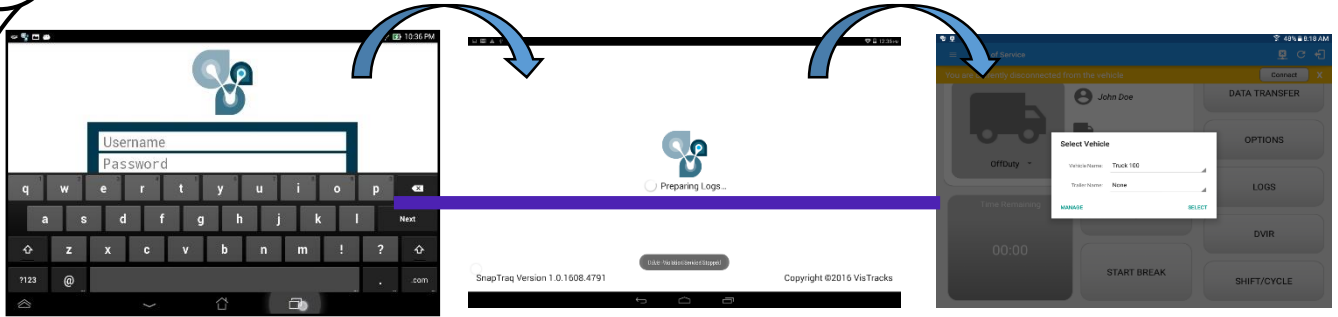


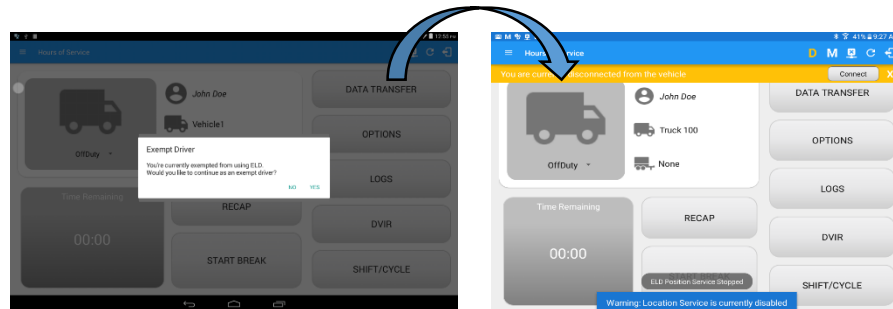
# E-Log Plus Hours of Service (HOS) Quick Reference Guide



## 1 Logging on



Enter username and password and select the Login option, your logs will then be pulled through to the device. Logging into the app for the first time will display the Select Vehicle dialog. It will continue to display until the user chooses a specified vehicle to use.

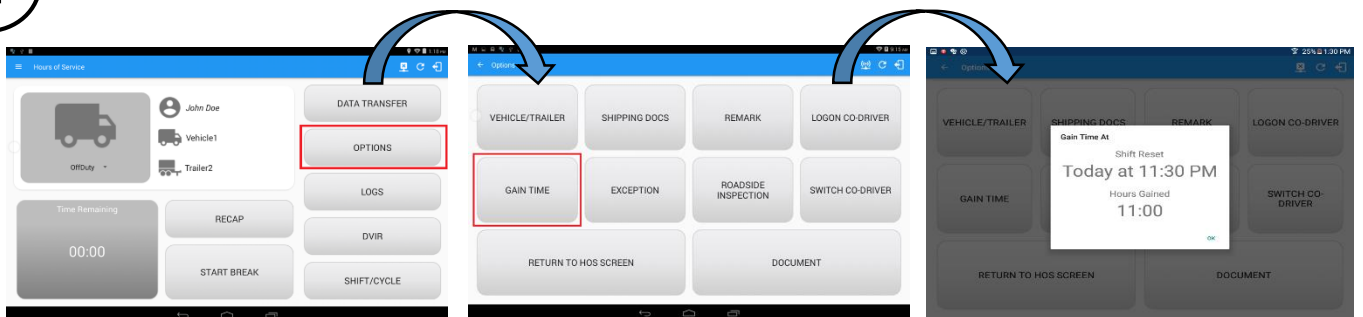


If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (**395.1 (e)**), upon logging in a dialog will display confirming whether the driver chooses to continue as an exempt driver. By selecting the OK button, the “No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles” exception will be enabled.

**Note:** The Connection bar which appears below the application header, only displays when the vehicle is disconnected to the device. Yet, it can be removed if the close button is tapped.

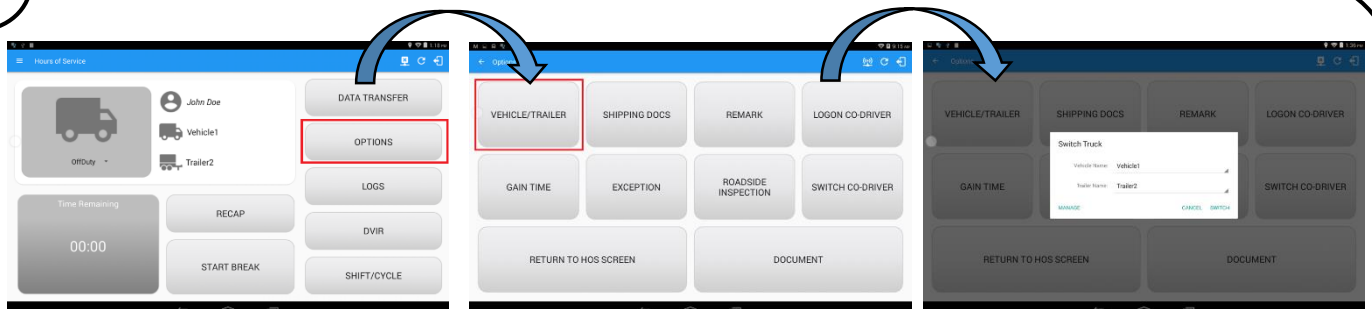
If the driver logged into the application without the Location Services turned on, a snackbar will display on the main dashboard and to other screens except for the screens navigated through the Settings menu. However, when the Location Services of the device is enabled then the snackbar will no longer display.

## 2 Check Availability



Before setting your initial status, you should first check that you have availability, select the Options button and then select the Gain Time button.

## 3 Vehicle/Trailer



- To switch Vehicle or Trailer, select the Vehicle/Trailer option from within the Options screen, this will display the current Vehicle and Trailer.
- Vehicles and Trailers can also be filtered through text entry on the vehicle/trailer text fields. Text entry availability starts if the total number of trailers/vehicles numbers 250 or more.
- Switching or selecting a Vehicle with a preconfigured VBUS device enables the app to find and connect on the match device.

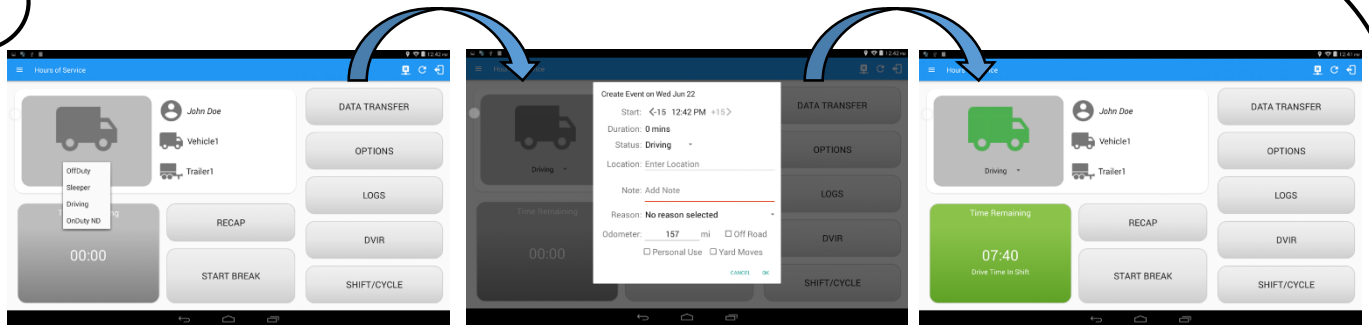
**Note:** On the VBUS Settings, VBUS Data and Automatic Configuration should be enabled

# E-Log Plus Hours of Service (HOS) Quick Reference Guide



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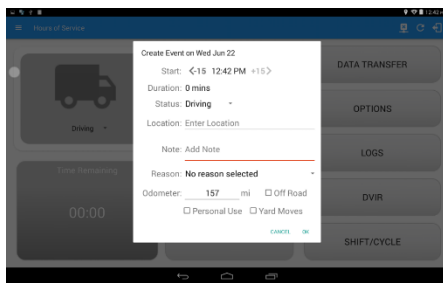
## Change Status



Set your Initial status by selecting the Start option and then select the required status from the drop down list displayed. If the device is out of GPS coverage, the Location field will be blank, you must manually input your current location. If the device is within GPS coverage, the Location field will be automatically populated with your current location.

The Time Remaining will be calculated and the countdown will commence from 8 hours, the time remaining panel is color coded in the following formats:

**Green:** Between 8hrs and 3hrs; **Amber:** Between 3hrs and 1hr; **Red:** Less than 1hr remaining



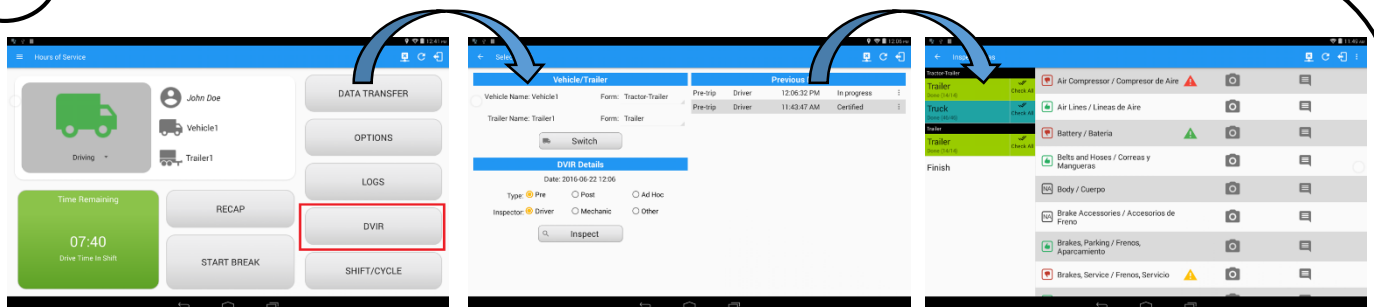
- **Personal Use** – if this is enabled, the status will be set to Off Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.
- **Off Road** – Once checked the other checkboxes will be disabled. Selection of this option will be recorded within the events history.
- **Yard Moves** – if this is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history.

*Note: all options are enabled in all events*

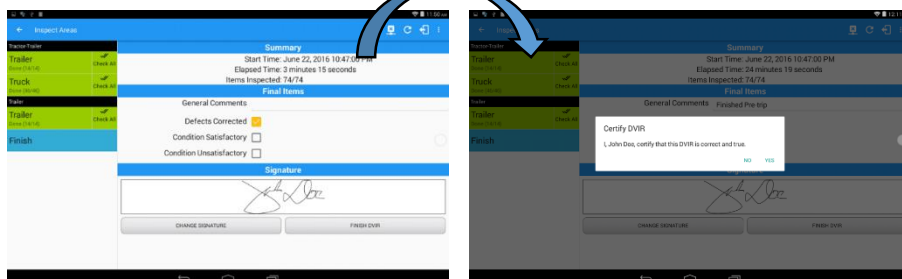
**Personal Use** is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, determines that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or another personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.

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## DVIR



Select the Vehicle DVIR button from the Main Menu, select the appropriate DVIR form from the options available, confirm all of the checks as passed, failed or not applicable, then select the Finish DVIR to submit.



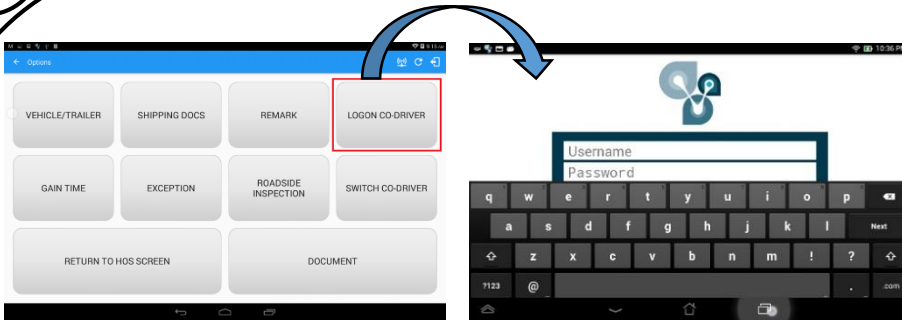
- Select once if the vehicle check has passed
- Select twice if the vehicle check has failed
- Select a third time if not applicable
- Select to take a photograph
- Select to add a comment
- Tap to automatically select all the items

When failing a DVIR item, an option for selecting a severity level will appear with its corresponding color: High – Red , Medium – Yellow , Low – Green

# E-Log Plus Hours of Service (HOS) Quick Reference Guide

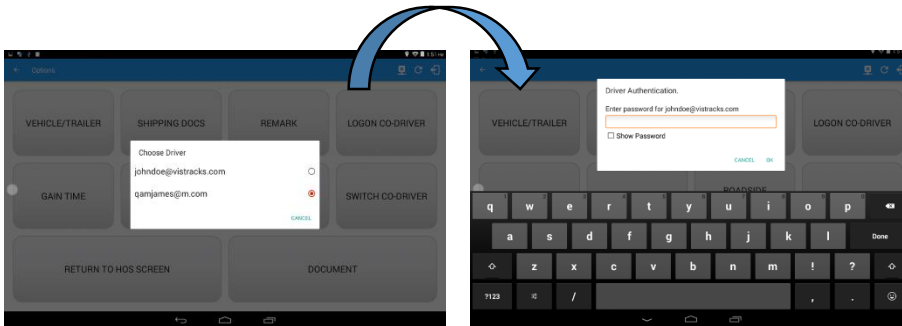


## 6 Log on Co-Driver



To log on further drivers, select 'Options' from the HOS main screen, then select the 'Logon Co-Driver' option and enter the log on details as before.

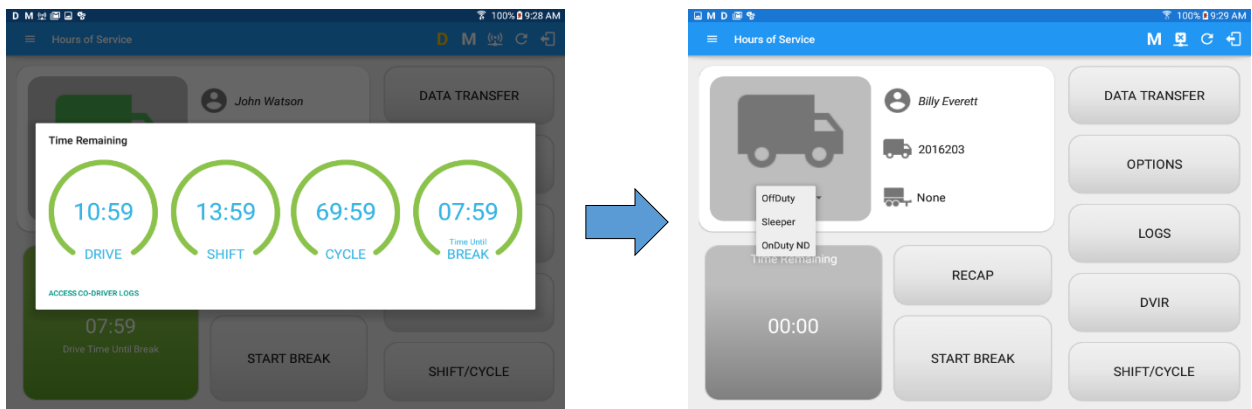
Following a successful logon, the co-driver is still Off Duty, he/she should check their availability prior to changing their status.



To switch to another logged-in driver, select 'Options' from the HOS main screen then select the 'Switch Co-Driver' option.

Select the Co-Driver's account, the HOS app then asks the co-driver to input the password to authenticate the account.

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the HOS dashboard and subsequently select the Logs option while the vehicle is still in motion



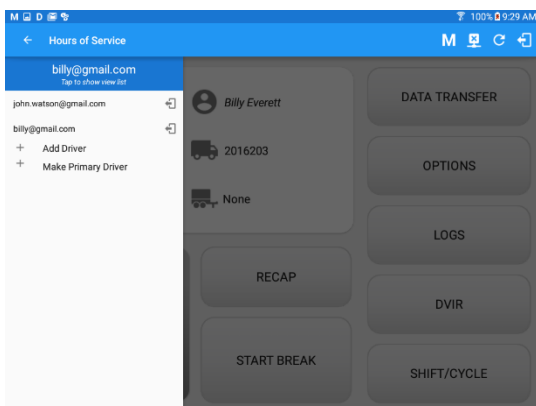
Once the Co-Driver successfully login, it will display the main dashboard with the co-driver's information with limited conditions set in Review Mode.

When in Review Mode the Co-Driver cannot receive or access:

- ✗ Driving Notifications and alerts which relates to the Primary Driver
- ✗ Lock screen will not display even if the vehicle is in motion
- ✗ Cannot switch vehicle
- ✗ Cannot change the current event in to Driving event
- ✗ Cannot update any preferences related to background services

When in Review Mode the Co-Driver can receive or access:

- ✓ Data Diagnostics and Malfunctions pop-up dialogs
- ✓ Pending Edit Request(s)
- ✓ Allow modifications on previous events
- ✓ Can edit current event to OnDuty ND, OffDuty & Sleeper except changing it into Driving



**+ Make Primary Driver**

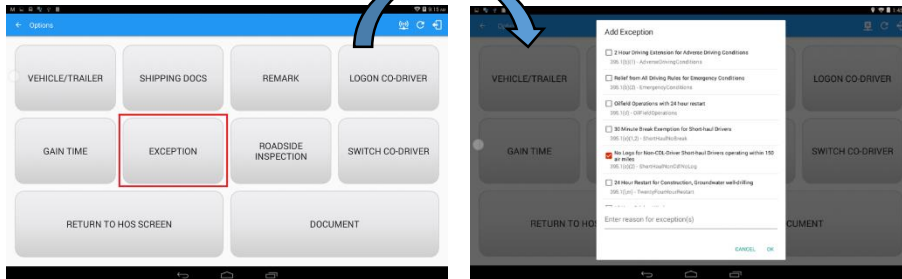
**Note:**

- A driver that is set as the Primary Driver is the one currently using the application while the other one is only in the monitoring state.
- When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Primary Driver is available on the Drivers List

# E-Log Plus Hours of Service (HOS) Quick Reference Guide



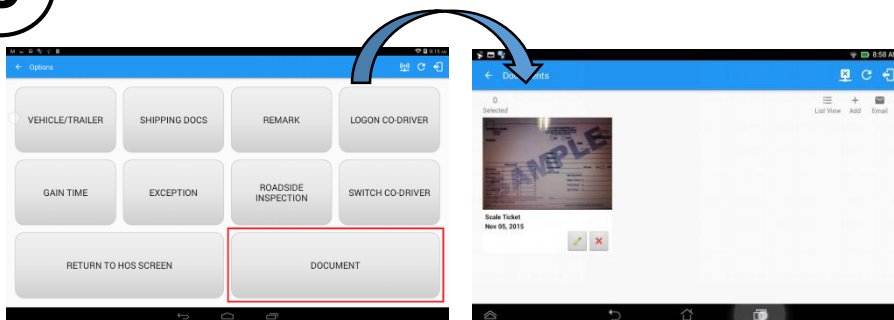
## 7 Add Exception




Before applying any exception rule, you must be absolutely certain that all prerequisites have been met, you must also follow any or all processes currently in place with your transportation office. Once the appropriate rule has been selected, select the OK option to continue.

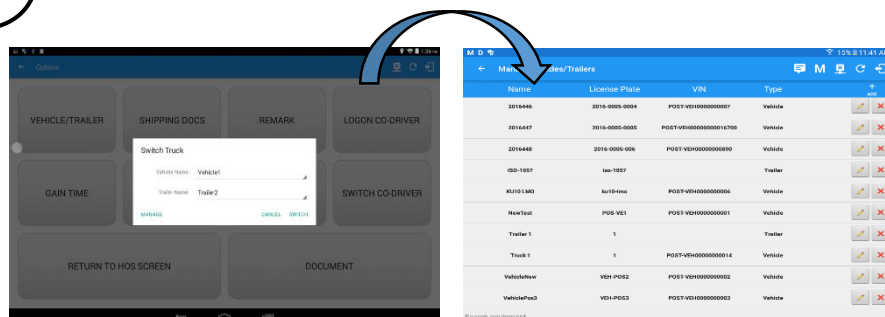
*Note: Exceptions for the US and Canada Regions are different*

## 8 Add Document



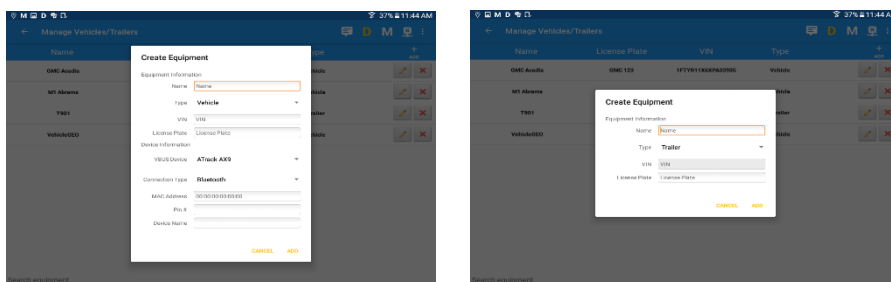
Select the  icon to 'Generate PDF'; then social media icons will follow letting you to choose whether the user send the specific document through Gmail, Skype or Web storage.

## 9 Manage Vehicles/Trailers



Equipment management (add/edit/delete) can be made through the portal and HOS app.

Hence, the 'Manage' button is only available to drivers whose user role is Fleetmanager or Assetadmin. Otherwise, the button will not be available on the Switch Truck dialog



**For Vehicle type Equipment**

**For Trailer type Equipment**

In the Equipment Management, a Vehicle type equipment can be preconfigured to associate to a specific VBUS device. Once the VBUS Configuration is turned on, it automatically connects the app to the device when the Vehicle is selected.

# E-Log Plus Hours of Service (HOS) Quick Reference Guide



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## Connection Process

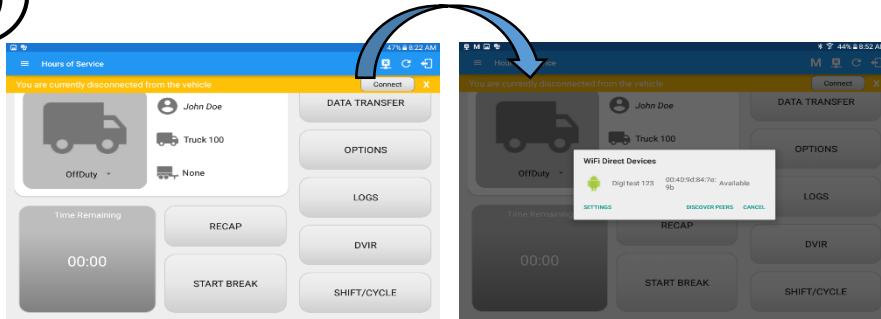




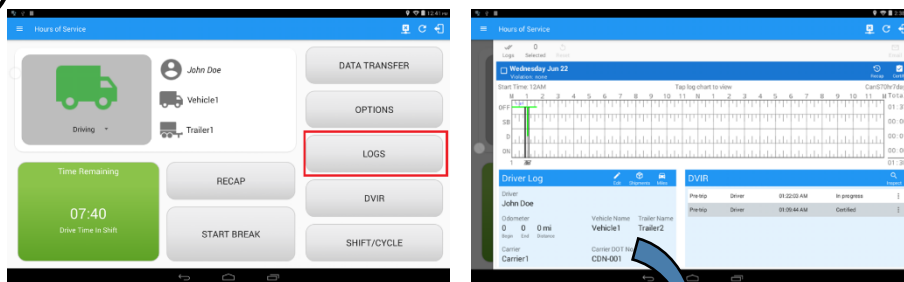
Image 10.2 shows the WiFi Direct Devices dialog (for Digi WVA device)

**Note:** The **Connect** button  has the same functionality as the **VBUS** icon , both displays the Vehicle Data Settings screen.


- Enable the VBUS Data by tapping on the Connect button which will then display a dialog showing the list of available devices.
- Tap on the device name to display the Connect dialog and established a connection to the device.
- After the connection is made the ELD Login Dialogs will be displayed
- If the Device was left "Connected" during the logout process then it immediately reestablish connection upon the login process.
- The app retains the selected device upon reestablishing the connection, unless the driver chose another device.
- If the driver chose to disconnect by tapping on the VBUS icon then the Disconnect dialog will be displayed to confirm the request.

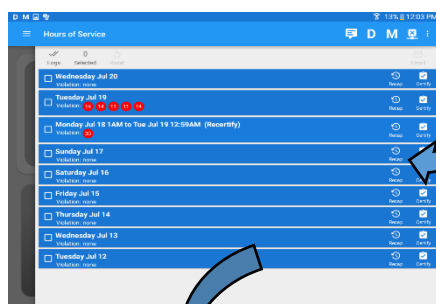
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## View Logs



Previously created log entries and violations are recorded here.

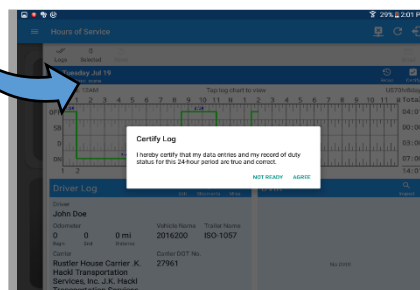
Tapping the  icon will certify the driver's daily log.



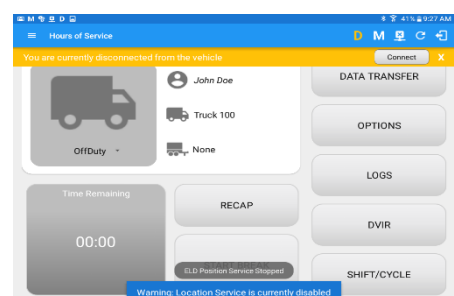
When a certified log has been edited in the portal, it prompts the driver to either accept or reject proposed changes through the "Edit Suggestions" dialog. Once the driver accepts an edit request, it will display a note on the daily driver's log title stating "**Recertify**".

The driver's log title will also show the full time range when the 'Start Hour of Day' is not zero (e.g. 5AM or 10PM) for the current day. Start Hour time & cycle can be changed at **Settings > HOS Preferences**.

The driver's daily log along with the multiple DVIR entries for the vehicles/trailers used, can be successfully certified and emailed to the intended recipient(s).



- Log Edits Requested from the portal by personnel user are shown in the app to allow the driver to review the requested edits.

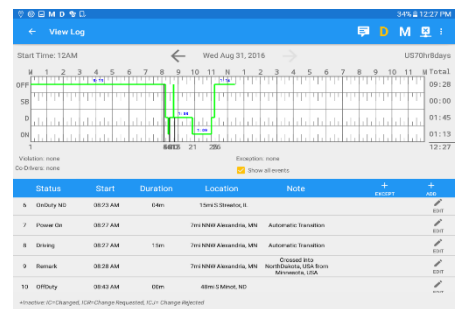
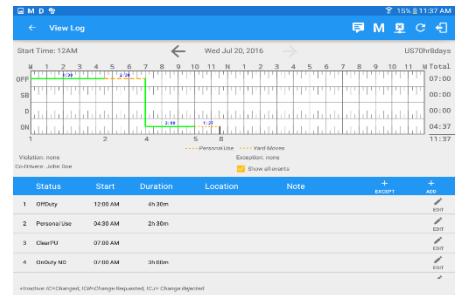
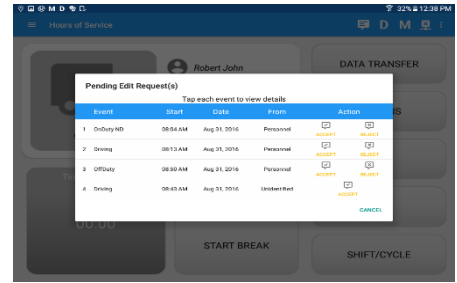




# E-Log Plus Hours of Service (HOS) Quick Reference Guide

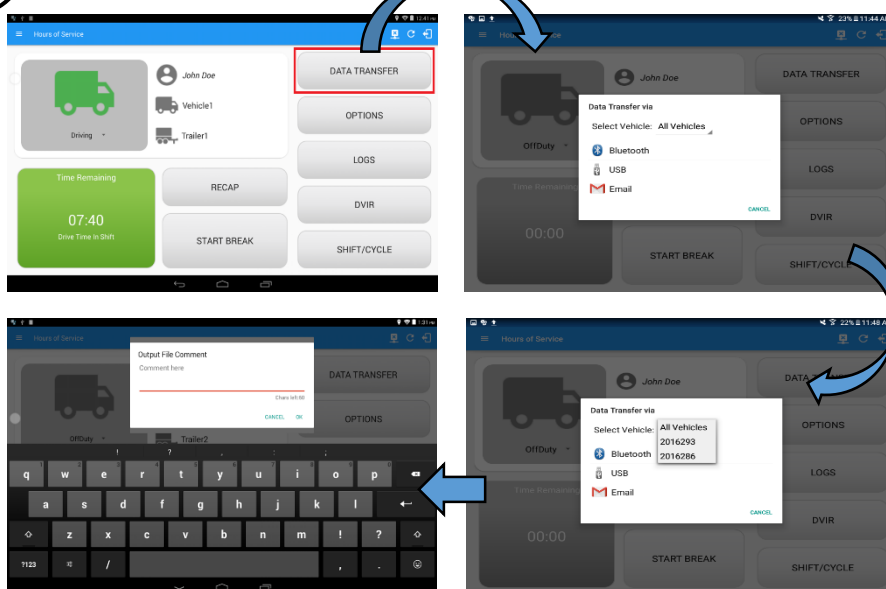


- Tapping the icon displayed on the left-most side the header will display the Pending Edit Request dialog which allows the driver to either accept or reject the requested edits.
- The icon on the right side of the Malfunction indicator changes to show if the application is connected to a VBUS device.
- If the Driver approves to the edit suggestions then the new status will be displayed on the events history list and will replace the old status.
- Also when a Driver has a co-driver and they log into the app, the other driver's name will be displayed on the daily log just below the grid chart.
- Events such as Certify, Personal Use, Off Road, Yard Moves, Power On/Off and Login/Logout are recorded and displayed within the events history list.
- In addition, not all of the event statuses are displayed on the grid chart. Secondary events are hidden by default and may be viewed by checking Show all events' button.
- Personal Use and Yard Moves are also displayed on the grid chart as an Amber color line to be visually different with the other event statuses, a *dashed line* represents the Personal Use event and a *dotted line* represents the Yard Moves event. The legends for Personal Use and Yard Moves event will only display when the said events occurred
- At Each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event
- The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements.
- If a driver crossed boundaries between states of Canada and US (vice versa), a "Remark" event with a note stating the State or Province will be automatically recorded in the driver's log.



## 12

### Data Transfer



The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user.

The ELD can also produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver through the 'Select Vehicle' option. Tap on the menu to show the list of vehicles.

**Note:** 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day.

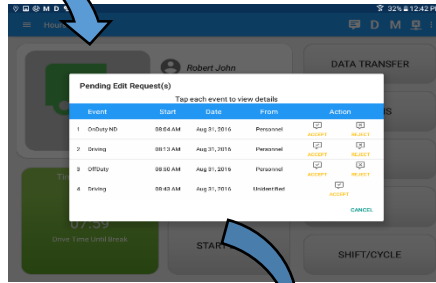
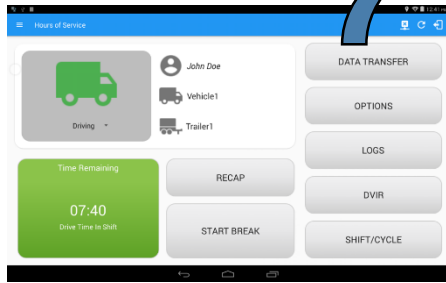
After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long.


# E-Log Plus Hours of Service (HOS) Quick Reference Guide

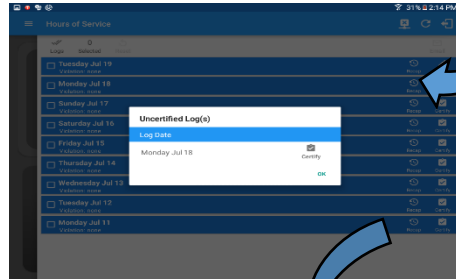


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## Log Off

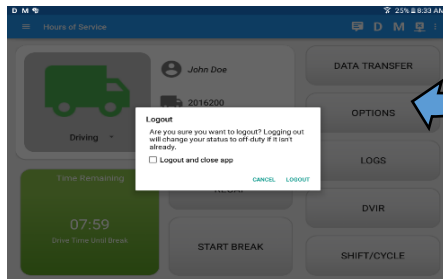
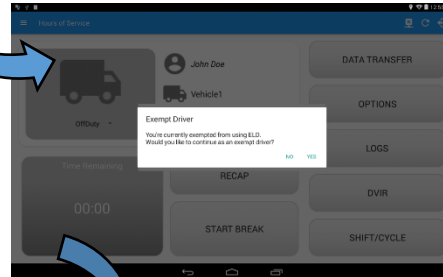


Select the  icon to log out of the VisTracks HOS app. If you have not set your status to 'Off Duty', it will automatically change this for you



If the driver did not certify all the daily logs, the ELD prompts the driver upon logging in and out to the app when there's a past recorded log that are not yet certified.

However, If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (**395.1 (e)**), upon logging out a dialog will display again confirming whether the driver chooses to continue as an exempt driver



If the driver logs out from the HOS app and the vehicle is put into motion for more than 3 minutes, Unidentified Driving Events are automatically created under the Unidentified Driver account. When an Authenticated Driver logs into the HOS app, these events can then be accepted by the driver or be left in the Unidentified Driver account.

Lastly, once the **"Logout and close app"** option is checked, all the valid driver that logged into the HOS app will be logged out and the HOS app will be close completely (with no VisTracks service or VBUS service running in the background)