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Omnitracs Intelligent Vehicle Gateway

User Manual

80-JE027-1 Rev. A
June 2017

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Dallas, TX 75201

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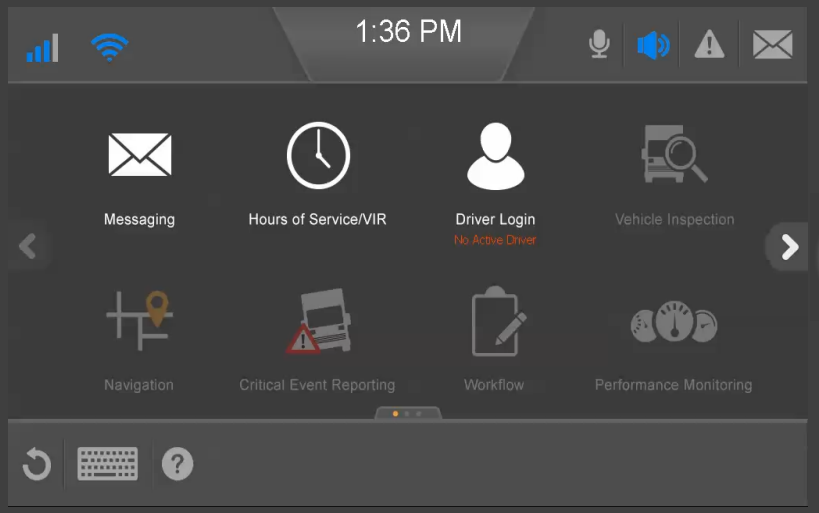
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Logging In and Out

Some applications require that you log in to use them. If you are unable to log in, you may accumulate unassigned vehicle activities that must be resolved by the back office.

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.

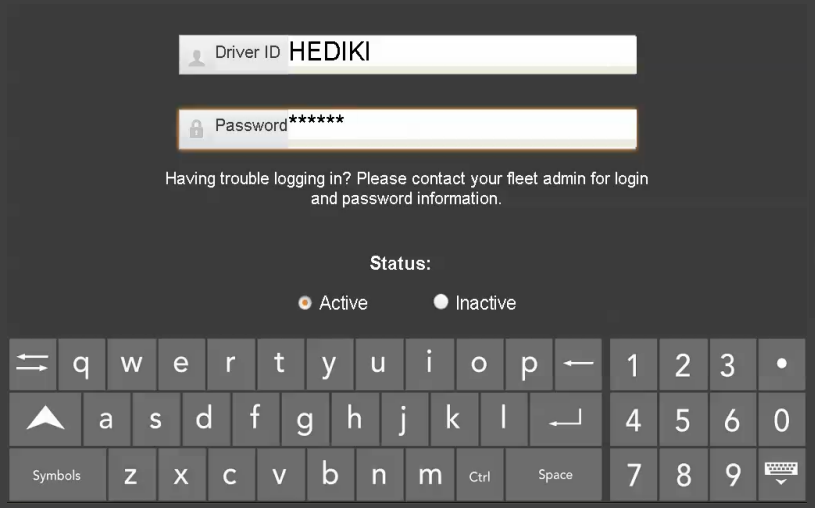


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Logging In and Out

When you tap in a data entry field, the keyboard opens. Type your **Driver ID** and **Password**, identify if you are the **Active** or **Inactive** driver; then close the keyboard by tapping in the lower right corner.

Click the keyboard icon to close the keyboard now.



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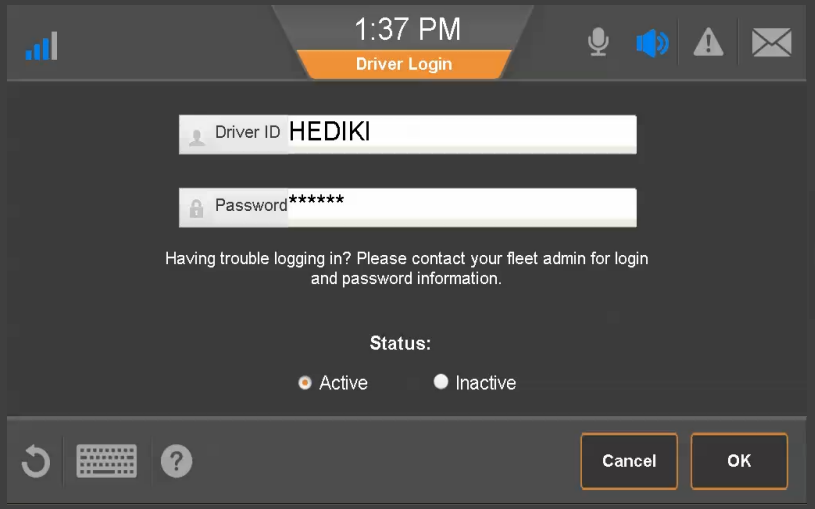
Logging In and Out

If you encounter issues while logging in, contact your fleet administrator for login and password information.

Tap ***OK*** now. ›››



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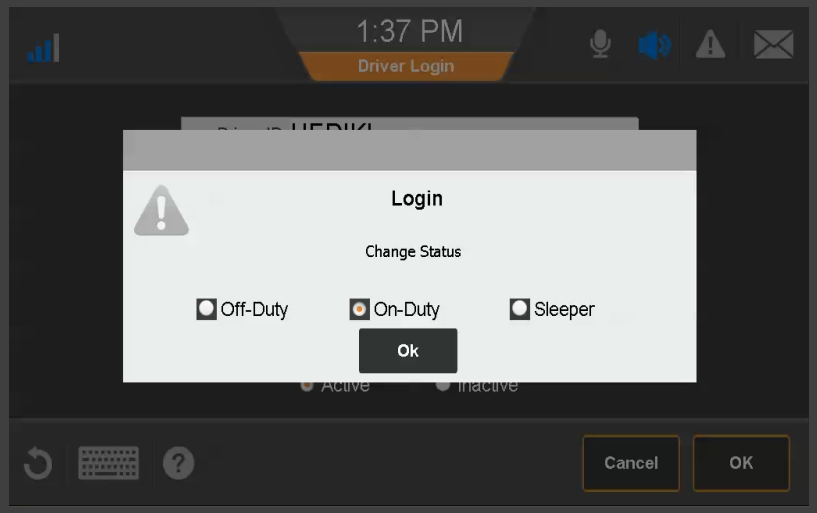
Logging In and Out

Select your current duty status.

Tap ***OK*** now. ›››



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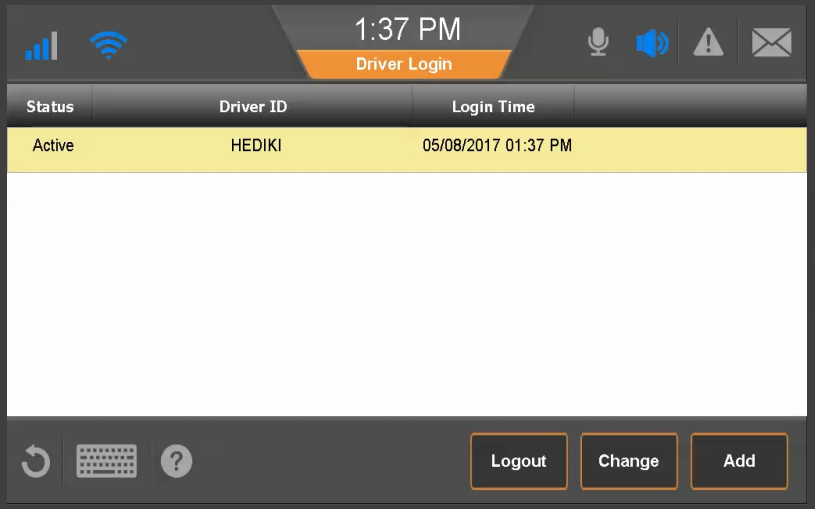
Logging In and Out

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

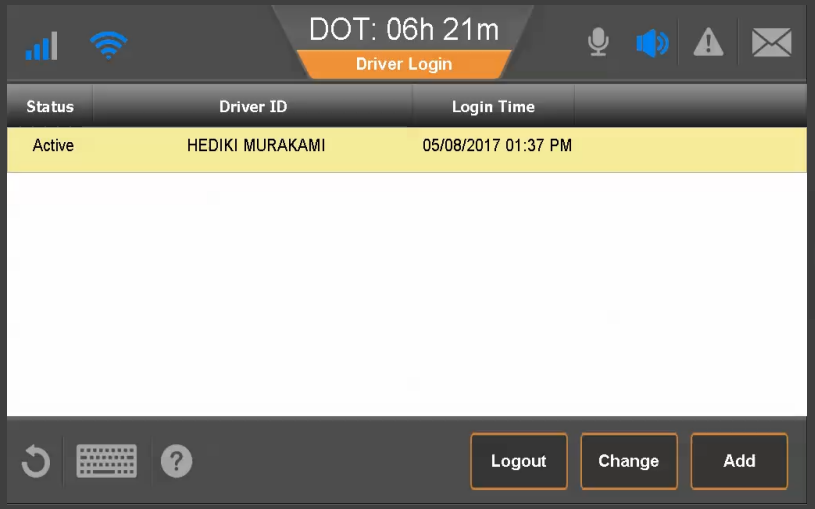


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Logging In and Out

To add a second driver, tap the **Driver Login** button on the home screen; then tap **Add**.

Tap ***Add*** now. ›››

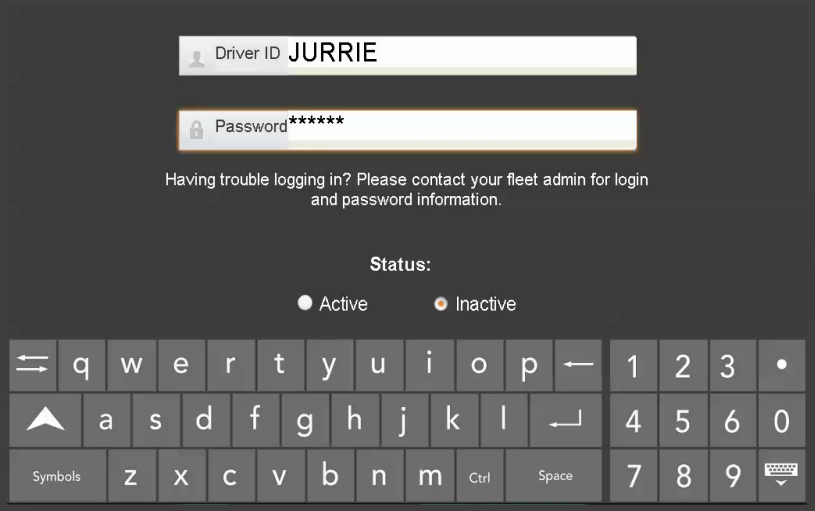


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Logging In and Out

The second driver taps in a data entry field, the keyboard opens, the driver types a **Driver ID** and **Password**, identifies as the **Active** or **Inactive** driver, then close the keyboard by tapping in the lower right corner.

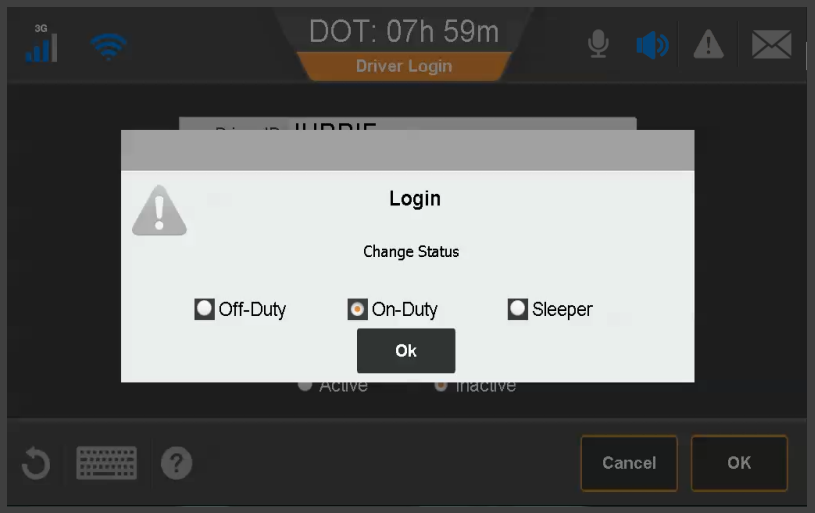
Close the keyboard now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Logging In and Out

The second driver selects a duty status and taps OK.



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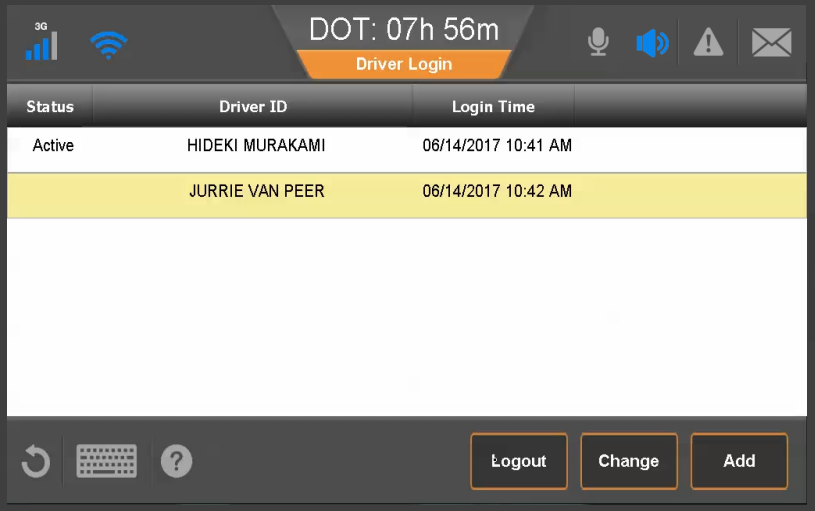
Logging In and Out

The second driver's ID remains unitl the IVG synchronizes over-the-air with the server.

To log off a driver, tap to select the driver; then tap **Logout**.

Tap ***Logout*** now.›››



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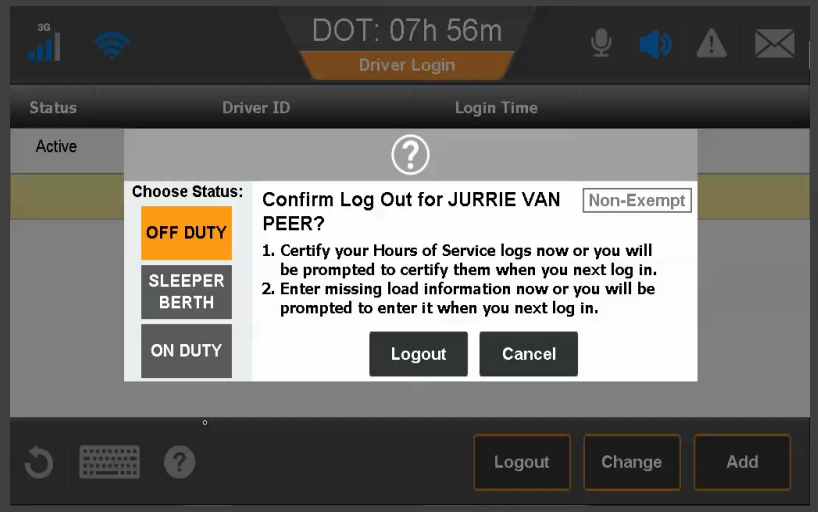
Logging In and Out

If you didn't enter load information, view the HOS topic on load infomation, then enter your load information before logging out. When done, select a final duty status and tap **Logout**.

This concludes the Logging In and Out topic. Tap the **Start Over** button below to review, or tap the Menu button to go back to the menu of training topics.

Start Over

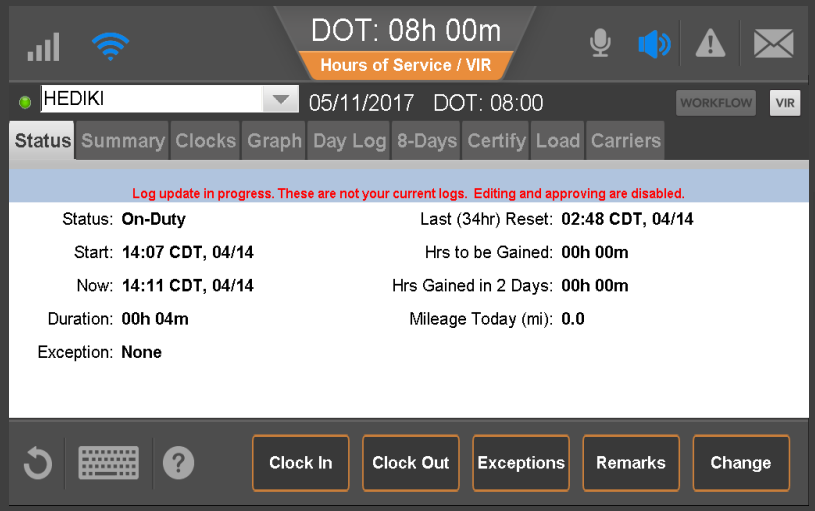


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Overview

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

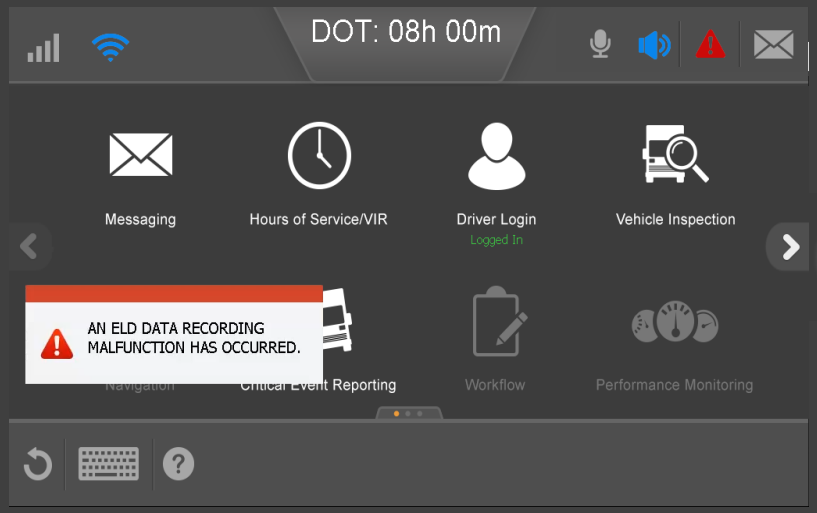
If you have Vehicle Inspection Report (VIR) or Workflow, you can switch among these applications by tapping the buttons in the upper right.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Diagnostic and Malfunction Alerts

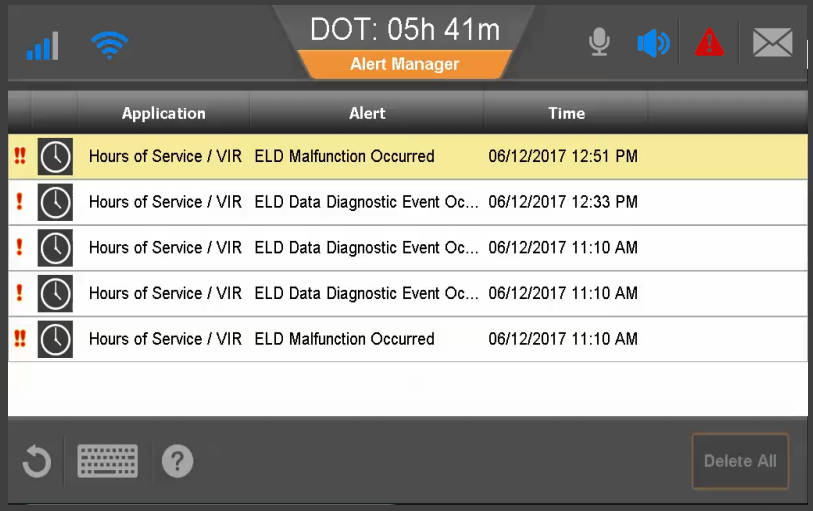
If a sensor or hardware error occurs, you may see a popup from the Alert Manager notifying you that there's a problem. To see more information about the error, tap the warning icon in the upper right of the screen.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Diagnostic and Malfunction Alerts

From the Alert Manager you can see all errors that were reported as well as notification when the error state clears. When all the errors are resolved, you can tap **Delete All** to remove all errors and notifications from the Alert Manager list.



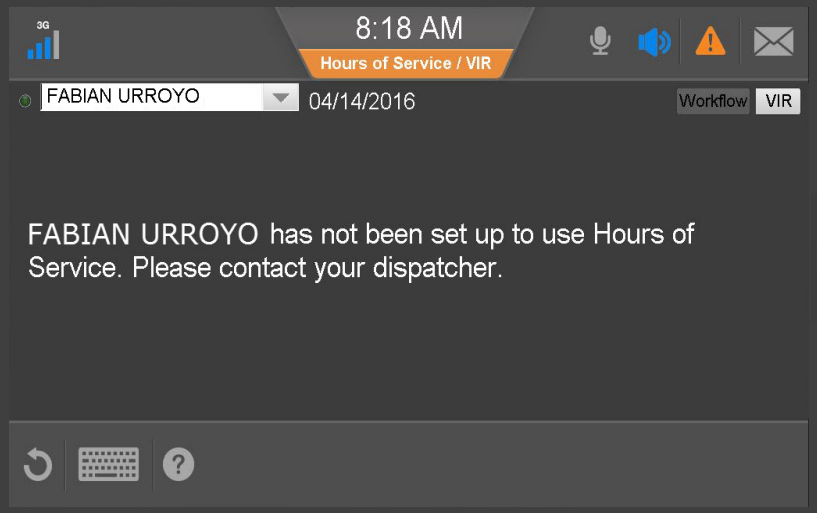
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service

The first time you use Hours of Service, you may be asked to log out and contact dispatch for further instructions.

Tap a topic below to learn more:

- **Change duty status**
- **Certify logs**
- **Edit logs**
- **Add/Edit load info**
- **Unassnd Veh Act**
- **Tab descriptions**
- **Send eRODS**



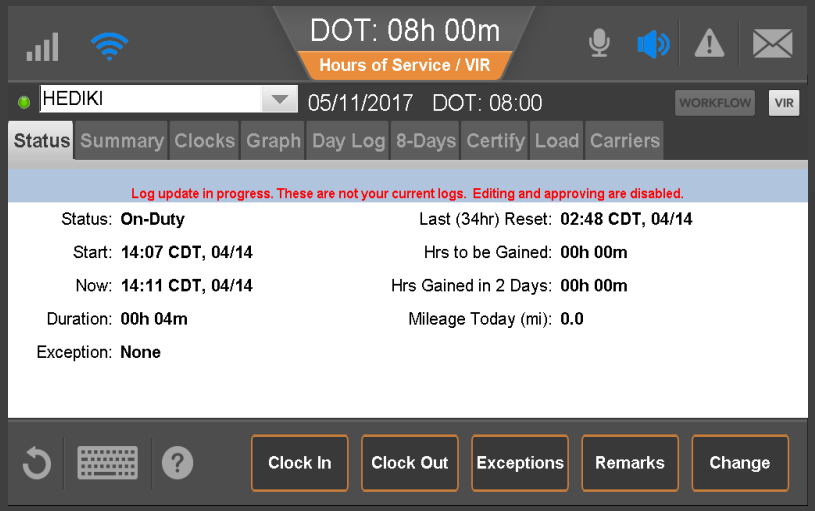
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

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.

- Indicates the active driver
- Indicates the inactive driver

Next to the driver's name is the current DOT (MOT in Canada) date and remaining hours until the driver goes into violation.



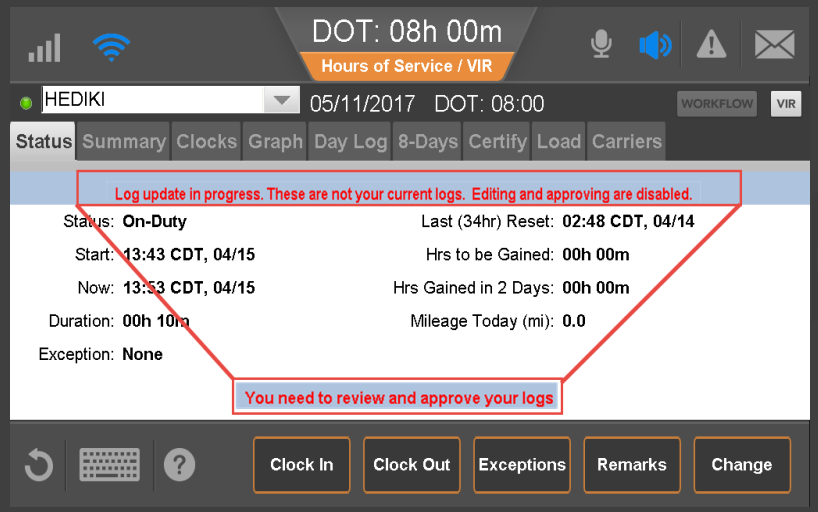
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

Before you can review, update, or certify logs, the IVG must synchronize your logs over-the-air with the server. The state of that update displays as:

- Log update in progress (not current logs)
- Review and approve your logs

You'll see the second message when your logs are synchronized.

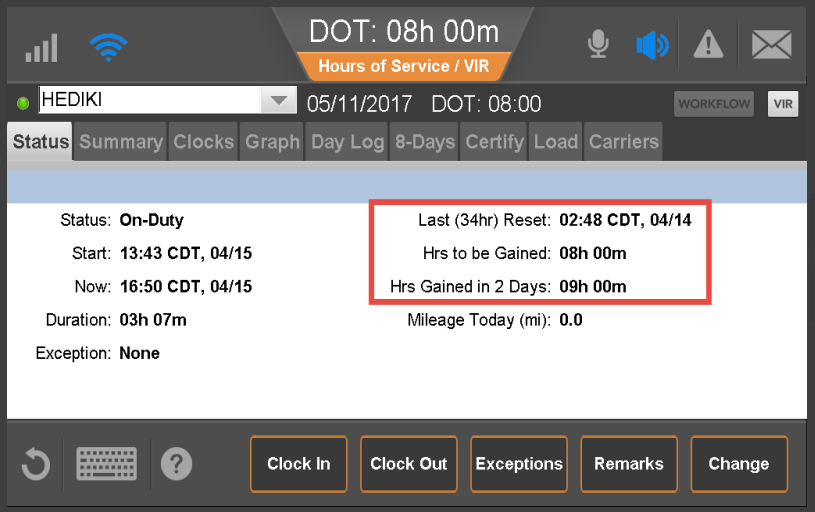


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

The Status screen shows you how many hours you will gain over the next two days. Use this information to determine whether you need to take a 34 hour reset.

The duty status tab (7- or 8-Days for US rules, Cycle 1 or 2 for Canadian rules) gives you additional hour information for the week.

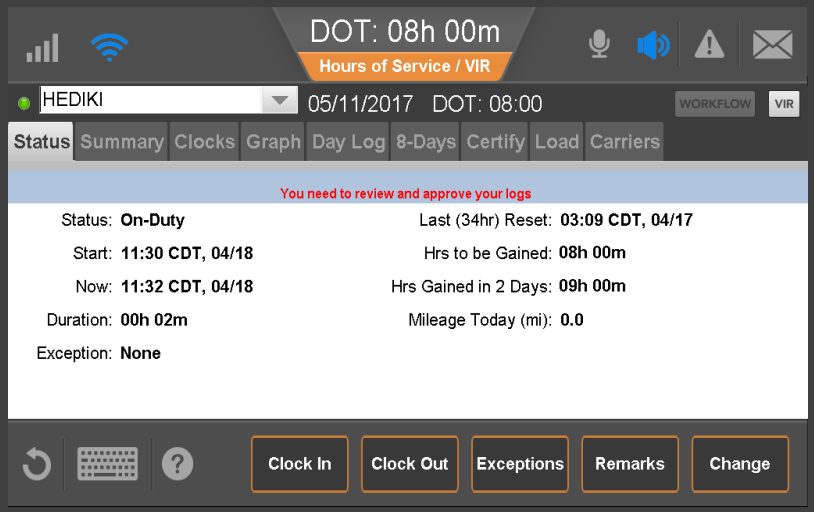


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

The Status tab also displays current duty status and information about that status.

To edit remarks on your current status, you tap Remarks. To change status, tap *Change* now.

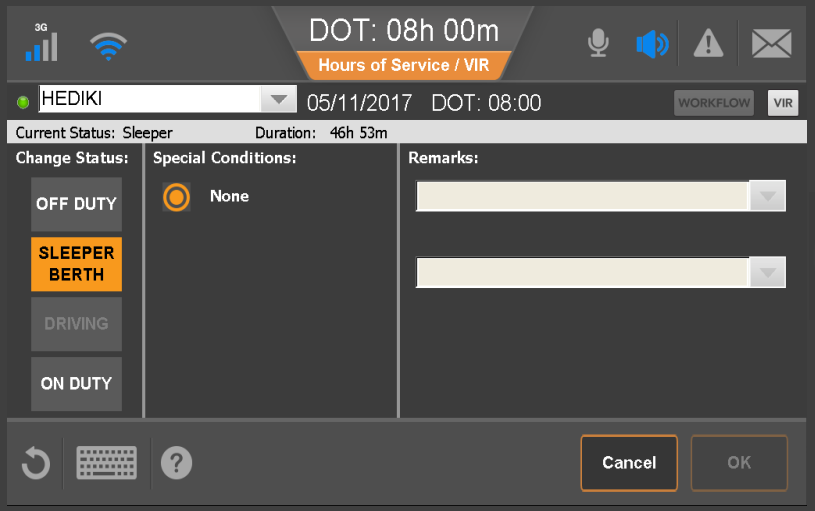


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

Here you manually select a duty status. Drive time is selected automatically when the wheels move. The available duty statuses are based on if you are the active or inactive driver and enabled features.

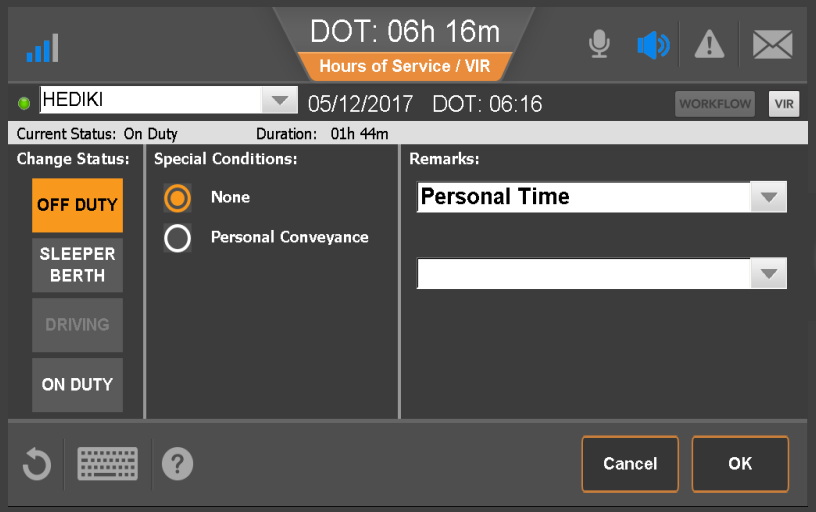
Select or type one or two pre-defined remarks from the drop-down list to describe what occurred during the status. Tap the text box to select a remark. Tap ⌨ to close; then tap OK.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status, Personal Conveyance

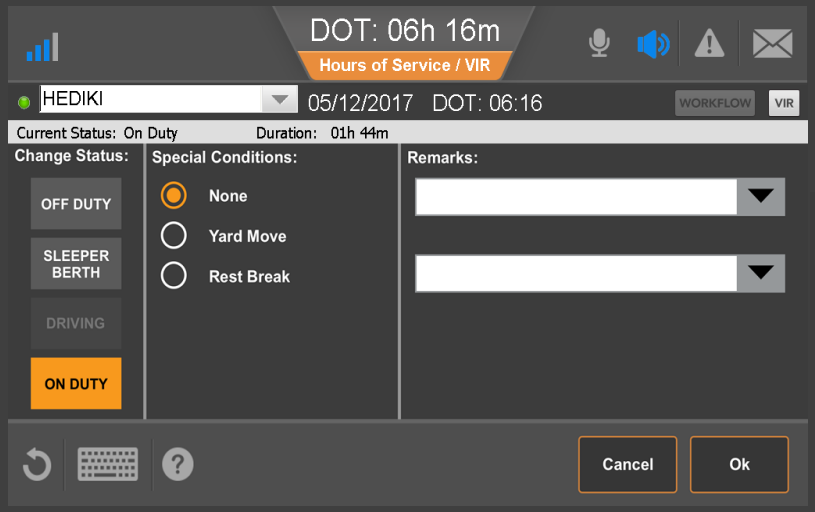
When you tap Off Duty, you may also select Personal Conveyance (PC), if allowed by your company. Your company can set a time limit for how much PC you're allowed to accumulate, and when that time is exceeded, you're notified through the Alert Manager.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status, Yard Move

Because all drive time must be accounted for, an Electronic Logging Device (ELD) Mandate exempt employee (like a mechanic), must log in to the IVG if the vehicle is test driven or moved in a yard. If Yard Move is enabled by your company, that ELD-exemptELD-exempt driver would select the Yard Move special condition under the On Duty status.

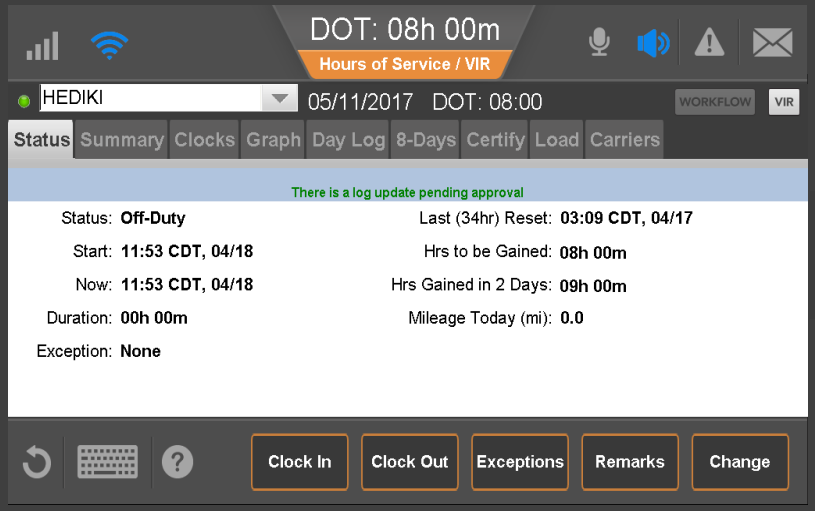


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status, Clock In/Clock Out

If enabled by your company, Clock In and Clock Out let you account for on duty time away from the truck:

- Clock In: Before you began driving, such as attending an early driver meeting.
- Clock Out: At the end of your shift, such as completing paperwork in the office.



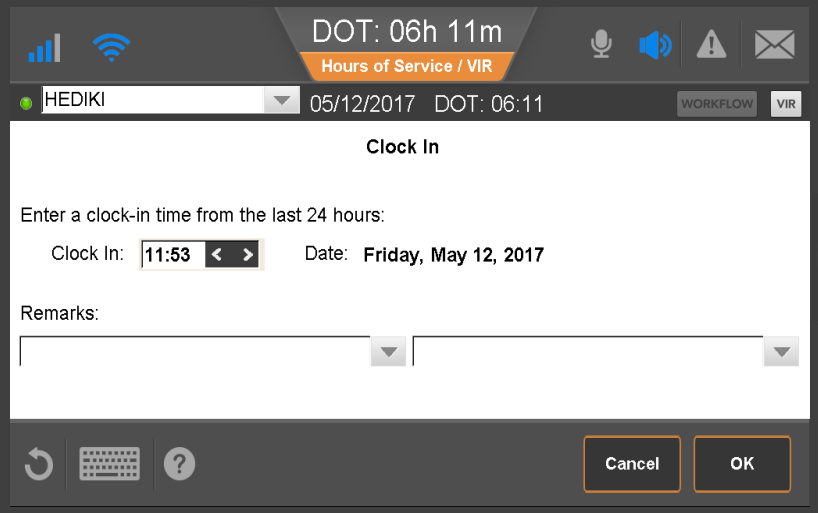
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status, Clock In/Clock Out

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

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.



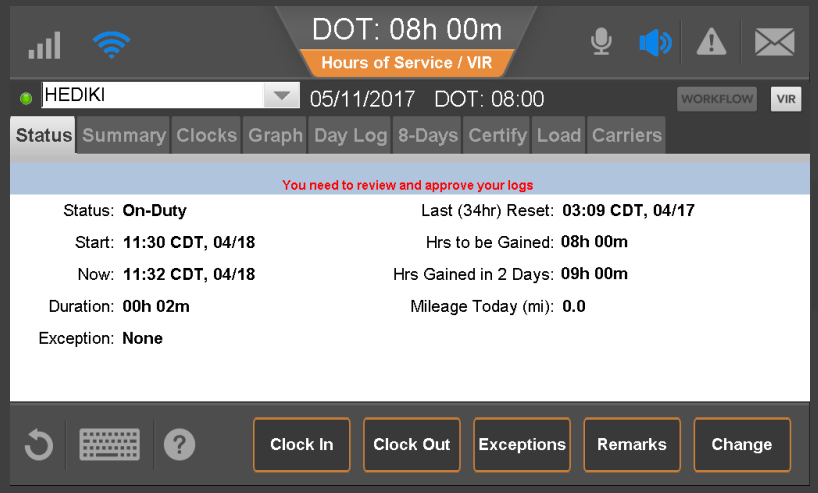
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Change Duty Status

Contact your manager or safety manager for more information about your company's HOS policies for duty status changes.

Tap another topic or the Next button to continue.

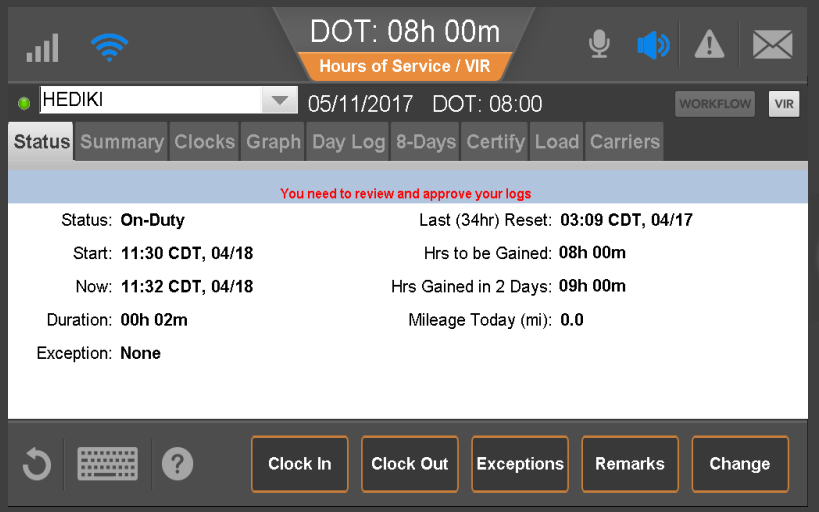
Change duty status
Certify logs
Edit logs
Add/Edit load info
Unassnd Veh Act
Tab descriptions
Send eRODS



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Certify Logs

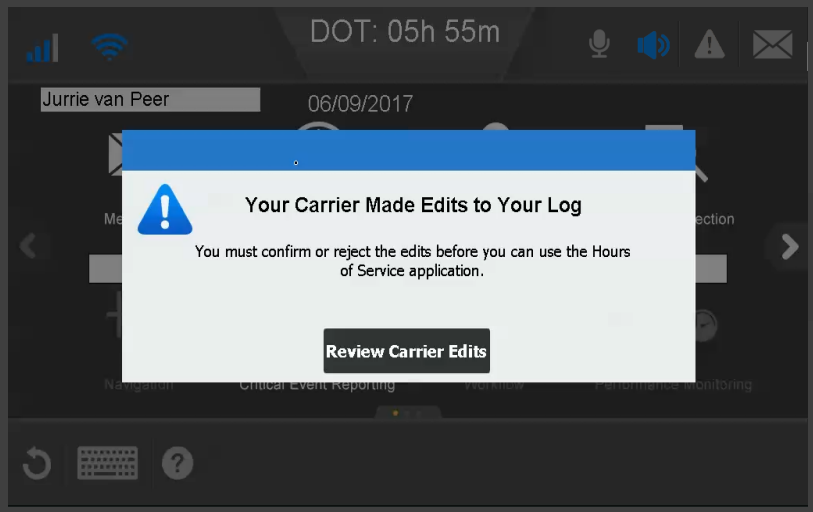
Every 24 hours you must review and approve logs before you drive. Wait for the "..review and approve your logs..." message to appear. When you open HOS, you'll be prompted to certify any outstanding logs.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Certify Logs, Carrier Edits Notification

If your carrier edited your logs, maybe to identify unassigned vehicle activity as your drive time, you'll see a popup alerting you to review the changes. You would tap the **Review Carrier Edits** button to approve or reject them.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

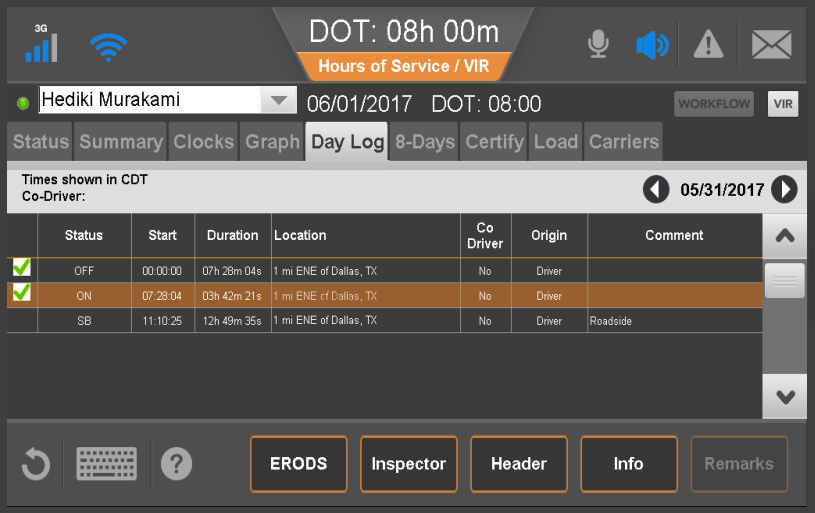
Hours of Service: Certify Logs

On the Day Log tab, tap the arrows at the top right to scroll to specific dates.

✓ is a certified record.

! means there was a system or sensor failure when the log was recorded.

If a record needs correction, tap the **Certify** tab. You can't edit driving time or certified logs.

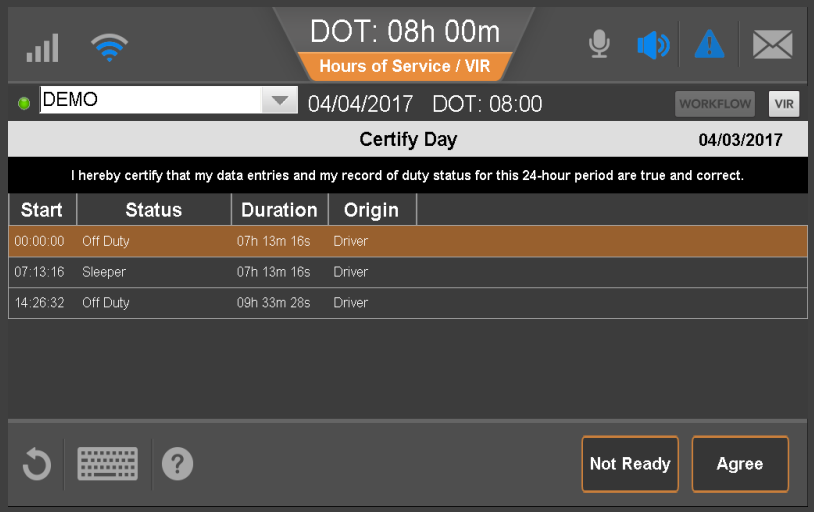


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Certify Logs

Do a final review of this day's logs, and if they're accurate, tap **Agree**. Be aware that you cannot edit certified logs.

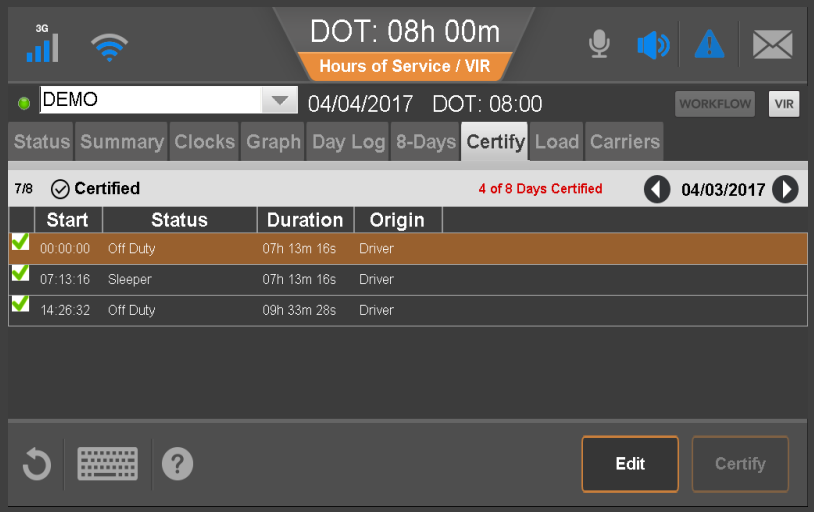
Tap ***Agree*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Certify Logs

Your logs for this day are now certified and show a green check mark next to each duty status.

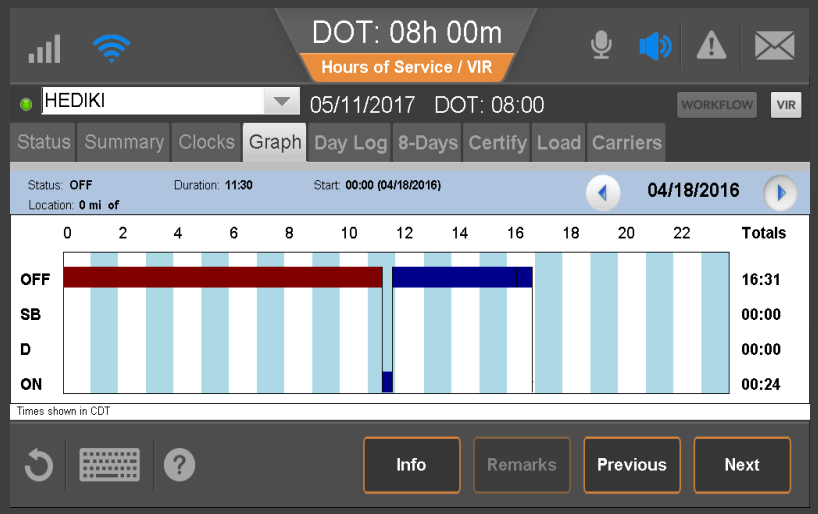


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Certify Logs

After you certify, you're presented with an earlier uncertified log to review and certify or you'll see the Graph tab if no other logs need to be certified.

Tap another topic or the Next button to continue.



Change duty status

Certify logs

Edit logs

Add/Edit load info

Unassnd Veh Act

Tab descriptions

Send eRODS

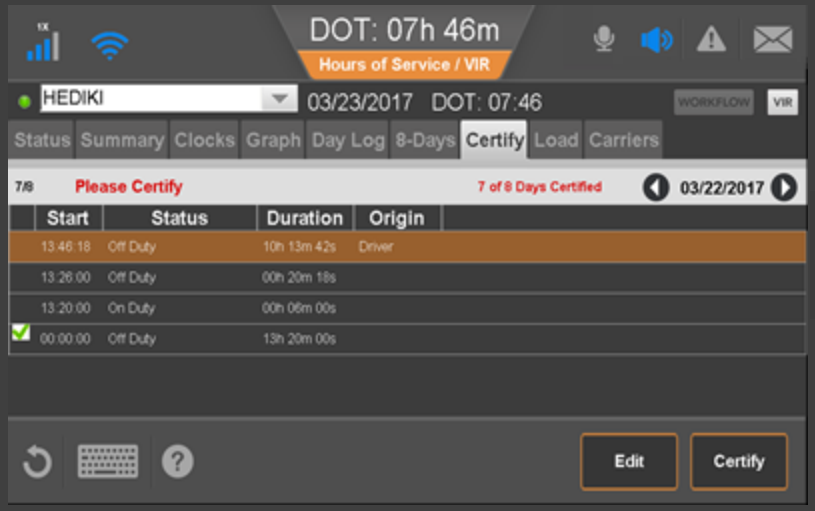
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

From the Certify tab you can review your logs and edit or certify them to remain in compliance. You certify your logs in 24-hour increments, not multiple days at a time.

If a record is incorrect, tap the record to select it; then tap the **Edit** button.

To edit the selected record, tap ***Edit*** now. ›››



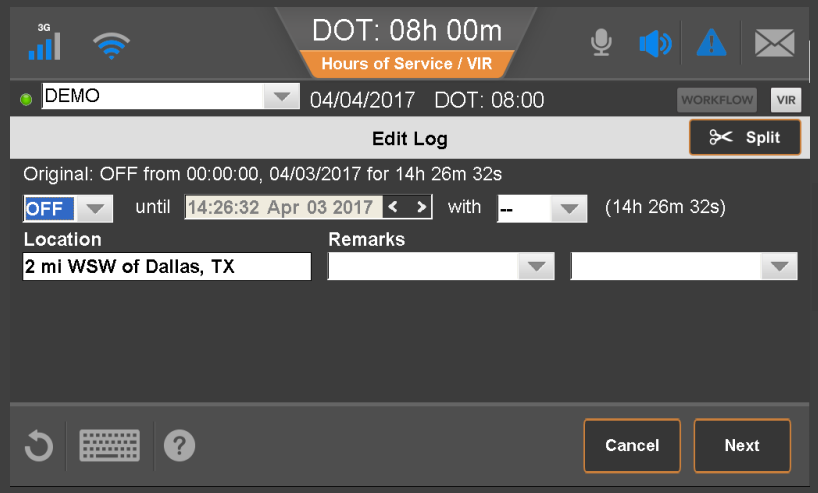
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

If you are changing the original duty status to another, select the new duty status and a per-defined remark, or if available, type a remark to describe what happened during the status. When finished, tap the **Next** button.

If you had two or more duty statuses during that time, you tap **Split** button to divide that single status in half.

Tap ***Split*** now. ›››

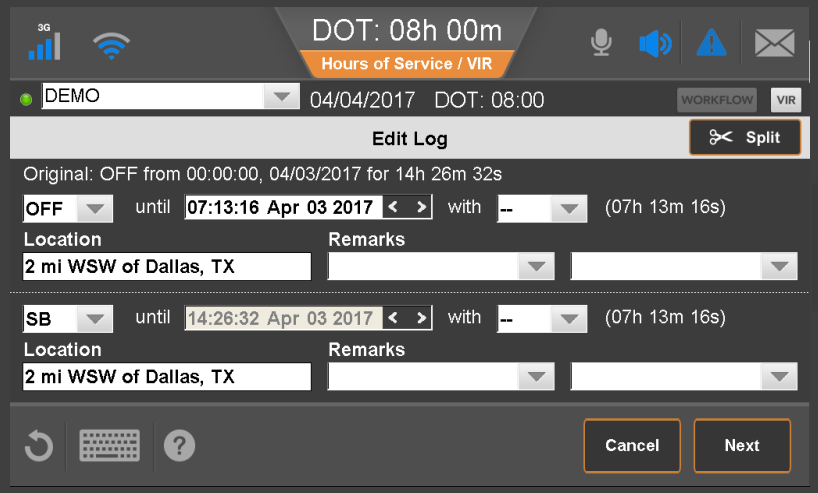


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

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're finished, tap ***Next***. ›››

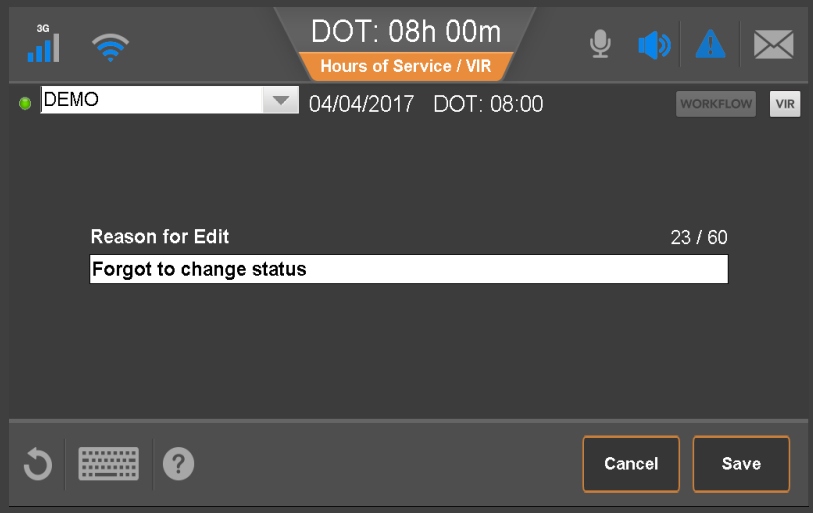


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

Type the reason you're editing the status.

When you're finished, tap ***Save***.

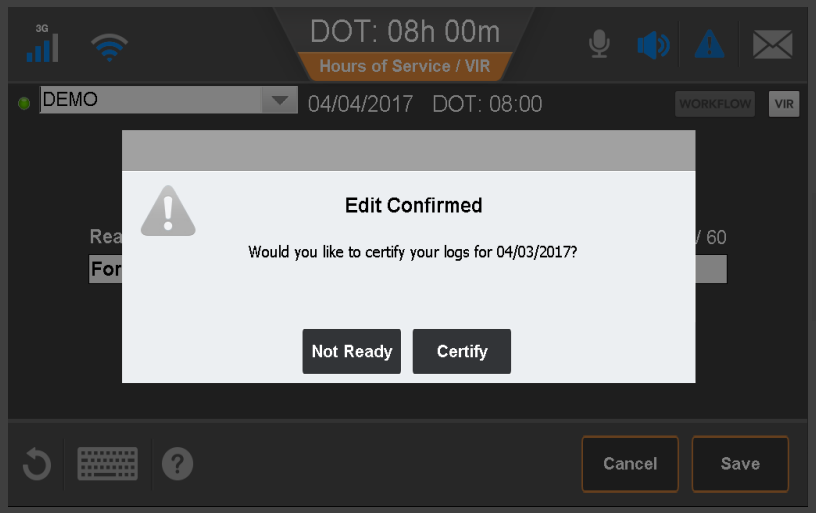


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

If you're not ready to certify your logs, tap **Not Ready**. Otherwise, tap **Certify**.

Tap ***Not Ready*** now. ›››



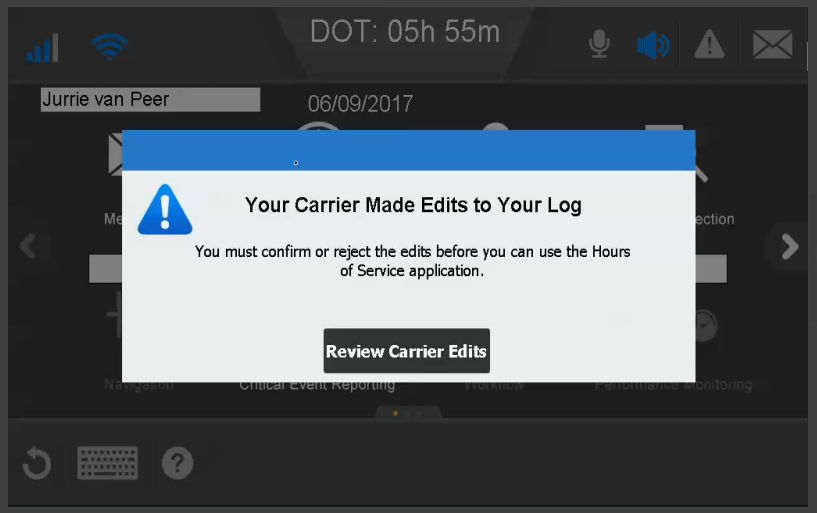
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

If your carrier made edits to your logs, you'd see this popup alerting you to review and approve or reject the edits to your logs.

Be aware that you cannot edit approved logs.

Tap ***Review Carrier Edits*** now. ›››

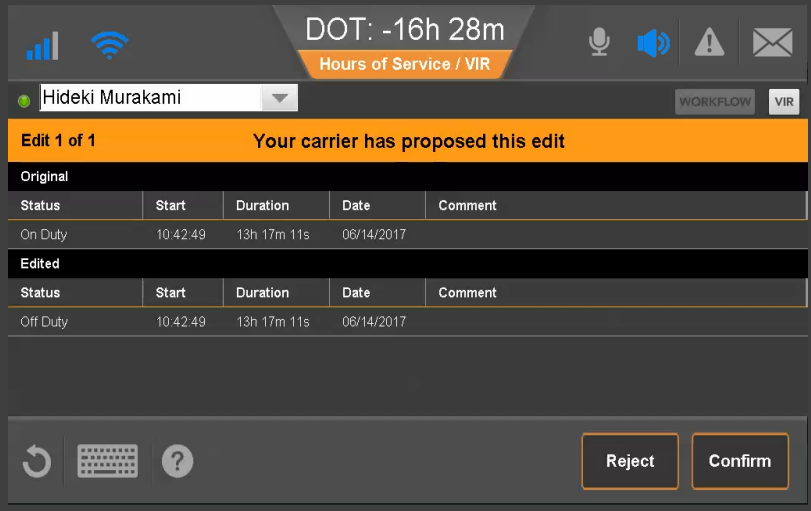


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

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

Tap ***Reject*** now. ›››

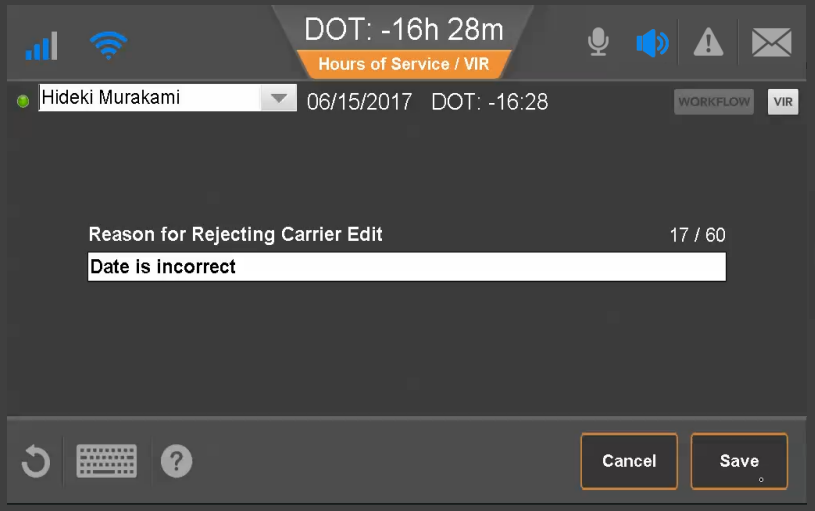


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

When you reject carrier edits, you must provide a reason for rejecting the edits. We pre-filled a reason for you.

Tap ***Save*** now. ›››

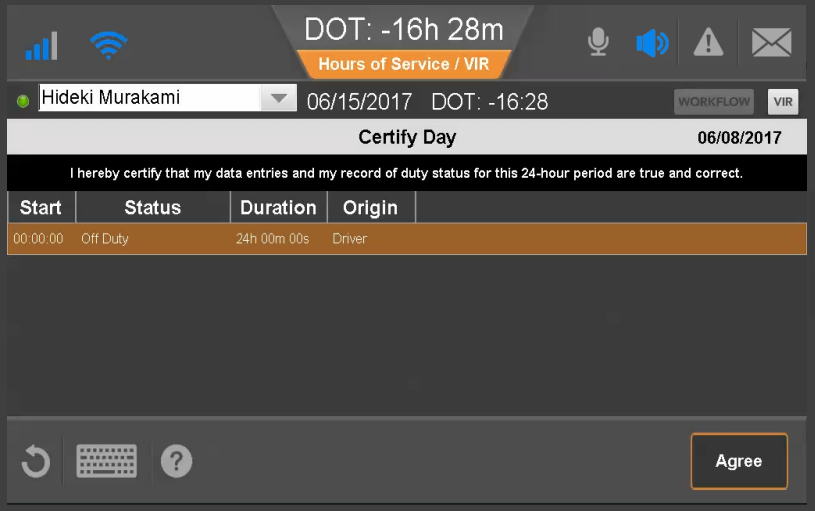


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

After you provide a reason for rejecting the edits, you're prompted to certify your logs.

Tap ***Agree*** now. ›››

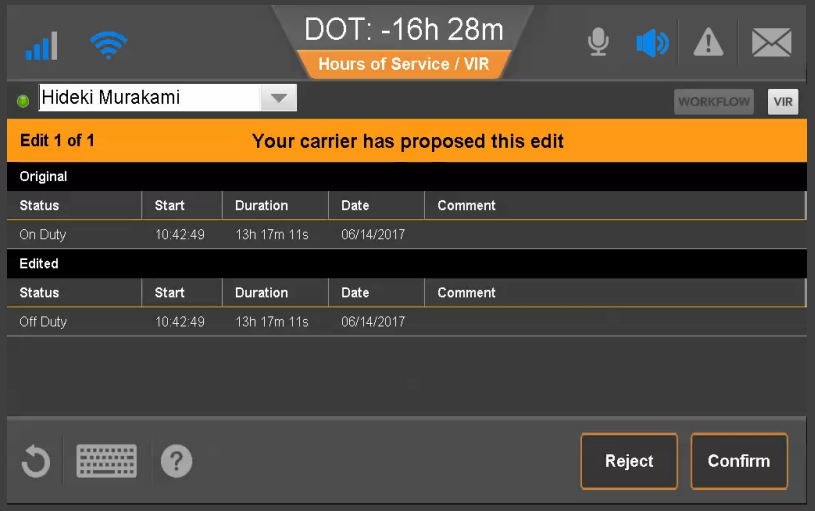


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

If you agree with the carrier edits, you tap Confirm.

Tap ***Confirm*** now. ›››

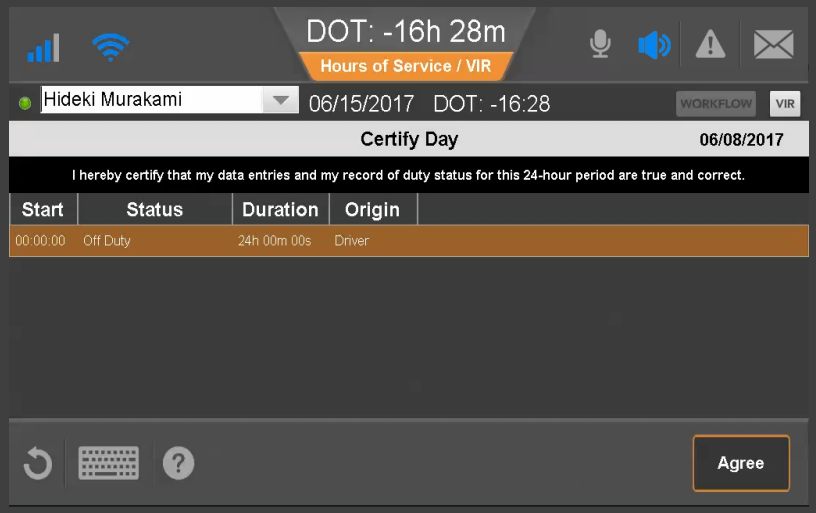


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs, Carrier Edits

Verify that these log updates are correct and tap **Agree**.

Tap ***Agree*** now. ›››

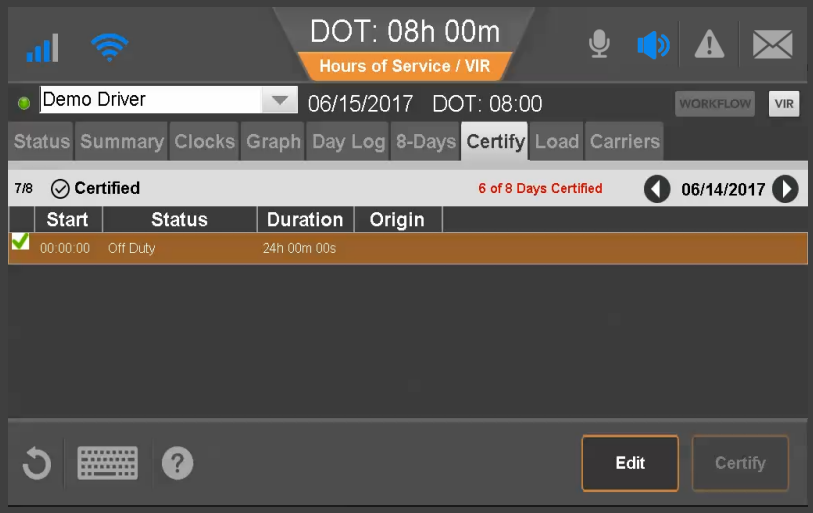


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Edit Logs

This day's logs are certified and shows a check mark.

Tap another topic or the Next button to continue.



Change duty status

Certify logs

Edit logs

Add/Edit load info

Unassnd Veh Act

Tab descriptions

Send eRODS

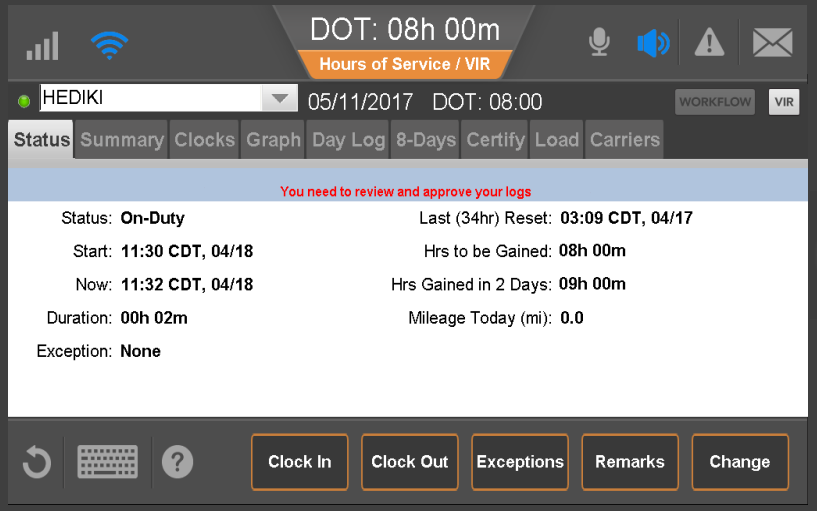
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Add/Edit Load Info

Load information is required for each trip.

If you haul loads for different carriers within your company, you can select them from the Carriers tab. When you select another carrier, a message displays while the carrier change is processing. You can continue working.

To see load information, tap *Load* now. ›››



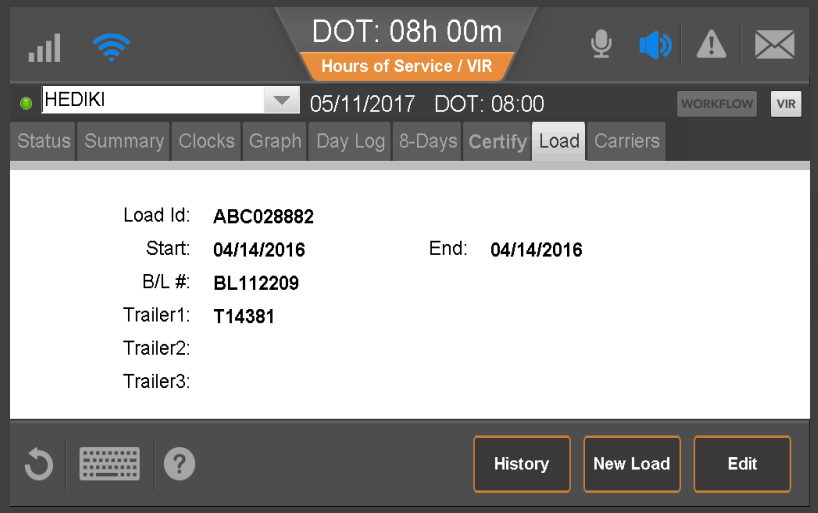
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Add/Edit Load Info

Here you can view load history and edit load information as necessary.

When you enter load information, you enter the start and end dates of the trip. This associates log records with the load.

To enter a load, tap ***New Load*** now. ›››

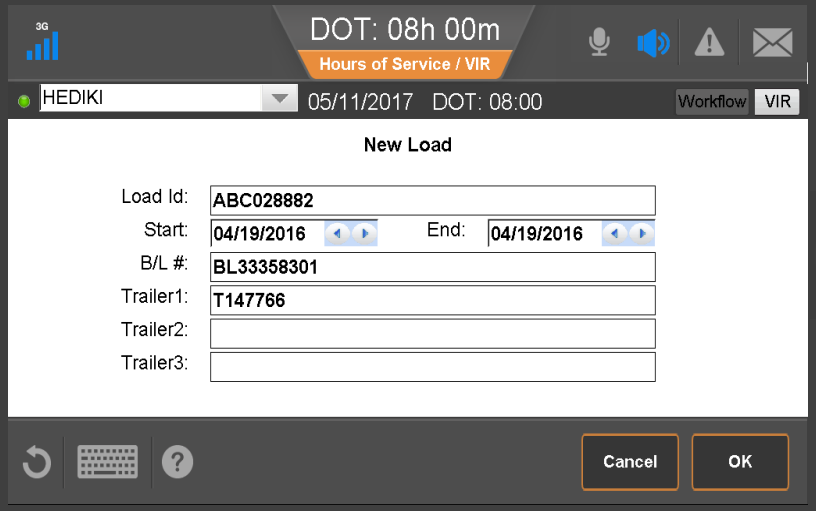


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Add/Edit Load Info

Here you enter load information. If you are pulling more than one trailer, be sure to enter each trailer ID.

To save the information, tap *OK* now. ›››

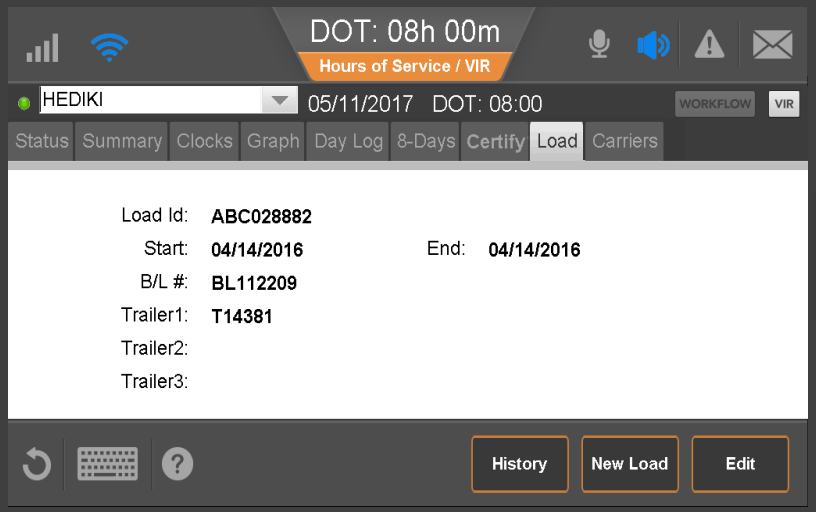


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Add/Edit Load Info

You can also:

- Edit this load (Edit button)
- View the history of your loads (History button).
- On the History screen, you can select a load and edit its details, or delete it.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Add/Edit Load Info

To answer other questions about how you use load information, contact your manager or safety manager. Tap another topic or the Next button to continue

Change duty status

Certify logs

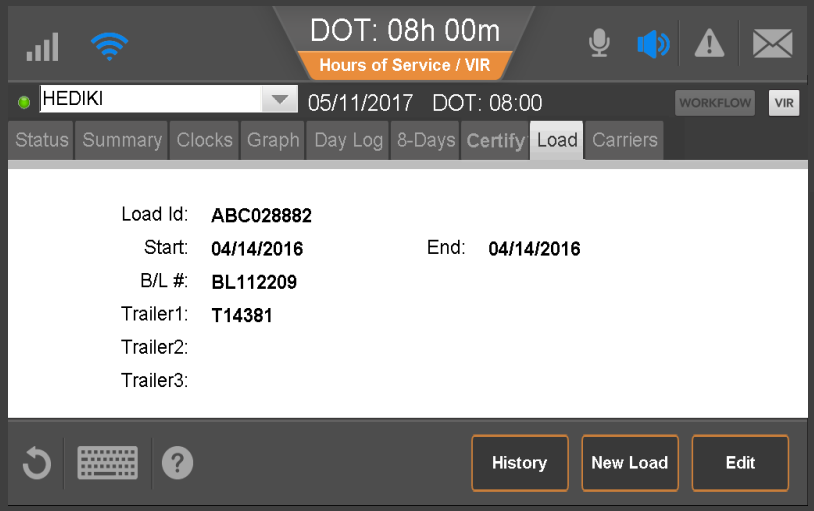
Edit logs

Add/Edit load info

Unassnd Veh Act

Tab descriptions

Send eRODS

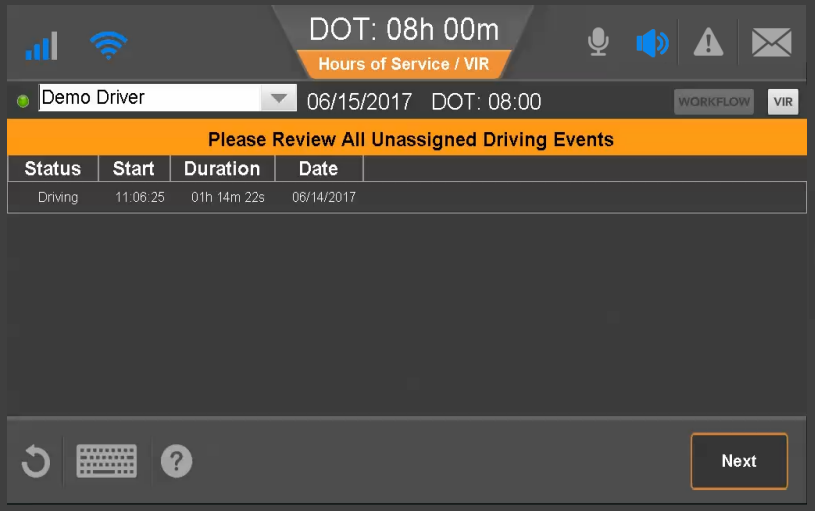


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

If your vehicle is driven without a driver being logged in to the IVG, unassigned vehicle activity (unassigned drive time) accumulates. The next time someone logs in to the IVG, they'll be prompted to accept that drive time.

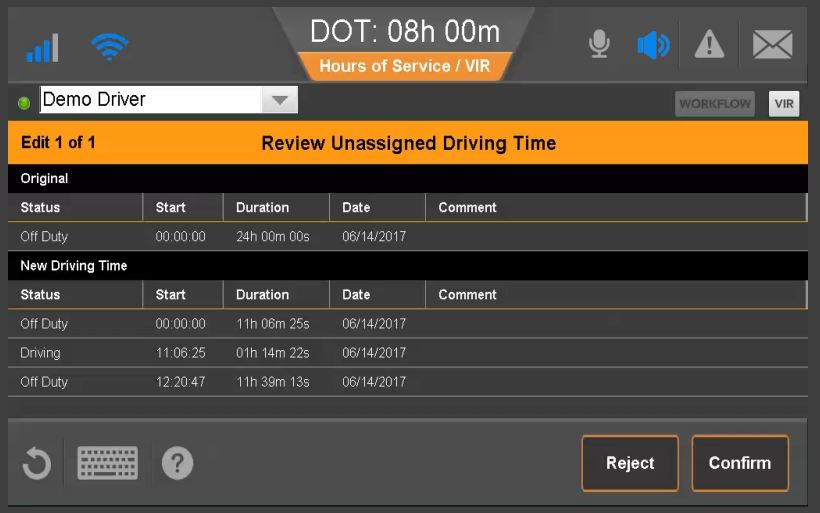
To accept or reject the drive time, tap ***Next*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

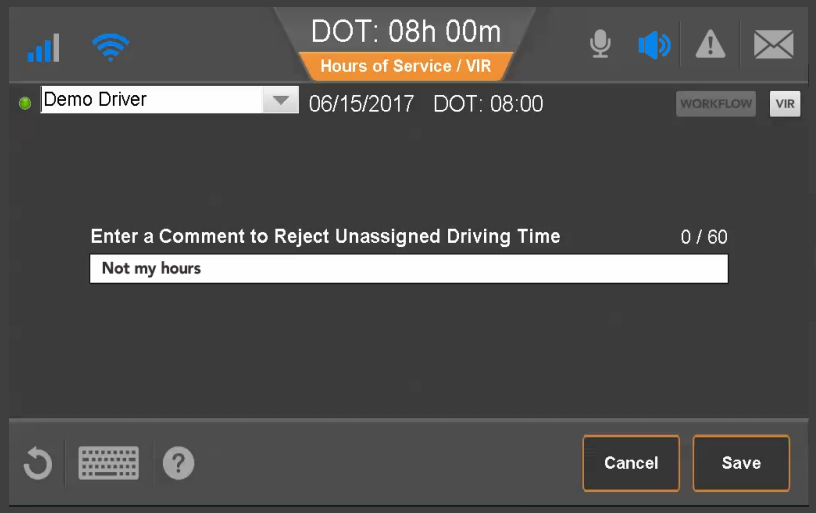
If you want to reject the drive time, tap ***Reject*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

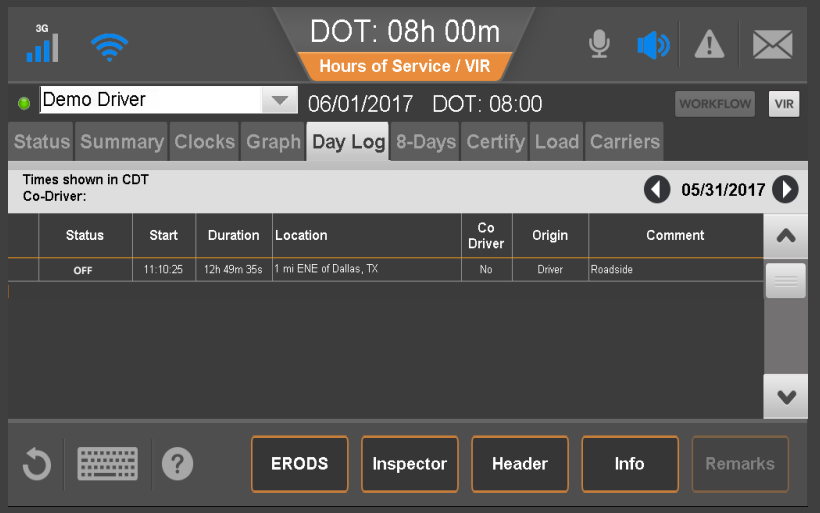
You must enter a reason for rejecting the log update. We entered a reason for you. Tap ***Save*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

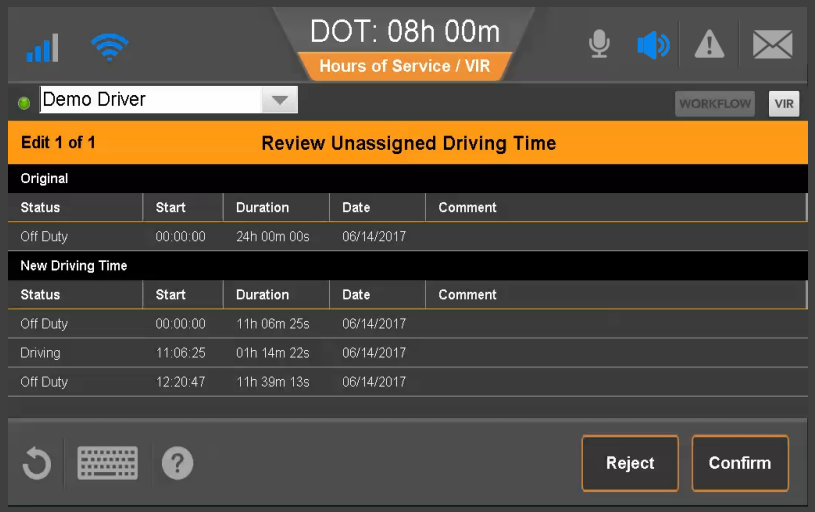
Your logs are unchanged, and no further action is needed.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

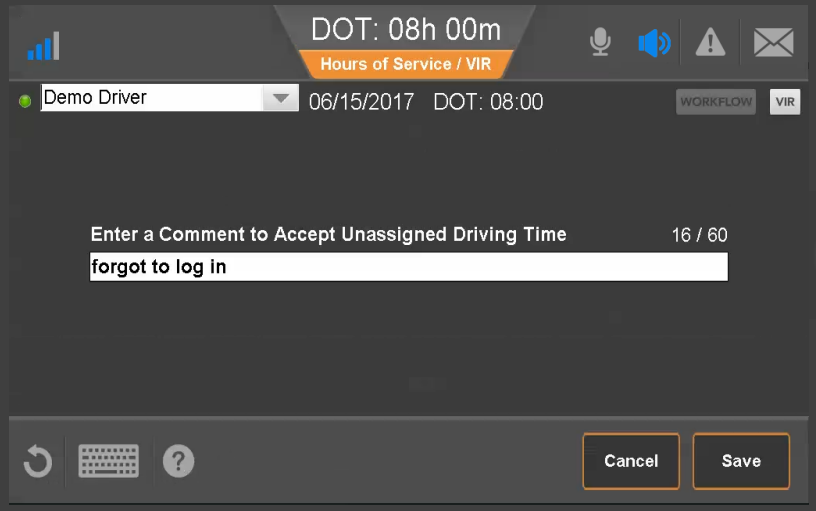
If you want to accept the drive time, tap ***Confirm***. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

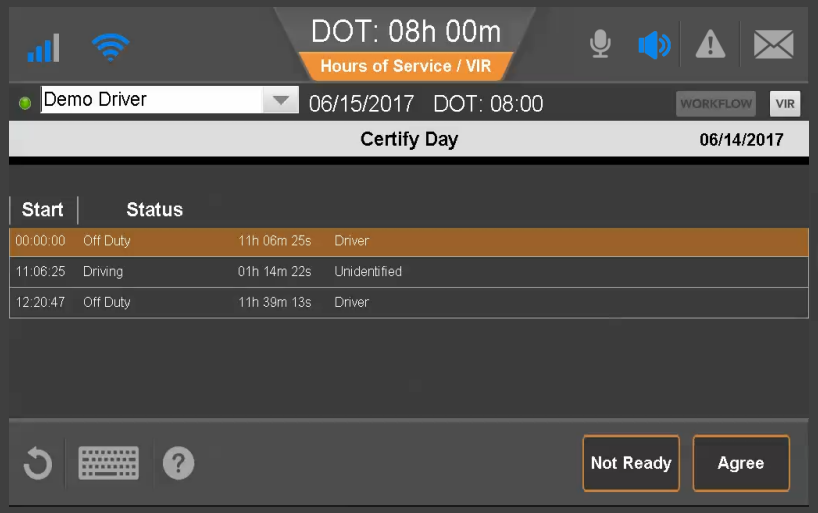
You must enter a reason for accepting the log update. We entered a reason for you. Tap ***Save*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

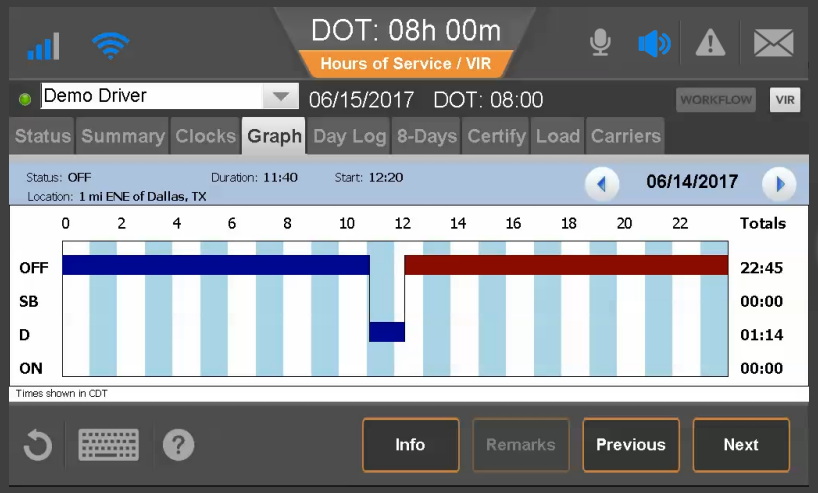
After you accept the changes, you must certify your logs. Tap ***Agree*** now. ›››



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Unassigned Vehicle Activity

Your logs are updated and you can see the new segment on the Graph tab. Tap another topic or the Next button to continue.



Change duty status

Certify logs

Edit logs

Add/Edit load info

Unassnd Veh Act

Tab descriptions

Send eRODS

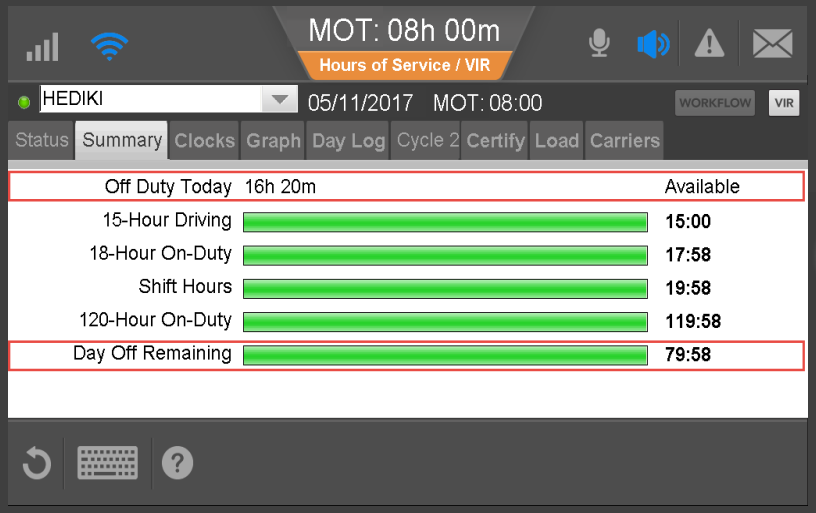
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions, Summary

The Summary tab shows remaining time for each clock based on rulesets and your reported hours.

Available drive time is the time remaining on the 11-hr clock/13-hr for CAN Main (or less if another clock has less time). The clock with the least remaining time determines your available On-Duty time.

For CAN Rules, Off Duty Today displays total qualifying off-duty time taken today. In parentheses, the amount of off duty time taken outside of a reset also displays (not for CAN North).

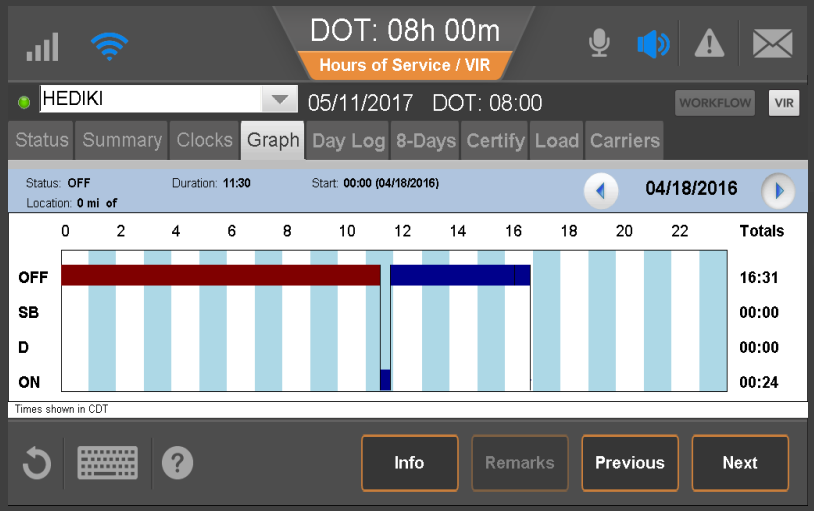


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions, Graph View

Here, logs display as 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 log. The Info button shows your carrier information.

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

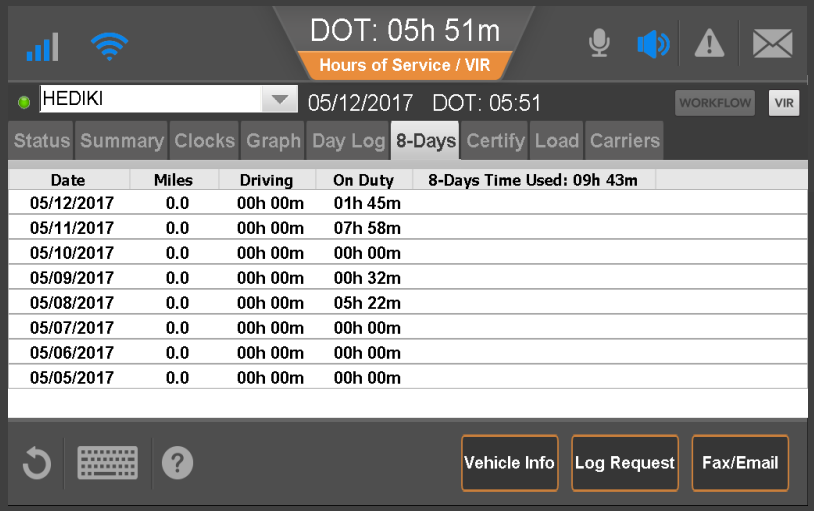


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions, Duty Cycle

The duty cycle tab displays driving and on duty time as well as hours used for your duty cycle. The number of days depends on what rule set you're running: 7-Days or 8-Days in the US, Cycle 1 or Cycle 2 in Canada.

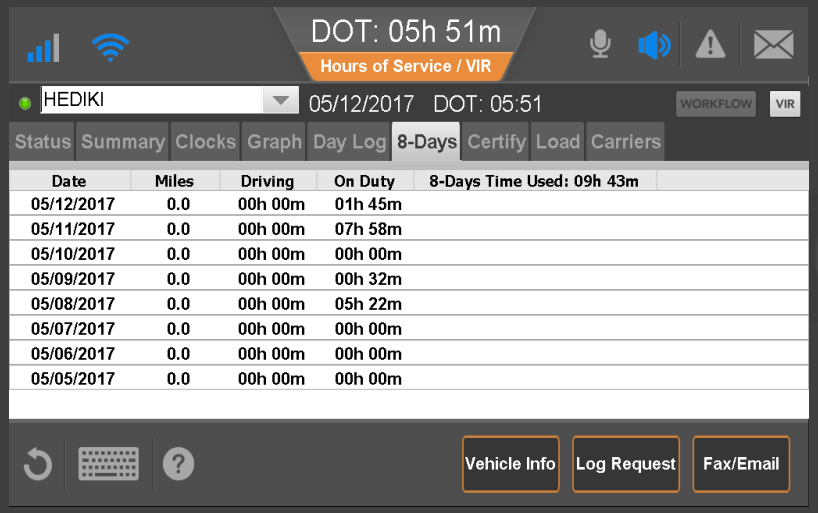
For some states, the state code displays instead of DOT or MOT clock, for example "TX 8:00" instead of "DOT 8:00."



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions, Duty Cycle

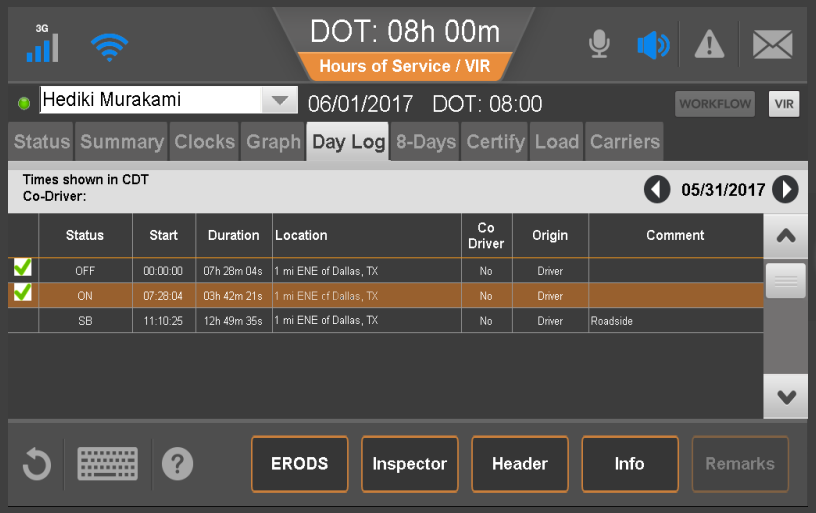
If your logs are inaccurate, you can request them from the sever by tapping **Log Request** button on the duty cycle tab. You receive an alert message when the logs are received.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions, Day Log

From the Day Log tab you can send eRODS or display the Inspector information and Header. You can go back as many days as are in the current duty cycle.

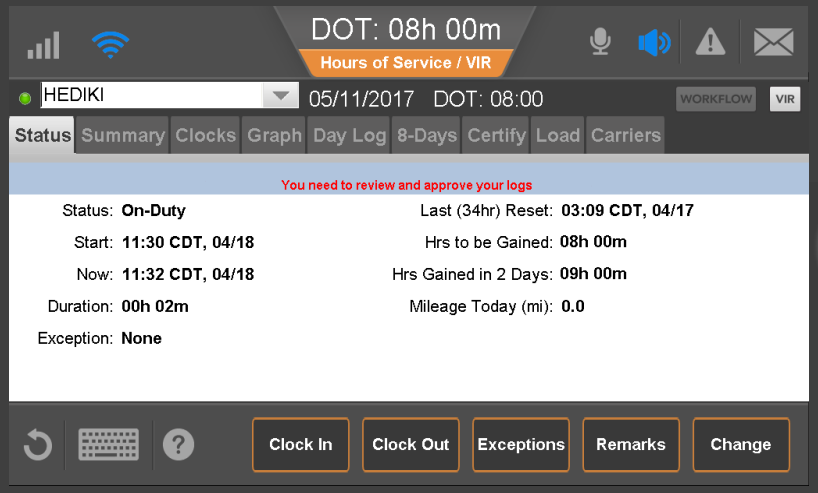


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Tab Descriptions

To answer other questions about how to manage logs, contact your manager or safety manager. Tap another topic or the Next button to continue.

Change duty status
Certify logs
Edit logs
Add/Edit load info
Unassnd Veh Act
Tab descriptions
Send eRODS



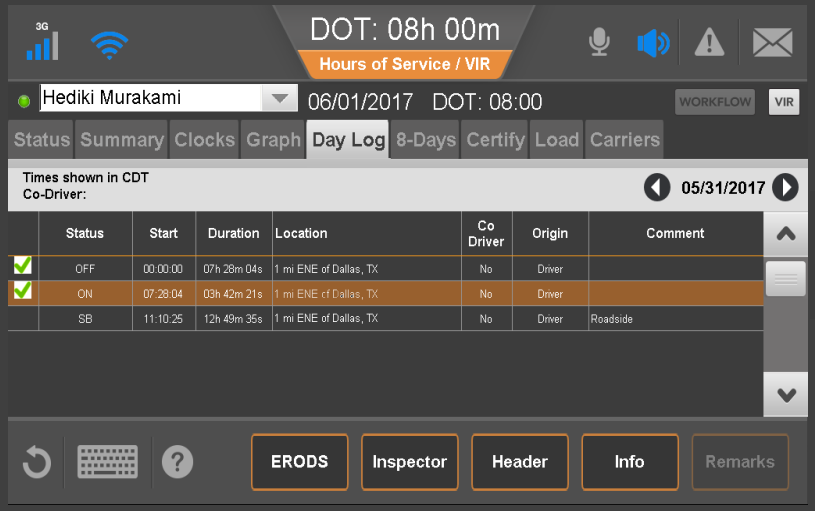
MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Send eRODS

When an officer 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 ELD guide available for the officer.

If the officer prefers an electronic copy, tap **Day Log**. You can send your logs by fax or email.

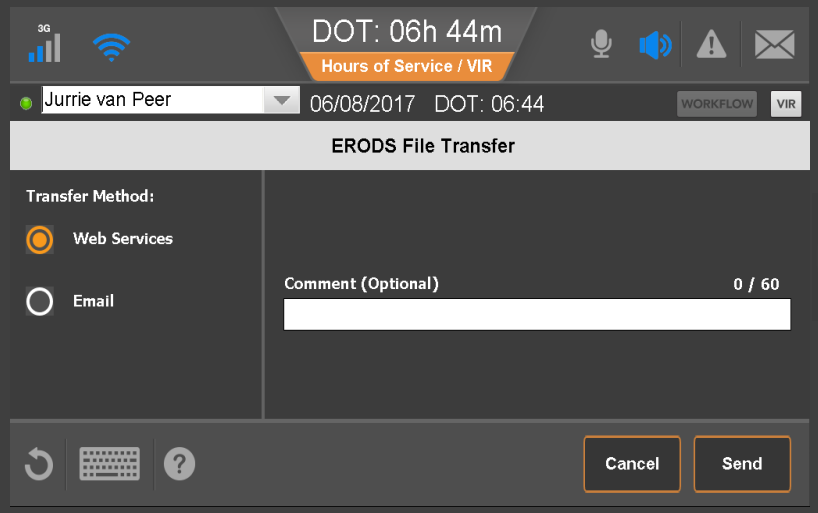
Tap ***eRODS*** now.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Send eRODS

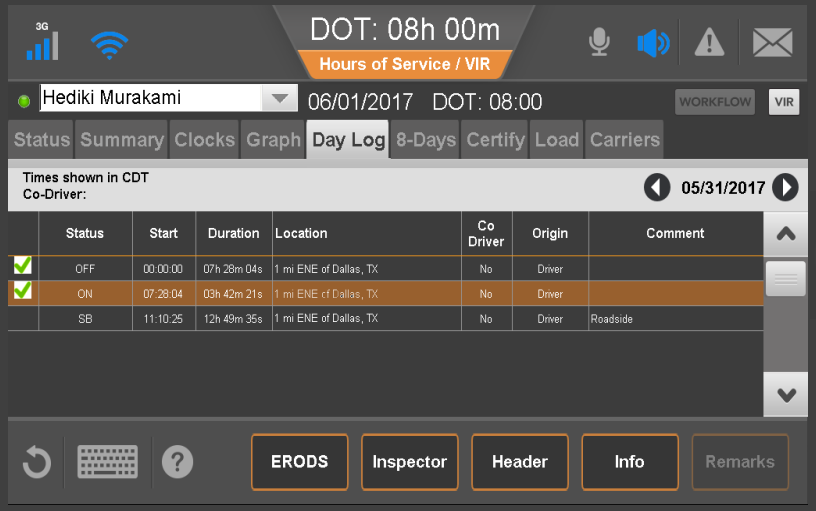
When an inspector asks for copies of your logs and hours of service, determine if the inspector wants your eRODS through **Web Services** or **Email**, type the inspector's email address or comments, then tap **Send**.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Send eRODS, Inspector Mode

The inspector may also want to see Inspector mode, which shows more information than the default Driver mode. Tap *Inspector* now.

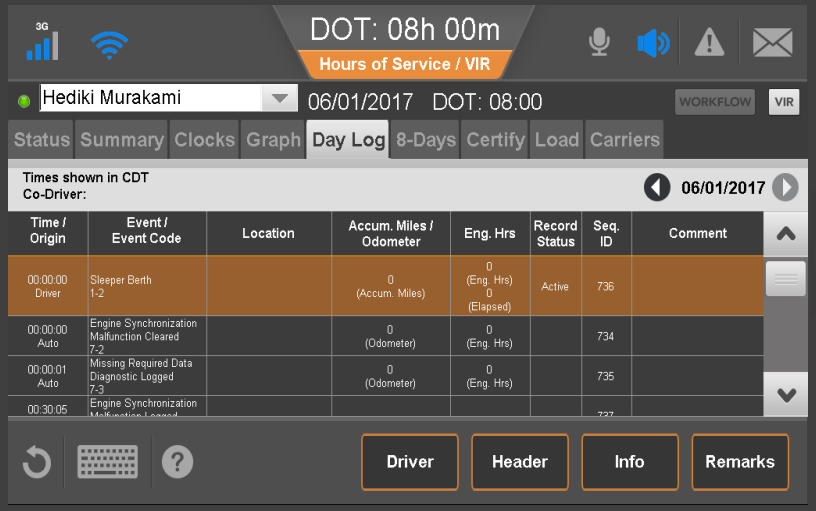


MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Send eRODS, Inspector Mode

The inspector can scroll through the Inspector screen to see all information about your logs and company as required by the Electronic Logging Device Mandate.

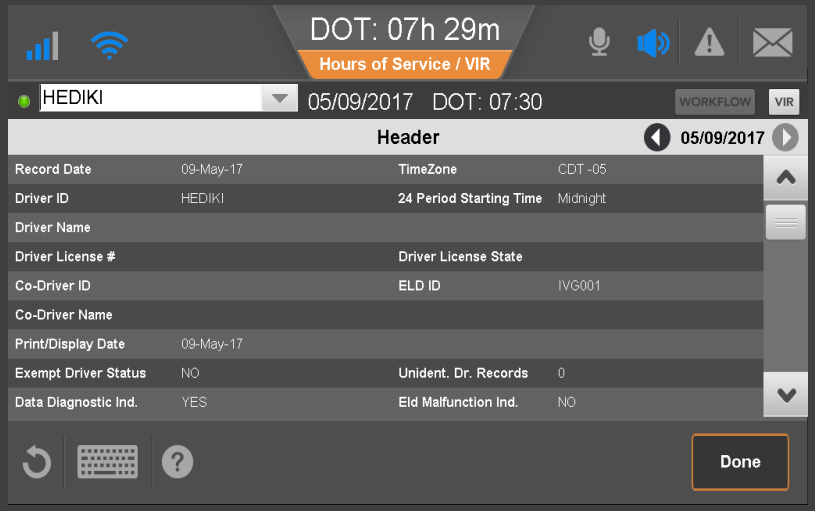
Additionally, the inspector will want to see the eRODS header. Tap ***Header*** to view that information.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Hours of Service: Send eRODS, Header

Tap **Done** when the inspector has reviewed the header information.



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

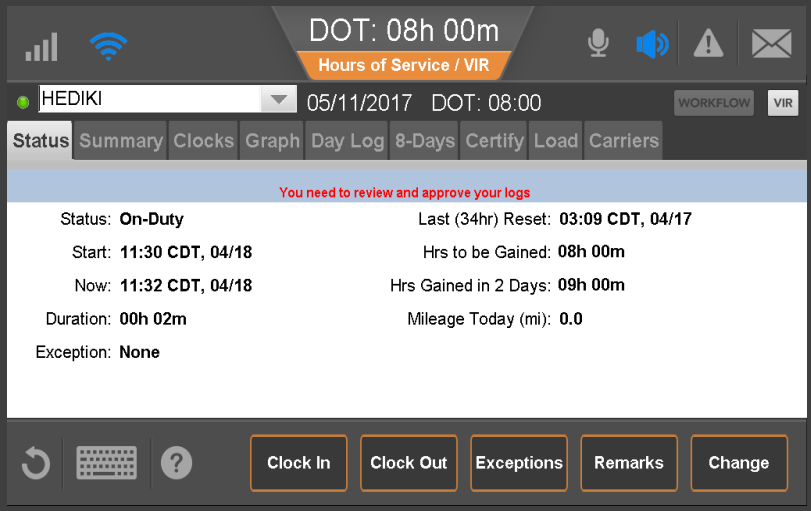
Hours of Service: Conclusion

This concludes the Hours of Service lesson.

Tap a topic or the Next button to continue.

- Change duty status
- Certify logs
- Edit logs
- Add/Edit load info
- Unassnd Veh Act
- Tab descriptions
- Send eRODS

Start Over



MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

Halo Light Alert

This shows the Intelligent Vehicle Gateway's (IVG) keyboard halo lit indicating that Unassigned Driving or a Diagnostics/Malfunction has occurred.

MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION