



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.

# TABLE OF CONTENTS

How to Install the FleetRover ELD	04	Fill An Error free DVIR	28
Download The App	06	Sign Your Logs	33
Launch The App	07	Settings	34
Log In	08	Reports	41
Before You Begin	09	Messaging	44
Select Cycle	10	Accept A Load	47
Pair Your Device Through Bluetooth	11	Objectives	48
Inspection Mode	13	Approve Log Edit From Dispatch	51
Change Driver Status	16	Envelope	53
View Your Logs	19	Sign Out	54
Switch Graph Style	21	Resources	55
Edit Logs	22		

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

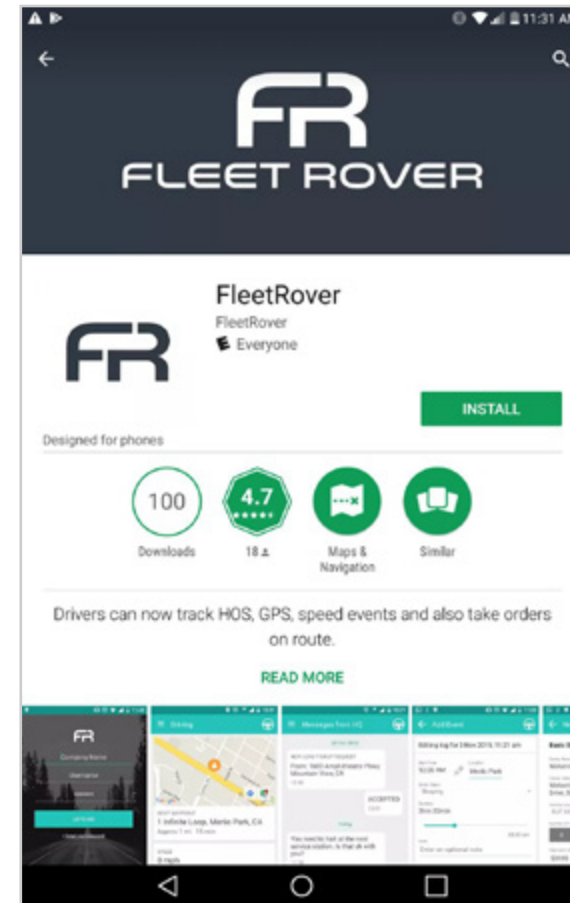
1 Open the Google Play Store  and search for 'FleetRover' in the search bar.

[You can also find it at this link.](#)

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

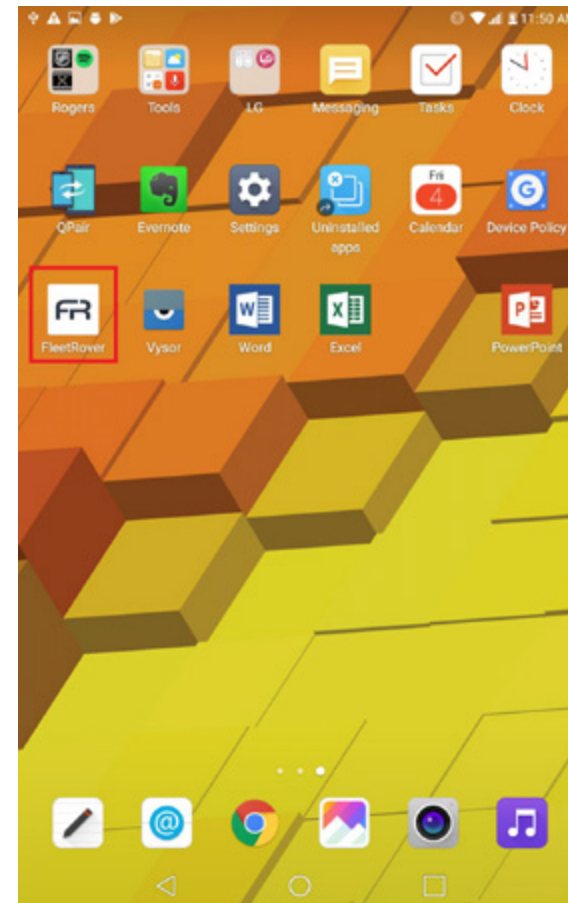
*Your device will likely create a shortcut on your screen. If you do not see a shortcut, open your Apps menu, find FleetRover and drag the icon onto your home screen.*

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



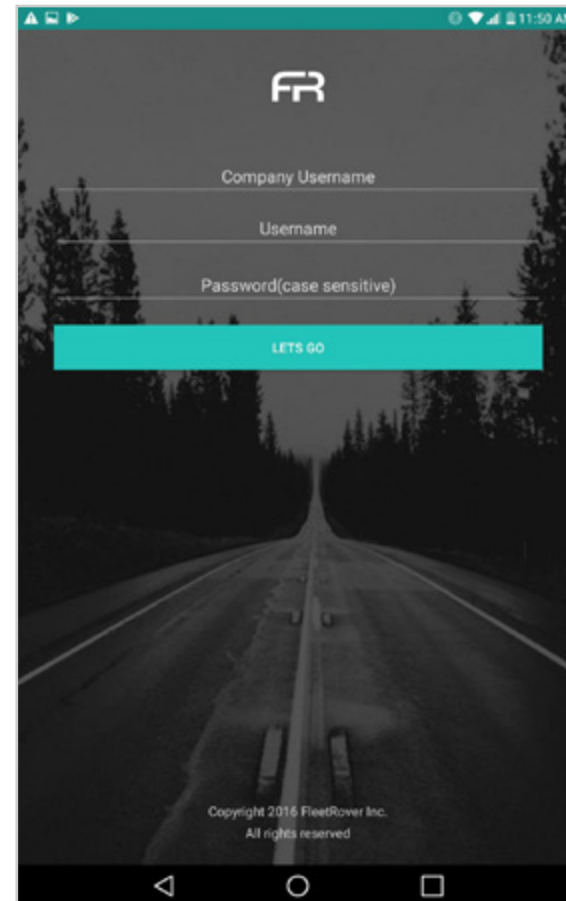
# LAUNCH THE APPLICATION

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.*

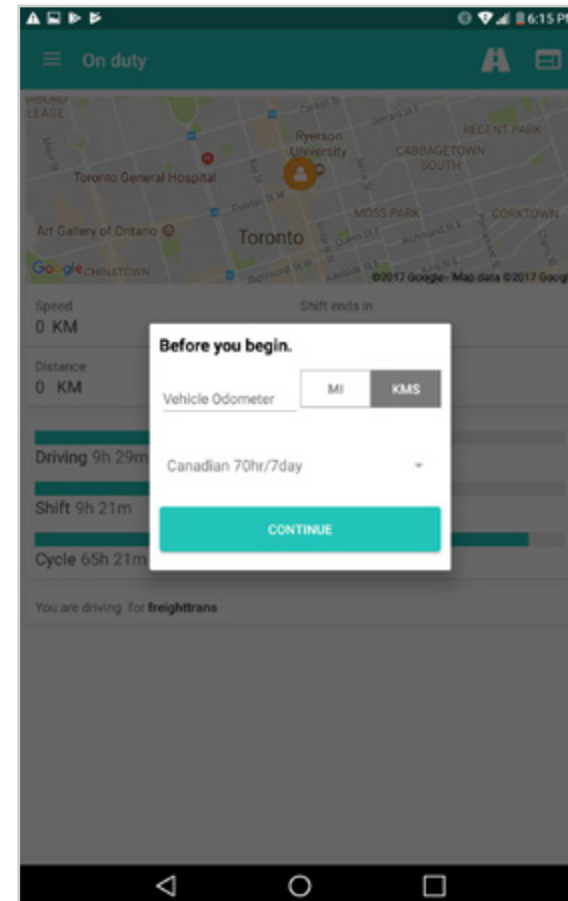




# BEFORE YOU BEGIN

1 Enter the Odometer reading of your vehicle.

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

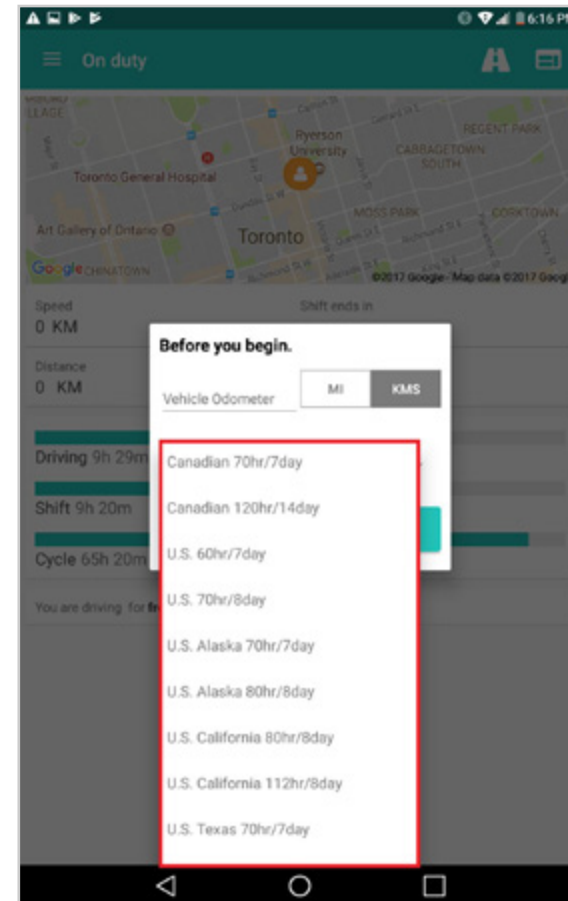


# SELECT CYCLE

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.



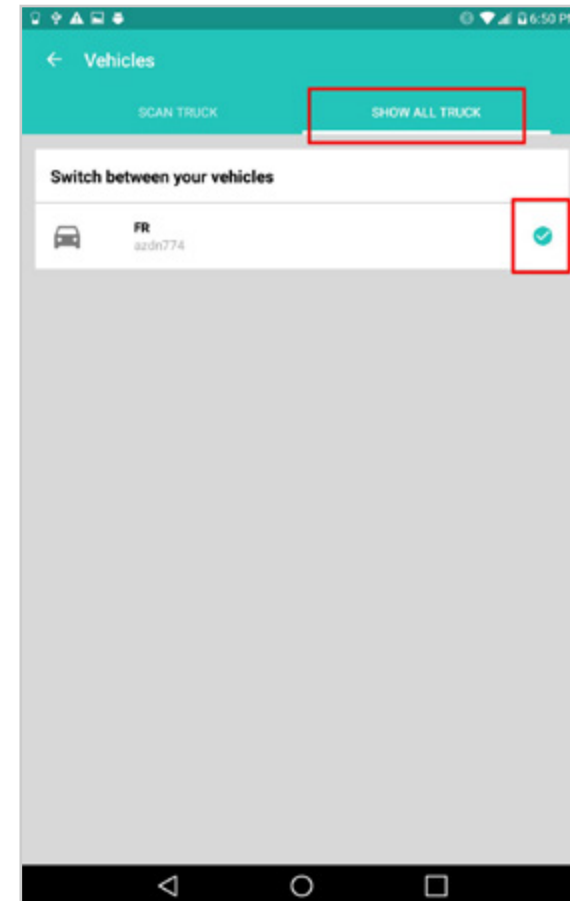
# PAIR YOUR DEVICE THROUGH BLUETOOTH

7

If you cannot find your vehicle, select  
“SHOW ALL TRUCKS.”

8

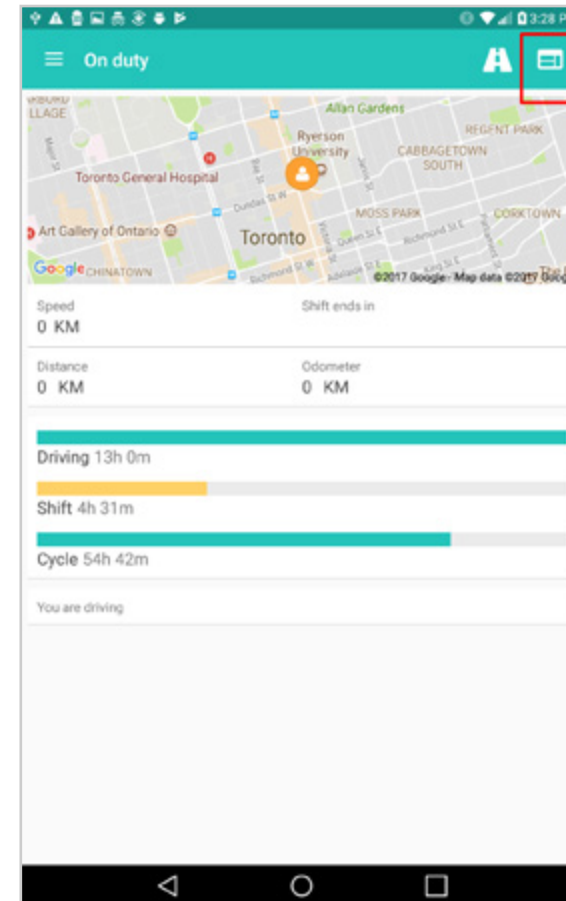
Select the correct truck.



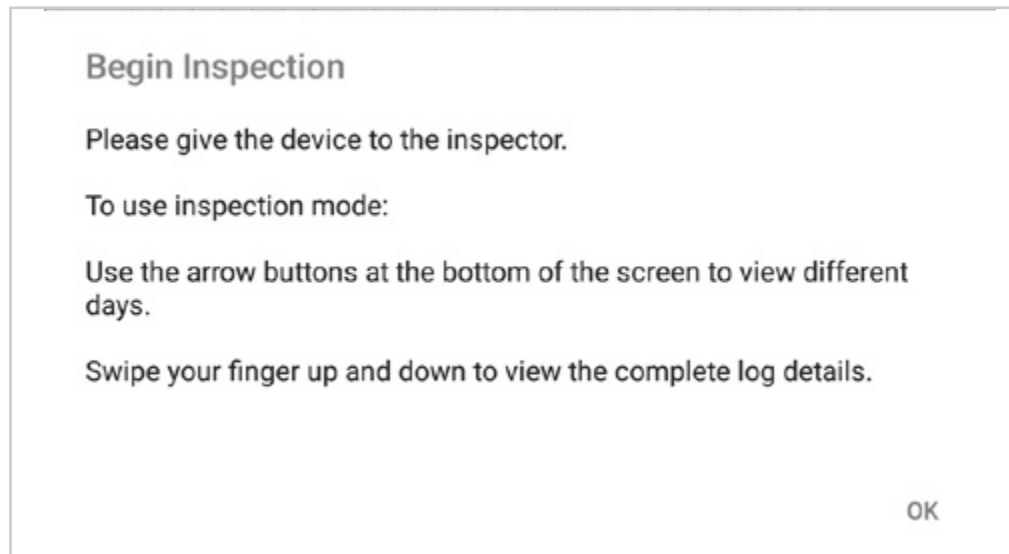
# INSPECTION MODE

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.

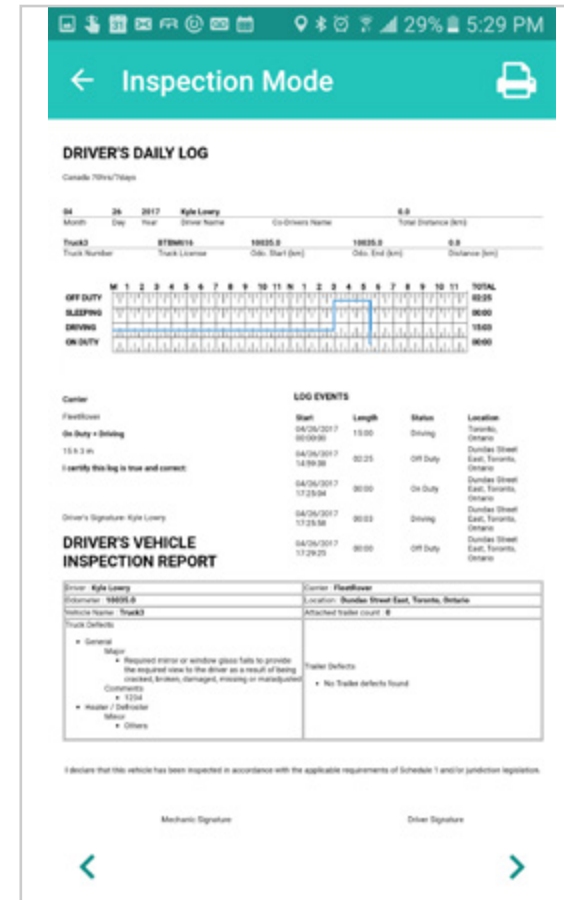


# INSPECTION MODE

4 This is the screen the inspector will see.

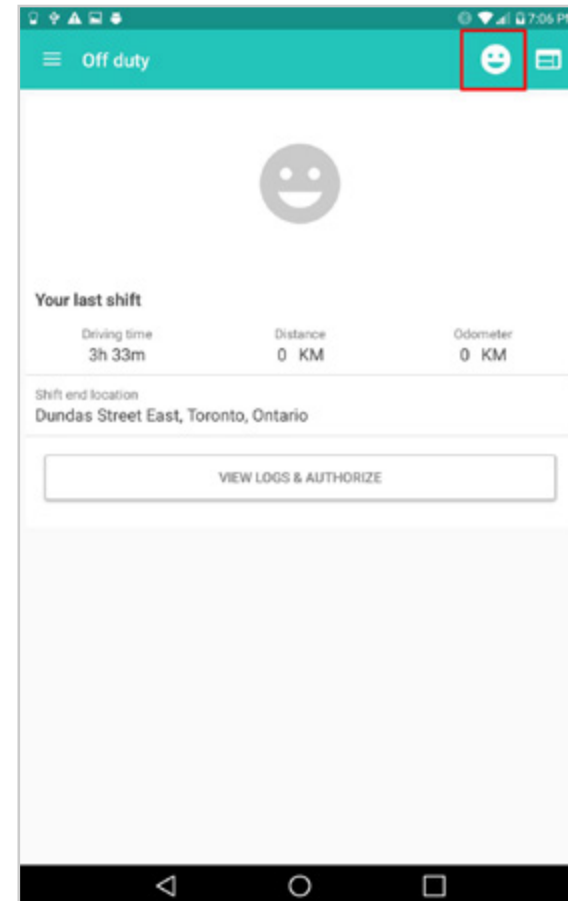
5 Press the arrows at the bottom of the screen to switch between days.

6 Scroll up or down to see additional information on the selected log.



# CHANGE DRIVER STATUS

- 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**.





# CHANGE DRIVER STATUS

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



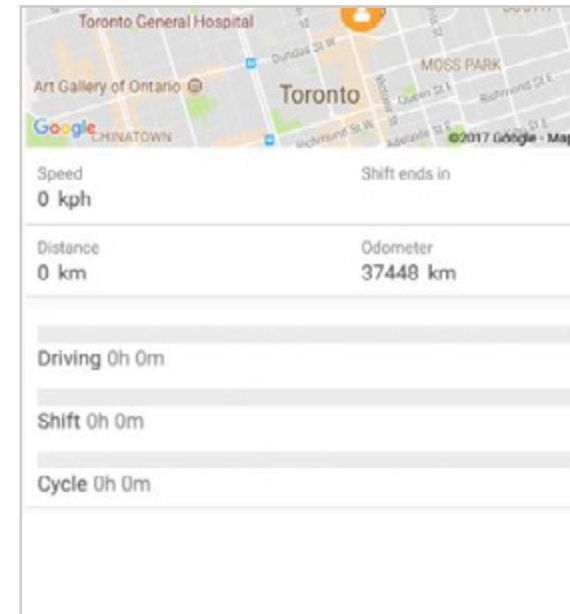
SLEEPING

# CHANGE DRIVER STATUS

3

Anytime you switch to “**On Duty**”, the screen will show the following information:

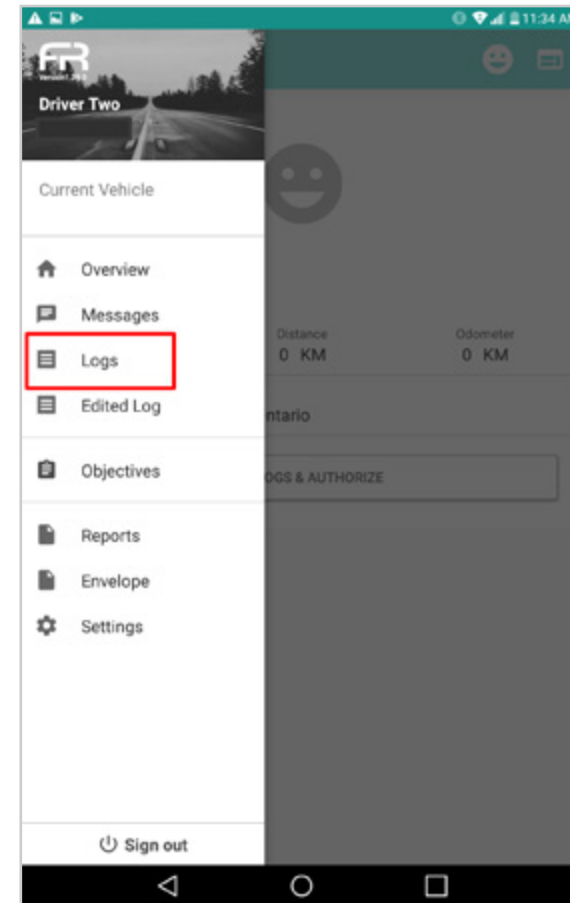
- *Current location (on the map).*
- *Remaining driving time.*
- *Remaining shift time.*
- *Remaining cycle time.*
- *Distance traveled in the day.*



# VIEW YOUR LOGS

1 To view, edit, and review your logs, click on the menu and select “**Logs.**”

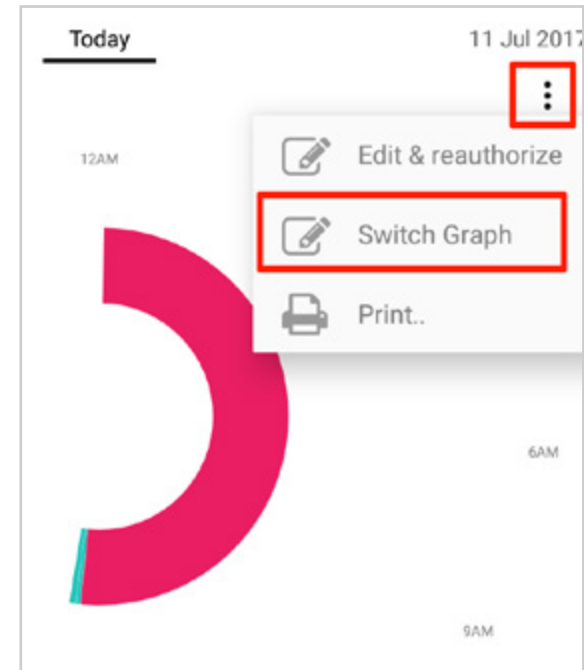
*DVIRs will also be created within this tab.*



# VIEW YOUR LOGS

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

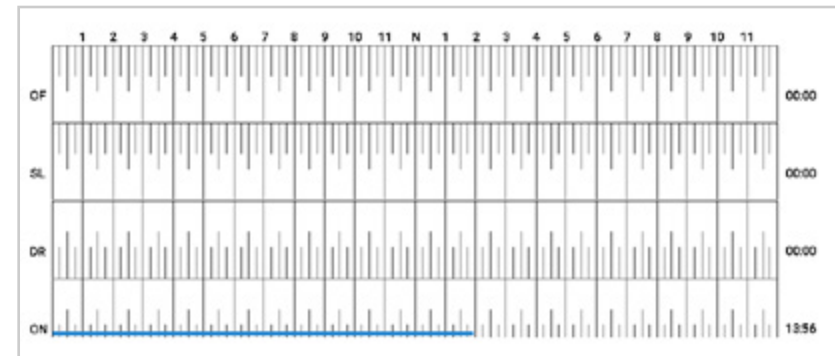
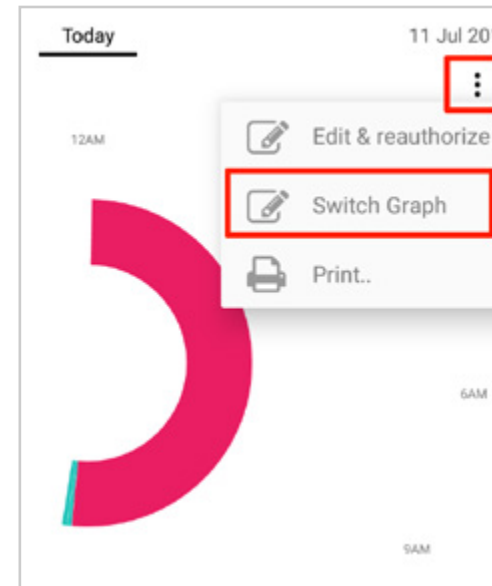
- *Edit your logs.*
- *Switch the graph style.*
- *Print.*



# SWITCH GRAPH STYLE

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.

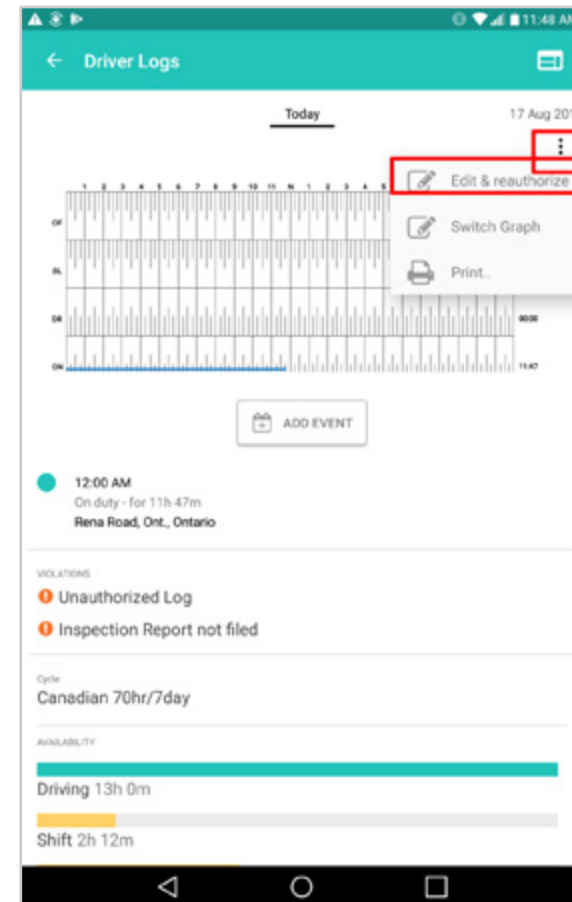


# EDIT LOGS

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.

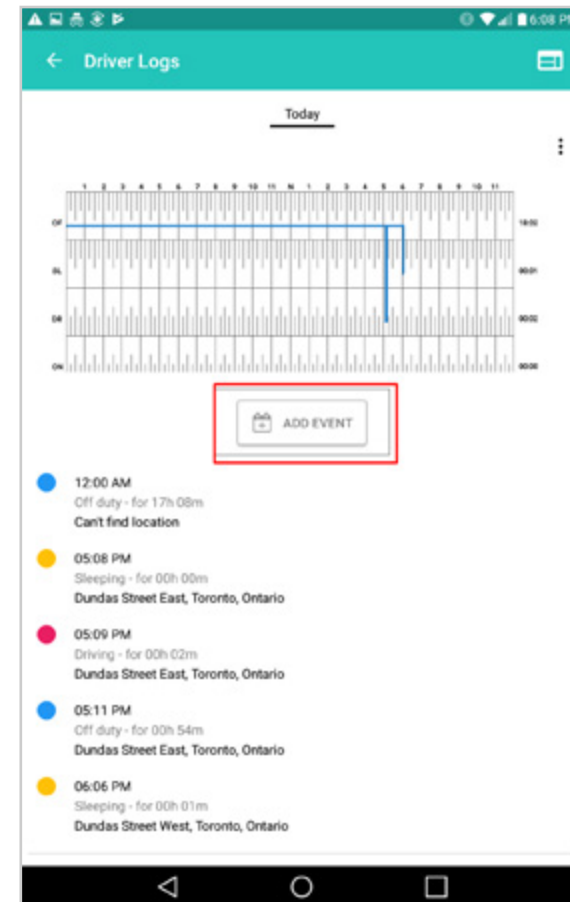
To do so:

Press the 3 dots and select “**Edit and reauthorize.**”



2

Select "ADD EVENT."



# EDIT LOGS

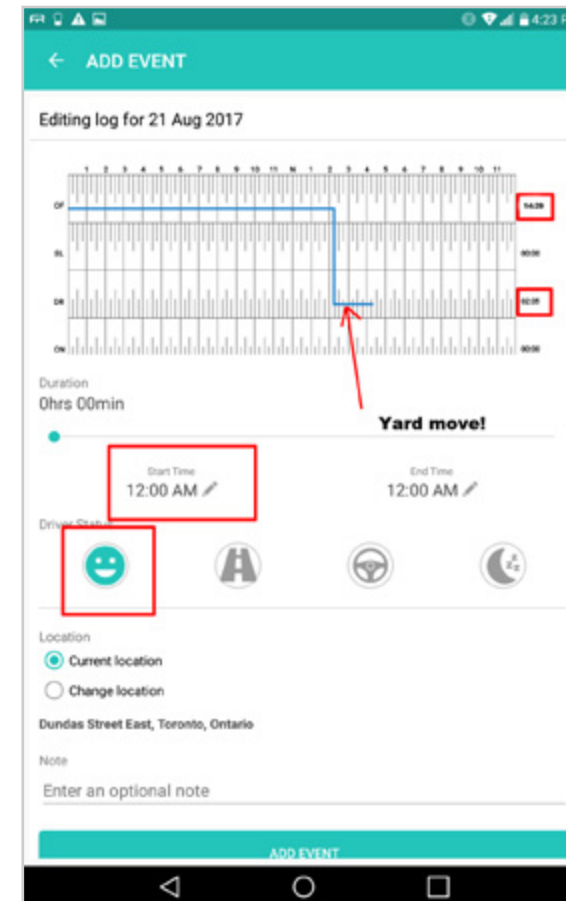
Please see an example below:

- 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:

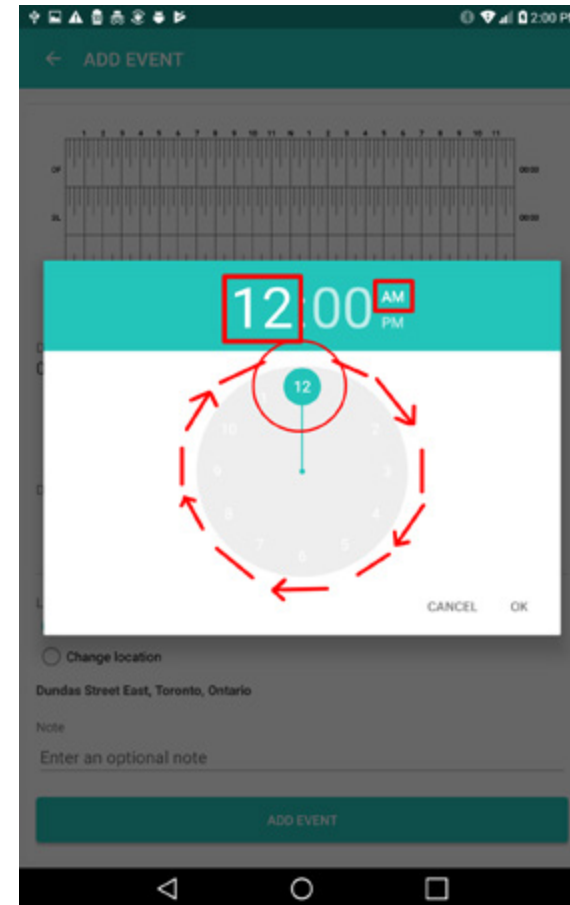
- 1 Select the status that will be changed. In this case, “ON DUTY.”
- 2 Click “Start Time” to change the time of the event on your log (2:39PM).

*Don't forget to change AM/PM*

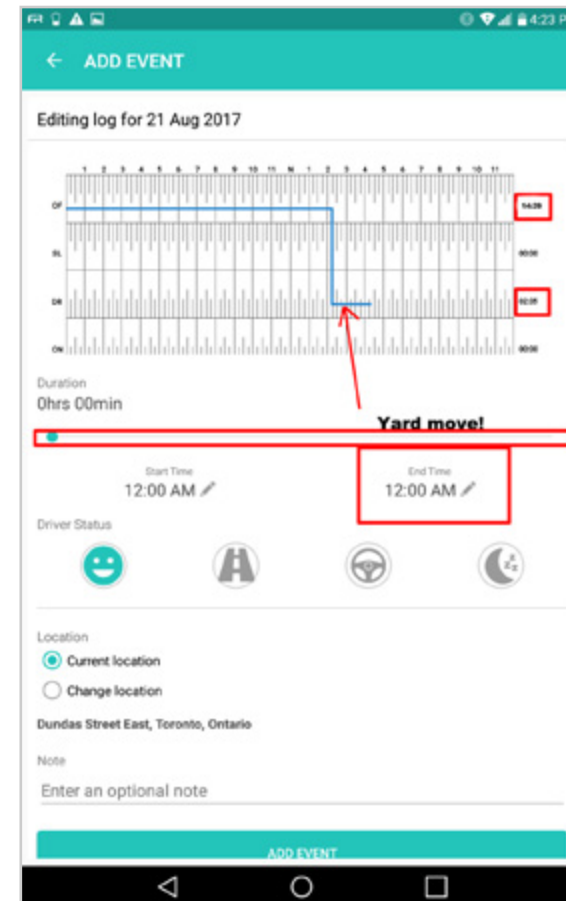




- 3 Enter the right time by using your finger to move the clock around in a circle.



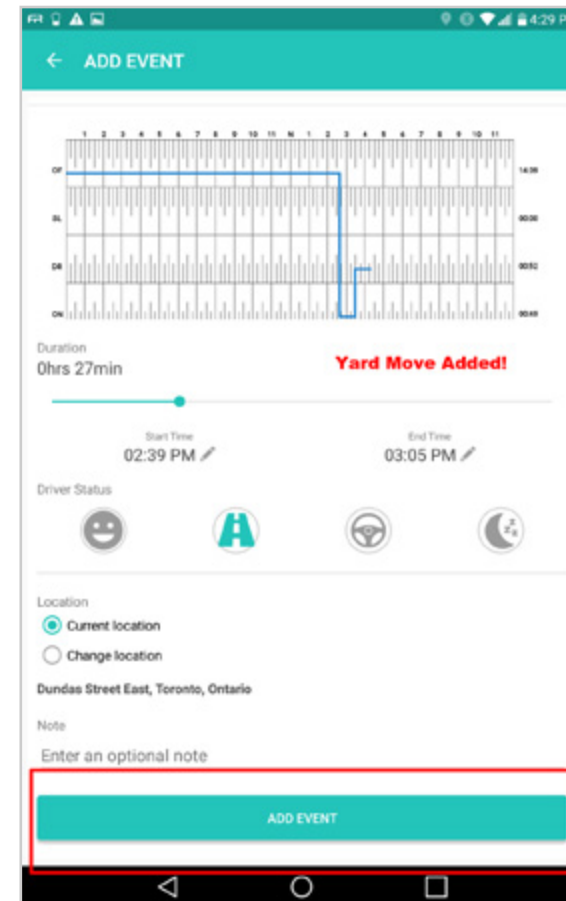
- 4 To change the end time, select “**End Time.**” You can use the slider (highlighted to the right) to adjust “**End Time**” or you can select “**End Time**” and use the circle clock as shown in the previous step.
- 5 The device will automatically pull your location. If you need to change this, select “**Change location**” under “**Location.**”



# EDIT LOGS

6 Select "ADD EVENT."

7 The log edit is now complete!



# FILL AN ERROR FREE DVIR

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.”

The screenshot shows the 'Add New DVIR' screen in the FleetRover app. The form is titled 'Basic Details' and contains the following fields and options:

- Carrier Name: FR
- Carrier Address: (empty)
- Vehicle License Plate: (empty)
- Odometer Reading: 0
- Trip: (empty) with a 'SELECT' button
- Trailer: (empty) - highlighted with a red box
- Destination: (empty) - highlighted with a red box
- Home Terminal: (empty)
- Principle Terminal: (empty)
- Number of Trailers: 0, 1, 2 - highlighted with a red box
- Date and time of inspection: 16 Aug 2017, 01:05 PM
- Location of Inspection:  Current location,  Change location - highlighted with a red box

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

2 Click “AUTHORIZE REPORT & SAVE.”

Vehicle License Plate

Odometer Reading  
0

Trip

Trailer

Destination

Home Terminal

Principle Terminal

Number of Trailers  
0 1 2

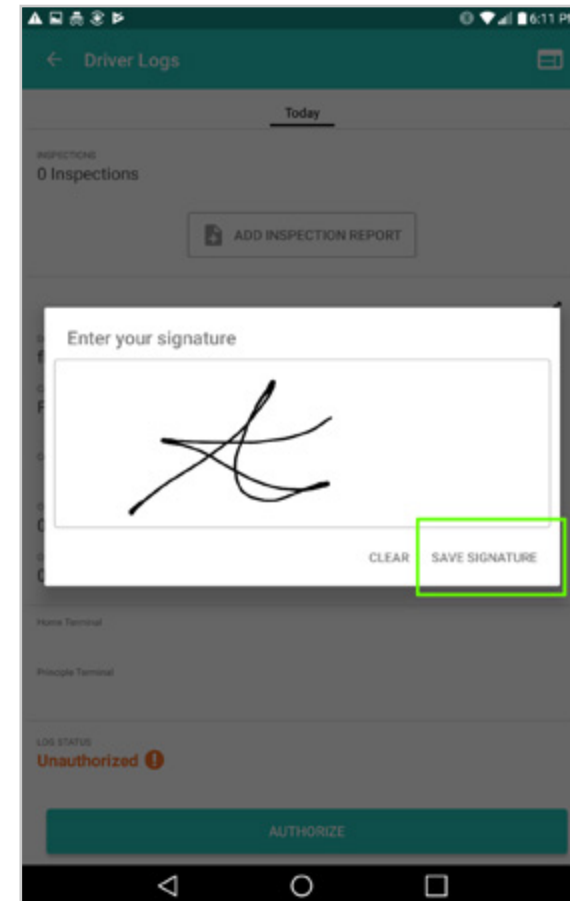
Date and time of inspection  
16 Aug 2017, 01:05 PM

Location of Inspection  
 Current location  
 Change location  
Toronto, Ontario

I have inspected the vehicle(s) in accordance with the applicable requirements of Schedule 1 and/or judicial legislation.

There were defects found during inspection.

- 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.

The screenshot displays a mobile application interface for recording defects. At the top, a status bar shows the time as 1:07 PM. Below it, a text box contains the message "There were defects found during inspection." with a checked checkbox to its right. A red box highlights this checkbox. Below the text box, the instruction "Please specify below" is displayed. The main content area is divided into sections for "Truck / Tractor" and "Mechanical". Under "Truck / Tractor", there are two columns: "Minor" and "Major". The "Minor" column has a checked checkbox, and the "Major" column has an unchecked checkbox. Below these columns are several rows of defect categories, each with checkboxes for "Minor" and "Major". The categories include: General, Cab, Driver Controls, Heater / Defroster, Horn, Steering (?), Driver seat, Glass and mirrors (?), Windshield washer wiper, Emergency equipment, Safety devices, Fuel systems, Fuel Level, Coolant Level/Leaks, Engine Oil Level/Leaks, Trans Fluid Level/Leaks, Oil, and Hydraulic Oil Level/Leaks. A red box highlights the checked checkbox in the "Minor" column for the "Glass and mirrors" category. The bottom of the screen shows the standard Android navigation bar.

Truck / Tractor	Minor	Major
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add comments		
Cab	<input type="checkbox"/>	<input type="checkbox"/>
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>
Heater / Defroster	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>
Steering (?)	<input type="checkbox"/>	<input type="checkbox"/>
Driver seat	<input type="checkbox"/>	<input type="checkbox"/>
Glass and mirrors (?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add comments		
Windshield washer wiper	<input type="checkbox"/>	<input type="checkbox"/>
Emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>
Safety devices	<input type="checkbox"/>	<input type="checkbox"/>
Fuel systems	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical		
Fuel Level	<input type="checkbox"/>	<input type="checkbox"/>
Coolant Level/Leaks	<input type="checkbox"/>	<input type="checkbox"/>
Engine Oil Level/Leaks	<input type="checkbox"/>	<input type="checkbox"/>
Trans Fluid Level/Leaks	<input type="checkbox"/>	<input type="checkbox"/>
Oil	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Oil Level/Leaks	<input type="checkbox"/>	<input type="checkbox"/>

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.”

Vehicle License Plate

Odometer Reading  
0

Trip

Trailer

Destination

Home Terminal

Principle Terminal

Number of Trailers  
0 1 2

Date and time of inspection  
16 Aug 2017, 01:05 PM

Location of inspection  
 Current location  
 Change location  
Toronto, Ontario

I have inspected the vehicle(s) in accordance with the applicable requirements of Schedule 1 and/or judicial legislation.

There were defects found during inspection.



# 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.

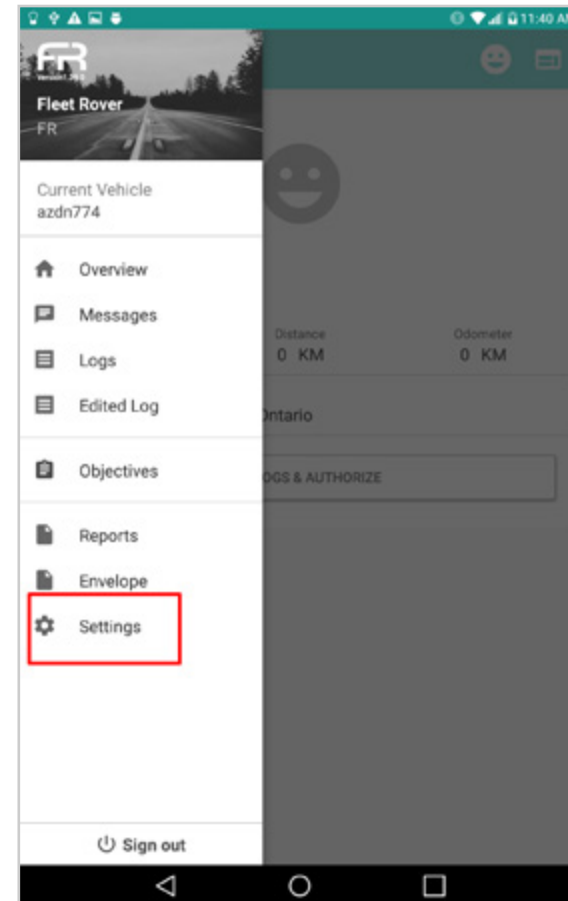
3 Hit **“SAVE SIGNATURE.”**



# SETTINGS

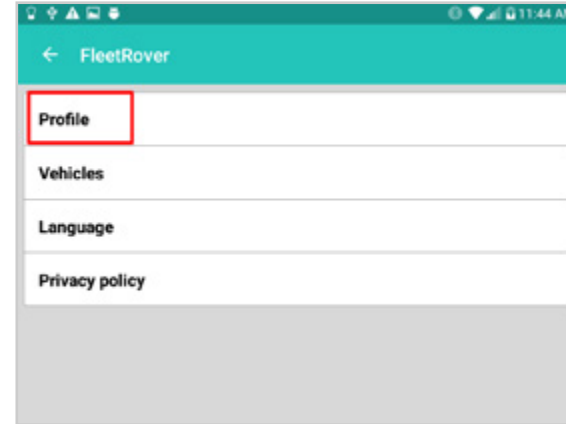
Under **Settings** you can:

- 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.

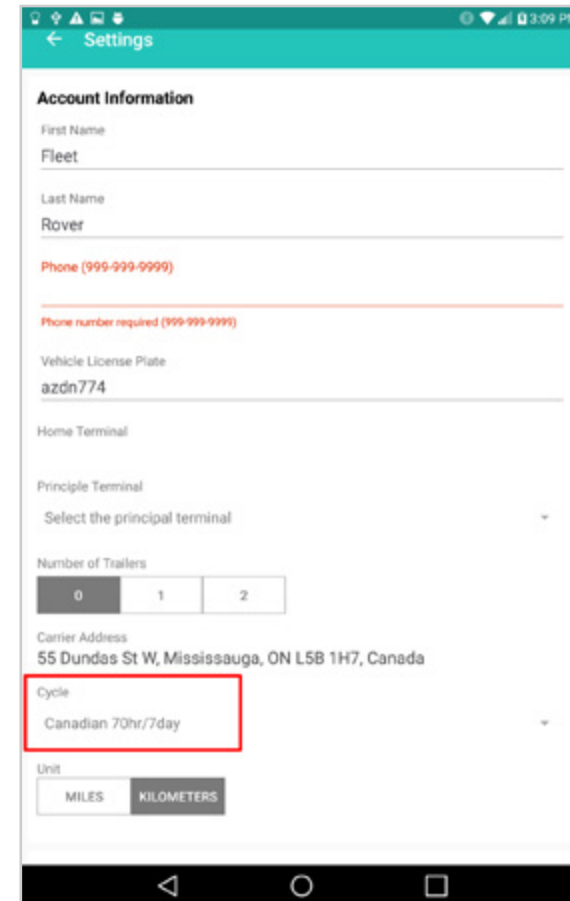
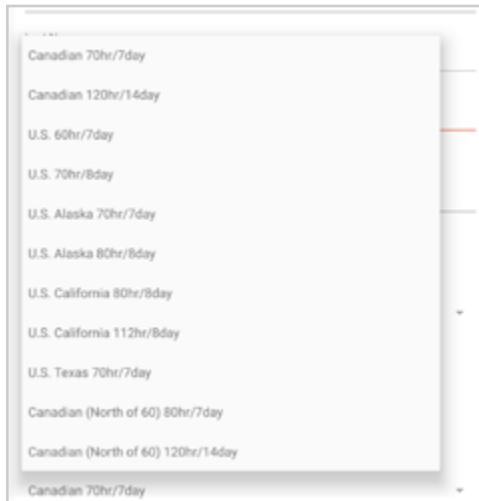
The screenshot shows a mobile application settings screen. At the top, it says "Select the principal terminal" with a dropdown arrow. Below that is a "Number of Trailers" section with three buttons labeled "0", "1", and "2". The "0" button is selected. Underneath is the "Carrier Address" field with the text "55 Dundas St W, Mississauga, ON L5B 1H7, Canada". Below that is the "Cycle" dropdown menu, currently set to "Canadian 70hr/7day". A red error message below the cycle menu reads: "You cant change the cycle when your status is in 'Driving'. Please change to some other status and try again." The "Unit" section has two buttons: "MILES" and "KILOMETERS". The "KILOMETERS" button is highlighted with a red rectangular box. Below the unit section is a "Team Driving" checkbox, which is unchecked. Underneath it, the text says "The change will be applied in your next status change". Below that is a signature area with the text "No Signature Found" and a button labeled "ADD SIGNATURE". At the bottom of the screen is a large teal button labeled "SAVE DETAILS". The Android navigation bar is visible at the very bottom.

## 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.

Select the principal terminal

Number of Trailers

0 1 2

Carrier Address  
55 Dundas St W, Mississauga, ON L5B 1H7, Canada

Cycle  
Canadian 70hr/7day

You cant change the cycle when your status is in 'Driving'. Please change to some other status and try again.

Unit  
MILES KILOMETERS

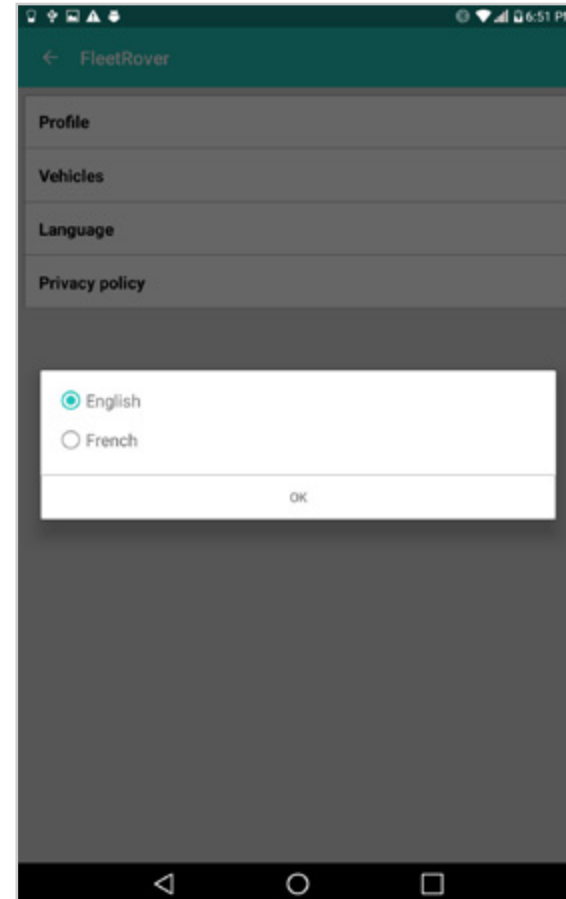
**Team Driving**  
The change will be applied in your next status change

No Signature Found

ADD SIGNATURE

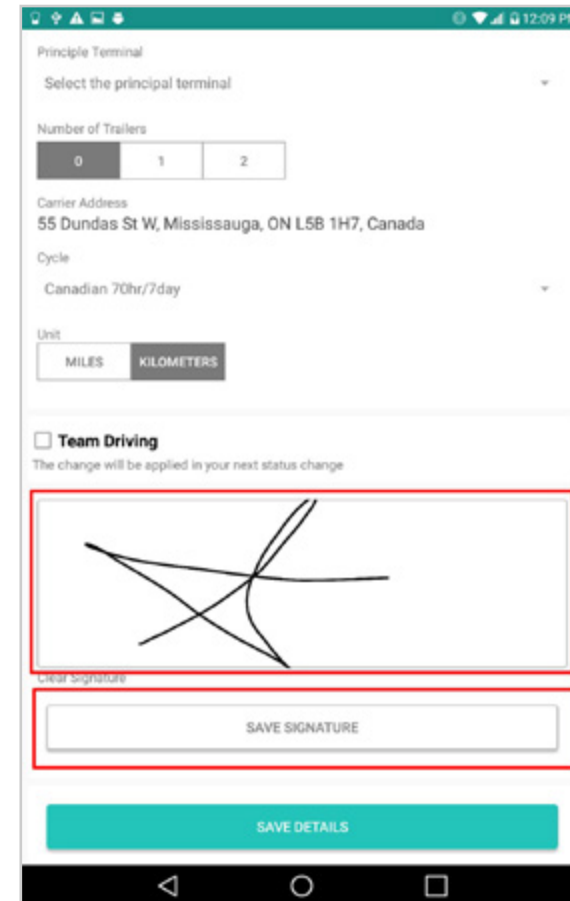
SAVE DETAILS

- 1 From “Settings,” select “Language.”
- 2 Select English or French.



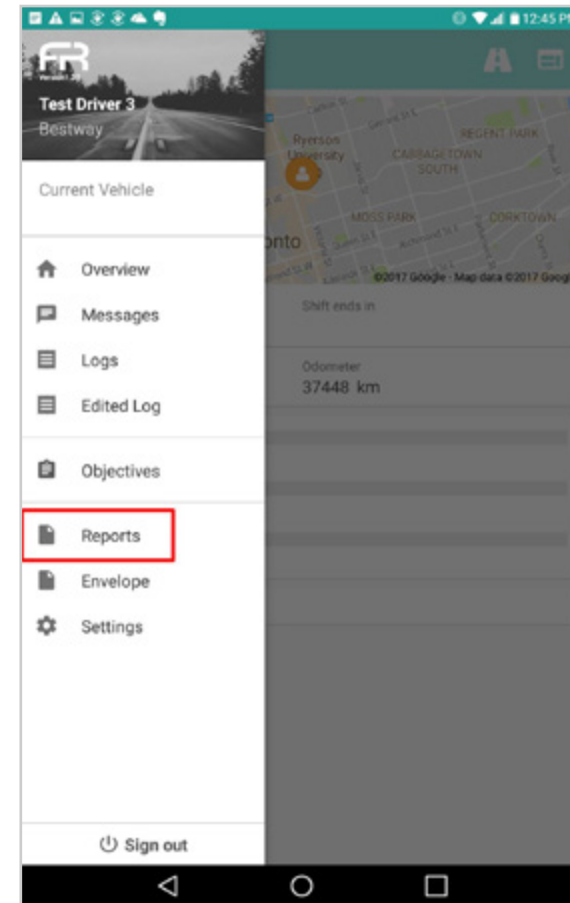
You will need to save a signature before you can save any profile settings. This can be done from “Settings > Profile.”

- 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.**”



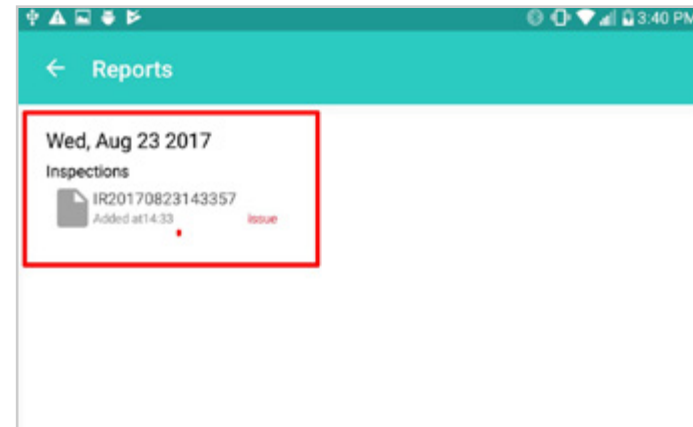


- 1 To view completed inspection reports, open the menu and select “**Reports.**”

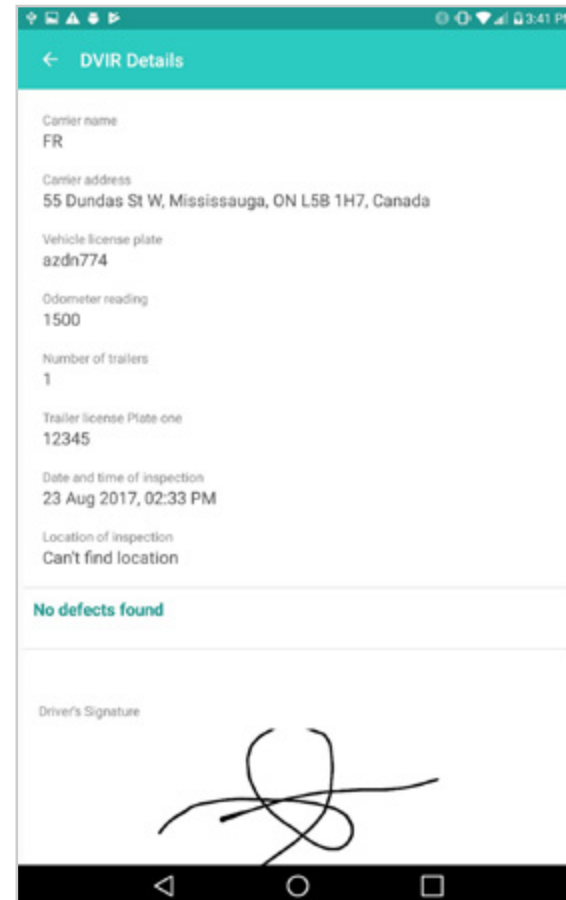


- 2 From the “**Reports**” menu, select which report you would like to view.

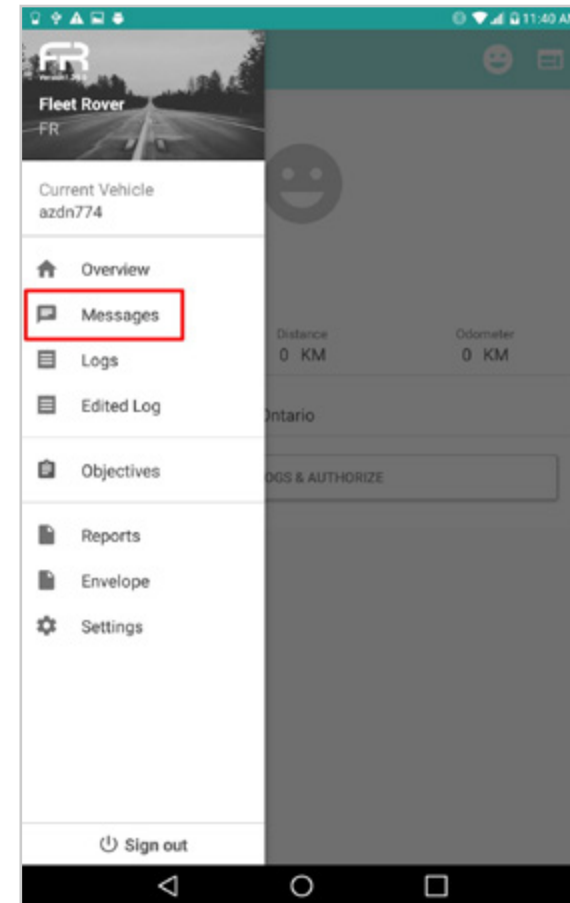
*A DVIR report must be filled, authorized and signed before it can be viewed.*



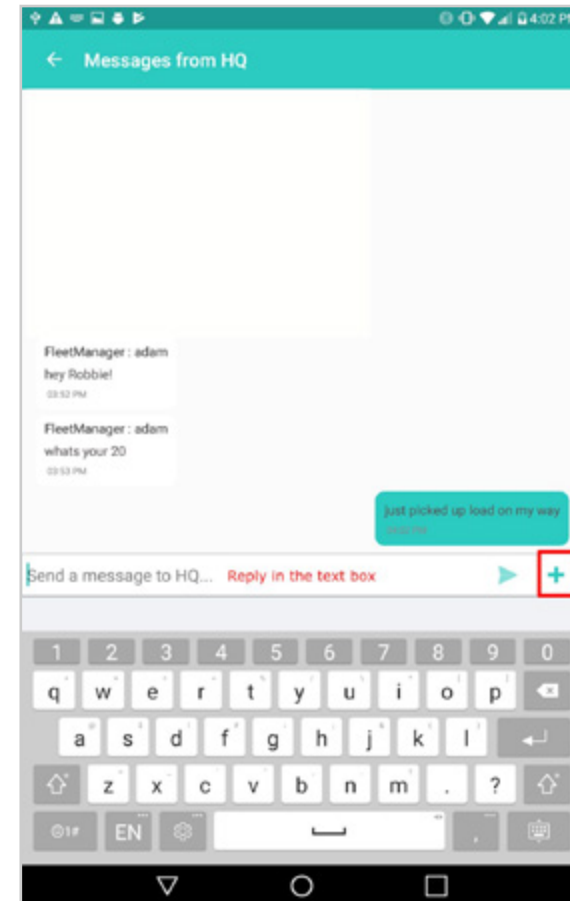
3 The Report will appear as shown.



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



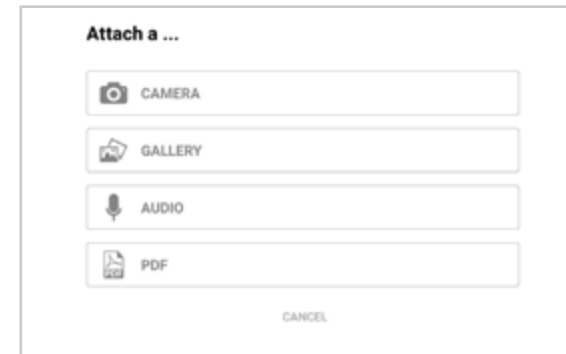
- 2 Reply to dispatch by entering text in the box at the bottom of the screen.



3

Press the “+” for more options. You can

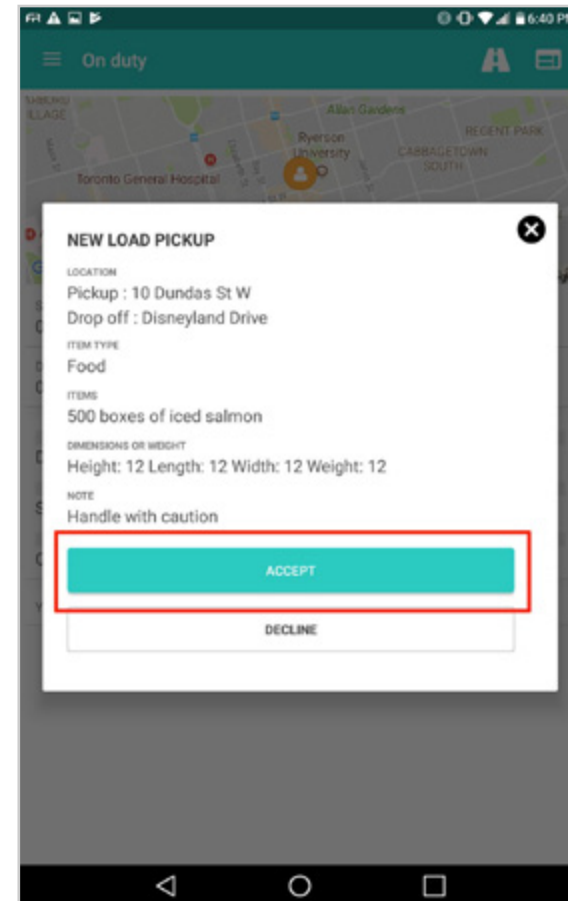
- Take a picture - “CAMERA”.
- Send a photo from your gallery - “GALLERY”.
- Record and send a voice note - “AUDIO”.
- Send a PDF - “PDF”.



# ACCEPT A LOAD

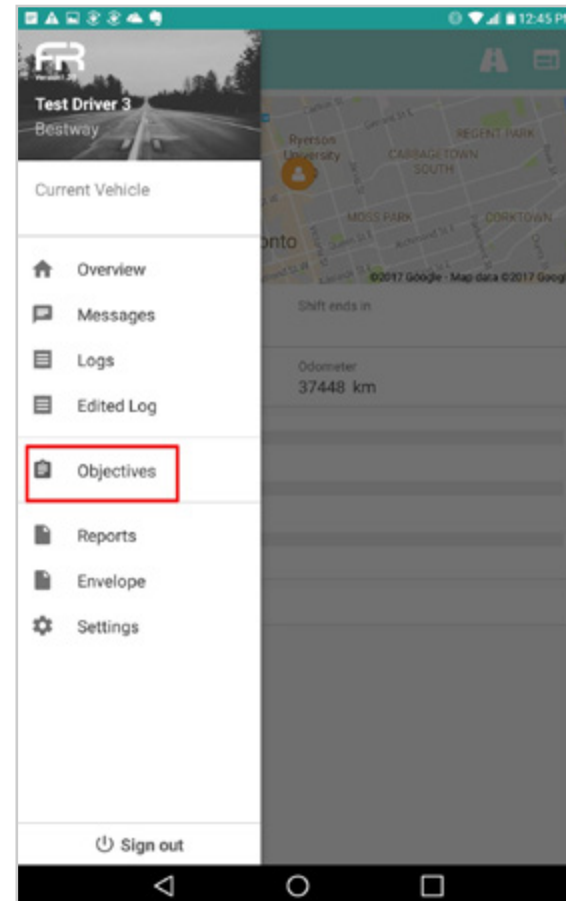
1 If you see “NEW LOAD PICKUP” request appear, dispatch has sent you a new objective.

2 If you have the capacity to accept this load, select “ACCEPT.”



# OBJECTIVES

- 1 Select "Objectives" from the main menu.

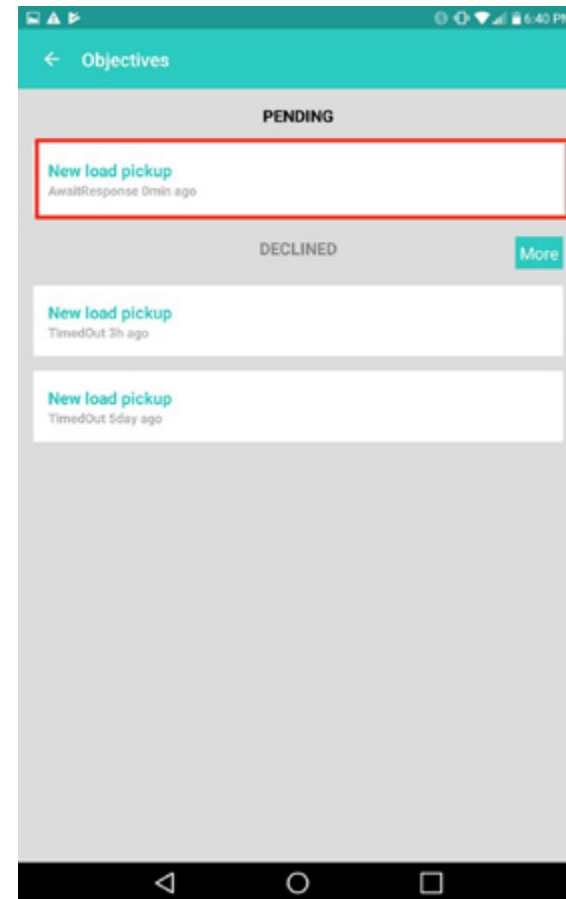




# OBJECTIVES

2 Current, pending, declined and completed objectives will show here.

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



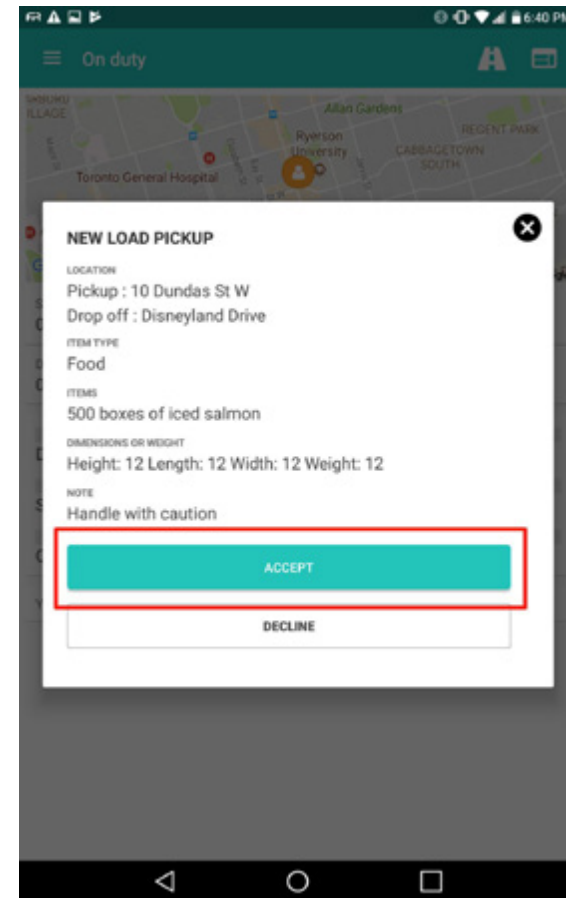
# OBJECTIVES

4

If you have the capacity for the load, select  
“ACCEPT”.

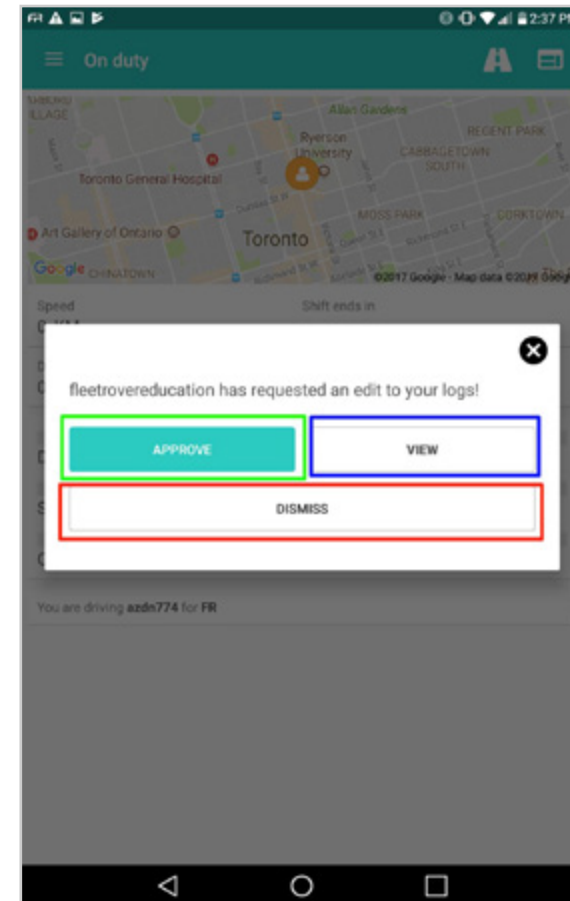
5

If you cannot accept the load, select  
“DECLINE.”



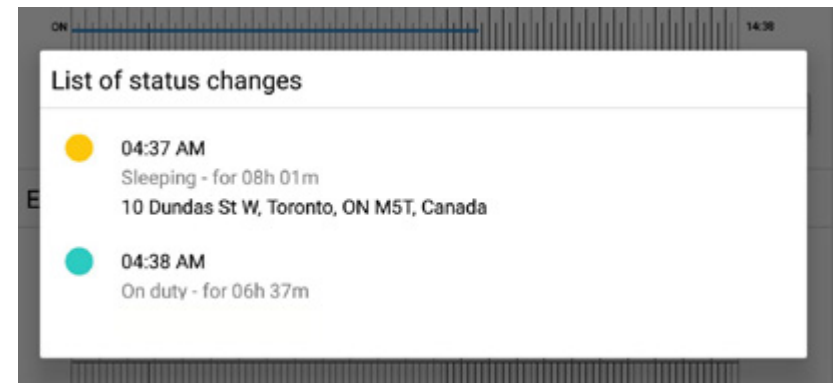
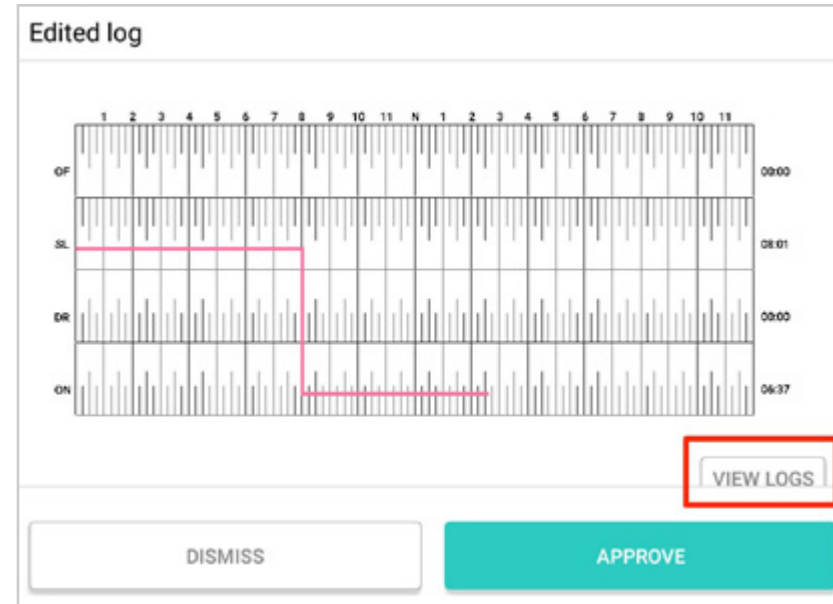
# APPROVE LOG EDIT FROM DISPATCH

- 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.



# APPROVE LOG EDIT FROM DISPATCH

- 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:

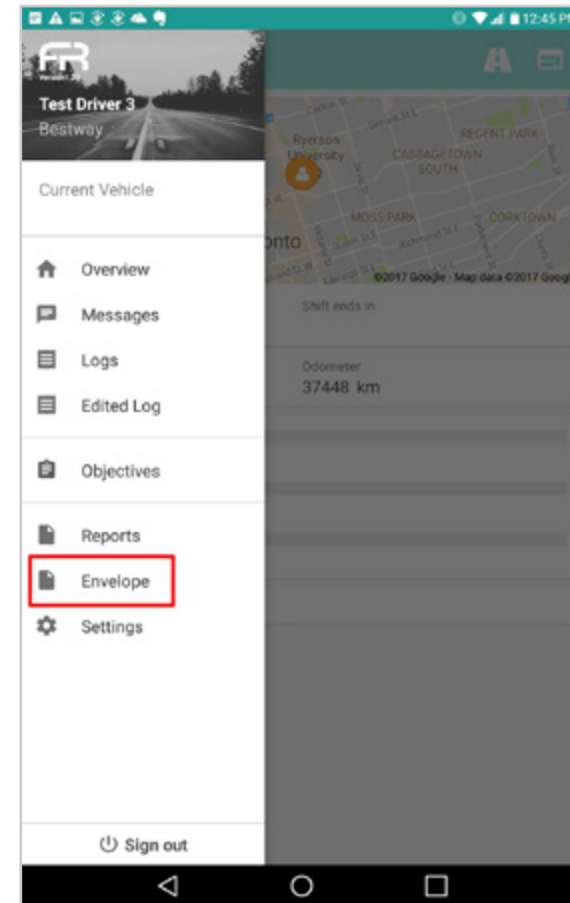
- Photos
- Videos
- PDFs
- Audio Files

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.



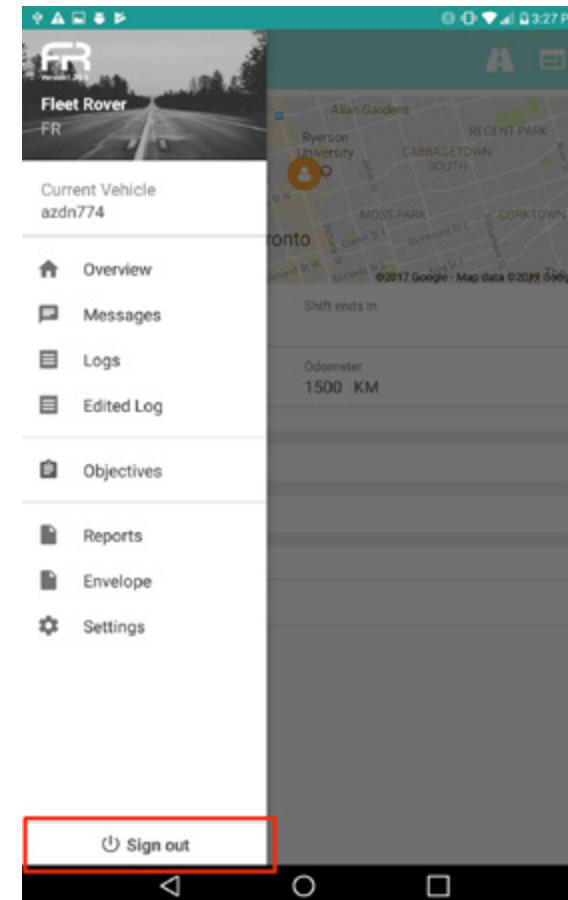
# SIGN OUT

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 [fleetover.com](https://fleetover.com) for additional tutorials



Email [help@fleetover.com](mailto:help@fleetover.com)



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

**Thanks and Happy Driving!**