ELECTRONIC LOGGING DEVICE (ELD)

Table of Contents

1. Install Matrack ELD App from Google Playstore/Apple App Store

1.1 Android app installation via Google PlayStore

- ➢ Open Google PlayStore app in Android device
- ➢ Search for Matrack ELD app.
- ➢ Select install for installation

1.2 iOS app installation via Apple AppStore

- ➢ Open App store in iOS device
- ➢ Search for Matrack ELD app
- ➢ Select install for installation

2. Login into Matrack ELD app as Driver

- ➢ Contract your Fleet Administrator to get your username and password
- ➢ Enter username and password and select sign-in
- ➢ After login, Select Logs icon in the Home screen(figure 2.2).
- ➢ In the Logs screen(figure 2.1), verify the Logged in user and Display user. Both should display same username that was logged in.
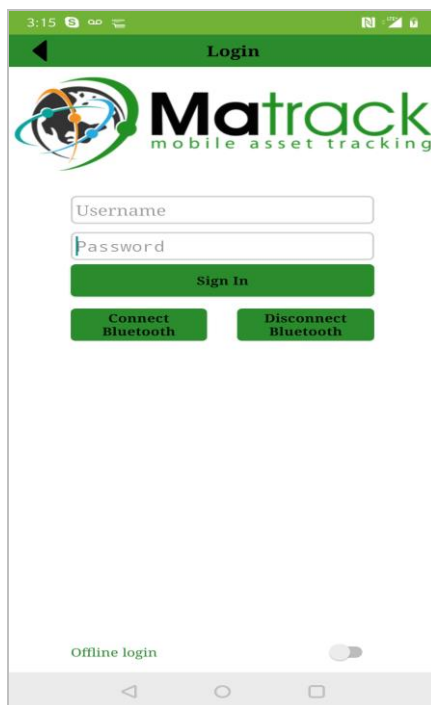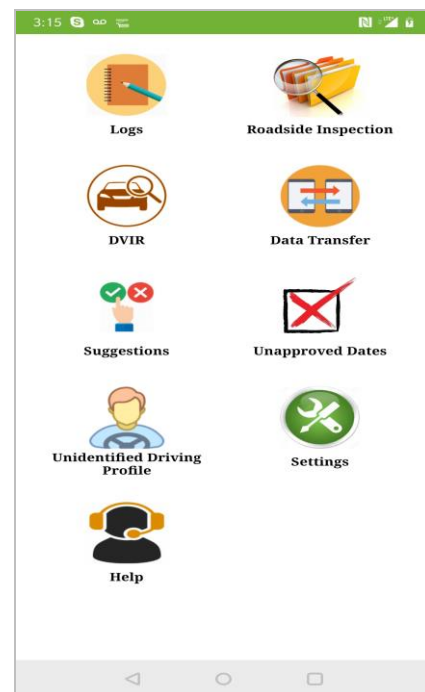
Figure 2.1 – Login screen   Figure 2.2 – Home screen

3. **Review and Complete the User Profile from Settings(One time after new installation)**

1.1 Driver Details

  ➢ Enter/Update Driver Details.

Note: Do not select Exempt Driver unless driver is exempted from using ELD.

1.2 Carrier Details

  ➢ Enter/Update Carrier details. If you know your US Dot number then enter US Dot number and Select Fetch Carrier details.
  ➢ Verify the correctness of main office address.
  ➢ Select same as above check box if main address and home terminal address are same. Otherwise enter the home terminal details
  ➢ Select Save on the screen. Values will not be saved till Save button is selected.

Note: Carrier details for US Dot number is fetched from Matrack Server where data from FMCSA is periodically updated. Details of newly created carrier may not be available. Contact Matrack support to add to Matrack server database.

4. **Time zone and Cycle Rule**

  ➢ Select time zone, cycle and cargo type.
  ➢ For property cargo, enter 34 for restart and 30 for rest break.
  ➢ For passenger cargo, enter 0 for restart and 0 for rest break.
  ➢ Select Odometer unit.

Note: For most property cargo drivers, restart 34 hours and break 30min applies. There are some drivers exempt from those values. Enter those values if 34 and 30 does not apply for you.

5. **Trailers**

  ➢ Select Trailers from Settings.
  ➢ Trailers will display all vehicles in your carrier. It will display the Fleet admin enter values by default. If admin entered values were not correct then select Edit for a vehicle and enter the values.
  ➢ FMCSA allows up to three trailers per vehicle.
  ➢ If both Admin entered trailers and driver enter trailers exists then driver entered trailers will be used.

Note: To delete a driver entered trailer, select edit next to vehicle , remove the trailer information and select save.

6. Shipping Document Number

➢ Select Shipping Document Number from Settings.
➢ Shipping document number will display all vehicles in your carrier. It will display the Fleet admin enter values by default. If admin entered values were not correct then select Edit for a vehicle and enter the correct values.
➢ FMCSA allows one shipping document number per vehicle.
➢ If both Admin provided and driver enter shipping document number exists, then driver entered shipping document number will be used.

Note: To delete a driver entered Shipping document number, select edit next to the vehicle , remove the shipping document number information and select save.

7. Select a Vehicle

➢ Navigate to Logs screen from Home screen.
➢ In the Logs screen(figure 7.1), select a vehicle that you are planning to drive. Select the pencil icon next to select vehicle. It will display list of vehicles(figure 7.2) assigned by Fleet administrator. Select a vehicle from the list.

Note: Contract Fleet administrator if vehicle list is empty or it does not list the vehicle you are planning to drive.

➢ There will be a confirmation message on the bottom of the screen.
➢ Select Back button to Navigate back to Logs screen. Select Vehicle should display the vehicle selected.
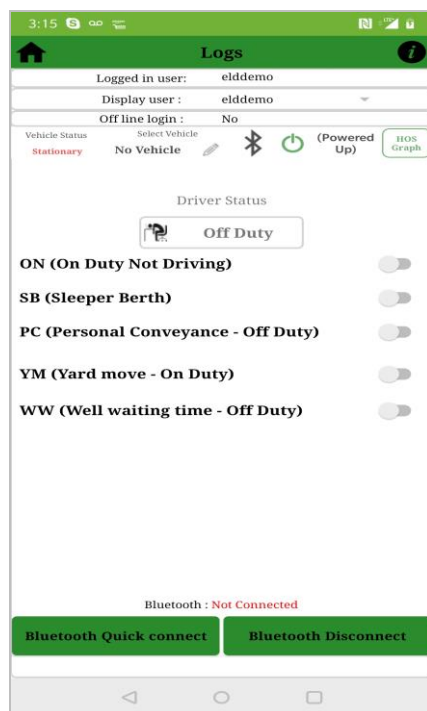

Figure 7.1 – Logs screen   Figure 7.2 – Vehicle list

8. Connect to Bluetooth

Prerequisite:
- ➢ A vehicle should be selected before making the Bluetooth connection.
- ➢ Navigate to Logs screen.

Steps:
- ➢ In the Logs screen, Select Bluetooth icon next to Select Vehicle(figure 8.1).
- ➢ Select Start scan button(figure 8.2). It will list the available Matrack ELD Bluetooth devices.
- ➢ Select Connect on the correct listed Bluetooth device.
- ➢ On successful connect connection successful message will be displayed(figure 8.3).

Troubleshooting:

- ➢ Each vehicle is associated with a Bluetooth name. If connect was selected on wrong vehicle then error message will be displayed specifying the correct device to connect.
- ➢ If Bluetooth does not connect on the first time, then try couple of times. If previous connection to the device was not disconnected properly then following connection will fail. Second time it will connect successfully.
- ➢ If connection issue continues to persist after couple of connection attempts, then try to make connection after restarting the mobile.
- ➢ If connection issue continue to exist after restarting the mobile then contact Matrack Support for troubleshooting.
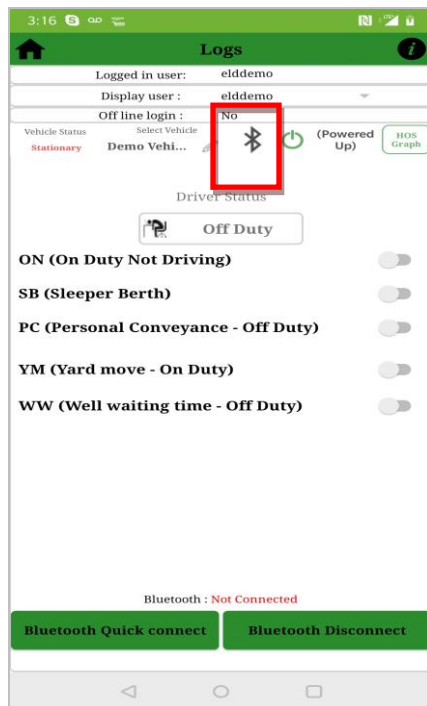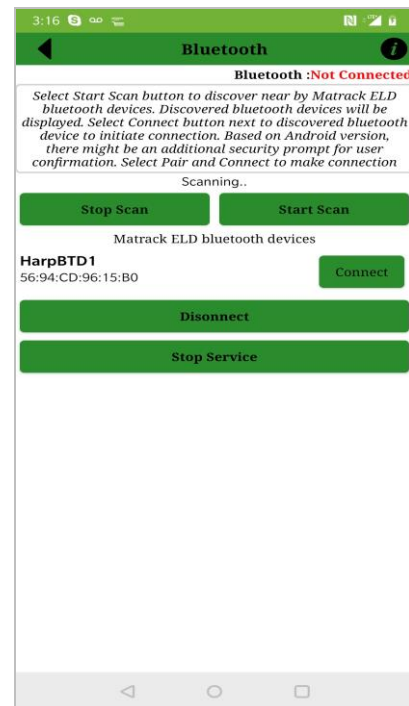
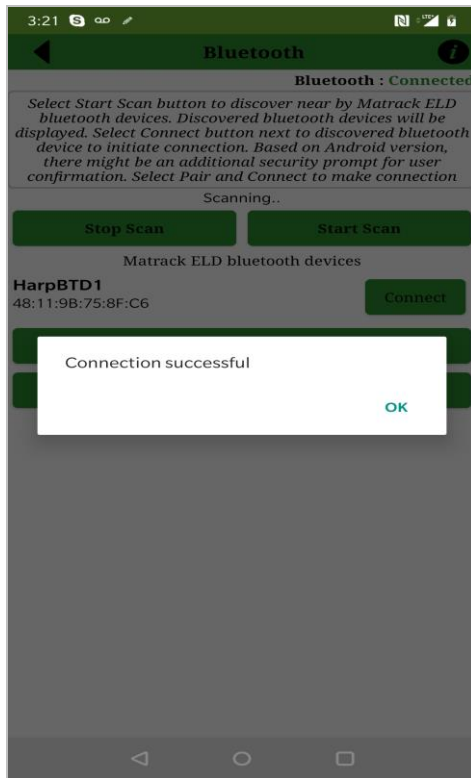

Figure 8.1 – Logs screen

Figure 8.2 – Bluetooth screen
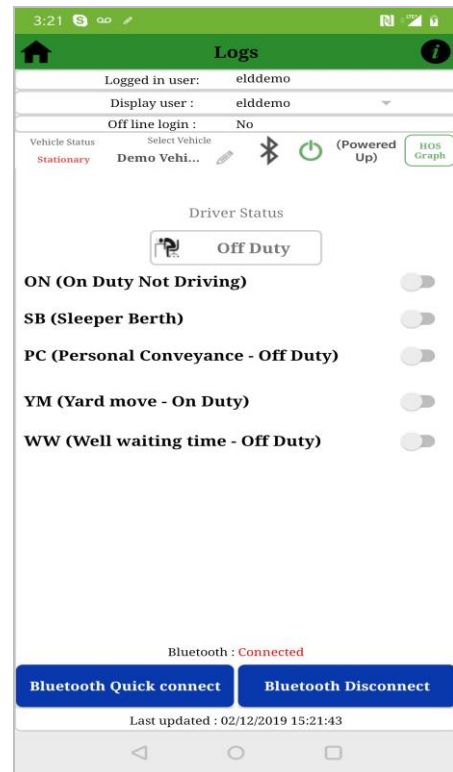
Figure 8.3 – Connection successful alert

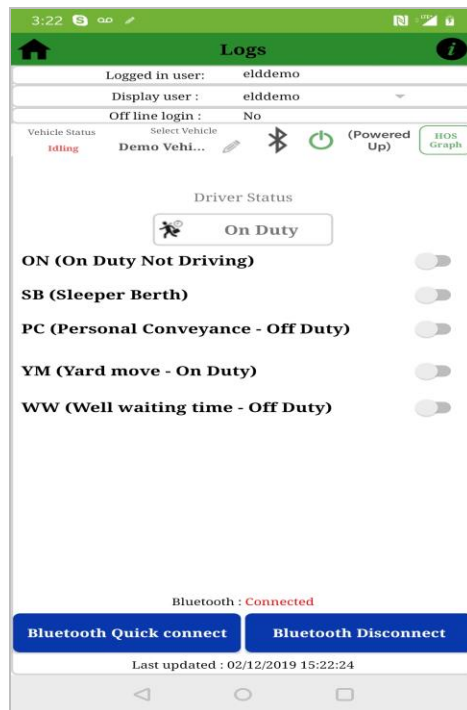Figure 8.4 – Bluetooth connected &driver status offduty

Figure 8.5 - Bluetooth connected &driver status changed to onduty

9. Bluetooth Quick Connect

Prerequisite:

➢ Connected the Vehicle's Matrack ELD Bluetooth device once successfully after scanning.

Steps:
➢ Bluetooth Quick connection option is available in the Logs screen(figure 8.4).
➢ Bluetooth remote address is stored in the Matrack ELD app after successful connection via regular scan and connect.
➢ Bluetooth Quick by pass the scanning part and directly the Matrack ELD device via Bluetooth.

Troubleshooting:

➢ If Matrack ELD app fails to connect via Bluetooth quick connect. It is recommended to try via regular Bluetooth connection after scanning. (Select Bluetooth icon next to Select vehicle -> Start Scan -> Connect the correct Matrack ELD device)

10. All about Logs screen

➢ This section describes the Logs screen from top to bottom.
➢ While driving the vehicle, connect the mobile to USB charger and Matrack ELD app should be in Logs screen to see the status changes.
➢ Home icon in top left to take to Home screen.
➢ If driver login to Matrack ELD app then both Logged in user and display user will display same logged in username. For Fleet admin login, it will be different.
➢ Vehicle status displays three status 1. Stationary – Engine stopped 2. Idling – Engine on speed 0 Mph 3. Motion – Speed > 0 Mph.
➢ Select Vehicle will display driver selected vehicle. If the vehicle is not shared by another driver then it cannot remain selected the vehicle. There is no need to select None in vehicle list at end of the shift.
➢ Bluetooth icon next to Select Vehicle allows to connect to Matrack ELD device via Bluetooth after scanning.
➢ HOS Graph will display Hour of Service Graph with events below the graph.
➢ Driver Status will display current status of the driver.
➢ Turn on/off On duty switch to record additional on duty hours. For instance, during paper work done in office, on duty work outside the vehicle. It will turn off automatically when vehicle speed >= 5 mph.
➢ Turn on Sleeper switch when driver wants to use sleeper birth in the truck. Sleeper switch will turn off automatically when vehicle speed >= 5mph
➢ PC and YM are Fleet controlled features. If will be available to the drivers only when Fleet admin allows those features.

- Turn on PC and provide reason in annotation dialog. PC switch may be turned on to use commercial truck for personal use. There are certain requirements provided by FMCSA to use PC. For instance, origin of trip after completing the duty, using the truck for restaurant after checking in to hotel etc. Check FMCSA website for additional details. All the time during PC will be recorded as Off duty with reduced location precision.
- Turn on YM and provide reason in annotation dialog. YM switch may be turned in the yard area during loading and unloading. YM will be recorded as On duty.
- PC and YM will turn off automatically when vehicle engine or Matrack ELD app was restarted.
- WW may be used during Well wait time. WW will be recorded as Off duty.
- Bluetooth Quick Connect connect to Matrack ELD device via Bluetooth by passing the scanning step.
- Bluetooth Quick Connect and Bluetooth Disconnect will change to blue color when Bluetooth is connected. It will change to green color when Bluetooth connection is disconnected.
- Use Bluetooth Disconnect option to disconnect Bluetooth and stop Matrack ELD service.
- When Bluetooth is connected there will be a timestamp below Bluetooth Quick Connect(figure 10.1) that will change every few seconds to indicate healthy connection with Matrack ELD device.
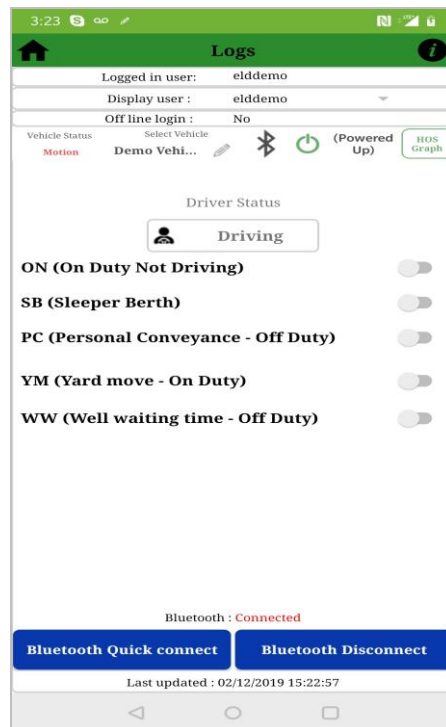

Figure 10.1 – Logs screen with timestamp

11. Edit and add annotation

- ➢ Select HOS Graph from Logs screen.
- ➢ Screen will display three tabs Logs, Form, Review and Sign. Select Log tab.
- ➢ Screen will display HOS graph with total for each status and event details below the graph.
- ➢ Limited edits can be performed for correctness.
- ➢ Automatically captured events will show ELD as Origin and Driver edited events will show Driver as Origin.
- ➢ Driving event cannot be changed to another event. However, driver can add annotation by click Edit icon. If driving event was recorded by error or duration was incorrect then annotation text should provide reason of error which will be made available to Dot inspector during Data transfer in roadside inspection.
- ➢ If driver fails to turn on Sleeper switch and engine was running then it will be recorded as On duty. Driver can edit an On Duty event and change it to Sleeper and provide reason for edit in annotation filed.
- ➢ Driver can add driver notes to events for identification purpose. For example, Pre-Trip, Post-Trip etc.
- ➢ For all edits, driver should provide Location description. Small text describing the location.

Editing multi day events:
- ➢ Pay attention to multi day events where event originates in a date and end ends in another date.
- ➢ Edit status screen, will show Start date, Start time, End date, End time.
- ➢ For multi day event, edit option will be displayed only the date event started. For instance, Off duty status started on Jan 10, 2019 at 9 PM and ended on Jan 12, 2019 at 10AM. Edit option will be provided only on Jan 10, 2019 when event started.
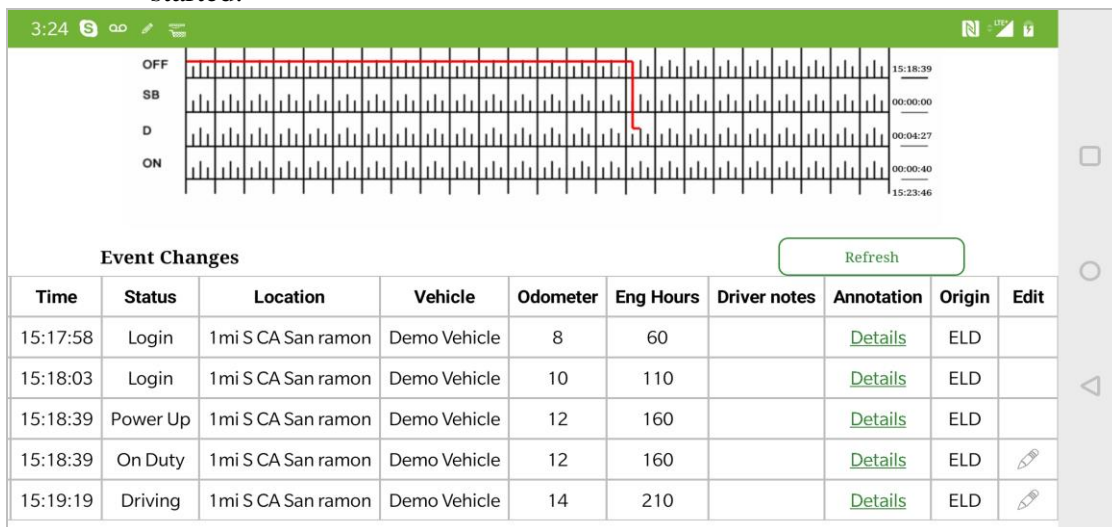

Figure 11.1 - Event log table

Types of edits:

- In the Edit status screen, Driver can change the entire event to another status(figure 11.2).
- In the Edit status screen, Driver can change Start date and time or End date time or both. Selected date time should be within the event date time(figure 11.3).
- Select Add Status on the bottom screen to view the event changes(figure 11.4).
- Select Save Changes if displayed events were correct(figure 11.5).
- Only one edit should be performed on each edit.
- For example: Original event is 10AM to 11AM is Off Duty. If driver wants to edit 10AM to 10:15AM as On Duty and 10:45AM to 11AM as On Duty. First edit 10AM to 11AM Off duty event and change the end time from 11AM to 10:15AM. It will create additional events as 10AM to 10:15AM – On Duty, 10:15AM to 11AM – Off duty. Save changes. After saving edit 10:15AM to 11AM event and change the start time from 10:15AM to 10:45 and change status to On duty. It will create additional events like 10:15AM to 10:45AM – Off Duty and 10:45AM to 11AM – On Duty

Original event:
    10AM to 11AM – Off Duty
Edit 1:
    10AM to 10:15AM – On Duty
    10:15AM to 11AM- Off Duty
Edit 2:
    10AM to 10:15AM – On Duty
    10:15AM to 10:45AM- Off duty
    10:45AM to 11AM – On Duty

Figure 11.2 – Edit status screen

Figure 11.3 - Edit status screen with user entered

Figure 11.4 – Edit status
screen

Figure 11.5 – Event table (with driver added
status)

12. Form

➢ Select HOS Graph from Logs screen.

➢ Screen will display three tabs Logs, Form, Review and Sign. Select Form tab(figure 12.1).

➢ The General section will display the vehicles used in the selected date, VIN, trailer, shipping document number for those vehicle. An accumulated distance from all vehicle used on the date will be displayed on the distance. Select Edit to update any values. Changes made will reflect only for the selected date.

➢ Carrier details will be automatically copied from setting carrier details. Select edit to make any changes to those values. Changes will be saved only for the selected date(figure 12.2).

➢ Enter Co-driver details if any in Other sections. Select edit to enter co-driver details. Select refresh to fetch all users from the carrier. Select a username from Co-driver username drop down, co-driver username, co-driver first name, co-driver last name will be displayed. Selected values will not be saved automatically. Select Save button top to save the values. Driver may also update co-driver details after selecting a username from dropdown list.

Figure 12.1 - Form

Figure 12.2 - Form

13. Review and Sign

Prerequisite:

➢ Connect to Matrack ELD device via Bluetooth.

Steps:
➢ Driver should approve the logs every day to store the logs in server. It will be made available to Fleet administrator.
➢ If driver fails to sign logs each day then drivers eRODs will not be available during DOT Audit. It is responsibility of the driver to sign the logs daily or periodically.
➢ Select capture Signature to add signature(figure 13.2). It is a one time activity.
➢ Select Approve Log to sign the log for the selected date(figure 13.1).
➢ If any error were found in the logs then it will be displayed in next screen(figure 13.4).
➢ If there were not errors in Section A or if all error in Section A was resolved, then Select Agree to complete approval process.
➢ Confirmation will be displayed.
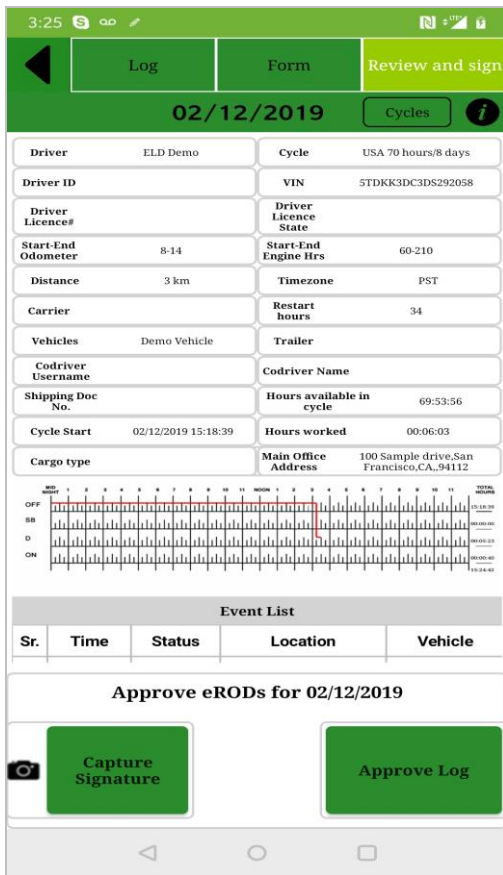
Note: Driver can sign multiple times in a day.
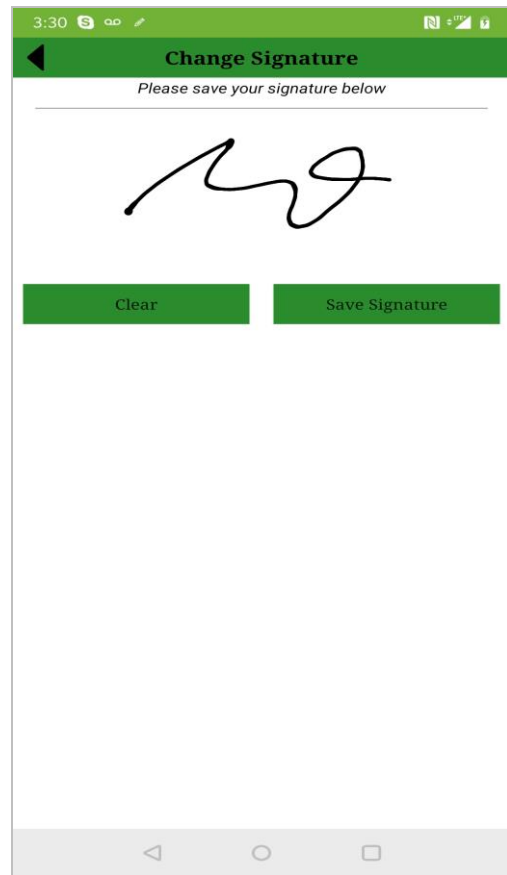

Figure 13.1 – Review & sign
screen

Figure 13.2 – Sign Screen

Figure 13.3 – Review& Sign
screen with sign

Figure 13.4 – Approve Log
screen

14. Roadside Inspection

- During roadside inspection DOT inspector may choose to view the eRODs on the screen or request for Data transfer to FMCSA.
- All the required operation during roadside inspection were grouped during Roadside Inspection icon.
- Navigate to Home screen. Select Road Inspection icon.
- Select Begin Inspection if DOT inspector prefer to view the eRODS on the mobile screen.(figure 14.1)
- Select Data transfer if Dot inspection request for Data transfer. Matrack ELD supports two types of data transfer. 1. Web Service 2. Secure Email. (figure 14.2)
- 1. Web service: Select Web Service if Dot inspector does not give any preference to transfer type. DOT inspector may provide some optional comments which should be entered in the comments field. Select Data transfer button. Web service will provide instant result of the data transfer with Submission Id for records.
- 2. Secure Email: Enter the optional comments provided by DOT inspector. Select Secure Email and enter the return email address to receive data transfer confirmation directly from FMCSA.
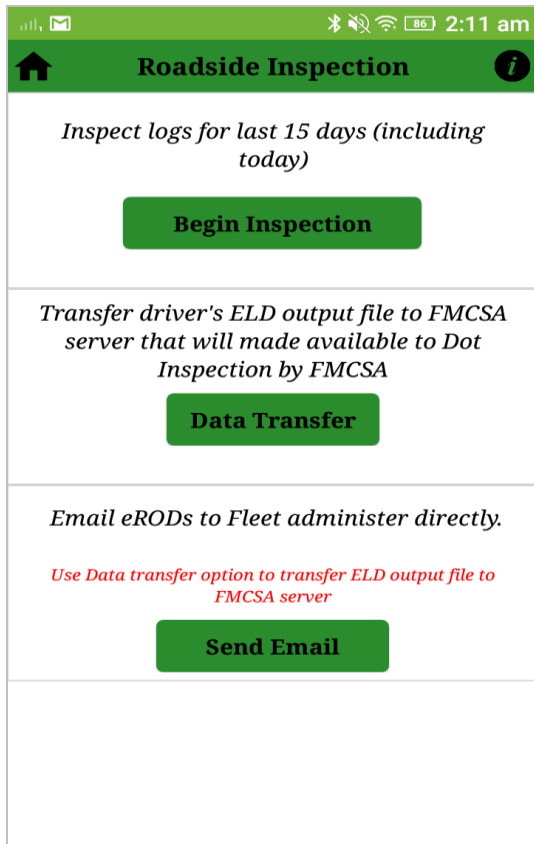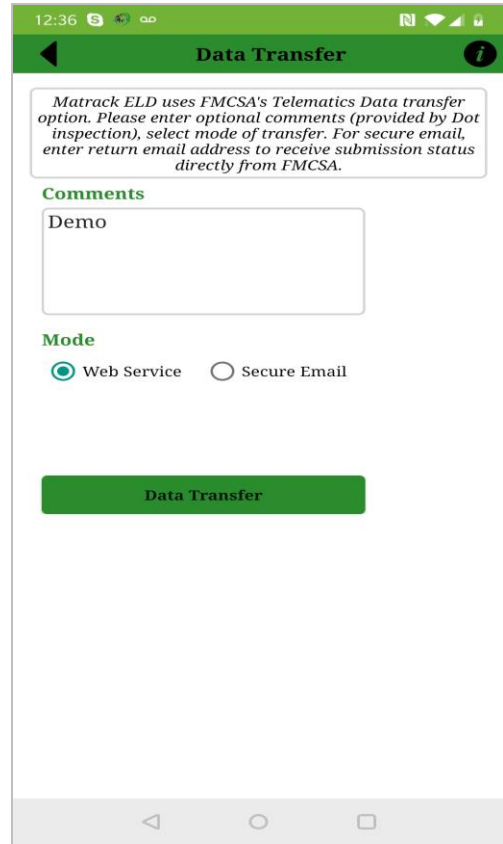
Figure 14.1 – Roadside Inspection screen

Figure 14.5 – Data transfer screen

15. Unidentified Driving Profile

- ➢ Unidentified/Unassigned driving profile will be created when someone drives a vehicle without logging into Matrack ELD app or selected none in the vehicle list.
- ➢ Unidentified driving can be claimed by driver who drive that vehicle without logging in to Matrack ELD app. It will be displayed to all drivers who have used that vehicle in previous 7 days.
- ➢ To view Unidentified Driving Profile, navigate to Home screen and select Unidentified Driving Profile icon(figure 15.1). Select Refresh button on the top of the screen.
- ➢ Select a date using using date picker. If Unidentified Driving Profile is available for that date then it will be displayed.
- ➢ Select Claim button to claim that event.

...me	Location	Vehicle	Odometer	Eng Hours	Event Type/Status	Annotation	Origin	Claim	
8:04	7934mi ESE null null	Demo Vehicle	11560	.0	Power Up	Details	ELD	elddemo	Claim
8:04	7934mi ESE null null	Demo Vehicle	11560	.0	On Duty	Details	ELD	elddemo	Claim
0:22	6059mi ESE null null	Demo Vehicle	11562	.0	Shutdown	Details	ELD	elddemo	Claim
0:22	6059mi ESE null null	Demo Vehicle	11562	.0	Off Duty	Details	ELD	elddemo	Claim
0:31	6063mi ESE null null	Demo Vehicle	11563	.0	Power Up	Details	ELD	elddemo	Claim
0:31	6063mi ESE null null	Demo Vehicle	11563	.0	On Duty	Details	ELD	elddemo	Claim

Figure 15.1 – Unidentified driving profile