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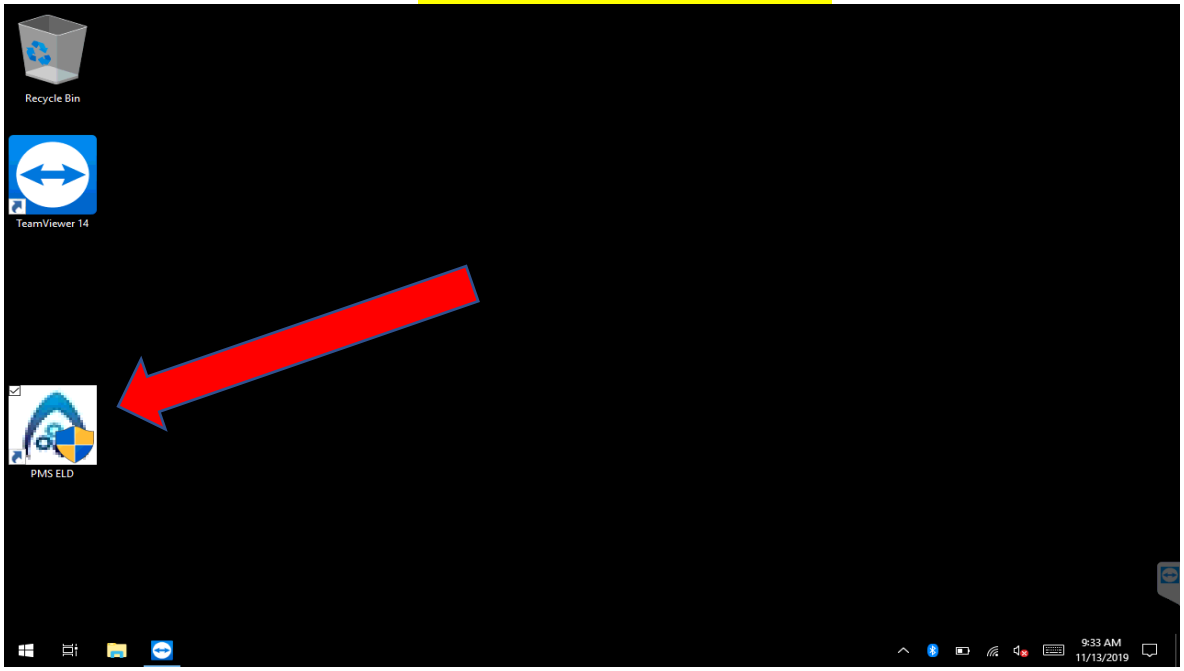
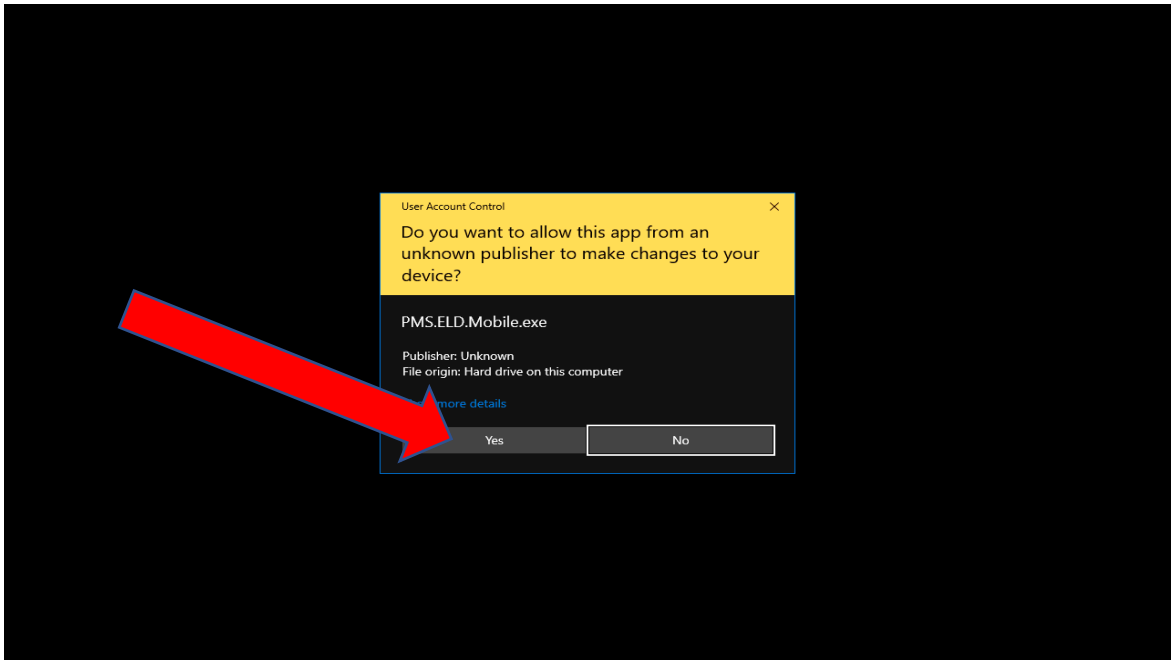
Login/Certification of Records

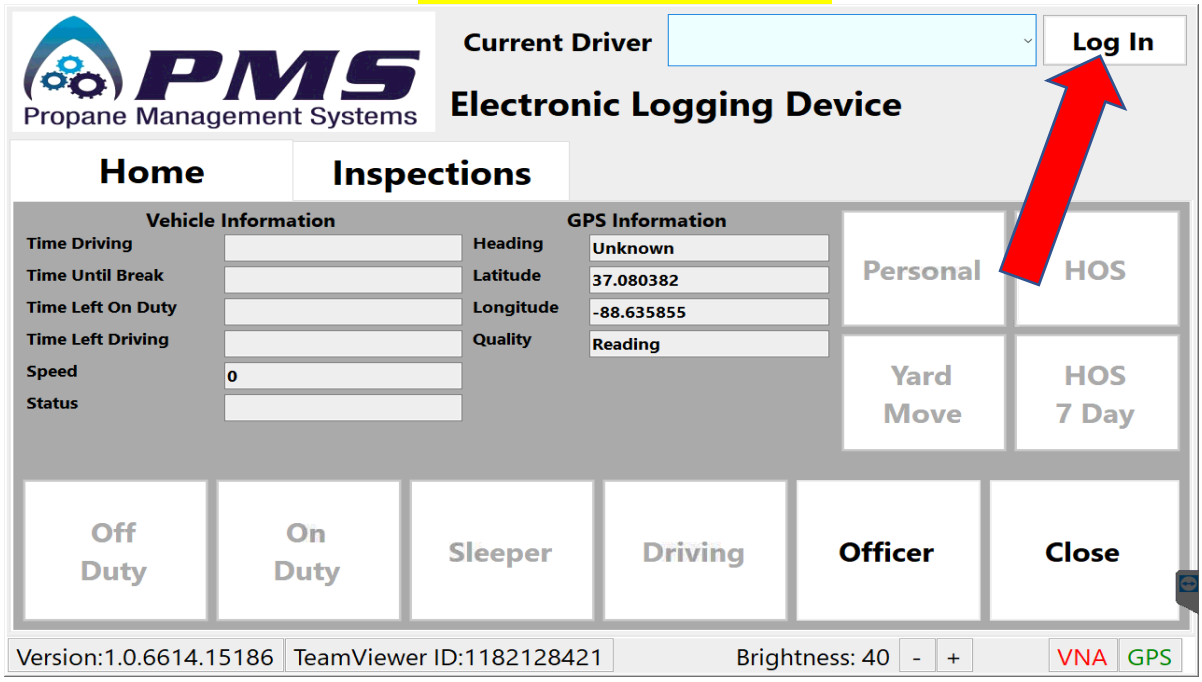


Press on the **PMS ELD** icon.



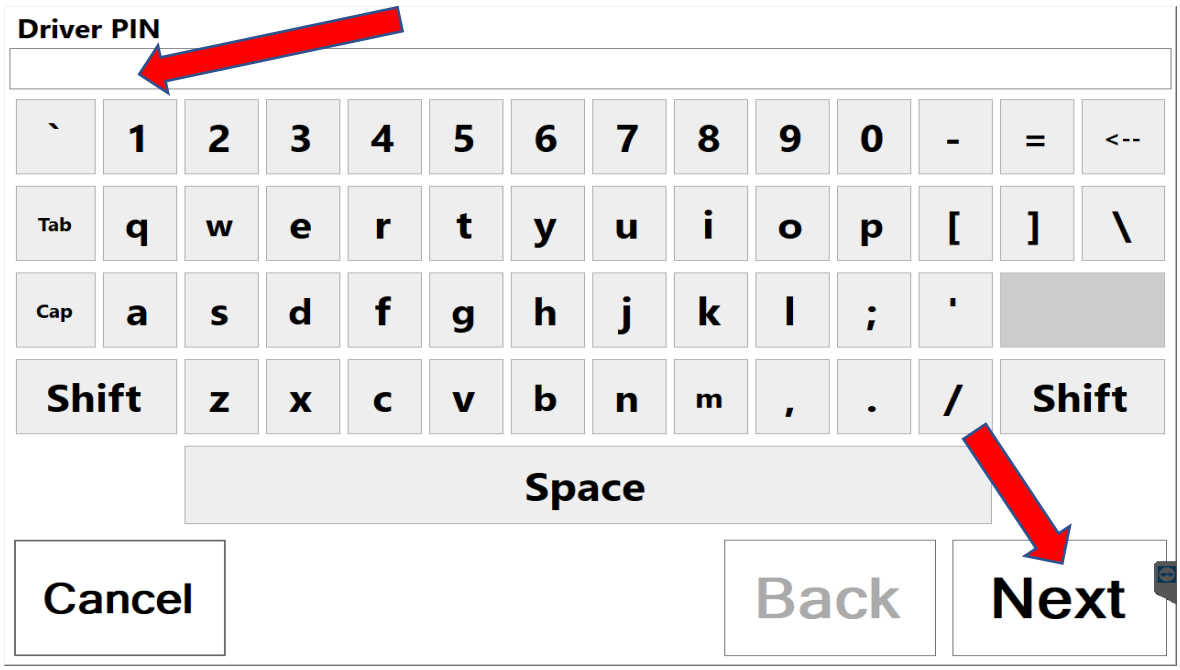
Press **Yes**.

Login/Certification of Records

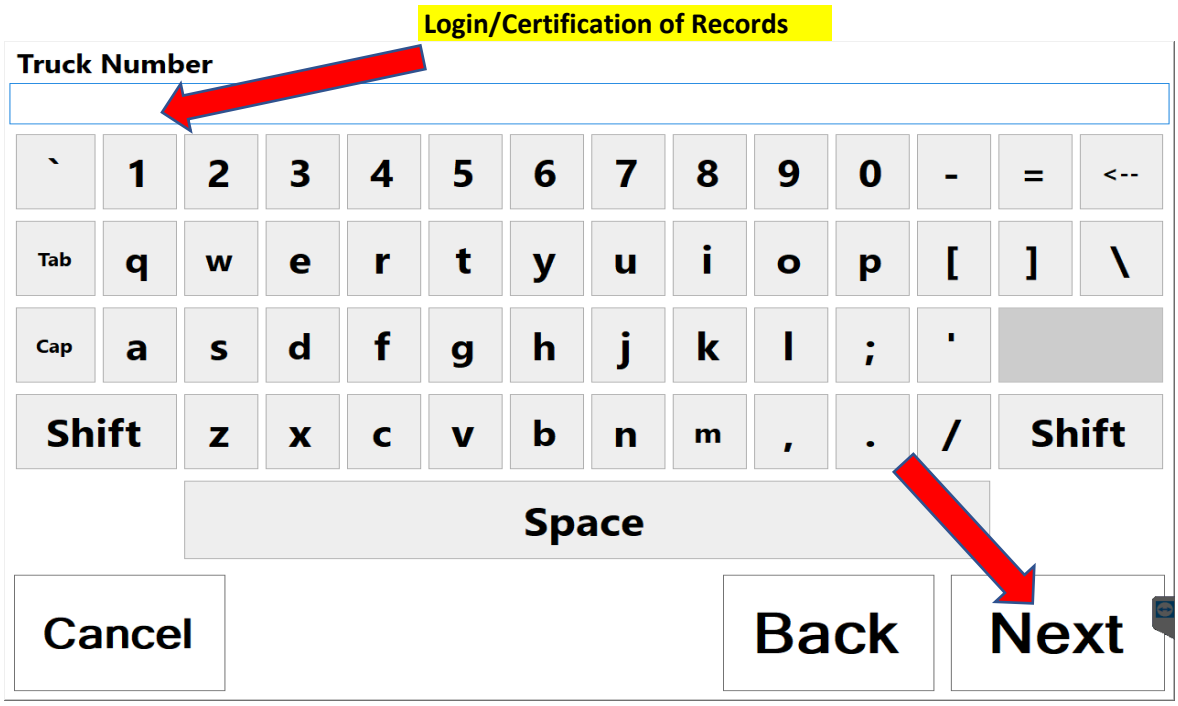


Press **Log In**.

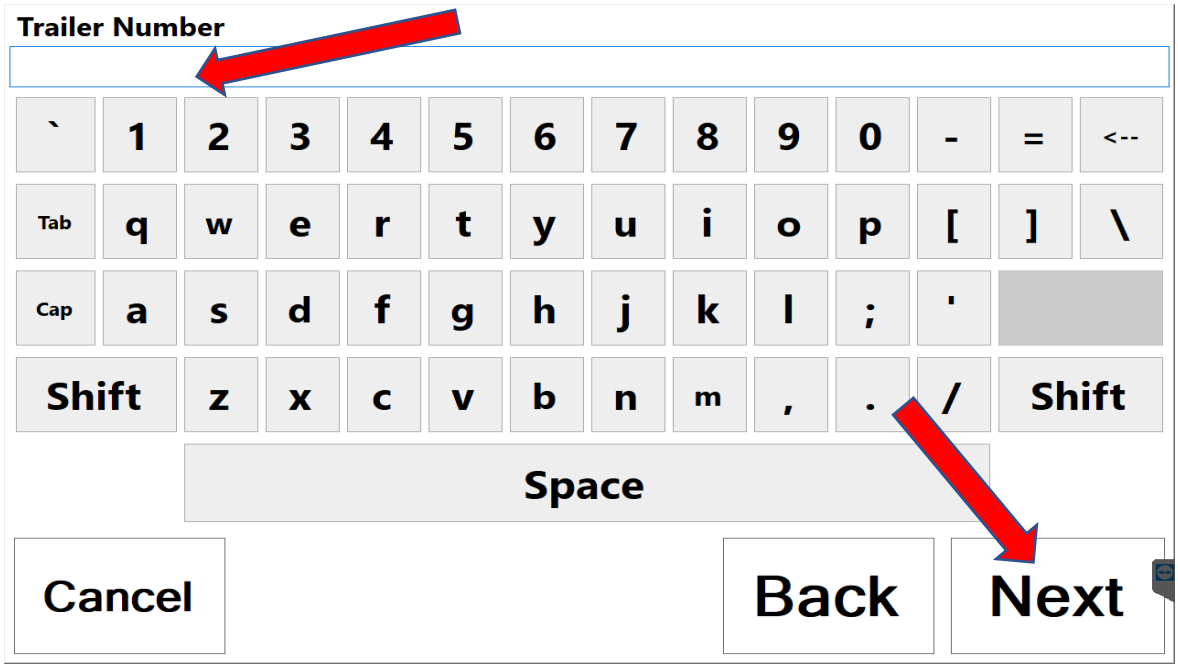
You do NOT need to select anything from the drop down menu.



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

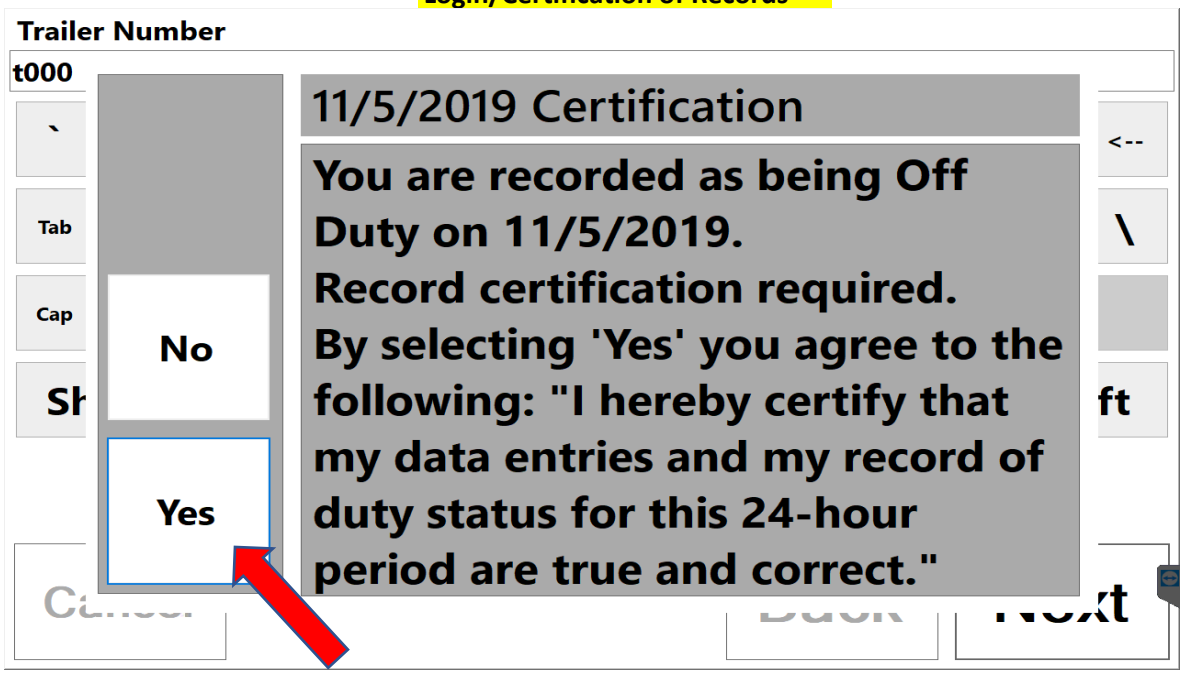


Enter your **Truck Number** and Press **Next**.

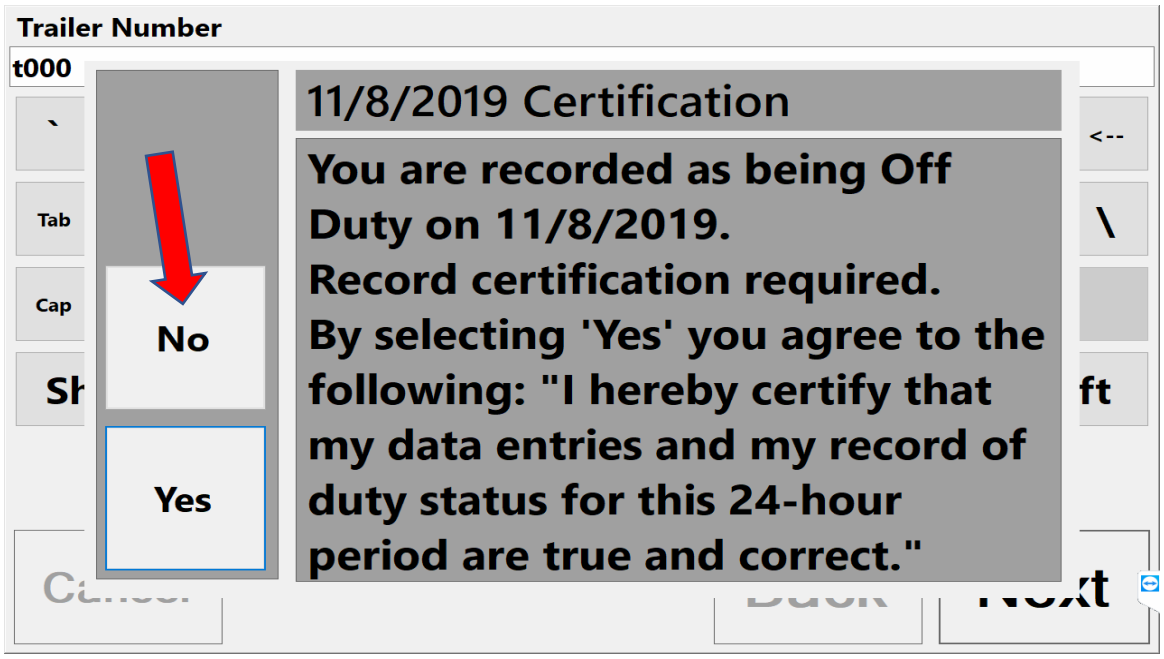


Enter your **Trailer Number** and Press **Next**.

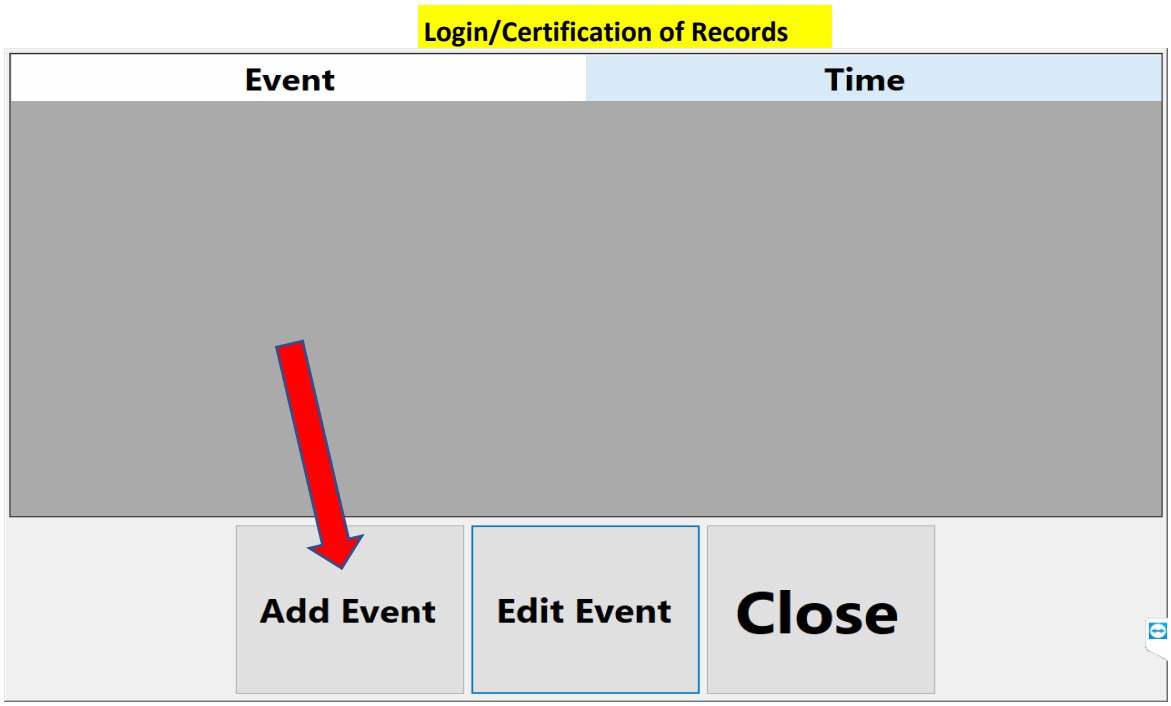
Login/Certification of Records



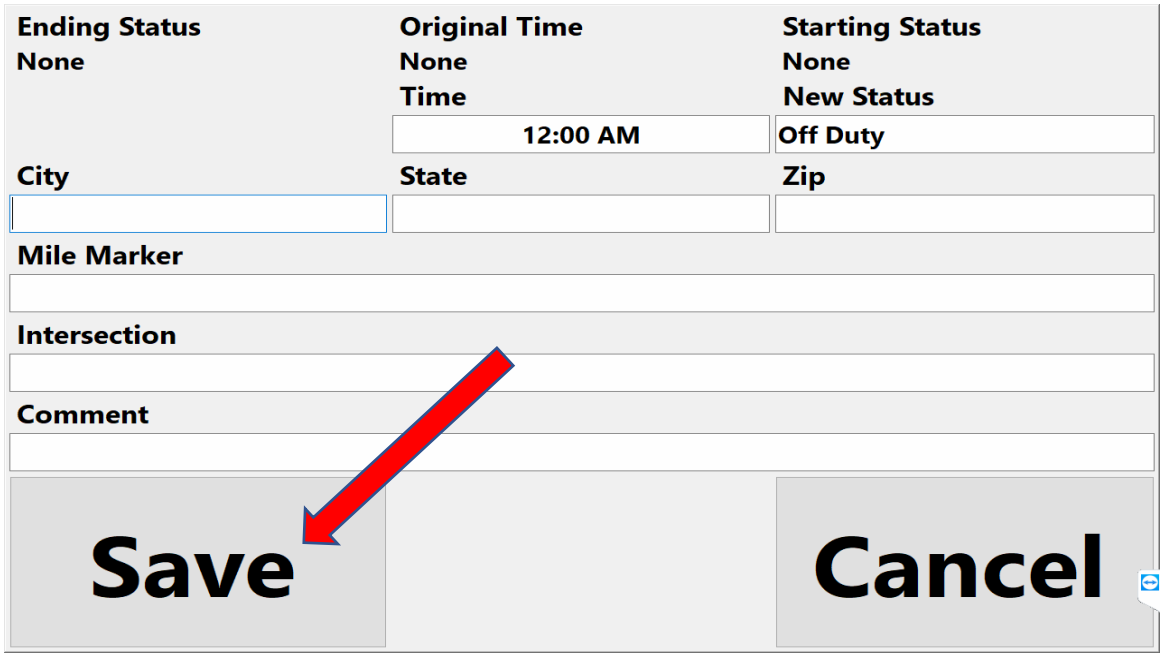
Answer **Yes** or **No** to the posed question. If yes, you can continue logging in. Note: You may have to Press **Yes** multiple times if you have been off duty for multiple days.



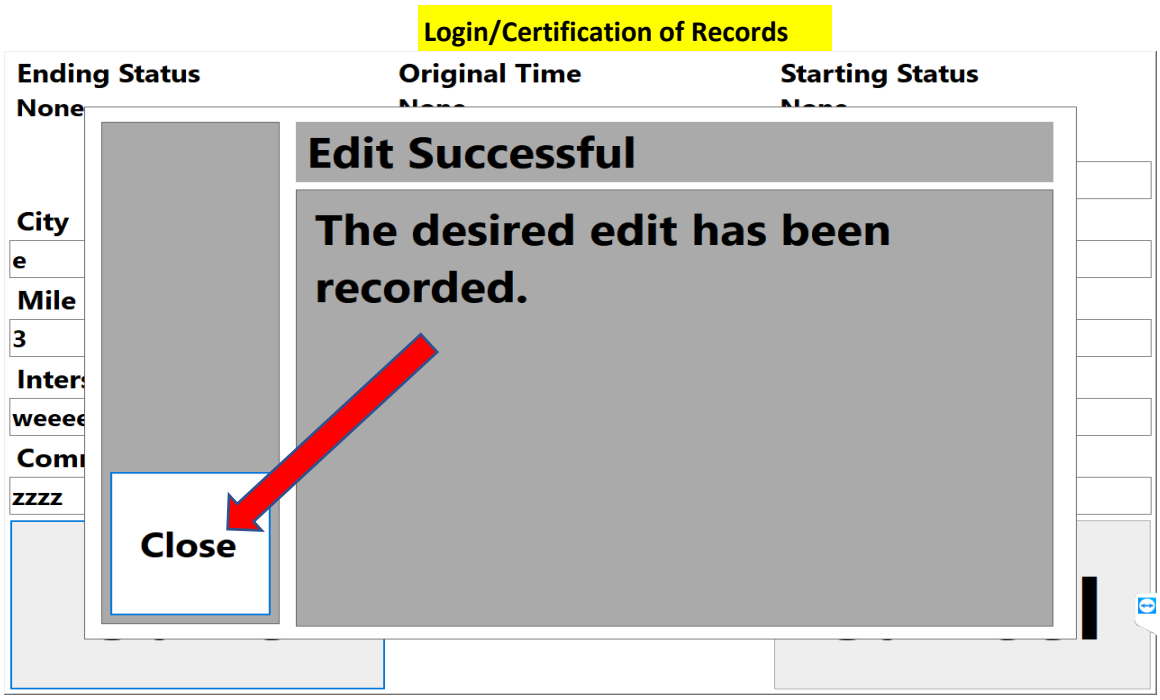
If you select **No** from this screen, you must fill out some additional information.



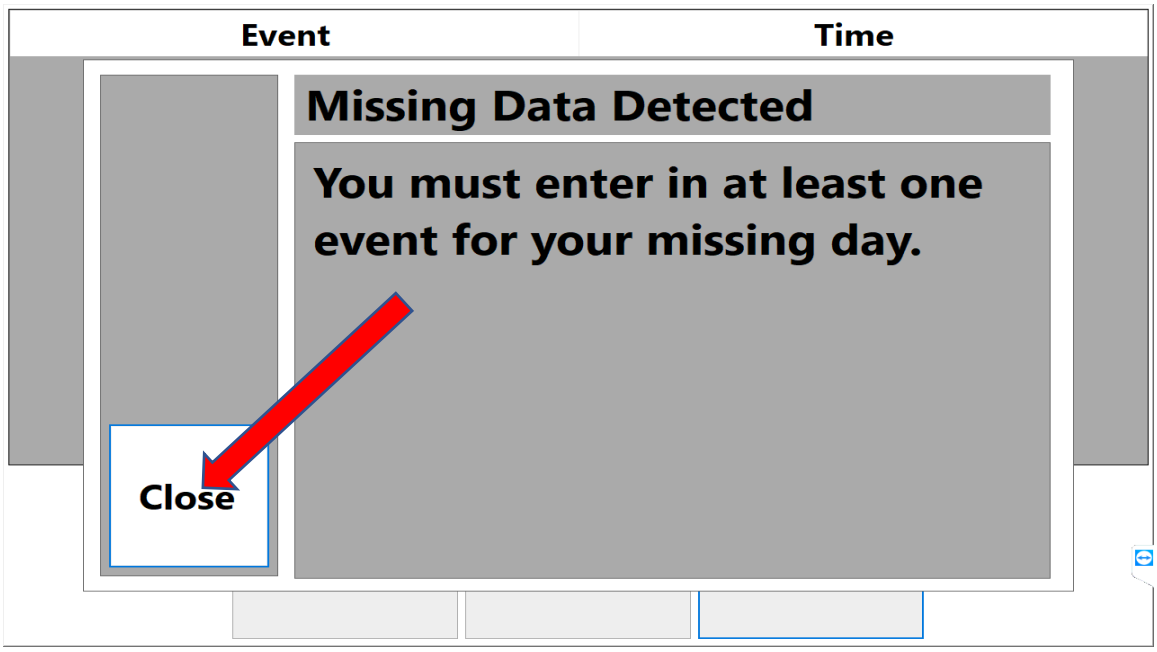
Press **Add Event** to enter any missing information.



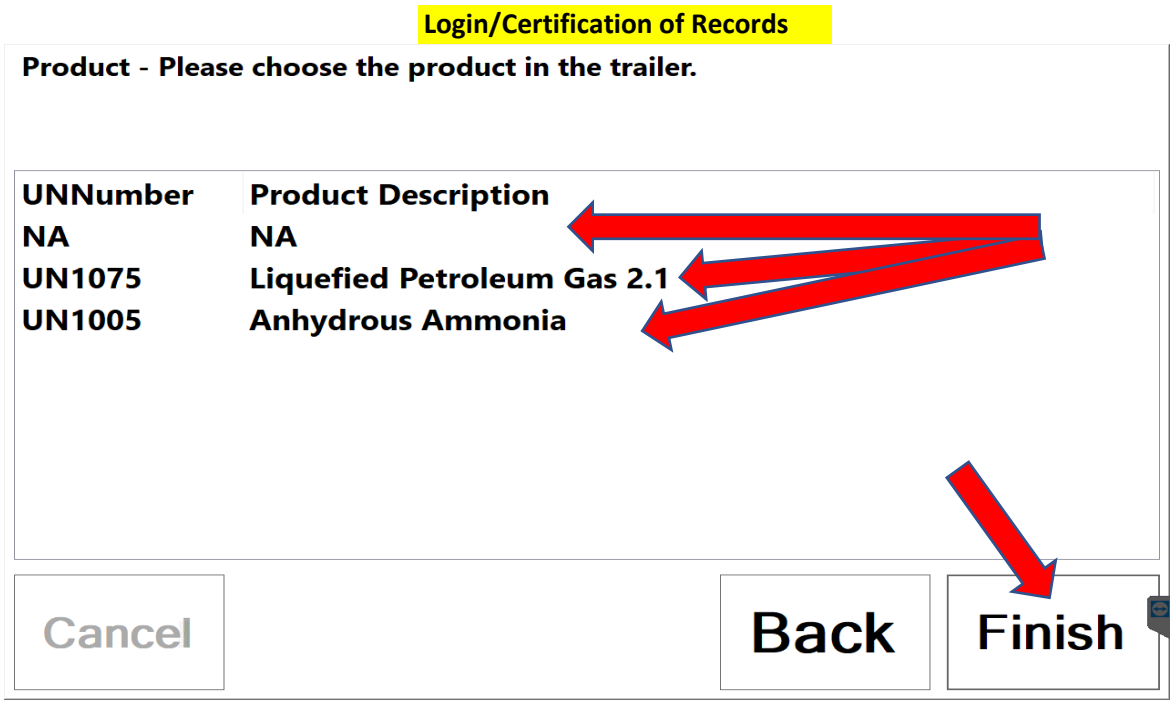
Fill out the form and when you are finished, Press **Save**.
You will then be returned to the final Login screen.



Once your data entry is recorded, Press **Close**.



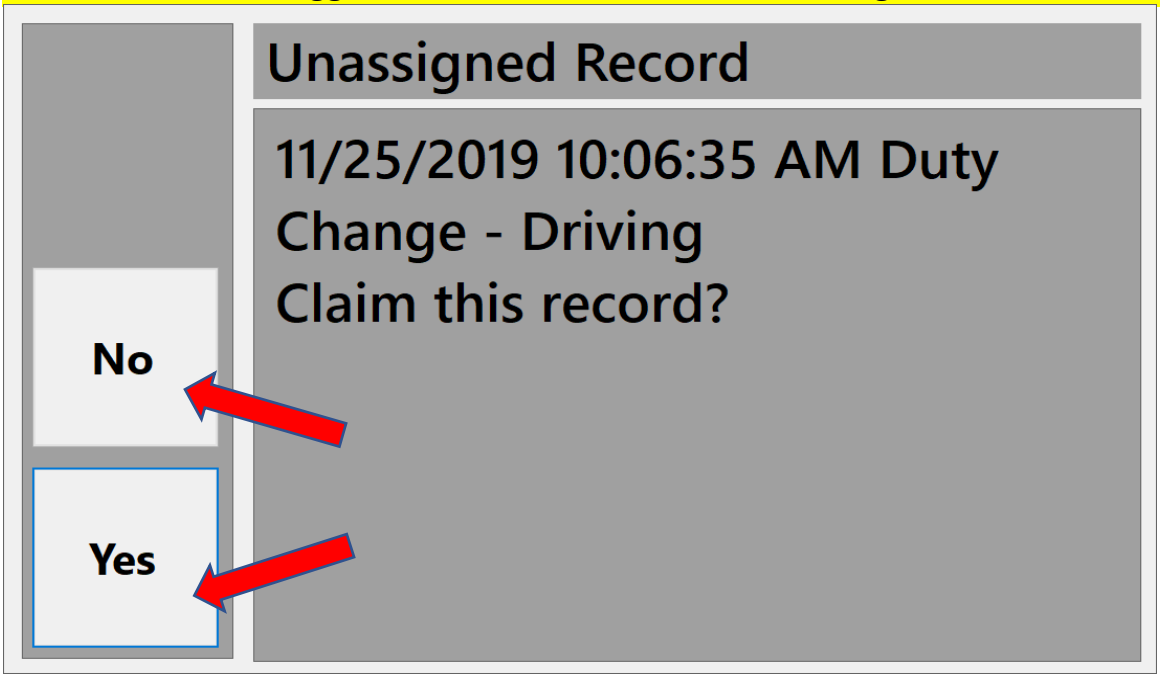
If you did not enter sufficient data, you must Press **Close**, which will take you back to the previous screen.



Select the **Product** you are carrying and Press **Finish**.

Unassigned Record

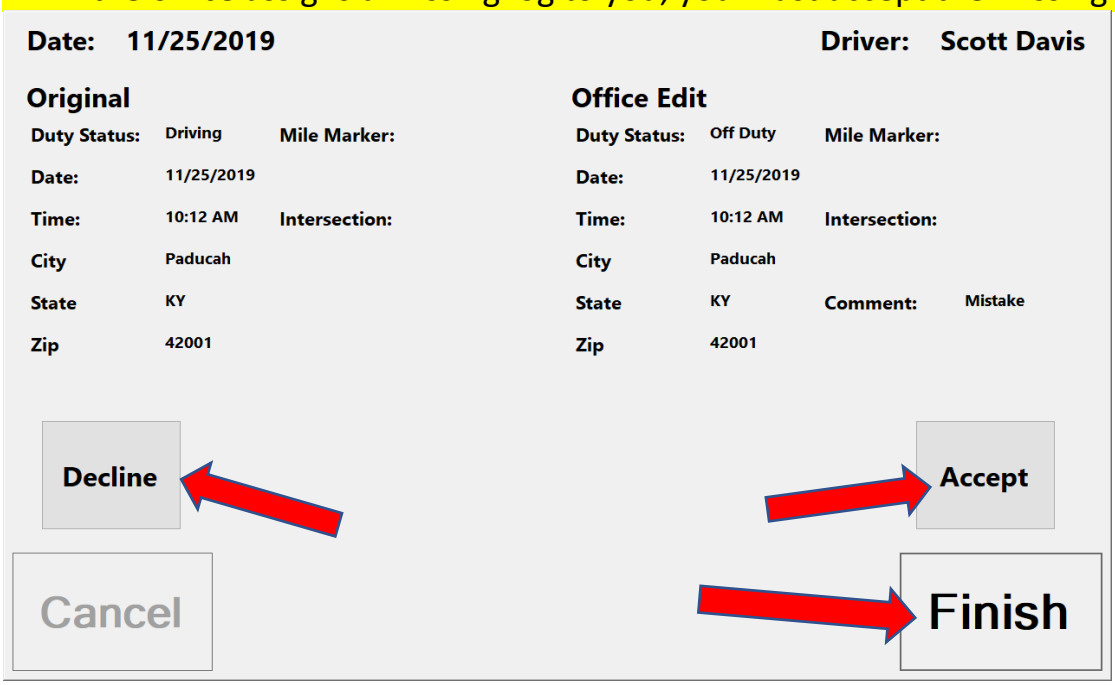
An **Unassigned Record** prompt may show up next if the truck was driven recently but no driver was logged in. All truck moves must be assigned to a driver.



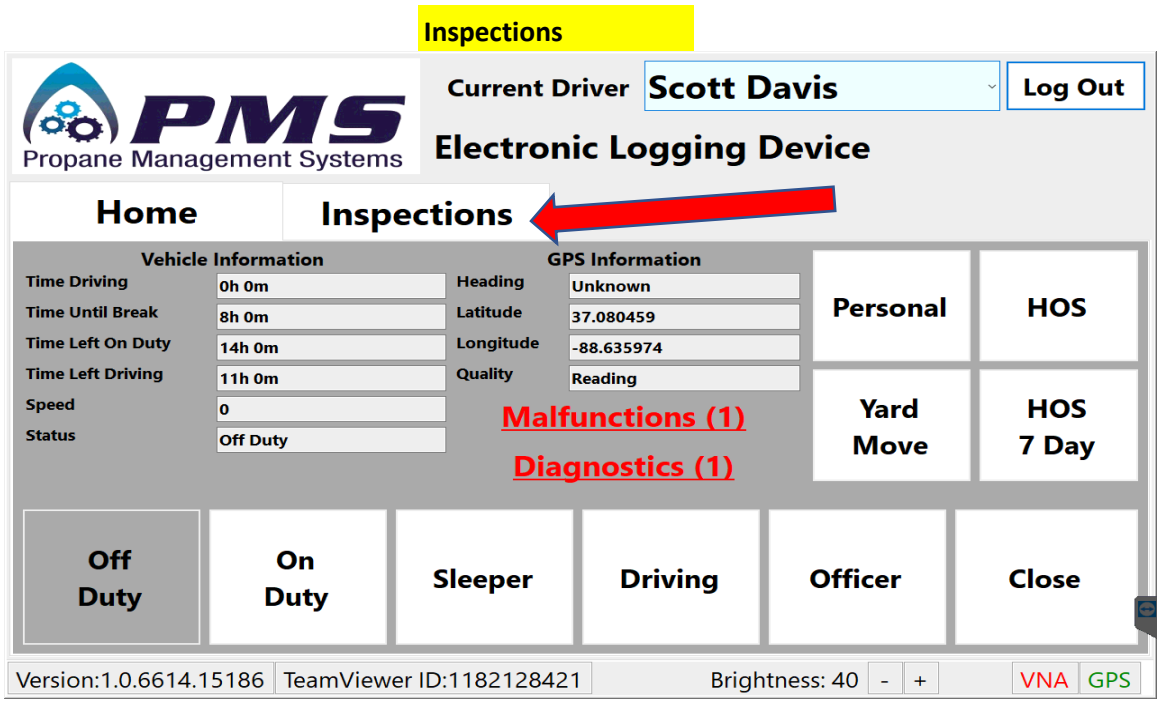
Press **Yes** or **No**.

-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.

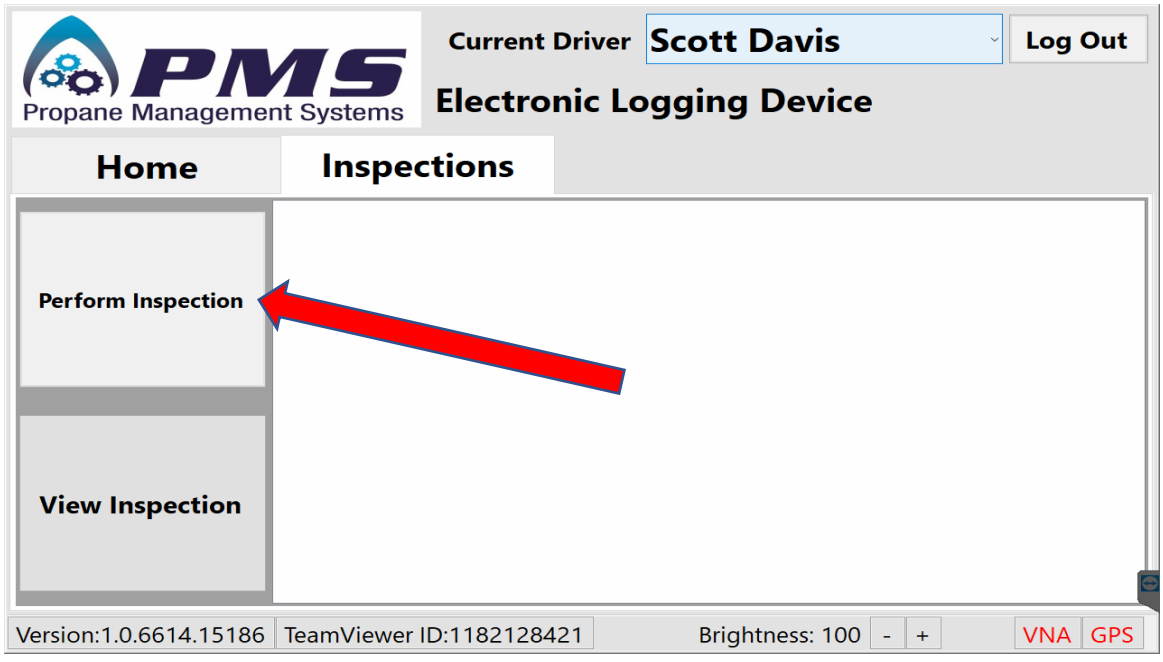
If the office assigns a missing log to you, you must accept the missing event(s).



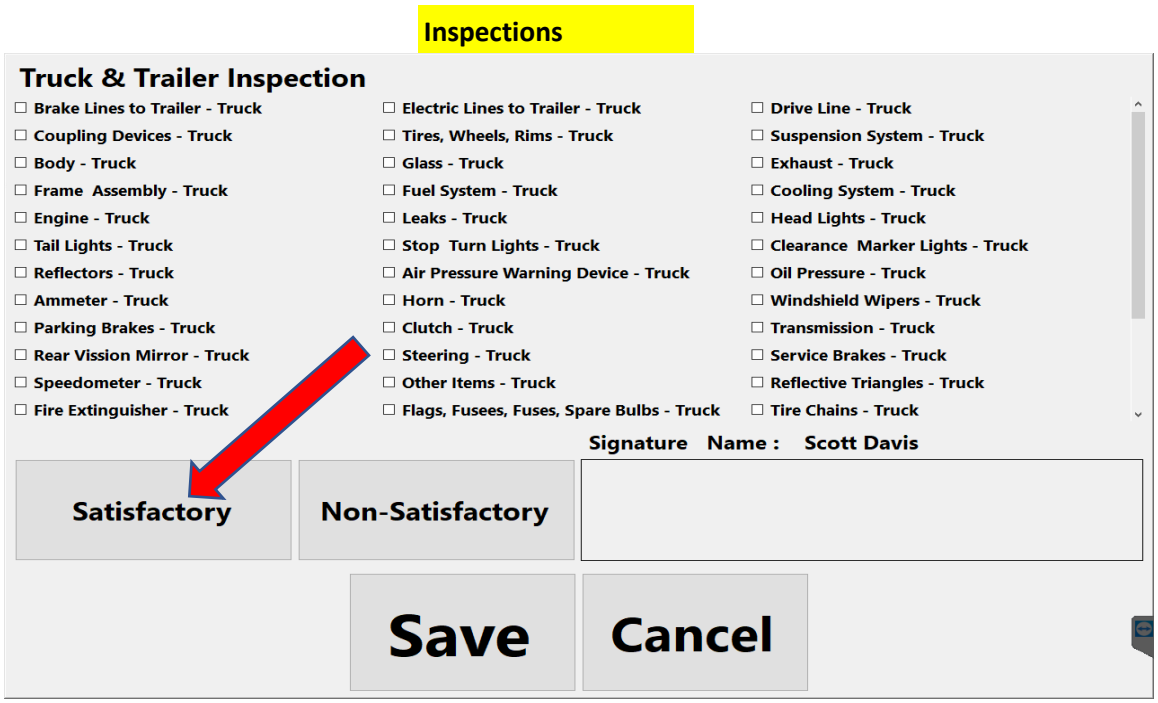
Press **Accept** OR **Decline**, then press **Finish**.



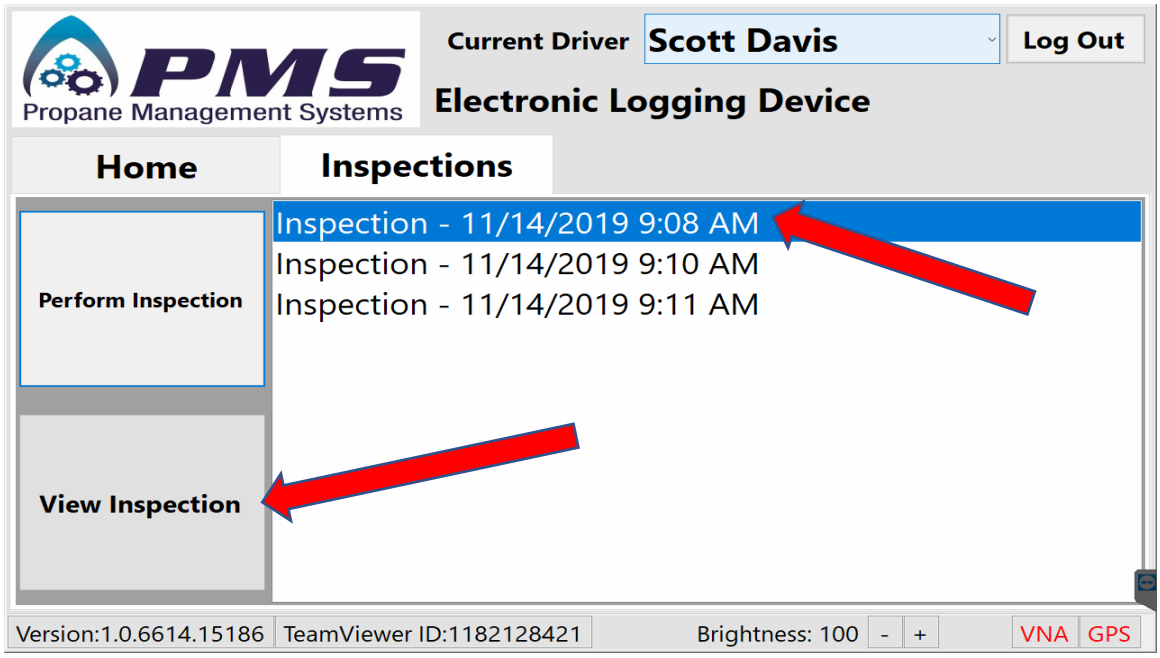
Press on the **Inspections** tab.



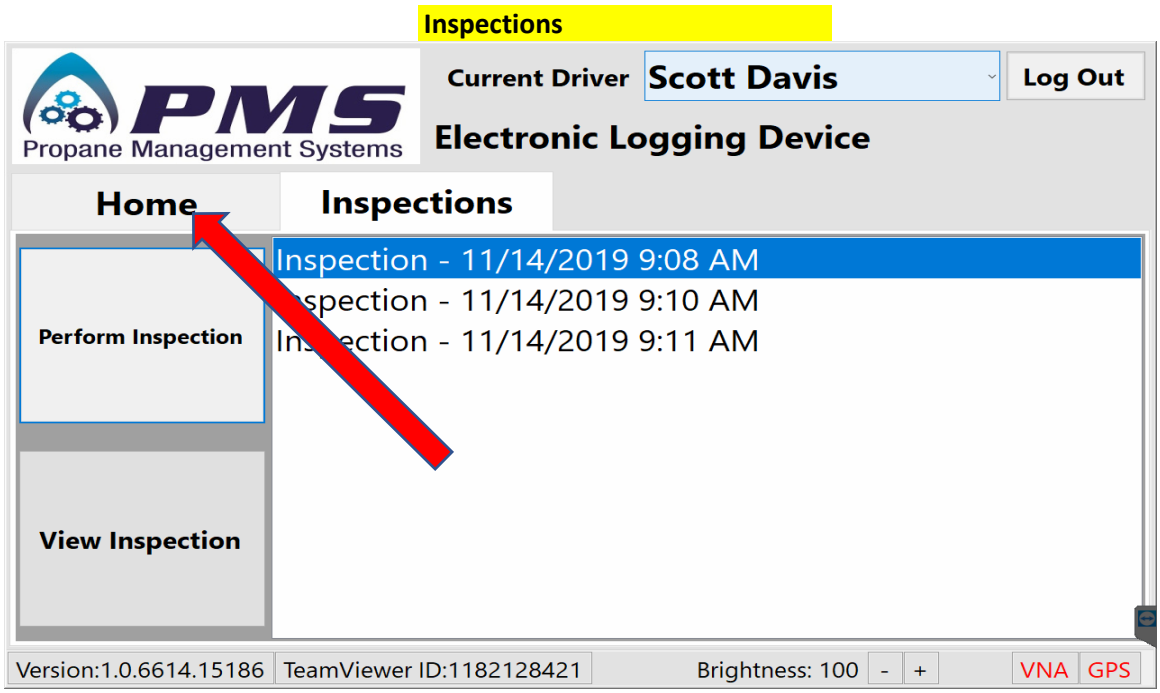
Press **Perform Inspection**.



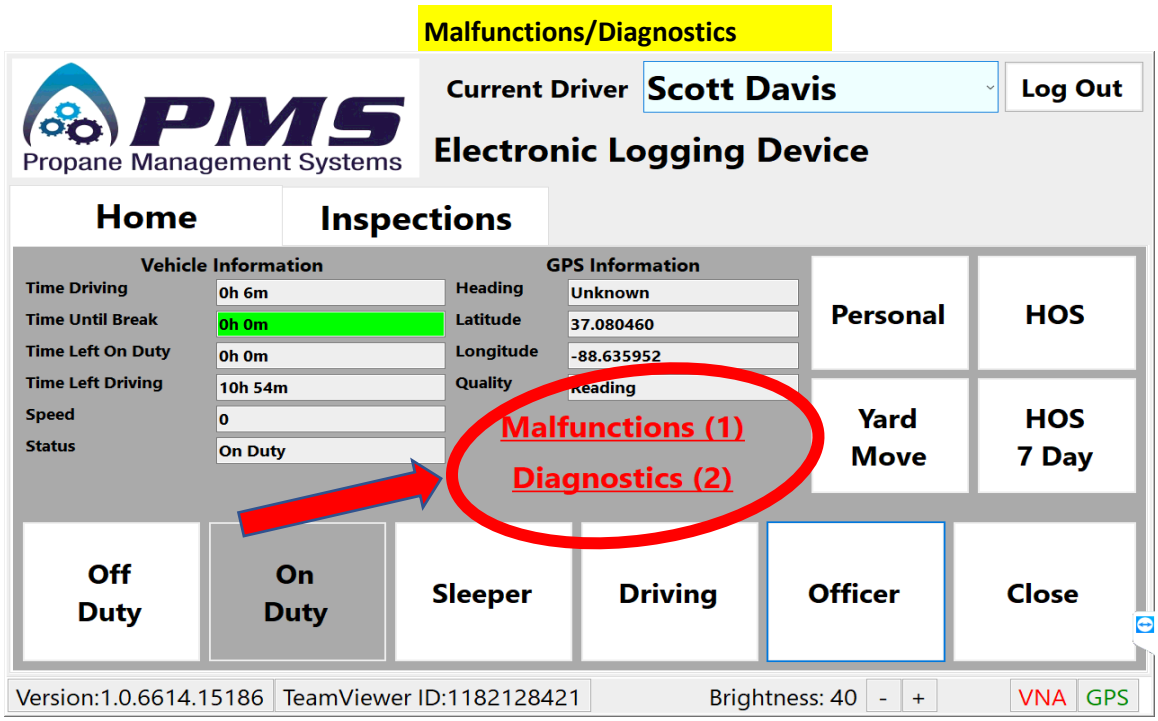
Press **Satisfactory**. Doing so will check-mark all the above boxes.
You may then **unselect** any boxes that are not satisfactory.
Sign in the box and Press **Save**.
Note: if you Press **Non-Satisfactory**, the truck cannot be driven.



If you would like to view any previous inspections, **select** it from the list
Press **View Inspection**.

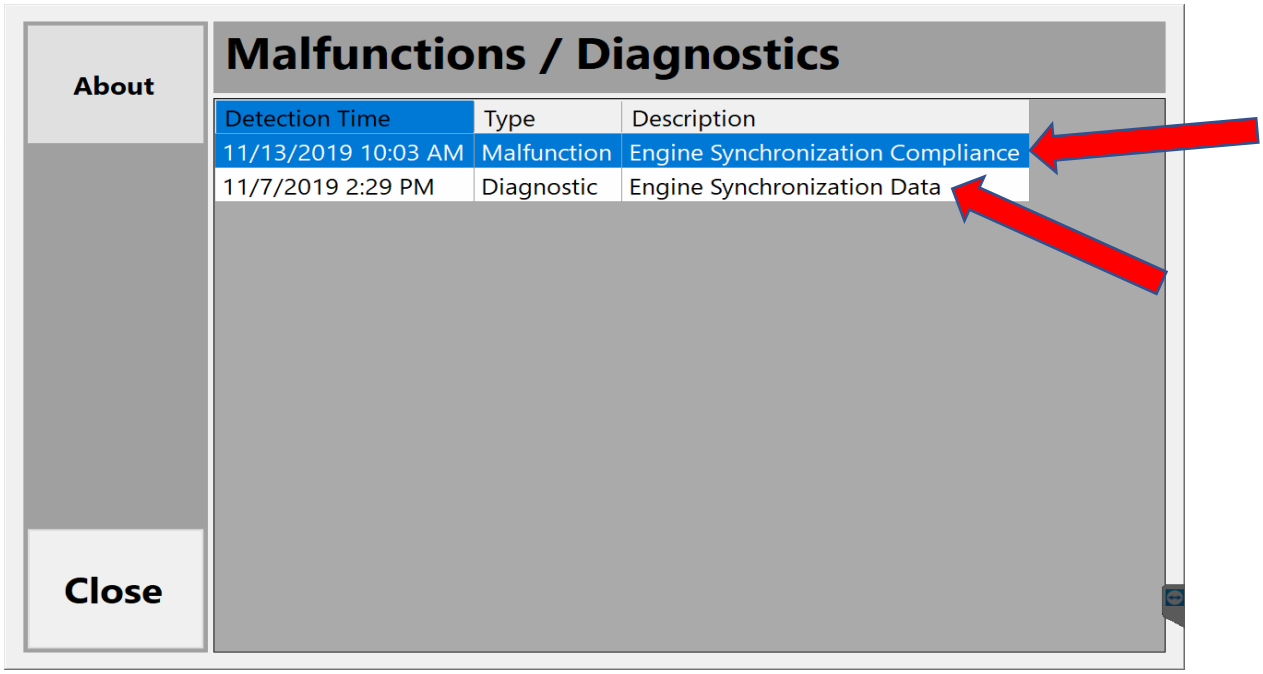


Press on the **Home** tab to return to the Home Screen.



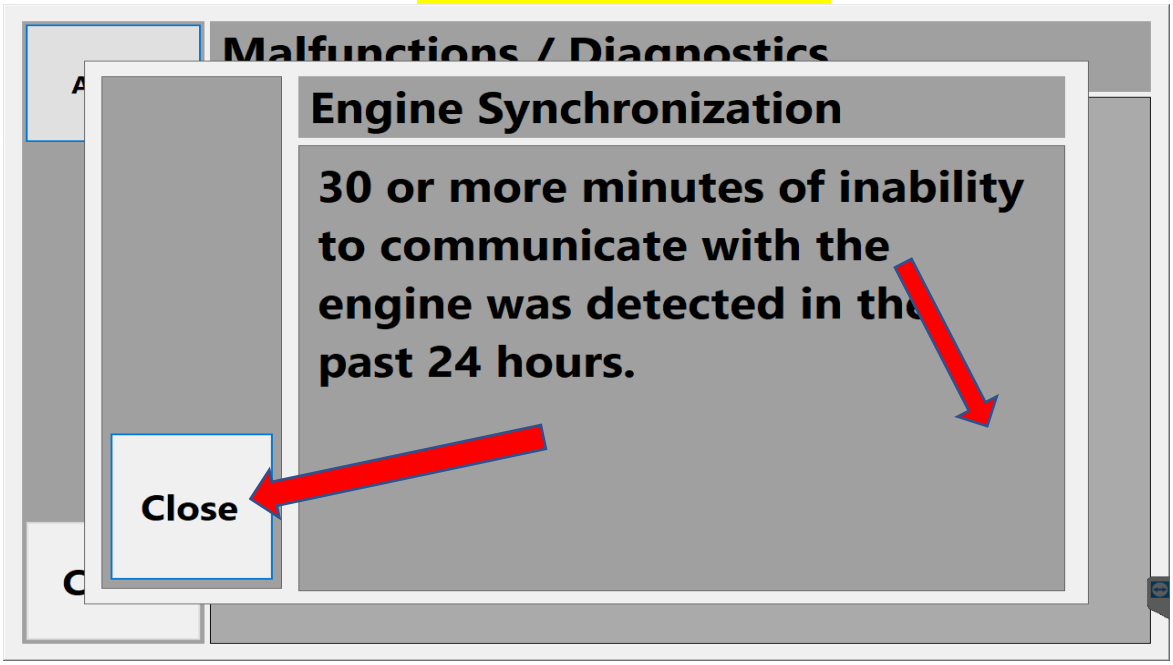
If any Malfunctions or Diagnostics exist, they will appear on this screen.

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



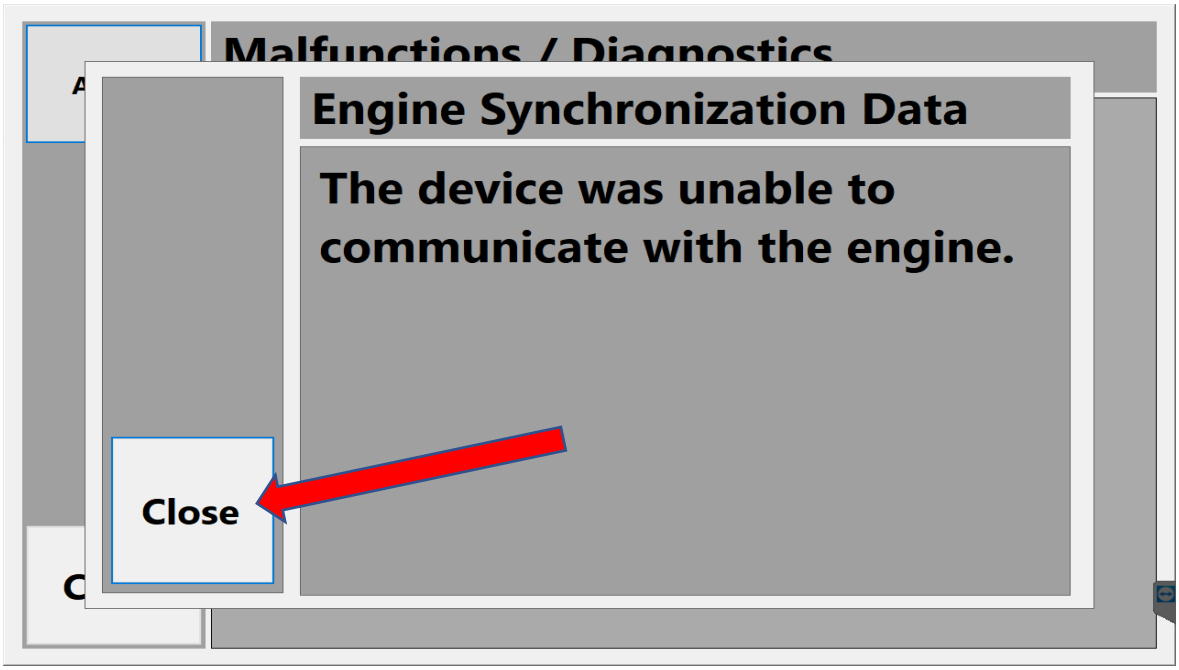
Press on any "**Malfunction**" or "**Diagnostic**" line to view the details of each.
For a complete list of Data Diagnostic / Malfunction Events, please see the last page of the ELD manual.

Malfunctions/Diagnostics



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.*****

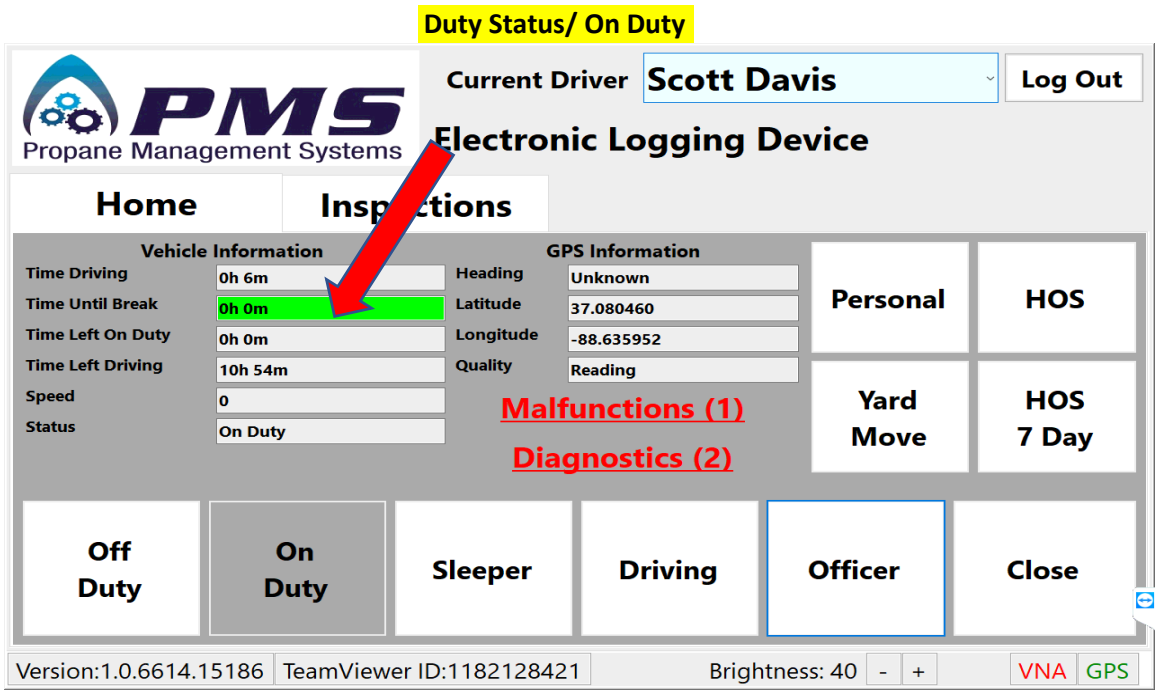


This screen shows any diagnostics that are present.
Press **Close** to return to the home screen.

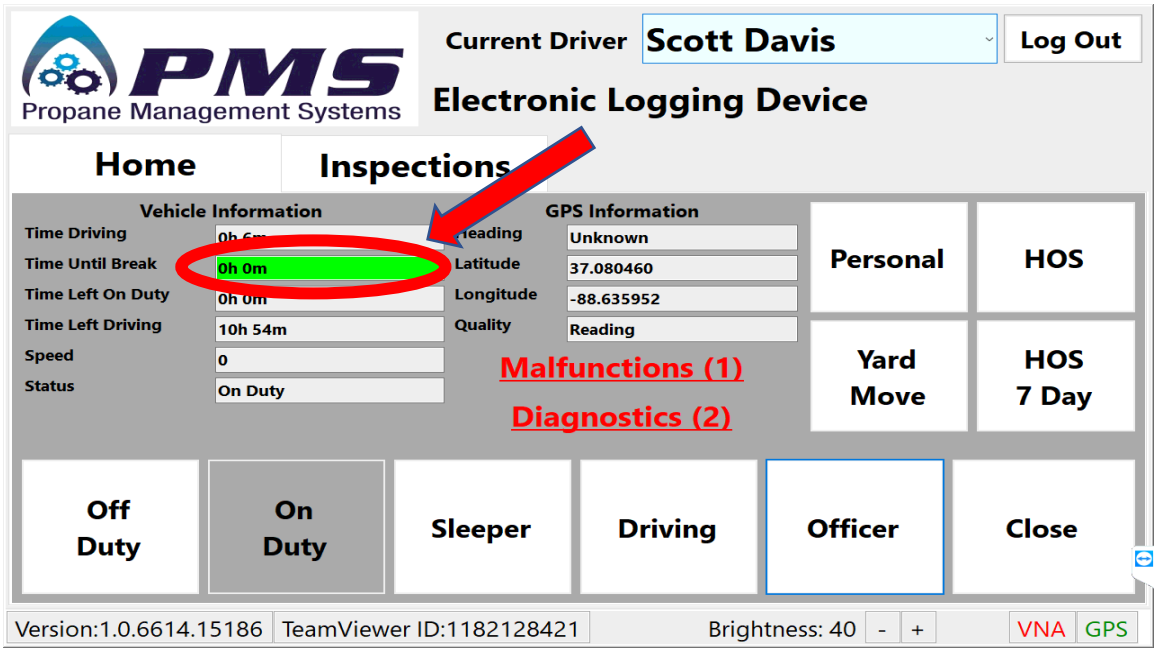
Diagnostics/Malfunctions

Diagnostic Events	**Actions Required**	**Will the Diagnostic clear automatically?**
Power Data (ex. ELD does not record the engine turning on or off in the past 24 hours)	Turn on tablet before you start the truck engine	**Yes**, if power is restored.
Engine Syncronization Data (ex. VNA could be unplugged or defective)	Plug in VNA cord	**Yes**, if VNA communicates with the ELD.
Missing Required Data Elements (ex. a data entry must include either 1. city, state, and zip code OR 2. mile marker and intersection)	Edit any past events that are highlighted in red	**Yes**, once no past events are missing data.
Data Transfer (ex. The "Officer" function is not working)	Call PMS	**No**, the issue must be resolved by PMS
Unidentified Driving Records (ex. The truck was driven without a driver being logged in)	Claim any unlogged driving time **OR** reject the driving time and it will be assigned by the home office	**Yes**

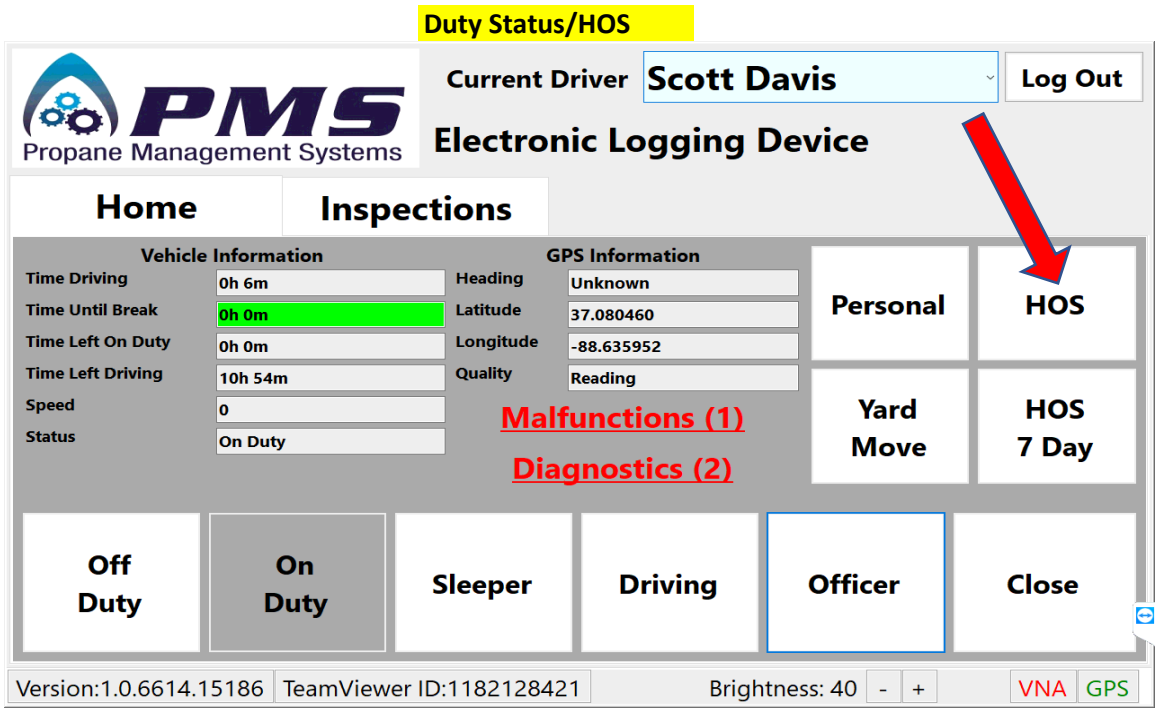
Malfunction Events	**Actions Required**	**Will the Malfunction clear automatically?**
Power Compliance (ex. 30+ minutes of engine hours has accumulated without the tablet being turned on)	Check power cord *Call home office if power does not restore or if problem persists	**Yes**, if power is restored and is fully functional for 24 hours
Engine Syncronization Compliance (ex. VNA could be unplugged or defective)	Check VNA cord *Call home office if problem persists	**Yes**, if VNA communicates with the ELD
Timing Compliance (ex. The tablet and server are showing different clock times)	Call PMS	**No**, the timing function between the server and ELD must be resolved by the home office
Positioning Compliance (ex. The truck was moved while the ELD was turned off and it could not register the movement)	Check external GPS unit on ELD unit to make sure it has power and is plugged into the tablet *Call home office if the problem persists	**Yes**, if the GPS is fully functional for 24 hours
Data Recording Compliance (ex. There is a problem with the ELD recording and storing data on the tablet)	Call home office	**No**, the issue must be resolved by the home office
Data Transfer Compliance (ex. the "Officer" function is not working and has failed multiple times)	Call home office	**No**, the issue must be resolved by the home office



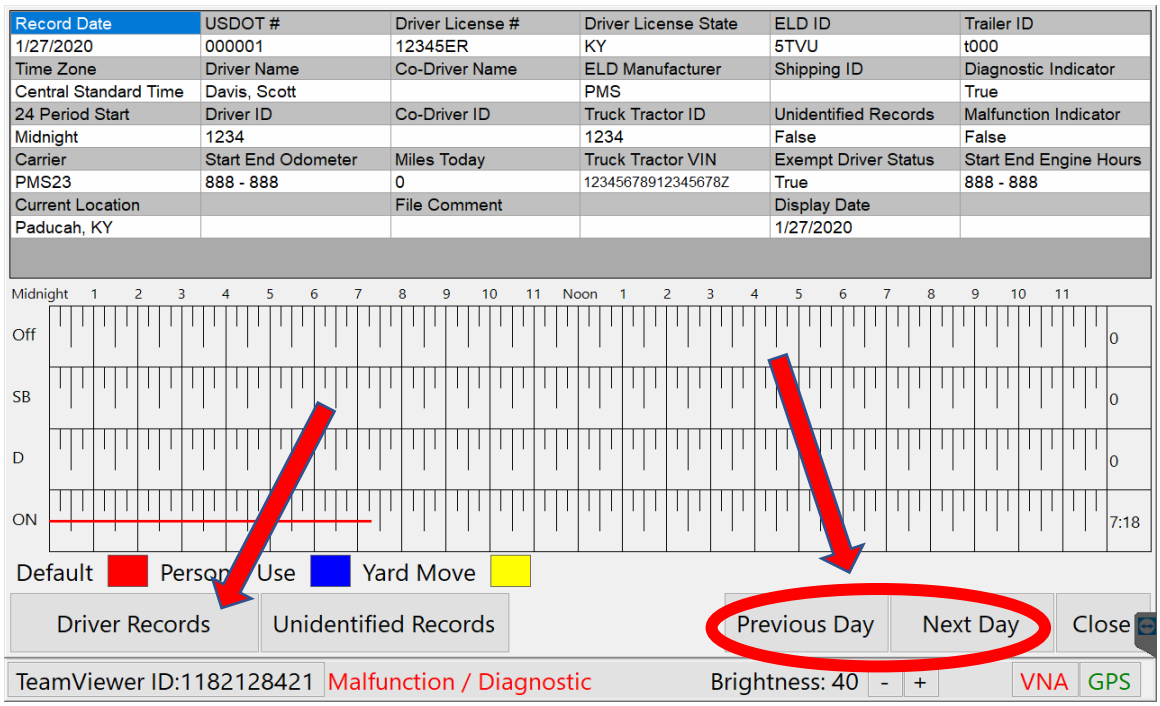
Press **On Duty**.



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.

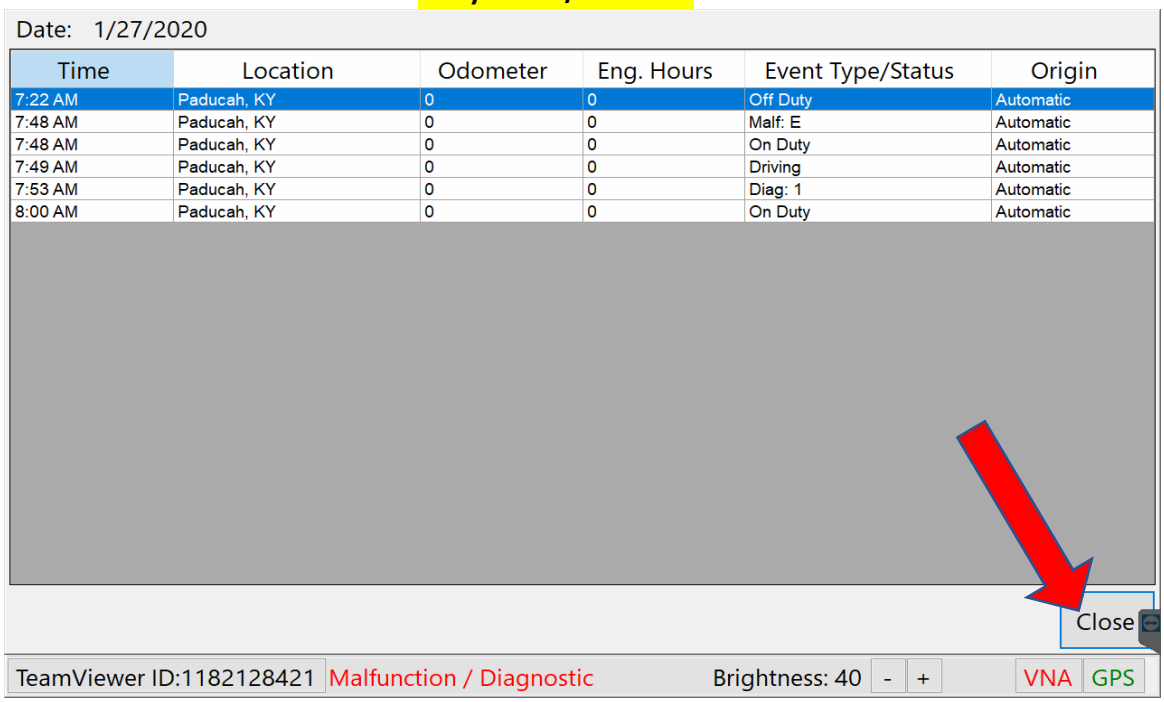


Press on **HOS** to review your current Hours of Service.



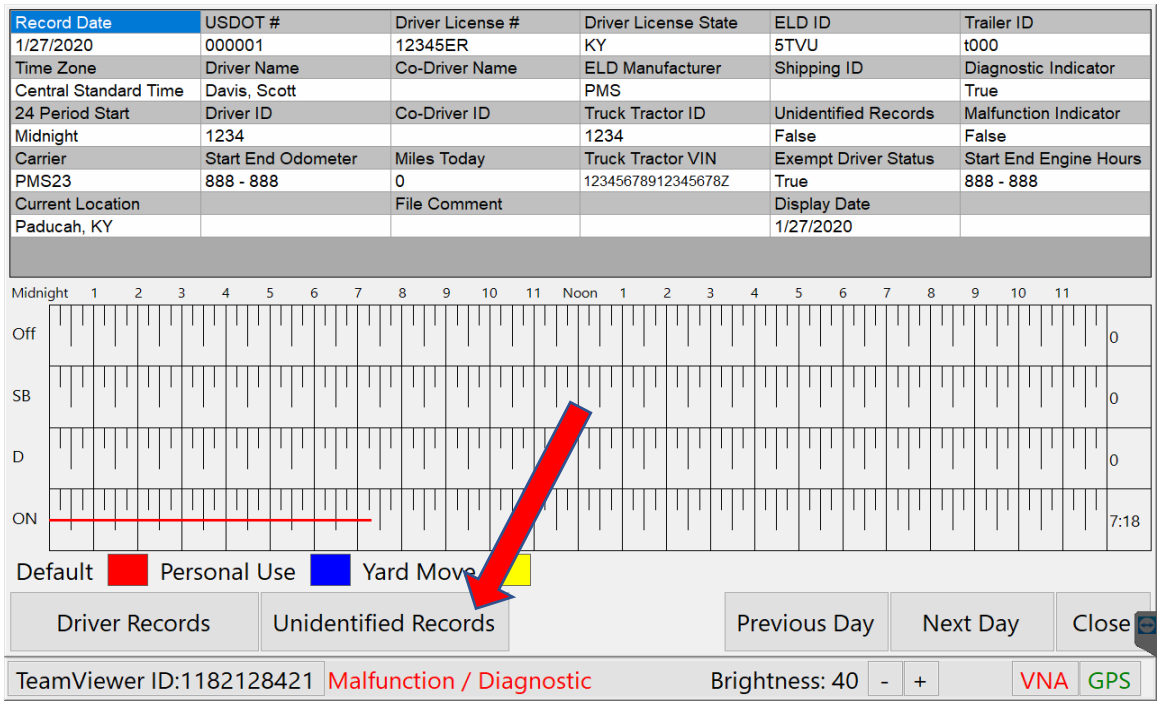
On the HOS screen you can see your current day's Off Duty, Personal, Driving, and On Duty recorded times.
To Navigate between days, you can Press the **Previous Day** or **Next Day** buttons.
To view driving records, Press **Driver Records.**

Duty Status/HOS



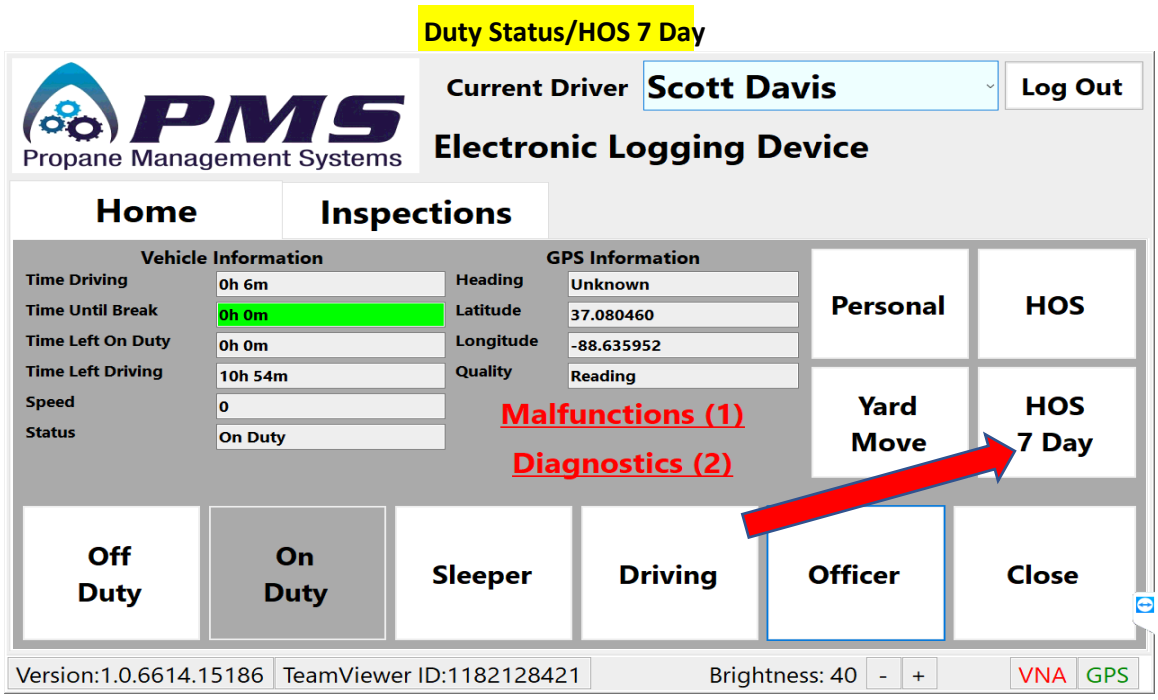
To exit this screen, Press **Close**. You will be returned to the HOS screen.

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

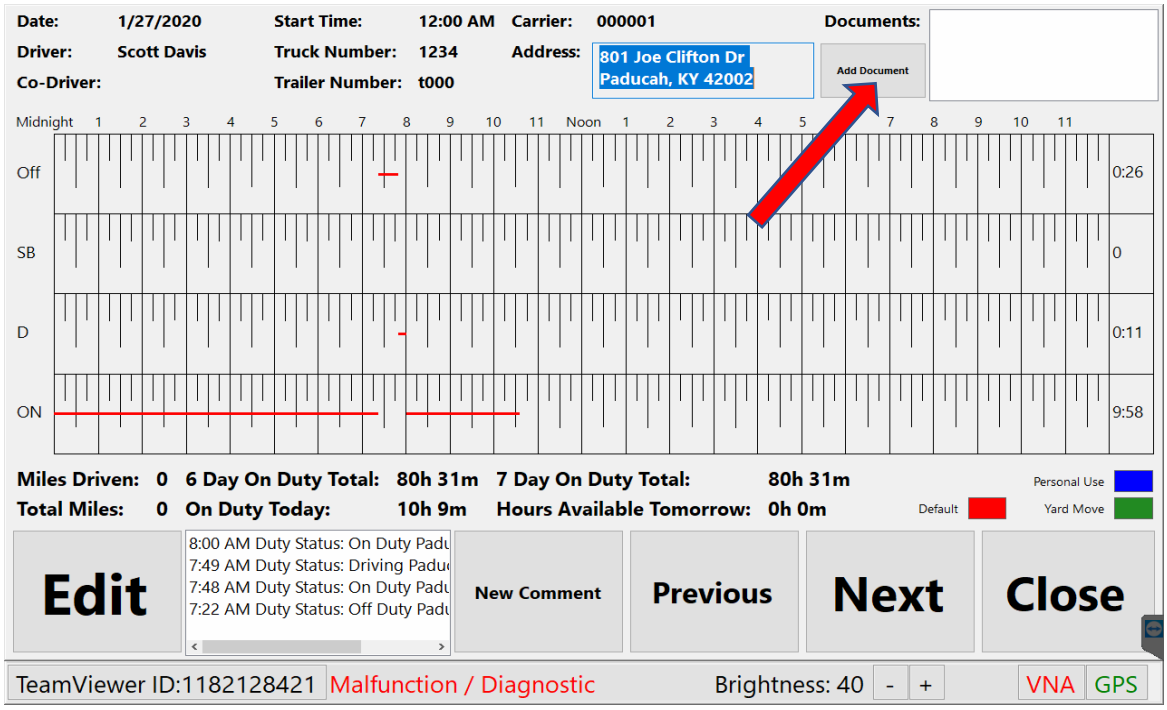


To view Unidentifed Records, Press the **Unidentified Records** button.

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

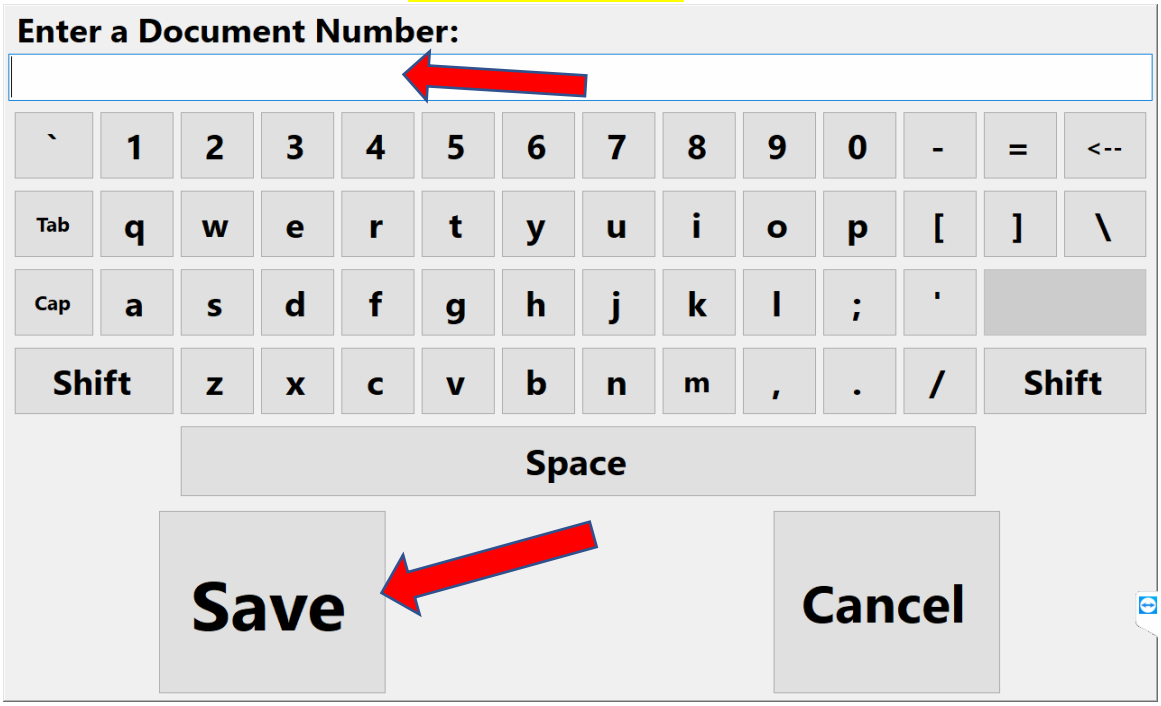


Press on **HOS 7 Day**.

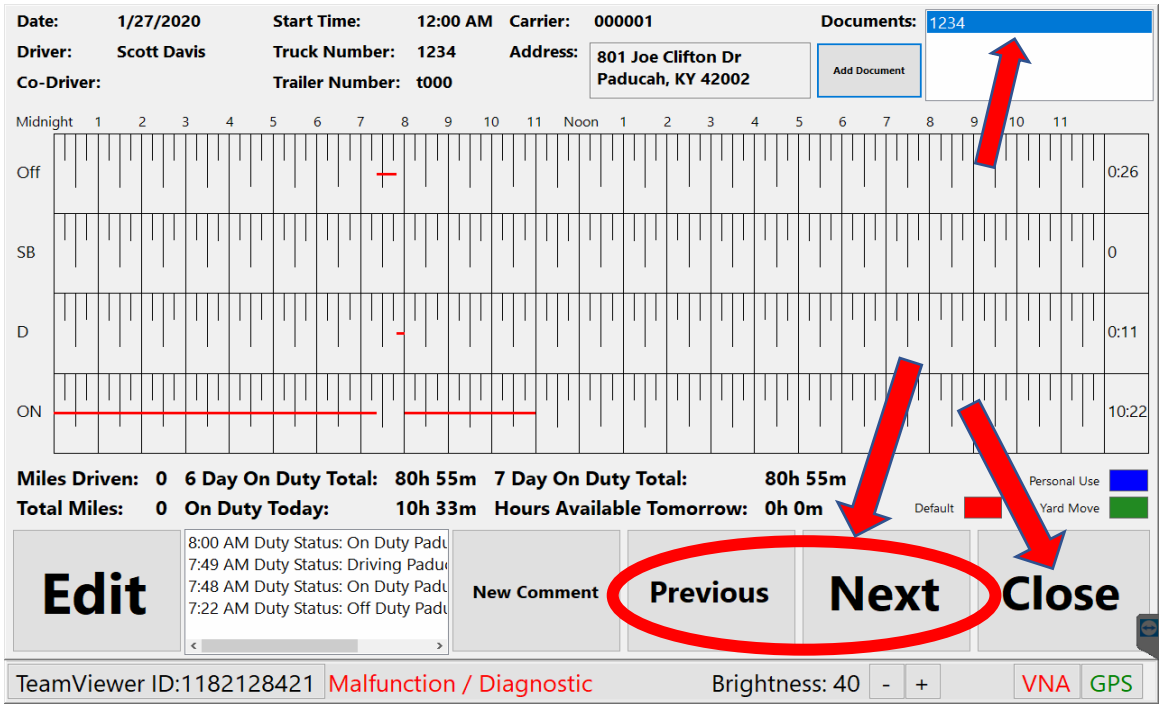


On the HOS screen you can see your current day's Off Duty, Personal, Driving, and On Duty recorded times.
To add a document (ex. BOL), Press the **Add Document** button.

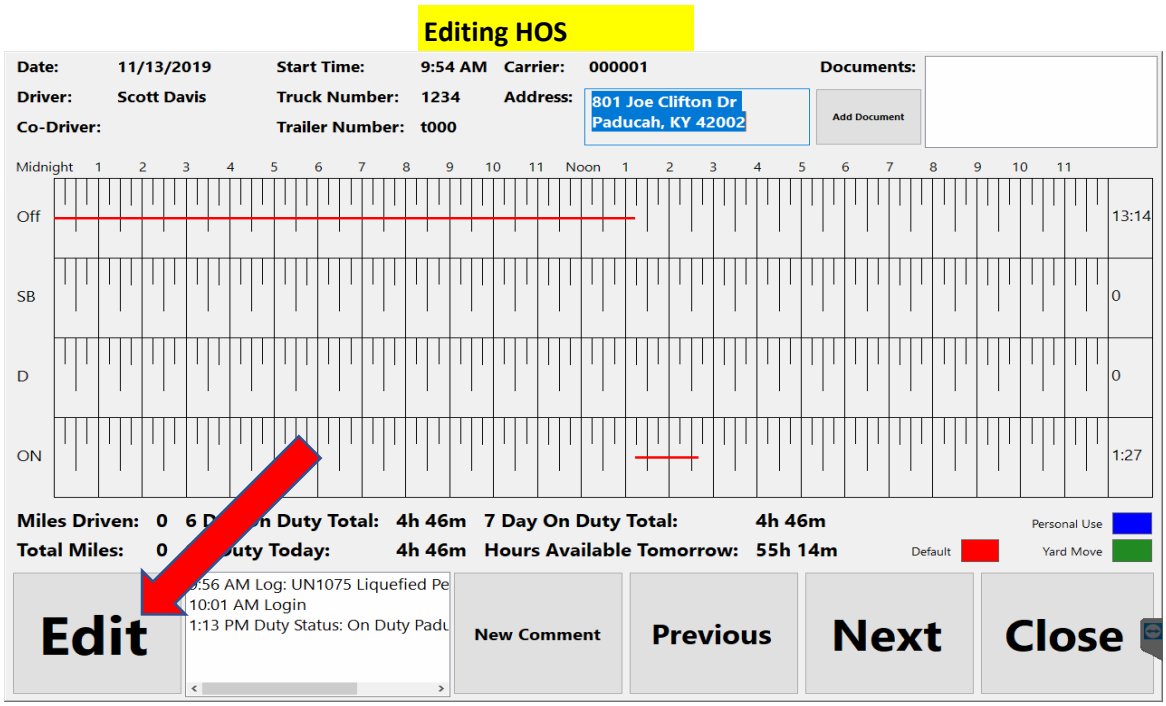
Duty Status/HOS 7 Day



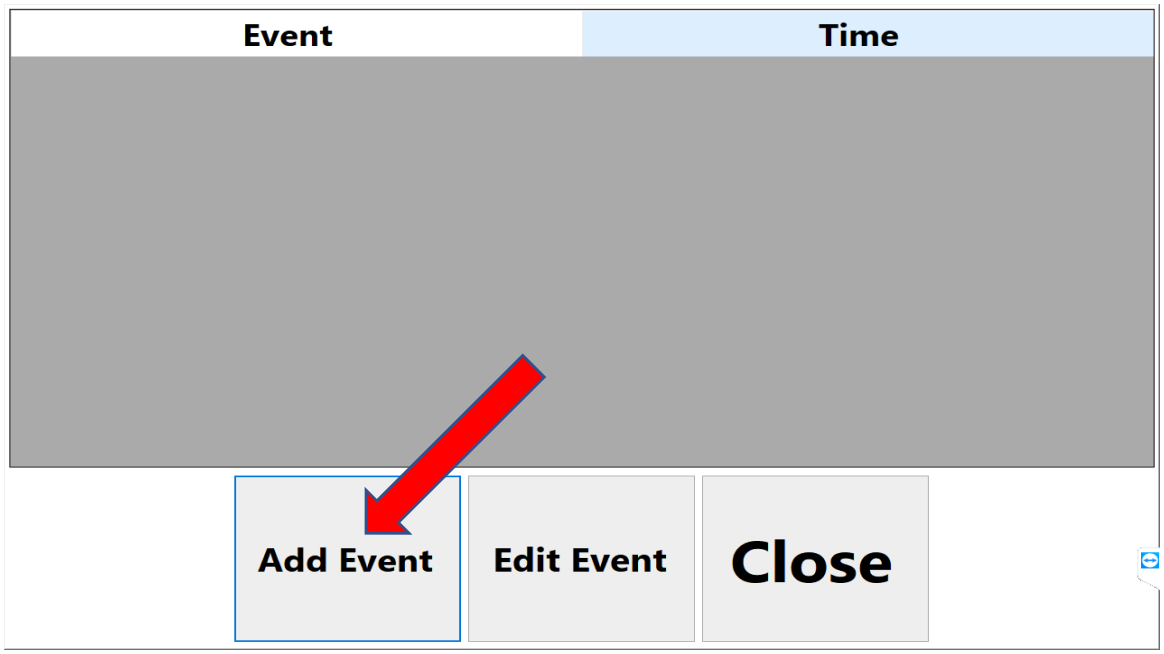
Enter a document number and Press **Save**.
You will be returned to the HOS 7 Day Page.



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.

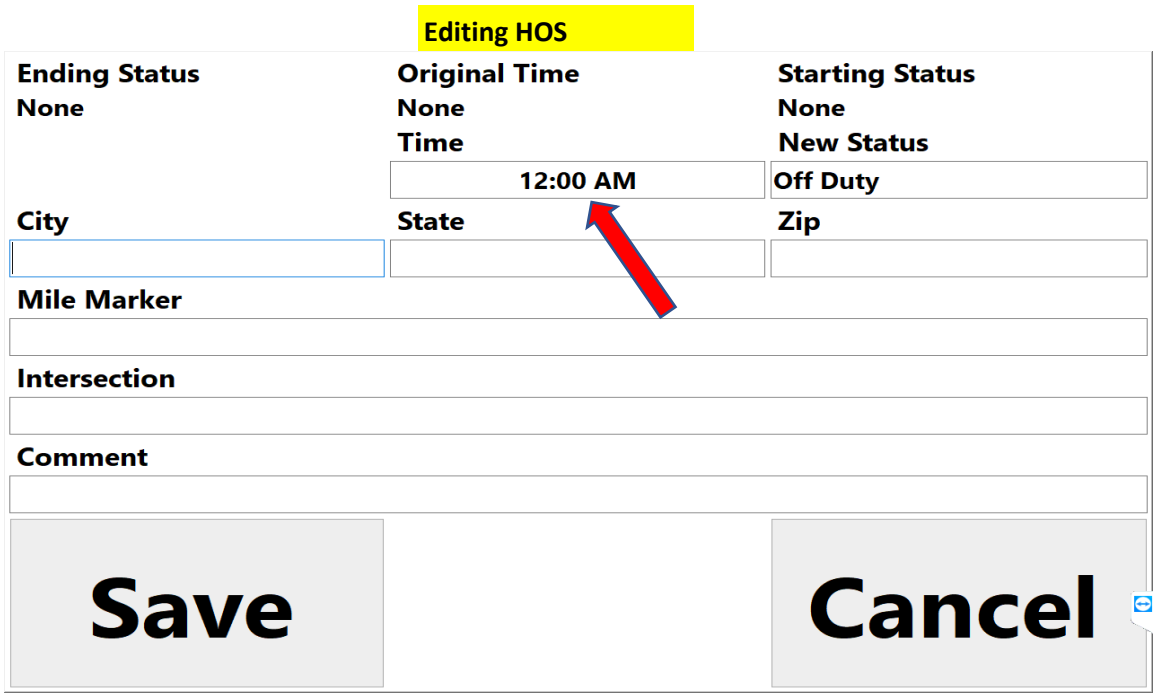


If an event must be added or edited, Press the **Edit** button.

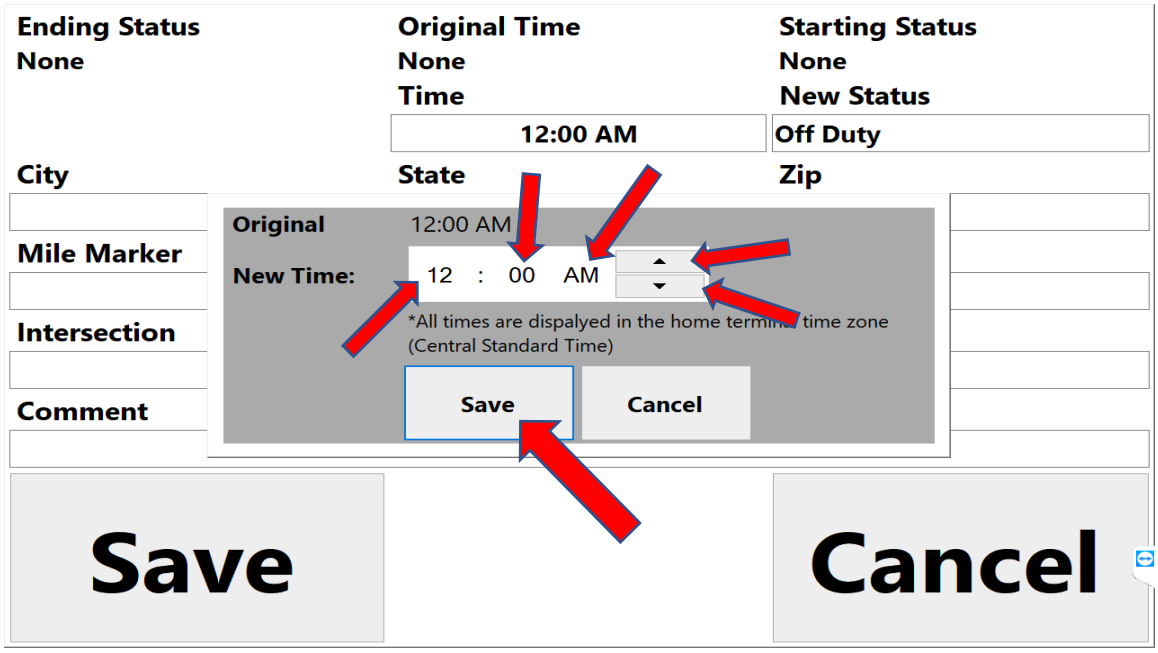


To create an event, Press **Add Event**.

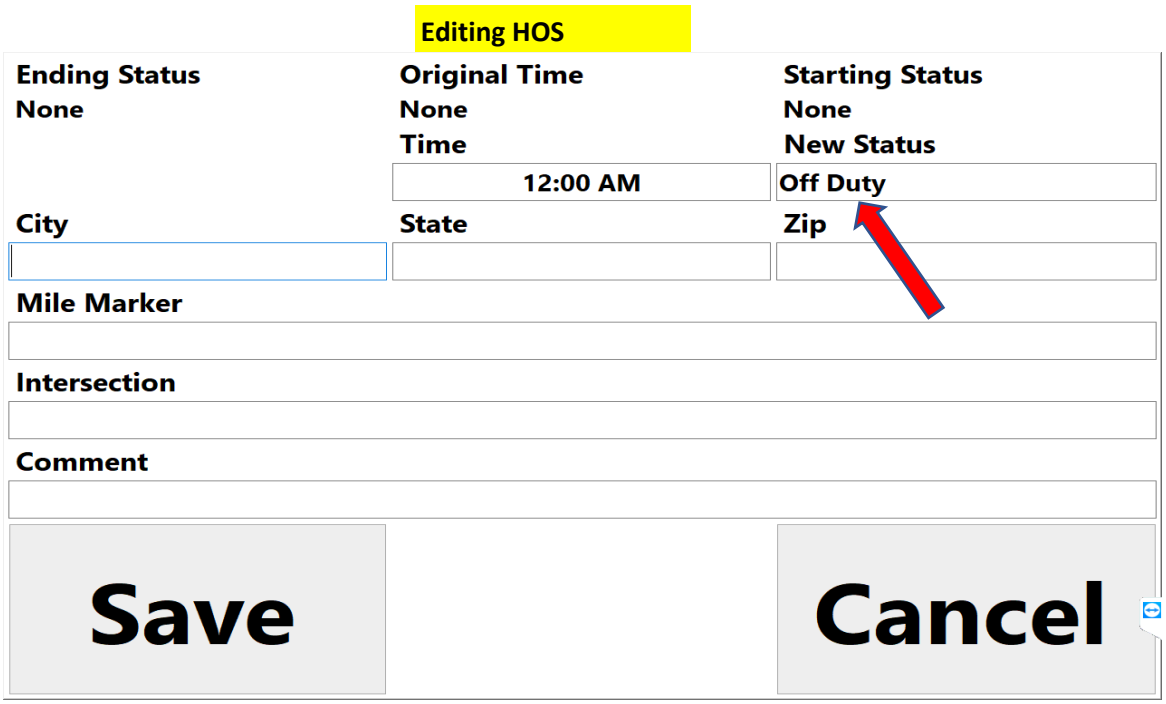
Note: If you missed a previous punch, you will need to add the punch here.
If you missed an entire shift, you will need to add two events: one for the opening punch and another event for a closing punch.



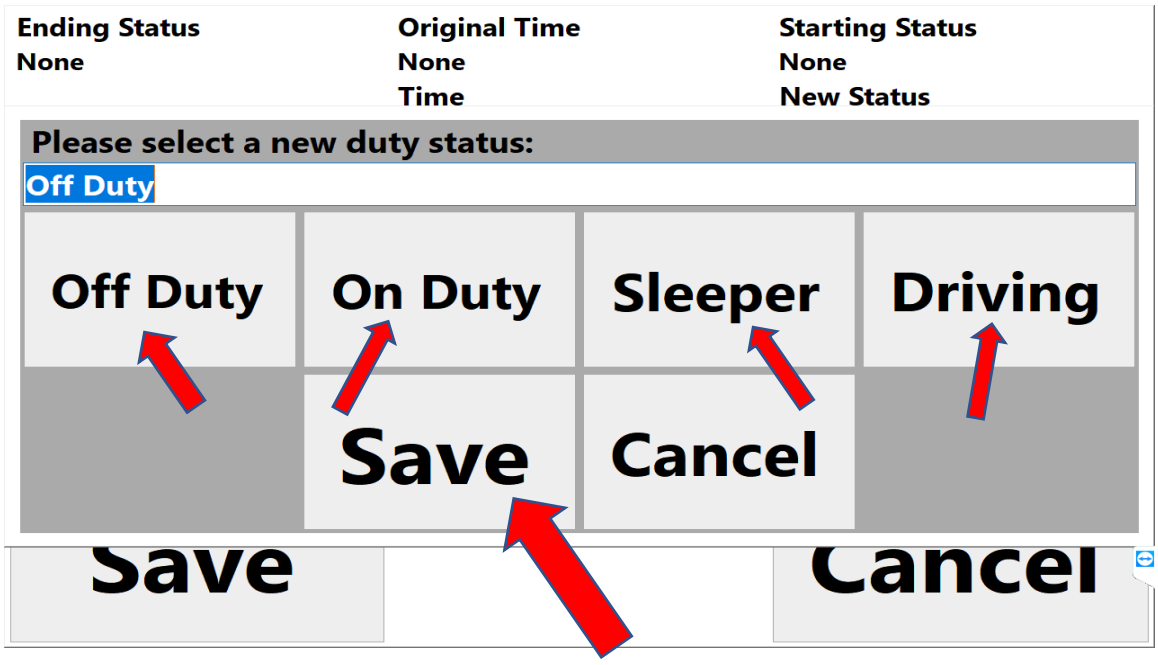
Press the field located under **Time**.



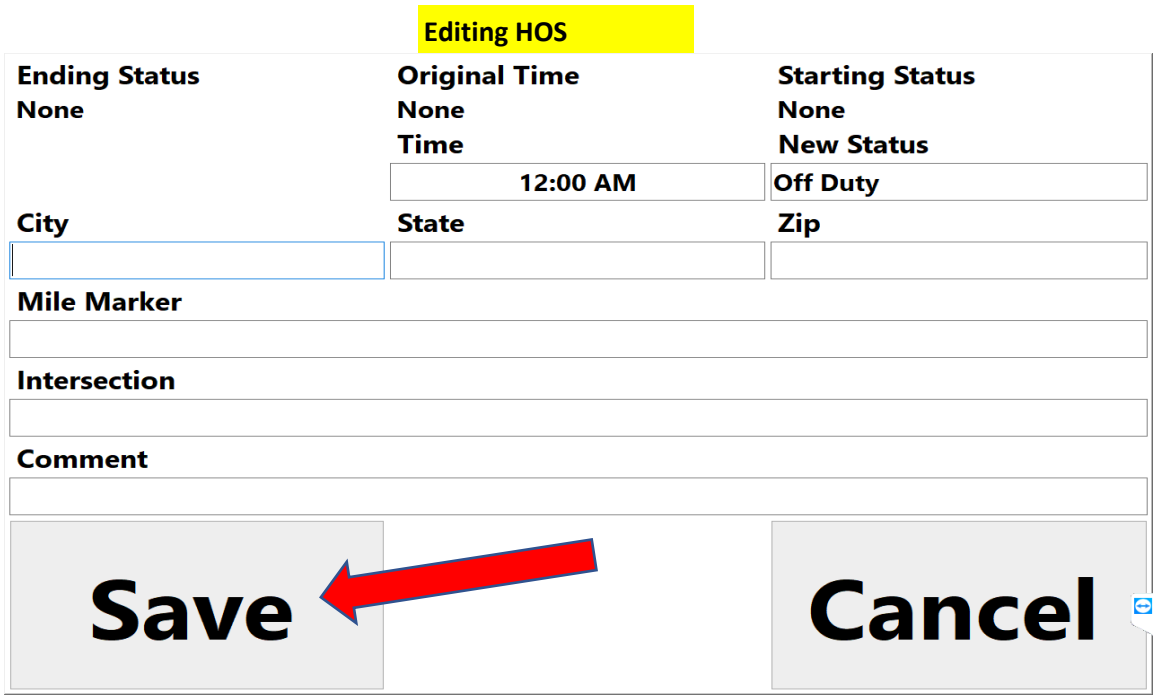
Press the **Hour**, **Minute**, and **AM/PM** fields to select and use the arrows on the right to adjust the time.
Press **Save** when finished and it will return you to the previous screen.



Press the field located under **New Status** (this field defaults to "Off Duty").

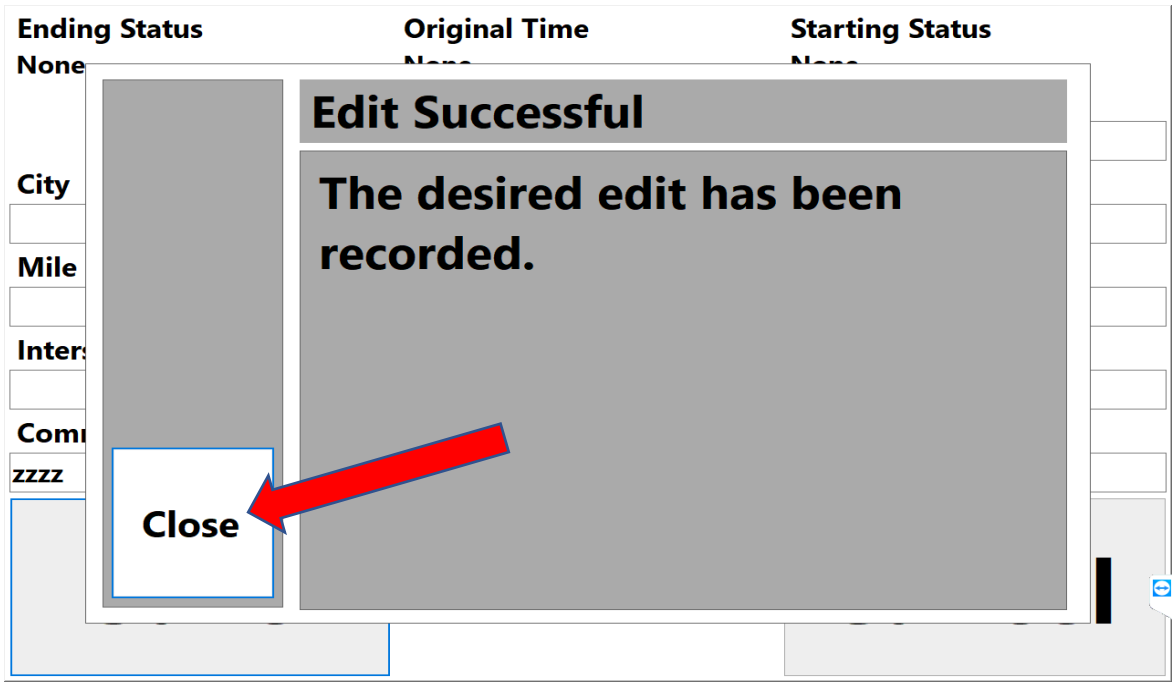


Once the desired New Duty Status is selected, Press **Save**.
You will be returned to the previous screen.



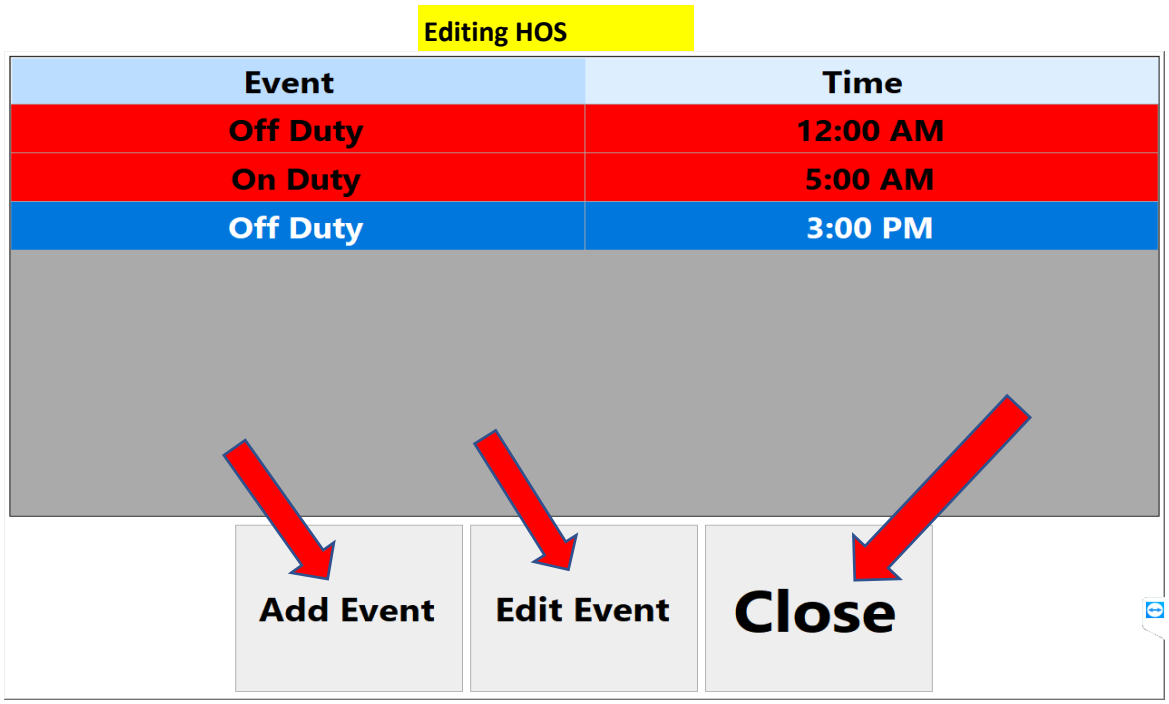
Press **Save** when finished.

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**.

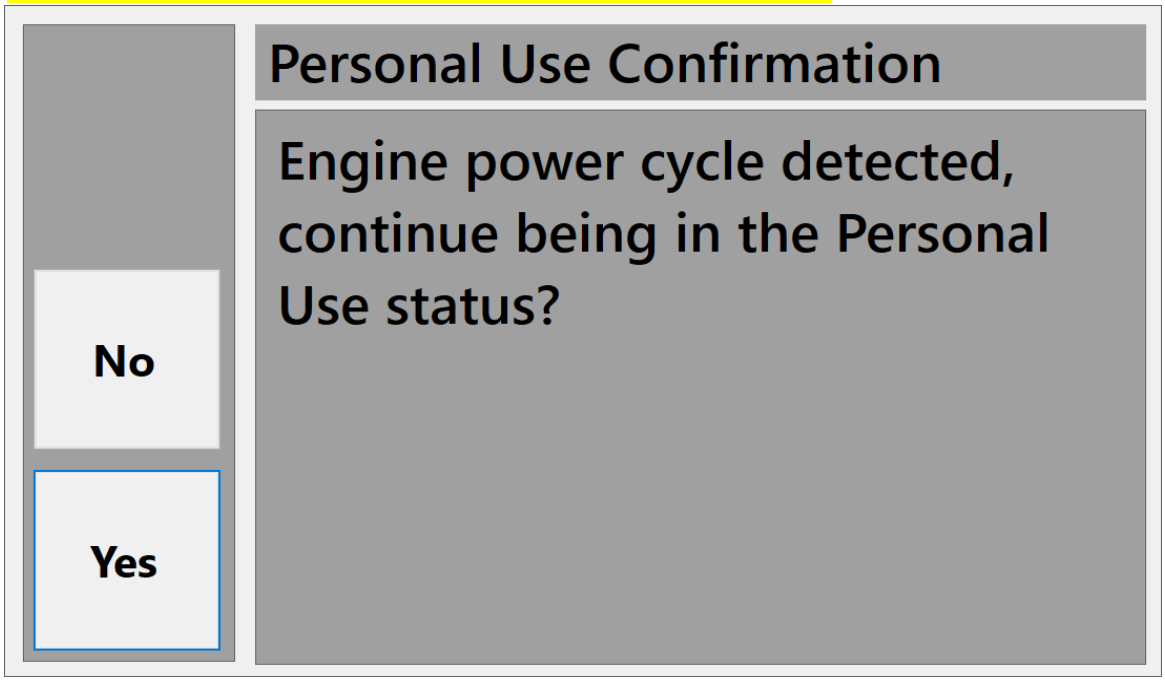


From this page you will be able to see all of your added events.
You may choose to **Add Event** or **Edit Event** (only if needed).
Press **Close** to return to the home screen.
Note: If you missed an entire shift, you will need to add two events: one for the opening punch and another event for a closing 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**)

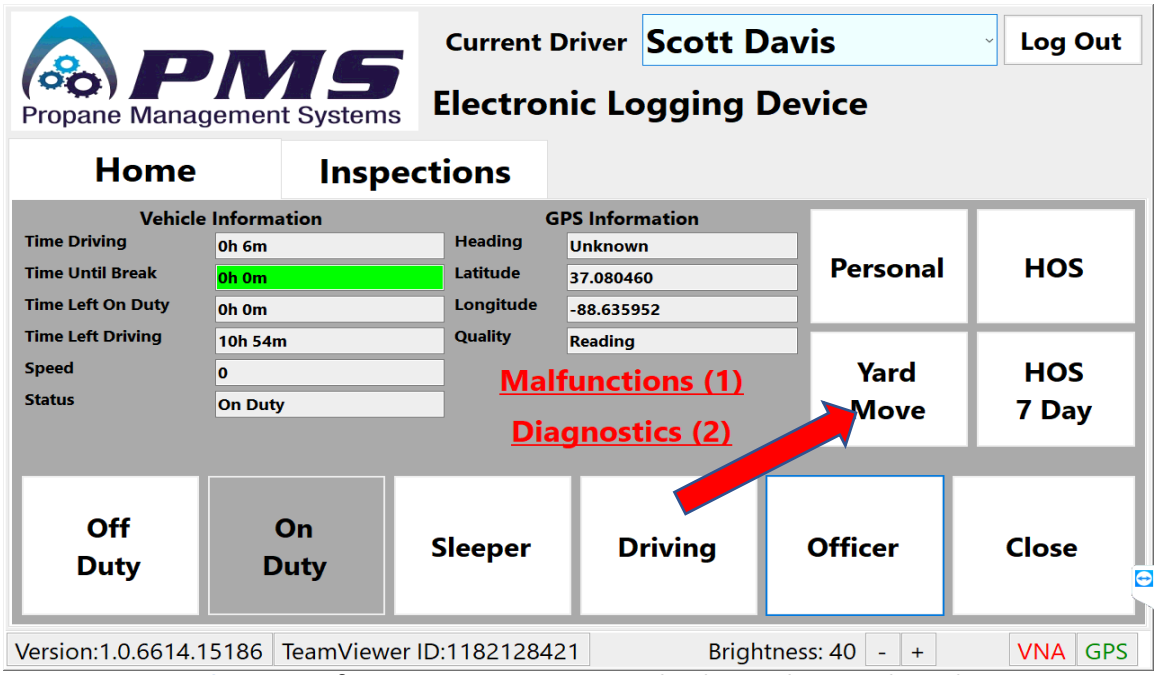
Note: If you Press **No**, you will still be "Off Duty".



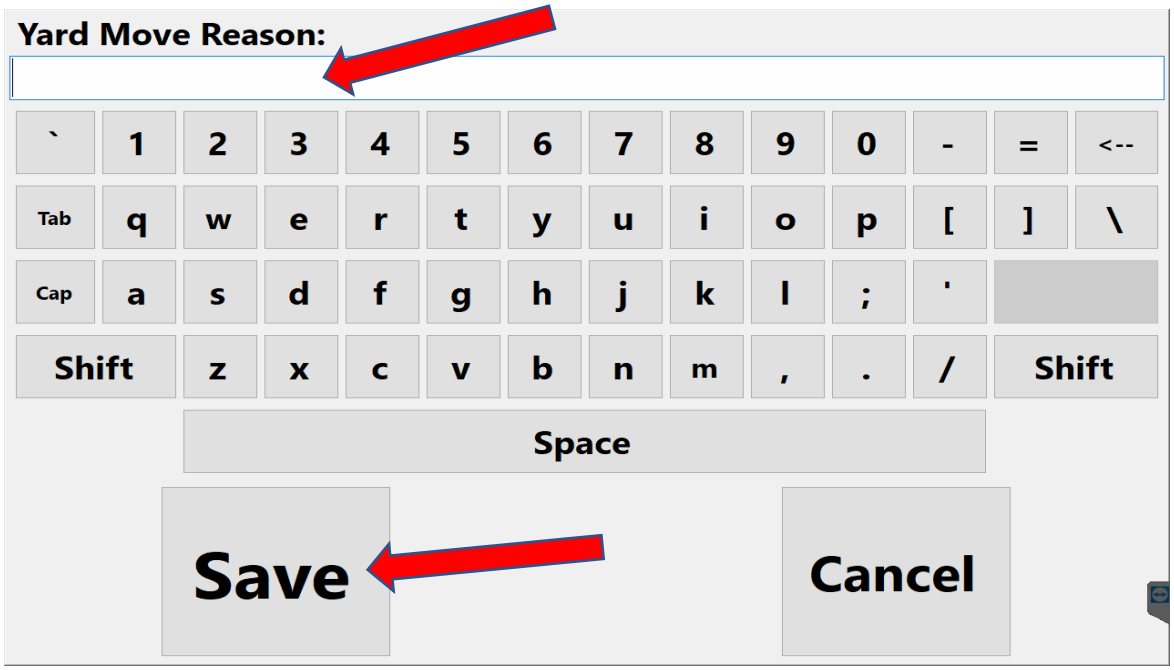
***Automatic Switching of Duties May Occur if:**

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**".

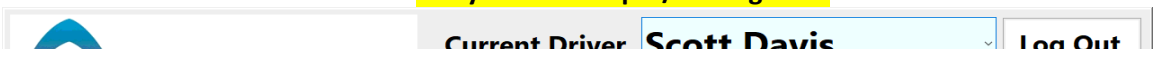
Note: Once your status is set to "**Driving**", you must come to a complete stop for **3 seconds** before you can change your status.

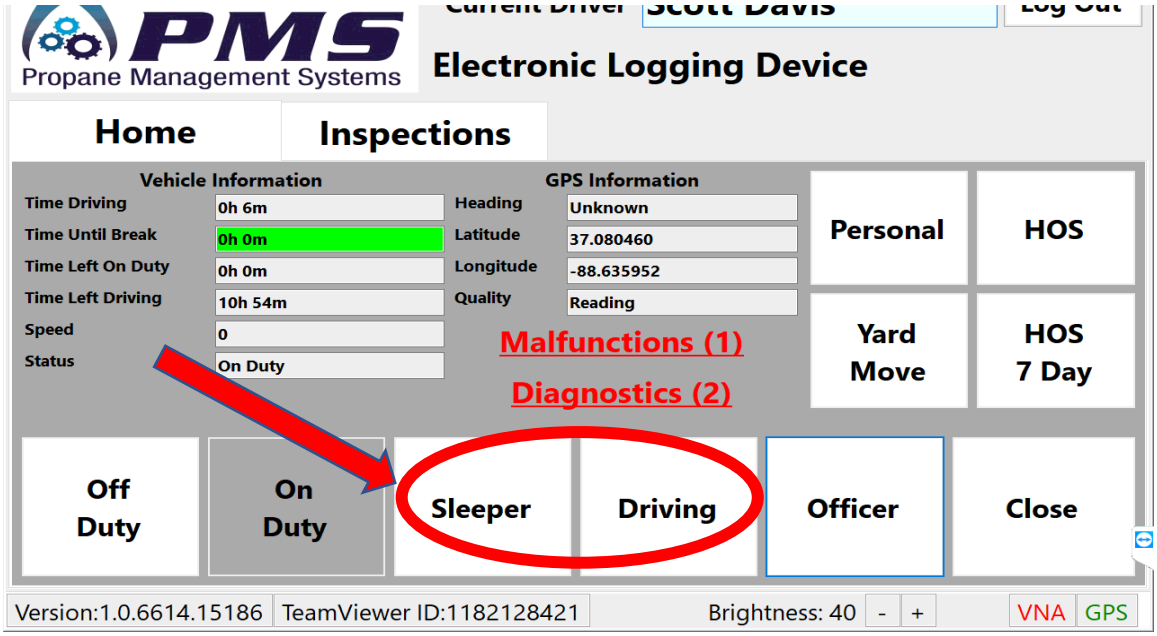


Press on **Yard Move** if you are moving a vehicle within a plant lot.
Note: All yard moves must be recorded since the truck computer will record a change in GPS location.

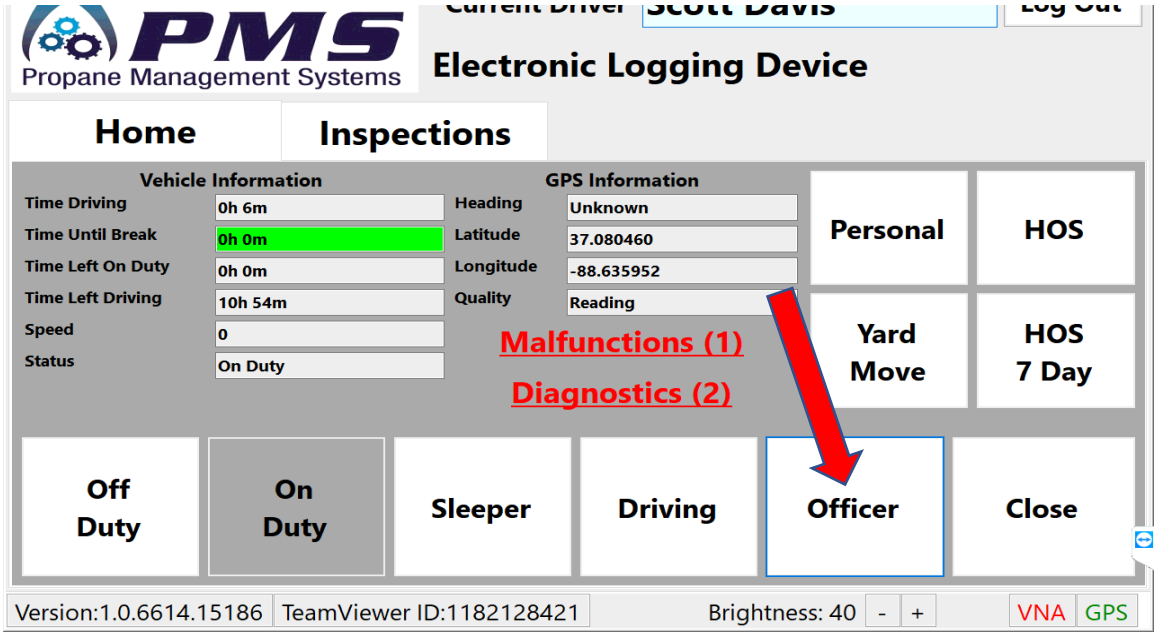


Type in your **Reason** for a Yard Move and Press **Save**.
Note: If you are on "**Yard Move**" and turn the **engine off**, when you turn the **engine back on** you will NOT be asked if you are still on "**Yard Move**".
Your status will automatically change to "**On Duty**".
DutyStatus: Sleeper/Driving

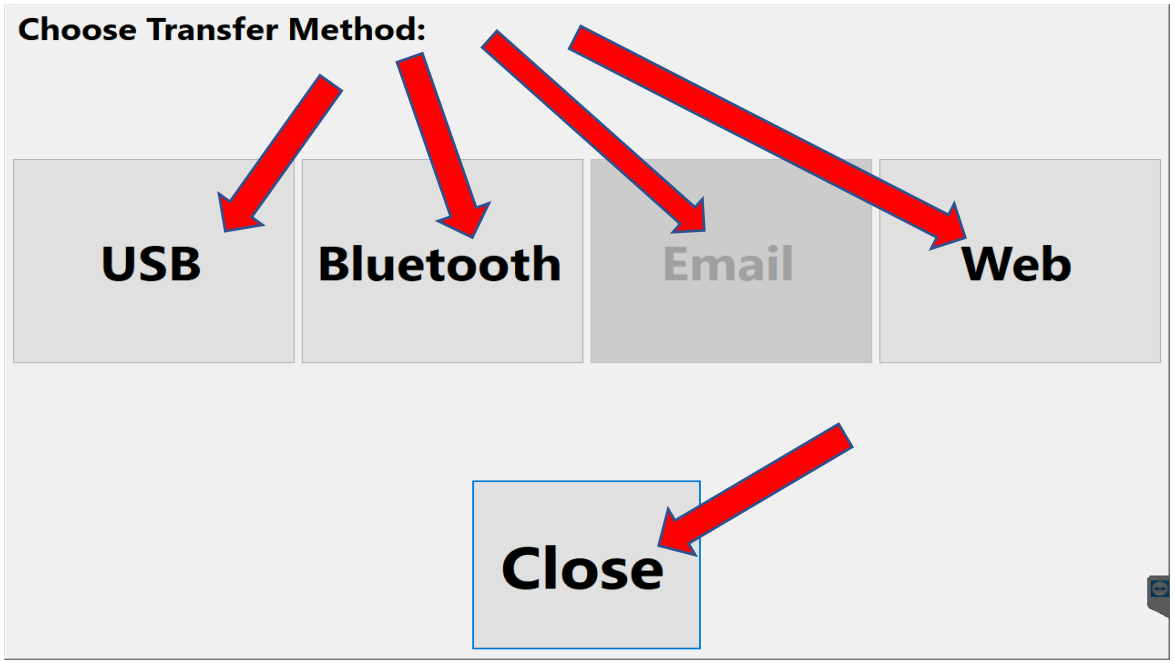




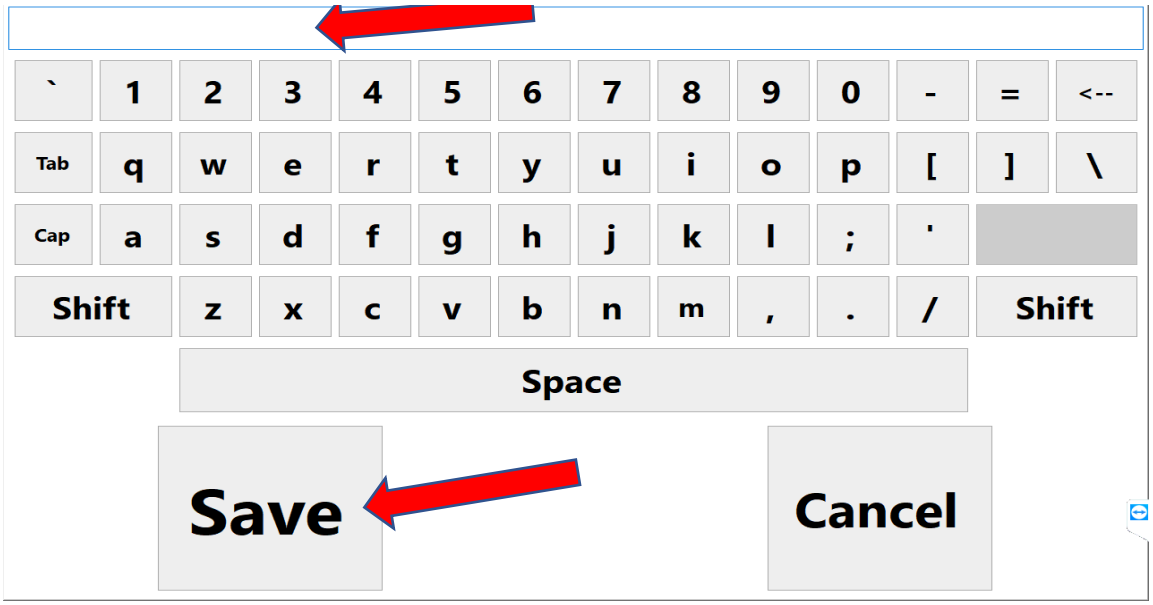
Press on **Sleeper** or **Driving** to record your current status.
Note: All changes will be recorded in your HOS log.



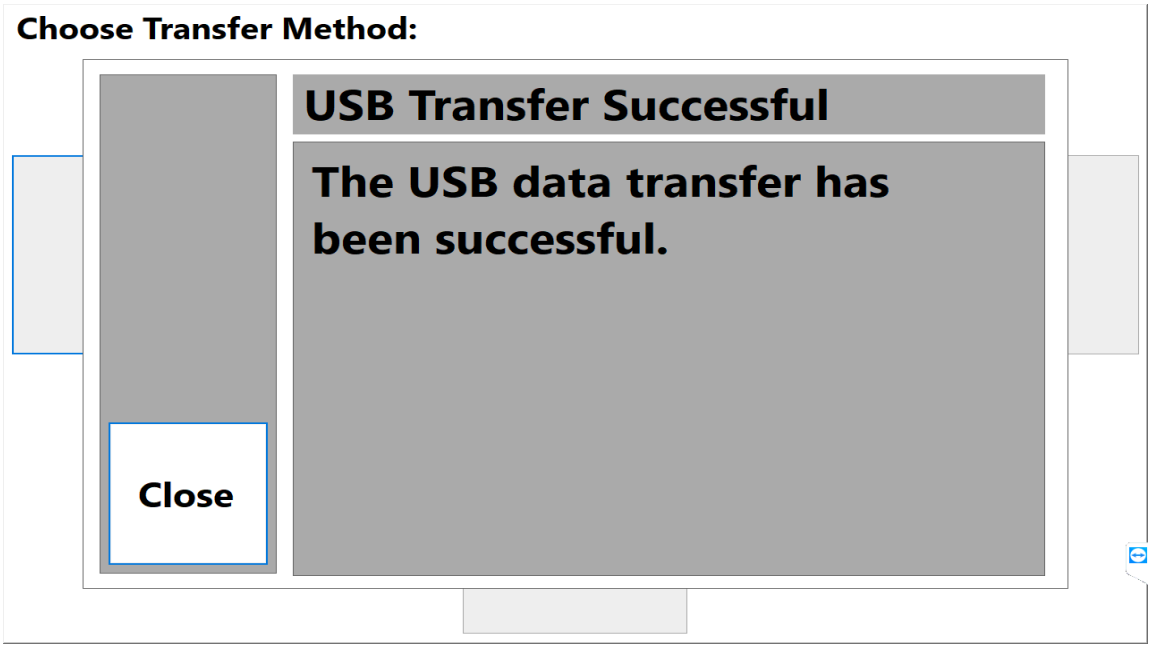
If a DOT Officer wishes to Transfer data, Press **Officer**. Also be prepared to show HOS 7 Day.



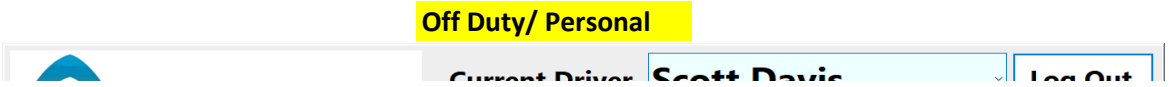
Select which **method** of data transfer the officer requests.
You will be automatically directed to the next page.
You may Press **Close** to return to the Home screen.
For further "Officer" instructions, refer to appendix A (in the back of the manual).

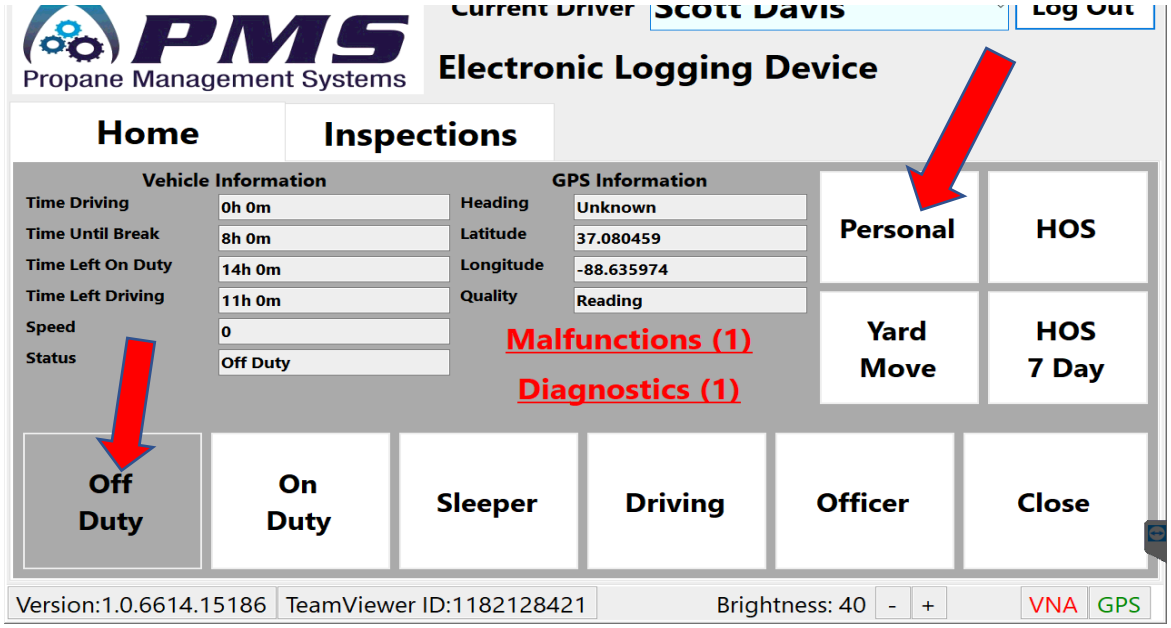


Enter a comment for the data transfer and Press **Save**.



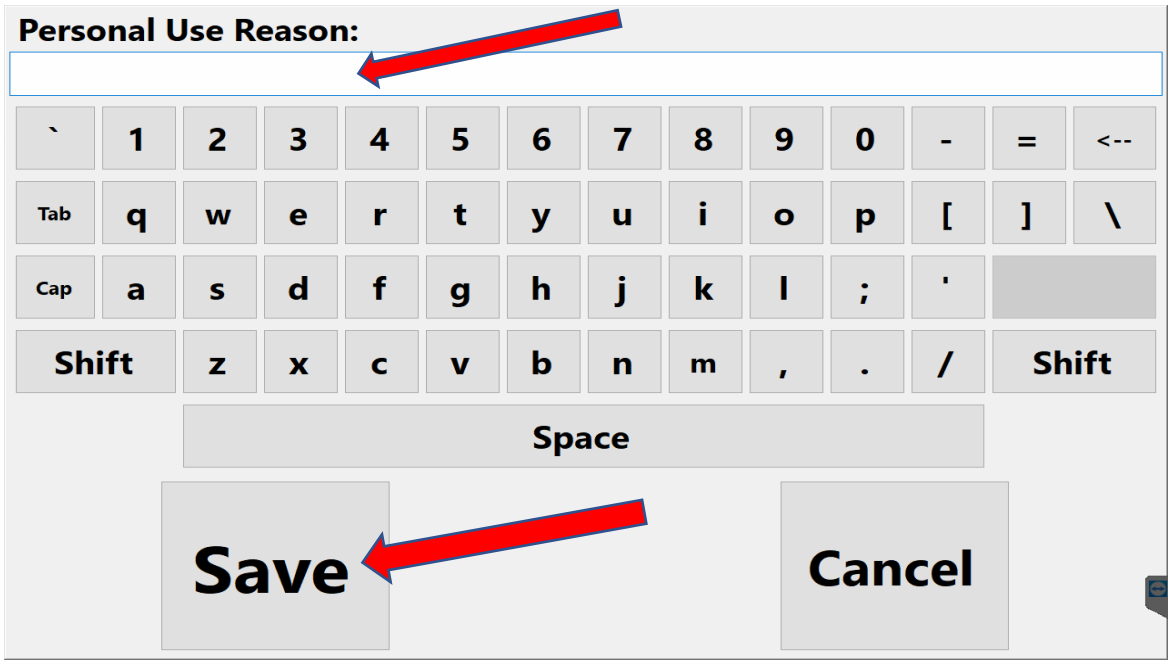
Once your data transfer is confirmed, Press **Close**.



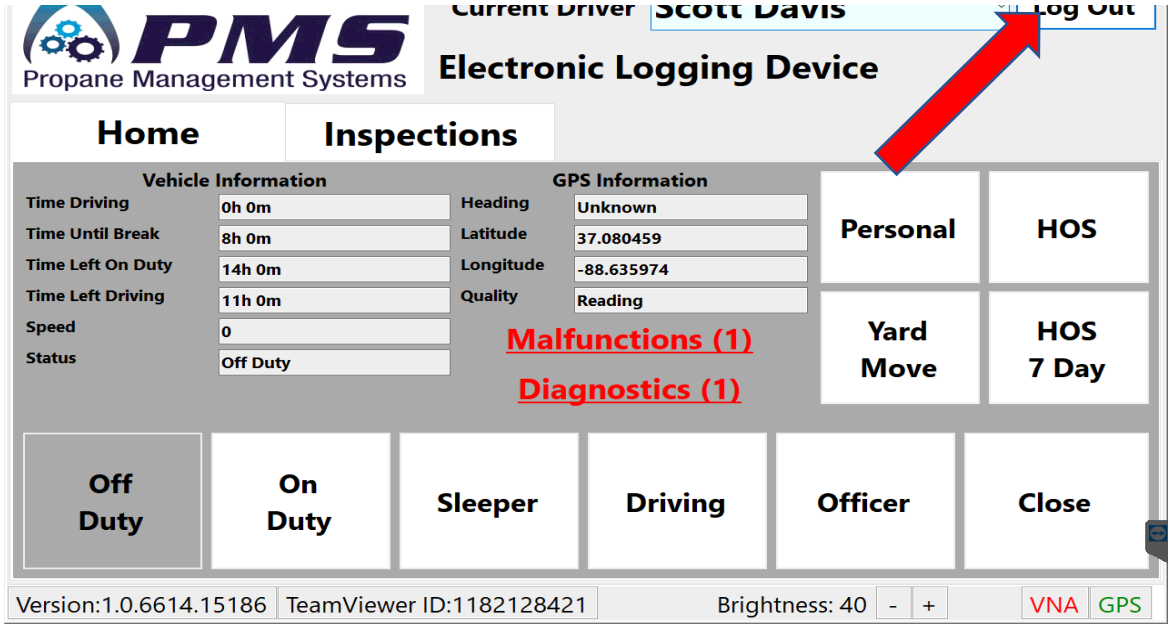


Press **Off Duty**, then Press **Personal**.

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

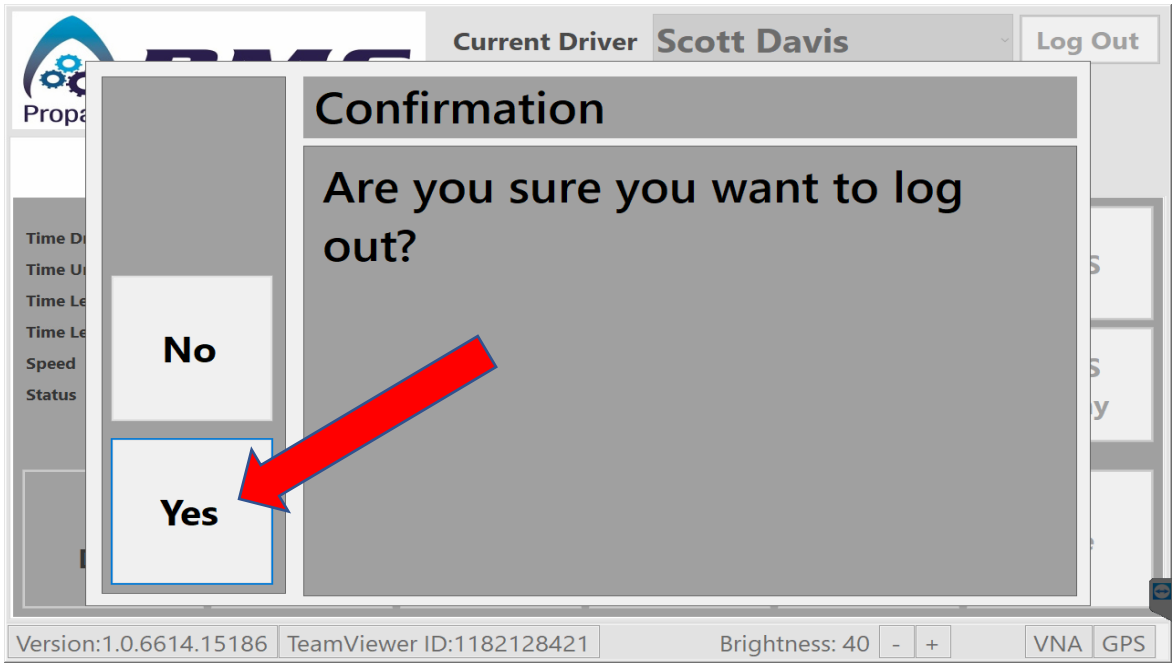


Type in a **reason** for your Personal time and Press **Save**.



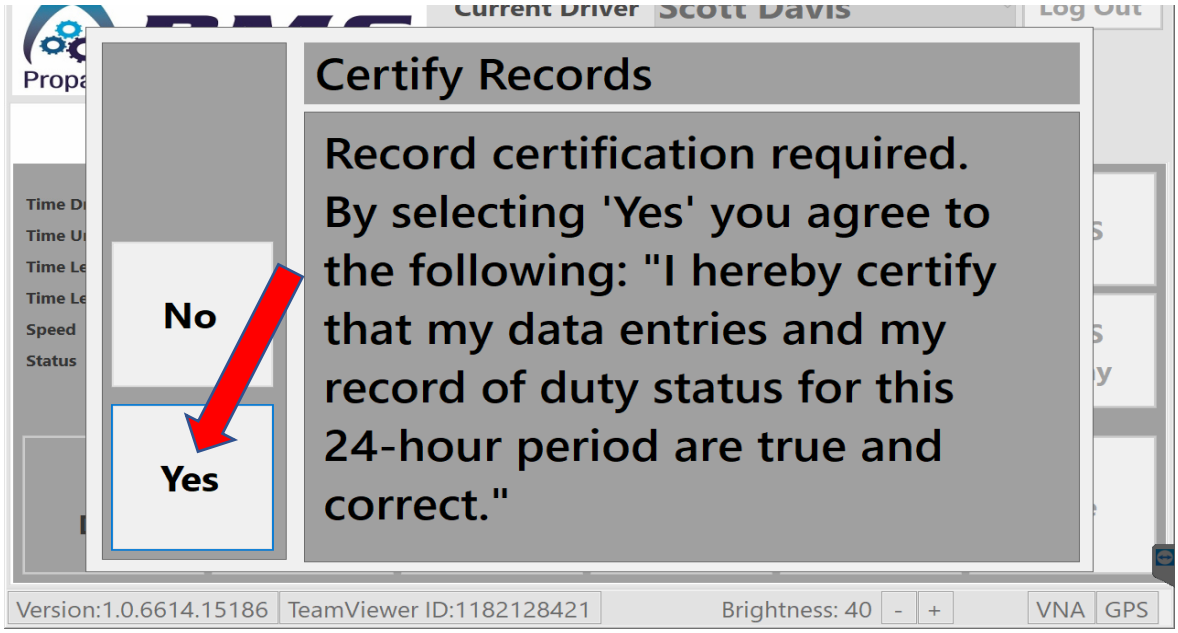
Press **Log Out**.

Note: You must be "Off Duty" to be able to select "Log Out".



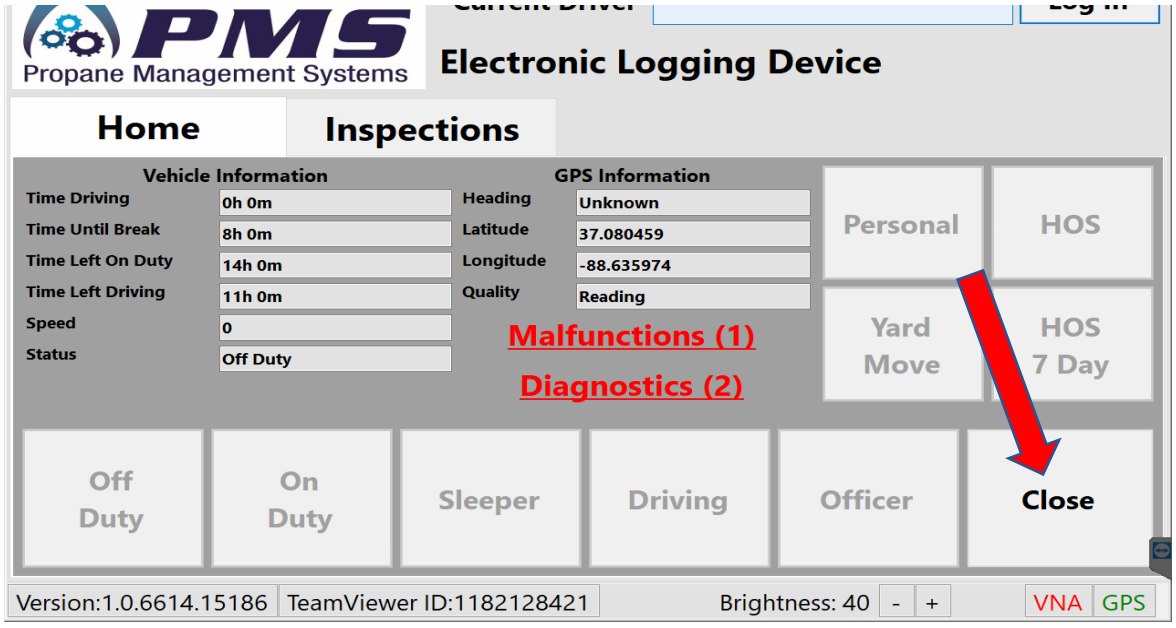
Press **Yes**.

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.

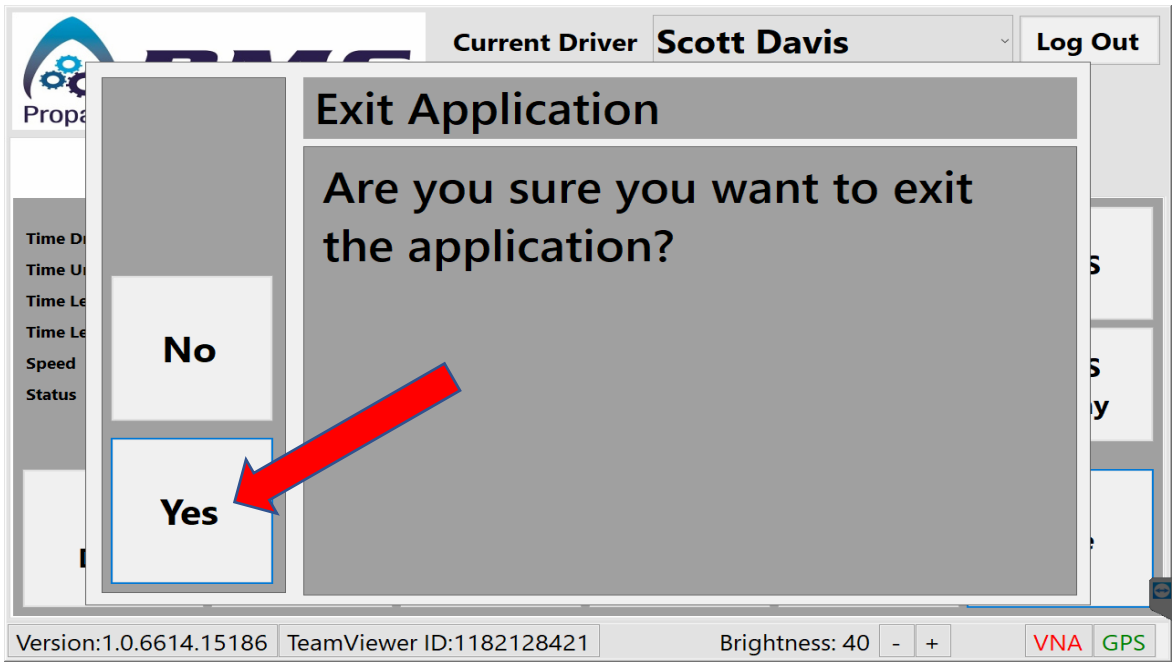


Press **Yes**.

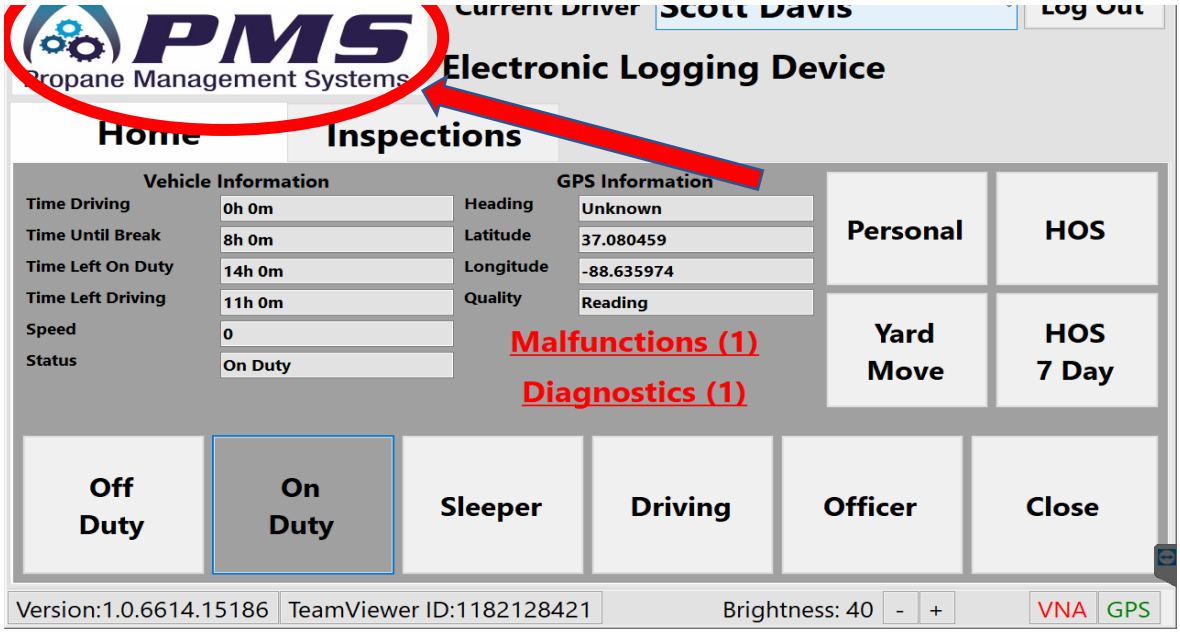
Closing Application



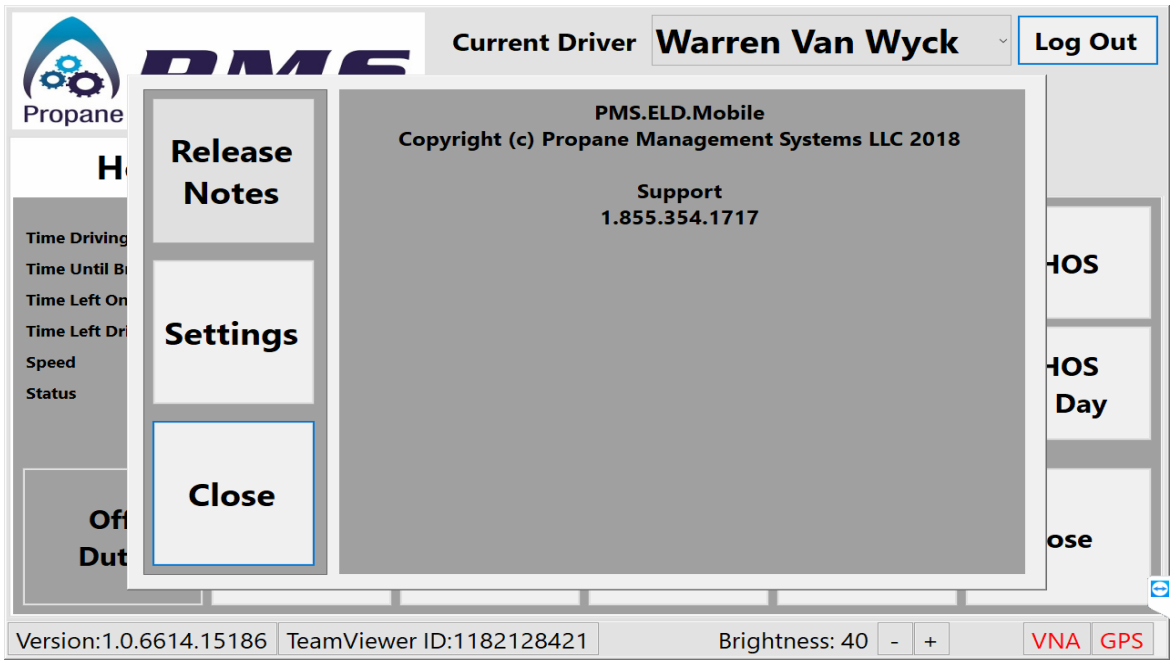
Press **Close**.



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

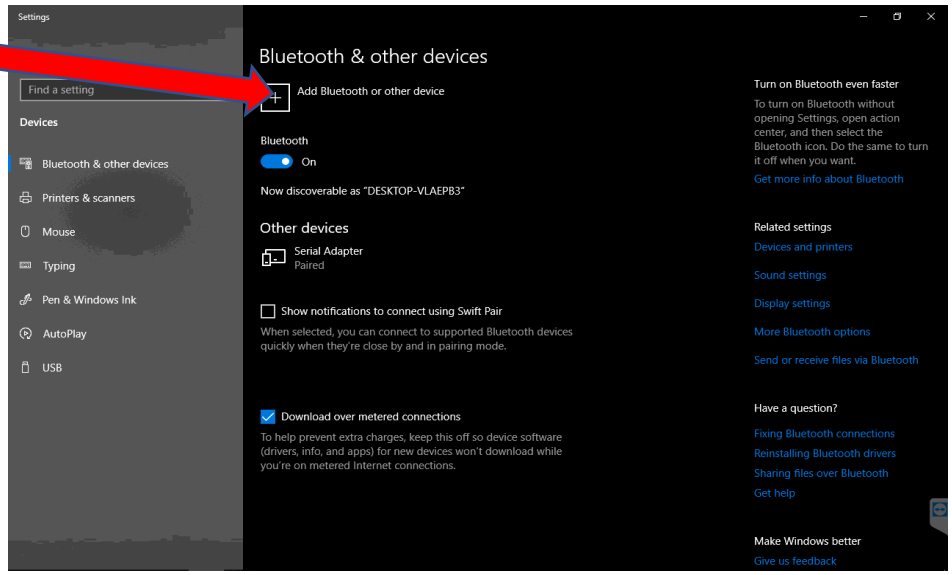
If you are pulled over by a DOT officer, you may transfer data in 3 ways using the "**Officer**" button. The instructions for each are listed below:

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