VisTracks - Hours of Service
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 Equipment dialog. It will continue to display until the user chooses a specified vehicle and trailer(s) to use.

Note: App will automatically attempt a VBUS connection with the device that is associated to the selected vehicle.
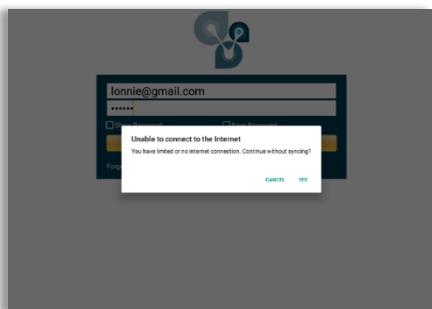
If you are logging in to the device you have logged in to before, the driver can login and logout successfully to the app when an internet connection is not available.
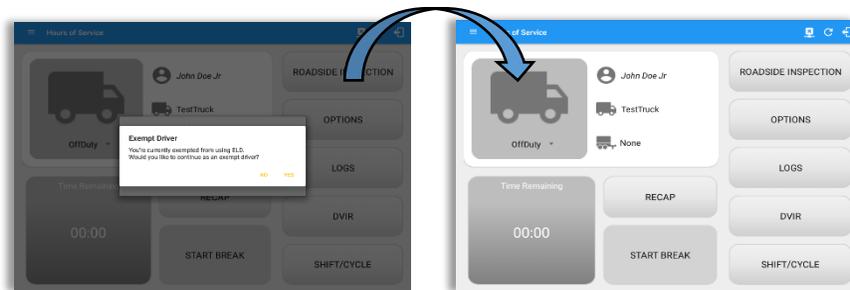
If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption **(395.1 (e))**, upon logging in a dialog will display confirming whether the driver chooses to continue as an exempt driver. By selecting the OK button, the "No Logs for Non-CDL-Driver Short-Haul Drivers operating 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**
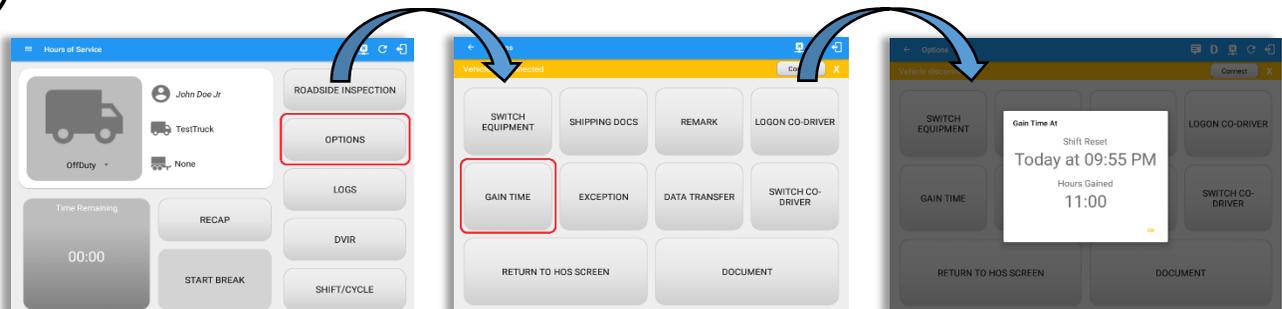
Before setting your initial status, you should first check that you have availability, select the Options button and then select the Gain Time button.

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3 **Vehicle/Trailer**
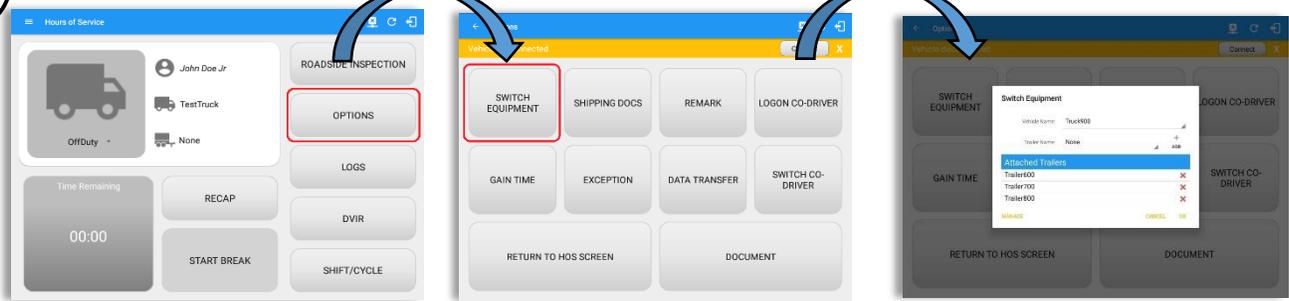
- To switch Vehicle or Trailer, select the Vehicle/Trailer option from within the Options screen, this will display the current Vehicle and Trailer.
- Switch Equipment by tapping the vehicle or trailer icon on the dashboard.
- Vehicles and Trailers can also be filtered through text entry on the vehicle/trailer 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

4 **Change Status**
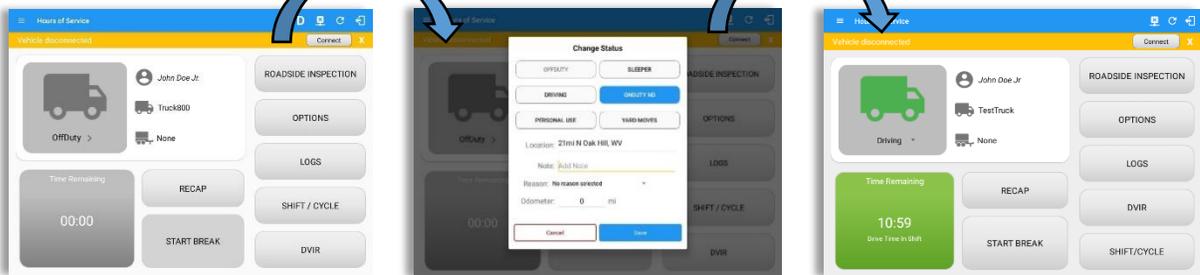
Set your Initial status by tapping the Duty Status button and select the appropriate driver duty status from the dialog. If the device is out of GPS coverage, the Location field will be blank, you must manually input your current location. If the device is within GPS coverage, the Location field will be automatically populated with your current location. Also, the current status of the app is disabled to prevent adding the same status consecutively.

Attempt to create a new event such as Off Duty, On Duty, Sleeper Berth in the middle of an automatically Driving event is not allowed, instead an error dialog is displayed stating "Error: shortening of prior driving event is not allowed. Select a time before or after the driving event."
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.

– If personal use is enabled, events except Off Duty will not be displayed in the grid but is displayed in the event history list. Off duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.

➢ **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.

– If yard moves is enabled, events except On Duty will not be displayed in the grid but is displayed in the event history list. Off duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.

Note: All options are enabled in all events.
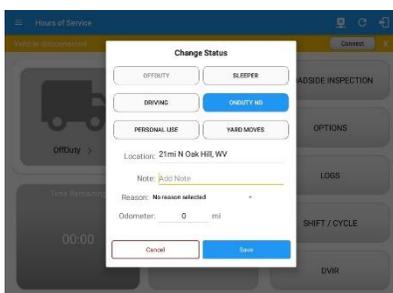
Personal Use is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When 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.

⑤ DVIR
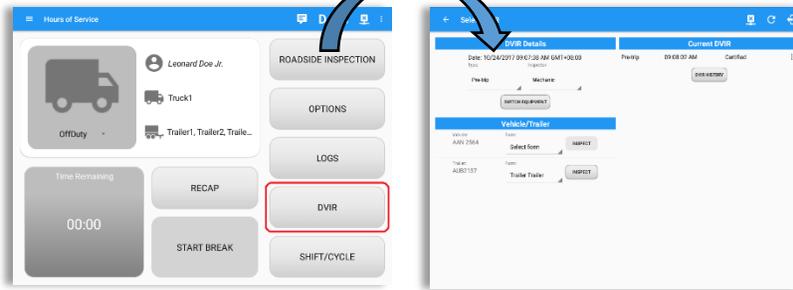
Select the Vehicle DVIR button from the Main Menu. Select the appropriate DVIR Details and choose the appropriate DVIR form from the options available.

Tap Inspect button in each equipment to start the DVIR, you will be redirected to the DVIR screen.

Note: However, a dialog will display that will ask confirmation to switch you to OnDuty status when performing DVIR while current duty status is in OffDuty or will take you out to Personal Use if current status is OffDuty under Personal Use.
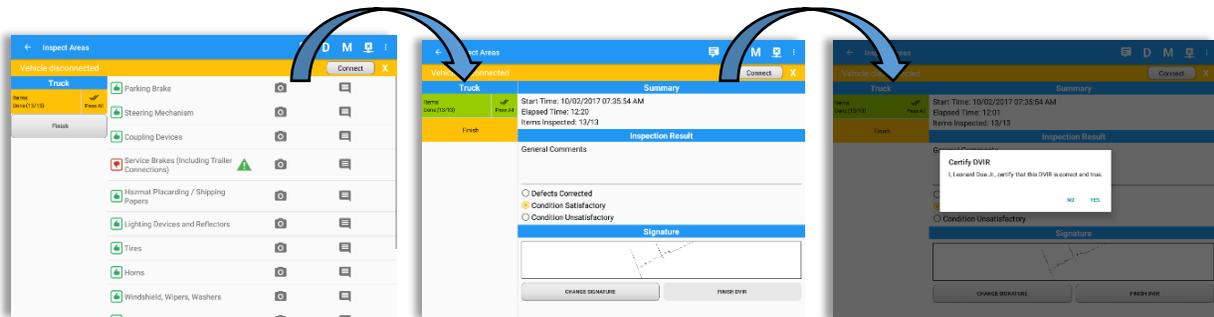
Confirm all of the checks as passed, failed or not applicable, then select the Finish DVIR to submit.

When failing a DVIR item, an option for selecting a severity level will appear with its corresponding color:

High – Red ⚠, Medium – Yellow ⚠, Low – Green ⚠

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
Check All — Tap to automatically select all the items

After successfully certifying the DVIR, a remark event will be created in the Edit Logs screen stating the completion of Pre/Post/Ad-Hoc DVIRs.
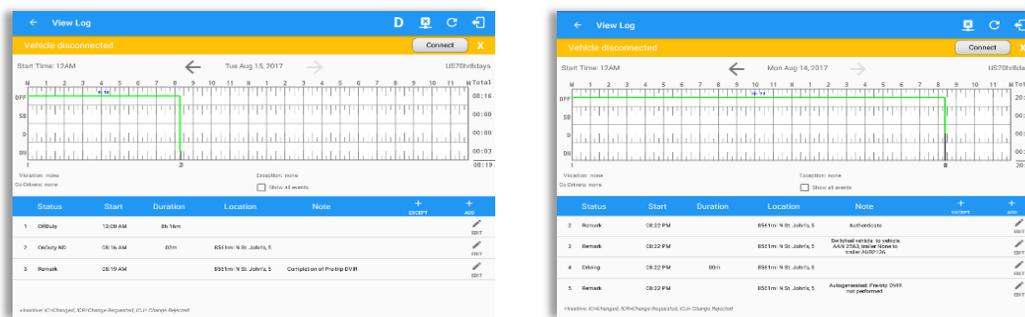
When driver manually/automatically change to Driving event without completing the Pre-trip DVIR, it will create a 'Remark' event with a note 'Pre-trip DVIR not performed'. The Remark event will be created after it detects or when a first Driving event on the shift cycle is created. Also, an **alert** is sent only once for each vehicle that begins to drive without having done a Pre-Trip DVIR.
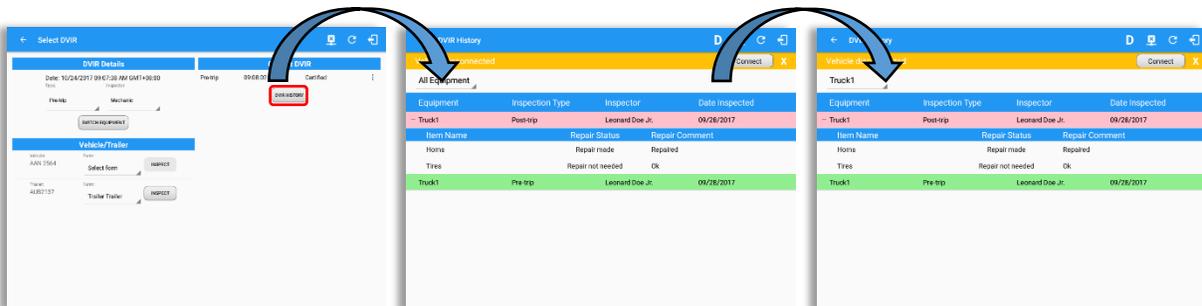
DVIR History can be viewed by tapping the DVIR History button in the DVIR screen.

The DVIR History feature displays the DVIRs for the last 30 days for the currently selected equipment. Completed DVIRs that don't have failed items shows in a row highlighted in green color while Completed DVIRs with failed items are highlighted in red. Also, a '+' can be tap to show the details of failed items.

6
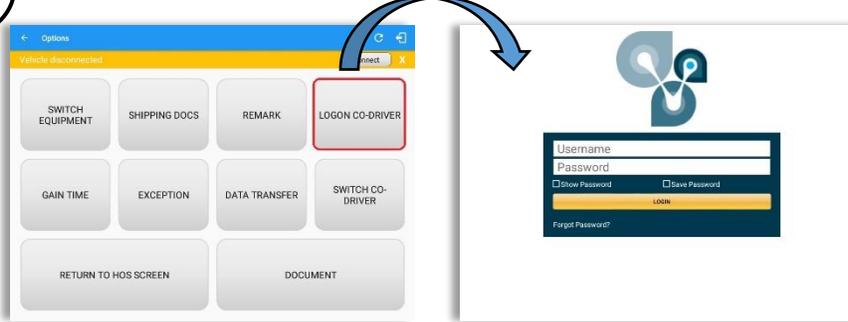
Log on Co-Driver

To log on further drivers, select 'Options' from the Hours of Service 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.
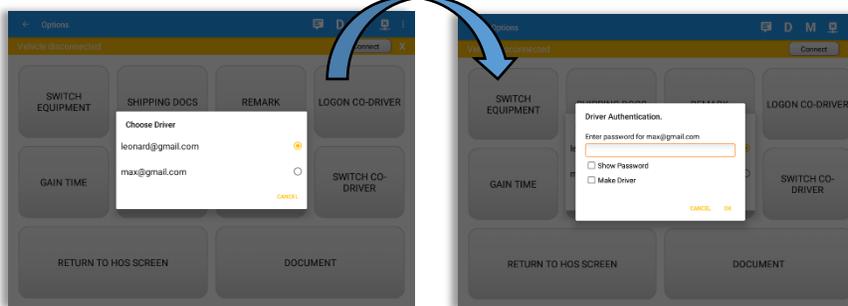
To switch to another logged-in driver, select 'Options' from the Hours of Service main screen then select the 'Switch Co-Driver' option.

Select the Co-Driver's account, the Hour of Service 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 Hours of Service dashboard and subsequently select the Logs option while the vehicle is still in motion.
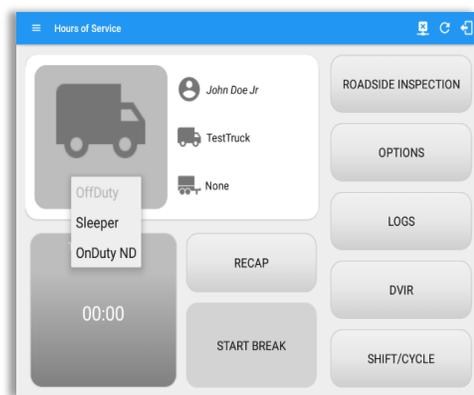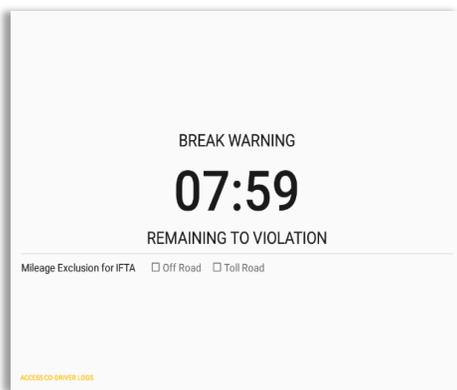
Once the Co-Driver successfully login, it will display the main dashboard with the co-driver's information with limited conditions set in Review Mode.

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

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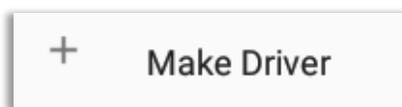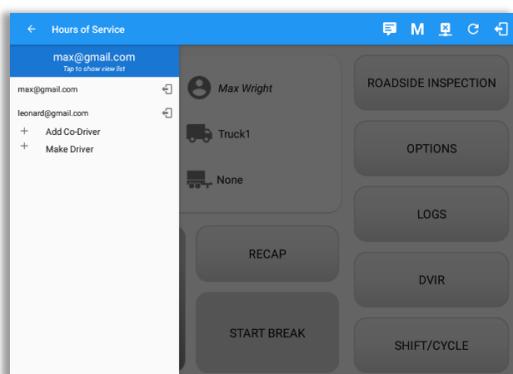
Note:
- *A driver that is set as the Driver is the one currently using the application while the other one is only in the monitoring state.*
- *When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Driver is available on the Drivers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

7 — Add Exception

Note: *Exceptions for the US and Canada Regions are different.*
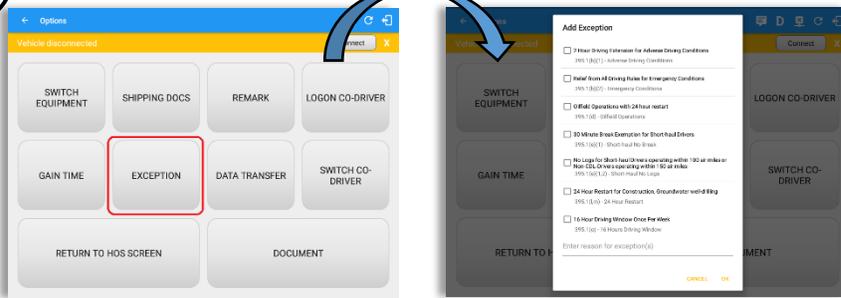
Before applying any exception rule, you must be absolutely certain that all prerequisites have been met, you must also follow any or all processes currently in place with your transportation office. Once the appropriate rule has been selected, select the OK option to continue.
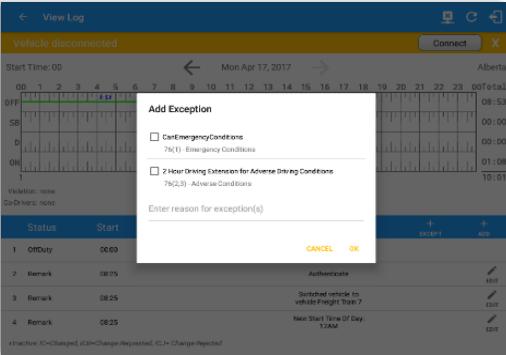
The app also supports the Canadian cycle for Alberta Province. This cycle only has 2 exceptions. (1) Emergency Conditions and (2) Adverse Driving Conditions.

8 — Add Document
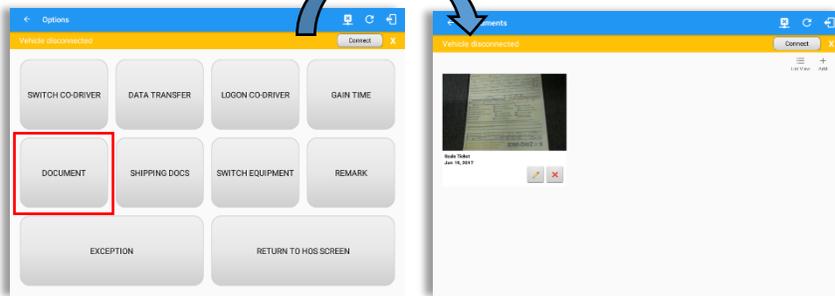
Select 'Document' to display Document module and can add, edit, delete documents.

9 — Add Fuel Receipt
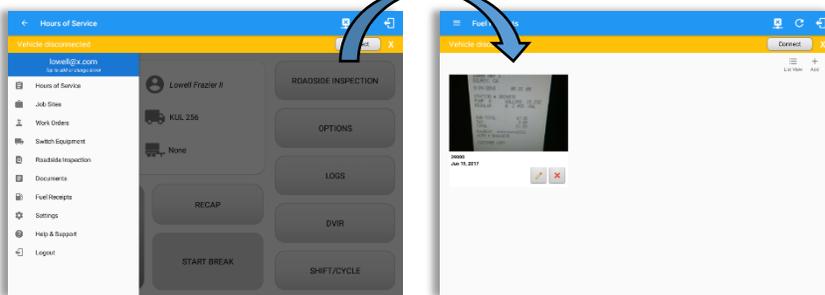
Select ' Fuel Receipts' menu in the Left Menu Drawer to display Fuel Receipts screen and can add, edit, delete fuel receipts.

Note: *For every Fuel receipt created via the App Fuel receipt feature, it creates a Remark event, found on the Edit Log screen, with a note "Purchased 1.345 gallons at $53.80 price (sample note).*

10 — Add Remark

BREAK WARNING

07:59

REMAINING TO VIOLATION

Mileage Exclusion for IFTA   ☐ Off Road ☐ Toll Road

ACCESS CO-DRIVER LOGS

- When Off Road is enabled it will create a "Remark" with a note "Off Road". When uncheck it will create a "Remark" with a note "On Road".

- When Toll Road is enabled it will create a "Remark" with a note "Start Toll Road". When uncheck it will create a "Remark" with a note "End Toll Road".

If driver stop driving while one of the checkbox is enabled the driver can still uncheck the "Off Road" or the "Toll Road" through the Options screen > Remark.

11 — Manage Vehicles/Trailers

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

Hence, the 'Manage' button is only available given a situation, that the driver is an asset admin and that the 'Manage Equipment' option (found in the Equipment Management Page) is also enabled. Otherwise, the button will not be available on the Switch Equipment dialog.

Creating a vehicle requires a VIN, if the VIN is optionally populated and that the source is not the engine ECM, it will auto be converted to capital letters when saved. If driver created trailer, VIN is also enabled but is not required when saving. This also didn't require the valid format.

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.

However, if no device was selected during the creation of the equipment, the default selected device option is set to "None" and all the other fields on the ELD configuration section will be hidden.

Android app

iOS app

For Vehicle type Equipment

For Trailer type Equipment

Note:

- *If user selects "Digi WVA" in connection type, then admin password field is required.*
- *Firmware version field can be manually populated. For some VBUS devices, it is already pre-populated.*
- *For iOS app, VBUS Device information is not displayed. Only for Android application.*

12

ELD/VBUS Connection Process

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

Legend: Disconnected   Connected   Reconnecting (flashing)

Connect   displays the '*Connect to Vehicle*' dialog

To establish a connection to the VBUS Device, tap on this icon found in the application header. While in the reconnecting state, a progress dialog will be displayed along with the flashing VBUS icon to have a visual indication of the connection process. After successfully connecting to the VBUS Device, the icon will then change to a solid VBUS icon.
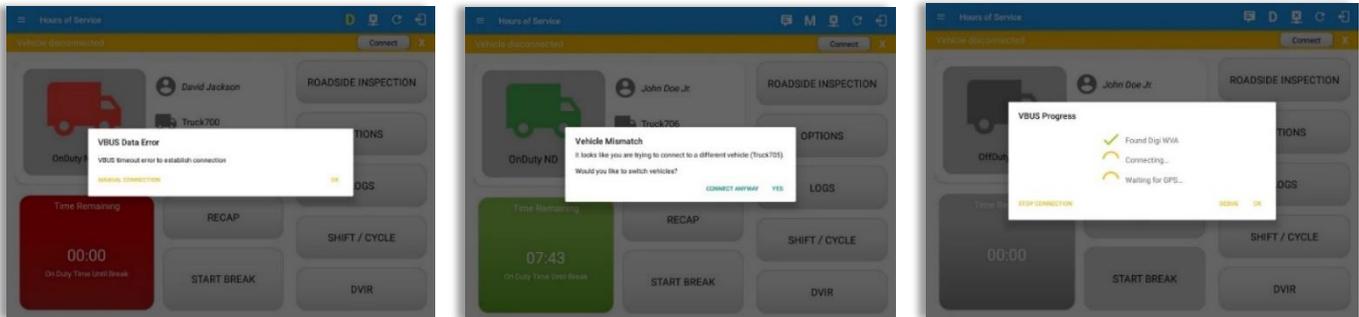
- The driver can also cancel an in-progress connection via the OK and STOP Connection button found in the VBUS Progress dialog.
- If the app attempts to connect to an unsupported device, the app then displays a dialog which warns the user that the equipment has an invalid VBUS device type set and that the default device type is being used. The 'Device Not Supported' dialog will be displayed stating: "Device is no longer supported. Please use manual connection." along with a Cancel and Manual Connection button.
- The VBUS Data Error dialog will appear when no VBUS data received within the specified duration.
- The Vehicle Mismatch dialog will prompt if a driver connects to the wrong vehicle or connects without switching vehicles.

MANUAL CONNECTION

- Tapping the '*Manual Connection*' button will display a dialog showing a list of supported VBUS devices.
- Tap on the **device name** to display the *'Connect'* dialog and established a connection to the device
- After the app established a connection to the VBUS Device then the ELD Login Dialogs, such as *Uncertified Log, Pending Edit Request, Exempt Driver* dialogs, will be displayed.
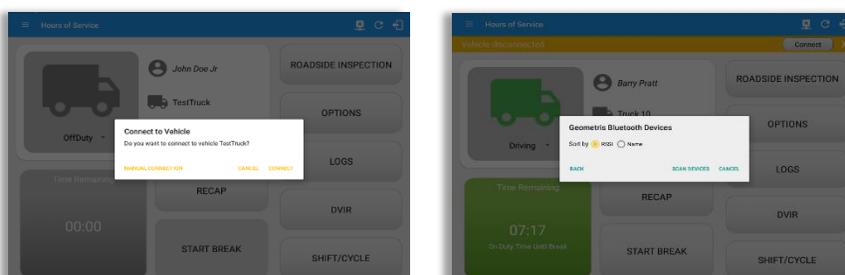
- When a driver performs a manual connection, the app remembers the VBUS device that he connected to and automatically connects to that VBUS device in the future.
- On the Bluetooth menu, the available Bluetooth devices are displayed and can be sorted either in decreasing signal strength (RSSI) or name.

CONFIGURING A VBUS DEVICE

- Tap '*Scan QR Code*', then scan the QA Code of the device
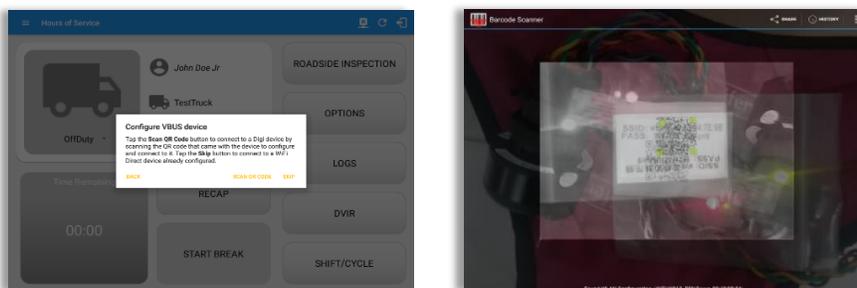
- Fill in the device name then select the pairing mode
- Tap "Configure Device" then wait for the direct WiFi created by the device to be available
- Configuring wireless connection dialog will then display
- After wireless connection dialog, the available devices will then appear
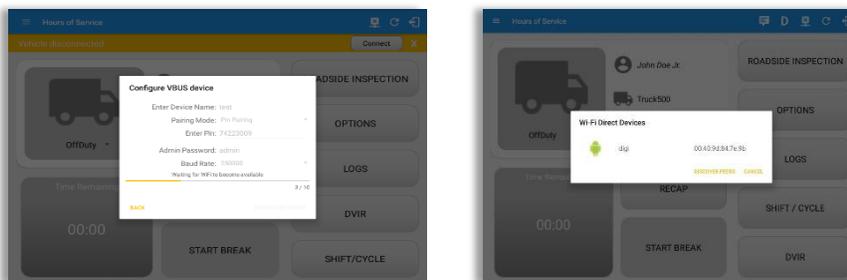
- Tap on the newly created device and the connect dialog will then display.

AUTO CONNECTION

Note: Automatic connection requires association between vehicle and VBUS device using portal or app equipment management.

- Tap on the Connect button
- The VBUS Progress dialog will then display
- Upon establishing a connection to the VBUS device, you should hear a tone letting you know that the device is now connected and that an event 'ELD Login' will be recorded in the events list.
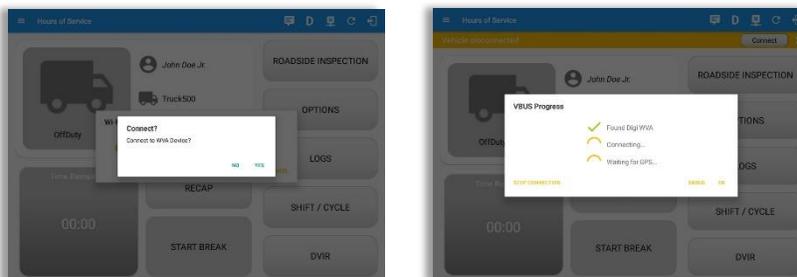
- When disconnecting the app to the VBUS Device, tap the VBUS icon in the application header to display the Disconnect dialog. Confirming the request will successfully disconnect the app to the VBUS device and an event 'ELD Logout' will be recorded in the events list. However, if the connection was drop due to interruptions (low signal & etc.) which will disconnect the app to the VBUS device, it will not create an 'ELD Logout' event.
- If the device was left "Connected" during the logout process then it immediately re-establish a connection upon the login process.
- The app retains the selected device upon re-establishing the connection, unless the driver chose another device.

View Logs

13
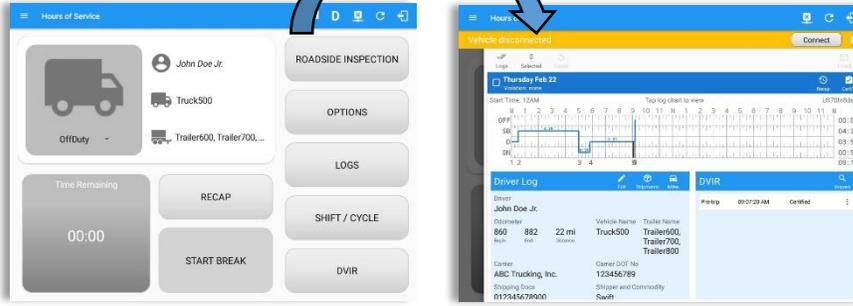
Previously created log entries and violations are recorded here.

Tapping the **Certify** 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.*
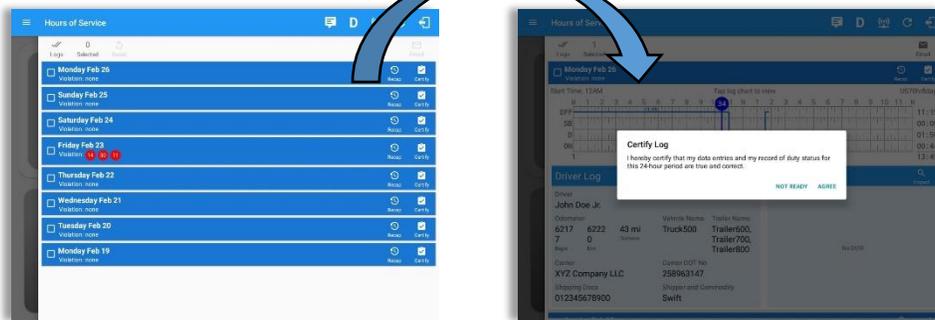
The driver's daily log along with the multiple DVIR entries for the vehicles/trailers used, can be successfully certified and emailed to the intended recipient(s).
Note: When the cycle used is Canada, a 14 days logs will be displayed.

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

- 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. In addition, upon disabling the events "Personal Use" or "Yard Moves", it records a new event on the list stating "ClearPU" or ClearYM" which indicates the clearing of the option for Personal use and Yard Moves. Thus, it will not reflect on the grid chart.

- At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event.
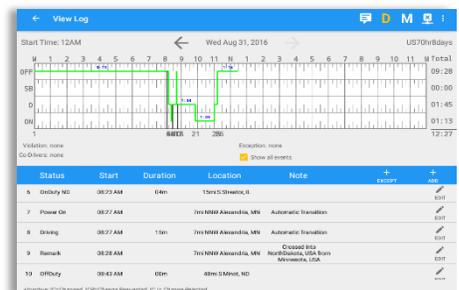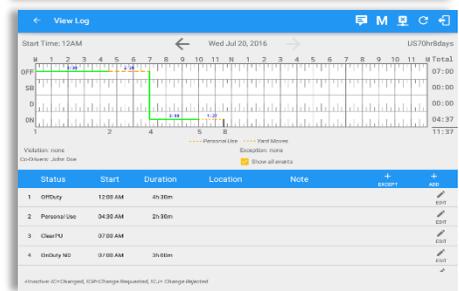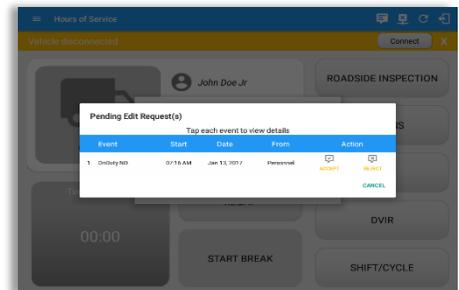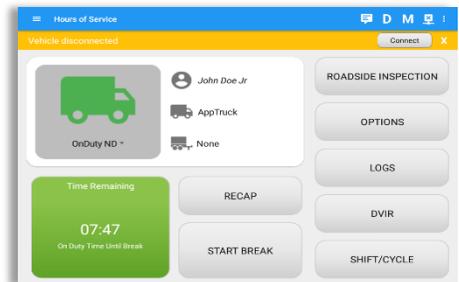
- The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements.

- 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

- If Driver login to app, Authenticate note will be recorded to events history list. If Driver will logout to the app, the note "Unauthenticate" will be recorded on the events history list.

- When the app is connected to the VBUS device an ELD Connection note will be recorded to events history list. When disconnected to VBUS device an ELD Disconnected note will be recorded to the list.

- Driver will be able to add a note to the following events
  - Intermediate log
  - Login/logout
  - CMV Engine power up/shut down
  - Malfunctions and Data Diagnostic events
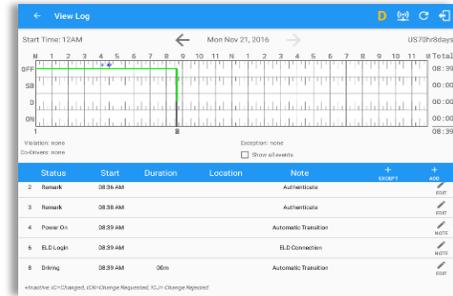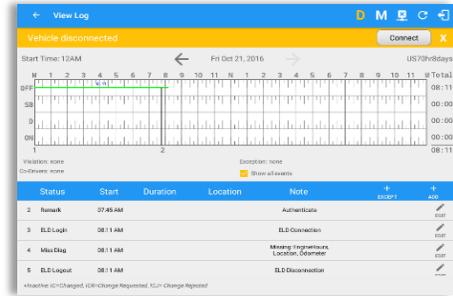
(14) Data Transfer
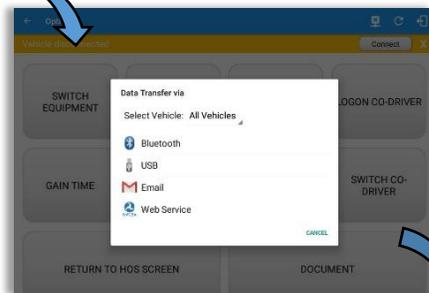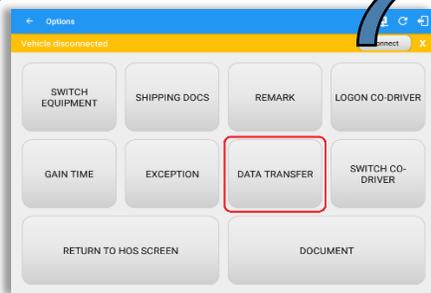
The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user.
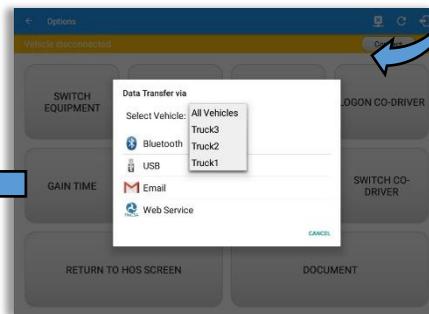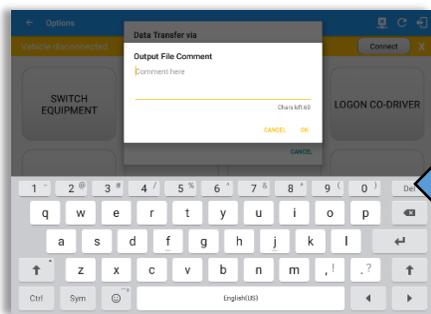
The ELD can also produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver through the 'Switch Equipment' option. Tap on the menu to show the list of vehicles.

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.
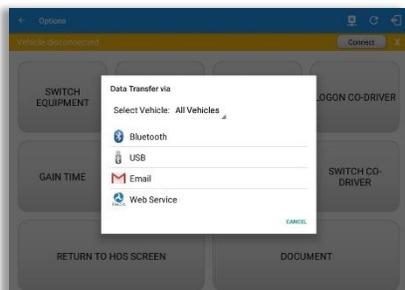
Android app
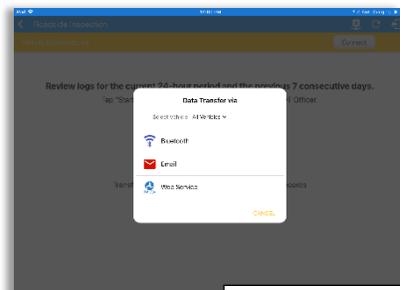
iOS app

For iOS app, the available data transfer services available are thru Bluetooth, Email and Web Service only.

15 — Log Off
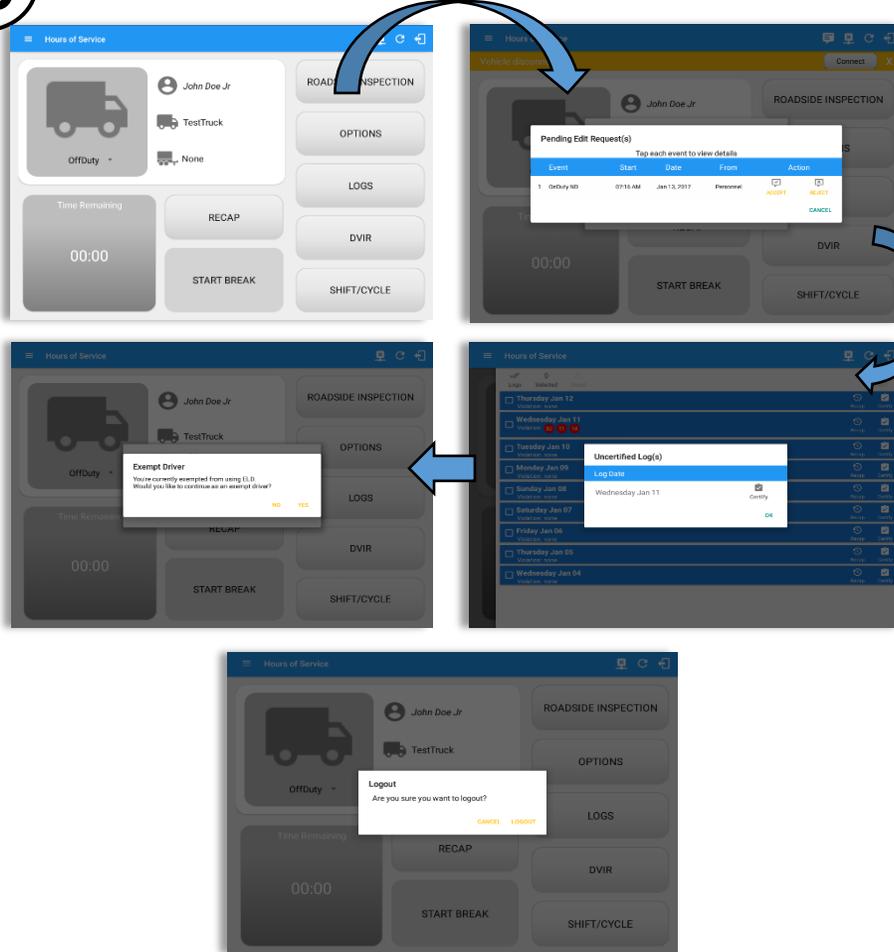
Select the [icon] icon to log out of the VisTracks Hours of Service app. If you have not set your status to 'Off Duty', it will automatically change this for you.

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 Hour of Service 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 Hour of Service app, these events can then be accepted by the driver or be left in the Unidentified Driver account. However, the app prevents from Unidentified Driving for vehicle in AOBRD mode.

Lastly, once the "**Logout**" button is tapped, the valid driver that logged into the Hour of Service app will be logged out and the Hour of Service app will be close completely (with no VisTracks service or VBUS service running in the background).