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Login/Certification of Records

Press on the **PMS ELD** icon.

Press **Yes**.
Press **Log In**.
You do NOT need to select anything from the drop down menu.

Enter your driver **PIN** and Press **Next**.
Enter your **Truck Number** and Press **Next**.

Enter your **Trailer Number** and Press **Next**.
Answer **Yes** or **No** to the posed question. If yes, you can continue logging in. Note: You may have to Press **Yes** multiple times if you have been off duty for multiple days.

If you select **No** from this screen, you must fill out some additional information.
Press **Add Event** to enter any missing information.

Fill out the form and when you are finished, Press **Save**.
You will then be returned to the final Login screen.
Once your data entry is recorded, Press **Close**.

If you did not enter sufficient data, you must Press **Close**, which will take you back to the previous screen.
Select the **Product** you are carrying and Press **Finish**.
An Unassigned Record prompt may show up next if the truck was driven recently but no driver was logged in. All truck moves must be assigned to a driver.***

Press Yes or No.  
-If you select Yes, then you will claim the previous driving logs.  
-If you select No, then the unassigned logs will automatically be sent to the office and be assigned from there.

***If the office assigns a missing log to you, you must accept the missing event(s).***

Press Accept OR Decline, then press Finish.
Press on the **Inspections** tab.

Press **Perform Inspection**.
Press **Satisfactory**. Doing so will check-mark all the above boxes. You may then **unselect** any boxes that are not satisfactory.  
Sign in the box and Press **Save**.  
Note: if you Press **Non-Satisfactory**, the truck cannot be driven.

If you would like to view any previous inspections, **select** it from the list  
Press **View Inspection**.
Press on the **Home** tab to return to the Home Screen.
If any Malfunctions or Diagnostics exist, they will appear on this screen.

Press on "Malfunctions" or "Diagnostics" to read the details of each.

Press on any "Malfunction" or "Diagnostic" line to view the details of each.

For a complete list of Data Diagnostic / Malfunction Events, please see the last page of the ELD manual.
This screen shows any Malfunctions that are present. Press Close to return to the home screen.

***If a Malfunction occurs over an extended period of time and paper logs must be used, then a written notice of the Malfunction must be provided and turned in to the main office within 8 days.***

This screen shows any diagnostics that are present. Press Close to return to the home screen.
<table>
<thead>
<tr>
<th><strong>Diagnostic Events</strong></th>
<th><strong>Malfunction Events</strong></th>
<th><strong>Actions Required</strong></th>
<th><strong>Will the Diagnostic clear automatically?</strong></th>
<th><strong>Will the Malfunction clear automatically?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power Data</strong>&lt;br&gt;(ex. ELD does not record the engine turning on or off in the past 24 hours)</td>
<td><strong>Power Compliance</strong>&lt;br&gt;(ex. 30+ minutes of engine hours has accumulated without the tablet being turned on)</td>
<td>Turn on tablet before you start the truck engine</td>
<td>Yes, if power is restored.</td>
<td>Yes, if power is restored and is fully functional for 24 hours</td>
</tr>
<tr>
<td><strong>Engine Synchronization Data</strong>&lt;br&gt;(ex. VNA could be unplugged or defective)</td>
<td><strong>Engine Synchronization Compliance</strong>&lt;br&gt;(ex. VNA could be unplugged or defective)</td>
<td>Plug in VNA cord</td>
<td>Yes, if VNA communicates with the ELD.</td>
<td>Yes, if VNA communicates with the ELD</td>
</tr>
<tr>
<td><strong>Missing Required Data Elements</strong>&lt;br&gt;(ex. a data entry must include either 1. city, state, and zip code OR 2. mile marker and intersection)</td>
<td><strong>Timing Compliance</strong>&lt;br&gt;(ex. The tablet and server are showing different clock times)</td>
<td>Edit any past events that are highlighted in red</td>
<td>Yes, once no past events are missing data.</td>
<td>No, the timing function between the server and ELD must be resolved by the home office</td>
</tr>
<tr>
<td><strong>Data Transfer</strong>&lt;br&gt;(ex. The &quot;Officer&quot; function is not working)</td>
<td><strong>Positioning Compliance</strong>&lt;br&gt;(ex. The truck was moved while the ELD was turned off and it could not register the movement)</td>
<td>Call PMS</td>
<td>No, the issue must be resolved by PMS</td>
<td>Yes, if the GPS is fully functional for 24 hours</td>
</tr>
<tr>
<td><strong>Unidentified Driving Records</strong>&lt;br&gt;(ex. The truck was driven without a driver being logged in)</td>
<td><strong>Data Recording Compliance</strong>&lt;br&gt;(ex. There is a problem with the ELD recording and storing data on the tablet)</td>
<td>Claim any unlogged driving time OR reject the driving time and it will be assigned by the home office</td>
<td>Yes</td>
<td>No, the issue must be resolved by the home office</td>
</tr>
<tr>
<td><strong>Data Transfer Compliance</strong>&lt;br&gt;(ex. the &quot;Officer&quot; function is not working and has failed multiple times)</td>
<td><strong>Data Transfer Compliance</strong>&lt;br&gt;(ex. the &quot;Officer&quot; function is not working and has failed multiple times)</td>
<td>Call home office</td>
<td>No, the issue must be resolved by the home office</td>
<td>No, the issue must be resolved by the home office</td>
</tr>
</tbody>
</table>
Duty Status/ On Duty

Press On Duty.

The "Time Until Break" field has been highlighted to show your time remaining until a break is required if there is less than one hour remaining.
Press on **HOS** to review your current Hours of Service.

On the HOS screen you can see your current day's Off Duty, Personal, Driving, and On Duty recorded times.

To Navigate between days, you can Press the **Previous Day** or **Next Day** buttons.

To view driving records, Press **Driver Records**.
Note: Any unidentifed records will be assigned by the office, so this feature is for viewing only. To view Unidentifed Records, Press the Unidentified Records button. To return from the Unidentifed Records screen, Press Close.

Note: Any edits to driver records must be done from the HOS 7 Day screen.

To exit this screen, Press Close. You will be returned to the HOS screen.
Press on **HOS 7 Day**.

On the HOS screen you can see your current day's Off Duty, Personal, Driving, and On Duty recorded times.

To add a document (ex. BOL), Press the **Add Document** button.
Enter a document number and Press Save.
You will be returned to the HOS 7 Day Page.

Notice the Document number you just entered is now visible in the top right box.
To Navigate between days, you can Press the Previous Day or Next Day buttons.
Press Close to return to the Home Screen.
If an event must be added or edited, Press the **Edit** button.

To create an event, Press **Add Event**.

Note: If you missed a previous punch, you will need to add the punch here. If you missed an entire shift, you will need to add two events: one for the opening punch and another event for a closing punch.
Press the field located under Time.

Press the Hour, Minute, and AM/PM fields to select and use the arrows on the right to adjust the time.
Press Save when finished and it will return you to the previous screen.
Press the field located under **New Status** (this field defaults to "Off Duty").

Once the desired New Duty Status is selected, Press **Save**.
You will be returned to the previous screen.
Editing HOS

<table>
<thead>
<tr>
<th>Ending Status</th>
<th>Original Time</th>
<th>Starting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>City</td>
<td>Time</td>
<td>Off Duty</td>
</tr>
<tr>
<td></td>
<td>12:00 AM</td>
<td></td>
</tr>
<tr>
<td>Mile Marker</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

Press **Save** when finished.

Note: The Time and New Status default to 12:00 AM and Off Duty, so remember to change those if necessary. Also, a comment is needed or it won't let you save.

This is the confirmation screen that approves your event change. Press **Close**.
Press **Close**.
From this page you will be able to see all of your added events. You may choose to **Add Event** or **Edit Event** (only if needed).

Press **Close** to return to the home screen.

**Note:** If you missed an entire shift, you will need to add two events: one for the opening punch and another event for a closing punch.
Duty Assignment Troubleshooting

If you are on "Personal" time and turn the engine off, when you turn the engine back on you will be asked if you are still on "Personal" time. (Answer Yes or No)

Note: If you Press No, you will still be "Off Duty".

***Automatic Switching of Duties May Occur if:

1. You exceed 5 mph (will change from "On Duty" to "Driving")
2. You are unmoved for 5 minutes, you will be asked if you are still driving.
   - If you answer Yes, then your duty will remain "Driving".
   - If you answer No, then your duty will change from "Driving" to "On Duty".
     - If you do not answer the prompt within 1 minute, your duty will be automatically changed from "Driving" to "On Duty".

***Note: Once your status is set to "Driving", you must come to a complete stop for 3 seconds before you can change your status.***
Press on **Yard Move** if you are moving a vehicle within a plant lot. Note: All yard moves must be recorded since the truck computer will record a change in GPS location.

Type in your **Reason** for a Yard Move and Press **Save**.

Note: If you are on "**Yard Move**" and turn the **engine off**, when you turn the **engine back on** you will NOT be asked if you are still on "**Yard Move**". Your status will automatically change to "**On Duty**".

**DutyStatus: Sleeper/Driving**
Press on **Sleeper** or **Driving** to record your current status.
Note: All changes will be recorded in your HOS log.
If a DOT Officer wishes to Transfer data, Press Officer. Also be prepared to show HOS 7 Day.

Select which method of data transfer the officer requests.
You will be automatically directed to the next page.
You may Press Close to return to the Home screen.

For further "Officer" instructions, refer to appendix A (in the back of the manual).
Enter a comment for the data transfer and Press **Save**.

Once your data transfer is confirmed, Press **Close**.
Press **Off Duty**, then Press **Personal**.

Note: You will not be able to select **Personal** unless you are "Off Duty".

Type in a **reason** for your Personal time and Press **Save**.
Press **Log Out**.
Note: You must be "Off Duty" to be able to select "Log Out".

Press **Yes**.
Note: Once you log out, data will begin to upload to the server. Make sure you have a good Wifi signal or else the upload may get disrupted.
Press Yes.
Press **Close**.

Press **Yes**.
For Additional Support, Press the **PMS icon** in the top left of the Home Screen.

For Additional Support, Call the phone number listed.

**Appendix A: Officer Instructions**
If you are pulled over by a DOT officer, you may transfer data in 3 ways using the "Officer" button. The instructions for each are listed below:

**USB**
1. Insert the flash drive into the USB port of the tablet. (The flash drive is provided by the DOT officer)
2. Press the USB button.
3. A screen will pop up that will verify that the data transfer was successful.

**Bluetooth**
1. Press the Bluetooth button
2. Press "Add Bluetooth or other device"
3. In the following pop-up box, when asked which type of device you want to add, press "Bluetooth". (It will be the top option)
4. Select the device you wish to pair to from the list (the DOT officer will know which one).

**Web**
1. Press the Web button
2. A screen will pop up that will verify that the data transfer was successful.

Note: You must have internet access for this function to work.