



FLEET COMPLETE
HOURS OF SERVICE

ANDROID

USER GUIDE V FEBRUARY 2017



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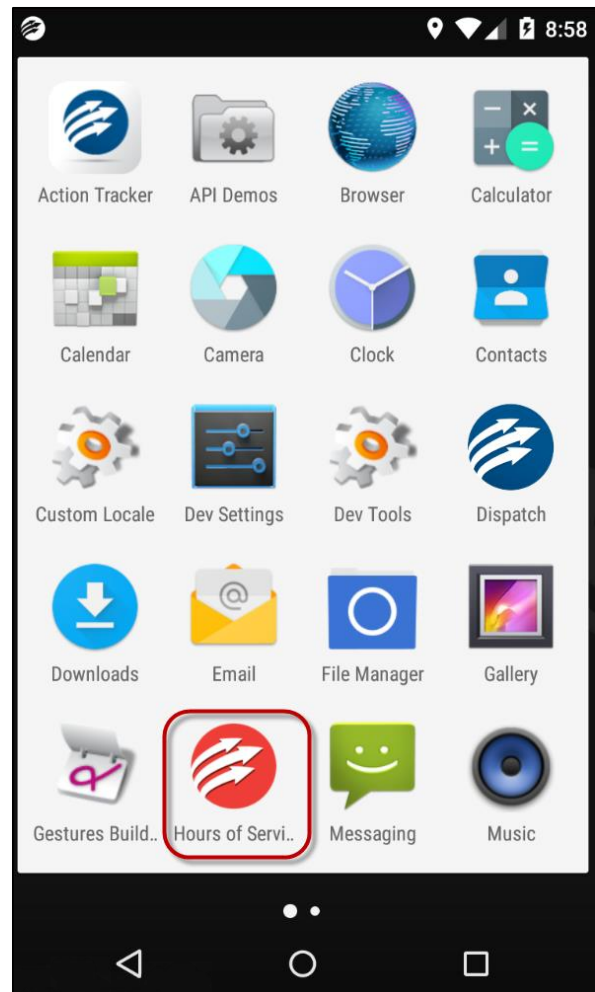
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DOWNLOADING THE APPLICATION

1. Login to Google Account.
2. Go to Play Store
3. Search for “Fleet Complete HOS”.
4. Select the **INSTALL** button.
 - Once downloaded, it will appear on the mobile device’s screen as shown.

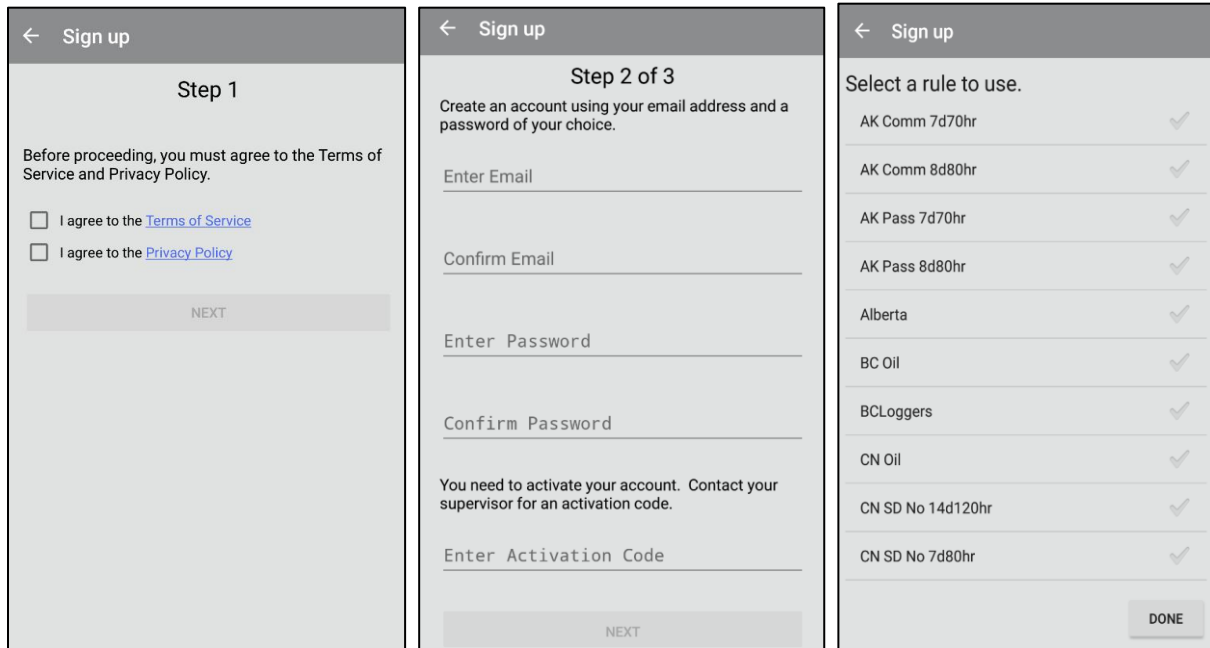


ACCESSING THE APPLICATION

After downloading the application to the mobile device, the driver can start the application by selecting

the Hours of Service icon, 

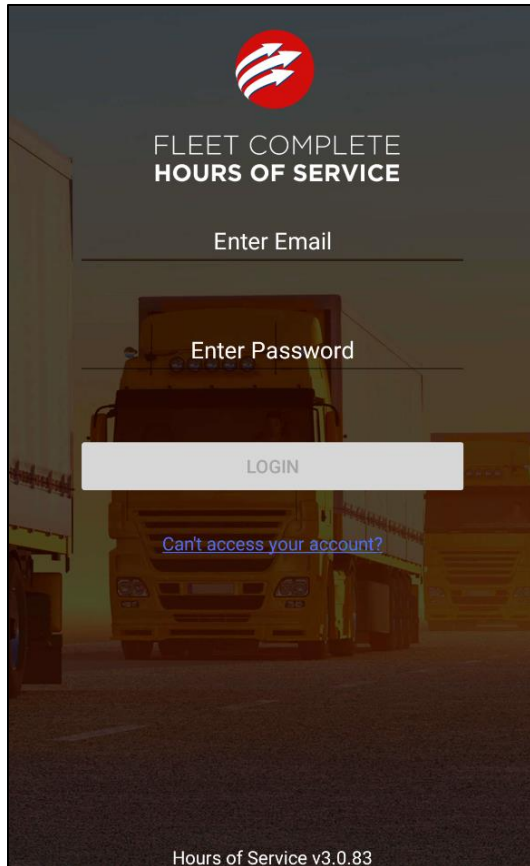
SIGNING UP



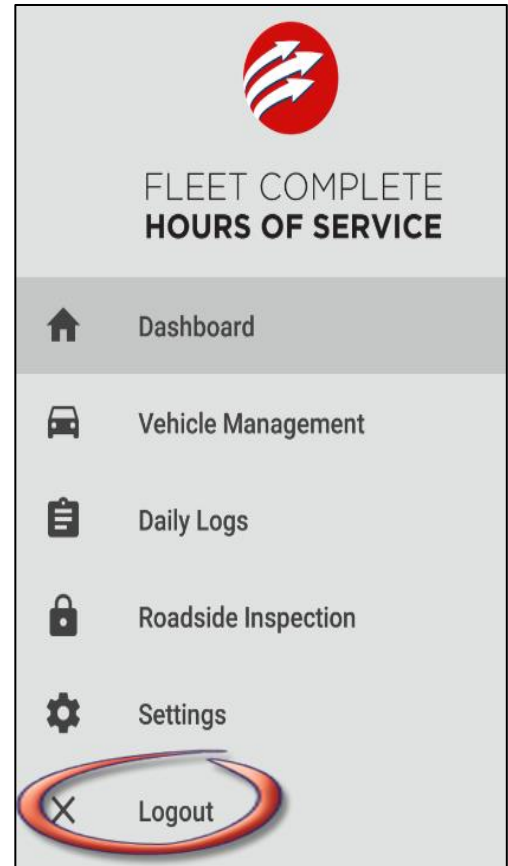
The screenshots show the following steps:

- Step 1:** "Sign up" screen with a back arrow. Text: "Step 1". "Before proceeding, you must agree to the Terms of Service and Privacy Policy." Two checkboxes: "I agree to the [Terms of Service](#)" and "I agree to the [Privacy Policy](#)". A "NEXT" button is at the bottom.
- Step 2 of 3:** "Sign up" screen with a back arrow. Text: "Step 2 of 3". "Create an account using your email address and a password of your choice." Fields: "Enter Email", "Confirm Email", "Enter Password", "Confirm Password". Text: "You need to activate your account. Contact your supervisor for an activation code." Field: "Enter Activation Code". A "NEXT" button is at the bottom.
- Step 3:** "Sign up" screen with a back arrow. Text: "Select a rule to use." List of rules with checkmarks: "AK Comm 7d70hr", "AK Comm 8d80hr", "AK Pass 7d70hr", "AK Pass 8d80hr", "Alberta", "BC Oil", "BCLoggers", "CN Oil", "CN SD No 14d120hr", "CN SD No 7d80hr". A "DONE" button is at the bottom right.

1. Open up the HOS application
2. Select **SIGN UP**
3. Accept the **Terms of Service and Privacy Policy**
4. Select **NEXT**
5. Fill in all the fields
 - To obtain an activation code, please reach out to your immediate supervisor.
6. Select **NEXT**
7. A Congratulation message appears. Select **OK**
8. Choose the HOS rule that the driver will operate under. Select **DONE**
9. The driver will be logged in.

LOGGING IN

1. Select **LOGIN**
2. Type the email address
3. Type the password
4. Select **LOGIN** to access the application.

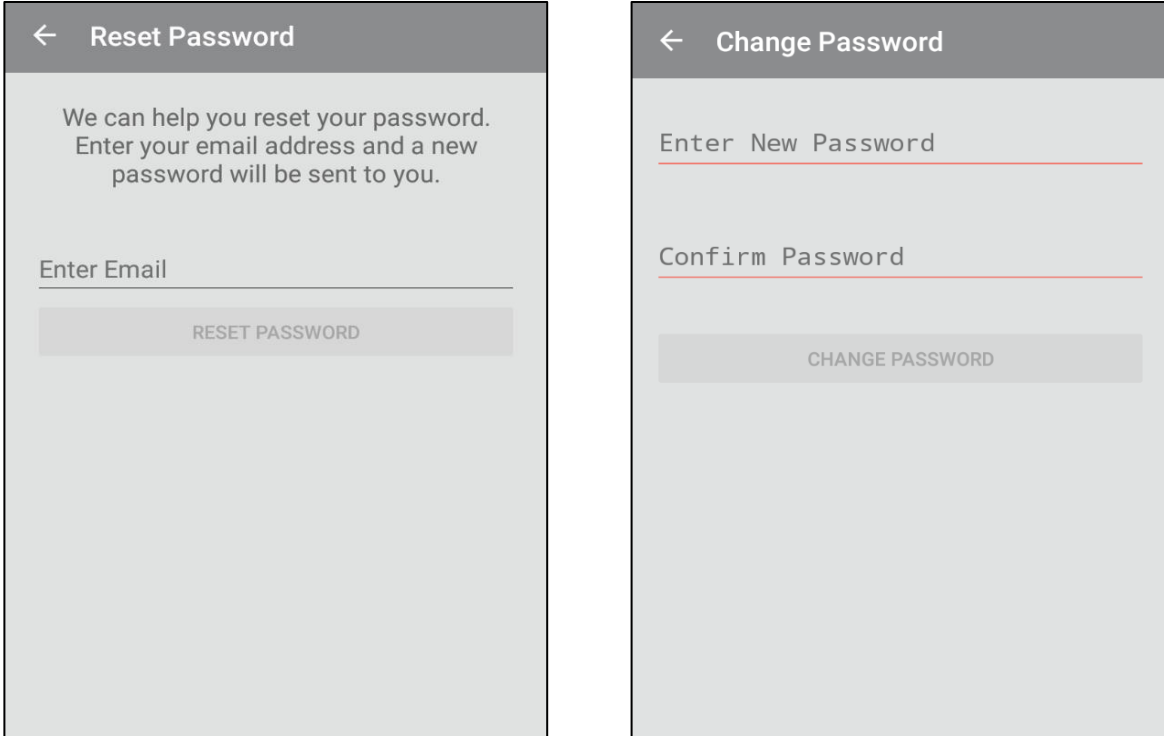
LOGGING OUT

At the end of the cycle, the driver needs to:

1. Change the current duty status to **Off Duty**
 - Refer to [Change the duty status](#) for more information.
2. Select the **Menu**
3. Select **LOGOUT**. If you are still On Duty, a confirmation message is displayed. Select **LOGOUT** to proceed.

RESETTING THE PASSWORD

To reset the password, select the link, “Can’t access your account” from the login screen.

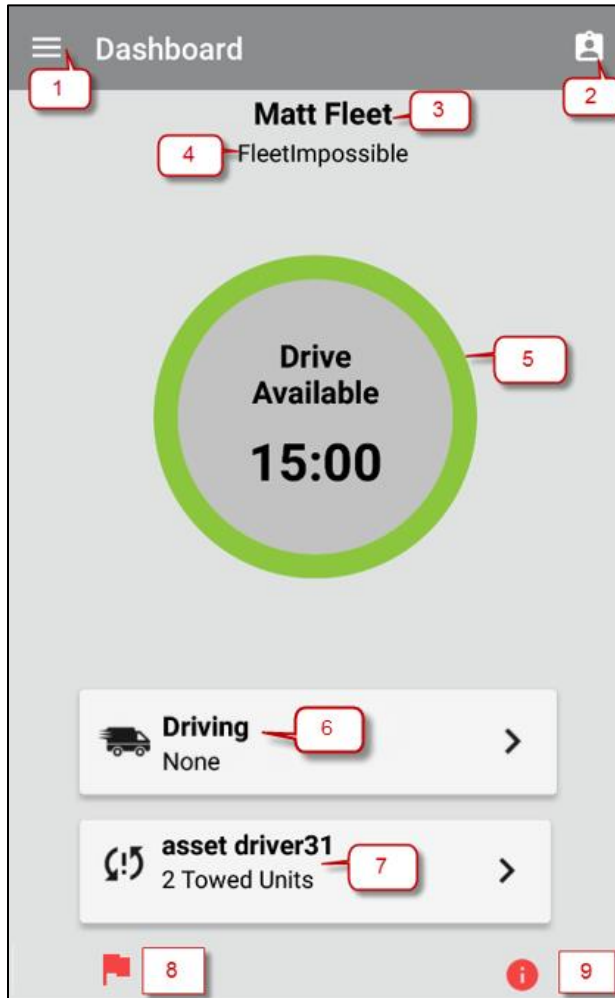


The image displays two screenshots of the FleetComplete mobile application interface. The first screenshot, titled "Reset Password", shows a back arrow in the top left corner, a title bar, and a message: "We can help you reset your password. Enter your email address and a new password will be sent to you." Below the message is an input field labeled "Enter Email" and a button labeled "RESET PASSWORD". The second screenshot, titled "Change Password", shows a back arrow in the top left corner, a title bar, and two input fields: "Enter New Password" and "Confirm Password". Below these fields is a button labeled "CHANGE PASSWORD".

1. Type the email address
2. Select **RESET PASSWORD**
3. A confirmation message is displayed to let the driver know that an email has been sent that includes the temporary password. Select **OK** to close the message.
4. Login to the application using the temporary password.
5. A confirmation message will display to proceed to changing the password. Select **CONTINUE**.
6. Type the new password.
7. Select **CHANGE PASSWORD**
8. A confirmation message is displayed to indicate that the password has been changed successfully.

NAVIGATING THE HOS DASHBOARD

The HOS Dashboard screen is the home screen for the driver. This screen provides the driver with information related to their current duty shift. The dashboard is composed of the following:



1. MENU
2. DRIVER DETAIL
3. DRIVER NAME
4. CARRIER NAME
5. DRIVE AVAILABLE
6. DUTY STATUS AND SUB CODE
7. POWER AND TOWED UNITS
8. PENDING VIOLATIONS
9. UNRESOLVED LOCATIONS

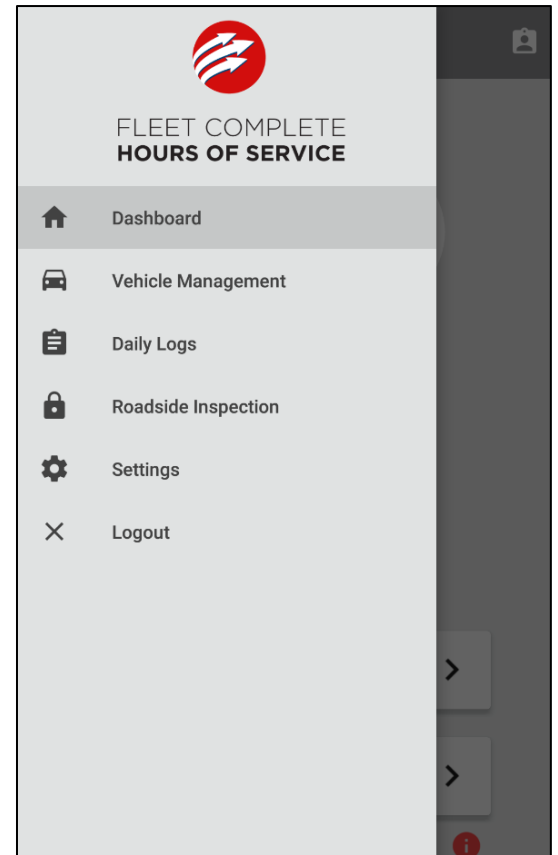
NOTE:

- The bottom two icons (*Pending Violations*, & *Unresolved Location*) will only show up if they are triggered. Otherwise, the icons are not displayed
- The Warning and Alert banner may appear on the dashboard if they are triggered. For more information, see [Appendix C](#).

MENU

The Navigation is broken down into the following options:


Options	Description
DASHBOARD	A graphical overview for the driver to view the remaining drive time, the duty status, the Power and Towed Units and any warnings NOTE: <i>A vehicle can only be assigned one Power Unit but may be assigned to multiple Towed Units.</i>
VEHICLE MANAGEMENT	Allows the driver to pair their mobile device to a Power Unit via Bluetooth, or manually select a Power Unit from a pre-defined list
DAILY LOGS	List of daily logs sorted by the date they were created. The drivers have access to six months worth of data. Drivers can also submit edit log requests
ROADSIDE INSPECTION	The view that the driver will switch to when stopped by a Roadside Inspector
SETTINGS	Administrative setup such as the rule chosen, driver profile information, and password change.
LOGOUT	To exit the application

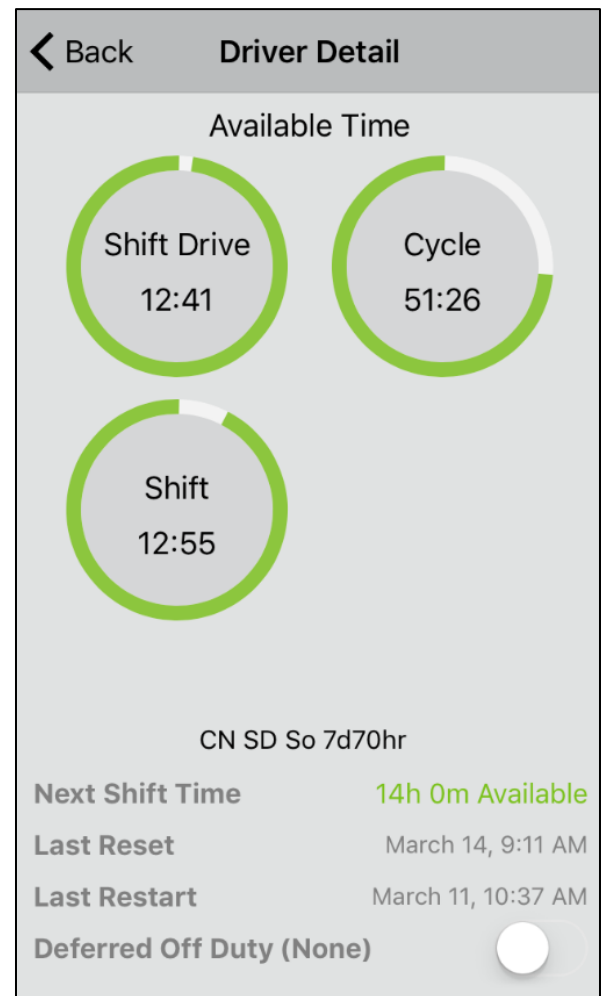


DRIVER DETAIL

From the **Driver Detail** screen, the driver is able to view the following information:

NOTE: *The information displayed on this page is related to the current HOS rule that the driver has selected.*

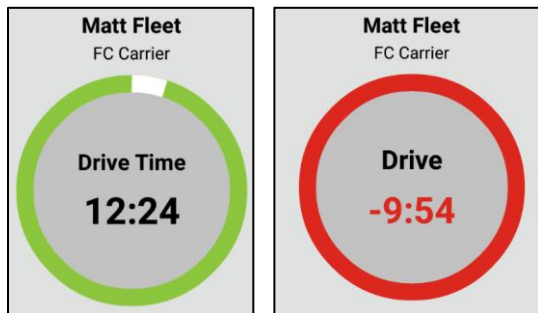
Items	Description
SHIFT DRIVE	Remaining drive time for current 24 hour period
CYCLE	Remaining On Duty cycle time based on chosen rule for the 7 or 14 day cycle if operating in Canada; 7 or 8 day cycle in the U.S.
SHIFT	Remaining On Duty time for current shift
MANDATORY BREAK	Time until next mandatory break <i>*** Only visible for US Commodity Rules, US Oil and Alaska Commodity Rules ***</i> <div data-bbox="409 1024 735 1360" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
NEXT SHIFT TIME	Time remaining until next shift
LAST RESET	The date and time of the last reset in relation to the cycle.
LAST RESTART	The date and time of the last restart in relation to the cycle.
DEFERRED OFF DUTY	Allows the driver to carry forward the Off Duty hours into the next day. Thus, it would give the driver more time off duty the following day. (applies to Canadian Rules for those driving south of the 60 th parallel)



DRIVE TIME

The **Drive Time** represents the amount of time remaining on the driver's current shift depending on the rule selected.

Some information about the progress bar:



- The progress bar will start elapsing once the status has been switched to **Driving** or **On Duty(Not Driving)**
- To show the severity of the amount of time remaining, the colors will change after time has elapsed
 - When the **Driving** or **On Duty (Not Driving)** time reaches **30% or less**, the dial will turn **Yellow**
 - When the **Driving** or **On Duty (Not Driving)** time is **less than 15% or beyond the maximum allocated time**, the dial will turn **Red**.
- The timer will keep counting down until the driver manually changes their status to a different status other than **Driving** or **On Duty (Not Driving)**

DUTY STATUS








Once the driver is logged in the application, they can change their duty status.

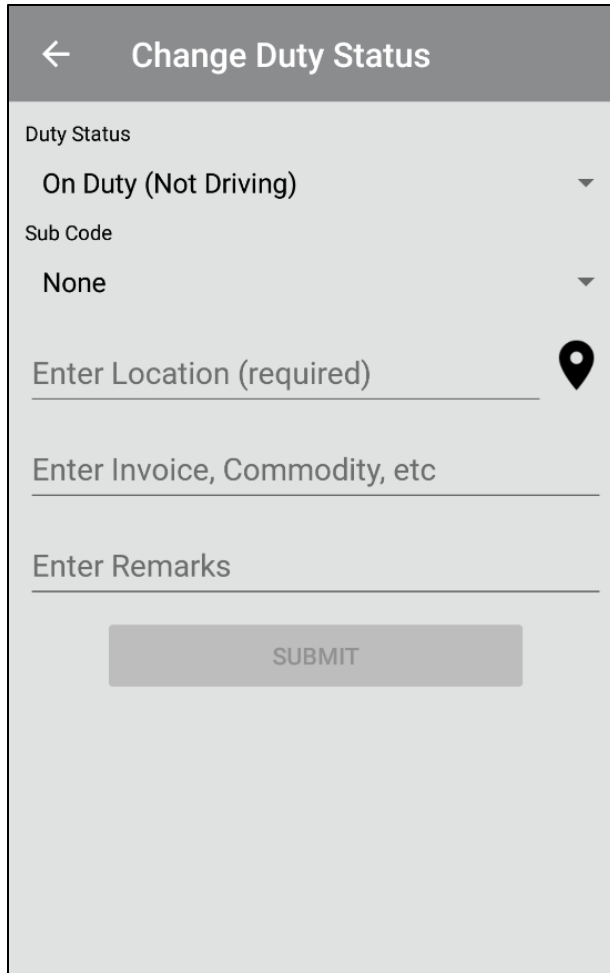
Important!

- **Change status to Driving**
 - When the vehicle starts moving and reaches approximately **5 miles per hour** or **8 kilometers per hour**, the driver's current duty status will automatically change to **Driving** if the mobile device is paired and in communication with a Power Unit or if the Power Unit is manually connected
- **Change Status from Driving to On Duty(Not Driving)**
 - When the vehicle stops, the driver's current duty status automatically changes to **On Duty(Not Driving)** from **Driving** under the following conditions:

- Once the application senses that the vehicle has stopped, the system will start a 5 minute timer
- If no movement is detected, a popup screen appears giving the driver a one minute warning to confirm that the vehicle is still in motion
- If the timer reaches zero and the driver did not cancel the automatic change, the system will make the change the duty status to **On Duty (Not Driving) EFFECTIVE** when the 5 minute timer started
- No drive time is lost and the driver has control over whether this automatic duty status change will occur
- This feature is useful especially when the driver is in congested traffic and cannot move the truck for a prolonged period of time (> 5 mins) but the driver does not want the system to change from **Driving** to **On Duty (Not Driving)**. Refer to [Settings](#) for more information on how to make changes to this function.

The following are the five different duty statuses that the driver can switch to:

	<p>On Duty</p> <p>The driver is not operating the vehicle but is still working.</p> <p><i>NOTE: If the driver is operating under a US rule, the status will show as ON DUTY (NOT DRIVING); under a Canadian rule, the status will show up as ON DUTY.</i></p>
	<p>Driving</p> <p>The driver is operating the vehicle.</p>
	<p>Sleeper Berth</p> <p>The driver is resting/ sleeping in the vehicle.</p>
	<p>Off Duty</p> <p>The driver is no longer working or driving.</p>
	<p>Off Duty Well Site</p> <p>This status is only available if the driver is working in the Oil field industry or while waiting at terminal to board the ferry.</p>





To change the duty status:

1. From the **Dashboard** screen, select the current **Duty Status**
2. From the **Change Duty Status** screen, the driver can change and/or enter the following information:
 - a. **Duty Status**
 - b. **Sub Code**
 - Compliments the Duty Status by providing additional details. For **example**: A driver who just

started his shift may select the sub code, **Start of Shift**

c. [**Mandatory**]Location

- It is pre-populated only if the geo-coding service is available. Otherwise, the driver will need to enter the location manually.

Icon	Definition
	The system is trying to find the current location of the driver
	The system stopped looking for the current location of the driver. If you click on the icon, the system will start the search again.

d. **Odometer**

- This field is mandatory only when the driver is switching to or from Driving and Personal Use in Canada **OR** Driving and Personal Conveyance in the US.

e. **Invoice or Commodity number**

- When you click this field, you will have two options appear at the top of the screen: **Unladen** and **Default Commodity** (which is set by the supervisor). Clicking on any one of the options will populate the field with your selection.

f. **Remarks**

3. Select **SUBMIT** to record the changes and return back to the **Dashboard** screen.





POWER AND TOWED UNITS

What is the difference between a Power Unit and a Towed Unit?

A Power Unit refers to the vehicle that the operator will be pulling (i.e. My Truck as shown) whereas a Towed Unit is the additional equipment the driver will need to make the delivery; for example, a

The name of the connected Power Unit is displayed in the **Power and Towed Units** field. The field will display **None**, if it is not connected to any Power Unit. Along with the name, the number of Towed Units is displayed.

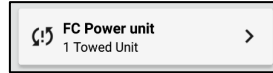
The following icons (displayed next to the current vehicle name) indicate the connectivity state between the mobile device and the vehicle:

State	Description
 Unassigned	The application is not connected to any particular Power Unit (vehicle) at the moment. For example: This icon will be displayed if the driver is connecting to the mobile device for the first time, and there is no vehicle connected yet.
 Assigned	The application is connected to the Power Unit but no data is being received from the Power Unit. For example: This icon will display if the driver loses connectivity after a successful connection.
 Connected	The application is connected to the Power Unit and data is being received from the Power Unit. For example: This icon will be displayed if the Power Unit is connected to the mobile device and the connections has not been lost.
 ECM Connected	The application is connected to the Power Unit, receiving data from the Power Unit and the application has an ECM connection to the Power Unit. Note: ECM connection means that the Power Unit is able to communicate directly with the engine and is providing values such as odometer and speed readings.

Viewing the Vehicle information

There are two ways to access the vehicle information:

- From the **Dashboard** screen, select
- Go to **Menu > Vehicle Management**.



The driver is presented with a list of Power and Towed Units that are available. If the driver is using the application for the first time, the driver will have to either manually assign the Power Unit or use the **Scan Mode**. By default, the application automatically searches for Power Units in range.

In the following section, the driver will learn how to:

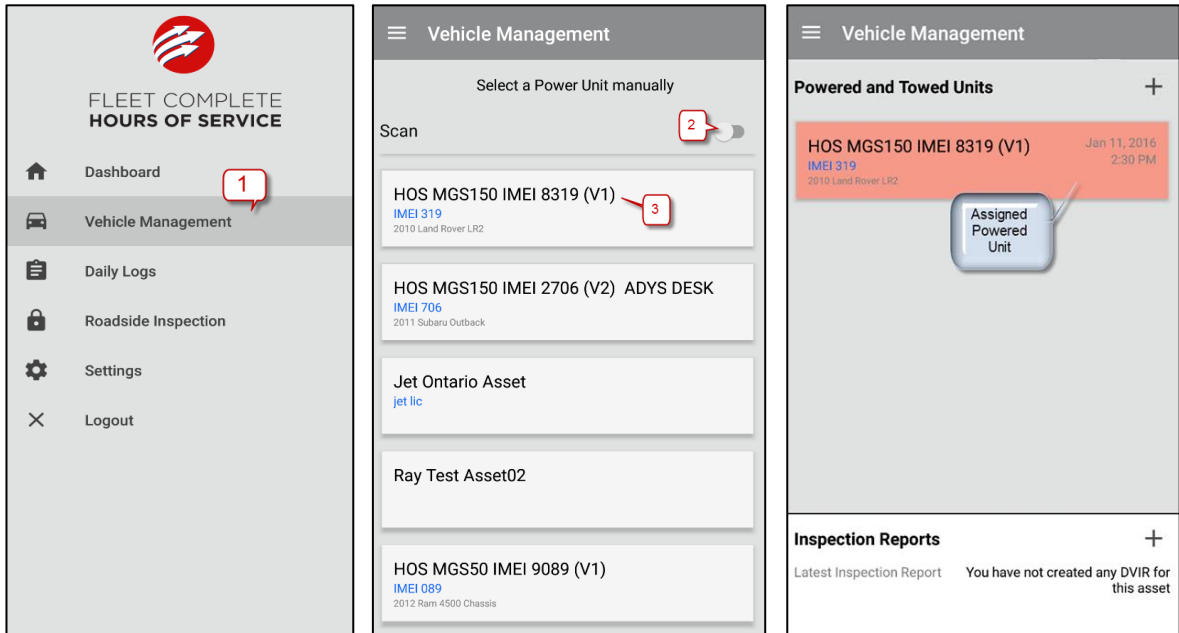
- Manually assign a Power Unit and a Towed Unit
- Use **Scan Mode** to add a Power Unit
- Un-assign a Power Unit and a Towed Unit
- Fill out a Driver Vehicle Inspection Report (DVIR)

ADDITIONAL INFORMATION:

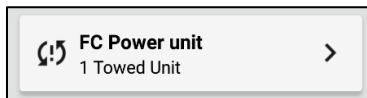
What is a **Driver Vehicle Inspection Report (DVIR)**?

A DVIR is a report that the driver fills out daily at the beginning and end of a trip to ensure that the vehicle's mechanical condition complies with equipment regulation standards.

Assigning a Power Unit Manually



1. From the **Dashboard** screen, select



Or

Go to **Menu > Vehicle Management**

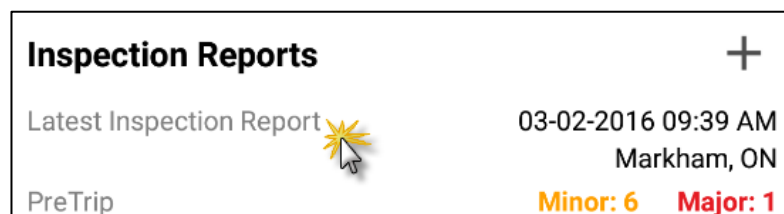
2. Turn off the **SCAN MODE** by sliding the bar to the left

NOTE: The button will change from blue to gray.

3. Select a Power Unit from the list. The Power Unit is assigned.

NOTE:

- The information is updated on the **Vehicle Management** screen
- The **Latest Inspection Report** of the selected Power Unit displays at the bottom of the screen



- To view the details of the report, select **Latest Inspection Report**

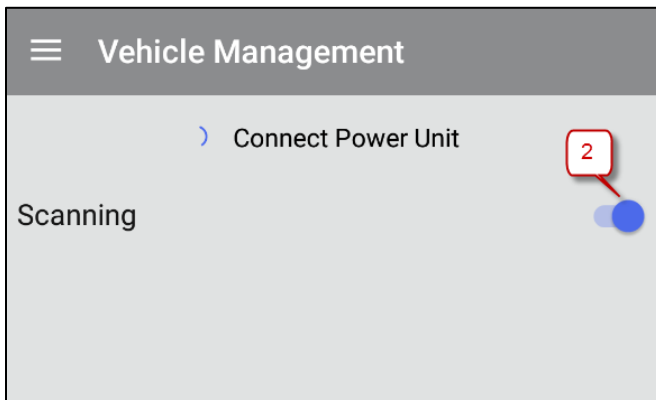
Assigning a Power Unit using Scan Mode

When using the Scan Mode to connect to a new Power Unit, the driver will need to pair the mobile device via Bluetooth or Bluetooth Low Energy (BLE)

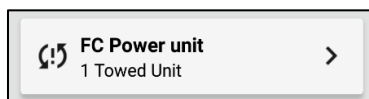
NOTE:

- When the driver is connecting to a Power Unit for the first time, the driver will need to either connect using Bluetooth or Bluetooth Low Energy (BLE)
- If the driver uses the same vehicle, the driver will not need to do the set up for Bluetooth again
- If the driver decides to remove the network, the driver will have to go through the process of setting up Bluetooth.

To connect to a Power Unit that supports Bluetooth for the first time:



1. From the **Dashboard** screen, select

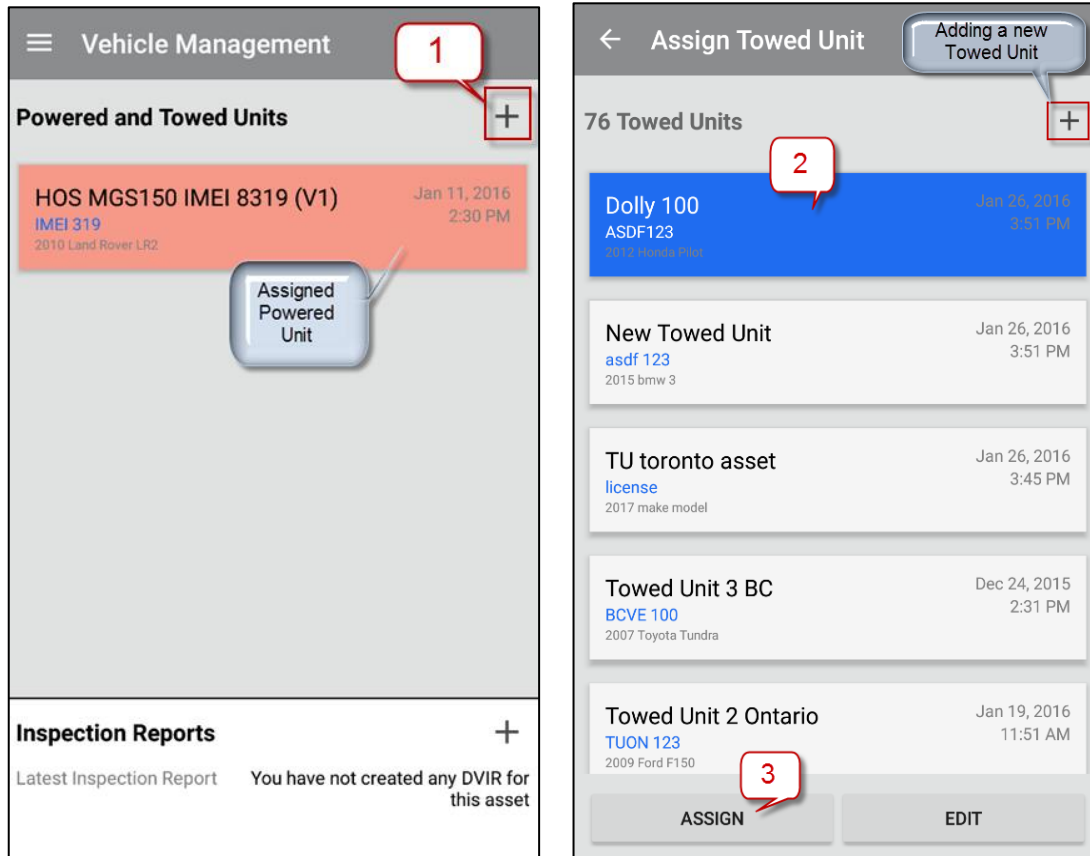


Or

Go to **Menu > Vehicle Management**

2. By default, the **SCAN MODE** will be on
NOTE: If **SCAN MODE** is not on, slide the bar to the right.
3. The list of available Power Units are displayed
 - The Power Units are labelled with the type of connection supported.
4. Select the desired Power Unit
5. A message appears asking the driver to pair the mobile device
6. Type the PIN code
 - For MGS 150 devices, the code is **0000**
 - For MGS 700 devices, the code is **1234**
 - Once the mobile device is paired, the Power Unit is assigned.

Assigning a Towed Unit



1. From the **Vehicle Management** screen, select the plus (+) sign
2. From the **Assign Towed Unit** screen, select the name of the Towed Unit to add

Or

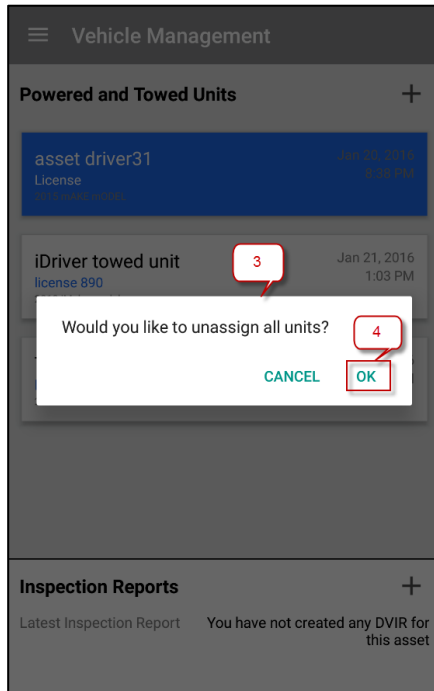
Create a new Towed Unit by selecting the plus sign (+) and filling out the required information.

Once the driver has selected the Towed Unit, the driver will get two options:

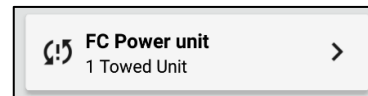
- **ASSIGN** – links the unit to the Power Unit
 - **EDIT** – allows the driver to edit the unit's details such as the description, license plate, type, make, model, manufacturing year, state/province, VIN and distance measurement units.
3. Select **ASSIGN** to add the Towed Unit
 - The information is updated on the **Vehicle Management** screen.

Un-assigning a Power Unit

NOTE: If the driver un-assigns a Power Unit, the application will automatically remove the Towed Unit(s). However if the driver un-assigns a Towed Unit, the Power Unit will not be unassigned.



1. From the **Dashboard** screen, select

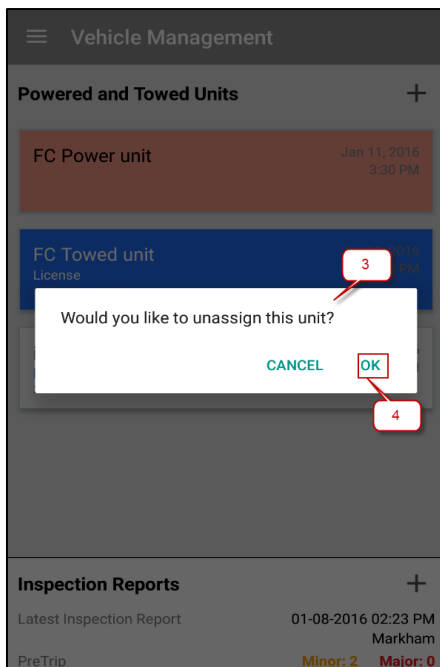


Or

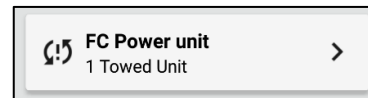
Go to **Menu > Vehicle Management**

2. Select the Power Unit
3. A pop-up window displays
4. Select **OK** to un-assign all units (both Power and Towed Units if any).
 - The **Vehicle Management** screen is updated.

Un-assigning a Towed Unit



1. From the **Dashboard** screen, select

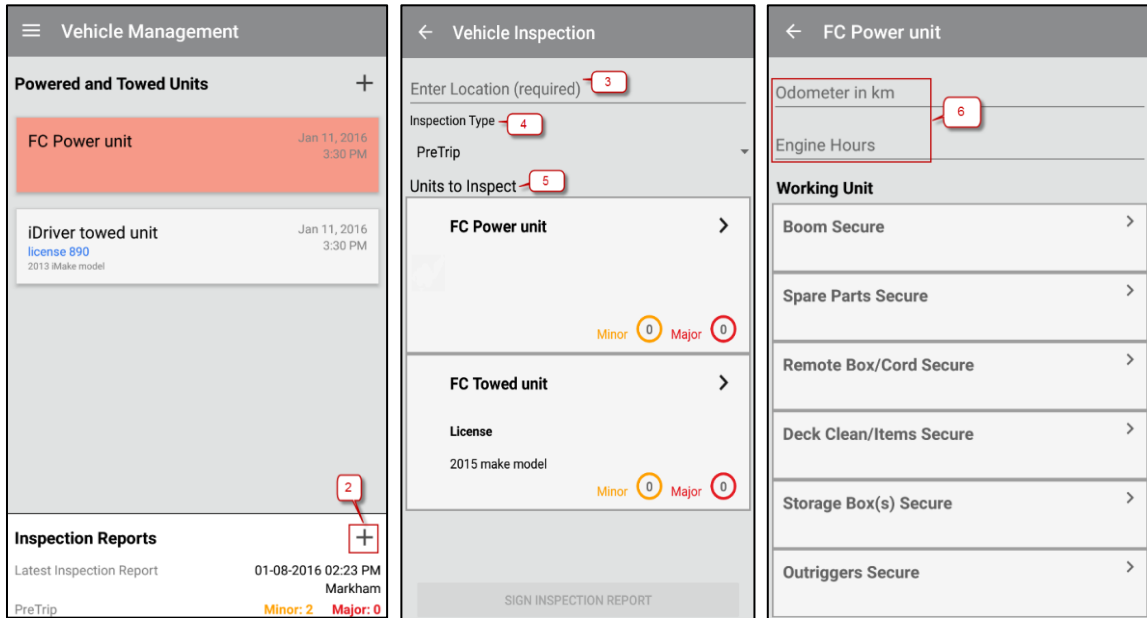


Or

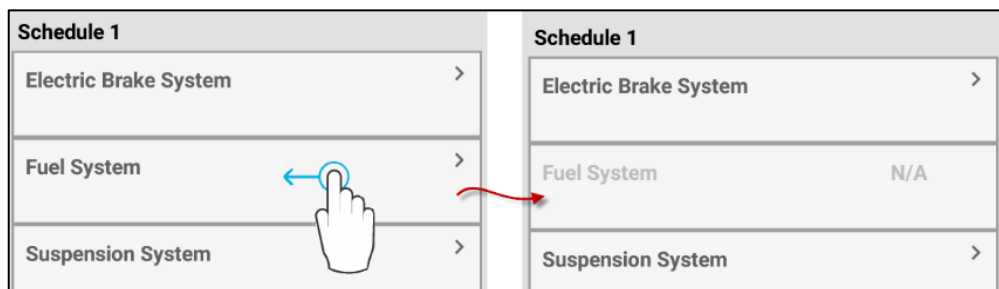
Go to **Menu > Vehicle Management**

2. Select the Towed Unit
3. A pop-up window displays
4. Select **OK** to un-assign the Towed Unit.
 - The **Vehicle Management** screen is updated.

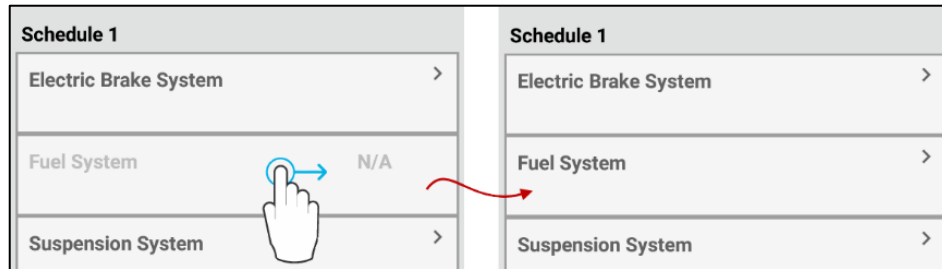
Filling out a Driver Vehicle Inspection Report (DVIR)



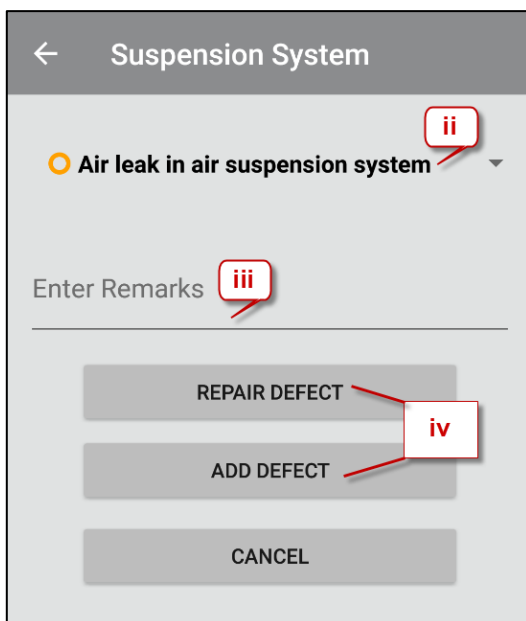
1. Go to **Menu > Vehicle Management**
2. Select the plus (+) sign icon for the **Latest Inspection Report**
3. [**Mandatory**]Type the **Location**
4. Select the **Inspection Type**
5. Select the Unit to inspect
6. Type the odometer and the engine hours
7. A list of items for inspection shows up in different categories
 - If there are any items on the list that are not applicable, swipe the item to the left. The item will display **N/A** and grayed out.



- If, by mistake, an item has been selected as **N/A**, swipe the item to the right to remove **N/A**.

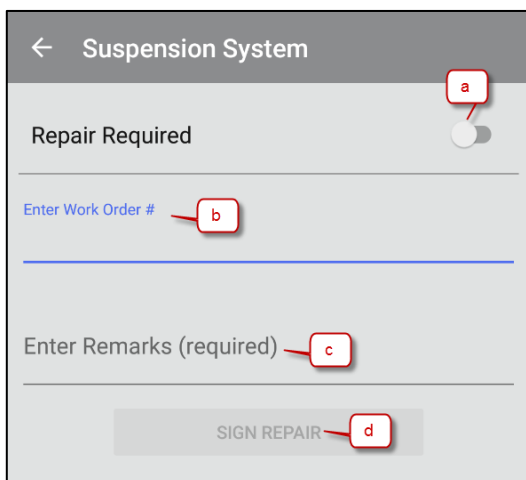


For example: If the driver finds a defect with the Suspension System, the driver will:

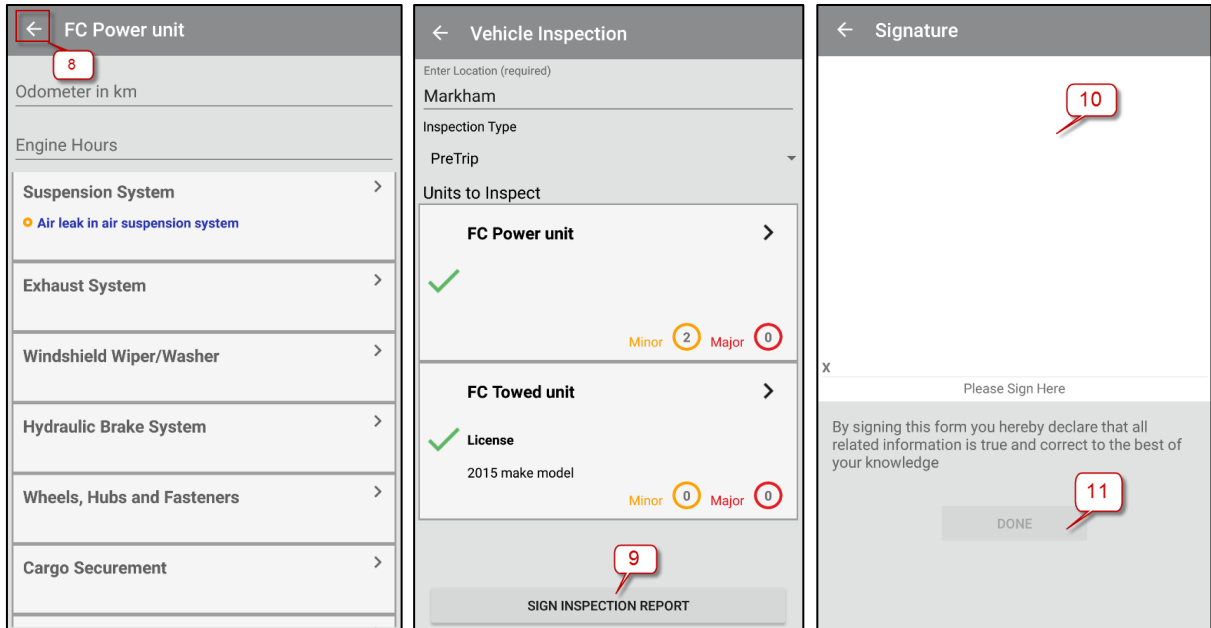


- i. Select **Suspension System**
- ii. Choose the defect from a drop-down list
- iii. Type the remarks if any
- iv. Select **ADD DEFECT** to record the defect
OR
Select **REPAIR DEFECT** to process the repair.

Once the driver selects **REPAIR DEFECT**, the driver will see the repair screen:




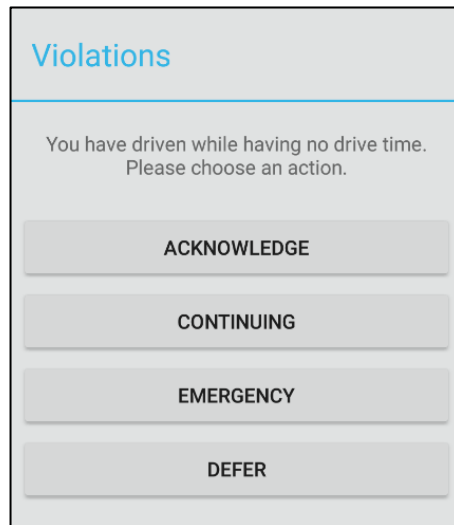
- a. If any repairs are needed, slide the bar to the right. If no repair is needed, leave the slider as is.
- b. Type the **Work Order #** if any
- c. [**Mandatory**]Type the **Remarks**
To comply with Canada and U.S. regulations, the driver must include the following:
 - A record of inspection
 - Repairs
 - Odometer
 - Maintenance indicating their date and nature.
- d. Select **SIGN REPAIR**
- e. Using your finger or a stylus, enter your signature
- f. Select **DONE**. The information is updated.



8. Select the left arrow to return to the **Vehicle Inspection** screen
 - A green checkmark has been added to indicate that the unit has been inspected
 - It will also display the number of minor and major defects found if any
 - To inspect a Towed Unit, select the unit and repeat **steps 6 – 8**.
9. Select **SIGN INSPECTION REPORT**
10. Using your finger or a stylus, enter your signature
11. Select **DONE**.
 - To return to the **Dashboard**, go to **Menu > Dashboard**.

PENDING VIOLATIONS


A flag  will display on the **Dashboard** when there are violations that are unresolved. If the driver selects the icon, the driver will get a prompt with four options:



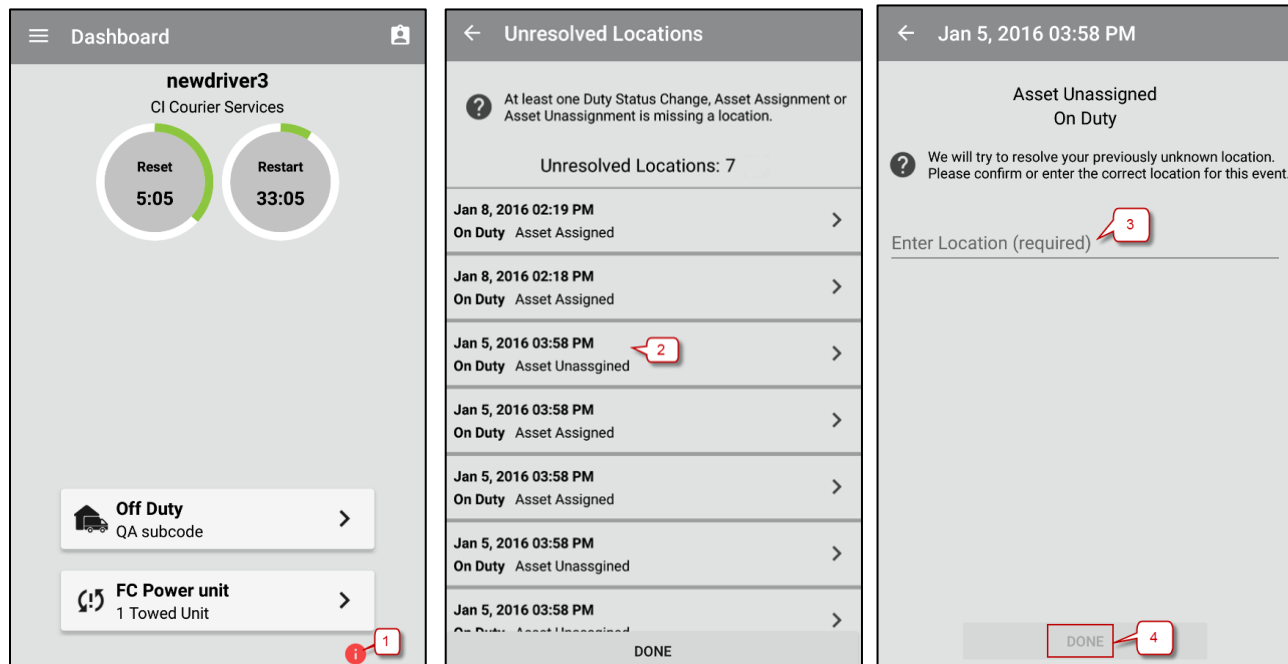
Options	Description
Acknowledge	The driver is aware of the violation.
Continuing	The driver is aware of the violation but continues to drive and will not change the duty status.
Emergency	It is used when the safety of the driver is involved. For example, a storm is coming and the driver must continue to drive a few more hours even though there is no drive time.
Defer	The driver puts off the break time for the current day to the next day; therefore reducing the amount of rest in day 1, and adding that rest time to day 2.


To view the pending violations, go to **Menu > Daily Logs** and choose the appropriate date to see the violation(s).

UNRESOLVED LOCATIONS

The  icon will appear on the **Dashboard** when the application is unable to resolve the location during an auto duty status change.

To edit the event with an unresolved location:



1. From the **Dashboard** screen, select the icon, 
2. From the **Unresolved Locations** screen, select the item to update
3. [**Mandatory**]Type the **Location**
4. Select **DONE**.

DAILY LOGS

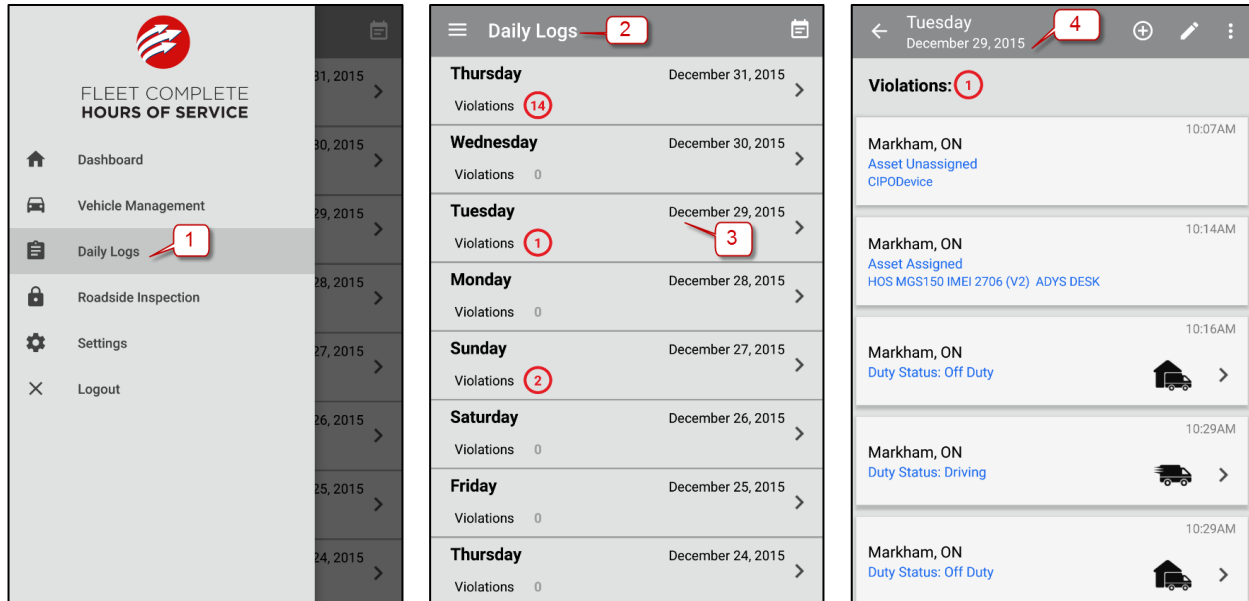
Daily Logs	
Thursday	January 07, 2016
Violations 0	>
Wednesday	January 06, 2016
Violations 0	>
Tuesday	January 05, 2016
Violations 0	>
Monday	January 04, 2016
Violations 0	>
Sunday	January 03, 2016
Violations 0	>
Saturday	January 02, 2016
Violations 0	>
Friday	January 01, 2016
Violations 0	>
Thursday	December 31, 2015
Violations 14	>


The driver can view logs for the past 6 months.




In the next sections, the driver will learn how to:

- Retrieve the Daily Log
- Modify the Daily Log.

ACCESSING AND VIEWING THE DAILY LOG



1. Go to **Menu > Daily Logs**
2. The **Daily Logs** screen displays
3. Select a daily log
 - To view a specific log, select the **Calendar icon**  and choose a date.
4. A list of events that are related to the daily log displays.

Icons	Description
	Enables the driver to modify the log such as the Duty Status, Sub Code, Location, Date, Time and Remarks .
	Allows the driver to sign the daily log
	The ellipsis button offers three options: <ul style="list-style-type: none"> • Filter Diagnostic Events - allows the driver to show/hide GPS and ECM related events • Sort By Time - sort the events by time in ascending or descending order • Open Paper View - displays a paper version of the daily log. The driver can forward a paper version by email.

APPROVAL REQUIRED FOR EDITING THE DAILY LOG

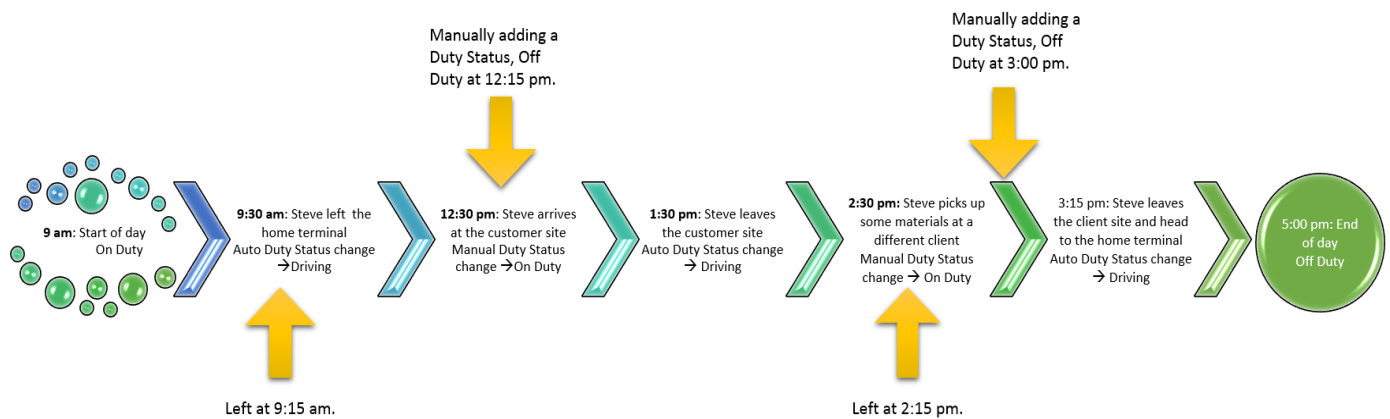
The driver will require an approval from the supervisor when editing:

- automatically recorded duty status that increases or decreases the drive time, OR
- duty status following an automatically recorded duty status.

Example:

Steve is a driver that makes deliveries every day around the GTA. The timeline below displays his daily activities on January 31st. The next day, February 1st, he noticed that there were a couple of duty status events that were missing. He made the following changes which are denoted by the yellow arrows:

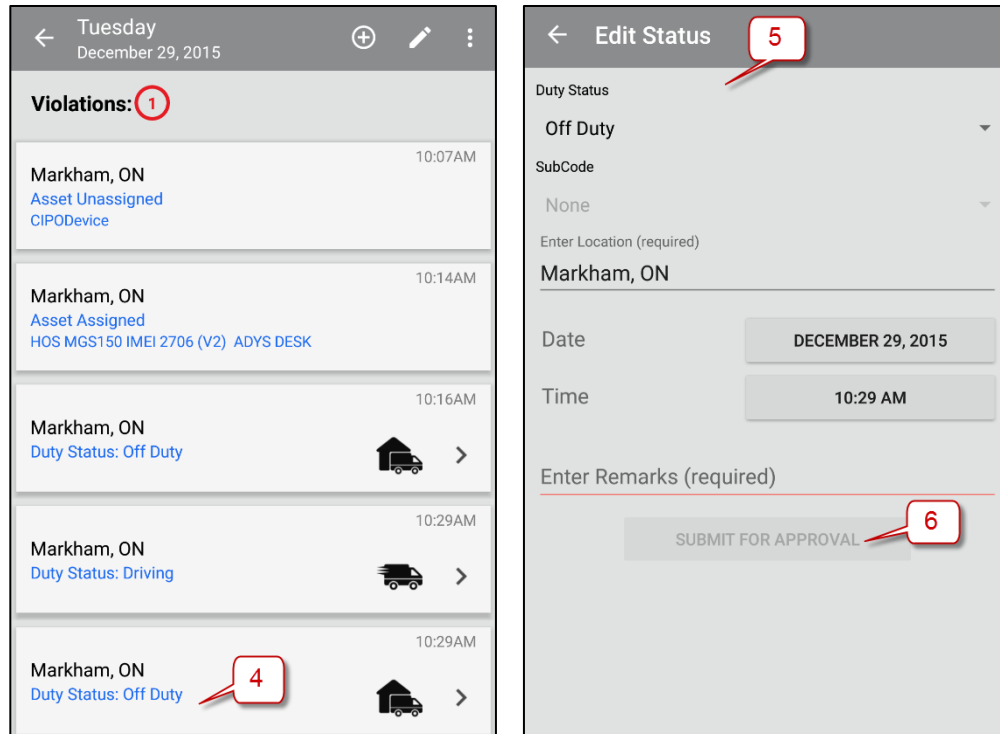
1. Change his drive time from 9:30 am to 9:15 am
2. Manually add a duty status “Off Duty” at 12:15 pm (on break)
3. Change his drive time from 2:30 pm to 2:15 pm
4. Manually add a duty status “Off Duty” at 3:00 pm (on break).



NOTE:

- The first 3 changes will trigger an approval. Below are the reasons why:
 1. For the first edit, Steve is changing the time of an Auto Duty Status Change which will affect the drive time
 2. In the second edit, Steve is adding a new Duty Status which follows immediately after an Auto Duty Status Change
 3. For the third edit, Steve is changing the time of an Auto Duty Status Change which will affect the drive time.
- The last change, “*Manually adding a Duty Status at 3:00pm*” will not require approval as it is taking place after a manually entered Duty Status and it is a manual update by the driver.

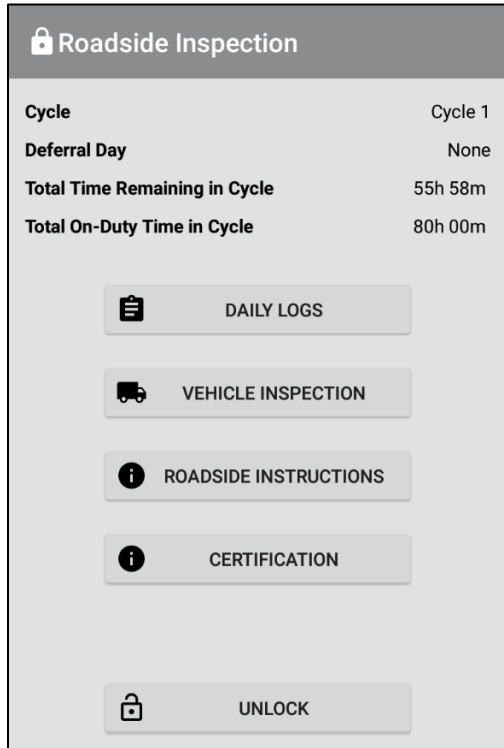
EDITING THE DAILY LOG



1. Go to **Menu > Daily Logs**
2. The **Daily Logs** screen displays
3. Select the daily log to modify
4. Select a duty status to edit
5. From the **Edit Status** screen, update the fields as required
6. Depending on the nature of the edit, the button will vary.

BUTTON NAME	YOU WILL SEE THIS BUTTON WHEN...
SUBMIT FOR APPROVAL	<ul style="list-style-type: none"> • Editing automatically recorded duty status that affects the drive time • Editing any duty status following an automatically recorded duty status
EDIT STATUS	editing manually entered duty status by the driver

ROADSIDE INSPECTION



Roadside Inspections are on-the-spot safety checks that are performed to ensure that the driver is in compliance with the Commercial Vehicle Drivers Hours of Service Regulations in US Federal Motor Carrier Safety Regulations, Part 395.15, while operating a commercial motor in the U.S. Drivers must also meet the requirements of the Canadian Rule SOR/2005-313, and specific provincial regulations in Canada where commercial motor vehicles are operated.


During a Roadside Inspection, the driver will surrender the mobile device to the Roadside Inspector who will have access to the following information:

- Cycle Information (Canada only)
- History of the driver's logs
- Current DVIR form.

To access the Roadside Inspection screen:

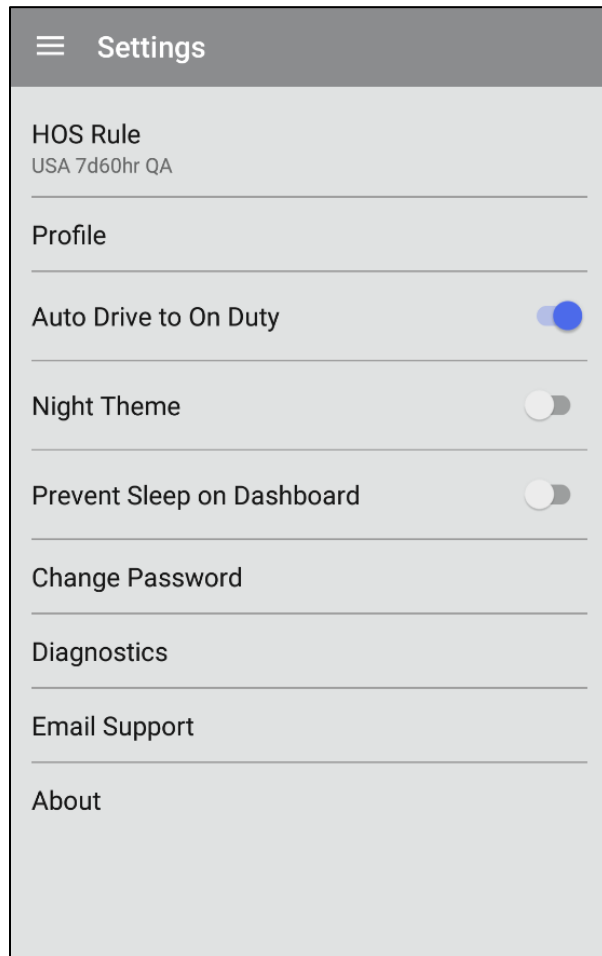
1. Go to **Menu > Roadside Inspection**
2. Once the information is displayed, the screen is locked meaning the Roadside Inspector or the driver cannot navigate to other screens without entering the password.

Once the driver switches to the Roadside Inspection screen, the Inspector will have access to:

Items	Description
Cycle Time (Canada only)	If the driver has selected a Canadian rule, the following information will display: Cycle <ul style="list-style-type: none"> • Cycle 1 - 70 hours 7 day cycle • Cycle 2 - 120 hours 14 day cycle. Deferral Day <ul style="list-style-type: none"> • Refers to a shorter rest period on the current day for up to a maximum of two hours. Total Time Remaining in Cycle <ul style="list-style-type: none"> • Represents the total amount of time the driver has left to work in the current cycle. Total On Duty Time in Cycle <ul style="list-style-type: none"> • Indicates the amount of On Duty time the driver has accumulated in the current cycle.
Daily Logs	<ul style="list-style-type: none"> • Displays the driver's On Duty and Off Duty time for that particular day • The ellipsis button,  allows the driver to export and email the daily log.
Vehicle Inspection	Displays a report that the driver fills out at the beginning and end of a trip to ensure the vehicle's mechanical condition complies with equipment regulation standards
Roadside Instructions	Instructions to help the Roadside Inspector use the application
Certification	Contains the application's vendor certification form
Unlock	Allows the driver to return to the application

SETTINGS

The following options are available:



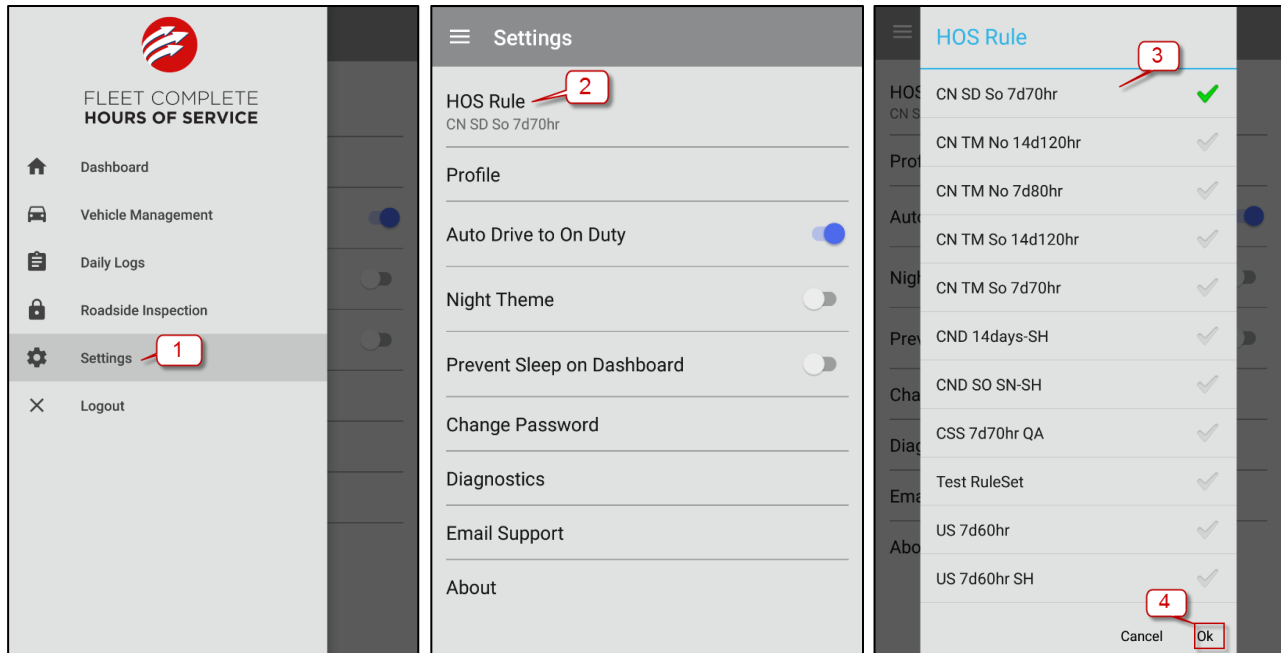
Options	Description
HOS RULE	Ability to change the rule under which the driver is operating
Profile	Includes personal and business information. NOTE: <i>The information displayed cannot be modified by the driver.</i>
Auto Drive to On Duty	<ul style="list-style-type: none"> Ability to automatically switch from Driving to On Duty Use the slider to switch Auto Drive to On Duty on and off Refer to Duty Status for more information.
Night Theme	<ul style="list-style-type: none"> Facilitates viewing the application during the night Use the slider to switch Night Theme on and off.
Prevent Sleep on Dashboard	When turned on, the application will allow the screen to stay on at all times when the driver is on the dashboard screen or driver details screen
Change Password	Ability to modify a driver's password
Diagnostics	Displays information about the sync ¹ and the Power Unit. The following options are available: <ul style="list-style-type: none"> Export the database Force sync².
Email Support	Opens an email (if set up ³) that is addressed to Fleet Complete Technical Support
About	High level information about the use and version of the HOS application

¹ Sync also known as synchronization is the process of automatically transferring information back and forth from a mobile device to Fleet Complete.

² The **Force sync** function is used during unsuccessful synchronization to help send the information entered on the mobile device to Fleet Complete.

³ To receive and send email, the driver has to add and link the email account to the mobile device.

ASSIGNING AN HOS RULE



1. Go to **Menu > Settings**
2. Select **HOS Rule**
3. From the list, choose a rule that is specifically applicable to the HOS operation
4. Select **OK**.

VIEWING PROFILE INFORMATION

NOTE: A driver will not be able to edit this information.

←
Profile

Name
Matt Fleet

Email
mattfleet05@gmail.com

Name of Carrier
Ontario

Home Terminal
475 cochrane dr, markham, ON

Principal Place of Business
475 cochrane dr, markham, ON

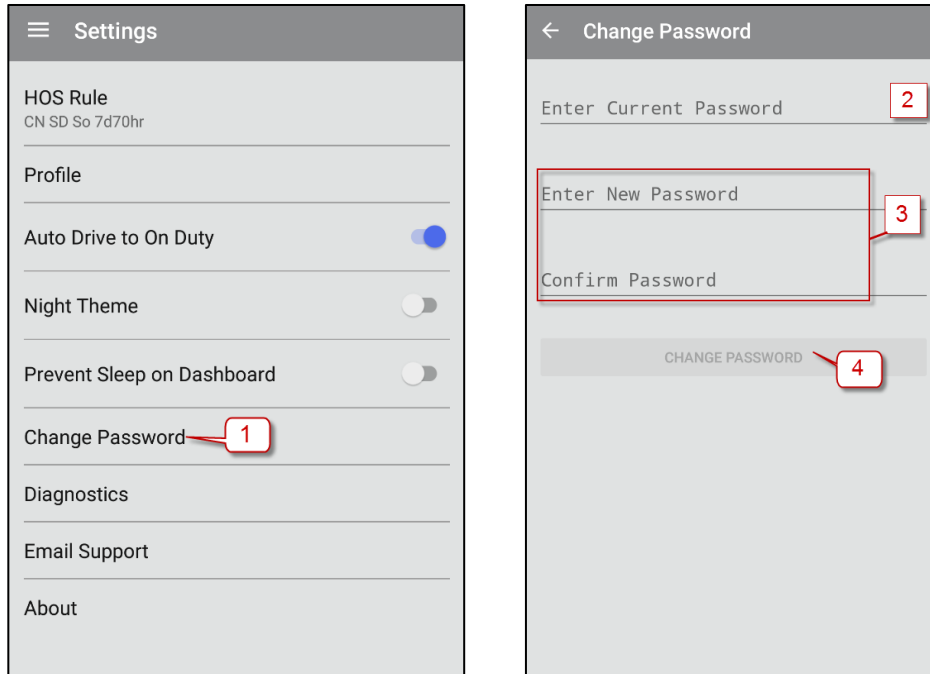
Timezone
Eastern Time

Default Commodity
General Goods

Available Items	Description
Name	Refers to the name of the driver which is displayed on the dashboard, daily log and DVIR.
Email	Email address that the driver uses to login to the application
Name of Carrier	Indicates the Company Name
Home Terminal	Indicates the address where a driver reports to work
Principal Place of Business	Indicates the head office address of the company
Timezone	Indicates the local time of home terminal
Default Commodity	Refers to the commodity that is being transported

1. Go to **Menu > Settings**
2. Select **Profile**.

CHANGING PASSWORD



1. Go to **Menu > Settings > Change Password**
2. Type the current password
3. Type and confirm the new password
4. Select **CHANGE PASSWORD**.

APPENDIX A: NOTIFICATIONS

Notifications are displayed to warn the driver before they violate the regulations. A driver will get notified regarding the:

- Duty Status change from **Off Duty/Sleeper Berth** to **Driving/On Duty (Not Driving)** does not qualify for continuous break requirement (i.e. the driver has no minutes left)
- Remaining time left until a mandatory break is required
- Remaining personal time left.

Duty Status Change

A warning message displays when the driver changes the duty status from **Off Duty/Sleeper Berth** to **Driving/ On Duty(Not Driving)** when the **Off Duty** time of the driver is less than the elapsed break time meaning that the current break duration is 0 minutes.

Mandatory Break Notifications

The first warning message displays 60 minutes prior to the driver running out of time. The warning messages are repeated at 30, 15, 10 and 5 minutes. Once a driver have less than 5 minutes left, the notification messages will become more frequent, i.e. every minute.

Personal Use Notifications

Canadian rules

A driver will get notified once a certain percentage of the allowed distance for personal use has been used up. The warning messages are displayed at 50%, 25%, 10%, 5% and 1%.

US rules

A driver will get notified once a certain percentage of the time and/or distance for personal use (that were entered in the application) has been used up. The warning messages are displayed at 50%, 25%, 10%, 5% and 1%.

Viewing the notifications

1. Go to the notification area (system area) of the mobile device
 - The notification tray refers to the top part of the mobile device that lists all the system and application status and messages.
2. Read the message
3. Select **OK** to close the message.

APPENDIX B: RULES ABBREVIATION

CANADIAN RULES

RULES ABBREVIATION	NAME
CN SD So 7d70hr	Canadian Single Driver South of 60°, 7 Day 70 Hour Cycle One
CN SD So 14d120hr	Canadian Single Driver South of 60°, 14 Day 120 Hour Cycle Two
CN TM So 7d70hr	Canadian Team Driver South of 60°, 7 Day 70 Hour Cycle One
CN TM So 14d120hr	Canadian Team Driver South of 60°, 14 Day 120 Hour Cycle Two
CN SD No 7d70hr	Canadian Single Driver North of 60°, 7 Day 70 Hour Cycle One
CN SD No 14d120hr	Canadian Single Driver North of 60°, 14 Day 120 Hour Cycle Two
CN TM No 7d70hr	Canadian Team Driver North of 60°, 7 Day 70 Hour Cycle One
CN TM No 14d120hr	Canadian Team Driver North of 60°, 14 Day 120 Hour Cycle Two
CN Oil	Canadian Oilfield Permit
BC Oil and Gas	British Columbia Oil and Gas
BCLogger	British Columbia Loggers
Alberta	Alberta Rules

US RULES

RULES ABBREVIATION	NAME
US 7d60hr	US Commodity 7 Day 60 Hour
US 8d70hr	US Commodity 8 Day 70 Hour
US PASS 7d60hr	US Passenger 7 Day 60 Hour
US PASS 8d70hr	US Passenger 8 Day 70 Hour
US Oil	US Oilfield Permit
AKCOMM 7d70hr	Alaska Commodity 7 Day 70 Hour
AKCOMM 8d80hr	Alaska Commodity 8 Day 80 Hour
AKPASS 7d70hr	Alaska Passenger 7 Day 70 Hour
AKPASS 8d80hr	Alaska Passenger 8 Day 80 Hour

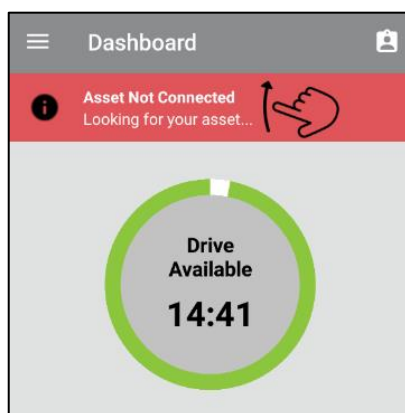
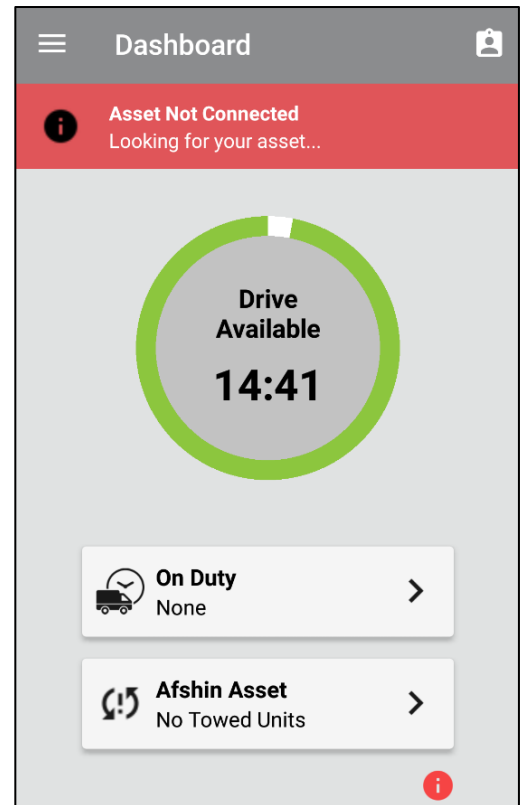
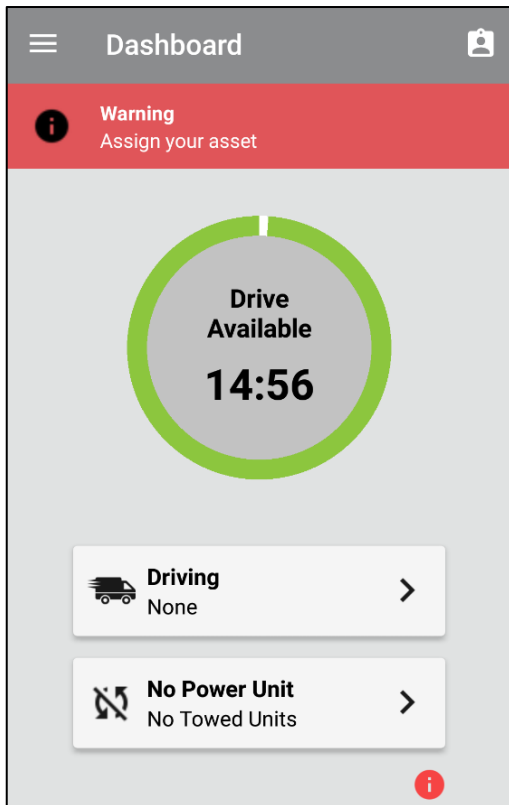
APPENDIX C: WARNINGS & ALERTS

Warning and Alert messages are displayed on the Dashboard when:

- The driver's status is **On Duty** or **Driving** but there is no Power Unit assigned
- The driver's status is **On Duty** or **Driving** and the Power Unit is assigned but it is not connected

OR

NOTE: If you click on the message, you will be redirected to the **Vehicle Management** screen to choose a Power Unit.



To dismiss the message, swipe up.

NOTE: It will re-appear when the Dashboard is reloaded or if none of the above conditions have changed.