



**RAND McNALLY**

# **DriverConnect Portal Help**

Software Release 4.4

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## About DriverConnect



DriverConnect is an integrated platform that consists of the DriverConnect app installed on an Android™-based device (a tablet or a smartphone), a cloud-based web portal, and a Rand McNally ELD.

The ELD automatically gathers driving data, and sends the data to an Android™ device or tablet over Bluetooth®. DriverConnect uses an internet connection (cellular or Wi-Fi™) from the Android™ device to store that data in a cloud-based online account. You can access this data through the DriverConnect portal.

### The DriverConnect Portal:

- Automatically calculates drivers' Hours of Service (HOS).
- Displays work timers that tell you how long you have left in your driving session, shift, day, and work week.
- Displays break timers that calculate time left in your break, and how long until your work cycle restarts.
- Displays gauges with details about your engine's performance.
- Creates driving logs for Law Enforcement Officer (LEO) inspections.
- Allows messaging services between drivers and fleet managers.
- Stores more than 6 months of driving logs in the DriverConnect portal.
- Provides certifiable Driver-Vehicle Inspection Reports (DVIR).
- Automatically tracks your state-to-state driving for IFTA reporting.
- Allows you to take and store a photo of your fuel invoice.
- Provides forms-based workflows for completing common tasks.

# Terminology

These terms are used throughout this guide:

- **ELD** is short for Electronic Logging Device. An ELD connects directly to your truck and send information over Bluetooth® to your Android™ device or tablet. **Your ELD** refers to the specific Rand McNally ELD installed in your vehicle, such as the ELD 50 or DC 200.
- An **Android™ Device** means the Android™-based smartphone or tablet on which you have installed and use the DriverConnect app.
- **HOS** means your Hours of Service. This is the amount of time spent On Duty, Driving, in the Sleeper Berth, and Off Duty.
- A **DVIR** is a Driver-Vehicle Inspection Report. You need to complete one before and after each driving session.
- **IFTA** is the International Fuel Tax Agreement. DriverConnect automatically tracks your state-to-state driving for easier IFTA reporting.
- The **Fleet Manager** is the individual at your organization who typically interacts with drivers by managing logs and reports, performing dispatch, etc.
- The **DriverConnect app** is the Android™-based component of DriverConnect that allows drivers to log HOS, create DVIRs, and use built-in messaging functions to communicate with other members of the fleet.

## *How Do I...?*

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# Common Functions in the DriverConnect Portal

These questions provide a quick overview on how to do basic tasks in the DriverConnect portal.

**Note:** *Some functions may not be available, depending on your company's subscription level and your individual access level.*

### All Users

*How do I change my personal information, such as my name, email, or Driver ID?*

Click your name in the menu bar, and select Profile (page 107). Make the changes you need, and click **Update**.

*How do I send messages?*

Click the **Messaging** tab in the menu bar.

On the Chats Tab (page 127), click a contact's name or **New Chat** to open e messaging window. Or, on the **Contacts** tab, click a contact's name to open a new message.

Type a message and click the **Send** button.

### ***How do I manage my contacts?***

Manage contacts from the [Contacts Tab](#) (page 130). Contacts are uploaded automatically, and include all drivers and managers in your terminal or fleet. You can create group contacts, where you can send and receive messages from multiple people at once. Use the **Contacts** tab, and click **Create New Group** to get started.

### ***How do I view my truck's location?***

When you open the [Mapping](#) page (page 15), the map defaults to showing the last recorded location of your truck. The map also shows breadcrumbs (which mark the path you have driven) for the truck's movements over a defined time period.

### ***How do I view my Hours of Service (HOS)?***

To view a snapshot of current HOS values, click **Compliance** in the menu bar, and select **Snapshot**. The [Snapshot](#) page (page 62) displays HOS information for the last 8 days.

You can also select [Hours of Service](#) (page 66) from the **Compliance** menu. Enter a date range and click **Search**. The results show an overview of the HOS for each day. Click a row of the results table to display a detailed report that shows your HOS in a graphical format.

### ***How do I view my driving events?***

Click **Analytics** in the menu bar, and select Events (page 102). The **Events** page displays all events, including driving events.

### ***How do I view a Driver-Vehicle Inspection Report (DVIR)?***

## All Portal Help

In the **Compliance** menu, select Vehicle Inspections (page 66). Enter a date range and click **Search**. Click the text in a returned record to display the report.

### ***How do I find information for IFTA reporting?***

**Note:** *You must have a subscription to the Core plan to access these functions.*

In the Fuel Taxes menu, you can access the select State Mileage (page 91), State Crossings (page 95), and Fuel Purchase (page 97) menu options. The State Mileage page displays miles driven per state. The State Crossings page shows when state lines were crossed by each vehicle. The Fuel Purchase page displays fuel purchases logged in the DriverConnect app.

You can use the information from these pages to complete your IFTA reporting.

### ***How do I format a report?***

In a report, you can apply Formatting (page 147), Show/Hide Columns (page 151), use column Sorting (page 154), and/or Apply a Column Filter (page 152). Click in a column to access the Advanced Options menu (page 146). Choose an option, and apply the changes.

When you format a report and then export it, the formatting changes you make on the screen are also exported.

### ***How do I create a .PDF or Excel report?***

To Export a Report (page 145), look for the PDF and Excel icons in the upper right corner (   ). Click an icon to create an exported report.

**Note:** The report will display exactly what appears on your screen, including the date range and all formatting options selected.

## Terminal Managers

### ***How do I change my terminal information?***

Click your name in the menu bar, and select Terminal Info (page 118). Make the changes you need, and click **Update**.

### ***How do I view my drivers?***

Click the **Management** link in the menu bar, then Users (page 30). Changes to user profiles must be made by the fleet manager.

### ***How do I view my drivers' driving history?***

Click **Compliance** in the menu bar, and select Driver Information (page 80). Enter a date range and a driver (optional), and click **Search**.

### ***How do I view my drivers' driving events?***

Driving Events (page 102) are recorded duty status changes and unsafe driving conditions. Click **Analytics** in the menu bar, and select Events. The **Events** page displays driving events.

### ***How do I view my vehicles?***

Click the **Management** link in the menu bar, then Tractors (page 39). This page displays all vehicle numbers recorded by drivers through the DriverConnect app.

### ***How do I view ELDs registered to my terminal?***

Click the **Management** link in the menu bar, then [Devices](#) (page 38).

### ***How do I use driver and vehicle groups?***

Use the [Groups](#) page (41) to add drivers or vehicles into a group for quick searches. Click **Management** in the menu bar, and select Groups. Click **+New Group** to create a new group, or click on an existing group to edit. Select or deselect group members from the left column, and click **Create** (or **Update**).

## **Fleet Managers**

### ***How do I change my subscription?***

Click your name in the menu bar, and select [Subscription](#) (page 121). Click **Manage** to change your subscription level.

### ***How do I add another ELD to my company?***

Click your name in the menu bar, and select [Subscription](#) (page 121). Click **Add Device** to enter additional ELD serial numbers and add them to your fleet.

You can view the ELDs already registered to your fleet by clicking the **Management** link in the menu bar, then [Devices](#) (page 38).

### ***How do I view my drivers' driving history?***

Click **Compliance** in the menu bar, and select Driver Information (page 80). Enter a date range and a driver (optional), and click **Search**.

### ***How do I view my drivers' driving events?***

## All Portal Help

Driving Events (page 102) are recorded duty status changes and unsafe driving conditions. Click **Analytics** in the menu bar, and select Events. The **Events** page displays driving events.

### ***How do I add a new driver or terminal manager?***

Click the **Management** link in the menu bar, then Users (page 30). Click **+New User**.

You can select **Driver** or **Terminal Manager** in the **Select Role** dropdown.

### ***How do I view my vehicles?***

Click the **Management** link in the menu bar, then Tractors (page 39). This page includes all vehicles (Tractor numbers) recorded by drivers through the DriverConnect app. Click a vehicle to assign it to a new terminal.

### ***How do I manage my drivers and terminal managers?***

Click the **Management** link in the menu bar, and select Users (page 30). Make the changes you need, and click **Update**.

You can also click the – in a user's row to delete that user.

### ***How do I assign a driver to a terminal?***

Click the **Management** link in the menu bar, and select Users (page 30). Select a new terminal from the **Terminal** dropdown. Click **Update**.

### ***How do I create and manage terminals?***

## All Portal Help

Click **Management** in the menu bar, and select Terminal (page 47). Click **+Terminal** to create a new one.

You can manage your terminal by clicking the text in a row. Make the changes you need, and click **Update**.

You can also click the – in a row to delete that terminal.

### ***How do I use driver and vehicle groups?***

Use the Groups page (41) to add drivers or vehicles into a group for quick searches. Click **Management** in the menu bar, and select Groups. Click **+New Group** to create a new group, or click on an existing group to edit. Select or deselect group members from the left column, and click **Create** (or **Update**).

### ***How do I create a new workflow?***

Click the **Management** link in the menu bar, and select Workflow (page 47). Click **+Create New**.

### ***How do I edit a workflow?***

Click the **Management** link in the menu bar, and select Workflow (page 47). Click a row. In the **Action** dropdown menu, select **Edit**.

### ***How do I send a form to a driver?***

Click the **Messaging** tab in the menu bar, and click the Chats Tab (page 127). Click the paperclip icon, select **Form**, and choose a form to send from the dropdown menu.

### ***How do I send a workflow to a driver?***

## All Portal Help

Click the **Messaging** tab in the menu bar, and click the [Workflow Tab](#) (page 136). Click **+New Workflow**. Select a driver and a workflow, enter completion times, and click **Send Workflow**.

### ***How do I view the status of a workflow?***

Click the **Messaging** tab in the menu bar, and click the [Workflow Tab](#) (page 136). The workflows in progress display, with statuses for each task and the workflow overall.

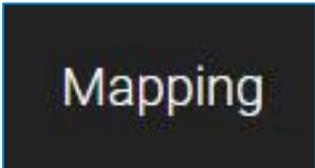
Click a workflow in progress to view information, including completed forms.

### ***How do I change my company information?***

Click your name in the menu bar, and select [Company Info](#) (page 112). Make the changes you need, and click **Update**.

## User Dashboard

The **Mapping** page displays upon login. This is your dashboard, and allows you to track the location and movement of your truck(s).



Mapping

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## Mapping

The **Mapping** page is the first page you see when you log in to DriverConnect. This page displays a map showing the most recent location of each vehicle registered to you.

When connected to the internet, the DriverConnect app sends location information to the portal. This includes the truck's current (most recent) location, previous locations, HOS timers, and events. See below for more information.

**If you are a Driver:** You will only see location information for the most recent truck you have used.

**If you are a Fleet Manager (FM):** You will see the location and GPS information of all trucks registered to your fleet. You can view the most recent locations for each vehicle (going back 15 days). Select a driver to access driving in 7-day increments.

**If you are a Terminal Manager (TM):** You will see location and GPS information of all trucks registered to your terminal. You can view the most recent locations for each vehicle (going back 15 days). Select a driver to access driving history in 7-day increments.

## All Portal Help

The screenshot shows the Tractor Mapping interface. On the left is the 'Asset Details' panel, and on the right is a map of a region in Tennessee. Red circles with numbers 1 through 7 point to specific UI elements: 1 points to the 'search by termin' dropdown menu; 2 points to the 'Search' button; 3 points to a truck icon on the map; 4 points to the 'CHOOSE VIEW' menu; 5 points to the 'Map view' option in the menu; 6 points to the zoom controls; and 7 points to the 'Driver Name' field in the asset details.

Asset Details

Driver Id: DR002

Driver Name: driver

Date/Time: 03/05/2016

Tractor: 99

Trailer: 100

HOS Current Status: DRIVING

Bill of Lading: 9980000000

Direction: 322.8 Degree

Address: Not provided

Speed: 5

Odometer: 72584

Engine RPM: 1511

Violation: None

TIMERS

Driving Session: 05:47

Driving Shift: 10:05

Work Cycle: 62:36

Work Shift: 11:46

30 Min Break: 00:00

10 Hr Break: 00:00

Split Break: 00:00

34 Hr Week: 00:00

EVENTS

On the **Tractor Mapping** page, you can:

1. Select an individual driver to view if you are a fleet or terminal manager. If you are a driver, only your information displays.  
*The default view for fleet and terminal managers shows locations of all trucks for the previous 15 days.*
2. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).
3. Click a truck icon to view more information about the vehicle, including tractor and driver information, current HOS statuses and timers, and events. Selected trucks turn blue in the map, and are

## All Portal Help

outlined in yellow. Previous vehicle positions, shown as arrowheads, and are also clickable.

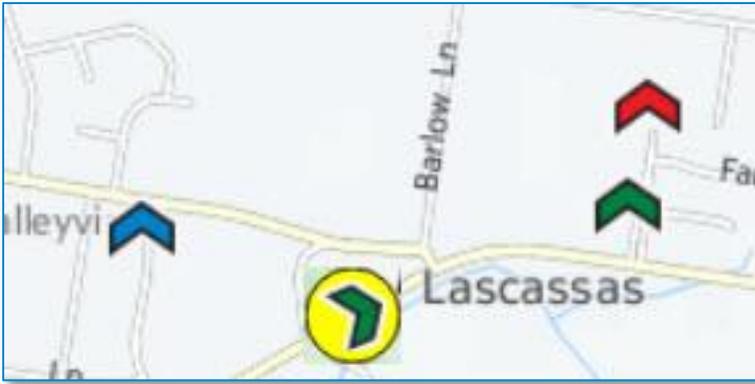
*Information displays in the panel to the left of the map.*

4. Breadcrumbs (see below) in different color show the driver's driving history, and are outlined in yellow when selected.
5. Click the **+** and **-** buttons to zoom in and out on the map.
6. Click the **Choose view** icon in the lower right for additional mapping options.
7. Click a driver's name to open a Messaging screen and compose a message to the driver.

## Truck and Breadcrumb Icons and Information



A truck's current location is displayed by the truck icon. Previous locations display along the route as arrowheads called **breadcrumbs**. A line of breadcrumbs provides a snapshot of the route traveled by the truck. Breadcrumbs only display when viewing the map for an individual driver.



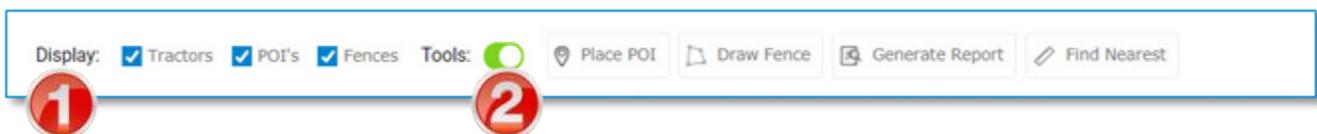
Normal breadcrumbs display in green. The selected breadcrumb displays in blue, with a yellow outline. Breadcrumbs in red indicate a violation.

Click a truck or breadcrumb icon to view additional information about the truck, including:

Driver ID, Tractor and Trailer numbers, date and time that the truck reached that location, plus any HOS violations in effect at that location and (if available) the vehicle's speed, odometer reading, and engine RPM.

**Fleet and Terminal Managers:** When viewing all drivers, only the truck icons display showing the locations of each truck in your fleet. The truck icon and breadcrumbs display once you select an individual driver to view.

## Mapping Tools



On the **Mapping** page, you can choose to display tractors, points of interest, and geofences. You can also access tools to draw fences and

## All Portal Help

place POIs. The **Display** checkboxes allow you to show or hide tractors, POIs, and geofences on the map. The **Tools** slider shows options for additional mapping tools.

1. Select a checkbox to display an option on the map; de-select the checkbox to hide the option.

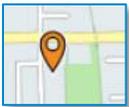
*When you select a checkbox, the map will display all available icons for that type in the display area. You may need to zoom in or scroll on the map to see additional icons.*

2. Select the **Tools** slider to display the **Place POI**, **Draw Fence**, **Generate Report**, **Find Nearest**, and **Route** tools.

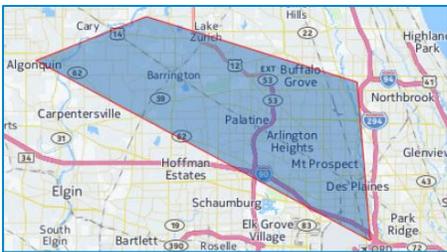
Tractors display on the map as truck icons:



POIs display as orange markers:



Fences display as shaded blue areas:



## Place POI

Points of Interest (POIs) are designated spots that are valuable to your fleet. These can include:

- Terminal/office locations
- Gas stations
- Rest areas
- Restaurants
- Weigh stations
- Preferred places to stop
- Or any other location of interest to your drivers

You can view your drivers' current position and breadcrumb path on the **Mapping** page to see when they are approaching a POI. You can communicate the upcoming POI to the driver with the messaging functions in the Chats Tab.

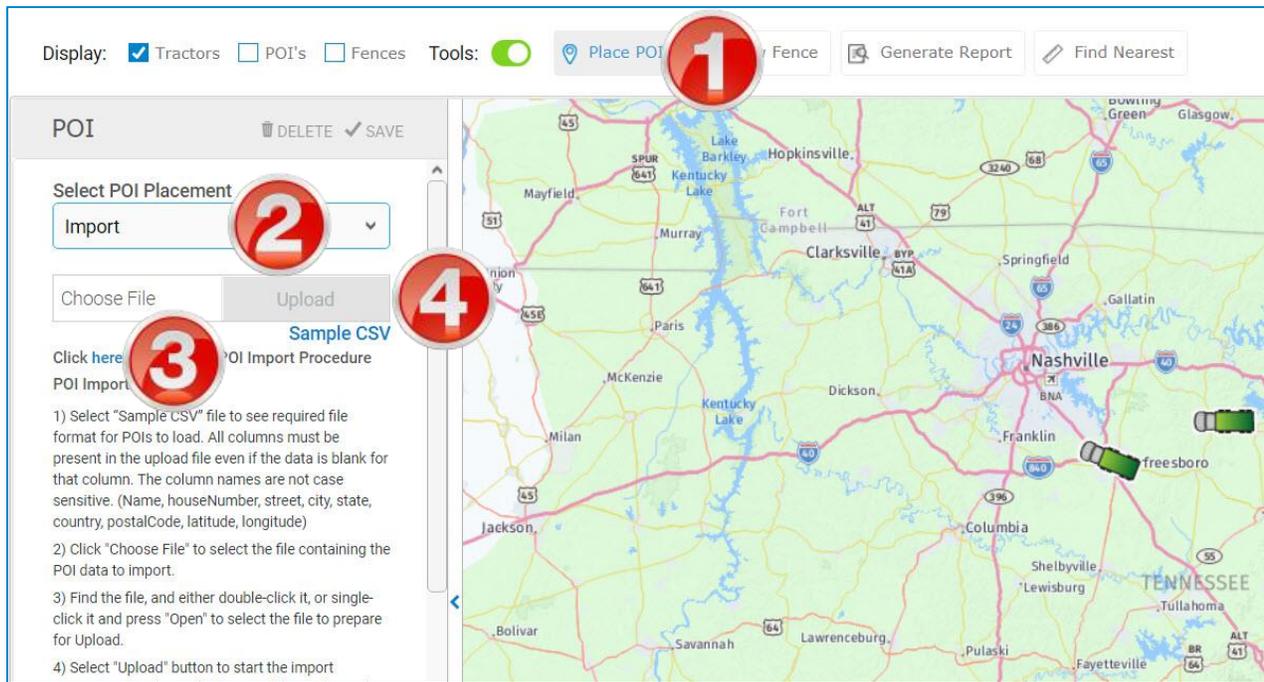
POIs can be placed manually, or you can import a .csv file with pre-defined POIs.

### **To place a POI Manually:**



1. Click **Place POI** in the **Tools** section of the **Mapping** page.
2. Select **Place Manually** in the **Select POI Placement** drop-down menu.
3. As-you-go instructions display in the upper right corner of the map page.
4. Right-click on the map to place a POI.
5. Type a name for the POI, and verify its location.
6. Click **Save** to save the POI. Or, click **Delete** to delete this POI and start again.

### **To import a list of POIs:**



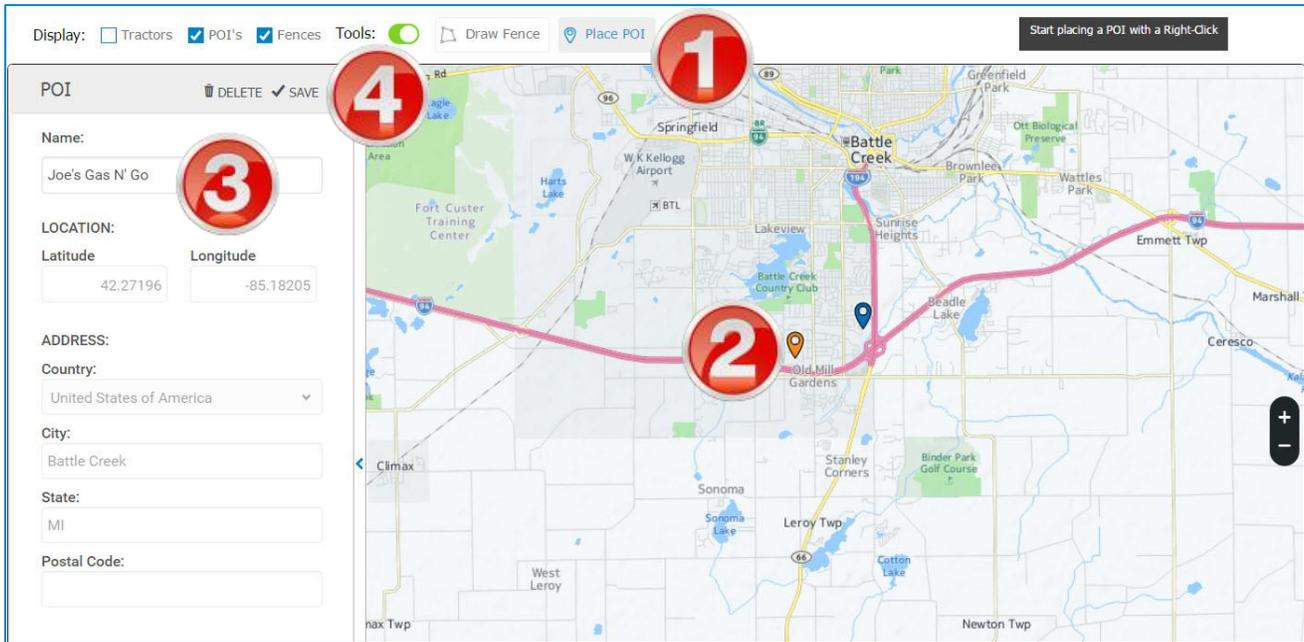
1. Click **Place POI** in the **Tools** section of the **Mapping** page.
2. Select **Import** in the **Select POI Placement** drop-down menu.
3. Click **Choose File** to select the .csv file from your computer.
4. Click **Upload** once you have selected the file.

**Note:** Click the Sample CSV link to view an example file, which shows how the file needs to be formatted.

### To edit or delete a POI:

**Note:** You can only edit the name of a POI after you save it. To change the address or coordinates, you need to delete the POI and create a new one instead.

## All Portal Help



1. In the **Tools** section, click **Place POI**.

2. Click the POI you want to edit or delete.

*The selected POI displays in blue, and the **POI** pane displays on the left side of the map. Other POIs remain orange.*

3. Type a new name.

4. Click **Save** to save the fence. Or, click **Delete** to delete the fence.

## Draw Fence

Geofences (or “fences”) are areas that you can define on the map that set boundaries for your drivers. On your **Company Information** page, you can set up email alerts when a driver crosses a fence. As the driver’s ELD sends location information, the DriverConnect system compares the location reported by the ELD to the coordinates you define for a fence. This is useful for tracking activity in and out of certain areas.

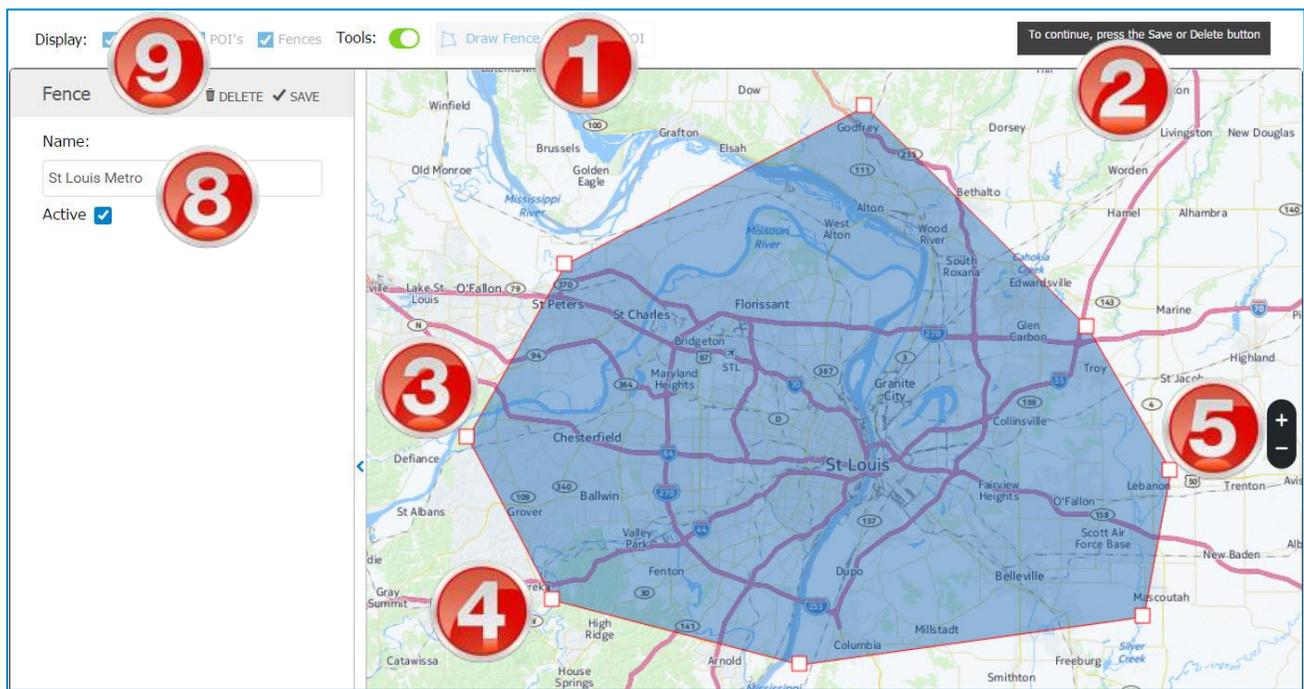
You can use fences for these and other applications:

## All Portal Help

- Set up a fence around a city to be notified when your drivers enter in and out of the city's metro area.
- Draw a fence around a state to be notified of all state crossings by email.
- Draw a fence to be notified when you drivers cross into a different time zone.

After creating a fence, you can activate or de-activate it at any time.

### To draw a fence:



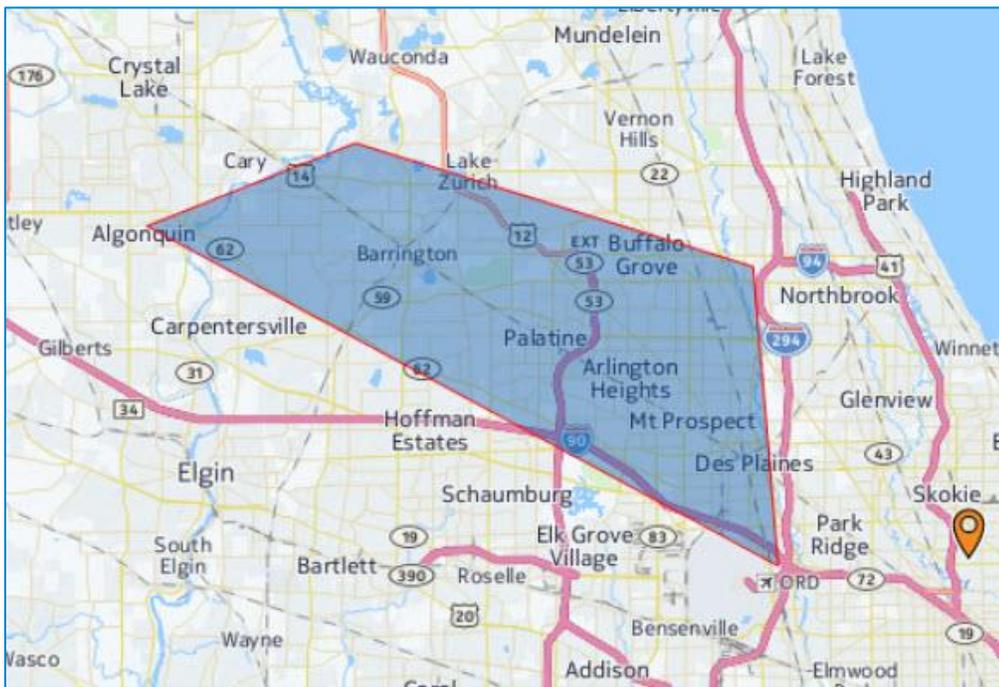
1. Click **Draw Fence** in the **Tools** section of the **Mapping** page.
2. As-you-go instructions display in the upper right corner of the map page.
3. Right-click on the map to place your first fence post.
4. Right-click again to place the next post.

Continue right-clicking on the map to place as many posts as you need for your map.

## All Portal Help

5. Click the **+** and **-** buttons to zoom in and out for greater accuracy.
6. When you are finished placing posts, double-right-click to stop.
7. After your fence posts are set, click (left) and drag a fence post to change its location.  
*You cannot change a fence post location after you save the fence.*
8. Type a name for the fence, and select the **Active** checkbox.
9. Click **Save** to save the fence. Or, click **Delete** to delete the fence and start again.

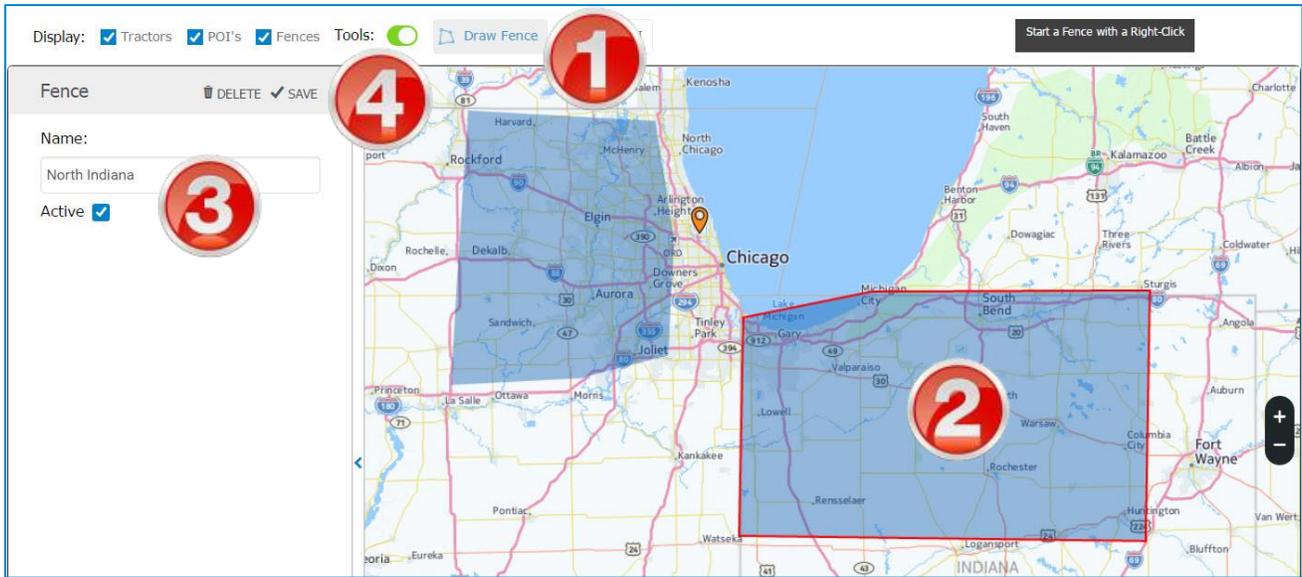
Saved fences display as shaded blue areas on the map:



## To edit or delete a fence:

**Note:** You can only edit the name and active status of a fence. You cannot add or change fence posts once you save a fence. To change posts, you need to delete and re-draw the fence.

## All Portal Help



1. In the **Tools** section, click **Draw Fence**.
2. Click the fence area you want to edit.  
*The selected fence is outlined in red, and the **Fence** pane displays on the left side of the map.*
3. Type a new name, or select/de-select the **Active** checkbox.
4. Click **Save** to save the fence. Or, click **Delete** to delete the fence.

## Generate Report

Reports show information about all of the drivers and tractors located within the visible map area. The report displays the following information for each driver:

- Driver Name and ID
- Date and Time of the last recorded portal event
- Tractor and Trailer Numbers
- Driving direction
- Current Hours of Service Status
- Most recent recorded event
- Last address recorded

## All Portal Help

- Speed, Odometer, and Engine RPM recordings

The screenshot displays a web application interface for tractor tracking. At the top, there are navigation and tool options: 'Display' (Tractors checked, POI's unchecked, Fences unchecked), 'Tools' (a green circle icon), 'Place POI', 'Draw Fence', and 'Generate Report'. A tooltip above the 'Generate Report' button reads 'Click Generate Report button to refresh based on map extent.' Below this is a 'Reports' section with a search bar and a table of tractor data. The table has columns for Name, Date/Time, Driver ID, Tractor, and Trailer. The map on the right shows the United States with several tractor icons. Red circles with numbers 1, 2, and 3 highlight specific features: 1 points to the map's zoom controls, 2 points to the 'Generate Report' button, and 3 points to the scroll bars in the reports table.

Name	Date/Time	Driver ID	Tractor	Trailer
Driver name	08/24/2017 02:06:05	DriverID	223345	Not p
Driver name	08/22/2017 15:41:24	DriverID	12	111
Driver name	08/19/2017 22:57:14	DriverID		Not p
Driver name	08/18/2017 10:36:04	DriverID	bt101	BR10
Driver name	08/18/2017 08:30:05	DriverID	12345	skh0E
Driver name	08/17/2017 16:54:11	DriverID	100	Not p
Driver name	08/17/2017 07:19:28	DriverID	tractora	trailer
Driver name	08/17/2017 07:12:02	DriverID	mv2014	

1. Using the zoom buttons on the map and the mouse to move the frame, adjust the map to show the report area.
2. Click **Generate Report** in the **Tools** section of the **Mapping** page  
*The report displays in a window to the left of the map.*
3. Use the up/down and left/right scroll bars in the report sub-window to view all rows and columns.

## Find Nearest

The "Find Nearest" function shows you the location of the closest tractors, POIs, and fences, in order, to a point within a radius that you specify. It also shows updated information about each tractor, POI, or fence.

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1. Click **Find Nearest** in the **Tools** section of the **Mapping** page.
2. Right-click a point on the map to set as the mid-point of your search area.  
*A circle displays on the map, with a radius (in miles) as set in the slider on the left.*
3. Using the sliders to the left, set the radius (in miles) of the search area, and set the number of items nearest to your location to display.
4. Click **Search**.  
*The nearest Tractors, POIs, and Fences to your location display in the left-side bar.*
5. Click a header (*Tractors, POIs, and Fences*) to change views.
6. Click **Back** to conduct a new search.

## All Portal Help

Find Nearest

← BACK

Tractors POI Fences

Search:

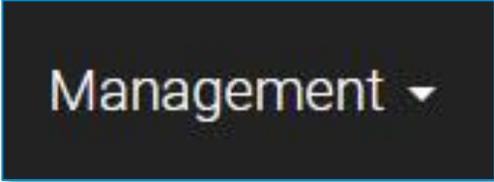
Distance(Miles)	Name	Latitude
11.77	name6	41.9230
16.82	name11	41.8060
17.23	name10	42.0145
23.14	name13	41.8843
23.91	name5	41.8715

The map shows a geographic area with various towns and roads. A red circle with the number 6 is placed over a location in the upper left quadrant of the map, near the town of Rochelle.

**Note:** You cannot manually edit the latitude and longitude values. You must select a new point by right-clicking the map.

## Management Menu

The **Management** menu provides options for Fleet and Terminal Managers to manage drivers and portal users, terminals, and ELDs.



---

## Users

On the **Users** page, you can view, edit, create, and delete user profiles. The default view shows all users in your organization.

**Terminal Managers:** The **Users** page is read-only. You cannot create, edit, or delete users.

Each driver in your fleet needs a user profile. Drivers use a unique Driver ID to log in to the DriverConnect app. As you add new drivers, you need to create their Driver IDs and passwords. Drivers can change these later.

Each Terminal Manager also needs a user profile. Terminal Managers do not have Driver IDs, and do not use the DriverConnect app. Instead, they are able to manage a select group of drivers within their own terminal. See the **Terminals** page for more information.

## All Portal Help

The screenshot shows a web interface for managing users. At the top left, there is a search box labeled '1' and a 'Search' button labeled '2'. At the top right, there is a '+ New User' button labeled '5'. Below these is a table with columns: First Name, Last Name, Fleet, Terminal, Email, Driver ID, and User Role. The table contains five rows of user data. Callout '3' points to the 'Fleet' column header. Callout '4' points to the pagination controls at the bottom of the table, which show 'Showing 1 to 5 of 5 entries' and 'First < 1 > Last'. Callout '6' points to the 'Driver ID' cell of the second row, and callout '7' points to the 'User Role' cell of the same row. Each row also has a minus sign icon on the right side.

First Name	Last Name	Fleet	Terminal	Email	Driver ID	User Role
Ima	Driver	Company	T-02844	email@email.com	DR02	Driver
Name	Driver	Company	-	fleetmgr@company.com	FM1	ner Operator
Terminal	Manager	My Company	T-02844	tm@tm.org		Terminal Manager
Terminal	Driver	My Company	T-02844	driver@terminal.com	TD2	Driver
Test	Trucker	My Company	T-02299	dr001@dr001.com	DR002	

### To search for users:

1. Begin typing information about the user into the search box. You can type information from any column.

*As you type, information that matches your search terms automatically displays in the table.*

2. Click **Search** to display all users.
3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

### To manage users:

5. Click **+New User** to create a new user. See instructions below.
6. Click the text in a user's row to edit the user. See instructions below.
7. Click the – sign to delete a user. See instructions below.

## Create a New User

The **New Driver** page is shown to the left, and the **New Terminal Manager** page to the right:

The image shows two side-by-side screenshots of the 'Add New User' form. The left form is for a Driver, and the right form is for a Terminal Manager. Red circles with numbers 2, 3, 4, and 5 highlight specific fields and the 'Create' button.

**Left Form (New Driver):**

- 3: Driver ID field
- 2: Password field
- 5: Issuing State dropdown

**Right Form (New Terminal Manager):**

- 2: Password field
- 4: Select Terminal dropdown
- 5: 'Create' button

1. On the Users page, click **+New User**.

*The **Add New User** window displays.*

2. Enter the information for the user. All fields are required.

Select the user role. You can select Driver or Terminal Manager:

## All Portal Help

3. **Driver:** Enter a Driver ID for the user. The driver will need the Company Code, Driver ID, and Password you create to log in to the DriverConnect app.

*Optional: You can also enter the driver's license information. This will be visible to the driver in the DriverConnect app.*

4. **Terminal Manager:** Select a terminal for the Terminal Manager (TM). If you have not yet created a terminal, the only option will be your organization's base terminal. You can create and edit terminals from the **Terminals** page.

*Optional: You can also set the terminal manager's email notification options (see below in **Edit a Terminal Manager**). By default, the terminal manager will not receive notifications.*

5. Click **Create** to create the new user, or **Cancel** to close this page without creating a new user.

## Edit a Driver

You can change an existing driver's first name, last name, email address, and terminal assignment. You can also update the driver's license information.

**Note:** *Updates made to a driver's account on the portal also display in the app.*

The screenshot shows a window titled "Edit User" with a close button (X) in the top right corner. The window contains several form fields for editing a user's profile. The fields are arranged vertically and include:

- First Name: Text input field containing "Driver".
- Last Name: Text input field containing "Testaccount".
- Driver ID: Dark gray text input field containing "TA1234".
- Role: Dark gray text input field containing "Driver".
- Company: Dark gray text input field containing "RM-0177 (RK Transport)".
- Terminal: Dropdown menu showing "T-0151 (RK Transport)". A red circle with the number "2" is overlaid on this field.
- Email: Text input field containing "email@address.co".
- HOS Rule Set: Dark gray text input field containing "US 8 days/70 hours (Intersta".
- Name on License: Text input field containing "Driver testaccount".
- License No.: Text input field containing "123456789".
- Issuing State: Dropdown menu showing "Illinois". A red circle with the number "3" is overlaid on this field.

At the bottom of the window are two buttons: "Cancel" (dark gray) and "Save" (blue).

1. On the **Users** page, click the text in a row to edit the driver.  
*The **Edit User** window displays.*
2. Make changes to the driver's profile.  
*Fields in dark gray cannot be edited.*

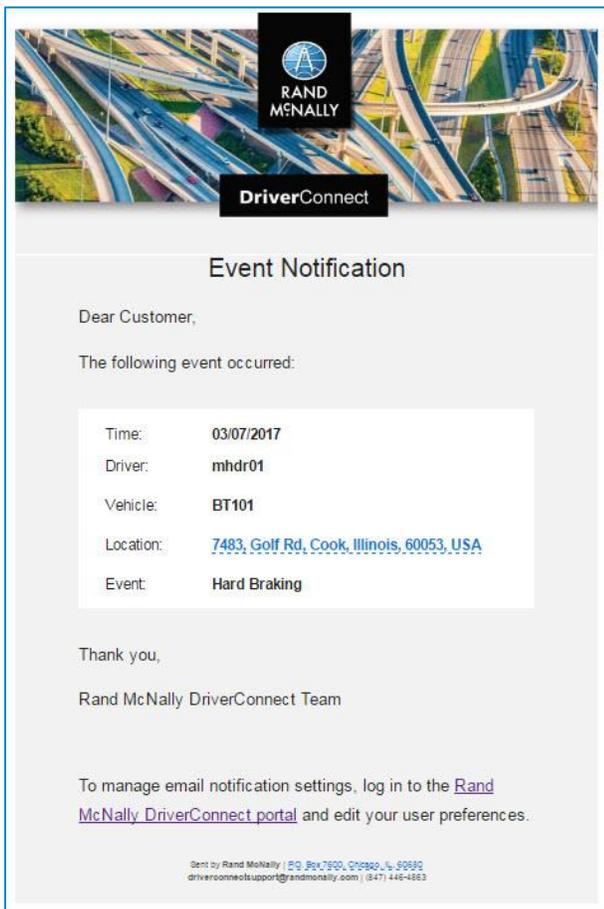
## All Portal Help

3. Click **Save** to save the changes, or **Cancel** to close this window without saving changes.

## Edit a Terminal Manager

You can change an existing terminal manager's first name, last name, email address, and terminal assignment. You can also set email notifications for the terminal manager.

Email notifications are messages sent to a terminal manager for specific driving events (such as speeding, hard braking, etc.). These emails can be sent individually for each occurrence, sent as a daily summary, both, or not sent at all. Each event can have different email settings.



The screenshot shows a window titled "Edit User" with a close button (x) in the top right corner. The window is divided into two main sections: "PROFILE INFO" and "Email Notification".

**PROFILE INFO**

- First Name: Text input field containing "Term".
- Last Name: Text input field containing "Mgr".
- Role: Dropdown menu showing "Terminal Manager".
- Driver ID: Text input field containing "mhdr01".
- Company: Text input field containing "RM-011890 (DCLT LT Beta Te".
- Terminal: Dropdown menu showing "T-01690 (DCLT LT Beta T" with a downward arrow.
- Email: Text input field containing "terminalmanager@email.cor".

**Email Notification**

A red circle with the number "2" is overlaid on the "Email Notification" toggle switch, which is currently turned on (green).

Get notified for	Daily summary	Every time events occurs
Over Idling	<input type="checkbox"/>	<input type="checkbox"/>
Geofence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speeding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard Braking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over Posted Speed Limit	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A red circle with the number "3" is overlaid on the "Over Posted Speed Limit" checkbox in the "Every time events occurs" column.

At the bottom of the window are two buttons: "Cancel" (grey) and "Save" (blue).

1. On the **Users** page, click the text in a row to edit the terminal manager.

*The **Edit User** window displays.*

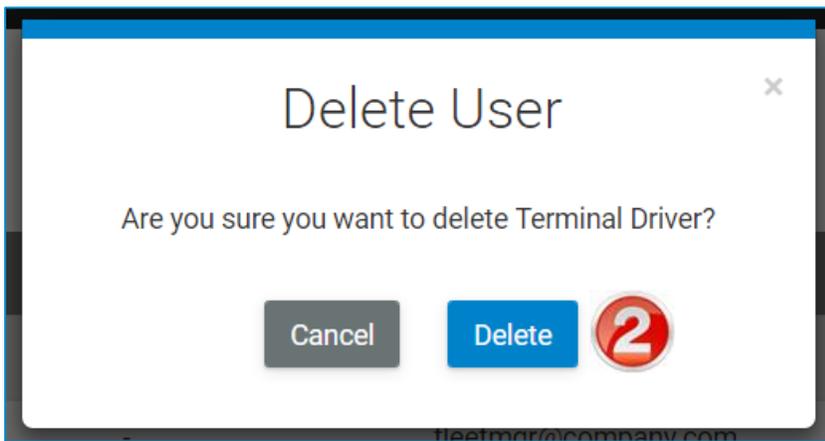
2. Make changes to the terminal manager's profile.

## All Portal Help

*Fields in dark gray cannot be edited.*

3. Set the **Email Notifications** slider to ON (green) to enable notifications for the terminal manager.  
Set the slider to OFF (gray) to disable all email notifications.
4. Select the checkboxes for the events and notification types you want the terminal manager to receive.
5. Click **Save** to save the changes, or **Cancel** to close this window without saving changes.

## Delete a User



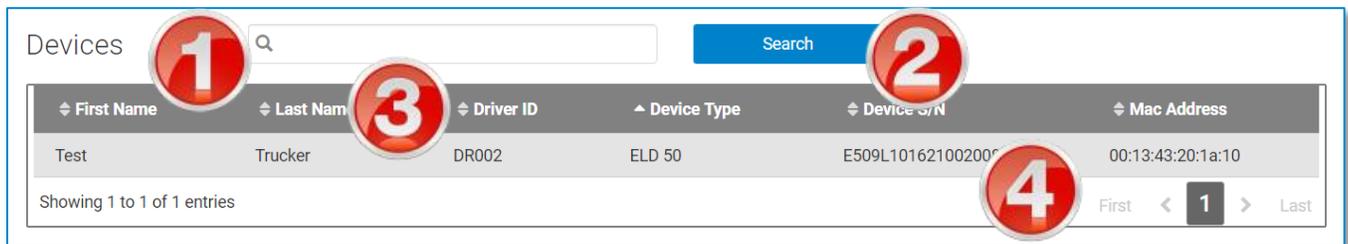
1. On the **Users** page, click the Delete icon (🗑️).
2. On the **Delete User** window, click **Delete** to delete the user. Click **Cancel** to cancel the delete process and leave the user profile intact.

# Devices

On the **Devices** page, you can all of the Electronic Logging Devices (ELDs) registered to your fleet or your terminal.

Any driver in your fleet can use any ELD. Drivers must pair their Android™ device with an ELD before using it. Instructions for device pairing can be found in the DriverConnect app user guide. Each ELD is listed with the most recent driver to use it. The ELD serial number, type, and MAC address also display.

## To search for devices:



1. Begin typing information about the device into the search box. You can type information from any column.

*As you type, information that matches your search terms automatically displays in the table.*

2. Click **Search** to display all devices.
3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Tractors

The **Tractors** page displays a list of all tractors identified from the DriverConnect app. Tractors are added automatically when drivers add the tractor number on the app's **Trip Info** page.

The screenshot shows the 'Tractors' page interface. At the top, there is a search field labeled 'Tractors' with a magnifying glass icon (callout 2). Below it, there are two dropdown menus: 'search by Vehi' and 'Local Trucks' (callout 1). A blue 'Search' button is positioned to the right of the dropdowns (callout 1). Below the search area is a table with three columns: 'Tractor number', 'Company Code', and 'Terminal Code' (callout 3). The table contains four rows of data. At the bottom of the table, there is a pagination bar showing 'Showing 1 to 4 of 4 entries' and navigation buttons for 'First', '<', '1', '>', and 'Last' (callout 4).

Tractor number	Company Code	Terminal Code
34	RM-012500	T-02299
43	RM-012500	T-02892
48	RM-012500	T-02892
99	RM-012500	T-02299

On this page, you can:

1. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The table displays the results of your search.*

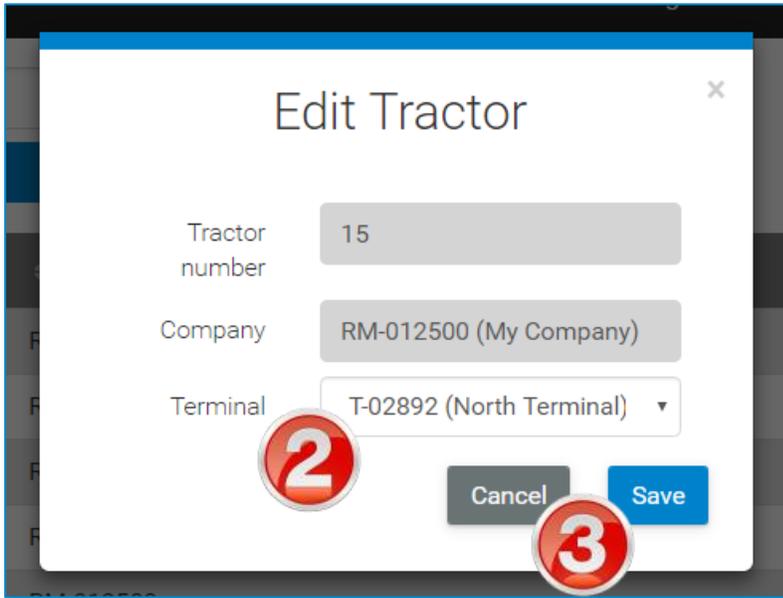
2. To find specific information within your search results, begin typing in the search field.

*As you type, information that matches your search terms automatically displays in the table.*

3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## Edit a Tractor

You can change the information for an existing tractor at any time.



The screenshot shows a window titled "Edit Tractor" with a close button (X) in the top right corner. The window contains three input fields: "Tractor number" with the value "15", "Company" with the value "RM-012500 (My Company)", and "Terminal" with the value "T-02892 (North Terminal)" and a dropdown arrow. Below the fields are two buttons: "Cancel" and "Save". A red circle with the number "2" is overlaid on the "Tractor number" field, and a red circle with the number "3" is overlaid on the "Save" button.

1. On the **Tractors** page, click the text in a row to edit the tractor.  
*The **Edit Tractor** window displays.*
2. Make changes to the tractor information.  
*Fields in dark gray cannot be edited.*
3. Click **Save** to save the changes, or **Cancel** to close this window without saving changes.

# Groups

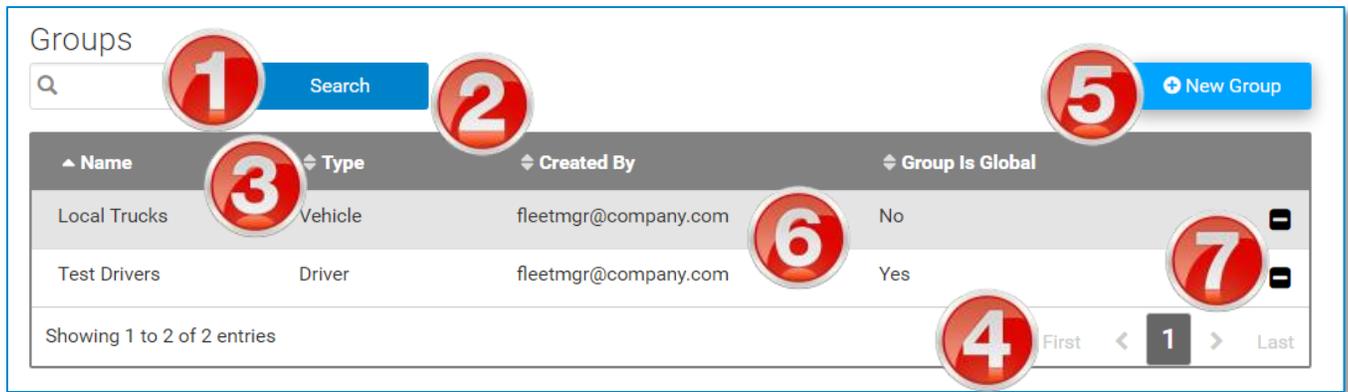
The **Groups** page allows you to create groups to more easily manage drivers. You can create groups of drivers or vehicles.

Using a group is a way to view and manage information about a specific set of drivers or vehicles. On reporting and compliance pages, you can filter information to display information only from a specific group.

Some examples of using groups include:

- A Fleet Manager created a group made up only of older vehicles, and searched the **Vehicle Inspections** page for DVIRs created just for that group.
- A terminal manager created a group for drivers that have previously been cited for moving violations. The manager searched for instances of sudden acceleration and deceleration in that group on the **Events** page to ensure the drivers were operating their vehicles safely.

Groups can be individual or global. Individual groups can only be viewed and used by the user who creates them. Global groups can be viewed and used by all non-driver users (Fleet Managers and Terminal Managers).



### To search for groups:

1. Begin typing information about the group into the search box. You can type information from any column.

*As you type, information that matches your search terms automatically displays in the table.*

2. Click **Search** to display all groups.
3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

### To manage group:

5. Click **+New Group** to create a new group. See instructions below.
6. Click the text in a group's row to edit the user. See instructions below.
7. Click the – sign to delete a group. See instructions below.

## Create a New Group

The screenshot shows a 'Create New Group' dialog box with the following elements:

- 1**: A close button (X) in the top right corner.
- 2**: A text input field for 'Group Name'.
- 3**: A dropdown menu for 'Select Group Type' with 'Driver' selected.
- 4**: Two side-by-side panels. The left panel, 'Select from list', shows a list of options: DR02 (checked), TD2 (unchecked), and DR002 (checked). The right panel, 'Group of Driver', shows 'DR02' and 'DR002' listed, with a 'Total 2' summary at the bottom.
- 5**: A checkbox labeled 'make group global' which is checked.
- 6**: 'Cancel' and 'Create' buttons at the bottom right.

1. On the Users page, click **+New Group**.  
*The **Create New Group** window displays.*
2. Enter a name for the group.
3. Select the group type:

## All Portal Help

- **Driver** allows you to select drivers to include in the group. Drivers are created by the Fleet Manager from the **Users** page.
- **Vehicle** allows you to select vehicle to include in the group. Vehicle numbers are created by drivers in the DriverConnect app. Drivers enter the Tractor Number in the **Trip Info** screen. Vehicle numbers that have not been used in the fleet before are stored as new vehicles.

4. Select or deselect drivers or vehicles from the list on the left to add or remove them from the group.

The list on the right updates automatically as you change the group membership.

5. Select the **make group global** checkbox to allow all managers in your fleet to view and use the group.

*Global groups can be used by all fleet and terminal managers in the fleet, but not by drivers.*

6. Click **Create** to create the new user, or **Cancel** to close this page without creating a new group.

## Edit a Group

You can change the name, membership, and global view of a group.

Group Name: Local Trucks

For Fleet: RM-012500

Group Type: Vehicle

Select from list	
<input checked="" type="checkbox"/>	48
<input checked="" type="checkbox"/>	43
<input type="checkbox"/>	16
<input type="checkbox"/>	15
<input type="checkbox"/>	null
<input checked="" type="checkbox"/>	34
<input type="checkbox"/>	7
<input checked="" type="checkbox"/>	99

Selected 4 of 8

Group of Vehicle	
	48
	43
	34
	99
Total 4	

make group global

Cancel Update

1. On the **Groups** page, click the text in a user's row to edit the user.  
*The **Edit Group** window displays.*

## All Portal Help

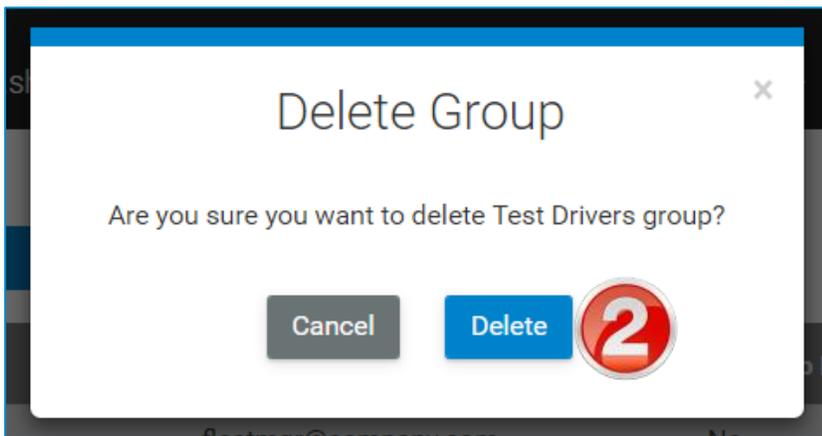
2. Select or deselect drivers or vehicles from the list on the left to add or remove them from the group.

The list on the right updates automatically as you change the group membership.

*Fields in dark gray cannot be edited.*

3. Select or deselect the **make group global** checkbox.
4. Click **Update** to save the changes, or **Cancel** to close this window without saving changes.

## Delete a Group



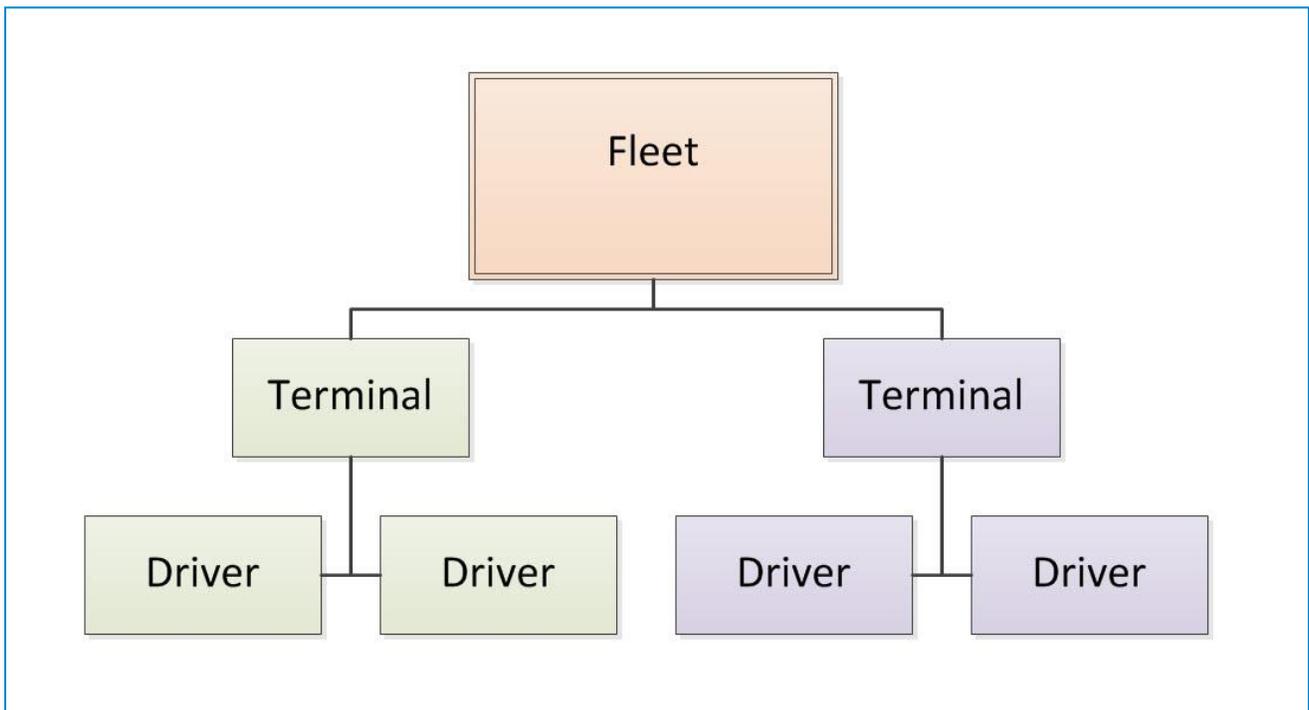
1. On the **Groups** page, click the Delete icon (🗑️).
2. On the **Delete Group** window, click **Delete** to delete the group. Click **Cancel** to cancel the delete process and leave the group intact.

# Terminal

On the **Terminal** page, you can create, edit, and delete terminals. A terminal is a subgroup of your fleet that is designed to make driver management simpler. Terminals can be regional offices, local branches, or satellite locations within your company.

Each company has a Fleet Manager who is responsible for the entire organization. The Fleet Manager can designate one or more Terminal Managers to manage a group of drivers. The Fleet Manager can access information for all Terminal Managers and drivers, regardless of terminal assignments. Terminal managers can only access information for drivers within their own terminals.

This chart shows how the fleet, terminals, and drivers are related:

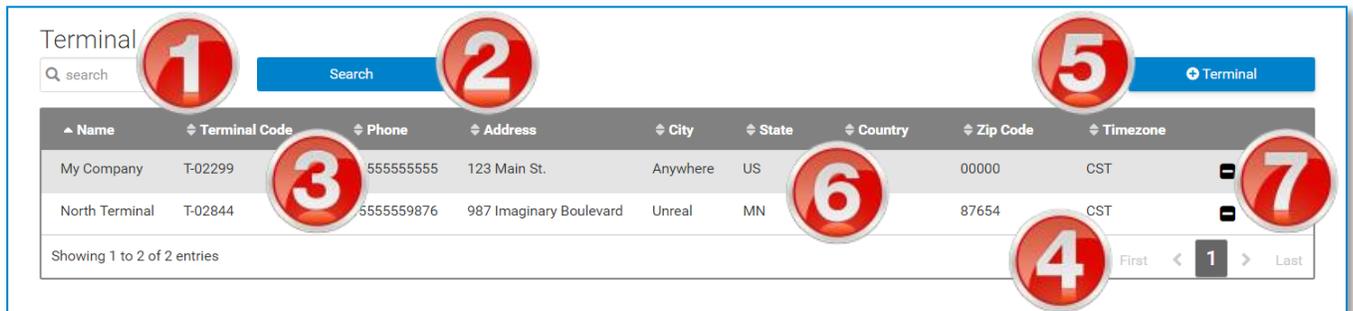


Each Terminal Manager needs a user profile, and must be created on the **Users** page. Terminal Managers do not have Driver IDs, and do

## All Portal Help

not use the DriverConnect app. Instead, they manage a select group of drivers within their own terminal from the portal.

By default, each company is created with a Home terminal. The Fleet Manager automatically manages this terminal. You cannot delete the Home terminal. You can assign a new Terminal manager to the Home terminal.



### To search for terminals:

1. Begin typing information about the terminal into the search box. You can type information from any column.

*As you type, information that matches your search terms automatically displays in the table.*

2. Click **Search** to display all terminals.
3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

### To manage your terminals:

5. Click **+Terminal** to create a new terminal. See instructions below.
6. Click the text in a row to edit the terminal. See instructions below.
7. Click the – sign to delete a terminal. See instructions below.

### Create New Terminal

Terminal Name

Select fleet **RM-011890 (DCLT LT Beta Test)**

Terminal Address

City

State

Country  **2**

Zip Code

Terminal Telephone

Yard Move - US Only

Personal Conveyance - US

Personal Conveyance - Canada **47 miles - Canada**

Time Zone

#### Configuration

**1** Hard Braking  
vehicle speed decreases by  mph in a sec  
allowed values (5mph-10mph)

**3** Idling  
ignition is on and rpm is for more than  sec  
allowed values (0-300 sec)

Speeding  
vehicle speed is greater than  mph  
allowed values (35-85mph)

**4**

## Create a New Terminal

1. On the Terminals page, click **+Terminal**.

The **Create New Terminal** window displays.

2. Enter the information for the terminal. All fields are required.

**Note:** The numbers in the Yard Move and Personal Conveyance fields are the number of miles allowed by the terminal for these categories. You can set these here for all drivers within the terminal.

3. In the **Configuration** section, enter values for your terminal's driving information. See below for descriptions.

4. Click **Create** to create the new terminal, or **Cancel** to close this window without creating a new user.

### Update Terminal ✕

Terminal Name: DCLT LT Beta Test

Fleet: RM-011890

Terminal Address: 9855 Woods Drive

City: Skokie

State: Illinois

Country: United States

Zip Code: 60077

Terminal Telephone: 18473296323

Yard Move - US Only: 50

Personal Conveyance - US: 50

Personal Conveyance - Canada: 47 miles - Canada

Time Zone: CST

#### Configuration

Hard Braking vehicle speed decreases by  mph in a sec  
allowed values (5mph-10mph)

Idling is when ignition is on and rpm is 0 for more than  sec  
allowed values (0-300 sec)

Speeding vehicle speed is greater than  mph  
allowed values (35-85mph)

## Edit a Terminal

You can change the information for an existing terminal at any time.

1. On the **Terminals** page, click the text in a row to edit the terminal.

*The **Update Terminal** window displays.*

2. Make changes to the terminal information.

*Fields in dark gray cannot be edited.*

3. In the **Configuration** section, update values for your terminal's driving information. See below for descriptions.

4. Click **Update** to save the changes, or **Cancel** to close this window without saving changes.

## Configuration

You can configure aspects of your terminal's driving information in the **Configuration** section. Settings made in this section apply to all drivers in the selected terminal.



The screenshot shows a 'Configuration' interface with three settings:

- Hard Braking:** Indicated by a speedometer icon. Description: 'vehicle speed decreases by'. The value is set to 7, with units 'mph in a sec'. Allowed values are 5mph-10mph.
- Idling:** Indicated by a warning icon. Description: 'Idling is when ignition is on and rpm is 0 for more than'. The value is set to 60, with units 'sec'. Allowed values are 0-300 sec.
- Speeding:** Indicated by a speedometer icon. Description: 'vehicle speed is greater than'. The value is set to 40, with units 'mph'. Allowed values are 35-85mph.

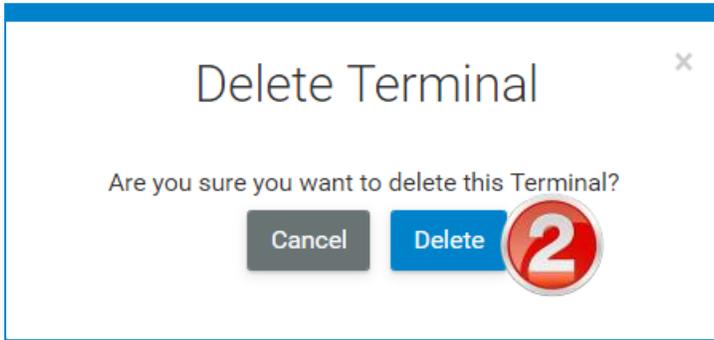
**Hard Braking:** The rate of decrease in speed a driver needs to reach in a sudden deceleration. This rate is measured in a decrease in miles per hour, per second (MPH/s). You can set this value between 5 and 10 MPH.

**Idling:** The number of second a vehicle is running (ignition on) before moving. You can set this value between 0 and 300 seconds (5 minutes).

**Speeding:** The speed (in miles per hour) a driver needs to reach to be considered speeding. You can set this value between 35 and 85 MPH.

## Delete a Terminal

When you delete a terminal, the user profile of the Terminal Manager is also deleted. Also, all drivers assigned to that terminal are automatically reassigned to the Home terminal.



1. On the **Terminal** page, click the Delete icon (🗑️).
2. On the **Delete Terminal** window, click **Delete** to delete the terminal. Click **Cancel** to cancel the delete process and leave the terminal intact.

# Workflow

On the **Workflow** page, you can create, edit, and delete workflow templates. Workflows are a series of forms that can be created by a Fleet Manager and sent to a driver. The workflow is a sequence of steps that a driver needs to follow. The status of each step is tracked. Managers can also assign completion times to the steps in a workflow to ensure that a driver completes a workflow on time.

Use the **WORKFLOW** tab in the **Messaging** window to:

- Send a workflow to a driver
- Assign estimated completion times
- Track progress, including actual completion times
- View completed forms

The screenshot shows the 'Workflow' page interface. At the top left is a search bar with a magnifying glass icon and the text 'Enter text to search'. To its right is a red circle with the number '1'. Further right is another red circle with the number '2' next to a blue button labeled '+ Create New'. Below these elements is a table with three columns: 'Workflow Title', 'Created On', and 'Last Updated'. The first row of the table has a red circle with the number '3' over the 'Destination' title. The second row of the table has a red circle with the number '4' over an 'Action' dropdown menu. The dropdown menu is open, showing options: 'Action', 'Edit', 'Delete', and 'Make a copy'.

Workflow Title	Created On	Last Updated
Destination	12/19/2016	12/19/2016
Trailer Accident	12/20/2016	12/20/2016

On the **Workflow** page, you can:

## All Portal Help

1. Begin typing information about the workflow into the search box. You can type information from any column.

*As you type, information that matches your search terms automatically displays in the table.*

2. Click **+Create New** to create a new workflow.
3. Click in a workflow row to access more options from the **Action** dropdown menu.
4. Select **Edit** to edit the workflow; **Delete** to delete it; or **Make a copy** to copy the workflow with a new name.

See below for full instructions.

## Create a New Workflow

Workflows contain one or more tasks for the driver to complete. Each task contains one or more forms.

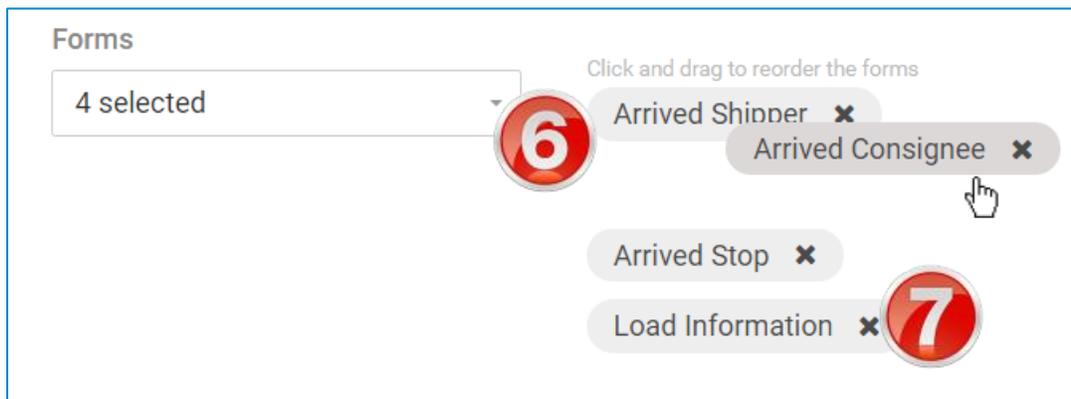
When you send a workflow to a driver, you can assign completion times for each task. Therefore, you should create workflows so that each task contains only forms that can be completed within the time frame you assign.

The screenshot shows the 'Create New Workflow Template' interface. At the top, there is a title 'Create New Workflow Template' and a button 'Add a task'. Below the title is a 'Workflow Name' field containing 'Workflow 001'. Underneath is a task header 'task 1' with a 'Delete' button. The task details include a 'Task Name' field with 'Enter Name', an 'Estimated Date Time' section with two input fields for date and time, and a 'Forms' section with a dropdown menu. The dropdown menu is open, showing a list of forms: 'Arrived Shipper' (checked), 'Accident Report', 'Arrived Consignee', 'Arrived Stop', 'Departed Shipper', 'Depart Stop', and 'Empty Call'. A task list below shows 'Arrived Shipper' with a close button. At the bottom right are 'Cancel' and 'Save' buttons. Red callout circles with numbers 1 through 5 point to the title, Workflow Name field, Task Name field, Forms dropdown, and the 'Arrived Shipper' form in the task list, respectively.

1. Click **+Create New** on the **Workflow** page.  
*The **Create New Workflow Template** page displays.*
2. Enter a name for the workflow in the **Workflow Name** field.
3. Enter a name for the task in the **Task Name** field.
4. Select one or more forms to include in this task from the **Forms** dropdown menu.

## All Portal Help

5. After you select a form, it displays with a checkbox in the dropdown menu, and displays in the forms order section to the right.



6. If you select multiple forms, you can click and drag to move them into a different order.

*The driver will need to complete the form on the top first before continuing down the list.*

7. Click the **X** to the right of a form to remove it from the workflow.

### Create New Workflow Template

**8** Add a task

Workflow Name  
Workflow Example

**9** Delete

**task 1**

**Task Name**  
Arrival info

**Estimated Date Time**  
(These fields will be populated when the fleet manager sends a new workflow)  
mm/dd/yyyy hh:mn

**Forms**  
4 selected

Click and drag to reorder the forms

- Arrived Consignee ✕
- Arrived Shipper ✕
- Arrived Stop ✕
- Load Information ✕

**task 2**

**Task Name**  
Fuel Request

**Estimated Date Time**  
(These fields will be populated when the fleet manager sends a new workflow)  
mm/dd/yyyy hh:mn

**Forms**  
Fuel Authorization, Request Fuel Stop

Click and drag to reorder the forms

- Fuel Authorization ✕
- Request Fuel Stop ✕

**10**

Cancel Save

8. Click **Add a task** to add another task to the workflow.

9. Click **Delete** in the top bar of a task to delete that task.

## All Portal Help

All forms contained in that task will also be removed from the workflow.

10. Click **Save** to save the workflow, or click **Cancel** to exit without saving and return to the **Workflow** page.

## Edit a Workflow

When editing a workflow, you can perform all of the same actions you did when creating a workflow.

The screenshot shows the 'Edit Workflow' page. At the top, there is a 'Workflow Name' field containing 'Trailer Accident' (callout 2) and an 'Add a task' button (callout 6). Below this, the workflow is divided into tasks. 'task 1' has a 'Delete' button (callout 7). Its 'Task Name' is 'Report' (callout 3), 'Estimated Date Time' is 'mm/dd/yyyy' and 'hh:mm', and 'Forms' is 'Accident Report'. 'task 2' has a 'Delete' button (callout 8). Its 'Task Name' is 'New Trailer', 'Estimated Date Time' is 'mm/dd/yyyy' and 'hh:mm', and 'Forms' is 'Load Information, Trailer Swap' (callout 4). Below the forms, there are buttons for 'Trailer Swap' (callout 5) and 'Load Information' (callout 5). At the bottom right, there are 'Cancel' and 'Update' buttons.

1. On the **Workflow** page, select **Edit** from the **Actions** dropdown menu of the workflow you want to edit.

The **Edit Workflow** page displays.

## All Portal Help

2. Edit the workflow name in the **Workflow Name** field.
3. Edit the task name in the **Task Name** field.
4. Select one or more forms to include in this task from the **Forms** dropdown menu.
5. Click and drag to move forms into a different order.

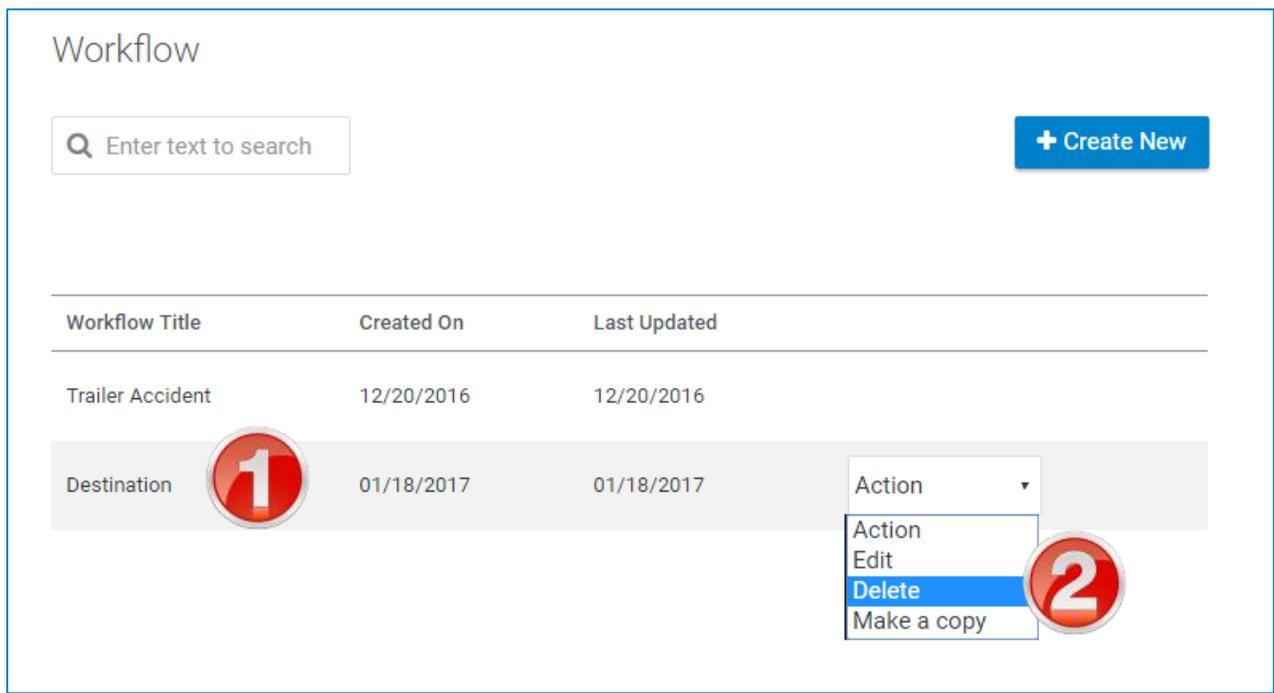
*The driver will need to complete the form on the top first before continuing down the list.*

6. Click **Add a task** to add another task to the workflow.
7. Click **Delete** in the top bar of a task to delete that task.

*All forms contained in that task will also be removed from the workflow.*

8. Click **Save** to save the workflow, or click **Cancel** to exit without saving and return to the **Workflow** page.

## Delete a Workflow



The screenshot shows a 'Workflow' management page. At the top, there is a search bar with the placeholder text 'Enter text to search' and a blue '+ Create New' button. Below the search bar is a table with three columns: 'Workflow Title', 'Created On', and 'Last Updated'. The table contains three rows of data:

Workflow Title	Created On	Last Updated
Trailer Accident	12/20/2016	12/20/2016
Destination	01/18/2017	01/18/2017

The 'Destination' row is highlighted in grey and has a red circle with the number '1' overlaid on it. To the right of this row is an 'Action' dropdown menu. The dropdown menu is open, showing four options: 'Action', 'Edit', 'Delete', and 'Make a copy'. The 'Delete' option is highlighted in blue and has a red circle with the number '2' overlaid on it.

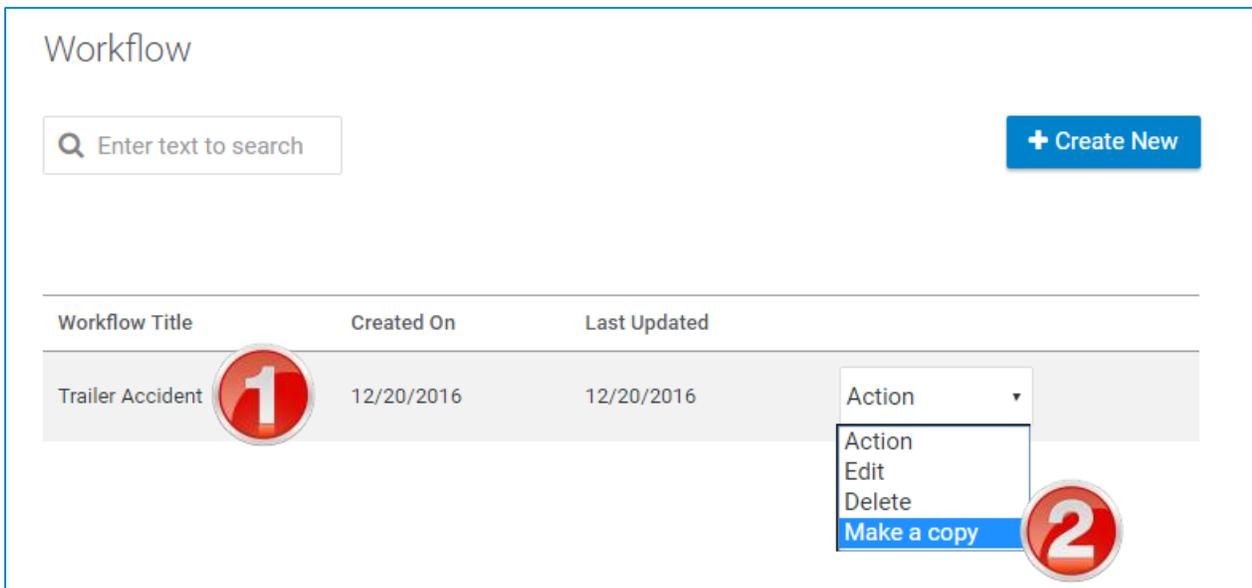
1. Click the row of the workflow you want to delete.

## All Portal Help

2. From the **Action** dropdown menu, select **Delete**.
3. The workflow is deleted immediately, and a confirmation message displays at the top of the page.



## Make a Copy of a Workflow



1. Click the row of the workflow you want to copy.
2. From the **Action** dropdown menu, select **Make a copy**.
3. A new workflow is created, with the words "copy of" in the title.  
*To change the title, see above for steps on editing the workflow.*

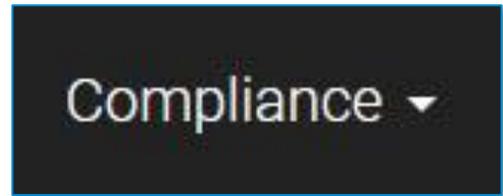
## All Portal Help

Workflow Title	Created On	Last Updated
Trailer Accident	12/20/2016	12/20/2016
copy of Trailer Accident	01/18/2017	01/18/2017



## Compliance Menu

The **Compliance** menu provides information on hours of service records and violations, vehicle inspections, and information about driving patterns and vehicle use.



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## Snapshot

The **Snapshot** page shows Hours of Service (HOS) and Driver-Vehicle Inspection Report (DVIR) information over the past eight days.

**If you are a Driver:** You will only see HOS and DVIR information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):**  
You can select any of your drivers to view.

HOS categories include:

- Off Duty (**OFF**)
- Sleeper Berth (**SB**)
- Driving (**D**)
- On Duty (**ON**)

Snapshot

Select Fi  Please S   driv

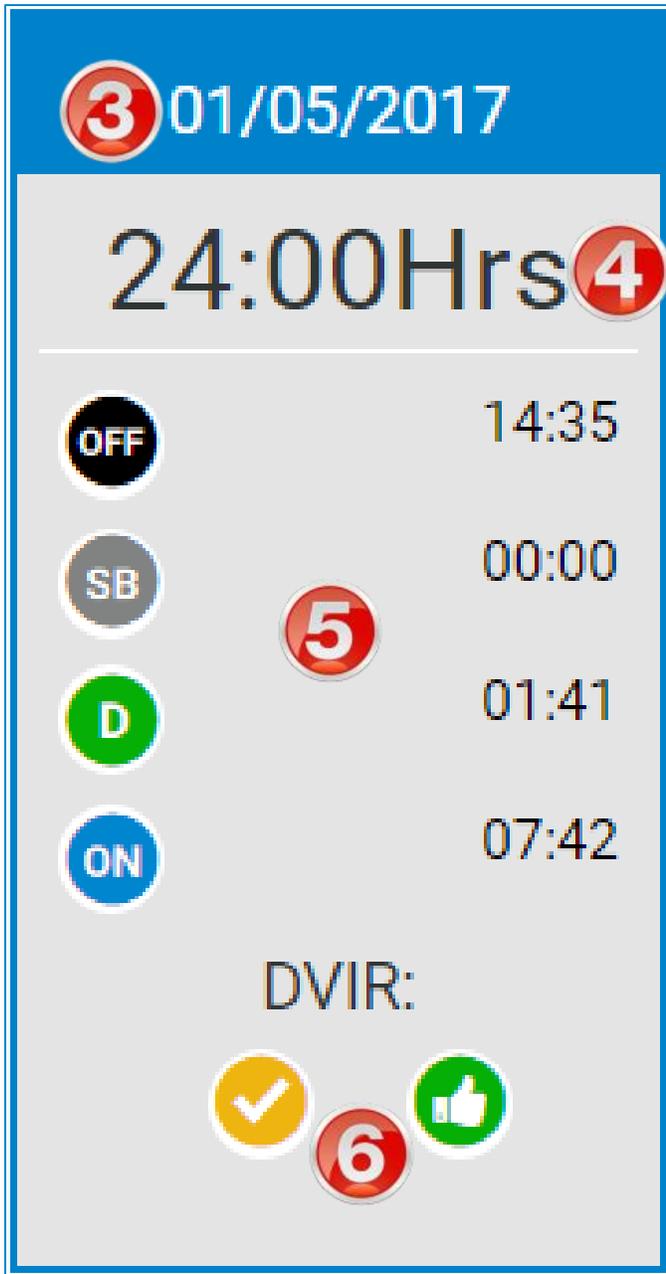
01/03/2017	01/04/2017	01/05/2017	01/06/2017	01/07/2017
24:00Hrs	24:00Hrs	24:00Hrs	24:00Hrs	24:00Hrs
13:15	19:12	14:35	14:49	24:00
00:00	00:00	00:00	00:00	00:00
00:00	00:44	01:41	00:00	00:00
10:44	04:04	07:42	09:10	00:00
DVIR:	DVIR:	DVIR:	DVIR:	DVIR:



01/08/2017	01/09/2017	01/10/2017
24:00Hrs	24:00Hrs	17:58Hrs
24:00	24:00	17:58
00:00	00:00	00:00
00:00	00:00	00:00
00:00	00:00	00:00
DVIR:	DVIR:	DVIR:

1. Select a driver from the dropdown menus, and click **Search** (FMs and TMs only).
2. The previous eight days of HOS and DVIR information display in individual date blocks.



Each date block shows:

3. The date of service.
4. The total number of hours reported for that date.
5. A breakdown of the total time reported for each HOS category.
6. Two status icons for the day's DVIR.

DVIR status icons include:



**Certified.** This DVIR has been certified by a mechanic. DVIRs that are **NOT** OK to drive are required to be certified. No-Defect DVIRs and DVIRs with defects that are OK to drive are not required to be certified.



**Not Certified.** This DVIR has not been certified by a mechanic.



**No Defects.** No defects were reported on the DVIR.



**Defects Reported, Tractor/Trailer OK to Drive.** Defects were reported on the DVIR, but the driver indicated that the tractor/trailer was still safe to drive.



**Defects Reported, Tractor Trailer NOT OK to Drive.** Defects were reported on the DVIR, and the driver indicated that the tractor/trailer is unsafe to drive. The defects must be repaired, and the DVIR must be certified by a mechanic.

# Hours of Service

The **Hours of Service** page lets you view Hours of Service (HOS) information for drivers within a certain time range. Each entry contains a link to a graphic HOS display. You can search for HOS records for your entire fleet, or for an individual driver.

**If you are a Driver:** You will only see HOS information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):** You can select any of your drivers to view.

The screenshot shows the 'Hours of Service' interface. At the top, there are filter dropdowns for 'Select Filter', 'Please Select Filter', and 'driver'. A date selector shows '09/22/2017'. A blue 'Search' button is highlighted with a red circle containing the number 1. To the right of the search button are icons for print and export, with the export icon highlighted by a red circle containing the number 5. Below the filters is a table with columns: Date, Driver ID, DOT Number, OFF, SB, D, ON, Violations, Miles, Certified By, and Last Data Received. The table contains six rows of data. The second row is highlighted with a green bar, and the third row with a yellow bar. A red circle with the number 2 is placed over the yellow bar. A red circle with the number 4 is placed over the 'ON' column header. A red circle with the number 3 is placed over a blank space in the 'OFF' column header. At the bottom right, there are pagination controls: 'First', '<', '1', '>', and 'Last'. A red circle with the number 6 is placed over the '1' page indicator.

Date	Driver ID	DOT Number	OFF	SB	D	ON	Violations	Miles	Certified By	Last Data Received
09/27/2017	mhdr02	DCLT12345	00:00	00:00	00:00	00:00	0	0.0	Not Certified (Edit Approved)	09/27/2017 12:00 AM
09/26/2017	mhdr02	DCLT12345	14:53	00:00	00:54	08:11	0	46.6	Not Certified (Edit Approved)	09/26/2017 11:59 PM
09/25/2017	mhdr02	DCLT12345	18:50	00:00	02:15	02:55	0	103.8	Not Certified	09/25/2017 11:59 PM
09/24/2017	mhdr02	DCLT12345	24:00	00:00	00:00	00:00	0	0.0	Edited	09/24/2017 11:59 PM
09/23/2017	mhdr02	DCLT12345	24:00	00:00	00:00	00:00	0	0.0	Pending Acceptance	09/23/2017 11:59 PM
09/22/2017	mhdr02	DCLT12345	24:00	00:00	00:00	00:00	0	0.0	Certified By DRIVER	09/22/2017 11:59 PM

Miles driven may take upto 12 hours to be update

1. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The report table displays the results of your search. The default view shows the newest HOS entries first.*

2. Color-coded bars show the status of an edited log. See below.

3. Click a blank space in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.

## All Portal Help

4. To view an individual HOS record, click the text in a row.

*You can click the text in any column. The cursor changes to the finger icon. After clicking, the HOS record displays in a separate **Hours of Service Details** window (see below).*

5. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

*The exported HOS report contains complete information about the driver's status and tractor information. The report also contains an overview of the driver's HOS for the previous 8 days.*

6. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## View Hours of Service Details

The **Hours of Service Details** page shows the driver's HOS information, including: driver name, date of record, HOS graph, and individual HOS entries. This page also displays violations, if any.

## Hours of Service Details

Driver Name:  1

Created Date:  1

Hos Time Zone: CST

[Latest Logs](#)
[History](#)
[ELD Events](#)
5

6
Edit Logs
7
8

Status	Time/Start	Duration (hh:mm)	Location	Tractor No	Trailer No	Trip Name	DOT #	Origin	Updated on
OFF DUTY	12:00 AM	14:53	1598 Davis Rd, Dowelltown, D e Kalb, Tennessee, 37059, USA	100	128	Nashville Trip	DCLT12345		
ON DUTY	02:53 PM	00:09	route	100	128	Nashville Trip	DCLT12345		
DRIVING	03:03 PM	00:20	Not able to determine location	100	128	Nashville Trip	DCLT12345		
ON DUTY	03:24 PM	01:09	S Pearl St, Watertown, Wilson, Tennessee, 37184, USA	100	128	Nashville Trip	DCLT12345		
DRIVING	04:33 PM	00:33	Not able to determine location	100	128	Nashville	DCLT12345		

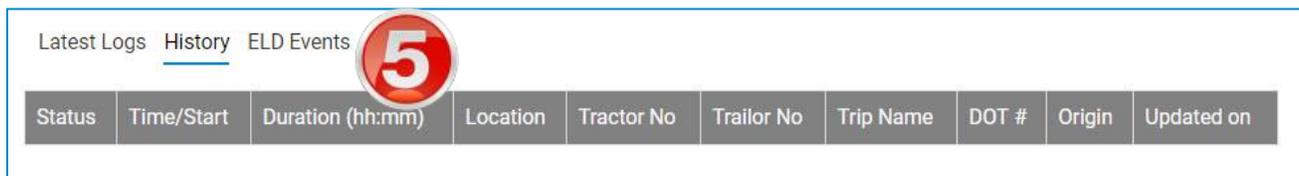
This window displays:

1. The driver and date of the report.
2. A graph displaying the HOS record.
3. A detailed table showing each change of status entry, time, duration, and location and vehicle information, if available.
4. A table on the bottom of the page showing the HOS violation type (if any) and the time the violation occurred (not shown).

## All Portal Help

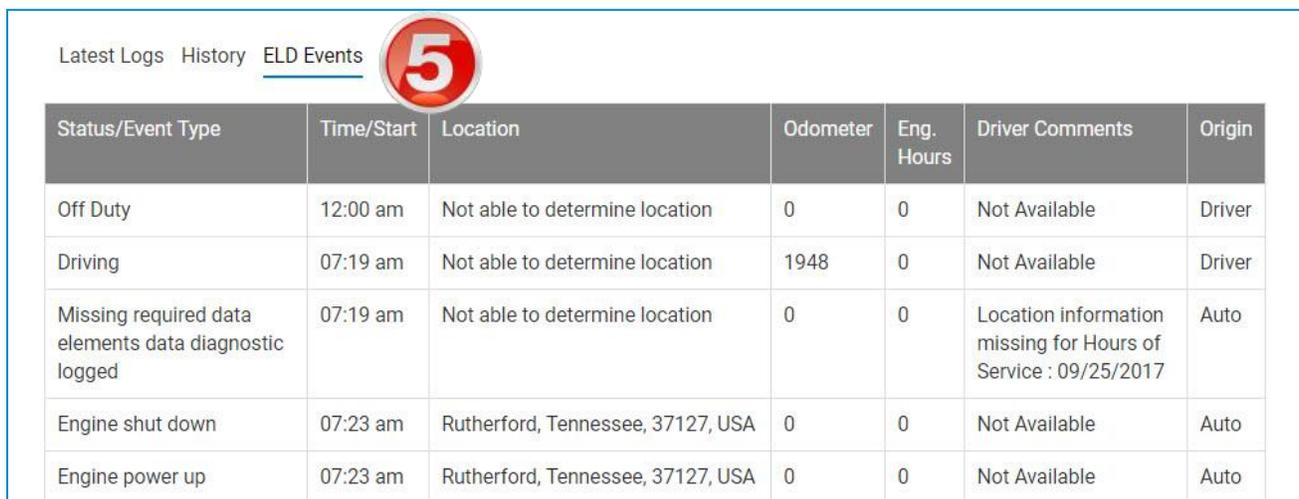
On this window, you can:

5. Click a tab header to view the Latest Logs, History, or ELD Events (shown below)
6. Click **Edit Logs** to edit the driver's HOS entries for the selected date.
7. Click the .PDF icon to export the report to a .PDF file. See how to Export a Report (page 145).
8. Click the **X** to close the **Hours of Service Details** page and return to the **Hours of Service** page.



Latest Logs History ELD Events

Status	Time/Start	Duration (hh:mm)	Location	Tractor No	Trailer No	Trip Name	DOT #	Origin	Updated on
--------	------------	------------------	----------	------------	------------	-----------	-------	--------	------------



Latest Logs History ELD Events

Status/Event Type	Time/Start	Location	Odometer	Eng. Hours	Driver Comments	Origin
Off Duty	12:00 am	Not able to determine location	0	0	Not Available	Driver
Driving	07:19 am	Not able to determine location	1948	0	Not Available	Driver
Missing required data elements data diagnostic logged	07:19 am	Not able to determine location	0	0	Location information missing for Hours of Service : 09/25/2017	Auto
Engine shut down	07:23 am	Rutherford, Tennessee, 37127, USA	0	0	Not Available	Auto
Engine power up	07:23 am	Rutherford, Tennessee, 37127, USA	0	0	Not Available	Auto

## Edit Hours of Service Logs

The DriverConnect portal allows Fleet Managers to edit uncertified HOS logs on the **Edit Hours of Service** page. Certified logs cannot be edited.

## All Portal Help

After editing, the updated log entry is sent to the driver. The driver must either accept or reject the edits in the DriverConnect app. Edited logs that have not been accepted/rejected display as “pending” in the app and portal.

**Note:** Even though a manager can update a driver’s logs, *the driver is still responsible* for making sure the logs are updated and accurate.

Once you are in the **Hours of Service Detail** page, you can make edits. Logbook edits work by adding new duty status entries for a time frame you define. These new entries *overwrite and replace* existing entries.

Only On Duty, Off Duty, and Sleeper Berth time can be edited. You cannot edit (add new or overwrite existing) driving time.

Click **Edit Logs** on the **Edit Hours of Service** page to begin.

The screenshot shows the 'Hours of Service Details' window. At the top, there's a title bar with a close button. Below it is a grid representing the HOS log. The grid has columns for days (M, 1-11, N, 1-11, M) and rows for duty status (OFF, SB, D, ON). A red circle with the number '1' points to a gray shaded area in the grid, indicating a selected time range. Below the grid, there are two time sliders: one for '18:55' and another for '21:13'. Under 'Duty Status', there are four icons: OFF (black), SB (gray), ON (blue), and D (green). A red circle with the number '2' points to the ON icon. Below 'Location', there is a text field containing 'Yard' and a red circle with the number '3' pointing to it. Below 'Note', there is a text field containing 'Loading Truck'. To the right, there are two buttons: 'Cancel' and 'Save'. A red circle with the number '4' points to the 'Save' button. Below the 'Save' button, there is a text box that reads: 'Updates logs but does not send it to the driver for acceptance. This helps to do all the changes and send them together at once.'

To edit an HOS log:

1. Use the sliders to select an updated time range.

*The new time range displays in gray.*

2. Click the new duty status icon.
3. Enter a location and a note, if applicable.
4. Click **Save** to save the edit, or **Cancel** to exit without changing.

## All Portal Help

The **Hours of Service Detail** page displays again. Updated times are shown with a yellow tag.

5. Click **Edit Logs** again to add another edited time. You can make as many time edits as you need.
6. Click **Send edited logs to driver** to confirm your updates and send them to the driver. You cannot make further edits after sending the logs to the driver.

The screenshot shows the 'Hours of Service Details' window. At the top, it says 'Hours of Service Details' with a close button (X) and a print icon. Below is a grid with columns for minutes (M 1-11) and hours (N 1-11, M). The grid has rows for OFF, SB, D, and ON. A red circle with the number '1' points to a vertical line on the ON row at approximately 02:42. Below the grid, there are input fields for 'Time' (18:55 and 21:13), 'Duty Status' (OFF, SB, ON, D), 'Location' (Yard), and 'Note' (Loading Truck). A red circle with the number '2' points to the 'ON' status button. A red circle with the number '3' points to the 'Loading Truck' note. A red circle with the number '4' points to the 'Save' button. Below the 'Save' button is a text box: 'Updates logs but does not send it to the driver for acceptance. This helps to do all the changes and send them together at once.'

## Hours of Service Details ×

Driver Name:

Created Date:

Hos Time Zone: CST

[Latest Logs](#) | [History](#) | [ELD Events](#)

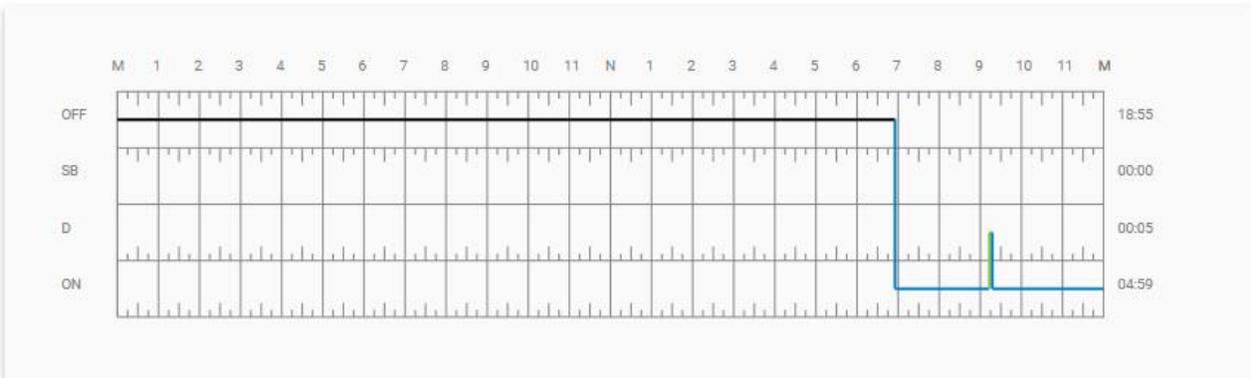
**Edited (Not sent to driver for acceptance yet)**  
Edited by Fleet Manager 28-09-2017 6:03:25

5

Edit Logs

**6**

Send edited logs to driver



Status	Time/Start	Duration (hh:mm)	Location	Tractor No	Trailer No	Trip Name	DOT #	Origin	Updated on
OFF DUTY	12:00 AM	18:55	note	100	128	Nashville Trip	DCLT12345	Manager	09/28/2017 18:03
ON DUTY	06:55 PM	02:17	Yard	100	128	Nashville Trip	DCLT12345	Manager	09/28/2017 18:03
DRIVING	09:13 PM	00:05	Dowelltown, De Kalb, Tennessee, 3705	100	128	Nashville Trip	DCLT12345		

## Log Statuses

On the **Hours of Service** page, a log can display with one of the following statuses:

- Logs the driver has entered, but has not yet certified, display as "Not Certified."

### All Portal Help

- Logs certified by the driver display as "Certified."
- When you edit and save a log, the status changes to "Edited."
- When you send an edited log to the driver, the status changes to "Pending Acceptance."

The driver has the ability to either approve or reject an edited log.

- If the driver rejects the changes, the status displays as "Rejected."
- If the driver approves the changes, the status displays as "Approved."

Edited statuses also display with a color-coded bar:

- Green: Edit has been approved by the driver
- Red: Edit has been rejected by the driver
- Orange: Edit is pending acceptance
- Yellow: Edit has been made in the portal, but has not been sent to the driver

# Vehicle Inspections

The **Vehicle Inspections** page displays Driver-Vehicle Inspection Reports (DVIRs) for each driver and tractor during a date range. You can export the list of DVIRs to a .PDF or Excel report. You can also view an individual DVIR, and export it to a .PDF file.

The Fix Status column shows the status of the DVIR. See below for details on statuses.

**If you are a Driver:** You will only see DVIR information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):**

You can select any of your drivers to view.

The screenshot shows the 'Vehicle Inspections' interface. At the top, there are several dropdown menus for filtering: 'Select Filter', 'Tractor Filter', 'search by driver', 'search by tractor', and 'search by trip'. A 'Search' button is located below these filters. A date range '02/17 - 03/0' is displayed in the top right corner. The main area is a table with columns: Report Date, Tractor, Trailer, Driver Email, Tractor Defects, Trailer Defects, Fix Status, and Trip Name. A 'Fix Status' dropdown menu is open, showing options like 'Defects need not be corrected immediately', 'Not fixed', 'Defects need not be corrected immediately', and 'No defect DVIR'. At the bottom right, there are navigation buttons: 'First', '<', '1', '>', and 'Last'. Red callout boxes with numbers 1 through 6 point to the search filters, the image icon in the table, the Fix Status dropdown, the Driver Email column, the date range, and the pagination controls, respectively.

Report Date	Tractor	Trailer	Driver Email	Tractor Defects	Trailer Defects	Fix Status	Trip Name
02/08/2017	99	100	email@address.co	1	0	Defects need not be corrected immediately	My trip
02/08/2017	99	100	email@address.co	1	0	Not fixed	My trip
02/08/2017	99	100	email@address.co	1	0	Defects need not be corrected immediately	My trip
02/08/2017	99	100	email@address.co	0	0	No defect DVIR	My trip

1. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The report table displays the results of your search. The default view shows the newest DVIRs first.*

2. The image icon (📷) displays in a row if the driver uploaded pictures with the DVIR.

## All Portal Help

3. Click a blank space in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.

4. To view an individual DVIR, click the text in a row.

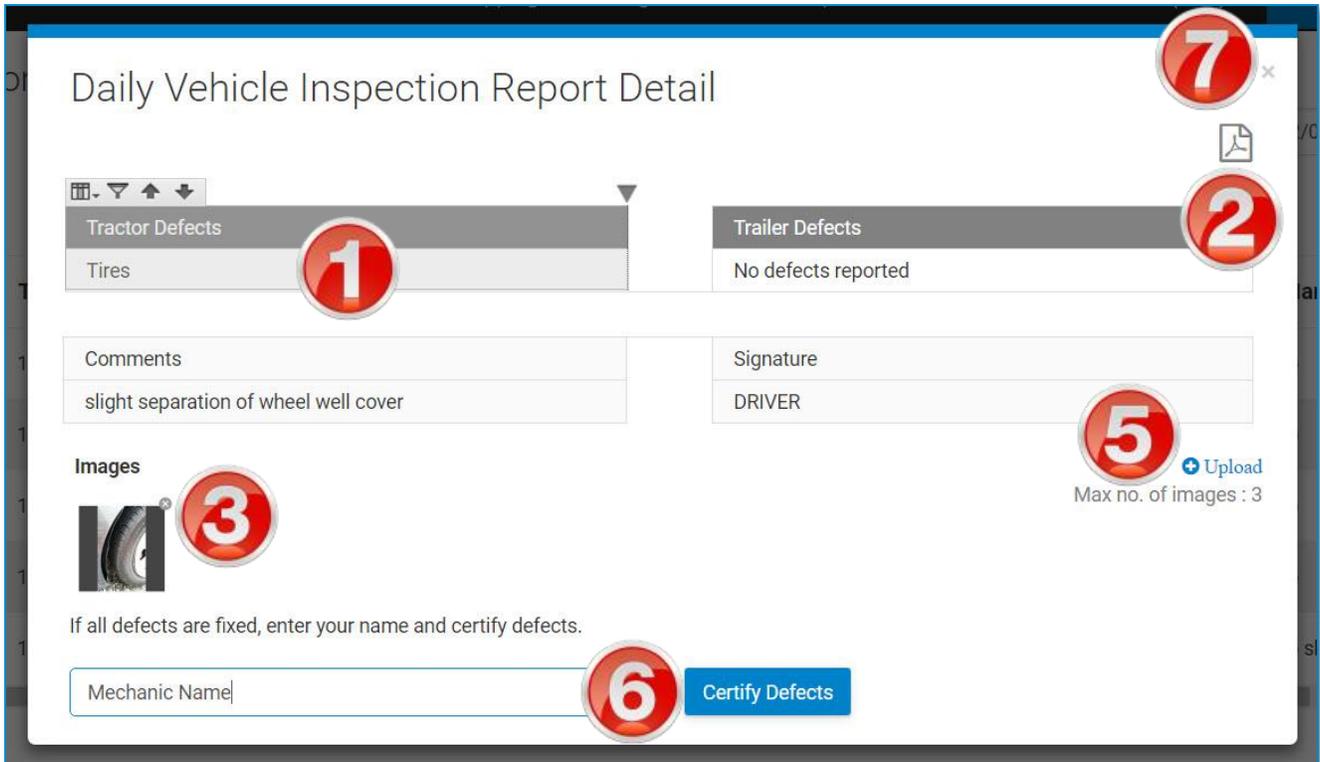
*You can click the text in any column. The cursor changes to the finger icon. After clicking, the DVIR displays in a separate **Daily Vehicle Inspection Report** window (see below).*

5. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

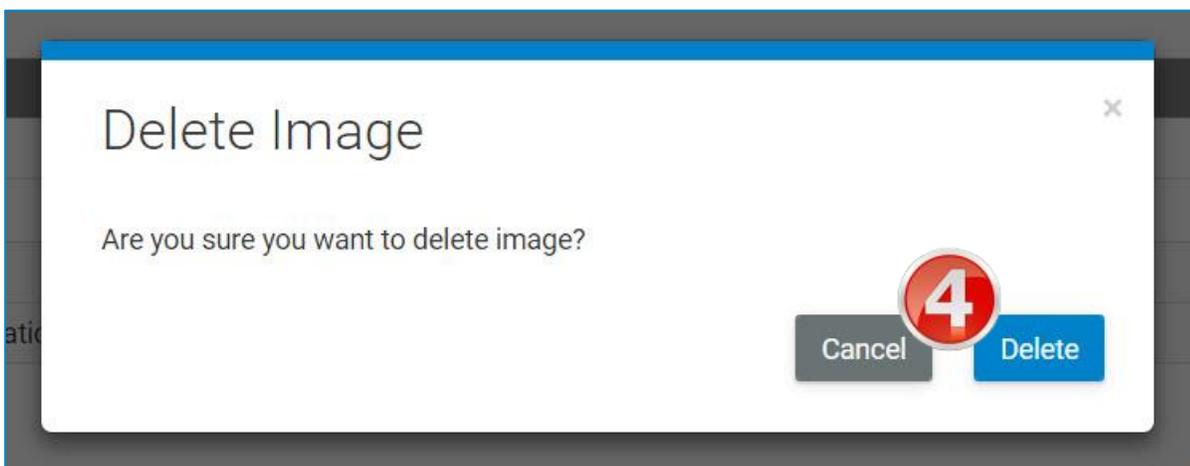
6. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## Daily Vehicle Inspection Report

When you click to open a DVIR, the report displays in the **Daily Vehicle Inspection Report** window. This window displays the tractor and trailer defects listed on the report, the signature of the driver who reported them, and additional comments made by the driver.



1. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
2. Click the .PDF icon to export the report to a .PDF file. See how to Export a Report (page 145).
3. Pictures to support the DVIR display in the **Images** section.  
You can click the **X** on a picture to delete it from the DVIR:



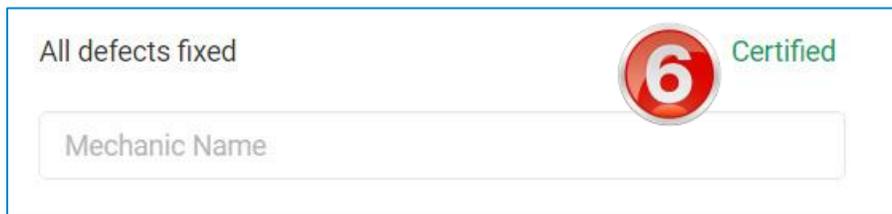
## All Portal Help

4. Click **Delete** to remove the image from the DVIR, or **Cancel** to keep the image and return to the **Daily Vehicle Inspection Report** window.
5. You can upload additional pictures (up to 3 total per DVIR). Click **+Upload**.

*Select a picture from your computer to upload and attach to the DVIR.*

6. For defects listed as **Not Fixed** (that is, when the driver reports that the vehicle cannot be operated safely), the DVIR must be certified upon repair.

Once the repair has been made, type the name of the individual who certified the repair, and click **Certify Defects**.



The screenshot shows a rectangular form with a blue border. At the top left, it says "All defects fixed". In the center, there is a red circular icon with a white number "6". To the right of the icon, the word "Certified" is written in green. Below these elements is a text input field with the placeholder text "Mechanic Name".

*The status changes to **Fixed**, and displays as **Certified** in the **Daily Vehicle Inspection Report** window*

7. Click the **X** to close the **Daily Vehicle Inspection Report** window and return to the **Vehicle Inspections** page.

## Fix Status

The Fix Status column lists the status of each DVIR.

## All Portal Help

Fix Status
Defects need not be corrected immediately
Fixed on :03/03/2017 06:56:06 PM, Fixed by : Mechanic Name
Defects need not be corrected immediately
No defect DVIR
Not fixed

These statuses include:

- **Not Fixed:** The DVIR lists defects that make the vehicle unsafe to operate. The vehicle or trailer needs to be repaired before operation, and the repair needs to be certified on the portal.
- **Defects need not be corrected immediately:** The DVIR lists defects, but the vehicle can still be operated safely. The vehicle or trailer still needs to be repaired, and the repair needs to be certified on the portal.
- **Fixed on: (Date), Fixed by (Name):** The defect has been repaired on the date listed, by the individual listed, and certified. The vehicle or trailer is now safe to operate.
- **No defect DVIR:** No defects were reported on the DVIR.

# Personal Conveyance

The **Personal Conveyance** page provides a report on yard move and personal conveyance (or “Line 5”) driving time.

Personal Conveyance Report

Select Filter | Please Select Filter | Search by driver | Search by Status

search by trip | 12/06/2016 | Search

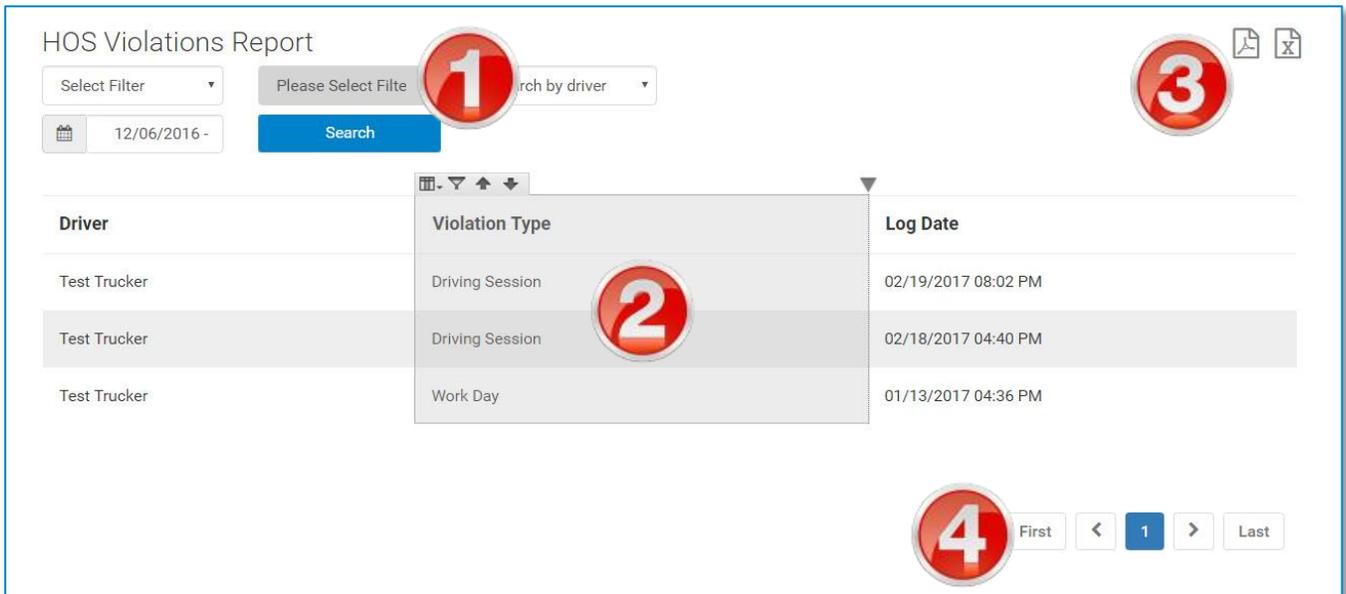
Vehicle	Driver	Date	Start Time	End Time	Location	Duration(hh:mm)	Status Type	Trip Name	Comment
99	Test Trucker	03/06/2017	03:15 PM	03:39 PM	Not Available	00:23	Personal Conveyance	Test Trip 1	
15	Test Trucker	12/23/2016	06:27 PM	06:40 PM	Not Available	00:12	Yard Move	Not Available	
48	Name Driver	12/09/2016	12:00 AM	06:49 PM	parking lot	18:49	Yard Move	Not Available	moving from bay 2 to 13
48	Name Driver	12/08/2016	11:09 AM	12:00 AM	Not Available	12:50	Yard Move	Not Available	Not Available

First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# HOS Violations

The **HOS Violations** page lists a driver's Hours of Service violations, if available, along with the date and time the violation was logged.



1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Driver Information

The **Driver information** page shows information about each driver in your fleet or terminal. It also displays login activity, group and terminal memberships, and time information.

Driver Information Report

Select Filter ▼ Please Select Filter ▼ search by driver   1

Driver Name	Driver Login ID	Email	Last Sign Out	Active	Last Sign In	Last File Sync Update	Group	Terminal	Time Zone	Daylight Savings
Test Driver	DR00	testaccount@emailaddress.com	02/21/2017 06:37:00 PM	No	02/17/2017 06:11:38 AM	Not Available	Test team	DCLT LT Beta Test	CST	Yes
Driver Name	DR00	testaccount@email.com	01/26/2017 09:56:55 PM	Yes	01/26/2017 09:56:55 PM	Not Available	Test team	DCLT LT Beta Test	CST	Yes
Test Driver	DR00	testaccount@emailaddress.com	03/06/2017 08:03:34 AM	No	03/06/2017 08:03:34 AM	Not Available	Test team	DCLT LT Beta Test	CST	Yes
Driver Name	DR00	testaccount@email.com	02/27/2017 01:27:26 PM	Yes	02/27/2017 01:27:40 PM	03/07/2017 10:25:53 AM	Test team	DCLT LT Beta Test	CST	Yes
Test Driver	DR00	testaccount@emailaddress.com	03/06/2017 03:18:47 PM	Yes	03/06/2017 03:18:47 PM	03/07/2017 12:49:07 PM	Test team	DCLT LT Beta Test	CST	Yes
Driver Name	DR00	testaccount@email.com	Not Available	No	Not Available	Not Available	Not Available	DCLT LT Beta Test	CST	Yes
Test Driver	DR00	testaccount@emailaddress.com	Not Available	Yes	03/03/2017 12:14:15 PM	Not Available	Not Available	DCLT LT Beta Test	CST	Yes
Driver Name	DR00	testaccount@email.com	Not Available	No	Not Available	Not Available	Not Available	DCLT LT Beta Test	CST	Yes
Test Driver	DR00	testaccount@emailaddress.com	Not Available	Yes	03/07/2017 10:24:51 AM	Not Available	Not Available	DCLT LT Beta Test	CST	Yes

2 3 4 First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Vehicle Information

The **Vehicle Information** page shows details about your vehicles, including the ELD type and firmware, the vehicle's truck number and VIN, terminal and group assignments, and more.

Vehicle Information Report

Select Filter | Please Select Filter | search by tractor | Search

Truck Number	VIN	Odometer	Location	Time	Ignition Status	Last Vehicle Event	Device Firmware Version	Device Type	Serial Number	Terminal	Groups
123456	Not Available	2,026.9	Woods Dr, Cook, Illinois, 60077, USA	03/07/2017 01:17:09 PM	Ignition Off	Hard Braking	0.0.52	E509L	E509L031551000064	DCLT LT Beta Test	Not Available
tractorb	Not Available	4,116	5649, Old Orchard Rd, Cook, Illinois, 60029, USA	03/06/2017 08:23:05 AM	Ignition Off	Ignition Off	0.0.52	E509L	E509L031551000071	DCLT LT Beta Test	Not Available

First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## Unassigned Driving

The **Unassigned Driving** page shows driving records that were logged on an ELD when it was not connected to the DriverConnect app. This happens when:

- A driver logs out of the app;
- The vehicle is driven without a driver logging in and connecting to the ELD; and then

The new driver is notified that the ELD contains pending assigned driving records. Drivers can then accept or reject the pending records from the DriverConnect app:

- Drivers would accept these records if they drove without logging in. The unassigned records then are added to the driver's HOS record.
- Drivers would reject these records if they did not log that driving. The unassigned records then display on this page.

**Note:** *If a driver does not log out, drives without connecting to the ELD, then logs in and connects to the ELD again, the driving will still be assigned to that driver. DriverConnect will display a message that data is being downloaded from the ELD. It is recommended that the download is complete before driving begins.*

The screenshot shows the 'Unassigned Driving' search interface. At the top, there is a date range dropdown set to '09/28/2017 - 09/28/2017' and a search field with a magnifying glass icon, labeled with a red circle '1'. To the right of the search field is a blue 'Search' button. Below the search area is a table with columns: 'Device S/N', 'Time', 'Duration(hh:mm)', 'Tractor No.', 'Trailer No.', and 'Status'. The table contains five rows of data, all with a status of 'Unassigned'. The first row is highlighted. A red circle '2' is placed over the 'Device S/N' column header, a red circle '3' is over the 'Tractor No.' column header, and a red circle '4' is over the 'Duration(hh:mm)' column header. At the bottom of the table, there is a pagination bar showing 'Showing 11 to 15 of 15 entries' and navigation buttons: 'First', '<', '1', '2', '>', and 'Last'. A red circle '5' is placed over the '2' button in the pagination bar.

Device S/N	Time	Duration(hh:mm)	Tractor No.	Trailer No.	Status
E509L101621002008	09/28/2017 05:15 PM	00:00	100	128	Unassigned
E509L101621002008	09/28/2017 05:14 PM	00:01	100	128	Unassigned
E509L101621002008	09/28/2017 05:08 PM	00:05	100	128	Unassigned
E509L101621002008	09/28/2017 05:08 PM	00:00	100	128	Unassigned
E509L101621002008	09/28/2017 05:08 PM	00:00	100	128	Unassigned

1. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The table displays the results of your search. The default view shows the newest records first.*

2. To find specific information within your search results, begin typing in the search field.

*As you type, information that matches your search terms automatically displays in the table.*

3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.

4. Click the text in a row to assign that record to a driver.

*See instructions below.*

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## Assign Records to a Driver

To account for all miles driven in the vehicle, you must assign unassigned driving records to a driver.

Unassigned Driving Details

Date/Time	09/28/2017 05:18 PM
Tractor Number	100
ELD No.	E509L101621002008
Duration	00:00 hr
Trailer Number	128
Distance	0 miles

Assign to a Driver

Cancel Assign

1. Review the record for accuracy before assigning it.
2. Click the **Assign to a Driver** slider.  
*The slider turns green, and additional options display.*
3. From the dropdown menu, select the driver to receive the records.
4. Click **Assign** to assign the record, or **Cancel** to cancel this process without assigning any records.
5. A confirmation message displays.

### Unassigned Driving Details ×

Date/Time	09/28/2017 05:18 PM				
Tractor Number	100				
ELD No.	E509L101621002008				
Duration	00:00 hr				
Trailer Number	128				
Distance	0 miles				
Assign to a Driver	<input checked="" type="checkbox"/>				
Choose a driver					
<table border="1"><thead><tr><th>Driver</th><th>Latest ELD usage Time</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> cdriver</td><td></td></tr></tbody></table>	Driver	Latest ELD usage Time	<input checked="" type="radio"/> cdriver		
Driver	Latest ELD usage Time				
<input checked="" type="radio"/> cdriver					

3 4 Cancel Assign

Unassigned Driving status updated successfully 5

After assigning a record to a driver, the driver must accept it in order for the changes to apply to that driver’s HOS logs. If the driver rejects the record, it returns to the **Unassigned Driving** page.

# Trip Report

On the **Trip Report** page, you can view a complete history your trips. Trips are created in the app when drivers enter a new trip name. New trip names should be used for changes to a different tractor, trailer, of Bill of Lading (BoL). Time-stamped entries for new trips display in a table on this page.

Fleet managers can view driving details for the entire fleet. Terminal Managers can view driving details for their terminal only.

The screenshot shows the Trip Report interface. At the top, there is a search bar and a date range filter (03/2017 - 03/09/2017). Below the search bar are two dropdown menus for filters: 'Please Select Filter' and 'search by driver'. A 'Search' button is located to the right of the date range. The main content is a table with columns: Date/Time, Company ID, Driver, Tractor, Trailer, Trip Name, and BoL Number. The table contains 13 entries, with the first row being the most recent. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 13 entries' and a page selector with '1' selected.

Date/Time	Company ID	Driver	Tractor	Trailer	Trip Name	BoL Number
03/09/2017 12:44:09	RM-011890	driverID	tractorb	trailerb	My trip	bo3322,BOL552,bol553
03/09/2017 09:27:49	RM-011890	driverID	tractorb	trailerb	My trip	bo3322,BOL552,bol553
03/07/2017 10:25:07	RM-011890	driverID	9	10	My trip	
03/03/2017 12:17:16	RM-011890	driverID	02	Not provided	My trip	
02/10/2017 09:53:02	RM-011890	driverID	Greg01	Not provided	My trip	
02/10/2017 09:22:01	RM-011890	driverID	12345	trailer_12	My trip	
02/10/2017 09:20:04	RM-011890	driverID	12345	trailer_123	My trip	
02/09/2017 08:02:58	RM-011890	driverID	BT101	Not provided	My trip	
02/09/2017 07:56:14	RM-011890	driverID	tractorb	trailerb	My trip	bo3322,BOL552,bol553
02/09/2017 06:51:33	RM-011890	driverID	tractora	Not provided	My trip	bo3322,BOL552,bol553

On this page, you can:

1. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The table displays the results of your search. The default view shows the newest records first.*

2. To find specific information within your search results, begin typing in the search field.

## All Portal Help

*As you type, information that matches your search terms automatically displays in the table.*

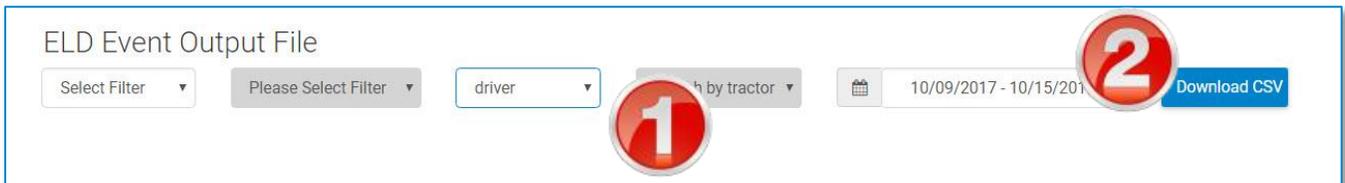
3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.
4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# ELD Events Output File

On the **ELD Events Output File** page, you can create a .csv file containing ELD information for a single driver during a time range you specify.

1. Select your filters from the dropdown menus. See how to use Search Filters (page 142).
2. Click **Download CSV**.

*A .csv file downloads containing the information you requested.*



## ***Fuel Taxes Menu***

The **Fuel Taxes** menu provides information necessary to complete IFTA taxes, including mileage driven per state, state lines crossing information, and fuel purchases.

A dark rectangular button with the text "Fuel Taxes" and a small downward-pointing triangle to its right.

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## **State Mileage**

On the **State Mileage** page, you can view and download reports on miles driven per state. These reports can be broken down and sorted/filtered by tractor, state, fuel used, fuel type, miles driven, and by date.

The page defaults to the **Detailed** report. This tab shows a breakdown of the miles driven by each tractor in each state per day, within your selected date range. The default view shows each entry in descending order by date:

## All Portal Help

State Mileage Report

Summary **Detailed**

Select Filter  Please Select Filter  search by driver  search by trip  09/21/2017 - 09/27/2017   

Tractor	State	Operating Authority	Fuel Used(gal)	Fuel Type	Distance(mi)	Date	Trip Name
tractoira	Illinois	Not Available	3.5	Diesel	21.1	09/27/2017	My trip
100	Tennessee	DEV	7.8	Not Available	46.6	09/26/2017	Nashville Trip
tractoira	Illinois	CTO	5.3	Diesel	31.7	09/26/2017	My trip
100	Tennessee	DEV	17.3	Not Available	103.8	09/25/2017	Nashville Trip
tractoira	Illinois	CTO	3.1	Diesel	18.6	09/25/2017	My trip

First < 1 > Last

You can also view a **Summary** report, which displays the total miles driven per state within your selected date range, without displaying tractor information or individual dates:

State Mileage Report

**Summary** Detailed

Select Filter  Please Select Filter  search by driver  search by trip  08/29/2017 - 09/2/2017   

Country	State	Operating Authority	Fuel Used(gal)	Fuel Type	Distance(mi)	Trip Name
US	Illinois	CTO	11.9	Diesel	71.5	My trip
US	Tennessee	DEV	25.1	Not Available	150.4	Nashville Trip

First < 1 > Last

**If you are a Driver:** You will only see mileage information for yourself.

## If you are a Fleet Manager (FM) or a Terminal Manager (TM):

You can select any of your drivers to view.

## Report Basic Functions

These functions are the same on both the **Detailed** and the **Summary** reports.

The screenshot shows the 'State Mileage Report' interface. At the top, there are two tabs: 'Summary' and 'Detailed', with 'Detailed' selected. Below the tabs are several filter options: 'Select Filter', 'Please Select Filter', 'search by driver', and 'search by trip'. A date range '09/21/2017 - 09/27/2017' is displayed next to a 'Search' button. Below the filters is a table with columns: Tractor, State, Operating Authority, Fuel Used(gal), Fuel Type, Distance(mi), Date, and Trip Name. A dropdown menu is open over the 'Fuel Used(gal)' column. At the bottom right, there are pagination controls: 'First', '<', '1', '>', and 'Last'. Red callout boxes with numbers 1 through 5 point to the 'Detailed' tab, the 'Search' button, the 'Fuel Used(gal)' column dropdown, the export icons, and the pagination controls, respectively.

Tractor	State	Operating Authority	Fuel Used(gal)	Fuel Type	Distance(mi)	Date	Trip Name
tractoira	Illinois	Not Available	3.5	Diesel	21.1	09/27/2017	My trip
100	Tennessee	DEV	7.8	Not Available	46.6	09/26/2017	Nashville Trip
tractoira	Illinois	CTO	5.3	Diesel	31.7	09/26/2017	My trip
100	Tennessee	DEV	17.3	Not Available	103.8	09/25/2017	Nashville Trip
tractoira	Illinois	CTO	3.1	Diesel	18.6	09/25/2017	My trip

1. Click the **Summary** or **Detailed** tabs to toggle between the two reports.
2. Select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The report table displays the results of your search.*

3. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

## All Portal Help

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# State Crossings

On the **State Crossings** page, you can view information on where and when the tractors in your fleet cross state lines. The report shows the date, time, driver, tractor, and location for each state crossing. It also shows the state the tractor came from, and crossed into.

**If you are a Driver:** You will only see information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):**  
You can select any of your drivers to view.

The screenshot shows the 'State Crossings Report' interface. At the top, there are search and filter options. A date range is set to '01/11/2017 - 01/11/2017'. A search button is highlighted with a red circle containing the number 1. Below the search bar is a table with columns: Tractor, Driver, Date/Time, Odometer, From, To, Location, and Trip Name. The Odometer column is highlighted with a red circle containing the number 2, and its dropdown menu is open. At the top right, there are export icons (PDF and Excel) highlighted with a red circle containing the number 3. At the bottom right, there are page navigation controls (First, Previous, 1, Next, Last) highlighted with a red circle containing the number 4. A note '\* Calculated values' is visible near the export icons.

Tractor	Driver	Date/Time	Odometer	From	To	Location	Trip Name
7	Test Trucker	01/13/2017 13:30:51		Illinois	Virginia	Linton Hall Road, Prince William County, Virginia, 20155, USA	Not Available
7	Test Trucker	01/15/2017 14:47:04	69,525.7	Virginia	District of Columbia	Michigan Avenue Northeast, District of Columbia, 20017, USA	Not Available
7	Test Trucker	01/15/2017 15:17:24	69,587.8	District of Columbia	Virginia	Shirley Highway, Arlington County, Virginia, 22204, USA	Not Available
7	Test Trucker	01/16/2017 11:23:52	69,853.2	Tennessee	Virginia	Brammer Lane, Montgomery County, Virginia, 24073, USA	Not Available
7	Test Trucker	01/16/2017 12:56:52	69,970.0	Virginia	Tennessee	I 81, Bristol, Sullivan County, Tennessee, United States of America	Not Available
7	Test Trucker	01/16/2017 12:56:52	69,970.0	Virginia	Tennessee	I 81, Sullivan County, Tennessee, USA	Not Available

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

## All Portal Help

4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Fuel Purchase

On the **Fuel Purchase** page, you can view fuel purchases for your fleet, and create fuel purchase reports.

**If you are a Driver:** You will only see fuel purchase information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):** You can select any of your drivers to view.

The screenshot shows the 'Fuel Purchase Report' interface. At the top, there are filter dropdowns for 'search by trip', 'Select Filter', and 'Please Select Filter', along with a date range '11/16/2016 - 02/14/2017' and a 'Search' button. A table below displays fuel purchase data with columns: Tractor, Driver, Date, Fuel Quantity(gal), Fuel Type, Amount, Currency, Purchase Type, State, Seller's Location, Trip Name, and Receipt. The table contains four rows of data. At the bottom right, there are pagination controls including 'First', '<', '1', '>', and 'Last' buttons.

Tractor	Driver	Date	Fuel Quantity(gal)	Fuel Type	Amount	Currency	Purchase Type	State	Seller's Location	Trip Name	Receipt
7	Test Trucker	02/01/2017	60.0	Diesel	200.00	US\$	Credit card	Connecticut	jims fast fill up, Fake town, Connecticut , USA	Not Available	
7	Test Trucker	01/03/2017	100.0	Diesel	251.62	US\$	Credit card	Alabama	Bobs Cheep Gas, Tuscaloosa, Alabama , USA	Not Available	
48	Name Driver	11/30/2016	30.0	Diesel	100.00	US\$	Cash	Illinois	Jims Gas, Chicago, Illinois , USA	Not Available	
48	Name Driver	11/29/2016	100.0	Diesel	261.00	US\$	Cash	Alaska	Gas R Us, Anytown, Alaska , USA	Not Available	

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The report table displays the results of your search. The default view shows the newest purchases first.*

2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.

3. To view a fuel purchase receipt, click the receipt icon ().

*The receipt displays in a separate window.*

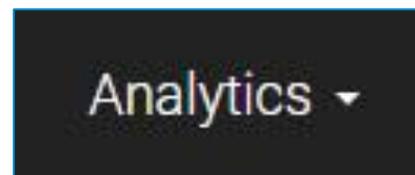
4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.



## Analytics Menu

The **Analytics** menu provides Fleet and Terminal Managers with detailed statistics and graphical trends about your fleet's performance.



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## Metrics

The **Metrics** page displays information about your fleet's driving patterns, based on the search criteria you enter.

Information captured includes:

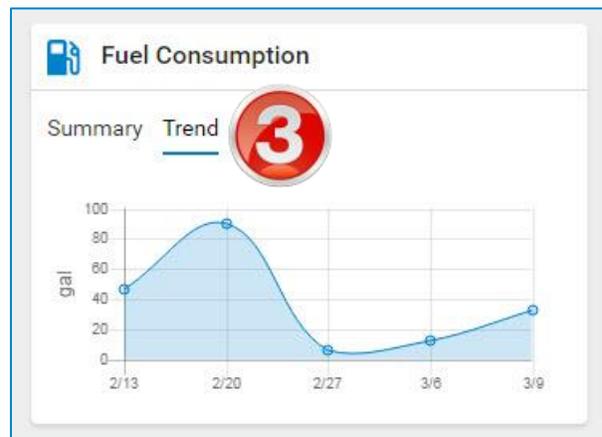
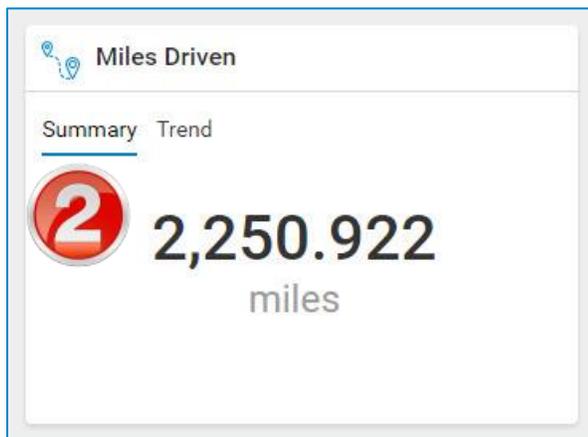
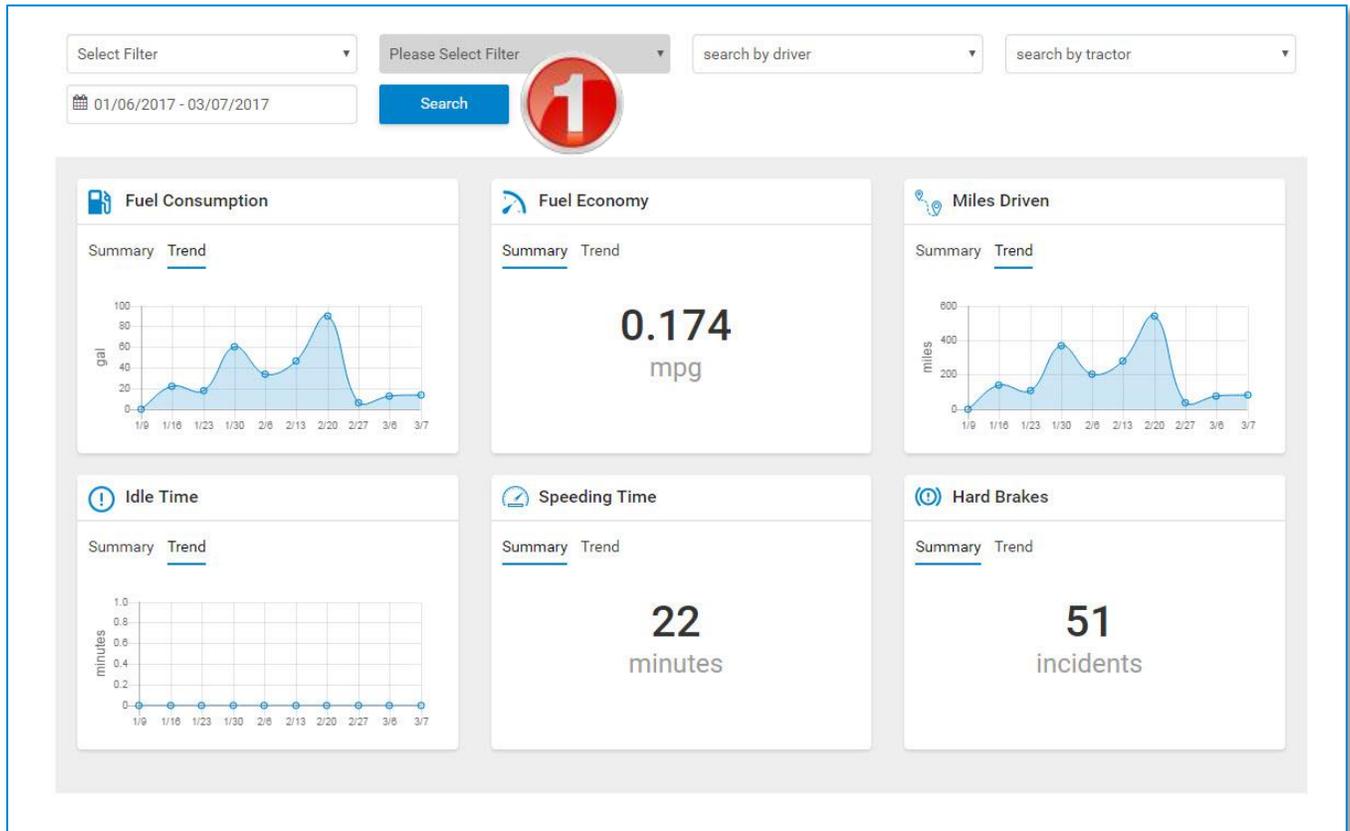
- **Fuel Consumption:** The number of gallons of fuel reported in Fuel Purchases from the app
- **Fuel Economy:** Miles driven per gallon of fuel
- **Miles Driven:** The total number of miles logged in Driving status
- **Idle Time:** The total number of minutes spent idling
- **Speeding Time:** The total time drivers spent moving above the speeding miles per hour threshold.
- **Hard Brakes:** The number of incidents of hard braking

**Note:** The thresholds for Idle Time, Speeding Time, and Hard Braking can be set in the **ADVANCED CONFIGURATION** section of the **Company Info** page.

The **Metrics** page shows a separate pane for each of these statistics. In each pane, you can view them as a summary or a trend.

## All Portal Help

- **Summary** displays the total number or average metric for the search criteria you select.
- **Trend** shows a graphical display of the metric for the date range you selected.



1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

## All Portal Help

*The metrics panes display the results of your search.*

2. In a metric pane, click **Summary** to view the metric summary.

The summary is the total number, or metric average, for the search criteria you select. For example, the **Fuel Consumption** summary displays the total number of gallons reported from your search criteria.

3. In a metric pane, click **Trend** to view the metric trend.

The trend is a graphical display of the daily value during the selected time period. For example, the **Speeding Time** trend shows a graph displaying the number of speeding incidents per day (based on your search criteria).

# Events

The **Events** page displays recorded actions for each driver. These events include app and portal logins, HOS changes, and driving events (like engine start/stop, sudden accelerations, and more). The trip name, time and date, location, and odometer readings are also recorded with each event.

The **Events** page allows you to view one or more of the following events from these three categories:

- **Duty Status** Category: This category lists all duty status changes.
  - DRIVING
  - ON DUTY
  - OFF DUTY
  - SLEEPER BERTH
- **Driver Events** Category: This category lists incidents where the driver goes over the thresholds set in the **ADVANCED CONFIGURATION** section of the **Company Info** page.
  - Over Idling
  - Speeding
  - Hard Braking
- **Others** Category: This category lists additional events captured by the app and/or ELD.
  - Login
  - Logout
  - Ignition On
  - Ignition Off
  - Vehicle Start
  - Vehicle Stop
  - Sudden Acceleration
  - Sudden Deceleration

**If you are a Driver:** You will only see event information for yourself.

**If you are a Fleet Manager (FM) or a Terminal Manager (TM):**  
You can select any of your drivers to view.

The screenshot shows the 'Events Report' interface. A dropdown menu is open, showing event types: ON DUTY, SLEEPER BERTH, OFF DUTY, and Driver Events. A search bar is visible with a 'Search' button. A table displays event data with columns for Location, Driver, Fleet, Terminal, Start Odometer, End Odometer, Speed, Event, and Trip Name. A pagination bar at the bottom shows 'First', '1', and 'Last' buttons. Red callout boxes with numbers 1 through 6 point to the search by events dropdown, the Search button, the End Odometer column, the export icons, the pagination bar, and the pagination bar respectively.

Location	Driver	Fleet	Terminal	Start Odometer	End Odometer	Speed	Event	Trip Name
1924, Dempster St, Cook, Illinois, 60068, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	0.0	13.0	ON DUTY	My trip
Woods Drive, Skokie, Cook County, Illinois, 60077, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	0.0	0.0	ON DUTY	My trip
Cook, Illinois, 60068, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	11.1	0.6	ON DUTY	My trip
Park Avenue, Wilmette, Cook County, Illinois, 60091, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	2,630.3	0.0	ON DUTY	My trip
739, Green Bay Rd, Cook, Illinois, 60091, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	2,628.4	0.0	ON DUTY	My trip
Cook, Illinois, 60091, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	2,627.8	0.0	ON DUTY	My trip
Cook, Illinois, 60025, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	2,623.4	0.0	ON DUTY	My trip
13th Street, Wilmette, Cook County, Illinois, 60091, USA	Driver Name	DCLT LT Beta Test	DCLT LT Beta Test	0.0	2,619.7	0.0	ON DUTY	My trip

1. To begin, select one or more events from the **search by events** dropdown menu. The events you can select are listed above.

You can also check the **Select all** box to select every event type available. Select it again to deselect all.

2. Select additional filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).

*The report table displays the results of your search. The default view shows the newest events first.*

3. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.

4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).

### All Portal Help

5. Some events contain a **Detail** button in the far right column. Click this button to open a detail window.
6. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Vehicle Performance

The **Vehicle Performance Report** page displays several metrics about your vehicles' performance, including odometer readings, fuel information, running and idle times, miles per gallon, and more.

Vehicle Performance Report

Select Filter ▼ Please Select Filter ▼ search by tractor ▼ search by trip ▼ 02/06/2017 - 03/07/2017 Search

Vehicle	Date	Engine On Time (hh:mm:ss)	Vehicle Motion Time (hh:mm:ss)	Odometer Begin	Odometer End	Miles Traveled	Fuel Type	Drive Fuel(gal)	Idle Fuel(gal)	Idle Fuel Percent	MPG	Drive MPG	
BT101	03/06/2017	02:04:14	01:33:07	0.0	1,977.8	70.8	Diesel	11.8	0.2	1.75	4.4	4.4	My trip
tractorb	03/06/2017	00:26:24	00:19:55	0.0	4,201.7	1	Diesel	1.2	0.1	7.69	4.5	4.0	My trip
BT101	02/27/2017	00:00:00	00:00:00	0.0	0.0	0	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/26/2017	00:22:39	00:16:10	0.0	4,191.8	2	Diesel	1.0	0.0	0.00	2.3	2.3	My trip
tractorb	02/25/2017	00:00:00	00:00:00	0.0	0.0	18.6	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/24/2017	00:00:00	00:00:00	0.0	0.0	11.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/19/2017	00:00:00	00:00:00	0.0	0.0	8.1	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/18/2017	00:00:00	00:00:00	0.0	0.0	34.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/17/2017	00:00:00	00:00:00	0.0	0.0	1.9	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
BT101	02/17/2017	00:00:00	00:00:00	0.0	0.0	59.7	Diesel	0.0	0.0	0.00	0.0	0.0	My trip

First < 1 > Last

- To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
- Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
- Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
- If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

# Vehicle Faults

The **Vehicle Performance Report** page displays several metrics about your vehicles' performance, including odometer readings, fuel information, running and idle times, miles per gallon, and more.

Vehicle Performance Report

Select Filter ▼ Please Select Filter ▼ search by tractor ▼ search by trip ▼ 02/06/2017 - 03/07/2017 Search

Vehicle	Date	Engine On Time (hh:mm:ss)	Vehicle Motion Time (hh:mm:ss)	Odometer Begin	Odometer End	Miles Traveled	Fuel Type	Drive Fuel(gal)	Idle Fuel(gal)	Idle Fuel Percent	MPG	Drive MPG	
BT101	03/06/2017	02:04:14	01:33:07	0.0	1,977.8	70.8	Diesel	11.8	0.2	1.75	4.4	4.4	My trip
tractorb	03/06/2017	00:26:24	00:19:55	0.0	4,201.7	1	Diesel	1.2	0.1	7.69	4.5	4.0	My trip
BT101	02/27/2017	00:00:00	00:00:00	0.0	0.0	0	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/26/2017	00:22:39	00:16:10	0.0	4,191.8	2	Diesel	1.0	0.0	0.00	2.3	2.3	My trip
tractorb	02/25/2017	00:00:00	00:00:00	0.0	0.0	18.6	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/24/2017	00:00:00	00:00:00	0.0	0.0	11.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/19/2017	00:00:00	00:00:00	0.0	0.0	8.1	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/18/2017	00:00:00	00:00:00	0.0	0.0	34.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/17/2017	00:00:00	00:00:00	0.0	0.0	1.9	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
BT101	02/17/2017	00:00:00	00:00:00	0.0	0.0	59.7	Diesel	0.0	0.0	0.00	0.0	0.0	My trip

First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 142).  
*The report table displays the results of your search.*
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 146.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 145).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

## Your Name

Your name displays as a dropdown menu, with your selected or assigned time zone in parentheses. Use this menu to access personal and company information, subscription information, and help resources.



Name (CST) ▾

---

## Profile

On the **Profile** page, you can change your personal information and your password.

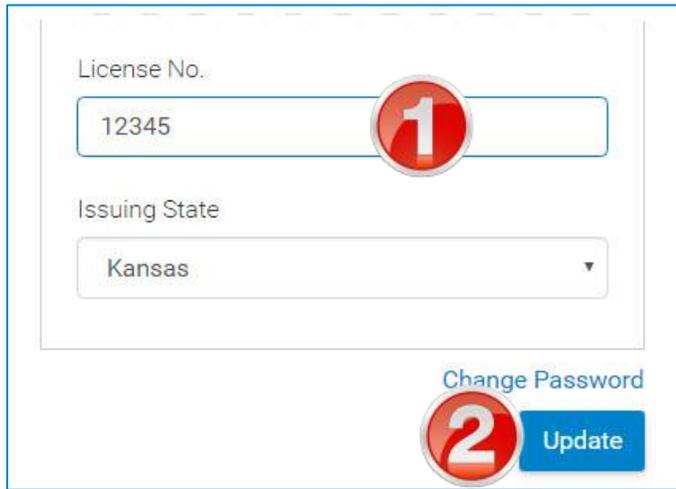
Several fields are editable, including your name, Driver ID, email address, and Driver's License information.

Four fields are NOT editable: your Company ID, Company Name, Role, and Rule Set. These fields appear grayed out.

**Note:** Your rule set can be changed in the DriverConnect app.

On the **Profile** page, you can:

## Make Changes



The screenshot shows a form for updating user information. It includes a text input field for 'License No.' containing '12345', a dropdown menu for 'Issuing State' set to 'Kansas', and a blue 'Update' button. A red circle with the number '1' is positioned over the 'License No.' field, and another red circle with the number '2' is positioned over the 'Update' button. The text 'Change Password' is visible above the 'Update' button.

1. Click in an editable field, and update the information.
2. Click **Update** to save changes.

### Notes:

- If you change your Driver ID on this page, it will be changed across the entire portal, AND in the DriverConnect app. You will need to enter your new Driver ID and your password on the app.
- Your Contact Email is the same email address you use to log in to the DriverConnect portal. If you change it, you will need to enter the new email address the next time you log in to the portal.

**Fleet Managers:**

The image shows a screenshot of a web form. At the top, it says "HOS Rule Set". Below that is a dropdown menu with "US 8 days/70 hours (Interstate)" selected. Underneath the dropdown is a checkbox labeled "Fleet owner is also a Driver" which is checked. Below the checkbox is a rectangular box with the text "Driver's License info." inside it.

If you are both the fleet manager (the person responsible for fleet management activities) AND a driver, you need to select the **Fleet owner is also a Driver** checkbox. If you are a fleet manager, but do not have driving responsibilities, leave this box unchecked.

If you do NOT check this box, you will not be able to access the DriverConnect app to complete your driving functions.

## Change your password

Change Password

Current Password

New Password

Confirm Password

Cancel Update

FLEET\_OWNER

1. On the **Profile** page, click **Change Password**.

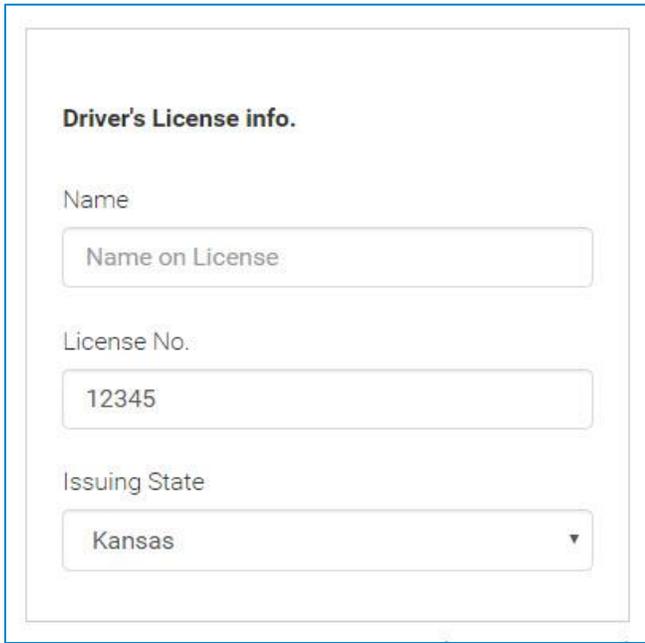
*The **Change Password** window displays.*

2. Enter your current password once, and your new password twice.
3. Click **Update** to save your new password, or **Cancel** to close this window without changing your password.

**Note:** If you change your password, it will also be changed in the DriverConnect app. You will need to enter your Driver ID and your new password on the app.

## Update Driver's License Info

You can enter or edit your driver's license information in the Driver's License Info section.



The image shows a screenshot of a web form titled "Driver's License info." The form contains three input fields: "Name" with the placeholder text "Name on License", "License No." with the placeholder text "12345", and "Issuing State" with a dropdown menu currently showing "Kansas".

Enter you name, driver's license number, and issuing state *exactly* as it appears on your license.

This information will also display in the DriverConnect app.

# Company Info

On the **Company Info** page, Fleet Managers can make changes to a company's information.

*All fields can be edited, unless otherwise stated.*



The screenshot shows a form titled "Company Info" with four input fields. The "Company ID" field is a greyed-out text box containing "RM-012500". The "Company Name" field is a white text box containing "My Company". The "Company Email" field is a white text box containing "email@address.co". The "Company Address" field is a white text box containing "123 Main St.".

**Company ID:** Also known as the Company Code, this non-editable field was set when your company account was created. You need to provide this number to your drivers. This ID is a required field when logging in to the DriverConnect app.

**Company Name:** The name of your company.

**Company Email:** The primary contact email address for your company.

## All Portal Help

**Company Address:** Your company's primary street address. If your company normally uses a two-line address, enter the second line after a comma. For example:

123 Commerce Dr.

Suite 555

becomes:

123 Commerce Drive, Suite 555

**City:** Your company's city.

**State:** Your company's state

**Country:** Your company's country.

**Zip Code:** Your company's zip code.

**Note:** For the Address, City, State, Country, and Zip Code fields, use your primary company address. This should be the same address as the mailing address used in your base jurisdiction for IFTA reporting.

**Company DOT:** Your company's US Department of Transportation (USDOT) number.

**Company Telephone:** The primary business phone number for your company.

## Configuration

### CONFIGURATION

**Entry into driving status**  
vehicle speed greater than  
or equal to  mph  
allowed values  
(5-35 mph)

**Exit out of driving status**  
vehicle stationary for more  
than  sec  
allowed values  
(30-300 sec)

Yard Move(Applicable to US Only)

Personal Conveyance - US

Personal Conveyance - Canada

Time Zone

You can configure aspects of your fleet’s driving information in the **CONFIGURATION** section. Settings made in this section apply to all drivers in your fleet.

**Entry into driving status:** The miles per hour a driver needs to reach (from stopped) to enter into Driving status. The DriverConnect app automatically switches into Driving status when the vehicle reaches this speed. The default value is 20 MPH. You can set this value between 5 MPH and 35 MPH.

**Exit out of driving status:** The number of seconds a driver must be stopped before being allowed to manually switch to a different status. The default setting is 300 seconds. You can set this value between 30 seconds and 300 seconds (5 minutes).

**Yard Move (Applicable to US Only):** The number of miles your company allows for yard moves. Yard moves are times when your drivers will be driving the truck in a company lot or loading yard, but will not be on a public road. Yard moves are considered On Duty time, but do not count toward driving hours. The default setting is 50 miles.

**Personal Conveyance – US:** The number of miles you want to allow drivers to use for Personal Conveyance status ("Line 5"). The default setting is 50 miles.

**Personal Conveyance – Canada:** This non-editable field sets the personal conveyance mileage limit to 47 miles, per Canadian law.

**Time Zone:** Select a time zone from the drop-down menu. This is the time zone for your company headquarters, and is the time zone that will display on your reports in the DriverConnect portal. Note that your drivers may operate in different time zones.

## Advanced Configuration

The **ADVANCED CONFIGURATION** section of the **Company Info** page lets you set thresholds for idle time, speeding, and hard braking.

The screenshot shows a configuration interface with the title "ADVANCED CONFIGURATION". It contains three settings:

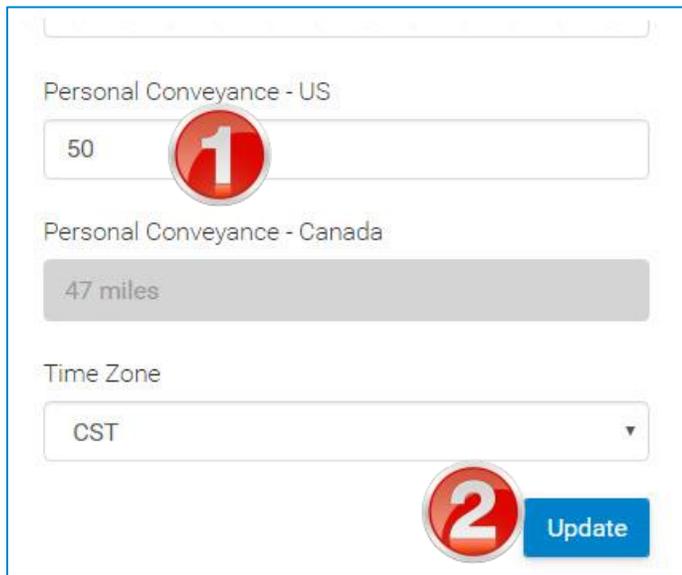
- Hard Braking:** Indicated by a downward arrow icon. The description is "vehicle speed decreasing by". The value is set to "7" with the unit "mph in a sec". Below the input field, it says "allowed values (5mph-10mph)".
- Idling:** Indicated by a clock icon. The description is "ignition is on and rpm is 0 for more than". The value is set to "60" with the unit "sec". Below the input field, it says "allowed values (0-300 sec)".
- Speeding:** Indicated by a speedometer icon. The description is "vehicle speed is greater than". The value is set to "40" with the unit "mph". Below the input field, it says "allowed values (35-85mph)".

**Hard Braking:** The rate of decrease in speed a driver needs to reach in a sudden deceleration. This rate is measured in a decrease in miles per hour, per second (MPH/s). You can set this value between 5 and 10 MPH.

**Idling:** The number of seconds a vehicle is running (ignition on) before moving. You can set this value between 0 and 300 seconds (5 minutes).

**Speeding:** The speed (in miles per hour) a driver needs to reach to be considered speeding. You can set this value between 35 and 85 MPH.

## To make changes:



The screenshot shows a form with three main sections: 'Personal Conveyance - US', 'Personal Conveyance - Canada', and 'Time Zone'. The 'Personal Conveyance - US' section has a text input field containing '50' with a red circle containing the number '1' overlaid on it. The 'Personal Conveyance - Canada' section has a greyed-out text input field containing '47 miles'. The 'Time Zone' section has a dropdown menu with 'CST' selected. At the bottom right of the form is a blue 'Update' button with a red circle containing the number '2' overlaid on it.

1. Click in an editable field, and update the information.
2. Click **Update** to save your changes.

Making changes on this page causes the **Company Info** tab in the DriverConnect portal to also change for all drivers in your fleet.

## Terminal Info

On the **Terminal Info** page, Terminal Managers can make changes to a terminal's information.

*All fields can be edited, unless otherwise stated.*

**Terminal Name:** The name of your terminal.

**Fleet Code:** The code for your fleet. This is also known as the Company ID. You cannot edit this field.

**Terminal Address:** Your terminal's primary street address. If your terminal normally uses a two-line address, enter the second line after a comma. For example:

123 Commerce Dr.  
Suite 555

becomes:

123 Commerce Drive, Suite 555

**City:** Your terminal's city.

**State:** Your terminal's state

**Country:** Your terminal's country.

**Zip Code:** Your terminal's zip code.

**Note:** For the Address, City, State, Country, and Zip Code fields, use your primary terminal address. This should be the same address as the mailing address used for your terminal's IFTA reporting.

**Terminal Telephone:** The primary business phone number for your terminal.

**Yard Move (Applicable to US Only):** The number of miles your terminal allows for yard moves. Yard moves are times when your drivers will be driving the truck in a terminal lot or loading yard, but will not be on a road. Yard moves are considered On Duty time, but do not count toward driving hours. The default setting is 50 miles. Note that changing this setting here overrides your fleet manager's setting.

**Personal Conveyance – US:** The number of miles you want to allow drivers to use for personal conveyance. The default setting is 50 miles. Note that changing this setting here overrides your fleet manager's setting.

**Personal Conveyance – Canada:** This non-editable field sets the personal conveyance mileage limit to 47 miles, per Canadian law.

**Time Zone:** Select your time zone from the drop-down menu. This is the time zone for your terminal headquarters. Drivers in your terminal will be automatically synced to this time zone.

## To make changes:

50

Personal Conveyance - US

35

Personal Conveyance - Canada

47 miles

Time Zone

CST

2

Update

1. Click in an editable field, and update the information.
2. Click **Update** to save your changes.

**Note:** Making changes on this page causes the **Company Info** tab in the DriverConnect app to also change for all drivers in your terminal.

# Subscription

On the **Subscription** page, you can:

- View your subscription plan, total number of devices, and costs
- Add additional Electronic Logging Devices (ELDs) to your fleet
- Manage your subscription level

## View your subscription plan and costs

The screenshot shows the 'Subscription' page. At the top left is the title 'Subscription'. Below it is the 'Billing Cycle Summary' section. To the right of this section are two buttons: 'ADD DEVICE' (with a plus icon) and 'MANAGE'. Above the 'ADD DEVICE' button is a red circle with the number '2', and above the 'MANAGE' button is a red circle with the number '3'. The 'Billing Cycle Summary' section contains a table with the following information:

Current	
TOTAL	\$0/month
Devices:	1
Plan:	Core (Complimentary)

Below the table, it says 'Expires on: 03/31/2017'. A red circle with the number '1' is positioned to the right of the 'Devices: 1' row.

1. The Billing Cycle Summary section shows:

## All Portal Help

- Your current subscription costs per month
- A count of the number of ELDs you have registered to your fleet
- Your company's subscription plan
- The expiration date (if applicable)

**Note:** The rest of the steps in this section are for users that have purchased devices online or through a retail store. Fleet managers need to contact their Rand McNally sales associates to purchase more ELDs for their fleets.

2. Click **ADD DEVICE** to add additional ELDs to your fleet.

The **Add Device** window displays. See full instructions below.

3. Click **MANAGE** to manage your subscription level.

The **Manage Subscription** window displays. See full instructions below.

## Add additional ELDs to your fleet

**Add Device**

Device Serial Number

e.g. EXXXXXXXXXXXXX

+ Add more

**4**

**5**

Your updated subscription: \$0/month

Devices: 1

Plan: Core (Complimentary)

CANCEL UPDATE SUBSCRIPTION

All functionalities of a device are enabled with a monthly subscription to a service plan. Please visit [Terms of use](#).

**6**

## All Portal Help

If you purchase additional ELDs, you can add them to your fleet from the **Add Device** window:

4. Enter the serial number of the new ELD.
5. Click **+Add more** to add additional ELDs.
6. Click **UPDATE SUBSCRIPTION** to register the new ELD(s), or click **CANCEL** to close this window without changing your subscription.

*The new ELDs will be included in the **Devices** count on the **Subscription** page.*

ELDs registered to your fleet can be used by any driver. Drivers will need to follow the instructions in the DriverConnect User manual to connect to a new ELD.

## Manage your subscription level

The **Manage Subscription** window displays:

- Your current plan
- The number of devices you have registered to your fleet
- The total cost per month of additional available plans
- Your new total cost per month for switching plans

There are two subscription levels for DriverConnect: **Compliance** and **Core**.

The following table lists the features of each plan:

Feature	Compliance	Core
Hours of Service (HOS) Logging	Yes	Yes
Driver-Vehicle Inspection Report (DVIR)	Yes	Yes

## All Portal Help

Feature	Compliance	Core
Portal Access	Yes	Yes
Real-Time Gauges	Yes	Yes
Messaging	Yes	Yes
IFTA Fuel Tax Reporting	No	Yes
Send and Receive Forms	No	Yes
Use Form-Based Workflows	No	Yes

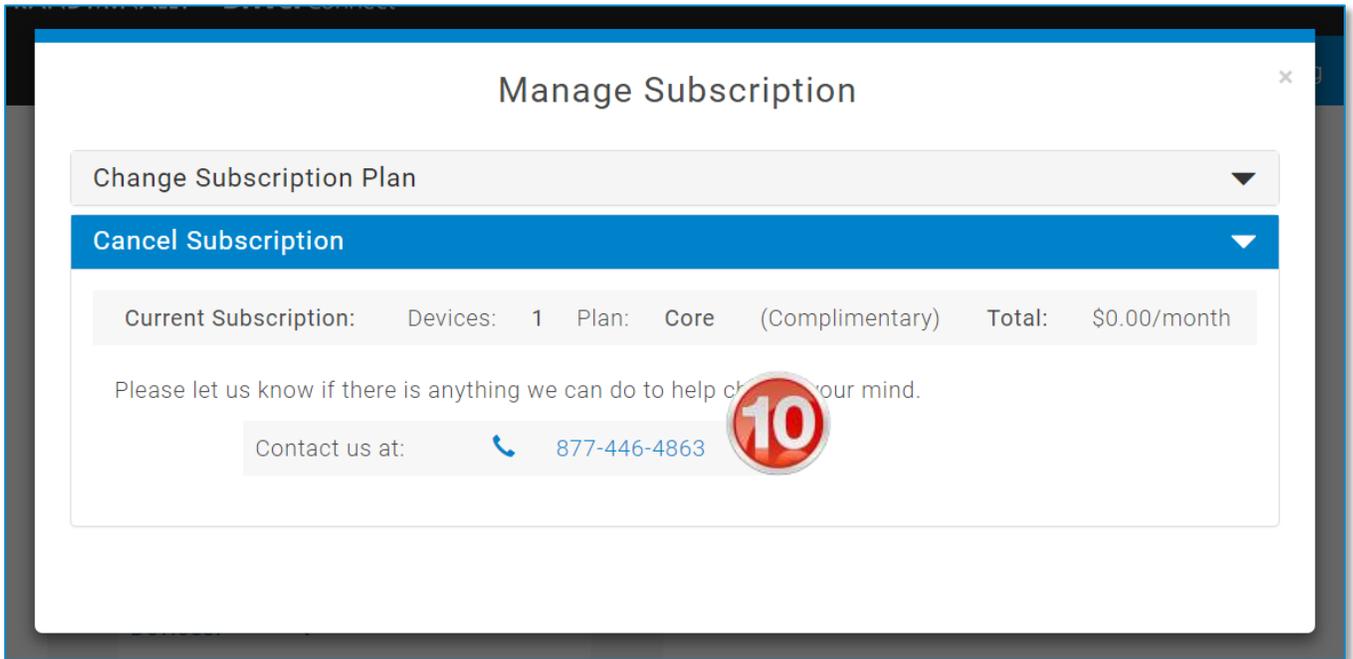
## To change your plan:

The screenshot shows the 'Manage Subscription' window. At the top, it says 'Change Subscription Plan'. Below that, it states 'You are currently on our Core(Complimentary) plan'. There is a table with three columns: 'NO.OF DEVICES', 'CHOOSE PLAN', and 'TOTAL'. The 'NO.OF DEVICES' column shows '1'. The 'CHOOSE PLAN' column has two options: 'Compliance' (selected with a radio button) and 'Core'. Both options list features: 'HOS, DVIR, Messaging'. The 'TOTAL' column shows 'Subscription cost (19.99 \* 1)/month'. A 'Change plan' button is visible at the bottom right. A 'Cancel Subscription' button is at the bottom left. Numbered callouts are placed over the interface: 7 is over the 'Compliance' radio button, 8 is over the subscription cost, 9 is over the 'Change plan' button, and 10 is over the 'Cancel Subscription' button.

7. Click the radio button next to your new plan.

All Portal Help

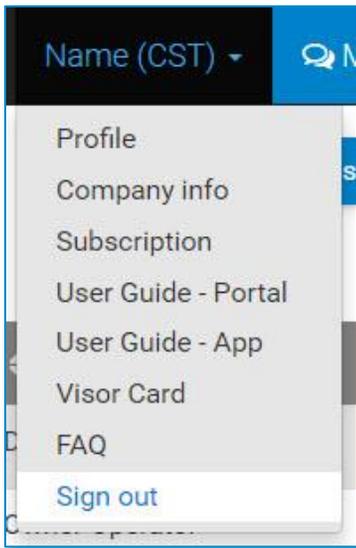
8. The **TOTAL** section updates to display the new monthly cost.
9. Click **Change plan** to change the new plan.



10. To cancel your subscription, click the down arrow across from **Cancel Subscription** to view information on cancelling. You need call Rand McNally support to complete the process.

# Sign Out

In the (your name) drop-down menu, select **Sign Out** to sign out and log off of the DriverConnect portal.

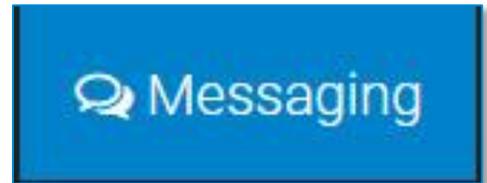


The login screen displays after you sign out:



# Messaging

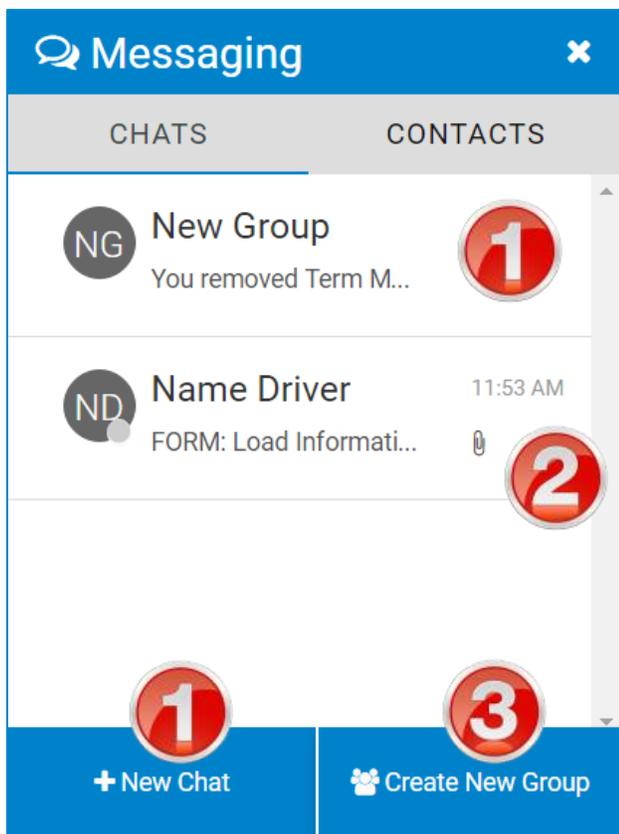
The **Messaging** menu provides tools for communicating with others in your fleet, including instant-message chats, managing contacts, and completing workflows.



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## Chats Tab

The **Chats** tab in the **Messaging** window shows active conversations you have with your team. Here, you can send and receive messages and forms from individuals or groups within your fleet or terminal.

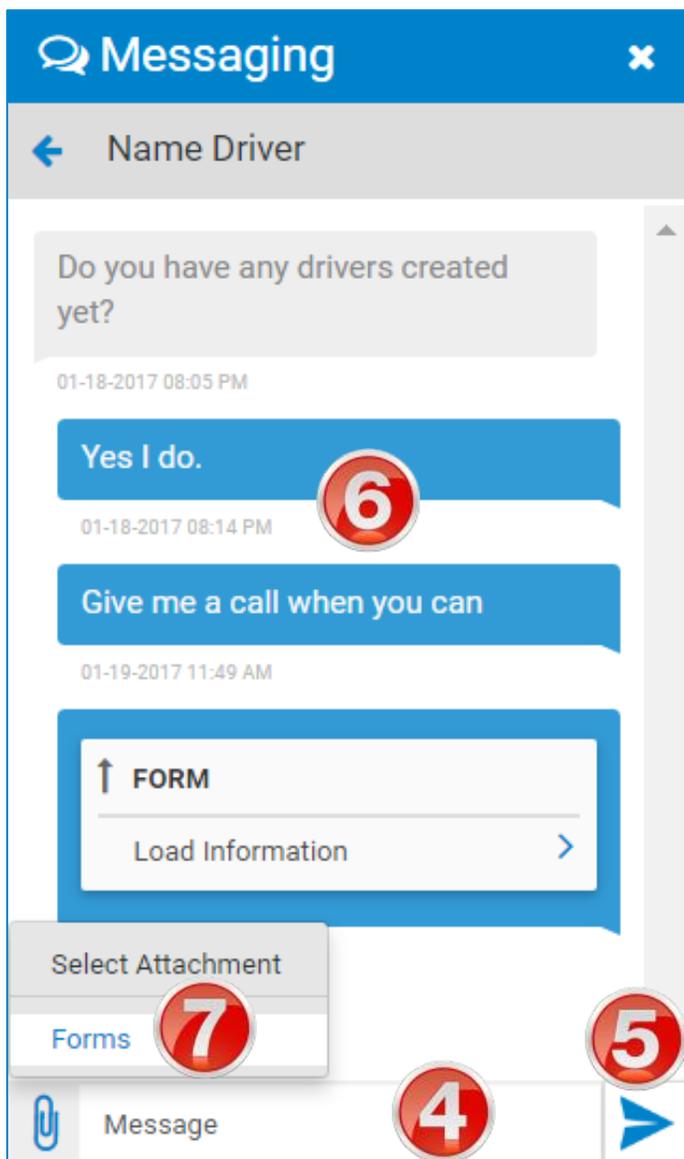


## All Portal Help

1. Click a contact's name (individual or group) or **+New Chat** to begin a chat.

*A chat window displays with your contact's name at the top. See below.*

2. A paperclip icon (📎) by a contact shows if a form has been sent.
3. Click **Create New Group** to create a new chat group. See full instructions in the **Contacts** tab help.



4. Click in the **Write a message...** area to type a message.

## All Portal Help

5. Click the send icon (➤) to send the message.
6. Messages you sent display in **blue**. Messages you receive display in **gray**.

Forms display with an arrow and the word FORM (up arrows are forms you sent; down arrows are forms you received).

Click ➤ to view the form.

7. Click the blue paperclip icon (📎), then click **Forms** to send a form. See below for full instructions.

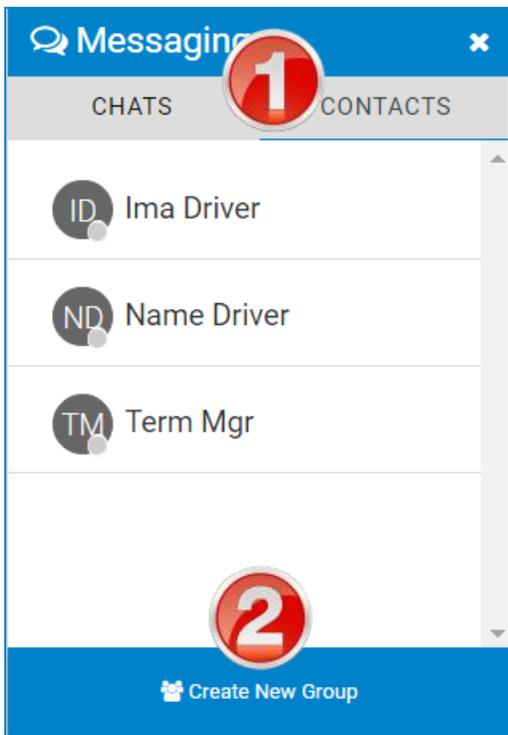
The image contains two screenshots of a messaging application interface. The left screenshot shows a message titled 'FORM' with a recipient 'Name Driver'. A 'Form Type' dropdown menu is open, listing various form types such as 'Accident Report', 'Arrived Consignee', 'Departed Shipper', and 'Depart Stop'. A red circle with the number 8 is positioned next to the dropdown menu. The right screenshot shows the form details page with fields for 'Phone No.' (555-555-1234), 'Pick Up No.' (9876), 'Driver Unload' (checked), 'Loaded Miles' (50000), and 'Instructions' (Call after). A red circle with the number 9 is positioned next to the 'Send' button.

8. Click the **Form Type** dropdown menu and select a form to attach it to your message.
9. Complete the necessary fields, and click **Send** to send the form.  
*The form sends without any additional messages.*

# Contacts Tab

The **Contacts** tab in the **Messaging** window shows all of the drivers and managers in your fleet or terminal. If you are assigned to a terminal, your contacts will be limited to other members of the terminal. If you are assigned to a fleet (the Home terminal), your contacts include all members of the fleet, regardless of terminal. Contacts are automatically updated when new users are created.

You can also create groups within your contacts. Messages you send to a group will go to everyone in the group. Anyone in the group can send a message that also goes to the whole group.

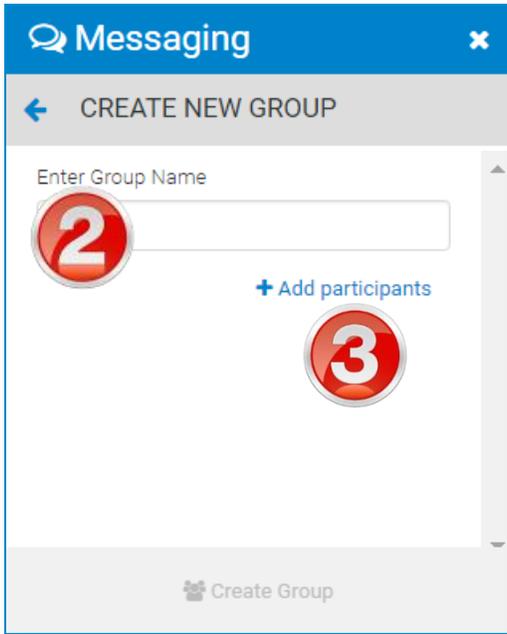


In the **Contacts** tab:

1. Click a contact's or a group's name to begin a chat. See the **Chats** help for more information on sending messages.

2. Click **Create New Group** to create a new chat group. See full instructions below.

## Create a New Message Group

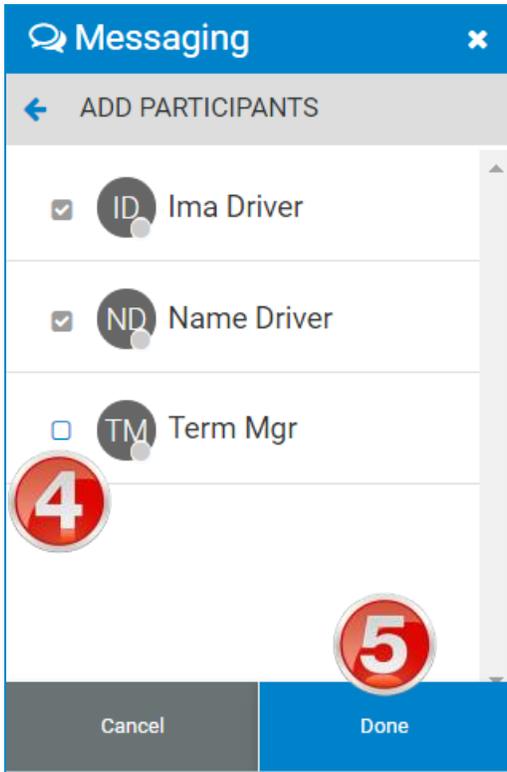


1. In the **Chats** or **Contacts** tab, click **Create New Group**.

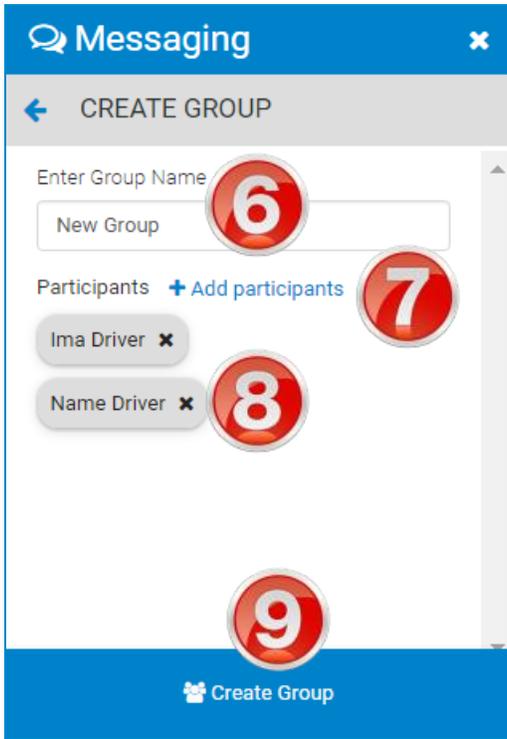
*The **CREATE NEW GROUP** window displays.*

2. Type a name for the group.
3. Click **+Add Participants**.

*The **ADD PARTICIPANTS** window displays.*



4. Check the boxes next to the contacts you want to include in the group.
5. Click **DONE**. Or, click **CANCEL** to close without creating a group.  
*The **CREATE GROUP** window displays.*

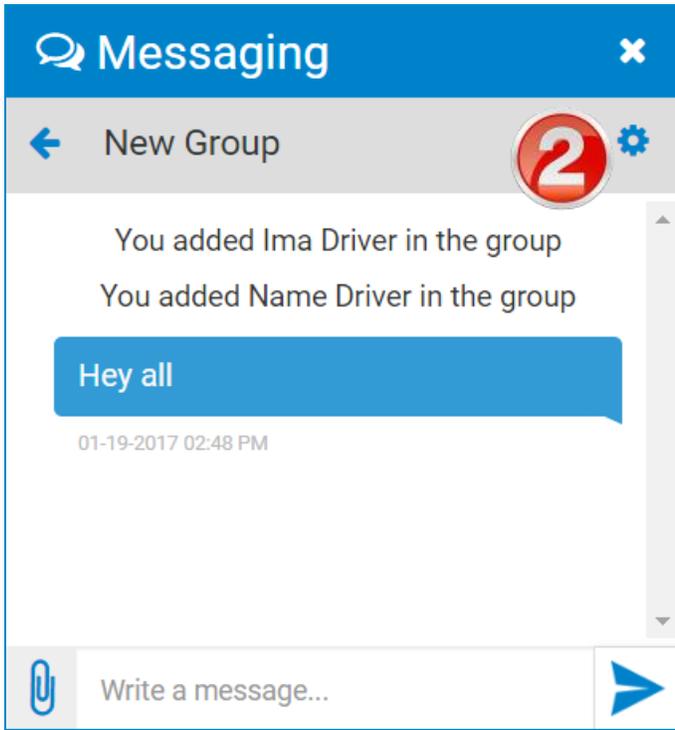


You can make changes before finalizing the group:

6. You can edit the group name.
7. Click **+Add Participants** to add more contacts to the group.
8. Click the **X** to remove a contact from the group.
9. When you are done, click **Create Group** to finalize the group and add it to your contacts list.

## Edit a New Message Group

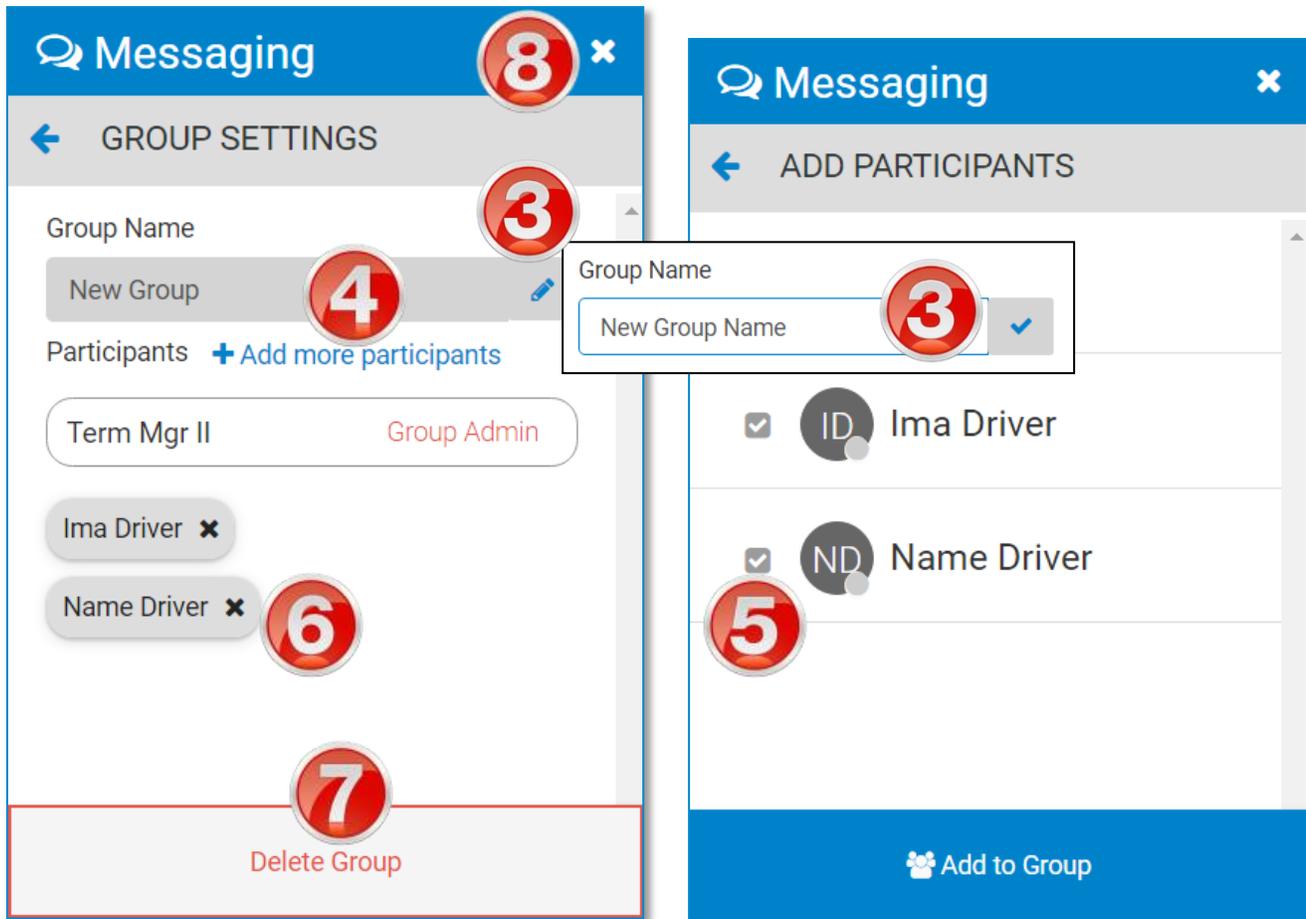
You can edit a message group by changing the name, adding and removing participants, or deleting the group. Deleting a message group does not delete the individual contacts in the group.



To edit a message group:

1. Click the group in the **Chats** tab.
2. Click the gear icon (⚙️) in the top bar of the **Messages** window.

*The **GROUP SETTINGS** page displays.*



3. Click the pencil icon (✎) to change the name of the group. Click the check (✓) to save the new name.
4. Click **+Add More Participants** to add additional members to the group.
5. Select additional participants, and click **Add to Group** after selecting them.  
*You return to the **GROUP SETTINGS** window after selecting more participants.*
6. Click the **X** to remove a contact.
7. Click **Delete Group** to delete the group.
8. When finished, click the arrow (←) to return to the **Chats** tab.

# Workflow Tab

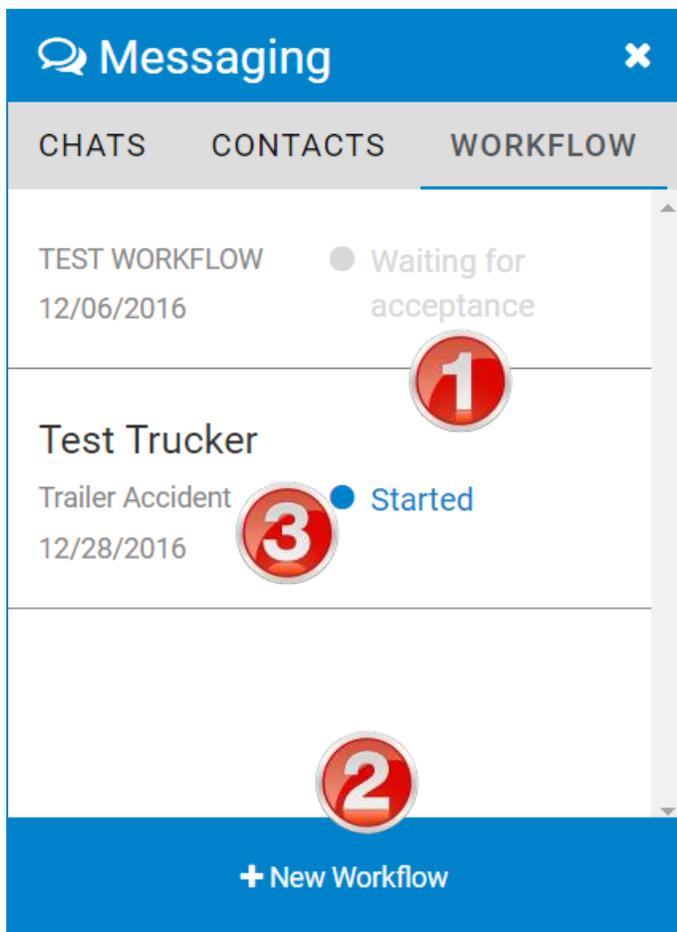
On the **WORKFLOW** tab of the **Messaging** window, the fleet managers can send workflows to drivers. Workflows are a series of forms that can be created by the fleet manager and sent to a driver. This is a sequence of steps that a driver needs to follow. The status of each step is tracked.

As a fleet manager, you can:

Edit the form before sending it to the driver

Only send one workflow to a driver at a time

Only send a workflow to an individual driver, and not a group



## All Portal Help

On the **WORKFLOW** tab:

1. At a glance, view the status of workflows that have been sent and are in progress.
2. Click **+New Workflow** to create a new workflow.
3. Click an existing workflow to view details about that workflow. See full instructions below.

## Create a New Workflow

The screenshot shows the 'NEW WORKFLOW' window in the Messaging app. The window is titled 'NEW WORKFLOW' and has a blue header with a 'Messaging' icon and a close button. The form contains several fields: 'To' (Ima Driver), 'Workflow' (Fuel), 'Task 1' (Request/Auth), 'Estimated Date Time' (01/19/2017 07:45 PM), and 'Forms' (Request Fuel Stop, Fuel Authorization). A 'Send Workflow' button is at the bottom. Red numbered callouts (2, 3, 4, 5, 8) highlight the 'To' field, 'Workflow' dropdown, 'Estimated Date Time' field, 'Request Fuel Stop' form, and 'Send Workflow' button respectively.

1. Click **+New Workflow** in the **WORKFLOW** tab.

*The **NEW WORKFLOW** window displays.*

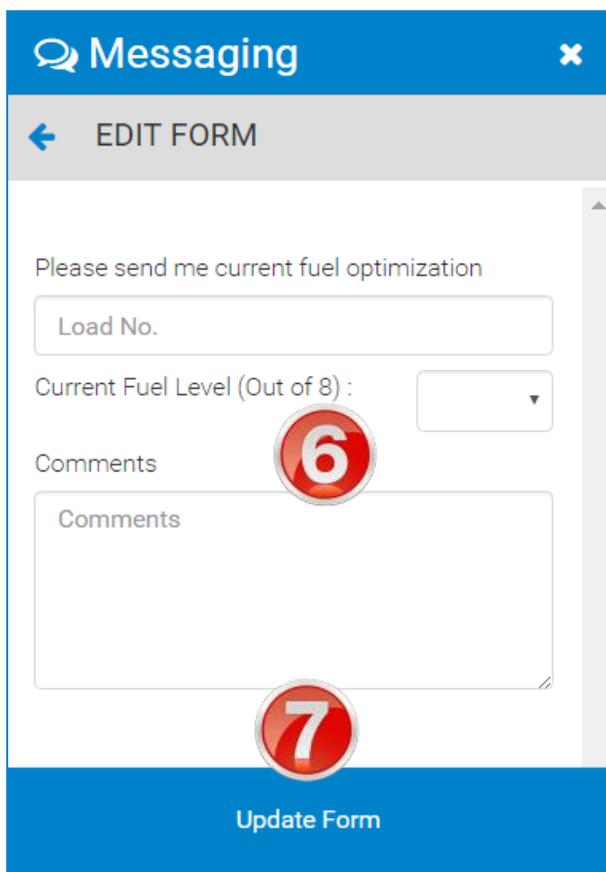
## All Portal Help

2. Select a driver from the dropdown menu to receive the workflow.
3. Select a workflow from the dropdown menu.

*If you do not have any workflows created yet, you need to first create one on the **Workflows** page.*

4. Enter an **Estimated Date Time**. This is the date and time you estimate that the driver should be able to complete the workflow.  
You can enter a date and time manually, or click to select from a calendar popup.
5. Click **Update** next to a form to edit it.

*The **EDIT FORM** page displays.*



Messaging

EDIT FORM

Please send me current fuel optimization

Load No.

Current Fuel Level (Out of 8) :

Comments

Comments

Update Form

6. On the **EDIT FORM** page, enter information.

## All Portal Help

7. Click **Update Form** to save your edits and return to the **NEW WORKFLOW** window.
8. Click **Send Workflow** to send the workflow.

*If a driver has been sent a workflow that has not yet been completed, you cannot send another workflow. The **Send Workflow** button will appear grayed out.*

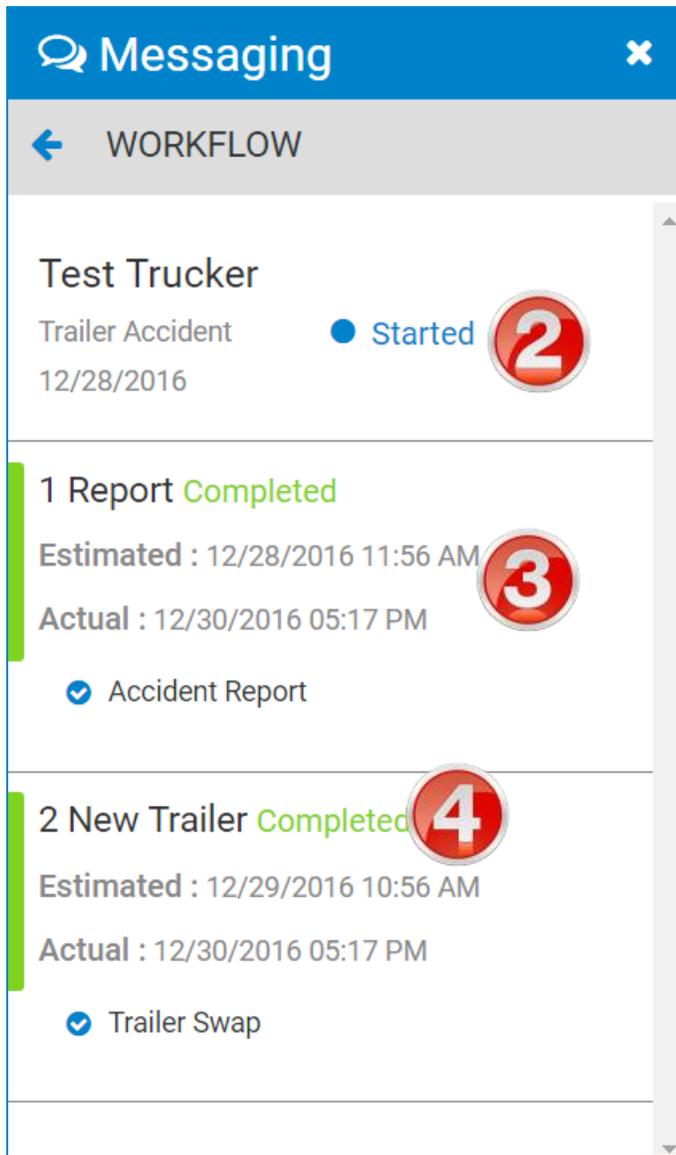
## View Workflow Details

You can view details about a workflow in progress, including:

The overall status of each task, and the workflow overall

The date and time each form and task were completed

Information the driver entered into each form



1. Click an existing workflow on the **WORKFLOW** tab.

*The **WORKFLOW DETAIL** window displays.*

The detail window displays:

2. The overall status of the workflow.
3. The status of each task, including the completed date and time.
4. The status of the form associated to each task. The form name is a hyperlink. Click the name of a form to view details about it. See below.

The screenshot shows a 'Messaging' window with a blue header. Below the header is a grey bar with a back arrow, a red circle containing the number '6', and the text 'SEND FORM'. The main content area is white and contains the following form fields:

- Trailer Swap**
- Swap With:** Name Driver
- Tractor No.:** 3
- Trailer No.:** 4
- Swap at :**
- Address:** 123 Fake St (with a red circle containing the number '5' overlaid)
- City:** Anytown
- State:** NY
- Zipcode:** 00000

5. You can view the completed form in read-only format in the **SEND FORM** page.

6. Click the back arrow (←) to return to the **WORKFLOW** window.

## *Page Results Options*

Most pages in the DriverConnect Portal allow you to customize the search results. You can use search filters to narrow your results when you search for driving information. You can then filter information, show/hide and sort columns, and format the results to create and export crisp, clear, and usable reports.

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### Search Filters

Filters in the DriverConnect portal allow you to narrow down your search to quickly find the information you need. DriverConnect reports are based upon data collected from drivers and vehicles during a specific time range. When you create a report, you can select filters that define a driver, vehicle, terminal, or group, as well as a date range, before you can run the report. A date range is required; other filters are optional.

#### Select Filters

The DriverConnect portal allows you to search for information using combinations of search filters. These filters vary based on the information displayed on each page.

The **Select Filter** dropdown allows you to select a group filter. Once you select an option, the grayed-out **Please Select Filter** menu becomes active. Options in the **Search Filter** dropdown can include:

- Search by Terminal
- Search by Driver Group

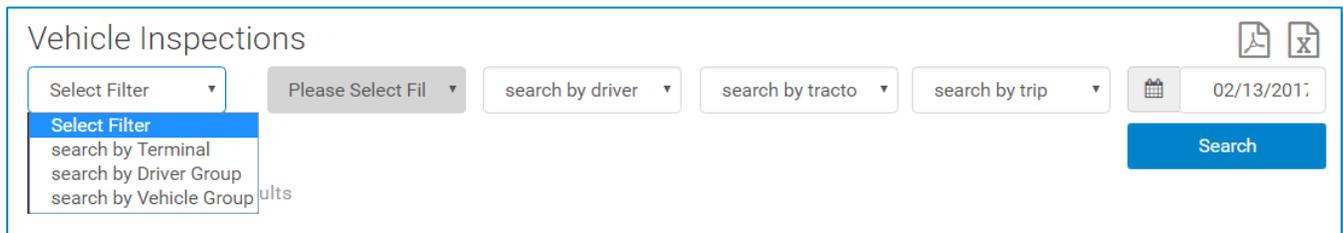
## All Portal Help

- Search by Vehicle Group

Individual dropdowns allow you to filter by:

- Driver
- Terminal
- Tractor
- Trip

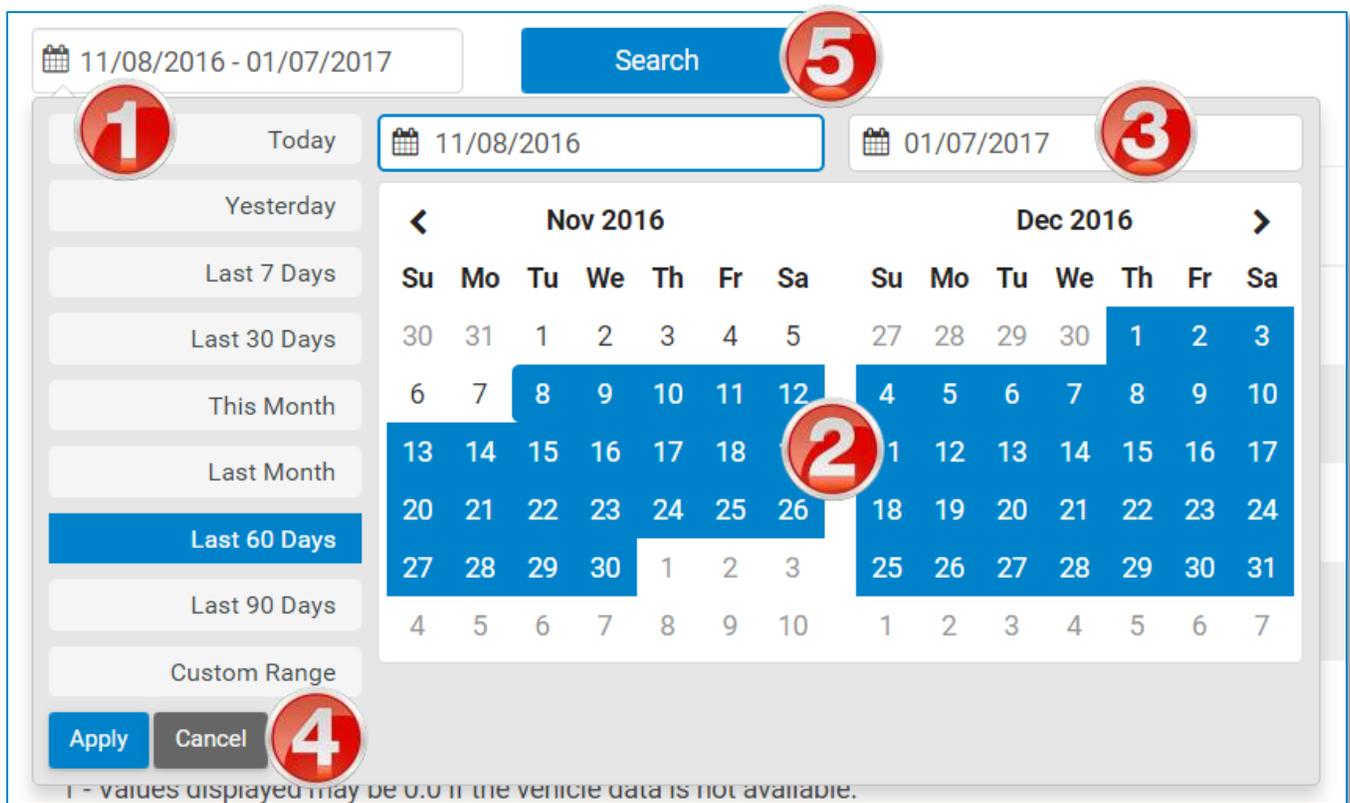
You can use any combination and number of search filters you want. To display for all information without filtering, simply leave the filter dropdowns unselected.



The screenshot shows a search interface titled "Vehicle Inspections". It features several dropdown menus and a search button. The first dropdown menu, labeled "Select Filter", is open, showing options: "Select Filter", "search by Terminal", "search by Driver Group", and "search by Vehicle Group". Other dropdowns include "Please Select Fil", "search by driver", "search by tracto", and "search by trip". A date field shows "02/13/2017" with a calendar icon. A blue "Search" button is located on the right side of the interface.

## Select a Date Range

You can choose to use a date range preset, or manually enter a custom date range.



1. Click the calendar date field to select a date range preset.
2. Select **Custom Range** to enter a date range manually.  
*The date selection window displays.*  
 Select the starting date on the left, and the ending date on the right.  
*The range you select becomes highlighted in blue.*
3. You also type a date directly into the **To** and **From** fields. Use *MM/DD/CCYY* format.
4. Click **Apply** to set the date range. Or, click **Cancel** to close the date selection window without defining a date range.
5. Click **Search** to display the results for the date range you selected.

## Export a Report

DriverConnect allows you to export your reports to a .PDF or Excel file. When you export the report, it will appear as it does on your page. That is, for all displayed columns, the formatting, sorting, and filtering you do in the portal will also be on the final report.



Click an export icon to export the report to:

1. A .PDF file
2. An Excel file

The export icons are located in the upper right corner of the page.

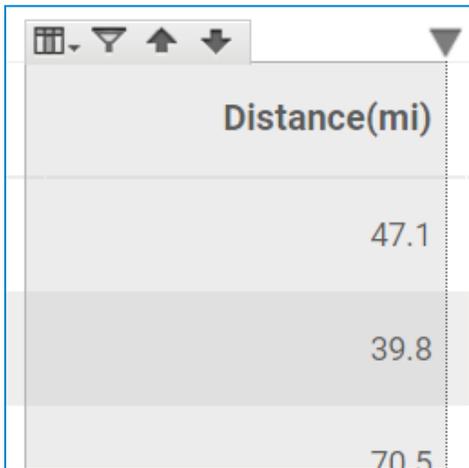
After you click an export icon, the report will download in the file format you selected, with the same file name as the report. For example, a Fuel Purchase report exported to .PDF will save as:

**FuelPurchaseReport.pdf**

After the file downloads, you can open your .PDF file or Excel document.

## Advanced Options

DriverConnect lets you customize your reports by sorting, filtering, and formatting information. When you click in a column, the column turns gray, and the *Advanced Options* menu bar displays on top of the column. Click the column header again to return to normal view.



There are four icons in the *Advanced Options* menu bar:



- **View** icon. Click to format or show/hide the column. See Show/Hide Columns (page 151) and Formatting (page 147) for full instructions.



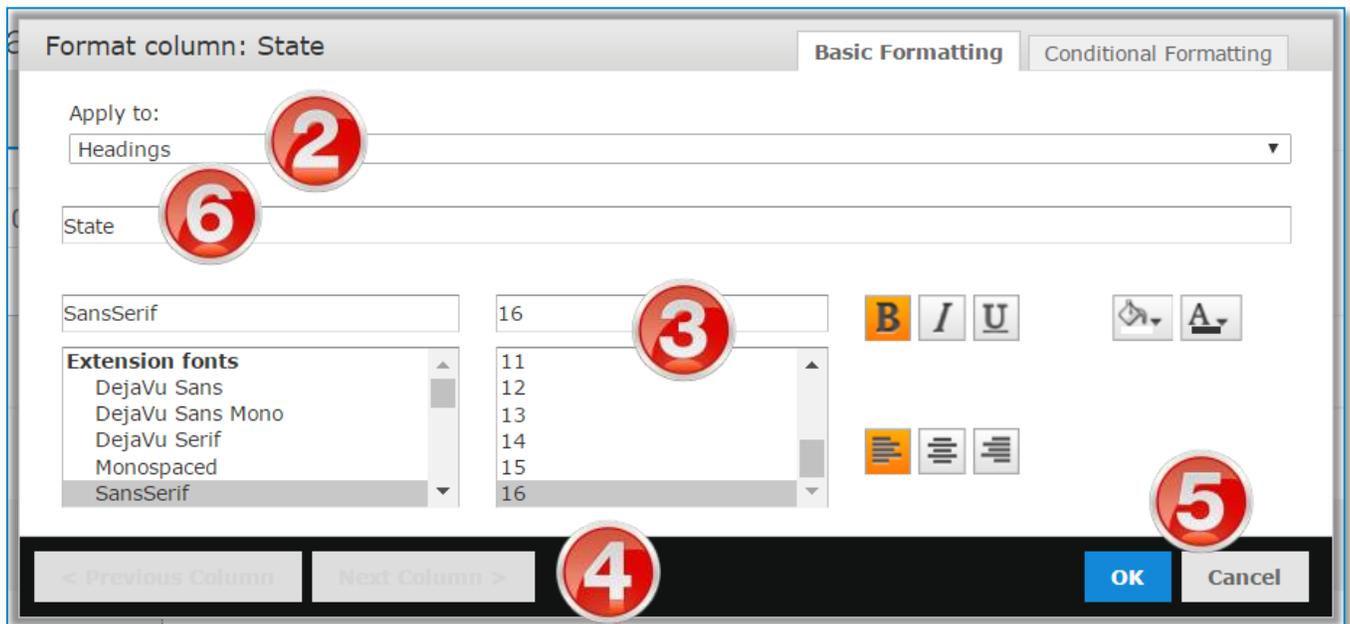
- **Filter** icon. Click to apply a filter. See how to Apply a Column Filter (page 152).



- **Ascending** and **Descending** icons. Click to sort this column in ascending or descending order. See Sorting (page 154).

# Formatting

The DriverConnect Portal allows you to format your reports. You can change things like the font, size, color, number type, alignment, and more. All formatting changes you make are preserved when you export your report.



1. Click in the column you want to format, click the **View** icon () , and select **Formatting....**

*The **Basic Formatting** window displays.*

2. In the **Apply to:** drop-down menu, select **Headings** or **Detail Rows**.

*Formatting options are different for headings (column names) and detail rows (data grid).*

3. Use the available tools to change the font, size, character formatting, alignment, and coloring.

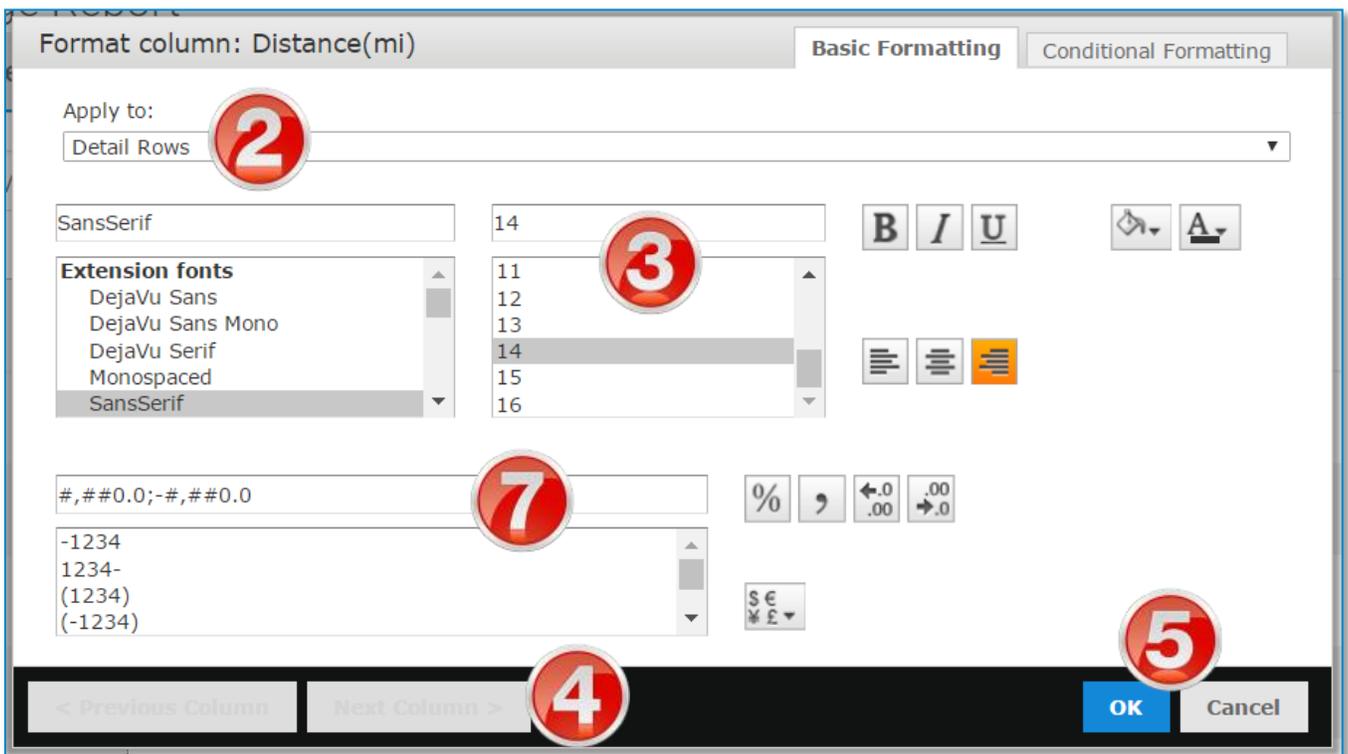
4. Click **<Previous Column** or **Next Column>** to move to another column.

**Note:** Formatting changes only apply to the column listed at the top of the page. To format your entire report, you need to change formatting for each column.

5. Click **OK** to save your formatting changes and close this window, or **Cancel** to discard your changes.

If you selected **Headings** in Step 2:

6. You can click in the field to rename the column header.



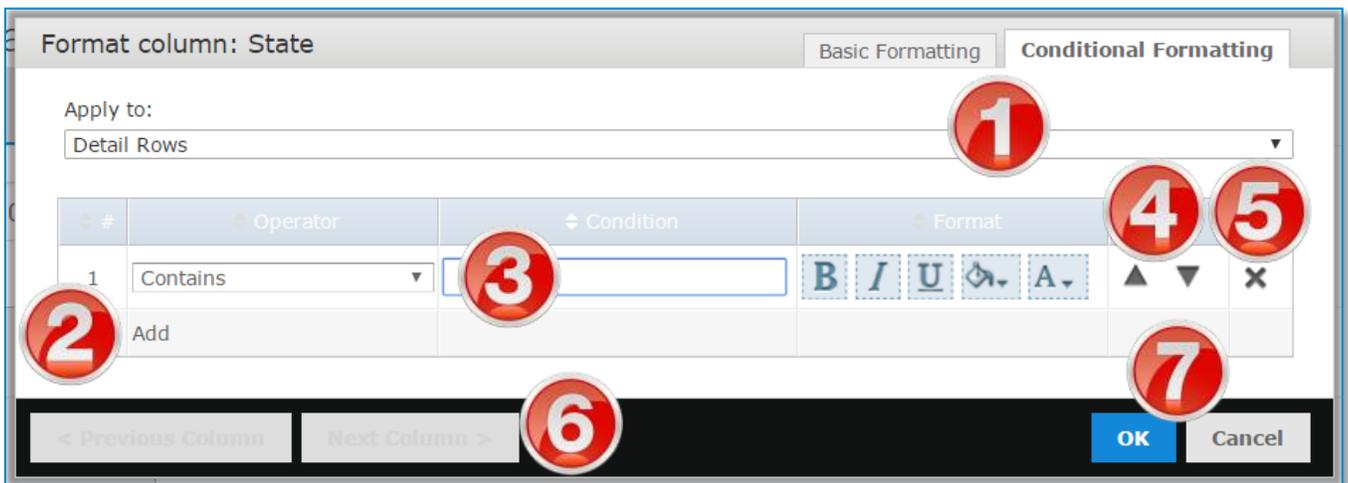
If you selected **Detail Rows** in Step 2:

7. Use the additional tools to change the number formats, decimal places, currency symbols, and numerical displays.

## Conditional Formatting

Conditional formatting allows you to format only those rows that meet criteria you define. For example, you can set a condition to change the font for a certain state, or change colors if mileage is above a threshold.

**Note:** *Conditional formatting changes only apply to the column listed at the top of the page. To apply conditional formatting your entire report, you need to change each column.*



To set up conditional formatting:

1. Click the **Conditional Formatting** tab.
2. Click **Add** to create a condition.
3. Set a condition by selecting an operator from the dropdown menu, entering the condition, and selecting formatting options for when the data meets the condition.
4. Use the up and down arrows to change the order of the conditions. Conditions at the top of the list will be applied first.

*You can repeat steps 2-4 to add and re-order multiple conditions.*

5. Click the **X** to delete a condition.

6. Click **<Previous Column** or **Next Column>** to move to another column.

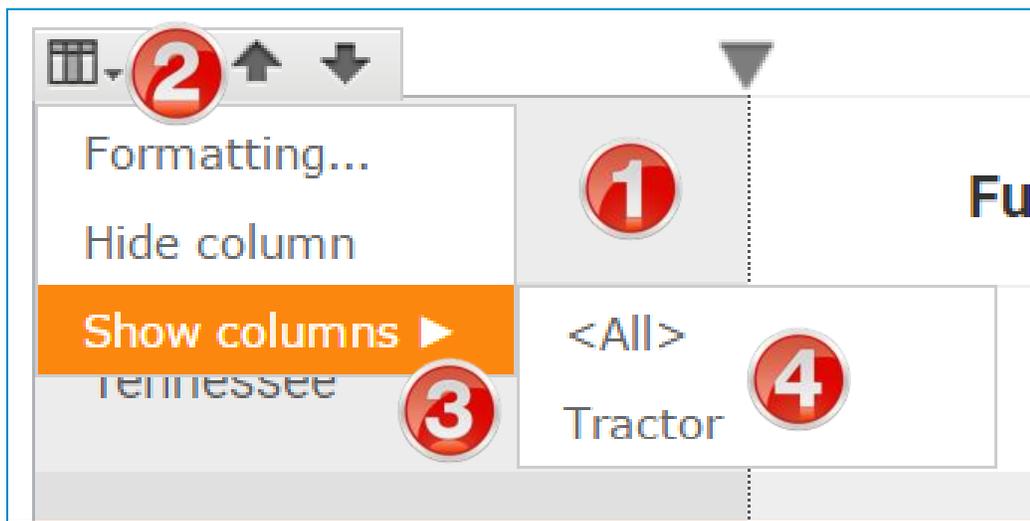
**Note:** *Formatting changes only apply to the column listed at the top of the page. To format your entire report, you need to change formatting for each column.*

7. Click **OK** to save your formatting changes and close this window, or **Cancel** to discard your changes.

## Show/Hide Columns

You can choose to hide certain columns so they do not display in your report. Only columns that are visible in the portal are exported to .PDF or Excel.

You can access the show/hide function from the **View** icon: 



To hide a column:

1. Click the column you want to hide.
2. Click the **View** icon, and select **Hide column**.

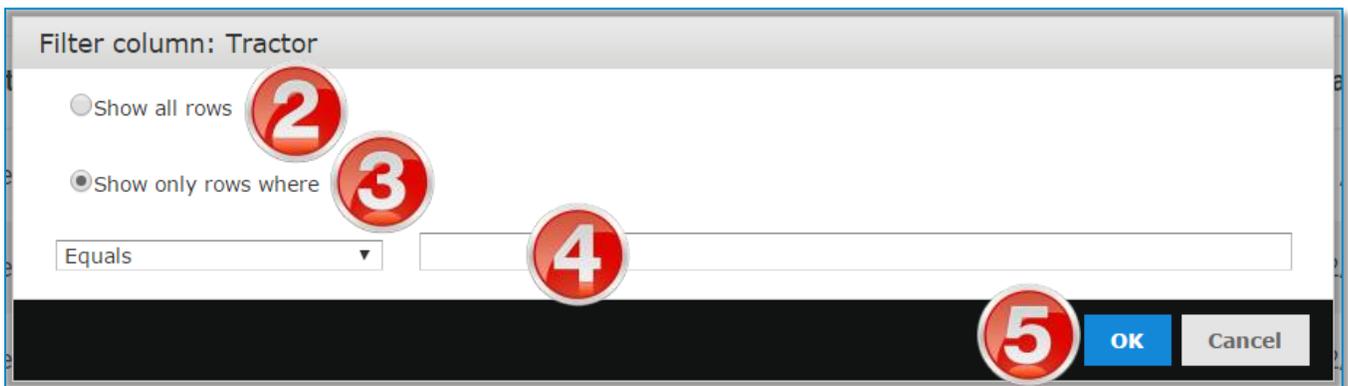
To show (re-display) a column:

1. Click in any column.
2. Click the **View** icon.
3. Point to the **Show columns** menu.
4. Select the column to show, or click **<All>** to show all columns.

## Apply a Column Filter

Filters allow you to “filter out” driving information to show only rows that meet criteria you define. Filters are applied to columns. If information is excluded from view based on the filter, then the entire row does not display. Filtering options are different depending on if the column information contains text or numbers.

All filters you apply are preserved when you export your report.



1. Click in the column to format, and click the **Filter** icon (☒).

*The **Filter column** window displays.*

2. Select the **Show all rows** radio button to display all rows.

3. Select the **Show only rows where** radio button to set up a filter.

4. Select an operator from the dropdown menu, and define your filtering condition(s) in the text box(es).

5. Click **OK** to apply the filter, or click **Cancel** to close this window without saving.

When a column is filtered, a funnel (☒) displays in the column header.

### DriverConnect Portal Help

You can apply filters to more than one column at a time. If you do, then the filters will combine to show only information that matches **all** of the criteria. If you remove the filter from one column (by selecting **Show all rows**), the information will still be filtered on the other column.

# Sorting

You can sort columns in ascending or descending order. Click on of the Sorting icons in the *Advanced Options* menu bar to sort information.



- **Ascending** icon.

Click to sort this column in ascending order (largest value at the bottom). When a column is sorted in ascending order, an upward arrow (▲) displays in the column header.



- **Descending** icon.

Click to sort this column in descending order (largest value at the top). When a column is sorted in descending order, a downward arrow (▼) displays in the column header.

To remove the sorting and return to the default view, click the sort icon again in the *Advanced Options* menu bar.

## ***Contact Rand McNally Support***

From the DriverConnect App:

- Tap the **Main Menu** button, and then tap **Settings**.
- Tap the **Tell Rand** link
- Type your message and tap **SEND**.

By email:

- Send a message to [DriverConnectSupport@randmcnally.com](mailto:DriverConnectSupport@randmcnally.com)

On the web:

- Visit [www.randmcnally.com/eld-50-support](http://www.randmcnally.com/eld-50-support)

## FCC Compliance Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and may cause harmful interference to radio communications if not installed and used in accordance with the instructions. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet that is on a different circuit from the device.
- Consult the dealer or an experienced radio/TV technician for help.

Notice: changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## IC Compliance Statement

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

1. This device may not cause interference, and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

This Class B digital apparatus complies with Canadian ICES-003.

### **IC attestation de conformité**

Le présent appareil est conforme aux CNR d'Industrie Canada Applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

(1) l'appareil ne doit pas produire de brouillage,

et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre dispositif.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## Warnings, End-User License Agreement, and Warranty

### Safe Driving Practices

Always use your best judgment. Exercise caution and common sense when the vehicle is in motion. Do not become distracted by the vehicle while driving. Minimize the amount of time spent looking at the device while driving.

Do not input destinations, change settings, or access any functions requiring prolonged use of the device controls while driving. Pull over in a safe and legal manner before attempting such operations.

### End-User License Agreement

Rand McNally hereby grants you ("User") a single-user non-exclusive, non-transferable license to use the Rand McNally tire pressure monitoring system (hereinafter referred to as the "product" (including software)) for User's own business or personal use and not for resale or sublicensing.

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## THE USER MAY NOT:

Copy, loan or otherwise transfer or sublicense the product, its software or content.

Modify, or adapt the product in any way, or decompile, disassemble, reverse engineer or reduce to human readable form the product and software incorporated therein.

Alter, remove or obscure any copyright notice, trademark notice, or proprietary legend from the product, its software or content.

This license will terminate automatically if User fails to comply with any of the terms of this license and User agrees to stop using the product. Rand McNally may revise or update the product and is not obligated to furnish any revisions or updates to User.

WARNING: This product contains chemicals known to the State of California to cause cancer and/or other harm.

## Warranty

RM Acquisition, LLC d/b/a Rand McNally warrants that the product, and the component parts thereof, will be free of defects in workmanship and materials for a period of one (1) year from the date of purchase. This warranty may be enforced only by the first consumer purchaser ("Customer"), provided that the product is utilized within the U.S.A. or Canada.

Rand McNally will, without charge, repair or replace (with a new or newly reconditioned unit), at its option, defective products or component parts. For repair or replacement of defective products, Customer must contact Rand McNally for return authorization and instructions. Customer will be required to provide proof of date of first Customer purchase, such as a duplicate copy of the original sales receipt, for the warranty to be valid.

The Customer must pay any initial shipping charges required to ship the product for warranty service, but the return charges will be at Rand McNally's expense, if the product is repaired or replaced under warranty.

Repairs or replacements have a 90-day warranty. If the product returned is still under its original warranty, then the new warranty is 90 days from the date of repair or replacement or to the end of the original one (1) year warranty, whichever is longer.

This warranty gives the Customer specific rights. Other rights may be available to Customer which vary from state to state.

Exclusions: This limited warranty does not apply: (1) to any product damaged by accident; (2) in the event of misuse or abuse of the product or as a result of unauthorized alterations or repairs; (3) if the serial number has been altered, defaced or removed; or (4) if the owner of the product resides outside of the U.S.A. or Canada.

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**Driver**Connect