USER MANUAL

FLEET

Electronic Logging Device (ELD)

(617) 916-1080 / support@octousa.com

Version 1.0.2 *October 2017*

All rights reserved. All trademarks and registered trademarks used are the properties of their respective owners. DISCLAIMER: The information in this user's manual is accurate at the time of writing. This user's manual is provided "as is" without express or implied warranty of any kind.

© 2017 This document is the property of Octo Telematics North America, LLC

INDEX

1. Octo Fleet Device & Installation 3
2. Octo Fleet ELD Driver Application – Download & Install 3
3. Driver Login 4
4. CMV Selection 5
5. Today's Log Screen 6
6. Current Day Duty Status management 7
   a) The Status Screen 7
   b) Managing Your Duty Status 9
   c) Special Driving Categories – Idling 10
   d) Special Driving Categories – Co-Driving 11
   e) Special Driving Categories – Personal Use 13
   f) Special Driving Categories – Yard Moves 13
   g) Annotating Adverse Weather Operations 14
   h) Location information 14
   i) Unassigned Driving 14
7. Previous Week Records Of Duty Status (RODS) Management 16
   a) Reviewing prior RODS 16
   b) Editing your RODS 17
   c) Certifying your RODS 18
8. DOT Inspection Mode 19
   a) Inspection of RODS 19
   b) Data Transfer of RODS by Email 20
   c) Data Transfer of RODS by Web Services 21
9. Octo Fleet ELD Solution Support 21
10. Logging out 21

© 2017 This document is the property of Octo Telematics North America, LLC

1. Octo Fleet Device & Installation

The Octo Fleet device can be installed in a commercial motor vehicle (CMV) with working J1708, J1939 or OBD-II connectors. A J-Bus adaptor cable is provided as part of the solution to connect the OBD device to the J-Bus connector. The Octo Fleet device is fully able to communicate with the CMV bus, collect and transmit data securely to the cloud and then down to the Octo Fleet ELD Driver application. When the device is properly installed, there are three LED lights that will glow – green, yellow and red – when the CMV ignition is on. When your device is installed and activates the first time, your credentials to access the Fleet ELD Driver applications will be securely shared via email.

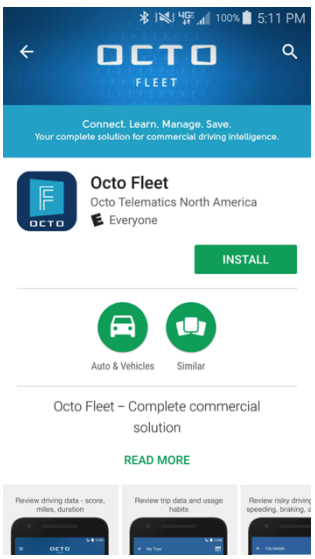
Octo Fleet Device

J-Bus Adaptor Cable

2. Octo Fleet ELD Driver Application – Download & Install

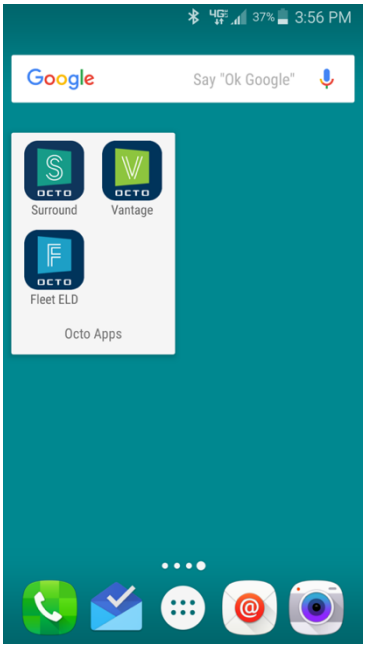
The Octo Fleet ELD Driver application is available on both the Apple iOS Store and the Android Play Store. Download and install the application on your respective smartphone of choice.

The application is compatible as follows:
iOS: Version 10 and later
Android: Version 4.4 (KitKat) and later



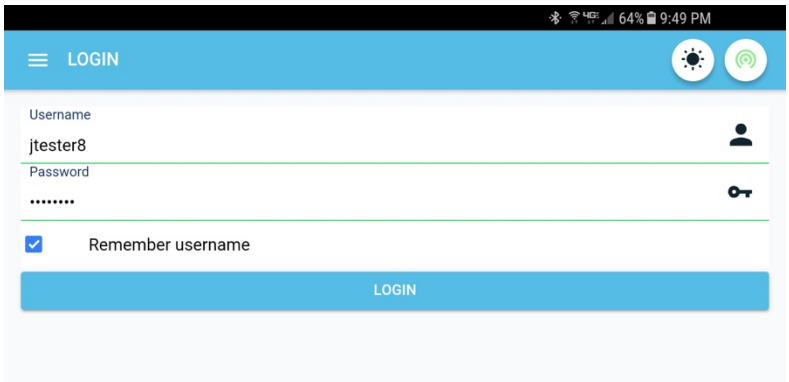
3. Driver Login

Click on the Octo Fleet ELD application icon to launch the application.



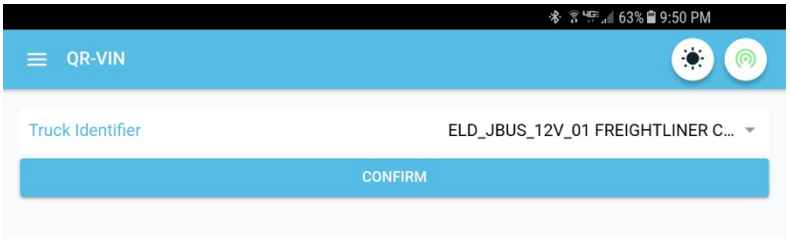
The splash screen for the Octo Fleet ELD application will display.

To access the application, enter your username and password that were shared via email, and click the 'LOGIN' button. If you've checked the "Remember Username" checkbox before while logging in, the username will be remember and pre-filled for subsequent logins. You will always need to enter your password to enter the application.

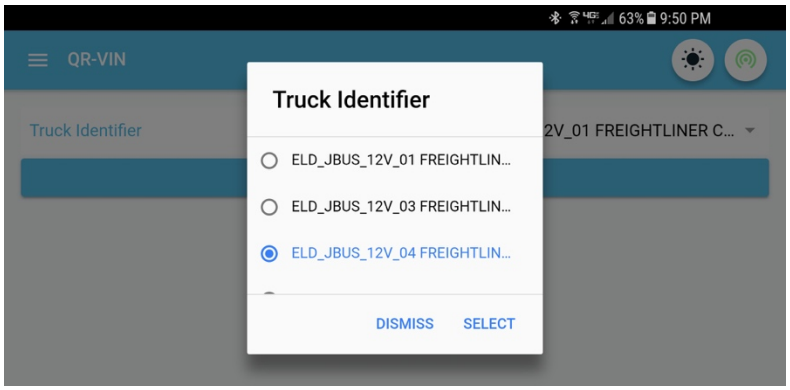


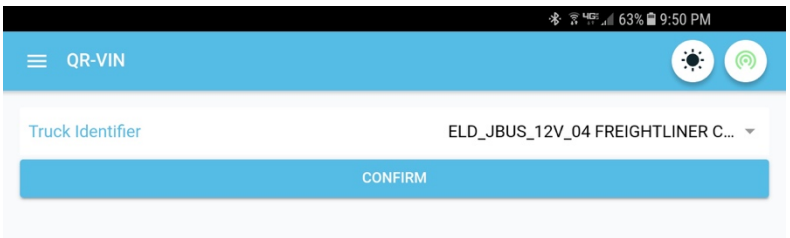
4. CMV Selection

After logging in, the driver must select the CMV he will be driving. By default, either the CMV assigned to the driver by the fleet manager or the CMV that the driver last drove will be pre-selected and the driver can just confirm the selection.

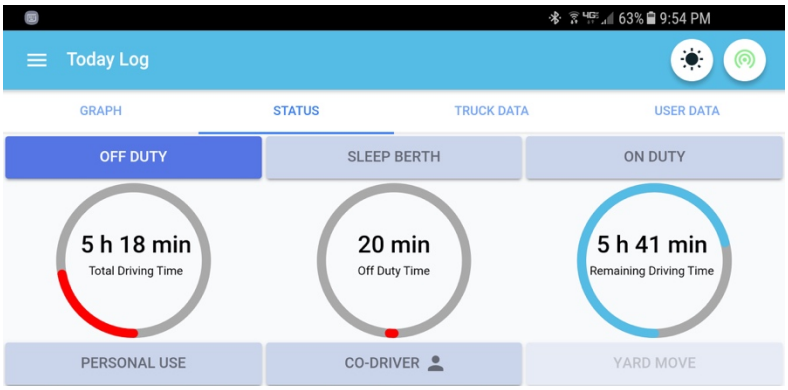


However, the driver has the ability to override this assignation and select a different CMV that they will be driving. The driver can use a drop-down list to view all the CMVs belonging to the fleet group and to select a CMV different from the defaulted CMV.





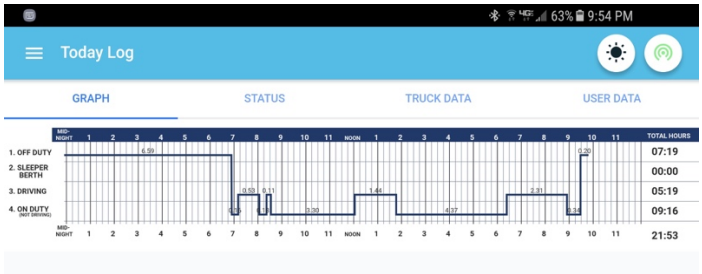
Once the driver confirms the selection of the CMV, he will view the log for the current day for himself to that point in time and be able to manage his duty status with this CMV going forward.



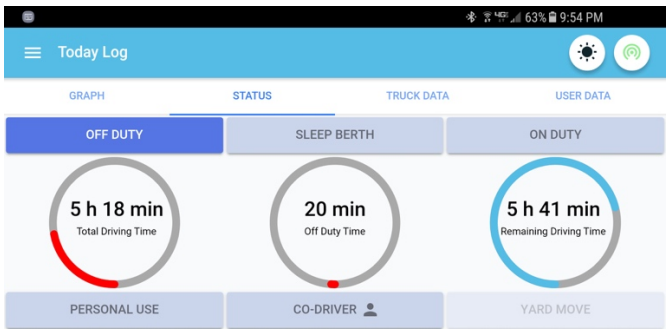
5. Today's Log Screen

There are four sections on the Today's Log screen

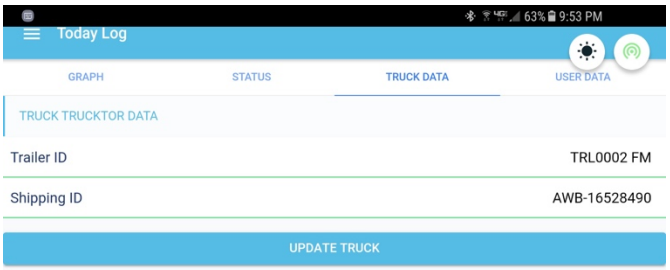
a. The "GRAPH" section, which shows the current days record of duty status in the prescribed grid format defined by the FMCSA



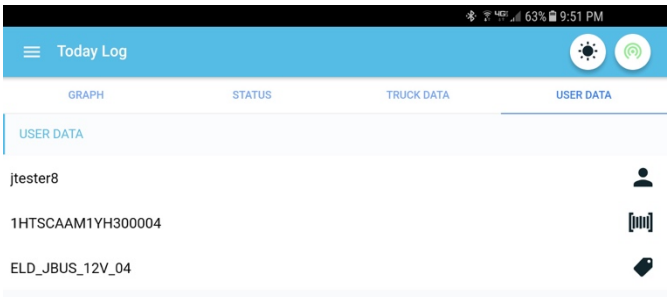
b. The "STATUS" section, where the driver can manage his duty status. Provides access to buttons to change status as well as some guages to show the amount of time in and remaining in a duty status against the HOS limits.



c. The "TRUCK DATA" section, where the driver can update optional information about his current delivery - trailer information or shipping identification information



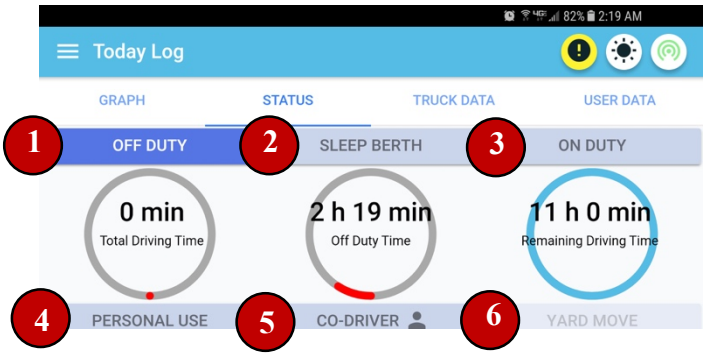
d. The "USER DATA" section, where the driver can view their ELD username used to log in to the ELD application as well as the identifying information for the CMV they are driving – VIN, as read from the CMV bus, and the CMV identifying name



6. Current Day Duty Status management

a) The Status Screen

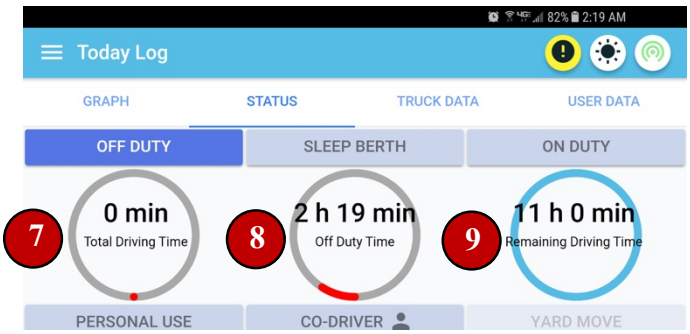
In the 'STATUS' section of Todays Log screen, the driver can manage his current duty status. The screen refreshes every minute, but the driver can refresh it manually by swiping down on the screen.



BUTTONs:

1. OFF DUTY Button – Allows the driver to set their duty status to be off-duty
2. SLEEPER BERTH Button – Allows the driver to set their duty status to be off-duty sleeper berth
3. ON DUTY Button – Allows the driver to set their duty status to be on-duty not driving
4. PERSONAL USE Button – Only enabled when the driver is in OFF-DUTY duty status. Allows the driver to drive the CMV so that his driving time is not counted towards DRIVING duty status. This period of driving will be drawn on the grid graph with a special dotted line in the off-duty status line
5. CO-DRIVER Button – Allows the primary driver of the CMV to indicate that there are other secondary, co-drivers in the CMV cab, in non-driving duty status, while he is operating the CMV. The primary driver must set this button and duty status before he begins operating the CMV. All DRIVING duty status minutes will be accumulated on the record of duty status for the primary driver. The co-drivers will accumulate non-driving duty status minutes on their record of duty status.
6. YARD MOVE Button – Only enabled when the driver is in ON-DUTY duty status. Allows the driver to operate the CMV within the yard premises of the carrier so that their driving time is not counted towards DRIVING duty status. This period of driving will be drawn on the grid graph with a special dotted line in the on-duty status line

NOTE**:** None of the buttons described above can be operated while the CMV is in motion. When in DRIVING duty status, the buttons are all disabled. Only when the CMV is in engine-off mode or the CMV has been stationary and idling for more than five minutes and the drivers' duty status defaults back into ON-DUTY NOT DRIVING duty status, will the buttons be enabled.

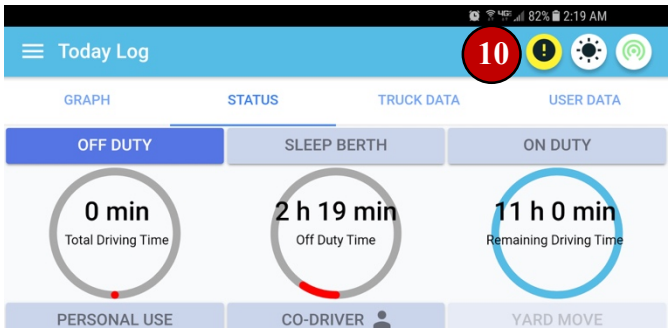


GAUGES:

7 Total Driving Time Gauge – Displays the count of hours and minutes of Driving Time within the current 24-hour window (midnight to midnight)

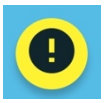
8 Current Status Time Gauge – Displays the count of hours and minutes in the current duty status period by the driver

9 Remaining Driving Time Gauge – Displays the count of hours and minutes that the driver has remaining within the 24-hour window and weekly cycle window

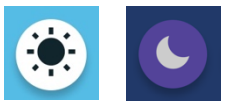


NOTIFICATION ICONS:

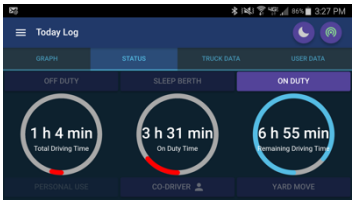
10 Notification icons in the upper right corner of the screen



Notification Alert that there are Unidentified Driving Trips which must be assigned to a driver of the Fleet



Toggle to switch between Daylight and Night Mode



Indicates whether the ELD Device is connected to the cloud and is receiving updates. See following section on Connectivity.

Green = Connected Red = Not Connected

Connectivity

Connected

The Octo Fleet ELD Device operates on the AT&T wireless network, which has the best coverage across North America, to maintain connectivity with the cloud, and always reflects the latest information about the driver and the CMVs status

Not Connected

There may be infrequent situations where wireless network coverage is not available, in which case connectivity to the cloud may be not be possible. The reasons for poor cellular coverage could be, for example, being located in a sparsely populated, rural location; (underground) garages; adverse weather conditions, technical outages with the wireless carrier etc.

No data is ever lost – the device plugged into the CMV bus/ECU will collect and store the appropriate data from the CMV bus and transmit it the next time cellular coverage is available and then update the ELD device. Data for the past seven days and the current day is stored and available off-line on the ELD device until the last moment that ELD was still connected.)

b) Managing Your Duty Status

Step 1. Before operating any CMV, the driver must log into the Fleet ELD Drivers App and identify the CMV they will be driving

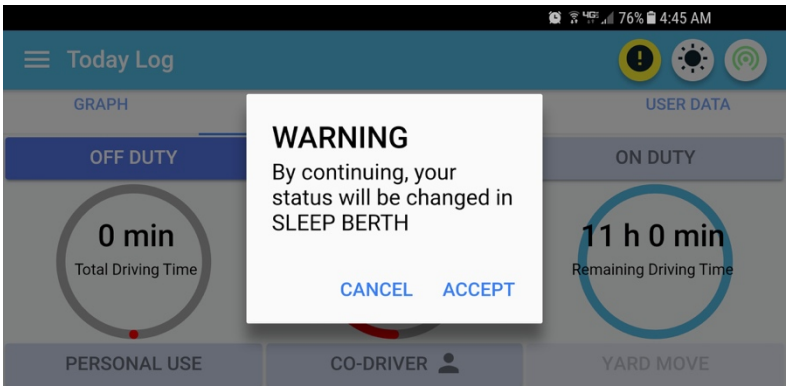
There are four duty statuses to describe the hours of the day for a driver

Non-driving duty statuses: OFF-DUTY, SLEEPER BERTH, ON-DUTY (NOT DRIVING)

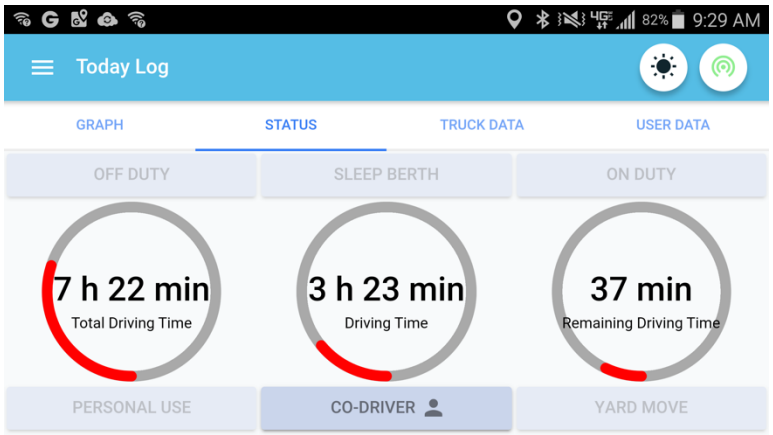
Driving duty statuses: DRIVING

Step 2. Typically when a driver logs into the app at the start of their work shift and selects their CMV to drive, they will be coming off either OFF-DUTY or SLEEPER BERTH duty status. They will set their duty status to ON-DUTY before operating the CMV.

Step 3. The Driver can only select and change between the non-driving duty statuses by pressing the appropriate button. When changing duty statuses, the driver will be prompted to confirm they are moving to the right duty status.



Step 4. The DRIVING duty status is automatically enabled whenever the CMV the driver has selected is being operated - ignition is on and CMV is moving at speed greater than 5 mph. While the CMV is being driven and is in motion, the duty status buttons are disabled and therefore, the duty status cannot be changed for that driver



Step 5. Whenever the CMV stops and the ignition is turned off, duty status will automatically change back to ON-DUTY and the non-driving duty status buttons will once again be enabled

c) Special Driving Categories – Idling

"Idling" is defined by the ELD regulations as when the CMV engine is on and CMV speed is less than 5 MPH for 5 consecutive minutes. The CMV must have been in DRIVING duty status before it meets the Idling condition

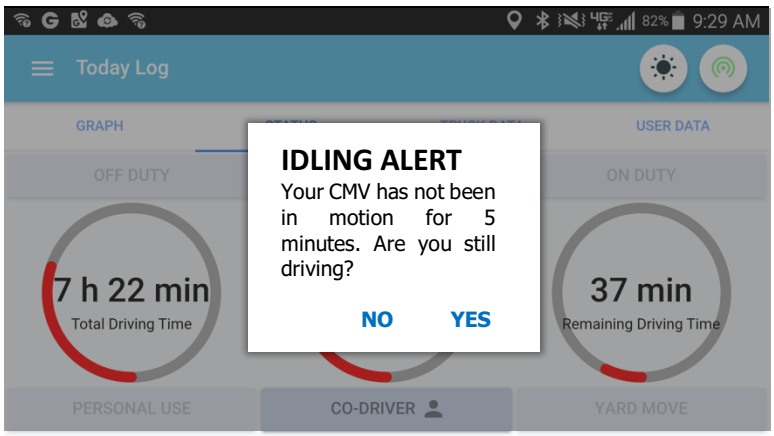
Step 1. Driver is in DRIVING duty status, when the idling condition arises

Step 2. A prompt will be raised to the driver asking to confirm whether they should continue to stay in the DRIVING duty status or switch to a non-driving duty status

Step 3. If they select YES, they will continue to stay in the DRIVING duty status

Step 4. If they select NO, they will be switched to ON-DUTY duty status

Step 5. If the driver does not respond within one minute, they will automatically be switched to ON-DUTY duty status

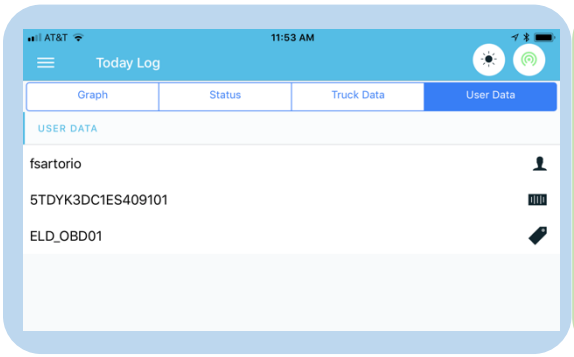


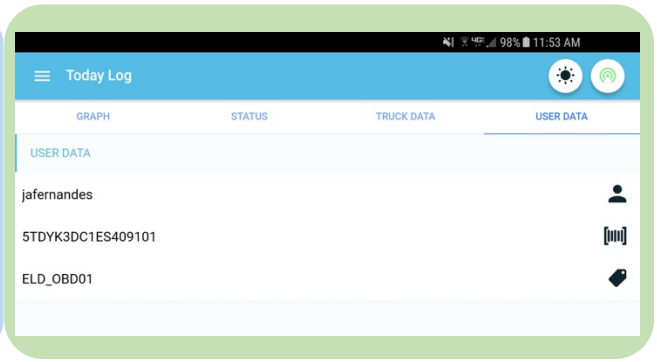
d) Special Driving Categories – Co-Driving

If a team of drivers will share driving duty on a single long-haul route, one driver within the team, must identify as the primary driver (who will accumulate the DRIVING duty status time) and all others who are not driving will be identified as co-drivers (who will accumulate non-driving duty status time). This identification should occur *before* the CMV is operated and all drivers must have the Fleet ELD Drivers App on their smartphones.

Step 1. The primary driver will login and select the CMV

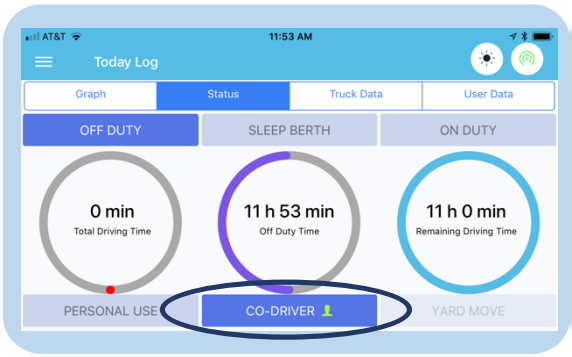
Step 2. The co-drivers will also login and select the same CMV

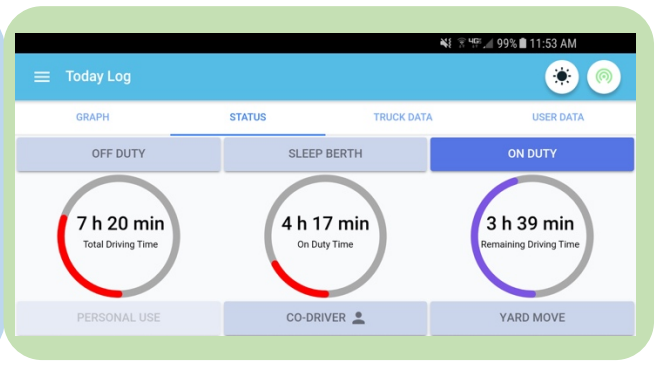




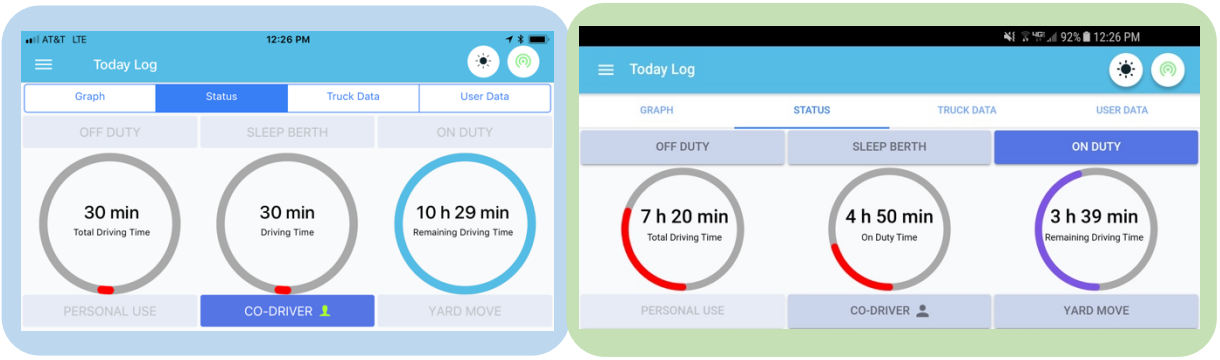
Step 3. The primary driver will then indicate that there will be co-drivers during the trip by selecting the CO-DRIVER button (which will get highlighted and the driver icon will turn green).

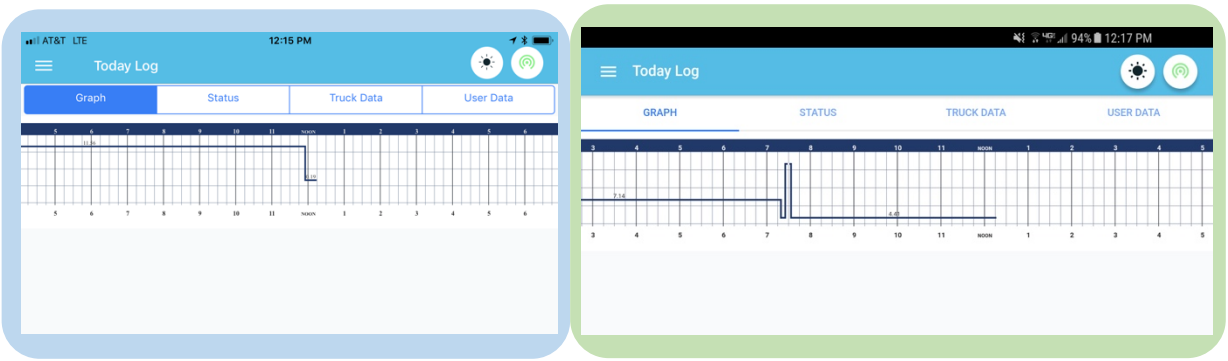
Step 4. The co-drivers will choose one of the non-driving duty statuses. They will **not** be able to select the CO-DRIVER button because the system will check that only one driver at a time can be the primary driver.





Step 5. When the CMV is operated, only the primary driver will accumulate the DRIVING duty status minutes. The co-drivers will accumulate non-driving duty status minutes.



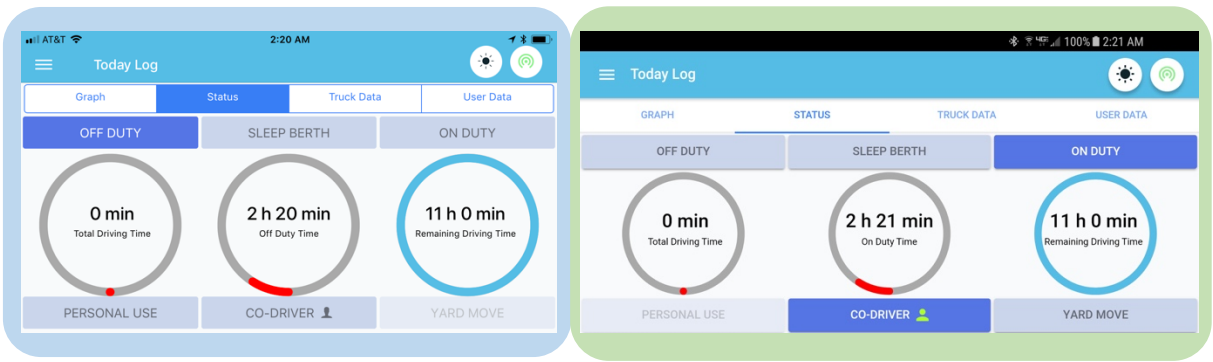


Note: The CO-DRIVING status cannot be changed or switched while the CMV is in motion (since the primary driver cannot change his duty status) and the system will prevent more than one driver from simultaneously being primary drivers. Co-drivers can make changes to their records while the CMV is in motion since they are in a non-driving duty status.

Step 6. To switch driving duty statuses in the middle of the trip, the CMV will have to be stopped, which will return the ability to change duty statuses in their ELD to the drivers.

Step 7. The original primary driver will first have to turn off the CO-DRIVER button.

Step 8. The original co-driver can turn-on the CO-DRIVER option to become the primary driver



e) Special Driving Categories – Personal Use

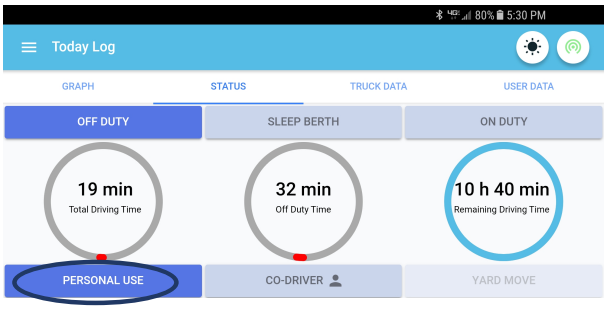
"Personal Use" is when the driver has permission to drive the CMV for non-work related reasons (i.e. driving the CMV to your home). This driving should not impact HOS limits.

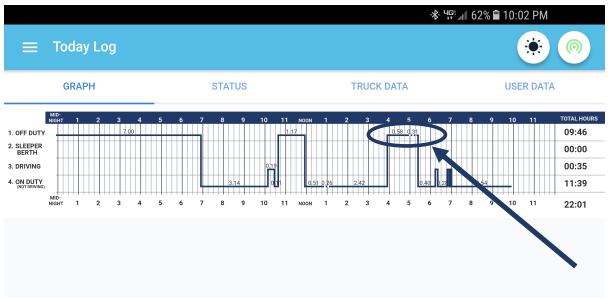
To record "Personal Use" time:

Step 1. First make sure the driver is in the OFF-DUTY status, which enables the personal use button.

Step 2. The driver can then press the PERSONAL USE button. Confirm that the driver has received approval from their manager for personal use of the CMV. Both the buttons stay high-lighted.

Step 3. Now while the CMV is operated, Personal Use is recorded as OFF-DUTY duty status. It will be depicted as a dotted line on the ELD Grid Graph in the Off-Duty section.





f) Special Driving Categories – Yard Moves

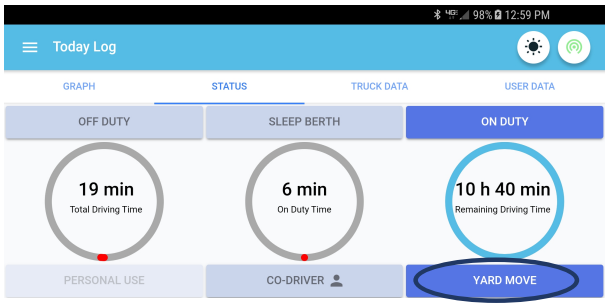
"Yard Moves" is when the CMV is moved from one place to another, within the yard. Since all movement of the CMV must be tracked and assigned, driver must log in and take ownership of the driving activity, without having it impact HOS limits.

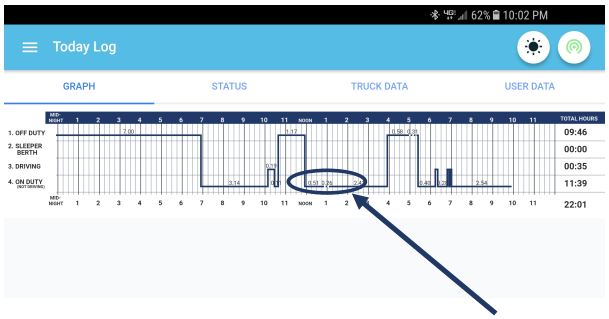
To record "Yard Moves" time:

Step 1. First make sure the driver is in the ON-DUTY status, which enables the yard move button.

Step 2. The driver can then press the YARD MOVE button. Confirm that the driver has received approval from their manager to move the CMV. Both the buttons stay high-lighted.

Step 3. Now while the CMV is operated, Yard Move is recorded as ON-DUTY duty status. It will be depicted as a dotted line on the ELD Grid Graph in the ON-Duty section.





g) Annotating Adverse Weather Operations

If the driver encounters sudden adverse conditions/bad weather, crashes or other unforseeable conditions, they can annotate the record in the Detail Logs.

h) Location information

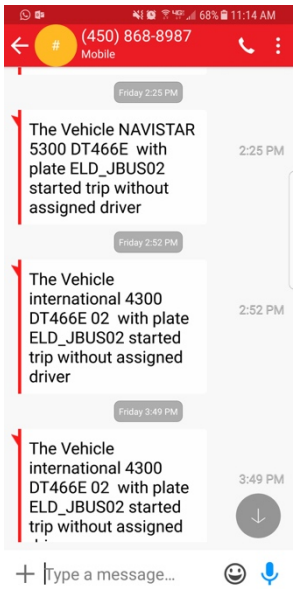
The Octo Fleet ELD device is able to record detailed location information. However, for reporting purposes, the location information is modified to appropriate levels:

On-Duty Periods: Location information is recorded with accuracy of upto one-mile radius.

Off-Duty Periods: Location information is recorded with accuracy of upto 10-mile radius.

i) Unassigned Driving

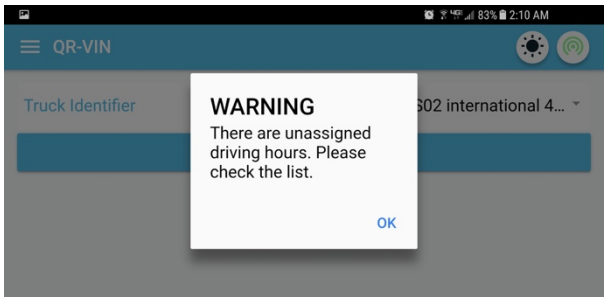
If the driver does not log into the Octo Fleet ELD Drivers application, and begins to drive his CMV, he and his manager will receive a SMS push notification about the CMV incurring an "Unassigned Driving" trip. The driver will have the opportunity to stop and log into the app and select the appropriate CMV with his ELD user identification, before continuing on his drive.



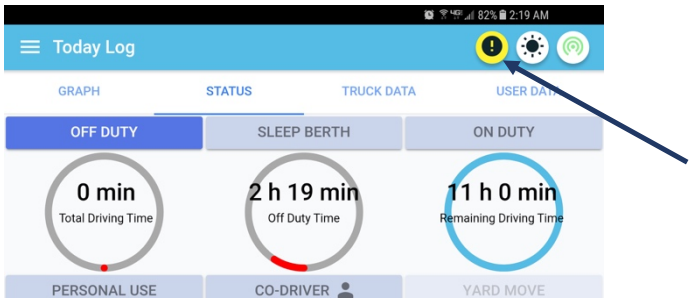
For any unassigned driving trips that occur, when either manager or the driver logs into to the ELD Drivers application, they will see an alert notification icon post-log in that there are unassigned driving trips. The icon will be displayed as long as there are any unassigned driving trips. Either a manager or a driver themselves, can go in and assign the unassigned driving trip to a driver, provided certain checks are cleared and there is no contention on the drivers HOS record.

To add unassigned driving trips to their record of duty status, the driver can follow these steps:

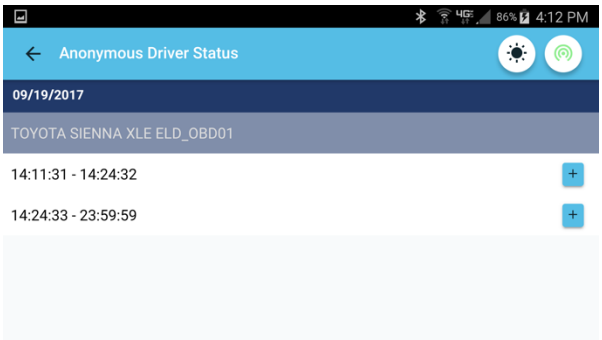
Step 1. When a driver logs in to the app, if there are unassigned driving trips, they will receive the following alert and should review the list of trips.



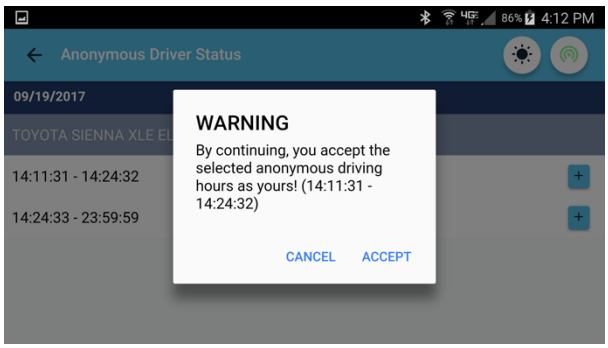
Step 2. The Unassigned Driving Alert notification icon will show on the top-right of the app screen.



Step 3. If the driver presses on the Unassigned Driving Alert notification icon, the list of unassigned trips will be displayed



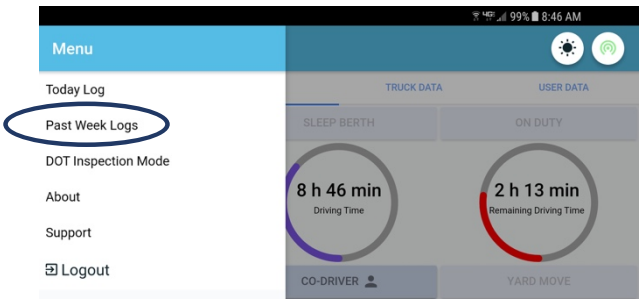
Step 4. Driver can take ownership of an unassigned trip and confirm they are adding it to their record of duty status



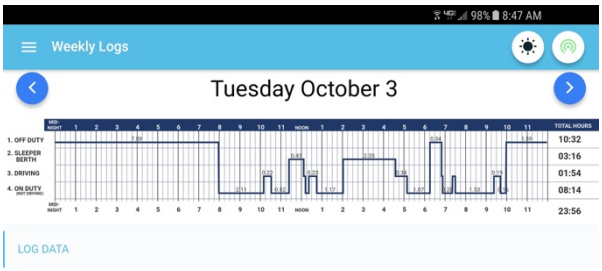
7. Previous Week Records Of Duty Status (RODS) Management

a) Reviewing prior RODS

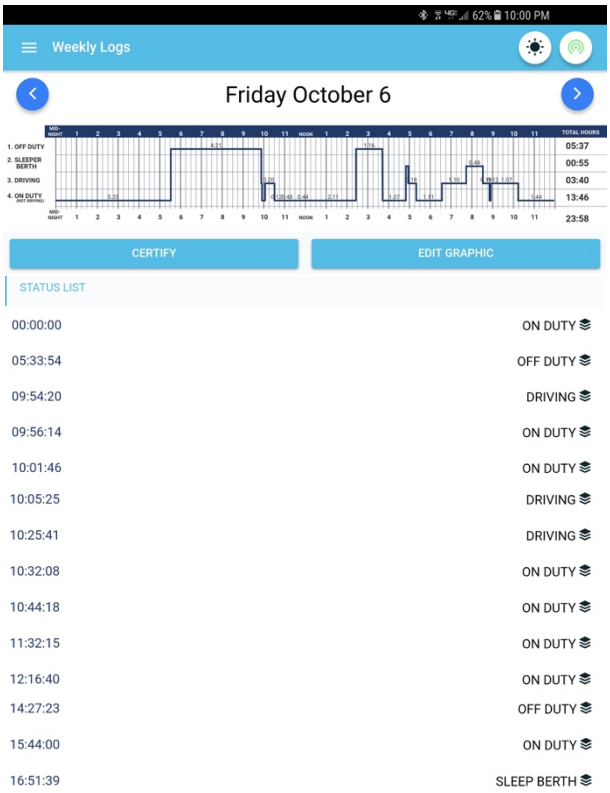
Step 1. The driver has the ability in the App to review and manage his records of duty status for the prior seven days. From the menu options on the top left of the App screen, select "Past Week Logs".



Step 2. You can then scroll through the prior seven days of duty status logs using the arrows.

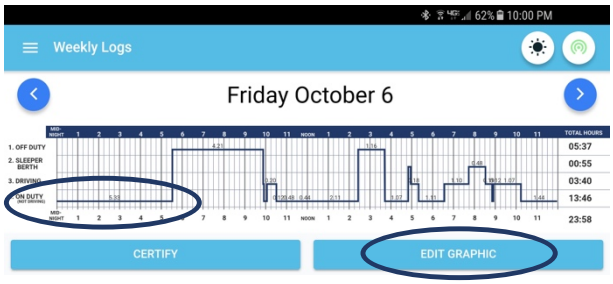


Step 3. For a single day, you can swipe up to see the detail for the days RODS

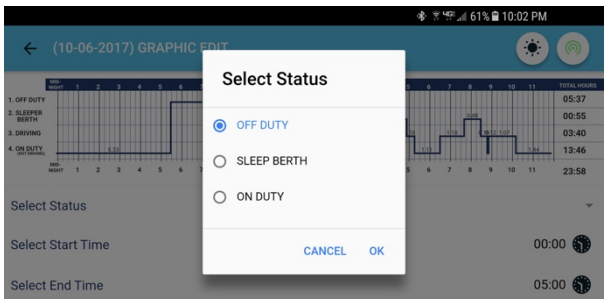


b) Editing your RODS

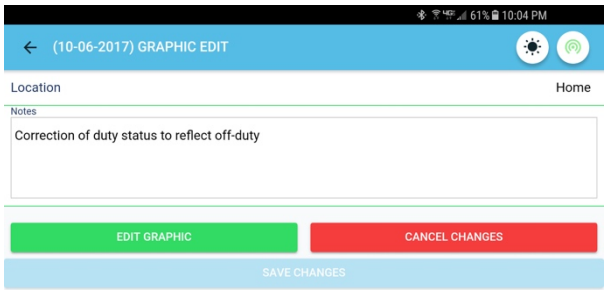
Step 1. The driver has the ability in the App to edit their non-driving duty status periods for RODS that have not yet been certified. Click on the EDIT GRAPHIC button.



Step 2. Select the duty status to be applied along with the time interval start and end



Step 3. Enter the location (at least four characters) and any notes, and then press "EDIT GRAPHIC" button – the change will be applied to the ELD Diagram so the driver can review before saving the changes. Press Cancel to abort the changes.



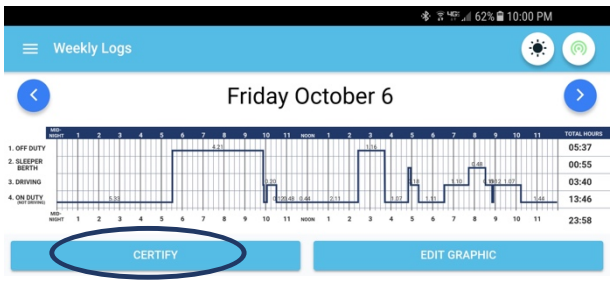
Step 4. Press the "SAVE CHANGES" button to confirm the edit

NOTE: Only a **SINGLE** change to the RODS can be made and saved at a time

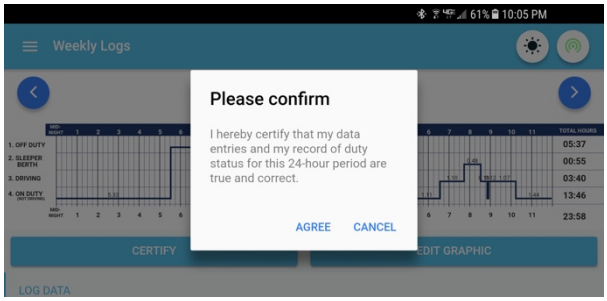
c) Certifying your RODS

The driver has the ability in the App to certify their RODS are true and accurate. Best practice is to perform this activity on a daily basis for the previous day's RODS, so that the duty status information is still top-of-mind.

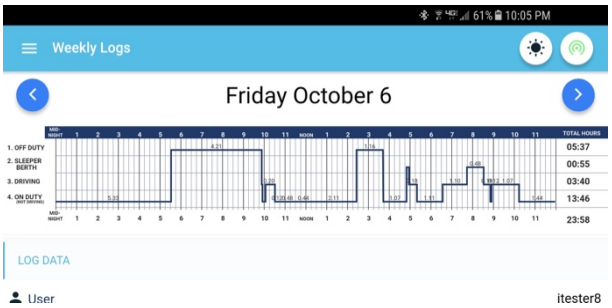
Step 1. Click on the CERTIFY button.



Step 2. The driver will be prompted to confirm that their records of duty status are true and accurate.



Step 3. Once the driver agrees and confirms, they will no longer be able to make changes to the RODS. The EDIT buttons vanish.

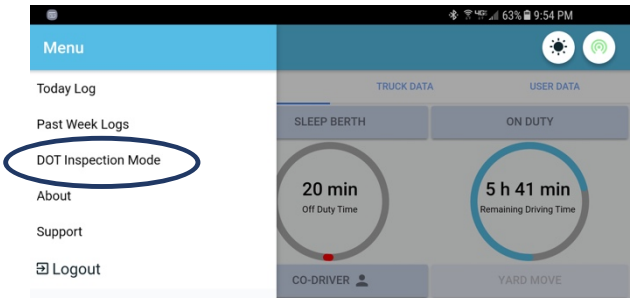


NOTE: Only the driver's manager will now be able to make changes to the record via the Fleet Portal Web Application and send it back to the driver for confirmation and correction acceptance.

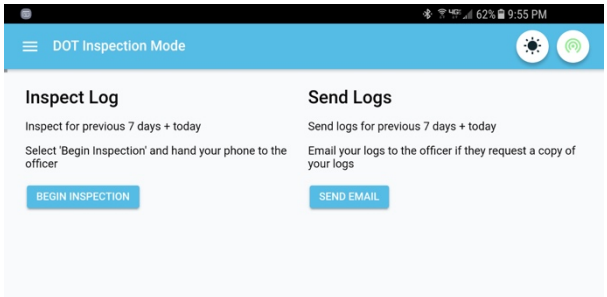
8. DOT Inspection Mode

If the driver is stopped by a DOT authorized safety official who is conducting an inspection, the inspector can use the ELD Smartphone with the Fleet ELD Driver App to complete this task.

Step 1. The driver will put his app into the DOT Inspection Mode from the Menu options

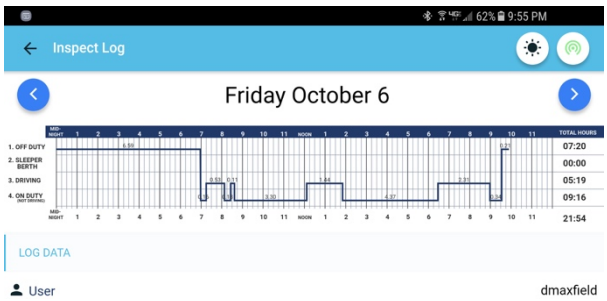


Step 2. The inspector will have two options

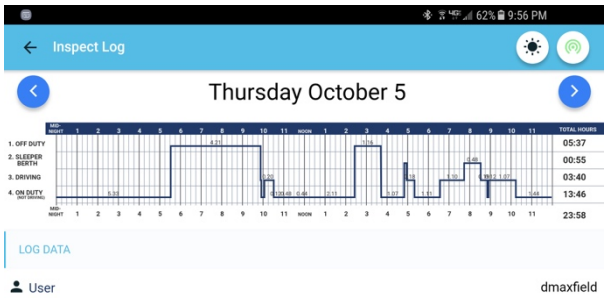


a) Inspection of RODS

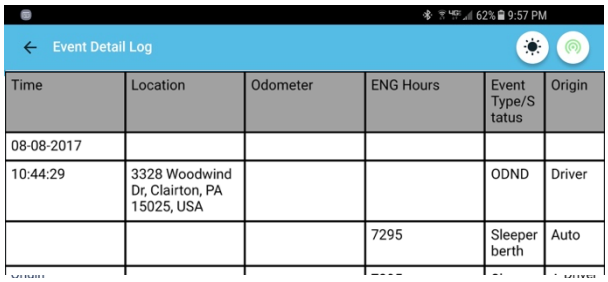
Step 1. By pressing the "BEGIN INSPECTION" button, the inspector will be able to examine the data for the current and for past seven days.



Step 2. By swiping up, the inspector will be able to examine the detailed data for a particular day



Step 3. Review the Header and Event Detail Log



Time	Location	Odometer	ENG Hours	Event Type/Status	Origin
08-08-2017					
10:44:29	3328 Woodwind Dr, Clairton, PA 15025, USA			ODND	Driver
			7295	Sleeper berth	Auto

b) Data Transfer of RODS by Email

The Octo Fleet ELD Device and Application is a Telematics type device. Consequently, only the electronic options of data transfer will be supported via email and web services. The local data transfer options of Bluetooth and USB 2.0 will not be supported.

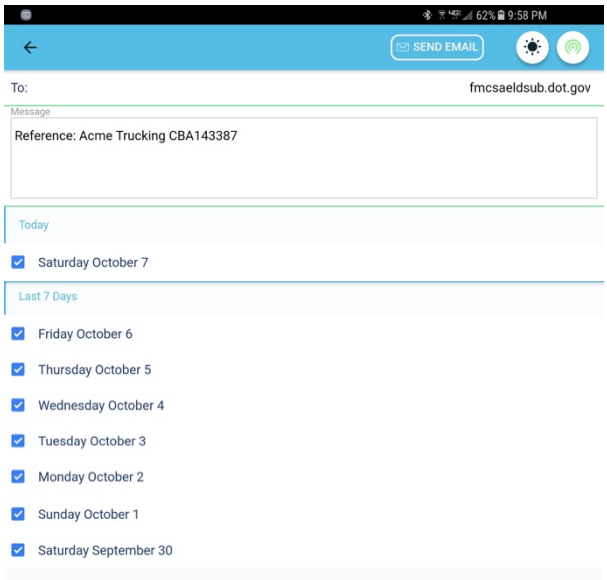
Step 1. By pressing the "SEND EMAIL" button, the authorized safety official will be able to transfer the RODS data for the current and for past seven days via a "telematics" transfer type method.

Step 2. The email address is fixed per the FMCSA to fmcsaeldsub@dot.gov and cannot be changed.

Step 3. The authorized safety official can put in a unique tracking piece of information to the Message section.

Step 4. The inspector can select which days records he wants to transfer by unchecking or checking the check-boxes.

Step 5. Send the email by pressing the "Send Email" button in the App header.



c) Data Transfer of RODS by Web Services

As soon as the FMCSA / DOT enables this data transfer mechanism end-point, Octo will implement it. Currently the production environment end-point is not available.

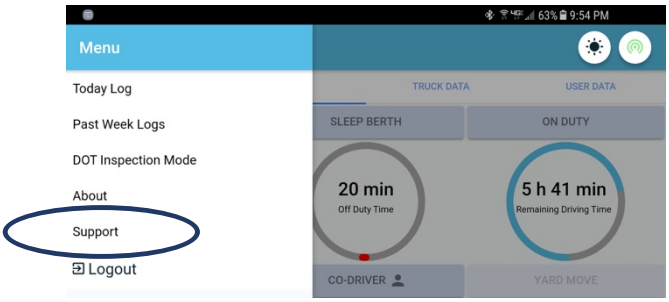
Step 2. A similar button to "Send Email" will exist, which if pressed will enable the data transfer to occur securely and safely.

9. Octo Fleet ELD Solution Support

Step 1. Click on the "Menu" option and select the "Support" option to send an email regarding your support needs or to make a phone call with your questions or concerns.

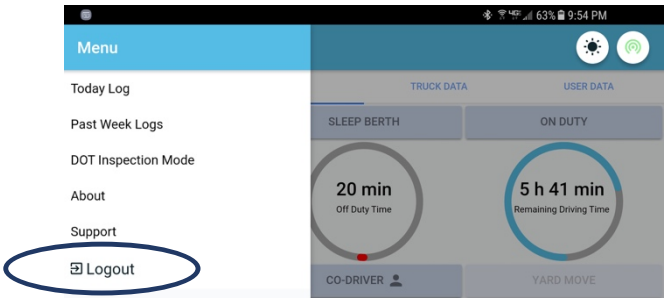
Support Email Address: support@octousa.com

Support Phone Number: +1 (617) 916-1080



10. Logging out

Step 1. Click on the "Menu" option and select the "Logout" option to leave the app. An audit trail of all logins and logouts is made for each interaction the driver has with the ELD Solution.



Note: When you log out, your association with the selected CMV ends. You must log in again and select the CMV *before* you next begin operating the CMV.