# TruLogELD User's Manual for Carrier Admin Panel (CAP)



# **Overview Of CAP**

Carrier Admin Panel (CAP) of TruLogELD

The TruLogELD application is a complete package: a beautifully rendered product at a sensible price.

Obviously, a labor of knowledge and enormous creativity. Its extensive and easy to use Carrier Admin Panel

(CAP) is a solution made for Carrier companies to prevent them from unwanted citations and penalties.

CAP also helps Carrier company owners or individual drivers to efficiently manage the TrulogELD mobile app

accounts of their drivers and mechanics.

**A Web Based Solution** 

The Carrier Admin Panel of the TruLogELD application is a web-based solution, which can be accessed at

www.trulogeld.com.

**Items Provided by TruLogELD** 

TruLogELD is our app built by Drivers for Drivers. It ensures compliance with the ELD mandate and provides

information and tools to drivers and companies alike.

Maintains your regulatory required documents accurately

> Captures important filing deadlines

Provides notifications of deficiencies

Offers actionable steps to maintain a compliant DOT number

> Decreases the possibility of fines, saves time and reduces stress

**Support** 

TruLogELD support is available (24 x 7).

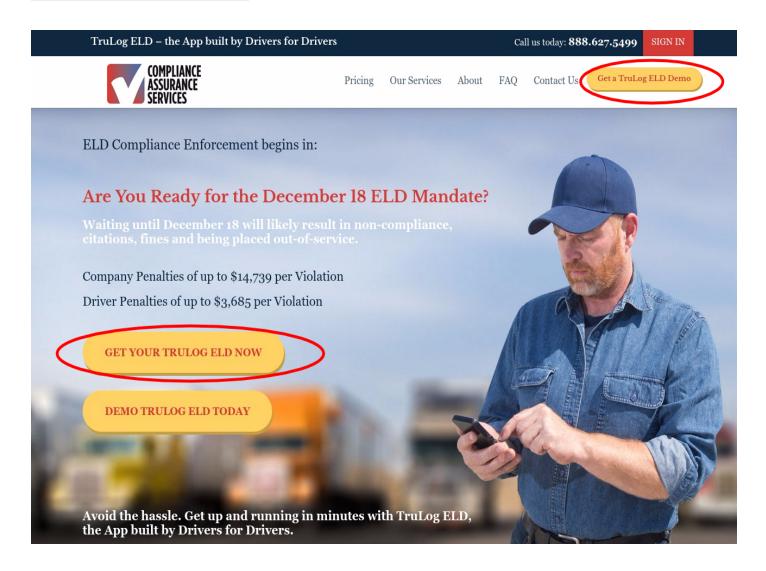
**CONTACT INFORMATION** 

Phone: - 888.627.5499

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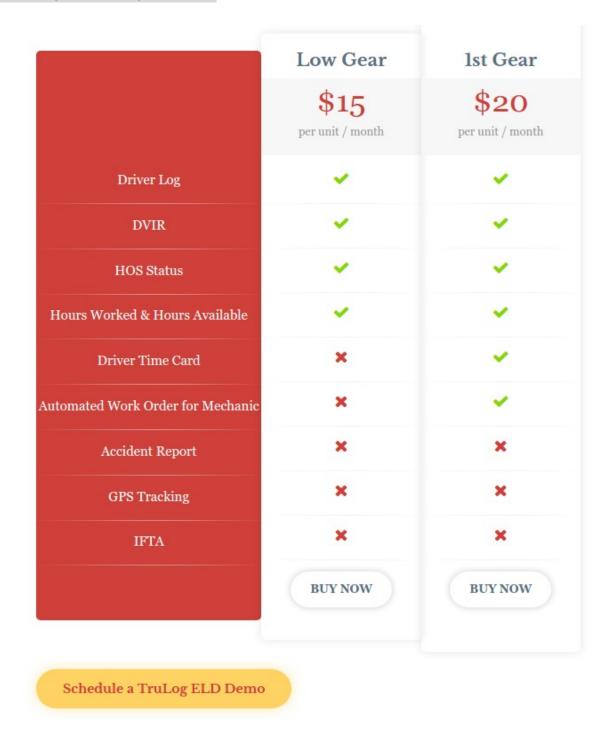
#### **Basic Device Operation**

#### **How To Get Your TruLogELD**



- 1. Open the TruLogeld.com.
- 2. Click on the "GET YOUR TruLogELD ELD NOW" button on the middle of the banner image.
- 3. This will lead you to the Pricing Page shown below.

# **How To Buy A Subscription Plan**

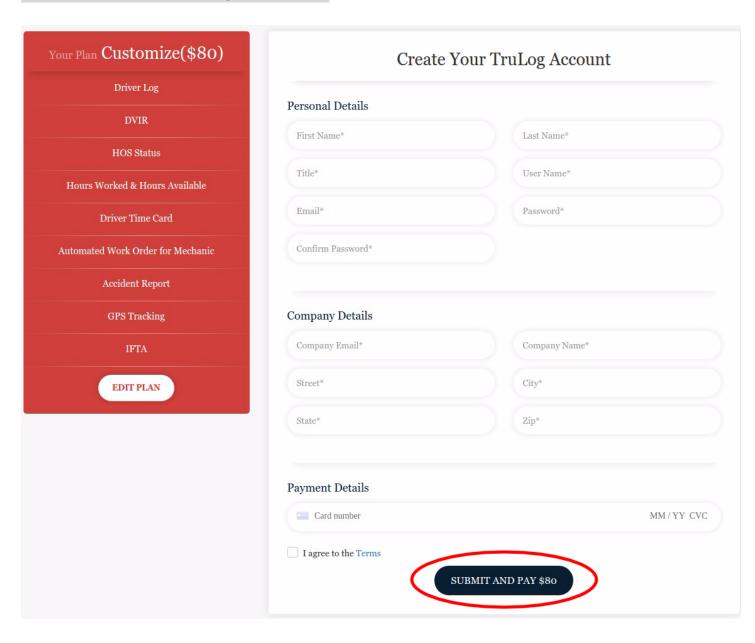


# **Choose Your Plan:**

- 1. Choose the plan which satisfies your requirements.
- 2. Click on "Buy Now" button in the same column to proceed.

# Sign Up Form

# **How To Create Your TruLogELD Account**

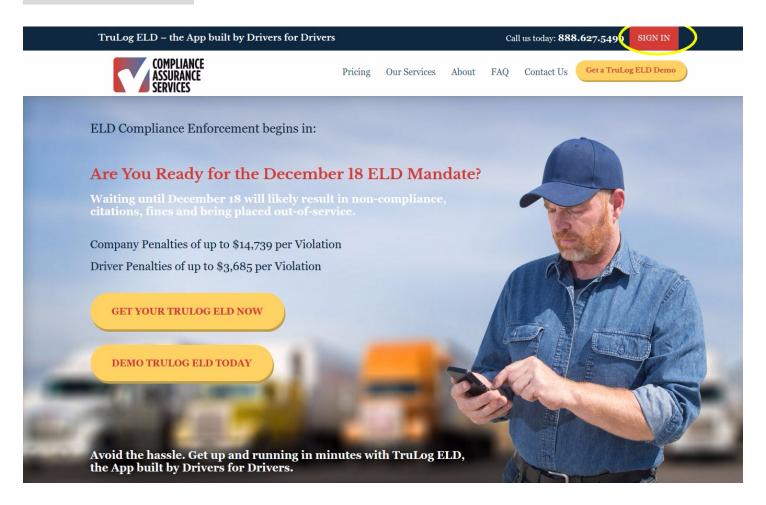


- 1. Enter **Personal** and **Company** Details.
- 2. Enter Payment Details Card number, Month and Year of expiration of card and CVV number.
- 3. Click on the "Terms" text to read the terms and policies of the application.
- 4. Click on the checkbox to verify.
- 5. Click on **Submit** button at the bottom of the pop-up.

**Getting Started** 

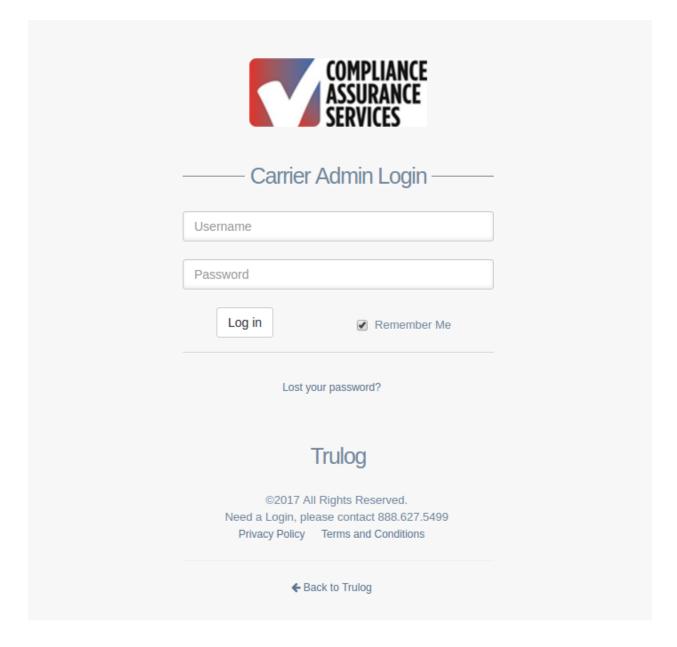
#### **GETTING STARTED AS A CARRIER ADMIN**

#### **How To Enter the CAP**



- 1. Open the Trulogeld.com
- 2. Click on the "Sign In" button in the upper-right-hand corner of the screen.
- 3. This will lead you to the login screen of the CAP (Carrier Admin Panel).

# Log In Screen

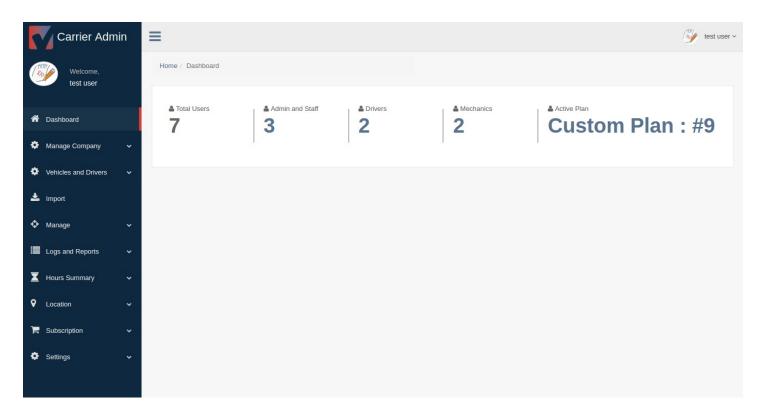


- 1. Enter the Username and password.
- 2. Click on the Remember Me checkbox in order to save your credentials for future use.
- 3. Click on "Log in" to enter in the CAP account.
- 4. If you have lost your Password, click on the "Lost your password" link.



#### **Admin Dashboard**

# **TruLogELD Provides the Following Details for the Carrier Admin**

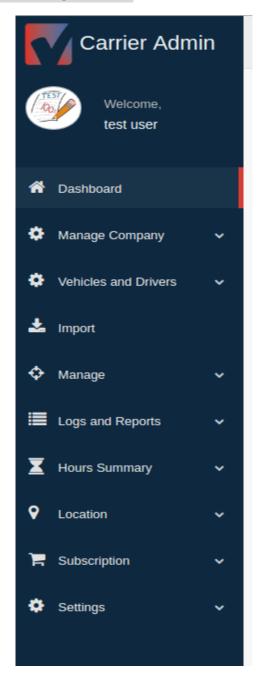


- 1. Total number of **Users** Staff/Admin, Drivers, Mechanics.
- 2. Number of Staff members.
- 3. Number of Drivers accounts.
- 4. Number of Mechanics accounts.
- 5. Name of the current Subscription Plan.



# Menu Options in TruLogELD - CAP

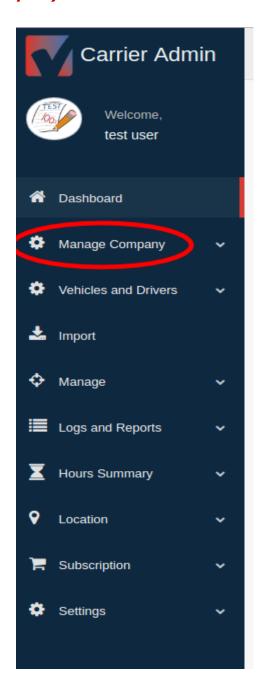
# Menu Options Provided by the TruLogELD CAP

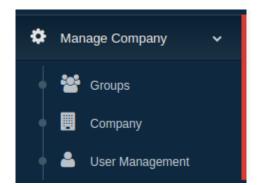


#### The CAP of the TruLogELD application provides following menus to its users:

→ Dashboard, Manage Company, Vehicle and Drivers, Import, Manage, Logs and Reports, Hours Summary, Location, Subscription and Settings.

# **Manage Company**

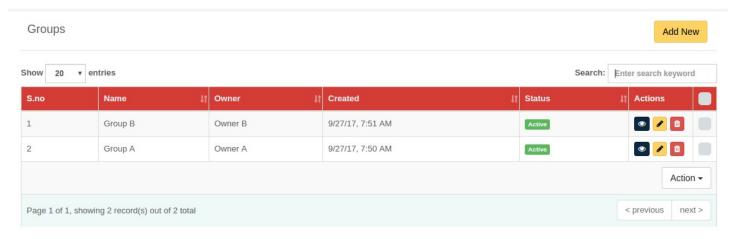




This menu allows Admins to view their **company profile** and manage their **sub-users**. Sub-menus of this menu are listed below:

- 1. Manage Groups
- 2. Manage Company
- 3. Manage Users Staff and Admin

# **List of Groups**



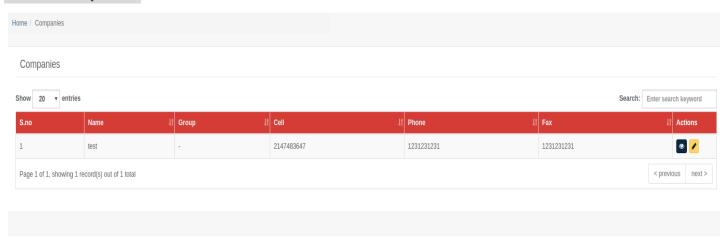
- 1. Click on "Eye icon" to view the details of the group.
- 2. Click on "Trash icon" to delete the group.
- 3. Click on "Pencil icon" to edit group details.
- 4. Enter group name in the search bar to search the group.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple groups simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate and Delete.

# **How to Add a Group**



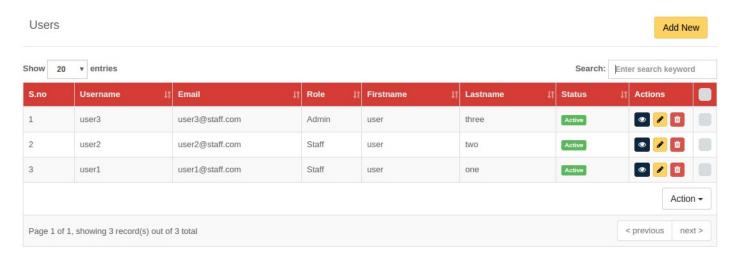
- 1. Enter Group name.
- 2. Enter Owner's name.
- 3. Upload logo Click on **Choose file** button and select the logo file to upload.
- 4. Click on the **Submit** button to save the group.

#### **List of Companies**



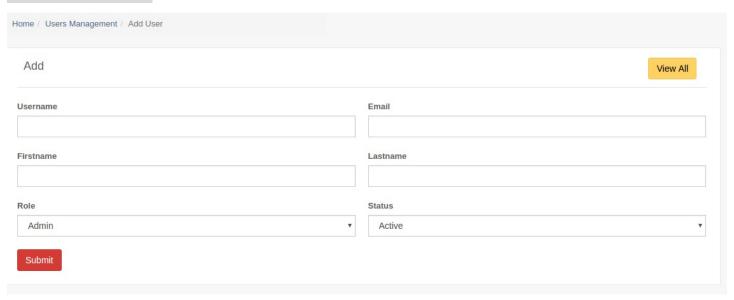
- 1. Click on "Eye icon" to view the details of the company.
- 2. Click on "Pencil icon" to edit company details.
- 3. Enter name of company in the **Search bar** to search the company.

#### **List of Users**



- 1. Click on "Eye icon" to view the details of the user account.
- 2. Click on "Trash icon" to delete the user account.
- 3. Click on "Pencil icon" to edit user account details.
- 4. Enter name of user in the Search bar to search the user.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple user accounts simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate, Delete and Send App credentials.

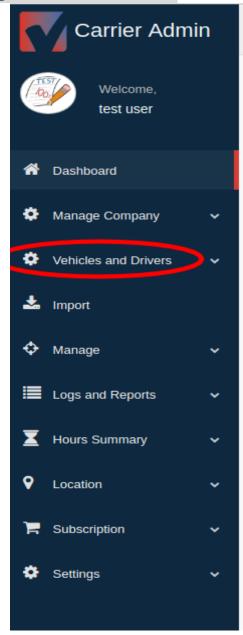
#### How to Add a User

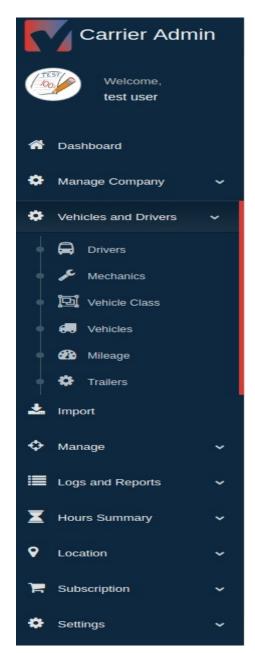


- 1. Enter Username, Email address, First name of the user and Last name of the user.
- 2. Select user **Role**. There are two predefined roles Staff and Admin.
- 3. Set status as Active or Inactive.
- 4. Click on **Submit** button to save user account details.
- 5. Click on **View All** button to go back to the list without saving the details.

#### **Manage Vehicles and Drivers**

# **How to Manage Vehicles and Drivers**

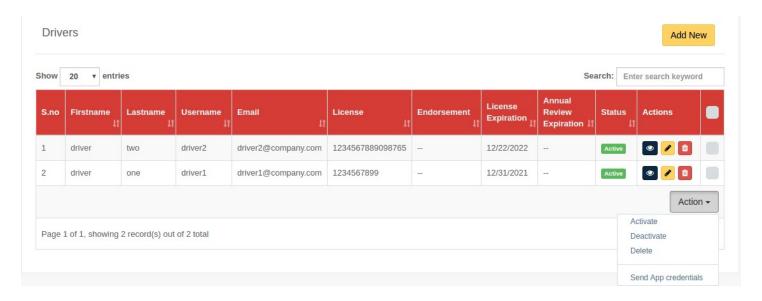




#### This menu allows users to perform following functions:

- 1. Manage Drivers
- 2. Manage Mechanics
- 3. Manage Vehicle Class
- 4. Manage Vehicle
- 5. Manage Mileage
- 6. Manage Trailers

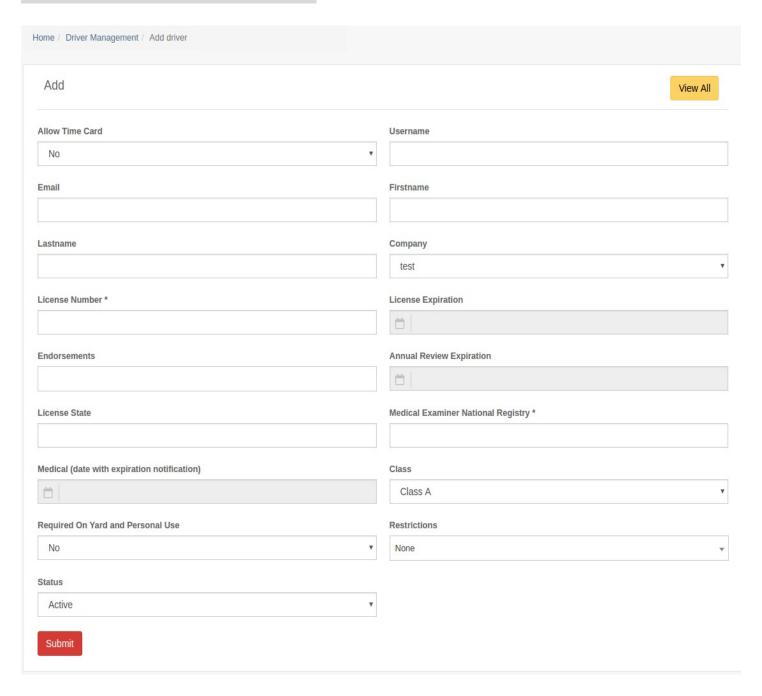
#### **List Of Drivers**



This screen shows the list of all the drivers associated with the company. User can perform the following actions on the list of drivers:

- 1. Click on "Eye icon" to view the details of the Driver's account.
- 2. Click on "Trash icon" to delete the Driver's account.
- 3. Click on "Pencil icon" to edit Driver's account details.
- 4. Enter Name, Username or Email of driver in the Search bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple drivers accounts simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate, Delete and Send App credentials.

# **How to Create an Account for a Driver**

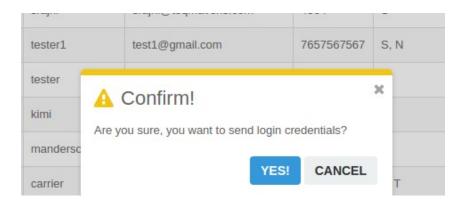


- 1. Enter the details of the driver.
- 2. Select whether to provide the driver with Yard and Personal Use options.
- 3. Set the status as **Active** or **Inactive**.
- 4. Click on **Submit** button to save.
- 5. Click on View All button to go back to the list.

# **How to Send App Credentials to Drivers and Mechanics**

10	rajni	sharma	srajni	srajni@teqmavens.com	4564	S	09/21/2017	09/28/2017	Active		
11	test	user	tester1	test1@gmail.com	7657567567	S, N	09/20/2017	09/13/2017	Active		
12	tester	user	tester	test@gmail.com	12	S	09/20/2017	09/20/2017	Active		
13	Kimi	Raikkonen	kimi	teqmavens@gmail.com	Α	Р	09/01/2017		Active		
14	Mitch	Anderson	manderson	mitch@email.com	123456		08/26/2017	09/01/2017	Active		
15	Ernie	Langston	carrier	carrieradmin@yopmail.com	A-dS	P, T	08/26/2017	08/26/2017	Worker Com		
16	Ernie	Langston	erlangston2	kernestrlangston@gmail.com	D01895224	Р	01/26/2021	01/26/2018	Active		
17	Alonso	Fernando	fernando	sambica@teqmavens.com	1				Active		
L8	Vettel	Sebastian	sebastian	staranpreet@teqmavens.com	1	none			Active		
19	James	driver	richard	testdriver@gmail.com	1	none	09/01/2017	08/31/2017	Active		
										Acti	on <del>-</del>
Page 1 of 1, showing 19 record(s) out of 19 total										Activate Deactivate	
										Send App credenti	als

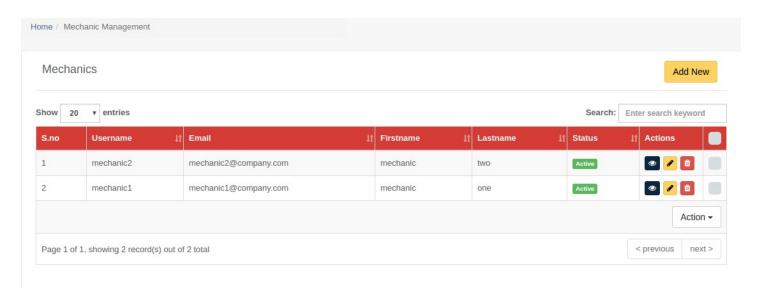
- 1. Click on Action button at the end of the list of drivers/mechanics.
- 2. Select Send App Credentials



3. Click on Yes to confirm and you will get a success notification.



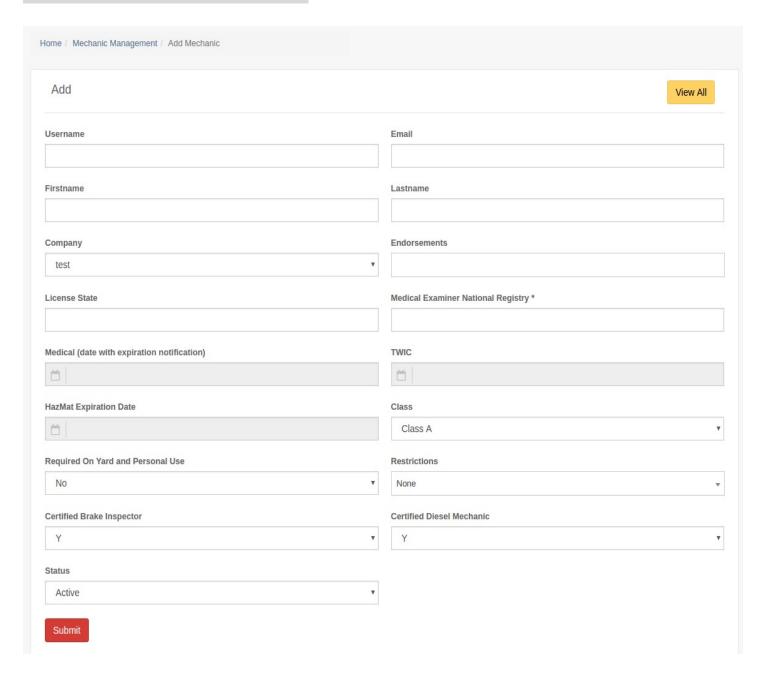
#### **List Of Mechanics**



This screen shows the list of all the Mechanics associated with the company. User can perform following actions on the list of Mechanics:

- 1. Click on "Eye icon" to view the details of the Mechanic's account.
- 2. Click on "Trash icon" to delete the Mechanic's account.
- 3. Click on "Pencil icon" to edit Mechanic's account details.
- 4. Enter name of Mechanic in Search bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple Mechanics accounts simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate, Delete and Send App credentials.

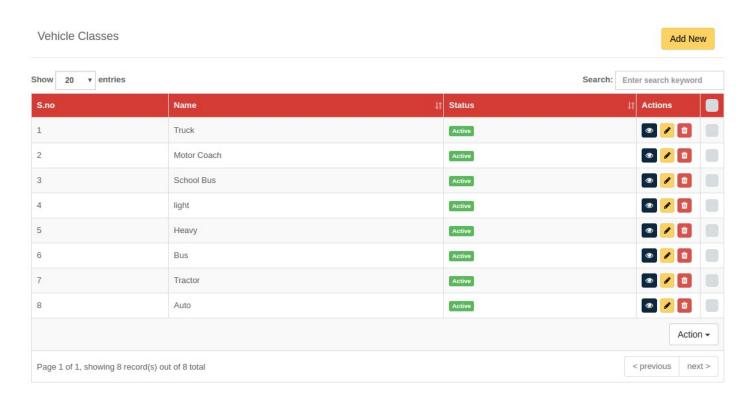
# **How to Create Account for Mechanic**



- 1. Enter the details of the mechanic.
- 2. Select whether to provide the mechanic with Yard and Personal Use options.
- 3. Set the status as **Active** or **Inactive**.
- 4. Click on **Submit** button to save.
- 5. Click on View All button to go back to the list.

#### **List of Vehicle Classes**

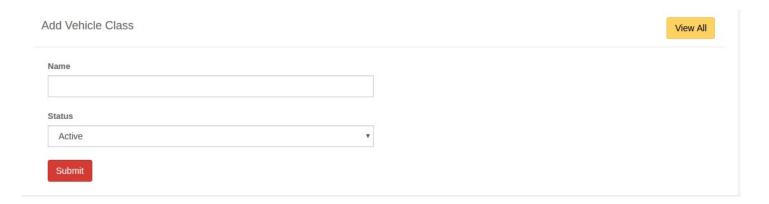
**Vehicle classes** are the categories of vehicles a company is operating. Users can add **vehicle classes** and create list of vehicles under these classes.



This screen shows the list of all the **Vehicle Classes** of the company. User can perform the following actions on the list of vehicle classes:

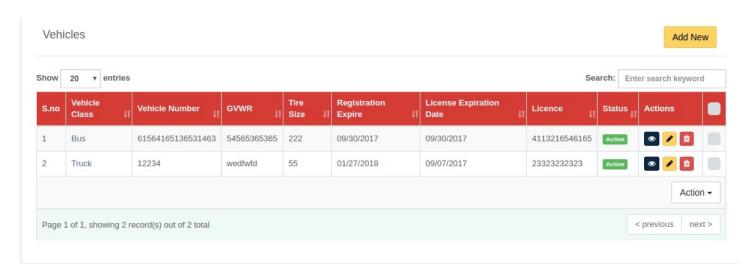
- 1. Click on "Eye icon" to view the details of the Vehicle Class.
- 2. Click on "Trash icon" to delete Vehicle Class.
- 3. Click on "Pencil icon" to edit Vehicle Class details.
- 4. Enter name of Vehicle Class in the Search bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple Vehicle Classes simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate and Delete.

#### **How to Add Vehicle Class**



- 1. Enter the name of class.
- 2. Set the status as Active or Inactive.
- 3. Click on **Submit** button to save the class.
- 4. Click on View All button to go back to the list.

#### **List Of Vehicles**

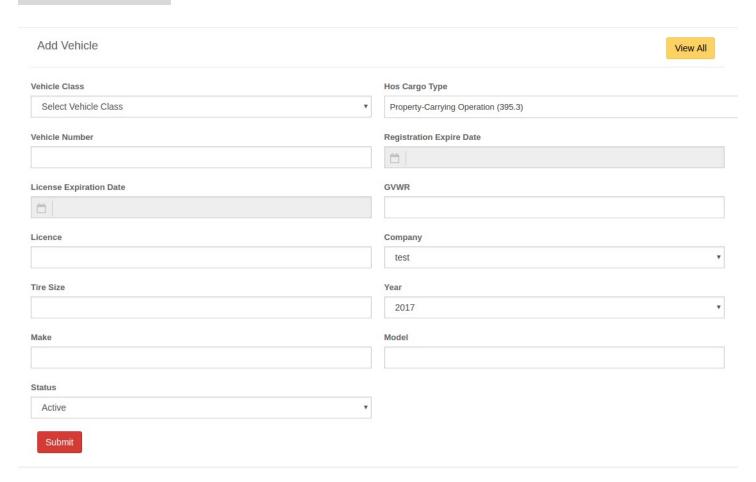


This screen shows the list of all the **Vehicles** operated by the company. User can perform the following actions on the list of Vehicles:

- 1. Click on "Eye icon" to view the details of the vehicle.
- 2. Click on "Trash icon" to delete the vehicle.
- 3. Click on "Pencil icon" to edit vehicle's details.
- 4. Enter name of vehicle or vehicle class in the **Search** bar to filter the list.

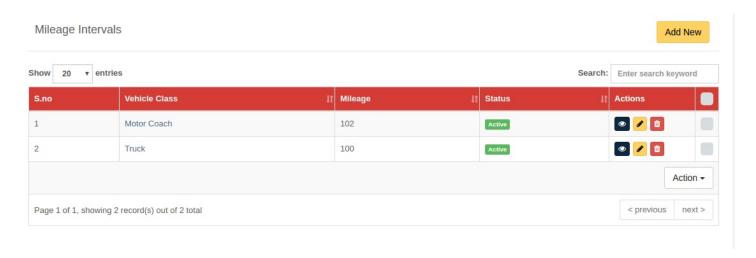
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple vehicles simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate and Delete.

#### **How to Add Vehicle**



- 1. Select the vehicle class.
- 2. Enter the details of vehicle.
- 3. Set the status as **Active** or **Inactive**.
- 4. Click on the **Submit** button to save the vehicle.
- 5. Click on the View All button to go back to the list.

# **List Of Mileage Intervals**



This screen shows the list of **Mileage Intervals** set by the company admin for each vehicle class for maintenance notifications. User can perform following actions on the list of mileage intervals:

- 1. Click on "Eye icon" to view the details of the mileage interval.
- 2. Click on "Trash icon" to delete the mileage interval.
- 3. Click on "Pencil icon" to edit mileage interval's details.
- 4. Enter name of vehicle class in the Search bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple mileage intervals simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate, Delete and Send reminders for service.

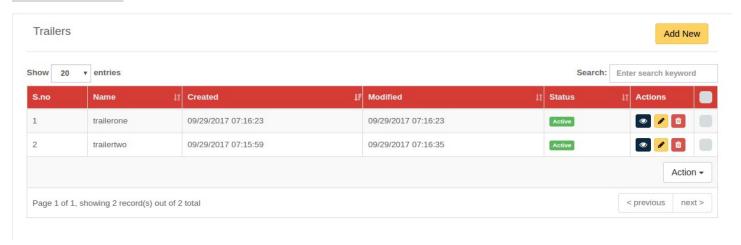
# **How to Add Mileage Interval**

Add Mileage Interval		View All
Vehicle Class	<b>v</b>	
Mileage		
Submit		

1. Select Vehicle Class.

- 2. Enter Mileage (This should be a numeric value).
- 3. Click on **Submit** button to save the mileage interval.
- 4. Click on View All button to go back to the list.

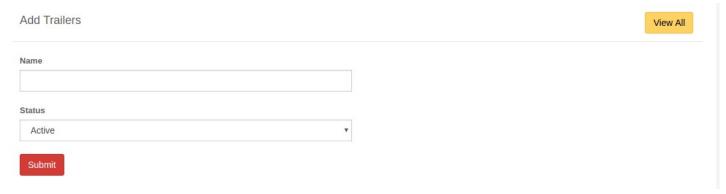
#### **List Of Trailers**



This screen shows the list of all the **Trailers** owned or being used by a company. User can perform the following actions on the list of Trailers:

- 1. Click on "**Eye icon**" to view the details of the Trailer.
- 2. Click on "Trash icon" to delete the Trailer.
- 3. Click on "Pencil icon" to edit Trailer's details.
- 4. Enter name of Trailer in the Search bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple Trailers simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate and Delete.

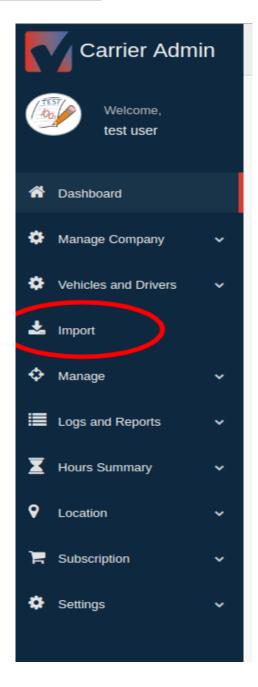
# **How to Add Trailer**



- 1. Enter the name of Trailer.
- 2. Set the status as **Active** or **Inactive**.
- 3. Click on **Submit** button to save the Trailer.
- 4. Click on View All button to go back to the list.

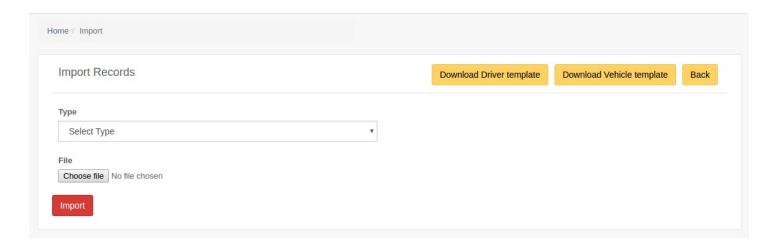
#### **IMPORT FUNCTION**

# **Option To Import Drivers and Vehicles List**



This option allows users to import a list of drivers associated with their company.

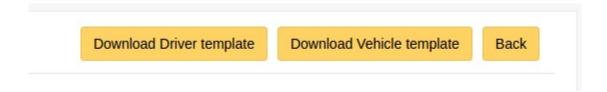
# **How to Import a List of Vehicles and Drivers**



- 1. Click on the dropdown menu to select the type of list **Drivers / Vehicles**.
- 2. Click on choose file button and select the file to import.
- 3. Click on **Import** button to complete the process.
- 4. Click on the **Back** button to go back to the list.

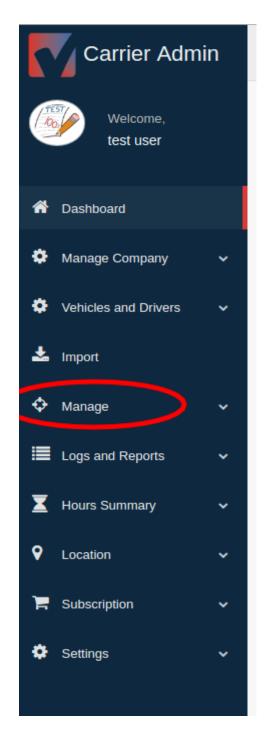
**NOTE:** The list should be in one of the two above provided **templates**.

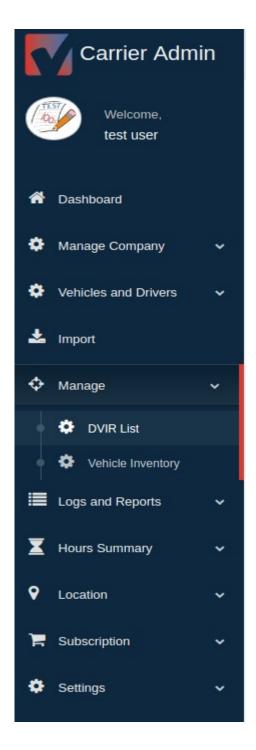
# **Download Templates For Drivers and Vehicles List**



- 1. To download the templates for drivers list  $\rightarrow$  click on the Download Driver template button on the upper right-hand side of the screen.
- 2. To download the templates for Vehicles list  $\rightarrow$  click on the Download Vehicle template button on the upper right-hand side of the screen.

# Manage DVIR Items and Vehicle Inventory Items

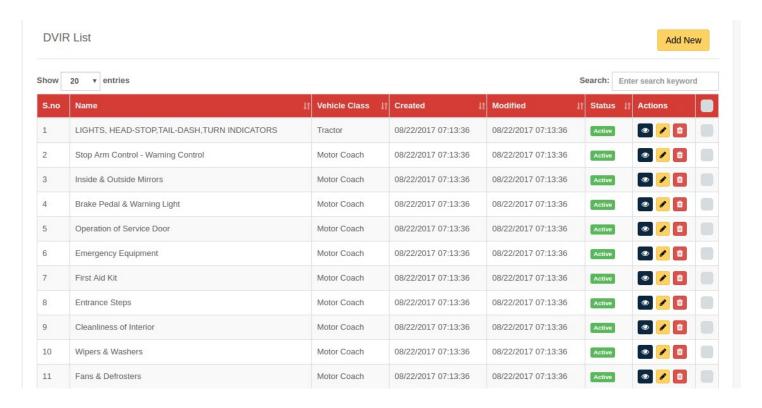




#### This menu allows users to manage following functions:

- 1. DVIR List
- 2. Vehicle Inventory

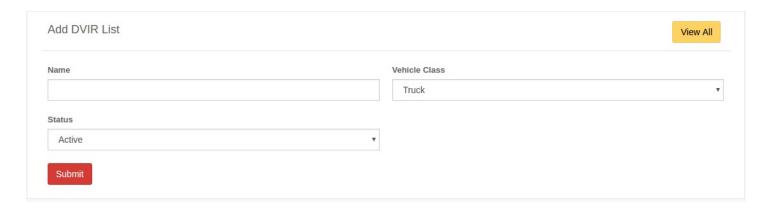
#### **List of DVIR Items**



This screen shows the list of all the **DVIR Items**. These items will be visible to the drivers in their app when they enter the DVIR section. CAP user can perform the following actions on the list of Items:

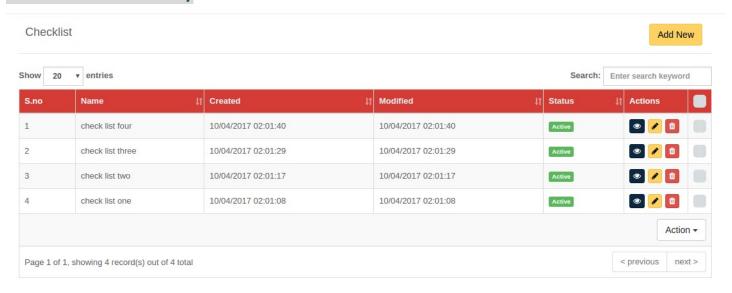
- 1. Click on "Eye icon" to view the details of the DVIR Item.
- 2. Click on "Trash icon" to delete the DVIR Item.
- 3. Click on "Pencil icon" to edit DVIR Item details.
- 4. Enter DVIR Item, Vehicle class in the **Search** bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple DVIR Items simultaneously.
- 6. Click on "Actions" button to open other options such as Activate, Deactivate and Delete.

#### **How to Add DVIR Items**



- 1. Enter the name of the **DVIR Item**.
- 2. Select Vehicle class.
- 3. Set the status as **Active** or **Inactive**.
- 4. Click on **Submit** button to save the DVIR item.
- 5. Click on View All button to go back to the list.

# **List of Vehicle Inventory**

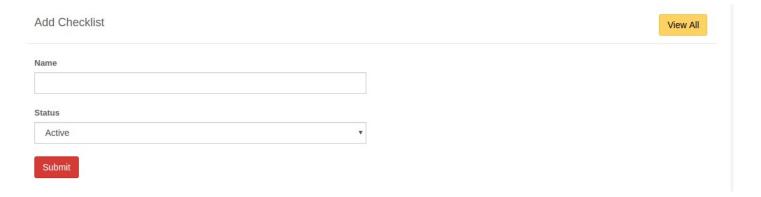


This screen shows the list of **Vehicle Inventory**. These items will be visible to the drivers in their app when they enter the DVIR section. CAP user can perform the following actions on the list of Items:

1. Click on "Eye icon" to view the details of the Item.

- 2. Click on "Trash icon" to delete the Item.
- 3. Click on "Pencil icon" to edit Item details.
- 4. Enter Name of inventory item in the **Search** bar to filter the list.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple Items simultaneously.
- 6. Click on "Actions" button to open other options like Activate, Deactivate and Delete.

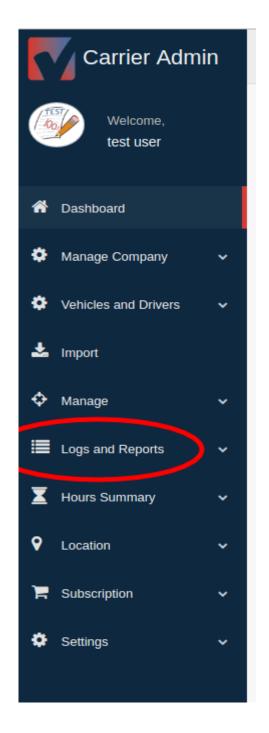
# **How to Add vehicle Inventory Items**

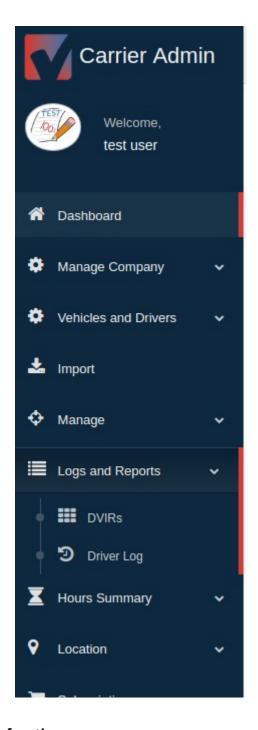


- 1. Enter the name of Item.
- 2. Set the status as **Active** or **Inactive**.
- 3. Click on **Submit** button to save the item.
- 4. Click on View All button to go back to the list.

# **DRIVER LOGS & REPORTS**

### **Manage Driver Logs and Reports**

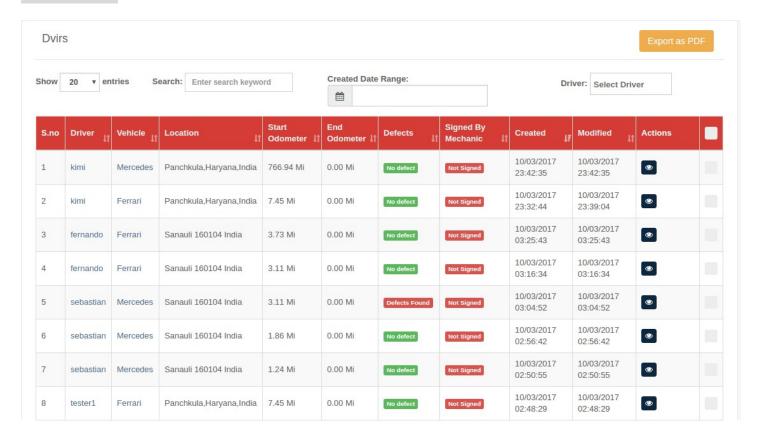




Open the Logs and Reports menu to manage the following functions:

- 1. DVIRs
- 2. Driver Log

### **List of DVIRs**

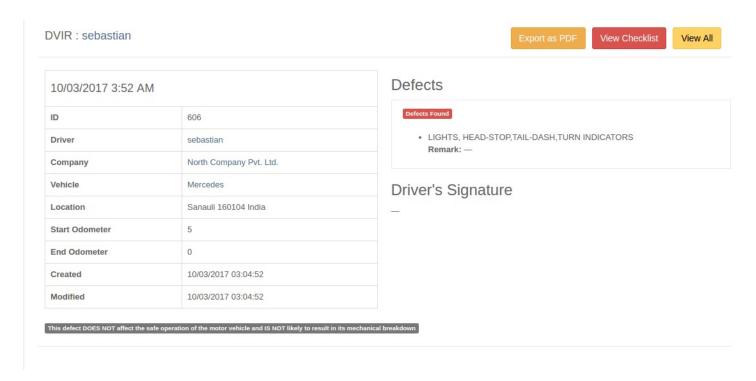


This screen shows the list of **DVIRs** submitted by drivers associated with your company. CAP user can perform the following actions on the list of DVIRs:

- 1. Click on "Eye icon" to view the detailed DVIR.
- 2. Enter Name of driver, vehicle or location in the Search bar to filter the list.
- 3. Select the driver from the dropdown list to filter the list.
- 4. Select the date range to filter the list between two dates.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple DVIRs simultaneously.
- 6. Click on "Actions" button to Activate or Deactivate entries.
- 7. Click on driver's name to view his/her profile.
- 8. Click on vehicle's name to view details of vehicle.

**Export List:** - Click on **Export List as PDF** to download the list in PDF format.

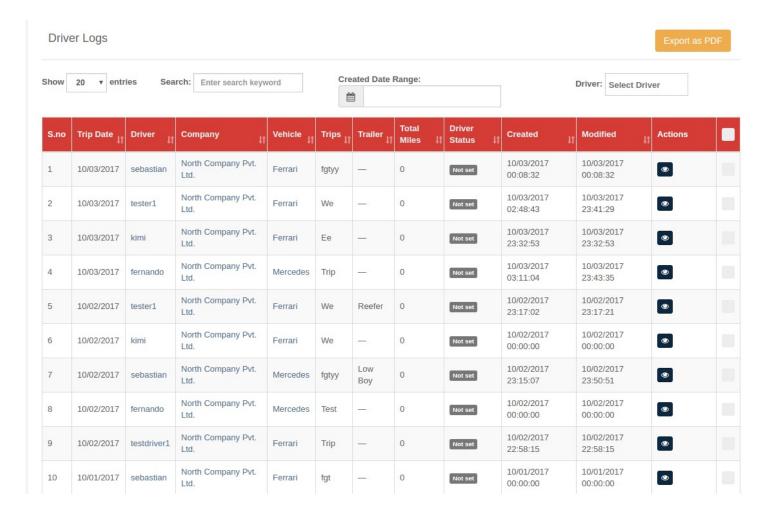
### **Detailed View of DVIR**



This is the detailed view of the DVIR. You can perform following functions on this screen:

- 1. Click on **Export List as PDF** to download the list in PDF format.
- 2. Click on View All button to go back to the list.
- 3. Click on View Checklist button to open vehicle inventory list.

### **List of Driver Logs**

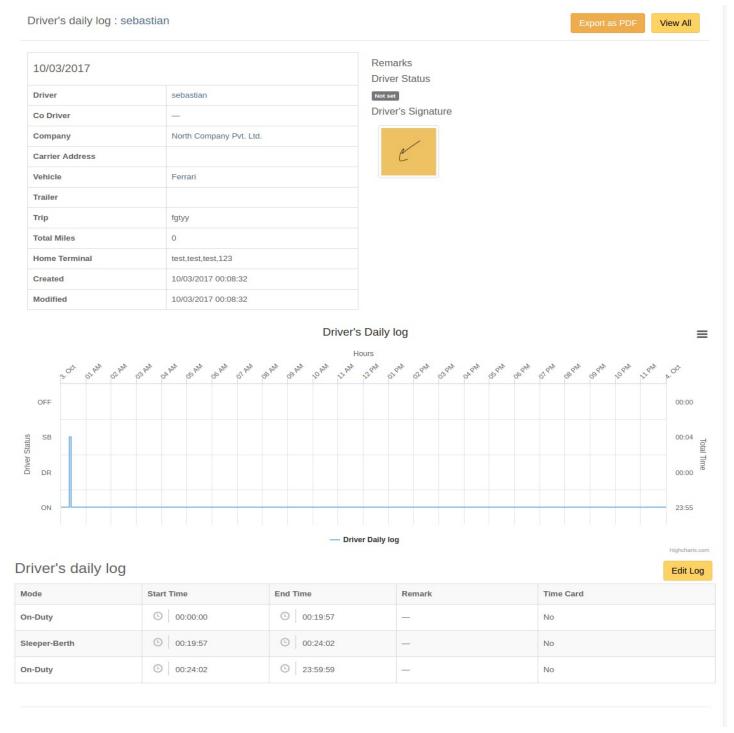


This screen shows the list of **Driver Log Reports** submitted by drivers associated with your company. CAP user can perform the following actions on the list:

- 1. Click on "Eye icon" to view the detailed Log report.
- 2. Enter Name of driver, vehicle, company or trip in the Search bar to filter the list.
- 3. Select the driver from the dropdown list to filter the list.
- 4. Select the date range to filter the list between two dates.
- 5. Click on checkbox present at the end of every row if you want to perform action on multiple reports simultaneously.
- 6. Click on "Actions" button to Activate or Deactivate entries.
- 7. Click on driver's name to view his/her profile.
- 8. Click on vehicle's name to view details of vehicle.
- 9. Click on companies name to view its profile.

**Export List:** - Click on **Export List as PDF** to download the list in PDF format.

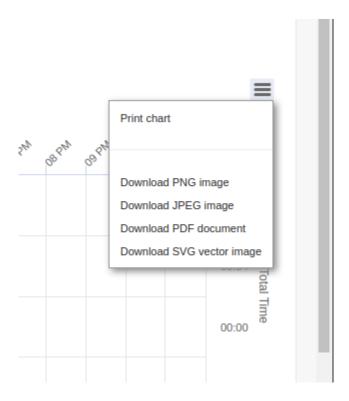
### **Detailed View of Driver's Log Report**



- 1. Click on **Export List as PDF** button on upper right-hand corner of the screen to download the record in PDF format.
- 2. Click on View ALL button on upper right-hand corner of the screen to go back to the list.

- 3. Click on the **Menu Icon** on the right-hand side corner just above the graph to open the print graph options.
- 4. Click on **Edit Log** button to edit the log report.

### **How to Print Log Chart**



- 1. Click on the **Menu Icon** on the right-hand side corner just above the graph to open the print or download graph options.
- 2. Click on Print chart option to print the report chart.
- 3. In order to download the report chart  $\rightarrow$  click on the preferred image format.

### **How To Edit Driver's Log**

### Driver's daily log (Editable)

Node		Start Time	End Time	Remark	Time Card
On-Duty	*	© 00:00:00	© 00:19:57	This is for example	No
Sleeper-Berth	*	© 00:19:57	© 00:24:02	Remark	No
On-Duty	٠	© 00:24:02	© 23:59:59	Remark	No

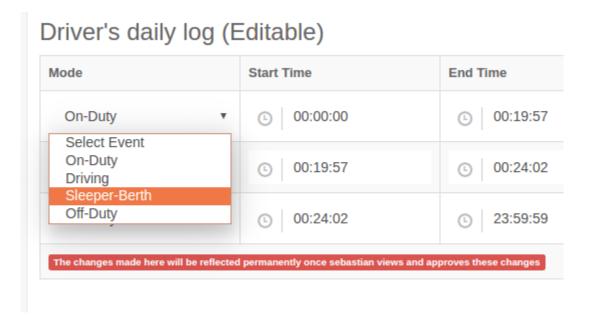
NOTE: - The changes you make here will be automatically reflected in the drivers app.

CAP of the TruLogELD application allows you to edit the log report filed by drivers. To edit the report:

### Step -1) Edit or Add Remarks

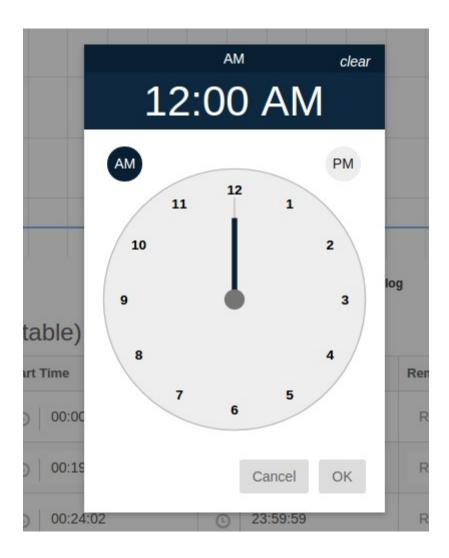
- 1. Click on the remarks section.
- 2. Enter the remark.

### **Step -2) Change Status**



- 1. Click on the status you want to change.
- 2. Select the new status.

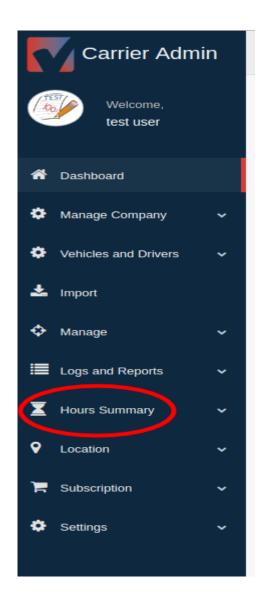
### **Step -3) How To Change the Status timings**



- 1. Click on the **start time** or **end time**. This will open a clock.
- 2. Set the time in the clock.
- 3. Click on **OK** to save the change.
- 4. Click on **Cancel** button to exit from the clock.

# **HOURS SUMMARY**

### **HOURS SUMMARY**





Click on the **Hours Summary** menu to open the list of HOS summary.

**NOTE:** The HOS summary report is non-editable. User cannot make any changes to the report.

### **List of HOS Summary**

#### Summary of Hours

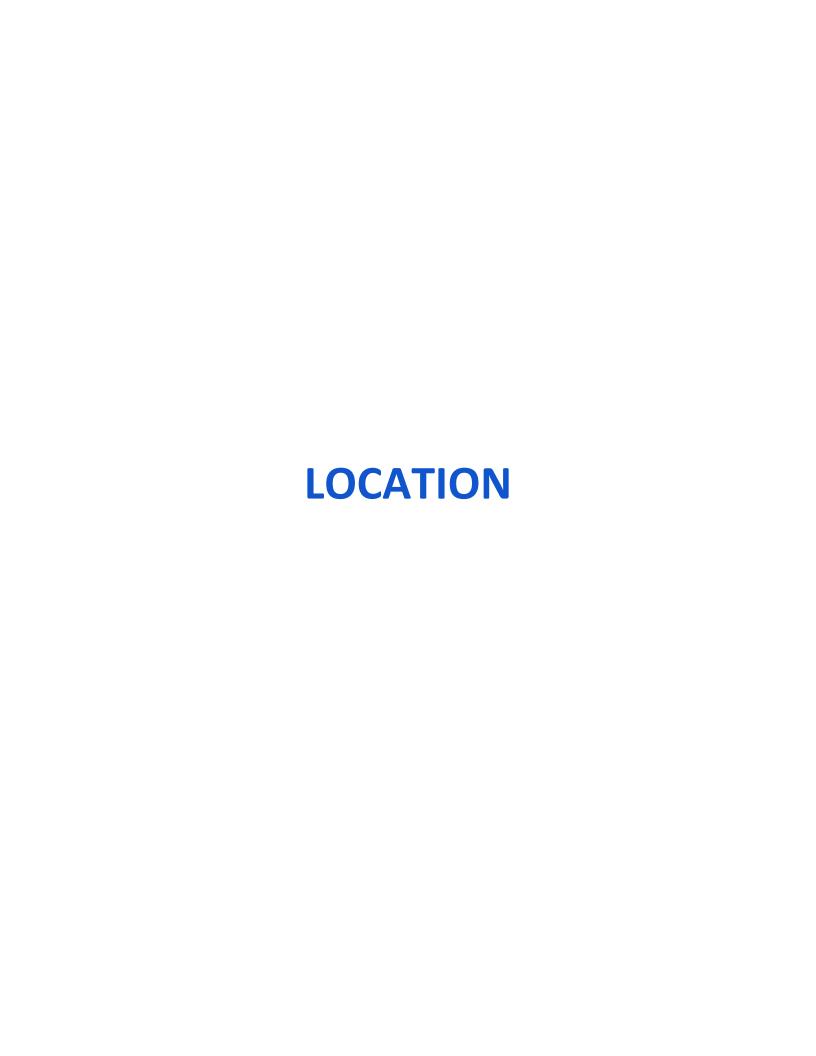
Driver	Company	Current Duty Status	Available On-Duty	Available Driving	Available Cycle	Actions
sebastian	North Company Pvt. Ltd.		48:06:32	00:00:00	48:06:32	•
fernando	North Company Pvt. Ltd.		75:32:02	00:00:00	75:32:02	•
erlangston2	North Company Pvt. Ltd.		00:00:00	00:00:00	00:00:00	•
richard	North Company Pvt. Ltd.		00:00:00	00:00:00	00:00:00	•

This screen shows the list of **HOS summary**. CAP user can perform the following actions on the list of HOS:

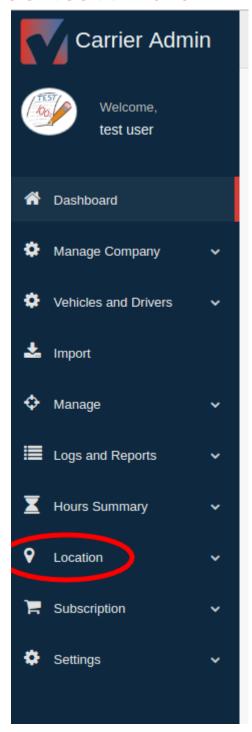
- 1. Click on "Eye icon" to view the detailed HOS summary of the driver.
- 2. Click on the name of the driver to view the driver's profile.

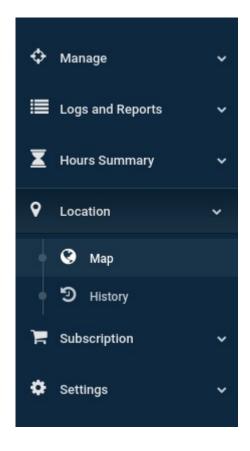
### **Detailed View Of HOS**

Date	Hours worked today	Total Hours last 7 days	Eligible Hours Tomorrow	Date	Total No. Duty Hours
2017-10-03	00:00:00	48:06:32 (Date: <b>09-27-2017</b> to <b>12-31-1969</b> )	11:53:28	2017-09-29	00:02:11
2017-10-02	00:26:21	47:40:11 (Date: 09-26-2017 to 10-03-2017)	12:19:49	2017-09-26	00:00:010
2017-10-01	47:38:00	52:36:50 (Date: 09-25-2017 to 10-02-2017)	07:23:010	2017-09-25	05:05:03



### **LOCATIONS OF YOUR VEHICLES**

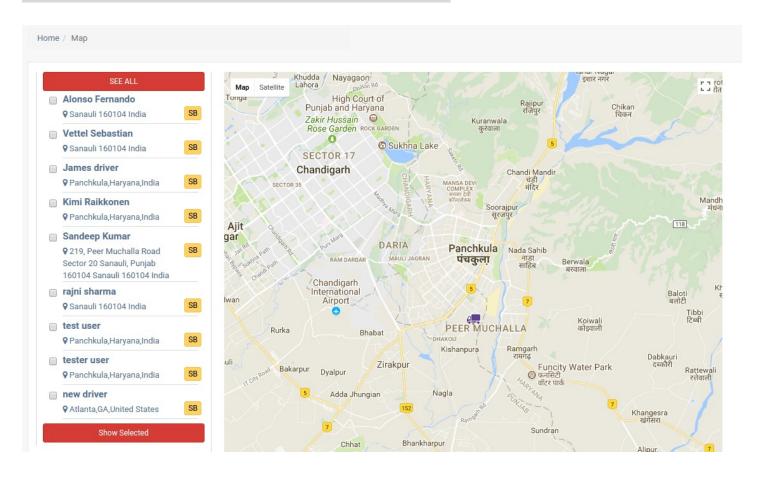




Click on the **Location** menu to perform following functions:

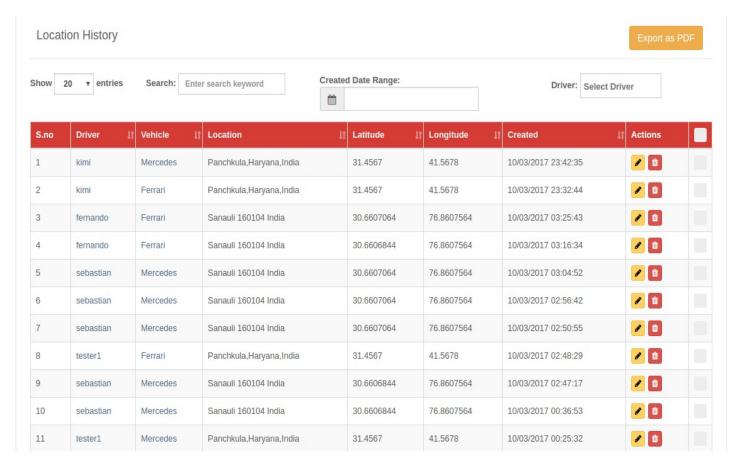
- 1. Map
- 2. History

## How to Check the Last Location of Your Vehicle / Driver



- 1. Open the Map option.
- 2. Click on the name of the driver to view the location.
- 3. To view the location of multiple vehicles / drivers simultaneously → Click on the checkboxes in front of driver name and click on **show selected** button.

### **List of Location History**



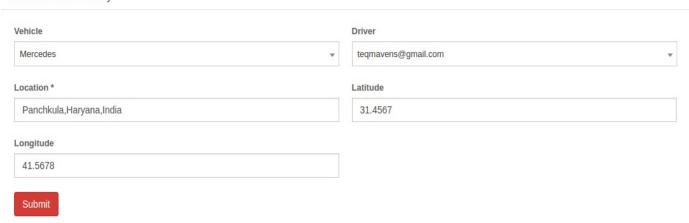
This screen shows the list of Location History of vehicles / drivers. User can perform the following functions on the screen:

- 1. Click on "Trash icon" to delete the Entry.
- 2. Click on "Pencil icon" to edit location details.
- 3. Enter Name of driver, vehicle or location in the Search bar to filter the list.
- 4. Select the driver from the dropdown list to filter the list.
- 5. Select the date range to filter the list between two dates.
- 6. Click on checkbox present at the end of every row if you want to perform action on multiple Items simultaneously.
- 7. Click on "Actions" button to Delete multiple entries.
- 8. Click on driver's name to view their profile.
- 9. Click on vehicle's name to view details of the vehicle.

Export List: - Click on Export List as PDF to download the list in PDF format.

### **How To Edit Location History**

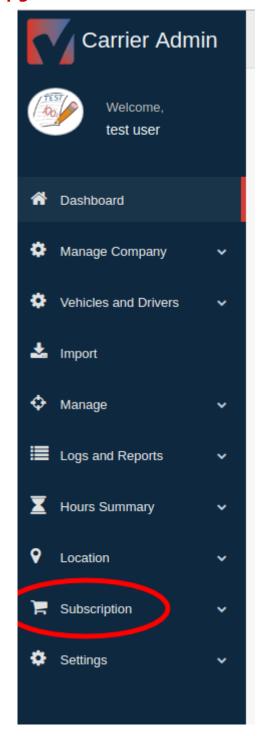
### **Edit Location History**

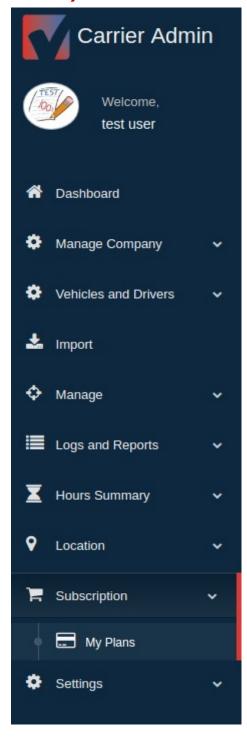


- 1. Change vehicle.
- 2. Change Driver.
- 3. Enter the location.
- 4. Set latitude and longitude.
- 5. Click on **Submit** button to save the changes.



### How to Upgrade the Plan to Which You are Currently Subscribed





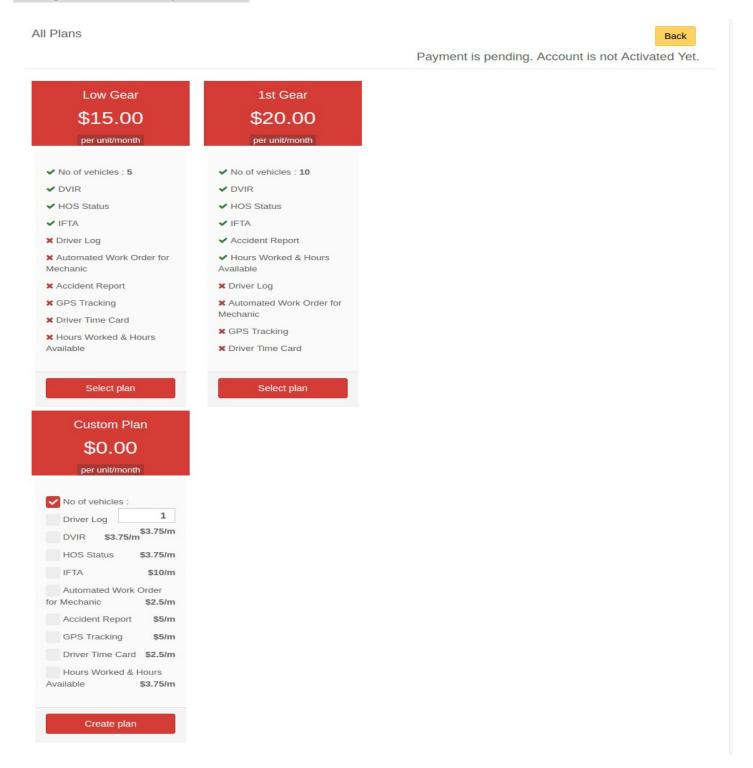
Click on the Subscription menu and select the **My Plans** option. This will lead you to the following screen.

**List of Plans** 

	Current Plan : Custom Plan : # Plan Period : Sep-29-2017 - Oct-29-201						
S.no	Plan	11 Amount	11 Created	11	Expiry Date		
1	Custom Plan : #9	\$4000	9/29/17		10/27/17		
2	Custom Plan : #9	\$40	9/27/17		10/22/17		
_					9/22/17		

This screen shows the list of plans you have subscribed to in the past, along with your current active plan. In order to upgrade your current plan click on the **Upgrade Plan** button at the upper right-hand side of the screen.

### **Change Your Subscription Plan**



This Screen allows the user to view the details of the plans and to purchase. To purchase a new plan:

→ Choose the required plan and click on the **Select plan** button.

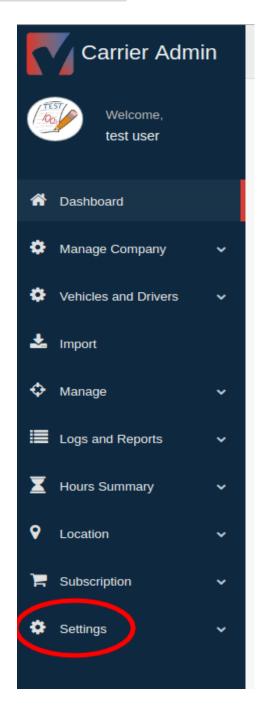
→ Enter your card details and click **Buy Now**.

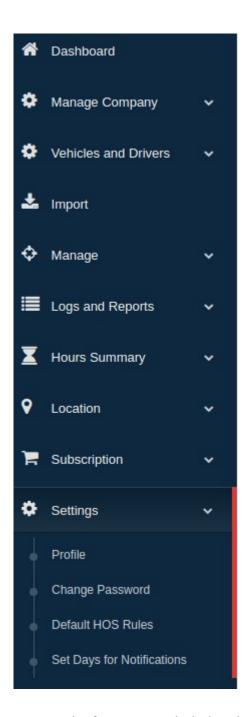
CAP of TruLogELD application also provides users with the functionality to create customized plans according to their requirements. To customize your plan:

- 1. Click on the checkbox in front of the feature to add the feature in plan. You can select multiple features.
- 2. Enter the number of vehicles.
- 3. Verify the total per month price.
- 4. Click on "Create plan" button to proceed.



### How To Edit a Driver's Log

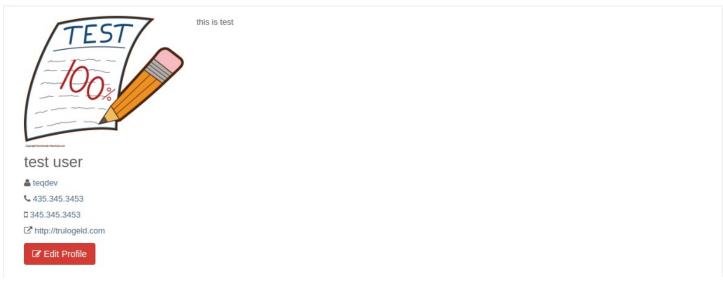




This option allow you to manage all the settings of CAP. Following are the functions included in the menu:

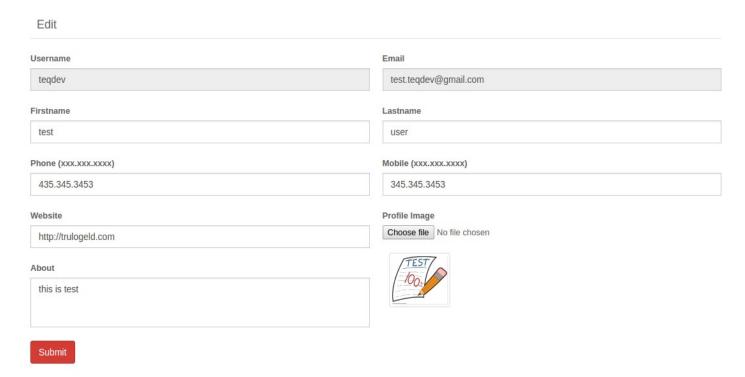
- 1. Manage Profile
- 2. Change Password
- 3. Manage Default HOS Rules
- 4. Set Days for Notifications

### **View Your Profile Details**



This screen shows the complete **Profile** details of a user. In order to edit details click on **Edit Profile** button at the bottom left-hand side of the screen.

### **Edit Your Profile**

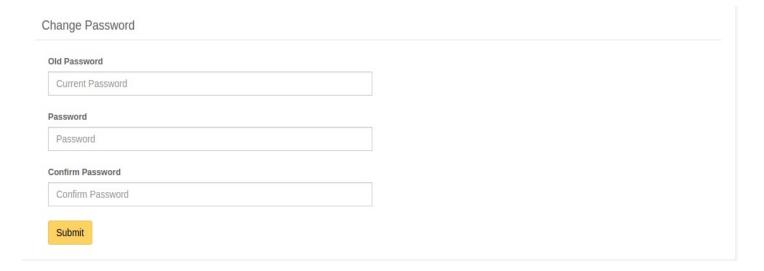


NOTE: Users are not allowed to edit fields such as username and email address.

1. To edit any field / detail, click on the field box.

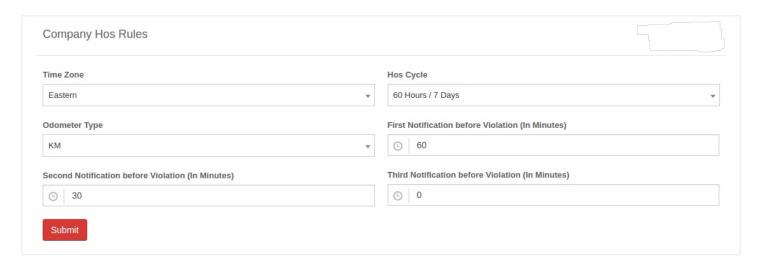
- 2. Click on **Choose file** button to change the logo.
- 3. Click on **Submit** button to save the changes.

### **How to Change Your Password**



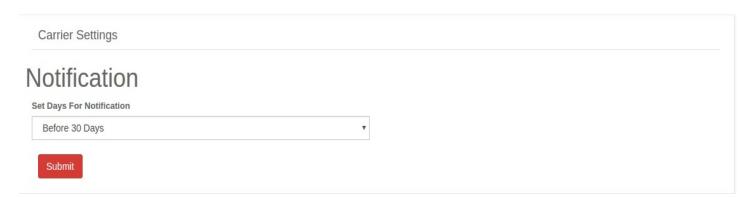
- 1. Enter your current password.
- 2. Enter the new password.
- 3. Re-enter the new password.
- 4. Click on **Submit** button to save the new password.

### **HOS Rules**



- 1. Select your Time zone.
- 2. Select HOS cycle from the dropdown.
- 3. Select Odometer type.
- 4. Set timings for first notification.
- 5. Set timings for second notification.
- 6. Set timings for third notification.
- 7. Click on Submit button to save the rules.

### **How to Change Carrier Settings**



- 1. Click on the dropdown menu to select the preferred duration.
- 2. Click on **Submit** button to save the preference.

### **How to Logout of The CAP**



This "Log Out" option allows users to exit the CAP of TruLogELD Application. Open the dropdown menu on the upper right-hand side of the screen and click on the "Log Out".

----- End of Document-----

# TruLog BLE User's Manual for iOS Devices using Bluetooth





### **OVERVIEW**

### iOS Device Overview

An iOS device is defined as any device manufactured by Apple® which uses iOS as its operating system. iPhone® and iPad® are registered trademarks of Apple Inc., registered Globally.

The **TruLog BLE** application is supported by mobile devices on iOS version 5 and higher and iPad 2 and higher.

**TruLog BLE** works on all Android devices which support both WiFi and cellular networks (data services such as 3G, 4G, LTE, etc.). A working internet connection is required.

### Support

**TruLog BLE** support is available (24 x 7). <u>Update **TruLog BLE** periodically through Google Play Store</u>.

Contact Support

**Phone:** 888.627.5499

Email: MyELD@TruLogELD.com

### **Basic Device Operation**

Bluetooth Connectivity

The iOS device will connect to the ELD via Bluetooth.

### Connectivity Recommendations

An additional charging cable for the device is recommended. It is necessary to keep the device powered on. The **TruLog BLE** app can be minimized while performing other functions.

It is important to verify connection to a cellular or WiFi network.

### **ELD Device Basics**

The ELD has an indicator light which indicates a connection between the **TruLog BLE** app and the ELD.



The ELD Connector Device



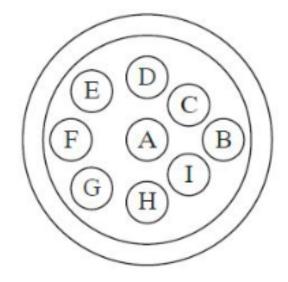
Indicator Lights



9-Pin ELD Schematic



## J1939



# Nine-Pin Diagnostic

A - Ground

B - Power

C - J1939 Data Link +

D - J1939 Data Link -

E - J1939 Common

F - Data Link +

G - Data Link -



### **USING THE TRULOG BLE MOBILE APP**

### STOP!

It is important to read the User Manual before using the **TruLog BLE** app. The Manual is informative and will help one up the learning curve much faster than otherwise.

## Download the TruLog BLE Mobile App

Search TruLog BLE from the AppStore and install the app.

### Launch the TruLog BLE App

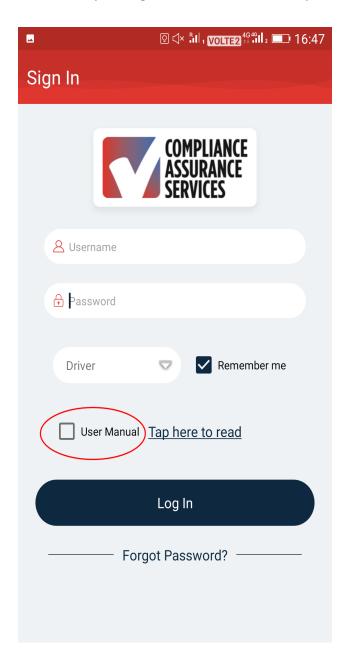
Tap the **TruLog BLE** app icon on the device's main screen.

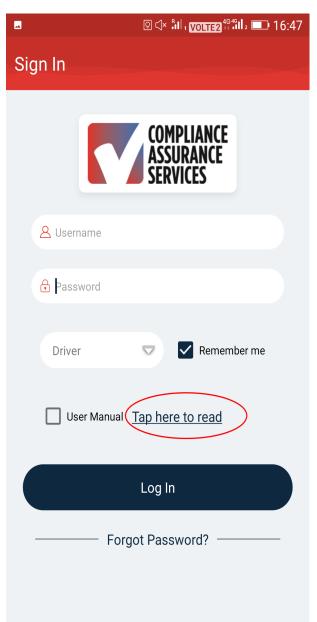




### Sign In

- 1. Enter Username.
- 2. Enter Password.
- 3. Select Driver.
- 4. Tap Log In.
- 5. Verify having read the User Manual by checking the box.







## **User Manual Verification**

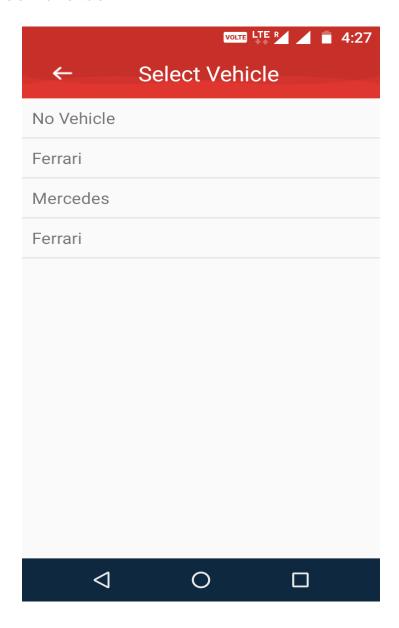
A signature verifies having read the User Manual upon first login.





### Select Vehicle

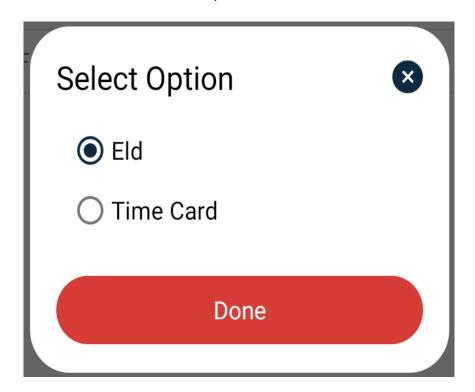
Select Your Vehicle or No Vehicle.





### Select Login Option

Select ELD or Time Card for short-haul exemption.

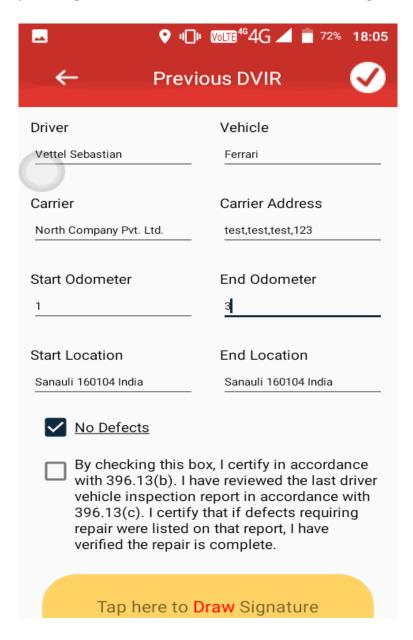




#### **Previous DVIR**

Review the Previous DVIR. Driver, Vehicle, Carrier, Carrier Address, Start & End Odometer, Start & End Location and Defects will be pre-populated and un-editable.

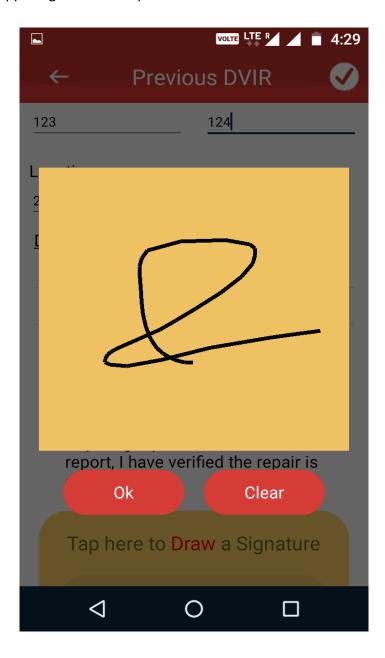
- 1. Verify the statement in the second checkbox by tapping the square.
- 2. Tap on the yellow signature box at the bottom of the screen to sign.





## **Previous DVIR Signature**

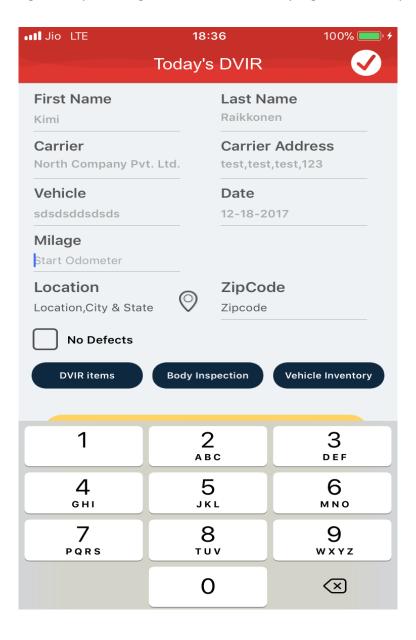
Sign on the yellow portion certifying the vehicle is safe and not likely to break down. Tap the checkmark in the upper right corner to proceed.





#### **Current DVIR**

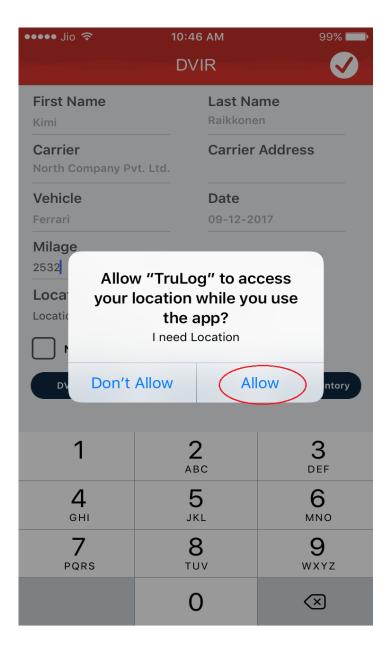
- 1. Input mileage.
- 2. Select location.
- 3. Enter DVIR defects.
- 4. Tap yellow signature pad to sign and click arrow in top right corner to proceed.





## **Select Location**

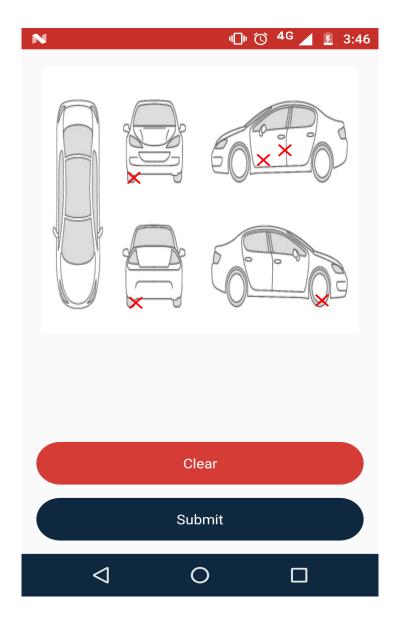
If You are using the TruLog BLE App for the first time, the application will ask for the permission to access the vehicle's location. In order to give the application the access to the current location, click "Allow".





## **Body Vehicle Inspection**

- 1. Tap on the part of the vehicle that needs repair.
- 2. Tap on submit to save the inspection.
- 3. Tap on clear to remove marks.





## Select Vehicle Inventory

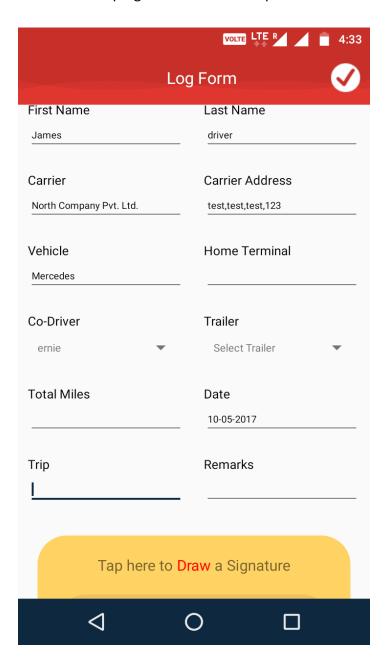
- 1. Tap the box next to the item to indicate it is with the vehicle.
- 2. Tap the checkmark at the top right of the screen to proceed.

♥ VOLTE LTE R 4:31
Vehicle Inventory
☐ Corner Protectors
Binders
☐ Bungee Chords
☐ Chains
□ Dunnage
☐ Tie Downs
☐ Straps
☐ Tarps



## Log Form

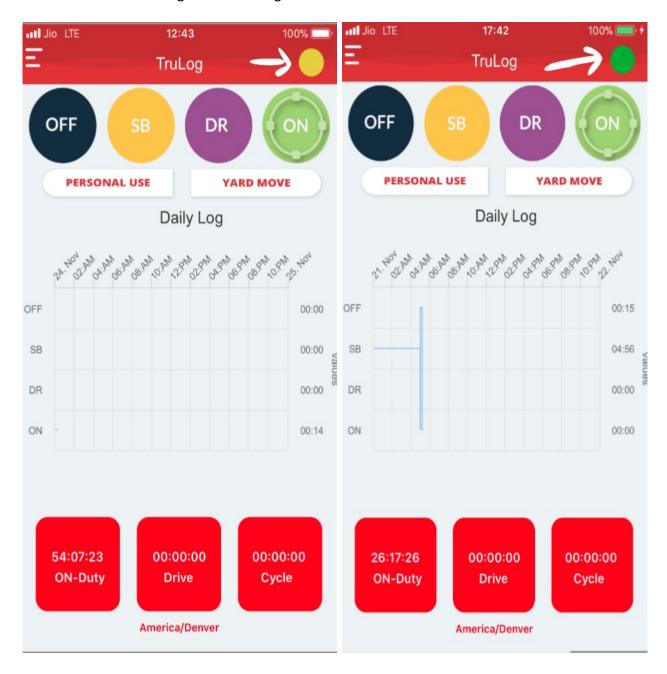
- 1. Select the name of the Co-Driver, if applicable.
- 2. Select the trailer, if applicable
- 3. Enter trip name or number.
- 4. Enter any remarks about the trip, if applicable.
- 5. Sign the form by tapping on the yellow box at the bottom of the page.
- 6. Tap the checkmark at the top right of the screen to proceed.





## Connecting with the ELD

- 1. Tap on the yellow dot in the upper right corner of the screen.
- 2. The dot will turn green indicating connection.

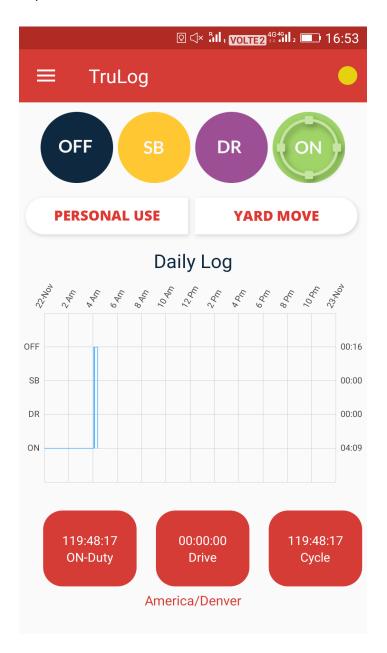




## Log Grid

There are 6 Statuses. Tap to select a status when not in DR status.

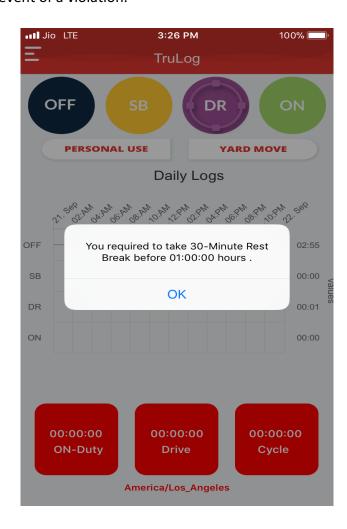
- OFF Off Duty
- SB Sleeper Berth
- DR Driving automatically activates at 5 mph exclusively activated by ELD
- ON On-Duty not Driving automatically activates on login and after stopping for 5 min
- Personal Use Special Status time recorded as OFF
- Yard Move Special Status time recorded as ON





## **Violation Alerts**

**TruLog BLE** provides violation alerts at customizable intervals. An email is sent to the administrator in the event of a violation.

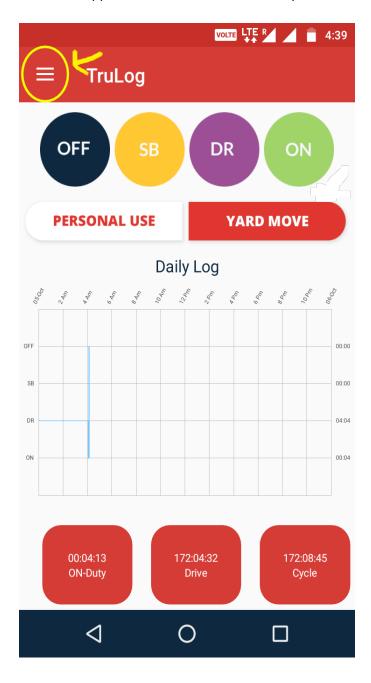




## **MENU OPTIONS**

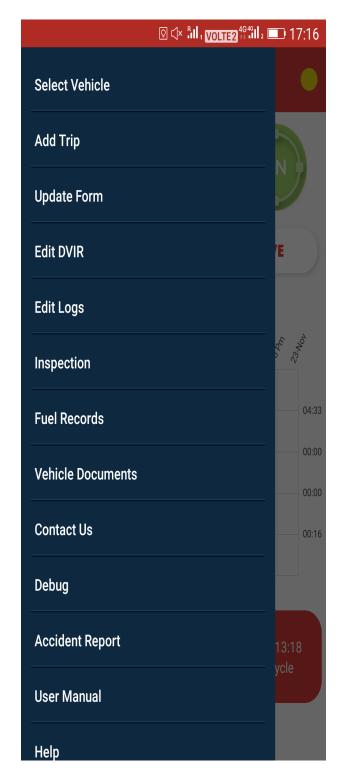
## Menu

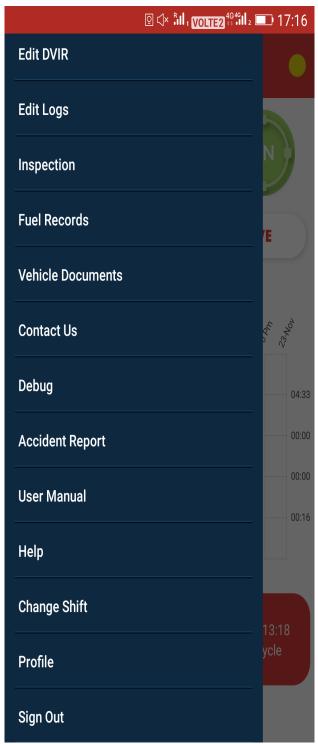
The three horizontal lines in the upper left corner of the screen opens the menu options.





## Menu Options







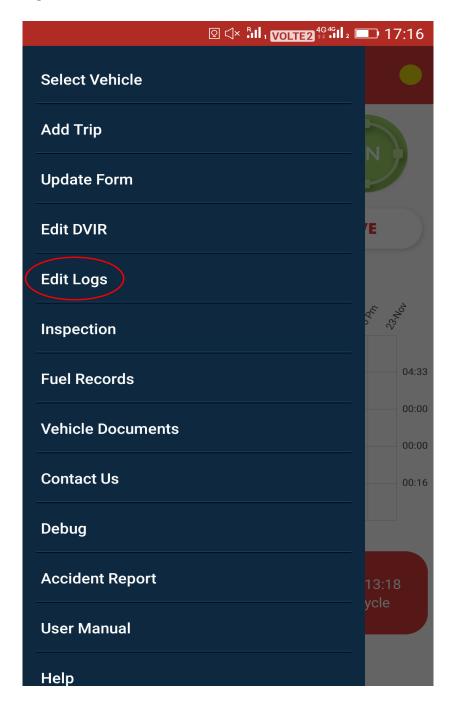
TruLog BLE provides users with multiple options to help maintain and monitor proper logs.

- Select Vehicle
  - Change vehicles during a trip
- Add Trip
  - Add the name or number of the next trip
- Update Form
  - Edit most recent log form
- Edit DVIR
  - Edit most recent DVIR
- Edit Logs
  - Edit logs of the previous seven days
- Inspection
  - Transmit data to regulatory personnel
- Fuel Records
- Vehicle Documents
- Contact Us
- Debug
- Accident Report
- User Manual
- Help
- Change Shift
- Profile
- 1. Sign Out



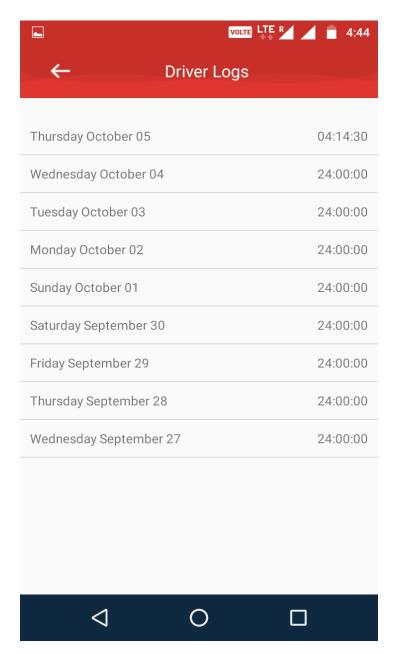
## **Edit Log Times**

- 1. Open the Menu Bar.
- 2. Tap Edit Logs.

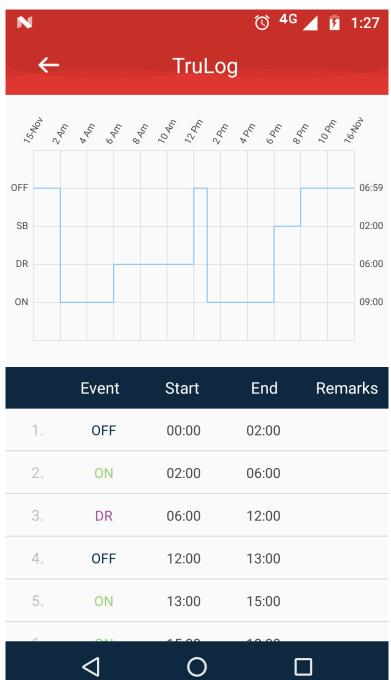




#### 3. Select Log to Edit.

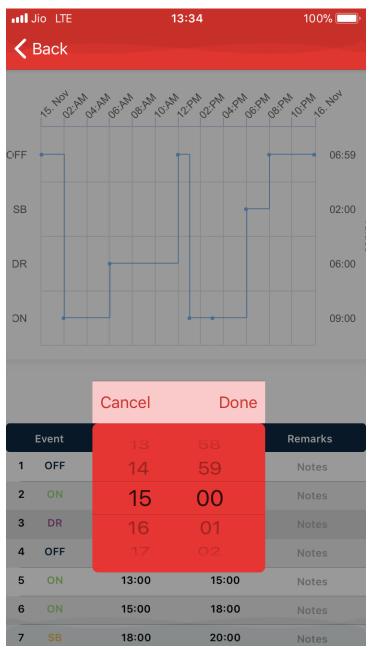






- 4. Tap on the Start or End Time which you want to edit. This will prompt a pop-up window.
- 5. Set the time of your choice.
- 6. Tap OK to save changes.
- 7. Tap Cancel to exit the pop-up.

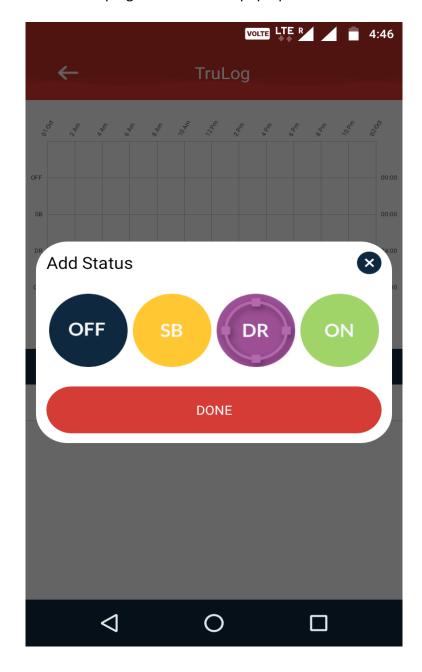






## **Edit Log Statuses**

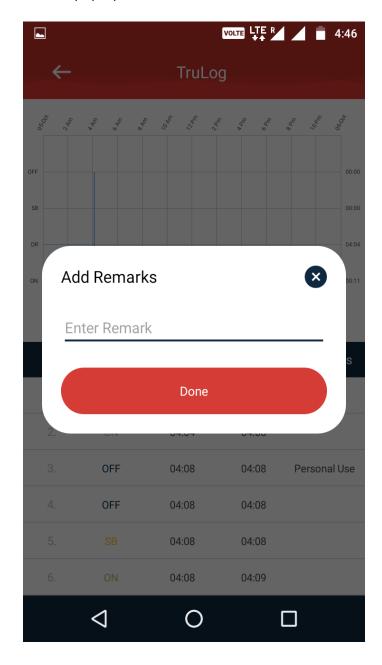
- 1. Tap Status. This will prompt a pop-up window with all four statuses.
- 2. Tap the Status you want to select.
- 3. Click on Done to save the changes.
- 4. Click on x icon on the top right corner of the pop-up to exit.





## **Edit Log Remarks**

- 1. Tap Notes at the end of the row. This will prompt a small pop-up window.
- 2. Tap on the blank input box to open the keyboard.
- 3. Enter your Remarks.
- 4. Tap Done to save remarks.
- 5. Tap Cancel to exit the pop-up.

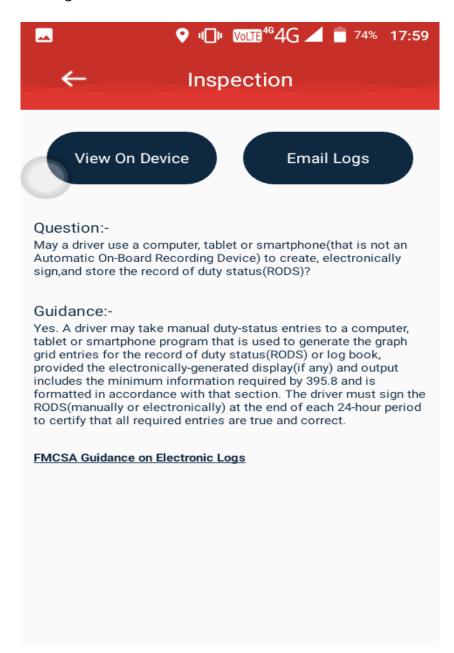




#### Inspection

To transmit logs to regulatory personnel:

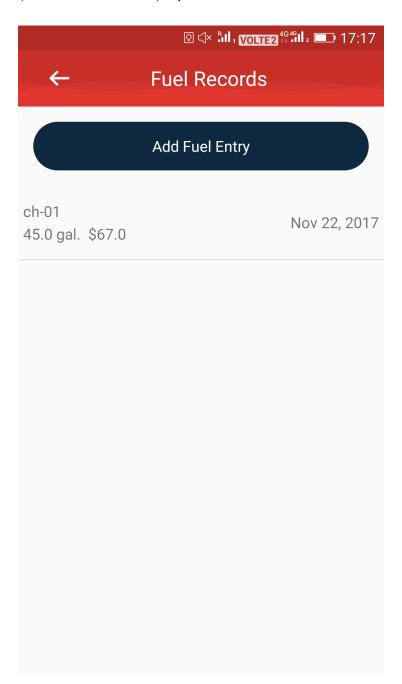
- 1. Tap Menu.
- 2. Tap Inspection.
- 3. Choose Option
  - a. View on Device
  - b. Send Logs enter email address





## Fuel Records

- 1. Tap Menu.
- 2. Tap Fuel Record.
- 3. Tap Add Fuel Entry.
- 4. Enter gallons, dollars and location, tap submit to save.





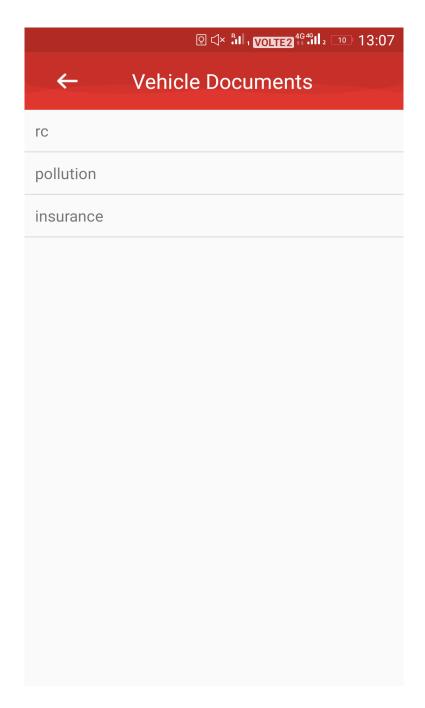
	②
<b>←</b>	Add Fuel Entry
Date Wed Nov 22, 2017	Time 5:16 PM
Gallons <u> </u>	Dollars
Location	
	Submit



## **Vehicle Documents**

Upload vehicle-related documents.

- 1. Tap Menu.
- 2. Tap Vehicle Documents.
- 3. Select Document.
- 4. Tap Back Arrow to Exit.





	Q (× RIII) 1 VOLTE2 46 46 41 2 10 13:07
<b>←</b>	Vehicle Documents
rc	
pollution	
insurance	
	Sample Certificate of Insurance (COI)  The COI must meet AL maskedory requirements above in rest to exhibit at an Estrevent.  The secretaria is seado as a water or everacement of control or and control or an exhibit at an Estrevent of insurance or cold service control or control or control or control or control or cold



## Accident Report

- 1. Click on Get Started and answer questions.
- 2. Click on back arrow at the upper left corner of the screen to send report to administrator.

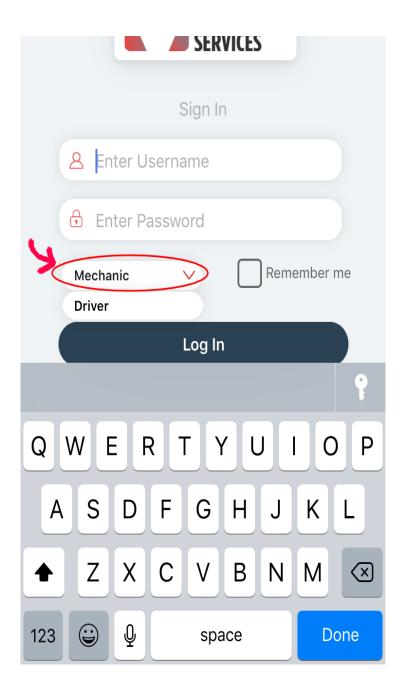




## **MECHANICS**

## Sign In

- 1. Select Mechanic on the sign-in screen.
- 2. Enter the Username and Password.
- 3. Tap Log In.



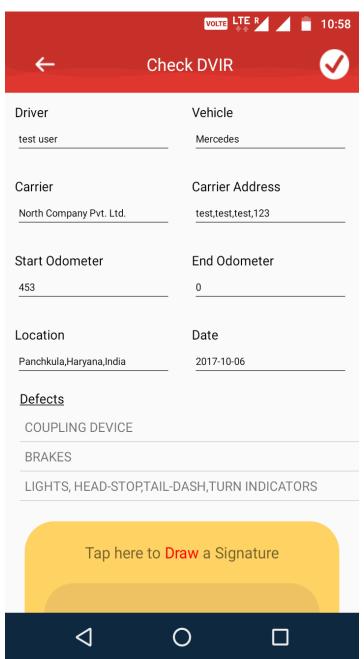


## **DVIR**

- 1. A list of DVIRs is displayed.
- 2. Tap on the DVIR you wish to see.





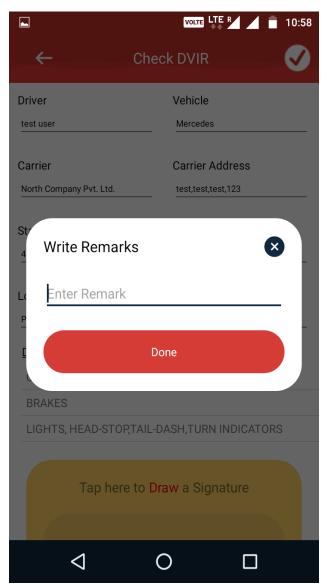




- 3. Complete repairs and tap on the yellow signature box and sign.
- 4. Tap on the check-mark in the upper right corner.
- 5. Enter Remarks.
- 6. Tap Done.
- 7. Tap x to save.









## Menu Options

Tap the menu bar in the upper left corner to see menu options:

- 1. Vehicle Body Inspection
- 2. Add Repair Item
- 3. Sign Out
- 4. Cancel



# TruLog BLE User's Manual for Android Devices using Bluetooth





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## **OVERVIEW**

#### Android Device Overview

An Android device is defined as any device which uses Android as its operating system. Android is a trademark of Google Inc. registered Globally.

The **TruLog BLE** application is supported by mobile devices on Android version 6.0 (Marshmallow) and higher, including the latest Android version 7.0 (Nougat).

**TruLog BLE** works on all Android devices which support both WiFi and cellular networks (data services such as 3G, 4G, LTE, etc.). A working internet connection is required.

## Support

**TruLog BLE** support is available (24 x 7). <u>Update **TruLog BLE** periodically through Google Play Store</u>.

Contact Support

**Phone:** 888.627.5499

Email: MyELD@TruLogELD.com

## **Basic Device Operation**

**Bluetooth Connectivity** 

The Android device will connect to the ELD via Bluetooth. The **TruLog BLE** app automatically activates the bluetooth of the device and makes the required connection with the ELD.

Connectivity Recommendations

An additional charging cable for the device is recommended. It is necessary to keep the device powered on. The **TruLog BLE** app can be minimized while performing other functions.

It is important to verify connection to a cellular or WiFi network.



## **ELD Device Basics**

The ELD has an indicator light which indicates a connection between the **TruLog BLE** app and the ELD.

The ELD Connector Device



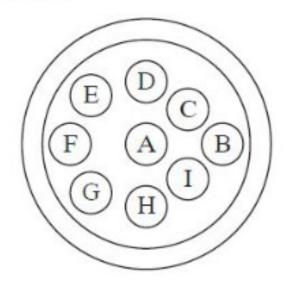
## **Indicator Lights**





9-Pin ELD Schematic

## J1939



# Nine-Pin Diagnostic

A - Ground

B - Power

C - J1939 Data Link +

D - J1939 Data Link -

E - J1939 Common

F - Data Link +

G - Data Link -



### **USING THE TRULOG BLE MOBILE APP**

#### STOP!

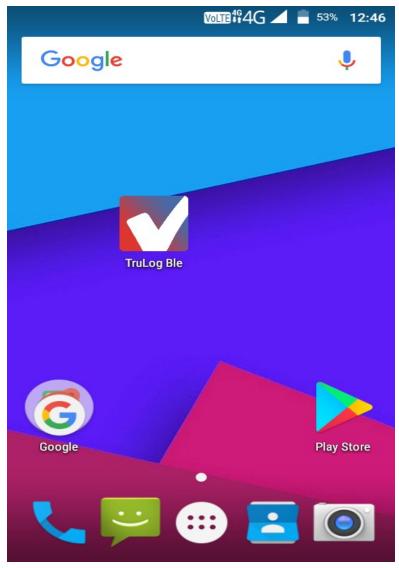
It is important to read the User Manual before using the **TruLog BLE** app. The Manual is informative and will help one up the learning curve much faster than otherwise.

### Download the TruLog BLE Mobile App

Search TruLog BLE from the Google Play Store and install the app.

### Launch the TruLog BLE App

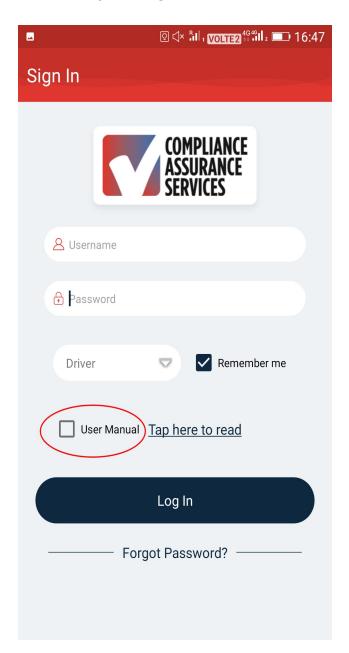
Tap the **TruLog BLE** app icon on the device's main screen or from the app folder.

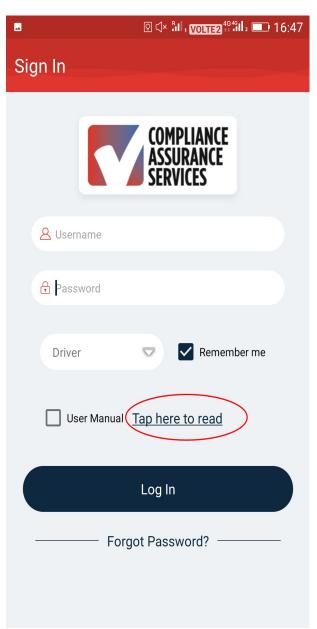




## Sign In

- 1. Enter Username.
- 2. Enter Password.
- 3. Select Driver.
- 4. Tap Log In.
- 5. Verify having read the User Manual by checking the box.







### **User Manual Verification**

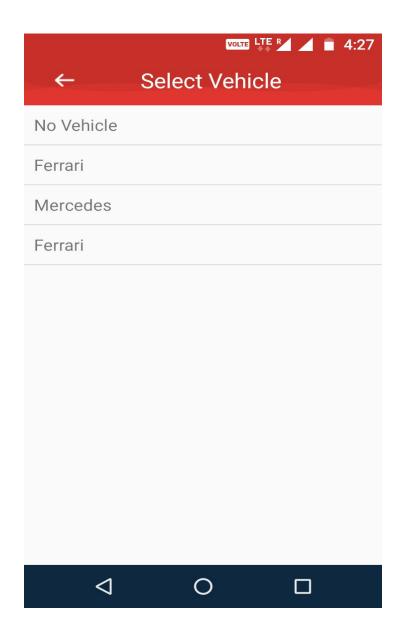
A signature verifies having read the User Manual upon first login.





### Select Vehicle

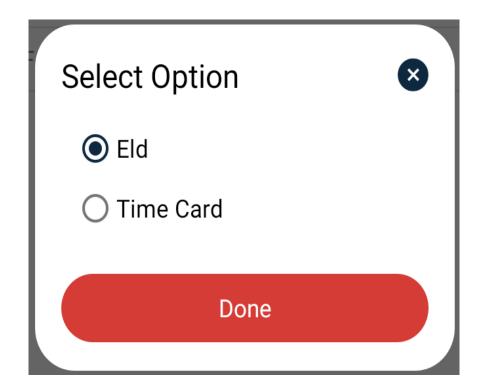
Select Your Vehicle or No Vehicle.





## Select Login Option

Select ELD or Time Card for short-haul exemption.

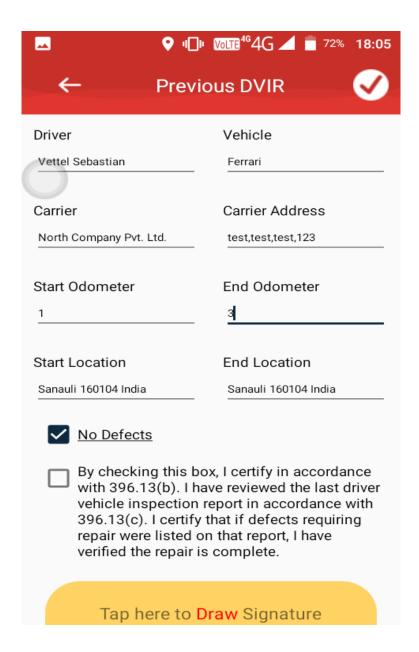




#### **Previous DVIR**

Review the Previous DVIR. Driver, Vehicle, Carrier, Carrier Address, Start & End Odometer, Start & End Location and Defects will be pre-populated and un-editable.

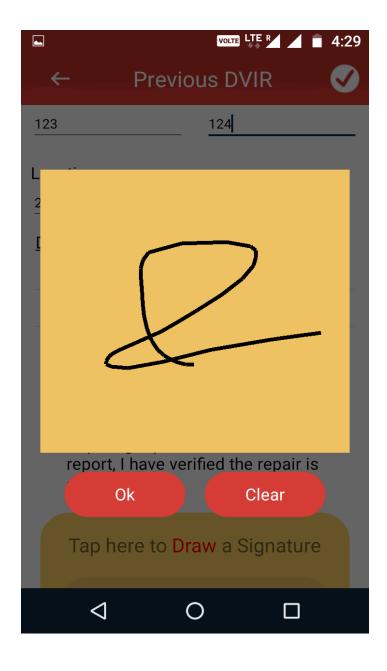
- 1. Verify the statement in the second checkbox by tapping the square.
- 2. Tap on the yellow signature box at the bottom of the screen to sign.





## **Previous DVIR Signature**

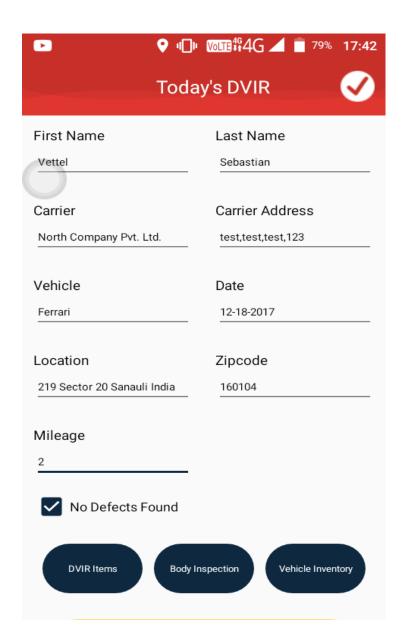
Sign on the yellow portion certifying the vehicle is safe and not likely to break down. Tap the checkmark in the upper right corner to proceed.





#### **Current DVIR**

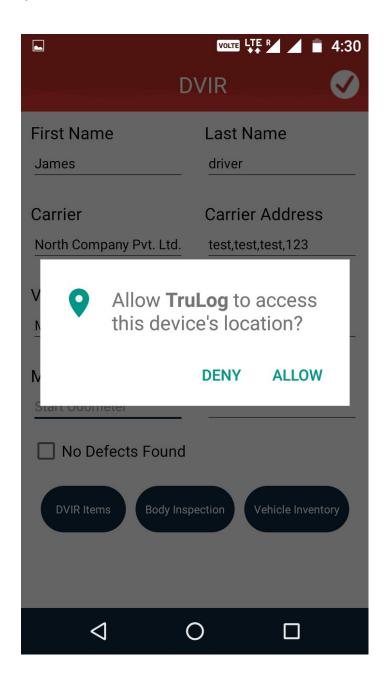
- 1. Input mileage.
- 2. Select location.
- 3. Enter DVIR defects.
- 4. Tap yellow signature pad to sign and click arrow in top right corner to proceed.





#### Select Location

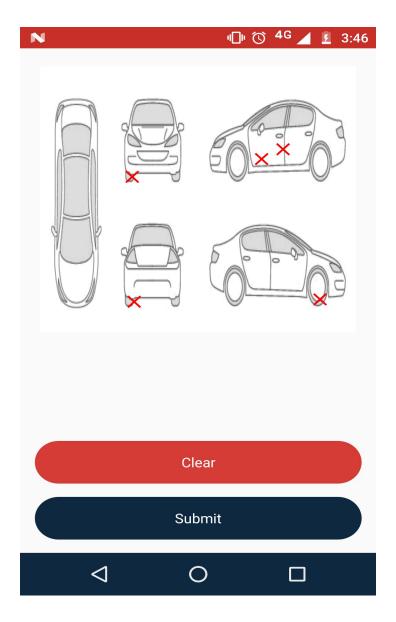
The system automatically obtains the location. If You are using **TruLog BLE** for the first time, you will be asked to allow access.





## **Body Vehicle Inspection**

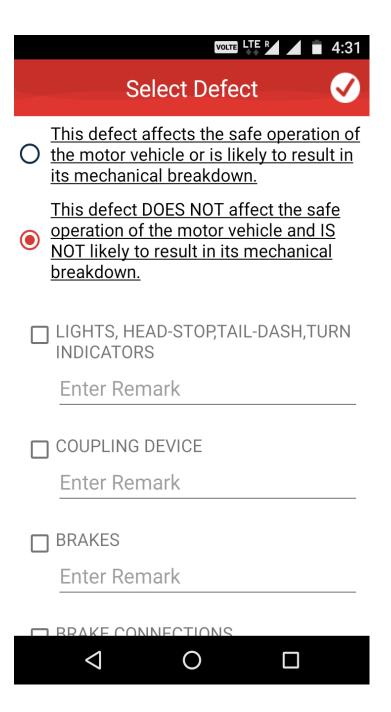
- 1. Tap on the part of the vehicle that needs repair.
- 2. Tap on submit to save the inspection.
- 3. Tap on clear to remove marks.





#### Select DVIR Items

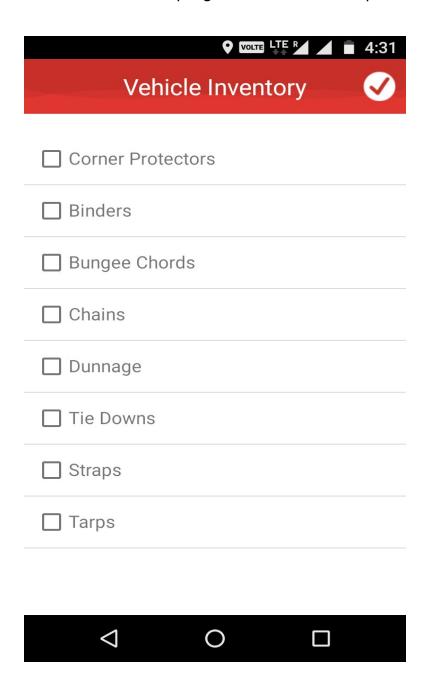
- 1. Tap the DVIR Items button from the previous screen.
- 2. Tap the box next to the item that needs repair and enter remarks.
- 3. Select one of the options at the top of the screen.
- 4. Tap the checkmark at the top right of the screen to proceed.





### Select Vehicle Inventory

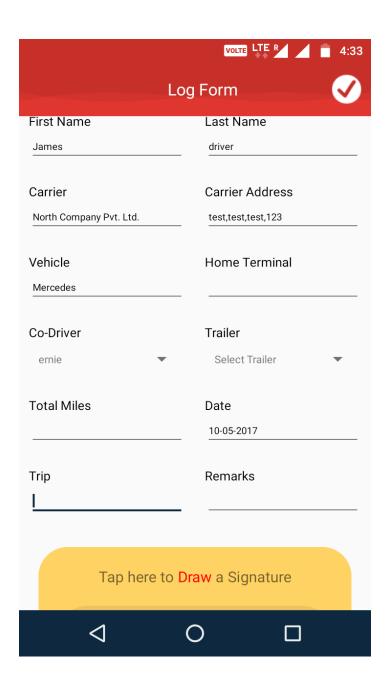
- 1. Tap the box next to the item to indicate it is with the vehicle.
- 2. Tap the checkmark at the top right of the screen to proceed.





### Log Form

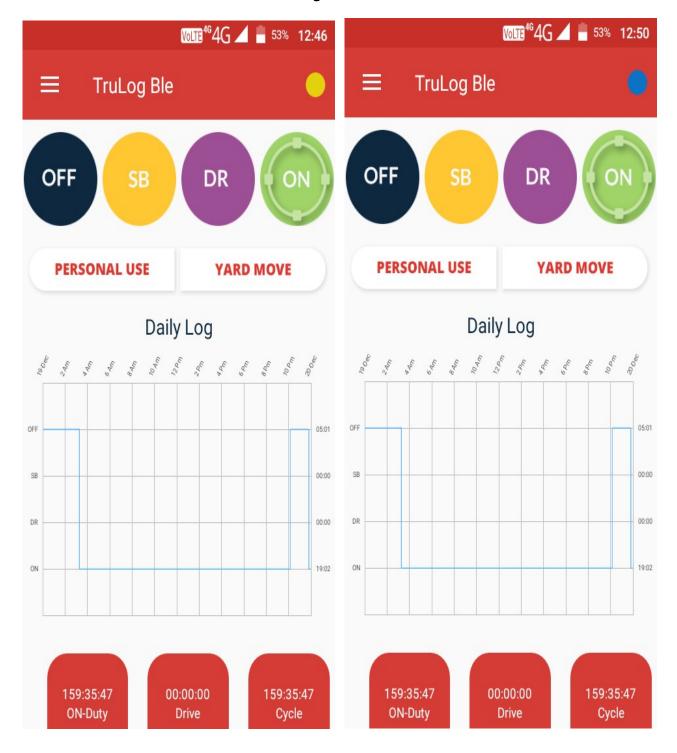
- 1. Select the name of the Co-Driver, if applicable.
- 2. Select the trailer, if applicable
- 3. Enter trip name or number.
- 4. Enter any remarks about the trip, if applicable.
- 5. Sign the form by tapping on the yellow box at the bottom of the page.
- 6. Tap the checkmark at the top right of the screen to proceed.





## Connecting with the ELD

- 1. Tap on the yellow dot in the upper right corner of the screen.
- 2. The dot will turn blue indicating connection.

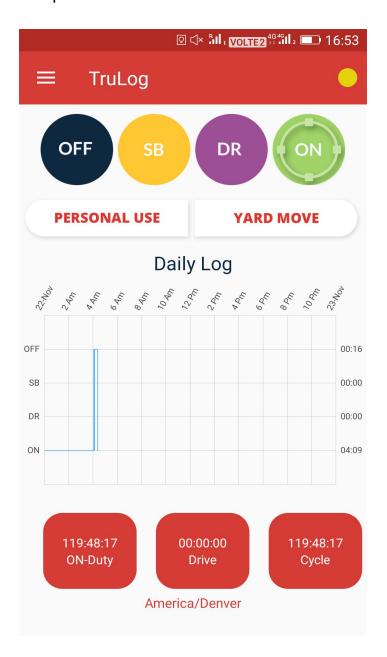




### Log Grid

There are 6 Statuses. Tap to select a status when not in DR status.

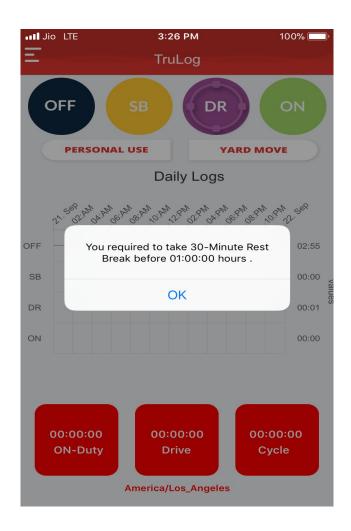
- OFF Off Duty
- SB Sleeper Berth
- DR Driving automatically activates at 5 mph exclusively activated by ELD
- ON On-Duty not Driving automatically activates on login and after stopping for 5 min
- Personal Use Special Status time recorded as OFF
- Yard Move Special Status time recorded as ON





#### **Violation Alerts**

**TruLog BLE** provides violation alerts at customizable intervals. An email is sent to the administrator in the event of a violation.





### **MENU OPTIONS**

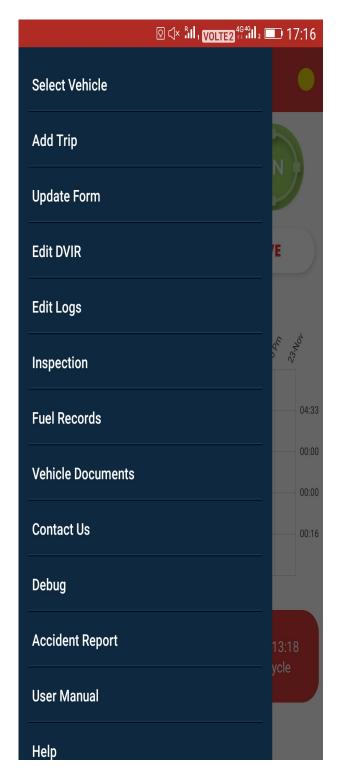
#### Menu

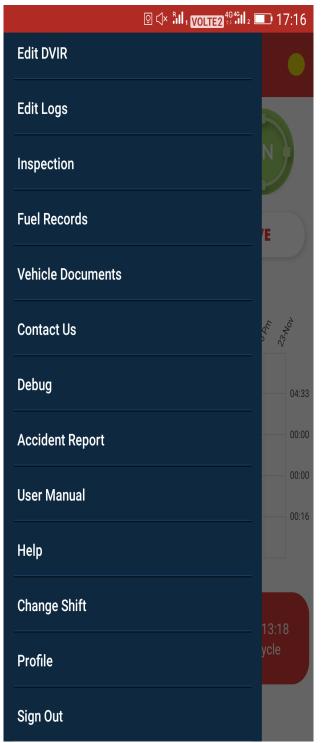
The three horizontal lines in the upper left corner of the screen opens the menu options.





## Menu Options







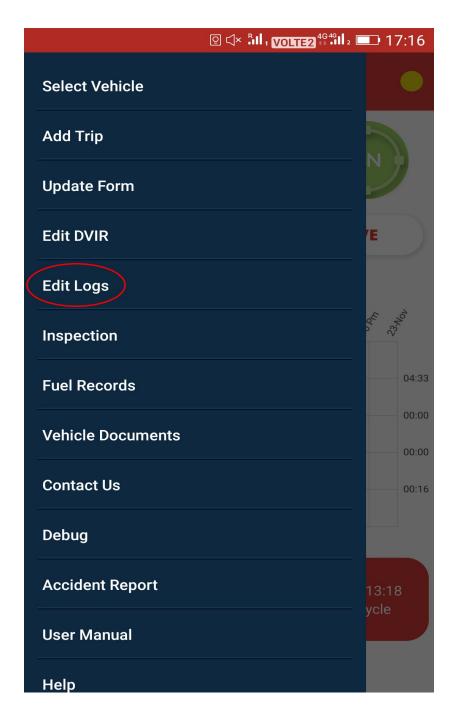
**TruLog BLE** provides users with multiple options to help maintain and monitor proper logs.

- Select Vehicle
  - Change vehicles during a trip
- Add Trip
  - Add the name or number of the next trip
- Update Form
  - Edit most recent log form
- Edit DVIR
  - Edit most recent DVIR
- Edit Logs
  - Edit logs of the previous seven days
- Inspection
  - Transmit data to regulatory personnel
- Fuel Records
- Vehicle Documents
- Contact Us
- Debug
- Accident Report
- User Manual
- Help
- Change Shift
- Profile
- Sign Out



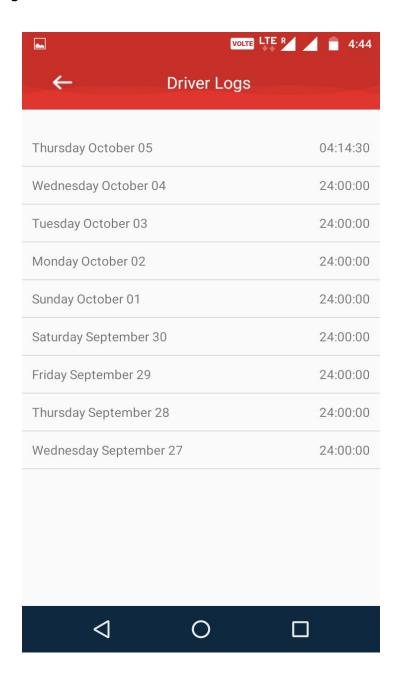
## **Edit Log Times**

- 1. Open the Menu Bar.
- 2. Tap Edit Logs.

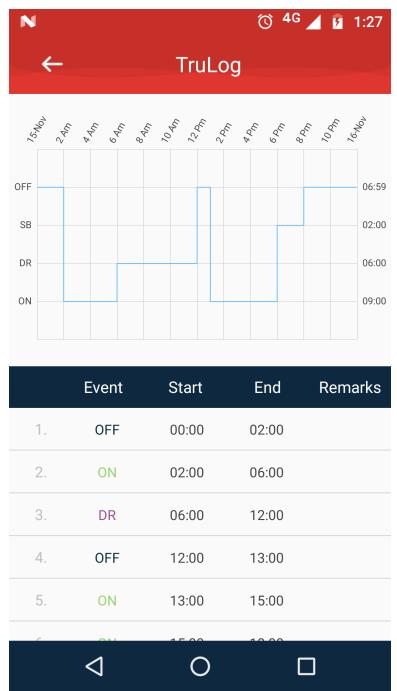




3. Select Log to Edit.

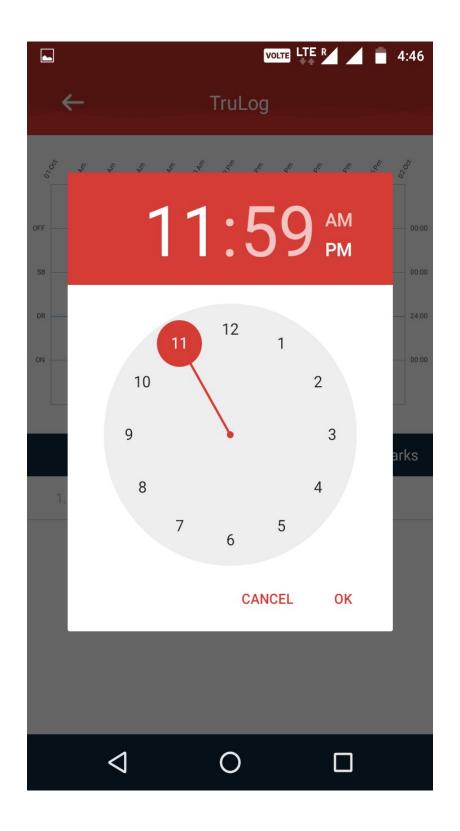






- 4. Tap on the Start or End Time which you want to edit. This will prompt a pop-up window.
- 5. Set the time of your choice.
- 6. Tap OK to save changes.
- 7. Tap Cancel to exit the pop-up.

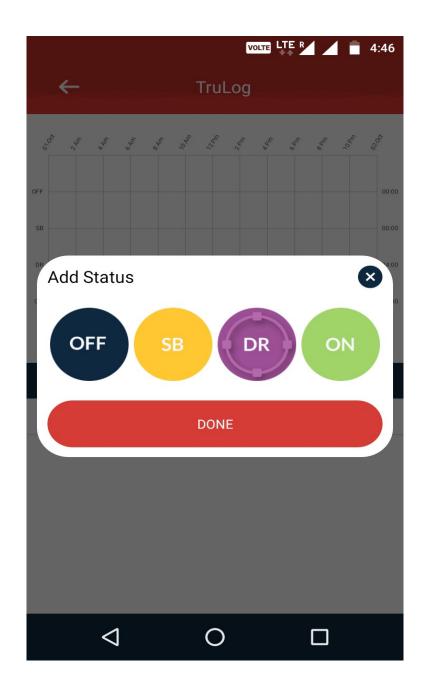






### **Edit Log Statuses**

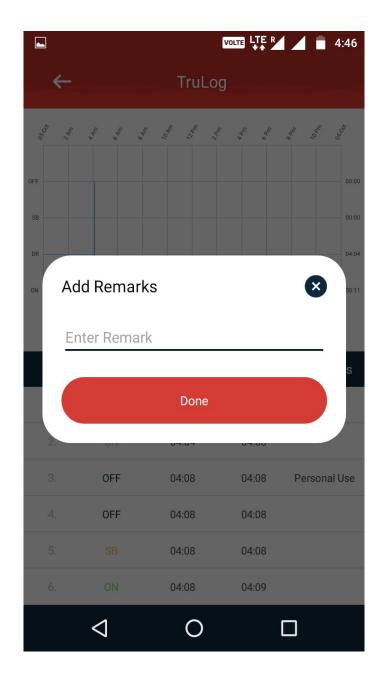
- 1. Tap Status. This will prompt a pop-up window with all four statuses.
- 2. Tap the Status you want to select.
- 3. Click on Done to save the changes.
- 4. Click on x icon on the top right corner of the pop-up to exit.





### **Edit Log Remarks**

- 1. Tap Notes at the end of the row. This will prompt a small pop-up window.
- 2. Tap on the blank input box to open the keyboard.
- 3. Enter your Remarks.
- 4. Tap Done to save remarks.
- 5. Tap Cancel to exit the pop-up.

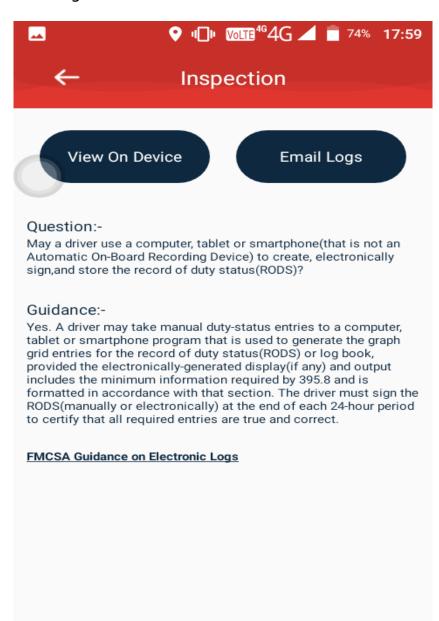




### Inspection

To transmit logs to regulatory personnel:

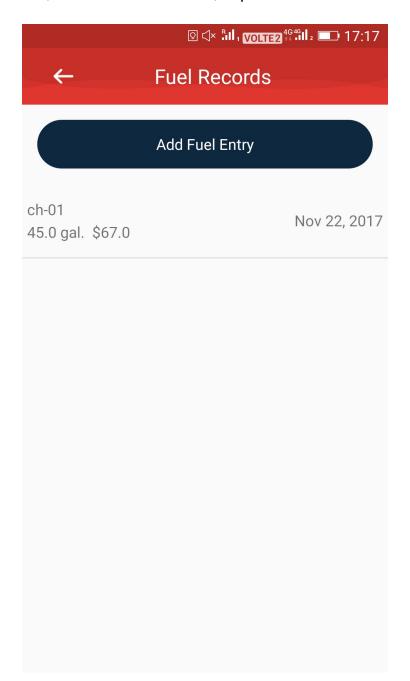
- 1. Tap Menu.
- 2. Tap Inspection.
- 3. Choose Option
  - a. View on Device
  - b. Send Logs enter email address



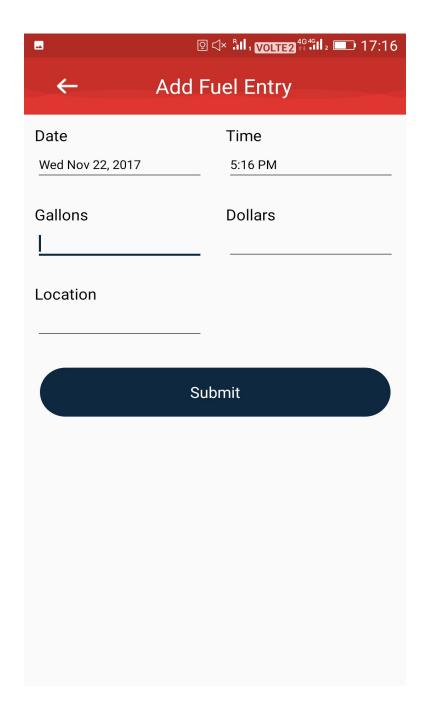


#### Fuel Records

- 1. Tap Menu.
- 2. Tap Fuel Record.
- 3. Tap Add Fuel Entry.
- 4. Enter gallons, dollars and location, tap submit to save.





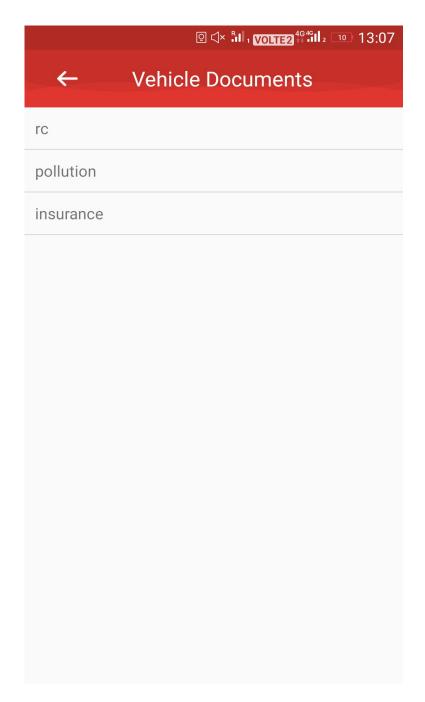




### **Vehicle Documents**

Upload vehicle-related documents.

- 1. Tap Menu.
- 2. Tap Vehicle Documents.
- 3. Select Document.
- 4. Tap Back Arrow to Exit.





Q (x 311 1 VOLTE2 46 46 11 2 10 13:07		
<b>←</b>	Vehicle [	Documents
rc		
pollution		
insurance		
	BROWN THE GERRIFICATE OF INSURANCE DOES NOT CONSTITUTION TO PROVIDE AND THE CHIRCLES FORCE.  BRYCHING THE CHIRCLES AND THE AND CONTINUES MINISTER. THE CHIRCLES FORCE	Insurance (COI)  Johann In red to exhabit at an Esri event.  JA NO COVERS NO REDITS UPON IN CORRESPONDE HOUSE, THE MAN THE CONTRICUE STREETS IN ESSANDE AUXILIARY IN ESSANDE AUXI



### **Accident Report**

- 1. Click on Get Started and answer questions.
- 2. Click on back arrow at the upper left corner of the screen to send report to administrator.

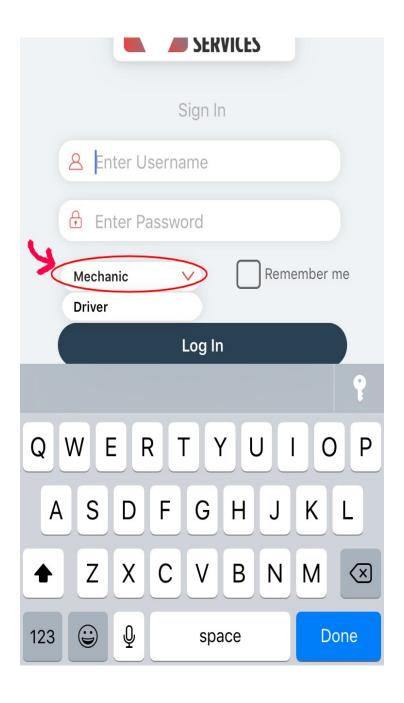




### **MECHANICS**

### Sign In

- 1. Select Mechanic on the sign-in screen.
- 2. Enter the Username and Password.
- 3. Tap Log In.



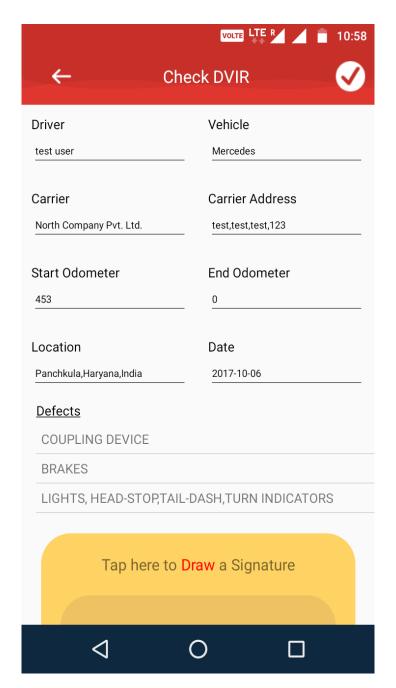


#### **DVIR**

- 1. A list of DVIRs is displayed.
- 2. Tap on the DVIR you wish to see.

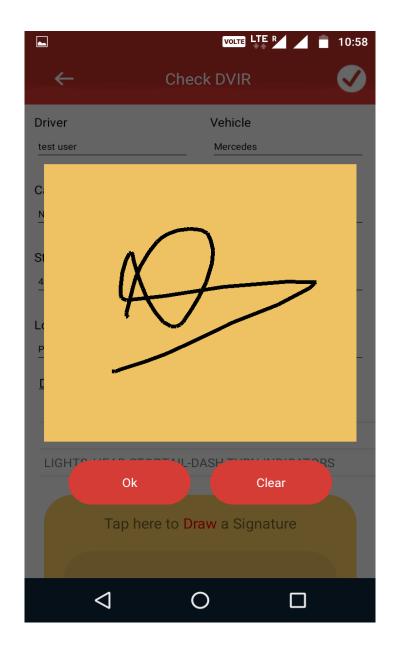




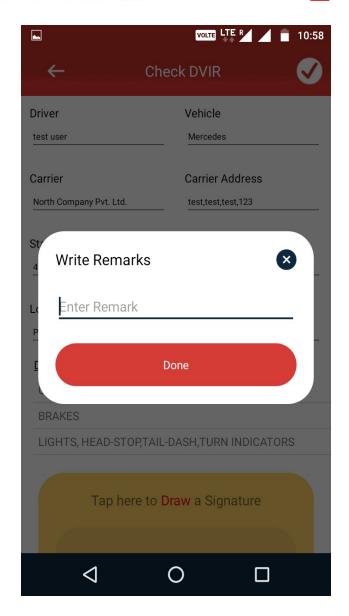




- 3. Complete repairs and tap on the yellow signature box and sign.
- 4. Tap on the check-mark in the upper right corner.
- 5. Enter Remarks.
- 6. Tap Done.
- 7. Tap x to save.









### **Menu Options**

Tap the menu bar in the upper left corner to see menu options:

- 1. Vehicle Body Inspection
- 2. Add Repair Item
- 3. Sign Out
- 4. Cancel

