Ez ELD Tracking Management System

User Manual
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Hardware Installation

A specialized technician authorized by EZ TRACK will perform a professional installation down the dashboard to the diagnostic port, hidden from the view.

On the top of the dashboard will install a leds that indicates GPS/Bluetooth connection.

After the “Ez ELD Tracking Management System” device was installed, you must open the key. Approximately in one minute the indicator light will turn blue, indicating successful Bluetooth connection.

Starting Your Vehicle and Logging In

1. You need to search the Ez ELD App in the Google Play Store, and then tap on INSTALL bottom to download the App

2. To Login, open de Ez ELD App from your devices home screen, Select and a list of your company’s vehicles will appear, then select the vehicle do you want to connect to. They will be distinguished by the initials ELD and the economic number of the unit
Your device automatically attempts to connect to the vehicles ELD using Bluetooth.

3. Enter your username and password and tap Sign-In. Hold as a few seconds and the application will open in the LOGS section.
Once you have connected your mobile device to the Ez ELD your driving time will be automatically recorded.

At 0 MPH the vehicle is considered STATIONARY but, when is moving at 5 MPH or greater, considers the vehicle is IN MOTION and your duty status will automatically be set to Driving. You will not be able to access your logs or any other part of the app in this status.

When turning off the engine, the button will be activated to be able to change the current status. If in five minutes don’t make any change, a pop-up window will appear that ask if you would like to change your status.

You have 1 minute, if nothing is selected, automatically be changed to the Duty Status Section.
Reviewing The Home Screen

- **Menu**
- **Current duty status**
- **HOS icon**
- **Status of connection to unit**
- **Current Status Bar**
- **Event List**
**LOGS** are the principal screen that show the event list screen of the Hours Of Service data for an individual day.

**DOT** The initial screen in Inspector Mode shows the daily HOS log entries for the past 15 days in a summary.

**DOCUMENTS** is the Shipment Information, displays the bill of lading or manifest number entered by the driver.

**DVIR** it’s an inspection report on start-up.

**CO-DRIVER** is a driver who takes turns driving the same vehicle with you. Only one driver may be assigned to a vehicle at a time. This is the current driver. If you are using Hours of Service, any HOS event data generated is assigned to the current driver. This includes HOS status information, mileage driven, and any violations, diagnostic events, or malfunctions.

**LOG OUT** Once the “Logout” option is tapped, the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely.
Changing the Driver’s Duty Status

To change the duty status of the driver, tap the Duty Status button and select the appropriate driver duty status from the drop down list.

<table>
<thead>
<tr>
<th>Duty Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving</td>
<td>An ELD automatically switches to driving status once the vehicle is moving at a speed of no more than five miles per hour.</td>
</tr>
<tr>
<td>On-Duty Not Driving</td>
<td>When the vehicle has not been in motion for five consecutive minutes, the ELD will prompt the driver to confirm driving status or enter the proper status. If the driver doesn’t respond within one minute, the ELD will automatically switch to on-duty not driving.</td>
</tr>
<tr>
<td>Off-Duty</td>
<td>The driver should indicate off-duty status for non-driving on-duty periods or must edit and annotate the record later. Periods of authorized personal use (see Special Driving Categories, below) may also be considered off-duty time.</td>
</tr>
<tr>
<td>Sleeper Berth</td>
<td>The driver should indicate sleeper berth status for sleeper berth periods or must edit and annotate the RODS later.</td>
</tr>
</tbody>
</table>
Inserting a Missing Record

On the main Logs screen, select the day you need to edit. Tap on the **Insert Past Duty** button, make any required changes, and select a reason for the edit from the drop down list:

- Set the start time and end time
- Select Off Duty, Sleeper Berth or On Duty
- Tap on the Location field to enter your specific location.
- Enter comments.
- To finalize you should always sign the editions.

And then tap the **Save** button to enter the changes.
Events Form

From here, you can update the other required information that must appear in the driver’s daily log: Truck and Trailers number and shipping docs, like bill of lading or manifest number entered by the driver.

1. Tap on **FROM** tab.
2. Tap on **Add Information** and fill the required data
3. To finish tap the **Save** button
Create a DVIR

It is an inspection report on start-up.

1. Select the DVIR button from the log main screen
2. Tap on + Add New DVIR
3. Assign the vehicle and tap the Done button
4. Enter the time of inspection.
5. Tap on the location field to enter your current location.
6. Odometro capture is optional.
7. Tap on the + to Add/Remove Issues and select the defects of the list and tap **Done** to enter the information.
8. Tap the **Save** button to finish the inspection report.
Sign Your Logs

At the end of the day you need sign your log. From the logs screen, tap on the day would you like to sign.

1. Select the sign tab on top then new sign
2. Write your signature and save. A confirmation message going to appear tap Agree to finish.
HOS screen is a plug-in for monitoring your federal Hours of Service status and checking that it complies with legal restrictions. This screen appears when you select HOS bottom

### Interstate - Federal Rules

<table>
<thead>
<tr>
<th></th>
<th>Cycle</th>
<th>Shift Limit</th>
<th>Drive Limit</th>
<th>Until Break</th>
<th>Break Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>US60hr7days</td>
<td>7 days</td>
<td>14 hours</td>
<td>11 hours</td>
<td>8 hours</td>
<td>30 minutes</td>
</tr>
<tr>
<td>US70hr8days</td>
<td>8 days</td>
<td>14 hours</td>
<td>11 hours</td>
<td>8 hours</td>
<td>30 minutes</td>
</tr>
<tr>
<td>California80hr8days</td>
<td>8 days</td>
<td>16 hours</td>
<td>12 hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Texas70hr7days</td>
<td>7 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An **HOS Violations** notice will be issued when your time spent in the current HOS status causes a HOS rule to be broken.
Sending Your Records

During a Safety Audit, motor carriers may be asked to submit documents supporting the driver’s record of duty. Such documents can include any of the following: toll receipts/records, fuel receipts/records, bills of lading, trip reports or another type of document for verification.

The initial screen in Inspector Mode shows the daily HOS log entries for the past 8 days in a summary list. To view the HOS details for a single day, tap the file you are interested.

You can share the HOS logs with the FMCSA, either by email or by uploading them directly to a server. To do this:

1. Go to the summary list in the DOT section on the Menu. A window with a message will appear, to continue tap the **Inspect** button.
2. Tap the interested log to see the events to send the record tap the send button 📧 in the downer right corner of the screen.

3. On the send Data screen select the method for sharing the logs, enter the email address of the recipient and, optionally, write a note.

4. If there are several logs to send, hold 3 seconds the screen to activate the select mode and tap any you need to attached.
Loging a Co-Driver

A co-driver is a driver who takes turns driving the same vehicle with you. Only one driver may be assigned to a vehicle at a time. This is the current driver. If you are using Hours of Service, any HOS event data generated is assigned to the current driver. This includes HOS status information, mileage driven, and any violations, diagnostic events, or malfunctions.

To log in a new co-driver:

1. From the Home screen, tap the Menu then Co-Driver.
2. Will send you to the Drivers Screen, to enter a credential tap the ADD button.
3. The Co-Driver must enter his username and password provided by the User Administrator, to finish tap the Accept buttom. If the data is incorrect the application will show an error message to try again.
Switching Driver

1. To switch from one co-driver to another:
2. Ensure that the vehicle is stationary and the current driver is not in driving status.
3. From the Home screen, tap the Menu then Co-Driver.
4. The screen shows a list of all users that are currently logged in as co-drivers.
5. Tap the switch button – A confirmation message going to appear, tap the Agree button to continue.

The current driver will be switched to the co-driver.
Logging Off

Follow these steps after you have stopped driving:

1. Stop your vehicle.
2. Turn off your vehicle's engine.
3. Log out of Ez ELD App. If you have a co-driver, he or she should also log out of Ez ELD App.
Support

For additional information:

(686) 488 7010
(686) 488 7020 - 7030

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