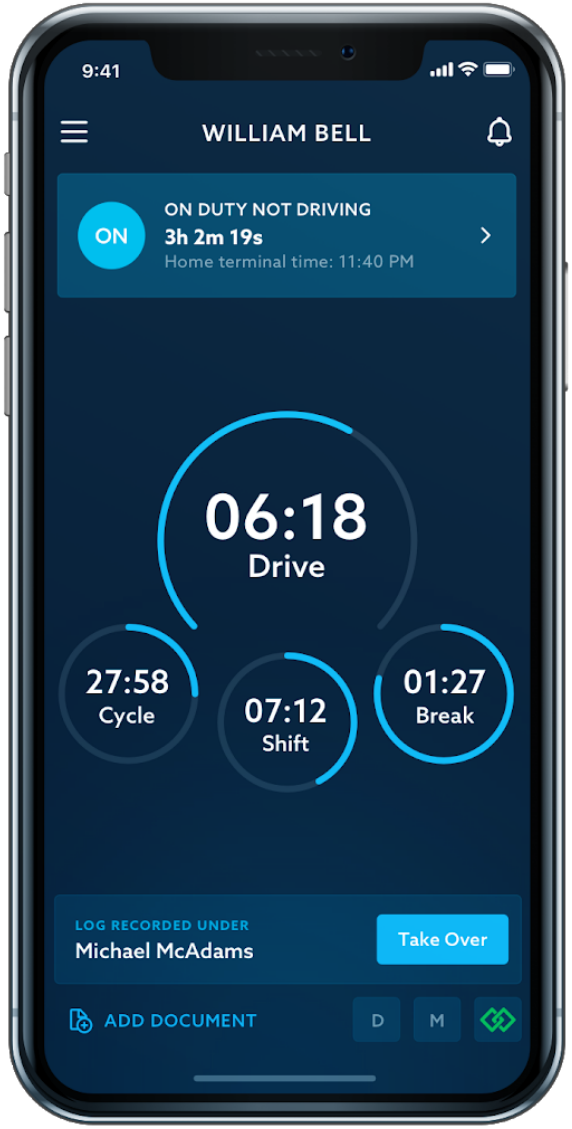

EZ LYNK

ELD Driver Manual

GET CONNECTED®

WHENEVER AND WHEREVER™

844-439-5965 • support@ezlynk.com

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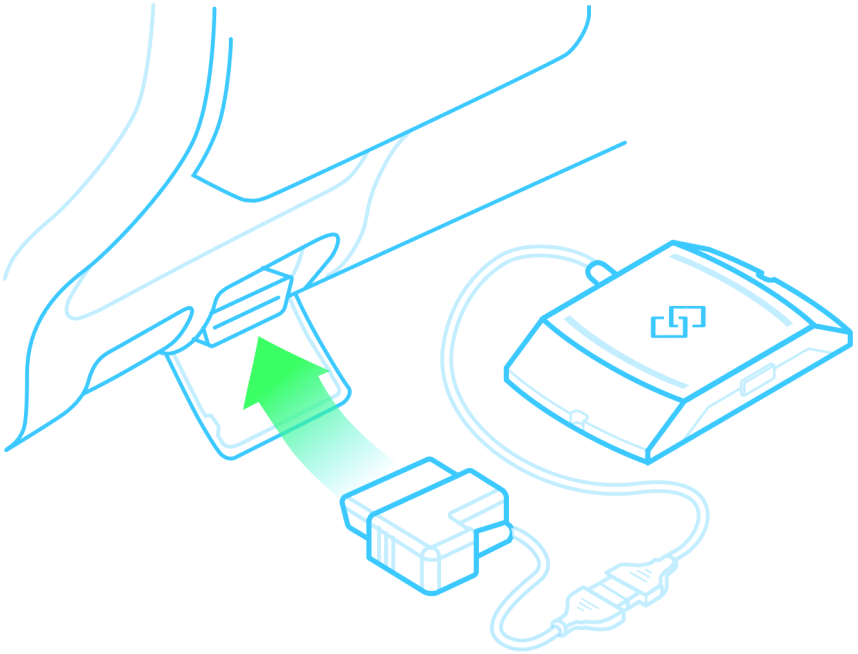
Getting Started

If this is your first time using EZ LYNK ELD, please follow all steps in this section first. If you already completed all getting started steps, please skip to the **Daily EZ LYNK ELD System Usage** section.

Step One: Connect your Auto Agent device to a vehicle

01. Make sure that the Engine Diagnostic cable is connected to your Auto Agent.

02. Connect the Engine Diagnostic cable to the OBD-II port.



AUTO AGENT™ — THE FUTURE OF DIAGNOSTICS™

Step Two: Create an account

In accordance with FMCSA regulations, a Fleet Manager of the CMV company must create a new driver account. Once a Fleet Manager creates an invitation, an email with registration details will be sent to you.

01. Tap the link provided in the registration email.

02. Fill out the registration form providing all requested details and tap the Submit button.

03. Proceed to Step Three.

Step Three: Download and install the app

You can download and install the EZ LYNK ELD App for iOS and Android devices.

Search for "**EZ LYNK ELD**" on the App Store for devices running iOS and on Google Play Store for devices running Android.

Download and install the "EZ LYNK ELD" app appropriate for your device.

For proper ELD operation, the date and time on your mobile device have to be accurate. To ensure compliance with the FMCSA regulations, please enable or verify that the Automatic date and time setting is enabled on your mobile device.

Step Four: Pair EZ LYNK ELD app with your Auto Agent device

01. Make sure an Auto Agent device is connected to your vehicle's data port, as described in "Step One: Connecting Auto Agent device to a vehicle" and place your ignition in the On position without starting the engine.

02. Connect your mobile device via Wi-Fi to the Auto Agent using the procedure appropriate for your device.

02.01. Open your device **Wi-Fi Settings**

02.02. Select **EZLYNK_XX...** (where XX... are characters of the Auto Agent serial number, printed on the bottom of the device, for example, BCKJ4QS6)

02.03. Verify that the status is displayed as "Connected"

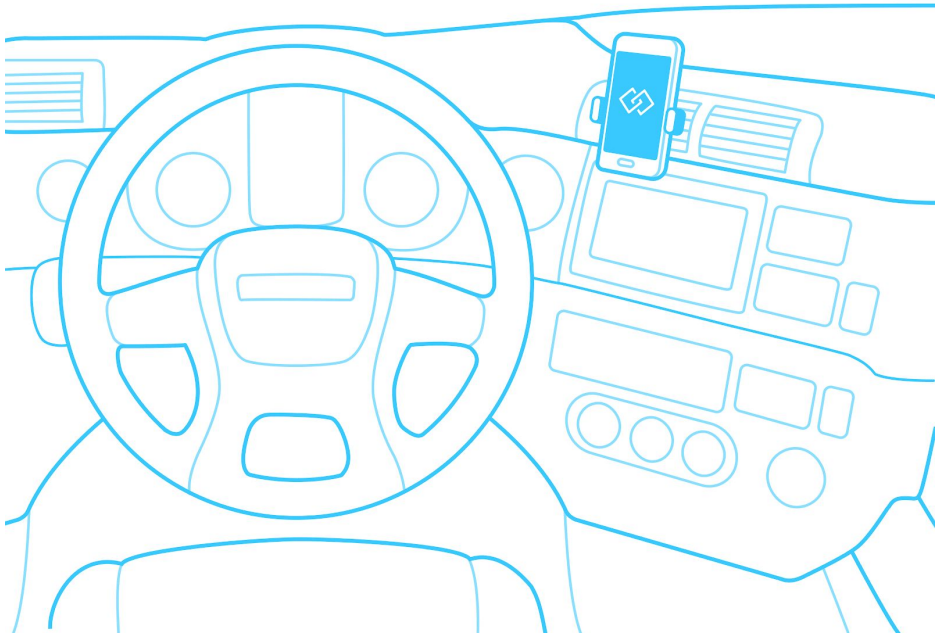
03. **Enable** or verify that **GPS** service is enabled on your mobile device.

04. Launch the EZ LYNK ELD app on your device.

05. **Allow** EZ LYNK ELD app to access device location on the alert presented on initial launch.

Step Five: Secure your mobile device on the vehicle dashboard

Mount the mobile device running EZ LYNK ELD app on the vehicle dashboard. Make sure it is secure and will remain mounted while operating the vehicle. Verify that the mobile app is clearly visible from a normal seated driving position.

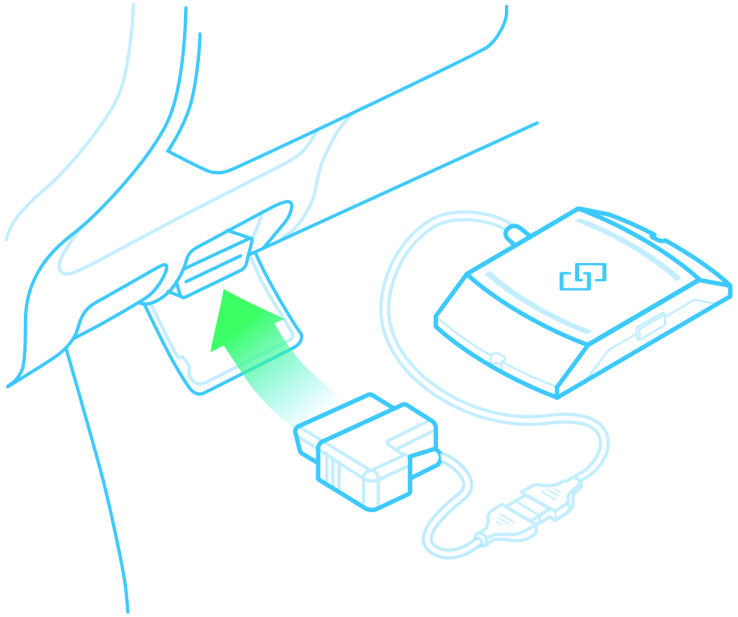


Daily EZ LYNK ELD system usage

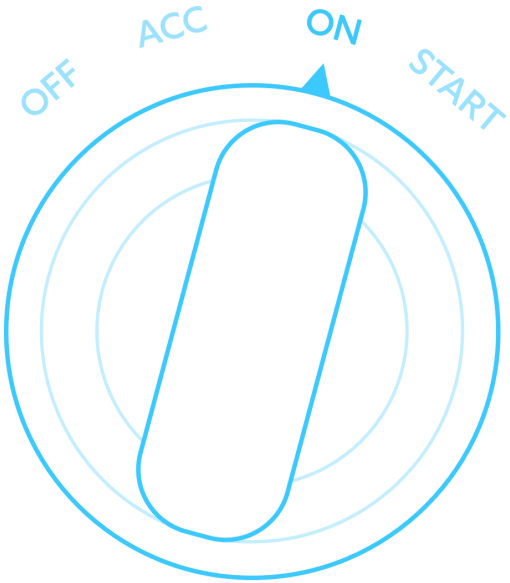
PEACE OF MIND ANYTIME, ANYWHERE™

Follow the steps described in this section on a daily basis to ensure the most accurate performance of the EZ LYNK ELD System and compliance with the FMCSA regulations. Don't close the app or shut down the mobile device while ELD System is active. Any deviations from the process are not recommended and will be done at your own risk.

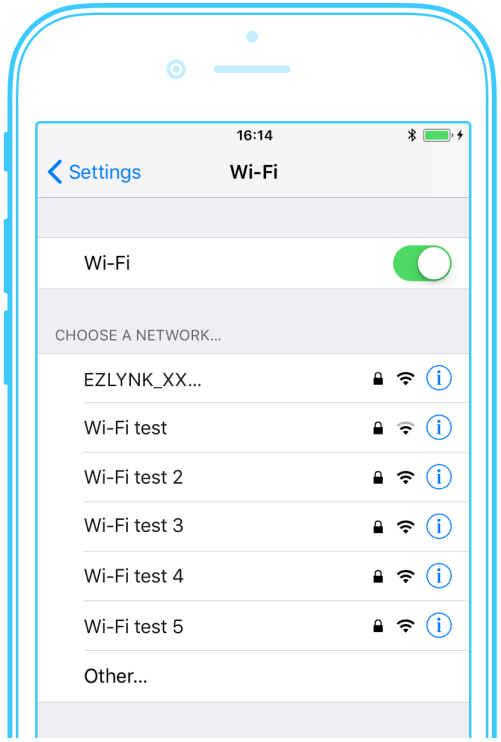
01. Verify that the Auto Agent device is connected to the vehicle's data port.



02. Place your ignition in the **ON** position without starting the vehicle engine.



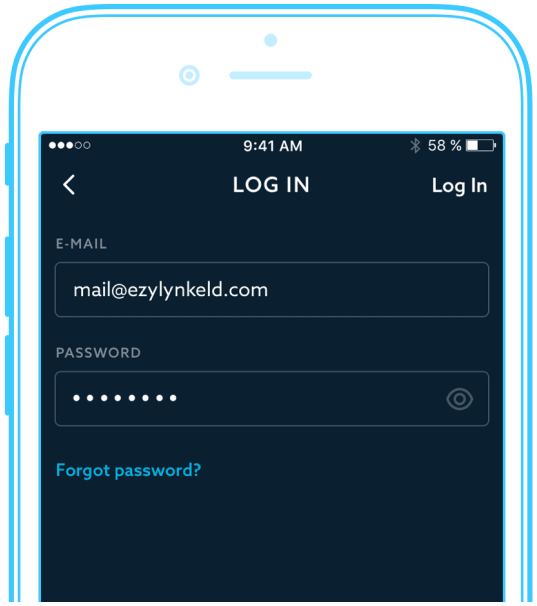
03. Verify that your mobile device is connected to the Auto Agent Wi-Fi via your device **Wi-Fi Settings**.



04. Launch the EZ LYNK ELD app by tapping the "**EZ LYNK ELD**" icon on your mobile device.

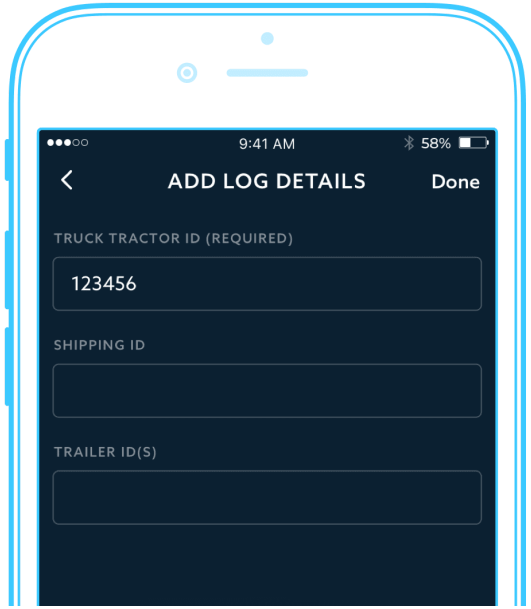
Important: for proper ELD operation, the app must remain active on the screen of the mobile device at all times until engine is shut down.

05. Log in to the app using your email address and the password created during registration.

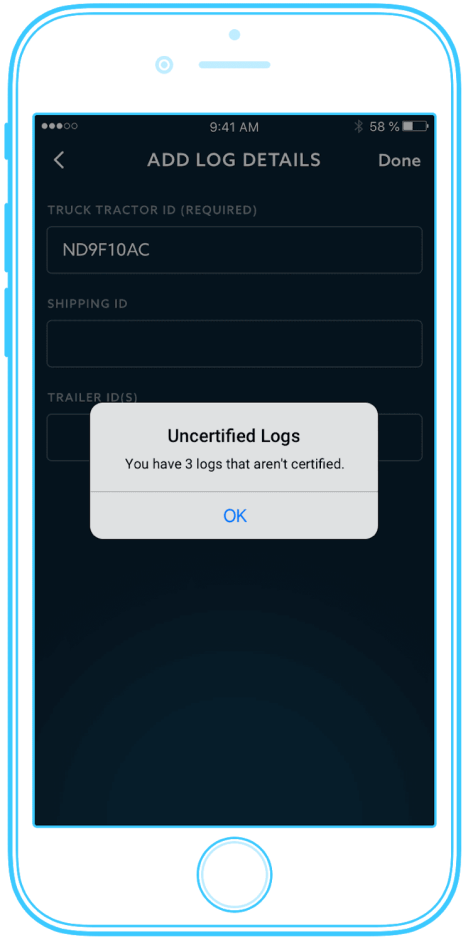


06. Enter the required information on “Add log details” screen and tap the **checkmark** or **Done** in the top right corner to submit:

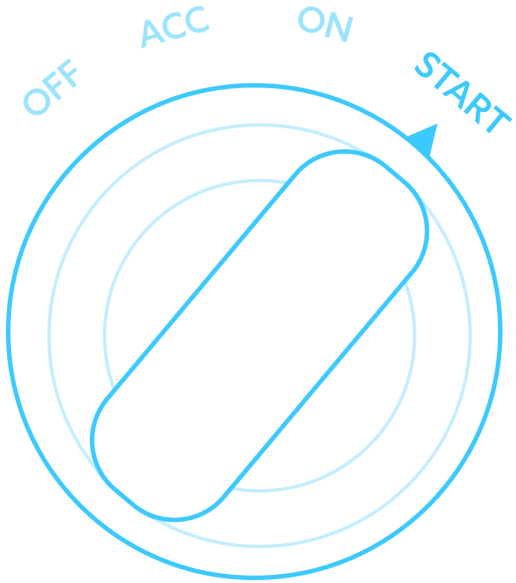
- Truck Tractor ID is a required field, used for RODS;
- Shipping ID is required if your company uses Shipping IDs;
- Trailer ID(s) is an optional field; you can enter up to 3 IDs separated by spaces.



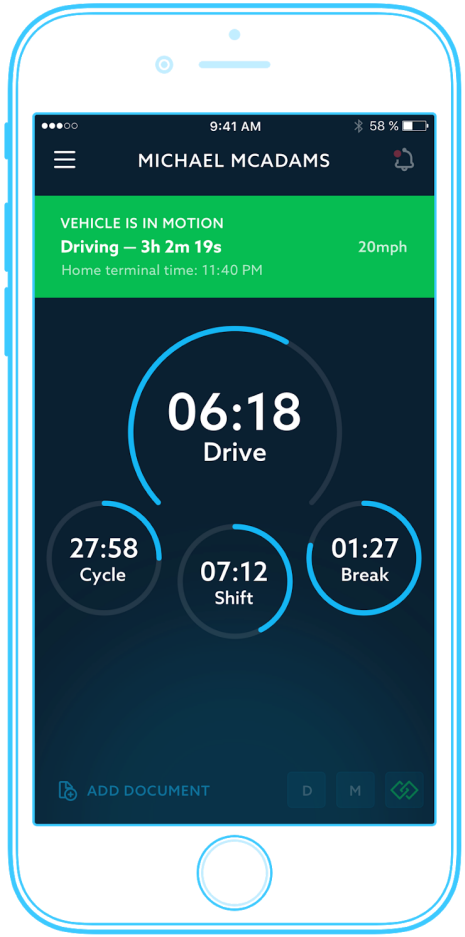
07. Review alerts, if any are presented, and take any necessary actions.



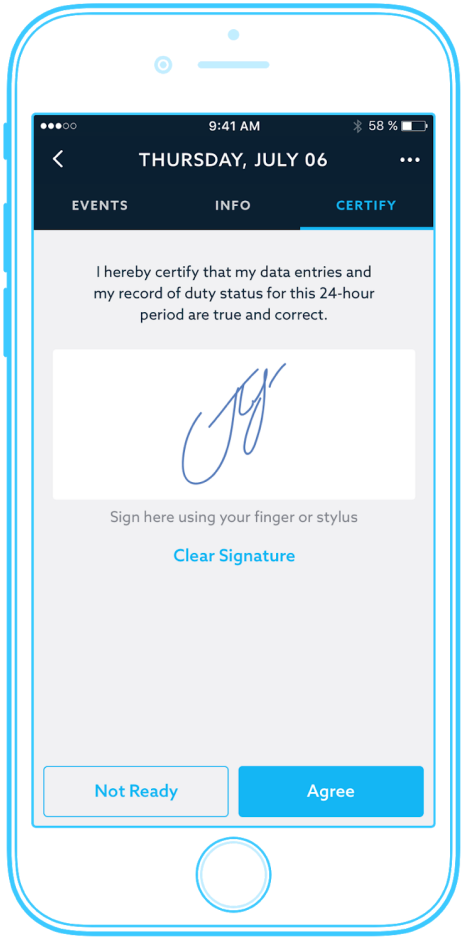
08. Start your vehicle engine.



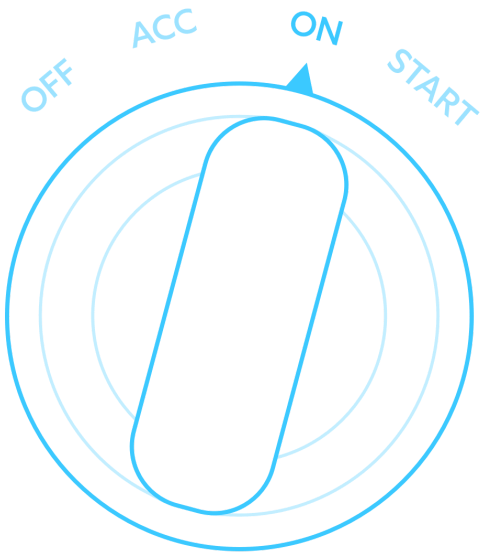
09. Perform your daily duties recording duty statuses, as appropriate throughout the day.



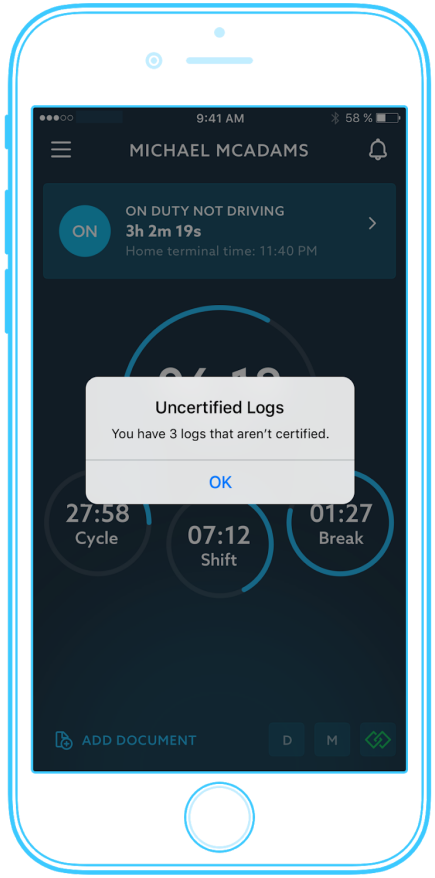
10. **Review and sign** your daily log at the end of each day.



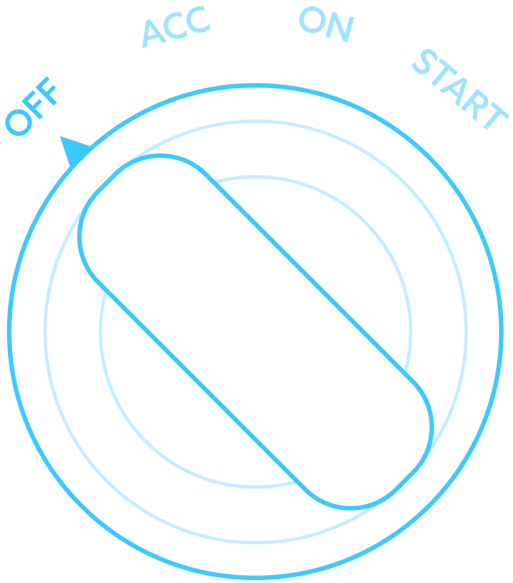
11. Shut down your vehicle engine, put the ignition in the ON position if you have not already done so.



12. Log out at the end of work. **Review and take action** on any presented alerts.



13. Turn off the vehicle ignition and close the app.

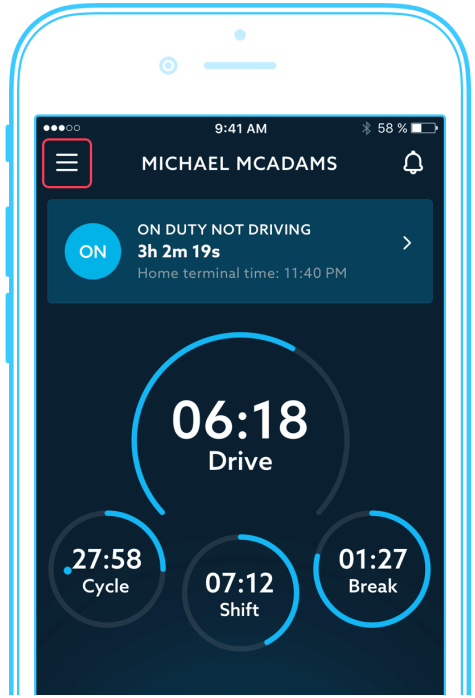


How to provide logs for DOT Inspection

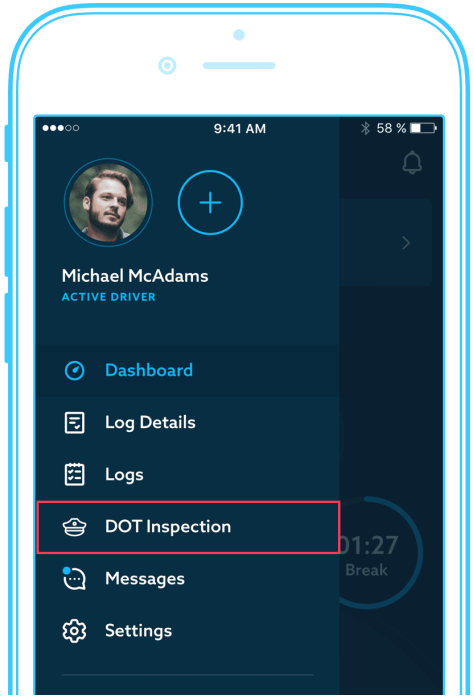
The EZ LYNK ELD app provides an FMCSA required option to inspect your daily logs on screen (the last 7 days plus current 24 hours) or send them to an FMCSA official.

To access **DOT Inspection mode**:

01. Tap the **icon** to access navigation menu.

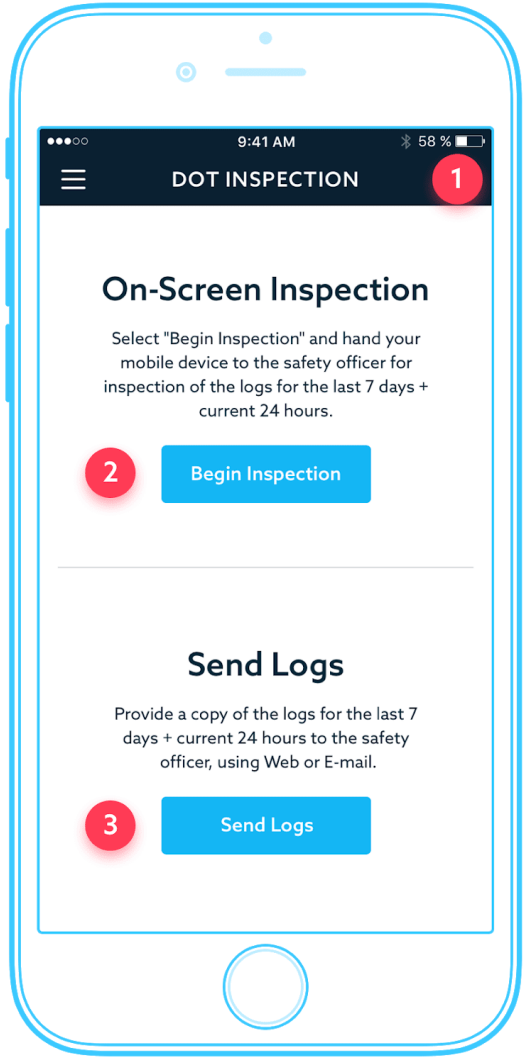


02. Tap to select **DOT Inspection**.



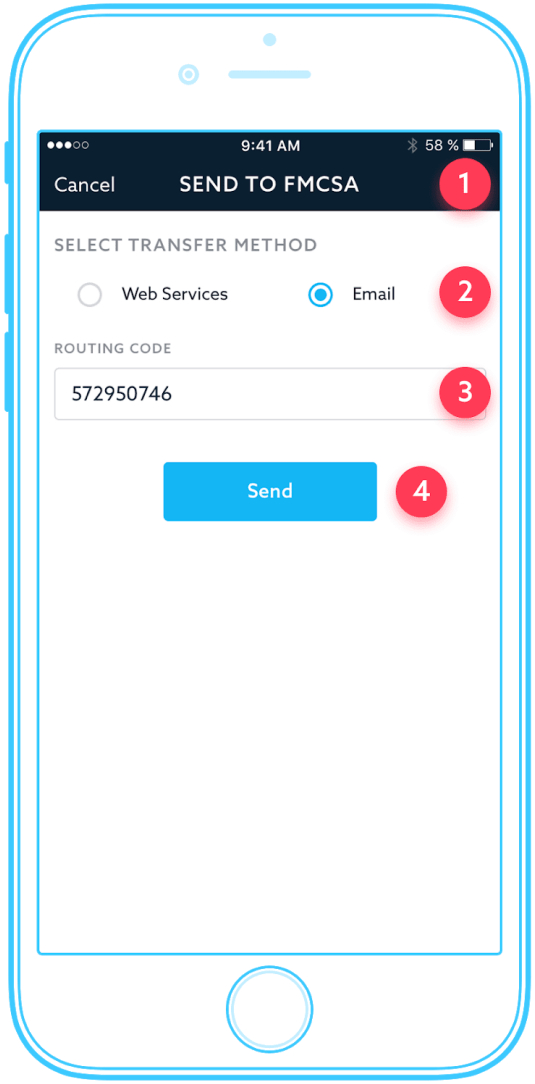
DOT Inspection screen provides you with several options:

1. **Header** with the screen name and access to the app navigation menu.
2. **Begin Inspection** button to start on-screen log inspection.
3. **Send Logs** button to access the interface to send required logs to FMCSA.



Selecting **Send Logs** on DOT Inspection screen will open **Send to FMCSA screen** with the following options:

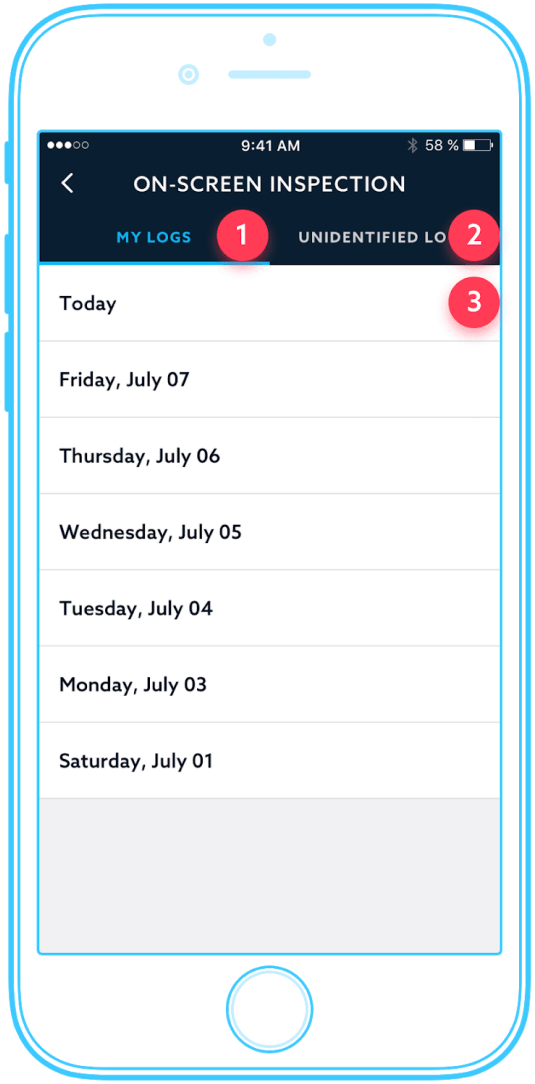
1. **Header** with the screen name and a button to cancel the action and return to the previous screen.
2. **Selection of transport**: Web Services or Email.
3. **Routing code** text field to enter optional comment or routing code provided by the inspecting safety official.
4. **Send** button to complete the action and send the required logs to FMCSA.



Selecting **On-Screen Inspection** on DOT Inspection screen will open a screen with a list of required logs for:

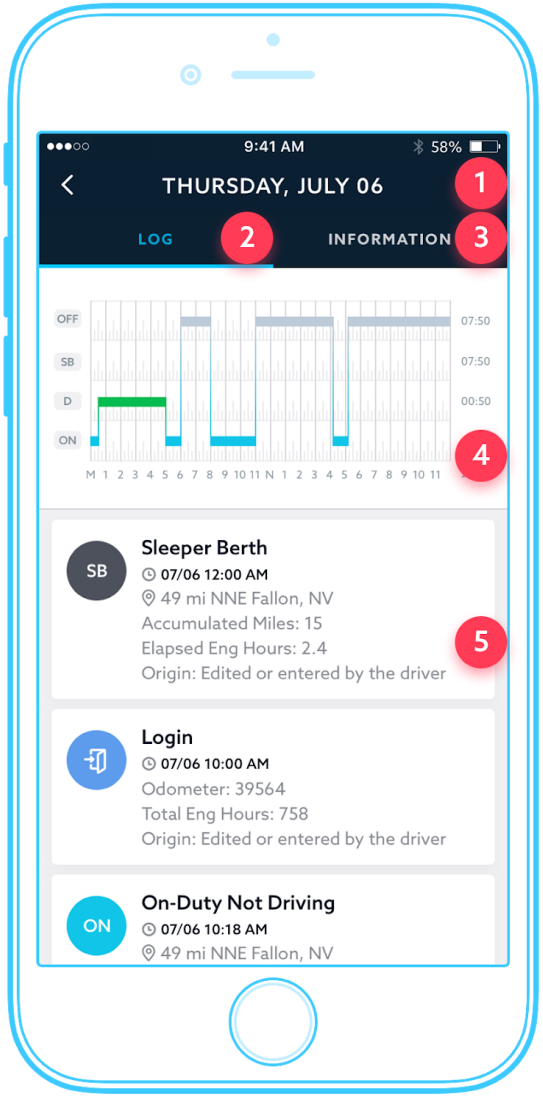
1. **Current driver** in My Logs tab.
2. **Unidentified driver** logs, if any exist on the current vehicle, in Unidentified Logs tab.
3. A **list of logs** sorted by date with the current 24 hours log at the top.

Tap to open any log for on-screen inspection.



A daily log opened for on-screen inspection will have the following elements:

1. **Log name with a back button** to return to the list of logs.
2. **Log tab** opened by default, with a 24-hour grid and a list of events.
3. **Information tab** to open and view log info for the daily log.
4. **24-hour grid view** with a graphical display of duty statuses and their duration.
5. **List of events**. Events will provide all information required for inspection.



Tapping **Information tab** will open a screen with the **list of required information** for the viewed daily log.

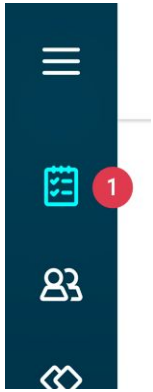
How to Send Files With 30+ Days Of RODS

EZ LYNK ELD is able to produce a data file or a series of data files of ELD records for a subset of its drivers, a subset of its vehicles, and for a subset of the 6-month record retention period, to be specified by the safety official (see 4.9.2(b)). Steps outlined below are to be completed by a Fleet Manager or a CMV company employee in web-app.

1

Login to Fleet Manager Dashboard

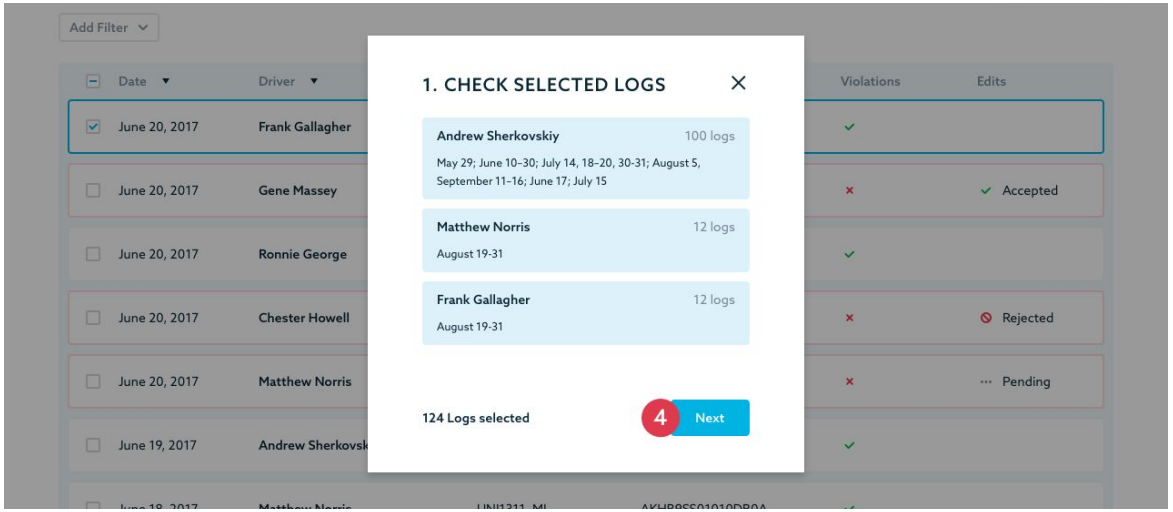
and open **Logs page**.



2 Using filters specify desired **Driver(s)**, **Vehicle(s)** and **Date Range**.

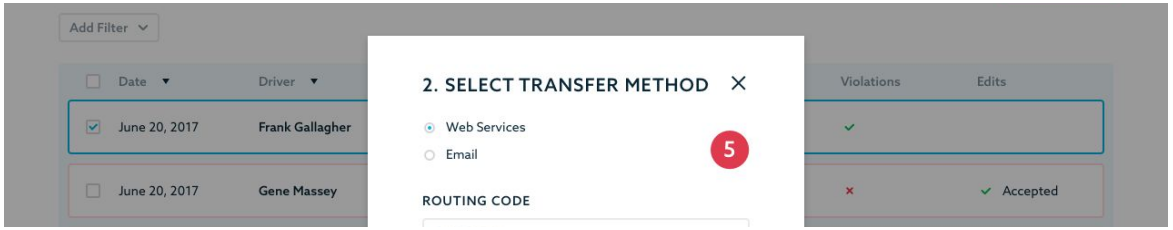
3 Select logs to be sent to FMCSA and click **Send to FMCSA.**

4 Verify selected logs and click **Next**.



5 Select transfer method (web or email) and enter routing code or comment provided by a safety officer.

6 Click **Send** button.



Dashboard Overview

The dashboard provides a single point of access to all functionality available within the app and to relevant information, as outlined in the sections below.

Dashboard header section

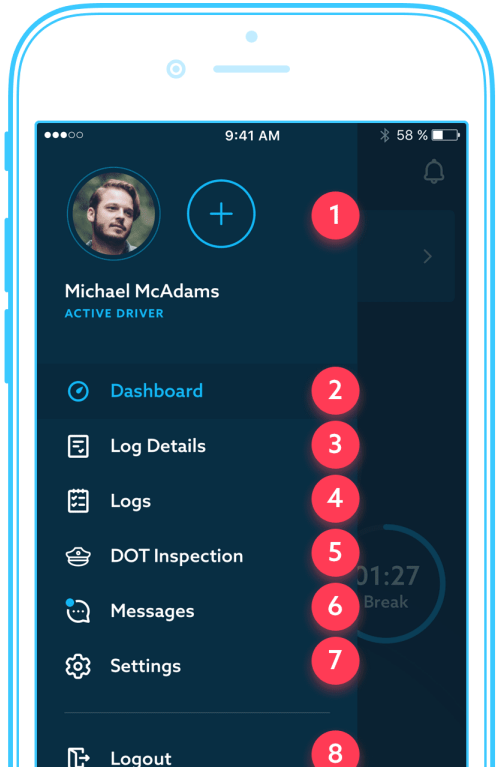
Provides access to App Navigation menu, the name of the current driver, and Alerts indicator.

1. Tap the icon in the top left corner to access **Navigation menu**.
2. **The header** will display the name of the currently authenticated driver who is using the application.
3. **Alerts indicator** will provide a single point of access to the Notification center with all alerts relevant to the current driver and ELD system.

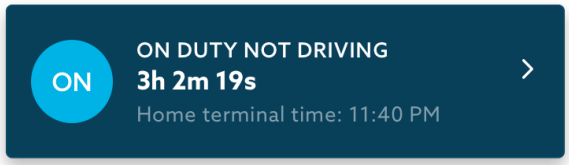
The dashboard will be the default interface presented to you upon a login, and it can be accessed from any other section by using navigation menu.

The navigation menu will provide access to the following app functionality:

1. Information about **currently signed in driver** and an option to add a co-driver, as described [later in this document](#).
2. **Dashboard** link to access the app dashboard interface.
3. **Log Details** link to access information about current log and connected vehicle.
4. **Logs** link to access a list of the daily logs available in the app for the currently active driver.
5. **DOT Inspection** to access the FMCSA required one-click option to send logs or view them on screen.
6. **Messages** to access chat with your Fleet Manager.
7. **Settings** link to access the screen with options to configure multiple aspects of the app.
8. **Logout** link to end the current work session and log the driver out of the app.



Current Duty Status indicator



Provides a clearly visible information about your current duty status and the time duration in your current duty status.

Duty Status will be displayed using a verbal description, for example, “ON DUTY NOT DRIVING” and one of the Duty Status Icons:

D

DRIVING — can be set manually or will be set automatically once the vehicle is in motion.

ON

ON DUTY NOT DRIVING — can be set manually or will be set automatically if the vehicle maintains a speed of 0 mph for 5 minutes and the driver does not respond to a prompt from the system within 1 minute.

OFF

OFF DUTY — should be set manually by the driver once all work is completed and at the end of the day.

SB

SLEEPER BERTH — should be set manually by the driver when using a sleeper berth that meets the requirements of the safety regulations.

PC

PERSONAL USE — a special status which is set manually by a driver who has Authorized Personal Convenience Use special condition enabled for his/her account by a Fleet Manager.

YM

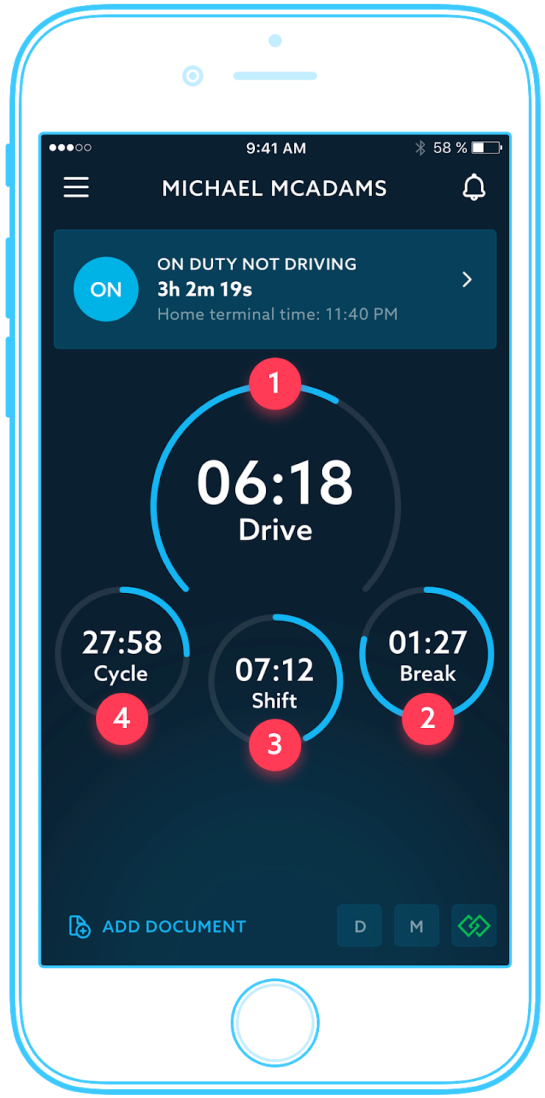
YARD MOVES — a special status which is set manually by a driver who has Yard Moves special condition enabled for his/her account by a Fleet Manager.

Tapping a duty status will open a screen where you can change your duty status manually, as described later in this guide.

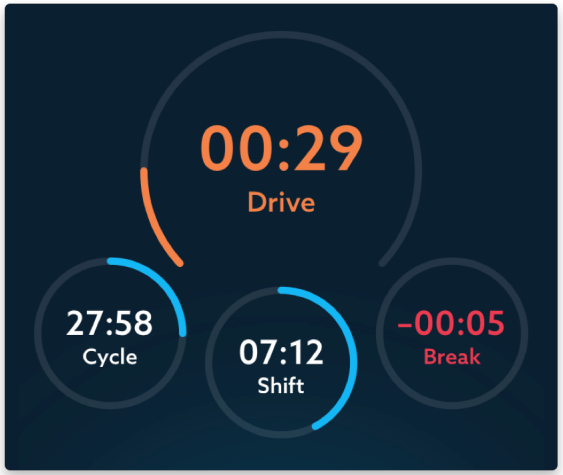
Current HOS compliance countdown timers

Timers will show your current compliance with Federal Hours of Service rules based on Cycle rules, Property type and Reset values selected for your logs during registration or through the App Settings.

1. **Drive** — displays the Driving time remaining in a shift. The countdown begins once Driving status is active.
2. **Break** — displays the time left before a required 30-minute break. The countdown starts on activated Driving status.
3. **Shift** — displays the time left in a shift during which permitted Driving time can be used. The countdown begins on active “On Duty Not Driving” or “Driving” duty status.
4. **Cycle** — displays the time left in the currently active cycle. The countdown begins from the start of a new cycle and is recalculated at the start of each new day.

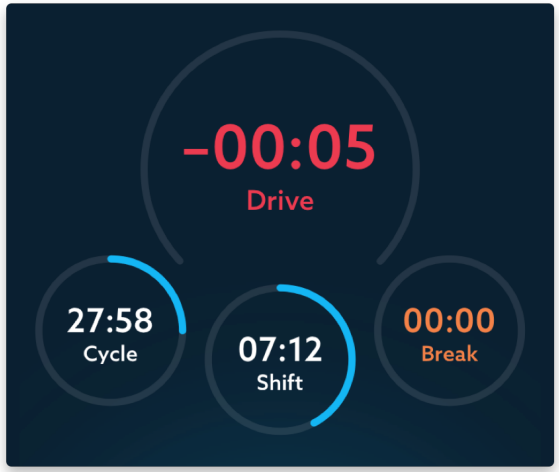


When there are **less than 30 minutes left** on any counter, the app will change the time counter to orange to highlight that the limit is approaching.



Once the **limit is reached** for any of the displayed HOS counters, it will stay orange and display 00:00.

If you **continue driving**, the counter will turn red and begin a reverse countdown with a minus sign.

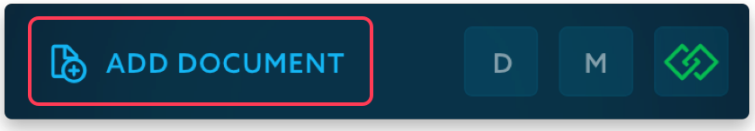


Dedicated bottom panel bar

Provides a clear view and direct access to several elements.

Add document

Tapping this button opens a dialog allowing you to Add Document to the current day's log by taking a photo of the document or selecting a previously taken photo from the Gallery, as described in Add supporting document section.



Data Diagnostics and Malfunction indicators

The dashboard has a Data Diagnostics and Malfunction indicator to provide FMCSA required visual indication.

Normal view when no data diagnostic events or malfunctions are registered in the system.

The indicator will turn orange and display an exclamation point icon when a **Data Diagnostic** event has occurred.

The indicator will turn red and display an exclamation point icon when a **Malfunction** has occurred.

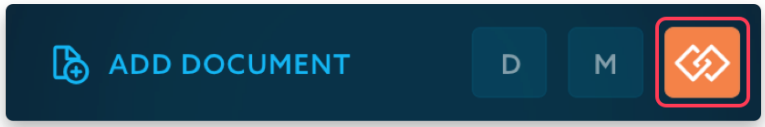
Please refer to Handling Malfunction and Data Diagnostic Events section for details on the handling of these events.

ELD System Status Icon

The icon provides a quick overview of the overall ELD System status. The icon is color-coded to indicate current status:

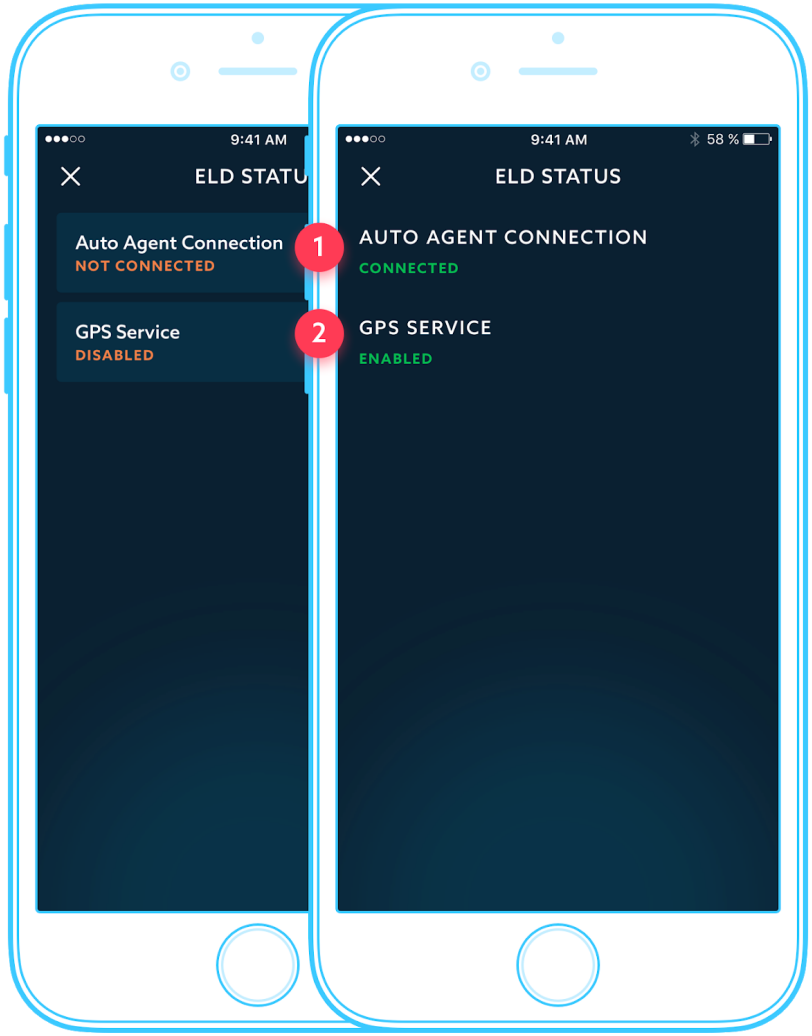
Green — all systems are fully operational.

Orange — there is an issue with ELD system that should be corrected prior to operation.



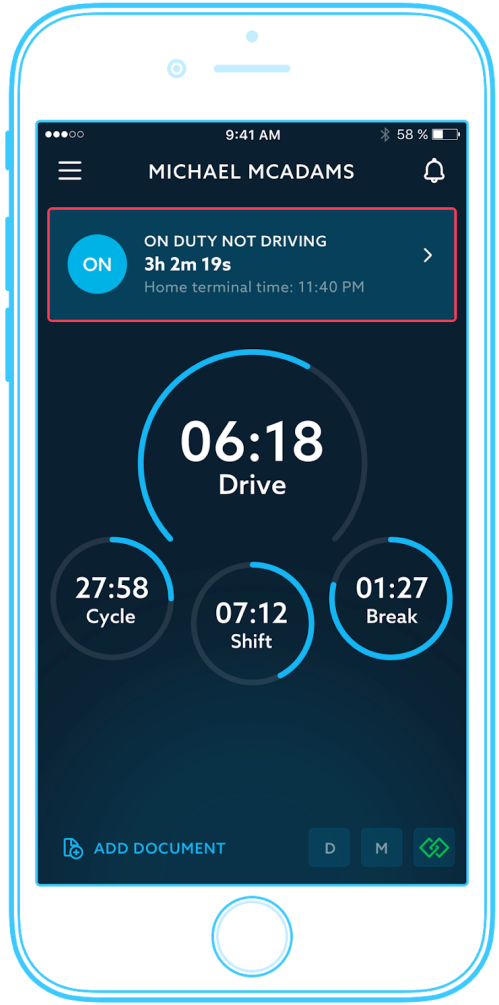
Tapping the status icon will open a new page with detailed information about ELD System status:

1. **Auto Agent Connection** Can be “CONNECTED” or “NOT CONNECTED”.
2. **GPS Service** Can be “ENABLED” or “DISABLED”.



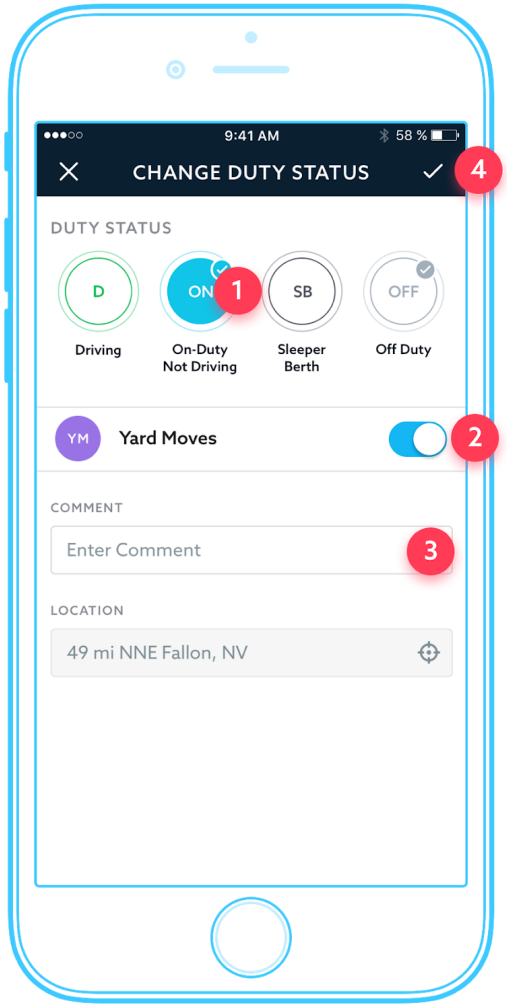
How to change Duty Status

You can change your Duty Status by tapping the **Duty Status Indicator** on the dashboard. This will open a Change Duty Status screen.



1. Tap to select the desired Duty Status: it will be filled with the corresponding color on selection
2. If necessary, select a **special condition** (such as Yard Moves or Personal Use)
3. Enter a **Comment** (required for special condition).
4. Tap the **checkmark** in the top right corner to set the new duty status.

   If a Location was not auto-determined and you are currently connected to the vehicle, the app will prompt you to enter **Location**.



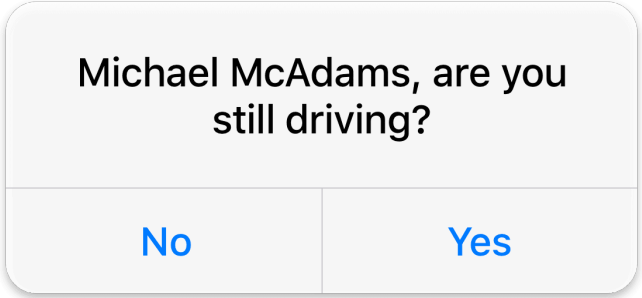
NOTE: You will be able to see the Yard Mover and Personal Use of CMV options only if your Fleet Manager has authorized them for your account in the Back Office.

Automatic Duty Status recording

EZ LYNK ELD will automatically change your duty status to Driving when the vehicle is in motion.

If the vehicle stops and is not moving for 5 consecutive minutes, the app will prompt you to confirm your Driving status with an alert:

- Tapping **No** will set your duty status to **On Duty Not Driving**;
- Tapping **Yes** will leave your duty status as **Driving** and will show the prompt every 5 minutes if the vehicle remains motionless.



If you don't respond to a prompt within 1 minute, EZ LYNK ELD app will set your duty status automatically to **On Duty Not Driving**.

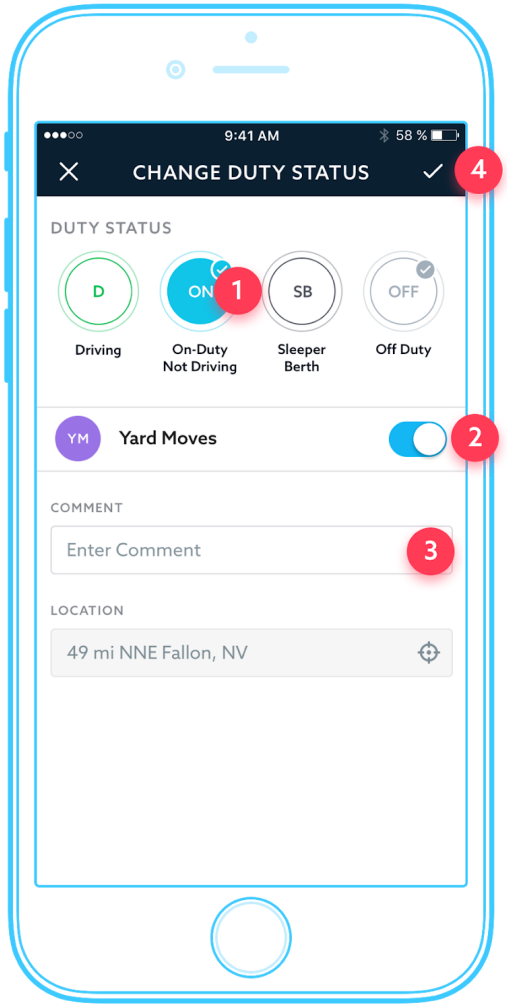
Setting Yard Moves special condition

If the option to use Yard Moves special status has been authorized for your account by your Fleet Manager, you can change your duty status to Yard Moves as follows:

Tap the **Duty Status indicator** on the dashboard.

1. Tap **On Duty Not Driving**.
2. Tap **Yard Moves** switch to enable or disable the special status.
3. Enter a **Comment** (required for special condition).
4. Tap the **checkmark** in the top right corner to set the status.

   If a Location was not auto-determined and you are currently connected to the vehicle, the app will prompt you to enter **Location**.

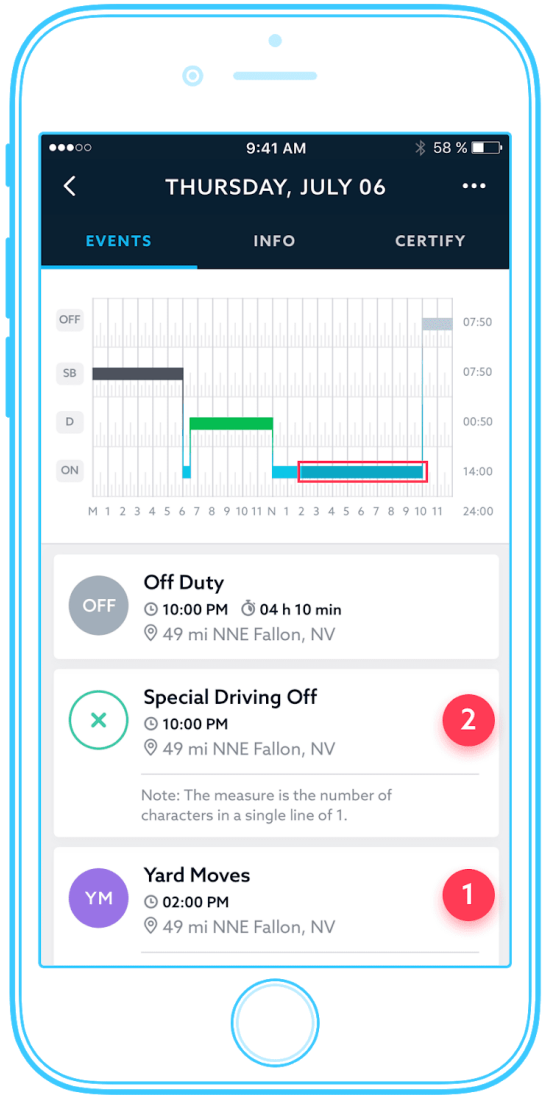


In the case when the Yard Moves option is "**On**" and the Auto Agent or CMV engine goes through a power off cycle (the driver turns it off then on), the app will reset the Yard Moves option to "**Off**".

The app will display the duty status on a grid view as **ON** (On Duty Not Driving) with a darker color status line with light borders:

The event list will record two events:

1. **Yard Moves** — at the start of the special duty status.
2. **Special Driving Off** — when you turn off the special status or it is auto reset.



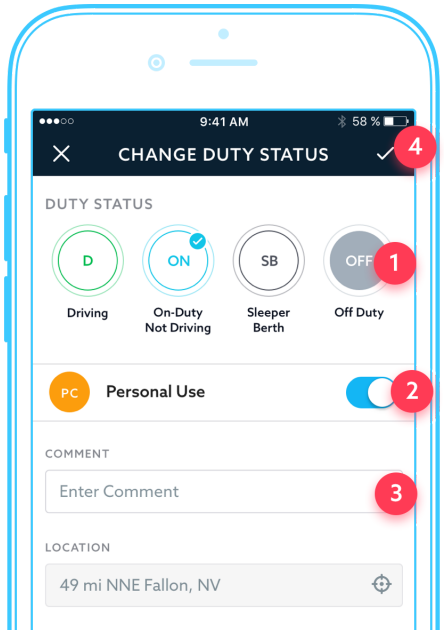
Setting Duty Status to Personal Use

If the option to use Authorized Personal Use special status has been authorized for your account by a Fleet Manager, you can change your duty status to Personal Use as follows:

Tap the **Duty Status Indicator** on the dashboard.

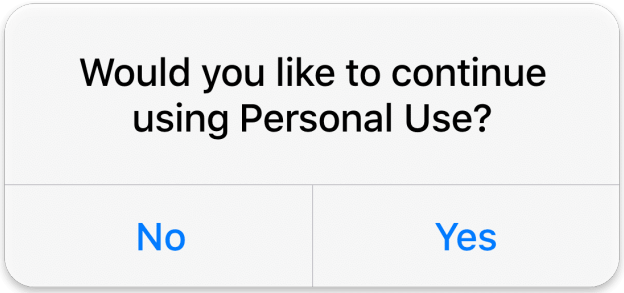
1. Tap **Off Duty**.
2. Tap **Personal Use** switch to enable or disable the special status.
3. Enter a **Comment** (required for special condition).
4. Tap the **checkmark** in the top right corner to set the status

   If a Location was not auto-determined and you are currently connected to the vehicle, the app will prompt you to enter **Location**.



When the Personal Use option is "**On**", and the Auto Agent or CMV engine goes through a power off / on cycle, then the app will prompt the driver with the following alert.

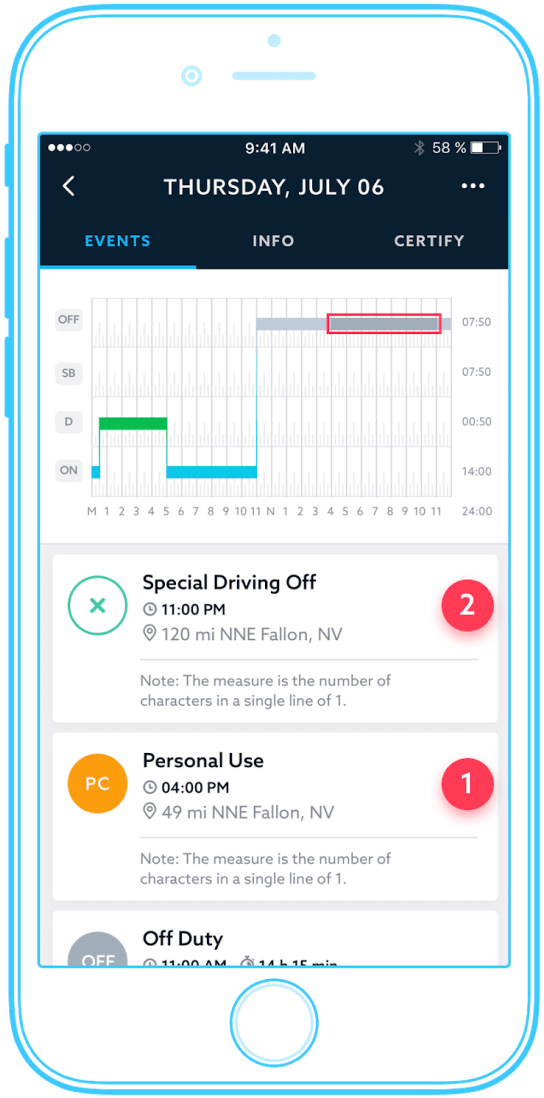
Failure to respond and start of driving will auto-reset the Personal Use option to "**Off**".



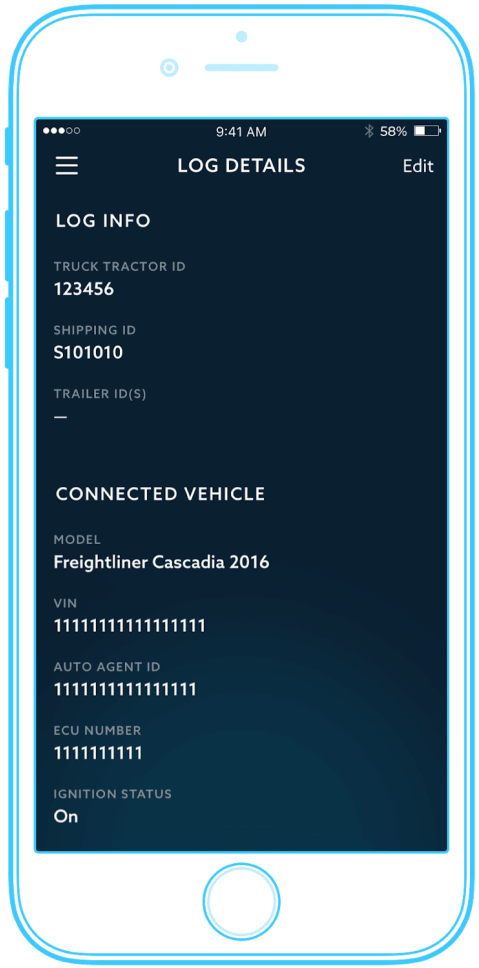
The app will display the duty status on a grid view as **OFF** (Off Duty) with a darker color status line and light borders.

The event list will record two events:

1. **Personal Use** — at the start of the special duty status.
2. **Special Driving Off** — when you turn off the special status or it is auto reset.



Working with daily logs



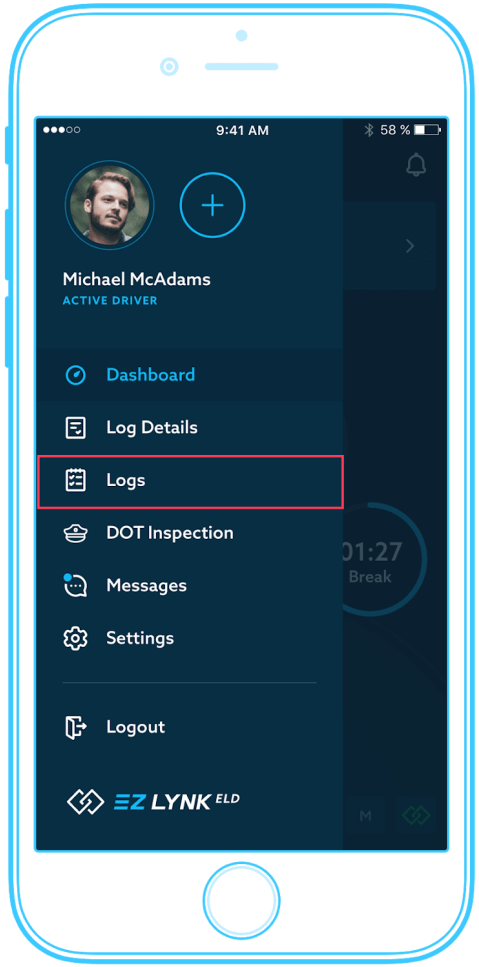
Select **Log Details** in the navigation menu.

This will display a screen with a **detailed log information** for the current day log and information about currently connected vehicle.

Tap **Edit** to modify editable fields in log details.

Select **Logs** in the navigation menu.

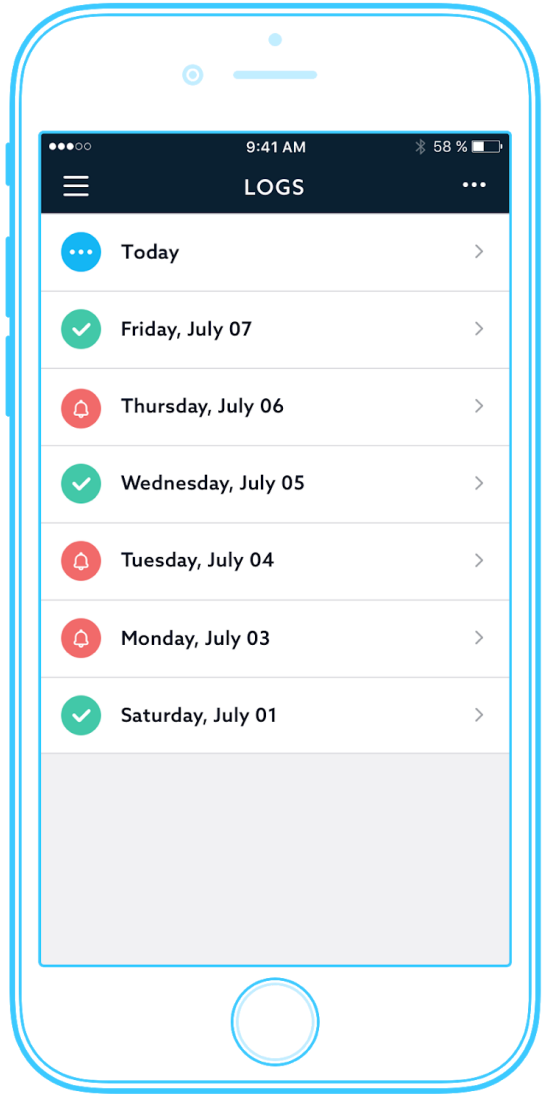
This will display a screen with a **list of the Daily Logs** available within the app.

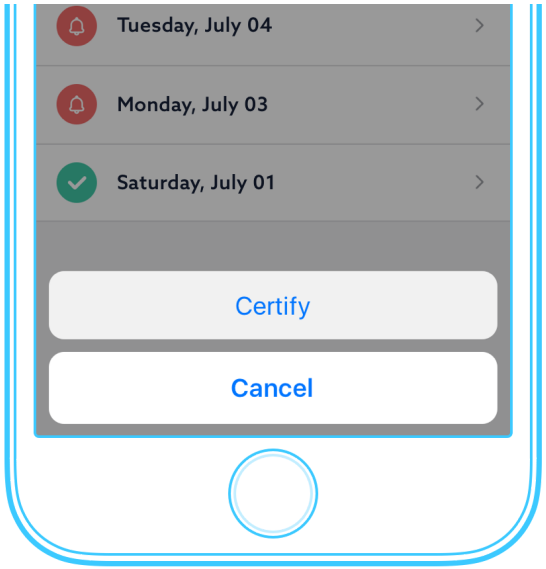


The list of logs for the past 7 days plus current 24 hours will be sorted by date, with **Today's log** at the top.

The app will visually indicate whether a log is certified or requires your attention:

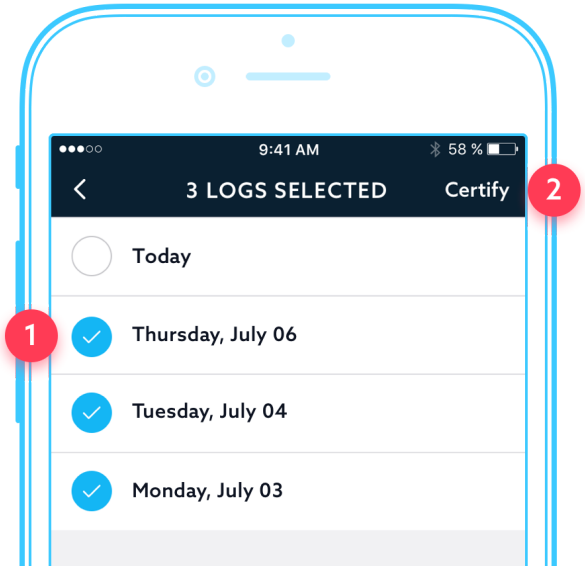
- If the log is certified the app will show a **"success"** visual indicator;
- If the log requires your attention, the app will show an **"alert"** visual indicator.





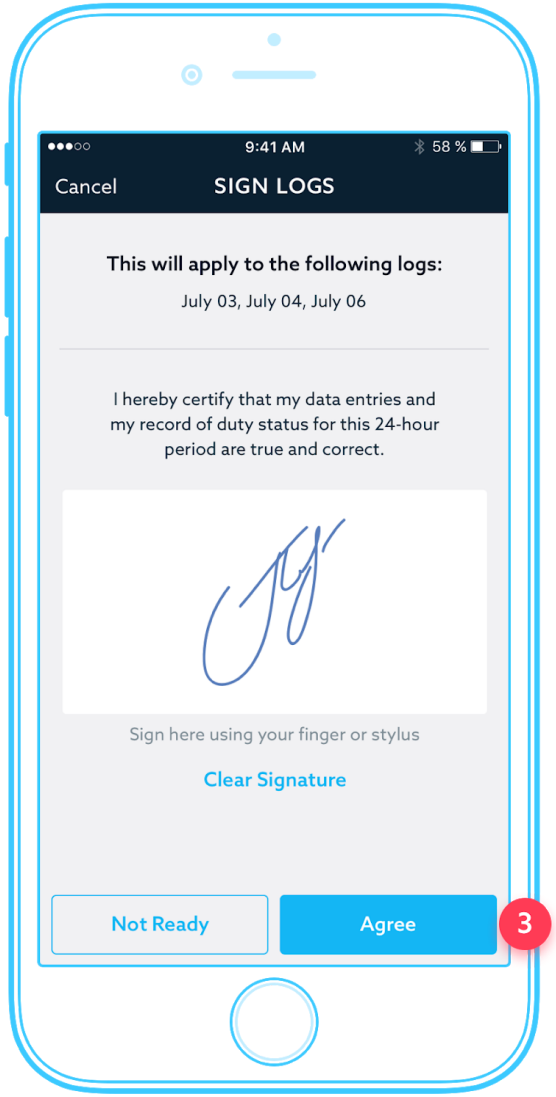
3 Dot menu provides access to Bulk Certification of the past logs. Tap on the menu and select Certify:

1. Select logs ready for certification.
2. Tap **Certify** to proceed to the next screen.



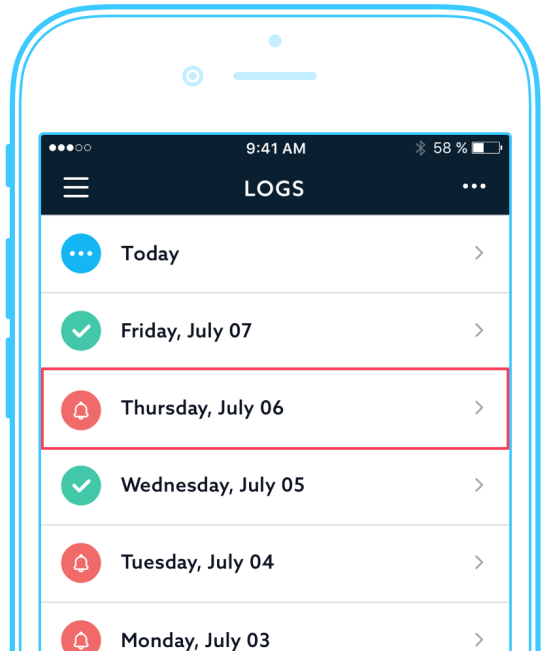
3 **Sign** and tap **Agree** to certify selected logs.

Log certification process for multiple logs follows the same flow as described in Certify a daily log section.

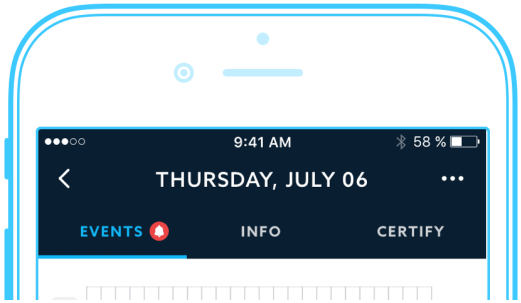


View daily log

To view a daily log, tap the desired log date on Logs screen.



Tap the **back arrow** to return to the list of available logs. You can also use standard swiping gesture to switch to the previous or next log.



The Daily log interface consists of the following elements:

1. **Events** — the main log interface with a list of events sorted by time, with the latest at the top.

   NOTE: Any section of the log that has issues requiring your attention will be highlighted with an alert icon.

2. **Info** — log info presentable to FMCSA and containing required information about the log.

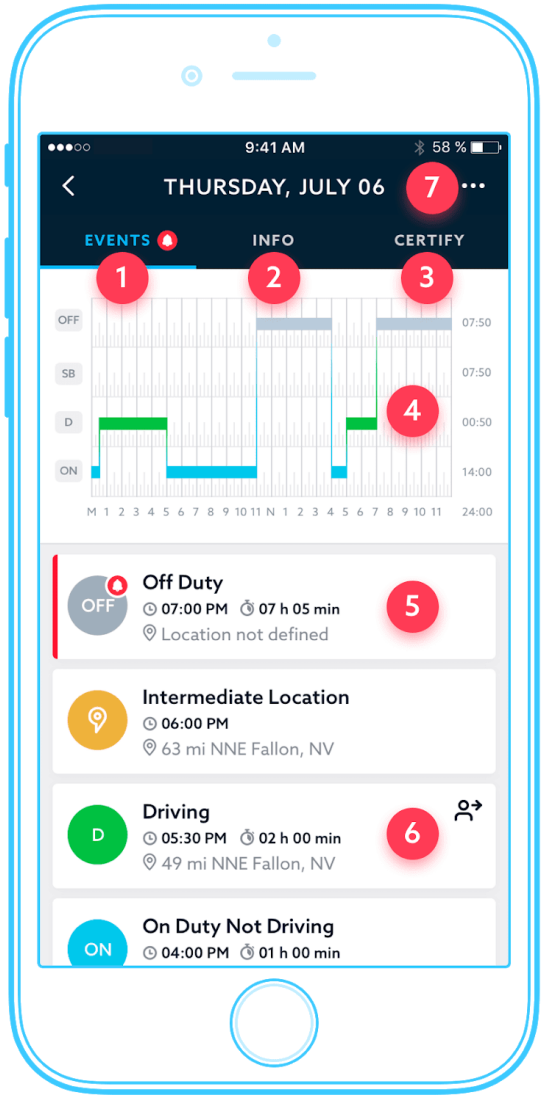
3. **Certify** — the screen where you certify your daily log, as required by FMCSA.

4. **24 hours grid** providing a visual representation of duty statuses with durations.

5. **Event with an issue** — highlighted by a red bar on the right and an alert indicator on the event icon.

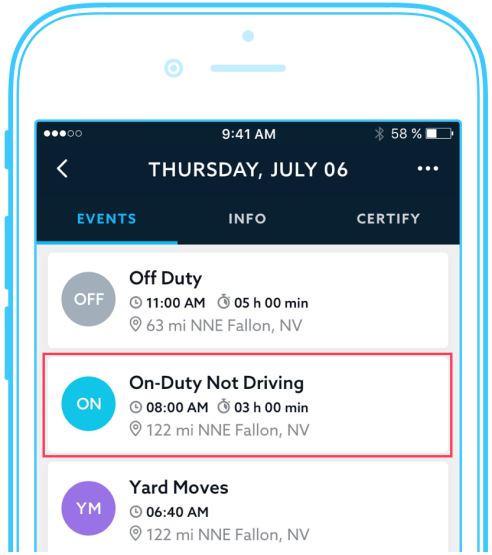
6. **Driving event** that can be reassigned to a logged in co-driver indicated by an icon on the right.

7. **Context menu** — provides additional options for the current log: “Add duty status”; “Send CSV Report”; “Edit Info” and “Add Document”.



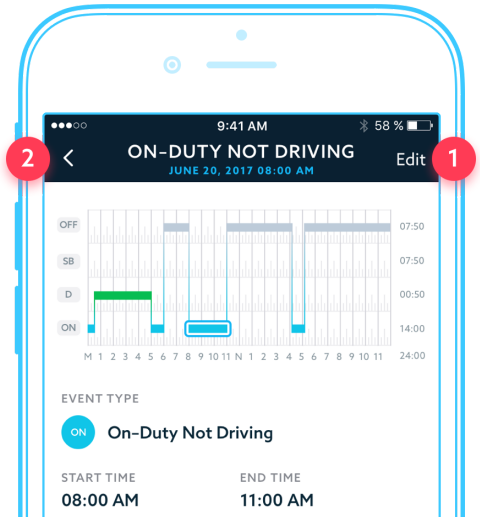
View event details

Tap an event to view a screen with event details.



The screen will contain all information relevant to the event.

1. Tap **Edit** to modify editable event details.
2. Tap **arrow** to navigate back to the list of events.



Edit an event

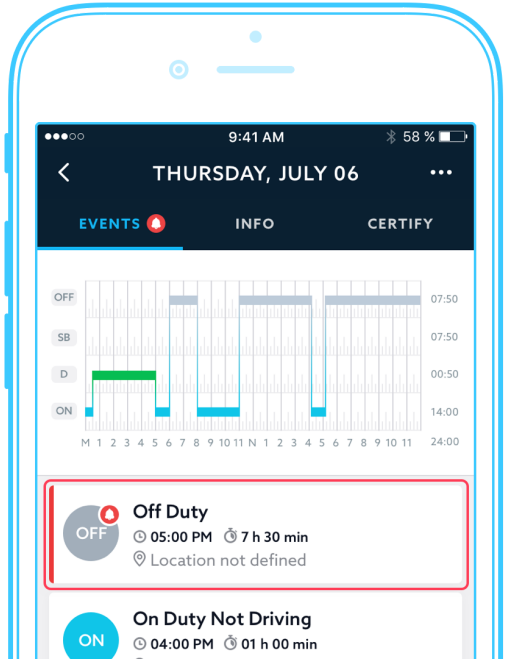
You can edit events to add some missing required information, such as location, or to add a comment, change duty status, or modify event start and end time. You are required to be connected to the internet and the EZ LYNK ELD web server in order to edit events. Editing an event always requires a comment.

Any edits cannot affect an automatically recorded **Driving** duty status in a way that shortens the time recorded while in this status. The app will restrict editing based on the guidelines provided by FMCSA to avoid confusion. The following events are not editable:

- An intermediate log
- A driver's login/logout activity
- CMV's engine power up/shutdown
- ELD malfunctions and data diagnostic events.

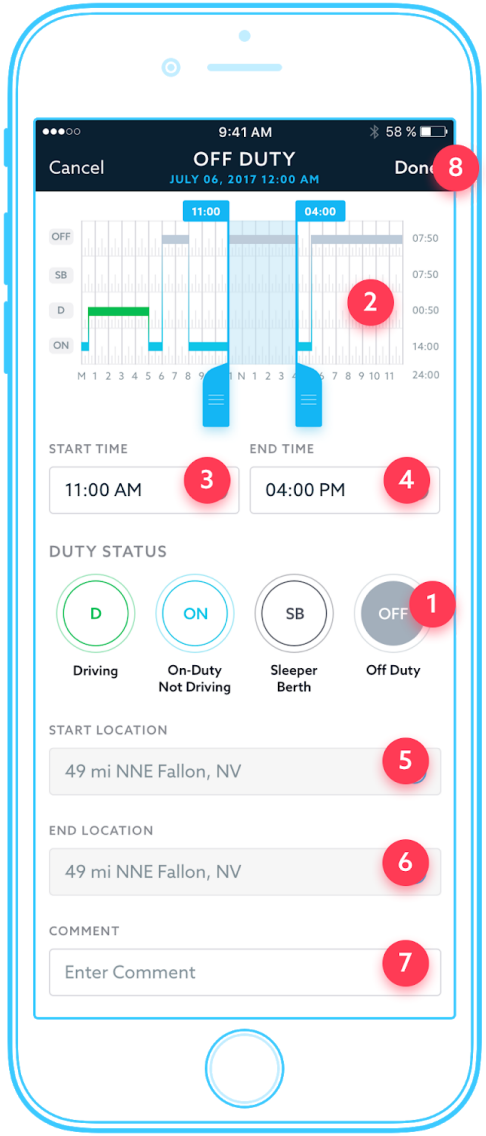
Tap any event to open event details page and tap **Edit** in the top right corner of the screen to modify it.

The event that has missing information will be identified by an alert icon.

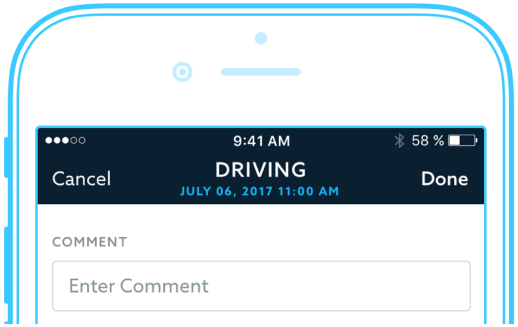


On the **Edit Event** screen, you have the following elements:

1. Control to change Duty Status for the event, if available.
2. Grid view that highlights the event being edited. Use the provided sliders to adjust start and end times.
3. Start time control with a time picker.
4. End time control with a time picker.
5. Field to enter the required information for event start location.
6. Field to enter required information for event end location.
7. Field to enter a comment required for the edit.
8. Checkmark or done button to complete the edit and commit the modification to the log.

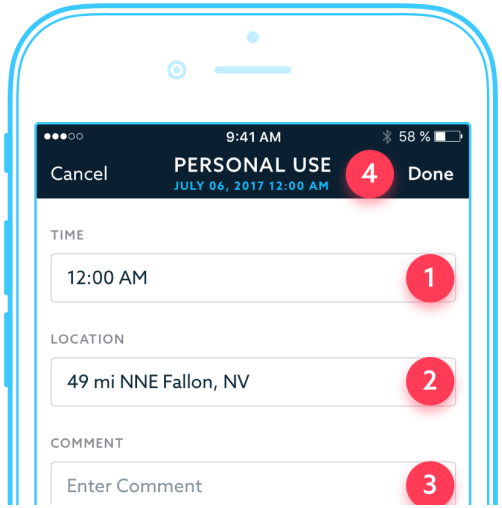


Not editable events will provide you with an option to add a **Comment**, if necessary.



Personal Use and Yard Moves special statuses can be edited as follows:

1. Start time can be modified.
2. Location can be edited for Special Duty Statuses and if the value was missing or when the start time is changed.
3. Comment is a required field, when an event is edited.
4. Tap the checkmark or done to complete the edit and commit the modification to the log.



Review, accept or reject edit suggestions

An edit suggestion to your log is created when a log was edited by someone other than you:

- A Fleet Manager or a company employee edited your log.

- A co-driver re-assigned a drive time to you.

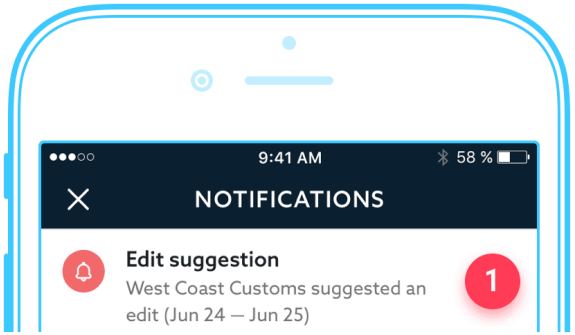
Any edit suggestions created as a result of one of the above actions will not be final until you review them and accept them. An edit suggestion that affects logs of two drivers will not be final until both drivers accept it. If you don't agree to edit suggestions, you must reject them.

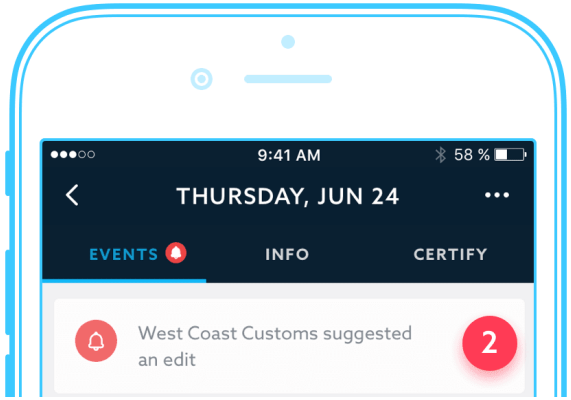
If a log was already certified, any new edit suggestion will make it uncertified.

You will need to certify the log after all edit suggestions are made final: accepted or rejected.

Pending edit suggestions will be displayed in the app as follows:

1. **Notification center**
2. **Notification** at the top of Events tab for a specific log.





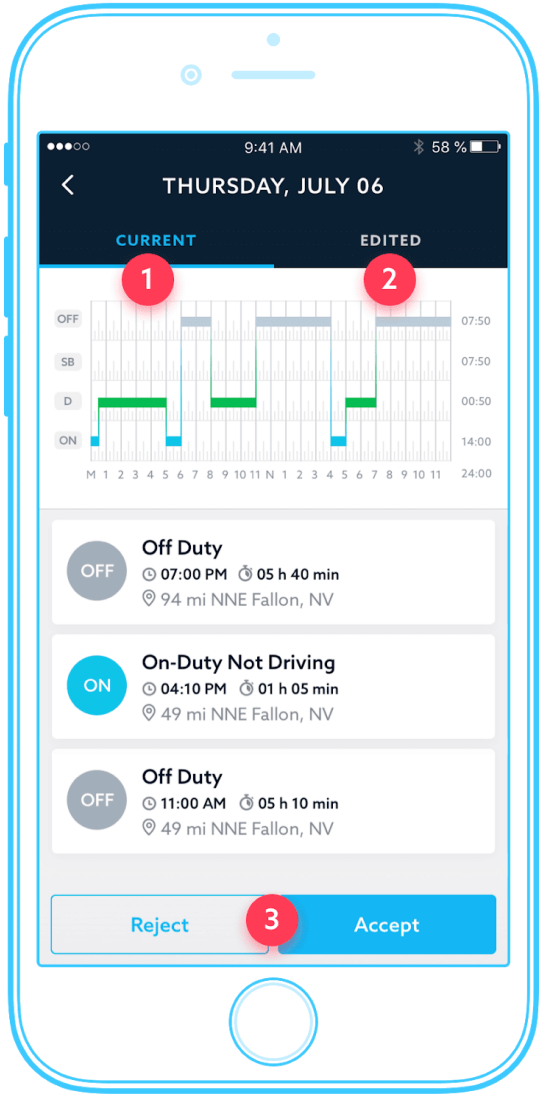
Tap the notification to open the screen with pending Edit Suggestion.

The log with pending edit suggestions will provide you with the following options:

1. **Current log:** view events before any changes are applied to the log.
2. **Edited log**, which will show the state of the log once edit suggestions are accepted.
3. **Action buttons:** Accept and Reject.

   After reviewing the suggested edits, you need to take an appropriate action:

   - **Accept**: commit edit suggestions to your daily log.
   - **Reject**: discard all edit suggestions and leave your daily log as is.



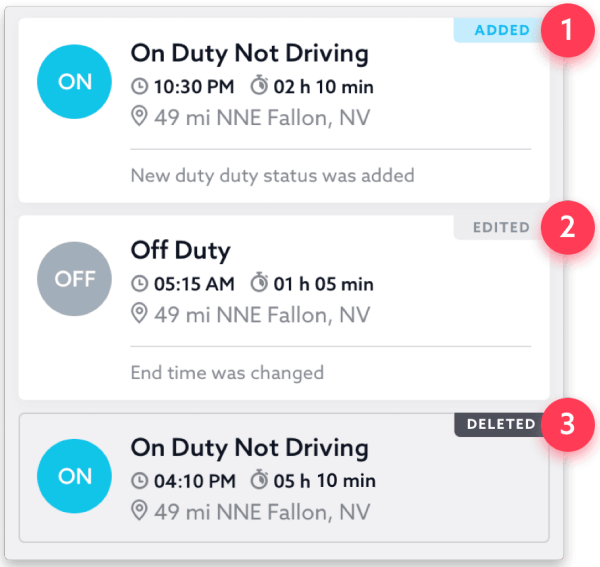
Edited tab view will contain a list of events and duty statuses that will become active upon Accept action.

24-hour grid view will reflect the log state when edit suggestions are accepted.

NOTE: An edit suggestion by a Fleet Manager or an employee that affects logs of the driver and the co-driver will become active only when both have Accepted it.

Events affected by edit suggestions will have the following indicators:

1. **Added** — a new event was added as a result of editing the log.
2. **Edited** — the event was modified as a result of editing the log.
3. **Deleted** — the event was deleted (made inactive) as a result of editing the log.

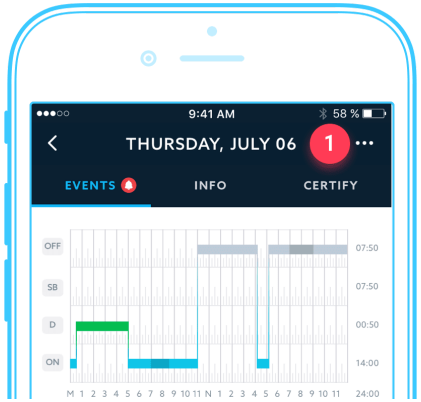


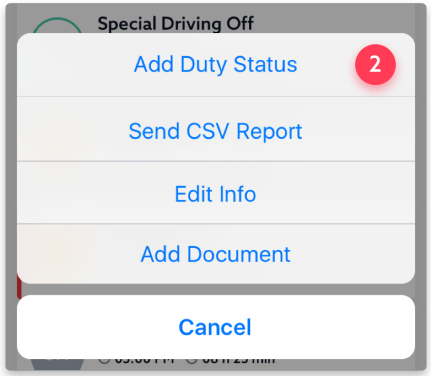
Add a new Duty Status to a log

In the case when a daily log requires a correction due to a Duty Status not having been recorded for any reason, you can add a new Duty Status to the daily log. You are required to be connected to the internet and the EZ LYNK ELD web server in order to add a new duty status.

1. To add a new duty status, tap the **Action (3-dot) button** at the top of the daily log.
2. Select **Add duty status**.

   This will open Add Duty Status screen.

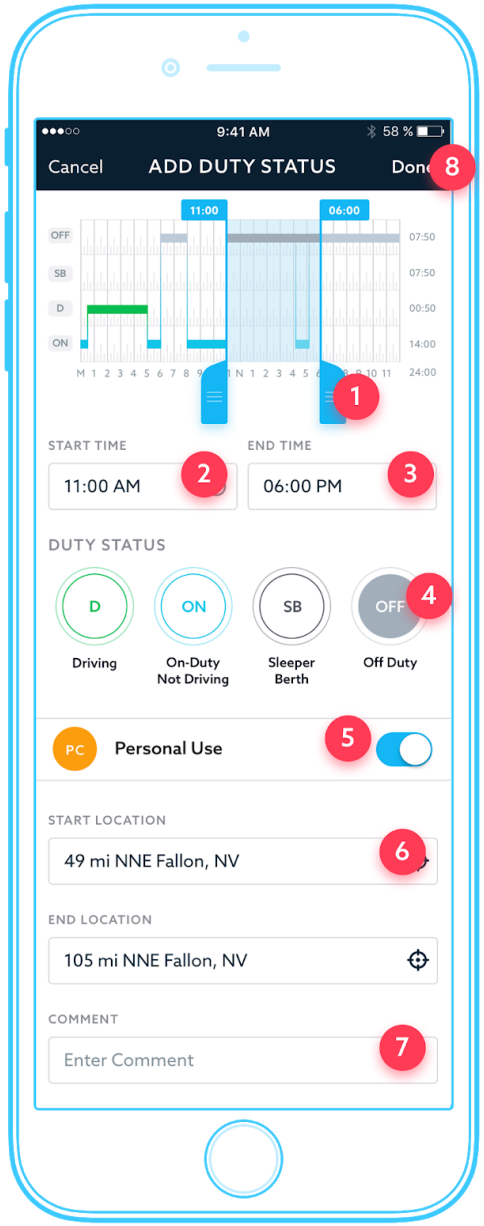




The screen provides required details for a new duty status:

1. Use the sliders provided on the graph-grid to set start and end times, or set them manually.
2. Add a start time.
3. Add an end time.
4. Select a Duty Status.
5. If necessary and available, enable special use.
6. Add location information:
   - **Start Location** — identifies the geographic location where the new duty status started.
   - **End Location** — identifies the geographic location where the new duty status changed to the duty status originally recorded in the daily log.
7. Add a required Comment for the new duty status.
8. Complete the process by tapping the checkmark icon or done button in the top right corner.

NOTE: Any changes to the duty status value will be visually reflected on a 24-hour grid view.



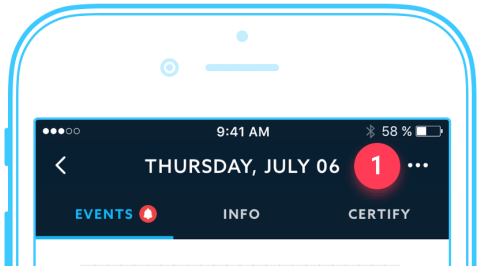
Add Duty Status notes:

- If there are pending edit suggestions to a log, you will not be able to add a new duty status until you have acted upon those edits: Accepted or Rejected them.
- When specifying Start Time or End Time, you cannot affect the automatically recorded Driving time.
- Adding a new duty status that encompasses any existing duty status events will delete those events.
- New duty status can be added only to the selected daily log and can't span into the next day's log.

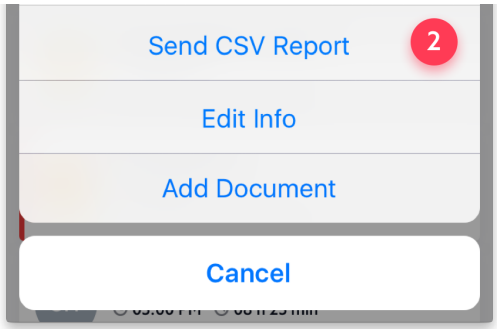
Send CSV Report to yourself

You can send a daily log as a CSV report to the email used as your login.

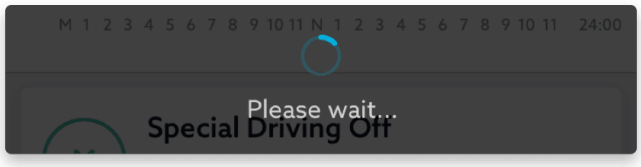
1. To send yourself the current log in the CSV format, tap the **Action (3-dot) button** at the top of the daily log.



2. Tap **Send CSV Report** to send it to your email.

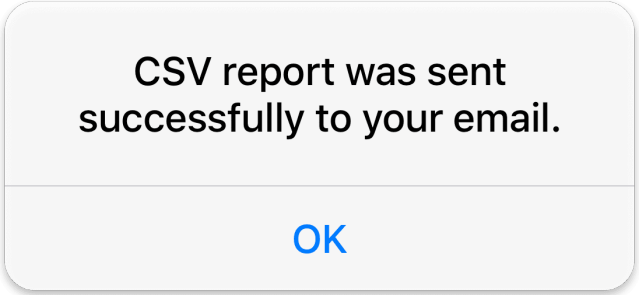


While the request is being sent, the app will display an activity indicator.



As soon as the email is sent, you will see an alert.

Tap **OK** to close the alert and continue with your tasks.

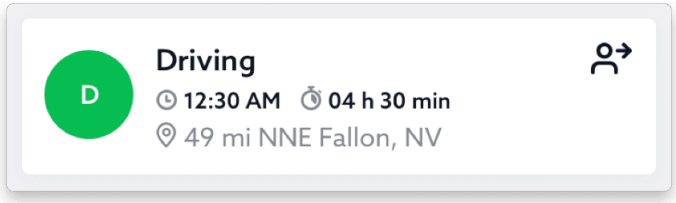


Re-assign a driving time to a co-driver

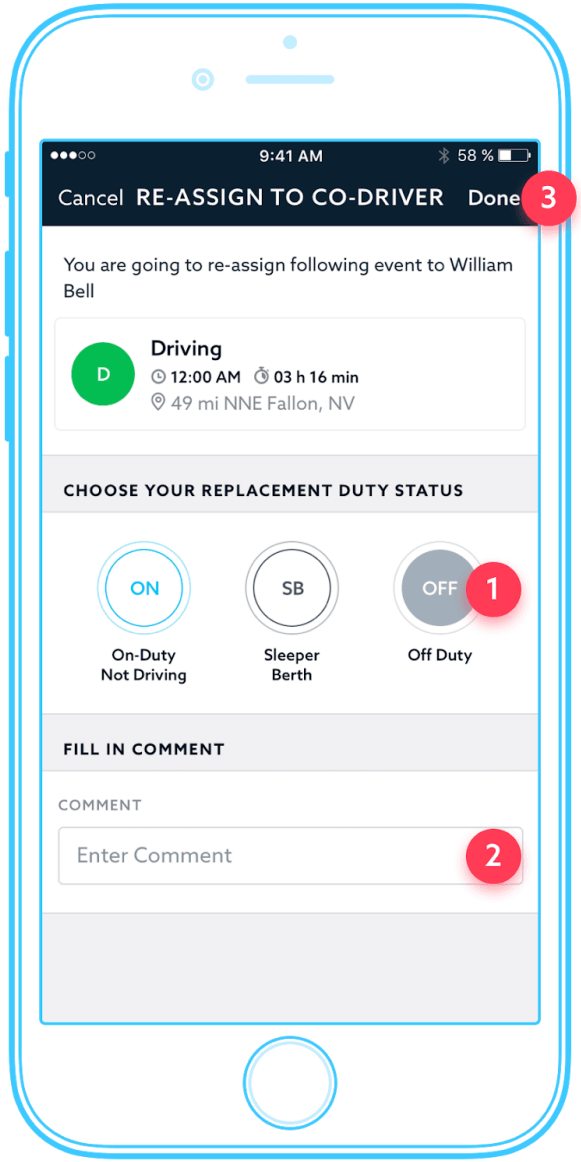
You can reassign a Driving time to a co-driver in the case when you operate as a team and a Driving time was logged under an incorrect driver by mistake. To reassign a Driving time, the co-driver must be logged into the ELD app on the same day as the driver.

To reassign a driving time, tap the **re-assign icon** that will be displayed next to the desired Driving event.

It will open a **Re-assign to Co-Driver screen**.

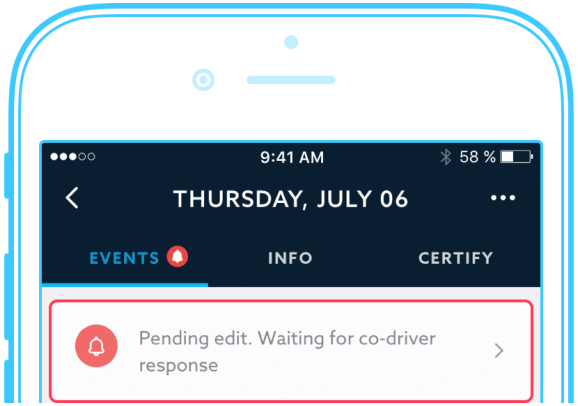


1. Select a replacement **duty status** for the duration of the re-assigned Driving time in your log.
2. Enter a **comment** required for re-assignment.
3. Tap the **checkmark** or **done** to complete the re-assign process.



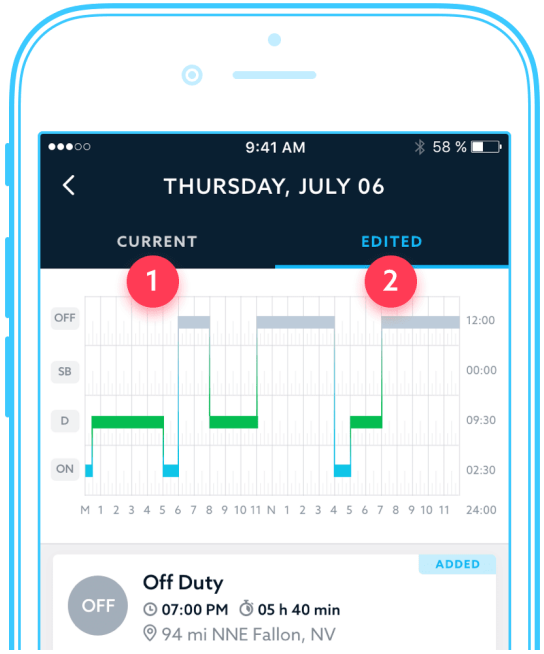
A re-assignment will not be finalized and added to the log until the **co-driver accepts the Driving time reassignment**.

The log will display a notification about a **pending edit**.



Tap the notification to see a screen with details of the pending reassignment:

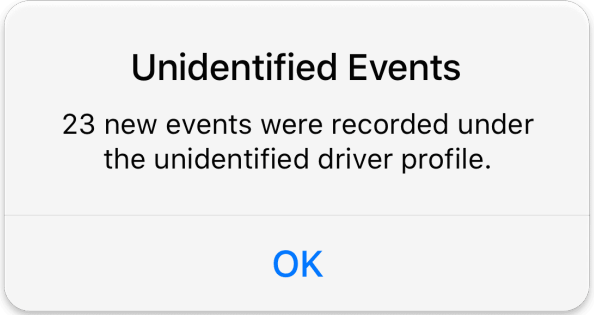
1. **The current log** showing events before a Driving time was re-assigned.
2. **Edited log** that will show the state once the co-driver accepts the re-assignment.



Review unidentified driver events

If there are any Driving events logged under Unidentified driver, the mobile app will show an alert to the driver during login and logout.

Tap “**OK**” to close the alert.

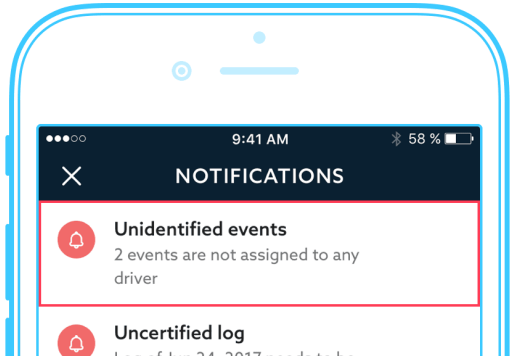


Alerts indicator will provide a notification if there are events logged under Unidentified driver profile.

Tap to review events and manage assignment.

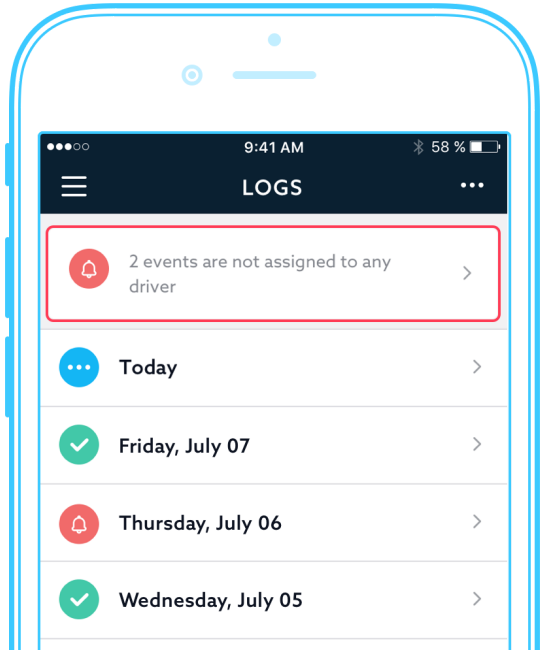
Tapping **Alerts** will open a Notification center.

Tap **Unidentified event** notification to review events and manage assignment.



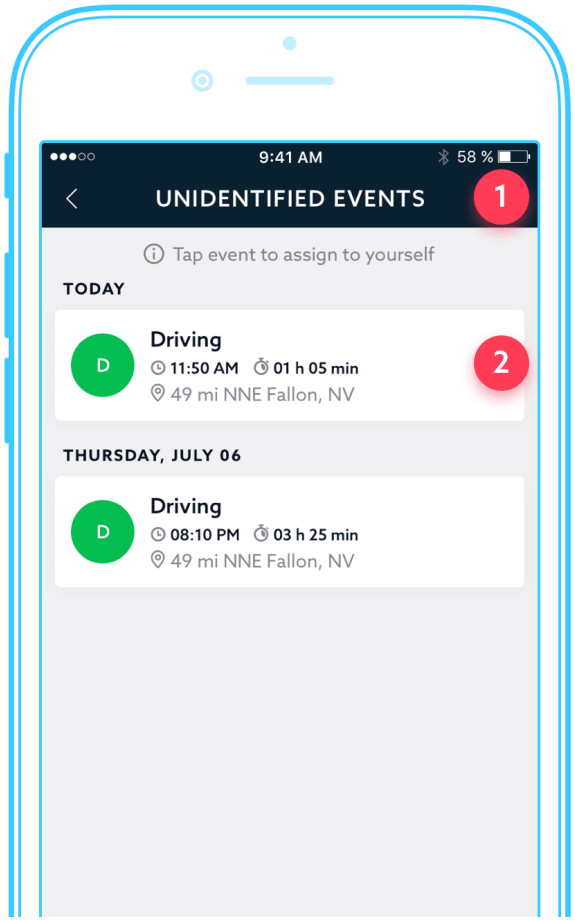
Daily logs screen will also contain a **notification** of any Driving events logged under the Unidentified driver.

Tap the notification to review events and manage assignment.



EZ LYNK ELD app allows drivers to review and manage the assignment of the Driving time logged under the Unidentified driver.

Assign Driving events from Unidentified Driver to yourself

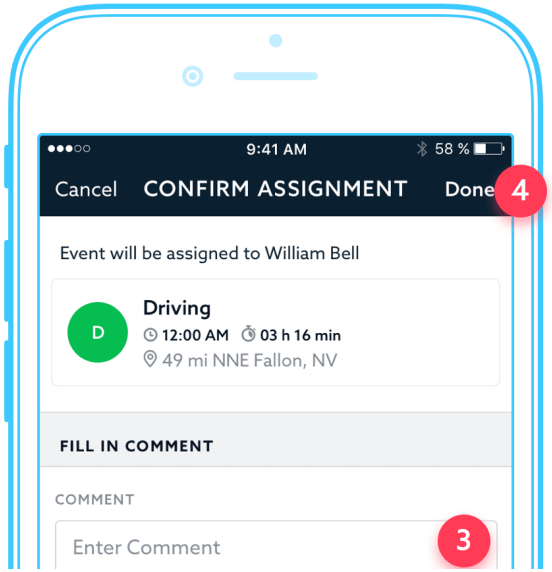


1. Access **Unidentified Events screen** using one of the options described above.
2. Tap an event you would like to assign to yourself.

3 Add a comment in the “**Comment**” field.

4 Tap the **checkmark icon** or **done button** in the top right corner to complete the reassignment.

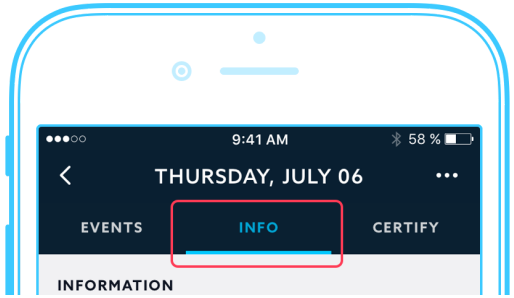
Repeat the process for all events that belong to you but are logged under the Unidentified driver.



View log info section

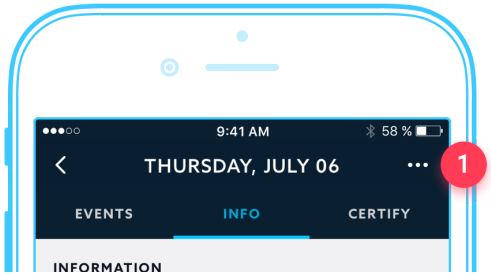
Daily log info section provides required information about that log, as defined by FMCSA regulations.

To access log info section, open a desired daily log and tap **Info tab**.

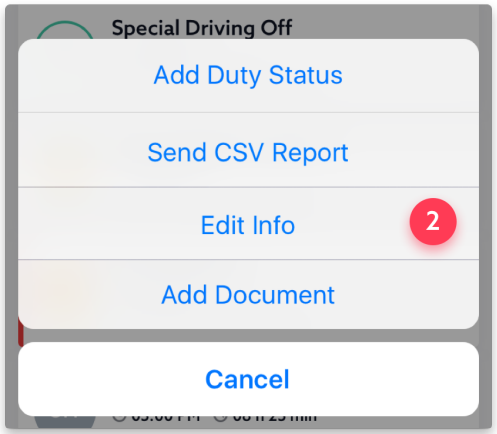


Edit the log info section

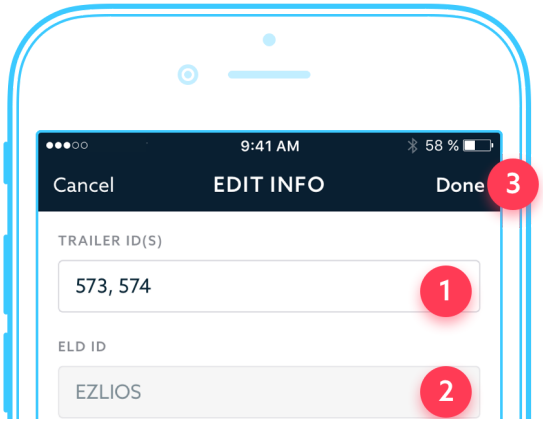
Log Info section contains information relevant to a daily log. If necessary, you can edit log Info and update the details.



1. Tap 3 Dot menu.
2. Select **Edit Info** to enter edit mode and update information.



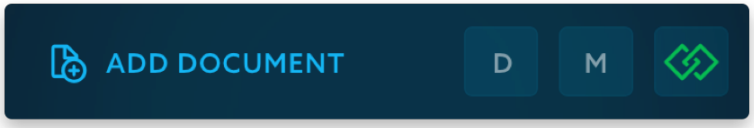
1. Editable fields will be in the regular darker font, indicating the ability to edit.
2. Non-editable fields will be in grey to prevent any confusion.
3. Tap the checkmark icon or done button at the top right corner to save changes and exit edit mode.



Add supporting documents to a daily log

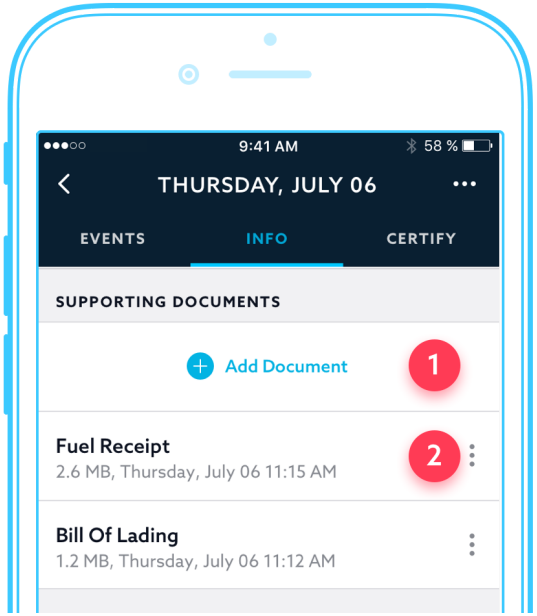
EZ LYNK ELD provides you with several options to Add supporting documents to any log.

Tap **Add Document** on the dashboard to add a supporting document to the current day's log.

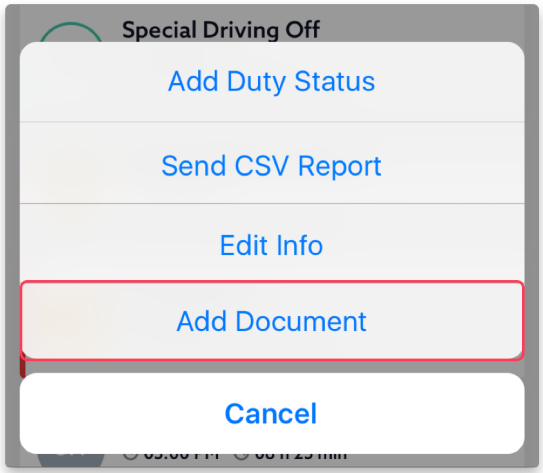


Log info contains a section where you can add and manage supporting documents.

1. Tap Add Document to add a new document.
2. Use 3 Dot menu to Rename or Delete an existing document.

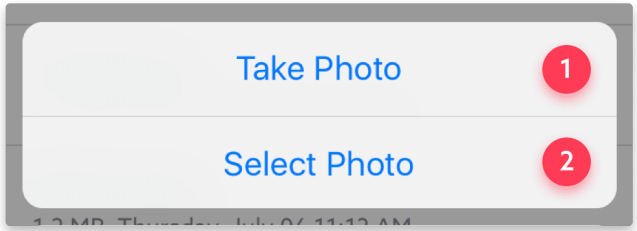


Tap 3 Dot Menu and select Add Document to add a new document to the currently viewed log.



Tapping **Add Document** will open a prompt with two options:

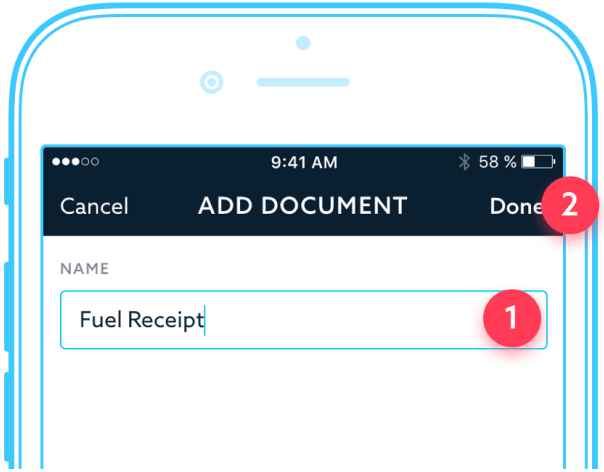
1. **Take Photo** of a supporting document, using the camera in your mobile device.
2. **Select Photo** — use a photo of the supporting document from your mobile device gallery.



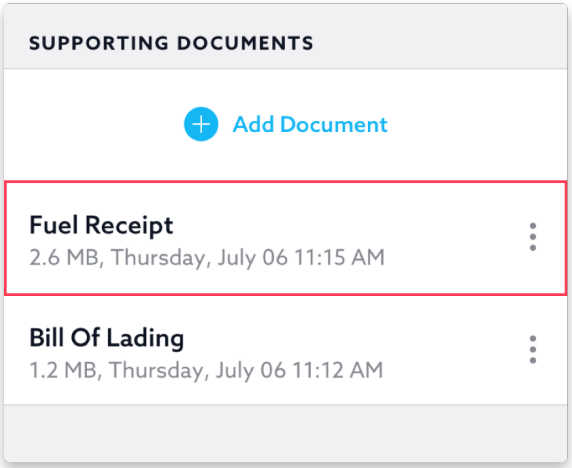
1. **Review** the photo of the document taken with the camera.
2. **Retake** the photo if its quality is worse than expected.
3. **Use Photo** in Supporting Document section.

Once you select a photo, you will need to:

1. **Provide a name** for the document.
2. Tap the checkmark or done to **save changes** and complete the addition of a new document.

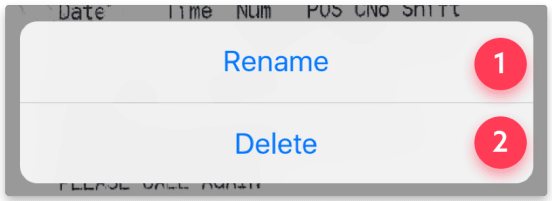


You can preview any supporting document by tapping on its name.



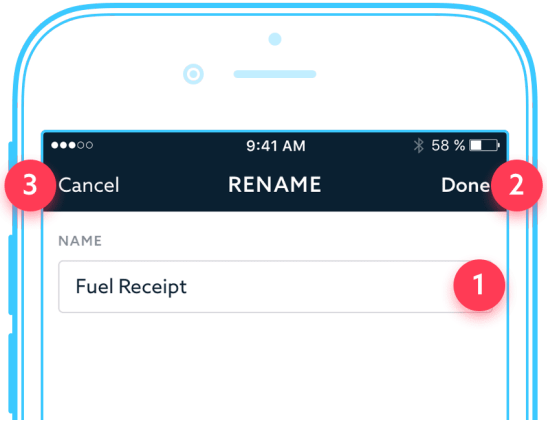
If you open a document while in log info edit mode, then, in addition to viewing, you also can:

1. **Rename** the document.
2. **Delete** the document.
3. Exit viewing of the document (also available in regular mode).



To rename a document:

1. **Edit the name** as required.
2. Tap the checkmark or done to **save changes**.
3. Cancel Rename operation.

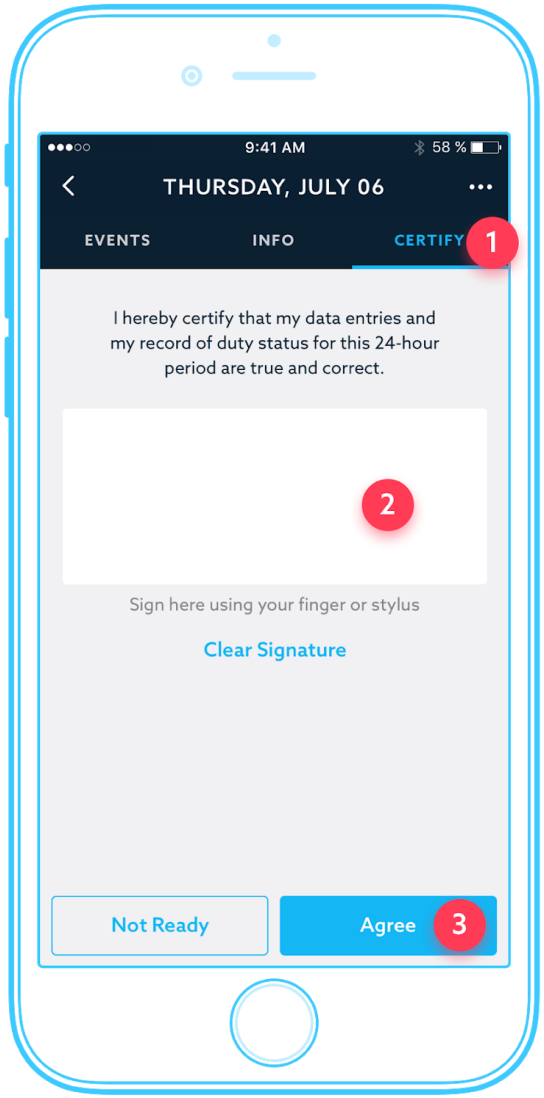


Certify a daily log

You are **REQUIRED BY LAW** to certify each daily log at the end of a workday. If there are any records that need certification or re-certification, the EZ LYNK ELD app will alert you of the required action when you log in or log out.

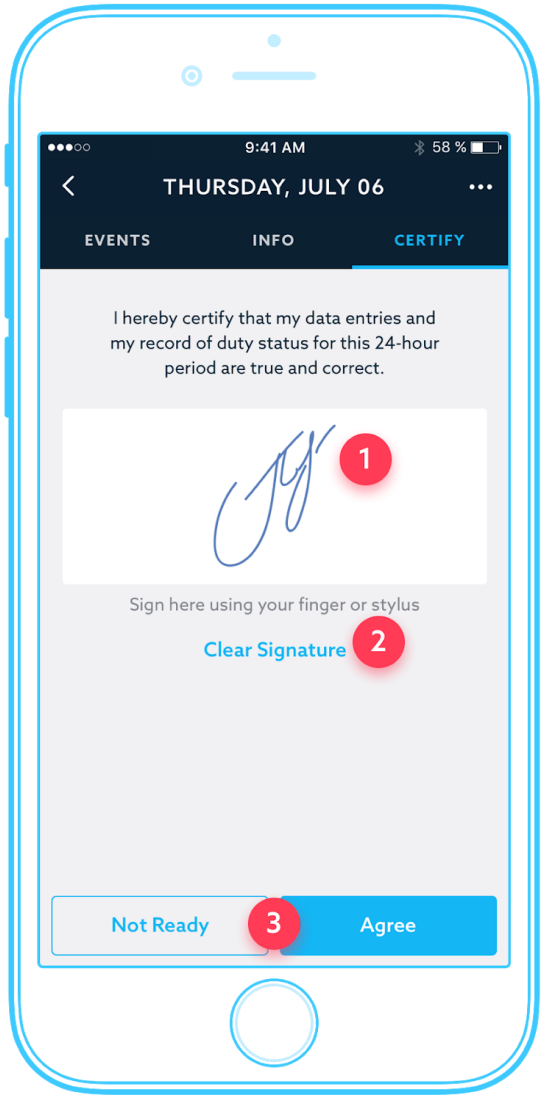
To certify an opened daily log:

1. Tap the **Certify tab** to access certification.
2. If you have never certified a log using the EZ LYNK ELD app, you will need to **sign the log** using your finger or a stylus. Your signature will be saved as an image and automatically added to all subsequent logs.
3. Tap a certification action button:
   - **Agree** button to certify the log and agree to the statement at the top of the screen.
   - **Not Ready** button to cancel the certification process, if you require additional time to review daily log events.



If you have signed a log before using the mobile app:

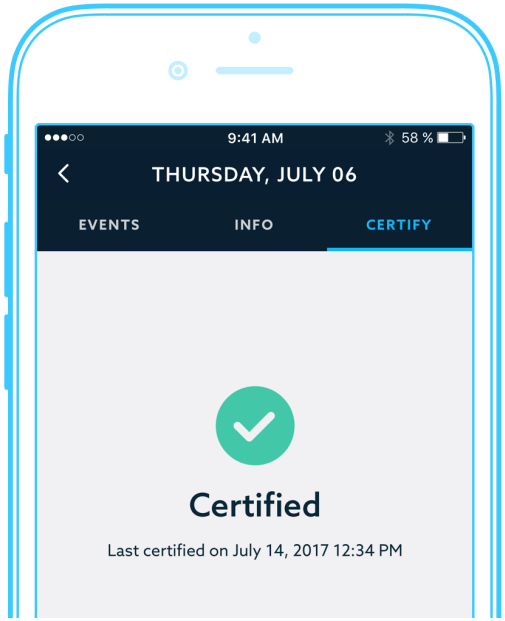
1. Signature area will be prefilled with the signature image that you previously created.
2. If you would like to create a new signature, tap Clear Signature and sign using your finger or a stylus.
3. Use action buttons to complete or cancel log certification.



If a log is already certified, **Certify tab** will provide a visual indication of completed certification and textual information on when the log was last certified.

For example:

Last certified on July 14, 2017 12:34 PM.



Any time

- you edit a log
- you assign a Driving time from the Unidentified driver
- you add new duty status
- an edit suggestion is created by a Fleet Manager or an employee
- a Driving time is re-assigned to you by a co-driver,

your log will become **uncertified**.

Only a certified log can be edited by anyone other than yourself. Check and certify your logs daily, as required by FMCSA.

Working with a co-driver

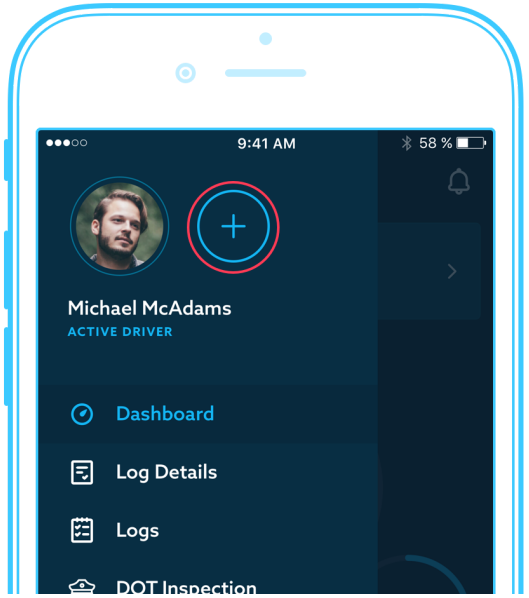
EZ LYNK ELD system fully supports the operation of a commercial motor vehicle by a team of drivers. Only registered drivers from the same company can log in as co-drivers.

In the case when one of the drivers logs out, the app will automatically switch the GUI to the other driver, without prompting that driver to enter a password.

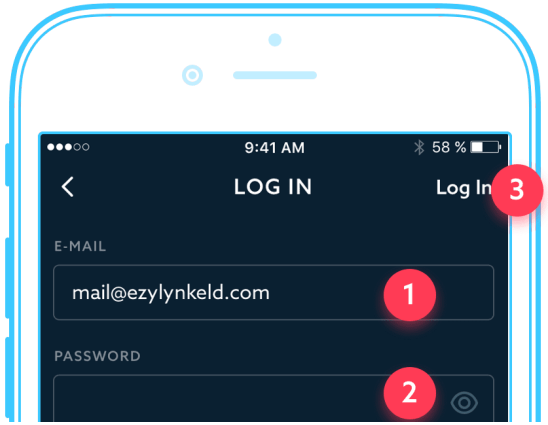
Log in as a co-driver

To add a co-driver:

Tap on the **“+” sign** to add a co-driver.

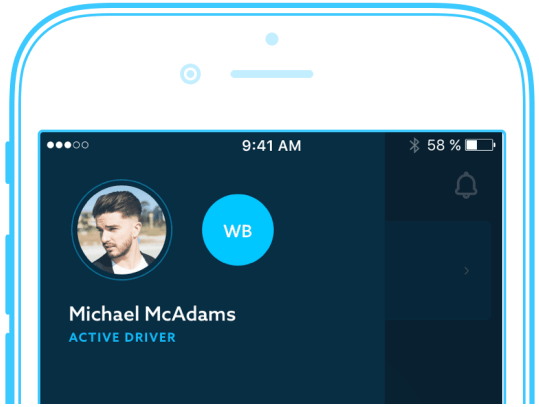


1. Enter the **email address** of a registered co-driver.
2. Enter **the password** of a registered co-driver.
3. Tap **Log In** to complete the login.



The app will add the co-driver and will display that driver in the drivers' list in the navigation menu, but the dashboard view will remain under the currently active driver.

Events and Records of Duty Status are recorded into the currently active driver's log. An inactive co-driver has to "take over" active duty to become the active driver.

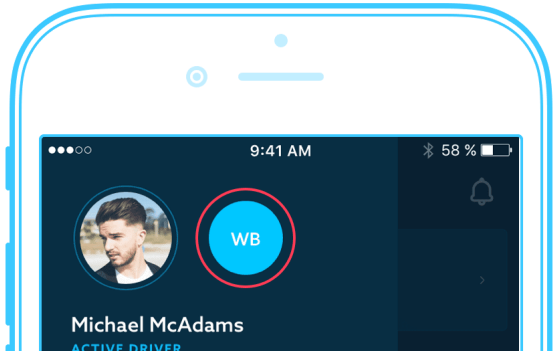


Use an app as a co-driver

While the vehicle is in motion, the app will block the active driver from accessing all functionality except for the dashboard, as required by FMCSA. Logged in inactive co-driver can still use app functionality, for example, change

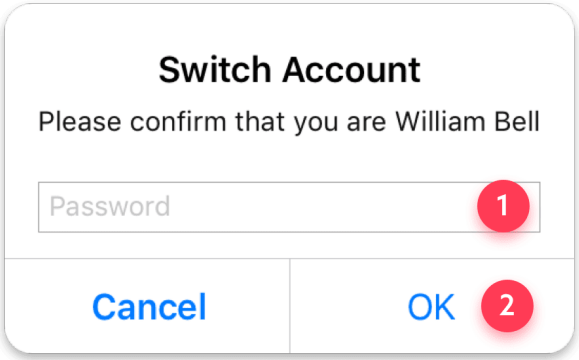
current duty status, work with the logs, or access app settings. To access all available options, an inactive co-driver needs to change the app interface to his/her user account, as described below.

Tap the **co-driver icon** on the app navigation menu.



1. Enter a **co-driver's password** into the Switch Account authorization dialog.
2. Tap **OK** to switch to the co-driver's account.

   Tapping **Cancel** will close the dialog and cancel the operation.

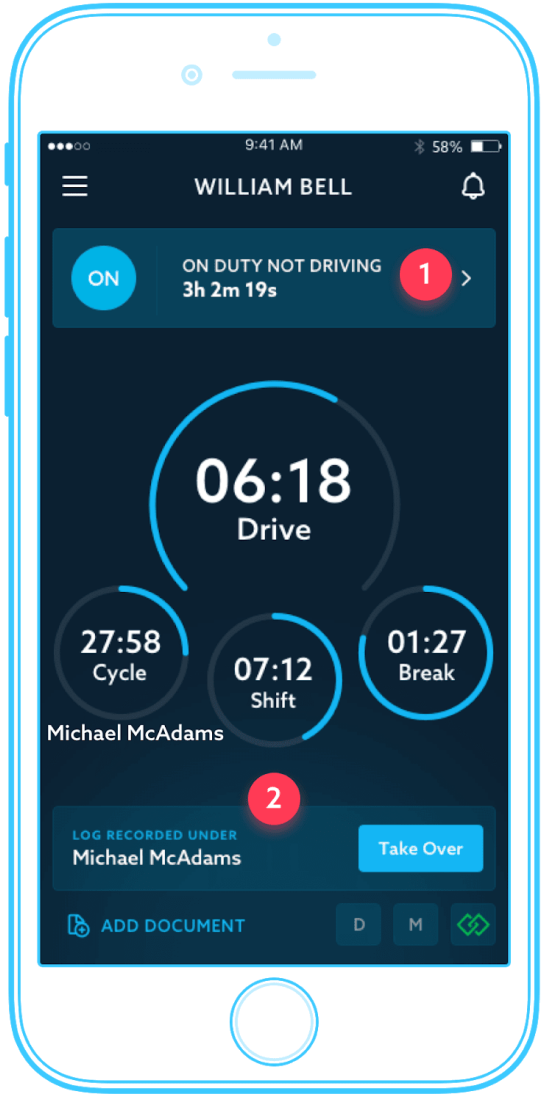


The co-driver's dashboard will have the same elements as that of an active driver, and it will also display some additional information.

1. **Duty status indicator** will display information about the current duty status and its duration.

2. **Information panel** about the currently active driver. All events generated by the currently operated vehicle and ELD system are recorded under that driver.

   A button for taking over the active driving status ("**Take Over**") is provided and can be used when the vehicle is not in motion.



Take over active Driving duty

When a vehicle is operated by a team of drivers, the app will provide the ability for an inactive co-driver to **become the active driver**, and vice versa. This process has to be initiated by the inactive co-driver.

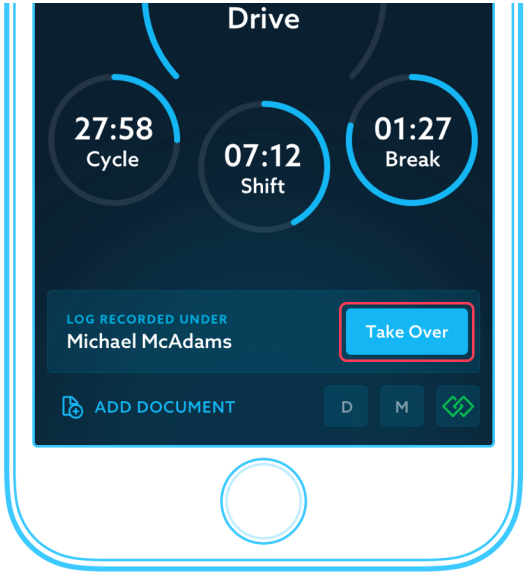
Switching driving roles won't be available in the following cases:

- While the vehicle is in motion. In this case, the Take Over button will be disabled; or
- If the active driver's duty status is Driving.

To switch the active driver, stop the vehicle and change the duty status of the currently active driver to any status other than Driving. Switch to the inactive co-driver's account, as described in the previous section.

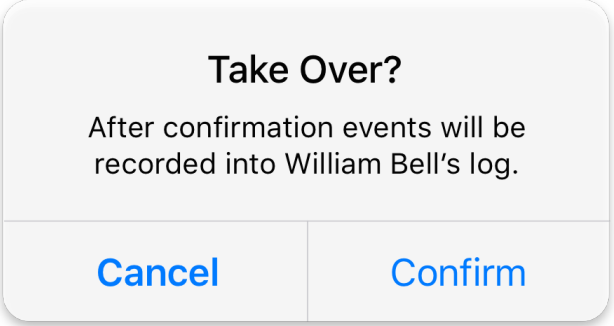
Tap **Take Over** to become the active driver. If the vehicle is still in motion, this option will be disabled.

A confirmation alert will be displayed.



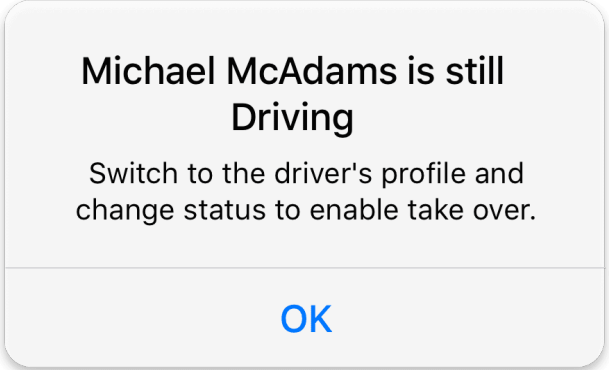
Tap **Confirm** to complete the process.

NOTE: All events generated by the currently operated vehicle will be recorded under your name, once the takeover process is completed.



If the active driver still has the duty status set to Driving, the app will show an alert.

Tap **OK** to close the alert, switch back to the active driver's profile and change the duty status.



Handling Malfunction and Data Diagnostic events

Data Diagnostic / Malfunction events will be recorded under the active driver's profile. If no drivers are logged in, events will be recorded under the Unidentified driver's profile.

The dashboard will display a clear visual indication of any Data Diagnostics / Malfunction events.

Once a problem occurs, the app will record an event with the Detected status. Once the problem goes away, the app will record an event with the Cleared status.

Data Diagnostic events

Description	Reason for event	Actions to be taken
Power data diagnostic	The ELD does not turn on or can't be fully functional within 1 minute of the CMV engine receiving power, or turns off while the engine is on.	**01.** Check all cables connecting Auto Agent to the vehicle diagnostics port. **02.** Check mobile device Wi-Fi connection to Auto Agent. **03.** Manually clear the event, as described below.

Engine synchronization data diagnostic	While the CMV engine is on, the ELD is unable to determine the engine's power status, vehicle's motion status, miles driven value and engine hours value within 5 seconds of the need.	**01.** Check all cables connecting Auto Agent to the vehicle diagnostics port. **02.** Check mobile device Wi-Fi connection to Auto Agent. **03.** Manually clear the event, as described below.
Missing required data elements data diagnostic	One of the required fields was missing when a log event was recorded.	**01.** Edit the event with the missing field and provide the required information. **02.** Manually clear the event, as described below.
Data transfer data diagnostic	Failure to verify proper operation of the data transfer mechanism. The ELD will perform this check at least once in 7 days.	**01.** Check your internet connectivity. **02.** Clear the event. **03.** Contact your Fleet Manager if the problem persists.
Unidentified driving records data diagnostic	More than 30 minutes of driving time was recorded under unidentified driver on the ELD in a 24-hour period. The event will be cleared when the driving time recorded under the unidentified driver profile for the past 7 consecutive days + the current 24-hour period drops to 15 minutes or less.	**01.** Review and assign any Driving time recorded under the Unidentified driver. **02.** Verify that the data diagnostics event has been cleared.

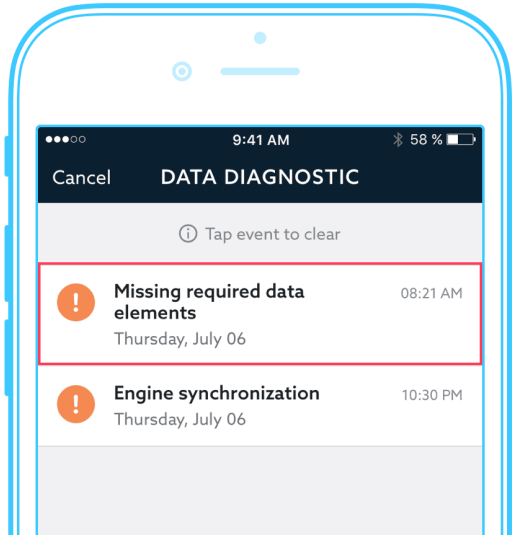
Total vehicle mileage data diagnostic	A mileage reset was detected.	**01.** Manually clear the event, as described below. Enter a comment that the data diagnostic event was recorded due to a mileage reset.

You have to manually clear any data diagnostic events except for “Unidentified driving records data diagnostic”.

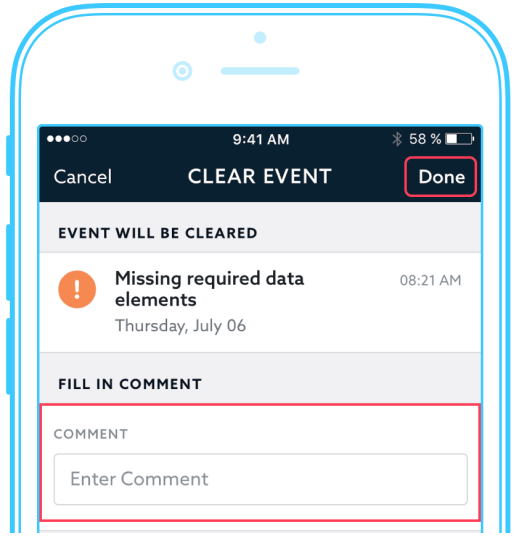
To clear a data diagnostic event:

Tap the **Data Diagnostic dashboard indicator**.

Tap the **Data Diagnostic event** you would like to clear.

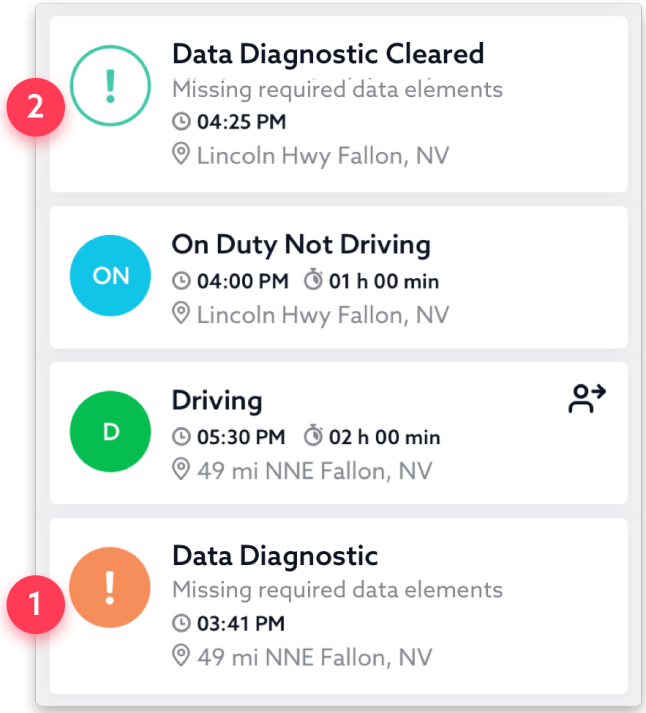


Enter a **comment** describing the solution and tap the checkmark or done to clear the event.



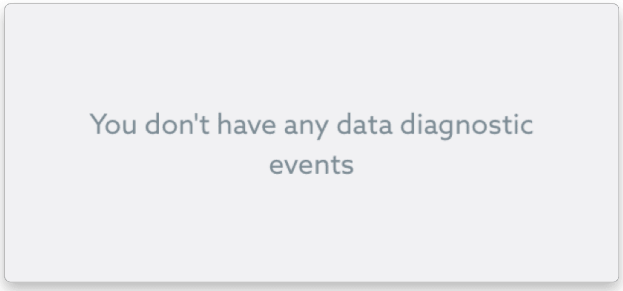
A Data Diagnostic event is recorded into the log with one of the two statuses: detected or cleared.

1. Once a problem occurs, the app will record an event with the **Detected** status.
2. Once the event is cleared, the app will record an event with the **Cleared** status.



Once all Data Diagnostics events are cleared, an appropriate message will be presented.

Data Diagnostics indicator on the dashboard will be cleared.



Malfunction events

All malfunction events can only be cleared automatically and will be cleared once the corresponding problem goes away. Malfunction indicates an issue with ELD system technical compliance.

If a malfunction event occurs, the driver must do the following:

01. Notify the Fleet Manager within 24 hours.
02. Reconstruct the record of duty status for the current 24 hours and the last seven days on graph-grid paper logs that comply with Section 49 CFR 395.8.
03. Keep paper logs until the ELD is serviced and brought back into compliance. [Section 49 CFR 395.34(a)].

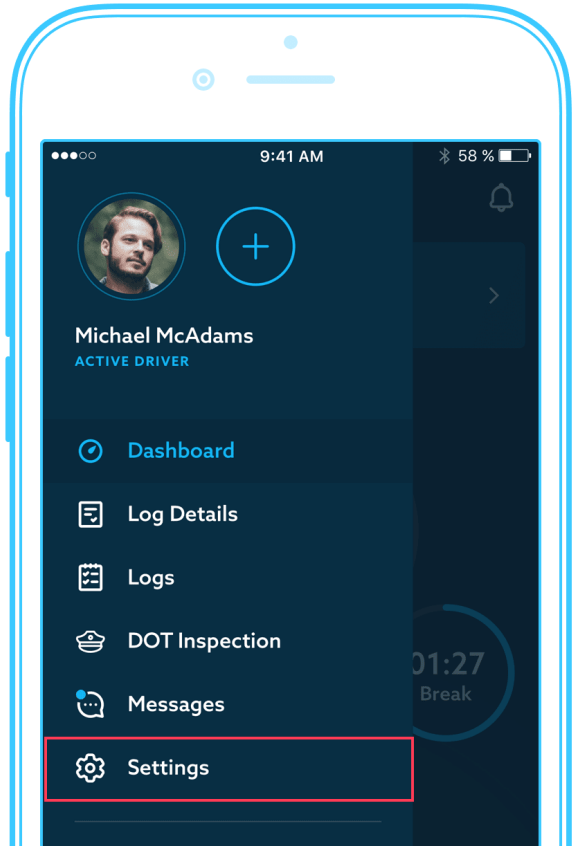
Description	Reason for event
Power compliance malfunction	More than 30 minutes of driving time lost in the last 24-hour period, cumulatively for all drivers, including the unidentified driver.
Engine synchronization compliance malfunction	While the CMV engine is on, the engine's power status, vehicle's motion status, miles driven value and engine hours value for the last 24-hour period (cumulatively for all drivers, including the unidentified driver) can't be determined within 30 minutes or more.
Timing compliance malfunction	Absolute deviation from the Coordinated Universal Time (UTC) exceeds 10 minutes at any point in time.

Positioning compliance malfunction	The ELD determines the location at least every 5 miles while the vehicle is in motion. If the cumulative periods when the ELD fails to acquire a valid position measurement within 5 miles of CMV's movement exceeds 60 minutes for the last 24-hour period, then this event will be recorded.
Data recording compliance malfunction	The ELD is unable to record logs or retrieve logs from the server due to insufficient memory or other technical problems of the mobile device.
Data transfer compliance malfunction	Once a Data transfer data diagnostic event occurs, the ELD will enter the unconfirmed data transfer mode and start checking data transfer compliance every 24 hours. If the problem doesn't go away after three consecutive checks, then this event will be recorded.

Editing app options

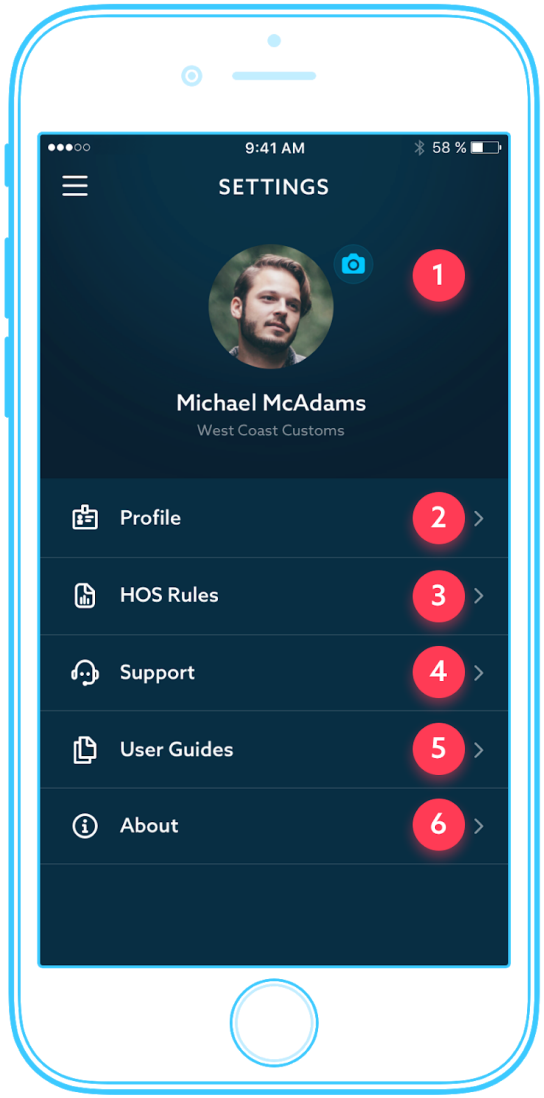
The EZ LYNK ELD app provides you with options to adjust app settings and HOS rules applicable to your logs. To access these options, open app navigation.

Tap **Settings** to access Settings screen.



Settings screen provides access to several options:

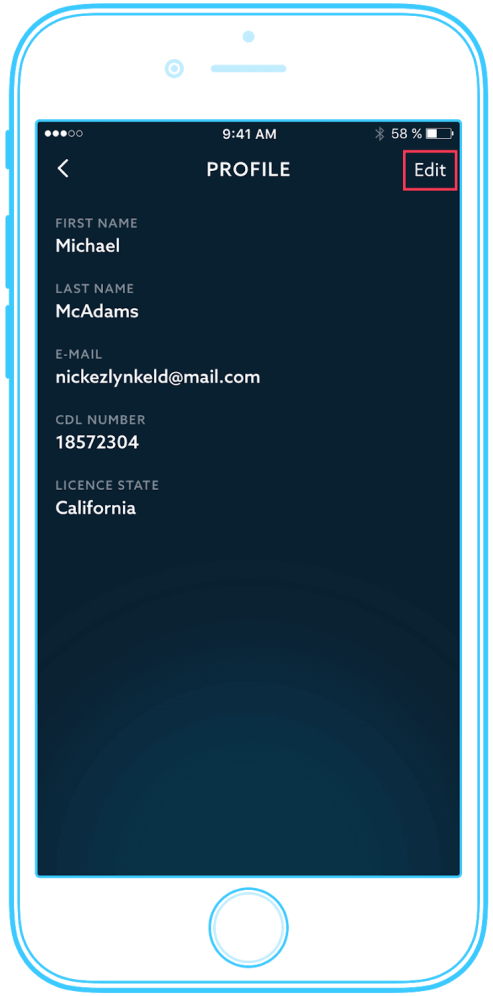
1. **Camera** icon: tap it to upload an image or take a new one using the device camera.
2. **Profile**: tap it to edit Profile information.
3. **HOS Rules**: tap this option to adjust log settings relevant to your Hours of Service.
4. **Support**: tap to contact the Support team.
5. **User Guides**: tap to access a list of downloadable user guides for the app.
6. **About** section displays information about the app and a link to access other apps developed by EZ LYNK.



Adjust driver profile information

Tap **Settings** → **Profile** to access your profile information.

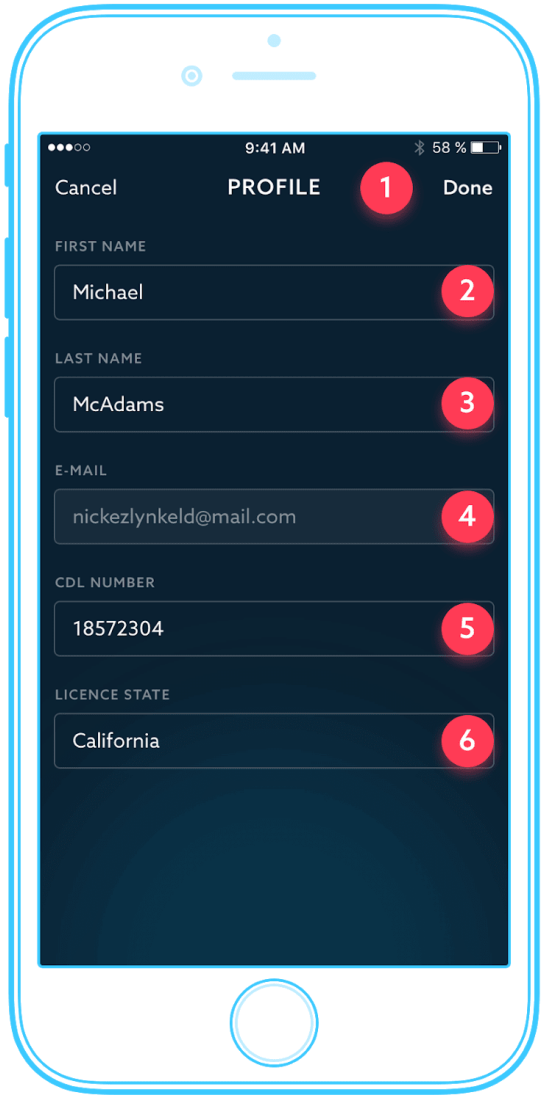
Tap **Edit** to modify this information.



Edit Profile screen has the following elements:

1. **Header** with the screen name, the button for closing the screen and the checkmark or done for saving.
2. **First Name** field to modify your first name.
3. **Last Name** field to modify your last name.
4. **Email field** is not editable: email is used as login.
5. **CDL number** field to edit driver's license number.
6. **License State** field to edit CDL issuing state information.

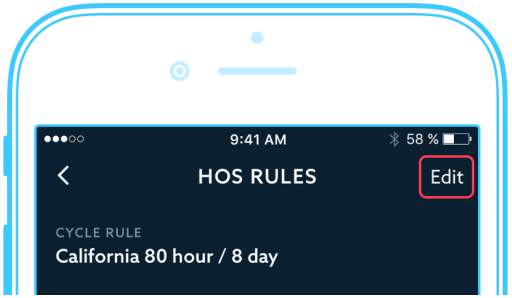
NOTE: Always tap the checkmark or done button in the top right corner to save any changes and return to the Settings screen.



Modify HOS rules

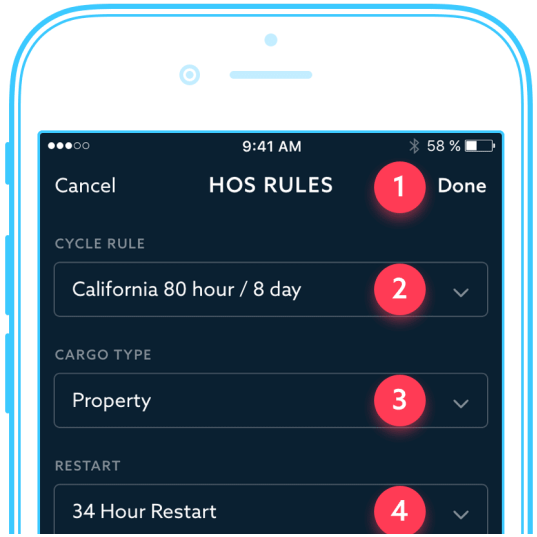
By default, HOS rules defined by a Fleet Manager for all logs in the company will be applied to your daily logs. You can access and view current rules by tapping **Settings → HOS Rules** in the app menu.

To modify HOS Rules applicable only to your logs, tap **Edit** on HOS Rules screen.



Edit HOS Rules screen has the following elements:

1. **Header** with a name and buttons for closing the screen and for saving changes and closing the screen.
2. **Cycle Rule**: tap it to select the cycle rule applicable to your logs.
3. **Property type**: tap it to select the type applicable to your logs.
4. **Restart** provision, if it is applicable to your cycle.

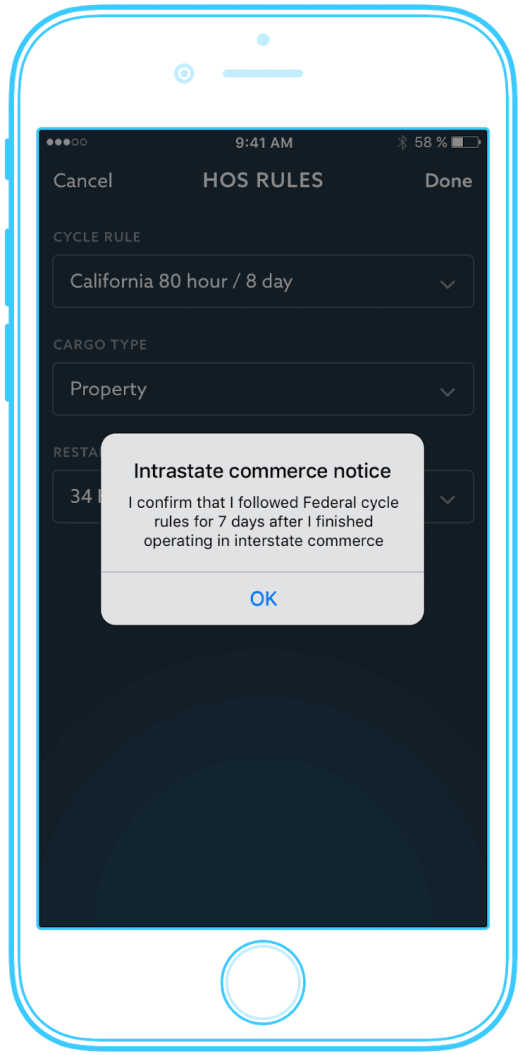


Switching from a Federal cycle to any of the state cycle rules requires that you follow Federal cycle rules for the number of days equal to the previously used Federal cycle.

The app will present a prompt requiring you to confirm that you have followed this requirement.

- Tap **Confirm** to switch to the new cycle.
- Tap **Cancel** to continue using the current Federal cycle rules.

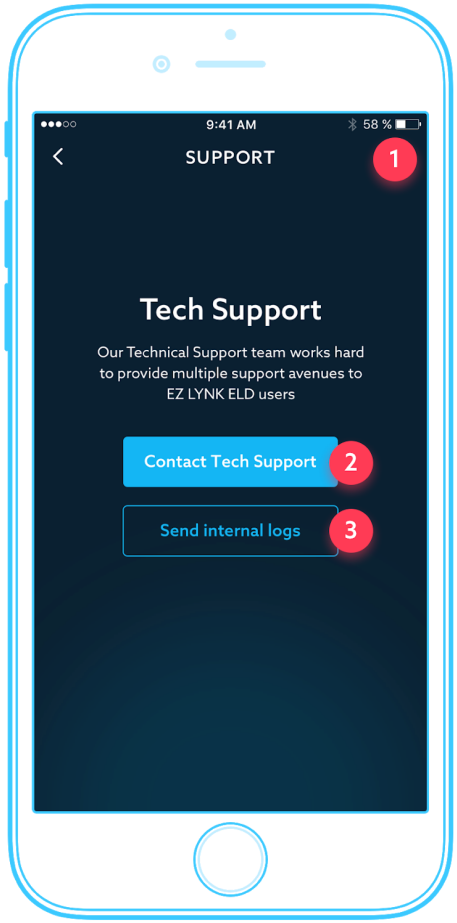
NOTE: Always tap the checkmark or done in the top right corner to save any changes and return to Settings.



NOTE: Changes to HOS Rules will lead to re-calculation of the HOS compliance counters used by the app.

Use support options

Tap **Settings** → **Support** to access support options.

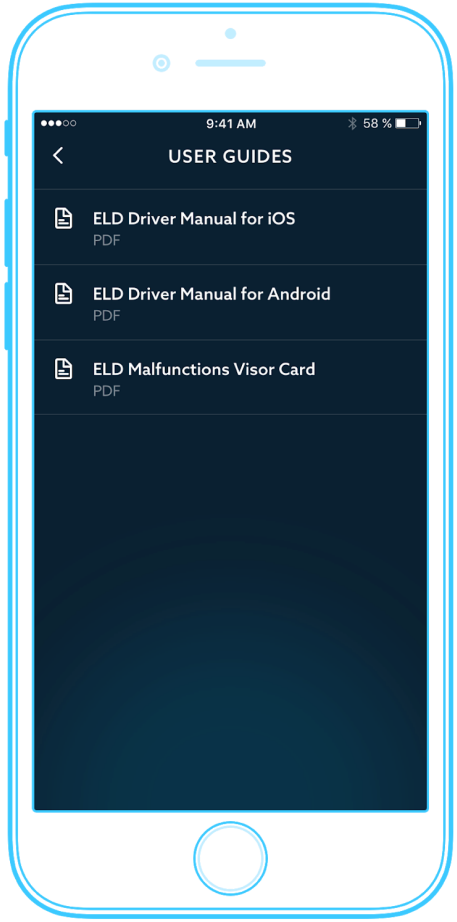


Support screen has the following elements:

1. **Header** with screen name and back navigation arrow.
2. **Contact Tech Support** button. Tap to open EZ LYNK support page in a browser.
3. **Send internal logs** button. Tap to send application logs to EZ LYNK support personnel to troubleshoot an application issue.

Access User Guides

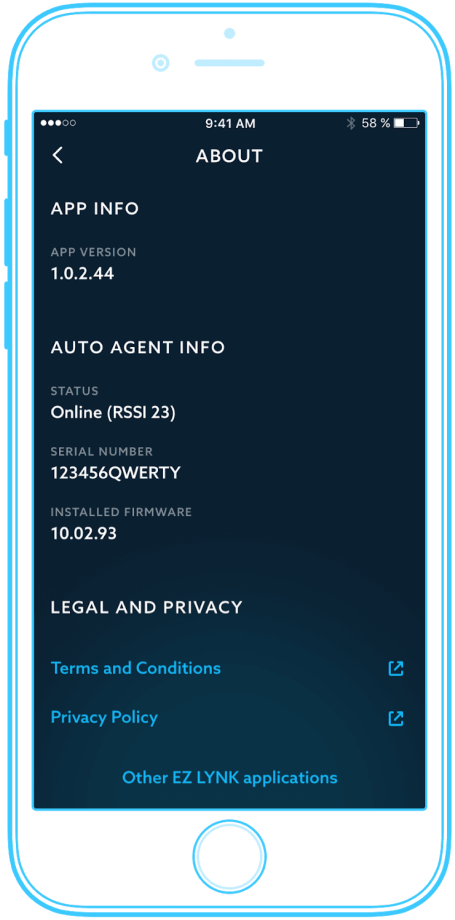
Tap **Settings → User Guides** to access a list of downloadable documents for the app.



Tap to download and open the desired document.

Access information about the app

Tap **Settings → About** to review information about your app.



About screen will display the current app version and information about connected Auto Agent with its status and installed firmware version.

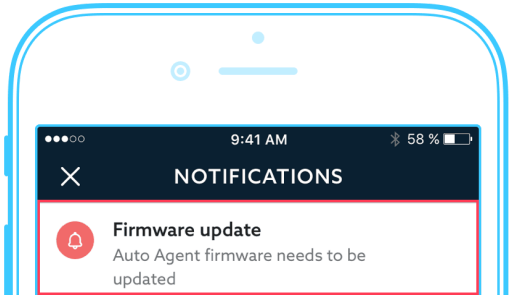
"**Other EZ LYNK applications**" link: tapping it will open Google Play (App Store) page for the other apps developed by EZ LYNK.

Handling ELD system updates

From time to time, EZ LYNK ELD will provide updates to the app and to the firmware used in the Auto Agent box to connect to the vehicle and manage all communications.

When an update to the firmware becomes available, the app will download it and add a notification to the list of Notifications.

Tap on the Firmware Update notification and follow on-screen prompts to complete the update.

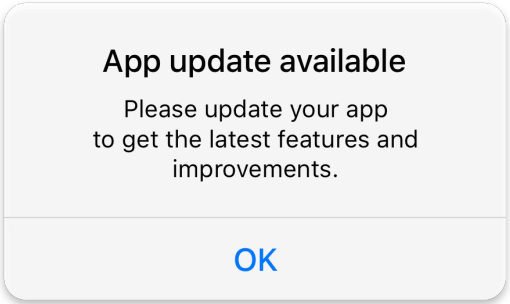


The app version is checked against the required version by the web server on each connection.

If the App requires an update, an “App update available” alert will be displayed. Tap OK to close the alert.

NOTE: App functionality will be limited until you update it to the latest supported version.

Update your app using Google Play (App Store).



Additional Resources

Visit Support Site
ezlynk.com/eld

Contact Us By Phone
844-439-5965

Email Us
support@ezlynk.com

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