



ELD DRIVER

User Manual

HAWK EYE FLEET MANAGEMENT

Table of Contents

- Introduction 4
- Compatibility..... 4
- Signing Up for Hawkeye Fleet Management 4
 - New Account Set Up 4
- Managing Your Fleet..... 4
 - View to the dashboard..... 4
 - Manage Your Fleet Information..... 5
 - Manage Equipment From The Dashboard..... 5
 - Manage People From The Dashboard 6
- Mobile App..... 7
 - Installing and Configuring the Mobile App 7
 - Signing into the Mobile App 7
 - Signing out of the Mobile App 7
 - Selecting Your Equipment..... 7
 - Selecting Your Vehicle..... 7
 - Creating a New Vehicle 7
 - Selecting a Trailer..... 7
 - Creating a New Trailer 8
 - Unhooking a Trailer..... 8
- Duty Status..... 8
 - Going On Duty..... 8
 - Going Off Duty 8
- Fueling..... 8
- Driving Rules 9
- Driver Log..... 9
 - Starting your Log Entry 9
 - Certifying your Log Entry..... 9
 - Manual Status Events..... 9
- Inspections 10
 - Adding Defects 10
 - Updating Repairs..... 10

HAWK EYE FLEET MANAGEMENT

WWW.HAWKEYELOGS.COM

Violations & Warnings 10

Violations & Warnings Alerts 10

DOT Log Inspections..... 10

DOT Log Upload 10

Introduction

Hawk Eye is a comprehensive fleet solution focused on meeting the real-world needs of drivers and fleet owners that regularly face the pressures and hazards of meeting tight deadlines, unpredictable traffic, and compliance requirements.

Our certified Electronic Hours of Service (HOS) tools meet all of the current federal regulations, as defined by the FMCSA's ELD mandate.

Hawk Eye simplifies DOT compliance guidelines for drivers, and helps ensure inspection reports are completed, all while minimizing human error.

Compatibility

The Hawk Eye mobile E-Log app is compatible (may be installed) with the following operating systems:

- Android versions 5.5 and up
- iOS version (most current version)

Signing Up for Hawkeye Fleet Management

New Account Set Up

1. Go to www.hawkeyelogs.com
2. Enter a valid email to sign up
3. You will receive a welcome email from Hawk Eye with your account information
4. Click on the confirmation link and sign into the website using your email address and temporary password

Managing Your Fleet

View to the dashboard

1. Login to the website at www.hawkeyelogs.com with your email address and password in the confirmation email

HAWK EYE FLEET MANAGEMENT

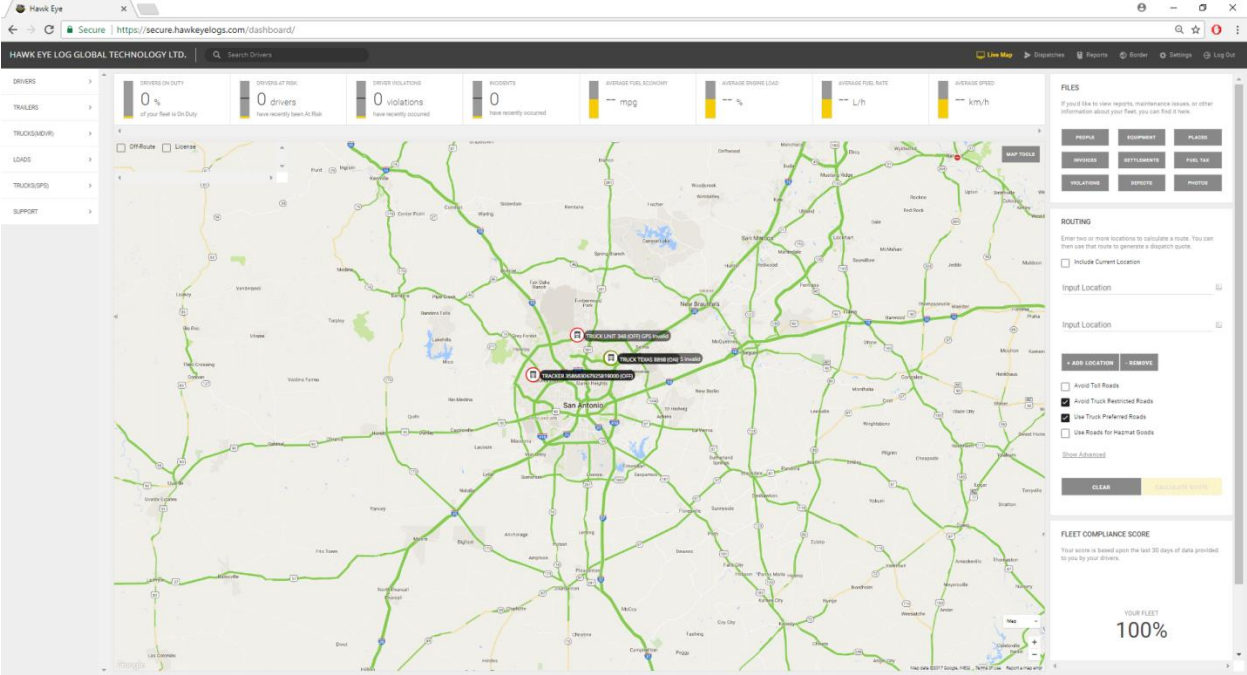


Fig. 1 The Dashboard

Manage Your Fleet Information

1. Click **Settings** on the Menu Bar
2. Select the **My Fleet** tab
3. Enter your company contact information and USDOT Number
4. Click **Save Information** button

Manage Equipment From The Dashboard

1. Click **Live Map** on the Menu Bar
2. Click **Equipment** in the Files box

HAWK EYE FLEET MANAGEMENT

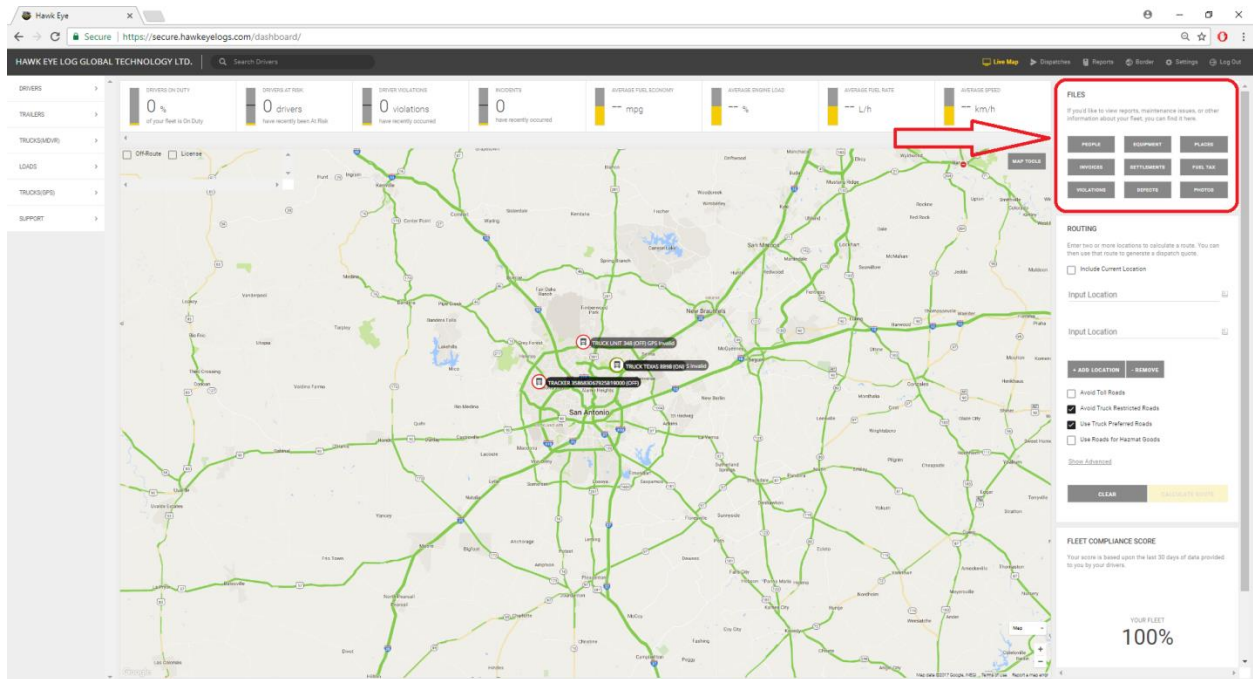


Fig. 2 Location of the Files box

3. To create new equipment, Click **Add Equipment** button
 - 3.1. Fill in all required fields
 - 3.2. Click **Save Equipment** button
4. To edit existing equipment, double click on the equipment's row in the equipment grid
 - 4.1. Edit required fields
 - 4.2. Click **Save Equipment** button
5. To delete existing equipment, double click on the equipment's row in the equipment grid
 - 5.1. Click **Remove Equipment** button

Manage People From The Dashboard


1. To create a new person
 - 1.1. Click **Add New Member** button
 - 1.2. Enter name, email, and roll information
 - 1.3. Passwords can be auto-generated or manually entered
 - 1.4. Click **Send Invite**
 - 1.5. An invitation email will be sent to the email address you entered
2. To edit a person
 - 2.1. Click on the person's name in the person grid
 - 2.2. Edit person's information
 - 2.3. Click **Save Information** button
3. To delete a person
 - 3.1. Click on the person's name in the person grid
 - 3.2. Click **Remove user from fleet?** Button

Mobile App


Installing and Configuring the Mobile App

1. On your mobile device:
 - 1.1. For Android devices, navigate to the Google Play Store
 - 1.2. For Apple devices, navigate to The App Store
2. Search for “Hawk Eye Logs”
3. Install the application


Signing into the Mobile App

1. Start the application
2. Click on the **ACCOUNT** icon 
3. Enter your email address and password from your invitation email. If you cannot find this information, contact your dispatcher to create your account

Signing out of the Mobile App

1. Click on the **Account** icon 
2. Click the **Sign Out** button. All information saved on the mobile application will be saved

Selecting Your Equipment

Your equipment is selected by clicking on the **My Truck** icon . When you have selected your vehicle and optionally a trailer, click **SAVE**

Selecting Your Vehicle

1. Click on a vehicle from the Select a Truck list
2. The selected vehicle will be displayed
3. To deselect the truck, click on the selected truck

Creating a New Vehicle

1. Click **ADD** button
2. Enter the Unit Number and License Plate
3. Click Save

Selecting a Trailer

1. Click **+ADD TRAILER** button
2. Click on a trailer from the list
3. The trailer will be displayed as hooked
4. If more than one trailer is hooked, repeat steps 1 through 3

Creating a New Trailer

1. This is for rental trailers that are not in your fleet
2. Click **+ADD TRAILER** button
3. Click **ADD** button
4. Enter the Unit Number and License Plate
5. Click Save

Unhooking a Trailer

1. Click the Hooked button next to the trailer number
2. The trailer's status will change to unhooked
3. The trailer will remain on the list as part of your daily log

Duty Status

The Hawk Eye ELD system uses an automatic status change system. If you do not manually change your status, the app will switch you to On Duty or Driving according to the FMCSA mandate.

The mobile app will detect vehicle movement, and will lock the screen to prevent app use while in motion.

Going On Duty

1. From the main screen, tap the grey status button at the top of the screen
2. Click On Duty and optionally choose your Duty State, for example Pre-Trip, Driving, Fueling, Post-Trip
3. You can add a comment to your status by clicking the **ADD COMMENT** button
4. Click the grey status button again to return to the main screen

Going Off Duty

1. From the main screen, tap the grey status button at the top of the screen
2. If your state is Driving
 - 2.1. Click Stop Driving to return to On Duty Status
 - 2.2. Click Off Duty
 - 2.3. Click Agree to the Records Certification prompt
3. If your state is one of the Duty States (Yard Move, Pre-Trip, Post-Trip, etc.)
 - 3.1. Click Finish for your Duty State
 - 3.2. Click Off Duty
4. If you need to continue to operate your vehicle for personal use, select Personal use for your Duty State

Fueling

Fuel purchases are tracked by changing your duty status


1. From the main screen, tap the grey status button at the top of the screen
2. Ensure your status is On Duty
3. Change your Duty State to Fueling

HAWK EYE FLEET MANAGEMENT

WWW.HAWKEYELOGS.COM


4. Tap the **Add Amount** field and enter the quantity
5. Select the correct units (Litres or Gallons)
6. Select the type of product (Diesel or Gasoline)
7. Click the Finish Fueling icon to return to the On Duty State

Driving Rules

1. Click the Driving Rules icon  on the main screen of your mobile app
2. Scroll through the list of driving rules and cycle duration you require
3. The new driving rules will be loaded
4. Click **OK** to return to the main screen

Driver Log

Starting your Log Entry


1. Click the Driver Log icon  on the main screen
2. The vehicle's ECM will automatically update start and finish odometer readings
3. The Hawk Eye ELD system will automatically complete your operational hours and mileage according to how you've set your duty status
4. Enter the BOL number in the Shipping ID field
5. Click the back arrow to return to the main screen

Certifying your Log Entry

1. Click the Driver Log icon  on the main screen
2. Click the **SIGN** button
3. Sign your name in the box and click **SIGN**

Manual Status Events

In the event of an error, duty status changes can be manually created and edited.

1. Click the Driver Log icon  on the main screen
2. Click the **EVENTS** button
3. To add an event
 - 3.1. Click the **+** button
 - 3.2. Select your duty status (Off Duty, Sleeping, Driving, On Duty)
 - 3.3. Select the time the status changed
 - 3.4. Enter a comment describing why the event was added. The new event cannot be saved without completing this field
 - 3.5. Click the checkmark to save the new event
4. To edit an event
 - 4.1. Click on the event from the list
 - 4.2. Select your duty status (Off Duty, Sleeping, Driving, On Duty)
 - 4.3. Select the time the status changed

HAWK EYE FLEET MANAGEMENT

- 4.4. Enter a comment describing why the event was added. The new event cannot be saved without completing this field

Inspections

Adding Defects



1. Click the Inspect icon INSPECTIONS on the main screen
2. Click the Add Defect button from the menu
3. Select your component, Truck or Trailer
4. Select a defect from the list
5. Answer the “Has the defect been repaired?” prompt
6. Answer the “Is it safe to drive?” prompt
7. Click the check mark to Save

Updating Repairs

1. Click the Inspect icon on the main screen
2. Select the defect that has been repaired
3. Answer yes to the “Has the defect been repaired?” prompt
4. Click on the Company Info tab
5. Enter Repair Company, Repairer Name, Invoice Number
6. Have the technician complete the SIGN field
7. Click the check mark to Save

Violations & Warnings

1. Click the Violation icon on the main screen
2. Your violation will appear with colour coded warning to signify infraction severity

Violation & Warning Alerts

You will be promoted by the Hawk Eye auto compliance system if you have violated a driving rule. If you are approaching a rule violation or scheduled break time, the app will display a prompt on the main screen.

DOT Log Inspections

1. Click the Driver Log icon on the main screen
2. Click Show Inspector tab
3. Hand the DOT inspector you mobile device
4. The inspector may view the log entries

DOT Log Upload



1. Click the upload icon on the bottom right corner of the main screen
2. Select the number of days to upload, either today or the last seven days
3. Click OK to upload