



FLEET COMPLETE **HOURS OF SERVICE**

iOS

USER GUIDE V FEBRUARY 2017



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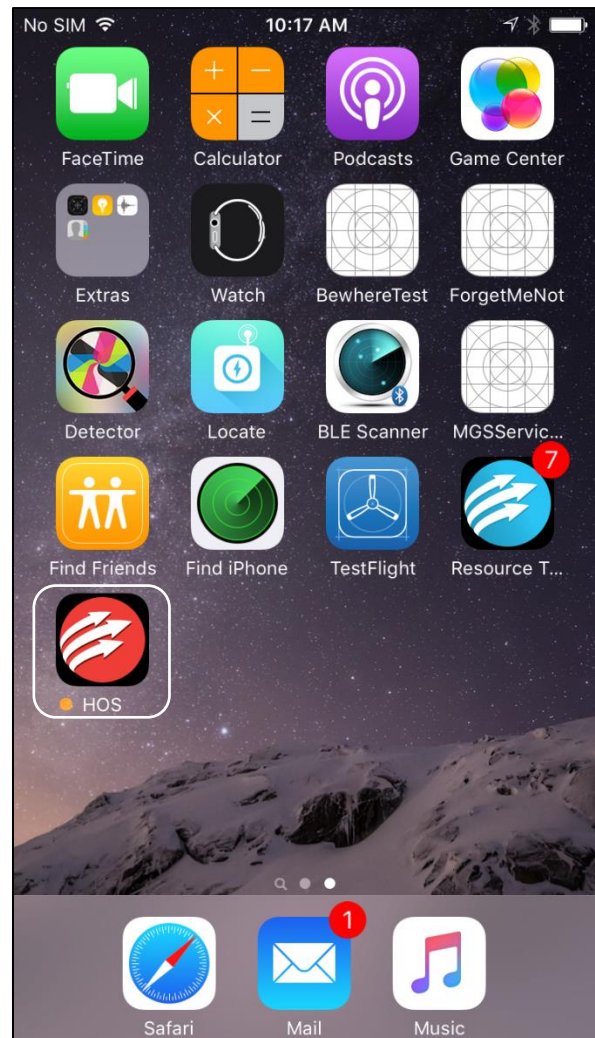
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DOWNLOADING THE APPLICATION

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

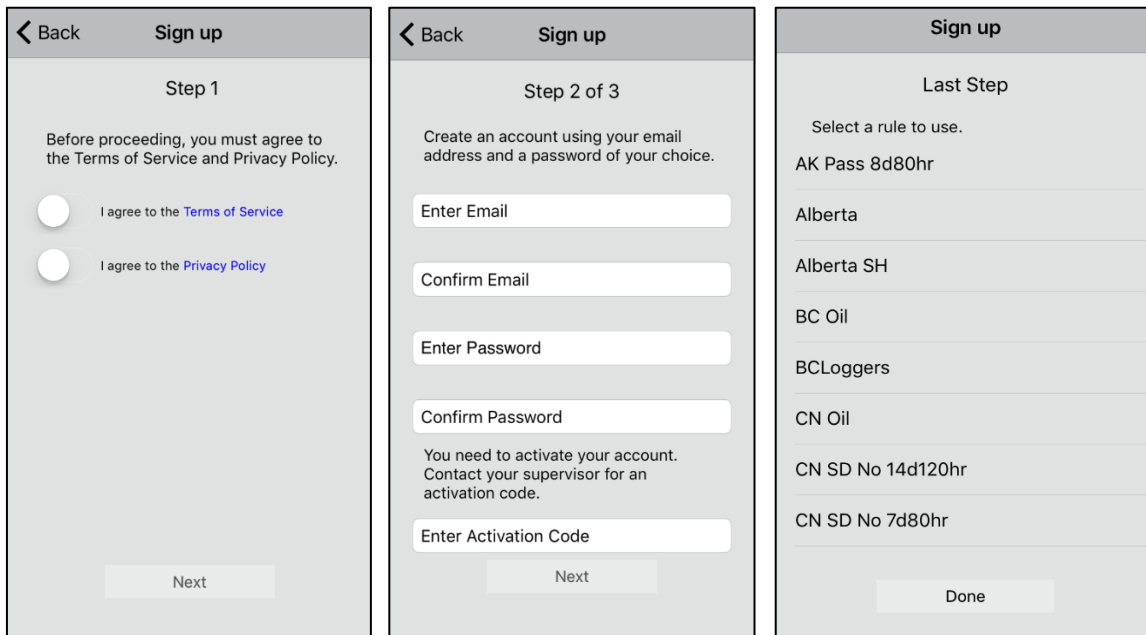


ACCESSING THE APPLICATION

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



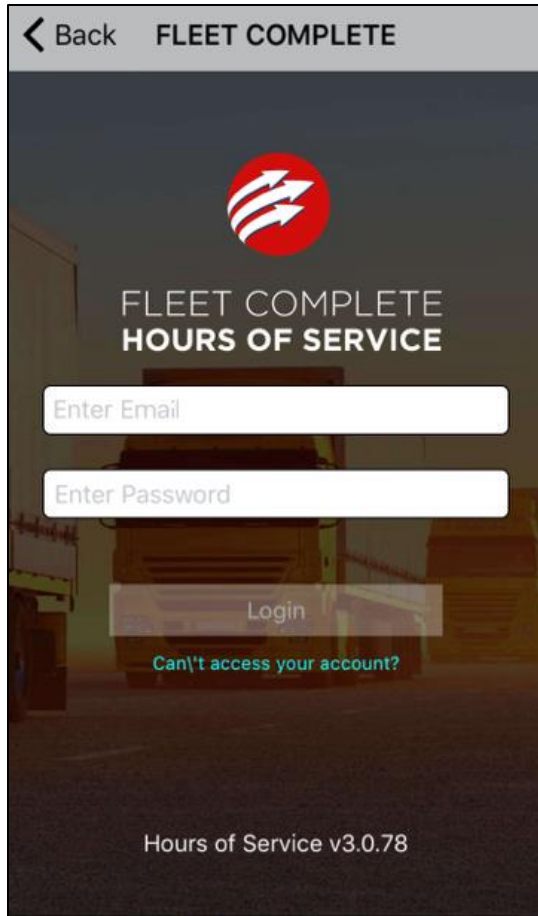
SIGNING UP



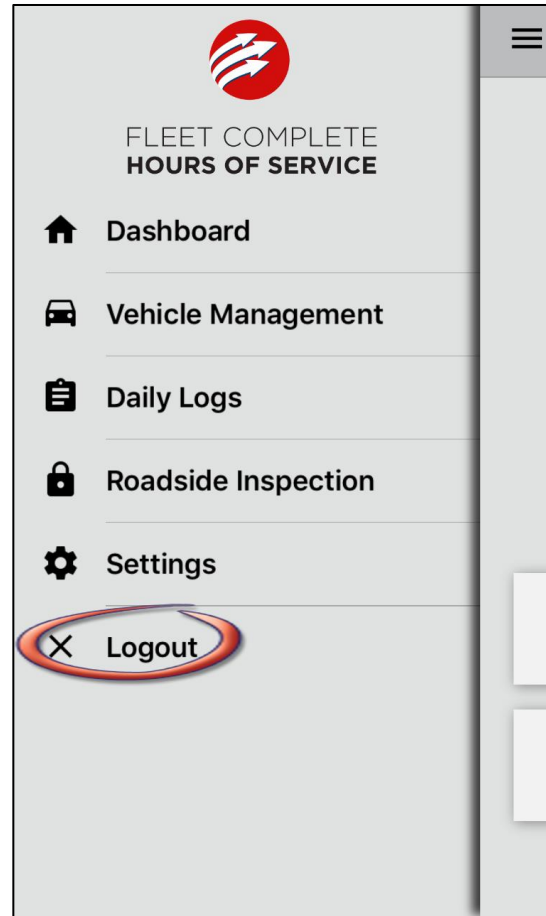
The image shows three sequential screenshots of the HOS application sign-up process:

- Step 1:** A screen titled "Sign up" with a "Back" arrow. It says "Step 1" and "Before proceeding, you must agree to the Terms of Service and Privacy Policy." There are two radio buttons: "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:** A screen titled "Sign up" with a "Back" arrow. It says "Step 2 of 3" and "Create an account using your email address and a password of your choice." It has input fields for "Enter Email", "Confirm Email", "Enter Password", and "Confirm Password". Below these is a note: "You need to activate your account. Contact your supervisor for an activation code." and an "Enter Activation Code" field. A "Next" button is at the bottom.
- Last Step:** A screen titled "Sign up" with a "Back" arrow. It says "Last Step" and "Select a rule to use." It lists several rules: "AK Pass 8d80hr", "Alberta", "Alberta SH", "BC Oil", "BCLoggers", "CN Oil", "CN SD No 14d120hr", and "CN SD No 7d80hr". A "Done" button is at the bottom.

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.

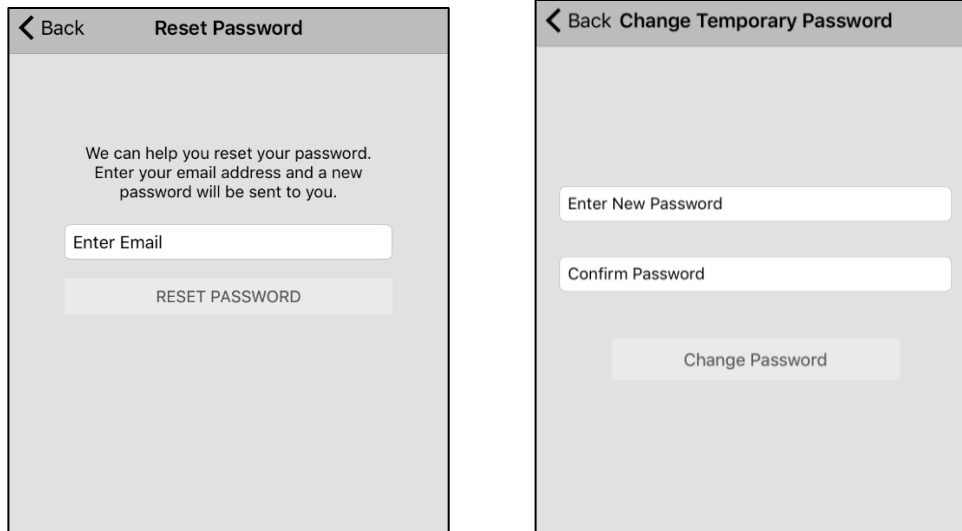
LOGGING OUT


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

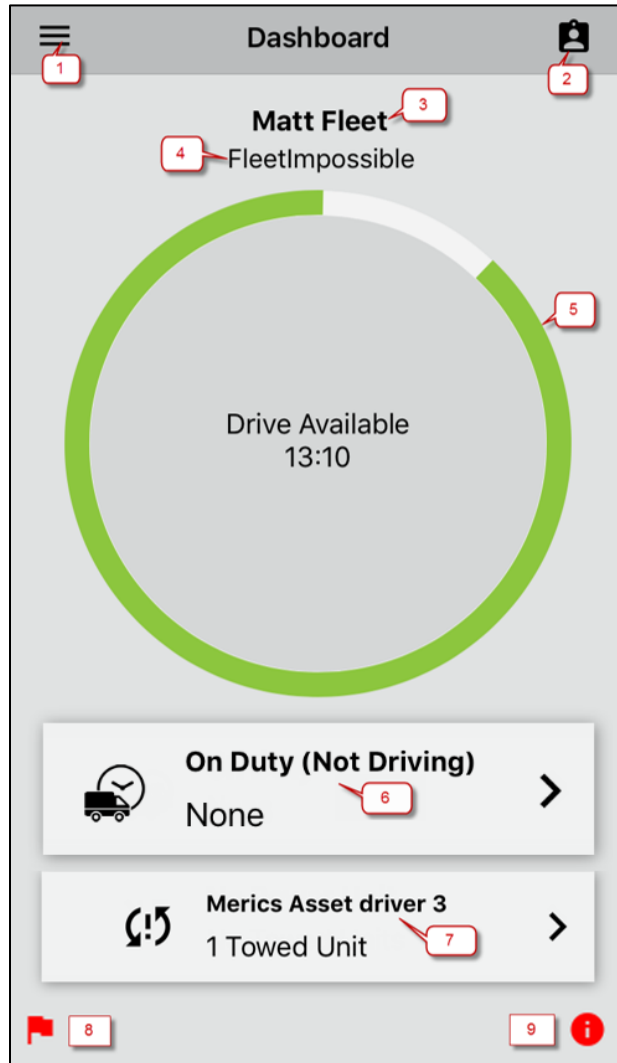
To reset the password, select the link, “Can’t access your account” from the login screen.



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

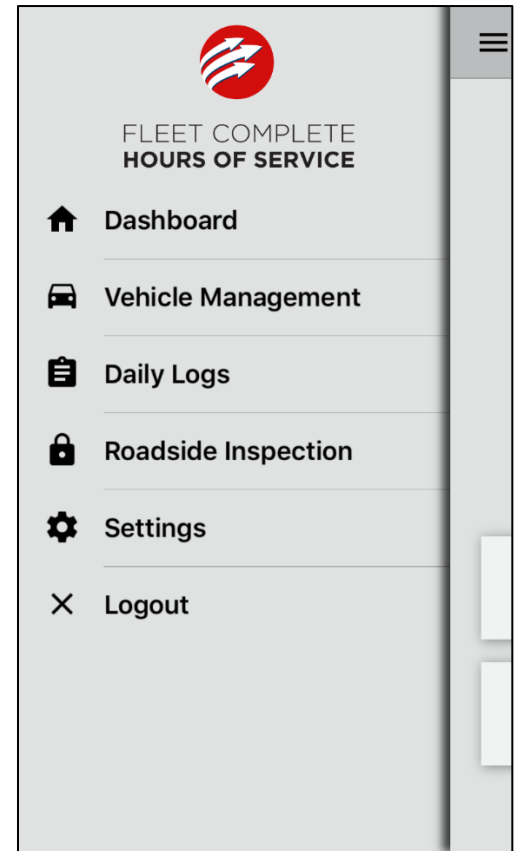
NOTE:

- *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:

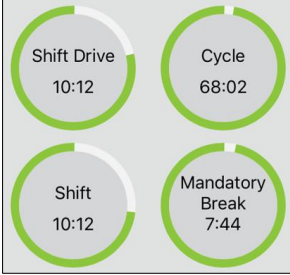
| Options | Description |
|----------------------------|---|
| DASHBOARD | A graphical overview for the driver to view the remaining drive time, the duty status, the Power and Towed Units and any warnings NOTE: <i>A vehicle can only be assigned one Power Unit but may be assigned to multiple Towed Units.</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 |

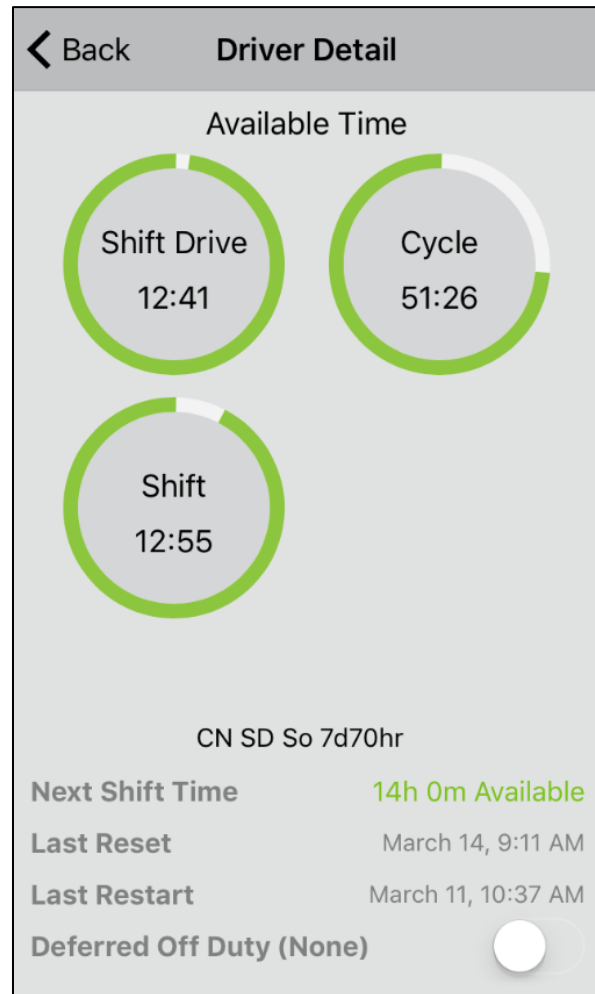


DRIVER DETAIL

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> |
| |  |
| 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) |



Driver Detail

Available Time

- Shift Drive: 12:41
- Cycle: 51:26
- Shift: 12:55

CN SD So 7d70hr

Next Shift Time: 14h 0m Available

Last Reset: March 14, 9:11 AM

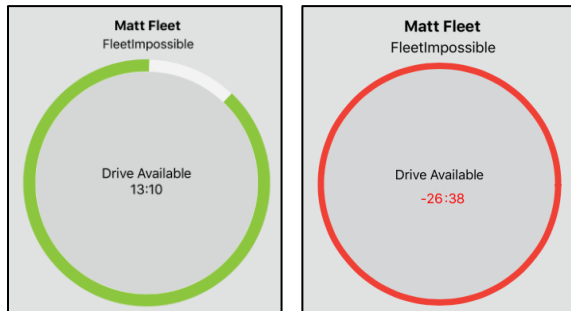
Last Restart: March 11, 10:37 AM

Deferred Off Duty (None)

DRIVE TIME

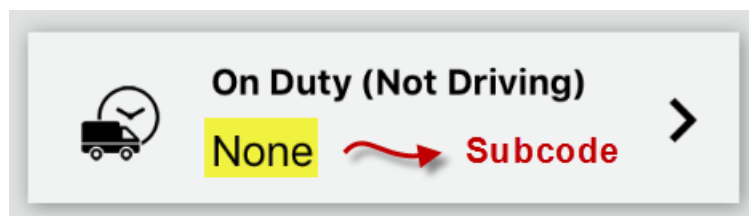
The **Drive Time** represents the amount of time remaining on the driver's current shift depending on the rule selected.

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



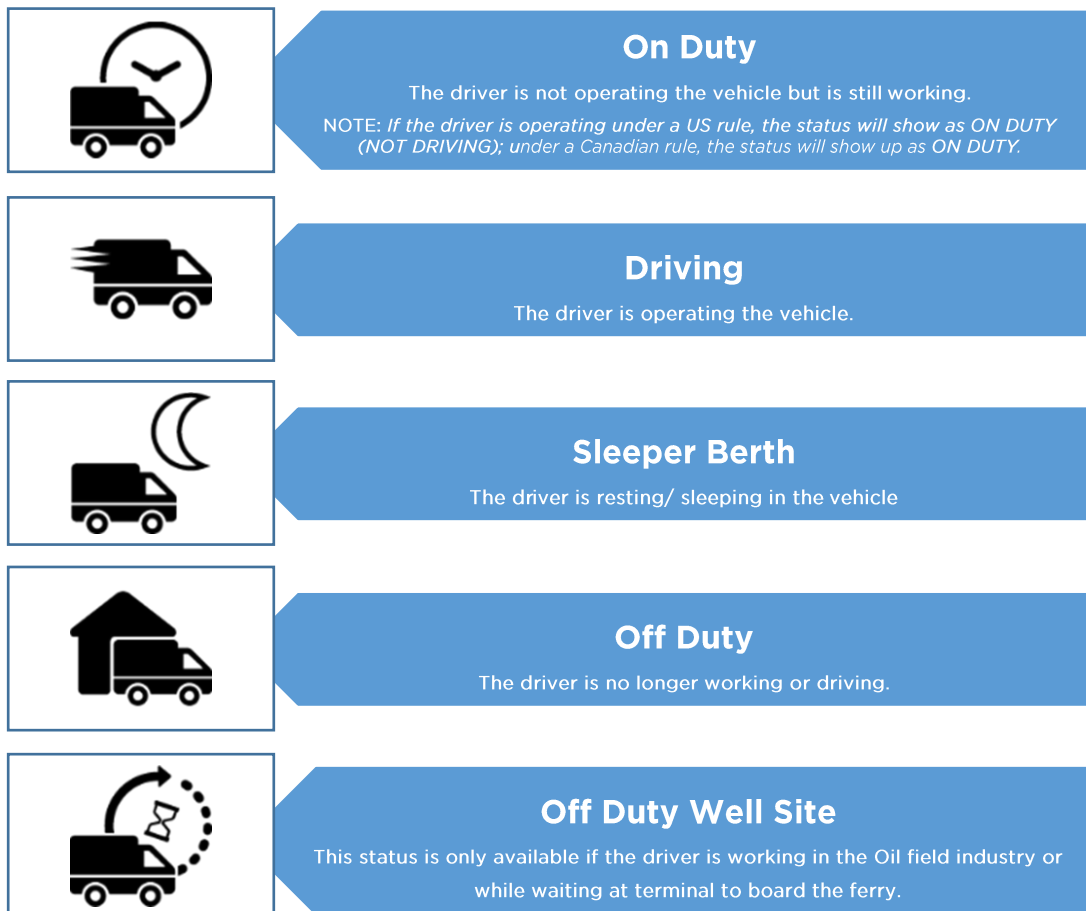
Once the driver is logged in the application, they can change their duty status.

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:



< Back
Change Duty Status

Duty Status

Sub Code

Enter Location (required)
 



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**

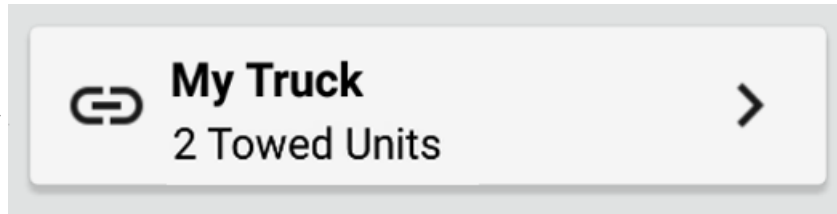
- This field is mandatory only when the driver is switching to or from Driving and Personal Use in Canada **OR** Driving and Personal Conveyance in the US.

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 trailer.

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.

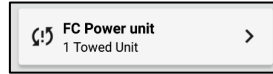
The following icons (displayed next to the current vehicle name) indicate the connectivity state between the mobile device and the vehicle:

| 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: <i>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.</i> |

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:

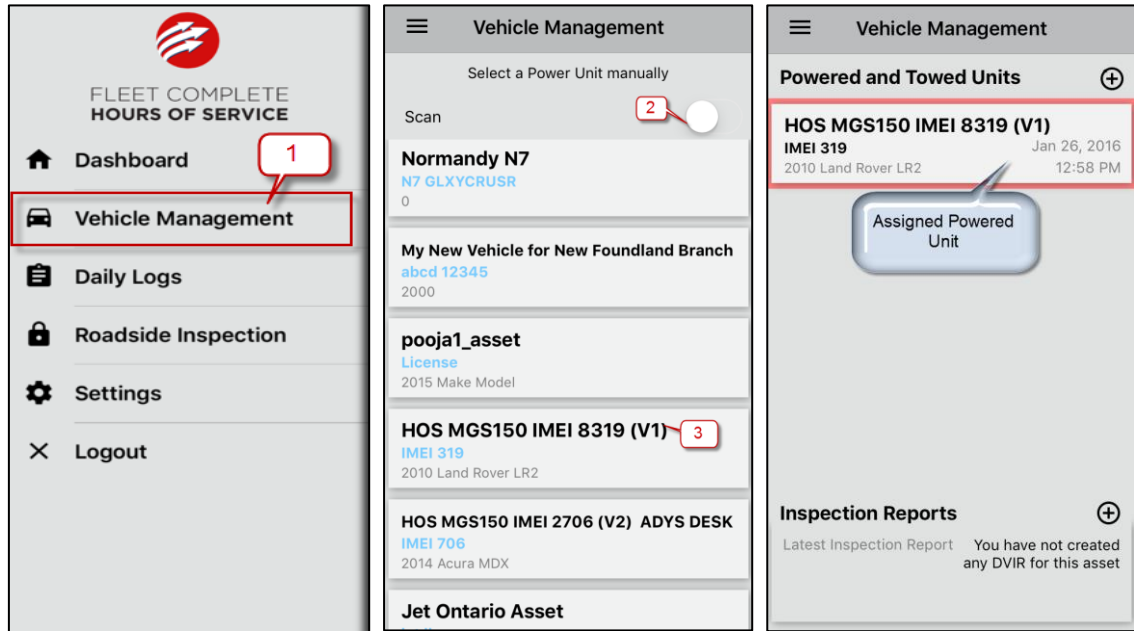
- Manually assign a Power Unit and a Towed Unit
- Use **Scan Mode** to add a Power Unit
- Un-assign a Power Unit and a Towed Unit
- Fill out a Driver Vehicle Inspection Report (DVIR)

ADDITIONAL INFORMATION:

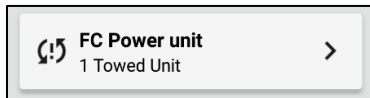
What is a Driver Vehicle Inspection Report (DVIR)?

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



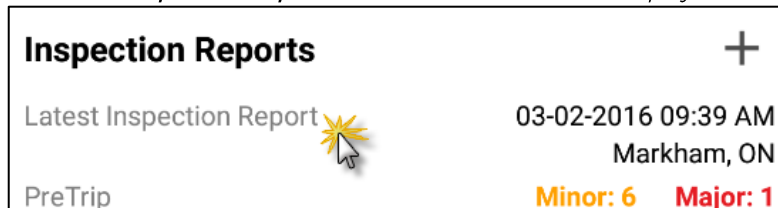
Or

Go to **Menu > Vehicle Management**

2. Turn off the **SCAN MODE** by sliding the bar to the left
NOTE: *The button will change from green 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**.*

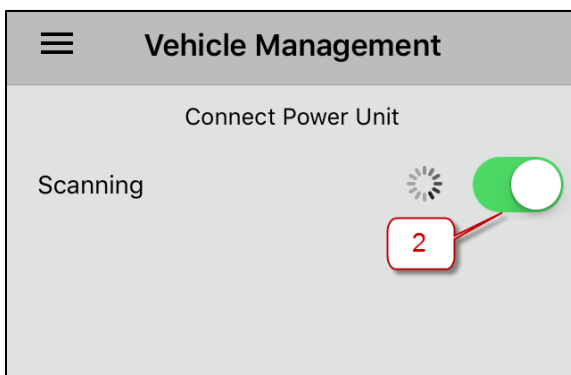
Assigning a Power Unit using Scan Mode

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

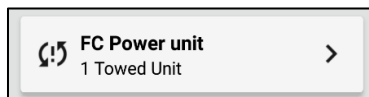
NOTE:

- *When the driver is connecting to a Power Unit for the first time, the driver will need to connect using Bluetooth Low Energy (BLE)*
- *If the driver uses the same vehicle, the driver will not need to do the set up for Bluetooth Low Energy (BLE) again.*

To connect to a Power Unit that supports Bluetooth Low Energy (BLE) for the first time:



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

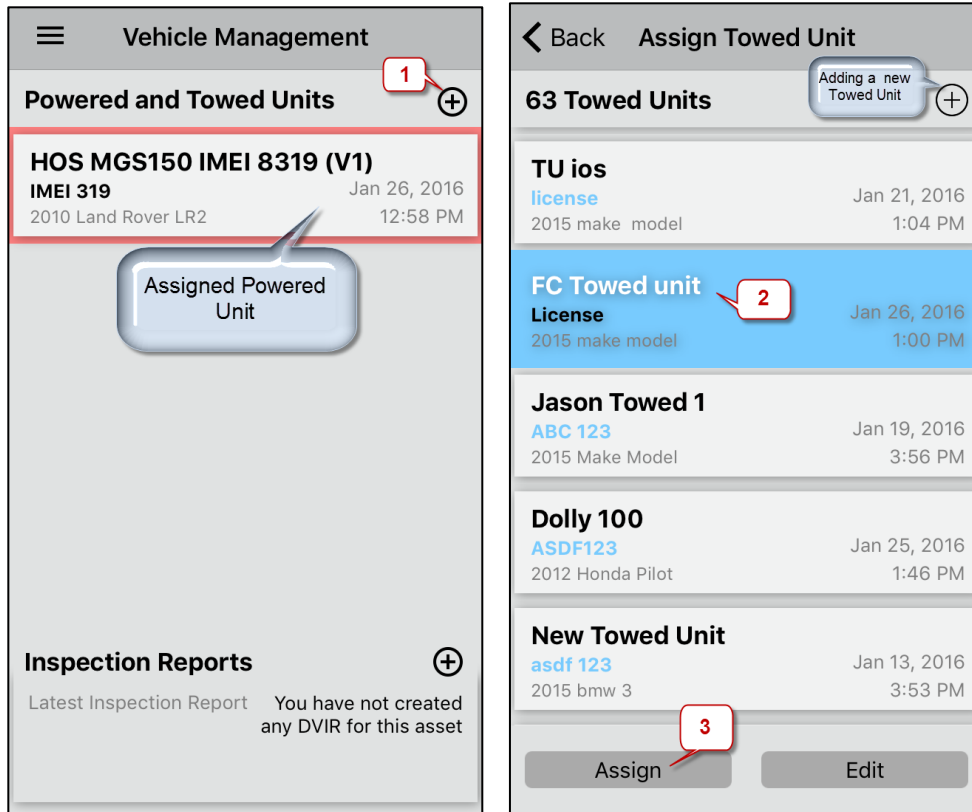


Or

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
4. Select the desired Power Unit. The Power Unit is assigned.

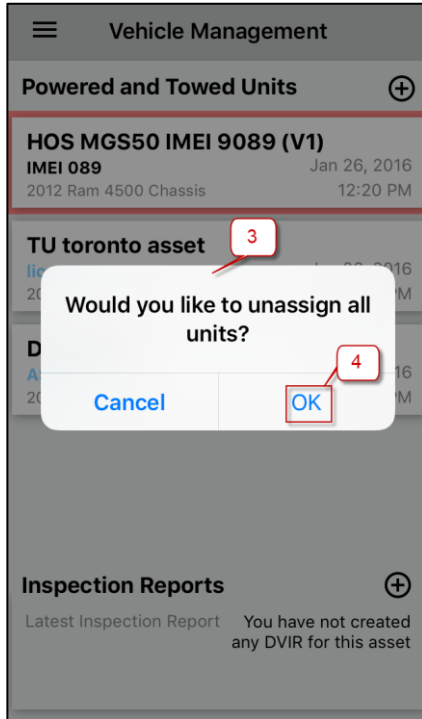
Assigning a Towed Unit



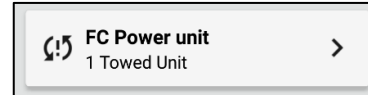
1. From the Vehicle Management screen, select the plus (+) sign
2. From the **Assign Towed Unit** screen, select the name of the Towed Unit to add
OR
Create a new Towed Unit by selecting the plus sign (+) and filling out the required information.
Once the driver has selected the Towed Unit, the driver 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

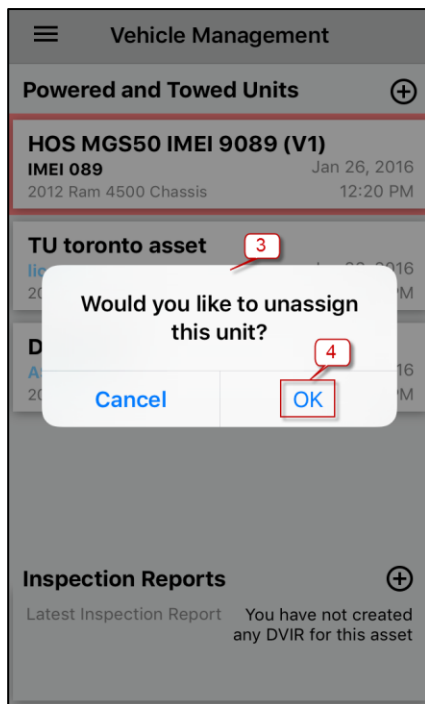


Or

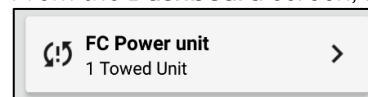
Go to **Menu > Vehicle Management**

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

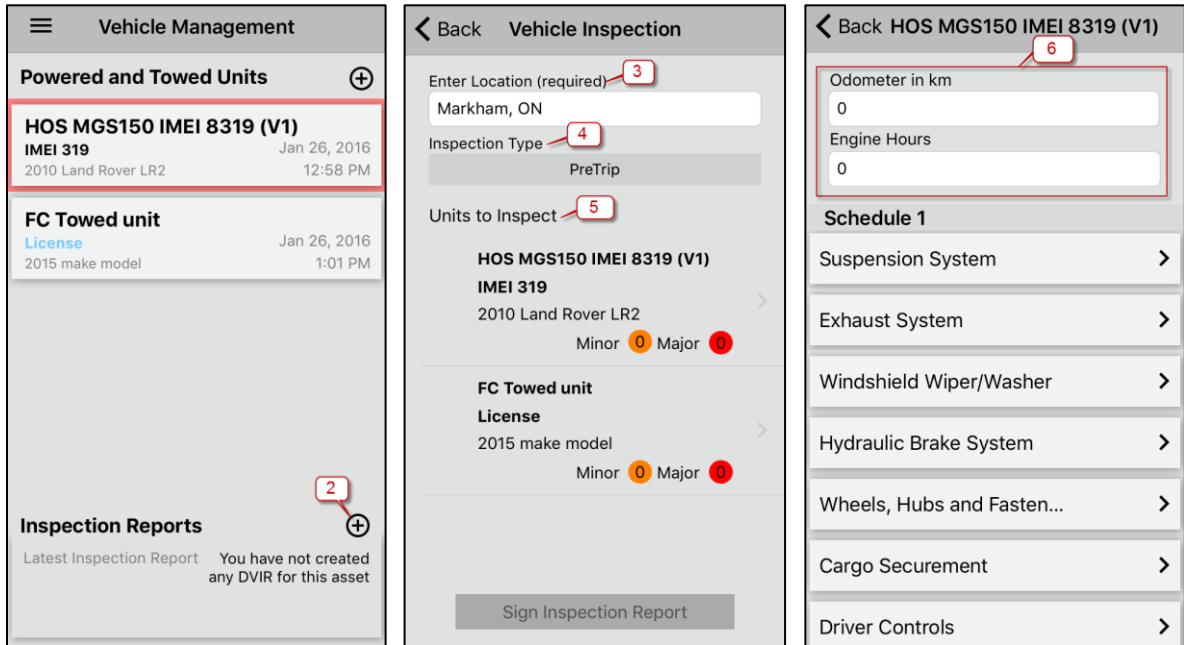


Or

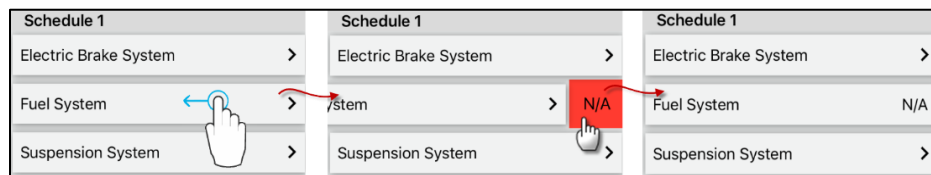
Go to **Menu > Vehicle Management**

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.

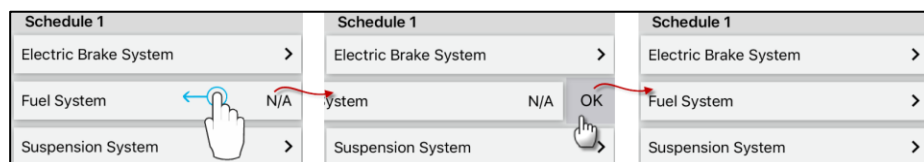
Filling out a Driver Vehicle Inspection Report (DVIR)



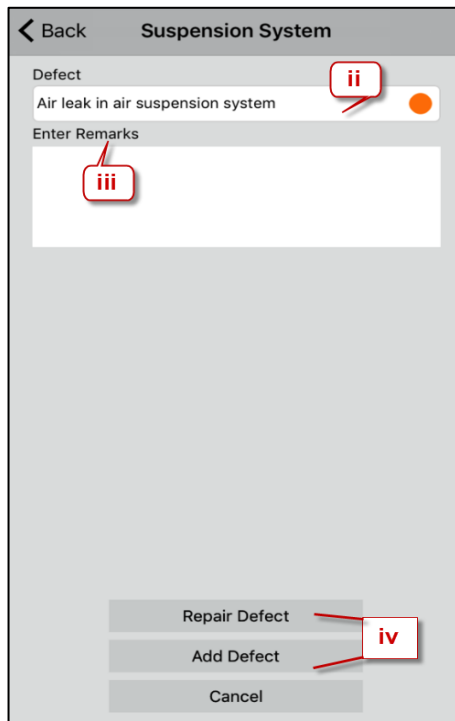
1. Go to **Menu > Vehicle Management**
2. Select the plus (+) sign icon for the **Latest Inspection Report**
3. [**Mandatory**]Type the **Location**
4. Select the **Inspection Type**
5. Select the Unit to inspect
6. Type the odometer and the engine hours
7. A list of items for inspection shows up in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



- If, by mistake, an item has been selected as **N/A**, swipe the item to the left and select **OK**.



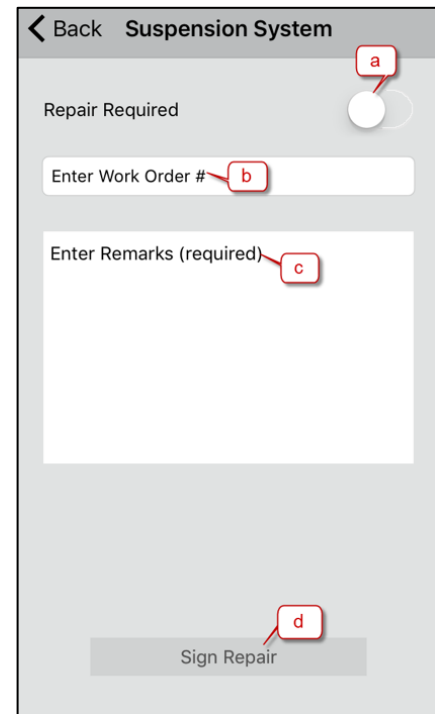
For example: If the driver finds a defect with the Suspension System, the driver will:



- 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.



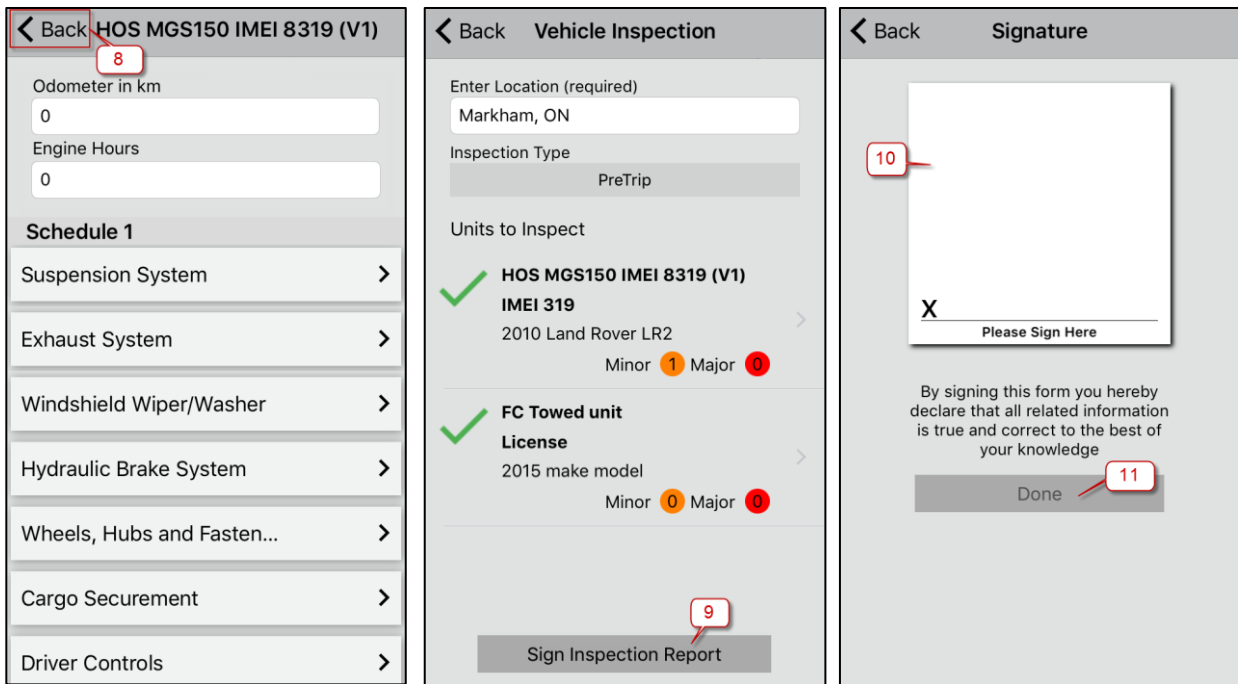
Once the driver selects **REPAIR DEFECT**, the driver will see the repair screen:

- 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.

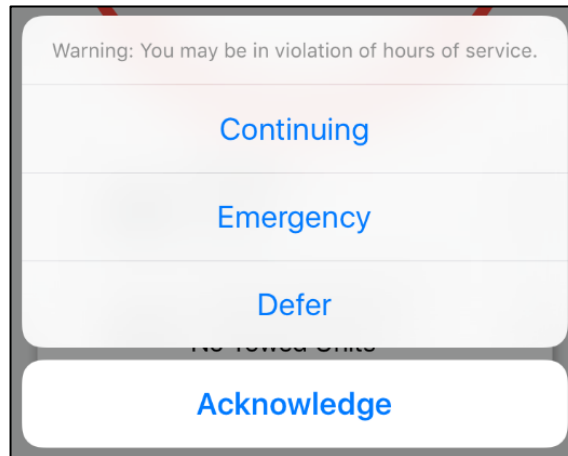
- d. Select **SIGN REPAIR**
- e. Using your finger or a stylus, enter your signature
- f. Select **DONE**. The information is updated.



8. Select **BACK** 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:



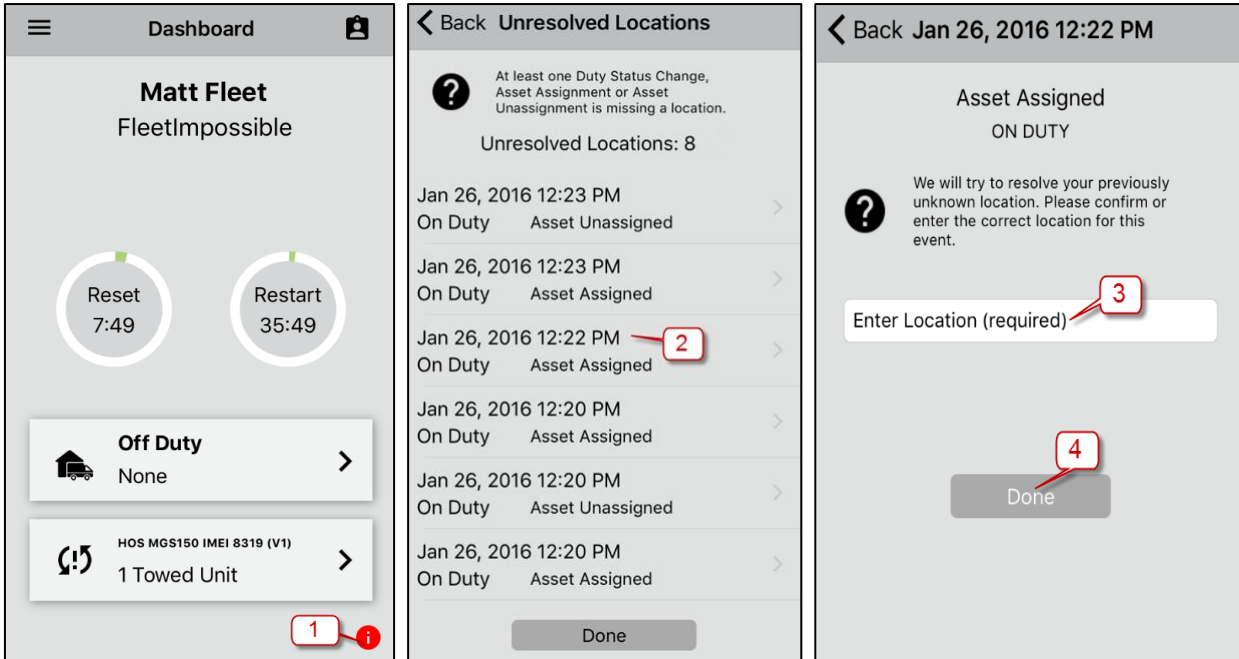
| Options | Description |
|-------------|--|
| Continuing | The driver is aware of the violation but continues to drive and will not change the duty status. |
| Emergency | It is used when the safety of the driver is involved. For example, a storm is coming and the driver must continue to drive a few 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. |
| Acknowledge | The driver is aware of the violation. |


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

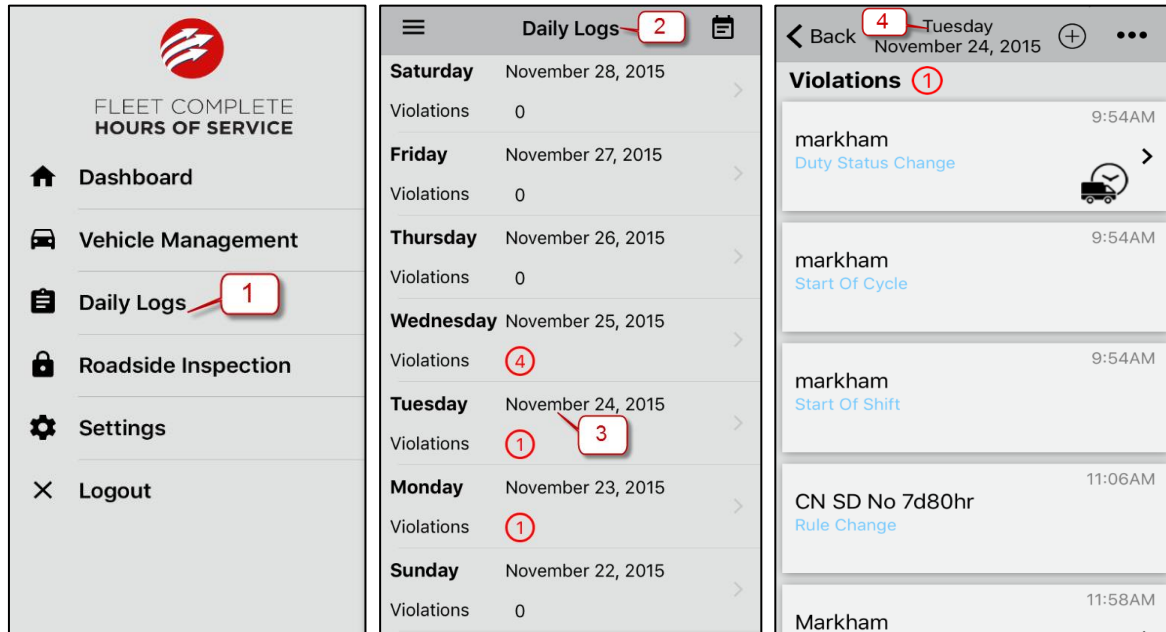
| Daily Logs | |
|----------------------|-------------------|
| Thursday | January 07, 2016 |
| Violations 0 | > |
| Wednesday | January 06, 2016 |
| Violations 0 | > |
| Tuesday | January 05, 2016 |
| Violations 0 | > |
| Monday | January 04, 2016 |
| Violations 0 | > |
| Sunday | January 03, 2016 |
| 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. |
|  | The ellipsis button offers three options: <ul style="list-style-type: none"> • Sign Log - Allows the driver to sign the daily log • 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

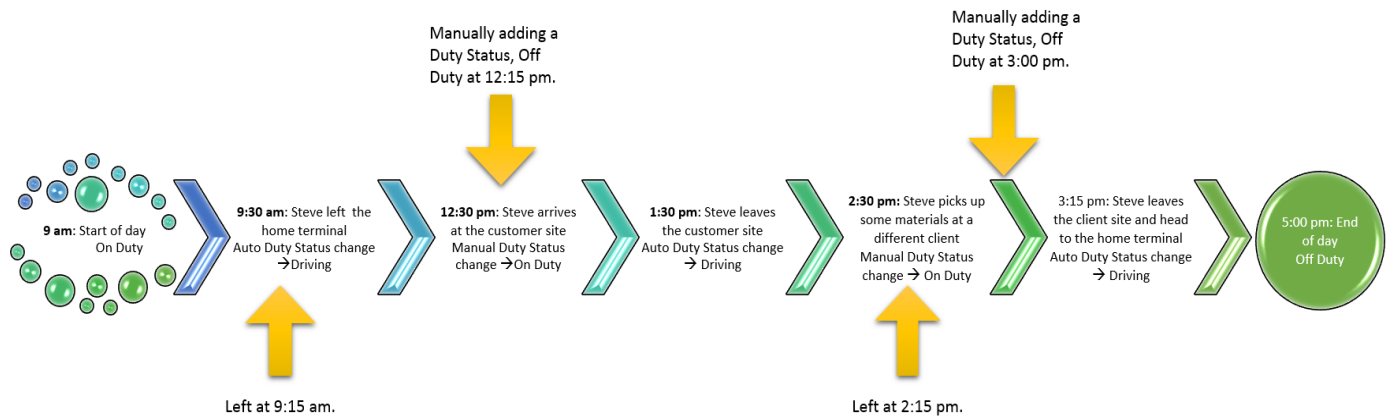
The driver will require an approval from the supervisor when editing:

- 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:

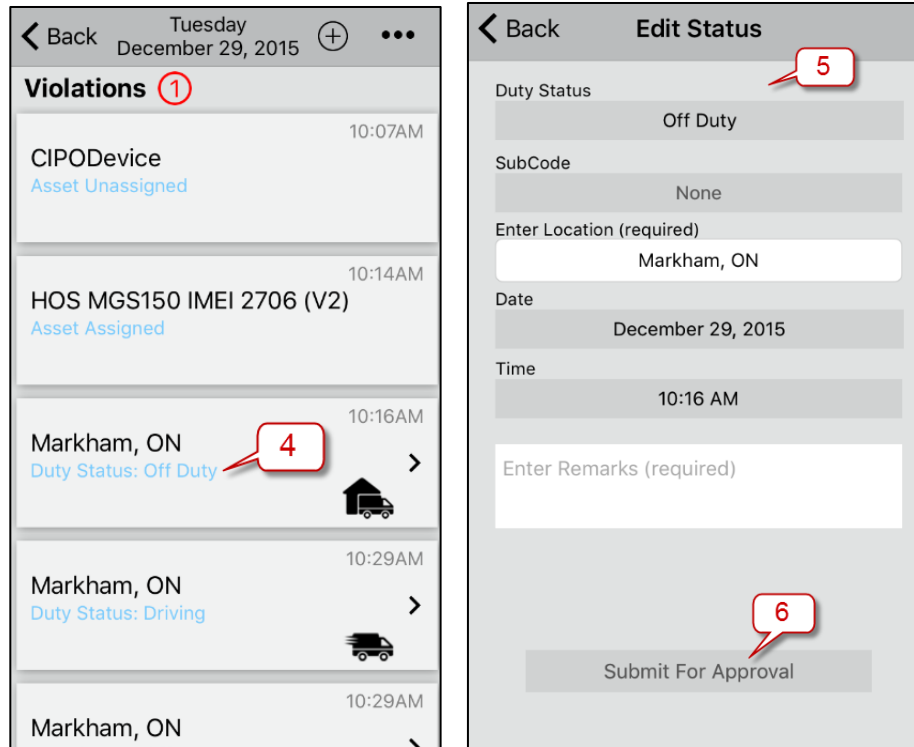
1. Change his drive time from 9:30 am to 9:15 am
2. Manually add a duty status “Off Duty” at 12:15 pm (on break)
3. Change his drive time from 2:30 pm to 2:15 pm
4. Manually add a duty status “Off Duty” at 3:00 pm (on break)



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.

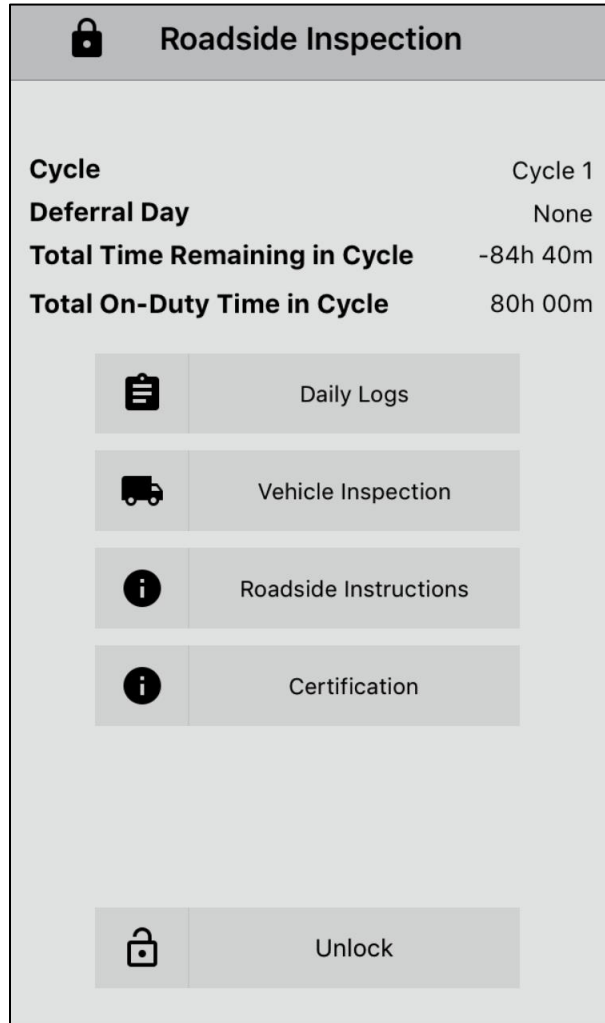
EDITING THE DAILY LOG



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:

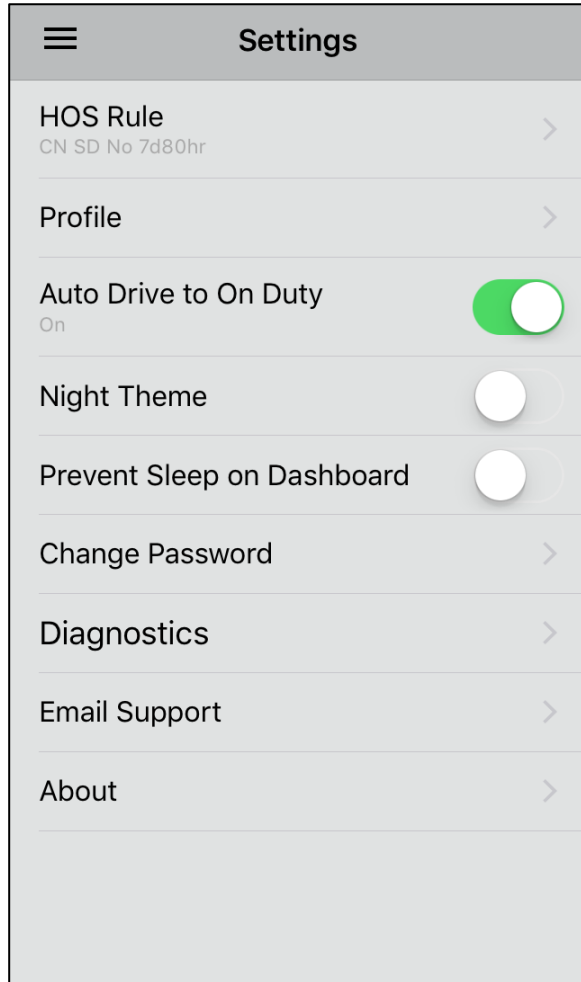
1. Go to **Menu > Roadside Inspection**
2. Once the information is displayed, the screen is locked meaning the Roadside Inspector or the driver cannot navigate to other screens without entering the password.

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

| Items | Description |
|---------------------------------|---|
| Cycle Time (Canada only) | <p>If the driver has selected a Canadian rule, the following information will display:</p> <p>Cycle</p> <ul style="list-style-type: none"> • Cycle 1 - 70 hours 7 day cycle • Cycle 2 - 120 hours 14 day cycle. <p>Deferral Day</p> <ul style="list-style-type: none"> • Refers to a shorter rest period on the current day for up to a maximum of two hours. <p>Total Time Remaining in Cycle</p> <ul style="list-style-type: none"> • Represents the total amount of time the driver has left to work in the current cycle. <p>Total On Duty Time in Cycle</p> <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 button,  allows the driver to export and email the daily log. |
| Vehicle Inspection | <p>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.</p> |
| Roadside Instructions | <p>Instructions to help the Roadside Inspector use the application</p> |
| Certification | <p>Contains the application's vendor certification form</p> |
| Unlock | <p>Allows the driver to return to the application</p> |

SETTINGS

The following options are available:

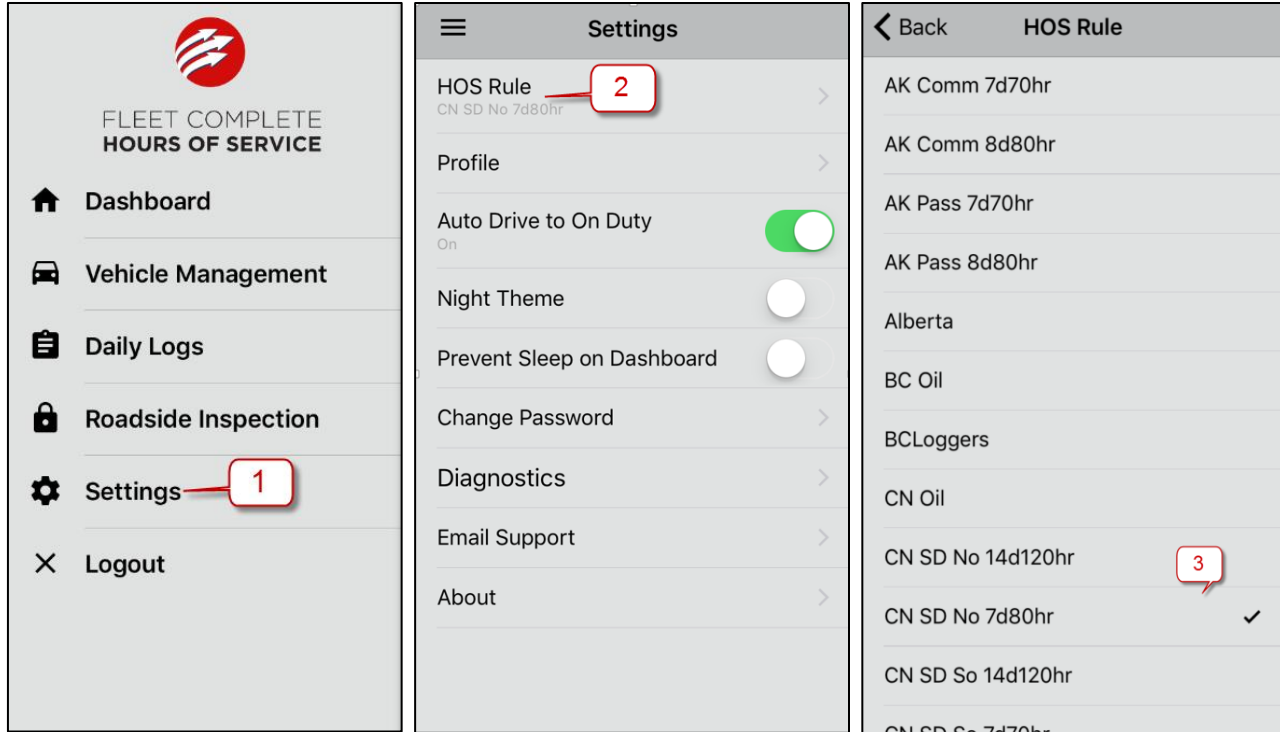


| Options | Description |
|----------------------------|--|
| HOS RULE | Ability to change the rule under which the driver is operating |
| Profile | Includes personal and business information. NOTE: <i>The information displayed cannot be modified by the driver.</i> |
| Auto Drive to On Duty | <ul style="list-style-type: 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 the 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.

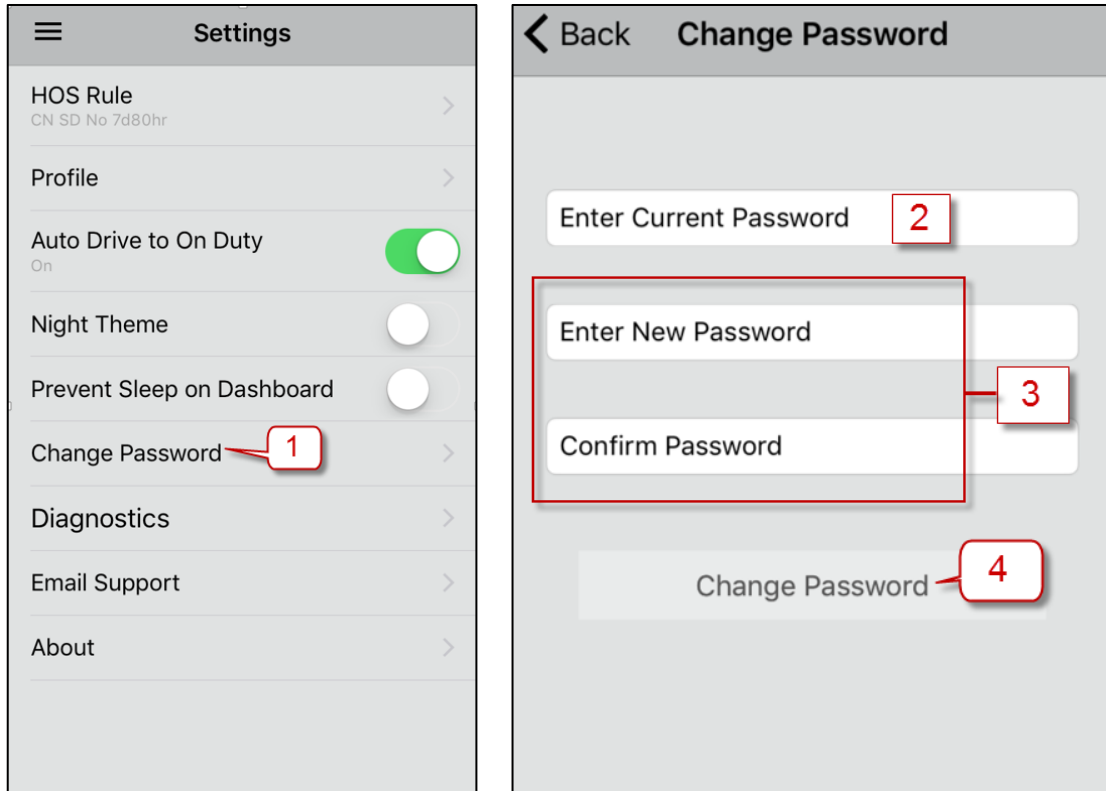
VIEWING PROFILE INFORMATION

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

| Profile | |
|-----------------------------|-----------------------------------|
| Name | Matt Fleet > |
| Email | mattfleet05@gmail.com |
| Name of Carrier | CI Courier Services > |
| Home Terminal | 475 Cochrane Drive, Markham, ON > |
| Principal Place of Business | 475 Cochrane Drive, 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

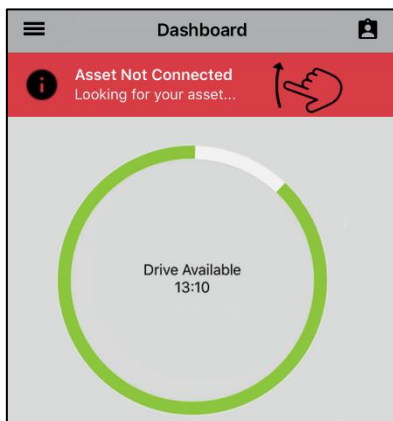
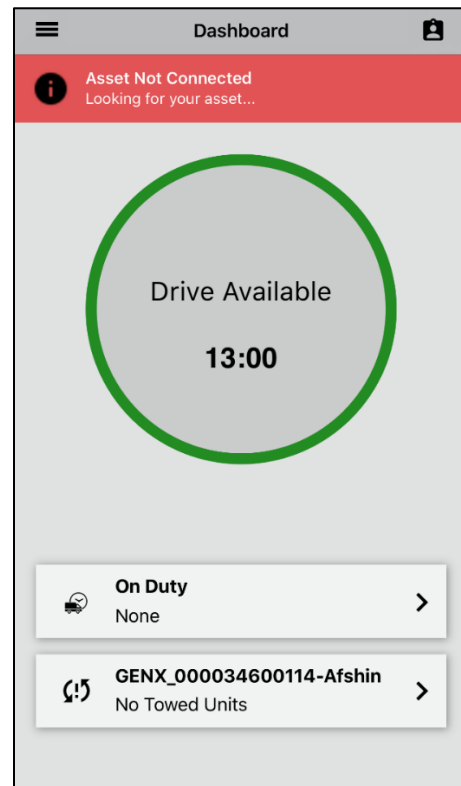
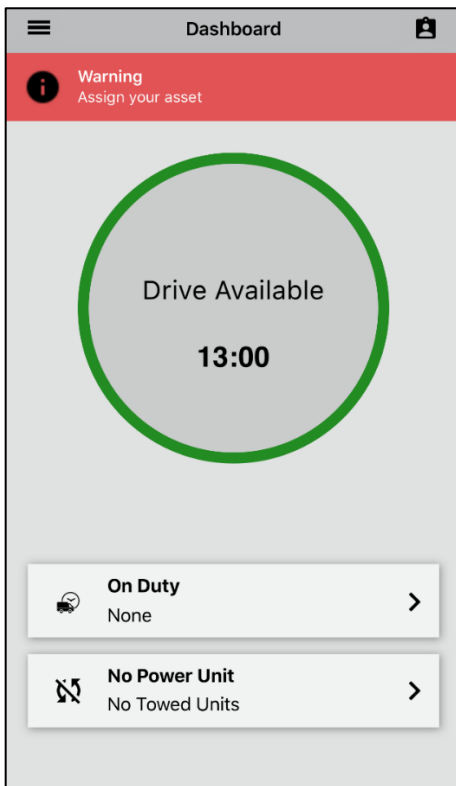
Warning and Alert messages are displayed on the Dashboard when:

- The driver's status is **On Duty** or **Driving** but there is no Power Unit assigned

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

OR

- The driver's status is **On Duty** or **Driving** and the Power Unit is assigned but it is not connected.



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.*