FiveCubits
a Command Alkon company

ISE ELD User Guide

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Command Alkon

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Contents

HOW TO LOG IN AND OUT OF ISE FROM YOUR IN CAB DEVICE

LOGGING IN

The screen below will be shown if the vehicle is stopped and no driver is signed in to the logging device.

To log yourself in, tap on the line titled **Enter Driver ID**. Next, use the on-screen keyboard to enter your driver ID and password that were provided by your motor carrier. If no password was provided and you have not previously signed in to the Driver Portal website, leave the **Enter Password** field blank as you will be able to set your password after logging in. Once you have entered the necessary information into the **Driver ID** and **Password** fields, press the Enter key on your keyboard.

The Always Required Steps to Complete Login

Although you will now be logged into the device, there are still a few steps you will go through that are helpful to know about. Below you will find information on these steps and how to complete them.

Preview Availability

Upon signing in, the logging device will request your electronic records of duty status (daily logs) from the web server. When you receive a message that logs are received or up to date, click *OK* to view your last recorded duty status and the current driving time you have left.

Once you have clicked *OK*, the system will try to reach the server for a maximum of 60 seconds. If the server cannot be reached, you will receive an error message and must reestablish communications before signing in. If you have recently signed in to the device, a *Stop* button will appear at the 60 second mark, which will allow you to continue signing in without reaching the server.

You may also see a message that there are proposed edits and/or uncertified logs that need to be reviewed on the eFleetSuite website. If this happens, you will need to sign in the Driver Portal to perform these actions because the actions required are for logs that are older than what can be viewed on this device.

Note: If you have realized that the information you entered is incorrect or you do not have sufficient time available, click *Cancel*. This will return you to the Sign In screen where you can re-enter the correct information or wait until you have hours available to try again.

Set Initial Status

After you have previewed your availability, you will need to set your status. To do this, press *Status* on your screen, and then click the button that best represents your initial duty status (see picture below). If you are the first driver to sign in during your work shift, the device will prompt you to confirm your vehicle ID. You can click the pencil icon to edit the vehicle ID, and then select *OK* once you have confirmed it is correct.
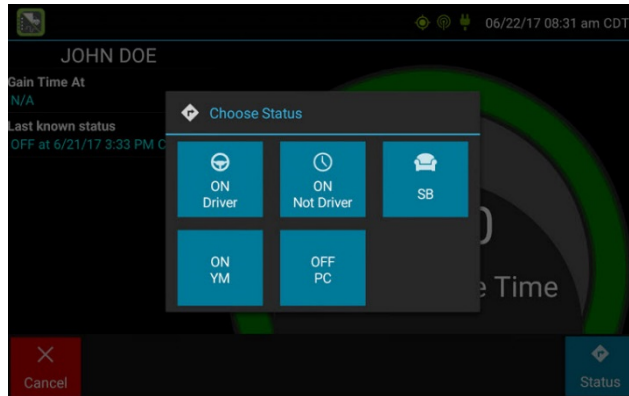
Notes: When you select *ON Driver* as your status, you are indicating that you are on duty and prepared to operate the vehicle; therefore, the device will automatically detect when the vehicle is moving and record the correct duty status for you based on the movement of the vehicle. If you do not have a co-driver, you will still need to click the *ON Driver* button before you operate the vehicle.

The Setting-Dependent Required Steps to Complete Login

The following are items you might be asked to do depending on your settings.

1. You may be prompted to enter in your location if GPS data is not available. Fill out these fields to move on to the next screen.
2. Add or remove resources. Sometimes if you are the first driver on the shift, you may be asked to review the trailer and shipments added by the previous driver as well as remove and/or add new resources. (See below for examples of these screens)
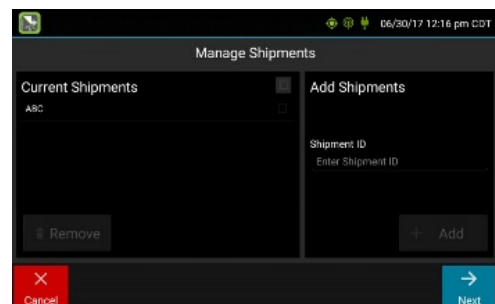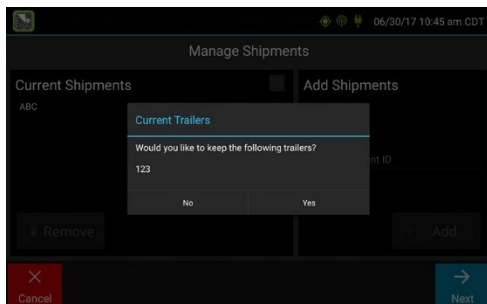
To remove a resource, select the resource and click *Remove*. To add a resource, enter in the ID in the **Shipment ID** field, and then tap the *Add* button. Another way to do this is by going to *Resources* once you are completely logged in. Click *Next* to record the changes.

3. If the DVIR feature is enabled and you are driving the vehicle, you will be prompted to review the most recent driver vehicle inspection report for each resource in the current vehicle combination. If a trailer was removed during sign in, you will be prompted to create a driver vehicle inspection report (DVIR) for each trailer removed.

The Driver Overview screen will show up when all the steps of the login process have been completed.

Important Note: You are responsible for ensuring that all records required to be in your possession are available in electronic and/or paper format and that these records are true and correct. Do not operate the vehicle if you have not checked the accuracy of your logs and/or you cannot provide the appropriate records.

LOGGING OUT

When you are finished with your shift or otherwise done using the vehicle, tap *Status* and then tap *OFF Sign Out*. Do not use the Rest Break feature unless you will be returning to duty in the same vehicle during your shift.

There are to two processes that may be required depending on your settings.

1) If DVIR is enabled, you may be required to conduct a driver vehicle inspection report. See the DVIR section of this document here if this is the case.
2) You may be prompted to review your logs on the device. If this happens, click *Yes* to be taken to the logs that you need to review or *No* to proceed to log out without viewing your logs. Tapping *Back* will bring you back to Driver Overview (not logging you out).

After the sign out process is complete, the logging device will send your records to the web server.

THE HOME SCREEN

The Driver Overview screen is your home screen. It shows the driver's name, current duty status, and the hours and minutes of driving time left. This section will go over what you see on your home screen and some of the most useful processes that you can access. Please note that Options and DVIR will be addressed in their own sections in this document. Though these two sections are a part of the Driver Overview screen, their capabilities are longer than the quick processes addressed in this section.
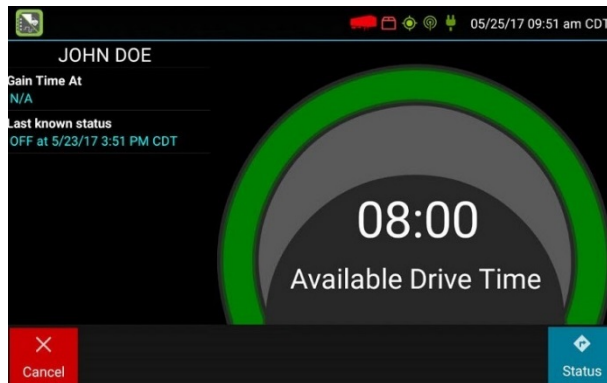
AVAILABLE DRIVE TIME, YOUR STATUS, AND REST BREAK

Available Drive Time

This is the maximum time in hours and minutes that a driver can legally operate the vehicle without resting. The time will be displayed as hh:mm, and a color will also indicate what frame of time you are in. See below for how each color represents a time frame.

8:00	Green – more than 3 hours left
1:01	Yellow – between 1 and 3 hours left
00:00	Red – less than 1 hour left

Note: If you see a N/A as your driving time there is not enough data to calculate the Available Drive Time.

### Changing Your Initial Status

You set your status when you logged in, but you will need to change it if your initial status is altered. To do this from the Driver Overview screen (your home screen after logging in), select *Status* and choose the option that best describes your current activity.

Using the Rest Break Feature

The Rest Break feature is used for recording off duty activity during a work shift. It allows you to remain signed into the application so you won't have to go through the steps of logging out and back in. It's important that you do NOT use this feature if you will be switching trucks or ending your shift. This should only be used if you are getting back in the same vehicle on the same shift.

To begin a rest break, tap the *Rest Break* button in the upper right of the Driver Overview screen. Next, confirm that you would like to take a rest break. This will record your activity as Off Duty but will not sign you out of the application.

To end your rest break, tap the red *Stop Break* button in the upper right. This will display the Status screen where you can set your new status. All statuses except OFF Sign OUT will return you to the Driver Overview screen and cause your Gain Time At and Available Drive Time to be recalculated.
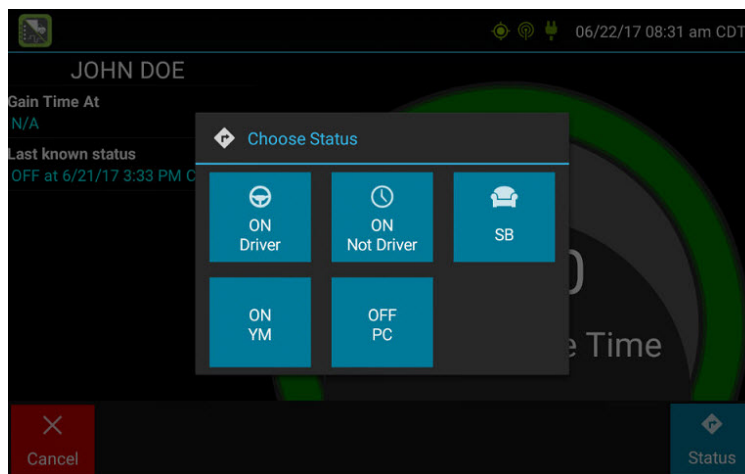
ADDING A CO-DRIVER AND VIEWING A CO-DRIVER'S STATUS

Signing in a Co-Driver

To allow a co-driver to sign in, tap the *+ Driver* button and follow the steps to sign in.

Viewing A Co-Driver's Status Who is Signed In

You will see a list of signed in co-drivers on the left of the screen. Select any one of these to see the Driver Overview screen for that driver. Adding/removing trailers and shipments

Trailers

To add a trailer to the list, tap the *Trailers* button, enter the trailer ID, and the tap *Add* or *Enter*. Doing this will add the trailer as a current resource and record the information on the current day's log for each driver who is signed it.

To remove a trailer, tap on one or more of the checkboxes to the left of the listed trailers. Then, tap *Remove*.

Once you are done with the modifications, select Home to return to the Drive Overview screen.

Shipments

To add a shipment to the list, tap the *Shipments* button and enter the shipping document number (if applicable) or the shipper name and commodity name. Then, tap *Add*. Doing this will add the shipment as a current resource and record the information on the current day's log for each driver who is signed it.

To remove a shipment, highlight it from the list by tapping on it, and then select *Remove*.

Useful Tip: If you are adding multiple shipments that are going to separate destinations, add them one at a time so they are each listed on a separate line. This will make it so you can remove individual shipments as you drop them off, so your shipment list will always accurately represent your current load.

YOUR LOGS

To view the Log page, press the *Logs* button on the Driver Overview screen. This will allow you to view your electronic record of your duty status (your daily log) for each day required to be in your possession. When you press Logs, you will see the graph of duty statuses for the current date. You can tap the *Event/Grid* button to toggle between the grid view and a line-by-line detail view. Tapping the Details button will display the general carrier, driver, and ELD information.

To Certify Your Logs

Selecting the *Certify* button will allow you to certify your log for the day displayed. When you press it, the application will prompt you to certify your log for the date displayed. You will then be asked to enter your password.

If you have been continuously off duty for multiple days, display the log for the last day you were off duty and click the *Certify* button. You will be prompted to certify the range of dates that encompassed the off duty event. This will save you time, so you won't have to certify day by day for consecutive days. (See photo.)
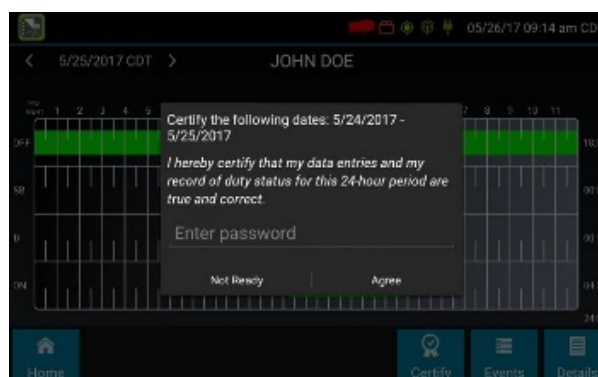
You may be asked to certify your log more than once. This is because you can only certify logs that are complete. Any new change (altering your status, editing or annotating your log, and/or accepting a proposed edit) will require you to recertify your log.

You can also only certify logs for the previous 7 or 14 days (the number depends on your driver type). This means that you must certify older logs through the Driver Portal.

Accept/Edit Your Logs

If a non-driver host user has proposed an edit to your log, you will need to accept or reject the edit either from the Driver Portal or through the Logs page on the device.

To see a proposed edit, navigate to the day of the edit and tap the *Events* button. Scroll through the events until you see the proposed edit in red. Another way to do this is to tap *Review Logs* from the *Options* menu on the Driver Overview screen. Select the proposed edit and tap *Accept* or *Reject*.
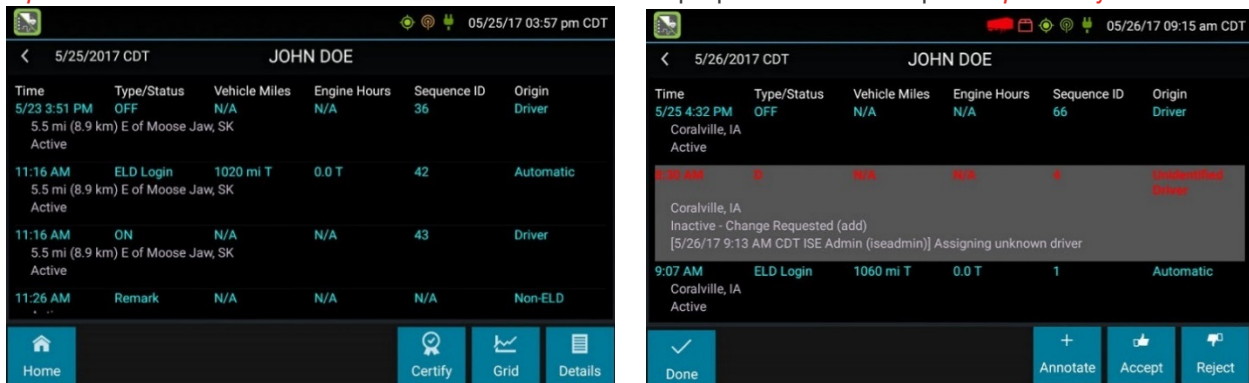
If you reject an edit, the event will display as Inactive-Rejected. Your availability will not be affected and you will not be required to re-certify the log. If you choose to accept the edit, the event becomes active in your log. Your availability will be recalculated accordingly and you will need to re-certify the log.

If the edit is proposed on a day that is further in the past than the 7 or 14 days accessible on the device, you can review the older logs and accept or reject edits through the Driver Portal.

DRIVER VEHICLE INSPECTION REPORT (DVIR)

THE PROCESS

Request DVIR

After choosing the *ON Driver* button or adding a trailer to the vehicle combination, verify the ID of the resource that you are using and then tap *Request DVIR*. The logging device will request the most recent DVIR from the web server. It will then refresh the screen once the report is received. Fill in the empty boxes on the report and tap *Next*.

If you have waited more than 60 seconds for the report, tap *Stop* to continue the inspection process without a response from the web server. If there is a previous un-reviewed report stored on the logging device, it will be presented for you to review. If not, create a new DVIR and perform your own inspection, making sure to list any defects.

Review and Submit

If you do have a previous report to review, use the arrow buttons to scroll through the report and review the information. If there are any listed defects check to make sure they either have been repaired or do not require a repair. When you are done reviewing this information, tap *Next*.

This will bring up the acknowledgement screen. Here, tap *Yes* if you are satisfied with the condition of the vehicle. Otherwise, choose *No*. If there are any unresolved defects listed in the report, you will need to select *Complete* or *Not Needed* for their Repair Status. Tap *Done* to submit the report.

Select Resource

You should see a list of resources that are subject to inspection, select the one that you would like to modify. Once it is highlighted, choose either *No Defects* or *Add Defects*, depending on what you want to do.
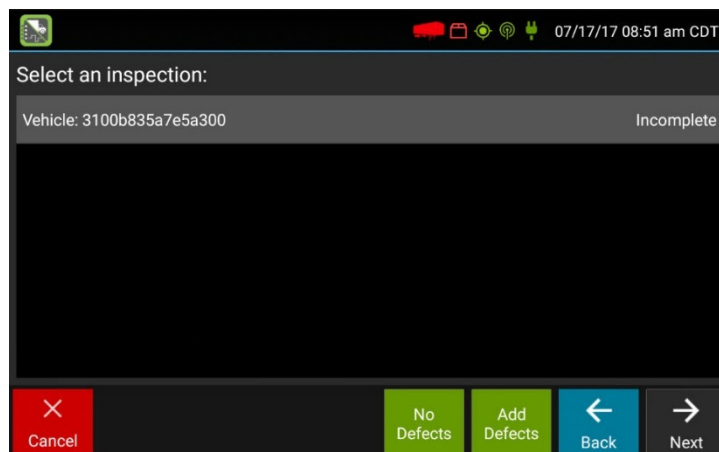
A resource ID shown in blue with a message of No Defects or Defects Added on the right indicates either that you have completed a DVIR for that resource during the current inspection process or that an unrepaired defect has been carried over from a previous report. You must complete a DVIR for all resources in the list to move to the next screen.

Select Part & Defect

When you click *Add Defects* or *Edit Defects* a list of parts will be shown for the selected resource. To record a defect, tap the resource to highlight it and select one or more defects from the list that will appear to the right. There will also be the option to select Other; selecting this will allow you to type in your own description.

Once you have recorded the defects for each part, tap Done to return to the Select Resource screen. After double-checking each resource, you either press Finish (for no defects) or Next (if there are defects) to take you to the Review & Submit screen.

Carry Over Defects

In some cases, the previous DVIR for an asset may include a defect that was certified as Repairs Not Necessary. This suggests that the defect or deficiency may still exist, but that repair is not required for the vehicle to be operated safely.

The logging device will "carry over" such defects to the next driver vehicle inspection report. You will be notified when beginning a new inspection report if the previous report has such defects. You may add to or edit these defects as needed before submitting your new inspection report.
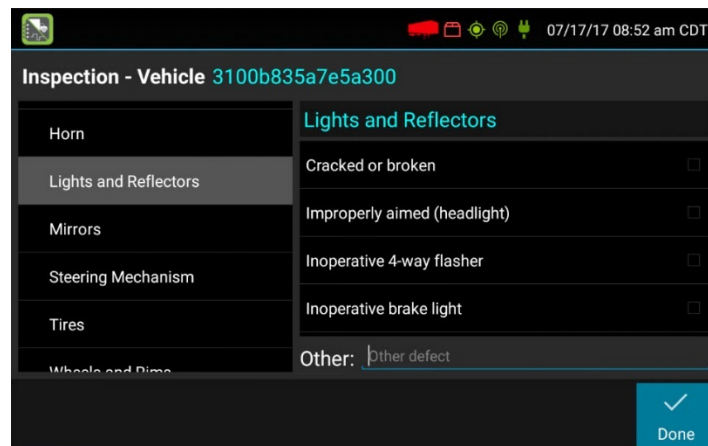
VIEW DVIR

Starting from the Driver Overview screen for any driver, tap *DVIR* to see the most recent DVIR (typically for the vehicle). To navigate between different resources, click on the various tabs on the top left of the screen.

If you want to create a new DVIR, tap the *+ Add DVIR* button. You will have the option to toggle between the Certified and Opened DVIRs; you will also be able to edit or add to the Opened DVIR with the *Edit DVIR* button.

‖ OPTIONS

Below you can see the options you should have under the *Options* menu.
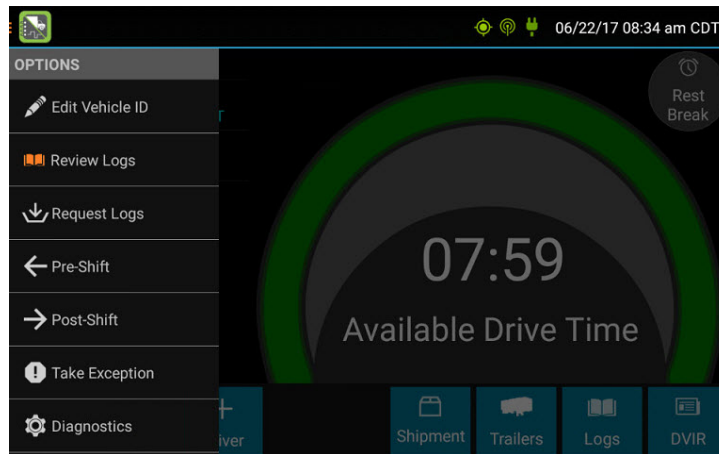
Edit Vehicle ID

This option allows you to update the vehicle ID if the device was provisioned incorrectly or if the vehicle ID has changed.

Request Logs

This will allow you to synchronize electronic records with the web server at any point during your trip. This can be useful if you need to download any of the following: amendments to your logs for previous or current days, notes for a DVIR after it has been reviewed, or inspection checklists and other configuration settings that have changed since you have signed in.

If the logging device cannot open a connection to the web server, this function will be disabled.

Depending on your wireless network, using this too often can lead to overages on your carrier's data plan. Use it only as necessary to avoid these data charges.

Pre-Shift

This will allow you to record On Duty Not Driving time worked prior to your sign in. Simply select the date and time that the pre-shift activity started and verify the total time to be added. You will be prompted for a reason for the change; add your reason as your comment. Your Available Drive Time will be recalculated accordingly.

Note: This option will be available for 48 hours after the sign in process is complete if the driver's previous status was Off Duty.

Post-Shift

This will allow you to record On Duty Not Driving time worked just after the driver last signed out. Select the date and time that the post-activity ended and verify the total time added. Add your reason for the change when prompted, and your Available Drive Time will be calculated accordingly.

Note: Like Pre-Shift, this option will be available for 48 hours after the sign in process is complete if the driver's previous status was Off Duty.

Take Exception

This will let you use a temporary exception from hours of service regulations. When you take an exception, your Available Drive Time will be recalculated accordingly based on the type of exception you claimed.

Invalidate Exception

Choosing this will allow you to invalidate a previously-taken exception.

Diagnostics

This option allows you to view identification information about the device, as well as a general system health check. Tap and hold on *System Check* to view system details.

Unidentified Driver

This will allow you to add driving events to your log that were recorded while no driver was signed into the device. This type of event is recorded any time the vehicle is moved without a driver signed in or a driver is signed in but not in the ON Driver, YM, or PC status. (Unidentified driver events can be avoided if you properly sign in to the device before operating the vehicle.)

Tapping this option will bring you to log date with unidentified driver events. Review the event details and tap the event and then select *Accept* or *Reject* to either add it to your log or discard it. Rejecting the event will remove it from your device, but other drivers can still view, accept, or assign the event.

Available Drive Time will be recalculated based on the event and if you chose *Accept*. If you accidentally reject the event, you need to contact your carrier because rejecting it automatically removes it from your device. If you accept an event on accident, you can still reassign it provided the driver you're assigning it to enters their password approving it.

Note: The system automatically places you in an ON Not Driver status following the unidentified driver event, and both the unidentified driver and following On Duty event will appear on your log with an Origin of Unidentified Driver.

Roadside Inspection

This option allows an enforcement official to review your logs and you to send your logs via email or web service on the request of an enforcement official. For more information see the section What to Do if Pulled Over by Law Enforcement.

OPTIONS THAT MAY ALSO BE VISIBLE

Review Logs

This will be visible if you have uncertified logs or if a non-driver host user has proposed an edit that requires your attention. Tapping this will take you to the log that requires review. From there, follow the steps for accepting or rejecting the proposed edit.

Missing Data

This will only be visible if required information was not available when the duty status change was recorded. If it is available, you can fill in information for duty statuses that took place in the past.

WHAT TO DO IF PULLED OVER BY LAW ENFORCEMENT

The following sections outline how to access certain pieces of information you be asked to provide. Some of these have been addressed in previous sections, but they will also be addressed here for your convenience.

Go to *Options* and then tap *Roadside Inspection*. The log grid starting with the current day should pop up, and you can tap the *Event/Grid* button to toggle between grid view and line-by-line detail view. Swipe the screen side to side to navigate the log's history.

The *Details* button displays the general carrier, driver, and ELD information.

The *DVIR* button will display the most recently approved DVIR and the open DVIR (if there is one open).

The *Transmit ELD Data File* button will send the logs via email or web service.