# J. J. Keller® User Guide - ELD Mandate Edition for IOS™



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|       | End of Guide. This page intentionally left blank | 93 |

Support

# Support

#### Support

# Support

Contact J. J. Keller Mobile® Support with any questions you may have. See contact information below.

#### **Contact Information**

#### CUSTOMER CARE

#### **Encompass User Support**

Phone: 800-327-1342

Hours: 7:00 AM - 6 PM (Central)

support@jjkeller.com

#### KellerMobile<sup>™</sup> Driver & Hardware Support

Phone: 800-327-1342

Hours: 24/7

jjkellermobilesupport@jjkeller.com

#### Encompass and J. J. Keller Mobile Support Site

Getting started, reference and troubleshooting resource and downloads available at:

https://support.jjkeller.com/Encompass

Instructions subject to change. For the most current instructions, visit <u>https://support.jjkeller.com/</u> Encompass Support

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Encompass Configuration

**Encompass Configuration** 

# J. J. Keller Mobile® Settings

When you place your ELD order, you, as the company's Encompass System Administrator, will receive a welcome email with a unique user name and password for Encompass. The link provided in the email will take you to an Encompass setup selection screen. You can choose a simplified set up wizard if your company is using the ELog Only edition of Encompass and if you have 25 or less drivers. If you do not meet those criteria, you should chose the standard setup, detailed below.

As Encompass System Administrator, you have the responsibility to set and configure many company-specific items for your J. J. Keller Mobile® system within Encompass. Some J. J. Keller Mobile® settings must be configured in Encompass prior to utilizing the system, including the setup of all KellerMobile<sup>TM</sup> users.

#### To adjust J. J. Keller Mobile® settings, look to the J. J. Keller Mobile Settings box.

| J.J. Keller Mobile Settings       | * |
|-----------------------------------|---|
| Mobile Company Settings           |   |
| Mobile Location Codes             |   |
| Mobile Log Remarks                |   |
| Mobile User Logins                |   |
| Map Landmarks                     |   |
| Mobile User Logins - Add Multiple |   |
| Mobile Device List                |   |

These settings are found in **Setup / System Setup Home**. The settings that are configurable in the section are:

- Mobile Company Settings such as activation code, communication type, etc.
- Mobile Location Codes Setup shortcuts for location entry by drivers when GPS is not available.
- Mobile Log Remarks allows the admin to enable/disable system default log remarks, and/ or create your own custom log remarks.
- Mobile User Logins for setting drivers up, one at a time, with credentials to access the J. J. Keller Mobile® software.
- Map Landmarks for setting up distribution centers, customers, etc. for viewing on the map.

- Mobile User Logins Add Multiple for setting driver up, all at once or large groups at once, with credentials to access the J. J. Keller Mobile® software.
- Mobile Device List Displays all of the details related to the mobile devices in your fleet.

#### Mobile Company Settings

The **Mobile Company Settings** play a critical role in tying the ELD, J. J. Keller Mobile® software, and J. J. Keller's Encompass® together. Additionally, there are some controls here that can adjust the way the ELD performs. *These settings may be configured, initially, by your J. J. Keller Project Manager.* 

The Activation Code is setup once and is used to activate the J. J. Keller Mobile® software for your company on your drivers' devices. This may be specific to each company location.

The Log Day Purge Count is how many days worth of logs will be kept on the drivers' devices within the J. J. Keller Mobile® software. This does not affect how long the ELD will keep data.

The ELD Collection Rate Seconds is how often the ELD is gathering ECM data. The default is 1 second. You should always leave this setting 'as is.'

The Number of Days to Include in FTM Trips defaults to 1, but if your trips are typically a distinct number of days, you may wish to configure this to that particular number of days.

The **Driver Start Distance** (miles) is how far the vehicle can move before J. J. Keller Mobile® application indicates a driving status (AOBRD only setting).

The **Driving Start Speed** is a mandate regulation whereby a "driving" event is triggered when the vehicle hits 5 miles per hour (mph). This is defaulted to "5" in Encompass to comply.

The **Driver Stop Minutes** is how long you want the J. J. Keller Mobile® application to wait before automatically changing the status from driving to on-duty. For example, if the driver is stopped for more than 5 minutes, you may want the system to default to on-duty status. In that case, you would enter 5 in this field.

The **Max Acceptable Speed** (MPH) is the maximum speed you wish your vehicles to travel. This does not govern the vehicles, but simply allows you to view time spent over this threshold.

The Max Acceptable Tachometer (RPM) is used for threshold exception alerts, as well as daily information, such as time spent over this threshold. Set this to an RPM that you do not wish your vehicles to surpass.

The Hard Brake Deceleration Speed (MPH in 1 second) determines what is considered a hard brake or sudden stop by your company's standards. The default is 7MPH in 1 second, so if a vehicle decelerates 7MPH in 1 second, then a hard brake alert will be generated. 7MPH may be too tight for your company. For some companies, 15MPH deceleration is appropriate in 1 second.

**Multiple user functionality allowed**? This setting is here to support operations where multiple users are logging into the same device.

| Add User Logir                 |                    |                 |                                  |               |                                       |
|--------------------------------|--------------------|-----------------|----------------------------------|---------------|---------------------------------------|
|                                |                    | Shaded          | Fields are Required              |               |                                       |
|                                |                    |                 |                                  |               |                                       |
| Keller Mobile User<br>Employee | Login<br>1, Driver |                 | <b>T</b>                         |               |                                       |
| Linpioyee                      |                    |                 |                                  |               |                                       |
| Username                       | driv               |                 |                                  |               |                                       |
| Password                       | ••••               |                 |                                  |               |                                       |
| Re-enter Password              | ••••               |                 |                                  |               |                                       |
| Change Password<br>Next Login? |                    |                 |                                  |               |                                       |
| Is Active?                     |                    |                 |                                  |               |                                       |
| License Information:           |                    |                 |                                  |               |                                       |
| State                          | WI 🔻               |                 |                                  |               |                                       |
| Expiration Date                | 1/1/2019           |                 |                                  |               |                                       |
| License Number                 | XXXXXXXX99         | Keller Mobi     | le User Login List               |               |                                       |
|                                | -                  | User Login info | rmation was successfully stored. |               | · · · · · · · · · · · · · · · · · · · |
| Save Cancel                    |                    |                 |                                  |               |                                       |
|                                |                    | Add New Login   |                                  |               |                                       |
|                                |                    | Username        | Employee Name                    | Employee Code |                                       |
|                                |                    | driv            | 1, Driver                        | Driver1       | Edit Password Edit                    |

#### Mobile User Logins

*Prior to setting up any mobile user logins, the driver(s) need to be added to the system under the 'Employees' tab of the Driver Management portal in Encompass.* 

The **Mobile User Logins** entry screen is used to add one driver login at a time. Each driver needs a username and password to access the J. J. Keller Mobile® software. To create usernames and passwords for drivers, you'll need to choose from the employees you have already entered into the system.

When adding your drivers to the system, it is critical that a **Rule Set** is selected under Employee Rules, so the system knows what rules to use when auditing logs. Additionally, a hire date is important, as that will be the day that the system starts to expect logs. ELD users will also be required to have their license information available. You can either enter it at the same time you're entering a new driver record or enter it when entering mobile login information.

Once drivers are added, proceed with creating **mobile user logins**. These logins are ONLY for the J. J. Keller Mobile® software on the devices, and will not give that driver ANY access to J. J. Keller's Encompass.

On the mobile user login entry screen, you may view all drivers already setup, edit, and delete those drivers, as well as change thier passwords. To add a new driver login:

- 1. Select Add New Login
- 2. Select the Employee from the Employee drop-down.
- 3. Assign the driver a username and password (minimum of 4 characters)

You may also select **Change Password Next Login**. This will allow the driver to enter the username and password that you have created for him/her upon their first login to the J. J. Keller Mobile® software, but then they will be prompted to change their password.

Finally, each driver account must have **valid drivers license** information. You can either enter the driver's license information at the time of entering the original driver record or you can add it while setting up the mobile login. (The system will auto-populate the information for you if you've already entered the license information.)

You should be aware, when setting up the usernames and passwords, of the type of device being used by the driver. For example, if the driver is using a device that has letters and numbers on the same keys, you would not assign him/her an alpha/numeric username or password. You would want to keep it as simple as possible and utilize just a few alpha characters. If a driver is using a device with three letters per key, it is easiest to only assign usernames and passwords that utilize the first letter on each key.

The mandate will also require you to create a login for mechanics, dock workers, etc. (anyone who moves vehicles in the yard over 5mph). To do so, setup all your potential users under the employees tab and then select their name on the Add User Login screen.

Gen 2.0 ELD Hardware

# Gen 2.0 ELD Kit Components

### Below are the items included in your ELD Kit.

|                     | Gen-II   |
|---------------------|--|
| ELD <u>.</u>        |  |
| Harness             |  |
| Installation<br>Kit | Bit, alcohol swab, hook & loop<br>adhesive strips  |
| Common              | 1. Log Book  |
| Components          | <ol> <li>Inspector Guide (must keep in the cab)</li> <li>Quick Start Guide</li> <li>Warranty Card</li> </ol> |
|                     | 5. Vehicle Door Decal  |

## Gen 2.0 ELD Device Basics

This section provides an overview of the Electronic Logging Device hardware.

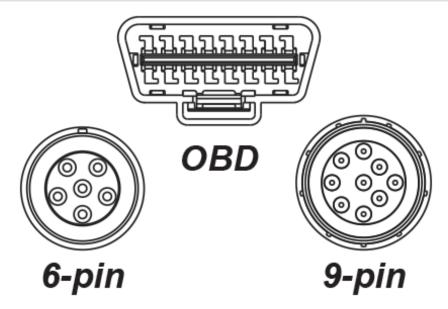
#### **ELD Hardware**



Each ELD includes:

- 1. Four LEDs on the front: Green, Amber, Red and Blue
- 2. Bluetooth reset button on the front
- 3. Harness connection on the back
- 4. Mounting slots and adhesive strips on the bottom

#### Wiring Harness Options



There are currently 5 harness configurations that we support for different vehicle types:

- Standard OBDII
- Heavy Duty OBD
- 6 Pin
- 9 Pin (250kbps)
- 9 Pin (500kbps)

Each wiring harness has a built-in Y-connector, to facilitate connecting a diagnostic tool to the vehicle without having to unplug the ELD.

#### **ELD LEDs**

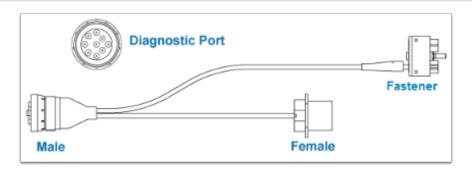
|   | _     |        |       |       |
|---|-------|--------|-------|-------|
| Initial Installation  | Green | Yellow | Red   | Blue  |
| <ol> <li>Plug ELD into vehicle diagnostic port – data bus. Time is not set –<br/>waiting for GPS valid fix</li> </ol> | BLINK | DOUBLE | QUAD  | -     |
| <ol> <li>Ignition on; ELD determines bus type and is correctly paired –<br/>no GPS fix yet</li> </ol>                 | BLINK | BLINK  | QUAD  | -     |
| <ol><li>GPS valid fix – real-time clock is set from GPS</li></ol>   | BLINK | -      | -     | -     |
| 4. Bluetooth enters pairing mode  | BLINK | -      | 1     | QUAD  |
| 5. ELD and KMB are connected  | BLINK | -      | 4     | BLINK |
| 6. Successful connection of KMB with ELD; all setup and connections good  | SOLID | -      | -     | -     |
| 7. Vehicle movement detected, but mobile app is disconnected from ELD   | QUAD  | -      | SOLID | -     |

*In addition to the patterns listed above, there is an additional pattern. When the vehicle is in motion and the mobile app is not connected to the ELD, the LED pattern will display as solid red and green quadruple blink.* 

# Gen 2.0 Harness Connection & ELD Installation

Your vehicle will have either a 6-pin, 9-pin or OBD (trapezoidal) connection. Use the appropriate wiring harness for your vehicle and ELD.

Gen 2.0:



- 1. To install the ELD, locate the diagnostic port in the vehicle.
- 2. Using your vehicle-specific **wiring harness**, plug the male end of your vehicle-specific Yconnecter harness into the diagnostic port.

-Or if you prefer, remove the mount or bracket. Plug the male end of your vehiclespecific Y-connector into the just removed diagnostic port. Then secure the female end of the Y-connecter in the vehicle diagnostic port space for future engine diagnostic needs.

- 3. Connect the **fastener** end of the harness to the ELD.
- 4. The LEDs on the ELD will flash if you're receiving power. If you are not receiving power at all, ensure your harness is securely connected to the diagnostic port and the ELD.
- 5. Mount the ELD using either the hook and loop adhesive or the mounting slots located on the sides of the device

Everyday Use

Everyday Use

### Log In

#### Disclaimer



This disclaimer is displayed each time the application is launched. User must select the OK button to confirm and continue.

| Enter Username and Password |                |                                  |             |
|-----------------------------|----------------|----------------------------------|-------------|
|                             | •••• Verizon 🗢 | 12:27 PM                         | VPN 🗳 🖇 💼 🕅 |
|                             | Cancel         | Login                            | Login       |
|                             |                |                                  |             |
|                             | Username       | jd01                             |             |
|                             | Password       | Required                         |             |
|                             | Team Drive     | r Login                          | $\bigcirc$  |
|                             |                | <b>Keller Mob</b><br>0.6445.1056 | ile         |
|                             | Feature Toggle | es                               |             |
|                             | Check Hours    |                                  |             |

- Enter your Username and Password.
   Choose Login to continue as a Solo Driver or choose the Team Driver Login option.

The Check Hours option allows the driver to view their available hours without logging on-duty time.

## ELD Discovery and Connection Steps

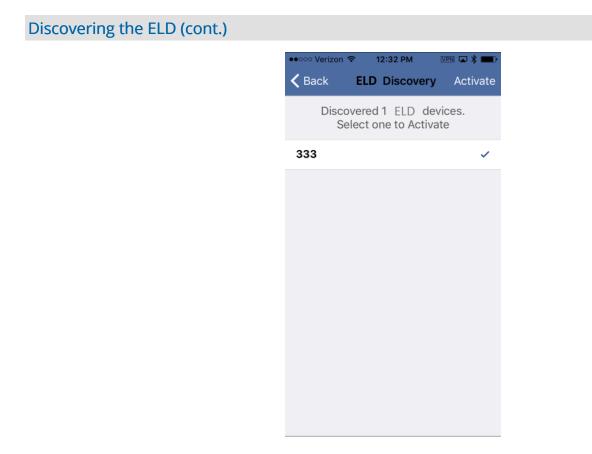
Listed below are the steps for connecting the mobile application to the ELD.

Note that if this is the first time you are attempting to connect to an ELD with your mobile device, you will need to press/hold the Bluetooth reset button on the front of the ELD for 5 seconds until the blue LED flashes.

**Bluetooth Prompt** 

| •••∘∘ Verizon 중<br>E | 12:32 РМ<br>LD Discovery |            |
|----------------------|--------------------------|------------|
| No partr             | nership establi          | shed       |
| Set Default E        | LD                       | $\bigcirc$ |
|                      | Discover                 |            |
|                      |                          |            |
|                      |                          |            |
|                      |                          |            |
|                      |                          |            |
|                      |                          |            |
|                      |                          |            |

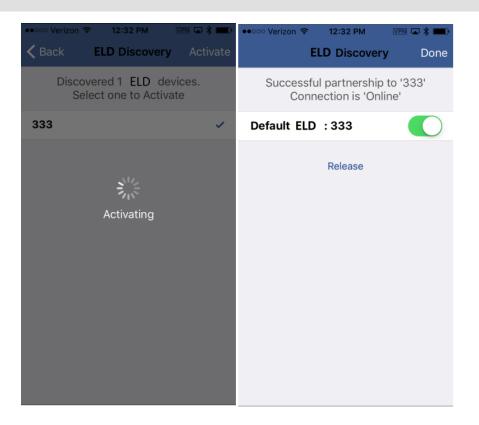
After the login screen, the application will attempt to connect to an ELD. At this point, the **Discovery** process will attempt to locate ELDs. If the Discovery process does not locate your ELD, select the **Discover** button to find the ELD.



The screen above will appear with a listing of any ELDs within range.

#### Everyday Use

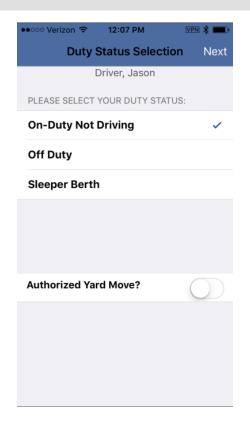
#### **Activate ELD**



- 1. Select your **unit number** (vehicle identifier) from the list (if this is the first time connecting to this ELD, it will show up as the Serial number of the ELD).
- 2. Select the Activate button, then select Done.
- 3. Select **Set Default ELD** if this device will typically be connected to this ELD.

### **Duty Status Selection**

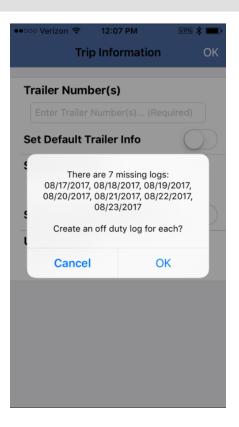
**Duty Status Selection** 



This screen is displayed to users each time they log into the application. Users can choose their duty status upon logging into the application, including use of special driving categories.

## **Missing Logs**

### Create Off Duty Logs



During the login process, KellerMobile<sup>TM</sup> will check Encompass to see if there are any missing logs for this user. If there are, this alert prompts the user to create off-duty logs for each day listed.

### **Trip Information**

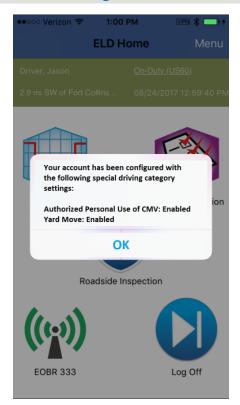
| Enter Your Trip Information |  |
|-----------------------------|--|
|                             | •••••• Verizon                                 |
|                             | Trailer Number(s)                              |
|                             | Set Default Trailer Info Shipment Info widgets |
|                             | Set Default Shipment Info                      |
|                             | 333  |
|                             |  |
|                             |  |

Users will then be prompted to enter **Trailer Number(s)**, **Shipment Info and Unit Number**. If you are connected to an ELD, the Unit Number will populate automatically. Default values can be set if the same trailer and/or shipment is hauled each day by turning on the option buttons beneath each field.

### Notifications

When logging into KellerMobile, there are several alerts that may be displayed to the user. Below is a listing of those alerts.

**Special Driving Categories Configuration Settings** 



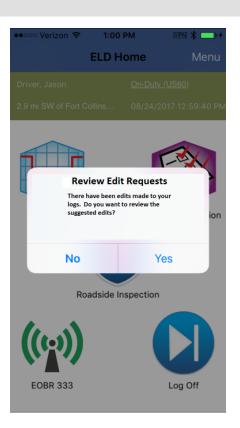
When a user account is modified to allow/deny use of special driving categories (Yard Moves and/ or Personal Conveyance), the user must be notified. This message states:

Your account has been configured with the following special driving category settings:

Authorized Personal Use of CMV: Enabled (or Disabled) Yard Move: Enabled (or Disabled)

And allows for option of **OK**.

#### **Review Log Edits**

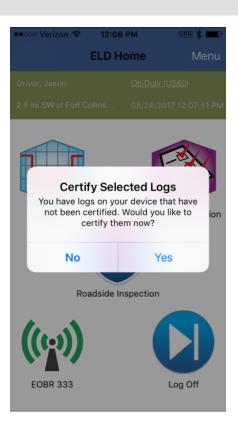


When logs in Encompass are modified, an alert displays to let the user know changes were made. The user must review the changes and either accept or reject the modifications to their log(s). This message states:

There have been edits made to your logs. Do you want to review the suggested edits?

And allows for options of No and Yes.

#### Certify/Recertify Logs



If there are logs on the mobile device that are not yet certified, or edits that would cause logs to need recertification, the user is notified upon login that there are logs that require certification and/or recertification. This message states:

You have Logs on your device that have not been certified. Would you like to certify them now?

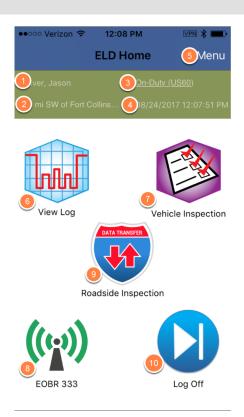
And allows for options of No and Yes.

| Unidentified Driving Events |                        |  |                       |
|-----------------------------|------------------------|--|-----------------------|
|                             | ••••• Verizor<br>OK Un |  | ¥ ⊡+<br>Events Claim) |
|                             |                        | Sele                                       | ect All:              |
|                             | Date/Time              | 08/24/2017<br>01:09:09 PM -<br>11:59:58 PM | Distance 0.00         |
|                             | Event Ty               | On-Duty Not<br>Driving                     | <b>Unit</b> 333       |
|                             | Date/Time              | 08/24/2017<br>01:02:35 PM -<br>11:59:58 PM | Distance 7.00         |
|                             | Event Ty               | Driving                                    | <b>Unit</b> 333       |
|                             |                        |  |                       |
|                             |                        |  |                       |
|                             |                        |  |                       |
|                             |                        |  |                       |

Unidentified Driving Events will be displayed to the user during the login process (after connecting to the ELD), and he/she will be asked to review and either claim or not. Click on the event to select it, or use the Select All option at the top of the screen. Unclaimed events will be sent back to Encompass for assignment. See the Unidentified Events section for further details.

# Dashboard

#### Home Screen



Select one of the links to be taken to the appropriate screen.

- 1. Driver Name of current active/designated driver
- 2. Driver Location at last duty status change...tap to edit
- 3. Duty Status ... tap to edit
- 4. Date & Time of last duty status change... tap to edit
- 5. Menu ... tap to access other areas in app
- 6. View Log and other HOS info... tap to view log, hours, etc.
- 7. Vehicle Inspection ... tap to launch DVIR menu
- 8. ELD Connection Status identifies ELD status... tap to edit
- 9. Roadside Inspection/Data Transfer ... tap to launch Roadside Inspection mode
- 10. Log Off ... tap to Exit the application and submit logs

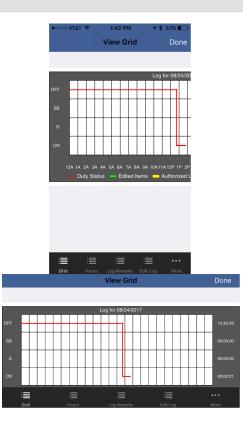
View Log - Hours of Service Information

View Log - Hours of Service Information

# **View Log**

Select the View Log icon on your Dashboard to access Hours of Service information.

**View Grid** 



After selecting the View Log icon, the **View Grid** screen is displayed, which is an image of the grid log. All of the items in the left hand menu will display real time information about the drivers Hours of Service.

The legend below the grid identifies what the shaded portions of your grid log indicate (including standard duty status changes, edits, Authorized Personal Conveyance and yard Moves):

- Red standard duty status changes
- Green Edited events
- Yellow Authorized Personal Use of CMV (PC)
- Blue Yard Move (YM)

### **View Hours**

#### **Available Hours Report**

| •०००० AT&T 🗢 | 1:43 PM<br>View Hours | ≁ ∦ 32% ∎<br>Done | ●०००० AT&T 奈 | 1:43 PM<br>View Hour | 1 \$ 32% ■<br>rs Done |
|--------------|-----------------------|-------------------|--------------|----------------------|-----------------------|
|              |                       |                   | DRIVE        |                      |                       |
| WEEKLY       |                       |                   | Hours        |                      | 11                    |
| Hours        |                       | 60                | Hours Used   | ł                    | 0:00:00               |
| Hours Use    | d                     | 0:00:54           |              |                      |                       |
| Hours Avai   | ilable                | 59:59:05          | Hours Avail  | lable                | 11:00:00              |
|              |                       |                   | Regulation   |                      | 395.3(a)(3)(i)        |
| Regulation   | l                     | 395.3(b)          |              |                      |                       |
| DUTY         |                       |                   | BREAK        |                      |                       |
| Hours        |                       | 14                | Hours        |                      | 8                     |
|              |                       |                   | Hours Used   | ł                    | 0:00:54               |
| Hours Use    | d                     | 0:00:54           | Hours Avail  | lable                | 7:59:05               |
| Hours Avai   | ilable                | 13:59:05          | De mulation  |                      | 205.2(-)(2)(!!)       |
| Regulation   | l                     | 395.3(a)(2)       | Regulation   |                      | 395.3(a)(3)(ii)       |
| ≡ ≡          |                       | ≔                 | := :=        |                      | ≔                     |
| Srid Hou     |                       | dit Log More      | Grid Hours   |                      | Edit Log More         |

The **Available Hours Report** will show available hours for the week, daily on-duty limits, drive time and required 30 min break, if applicable.

# View Clocks

Hours Available



This screen represents the Available Hours Report in a graphical display It's the same screen that is displayed while the driver is in a Driving status and the vehicle is in motion.

These will update in real time to reflect the time available to the driver.

The **Blue** area on the **Driving Hours Available** clock displays how much time is left before a 30 minute break is required. The time is also shown in parenthesis above the clock.

The clocks will turn **Yellow** as a warning that you have reached 25% of your remaining available time.

The clocks will turn **Red** when a driver has exceeded one or more of the limits. While the vehicle is in motion, notifications will be presented to the user as they are nearing their Hours of Service limits.

## View Trip Info

#### **Trip Information**

| •०००० AT&T 奈              | 1:44 PM         | <b>┦</b> ∦ 32% ■' |
|---------------------------|-----------------|-------------------|
| Tr                        | ip Informatior  | n Done            |
| <b>Trailer Num</b>        | ber(s)          |                   |
| Shipment Ir<br>5150       | nfo             |                   |
| Unit Number<br>cherylunit | er              |                   |
| Returned to               | Work Locatio    | on 🌔              |
| Edit                      |                 |                   |
|                           |                 |                   |
|                           |                 |                   |
|                           |                 |                   |
|                           |                 |                   |
|                           |                 | _                 |
| Grid Hours                | Loc Remarks Edi | tlog More         |

The View Trip Info option displays the Trailer Numbers, the Shipment Info about the load, and the Unit number they are operating. By selecting the Edit button the driver can edit information any time. Drivers can also choose to make these fields their default entry (if, for example, they always carry the same trailer) by choosing the appropriate Set Default checkbox on the Edit Trip Information screen.

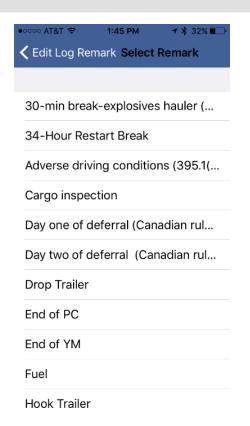
## View Log Remarks

## View Log Remarks

| ••••• AT&T 穼 | 1:45 PM                     |  |  |  |  |
|--------------|-----------------------------|--|--|--|--|
| Viev         | v Log Remarks Done          |  |  |  |  |
| Time:        | 12:00:00 AM                 |  |  |  |  |
| Status:      | Off Duty                    |  |  |  |  |
| Duration:    | 12:42:05                    |  |  |  |  |
| Location:    |                             |  |  |  |  |
| Ruleset:     | US 7 Day/60 Hour            |  |  |  |  |
| Add Remark   |                             |  |  |  |  |
| Time:        | 12:42:05 PM                 |  |  |  |  |
| Status:      | On-Duty Not Driving         |  |  |  |  |
| Duration:    |                             |  |  |  |  |
| Location:    | 3.1 mi W of Appleton,<br>WI |  |  |  |  |
| Ruleset:     | US 7 Day/60 Hour            |  |  |  |  |
| Add Remark   |                             |  |  |  |  |
|              |                             |  |  |  |  |
|              | ≣ ≣ …                       |  |  |  |  |
| Grid Hours   | Log Remarks Edit Log More   |  |  |  |  |

Log remarks can be added for any duty status change that has occurred. Select Add Log Remark on a specific duty status.

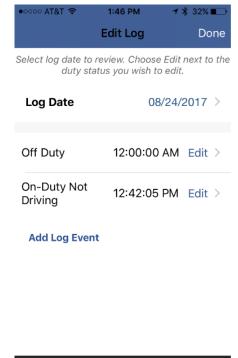
| Add/ | /Edit | Log | Remark |  |
|------|-------|-----|--------|--|
|      |       | 0   |        |  |



The driver is presented with a dropdown menu to choose a standard log remark. There is also a text field where drivers can add additional information. Select a remark from the list, and then select Edit Log Remark to return to the edit screen.

## Edit Logs

Review Log dates/times and Select Event to Edit





Drivers have the ability to edit today's log and previous days logs by selecting Edit Log button.

- 1. Select the log to edit. Use the right and/or left arrow keys to select the correct date.
- 2. Click on the appropriate **Edit** link to change the event.

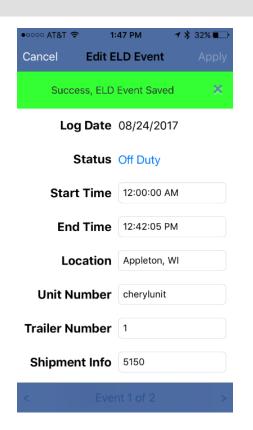
Events can also be added to the log by selecting Add Log Event.

View Log - Hours of Service Information

| Complete all required fields |                |              |                   |  |
|------------------------------|----------------|--------------|-------------------|--|
|                              |                | :47 PM 7 >   | 8 32% ∎⊃<br>Apply |  |
|                              | Log Date       | 08/24/2017   |                   |  |
|                              | Status         | Off Duty     |                   |  |
|                              | Start Time     | 12:00:00 AM  |                   |  |
|                              | End Time       | 12:42:05 PM  |                   |  |
|                              | Location       | Appleton, WI |                   |  |
|                              | Unit Number    | cherylunit   |                   |  |
|                              | Trailer Number | 1            |                   |  |
|                              | Shipment Info  | 5150         |                   |  |
|                              | Ruleset        | US 7 Day/60  | Hour              |  |
|                              | Annotation     | test         |                   |  |
|                              | < Eve          |              | >                 |  |

When editing or adding events, all fields on the screen will be required to be populated, and must include an annotation as to why the edit is being made. Once the edit/add is complete, select **Apply** to save the event.

| ~        | <b>C</b> |    |      |    |
|----------|----------|----|------|----|
| $( \cap$ | nti      | rm | ati  | on |
|          |          |    | ιατι |    |
|          |          |    |      |    |



If all fields are populated, a confirmation message will be displayed.

| Error/Incomplete Edit Information |                                 |         |             |                   |
|-----------------------------------|---------------------------------|---------|-------------|-------------------|
|                                   | •०००० AT&T 穼                    | 1:4     | 48 PM       | <b>1</b> ∦ 31% ■. |
|                                   | Cancel                          | Edit El | LD Event    | Apply             |
|                                   | Failure, Field<br>in: Annotatio |         |             |                   |
|                                   | Log I                           | Date    | 08/24/201   | 7                 |
|                                   | Sta                             | atus    | On-Duty N   | ot Driving        |
|                                   | Start 1                         | Гime    | 12:42:05 PI | Ν                 |
|                                   | End T                           | Гime    | 11:59:59 P  | N                 |
|                                   | Loca                            | ation   | Appleton, V | VI                |
|                                   | Unit Nun                        | nber    | cherylunit  |                   |
|                                   | Trailer Nun                     | nber    | 1           |                   |
|                                   | Shipment                        | Info    | 5150        |                   |
|                                   | <                               | Even    | it 2 of 2   | >                 |

If data is missing in the fields, a message will display letting the user know which fields are incomplete.

Users can continue to edit or add events as necessary.





Once a user has edited a log, the modifications will show up in Green, as shown above.

## Add Log Event

| Adding a Log Event |              |                 |                    |  |
|--------------------|--------------|-----------------|--------------------|--|
|                    | •०००० AT&T 穼 | 1:50 PM         | <b>1</b> ∦ 31% ■_• |  |
|                    | Cancel       | Add ELD Event   | Apply              |  |
|                    | Log          | Date 08/24/201  | 7                  |  |
|                    | S            | tatus Off Duty  |                    |  |
|                    | Start        | Time            |                    |  |
|                    | End          | Time            |                    |  |
|                    | Loc          | ation           |                    |  |
|                    | Unit Nu      | mber cherylunit |                    |  |
|                    | Trailer Nu   | mber 1          |                    |  |
|                    | Shipmen      | t Info sample   |                    |  |
|                    | Ru           | leset US 7 Day/ | 60 Hour            |  |
|                    | <            |                 | >                  |  |

Adding a log event is very similar to editing a log event, except the user has to input all required data. Once all fields are populated, select **Apply** to save the event.

Roadside Inspection

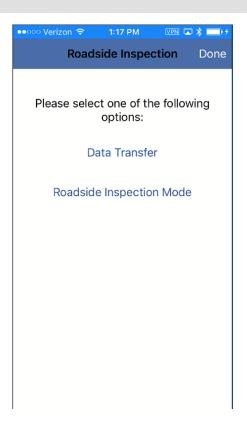
## Roadside Inspection Mode - Data Transfer

When choosing the Roadside Inspection icon from the Dashboard, users are presented with 2 options.

The **Data Transfer** button allows the user to send an output file to the roadside inspection official.

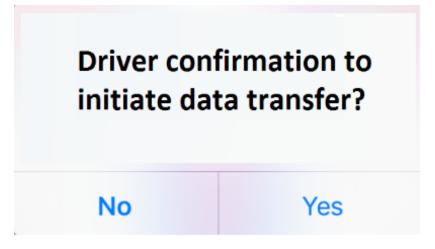
The **Roadside Inspection Mode** button allows the official to review the necessary hours of service information on the mobile device.

#### Data Transfer

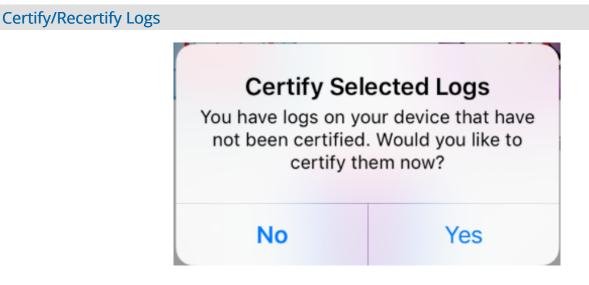


Select Data Transfer to begin the process of transferring data to a roadside inspector.





Upon selecting the Data Transfer option, the user will be presented with a confirmation question. Select **Yes** to continue.



If the user has logs on the mobile device that have not been certified and sent to Encompass yet, they will be presented with the above message. Selecting Yes will take the user to the Certify screen, where they can choose the logs they want to certify and submit to Encompass, and then continue with the data transfer process. Selecting No will not send uncertified logs to Encompass, and create an output file that will not contain all of the necessary information for the roadside inspection.

| Choose Your Method |   |
|--------------------|---|
|                    | •••••• Verizon  |
|                    | Roadside Data Transfer Method   |
|                    | Choose Your Method  |
|                    | <ul> <li>Email Output File</li> <li>Transfer Output File via Web</li> <li>Services</li> </ul> |
|                    | Output File Comment   |
|                    | (60 Character Limit)  |
|                    | Transfer Cancel   |

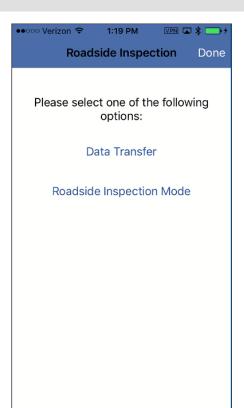
We offer 2 methods - both considered Telematics options by the FMCSA, to transfer the file to the roadside inspection official. Users will select the format they want the file output in (either **Email** or **Web Services**. They may also provide an optional Output File Comment that they require to be entered. Once the method and the comment have been entered, select **Transfer** to send the file.

#### Successfully Completed

Once your request has been completed, you will receive a 'File Transfer Completed Successfully' message. Select OK to return to the Dashboard.

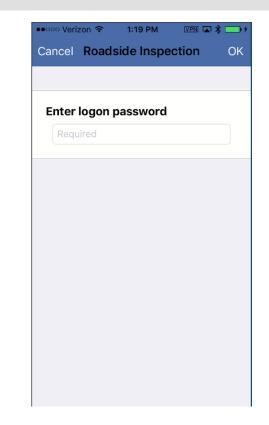
## Roadside Inspection Mode - Display Output

## **Roadside Inspection Mode**



Select Roadside Inspection Mode.

**Enter Password** 



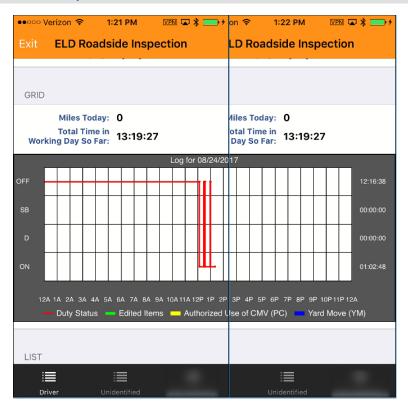
After entering password, provide mobile device and Roadside Inspection Instruction Card to the inspection official.

| •••••• Verizon 🗢 1:19 PM VPN 🗔 🖇 🥌 🕫   | •••••• Verizon 🗢 1:20 PM 🛛 🖓 🏧 🖇 🧰 🗲                                     | •••••• Verizon 🗢 1:21 PM 🛛 🕸 💭 :  |
|--|--|---|
| Exit ELD Roadside Inspection   | Exit ELD Roadside Inspection   | Exit ELD Roadside Inspection  |
|  | Shipping ID: widgets   | Truck Vehicle VIN:  |
| 8/24/2017  | VEHICLE  | 100   |
| DRIVER   | Current Odometer: 1,673.5<br>Engine Hours: 12.7                          | 11.0001   |
| Driver Name: Driver, Jason<br>Driver ID: jd01  | Truck Vehicle ID: 333<br>Truck Vehicle VIN:                              | The second se |
| License State: CO<br>License Number: 8768714   | ELD  | OTHER   |
| Co-Driver:<br>Co-Driver ID:  | ELD ID: Pending From FMCSA<br>ELD Provider: J. J. Keller &<br>Associates | Date of Record: 8/24/2017<br>24 Hour Start Time: Midnight   |
| Current Location: 2.9 mi SW of Fort<br>Collins, CO<br>Unidentified Driving<br>Records: 0 | ELD Malfunctions: 0<br>Data Diagnostic<br>Status: 1                      | Carrier: Jason Mandate<br>devtest company<br>Date of Display: 8/24/2017   |
| Exempt Driver Status: 0  |  |   |
| Driver Unidentified  | Driver Unidentified  | Driver Unidentified   |

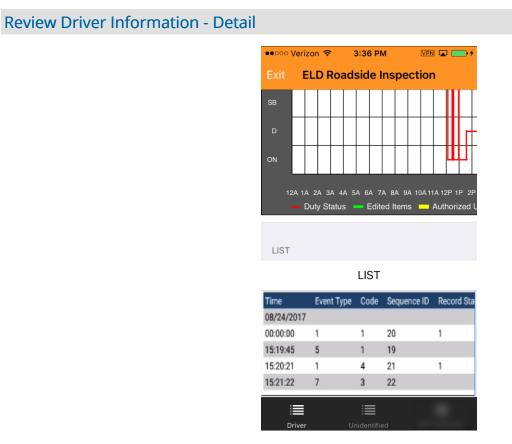
Inspection official can now select the date he/she wishes to review. The header section contains information about the Driver, Vehicle, ELD and some additional information located in the Other category.

**Review Driver Information - Header** 

**Review Driver Information - Graph Grid** 



The graph grid displays the log for that day.



The Event Listing section displays all of the events that occurred on a given day.

| eview Unidentified Driver Profile Info | )              |            |                         |             |                    |
|--|----------------|------------|-------------------------|-------------|--------------------|
| •••••<br>Exit                          | ∘ Verizo<br>EL |            | 1:26 PM<br>side li      | nspectio    | ¤ ∦ <u></u> +<br>n |
|  |                |            | <b>og Da</b> t<br>24/20 |             |                    |
| Time                                   |                | Event Type | Code                    | Sequence ID | Record Sta         |
| 08/24/                                 | /2017          |            |                         |             |                    |
| 00:00:0                                | :00            | 1          | 1                       | 20          | 1                  |
| 15:19:4                                | :45            | 5          | 1                       | 19          |                    |
| 15:20:2                                | 21             | 1          | 4                       | 21          | 1                  |
| 15:21:2                                | 22             | 7          | 3                       | 22          |                    |
|  | <br>Driver     | U          | i <b>II</b> nidentifie  | d           |                    |

The Unidentified Driver Profile will display unidentified driving periods if events exist. The detail of each unidentified driving period is displayed.

| Exit Roadside Inspection Mode |                                  |
|-------------------------------|----------------------------------|
|                               | Cancel Roadside Inspection OK    |
|                               | Enter logon password<br>Required |
|                               |                                  |
|                               |                                  |
|                               |                                  |
|                               |                                  |

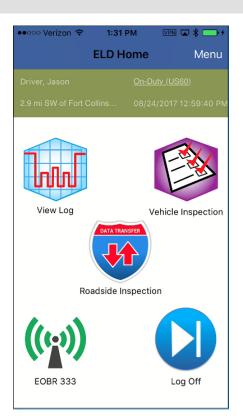
To exit this mode, select Exit Roadside Inspection Mode, and then enter your password.

Log Off

Log Off

## Log Off Procedure

Log Off



Select the Log Off icon begin the log out process.

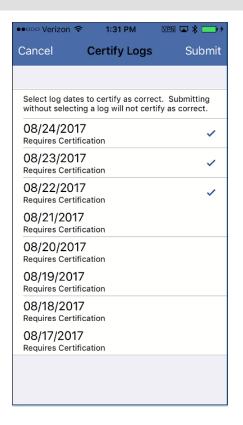
#### Submit & Exit Application



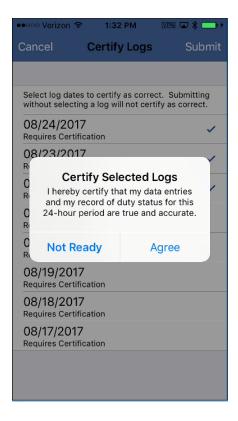
After Log Off icon is selected, the user has the following options:

- 1. Duty Status upon Logout Allows the user to choose their duty status once logged out of the application (standard is Off-Duty)
- 2. Submit allows the user to certify and/or submit logs upon logout.
- 3. Logout exits the J. J. Keller Mobile® application without submitting the log to Encompass.
- 4. **Cancel** returns the user back to the J. J. Keller Mobile® dashboard and cancels the log-off process.

#### **Certify Logs**



Upon selecting **Submit** in the previous step, the user is taken to the Certify Logs screen. Here the user selects one or more logs to certify as accurate and submit to Encompass.



The user is then prompted to ensure that they have reviewed their logs and are certifying that they are accurate. This message states:

I hereby certify that my data entries and my record of duty statu for this 24-hour period are true and accurate.

This dialog box allows for options of Not Ready and Agree.

Vehicle in Motion

Vehicle in Motion

## **Vehicle In Motion**

#### Vehicle in Motion



When the vehicle is in motion, the application locks itself down and displays the three (3) clocks above. While the application is locked down, the user cannot access the menu or manipulate the application. There are, however, HOS alerts that will be presented to the user during this time to let them know that they are approaching their HOS limits.

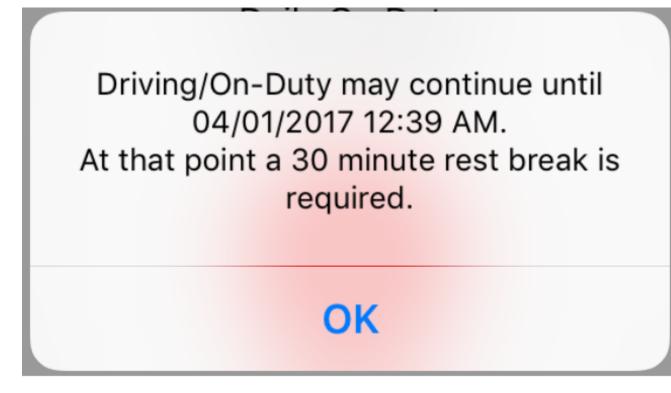


Select Night Mode to enable easier visibility during night time driving scenarios.

## HOS Alerts

Alerts that appear while the vehicle is in motion.

#### 60 and 30 min Warning Messages



This message states:

Driving/On-duty may continue until (date/time). At that point a 30 min rest break is required.

This dialog box only allows for the option of OK.

Driving/On-Duty may continue until 04/01/2017 12:39 AM. At that point a 30 minute rest break is required.

# OK

This message states:

Driving/On-duty may continue until (date/time).

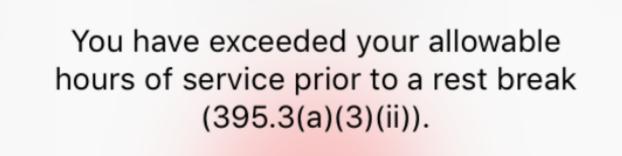
At that time a violation may occur.

This dialog box only allows for the option of OK.

The above alerts will display on your device screen when any of these conditions are met:

- 1. 30 Min Rest Break: 60 minutes prior, 30 minutes prior to violation.
- 2. Driving (and On-Duty) Time Limits: 60 minutes prior, 30 minutes prior to violation.

#### Violation Message

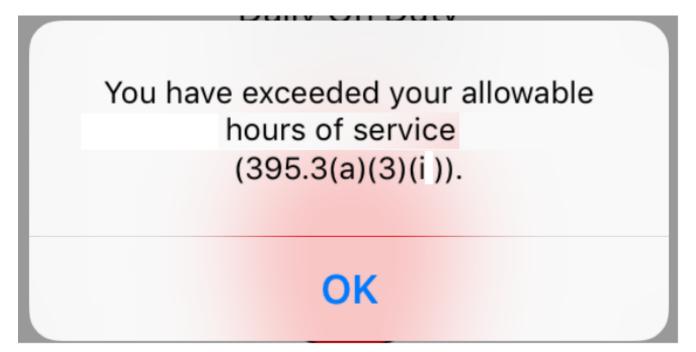


OK

This message states:

You have exceeded your allowable hours of service prior to a rest break (395.3(a)(3)(ii)).

This dialog box only allows for the option of OK.



This message states:

You have exceeded your allowable hours of service (395.3(a)(3)(i)).

This dialog box only allows for the option of OK.

The above alerts will display on your device screen when any of these conditions are met:

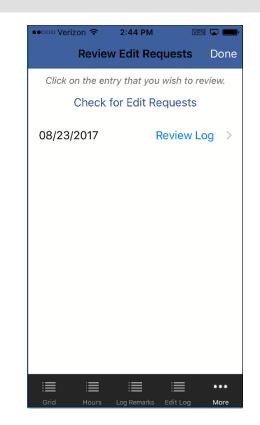
- 1. 30 Min Rest Break: At time of violation.
- 2. Driving (and On-Duty) Time Limits: At time of violation.

**Additional Functionality** 

## **Review Edit Requests**

**Review Edit Requests** 

Edit Requests made to logs in Encompass are required to be reviewed by the mobile user.



During login, users will be prompted to **Review Edit Requests** if an Encompass® user has made changes/edits to logs. These are required to be accepted/rejected by the corresponding driver. Users can navigate to this screen anytime by selecting **View Log->Review Edit Requests**.

#### **Requested Edits**



Select the Event by tapping on the arrow next to it in order to see what changes have been made.

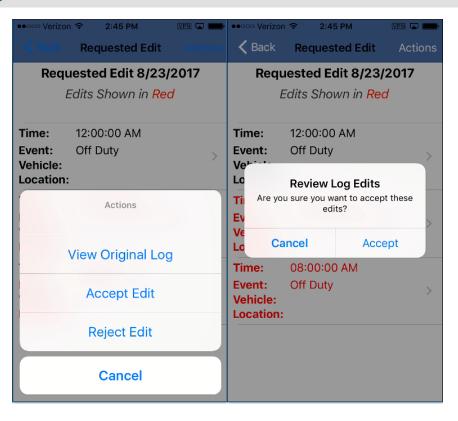
Users can also select **View Original Log** option under the Actions menu to see what event will be changed if the events are accepted.

#### **View Details**



By selecting the **View** button, users can see all of the data that may have been changed about the existing event, or the new event (for example, an unidentified driving event being assigned by an Encompass® user).

#### Accept/Reject Edits



Upon selecting **Accept Edit**, the user is presented with a confirmation screen, ensuring that the user wants to accept the requested edit.

# Edit Request Accepted

| ••ooo Verizon                   |                                | VPN 🗖 💼   |
|---------------------------------|--------------------------------|-----------|
| 🗸 Back                          | Requested Edit                 | Actions   |
| You have a                      | accepted the changes to        | your log. |
| Requ                            | ested Edit 8/23/               | 2017      |
| E                               | dits Shown in <mark>Rec</mark> | d         |
| Time:                           | 12:00:00 AM                    |           |
| Event:<br>Vehicle:<br>Location: | Off Duty                       | >         |
| Time:                           | 07:00:00 AM                    |           |
| Event:<br>Vehicle:<br>Location: | On-Duty Not Drivin             | ng >      |
| Time:                           | 08:00:00 AM                    |           |
| Event:<br>Vehicle:<br>Location: | Off Duty                       | >         |
|                                 |                                |           |
|                                 |                                |           |

A success message will be displayed.

If the user **Rejects** the edit request, that information will be sent back to Encompass.

# Team Driving - Reassigning Driving Events

Team drivers now have the ability to reassign driving events that were originally assigned to an incorrect driver.

Reassigning Driving Events

| ••ooo Verizon 🗢 🛛 3 | 28 PM       | VPN 🖬 💼  |
|---------------------|-------------|----------|
| Cancel Edit E       | LD Event    | Reassign |
| Log Date            | 08/24/201   | 7        |
| Status              | Driving     |          |
| Start Time          | 03:20:26 Pf | N        |
| End Time            | 11:59:59 PM | 1        |
| Location            | h           |          |
| Unit Number         | 333         |          |
| Trailer Number      | a           |          |
| Shipment Info       | x           |          |
| Ruleset             | US 7 Day/6  | 60 Hour  |
| < Event             | 20 of 20    | >        |
|                     |             |          |
| Select User         |             |          |
|                     |             |          |
| Driver, Jason       |             |          |
| Goodrich, Jason 🗸   |             |          |
|                     |             |          |
| Select New Status   |             |          |
| Off Duty            |             |          |
| Sleeper Berth       | 1           |          |
| On-Duty Not         | Driving     | ~        |

If a driver is identified on the Elog as the 'active user' when they weren't the actual driver, he/she can re-assign that time to the other team driver.

To do so, navigate to the Edit Log screen (View Log->Edit Log), choose the driving event that he/she wishes to reassign, and then select the Reassign button.

Upon doing so, the driver will be presented with a listing of other team drivers to choose from. Select a **team driver**, **the duty status that the user should have been in during that time** and enter an annotation as to why the driving time is being reassigned. This information will be sent to that team driver to accept or reject.

# Personal Conveyance

The Personal Conveyance functionality allows a driver to drive a commercial motor vehicle and not have that time count against their HOS driving time. Please check your company policies to determine if your fleet can utilize this functionality.

### **Employee Rules**

| ●●○○○ Verizon 🗢            | 2:52 PM      | VPN 🗔 🖇 💼  |
|----------------------------|--------------|------------|
| OK Em                      | ployee Rules |            |
| Ruleset:                   | 05708        | ay/ou Hour |
| Driver Type:               |              | Property   |
| Driving:                   |              | 0.5        |
| Stop Time:                 |              | 1          |
| Exempt From                | ELD Use:     | $\bigcirc$ |
| 34 Hour Res                | et Allowed:  |            |
| Short Haul E               | xception:    |            |
| Exempt From<br>Requirement |              | k 🕖        |
| Hauling Expl<br>Allowed:   | osives       | $\bigcirc$ |
| Personal Co<br>Allowed:    | nveyance     |            |
| Yard Move Al               | lowed:       |            |

The Personal Conveyance setting within Encompass® determines whether individual drivers will have the ability to utilize the Personal Conveyance functionality within KellerMobile. Within the mobile app, users can navigate to this screen (Menu->System Menu->Records->Employee Rules) to see if personal conveyance has been enabled. If new rules have been enabled in Encompass, select Download to update Employee Rules.

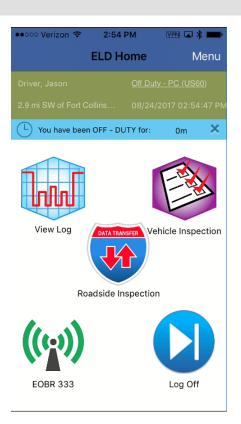
#### **New Status**

Once this rule is downloaded to KellerMobile, users will see the checkbox option of *Authorized personal use of CMV* on the New Status screen when they choose Off Duty status.

| ●●○○○ Verizon 중      | 2:53 PM        | VPN 🗔 🖇 💼   |
|----------------------|----------------|-------------|
| Cancel               | New Status     | ОК          |
|                      |                |             |
| Status               |                | Off Duty >  |
| Time                 |                | 02:53:18 PM |
|                      |                |             |
| Authorized p<br>CMV? | ersonal use of |             |
|                      |                |             |
| Annotation           |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |
|                      |                |             |

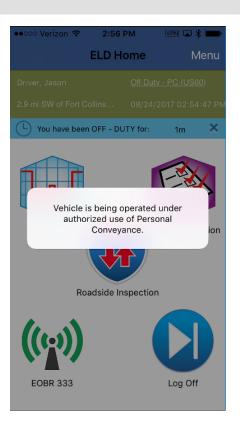
Users must check the box for **Authorized personal use of CMV?** prior to driving for personal conveyance to be enabled. This box is unchecked by default. The user will also be required to enter an **Annotation**, which is a note explaining the use of this setting.

## Dashboard

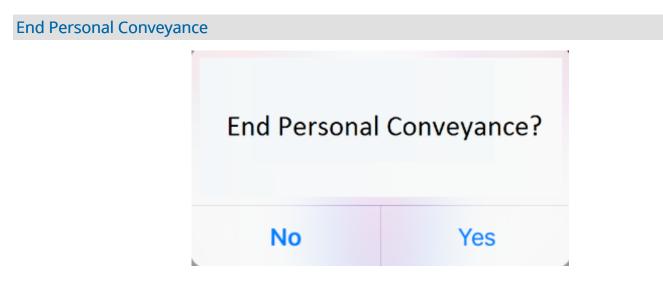


Once **Authorized personal use of CMV?** is enabled, users will notice the duty status (in the green bar above) will show the status as **Off Duty - P.C.** 

### Vehicle in motion



When the vehicle begins moving while in this status, the normal HOS clocks will not be displayed; instead the application will display the above message.



After the user turns the engine off, they are still in PC mode. Once the engine is turned back on again, referred to as a power cycle of the ignition, the user will be asked if they want to **End Personal Conveyance**?

• If the user chooses NO, they will continue to be in Off Duty - PC.

- If the user chooses YES, then they will be taken out of PC, but will remain in an Off-Duty status.
- If the user ignores this message, and begins driving, they will be placed into an On-Duty Driving status.

## Yard Movements

The Yard Move functionality allows a driver to drive a commercial motor vehicle and not have that time count against their HOS driving time. Please check your company policies to determine if your fleet can utilize this functionality.

| Employee Rules | Emp | loye | e Ri | ules |
|----------------|-----|------|------|------|
|----------------|-----|------|------|------|

| ●●○○○ Verizon 🗢 2:51 PM 🛛                | PN 🗔 岩 페   |
|--|------------|
| OK Employee Rules                        | ۲Ť٦        |
| Ruleset: US 7 Day                        |            |
| Driver Type:                             | Property   |
| Driving:                                 | 0.5        |
| Stop Time:                               | 1          |
| Exempt From ELD Use:                     | $\bigcirc$ |
| 34 Hour Reset Allowed:                   |            |
| Short Haul Exception:                    |            |
| Exempt From 30 Min Break<br>Requirement: | $\bigcirc$ |
| Hauling Explosives<br>Allowed:           | $\bigcirc$ |
| Personal Conveyance<br>Allowed:          |            |
| Yard Move Allowed:                       |            |

The Yard Move setting within Encompass determines whether individual drivers will have the ability to utilize the Yard Move functionality within KellerMobile.

Within the mobile app, users can navigate to this screen (Menu->System Menu->Records->Employee Rules) to see if personal conveyance has been enabled. If new rules have been enabled in Encompass, select Download to update employee rules.

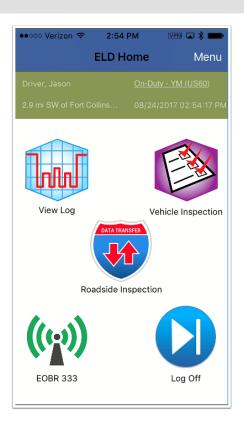
#### **New Status**

Once this rule is enabled in Encompass, a user will see this option of **Authorized Yard Move?** on the **New Status** screen when they choose **On Duty** status.

| ••••• Verizon 🗢 | 2:53 PM    | VPN 🖬 🖇 🚥     |
|-----------------|------------|---------------|
| Cancel          | New Status | ОК            |
|                 |            |               |
| Status          | On-Duty N  | lot Driving > |
| Time            |            | 02:52:25 PM   |
|                 |            |               |
| Authorized Y    | ard Move?  |               |
|                 |            |               |
| Annotation      |            |               |
|                 |            |               |
|                 |            |               |
|                 |            |               |
|                 |            |               |
|                 |            |               |
|                 |            |               |
|                 |            |               |

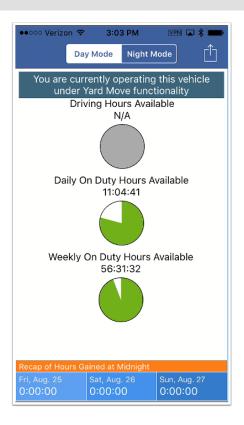
Users must select the option setting to enable **Authorized Yard Move?** prior to driving the vehicle for it to be enabled. The user will also be required to enter an **Annotation**, which is a note explaining the use of this setting.

## Dashboard



Once **Authorized Yard Move?** is enabled, users will notice the duty status (in the green bar above) will show the status of **On-Duty YM**.

## Vehicle In Motion



When the vehicle begins moving while in this status, the normal HOS clocks will be displayed, however, the Driving time clock will be grayed out as this time does not count against driving time.

#### **End Yard Move**

To end the use of Yard Move status, the user must change duty status back to standard On-Duty without the Authorized Yard Move provision enabled.

# **Request Logs**

Drivers can request 6 months of logs to be emailed to them through this function.

**Request Logs** 

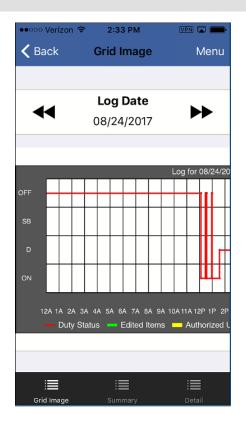
| ••ooo Verizon 🗢 | 2:34 PM      | VPN 🔽 💼      |
|-----------------|--------------|--------------|
| Cancel          | Request Logs | Submit       |
|                 |              |              |
| Email Address   |              |              |
| Enter email ad  | dress        |              |
| Remember Me     | •            | $\bigcirc$   |
|                 |              |              |
| Start Date      | C            | 02/24/2017 > |
|                 |              |              |
| End Date        | C            | 08/24/2017 > |
|                 |              |              |
|                 |              |              |
|                 |              |              |
|                 |              |              |
|                 |              |              |
|                 |              |              |

From the home screen, click on Menu->System Menu->File->Request Logs. Enter your email address, select a time frame (start and end dates) and then select Submit. Logs will be delivered to your email within 24 hours.

# **Duty Status Report**

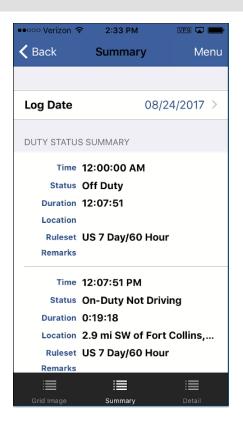
To view the duty status for each day, select Menu->System Menu->Reports->Duty Status.

Select the Log Date



Above the grid image, use the double-arrows to select the Log Date.

## **Summary View**



To view the a summary of that day's activity, such as Ruleset, Location, etc., select **Summary** (from the bottom menu options).

### **Duty Status Detail**

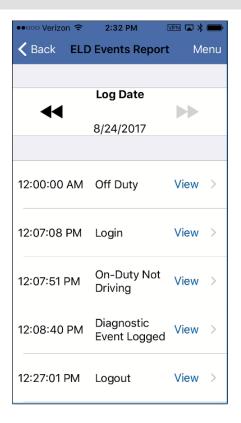


You can also view **Duty Status Detail** by selecting this option from the bottom menu. Here you will see details, such as Tractor Number and Distance Traveled.

# **ELD Events**

The ELD Events listing provides a list of all ELD events for a given day, as well as a detailed view of each event.

**ELD Events Report** 



The user can review all ELD events for a given day.

Select View link next to any ELD Event to review all event detail.

## Detailed View of ELD Event

| ••••• Verizon 穼 2:32  | 2 PM VPN 🗔 🚍    |
|-----------------------|-----------------|
| K Back Event I        | Details Menu    |
| Event Date:           | 08/24/2017      |
| Event Time:           | 12:07:51 PM     |
| Sequence ID:          | 21              |
| Event Type:           | Duty Status     |
| Event Code:           | 4               |
| Record Originator:    | 2               |
| Vehicle Identifier:   | 333             |
| Motor Carrier:        | Jason Mandate d |
| Shipping Doc #:       | widgets         |
| Event Record Status:  | 1               |
| Event Record Origin:  | 2               |
| Date Certified:       | Uncertified     |
| Timezone Offset:      | Mountain Daylig |
| Acc. Vehicle Miles:   | 252             |
| Total Vehicle Miles:  | 1666.0          |
| Elapsed Eng. Hours:   | 11.6            |
| Total Eng. Hours:     | 11.6            |
| Latitude:             | 40.53           |
| Longitude:            | -105.11         |
| Dist. Since Last GPS: | null            |

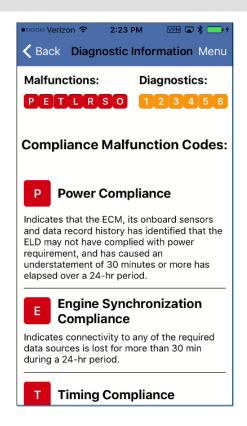
The above is an example of how the Event Details view list all of the data about a particular event.

Additional Functionality

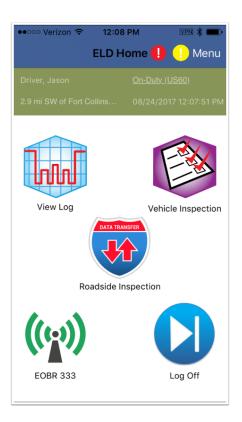
# Malfunction and Data Diagnostic Code Information

This report will provide a listing of all possible Malfunction and Data Diagnostic code information.

**Compliance Malfunction Codes** 



Malfunctions and Data Diagnostic events will also be displayed in the blue banner at the top of each screen in the form of a red or yellow circle with an exclamation point. Selecting the notification will bring the user to a screen similar to the one below, but will highlight the exact malfunction or data diagnostic event that is occurring.



The above is an example of how the Malfunctions and Data Diagnostic indicator will look at the top of each screen.

Additional Functionality

## **Unidentified Events**

Unidentified Events occur when the vehicle moves but the mobile application is not connected to the ELD. Drivers can claim these events within the application (select Menu->System Menu->Records->Unidentified ELD Events). Drivers must connect to the ELD to allow the application to read the driving history.

## **Unidentified Events** Verizon 🗢 1:09 PM VPN 🕻 OK Unidentified ELD Events Claim Select All: 08/24/2017 Date/Time 01:09:09 PM -Distance 0.00 11:59:58 PM **On-Duty Not** Unit 333 Event Ty... Driving 08/24/2017 Date/Time 01:02:35 PM -Distance 7.00 11:59:58 PM Event Ty ... Driving Unit 333

It is recommended you check for **Unidentified Events** prior to submitting logs at the end of each day.

If Unidentified Events exist, they will show in the Unidentified Events screen. You can then select any of the events by tapping on the event, or by using the **Select All** option at the top of the screen, and then choose **Claim**. End of Guide. This page intentionally left blank.