



**FiveCubits**  
a **Command Alkon** company

## Overview of ISE eFleetSuite Website Changes

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**Command Alkon**

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## INTRODUCTION

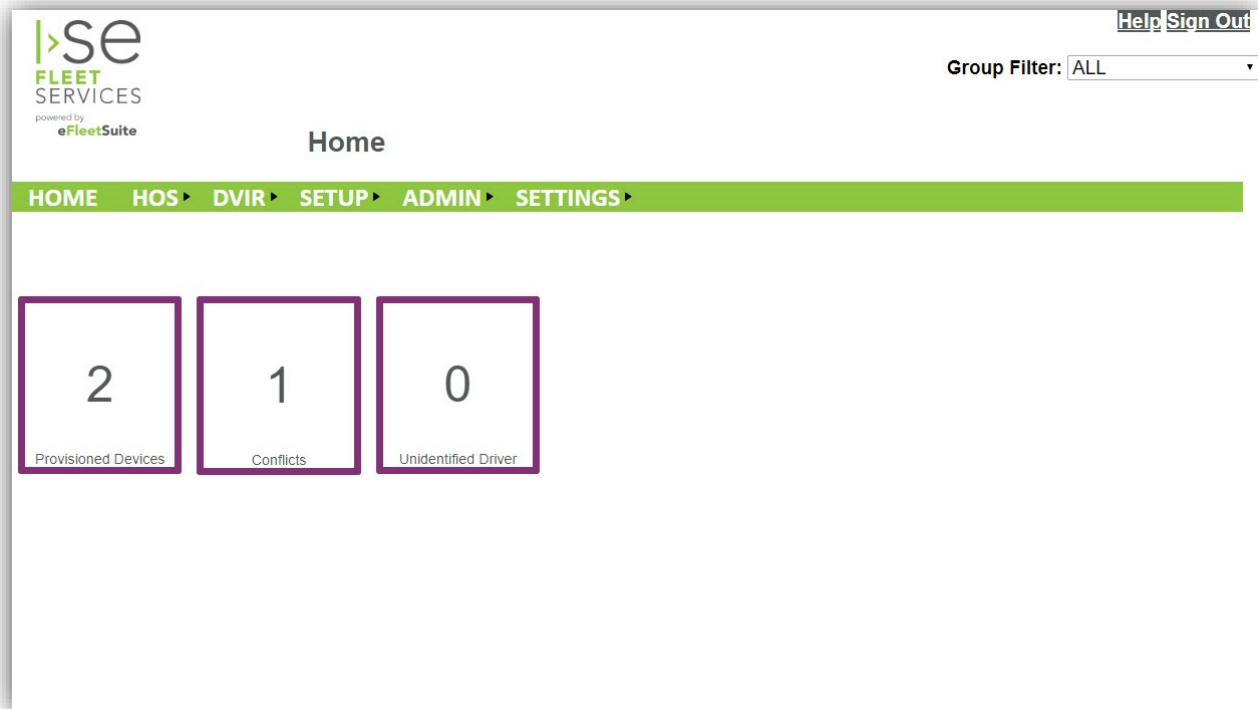
ISE provides a FMCSA Compliant Electronic Logging Device (ELD), complete with a suite of valuable compliance solutions. The In-Cab System Mobile Application is present with drivers in real time to help them stay within safety and compliance parameters. It also assists with road side inspections. The data collected using the in-cab application is wirelessly exchanged with the web application. The Web Browser Application provides back office personnel information for real-time paperless compliance and resource management.

Updates have been made to both the ELD and the Web Application to ensure up to date compliance laws and regulations are upheld. This document will highlight updates made to the ISE website.

## HOMEPAGE

The eFleetSuite homepage has been updated and now includes an initial summary of *Provisioned Devices*, *Conflicts*, and *Unknown Driving Events* in individual boxes on the homepage.

Selecting one of the boxes will take you to the corresponding page (i.e. selecting *Provisioned Devices* will take you to the Devices page).



The number value in the Conflicts box reflects the current Group Filter settings.

**Note:** Devices and Unidentified Driver events cannot be filtered by group.

## SETUP

### AOBRD Specific Changes

Once the ISE website is updated to comply with the upcoming ELD requirements, existing AOBRD users will experience some changes to their daily processes. Those changes are noted below:

- All drivers must have access to the ISE website to approve proposed changes to their logs.
  - If the proposed edit is for a log is dated **less** than 7 days ago, the eFleet system automatically approves the changes. If the proposed edit for a log is dated **more** than 7 days ago, the driver must log into the ISE site and approve the change.
  - To approve the change, drivers should follow instruction provided in the [Driver Logs](#) section.
- All drivers must be granted access to the ISE website to approve proposed changes to their logs.
  - To grant access, please follow the instructions under [Non-Driver Administrators](#).
- All driver records in ISE must contain the Driver's License Number and state they are licensed in. When creating a new record, or updating an existing record, the **Driver's License Number** is now a required field and must be populated before changes can be saved.

### Non-Driver Administrators

**Driver Details**

Driver ID: \* kjones

First Name: \* Katie

Middle Initial:

Last Name: \* Jones

Home Terminal: \* Coralville Terminal ▾

Primary Driver Type: ☒ US ☐ Canada ☐ ELD EXEMPT

US Driver Type: \* US 7-day property-carrying ▾

Work Shift Driving: 11

Work Shift Rest Break: 8

Work Shift Duty: 14

Cycle Duty: 60

Auto-Apply Exception: ☒ None ☐ 100 Air-Mile Radius ☐ 150 Air-Mile Radius

Allow Authorized Personal Use of CMV (PC) on ELD: ☒

Allow Yard Moves (YM) on ELD: ☐

Canada Driver Type: -- None -- ▾

Work Shift Driving: N/A

Work Shift Rest Break: N/A

Work Shift Duty: N/A

Daily Driving: N/A

Daily Duty: N/A

Cycle Duty: N/A

Driver's License Number: \*\*\*\*\*567

Driver's License Issuing State / Province: Iowa ▾

**Web Access**

☒ Permit Web Access

[Change Password...](#)

Non-driver administrators can set or reset a driver's password through their driver details. Navigate to **Drivers** under the **Setup** menu and locate the appropriate driver. Click their name to view their details.

Click the *Change Password* button, then enter the new password. The password must be confirmed before selecting *Save*. This password will apply to the driver's log-in on the in-cab ELD and on the Driver Portal.

**Note:** Make sure to communicate these changes to the driver.

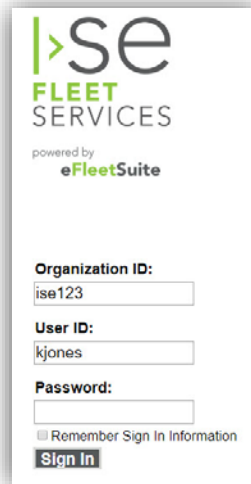


## DRIVER PASSWORDS

With ELD, drivers are required to use a password to secure their logs. Drivers, for now, are still allowed to sign in without a password if they have not previously signed into the Driver Portal or have not been assigned one by an administrator.

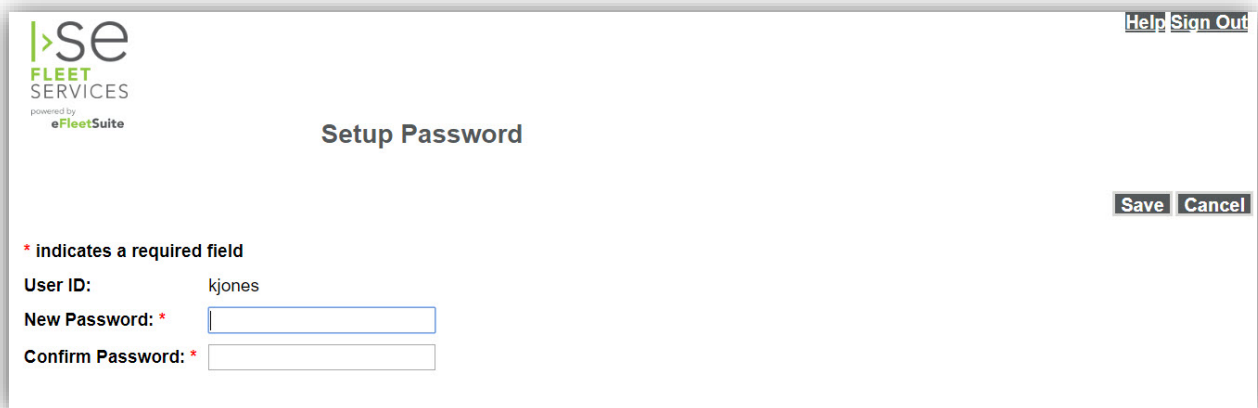
### Driver Portal

Drivers can create their password by signing into the Driver Portal. If they have not previously signed in, or have not had a password assigned to them, they must leave the password field blank when signing in for the first time.



The screenshot shows the login interface for 'ise FLEET SERVICES', powered by 'eFleetSuite'. It includes input fields for 'Organization ID' (containing 'ise123'), 'User ID' (containing 'kjones'), and 'Password'. There is a 'Remember Sign In Information' checkbox and a 'Sign In' button.

They will be prompted to create a password after clicking *Sign In*.



The screenshot shows the 'Setup Password' screen. It features the 'ise FLEET SERVICES' logo and a 'Help Sign Out' link in the top right. The main heading is 'Setup Password'. Below it, there is a 'Save Cancel' button. A note states '\* indicates a required field'. The 'User ID' field is pre-filled with 'kjones'. The 'New Password: \*' and 'Confirm Password: \*' fields are empty and highlighted with blue borders.

To change their password, drivers should navigate to **Users Preferences** under the *Settings* menu.

There is a *Change My Password* button present from that page.



**I>se FLEET SERVICES**  
powered by eFleetSuite

**User Preferences**

HOME HOS > SETTINGS >

Save Cancel

Maximum rows per page: 10 ▾

Time zone for reports: Eastern ▾ ☒ Adjust for DST

Name style for reports: Name Only ▾

Units for distance/odometer: Miles ▾

**Change My Password...**

Selecting this button will prompt the driver to enter their **Old Password** (current) and a **New Password**.

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**Change Password**

HOME HOS > SETTINGS >

Save Cancel

\* indicates a required field

User ID: kjones

Old Password: \*

New Password: \*

Confirm Password: \*

## Forgotten Password

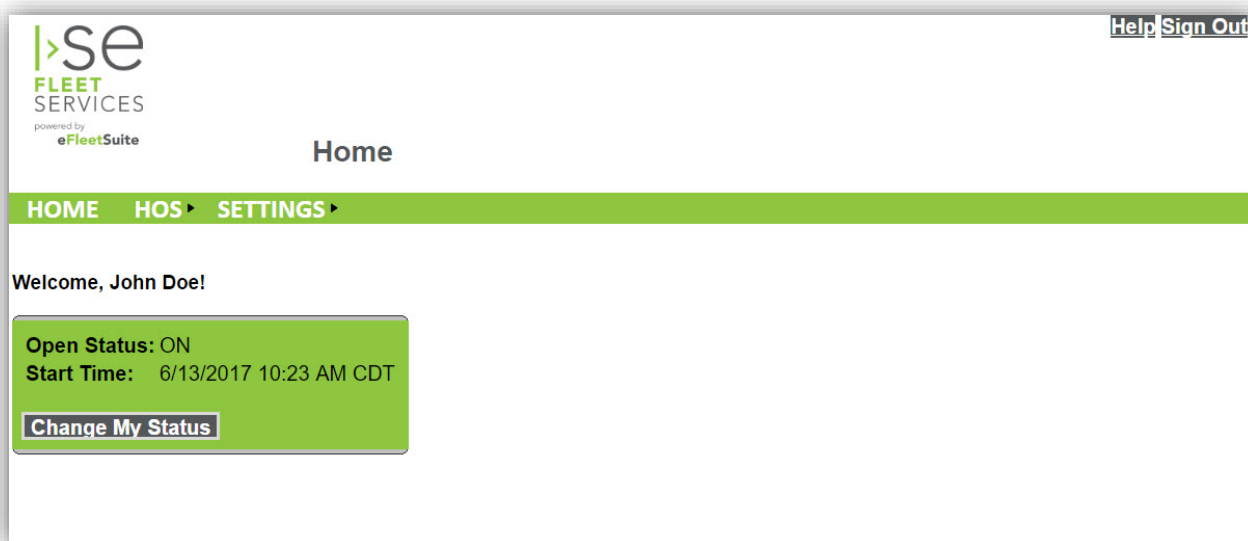
If a driver forgets their password, they must contact their carrier to have their password reset. A non-driver administrator must follow the following instructions for resetting the driver's password.

## DRIVER PORTAL UPDATES

The Electronic Logging Device updates include many new features on the Driver Portal. Previously, the Driver Portal was limited to only allowing drivers to change their status from *On Duty* to *Off Duty* and vice versa. With the update, you will now see new functions such as Log Edits, Conflict Resolution, and Log Certification.

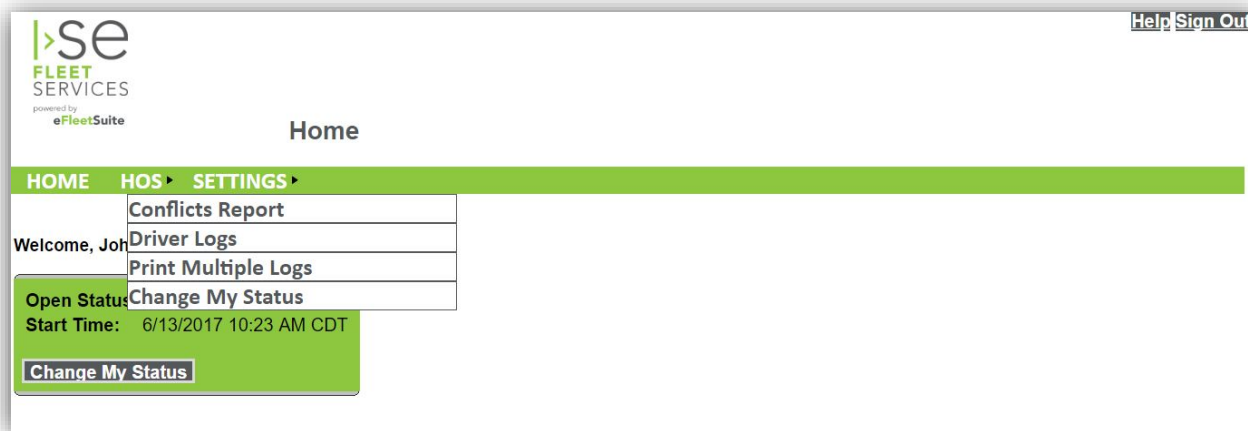
When you log in, a *Change My Status* button is available as usual.

**Note:** Drivers should use TrackIt when changing their status from *On Duty* to *Off Duty*, so that the driver is clocked out of TrackIt and eFleetSuite at the same time. If they change their status only in eFleetSuite, it will not update their status in TrackIt.



## HOS Features

Hover the mouse over the *HOS* menu to view the other available options.



The following menu options are available: [Conflicts Report](#), [Driver Logs](#), [Print Multiple Logs](#), and [Change My Status](#).

## Conflicts Report

The **Conflicts Report** allows you to view and address any conflicts on your logs, such as a missing location or a missing odometer reading.

Change the date range of the report by selecting the [...] button next to the date to launch the calendar.

Select a **Start** and **End** date, then click **View**. If there are any conflicts, select the date of the conflict and you will be taken to the corresponding driver log to review and correct the issue.

The screenshot shows the 'Conflicts Report' page. At the top left is the 'i>se FLEET SERVICES' logo with 'powered by eFleetSuite' below it. At the top right are 'Help' and 'Sign Out' links. Below the logo is a navigation bar with 'HOME', 'HOS', and 'SETTINGS'. The main content area has a date range selector showing '6/7/2017' to '6/14/2017' with calendar icons. Below this is a purple 'View' button. The title 'Driver Log Conflicts for Doe, John from 6/7/2017 to 6/14/2017' is displayed. A table follows with columns: Driver, Home Terminal, Date, and Conflict. The table contains one row: Doe, John | Coralville Terminal | 6/7/2017 | Missing Location.

Driver	Home Terminal	Date	Conflict
Doe, John	Coralville Terminal	6/7/2017	Missing Location

Once you are on the **Driver Log** page, scroll down into the details and locate the event with the conflict. In the example below, the event has a missing location.

The screenshot shows a single log entry. On the far left is a pencil icon in a red box. The entry details are: ON, 44, Automatic, Active, 8:45 AM, 8:55 AM, Location Pending (highlighted with a red box), 3100B835A7E5A300, N/A, N/A, and Missing Location (highlighted with a red box).

Select the Pencil icon on the left to view the event details. Enter or update any missing or incorrect information, then indicate a **Reason For Change** and click **Save**.

Click **Help** for further assistance if needed.

## Driver Logs

The **Driver Logs** page allows you to view, edit, and certify your logs.

Select **Print** to generate a PDF file of your log for the day currently displayed. Click **Certify** to certify the current log.

If a administrator has proposed an edit in your log, you will see the proposed edit in the Log Events sections of the page.

You can accept or reject the proposed edit by selecting the green thumbs-up or red thumbs-down icon. You can also select [View Proposed](#) (above the graph) to view the grid as it would be if you accepted the proposed edits.

		ON	44	Other User	Inactive - Requested (edit)	8:45 AM	-	Coralville, IA	3100B835A7E5A300	N/A	N/A
[6/9/2017 4:01 PM CDT ISE Admin (iseadmin)] GPS failure											

Any proposed edits, accepted or rejected, to your log can be seen in the event details. If you accept a proposed edit, the original event will be displayed with a status of *Inactive – Changed*. Use the + icon to add annotations to a log event if needed.


				43	Other User	Active	8:35 AM	8:45 AM	Coralville, IA	3100B835A7E5A300	10 mi (16 km)	0 mi E	0 E
[6/7/2017 9:03 AM CDT ISE Admin (iseadmin)] Correction to drivers log [6/7/2017 9:03 AM CDT System] AOBDR applied													
				43	Automatic	Inactive - Changed	8:35 AM	8:45 AM	Location Pending	3100B835A7E5A300	10 mi (16 km)	0 mi E	0 E
[6/7/2017 9:03 AM CDT System] AOBDR applied													

For more information and instruction on how to edit your logs, select [Help](#).

## Print Multiple Logs

The **Print Multiple Logs** page allows you to generate a PDF or CSV file to save, print, or e-mail.

Select the date range you wish to print, then select [Print](#) to generate a PDF file, or [Export](#) to export a CSV spreadsheet.


[Help](#) [Sign Out](#)

### Print Multiple Logs

[HOME](#)
[HOS](#)
[SETTINGS](#)

Dates:  to

[Print](#)
[Export](#)

## Change My Status

Use this page to change your status from *Off Duty* to *On Duty* or from *On Duty* to *Off Duty*.

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Help Sign Out

### Change My Status

HOME HOS SETTINGS

Save Cancel

Status change for John Doe on 6/14/2017 CDT

\* Indicates a required field.

Open Status: ON

Start Time: 6/13/2017 10:23 AM CDT

Change My Status To: \* -- Select Status --

City: \*

State / Province: \* -- Select State / Province --

## Settings

Using the **Settings** menu, navigate to the **User Preferences** page to set your host preferences or change your password.

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Help Sign Out

### User Preferences

HOME HOS SETTINGS

Save Cancel

Maximum rows per page: 100

Time zone for reports: Eastern ☒ Adjust for DST

Name style for reports: Name Only

Units for distance/odometer: Miles

Change My Password...

The following settings are present and can be configured here:

- **Maximum Rows per Page** – This preference limits the number of rows that can be displayed in a table at one time without paging. Choose from *10*, *20*, *50*, or *100*.
- **Time Zone for Reports** – This preference sets the time zone to be used for reports that aren't specifically based on the time zone of your driver log.
- **Name Style for Reports** – This preference determines how your name is displayed in the web application and in printed reports. Choose from the following:
  - *Name Only* – Displays your first and last name.

- *Name with ID* – Displays your first and last name followed by your ID

**Note:** If you choose *Name with ID*, use caution to protect your ID from unauthorized distribution.

- **Units for Distance/Odometer** – This preference sets the units for displaying and entering odometer readings and for displaying distance traveled. Choose either *Miles* or *Kilometers*.
- **Change My Password** – Use this button to change your password. You will need to know your current password to change it. Contact your administrator to have your password reset if you do not know your current password.