



Mobile Dispatch ELD Quick Guide



Logging In

When you first turn on your tablet, the Mobile Dispatch app should already be running and displaying the login screen. Log in with the name & password provided to you by dispatch.

Driver Last Name

Driver Password/ID

Accessing the Trip Menu

This is the ELD dashboard.

Tap the "Trip" button below the dashboard to open the Trip menu.

ELD No Tractor Report

Next Break: 7 hr 59 min
Start: On
Finish Driving: 11 hr 0 min

No Edits No Diag No Mal

Trip **Info**

Connecting to the Power Unit

In the Trip menu, tap the "DVIR" button. This brings you to the DVIR menu, with a place to enter your "Tractor Num" at the top. Fill in your power unit number and tap "Report."

Tractor Num: **Report**

The tablet will connect to the power unit's engine while you are filling out your DVIR.

Engine Connection Status

- ELD Connected** Engine connection is working
 - ELD No Tractor Report** Finish your tractor DVIR
 - ELD Not Connected** Check the tractor number
 - ELD Retrying connect...** Bring tablet back inside cab
 - ELD Tractor Has No ECD** This is not an ELD tractor
- If connection problems persist, ask your mechanic.

Changing Your Driving Status

Automatic changes

Most of your driving status changes are automatically set by your vehicle's speed or tapping a shipment button such as "Arrived" at a stop.

Accessing the ELD Menu

Tap the ELD dashboard (shown above), and the ELD menu will appear.

The top button lets you change your driving status.

Status Enter driver status

Grids Show ELD data for the previous 7 days

Send Send ELD data by email or web service

Review Edits Review proposed edits to your ELD record (No edits are pending.)

Dashboard Info Diagnostic and malfunction codes, meter details

Unidentified Unidentified Driver ELD Records

Cancel

Manual Changes

You will need to manually enter a few status changes each day.

Use the ELD menu and tap the "Status" button.

Current status is **Driving** begun at 9:46 AM **Show Log**

As of: 11:41 AM

My new status is:

☐ On Duty

☒ **Lunch**

☐ End Of Work Day

Authorized Personnel Use ☒

Log Annotation: Authorized use to travel to Dept. Motor Vehicles

Cancel **OK**

This will bring up a customized list, similar to this example which shows just three statuses to choose from. Tap your new status, for example, "Lunch."

Logout Every Day

Use the "Trip" menu and tap "Logout" at the end of your workday. This will guide you through the tasks you need to do, ending with the screen to approve today's log and any unapproved past logs. It's important to log out every day.

Working With a DOT Officer

Safety Officer Request

You may be asked to send or display your Hours of Service (HOS) data to a DOT Officer.

Sending Your HOS Data

Tap on the ELD dashboard, then tap the "Send" button.

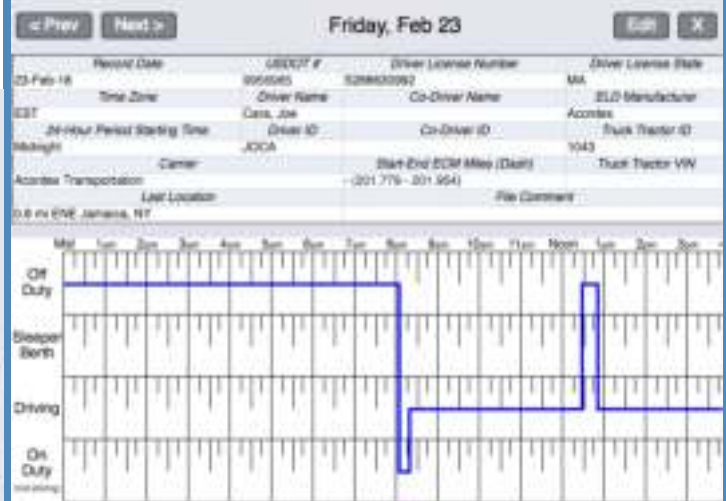
Tell the officer that you have a "telematics" transfer type ELD.

The officer will ask you to send data by either "Web Service" or "Email." Mobile Dispatch gives you both choices, as shown above.



Displaying Your HOS Data

Tap on the ELD dashboard, then tap the "Grids" button.



Procedure During Malfunctions

Continue using the tablet as usual. The tablet has fail-over software that will still make your grid. However, if the tablet isn't working at all, you must use a paper grid.

Editing Your Record of Duty Status

ELD Indicator Lights

If your HOS log was corrected by someone else, the dashboard "Edits" light will turn on.

If the ELD dashboard "Diag" or "Malf" lights turn on, tap the ELD dashboard, then tap the "Dashboard Info" button to find out what happened.

Indicator Light Colors

Green: the error is resolved and no action is needed.

Yellow: something needs your attention, but the system is working correctly.

Red: some part of the ELD system may be out of order.

Grey (off): No issues



Approving Edits Made by Others

If the "Edits" light is on, there is a suggested edit that needs your approval or rejection. Tap the ELD dashboard, then tap the "Review Edits" button.



Correcting Errors in Your HOS Record

If you made a mistake, such as forgetting to log off or record your lunch break within the past week, tap the ELD dashboard, then tap the "Grids" button. Each grid has its own "Edit" button that will let you make corrections.



Unidentified Driver Records in Your Power Unit

If the ELD menu "Unidentified" button is enabled, the power unit you are using has recorded vehicle use events when no one was logged in. You can see whether some of them are yours by tapping this button.

