
OMNITRACS INTELLIGENT VEHICLE GATEWAY

USER MANUAL

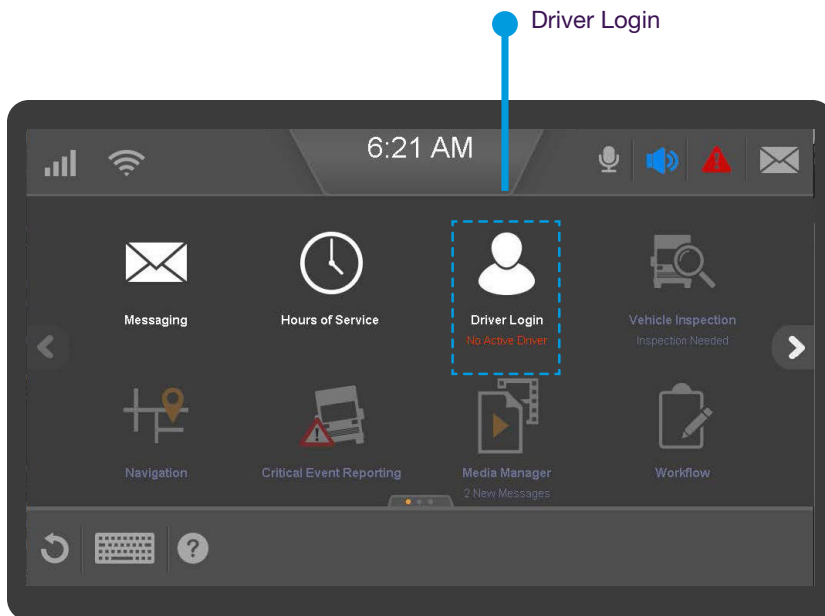
80-JE027-1 Rev. E
March 2021



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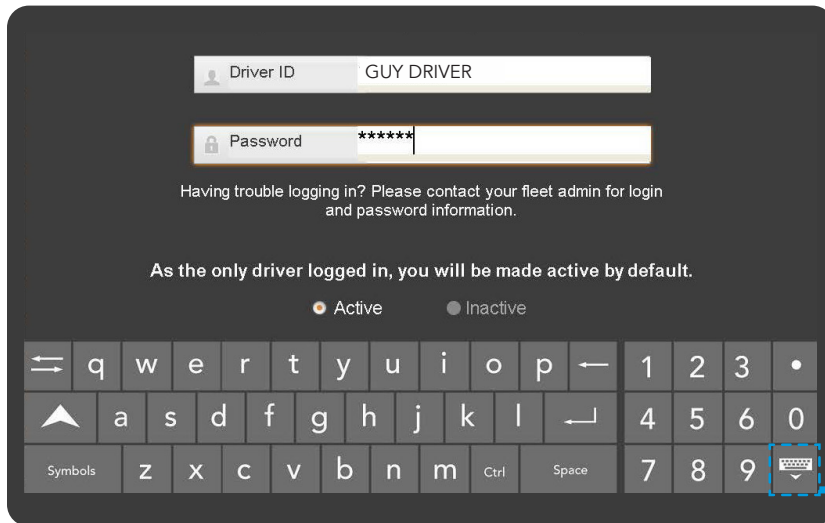
Logging In and Out



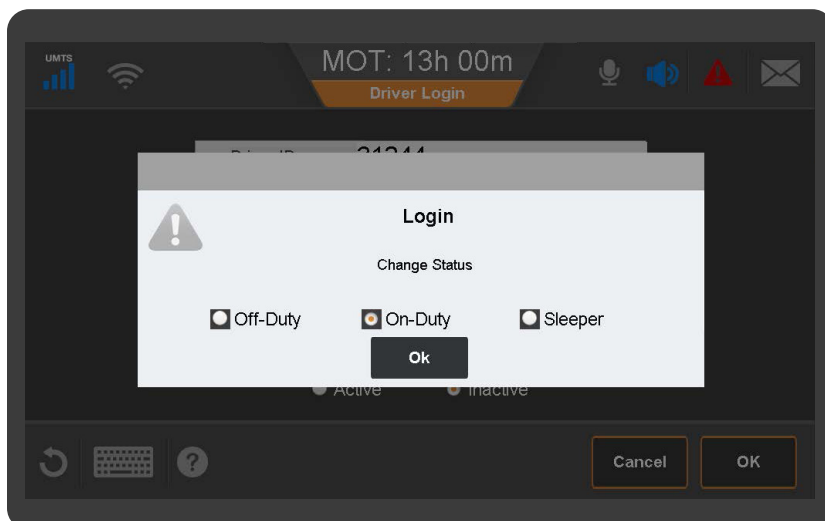
Some applications require that you log in to use them. If you are unable to log in, the vehicle will accumulate unassigned driving activities that must be resolved prior to heading on the road.

When two drivers are in the cab, the one driving is the “active” driver, and the other is the “inactive” driver.

To log in, tap Driver Login on the Home screen.

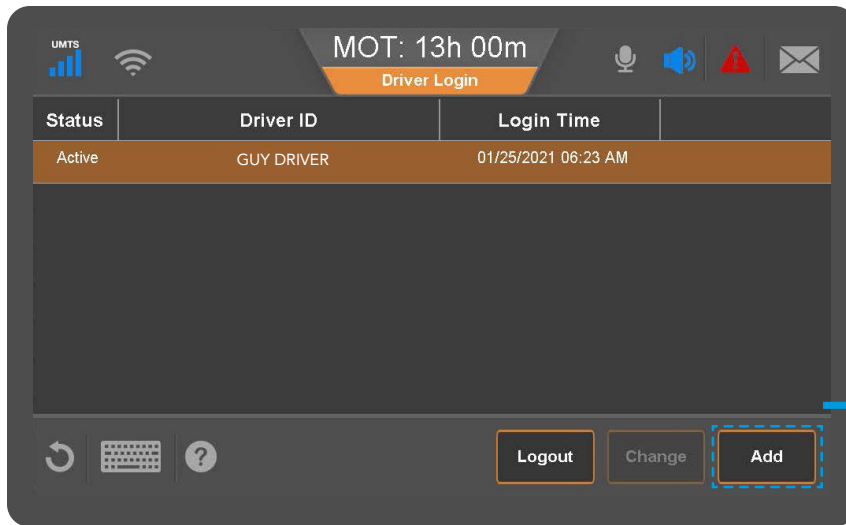


To type in a data entry field, tap the keyboard in the bottom left corner. Type your Driver ID and Password, the Active Driver should login first as they will be defaulted to the Active driver; then, close the keyboard by tapping the keyboard icon in the lower right corner.



Select your current duty status and tap Ok to continue.

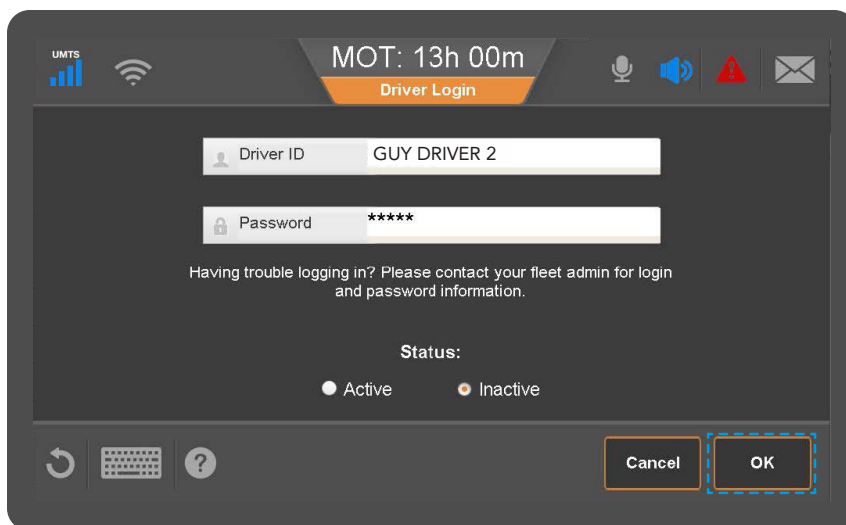




Your driver ID displays until the device synchronizes with the server over-the-air. When authentication is complete, your full name displays.

To login a co-driver tap the Driver Login button on the home screen; then tap Add.

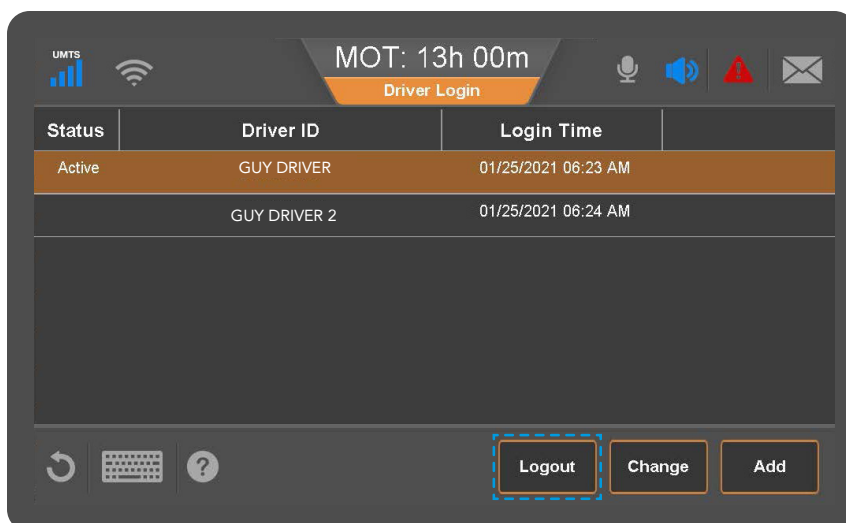
Add Button



The CoDriver taps the keyboard in the lower left corner, and types a Driver ID and Password. The secondary login is always defaulted to the Inactive driver setting. Close the keyboard by tapping the keyboard icon on the bottom right.

The CoDriver selects a duty status and taps OK.

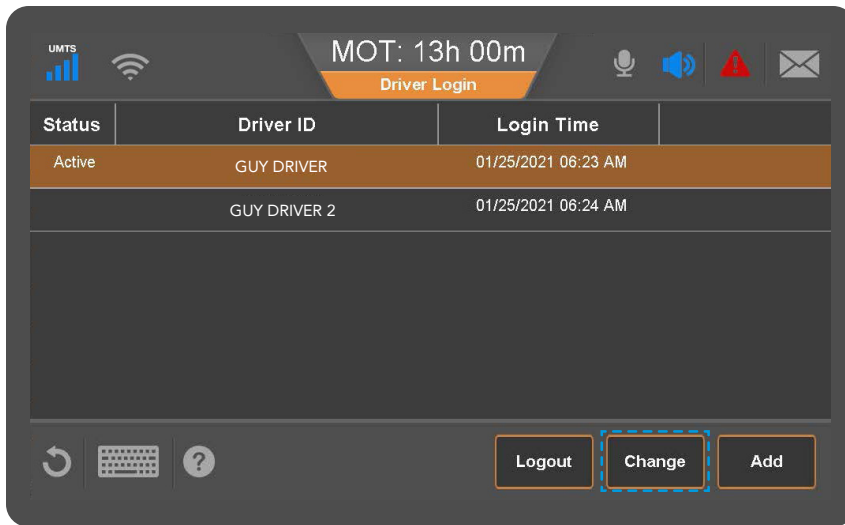
Note: If the HOS admin has activated the setting to Block incoming messages when the driver's duty status is set to "sleeper berth" AND, the CoDriver goes into sleeper immediately at Login, logs will not download until an alternate status is selected to prevent notifications from waking the driver.



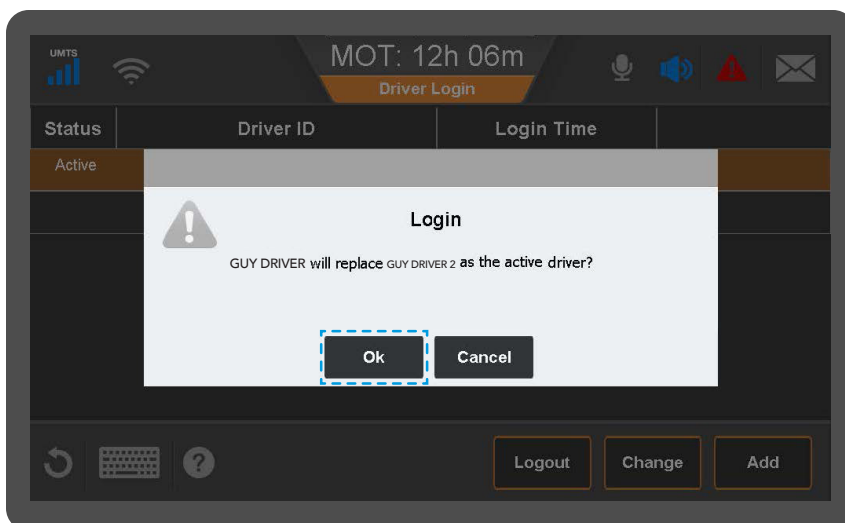
To log off, access the Login page from the home screen. Tap on your name from the list. Once highlighted tap, Logout.

You will be prompted to certify your logs and enter your load information if you forgot. View HOS topic on Load information; or Certify Logs for more details.

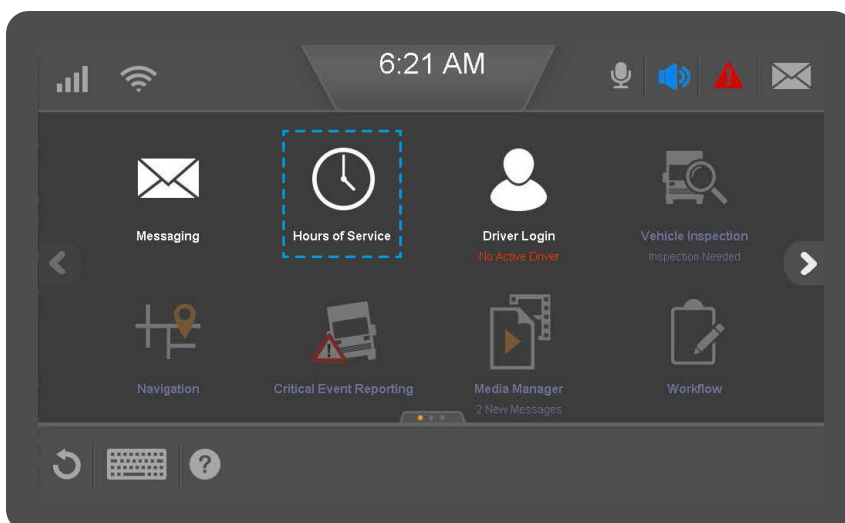




To change the active driver, the CoDriver should tap Login from the Home Screen, then tap their name to select it and tap Change.



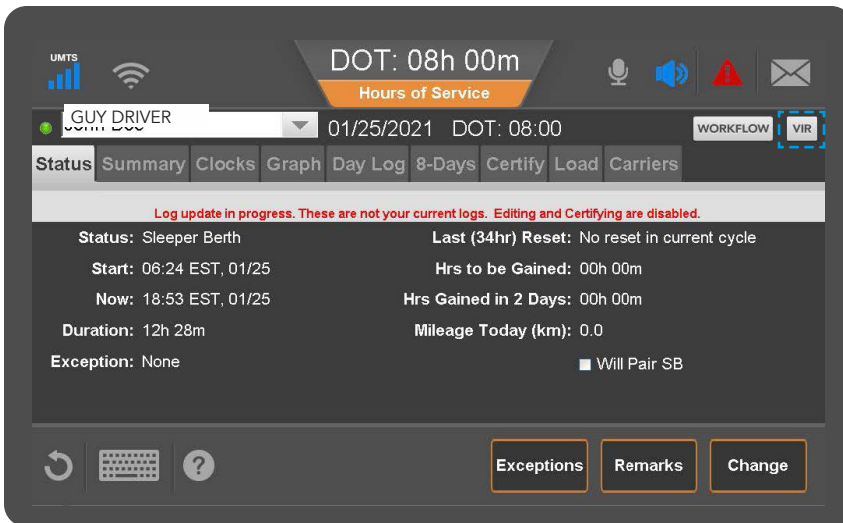
The CoDriver will be notified that they will become the active driver. To proceed tap ok. The CoDriver will be prompted to enter their password.



Upon successful authentication of the CoDriver's password, they will be identified as the active driver and can proceed to the Hours of Service application to update their status. You can access the Hours of Service Application by clicking the home button on the device and tapping the HOS icon.



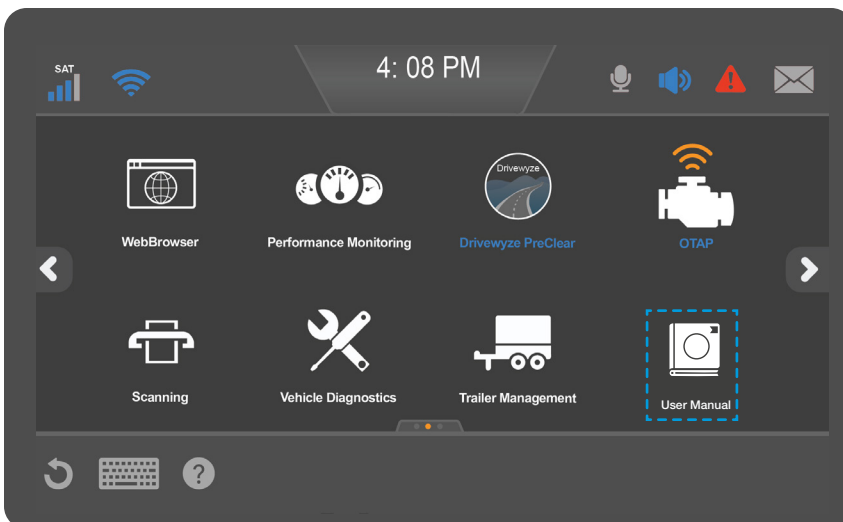
Hours of Service: Required Documentation



The Hours of Service Regulations require the driver to have in the vehicle enough paper logs to recreate their current cycle of logs; 8 Logs USA, 15 in Canada.

Additionally, drivers are required to carry the Omnitrac Cab Card which contains instructions on how to handle Diagnostic and Malfunction alerts.

There are two Cab Cards for each device. One for Canada and one for the USA. The Driver must produce the appropriate cab card based on the operating zone they are in.



US and Canadian ELD regulations require the driver to have an ELD User Manual in the vehicle. It is acceptable for this manual to be in electronic format on the device. When requested, the driver must produce any of these items for the safety official.

To access the User Manual, from the home page, tap the arrow on the right side of the page until you see the User Manual icon. Tap on the icon to open.

Use the interactive menu to select a specific topic of interest or, read the overview for a simplified explanation of the content.



Hours of Service: Overview

Jump to VIR Application

Hours of Service (HOS) records and allows you to manage fully compliant electronic driver logs. Log accuracy is your responsibility; review and certify your driver logs daily.

If you have Vehicle Inspection Report (VIR), you can switch between these applications by tapping the button in the upper right.

After Login it will take time for the system to download your logs from the server. During this time, the top of the status tab will indicate that your logs are not available for editing or certification.

Start	Status	Duration	Location	Origin
Off Duty		06h 24m 46s		
06:24:46	Sleeper Berth	12h 29m 52s	8km W ON Halton Hills	Driver
18:54:38	On Duty	00h 36m 11s	8km W ON Halton Hills	Driver
19:22:57	Operating Zone - USA	00h 01m 02s	8km W ON Halton Hills	Driver
19:23:59	Operating Zone - Canada South of Lat. 60 N	00h 30m 40s	8km W ON Halton Hills	Driver
19:30:49	Driving	00h 23m 27s	8km W ON Halton Hills	Driver
19:54:16	On Duty	00h 03m 39s	8km W ON Halton Hills	Driver

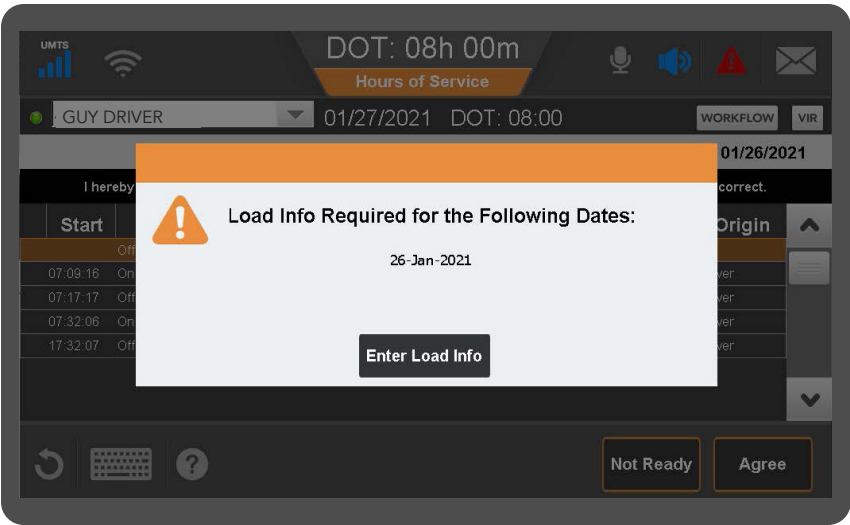
Once the download of your logs is complete, you will receive multiple prompts to address any outstanding concerns.

You will be prompted to review and certify any logs from previous days that have not been certified, or that were edited and still need to be certified.

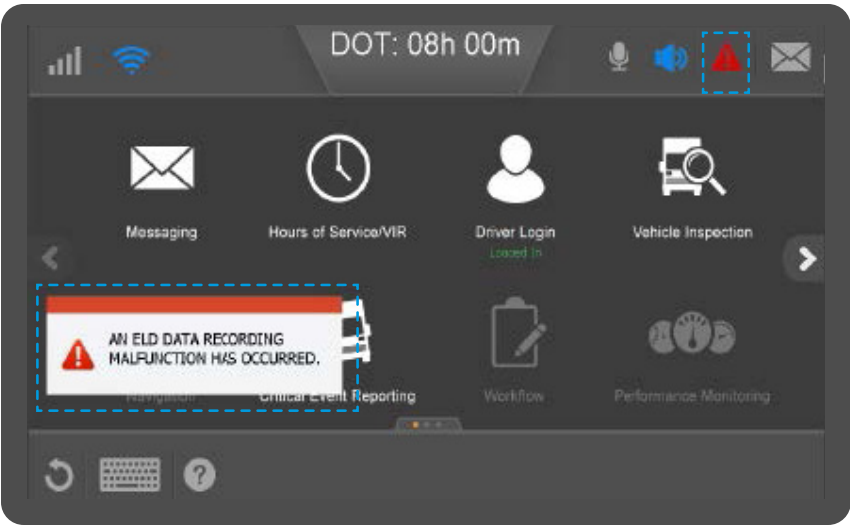
Status	Start	Duration	Date
Driving	11:06:35	01h 34m 22s	06/14/2017

The Mobile will record any vehicle movement that occurs when no driver is logged into the device and record these events under the Unidentified driver Profile. You will be prompted to review and accept or reject any Unassigned driving activity on the vehicle after your logs have downloaded. See Unassigned Vehicle Activity for more details.

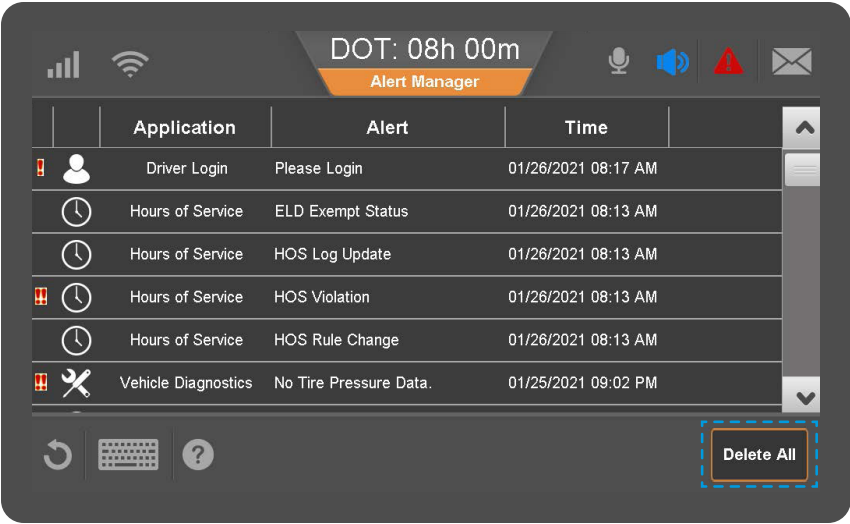




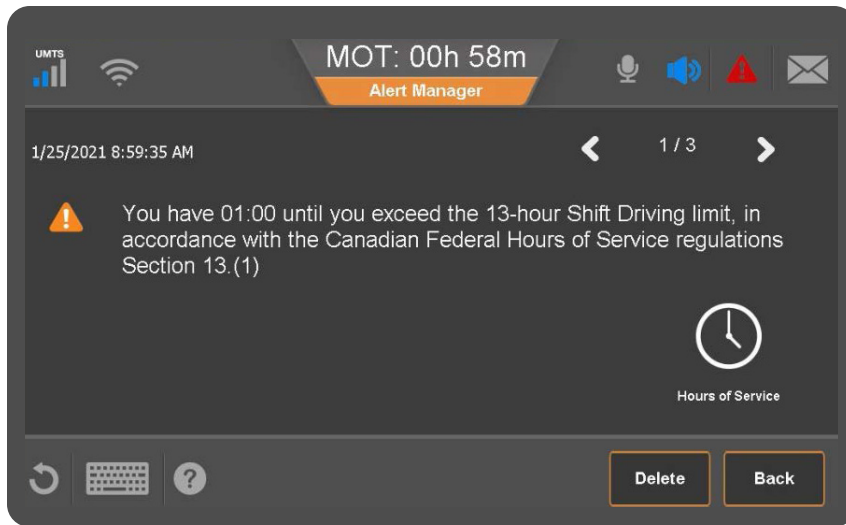
You will be prompted to enter load information in the event you had On Duty time on the previous day for which no load information was entered. In the event of Bob tail activity enter “bobtail” in the Trailer and load info section. See Add/Edit Load Info for more details.



The Alert Manager will display Hours of Service warnings, alerts, errors, and Malfunction or Diagnostic Events in the bottom left corner when they occur, or in a popup window. The Alert manager can be accessed by tapping the Triangle ! in the top right corner of the screen.



A window will open that displays all the notifications. You can double tap to review more detail, or Delete All to remove all errors and notifications from the Alert Manager list with the exception of Malfunctions and Diagnostics.

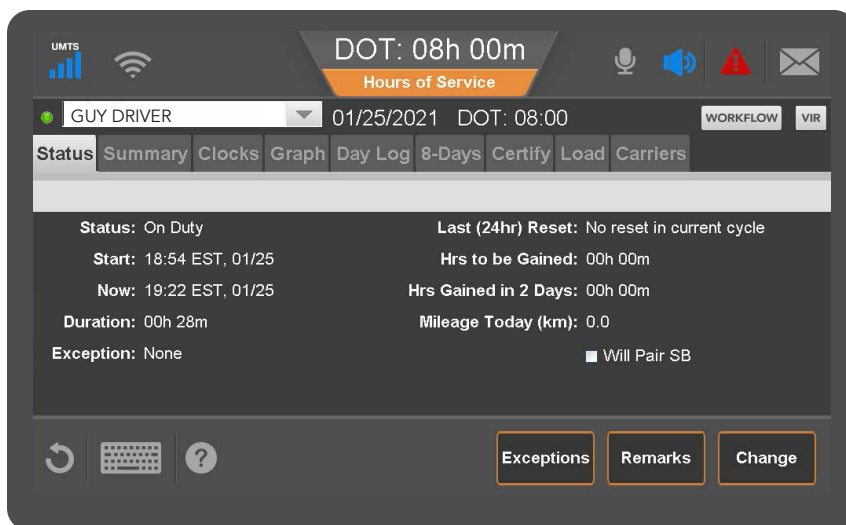


Hours of Service will calculate your available hours based on your Operating Zone and previous hours recorded.

It will also provide warnings when you are running out of driving and On Duty hours according to the USA or Canadian Federal Hours of service rules for that Jurisdiction.

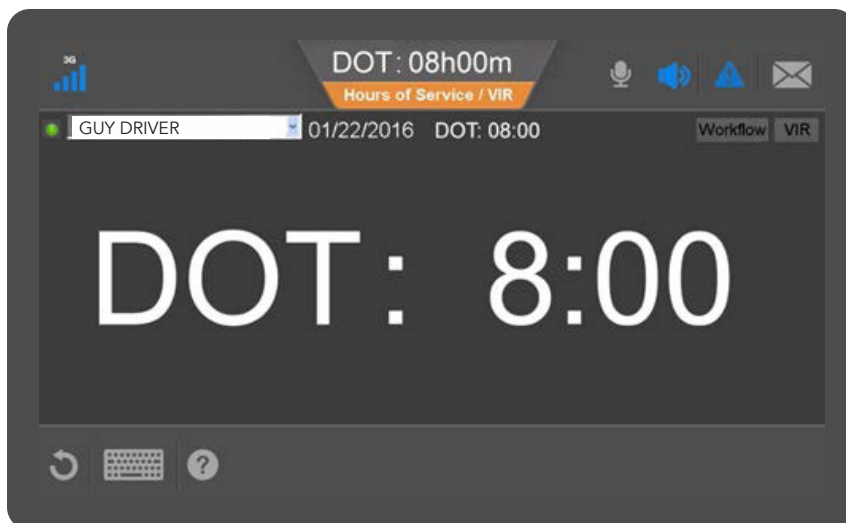
You will be notified when you reach 1 hour, 30 minutes and 15 minutes of remaining time available Driving or On Duty time with a verbal and visual notification.

You will also receive notice if you have potentially violated one or more Hours of Service limitations as found in the current regulations.



The Hours of Service application displays a countdown clock specific to remaining drive time for the active driver at the top of the window at all times. This considers all the Hours of Services clocks and displays the lowest remaining clock.

DOT stands for Department of Transportation signifying USA Federal rules.



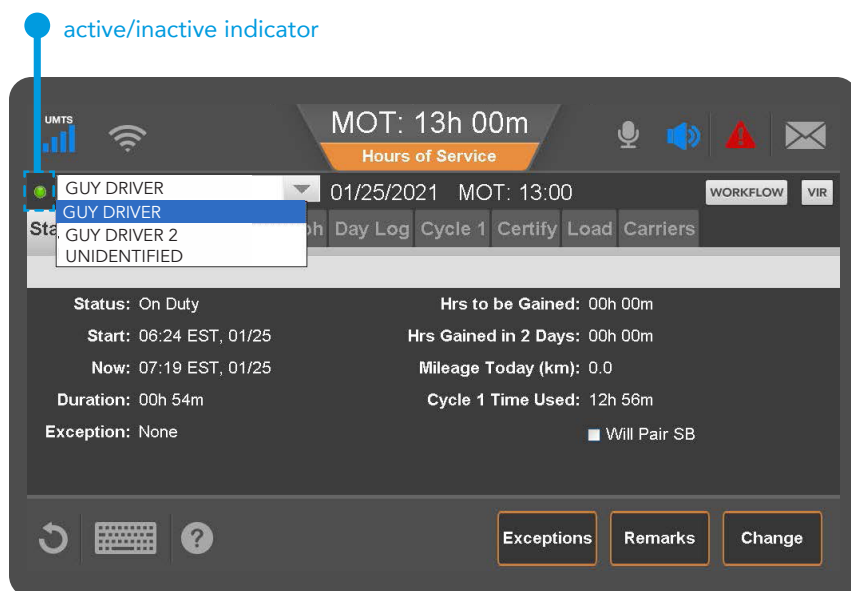
If the driver selects the Hours of Service application before they start to drive, the Hours of Service application will provide an easy view of the countdown clock on the screen while in motion.

Active drivers can not use the device while the vehicle is in motion. The screen will automatically lock when in motion if only one driver is logged in.

CoDrivers will be able to access their Hours of Service logs on the device while the vehicle is in motion

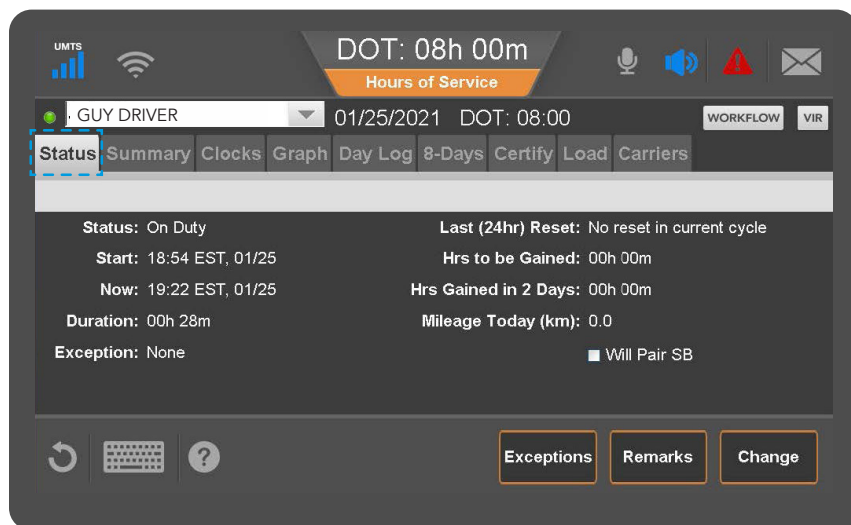


Hours of Service: Tab Summary



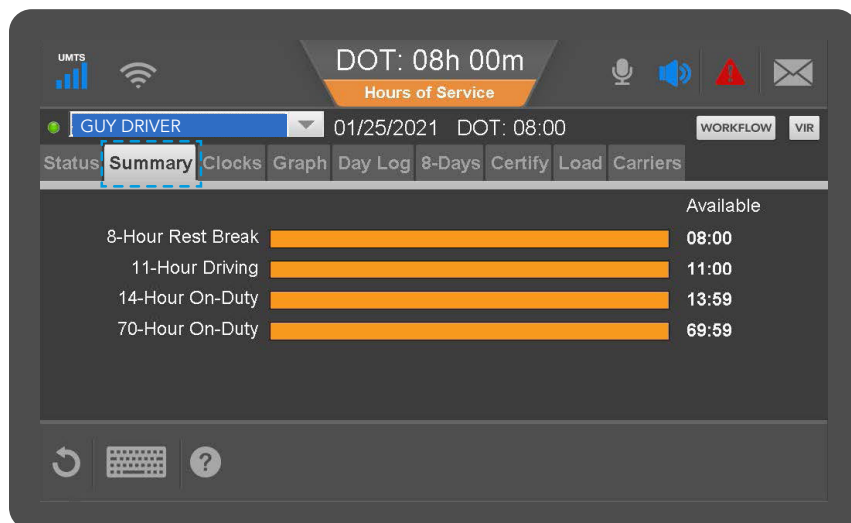
When you open HOS you see the Status tab showing the active driver on the upper left. You can select another driver if one is logged in or select the Unidentified Driver to view any unassigned driving records recorded for that vehicle.

- Indicates the active driver
- Indicates the inactive driver



The Status Tab allows you to view your current duty status information, exceptions in effect on current log and if you will gain any hours over the coming days due to hours worked falling out of cycle.

The Will Pair Sleeper Berth Button should only be used by a driver who has a sleeper berth and who intends to follow the Sleeper Berth split requirements in the USA or Canada. See Will Pair SB for more details.



The Summary tab shows remaining time for the general regulatory clocks based on your current operating zone and reported hours.

The DOT, or MOT, clocks are reflecting the active driver's available drive time and it takes all the regulatory clocks into account which may not always be displayed on the summary tab.

For intrastate regulations, the state code displays instead of DOT, for example "TX8:00" instead of "DOT 8:00".



DOT: 08h 00m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 08:00 WORKFLOW VIR

Status Summary **Clocks** Graph Day Log 8-Days Certify Load Carriers

Current Operating Zone: **USA**

Clock	USA	Canada South	Canada North
Available Driving	08:00	11:34	14:36
Rest Break	08:00	-	-
Driving	10:36	12:36	14:36
On Duty	11:34	11:34	15:34
Weekly	67:34	67:34	77:34
Shift Hours	-	13:34	17:34
Day Off Remaining	-	314:39	314:39

Cycle Change Operating Zone Change

If Operating in Canada

The Clocks Tab is only visible to drivers who drive or enter into Canada operating zones.

It allows you to view your available hours in the USA Federal rules and Canadian Federal rules in the event you are preparing to cross the border so you know how many hours you will have.

See Operating Zone Change and Cycle change for more information on this functionality.

MOT: 13h 00m
Hours of Service

GUY DRIVER 01/25/2021 MOT: 13:00 WORKFLOW VIR

Status Summary Clocks **Graph** Day Log Cycle 1 Certify Load Carriers

Status: **Sleeper Berth** Duration: **06:07** Start: Mileage Today (km): **0** 01/25/2021

Location: **8km W ON Halton Hills**

Off Duty
Sleeper Berth
Driving
On Duty (Not Driving)

Times in EST M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11

Info Remarks Previous Next

The Graph tab displays logs on a graph. Tap a bar to display that segment's details above the graph. With a bar selected, the Remarks button may be active if there is a remark associated with the duty status.

Tap Previous and Next to select different segments, and tap the back and forward arrows to change days.

DOT: 07h 36m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 07:36 WORKFLOW VIR

Status Summary Clocks Graph **Day Log** 8-Days Certify Load Carriers

Times in EST Co-Driver: 01/25/2021

Status	Start	Duration	Location	Co Driver	Origin	Comment
OFF		06h 24m 46s	8km W ON Halton Hills	No		
SB	06:24:46	12h 29m 52s	8km W ON Halton Hills	Yes	Driver	
ON	18:54:38	00h 36m 11s	8km W ON Halton Hills	Yes	Driver	Pre-Trip
D	19:30:49	00h 23m 27s	8km W ON Halton Hills	Yes	Driver	Driving
ON	19:54:16	00h 04m 20s	8km W ON Halton Hills	Yes	Driver	Fuel Stop

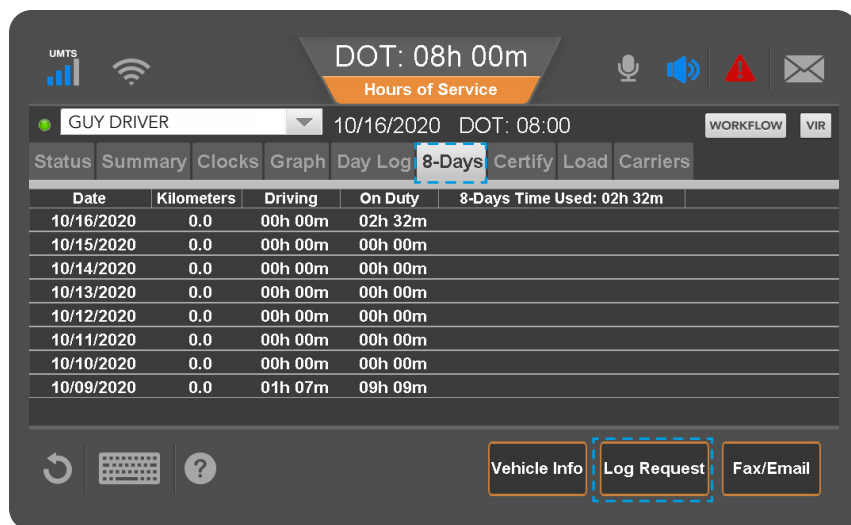
ERODS Inspector Header Info Remarks

On the Day Log tab you can review the current and previous day's duty status event changes, send eRODS or display the Inspector information and Header.

To view other days in the current cycle tap the arrows beside the date in the light gray header. You can go back as many days as are in the current duty cycle.

The green check marks indicate logs were certified by the driver. The indicator is only present on the start of the duty status record.

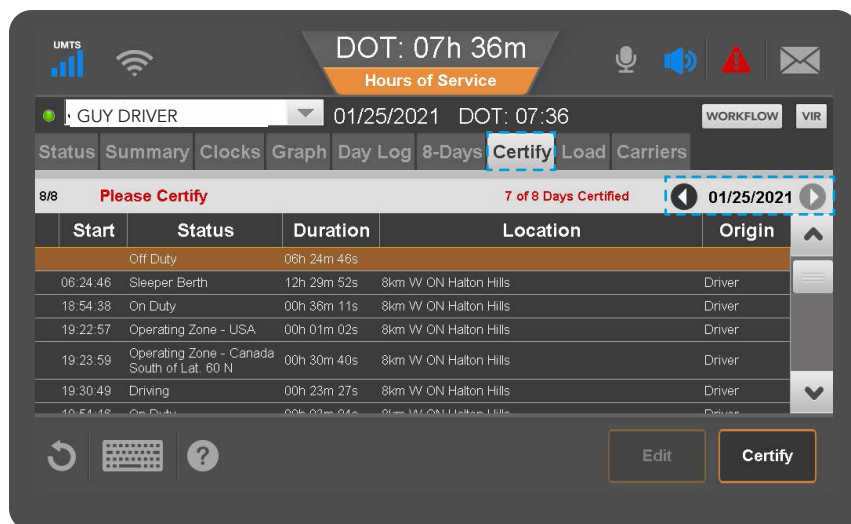




The 8-Days Tab displays total miles/kms, On Duty and driving hours worked for each day and time used for your duty cycle. The tab will say Cycle 1 or Cycle 2 for Canada.

This tab also allows you to review vehicle details reported on daily logs. Log Request sends a request to the host to synchronize logs from the host to the mobile.

If you are exempt from using the ELD under regulatory requirements and operating in AOBRD mode, you can request a fax or email of your current logs for an officer or send ELD or send log files for your own personal use in Canadian or US format.



The Certify Tab allows you to review all of your ELD events and make corrections where necessary.

The arrows beside the date in the top right corner allow you to scroll through previous days logs.

The top left corner indicates the current day's logs certification status.

Use the scroll function on the right side of the screen when applicable to view additional records for that day.

The screenshot shows the 'Hours of Service' app interface. At the top, it displays 'DOT: 08h 00m' and 'Hours of Service'. Below this, a dropdown menu shows 'GUY DRIVER' and the date '01/27/2021' with 'DOT: 08:00'. A navigation bar includes tabs: Status, Summary, Clocks, Graph, Day Log, 7-Days, Certify, Load (selected), and Carriers. The main content area shows load details: Load Id: 54gfsf, Start: 01/26/2021, End: 01/26/2021, B/L #: fsgffsgfs, Trailer1: fsgfsg, Trailer2: , and Trailer3: . At the bottom, there are three buttons: History (highlighted with a dashed blue box), New Load, and Edit.

The Load Tab allows you to review or update your Truck ID or license plate, and enter trailer ID or license plate, enter bill of lading and Load ID start and end dates for which the load information applies.

Tapping the History button allows you to review the load history, edit existing load information and delete inaccurate load information.

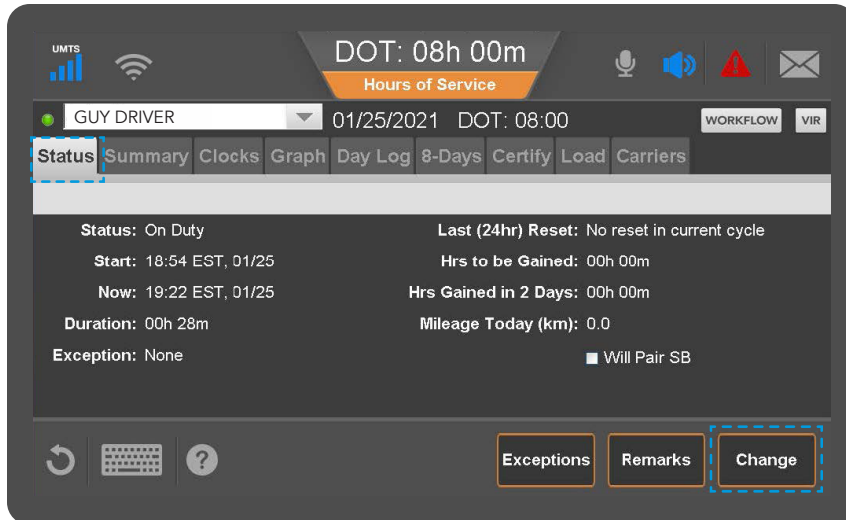
The screenshot shows the 'Hours of Service' app interface with the 'Carriers' tab selected. It displays 'DOT: 08h 00m' and 'Hours of Service'. The dropdown menu shows 'GUY DRIVER' and the date '01/28/2021' with 'DOT: 08:00'. The navigation bar includes tabs: Status, Summary, Clocks, Graph, Day Log, 7-Days, Certify, Load, and Carriers (selected). The main content area is titled 'Change Carrier' and shows a list of carriers: -- No Carrier --, 20180811 smoke, AKSTRUCKS, AppleCore, and Claude Carrier. At the bottom, there are three buttons: Cancel and OK.

The Carrier Tab is only available to a driver if they work for multiple Carriers.

This allows the driver to update the Carrier that is displayed on their log.

If this is required, contact your admin to have it enabled.

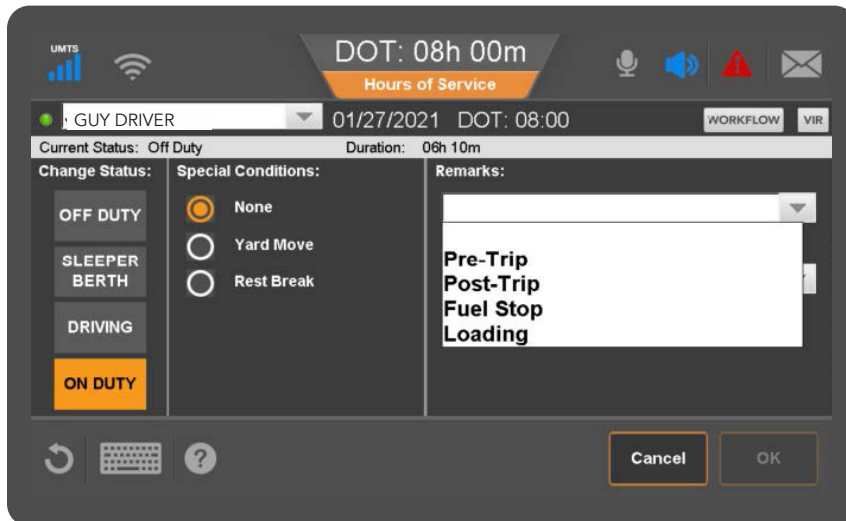
Change Duty Status



To change your duty status, access the Status Tab, then tap the Change button, which allows you to Change your duty status.

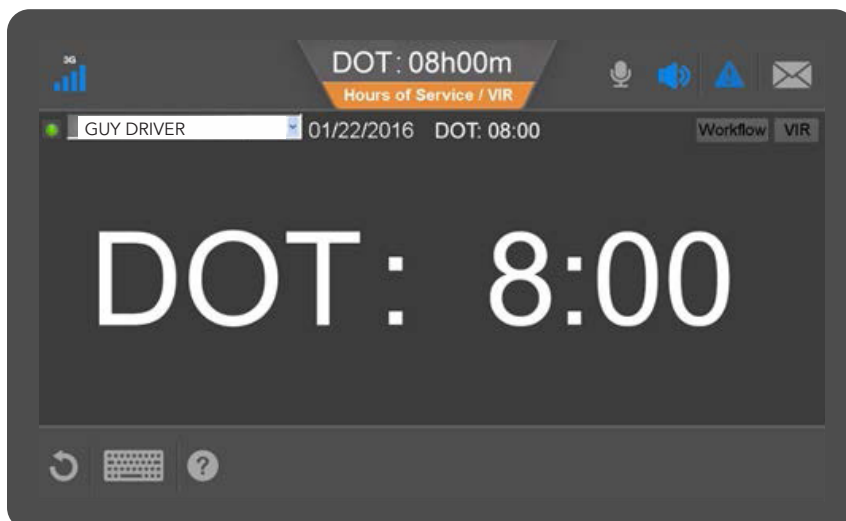
The Remarks button allows you to add a remark to your current duty status.

The available duty statuses are based on if you are the active or inactive driver and enabled features.



Select the desired duty status by tapping the status button, add a remark to the status if desired by using the drop down or typing a free form remark. Tap OK to confirm changes.

Automatic Driving status will occur when the speed threshold of 5Mph/8Kmph is reached. When no wheel movement is detected for 5 minutes, the system will prompt the driver to update their status. If no response is received after 1 minute, the duty status will update to On Duty. To avoid logging excess time in driving, update your status manually.



Manual driving can be selected in the event your system malfunctions and you would like to continue using it as an Electronic Recording Device (ERD). Only manual driving events are editable. If driving is detected, the system will update to record a driving status automatically.



Will Pair S/B (Sleeper Berth)

DOT: 08h 00m
Hours of Service

GUY DRIVER 01/28/2021 DOT: 08:00 WORKFLOW VIR

Status Summary Clocks Graph Day Log 7-Days Certify Load Carriers

There is a log update pending approval

Status: Off Duty Last (34hr) Reset: 03:32 CST, 01/28
Start: 07:30 CST, 01/27 Hrs to be Gained: 00h 00m
Now: 08:28 CST, 01/28 Hrs Gained in 2 Days: 00h 00m
Duration: 24h 58m Mileage Today (km): 0.0
Exception: None ☒ Will Pair SB

Exceptions Remarks Change

If you intend to use the Will Pair SB (Sleeper Berth) option, be aware that you are required to comply with the regulations according to the operating zone you are in. The Will Pair Sleeper Berth allows you to indicate that you intend to split your sleeper time to utilize the split sleeper regulations in Canada and the USA. Checking this box will update your available hours calculations to use optimistic clocks and exclude qualifying Off Duty and sleeper berth periods from the 14 hour work shift.

Special Driving Conditions

Special Driving conditions such as Personal Conveyance and Yard Move can be enabled, or disabled by your company administrator. If they are enabled you will see the options under Special Conditions under their respective duty statuses.

Yard move is a special condition of the On Duty status and is displayed as On Duty on the graph. Personal Conveyance is a special condition of Off Duty and is displayed as Off Duty on the graph. Remarks are mandatory for Yard Move and Personal Conveyance due to ELD regulations.

If you're operating in the USA your company can set a time limit for how much time you're allowed to accumulate in PC, and when that time is exceeded, you will receive a notification through the Alert Manager.

The screenshot shows the ELD interface for a driver named GUY DRIVER on 10/16/2020. The DOT is 08h 00m. The current status is On Duty with a duration of 01h 25m. The Special Conditions section shows 'None' selected with a radio button. The 'Change Status' section shows 'OFF DUTY' as the selected status. The 'Remarks' section has two empty text input fields. At the bottom, there are 'Cancel' and 'OK' buttons.

The screenshot shows the ELD interface for a driver named GUY DRIVER on 10/16/2020. The DOT is 08h 00m. The current status is On Duty with a duration of 01h 25m. The Special Conditions section shows 'Yard Move' selected with a radio button. The 'Change Status' section shows 'ON DUTY' as the selected status. The 'Remarks' section has two empty text input fields. At the bottom, there are 'Cancel' and 'OK' buttons.

Yard Move

If Operating in Canada

In Canada, you will be limited to 75kms of personal conveyance per day as defined by the regulations, after which you will be notified, and automatically transitioned to On Duty Driving status.

When yard move is in use, exceeding the speed threshold of 20Mph/32Kph will automatically terminate Yard Move status and transition to driving when you're in a Canadian operating zone. This speed threshold is optional and controlled by your Administrator for the US Operating Zone.



DOT: 08h 00m
Hours of Service

GUY DRIVER 10/16/2020 DOT: 08:00 WORKFLOW VIR

Current Status: On Duty Duration: 01h 25m

Change Status: OFF DUTY, SLEEPER BERTH, DRIVING, ON DUTY

Special Conditions: None, Yard Move

Remarks:

Cancel OK

If the vehicle's engine goes through a complete power cycle (power-down followed by a power-up) after selecting Personal Conveyance, you must wait and respond to the prompt that asks if you want to continue in the special driving condition. Otherwise, you will be removed from the status automatically.

In Canada, drivers will also be prompted for continuing the selection of Yard Move after the vehicle's engine goes through a complete power cycle (power-down followed by a power-up). This is an optional motor carrier configuration available while operating in the USA.

DOT: 08h 00m
Hours of Service

GUY DRIVER 10/26/2020 DOT: 08:00 WORKFLOW VIR

Status Summary Clocks Graph Day Log 7-Days Certify Load Carriers

Status: On Duty Last (34hr) Reset: 21:20 CDT, 10/24

Start: 16:16 CDT, 10/26 Hrs to be Gained: 00h 00m

Now: 16:19 CDT, 10/26 Hrs Gained in 2 Days: 00h 00m

Duration: 00h 03m Mileage Today (mi): 0.0

Exception: None Will Pair SB

Clock In Clock Out Exceptions Remarks Change

If enabled by your company, Clock In and Clock Out allow you to account for On Duty time away from the truck:

Clock In: Allows a driver to insert an On Duty event start earlier in the day.

Clock Out: Allows you to specify a time you would like to go Off Duty if you have stepped away from the truck. Please note, if the device detects driving it will cancel the clock out request.

When you clock in, enter the time your shift began.

DOT: 08h 00m
Hours of Service

GUY DRIVER 10/16/2020 DOT: 08:00 WORKFLOW VIR

Clock In

Enter a clock-in time from the last 24 hours:

Clock In: 11:49 Date: Friday, October 16, 2020

Location: 5mi W ON Halton Hills

Remarks:

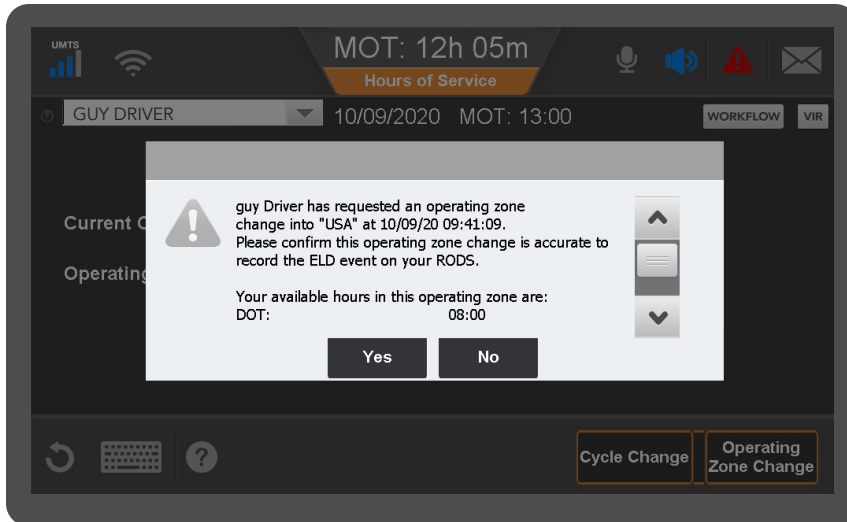
Cancel OK

Tap the arrows to the right of the "Clock In" time to adjust your start time. Select one or two remarks, or, if available, type a remark to describe what happened during the status. Then tap OK.

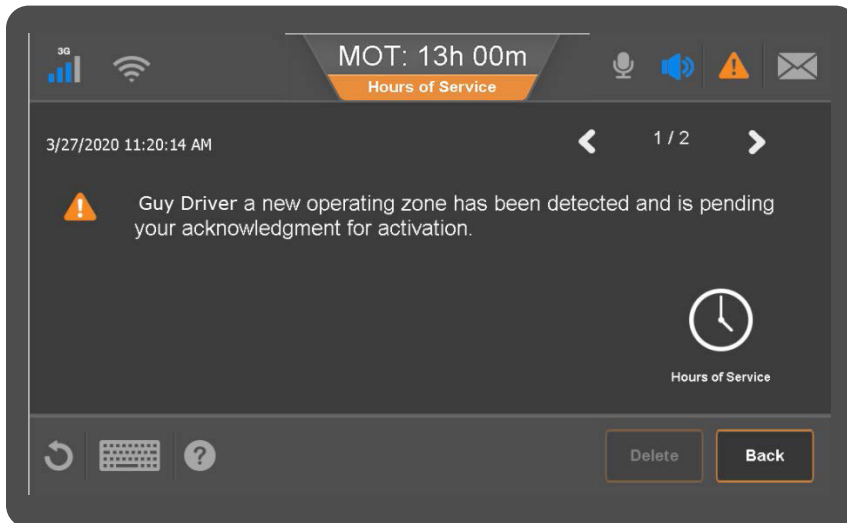
The Clock Out function works the same way.



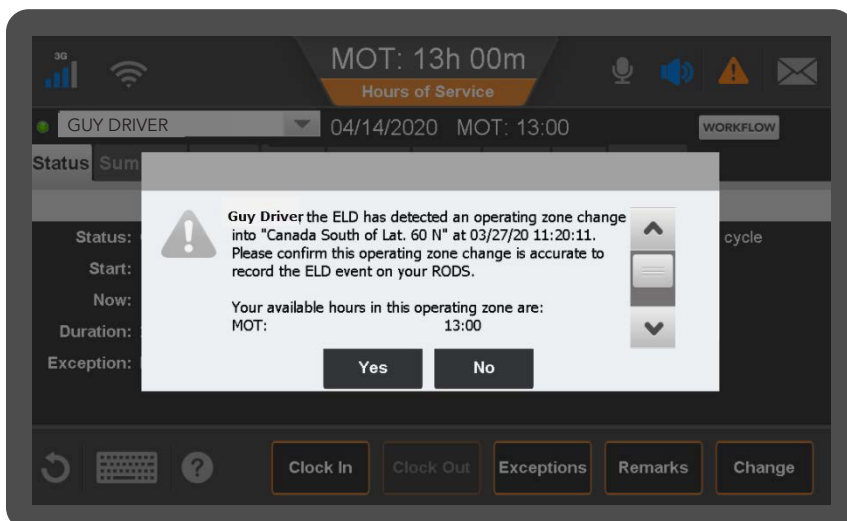
Operating Zone



The Canadian ELD rules requires you to identify and acknowledge an Operating Zone change (formally a rule set change) when crossing between Canada South, Canada North and the US.



This change happens automatically, but can also be initiated by the driver.



You will be prompted automatically when you cross into a new Operating Zone. You will need to review your new available hours and confirm the Operating Zone change.

Selecting the Yes button will result in the acknowledgment being recorded as an ELD event in your logs when operating in Canada.



UMTS Hours of Service MOT: 12h 06m

GUY DRIVER 10/09/2020 MOT: 13:00 WORKFLOW VIR

Status Summary **Clocks** Graph Day Log Cycle 1 Certify Load Carriers

Current Operating Zone: **Canada South of Lat. 60 N**

Clock	USA	Canada South	Canada North
Available Driving	08:00	13:00	15:00
Rest Break	08:00	-	-
Driving	11:00	13:00	15:00
On Duty	14:00	14:00	18:00
Weekly	70:00	70:00	80:00
Shift Hours	-	16:00	20:00
Day Off Remaining	-	326:20	326:20

Operating Zone Change

If you need to record an operating zone change manually, you can do so on the clocks tab by selecting the Operating Zone Change button.

UMTS Hours of Service MOT: 12h 06m

GUY DRIVER 10/09/2020 MOT: 13:00 WORKFLOW VIR

Operating Zone

Current Operating Zone: Canada South of Lat. 60 N

Operating Zone: ☒ USA
☐ Canada South of Lat. 60 N
☐ Canada North of Lat. 60 N

Cancel OK

Select the Operating Zone that you are in and tap ok to continue.

UMTS Hours of Service MOT: 12h 05m

GUY DRIVER 10/09/2020 MOT: 13:00 WORKFLOW VIR

Current Operating Zone: Canada South of Lat. 60 N

Operating Zone: Canada South of Lat. 60 N

guy Driver has requested an operating zone change into "Canada South of Lat. 60 N" at 10/09/20 09:43:49. Please confirm this operating zone change is accurate to record the ELD event on your RODS.

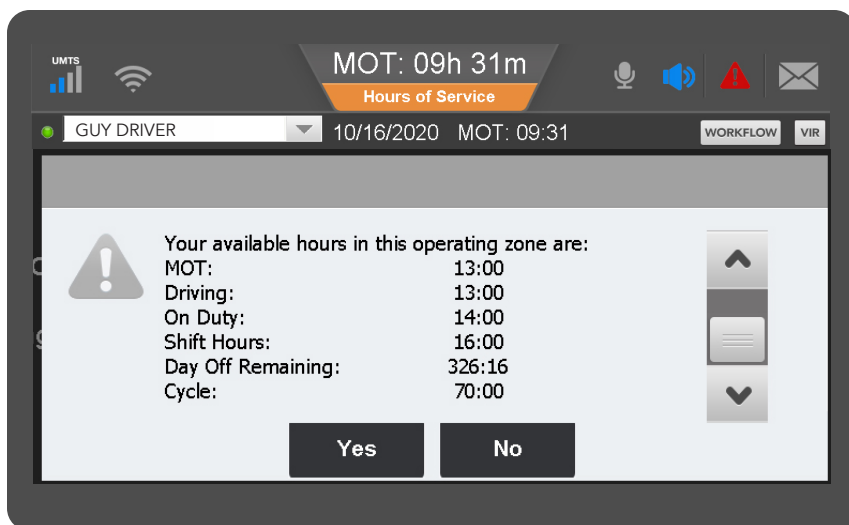
Your available hours in this operating zone are:

Yes No

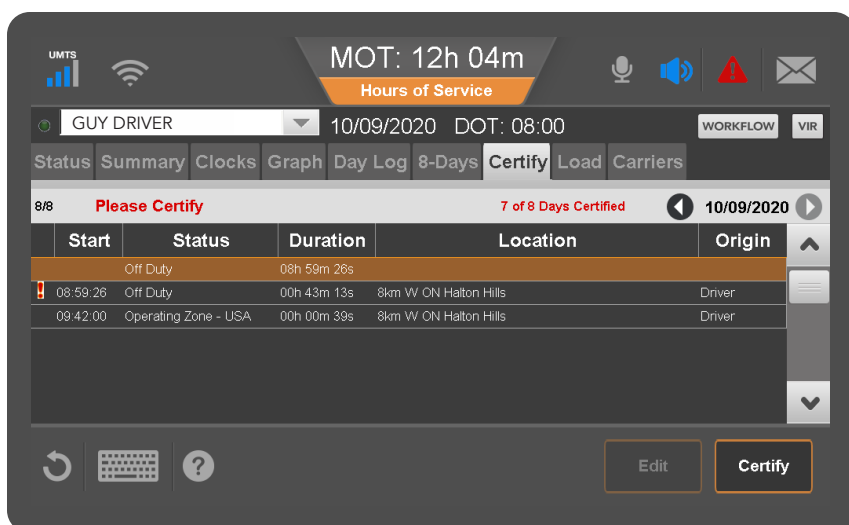
Cycle Change Operating Zone Change

You will be prompted to review your available hours for the new Operating Zone.

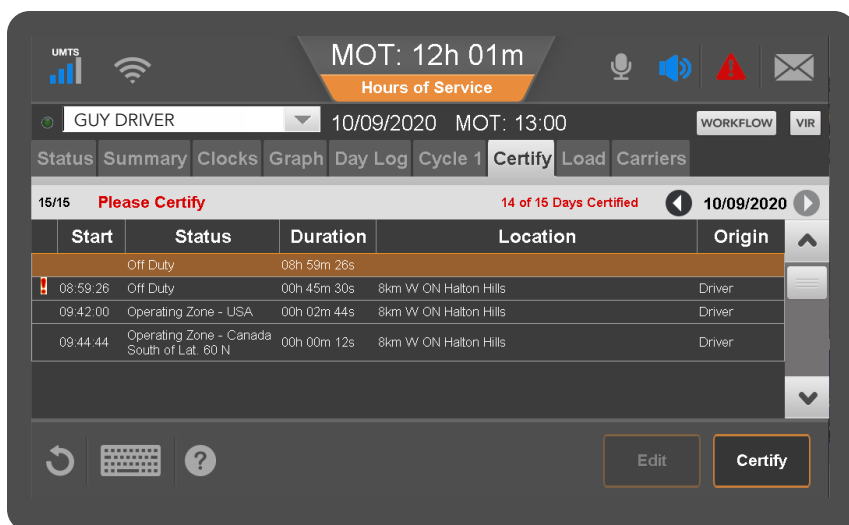
Selecting the Yes button will result in the acknowledgment being recorded as an ELD event in your logs when operating in Canada.



You may need to scroll down to review all of the available information. Confirm the hours and click yes to proceed.



You may need to edit the time of the Operating Zone change to ensure the accuracy of your RODS. This can be done by following the same process as you would to edit a Duty Status.



To edit the Operating Zone, tap on the Certify Tab. Tap on the Operating Zone you wish to edit. This will enable the edit button and allow you to proceed. See Edit Logs for details on how to edit your logs.

Please note, much like Current Duty statuses, Current Operating Zones cannot be edited.

Certify Logs

MOT: 15h 00m
Hours of Service

GUY DRIVER 01/13/2021 MOT: 15:00

Status Summary Clocks Graph **Day Log** Cycle 2 Certify Load Carriers

Times in CST
Co-Driver: Chris Dilday 01 (CD01) 01/11/2021

Time / Origin	Event / Event Code	Location	Accum. Miles / Odometer	Eng. Hrs (Elapsed)	Record Status	Seq. ID	Comment
10:57:14 Driver	Off Duty 1-1	2mi NE TX Highland Park	0 (Accum. Miles)	0	Active	790	
1/12/2021 08:29:33 Driver	Certified - 01/11/2021 4-1	2mi NE TX Highland Park	217 (Odometer)	1006.9 (Eng. Hrs)		827	
1/13/2021 11:12:55 Driver	Recertified - 01/11/2021 4-2	2mi NE TX Highland Park	217 (Odometer)	1006.9 (Eng. Hrs)		835	

Driver Header Info **Remarks**

ELD regulations require you to review and certify your logs.

We recommend this be done at the start and end of each work shift. If there are any outstanding logs that require certification you will be prompted to review and certify.

The Certify Tab allows you to review and certify your logs at any time. The certification status of the day log is displayed in the top left corner.

DOT: 07h 36m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 07:36

Certify Day 01/25/2021

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Start	Status	Duration	Location	Origin
Off Duty	06h 24m 46s			
06:24:46	Sleeper Berth	12h 29m 52s	8km W ON Halton Hills	Driver
18:54:38	On Duty	00h 36m 11s	8km W ON Halton Hills	Driver
19:22:57	Operating Zone - USA	00h 01m 02s	8km W ON Halton Hills	Driver
19:23:59	Operating Zone - Canada South of Lat. 60 N	00h 30m 40s	8km W ON Halton Hills	Driver
19:30:49	Driving	00h 23m 27s	8km W ON Halton Hills	Driver
19:54:16	On Duty	00h 03m 39s	8km W ON Halton Hills	Driver

Not Ready Agree

The certification declaration will be displayed differently depending on your Operating Zone, to comply with the ELD regulations in Canada and USA.

You can certify a single 24 hour period, or, if you have a status that spans several days, you will receive a pop-up bringing attention to the start of the status and the duration.

If you need to edit your logs, select the Not Ready button. See Edit Logs for details on how to edit your logs.

If a CoDriver or Admin requested edits to your logs, you will be prompted to review the changes. If so, tap the Review Edits button.

Once you review the proposed changes, you can confirm or reject them, and then you will be prompted to certify your logs.

MOT: 13h 00m
Hours of Service

GUY DRIVER 01/25/2021 MOT: 13:00

Status Sum

! We have received a request to edit your log

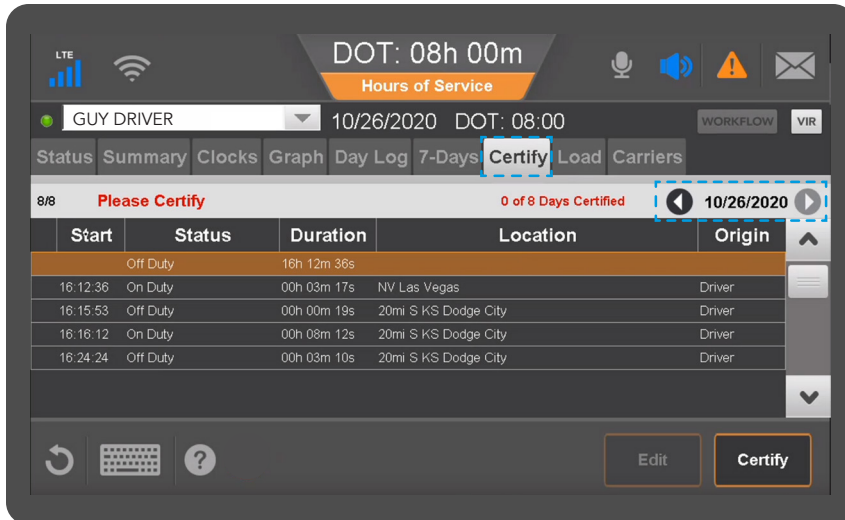
You must confirm or reject the edits before you can use the Hours of Service application.

Review Edits

Clock In Clock Out Exceptions Remarks Change

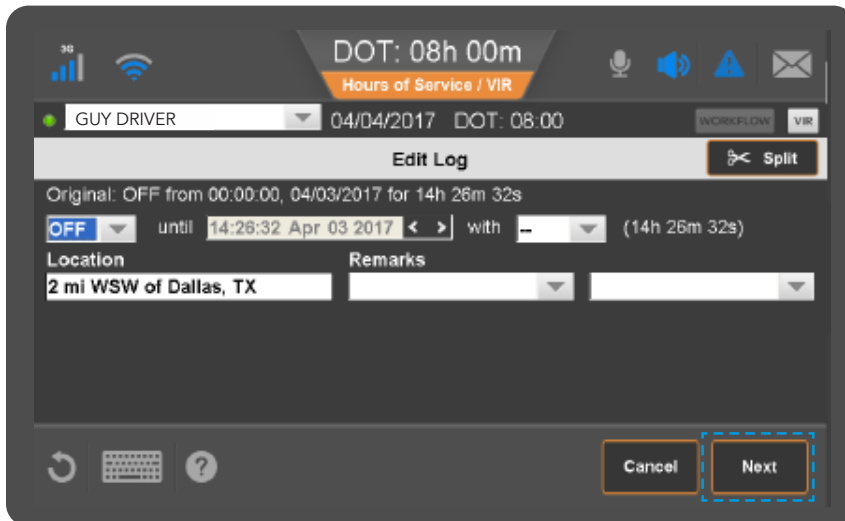


Edit Logs



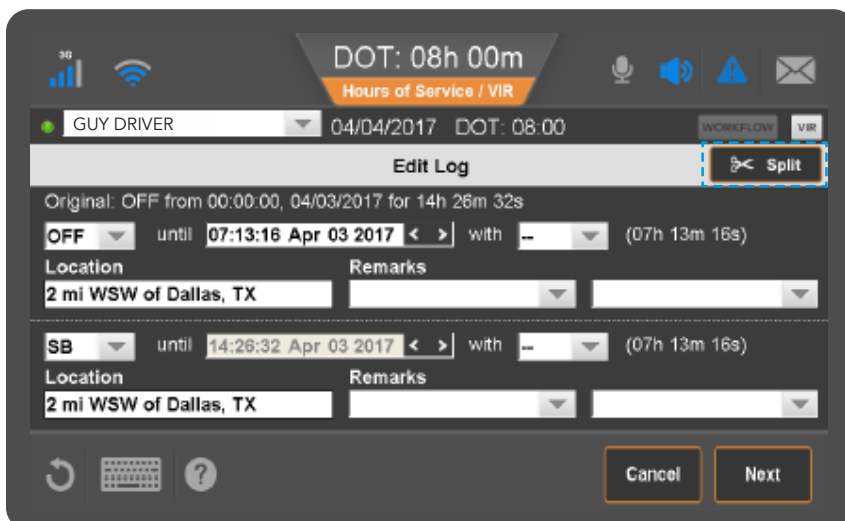
If a record is incorrect, you will need to edit the log to correct it. It is important to note that you can not edit a current duty status. You must first update your current status and then you can edit the duty status.

Tap the Certify Tab and then scroll to the date of the record using the arrows in the top right of the screen beside the date. Then tap the duty status record to select it. Finally, tap the Edit button.



If you are changing the original duty status to another, select the new duty status from the drop down and add a remark if desired by typing in remarks or select a predefined comment. When finished, tap the Next button.

If you had two or more duty statuses during that time, you'll split the entry.

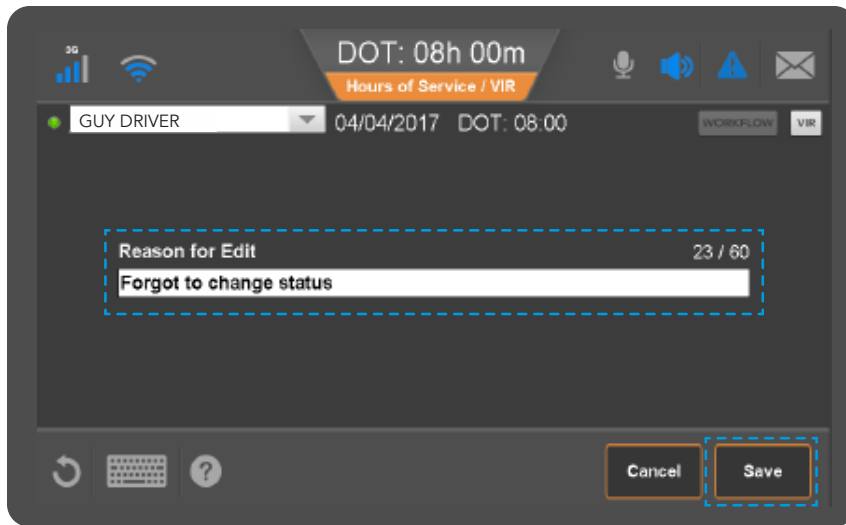


When you tap Split, the duty status is split in half and both segments have the same status. Select a status, time, and location for the new (lower) duty status.

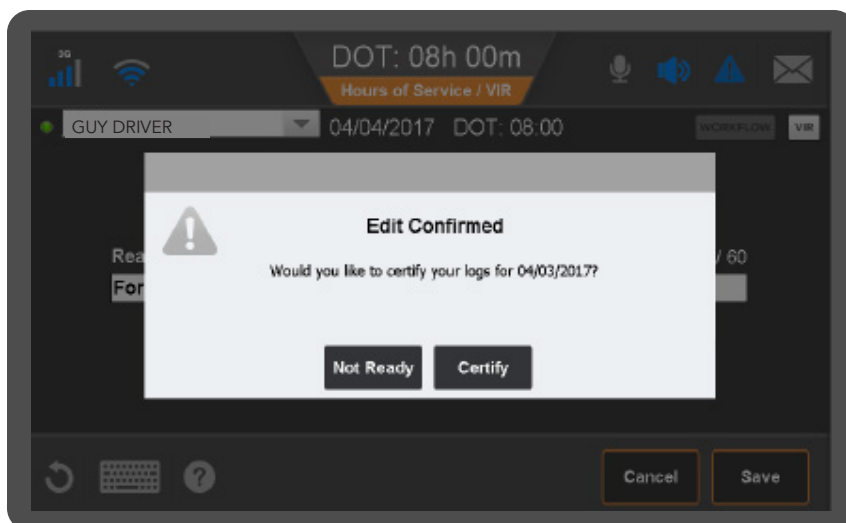
Add remarks to explain what you were doing during that duty status.

When you are finished, tap Next.

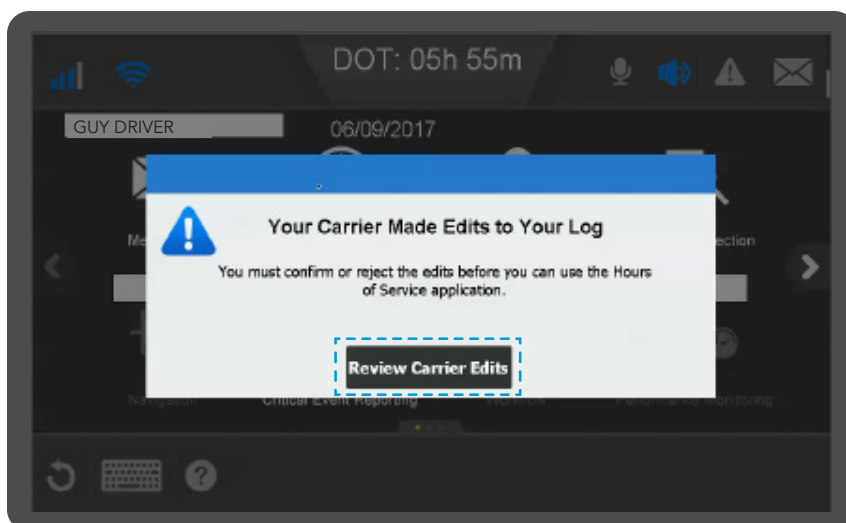




All edits will require an Edit reason for ELD Drivers. Type the reason you're editing the status. When you are finished, tap Save.



Any time an edit is completed you will automatically be prompted to certify your logs. If you're not ready to certify your logs, tap Not Ready. Otherwise, tap Certify.



If your carrier made edits to your logs, you'd see this pop-up alerting you to review and confirm or reject the changes.

Tap the Review Carrier Edits button.

Edit Logs, Carrier Edits

DOT: -16h 28m
Hours of Service / VIR

GUY DRIVER

Edit 1 of 1 Your carrier has proposed this edit

Original

Status	Start	Duration	Date	Comment
On Duty	10:42:40	13h 17m 11s	06/14/2017	

Edited

Status	Start	Duration	Date	Comment
Off Duty	10:42:40	13h 17m 11s	06/14/2017	

Reject Confirm

If the carrier made these updates in error, you would reject them.

Reject

DOT: -16h 28m
Hours of Service / VIR

GUY DRIVER 06/15/2017 DOT: -16:28

Reason for Rejecting Carrier Edit 17 / 60

Date is incorrect

Cancel Save

When you reject carrier edits, you must provide a reason for rejecting the edits.

DOT: -16h 28m
Hours of Service / VIR

GUY DRIVER 06/15/2017 DOT: -16:28

Certify Day 06/06/2017

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Start	Status	Duration	Origin
00:00:00	Off Duty	24h 00m 00s	Driver

Agree

After you accept or reject the carrier changes and enter a reason, you're prompted to certify your logs.



Edit Logs, Swap Driving (Team Drivers)

UMTS MOT: 14h 59m Hours of Service

GUY DRIVER 12/30/2020 MOT: 14:59 WORKFLOW VIR

Status Summary Clocks Graph Day Log Cycle 2 **Certify** Load Carriers

15/15 Please Certify 0 of 15 Days Certified 12/30/2020

Start	Status	Duration	Location	Origin
	Off Duty	10h 53m 26s		
10:53:26	Driving	00h 00m 34s	2mi NE TX Highland Park	Auto
10:54:00	On Duty	00h 46m 13s	2mi NE TX Highland Park	Auto
11:40:13	Off Duty	03h 52m 49s	2mi NE TX Highland Park	Driver

Driving Swap Edit Certify

If Team drivers forget to change the active driver, you can use the Driving Swap edit feature to correct your logs easily by requesting the CoDriver accept the driving on their respective log. Note, you can not edit a current duty status so the CoDriver must update their status if the swap will impact their most current status.

For example, if your CoDriver forgot to switch to the active driver in the morning and drove until 1pm, your CoDriver would need to access his log and update their status to On Duty. Then, you would access your log and select one of the driving events that does not belong to you and select the Driving Swap Button.

UMTS MOT: 14h 59m Hours of Service

GUY DRIVER 12/30/2020 MOT: 14:59 WORKFLOW VIR

You can only swap driving events that have an existing Co Driver. To search for eligible events enter the date range in which you need to re-assign to your Co Driver

Start: 00:00:00 Dec 25 2020 End: 12:53:27 Dec 30 2020 Search

Status	Start Time	Duration	Location	Co-Driver
Driving	12/28/2020 13:19:52	00h 00m 21s	2mi NE TX Highland Park	CD01
Driving	12/29/2020 09:19:39	00h 00m 38s	2mi NE TX Highland Park	CD01
Driving	12/30/2020 10:53:26	00h 00m 34s	2mi NE TX Highland Park	CD01

Cancel OK

Then you would enter in the date and time window in which your CoDriver's driving occurred on your log and select Search. All driving events that qualify to be transferred will be displayed inside the search window for review.

You must review them carefully and if all the events indicated need to be transferred for accuracy proceed with request by tapping OK.

If some of the driving events should not be transferred, or there are events missing, cancel and start again by adjusting your search window to ensure you only request those impacted events.

You will be required to enter an edit reason for the request to swap driving.

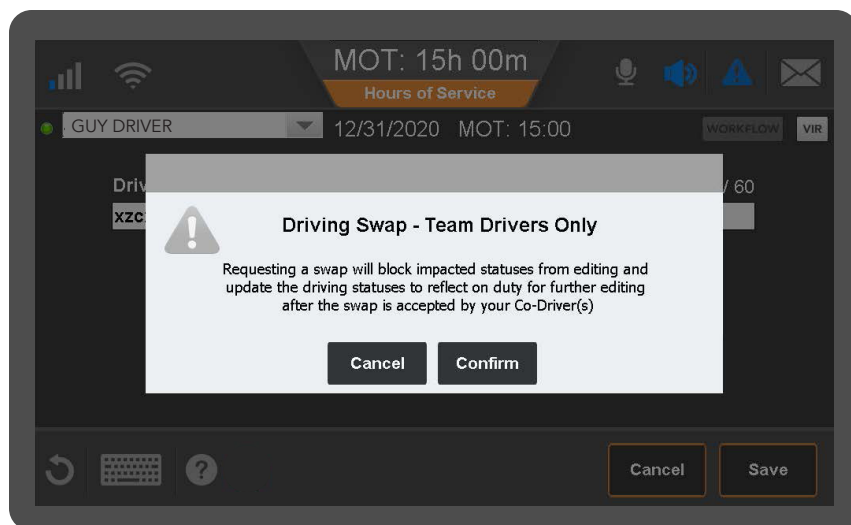
UMTS MOT: 15h 00m Hours of Service

GUY DRIVER 12/31/2020 MOT: 15:00 WORKFLOW VIR

Driving Swap Reason 0 / 60

Cancel Save

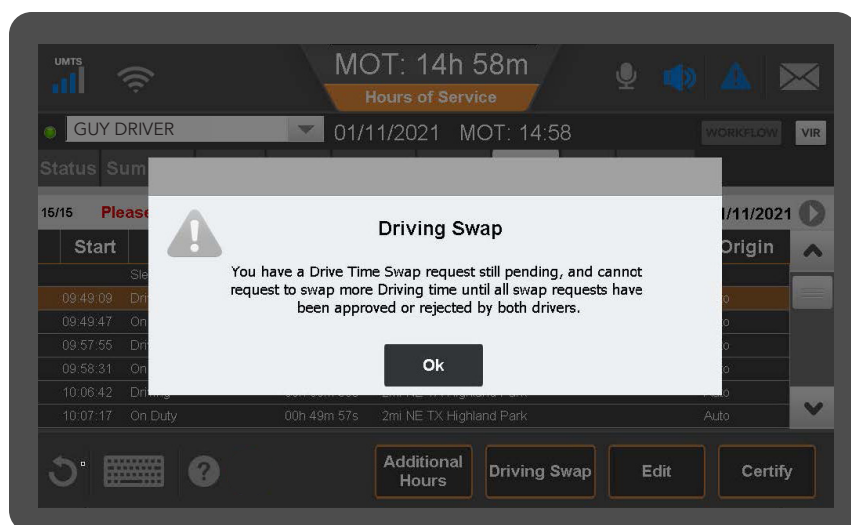




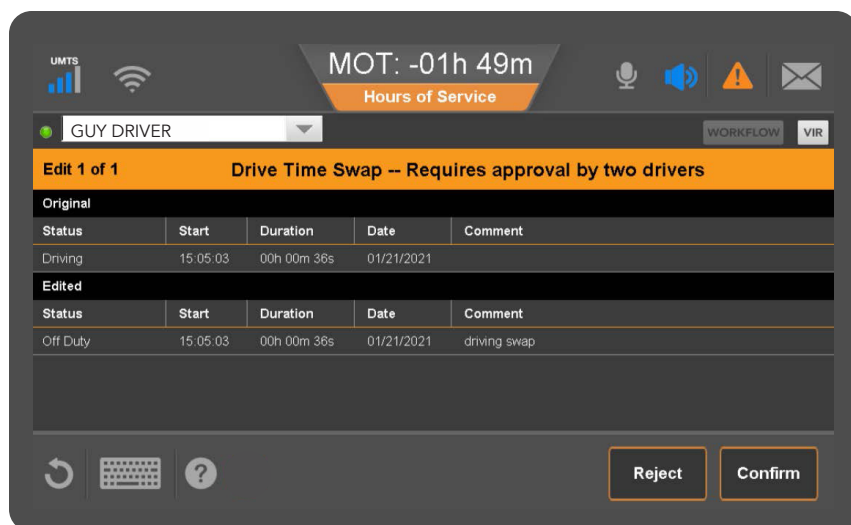
You will receive a prompt to confirm to proceed. Once you request a swap all of the impacted duty statuses are locked from editing until accepted by both driver and CoDriver.

In the event you have any duty status changes that need to be completed before hand, you should make those edits prior to confirming.

Once this prompt is confirmed, the server will then send an edit request to your CoDriver.

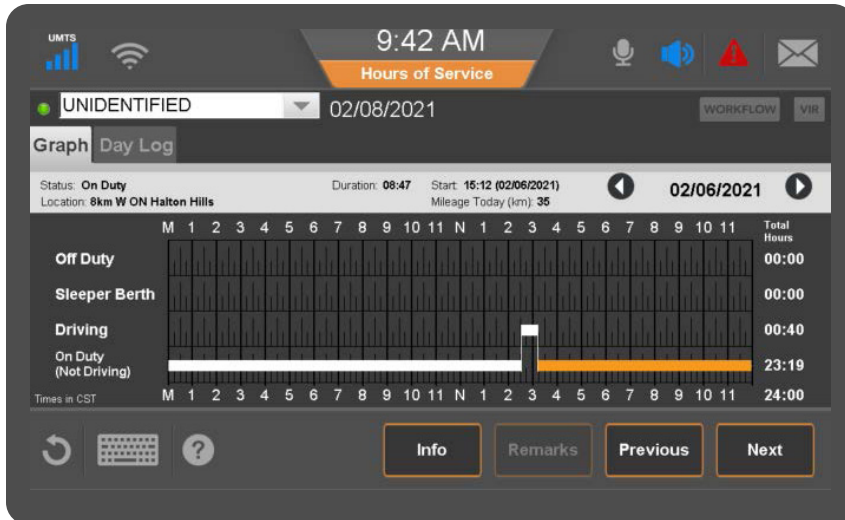


If you try to edit an impacted duty status while the swap request is still pending, you will receive a prompt advising the ELD event is locked for editing.

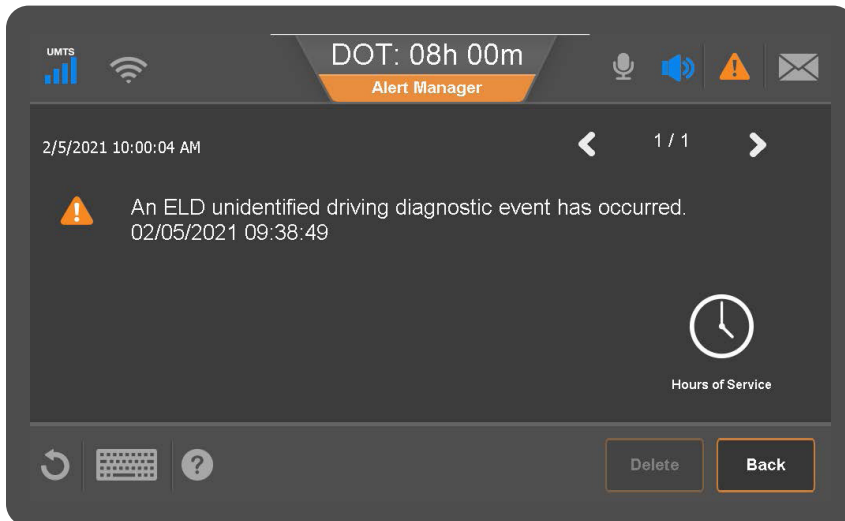


You and your CoDriver will be prompted with a Drive Time Swap request and both drivers will be required to confirm the change before it will take effect on both your driver logs.

Unassigned Vehicle Activity

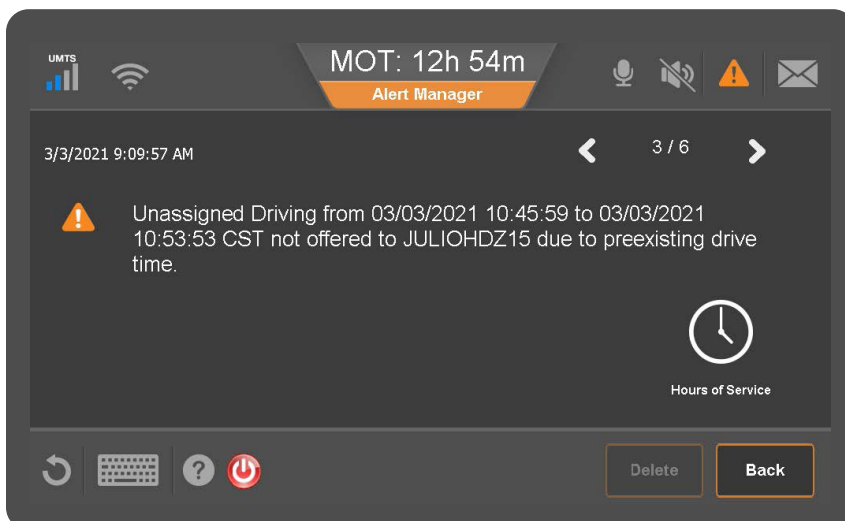


If the vehicle is driven faster than 5 Mph without a driver logged in, unassigned vehicle activity (unassigned drive time) accumulates under the Unidentified Driver profile of the ELD.



We recommend Mechanics and Yard drivers be setup as ELD exempt and login to the vehicle prior to driving to prevent a build up of unassigned activity. A build up in excess of 30 minutes of Unassigned time in the previous 8 days in the US and 14 Days in Canada will create an ELD Unidentified driving diagnostic to be logged on any drivers log who logs in.

The next driver who logs into the mobile will be prompted to address all Unassigned driving events.



If the driver had pre-existing driving at the same time, the mobile will prompt the driver with a notification and, upon confirmation, reject those events that overlap their existing driving.



DOT: 08h 00m
Hours of Service

GUY DRIVER 02/05/2021 DOT: 08:00 WORKFLOW VIR

Please Review All Unassigned Driving Events

Status	Start	Duration	Date
D	08:02:59	00h 17m 34s	02/05/2021
D	08:22:19	00h 04m 10s	02/05/2021
D	08:30:32	00h 11m 07s	02/05/2021

Next

When unassigned activity is recorded, the next driver that logs in to the Mobile, will be prompted to review the unassigned driving to accept or reject the events, after their logs were downloaded.

Tap Next to Review.

DOT: 08h 00m
Hours of Service

GUY DRIVER WORKFLOW VIR

Edit 1 of 3 Review Unassigned Driving Time

Original

Status	Start	Duration	Date	Comment
Off Duty	19:28:37	18h 30m 12s	01/28/2021	

New Driving Time

Status	Start	Duration	Date	Comment
Off Duty	19:28:37	180h 34m 22s	01/28/2021	
Driving	08:02:59	00h 17m 34s	02/05/2021	
Off Duty	08:20:33	00h 39m 16s	02/05/2021	

Reject Next

The display will show your original log and your updated log if you are required to accept as the driving time belongs to you.

If the driving belongs to you, tap confirm, if it does not, tap reject.

DOT: 08h 00m
Hours of Service / VIR

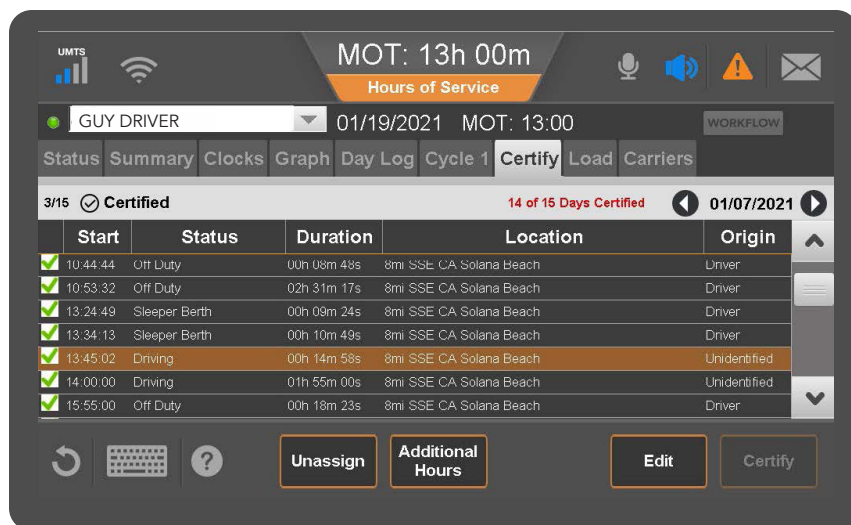
GUY DRIVER 06/15/2017 DOT: 08:00 WORKFLOW VIR

Enter a Comment to Reject Unassigned Driving Time 0 / 50

Not my hours

Cancel Save

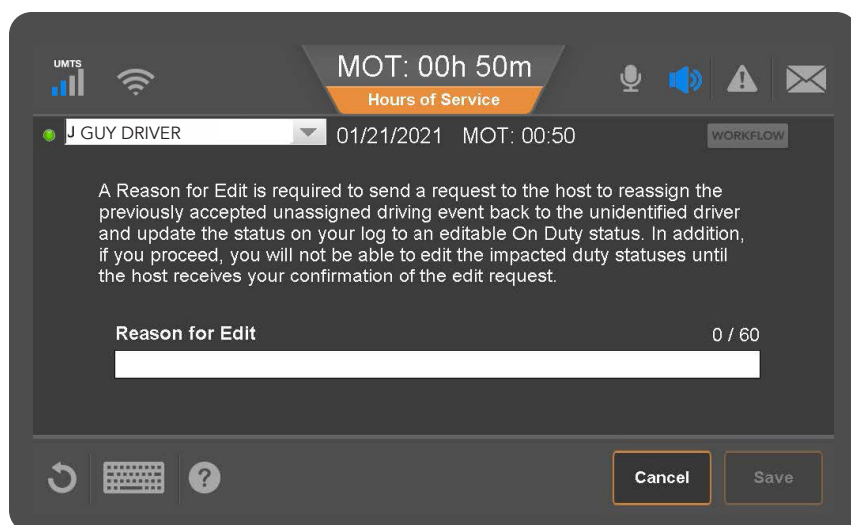
If you reject the drive time, you will be required to enter a reason why you rejected it. Once done, tap save.



In the event that you accidentally accepted unassigned drive time onto your log, you can unassign it.

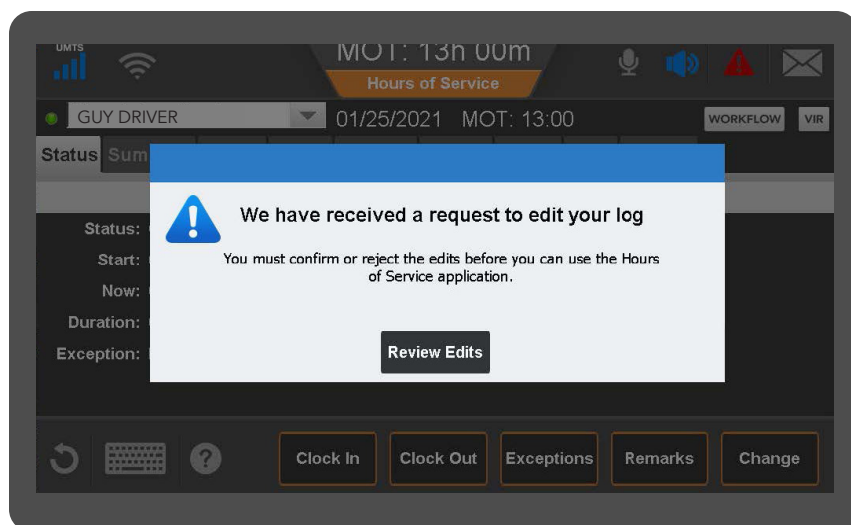
First, tap the certify tab and select the unassigned driving event you accepted on your log. You can identify this quickly by the Origin column as it will identify the source of the event as Unidentified.

Once the event is selected, an Unassign button will appear on the bottom. Tap it to proceed.



You will be prompted for an edit reason which will be sent to the host for processing.

The host will send a Confirmation of Edit request to the mobile.



Tap Review edits and confirm the removal of the claimed unassigned vehicle activity. After confirmation, you will be requested to certify your log.

Add/Edit Load Info

DOT: 08h 00m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 08:00 WORKFLOW VIR

Status Summary Clocks Graph Day Log 8-Days Certify **Load** Carriers

Load Id: 5522
Start: 01/12/2021 End: 02/12/2021
B/L #:
Trailer1: 86555
Trailer2:
Trailer3:

History New Load Edit

You are required to enter trailer and shipping information into the ELD. A driver should enter new load information for each load they haul. The load tab allows drivers to enter new load information, review or display previous load history and edit previously entered loads and correct their Truck ID or license plate if it was inaccurately entered by admin.

DOT: 08h 00m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 08:00 WORKFLOW VIR

Load History

Start	End	Load Id	B/L #	Trailers
01/25/2021	01/25/2021	45465454	SL45254, SL45255, SL45255	BSH457 IL
01/12/2021	02/12/2021	5522		86555
01/11/2021	03/31/2021	626655		566655

Delete Edit Details Done

Load history allows you to view load history and edit load information as necessary.

Tap on a load you want, then use the Delete, Edit or Details functions, tap done to return to the main load screen.

DOT: 08h 00m
Hours of Service

GUY DRIVER 01/25/2021 DOT: 08:00 WORKFLOW VIR

New Load

Load ID (Required) 0 / 20 Truck Tractor ID (Required) 7 / 10
Start 01/25/2021 End 01/25/2021 B/L # 0 / 30
Truck Tractor ID (Required) Miranda
Trailer ID or License Plate (Required) 0 / 10
Trailer 2 ID or License Plate 0 / 10
Trailer 3 ID or License Plate 0 / 10

Change Truck ID Cancel OK

On the New load page enter the following information to ensure your log is complete:

Load ID (Dispatch trip # or Manifest #)
Enter the Start and End date to cover the duration of the trip this will allow the system to automatically populate this data on the associated days logs.
Bill of Lading #.

Trailer information should identify the Trailer ID or Trailer license plate depending on jurisdiction requirements. The additional space for trailer 2, and trailer 3 are for drivers hauling B trains or up to 3 trailers at once.



Edit Truck ID Info

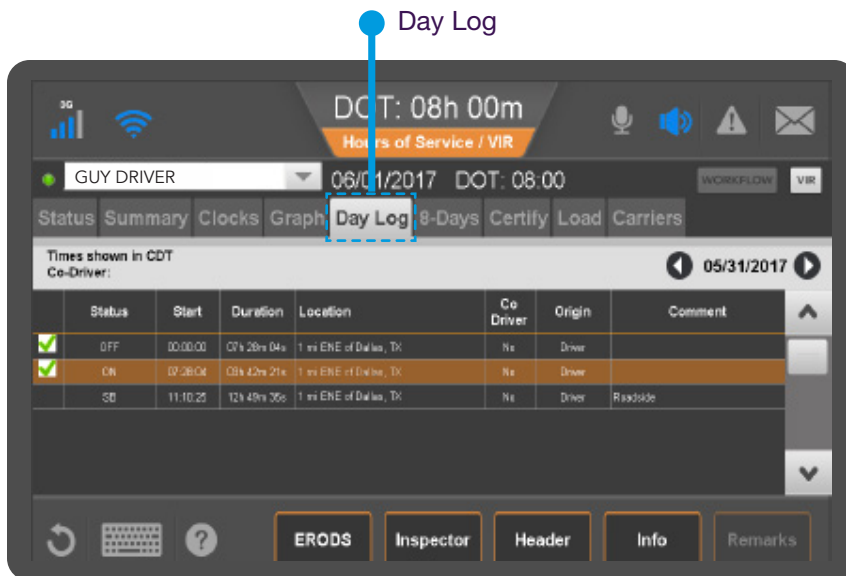
In the event the Truck ID is not displayed correctly, or you require license plate information, you can update that information on the log.

On the New Load Tab use the Change Truck ID button to correct the truck ID if necessary.

Editing the Truck ID will update the host, and will display that ID for the vehicle moving forward.

You will be prompted to confirm the change before it will be processed.

Displaying ERODS in the USA



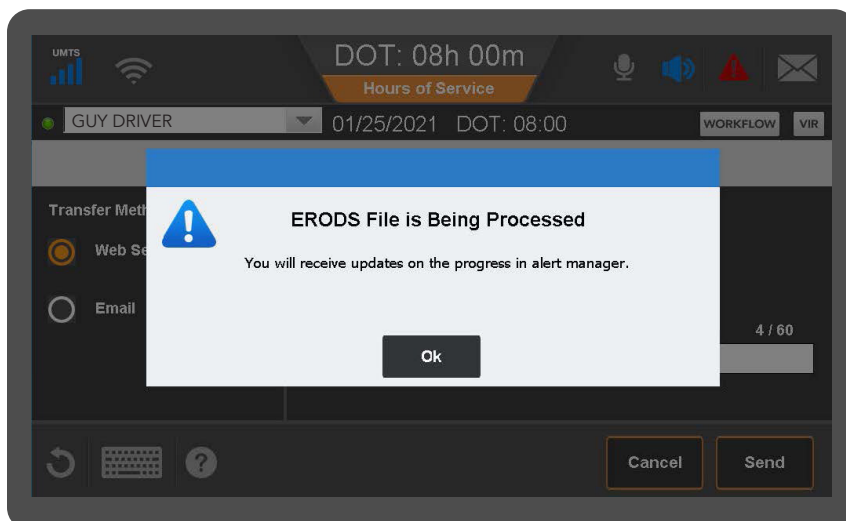
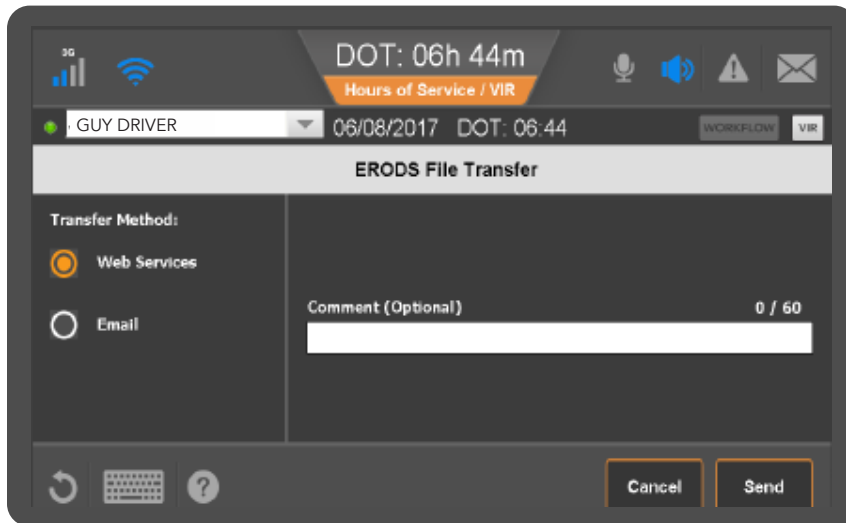
The device displays ERODS legal requirements based on the current operating zone, this should always reflect your current jurisdiction. Be sure to have your DOT ELD Cab Card available for the officer.

When the safety official requests an electronic copy of your logs, tap Day Log. If you're in the Driver View you will see the ERODS button, if you are in Inspector View you will see a Driver Button. You must select the Driver button to proceed to request ERODS.

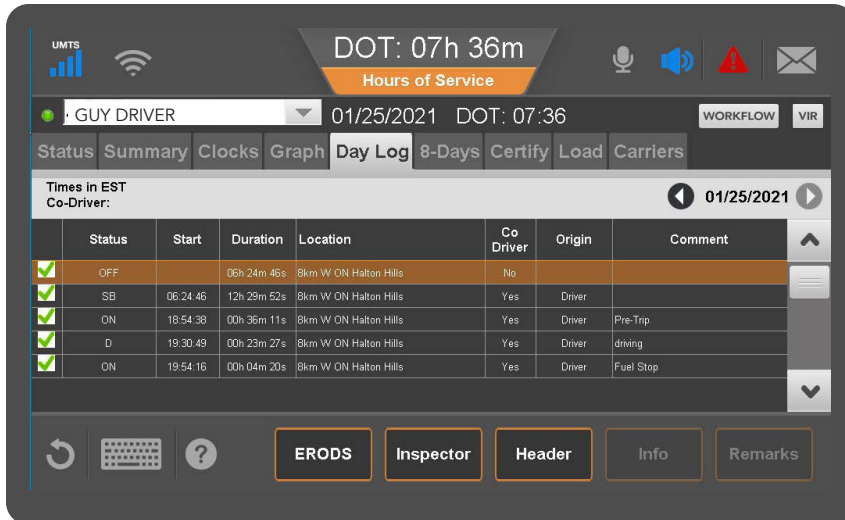
It is recommended to send your RODS using Web Services.

In the comment field enter the Safety/Investigation Code when it is provided by the safety official requesting the transfer.

After you press send, you will be asked to confirm that you want to send your ERODS to a safety official. Once completed, you will receive a confirmation that the request is in progress. A notification of success or failure will be sent to the mobile and will be available for review under Alerts. If it is unable to send your RODS you must display them on the Mobile device.

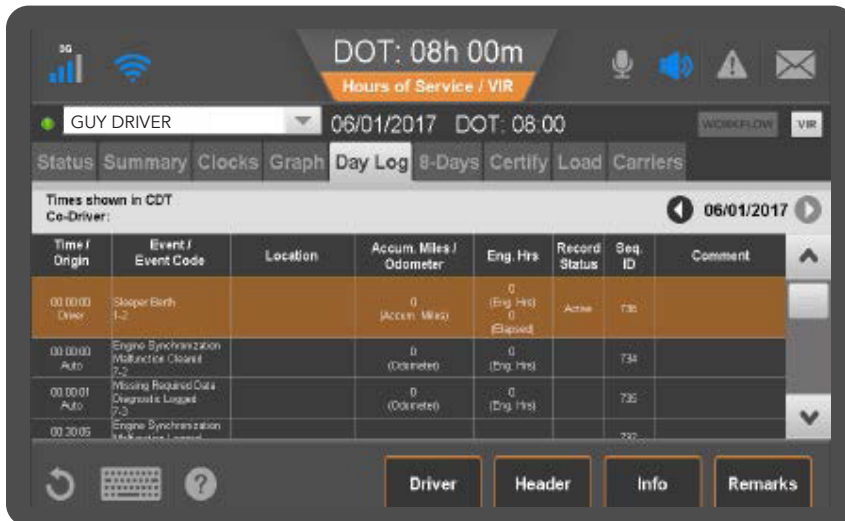


Displaying ERODS for a Safety Official



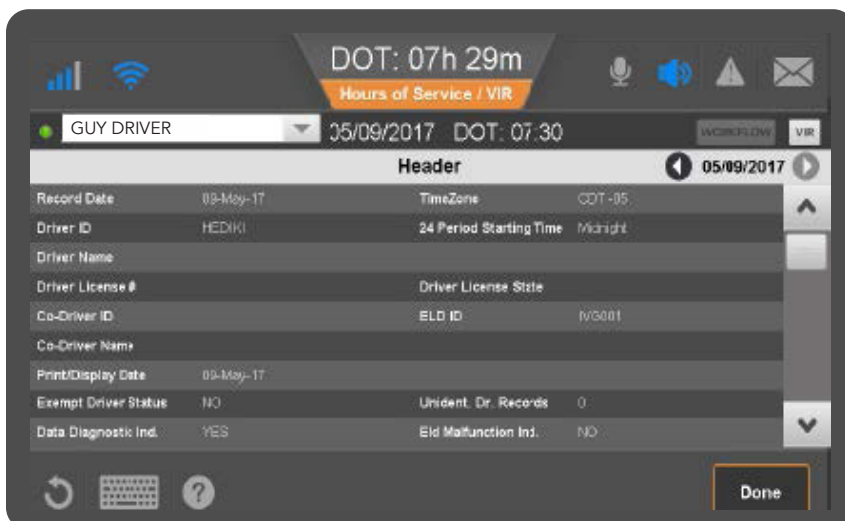
To display records on the mobile to a Safety official, first ensure you are in the correct Operating Zone, then select the Day Log tab.

Tap the Inspector button and hand the device to the official. If you can not see an Inspector button but you see the Driver button, this means you already have that inspection view open.



On the Inspector tab, the safety official can scroll through the screen to see all information about your logs and company as required by the Electronic Logging Device Mandate.

Additionally, the inspector will want to see the eRODS header. Tap Header to view that information.



Tap Done when the inspector has reviewed the header information.

If requested, you may need to display the Graph tab.



Sending ERODS In Canada

MOT: 12h 06m
Hours of Service

GUY DRIVER 01/25/2021 MOT: 12:06

WORKFLOW VIR

Status Summary Clocks Graph **Day Log** Cycle 1 Certify Load Carriers

Times in EST
Co-Driver: ELD Only (ELDONLY) 01/25/2021

Status	Start	Duration	Location	Co Driver	Origin	Comment
SB		06h 07m 33s	8km W ON Halton Hills	Yes		
OFF	06:07:33	00h 15m 36s	8km W ON Halton Hills	No	Driver	No ELD
ON	06:23:09	00h 01m 37s	8km W ON Halton Hills	No	Driver	
ON	06:24:46	01h 51m 48s	8km W ON Halton Hills	Yes	Driver	Team Split
SB	08:16:34	08h 05m 47s	8km W ON Halton Hills	Yes	Driver	Forgot to Change Status

ERODS Inspector Header Info Remarks

MOT: 12h 24m
Hours of Service

GUY DRIVER 01/25/2021 MOT: 12:24

WORKFLOW VIR

ERODS File Transfer

Canada Safety Official Email (Required field)

Comment (Optional) 0 / 60

Cancel Send

The device displays ERODS legal requirements based on the current operating zone, this should always be accurately reflecting your current jurisdiction.

When an Safety official asks to see your logs, navigate to the Graph tab and hand this device to the officer through your window. Be sure to have your MOT ELD Cab card available for the officer.

If the Safety official prefers an electronic copy of your logs, tap Day Log. If your in the Driver View you will see the ERODS button, if you are in Inspector View you will see a Driver Button you must select the Driver button to proceed to request ERODS button.

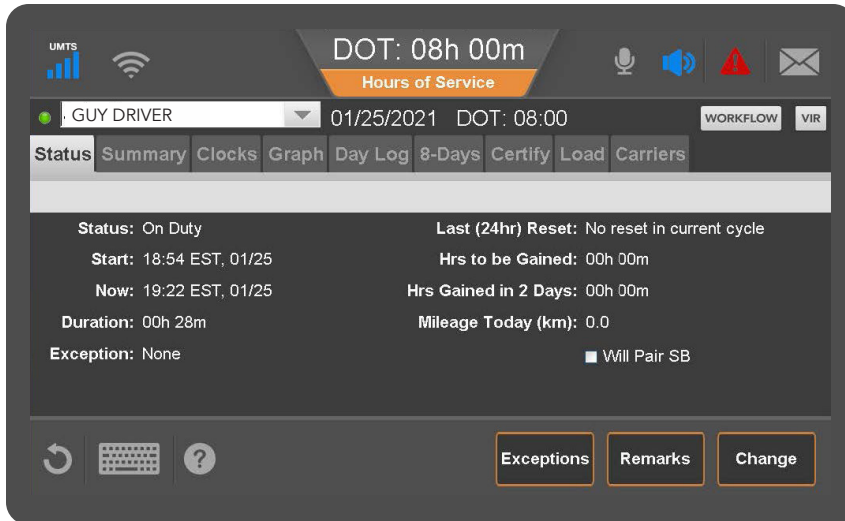
You must enter the email address supplied by the safety official along with any comment provided at the time the transfer is requested, then tap Send. You will be required to confirm your intent to send the ERODS to the Canadian Official.

Once completed you will receive an alert to confirm the request has been processed.

In the event the safety official is unable to retrieve the ERODS you must display the ERODS on the device to remain compliant.



Exceptions



Hours of Service Regulations in Canada and USA offer qualifying drivers to use exceptions to the Hours of Service regulations.

The mobile will automatically display the available exceptions based on the operating zone the driver has indicated. The driver is responsible to ensure they understand and meet the requirements to use these exceptions.

To identify the use of an exception on your log, go to the Status Tab and select the Exceptions Button.

USA Exceptions:

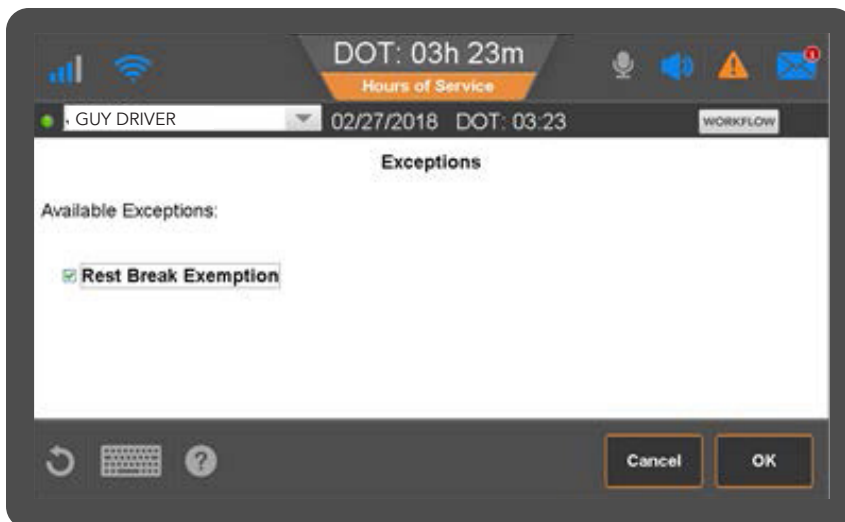
Exceptions for USA can be enabled or disabled by your administrator.

The IVG supports the 16 Hour Exception and the Rest Break Exemption.

When selected, the mobile will calculate the available hours taking these exceptions into consideration.

To identify one of these exceptions, tap the check box on the Exception page and tap OK.

It is recommended that you add a remark to the log to indicate that you are using the exemption to ensure there is no confusion during an inspection.



Canadian Exceptions

UMTS

MOT: 12h 54m
Hours of Service

GUY DRIVER 03/24/2021 MOT: 12:54 WORKFLOW

Exceptions

Available Exceptions:

- Off-Duty Deferral (ODD)
- Ferry Crossing (FRX)

Remark:

Cancel OK

UMTS

MOT: 00h 08m
Hours of Service

GUY DRIVER 10/09/2020 MOT: 00:08 WORKFLOW VIR

Off Duty Deferral

You have indicated an intent to defer 00:02:30 off duty time until tomorrow. Please review the new on duty and driving hour limitations below. Click confirm to proceed with recording an off-duty deferral on your logs.

New Duty Status Clocks	Time
Available Driving	00:08
Driving	11:52
On Duty	04:45
Weekly	60:45
Shift Hours	00:08
Day Off Remaining	300:42

Cancel Confirm

UMTS

MOT: 11h 52m
Hours of Service

GUY DRIVER 10/09/2020 MOT: 13:00 WORKFLOW VIR

Available Ex

Off-Duty Deferral

guy Driver you do not qualify to utilize the Off Duty Deferral exemption as you do not have any off duty time available to defer.

Ok

Off-Duty Deferral Cancel OK

There are two exceptions for Canada that are currently supported on the IVG. The Ferry Crossing exception can be enabled or disabled by your administrator, while the Off Duty Deferral will always be available to the driver.

To activate the Ferry Crossing exception, you must tap the check box on the Exceptions page and tap OK.

It is recommended that you add a remark to the log to indicate that you are using the exemption to ensure there is no confusion during an inspection.

When you select Off Duty Deferral, the system will identify how much time you are deferring and display your updated available hours.

On day two, or when you return to work, you will be prompted to review the Off Duty Time and your available hours. This is recorded as an ELD event.

You will not qualify for deferral if you have already recorded two hours Off Duty that are not part of 8 consecutive hours off. The amount of time available to defer may change as the day progresses so you may attempt to do this later in your shift. Additionally, you cannot defer Off Duty time if you are using the split sleeper berth provisions of the current regulations.



Canadian Cycle Change

UITS

MOT: 13h 00m
Hours of Service

GUY DRIVER 01/25/2021 MOT: 13:00 WORKFLOW VIR

Status Summary **Clocks** Graph Day Log Cycle 1 Certify Load Carriers

Current Operating Zone: **Canada South of Lat. 60 N**

Clock	USA	Canada South	Canada North
Available Driving	08:00	13:00	15:00
Rest Break	08:00	-	-
Driving	11:00	13:00	15:00
On Duty	13:56	13:56	17:56
Weekly	57:53	57:53	67:53
Shift Hours	-	15:56	19:56
Day Off Remaining	-	305:33	305:33

Cycle Change Operating Zone Change

UITS

MOT: 12h 05m
Hours of Service

GUY DRIVER 10/09/2020 MOT: 13:00 WORKFLOW VIR

Current Operating Zone: Canada South of Lat. 60 N

guy Driver has requested to change to Cycle 2. Please review on duty and driving hour limitations below, and confirm to proceed with recording the cycle change on your RODS.

Your available hours in this Cycle 2 are:

MOT: 13:00
Driving: 13:00
On Duty: 14:00
Shift Hours: 16:00

Cycle Change Operating Zone Change

3G

MOT: 13h 00m
Hours of Service

GUY DRIVER 10/09/2020 MOT: 00:08 WORKFLOW

Cycle Change

Please review your current and potential New On Duty and driving hour limitations below. Click Confirm to proceed with recording a cycle change to "Cycle 2, 14 Day 120 Hours" on your record of duty status.

Current Cycle: Cycle 1, 7 Day 70 Hour			
Clock	Current Cycle	New Duty Status Clocks	Cycle 2
Available Driving	13:00	Available Driving	15:00
Rest Break	-	Rest Break	-
Driving	13:00	Driving	15:00
On Duty	14:00	On Duty	18:00
Weekly	70:00	Weekly	80:00
Shift Hours	16:00	Shift Hours	20:00
Day Off Remaining	319:56	Day Off Remaining	319:56

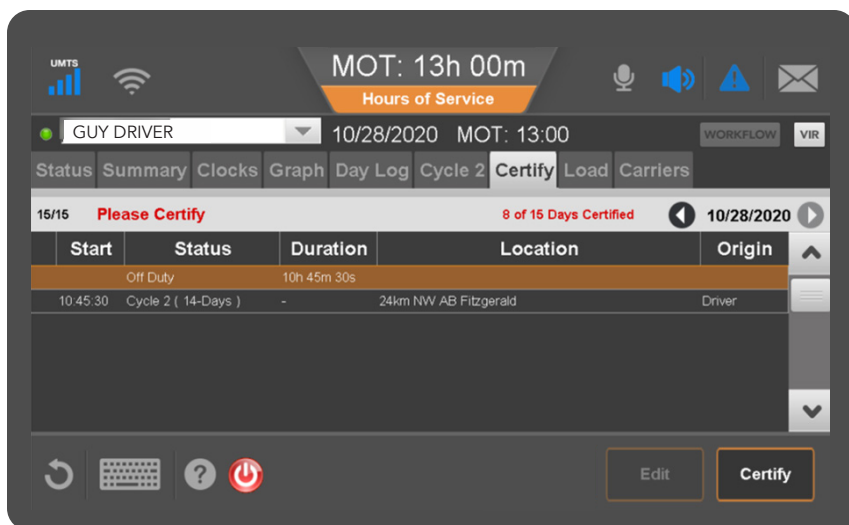
Cancel Confirm

When you have satisfied the Off Duty requirement for your current Canadian cycle, you will have the ability to change your Canadian cycle if you wish by selecting Cycle Change.

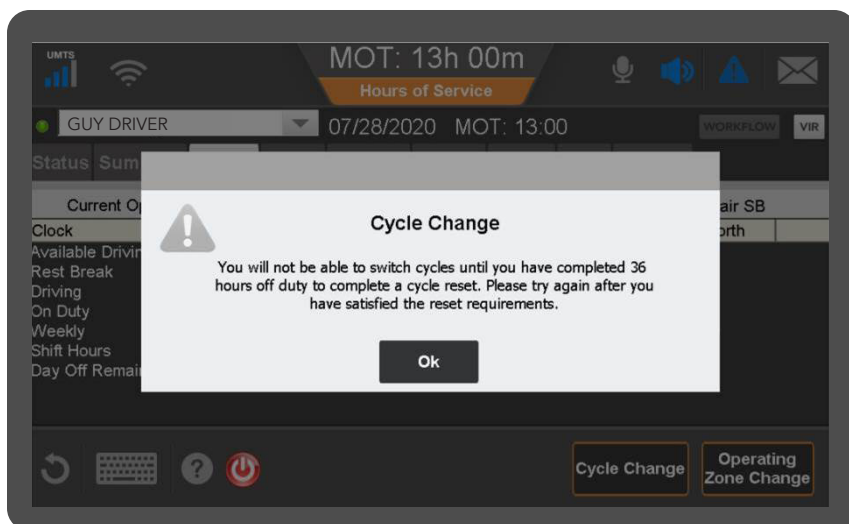
If you qualify to change your cycle, you will be prompted to review your new Cycle Hours. Use the scroll bars to review the hours and click confirm to continue.

The Cycle change is also available to you if you reset in the USA. This will require you to identify where you intend to return to, Canada South, in order to calculate your available hours accordingly.





You can see the Cycle Change events recorded on the Certify tab and on the Day Log tab.



You will receive a message if you do not qualify to switch cycles. Read the prompt and then tap ok to continue.

Diagnostics & Malfunctions USA

Power An ELD must be powered and function within one minute of the vehicle's engine receiving power and remain powered for as long as the vehicle's engine stays powered.

Engine Synchronization An ELD is required to establish a link to the engine ECM and monitor its connectivity to the engine ECM and its ability to retrieve the vehicle parameters.

Timing The ELD must cross-check its compliance with the external UTC source and must record any timing compliance malfunction.

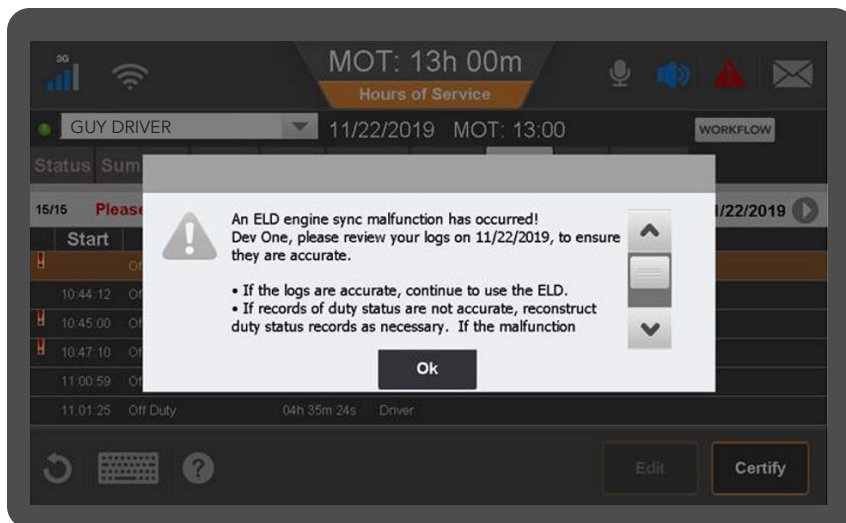
Data Recording An ELD must monitor its storage capacity and integrity and must detect a data recording compliance malfunction if it can no longer record or retain required events.

Data Transfer An ELD must implement in-service monitoring functions to verify that the data transfer mechanism(s) are continuing to function properly.

Positioning An ELD must monitor the availability of position measurements meeting the listed accuracy requirements and track the distance and time from the last valid measured point.

Other Any other ELD-detected malfunction such as Bluetooth, device, etc.

If you receive any of the following malfunctions or errors on your ELD device, you must review your records of duty status for accuracy as soon as safely possible. You will be required to maintain paper logs if the malfunction hinders the accurate recording of hours of service data (which includes a location at each change of duty status). The Omnitracs ELD device immediately notifies the motor carrier of the malfunction without driver intervention.

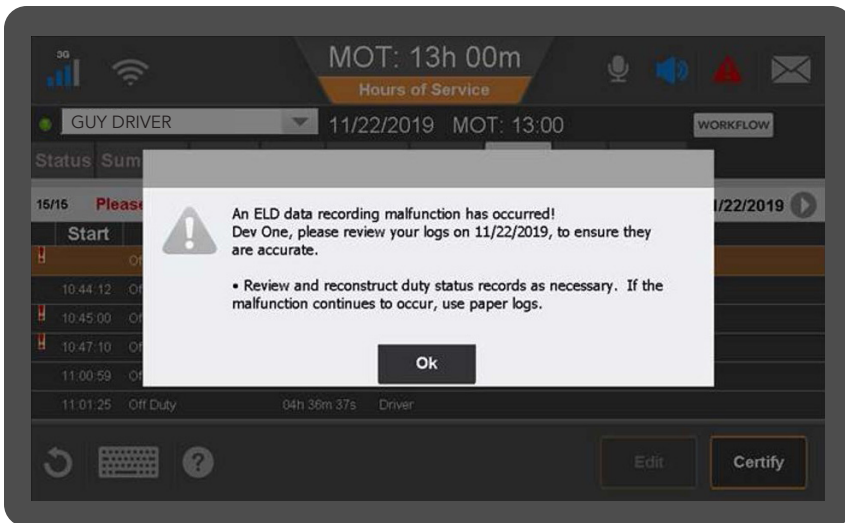


The Mobile will prompt you with an alert and instructions based on the US ELD regulations and the malfunction or diagnostic occurring. To avoid violations, follow the directions in the alert.

In the event that the Malfunction continues to occur you will have 8 days to repair or replace the ELD device.



Diagnostics & Malfunctions Canada



If you become aware that the ELD is indicating a malfunction or data diagnostic, you must notify the motor carrier as soon as it is safely possible.

If the mobile seems functional and recording duty statuses accurately with all the required data elements, you can continue to use the device as an Electronic Recording Device. However, you must add a remark to the log to indicate “Continued use as ERD.”

If the device is not recording your data accurately you must discontinue using the ELD and record your logs on paper until the ELD has been repaired or replaced.

You are required to record in your current logs the corresponding malfunction or data diagnostic code from the table and include the date and time the issue was noticed. The ELD will automatically transmit the malfunction or data diagnostic code to the motor carrier. You are required to record the corresponding code from the table in each of your non-ELD logs every day until the ELD is repaired or replaced.

Standard Coding for Required Compliance Malfunction and Data Diagnostic Event Detection

Code	Description
P	Power compliance malfunction
E	Engine synchronization compliance malfunction
T	Timing compliance malfunction
L	Positioning compliance malfunction
R	Data recording compliance malfunction
S	Data transfer compliance malfunction
O	Other ELD detected malfunction
1	Power data diagnostic event
2	Engine synchronization data diagnostic event
3	Missing required data elements data diagnostic event
4	Data transfer data diagnostic event
5	Unidentified driving records data diagnostic event
6	Other ELD identified diagnostic event

More help information and step-by-step instructions can be found on the IVG by tapping on the help icon in the bottom left area of the screen.



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80-JE027-1 Rev. E
March 2021