V·TRACK
Fleet Management

Hours of Service (HOS) / Electronic Logging Device (ELD)

<u>PLEASE NOTE</u>: By FMCSA regulations, this guide must be within the vehicle at all times.

Logging In

Tap in the **Username** field and enter your user name.

Tap in the **Password** field and enter your password.

Once you've entered both, tap the **LOG IN** button.

Slide the **Remember Name** button to the right to have the application remember your information.

If you've forgotten your password, tap **Forgot Password?**, and follow the prompts to have it reset.
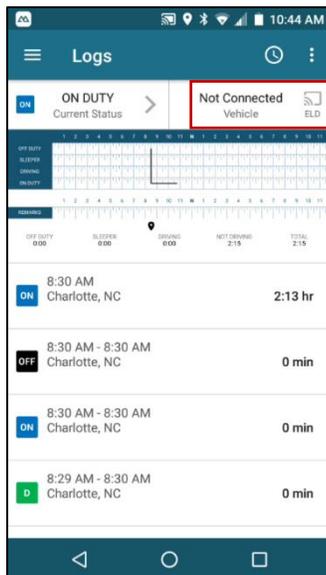
Passwords must be a minimum of six (6) characters, with at least one (1) UPPERCASE letter and one (1) non-letter (number or special character).

Contact your administrator if you're having difficulty logging in.
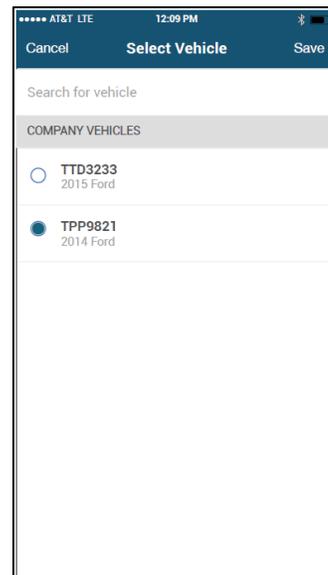

Connecting a Mobile Device to ELD

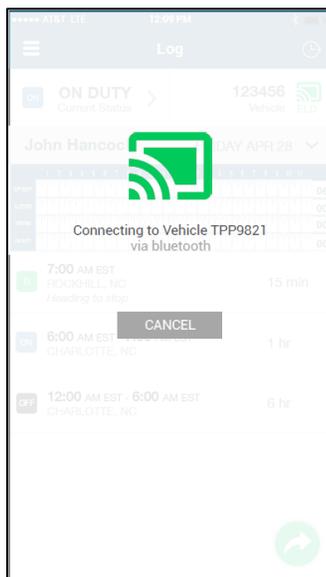Tap **Not Connected**.   Select your vehicle.
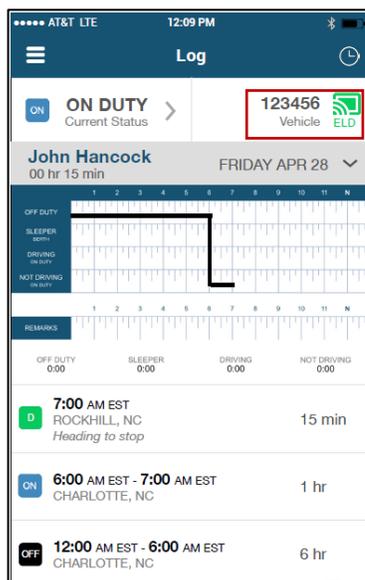
Connecting.   Mobile Device and ELD are connected.

Automatic Logging Hours of Service (HOS)

Your driving time is automatically captured upon successful connection between the mobile device and ELD.

Once the vehicle is moving at least 5 mph, the application changes your duty status to Driving. While in the Driving status the **Timers** screen is locked and no adjustments can be made.
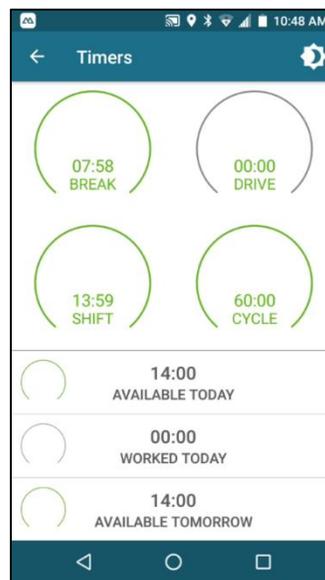
When stopped for more than three (3) minutes, an on-screen prompt inquires if you want to switch duty status or continue in driving status. If you don't respond within a minute, the application changes your duty status to On Duty – Not Driving.

The timers are color coded so you can quickly recognize your overall availability:
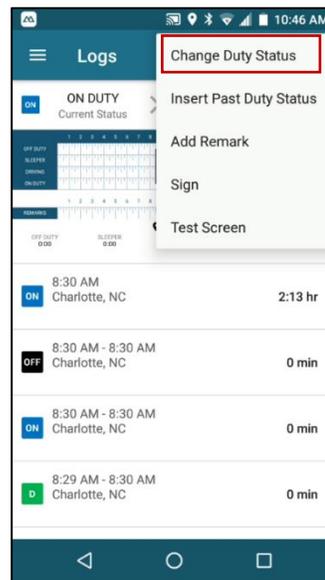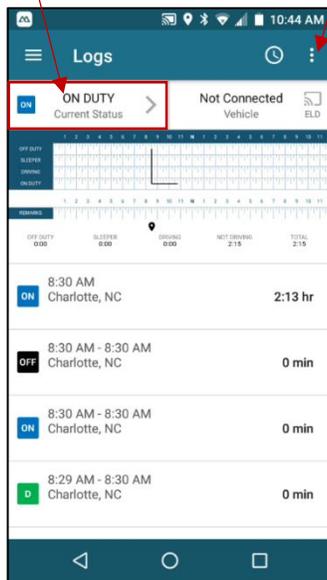
Green: 20% to 100%
Yellow: 1% to 19%
Red: 0% - a violation has occurred

Changing Duty Status

While your vehicle is stopped, you may change your duty status. There are two (2) ways to change your status, both begin from the **Logs** screen.

 Tap the current status <u>OR</u> tap the **Options Menu**, then choose **Change Duty Status**.
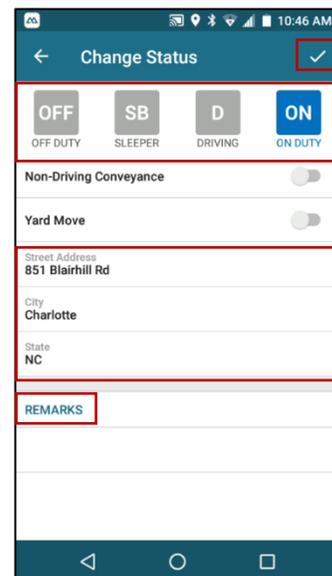

Both launch the **Change Status** screen. Tap the appropriate status: OFF = Off Duty, SB = Sleeper Berth, D = Driving, or ON = On Duty-Not Driving.

The application will automatically detect and display your location. You may change the address by tapping in the **Street Address**, **City**, and/or **State** fields.

You may also add a comment to your status change by tapping **REMARKS**.

Once you're satisfied with your change, tap the confirmation **Check Mark**.

Edit Past Duty Status

To edit an existing duty status, on the **Logs** screen, press and hold on individual entry. Once the **Edit Duty Status** screen opens, correct the information and add your reason for the edits in **REMARKS**. Tap the **Check Mark** to confirm your entry.
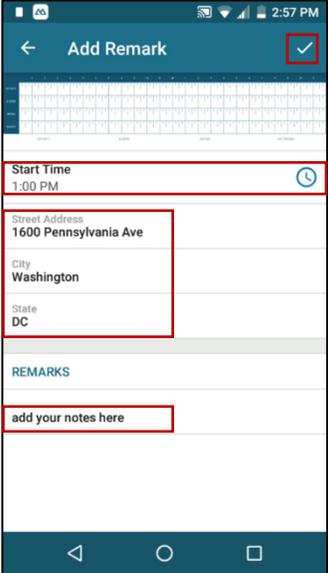
To edit a previous day's duty status, tap the **Hamburger Menu**, select **Log History & Recap**. When the **Log History** screen opens, press and hold the day you wish to edit. Correct the information and add your reason for the edits in **REMARKS**. Tap the **Check Mark** to confirm your entry.

Insert Past Duty Status

If you've forgot to enter a duty status, tap the **Options Menu** and select **Insert Past Duty Status**. Press and hold on the day you need to adjust. Once opened, choose the status, enter the **Start** and **End Time**, as well as the **Street Address**, **City** and **State**. Be sure to enter your reason for inserting the duty status in the **REMARKS** field. Tap the **Check Mark** to confirm your entry.
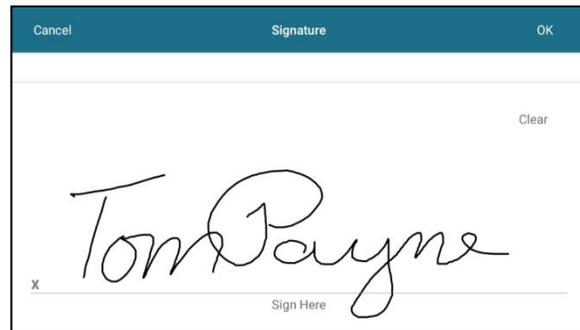
Add Remark

You can add a comment/note to any portion of your log. Tap the **Options Menu** then select **Add Remark**. On the **Add Remark** screen tap the **Clock** Icon to choose the **Start Time** you want to tie to your note, add the **Street Address**, **City**, and **State**. Tap in the **REMARKS** field to enter your comments. Tap the **Check Mark** to confirm your entry.

Signing Your Log

As with the paper logs, to complete and submit your log, you must sign for its validity. Tap the **Options Menu** and select **Sign**. The **Signature** screen opens in a horizontal (landscape) view to allow more space for you to sign. Using your finger or a soft tip stylus, sign on the signature line. If you're not satisfied with your signature, tap **Clear**, and sign again. Tap **OK** once complete.
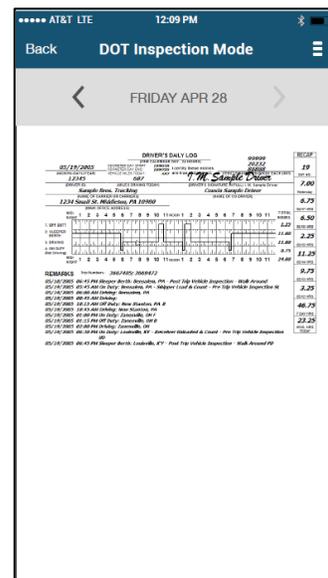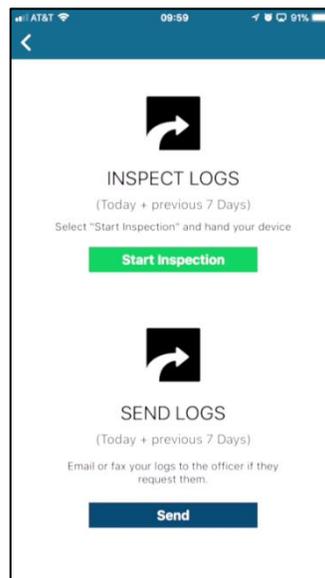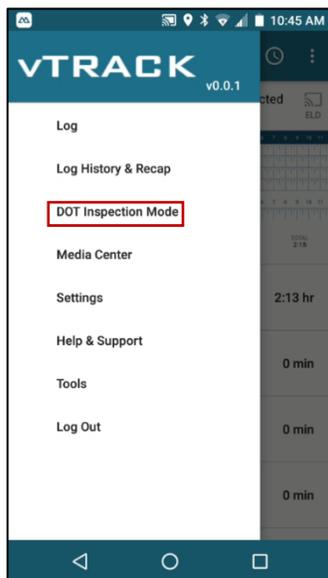
DOT Inspection

When you're inspected by a DOT officer, today's log along with the last seven (7) days are available in the **Hamburger Menu** under **DOT Inspection Mode**. Tap the **Start Inspection** button and hand the device to the inspecting officer. They can scroll through your logs by way of the arrows on either side of the date.

If the officer wants the logs sent electronically, tap the **Send** button. You have the option of transmitting the logs via email of fax. Enter the email address or fax number when on the appropriate screen.
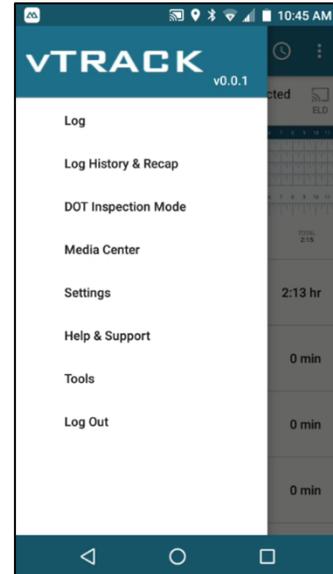
Upon completion of the inspection, tap the **Back Arrow** to exit the Inspection Mode.

Menus

Hamburger Menu

Residing on the left-side of the title banner, the **Hamburger Menu** (3 horizontally lines) houses the Log, Log History & Recap, DOT Inspection Mode, Media Center, Settings, Help & Support, Tools, and Log Out.

Options Menu

Tapping the three (3) vertical dots on the right-side of the title banner opens the **Options Menu**. In which access to the most used tools for your daily logs: Change Duty Status, Insert Past Duty Status, Add Remark, Sign, and Test Screen.