amended within the **Daily Drivers Log Grid**:

Driver Information

a) **Driver Name** – displays the name of the driver

b) **Vehicle Information**

- Vehicle Name – displays the name of the current Vehicle of the driver.
- Trailer Name – displays the name of the current Trailer of the driver.



- SWITCH TRUCK – tap this button to launch the Switch Truck dialog to select another Vehicle or Trailer names.
- Carrier – a non-editable field which displays the Name of the Carrier.
- Carrier DOT Number – a non-editable field which displays the Carrier DOT Number

c) *Shipping Information*

- Shipping docs – displays the bill of lading or manifest number entered by the driver
- Shipper & Commodity – displays the shipper name and the type of commodity which the shipment contains

5.2.7 Shipment Details

Tap the **Shipments** button to open the **Shipment Details Form**; you can fill in the shipment data that is to be included in the driver's daily log.

Note: the data that can be included in this form is listed on the next page

Data that can be included within the **Shipment Details Form** includes:

Shipments on Truck

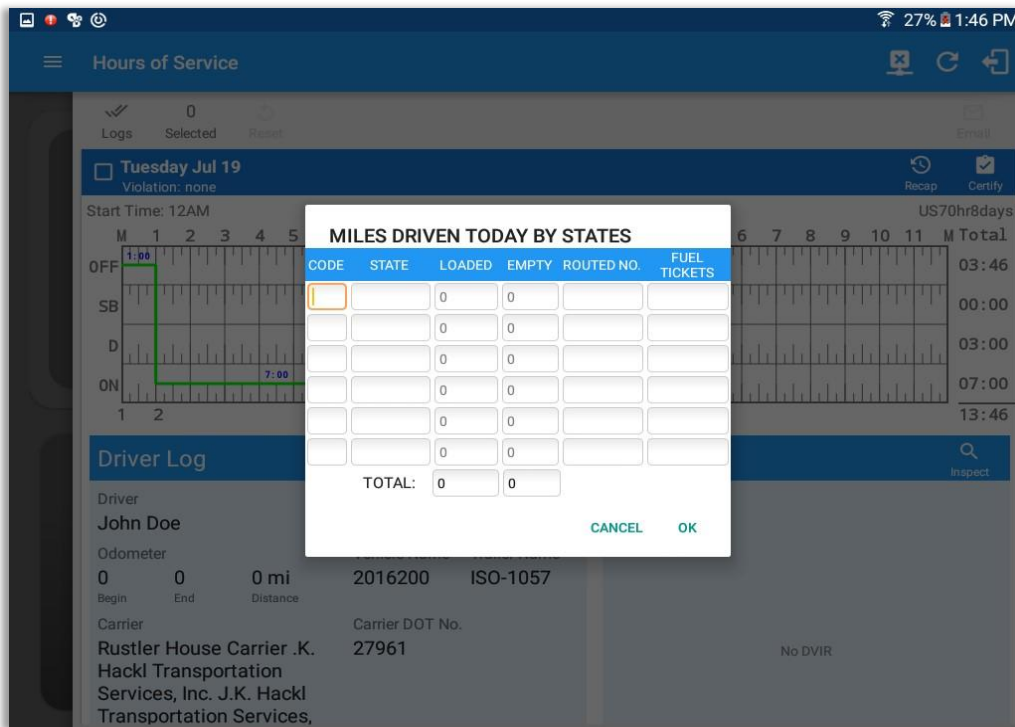
- Order Number – the order number of the specific shipment item
- Weight – the weight of the shipments
- From – the point of origin of the commercial motor vehicle
- To – the destination of the commercial motor vehicle



Shipments Unloaded Today

- Order Number – the order number of the specific shipment item
- Collected or Billed – the preferred payment method
- Amount Collected – the amount collected for the shipment
- Mailed Papers From – the name of the shipment company where the shipping related documents are from

5.2.8 Miles Driven by State



Tap the **Miles** button to open the **Miles Driven Today by States** dialog. This is where you can fill in the shipment data that is required to be included in the driver's daily log.

Required data includes:

Code

State



Loaded

Empty


Routed Number

Fuel Purchased Tickets Attached

5.2.9 DVIR



This is where you can view a list of the DVIRs conducted during the selected working day.

Tap the  icon to open the pane for the email and view options

Tap the **Email** button to send the completed DVIR

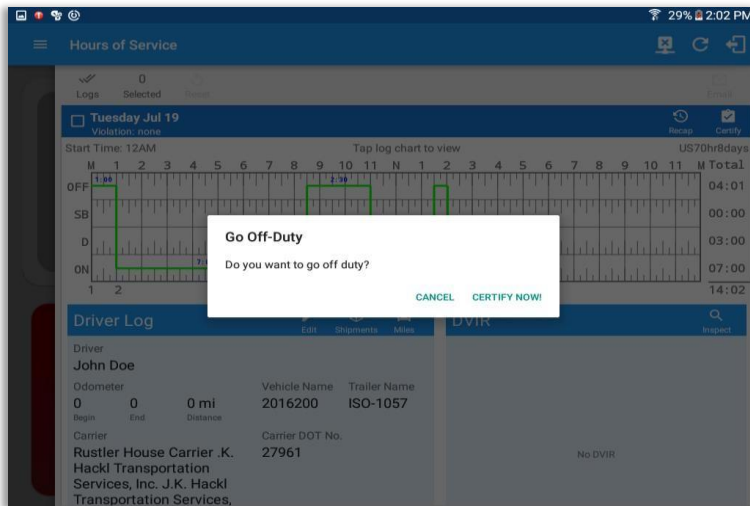
Tap the **View** button to view the DVIR Tap

the **Remove** button to remove the DVIR **Note**:

- Email button will only be enabled if the DVIR Log is already certified
- Certified logs cannot be removed (unless uncertified)

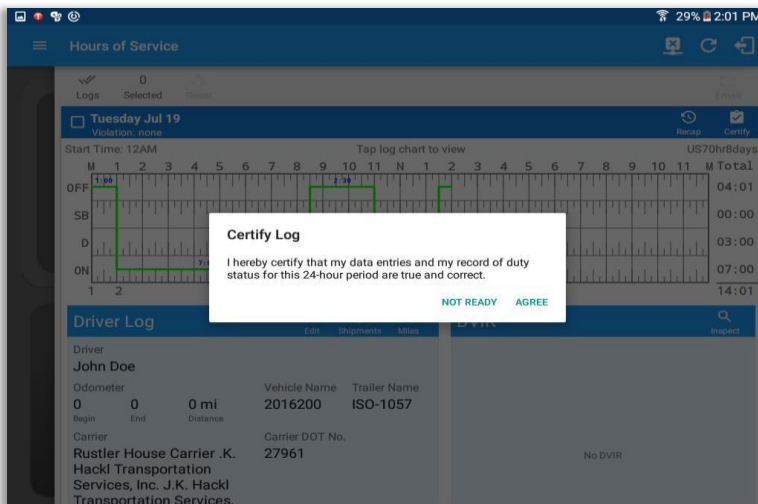
5.2.10 Certify a Log

Tap the **Certify** button to certify the selected daily log. If the current status is **Driving**, a pop up dialog will open and you will be asked to confirm changing the status to Off Duty:



Tap the **Certify Now** button to confirm you wish to go **Off Duty**

Tap the **Cancel** button to cancel changing the status



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ckpro.com | www.smarttruckpro.com

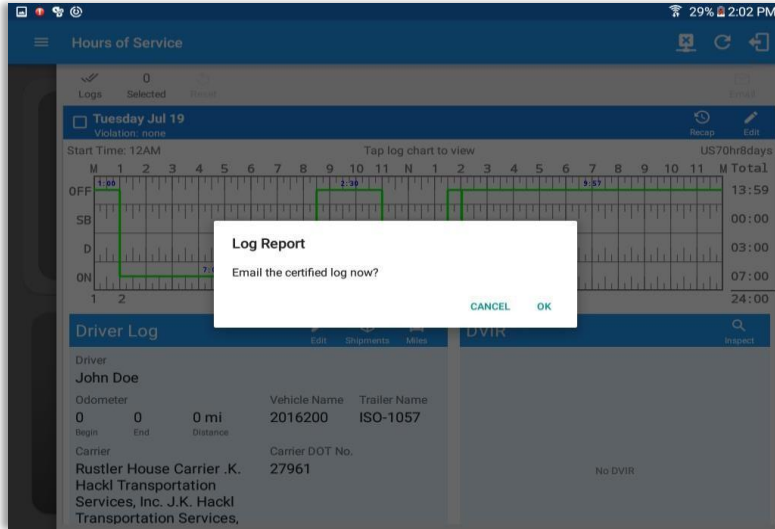


Tap the **Agree** button to confirm certifying a daily log.

Tap the **Not Ready** button to cancel certifying a log

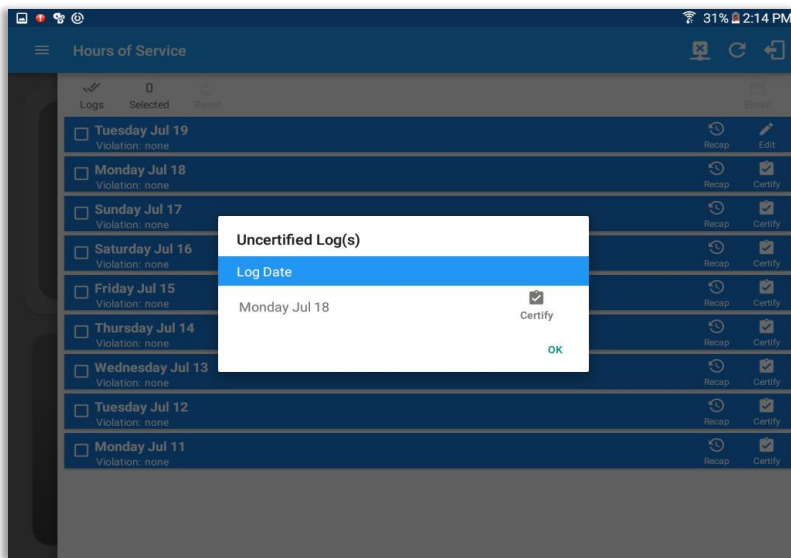
Tap the **OK** button to close the confirmation pop up dialog





Tap the **OK** button if you wish to email the certified log to a selected recipient

Select the **Cancel** button to close the pop up dialog without emailing the certified log

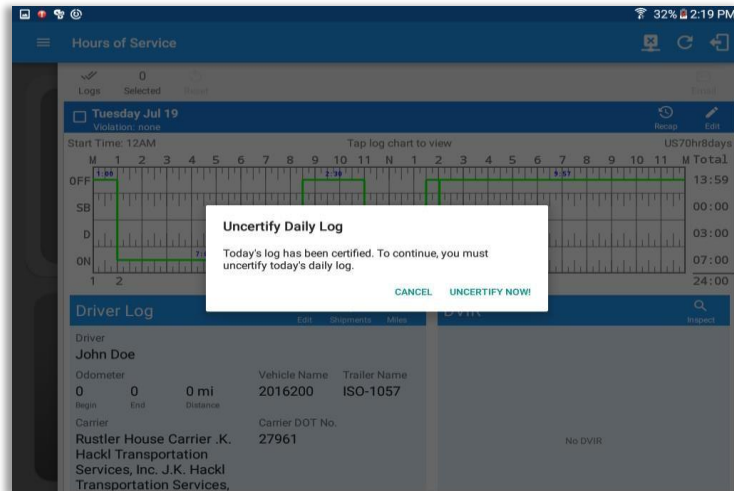


If the driver did not certify all the daily logs, the ELD will prompt the driver regarding uncertified logs upon logging in and logging out to the app along with the option to certify the relevant days



5.2.11 Edit a Log

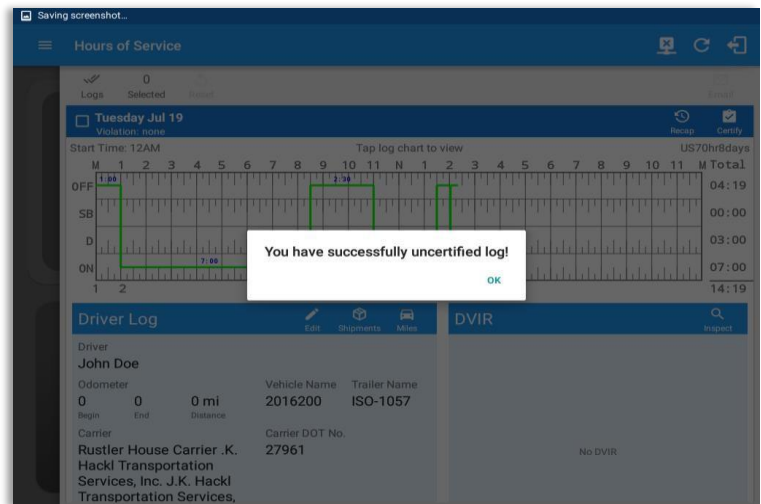
Only driver logs that have not yet been certified can be edited, you will have to uncertify a driver log in order to update its contents, to do this, tap the Edit button to uncertify the selected log and reopen it for editing:



Tap the **Uncertify Now** button to confirm uncertifying the selected log

Tap the **Cancel** button to cancel uncertifying the selected log

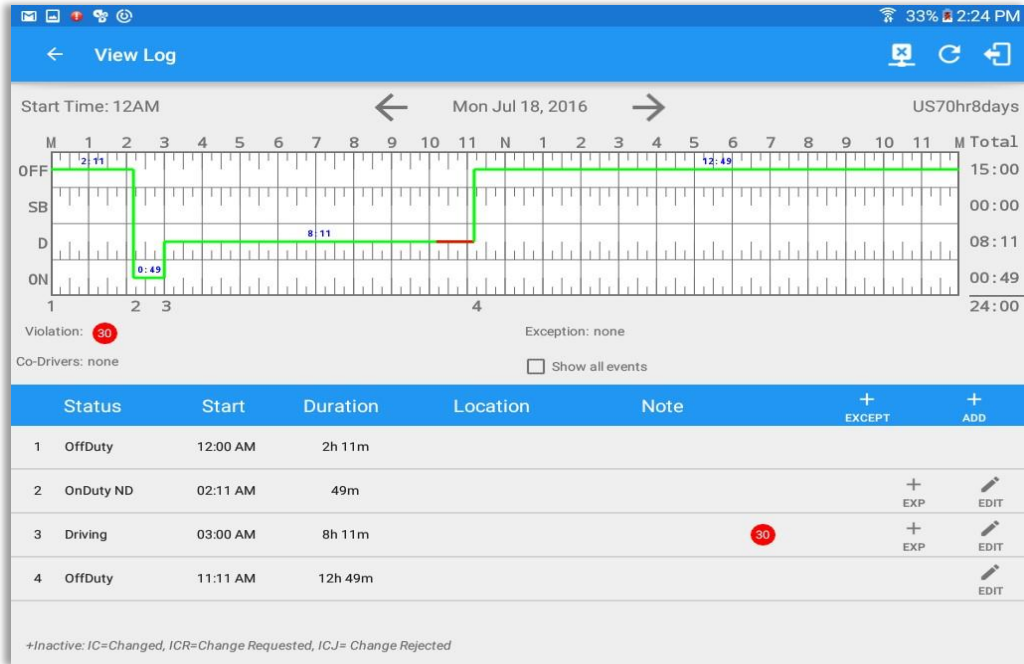
Tap the **OK** button to close the pop up dialog





The **Edit Log** screen can update/correct the driver's or driving duty data entries logged through the app. It can also view the history of an edited log.



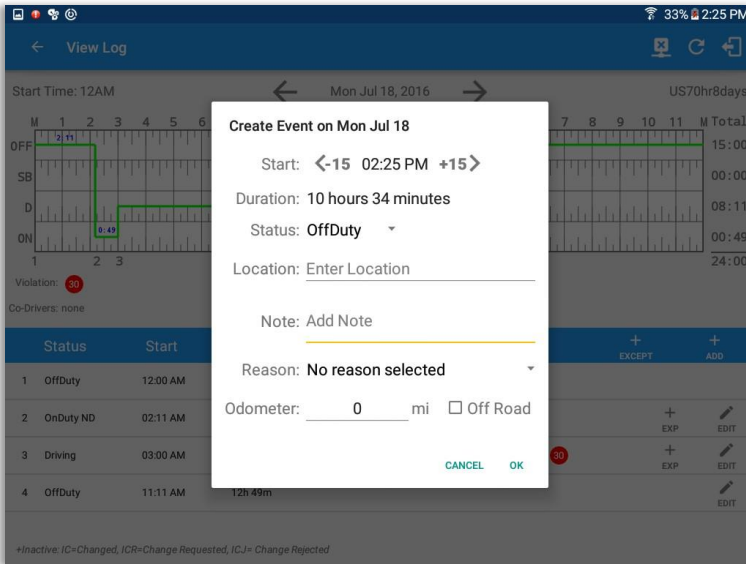
Tap the driver's log grid to start editing it:



You can navigate through the daily driver logs by selecting either back or forward arrows located above the grid  



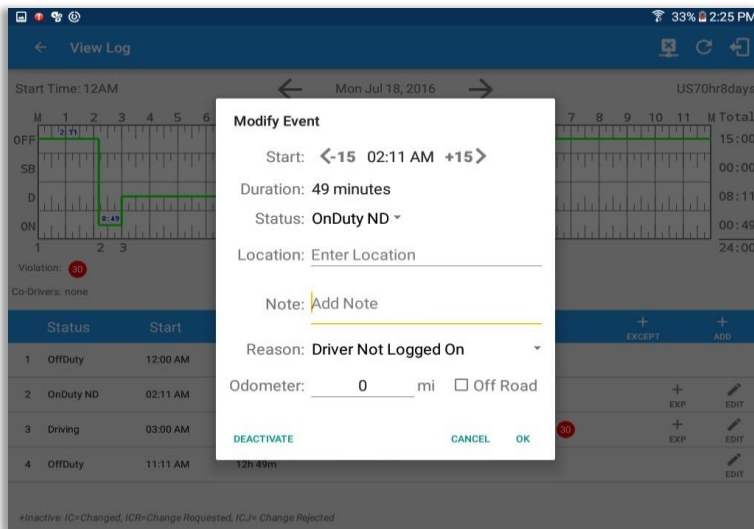
Create Log Event



To add a new event to the selected log, tap the **Add** button, input the relevant details to create the event, once complete, tap the **OK** button to save the event

Note: Refer to 3.2 Changing the Driver's Status for 'Personal Use'

Modify Log Event



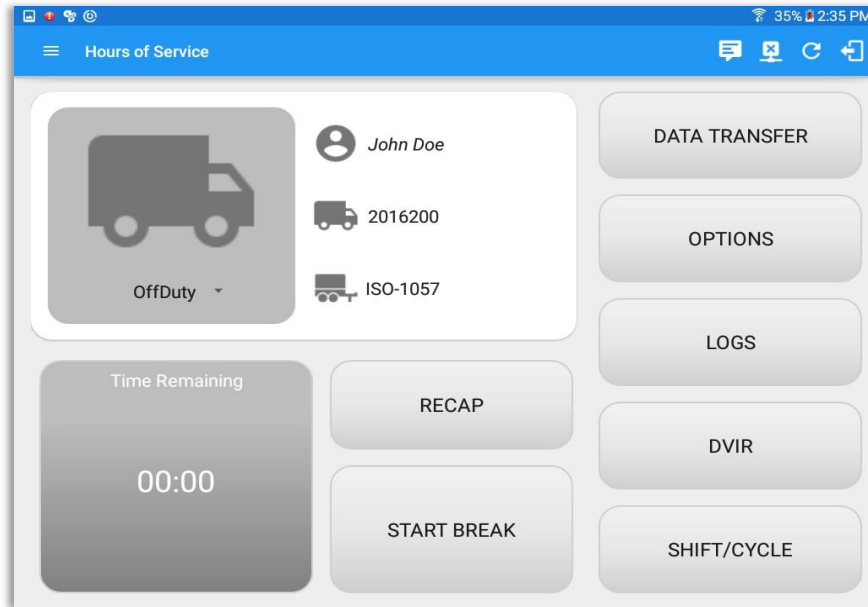
Tap the **Edit** button adjacent to any of the existing log events, make any required changes, select a reason for the edit from the drop down list and then tap the **OK** button to save the changes

Note: all log events that have been manually created or amended, will be displayed with an asterisk against it in the log events list depicting that it has been edited. Also scroll down to see check boxes for Personal Use and Off Road.

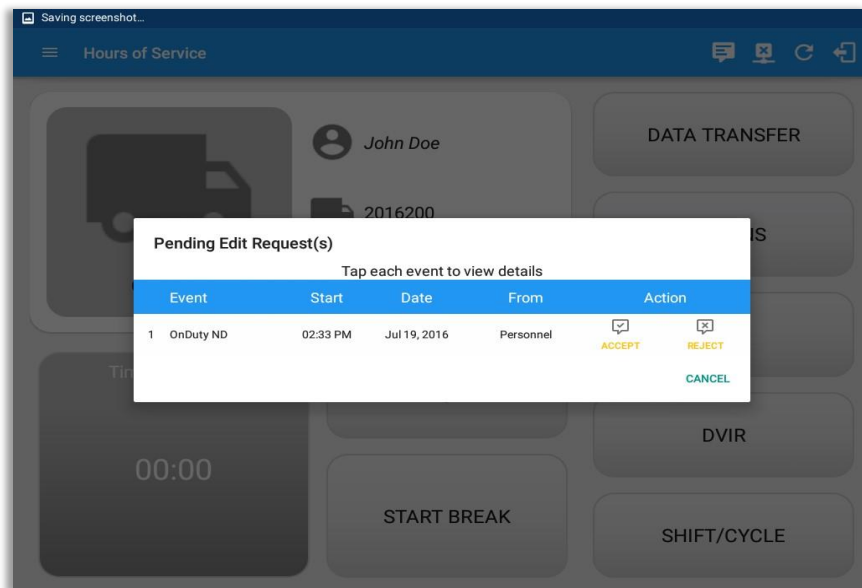


Pending Edit Requests

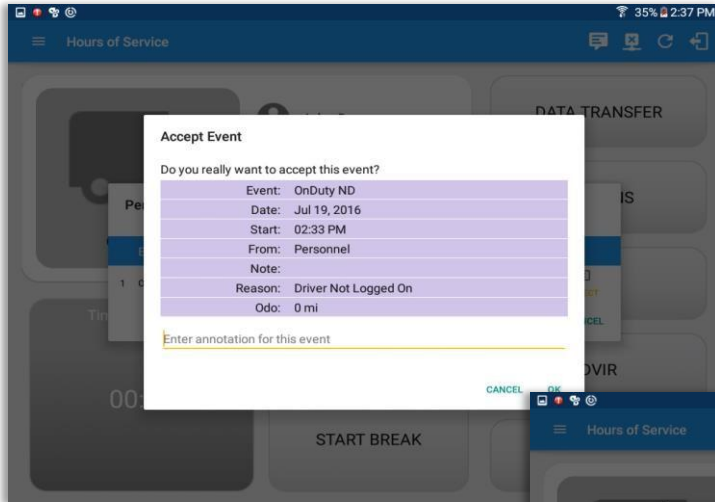
The Motor Carrier can request edits to the driver's logs. In the application allows the driver to review the requested edits which requires the driver to take necessary action whether the driver wants to **"confirm"** or **"reject"** the requested edits.



Tap the icon beside the refresh button to display the pending edit request dialog

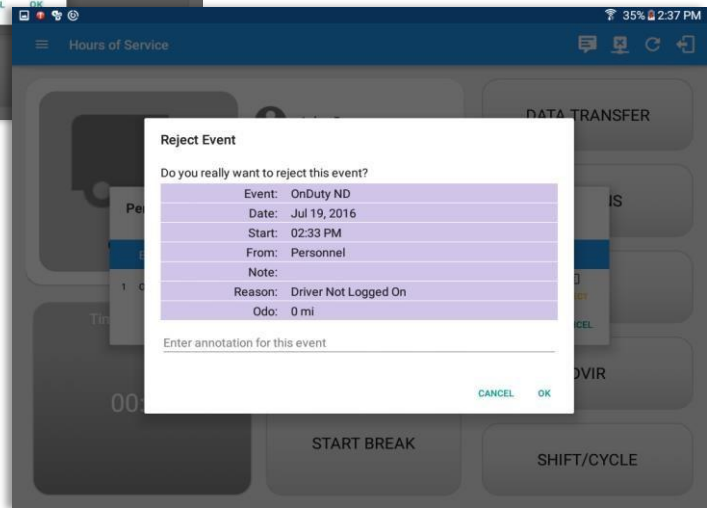


The Reject and Accept Event dialog shows the comparison of the Original status vs the changes (requested edits). Also, accepting the edits requested requires the driver to fill in the annotation field (**Required**) to successfully save the changes.



If the driver rejects the edit suggestions then the original record remains

If the driver approves the edit suggestions, the new status will replace the old status and the changes will be reflected in the events history list



Auto Events

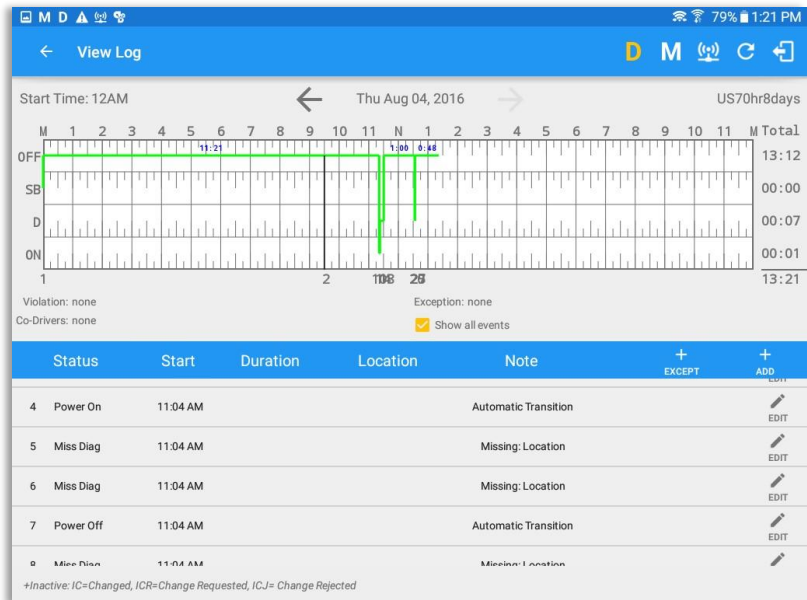


Events such as Power On, Power Off, Driving and OnDuty are automatically created when connecting to a device. Auto events created were recorded and displayed on the Events history list indicated with a note **“Automatic Transition”**.

(These events are also displayed in the Portal)

To view all the auto created events (primary or secondary events) when connecting to a device, tap on the **‘Show all events’** checkbox to enable.

To hide all the secondary events, tap back on the checkbox to disable.



5.3 Malfunction and Data Diagnostic Events

At Each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header and in the Android notification toolbar with the letters M and D, respectively.



Note: ELD Data Diagnostic status affects only the authenticated user, therefore, the ELD only indicate the active data diagnostics event status applicable to the active driver. Data Diagnostic Event dialog will no longer pop up whenever it occurs hence, the Data Diagnostic “D” icon will be in an accent color (which based on the app’s theme) when data diagnostic events occurred will only turn back to white once the dialog for the Data Diagnostic List is closed.

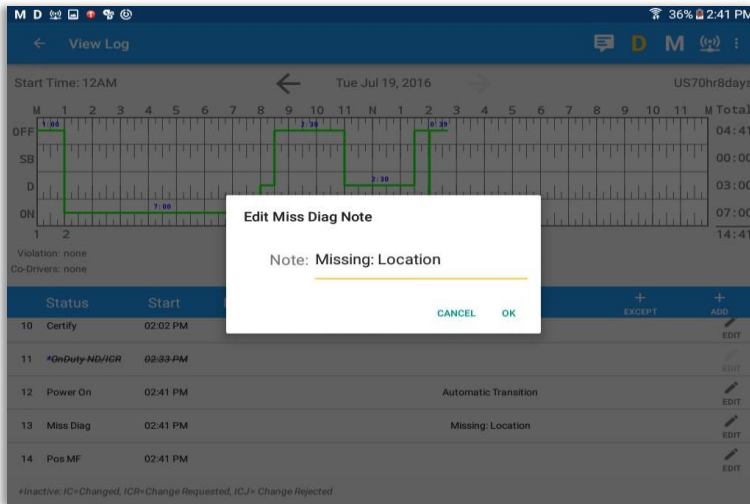
| Data Diagnostics | | | | |
|------------------|------------------|-------------|--|--------|
| Code | Date | Time | Description | Action |
| 3 | Thu Aug 04, 2016 | 02:36:16 PM | Missing: EngineHours, Location, Odometer | CLEAR |
| 3 | Thu Aug 04, 2016 | 02:05:49 PM | Missing: Location | CLEAR |
| 5 | Thu Aug 04, 2016 | 12:43:18 PM | Unidentif Diagr | |

[CLEAR ALL](#)

| Malfunctions | | | | |
|--------------|------------------|-------------|----------------------|--------|
| Code | Date | Time | Description | Action |
| P | Thu Aug 04, 2016 | 12:45:17 PM | Power Malfunction | CLEAR |
| L | Thu Aug 04, 2016 | 11:08:23 AM | Position Malfunction | CLEAR |

[CANCEL](#)





The Malfunction and Data Diagnostic events note can also be edited on the edit log screen

Tap the **Clear** button to clear the malfunction or data diagnostic event detected

To clear all Data Diagnostic Events, tap the **Clear All** button.

Malfunction Events

| Requirement No. | Event Code | Event Name | Description |
|-----------------|--------------|------------------------------------|---|
| 4.6.1.1 | P / Power MF | Power Malfunction | An ELD must set a power compliance malfunction if the power data diagnostics event described in paragraph 4.6.1.1(a) of this appendix indicates an aggregated in-motion driving time understatement of 30 minutes or more on the ELD over a 24-hour period across all driver profiles, including the unidentified driver profile. |
| 4.6.1.2 | E / Sync MF | Engine Synchronization Malfunction | An ELD must set an engine synchronization compliance malfunction if connectivity to any of the required data sources specified in section 4.3.1 of this 87 appendix is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles, including the unidentified driver profile. |



| | | | |
|---------|---------------|-------------------------------|---|
| 4.6.1.3 | T / Timing MF | Timing Malfunction | The ELD must periodically cross-check its compliance with the requirement specified in section 4.3.1.5 of this appendix with respect to an accurate external UTC source and must record a timing compliance malfunction when it can no longer meet the underlying compliance requirement. |
| 4.6.1.4 | L / Pos MF | Position Malfunction | <p>ELD records requiring location information must use the last valid position measurement and include the latitude/longitude coordinates and distance traveled, in miles, since the last valid position measurement.</p> <p>An ELD must monitor elapsed time during periods when the ELD fails to acquire a valid position measurement within 5 miles of the CMV's movement. When such elapsed time exceeds a cumulative 60 minutes over a 24 hour period, the ELD must set and record a positioning compliance malfunction.</p> |
| 4.6.1.5 | R / DR MF | Data Recording Malfunction | An ELD must monitor its storage capacity and integrity and must detect a data recording compliance malfunction if it can no longer record or retain required events or retrieve recorded logs that are not otherwise catalogued remotely by the motor carrier. |



| | | | |
|---------|--------------|---------------------------|---|
| 4.6.1.7 | S / Trans MF | Data Transfer Malfunction | <p>(a) An ELD must implement in-service monitoring functions to verify that the data transfer mechanism(s) described in section 4.9.1 of this appendix are continuing to function properly. An ELD must verify this functionality at least once every 7 days. These monitoring functions may be automatic or may involve manual steps for a driver.</p> <p>(c) After an ELD records a data transfer data diagnostic event, the ELD must increase the frequency of the monitoring function to check at least once every 24hour period. If the ELD stays in the unconfirmed data transfer mode following the next three 90 consecutive monitoring checks, the ELD must detect a data transfer compliance malfunction.</p> |
| 4.6.1.8 | O / Other MF | Other Malfunction | <p>In addition to the required monitoring schemes described in sections 4.6.1.1–4.6.1.7 of this appendix, the ELD provider may implement additional, technology-specific malfunction and data diagnostic detection schemes and may use the ELD’s malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the ELD’s malfunction or non-compliant state to the operator(s) of the ELD.</p> |

| Data Diagnostic Events | | | |
|-------------------------------|------------|------------|-------------|
| Requirement No. | Event Code | Event Name | Description |



| | | | |
|-------------|---------------|-----------------------------------|---|
| 4.6.1.1 | 1 / Pwd Diag | Power Diagnostic | An ELD must monitor data it receives from the engine ECM or alternative sources as allowed in sections 4.3.1.14.3.1.4 of this appendix, its onboard sensors, and data record history to identify instances when it may not have complied with the power requirements specified in section 4.3.1.1, in which case, the ELD must record a power data diagnostics event for the corresponding driver(s), or under the unidentified driver profile if no drivers were authenticated at the time of detection. |
| 4.6.1.2 | 2 / Sync Diag | Engine Synchronization Diagnostic | An ELD required to establish a link to the engine ECM as described in section 4.2 must monitor its connectivity to the engine ECM and its ability to retrieve the vehicle parameters described under section 4.3.1 of this appendix and must record an engine-synchronization data diagnostics event when it no longer can acquire updated values for the ELD parameters required for records within 5 seconds of the need. |
| 4.6.1.4 (d) | 3 / Miss Diag | Missing Data Elements Diagnostic | If a new ELD event must be recorded at an instance when the ELD had failed to acquire a valid position measurement within the most recent elapsed 5 miles of driving, but the ELD has not yet set a positioning compliance malfunction, the ELD must record the character "X" in both the latitude and longitude fields, unless location is 88 entered manually by the driver, in which case it must log the character "M" instead. Under the circumstances listed in this paragraph, if the ELD event is due to a change in duty status for the driver, the ELD must prompt the driver to enter location manually in accordance with section 4.3.2.7 of this appendix. If the driver does not enter the location information and the vehicle is in motion, the ELD must record a missing required data element data diagnostic event for the driver. |



| | | | |
|---------|----------------|--------------------------------|--|
| 4.6.1.7 | 4 / Trans Diag | Data Transfer Diagnostic | (b) If the monitoring mechanism fails to confirm proper in-service operation of the data transfer mechanism(s), an ELD must record a data transfer data diagnostic event and enter an unconfirmed data transfer mode. |
| 4.6.1.6 | 5 / Unid Diag | Unidentified Driver Diagnostic | <p>(b) If more than 30 minutes of driving in a 24-hour period show unidentified driver on the ELD, the ELD must detect and record an unidentified driving records data diagnostic event and the data diagnostic indicator must be turned on for all drivers logged in to that ELD for the current 24-hour period and the following 7 days.</p> <p>(c) An unidentified driving records data diagnostic event can be cleared by the ELD when driving time logged under the unidentified driver profile for the current 24-hour period and the previous 7</p> |
| | | | consecutive days drops to 15 minutes or less. |
| 4.6.1.8 | 6 / Other Diag | Other Diagnostic | In addition to the required monitoring schemes described in sections 4.6.1.1–4.6.1.7 of this appendix, the ELD provider may implement additional, technology-specific malfunction and data diagnostic detection schemes and may use the ELD’s malfunction status indicator and data diagnostic status indicator (described in sections 4.6.2.1 and 4.6.3.1) to communicate the ELD’s malfunction or non-compliant state to the operator(s) of the ELD. |

Actions for Malfunction & Data Diagnostic Events

Carrier responsibilities regarding malfunctions:

- Provide drivers with an instruction sheet describing the various ELD malfunction events and recordkeeping procedures (395.22)



-
- Provide drivers with a supply of 8 days' worth of blank paper driver records (395.22)
 - Repair, replacement, or service
 - Motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first (395.34)

Record keeping responsibilities by the driver:

- Malfunction events
 - Note the ELD malfunction and provide carrier with written notice within 24hrs (395.34)
 - Reconstruct driving events for the current 24hr period and previous 7 consecutive days using paper logs (unless they can be retrieved from the ELD) (395.34)
 - Continue to manually prepare driving logs until ELD is serviced and brought back into compliance (395.34)
 - During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs (395.34)
- Data diagnostic events
 - Driver must follow the motor carrier's and ELD provider's recommendations in resolving the data inconsistency (395.34)

Clearing of malfunction and data diagnostic events:

- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic
 - Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement to record the automatic clear (4.6.1.6)

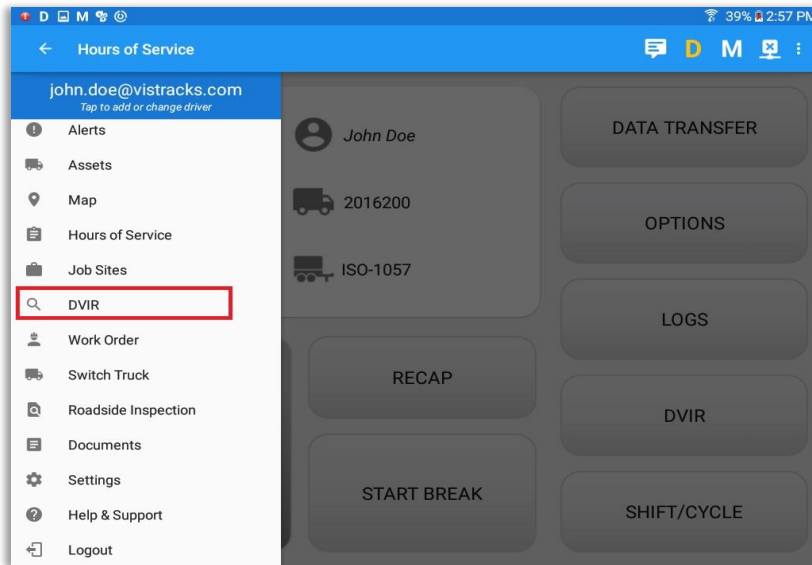



5.4 DVIR

The **DVIR** feature provides a way for you to create online vehicle DVIR reports while in the field. This helps to ensure that your vehicle confirms to the FMCSA's safety regulations.

There are a number of ways to access this feature:

5.4.1 DVIR Feature – Main Navigation Menu

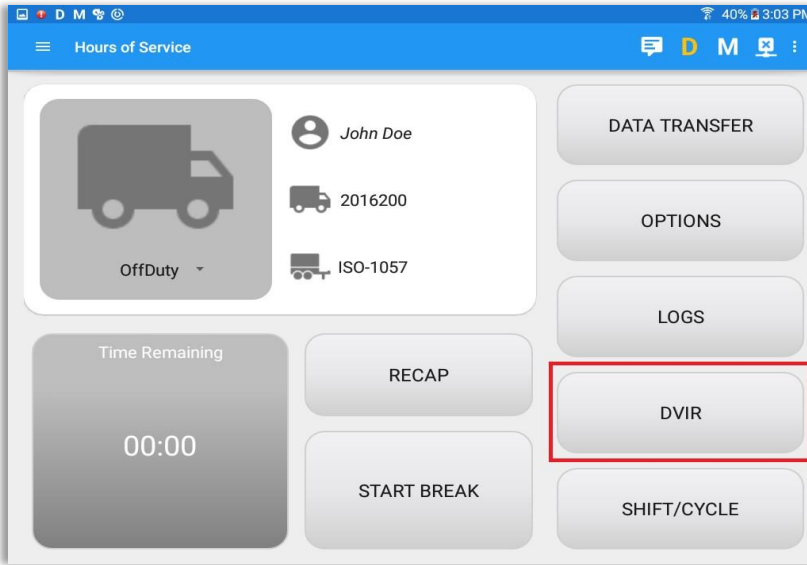


1. Slide the screen from left to right to show the **Main Navigation Menu**
- Or
2. Tap the **Main Navigation Hamburger icon**  to show the **Main Navigation Menu**

Tap the **DVIR** option within the **Main Navigation Menu**

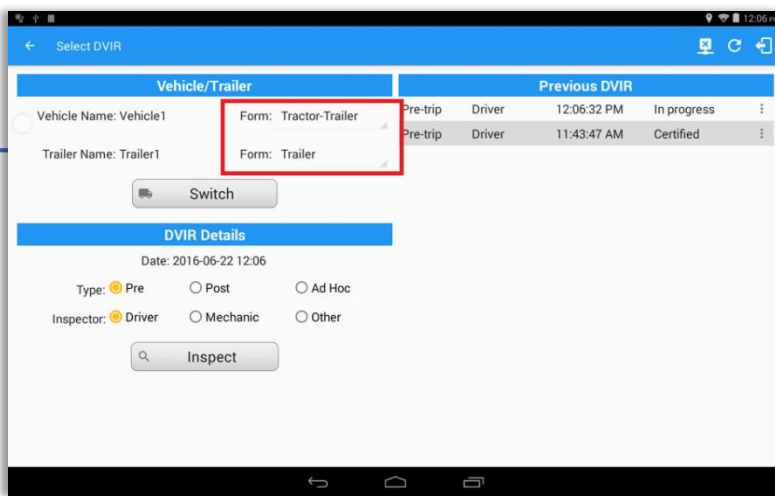


5.4.2 DVIR Feature – Hours of Service Main Screen

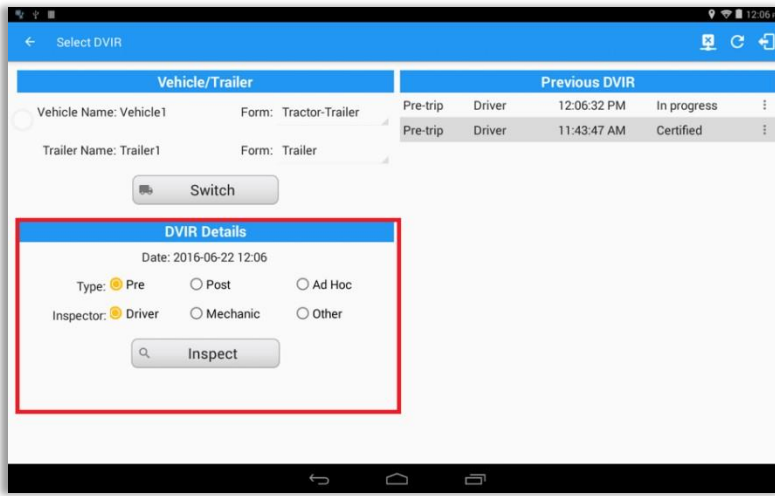


From the *Hours of Service Main Screen*, tap the *DVIR* button to display the *DVIR* screen

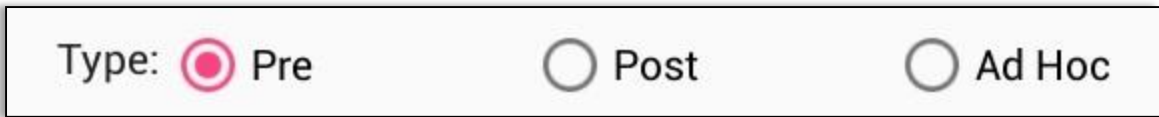
5.4.3 Selecting Your DVIR Type



You can select a **DVIR Form** from the 6 default DVIR forms or you can also select a **Customized DVIR Forms for Asset(s)** also from the list



Choose the appropriate **DVIR Type** from the following options



- a) **Pre:** A DVIR conducted before driving the CMV
- b) **Post:** A DVIR conducted after driving a CMV
- c) **Ad Hoc:** Any DVIR conducted in any other period that the ones specified in points a & b


Select your Inspector from the following choices:



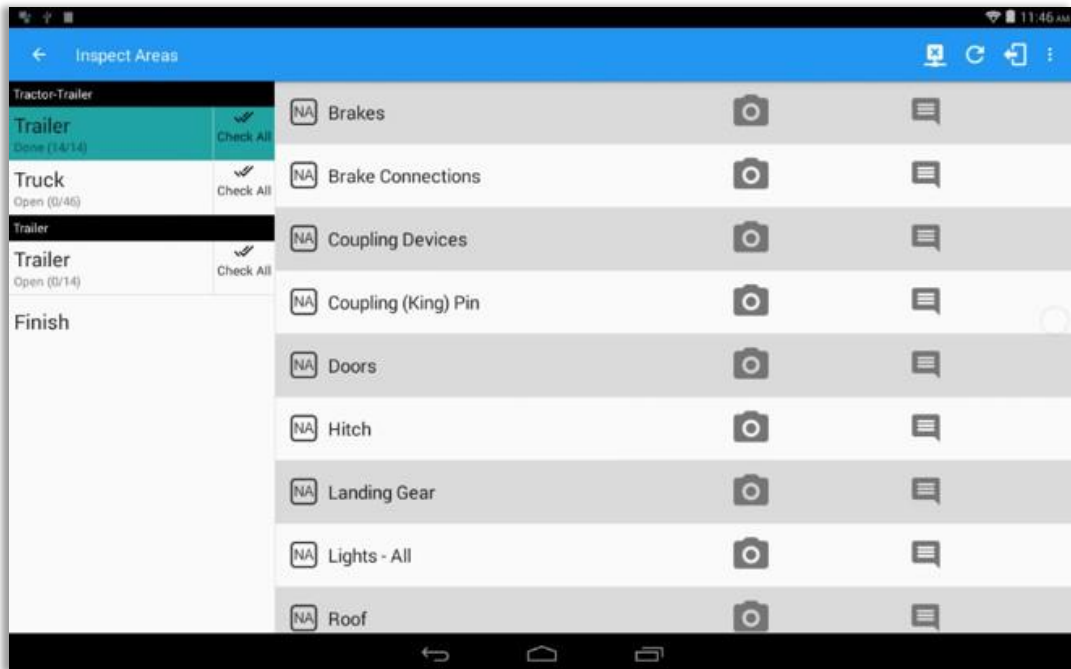
Inspector: Driver Mechanic Other

- a) **Driver:** The person who drives the vehicle
- b) **Mechanic:** The person who repairs vehicle defects
- c) **Other:** Any person that inspects the vehicle and is neither a driver or a mechanic

5.4.4 Starting Your DVIR

Tap the **Inspect**  button to start the DVIR, you will be directed to the **DVIR screen**.

5.4.5 Completing the First DVIR Area





The first **DVIR Area** is selected by default; you can also tap its corresponding tab to







display the DVIR items under this area.

You can select the status of each DVIR Item by tapping their respective tri-state check boxes as listed below

Tap the unselected check box once or select the green  Thumbs Up icon to specify that the item has passed


Tap the unselected check box twice or select the red  Thumbs Down icon to specify that the item has failed

Tap the unselected check box three times or select the NA  icon if the item is not applicable for the current DVIR

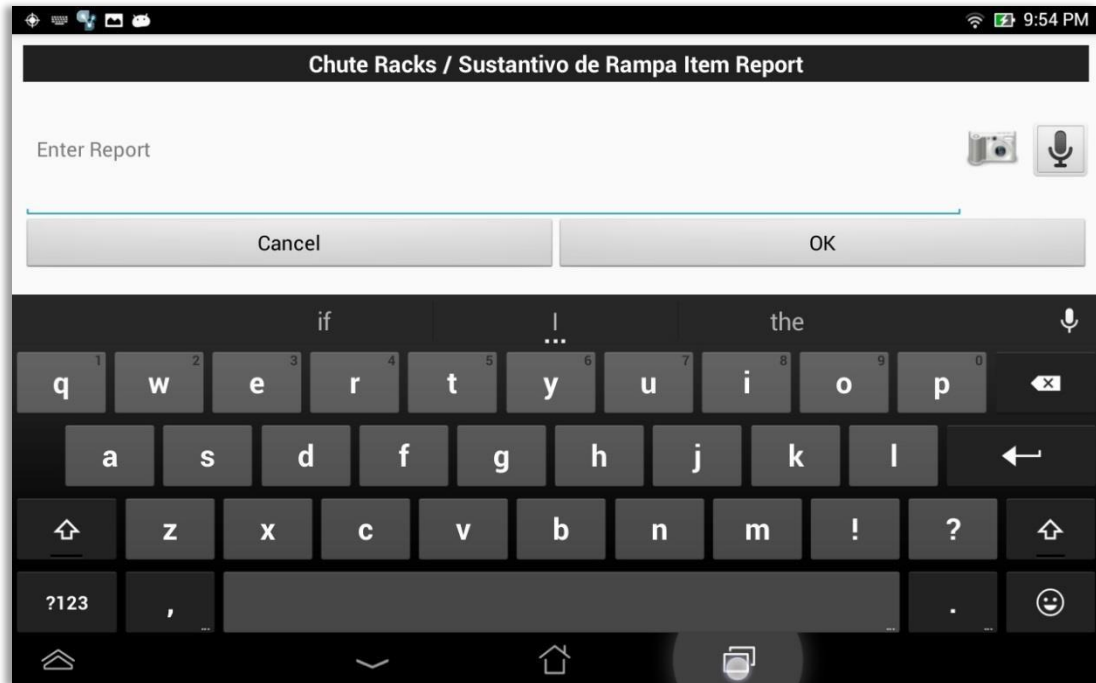
When failing a DVIR, an option for selecting a severity level will appear with its corresponding color: High – Red , Medium – Yellow , Low – Green 


Tap the **Check All** button to automatically select all the DVIR items

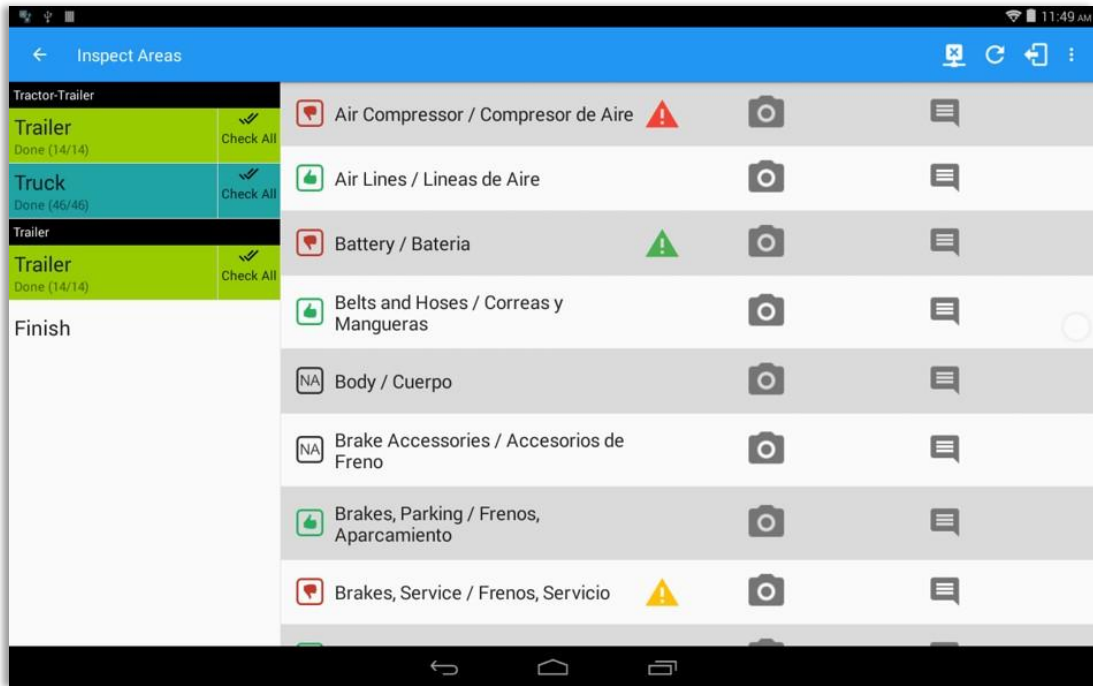
5.4.6 Capturing an Image of a DVIR Item

If you wish to capture an image of a DVIR item, you can tap the **Camera Button**.  The Camera app will then appear, proceed to take a picture of the DVIR item. After tapping the **Capture Image Button**, select the Save button to save the image and add it to your item report. You can also discard the captured image by selecting the **Cancel** button.

5.4.7 Add a Comment or Remark to a DVIR Item



You may add comments or remarks against a DVIR item by tapping the  **Comments** button, enter the relevant comment or remark in the **Enter Report** field, tap the **Camera** button to add more images if required and select the **OK** button to finish adding your images and comments or remarks.



If you add an image and a comment or remark to the DVIR item, the **camera** button will have a numbered icon over it depicting the number of images that have been attached; also, any comments or remarks that have been added will be displayed and will replace the **Comments** button

Note: You can also tap the Voice Dictation button (speech to text) to use voice dictation instead of typing your comments or remarks



5.4.8 Finishing / Certifying Your DVIR

Inspect Areas

Tractor-Trailer

Trailer Done (14/14) Check All

Truck Done (49/49) Check All

Trailer Done (14/14) Check All

Finish

Summary

Start Time: June 22, 2016 10:47:00 PM
Elapsed Time: 3 minutes 15 seconds
Items Inspected: 74/74

Final Items

General Comments

Defects Corrected

Condition Satisfactory

Condition Unsatisfactory

Signature

CHANGE SIGNATURE FINISH DVIR

To finish / certify your DVIR, select the **Finish** tab, this will display the information detailed on the next page

Summary

Summary

Start Time: November 03, 2015 08:53:03 AM
Elapsed Time: 4 minutes 52 seconds
Items Inspected: 63/63

- **Start Time** – the date and time the DVIR was started
- **Elapsed Time** – the duration of the current DVIR
- **Items Inspected** – this is a counter for the number of items already

inspected **Items Remaining**

Items Remaining

Truck - Air Compressor / Compresor de Aire

This will only be displayed if you have not yet updated all of the DVIR items, this will show the item(s) that are still to be inspected.



Final Items

Final Items

General Comments

Defects Corrected

Condition Satisfactory

Condition Unsatisfactory

General Comments – this is where you can enter your general DVIR report comments

One of the following options must be selected before the DVIR can be finished / certified

- Defects Corrected
- Defects Need Not Be Corrected
- Vehicle Condition Is Satisfactory

Signature

Signature



CHANGE SIGNATURE

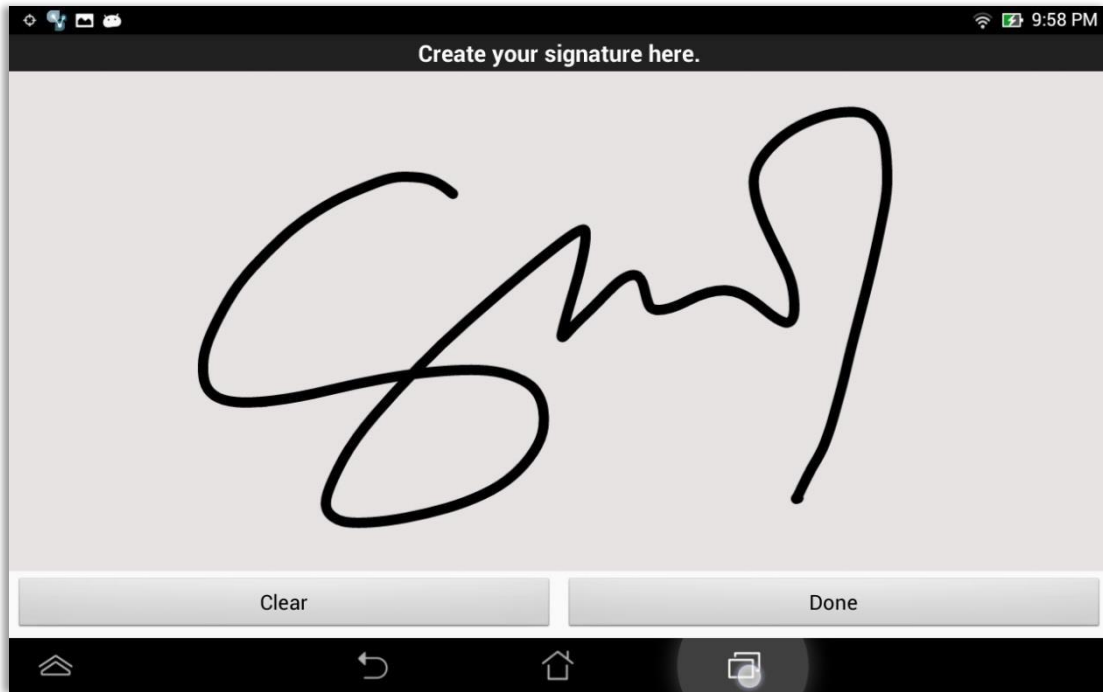
FINISH INSPECTION

Drivers can change their signature by tapping the **Change Signature** button

Mechanics and other inspectors can create their signatures by tapping the **Change Signature** button

Selecting the **Change Signature** button will open the **Create Your Signature Here screen**:

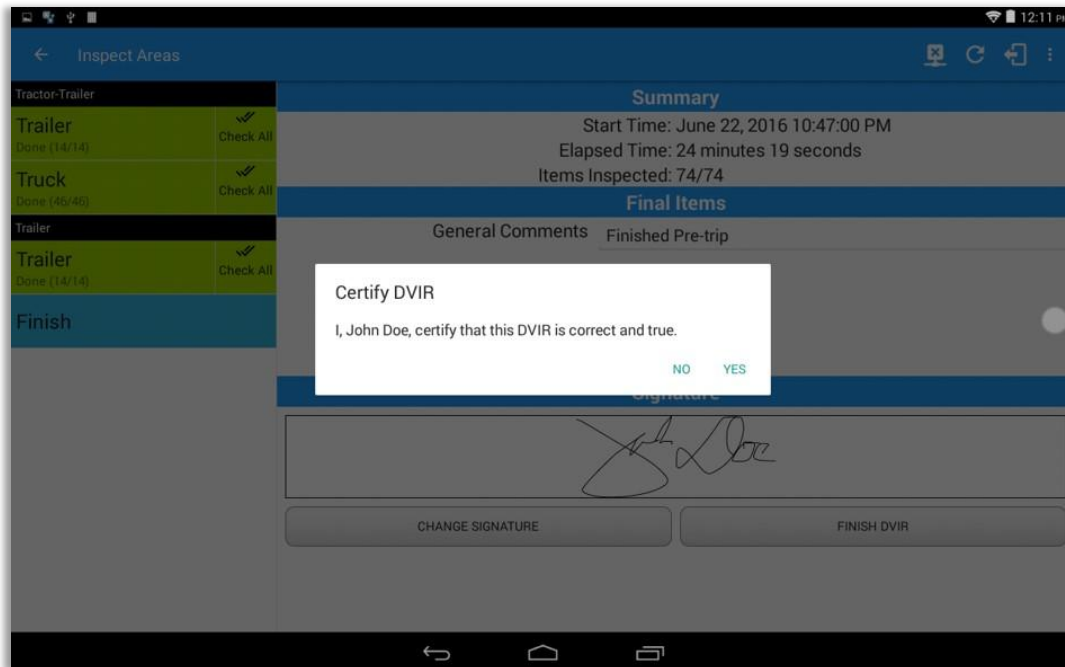




Tap the **Done** button to save your signature or tap the **Clear** button to discard the signature



5.4.9 Submit or Certify the DVIR



Tap the Finish DVIR button to finish / certify the current vehicle DVIR. Finally, after reviewing all of the DVIR details tap the **OK**

button to certify the DVIR. You can also cancel certifying the DVIR by tapping the **Cancel** button

5.4.10 Deleting a Vehicle DVIR

Go to the **Previous DVIR** section. This is where you can view a list of the DVIRs conducted within the Vehicle DVIR screen:



- Tap the Email button to send the completed DVIR to an intended recipient

Page 74



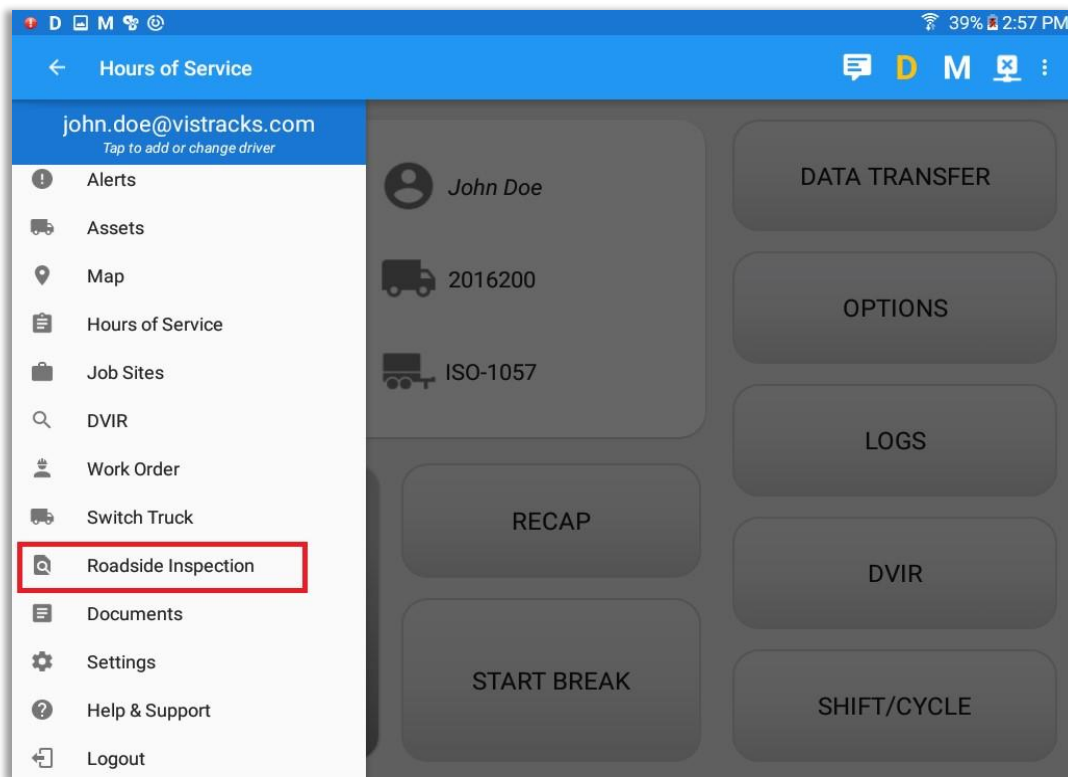
- Tap the View button to view the DVIR details (once submitted, this cannot be amended)
- Tap the Remove button to remove the DVIR (once submitted, this cannot be removed)

6 Roadside Inspection

The Roadside Inspection feature provides the ability to view the driver daily logs for the past one week. It includes information on the vehicle used, shipments and driving statuses. It also has the ability to send all the logs that have already been certified to an intended recipient.

There are a number of ways to access this feature:

6.1 Roadside Inspection – Main Navigation Menu

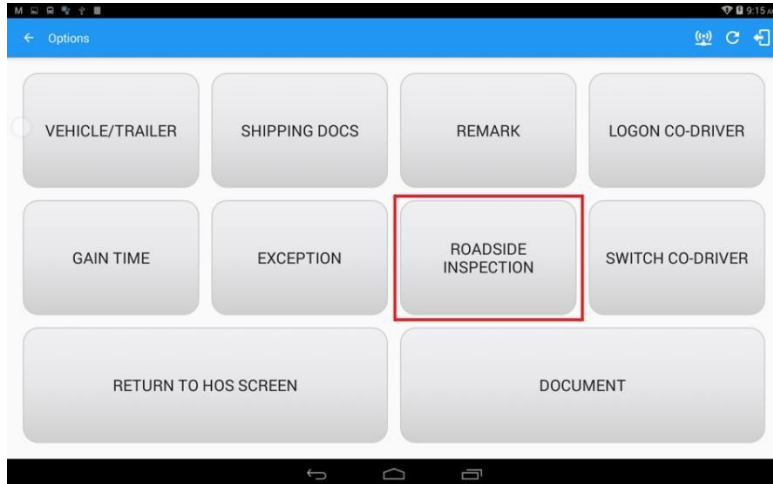


1. Slide the screen from left to right to show the **Main Navigation Menu** Or

2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu

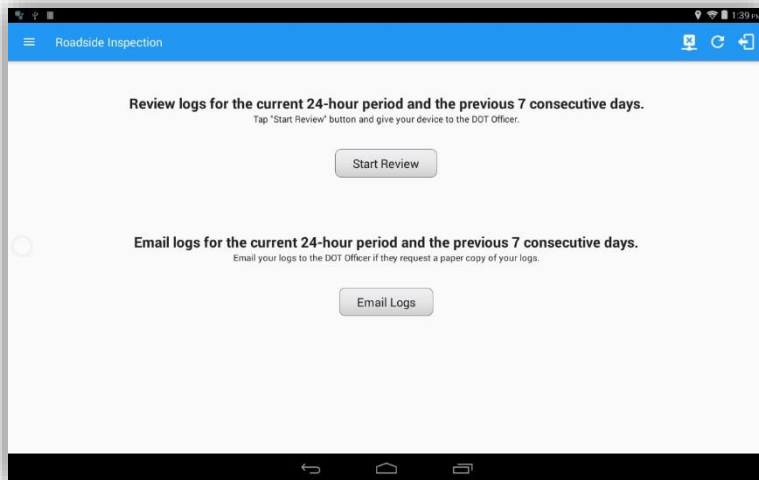
Tap the **Roadside Inspection** option within the **Main Navigation Menu**

6.2 Roadside Inspection – Options Menu

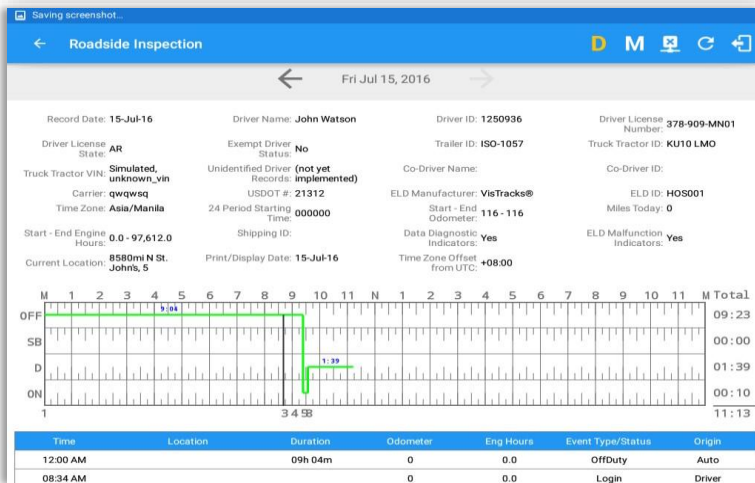


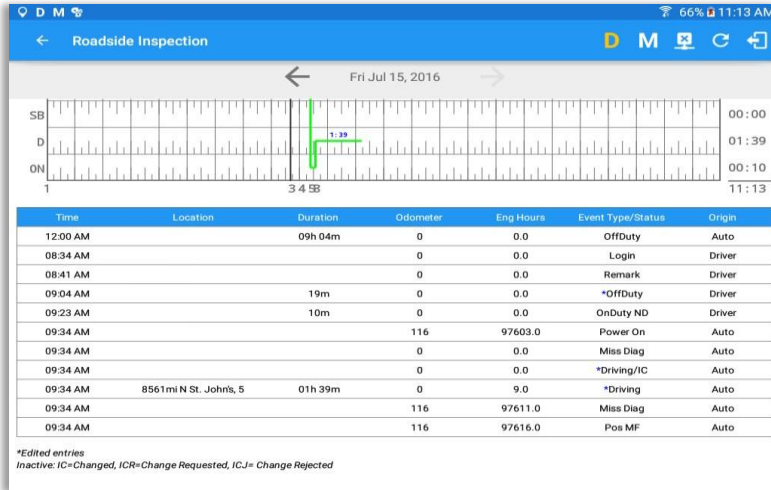
From the **Hours of Service Main Screen**, tap the Options button and then tap the **Roadside Inspection** button

6.3 Inspection Screen – Start Review



From the **Roadside Inspection Screen**, tap the **Start Review** button to view the **Driver's Daily Log screen**

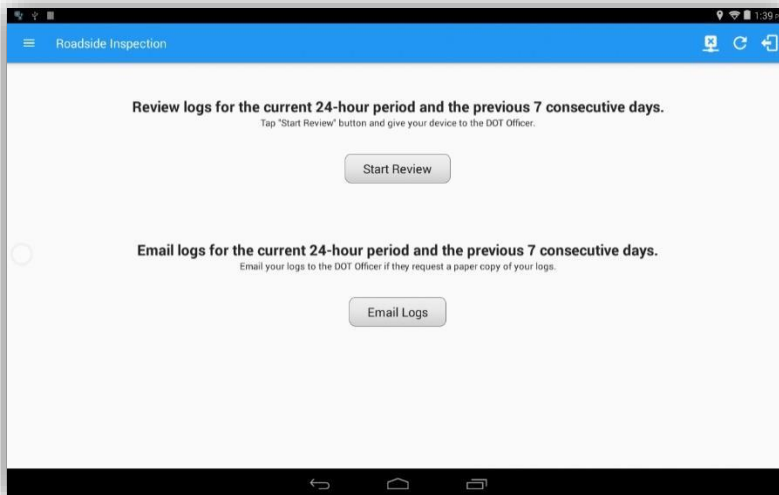




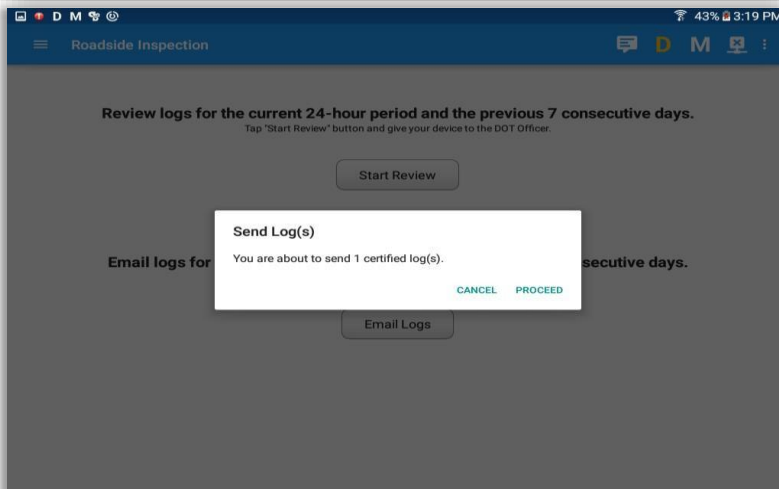
Tap the Previous button to navigate to the

previous log or tap the Next button to navigate to the next log

6.4 Roadside Inspection Screen – Email Logs



From the *Roadside Inspection Screen*, tap the *Email Logs*



Tap **Proceed** button to send logs

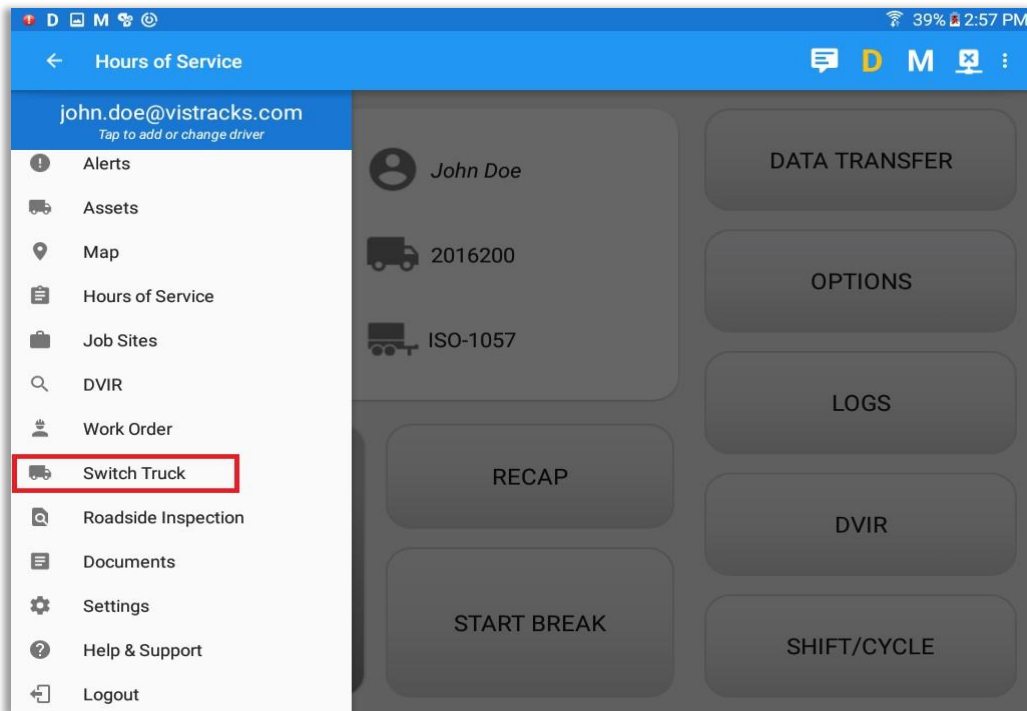
Note: Only certified logs are able to be sent

7 Switch Truck

The Switch Truck feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.

There are a number of ways to access this feature:

7.1 Switch Truck – Main Navigation Menu

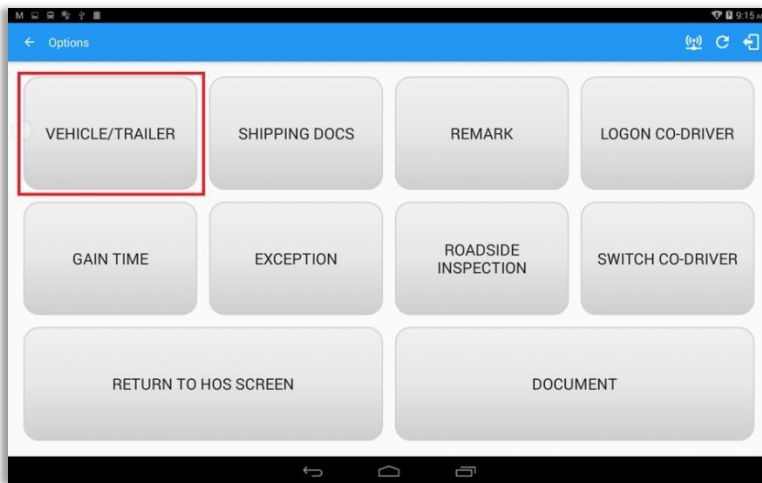


1. Slide the screen from left to right to show the **Main Navigation Menu** Or

2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu

Tap the **Switch Truck** option within the **Main Navigation Menu**

7.2 Options Menu



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Vehicle/Trailer** button



7.3 Switch Truck – DVIR Screen


| Vehicle/Trailer | | Previous DVIR | | | |
|------------------------|-----------------------|---------------|--------|-------------|-------------|
| Vehicle Name: Vehicle1 | Form: Tractor-Trailer | Pre-trip | Driver | 12:06:32 PM | In progress |
| Trailer Name: Trailer1 | Form: Trailer | Pre-trip | Driver | 11:43:47 AM | Certified |

DVIR Details

Date: 2016-06-22 12:06

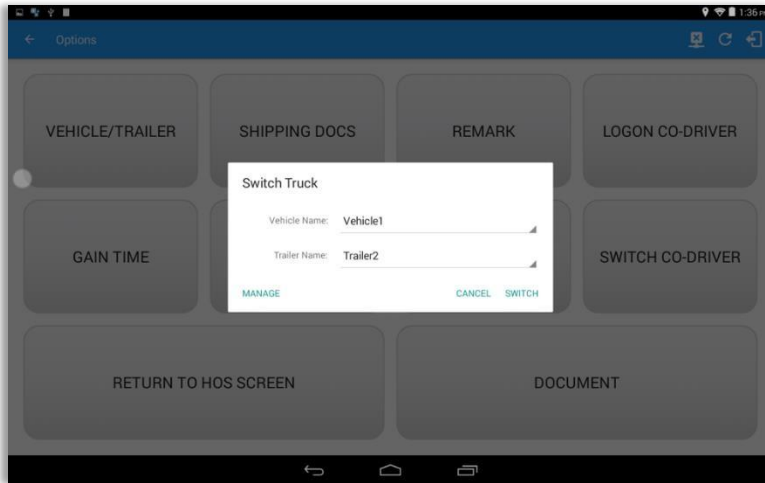
Type: Pre Post Ad Hoc

Inspector: Driver Mechanic Other

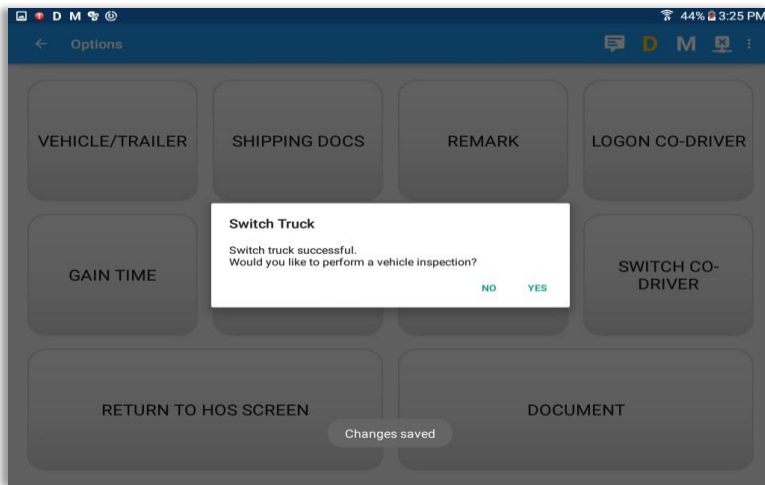
1. Slide the screen from left to right to show the **Main Navigation Menu** Or
2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu
Tap the **DVIR** option within the **Main Navigation Menu**
3. Select the **DVIR** button from the Main Hours of Service Menu and then select the **Switch** button



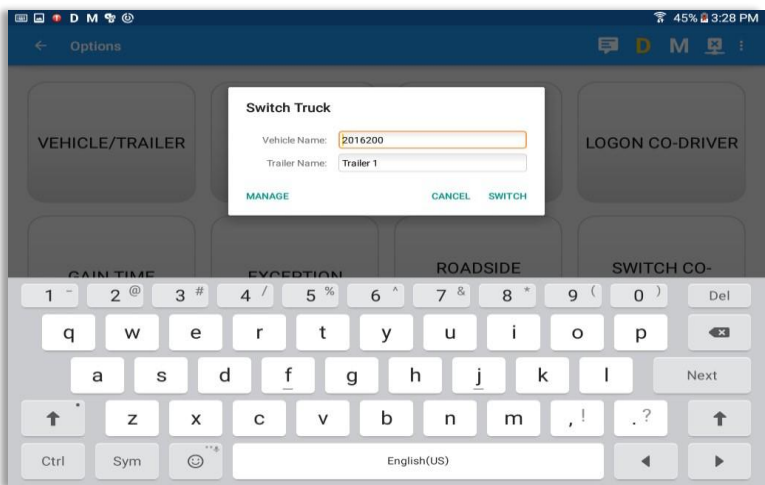
7.4 Switching Vehicle / Trailer



Select the **Vehicle ID** or **Trailer ID** dropdown list and select the required vehicle or trailer, then tap the **Switch** button to switch to the selected vehicle or trailer.

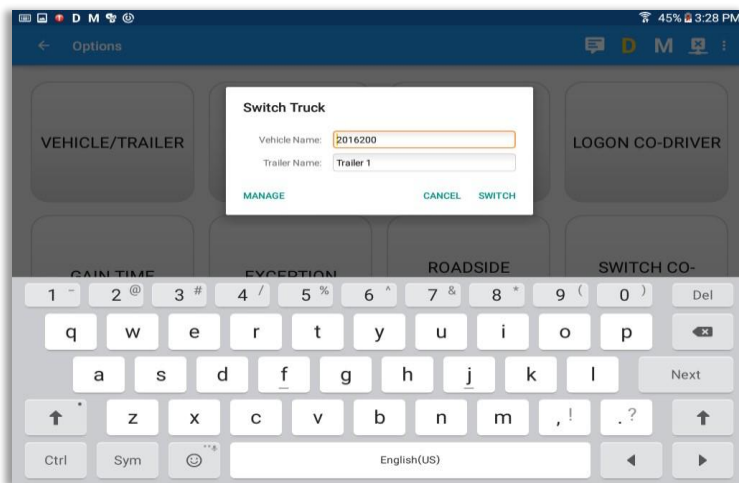


After tapping the Switch button, you will be asked if you would like to perform a vehicle DVIR, tap the **YES** button to navigate to the **Vehicle DVIR** screen or tap the **NO** button to close the dialog box and continue



Vehicles and Trailers can also be filtered through **text entry** on the vehicle/trailer text fields. Text entry availability starts if the total number of trailers/vehicles numbers 250 or more

7.5 Managing Vehicles / Trailers



You can add, update and delete vehicles or trailers by tapping the **Manage** button; this will display the **Manage Vehicles/Trailers Screen**

Hence, the 'Manage' button is only available to drivers whose user role is **Fleetmanager** or **Assetadmin**. Otherwise, the button will not be available on the Switch Truck dialog



7.5.1 Manage Vehicles / Trailers – Delete

| Name | License Plate | VIN | Type | + |
|-------------|----------------|-----------------------|---------|-----|
| 2016446 | 2016-0005-0004 | POST-VEH0000000007 | Vehicle | ✎ ✖ |
| 2016447 | 2016-0005-0005 | POST-VEH0000000016700 | Vehicle | ✎ ✖ |
| 2016448 | 2016-0005-006 | POST-VEH000000000890 | Vehicle | ✎ ✖ |
| ISO-1057 | iso-1057 | | Trailer | ✎ ✖ |
| KU10 LMO | ku10-lmo | POST-VEH0000000006 | Vehicle | ✎ ✖ |
| NewTest | POS-VE1 | POST-VEH0000000001 | Vehicle | ✎ ✖ |
| Trailer 1 | 1 | | Trailer | ✎ ✖ |
| Truck 1 | 1 | POST-VEH00000000014 | Vehicle | ✎ ✖ |
| VehicleNew | VEH-POS2 | POST-VEH0000000002 | Vehicle | ✎ ✖ |
| VehiclePos3 | VEH-POS3 | POST-VEH0000000003 | Vehicle | ✎ ✖ |

Search equipment

To delete any of the vehicles or trailers listed, tap the icon

Vehicles/Trailers made in the portal can be edited or deleted can be in the HOS app and vice versa.

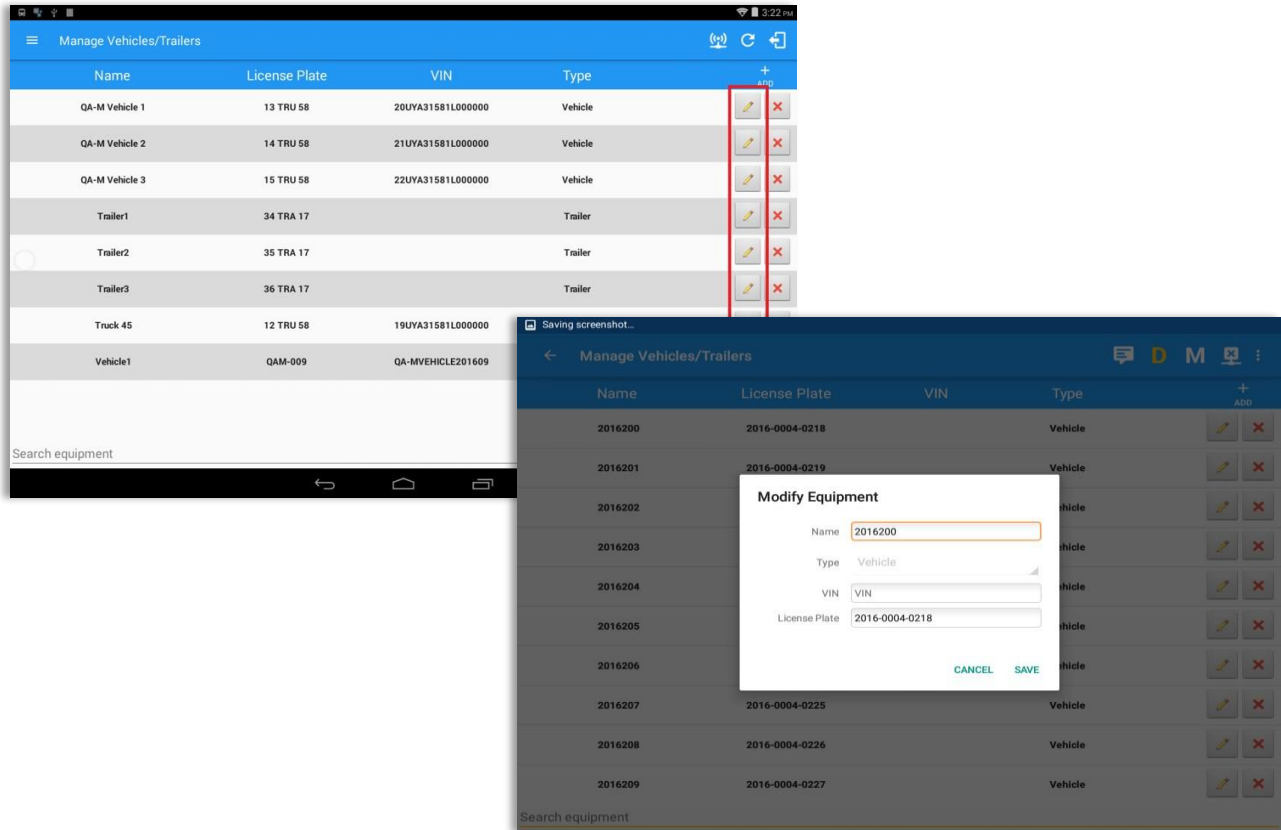
| Name | License Plate | VIN | Type | + |
|---------|----------------|-----|---------|-----|
| 2016200 | 2016-0004-0218 | | Vehicle | ✎ ✖ |
| 2016201 | 2016-0004-0219 | | Vehicle | ✎ ✖ |
| 2016202 | 2016-0004-0220 | | Vehicle | ✎ ✖ |
| 2016203 | | | | ✎ ✖ |
| 2016204 | | | | ✎ ✖ |
| 2016205 | | | | ✎ ✖ |
| 2016206 | 2016-0004-0224 | | Vehicle | ✎ ✖ |
| 2016207 | 2016-0004-0225 | | Vehicle | ✎ ✖ |
| 2016208 | 2016-0004-0226 | | Vehicle | ✎ ✖ |
| 2016209 | 2016-0004-0227 | | Vehicle | ✎ ✖ |


Search equipment

Tap the **DELETE** button within the **Delete Vehicle** dialog to confirm deletion or, tap the **CANCEL** button to return without deleting



7.5.2 Manage Vehicles / Trailers - Edit



To edit any of the trucks or trailers listed, tap  the icon, make any required changes to the selected truck or trailer and then tap the **SAVE** button to save the changes or, tap the **CANCEL** button to return without saving.



7.5.3 Manage Vehicles / Trailers – Add

| Name | License Plate | VIN | Type | + |
|---------|----------------|-----|---------|---|
| 2016200 | 2016-0004-0218 | | Vehicle | + |
| 2016201 | 2016-0004-0219 | | Vehicle | + |
| 2016202 | 2016-0004-0220 | | Vehicle | + |
| 2016203 | 2016-0004-0221 | | Vehicle | + |
| 2016204 | 2016-0004-0222 | | Vehicle | + |
| 2016205 | 2016-0004-0223 | | Vehicle | + |
| 2016206 | 2016-0004-0224 | | Vehicle | + |
| 2016207 | 2016-0004-0225 | | Vehicle | + |
| 2016208 | 2016-0004-0226 | | Vehicle | + |
| 2016209 | 2016-0004-0227 | | Vehicle | + |

To add a new truck or trailer, tap the **+** **ADD** button, this will open the Add Truck dialog, enter the following details:

- Vehicle Name** – Truck or trailer name
- VIN** – Vehicle Identification Number
- License Plate** – license number
- Vehicle Type** – Vehicle or Trailer

Create Equipment

Name

Type

VIN

License Plate

CANCEL ADD

Tap the **ADD** button to save the new truck or trailer
Or
Tap the **CANCEL** button to cancel adding the new truck or trailer

Note: When creating/modifying an equipment with a selected type of “Trailer”, the VIN field is disabled and enabled if the equipment type selected is “Vehicle”

| Name | License Plate | VIN | Type | + |
|---------|----------------|-----|---------|---|
| 2016200 | 2016-0004-0218 | | Vehicle | + |
| 2016201 | 2016-0004-0219 | | Vehicle | + |
| 2016202 | 2016-0004-0220 | | Vehicle | + |
| 2016203 | 2016-0004-0221 | | Vehicle | + |
| 2016204 | 2016-0004-0222 | | Vehicle | + |
| 2016205 | 2016-0004-0223 | | Vehicle | + |
| 2016206 | 2016-0004-0224 | | Vehicle | + |
| 2016207 | 2016-0004-0225 | | Vehicle | + |
| 2016208 | 2016-0004-0226 | | Vehicle | + |
| 2016209 | 2016-0004-0227 | | Vehicle | + |



Once the new vehicle or trailer has been added, it will be displayed in the ***Manage Vehicles/Trailers screen***

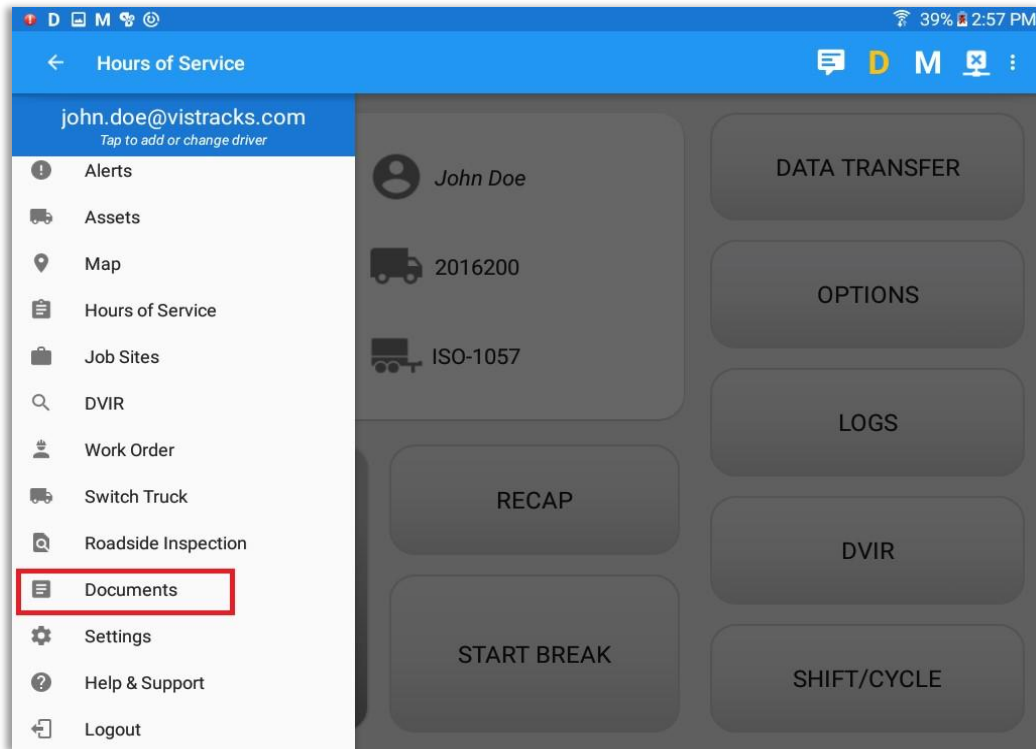
8 Documents


The Documents feature provides an easy way to capture, view and email documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photos etc.

There are a number of ways to access this feature:



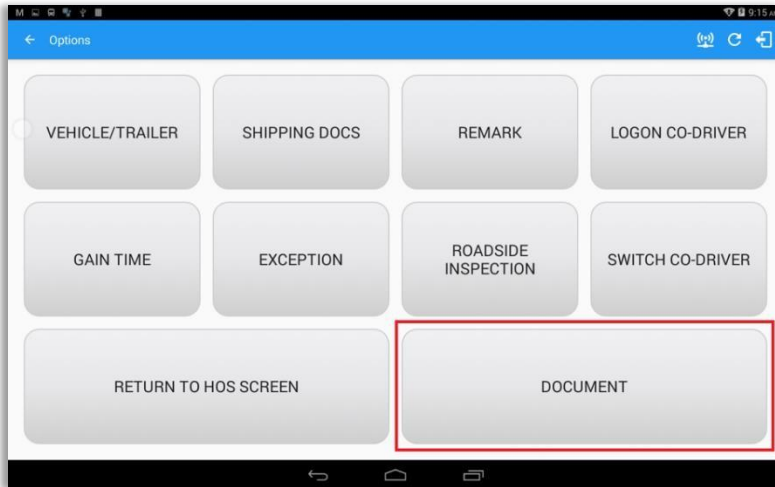
8.1 Documents – Main Navigation Menu



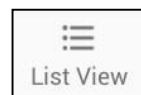
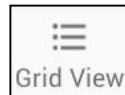
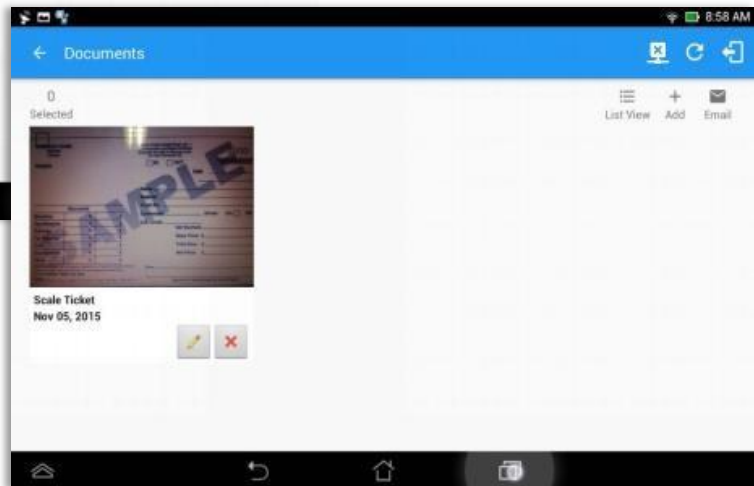
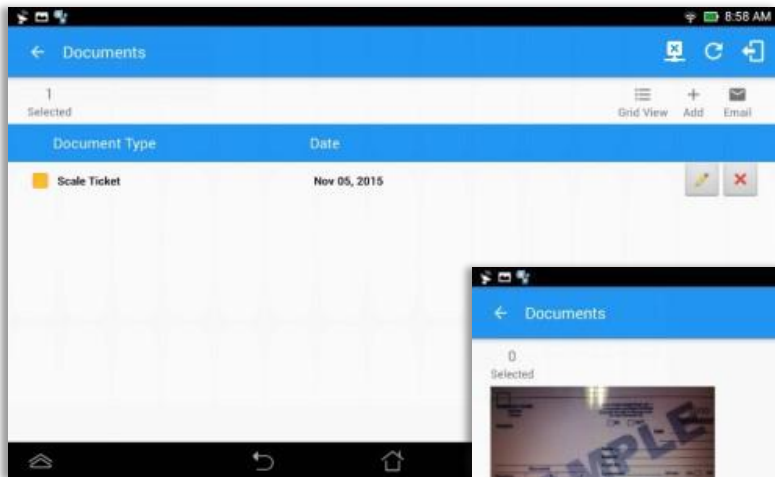
1. Slide the screen from left to right to show the **Main Navigation Menu** Or
2. Tap the **Main Navigation Hamburger** icon  to show the Main Navigation Menu
3. Select the **Documents** button from the Main Hours of Service Menu



8.2 Documents – Options Menu



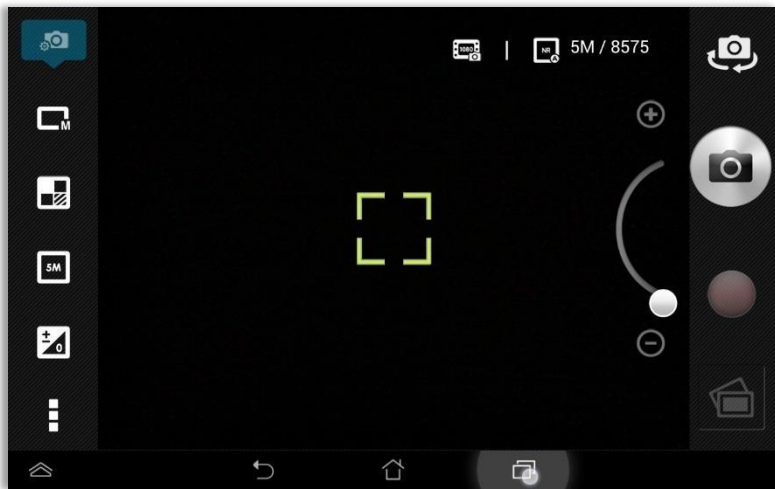
From the **Hours of Service Main Screen**, tap the Options button and then tap the **Document** button



Note: The Documents screen has two views; Grid View or 'List View'



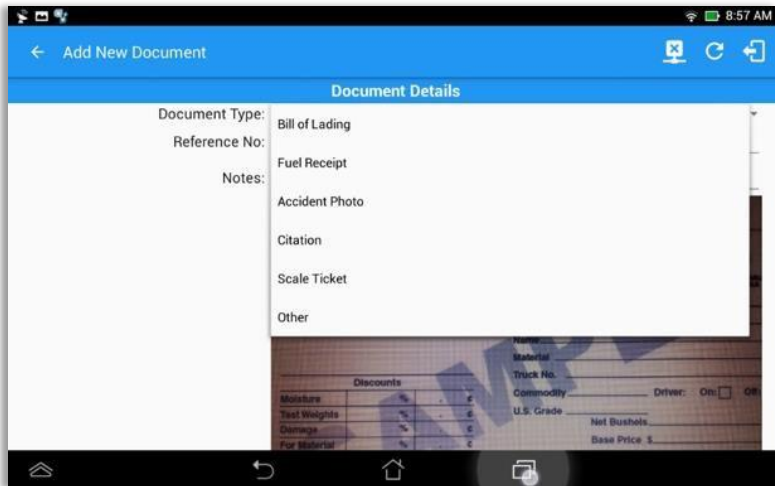
8.3 Adding Documents



Tap the **Add** button, the camera app will open and you can then take a picture of the document or damage etc.

After tapping the Capture Image button, tap the Save button to save the image and add it to your document. You can also discard the image if you are not happy with the picture by tapping the Retry button



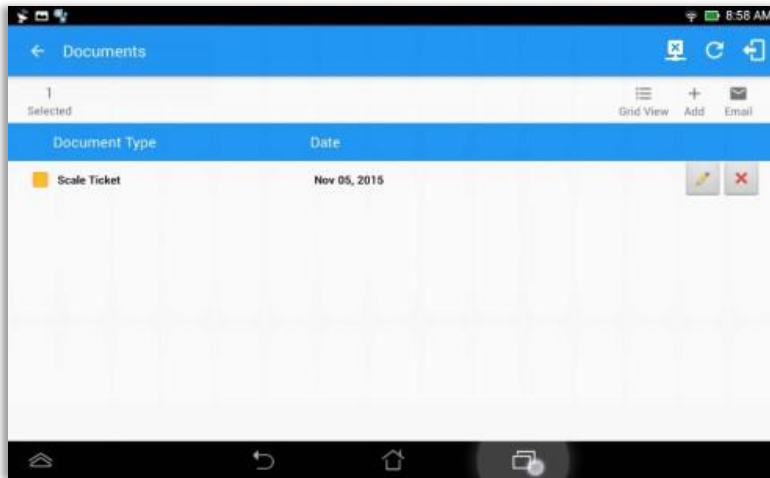


Select the type of document you wish to save by tapping the Document Type drop down list and selecting from the available options.

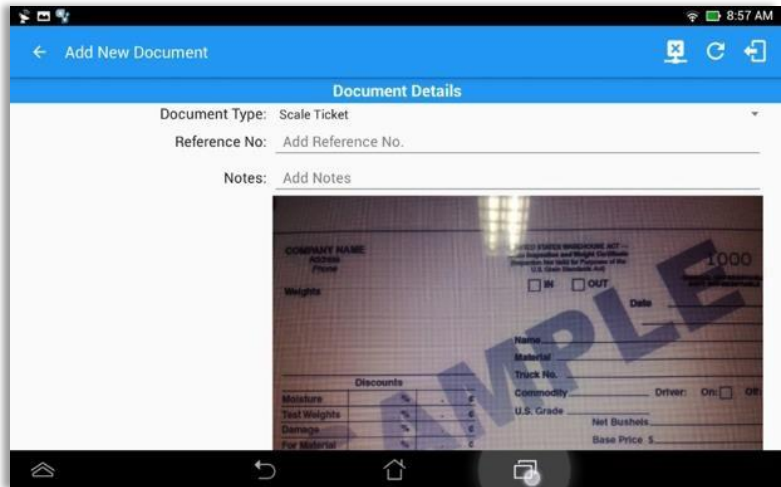
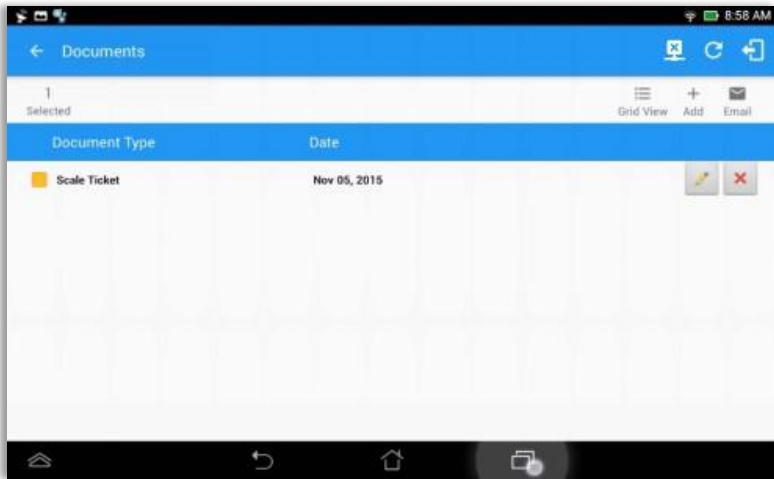
Enter your **Reference Number**
Add any **Notes** to support the image


Tap the **OK** button to save and continue or tap the **CANCEL** button to return without saving





8.4 Editing / Deleting a Document



Tap the Edit  button adjacent to the relevant document, make any required changes.

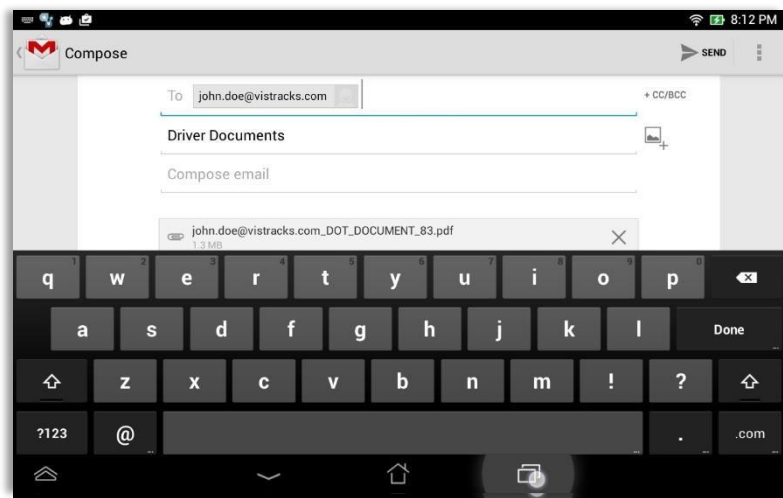
Tap the OK button to save the changes.

Tap the CANCEL button to return without saving the changes

Tap the DELETE button to delete the document completely



8.5 Emailing Documents

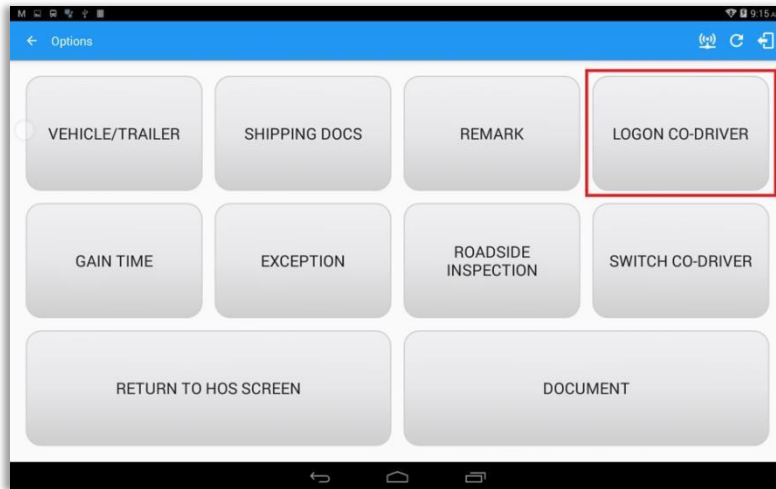


Select the documents you wish to send through email and then tap the Email button, select an option for sending and provide any requested information such as an email address if you're sending through email.

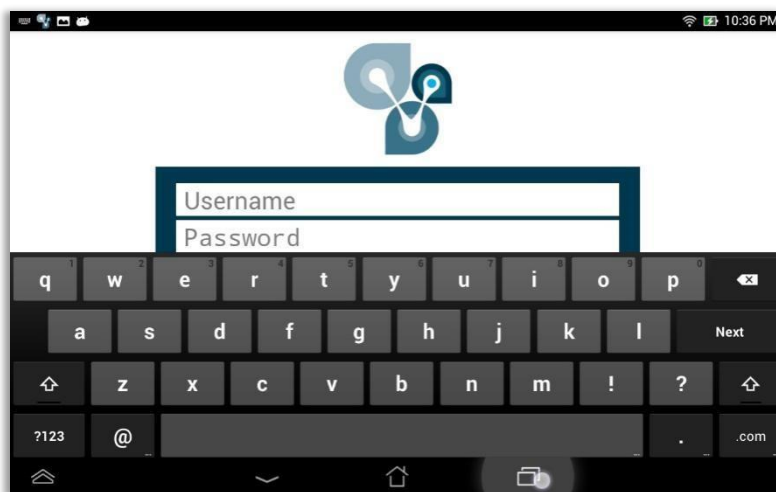


9 Co-Drivers

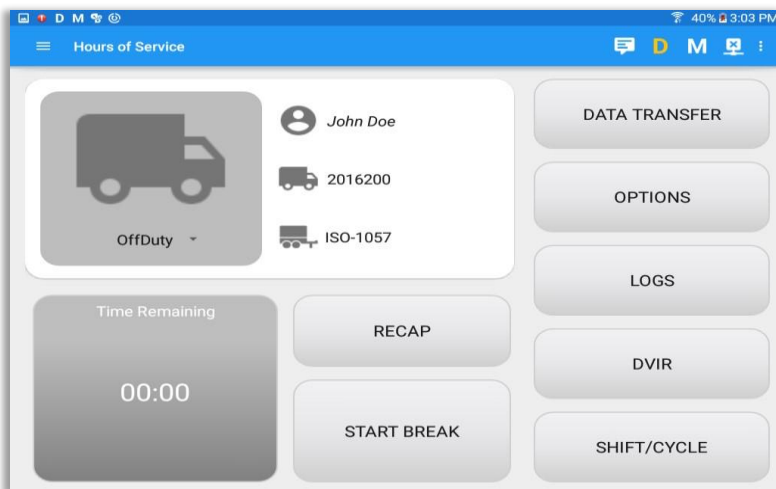
9.1 Logon Co-Driver



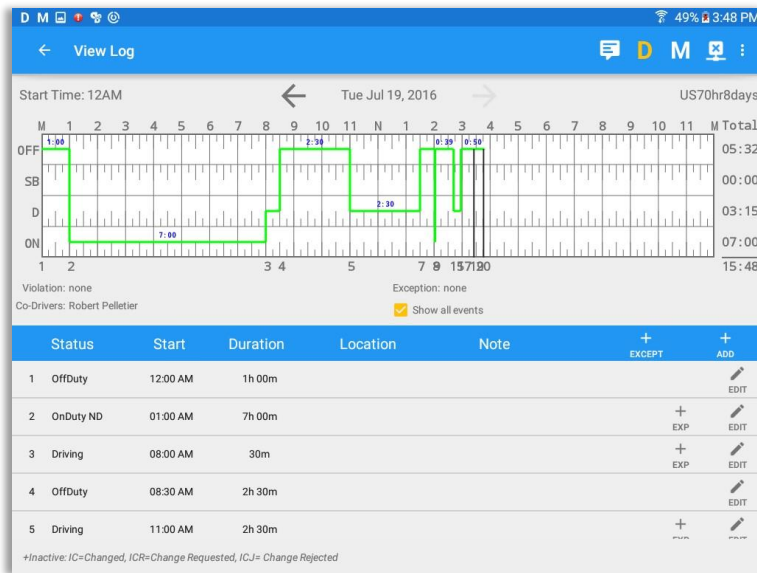
From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Logon Co-Driver** button



Personnel accounts cannot be Co-Drivers. Only authenticated users with a Driver role are allowed to log-in as Co-Driver.



The Co-Driver must enter his/her **Username & Password** and then tap the **Login** button to continue, he/she will then be logged on successfully and the **Hours of Service Main Screen** will display Their log details



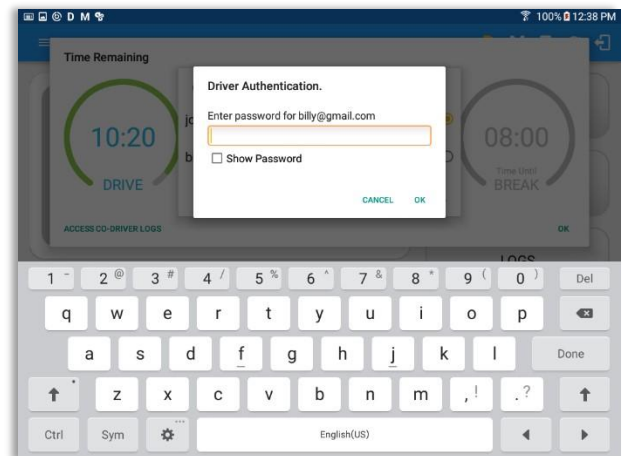
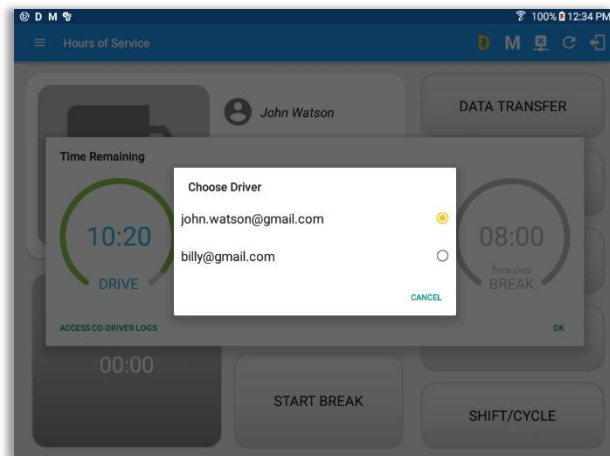
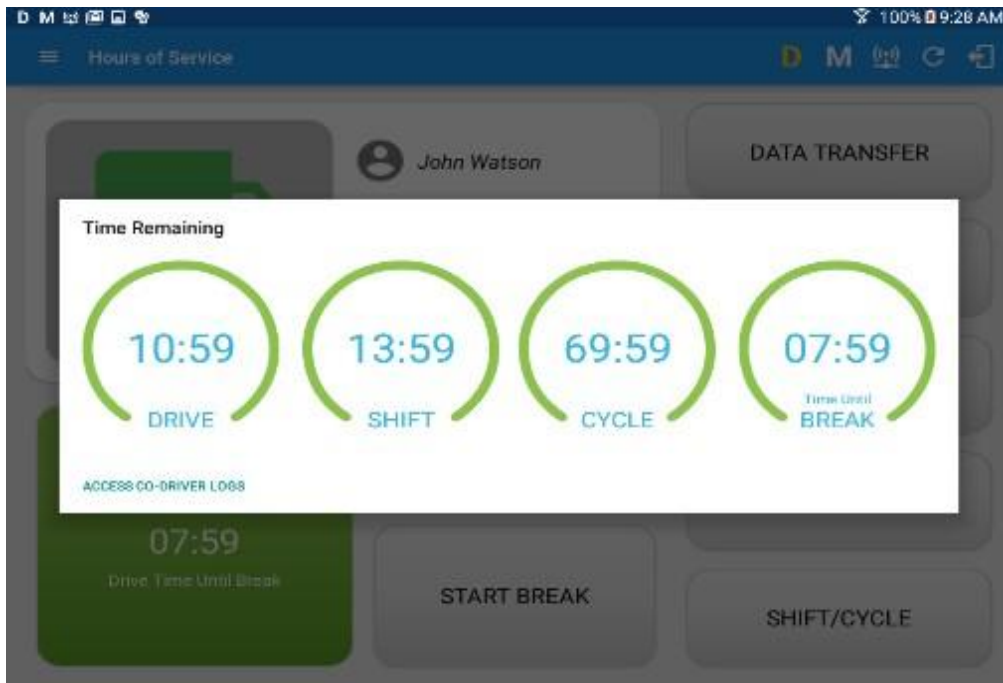
In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid chart.

Team Driving

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the



HOS dashboard and subsequently select the Logs option while the vehicle is still in motion.



See steps in 9.2 Switch Driver to complete process



Once the Co-Driver has successfully logged in, the main dashboard is displayed with the co-driver's information while setting the app in Review Mode with limited capabilities.

Review Mode

When in Review Mode the Co-Driver cannot receive or access:

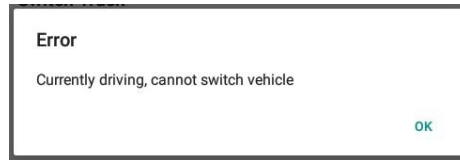
- ✗ Driving Notifications and alerts which relates to the Primary Driver
- ✗ Lock screen will not display even if the vehicle is in motion
- ✗ Cannot switch vehicle
- ✗ Cannot change the current event in to Driving event
- ✗ Cannot update any preferences related to background services

When in Review Mode the Co-Driver can receive or access:

- ✓ Data Diagnostics and Malfunctions pop-up dialogs
- ✓ Pending Edit Request(s)
- ✓ Allow modifications on previous events
- ✓ Can edit current event to OnDuty ND, OffDuty & Sleeper except changing it into Driving

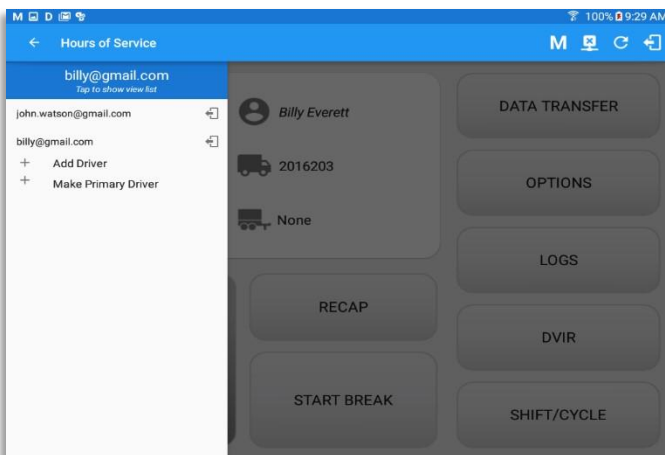
Notes: (when the vehicle is still in motion)

- Attempts to change the status to Driving will only display an error stating "Cannot change status while vehicle is in motion."

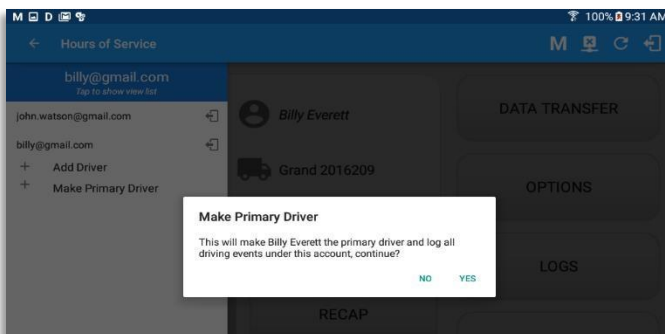


- Attempts to Accept or Reject requested driving event is not allowed in a co-driver's account, instead an error dialog is displayed stating that "Only "Primary Driver" can switch to "Driving" as current status."

When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Primary Driver is available on the Drivers List.



Once the "Make Primary Driver" button is tap, a confirmation dialog will display



-
- If **YES** is tap, the vbus services will restart under the new primary driver's account
 - If **No** is tap, the dialog will close

Note: *The "Make Primary Driver" button will be disabled when the main driver is in a Driving state, which will then display a label stating "Cannot Change Driver While Driving"*

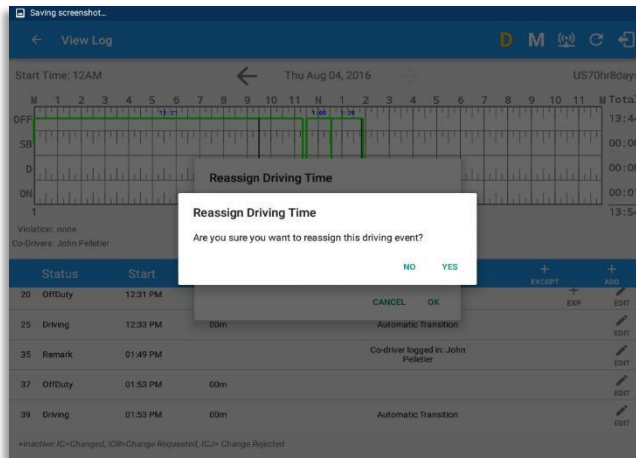
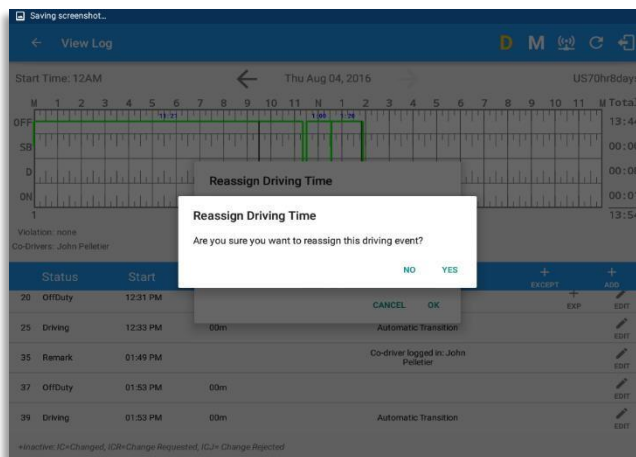
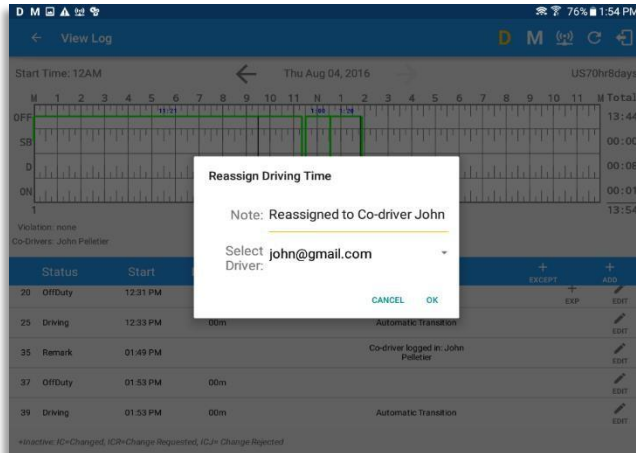
When the Primary Driver switch to the Co-Driver's account, in the Authentication dialog an option for the "Make Primary Driver" is available.

Note: *A driver that is set as the Primary Driver is the one currently using the application while the other one is only in the monitoring state.*

Reassign Driving Time

The ELD allows the driver to reassign his driving time to a co-driver.





Tap on the Edit button of the created auto driving event to display the Reassign Driving Time dialog. Select for the co-driver's name of the list.

Once the OK button is tap, it will display a confirmation dialog whether to proceed to reassign the driving time event.

- If **YES** is tap, the driving event will recorded as an Inactive Changed (IC) event on the main driver's log
- If **No** is tap, the dialog will close and will not reassign the driving time.

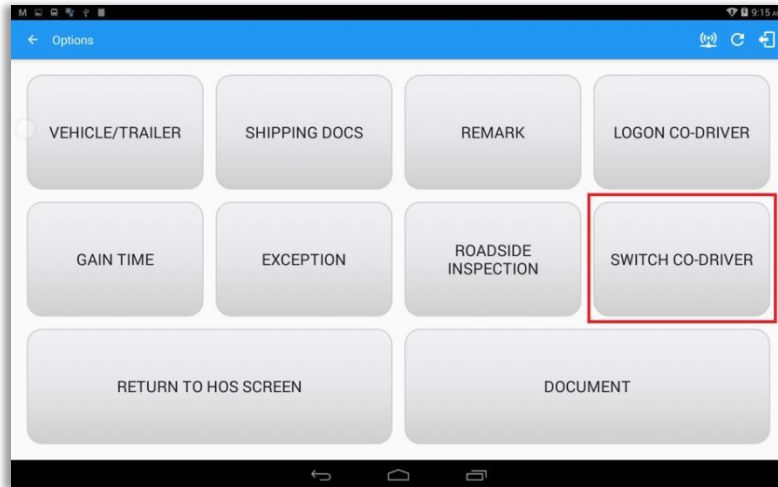
Switch to the Co-Driver's account to check the Reassign Driving Time which will be displayed on the Pending Edit Request dialog.

- If **Accepted**, the driving event will be reassigned and recorded on the co-driver's log.
- If **Rejected**, the driving event will not be recorded under the codriver's log. However, it will be displayed as an Inactive Changed Rejected (ICJ) event (both Main and Co-drivers log).

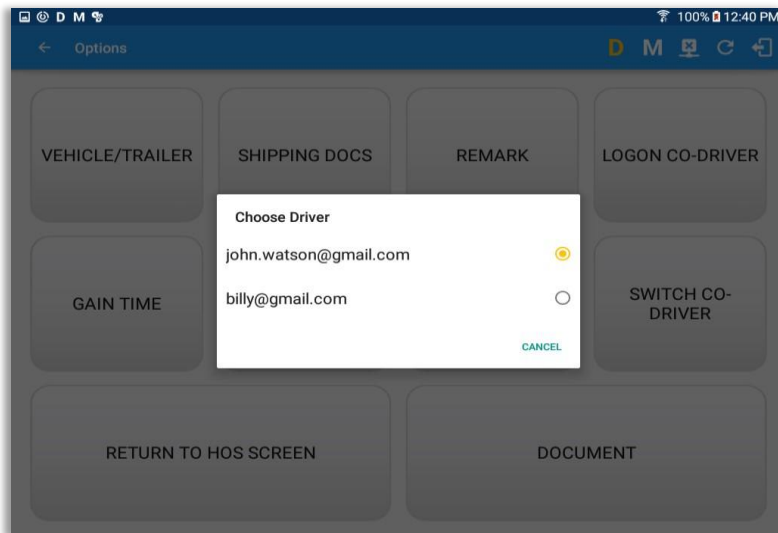
Note: A Co-Driver is not allowed to accept or reject a requested Driving event. Only "Primary Driver" can switch to "Driving" as current status.



9.2 Switch Driver

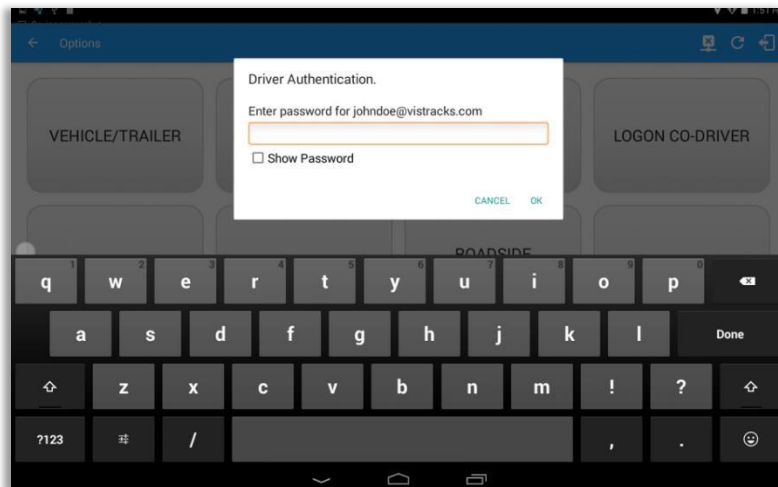


From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Switch Co-Driver** button



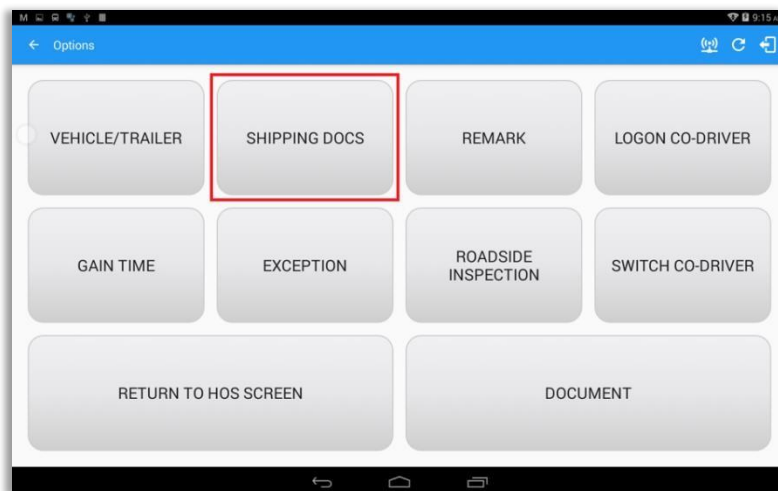
From within the **Choose Driver** dialog, tap the driver's name who you wish to switch to

Tap the **CANCEL** button to return to the **Options** screen



The HOS app then asks the codriver to input the password to authenticate the account.

10 Shipping Documents



From the *Hours of Service Main Screen*, tap the *Options* button and then tap the *Shipping Docs* button

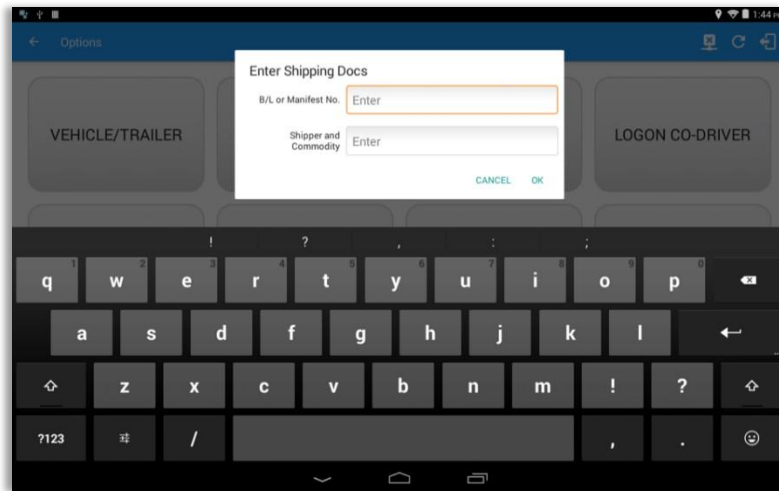


Enter the **Bill of Lading** or
Manifest Number

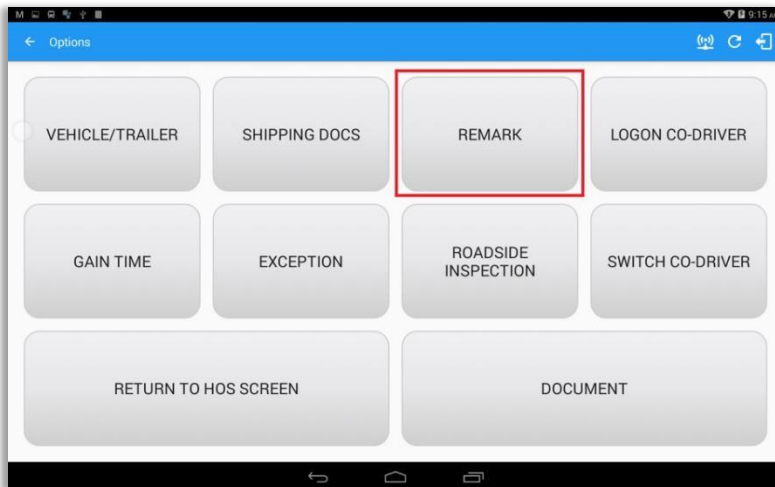
Enter the **Shipper** or **Commodity**

Tap the **OK** button to save the
details

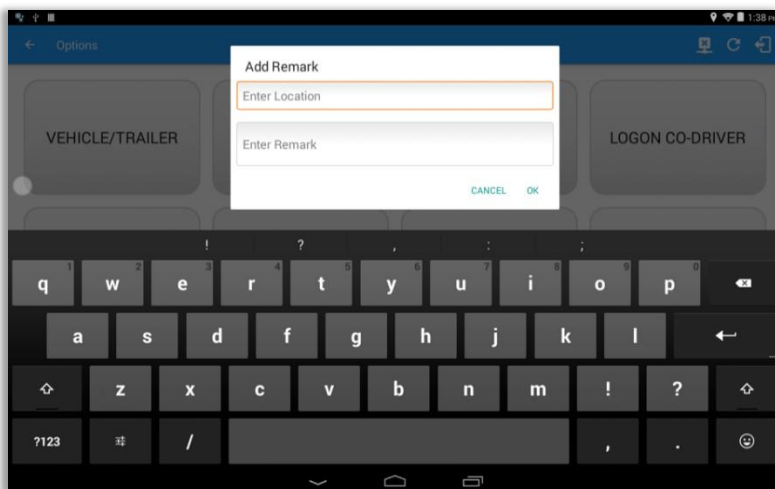
Tap the **CANCEL** button to return
without saving



11 Add Remark



From the **Hours of Service Main Screen**, tap the **Options** button and then tap the **Remarks** button



Enter the **Location** (optional)

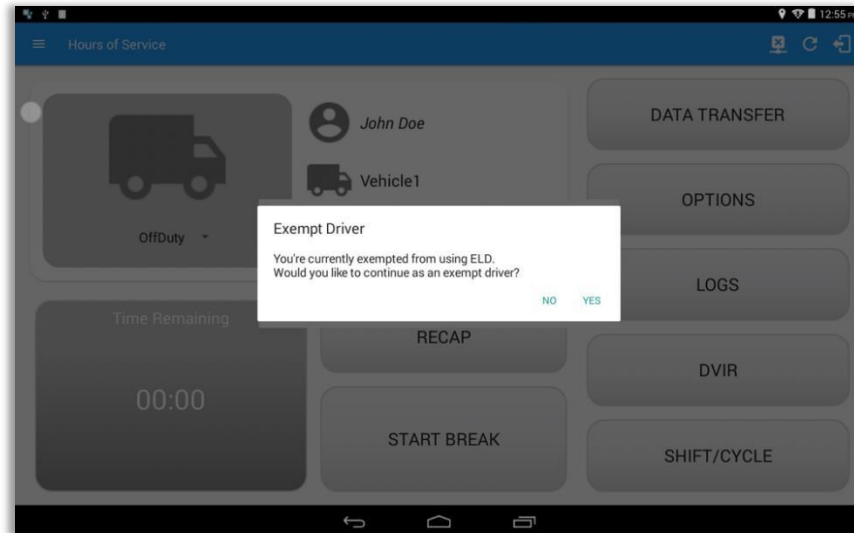
Enter the **Remark**

Tap the **OK** button to save the remark

Tap the **CANCEL** button to return without saving

12 Exempt Driver

If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (395.1 (e)), upon *logging in* or *logging out* a dialog will display confirming whether the driver chooses to continue as an exempt driver.

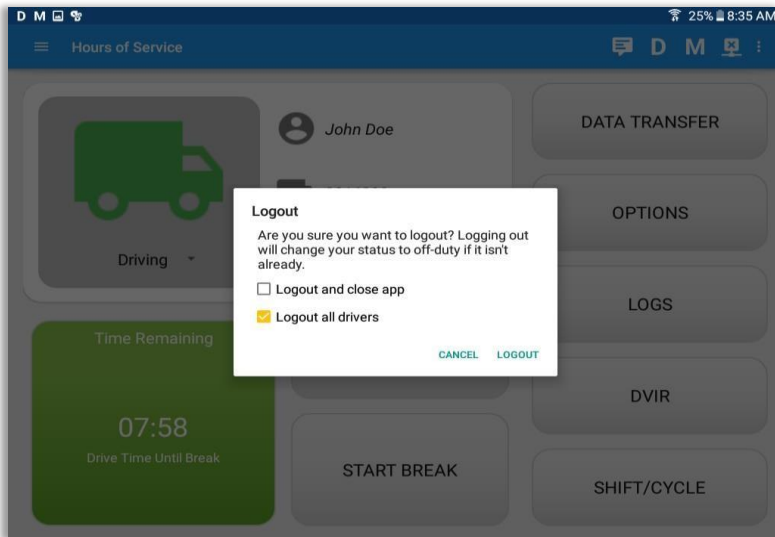


By selecting the OK button, the **“No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles”** exception will be enabled. You can enable Exempt Driver through these steps:

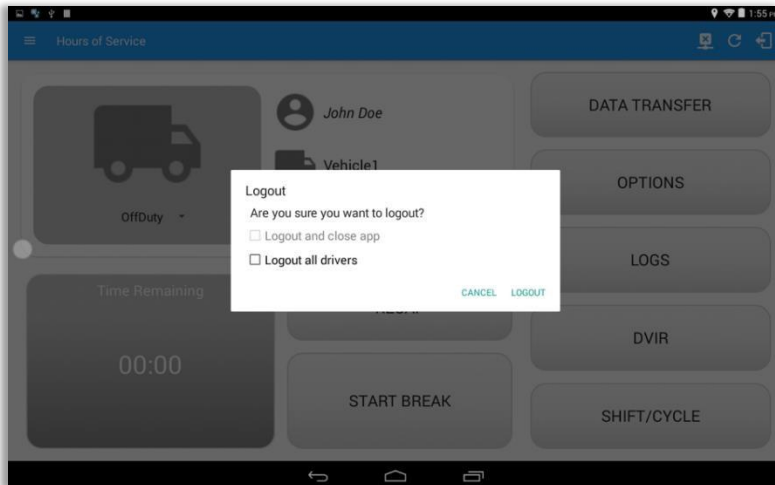
Login to Portal → Go to the Drivers Management page → Select on New Driver button or select the Edit driver button → Enable the Exempt Driver option



13 Logout



Logout message when status is still **'On Duty' or 'Driving'**



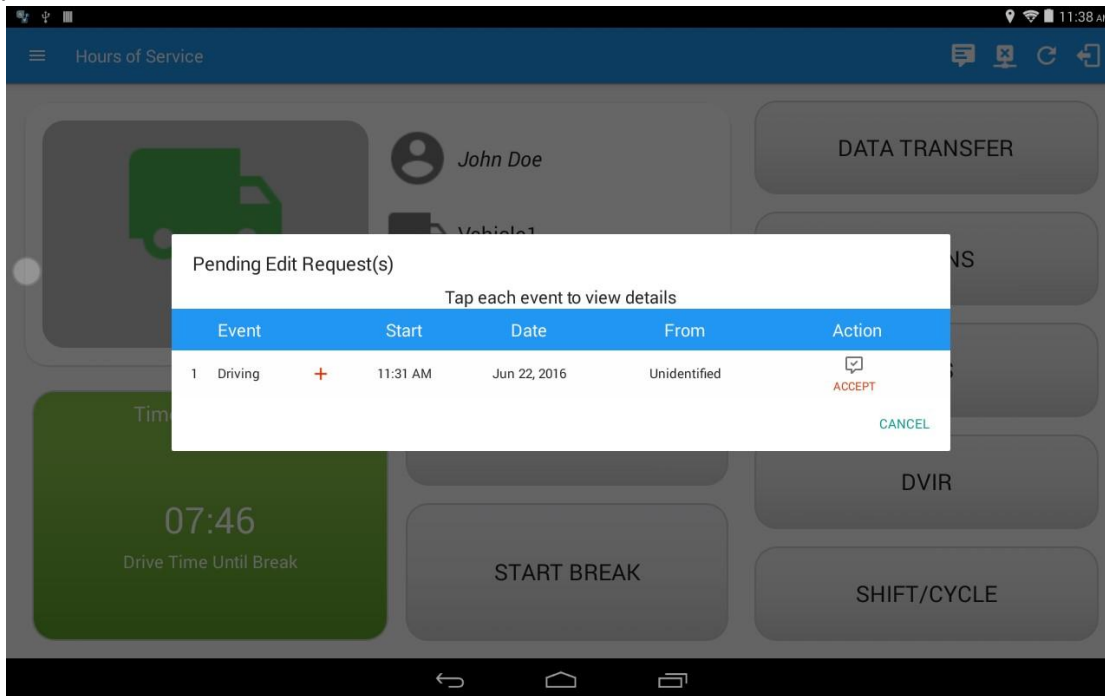
Logout message when status is **'Off Duty'**



Note: Once the “Logout and close app” option is checked, all the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely (with no Snaptraq service or VBUS service running in the background)

14 Unidentified Driving Events

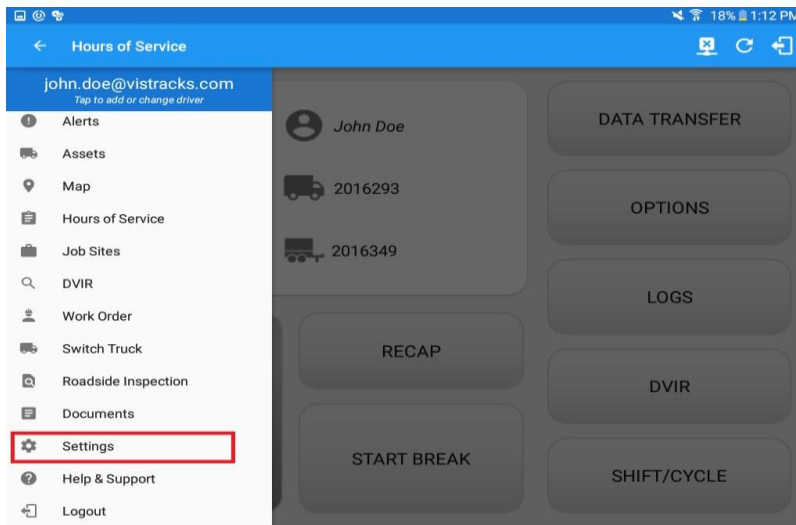
Unidentified Driving Events are events that are automatically recorded when a vehicle has been moving for more than 3 minutes while there is no driver logged in. These events are recorded under “Unidentified Driver” account. Unidentified Driving events can be accepted by actual drivers upon logging in to the app (within the Pending Request(s) window).



When the next Authenticated Driver logs in or logs out, this popup will then appear. In order for the Unidentified Driving Events to be reassigned, the logged in driver will be the one to accept the **Pending Edit Requests** of the Unidentified Driver.



This driver is activated automatically at 3 minutes of vehicle motion without a logged in driver. But in order to access this driver **manually**, you first have to login to HOS as an **Authenticated Driver**.



From the *Hours of Service Main Screen*, tap the *Main Navigation Hamburger* icon then tap the *Settings* button.

Logging In as Unidentified Driver

You can copy the Unidentified Driver’s password through these steps:

Login to HOS app → Go to the Settings → Debugging → Tap on “Copy QA M.unidentifiedDriver Password” option (then after copying, the driver can then logout)

Username: <AccountName>.unidentifiedDriver

Password : Copied to clipboard

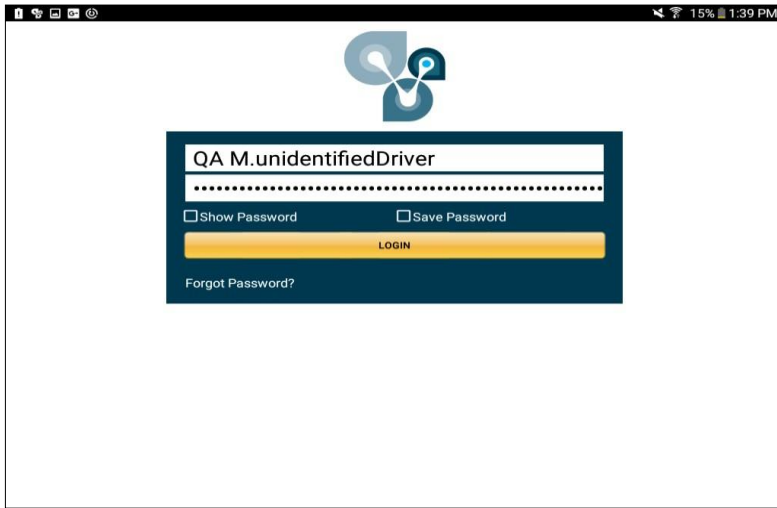
Sample:

Username: QA M.unidentifiedDriver

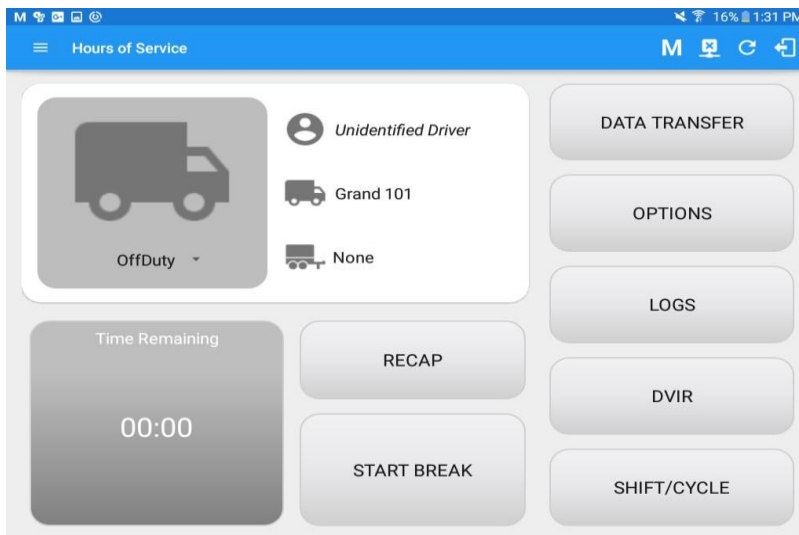
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Password: *****

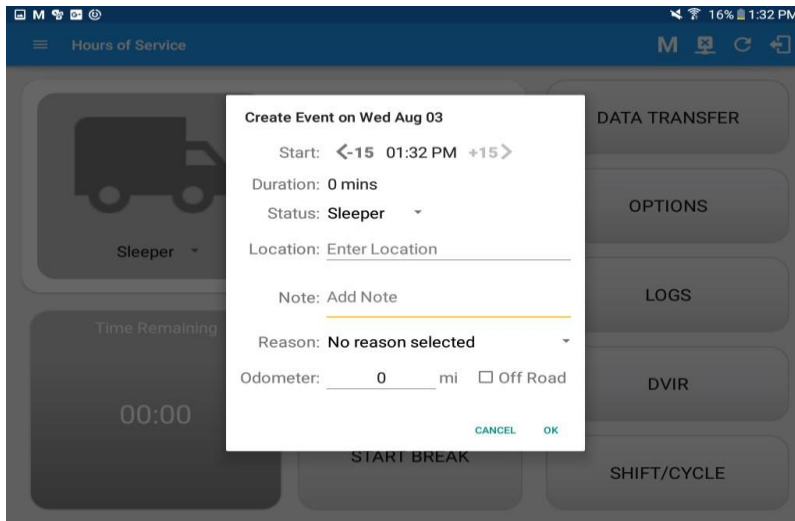


Now **log in** again using the copied credentials. Enter the username. Then tap and hold the password field to paste the copied password.

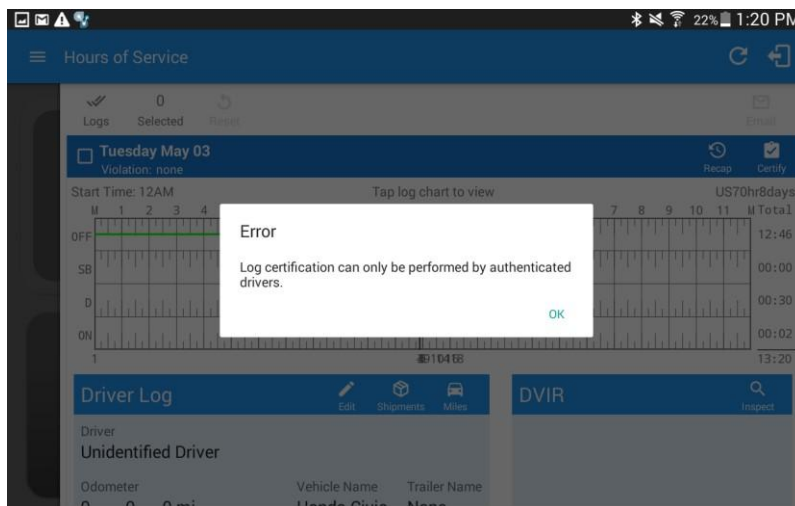


Tap the log in button. You are now logged in as **Unidentified Driver**. Every action will now be recorded under **Unidentified Driving Events**.





From here, you can **create ELD events** like a normal driver except that you cannot certify your own logs. Authenticated Drivers are the only ones authorized to certify these logs. You can also view ELD events you've created if you go to the **Unidentified Driving Events Tab**.



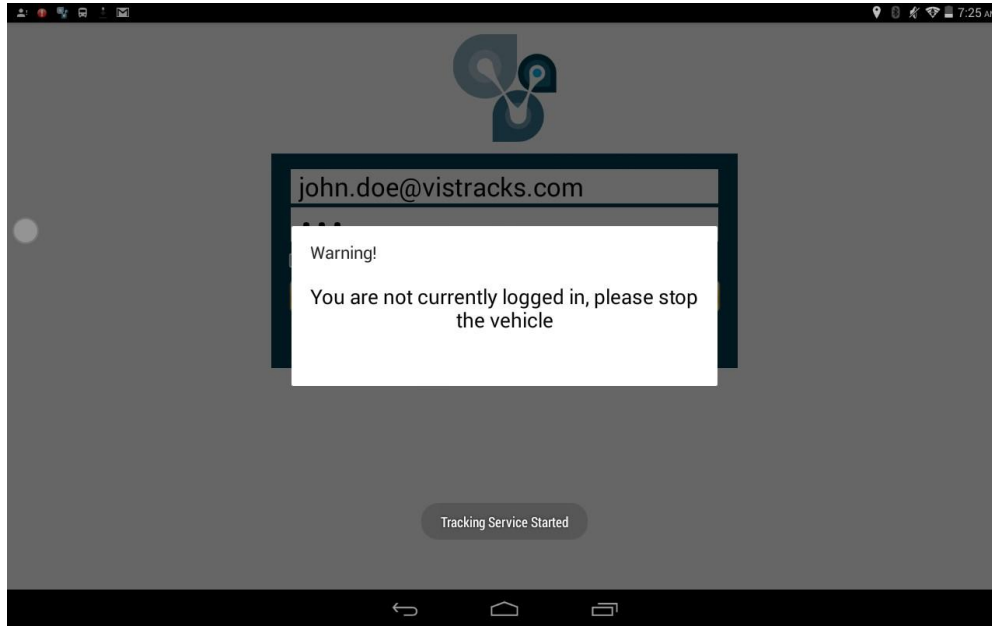
When you attempt to certify your own log, a popup dialog like this appears. It will then be up to the next **Authenticated Driver** who logs in to accept the logs.



Warning Features

If the driver logged out from the app and the driver does not log onto the ELD, as soon as the vehicle is in motion, the ELD prompts a visual and audible warning reminding the driver to stop and login to the ELD.





An audible alert is also available that can be heard every couple of seconds.

The **visible warning** stays on screen which prevents the driver from using any features of the tablet except from accessing it through the driver icon on the **notification bar**.

15 List of Login Errors

These are the different error messages that appear upon an incorrect login. Follow the steps that follow to determine the cause of the error and to mitigate the problem.

| Login Errors | Mitigation Steps |
|---|--|
| Authentication Failed. Check your network connection. | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network. |
| Invalid user id or password. | Ensure that the email address and password are correct and valid. The password should match the valid email address. |



| | |
|--|--|
| A timeout error has occurred. | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access. If issue persists, try again later or contact VisTracks support at +1 (630) 596 5420 or send an email to info@vistracks.com . |
| An unknown error has occurred. | Contact VisTracks support at +1 (630) 596 5420 or send an email to info@vistracks.com . |
| Username is required. | Ensure that the username field is not empty. |
| Password is required. | Ensure that the password field is not empty. |
| Login timed out. | Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access. |
| An error has occurred while creating the account. If the error continues please contact VisTracks for assistance. | Try logging in after a few minutes and if error persists, contact VisTracks support to +1 (630) 596 5420 or send an email at info@vistracks.com . |
| An error has occurred while retrieving account details. | Contact VisTracks support at +1 (630) 596 5420 or send an email to info@vistracks.com . |
| An error has occurred while setting up the account. Please contact VisTracks for assistance. | Contact VisTracks support at +1 (630) 596 5420 or send an email to info@vistracks.com . |
| Check account configuration | Ensure that the driver and the asset are in the same Visibility Sets and has a role Driver role. |
| Error creating unidentified driver account | Try logging in after a few minutes and if error persists, contact VisTracks support to +1 (630) 596 5420 or send an email at info@vistracks.com . |
| A non-driver accounts cannot be login as co-driver. | Ensure that the user account has a role Driver role. Personnel accounts are not allowed to log in as co-drivers. |
| Your SnapTraq version is <current build version>. This version is no longer supported. Please upgrade to <latest build version> or greater for stable operation. | Upgrade the Application to the latest version. |

