




**SIMPLE TRUCK ELD**  
**ANDROID APP USER MANUAL FOR DRIVERS**

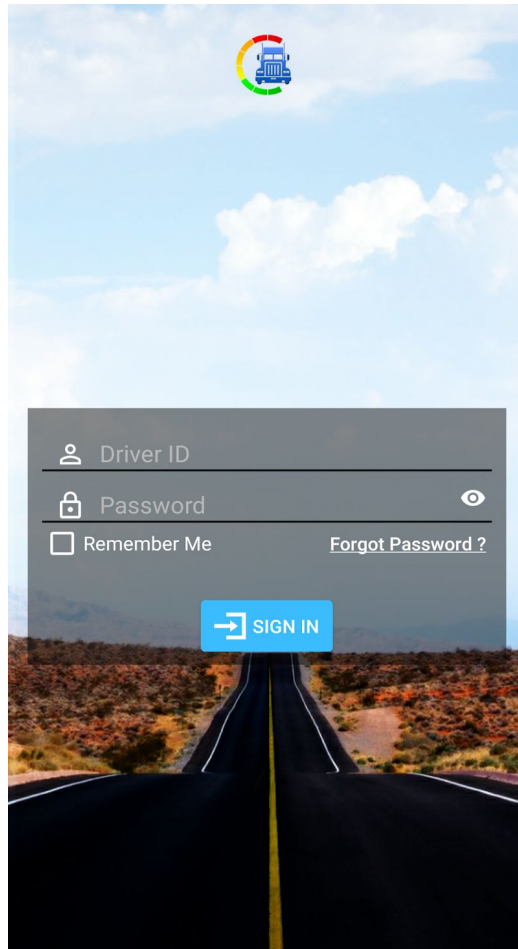
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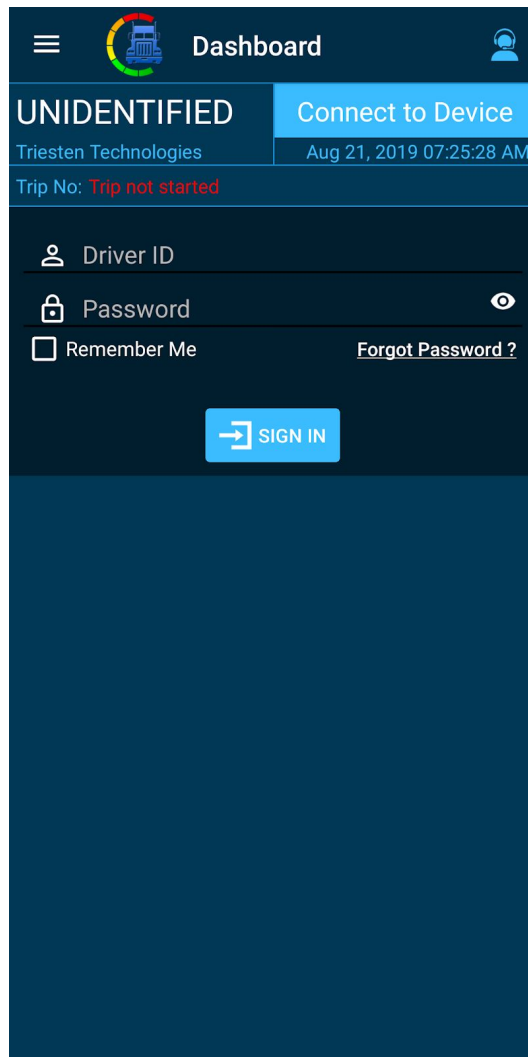
# 1. LOGIN CREDENTIALS

## 1.1 Enter login credentials

- a. Make sure mobile data is on.
- b. Enter your Driver ID (A 4-6 Digit number that was generated by the back office dashboard when the driver's profile was created).
- c. Enter your password. It will not be displayed. To display the entered password, click on .
- d. To automatically display the password next time you login, check the Remember Me check box.
- e. Click on Sign In button.

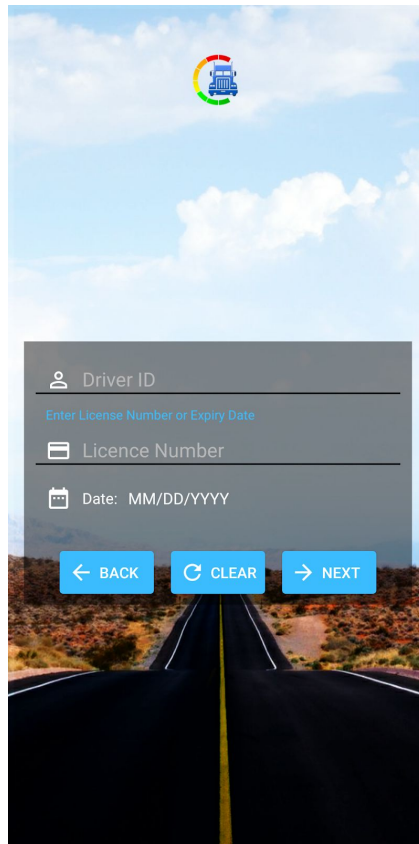


After app installation, If driver has logged in and logged out once, next time the login page will be displayed as unidentified profile. In Unidentified Profile also you can follow the same process to Login.

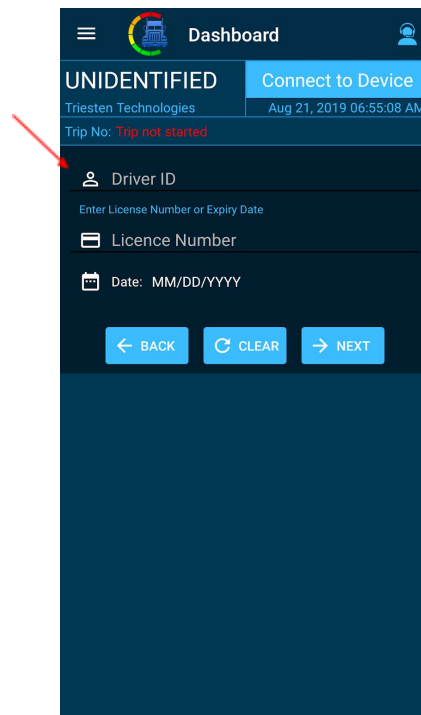


## 1.2 Forgot password

- a. Click on **Forgot Password?** link to generate a new password.
- b. Password reset can be done by giving **driver id, license no and license expiration date.**
- c. Set new password alert is seen.
- d. Once you have reset; login to your account.
- e. Password successful pop-up is displayed.

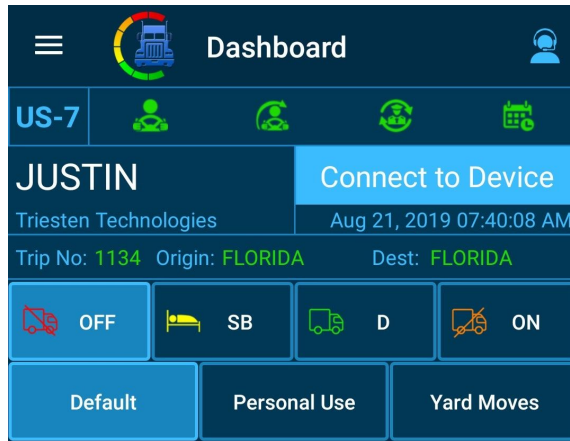


In Unidentified Profile also you can follow the same process using Forgot Password link to generate Password.

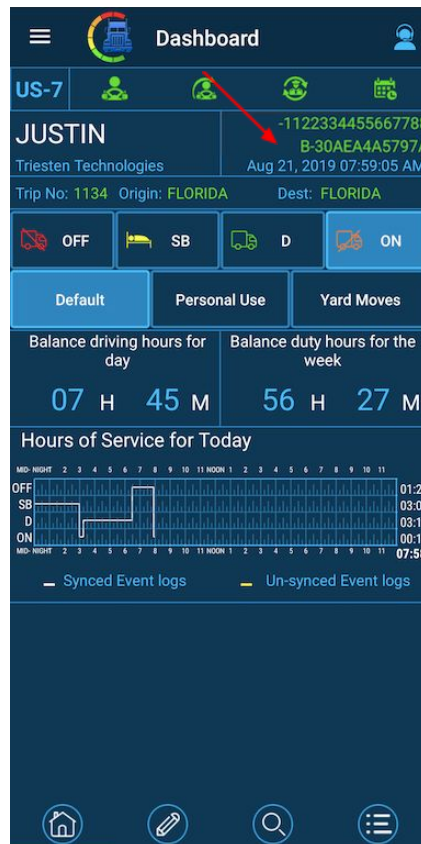


## 2. Home Page

Once you login you will be on the app home page. In the upper right corner click Connect to ELD.



The app will sync with the ELD and the home page will look as shown below. The VIN number will be displayed in green text above the date and ELD device name is displayed below the date.



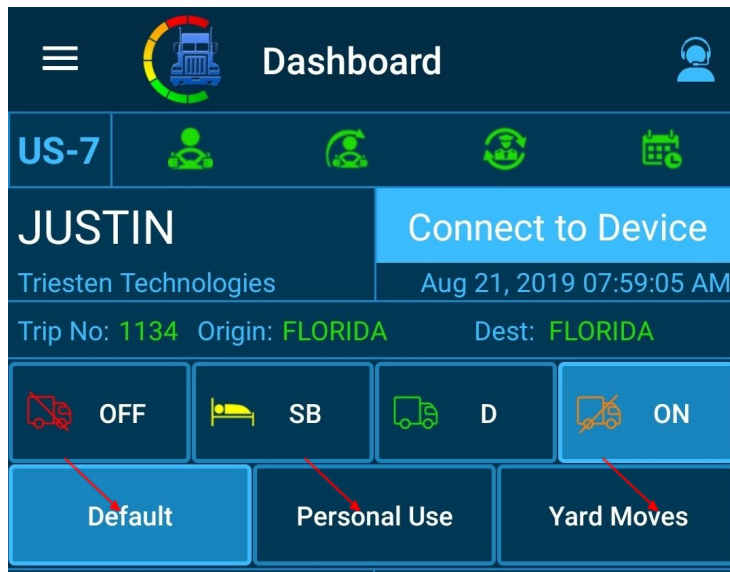
## 2.1 App's Dashboard

- On the left-hand side driver's name, business name, trip no and start location/ trip origin are displayed.
- On the right-hand side VIN no, date and ELD no. is displayed in green.
- Balance driving hours for the day displayed on the left and Balance Duty hours for the week on the right respectively.

### 2.1.1 VIN Selection

In Some case trucks may not stream the VIN. In order to resolve this,

- Login into [www.SimpleTruckELD.com](http://www.SimpleTruckELD.com)
- In the dashboard from the left menu click "My fleet".
- Click "Add Fleet" pop up screen opens.
- Please fill in the VIN, Plate number and Truck no and click "Save".
- Continue steps a-d, if you have more than one truck.
- Now when you login from the APP, when the VIN is not streamed, you will get a pop up, listing the truck numbers (the information we have added in "My fleet").
- Select the truck number.
- Now the App will bind the VIN to the SSID, so that VIN will be a part of the data stream from the truck.



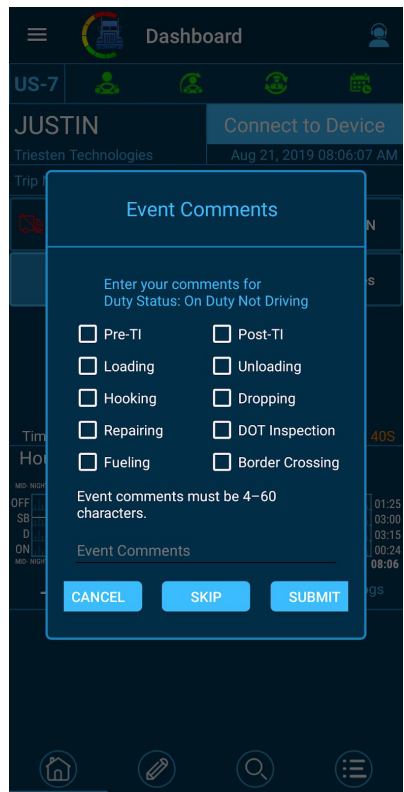
## 2.1.2 Mode of driving

- In the ELD Dashboard screen, click to select the Driver mode of driving.
- In the Mode of driving Strip, select Default to access all the duty status (off duty, Sleeper Berth, Driving, On duty, Waiting Time).
- Once the Driving Mode has been selected, you can select the duty of driving accordingly  
Comments dialog box appears.

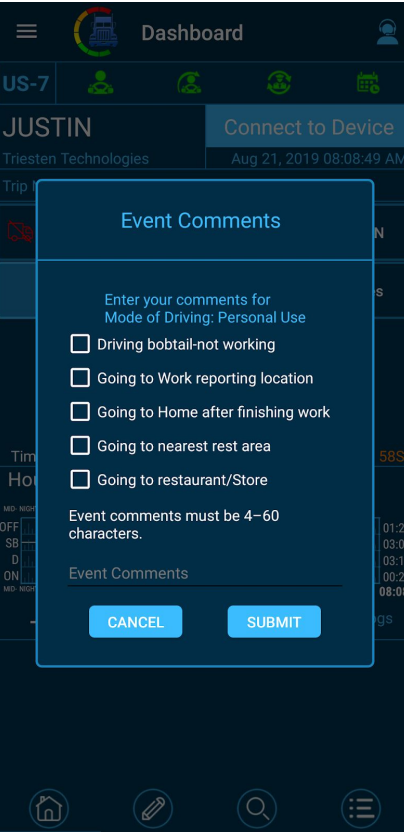


- Enter your comments and click on Submit button to record your comments. If you do not want to record your comments, click on skip button.
- You can view the following Event Comments popup for On Duty Not Driving duty status.

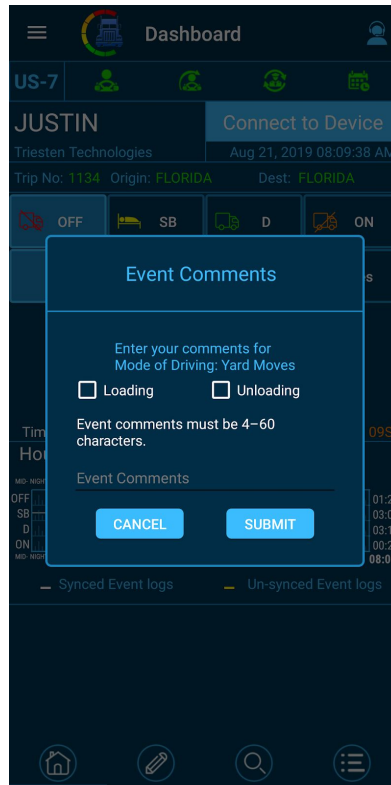




f. You can view the following Event Comments popup for Personal Use.



g. You can view the following Event Comments popup for Yard Moves.



- h. The selected Driver mode is displayed on the ELD Dashboard.
- i. You can select same as to change Driving mode to PERSONAL USE and YARD MOVES.

NOTE	The following categories are available: <b>Default</b> – Select for on duty driving <b>Personal Use</b> – Select for personal use <b>Yard Moves</b> – Select for yard shuttle service
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NOTE	If you select <b>Default</b> , the <b>Duty of Status</b> dialog box is enabled. You can choose an appropriate option based on the driving situation.
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### 2.13 How to select Duty of Status

- a. Click on the appropriate Duty of Status.
- b. The selected Duty of Status is displayed on the ELD Dashboard.



## 2.1.4 Vehicle status

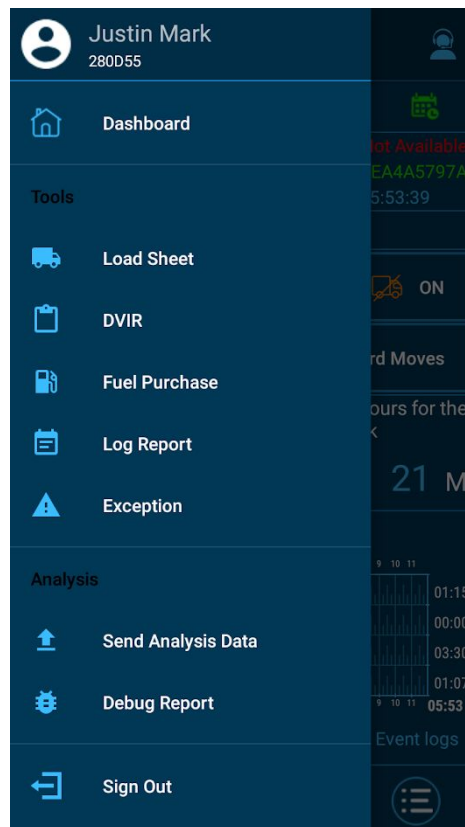
For example, if your duty status is in driving, but the vehicle is idle more than 5 minutes, the vehicle status displays a pop up message to suggest you to change your driving status.

## 3. MENU PAGE

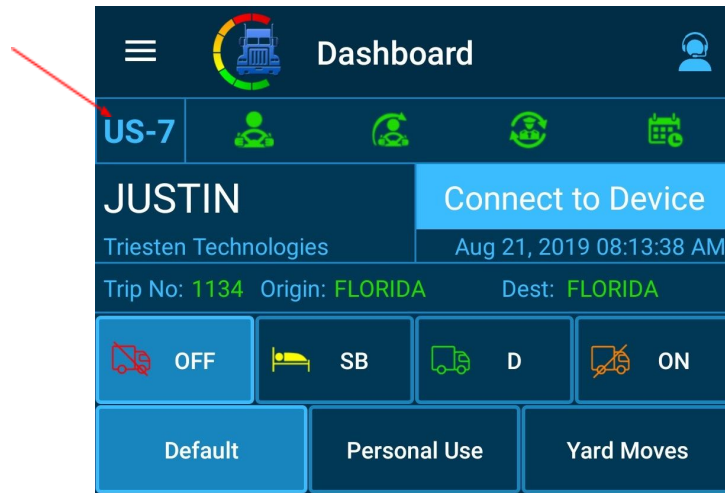
Menu page contains all the app features like Load Sheets, DVIR, Fuel Purchase and Log Report.

For example, if you are entering Load sheet details and if you want to move to DVIR, you can select the Menu icon on the top left and you can easily navigate to different features in the App.

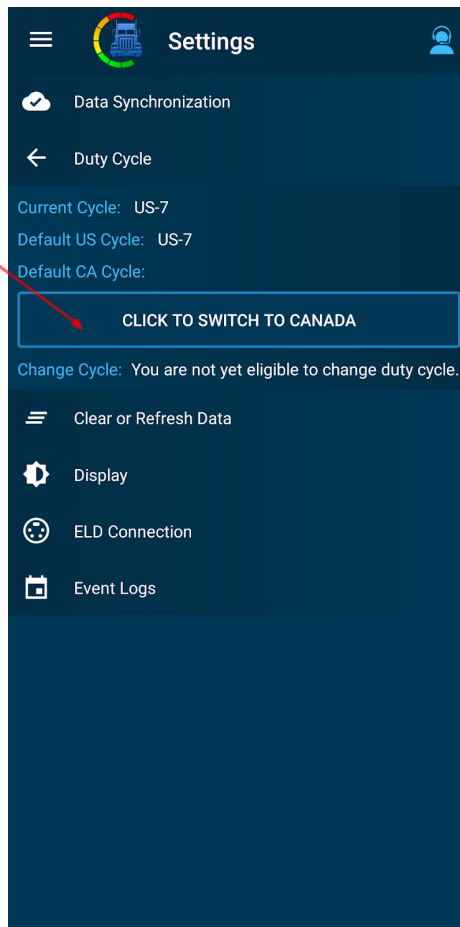
Once you are done with your driving service you can sign out of the app by clicking the Sign out from the top left menu icon.



## 4. Driver Duty Limitation



Your Driver Duty Limitation status is located in the top left most icon, which reflects the type of driving you selected from the website for that particular driver. There are currently 12 types of driving limitations. Can switch to Canada rule from default rule by using switch option from Settings on the left side menu.



- a. **US 7 Day's 60 Hours:** It is the rule of driving 60 hours a week which you selected from the Simple Truck ELD website.
- b. **US 8 Days 70 Hours:** It is the rule of driving 70 hours a week which you selected from the Simple Truck ELD website.
- c. **100 Air Miles:** Rule indicates that the driver is driving within 100 mile radius of their yard or main office.
- d. **150 Air Miles:** Rule indicates that the driver is driving within 100 mile radius of their yard or main office.
- e. **Construction Material 7 Days 60 Hours:** Rule indicates that the driver is driving 60 hours a week for the vehicles which is use for construction work/purpose.
- f. **Construction Material 8 Days 70 Hours:** Rule indicates that the driver is driving 70 hours a week for the vehicles which is use for construction work/purpose.
- g. **Ground Water 7 Days 60 Hours**
- h. **Ground Water 8 Days 70 Hours**
- i. **Passenger 8 Days 70 Hours**
- j. **Passenger 7 Days 60 Hours**
- k. **Canada 7Days 70 Hours**
- l. **Canada 14Days 120Hours**

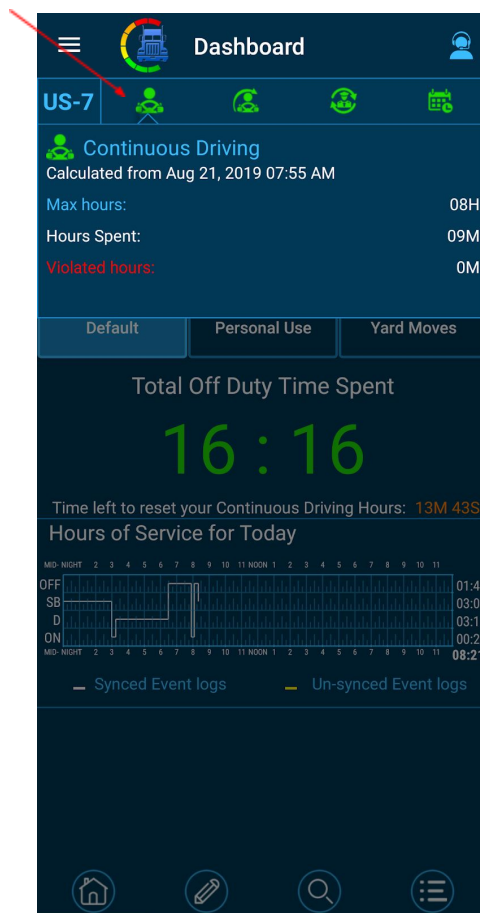
## 5. VIOLATION STATUS

You can view your violation status via the four primary sub icons located in the top row of the app.



### 5.1. Continuous Hours

The rule of Continuous hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the Simple Truck ELD website.



- Hours spent:** Summary of total continuous hours driven per day.
- Max Hours:** As per the rule of continuous driving is allowed on the basis of duty of limitation which you select.
- Violated Hours:** Shows the number of hours driven more than the rules.

## 5.2 Driving Hours

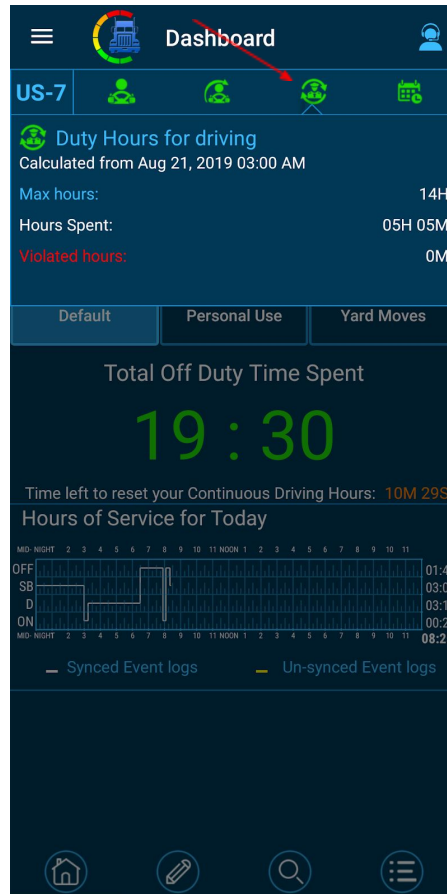
The rule of Driving hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the Simple Truck ELD website.



- Hours Spent:** Summary of total driving hours per day.
- Max Hours:** As per the rule of driving is hours allowed on the basis of duty of limitation which you select.
- Violated hours:** Shows the number of hours driven more than the rule.

## 5.3 Duty Hours

The rule of Duty hours will depend upon the duty of driving and on duty hours which you selected for the driver during creation of driver ID from the Simple Truck ELD website.

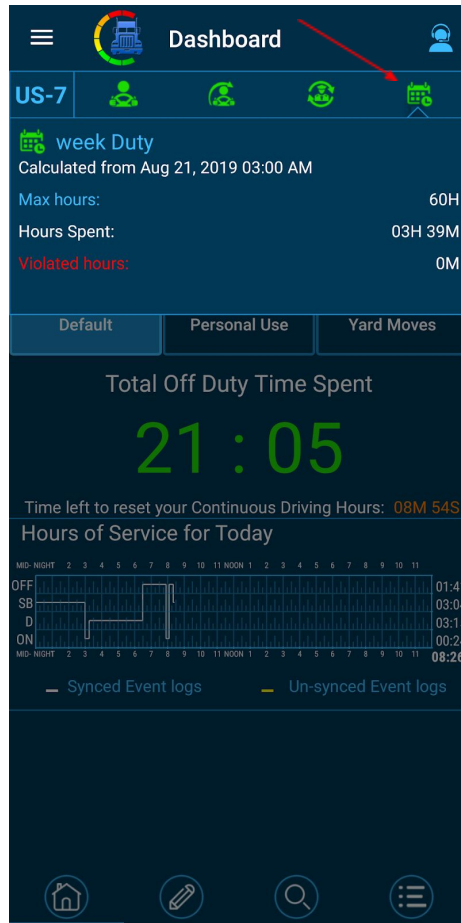


- Hours Spent:** Summary of total driving and on duty hours per day.
- Max Hours:** As per the rule of duty hours is allowed on the basis of duty of limitation which you select.
- Violated hours:** Shows the number of hours driven more than the rule.



## 5.4 Weekly Hours

The rule of Weekly hours will depend upon the duty of driving which you selected for the driver during creation of driver ID from the Simple Truck ELD website.



- Hours Spent:** Summary of total driving and on duty hours for the week.
- Max Hours:** As per the rule of weekly hours is allowed on the basis of duty of limitation which you select.
- Violated hours:** It shows the number of hours driven more than the rule.s

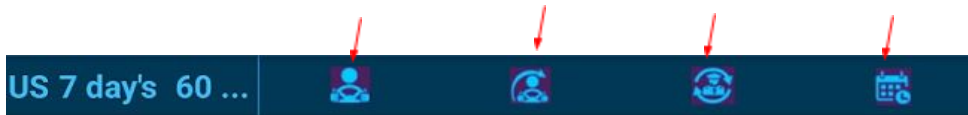
## 5.5 Violation Icon Behaviour



Green Icon represents your current Continuous Hours, Driving Hours, Duty Hours and/or Weekly Hours under non – violation status.



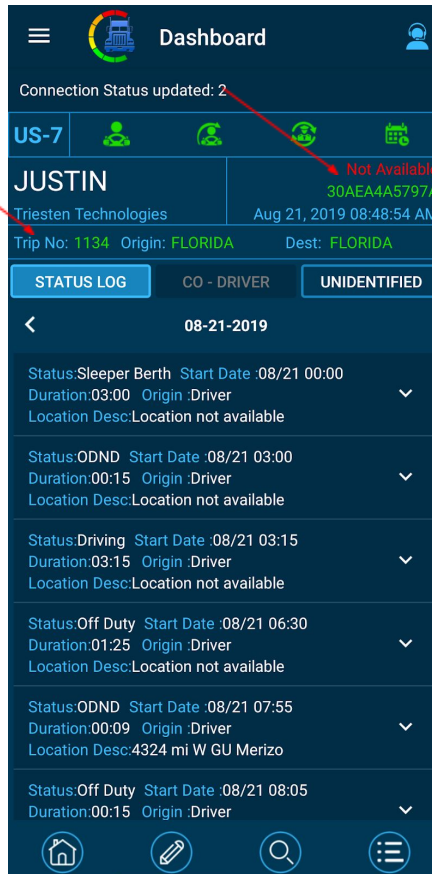
Orange Icon represents your current Continuous Hours, Driving Hours, Duty hours and/or Weekly Hours about to be in violation status i.e. the icon colour will change in orange before 30 Mins



Red Icon represents your current Continuous Hours, Driving Hours, Duty Hours and/or Weekly Hours exceeded the hours limitations and you have violated the hours.

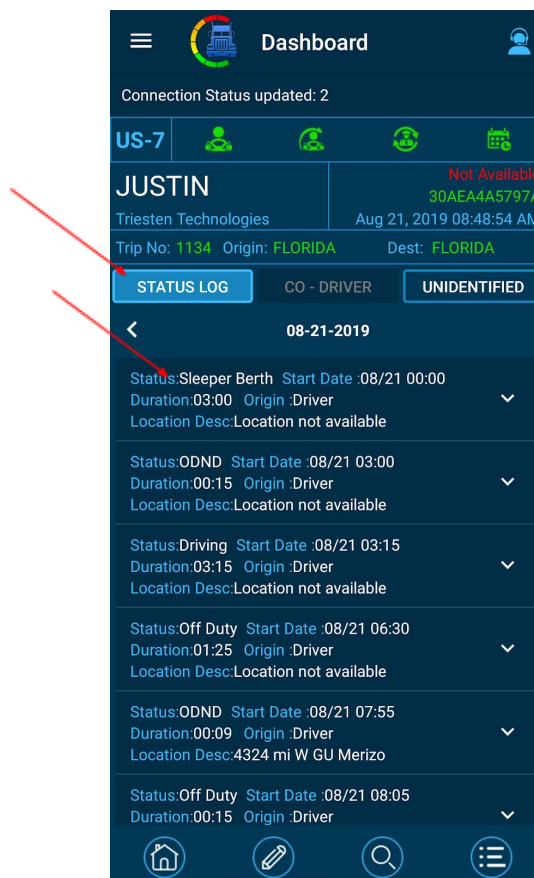
## 6. SELF-INSPECT MENU

The dashboard of Self Inspection page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.



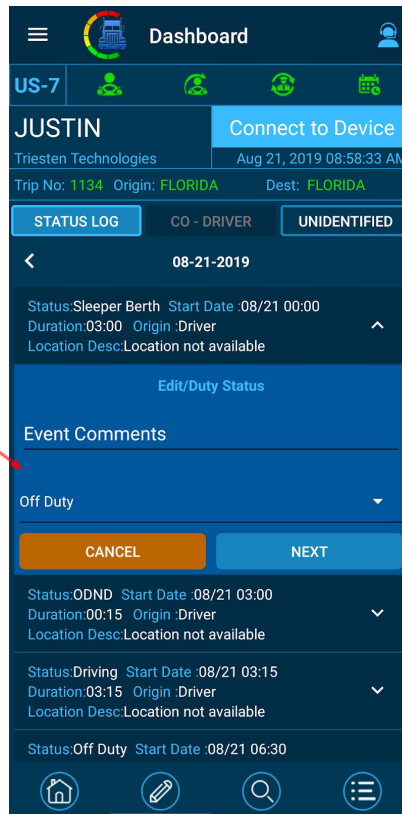
## 6.1 Status Logs

- STATUS LOG:** By selecting the status log button, it displays **Duty status logs** of the driver on the present day.
- UNIDENTIFIED:** When you sign out the app and reopen the app it goes to the unidentified profile. You can change the duty status in unidentified profile. Later you can assign the unidentified logs to your account by using this unidentified button. Just select the unidentified logs and click the floating action button and assign the logs to your account.



## 6.2 Edit Status Logs

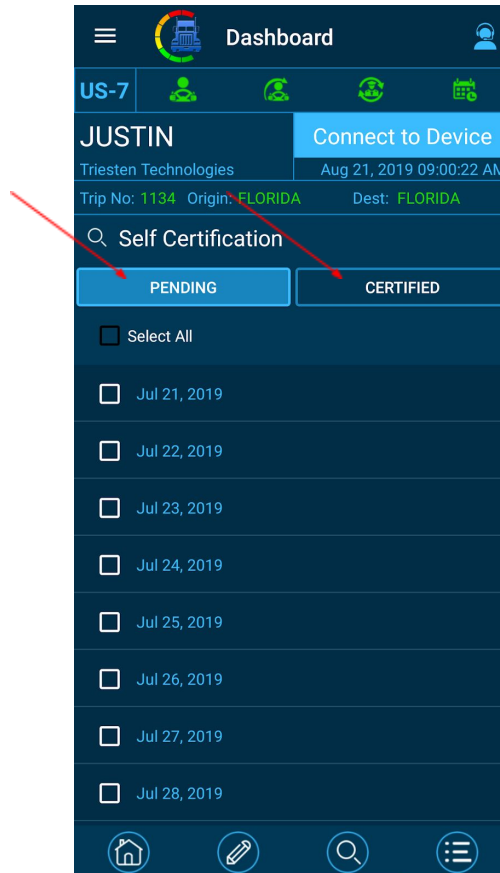
If you click an event, you will get the option to edit the logs. Once you click Edit button, you can view the Duty Status button to change the status of driving such as Off Duty, Sleeper Berth, Driving and On Duty Not Driving. Select the option which you want to change or edit accordingly.



## 7. SELF-CERTIFIED MENU

The dashboard of the Certify page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.

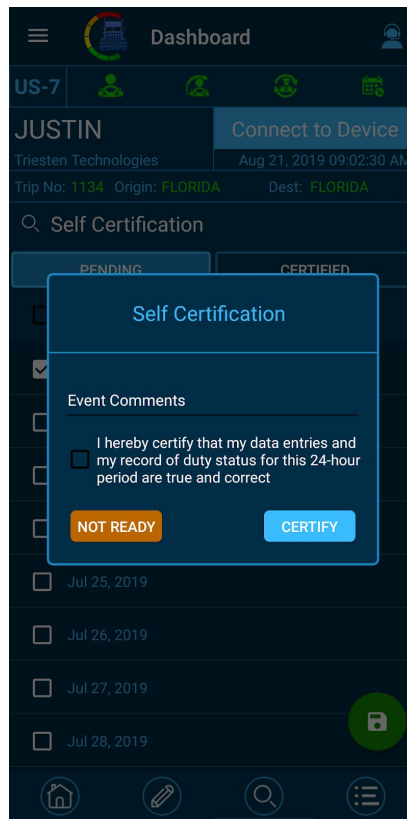
Certify primarily contains PENDING and CERTIFIED details.



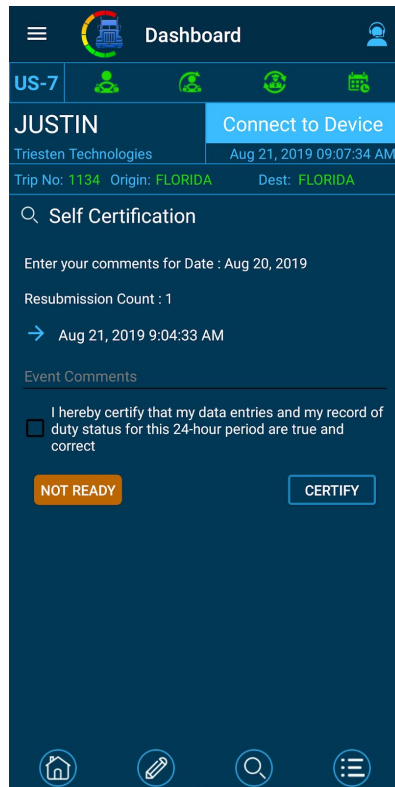
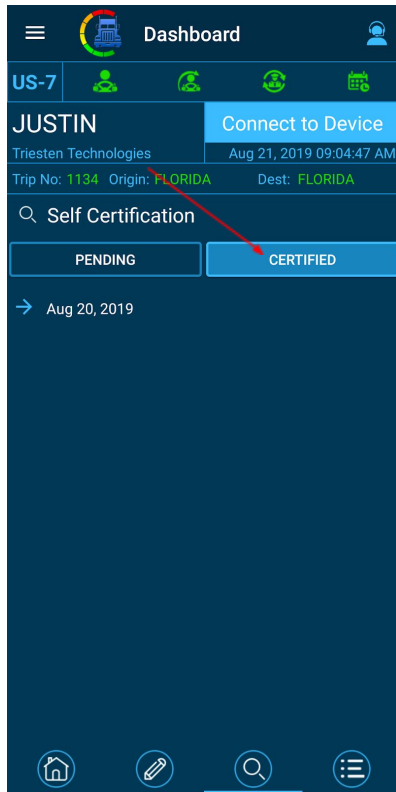
- a. **PENDING:** When you select the pending button, it displays the message which indicates the particular self-certified items for a specified date that were not completed.

For **example**, if you did not self-certified for a particular date, you can click on that date which is shown by the app and you can certify it by entering comments and certify. Then it will reflect to you in the certified menu.

After entering comments for a particular Pending self certified item, You can view that under the Certified button.



- b. **CERTIFIED:** By selecting "Certified" button, it displays the dates which you already self-certified. You can also edit the previously certified data, but your "Re-submission" count will increment when you edit your self-certified data again.

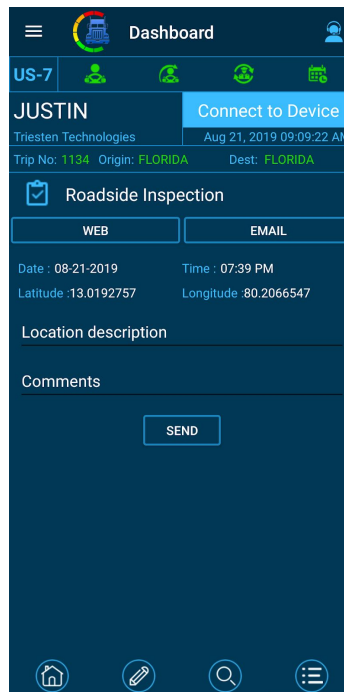




## 8. REPORT MENU

The dashboard of the Report page contains Driver name, Truck VIN details, Date, ELD details, Company name, Trip number, origin, and destination.

Report page records your engine data live. The report has VIN number, RPM readings, Speedometer reading, Duty Status, Violation status, ELD Firmware version, and Location status.



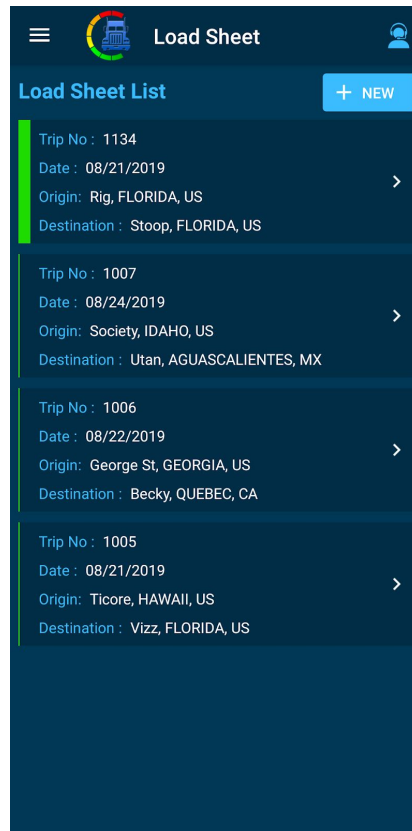
We have 2 ways of submitting logs to FMCSA via WEB and EMAIL by selecting the either one of it, fill the Location description and comments and then click send button.

## 9. ELD Malfunction Procedure

1. Red Error Icon is shown on every screen when ELD Malfunction is Detected.
2. Malfunctions are collected per Table 4 of the SimpleTruck ELD rule.
3. Driver is required to contact their company within 24 hours.
4. Driver needs to re-generate paper logs for past 7 days when this happens.
5. Continue maintaining paper logs until the time ELD is serviced
6. Company can create inspection report and send it to SimpleTruck ELD for diagnostic.

## 10. TRIP/LOAD SHEET MENU

You can create your load sheet by using the **Simple Truck ELD website** or **Simple Truck ELD App**.



## 10.1 Add Load Sheet

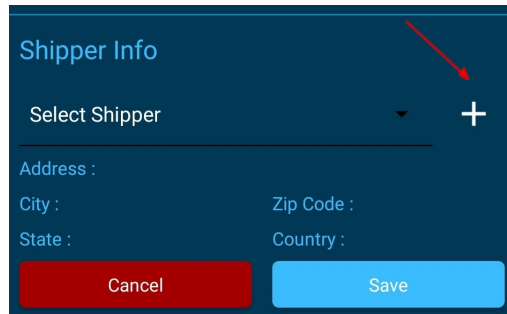
After clicking Add Load Sheet the next screen opens where you can add your load information such as Date, Load Type, Origin, Destination, Driver (you can add co-driver), Vehicle type and Trailer number.

**Note:** You can add your co- driver if required or you can leave it blank.

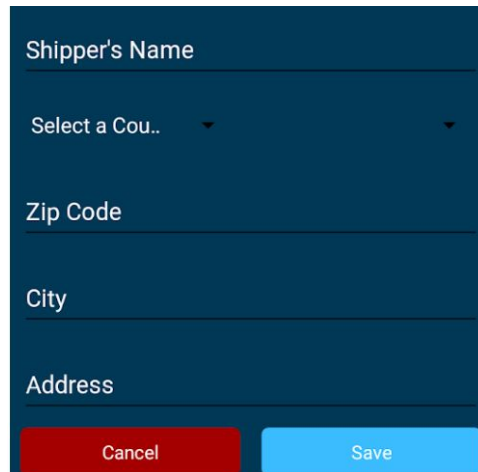
The screenshot shows a mobile application interface for a 'Load Sheet Form'. The title bar at the top includes a menu icon, a truck icon, the text 'Load Sheet', and a user profile icon. Below the title bar, the form is titled 'Load Sheet Form' with an 'ADVANCED' button to its right. The form contains several input fields: 'Load Number', 'Truck Number', and 'Trailer Number'. Below these is 'Consignee/BL' and 'Odometer Reading in Miles' with a value of '0.0'. There are two dropdown menus for 'Origin' and 'Destination', both currently set to 'Select a Country'. Below these are two 'City' fields. The 'Date' field is labeled 'Date : Click to Choose'. The 'Co Driver' field is labeled 'Co Driver: Choose a Co-Driver if applicable'. At the bottom of the form are two buttons: a red 'Cancel' button and a blue 'Save' button. A red arrow points to the 'Origin' dropdown menu.

## 10.2 Add Consignment

- a. By clicking Add consignment, it will proceed to next screen where you need to fill **shipper details**.



To **Add Shipper Details**: Enter Shipper name, Country, Zip Code, City and Address. Click Save to proceed.



**Note:** You can't edit Shipper details once you have saved via App but you can edit through Simple Truck ELD website.

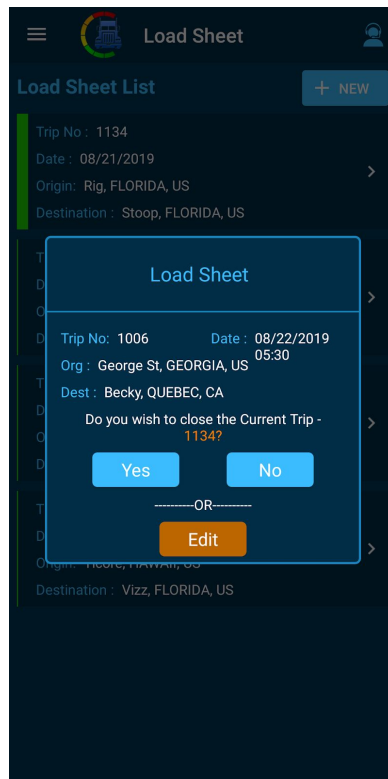
- b. **Consignment Info:** Here enter consignment details such as Billing date, Description, Packing type, Quantity, Weight, Delivery notes and P.O Number.

- c. **Consignee Name:** Here enter consignee details such as Consignee Name, Address, Country, City, State and Zip Code.

After filling above load sheet information click the save button. The Load Sheet information will be available inside Load Sheet Dashboard.

You can create multiple Load Sheets and you can select the required Load Sheet according to the trip.

Once you select the required Load Sheet you can Edit or Use the Load Sheet. When you Use the Load Sheet your Load information is on the **main home dashboard** where you can track your trip.



Once you are done with your trip you can select the respective Load Sheet and you can **close the Current Trip** by clicking **"Yes"**.

## 11. FUEL PURCHASE

- a. Fuel Type  Select your fuel type from dropdown.
- b. Gallons / Litres  Enter the Gallons / Litres purchased.
- c. Amount: Enter the Gallons / Litres amount.
- d. Capture Bill  You can take picture of your Fuel Receipt and our app saves it.

Fuel Purchase

Device Date : 08-22-2019 Time : 09:36 AM  
Home Terminal Date : 08-21-2019 Time : 11:06 PM  
Latitude : 13.0192173 Longitude : 80.2064923

Gallons Litres

Quantity Amount

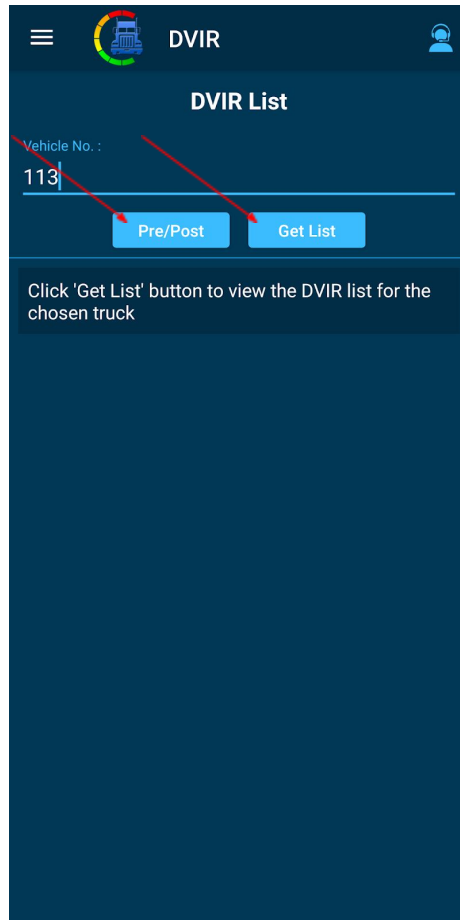
Fuel Type : Select Fuel Type Truck No.:

Click the icon to capture bill

SAVE

## 12. DVIR MENU

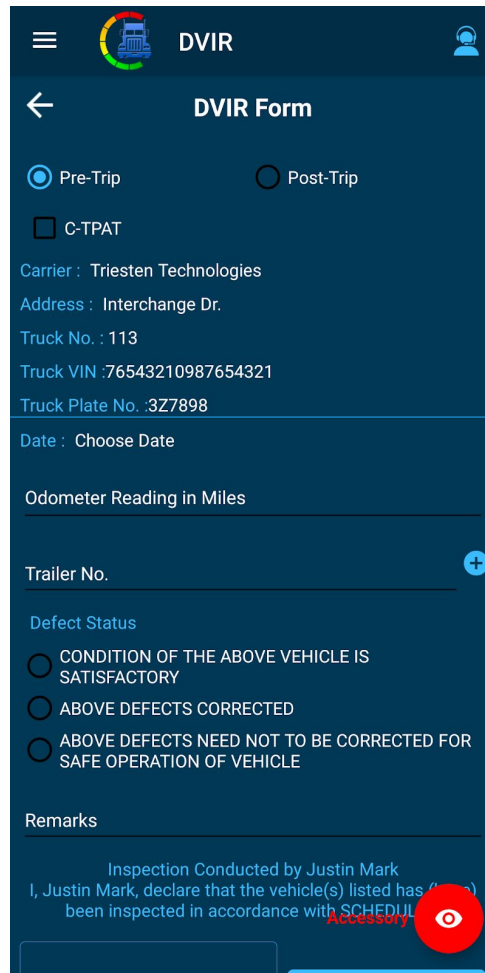
Driver Vehicle Inspection Report (DVIR) primarily contains "Pre/Post" and "Get List".







## 12.1 Pre-Trip

Pre-trip is a mandatory report which need to be checked and signed before you begin your trip.



The screenshot shows a mobile application interface for a DVIR (Driver Vehicle Inspection Report) form. The title bar at the top is dark blue with a hamburger menu icon on the left, a truck icon in the center, and the text 'DVIR' on the right. Below the title bar is a back arrow and the text 'DVIR Form'. There are two radio buttons: 'Pre-Trip' (selected) and 'Post-Trip'. A checkbox for 'C-TPAT' is present. The form contains several text input fields: 'Carrier : Triesten Technologies', 'Address : Interchange Dr.', 'Truck No. : 113', 'Truck VIN :76543210987654321', and 'Truck Plate No. :3Z7898'. Below these is a 'Date : Choose Date' field. An 'Odometer Reading in Miles' field is also present. A 'Trailer No.' field has a plus sign icon to its right. Under 'Defect Status', there are three radio button options: 'CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY', 'ABOVE DEFECTS CORRECTED', and 'ABOVE DEFECTS NEED NOT TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE'. A 'Remarks' field is at the bottom. A red circular stamp with a white eye icon is overlaid on the bottom right of the form. The text in the remarks field reads: 'Inspection Conducted by Justin Mark I, Justin Mark, declare that the vehicle(s) listed has (has not) been inspected in accordance with SCHEDULE 1 Accessory'.

- By clicking Pre/Post button, it will ask to submit pre trip report, where you can find carrier name, address, date, time, Truck number, VIN, Plate No, Location Comments and odometer reading (it will reflect current odometer reading automatically).
- You required to manually enter the trailer number.
- The **accessories list** contains 22 mandatory individual items to check during pre-trip. You can add additional accessories using the Simple Truck ELD website.

☰  DVIR 

← **DVIR Form**  
**SCHEDULE 1**

Air Brake System

Minor Defects:

- AUDIBLE AIR LEAK
- SLOW AIR PRESSURE BUILD-UP RATE

Major Defects:

- PUSHROD STROKE OF ANY BRAKE EXCEEDS THE ADJUSTMENT LIMIT
- AIR LOSS RATE EXCEEDS PRESCRIBED LIMIT
- INOPERATIVE TOWING VEHICLE PROTECTION SYSTEM

Cab

Minor Defects:

- OCCUPANT COMPARTMENT DOOR FAILS TO OPEN

Major Defects:

- ANY CAB OR SLEEPER DOOR FAILS TO CLOSE SECURELY

Cargo Securement


Minor Defects:

- INSECURE OR IMPROPER LOAD COVERING
- INSECURE CARGO



Major Defects:

- ABSENCE FAILURE MALFUNCTION OR DETERIORATION OF REQUIRED CARGO SECUREMENT DEVICE OR LOAD COVERING

Dangerous Goods



- d. In the **Remarks section**, you have to select any one of the three check boxes which are suitable and you have to add your comments (entering comments is mandatory). Finally, the driver has to **sign and save**.
  
- e. Once the required pre-trip details have been entered and saved the data is reflected in DVIR dashboard/page and the driver can view it on the same page.

☰

DVIR


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←
**DVIR Form**

- Exterior- Front / Sides
- 5th wheel Area
- Check natural compartments
- Skid Plate

Trailer cont'd

- Front Wall / Left side /Left side
- ceiling / Roof Inside & outside
- Doors Outside/ undercarriage
- ABS Light

Defect Status

- CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
- ABOVE DEFECTS CORRECTED
- ABOVE DEFECTS NEED NOT TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE


Remarks

---

Inspection Conducted by Justin Mark  
I, Justin Mark, declare that the vehicle(s) listed has (have) been inspected in accordance with SCHEDULE1.

Justin

UPDATE DRIVER SIGN

Accessory 

SUBMIT

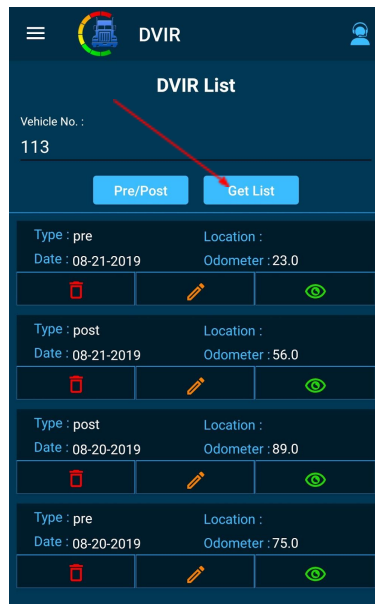
## 12.2 Post-Trip

**Post-trip** is a mandatory report checked and signed after reaching the destination.

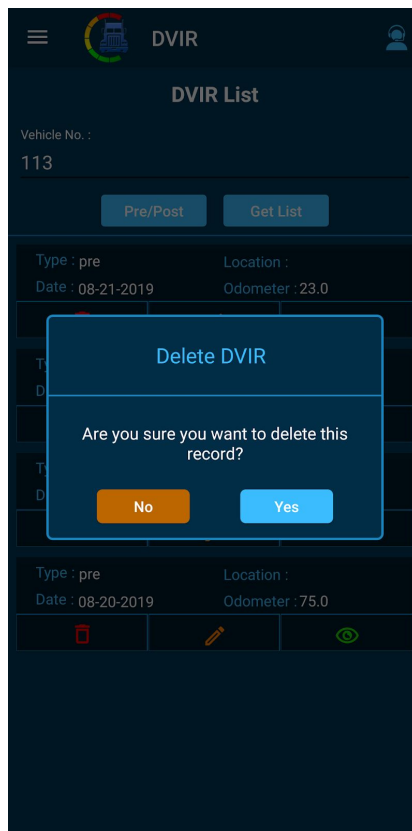
- a. When clicking Pre/Post button, it will ask to submit pre-trip report, where you can find carrier name, address, date, time, Truck number, VIN, Plate Number and odometer reading (it will reflect current odometer reading automatically).
- b. Trailer number which is entered manually and it is mandatory.
- c. The **accessories list** contains 22 mandatory individual items to check during pre-trip. You can add additional accessories using the Simple Truck ELD website.
- d. In the **Remarks section**, you must select any one of the three check boxes which are suitable and you have to add your comments (entering comments is mandatory). Finally, the driver must **sign and save**.
- e. Once the required post-trip details have been entered and saved the data is reflected in DVIR dashboard/page and the driver can view it on the same page.

## 12.3 GET LIST

Get list reflects the total number of trucks registered under single driver name.



The DVIR report of each individual Truck number can be viewed inside the Get List by selecting required truck number.  
By Clicking on Delete button, You can delete the record.



By clicking the View Button, You can view the Company Details, Form Details , Truck details, Trailer details and Driver details associated with that particular record.

← DVIR

**Company Details**

Name: Triesten Technologies  
Address: Interchange Dr.  
DOT No.: 674543456

**Form Details**

Date: 08/06/2019      Type: pre  
Odometer Reading: 876453.0  
Location:  
Defect Status: Condition of the below vehicle is satisfactory  
Remarks: All good

**Truck Details**

Truck No.: 113      Plate No.: 3Z7898  
VIN: 76543210987654321  
Registration State:  
Accessories:

← DVIR


**Truck Details**

Truck No.: 113      Plate No.: 3Z7898  
VIN: 76543210987654321  
Registration State:  
Accessories:

**Trailer Details**

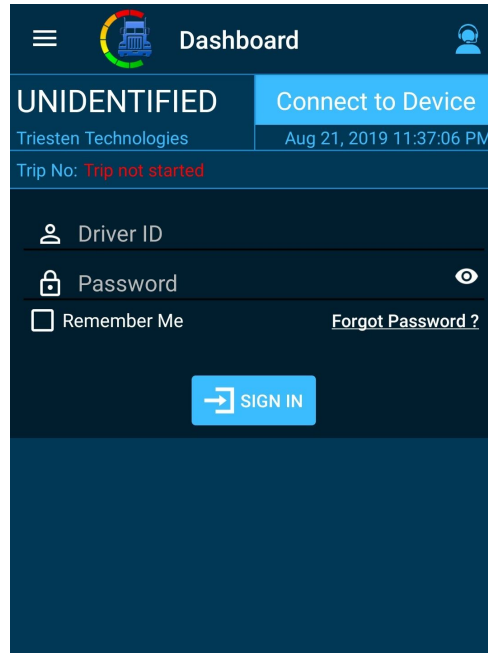
Trailer No.: 6789      Plate No.: ASFER  
VIN: SDFSAF345435435435  
Trailer Seal No.:  
Registration State: KANSAS

**Driver Details**

Name: Justin Mark      Driver Id: 280D55  
LICE No.: 1234567899      LICE State: ILLINOIS  
Signature:  


## 13. SIGN-OUT & SIGN-IN PAGE

**Sign out/Sign in:** By clicking the top left menu icon where you can sign out. Once you are done with a sign out you can follow the same procedure by clicking the top left menu where you can sign in again.

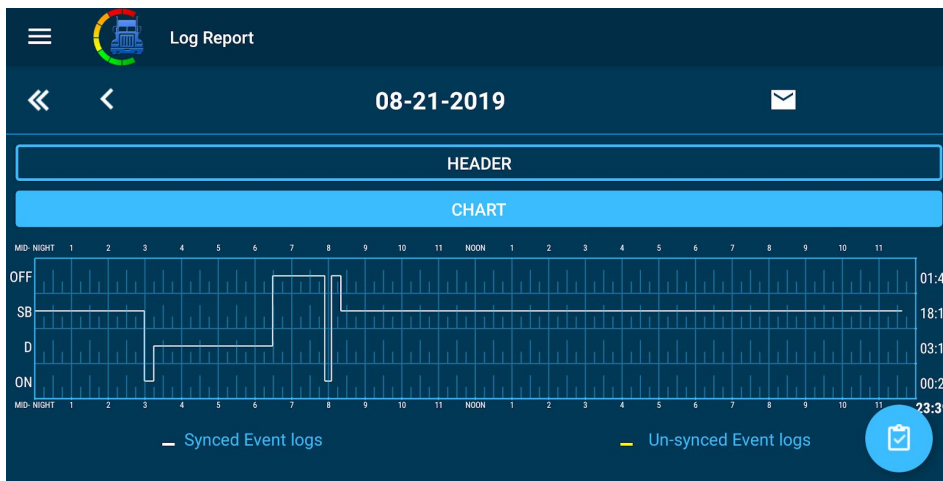
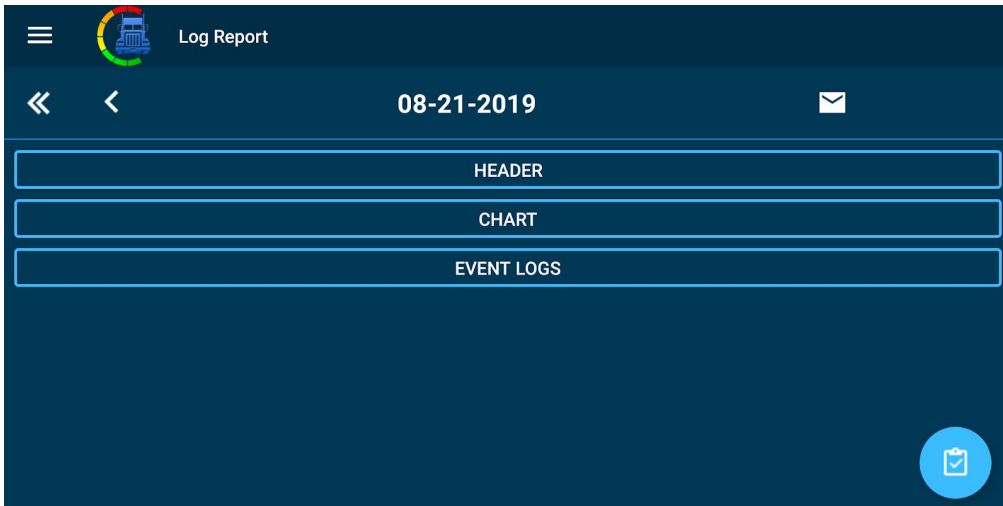


## 14. Log Report

Log Report : In Log Report you can view 3Tabs Header, Chart and Events.

- Header - You can view the Current Location, Driver, Co-Driver, Vehicle, ELD and Carrier details.
- Chart – It displays the Hours Of Service of drivers in chart view(graphical representation).
- Event Logs – It displays the details of each event like Event start time, Location, Odometer, Eng Hours, Origin, Event Type/Status, and Event Comments. It will display the violation related information if the driver exceeds the duty limitations.

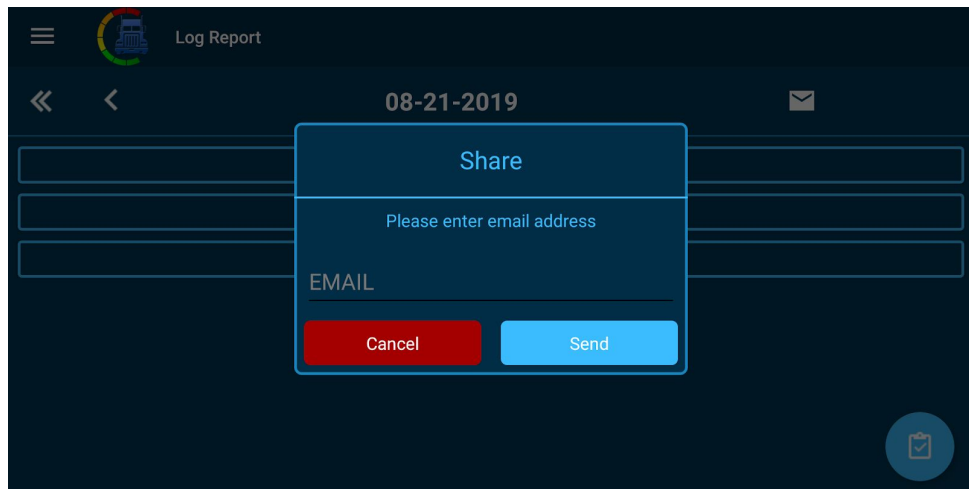




The screenshot shows the 'Log Report' app interface for the date 08-21-2019. The data is presented in a table with a 'HEADER' section. The table contains the following information:




HEADER			
Record Date	US DOT #	Driver Licence Number	Driver Licence State
21-Aug-2019	674543456	1234567899	ILLINOIS
Time Zone	Driver Name	Co-Driver Name	ELD Manufacturer
IST	Mark, Justin	-	Simple Truck ELD
24 Period Starting Time	Driver ID	Co-Driver ID	Truck Tractor ID
-	280D55	-	
Carrier	Start End Odometer	Miles Today	Truck Tractor VIN
Triesten Technologies	0.0 - 0.0	0.0	
Current Location		Home Terminal	

You can share the Log report by entering the desired email and clicking on save.






## 15. ABOUT ELD PAGE


By clicking the top left menu About ,you can see the brief description of ELD Product, function, Application version and Latest Firmware version installed.



About


Application Version : 1.10.14  
 Firmware Version : Not Available  
 ELD Connection Type : (Not Connected)  
 Make : Xiaomi  
 Model : Redmi Note 5 Pro  
 Android Version : 9 (28)  
 Go to settings : [Click Here](#)  
 Go to play store : [Click Here](#)  
 Location Duration : 2 Seconds  
 User Manual : [Click Here to view user manual](#)  
 About the App :

The ELD design is such that motor carriers and drivers can comply efficiently with HOS regulations and that motor carriers can make the best use of ELDs and related support systems as their primary means of recording HOS information and ensuring HOS compliance. Engine information will be shared with the ELD through integral synchronization. The ELD will be tamper-resistant so unauthorized alteration of the captured data will not occur. ELDs, certified by the providers, will meet or exceed the performance requirements. Transfer of standardized ELD data to authorized safety officials will be accomplished.



Exception


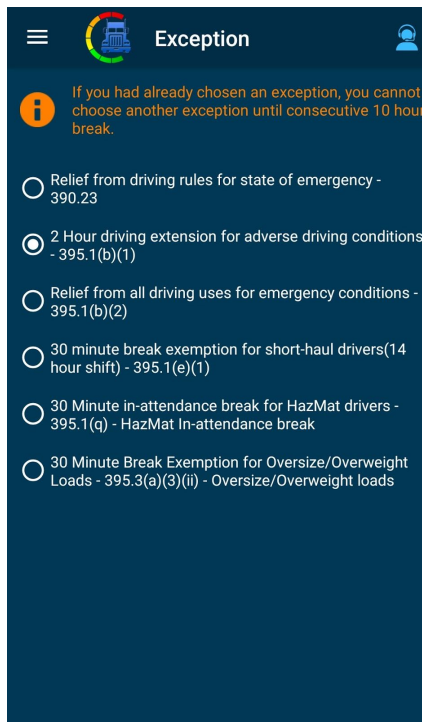
 If you save an exception, you cannot choose another exception until consecutive 10 hour break.

- Relief from driving rules for state of emergency - 390.23
- 2 Hour driving extension for adverse driving conditions - 395.1(b)(1)
- Relief from all driving uses for emergency conditions - 395.1(b)(2)
- 30 minute break exemption for short-haul drivers(14 hour shift) - 395.1(e)(1)
- 30 Minute in-attendance break for HazMat drivers - 395.1(q) - HazMat In-attendance break
- 30 Minute Break Exemption for Oversize/Overweight Loads - 395.3(a)(3)(ii) - Oversize/Overweight loads

Enter reason for exception\*

[Save](#)

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## 16. APP QUICK HOW – TO'S

- a. How do I ensure I am connected to the device?
  - After you have added your drivers on [www.SimpleTruckELD.com](http://www.SimpleTruckELD.com), remove the ELD from the package and plug it into your ECM or comport. On your smartphone or tablet, download the **Simple Truck ELD** app and login with your Driver ID and password. Once you switch the engine on, you will be able to see the ELD hardware turning on and a blue light visible. After a few minutes the light will change to green and be stable during the entire drive time. After being on for a few minutes, your app will show details like VIN number, date, name, and ELD SSID.
- b. How do I change my duty status?
  - On the left-hand side of the app, you will see your current duty status, listed as "Driving." Click the current status to change it to "Off Duty," "On Duty Not Driving," or "Sleeper Berth." When you wish to change back, click your status again to select the appropriate status.
- c. How long can I drive before the ELD moves me into Driving status?
  - After driving for five minutes, the app will alert you that the engine is engaged and will ask if you would like to switch to Driving status, or stay in On Duty Not Driving/Off Duty/Sleeper Berth status. You have one minute to respond manually. If you have not responded after one minute and you are still driving, the app will automatically switch you into Driving status.
- d. How long can my engine idle before the ELD moves me into On Duty Not Driving status?
  - After idling for five minutes, the app will alert you that the engine is idling and will ask if you would like to switch to On Duty Not Driving Status, or stay in Driving status. You have one

minute to respond manually. If you have not responded after one minute and you are still idling, the app will automatically switch you to On Duty Not Driving status.

- e. How do I record my 30-minute break?
  - On the left side of the app, you will see your current duty status, listed as "Driving" or "On Duty Not Driving." Click the current status to change it to "Off Duty." When you have completed your break, select the status "Off Duty" to change back into "Driving" or "On Duty Not Driving" status.
- f. What should I do at the end of the day?
  - At the end of the day, you will change your duty status to Off Duty or Sleeper Berth. To do so, click your current duty status, "Driving" or "On Duty Not Driving" and change it to the desired status. At the beginning of the next day, you change it back to the new status to start your day.
- g. How do I set an alarm to warn of impending violations?
  - You do not need to set an alarm. Once you or your company creates a driver profile in the back-office dashboard and selects what hourly rulesets you use to set your week, this automatically sets the app to warn you of any impending violations.
- h. How do I record when I use my truck for personal use or yard moves?
  - On the right side of the app, you will see your current driving mode, listed as "Default". Click the blue "MoD" button in the center change your mode of driving to "Personal" or "Yard Moves." You will need to enter a comment regarding the change of mode. When you have completed your personal use or yard moves and are ready to switch back to work use, click the blue "MoD": button again and enter an appropriate comment to switch.
- i. Do Personal Moves or Yard Moves adversely affect my 34 hour off time?
  - No. Personal Moves and Yard Moves are not considered in Hours of Service.
- j. What parts of my logs can I edit?
  - You can only edit the duty status of your logs. You cannot change the length of time, location, or any other aspect of your logs.
- k. How can I edit my logs?
  - On the left side menu, select Self Inspect. Choose any log, you will get an option to edit the status. This will allow you to change the duty status of the selected log.
- l. Can the back office edit my logs for me?
  - No. The driver logs can only be edited by the driver.
- m. What is self-certification?
  - Self-certification is making sure that all of your logs are correct and making sure they are ready to send to the FMCSA. THIS DOES NOT SEND YOUR LOGS TO THE FMCSA.
- n. How do I complete my self-certification?
  - On the left side menu, select Certify. You will see a list of Pending logs that require certification. Select the log you wish to certify, enter any comments, check the box to certify that your entries are true and correct, and click agree. This will move the log to list of Certified logs.
- o. Can I self-certify more than once?
  - Yes. If you see in a certified log that you have made an error and need to correct it, you can certify that log again.
- p. Can the back office certify my logs for me?
  - No. The driver logs can only be certified by the driver.
- q. How do I complete my pre and post trip inspections?

- On the left side menu, select DVIR. Then select the blue “Pre/Post” button. You will be asked to submit the pre-trip or post-trip report; you will see the carrier name, address, date, time, truck number, and odometer reading. You are required to manually enter the trailer number. Check the boxes of any items that need attention. In the Remarks section, select the check box for that status that fits your inspection and add your comments (this is mandatory). Finally, sign and save.
- r. How do I input my load/trip information?
- On the left side menu, select Load Sheet. Then select the blue “+Add Load Sheets” button on the right side. You can add your load information, including date, load type, origin, destination, driver and co-driver, vehicle type, and trailer number. By clicking “Add Consignment” you will proceed to the next screen where you will add your shipper details, including shipper name, address, zip code, city, and state. You will also add consignment details including billing date, description, packing type, quantity, weight, delivery notes, and P.O. number. Finally, add the consignee details, including the consignee name, address, zip code, city, and state. The load sheet information will now be available on the main Load Sheet screen. Once you select the required load sheet, you can edit it or select it so that your load information is available on the main home dashboard so you can track your trip. When you are done with your trip, you can select the respective load sheet and remove it from the dashboard.