

12/04/2021

ALS – ELD USER MANUAL



VERSION 3.1

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VERSION HISTORY

VERSION	DATE	DESCRIPTION
3.0	05/07/2020	Original document
3.1	12/04/2021	Amendments to original document

INTRODUCTION

ABOUT ELECTRONIC LOGGING DEVICE

All operators of Commercial Motor Vehicles in the United States and Canada are currently required to log their hours of operations. With a view to improve safety and recording of Hours of Service, Congress in the United States mandated the electronic logging device (ELD) rule. The ELD rule mandates electronically recording data from the Electronic Computer Module of Commercial Motor Vehicles for heightened accuracy in Hours of Service, track, manage, and share records of duty status data

ABOUT ARETHOS

From Greek Words ...

ARETE Excellence through the involvement of all abilities and potentialities – strength, knowledge, bravery, virtue and wit.

ETHOS Ethics, integrity and other guiding beliefs and ideals that characterize a community, nation or ideology.

ABOUT ALS- ELD

ALS-ELD is part of our **Arethos Logistics System (ALS)**. It can be used as a single component or combined with the logistics product. If company is using as combined product then the driver, truck, trailer and load information is automatically updated once the trip is assigned to the driver.

ALS-ELD is compatible with all kind of mobile device which are running Android And iOS platform.

SETTING UP USER PROFILE

INITIALISING YOUR PROFILE TO START USING THE ELD

In order to initialize and access the ELD device, the Carrier Company has to first access the web-portal, and set up an individualized user's profile.

PROFILE SET UP

1. The profile will require basic and required information from the User to set up a Profile.
2. The portal operator will set up a user name and password, credentials that are required for future authentication.

DOWNLOAD THE APP

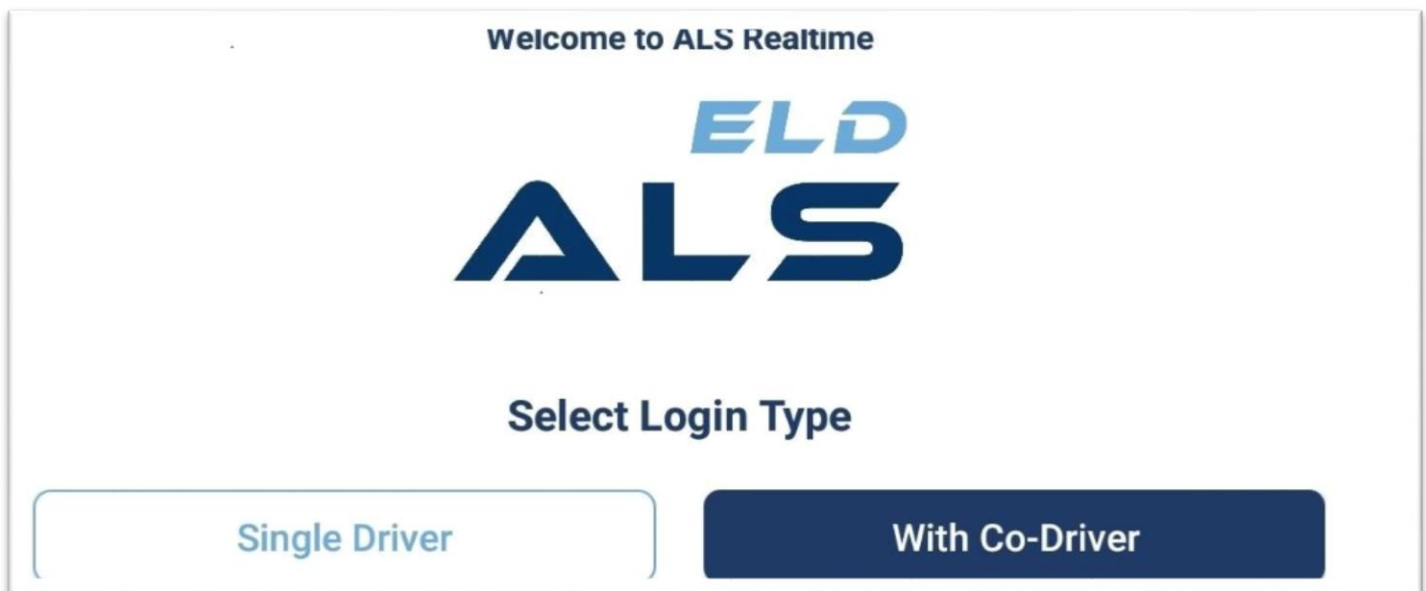
3. Download the mobile Application from APP store for IOS/ Apple devices or from Google Play Store for Android devices, on to your WIFI capable Devices, such as mobile device or a Tablet, that you will be using in the Commercial Motor Vehicle during the trip.

LOGGING INTO THE SYSTEM

The steps for logging into the system are as follows: -

- 1.) Launch the ELD app in the tablet.
- 2.) Use the **Valid credentials** provided by the company to login into the app.
- 3.) For Single Driver login, Enter the valid username and password in the required fields.
- 4.) For Team Driver login, Enter the valid username and password in the **Main driver** and **Co- driver** in the required fields.
- 5.) Click on Sign in button to view HOS Main screen.

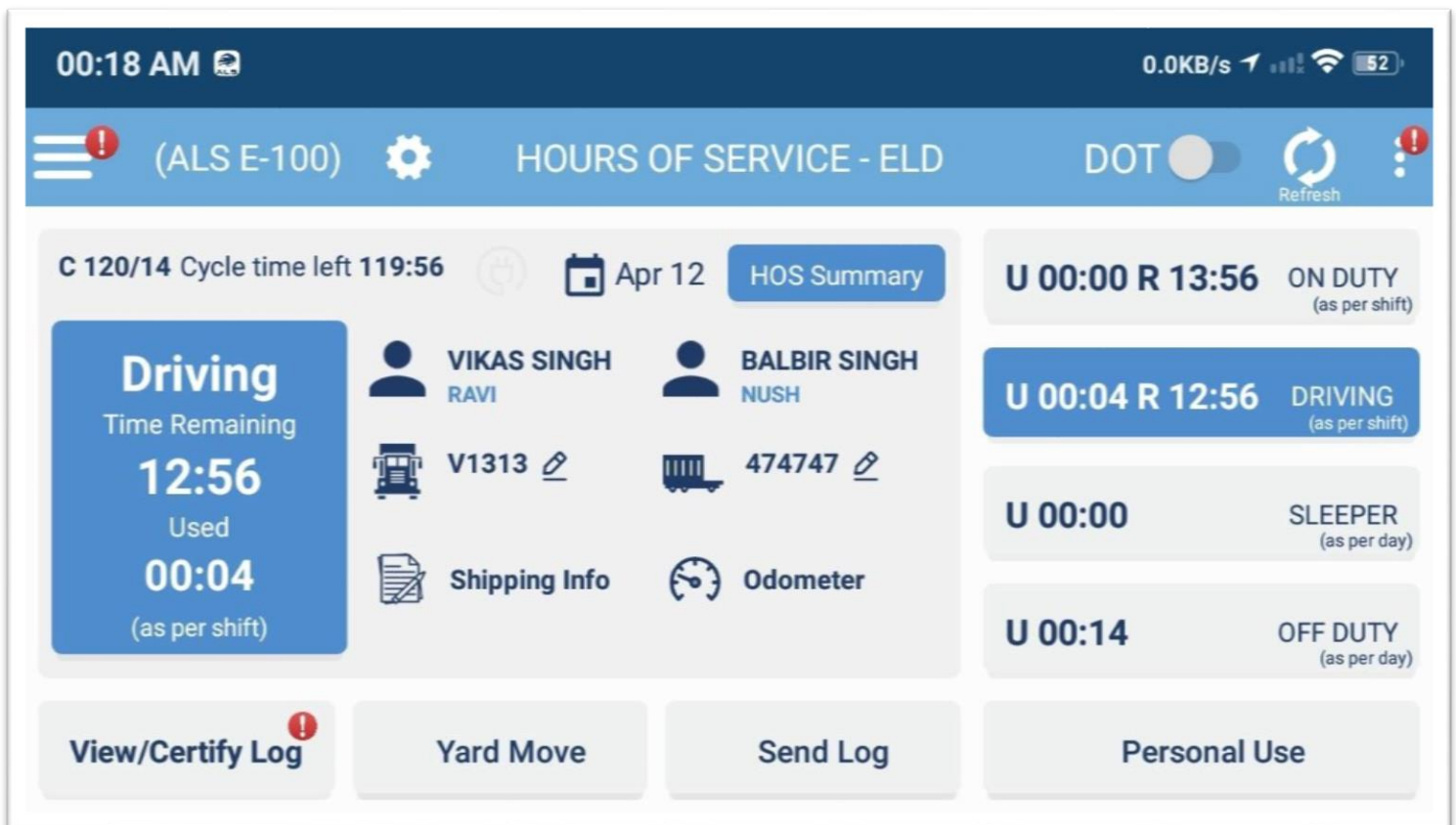
Fig 1.1



CONTINUE.....

Upon successful login user will see the following screen (**HOS SCREEN**):

Fig 1.2



The User Interface is kept very simple so that it will be very easy for driver to use. In order to change any statuses driver just need to click on any one of the five buttons. Upon clicking the button it will automatically update the statuses of the driver and also calculate the number of hours used and remaining.

HOS SCREEN FOR CURRENT USER

How to change duty status?

1.) **HOS** log screen shows all the types of duty statuses:

ONDUTY shows driver is on-duty but not driving the vehicle.

DRIVING shows driver is driving the vehicle.

SLEEPER shows driver is in Sleeper Berth.

OFF DUTY shows driver is not in the vehicle and is on break.

PC START shows Driver is Off-duty and is using the vehicle for personal conveyance purposes

YM START shows Driver is On-duty and is using the vehicle for yard movement purposes.

2. To **Change** the duty status just tap the required status button on the logbook.

HOW AUTHORISED PERSONAL USE AND YARD MOVE WORKS

AUTHORISED PERSONAL USE:

1. An Operator can use the vehicle for authorized **Personal use**. This may include the time traveling between an Operator's home and Terminal (or normal work reporting location), and traveling short distance (from terminals or motels) to restaurants.

These periods of personal use may be considered off-duty time.

2. However, an Operator who uses a vehicle for transportation from home and is later dispatched from home would be on-duty from the time the driver leaves home.

3. An ELD does not change the duty status following a period of personal conveyance status. The driver should change the duty status to Off-duty before powering off, or later annotate the record to explain off-duty status at the end of the driving time.

YARD MOVES:

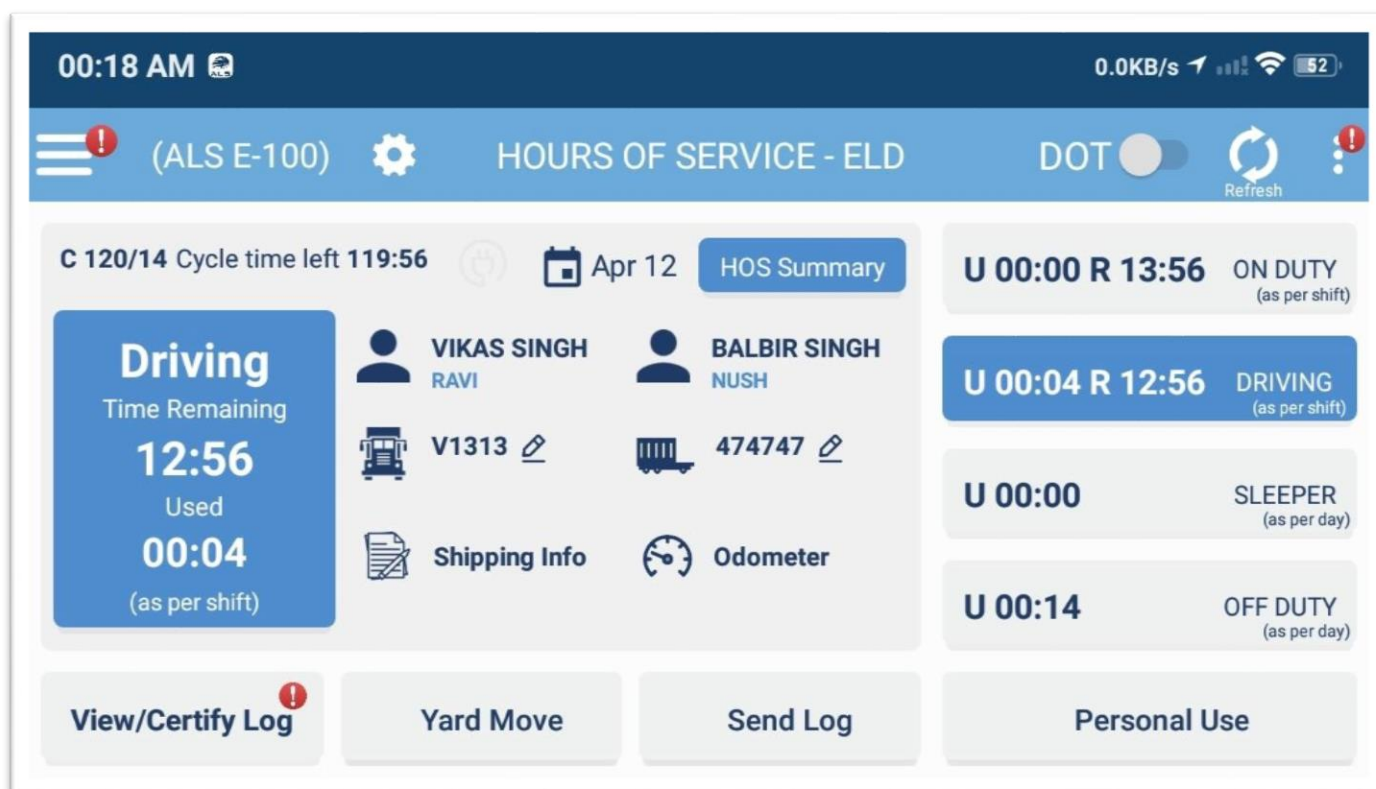
1. An Operator can use **Yard-Move** under the ON Duty Status. An Operator can annotate the record to document Yard movement

2. The time captured by the ELD during the yard move counts towards the driver's on-duty time. So, Yard moves are considered on-duty but not driving.

DESCRIBING HOURS AVAILABLE ON HOS SCREEN

- 1.) Total hours consumed and remaining for each duty status will appear on the duty status buttons.
- 2.) Selected duty status will appear on left side of the screen with total hours consumed and remaining.

Fig 1.3



- 3.) Selected cycle weekly hours left will appear and update as time spent on duty Status updated.
- 4.) As soon as driver change the duty status used time starts increasing dynamically.
- 5.) The hours shown, are the hours left as per the rule (**USA/Canada** in accordance to Motor Vehicle Act) selected by the user.

CONTINUE.....

6.) For a vehicle which is not moving but status is **driving** for more than 5 min, an alert will appear showing the Driver that “**Your Status is Driving but Vehicle is not moving**”. It will display alert to change its status. If action is not performed, then after 1 min ELD automatically set its status to On Duty not Driving.

7.) User can view daily log summary by tapping the “**HOS summary**” button.

8.) For a Vehicle which is moving but status is **On-duty, Sleeper, Off duty** for speed more than 5 mph or 8 kmph, an alert will appear showing that “**Your Vehicle is moving but status is not driving**” and status will automatically change to Driving.

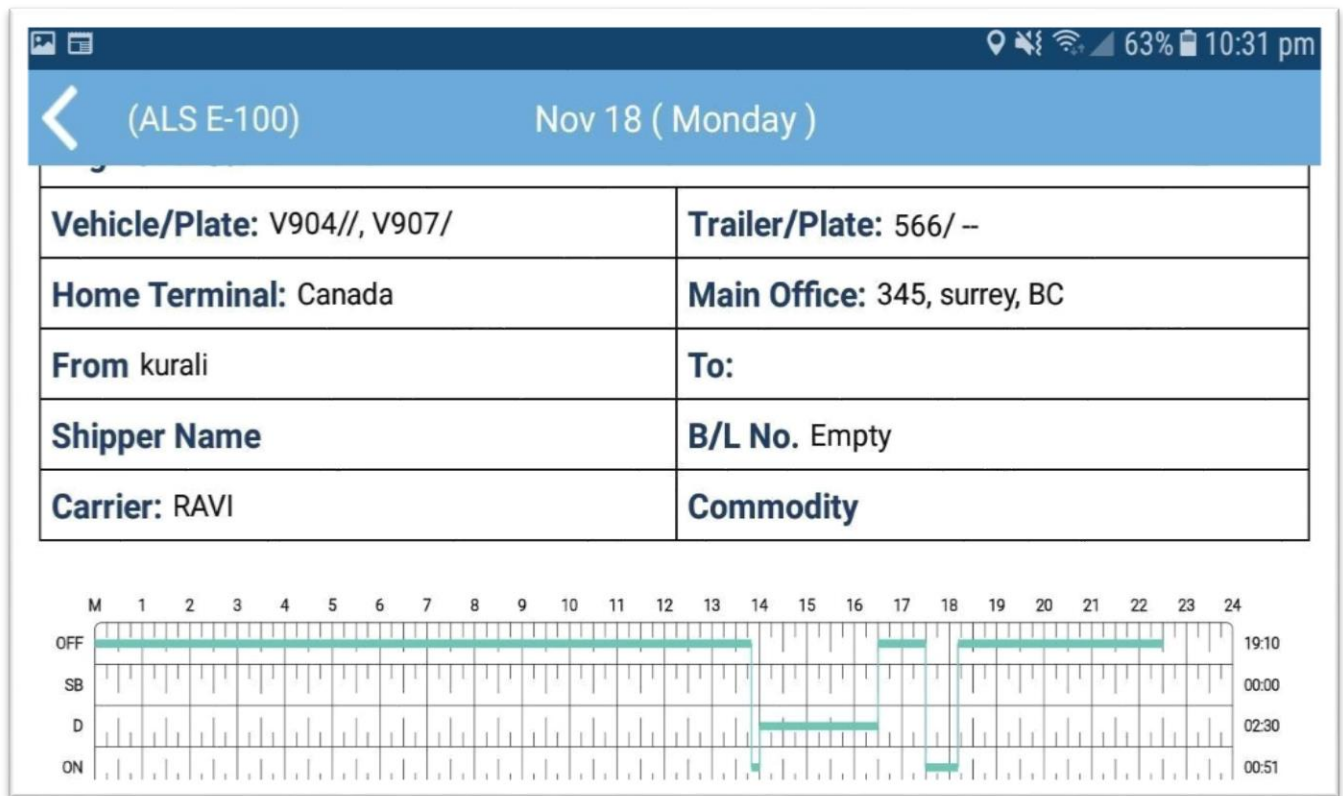
9.) The US work shift is 14 hours, which is an accumulation of **On Duty, Off Duty, Sleeper Berth and Driving**. The Off Duty shall be 10 or more consecutive hours for the system to reset the daily driving and work shift to reset based upon current hours of service rule selected by the driver.

10.) The total weekly hours will reset once the user takes a minimum of **34** consecutive hours of **Off Duty**.

TO VIEW CURRENT / PREVIOUS DAY LOG

- 1.) Driver can view his/her current day log history by tapping the “**View History**” button and can click the “**View**” button to view his daily log.
- 2.) To view previous day log, driver can select the required date from the calendar to view his/her previous day log.

Fig 1.4

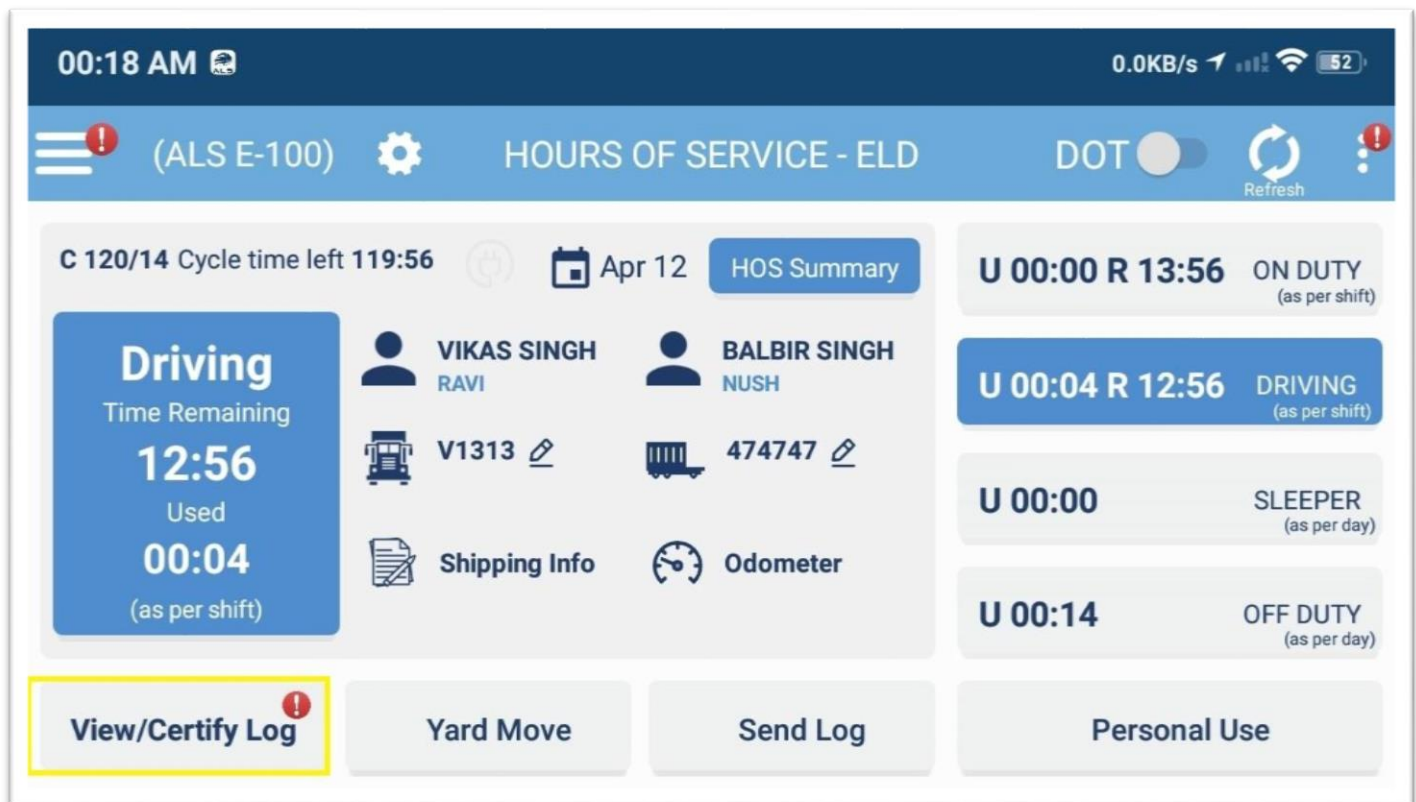


- 3.) User can view Daily log graph where graph represents the hours consumed for different duty statuses.

HOW TO CERTIFY THE LOG?

- 1.) The objective of certification of the daily log is to make the driver take the ownership of each 24-hour log.
- 2.) In event of any change/edits to the log, the driver has to re-certify the log.

Fig 1.5



- 3.) To certify a log, select the **Certify Log** button and log then log screen will appear.

CONTINUE.....

- 4.) Sign the HOS daily log by simply doing signature and Click **Save** button to Save the signatures. Once saved it can't be **edited/change**.

Fig 1.6

Shipping Information				
BL/Trip No.	Commodity	Shipper Name	From	To
Empty	sad safe	asdfsdf	hu	sdfasdf

CERTIFY

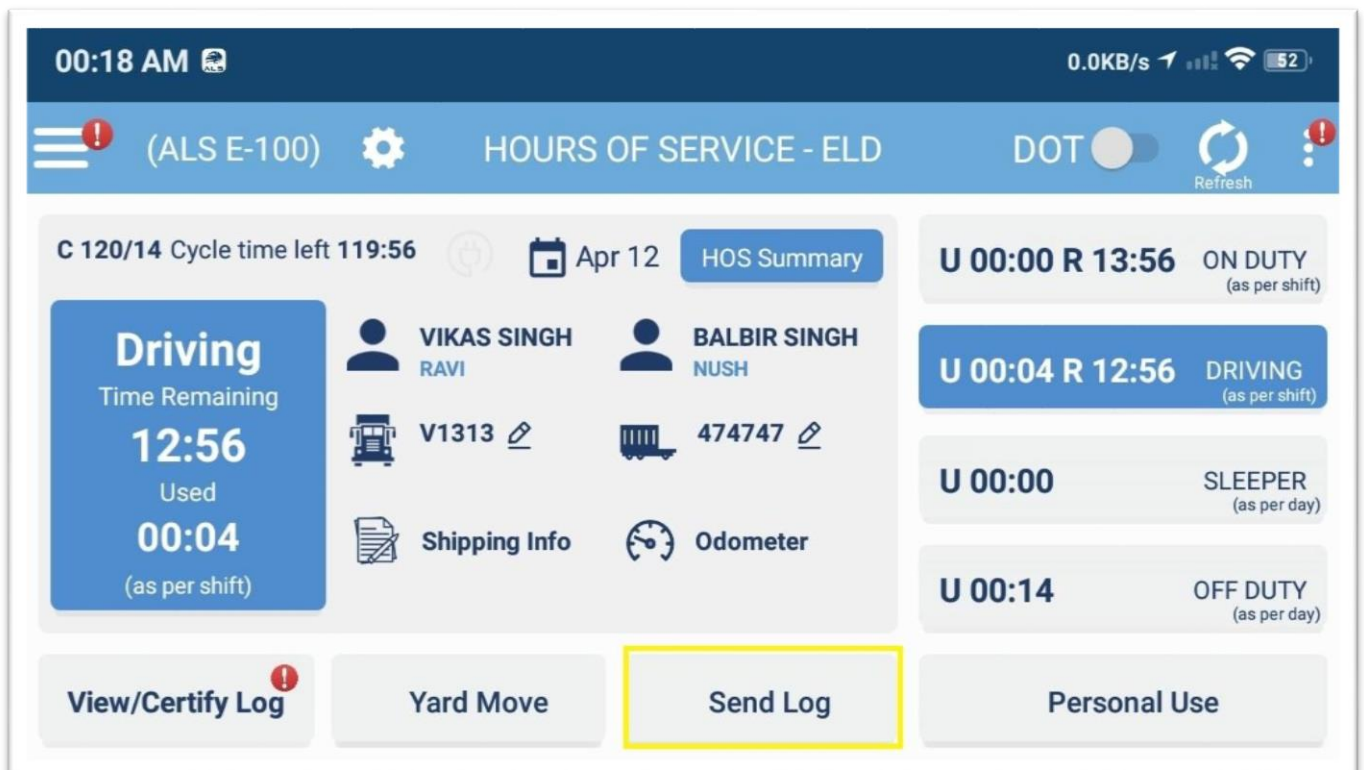
CHANGING HOURS OF SERVICE RULE BETWEEN CANADA/USA

- 1.) The system will change the driver HOS rules automatically whenever the driver crosses the borders between the USA and Canada and Cycle name will be displayed in HOS screen.
- 2.) Upon changing the HOS rules automatically, the number of hours one was operating in the **US** and **Canada rule** will also get updated in the HOS main screen.
- 3.) User can also change his Cycle1 to cycle 2 or vice versa from his logbook manually but eligibility conditions will be checked while performing actions.

HOW TO SEND LOG?

1. To send the certified log to the **FMCSA**, user will simply tap the “**Send Log**” button available on HOS screen and new screen will appear where user will enter the valid email id and log Start /End Date.

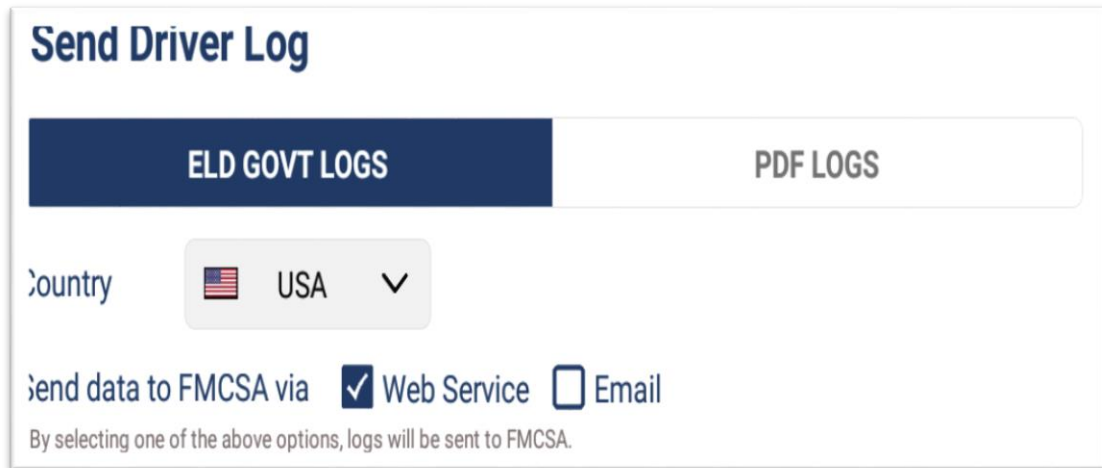
Fig 1.7



2. Click on the “**Send Log**” button to send the log. Refer to **Fig . 1.8.1**

CONTINUE.....

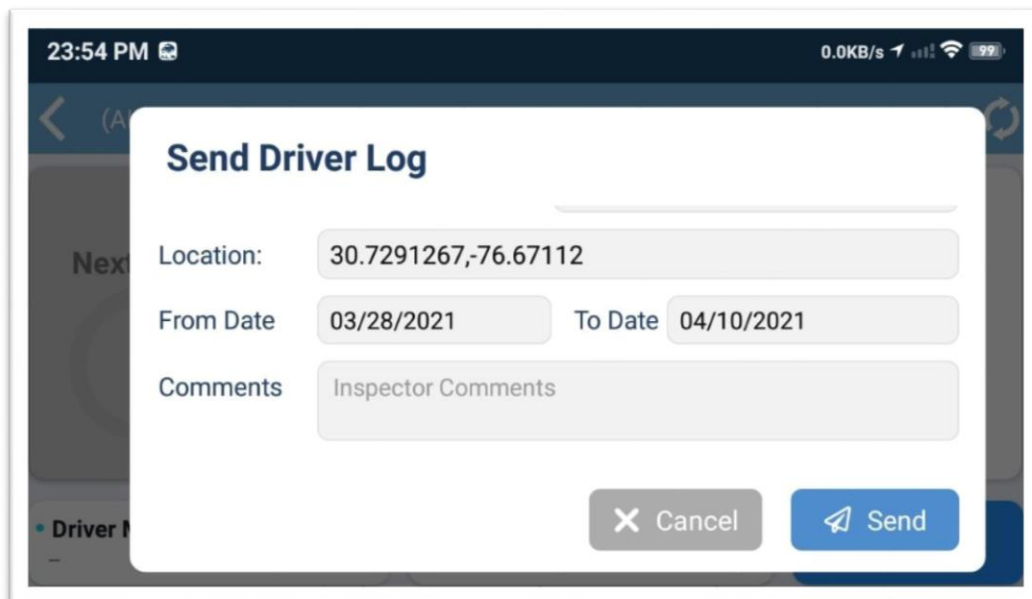
Fig 1.8.1



The form titled "Send Driver Log" features two tabs: "ELD GOVT LOGS" (selected) and "PDF LOGS". Below the tabs is a "Country" dropdown menu set to "USA" with a US flag icon. At the bottom, there are two radio buttons for "Send data to FMCSA via": "Web Service" (checked) and "Email" (unchecked). A note below states: "By selecting one of the above options, logs will be sent to FMCSA."

3. The certified log will be sent to **FMCSA** via **Web Service/Email**.

Fig 1.8.2

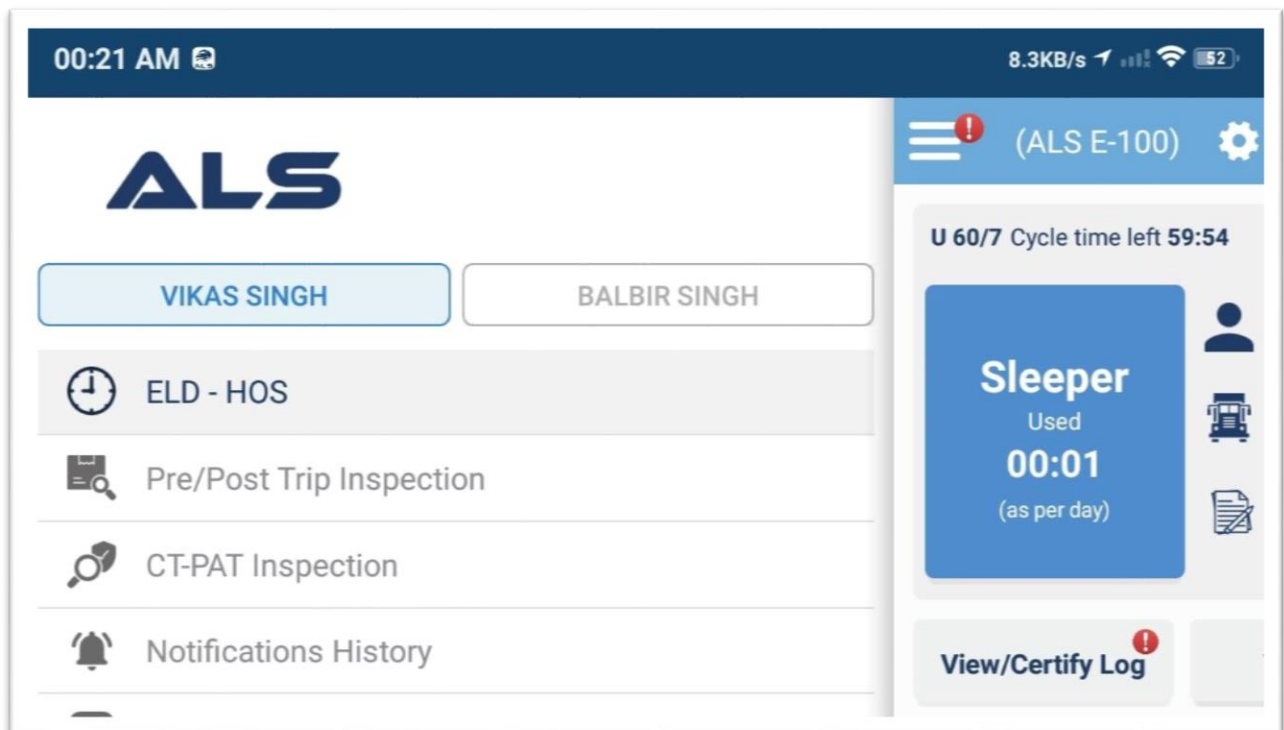


A mobile application screenshot showing the "Send Driver Log" form. The form includes a "Location" field with the value "30.7291267,-76.67112", "From Date" (03/28/2021) and "To Date" (04/10/2021) fields, and a "Comments" field containing "Inspector Comments". At the bottom right, there are "Cancel" and "Send" buttons. The background shows a mobile interface with a time of 23:54 PM, a data speed of 0.0KB/s, and a 99% battery level.

SWITCHING BETWEEN DRIVERS (TEAM LOGIN)

- 1.) **Team Driver** can easily switch from **Main driver** to **Co-Driver** or vice versa by simply tapping on Driver name appearing in side menu.

Fig 1.9

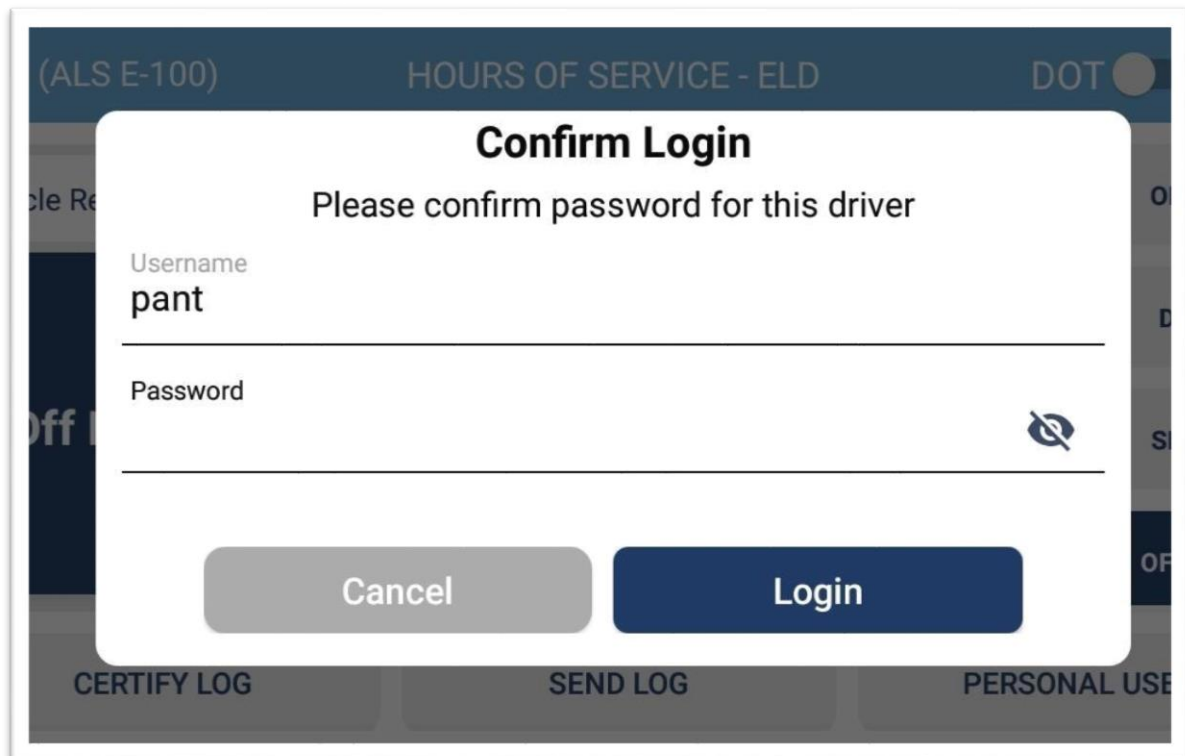


- 2.) ELD events/data that can be accessed are specific to the driver account that's logged in, protecting the authenticity and confidentiality of the collected information.

CONTINUE.....

- 3.) User will enter his valid credentials every time switching between each other.

Fig 1.10



(ALS E-100) HOURS OF SERVICE - ELD DOT

Confirm Login

Please confirm password for this driver

Username
pant

Password

Cancel Login

CERTIFY LOG SEND LOG PERSONAL USE

- 4.) Upon login with different driver, user will see specific info associated to his account.

PRE / POST TRIP INSPECTION

Every motor carrier driver, agents, representatives and employees directly concerned with the inspection or maintenance of commercial motor vehicles must be knowledgeable of and comply with the rules of this part.

Driver vehicle inspections are important to safe operation of a commercial vehicle.

PRE TRIP INSPECTION:

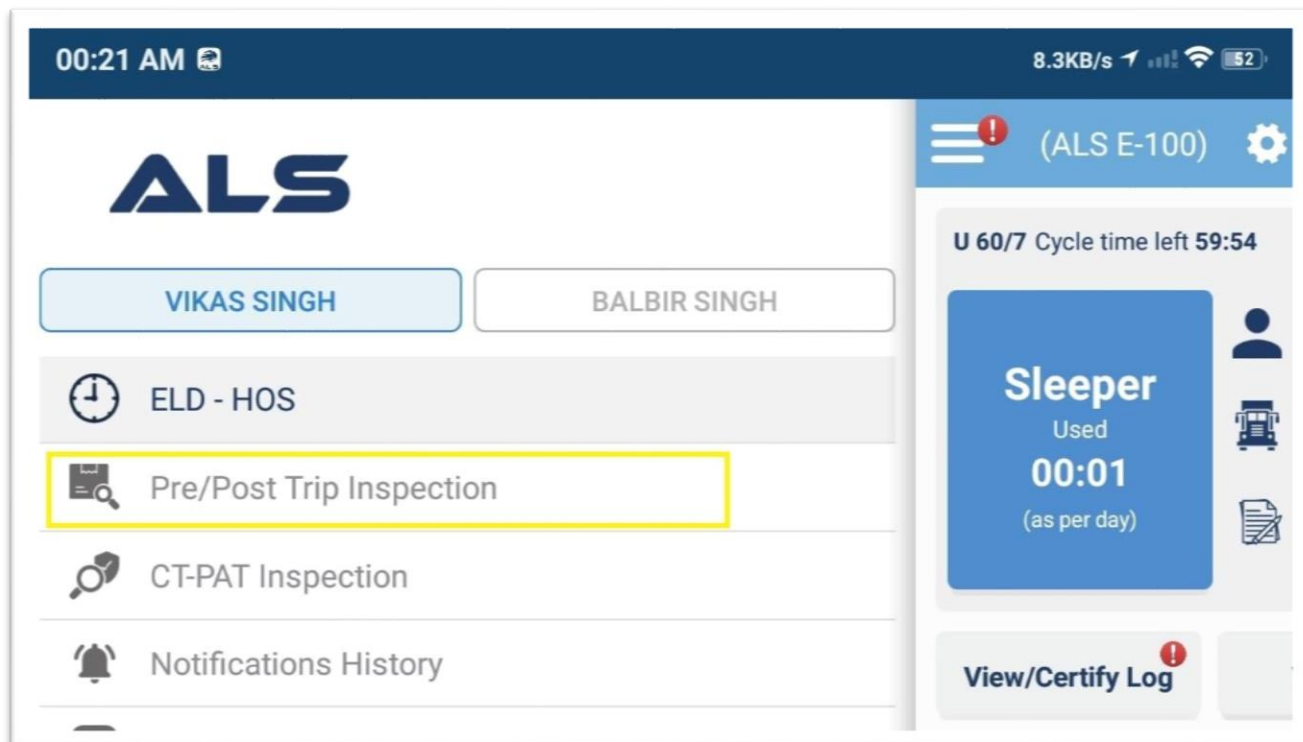
The pre-trip inspection can identify vehicle defects prior to the movement of the vehicle for the safety of the driver and motorist and this must be signed and checked by the driver.

POST TRIP INSPECTION:

The post- trip report must identify the vehicle and list any defect or deficiency discovered by or reported to the driver after the trip is completed, which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If a driver operates more than one vehicle during the day, a report must be prepared for each vehicle operated.

CONTINUE.....

- 1.) To Start a **Pre/Post** trip inspection user must select the option from side menu highlighted in the fig below.

Fig 2.1

- 2.) Upon clicking **Pre/post** trip inspection option from menu user will see defects list and can select the defects that can be corrected by mechanic/supervisor.
- 3.) Vehicle will be supervised by the mechanic/supervisor and signed by the both driver and mechanic that defects have been corrected and vehicle is safe for driving.

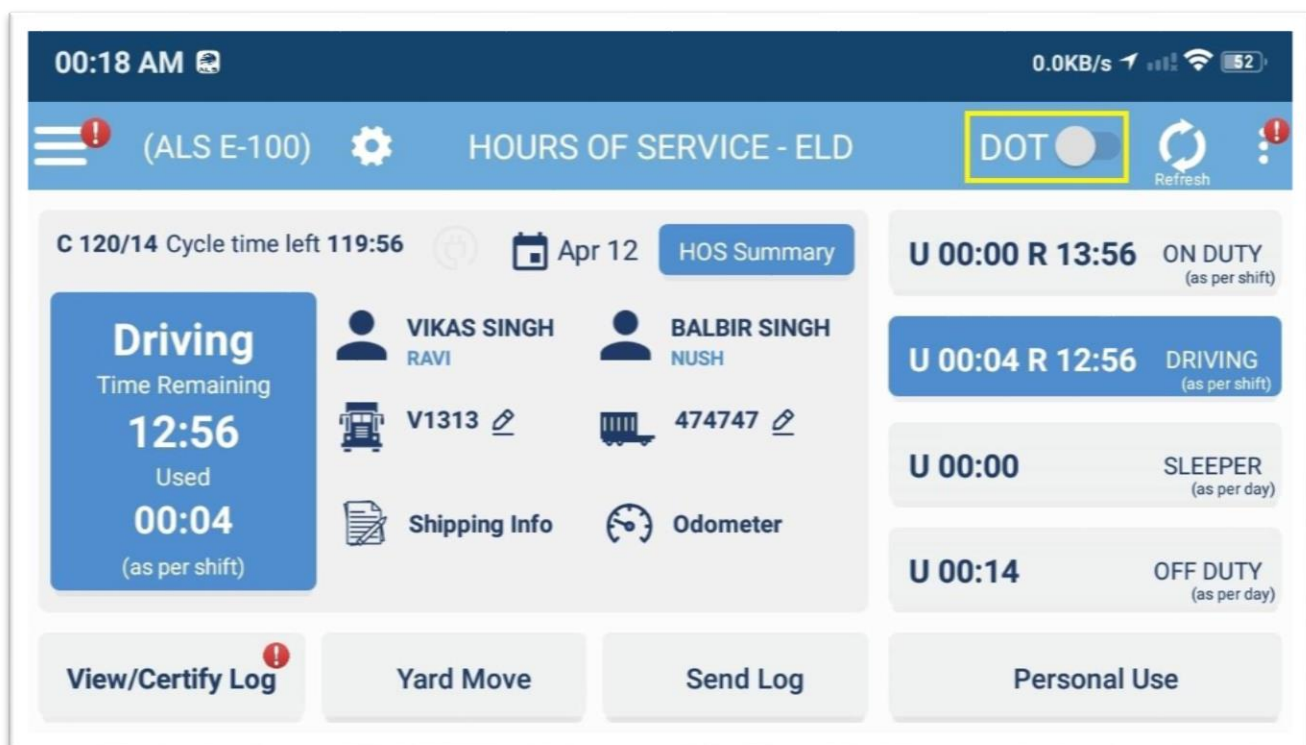
DOT INSPECTION MODE

When a DOT officer pulls over a vehicle for a roadside inspection, a driver may be required to hand over their device to let the officer inspect the logs. ALS allows you to lock the app in DOT inspection mode, which helps maintain the privacy of the content in your application. The DOT officer will not be able to access anything but the past 8 days of logs in DOT Inspection Mode. Even if they try to close the app and reopen it, it will still remain on the lock screen. This feature ensures DOT officers do not view any other information in the app.

Follow the step by step instructions below DOT inspection mode in your ALS application:

1. On the **Logs** screen tap on the DOT icon in the top right corner.

Fig 2.2

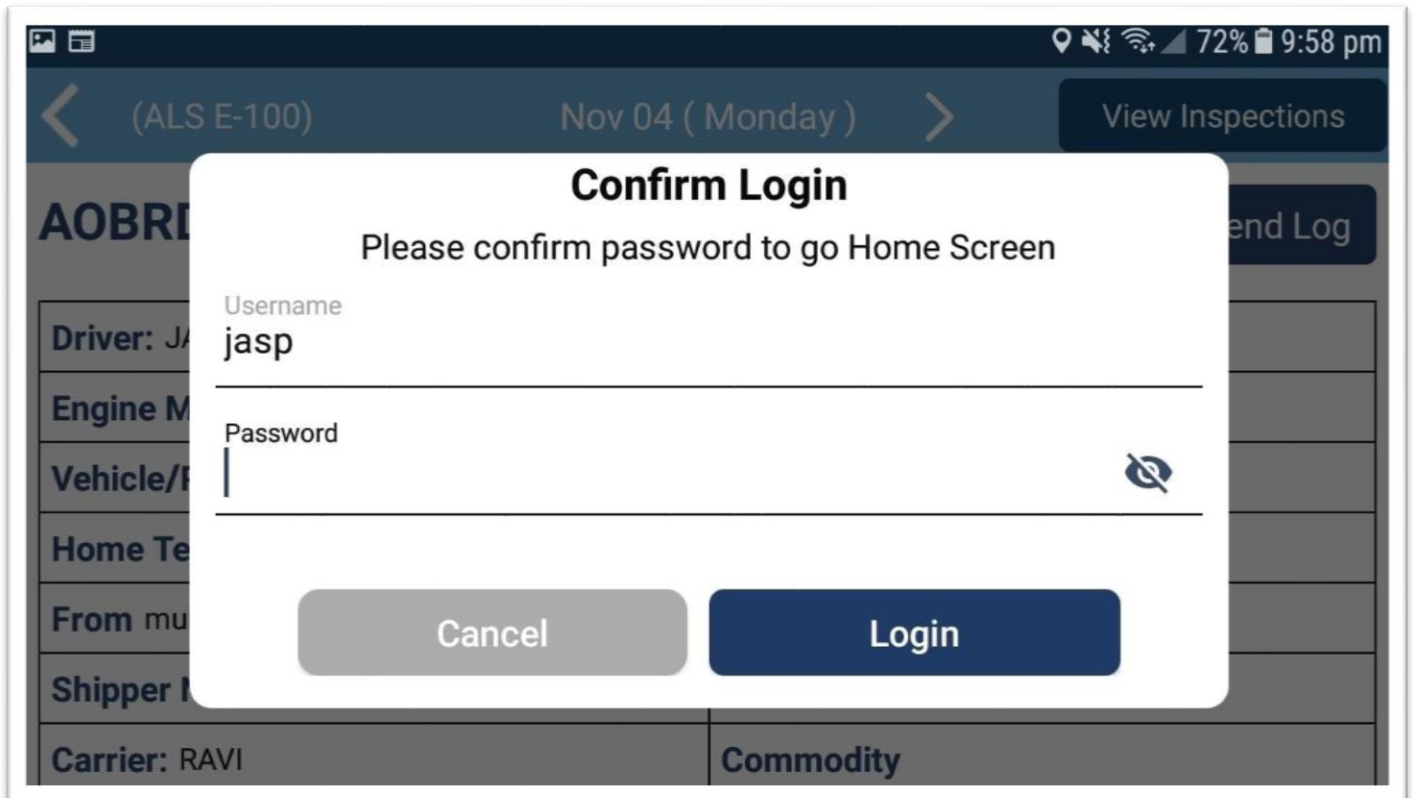


2. User will be navigated on the DOT Inspection screen
3. Once user is navigated to DOT screen user must hand over device to the officer, where officer can view his 8 days log, view inspections and Share log.

CONTINUE.....

4. To exit DOT inspection mode user will tap on Back button and must enter his valid Password when prompted.

Fig 2.3



HOW TO DO CTPAT INSPECTIONS?

There are 17 points for Truck and Trailer Inspections. Below Figure shows all the 17 points inspections area that a driver need to do in Truck and Trailer. This Inspection must be completed and documented on all containers/trailers/conveyances bound for USA.

Fig 2.4

This inspection must be completed and documented on all containers/trailers/conveyances bound for the USA.

17-Point Truck & Trailer Inspection



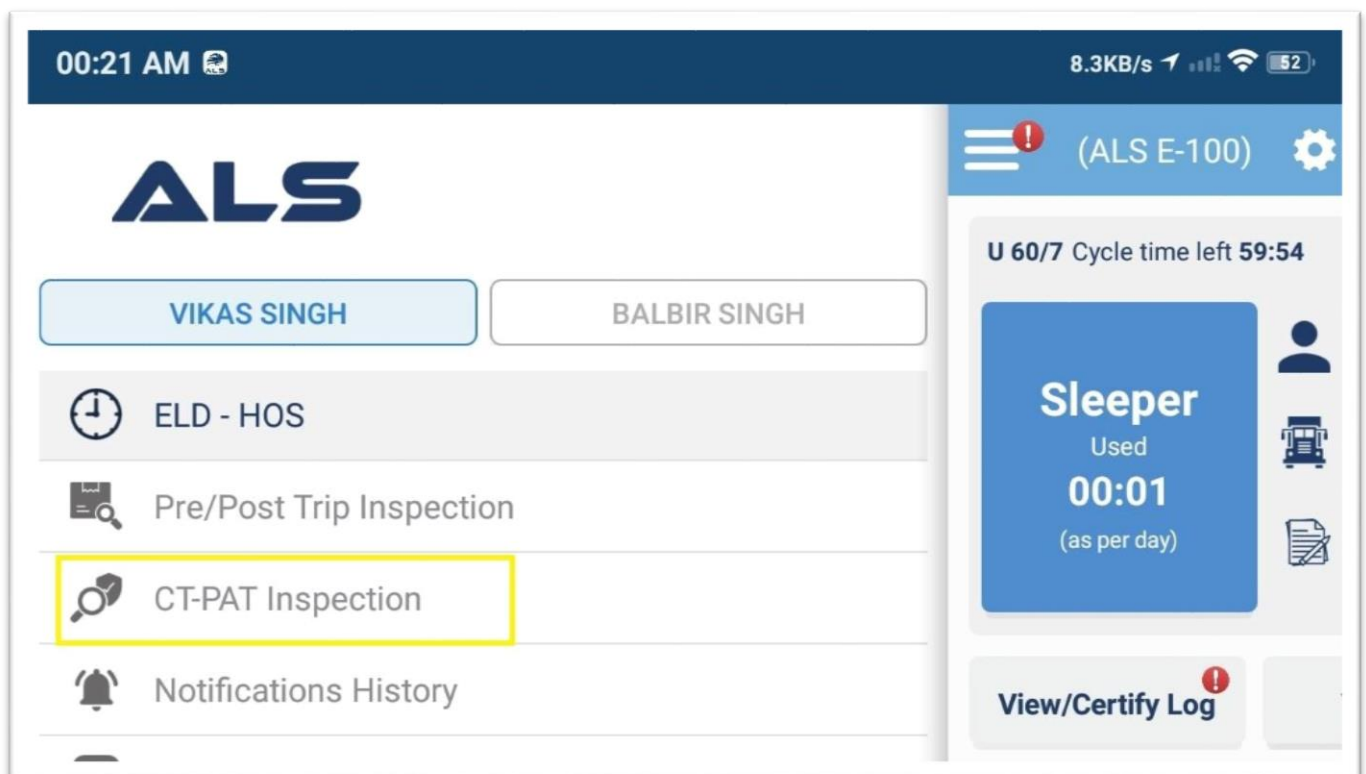
Strengthening the Customs-Trade Cooperative Partnership

Printed name of person who conducted security inspection upon arrival: _____ Signature: _____
 Inspection was completed: Date: _____ Time: _____
 Printed name of person who conducted follow up security inspection: _____ Signature: _____
 Seal number(s) that was on container when it arrived at this facility: _____
 Seal number(s) that was on container when it departed this facility: _____
 Printed name of person who affixed seal(s): _____ Signature: _____
 Printed name of person who verified physical integrity of seal(s): _____ Signature: _____

CONTINUE.....

1. To start CTPAT inspections, tap CTPAT inspection from the main menu. User will be navigated to truck and trailer points form/
2. Select the particular points and certify the form in the end.

Fig 2.5

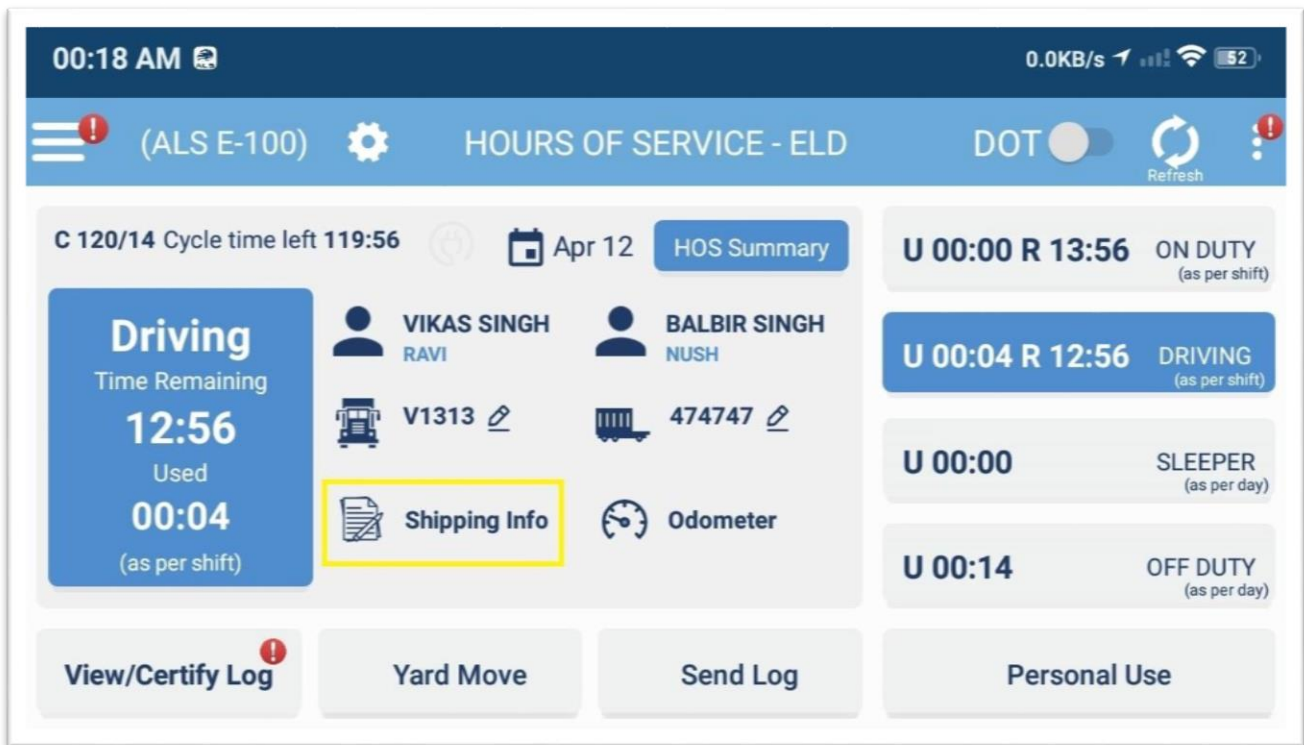


HOW TO FILL SHIPPING INFO?

To fill shipping info, follow the steps below.

1. To update shipping info, tap on the shipping info icon.

Fig 2.6



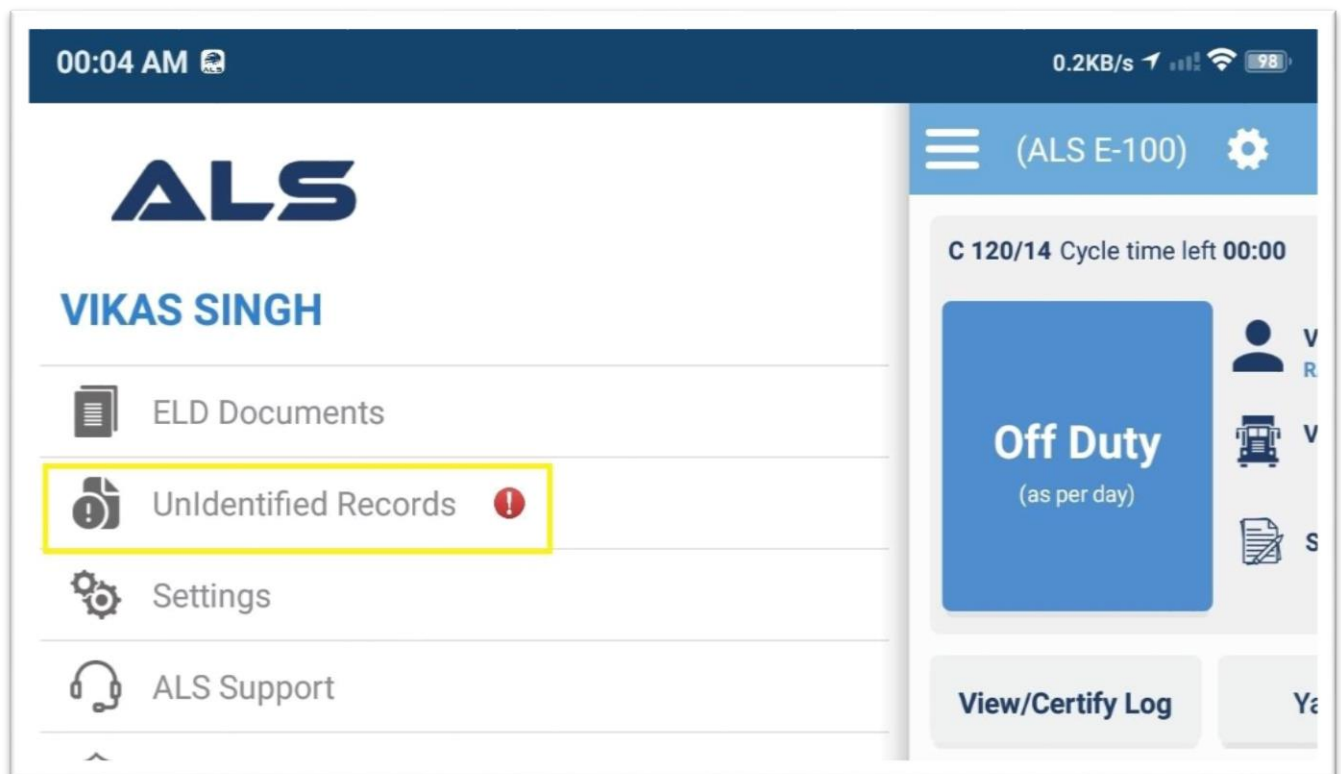
2. On tapping shipping icon, user will see pop up window for entering shipping details.
3. Click on **Save** button, to update shipping info.

HOW TO CLAIM/REJECT UNIDENTIFIED RECORDS

To claim or reject unidentified records, follow the steps below.

1. To claim unidentified records, tap on the Unidentified Records from the menu.

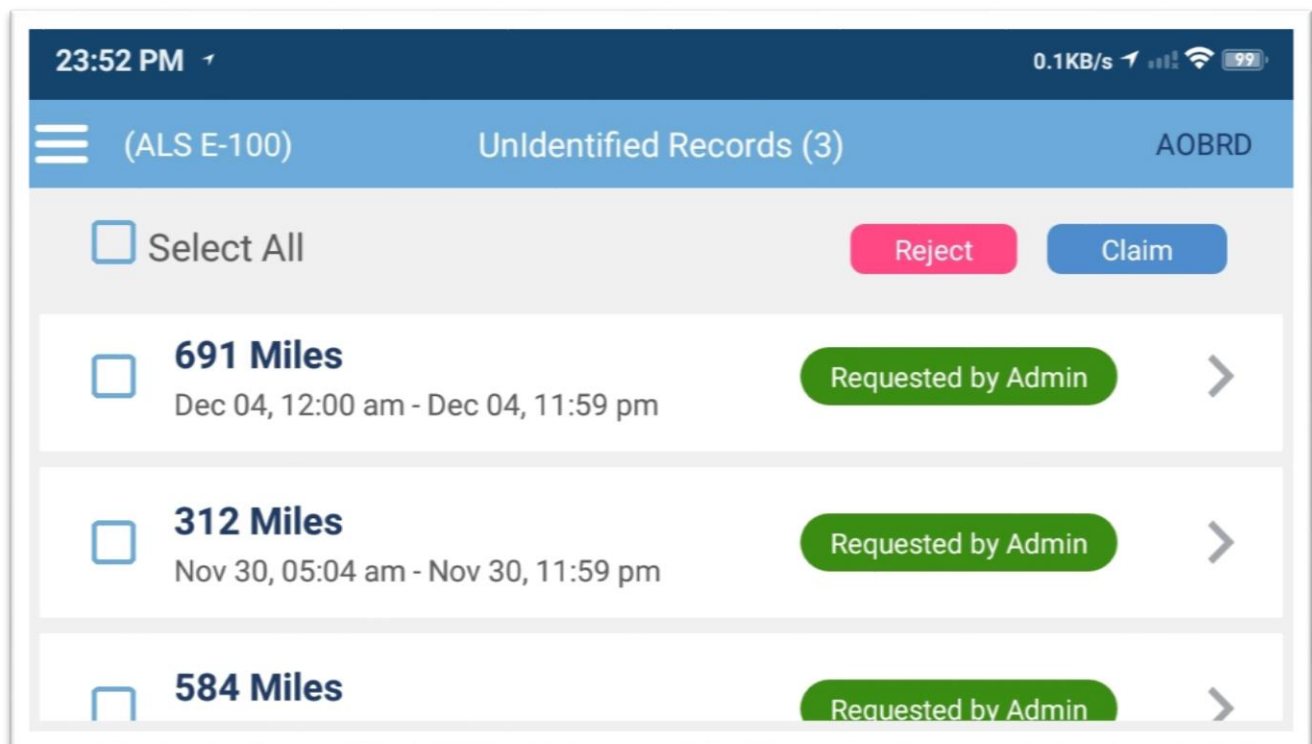
Fig 2.7



2. On tapping the **Unidentified Records** from the menu, user will be navigated to the below page (Fig. 2.8) where all the records will appear.

CONTINUE.....

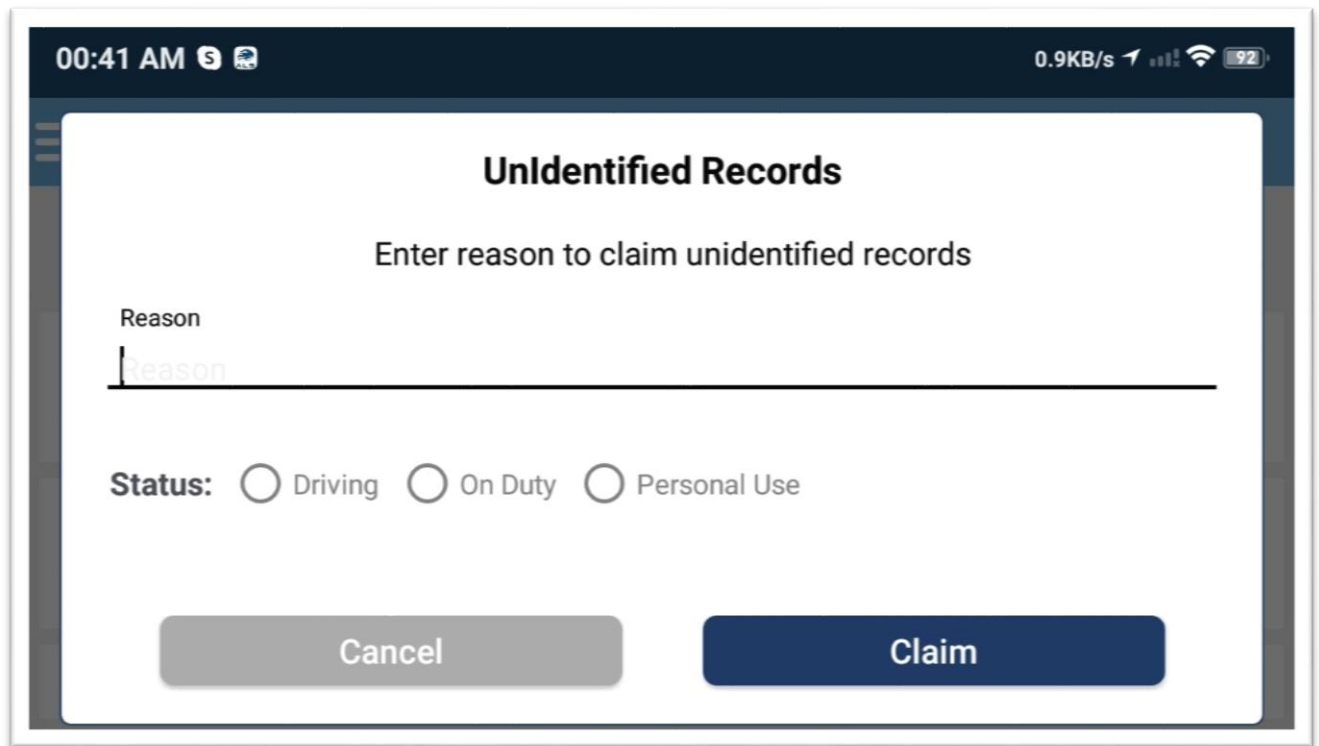
Fig 2.8



3. On this page, user can see all the Unidentified Records and can also claim or reject them by clicking on the buttons appearing in the above screenshot. User can select the records to be claimed or rejected by clicking on the check boxes.
4. On clicking the **claim or reject** button, popup will appear and user will be asked to enter the reason and also select the duty status before claiming or rejecting the record. Refer to the screenshot below (Fig. 2.9)

CONTINUE.....

Fig 2.9



00:41 AM 0.9KB/s 92

Unidentified Records

Enter reason to claim unidentified records

Reason

Reason

Status: Driving On Duty Personal Use

Cancel Claim

5. User can also claim or reject particular record by tapping on right arrow (>) as seen in above screenshot on Fig 2.8

CONTINUE.....

6. On tapping the right arrow (>), user will be navigated to the below page (Fig 3.0) where he can go through the details of the record and can claim or reject the record after selecting the duty status.

Fig 3.0

23:52 PM 0.3KB/s 99%

< (ALS E-100) Unidentified record details

• Start Odometer 1082468	• Start Time 4 Dec 12:00 am	• Start Location 4559 Trans Canada Hwy, Malakwa, BC V0E 2J0,	• Total Miles 691
• End Odometer 1083580	• End Time 4 Dec 11:59 pm	• End Location Yellowhead Hwy, Thompson-Nicola, BC V0E, Canada	

Status: Driving On Duty Personal Use

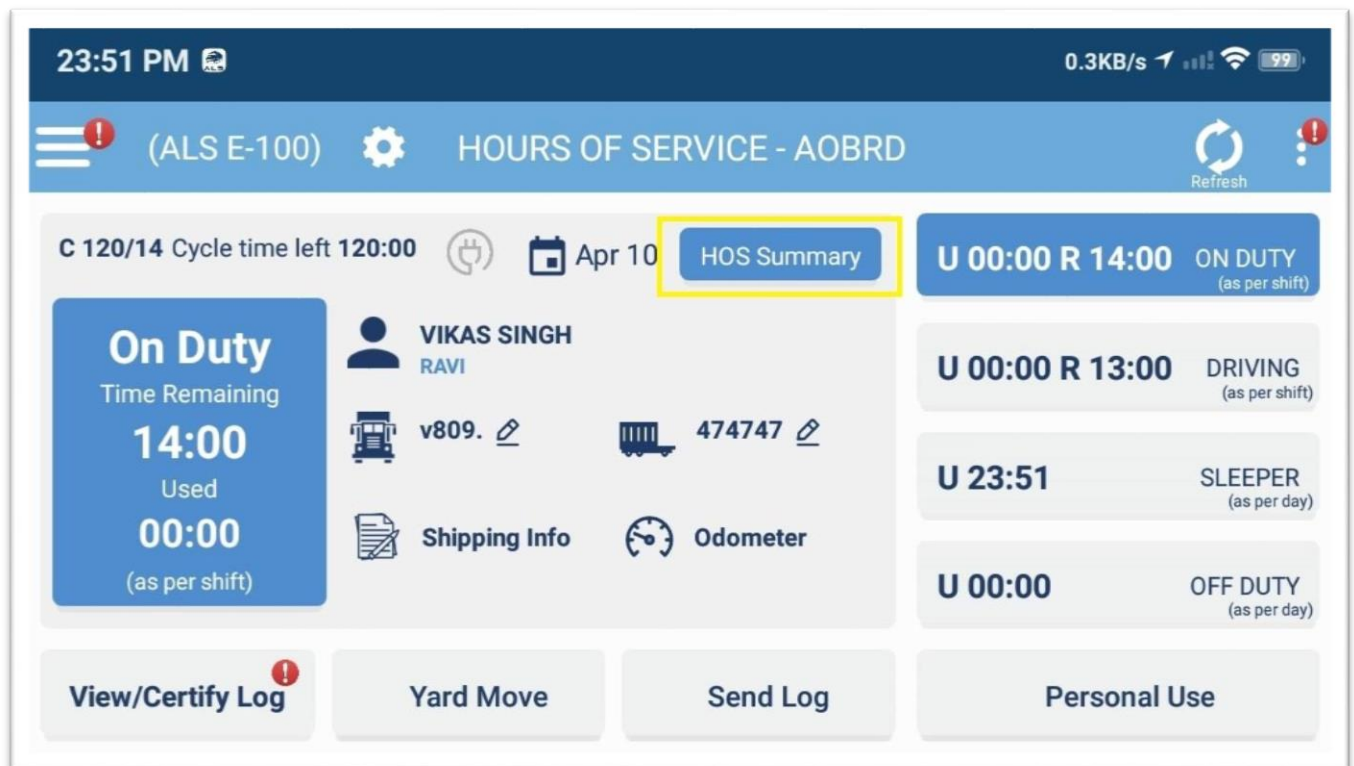
REJECT **CLAIM**

HOW TO VIEW HOS SUMMARY

To view the HOS Summary, follow the steps below.

1. To view the HOS summary, tap on the HOS Summary appearing on dashboard.

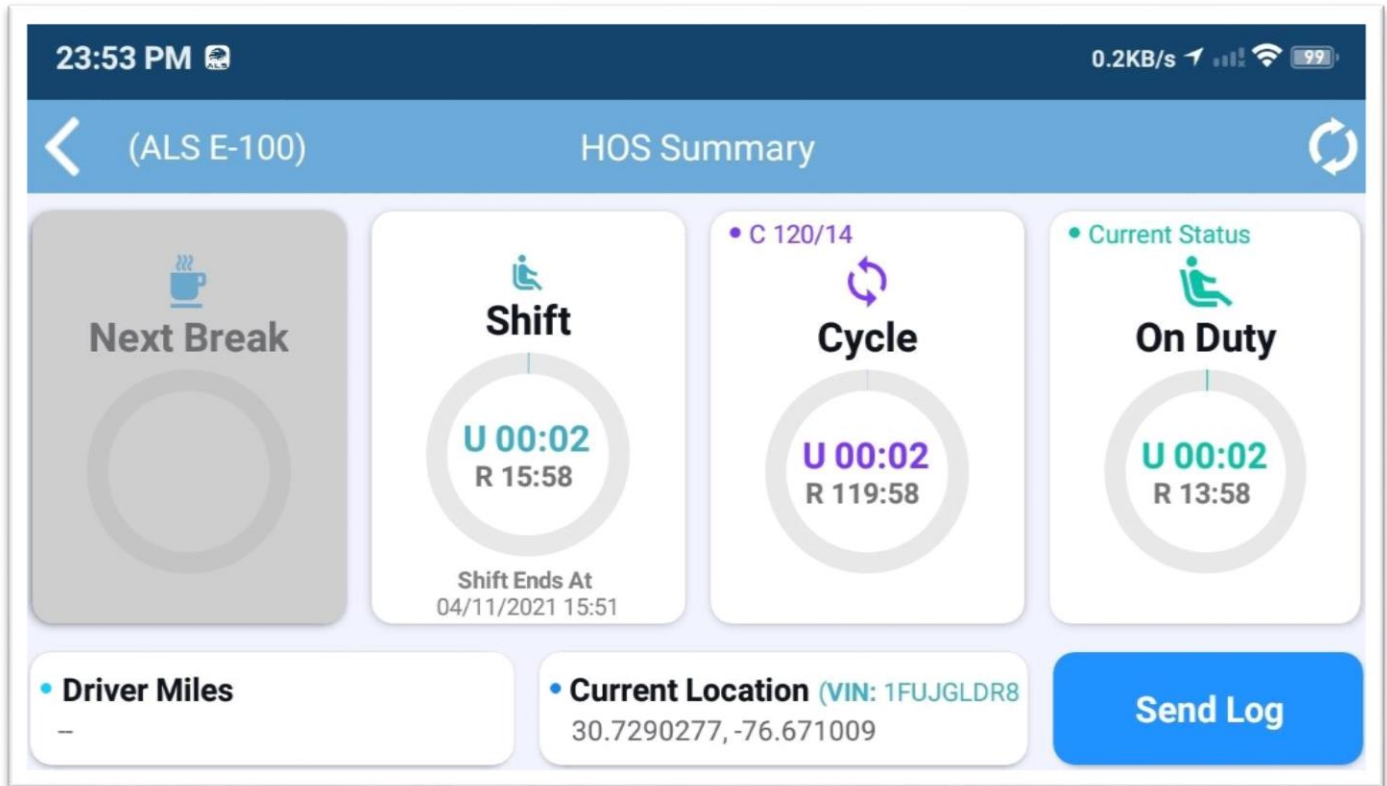
Fig 3.1



2. On tapping the HOS Summary, user will be navigated to the HOS Summary page as appearing in the below screenshot on Fig. 3.2

CONTINUE.....

Fig 3.2

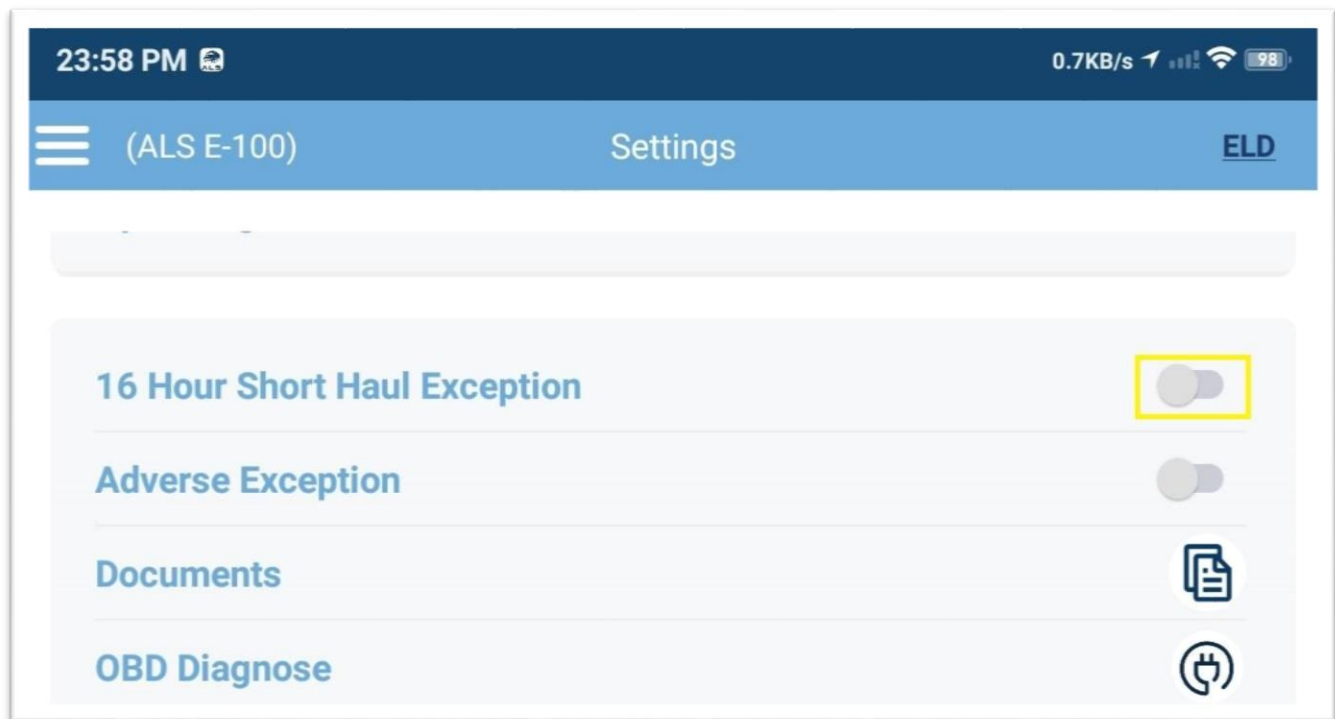


3. On this page, user can view his HOS Summary, which include shift hours, cycle hours, On Duty hours, current location etc.

HOW TO ENABLE 16 HOUR SHORT HAUL INSPECTION

To enable the 16-hour short Haul Exception tap on the 16 Hour Short Haul Exception icon appearing in the Settings as can be seen in the screenshot below.

Fig 3.3



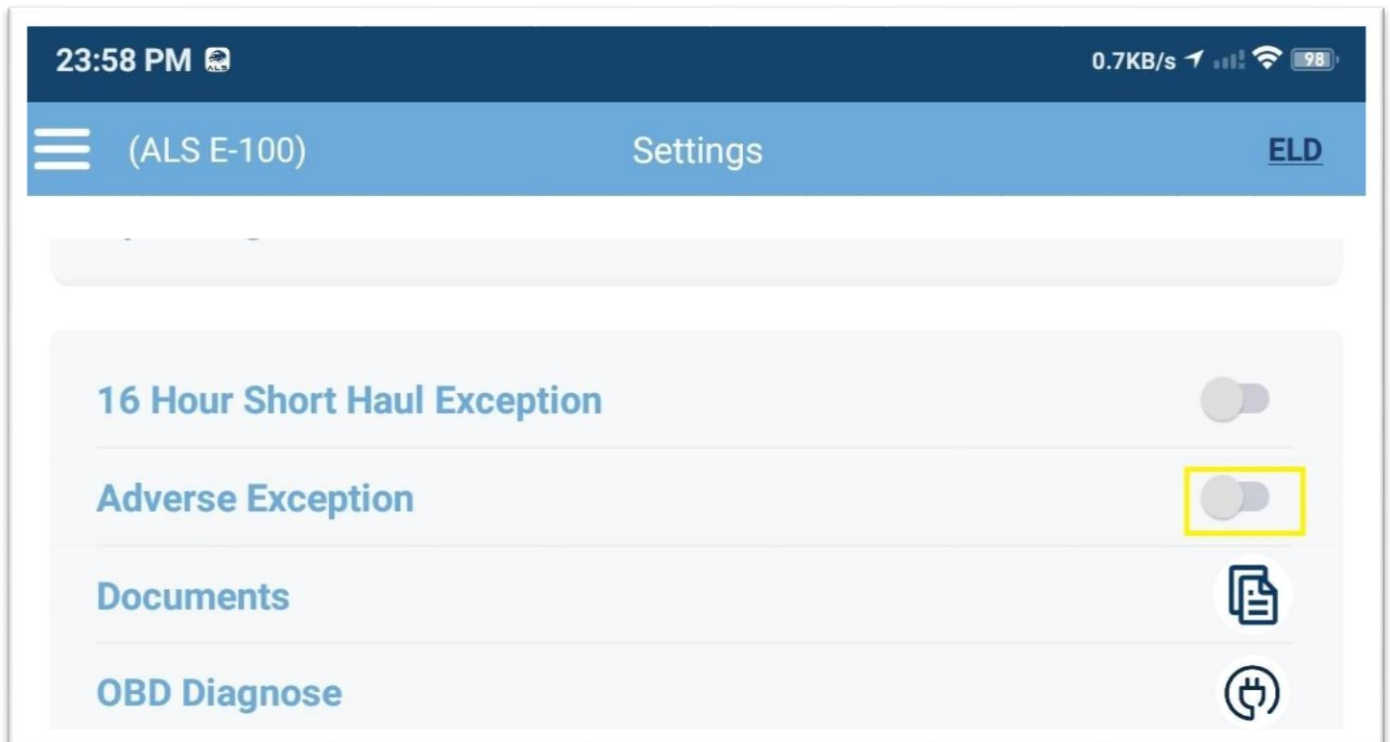
Short Haul eligibility Rule :

1. Driver can take one Short haul Exception once in a week.
2. The driver returns to their work reporting location for that day as well as their last 5 workdays.
3. Driver must take 34 hours off duty reset to use short haul again.
4. 16 Short haul exception will be disabled after 10 hours consecutive off duty and also after 16 hours shift consumed.

HOW TO ENABLE ADVERSE INSPECTION

To enable the Adverse Exception tap on the Adverse Exception icon appearing in the Settings screen in the screenshot below.

Fig 3.4



The adverse conditions exception may apply to drivers who encounter weather or road conditions and, because of those conditions, safely complete the run within the maximum driving time or duty time during which driving is permitted.” In those circumstances, drivers are permitted two additional hours of driving time to their 11-hour driving limit and 14-hour shift window to “complete the run or to reach a place offering safety.”

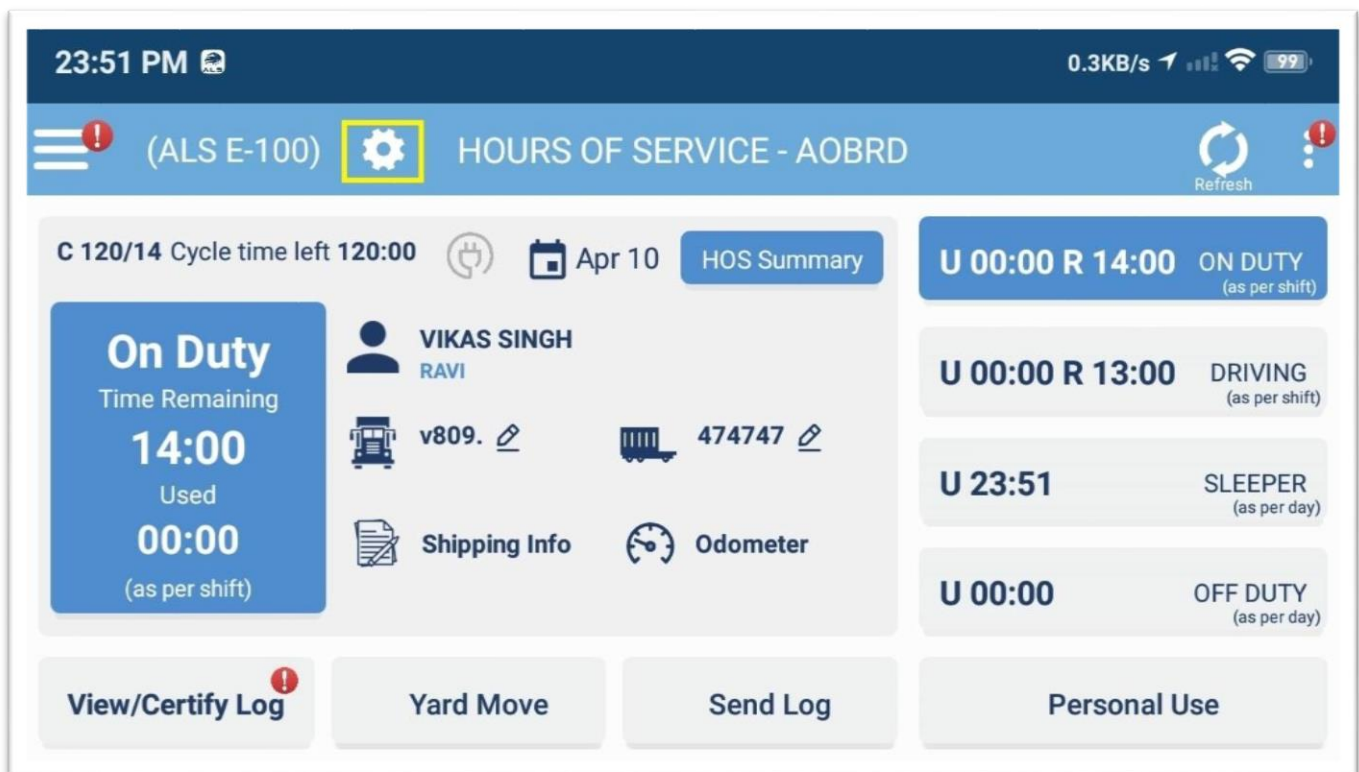
Adverse Exception will be disabled automatically after 10 hours consecutive off duty.

HOW TO CHANGE CYCLE FROM ELD DRIVER APP

To change the cycle, follow the steps below :

1. Tap on the Setting icon appearing in the below screenshot.

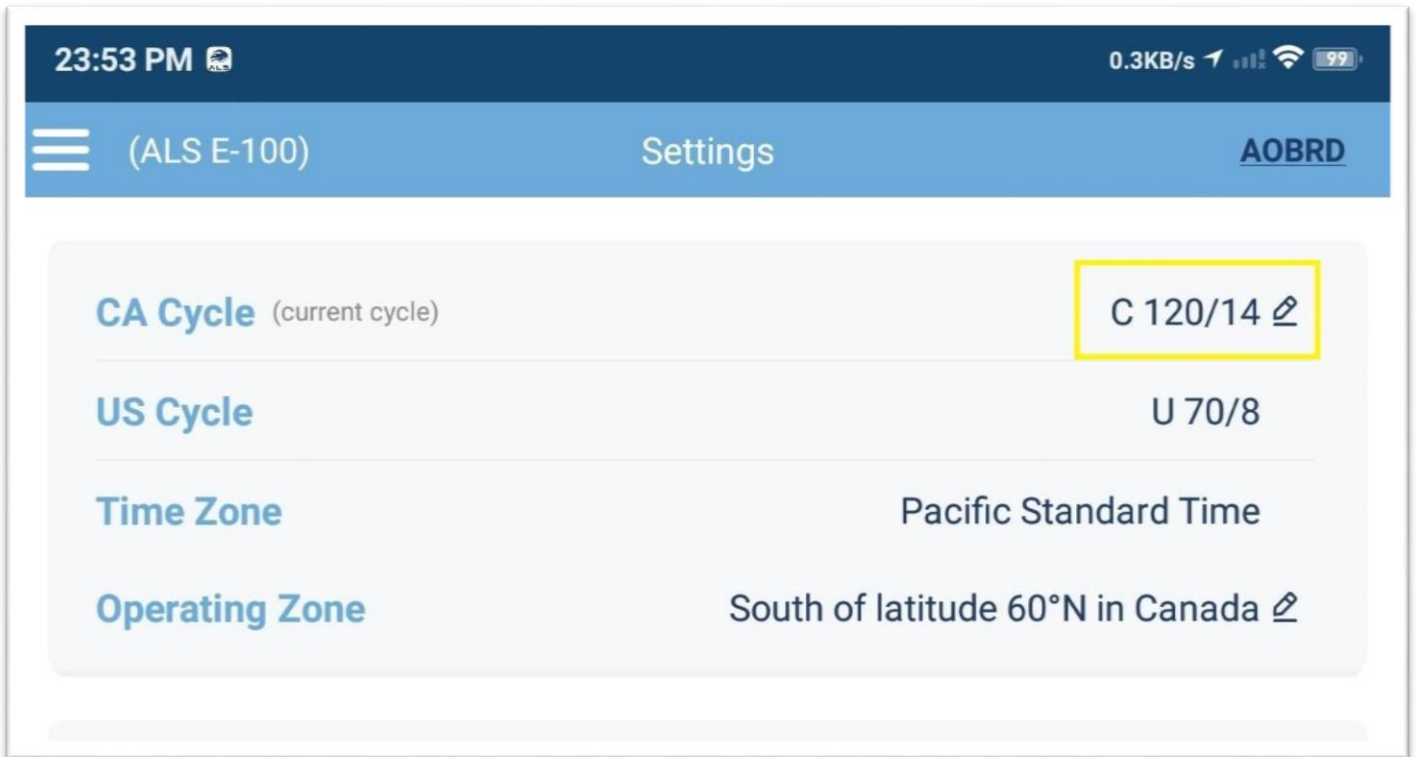
Fig 3.5



2. On tapping the setting icon, Setting Page will be opened as appearing in the below screenshot (Fig. 3.6)

CONTINUE.....

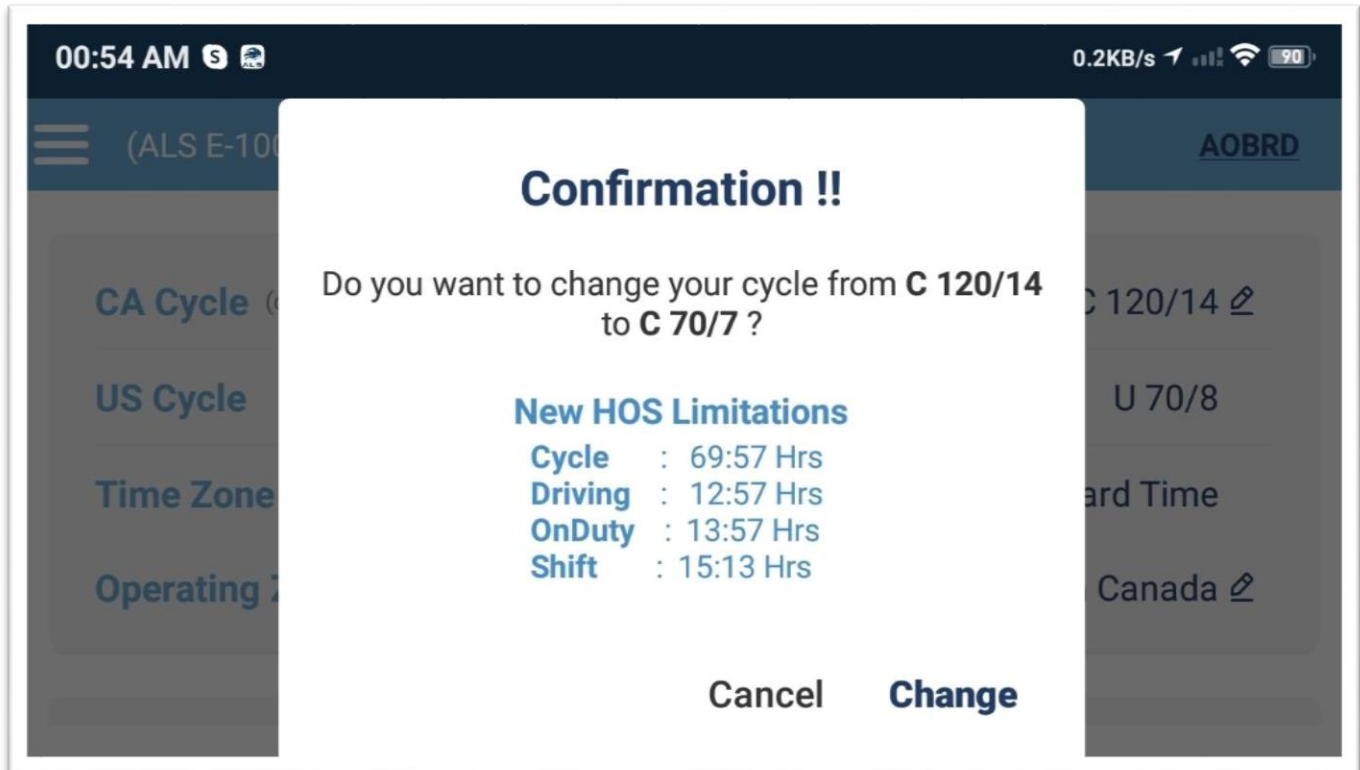
Fig 3.6



3. On the Setting page, click on the cycle change edit icon and the confirmation pop up will appear with the details. Refer to the below screenshot (Fig. 3.7)

CONTINUE.....

Fig 3.7



4. Once the pop up appears, user can click the change button to change the cycle.

HOW MOTOR CARRIER WILL SEND CYCLE CHANGE REQUEST TO DRIVER

To send the cycle request to driver, follow the steps below :

1. Open the Driver View Log of that Driver whom you want to send cycle change request.
2. Once the Driver View Log page is opened, click on the edit icon appearing after the CAN Cycle title as can be seen in the below screenshot (Fig. 3.8)

Fig 3.8

The screenshot displays a web application interface for 'Dispatch Solution'. The main content area is divided into several sections:

- Driver Information:** Driver: VIKAS SINGH, Co-Driver: (blank), Tractor/Plate No.: V907/32234, Trailer/Plate No.: 474747/ --
- Vehicle Information:** B/L Or Trip No.: Gyu, Shipper Name: Asdfsdf, SIM: 8991000900997119105f, Device Detail: Android - 3.5.5.10 (Mobile)
- Terminal Information:** Home Terminal: Canada, Office Address: 345, Surrey, BC, From: Hu, To: Sdfasdf
- Cycle Information:** CAN CYCLE (highlighted in yellow), Remaining Drive Hrs: 13.00, Remaining On-Duty Hrs: 14.00, Miles: 0 (By Truck)

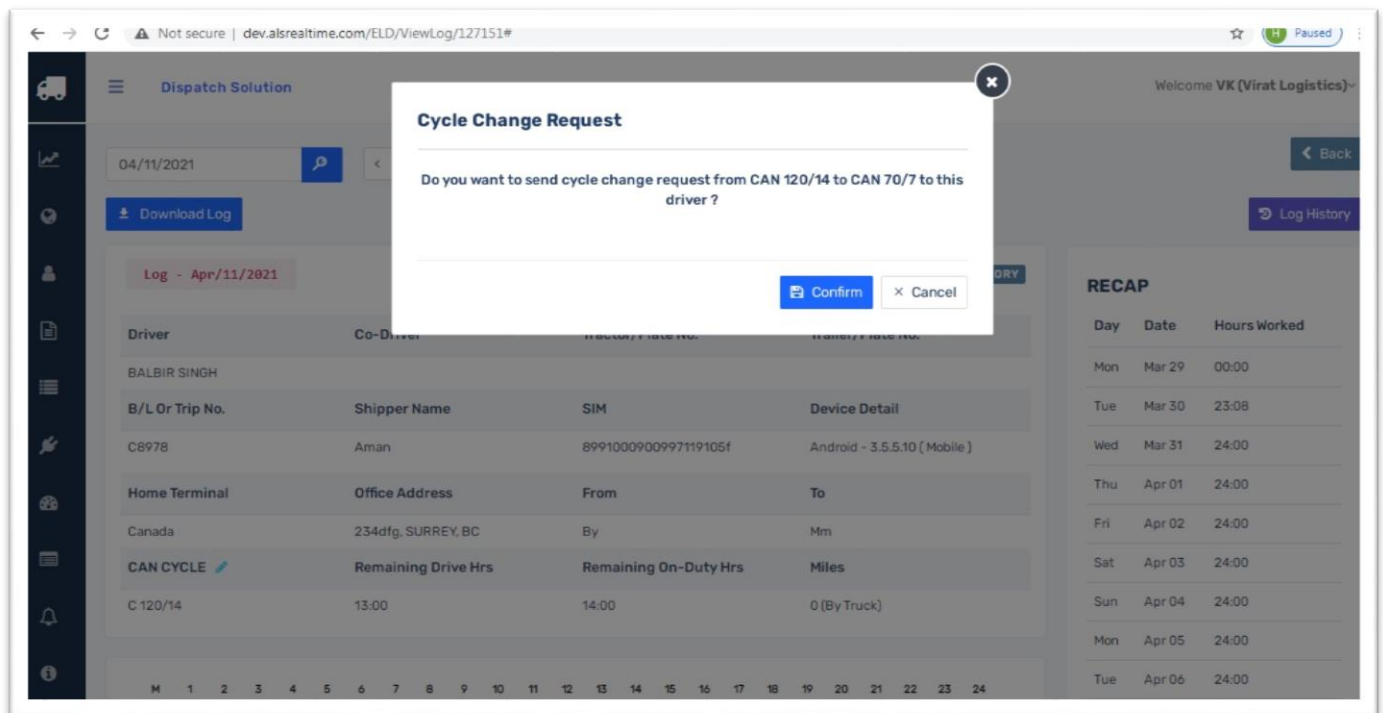
At the bottom, there is a 24-hour cycle log showing status (OFF, SB, D, ON) and time (00:15, 02:34, 00:00, 00:00) for each hour. A vertical line indicates the current time is around 03:00.

On the right side, there is a 'Welcome VK (Virat Logistics)' message and a list of dates from Mon Mar 29 to Sat Apr 10, each with a time (00:00 or 04:00).

CONTINUE.....

3. On clicking the edit icon, system will check the driver eligibility according to his current cycle. According to the above screenshot (Fig 3.8) , driver's current cycle is C 120/14. Hence, in this case driver is eligible if he takes 72 hours consecutive Off Duty or Sleeper. If driver meets the eligibility then the below confirmation popup will appear else the message will appear on the pop up that driver does not meets the eligibility.

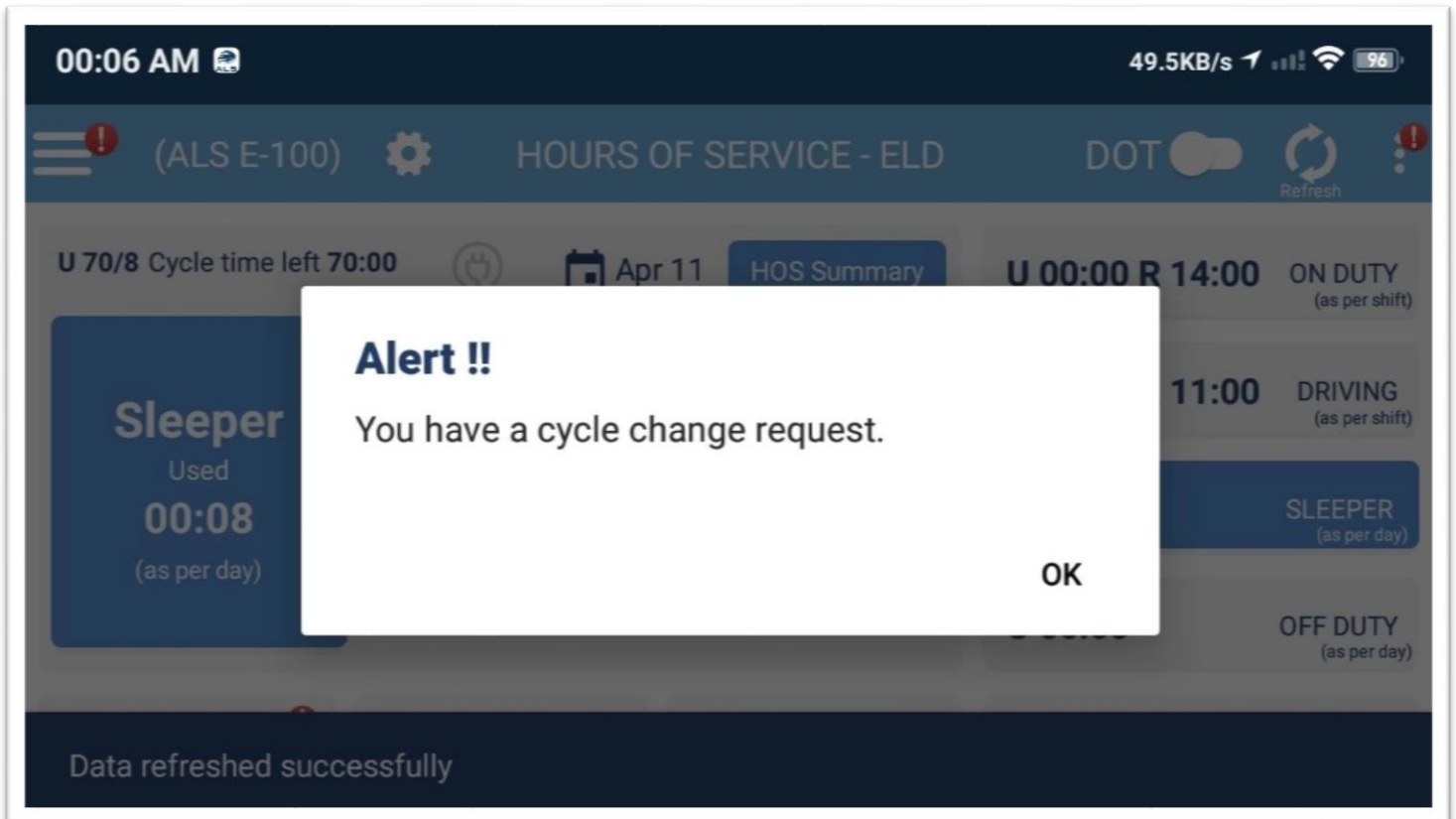
Fig 3.9



4. If the motor carrier clicks the confirm button, then cycle change request will be sent to the driver and the driver will receive notification on his device. In the below screenshot (Fig. 4.0) we can see the alert came on the driver's device.

CONTINUE.....

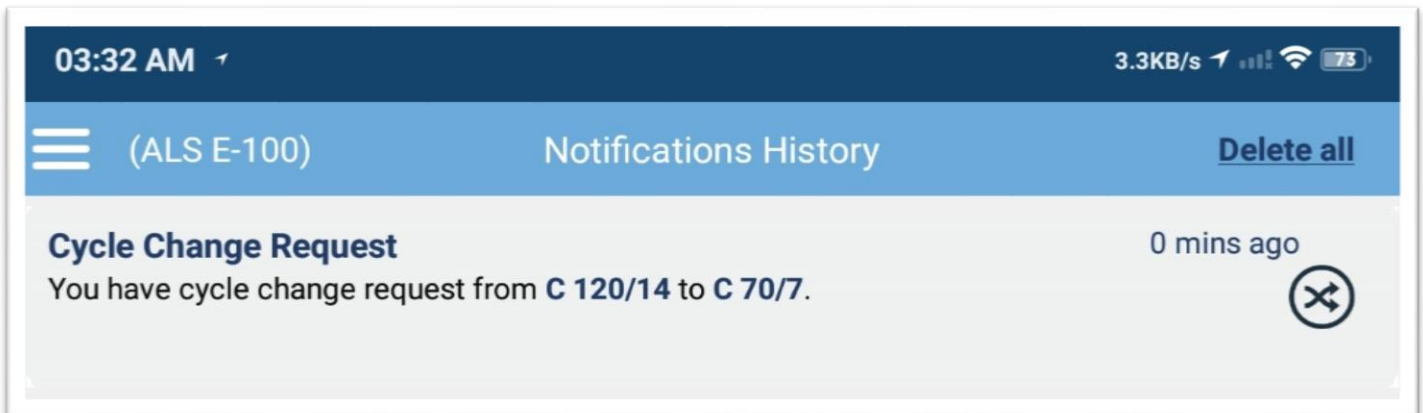
Fig 4.0



5. On click the OK, driver will navigated to the notification history page as can be seen in the below screenshot (Fig. 4.1)

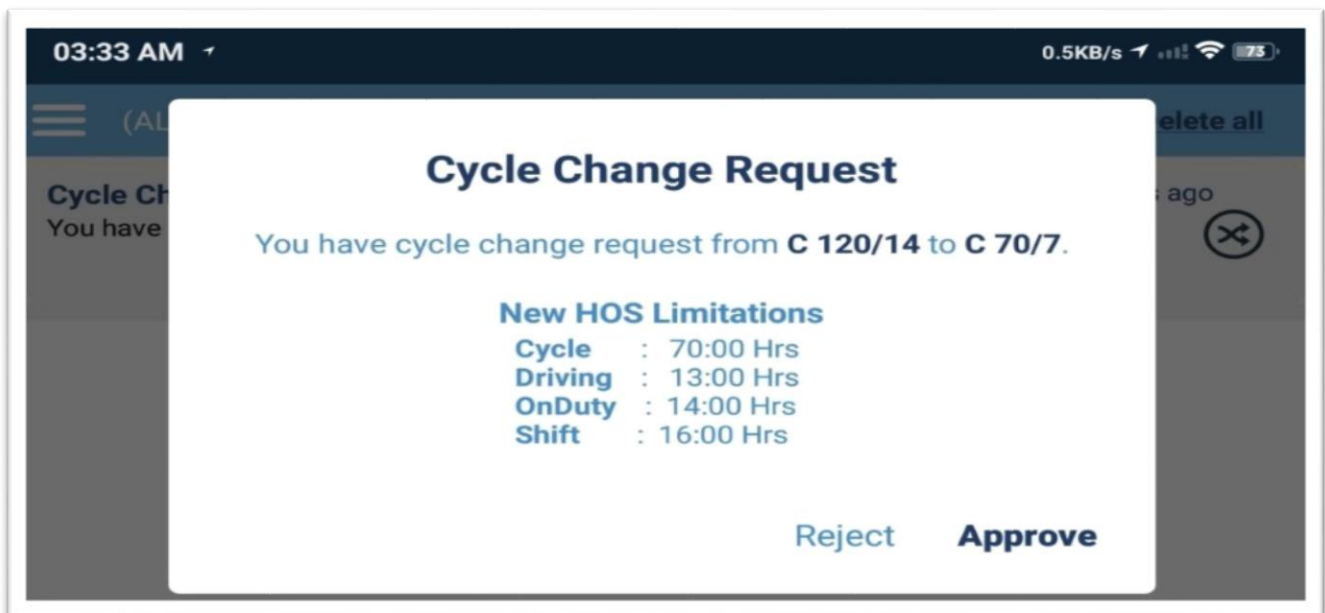
CONTINUE.....

Fig 4.1



6. Once the notification history page is open, tap on the cycle change request notification and after tapping the notification **Cycle Change Request** pop up will appear which will prompt driver to either approve the request or reject the request.

Fig 4.2

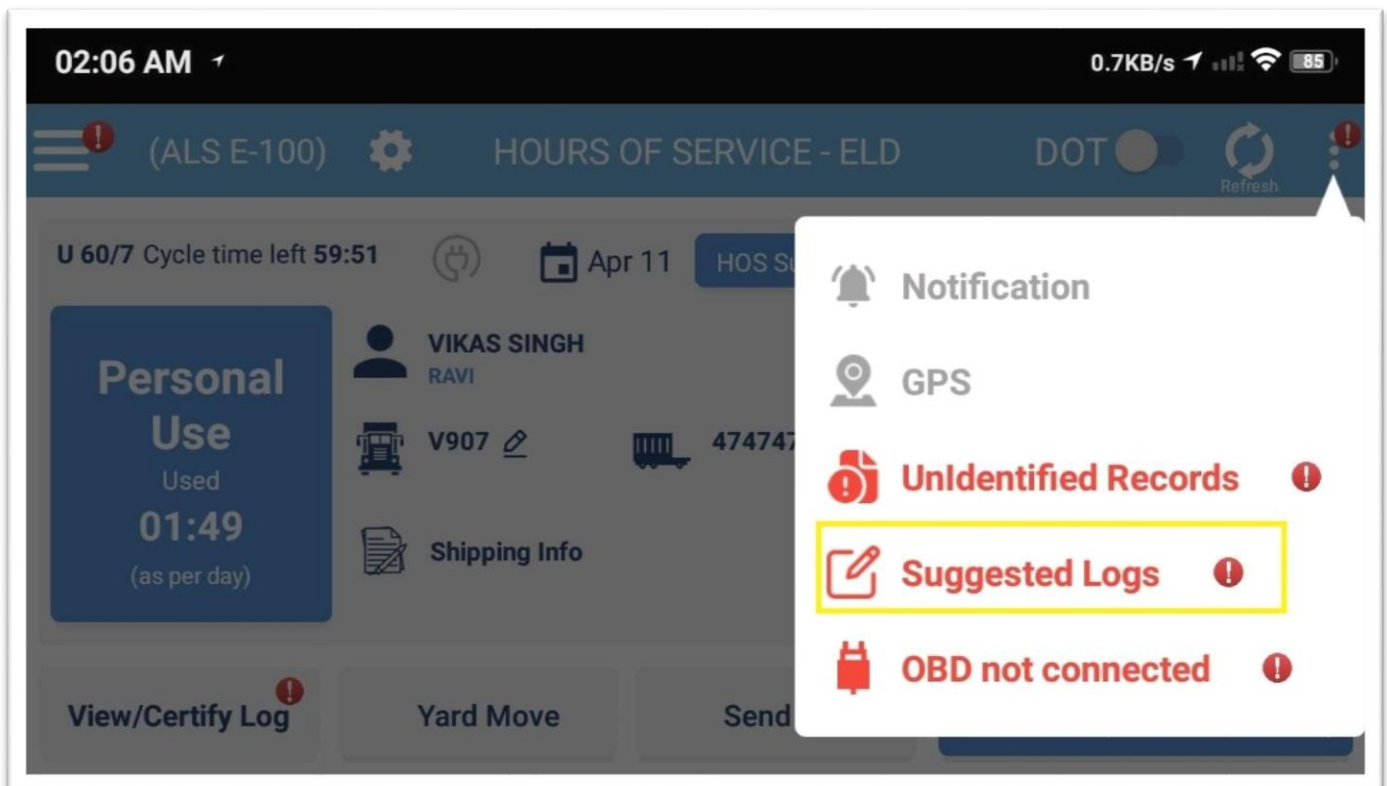


HOW DRIVER WILL APPROVE SUGGESTED EDITS SENT BY MOTOR CARRIER

To approve the suggested edits sent by motor carrier, follow the steps below :

1. Motor Carrier will send the suggested edit request to the Driver.
2. Once the request is sent by motor carrier, it will appear in the notification section of the driver's ELD app.

Fig 4.3



3. On tapping the **Suggested Logs** notification, review Carrier Edits page (Fig. 4.4 & 4.5) will be opened, where driver can compare the edited log with original log.

CONTINUE.....

Fig 4.4

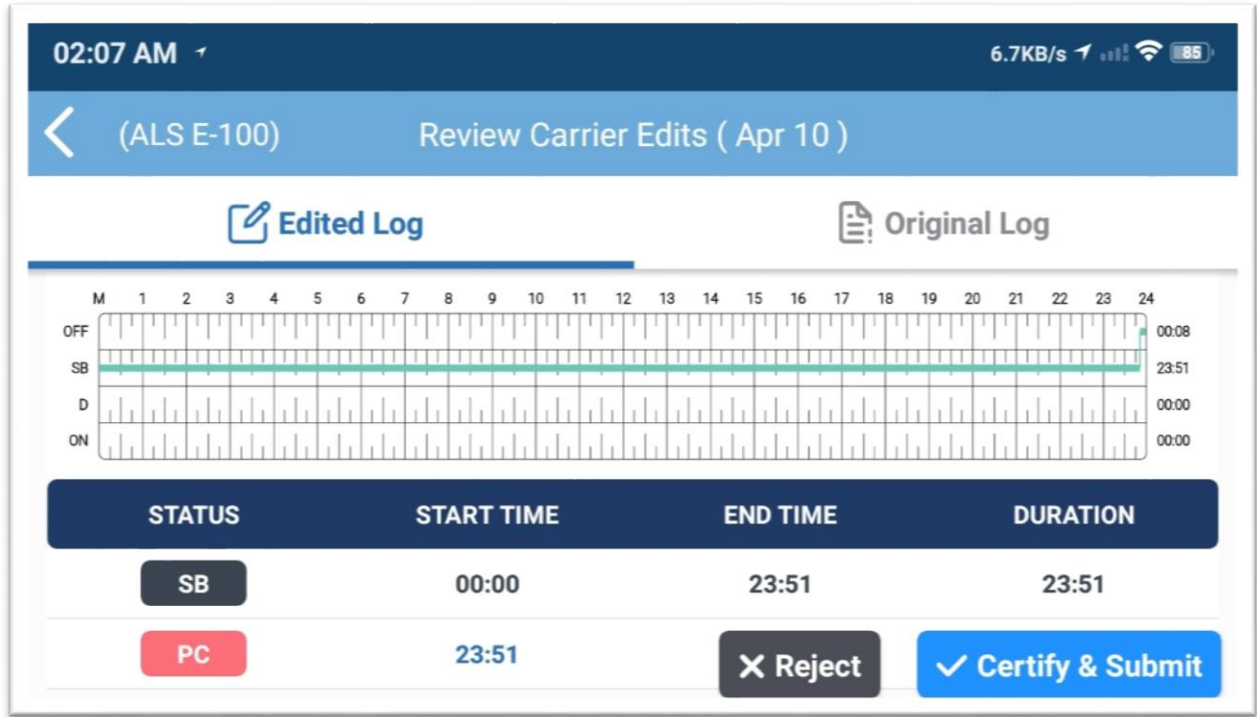
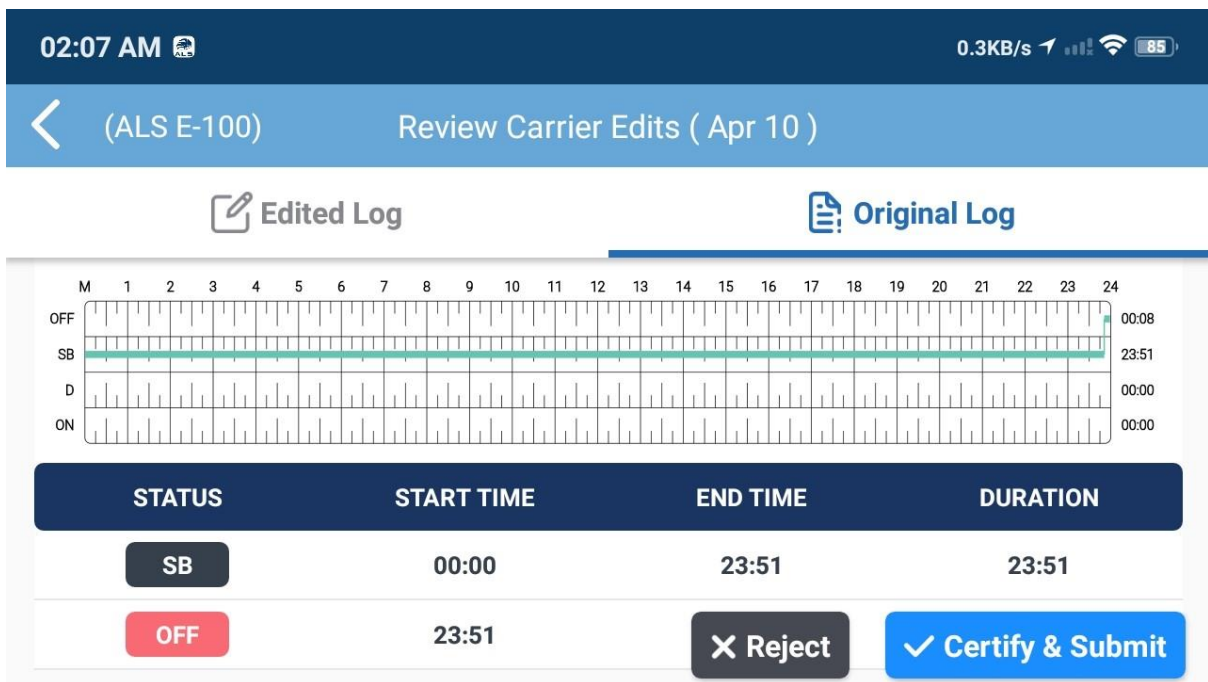
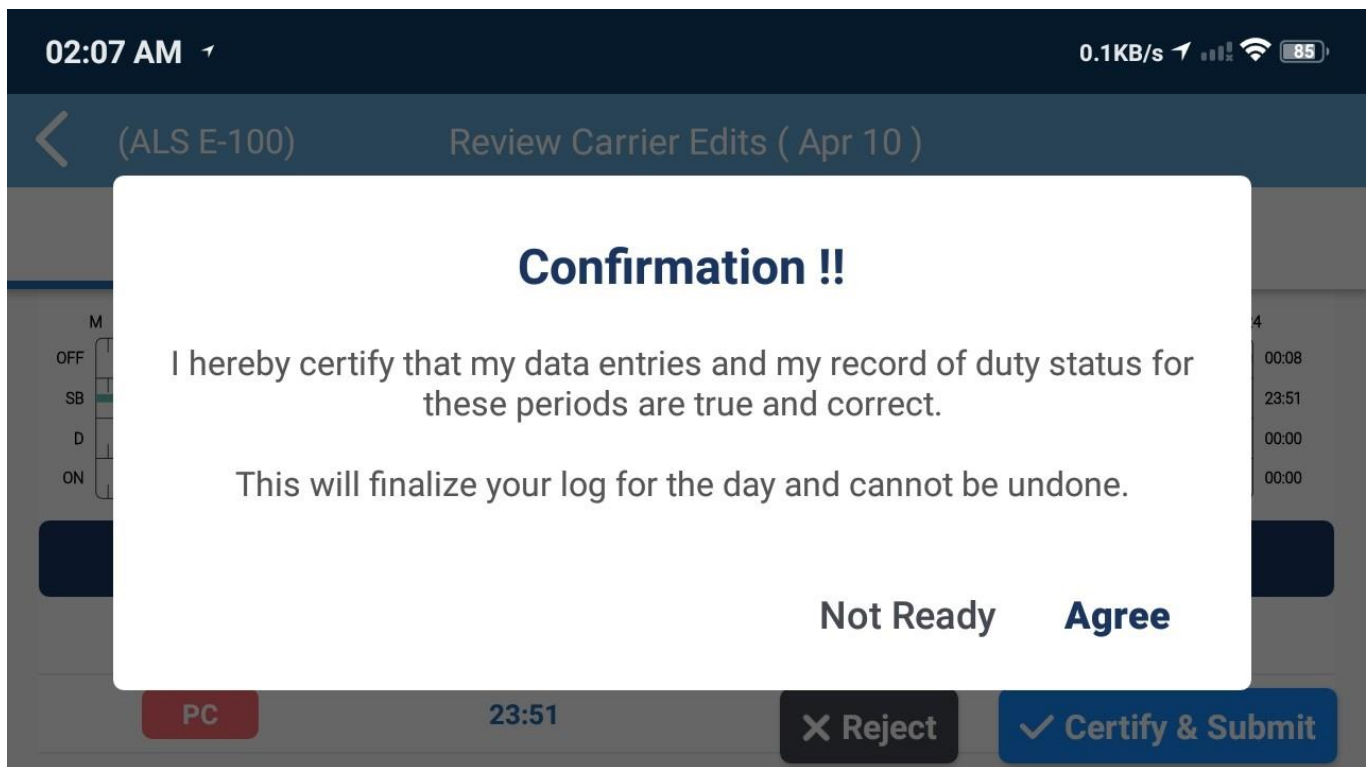


Fig 4.5



4. In the above screens, driver will review the changes made by motor carrier by comparing the edited log with original log and will either Certify & Submit the log or reject it.
5. On tapping the **Certify & Submit**, pop up will appear for confirmation which will ask driver to click on **Agree** or **Not Ready**

Fig 4.6



6. On tapping the **Agree**, log will be edited and the certification will be done for the particular date and on tapping **Not Ready**, no action will be taken.

DRIVER SELF EDITING

1. Single Driver and Team Drivers can also edit his log book for current and Previous days.
2. For editing log Driver will tap on **View/Certify log** screen, then select the date to be edited, and upon changes, Driver must agree to the changes and certify his log. See Fig below for more info

Fig 4.6.1

No.	Status	Start Time	End Date	Duration
1	Sleeper	00:00	00:46	00:46
2	Off Duty Sleeper Driving On Duty Personal On Duty (YM)	00:46	00:46	00:00

3. Driver can preview the changes before saving RODS
4. Before saving his logs Driver must enter edit log reason. Logs changes will be reflected On the his logbook. Refer below figures for more info.

Fig 4.6.2

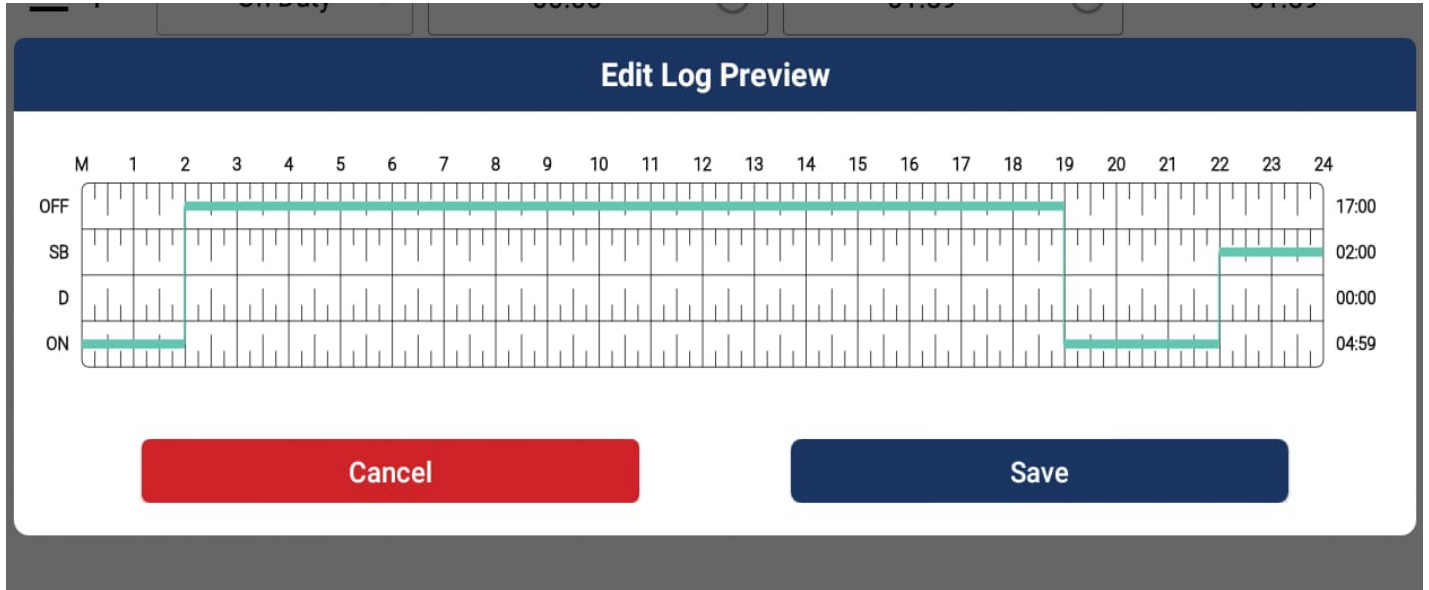
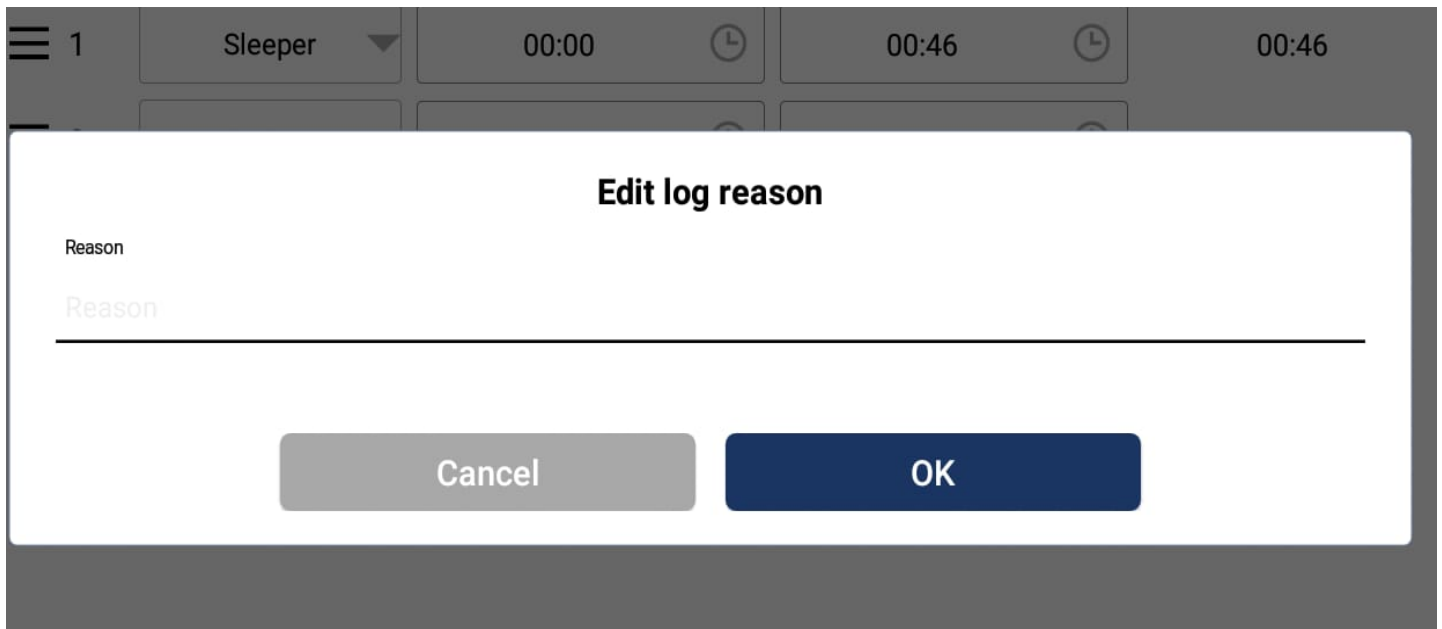


Fig 4.6.3

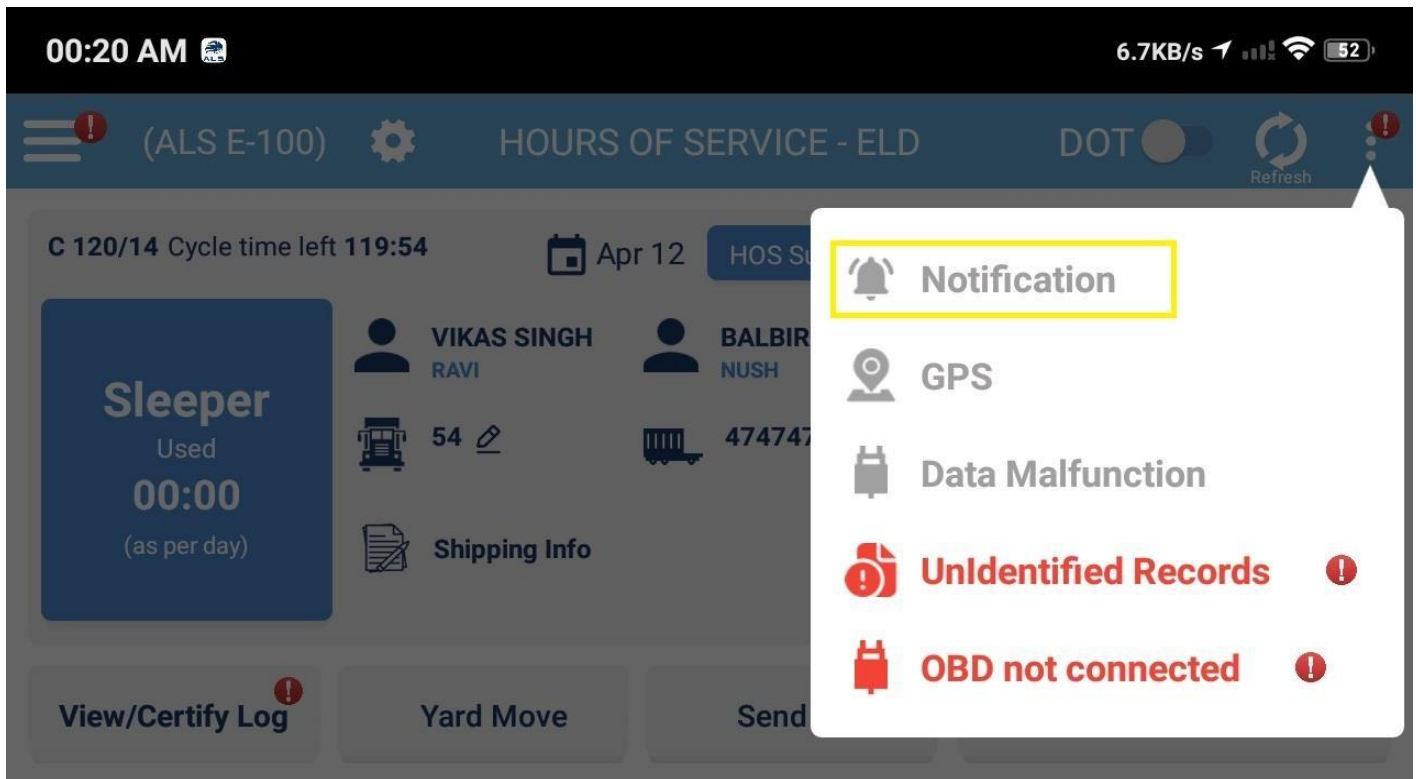


HOW TO VIEW NOTIFICATIONS

To view the different notifications, follow the steps below :

1. If any notification will appear, then notification icon color will change to Red.

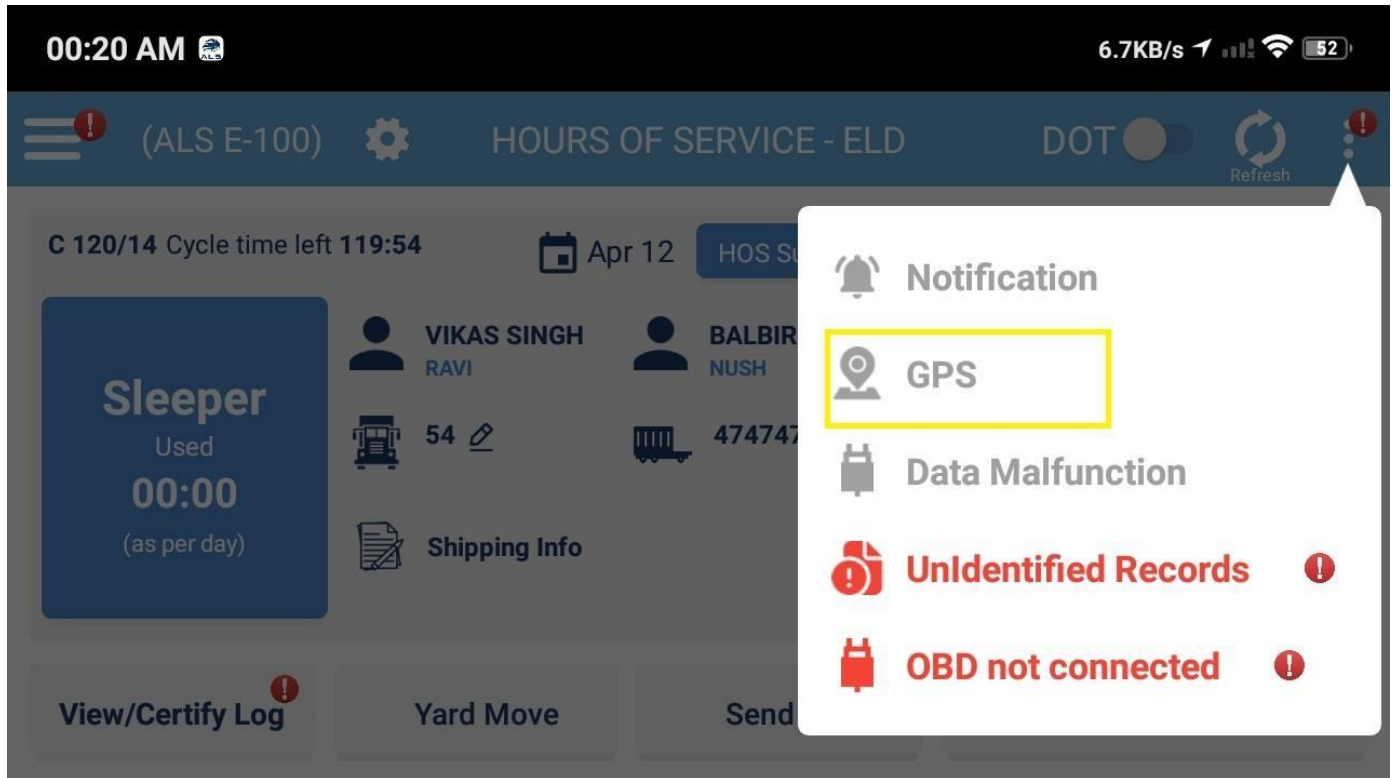
Fig 4.7



2. In the **Notification** section, if the **GPS** icon color changes to Red then it means GPS is disconnected otherwise if it changes to Grey then it is connected. Kindly refer to Fig 4.8 below.

CONTINUE.....

Fig 4.8

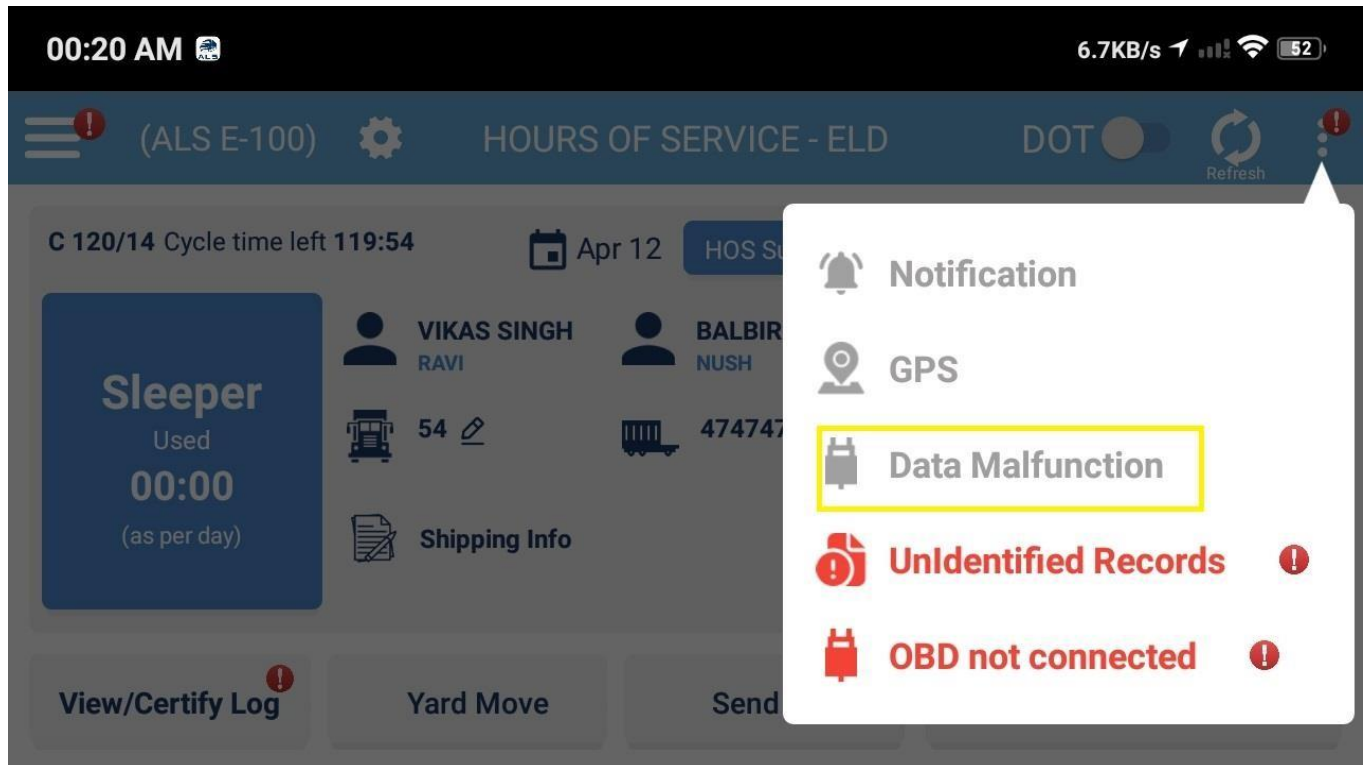


3. In the **Notification** section, if Data Malfunction icon changes to Red then it means there are active Data Malfunction and Diagnostics existing.

Refer to the Fig. 4.9 below

CONTINUE.....

Fig 4.9

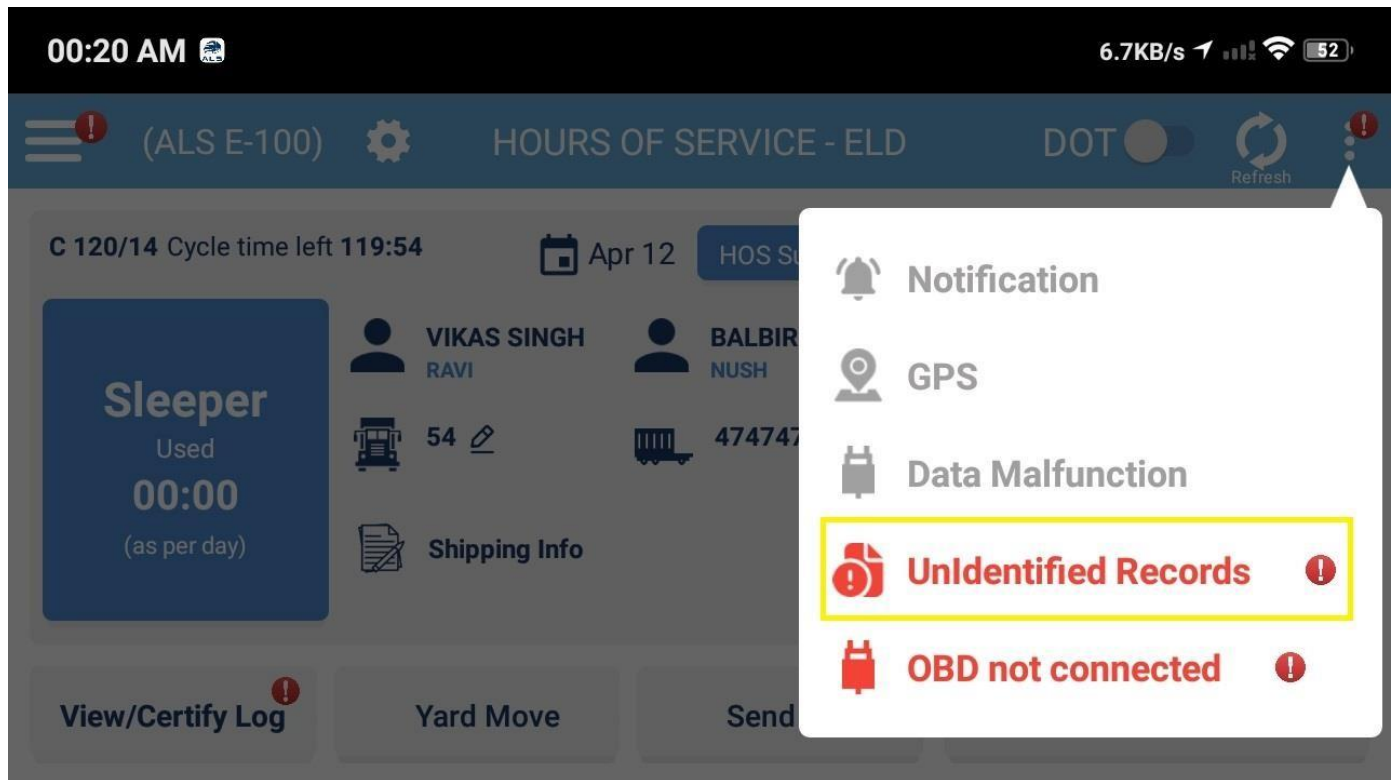


4. In the **Notification** section, if Unidentified Records icon changes to Red then it means there are active Unidentified Records existing.

Refer to the Fig. 5.0 below

CONTINUE.....

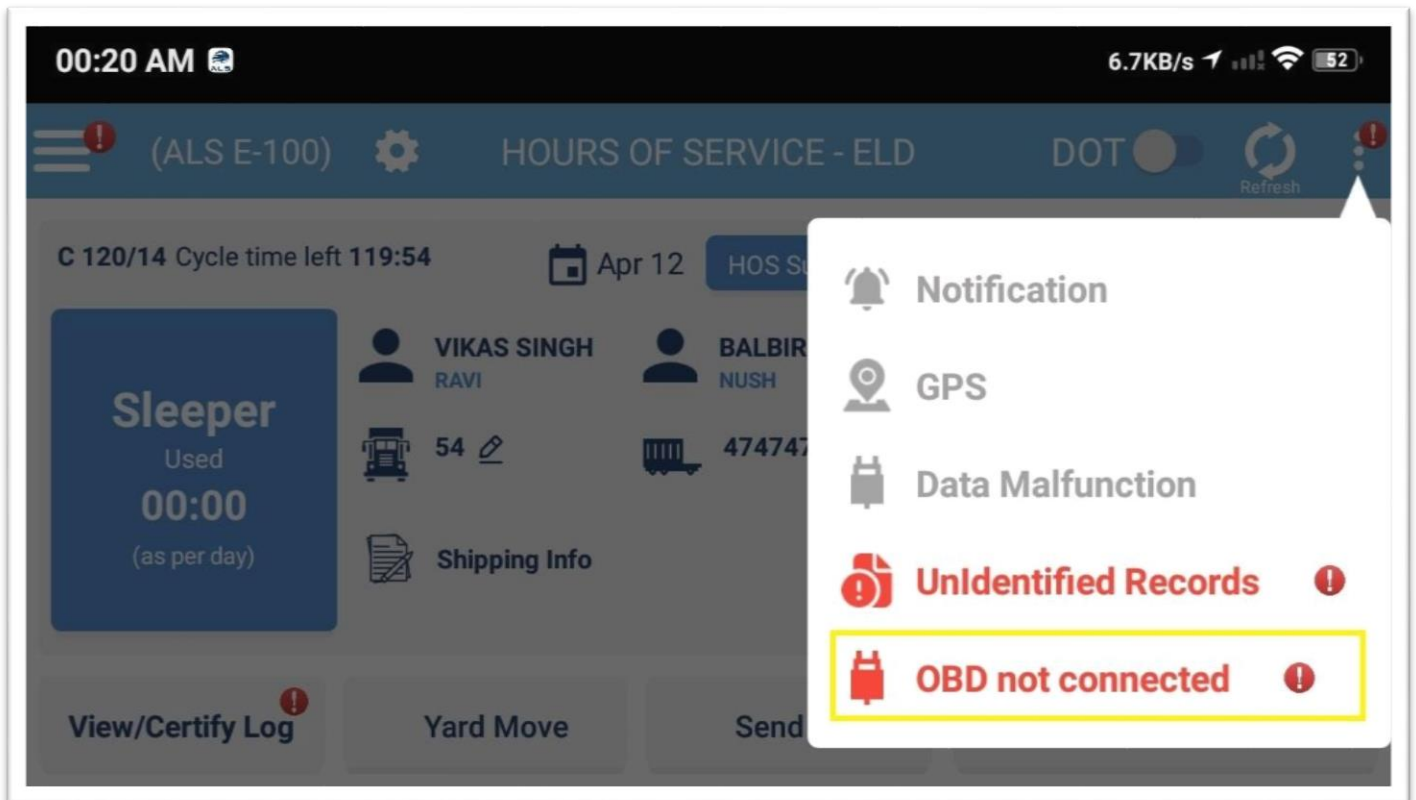
Fig 5.0



5. In the **Notification** section, if OBD not connected icon changes to Red then it means that OBD is not connected to Device otherwise if it changes to Grey then it is connected to Device. Refer to the Fig. 5.1 below

CONTINUE.....

Fig 5.1



ELD ARCHITECTURE FLOW CHART

Refer to Below diagram for ELD ARCHIECTURE

FIG 6.0

