Qv21 Technologies, Inc.
ELD Compliance Module – Quick-Start Users Guide
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This Quick-Start Guide covers the common elements of our ELD solution for drivers. In addition to this, our Customers are provided with a much more detailed Users Guide, quick reference materials for placement in the CMV, training conducted by one of our Implementations and Training specialist, and training materials for onsite refresher sessions. Qv21 also provides 24/7 Support for our Customers to assist with any questions or issues.

Qv21 Technologies, Inc.
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• **Logging in**
  - When the driver opens the Qv21 application on the handset, they will be prompted to login with User Name and Password as provided by a company Administrator or Manager.
2. Using the Qv21 ELD Compliance Module

- **Record Hours of Service (HOS)**
  - Once a driver logs in on their handset, they will see the following at the top of the screen.

  - **Status Button.** This indicates which duty status the driver is in and allows driver to change status.

  - **Shift/Duty Restart Indicators.** Displays the amount of time that must elapse, as well as the date and time, before the next shift and 7/8-day period will start. At the initial login, and once the required time has elapsed to reset a period, the data and time will display as NOW, indicating a new period is available.
2. Using the Qv21 ELD Compliance Module

- **Duty Status Selection**
  - **Changing Status.** Tap on the Status Button to access the Change Duty Status screen. The driver can also tap on the Menu button and tap Duty Status.
  
  - **Note:** Locations will be auto populated but a driver can manually enter locations if GPS connectivity fails, and the Odometer will auto populate with data received from the ELD unit.
3. Editing your Logs

- **Viewing your Daily Logs**
  - From this screen, a driver can view their current log, changes, and history.
3. Editing your Logs

• **Enter Edit Mode**
  – To enter Edit Mode, the driver selects the Edit icon and it will take them to the Edit Record screen.
  – From the Edit Screen the driver can Edit Duty Status Events, Add Notes, and Add Duty Status.
4. Finding Errors in your Logs

- **Identifying Errors or Omissions in your Log**
  - To find errors or omissions, the driver must simply scroll through their logs to identify issues.
4. Finding Errors in your Logs

• **Fixing Errors using Edit**
  – If a driver finds errors or omissions, they will go into Edit Records and select the Enter New Record option to correct.
5. Signing your Logs

• Signing the Driver Log
  – To sign their logs, a driver would go to the EOBR Certification screen and with their finger or stylus they can sign the log.

EOBR CERTIFICATION

06/29/2017

Sign here

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.
6. Creating a Driver Vehicle Inspection Report (DVIR)

• Doing a Pre-Trip Inspection
  – To do a pre-trip inspection the driver will tap on the DVIR icon and select Pre-Trip. This will bring up all of the custom configured inputs. The driver will go through each section and select Pass or Fail, depending on the inspection results. If something fails a maintenance request can be sent immediately to a pre defined email distribution for action.
6. Creating a Driver Vehicle Inspection Report (DVIR)

• Doing a Post-Trip Inspection
  – To do a post-trip inspection the driver will tap on the DVIR icon and select Post-Trip. This will bring up all of the custom configured inputs, similar to the pre-trip. The driver will go through each section and select Pass or Fail, depending on the inspection results. If something fails a maintenance request can be sent immediately to a pre defined email distribution for action.
7. Roadside Inspections

• Onscreen Log Inspection
  – To let an official inspect the driver logs from the handset, the driver would tap on the ‘graph’ icon from the tools bar or select from the dropdown. This will bring up the driver logs. The driver would hand the handset to the safety official for inspection.
7. Roadside Inspections

- **Driver Log Review**
  - A safety official can review Current, Summary (history), and Changes by selecting the desired tab to see the graphs and also by scrolling on the associated records.
7. Roadside Inspections

- Qv21 uses the Web services option for transferring data to the FMCSA server.
  - Once the official has reviewed the logs on the handset, they can have the driver simply tap on the ‘transmit logs’ button to transfer data via Web services using a routing code provided by the safety official.