

Lytx® ELD User's Manual

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Introduction

The Lytx® Driver app is a mobile application for maintaining Hours of Service (HOS) compliance. The app is available for Android and iOS devices.

WARNING: Do not drive distracted. It is always the responsibility of the driver to be attentive and use safe driving techniques. The Lytx Driver App should not be used while operating a vehicle.

Logging In

When you log in to the Lytx Driver app, you are prompted to complete a set of actions to synchronize your assets, ensure the vehicle is safe to operate, and verify any outstanding logs.

Before you can start driving, you are prompted to:

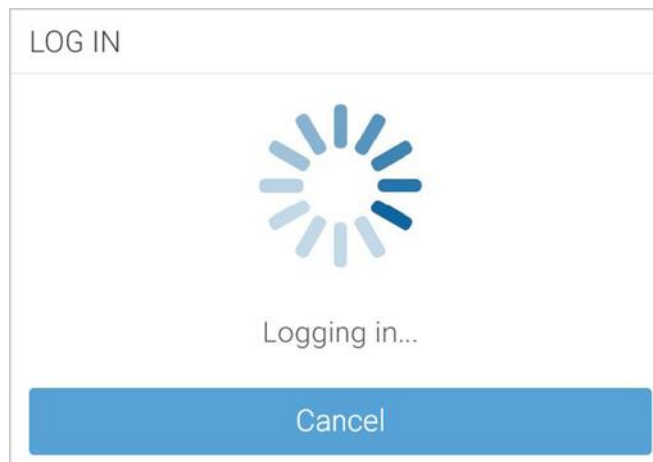
- Attach a vehicle
- Attach a trailer
- Attach a shipment
- Verify duty status logs
- Inspect the vehicle (DVIR: Driver Vehicle Inspection Reports)
- Inspect the trailer (DVIR).

The first time you log in to the Lytx Driver app, you are prompted to accept the End User License Agreement (EULA). After accepting the agreement, enter your Username and press **Next** to display the Password field. Enter your Password (minimum 8 characters in length), and click **Log in**.

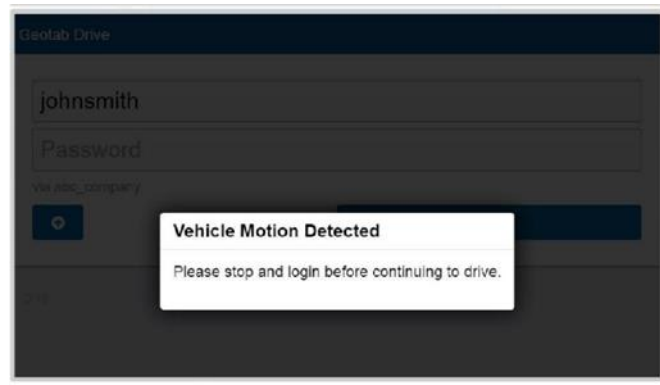
Next

After you confirm your credentials, the system synchronizes your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs remain associated with you even when you switch vehicles.



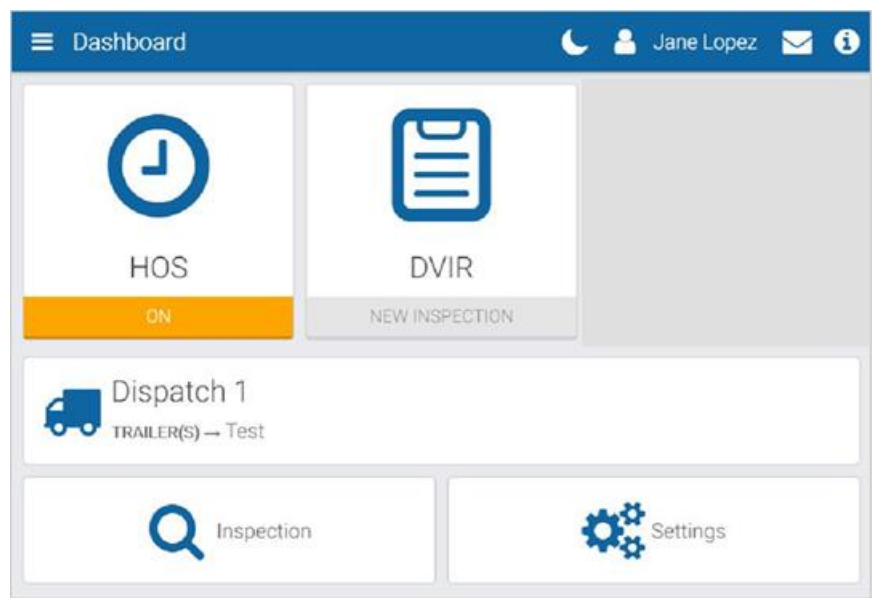
If you start driving the vehicle without logging in, the Lytx Driver app detects the motion, and displays a warning message advising you to stop the vehicle and log in.



If you do not log in to the Lytx Driver app, the system is unable to associate your duty status or other driving events with your account.

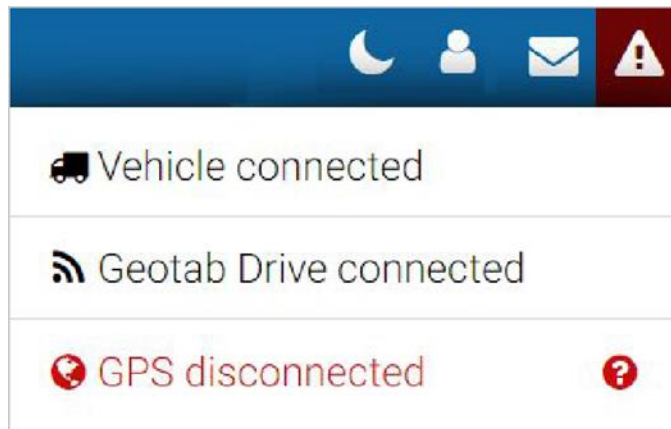
Navigating the Dashboard

The Dashboard is the main interface used for navigating the Lytx Driver app. Your particular Dashboard may look different based on your user clearances and the Add-Ins that you have installed.



Information Screen

When pressed, the red exclamation mark button provides additional context for your connectivity issue.



You can check your connectivity status by pressing the information button in the top-right corner of the screen.

Hours of Service (HOS)

The Hours of Service (HOS) feature provides all the tools necessary for tracking and recording your duty status. It also provides the ability to verify logs, apply exemptions and provide information for roadside inspections.



The screen is divided into the **Status**, **Logs**, and **Options** tabs.



Status Tab

The **Status** tab allows you to view and set your duty status, as well as view and apply exemptions. Duty status is displayed by one of the four buttons on the screen:

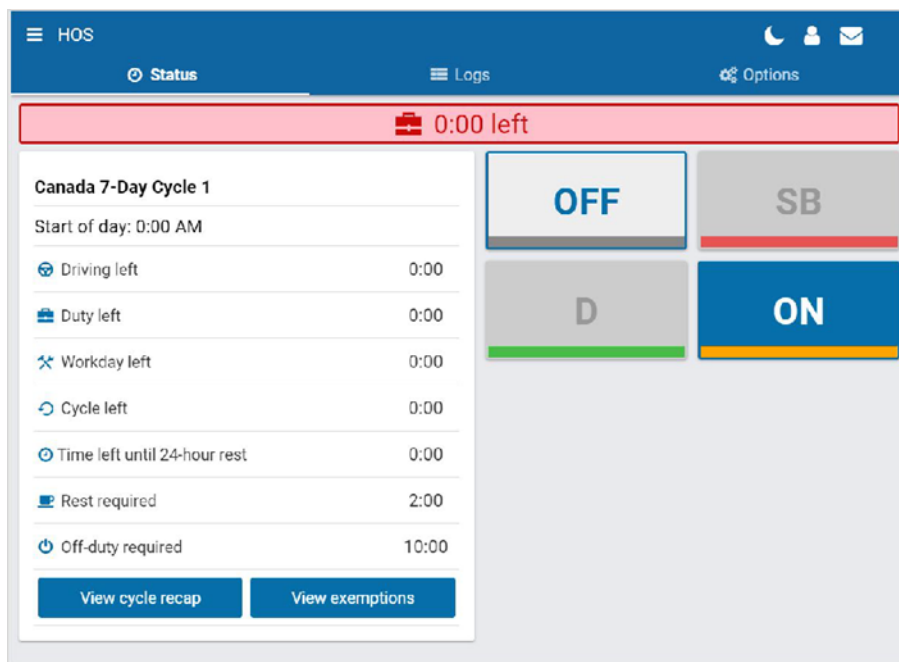
- OFF
- Sleeper Berth (SB)
- Drive (D)
- ON

NOTE: When outside of cell coverage, you are notified to manually set their status.

NOTE: When changing the status to **ON** duty, you are notified of any potential violations.

NOTE: When changing your status to **OFF** duty, you are asked if you want to take a break or log out. If you select **Log out**, the App will guide you through your end-of-day tasks, but will not close when you are finished.

The **Status** tab displays the remaining duration of your applicable driving limits, and the exemptions that can be applied as driving conditions require.



Cycle recap shows the following:

- Available cycle time tomorrow.
- Cycle hour for current day.
- Hours used within the cycle.
- Total number of hours.

Exemptions allow you to do the following:

- Apply exemptions.
- Change rulesets.
- Start/stop Yard Move.
- Start/stop Personal Conveyance.

To apply exemptions, press **View Exemptions** and use the corresponding buttons to activate them.

EXEMPTIONS	
Adverse driving conditions	Apply today
Off-duty deferral	Apply today
Yard move	Start
Personal Conveyance	Start

By default, the only exception that is always available to you is the **Adverse Driving Conditions** exemption.

If you select the **Adverse Driving Conditions** exemption, you must confirm your selection before applying the exemption. Additionally, you can add an annotation to provide further details.

Apply exemption today
Are you sure you want to apply the Adverse driving conditions exemption?
Add an annotation (Optional):
Cancel Apply

If you enable the **Adverse Driving Conditions** exemption when driving south of latitude 60°N, the following changes are made to your daily requirements and HOS availability:

- Daily rest requirement decreases by two hours
- Daily off requirement decreases by two hours
- Daily driving available increases by two hours
- Daily duty available increases by two hours
- Workday driving available increases by two hours
- Workday duty available increases by two hours

You can stop a **Yard Move** event by turning the ignition off and on during a power cycle. You can stop a **Personal Conveyance** event by confirming the event ended when the ELD prompt displays, also during a power cycle.

If a confirmation is not made and the vehicle is in motion, the ELD defaults to none. Other exemptions must be configured by your Fleet Management Application Administrator.

NOTE: The **Yard Move** exemption is disabled when the speeding rule is exceeded, or when the vehicle leaves the specified zone type.

A full list of all available exceptions can be found in the [Hours of Service Ruleset Matrix](#).

For a summary of your cycle, click the **Cycle recap** button.

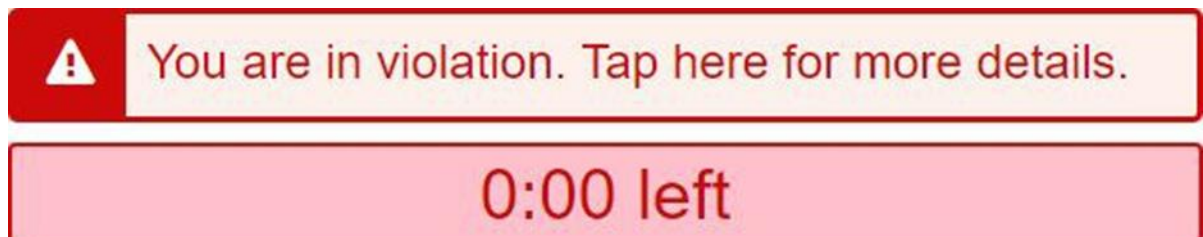
CYCLE RECAP	
Cycle available tomorrow	0:00
Sep 28, 2018	24:00
Sep 29, 2018	24:00
Sep 30, 2018	24:00
Oct 1, 2018	24:00
Oct 2, 2018	24:00
Oct 3, 2018	24:00
Today	16:18
Total	160:18

Depending on your ruleset, cycle recap provides a quick and compact view of how much time you have used, and how much time is remaining for the following day.

The blue bar indicates the time remaining before you must take a break.



The red bar indicates that you have no driving time remaining and must take a break.



Once you begin to drive, your status automatically switches to **D** when the vehicle reaches a speed of five mph (eight km/h). Once you stop driving, after three seconds, your status remains as **D** for an additional five minutes. When five minutes have passed, you are prompted to change your status to ON duty. If you do not respond within a minute, your status switches to **ON duty**.

TIP: You can manually switch your duty status at any time by pressing HOS on the Dashboard.

The **Rest in** timer displays the time remaining before you must take a break.

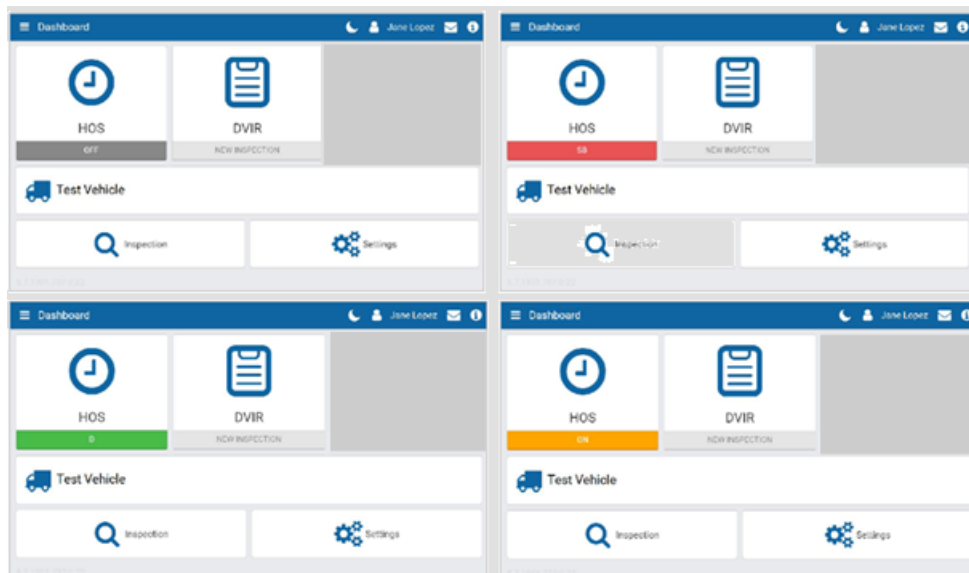
Rest in	8:00
Driving left	11:00

When the **Rest in** timer reaches 0:00, a Rest duration timer replaces it when you go off duty.

The **Rest duration** timer displays the time that has passed during the break period.

Rest duration	0:03
Driving left	3:00

Your current duty status is visible from the Dashboard:



Options Tab

The **Options** tab provides quick access to the Lytx Driver app Dashboard where inspections, DVIRs and other operations are performed.

INFORMATION	
Current driver	Jane Lopez Jane.lopez@company.com
Timezone	America/New_York
Home terminal	ABC Company 770 E Pilot Rd Suite A, Las Vegas, NV 89119
Ruleset	USA Property 70-hour/8-day (16-hour exemption)
Inspection mode has moved to the dashboard.	
Go to dashboard	

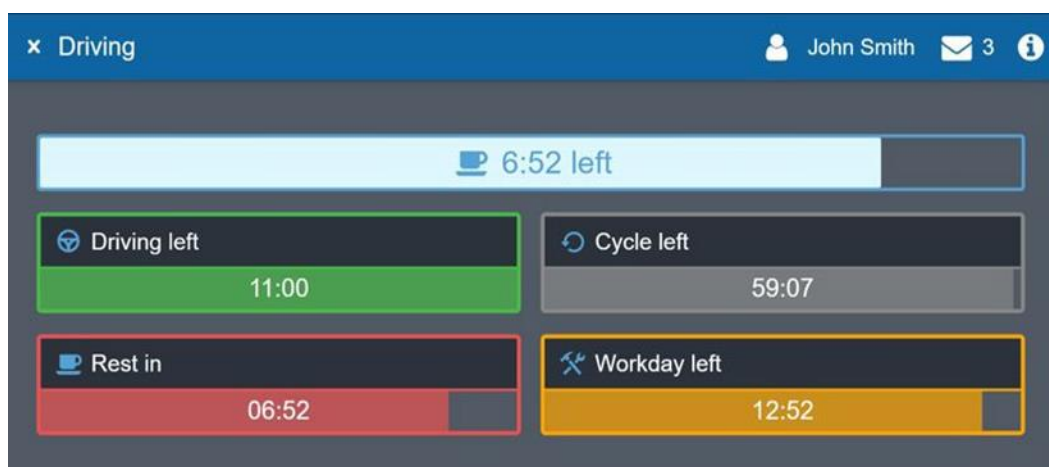
The **Options** tab also displays important driver information such as current ruleset and home terminal.

Motion Detection When Driving

When you are logged into the Lytx Driver app and the vehicle begins moving, the Lytx Driver app screen locks to minimize driver distraction. All other information is hidden and you only see the remaining driving time available and related warnings if you are nearing a duty violation. When the vehicle is in motion, the app does not allow a co-driver to switch seats with the driver.

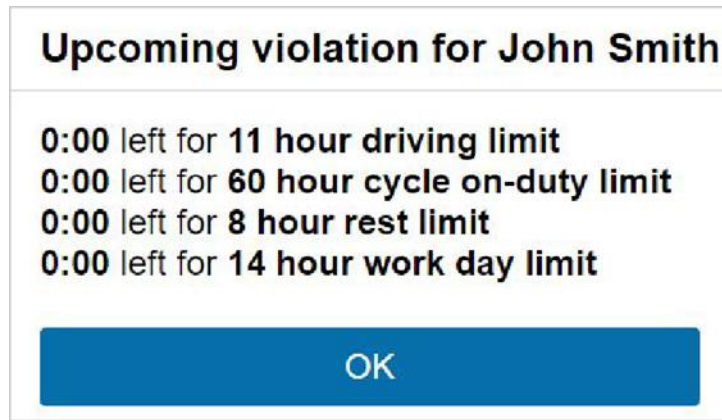
If the vehicle has stopped for five minutes, a prompt displays on the screen. Confirm if you have stopped driving, or if the vehicle is still in motion. If a response is not submitted to confirm or deny the prompt within one minute of receiving the prompt, the ELD automatically creates an **ON** duty status log.

If you continue to drive past your available hours, the screen notifies you that you are in violation of your ruleset. The app broadcasts an audible warning in addition to the Hours of Service limit message, whether the app is in the background or the foreground. The audible warning does not occur if you are in the **OFF** or **Sleeper Berth (SB)** status.

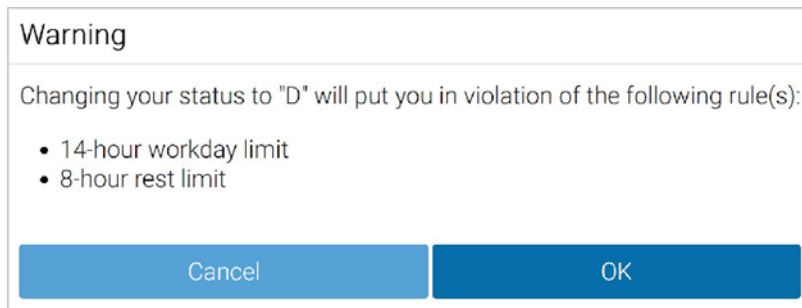


Driving in Violation

The Lytx Driver app notifies you when you are nearing a duty violation two hours before the violation, one hour before the violation, 30 minutes before the violation, and right before the violation.



If you switch your duty status to **Drive** after your remaining driving time has expired, you are warned that doing so puts you in violation of your selected ruleset.



If you drive after being warned, a violation registers in your log.

Logs Tab

The **Logs** tab displays a list of all Records of Duty Status (RODS) for the past 14 or 16 days, depending on the ruleset, and any violations incurred. Logs are displayed below the graph, one day at a time, and can be navigated using the arrows at the top of the screen, or by clicking the date picker to display the calendar.

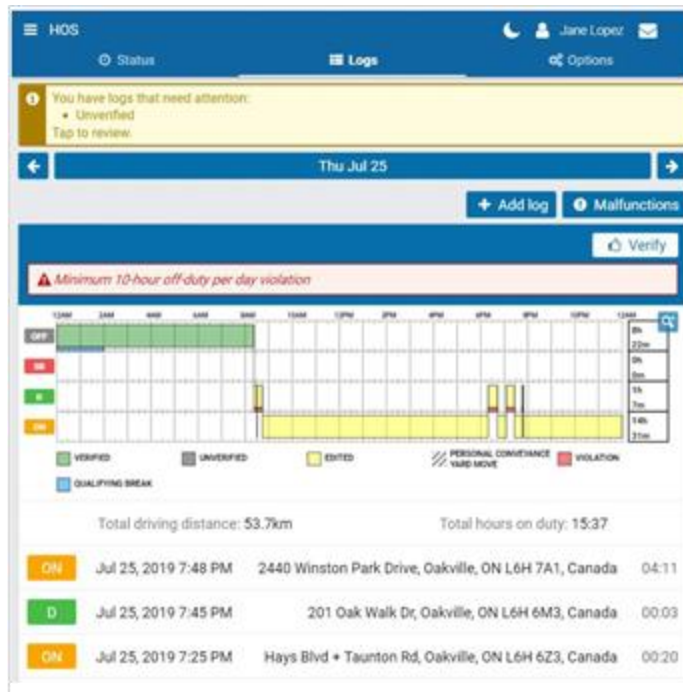


Using the Graph

Duty status is plotted along the graph for a 24-hour period for each day. The total time spent in a particular duty status is displayed to the right of the graph. The bars on the graph are color-coded in the following way:

- Gray: Unverified logs
- Green: Verified logs
- Yellow: Edited logs
- Red: Driving in violation of HOS ruleset
- Striped: Personal Conveyance and/or Yard Moves
- Blue: Qualifying Break identifies logs that meet the break requirements for Canadian rulesets only.

Select a log from the graph to display additional information including the log's duration and date of creation. You can also edit certain elements of the log.



If a log requires attention (e.g. verification, requested edits, missing location, etc.), a notification banner displays at the top of the page. Tap the banner to go to the log and make the necessary updates.

VEHICLE ODOMETER	
Jane's car	
Starting odometer	331196.0km
Ending odometer	331199.0km

Starting odometer and **Ending odometer** display at the bottom of the **Logs** tab for quick reference.

When you select a log, the **Log** page shows additional information about the log, including when and where the log was created.

HOS Log

Status **ON**

By Jane Lopez

Date January 21, 2019 4:26 PM

Duration 02:29

Vehicle Truck 1802

Address 444 Kerr St, Oakville, ON L6K 3C4, Canada

Origin Manual driver log

ANNOTATIONS

Dvir: Pre-trip

Add an annotation...

Save

You can also view and add annotations to the log. Select the arrow in the top left corner of the screen to return to the **Logs** tab.

Location Information

The Lytx DriveCam installed in your vehicle captures location information. If the GPS signal on the device is unavailable, there will be no address associated with the log created during this period. In this case, you must enter the location manually by pressing the **Where was this?** button.

ON Sep 25, 2018 12:33 PM **Where was this?** 04:40

Enter the address where the log occurred, or to add location information if an exemption is applied.

Enter an address

Address or intersection

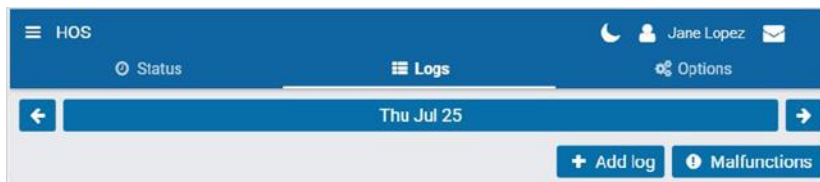
City State/province

Cancel **OK**

Creating Manual Logs

Manual logs allow you to correct your Records of Duty Status when existing logs are discovered to be incorrect or incomplete. For example, create a manual OFF-Duty log for the previous day if the app remained ON-Duty after you

completed your work day. Also use manual logs when the status does not automatically change (e.g. a bug in the software), or if you were driving in an area without network coverage.



Other examples include creating a manual ON-Duty log for a day that you started in the office, or when the App does not detect driving, and places you ON-Duty after an inspection. Manual logs allow you to update any status for a specific date and time, and assign yourself the vehicle you were driving. If you need to add a manual log for any reason, follow the steps below and select the appropriate options.

To manually create Records of Duty Status, press the **+ Add Log** button.



On the screen that follows, press **Select** for each of the applicable elements of the log.

Choose status ×

☐ OFF

☐ SB

☒ ON

☐ D

Choose date ×

Date

Mon Jun 17

▼

Time

12

▼

:

16

▼

Done

Choose the **Status**, **Date** and **Time** to start the log.

If you have a vehicle assigned to you when you create the manual log, that vehicle will be automatically selected.

Select Vehicle

×

Bobs Truck

☐ Bobs Truck

No vehicle

If you do not have the correct vehicle currently assigned to you, and if you were driving (D) or ON duty at the time of the manual Record of Duty Status, select the vehicle.

You can also add an annotation to provide context for the manual log. Press **Add** to create the log.

Status

ON

Select

Date

June 17, 2019 12:16 PM

Select

Vehicle

Bobs Truck

Select

Add an annotation...

Add

The **Logs** screen will display again after you have created the manual log. To view details, select the log.

HOS

Status

Logs

Options

ON

Jul 25, 2019 12:00 AM

13km W TX Willis

08:22

Manual log

OFF

Continued from previous day

00:00

VEHICLE ODOMETER

Heather H car

If you made a mistake while creating a manual log, click the pencil icon  to edit the log status or date. You can also add new annotations.

i INFORMATION	
Status	 ON
By	Jane Lopez
Date	 June 17, 2019 12:16 PM
Date Created	June 19, 2019 4:40 PM
Duration	01:00
Vehicle	Bobs Truck
Address	Oakville ON
Origin	Manual driver log
🗨 ANNOTATIONS  <i>Worked in the office</i> Add an annotation...	
Save	

Press **Save** when you have finished making changes.

NOTE: Only manually created logs can be edited in the application. Automatically created logs cannot be modified or changed to another status. If you attempt to change the status of an automatic log, you will be asked if you would like to create a new log with the desired duty status.

Changing Rulesets

When you change your ruleset, the preceding log is annotated to reflect this change.

OFF	May 4, 2018 9:01 AM	ON Oakville	03:17
 <i>Ruleset changed to Canada 7-Day Cycle 1 at 2018-05-04 12:16</i>			

Applying Exemptions

When the 16-hour exemption, Adverse driving conditions, or Oil well wait time exemption is applied, the preceding log is also annotated to reflect this change.

ON	May 22, 2019 9:57 AM	ON Oakville	01:06
 <i>Adverse driving conditions applied at 2019-05-22 10:31</i>			

Attaching Vehicles

You must attach a vehicle to your account before the duty status and other types of electronic records can be assigned to you. Based on your mobile device's geo-location, the app automatically finds the closest vehicles within a 1km/0.6mi radius. You are prompted to select your vehicle after logging in.

Select Vehicle

☐ Dispatch 1
 ☐ Dispatch 2
 ☐ Dispatch 3
 ☐ Dispatch 4

No vehicle

PC: Allowed
 YM: Allowed
 ELD Exempt: No

If you do not have a vehicle at the time, you can select the **No Vehicle** button to continue into the app without an assigned vehicle. Without a vehicle, you can only set the status to **ON** and **OFF** duty.

If you do have a vehicle assigned to your account, you can quickly select the last assigned vehicle, if the vehicle is within the immediate vicinity.

When you log in, the exemptions notification informs you if **PC** (Personal Conveyance) or **YM** (Yard Move) is enabled. The notification also indicates whether or not you are ELD exempt.

Select Vehicle

Dispatch 3

Last used: 3 minutes ago

Continue

Select another vehicle

No vehicle

PC: Allowed
 YM: Allowed
 ELD Exempt: No

In some cases, your current vehicle may have been claimed by another driver, and dissociated from your account. If this occurs, you are asked if you would like to reassign the vehicle to yourself. By choosing **No**, you are automatically assigned to No Vehicle, and prompted to select another vehicle.

Confirmation Required

Vehicle: H car
Current driver: anna@anna.com
You will be assigning yourself to this vehicle and disassociating the driver mentioned above.
Would you like to continue?

No

Yes

If you are logged in with a co-driver, they receive the same message.

Attaching Trailers

After attaching vehicles, you are prompted to attach a trailer.

You can attach more than one trailer; however, each trailer must be assigned a unique name. If you do not have a trailer to attach, press **Continue**.

Select Trailers

123124123123

12345
COMMENT IS HERE

Continue

ATTACH A TRAILER

Search trailers

If you attach a trailer, you are prompted to perform a DVIR on the trailer. If you detach a trailer, you are also asked to perform a DVIR. In both cases, you can choose to **Inspect** or **Skip**.

Attaching Shipments

Next, you are prompted to attach shipments to your vehicle. Press **New shipment** to attach a shipment, or Continue with no shipment.

Attach Shipments

No shipments attached

Continue

Shipper Name

Commodity

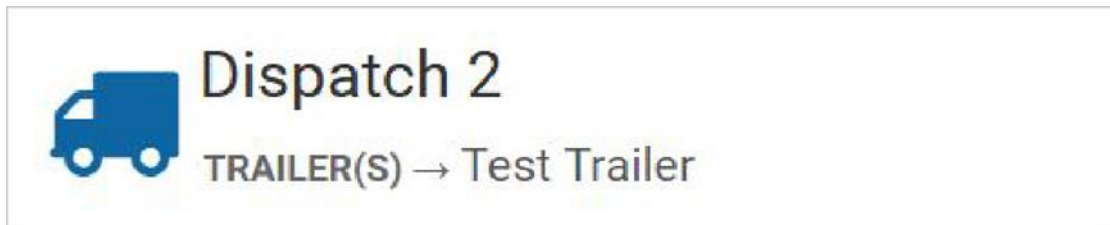
Shipment Document Number

Add

When attaching a shipment, enter the shipper name, commodity, and shipment document number. Press **Add** to assign the shipment to your vehicle.

Attaching New Assets

You can change or attach new vehicles and trailers at any time by pressing the vehicle name from the Dashboard, or by pressing **Assets** from the main menu.



Press the **Change** button to change the vehicle associated with the Lytx Driver app. You are prompted to perform a DVIR each time you change vehicles.

Press the **Attach** button to attach a new trailer, and press the **New** button to add a new shipment.

Assets

Dispatch 1

Change

TRAILERS

No trailers attached

Attach

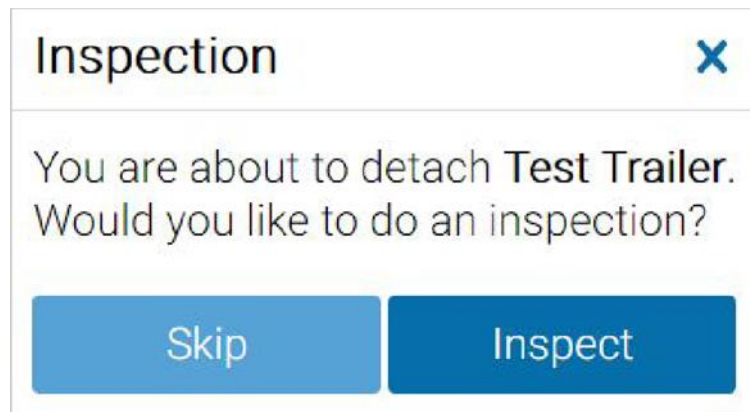
SHIPMENTS

No shipments attached

New

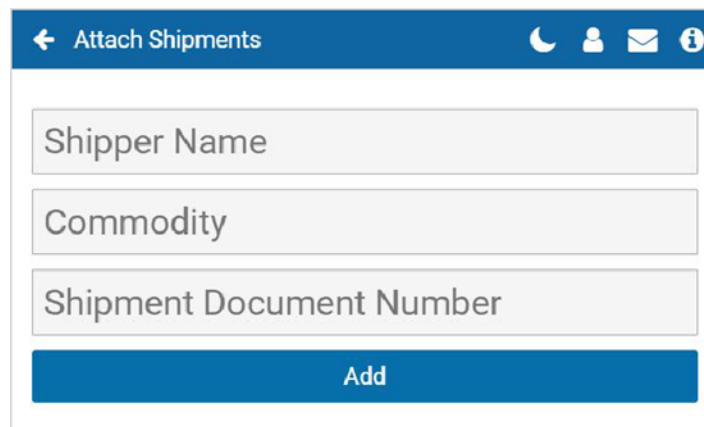
You can detach a trailer or remove a shipment by selecting the “X” icon:  .

You are prompted to perform a DVIR each time you attach or detach a trailer.



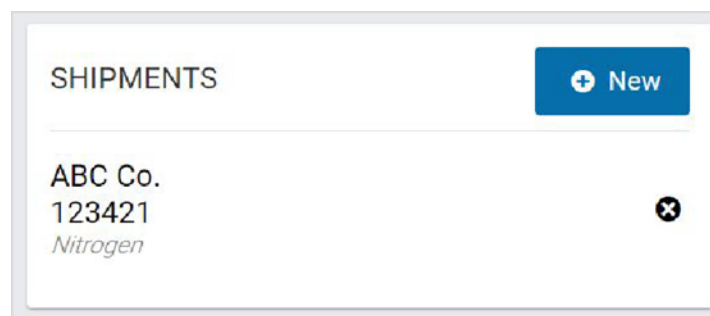
A modal dialog box titled "Inspection" with a close button (X) in the top right corner. The text inside reads: "You are about to detach Test Trailer. Would you like to do an inspection?". At the bottom, there are two buttons: "Skip" (light blue) and "Inspect" (dark blue).

To add shipment information to your log, press the **New** button under the **Shipments** label. Enter your shipment information and press **Add**.



A form titled "Attach Shipments" with a back arrow, moon icon, user icon, envelope icon, and info icon in the top right. It contains three input fields: "Shipper Name", "Commodity", and "Shipment Document Number". At the bottom is a blue "Add" button.

Your shipment information is now displayed on the **Assets** page.



A screenshot of the "ASSETS" page. At the top right is a blue button with a plus icon and the text "New". Below it is a list item for a shipment: "ABC Co." followed by "123421" and "Nitrogen" in italics. To the right of the text is a black circle with a white "X" icon.

Shipment information also displays on the **Compliance Print** made in the Fleet Management Application.

Verifying Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Claiming Unassigned Logs. The Lytx Driver app creates duty status logs even when your vehicle is driven without a user logged in. If this occurs, you are asked to review and claim the unassigned logs that you created.

Verify Logs

You have unverified HOS logs. Do you want to verify them before proceeding?

Jan 24, 2019

14.0km

Verify

D

Jan 24, 2019 4:48 PM

00:37

Oakville, ON

ON

Jan 24, 2019 4:48 PM

00:00

Oakville, ON

Verify all days

Skip

Use the **Verify** button beside any 24-hour period to verify by day, or use the **Verify All Days** button to verify all visible logs.

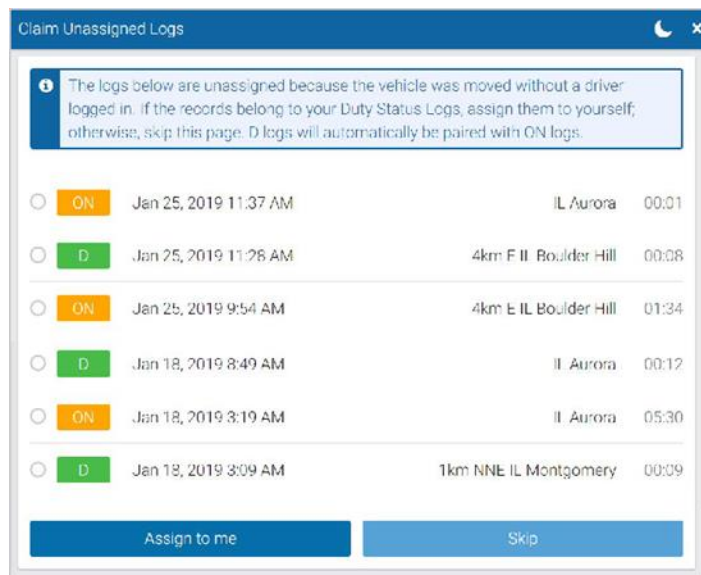
You can also skip this step with the **Skip** button.

NOTE: If you choose to skip this step an audit log is created indicating the time and date the button was selected.

21

Claiming Unassigned Logs

You can claim logs by selecting all relevant logs and pressing the **Assign to me** button.

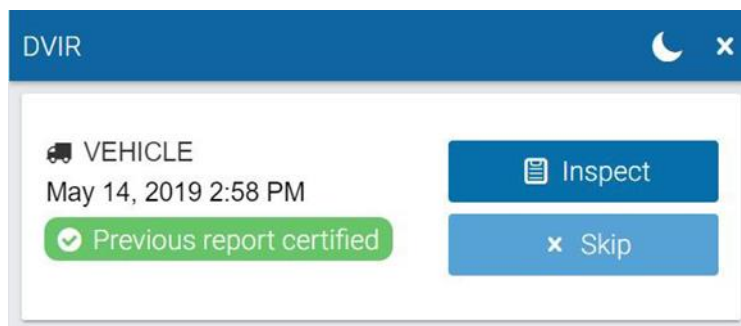


You can also skip this step with the **Skip** button. The **D** and **ON** Duty Status Logs are paired when claiming them in the Lytx Driver app.

NOTE: Claiming unassigned logs belonging to other drivers causes your Record of Duty Status to be inaccurate.

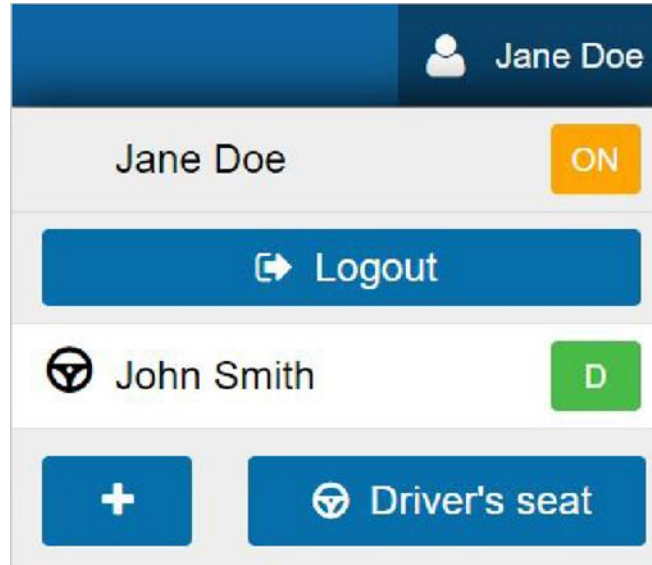
Performing Driver Vehicle Inspection Reports (DVIR) during Login

To complete the login process, you are prompted to perform a DVIR of the vehicle and its attached trailers. If you do not have clearance to perform a DVIR, press Skip to go to the Dashboard. You can find more information on performing a DVIR [here](#).



Adding Co-Drivers

You can add co-drivers to the Lytx Driver app by pressing your name in the top-right corner of the screen, and then pressing the **Add driver** button. The co-driver is prompted to enter their login credentials. You can add up to three drivers per vehicle. When the vehicle is in motion, the app does not allow a co-driver to switch seats with the driver.



After logging in, the names of all drivers display in the user list. When multiple drivers are logged in, the steering wheel icon  indicates the currently active driver.

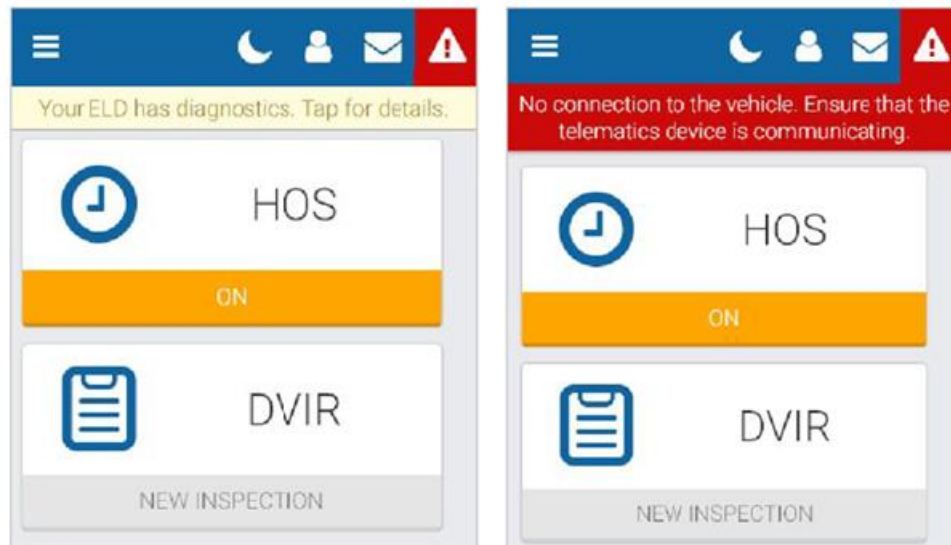
Use the **Driver's seat** button to switch the active driver. The duty status changes automatically for the active driver. The co-driver must change their status manually through the interface. If the active driver logs out, the co-driver becomes the new active driver.

The co-drivers can share the Lytx Driver app interface to adjust their individual duty statuses. To become the active user of the interface, click your name from the driver list. Once you are the active user, your name displays at the top of the driver list. At this point, you can adjust your duty status without affecting the duty status of your co-drivers.

Diagnostic and Malfunction Events

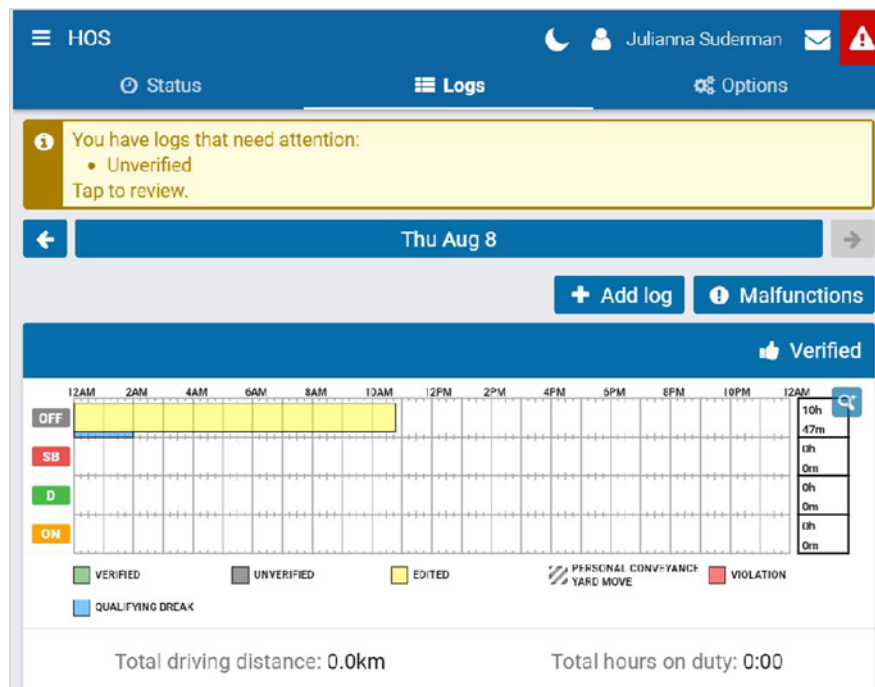
If the Lytx Driver app detects a diagnostic event, a yellow bar indicates a diagnostic is present, and a red bar indicates a malfunction is present. You can press the yellow or red bar to view more details about the events.

Consult the one-page document titled “[Driver’s Guide to Data Diagnostics & Malfunction Events](#),” which provides instructions on what to do when these events occur. When a diagnostic event occurs, the yellow or red bar disappears after the issue is resolved.



When a malfunction event occurs, it must be addressed by the driver or an Administrator.

Press the **Malfunctions** button at the top of the screen on the **Logs** tab.



The malfunction or diagnostic displays, along with the date the event occurred.

Malfunction notifications	
Unidentified Driving Diagnostic	
Mar 7, 2018 5:52 PM	
Mar 2, 2018 8:35 AM	
Mar 1, 2018 8:24 AM	
Engine Sync Diagnostic	
Mar 7, 2018 8:52 AM	
Engine Sync Malfunction	Clear
Mar 7, 2018 5:52 PM	
Mar 8, 2018 8:35 AM	

When a malfunction event has been resolved, press the **Clear** button.

For more instructions, review the [Driver's Guide to Data Diagnostics & Malfunction Events](#) or select the question mark beside each diagnostic/malfunction.

Verifying Logs

The **Verify** button allows the driver to confirm that the logs recorded by the Lytx Driver app are accurate and valid. The button displays in the summary header of every daily group of logs. Press the **Verify** button to display the following screen:

Certify

I hereby certify that my data entries and my record of duty status for each listed 24-hour period are true and correct.

Not ready

Agree

After you press the **Agree** button, every log for the selected date is verified. Verified logs have a checkmark beside them, and the Verify button is replaced with text reading "Verified".

Jan 21, 2019		7.9km	Verified
OFF	✓ Jan 21, 2019 7:12 PM	2291 Winston Park Dr, Oakville, ON L6H 6R7, Canada	00:05
D	✓ Jan 21, 2019 7:10 PM	2291 Winston Park Dr, Oakville, ON L6H 6R7, Canada	00:01

NOTE: The driver will be notified of unverified logs when logging out. Logs that are left unverified for over 14 days disappear from the list and can no longer be verified electronically.

Creating a Driver Vehicle Inspection Report (DVIR)

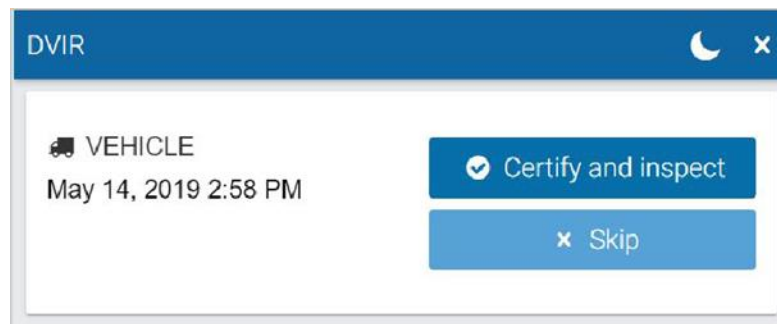
Driver Vehicle Inspection Reports (DVIR) help you track the health of vehicles and trailers within your fleet. You can access the DVIR from the Lytx Driver app Dashboard by selecting the DVIR tab.



Once in the DVIR, press the **Certify** and **Inspect** buttons to begin inspecting a vehicle and/or trailer. The Lytx Driver app guides you through all steps in the inspection.

IMPORTANT! : You must have the Perform DVIR inspections clearance to create a DVIR. To learn more, please contact your Administrator.

If you are performing a **Pre-trip** inspection after logging in and have not manually set a duty status, your duty status automatically switches to **On Duty**.



The new **On Duty** status is automatically annotated to reflect that a pre-trip inspection has occurred.



If you do not have clearance to perform a DVIR, press **Skip** to go to the Dashboard. Otherwise, proceed with the inspection.

Before performing a new inspection, you must first sign off on the Previous Inspection to indicate that you are aware of the vehicle's defects history. If there were prior defects, you must review the repairs made and then certify whether or not the vehicle is safe to operate.

Previous Inspections with Defects

You must certify a previous inspection with defects to verify that they have been repaired.

 TEST VEHICLE		 NEEDS REVIEW
<i>This vehicle was inspected in compliance with regional and/or federal regulations.</i>		
Company name	ABC Company	
Company address	770 E Pilot Rd Suite A, Las Vegas, NV 89119	
Date	March 7, 2019 3:40 PM	
Inspection location	 444 Kerr St, Oakville, ON L6K 3C4, Canada	
Inspection type	Pre-trip	
Asset type	Vehicle	
Signed by	Jane Lopez	
 INFORMATION		
Odometer	324517.0km	
Trailers	Test Trailer	
 RESOLVED DEFECTS		
 Horn → Inoperable air horn  <i>Repaired</i>		
 DRIVER CERTIFICATION		
Add a remark		
 Certify as unsafe		 Certify as safe

If the defects are marked as repaired and you are certain about the status of the vehicle, certify the vehicle as safe to operate.

If the defects have not been repaired, the DVIR alerts you that there are **Unresolved defects**.



Before you can drive the vehicle, or perform a new inspection, you must repair all unresolved defects.

When the defects have been repaired, and the vehicle is Certified as safe, you can perform a new inspection.



IMPORTANT! : To certify a vehicle as safe, or unsafe to operate, you must have the Mark DVIR as certified clearance. To learn more, please contact your Administrator.

Previous Inspections with No Defects

A previous inspection with no defects still requires certification.

 TEST VEHICLE		 NEEDS REVIEW
<i>This vehicle was inspected in compliance with regional and/or federal regulations.</i>		
Company name	ABC Company	
Company address	21-1075 North Service Rd W, Oakville, ON, L6M 2G2	
Date	May 16, 2019 1:06 PM	
Inspection location	 123 Trafalgar Rd, Oakville, ON L6J 3G4, Canada	
Inspection type	Pre-trip	
Asset type	Vehicle	
Signed by	Jane Lopez	
 INFORMATION		
Odometer	324498.0km	
Trailers	Test Trailer	
 DRIVER CERTIFICATION		
Add a remark		
 Certify previous inspection		

However, the vehicle does not need to be certified as safe or unsafe. After certifying the previous inspection, press **Yes** to verify that the vehicle was inspected in compliance with regional and/or federal regulations.

Sign DVIR

This vehicle was inspected in compliance with regional and/or federal regulations.

Yes

No

IMPORTANT! : To certify a previous inspection, you must have the Mark DVIR as certified clearance. To learn more, please contact your Administrator.

Performing New Inspections

After certifying a previous inspection, you must perform a new inspection.

 TEST VEHICLE		 REVIEWED
<i>This vehicle was inspected in accordance with Regulation. O. Reg. 199/07</i>		
Company name	ABC Company	
Company address	21-1075 North Service Rd W, Oakville, ON, L6M 2G2	
Date	May 16, 2019 1:06 PM	
Inspection location		123 Trafalgar Rd, Oakville, ON L6J 3G4, Canada
Inspection type	Pre-trip	
Asset type	Vehicle	
Signed by	Jane Lopez	
 INFORMATION		
Odometer	324972.0km	
Trailers	Test	
 RESOLVED DEFECTS		
 Coupling Devices → Fifth wheel cracked or damaged Repaired		
 DRIVER CERTIFIED		
Certification date	May 30, 2019 9:29 AM	
Certified as	Safe	
Certified by:	Jane Lopez	
 Collapse previous inspection		

Press **Expand previous inspection** to review the most recent inspection on the vehicle. Scroll down or press **Collapse previous inspection** to continue with the new inspection.

Walk around the vehicle and record any defects you find. You can add remarks on each defect to provide more details. If an uncovered defect is critical, you must alert your Manager before operating the vehicle.

NEW INSPECTION

Defect List Default Vehicle Defects List

☐ Brakes (Parking)

☐ Brakes (Service)

☐ Coupling Devices

☐ Emergency Equipment

☒ Mirrors

☒ Broken or cracked

☐ Improperly adjusted

☐ Loose or insecurely mounted

☐ Missing

☐ Other

☐ Other

☐ Steering

☒ Tires

☐ Wheels and Rims

☐ Windshield Wipers

Select the inspection type.

Pre-trip

Post-trip

INSPECTION LOCATION

444 Kerr St, Oakville, ON L6K 3C4, Canada

REMARKS

Add a remark

SAVE NEW INSPECTION

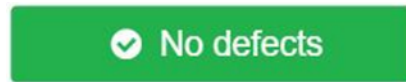
Done

Skip

You can select defects from the default list, or from a custom defect list(s) created by your Administrator, and assigned to specific groups with specific vehicles. If there are multiple custom defect lists, select the list by name from the **Defect List** drop-down menu.

If a critical defect is noted in the DVIR, the Lytx Driver app shows a warning on the lock screen to notify the driver of the affected vehicle.

If you do not find any defects, press the green **No defects** button to complete the inspection.



Press **Yes** to verify that the vehicle was inspected in compliance with regional and/or federal regulations, and to mark the DVIR as complete.



If your inspection identified defects, press the **Done** button to complete the inspection, and proceed to Repairing Defects.



If you do not have the Perform DVIR inspections clearance, press **Skip**.

Repairing Defects

Repairs can only be logged by users with the proper clearances. If you are not authorized, please speak to your Administrator. If the previous inspection included defects, they must be resolved on the new inspection.

You can begin logging a repair by pressing the red **Repair** button.



The inspection lists the specific defects discovered by the driver. Click a defect to expand it and read remarks left by the driver.

⚠ Before you certify the DVIR log or perform new inspections, resolve all critical and normal defects. Please contact your administrator for more information.

TEST VEHICLE
🔧 NEEDS REPAIR

This vehicle was inspected in compliance with regional and/or federal regulations.

Company name

ABC Company

Company address

770 E Pilot Rd Suite A, Las Vegas, NV 89119

Date

March 7, 2019 5:00 PM

Inspection location

444 Kerr St, Oakville, ON L6K 3C4, Canada

Inspection type

Post-trip

Asset type

Vehicle

Signed by

Jane Lopez

📄 INFORMATION

Odometer

324517.0km

Trailers

Test Trailer

▲ Collapse previous inspection

🔧 UNRESOLVED DEFECTS

🔧 Tires → Flat or leaking air

💬 REMARKS

💬 Front left tire is flat

Tire has been replaced

🔧 REPAIR

☒ Repaired
☐ Not necessary

🔧 Save

After the repairs have been made, add a remark to provide details about the resolution. Select **Repaired** for each individual defect that has been repaired. Then, press **Save**.

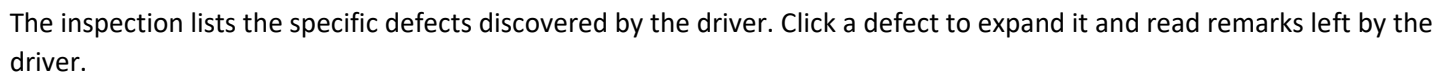
Once the repair has been logged, the DVIR screen places a **Resolved defects** indicator beside the relevant asset.



You can review previous DVIRs from the **Inspection Mode** page. On the Dashboard, scroll to the bottom of the page and press Inspection. Under the DVIR tab, press Review to view previous DVIRs.

IMPORTANT! : To mark defects as repaired, you must have the Mark DVIR as repaired clearance. To learn more, please contact your Administrator.

Click the **Repair** button to open the unresolved inspection.



You can add a remark to provide details about the resolution. Select Repaired for each individual defect that has been repaired. Then, press **Save**.

You can review previous DVIRs from the **Inspection Mode** page. On the Dashboard, scroll to the bottom of the page and press **Inspection**. Under the DVIR tab, press **Review** to view previous DVIRs.

Roadside Inspections



The **Inspection** button is located at the bottom of the Dashboard next to the **Settings** button. Selecting the **Inspection** button enters **Inspection mode**, which provides information necessary for the completion of a roadside inspection. On the **Dashboard**, scroll to the bottom of the page and select **Inspection**.

If you are invited to a roadside inspection by law enforcement, you may be asked to provide up to eight (8) days of HOS logs (depending on your ruleset) for inspection.

Inspection Mode

HOS

DVIR

TRANSFER

Enter officer code or comments (optional):

Logs will be validated and transferred for review.

Email

Web Services

Compliance Print

Enter the code provided by the Officer in the **Comments** field, and select **Email** or **Web Services** to transfer the report.

In the event that both transfer options fail, select **Compliance Print** to display the report on your mobile device.

Use the arrow buttons to move between days. Scroll through each report to display all information for that day.

Note: This feature can only be used during an inspection in the USA.

Inspection Mode

HOS

DVIR

VEHICLE

Truck 1802
Jan 22, 2019 1:18 PM

Review

For quick access to the DVIR, select the DVIR icon at the top of the **Inspection Mode** screen, and select **Review**.

Default Vehicle Defects List

☐ Brakes (Service)	▼
☐ Coupling Devices	▼
☐ Emergency Equipment	▼
☐ Horn	▼
☐ Lights and Reflectors	▼
☐ Mirrors	▼
☐ Other	

Scroll down and select **View** to see the list of defects used in the inspection.

View

Compliance Print

In addition to transferring logs, you may be asked to display a Compliance Report on your mobile device during a roadside inspection.

← Thu Mar 7, 2019 →	
ELD REPORT	
Record Date 03 07 19	Current Date 03 07 19
24-hour Start Time & Zone UTC Offset Midnight, -5 UTC	Carrier ABC Company
ELD ID GEOTAB	ELD Provider Geotab, Inc.
Driver Name Lopez, Jane	Driver ID jane.lopez@company.com
Ruleset USA Property 60-hour/7-day (16-hour exemption)	Co-driver Name No
Current Odometer 2392km	Current Engine Hours 42 hours
Truck Tractor ID Truck 1802	Truck Tractor VIN No
Shipping ID No	Trailer ID No
Current Geolocation 2815 Bristol Cir, Oakville, ON L6H 6X5, Canada	Unidentified Driving Records No
Exempt Driver Status No	ELD Malfunction Indicators No
Driver's Data Diagnostic Status No	Total Hours 150h
Miles Today 0.0km	Company Name/Address ABC Company, 770 E Pilot Rd Suite A, Las Vegas, NV 89119
Home Terminal/Home Terminal Address ABC Company, 770 E Pilot Rd Suite A, Las Vegas, NV 89119	

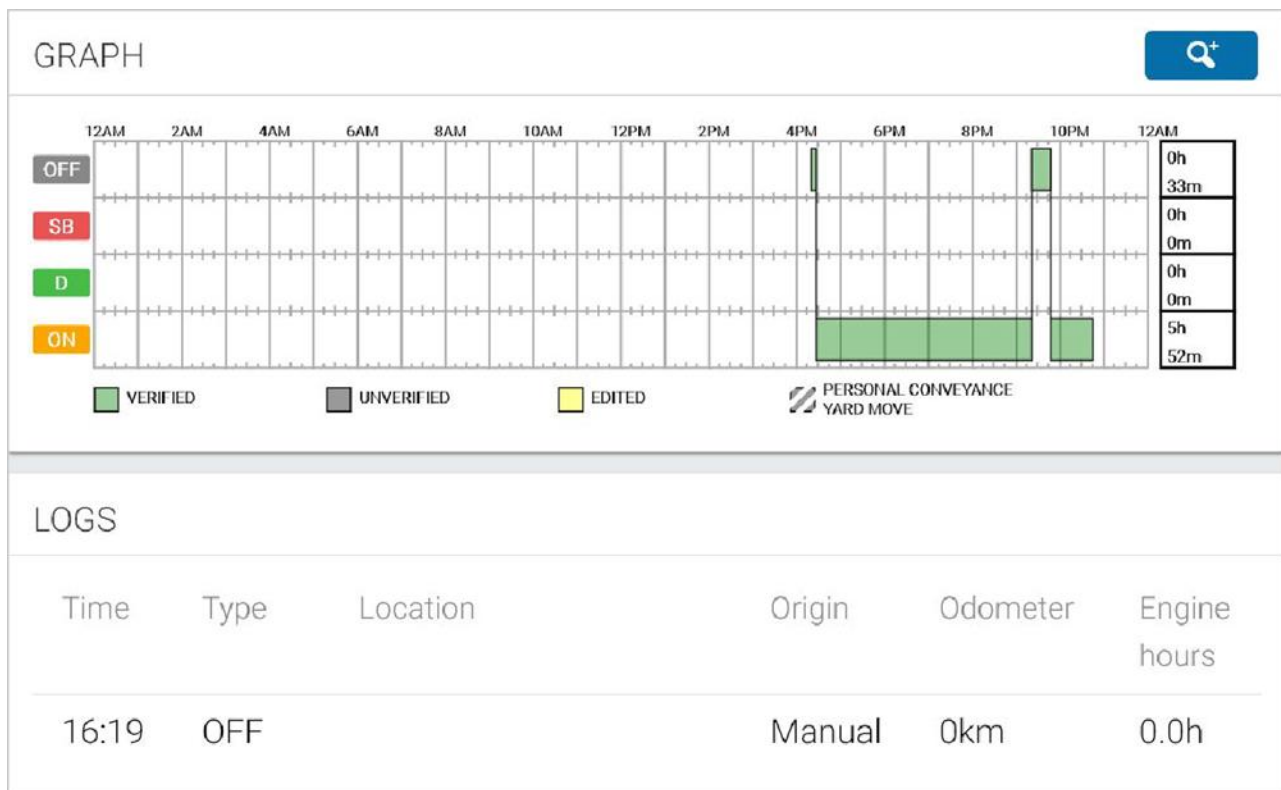
On the **Dashboard**, scroll to the bottom of the page and select **Inspection**.

Select **Compliance Print** to display the Compliance Report on your mobile device.

Use the arrow buttons to display up to eight (8) days of logs (for US rulesets) and up to fifteen (15) days of logs (for Canadian rulesets).

If the driver viewing the Compliance report has their Drive App language settings set to a non-English language, they are presented with a button that allows them to toggle the Compliance report into English

Scroll down to the Graph to display your duty status and logs over a 24-hour period for a given day. When you apply Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.



Keep scrolling to display any unassigned logs or malfunctions.

UNASSIGNED LOGS

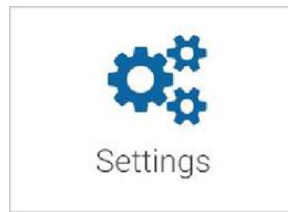
No logs to display

MALFUNCTIONS

No logs to display

Changing Lytx Driver app Settings

The **Settings** page has basic information about your system, as well as options to change your password, enable Night Mode, and report any bugs.



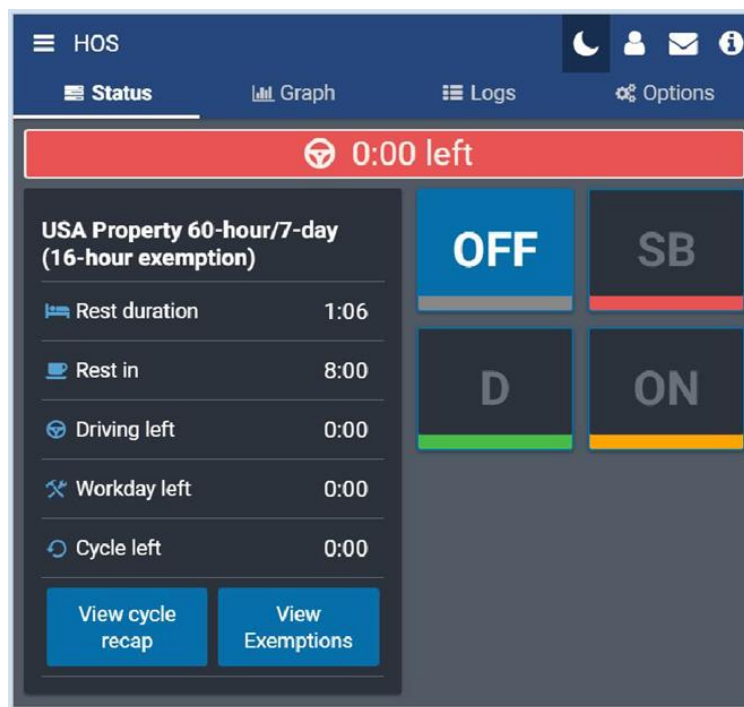
You can access the **Settings** page by clicking the gear icon from the Dashboard.

Updating the App

The Lytx Driver app is constantly updated with features and fixes. Generally, the Lytx Driver app should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

Enabling Night Mode

The Lytx Driver app can be optimized for viewing in low-light environments by enabling Night Mode. Press the moon icon to enable Night Mode.

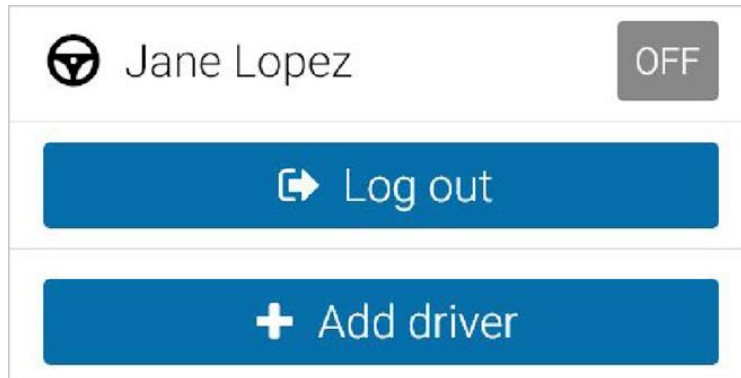


If you are unable to view the option for Night Mode within your system settings, please contact your Administrator to enable **Feature Preview** for your account.

Logging Out

Logging out of the Lytx Driver app disassociates you from your vehicle. Any trips made in a vehicle while logged out of the Lytx Driver app are not associated with the driver.

You can log out of the Lytx Driver app by clicking your name and selecting **Log out** from the drop-down menu.



Before logging you out, the Lytx Driver app prompts you to do the following end-of-day tasks:

- Complete a DVIR
- Detach trailers and shipments
- Verify your logs
- Set your HOS duty status

Error Messages

Vehicle Disconnected

This message displays in red when the Lytx DriveCam is not communicating with the server. This can be due to wireless network issues or a loss of power to the Lytx DriveCam.

Lytx Driver App Disconnected

This message displays in red when your mobile device has no connection to the server. This will happen if the data connection on the mobile device is not reliable or the mobile device is in airplane mode.

NOTE: Logging out is disabled when Lytx Driver app is in this state. This is done in order to preserve the driver's logs until a connection to the server is re-established. Similarly, the driver will not be able to log in while out of coverage.

GPS Disconnected

This message displays in red when there is a disruption with the GPS communication of the mobile device. This can be caused by location, environment, or airplane mode. Lytx Driver app uses GPS as a fallback for the lock screen.

Power Disconnected

This message displays in red when the mobile device is not connected to a power source. The driver will be at risk for losing device power if their mobile device is not being charged. The lock screen may not be as responsive if power is not connected.

Contact Technical Support

For maintenance and troubleshooting support, please contact Lytx Technical **Support** Center at 866.910.0403 or email support@lytx.com.

Installation Support Hours:

- Monday – Friday: 7am-8am EST
- Saturday – Sunday: 8am-6pm EST



USER GUIDE

Lytx Driver App Hours of Service

Description

The Lytx® Driver app with Geotab® Drive guides drivers through vehicle selection, asset inspection, HOS, roadside checks, and safety tools. Automated Hours of Service (HOS) reporting simplifies the day-to-day work for drivers to remain compliant. Drivers can set their status and clearly see when they are in or out of compliance.

The Lytx Driver app meets the requirements FMCSA 49 CFR §395.22 (h) and FMCSA 49 CFR § 395.22(i), under the conditions it will be used, as set forth in the [Driver's Guide to the Drive App](#).

Requirements

Subscription	Lytx+™ with Geotab
User Permissions	Valid login credentials for a Driver role
Driver App	Download the Driver app for iOS or Android on your mobile phone or tablet

GEOTAB DRIVE HOURS OF SERVICE

Geotab Drive's Hours of Service (HOS) functionality is housed in the Lytx Driver app.

LYTX DRIVER APP

Download the Lytx Driver app for iOS or Android mobile devices by searching "**Lytx Driver**" in the App Store or Google Play Store.



Log In

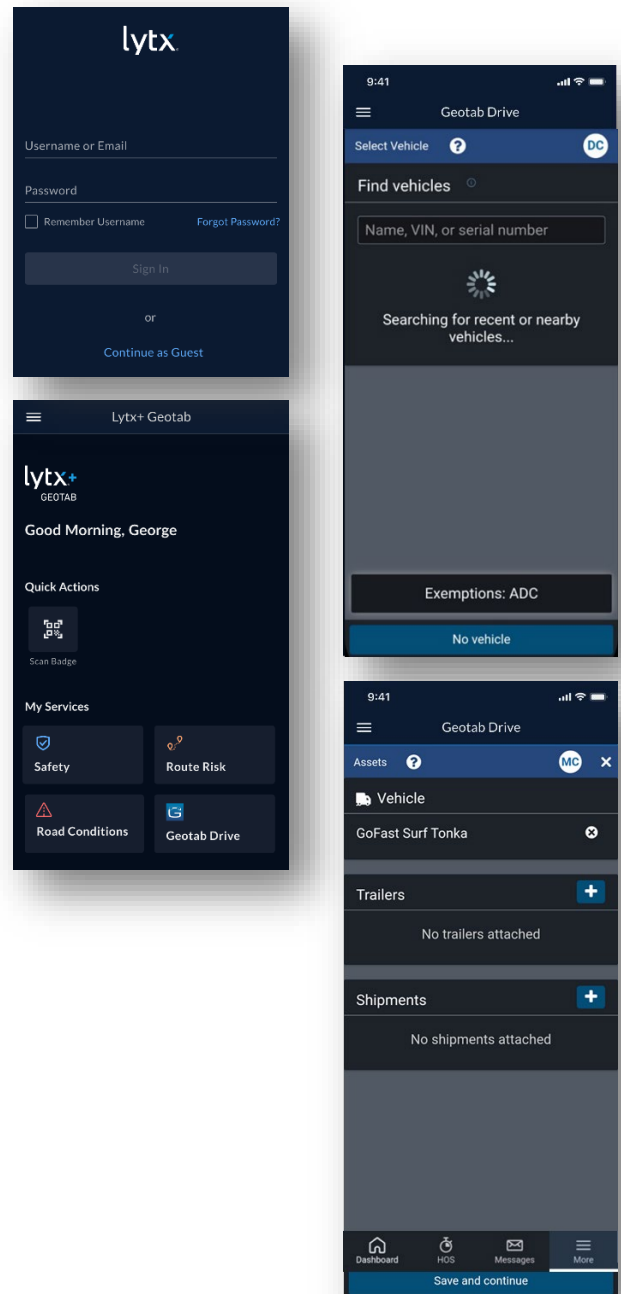
1. Open the app, then select **Sign In**.
2. Enter your Driver role credentials.
3. On your account home page, select **Geotab Drive** under My Services.
4. Select your vehicle, or search by name, VIN, or device serial number to find a vehicle.
 - [Optional] Select **No Vehicle** if you wish to proceed to the HOS dashboard without an attached vehicle.
5. Attach assets by searching for or selecting up to four trailers and up to 25 shipments.
6. Select **Save and continue**.

Verify Logs

1. If you have unverified logs, select **Verify** to verify by day.
2. To verify all days, scroll down and select **Verify all days**.



3. If your logs remain unverified or are missing required information, select **Tap here to review**.
4. At the prompt, select **Agree** to certify that your RODS for each 24-hour period listed are true and correct.



Claim Unassigned Logs

1. If the vehicle has been driven while logged out, unassigned logs are created, and you are prompted to claim logs belonging to you. To claim unassigned logs, select **Assign to me**.

Assign to me

2. If none of the unassigned logs belong to you, select **Skip**.

! IMPORTANT: Claiming unassigned logs belonging to other drivers will cause your logs to be inaccurate.

Set Your Availability

1. Review the **Availability** screen for violations, potential violations, upcoming violations, and driving limits.
2. To apply **Exempt HOS Allowed**, select **Exempt HOS**, if enabled by an Administrator.

Exempt HOS

Continue

3. **Tap to review** any violations that display, then take the required action.

*** NOTE:** The Yard Move exemption applies to U.S. jurisdictions only.

Inspect the Vehicle

1. You are prompted to perform an Asset Inspection for the vehicle and attached trailers. To learn more, see the [Driver's Guide to Asset Inspection](#).
2. If an Asset Inspection is not required, select **Skip remainder**, otherwise select **Yes** to sign the inspection.

Sign Asset Inspection

This vehicle was inspected in accordance with Regulation. O. Reg. 199/07

No

Yes

Add a Co-Driver

1. To add a co-driver, select the user icon at the top of the screen, then press **Add driver**. The co-driver is prompted to log in.
2. When the co-driver logs in, the wheel icon indicates which driver is responsible for operating the vehicle.

Jane Lopez

ON

Log out

Co-driver

D

+

Driver's seat

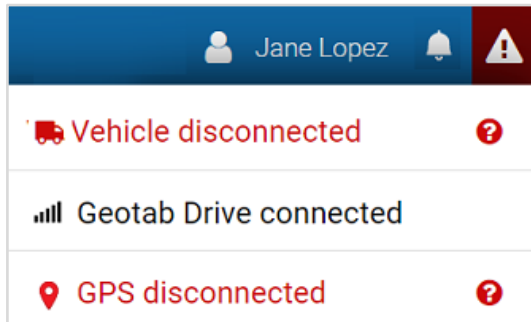
Diagnostic and Malfunctions Events

1. If the app detects a diagnostic event, a **brown** notification displays across the top of the **Dashboard** indicating a diagnostic is present. A **red** notification indicates a malfunction is present. Select the yellow or red bar to display details about the events (see also [Logs Tab](#) to view malfunction notifications).

Your ELD has diagnostics. Tap for details.

Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details.

2. You can also select the information icon at the top right of the screen to check messages. If there are alerts, the panel displays a warning icon. Select the warning to view errors.



3. To see all diagnostics and malfunctions, review the [Data Diagnostics & Malfunctions Guide](#).

Add Assets

1. To modify or add new vehicles, trailers, or shipments, select the current vehicle from the **Dashboard**.
2. To switch vehicles, select **Change** and complete the Asset Inspection for the new vehicle.
3. To add a new shipment, select **New**. (Limit of 25)
4. Select **X** to detach the trailer or shipment when it reaches its destination.
5. Select **Save and continue**.

Save and continue

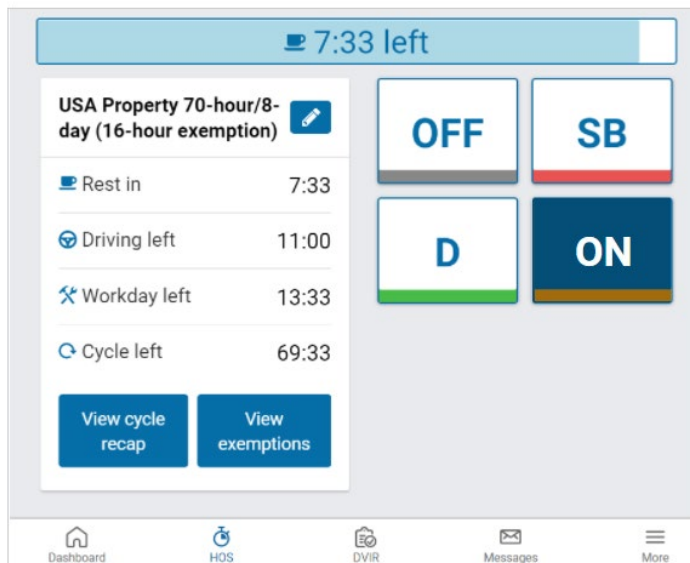
Hours of Service

Status Tab

1. From the Dashboard, select **HOS**.
2. Select **OFF**, **SB**, **D**, or **ON** to set your duty status.

*** NOTE:** If you change your status to **OFF** duty, you are asked if you want to **Stay logged in** or **Verify and log out**. If you select **Log out**, the App will guide you through your end-of-day tasks but will not close when you are finished. See [Log out](#) for more information.

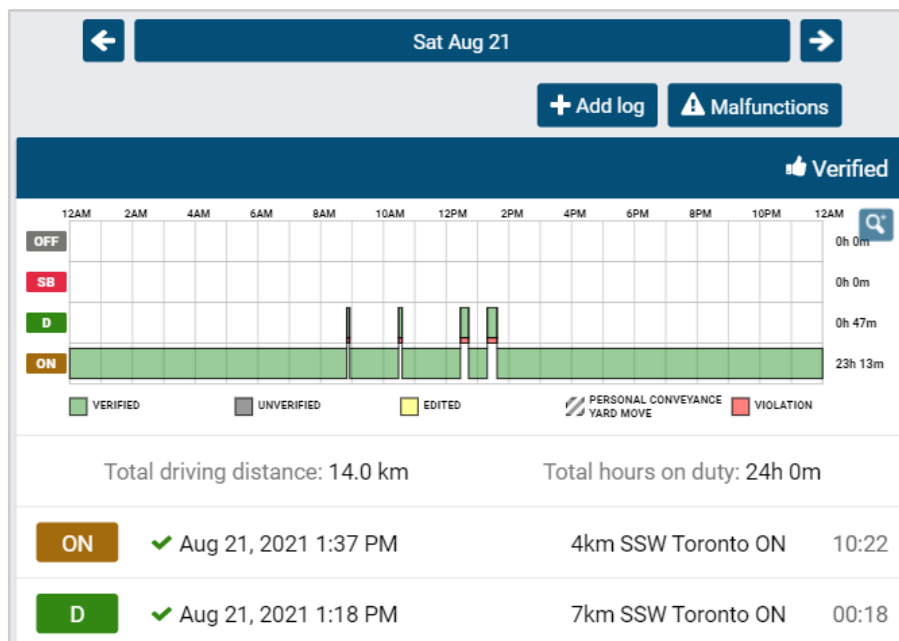
3. The timer at the top shows the remaining driving time. If the bar is **red**, the driver is in violation of the ruleset.
4. The values on the left show the remaining time in the current cycle.
5. To change the ruleset, select the **Edit** icon next to the current ruleset, and select a new one from the list. To see all previous rulesets used, select **Show all**.



6. Select **View Cycle Recap** to view:
 - Available cycle time tomorrow
 - Cycle hour for current day
 - Hours used within the cycle
 - Total number of hours
7. Select **View Exemptions** to:
 - Apply or start exemptions
 - Start/stop Yard Move
 - Start/stop Personal Conveyance
8. When the vehicle reaches a speed of 5 mph (8 kph for Canadian drivers), the duty status automatically switches to Drive (**D**), and the screen locks. If this does not occur, select the information icon in the top right corner to check for connection errors.
9. If the vehicle remains motionless for five minutes, you are prompted to change your duty status. If you do not respond within one minute, the status automatically switches from Drive (**D**) to **ON Duty**. If the status does not automatically switch, select the information icon in the top right to check for connection errors.

Logs Tab

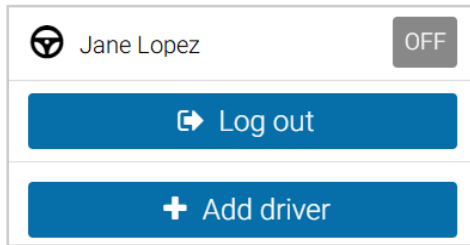
1. The **Logs** tab shows all HOS logs for the past 14 or 16 days, depending on the ruleset. Logs include date and time, location, distance driven per day, and duration spent in each status. Violations are also displayed.
2. At the top of the screen, the Graph plots your duty status over a 24-hour period for a given day. The bars on the graph are color-coded in the following way:
 - **Unverified Logs** (Gray)
 - **Verified Logs** (Green)
 - **Edited Logs** (Yellow)
 - **Drive Time Violation** (Red)
 - **Personal Conveyance/Yard Moves** (Striped)
 - **Qualifying Break** (Blue) for Canadian rulesets
3. Use the arrows or the date picker to navigate between days. The total time spent in a single duty status is displayed to the right of the graph.



4. **Verify** logs by day (recommended) or **Verify all days**. On the prompt that follows, **Agree** that the logs are accurate and true.
 5. Select a log from the graph, or from the list of logs below. You can add remarks, edit certain elements, or **Ignore** the log to exclude it from your availability.
 6. Select **+ Add log** to manually add a log, or the pencil icon to edit a log. Select **Malfunctions** to view event details.
- * NOTE:** You can add manual logs for the past 14 days. For Canadian rulesets, you can add for the past 28 days.
7. If applicable, select **Where was this?** and enter the location where the log occurred, then select **OK**.
 8. If a log requires attention (e.g. verification, requested edits, missing location, etc.), a notification banner displays at the top of the screen. You can select the banner to view the log.
- ! IMPORTANT:** Logs must be verified within 14 days of their creation.

Log Out

1. From the **Status** tab, set your duty status to **OFF**.
2. Select the user icon at the top of the screen to **Log out**.



3. Complete your end-of-day tasks as described below.

*** TIP:** To streamline your login process in the future, choose **Stay Logged In** after you log out and perform your end-of-day tasks. See [Clock In/Clock Out](#).

Inspect the Vehicle

1. If you have driven your vehicle since completing your last inspection, you are prompted to perform an Asset Inspection on the vehicle and any attached trailers before logging out.
2. Complete and sign a **Post-trip** Asset Inspection. If you do not have clearance to perform an Asset Inspection, select **Skip**.

Detach Trailers and Shipments

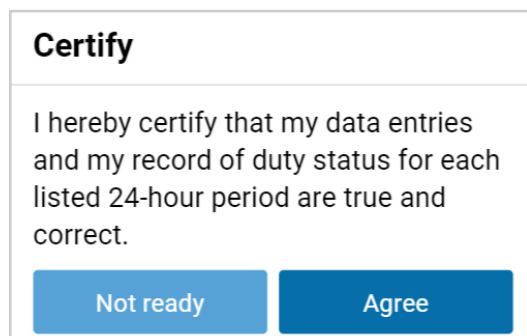
1. If necessary, detach shipments and select **Continue**.
2. If necessary, detach trailers and select **Continue**.

Verify Logs

1. If you have unverified logs, select **Verify** to verify by day. To verify all days, scroll down and select **Verify all days**.
2. **Tap to review** any violations that display, then take the required action.

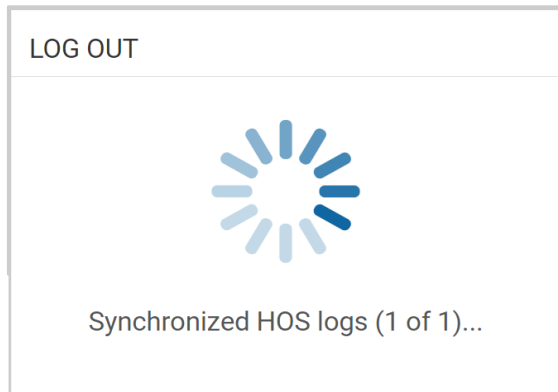
*** NOTE:** Drivers must also verify placeholder logs that are continued from the previous day.

3. Select **Agree** to certify that your HOS logs for each 24-hour period listed are true and correct.



Set Your Status

1. If you did not set your duty status to **OFF**, you are prompted to set your new status.
2. Select **OFF**, then select **Log out**.



3. The Lytx Driver app completes the logout process.

Clock In/Clock Out

The **Clock in/Clock out** feature allows drivers to complete their login/logout tasks without leaving the app. If you have completed your end-of-day logout tasks, but want to remain assigned your vehicle, you can **Stay Logged in** to the app but clocked out of your workday.

1. Set your status to **Off Duty**.
2. To stay in the Lytx Driver app, select **Stay Logged In**.
3. To remain assigned to your vehicle, with access duty status logs, Asset Inspections and messages, select **Yes** when prompted.
4. To resume driving, select **Tap here to clock in!** at the top of the screen to log back in.



*** NOTE:** The Clock In/Clock Out feature is only available by request. Please contact your Administrator.

ADDITIONAL INFORMATION

For additional information, visit Geotab Support: support.geotab.com/geotab-drive

TECHNICAL SUPPORT

For troubleshooting support, please contact the Lytx Technical Support Center at +1 (866) 910-0403 or email support@lytx.com.



Lytx Corporate Headquarters
9785 Towne Centre Dr, San Diego, CA 92121

Telephone: +1 (866) 419-5861
Email: info@lytx.com

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