

TrackEnsure ELD

User Manual

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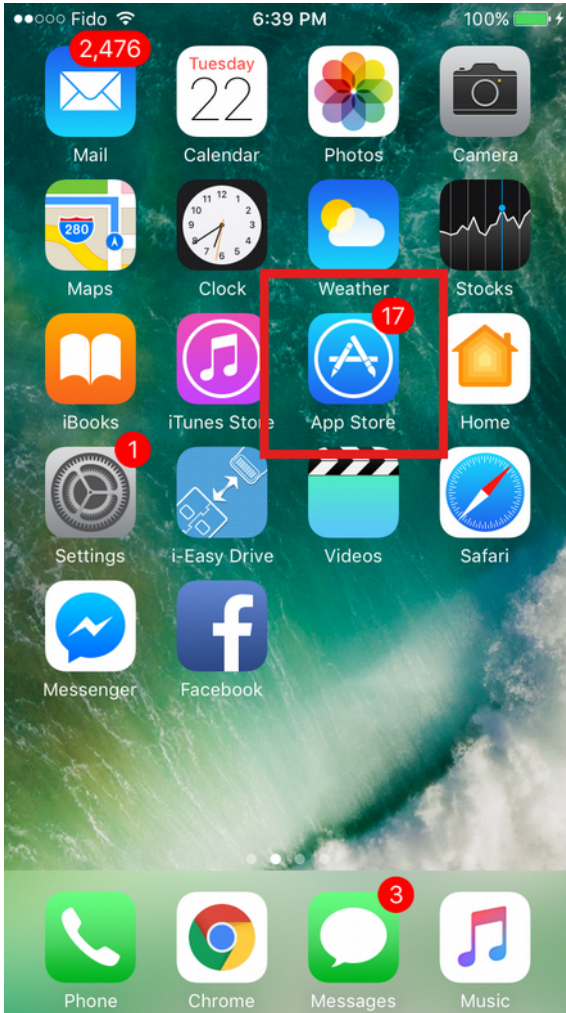
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App Installation

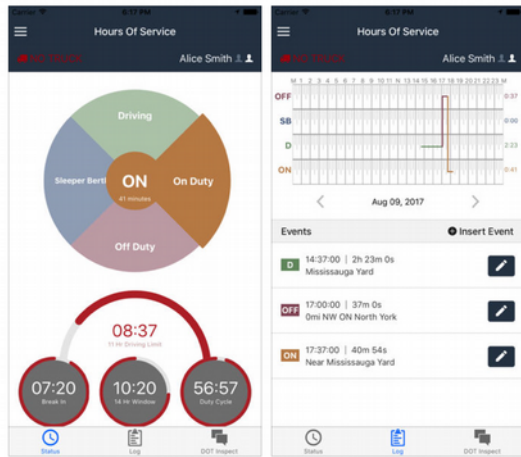
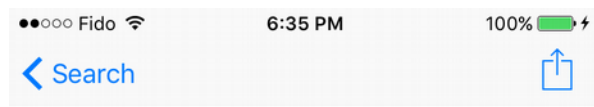
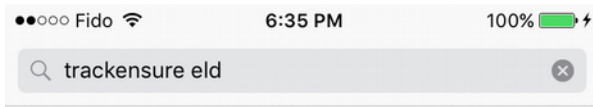
iOS

1. Launch the App Store

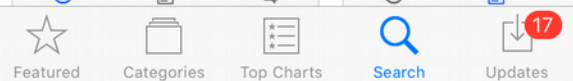
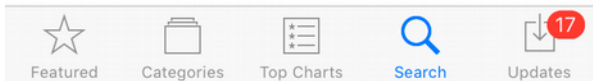
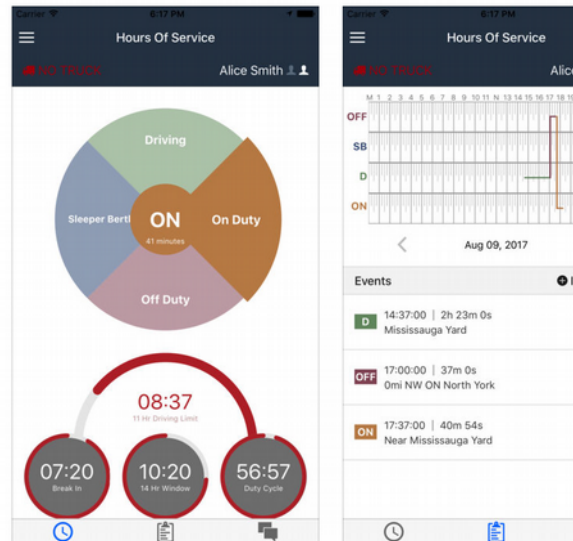


2. Search for “TrackEnsure ELD” in the App Store

3. Tap the “Get” button

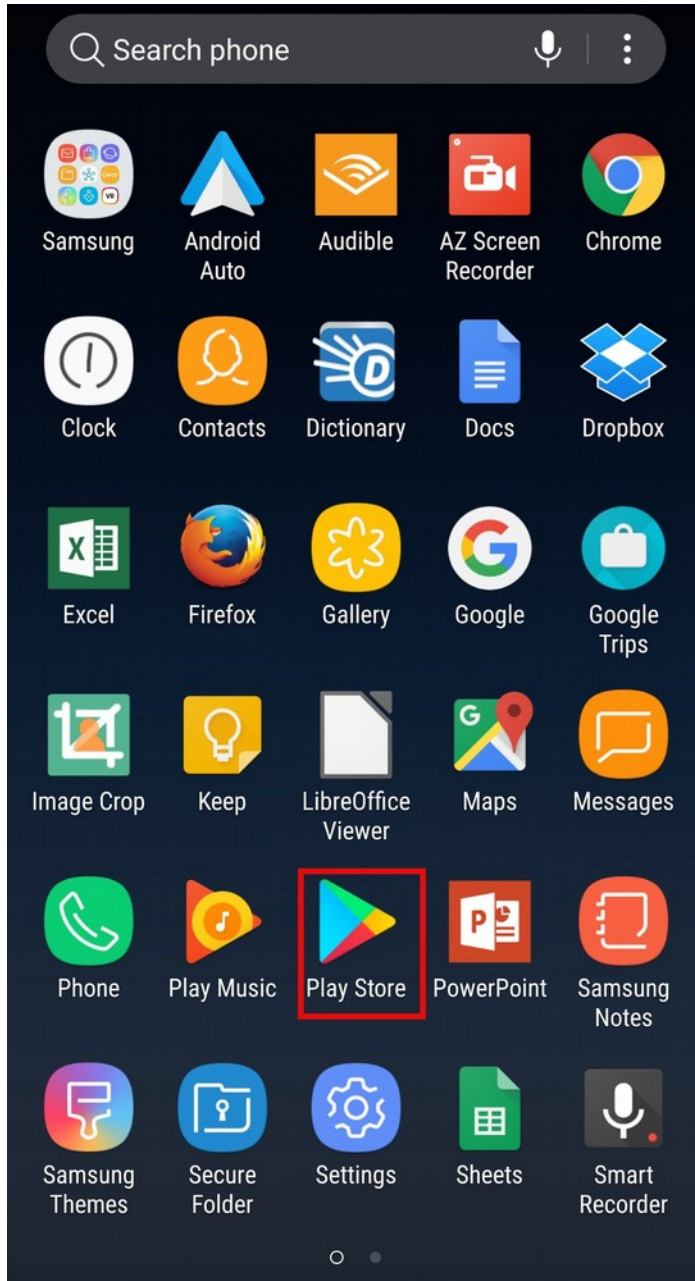


iPhone



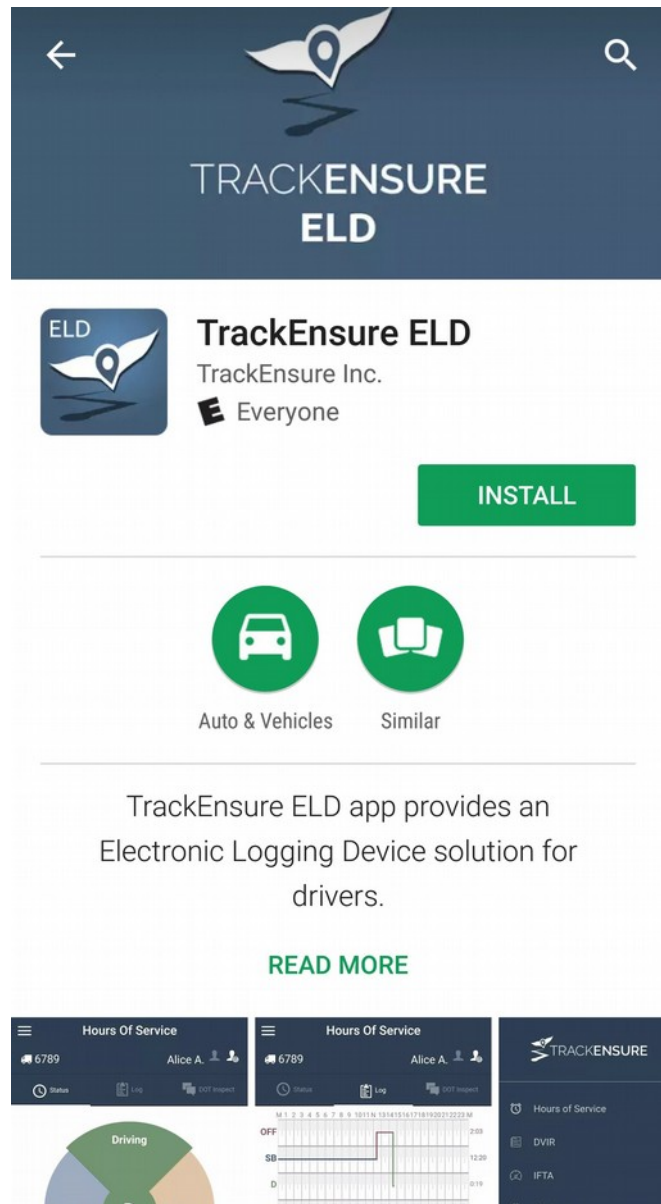
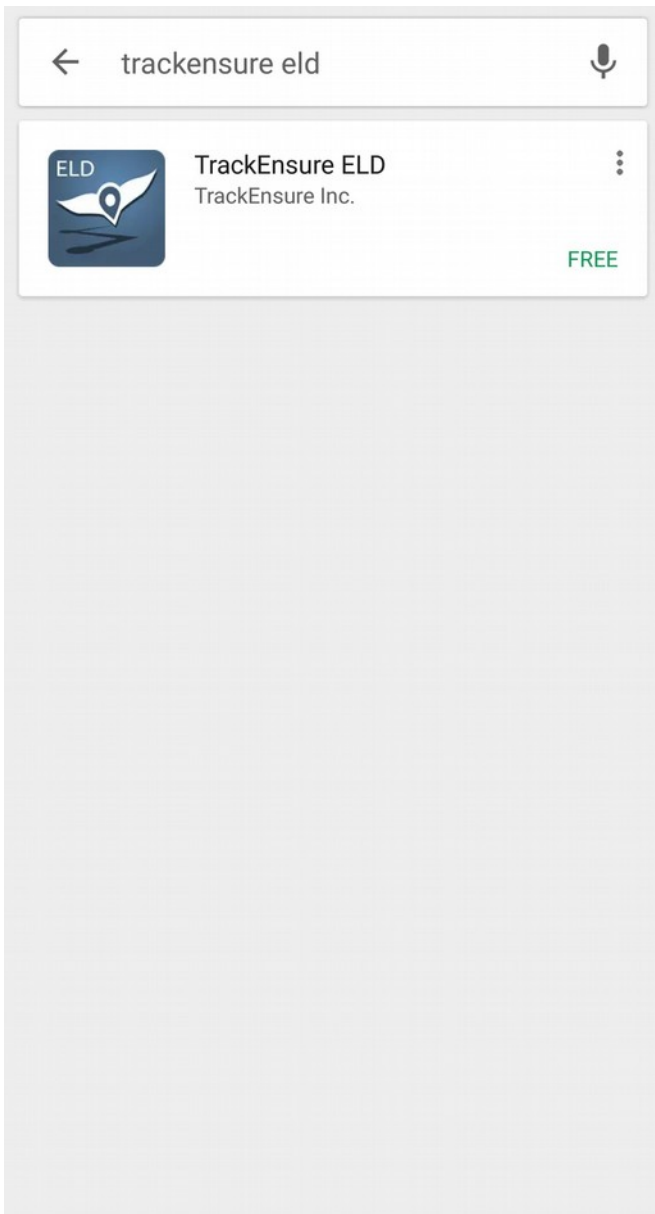
Android

1. Launch the Play Store



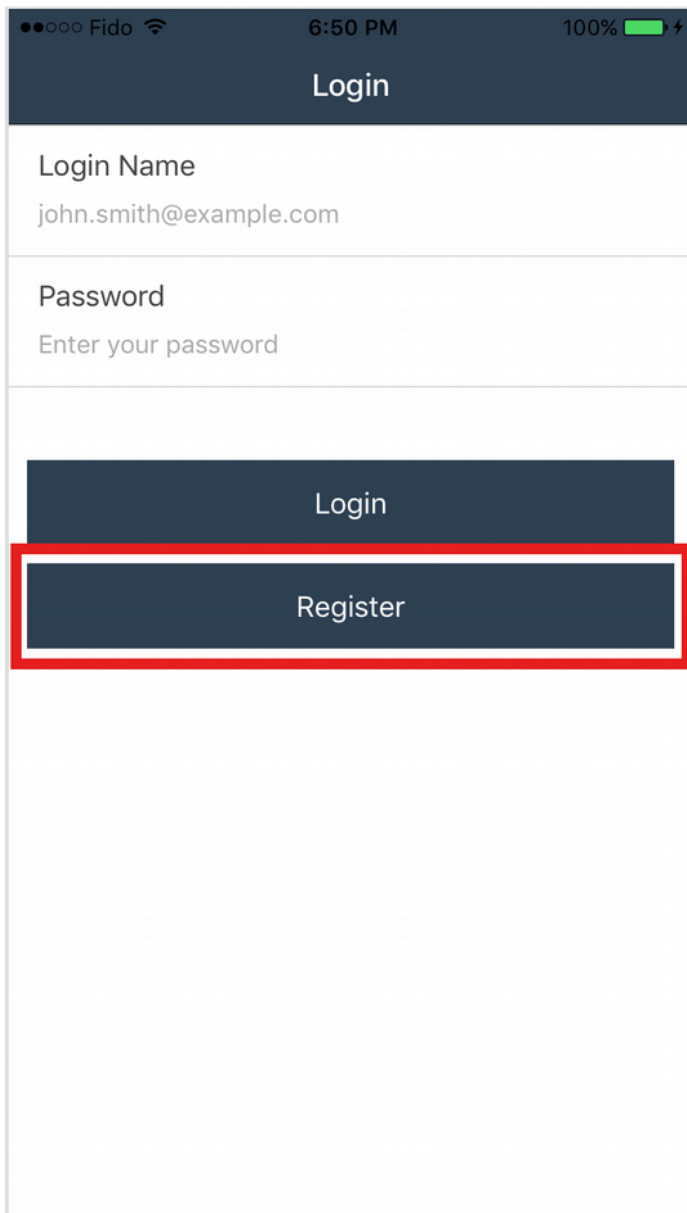
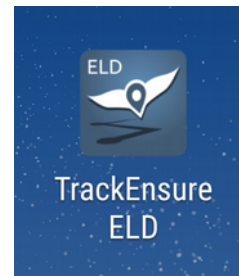
2. Search for “TrackEnsure ELD”

3. Tap the “Install” button

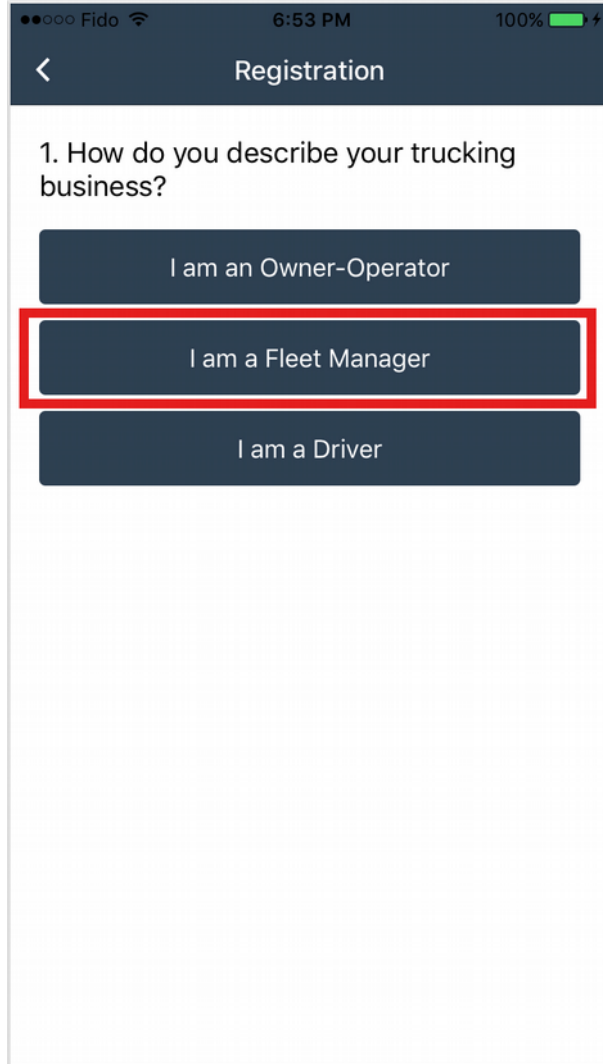
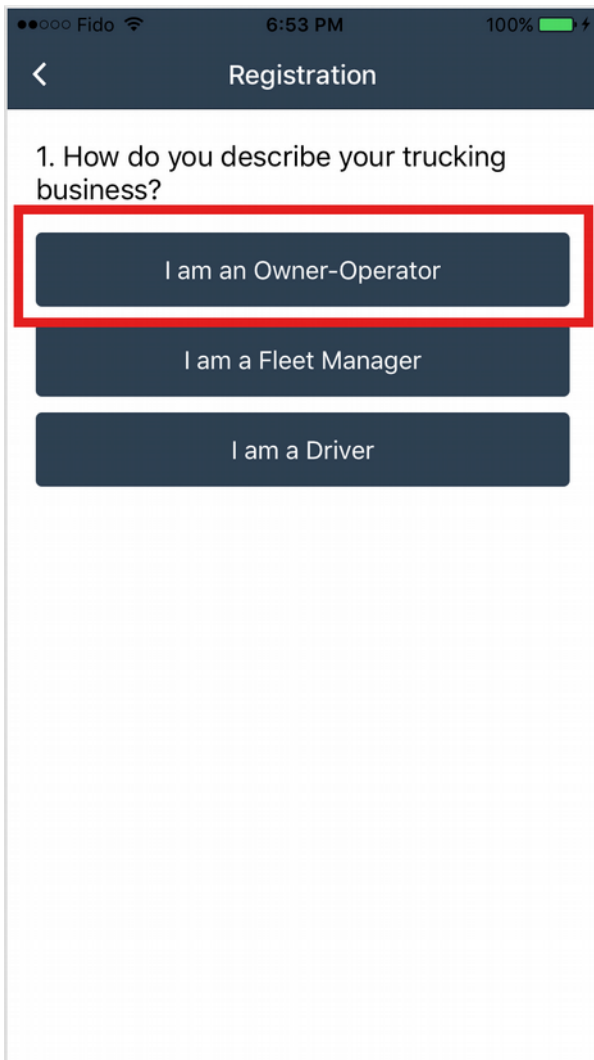


Company Registration

1. Open the “TrackEnsure ELD” app on your mobile device
2. Tap the Register button



3. Select “I am an Owner-Operator” or “I am a Fleet Manager”



4. Fill out the forms with the requested information

Owner Operator Registration

Organization Name
Acme Trucking

First Name
John

Last Name
Smith

Email
jsmith@carriers.com

Password
●●●●●●●●

Confirm Password
●●●●●●●●

Driver License Number
Driver License Number

License State ▼

Next

Address

Address
11 Main Street

Country United States ▼

State Texas ▼

City
Dallas

Home Terminal Timezone US/Central ▼

Postal Code
Postal Code

Phone Number
5557777888

Done


5. Select a hardware option

Select Hardware

Hardware


In order for this application to be ELD compliant, it must record motor information directly from the truck. Purchase one of the supported hardware below.

Each truck uses one hardware device

<input checked="" type="checkbox"/>	<p>PT30</p>  <p>PT30 ELD Device</p> <p>+ 1 -</p>	<p>\$149.99</p>
<input type="checkbox"/>	<p>I will purchase PT30 and pickup it up myself</p>	<p>\$149.99</p>
<input type="checkbox"/>	<p>I already own a PT30 / I will purchase it through other means</p>	



Next

6. Select a service plan option

 **Select Subscription**

TrackEnsure Service (Pick One)

TrackEnsure ELD service includes HOS compliance, DVIR, IFTA, Service Offers and Support.
One subscription per driver

<input checked="" type="radio"/>	Monthly ELD Plan	\$21.90/m
	 <input type="text" value="1"/> 	
<input type="radio"/>	Yearly ELD Plan	\$226.80/y

Next

7. Enter your shipping and billing information

< Shipping Address

Ship to Fleet Address

Name
John Smith

Address
111 main street

Country United States ▾

State Texas ▾

City
Dallas

Postal Code
90001

Next

< Payment Method

Card Information

Cardholder Name
John Smith

Phone Number
5551112222

Card Information
Card number MM / YY CVC

Billing Address

Address
11 Example St

Country United States ▾

State ▾

City
City

Postal Code
Postal Code

Next

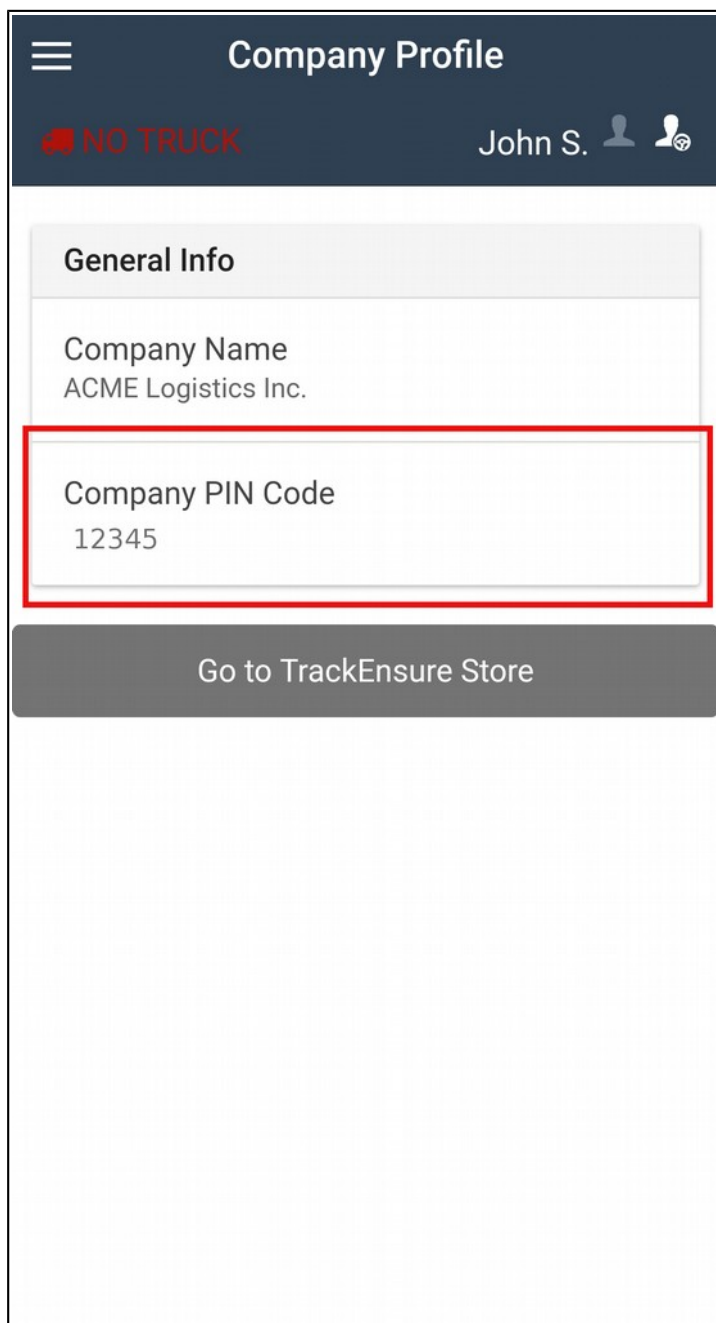
8. Review the information and tap on **Pay Now**

Confirm Payment		
Current Charges		
PT30	X 1	\$149.99
Shipping Address: 111 main street Dallas, Texas United States 90001		
Order Subtotal		149.99
Shipping		24.00
Tax		0.00
Total		\$ 173.99
Recurring Charges		
First time billed on Aug 24, 2017		
Monthly ELD Plan	X 1	\$21.90/m
Aug 24, 2017 - Sep 24, 2017		
Recurring Total		\$ 21.90
By clicking the "Pay Now" button you agree to pay a one time charge of \$173.99 , and a recurring charge of \$21.90 billed first time on Aug 24, 2017.		
Pay Now		

Adding Drivers

There are two way of creating new driver accounts. One option is to let your drivers register their own account using your *Company PIN*. The other way is you registering the account for your drivers.

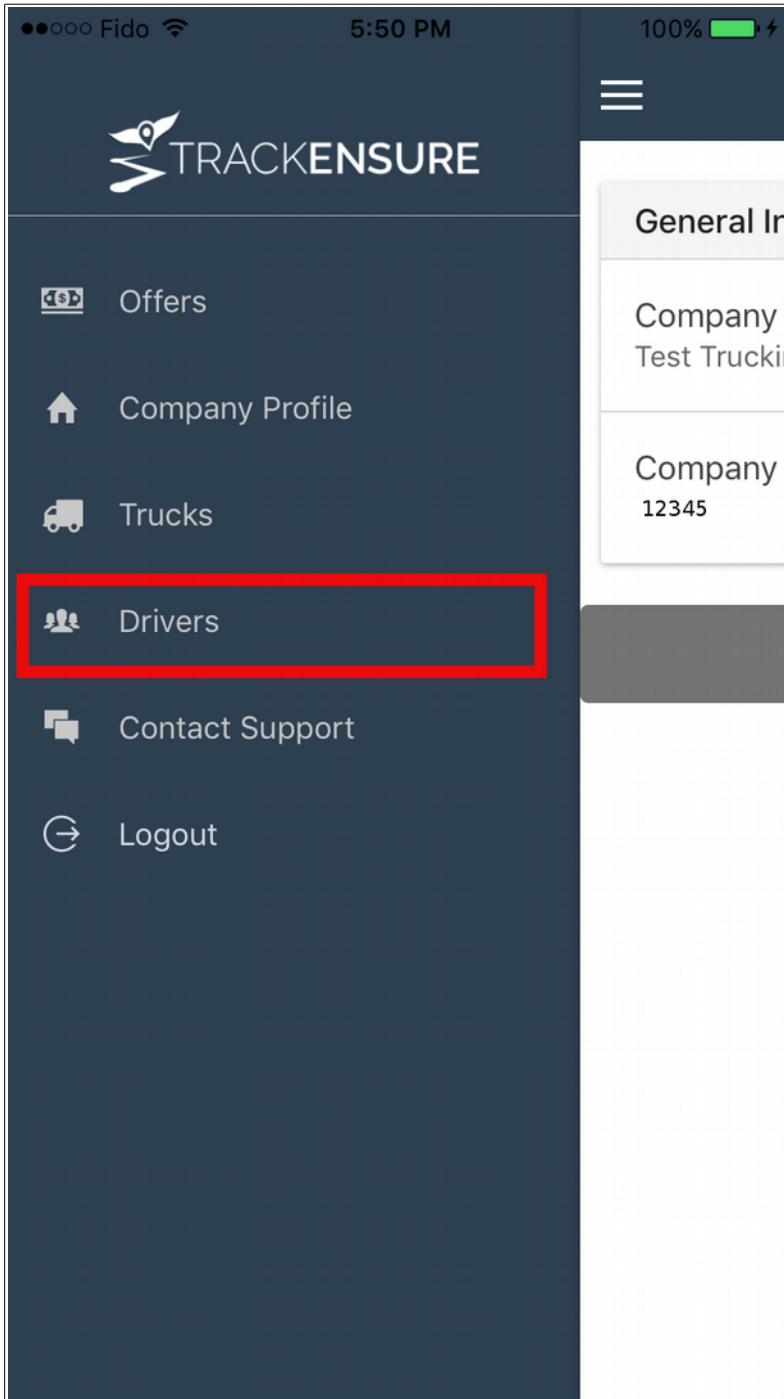
The *Company PIN* can be found on the *Company Profile* screen.



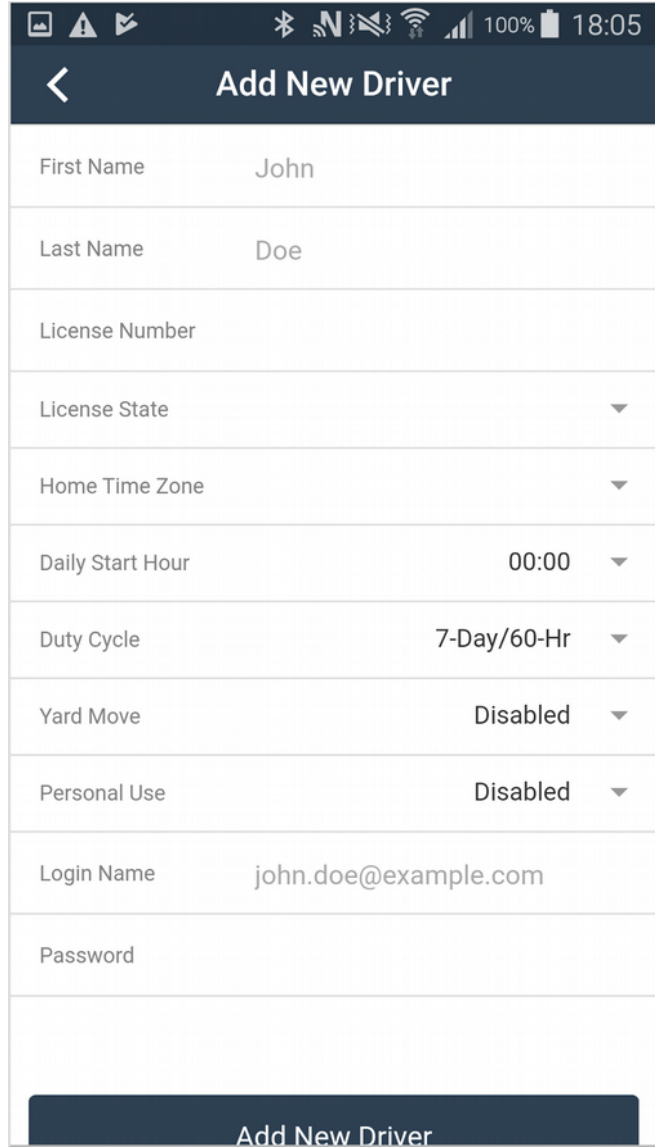
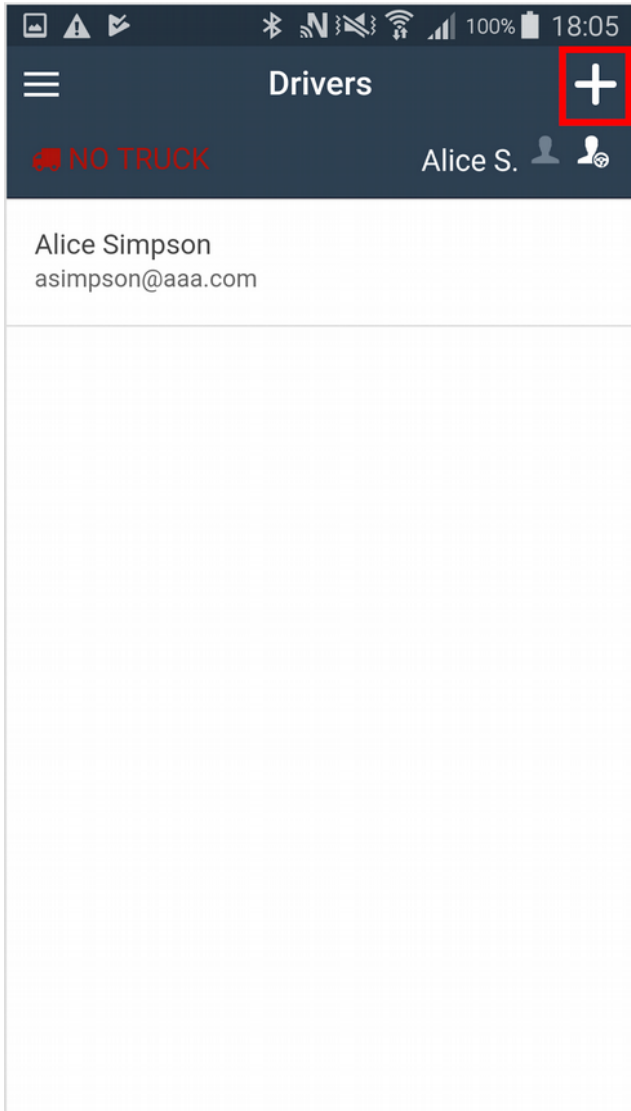
The screenshot displays the 'Company Profile' interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the title 'Company Profile' in the center, and a red 'NO TRUCK' status indicator on the left and the name 'John S.' with two user icons on the right. Below the header is a 'General Info' section. This section contains two rows of information: 'Company Name' with the value 'ACME Logistics Inc.' and 'Company PIN Code' with the value '12345'. The 'Company PIN Code' row is highlighted with a red rectangular border. At the bottom of the 'General Info' section is a dark grey button labeled 'Go to TrackEnsure Store'.

Follow the step below to register an account for your driver:

1. Tap “Drivers” on the side menu



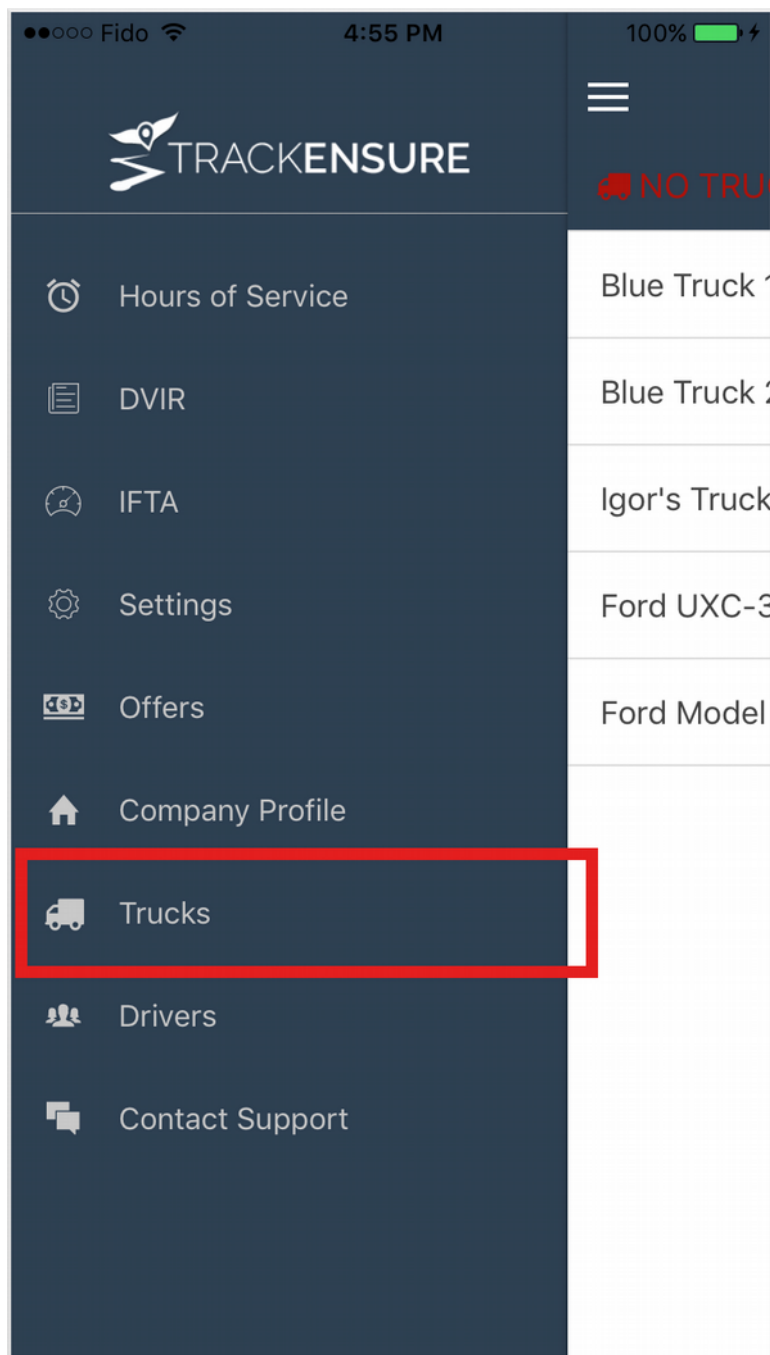
2. Tap the plus icon at the top right
3. Fill out the driver information and tap the “Add New Driver” button



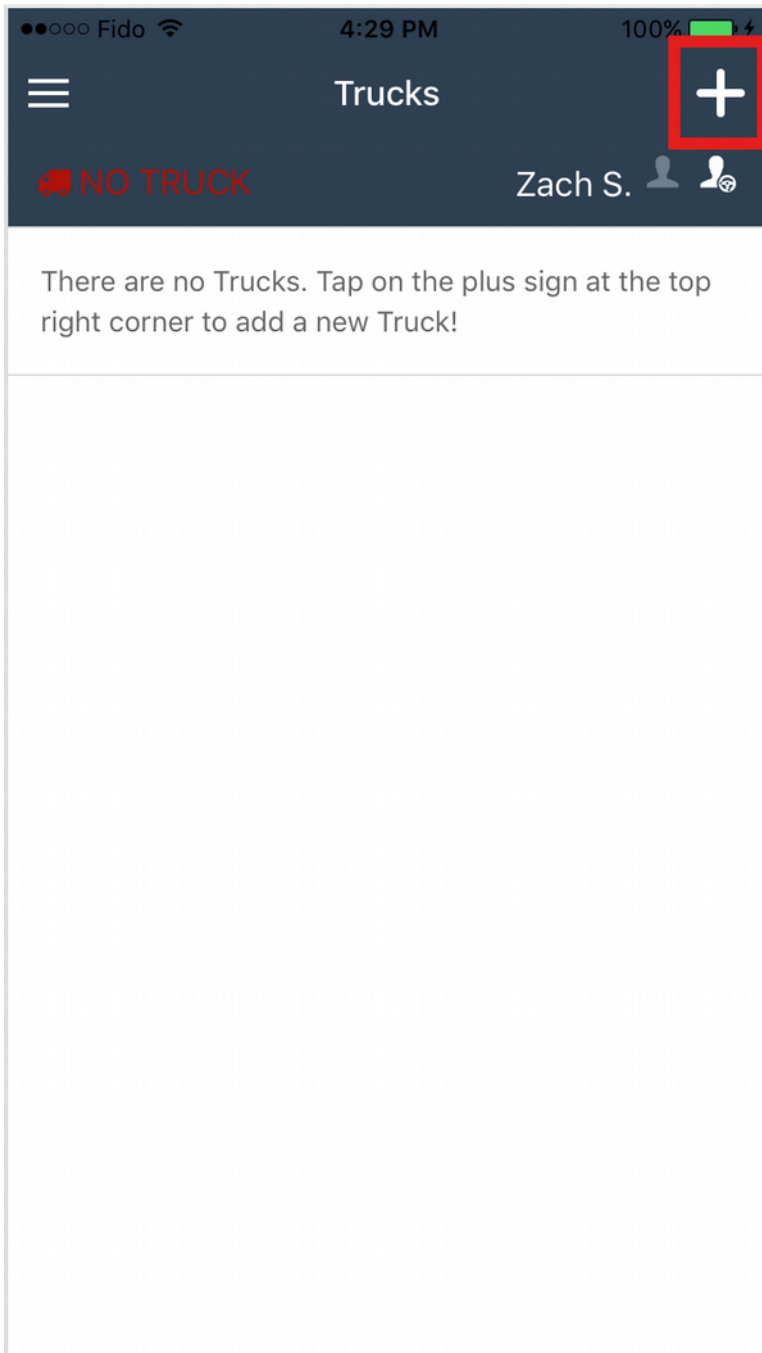
Adding Trucks

Before a Driver can connect to a truck and its ELD hardware, a Fleet Manger must first add a truck to your company.



1. Select “Trucks” from the side menu



2. Tap on the plus sign at the top right corner



3. Tap the scan button to scan the QR code sticker on your ELD device, and fill out the remaining information. The “Truck #” is a identification name of the truck.

<p>4:30 PM 100%</p> <p>< Add New Truck</p> <p>Truck #</p> <p>ELD Device # Scan QR Code </p> <p>VIN</p> <p>License Plate</p> <p>Make</p> <p>Model</p> <p>Model Year</p> <p>Add New Truck</p>	<p>4:40 PM 100%</p> <p>< Add New Truck</p> <p>Truck # Blue Truck 1</p> <p>ELD Device # </p> <p>VIN 2GCEC19M4V7238494</p> <p>License Plate YBL2930</p> <p>Make Ford</p> <p>Model Model A</p> <p>Model Year 2010</p> <p>Add New Truck</p>
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Login

Fleet Manager/Driver Login

Open the TrackeEnsure ELD app on your mobile device and enter your credentials.

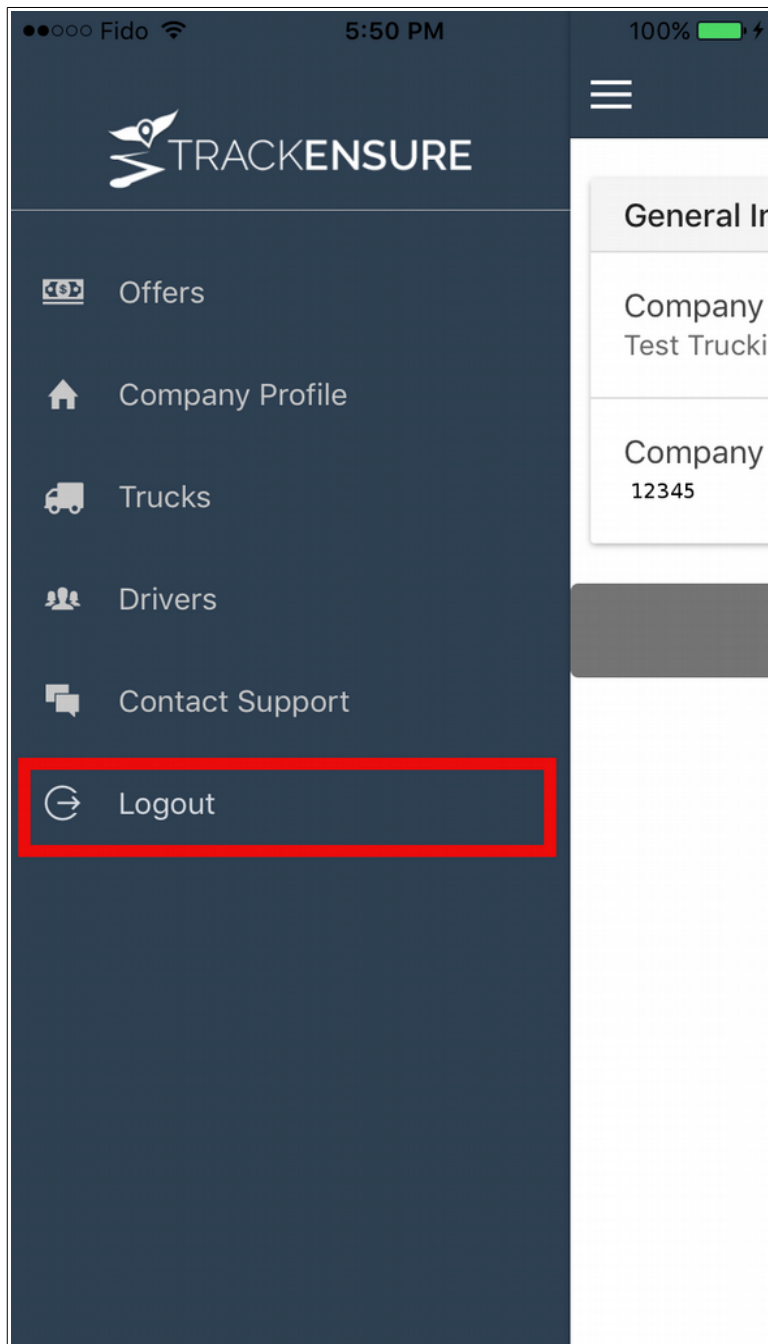
An Owner-Operator would be asked to select which account they want to login as, *Fleet Manager* or *Driver*.

The screenshot shows a mobile app interface with a dark blue header labeled "Login". Below the header are two input fields: "Login Name" with the text "john.smith@example.com" and "Password" with the placeholder "Enter your password". At the bottom of the form are two dark blue buttons: "Login" and "Register".

The screenshot shows the same mobile app interface as the previous one, but with a dark grey background. The "Login Name" field contains "asmith@carriers.com" and the "Password" field contains "....". A dark blue button labeled "Login As" is visible. A white dialog box is overlaid on the screen with the text "Do you wish to login as a Driver or as a Fleet Manager?". Below the dialog are two dark blue buttons: "Driver" and "Fleet Manager".

Fleet Manager Logout

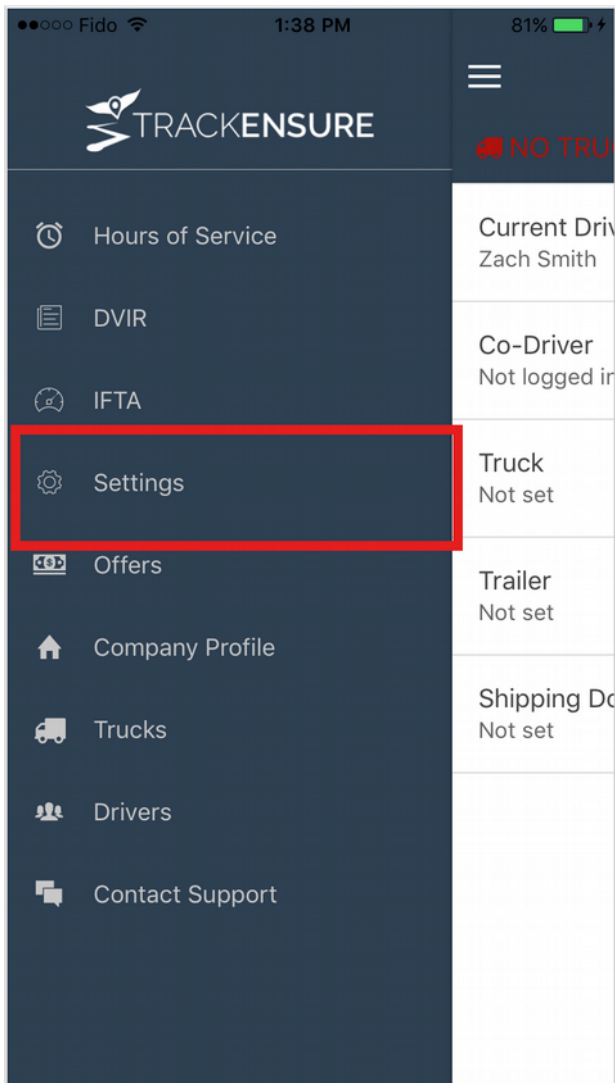
Tap on **Logout** under the side menu.



Driver Logout

Note that if the *Primary Driver* logs out while both the *Co-Driver* and the *Primary Driver* are logged in, the *Co-Driver* will become the *Primary Driver*.

1. Go to **Settings** under the side menu



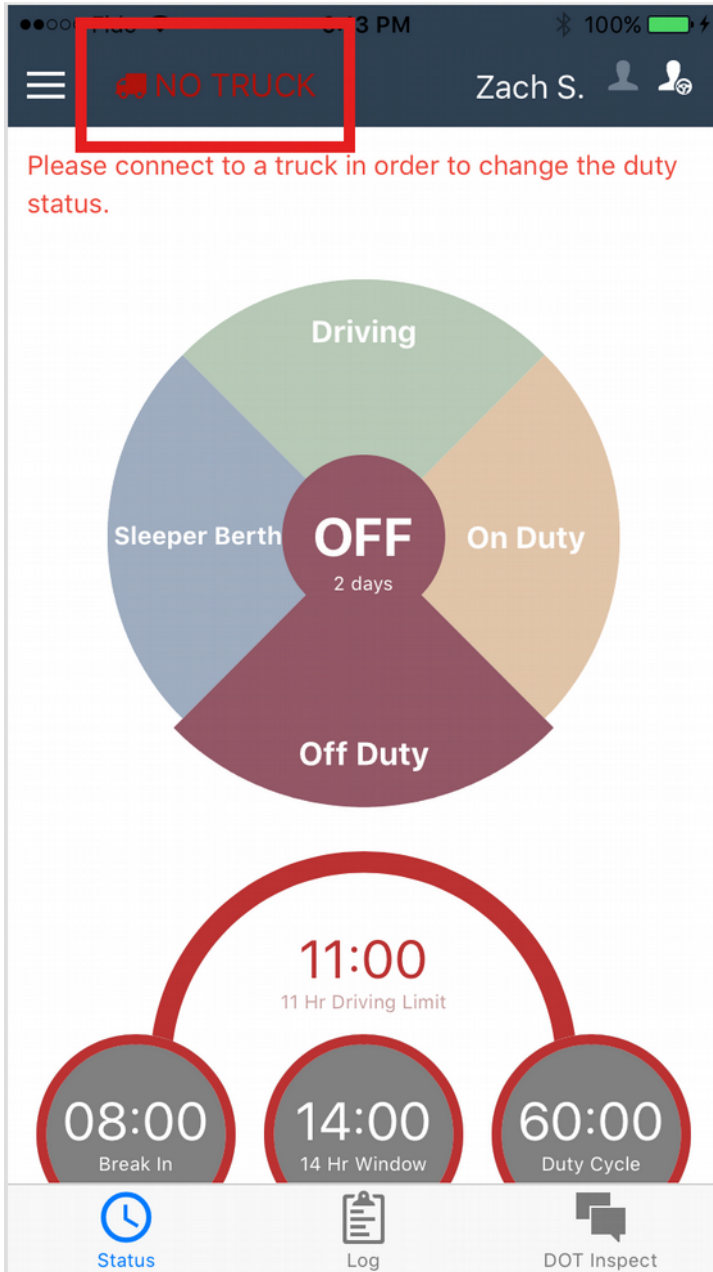
2. Tap on the driver you wish to log out, and then tap on **Logout**

The screenshot shows the 'Settings' app interface. At the top, there is a dark blue header with a hamburger menu icon on the left, the title 'Settings' in the center, and the user name 'Alice S.' with two profile icons on the right. Below the header, there is a red 'NO TRUCK' indicator. The main content area lists several settings: 'Current Driver' (Alice Smith), 'Co-Driver' (Bob Smith), 'Truck' (Not set), 'Trailer' (Not set), and 'Shipping Document #' (Not set). The 'Co-Driver' section is highlighted with a red rectangular box.

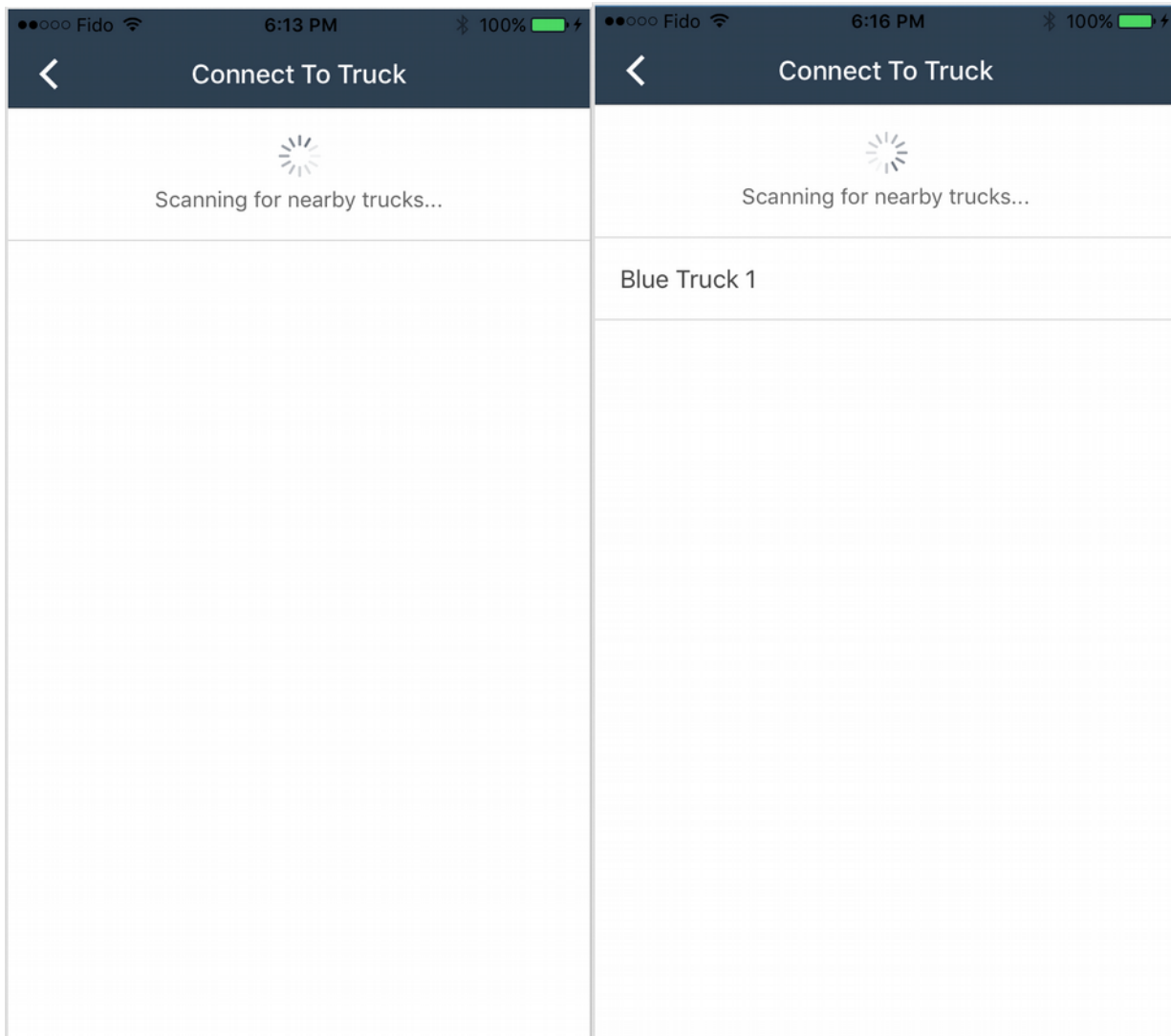
The screenshot shows the 'Co-Driver' settings page. At the top, there is a dark blue header with a back arrow icon on the left and the title 'Co-Driver' in the center. Below the header, there is a profile card for 'Bob Smith' with the email 'bsmith@carriers.com' and phone number '1234567890 (ON)'. Below the profile card, there are three settings: 'Home Terminal Timezone' (Canada/Eastern), 'Duty Cycle Type' (60-Hour/7-Day), and 'Logout'. The 'Logout' option is highlighted with a red rectangular box.

Connecting to a Truck

1. Install the ELD device on your truck
2. Tap the truck icon on the top header bar



3. The app will now scan for available trucks in nearby vicinity. Select your truck from the list



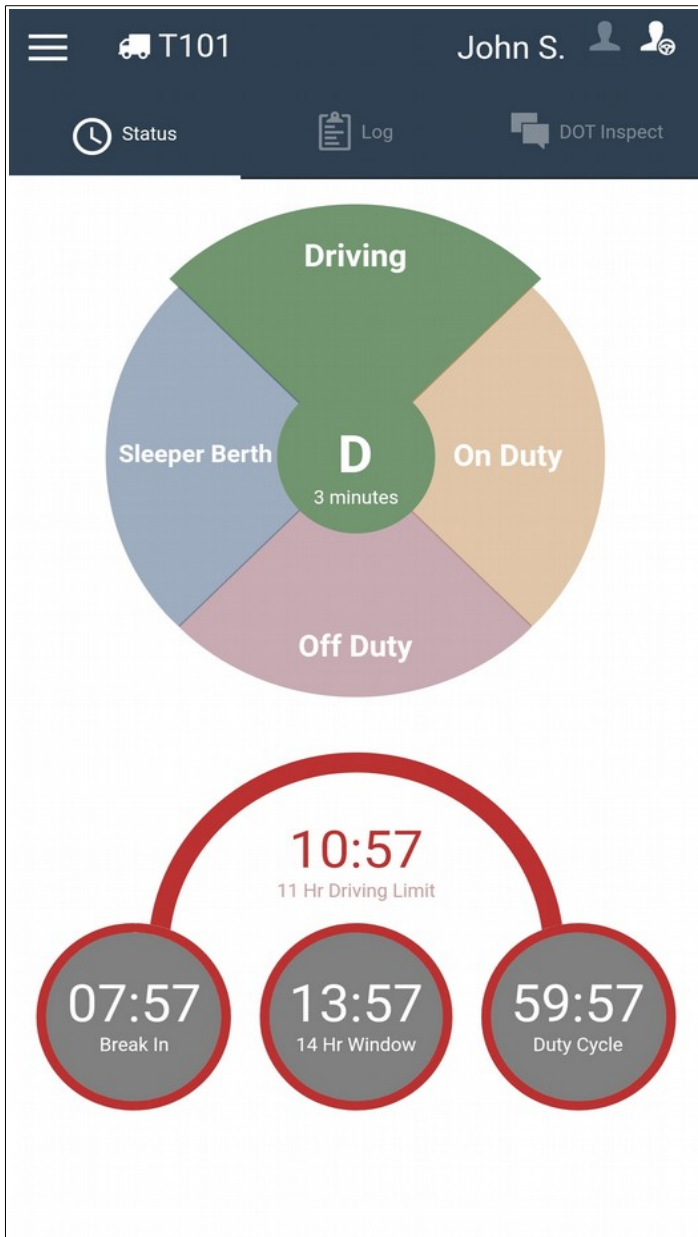
Hours of Service

Duty Status

The **Status** tab shows the current duty status of the driver and the driving clocks.

While connected to a truck, the duty status will change automatically based on the truck movement.

When the truck starts moving the duty status will auto change to *Driving*.




When the truck is stopped for more than 5 minutes, the driver will be prompted to select their duty status and will have 1 minute to respond. If the driver did not respond the duty status will be automatically set to *On-Duty Not Driving*.

Select Duty Status

You have not been in-motion for 5 consecutive minutes! Please select your duty status below.

Note that your duty status will be automatically set to **'On-Duty Not Driving'** in:



56

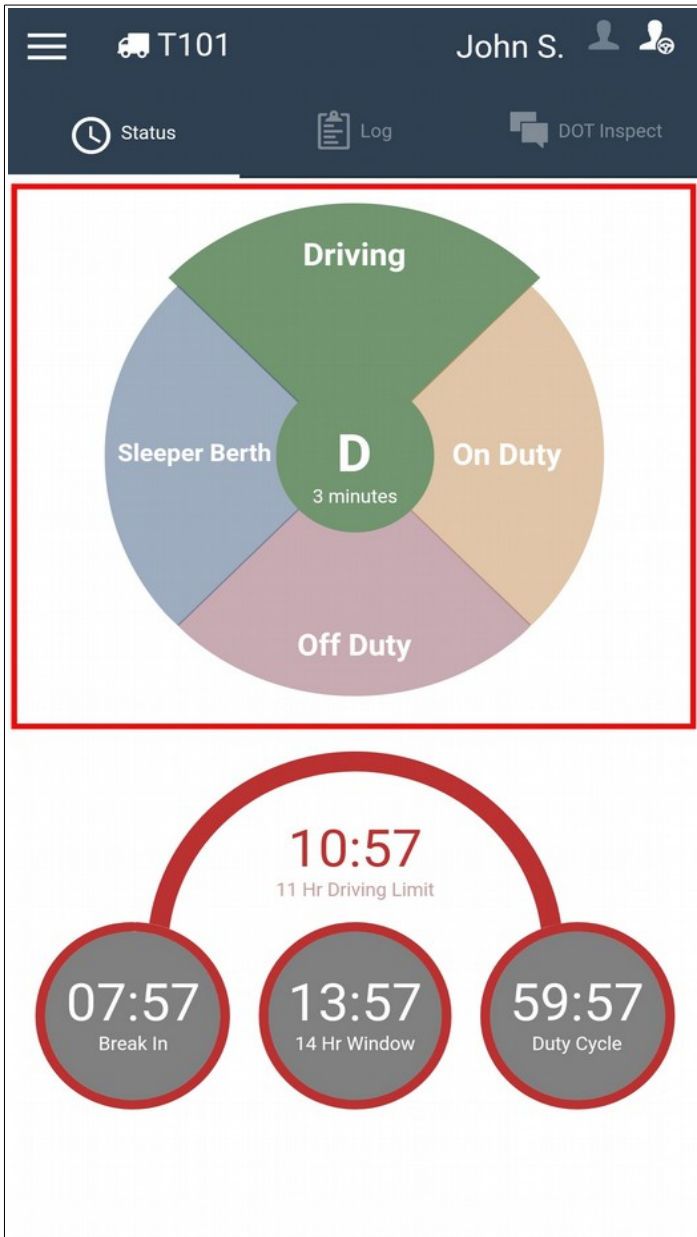
Driving

On-Duty Not Driving

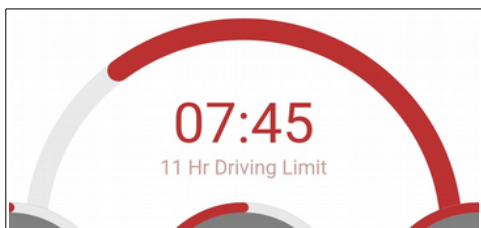
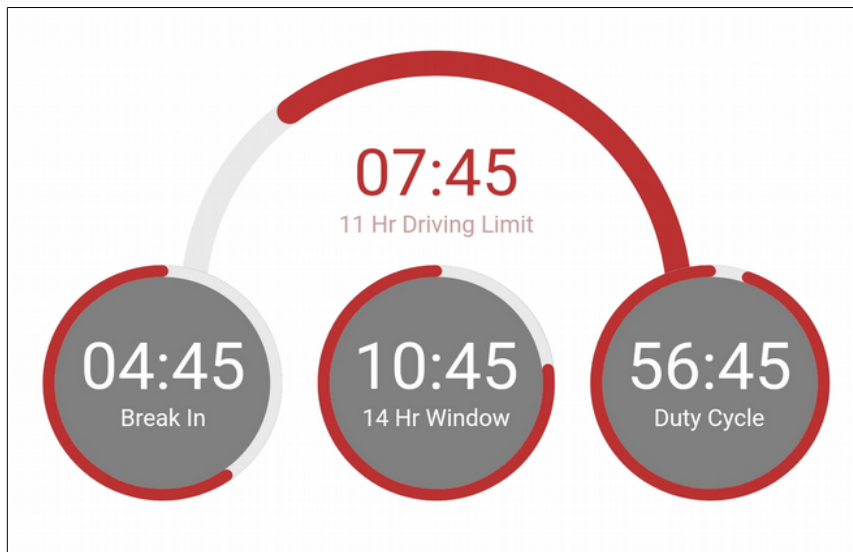
Off-Duty

Sleeper Berth

The driver can also manually change their duty status by tapping on one of the options on the duty status switch.

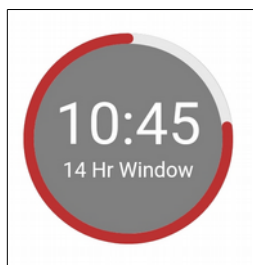
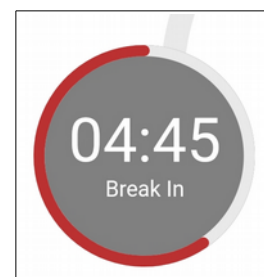


Driving Clocks



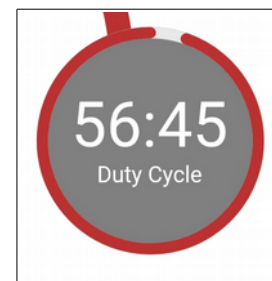
The top center clock displays the remaining driving time based on the *11 Hour Driving Limit* rule.

The bottom left clock displays the remaining time until the next 30 minute break must be taken.



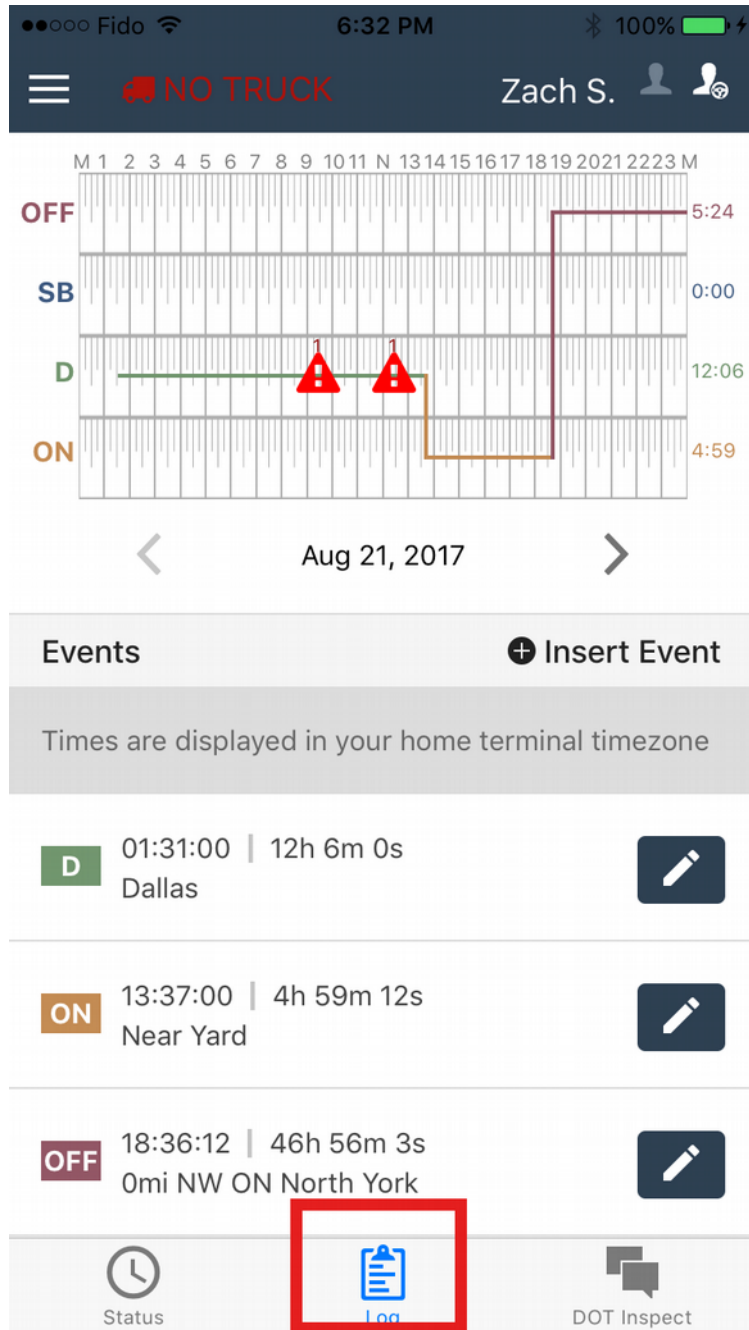
The bottom center clock displays the remaining duty time in the *14 Hour Shift Window*.

The bottom right clock displays the remaining duty time in the current duty cycle.

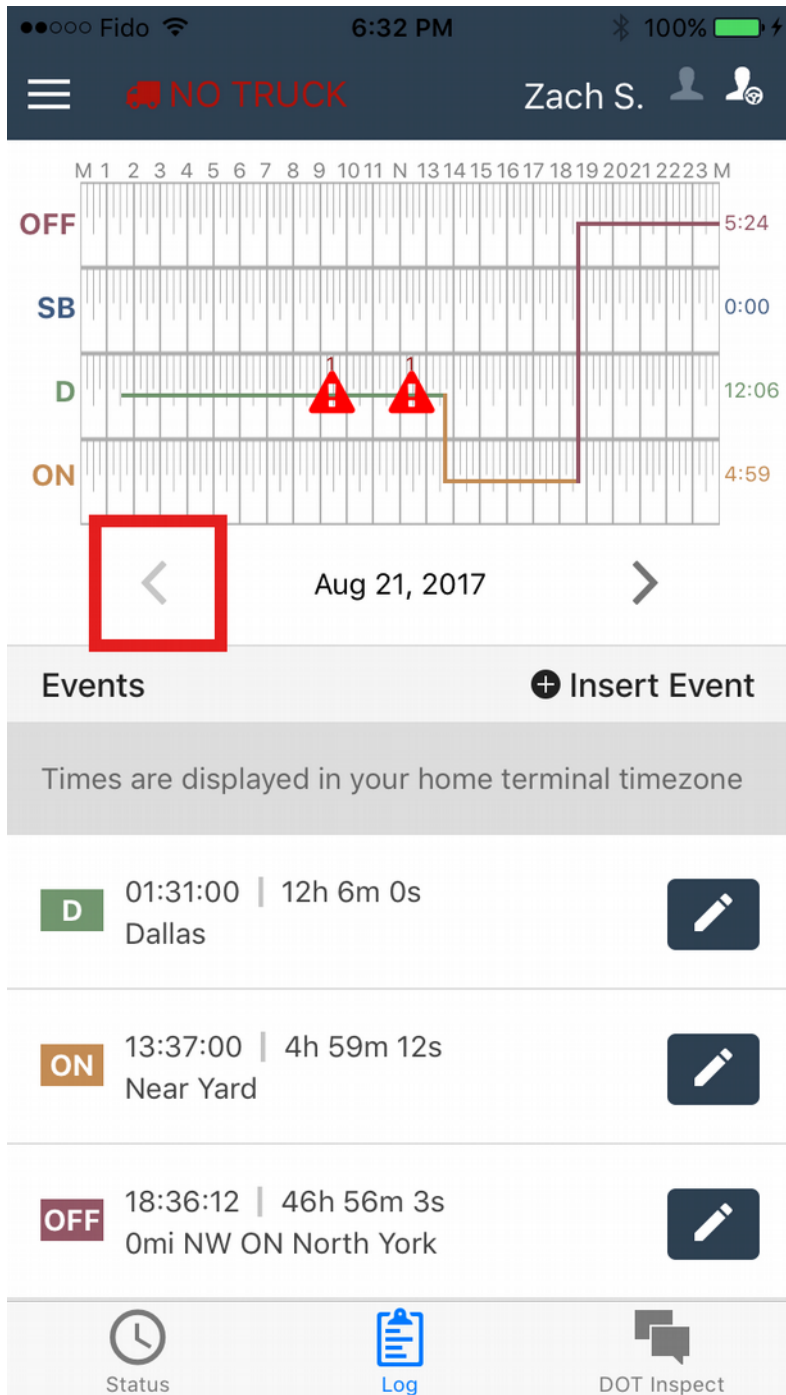


Hours of Service Graph

1. To access HOS graph, go to the *Log* tab



2. This page displays the event for each date. Tap on the arrows to change the date.



M 1 2 3 4 5 6 7 8 9 10 11 N 13 14 15 16 17 18 19 20 21 22 23 M

OFF 5:24

SB 0:00

D 12:06

ON 4:59

< Aug 21, 2017 >

Events + Insert Event

Times are displayed in your home terminal timezone

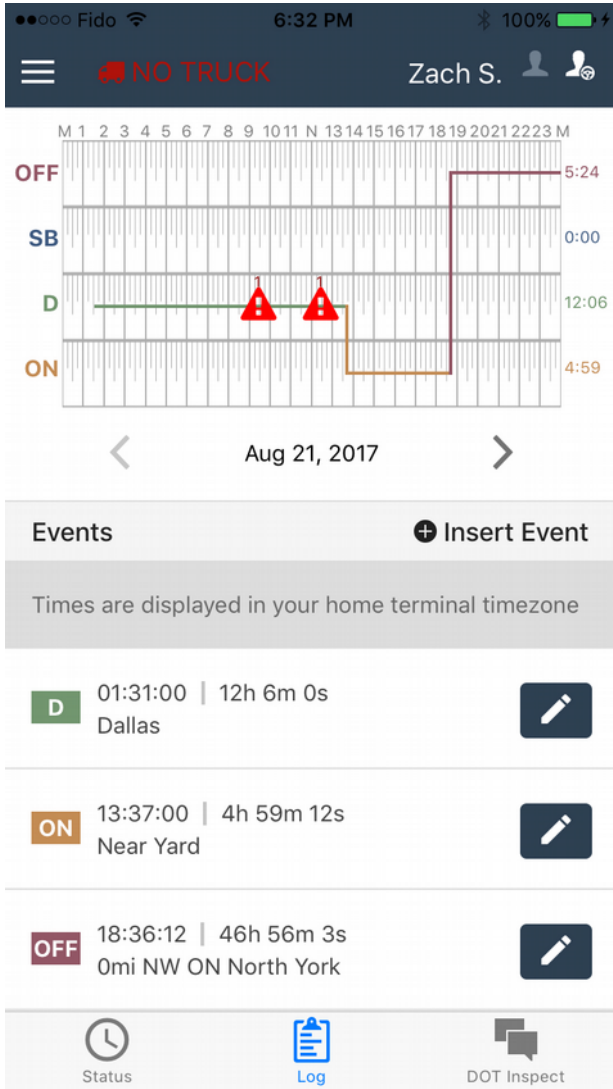
D 01:31:00 | 12h 6m 0s Dallas

ON 13:37:00 | 4h 59m 12s Near Yard

OFF 18:36:12 | 46h 56m 3s Omi NW ON North York

Status Log DOT Inspect

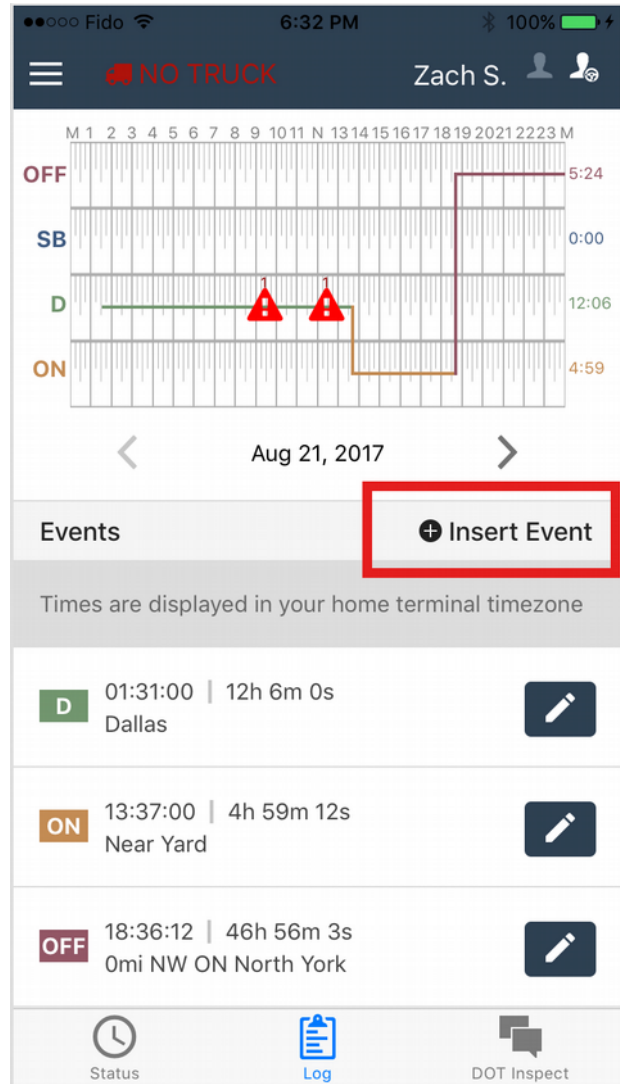
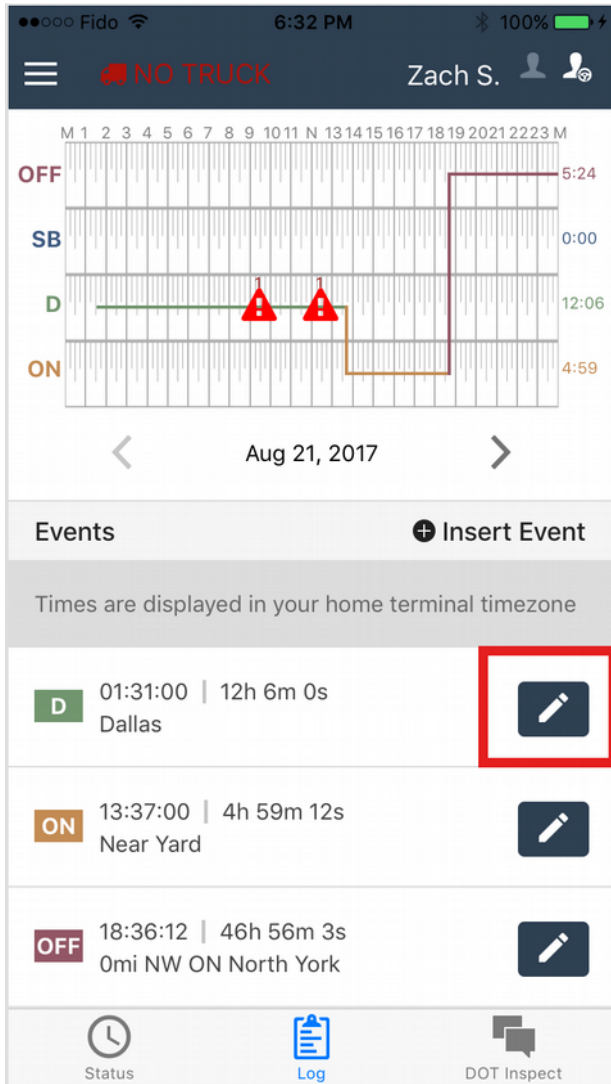
3. A red warning sign indicates a violation. Tap on the warning sign to view the details of the violation.



The screenshot shows a mobile application interface for a 'Violation(s)' screen. The title bar shows a back arrow and the text 'Violation(s)'. The main content is a white box with the following information: '30 Min Break Violation', 'Time of Violation: 09:31:00 - Aug 21, 2017', and 'Exceeded Time: 9:05'.

Event Edits & Past Event Insertion

1. To edit an event, tap on the **pencil icon**. To insert an event tap on the **Insert Event** button.



2. Change the event date, status, location description, and/or comment of an event. When you are done, tap **Save**.

The screenshot shows the 'Edit Event' form with the following fields and values:

- Event Time: 01:31 21-Aug-2017
- Duty Status: Driving (D)
- Location Description: Dallas
- Comment: Driving

A dark blue 'Save' button is located at the bottom of the form.

The screenshot shows the 'Edit Event' form with a date picker overlay. The 'Event Time' field is now 10:31 21-Aug-2017. The date picker is open, showing the following dates and times:

Sat Aug 19	8	29	
Sun Aug 20	9	30	
Mon Aug 21	10	31	AM
Tue Aug 22	11	32	PM
Today	12	33	

The date picker has 'Cancel' and 'Done' buttons at the top.

Certification of Records

1. Access the printout goint to the **DOT Inspect** tab. Remember to set up *Trailer Number* and *Shipping ID* beforehand. Visit **Setting Shipping Document Number** and **Setting Trailer Number** sections for more information

Please connect to a truck in order to change the duty status.

Driving

On Duty

Off Duty

Sleeper Berth

OFF
2 minutes

08:58
11 Hr Driving Limit

05:56
Break In

11:56
14 Hr Window

43:14
Duty Cycle

DOT Inspect

Aug 25, 2017

Driver Name	Zach Smith		
Truck Number		Trailer Number	UV8358
Odometer	N/A - N/A	Engine Hours	N/A - N/A
Carrier	Test Org	ELD Provider	TrackEnsure ELD
Shipping ID	PO3455555	Record Date	25-Aug-17
Current Location	0.00, 0.00		

[View Complete Header](#)

M 1 2 3 4 5 6 7 8 9 10 11 N 13 14 15 16 17 18 19 20 21 22 23 M

OFF 1:43

SB 6:58

D 2:02

ON 0:00

Time	Status	Location	Odometer	Engine	Origin
24-Aug-17					
17:45	OFF	Manual Entry. Location Description: Mississauga, Comment: Off			DRIVER

Status **Log** **DOT Inspect**

2. Select the date, review the information, and tap on **Certify Records** button

The screenshot shows a mobile application interface for reviewing vehicle records. At the top, the status bar shows 'Fido' carrier, 2:59 PM, and 97% battery. The app header includes a menu icon, 'NO TRUCK' in red, and the user name 'Zach S.' with profile icons. The main content area is for the date 'Aug 24, 2017'. Below this is a table with the following data:

Odometer	N/A - N/A	Engine Hours	N/A - N/A
Carrier	Test Org	ELD Provider	TrackEnsure ELD
Shipping ID		Record Date	24-Aug-17
Current Location	0.00, 0.00		

Below the table is a link 'View Complete Header' with an information icon. A status timeline chart follows, showing engine status (ON, D, SB, OFF) over a 24-hour period (M 1-23 M). The chart shows the engine was ON from 6:14 to 8:30, D (idling) from 8:30 to 9:16, SB (stopped) from 9:16 to 0:00, and OFF from 0:00 to 6:14. A blue 'Certify Records' button is positioned below the chart. At the bottom, a table provides a detailed log entry:

Time	Status	Location	Odometer	Engine	Origin
22-Aug-17					
08:53	OFF	Omi NW ON North York			DRIVER

The bottom navigation bar contains three icons: 'Status' (clock), 'Log' (clipboard), and 'DOT Inspect' (two speech bubbles).

Department of Transportation Inspection

Hours of Service Printout

1. To access the printout, tap on DOT Inspect. Remember to set up the Trailer Number and Shipping ID beforehand. See **Setting Shipping Document Number** and **Setting Trailer Number** sections for more information

The image displays two screenshots from a mobile application used for tracking Hours of Service (HOS) for a driver named Zach Smith.

Left Screenshot: Main HOS Dashboard

- Header: "NO TRUCK" status, driver name "Zach S.", and battery level at 100%.
- Message: "Please connect to a truck in order to change the duty status."
- Duty Cycle Chart: A circular chart showing four segments:
 - Driving** (Green): 2 minutes
 - On Duty** (Orange)
 - Off Duty** (Dark Red)
 - Sleeper Berth** (Blue)
- Driving Limit: "08:58" with "11 Hr Driving Limit" text.
- Timers: Three circular timers for "Break In" (05:56), "14 Hr Window" (11:56), and "Duty Cycle" (43:14). The "Duty Cycle" timer is highlighted with a red box.
- Bottom Navigation: "Status", "Log", and "DOT Inspect" (highlighted with a red box).

Right Screenshot: Detailed View for Aug 25, 2017

- Header: "Aug 25, 2017" with navigation arrows.
- Table of Driver Information:

Driver Name	Zach Smith		
Truck Number		Trailer Number	UV8358
Odometer	N/A - N/A	Engine Hours	N/A - N/A
Carrier	Test Org	ELD Provider	TrackEnsure ELD
Shipping ID	PO3455555	Record Date	25-Aug-17
Current Location	0.00, 0.00		
- Link: "View Complete Header" with an information icon.
- Timeline Graph: Shows duty status (OFF, SB, D, ON) over a 24-hour period (M 1-23, N, M). Key times are marked: 1:43 (OFF), 6:58 (SB), 2:02 (D), and 0:00 (ON).
- Table of Log Entries:

Time	Status	Location	Odometer	Engine	Origin
24-Aug-17					
17:45	OFF	Manual Entry. Location Description: Mississauga, Comment: Off			DRIVER
- Bottom Navigation: "Status", "Log", and "DOT Inspect".

2. Each page displays the data for the date at the top. Tap on the arrows to change the date

The screenshot shows a mobile application interface for truck tracking. At the top, the status bar displays 'Fido', '3:42 PM', and '100%' battery. The app header includes a menu icon, 'NO TRUCK' in red, and the driver's name 'Zach S.' with profile icons. Below the header, a date selector shows 'Aug 25, 2017' with left and right navigation arrows. A red box highlights the left arrow. The main content area features a data table with the following information:

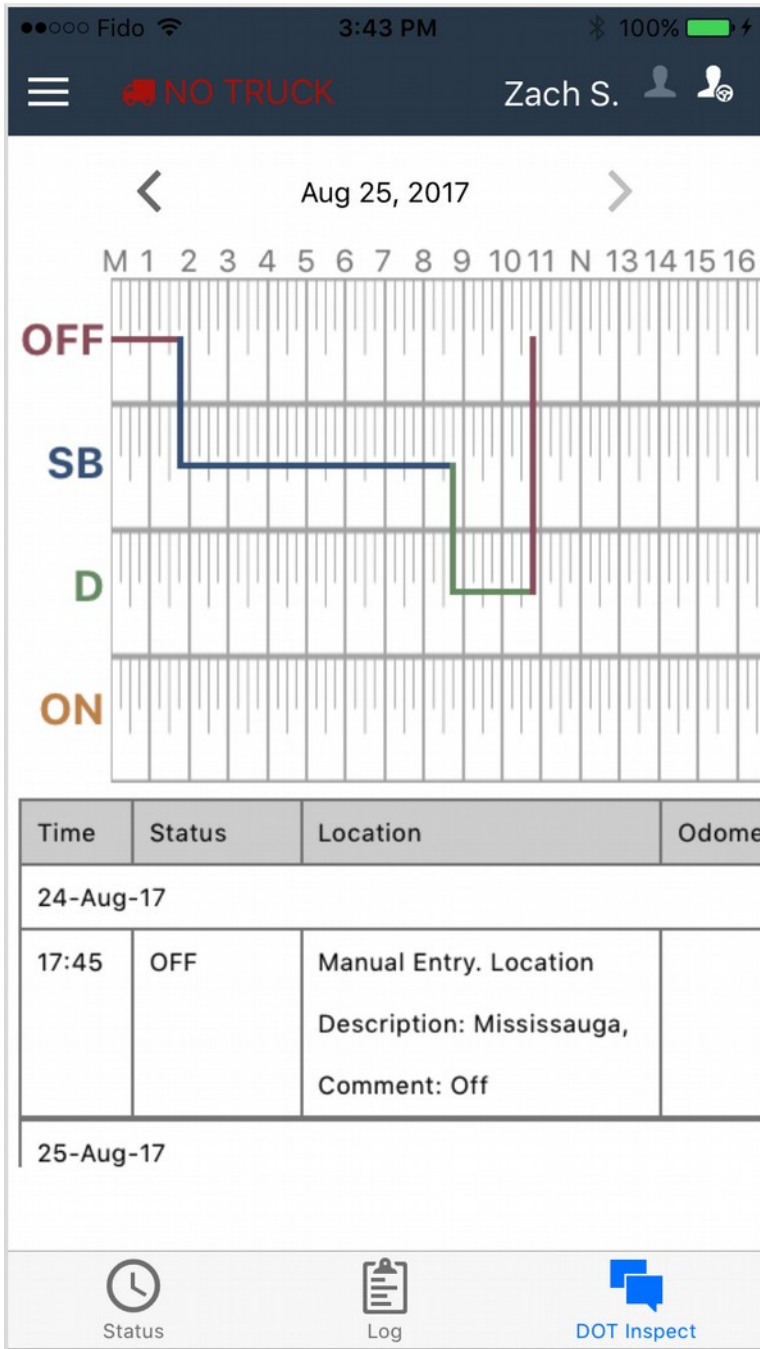
Driver Name	Zach Smith		
Truck Number		Trailer Number	UV8358
Odometer	N/A - N/A	Engine Hours	N/A - N/A
Carrier	Test Org	ELD Provider	TrackEnsure ELD
Shipping ID	PO3455555	Record Date	25-Aug-17
Current Location	0.00, 0.00		

Below the table is a link 'View Complete Header (i)'. A status timeline chart follows, showing the truck's status (OFF, SB, D, ON) over a 24-hour period (M 1 2 3 4 5 6 7 8 9 10 11 N 13 14 15 16 17 18 19 20 21 22 23 M). The chart shows the truck was OFF from 17:43 to 18:00, SB from 18:00 to 18:58, D from 18:58 to 20:02, and ON from 20:02 to 21:00. Below the chart is a detailed log table:

Time	Status	Location	Odometer	Engine	Origin
24-Aug-17					
17:45	OFF	Manual Entry. Location Description: Mississauga, Comment: Off			DRIVER

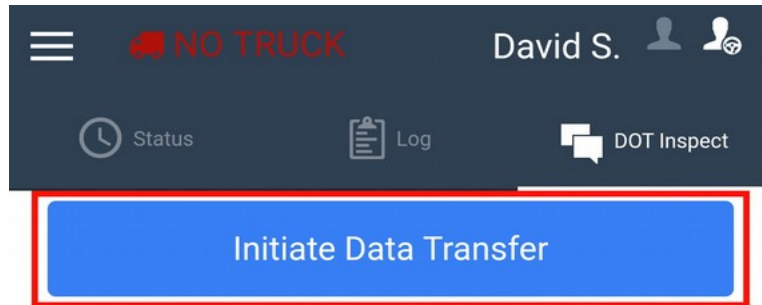
The bottom navigation bar contains three icons: 'Status' (clock), 'Log' (clipboard), and 'DOT Inspect' (speech bubbles).

3. You can pinch the page to zoom in or out



Data Transfer

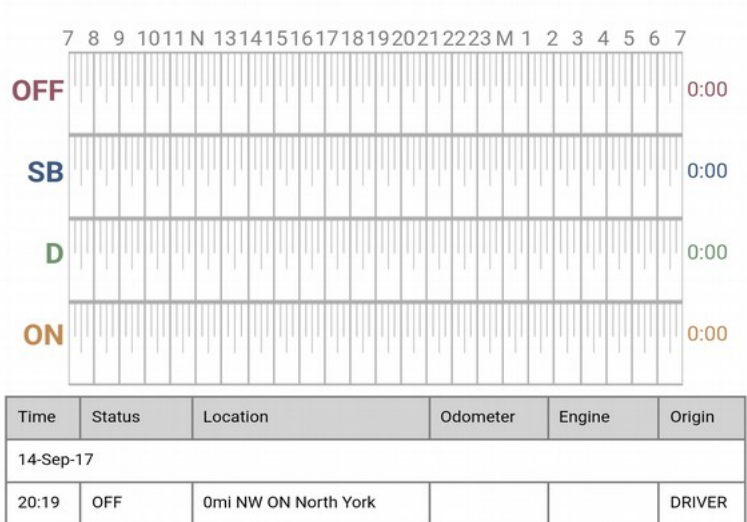
1. To transfer the data from the ELD, navigate to the **DOT Inspect** tab, and tap on the **Initiate Data Transfer** button.



< Sep 14, 2017 - Sep 15, 2017 >

Driver Name	David Smith		
Truck Number		Trailer Number	
Odometer	N/A - N/A	Engine Hours	N/A - N/A
Carrier	Test Trucking	ELD Provider	TrackEnsure ELD
Shipping ID		Record Date	14-Sep-17
Current Location	0.00, 0.00		

[View Complete Header](#) ⓘ



2. Select *Transfer Method* and enter a *Comment* (optional), then tap on the **Send** button. Please wait until the Data Transfer is complete.

Please note, some transfer methods require an internet connectivity.

Transfer Method:

Web Services (FMCSA)

Comment:

Send

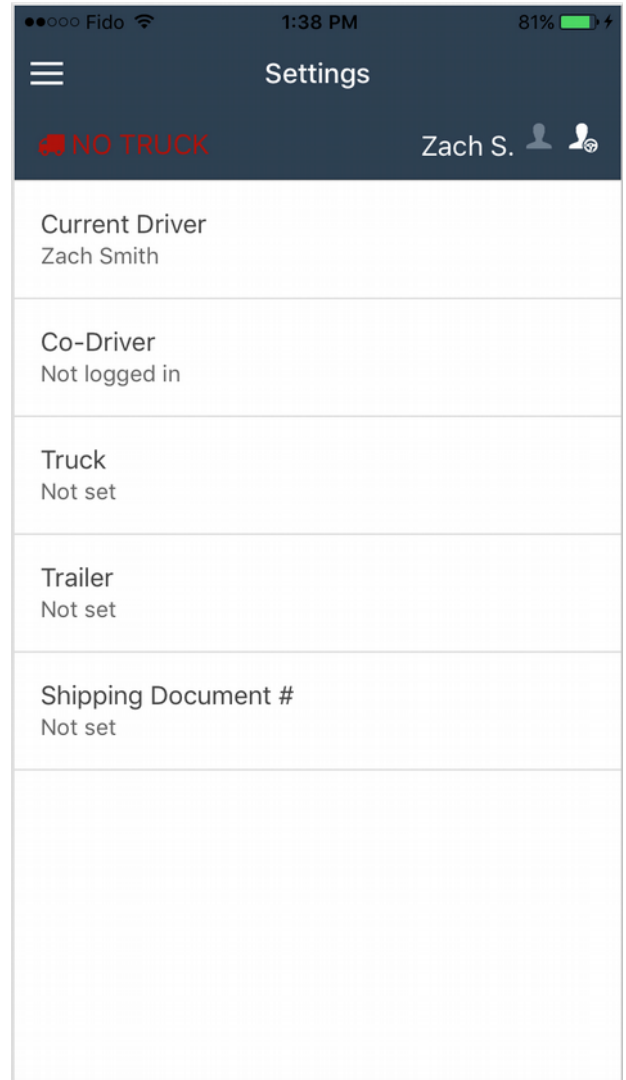
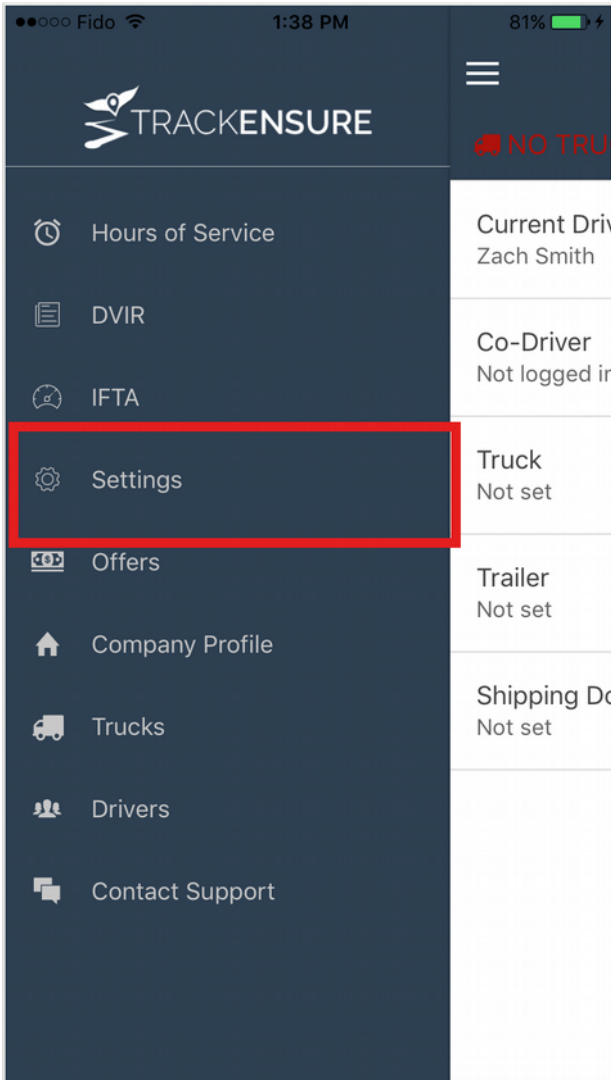
Data Transfer

The ELD output file was successfully sent to FMCSA via Web Services

OK

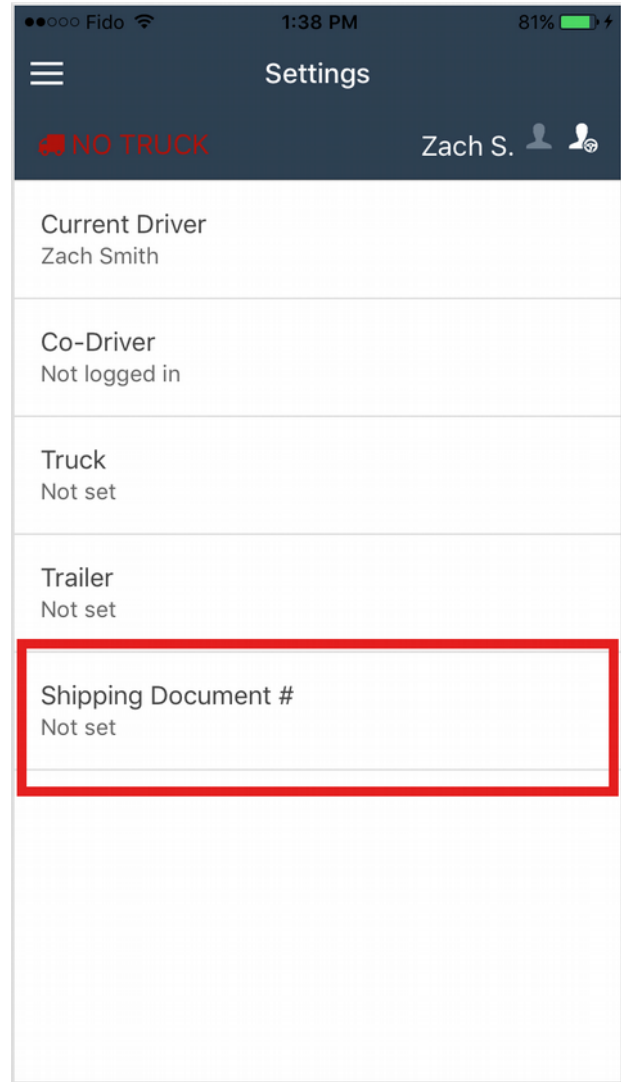
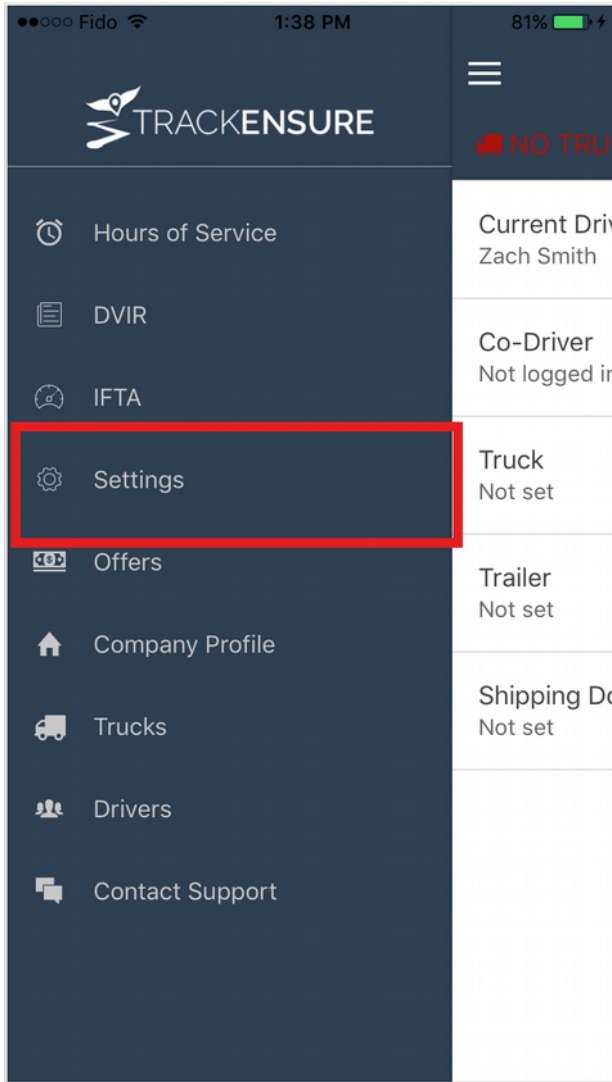
Settings

The settings page allows you to view and change the current main driver and co-driver. It also allows you to set truck, trailer and shipping document number. To access this page, go to **Menu > Settings**

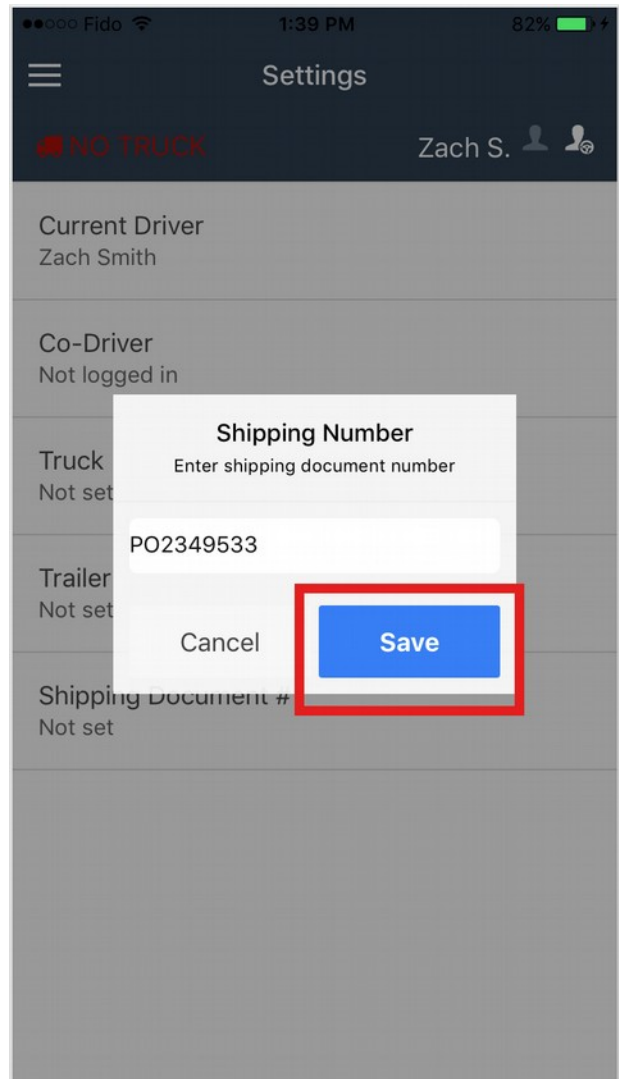
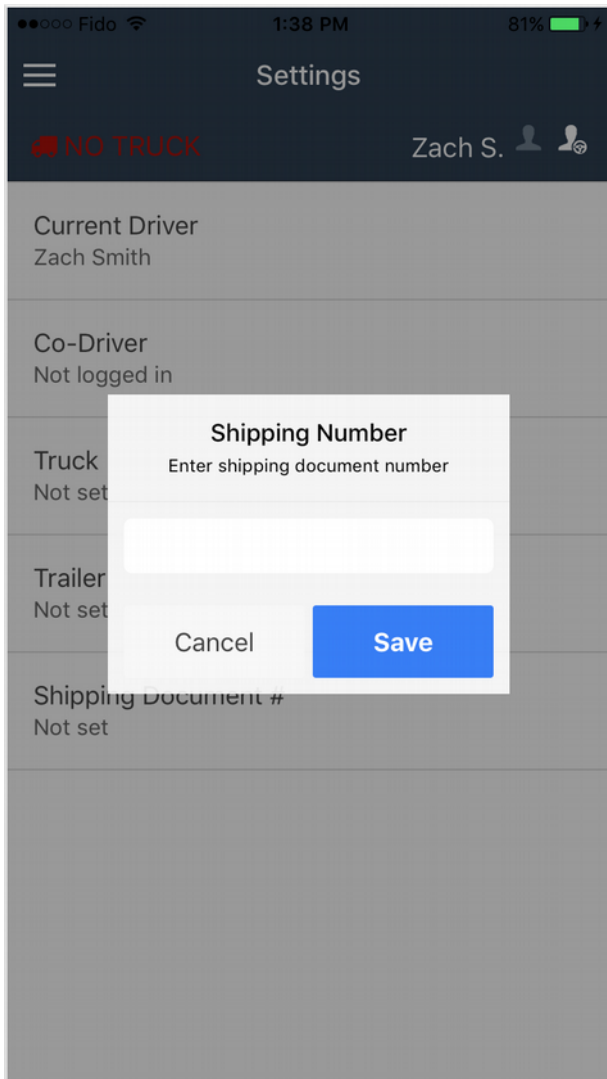


Setting Shipping Document Number

1. Access settings page by going to **Menu > Settings**. Tap on **Shipping Document #**

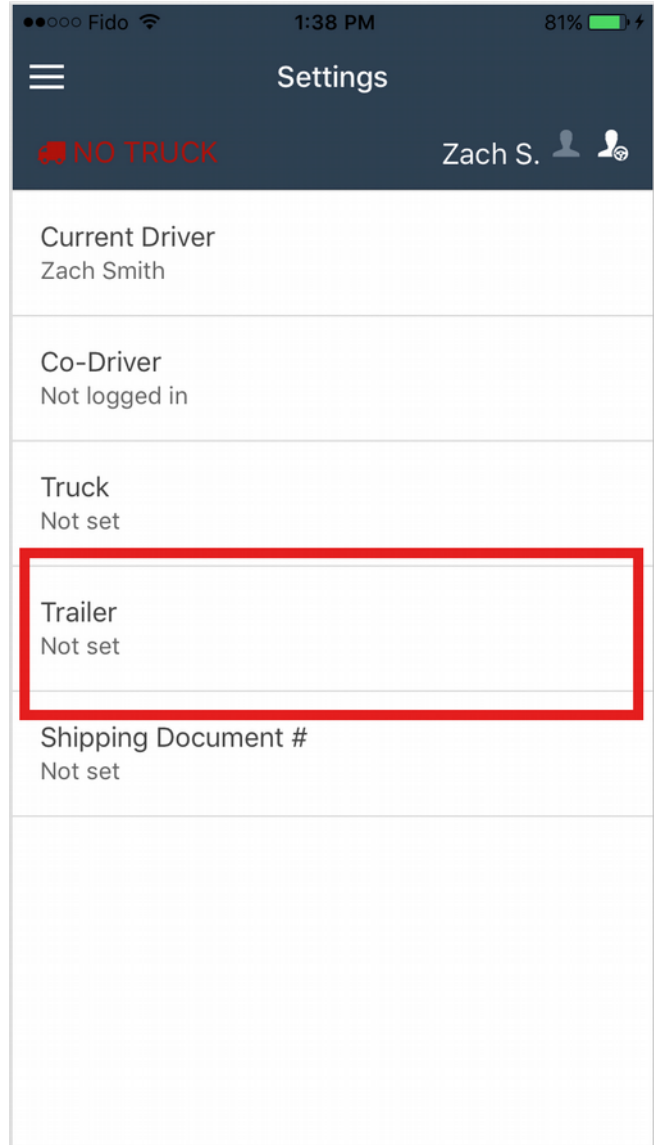
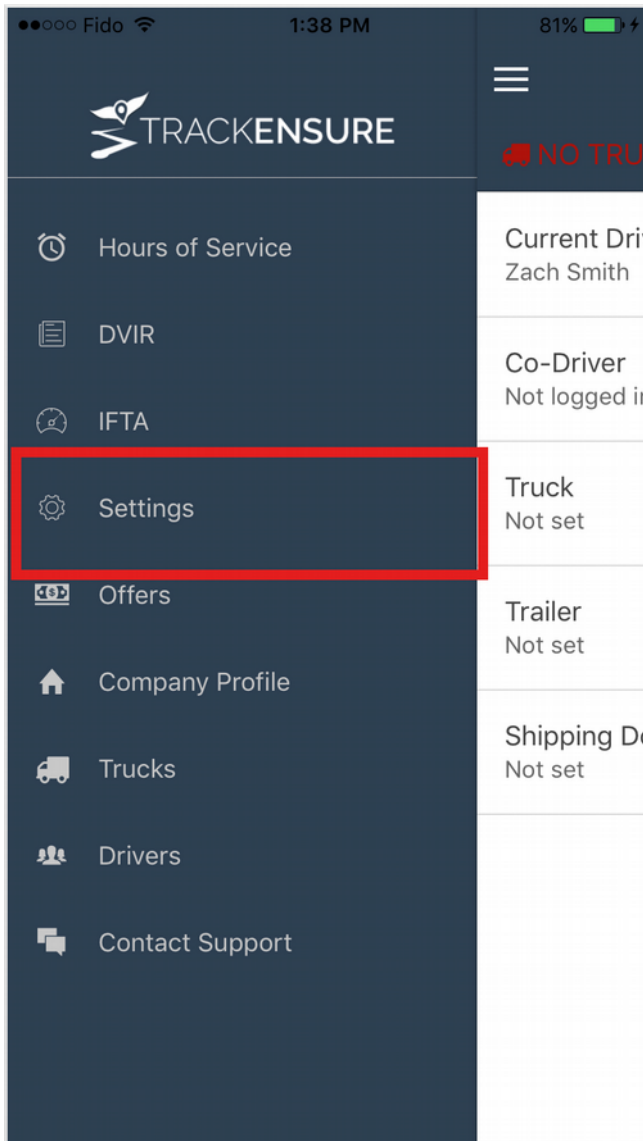


2. Enter the shipping document number on the popup and tap **Save**

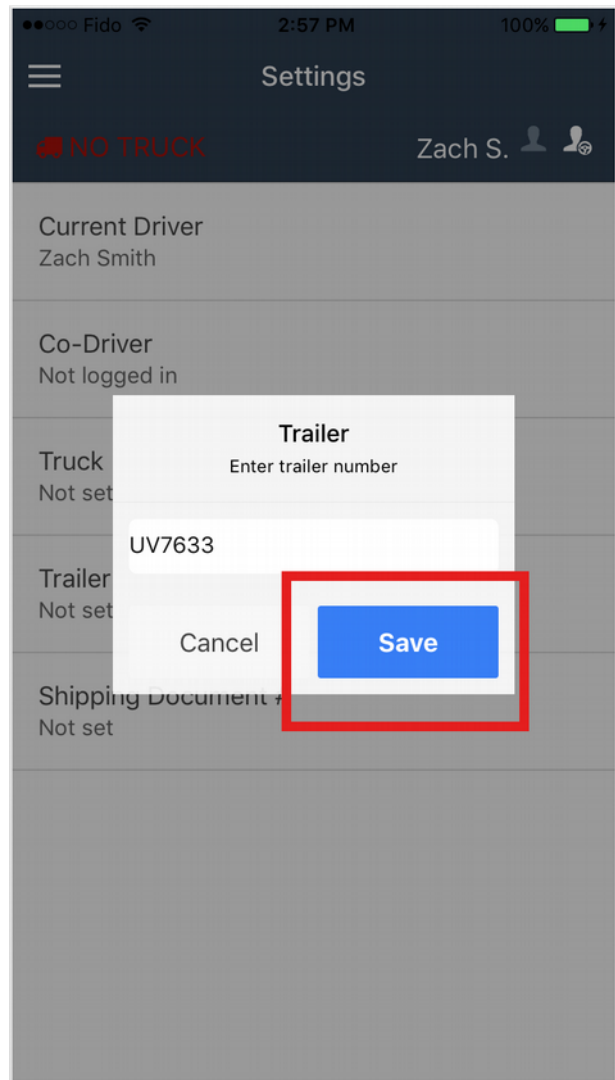
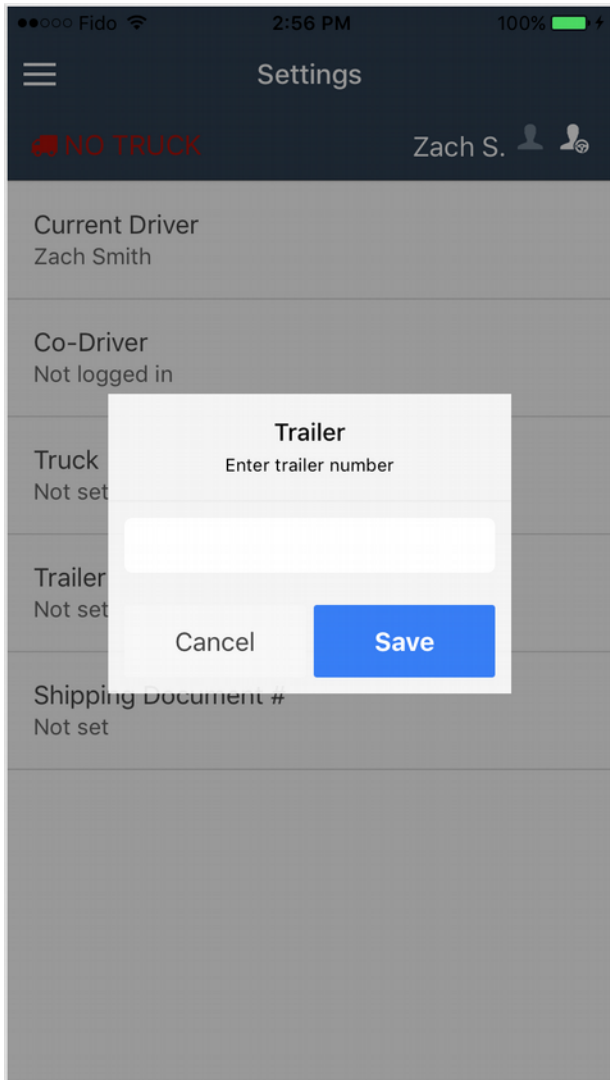


Setting Trailer Number

1. Access settings page by going to **Menu > Settings**. Click on **Trailer Number**



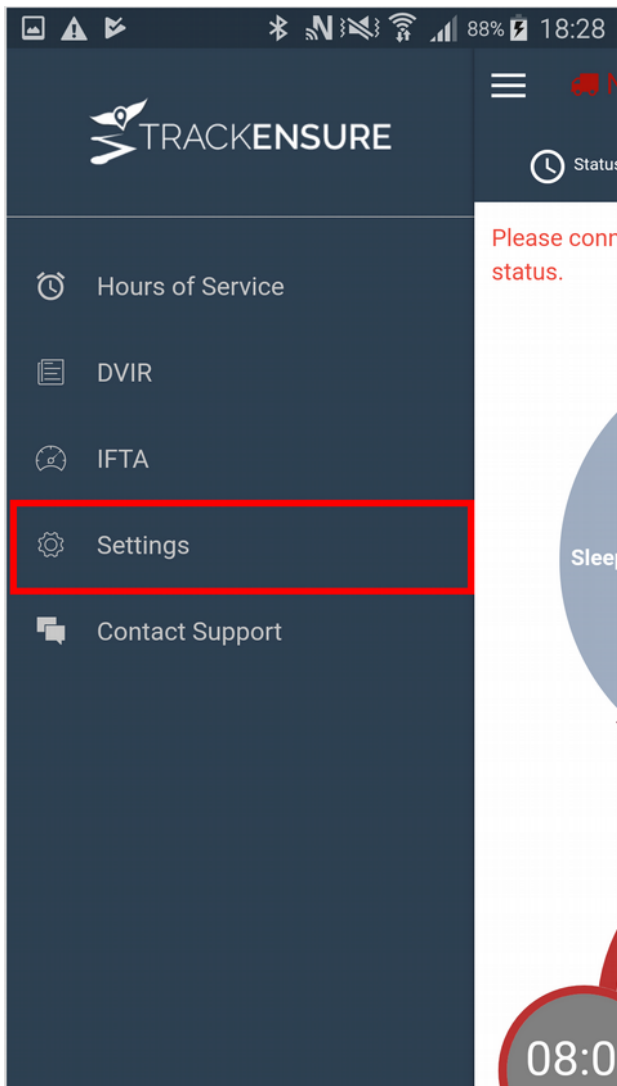
2. Enter the *Trailer Number* and click **Save**



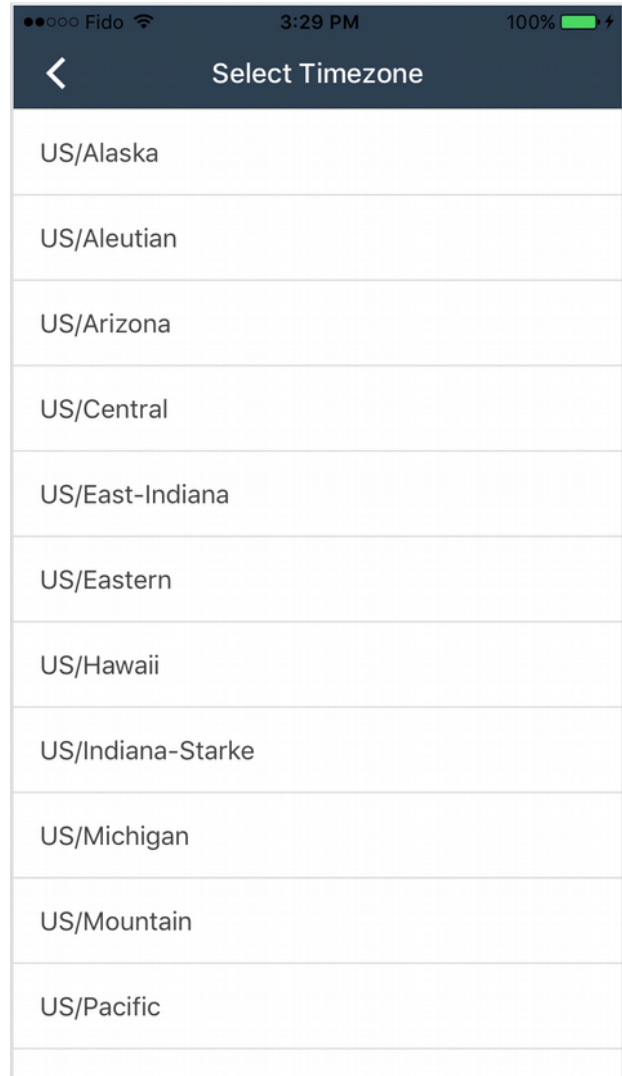
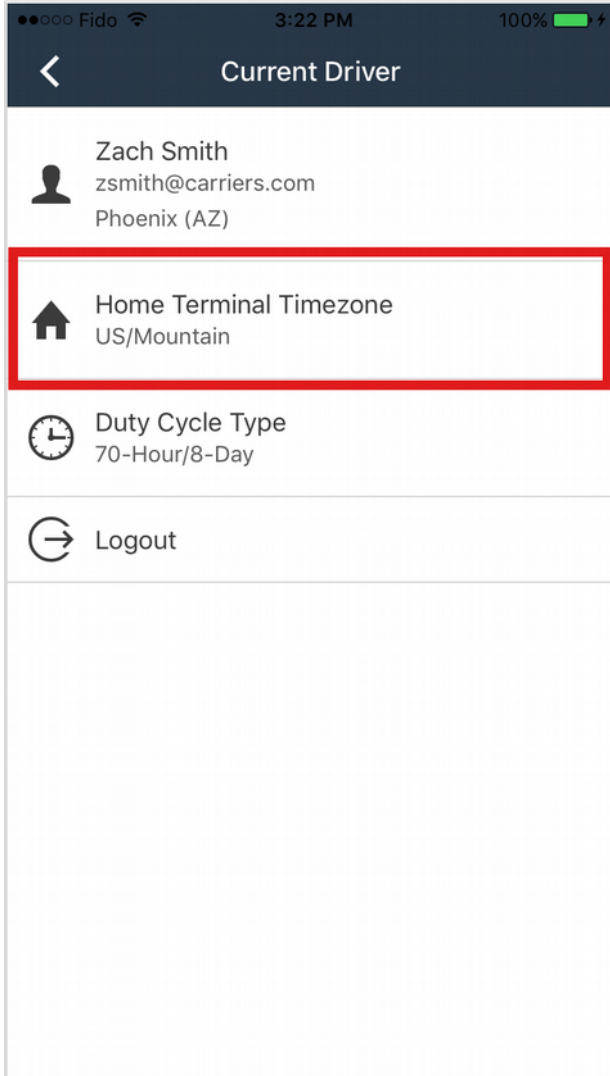
Change Home Terminal Timezone & Duty Cycle Type

If your Fleet Manager has enabled the option to change your home terminal time zone and duty cycle type, you can change them by going to the settings page. Note that you can only change the timezone or duty cycle type after you have taken at least 34 consecutive off-duty hours.

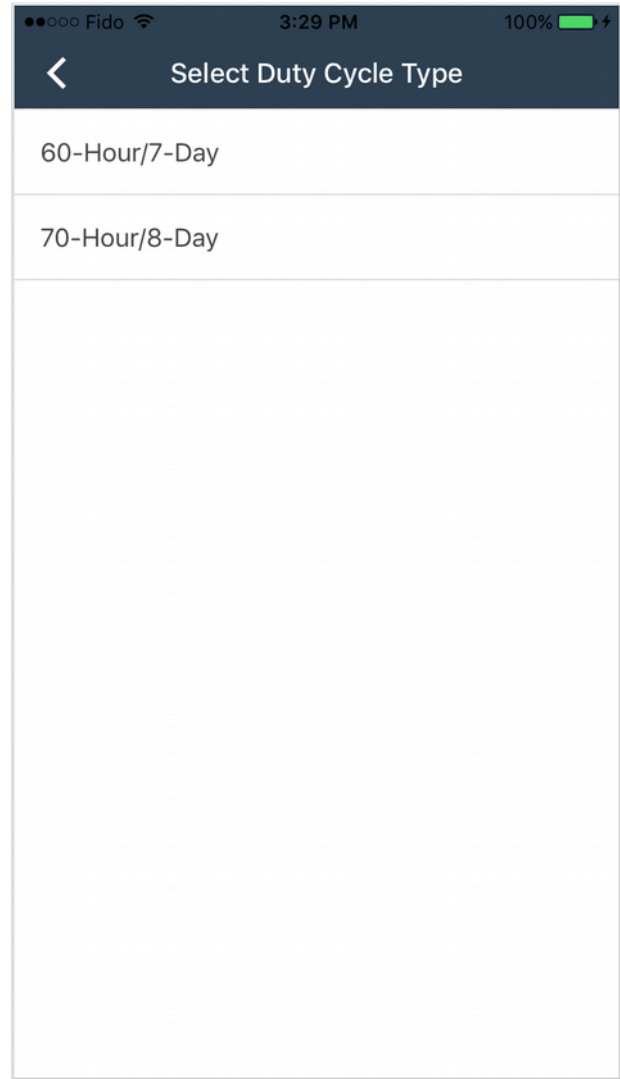
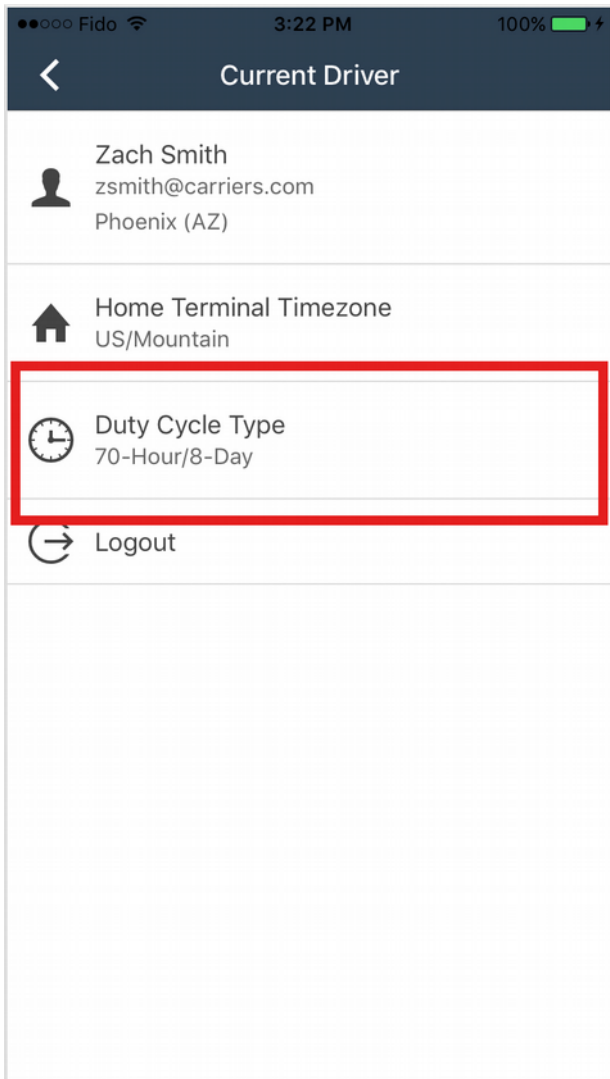
1. Access settings page by going to **Menu > Settings**. Tap on **Current Driver**



2. Change timezone by selecting **Home Terminal Timezone**, and selecting the timezone



3. Change duty cycle by tapping on **Duty Cycle Type**, and selecting the cycle



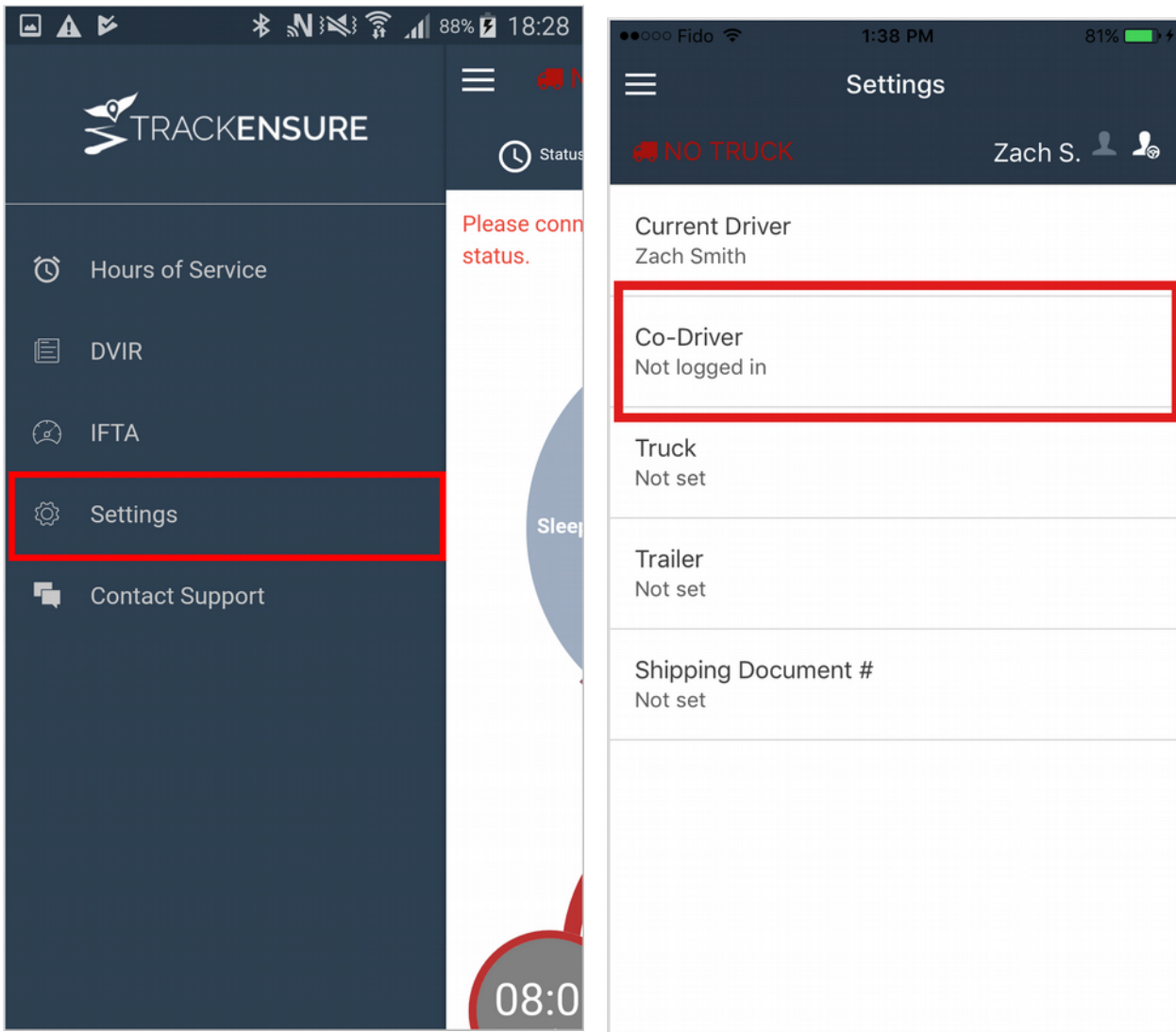
Team Driving

Co-Driver Login

When two drivers are working as a team, both drivers must be logged in on the same mobile device. The primary driver should login on their device through the usual login procedure. The co-driver has to then login to the same device through the **Settings** screen.

When you are done working as a team, you should logout one of the drivers.

1. After the primary driver logs in, navigate to the settings page by going to **Menu > Settings**. Tap on **Co-Driver**



2. The Co-Driver can login by entering their credentials

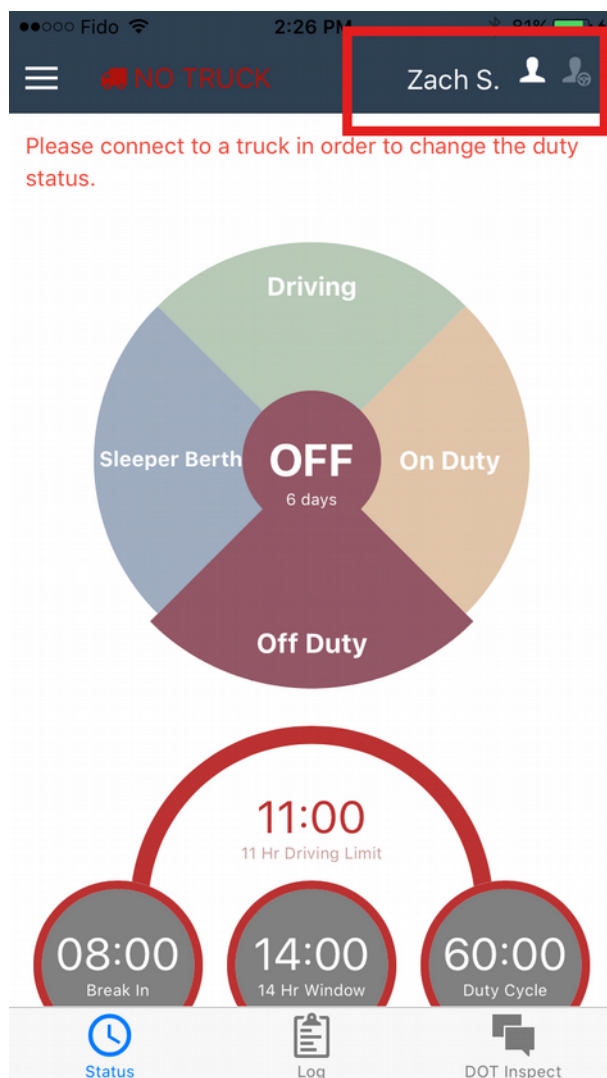
The screenshot displays a mobile application interface for a Co-Driver login. At the top, the status bar shows 'Fido' as the carrier, a Wi-Fi signal, the time '3:51 PM', and a 100% battery level. The app's header is dark blue with a white back arrow on the left and the text 'Co-Driver Login' in the center. The main content area is white and contains two input fields. The first field is labeled 'Login Name' and contains the text 'john.smith@example.com'. The second field is labeled 'Password' and has the placeholder text 'Enter your password'. Below these fields is a dark blue button with the white text 'Login'. The bottom portion of the screen is mostly empty white space.

Change View Perspective between Driver/Co-Driver

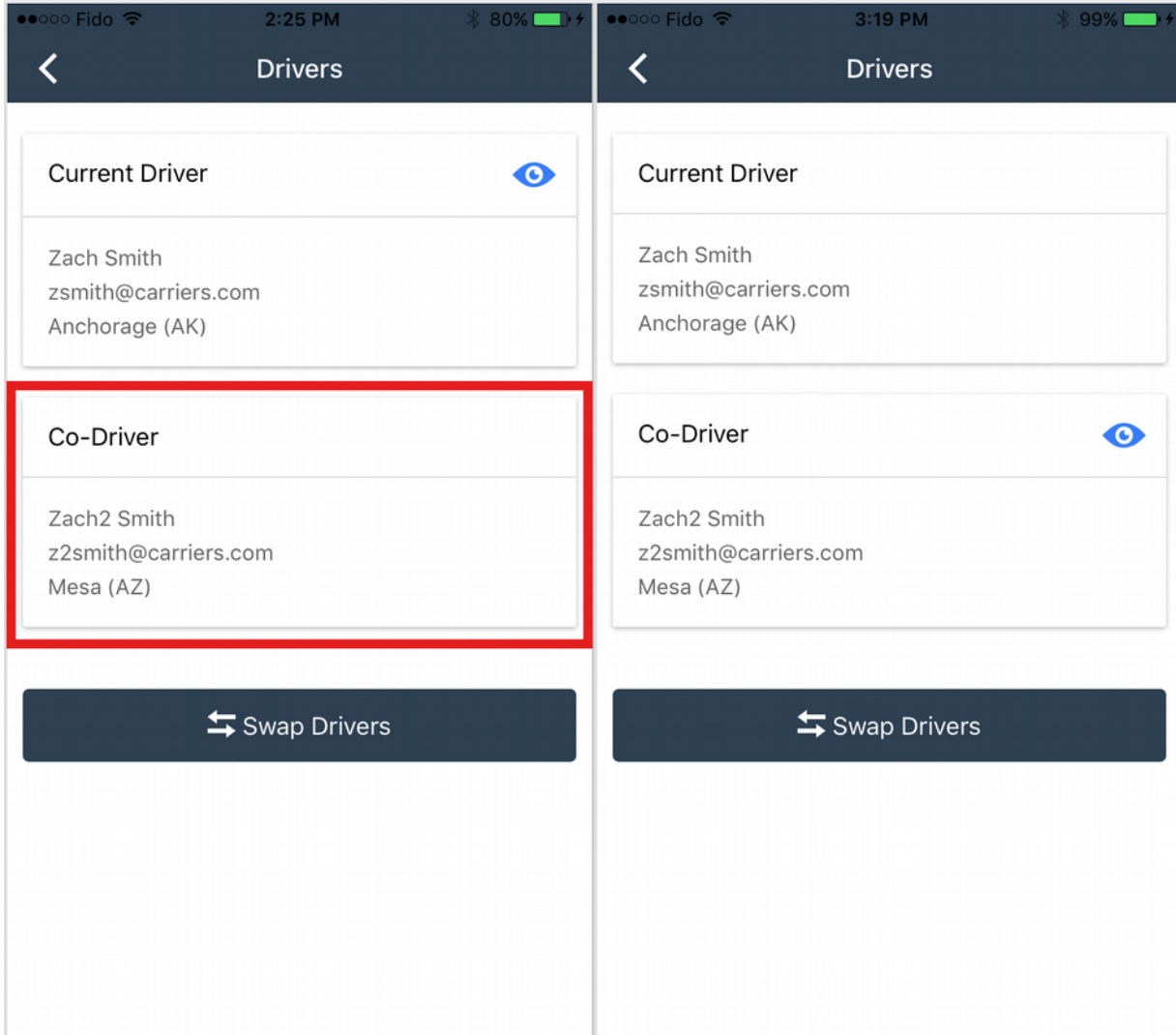
Current Driver is the driver that is driving, *Co-Driver* is the driver that is not driving. You are able to switch the viewing perspective between *Current Driver* and *Co-Driver* to manage their hours of service separately.

The current active viewing perspective is displayed on the header bar. There you can see the name of the current active driver name.

1. To change the viewing perspective, tap on the driver name on the top bar.



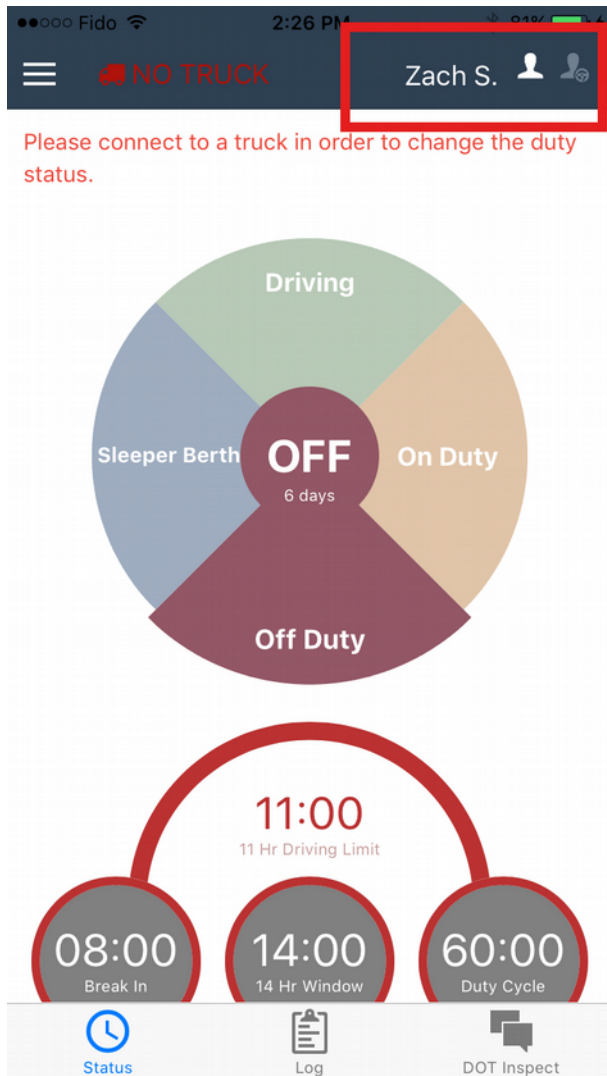
2. Tap on the *Co-Driver* to switch perspective. You can now view and change *Co-Driver*'s duty status. The *eye icon* indicates which viewing perspective is currently active.



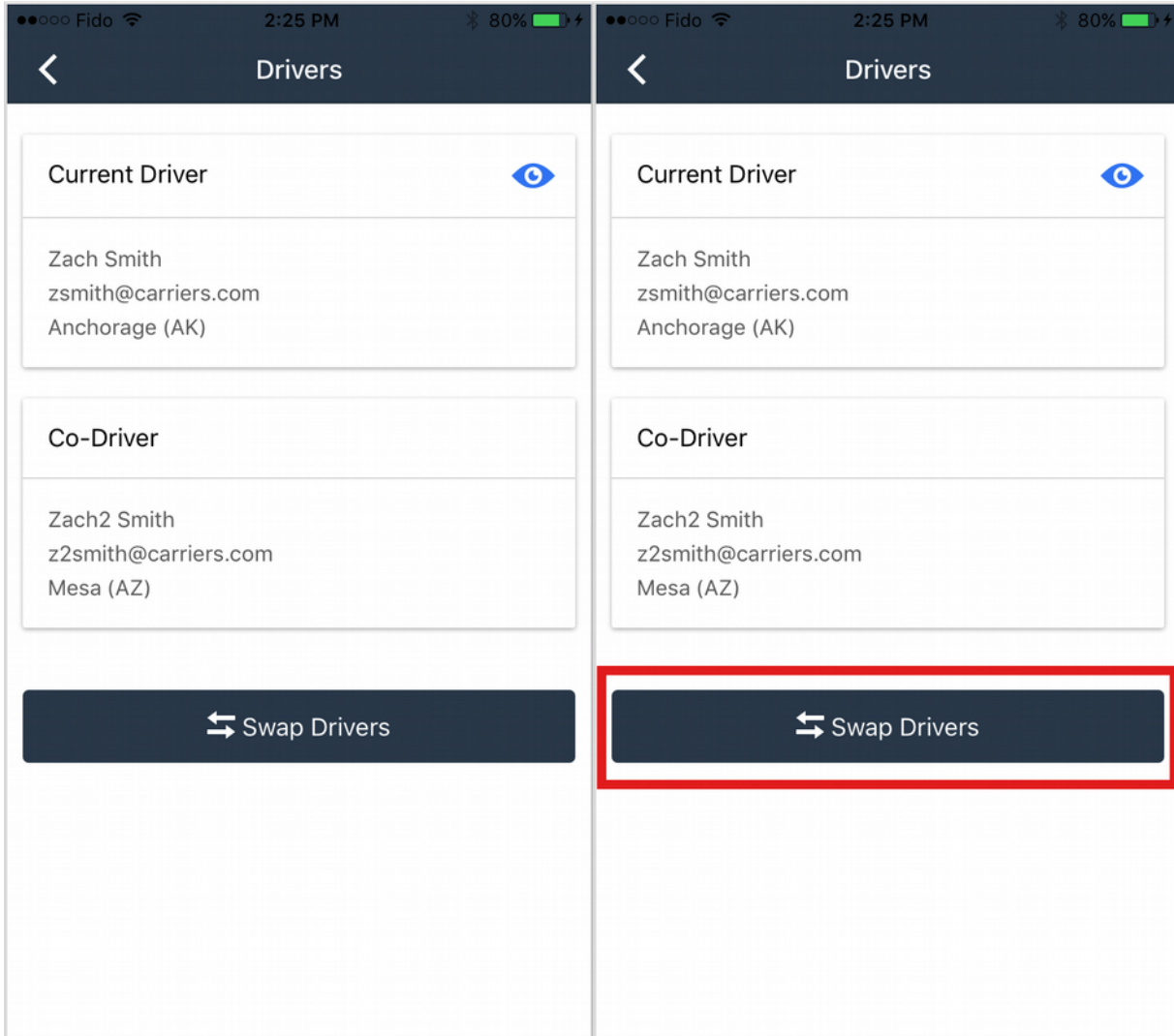
Swap Drivers

When the drivers are switching seats and roles (i.e. the *Co-Driver* moves behind the wheel to driver the truck), the drivers need to be 'Swapped' in the app.

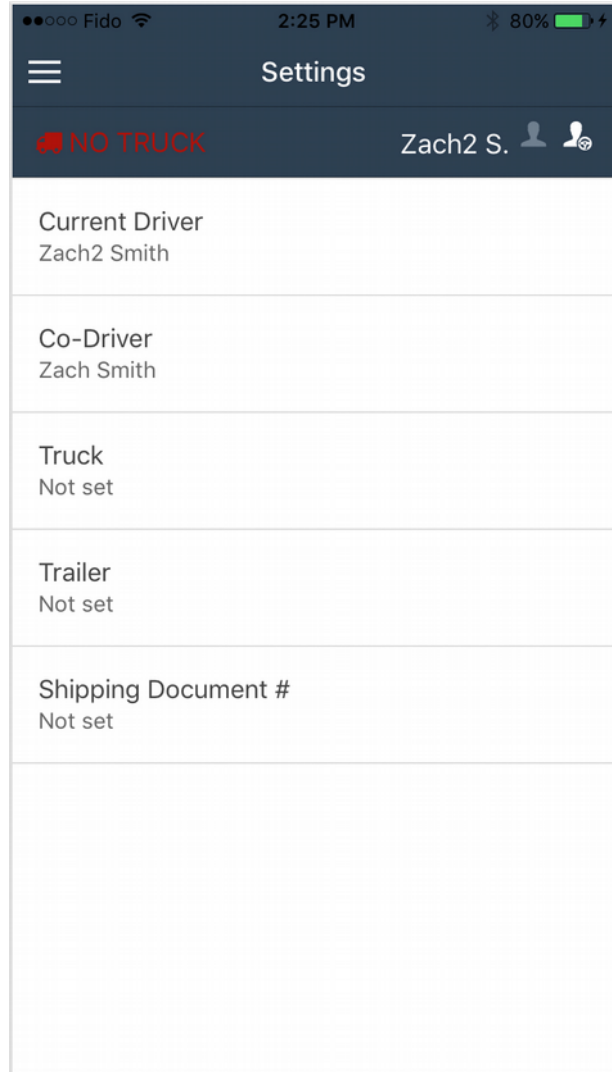
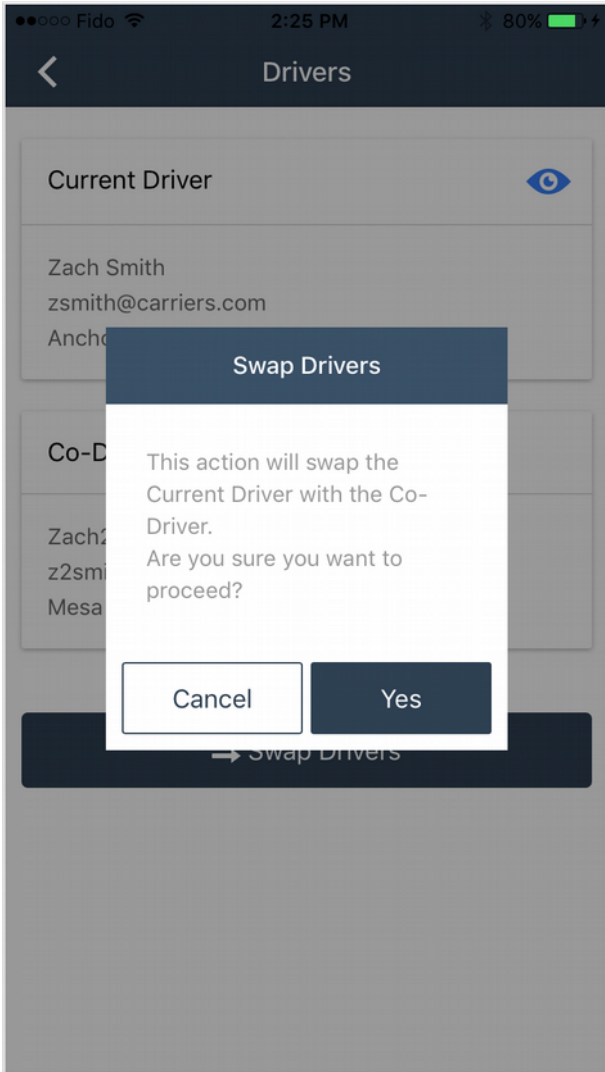
1. To swap the drivers, tap on the driver name on the top bar.



2. Tap on the **Swap Drivers** button



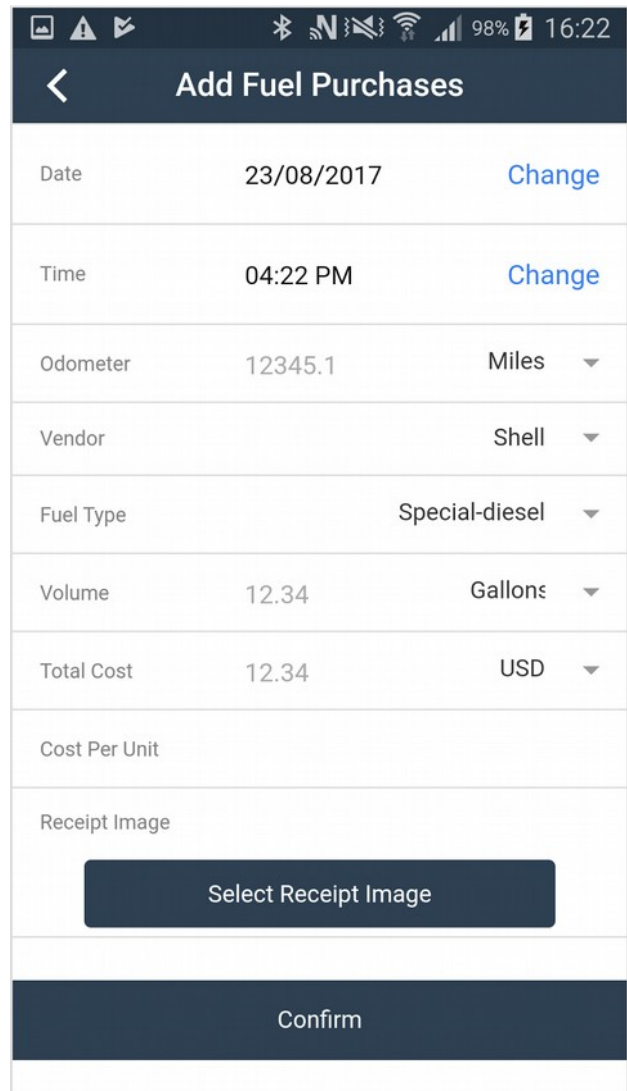
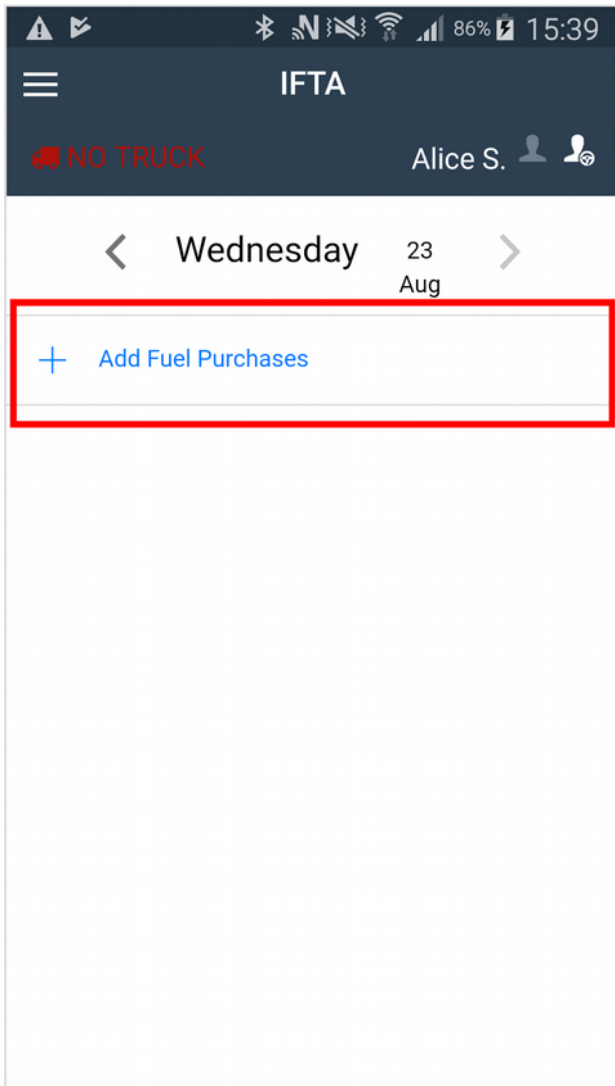
3. Tap **Yes** to confirm. This will swap the *Current Driver* to become *Co-Driver*, and vice versa.



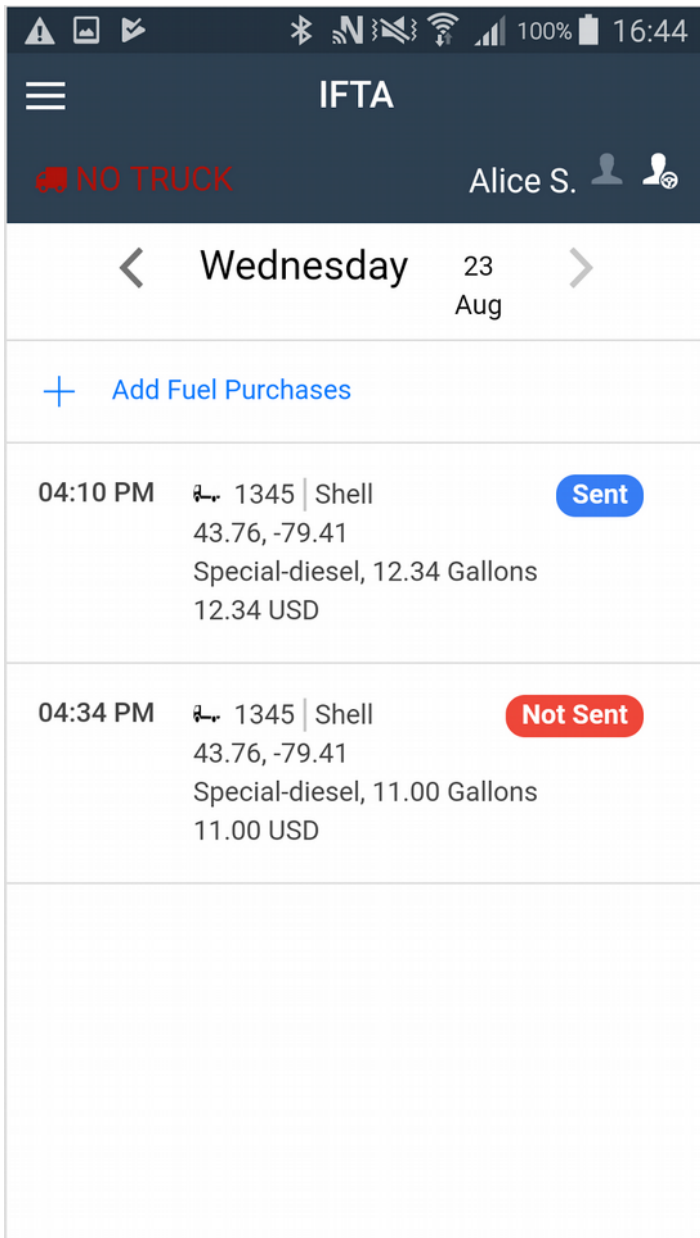
IFTA

Adding a Fuel Purchase Receipt

1. To add a new fuel receipt simply tap on **Add Fuel Purchases** and it will take you to the **Add Fuel Purchases** page.



2. Fill out all of the fields with the corresponding information. Attach an image of the receipt by tapping the **Select Receipt Image** button. You can choose a picture that is already saved on your phone or take one with your camera.



87% 15:46

Add Fuel Purchases

Date 23/08/2017 [Change](#)

Time 03:43 PM [Change](#)

Odometer 60345.6 Miles ▾

Vendor Shell ▾


Fuel Type A55 ▾

Volume 12.34 Gallons ▾

Total Cost 12.34 USD ▾

Cost Per Unit 1.06

Receipt Image



Welcome to Shell

FIRST LAST

87% 15:46

Add Fuel Purchases

Receipt Image



Welcome to Shell

FIRST LAST

123 ANY STREET
DALLAS
TX 75254
11111111101

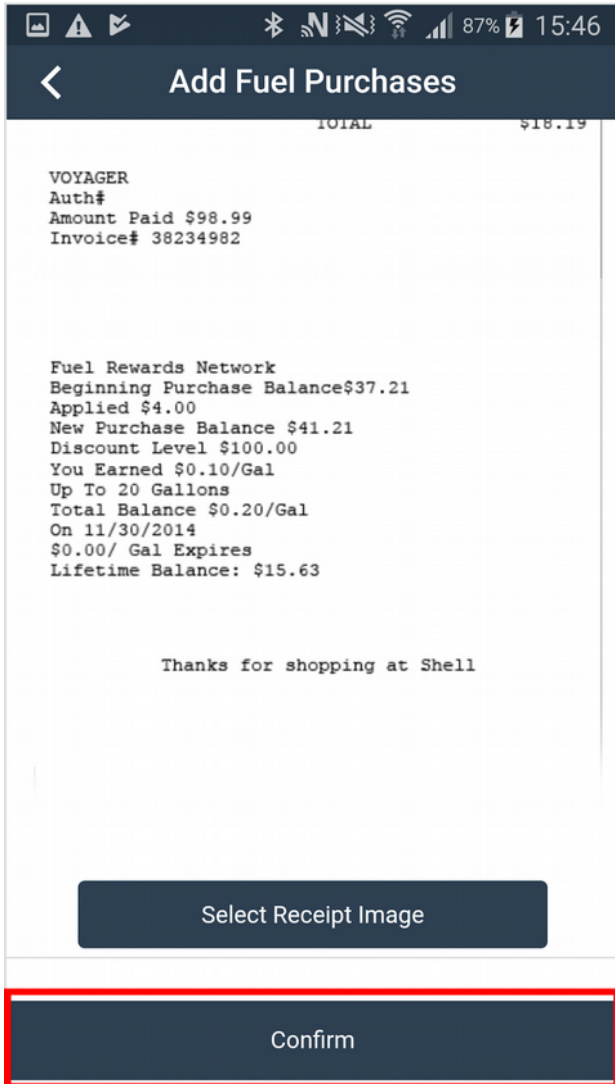
12-10-2014
00:00:00

PUMP #1
Fuel Type
Gallons 6.163
PRICE/GAL \$1.90
FUEL TOTAL \$11.71

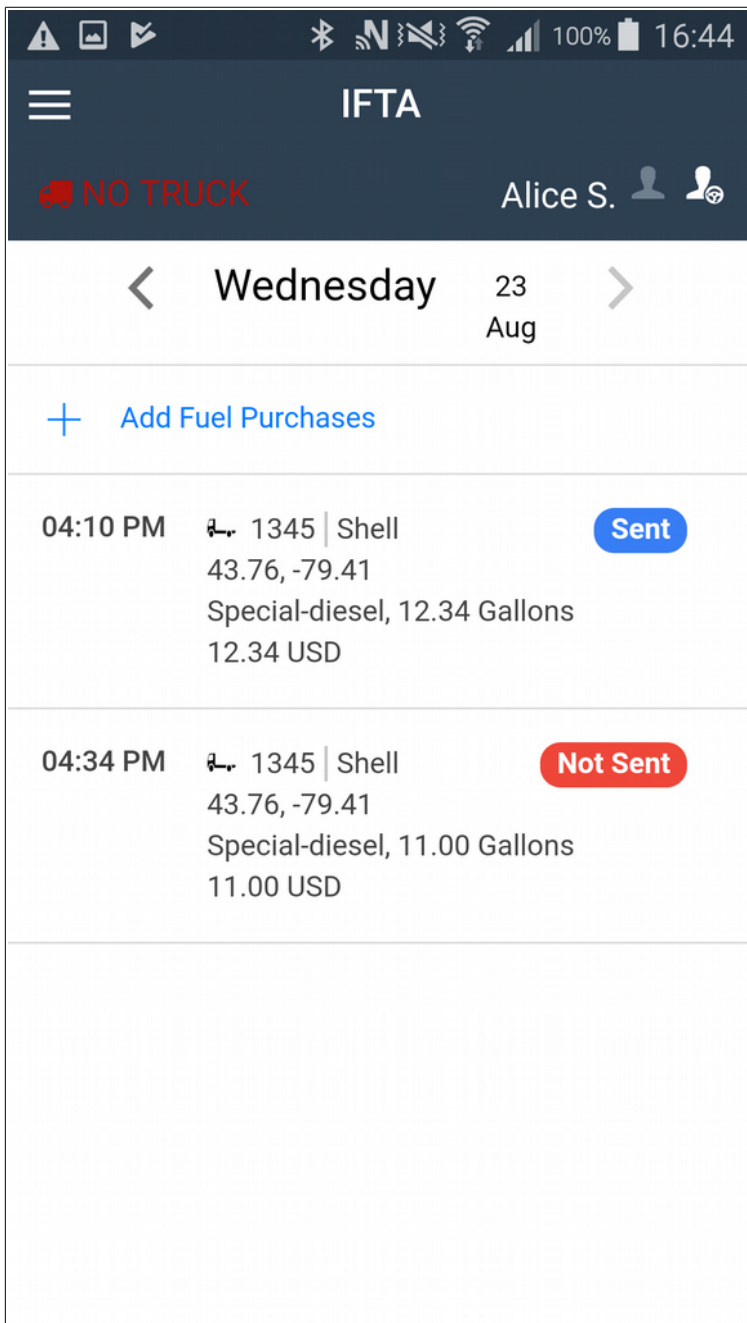
Item	QTY	Unit Price	Total Price
Carwash	1	\$6.00	\$6.00
SUBTOTAL			\$17.71
TAX			\$0.48
TOTAL			\$18.19

VOYAGER
Auth#
Amount Paid \$98.99
Invoice# 38234982

Once you are done, tap the **Confirm** button at the very bottom.



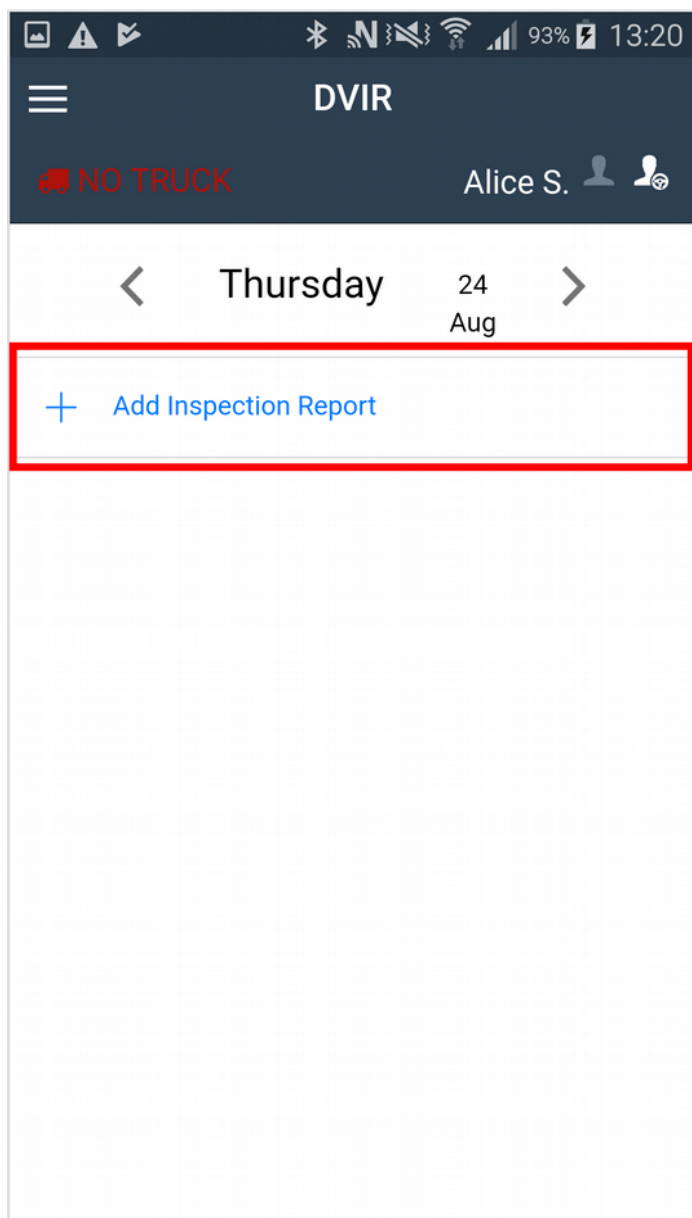
3. After tapping **Confirm**, you will be redirected back to the **IFTA** page, and you should see your fuel receipt added to the list. The fuel receipt can have two statuses, it can either be **Sent** or **Not Sent**. If the status is **Sent**, then your fuel receipt was successfully sent to the TrackEnsure Cloud Server. If the status is **Not Sent**, that means there was an error in processing your request to save the fuel receipt. This could be a network connectivity issue.



Driver-Vehicle Inspection Report

Adding an Inspection Report

1. Tap Add Inspection Report



2. Fill out all of the fields with the corresponding information.

93% 13:20

Create Inspection Report

Truck Number 1001

Trailer Number

Location 43.756, -79.406 [Refresh](#)


Odometer

Inspection Type Pre-Trip Post-Trip Damaged

Vehicle Defects

[Add/Remove Vehicle Defects](#)

Vehicle Damage



[Mark Vehicle Damage](#)

Remarks

3. To Add/Remove Vehicle defects from your report simply tap the **Add/Remove Vehicle Defects** button. This will take you to a page where you can select the defected parts. Select the parts and then tap **Done**.

Create Inspection Report

Truck Number 1001

Trailer Number

Location 43.756, -79.406 Refresh

Odometer

Inspection Type Pre-Trip Post-Trip Damaged

Vehicle Defects

Add/Remove Vehicle Defects

Vehicle Damage

Mark Vehicle Damage

Remarks

Select Defects Done

Truck

- Air Compressor
- Air Lines
- Battery
- Belts and Hoses
- Body
- Brake Accessories
- Brakes, Parking
- Brakes, Service
- Clutch
- Coupling Devices
- Defroster/Heater
- Drive Line
- Engine
- Exhaust
- Fifth Wheel
- Fluid Levels
- Frame and Assembly
- Front Axle
- Fuel Tanks
- Generator
- Horn
- Lights
- Mirrors
- Muffler
- Oil Level
- Radiator Level
- Rear End
- Reflectors
- Safety Equipment
- Starter
- Steering
- Suspension System
- Tire Chains
- Tires
- Transmission
- Trip Recorder
- Wheels and Rims
- Windows
- Windshield Wipers

Trailer

- Brake Connections
- Brakes
- Coupling Devices
- Coupling (King) Pin
- Doors
- Hitch
- Landing Gear
- Lights - All
- Reflectors
- Roof
- Straps
- Suspension System
- Tarpaulin
- Wheels and Rims

4. To mark vehicle damage on the report, you first tap the **Mark Vehicle Damage** button. Then you will be taken to the **Mark Damage** page. Here you can draw with your finger to mark the different types of damages. At the bottom of the screen you can find a list of different perspectives. When you are done marking the damages, hit the **Done** button at the top right corner.

Create Inspection Report

Location 43.756, -79.406 Refresh

Odometer

Inspection Type Pre-Trip Post-Trip Damaged

Vehicle Defects

Add/Remove Vehicle Defects

Vehicle Damage

Mark Vehicle Damage

Remarks

Next

Mark Damage Done

Save Clear

C = Cut, B = Bruise, H = Hole, D = Dent, BR = Broken, M = Missing, S = Scratch, P = Patched

Truck - Right Marked

Truck - Left

Truck - Front

Truck - Back

Trailer - Right

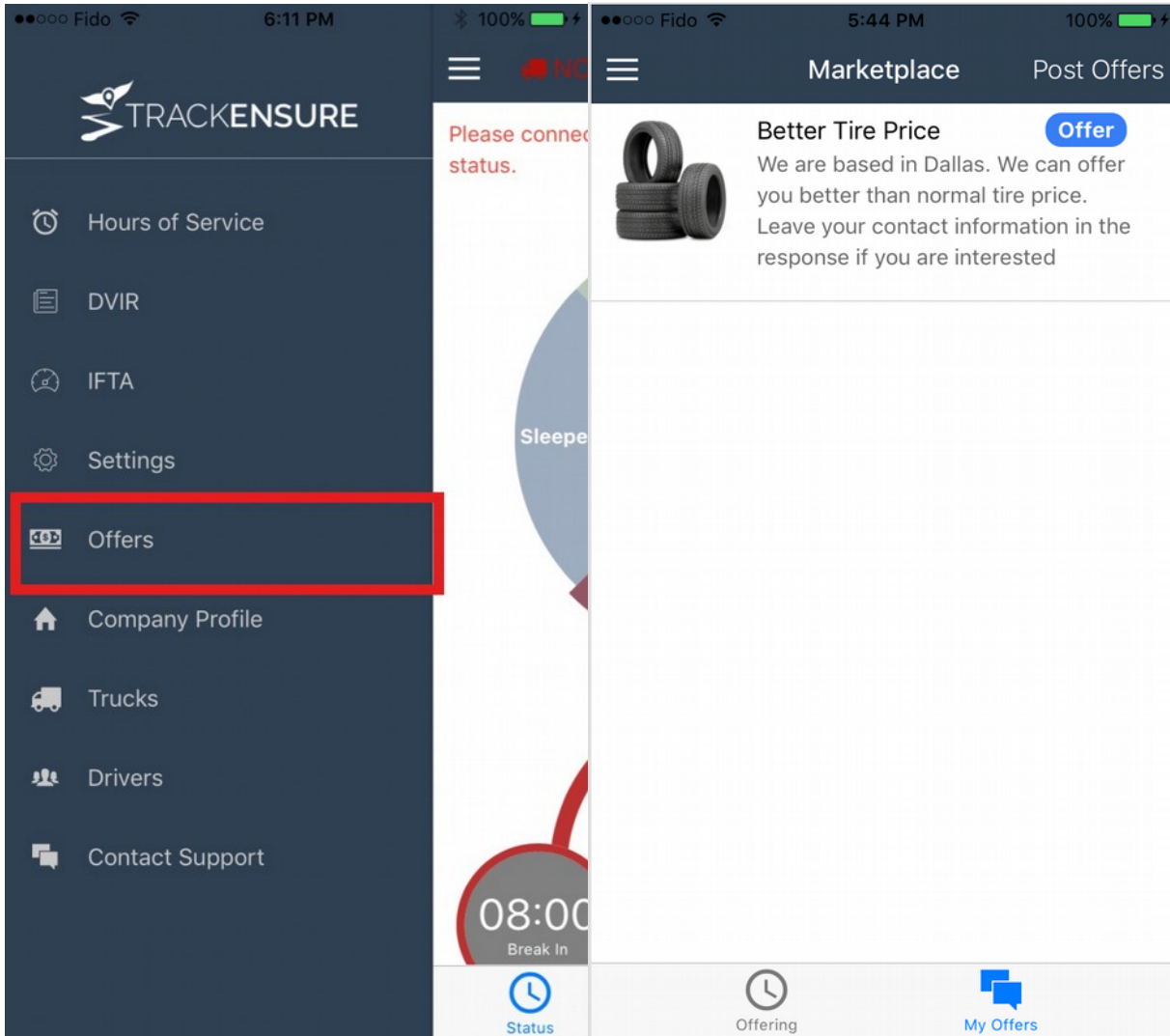
5. When you are finished filling out the inspection report, tap **Next**. This will take you to the **Sign Inspection Report** page. Here you will indicate whether your vehicle is safe to drive and provide a signature.

The screenshot shows the 'Sign Inspection Report' screen. At the top, there is a dark blue header with a back arrow and the title 'Sign Inspection Report'. Below the header, there are two options: 'This vehicle is safe to drive' with a large green checkmark icon, and 'This vehicle is not safe to drive and requires attention' with a large grey X icon. The first option is selected. Below the options is a 'Signature' field with a 'Clear' link. At the bottom, there is a dark blue button labeled 'Save and Sign'.

The screenshot shows the 'Sign Inspection Report' screen. At the top, there is a dark blue header with a back arrow and the title 'Sign Inspection Report'. Below the header, there are two options: 'This vehicle is safe to drive' with a large grey checkmark icon, and 'This vehicle is not safe to drive and requires attention' with a large red X icon. The second option is selected. Below the options is a 'Signature' field with a 'Clear' link. A red signature is visible in the signature field. At the bottom, there is a dark blue button labeled 'Save and Sign'.

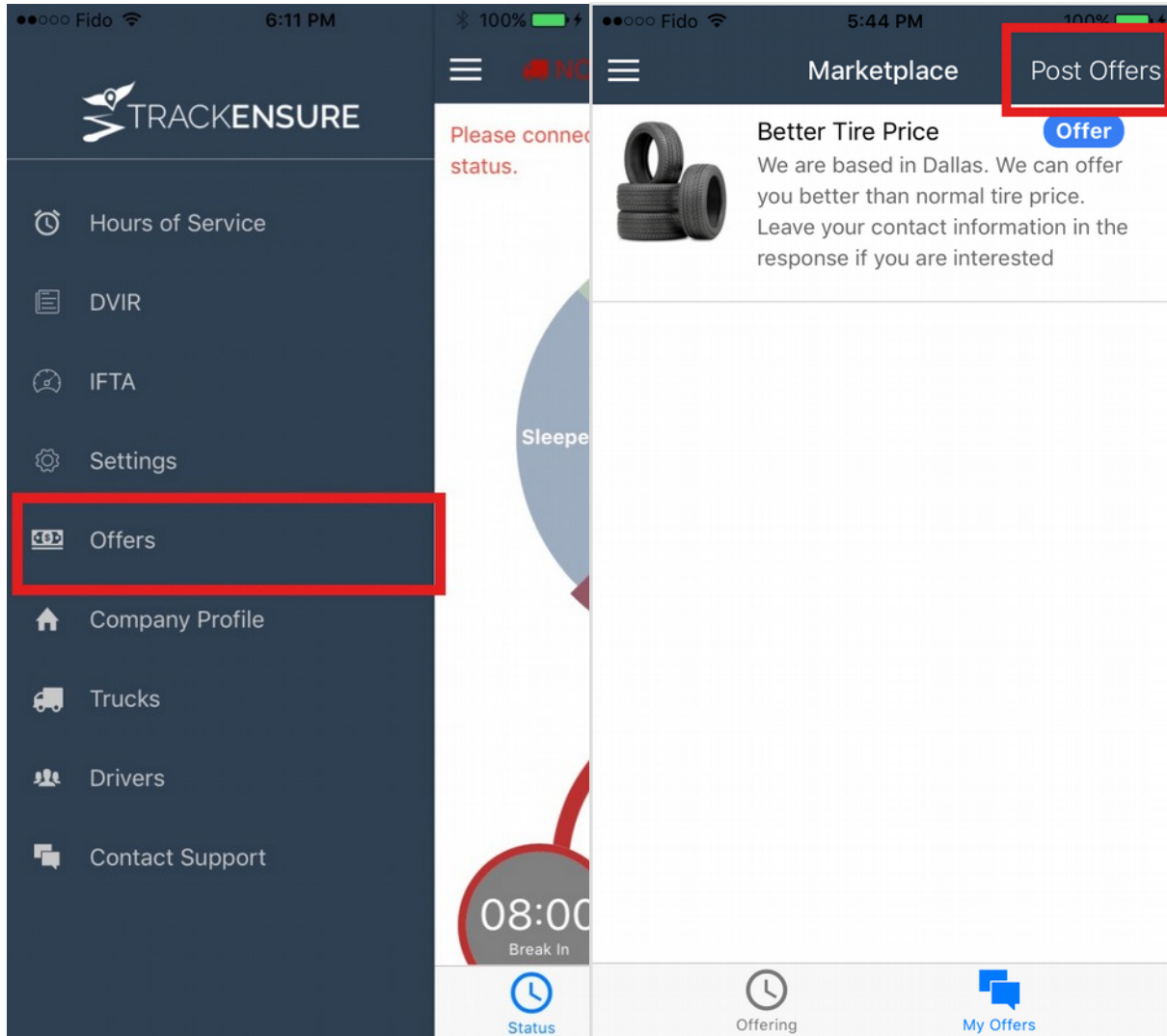
Marketplace

The marketplace allows companies to share offers between each other. To access the marketplace, go to **Offers** in the side menu.



Posting an Offer

1. Access settings page by going to **Menu > Offers**. Tap on **Post Offer**



2. Fill in related information. When you are done, click **Create Advertisement**

●●○○ Fido 4:40 PM 100%

< Create Advertisement

Name

Description

Advert Type Offer ▾

Select this if you are offering a service or a deal, such as a special discount for gas purchases

Advert Image(s)

Add Image

Create Advertisement

●●○○ Fido 5:44 PM 100%

< Create Advertisement

Name Better Tire Price

Description


We are based in Dallas. We can offer you better than normal tire price.

Leave your contact information in the response if you are interested

Advert Type Offer ▾

Select this if you are offering a service or a deal, such as a special discount for gas purchases

Advert Image(s)



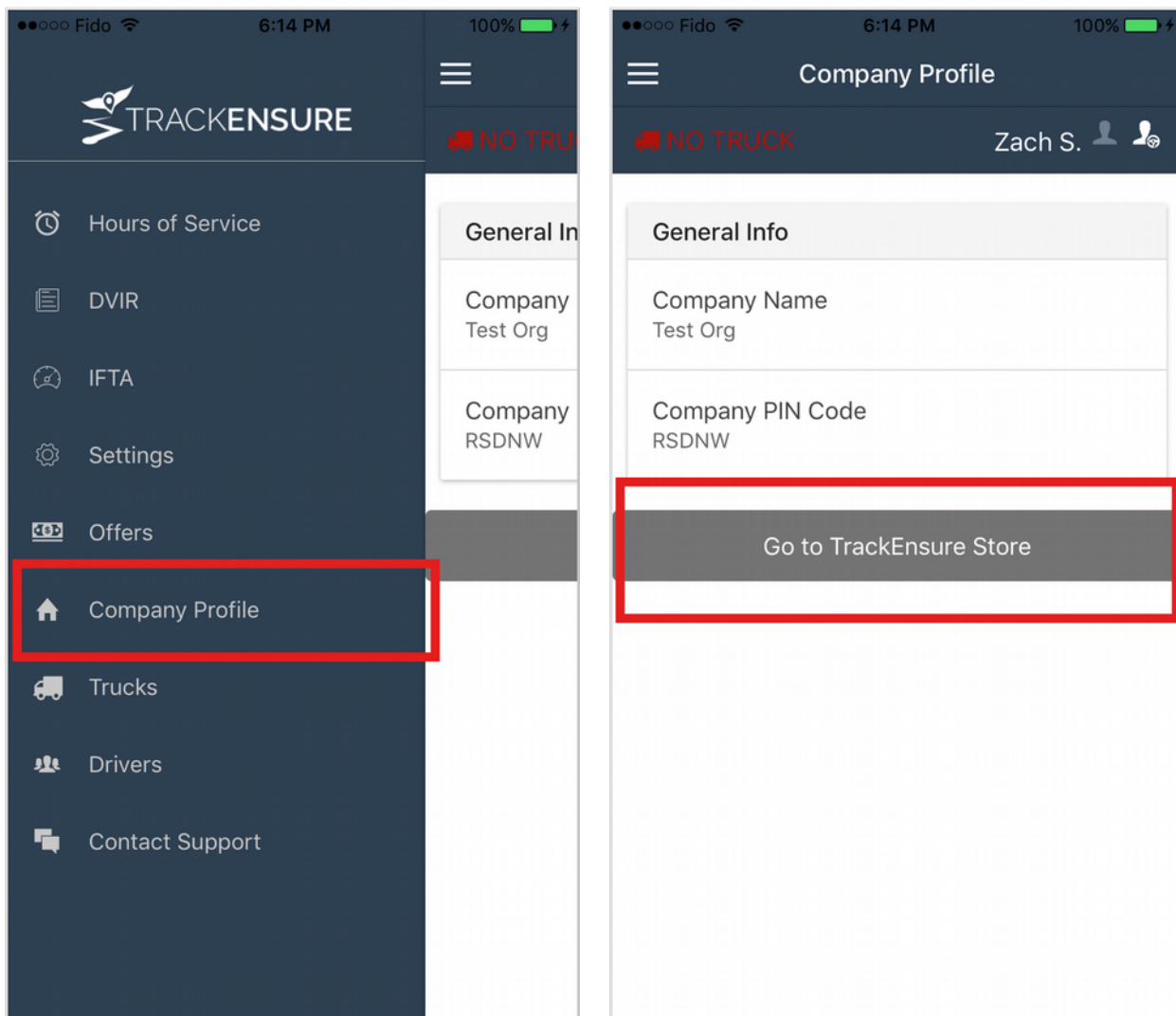
X

TrackEnsure Store

Purchase Hardware/Software Subscriptions

For the application to work according to FMCSA regulations, driver must purchase supported hardware and software. The Fleet Manager and Owner Operator is responsible for making the purchase.

1. Access settings page by going to Menu > Company Profile. Tap on Go to TrackEnsure Store



2. Select the product and the amount you would like to purchase


6:21 PM 100%

Select Hardware

Hardware

In order for this application to be ELD compliant, it must record motor information directly from the truck. Purchase one of the supported hardware below.

Each truck uses one hardware device

PT30  \$149.99

PT30 ELD Device

I will purchase PT30 and pickup it up myself \$149.99

+ 2 -

I already own a PT30 / I will purchase it through other means

Next

6:22 PM 100%

Select Subscription

TrackEnsure Service (Pick One)

TrackEnsure ELD service includes HOS compliance, DVIR, IFTA, Service Offers and Support.

One subscription per driver

Monthly ELD Plan \$21.90/m

+ 3 -

Yearly ELD Plan \$226.80/y

Next

3. Enter shipping address

This screenshot shows the 'Shipping Address' form at 6:22 PM. The 'Ship to Fleet Address' toggle is turned off. The form contains the following fields: Name (Zach Smith), Address (11 Example St), Country (United States), State (dropdown), City (City), and Postal Code (Postal Code). A 'Next' button is located at the bottom.

This screenshot shows the 'Shipping Address' form at 6:23 PM. The 'Ship to Fleet Address' toggle is turned on and is highlighted with a red box. The form contains the following fields: Name (Zach Smith), Address (10 St), Country (United States), State (Alaska), City (Gash), and Postal Code (Ggh). A 'Next' button is located at the bottom.

4. Enter payment information

The screenshot shows a mobile application interface for entering payment information. The title bar at the top is dark blue with a back arrow on the left, the text 'Payment Method' in the center, and status icons on the right (signal strength, Fido logo, time 6:23 PM, and 100% battery). Below the title bar, the form is organized into sections. The first section is 'Card Information', which includes fields for 'Cardholder Name' (with a placeholder 'Cardholder Name'), 'Phone Number' (with a placeholder '#####'), and 'Card Information' (with a card icon, a placeholder 'Card number', and a date/CVC placeholder 'MM / YY CVC'). The second section is 'Billing Address', which includes a toggle switch for 'Same as Shipping Address' (currently turned off), an 'Address' field (with a placeholder '11 Example St'), a 'Country' dropdown menu (set to 'United States'), a 'State' dropdown menu, a 'City' field (with a placeholder 'City'), and a 'Postal Code' field (partially visible at the bottom).

5. Confirm Payment

Confirm Payment		
Current Charges		
PT30	X 1	\$149.99
Shipping Address: 10 St Gash, Alaska United States Ggh		
Order Subtotal		149.99
Shipping		24.00
Tax		0.00
Total		\$ 173.99
Recurring Charges		
First time billed on Aug 24, 2017		
Monthly ELD Plan Aug 24, 2017 - Sep 24, 2017	X 1	\$21.90/m
Recurring Total		\$ 21.90

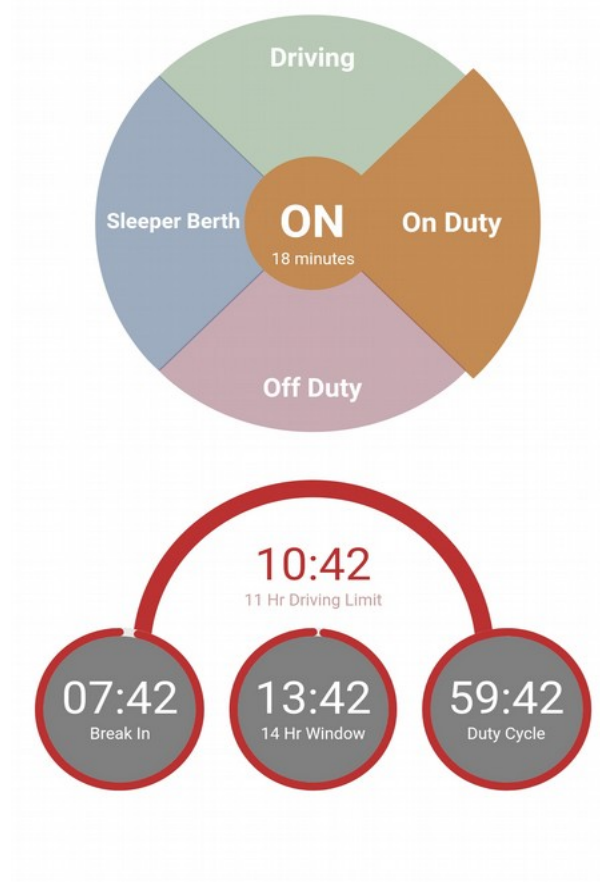
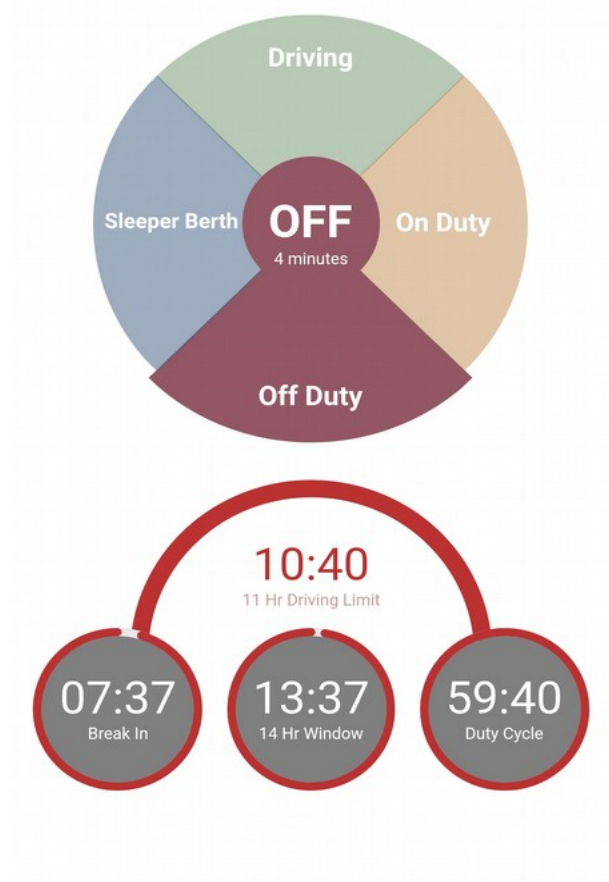
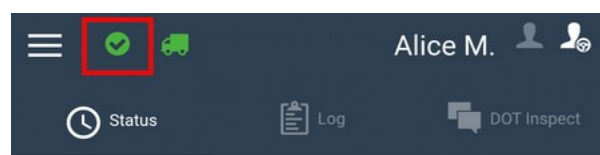
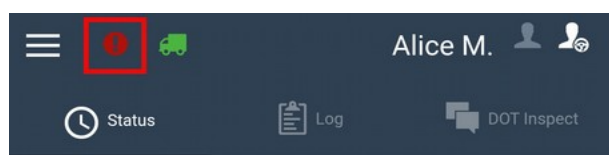
Confirm Payment	
Shipping Address: 10 St Gash, Alaska United States Ggh	
Order Subtotal	149.99
Shipping	24.00
Tax	0.00
Total	\$ 173.99
Recurring Charges	
First time billed on Aug 24, 2017	
Monthly ELD Plan Aug 24, 2017 - Sep 24, 2017	X 1 \$21.90/m
Recurring Total	\$ 21.90
By clicking the "Pay Now" button you agree to pay a one time charge of \$173.99 , and a recurring charge of \$21.90 billed first time on Aug 24, 2017.	
Pay Now	

ELD Monitor

An *ELD Monitor* icon can be found on the left side in the header. This icon indicates whether there are any malfunctions or data inconsistencies.

If any malfunctions or data inconsistencies are detected, the indicator will show a red exclamation mark: ❗

Otherwise, the indicator will show a green check mark: ✅

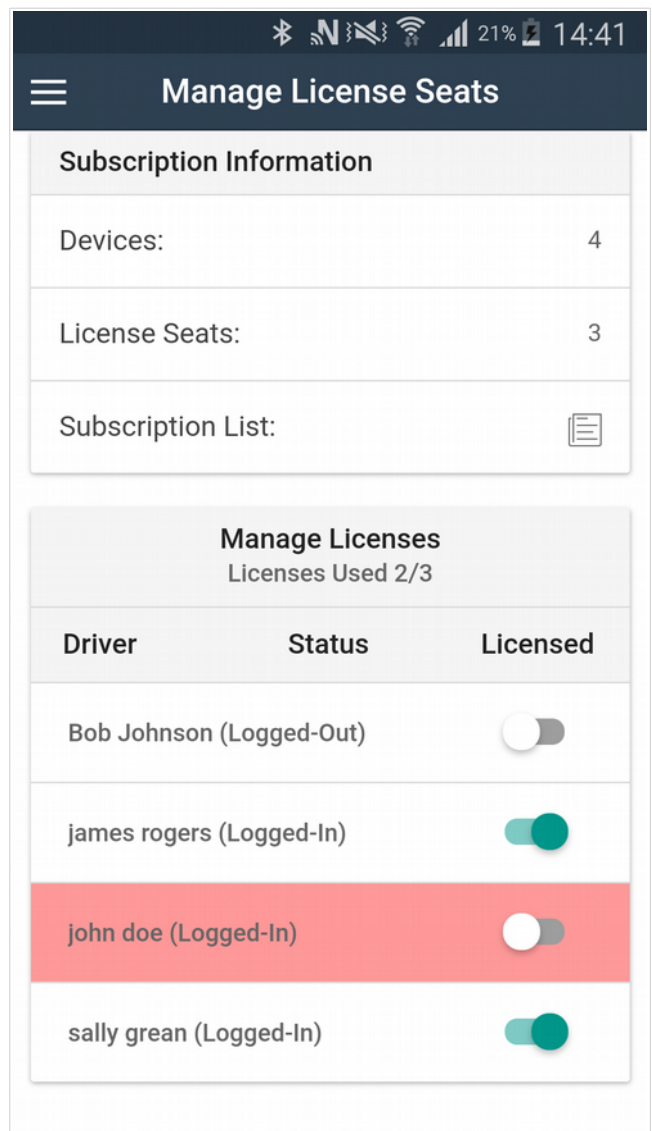
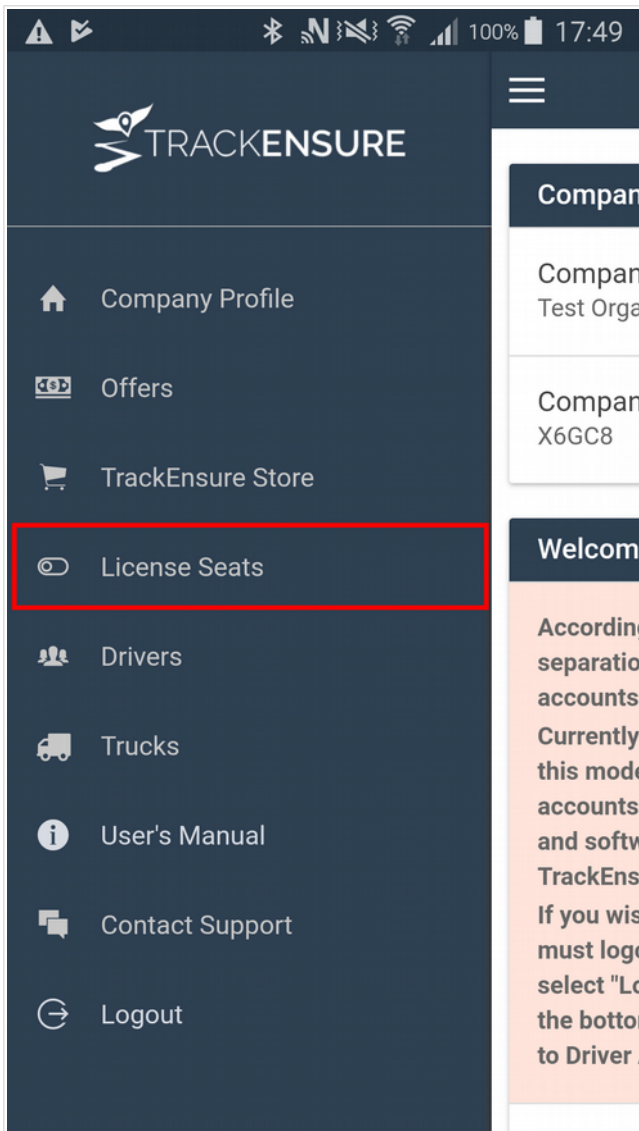


Managing License Seats

This is the *Manage License Seats* screen. Here you can view information about your *TrackEnsure ELD* subscriptions and manage your *License Seats*.


License Seats are basically subscriptions. When a driver in your organization logs into the *TrackEnsure ELD* app, his/her device is automatically assigned a license seat, if there is one available. The license seat is attached to the phone/tablet that the driver is using, and not the driver.

If a driver in your organization logs into the app, and no license seats are available, we may disable functionality for the device. **Page 78** explains how to handle such cases, and how the *License Manager* works.

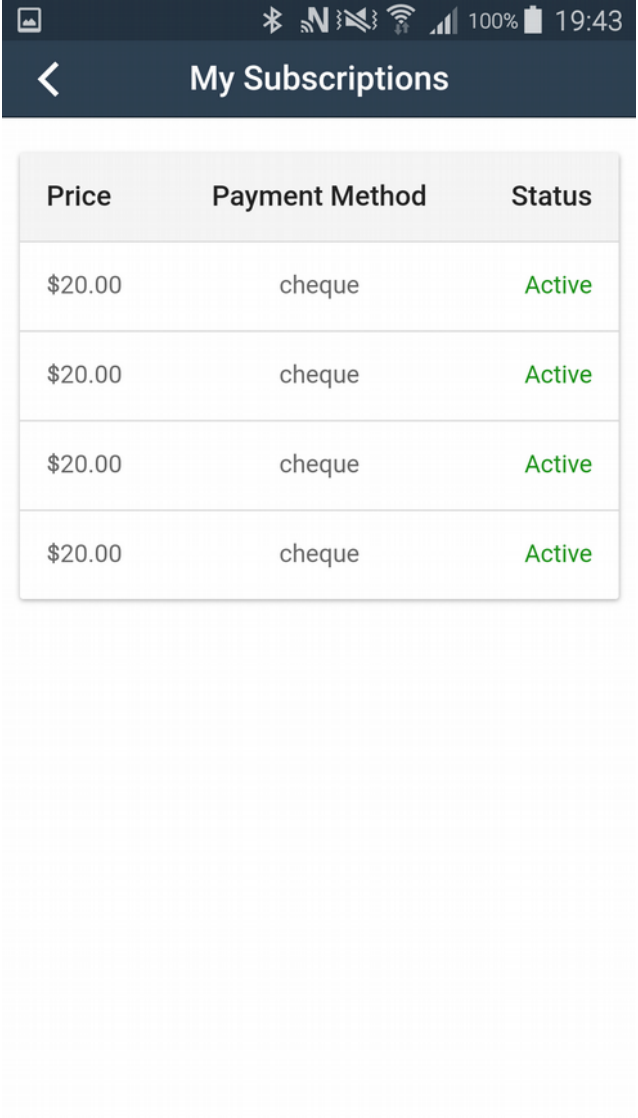


Subscription Information

This is the *Subscription Information* box. The **Devices** field is the number of devices that are being used in your organization. Note that this also includes devices that are not currently logged into the app. The **License Seats** field is the total number of subscriptions purchased for your organization. You can view details about your subscriptions by tapping the icon in the **Subscription List** field. This will take you to the *My Subscriptions* page.

Subscription Information	
Devices:	5
License Seats:	4
Subscription List:	

The *My Subscriptions* page shows you all of your subscriptions. Each subscription in this list represents a license seat. When the status is 'Active', it means the subscription is paid for, and is being used as a license seat. Also note, team drivers only use up one license seat because the license seat is used up by the device and not the drivers.



Price	Payment Method	Status
\$20.00	cheque	Active
\$20.00	cheque	Active
\$20.00	cheque	Active
\$20.00	cheque	Active

License Manager

The box at the bottom of the *Manage License Seats* screen is the *License Manager*.

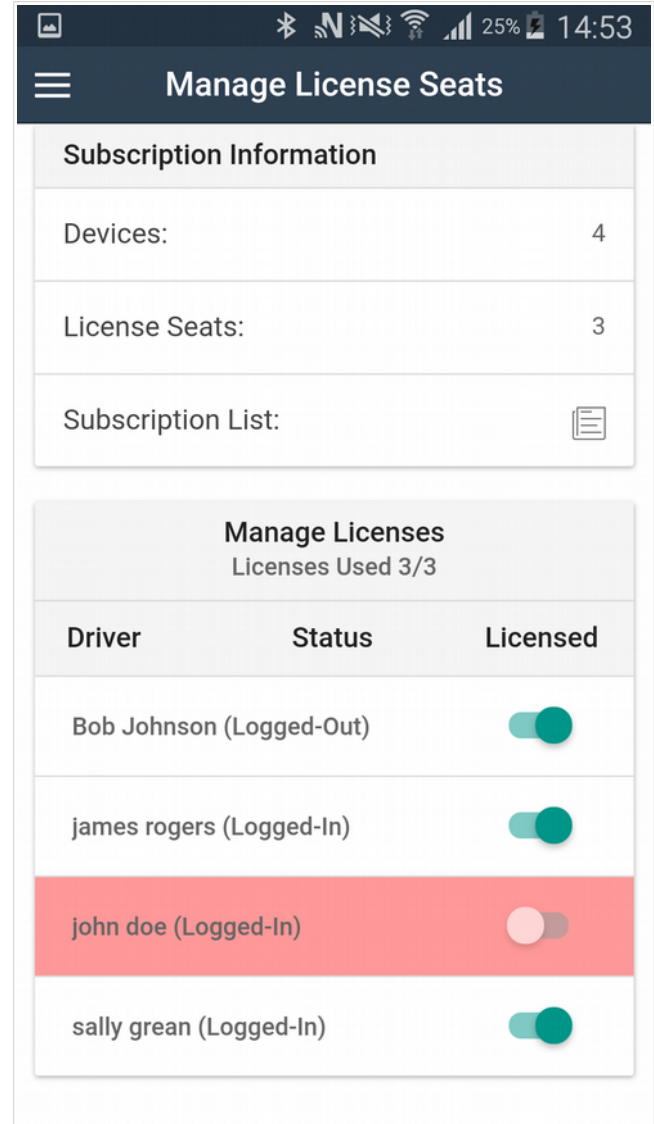
The **Driver Column** is the name of the driver who is either currently logged-in to the device, or the driver that was the last one to use the device. You can see whether that driver is using the device by looking at the text inside the brackets indicating if the driver is 'Logged-In' or 'Logged-out'.

The **Licensed Column** tells you whether the device is using up a license seat. If the switch is switched on to the right and is a greenish color, then the device is currently using up a license seat. If the switch is switched off to the left and is gray, then that device is not using a license seat.

IMPORTANT

If the driver is 'Logged-In' and the 'Licensed' switch is off, then that device is **using the *TrackEnsure ELD app* WITHOUT a subscription**, and we may disable app functionality for that device. This situation can occur if a driver in your organization logs in and there are no more available license seats. Referring to the image on the right, this would be the case for 'John doe'. To **Resolve this issue**, you could:

1. Tell 'John doe' to log out of the app until there is a license seat available. (Logging out will change his status to 'Logged-out')
2. Switch 'OFF' the license for 'Bob Johnson' since he is not logged in and using it, and switch 'ON' the license for 'John doe' (Note, the app does not let you switch 'ON' a license if all of your license seats are being used up).



Device Information View

To access the *Device Information* screen, tap the driver's name in the *License Manager*.

Manage Licenses		
Licenses Used 1/2		
Driver	Status	Licensed
Alice Smith (Logged-In)		<input checked="" type="checkbox"/>

The *Device Information* screen shows you:

1. Most Recent Driver: This is the driver that is currently logged-in to the device, or was the last one who logged in.

2. Device Information: This is where information about the device is displayed.

3. Last Active ELD Event: Here is information about the last active ELD event that was logged for the most recent driver.

Most Recent Driver:	
Most Recent Driver:	Alice Smith

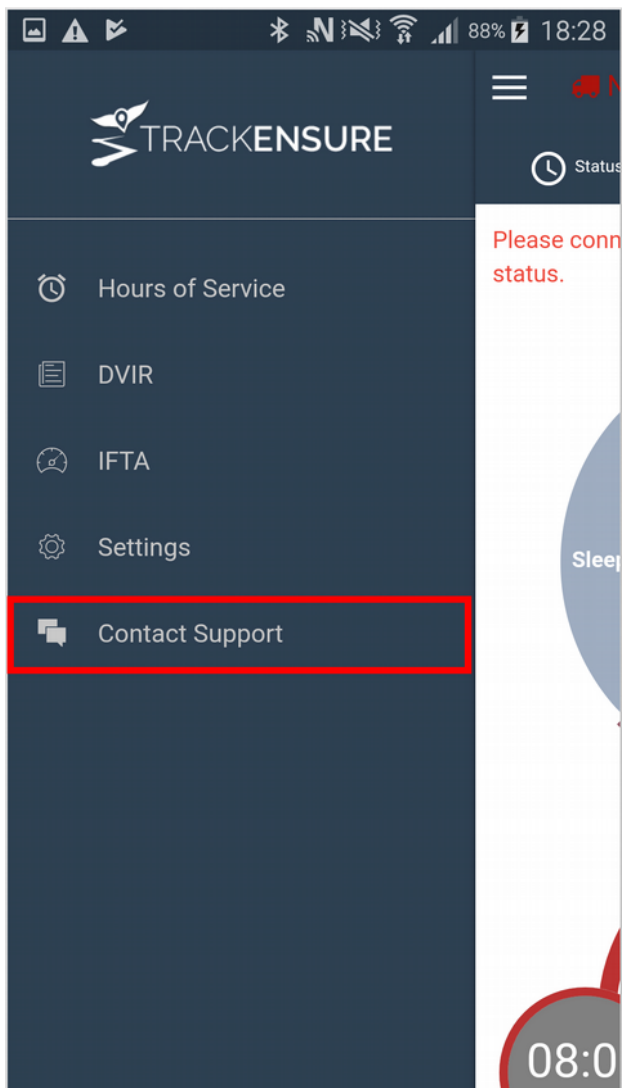
Device Information	
UUID:	bf152a035c781d12
Platform:	Android
Version:	7.0

Last Active ELD Event	
Event Type:	Login/Logout
Event Code:	Logout

Truck Vin:	test
Truck License Plate:	12345
Truck Make:	12345
Truck Model:	12345
Truck Year:	123

Contact Support

1. Navigate to the settings page by going to **Menu > Contact Support**.



2. Tap the **Send a message...** input box at the bottom and type in your question or comment and then tap on the **Send** button.

You will receive a notification upon response from our support team.

