Trak-iT Mobile
Hours of Service
User Manual v1.2
Copyright© 2008 Provider all rights reserved. This publication may not be reproduced or sent, or stored in any way without prior written permission except as expressly permitted by any written contract signed by Trak iT®, or a contracted VAR (Value Added Reseller), with the recipient.

The contents of this documentation are the confidential information of Trak iT® and are subject to the provisions of Trak iT® standard Customer Agreement, Value Added Reseller Agreement, or Non-disclosure Agreement (as relevant) or any similar agreement signed by Trak iT® and entered into with the recipient. The contents of this documentation (or any part or it) must not be used or disclosed to any third party by the recipient except as expressly permitted by the relevant agreement. If you (or an authorized representative of your business) have not signed an agreement with Trak iT®, an appointed VAR (Value Added Reseller), you must not use this documentation, must treat it as strictly confidential and must promptly return it to Trak iT®, your VAR or destroy it.
ABOUT TRAK iT MOBILE

Trak iT Mobile is an all-in-one field service automation app with FMCSA-compliant Hours of Service logging, Driver Vehicle Inspection Reporting (DVIR), Real-time GPS tracking, dispatching, messaging and more. It is available on any Android device, OS version 6.0 or higher and any iOS device, OS version 10 or higher. As part of our ELD solution, Trak iT Mobile is used together with BLE devices (GenX-6/BlueLink) and our Fleet management application. This guide focusses exclusively on the ELD functionality within Trak iT Mobile. If you have any questions about the additional Trak iT Mobile features, please contact our support team.

**Please note that some screenshots in this guide may look slightly different than what you see on your device. This is due to the differences in hardware and screen size of many Android and iOS devices that Trak iT Mobile can be installed on.**
Table of Contents

ADMINISTRATIVE SETUP .................................................................................................................. 6
1 CARRIER SETUP ............................................................................................................................... 7
2 CREATE A CONFIGURATION ............................................................................................................. 8
3 CREATE YOUR CONTACTS ............................................................................................................. 12
4 CREATE YOUR ASSETS ................................................................................................................... 14
   4.1 CREATE PEOPLE .................................................................................................................... 15
   4.2 CREATE VEHICLES ............................................................................................................... 17
5 ADD MOBILE APP TO FLEET FREEDOM ..................................................................................... 19
6 CREATE BEHAVIOURS .................................................................................................................... 22

APPLICATION USER MANUAL ........................................................................................................... 23
DOWNLOADING THE APPLICATION ONTO YOUR ANDROID DEVICE ........................................... 24
DOWNLOADING THE APPLICATION ONTO YOUR iOS DEVICE ......................................................... 25
1 OVERVIEW OF APP ...................................................................................................................... 26
2 LOG IN ........................................................................................................................................... 28
3 CHOOSING A CO-DRIVER .......................................................................................................... 29
4 SELECTING A VEHICLE ............................................................................................................... 30
5 CONNECTING TO ELD ................................................................................................................ 31
6 CHANGE YOUR STATUS .............................................................................................................. 32
   6.1 STATUS CHANGE FORM .................................................................................................... 33
   6.2 CO-DRIVER DUTY STATUS CHANGE ............................................................................... 33
7 CREATING NEW DVIR ................................................................................................................ 35
   7.1 DVIR WITH DEFECTS ......................................................................................................... 36
   7.2 DVIR WITHOUT DEFECTS ............................................................................................... 37
8 ADDING A DVIR ........................................................................................................................... 38
9 EDITING YOUR LOGS ................................................................................................................... 39
10 ADD AN EVENT .......................................................................................................................... 40
11 SIGNING YOUR LOGS .............................................................................................................. 41
12 SENDING YOUR LOGS .............................................................................................................. 42
   12.1 SENDING YOUR LOGS IN CANADA ............................................................................. 43
   12.2 SENDING YOUR LOGS IN THE UNITED STATES ..................................................... 44
13 SWITCHING DRIVERS ............................................................................................................... 45
14 SIGN OUT ................................................................................................................................... 47
15 DIAGNOSTIC AND MALFUNCTION ................................................................. 48
16 VIOLATIONS ......................................................................................... 49
ADMINISTRATIVE SETUP
1 CARRIER SETUP

Go to the E-Logs tab

Click on Carrier

Enter all the pertinent carrier information:

- SCAC# / DOT# in the Code field
- Address and appropriate time zone
- Select the default shift cycle

This portion is very important! All information filled in gets copied into the app.
2 CREATE A CONFIGURATION

Go to the Devices Tab

Select Configurations

Select the plus (+) sign on the top right-hand side
Name the configuration

Select the configuration template `Mobile Extended` from the drop-down menu

Select the gear symbol beside `Script Options`
Change the following settings:
Flag Clock-In with a 0
Flag Hours of Service with a 1
Flag Electronic Logging Device with a 1
Flag Driverlock with a 1
Tracking Day of Week 1111111
Tracking End Time 11:59 PM
Tracking Start Time 12:00 AM
Click Save
3 CREATE YOUR CONTACTS

Go to the Admin tab

In the sub-menu select Contacts
Select the plus (+) sign on the top right-hand corner of the second column
Input all the pertinent information including their driver’s licence.

This must be as in depth as possible, as we display this information in the app.

Mandatory information includes:
Under Addresses – Home Terminal
Under Show all Fields / Additional Information – add the Driver’s Licence and Issued in State/Province Short Code (ex. NY for New York)
4 CREATE YOUR ASSETS
4.1 CREATE PEOPLE

Go to the Asset Manager
Select the plus (+) sign beside People
Name the Asset

Under Contact Info, click on the drop-down menu and select your contact that Asset

Apply Labels (If you have any)

Select the icon

Add the password for the Driver’s login into the Reference # field

Click Save

Once you’ve saved the People asset, the Unique ID at the bottom is the Driver ID to login
Go to the **Asset Manager**
Select the plus (+) sign beside **Vehicles**
Name the Asset
Include all vehicle information under **Vehicle Information**
(Odometer, Make, Model, Year, Licence Plate and VIN)
Apply any **Labels**

Select the icon

Add the MAC address for the ELD (BlueLink or GenX) in the **Reference #** field

Click **Save**
5 ADD MOBILE APP TO FLEET FREEDOM

**Make sure you have the mobile device in hand**

On your Android device, go to the Google Play Store and search for Trak iT Mobile. After downloading, follow these steps:

Go to Devices tab

Select Add a Device
Select **Mobile App**

Click **Get Key Code**
Open the app
Input the Key Code
Then in the Web App, under Mobile app, your devices will show up. Select your device and in the area where it says Asset, a list of assets will appear. Select the asset to which you want to link. Click Save.
6 CREATE BEHAVIOURS

Go to the Behaviours tab
Select Accept Hours of Service
Name the behaviour

Under Targets, select Specific and choose all the People assets you have the app installed on.
Click Save
DOWNLOADING THE APPLICATION ONTO YOUR ANDROID DEVICE

Search for Trak iT Mobile in the Google Play Store on either your mobile or your tablet.

Hit the INSTALL button to download the app.
DOWNLOADING THE APPLICATION ONTO YOUR iOS DEVICE

Search for Trak iT Mobile in the App Store either on your iPhone or your iPad.

Hit the Get button to download the app.
1 OVERVIEW OF APP

Dashboard:
Driver can consult the timers to see how much time is remaining within their cycle with the timers; change their duty status; select a vehicle; create a DVIR; change the driver.

Status:
Driver can view their HOS summary in graph format and change their cycle.
Cycles are automatically chosen based on location.
Logs:
Driver can view their logs and make edits and additions to their logs.

Profile:
Driver’s information is displayed (whether it’s one or multiple drivers).
When you open the app, enter Driver ID and Password and hit Sign In.

Driver ID and Password will be provided by your Administrators

Doing this, makes you the primary driver.
3 CHOOSING A CO-DRIVER

If necessary, there is an option to select a co-driver.

Go to the Profile tab

Scroll down under Additional Options and select Add a Co-Driver.

Once selected, fill in their Driver ID and Password, then hit Confirm.
4 SELECTING A VEHICLE

Once the downward arrow is hit, the list of all vehicles will be displayed on the screen.

You can also search for your vehicle.

Select a vehicle.

The drop-down menu below the Status Change bar is where the Driver selects their vehicle.
Once the correct vehicle is selected, clicking the Connect ELD button will automatically pair the phone with the ELD device installed in the vehicle.

Once connection is successful, button will change to a green colour.
6 CHANGE YOUR STATUS

You have already selected your vehicle and properly connected to the ELD device, you can then begin to record your Hours of Service.

To change your status, go to the status bar and select which status applies.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Driving</td>
</tr>
<tr>
<td>ON</td>
<td>On Duty</td>
</tr>
<tr>
<td>OFF</td>
<td>Off Duty</td>
</tr>
<tr>
<td>SB</td>
<td>Sleeper Berth</td>
</tr>
</tbody>
</table>

When motion is detected of more than 5kph, your status will automatically switch to Driving.

Under the plus (+) sign:
- Yard Moves
- Personal Conveyance
6.1 STATUS CHANGE FORM

When changing your status, you need to fill in the Status Change Form.

Insert your Location (city and state), Engine Hours, Odometer reading and any notes that apply.

The Location, Odometer, and Engine Hours are pre-populated in the form. Though, they can be edited by the driver.
6.2 CO-DRIVER DUTY STATUS CHANGE

To change a co-driver’s duty status, go to the Profile tab. Scroll down to Additional Options (this is where you will find all co-drivers that have been added).

Under each driver’s name, in the area that says Duty Status Change, you have the option of ON, OFF or SB.

Select a status that applies.
7 CREATING NEW DVIR

Fill in all fields that apply.

You cannot complete the DVIR without inputting your truck’s Odometer reading.

The Carrier Name will automatically be filled in.

Insert your location.
7.1 DVIR WITH DEFECTS

If there are any defects on the vehicle, select Add/Remove Vehicle Defects.

Check the boxes that apply to the defect. If none apply, select Other.

Then select whether Minor Defects or Major Defects.

Once defects are selected, click Save.
7.2 DVIR WITHOUT DEFECTS

If there are no defects to your trailer or vehicle, proceed to Sign DVIR.

Once signed, hit Done.
8 ADDING A DVIR

To add a DVIR to your logs from the previous day:
Go to the Logs tab

Select the tab to which you want to add a DVIR.

Hit the plus (+) sign in the bottom right-hand corner and select Add DVIR

Then, follow the steps mentioned in Creating New DVIR
9 EDITING YOUR LOGS

To make changes to your logs, go to the Logs tab.

Select the edit button on the event.

The form will be pre-populated, make the necessary changes.
10 ADD AN EVENT

To add an event to your logs.

Go to the Logs tab.

Select the log to which you wish to add an event.

Click the plus (+) sign in the bottom right-hand corner.

Then select Add Event

Fill in the form with all the information required (The location will auto-populate but can be changed).

Then hit Select
To sign your logs, head to the Logs tab. Select the log you need to sign. In the top right-hand corner select the three vertical dots.

Select Sign Log. Sign the log and hit Save.
12 SENDING YOUR LOGS

Head to the Logs tab
In the top right-hand corner, select the three vertical dots
Select Send Log.
12.1 SENDING YOUR LOGS IN CANADA

Insert the recipient’s email address and hit Send.

The notes area is where the inspector will input their notes to identify the logs.
12.2 SENDING YOUR LOGS IN THE UNITED STATES

There are two options on how to send your logs. Either via WebService or via Email.

The Notes field is where the output comments from the inspector get inputted.

You can send logs from any tab in the app. Using the same three vertical dots in the top right-hand corner.
Go to the Dashboard.

Select your name.

The driver status must be in either ON, OFF, or SB to be able to switch primary drivers. As you can’t change drivers while the driver is “driving”.

A drop-down list of co-drivers logged in will appear.

Select the new Primary driver.

Confirm the primary driver switch.
14 SIGN OUT

Go to the Profile tab.

Scroll to the bottom and select **Sign Out All Drivers**.

This will sign out both the co-driver and the primary driver.

Then **Confirm** the sign out action.

Each co-driver can be signed out individually.
15 DIAGNOSTIC AND MALFUNCTION

If the Trak iT app detects a diagnostic or malfunction event, the status is set in the notification tray immediately.

Pulling down on your notification on your phone you will find more details about these events.

Drivers should consult the “Diagnostic and Malfunctions sheet”, which provides details around what do to when these events are generated.
16 VIOLATIONS

Violations are time based and are calculated as the driver continues along in their shift as well as their cycle.

The driver will receive a warning 30 minutes before they enter violation.

Once the driver enters into violation, the dashboard circle cycles turn red.
When the driver is under violation, the line in the log for that day will change colour to indicate when they went into violation.

There will also be details that explain why the violation occurred.