

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

Log In 3

Link Up With Your Vehicle 4

Record / Change Duty Status 5

View Records 6

Certify Records 7

Identify and Claim Unidentified Driver Records 8

Show Logs To Officer / Export RODS (Record of Duty Status) 9

View / Create DVIR 12

Check HOS 16

Other Information 17

Questions 17

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

Type: Network



Model No.: T401

Type: Network



Model No.: 161B

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.

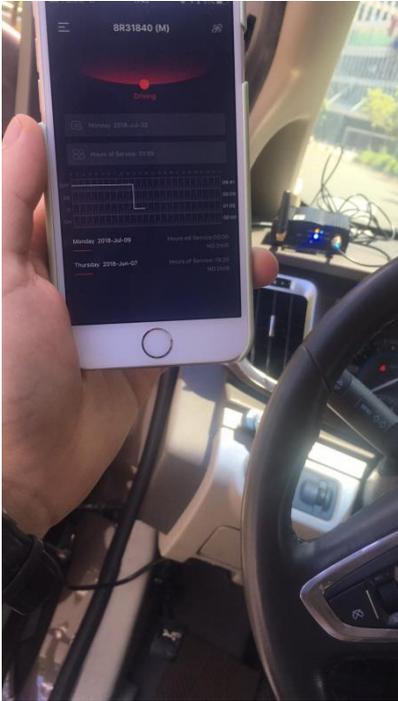
(3) ELD in Operation

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:

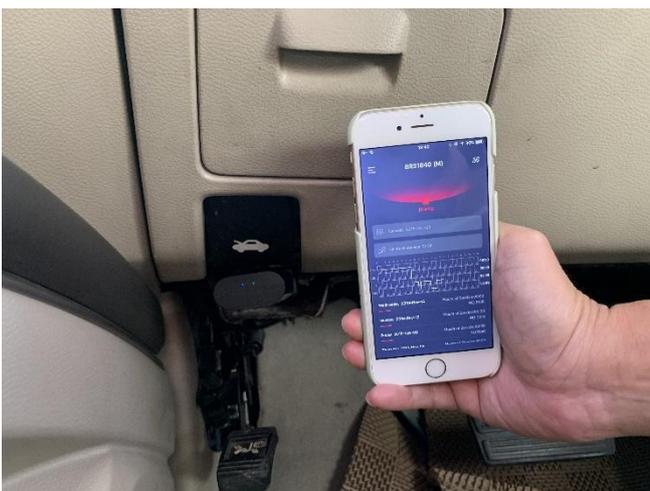
Model No.: H100

Model No.: T401



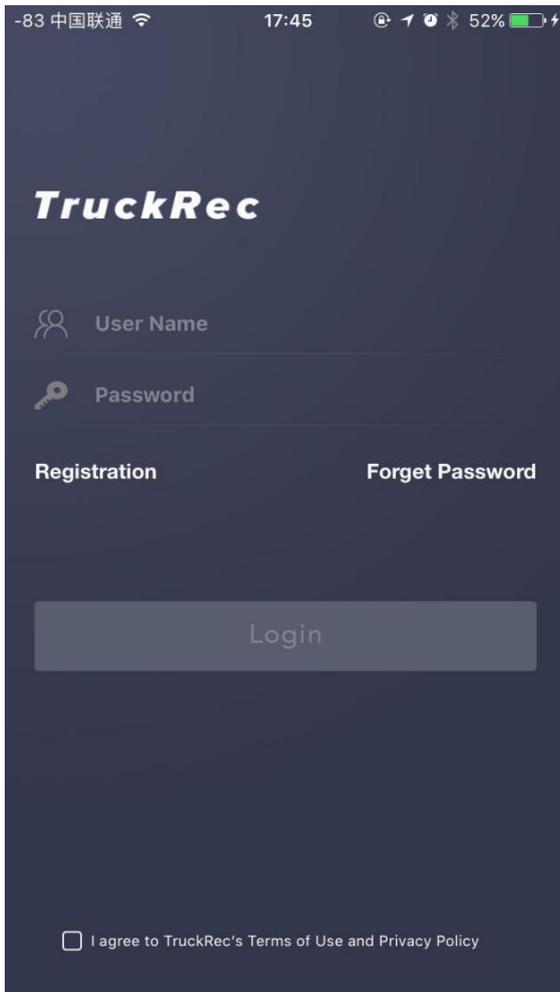
If you are using an ELD with the Bluetooth type, you can see the green and blue lights on the ELD are on as shown below:

Model No.: 161B



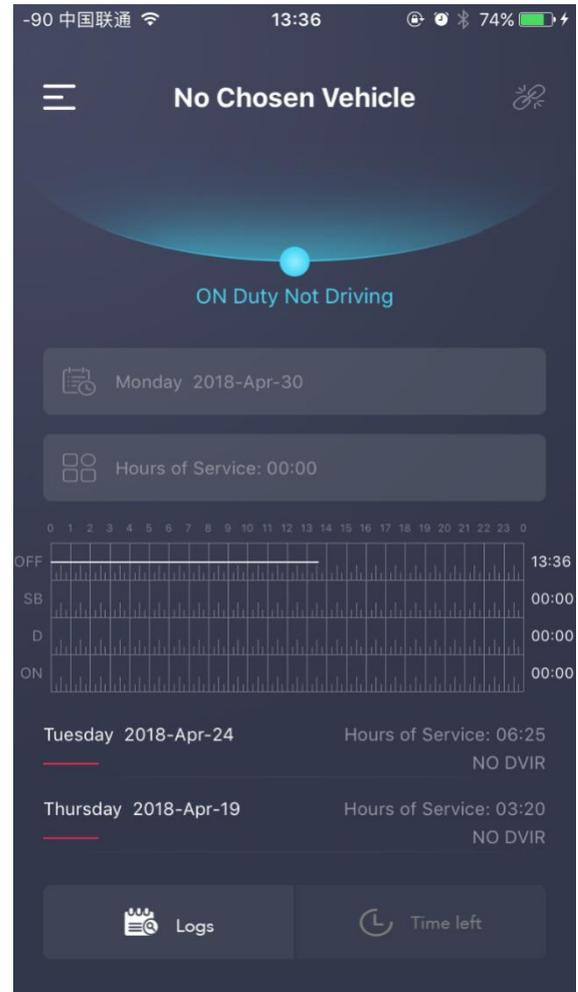
You can start working with the ELD then. The details of the log-in and other functions are described in the following sections.

Log In



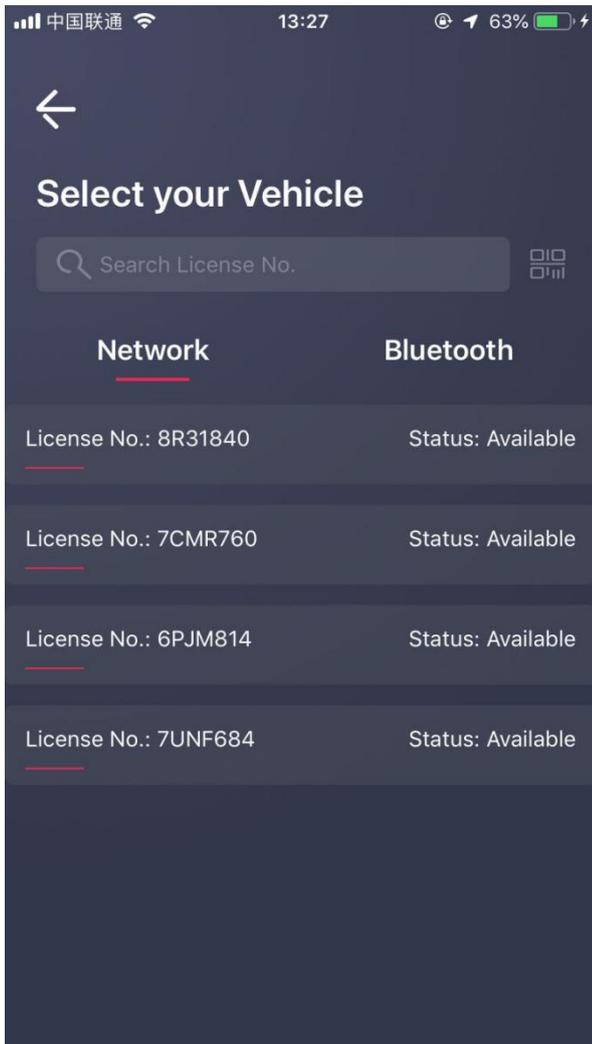
The image shows the TruckRec login interface. At the top, the status bar displays the carrier code '-83 中国联通', the time '17:45', and a battery level of '52%'. The TruckRec logo is prominently displayed. Below it are two input fields: 'User Name' with a person icon and 'Password' with a key icon. There are links for 'Registration' and 'Forget Password'. A large 'Login' button is centered at the bottom. At the very bottom, there is a checkbox for 'I agree to TruckRec's Terms of Use and Privacy Policy'.

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.

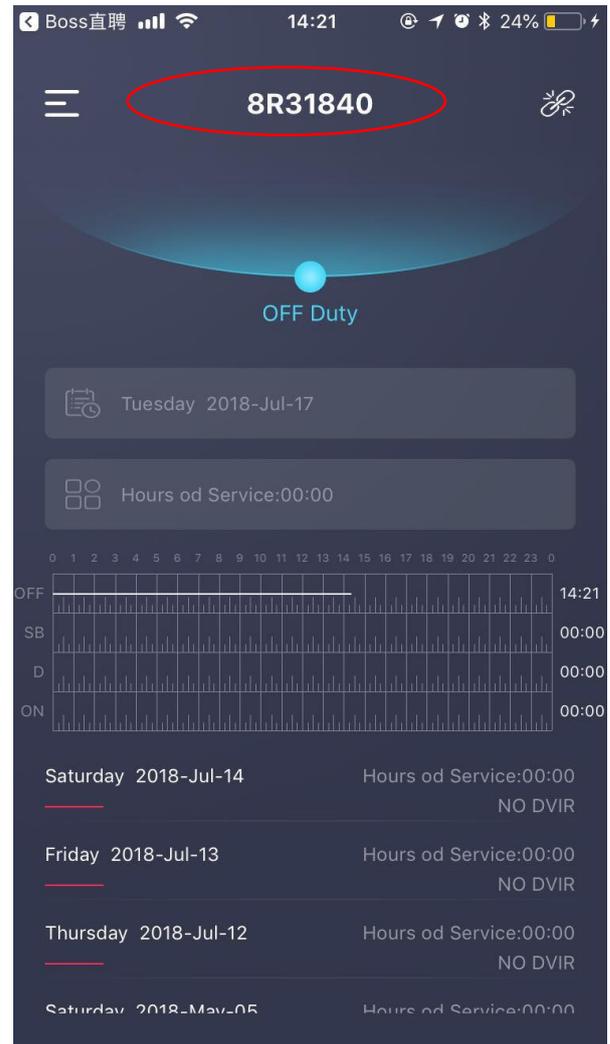


After logging in, you will go into the Home page. Click "No Chosen Vehicle" to go to select your vehicle.

Link Up With Your Vehicle

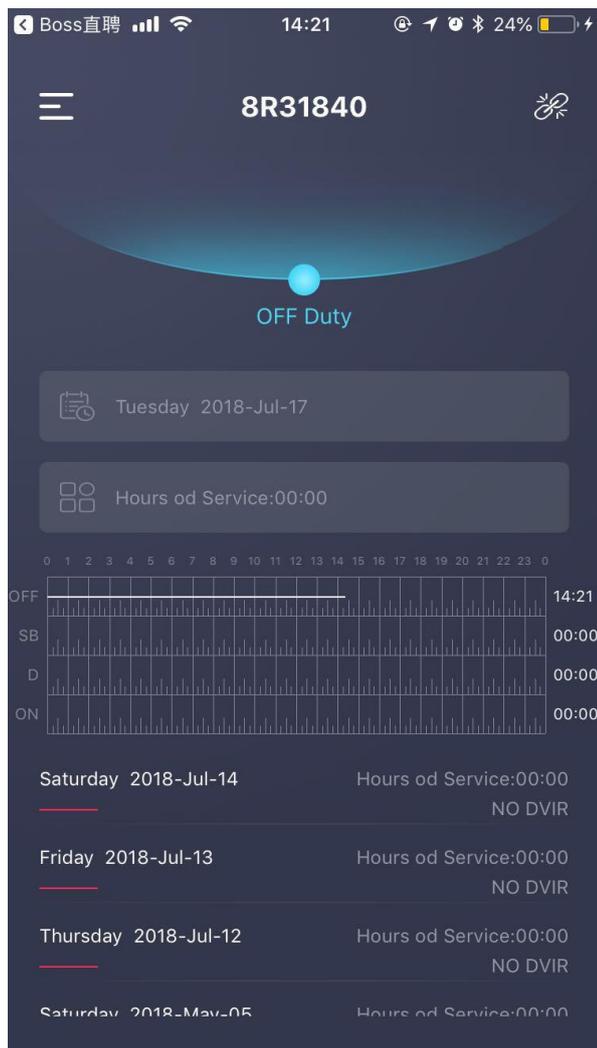


Firstly, select the correct ELD type which is either "Network" or "Bluetooth" by clicking the word. A red line thereunder is shown when selected. Select then the vehicle you will drive then. If the vehicle is not on the list or is linked up with another driver, please contact the Administrator.



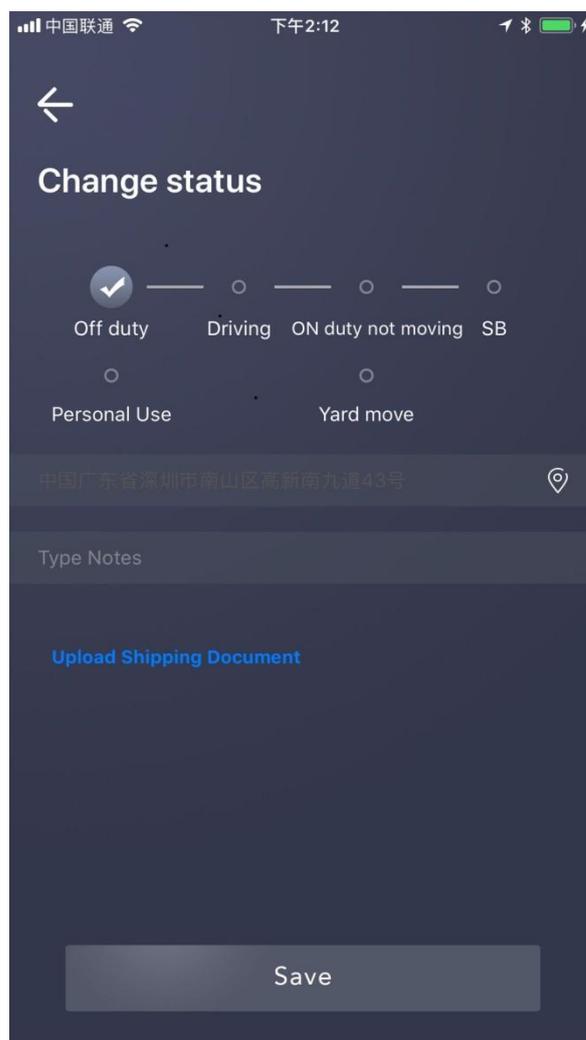
The license number of the selected vehicle is shown on top of the Home page (marked by a red circle here). The system starts to record automatically your Hours of Service and Duty Status.

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.

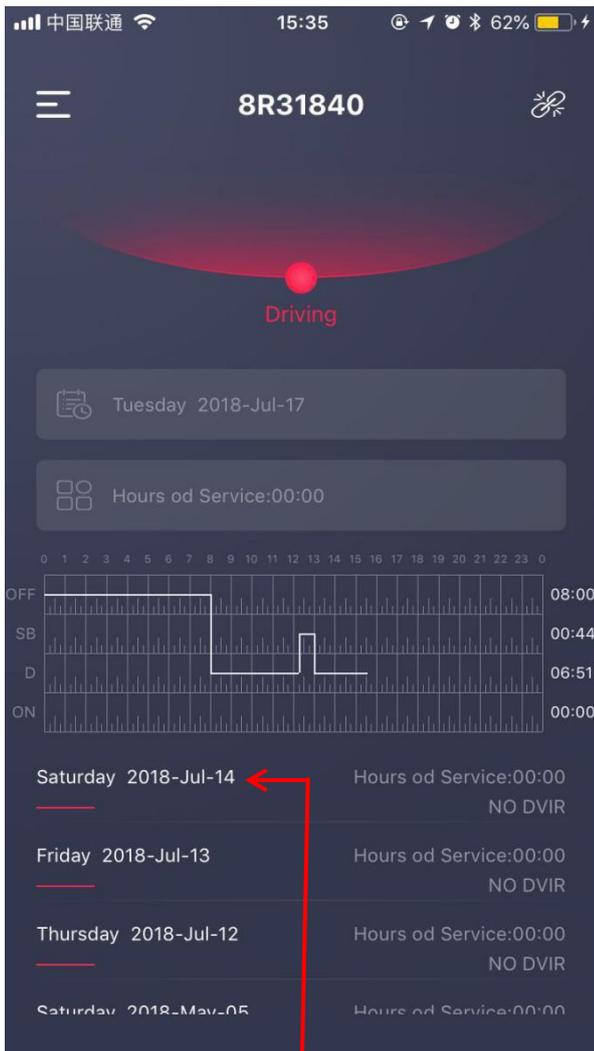
The color of the shaded area varies as the Duty Status varies. You can see in the next page it changes to red when the Duty Status is "Driving".



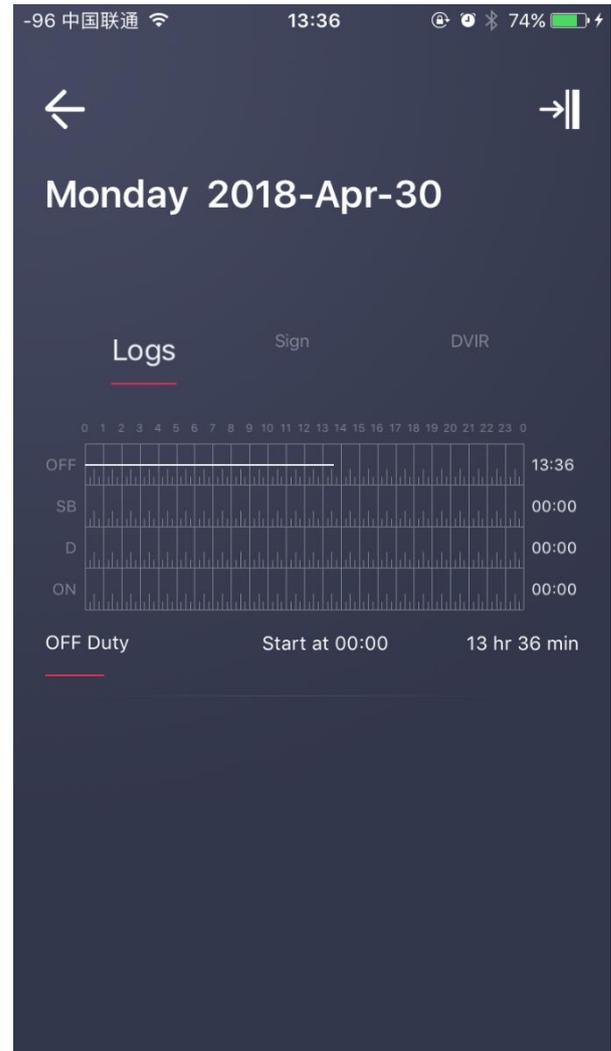
Change the Duty Status by clicking the corresponding circle as per real situation. Input location, make notes or upload the shipping document (JPG, JPEG or PNG format) when necessary. Click "Save" to save the record.

Dialog boxes may be prompted to remind you to make a change of status.

View Records

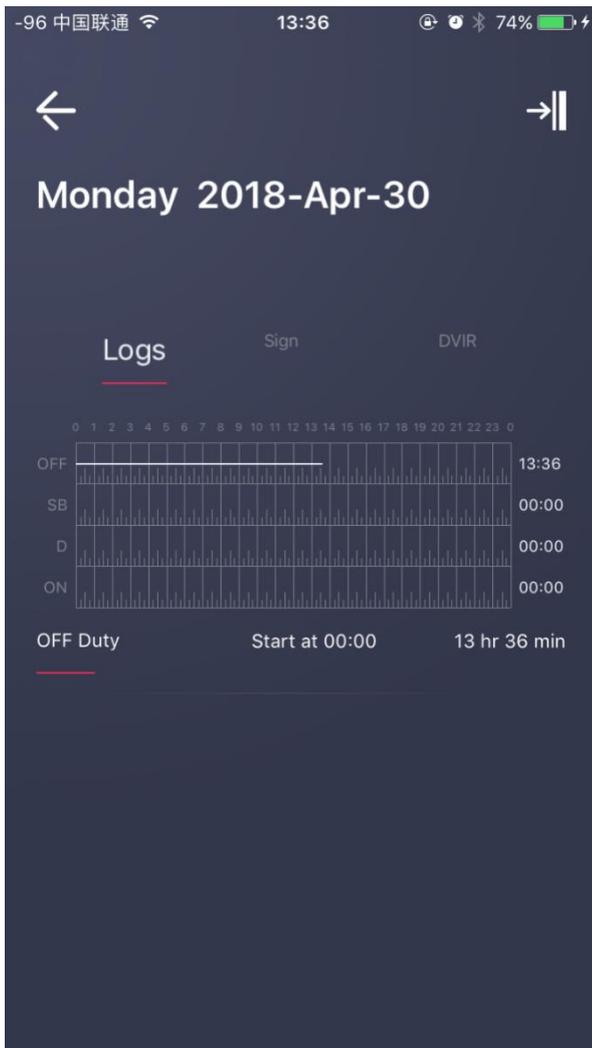


Click the day to view your Record of Duty Status and HOS. You can scroll down to select the day.

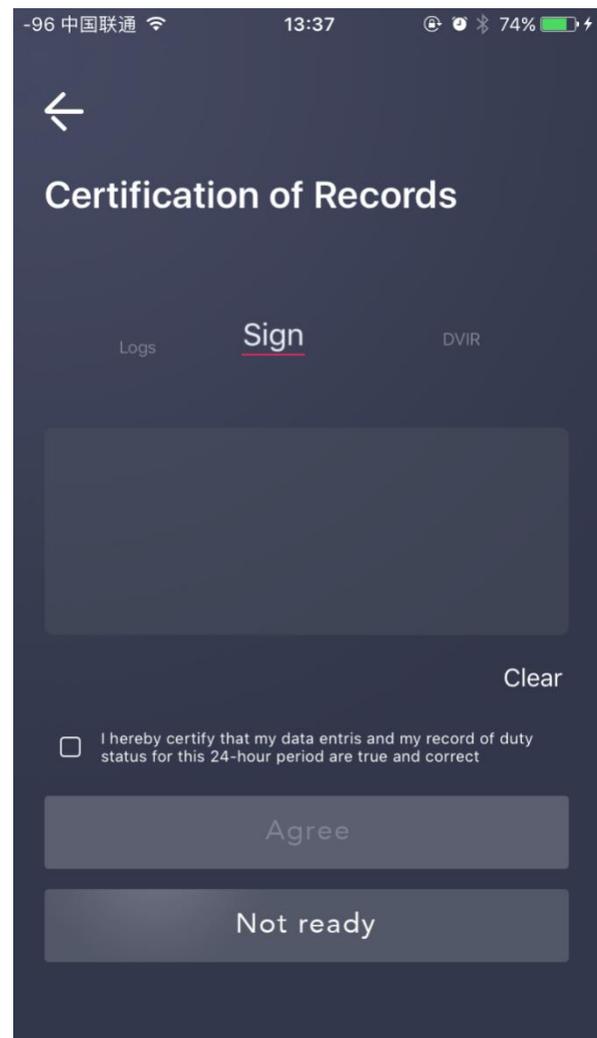


You can see 24-hour Duty Status Grid and the details of the data. In addition, there are two other functions namely "Sign" and "DVIR" in this page.

Certify Records

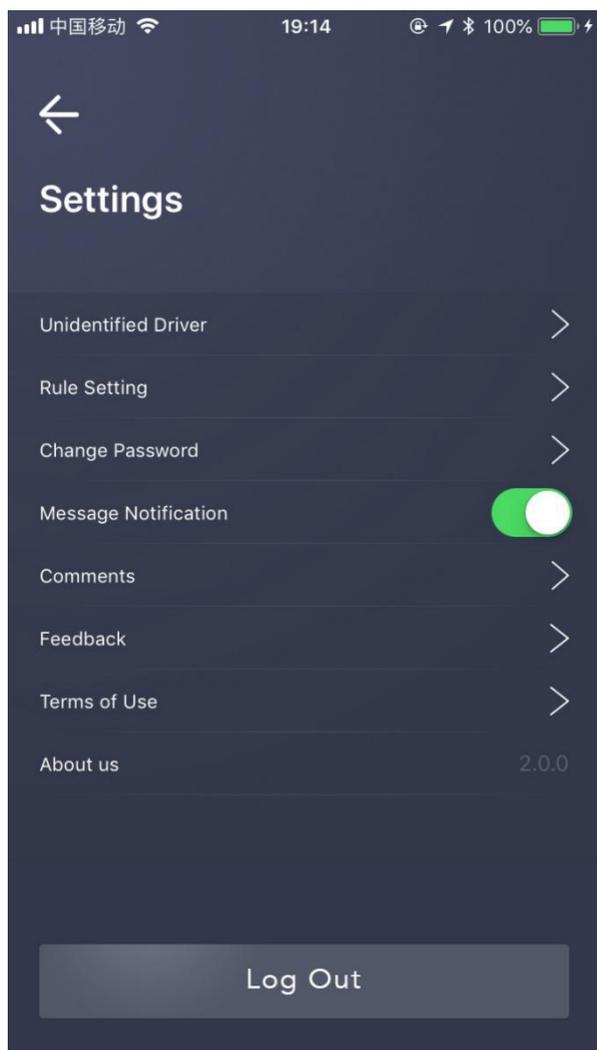


Click “Sign” and you will then go to the page of “Certification of Records”.

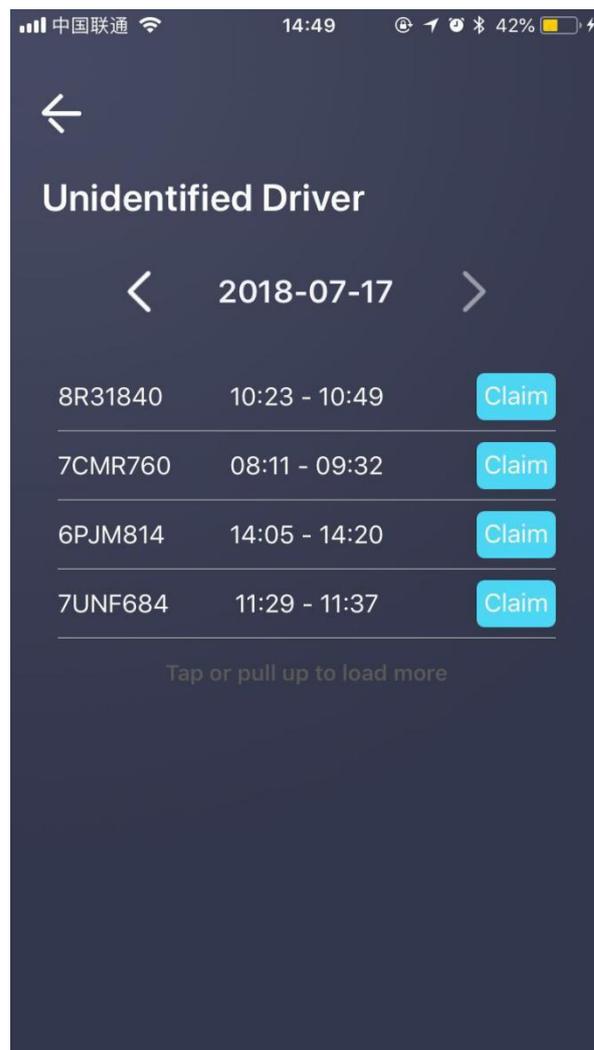


Sign on the spaces provided. Clear when necessary. Then click the box to confirm you are certifying the records and click “Agree” to confirm. If you are not ready to certify, click “Not ready” to return. Remember to re-certify after changing data.

Identify and Claim Unidentified Driver Records

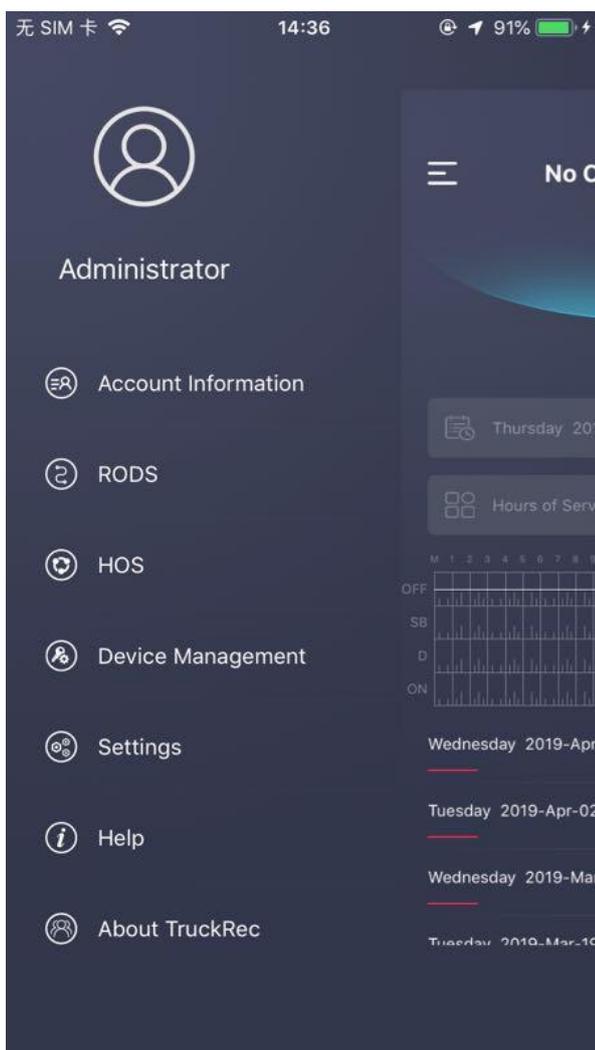


You may sometimes forget logging in before driving and unidentified driver driving data are then recorded in the database. By selecting “Settings” from the left main navigation bar and then clicking the arrow “>” on the right of “Unidentified Driver”, you can identify and claim your own record(s).

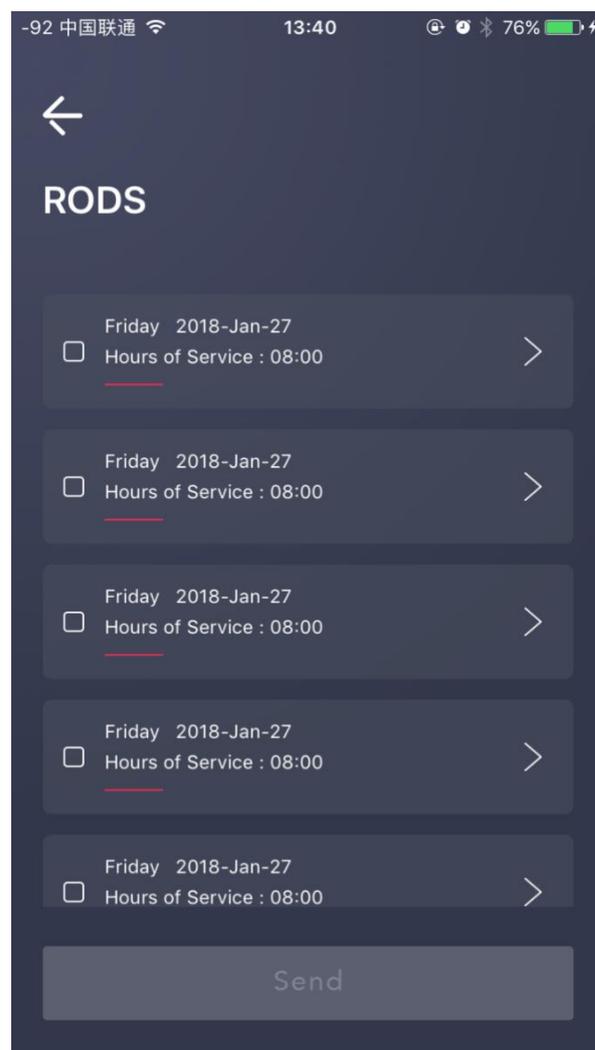


Unidentified driver driving data are listed in this page by date. Select your own record by clicking “Claim” next to the record which is then assigned to your own driver account. As your driving record is changed, remember to re-certify in the page of “Certification of Records”.

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)

2018-04-30 13:40:21

SUN MON TUE WED

29 30 01 02 03 04 05

Record Date	USDOT#	Driver License Number	Driver License State	ELDIS	TrailerID
20-Nov-14	12324344	D00grnruis6u726	IL	90432	Unit#
Time Zone	Driver Name	Co-Driver Name	ELD Manufacture	Shipping ID	Dotto Diagnostic Indication
CST	Smith Mike	Acme ELDs	BL1234567	No	
24 Period Starting Time	DriverID	Co-Driver ID	Truck Tractor ID	Unidentified Driver Records	ELD Malfunction Indicators
Midnight	1234567		Unit #	No	No
Carrier	Start End Odometer	Miles Today	Truck Tractor VIN	Exempt Driver Status	Start End Engine Hours
Acme Trucling	39664-39982	420	1MTHuH4FK	No	756.2-768.4
current Location	File Comment	Print/Display Date			
深圳市南山区	暂无评论	20-Nov-14			

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.

Send Logs

To FMCSA (Web Service)

To FMCSA (Email)

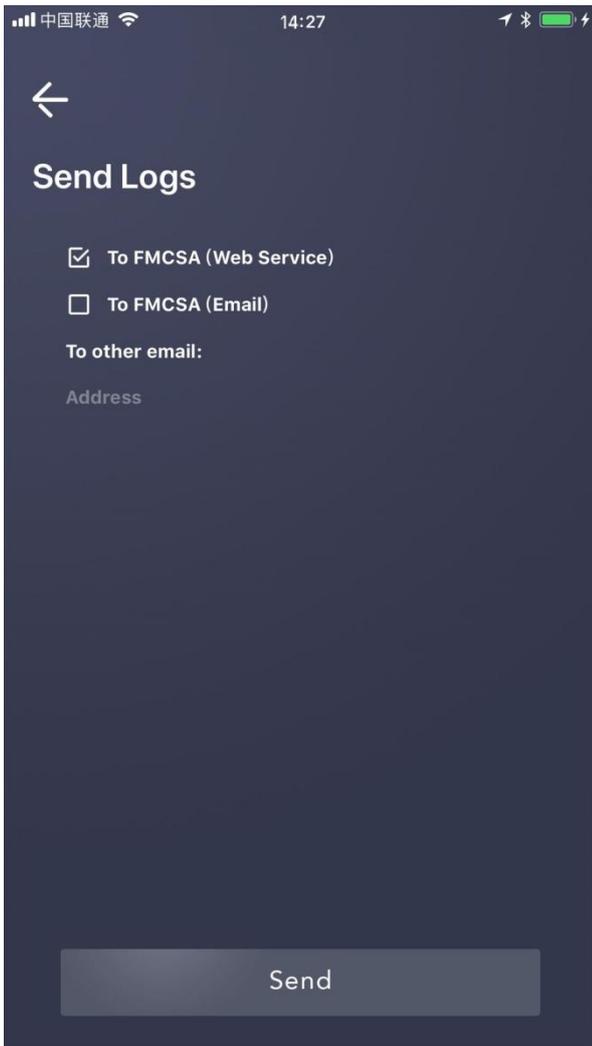
To other email:

Address

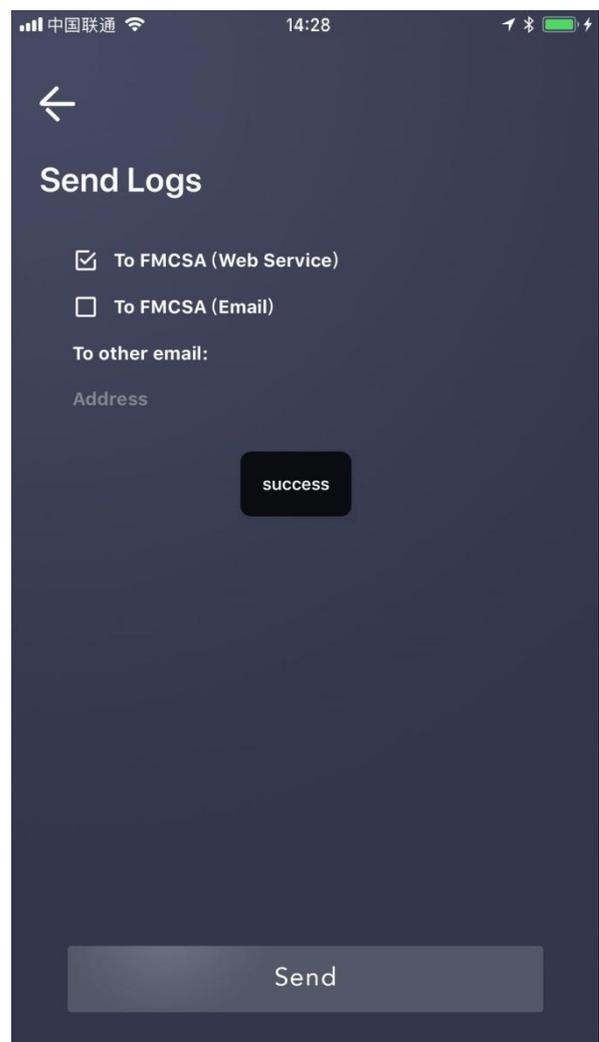
Send

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)



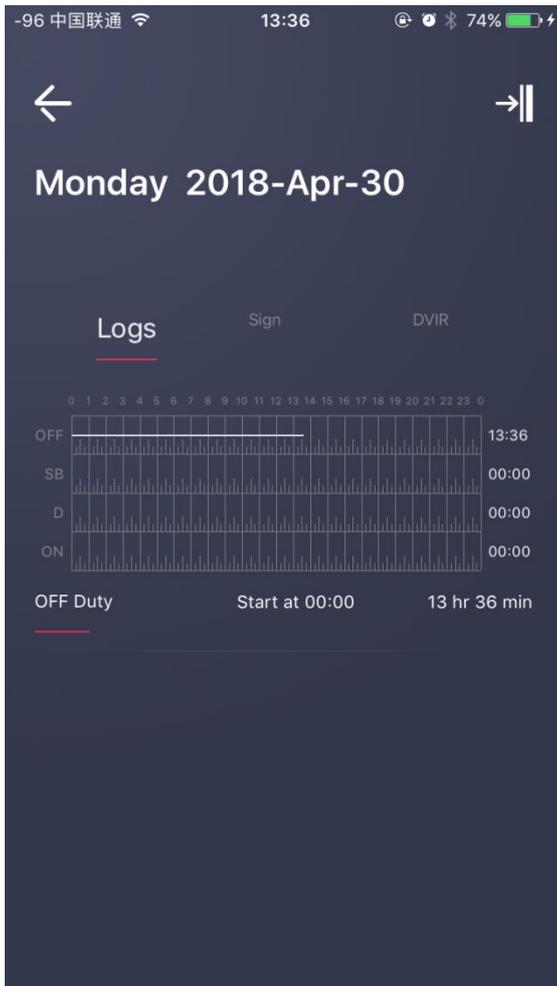
For example, click the box next to “To FMCSA (Web Service)” if you select to send in this way. Click “Send” then.



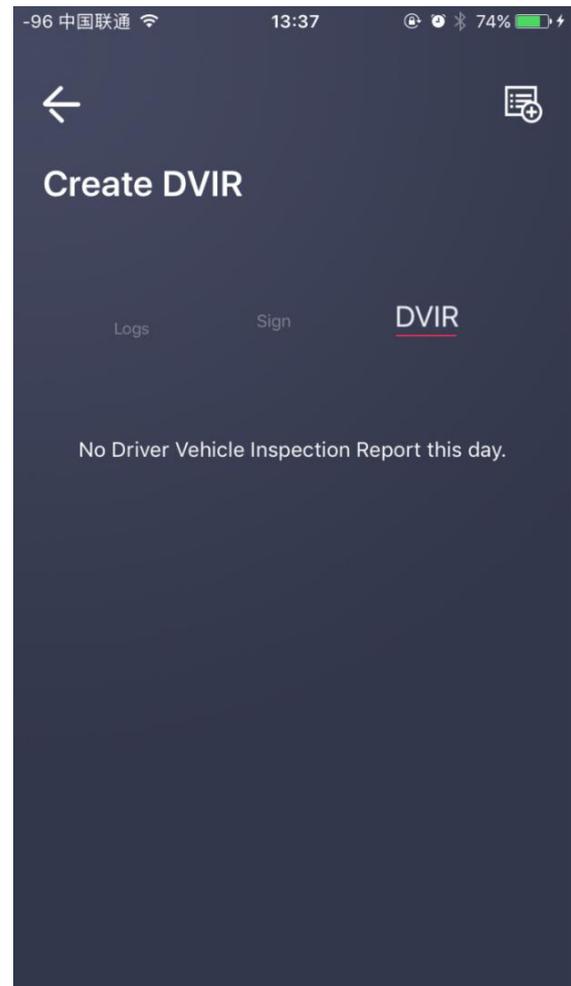
A dialog box of “success” is displayed after the logs are sent.

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)

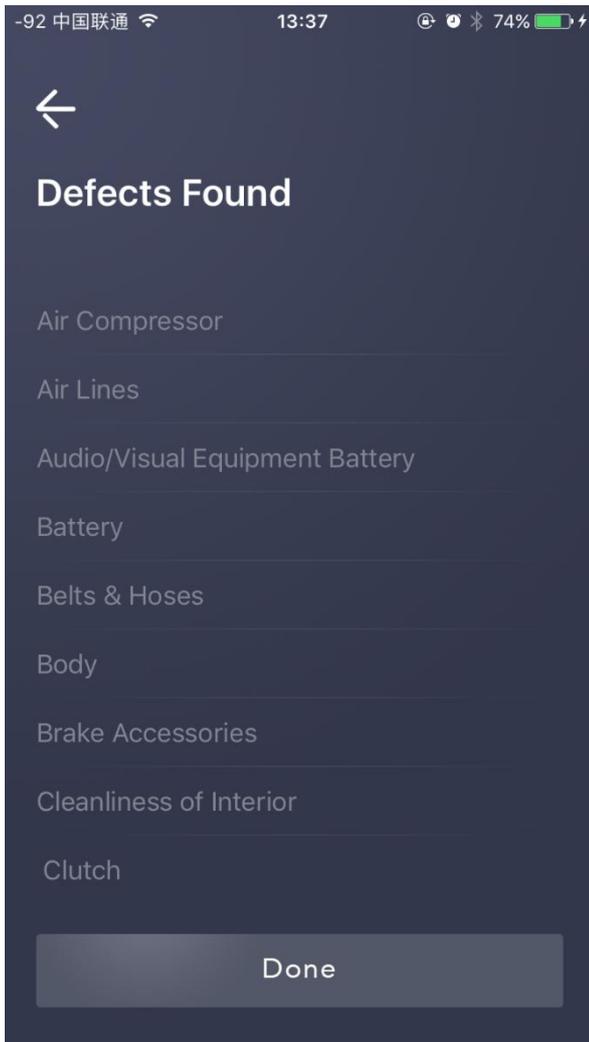
The screenshot shows the 'New DVIR' screen with the 'Basic' tab selected. The 'Basic' tab is underlined in red. The 'Defect Description' and 'Sign' tabs are visible but not selected. The 'Basic' tab contains several input fields: 'Time' (2018-Apr-30 13:37), 'Track Tractor ID', 'Driver Name' (Dave Navar), 'Company' (Cesiumai Inc), and 'Location' (input). A 'Save' button is at the bottom.

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

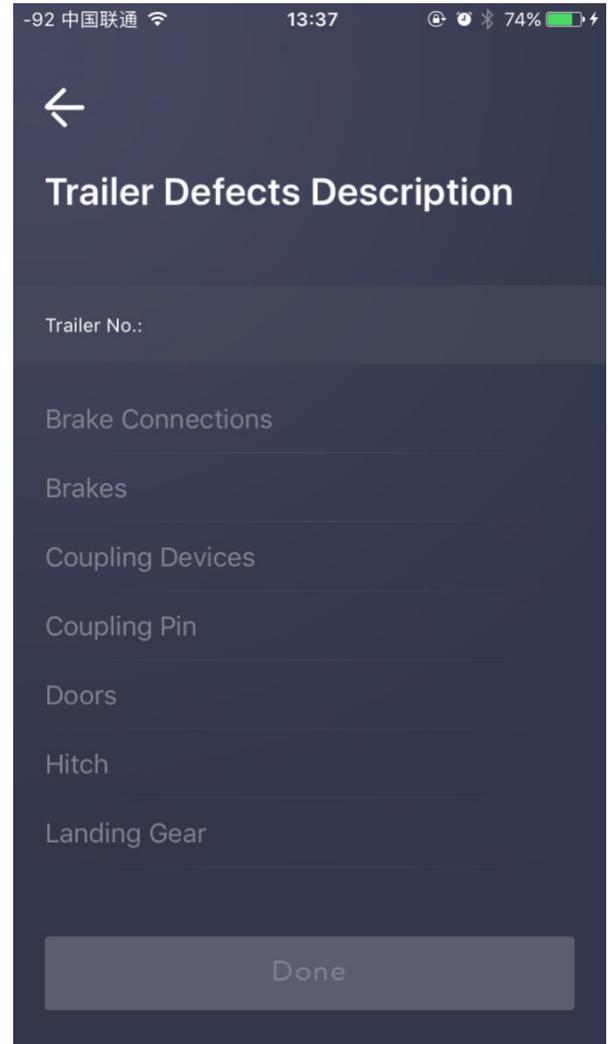
The screenshot shows the 'New DVIR' screen with the 'Defect Description' tab selected. The 'Defect Description' tab is underlined in red. The 'Basic' and 'Sign' tabs are visible but not selected. The 'Defect Description' tab contains two items: 'Vehicle Defect Description' and 'Trailer Information', each with a right-pointing arrow (>) on the right. A 'Save' button is at the bottom.

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)

The screenshot displays the 'New DVIR' screen in a mobile application. At the top, the status bar shows the carrier as '中国联通', the time as 13:37, and a battery level of 74%. The app interface has a dark blue theme. A white back arrow is located in the top left corner. Below it, the text 'New DVIR' is displayed. Three tabs are visible: 'Basic', 'Defect Description', and 'Sign'. The 'Sign' tab is currently selected and highlighted with a red underline. A large, empty rectangular area is provided for the driver to sign. Below this area is a 'Clear' button. At the bottom of the screen, there is a large, light-colored 'Save' button.

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

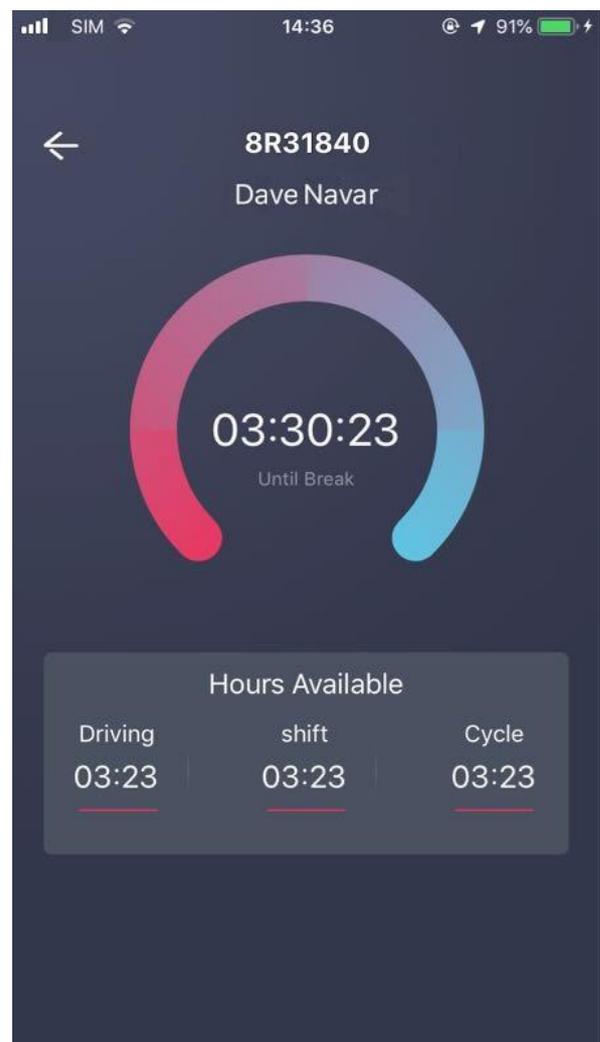
Please note that drivers of all commercial motor vehicles EXCEPT passenger-carrying ones are NOT required to prepare a DVIR if NO defect or deficiency is discovered by or reported to the driver.

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



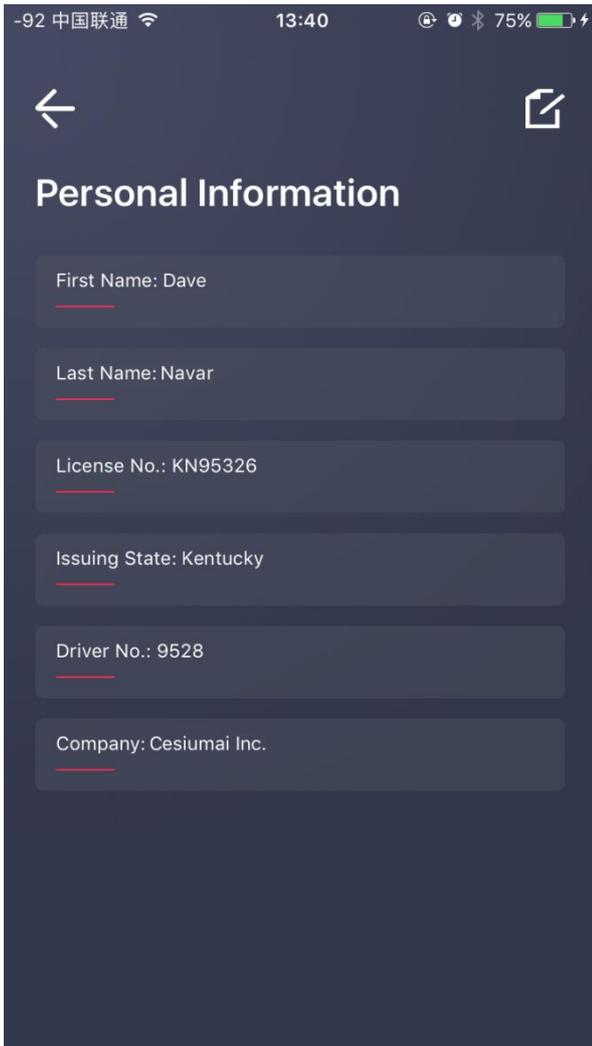
Select “HOS” from the left main navigation bar.



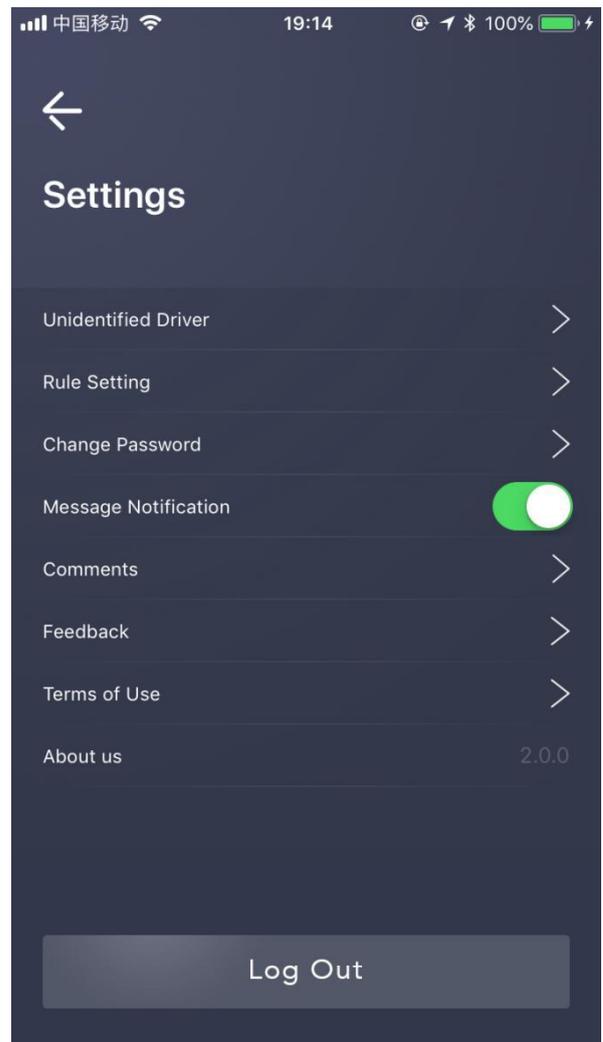
You are required to follow the FMCSA's hours-of-service regulations. The HOS function here shows you the up-to-now remaining time of driving (in hours) before rest under the four basic rules namely Driving, Shift, Break and Cycle. You can manage your time of work and rest accordingly.

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.