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**Ruggedized Data Terminal (RDT)**

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**Commercial Fleet Manager (CFM)**

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Log In – On Duty

1. Touch the FOB to the GPSi Logo

2. Greeting is displayed for 5 seconds or can be dismissed immediately by touching **Ok**

3. Status is now On Duty and you are assigned (logged in) to the vehicle.
Unassigned Drive Segments

**Important:**
Upon logging into the device, you will be prompted to view and claim any prior drive time that was accumulated without a driver logged into the ELD.

1. Touch **Yes**

2. Touch **Claim** to add to your Hours of Service or touch **Cancel** to deny drive time.

3. Touch **Done** to verify or touch **Unclaim** if you mistakenly claimed the hours.

4. Verification is displayed for 5 seconds.
Enter Trip Information

1. Touch **HOS**

2. Touch **Log**

3. Touch **Remarks** or **Trip #** to add the corresponding information.

4. Enter info on each screen and touch **Done**

5. Touch **Save**
1. Touch **DVIR**

2. Verify condition of components. Touch **OK** to switch from **OK** to **NG** if a component fails inspection. Touch Next to advance to the next page.

3. Verify condition of components. Touch **OK** to switch from **OK** to **NG** if a component fails inspection. Touch Next to advance to the next page.

4. Touch **Remarks** to add any notes pertinent to the inspection.

5. Enter remarks and touch **Done**

6. Mark condition and Pre-trip or Post-trip.  
   ➢ Touch **N** (No) to change to **Y** (Yes) if the condition is satisfactory.  
   ➢ Mark Pre-trip or Post-trip by touching the corresponding box.  
   ➢ Touch **Save**

7. Touch **Yes** to submit DVIR.
Hours of Service

1. Touch **HOS**

2. Touch **Recap** to view the last eight days of on duty time.

3. Touch **Close** to return to the main status screen.

On Duty – Driving

No Interaction Required!
- Status automatically changes to Driving when the vehicle moves.

On Duty – Not Driving

No Interaction Required!
- Status automatically changes to On Duty when the vehicle stops for 5 minutes.
- On Duty time records from when the vehicle initially stopped, thus “returning” the 5 minutes.
Custom Annotations & Adverse Conditions

1. Touch Status

2. Touch Mark adverse conditions or Add custom annotation to input the corresponding information.

3. Enter adverse conditions or custom annotation with the on-screen keyboard and then touch Done.

4. Confirmation is displayed for 5 seconds.
Log Off – On Duty
Option 1 - Log off vehicle but remain On Duty

Important: This option requires you to go Off Duty via the web or by logging back into the RDT.

1. Touch the FOB to the GPSi Logo

2. Touch On Duty

3. Status automatically changes to On Duty after 15 seconds or by touching Yes

4. Goodbye message is displayed for 5 seconds or can be dismissed by touching Close
Log Off – Off Duty & Log Certification
Option 2- Log off vehicle and go Off Duty

1. Touch the FOB to the GPSi Logo

2. Touch Off Duty

3. Touch Yes

4. Touch Certify

5. Goodbye message is displayed for 5 seconds or can be dismissed by touching Close
Alerts & Malfunctions

Alerts

The RDT will display alerts in the footer of the display when certain criteria are met.

<table>
<thead>
<tr>
<th>Condition</th>
<th>MOVING WITHOUT DRIVER LOGGED IN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Condition:</strong> The RDT senses vehicle movement without a Driver logged in.</td>
<td></td>
</tr>
<tr>
<td><strong>Concern:</strong> Causes Unassigned Drive Segments.</td>
<td></td>
</tr>
<tr>
<td><strong>Correction:</strong> Log in to the vehicle with key fob or PIN.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition</th>
<th>CELLULAR OFFLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Condition:</strong> The RDT is experiencing loss of cellular connection.</td>
<td></td>
</tr>
<tr>
<td><strong>Concern:</strong> Vehicle cannot be tracked and HOS events are not being transmitted.</td>
<td></td>
</tr>
<tr>
<td><strong>Correction:</strong> It’s normal to occasionally lose connection in some geographical areas. Once restored, past and current location and HOS events are transmitted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition</th>
<th>NO GPS LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Condition:</strong> The RDT is experiencing loss of GPS connections.</td>
<td></td>
</tr>
<tr>
<td><strong>Concern:</strong> Vehicle cannot be tracked</td>
<td></td>
</tr>
<tr>
<td><strong>Correction:</strong> It’s normal to occasionally lose connection in some geographical areas. Once restored accurate location recording will be restored.</td>
<td></td>
</tr>
</tbody>
</table>

Malfunctions

In the event of a ELD malfunction refer to the FMCSA guidelines.

<table>
<thead>
<tr>
<th>Malfunctions:</th>
<th>FMCSA Guidelines for ELD malfunction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cellular connection that never recovers</td>
<td>1. Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within 24 hours;</td>
</tr>
<tr>
<td>• GPS connection that never recovers</td>
<td>2. Reconstruct the record of duty status (RODS) for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on graph-grid paper logs that comply with 49 CFR 395.8, unless the driver already has the records or retrieves them from the ELD; and</td>
</tr>
<tr>
<td>• Touch screen is non-responsive</td>
<td>3. Continue to manually prepare RODS in accordance with 49 CFR 395.8 until the ELD is serviced and back in compliance. The recording of the driver’s hours of service on an alternate log cannot continue for more than 8 days after the malfunction; a driver that continues to record his or her hours of service on an alternate log beyond 8 days risk being placed out of service.</td>
</tr>
<tr>
<td>• LCD does not light up</td>
<td></td>
</tr>
<tr>
<td>• ELD appears to be off</td>
<td></td>
</tr>
</tbody>
</table>
Accessing Hours of Service

1. Open a web browser (Google Chrome is recommended) from a computer or mobile device and navigate to cfm.gpsfleet.com
2. Enter Username (email address) and Password.
3. Click/Touch Sign in

4. You now have access to Duty Status. HOS, Logs, and editable Events.

Changing Duty Status

1. Click/Touch the icon to the left of your name to change duty status.

**Important:** If you are logged into a vehicle the icon will be not be active. You must first log off using the RDT or contact your company administrator to log you off.

2. Click/Touch appropriate duty status and then confirm.
1. Click/Touch 🗓️ to select the date you wish to view.

2. Click/Touch ✉️ to open Event details.

3. Scroll to view the day’s events.

Certify HOS Log(s)

1. Use the arrows to select the uncertified period and then touch ☑️ to initiate certification for the selected period.

2. Click/Touch Yes to certify.

3. ☀️ Indicates the log is certified.