APP USER MANUAL

Welcome to FleetRover!

FleetRover exists to help you stay compliant, efficient and safe.

This guide will get you started with the application and serve as a reference should you ever experience an issue.

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1 Ensure the vehicle is off.

2 Locate the vehicle diagnostic port/OBD Port.
   · *This is typically located under the steering column.*
   · *Heavy duty vehicles typically require either a 6-pin or 9-pin plug.*

3 Plug in the ELD and start the ignition.

4 The LED on the device should show a solid red colour.

5 If the LED is flashing or does not illuminate, please check the connection as your ELD is likely not receiving power.

1 Mount the device in a dry and secure area of the cab.

2 FleetRover recommends the top of the dashboard or a safe area under the steering column, on the right hand side.

3 Clean the area with the alcohol swab provided and use the adhesive velcro strips to ensure the device is securely mounted. Please ensure the ELD has power and enough length of cable before securing the device.

DOWNLOAD THE MOBILE APPLICATION

1 Open the Google Play Store ▶ and search for 'FleetRover' in the search bar.

You can also find it at this link.

**2** Download the application. Once the download is complete, click 'Open' to open the app.

Your device will likely create a shortcut on your screen. If you do not see a shortcut, open your Apps menu, find FleetRover and drag the icon onto your home screen.

3 Login using the credentials provided. If you have trouble logging on, contact your operations team or your FleetRover Account Manager.
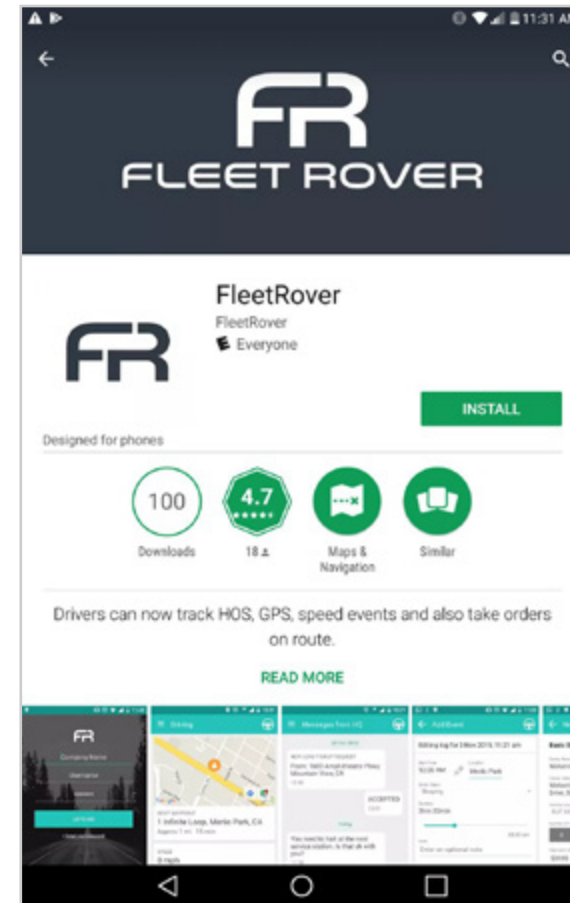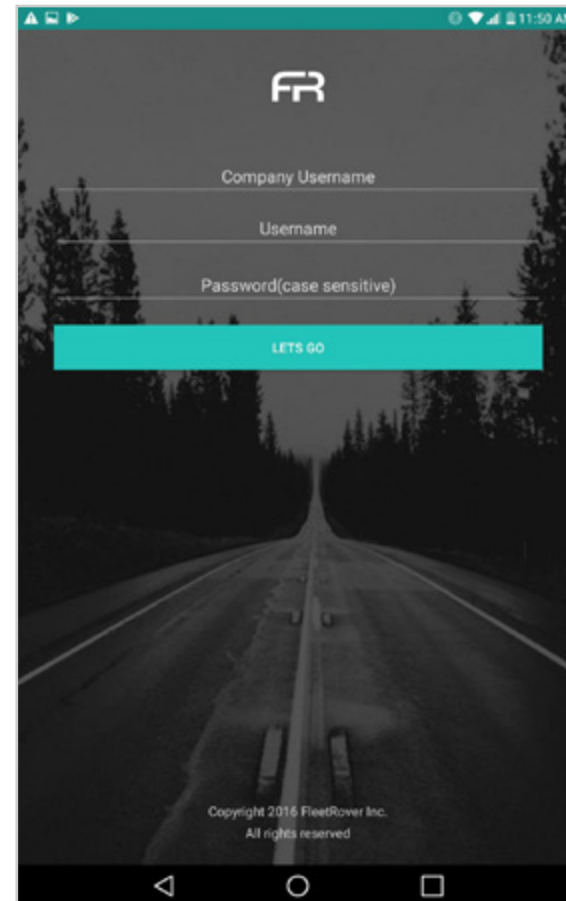
LAUNCH THE APPLICATION

From the home menu, Find the FleetRover icon and click on it to launch the App.
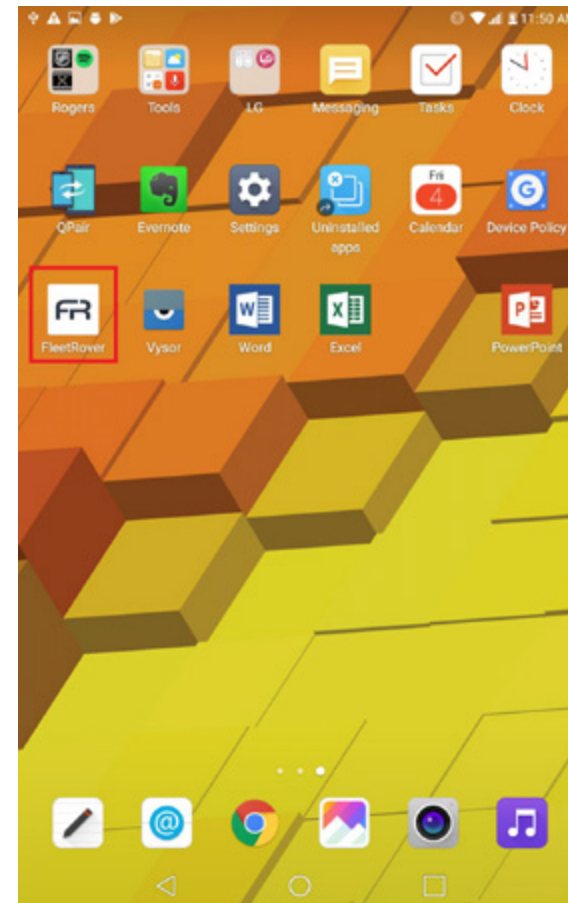
Enter the credentials provided to you.

· *If you do not have a login, please contact your operations team or your FleetRover Account Manager.*

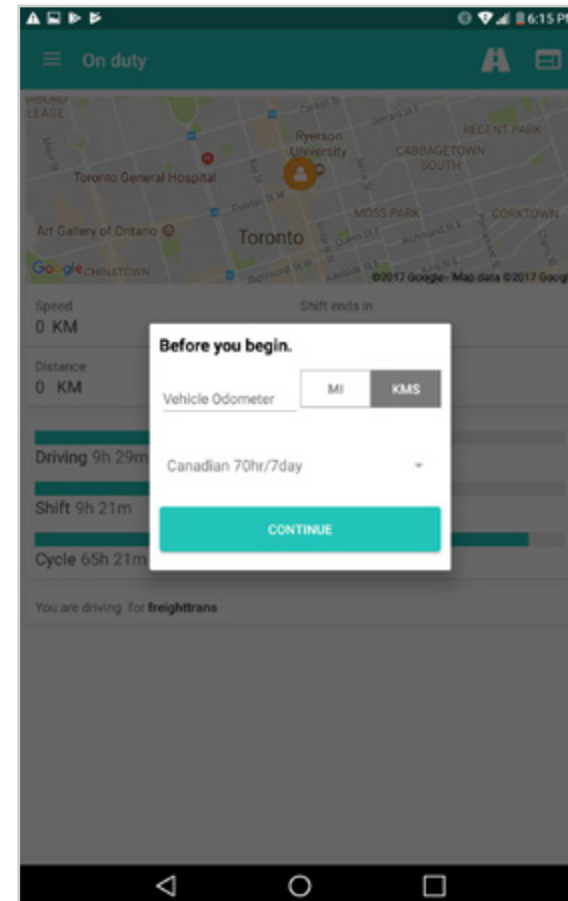· *Your operations team can resend your credentials at any time.*

1. Enter the Odometer reading of your vehicle.

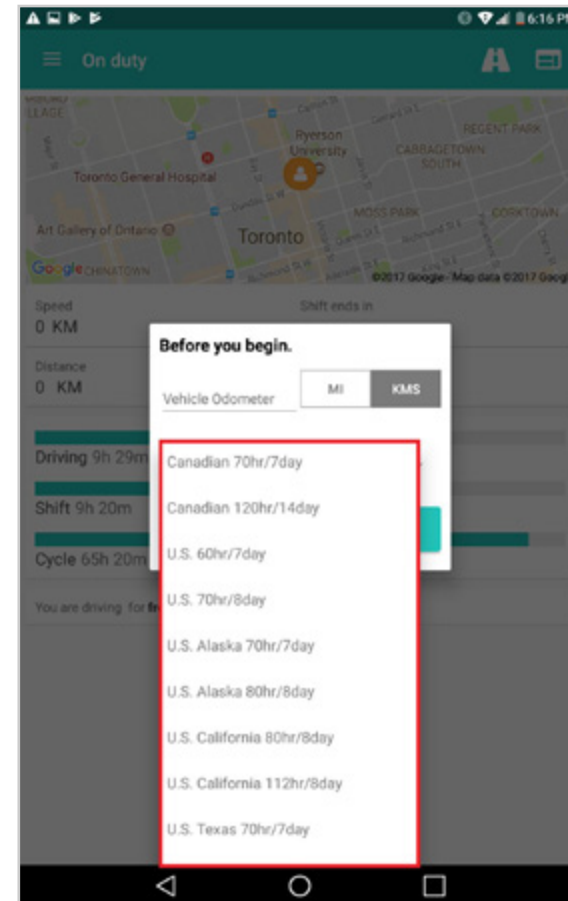2. Select whether you will be using Miles (MI) or Kilometres (KMS).

Select the cycle which applies to you.

E.g.

- *Canadian 70hr/7day.*
- *U.S. 70hr/8day.*
- *Etc...*

PAIR YOUR DEVICE THROUGH BLUETOOTH

1. Click on the **"Hamburger Menu"** (three horizontal lines in the top left corner).

2. From the menu select "**Settings**."

3. Select "**Vehicles**."

4. Press "**Scan Truck**."

5. Select the correct truck.

6. **NOTE:** If in close proximity to multiple trucks, make sure to connect to the right vehicle.

7   If you cannot find your vehicle, select "**SHOW ALL TRUCKS**."

8   Select the correct truck.
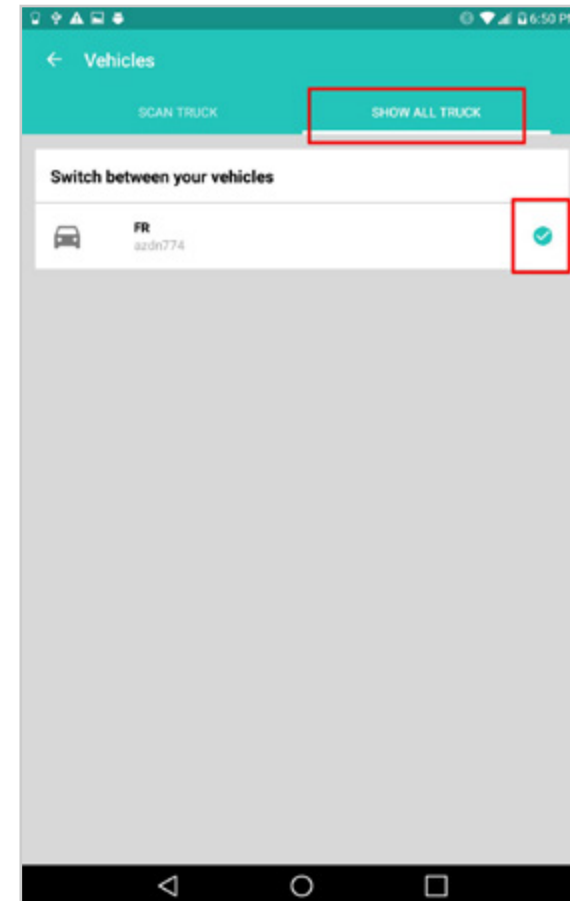
1) If you get stopped for inspection, click on the "report" icon in the top right corner.

2) This shortcut is available on every screen in the app.
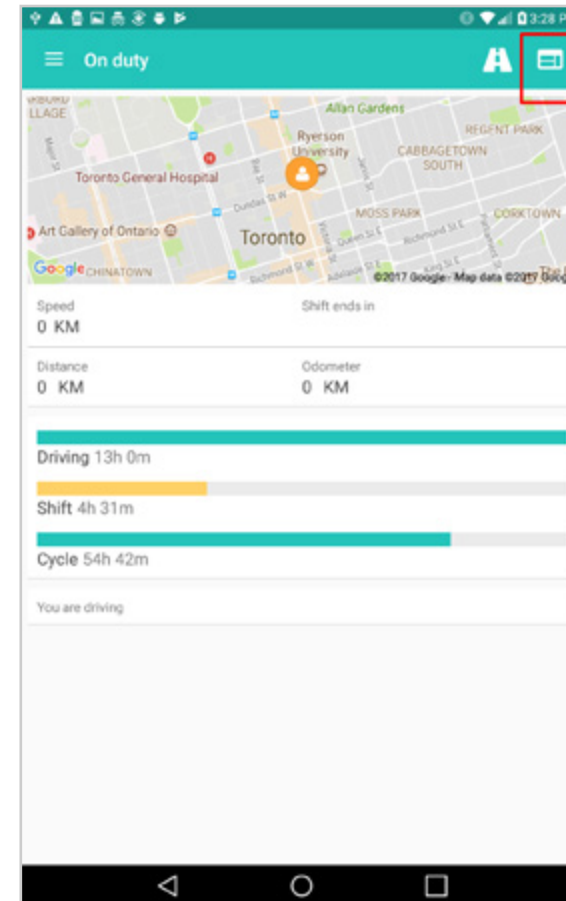
(3) Inspection mode begins with the instructions found below.

Begin Inspection

Please give the device to the inspector.

To use inspection mode:

Use the arrow buttons at the bottom of the screen to view different days.

Swipe your finger up and down to view the complete log details.

OK
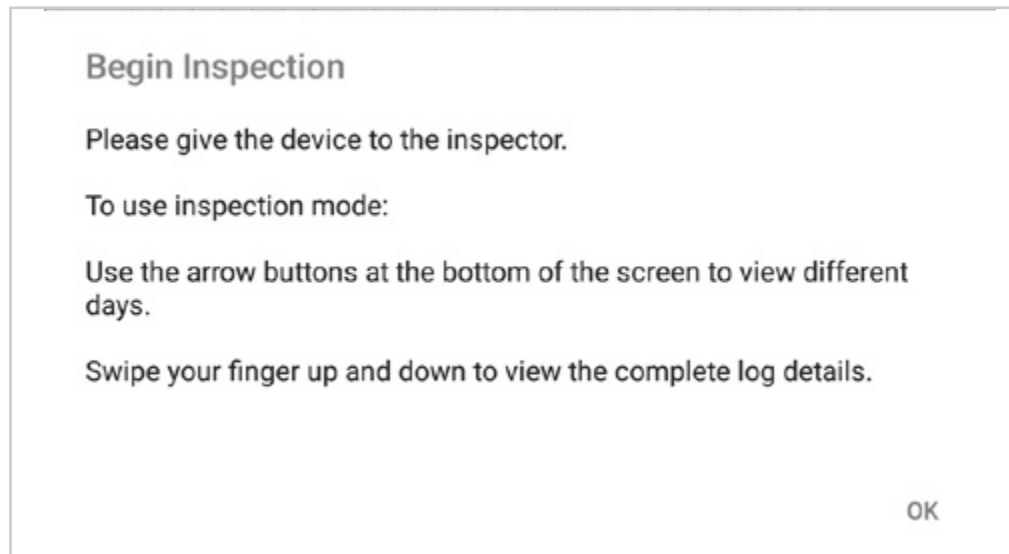
④ This is the screen the inspector will see.

⑤ Press the arrows at the bottom of the screen to switch between days.

⑥ Scroll up or down to see additional information on the selected log.
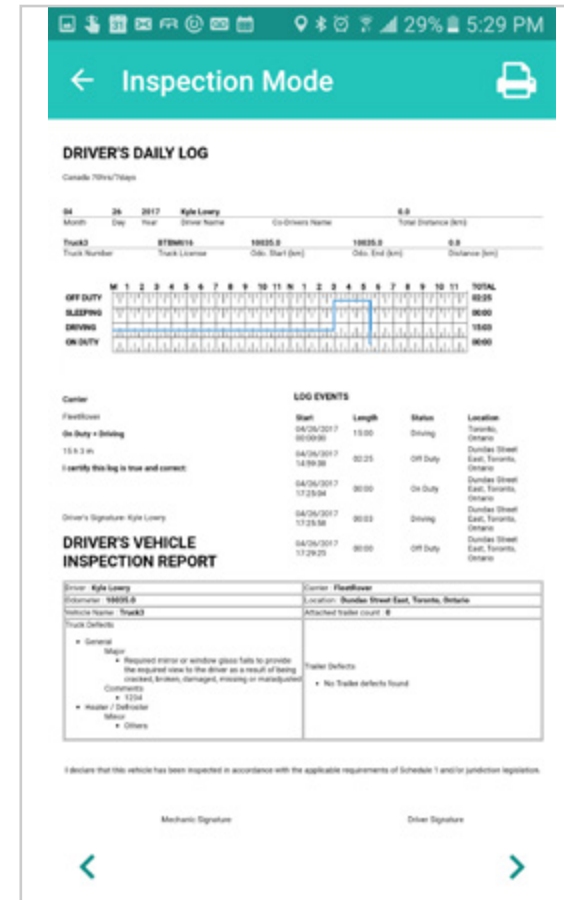
1 Change **driver status** by clicking on the happy face in the top, right corner. When first logging in, the status will default to **Off Duty**.
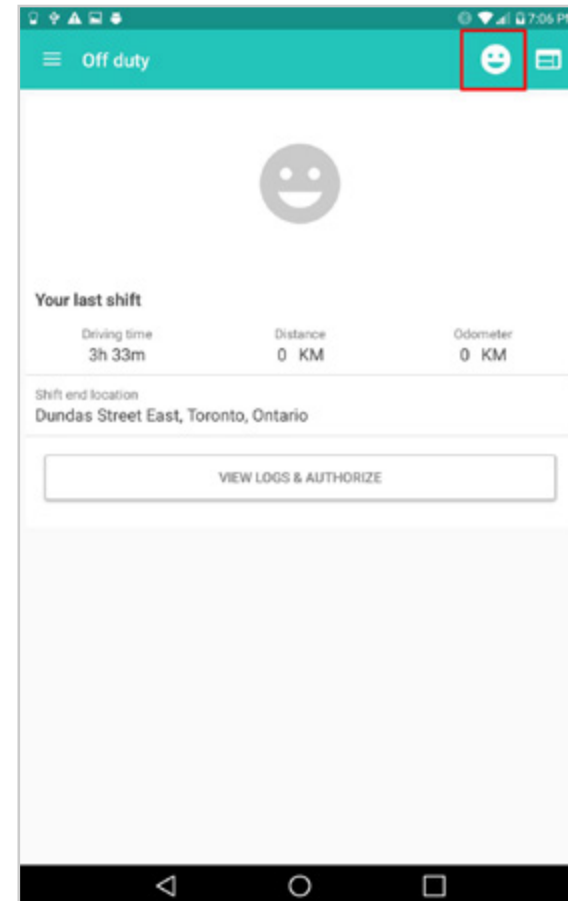
2 There are four status choices:

- *The "happy face" indicates* **OFF DUTY***.*

- *The "road icon" indicates* **ON DUTY***.*

- *The "steering wheel" indicates* **DRIVING***.*

- *You may not see the driving option - this depends on how your company uses FleetRover. Don't worry - in this instance, FleetRover will automatically detect when you are driving and makes this change for you.*

- *The "sleeping moon" indicates* **SLEEPING.**

Driver Status

OFF DUTY   ON DUTY   DRIVING   SLEEPING

(3) Anytime you switch to "**On Duty**", the screen will show the following information:

- · Current location (on the map).
- · Remaining driving time.
- · Remaining shift time.
- · Remaining cycle time.
- · Distance traveled in the day.
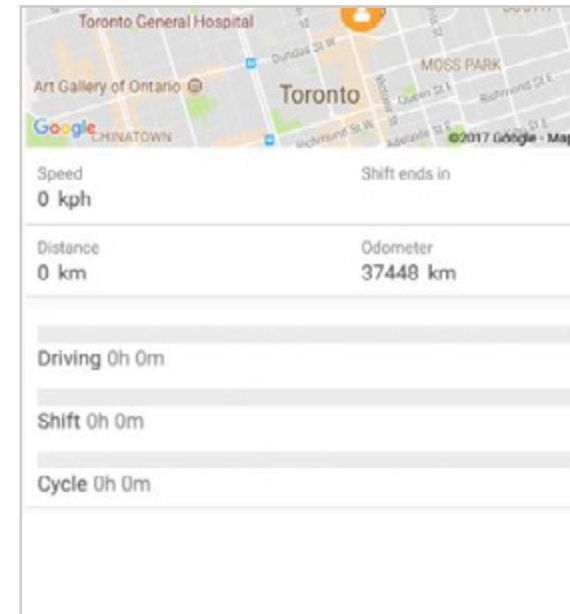
1 To view, edit, and review your logs, click on the menu and select "**Logs**."

DVIRs will also be created within this tab.
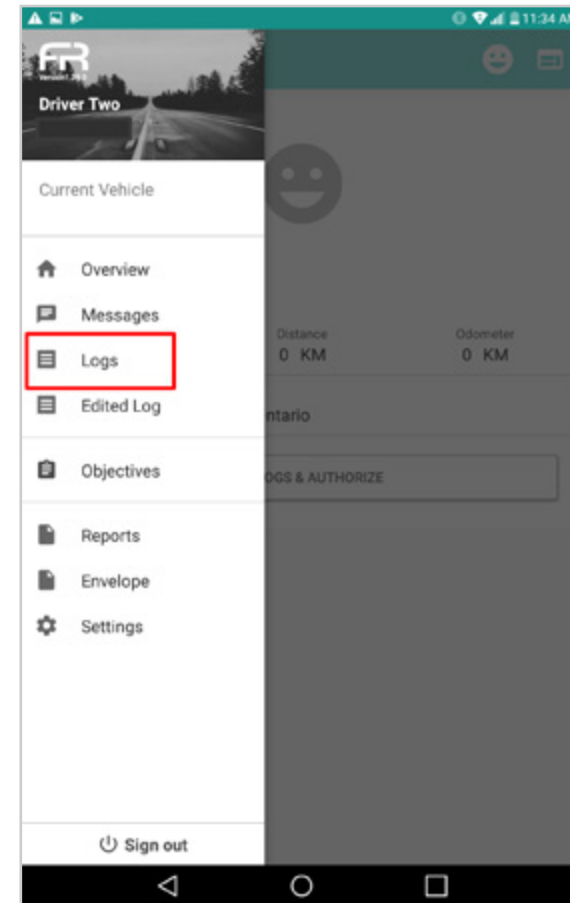
VIEW YOUR LOGS

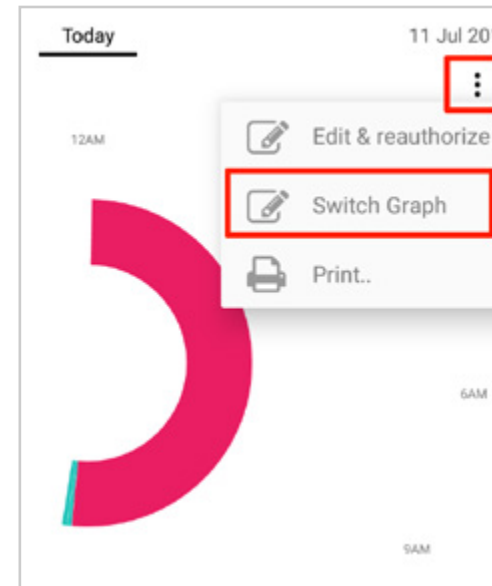**2** You will find three stacked dots on the logs page. Clicking these dots allows you to:

- *Edit your logs.*
- *Switch the graph style.*
- *Print.*
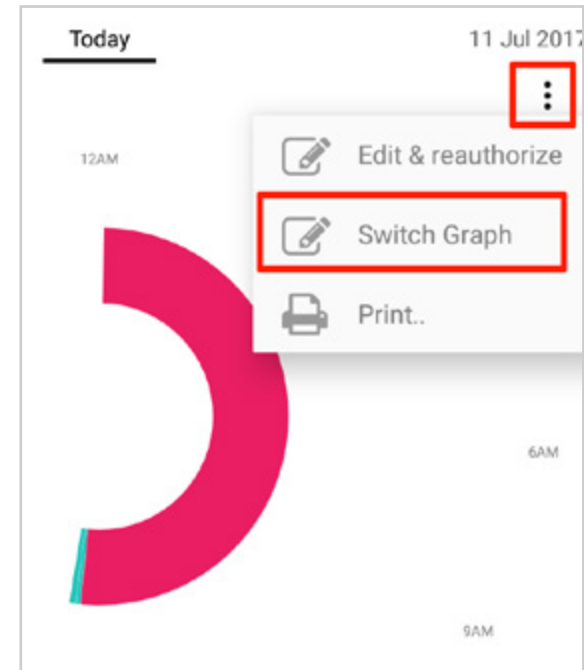
Some Drivers prefer the new, FleetRover Circle Graph. Others prefer the familiarity of the line graph. You can switch between them whenever you prefer.

- *Select "switch graph".*
- *Your logs will now appear in line format.*
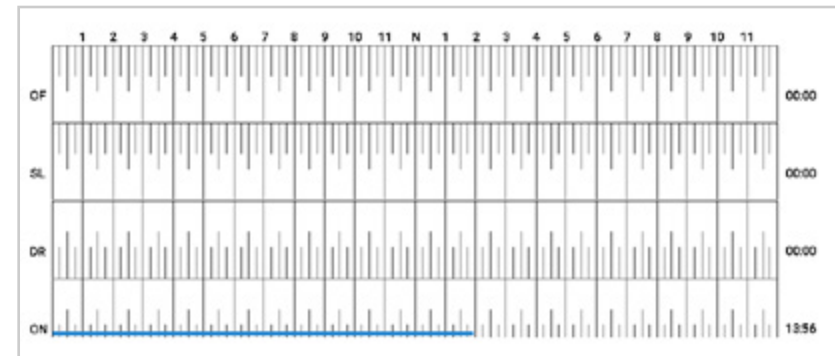
1 Sometimes, logs have to be edited to correct a yard move, show a stop for inspection or mark personal conveyance such as a lunch break.

To do so:

Press the 3 dots and select "**Edit and reauthorize**."
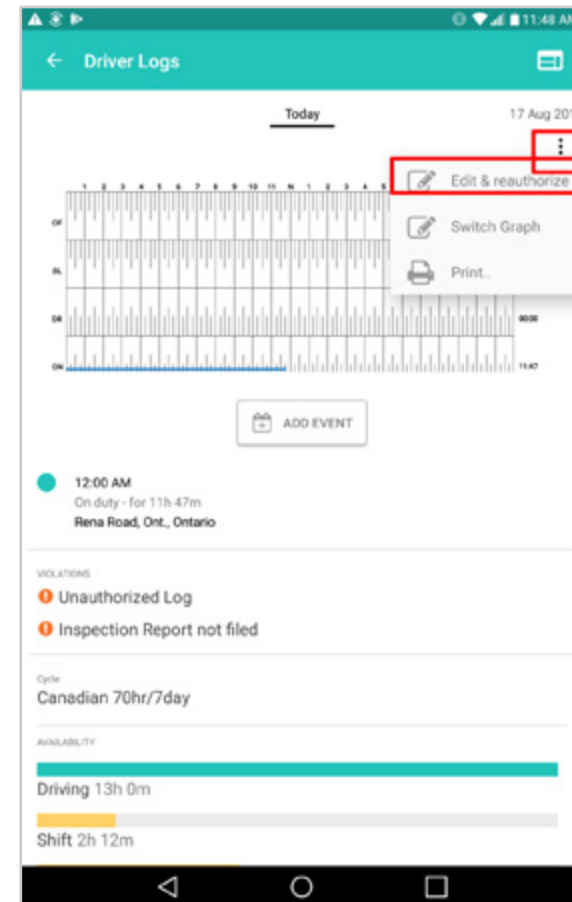
2 Select "**ADD EVENT.**"
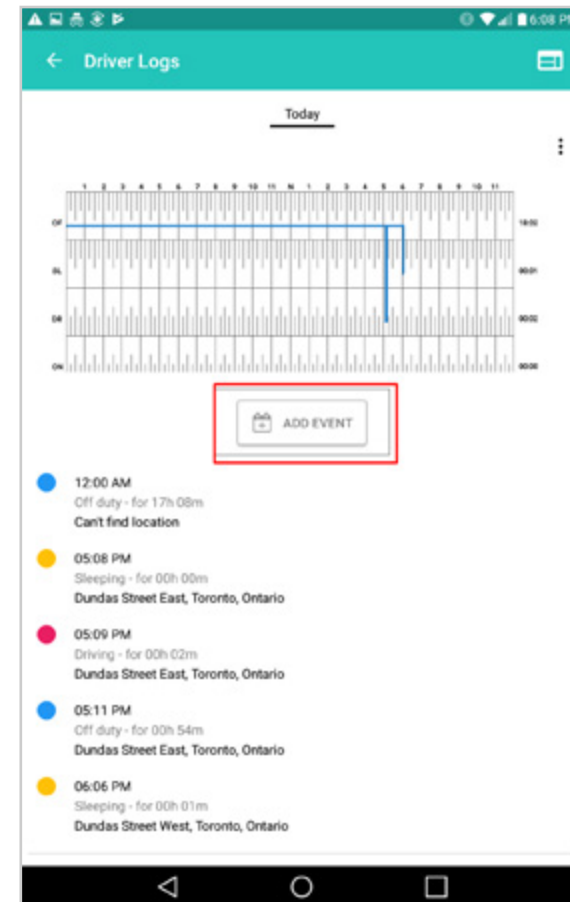
Please see an example below:

1 In this instance, the driver would like to edit his logs to reflect a yard move.

2 He began driving at 2:39PM, and was driving in the yard until 3:05PM.

3 The driver would like to document that from 2:39PM - 3:05PM, he was "**ON DUTY**" instead of "**DRIVING**."

To make this change:

1 Select the status that will be changed. In this case, "**ON DUTY.**"

2 Click "**Start Time**" to change the time of the event on your log (2:39PM).

   Don't forget to change AM/PM
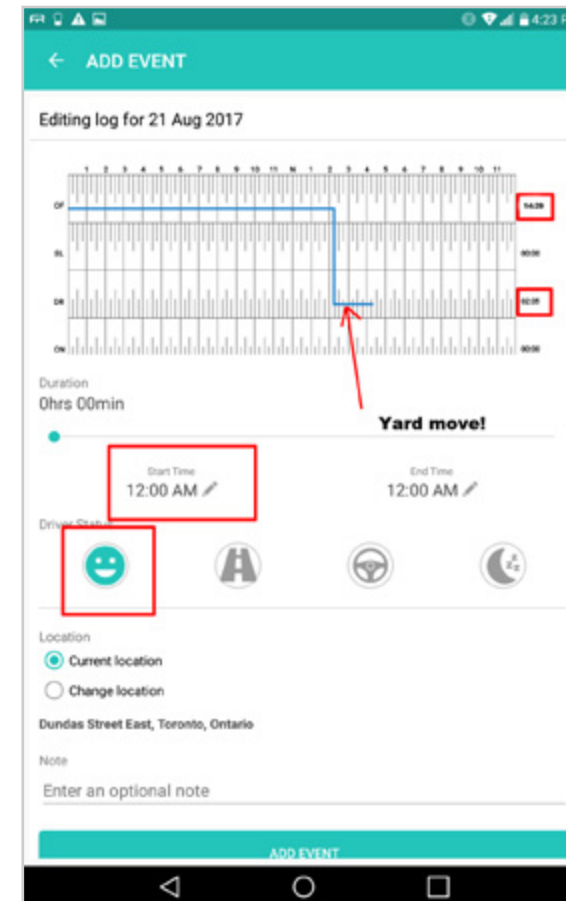
3 Enter the right time by using your finger to move the clock around in a circle.
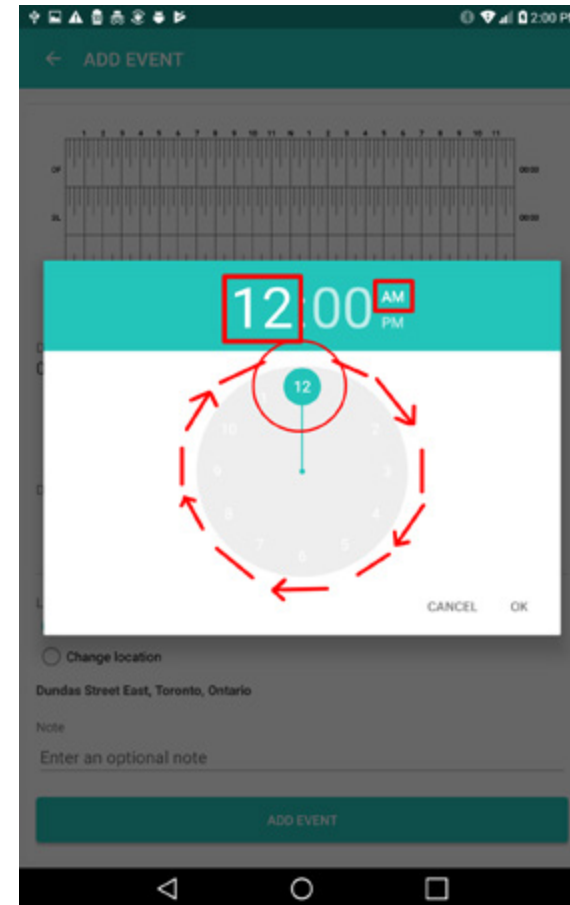
4 To change the end time, select "**End Time**."
You can use the slider (highlighted to the right)
to adjust "**End Time**" or you can select "**End
Time**" and use the circle clock as shown in the
previous step.

5 The device will automatically pull your location.
If you need to change this, select "**Change
location**" under "**Location**."
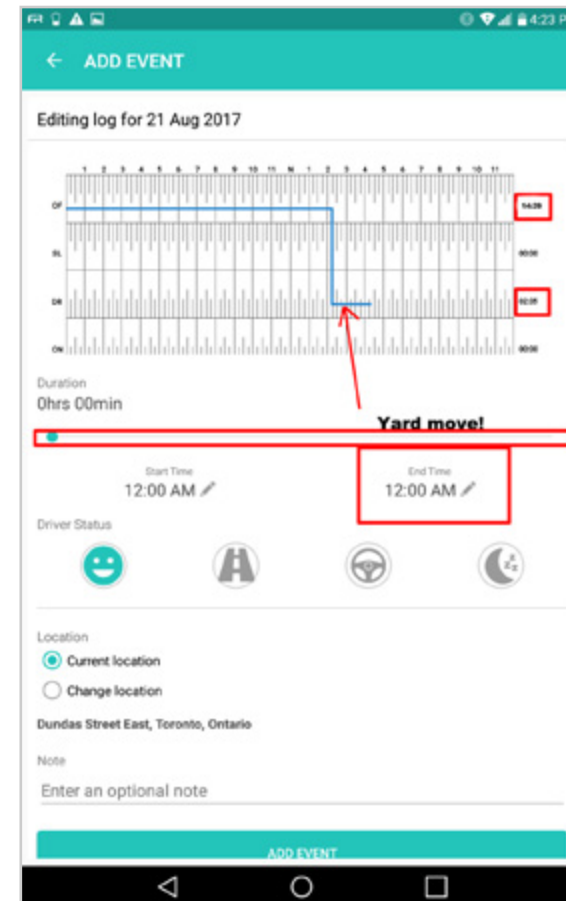
6 Select "**ADD EVENT.**"

7 The log edit is now complete!
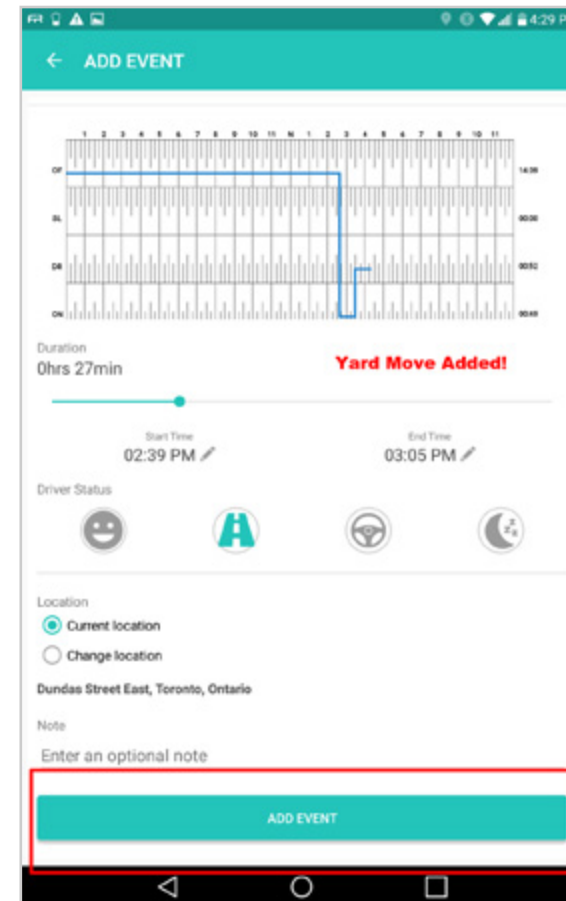
Regulatory officials are well known for finding violations. This section will show you how to fill an error free DVIR report, keep your CSA score high and avoid being fined.

(1) Enter the name of the trip, trailer and destination (this is not necessary for vehicles travelling within Canada.

These fields are mandatory if you are travelling to the U.S. or are a U.S. customer.

(2) Select the number of trailers you are hauling.

If you select additional trailers, FleetRover will add additional fields where you can enter trailer license plate and the jurisdiction of trailer license plate.

(3) The app will automatically pull your location. If this is incorrect, you can enter a customer location by selecting "**change location**."

1 **If no defects were found**, check the box that says "**I have inspected the vehicle in accordance with...**"

2 Click **"AUTHORIZE REPORT & SAVE."**

1   The first time you do this, the app will ask for your signature.

2   Use your finger or stylus to sign on the screen.

3   Click "**SAVE SIGNATURE**."

   *You can redraw your signature by clicking "**clear**."*
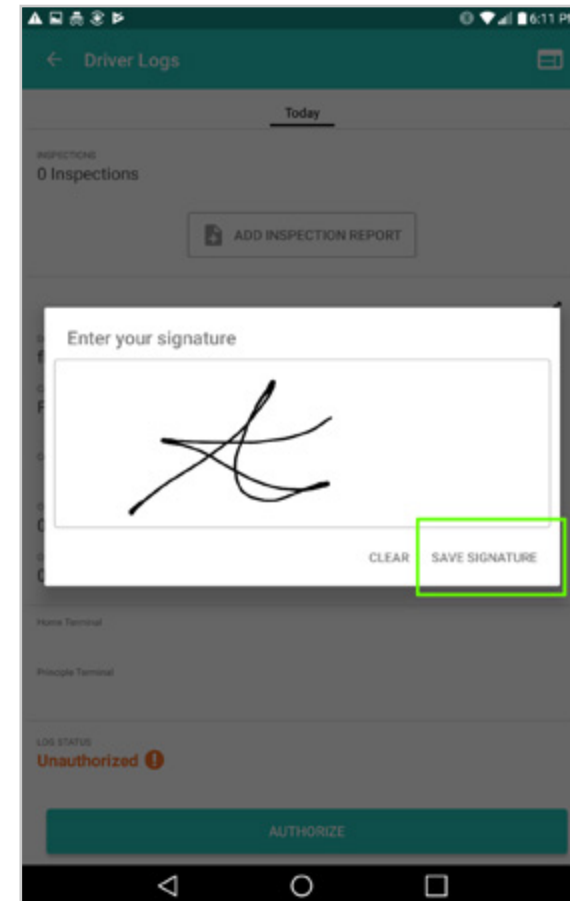
1 Check off "There were defects found during inspection."

2 Select the defects found and whether they are major or minor.

- *The application will prompt you to input additional information in accordance with Schedule 1.*
- *You can also enter additional information at the bottom of the page under "**Other Defects.**"*

3 If you are unsure what counts as a defect, click the **(?)** for more information.

4 Always make sure you scroll back up to the top and select "**I have inspected the vehicle in accordance with schedule 1...**"

5 Hit "**AUTHORIZE REPORT & SAVE**."

SIGN YOUR LOGS

1. The first time you do this, the app will ask for your signature.

2. Use your finger or stylus to sign on the screen.

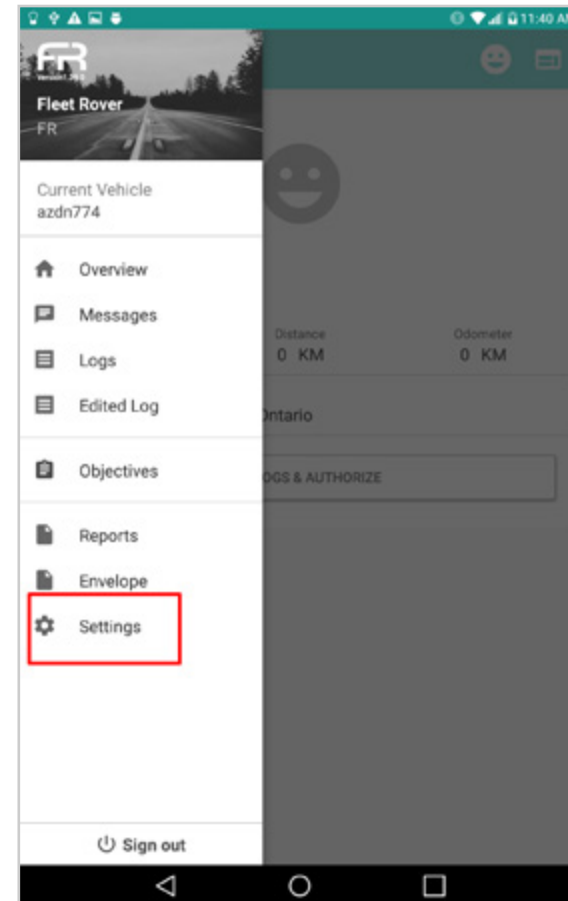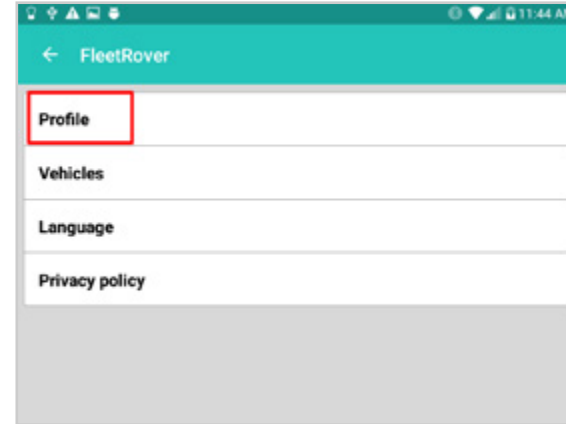3. Hit "**SAVE SIGNATURE**."

Under **Settings** you can:

- Turn **on/off** "Team Driving".
- Switch from **miles** to **kilometres** (and vice versa).
- Change language from **English** to **French** (and vice versa).

1. From the main menu, select "**Settings**."

2. Select Profile.

3　Select the unit of measure you prefer to work with.

4　Hit "**Save Details.**"

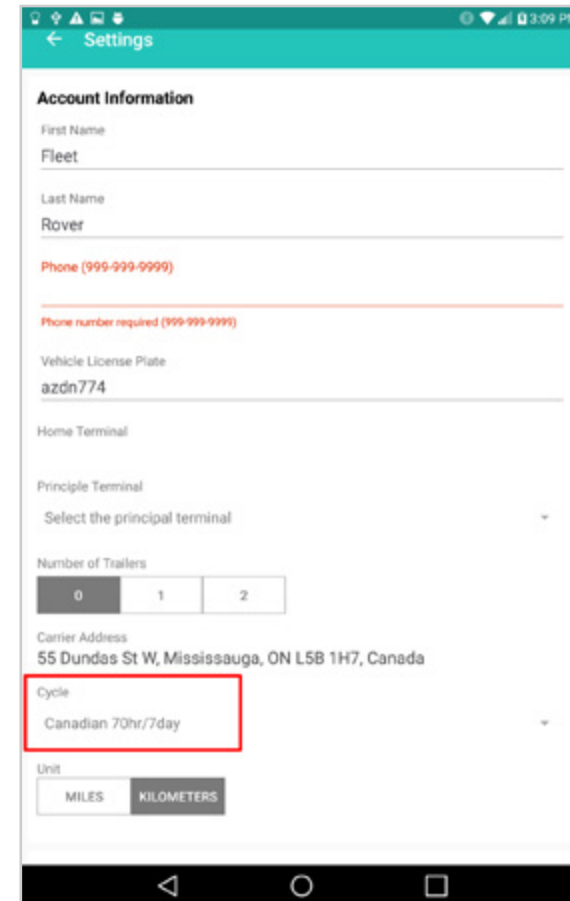5　If you have not previously entered a signature, you must do so before saving profile settings.
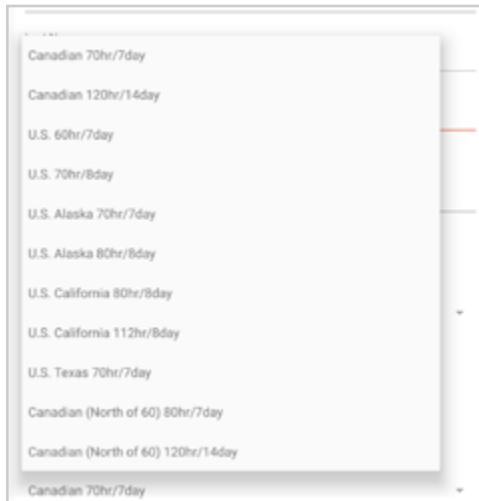
To Change your cycle:

1   Open "**Settings**" and select "**Profile.**"

2   Change to your new cycle by clicking on it.

*You will not be able to do this while in "**Driving Mode.**"*

1. From "**Profile**", select "**Team Driving**."

2. Click "**SAVE DETAILS**" to confirm your selection.

3. If you have not previously entered a signature, you must do so before saving profile settings.

1. From "**Settings,**" select "**Language**."

2. Select English or French.
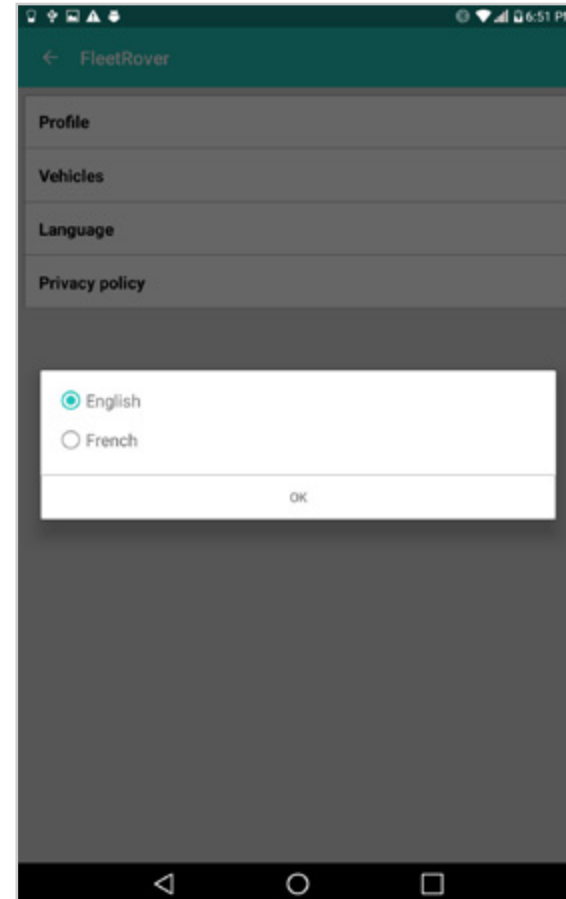
You will need to save a signature before you can save any profile settings. This can be done from "Settings > Profile."

1   Open **Settings** and select "**Profile**".

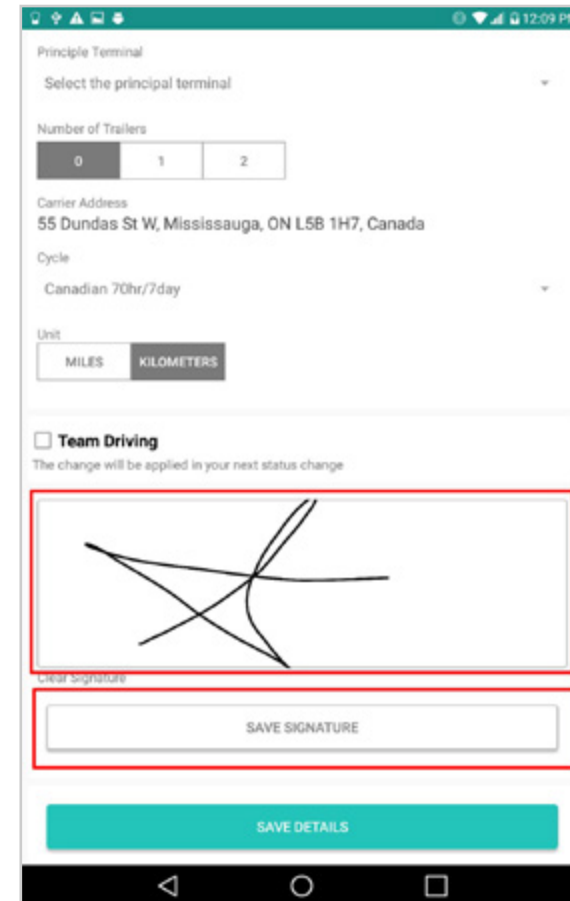2   Use your finger or a stylus to draw your signature in the box. This is the signature that will show on your HoS and DVIR reports.

3   Press "**SAVE SIGNATURE**."

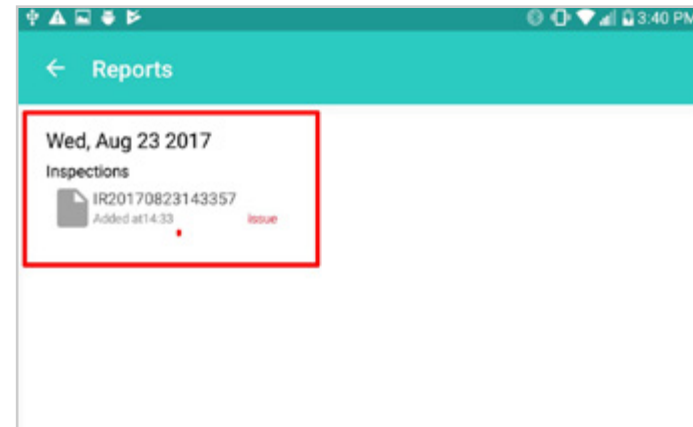4   Press "**SAVE DETAILS**."

1   To view completed inspection reports, open the menu and select "**Reports.**"
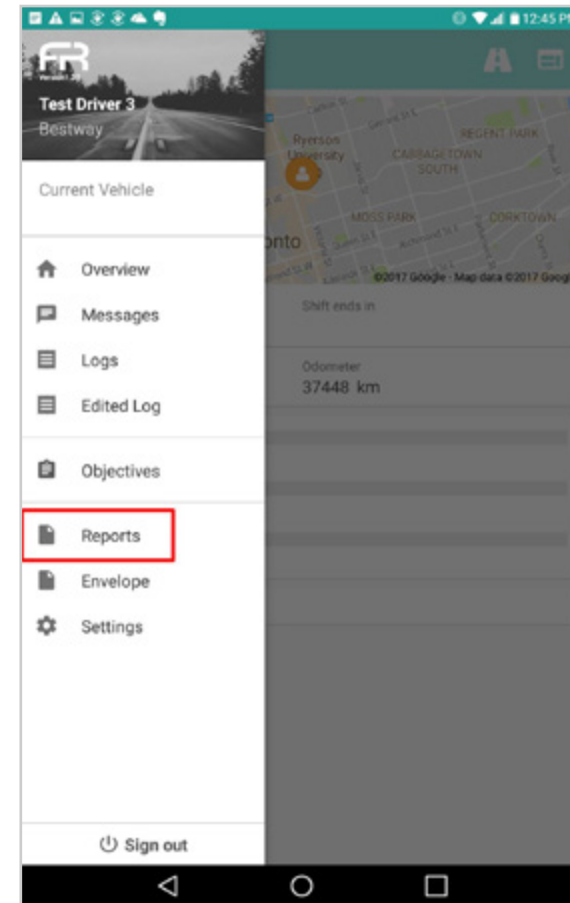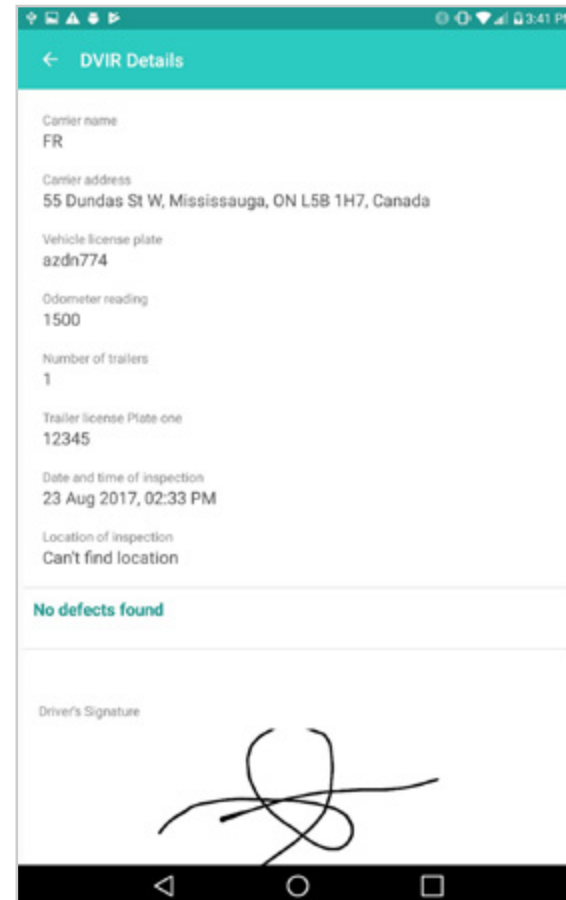
2 From the "**Reports**" menu, select which report you would like to view.
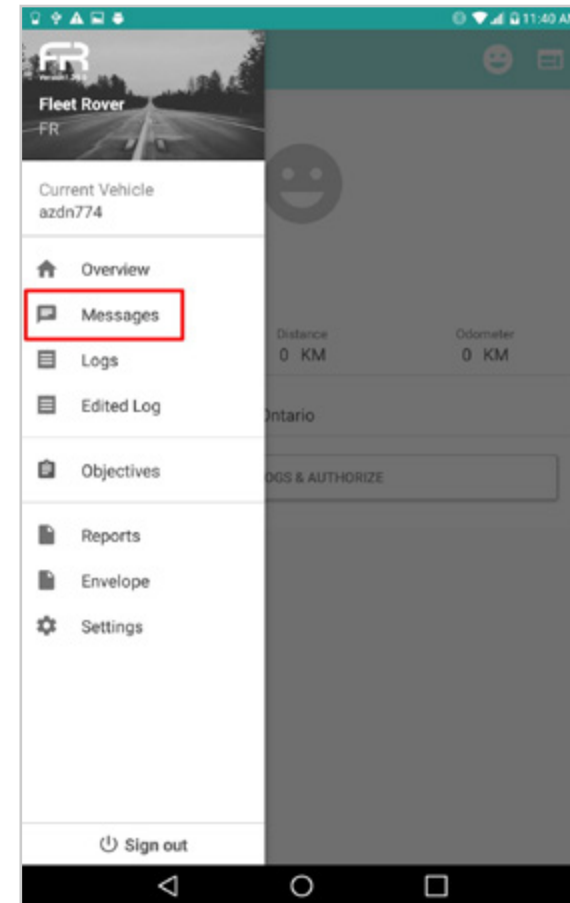
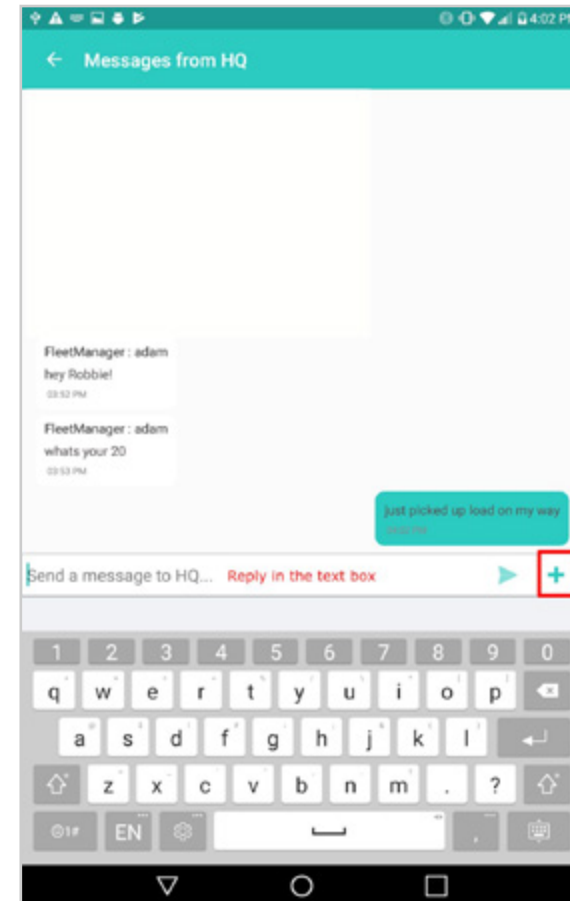*A DVIR report must be filled, authorized and signed before it can be viewed.*

③ The Report will appear as shown.

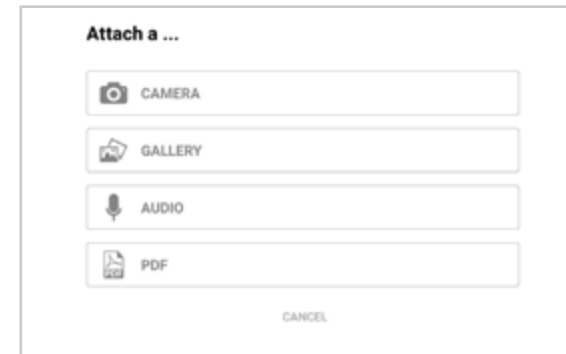1 To view messages from dispatch, open the main menu and select "**Messages**."

2   Reply to dispatch by entering text in the box at the bottom of the screen.

3 Press the "**+**" for more options. You can
- Take a picture - "CAMERA".
- Send a photo from your gallery - "GALLERY".
- Record and send a voice note - "AUDIO".
- Send a PDF - "PDF".

Attach a ...

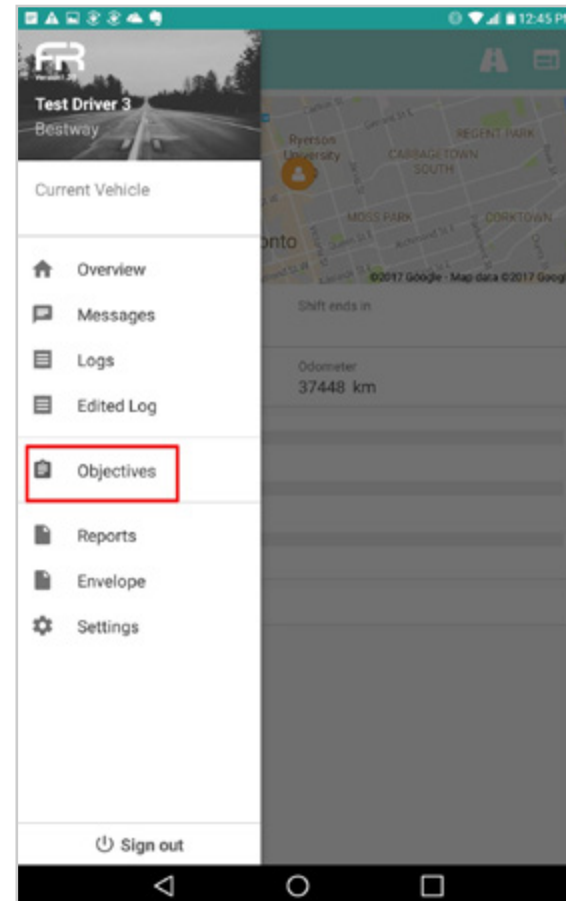|	CAMERA
	GALLERY
	AUDIO
	PDF

CANCEL

1. If you see "**NEW LOAD PICKUP**" request appear, dispatch has sent you a new objective.

2. If you have the capacity to accept this load, select "**ACCEPT**."
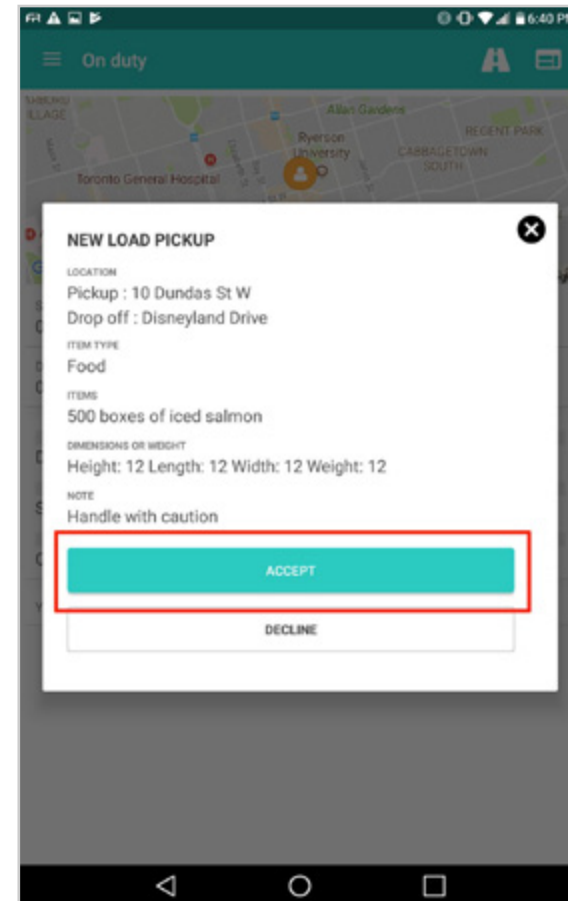
1 Select "Objectives" from the main menu.
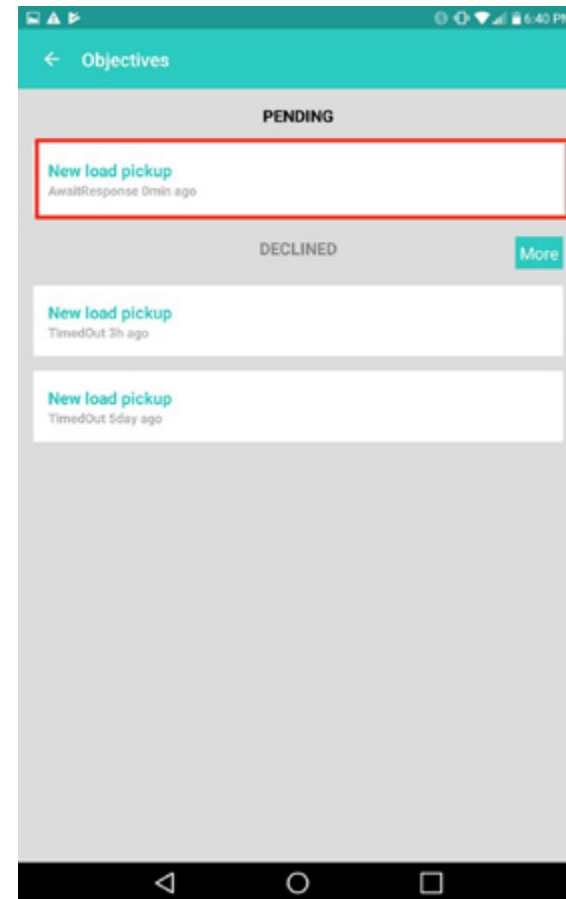
2   Current, pending, declined and completed objectives will show here.

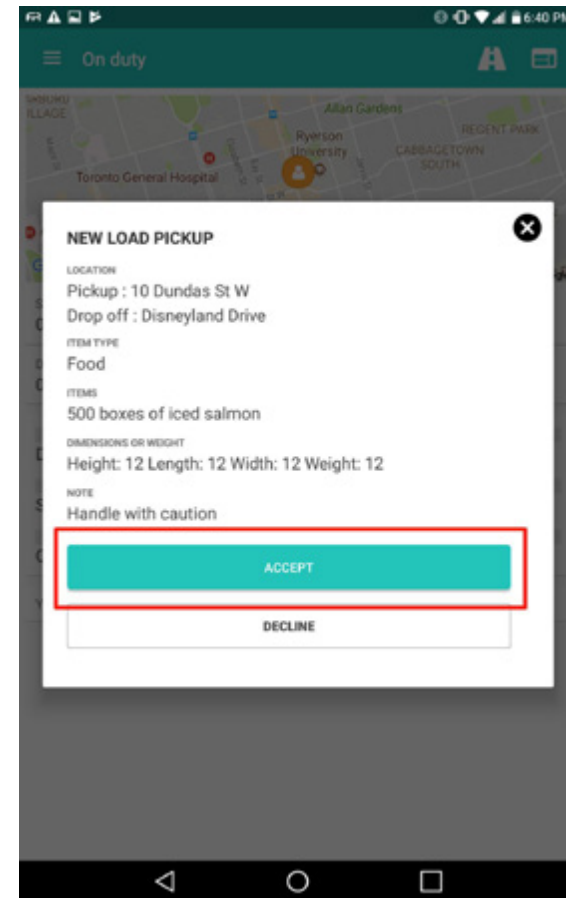3   If you have any pending loads, accept them by selecting "**New load pickup.**"

**4** If you have the capacity for the load, select "**ACCEPT**".

5 If you cannot accept the load, select "**DECLINE**."

1. If your organization allows your dispatch/ operations team to edit your logs, you will be prompted to approve the edits.

2. To view log edits, select "**VIEW**." Always check what you are approving to ensure you and your operations team are in agreement. As the driver, you are ultimately responsible for what shows on the log.

3. To approve the edits, select "**APPROVE**."

4. To reject the attempted log edit, select "**DISMISS**."

5. Once you select "**VIEW**" you will see the attempted log edit.
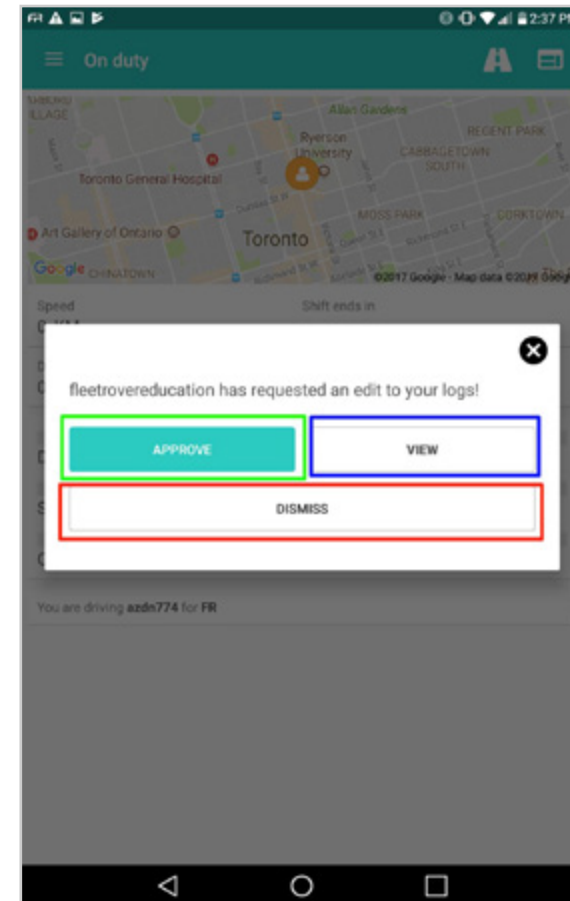
(6) Select "**VIEW LOGS**" to see a list of the proposed changes.
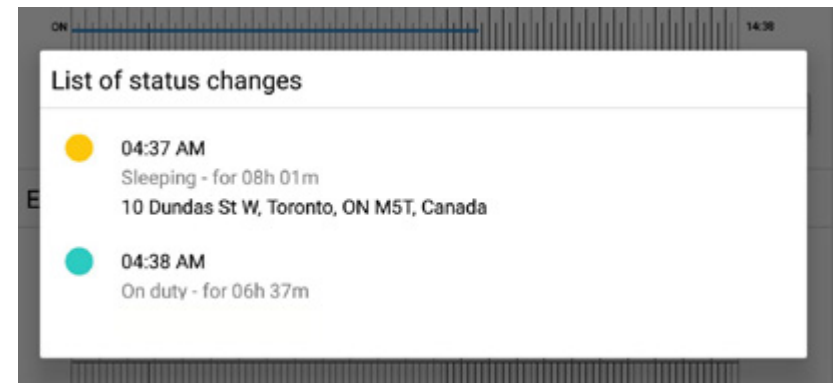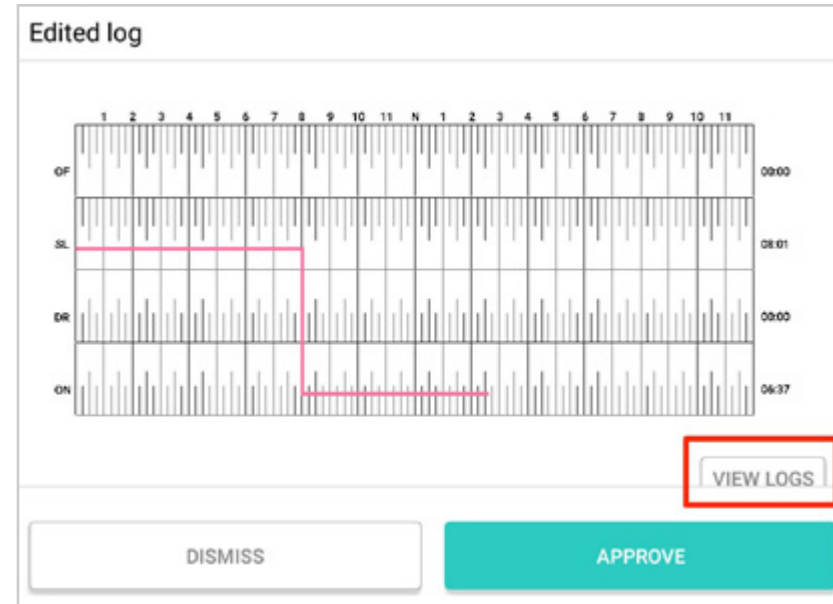
Drivers and dispatch can instantly upload important files for each other.

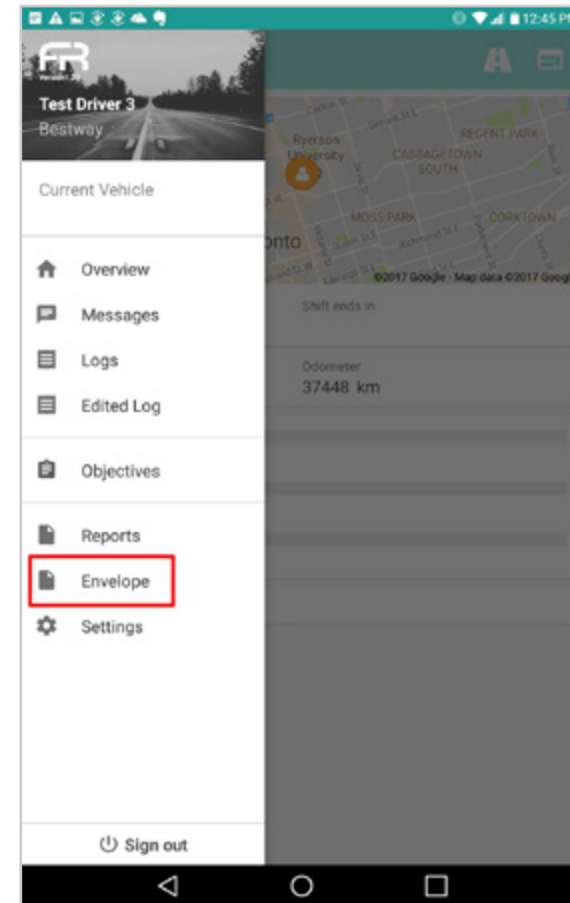Files you are able to send and accept include:

- Photos
- Videos
- PDFs
- Audio Files

1 From the main menu, select "**Envelope**."

2 You will see files with an arrow on them.

- *Clicking the arrow will download the file.*
- *Be aware that clicking the arrow without being on Wifi can use large amounts of your cellular data.*

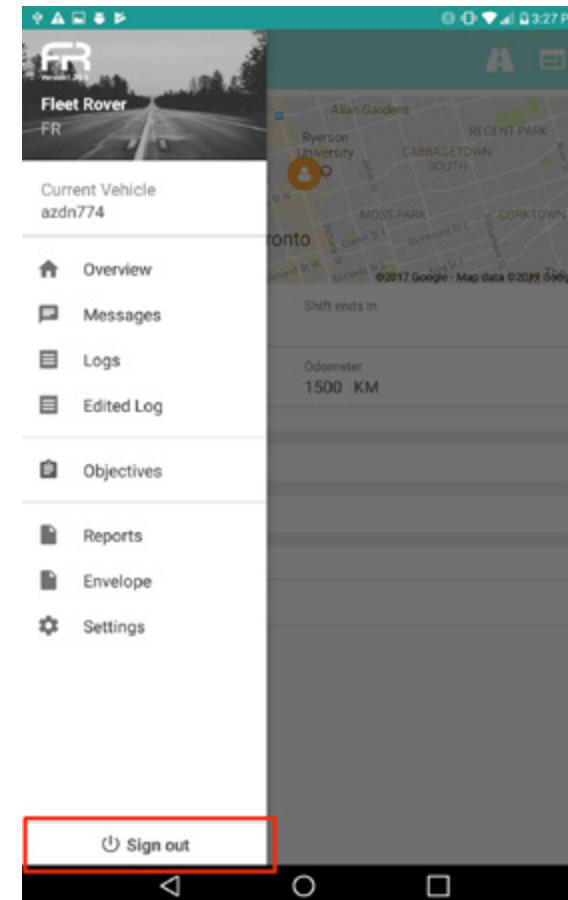**3** You will now see the available files.

SIGN OUT

1 Sign out of the application by selecting "Sign Out" at the bottom of the main menu.

Make sure you change your status to "OFF DUTY" before signing out.

2 Always make sure to sign out if you are
- Driving as a team.
- Leaving your truck.
- The App will not let you sign out if you are "Driving."

We recommend that you try to learn the app with the materials provided in this guide.

If you need further assistance:

🔗 Visit **fleetrover.com** for additional tutorials

✉ Email **help@fleetrover.com**

📞 Call **1-800-340-1929** between 10 AM and 6 PM EST or leave a message at any time

Thanks and Happy Driving!