



## VNOMICS: ELD USER MANUAL

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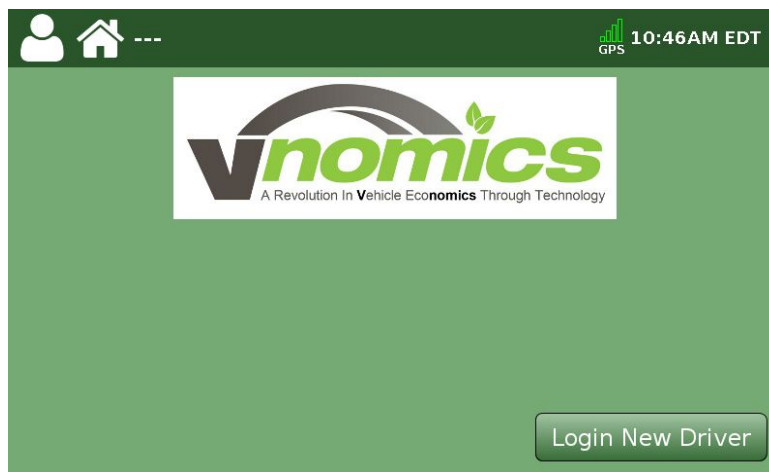
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### LOGGING IN

During Pre-Trip inspection, key the truck to the on position but don't turn the engine on - this will allow the Vnomics system to boot and capture the first "engine on" event for the day. Upon completion of pre-trip, with Vnomics fully booted, click the "Login New Driver" button and login to Vnomics ELD with Driver ID.



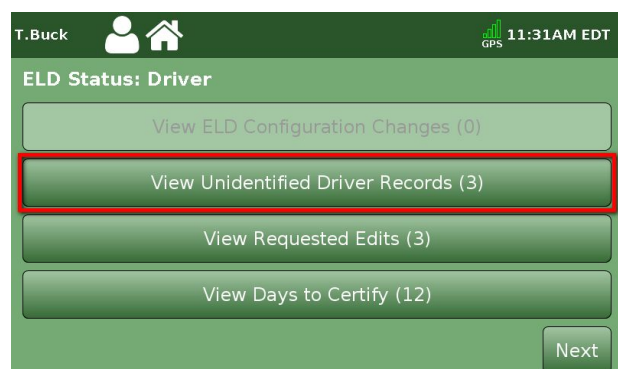
**\*NOTE:** The first time an ELD driver logs into Vnomics they will use the PIN "9999" - Driver will then be prompted to create a unique PIN. After the unique PIN is created the driver will use the unique PIN each time prompted.

### VIEWING RULESET CHANGES

Upon logging in the driver will be prompted to view and accept any rule changes to their ELD Driver Profile. Specifically adding/removing the ability to use In Yard Movement and/or Personal Conveyance.

### VIEWING, ACCEPTING/REJECTING UNIDENTIFIED DRIVER RECORDS

If the truck moved without a driver logged in, the



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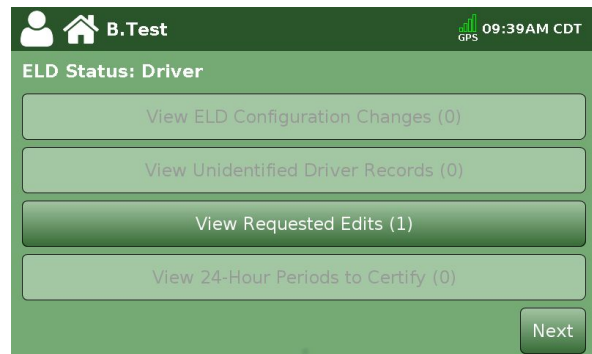
next driver to login will be prompted to accept or reject those records being added to their logs.

- Click the “View Unidentified Driver Records” button
- View the details of the record(s) and either click “ACCEPT” or “REJECT”

## VIEWING, ACCEPTING/REJECTING SUGGESTED EDITS

Upon logging in the driver will be prompted to view and accept any edits to their HOS logs made by external sources (ex: Timeclock or ELD Log Editor).

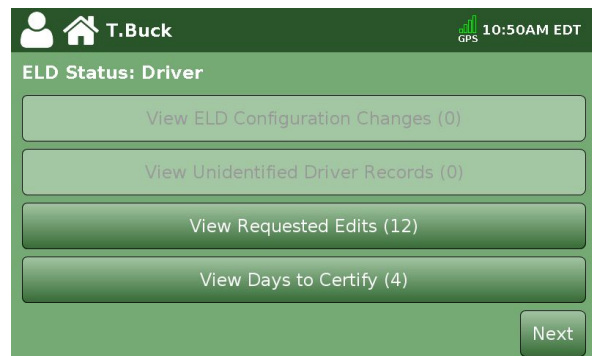
- If populated, click “View Requested Edits”
- View the details of the record(s) and either click “ACCEPT” or “REJECT”



## VIEWING/CERTIFYING LOGS

If there are any uncertified records the driver will be prompted to view and certify the records at the time of login.

- If populated, click the “View Days to Certify” button
- Review the records, if correct click “Agree”

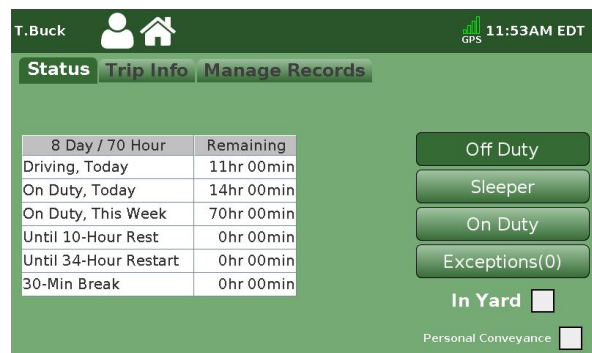


## STARTING YOUR DAY

At the beginning of a shift Vnomics requires minimal interaction to enter all critical information and start your shift.

## CHANGING DUTY STATUS

While viewing the Status tab click ON DUTY



8 Day / 70 Hour	Remaining
Driving, Today	11hr 00min
On Duty, Today	14hr 00min
On Duty, This Week	70hr 00min
Until 10-Hour Rest	0hr 00min
Until 34-Hour Restart	0hr 00min
30-Min Break	0hr 00min

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### USING EXCEPTIONS

If an exception is needed for the shift, click the EXCEPTIONS button.

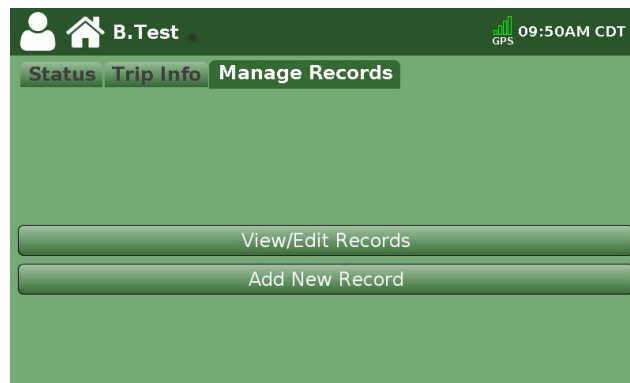
### EDITING/ADDING RECORDS

If records must be modified or added to the logs, navigate to the Manage Records tab and choose either View/Edit Records or Add New Record

Q: When would I need to add or edit records?

A1: If I worked any amount of time before getting in the truck I would need to add an ON DUTY record with a time before now.

A2: If I need to add comments or annotations to existing records (ex: Drop/Hook, Lunch, etc.)

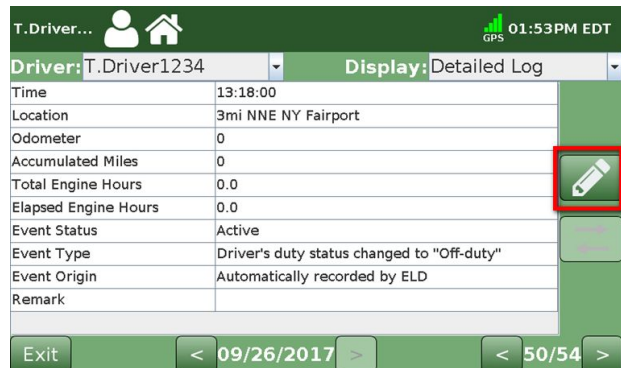


### EDIT

- Click View/Edit Records
- Using the page buttons on the bottom of the screen navigate to the record that needs editing and click the “Edit” button (looks like a pencil)

*\*Note, records auto-generated by vehicle activity (ex: Drive, Engine On) are not editable by law.*

- Choose the desired Duty Status and click “Next”
- If further edits are needed use the “Edit

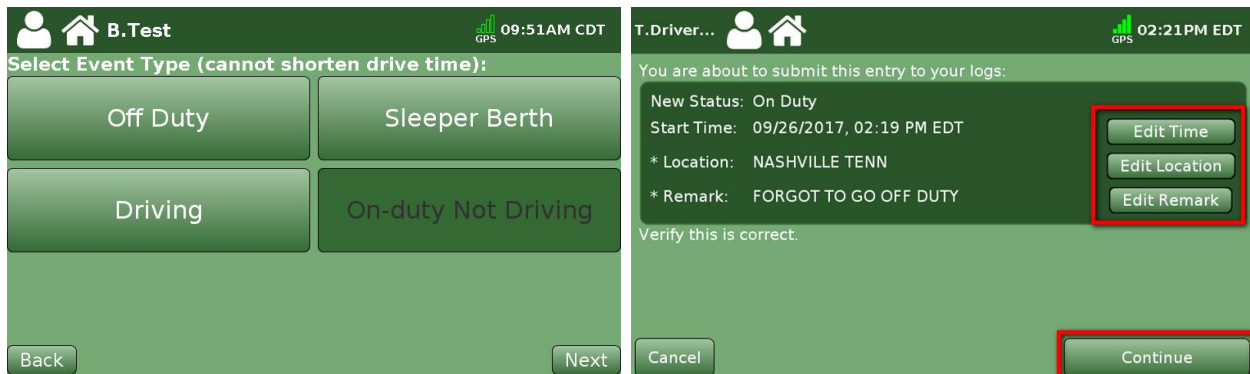


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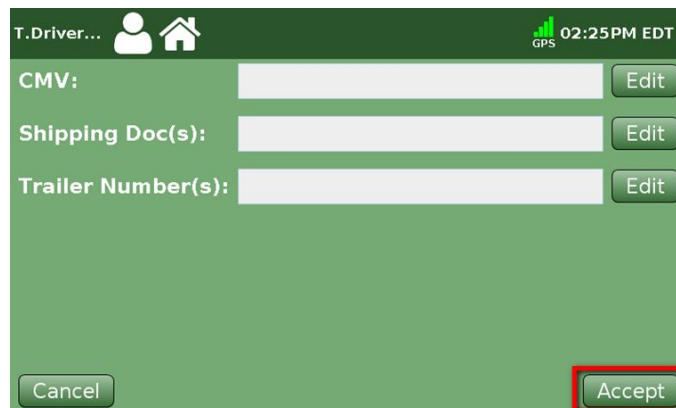
Time”, “Edit Location” or “Edit Remark” buttons

**\*NOTE:** Remarks are required when editing HOS records

- When Status, Time, Location and Remark are correct, click Continue



- If needed, edit the CMV (Vehicle Number), Shipping Doc(s) and/or Trailer Number(s)
- Once all edits are complete click “Accept”



## ADD

- From the Manage Records tab, click Add New Record
- Choose the desired Duty Status
- Select the desired Exception (if applicable) OR if no exception is needed, click “Next”
- Choose the correct time,
- If location doesn’t autocomplete click Edit Location and enter it using the keyboard

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- Add a remark if necessary and click Continue

## TRAILERS & SHIPPING DOCS

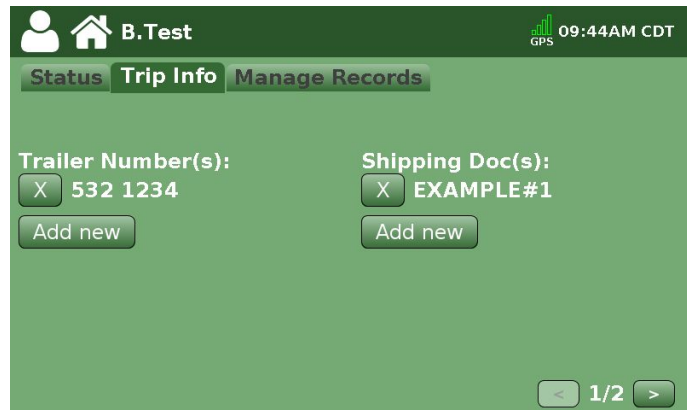
To edit trailers, navigate to the Trip Info tab

### REMOVING TRAILERS

- Click the “X” button next to the trailer being removed

### ADDING TRAILERS

- Click “Add new”
- Using the keyboard enter in the trailer number



### SHIPPING DOCS

- Remove unnecessary shipping docs by clicking the “X” button
- Add shipping docs by clicking the “Add new” button and entering the desired shipping doc info

## DRIVING SCREEN

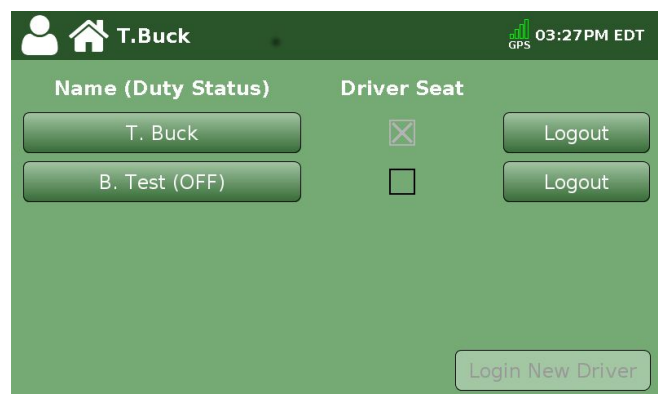
While driving the screen will go black and show a countdown timer with the hours remaining for ON DUTY and DRIVING for the day.

## TEAM DRIVERS

When Team Drivers are using the truck both must be logged into Vnomics.

### LOGIN

- Co-Driver: Click “Login New Driver” and login with Driver ID and PIN
- Co-Driver: From the Status tab, choose



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desired duty status

- Driver: Click the Driver-icon to navigate to the Driver-menu
- Driver: Click “Login New Driver” and login with Driver ID and PIN

**\*NOTE:** New driver will be assigned to the “Driver Seat” by default

- Driver: If prompted, review ruleset changes, unidentified records, requested edits and records to certify
- Driver: Use the Vnomics ELD system as outlined in the “Starting Your Day” section of this manual

## CO-DRIVER LOG REVIEW

Per FMCSA regulations the Co-Driver must be able to review their logs while the truck is moving. To do so...

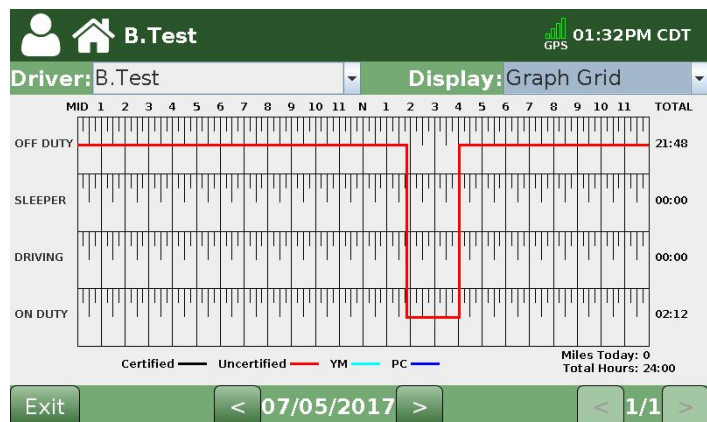
- Co-Driver: Click the Driver-icon
- Co-Driver: Click on Co-Driver name
- Co-Driver: Review logs from ELD menu

## VIEWING LOGS

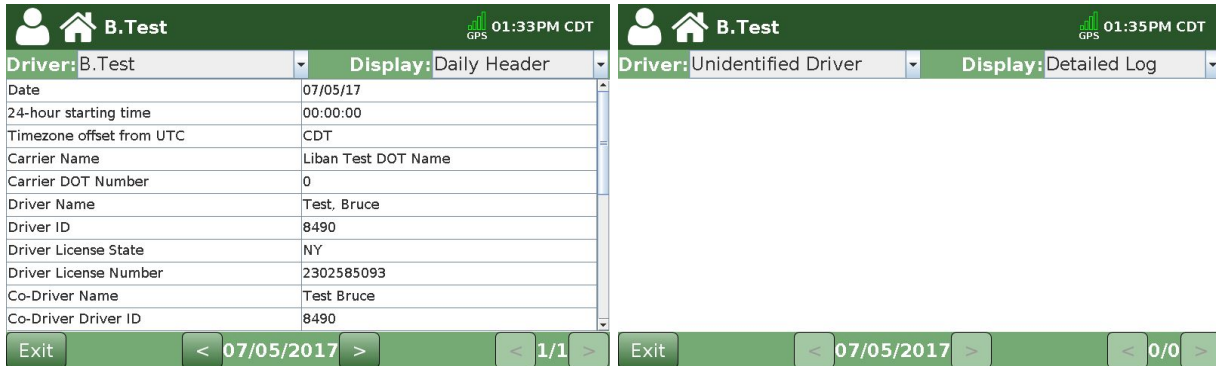
To view logs

- From the Home menu click the “Roadside Inspection” button then click “Review Logs”
- Page through each day by hitting the page buttons in the bottom right corner

To change the log view, use the Display drop down menu to choose from Daily Header or Detailed Log



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## ROADSIDE INSPECTION

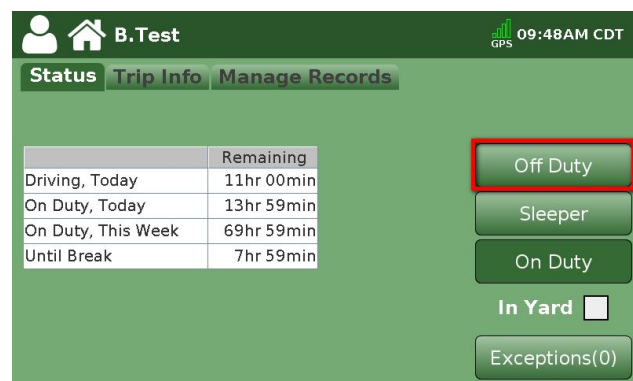
At a Roadside Inspection the driver will be prompted to present their logs to the inspecting officer in one of a few ways

1. Roadside Inspection of logs
2. Send logs to FMCSA by email
3. Send logs to the FMCSA web-service

## ENDING THE WORKDAY

At the end of the day the driver will interact with Vnomics to change duty status to OFF and certify the day's logs by:

- Navigating to the ELD Status menu and selecting OFF DUTY
- This will prompt the driver to then certify their logs and logout



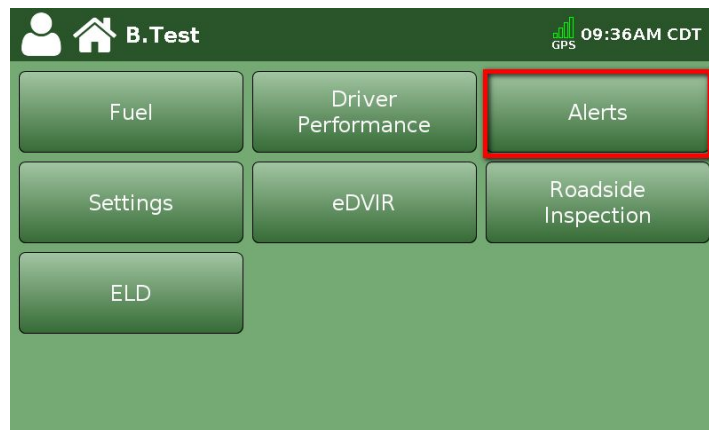


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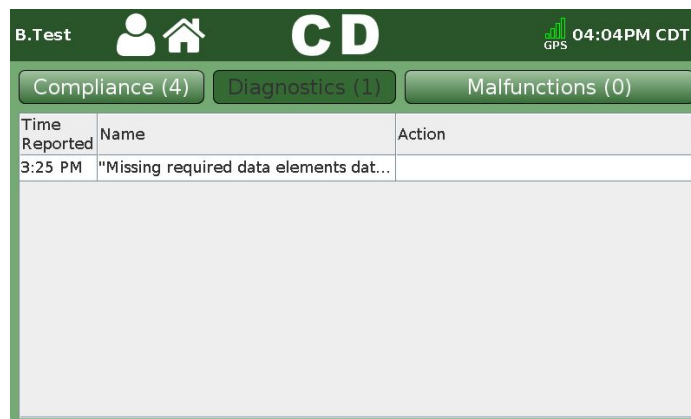
### ALERTS

When the Vnomics system has problems collecting the data needed to complete HOS it will present the driver with notification atop the display. To view the details of these alerts, navigate to the Alerts menu from the Home screen.



The alerts fall into three categories

- Compliance
- Diagnostics (Databus data from truck ECM unavailable)
- Malfunctions (GPS)



The following table defines the alerts drivers may see in-cab, the root cause to each and troubleshooting techniques.

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Data Diagnostic & Malfunction	Action
Power	Boot ELD before starting engine
Engine Sync	Check cables, use paper logs
Missing Data	Use paper logs
Timing	Use paper logs
Data Transfer Unavailable	Use display for Roadside inspection
Positioning	Enter location when prompted
Data Recording	Use paper logs
Unidentified Driver	Always login before driving

When a Malfunction is active, you must BY LAW:

- Notify your fleet in writing within 24 hours
- Enter today's RODS on paper
- If the ELD does not show your previous 7 days, you must reconstruct them on paper

## ELD DRIVER PORTAL

Vnomics has built an ELD Driver Portal from which Drivers have access to the last 6-months of their logs in 3-week increments. To view these logs, in a web browser, navigate to

<http://customer.diagknowsys.com/?fleetid=>

- Login with the following:
  - Fleet ID (Company Name)
  - Driver ID (ID used to log into Vnomics in-cab system)
  - Password (PIN used to log into Vnomics in-cab system)
- ELD Log will be the default Reports type
- Choose the desired date range > Click "Generate Report"
- Click the Report Title, when it becomes a clickable link, and it will open the logs in a new tab
- To Print the logs, click the Print button
- To export the logs for emailing purposes, click "Export PDF"