Trendfire ELD+

Quick Start Drivers Guide

&

Operating Instructions

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1. About This Guide

This Guide is intended for drivers who are using the Trendfire ELD+ application to meet the various federal and state requirements for hours of service tracking and reporting utilizing Electronic Logging Devices (ELD) as specified in the FMCSA ELD Rule (49 CFR Parts 385, 386, 390, and 395). It provides a quick start reference, as well as detailed instructions for the complete operation of the Trendfire Technologies ELD+ application. ELD+ allows users to be fully compliant with the federal Electronic Logging Device mandate for interstate trucking. It is one component of Trendfire's overall telematics solution for the trucking industry.

Guide information:
- a) Reference number: ELD+.20171218
- b) Initial publication date: 11 December 2017
- c) Last updated: 18 September 2019
- d) Applies to ELD+ application release versions: 2.2.18_RC2 or higher

Questions, corrections, and suggestions concerning this document should be addressed to: info.us@trendfire.com

2. Quick Start Instructions for Drivers

- **Turn on the tablet in your truck**
- **Start the ELD+ app by tapping its icon**
- **Log in to the ELD+ system**
    - Enter your name
    - Enter your password
    - Select Driver or Co-Driver status
    - Tap "SIGN IN"
- **Certify any outstanding Records of Duty Status (RODS)**
- **Select and connect to the vehicle you will be driving either be typing its name or scrolling and selecting.**
    - **Note - Vehicle name will be in <u>BLACK</u> (NOT RED) when connected**
    - **Note – If you are not driving, select "Continue Without Vehicle"**
- **Select your Duty Status …**
    - … Enter or select the appropriate remarks
- **When ready, start your truck. If you have not done so already, select your truck and verify your connection**
- **If you are doing yard moves, show this by tapping DC (in the top Menu Bar), then YM**
- **When ready, Drive. You will be automatically shifted into Driving status when your vehicle reaches 5 mph.**
    - Note that if you are driving and your truck stops moving for 5 minutes the ELD will warn you that it is going to automatically shift you to On Duty / Not Driving. One minute later, if you have not confirmed that you are continuing to drive, it will place you in On Duty / Not Driving status.
- **When you stop driving, tap on the status you wish to switch to and enter and necessary remarks.**
- **Continue to select the proper duty status changes (except Driving) as you go through the day**
- **At the end of your work day, select "Off Duty", then …**
- **Certify Records of Duty Status (RODS) for the day**
- **… Log off from the ELD+ app by tapping the menu icon and then selecting "Logout"**
    - *Logging off does <u>not</u> put you in "Off Duty" status. You <u>must</u> mark yourself as off duty before logging out.*

3. Detailed Operating Instructions for Drivers

3.1 Logging In

Start by tapping the ELD+ icon on your mobile device.

The logon screen shown here will appear. Follow these steps:

- Enter the ELD+ Username and Password provided by your company's Trendfire system administrator.
- If you are team driving, use the toggle slider to select whether you are the driver or co-driver.
- Tap "Sign-In"

You are now logged in to the ELD+ system.

Notes:

- *If you are logged into the ELD+ app on another device, you will be logged off from that device.*
- *The "Login as Support Personnel" option is for use by your company's Trendfire system administrator. You will not need to use it.*

10:41

Trendfire ELD+

ELD Username

Password

👤 Driver ⬤▮ Co-Driver 👥

SIGN IN

🔥 Trendfire Technologies, Inc.
🏠 www.trendfire.com
✉ info.us@trendfire.com
📞 +1 (530) 350−6350

LOGIN AS SUPPORT PERSONNEL
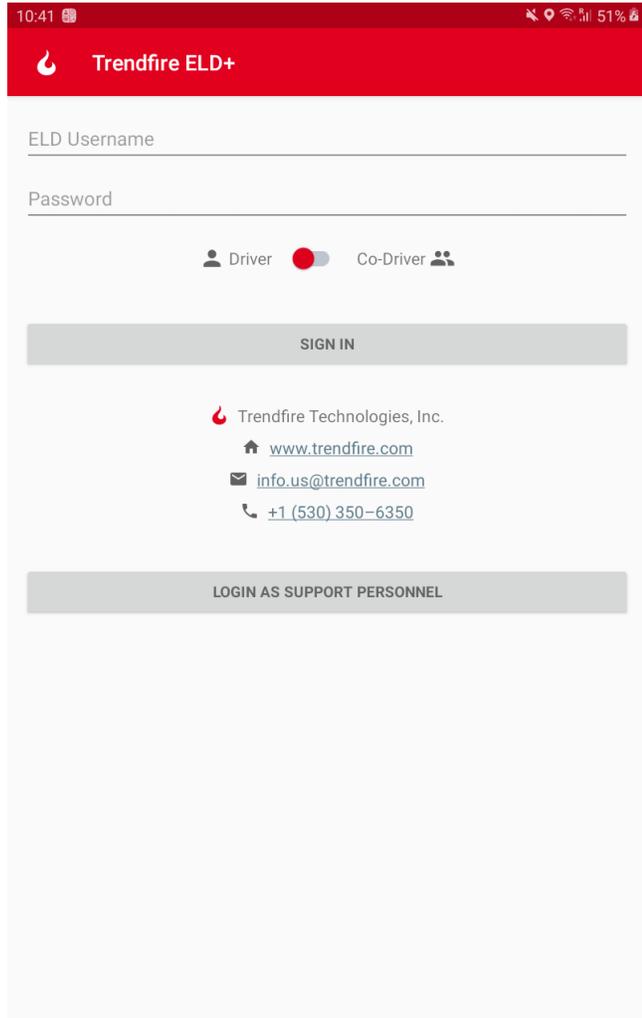
3.2 The Connect Vehicle Screen

After logging in, depending upon how your mobile device has been configured, you will see either the **Connect Vehicle** screen, shown here, or the **Logs** screen (discussed below). The **Connect Vehicle** screen can be used to immediately select the truck that you will be driving or, if you don't wish to select your truck right away, you can tap "Continue without Vehicle" and proceed to the **Logs** screen**.**
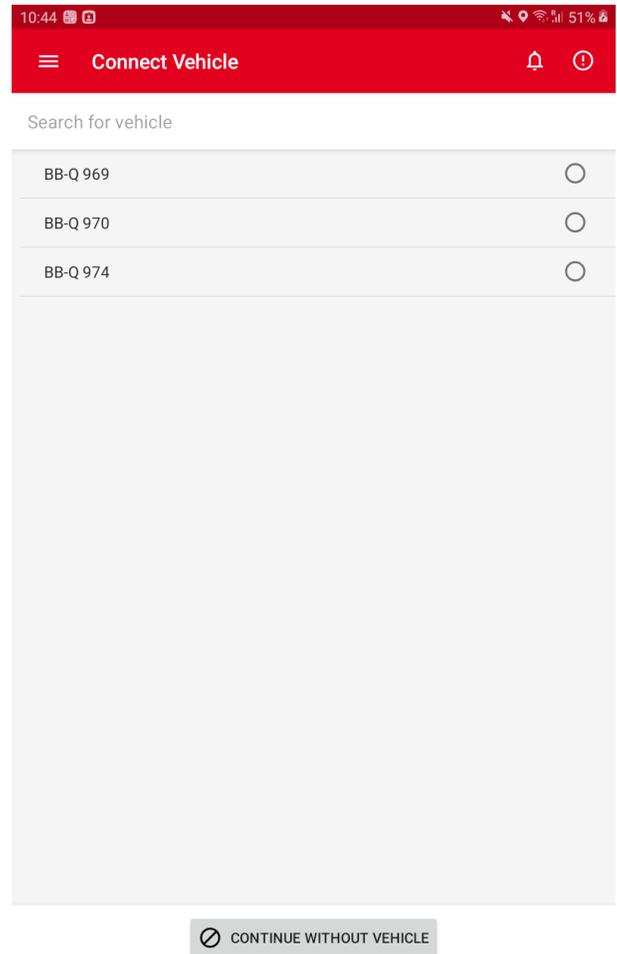
3.3   The Logs Screen

After logging in, depending upon how your mobile device is configured, you will see either the **Logs** screen**,** shown here, or the **Connect Vehicle** screen (discussed above). Switching between the two is done by tapping the **menu icon** in the top left corner and selecting either "Connect Vehicle" or "Logs". The **Logs** screen is used to record and display your daily duty status records and other basic log information. The **Logs** screen is the primary screen you will use on a daily basis. In certain cases you may also receive a popup reminder concerncing unassigned driving time – see section 3.5.3)
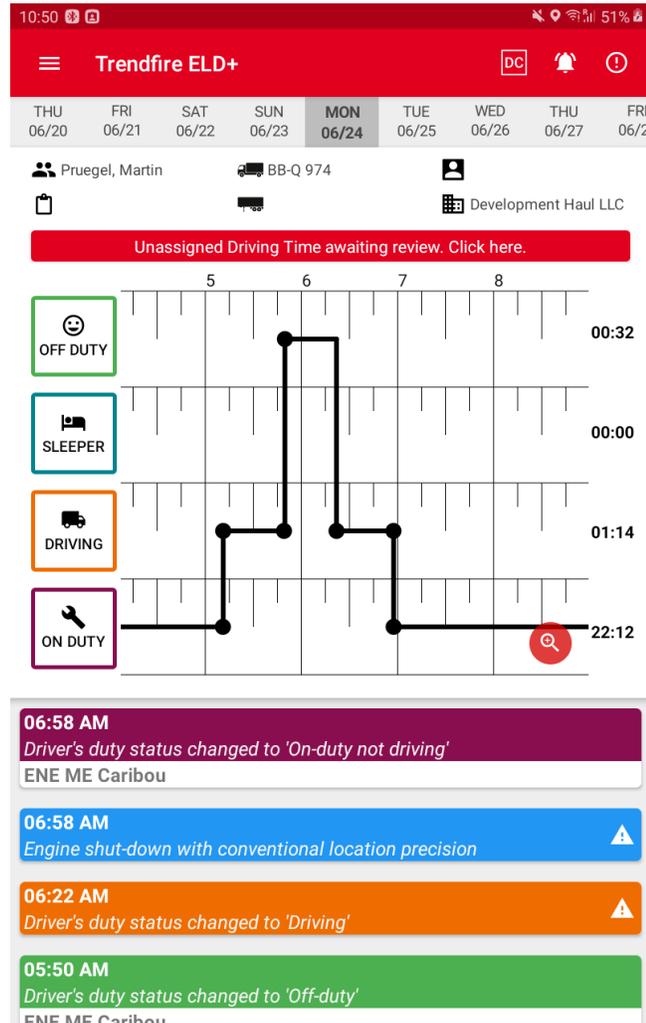
The Logs Screen consists of:

- A red **Header** bar that allows access to the **Menu** screen (see section 3.5). It also displays the icons for noting special driving situations and for accessing diagnostic and malfunction events
- A **Date** bar that, by swiping left or right and tapping on a selected date displays your log information for that day
- An **Information** bar that contains your driver name, vehicle number, co-driver name (if any), the bill of lading or other job-related number (if any), trailer number(s) (if any), and the name of your registered motor carrier. Each of these items is represented by an icon which, if you tap on it, will display all required information about that item. In certain cases, you can enter and update the information (e.g., bill of lading information, trailer numbers). For other items the information is automatically loaded and can only be changed by authorized personnel.
- Red banner

- A **Duty Status graph** that allows you to change your duty status simply by tapping the appropriate duty status box on the left side of the graph
  Note: a status change to "Driving" is made automatically when the vehicle has been on motion at 5 miles per hour. You should <u>not</u> select "Driving" manually.
- An **Events log** that displays your recorded activities and events and that allows you to edit and annotate these as needed.

Header Bar	
☰	Opens ELD+ Functions Menu
DC PC YM	Logs special driving situations: - Select Personal Conveyance (PC) if the vehicle is being driven for approved personal use. Personal Conveyance can only be selected when in "Off Duty" status. - Select Yard Moves (YM) if using the vehicle within the yard. Yard Moves can only be selected when in "On Duty Not Driving" status. To assist you in special driving situations, the system will provide you with various reminders. **Special driving situation** Yard moves can only be done when duty status is "On Duty". Duty status will be changed. CANCEL OK YM **Confirmation of continuation of "Yard Moves" required** Your location changed more than 2 miles since "Yard Moves" were indicated. Are you still doing "Yard Moves"? NO YES Change of duty status not allowed: "Authorized Personal Use of CMV" selected: Allowed duty status is "Off duty"

	Permissions for use of PC and YM are set up by your company's Trendfire system administrator.
Inactive / Active	Provides access to the log of diagnostic events, should any occur.
Inactive / Active	Provides access to the log of system malfunctions, should any occur.

Information	
	Displays driver information
	Displays vehicle identification information
	Sets a Co-driver (provides search by ELD+ Username) Displays Co-driver information
	Allows entry and display of Bill of Lading or other job-related information
	Allows entry and display of trailer(s) information
	Displays Motor Carrier information

Event Status (shown within individual event entries)	
	Indicates that event information cannot currently be uploaded to the server due to lack of a mobile connection. Synchronization will occur when a connection is established. No action is required.
	Indicates that required data is missing (e.g., vehicle location)

3.4   Changing Duty Status

When you begin to drive your duty status will be automatically set to "Driving". As long as the vehicle is in motion, the only available screen is the one shown here, indicating your status. Any attempt to change status will result in your duty status being reset to "Driving".
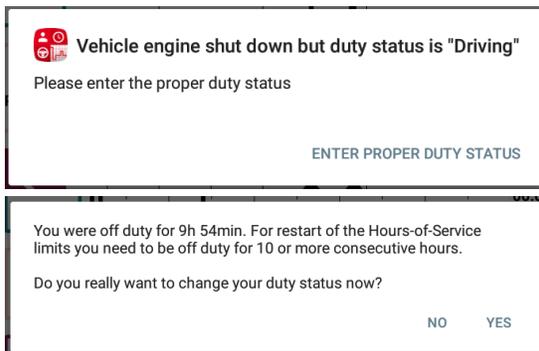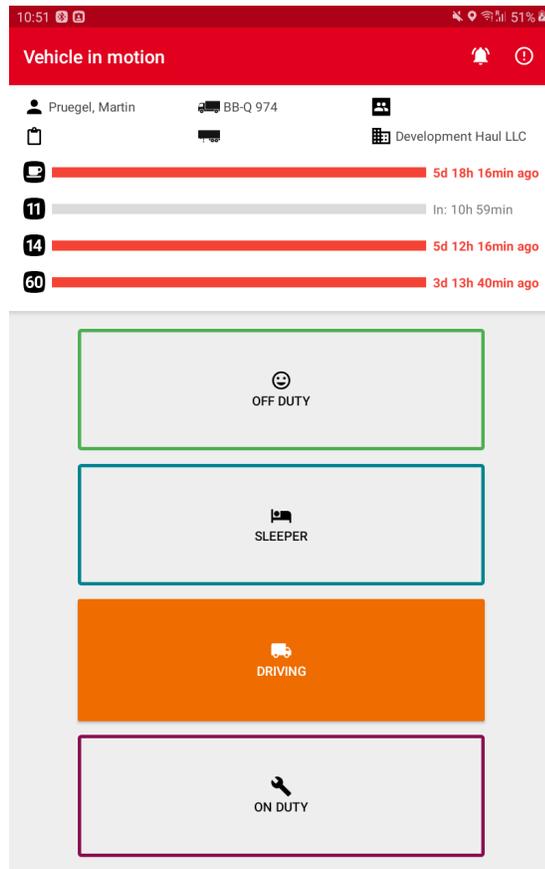
When in the Driving state, if your vehicle has not been in motion for 5 consecutive minutes you will receive the message shown here. You will have 1 minute to confirm that you are still driving, or to enter the correct duty status. **If you do not respond, you will be automatically switched to On Duty/Not Driving status.**
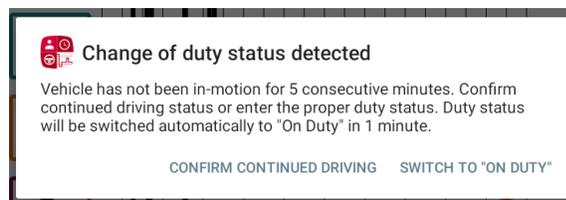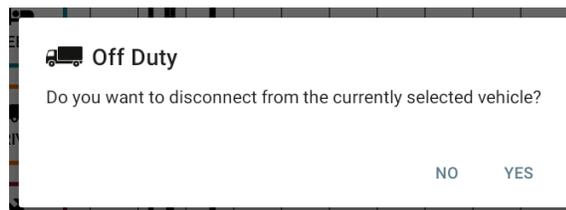
3.4.1   Modify a Duty Status Entry

Certain fields within a driver's duty status entries can be edited and annotated. To do this, do a long press on the duty status entry that you wish to edit. A pop-up screen, similar to the one shown here, will appear. Items shown **bolded in black** are able to be changed. Items in light gray may not be changed.
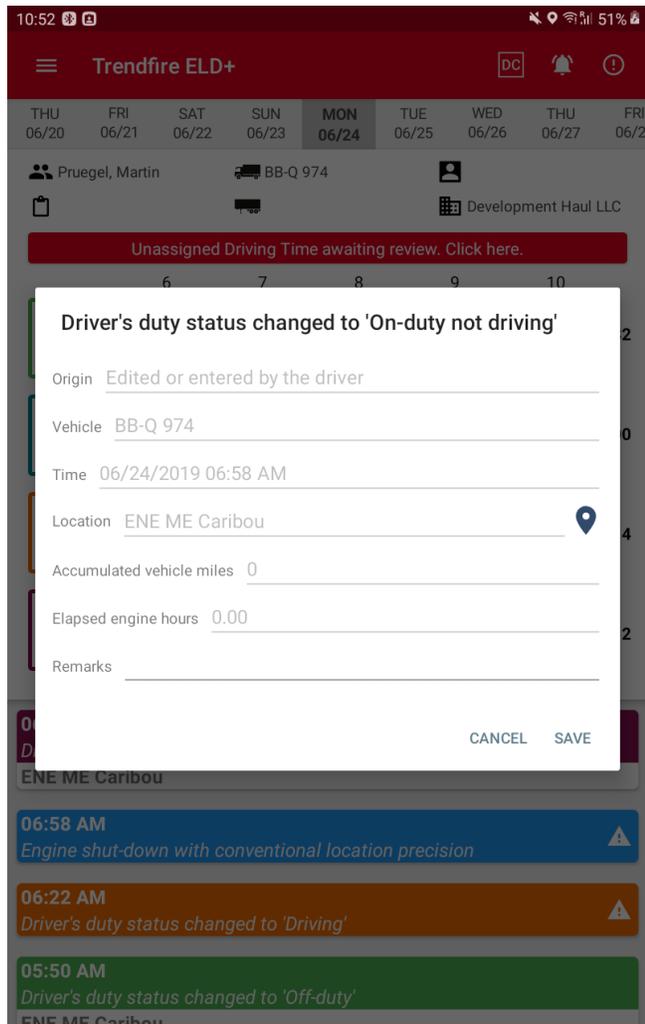
3.5   The Menu Screen

The **Menu** screen allows the driver to perform a variety of important functions related to ELD+ operation and logging, including inspection reporting. It can be accessed by tapping on the Menu Icon (shown above) on the Logs screen. The Menu screen will appear on the left side of the mobile device, overlaying the Logs screen (as shown). At the top of the Menu screen you will see the red **Menu** header, displaying either a single- or double person icon, with your name below. A single person icon (as in the example at right) indicates that you are signed in as the driver. A dual person icon indicates that you are signed in as a co-driver.

To the right of the user name is a **Double Arrow** icon. Tapping the double arrow icon will switch the driver and co-driver roles when team driving. *Note: This functionality is disabled when the vehicle is moving.*

Beneath the red **Menu** header is a set of icons and a list of the functions corresponding to each of them. These functions are described below.

 Note: The red numbers that appear next to certain functions indicate open items for that function that require action.

3.5.1   📋 Logs

Tapping the **Logs icon** will close the Menu screen and return the user to the Logs screen.
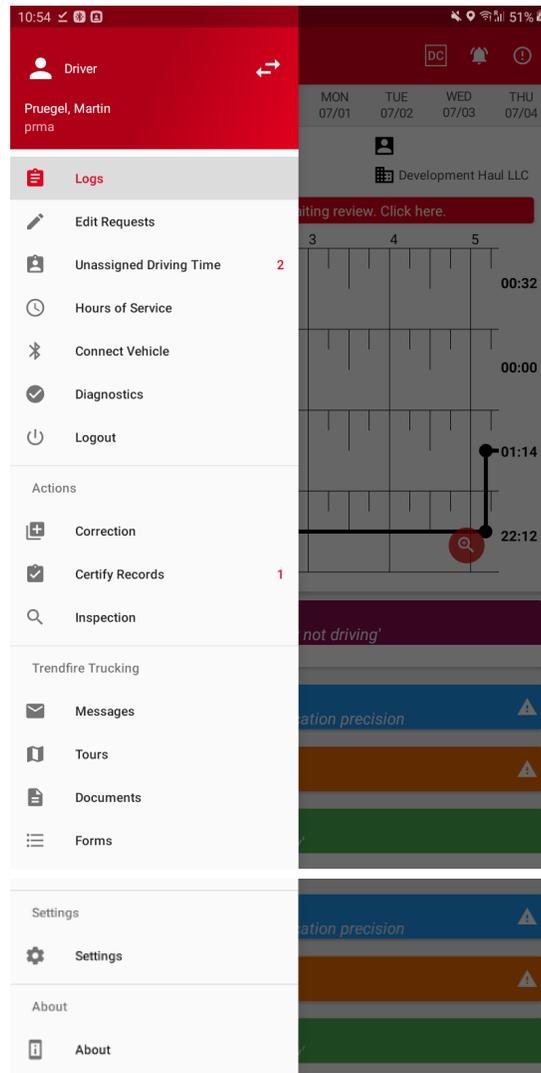
3.5.2 ✎ Edit Requests

Requests for edits to certain duty status events can be made when errors or oversights occur. Your company's Trendfire system administrator can assist you with this if you have a change to make. When one or more edit requests that affect your duty status have been made, a red number will appear on the **Edit Requests** line, indicating the number of outstanding requests. Tapping on the Edit Requests icon will show a list of these requests for your review (see the example at right).

Tapping on an individual Edit Request will provide you with a pop-up screen containing the detail on the request. This screen will allow you to either accept or reject the edit by selecting the appropriate response at the bottom of the detail box.
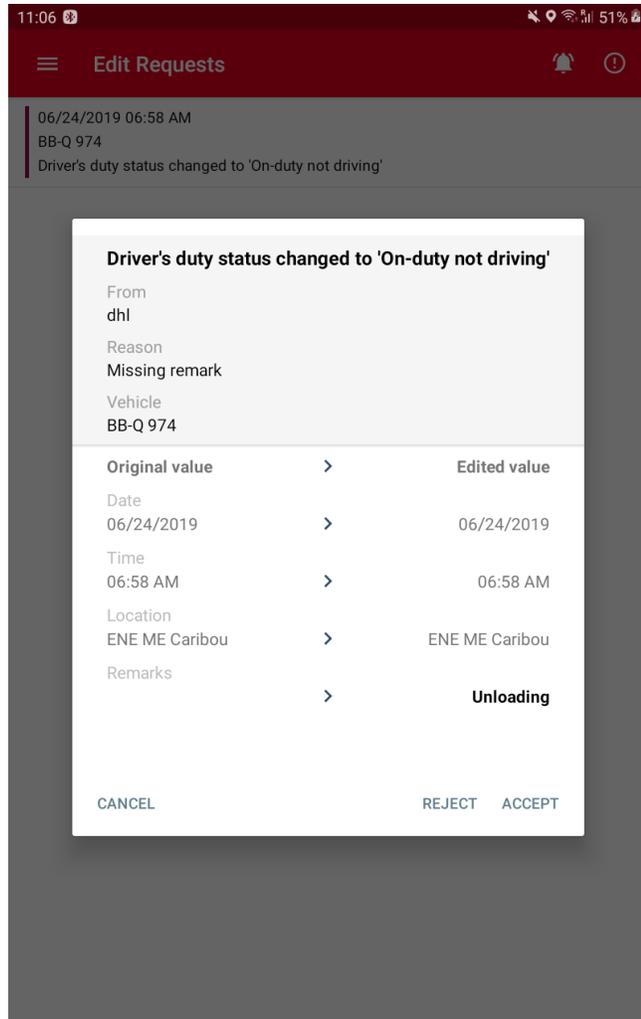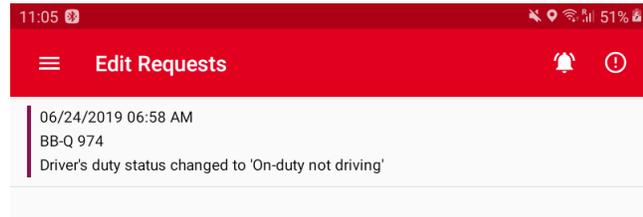
3.5.3 📇 Unassigned Driving Time

Several conditions can occur when the vehicle is in motion that will result in a failure to assign times to the appropriate driver. This might occur, for example, if a driver fails to log in and connect before starting to drive. ELD+ records all the information required about the vehicle while it is being driven. If no driver is connected while the vehicle is being driven this information is logged in an unassigned driving record which is then accessible by your company's Trendfire system administrator, as well as by any safety inspector. The information also appears, as shown at right, under the Unassigned Driving Time tab for review by the current driver immediately after logging in and connecting to the vehicle.
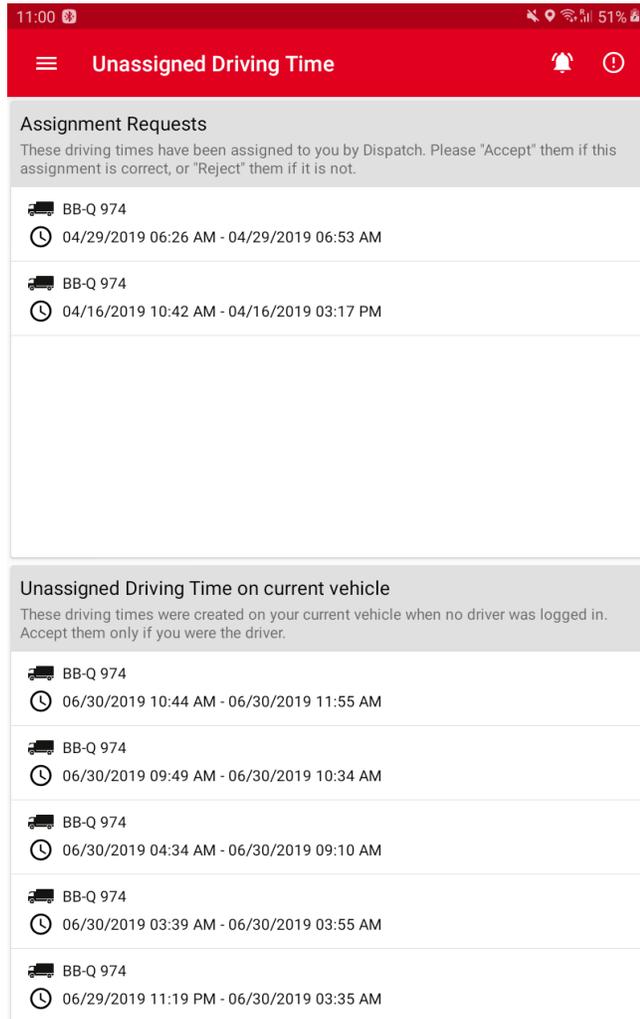
Tapping on any individual Unassigned Driving Time entry will provide the driver with a pop-up screen containing the window of unassigned time covered by that specific entry. This screen will allow you to either accept the unassigned time as yours, or reject it, by selecting the appropriate response at the bottom of the detail box.

Picture 1: Assignment Request
Picture 2: Unassigned Driving Time
Picture 3: Duplicate events popup

Note: If you reject an Unassigned Driving Time entry, it will continue to appear in your list until it has been accepted by another driver. As long as the time remains unassigned, it will be displayed.
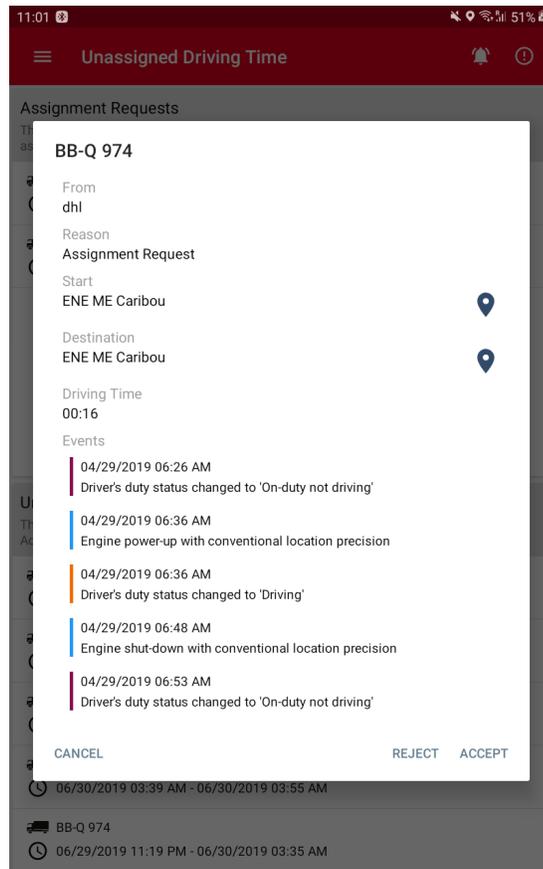
Requests for clarification concerning unassigned driving time can also be made by your company's Trendfire system administrator. In this case, in addition to the window of unassigned time being reviewed, the detail pop-up will also show the source of the request ("From: *requestor*"), and the reason for the request. You can accept the request (assigning the driving time in the window to yourself) or reject it by tapping the appropriate choice at the bottom of the detail screen.
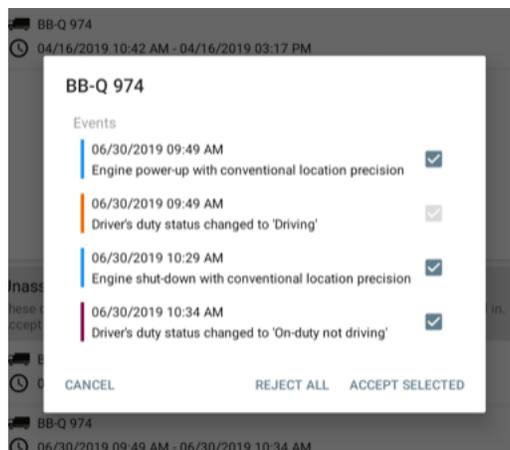
Finally, driving time event changes may be necessary if a driver and co-driver fail to switch roles when necessary. In these cases, the driving time can also be modified using a procedure similar to that outlined above. In such cases, both the driver and the co-driver must accept the change.
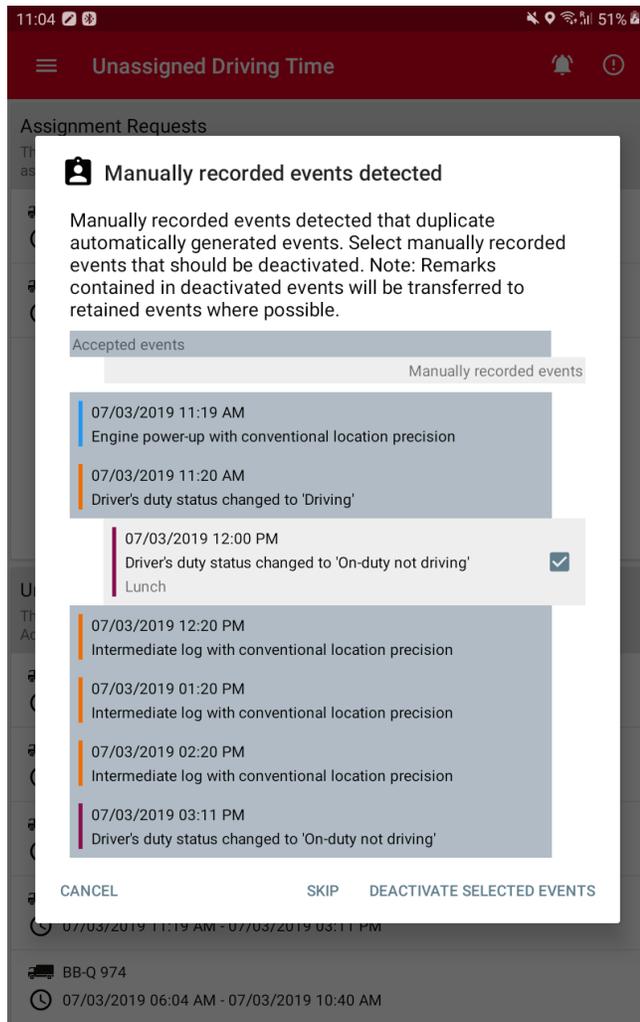
3.5.4 🕐 Hours of Service

The **Hours of Service** screen displays information summarizing an individual driver's day. This includes current on duty time, rest breaks, and driving limits (11-hour and 14-hour), as well as the amount of off duty time required for reset.

A driver will receive notifications (two hours, one hour and 15 minutes) before there is a violation and every 15 minutes after a violation occurs and the driver is not in a duty status that will bring him/her in compliance with the HOS rules.
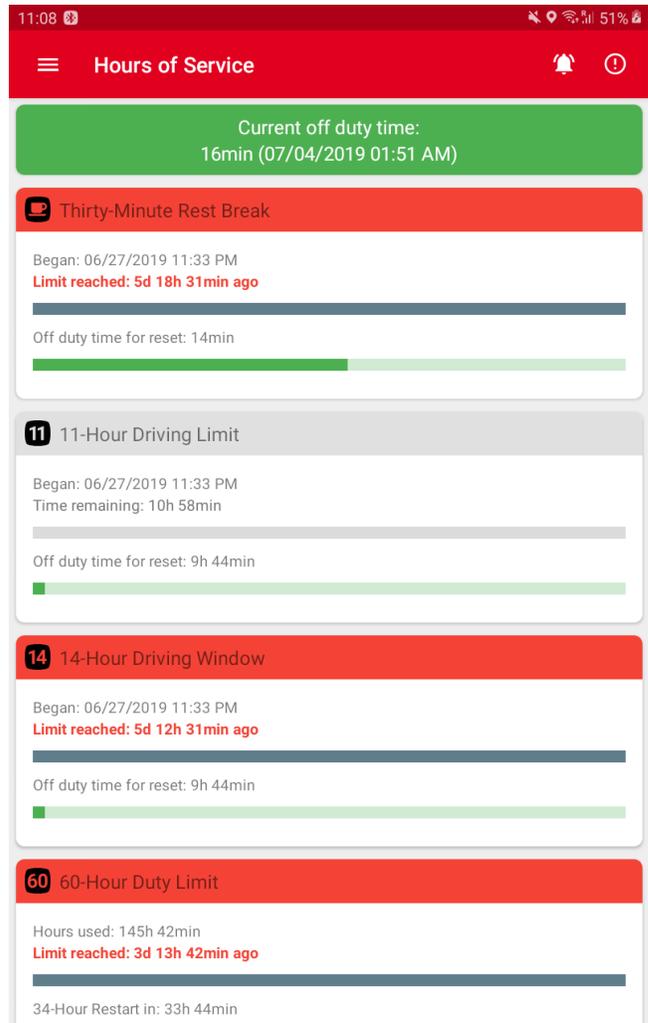
3.5.5   Connect Vehicle

After logging in, depending upon how your mobile device has been configured, you will see either the **Connect Vehicle** screen, shown here, or the **Logs** screen (discussed below). The **Connect Vehicle** screencan be used to immediately select the truck that you will be driving or, if you don't wish to select your truck right away, you can tap "Continue without Vehicle" and proceed to the **Logs** screen**.**

3.5.6   ✅ Diagnostics

ELD+ continuously monitors for events that are outside the range of normal operations. Such events are rare, but if they do occur they must be logged as diagnostic events. The **Diagnostics** screen displays a list of data diagnostic events that have occurred.

Some diagnostic events are transient, while others indicate a problem that must be addressed by Trendfire support personnel. While you will normally not have to deal with these, if you see a diagnostic event indicating a malfunction that has been in the list for more than 24 hours, you should report it either to your company's Trendfire system administrator, or to info.us@trendfire.com.
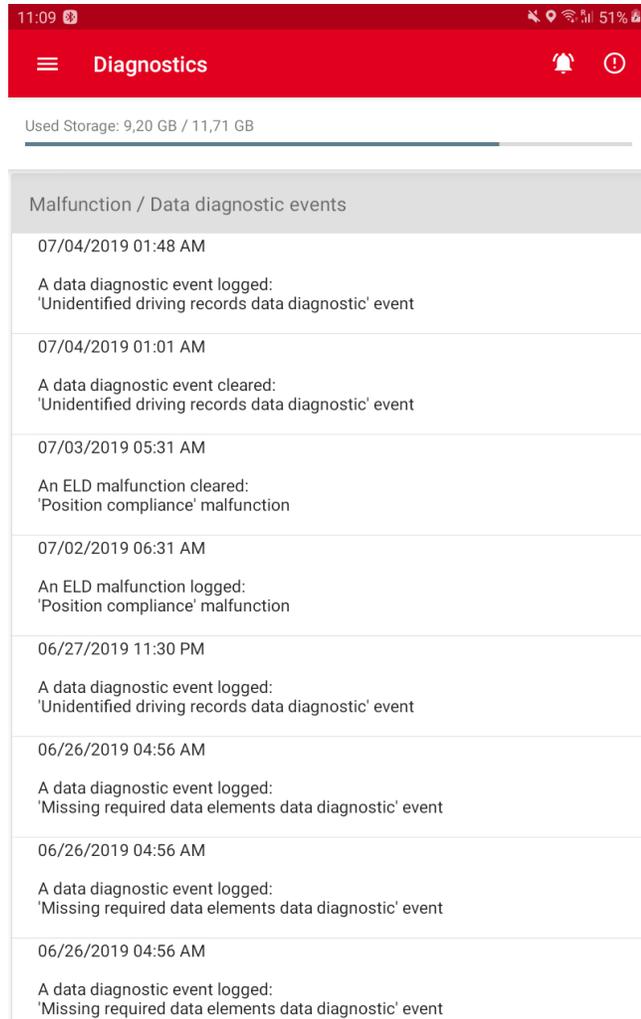
3.5.7 ⏻ Logout

Tapping the **Logout** tab in the menu will sign the driver out from the system. The driver will be prompted to certify any open records as explained in section 3.5.9. The driver will not be logged out until all open records have been certified.

Note : Logging out does not put you "off duty." If you do not select "off duty" stat us prior to logging out your "on duty" time will continue to accrue. You will be reminded of this at the time you logout.

⏻ **Logout**

You are logging out while still on duty. Do you want to change to "Off Duty" before logging out?

NO   YES
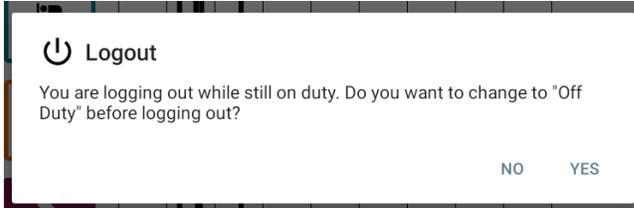
3.5.8   Correction

Under certain conditions, a driver can correct an error that s/he has made in the RODS entries (e.g., if s/he forgets to switch to "Off Duty" at the end of the day). In order to correct an entry, do the following:

- Select Correction from the Menu
- Choose the correct duty status that you wish to enter
- A calendar popup will appear; select the date on which the change is to be made
- A clock popup will appear; select the time at which the corrected duty status should begin
- A Remarks popup will appear; enter an explanation for the correction, then select "OK"

Note: This corrected duty status entry will begin on the date and time you entered it, and end at the time of the next duty status entry that follows that time.
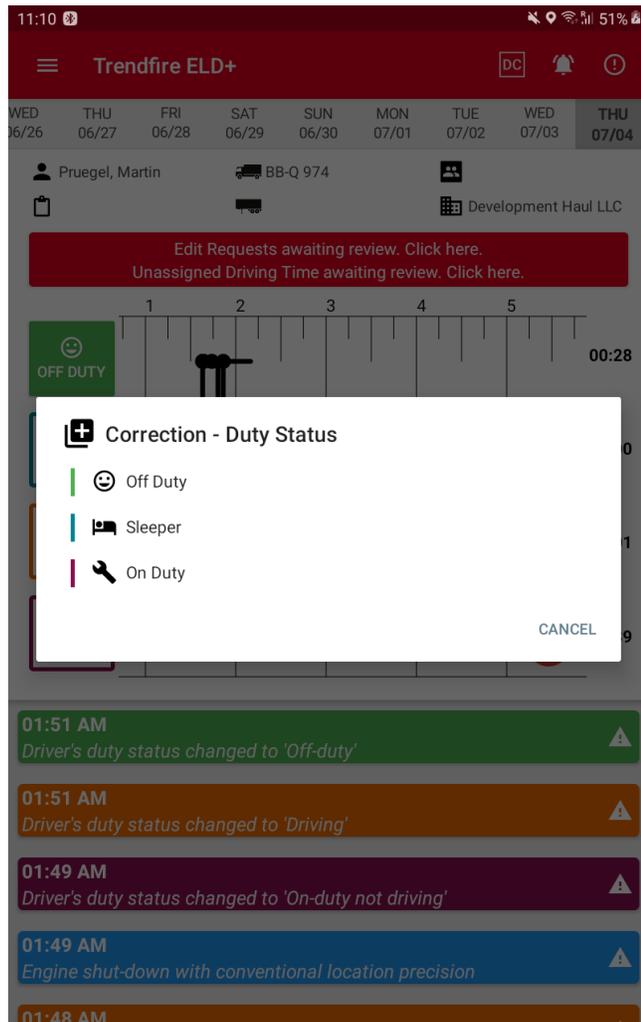
3.5.9 ☑ Certify Records

Drivers are required to certify that their records of duty status are accurate and correct. The ELD rule requires that you certify your records for the previous 24-hour (day) period. For this reason, ELD+ provides three separate options for you to certify your entries. These are:

(a) When you first log in, or return to the app under certain conditions, if you have any duty status records that have not been certified you will see the pop-up screen shown at right. You may either delay certification by tapping NOT READY or certify all outstanding open records by tapping AGREE.

(b) If you see on the **Menu** Screen that you have uncertified records, you can tap the **Certify Records** icon. This will provide you with the opportunity to certify these open records.

(c) Finally, when you log out of ELD+ you will be required to certify your duty status records.

Important note: Certification is the equivalent of signing a legal document. Do not certify records that are not yours!
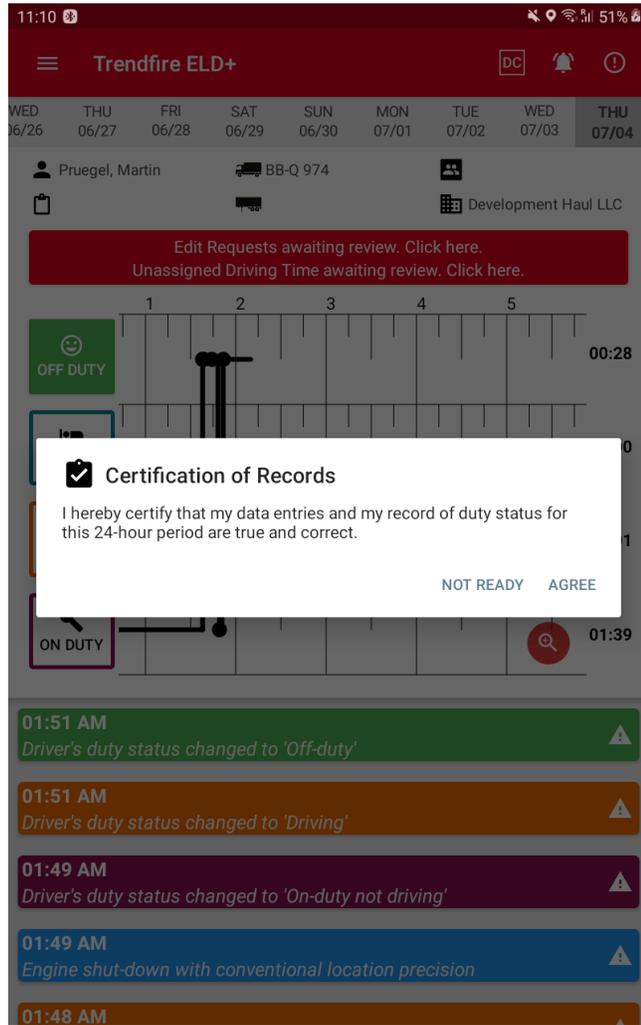
3.5.10 🔍 Inspection

Making the HOS portion of safety inspections as easy as possible is a primary objective of Trendfire ELD+. By tapping the **Inspection** icon, ELD+ provides you with three methods (as required by the ELD mandate) for delivering hours of service logs and other required information to a safety inspector or law enforcement officer. Two of these, **Web Services** and **Email**, electronically transfer the required log information to an inspection and review location. The third, **Display**, results in the immediate display of your logs on the mobile device for inspection.

Note: The safety inspector or law enforcement officer will specify the method to be used for data transfer and inspection. The driver should simply tap the appropriate option.
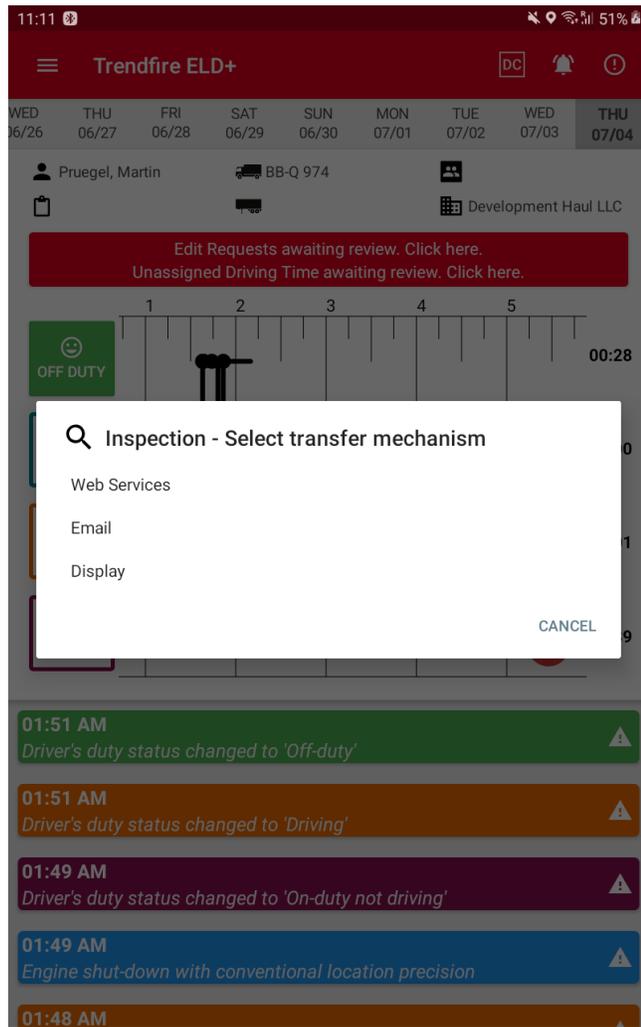
Selecting either the Web Services or the Email transfer mechanisms will result in the pop-up screen shown at right. You should enter an Output file comment, provided by the safety inspection officer, into the pop-up box. After entry, simply tap OK.
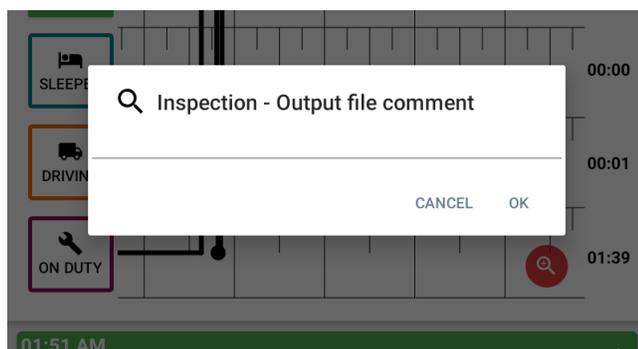
After tapping "OK", the selected transfer mechanism will transmit the required information. A verification that this transmission has been successful will appear as a pop up, as shown here. In addition to verifying that the transmission succeeded, the transfer mechanism and the Output file comment will also be verified.

07:21 AM	*Driver's second certification of a daily record*	⚠
11mi W CA Shafter		
All events logged prior to this event are certified		

> Request for transmission of data successful!
> Transfer method: Web Services
> Output file comment: test

07:21 AM	*Inte...*	*...al location precision*
12mi SW CA Wasco		

07:20 AM	*Driver's duty status changed to 'Driving'*	⚠
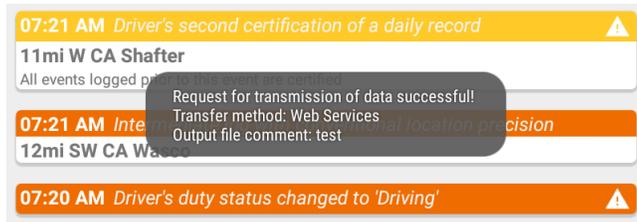
If you are required to physically show your log to the safety inspection officer, the **Display** option should be selected. This will bring up the **Inspection View** screen shown at right. Scrolling down will allow all the required log information to be viewed.

Notes:
(1) Tapping on the left (<) or right (>) icons will allow the inspector to page through the RODS by date.
(2) Tapping on the down arrow icon opposite the driver name will allow the inspector to examine any unassigned driving times associated with this vehicle.
(3) From the **Inspection View**, *tapping the disk (save) icon will export the log data to a .pdf. This file can be printed or saved offline, at your discretion.*

Inspection View

Pruegel, Martin

06/25/2019 >
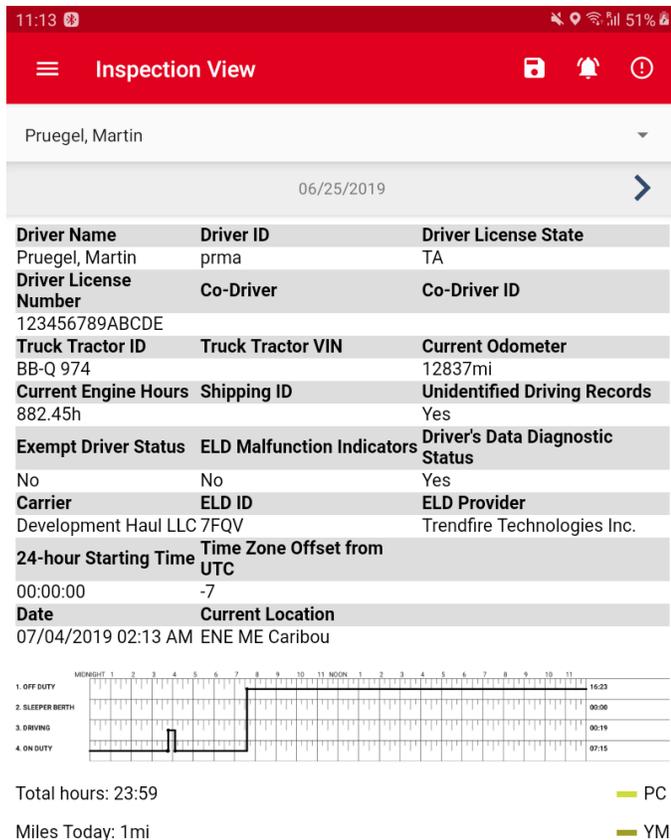
Driver Name	Driver ID	Driver License State
Pruegel, Martin	prma	TA
Driver License Number	**Co-Driver**	**Co-Driver ID**
123456789ABCDE		
Truck Tractor ID	**Truck Tractor VIN**	**Current Odometer**
BB-Q 974		12837mi
Current Engine Hours	**Shipping ID**	**Unidentified Driving Records**
882.45h		Yes
Exempt Driver Status	**ELD Malfunction Indicators**	**Driver's Data Diagnostic Status**
No	No	Yes
Carrier	**ELD ID**	**ELD Provider**
Development Haul LLC	7FQV	Trendfire Technologies Inc.
24-hour Starting Time	**Time Zone Offset from UTC**	
00:00:00	-7	
Date	**Current Location**	
07/04/2019 02:13 AM	ENE ME Caribou	

Total hours: 23:59   — PC

Miles Today: 1mi   — YM

Change of Duty Status, Intervening Interval Records and Change in Driver's Indication of Special Driving Conditions:

Time	Location	Odometer	Engine Hours	Event	Origin	Comment
07:36 AM	ENE ME Caribou	49mi	2.00h	Driver's duty status changed to 'Off-duty'	Edited or entered by the driver	
04:07 AM	ENE ME Caribou	0mi	0.00h	Driver's duty status changed to 'On-duty	Automatically recorded by	

3.5.11   Trendfire Trucking

This section of the menu provides direct access to the Trendfire Trucking application features (when installed).
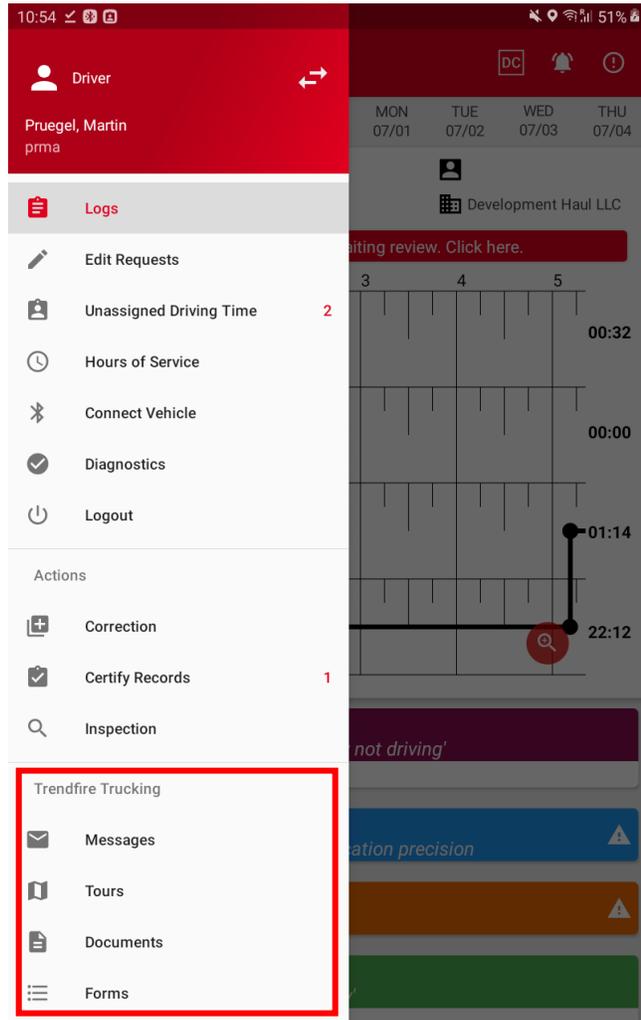
3.5.12   ⚙ Settings

The Settings option is used to customize various features of the ELD+ app. The driver can:

- Choose to display or not display location names on the duty status graph
- Toggle the display of driving times on and off
- Select whether, when initially logging in or switching days, the duty status graph is positioned at the start of the day (midnight), or at the current time
- Toggle to select whether you'd like your device's screen to always remain on when connected to power allowing Trendfire ELD+ to run in the foreground
- Choose Interstate rules vs Interstate rules: California
- Choose whether to select a vehicle immediately upon login, unless "preselect last selected vehicle" has been turned on in settings
- Choose if you'd like a reminder to deselect vehicle when switching to "off duty"
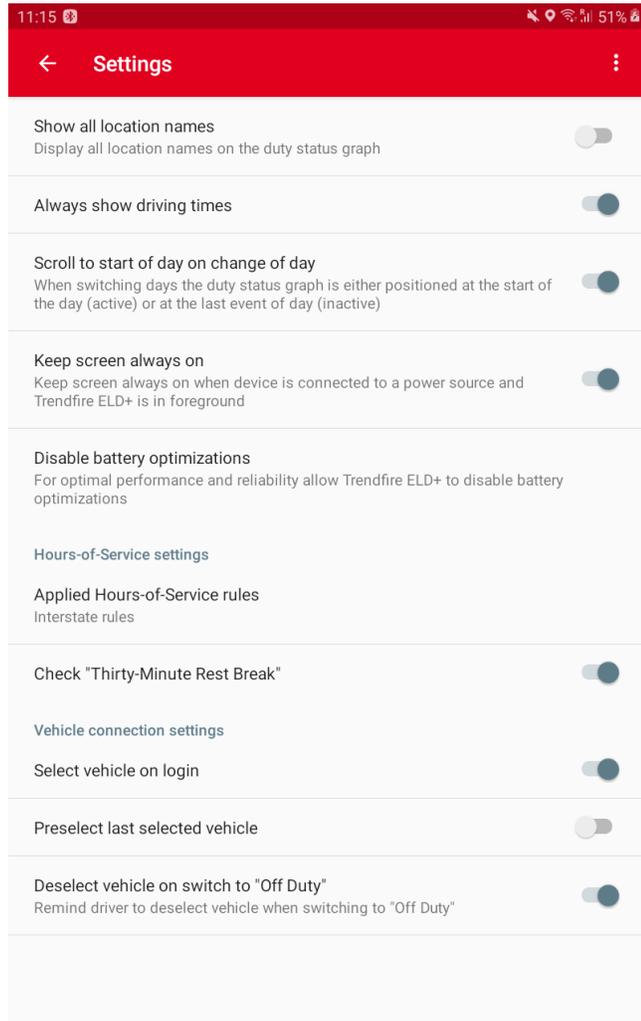
3.5.13 ⓘ About

The About option provides information needed to maintain and support the ELD+ system. The driver will rarely need to access this option, and only when requested by your company's Trendfire system administrator to transmit diagnostic information. This is done simply by tapping "Send Diagnostic Report". The About screen can be exited by tapping OK.

Trendfire ELD+

Version: 2.2.18_RC2_65c1f4d

Current data status: Synchronized

Device information
Brand: Samsung
Model: SM-T395
Provider: Vodafone.de | DATA ONLY
IMEI: 358205080670063

LICENSES   SEND DIAGNOSTIC REPORT   OK
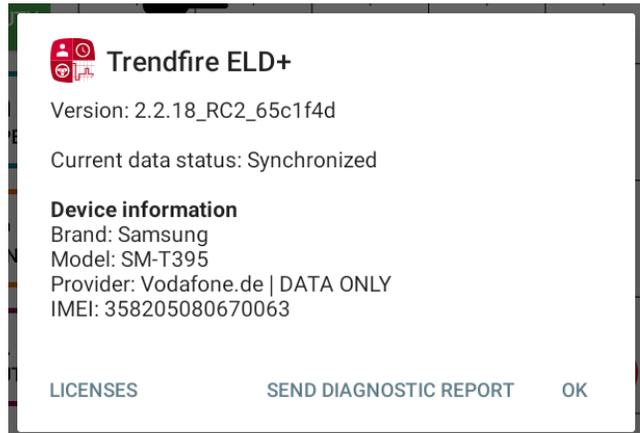
4. ELD+ Operating Requirements & Installation Information

The Trendfire ELD+ system for the recording, maintenance, data sharing, and display of hours of service (HOS) records of duty status (RODS) and other required information is a part of the overall Trendfire Technologies telematics solution for fleet management. The Trendfire Technologies basic telematics package, together with a mobile access device running the Trendfire ELD+ app, provides all needed software and hardware components for ELD and other fleet management functions. A description of the Trendfire Technologies Telematics solution can be found at www.trendfire.com.

4.1   System Overview

ELD+ consists of a mobile application (mobile app) that is linked via a wireless connection to a Trendfire Telematics Unit (TTU). The TTU is integrated by a direct connection into the vehicle's electronic control and monitoring systems. This connection provides all the data required by ELD+. The mobile app, running on an Android platform, gives the driver the ability to perform all the functions needed for the recording, maintenance (including editing and annotating) and provisioning of information as required by the FMCSA ELD mandate.

4.2   Installation

ELD+ is an integral part of the Trendfire Technologies telematics solution. Installation of the ELD+ management software is one step in the overall installation process and includes the installation of the ELD+ app on whatever mobile device(s) will be used by the driver(s). Once the ELD+ app has been enabled, it will be kept up-to-date through the Google Play Store's automatic updating facility. If for any reason Trendfire ELD+ has not been configured, it is easily added by following these simple steps:

1. Log on to the mobile device (phone or tablet) that is used by the driver to access the Trendfire system.
2. Locate the Google Play Store app, and open it
3. Search for "Trendfire"
4. When the list of Trendfire apps appears, tap on the icon for "Trendfire ELD+".
5. Click "Install"

ELD+ will be installed and will now appear as an available shortcut. As with any app, you can position it on the mobile device screen as you wish.