DQT ELD User Guide

Version 1.4

Date: May 19th 2017



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1) Using ODTMobile – Drivers

a) Logging In

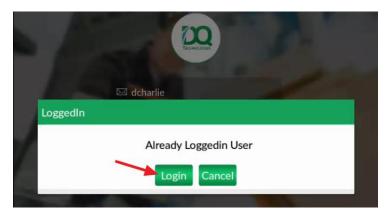
i) Staying logged in

When logging into ODTMobile, check the 'Keep me logged in' box. Having this checked will allow you to minimize and maximize the app without needing to log back in each time



ii) If logged in somewhere else...

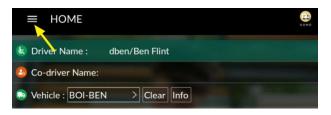
In situations where you were logged into one device and didn't log out and you attempt to log in from a different device, you will receive the following message:



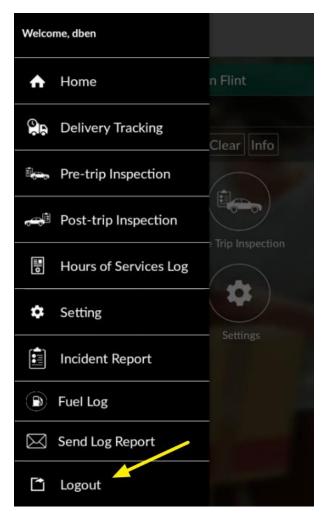
Simply Click the 'Login' in button and this will log you out of the first device and log you into the device you are attempting to log in from at that time.

iii) Logging out

When you are ready to log out of the device you are currently using, Click the Menu symbol in the upper left hand corner of the screen you are in:



Then select the 'Logout' option at the bottom of the menu list:



iv) Alerts for Certifying Records and Assuming Unidentified Records

In the event that you have Duty Log records that have not been certified or are unidentified, when you log in or out of ODTMobile, you will receive the following 'Action Required' notice:

| | Delivery Tracking | | |
|---|----------------------|----------|------|
| | | \frown | |
| | Action Required On | | |
| ŀ | Certified Records | | View |
| | Unidentified Records | | View |
| | | Not now | |

You can choose to view the records or you can click the 'Not Now' button and continue to log in or log out without addressing the certified or unidentified records.

b) Selecting your Vehicle

i) Staying assigned - even when logged out, user will stay associated until cleared Log in using your assigned user name and password.

To select your vehicle, choose the 'Select Vehicle' option.

The vehicle, once selected will stay associated with the driver until the vehicle is cleared and another vehicle is chosen

ii) Clearing Vehicle - pushing the clear button

To clear the selected vehicle choose the 'Clear' button

You are then prompted to choose the location associated with the vehicle. Once you have selected the correct location choose Next.

| Seeco Verizon 💎 | 7:58 AM | | |
|-----------------|------------------------|----------------|------|
| = | HOME | ଷ୍ | 3.00 |
| E Driver Na | me: Jodi/Jodi | Alattia | |
| Co-Drive | Name: | | |
| Vehicle: | Select Vehicle | Clear | Info |
| Delawy Taske | Pri Tro Huger Stor | Fort Tay Innor | |
| Horn of Senser | | roders for |) |
| Furthog | | | |
| | end have the game that | | |

To select all locations, choose the select all option

| Geeco Verito | on 🗢 8:00 AM | • |
|--------------|--------------------------------|--------------|
| < | VEHICLE INSPECTION | 4 |
| 😵 sei | LECT LOCATION | |
| | | Select All 📰 |
| 🕹 DQ B | loise | |
| 8 DQ C | edar Park | 7 - |
| & DQ Ir | sdia | - |
| 🔒 DQ S | an Antonio | |
| 2 ZZDe | active | - |
| | | |
| | | |
| | | |
| | | |
| 6 | Next | |
| and a | Print Print Die Harten Technol | |

Select the vehicle from the list

The Driver name is populated with the user logged in on the device.

To enter trailer information, enter the name of you trailer(s) then choose next.

| aando 260500 - 2 | 2 8:20 AM | ° 💻 |
|-------------------------------|--|-----|
| < | VEHICLE INSPECTION | |
| | | |
| SELECT | VEHICLE | |
| | | |
| Vehicles: | | |
| test0000; | 9 🔹 DCI-Jedi | |
| ● BC -Aar | un 📌 🕈 BCIMUR | |
| ● EC ISE | 4 | |
| Driver: Enter driver | rame | |
| | | |
| Please selec | ct no. of trailers: | |
| trailer 97 | | |
| Enter Inster | Name | |
| Enter Trailer | Name | |
| | | |
| | | |
| | Next | |
| | NAMES OF TAXABLE PARTY OF TAXABLE PARTY. | |

iii) If vehicle already assigned - message to kick off previously assigned user

If the vehicle you selected is already assigned to another working device you will receive the following message



Select Ok and choose next and the driver you selected will be logged out of that vehicle

| riv nte | • Driver name: Dben is already associated with the vehicle. |
|------------|---|
| eas | Ok |
| ter | Trailer Name |
| iter | Trailer Name |
| iter | Trailer Name |
| | |
| | Next |
| | Powered by:- DQ Mobile Technologies |

If you chose that vehicle in error select ok on the Warning message box and then choose a different vehicle and choose the Next button.

iv) Unidentified Driver Alarm - Driving without logging in

If someone starts to drive a CMV with ELD without logging in and selecting that vehicle, an alarm will sound and a message will appear on the last device used with that vehicle.

c) Navigating to the Hours of Service Screen

There are two ways to navigate to the Hours of Service Screen. The first option is the Hours of Service Log Icon on the home screen.



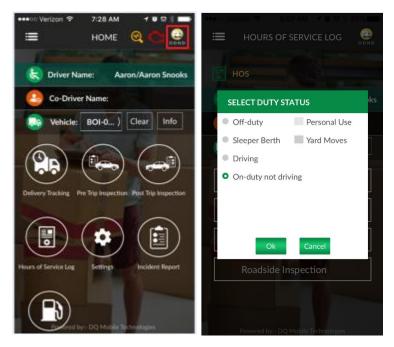
The second option is to press the dropdown menu selection button on the top left hand corner of the screen, then select Hours of Service Log from the dropdown list.



d) Duty Status Menu

i) Changing Duty Status -

There are two ways to change the Duty Status. The first way is to select the small truck icon in the top right hand corner of the screen, this will bring up the options that you can select for duty status.

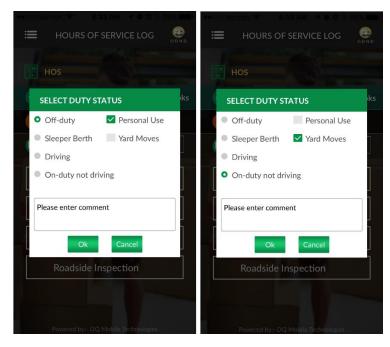


The second way to change duty status is to navigate to the Hours of Service Log screen, then select the Duty Status option, this will bring up the select duty status window.

| •••••• Verizon ♥ 7:28 AM | | HOURS OF SERVICE LOG | ND |
|--|---|---|----|
| E Driver Name: Aaron/Aaron Snooks | HOS | Ноз | |
| Co-Driver Name: | S Driver Name: Aaron/Aaron Snooks | SELECT DUTY STATUS | |
| Vehicle: BOI-O) Clear Info Clear Info Info Clear Info Clear Info Info Clear Info Info Info Info Info Info Info Info | Co-Driver Name: Vehicle: BOI-0) Clear Info Duty Status Shipping Info Driver Log | Off-duty Personal Use Sleeper Berth Yard Moves Driving On-duty not driving | |
| Hours of Service Log Settings Incident Report | Roadside Inspection | Roadside Inspection |] |

ii) Indicating Personal Use or Yard Moves

From the Duty Status Menu, you can indicate Personal Use of the Vehicle and Yard Moves. In order to indicate Personal Use of a Vehicle the Duty Status must be Off-Duty, then you will have the option to select personal use and insert a comment. To indicate Yard Moves of the vehicle the status must be On-Duty not driving, and that gives you the option to select Yard Moves and add a comment.



iii) Automatic Duty Status Changes

The standard operating procedure is to have the driver manually change their duty status. Whether that be from "Off-Duty" to "On-Duty not driving" in the morning when they first get to work, "On-Duty not driving" to "Driving" when they start their run, or "Driving" to "On-Duty Not Driving" when they arrive at a stop location.

There are automatic duty status changes that can take place if a driver forgets to manually change their Duty Status. For example, if a driver arrives at a stop and forgets to change their duty status from "Driving" to "On-Duty Not Driving" The Hours of Service System will automatically change the status for them. This is a backup measure and the drivers should always try to changed their status manually to assure accuracy.

e) Viewing/Setting Shipping Info

i) Shipping Document

| Image: Hours of SERVICE LOG Image: Hours of SERVICE LOG Image: Hours of SERVICE LOG Image: Hours of Service Log Image: Hours of Service Log Image: Hours of Service Log Image: Hours of Service Log Image: Hours of Service Log Image: Hours of Service Log Image: Driver Name: Jk/Jill Kinman Image: Driver Name: Jk/Jill Kinman Image: Driver Name: Jk/Jill Kinman Image: Co-Driver Name: Image: Co-Driver Name: Image: Co-Driver Name: Jk/Jill Kinman Image: Vehicle: Jills Pathfinder Image: Co-Driver Name: Image: Co-Driver Name: Jk/Jill Kinman Image: Vehicle: Jills Pathfinder Image: Co-Driver Name: Image: Co-Driver Name: Jk/Jill Kinman Image: Vehicle: Jills Pathfinder Image: Co-Driver Name: Image: Co-Driver Name: Jk/Jill Kinman Image: Vehicle: Jills Pathfinder Image: Co-Driver Name: Image: Co-Driver Name: Jk/Jill Kinman Image: Driver Log Image: Co-Driver Name: Image: Co-Driver Name: Image: Co-Driver Log Image: Co-Driver Name: Image: Co-Driver Name: Image: Co-Driver Name: Image: Co-Driver Log Image: Driver Log Co-Driver Sature Image: Co-Driver Name: Im | •••••• Verizon 🗢 4:22 PM 🕈 🕫 🖇 100% 💴 🕂 | ●●○○○ Verizon 🗢 4:22 PM 🕈 🛛 🖇 100% 💳 🕂 | ••••○ Verizon 🗢 4:23 PM 🕈 🗸 🕉 100% 💴 + |
|--|---|--|--|
| Image: Solution of the second seco | HOURS OF SERVICE LOG | K HOURS OF SERVICE LOG | K HOURS OF SERVICE LOG |
| Image: Solution of the second state | | | |
| Co-Driver Name: Co-Driver Name: Co-Driver Name: Co-Driver Name: Co-Driver Name: Co-Driver Name: Co-Driver Name: Clear Info Shipping Info Duty Status Driver Log Driver Log Co-Driver Name: Co-Driver Name: Clear Info Shipping Info Clear Info Cl | HOS | HOS | HOS |
| Wehicle: Jills Pathfinder > Clear Info Shipping Info Shipping Info Trip ID 2717 Driver Log Cancel Submit | 侯 Driver Name: Jk/Jill Kinman | | 😸 Driver Name: Jk/Jill Kinman |
| Shipping Info Shipping Info Duty Status Trip ID 2717 Shipping Info Cancel Submit | Co-Driver Name: | Co-Driver Name: | Co-Driver Name: |
| Duty Status Trip ID 2717 Shipping Info Cancel Submit Driver Log Cancel Submit | Vehicle: Jills Pathfinder Clear Info | | |
| Shipping Info Image: Cancel Submit Image: Cancel Submit Driver Log Cancel Submit Image: Cancel Submit | | Shipping Info | Shipping Info |
| Driver Log Cancel Submit | Duty Status | | Trip ID 2717 |
| | Shipping Info | | |
| Roadside Inspection Roadside Inspection | Driver Log | Cancel Submit | Cancel Submit |
| | Roadside Inspection | | Roadside Inspection |
| Powered by- DQ Mobile Technologies Powered by- DQ Mobile Technologies Powered by- DQ Mobile Technologies | | Descend by DO Malia Technologian | Prosend by: DO Mabile Technologies |

Select Shipping Info from the Hours of Service screen. A notes screen will populate, enter trip ID or other helpful Shipping Info notes here

In the future DQ plans to use a stored procedure to pull from current Trip ID

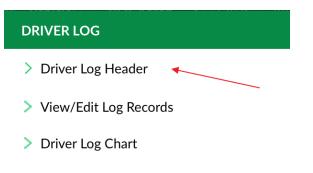
f) Driver Logs

i) Driver Log Header

To access driver logs, choose Hours of Service Log, then choose Driver Log



Choose driver log header to see information about the driver, current location, miles, odometer readings, etc.



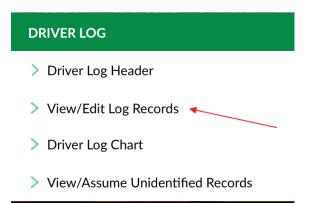
> View/Assume Unidentified Records

The driver log header provides information such as carrier information, driver name, number of miles driven, truck and trailer information, etc.



ii) View/Edit Log Records

Choose View/Edit Log records to view, edit, and certify Log Records.



Eight days of log records are available from the mobile device. Just use your finger to scroll up or down on the View Edit Log Records Screen to see the days available to view.

To certify log records, choose the Certify button

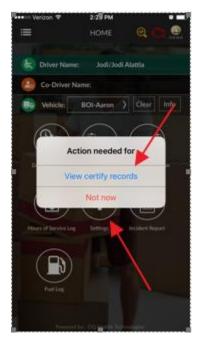
| < | | | VIEW/EDIT | LOG RECORDS | | 0 | | | | | | |
|-------------|---------------|------------------|-----------|-------------------|--------|-----------|------------|------------------|------|----------------------|----------------|---|
| Time | Location | Odometer | Eng His | Event Type/Status | Origin | Asset# | 2:57:50 PM | Meridiani | 10 | VBIO | 6.0 | |
| | | | 02/ | 13/2017 | | Certify | 2:57.46 PM | Mendian | m. | | 60 | |
| 12-21-31 PM | Meridian, ID. | 2690 | 0.0 | Lugn | Driver | BOI-Aaron | PM D | | 0.0 | 3.ngiñ | Driver | |
| 19 38 15 AM | Meridian, ID. | 9257 | 0.0 | Login | Driver | BOI-Juil | | | | | and my reco | |
| | | | | 99/2017 | | Certify | anty | identices from a | | -hours perso West | od are true ar | |
| 40455 PM | Meridian, ID, | 9199 | 0.0 | Logout | Driver | BOI-Joil | 1 | | | Ready | | |
| | | | | 38/2017 | | Centry . | | | TACK | neauy | | - |
| 2:57:50 PM | Meridian, ID, | 9180 | 0.0 | Login | Driver | DOI-Jos | | | A | gree < | - | _ |
| 2 | EventLo | <u>52/15/2</u> (| ails sav | ed | | | | | | | | |

If you are ready to certify choose 'Agree', if you are not ready, choose 'Not Ready'.

Choosing not ready will take you back to the View\Edit Log Records. Choosing agree will certify the records. Once the records are certified, you will receive a message that the event log was saved successfully.

The driver will be notified at login of uncertified log records and will continue to be notified until all log files are certified.

To certify the records, choose View Certify Records. If you do not want to certify records at this time choose Not Now.



a. Viewing Comments on Records – not available

To view comments, press and hold any section in each log record.

| < | | | VIEW/EDIT | | | |
|------------|---------------|----------|-----------|---------------------|--------|---------|
| Time | Location | Odometer | Eng Hirs | Event Type/Status | Origin | Asset# |
| | | | 02/3 | 20/2017 | | Contry |
| 354.06 PM | Meridian, ID, | -1418 | 00 | log n | Driver | BOI-Jed |
| 15138 PM | Meridian ID | P643 | 0.0 | Login | Driver | BOI-IN |
| | | | | 17/2017 | | Certify |
| 7 48:52 AM | Meridian, ID, | .9369 | 0.0 | On-duty not driving | Driver | BOI-Jod |
| 7.48.37 AM | Miridian, ID. | 1369 | 00 | Login | Driver | DOI-Jod |
| | | | | 16/2017 | | Certify |

Once released the Event Update screen opens.

From the Event Update screen, you can add\edit driver comment and insert a new log event or edit an existing event.



Choose to add\edit a comment

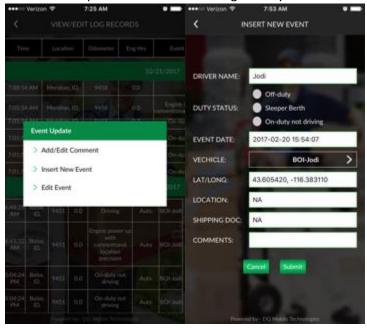
Press in the message box and the keyboard appears to enter a new comment or edit an existing comment that existed on the log event. Once you enter the comment press Done on the keyboard and choose Submit. Press cancel to delete changes.



Choose to insert New Event to add log events. Enter the new log event information and once you are finished choose submit.

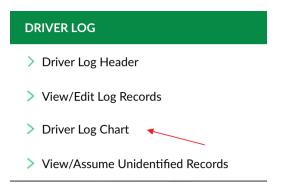
| ●●>> Verlizon ♥ | 7:49 AM | |
|-----------------|---|---|
| < | INSERT NEW EVENT | |
| | | |
| | - | |
| DRIVER NAME: | ibot | _ |
| DUTY STATUS: | Off-duty | |
| DUTT STATUS: | Sleeper Berth On-duty not driving. | |
| EVENT DATE | 2017-02-21 07:01:55 | |
| VECHICLE | BOI-Jodi | > |
| | - | - |
| LAT/LONG: | 43.605470, -116.383290 | _ |
| LOCATION: | | |
| SHIPPING DOC | NA | |
| COMMENTS: | | |
| | | |
| | Cancel Submit | |
| | | |
| | | |
| | red by - DQ Million Technologies | |

Make sure to press and hold on the log event you wish to change and choose 'Edit Event'.



Once your changes have been made to the existing log event choose 'submit'.

To view driver log records, choose Driver Log Chart



Eight days of history is stored in the driver log chart to scroll though the history use the left and right carrot to view each day

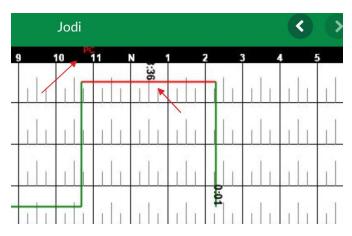
| < | | | | | | | | | | | | | | | | | [| DF | ĸ١ | /E | R١ | 0_ | G | C | 47 | ٩R | т | | | | | | | | | | | | | | | | |
|--------------|-----|-----|----|----|-----|---|----|---|---|-------|---|-----|---|---------|---|---|---|----|----|----|----|-----|----|-----|----|----|---|---|-----|---|---|-----|---|-----|---|---|---|----|----|----|---|---|-------------------|
| Feb : | 14 | , 2 | 20 | 17 | 7 | | | | | | | | | | | | | | | | | loc | it | | | | | | | | | | | | | | | | | C | < | | > |
| , Feb 14, 20 | 117 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 4 | |
| OFF Duty | | | d | 2 | ılı | 3 | Ĭı | 4 | 1 | | 6 | ı İ | 7 | ılı | 8 | h | 9 | | 0 | 11 | ľ | | | ıĥ | 2 | ĥ | 3 | 4 | ılı | 5 | | | 7 | ň | 8 | h | 9 | 10 | ıĥ | 11 | | | Hours (MI 0:00 |
| Sleeper | | | i. | | ılı | | ĥ | | 1 | | | | | ili | | ĥ | | | | | | | | ılı | [| 6 | | 1 | ılı | | | | | ılı | | h | | Π | iĥ | | 1 | Π | 0:00 |
| Driving | | 1 | i | 1 | ili | 1 | Îī | 1 | 1 | I | 1 | | 1 | ı. İ | | Ĩ | | | 1 | | ĥ | | Ē | íĥ | 1 | h | | | ili | | 1 | ı. | | ılı | 1 | h | | | ıĥ | 1 | | | 0:00 (0) |
| ON Duty | | 1 | 1 | | | | 1 | 1 | 1 | 10:17 | 1 | 1 | 1 | | | 1 | | | | | h | | i. | ih | | h | | | ılı | | | i l | | ili | | h | | | ih | | h | [| 10:17 |
| (| 3 | 1 | | 2 | | 3 | | 4 | | 5 | 6 | | 7 | | 8 | | 9 | | 0 | 11 | | N | 1 | | 2 | 1 | 3 | 4 | | 5 | 6 | 5 | 7 | | 8 | | 9 | 10 | 1 | 11 | | | 10:17 |

(a) Changing day (8-day history), pinch, drag, etc.

You can zoom out on the driver log screen by spreading your fingers apart. To zoom in on the screen pinch your fingers together.

(b) Display of Personal Use/Yard Moves

The driver log displays all duty statuses for the assigned driver. Personal use and yard moves are noted on the Driver Log Chart.

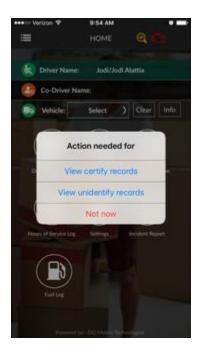


iii) View/Assume Unidentified Records

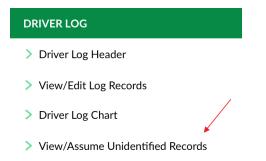
When a truck is operated without a driver logging in and selecting that vehicle, unidentified records are created.

When an unidentified driver record(s) exist, the driver is notified at login and logout and is presented with the option to view\assume the records.

In an attempt to identify the records, every driver who has driven that truck in the last 8 days is presented in the unidentified records message.



The driver can view and assume Unidentified Driver records from one the message presented at login\logout or from the Driver Log menu options.



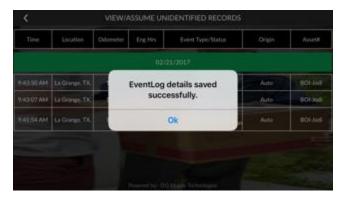
After choosing to view\assume all unidentified records are shown on the screen

| Time | Location | Odometer | Eng Hrs | Event Type/Status | Origin | Asset# |
|------------|----------------|----------|---------|---|--------|---------|
| | | | Ø | 2/21/2017 | | |
| 9:41:01 AM | La Grange, TX, | 137 | 23.0 | Engine shetdown with conventional location precision | Auto | DOI-Jod |
| P.43 50 AM | La Grange, TX | 117 | 23.0 | Do-duly not driving | Auto | DOHJor |
| 443 07 AM | La Grange, TX | 137 | 23.0 | Driving | Auto | BOHJor |
| 24154 AM | La Grange, The | 137 | 23.0 | Engine power up with conventional location precision | Auto | BOI-Joe |

Press and hold the record you want to assume upon release choose Assume or Cancel

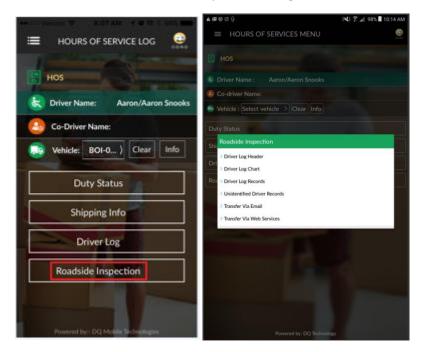
| | VIEW/A | SSUME U | INIDENTIFIED RECORDS | | |
|----------------|--------------------------------|-------------------|---|--|--|
| Location | Odometer | Erg.His | Event Type/Status | Origin | Auset# |
| | | | | | |
| | 117 | 23.0 | Englise sheldown with conventional location precluon | | BOHIst. |
| La Grange, Tar | | | | Auto | POR Sol |
| La Grange, Th | | | | Add | 801-1016 |
| to Group and | | A | Issume | Auto | DOI-José |
| | | ¢ | Cancel | | |
| | La Grange, TX La Grange, TX | Location Odometer | Location Doometer Eng His Control 137 23.0 La Grange, TC 137 23.0 La Grange, TC 00 La Grange, TC 00 La Grange, TC 00 | 02/21/2017 La Grange, TX 132 23.0 Engon Weldown with Competitional Instation precision Congress T La Grange, T La Grange, T | Location Odoweter Erg His Event Type/Status Origin 02/23/2017 La Grange-TX 137 23.0 Ebgood drafdown with La Grange-TX 037 030 Ebgood drafdown with La Grange-TY 00 years watch to: La Grange-T La Grange-T La Grange-T La Grange-T |

Once the record is assumed you will receive the following message:



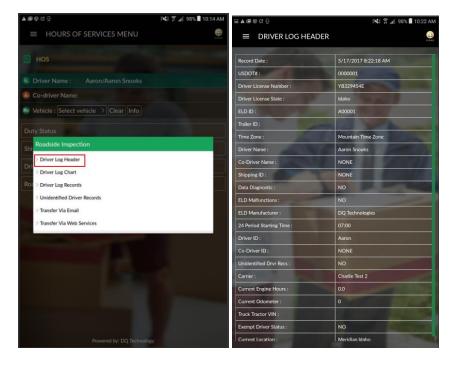
g) Roadside Inspection

To get to the Roadside Inspection go to the hours of service menu and select Roadside Inspection. All of the menus for Roadside Inspection are for viewing only except for Transfer via Email which lets you put in a note and send to an email of your choosing.



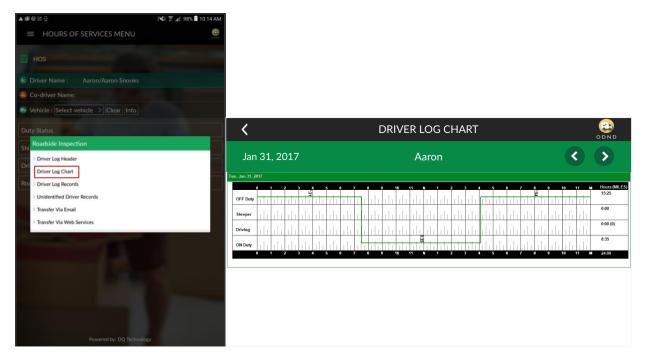
i) Driver Log Header

To open the Driver Log Header, open the Roadside Inspection menu and select Driver Log Header.



ii) Driver Log Chart

To open the Driver Log Chart, open the Roadside Inspection menu and select Driver Log Chart.



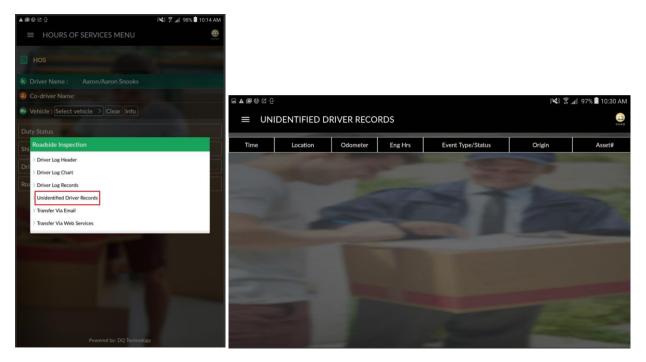
iii) Driver Log Records

To open the Driver Log Records, open the Roadside Inspection menu and select Driver Log Records.

| |) 🛠 🔋 📶 98% 🛢 10:14 AM | | | | | | | |
|--|------------------------|-----------|--------------|----------|---------|-------------------|--------|-----------------|
| ■ HOURS OF SERVICES MENU | @ | | | | | | | |
| HOS | | | | | | | | |
| S Driver Name : Aaron/Aaron Snooks | | | | | | | | |
| Co-driver Name: | | ▲ @ ଅ 🗄 | | | | | X | 👔 96% 🗋 9:26 AM |
| Vehicle : Select vehicle > Clear Info | = | ≡ DRIVER | LOG RECC | ORDS | | | | 03N0 |
| Duty Status | | Time | Location | Odometer | Eng Hrs | Event Type/Status | Origin | Asset# |
| Shi Driver Log Header | | | | | 17-M | lay-2017 | | |
| Dri > Driver Log Chart | 3: | :18 PM Me | ridian,Idaho | | | Login | Driver | BOI-Aaron |
| Ro: Driver Log Records | 3: | :04 PM Me | ridian,Idaho | 12 | -1.0 | Logout | Driver | BOI-Aaron |
| > Transfer Via Email | 3: | :04 PM Me | ridian,Idaho | 12 | -1.0 | Logout | Driver | BOI-Aaron |
| > Transfer Via Web Services | 3: | :03 PM Me | ridian,Idaho | | -1.0 | Login | Driver | BOI-Aaron |
| | 3: | :03 PM Me | ridian,Idaho | 12 | -1.0 | Logout | Driver | BOI-Aaron |
| Contraction of Con- | 2: | :30 PM Me | ridian,Idaho | 12 | -1.0 | Login | Driver | BOI-Aaron |
| | 2: | :30 PM Me | ridian,Idaho | | 0.0 | Logout | Driver | |
| the second second second second second second second second second second second second second second second s | 2: | :14 PM Me | ridian,Idaho | | 0.0 | Login | Driver | |
| | 2: | :06 PM Me | ridian,Idaho | | 0.0 | Login | Driver | |
| Powered by: DQ Technolo | 2: | :06 PM Me | ridian,Idaho | | 0.0 | Logout | Driver | |

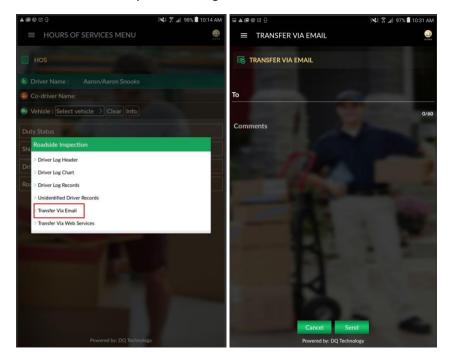
iv) Unidentified Driver Records

To open the Unidentified Driver Records, open the Roadside Inspection menu and select Unidentified Driver Records.



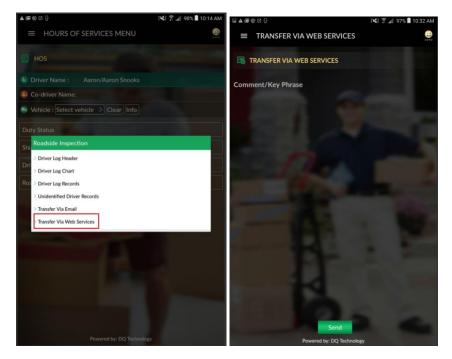
v) Transfer Via Email

To open the Transfer Via Email section, open the Roadside Inspection menu and select Transfer Via Email. The Transfer Via Email will send a Driver's Log Report and also lets you put in a note and send it to an address email of your choosing.



vi) Transfer Via Web Services

To open the Transfer Via Web Services section, open the Roadside Inspection menu and select Transfer Via Web Services. This section lets you Transfer a Driver's Log Report and add in a note and transfer it to the web service.



h) Exempt Drivers

Some drivers are exempt from ELD use, e.g. those subject to a short-haul exemption. (See FMCSA rules (395) for information on exemptions.)

When such drivers need to use a CMV which is equipped with an ELD, that driver still needs to login, using their own unique ID, but their account should be configured as Exempt. This exempt status will be displayed, briefly, when they log in or out. It will also be shown in the Driver Log Header screen.

Exempt drivers are required to login (and select the vehicle, if necessary), so that they are not counted as the Unidentified Driver. Excessive Unidentified Driving can lead to an Unidentified Driving Diagnostic.

Exempt drivers can show their Exempt status to a safety officer, using the Driver Log Header screen. This will show that they are not subject to HOS reporting requirements.

2) Using ODTMobile – Co-Drivers

a) Logging in (on Hours of Service screen)

From the Hours of Service screen, you can have a Co-Driver Log-in. Press the Co-Driver Name: line and this will bring up the Co-Driver Log-in Screen.

| ••••oo Verizon | |
|----------------|-----------------------------|
| | HOME Q C P |
| | rr Name: Aaron/Aaron Snooks |
| (2) Co-1 | Driver Name: |
| CO-DRIV | ER LOGIN |
| Usernam | 2: |
| Password | t |
| (12) | Login Cancel |
| | |
| | |

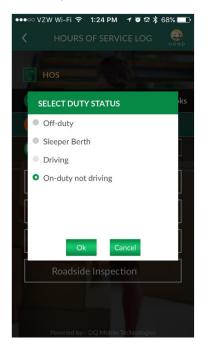
b) Using Co-driver Mode

You can access the Co-Driver Mode by tapping on the Co-Drivers name and bringing up the Co-Driver Options and then selecting Co-Driver Mode.



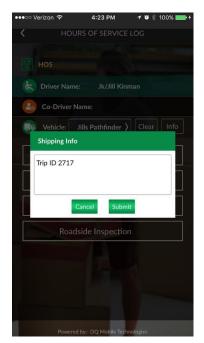
i) Changing Duty Status - No Driving, Personal Use/Yard Moves

While in Co-Driver Mode, The Co-Driver can select a duty status by selecting hours of service and then selecting Duty Status. The Duty Status Options for the Co-Driver are the same as the Driver except there are no options for Personal Use/Yard Moves.



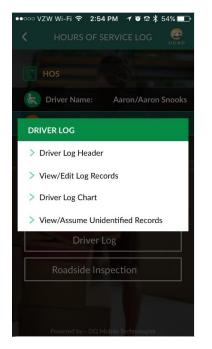
ii) Shipping Info

While in Co-Driver Mode you can enter in the Shipping Info the same way that you can as a driver.



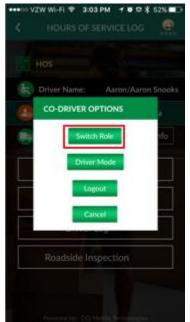
iii) Driver Logs

While in Co-Driver Mode you can view the Driver Log Header, View/Edit Log Records, View the Driver Log Chart and View/Assume Unidentified Records for the Co-Driver.



c) Switching to Driver Role

To switch the Co-Driver to the Driver, tap on the Co-Drivers name to bring up the Co-Driver Options and then Select Switch Role, This will swap the Driver to Co-Driver and the Co-driver to Driver.



d) Logging out

To Log out a Co-Driver, tap on the Co-Drivers name to bring up the Co-Driver Options and then Select Logout, This will logout the Co-Driver.



3) Using the Web Site (Drivers and Co-Drivers)

a) Logging in

Use your preferred internet browser and go to: <u>http://www.dqtech.co/</u>. Click on the Login button highlighted below

| n | | | | | LOGIN | SUPPORT |
|--------------|---------|-----------|------------|----------|-------|---------|
| TECHNOLOGIES | Company | Solutions | Industries | Services | News | Contact |
| | | | - | | | |

Enter your user name and password (user must be set as a log required driver), select the check box that says Keep me logged in if you want to save these credentials Click on Log In



b) View/Edit Log Records

Choose Annotation/Verify duty to view or edit log records

| | | Select Day Feb-21-201 | 7 Add New Status Verify Status | | | |
|-----------------------|-------------------|-----------------------|--------------------------------|-----------------|--------|--------|
| Start Time | Old Driver Status | New Driver Status | Annotation Text | Edit Annotation | Delete | Verify |
| 2/21/2017 5:09:27 AM | OFF | ON | Pickup Load Satx | Ø | 0 | |
| 2/21/2017 6:09:35 AM | ON | D | | 0 | 0 | |
| 2/21/2017 6:22:01 AM | D | ON | Shop Satx | 0 | 0 | |
| 2/21/2017 6:45:31 AM | ON | D | | 0 | 0 | |
| 2/21/2017 8:50:13 AM | D | ON | | 0 | 0 | |
| 2/21/2017 9:40:33 AM | ON | D | | 0 | 0 | 🗆 🕗 🗆 |
| 2/21/2017 9:57:11 AM | D | ON | | 0 | 0 | |
| 2/21/2017 10:00:24 AM | ON | D | | Ő | 0 | |
| 2/21/2017 10:15:36 AM | D | ON | | 0 | 0 | |
| | | | | | | |

E L 04 0047

To add a new status choose Add New Status button

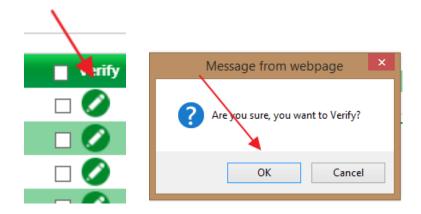


Select the old status from the drop down (this is the status you want to change) and choose the New Status from the drop down.

Enter the Date and Time of the new status and choose Set Time and the Save butting to add the new status

| Select Date and Time : | | |
|-------------------------|---------------|----------------|
| Feb-21-2017 | 10 💌 : 27 💌 💈 | GetTime Cancel |
| Old Status | | |
| On Duty | | |
| Please Select New Statu | IS | |
| Off Duty | | ~ |
| | | |

To Verify Status, choose the Verify Option and choose ok to verify the log event. Choose ok to verify the log event.



Verified records will be marked with an 'x'



c) View Log Chart

To view the log chart choose the eLogs



The Driver Log, Comments, On Duty Recap, Violations, and Driver's Daily Log information are displayed and whether or not the driver log for the date display is verified.

| Feb 2 | 1, 2017 | | | | | | | | | | | M/ | ARTIN | FLORE | S with | Un-Veri | fied log | | | | | | | | | | | |
|--|--|------------------------|-----------------|----------------------|-----------|---------------------|-------------|------|---------------|------------|-----|------|----------|------------|---------|---------|----------|-----|------|-----|------|-----|----|----|---|-------|-----|-----|
| | 0 | 1 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 1 | D | 11 | N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 1 1 | M T | от |
| OFF Du | | | 5:09 | | | | ĥ | rÌ r | | Ī | 1 | | | | | Ī | | | | | | | | | | r l r | | :09 |
| Sleepe | e h | | | | | | | d. | h | | | lı | | | | | | ılı | | | | | | | | d r | 0 | :00 |
| Driving | h | | hh | ĥ | | 10 | | C0:7 | | | 171 | | h | ili | | | | ılı | 111 | ılı | ılı | ili | | | 1 | di | 2 | :50 |
| ON Dut | y | | th h | h il | Ļ | 1:00 | 0:23 | di | h | 0:50 | | 0:26 | a fa | r1; | da | τ Γr | ri r | afr | il i | rh | n fr | ili | da | τľ | | il i | 2 | :42 |
| | NA NA | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 06.22/ | WI Shop Sa | ats/NA- | | | | | | | | | | | | | |
| INOTATIONS 09:AM Pickup | Load Satx/NA- | | | | | | | | | | | | 06:22/ | MM Shop Sa | ato/NA- | | | | | | | | | | | | | |
| 09:AM Pickup Duty Recap 27 1 Ib 15 | Load Satx/NA- | | 0:00 Feb 18 | 0:00 Feb 19 | 150 Fe | : 40 b 20 | 5:28 Feb | | 63:12 Last | 2 7Days | | | 06:22./ | AM Shop Sa | abo'NA- | | | | | | | | | | | | | |
| 09:AM Pickup Duty Recap 27 1 b 15 DLATION | Load Satv/NA- 3:11 Feb 16 | 15:26 | | | | | | | | | | | 06:22.4 | AM Shop Si | ato/NA- | | | | | | | | | | | | | |
| 09:AM Pickup Duty Recap 27 1 b 15 DLATION ver's Daily L | Load SatviNA- 3:11 Feb 16 | 15:26 Feb 17 | Feb 18 | Feb 19 | Fe | ib 20 | | 21 | Last | | | | | AM Shop Sa | abo'NA- | | | | | | | | | | | | | |
| 09:AM Pickup Duty Recap 27 1 b 15 DLATION ver's Daily L ver: | Load SatviNA- 3:11 Feb 16 09 MARTIN FLOS | 15:26 | Feb 18 | | | ib 20 | | 21 | Last | | | | evice ID | AM Shop Sa | atr/NA- | | | | | | | | | | | | | |
| 09:AM Pickup Duty Recap 27 1 | Load SatviNA- 3:11 Feb 16 | 15:26 Feb 17 | Feb 18 Dixie | Feb 19 Plywood Co | Fe | ib 20 | | 21 | Last | | | | | AM Shop Si | ato/NA- | | | | | | | | | | | | | |

To see additional days, choose the date from the drop down. To move forward choose the right facing arrow to move to a previous day choose the left facing arrow. To print the log, choose the print icon.



4) Using the Web Site (Admin/Support)

a) Logging in

Use your preferred internet browser and go to: <u>http://www.dqtech.co/</u>.

Click on the Login button highlighted below

| m | | | | | LOGIN | SUPPORT | |
|-----------------------|------------------|-----------|------------|----------|-------|---------|--|
| TECHNOLOGIES | Company | Solutions | Industries | Services | News | Contact | |
| and the second second | A REAL PROPERTY. | | | | | | |

Enter your user name and password, select the check box that says Keep me logged in if you want to save these credentials

Click on sign in

b) View/Edit a Driver's Log Records

Note that Edits are "requests", subject to Driver's approval

c) View a Driver's Log Chart

d) Creating/editing a Driver/Admin/Support Account

Go to my account on the top right of the webpage - select settings

| | CHARLIE | TEST 2 | | | | | | | | Wit | сонт сн | ARLIETEST | My Account |
|------------|--------------|-----------------|------------------|-----------------------|------------------|------------------|----------------|-------|------------------|----------|---------|-----------|------------------------------|
| GPS Tra | cking Vehicl | e Tracking | Dynamic GeoFer | ncing Re | ports Ord | ers eLogs HC | OS Reporting M | desse | ge View | | | L | o Settings |
| Users | Import Users | Locations | Locations/Groups | Devices | Geofences | Import Geofences | Customer Lists | Log | Driver Profile | Alerts | Logo Se | tting | Change Pasoword About Us |
| Jser Name: | | Search | Role: Admin * | Go | | | | | | | | | A Seitch To AM |
| User - | Email | Role | Device | Can Edit Customers | Can Ed Device | | | erts | Customer Name | Approved | Locked | DriverId | × Log Our |
| bkatul | atul.(ain) | Sbeyondk Admin | | 8 | | 10 | | | | 8 | 10 | | |
| bigarima | garima.jr | shiğbeyi Admin | | * | 187 | | | | | 10 | | | |
| bittest. | garma.p | ishi@beyc Admin | 85 | 10 | 300 | 100 | 8 | | | 8 | 386 | | |

Click on the new user button on the right

| Users | Import Users | Locations | Locations/Groups | Devices | Geofences | Import Geofences | Customer Lists | Log | Driver Profile | Alerts | Logo Setting | | |
|-----------|--------------|----------------|------------------|-----------------------|------------------|------------------|----------------|------|----------------|----------|--------------|------------------|--------|
| User Name | s [| Search | Role: Admin V | Go | | | | | | | | New | v User |
| User | Email | Role | e Device | Can Edit Customers | Can Ed Device | | | erts | Customer | Approved | Locked Drive | erId SubCustomer | |
| bkatul | atul.jain | @beyondk Admi | n | 2 | | | | | 8 | 1 | | 0 | |
| bkgarima | garima. | oshi@beyc Admi | n | ¥. | - | | - | | | e. | | 0 | |
| bktest | garima. | oshi@beyc Admi | n | 1 | | | | | 6 | 0 | 0 | 0 | 0 |

Create a customer admin, fill in the appropriate information - assign a Location and click save

| Us <mark>erName</mark> | Password: |
|----------------------------|----------------------|
| customeradmin | |
| Email: | Role: |
| customeradmin@email.com | Admin 🔻 |
| Can edit devices | Can create Geofences |
| Can edit customer accounts | 🕑 Can set alerts |
| Approved | |
| Can Customer Access AM | |
| Customer Lists | |

The customer admin can create other users

To create an ELD driver login to the Asset Management web portal <u>http://www.dqtech.com/AmStage2</u>. – navigate to the Drivers menu and select Drivers

| Appet Management | ASSETS | DRIVERS | CUSTOMIZE | REPORTS 🍐 charlietest |
|------------------------------|---|--------------------------|------------|-----------------------|
| DQ San Antonio 🔻 | Asset Number : Land Rover LR4 | Drivers | | ♠ Assets/Fuel Log |
| | Details 🖻 Fuel Log 💿 PM 🚦 Inspection 🟺 Parts & Materials 🗎 Work Order 🔡 Daily | Compliances Trainings | je Recalls | VehicleTimeLine |
| YOUR ASSETS SHOW ONLY ACTIVE | Fuel Log DashBoard | nanings | - | |

Click New

| Drive Name | : Charlie Har | nsen | | | | | Drivers/Driver Details |
|----------------|----------------|------------|------------------|------------|--|-----------|--|
| Driver Details | 🖹 Compliance 🗹 | Z Training | Driver Event Log | 🛗 Incident | | | |
| Driver Inform | nation | | | | | | New Update |
| First Name | | | LastN | ame | | Driver Id | |

Fill in the fields with the appropriate information – it is important to mark the Personal Use, Yard More, ELD User and ELD Exempt options with the appropriate answers.

| st Name | LastName | | Driver Id | |
|-----------------------------------|----------------|---|-------------------|--|
| | | | | |
| Joe | Driver | | JDD | |
| cation Id | Rule Set | | Time Zone | |
| DQ San Antonio | 60Hrs/7day | ٧ | Central Time Zone | |
| ense Authority State / Province : | License Number | | Expiry Date | |
| Texas | TX1211 | | 02/08/2018 | |
| rt Time Of Day | User ID | | Password | |
| 00:00 | JDD | | JDD | |
| rsonal Use | Yard Move | | ELD User | |
| YES III | YES III | | YES III | |
| DExempt | | | | |
| | | | | |
| D Exempt | | | | |

e) Creating/configuring an ELD Vehicle

User the Assets Management web portal. - <u>http://www.dqtech.com/AmStage2</u>. Navigate to the asset on the 'Your Assets' panel on the left. Use the Detail tab, go down to the Mechanical sections – change is ELD to YES/Green. Hit update at the bottom right on the window.

| Equipment Number | Equipment Description* | Asset Number* | Make* | |
|-----------------------|------------------------|----------------------|-----------------|-------------|
| odel* | Year * | VIN# | Location* | |
| | | * | | |
| signed Device ID | Fuel Type | | Active YES | n Inspectio |
| ense/Registration | | | | |
| irchase Type | Purchase Date | Amount | Tag Number | |
| | • 02/08/2017 | \$0.00 | | |
| g Cost | Tag Expiration | Delivery Resource | Tracking Type | |
| \$0.00 | 02/08/2017 | No | • Per Hour | |
| ost Per | Weight | Volume | | |
| \$0.00 | | | | |
| echanical | | | | |
| lometer Reading 🛛 Yes | Last Odometer Date | Engine Hours 🛛 📄 Yes | Last Hours Date | |
| | 02/08/2017 | Update | 02/08/2017 | |
| Jipment Type | IsOTR | IsELD | | |
| Full Size SUV | ▼ YES II | YES | | |
| uipment Notes | | | | |
| | | | | |

5) Appendices

- a) Installing GenX hardware
- b) Installing ODTMobile on Android
- Go to Google Play Store and search for 'ODTMobile'
- Download •
- c) Installing ODTMobile on iOS
- Go to the App Store and search for 'ODTMobile'
- Download •