OMNITRACS XRS MOBILE ELD DRIVER GUIDE

Android Operating System

ELD ID: 7SG3

XRS-9830 rev. F

June 2019

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Contents

Overview 4
Logging In to Omnitracs XRS Mobile 5
Logging Out of Omnitracs XRS Mobile 6
Omnitracs XRS Mobile Dashboard 8
Hours of Service (HOS) Functions 9
Change Duty Status 9
Change Duty Status – Personal Conveyance 10
Change Duty Status – Yard Move 12
Log Editor Overview 13
Viewing Your Driver Logs 13
Editing Your Driver Log 17
Confirming Carrier Edits 20
Certifying Logs 21
Unassigned Vehicle Activity 24
Diagnostic and Malfunction Alerts 25
Paper Log Mode 25
Sending eRODS to FMCSA 26

Overview

Omnitracs XRS Mobile will run on many Android -based devices, including both phones and tablets.

Omnitracs XRS Mobile uses the Bluetooth capability of a mobile device to connect to an Omnitracs XRS Relay and obtain engine data automatically. The small, easily installed in-cab Omnitracs XRS Relay taps into the truck's computer.

Data is transferred from the Relay via Bluetooth to the driver's smartphone, tablet, computer, or rugged device. The data is then transferred via cellular network from the mobile device to the Omnitracs XRS host website for data collection and analysis.

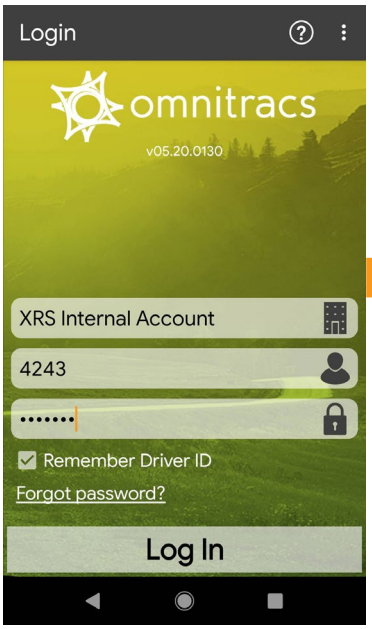
The result is an easy-to-use dashboard of compliance and fleet optimization data and scorecards.

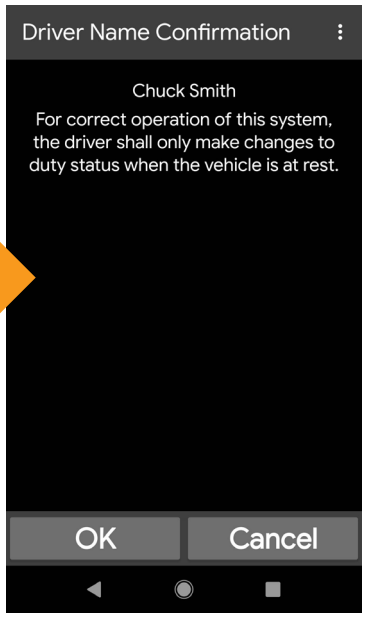
Drivers can use Omnitracs XRS Mobile to view and update Hours of Service (HOS) logs, record Driver Vehicle Inspection results, begin and end routes and stops, and perform a variety of other tasks. The information automatically collected from the Omnitracs XRS Relay, in addition to any information provided by the driver, is sent to the Omnitracs XRS host website using the mobile device's carrier network.

Logging In to Omnitracs XRS Mobile

To log in to Omnitracs XRS Mobile, select the Omnitracs XRS icon from your app menu. The Omnitracs XRS login screen appears.

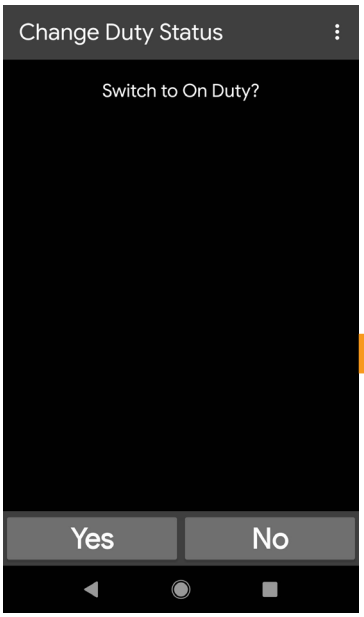
Enter your Driver ID and password, then select **Login**.

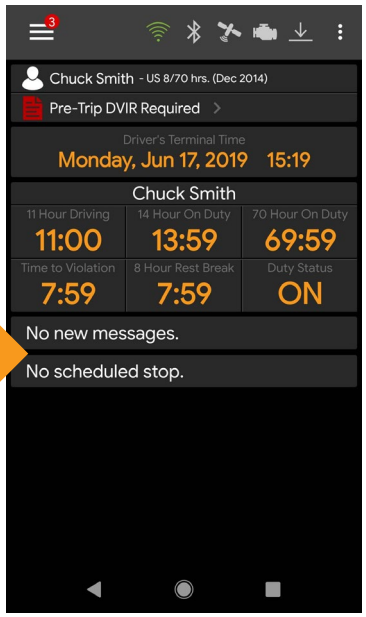




Confirm the driver name by selecting **OK**.

You are prompted to switch your status to On Duty. Select **Yes** or **No**.





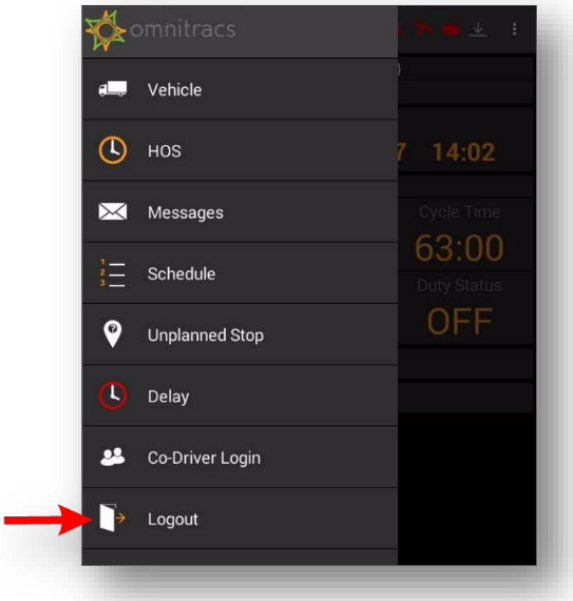
The Omnitracs XRS Mobile Dashboard appears.

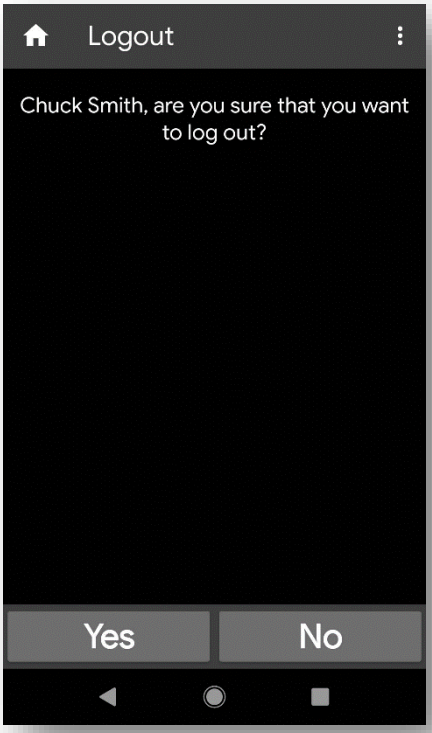
Logging Out of Omnitracs XRS Mobile

When you log out of Omnitracs XRS Mobile, you may leave remarks as well as adjust your log time. Omnitracs XRS will ask you to acknowledge any errors and confirm that all log entries are true and correct.

Omnitracs XRS automatically records inspection and logout information and makes it available through your office's web user account.

To log out, select the hamburger menu button in the upper left corner of the Mobile Dashboard, then select **Logout** from the fly-out menu.

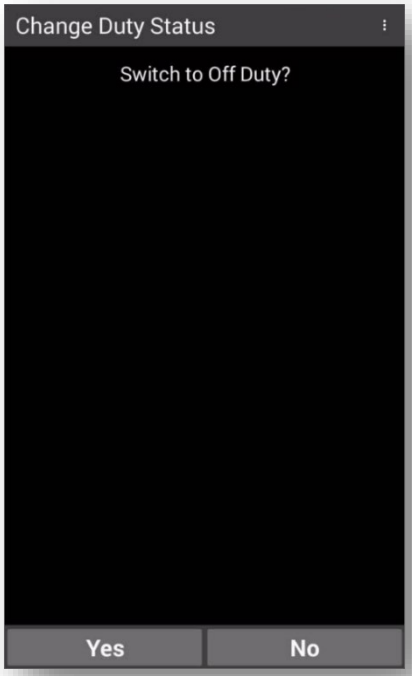




The **Logout** screen appears, asking you to confirm that you want to log out.

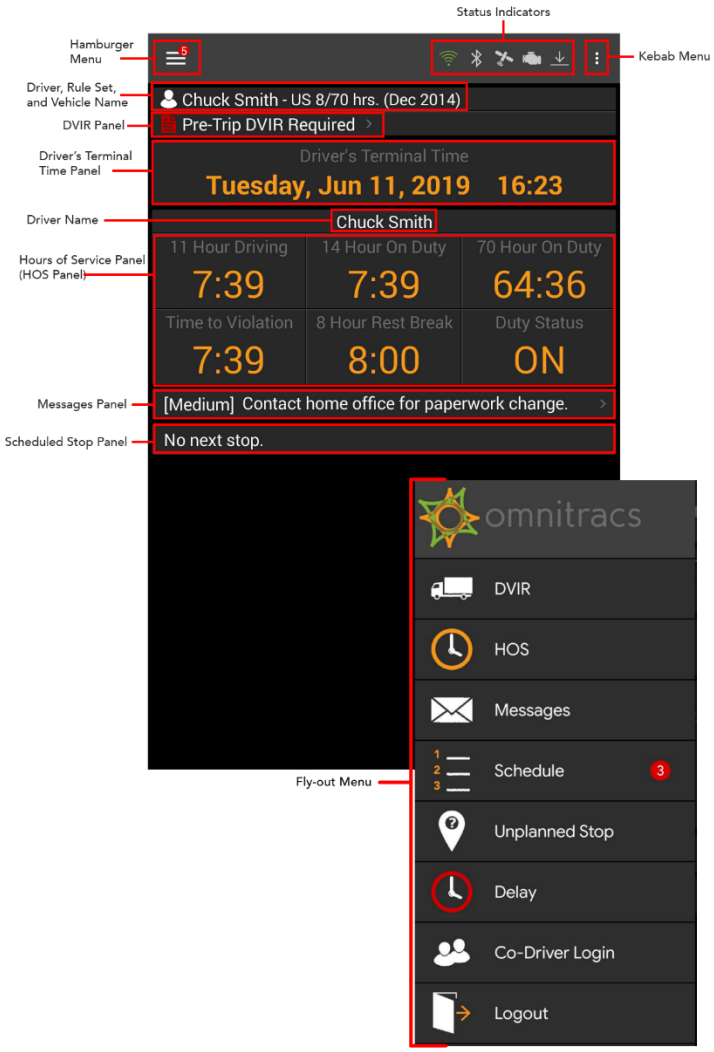
Select **Yes**. If you are still On Duty, you are prompted to go Off Duty.

Select **Yes** to log out of the application. It is recommended that you always go Off Duty when you log out. If you select **No**, you will remain On Duty even though you are no longer logged in.



Omnitracs XRS Mobile Dashboard

The Omnitracs XRS Mobile Dashboard provides real-time driver information such as HOS and connection status, as well as access to the Omnitracs XRS system via a fly-out menu, which is accessible by selecting the hamburger menu button located in the top left corner of the Mobile Dashboard. The menu button also provides an at-a-glance view of pending notifications. Information, Hours of Service, and Messages make up the majority of the Omnitracs XRS Mobile Dashboard, while other applications are available from the fly-out menu. All of the components are dynamic and can be either touched or swiped to access new information.



Hours of Service (HOS) Functions

The HOS function of Omnitracs XRS monitors On Duty, Off Duty, Sleeper Berth, and Drive time.

Change Duty Status

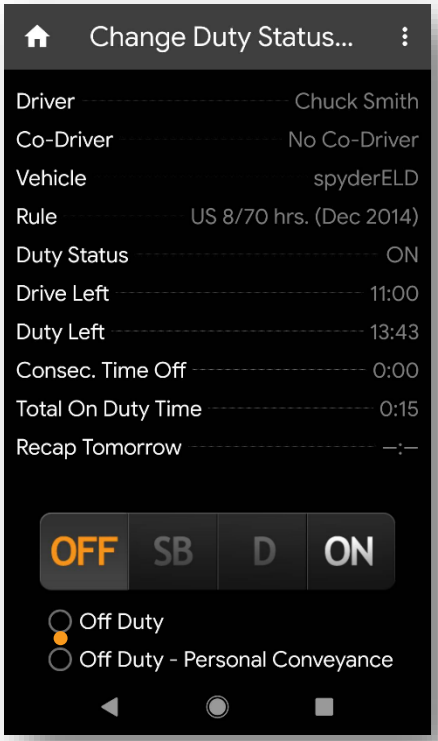
You can adjust your duty status on the Omnitracs XRS Mobile dashboard by touching any element in the HOS panel to open the Change Duty Status screen. The HOS function features Automatic Duty Status change when the vehicle is in motion. A device that is in On Duty status will automatically switch to Drive when the vehicle moves.

The **Change Duty Status** screen displays your current Duty Status and remaining Drive and Duty Time, as well as any violations currently applied to the driver status.

Once you are logged in, you can adjust your duty status manually:

1. From the dashboard, select the hamburger menu button in the upper left corner of your screen. The fly-out menu appears.
2. Select HOS from the menu. The HOS Log screen appears.
3. Select the kebab menu button in the upper right corner of the screen and select Options from the menu. The HOS Menu screen appears.
4. Select Change Duty Status. The Change Duty Status screen appears.

   Note: You can also open the Change Duty Status screen by touching anywhere in the HOS panel of the Mobile Dashboard.



5. Select one of the following to change the current HOS status:
    - **OFF** - Off Duty
    - **SB** - Sleeper Berth
    - **D** – Drive
    - **ON** - On Duty

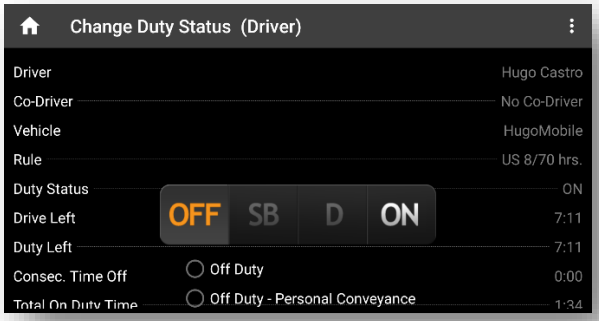
If your company is configured to allow any special driving conditions, you might also see options for Personal Conveyance or Yard Move when you change your status to On Duty (Yard Move) or Off Duty (Personal Conveyance).

Change Duty Status – Personal Conveyance

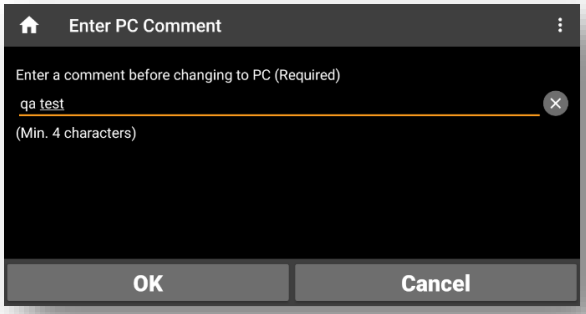
The Personal Conveyance work time extension can be declared to allow off-duty drivers to use an unladen Commercial Motor Vehicle (CMV) to drive to their domicile or other non-work-related locations when they are off-duty. Your company must be configured to allow Personal Conveyance for this option to be available.

To declare Personal Conveyance, you must be Off Duty and must have associated to a vehicle.

1. In the **HOS** panel of the Mobile Dashboard, select the **Duty Status** tile. The **Change Duty Status** screen appears.
2. Select **OFF** from the status options at the bottom of the screen. Two additional options, **Off Duty** and **Off Duty -- Personal Conveyance**, become available.

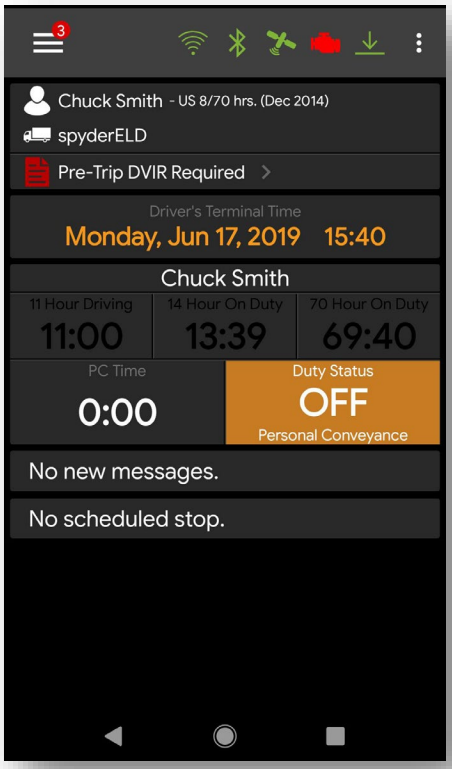


3. Select **Off Duty – Personal Conveyance**. The **Enter PC Comment** screen appears.

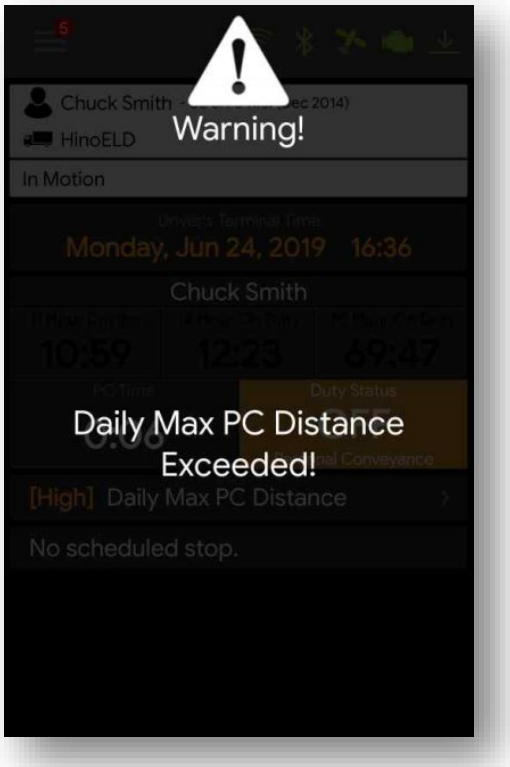


4. Enter a comment (4–60 characters) to explain your use of PC and select **OK**. You return to the **Change Duty Status** screen, which indicates that your duty status is being updated.

5. Select the **Home** icon to return to the Omnitracs XRS Mobile dashboard. The **Duty Status** tile now flashes orange and indicates that you are Off Duty and have declared Personal Conveyance.



If you exceed the daily maximum Personal Conveyance distance allowed by your company, the screen issues a warning message:



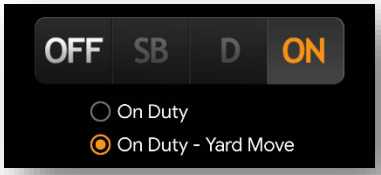
Change Duty Status – Yard Move

On-duty drivers can declare a Yard Move work time extension when they need to move trucks and trailers in a non-road space, such as the yard of a manufacturing facility, warehouse, or distribution center. Your company must be configured to enable Yard Move for this option to be available.

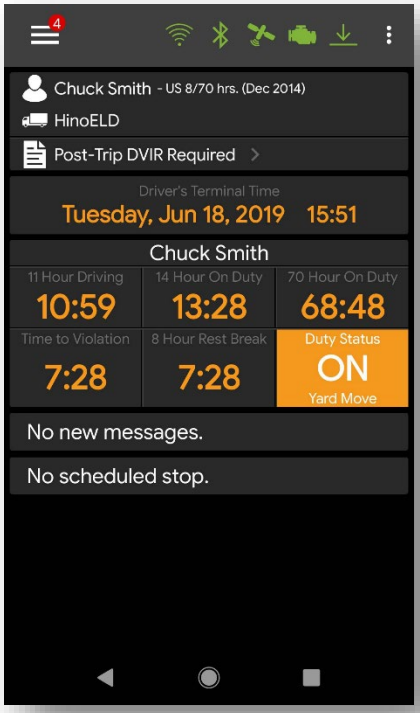
In order to declare Yard Move, the driver must be On Duty and associated to a vehicle.

1. In the **HOS** panel of the Mobile Dashboard, select the **Duty Status** tile. The **Change Duty Status** screen appears.

2. Select **ON** from the status options at the bottom of the screen. Two options, **On Duty** and **On Duty – Yard Move**, become available.



3. Select **On Duty – Yard Move**. The **Enter YM Comment** screen appears.
4. Enter a comment (4–60 characters) and select **OK**. You return to the **Change Duty Status** screen.
5. Select the **Home** icon to return to the Omnitracs XRS Mobile dashboard. The **Duty Status** tile now flashes orange and indicates that you are On Duty and have declared Yard Move.



Log Editor Overview

Viewing Your Driver Logs

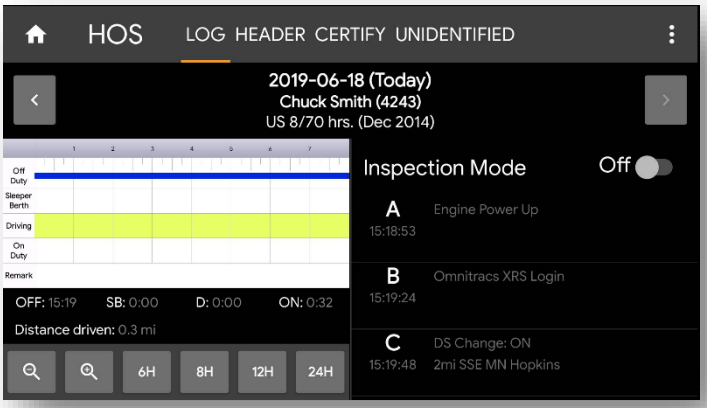
You can use the **HOS Log** screen in Omnitracs XRS Mobile to view the HOS Log in a variety of ways.

It is important to know how to display this screen when law enforcement personnel request access to the HOS log or in the event of a roadside inspection.

The **HOS Log** screen has four different tabs: **HOS Log**, **Header**, **Certify**, and **Unidentified**.

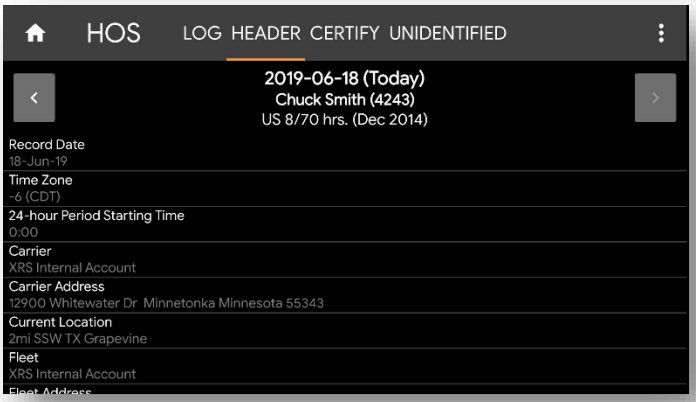
All four tabs display eight days' worth of logs—the current day plus the previous seven days. Use the right and left arrow buttons to move backward and forward through the logs.

The **HOS Log** tab displays the log graph and all log events for the given day.

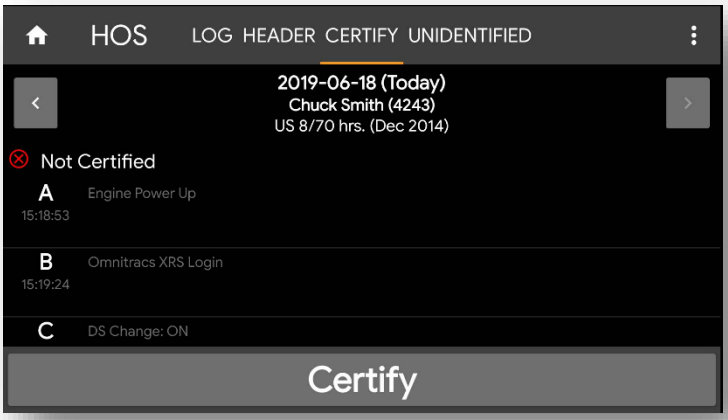


This tab includes an **Inspection Mode** option. Switch **Inspection Mode** to **On** to display detailed information about ELD-only events. You can present the **Inspection Mode** screen to law enforcement personnel during a roadside inspection.

The **Header** tab displays detailed information about the driver, carrier, vehicle, trailer, and other data unrelated to log events.

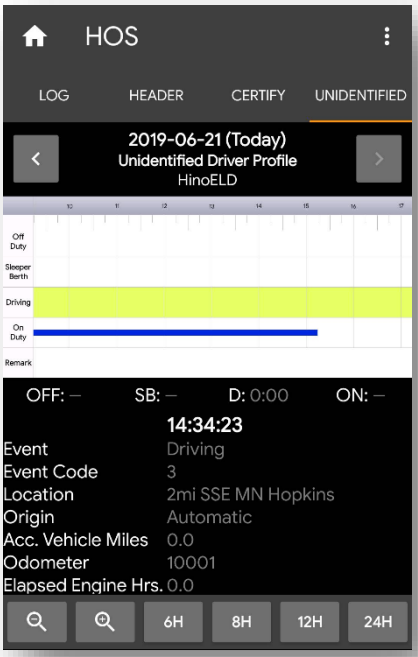


The **Certify** tab enables drivers to certify their HOS logs, which is required by the ELD Mandate at least once per 24-hour period. The tab displays all log events for a given day. Simply select the **Certify** button to certify your log for that day.



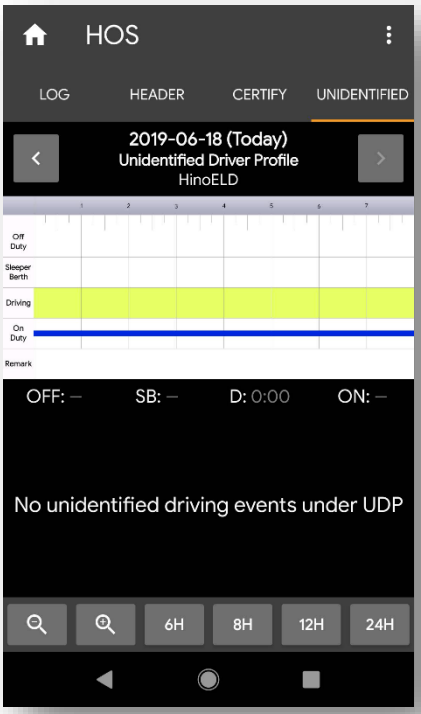
If you need to certify logs for more than one day, select the right or left arrow buttons on either side of the header to move to the next or previous day's log. When you have certified all logs, the red indicator next to the **Certify** tab label disappears.

The **Unidentified** tab displays details about any unassigned vehicle activity you confirmed when you reviewed carrier edits. This tab is intended for use by law enforcement officers when they review driver logs during an inspection.



The **Unidentified** tab is only visible if you are associated to an ELD vehicle and the associated vehicle has a cumulative total of at least 30 minutes of rejected UVA within the last seven days.

If there is no unassigned vehicle activity for a given day, or if you rejected any UVA when you reviewed carrier edits, the tab displays a message saying there were no unidentified driving events for that day.



Editing Your Driver Log

ELD drivers are able to add and edit On-Duty, Sleeper Berth, and Off-Duty time directly from their mobile devices. They are also required to accept or reject edits made by their carrier before they will be allowed to add or edit events from their mobile device.

You cannot edit:

- Other drivers' logs
- Intermediate logs
- Driver login/logout activity
- Engine power-up or shut-down activities
- ELD malfunction or data diagnostic events
- Inactive events
- Personal Conveyance time

In addition, you are not able to reduce or delete drive time.

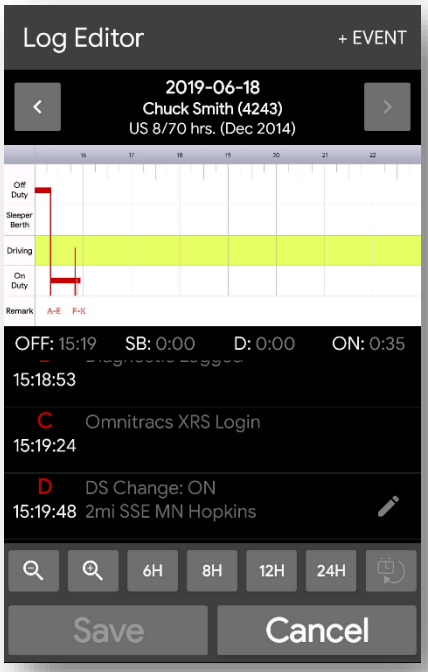
To edit your log:

1. Select the hamburger menu button in the upper left corner of the Omnitracs XRS Mobile dashboard. The main menu appears.

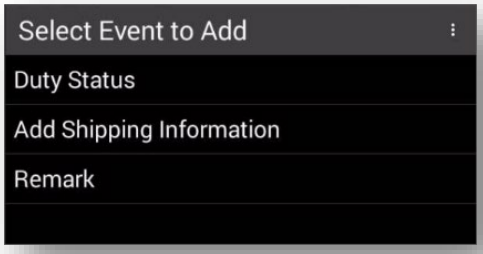
2. Select **HOS** from the menu. The **HOS Log** screen appears.

3. Select the kebab menu button in the upper right corner of the screen and select **Log Editor** from the menu. The **Log Editor** screen appears.

   Editable events are indicated by a pencil icon.



4. To add an event, select the **+Event** button in the upper right corner of the screen. The **Select Event to Add** screen appears.

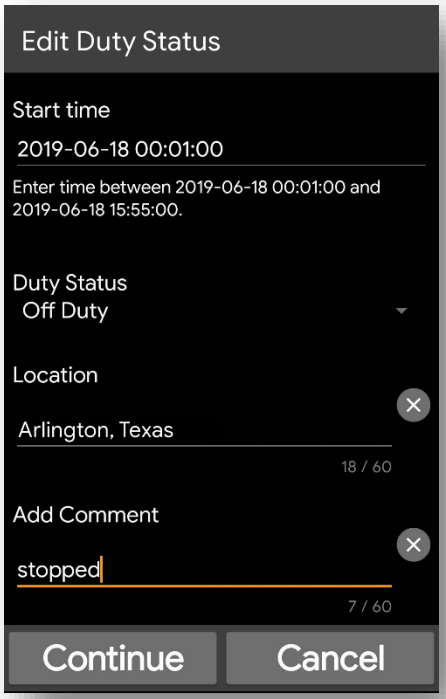


   a. Select **Duty Status**, **Add Shipping Information**, or **Remark**. The screen that appears will depend on which event you selected.
   b. Complete all required fields. When you have finished, select **Continue** to return to the **Log Editor** screen. The event you added is shown in green in the graph and in the events list.
   c. Select **Save** to save the added event. The **Violation Changes** screen appears to alert you to any potential HOS violations that have occurred as a result of the change you made.

d. Select **Continue** to return to the **Log Editor** screen. The new event has been added to the graph and the events list.

   Note: If you add a Remark or Shipping Information, you are prompted to add a trailer after you select **Continue**. If you are adding a remark, you can select **Skip** to bypass this step; if you are adding shipping information, you must add and save trailer information.

5. To edit an event, select the pencil icon next to the event you need to edit. The **Edit Duty Status** screen opens for that event.



   a. Edit the fields as needed. When you are finished, select **Continue**. You return to the **Log Editor** screen. The edits you made appear in green in the log.
   b. Select **Save** to save your edits to the log.

After you add or edit events, you will need to re-certify your logs. Select the **Certify** tab, review the logs, and select **Certify**.

Note: Drive events cannot be shortened, deleted, or replaced. Also, Personal Conveyance and Yard Move events cannot be deleted.

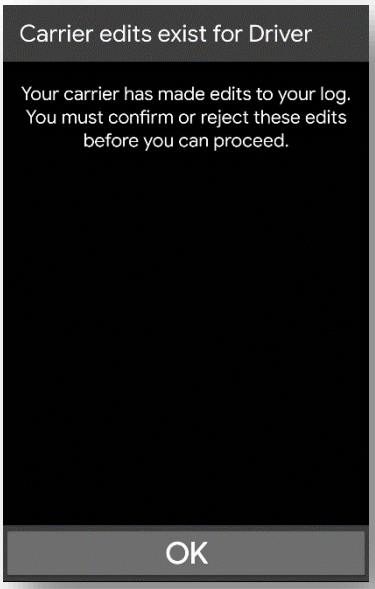
Confirming Carrier Edits

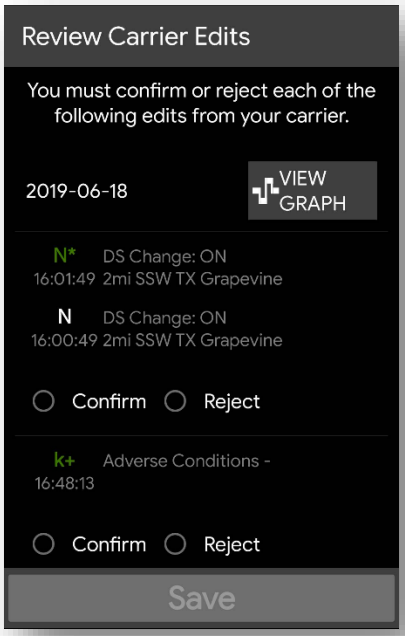
If the carrier made any edits to your log on the Omnitracs XRS host website (for example, Unassigned Vehicle Activity or carrier-initiated ELD exemptions), you must confirm or reject each edit.

Drivers are notified of carrier edits once they have logged in, changed their status to On Duty, and associated to a vehicle. If edits arrive while the vehicle is in motion, drivers will be notified as soon as the vehicle is stationary. If there are team drivers, the drivers are notified immediately, even if the vehicle is in motion.

To confirm carrier edits:

1. Log in to Omnitracs XRS Mobile, change your status to On Duty, and associate to a vehicle. You receive a message telling you that the carrier has made edits to your log and that you must confirm or reject the edits before you can continue.





2. Select **OK**. The **Review Carrier Edits** screen appears, showing the edits that were made by the carrier.

3. Review each edit and select **Confirm** or **Reject**. If you reject an edit, you will be required to include a comment that explains the reason for rejecting the edit.

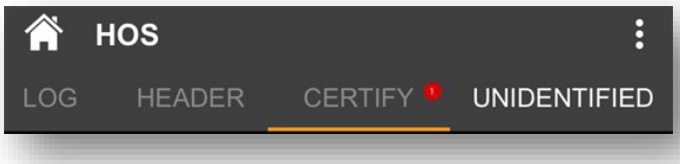
   You must be within Bluetooth range of the associated ELD vehicle for proposed carrier edits to be displayed.

4. When you have confirmed or rejected all edits, select **Save**. The changes are incorporated into your log and you return to the Mobile Dashboard.

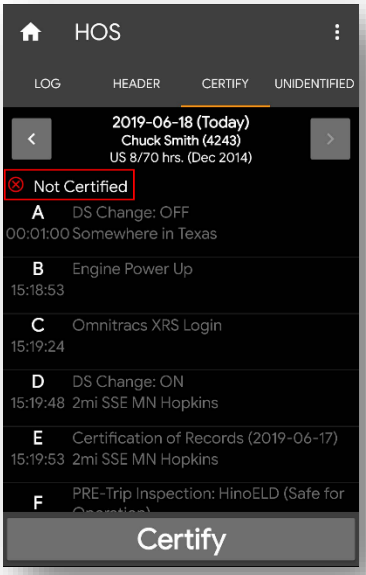
Certifying Logs

As part of the ELD Mandate, drivers are required to certify their HOS logs at least once per 24-hour period.

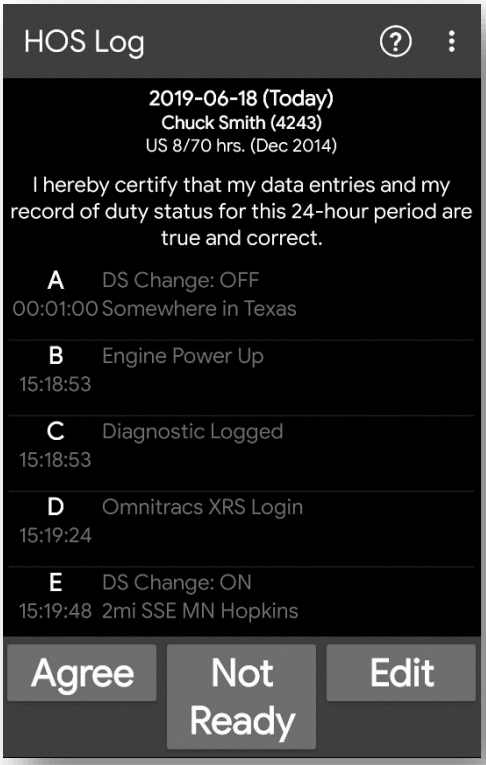
1. To certify your log, select the three-line menu button from the dashboard and select **HOS** from the fly-out menu. The **HOS Log** screen appears. If there are events waiting to be certified by the driver, the **Certify** tab on the **HOS Log** screen displays a red notification badge showing the number of uncertified days.



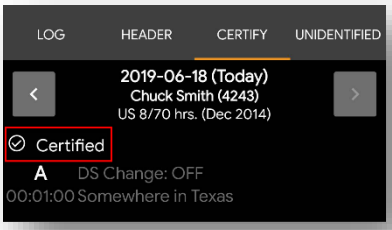
2. Select the **Certify** tab. The screen displays log events for the selected date. If the events for the day are not yet certified, a **Not Certified** notice, indicated by a red X, appears at the top of the list.



3. Select the **Certify** button. The **HOS Log** screen appears, asking you to certify that the log entries are true and correct for the designated 24-hour period.



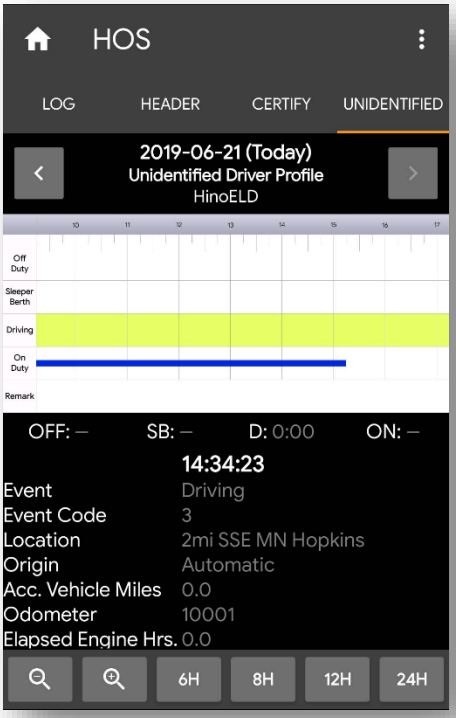
4. Select **Agree** to certify your log. The **Not Certified** notification is replaced by a **Certified** notification, indicated by a white check mark.



Select the left and right arrow buttons at the top of the screen to see logs for other days. If any of them need to be certified, repeat steps 3–4. Once you have certified all uncertified logs, the red notification next to the tab label disappears.

Once all logs are certified, a **Certification of Records** event is added to the log. After you certify your logs, new events that occur within the 24-hour period must be certified again.

Unassigned Vehicle Activity



If you associate to an ELD vehicle within eight days of unassigned vehicle activity being recorded for that vehicle, the ELD must notify you of any unassigned driving segments that have been stored on the relay within those eight days. You receive this notification when you open your **HOS Log** screen; the message informs you that UVA exists and reminds you that you must confirm or reject all UVA before you can proceed.

UVA is always presented to the driver on the mobile first.

If you reject the UVA, it is sent back to the carrier, where it can be assigned to another driver. When a host user assigns UVA to a driver, it is sent to the assigned driver as an edit to their log, which they will then have to confirm or reject.

When you receive notification of UVA:

1. Select **OK** to review activity on the notification window. The **Review Unassigned Driving Events** screen appears, displaying all UVA for the vehicle for the past eight days.
2. Select **Confirm** or **Reject** for each unassigned driving event. Select the **View Graph** button if you want to see how the UVA would fit into your existing log.
3. When you are finished, select **Save** to add the confirmed UVA event(s) to your log. You return to the **HOS Log** screen and can see that the UVA has now been added to your log.

Note: You cannot perform log edits or send an eRODS transfer as long as unreconciled UVA exists on the ELD.

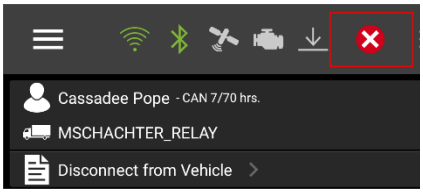
Once you have accepted the UVA, the **Unidentified** tab displays the details of the activity. Having the information on a separate tab makes it easier for law enforcement officials to view UVA when they are inspecting logs.

Diagnostic and Malfunction Alerts

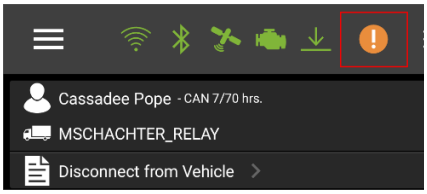
The ELD Mandate requires that the ELD record and store relevant diagnostic and malfunction events and alert drivers when a diagnostic or malfunction event occurs. The relay detects and records the diagnostic and malfunction events for a minimum of eight days. Omnitracs XRS Mobile includes features that enable you to monitor and log diagnostics and malfunctions.

When an ELD diagnostic fails or a malfunction is detected, Omnitracs XRS Mobile displays a red X (for malfunction) or orange exclamation point (for diagnostic) indicator on the right side of the status indicator bar on the Mobile Dashboard.

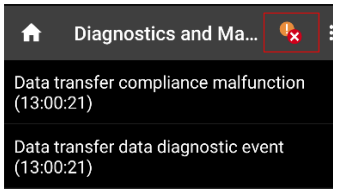
Malfunction Indicator



Diagnostic Indicator



Malfunction and Diagnostic Indicators

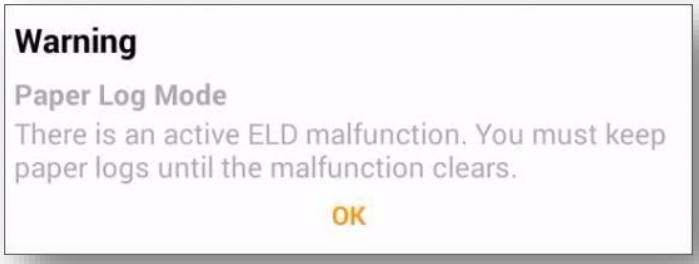


Depending on the nature of the Diagnostic or Malfunction event, the **HOS Status** values may change as well. You can select the indicator to open the **Diagnostics and Malfunction** screen, which lists any Diagnostic or Malfunction events that have been detected since login.

Paper Log Mode

Paper Log Mode (PLM) is triggered by any ELD Compliance Malfunction that is logged while the ELD is associated to a vehicle. When PLM is triggered, you immediately go into Paper Log Mode; you are not offered the option of doing so.

When Paper Log Mode starts, you receive a message saying, "There is an active ELD malfunction. You must keep paper logs until the malfunction clears."



Select **OK**. When you return to the Mobile Dashboard, the values in the HOS Panel all read "NA."

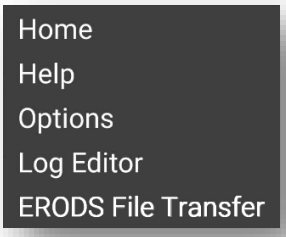
When the malfunction that triggered the PLM has cleared, you are taken out of Paper Log Mode. You receive a message saying, "ELD malfunction has cleared. You may resume use of the ELD as your Record of Duty Status." Select **OK** to return to the Mobile Dashboard.

Sending eRODS to FMCSA

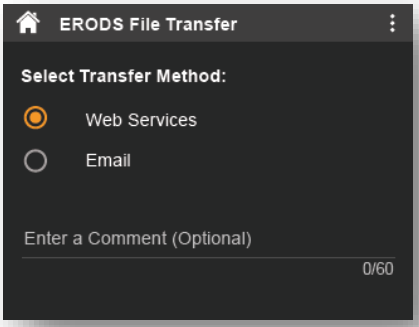
As part of the ELD Mandate, drivers must be able to present safety officials with a copy of their Driver Logs for the past seven days upon request. Omnitracs XRS Mobile's eRODS File Transfer functionality allows drivers to do so using either Web Services or email. Drivers must be On Duty and within Bluetooth range of an associated vehicle to use this option, which is available from the **HOS Options** menu.

From the **HOS Log** screen:

1. Select the kabob menu in the upper right corner of the **HOS Log** screen. The **HOS Options** menu appears.

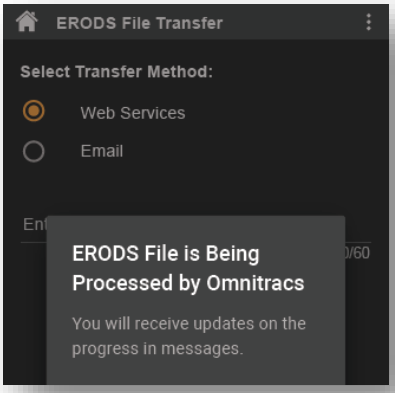


2. From the menu, select **ERODS File Transfer**. The **ERODS File Transfer** screen appears.
3. Select the **Web Services** or **Email** field to choose a transfer method.



4. Enter a comment in the **Enter a Comment (Optional)** field if you would like to record additional information.

5. Select **Send**. A message stating the ERODS file is being processed appears.



6. When the ERODS file transfer is complete, you receive a notification that the file was either sent successfully or that delivery failed.