TruckRec

USER MANUAL

ATTENTION: THIS USER MANUAL MUST BE KEPT IN THE VEHICLE AT ALL TIMES AS PER FMCSA'S
REQUIREMENT

Table of Contents

Getting Started

(1) Download TruckRec App

TruckRec App has iOS and Android versions. Search TruckRec from your preferred App Store and download TruckRec App. Please contact your company's Administrator or contact us at TruckRec@cesiumai.com if you have problem.

(2) Install TruckRec ELD

Simply plug TruckRec ELD into the diagnostic port socket, which is called OBD II, of your vehicle. TruckRec ELDs has three models as follows:

Model No.: H100	Model No.: T401	Model No.: 161B
Type: Network	Type: Network	Type: Bluetooth

The two models of the Network type connect with server direct through mobile network while the model of the Bluetooth type connects with the server through Bluetooth to your mobile phone and then through the phone's mobile network. You need to input the model type of your ELD when using TruckRec App. Please contact your company's Administrator if you do not recognize the model type of ELD.
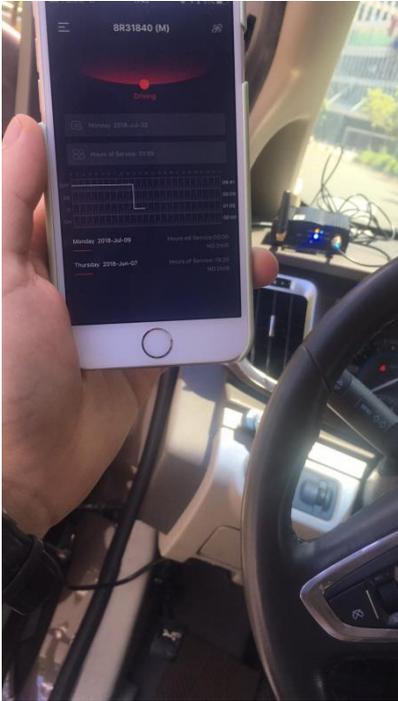
(3) ELD in Operation

Log into TruckRec App which links up with the ELD. After the engine of your vehicle starts, the ELD is in operation. When the ELD works properly, you can see certain lights on the ELD are on.

If you are using an ELD with the Network type, you can see the yellow, green and one of blue lights on the ELD are on as shown below:
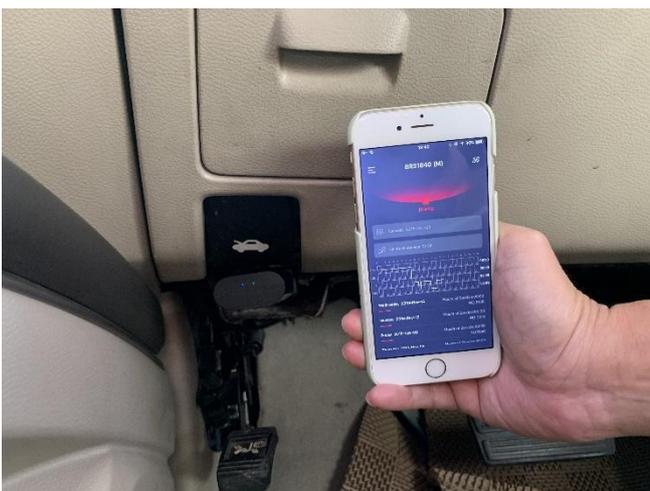
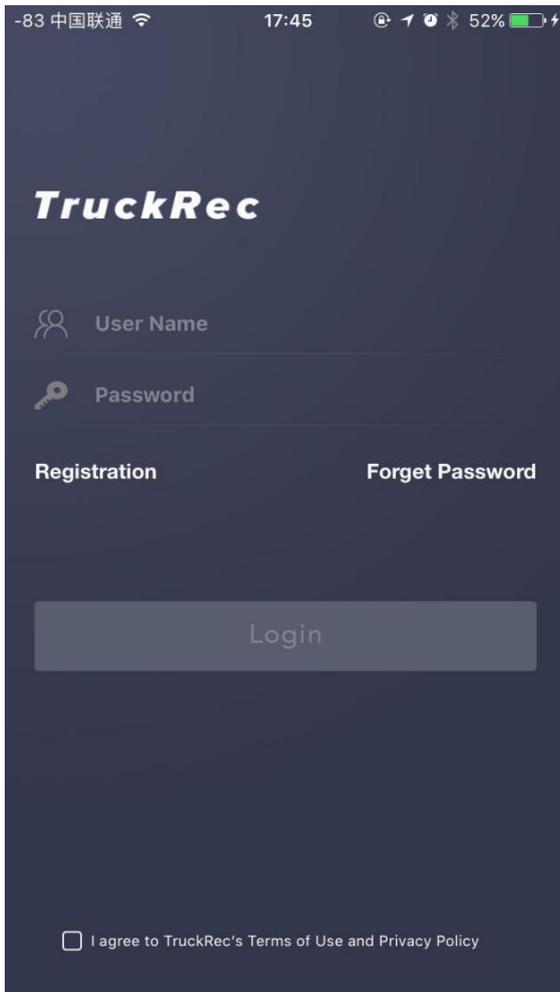Model No.: H100

Model No.: T401

If you are using an ELD with the Bluetooth type, you can see the green and blue lights on the ELD are on as shown below:
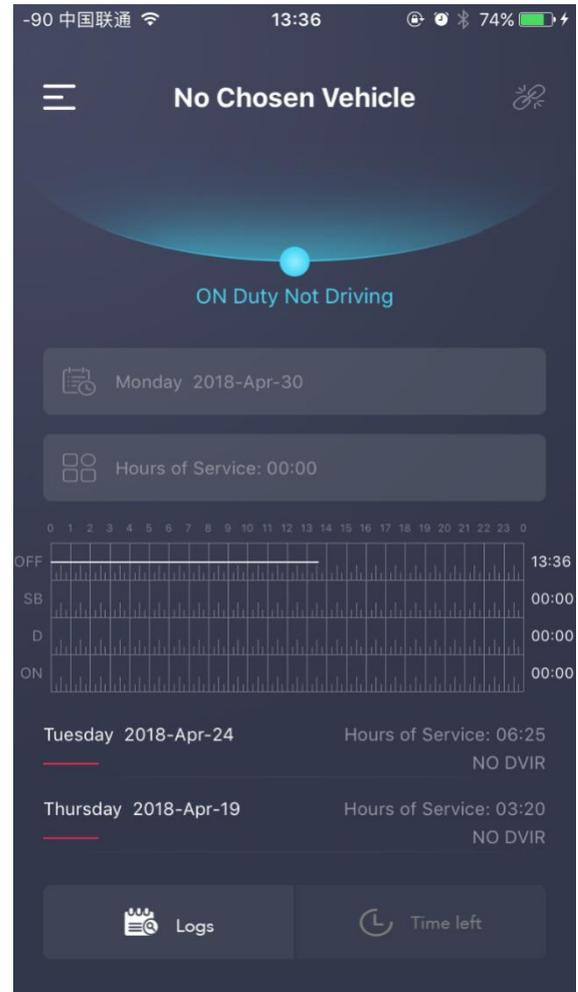
Model No.: 161B

You can start working with the ELD then. The details of the log-in and other functions are described in the following sections.
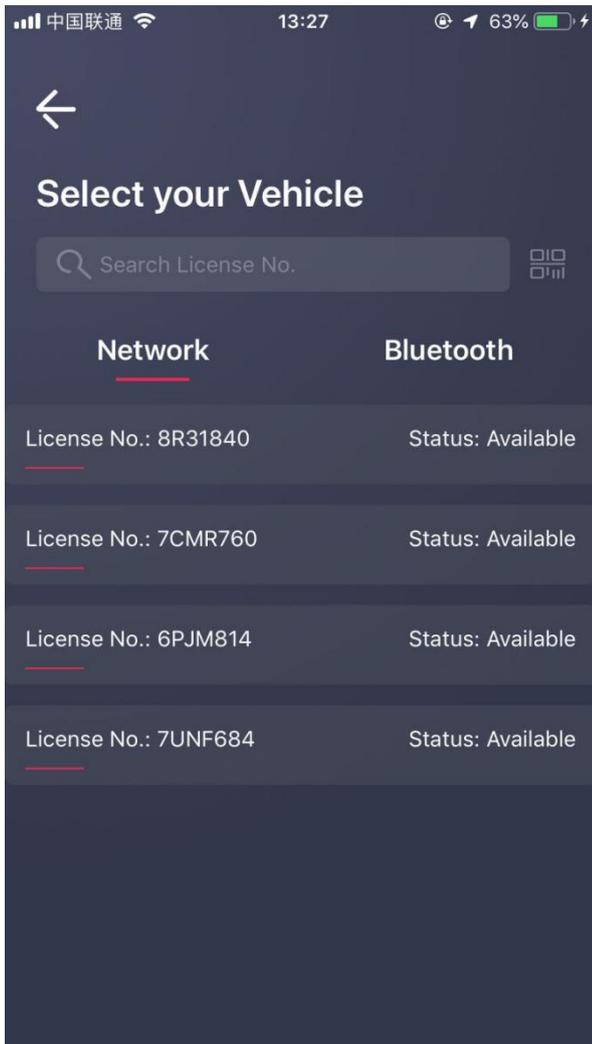
Log In

Log in by the User Name and the password given from your company's Administrator. If you forget the User Name and/or the password, please contact the Administrator. Remember to accept the Terms of Use and Privacy Policy.

After logging in, you will go into the Home page. Click "No Chosen Vehicle" to go to select your vehicle.

Link Up With Your Vehicle

Firstly, select the correct ELD type which is either "Network" or "Bluetooth" by clicking the word. A red line thereunder is shown when selected. Select then the vehicle you will drive then. If the vehicle is not on the list or is linked up with another driver, please contact the Administrator.
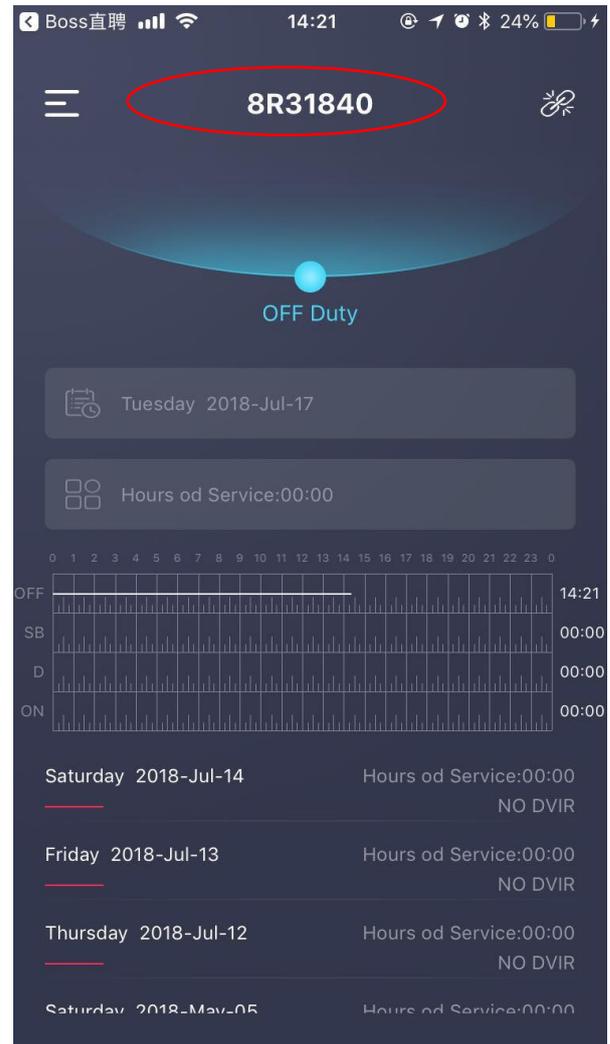
The license number of the selected vehicle is shown on top of the Home page (marked by a red circle here). The system starts to record automatically your Hours of Service and Duty Status.

Record / Change Duty Status
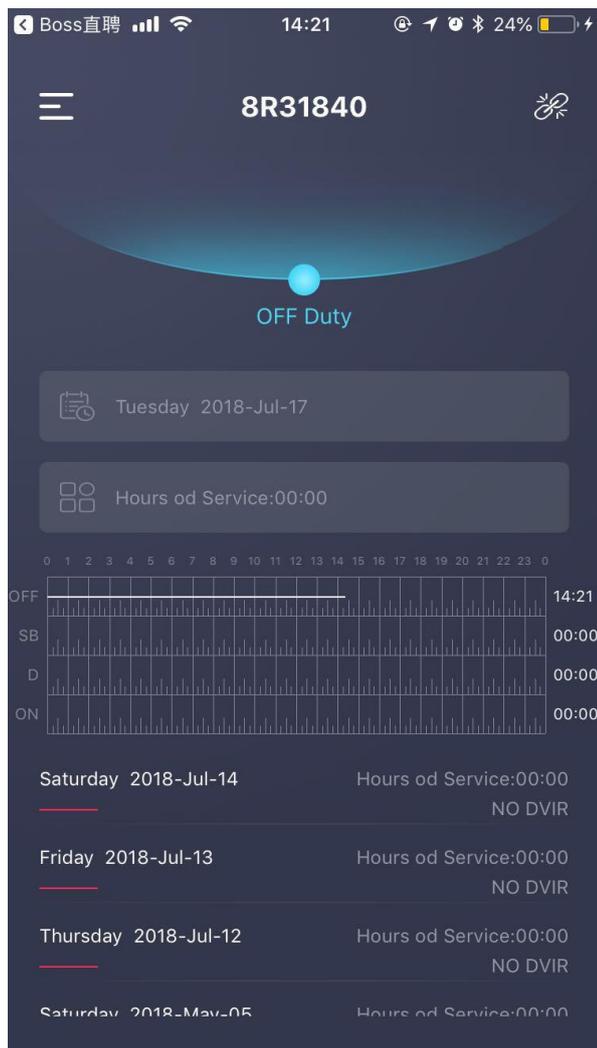
Click the shaded area above the Duty Status when you need to input manually the Duty Status in the situation as allowed per ELD mandate, including Authorized Personal Use, Yard Moves or clearing of either one of them.

The color of the shaded area varies as the Duty Status varies. You can see in the next page it changes to red when the Duty Status is "Driving".
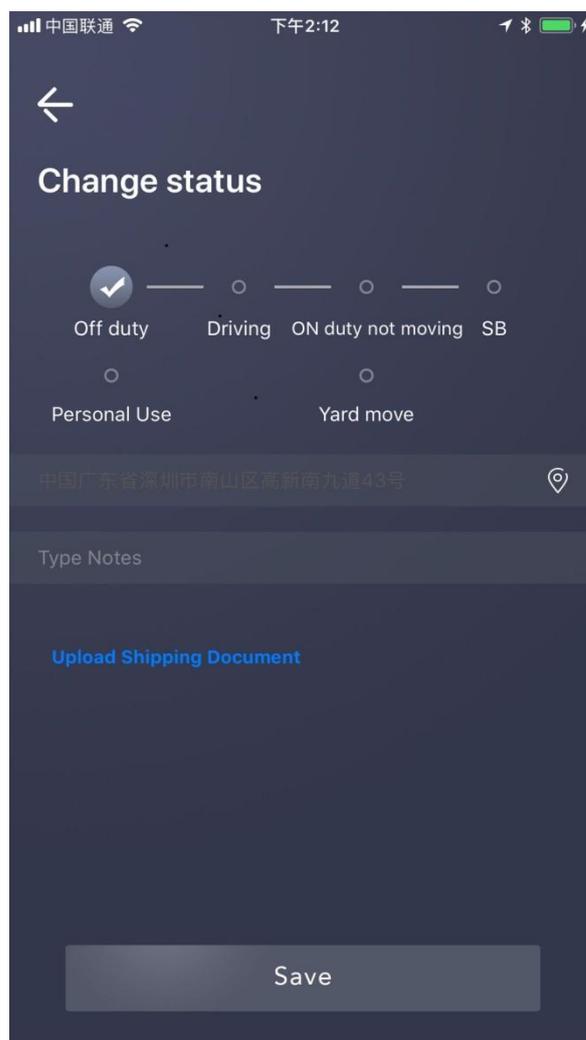
Change the Duty Status by clicking the corresponding circle as per real situation. Input location, make notes or upload the shipping document (JPG, JPEG or PNG format) when necessary. Click "Save" to save the record.

Dialog boxes may be prompted to remind you to make a change of status.
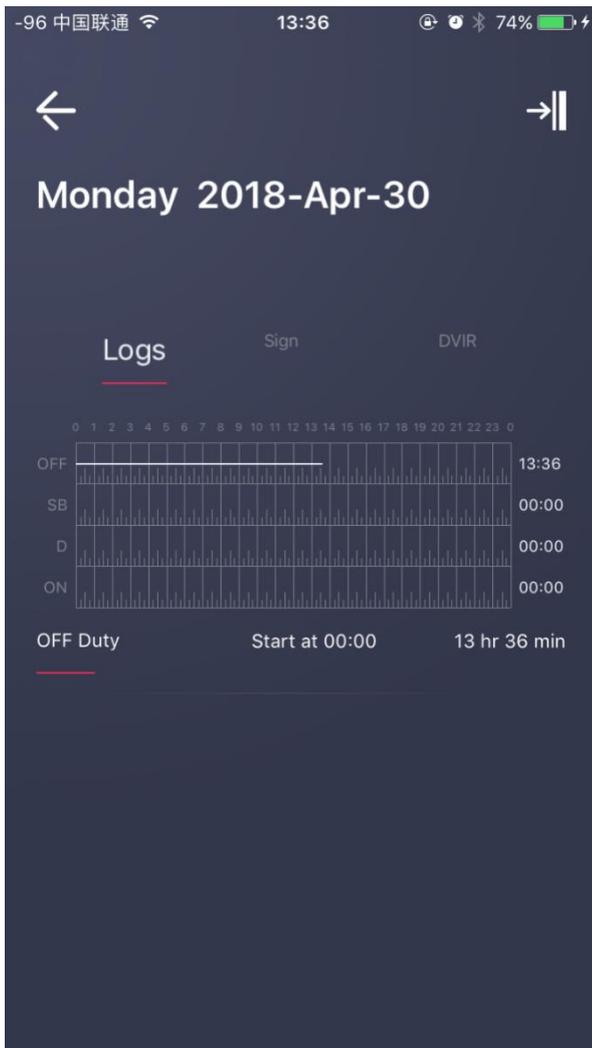
View Records
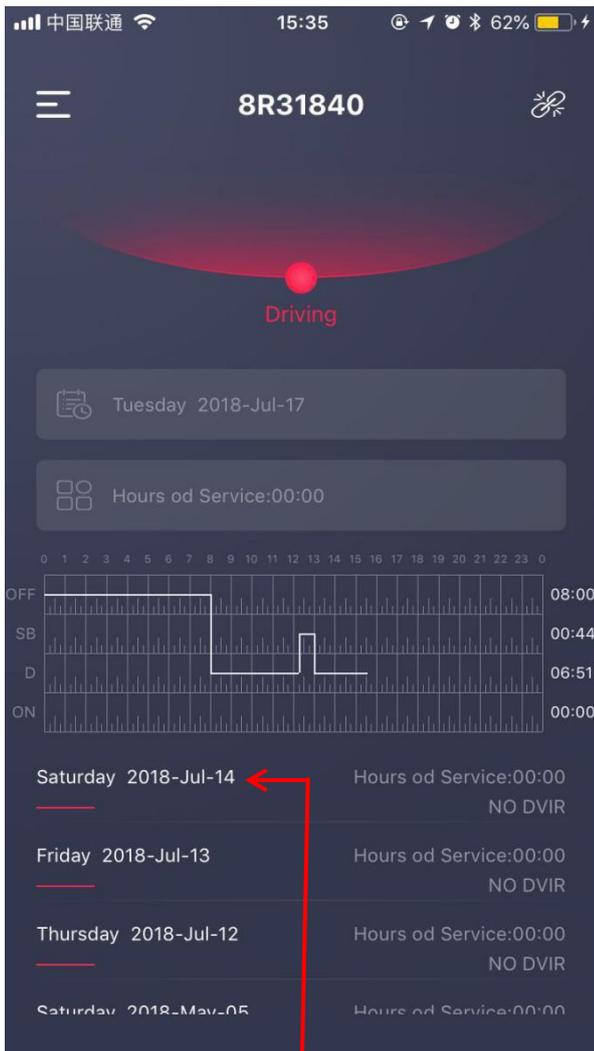
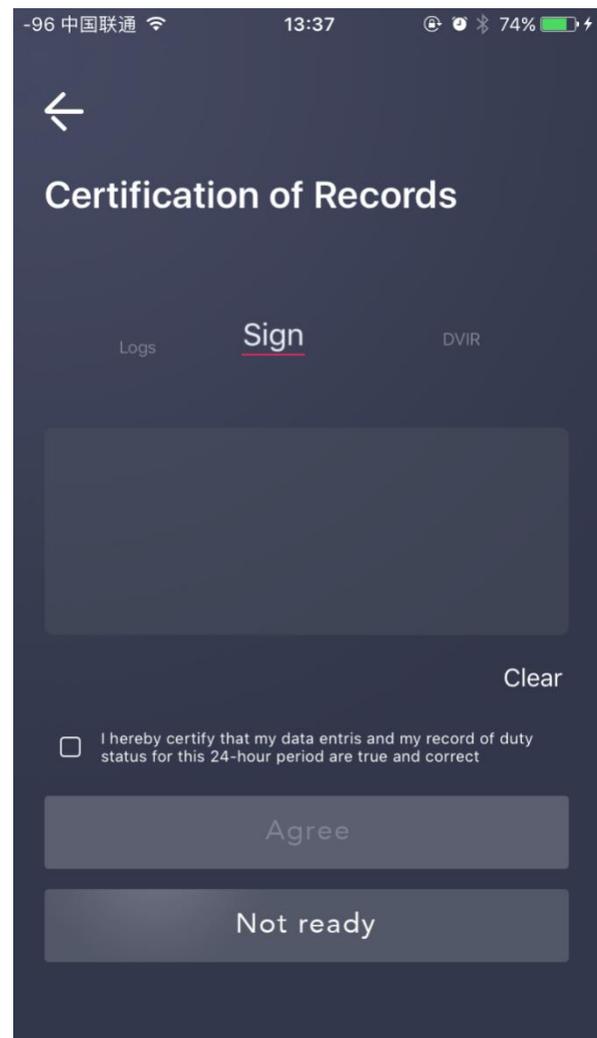Click the day to view your Record of Duty Status and HOS. You can scroll down to select the day.
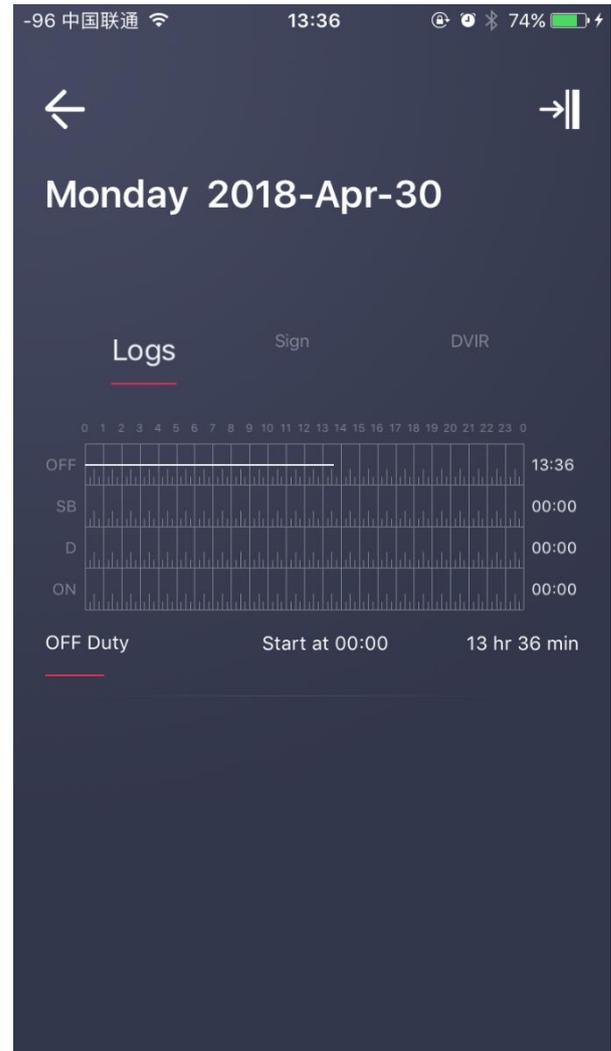
You can see 24-hour Duty Status Grid and the details of the data. In addition, there are two other functions namely "Sign" and "DVIR" in this page.

Certify Records

Click "Sign" and you will then go to the page of "Certification of Records".

Sign on the spaces provided. Clear when necessary. Then click the box to confirm you are certifying the records and click "Agree" to confirm. If you are not ready to certify, click "Not ready" to return. Remember to re-certify after changing data.

**Identify and Claim Unidentified Driver Records**
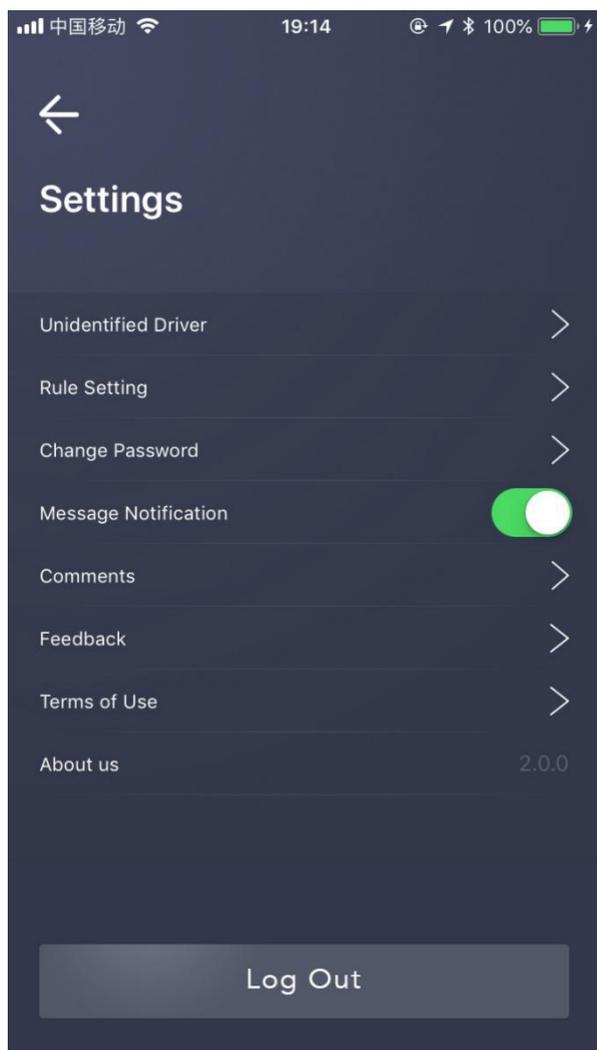
You may sometimes forget logging in before driving and unidentified driver driving data are then recorded in the database. By selecting "Settings" from the left main navigation bar and then clicking the arrow ">" on the right of "Unidentified Driver", you can identify and claim your own record(s).
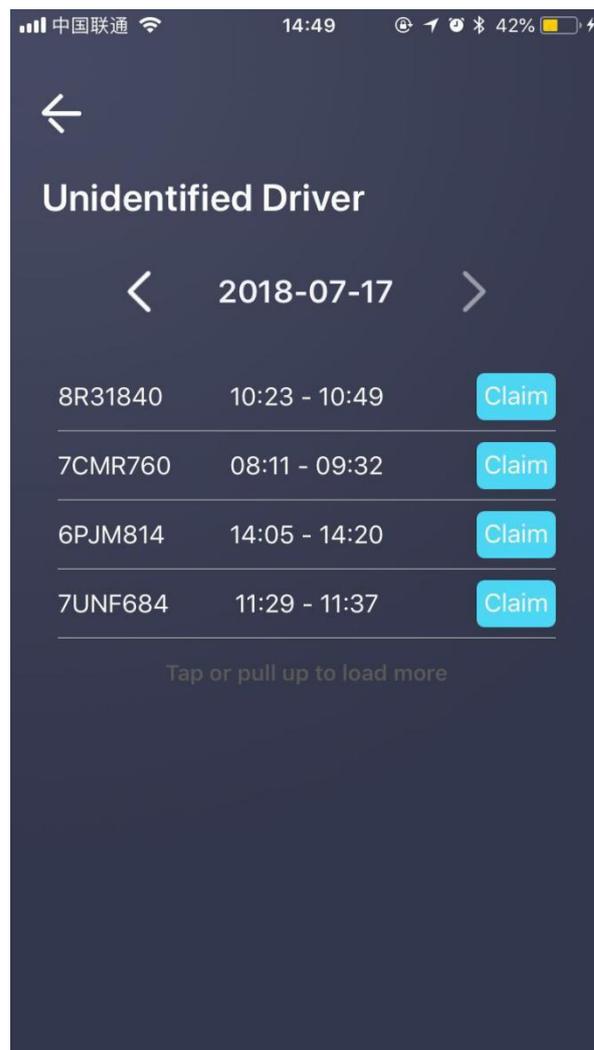
Unidentified driver driving data are listed in this page by date. Select your own record by clicking "Claim" next to the record which is then assigned to your own driver account. As your driving record is changed, remember to re-certify in the page of "Certification of Records".

Show Logs To Officer / Export RODS (Record of Duty Status)
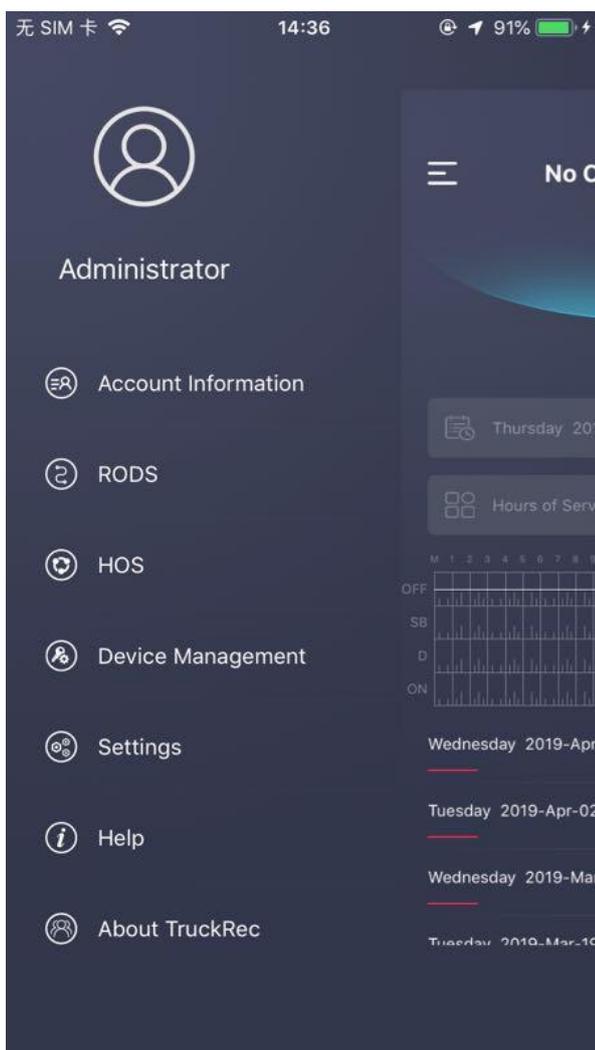
Select "RODS" from the left main navigation bar.
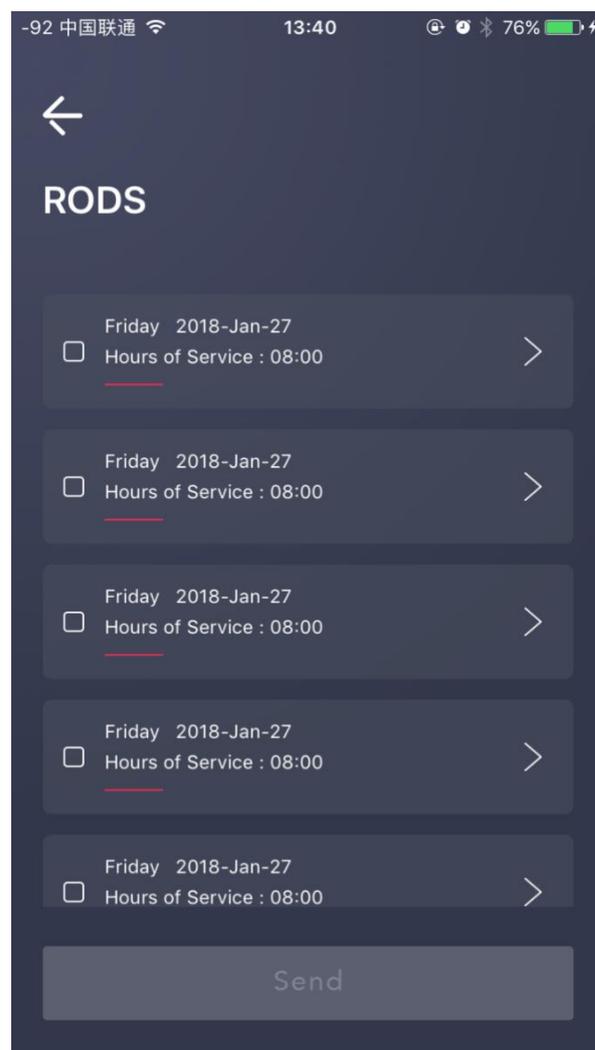
The View and Export functions are in this page. Click the arrow ">" on the right to view the log of the day. Or click the box(es) "□"on the left to select the log of the day(s) and then click "Send" to initiate the sending process.

Show Logs To Officer / Export RODS (Record of Duty Status) (Cont'd)

After clicking the arrow, the standard daily header together with a full 24-hour Duty Status Grid is to be displayed. You can show it to the officer.

After you click the box for sending log(s) in the last page, you will then go into this page. Select the way to send the logs of the selected day(s) to FMCSA. You can select to send by Web Service or by email by clicking the corresponding box.

**Show Logs To Officer / Export RODS (Record of Duty Status) (Cont'd)**
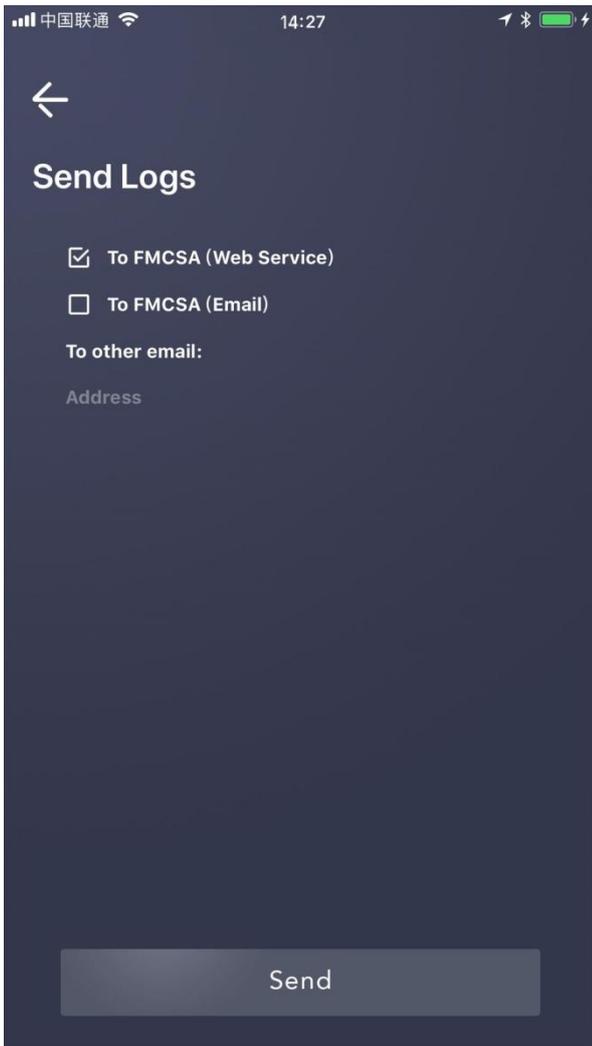
For example, click the box next to "To FMCSA (Web Service)" if you select to send in this way. Click "Send" then.
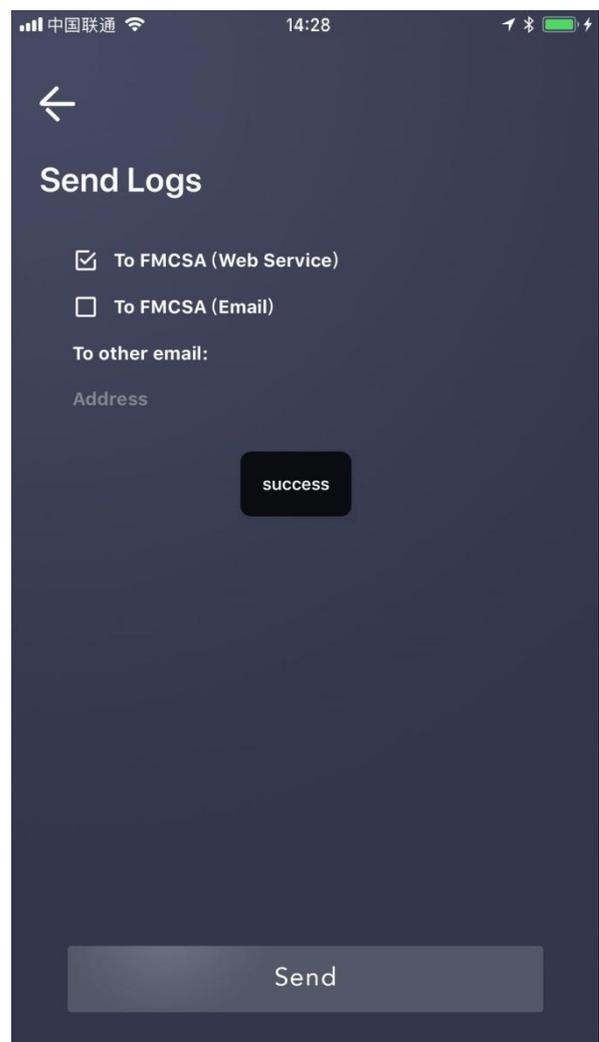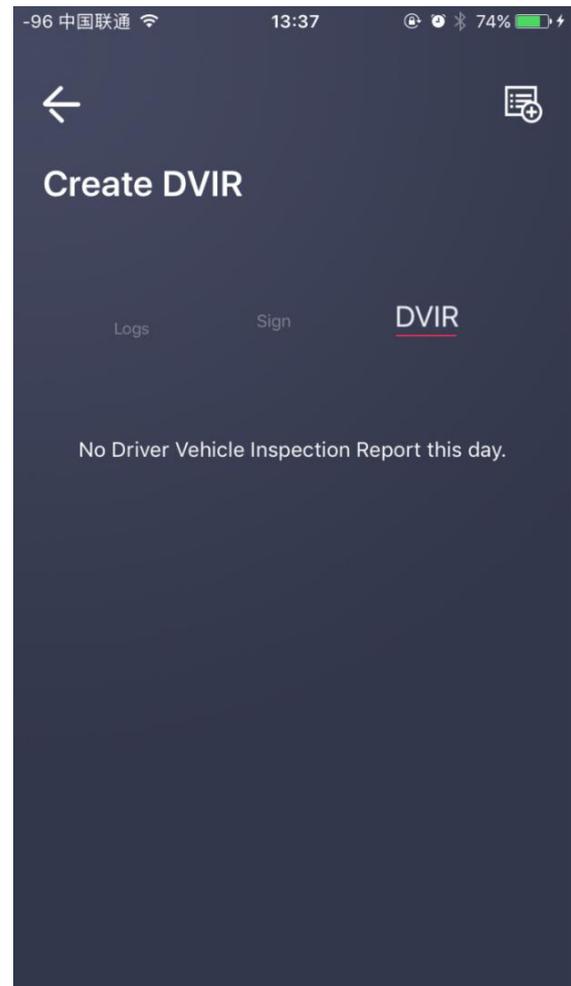
A dialog box of "success" is displayed after the logs are sent.

Note that, each time you can select to send in one way only. Apart from sending to FMCSA, you can also send the logs to any email address your want by entering it in the spaces provided.

View / Create DVIR
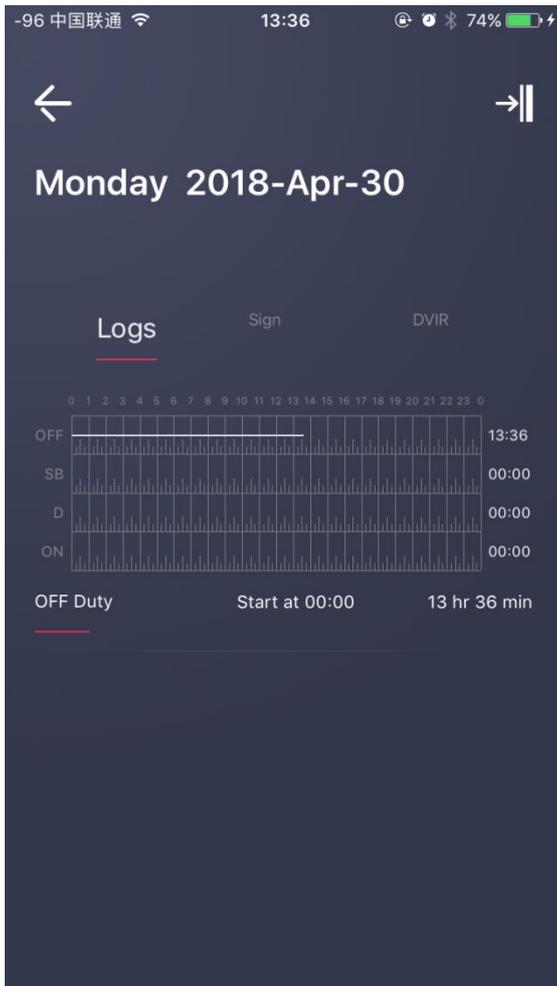
Return to the Home page and select the day Click "DVIR" and you will then go to the page of "Create DVIR".

You can see the DVIR on this page. Click the icon on the top right corner to create DVIR for the day.
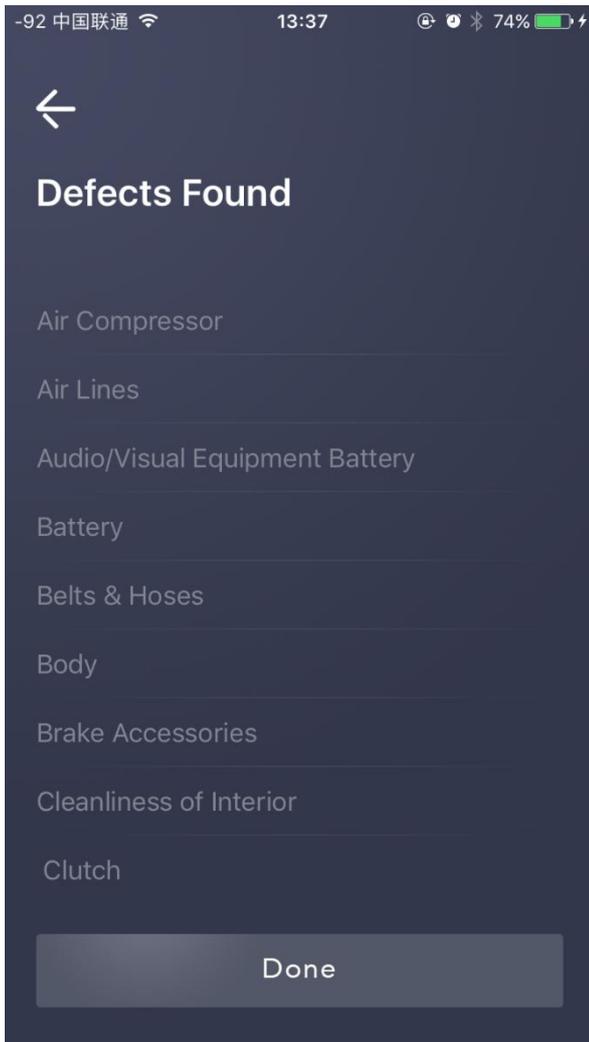
View / Create DVIR (Cont'd)

Input necessary data. Then Click "Defects Description" in the middle of the page.

Select either vehicle or trailer as appropriate by clicking the arrow ">" on the right of the item.

View / Create DVIR (Cont'd)

This is the page for vehicle defects. Click to select the defects found. Scroll down for more items. Click "Done" to finish and go back to the last page.
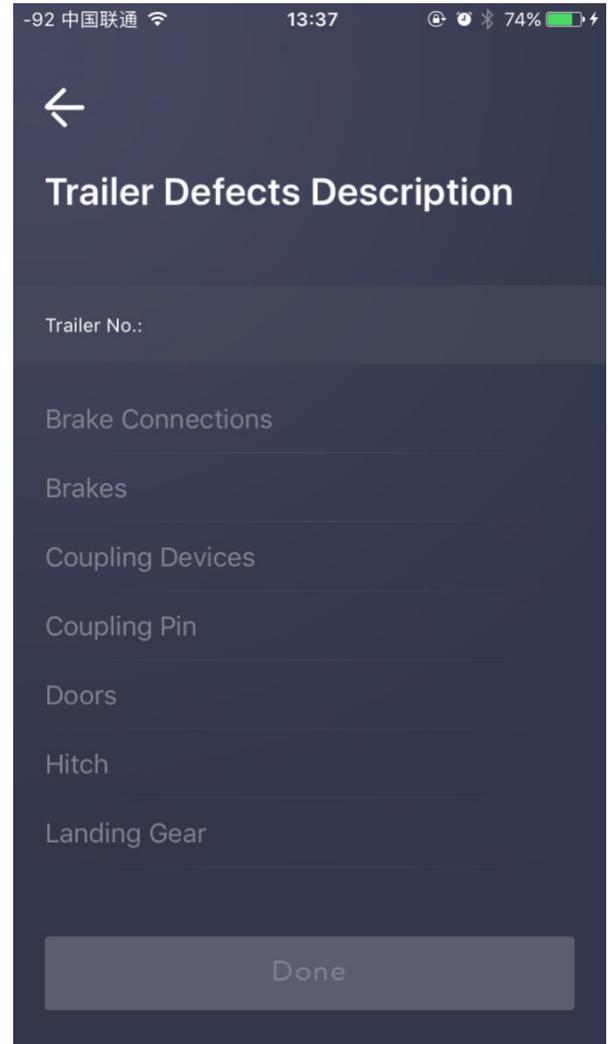
This is the page for trailer defects. Click to select the defects found. Scroll down for more items. Click "Done" to finish and go back to the last page.

View / Create DVIR (Cont'd)

Sign on the spaces provided. Clear when necessary. Then click "Save" to confirm you are certifying the report for the day.

Please note that drivers of all commercial motor vehicles EXCEPT passenger-carrying ones are NOT required to prepare a DVIR if NO defect or deficiency is discovered by or reported to the driver.

On two-driver operations, only one driver needs to sign this DVIR, provided both drivers agree as to the defects or deficiencies identified.

Check HOS

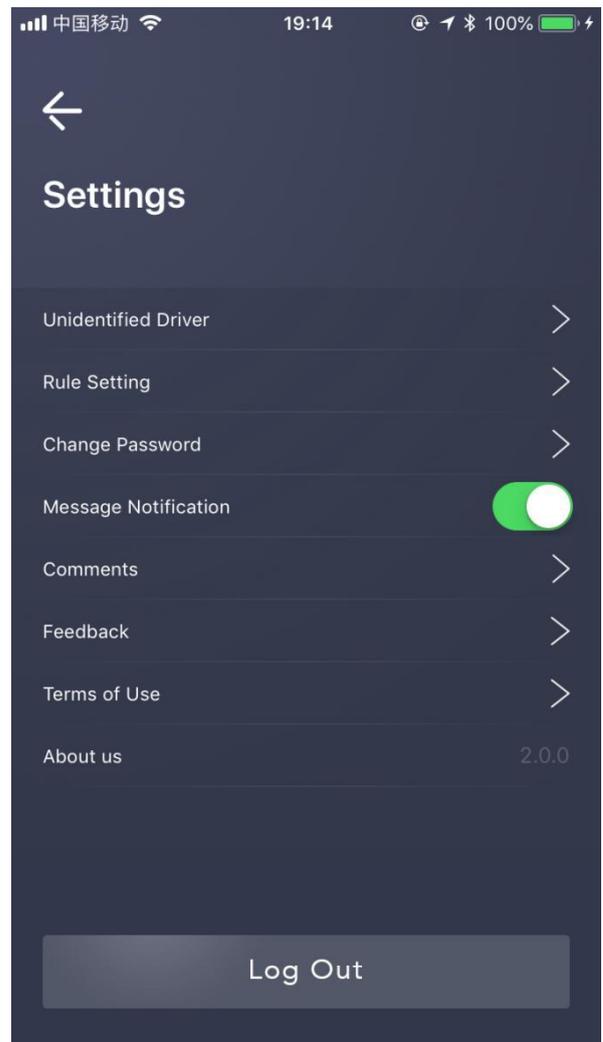Select "HOS" from the left main navigation bar.
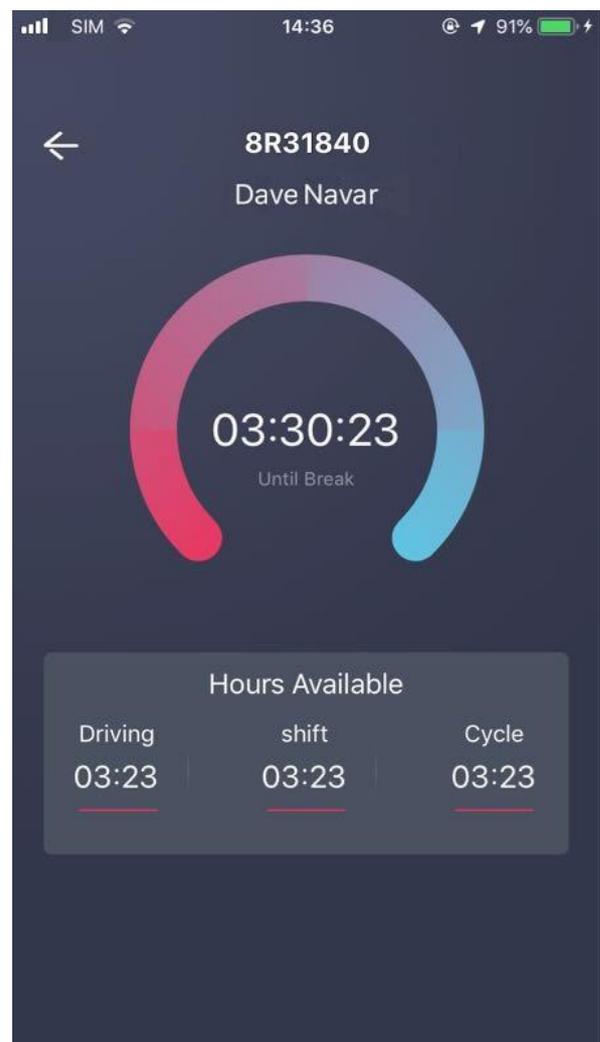
You are required to follow the FMCSA's hours-of-service regulations. The HOS function here shows you the up-to-now remaining time of driving (in hours) before rest under the four basic rules namely Driving, Shift, Break and Cycle. You can manage your time of work and rest accordingly.

Leave this page whenever you need. The times are updated continuously no matter which page you are in.

Other Information
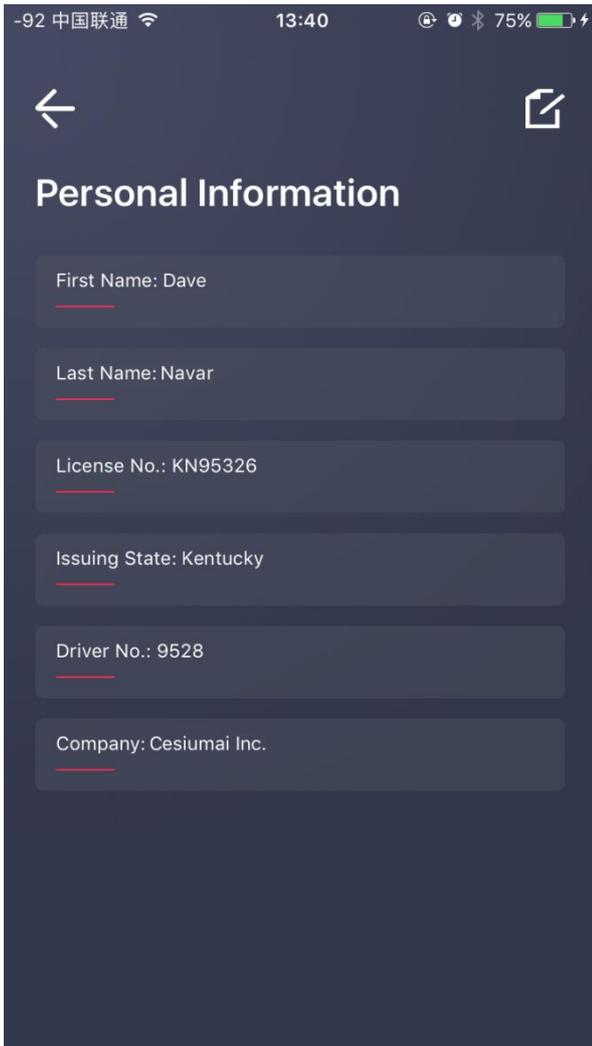
By selecting "Personal Information" from the left main navigation bar, you can view your own information in the system. Ask the Administrator to correct if you find wrong.

By selecting "Settings" from the left main navigation bar, you can view useful system information or change settings. Log out when you switch to another vehicle. Otherwise, it is suggested you keep logging in.

Questions

If you have questions to use the App or this user manual, you may contact your company's Administrator or contact us at TruckRec@cesiumai.com for inquiry.