Xpert IT Solutions Inc.

Transport with Xpert-Ease

ELD Manual

June 2017

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A Message from the Xpert Team

We here at **Xpert IT Solutions Inc.** are proud to be at the forefront of the trucking and dispatch industry for the last 15 years. Our team is dedicated to providing you a complete dispatch solution as well as quality service.

We are excited to announce our latest venture: **Xpert ELD**. It is a standard Electronic Logging Device (ELD), but with the additional advantage of being integrated with our current **Xpert Dispatch** and **Xpert Tracking** software. This allows all your existing data to be transferred to and from the ELD automatically. This automation will not be available to you if you choose some other ELD system.

Finally, we would also like to thank you, our customers, for choosing **Xpert IT Solutions Inc**. We hope you stay on this journey with us as we grow and expand even further.

Together we can **Transport with Xpert-ease!**

How it Works - Integrating ELD into our Solution Package

Each component: Xpert ELD, Xpert Tracking and Xpert Dispatch will communicate with a back-end server which will store and request data from the cloud.

Cloud Storage

Xpert ELD

Xpert Tracking

Xpert Dispatch

Driver

Fleet Manager
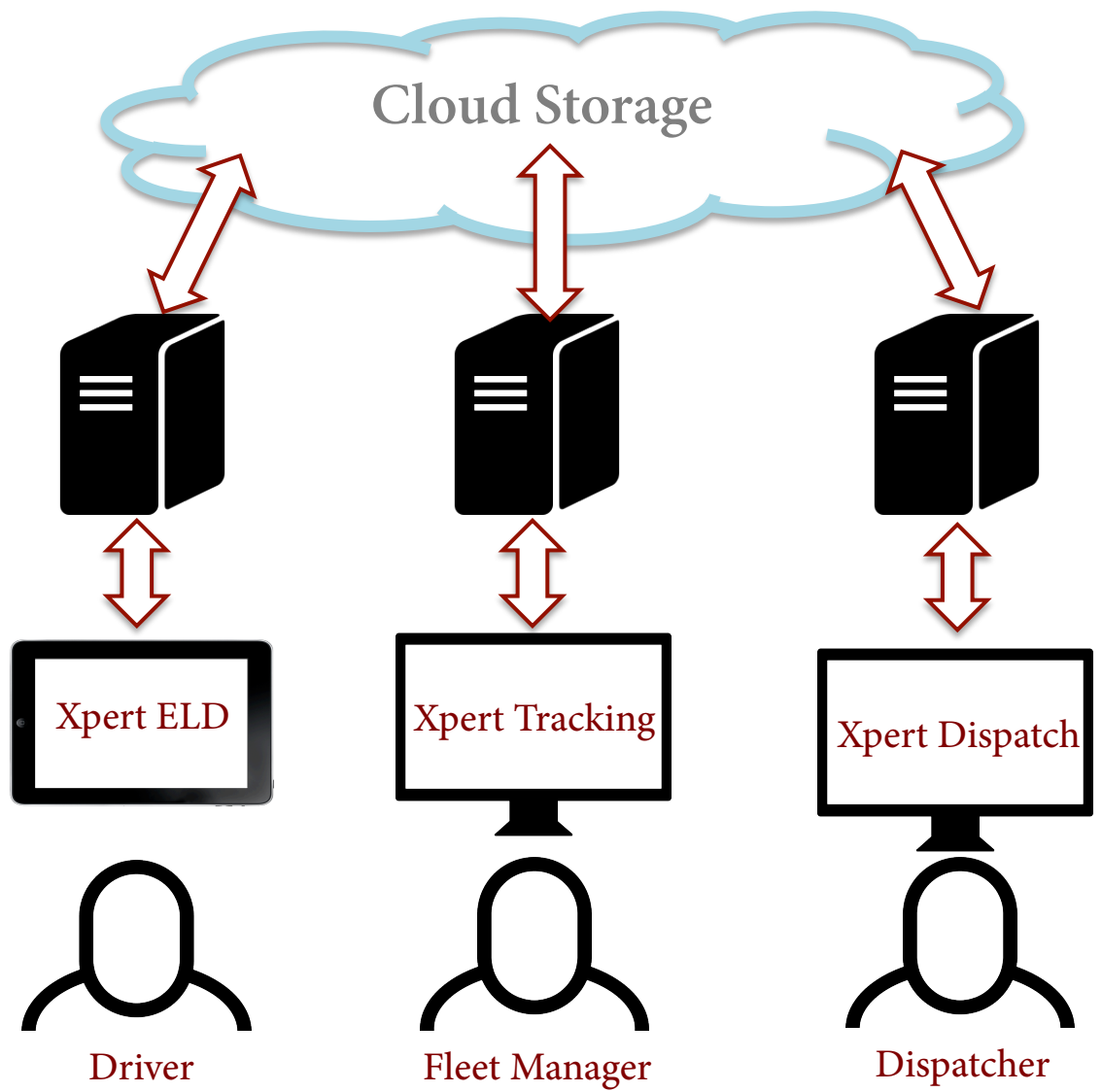
Dispatcher

Dispatch Solution Flow

A profile for each driver is created on Xpert Tracking (pages 4 and 5).

The driver is able to log into ELD using these profile credentials (page 7)

ELD records the hours of service and location of each driver in the form of a logbook (page 22)

Fleet manager is able to review each driver's logbook on Xpert Tracking to ensure it meets regulations.

Logbook hours are transferred to Xpert Dispatch where they can be used by a dispatcher to assign a future load to a driver (page 3).

Assigning a Load – For Dispatchers

Each driver's available hours will be extracted from their ELD and will be accessible to the dispatcher. The dispatcher will then be able to use this information to appropriately assign a driver to a load.

1 The dispatcher can select Driver's Available Hours on the dispatch board, which will extract a driver's HOS history from their ELD logbook.

2 Using the average drive speed and distance, an estimated drive time will be given.

3 This estimated time can be compared to the driver's available time to ensure the driver has enough hours for the trip.

Creating Driver Profiles – For Fleet Managers

A profile for each driver must be created by the support personnel (i.e fleet or safety managers) on the cloud through Xpert Tracking. Drivers will not have administrative access to Xpert Tracking in order to prevent tampering and ensure the privacy of other drivers.
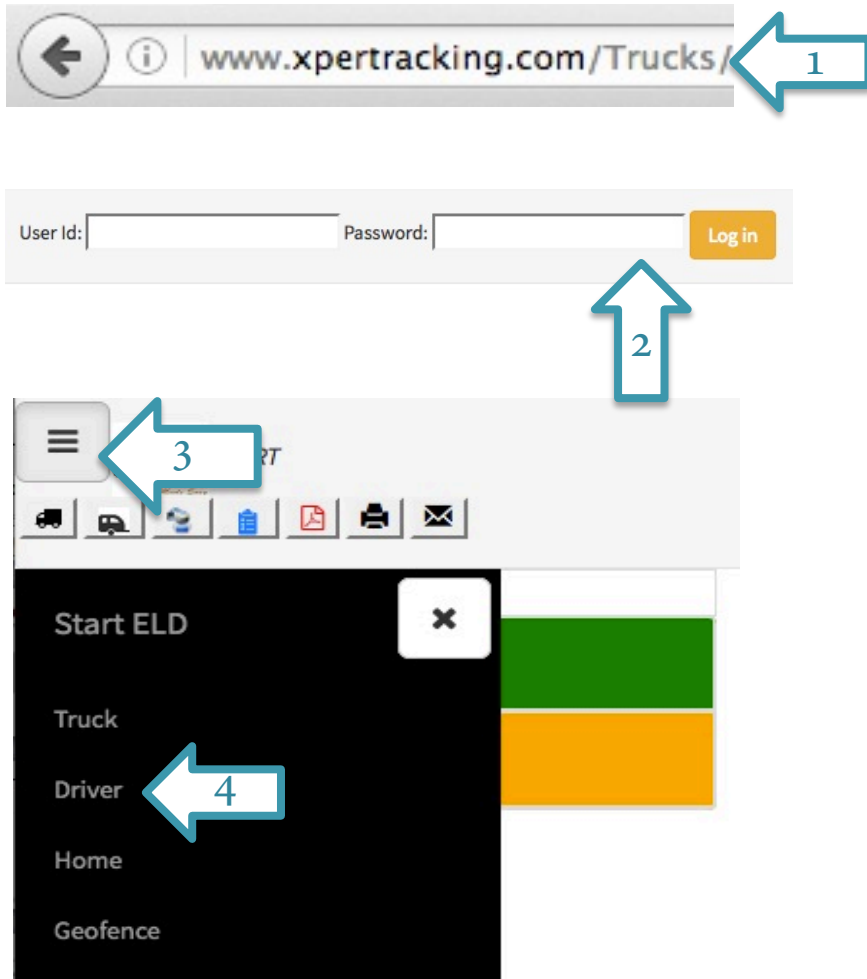
1 In order to create a driver profile, the fleet manager can visit Xpert Tracking using the URL: www.xpertracking.com/trucks

2 The fleet manager can then login to Xpert Tracking using their User ID and Password

3 After logging in, press the ≡ button to drop down the menu

4 Select Driver from the drop down menu

Creating Driver Profiles – For Fleet Managers

The following information will be populated by the fleet manager when creating and managing the profiles of drivers on Xpert Tracking.

Driver Name	The full legal name of the driver as issued on their license
Driver ID	A unique identifier of the driver's choosing (we recommend using the driver's email address)
Password (temporary)	A temporary password assigned to the driver for their first login. The driver should then edit the password after the first login in their account settings (page 27). This new password will be hidden from the fleet manager.
Driver's License Number	The driver's license number as issued on their license
State/Province/Jurisdiction	The state, province, or jurisdiction in which the driver's license was issued.
Configuration	A driver's profile can be configured to either No Exemption or Exemption. An exempt driver is not mandated to use an ELD. However, if an ELD device is installed in the trailer, the driver must still log in to avoid the accumulation of unidentified hours. This driver will log in as an exempt driver.
Authorized Personal Use	The special driving scenario 'Authorized Personal Use' can either be set to enable or disable by the fleet manager. The default is disable. When disabled the driver will not be able to access this setting on their ELD.
Yard Moves	The special driving scenario 'Yard Moves' can either be set to enable or disable by the fleet manager. The default is disable When disabled the driver will not be able to access this setting on their ELD

Registering Your Device

If you are using the device for the first time, it must be registered before you can login. Note that this action needs to be performed only once.

1 In order to register, press the Register button on the opening screen, which will greet you when you open Xpert ELD.

2 Enter your Device Tracking ID. A list of device tracking IDs (one for each device) will be provided to you by Xpert Dispatch on purchase.

3 Xpert Dispatch will also provide a corresponding Password for each Device Tracking ID. Please enter that password in this section.

4 Press the Register This Device button to finish. Registering your device will authenticate it as an Xpert Device.
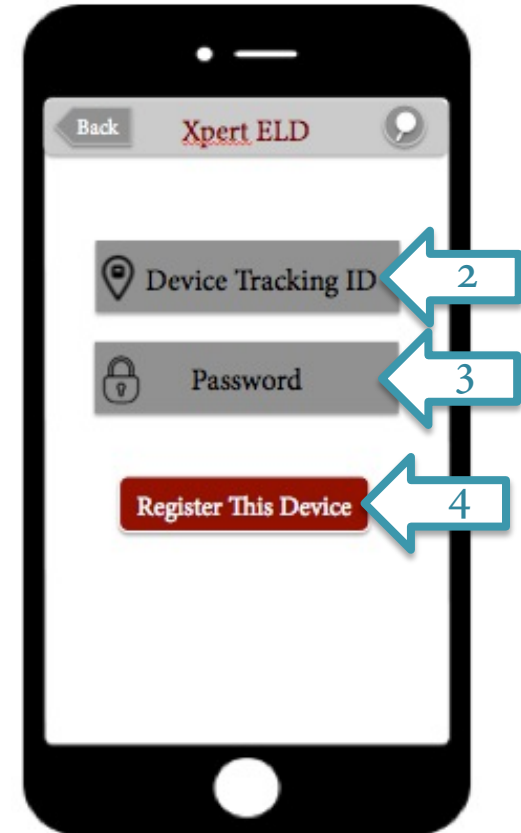
Logging In

At the start of each working shift, the driver should log into the ELD and log out at the end of the shift.

1 In order to log in, press the Login button from the opening screen

2 Enter the same Driver ID and Password that was registered by the Fleet Manager on Xpert Tracking (page 4)

3 Enter the number of the trailer that you are currently transporting in the space labeled Trailer No.

4 If you are on this shift with another driver, specify their name in space labeled Co-driver. This should be the same name that they are registered with in Xpert Tracking (page 4). If you are driving alone, leave this section blank.

5 Once you have finished filling in all applicable information, press the Login button. Your information will be authenticated, and if correct, you will gain access to Xpert ELD

XPERT DISPATCH

ELD & HOS

Login

Register

Back   Xpert ELD

Driver ID   2

Password

Trailer No.   3

Co-driver *   4

*leave blank if not applicable
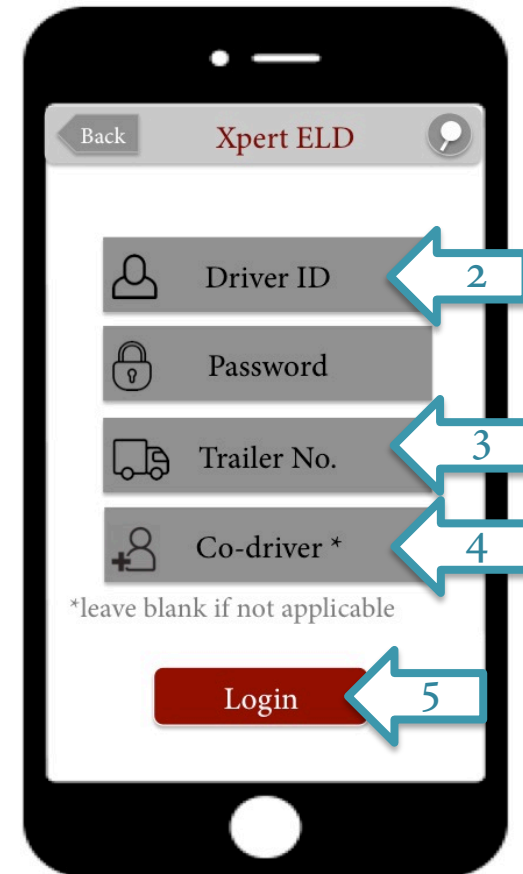
Login   5

Failure to Authenticate Before Driving

The ELD will turn on when the engine of the CMV turns on. If the driver does not log into ELD before driving, a warning will be issued and the driver's hours will still be logged under Unidentified Driver. The driver responsible for them must then claim these unidentified hours upon their next login (page 9)
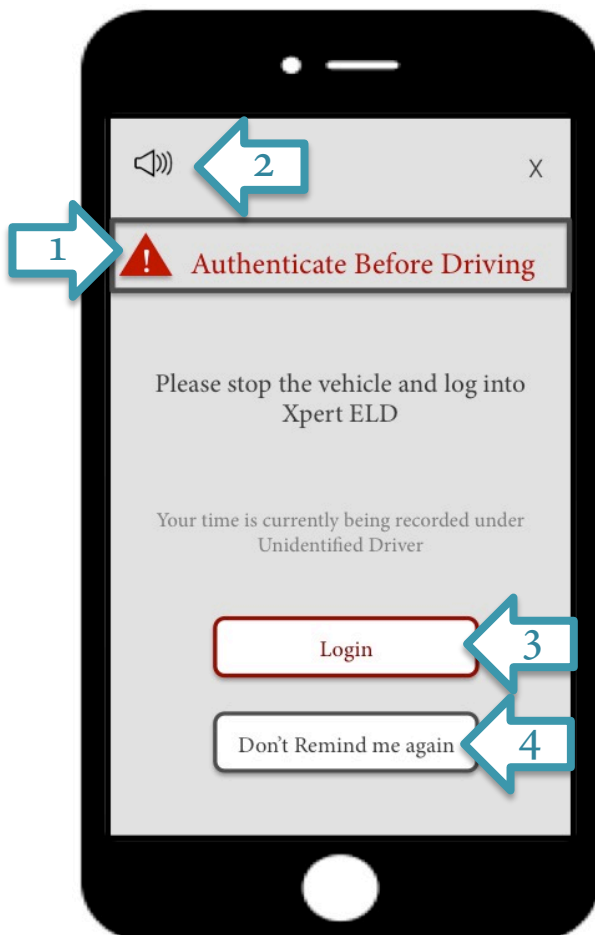
1 If the vehicle speed is sensed to be above 5 mph before the user has logged into the ELD, a warning will be issued, prompting the driver to Authenticate Before Driving with an audible alarm at 15 minute intervals.

2 The volume of the alarm may be controlled or completely muted using the speaker phone icon.

3 When the vehicle comes to a safe stop, the Login button will be abled. Press the button to authenticate yourself before continuing to drive again.

4 If you are unable to pull over the vehicle safely at the moment to due on-road conditions and you find the warning display to be distracting, you may chose Don't Remind Me Again option to return to the opening screen and suppress the 15 minute interval alarms. However, do ensure that you remember to safely pull over, when you have the chance, and to login to claim your recent activity (page 9).

Unidentified Driver Hours

You will receive a notification that there are Unidentified Driver Hours logged on a certain ELD device, meaning the vehicle was used without logging into the ELD. By clicking on the notification, you will be directed to the page shown below.

1 The unauthenticated activity will be listed at every point where the duty status changed. Only statuses Driving (when the vehicle is in motion) and On-duty Not Driving (ODND) (when the vehicle is stationary) will be applied.

2 If you recognize some or all of the activity that is listed as your own, you may select that activity and press the Claim This Activity button. This will immediately add the selected hours to your logbook. The checkmark indicates that an activity has been selected.

3 Similarly, if you recognize some or all of the activity is not yours, you may select it and press the Not My Activity button

4 Finally, you can go to Edit Logbook by pressing the button to edit your newly claimed hours. Here you can change the duty status and timings to more accurately reflect your activity.

Notification Page

Right after logging in or logging out, you will briefly be directed to the Notifications Page. This page will remind you of some actions that must be taken of and of your current driving status.
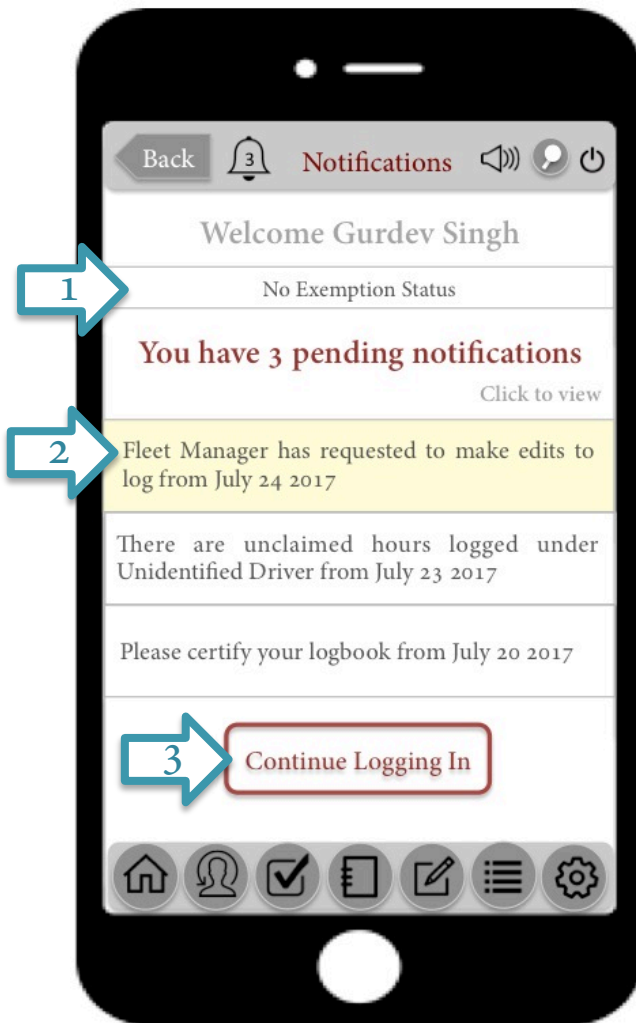
1 At the top of the screen your **Configuration Status** will be stated. This is given by your fleet manager at the time of creating a driver profile (page 5).

2 Your notifications will be listed. In order to view each one in detail press on that notification and you will be redirected to the appropriate page. Any new notifications that you have not seen before will be highlighted in yellow.

3 Once you have addressed or reviewed each notification you can resume to login or logout pressing the **Continue Logging In** or **Continue Logging Out** buttons

Left phone screen

Back | Notifications

Welcome Gurdev Singh

No Exemption Status

You have 3 pending notifications
Click to view

Fleet Manager has requested to make edits to log from July 24 2017

There are unclaimed hours logged under Unidentified Driver from July 23 2017

Please certify your logbook from July 20 2017

Continue Logging In

Right phone screen

Back | Notifications

Before Logging out

No Exemption Status

You have 3 pending notifications
Click to view

Fleet Manager has requested to make edits to log from July 24 2017

There are unclaimed hours logged under Unidentified Driver from July 23 2017

Please certify your logbook from July 20 2017

Continue Logging Out

Navigating Xpert ELD

Once logged in, a display bar will be found at the top of the screen and a main menu at the bottom at all times for simple navigation.

Display Bar

Main Menu
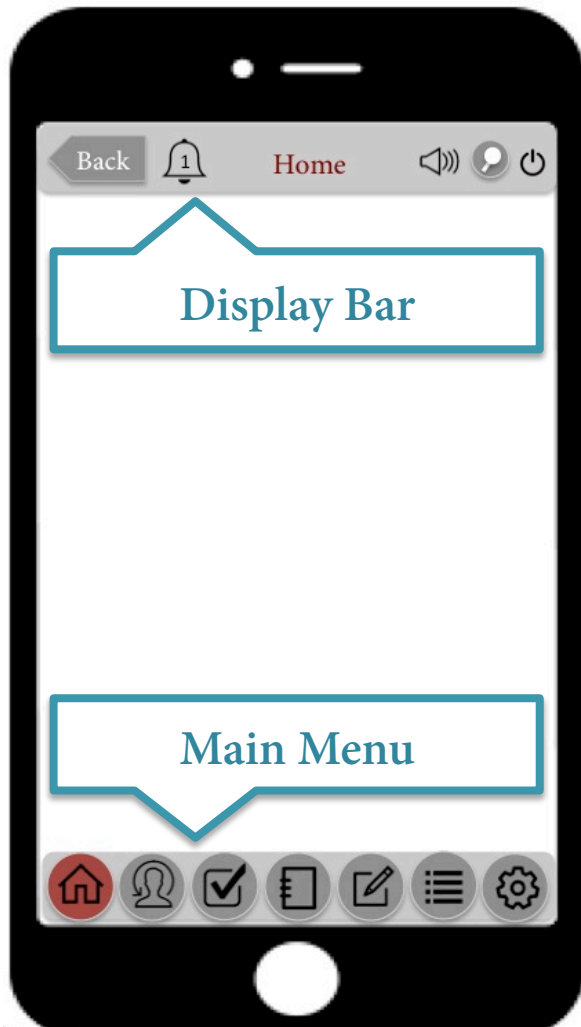
Back — Goes **back** to the previous page that you were navigating

The number indicates the amount of new **notifications** from fleet manager that have not yet been checked. Pressing this icon displays all notifications (checked and unchecked).

Home — States which **page** you are currently on. For example if on the Home page, it will read 'Home' as shown.

The Speaker Phone button allows volume control and mute option for any audible alerts. Note that this ELD is automatically muted when in Sleeper Berth status

Pressing this icon allows you to manually **search** the entire ELD using key words

This is the **logout** button. Pressing this button will sign out the current user and exit the App. You will also be asked to re-login next time you visit the ELD.

Home: the default screen while the vehicle is in motion. All other screens will be disabled

Set Duty Status: select the task which is to be logged for that time

DVIR: Allows you to fill in the Driver Vehicle Inspection Report

Logbook: Provides a detailed history of your Hours of Service (HOS) and DVIR

Edit Logbook: Allows you to edit any mistakes in the HOS for the previous 8 days

Recap: Provides a summary of the time allocated towards driving for the previous 8 days

Settings: Allows you to view and edit your account settings

Navigating the Home Screen 🏠

While the vehicle is travelling 5 mph or more, you will only have access to the **Home** screen, all other menu options will be disabled. The **Home** screen contains: 3 compliance indication bars, a countdown timer stating the maximum hours on duty left for the day, the current duty status, state of the vehicle, special driving scenario and a graphical log of the day thus far.
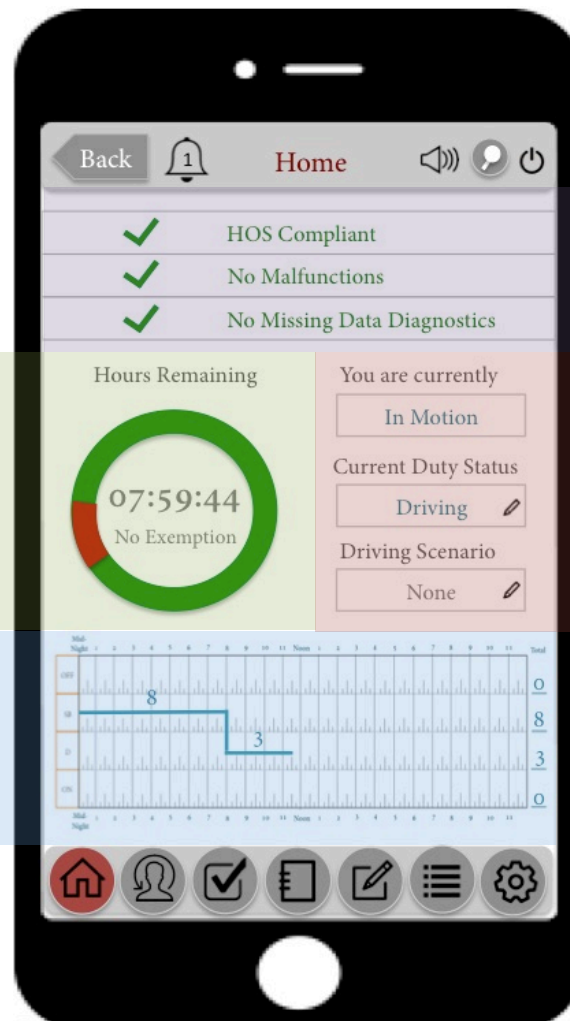
Compliance indicators (page 13)

Countdown Timer and Configuration status (page 14)

Driver and Vehicle State

Today's Log (page 15)

Compliance Indicators

Xpert ELD offers three compliance indication bars: HOS compliance, Malfunction compliance, and Data Diagnostics compliance. They will be visible to the driver at all times on the home screen. The driver will be alerted* when there is an issue or when approaching a violation as the bar changes from green to red.

1 ✔ HOS Compliant
⚠ Approaching maximum allowed On Duty Hours

1 When the driver is about to commit an HOS violation, they will first be notified with an audible alarm at an hour's notice followed by every 15 minutes.

2 ✔ No Malfunctions
⚠ Power Compliance Malfunction

2 If there is a malfunctioning component in the ELD or external hardware the driver will be notified when it occurs and this period will be logged in their logbook.

3 ✔ No Missing Data Diagnostics
⚠ Power Data Diagnostic Event

3 If the ELD is unable to sense or access certain input information from the vehicle ELD when generating its log, the driver will be notified of the missing information when it occurs.

*Note that any audible alarms may be muted at any as per the driver's request using the speakerphone 🔊 button.

Countdown Timer and Exemption Status

The maximum on duty hours allowed per day will be shown to the driver at all times in the form of a countdown timer.

1 The red symbolizes the percentage of time that you have worked thus far today, out of the total allowable time for that day.

The green symbolizes the percentage of remaining on duty time available today, without committing an HOS violation.

2 The time stated in the center of the circle is given in the format: hours : minutes : seconds. This time represents the remaining on-duty time available today without committing an HOS violation. This time will count down i.e. it will decrease.

3 Under the remaining time, the driver's configuration status is stated.

Method of Calculation

If you are on-duty in Canada, Xpert ELD will be applying the Canadian HOS rules to determine when you are about to commit a violation (**cycle 1:** 70 hours in 7 days or **cycle 2:** 120 hours in 14 days). If you are on duty in the USA, Xpert ELD will use the USA HOS rules (**cycle 1:** 60 hours in 7 days or **cycle 2:** 70 hours in 8 days). If you know that you are going to be travelling across the border between USA and Canada, we recommend using the 70 hours in 8 days cycle. Since this is the most commonly used cycle, it will be assumed for the remainder of this manual.

Today's Log: Record of Duty Status

A summary of the day's activity thus far will be updated and presented to the driver at all times in a graphical format for quick access. The graph includes an hour-by-hour breakdown the duties performed.
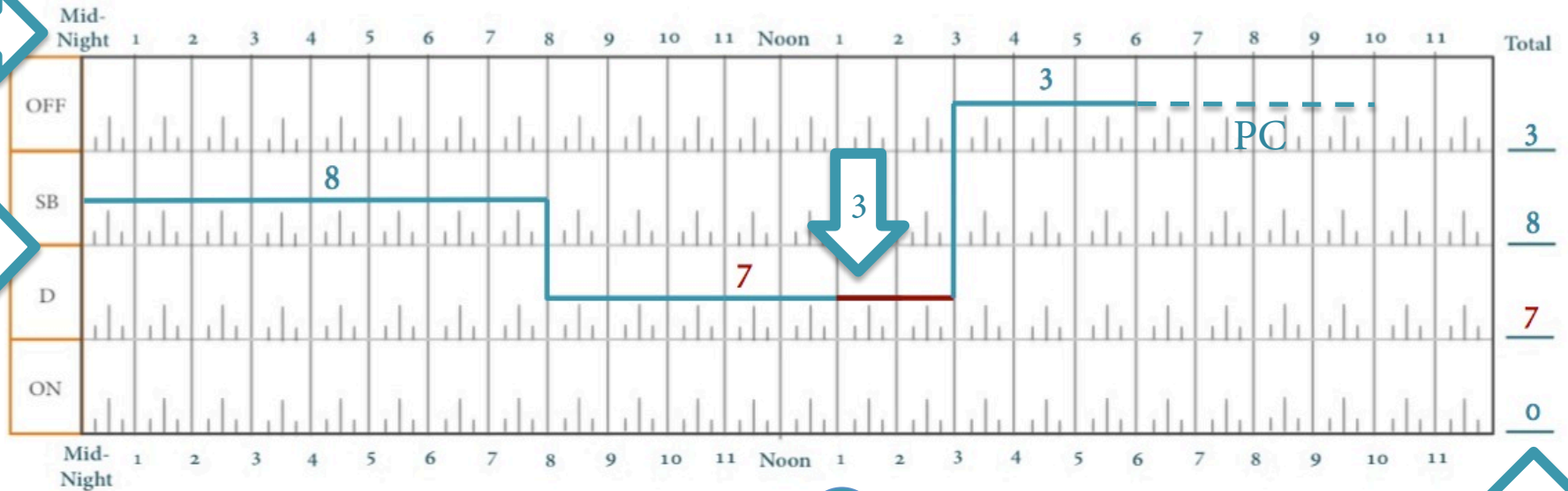
1 The numbers across the top indicate the hour of the day, with 12:00am given as Mid Night and 12:00pm given as Noon.

2 The various duty statuses are given along the horizontal axis. This status is taken from the Set Duty Status setting (page 12)

3 A horizontal line is plotted alongside one duty status. This line is extended over the time for which that duty was performed. This line will turn red if your time exceeds the HOS limit. The line will be dotted if operating under a special driving scenario. PC is shorthand for authorized personal use and YM for Yard Moves
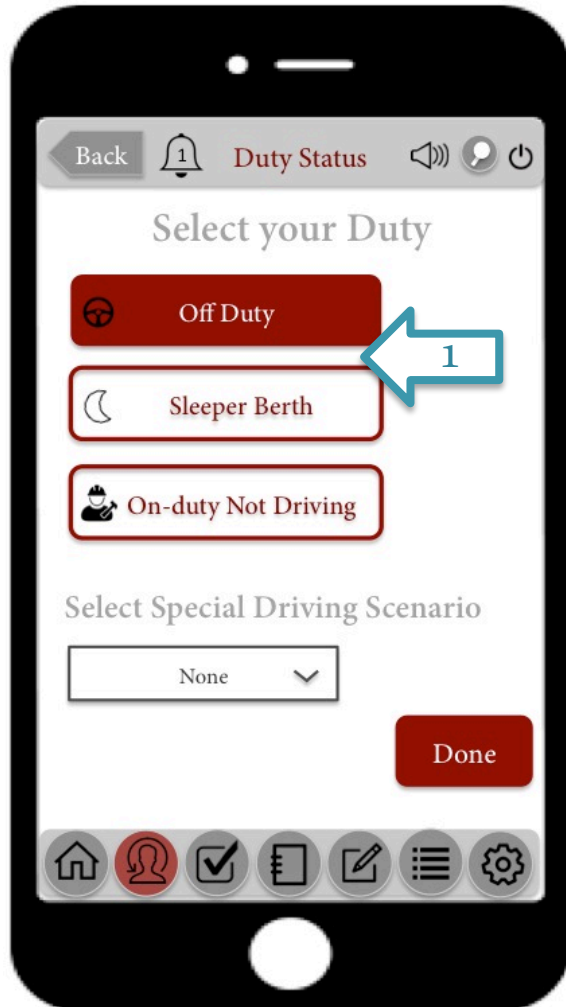
4 The sum of the total hours logged for each duty taken at the present moment are shown in the last column and alongside the horizontal graph line .

Setting Your Duty Status

Unless you are driving on duty, every time you switch tasks, you must change your duty status to accurately reflect the task, so that your hours of service can be correctly logged.
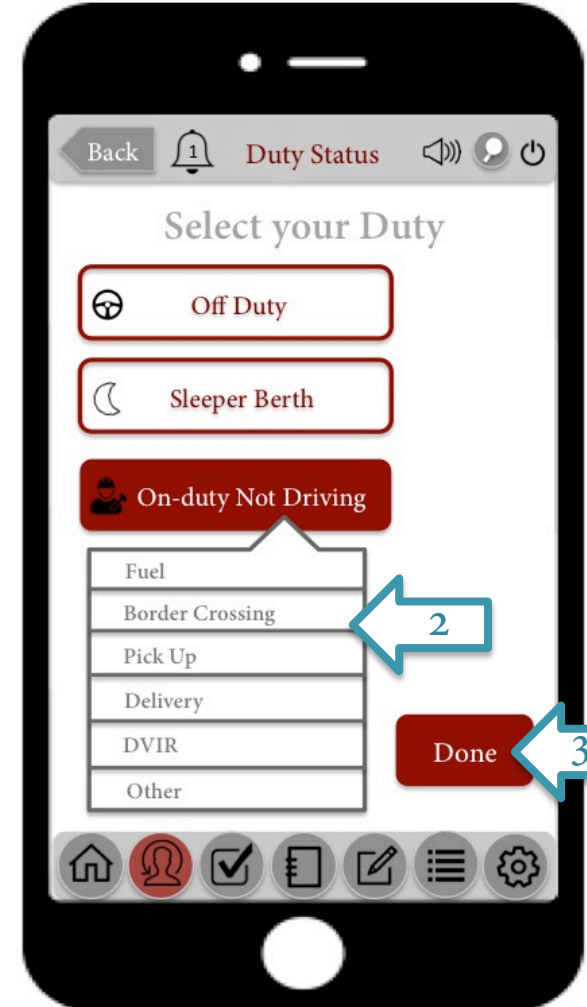
1 When your vehicle is stationary you may select your duty status.

Note that If your vehicle is in motion for more than 5 minutes your status will be automatically changed to Driving. If your vehicle then becomes stationary for more than 5 minutes and the status is not updated, then your status will be automatically changed to On Duty not Driving. This can be edited after the fact using Edit Logbook (page)

2 If you are On Duty Not Driving, specify which exact work-related task you are performing using the drop down menu or select other and enter a manual annotation.

3 Once the correct duty status is selected in red, press Done to save your changes and to continue logging your activity

Screen 1:

Back | 1 | Duty Status

Select your Duty

Off Duty

Sleeper Berth

On-duty Not Driving

Select Special Driving Scenario

None

Done

Screen 2:

Back | 1 | Duty Status

Select your Duty

Off Duty

Sleeper Berth

On-duty Not Driving

Fuel
Border Crossing
Pick Up
Delivery
DVIR
Other

Done

Special Driving Scenario 🔘

When using the vehicle specifically for Authorized Personal Use or Yard Moves, the driver must indicate this activity using the Special Driving Scenario selection on the Set Duty Status Page. Note that these scenarios have to be actively enabled by fleet manager on the driver's profile in Xpert Tracking (page)
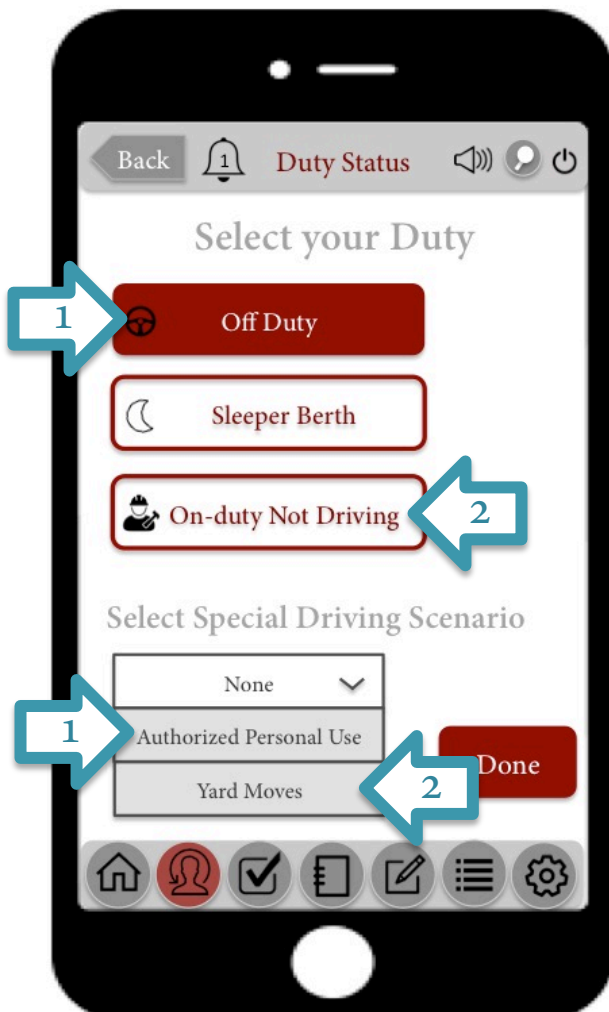

1 In order to specify that the driver is driving the vehicle for their personal use, select the duty status Off Duty in conjunction with the scenario Authorized Personal Use followed by the Done button.

2 In order to specify that the driver is driving the vehicle for a yard move, select the duty status On-duty Not Driving in conjunction with the scenario Yard Moves and press the Done button.

3 If you power off your engine will your driving scenario is set to Authorized Personal Use, the next time on power up the engine and login to the ELD you will be asked to confirm whether you want to continue driving under this scenario. If you do not press Confirm, your status will automatically change to On-duty Not Driving or Driving based on your speed
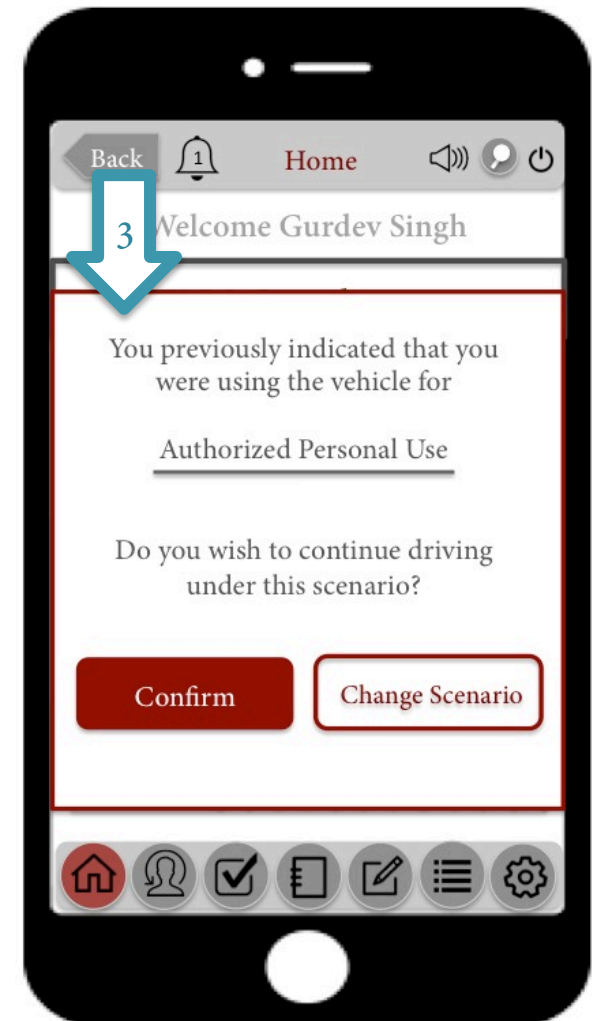
Performing Pre-Trip Inspection to Generate DVIR ☑

Before each trip, all the components for your vehicle must be inspected and any issues must be reported.

Back 🔔 **DVIR** 🔊 🔍 ⏻

Driver Vehicle Inspection Report

Inspected By

☐ Bumper	☐ Exhaust
☐ Tires (Truck and Trailer)	☐ Engine
☐ Fuel Tanks	☐ Cab/Storage Compartments
☑ Air Tanks	☐ Drive Shafts
☐ Fifth Wheel	☐ Outside / Undercarriage
☐ Floor	☐ Inside / Outside Doors
☐ Side Walls	☐ Ceiling / Roof
☐ Front Wall	☐ Refrigerated Unit

Enter Remarks

Done

🏠 👤 ☑ 📖 ✎ ☰ ⚙

1 State the name of the person performing the inspection in the space labeled Inspected By.

2 After a component is inspected to be safe, press the name of that component on the list to check off the box. Pressing the name a second time will un-check the box.
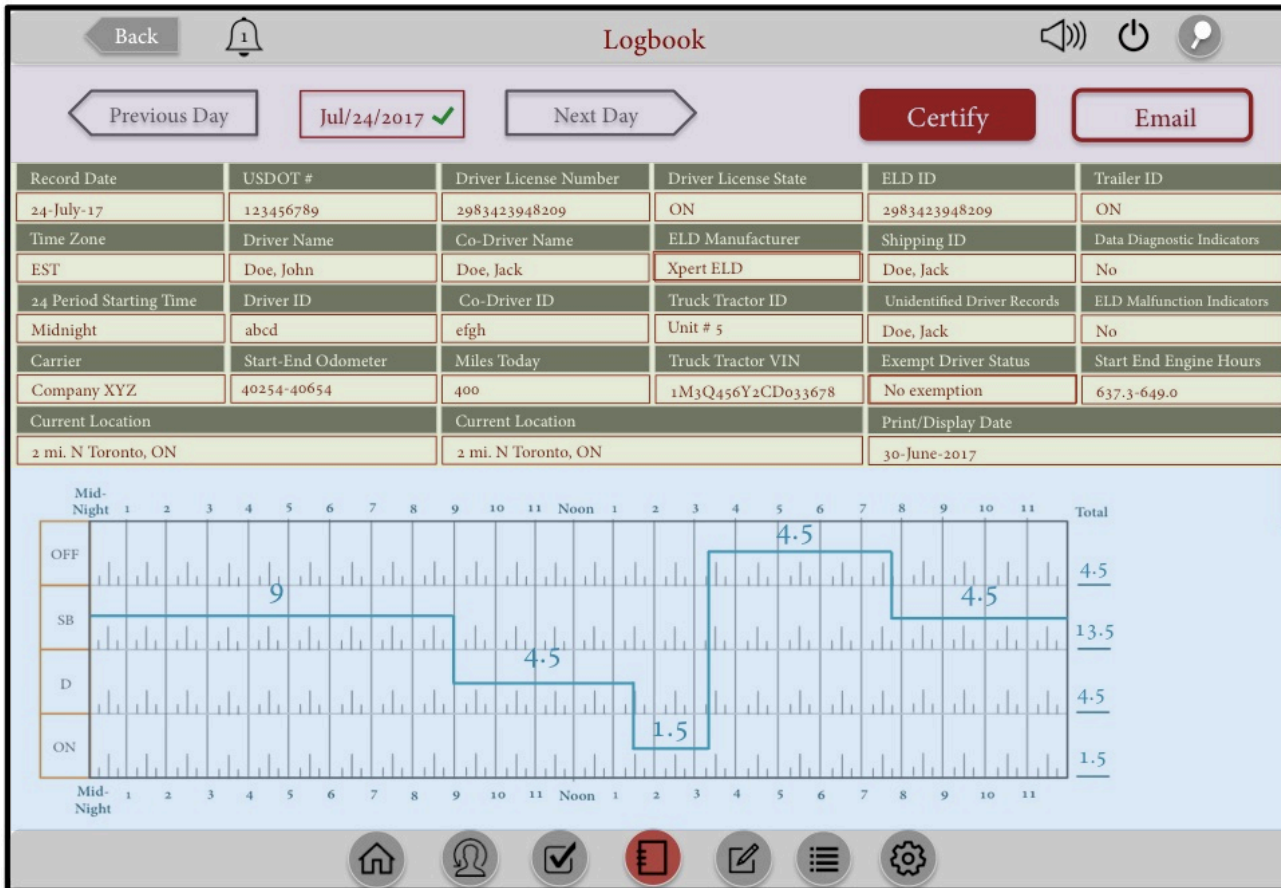
3 You may specify any issues detected during the inspection, or to make any general notes regarding components of your vehicle in the section labeled Enter Remark.

4 After the inspection is complete, press the Done **button** to save your changes. If deemed safe, you are now ready to begin operating your vehicle.

Navigating the Logbook

You can view your complete **Logbook** which includes your Trip Information, Record of Duty Status, Detailed Log history and DVIR report from any previous date in the last 6 months. You fleet manager will also have a record of this same information.

| Navigation (page 21) |
| Trip Information (page 22) |
| Record of Duty Status (page 15) |

Navigating the Logbook

After each 24-hour period, the logbook must be certified by the driver. The driver can email the logbook to an authorized safety official during an inspection using the Email button. The fleet manager may must requests to edit a driver's logbook, which must then be approved by the driver.

| Back | 🔔1 | Logbook | 🔊 ⏻ 🔍 |

| Previous Day | Jul/24/2017 ✔ | Next Day | | Certify | Email |

Certification (page 24)

Time	Location	Odometer	Engine Hours	Event Type/ Status	Origin
24-July-17					
1:00	6 mi W Toronto, ON	24890	643.2	Driving	Driver
2:00	3.4 mi NE Milton, ON	24920	644.2	Int Location	Auto
3:00	2 mi NW Guelph, ON	25007	645.2	Int Location	Auto
3:37	5 mi NW Guelph, ON	25047	645.8	Off Duty	Driver
25-July-17					
8:14	2 mi NW Guelph, ON	25047	645.8	Login	Driver

Detailed Log History (page 23)

Inspected By: Ramesh Sindhu

✔ Bumper	✔ Exhaust	✔ Fifth Wheel	✔ Outside / Undercarriage
✔ Tires (Truck and Trailer)	✔ Engine	✔ Floor	✔ Inside / Outside Doors
✔ Fuel Tanks	✔ Cab/Storage Compartments	✔ Side Walls	✔ Ceiling / Roof
✔ Air Tanks	✔ Drive Shafts	✔ Front Wall	✔ Refrigerated Unit

<Remarks>

DVIR Report (page 18)

🏠 👤 ☑ 📕 ✏ ☰ ⚙

Navigating the Logbook

Previous Day

Jul/24/2017 ✓

3 → 📅

↑ 1

Jul/23/2017 !

Jul/22/2017 ✓

2 → Jul/21/2017* ✓

Next Day

↑ 4

1 To select the date for which to view the logbook, press the given date to open a dropdown list of days.

2 The green checkmark next to the date indicates that this logbook has already been certified whereas the orange exclamation mark indicates that the logbook from this date still requires certification. A date is highlighted in yellow when a fleet manager has requested an edit for that day. An asterisk following the date indicates that the logbook from that day was edited.

Jul/24/2017 ✓

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	*21	22	!23	24	25
26	27	28	29	30		

July 2017

3 →

3 You may alternate between a calendar-view or a list-view by pressing the 📅 or ☰ icon, respectively. The calendar view allows easier navigation across months.

4 You may chose to navigate between days in a sequential manner, in which the Previous Day and Next Day buttons provide the easiest navigation.

Trip Information

Record Date	USDOT #	Driver License Number	Driver License State	ELD ID	Trailer ID
24-July-17	123456789	2983423948209	ON	2983423948209	ON
Time Zone	Driver Name	Co-Driver Name	ELD Manufacturer	Shipping ID	Data Diagnostic Indicators
EST	Doe, John	Doe, Jack	Xpert ELD	Doe, Jack	No
24 Period Starting Time	Driver ID	Co-Driver ID	Truck Tractor ID	Unidentified Driver Records	ELD Malfunction Indicators
Midnight	abcd	efgh	Unit # 5	Doe, Jack	No
Carrier	Start-End Odometer	Miles Today	Truck Tractor VIN	Exempt Driver Status	Start End Engine Hours
Company XYZ	40254-40654	400	1M3Q456Y2CD033678	No exemption	637.3-649.0
Current Location		Current Location		Print/Display Date	
2 mi. N Toronto, ON		2 mi. N Toronto, ON		30-June-2017	

At the start of the logbook, a accumulation of all the information regarding a driver's trip is given. This information is collected from various sources, including the driver's inputs into Xpert ELD, the fleet manager's inputs in Xpert Tracking, when assigning a load from Xpert Dispatch as well as automatically from the vehicle's engine. At the end of the 24-hour day, a driver must verify that all the information is correct. If there is incorrect information, the driver can annotate the log at the bottom of the Logbook in the Remarks section.

Detailed Log History

Time	Location	Odometer	Engine Hours	Event Type/ Status	Origin
24-July-17					
1:00	6 mi W Toronto, ON	24890	643.2	Driving	Driver
2:00	3.4 mi NE Milton, ON	24920	644.2	Int Location	Auto
3:00	2 mi NW Guelph, ON	25007	645.2	Int Location	Auto
3:37	5 mi NW Guelph, ON	25047	645.8	Off Duty	Driver
25-July-17					
8:14	2 mi NW Guelph, ON	25047	645.8	Login	Driver

During certain intervals, known as Events, a snapshot of the Date, Time, Driver's Location, Odometer reading, Engine Hours is taken. An Event occurs when a driver powers up or shuts down their engine, logs in or out of the ELD, updates their duty status, or at every 1 hour interval. This is signified by the Event Type/Status column. Finally, the origin specifies the source of the input information.

Certifying the Logbook

In order to certify the logbook, press the **Certify** button at the top of the Logbook screen, and you will redirected to the screen below.

1 Read the Certifying Statement

2 Verify that your signature is correct. If incorrect, you can edit it in Account Settings.

3 If you agree with the Certifying Statement, select Agree. If you are not yet ready, you may go back to the logbook to review your information and go to Edit Logbook (page 25) to make any changes

4 Re-enter your password, to ensure that the authenticated driver is in fact the one who is certifying their records.

5 Press the Certify button when you are finished entering all other fields to complete your certification. A green checkmark will now appear at the top your logbook next to the date.

Edit Logbook

If you forget to change your duty status or do so incorrectly, you have to option of editing your logbook for the past 8 days (including the current day) and making any amendments. Any edits that you make will need to be annotated with a valid reason. Your fleet manager may also choose to make edits, but they must be verified by you, the driver. Your edited logbook must be re-certified.
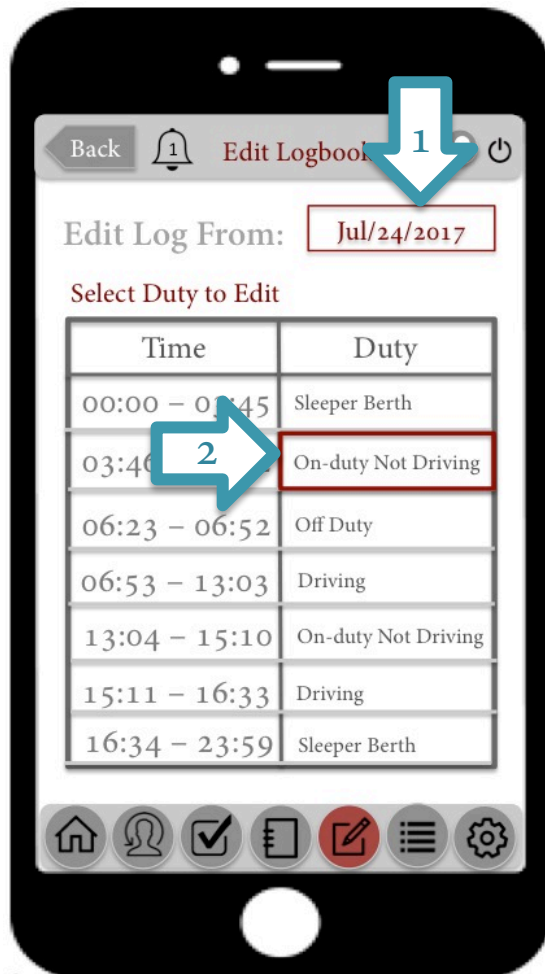
1 To select the date from which to edit the log, press the date given next to the **Edit Log From** label. This will dropdown a list or calendar of dates that are available for editing, as shown on page 21.

2 In a table, a list of every duty performed and the corresponding time slot. Select the duty or time you wish to edit.

3 You may edit the duration of the entries in the log by clicking **Start Time** or **End Time** and using the keyboard tool to enter a new time, you change your duty status.
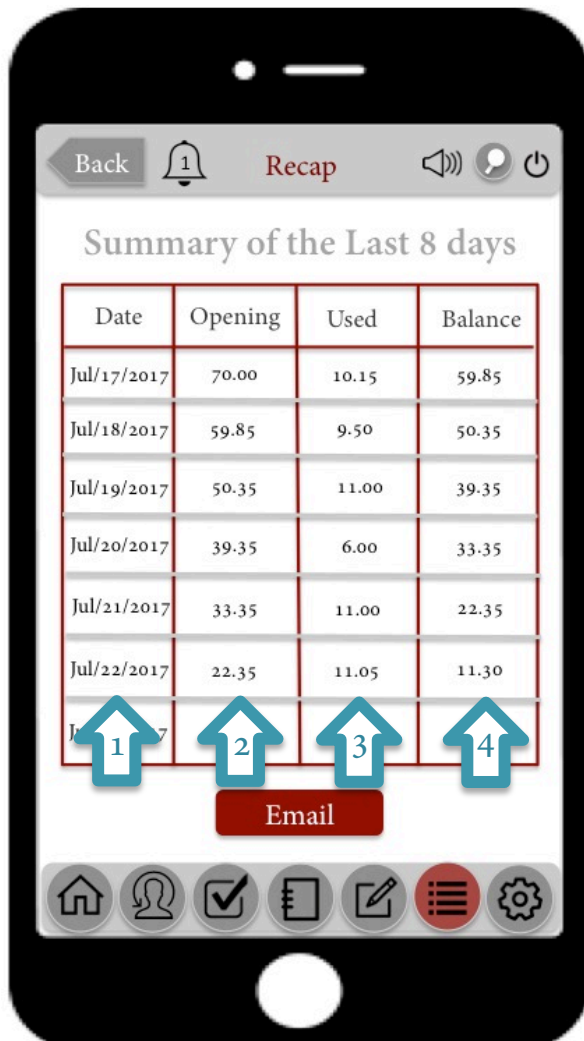
4 Annotate your edits and state the reason for making changes. Press Save Changes when you finished.

Time	Duty
00:00 − 03:45	Sleeper Berth
03:46 − ...	On-duty Not Driving
06:23 − 06:52	Off Duty
06:53 − 13:03	Driving
13:04 − 15:10	On-duty Not Driving
15:11 − 16:33	Driving
16:34 − 23:59	Sleeper Berth

Edit Log From: Jul/24/2017

Select Duty to Edit

Start Time 06:23 End Time 06:52

Change Status To: On-duty Not Driving / Off Duty

Reason for Change

Save Changes

View Recap

Xpert ELD gives you the option of providing a quick summary of your last 8 days of work using Recap, when in need of a quick summary of your Hours of Service, as oppose to the entirety of the logbook.

Back | 1 | Recap

Summary of the Last 8 days

Date	Opening	Used	Balance
Jul/17/2017	70.00	10.15	59.85
Jul/18/2017	59.85	9.50	50.35
Jul/19/2017	50.35	11.00	39.35
Jul/20/2017	39.35	6.00	33.35
Jul/21/2017	33.35	11.00	22.35
Jul/22/2017	22.35	11.05	11.30

Email

1 The Recap is given in the form of a table. The first column of this table specifies the date, starting at the top with the date 7 days ago and ascending in chronological order to today's date at the bottom.

2 The second column is titled Opening and it gives the number of hours that were available at the **start** of the given date. This is calculated by subtracting the total hours driven in last 7 days from 70 hours. So for example if in the last 7 days, 20 hours were spent on duty driving, then the driver would open the current day with 50 hours.

3 The third column is titled Used and it specifies the number of hours spent off duty driving in a day. This number should not exceed the number hours that the driver opened with, otherwise they will exceed 70 hours in 8 days, resulting in an HOS violation as per American standards.

4 The fourth column is titled Balance and it specifies the number of hours Used subtracted from the Opening number of hours. The Balance will also be the number of hours a driver opens with the following day. So for example, if a driver opened with 10 hours today and drove for 3 hours on duty, then the balance will be 7 hours, which he will open with tomorrow.

Account Settings ⚙

View your driver information taken from the driver profile on Xpert Tracking. You are only permitted to edit your password and signature. All other edits must be requested from the fleet manager on Xpert Tracking
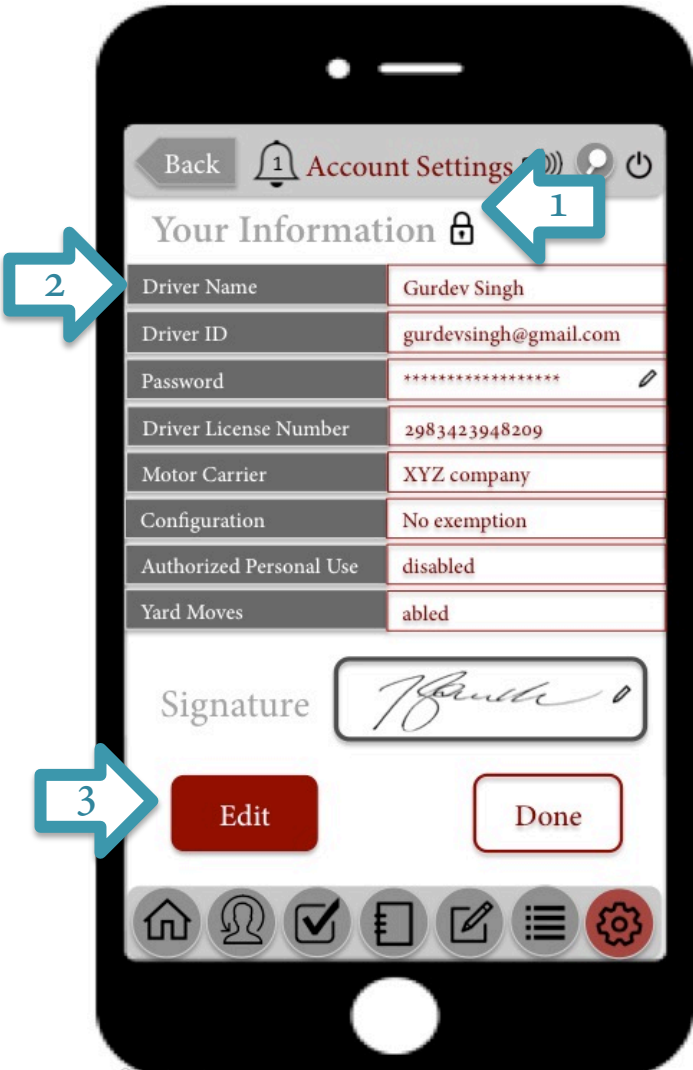
1 When you first enter the settings page, you will be in view mode. This is indicated by the locked symbol. You will not be able to make any changes to your profile in view mode.,

2 All your information will be available for viewing.

3 In order to edit your information, press the Edit button at the bottom of the screen.

4 You will then be prompted to enter your Password in order to enter edit mode. After authentication, the locked symbol will change to unlocked and a pencil icon will appear beside password and signature allowing edits