



# HUTCH ELD MANUAL



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# INTRODUCTION

Comprehensive “Smart Fleet” to alleviate your concern to sustain HOS compliance Optimize everyday fleet activities and performance by engaging our federally compliant software named as “Hutch ELD” for driver log automation.

This product is offered to enable businesses to function under recent FMCSA statute. The fleet manager can get real-time insight into moving assets through detailed window providing exhaustive information for each vehicle.

This made to order system gives facilitation to trucking companies, carriers and commercial drivers to proactively control any kind of violation prior they get caught in the inspection.



# HUTCH SYSTEMS

## Industry leading software to stay competitive and productive in market

We believe that everyone engaged in the fleet operations must remain connected without any hassle. Our intuitive “Hutch ELD” is programmed to meet operational needs to run a safer fleet and decrease the expense incurred due to manual paperwork.

### The common fleet challenges resolved by our software are:

- **Decrease errors and violations:** Our digitized concept highlights all exceptions and violations in order to keep accurate HOS records.
- **Fast retrieval of data:** HOS data can be quickly retrieved through the web App in just a few seconds and can be sent to the drivers when they got stuck without any latency.
- **Saves time:** Maintaining, e-log book needs significant time interval specifically when an audit occurs. This e-logs concept will eradicate the need for manual record keeping. Moreover, we have automated most of the time-intensive activities that are required to be performed by a driver to stay compliant.
- **User-friendly:** Our “ELD” solution helps drivers to record hours of service automatically through a simple touch screen interface.

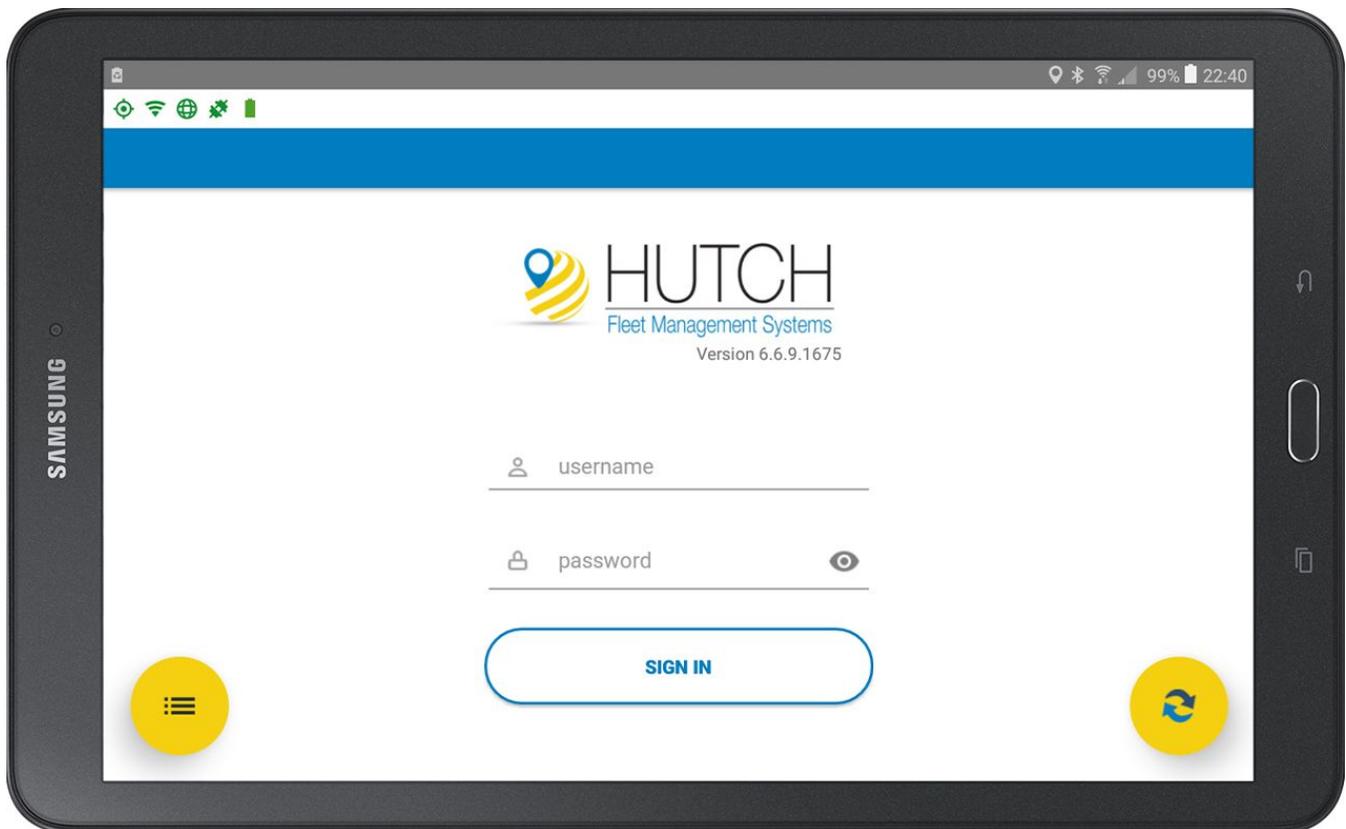


# SETUP PROCEDURE

## Logging To The System

The steps for logging into the system are as follows:

1. Turn off your Vehicle. Launch the application.
2. Use the Unique Login ID and Password provided by the Company Admin or the safety manager to sign in.
3. Enter the Username in the respective field.
4. Enter the password in the Password field.
5. Tap Sign In.
6. Once the system logs in the user, enter the details in the system.
7. If you are logging in and launching the application for the first time, then enter Shipping Number/Commodity and Trailer Number details.  
(**Note:** The information is strictly for your facilitation and is not mandatory to fill and can be skipped).
8. Select Save to save the data and view the Daily Log screen.



# Unidentified Data Events

If Hutch ELD/AOBRD has any Unidentified Data Events, you will be prompted during login to view.

Unidentified events are the events where the driver has not logged into the system and still driving the vehicle . The system records the events but does not know the identity of the user.

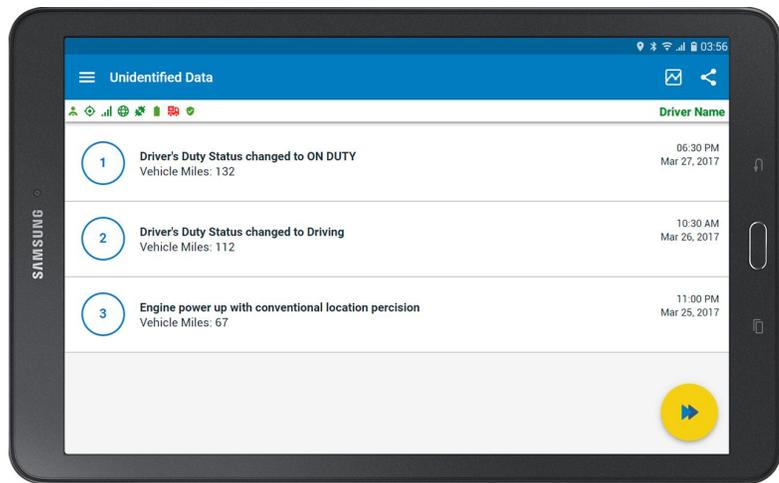
Each time someone logs in, the ELD/AOBRD will prompt that there are unidentified events and ask whether the user would like to assume those events.

The dispatcher/safety Manager can also alert the driver about certain unidentified events.



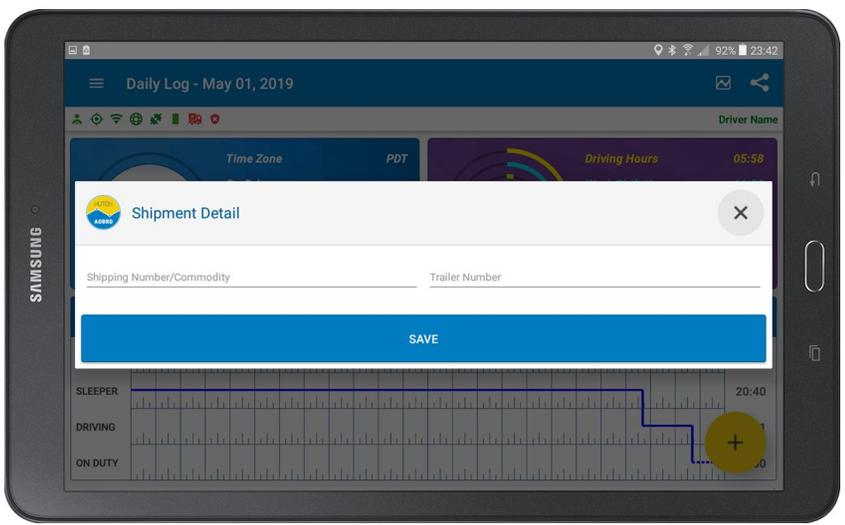
NOTE: ELD/AOBRD will prompt the driver to stop driving if he drives without logging in to the system. it will also notify the same to safety manager/dispatcher.

## How To Assume Unidentified Data



1. Tap "Yes" to view the data.
2. Select the event you wish to assume by "Tapping" on the number (**Note:** You can select multiple options).
3. Tap the "Accept" button.

4. Enter the "Shipping & Trailer" info that was utilized at the time.
5. Tap the "Save" button.

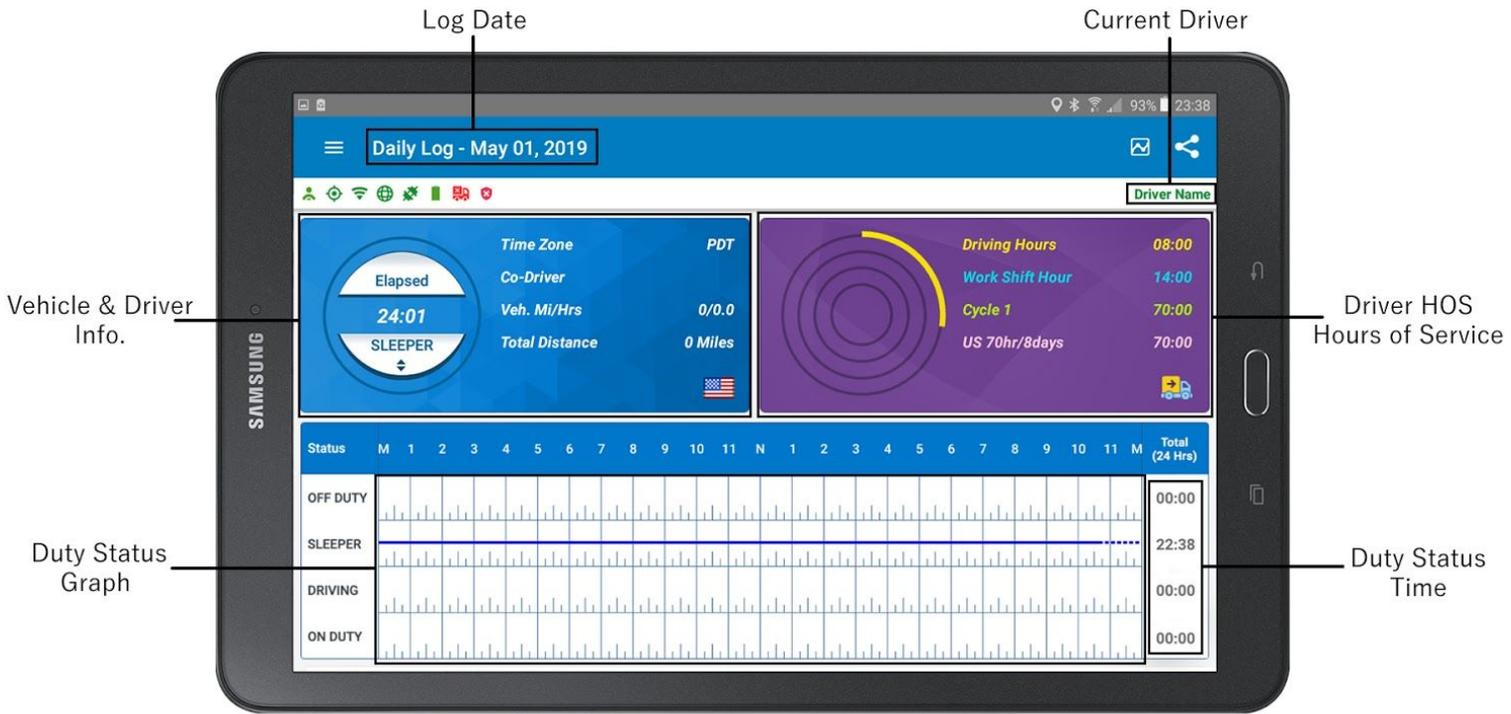




**Additional information shown on Main Screen:**

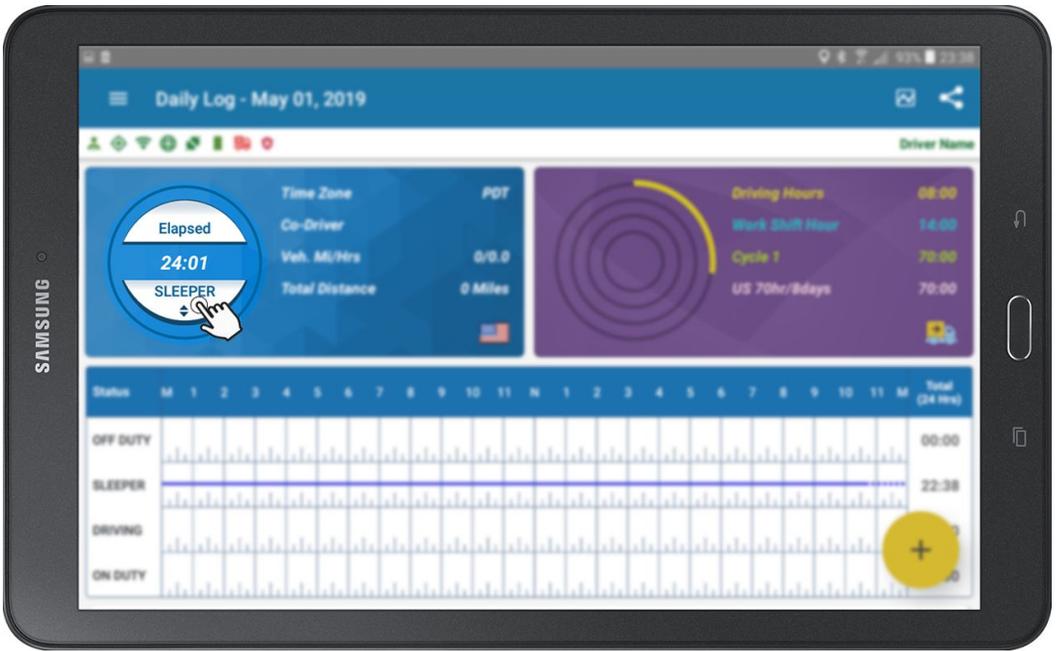
1. Current Daily Log Date
2. Current logged in driver name
3. Vehicle & Driver Info
  - Time Zone – Hutch ELD/AOBRD displays the home terminal time zone for the logged in driver.
  - Co-Driver – Hutch ELD/AOBRD displays the name of the co-driver if present.
  - Veh. Mi/Hrs – Hutch ELD/AOBRD displays the total vehicle mileage and total engine hours as read from the vehicle ECM.  
 Note: If the dashboard odometer display does not match the odometer value returned by the ECM, the ECM odometer value must be identified as the valid value.
  - Current Trip – Hutch ELD/AOBRD displays the miles driven and hours elapsed since last engine power up.
4. Driver HOS (Hour Of Service) Info
  - Driving Hours - Hutch ELD/AOBRD displays the driving hours available up to the next potential HOS violation based on the current HOS rule selected.
  - Work Shift Hours – Hutch ELD/AOBRD displays the work shift hours remaining based on the current HOS rule selected.
  - Canada 70hrs/7days – Hutch ELD/AOBRD displays the current hours remaining as per Cycle selected by the driver
  - US 70hrs/7days – Hutch ELD/AOBRD displays the current hours remaining as per rule selected by the driver (in this example its 70hrs/8days).
5. Duty Status Grid displays duty status changes for the current 24 hours.
6. Total Hours spent in each Duty Status.

**Note:** If you want to display the Grid Line to current time, you can set it in the Settings menu.

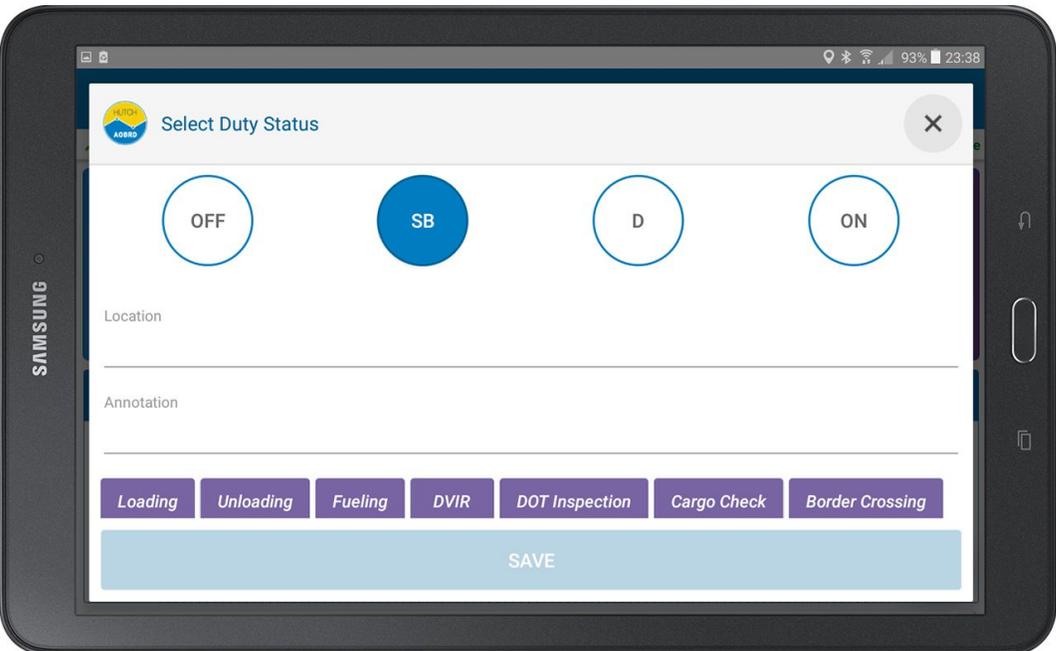


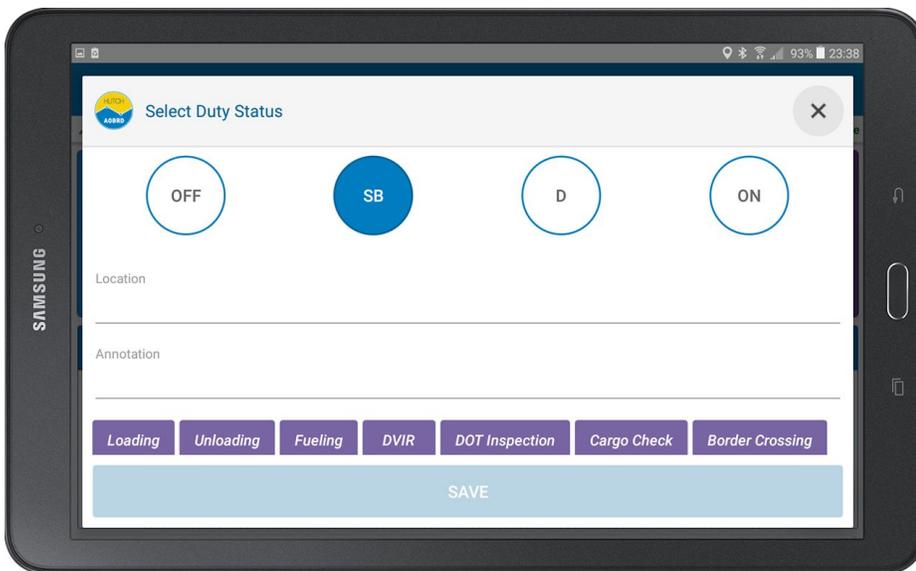
# HOW TO CHANGE DUTY STATUS

1. Daily Log screen shows all six types of Duty Status:
  - Off Duty: Driver not driving the vehicle and is not on Duty.
  - Sleeper: Driver is physically present in sleeper berth.
  - Driving: Driver is driving the vehicle.
  - On Duty: Driver is on duty working for the employer but not driving the vehicle.
  - Personal Use: Driver is off duty and vehicle is being used as personal conveyance.
  - Yard Move: Driver is on duty working for the employer in the yard.



2. To change a Duty Status, select the Status Change button as shown above.
3. Select the suitable Duty Status from the Select Duty Status menu that pops up as shown below.





4. Select from the following duty statuses:

- OFF: Off Duty
- SB: Sleeper Berth
- On: On Duty
- D: Driving Mode
- PC: Personal Use of CMV
- YM: Yard Move

**Note:** PU and YM statuses are configurable.

**Note:** If YM or PC is selected, add a minimum of four characters in the Annotation column including spaces. Annotation is optional, if you want to enter some other input apart from the options presented, Tap the annotation field and type. When On-Duty and annotation is select, the system will guide you to complete the necessary forms.

5. Tap the Save button to save the change of duty status.
6. The Daily Log screen appears, which shows the status change.
7. Duty Status grid shows a timeline of 24 hours with a line indicating the changes in duty status and hours spent in each duty status. The graph line turns **red** in US and **blue** in Canada region in the duty status grid by default (The color of the graph line can be Configured in the Display Settings of ELD/AOBRD/AOBRD APP).

**Note:** As an additional option the user can select the duration of the graph line additionally entering the preferences.

8. Each Duty Status is indicated on the left side of the screen. These include: Off Duty, Sleeper, Driving and On Duty.
9. The Total hours in each duty status are shown on the right side of the screen.
10. Scroll down to view each change in the duty Status, it will be listed below. The most recent change will be at the top.

**Note:**

- Yard Move (YM): When you select Yard Move, system will place you on-duty and when the vehicle goes through power cycle (Engine OFF and then ON), you must select Yard Move again, otherwise, the system will transfer your status to driving status when vehicle reaches 5 MPH.
- Personal Use (PC): When you select Personal Use, system would place you in the off-duty mode and when the vehicle goes through power cycle (Engine OFF and then ON), ELD/AOBRD will display a dialog box for you to confirm whether you wish to continue Personal Use. If you do not confirm, and vehicle reaches 5 MPH, the ELD/AOBRD will place you in driving status.
- Minimum 4 character long annotation is required for YM & PC

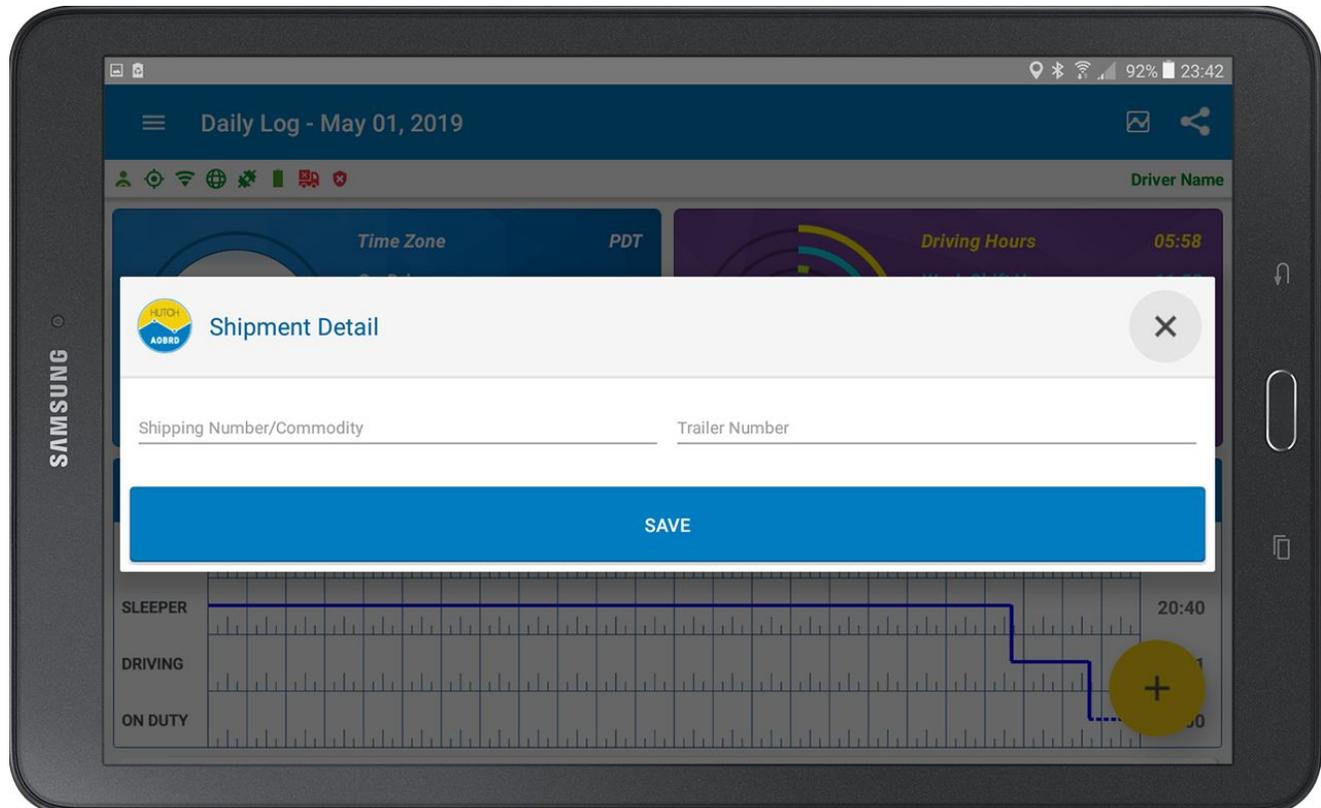
Note: PC and YM are configurable and if you do not see these, please consult your Safety Manager. The Safety Manager or Authorized Personnel can provide the Access for the same.

# Shipment Details

## How To Enter/Change Shipping & Commodity And Trailer Information

According to USA HOS regulations, the driver must enter Shipper Name or BOL and Commodity information. The driver must also provide trailer information.

1. Tap Truck icon  present in the top right
2. Enter Shipping & Commodity and Trailer information
3. Tap Save

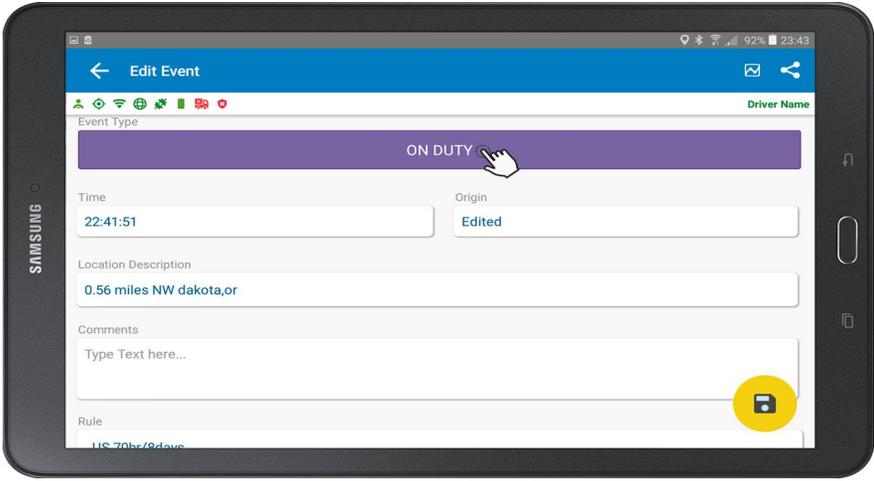
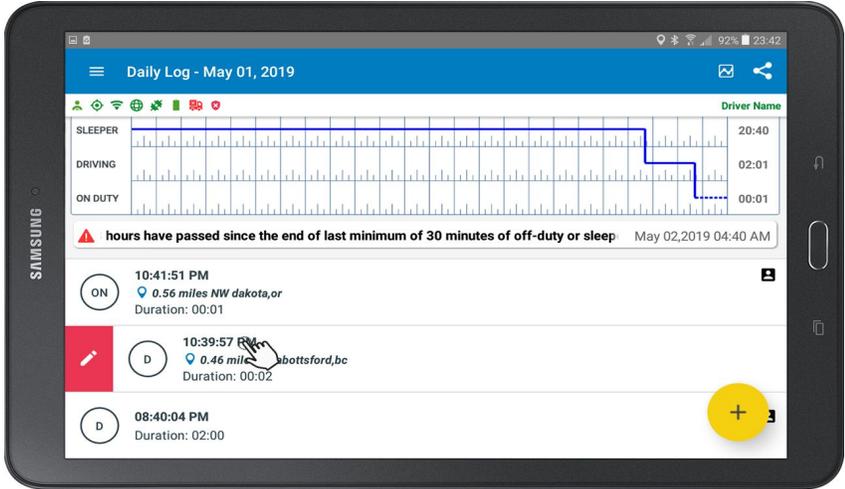


### Note:

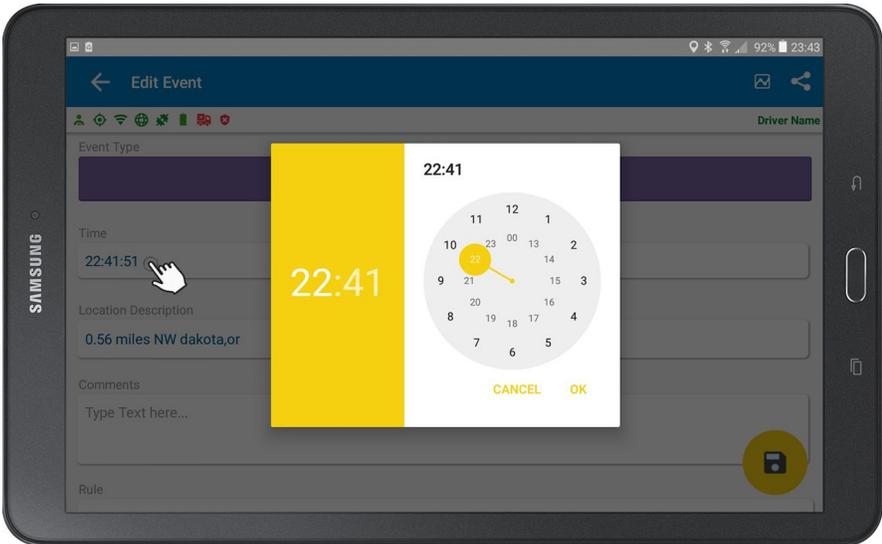
- If you wish to pick more than 1 shipment or trailer, please append by using Comma.
- If truck icon has red X, then you have not entered Shipping and Trailer information for the day.
- If you have enabled Copy Trailer in Settings menu, then Hutch ELD/AOBRD will continue to copy the Shipping & Trailer information for you (Trailer in DVIR is copied from here as well).

# HOW TO EDIT THE DUTY STATUS

1. Scroll down to the duty status log.
2. Select the Duty Status record you want to change
3. When a Duty Status record is selected, an Edit (Pencil Icon ) option appears on the left side. Tap on the Edit button to edit the record.
4. To edit the Event Type, Tap the event type button.
5. Select new Duty Status and fill in the required Annotation. Select the Save button to save the data.

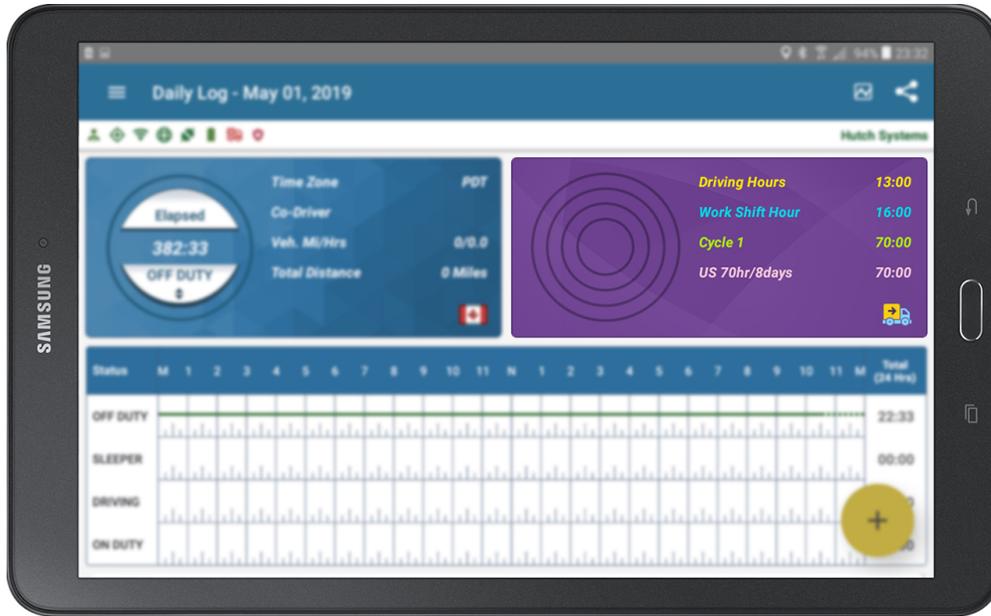


6. Tap Time to change the time of the duty status.
7. Select the correct time from the pop up time clock that appears on screen.
8. Tap on the OK and then Tap Save to save data
9. Enter the reason for the Duty Status change in the Comments field. Select Save to save the data.
10. The changed Duty Status along with the edit and comments are shown below on the Daily Log screen.

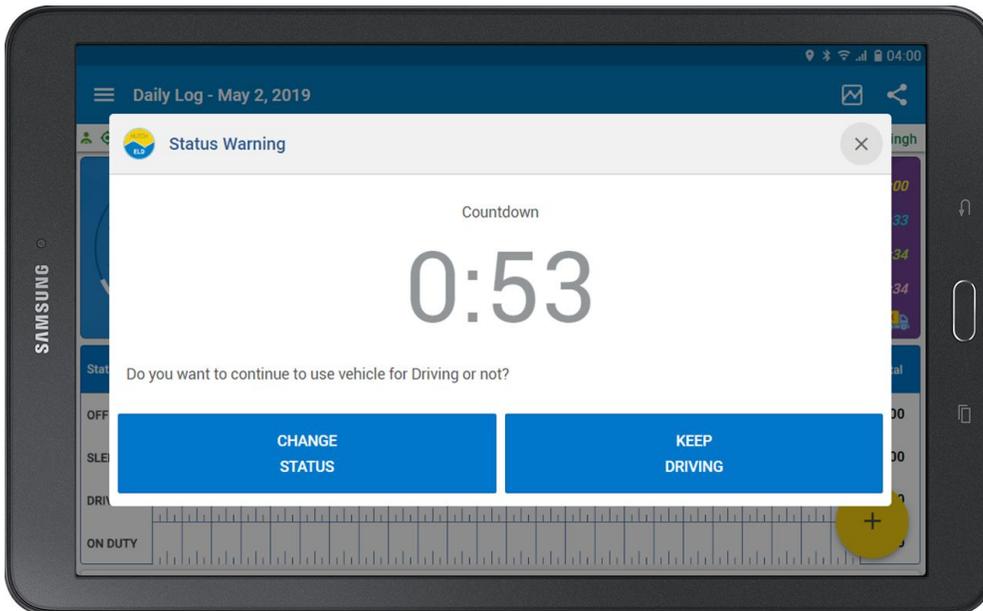


# DESCRIBE THE HOURS AVAILABLE ON THE HOME SCREEN

1. As soon as the user logs into the driving status, the status button starts calculating the number of hours left in his driving.
2. The hours shown, are the hours left as per the rule (USA/Canada in accordance to Motor Vehicle Act) selected by the user.
3. The screen also shows the Time Zone in which the user is driving. These can be: Eastern Standard Time, Mountain Standard Time, Central Standard Time, Pacific Standard Time and Atlantic Standard Time.



4. For a stationary vehicle, an alert will appear asking the Driver to change the status if the current duty status is driving. If user does not respond within the stipulated time the status will automatically change to On Duty.



5. However, in case of a vehicle being stationary for more than 3 seconds then again moving at a speed more than 5 miles an hour, the system will automatically change the status to Driving.
6. The Canadian work shift is made of 16 hours and American work shift is 14 hours, which is an accumulation of On Duty, Off Duty, Sleeper Berth and Driving. The Off Duty shall be more than 8 or 10 consecutive hours for the system to reset the daily driving and work shift to reset based upon current hours of service rule selected by the driver.
7. The total weekly hours will be rescheduled once the user takes a minimum of 34 or 36 consecutive hours of Off Duty.

# VARIOUS ELD/AOBRD FUNCTIONS AVAILABLE IN COMMON TASK MENU

You can access the common task menu function by Tapping on the Common Task menu  located on the main screen.

**Post** – You can send the ELD/AOBRD data to Hutch Server by Tapping on this menu (**Note:** Hutch ELD/AOBRD automatically sends data to Hutch Servers periodically depending on the data type).

**Set Active** – Set active is only required when operating ELD/AOBRD in a team environment. When the first driver logs in, the system automatically sets the first driver as active and all automatic duty status changes are logged for the active driver. When the co-driver starts to operate the vehicle, he/she must set himself/herself as the active driver (**Note:** To set yourself in the active status, the other driver must not be in the driving status. When co-driver logs out, Hutch ELD/AOBRD will make the logged in driver as active, if he/she was not already active).

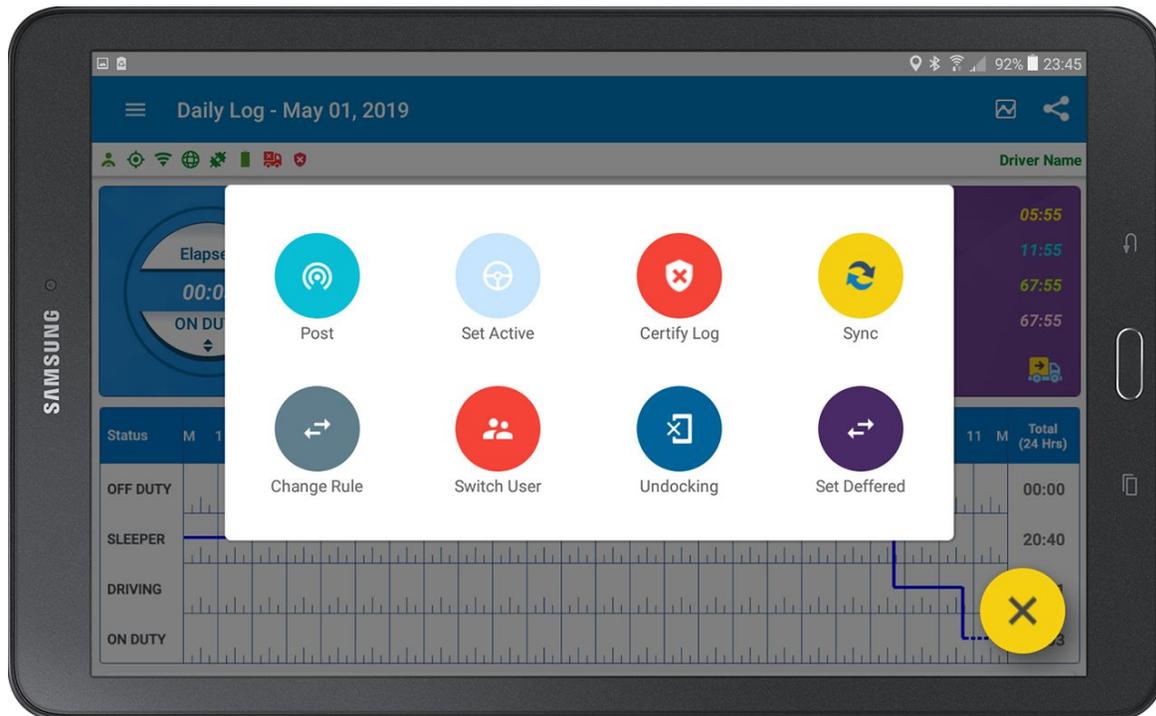
**Certify Log** – You must certify log after Midnight.

**Sync** – You can download new configuration from Hutch Servers by Tapping on this (**Note:** If your password has been changed or your profile is modified, you must Tap here to download the latest information).

**Change Rule** – You can change your HOS rule by clicking on this menu and select appropriate rule.

**Switch User** – Switch User is used to login co-driver or to view the other driver's daily log information.

**Undocking** – If you wish to take the tablet out of the vehicle, you can undock it by clicking this (Note: If you take the tablet out and do not undock it, then the tablet loses connection with Hutch CONNECT, it will log Engine Synchronization error and you will not be able to use the tablet unless you connect it with the ECM).



**Note:**

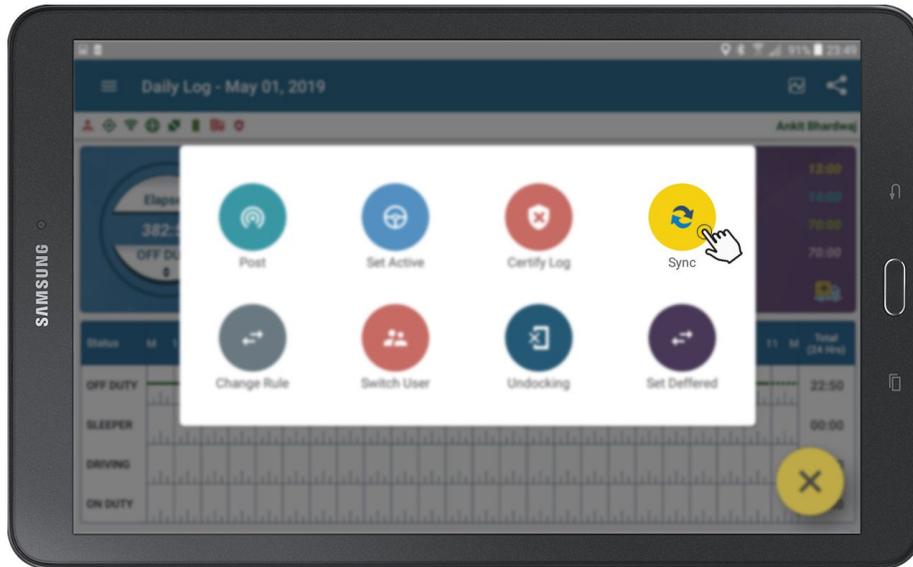
- When Undocked, you must dock it to access ELD/AOBRD functionality.
- When clicked on switch user, Hutch ELD/AOBRD will display the login screen. If you are already logged in, entry of username is not required.
- Set Deferred is available for drivers driving in Canada.

# HOW TO MANUALLY POST AND SYNC DATA WITH SERVERS

Once the device boots up, the device downloads and syncs all the information from the server to the device.

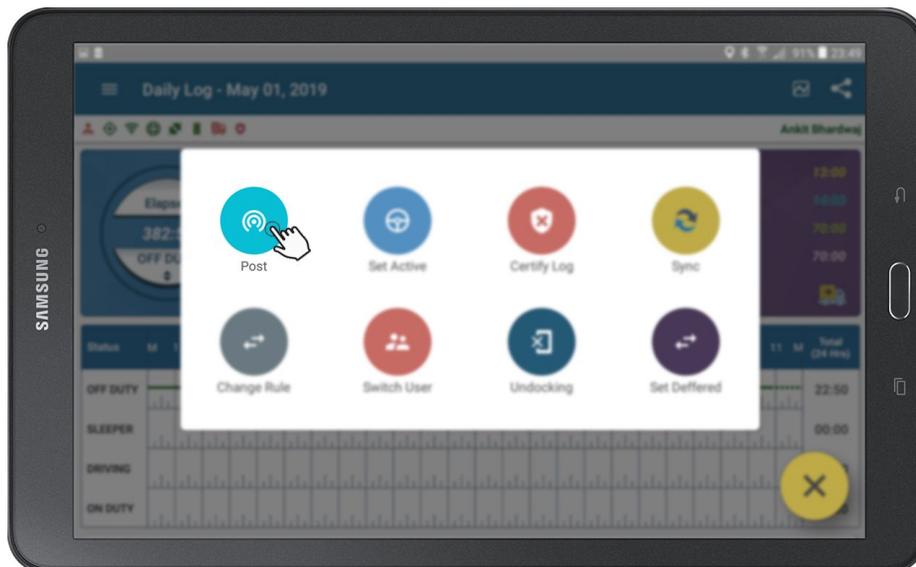
In case of a new driver, who has never logged into the system, the user can manually sync the data with the server by using the following steps:

1. Select the Context Menu button to show the menu.
2. Select Sync from the menu to sync the data.
3. A confirmation screen pops up once the data is synced.



The device will automatically post the data to the servers. To manually post the data to the server:

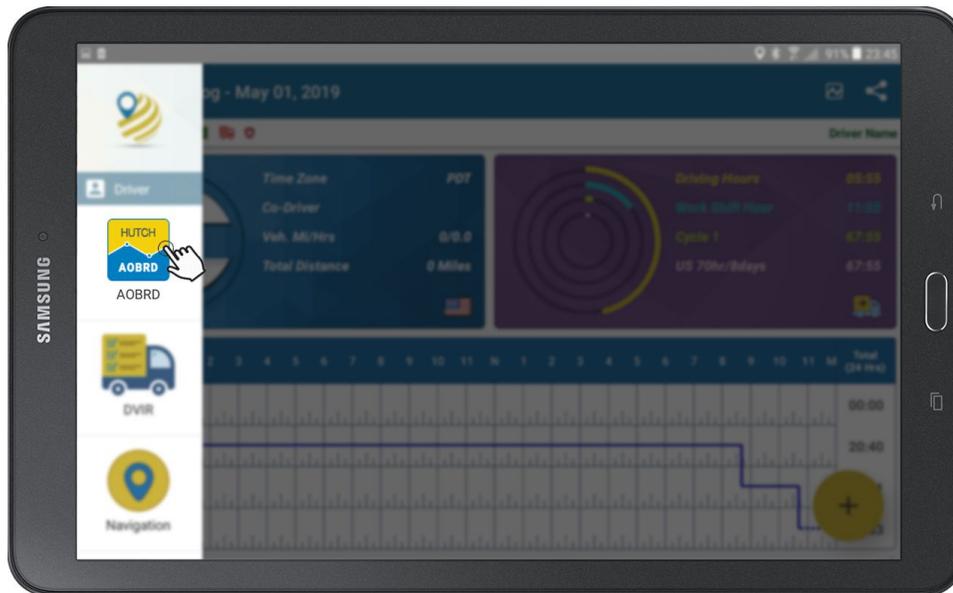
1. Select Post from the Context Menu.
2. A confirmation screen pops up once the data is posted. Every five minutes, the device synchronizes the data with the server.



# HOW TO ACCESS ADVANCE HUTCH ELD/AOBRD FUNCTIONALITY

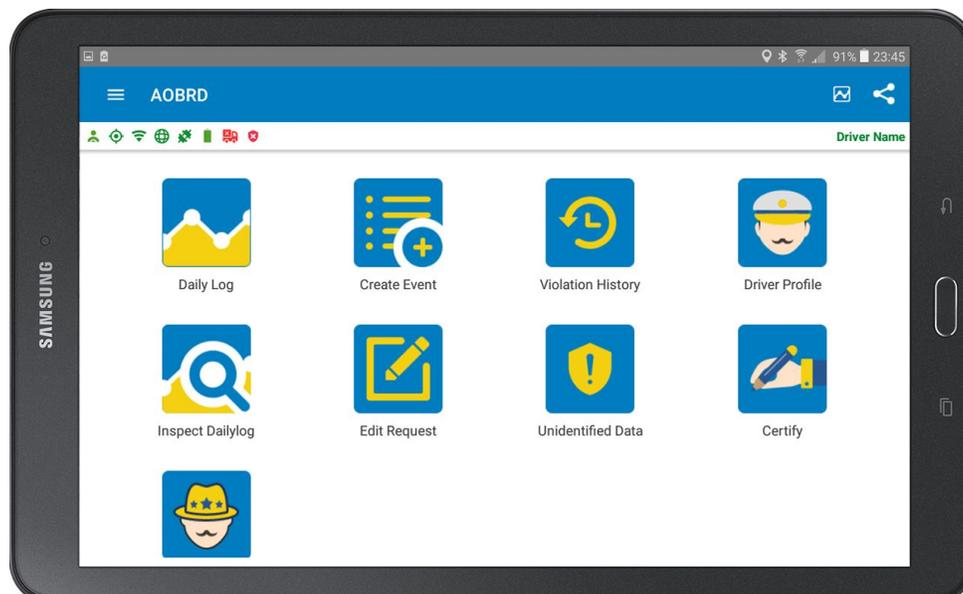
Hutch ELD/AOBRD is in compliance with FMCSA ELD/AOBRD Mandate and features for Driver Daily Log are available under the ELD/AOBRD menu which can be accessed via System Menu.

1. Tap System Menu 
2. Tap ELD/AOBRD (Scroll if necessary)



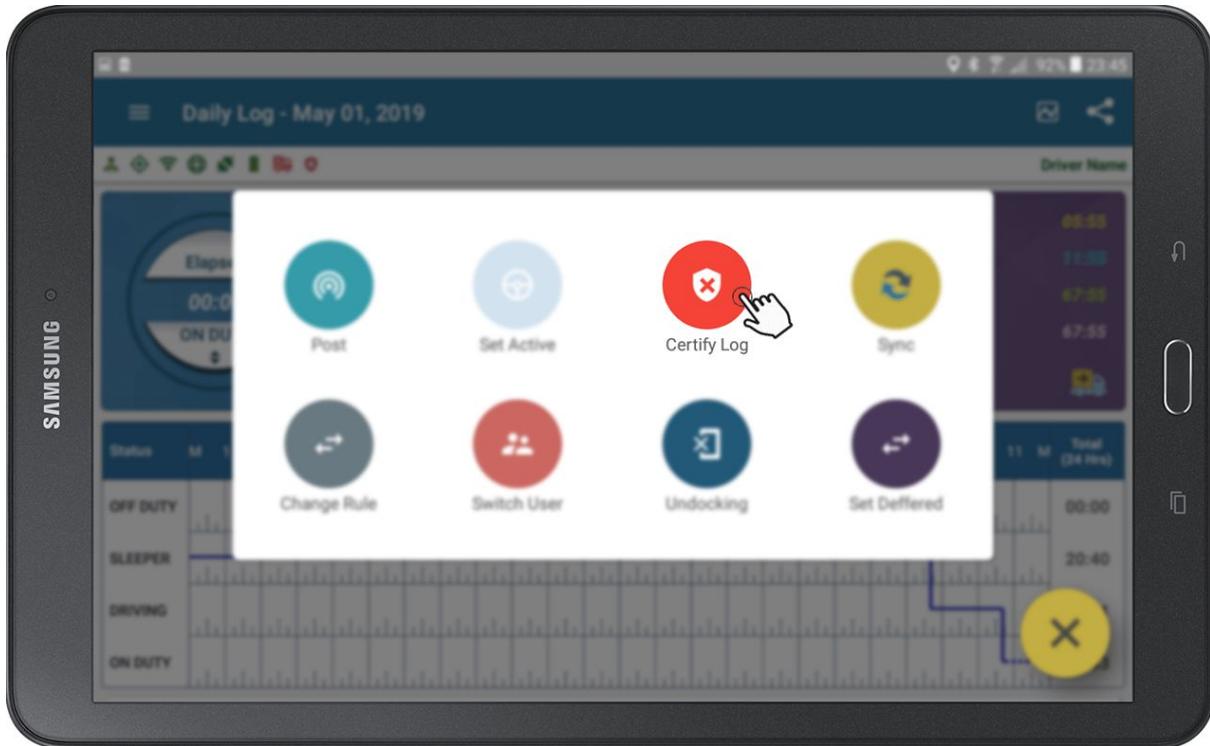
## Description Of ELD/AOBRD Menu:

- **Daily Log** – This menu will open the ELD/AOBRD Main Screen and to learn more, check the Main Screen part of this manual.
- **Create Event** – Create event is used to log Duty Status Change event happened in the same 24 hour period (For instance, if you forgot to change to Sleeper-berth and would like to log it).
- **Violation History** – Hutch ELD/AOBRD computes every HOS rule and displays any HOS Violation occurred with a description.
- **Driver Profile** – Driver profile shows information related to logged in driver.
- **Inspect Daily Log** – Driver can inspect his/her previous Driver Daily Logs for maximum of 15 days.
- **Edit Request** – All edit requests suggested by your safety manager can be confirmed or rejected.
- **Unidentified Data** – Any time someone operates the vehicle, Hutch ELD/AOBRD logs those events under the Unidentified Driver account and can be viewed and/or assumed. To learn more, check the Login part of this manual.
- **Certify** – All un-certified driver daily logs are displayed. All driver daily logs must be certified. To know more, check the Un-Certified Log part of this manual.
- **Inspector Mode** – During the Roadside inspection, driver can enable this feature, before giving the tablet to the officer.

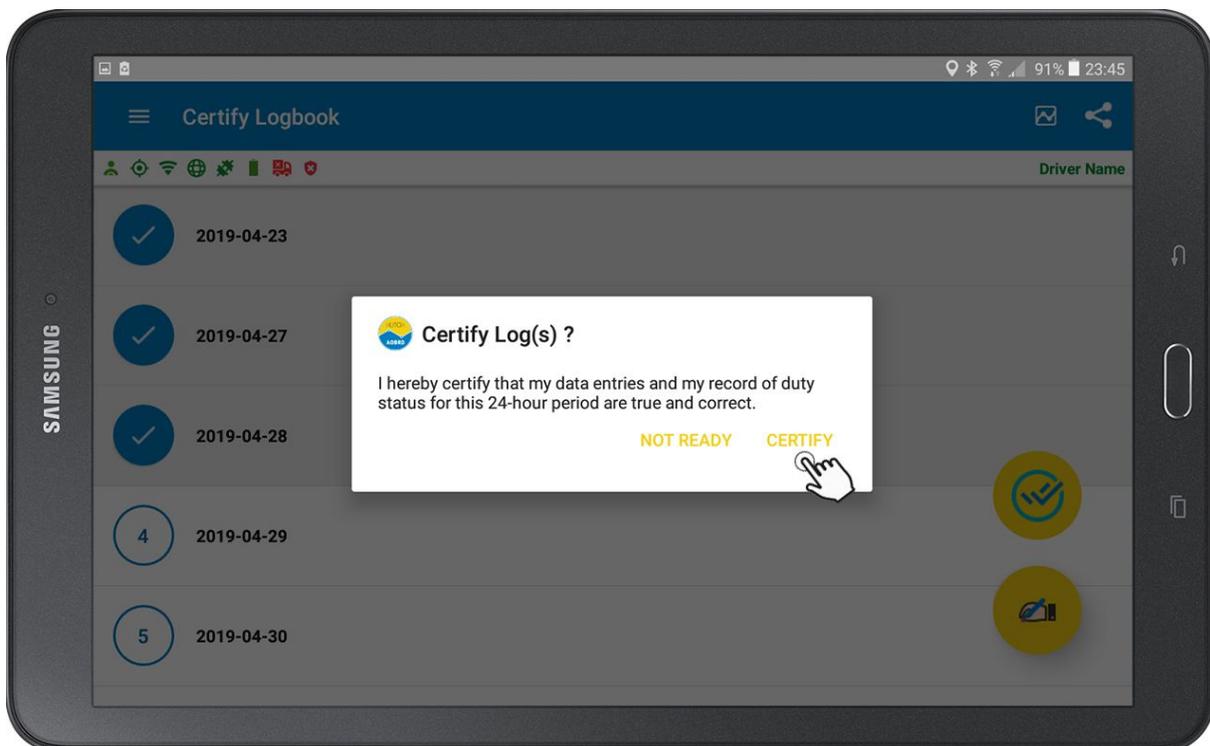


# HOW TO CERTIFY THE DAILY LOG

1. The objective of certification of the daily log is to make the driver take the ownership of each 24-hour log.
2. In the event of any changes/edits to the log, the driver has to re-certify the log.
3. Tap on Common Task Menu  On home screen
4. To certify a log, select the Certify Log button.



5. Tap Certify.

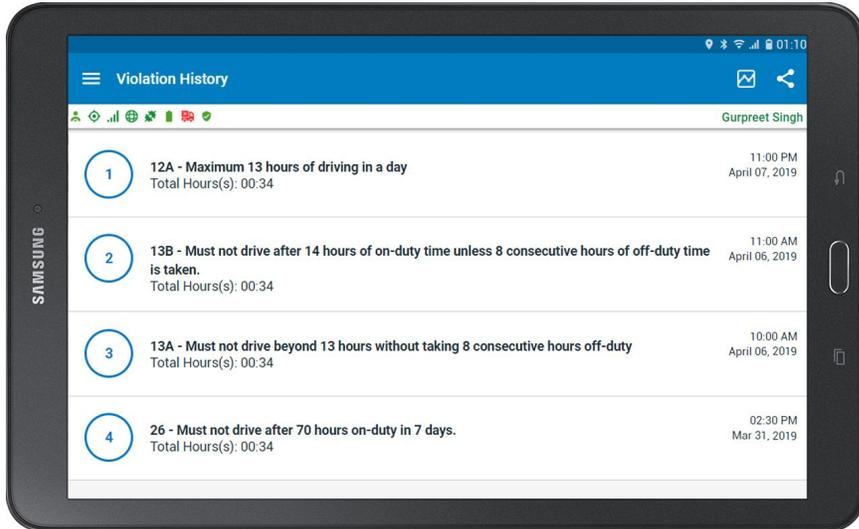
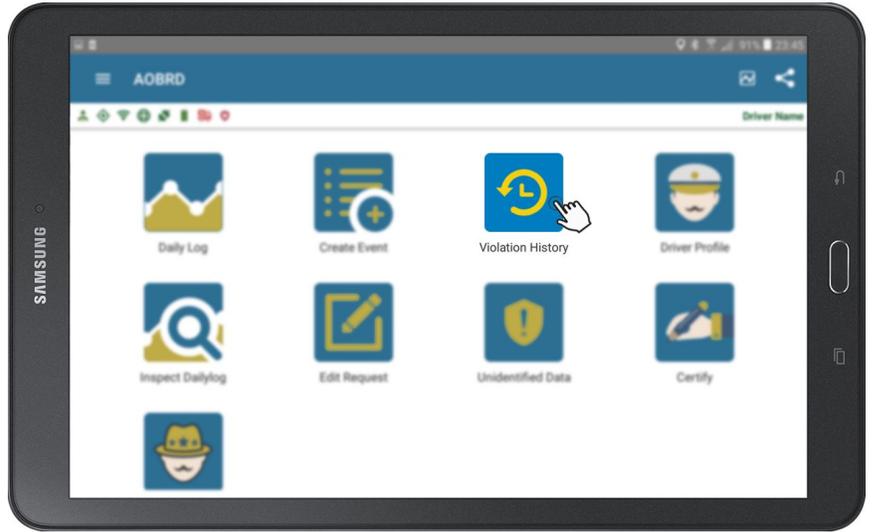


# VIOLATION HISTORY

## How To Check HOS Violations?

Hutch ELD/AOBRD computes HOS Violation in real-time based on the rule elected by the driver. Prior to violation system displays remaining driving time visually and audibly when 1 hr is remaining. In an event, the driver keeps on driving and violation occurs, it will be logged and notification will be sent to safety manager.

1. Tap System Menu 
2. Tap ELD/AOBRD
3. Tap Violation History



4. All the violation history details will be shown on the Violation History screen.
5. When the user selects a particular violation, he will be given a description about the type of violation.

**Note:** System will display most recent violations first. These violations are not visible in Inspector Mode.

### Note:

- Driver will be notified about the violations every time he logs into the system.
- While driving, the driver is notified by the ELD/AOBRD one hour prior to the violation limit. Thereafter, he is notified periodically at intervals of 30 minutes, 15 minutes and 5 minutes respectively.

## How to get description of hours of service violations

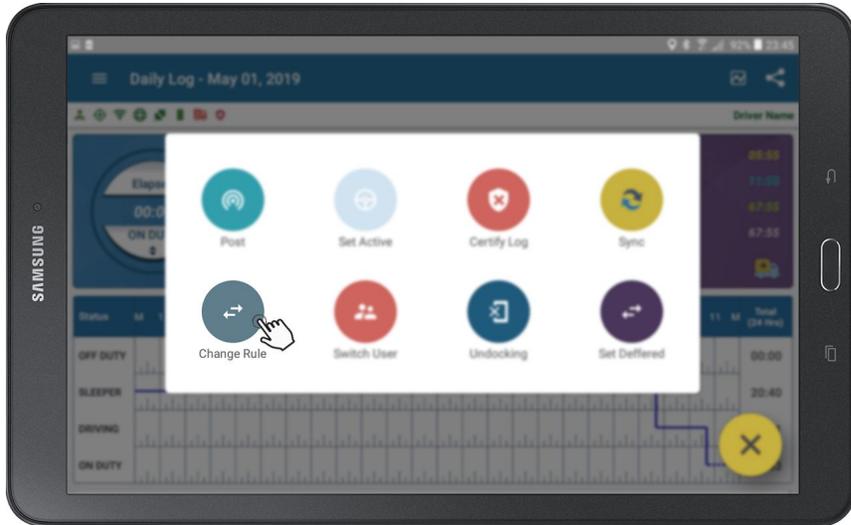
To view the hours of violations:

1. Select Violation History from the slide in menu to view all the violations done in the past.
2. All the violation history details will be shown on the Violation History Screen.
3. When the user selects a particular violation log, he gets a description of the hours and the reason of violation.

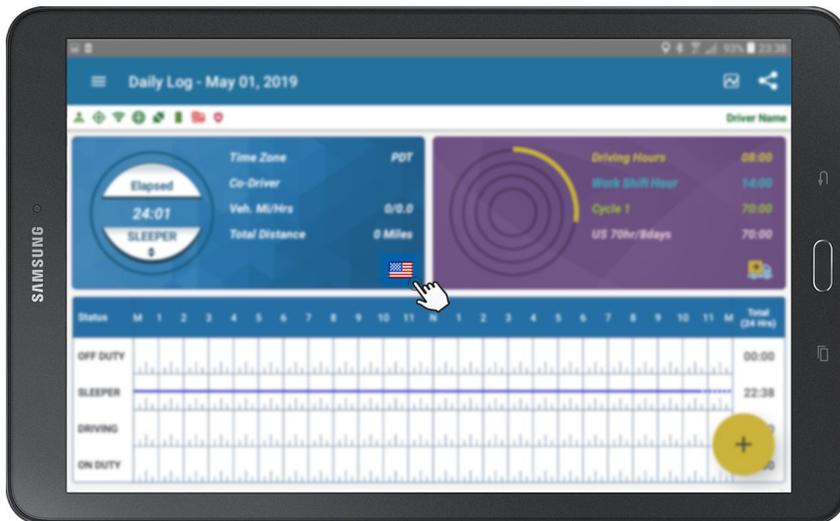
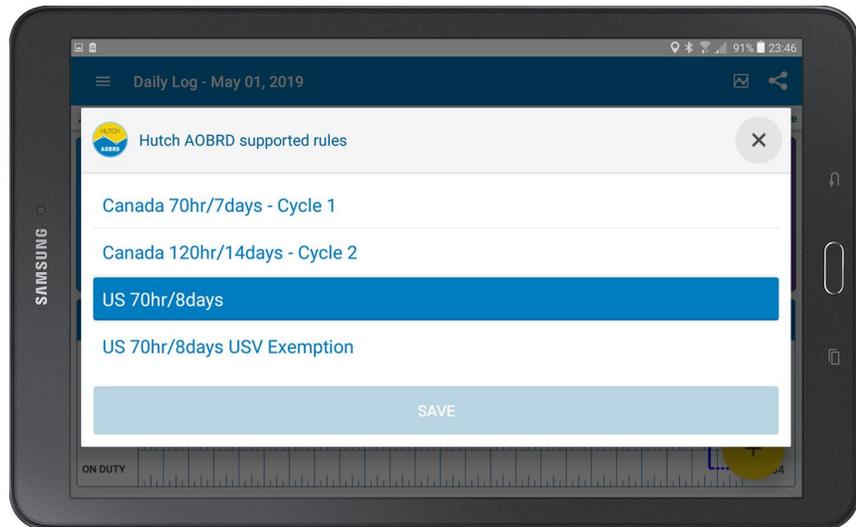
# HOW TO CHANGE HOS RULE BETWEEN CANADA/ USA

- The system will change the driver rules automatically whenever the driver crosses the borders between the USA and Canada.
- The system will prompt the driver for a rule change whenever the vehicle crosses international borders if the settings are enabled from setting menu

- To change the rule, select the Common Task menu  on the bottom right hand side corner of the device.



- Select Change Rule.
- Select the suitable rule from the rules available.
- Hutch ELD/AOBRD supports multiple rules, consult with your Safety Manager to enable options, such as, Cycle 2, Oil field exemptions.
- The Daily Log screen will also show the number of hours one was operating in the US rule and Canada rule.



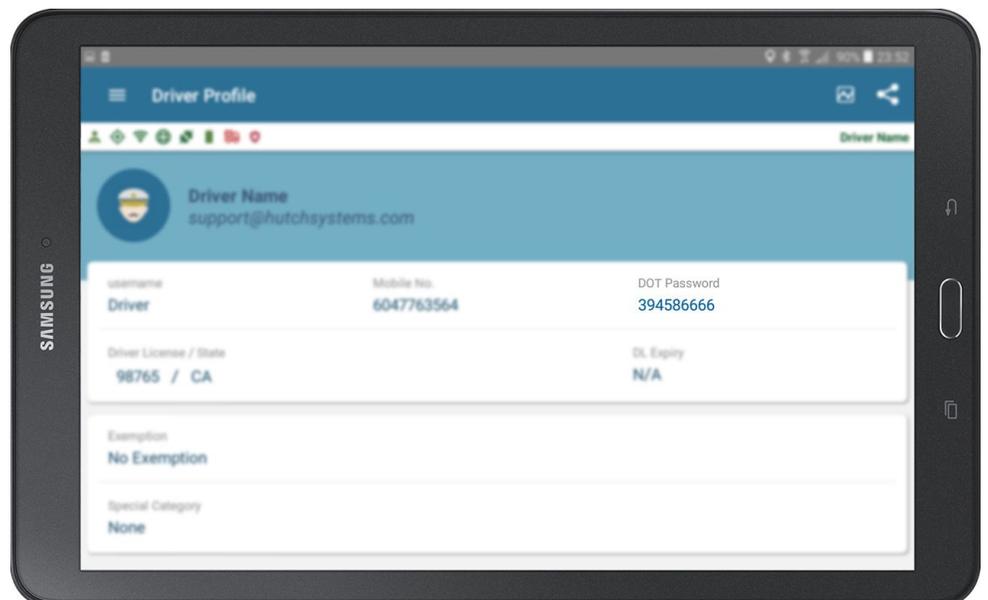
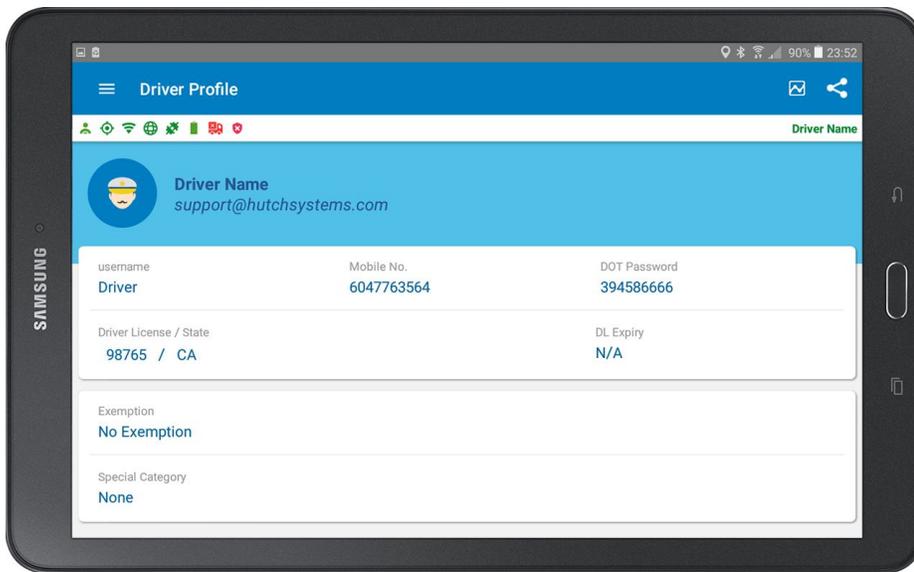
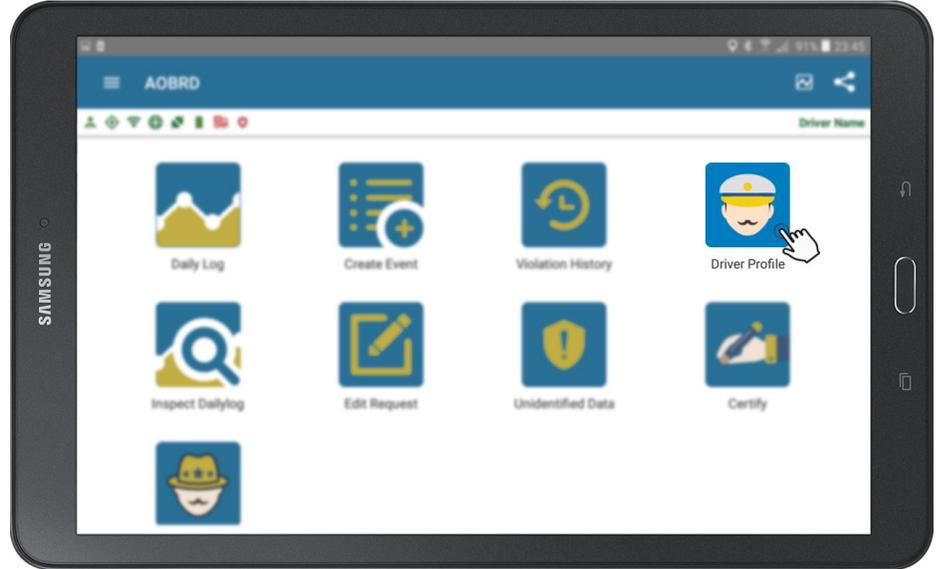
**Note:**

- If you have enabled Automatic Rule Change in the Settings menu, Hutch ELD/AOBRD will automatically change rule to the previously selected rule when a vehicle crosses the country boundary.
- You can select the Grid Line color for USA and Canada in the Settings me

# HOW TO CHECK DRIVER PROFILE?

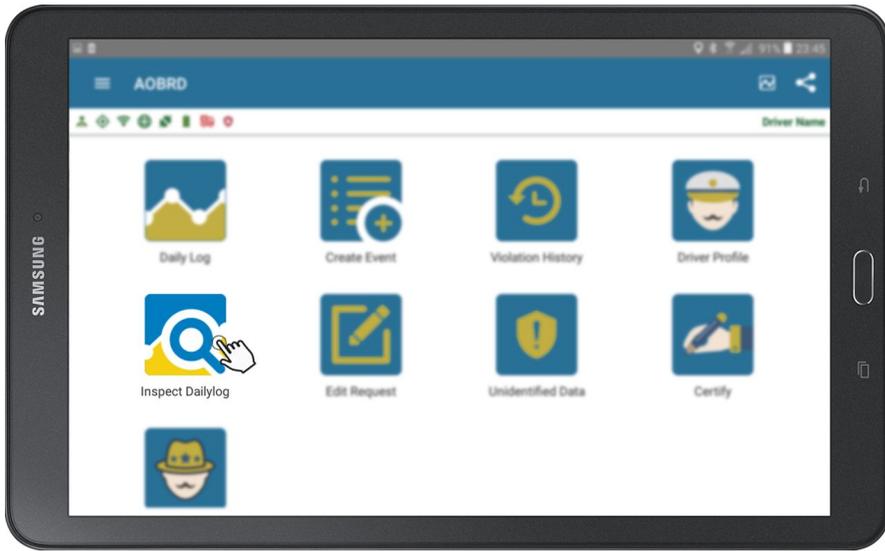
Driver profile displays information related to logged in driver. DOT password is displayed in this as well as given to inspector during the roadside inspection if the officer wants to view your Daily Log on Hutch DOT Portal (Note: Hutch DOT Portal is designed and hosted on Hutch Platform). DOT password is for one time use only and will be refreshed automatically.

- Tap System Menu 
- Tap ELD/AOBRD Icon
- Tap Driver Profile

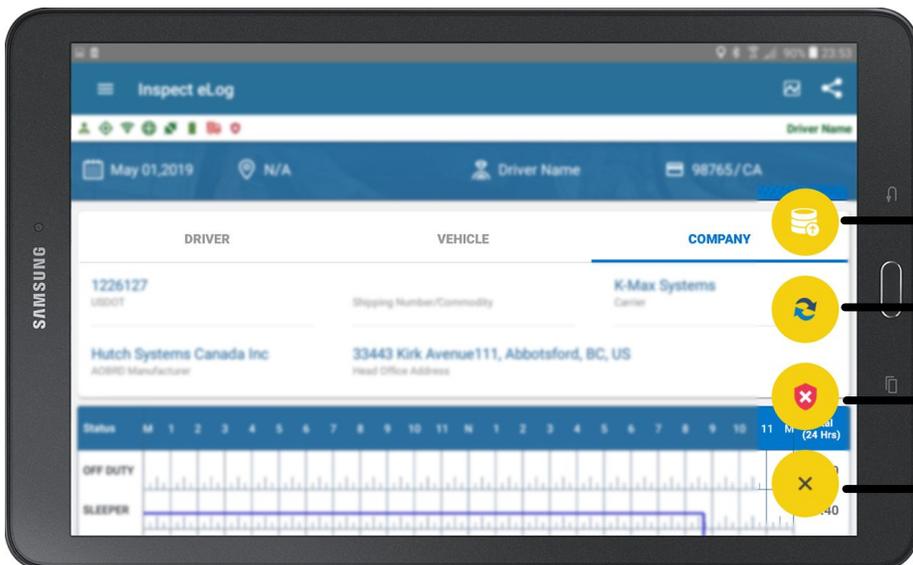
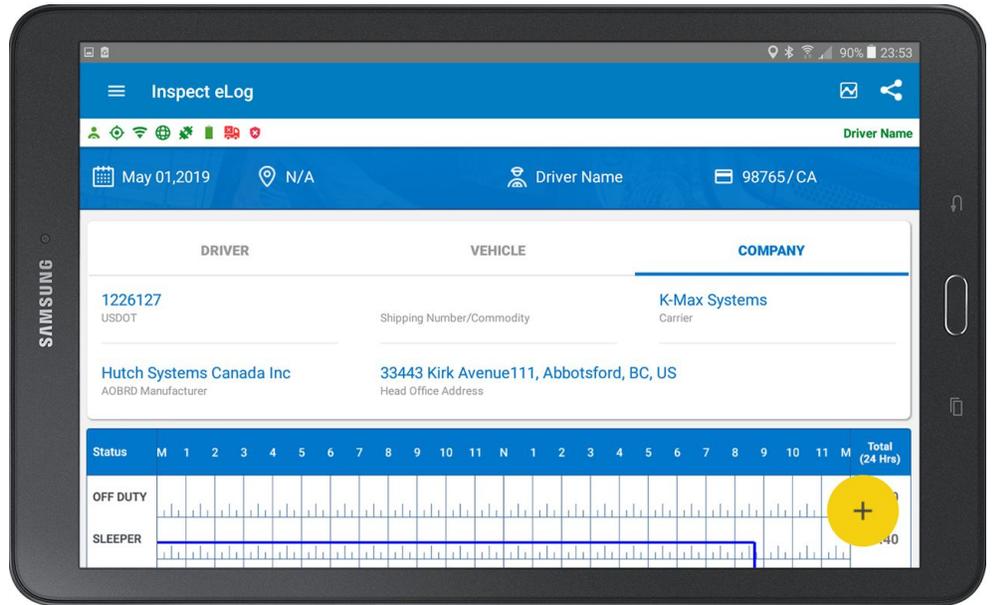


# HOW TO INSPECT PREVIOUS DAILY LOGS

Hutch ELD/AOBRD retains previous 15 days log data in the system. You can view it by swiping on the screen.



1. Tap System Menu 
2. Tap ELD/AOBRD
3. Tap Inspect Daily Log
4. Swipe Finger Left/Right to scroll dates
5. Swipe Finger Up/Down to view all events (Note: Recent events are shown on top)
6. Tap Driver/Vehicle/Company to view additional related information



Post current day data

Sync current day data

Certify current daily-log

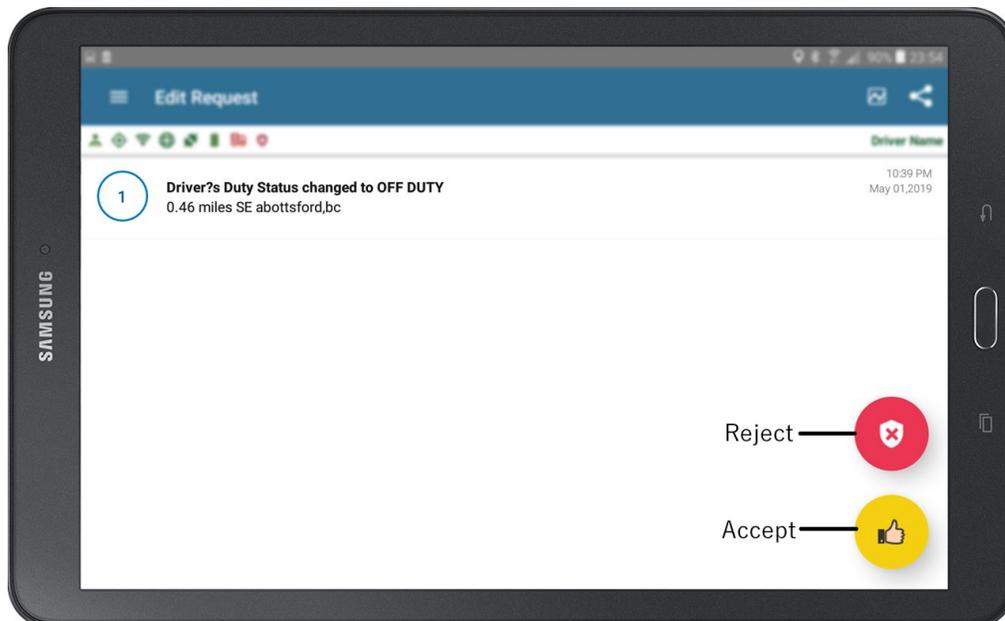
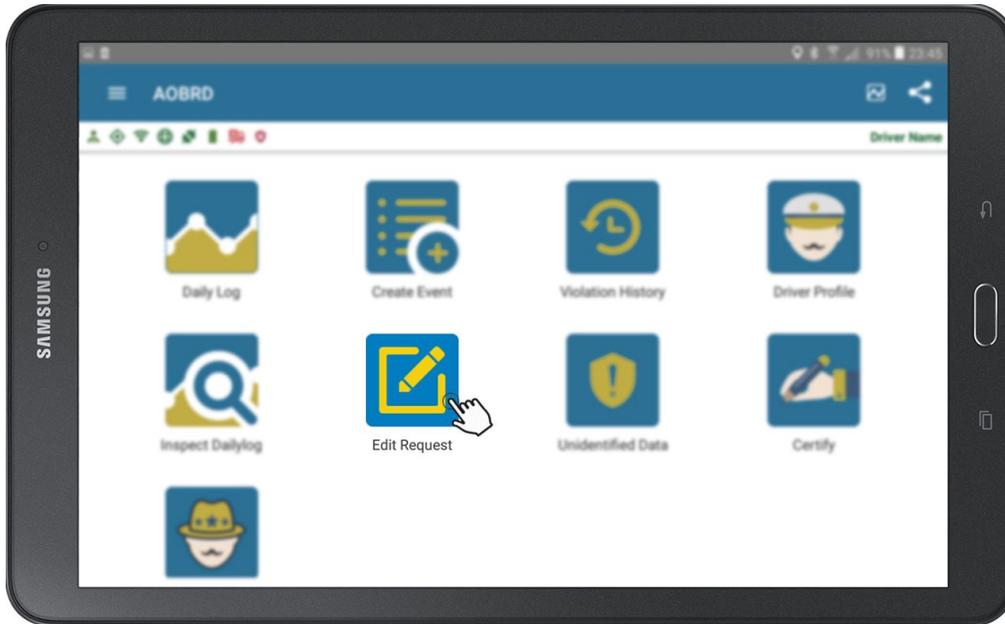
Cancel

# EDIT REQUEST

## How To Accept/Reject Edit Request?

Your safety manager can make duty status edit requests. You must either accept or reject the request. You may need to recertify your daily log after accepting an edit request.

1. Tap System Menu 
2. Tap ELD/AOBRD
3. Tap Edit Request
4. Select Duty Status
5. Tap Accept/Reject



# VEHICLE IN MOTION

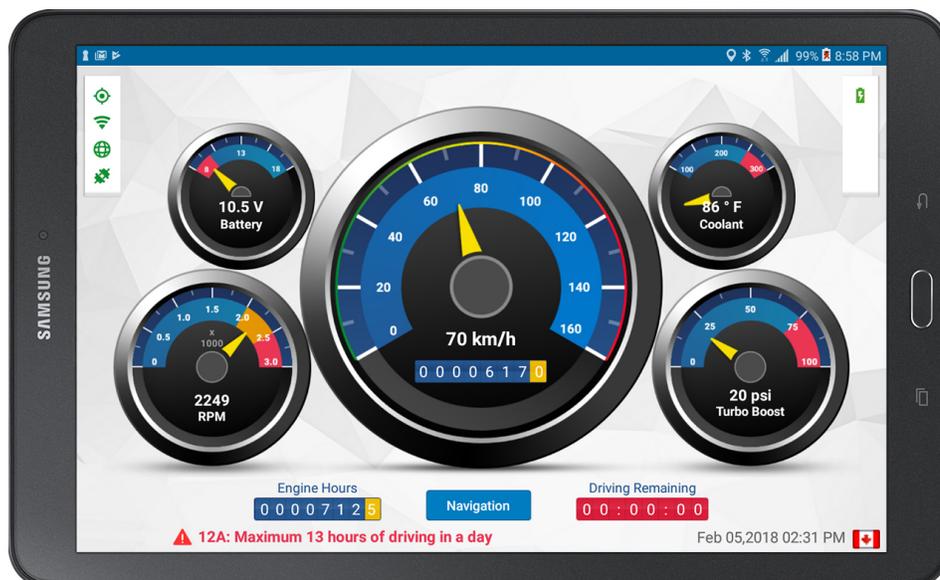
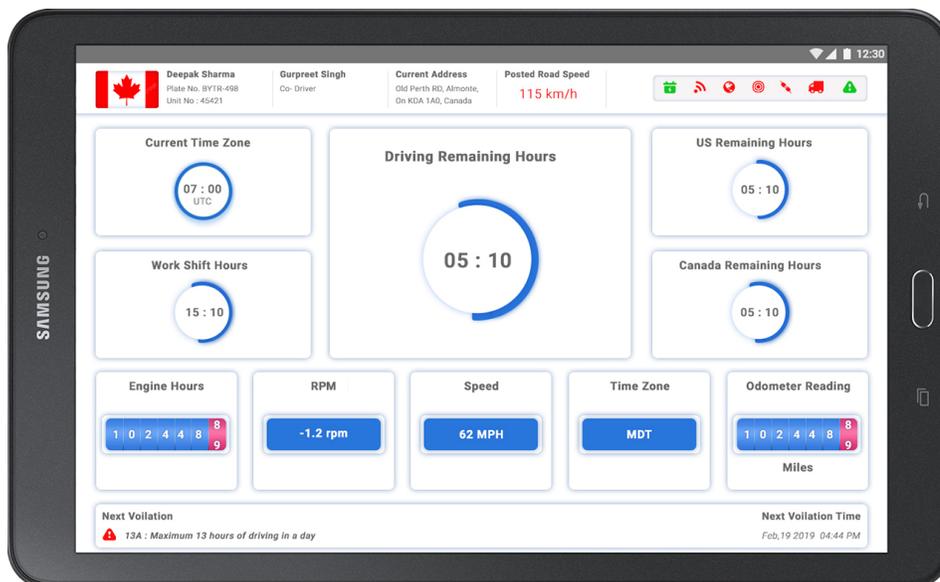
## What Happens When Vehicle Is In Motion?

Hutch ELD/AOBRD is connected to vehicle's ECM and monitors Speed, RPM, Odometer Reading, Engine Hours, and VIN every second. Therefore, Hutch CONNECT must be maintained at all times.

- When vehicle is above 5 MPH, Hutch ELD/AOBRD will automatically change your duty status to Driving and display a gauge cluster
- You will not be allowed to interact with Hutch ELD/AOBRD while vehicle is in motion
- Gauge cluster will disappear when the vehicle is stationary for more than 3 seconds

## Gauge Cluster

- This screen will show the Current Speed and RPM
- Country flag indicates your HOS rule
- It will show the Driving Remaining Hours as per the rule selected
- It will show the current Odometer reading
- Violations will show up at the bottom.



NOTE: Driver can select Gauge Cluster as per driver's own preference from multiple option.

# TEAM OPERATION

## How To Login Team Drivers?

Hutch ELD/AOBRD fully supports team drivers and both drivers stay logged in at the same time. However, all automatic duty status events are logged against the Active Driver. The driver who is logged first is automatically assumed as the active driver and if another driver wants to drive the vehicle, he/she must log in to become active driver.

After the first driver is logged in:

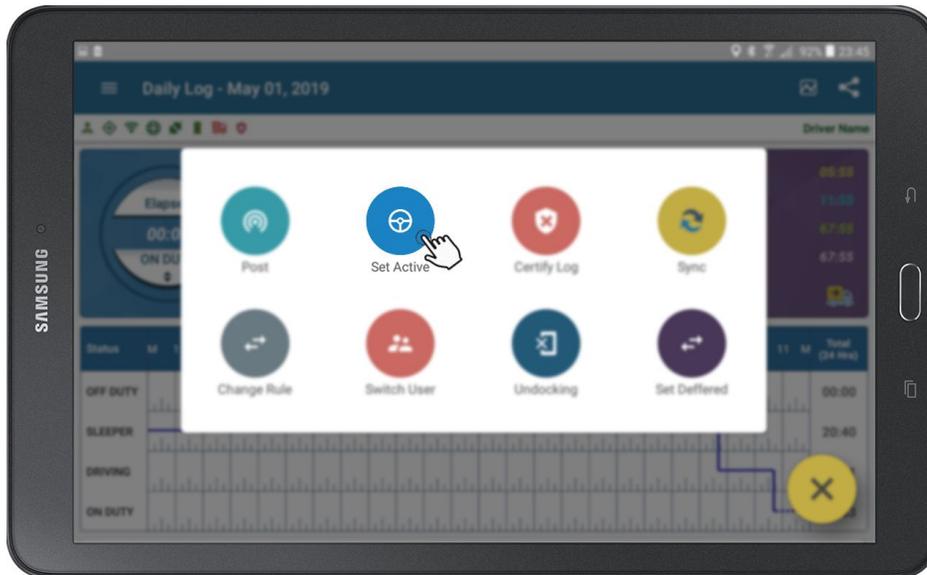
1. Tap Common Task
2. Tap Switch User
3. Login (Note: After login, daily log of co-driver is displayed)

## How To Switch Back To First Driver?

1. Tap Common Task
2. Tap Switch User
3. Login (Note: Now only password is required and co-driver names are displayed on daily log screens)

## How To Set Active Driver?

1. Tap Common Task
2. Tap \* Set Active\* (Note: Other driver must not be in driving status)



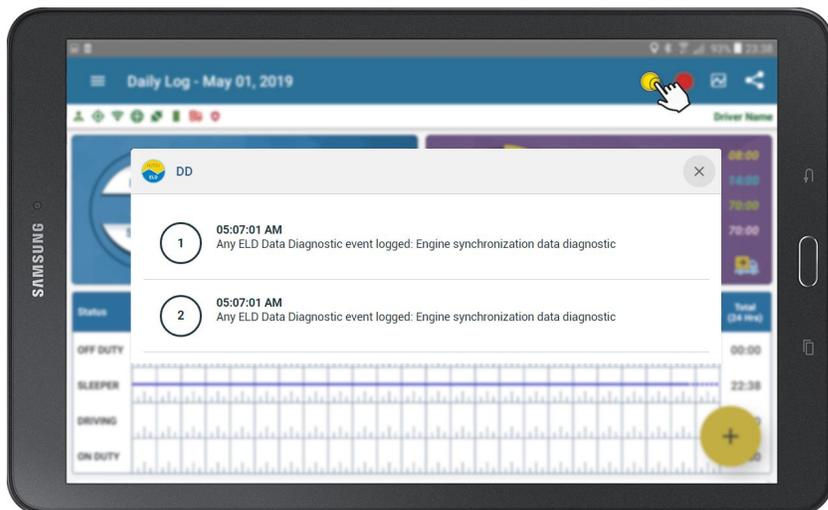
## How To Assume Team Driving Time?

1. Select Driving event
2. Tap Edit
3. Tap \*Swap\* (Note: Co-driver must be logged in and must accept this swap)

**Note:** Hutch ELD/AOBRD will prevent interaction if active driver's daily log is visible when the vehicle is put in motion. If the co-driver wishes to review his/her daily logs, he/she must switch to his/her daily log prior to vehicle being put in motion.



# ELD/AOBRD MALFUNCTIONS / DIAGNOSTIC INDICATORS



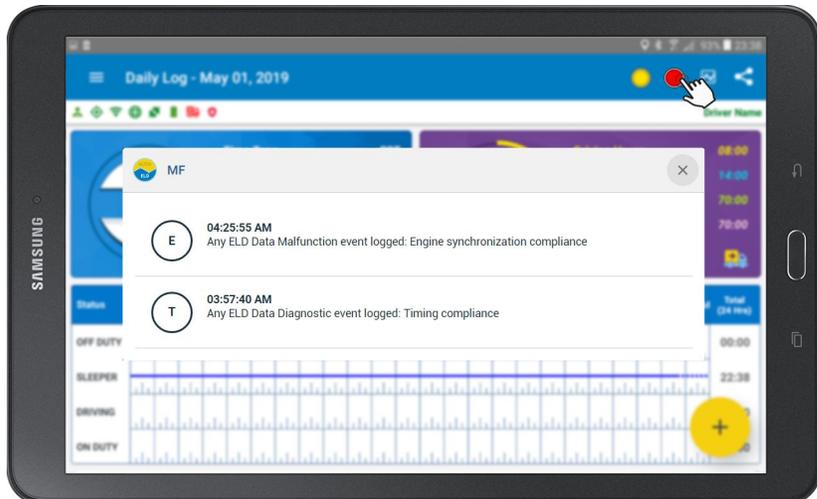
## How To Determine Hutch ELD/AOBRD Malfunction(s) And/Or Diagnostic?

Hutch ELD/AOBRD constantly monitors its health and logs various malfunctions and/ or diagnostics. These are visible throughout the Hutch ELD/AOBRD system. Yellow indicates diagnostic information while Red is for malfunctions.

*Tap the respective icon to view detail information.*

## Diagnostics

- Power Compliance Diagnostic (1) Hutch ELD/AOBRD logs Power Compliance Diagnostic event when it fails to meet power compliance requirements.
- Engine Synchronization Diagnostic (2) Hutch ELD/AOBRD logs Engine Synchronization Diagnostic event when it is unable to connect to ECM to acquire updated information within 5 seconds.
- Missing Required Data Element Diagnostic (3) Hutch ELD/AOBRD logs missing required data elements diagnostic event when user does not enter the required information as prompted by Hutch ELD/AOBRD.
- Data Transfer Data Diagnostic (4) Hutch ELD/AOBRD logs data transfer diagnostic event when it is unable to connect to FMCSA once every 7 days.
- Unidentified Driving Records Data Diagnostic (5) Hutch ELD/AOBRD logs unidentified driving record data diagnostic when more than 30 minutes of unidentified driving is detected in a 24-hour period.



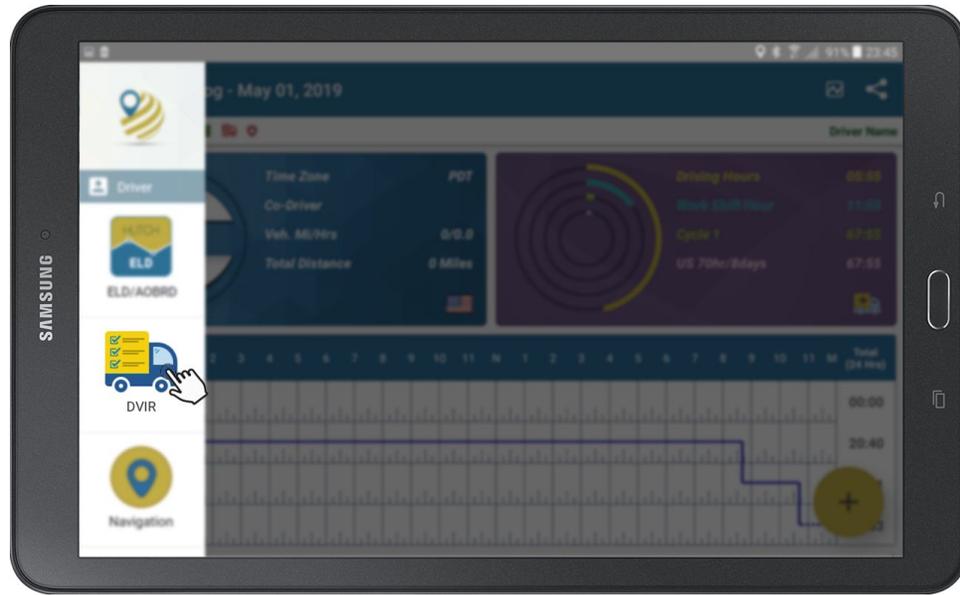
## Malfunctions

- Power Compliance Malfunction (P) Hutch ELD/AOBRD logs power compliance malfunction when more than 30 minutes of aggregated driving is detected across all driver profiles in 24 period.
- Engine Synchronization Malfunction (E) Hutch ELD/AOBRD logs engine synchronization malfunction when it is unable to connect to ECM for more than 30 minutes across all driver profiles.
- Timing Compliance Malfunction (T) Hutch ELD/AOBRD logs timing compliance malfunction when it is unable to determine UTC time from external sources and internal time deviate more than 10 minutes.
- Positioning Compliance Malfunction (L) Hutch ELD/AOBRD logs positioning compliance malfunction when it is unable to obtain a GPS fix when elapsed time exceeds a cumulative 60 minutes over the 24 hour period.
- Data Recording Malfunction (R) Hutch ELD/AOBRD logs data recording compliance malfunction when it is unable to record or retain required events.
- Data Transfer Malfunction (S) Hutch ELD/AOBRD logs data transfer compliance malfunction when it is unable to connect to FMCSA once in every 7 days and unable to connect based on every 24 hours frequency.

# DVIR (DAILY VEHICLE INSPECTION REPORT)

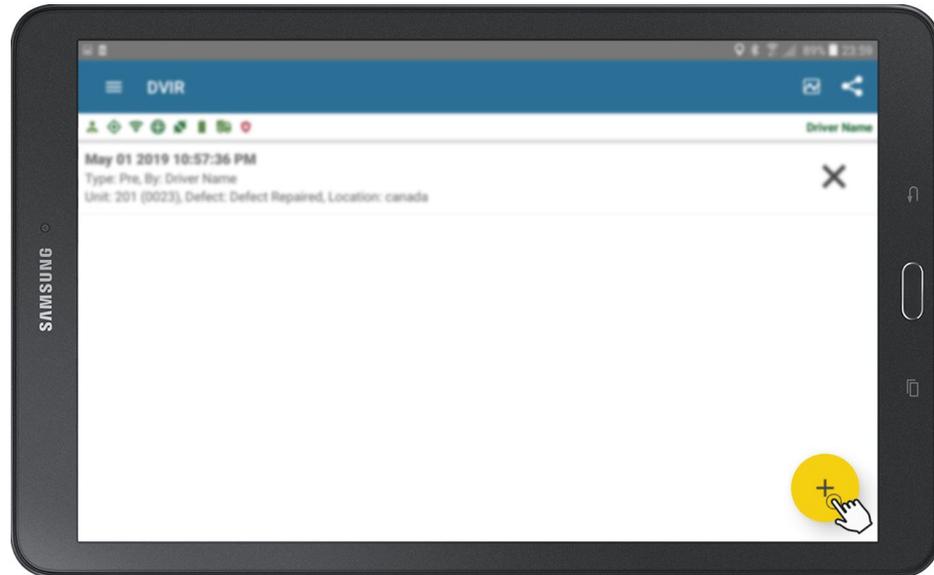
## How To Complete A DVIR?

Hutch System allows drivers to complete DVIR electronically. All DVIRs are shared with the back office.

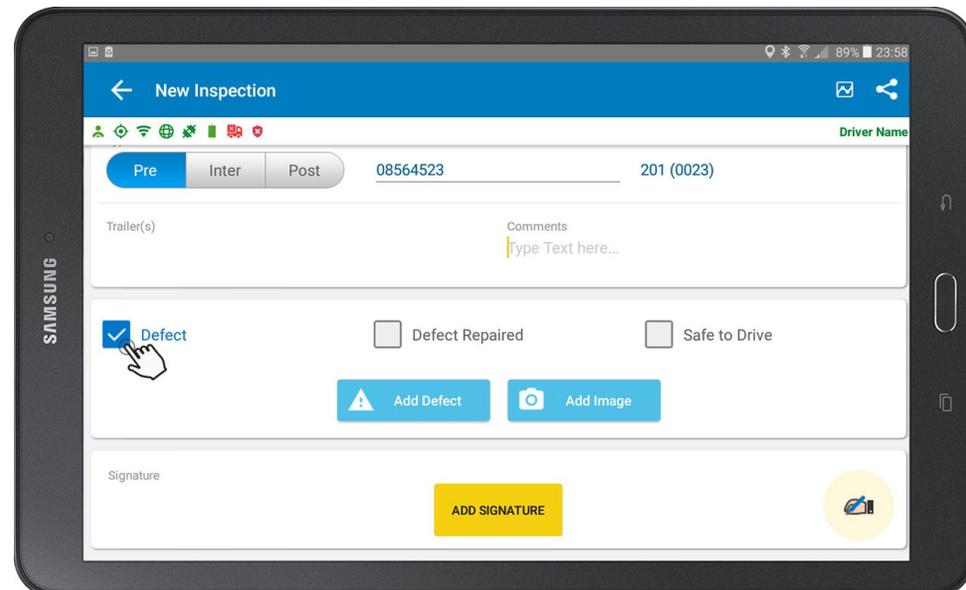


1. Tap System Menu
2. Tap DVIR
3. Tap the Plus Sign.

4. Select \*Type\* (Pre, Inter, Post)
5. Enter \*Trailer(s)\*
6. Enter Comment
7. Select Defect (Only required if reporting defects)
8. Tap Add Defect (Only required if reporting defects)
9. Select Defects (Only required if reporting defects)
10. Tap Add (Only required if reporting defects)



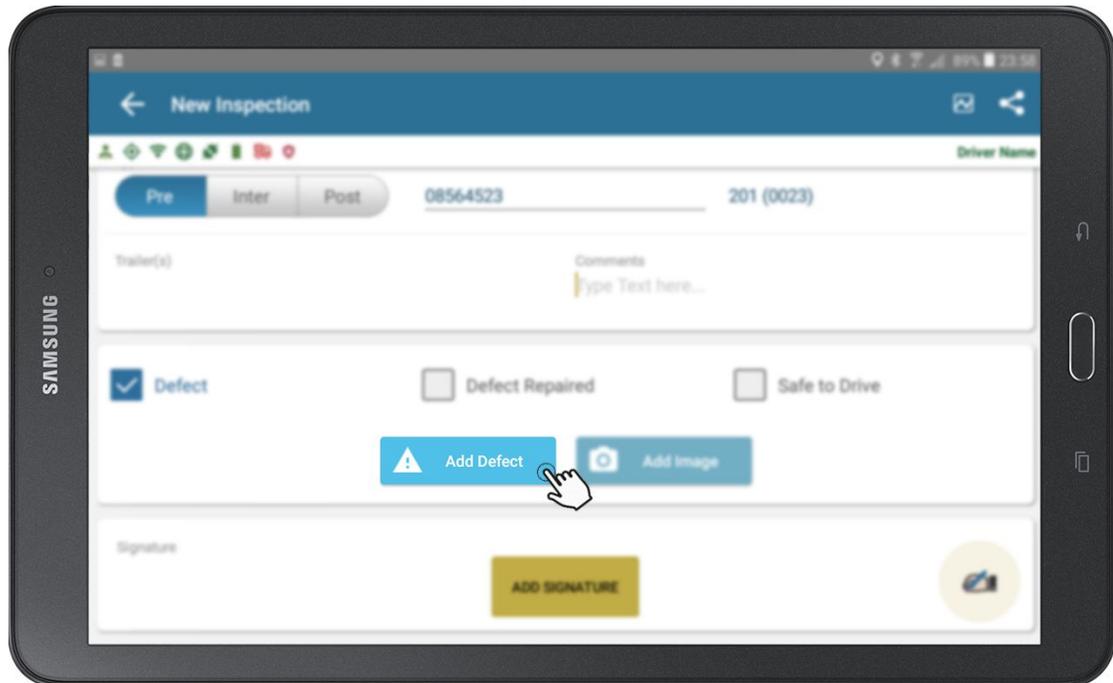
11. Select Defect Repaired or Safe to Drive (Only required if reporting defects)
12. Tap Signature
13. Tap OK on DVIR statement



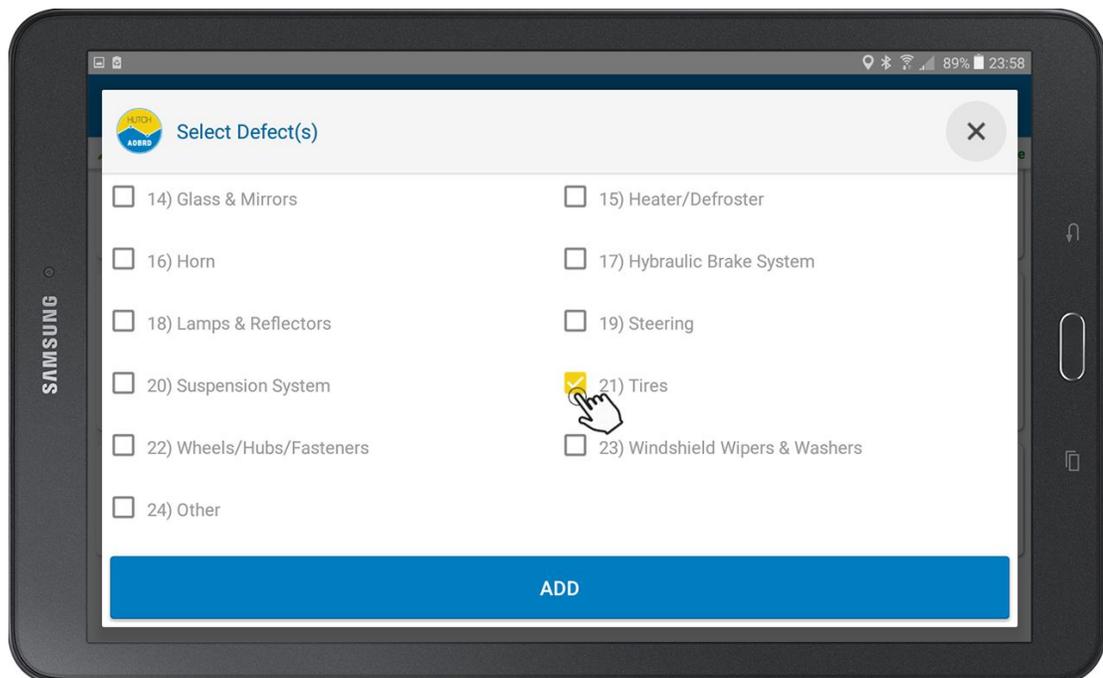
# ADD DEFECT

## How To Add Defects?

When completing new DVIR:



1. Select Defects
2. Tap Add Defects
3. Select Defect (Scroll up/down to view more)



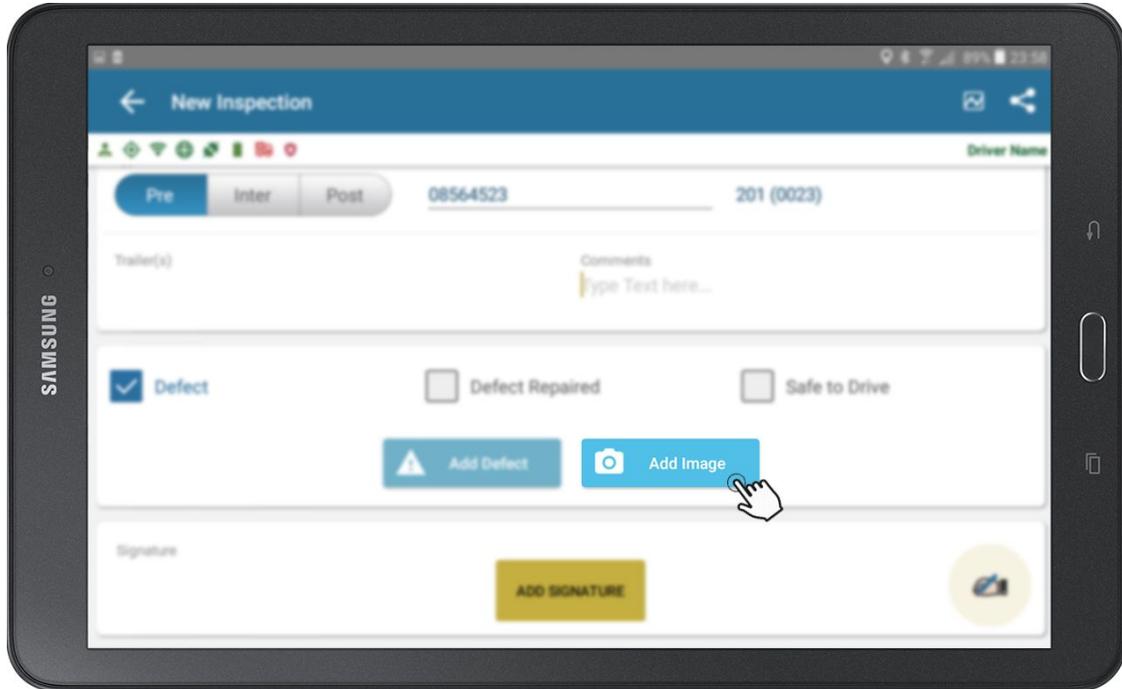
4. Tap Add
5. Tap Defects Repaired or Safe to Drive
6. Tap Signature
7. Tap OK

# ADD IMAGE

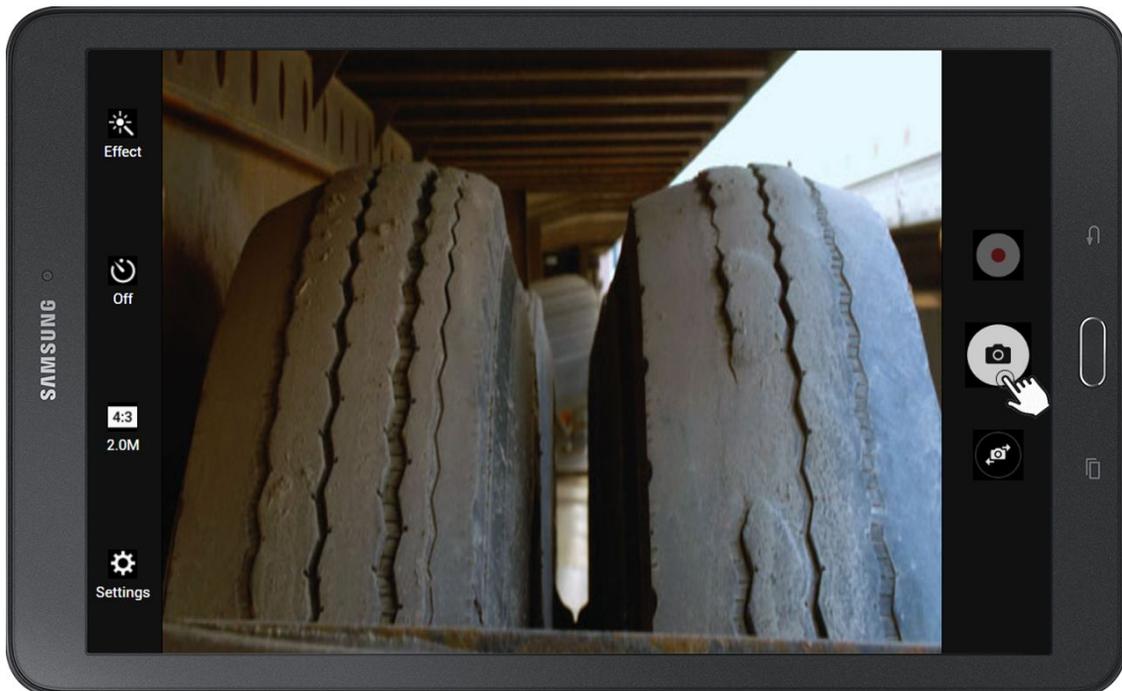
## How To Add Image?

When completing new DVIR:

1. Tap Defects
2. Tap Add Defects
3. Select Defect (Scroll up/down to view more options)
4. Tap Add
5. Tap Add Image



6. Tap Capture



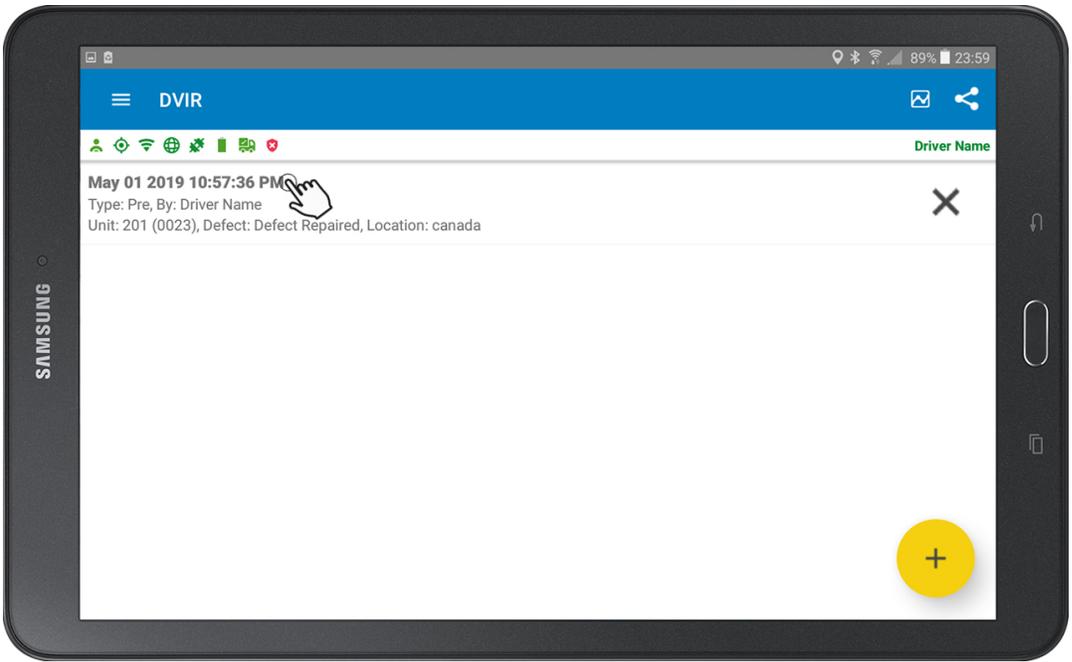
7. Tap OK
8. Tap Defects Repaired or Safe to Drive
9. Tap OK

# VIEW COMPLETED DVIR

## How To View Previously Completed DVIR?

Hutch ELD/AOBRD system will retain DVIR completed within the last 48 hours. You can view all DVIRs completed by every driver.

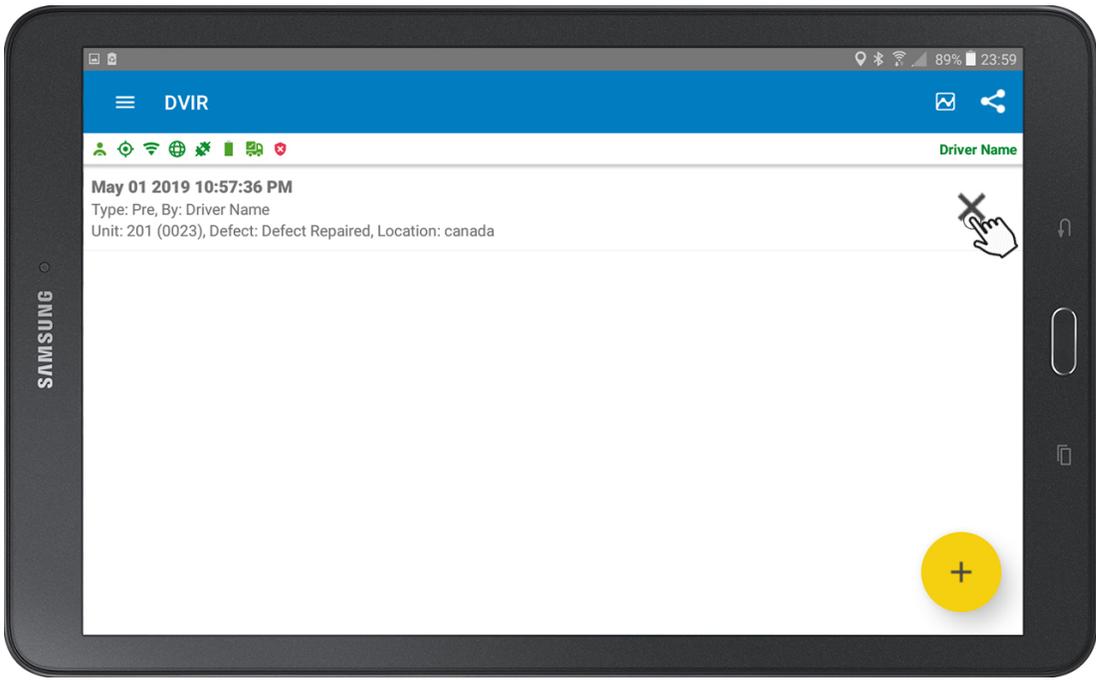
1. Tap System Menu
2. Tap DVIR
3. Tap the DVIR you wish to view from the list



## How To Delete Previously Completed DVIR?

Hutch ELD/AOBRD system will retain DVIR completed within the last 48 hours. You can view all DVIRs completed by every driver.

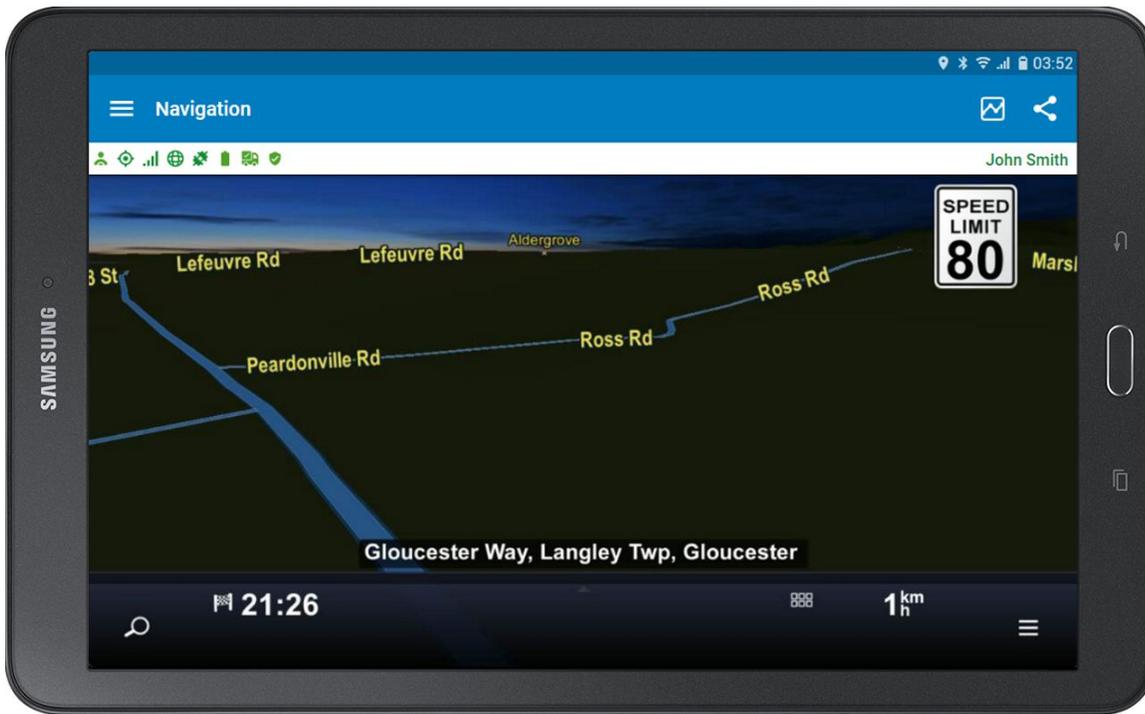
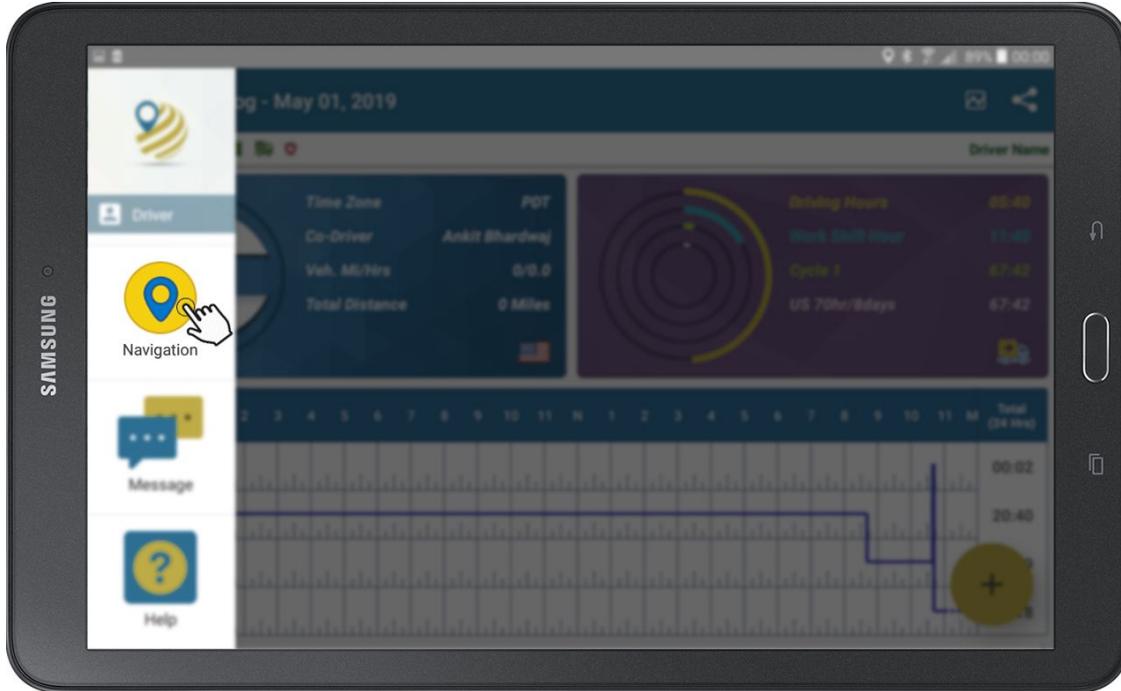
1. Tap System Menu
2. Tap DVIR
3. Tap the DVIR you wish to Delete from the list.
4. Delete the DVIR if anything is Incorrect and you can always follow the above steps to Redo the DVIR



# NAVIGATION

## How To Use The Navigation?

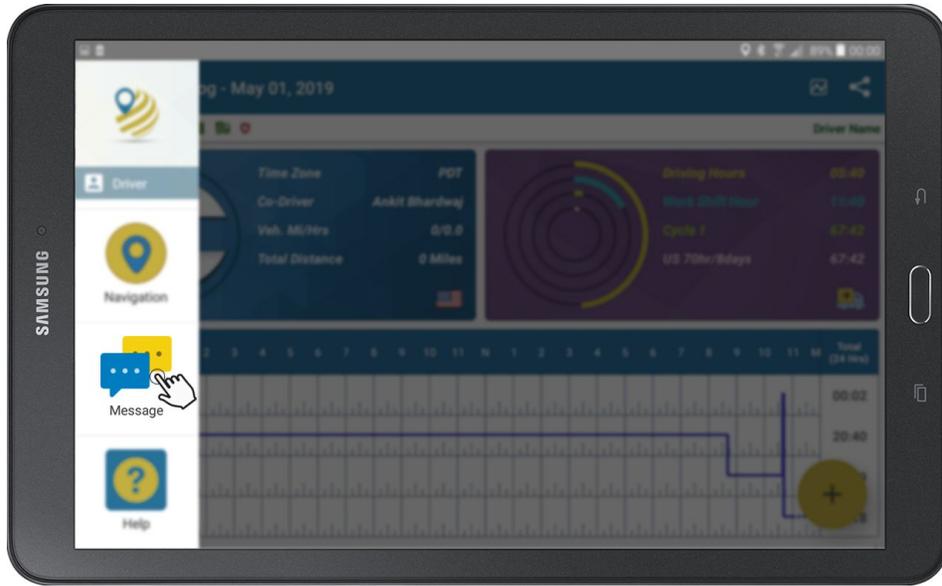
- Tap System Menu
- Tap Navigation



# MESSAGE

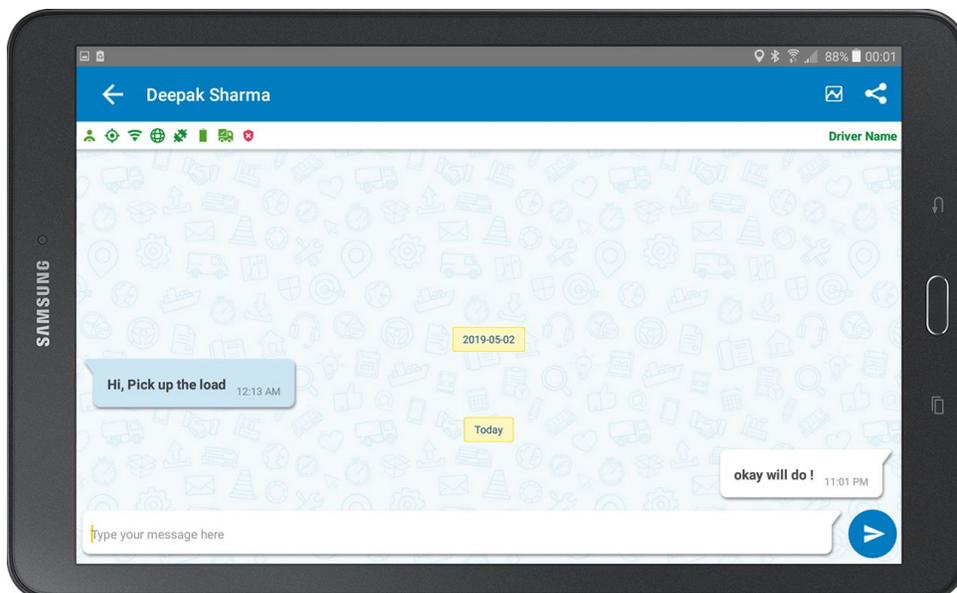
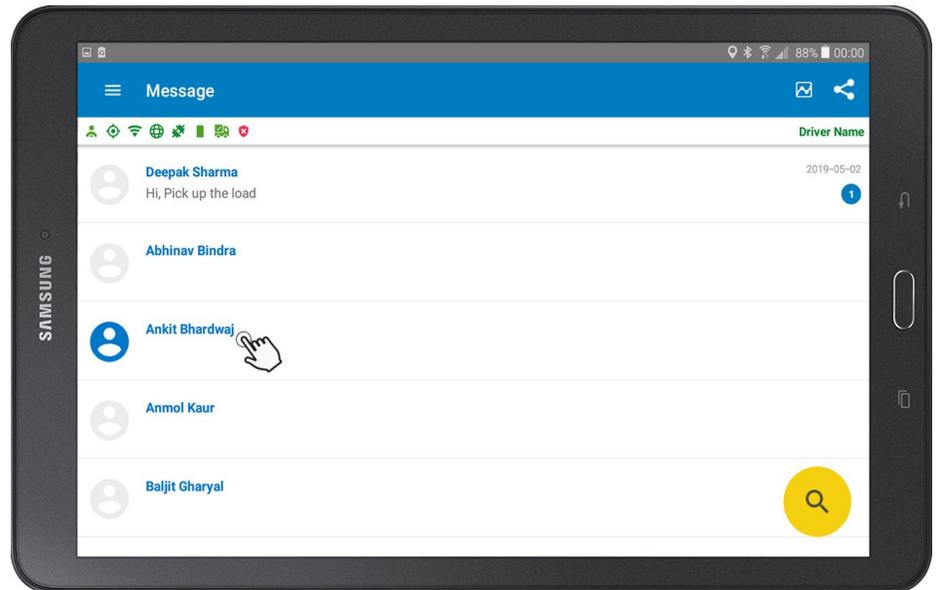
## How To Send/Check Messages?

Hutch ELD supports 2-way text messaging between office and the driver.



- Tap System Menu
- Tap Message

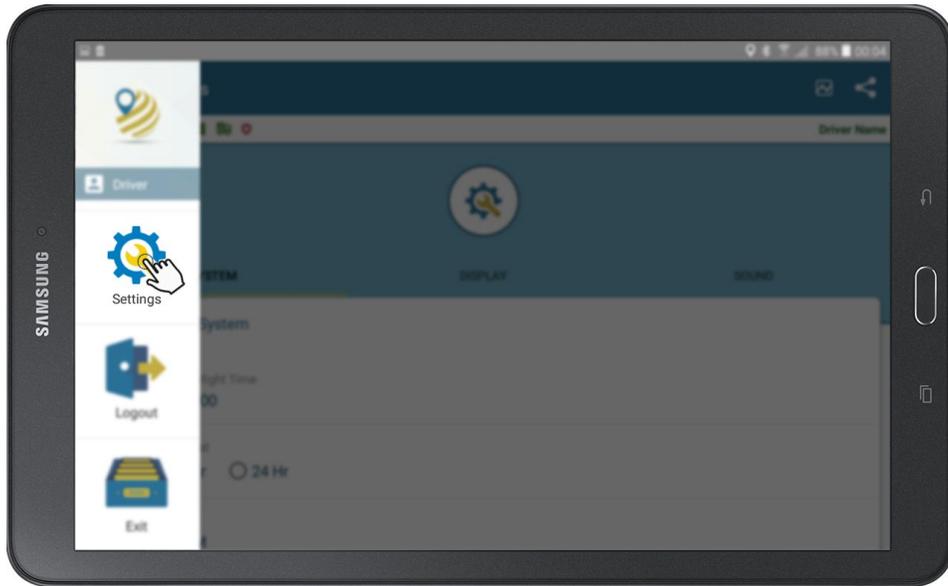
- Tap on Name



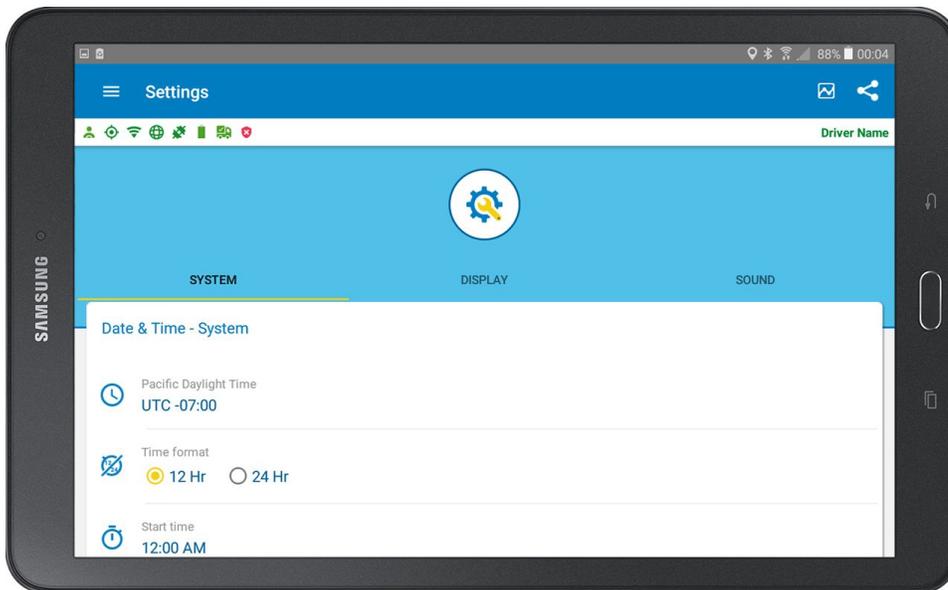
### Note:

- Messages are queued and delivered when in cellular coverage.
- Single check indicates message has been delivered and double check indicates message has been read.

# SETTINGS MENU



Various user options can be accessed in the Menu for configuring various System, Display, and Sound settings which includes Date & Time, Rules, System Information, Orientation, Color Line, Graph Line, Vision Mode, Driving Screen, etc.



**System Settings** - Various ELD/AOBRD related functions can be accessed by Tapping on the menu, including, Date & Time Rules, System Information, Sync Time, Copy Trailer, and View Legal document.

**Date & Time** - Hutch ELD/AOBRD displays the home terminal time zone for the logged in driver in Coordinated Universal Time (UTC) that has been set by the company from web portal in the Time Zone settings. These can be: Eastern Standard Time, Mountain Standard Time, Central Standard Time, Pacific Standard Time and Atlantic Standard Time. There are two options in Time format that user can select according to the preference. The Start Time is set at 12:00 AM by default.

**Rules** - Hutch ELD/AOBRD supports four HOS rules, namely, Canada 70 hour/ 7days, Canada 120 hour/14days, US 70hr/8days, US 70 hr/8days USV Exemption. Tap on the Default Rule drop down button to select the required HOS rule (USA/ Canada in accordance to Motor Vehicle Act).

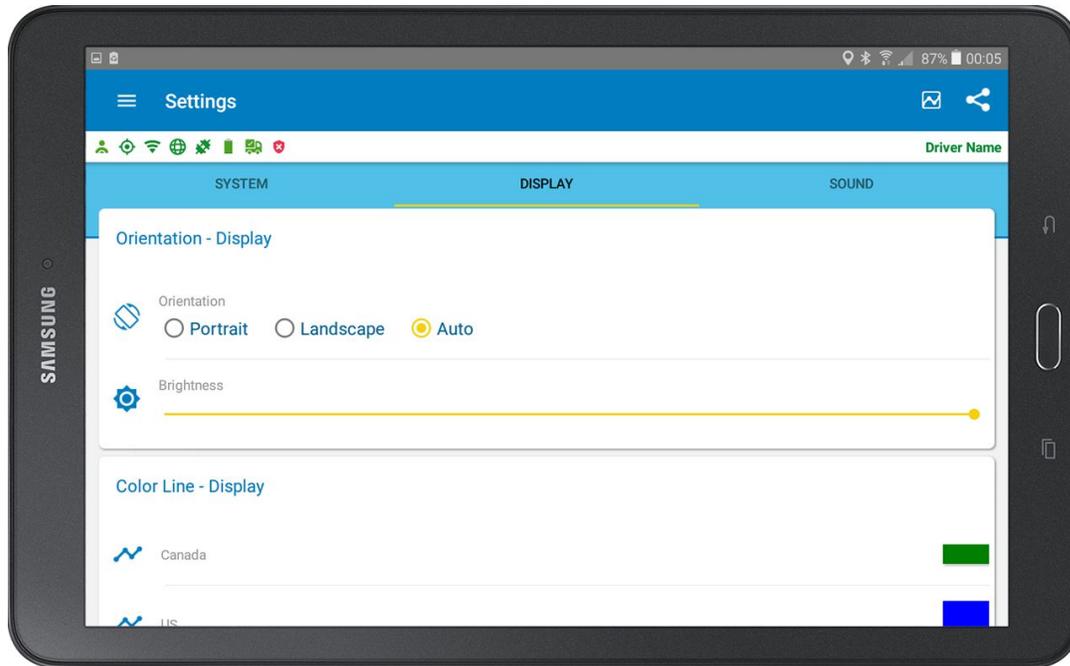
**Automatic Rule Change** - This feature changes the HOS Rule automatically according to the location.

**System Information** - You can check the system info by Tapping on this button, including, Android version, App version, IMEI, and Battery Level.

**Re-pair Hutch CONNECT** - If the Hutch CONNECT connection is lost, you can Tap this option to repair the connection.

**Sync Time** - User can choose from different time options, including, 5 Mins, 10 Mins, 20 Mins, 30 Mins and 60 Mins for syncing ELD/AOBRD data to the server.

**View Legal Document** - Hutch System Terms and Conditions can be viewed by Tapping on this option.



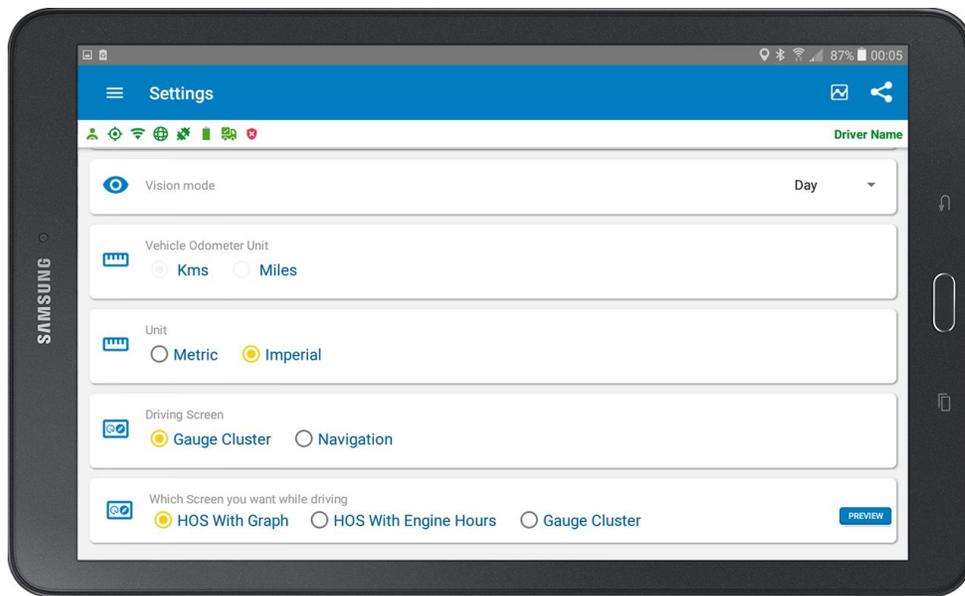
**Display Settings** - Various Display settings can be set according to User preferences with this menu, including, orientation, color line, graph line, vision mode, etc.

**Orientation** - User can change the orientation according to the preference, including, Portrait, Landscape and Auto settings.

**Brightness** - The brightness can be increased and decreased according to the User preferences.

**Color Line** - The color of the Grid Line for USA and Canada can be changed according to the choice of the user.

**Graph Line** - User can change two options for Graph line, including, End Time and Current Time. Current Time shows the Duty Status Grid from start time to current time period and End Time shows Duty Status from Start Time to End Time ( 24 hr period).



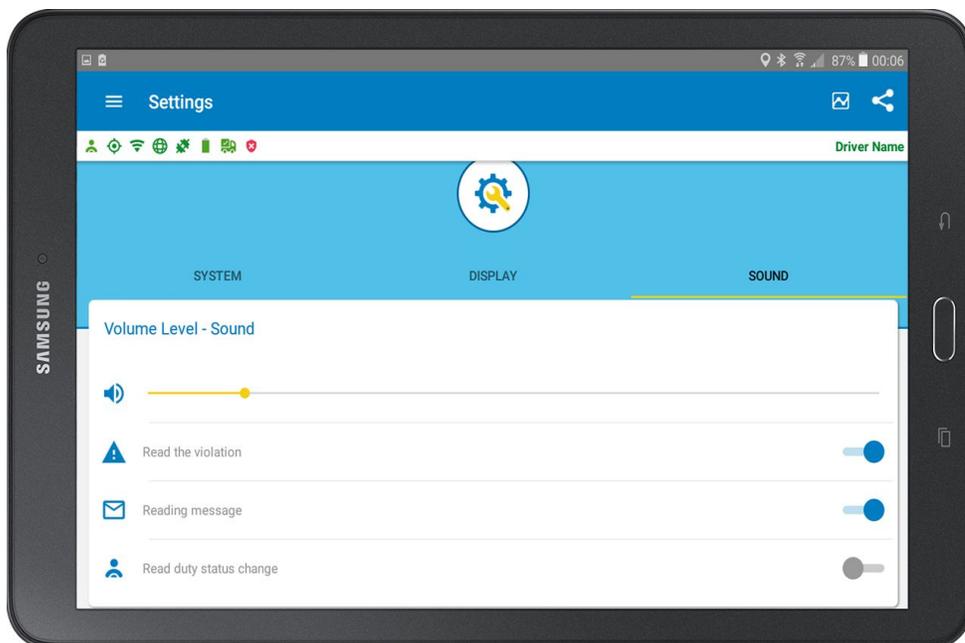
**Show Violation On Grid** - User can enable or disable this option from the settings.

**Vision Mode** - User can choose the mode for ELD/AOBRD device from three options, including, Day, Night and Auto.

**Show Violations in Duty Status** - User can enable or disable the Violations being displayed in Duty Status.

**Unit** - User can set the Unit in the system in either Metric or Imperial.

**Driving Screen** - User can set the default screen of ELD/AOBRD in either of the options - HOS with Graph, HOS With Engine Hours, Gauge Cluster. You can even preview before applying.



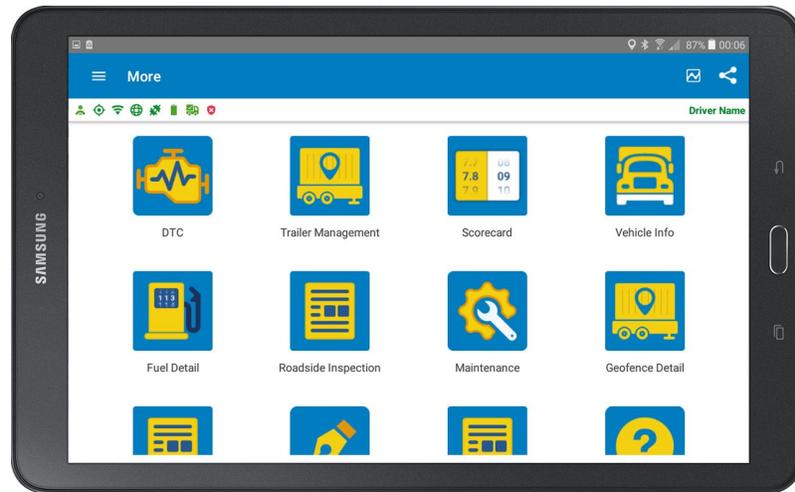
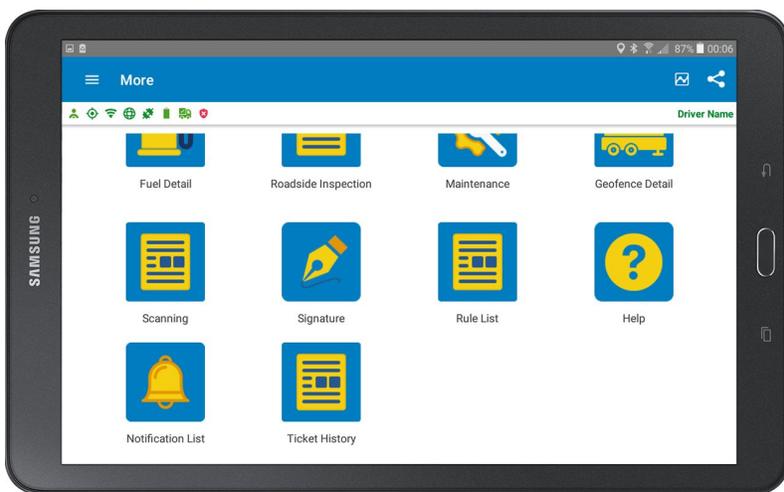
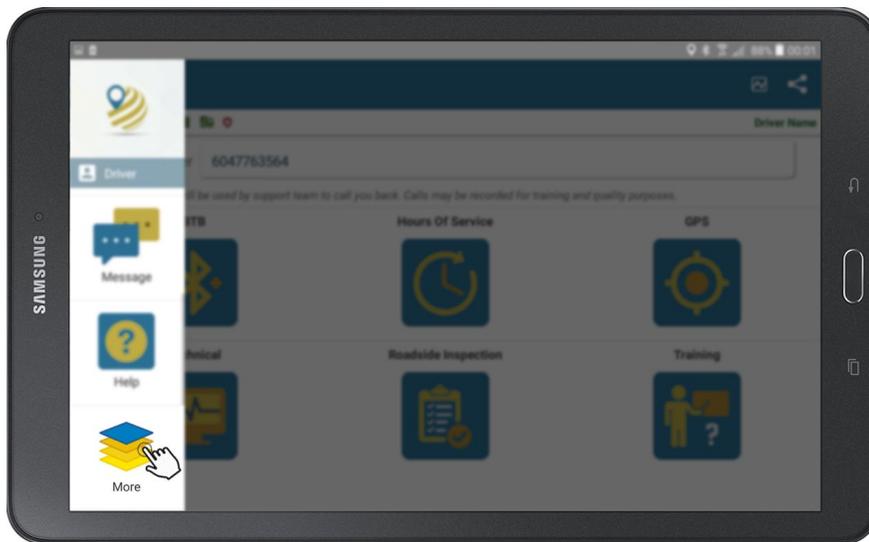
**Sound Setting** - Various Sound settings can be changed from this menu. The volume of the ELD/AOBRD system can be increased or decreased according to the user preference.

**Read the violation** - Enabling this option allows the system to read the violation aloud.

**Reading Message** - Enabling this option allows the system to read the incoming messages aloud.

**Read duty status change** - User can enable this option, allowing the system to read aloud the duty status as it changes.

# MORE

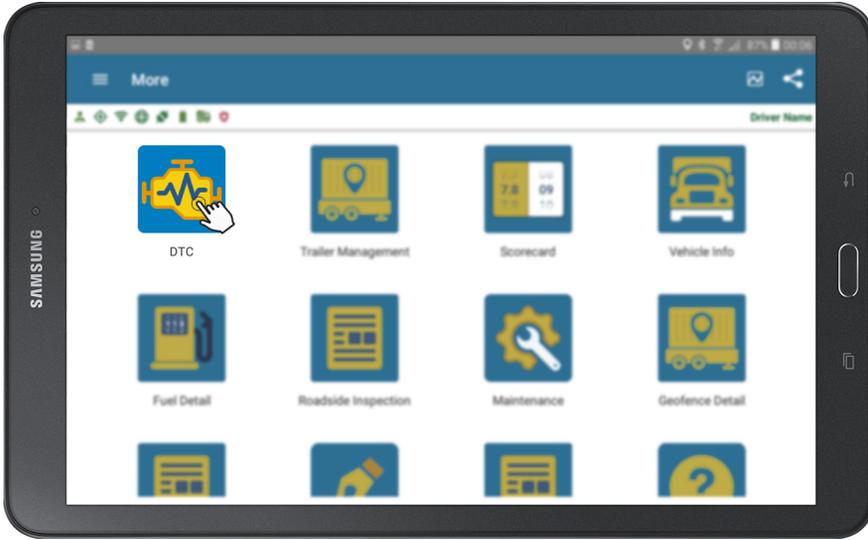


Hutch ELD/AOBRD supports the functions listed in More menu of the Hutch System.

- **DTC** – All check engine light trouble codes are listed. Hutch ELD/AOBRD is capable of retrieving Inactive codes as well.
- **Trailer Management** – Unhooking and Hooking of trailer confirms part of Hutch Trailer Management System and all trailers are displayed on Trailer Tracking web portal.
- **Driver Scorecard** – Hutch is capable of monitoring driver performance based on the Driver Scorecards.
- **Vehicle Info** – Hutch FMS reads information from various vehicle components and displays them in real-time.
- **Fuel Detail** – All fuel purchases can be logged and receipts scanned in the system meet IFTA Fuel Tax filing requirements.
- **Roadside Inspection** – All roadside inspections can be logged and documents can be scanned (Notice & Order, CVSA, Violation Tickets).
- **Maintenance** – Vehicle PM (Preventative Maintenance) schedules are shown and can be marked as repair to reset them.
- **Scanning** – Scanning allows scanning of various documents such as BOL, POD, Custom Docs, Misc.

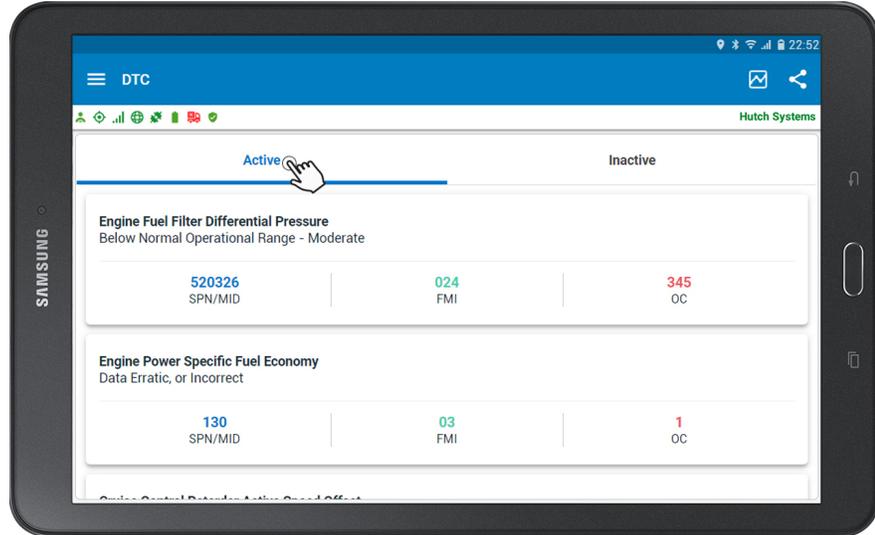
# DTC

All check engine light trouble codes are listed. Hutch ELD/AOBRD is capable of retrieving Inactive codes as well.

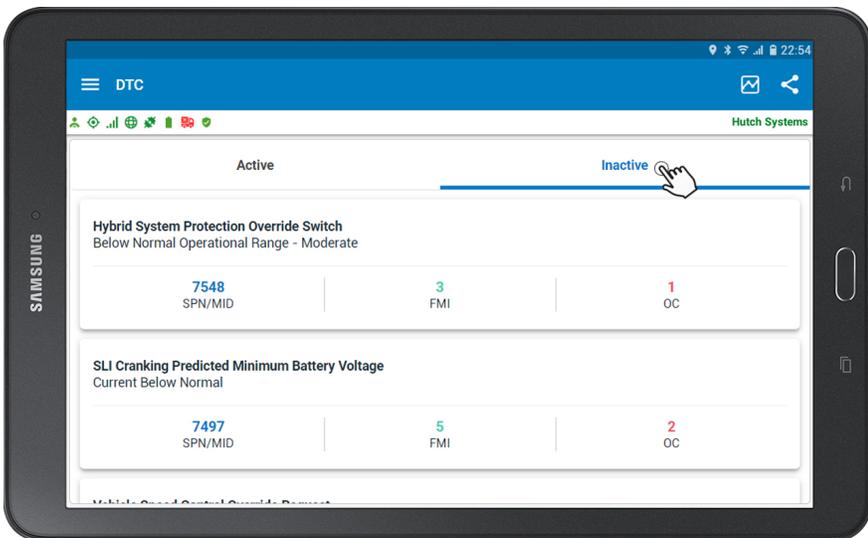


1. Tap System Menu
2. Tap More
3. Tap DTC

- TAP active to see active diagnostic trouble code

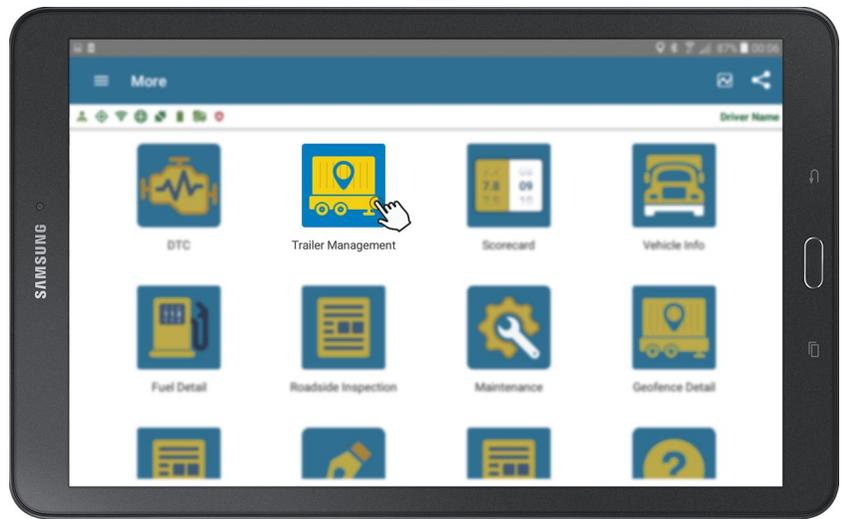


- TAP Inactive to see Inactive diagnostic trouble code.



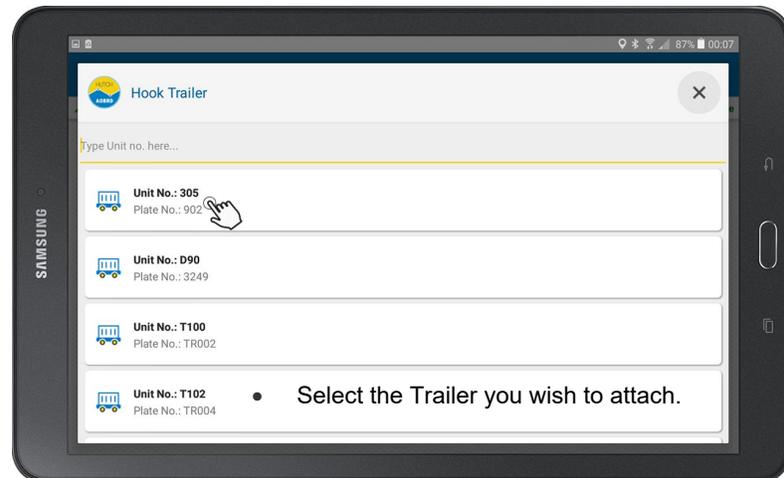
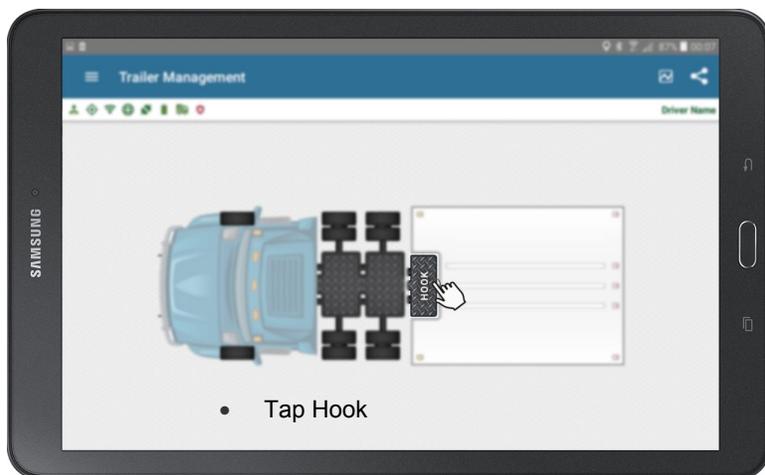
# TRAILER MANAGEMENT

1. Tap System Menu 
2. Tap More
3. Tap Trailer Management



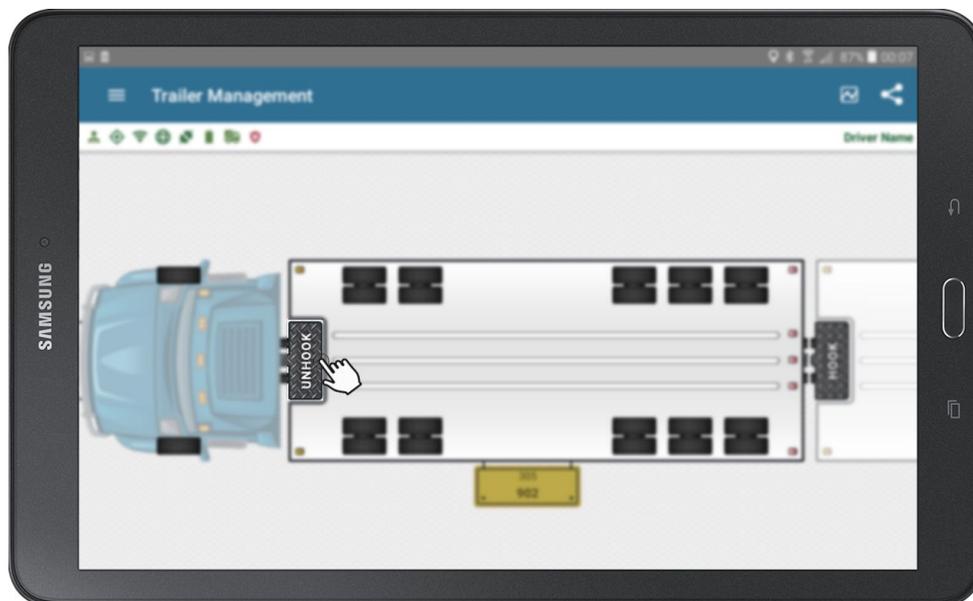
## How To Hook & Unhook Trailers?

Hutch ELD/AOBRD allows maximum of 3 trailers to be hooked at any given time. Hooked trailers are automatically added to Daily Log, DVIR, and Roadside Inspections.



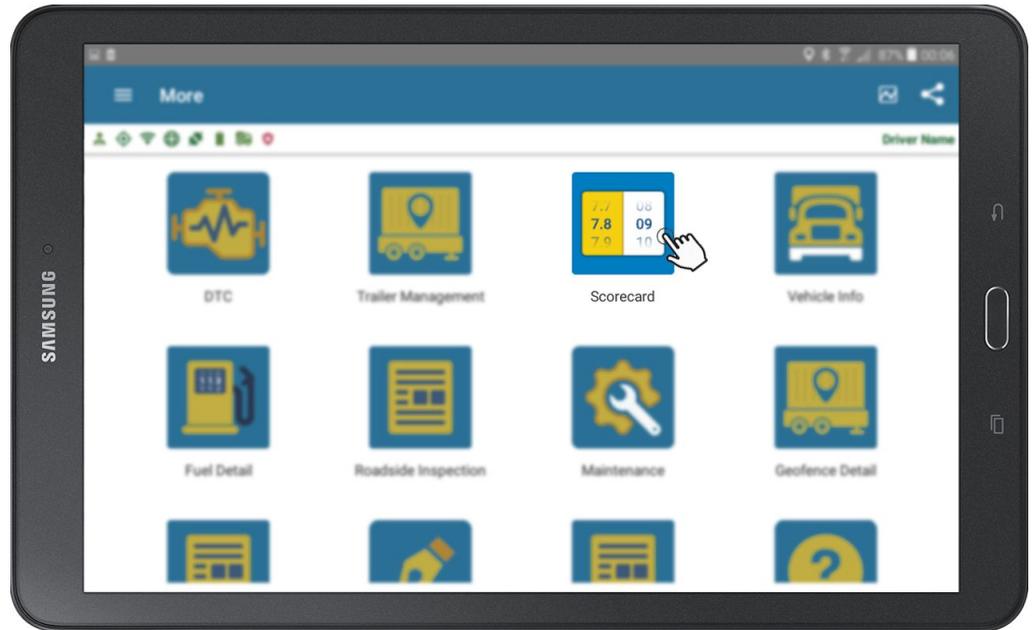
## How To Unhook A trailer?

1. Tap Unhook



# DRIVER SCORECARD

1. Tap System Menu 
2. Tap More
3. Tap Driver Scorecard



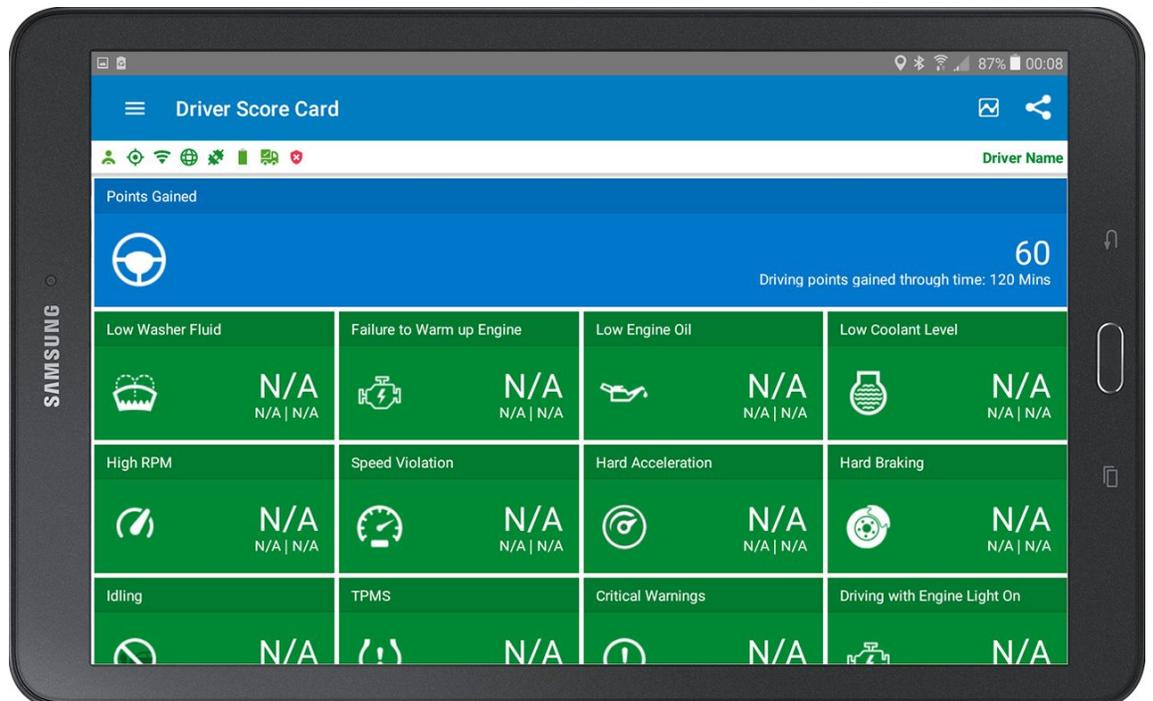
## How To Check Driver Scorecard?

Hutch System calculates driver scorecard based on driving time and points assigned for infractions. For every 10 minutes of driving, driver gains 10 points and every infraction deducts points. To learn in detail how the points are given, consult your safety department.

Green = Good

Yellow = Caution

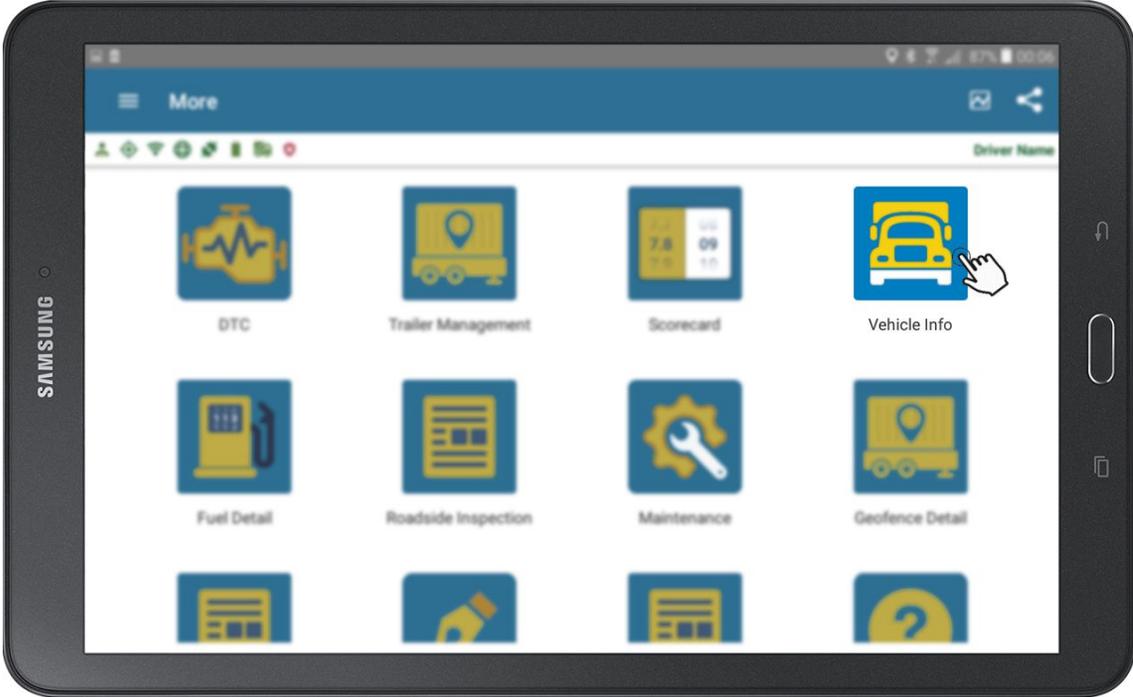
Red = Bad



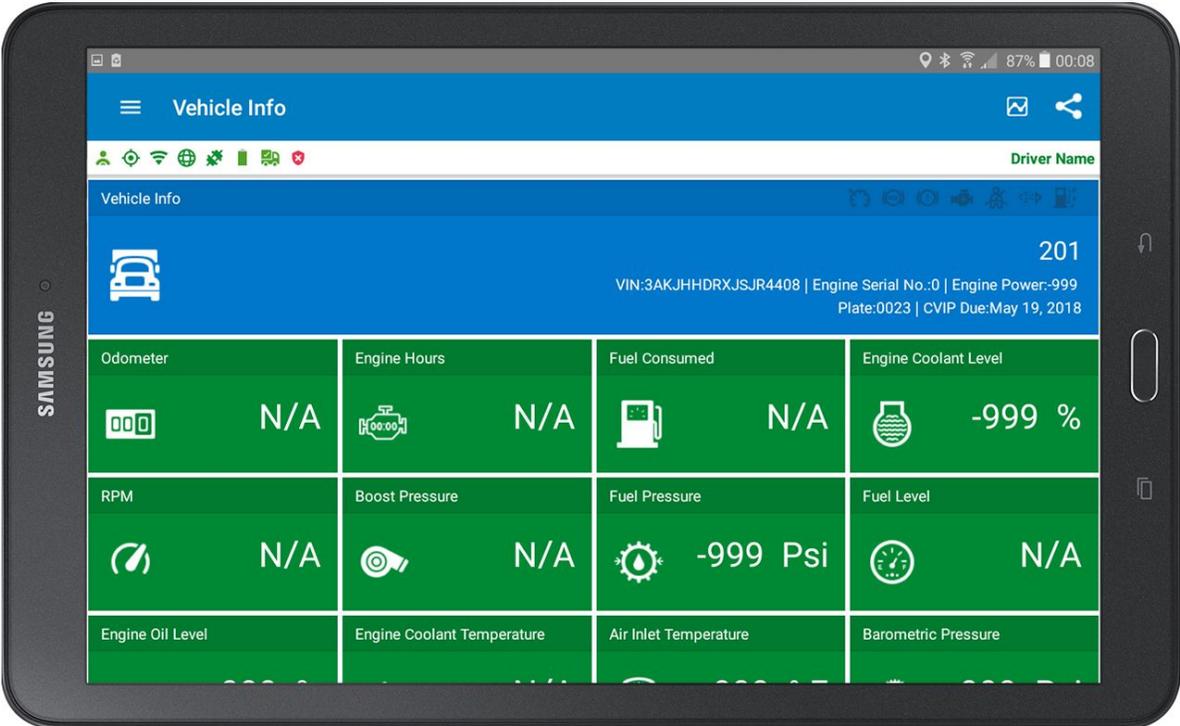
# VEHICLE INFO

## How To Check Real-time Vehicle Information?

- 1. Tap System Menu 
- 2. Tap More
- 3. Tap Vehicle Info



Hutch System connects to vehicle ECM and captures vehicle information in real-time.



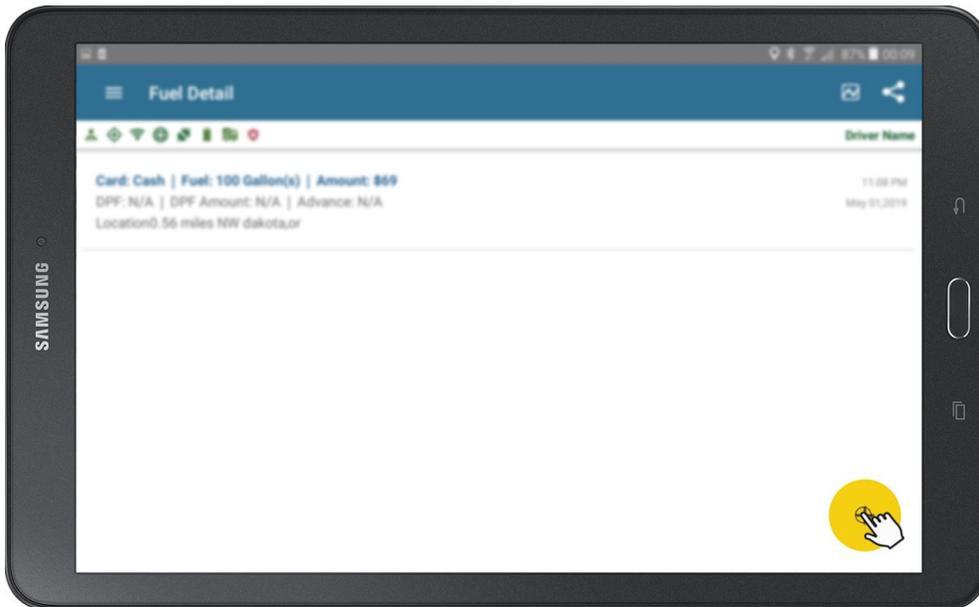
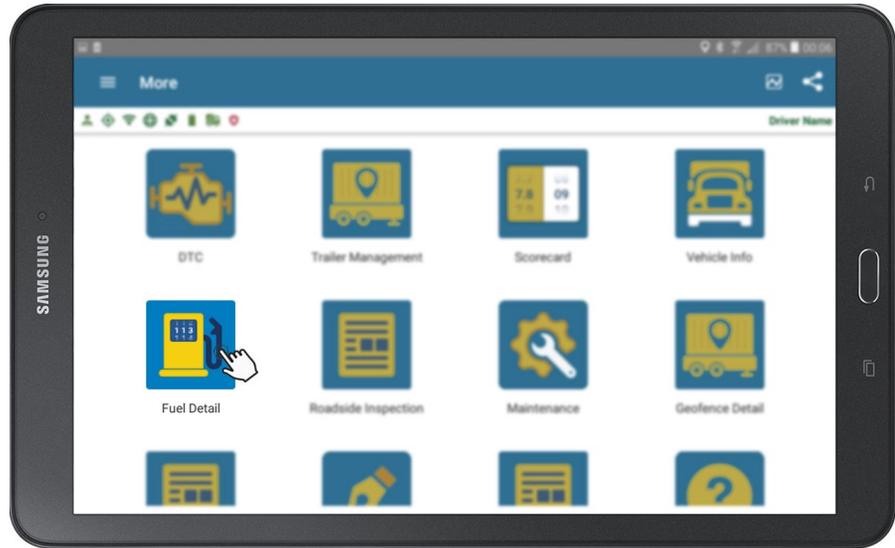
# FUEL DETAIL

## How To Enter Fuel Detail?

Hutch system allow drivers to enter fuel purchase and scan fuel receipts. All the fuel data entered in fuel detail Option is compiled in IFTA fuel taxes. Additionally, receipts are retained to satisfy IFTA record keeping requirements.

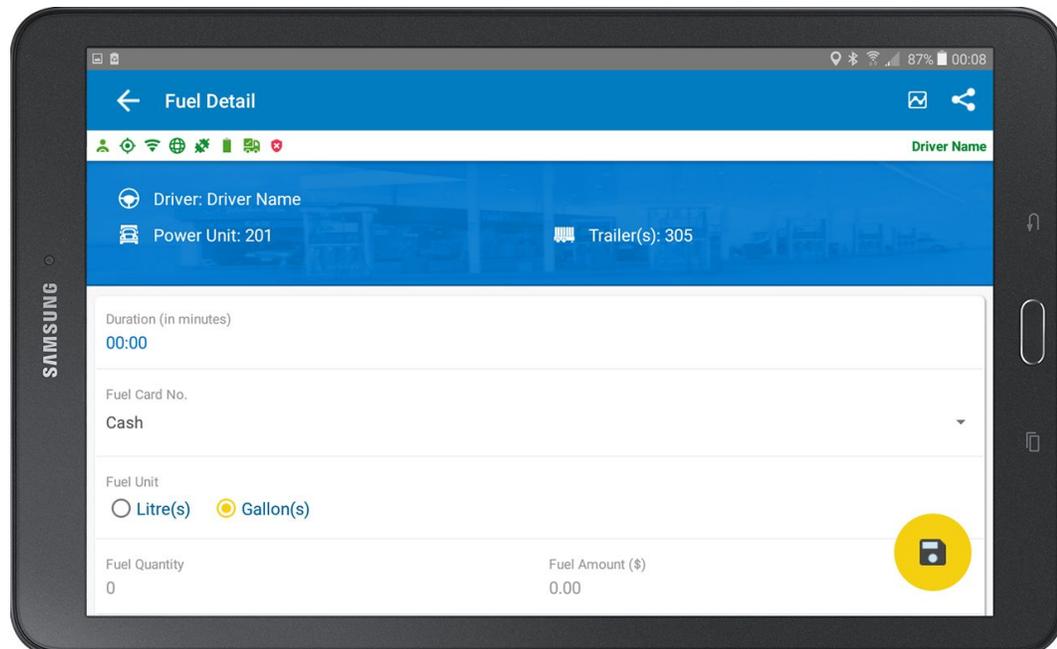
**Note:** You must be on-duty not driving to complete a fuel detail report.

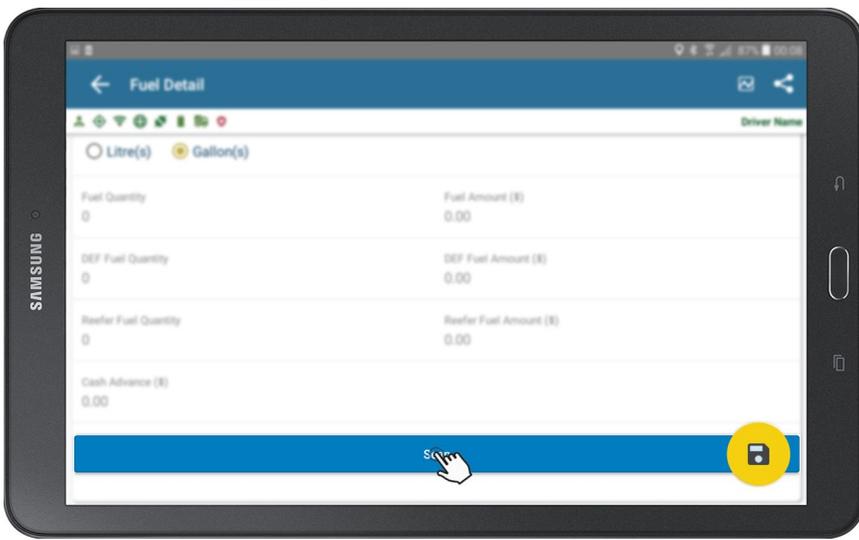
- Tap System Menu 
- Tap More.
- Tap Fuel Detail



- Tap  Icon.

- Enter Fuel Details (Fuel quantity, fuel amount, DEF fuel, DEF amount)

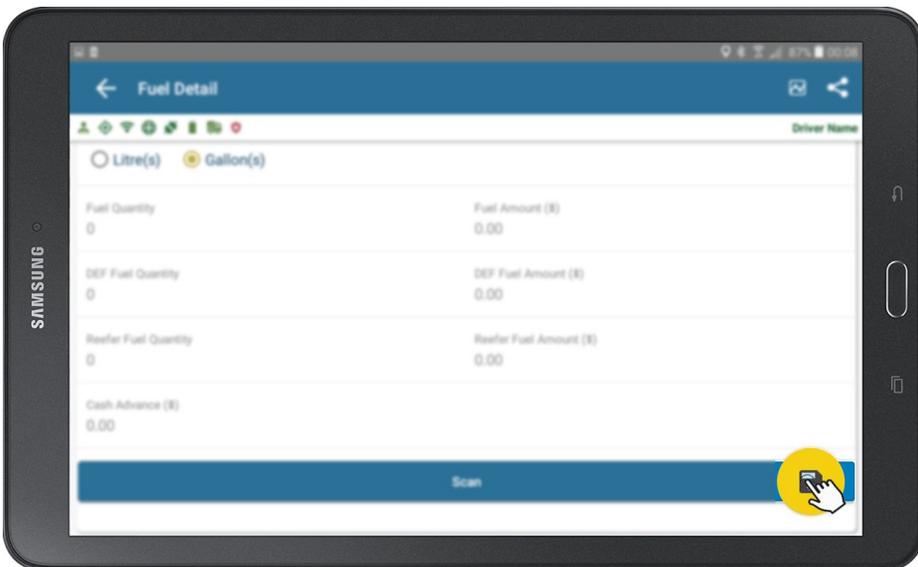




- Tap Scan



- Scan the receipts

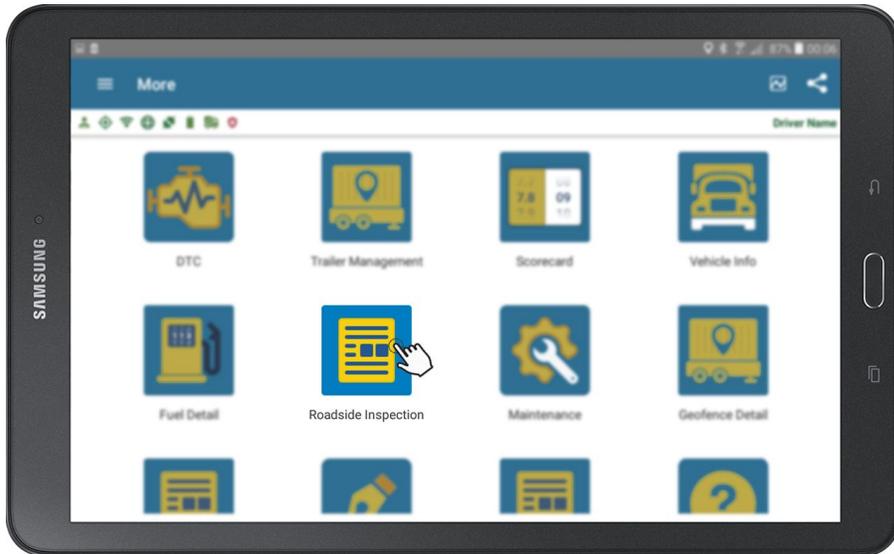


- Tap Save (Disk icon located on bottom right corner)

# ROADSIDE INSPECTION

## How To Complete Roadside Inspection Report?

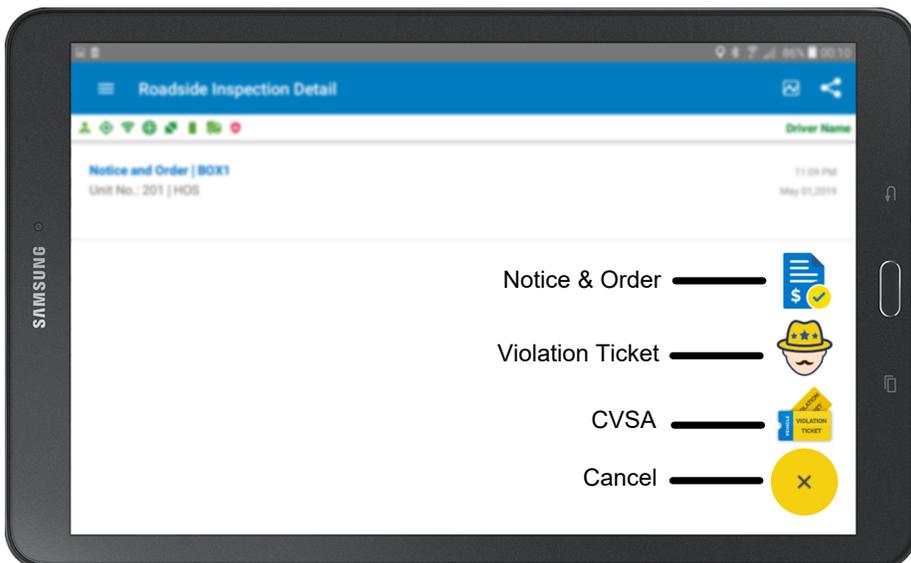
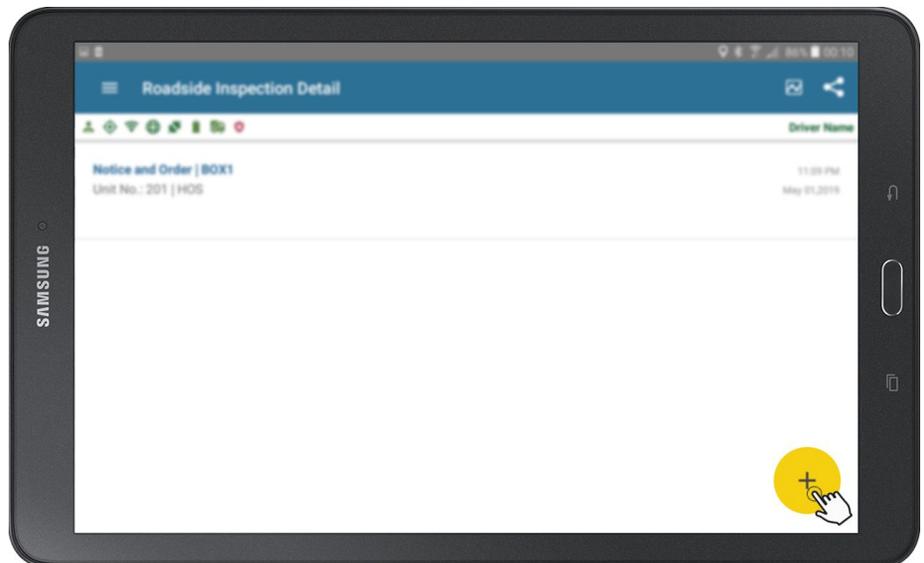
Hutch t System allow drivers to complete a roadside inspection report and scan the original to be forwarded to safety managers. All roadside inspections are automatically filed in Hutch's Safety & Compliance System.



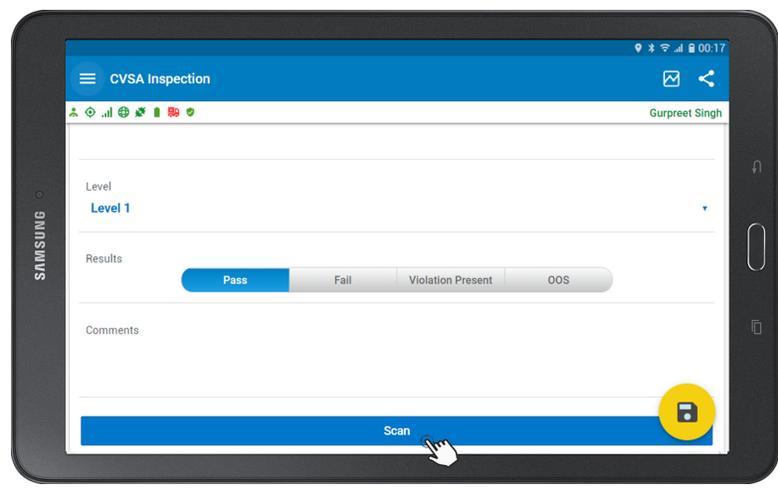
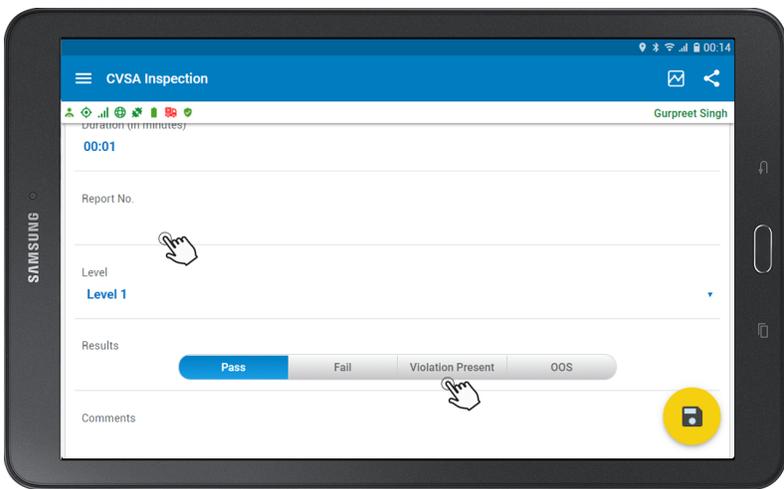
**Note:** To complete a roadside inspection, who must be on-duty not driving.

- Tap System Menu 
- Tap More
- Tap Roadside Inspection

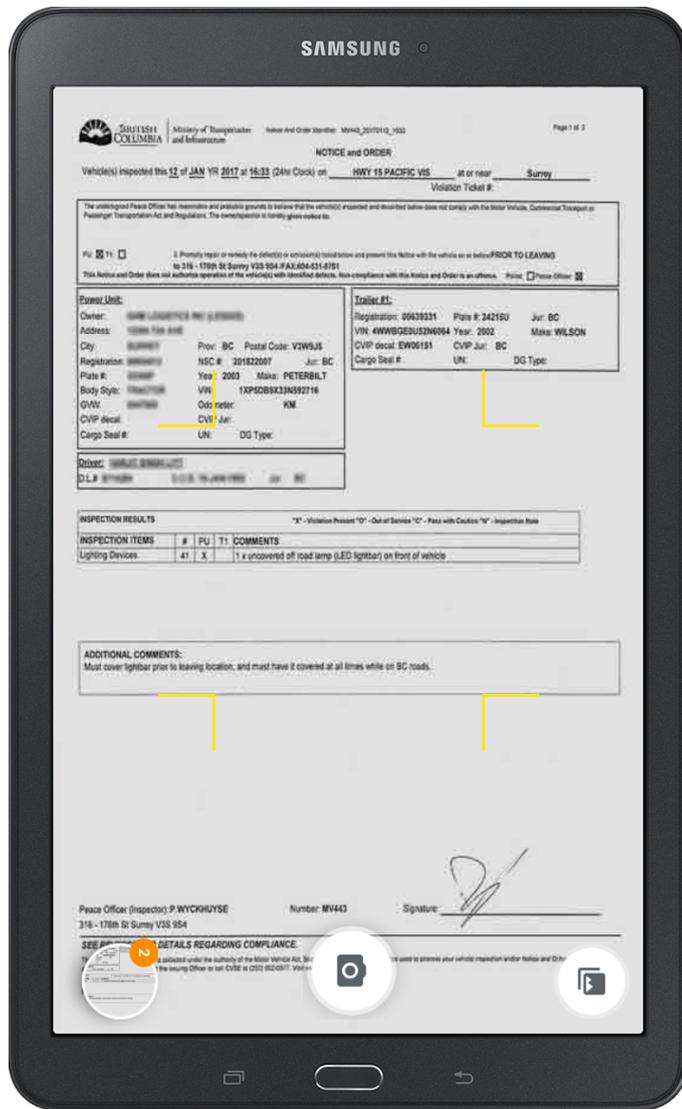
- Tap Plus symbol



- Tap on the option you wish to enter.



- Enter Report No
- Select Level
- Select Result



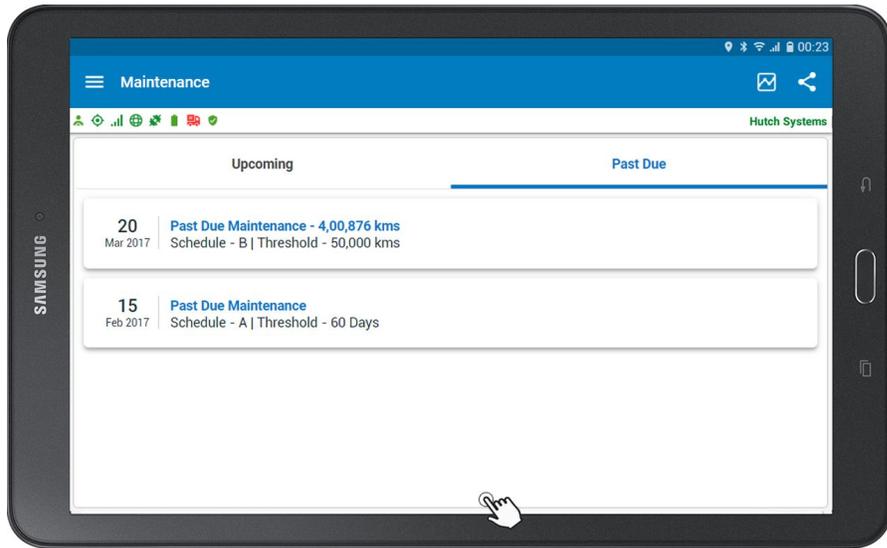
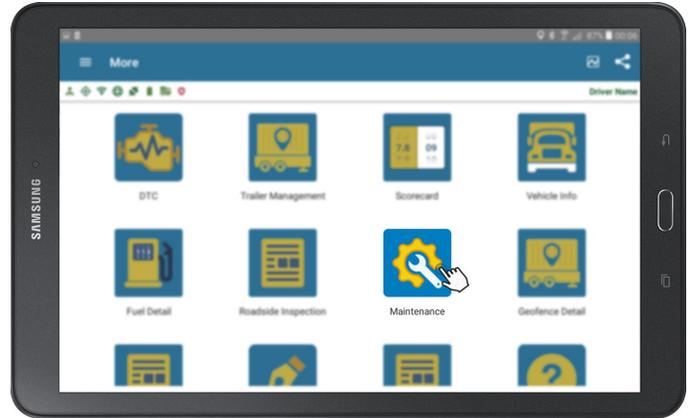
- Tap Scan (Only required to scan originals)
- Tap Save (Disk icon located on bottom right corner)

# MAINTENANCE

## How To View And Complete Vehicle Maintenance?

Hutch System allows your company to define the PM (Preventative Maintenance) program and Hutch FMS will auto alert for the upcoming or past due PM. Additionally, you can complete your maintenance report and scan all receipts in the system.

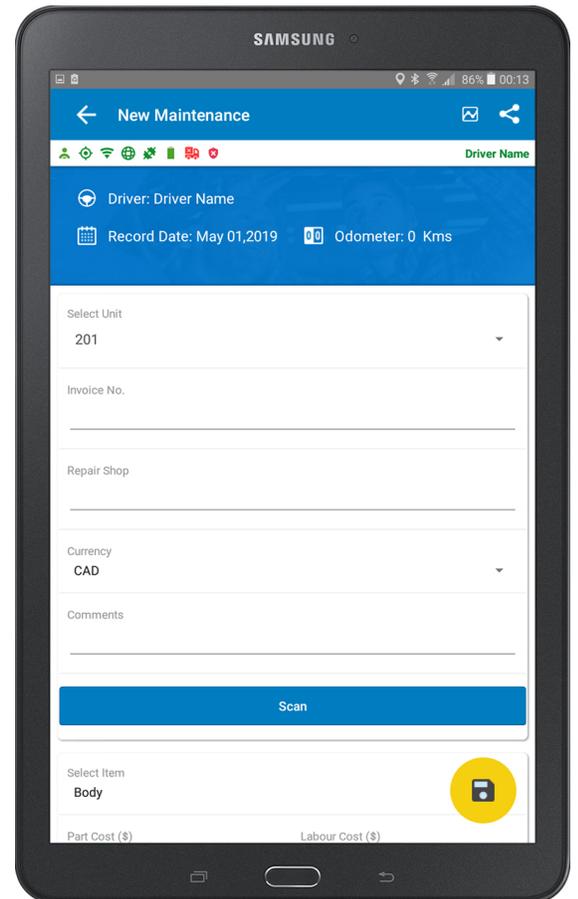
- Tap System Menu 
- Tap More
- Tap Maintenance
- Tap Upcoming/Due or Maintenance Completed.



## How To Add Ad hoc Maintenance?

While on maintenance screen:

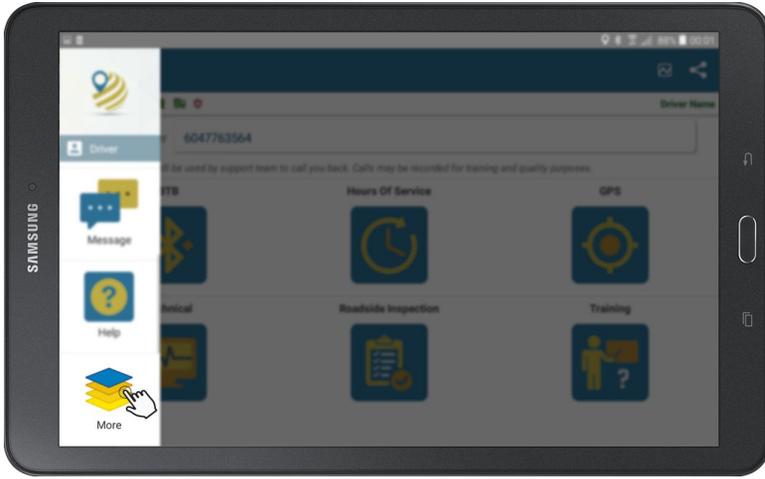
- Tap Add New 
- Enter all required information
- Tap Scan (Only required if you wish to scan original receipts)
- Tap Save (Disk icon located on bottom right corner)



# SCANNING

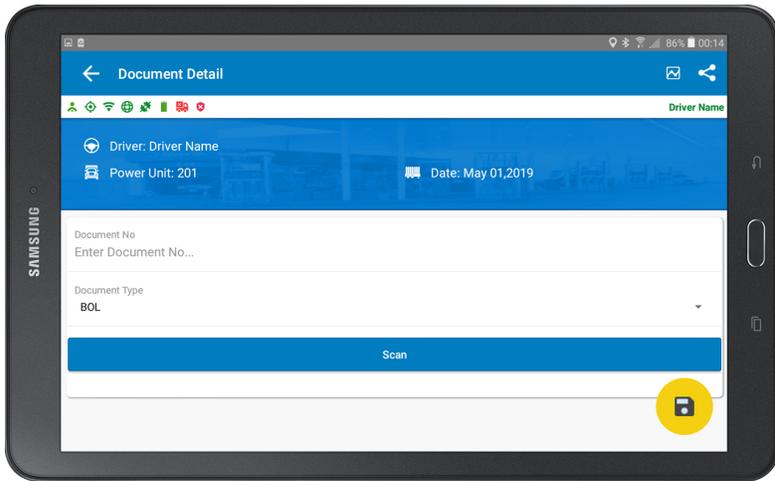
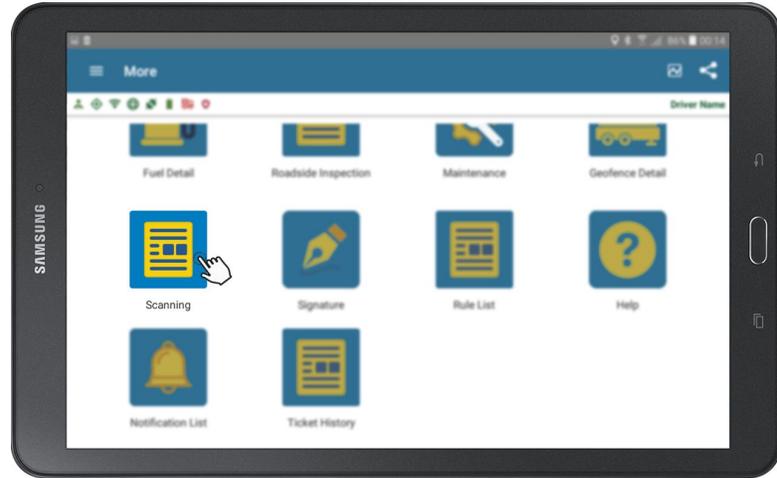
## How To Scan And Send Bill Of Ladings?

Hutch System allows drivers to scan various documents such as BOL, POD, Custom Documents. All documents are automatically emailed to your company.



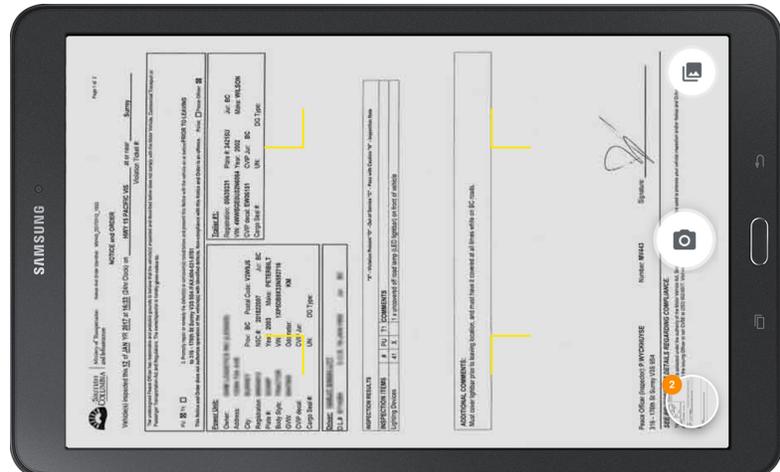
- Tap Scanning

- Tap System Menu 
- Tap More



- Select Type
- Enter Document Number

- Tap Save (Disk icon located on bottom right corner)



# EXPLAIN DIAGNOSTIC AND MALFUNCTION EVENTS AND HOW TO CLEAR THEM

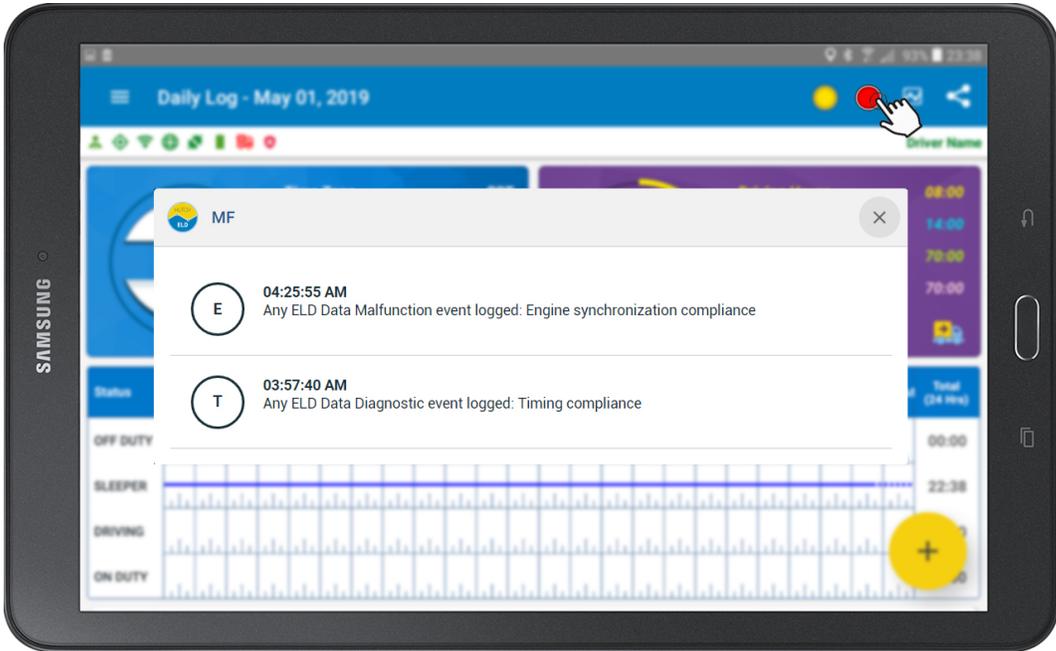
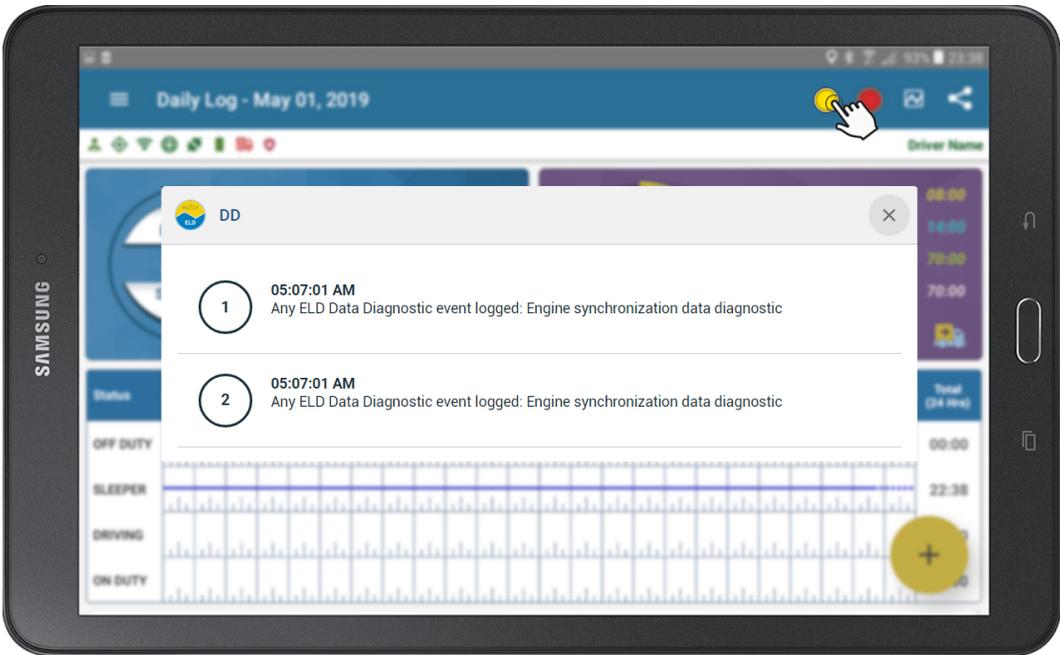
The ELD/AOBRD has a lot of data sensors which extracts data from the vehicle data bus. There is a web server mechanism, a GPS mechanism and many other mechanisms which periodically record the information from the vehicle to the server.

The error in connection between the ELD/AOBRD and Vehicle Data Buses is called Diagnostic Error.

Malfunction error could be any device error or device malfunction in capturing data. This data can be Vehicle Identification Number, Location,RPM, engine malfunction and others.

The ELD/AOBRD screen will suggest the description of malfunction with the help of a pop-up. The ELD/AOBRD is synchronized with the engine control module to enable the ELD/AOBRD monitor a vehicle data bus for connectivity.

The user will be advised to clear the malfunction error by the ELD/AOBRD. The user has to select the button to run a diagnostic check and fix the error. If it is a hardware malfunction, then the Company will help the user to replace the hardware to make it ELD/AOBRD compliant.



# SUBMIT RECORD TO DOT OFFICER AT SCALES

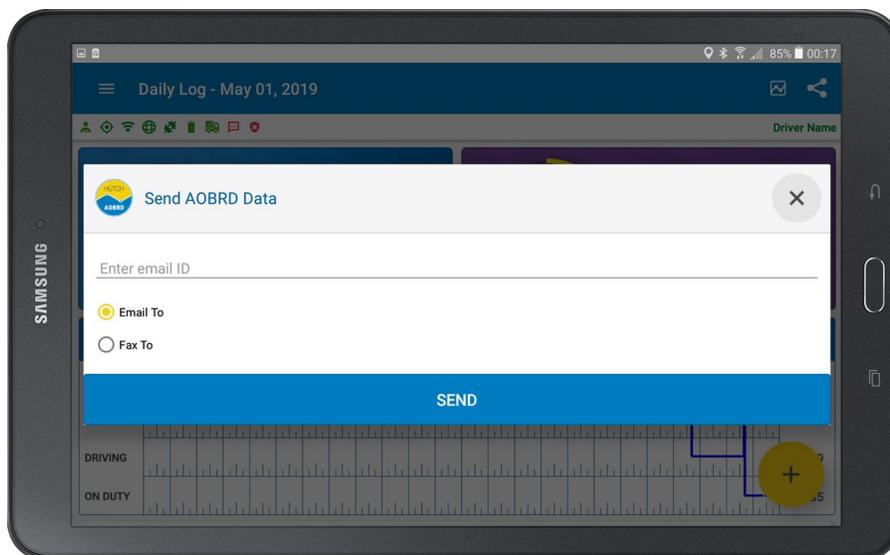
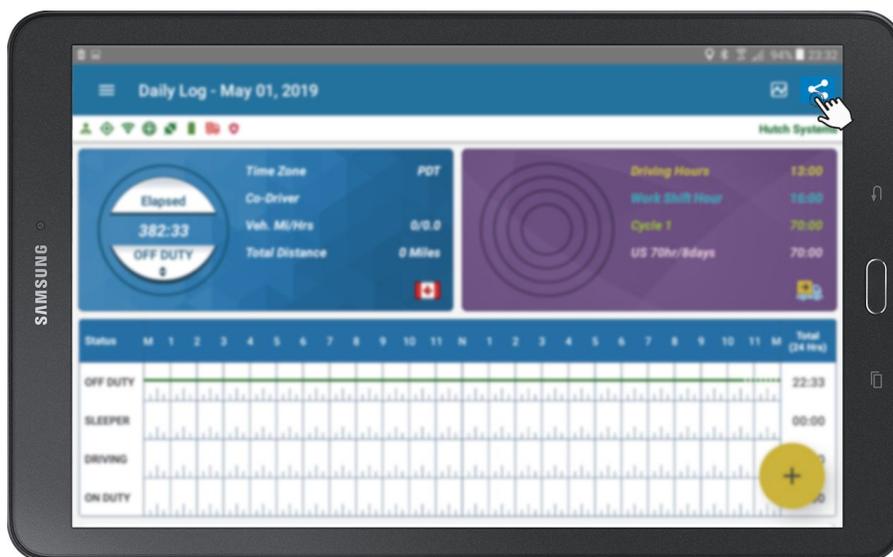
## How To Submit Daily Log Records To Safety Official Over The Web Services Or E-Mail ?

To submit the daily log record to safety official over the web services:

1. Select the floating button (Image of Icon here ) on the Daily Log screen to transfer the daily logs to the Government authorities.
2. User is required to enter the Key Phase provided by the safety official to include in the comment when transferring the data.
3. There is also an option to email the records to the official data server.

The other method to transfer data is via the local machine to the government officials. To submit the daily log records to safety or security officer with a USB drive.

1. The official will give the user a USB drive for the transfer of data.
2. The device will create a CSV file of the logs and the driver will initiate the file transfer to the device.
3. In case of Bluetooth devices, the security personnel will come with his laptop and pair it with the ELD/AOBRD device.
4. The officer's laptop will then transfer the data through the internet to the FMCSA website or to the safety official's eROD software on his/her laptop.



# SETTING ELD/AOBRD PREFERENCES

## Plan for ELD/AOBRD preference setup

The preferences will help the user to define his own user interface experience on the ELD/AOBRD device. There will be different modes assigned to the ELD/AOBRD device:

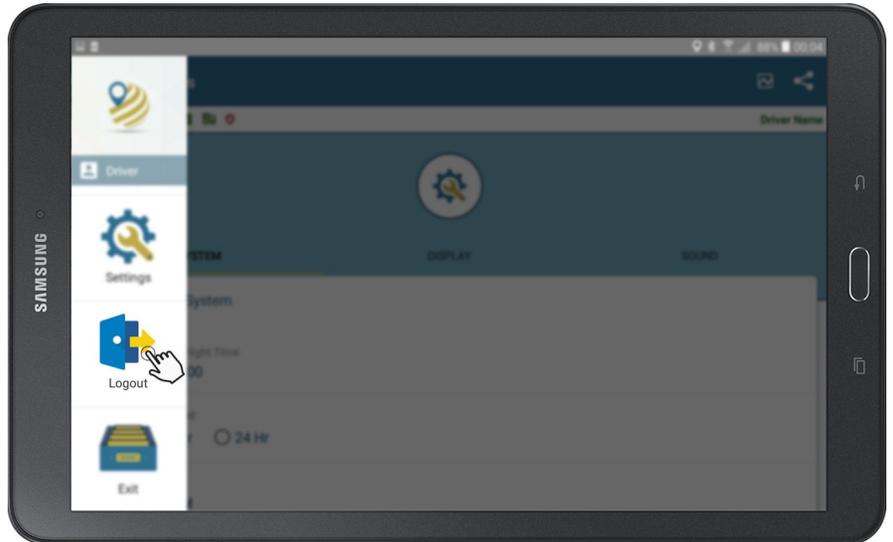
- ! Auto: It will pick up the time automatically and switch between night and day.
- ! Day: It will be used when the vehicle is being driven in the day.
- ! Night: It will be used when the vehicle is being driven in the night.

## LOGOUT

### How to logout from the system?

When you are no longer in control and care of the vehicle, you should always remember to logout from Hutch ELD/AOBRD.

- Go off-duty
- Tap System Menu
- Tap Logout
- Confirm the Logout message

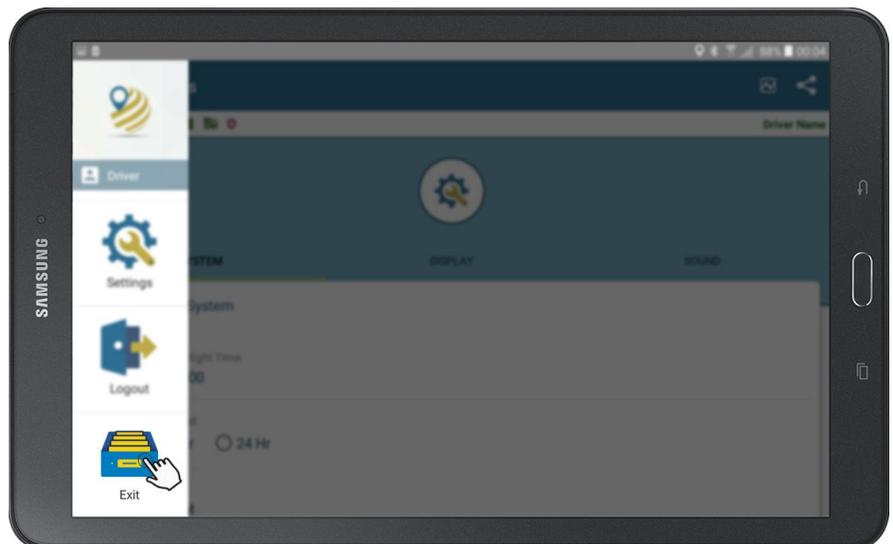


## EXIT

### How to Exit from the system?

When you want to exit the Application.

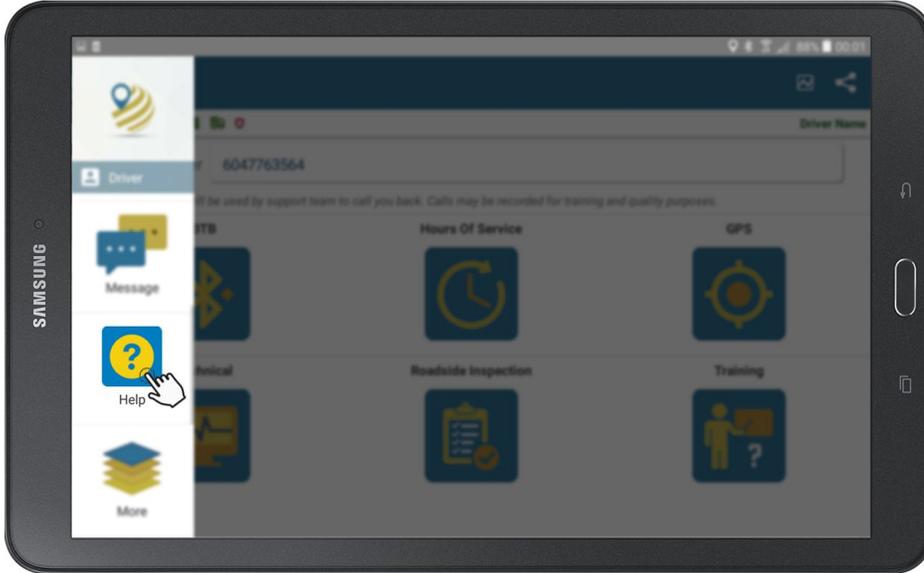
- Tap System Menu
- Tap EXIT



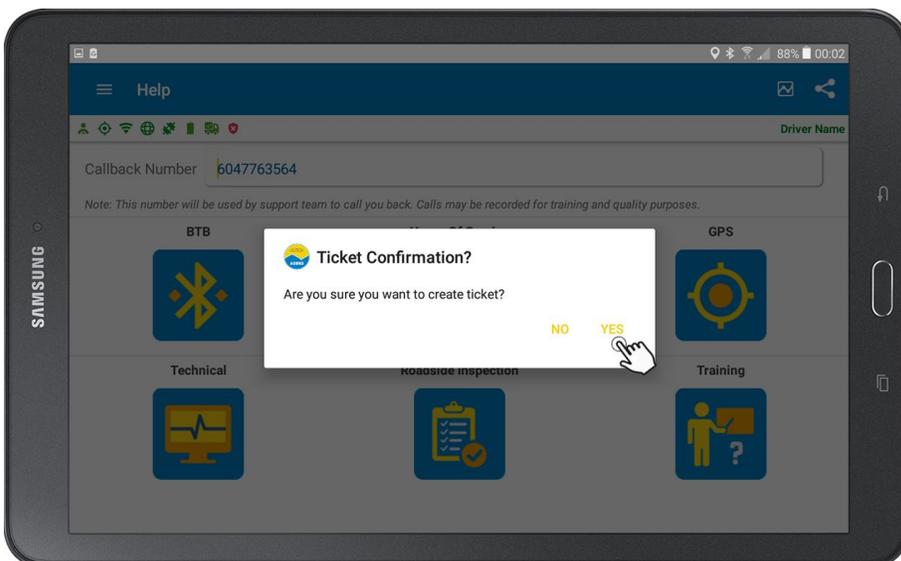
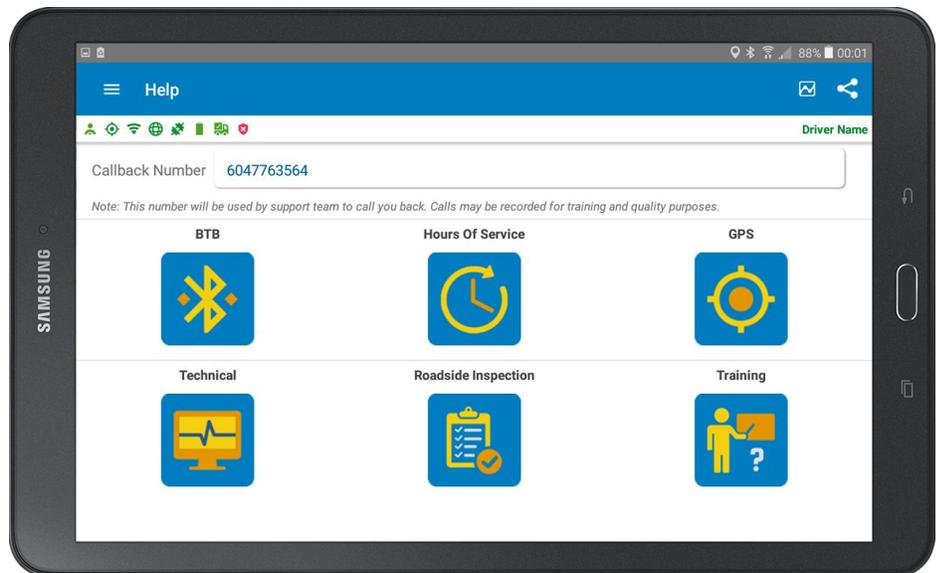
# HELP

## How To get HELP from Hutch Support?

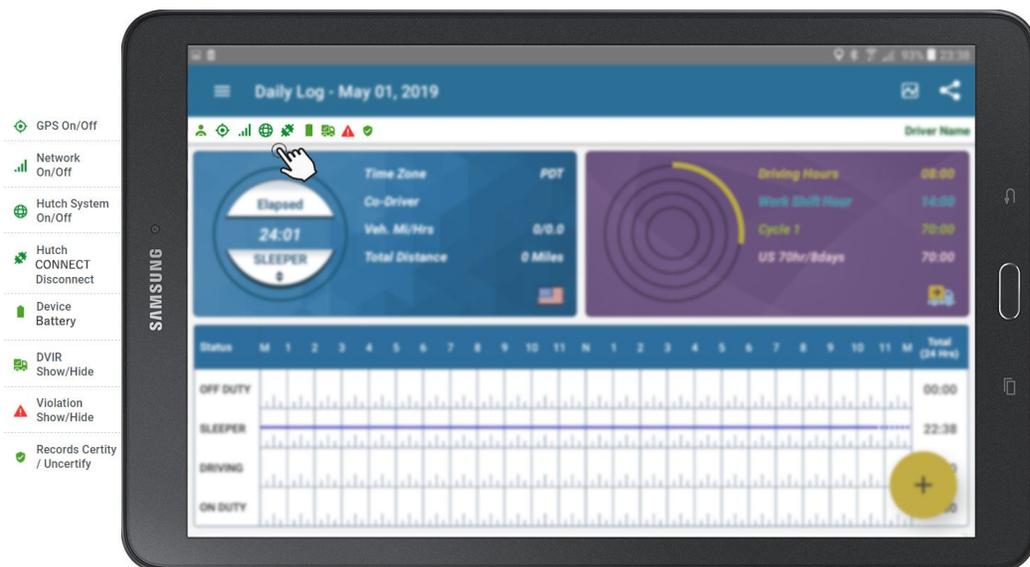
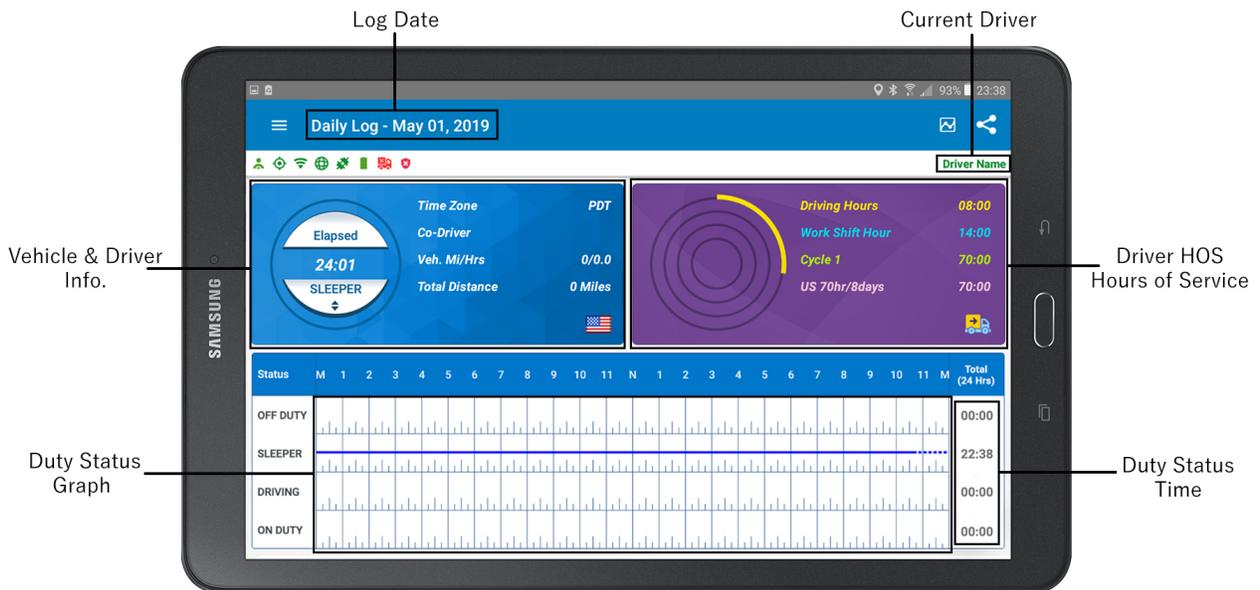
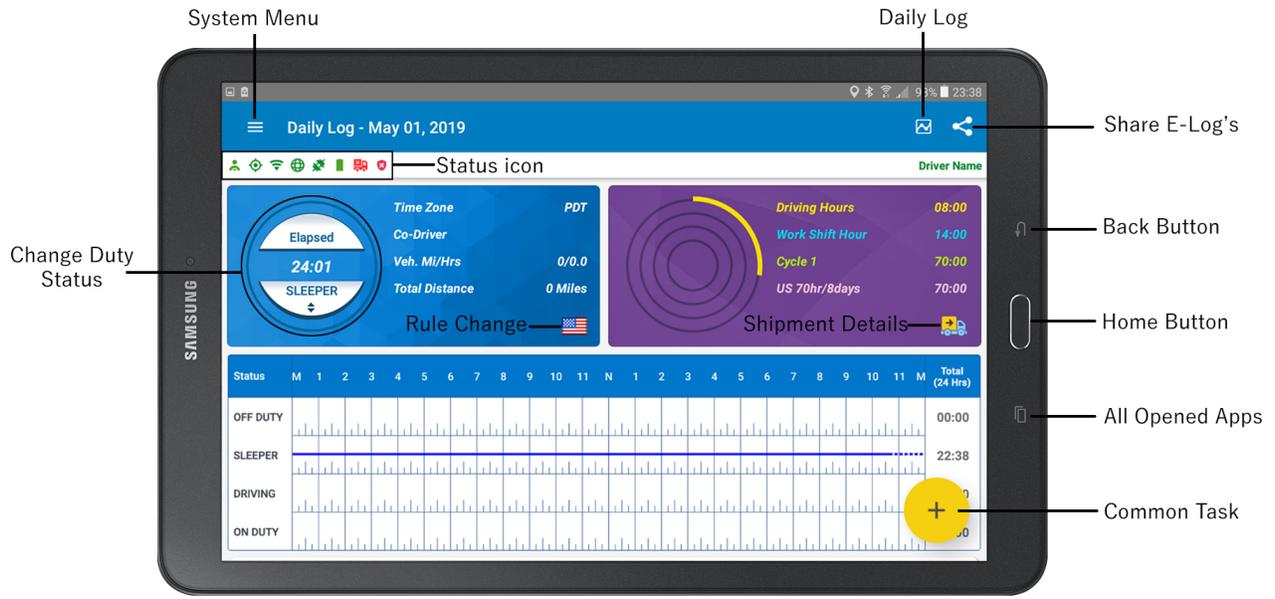
Hutch ELD/AOBRD helps in creating a ticket for the issues you are facing while using the Hutch software and hardware.



- Tap System Menu
- Tap Help
- Tap on type of Ticket you wish to create.



- Tap on yes to create a ticket.
- You will get a call on Call back Number mentioned .



# ELD MALFUNCTION MANUAL

Hutch Systems provides the ELD Malfunction Manual for drivers, which they can present to a DOT officer during an inspection in case of an ELD malfunction. As per FMCSA rules, this manual must be kept in the vehicle at all the times.

Guidelines set forth in §395.22 – Motor carrier responsibilities – In general. (h) A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle on ELD information packet containing the following items: (3) An instruction sheet for the driver describing ELD malfunction reporting requirements and record keeping procedures during ELD malfunctions.

## **How does the driver know if the ELD is malfunctioning?**

In the event device is plugged incorrectly to the vehicle OBD-II port, then the ELD light will turn yellow for diagnostics event and red for malfunction.

## **What does the driver need to do if the ELD is malfunctioning?**

- Contact Hutch Systems Support at +1 604 3564 776 or Email:[support@hutchsystems.com](mailto:support@hutchsystems.com) to troubleshoot the issue immediately.
- Note the malfunction and inform your fleet company within 24 hour with a written notice.
- Maintain the Records of Duty status manually until the ELD is serviced and back in compliance.



## What does the fleet company need to do if the ELD is malfunctioning?

- The fleet company must take actions to correct the malfunctions within eight days of discovery of the issue (whether it was reported by the driver or identified on their own).
- If a motor carrier needs a time extension, they must notify the FMCSA Division Administrator for the state of motor carrier's principal place of business within 5 days after a driver notifies the motor carrier according to the guidelines set forth in §395.34(2).

<b>Malfunction</b>	<b>Cause</b>	<b>Resolution</b>
<b>Power compliance</b>	It occurs when the ELD has more than 30 minutes of driving time lost in a 24-hour period.	Please contact your fleet immediately and use paper logs to maintain the record.
<b>Timing compliance</b>	When time deviation occurs and ELD device is not in synchronization with the server.	This issue will be auto-resolved. If it doesn't, then contact your fleet company immediately.
<b>Engine synchronization</b>	When more than 3 minutes of engine synchronization is lost in a 24-hour period.	Please contact your fleet immediately and use paper logs to maintain the record.
<b>Positioning compliance</b>	When GPS is disconnected or the vehicle is in an area without cellular network.	This issue will be auto-resolved. If it doesn't, then contact your fleet company immediately.



## Hutch ELD Log Event's Description

**ON DUTY (ON)**- *All time from when a driver begins to work or is required to be in readiness to work until the driver is relieved from work and all responsibility for performing work.*

**OFF DUTY (OFF)**-*Off Duty time is any time not spent on-duty, driving, or in the sleeper berth.*

**SLEEPER BERTH (SB)**-*Sleeper Berth Time is any amount of time spent inside the sleeper berth (e.g., resting or sleeping). The simple definition is an area separate from (usually immediately behind) the driving controls that includes a bed. The rules do not explicitly require that a driver must sleep, only that a driver must take a period of "rest" within the sleeper berth or off-duty (i.e., home).*

**DRIVING (D)**-*Driving Time is all time spent at the driving controls of a CMV.*

**YARD MOVE (YM)**- *Yard move is designed for those moments when you're moving your truck, but you're not really "driving". An example of this is when you've been asked to move a few metres in a parking lot or you're picking up a load and you need to get a bit closer to the loading dock. When you use the yard move feature, you will still be logged as on-duty. However, the time you spend in yard move will not cut into your available drive time.*

**PERSONAL CONVEYANCE (PC)**- *Personal conveyance is when you use your truck for personal transport. For example: when you're finished work for the day (so, off-duty) and you drive your truck home.*

**(ILC) Intermediate Log with Location Precision**- *This Log will come only when the driver is in driving mode. This record will be added into logs after every One Hour automatically .*

**(EU) Engine UP**- *Whenever the CMV engine is started this log will be added automatically.*

**(ED) Engine Down**- *Whenever the CMV is switched off or engine is shut down this log will be added automatically.*

**(CLR) Clear**-*If you use the Hutch ELD in PC/YM then this record will be added automatically once you have completed the PC/YM mode.*

**(CR) Certify**-*This Log will Be added If you have certified the Daily Log. All logs from previous day will have this log event if you have certified the previous logs.*

**IN**- *Once Driver login into the application this event will be added automatically.*

**OUT**- *Once Driver Log Out into the application this event will be added automatically.*