BLUE INK
TECHNOLOGY

Electronic Logging Device

User Manual

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The BIT Support Team is here to help.

support@blueinktech.com

304.840.0142

Watch our BIT Training Series Videos! Tap the throughout this manual.

ELD Mandate Overview

It is important to know that electronic logging devices (ELDs) do not fully automate driver logs, but are a tool to simplify the process of data collection for a driver's logs. For example, you still have to manually set your duty statuses to "Off Duty," "Sleeper Berth," and so on. You also have to manually certify your records.

The BIT ELD adapter allows your vehicle to communicate with the Blue Ink Tech app over a wireless connection. To support compliance with the FMCSA's ELD mandate, it automates the collection of the following data items:

1. Vehicle Identification Number (VIN)
2. Odometer mileage
3. Engine hours
4. Engine on/off status
5. Vehicle in-motion status

These are the only data items from the vehicle's database that are used to support compliance with the ELD mandate.

The VIN is used to automatically associate your records with a specific vehicle. If you move your BIT ELD adapter to a different vehicle, it will automatically read the new VIN and use the new VIN in your logs. The odometer and engine hour readings are used to automatically fill in fields in your driver logs.

The engine on/off status and vehicle in-motion status are used as triggers to automatically record events. A record will be automatically added to the BIT ELD adapter's logs when the engine is turned on or turned off. This does not cause a change of duty status, but will show as a BIT ELD adapter-recorded event in your driver logs.

When the vehicle's wheel speed exceeds five miles per hour, a duty status of "Driving" will be automatically recorded. If the vehicle is no longer in motion, the BIT ELD adapter will automatically record a duty status change to "On Duty Not Driving" after 6 minutes if the driver does not manually change their duty status.

When the BIT ELD adapter detects that the vehicle is in motion, the time must be recorded as either driving, personal use of the commercial vehicle, or a yard move. The time when the vehicle is in motion cannot be shortened or changed to a non-moving status such as Off Duty, Sleeper Berth, or On Duty Not Driving. This is all part of the ELD mandate. The BIT ELD adapter does not store a driver's speed.

Your records are collected and stored on your smartphone or tablet with the Blue Ink Tech app. However, the BIT ELD adapter has internal memory to store events when not connected to the Blue Ink Tech app. These records will be associated with the "Unidentified Driver" account and will be visible to all drivers of that vehicle on the Home screen of the Blue Ink Tech app.

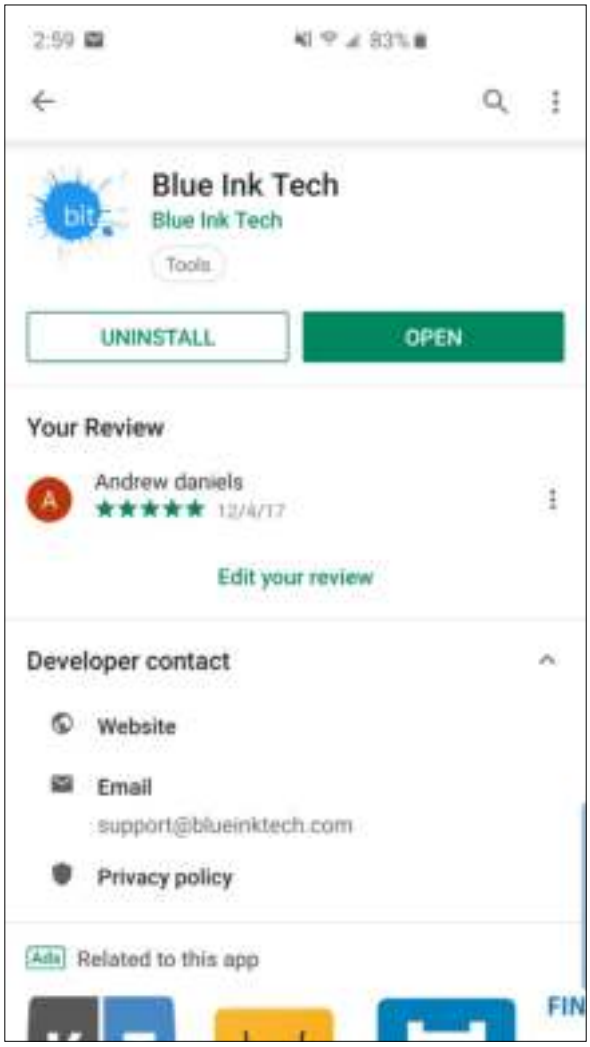
More details are presented in the following sections.

Installing the Blue Ink Tech App on your Phone or Tablet

The Blue Ink Tech app is available from the Apple App Store and the Google Play Store.

Using your Apple or Android device, go the app store and search for “Blue Ink Tech.”

Depending on your mobile device, the app will look like one of the screens below.



Blue Ink Tech App
from the Google Play Store

Blue Ink Tech App
from the Apple App Store

Setting Up a New Account

After downloading and opening the Blue Ink Tech app you will receive pop-up messages to set permissions for the app to use your location and camera, and for the app to send notifications. For the app to function properly you need to select “Allow” or “Yes” for all of these messages.

The “Sign Up” page will open automatically the first time you open the app. If this page does not automatically come up, select "Create Account". If you already have a BIT account, tap the blue “Existing User” button at the bottom of the screen to enter your user name and password.

If you are a new user you will need to fill in **all fields** before tapping Continue. The next page allows you to select your home terminal time zone, language (English/Spanish), and home terminal (United States or Canada) and to enter your carrier’s DOT number. There are also checkboxes to configure your role with your carrier.

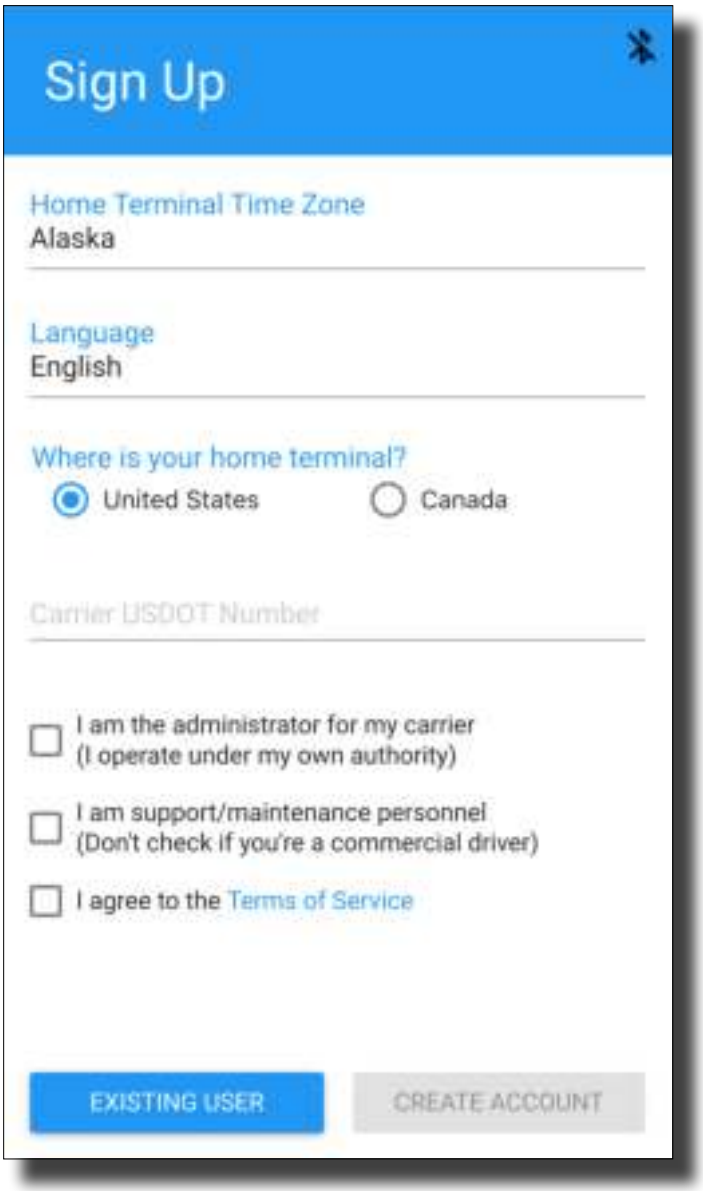
- Check the “I am the administrator for my carrier” checkbox if you need administrative privileges to set permissions or view logs for drivers under the carrier’s account.

  An administrator can view logs, inspection reports, and activity for all drivers under the carrier’s account. An administrator will also have to approve new users in their carrier’s account and set driver permissions for personal use of vehicles and yard moves.

- Check the “I am support/maintenance personnel” checkbox if you are not a commercial driver or an administrator. This is typically used for dispatchers, maintenance personnel, users who do on-site refueling, or other users who are not commercial drivers. Logs are not recorded for this type of account.

Check the "I agree to the Terms of Service" checkbox. Once you have finished checking boxes, tap Create Account to complete your account setup.

When you sign up for your account, the administrator for your carrier will be notified and can accept you to the carrier's team. Once accepted, you will have access to all of that carrier’s fleet of vehicles and trailers and can select from those units for the day's work. Carrier settings cannot be changed on the app but must be changed on the Blue Ink Tech website (*see My Account on page 36*).



Installing the BIT ELD Adapter

Identifying the correct BIT ELD adapter for your vehicle

Locate your vehicle's diagnostic port in one of these three places on your vehicle:

1. Under the steering wheel or under the dashboard
2. On the left side of the kick panel
3. Behind the driver's seat

Your device should plug in to one of three ports, depending on the make and model of your vehicle. There should be a 6-pin, a 9-pin or an OBD-II connection to your vehicle's diagnostic port.

If your port is in the way or hard to reach, or if you need to connect two devices at one time, Blue Ink Tech offers a variety of splitter and adapter cables on our Purchase page at **blueinktech.com/cart**.

The 6-pin and 9-pin adapters are for heavy-duty commercial vehicles (Class 7 & 8). The 9-pin BIT ELD adapter is compatible with both J1939-I and J1939-II ports, meaning it will auto-detect the communication speed on the vehicle data bus and automatically configure itself. The OBD-II BIT ELD adapter is for medium duty vehicles (Class 3-6). The three devices work similarly to collect data from your vehicle and transmit it to your phone or tablet with the Blue Ink Tech app.

Important things to do before you install your BIT ELD adapter:

- Install the Blue Ink Tech app on the smartphone or tablet you wish to use for your logs. The app can be downloaded from the Apple App Store or Google Play store
- Turn off all Bluetooth-capable devices, including the smartphone or tablet with the Blue Ink Tech app installed, until the BIT ELD adapter finishes its first testing sequence and the light has turned blue.

- Have your vehicle's engine running. Communication to your diagnostic port may be disabled even with the ignition turned on.

Installation and Initial Testing

Plug in the BIT ELD adapter to your vehicle's diagnostic port. For 6-pin and 9-pin BIT ELD adapters, turn the locking ring clockwise to secure it to the vehicle's diagnostic port.

When the BIT ELD adapter receives power it will go through a light sequence:

- White and then off: the adapter is in the boot-loader stage, during which a new firmware update can be installed through the micro-USB port on the front face of the adapter
- Red-White-Blue: the adapter is starting its normal operations and running internal tests
- Faint Blue: the device has passed its self-tests and is waiting for a smartphone or tablet to make a wireless connection

This first installation may take more than ten minutes. Once this sequence is complete, you can turn on your smartphone or tablet to connect the Blue Ink Tech app to your BIT ELD adapter.

Connecting the App to the BIT ELD Adapter

Once the BIT ELD adapter has completed its installation sequence and the LED light is blue, you can log into the Blue Ink Tech app to connect to the BIT ELD adapter.

The Blue Ink Tech app will automatically search for powered BIT ELD adapters within its wireless range and prompt you to connect to a device. If multiple BIT ELD adapters are found within range, the app will let you choose the device to which you want to connect.

BIT ELD adapters in range will be listed by the vehicle in which they are installed. If the vehicle has already been added to your carrier's fleet it will be listed by a descriptive name. Vehicles new to your carrier's leet will be listed by VIN number. If you connect to a new vehicle, the app will prompt you to assign a descriptive name.

To check that you are connected to the correct BIT ELD adapters and vehicle, you can find the VIN number of the vehicle under “ELD Adapter" Settings. If you accidentally connect to the wrong BIT ELD adapter, you can scan again for BIT ELD adapters in range to reconnect to the correct ELD *(see ELD Adapter Settings on page 20)*.

The irst time the app connects to the BIT ELD adapter can take several minutes because the app and BIT ELD adapter are exchanging encryption keys for their communication. When you re-connect to the BIT ELD adapter, the connection will take much less time because the encryption keys will be reused. Set the BIT ELD adapter as your Preferred Device to further reduce connection time *(see Settings: Preferred Device on page 20)*.

The light on the BIT ELD adapter and the indicator circle in the top-right corner of the app display connection status. See the chart below for the meaning of each color.

BIT ELD Adapter	Blue Ink Tech App	Meaning
Blue		The BIT ELD adapter is ready to connect to the Blue Ink Tech app
Light Green	Light Green	The BIT ELD adapter is connecting to the Blue Ink Tech app
Green	Green	The BIT ELD adapter is connected to the Blue Ink Tech app
Blinking Yellow	Yellow	The engine is on, but the driver has not logged in
Blinking Red	Red	The vehicle is moving, but the BIT ELD adapter is not connected to the app
	Gray	The Blue Ink Tech app is searching for BIT ELD adapters
	Black	The Blue Ink Tech app did not find any BIT ELD adapters
		Bluetooth has been disabled on the smartphone/tablet
Purple		The BIT ELD adapter has unidentified driver records
Cyan		BIT ELD adapter needs to be unplugged and plugged back in

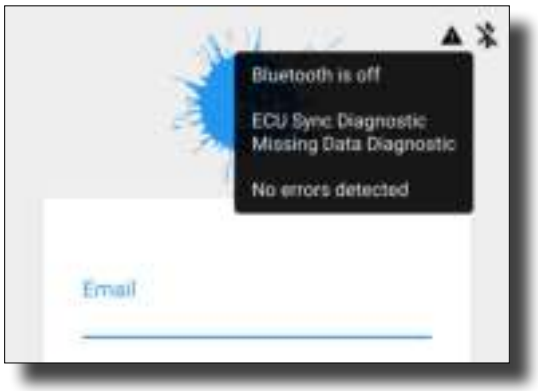
By default, the light on the BIT ELD adapter will turn off 60 seconds after a status change.

BIT ELD Adapter Health Status

The BIT ELD and Blue Ink Tech app constantly monitor health status and provide an indication when warnings or errors are active.

When a diagnostic warning is present, a triangle with an “!” will be present in the top-right corner of every screen. When a malfunction is active, a circle with an “!” will be present.

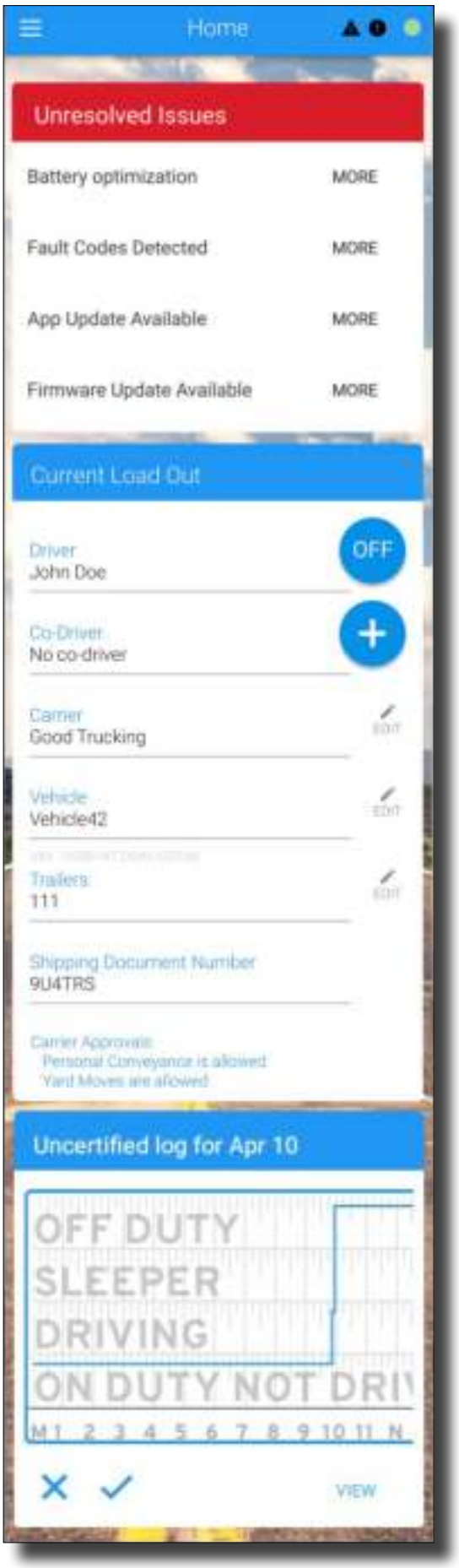
Tap these icons to see a list of active diagnostic warnings and malfunctions. The table below summarizes the meaning of each diagnostic warning and malfunction, but more details about the specific conditions that trigger these messages can be found in the ELD mandate.



Message	Meaning
Data Recording Malfunction	The ELD ran out of available storage space for events.
Data Transfer Diagnostic	Failed tests to ensure the ELD is able to transfer logs during a roadside inspection. This can also be triggered if there is an error while sending data from the app to the website, such as an incomplete upload, validation check error, or similar issue.
Data Transfer Malfunction	There was an error while transferring data four times in a row.
ELD Disconnected	The ELD detected a gap in the vehicle's odometer readings or the vehicle's engine hour reading.
Engine Synchronization Diagnostic	The ELD was unable to communicate with the vehicle within 5 seconds of needing information from the vehicle's database.
Engine Synchronization Malfunction	The ELD was unable to communicate with the vehicle for more than 30 minutes during a 24-hour period.
GPS Compliance Diagnostic	The ELD was unable to acquire a valid position within 5 miles of the vehicle's movement.
GPS Compliance Malfunction	The ELD was unable to acquire a valid position within 5 miles of the vehicle's movement and these events cumulatively represent more than 60 minutes over a 24-hour period.
Missing Data Diagnostic	Required fields for an event were not entered.
Power Diagnostic	The ELD was not fully powered in under 1 minute.
Power Malfunction	The ELD missed 30 minutes or more of driving time due to not being powered.
Timing Compliance Malfunction	The ELD detected that its clock was inaccurate by 10 minutes or more.
Unidentified Driver Diagnostic	The vehicle has drive time that is not associated with a driver.

The Home Screen

The Home screen shows basic information about your current load, as well as any issues with the app and logs that require your attention. You will have to swipe up on the screen to see all of the information.



Unresolved Issues

At the top of the Home screen you may see alerts from your BIT ELD adapter or other BIT sensors, a setting on your phone or tablet that needs to be changed, or a message if you haven't updated to the latest version of the Blue Ink Tech app or BIT ELD firmware.

Tap “MORE” to see details about any of these issues.

Current Load Out

At the top of the home screen, below any unresolved issues, the Current Load Out displays the following:

- Your current duty status in a blue circle at the top-right
- Your name in the driver field
- Name of a co-driver who will be listed on your records (see Co-Driver Login on pg 21)
- Name of the carrier with whom you are sharing data
- Vehicle being used for the day's work
- Up to three trailers being used simultaneously
- Shipping document number from your records
- Settings that your carrier has set for your account, including personal use of the vehicle, yard moves, and ELD exemptions

If you drive for multiple carriers, tap the “EDIT” icon to the right of the “Carrier” field to choose the carrier associated with your current load. You cannot join or leave carriers from the Blue Ink Tech app. Log in to the web portal at **blueinktech.com** to change your carrier settings *(see My Account on page 36)*.

The Home Screen (continued)

If your app is connected to a BIT ELD adapter, the ELD will set the vehicle listed in your Current Load Out. If the vehicle listed on your screen is not the vehicle you are driving, tap the “EDIT” icon to scan for other BIT ELD adapters in range.

If your app is not connected to a BIT ELD adapter, tapping the “EDIT” icon will open a list of all the registered vehicles in your carrier's fleet. You can select any of these vehicles for your Current Load Out. Tap “Add New Truck” to add a new vehicle to the fleet.

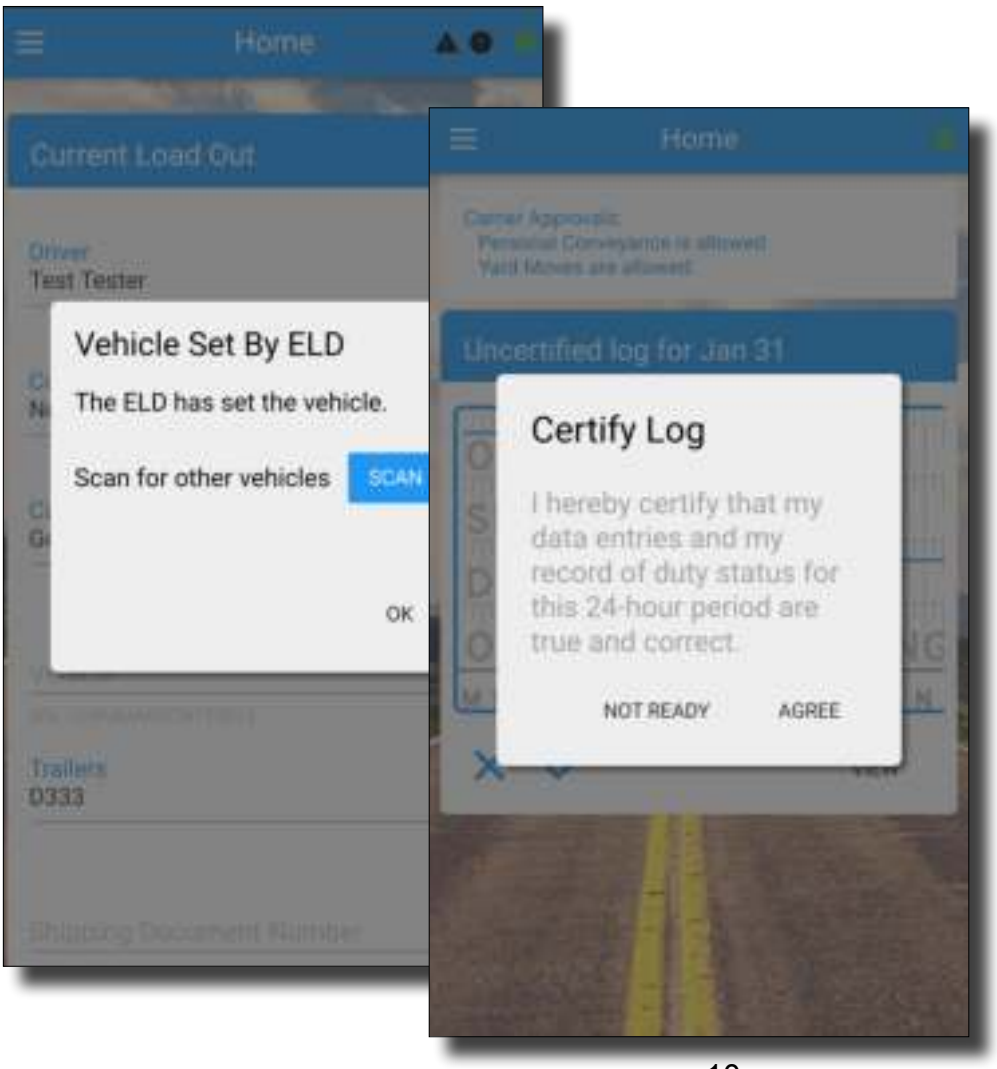
You can select up to three trailers at one time for your Current Load Out. Tap the “EDIT” icon to select any registered trailers from your carrier's fleet. Tap “Add New Trailer” to add a new trailer to the fleet.

Notifications and Suggested Changes

Any uncertified logs, unidentified driver logs, or suggested log changes will be shown below the Current Load Out. You may have to swipe up on the screen to see all of the data for these notifications.

Tap “VIEW” to see the data in more detail on the “Hours of Service” screen. Tap the check-mark to accept the changes or certify that record. Tap “X” to dismiss the notification and see the next one. Notifications are displayed in chronological order, so you will see the oldest record first.

Approving uncertified logs will prompt you to certify your logs for the day displayed. Any changes made later will require you to recertify that day's log.



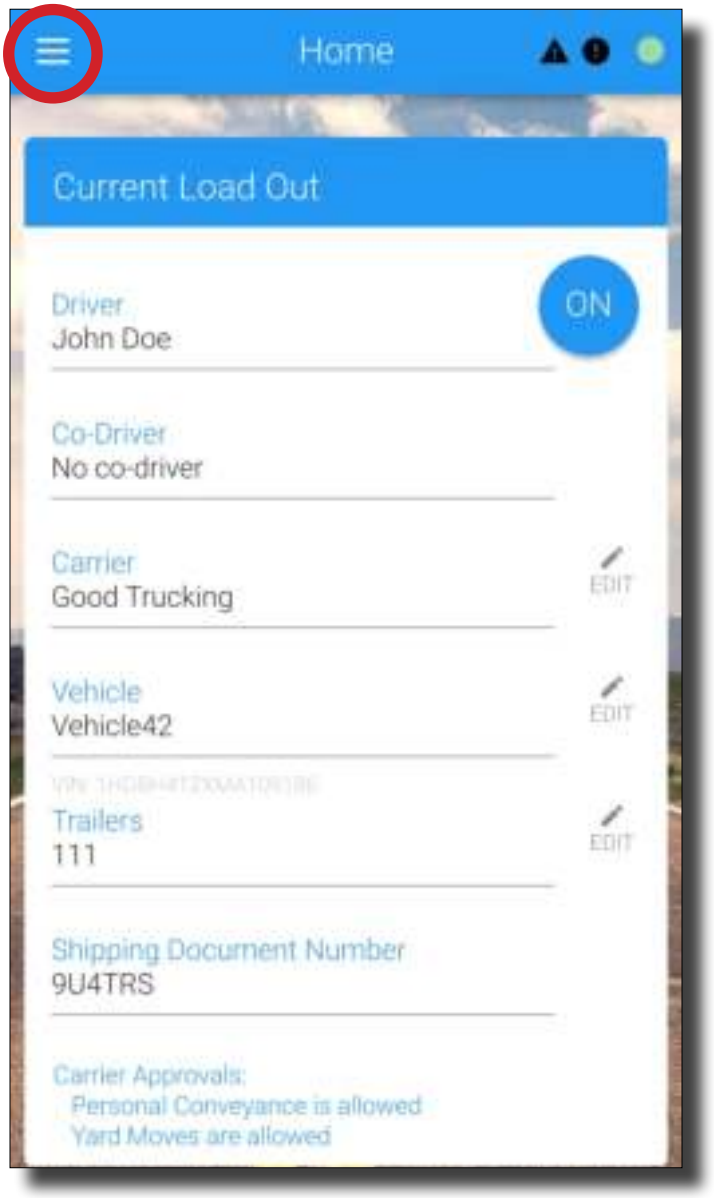
Unidentified driver logs are records of drive time automatically recorded by the BIT ELD adapter when no driver was connected via the Blue Ink Tech app to claim the drive time. Accepting unidentified drive time will insert the displayed duty status changes into your log.

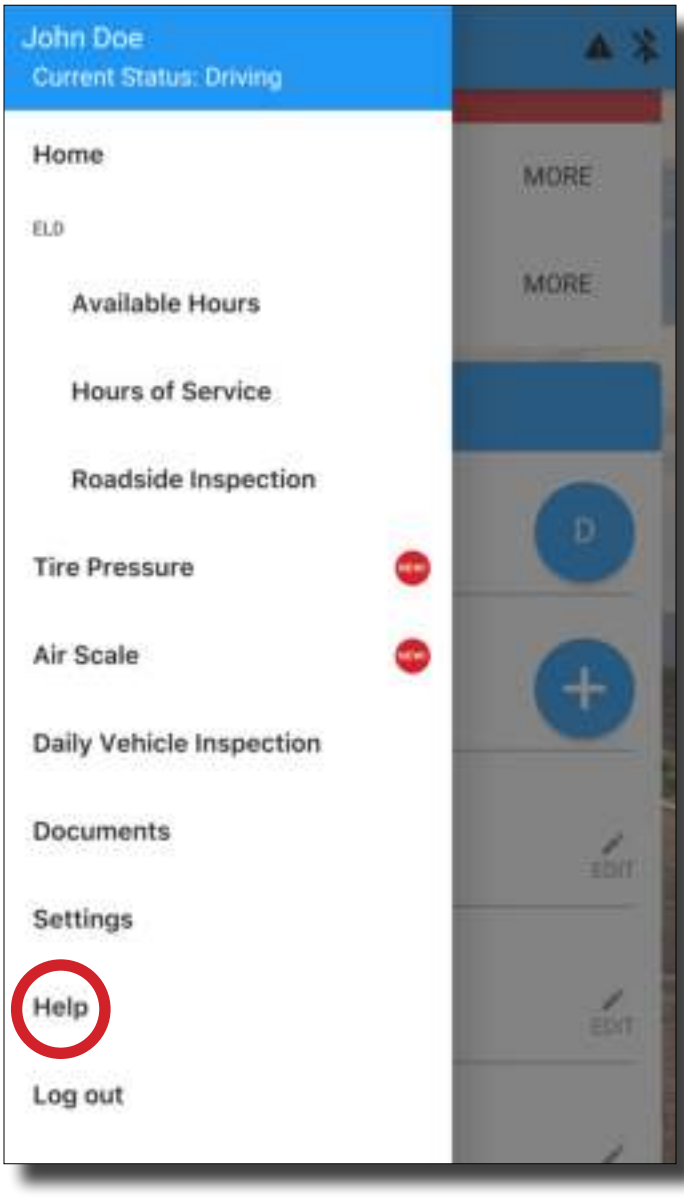
Suggested log changes are edits made by your carrier administrator or by your co-driver that will affect your logs. Accepting the changes will update your existing records with the suggested edits. You can also reject suggested log changes to keep your existing records.

Navigating the App

The main menu is represented by three stacked lines in the top-left corner of the app (circled in red in the image below). Tap the menu icon to navigate to different features in the app. Each of these features will be explained in more detail in the following sections.

Tap help (circled in red in the menu below) to find the phone number or support email links at the bottom of the screen to contact the Blue Ink Tech Support Team with any questions or issues.





Available Hours

The Available Hours page shows how many hours are left until certain events could potentially place the driver in violation. The following timers are displayed:

BREAK - Time remaining until a 30-minute break is required

DRIVE - Time remaining of your driving hours

SHIFT - Time remaining of your work shift

CYCLE - Time remaining of your weekly cycle

If you are taking your 30-minute break the screen will switch to show “BREAK REMAINING.”

If you have run out of drive time, shift time, or cycle time those progress bars will show red.

If you are running the Blue Ink Tech app in the background while driving but are not actively looking at the display, the app will send a notification when you have 15 minutes remaining on any of the timers.

Do not try to navigate the Blue Ink Tech App while driving.

The “Available Hours” page is automatically displayed when the vehicle is in motion. The only menu options available while the vehicle is in motion are “Available Hours” and “Co-Driver Login.”

Hours of Service

Driving logs for the current day and the past seven days can be viewed under Hours of Service. As a driver you have the ability to add, delete, and make edits to your records of duty status.

If your screen is in portrait configuration, you will only see half of the day's events in the chart at the top of the page. Swipe the chart left to see the other half of the day's events. If you rotate your screen to landscape orientation, you will be able to see the entire chart.

Landscape View

Portrait View

The list at the bottom of the screen shows all of your duty statuses for the selected day. Tapping a status record will highlight it on the log above so you can easily check and edit your logs.

Tap the green "+" button at the bottom-right to open a menu of options. This will allow you to add a new duty status, certify your logs for the selected day, change the day you're viewing, or claim adverse or emergency driving conditions.

Hours of Service (continued)

Adding a Record of Duty Status

To add a duty status tap the green “+” button and select “Add Duty Status.” This will open the menu shown to the left.

Tap the duty status you want to enter and add any relevant notes. The time and location will be automatically filled out with the current time and location.

Tap in the “Time at Home Terminal” field to change the time. This will allow you to insert a duty status at a previous time. You may insert a duty status at any time as long as it does not conflict with automatically recorded Drive Time.

You can also quickly set your duty status by tapping the blue circle in the Current Load Out section on the Home page.

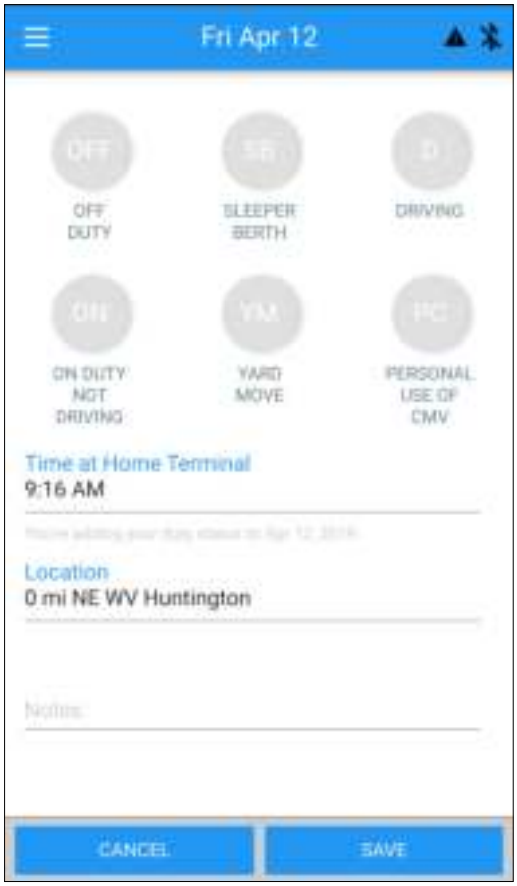
Editing a Record of Duty Status

To edit a duty status, tap the “EDIT” icon to the right of the duty status listed on the Hours of Service screen. This will bring up the detail screen where you can adjust the time, select a different duty status, and modify your notes.

All edits to duty status require a note of at least four characters. Your previous record will be marked as inactive and the new record with your changes will be marked as active.

You can also delete a duty status, which will mark that record as inactive.

FMCSA Mandate Requirement: If the BIT ELD adapter detected the vehicle as in-motion, then a change of status to a non-driving status will NOT be allowed. You will NOT be able to add a non-driving status in the middle of a period of time detected as in-motion. Messages will alert you if these conditions occur.



Hours of Service (continued)

Automatic Duty Status Changes

If the BIT ELD adapter detects vehicle movement over 5 MPH and if your current duty status is not set to “Driving” the app will automatically set your status to driving. This is a feature required by the FMCSA ELD Mandate.

If the BIT ELD adapter detects that the vehicle has stopped for 5 minutes and your duty status is still set to “Driving” the app will prompt you to see if you are still driving. If you select “No” you will be taken to the “Add Duty Status” screen to change your duty status. If there is no response from you within one minute, the app will automatically change your duty status to “On Duty Not Driving.”

To help maximize your available drive time, the 6 minutes of non-motion time will be taken off the “Driving” duty status and added to the “On Duty Not Driving” duty status.

The Blue Ink Tech app will only change your duty status from “Driving” to "On Duty Not Driving" after the 6-minute interval described above. If you turn off your vehicle or disconnect from the BIT ELD adapter by moving outside of Bluetooth range before the 6-minute interval, you will remain set to “Driving.”

Duty Status and Logging Out

It is important to know that when you close or log out of the Blue Ink Tech app you will remain in the last set duty status. If you are set to an in-motion status such as “Driving,” “Personal Conveyance,” or “Yard Move,” your available hours will be incorrect the next time you log into the app. You will have to add a new duty status to your logs and set the start time to when you stopped your last duty status.

To help prevent this from happening, the Blue Ink Tech app will send a notification if the app is closed and you are set to an in-motion or on duty status.

Fuel Receipts

You can keep track of your fuel purchases on the Documents screen from the main menu.

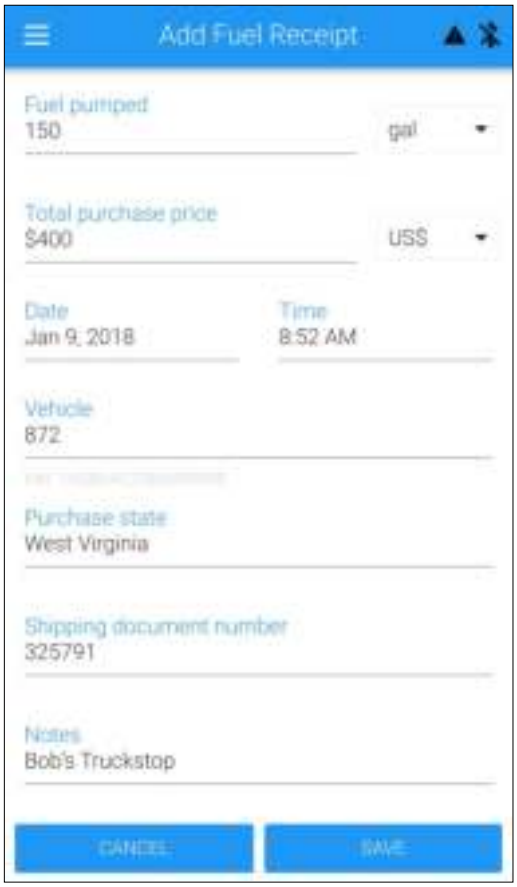
The Date, Time, Vehicle, and Purchase State will be automatically filled in by the Blue Ink Tech app. You may enter the amount of fuel pumped, the purchase price, any shipping document numbers, and any relevant notes.

The Fuel Pumped can be entered in gallons or liters. The Total Purchase Price can be entered in US or Canadian dollars.

When you are inished entering purchase information, tap “SAVE” at the bottom of the screen. This will make your fuel receipt available to your carrier's administrator on the Blue Ink Tech website.

To add another fuel receipt tap the green “+” at the bottom of the screen.

To edit or delete an existing fuel receipt tap the “EDIT” icon to the right of the receipt entry.



Fuel Receipts can be used in collaboration with the IFTA subscription offered by Blue Ink Tech to manage your in-state miles.

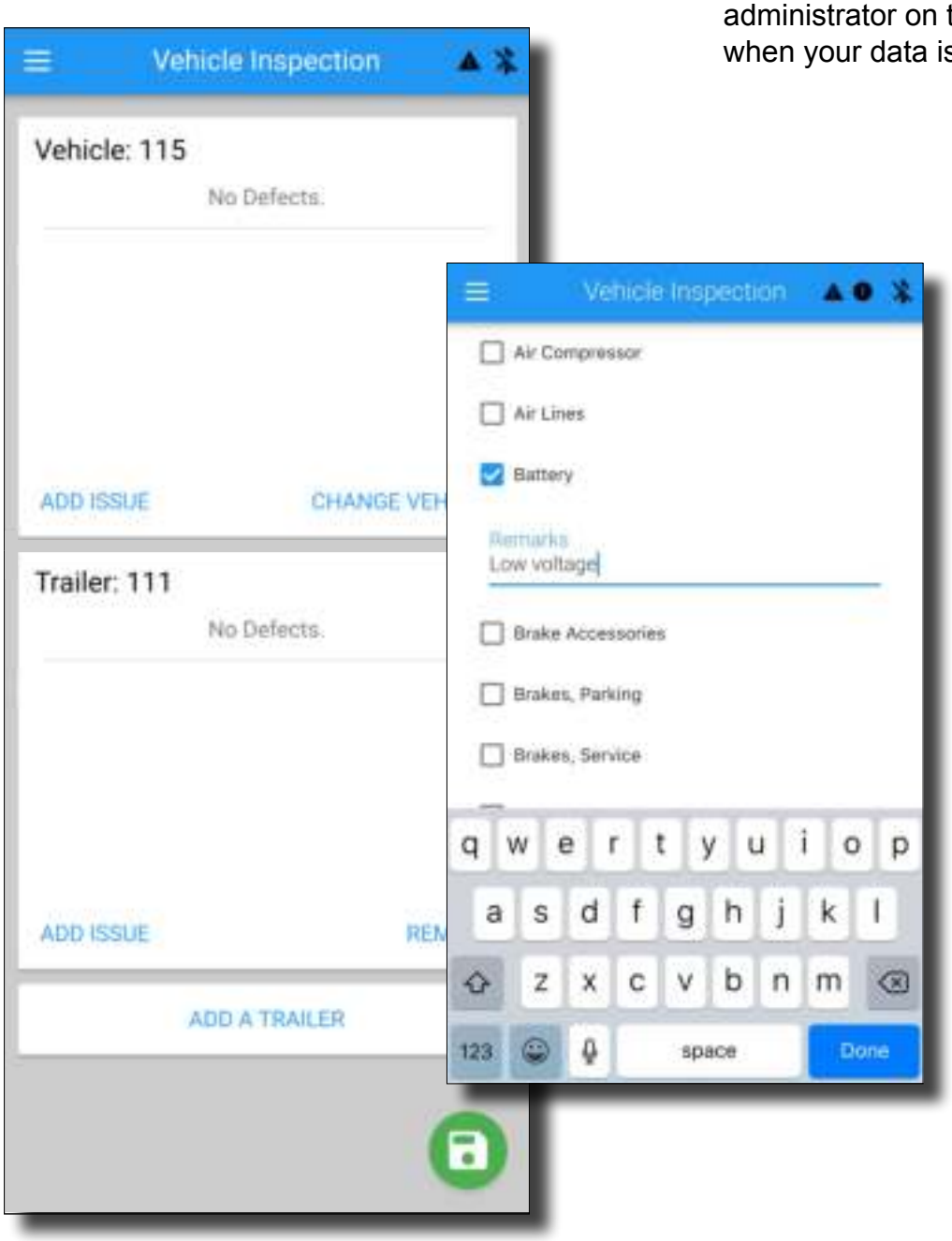
Daily Vehicle Inspection (DVIR)

The Vehicle Inspection screen lets you note any issues or areas of concern found during pre-trip and post-trip inspections, and lets you share that information with your carrier on the web portal at **blueinktech.com**.

The Vehicle and Trailer(s) from your Current Load Out are automatically displayed on the Vehicle Inspection screen. Tap “Change Vehicle” to select any of your carrier's other registered Vehicles. Tap “Select a Trailer” to select up to three (3) of your carrier's other registered Trailers.

To note any issues, tap “Add Issue.” This will bring up a checklist of possible issue areas. Check the box for the area of concern and add specific notes about the issue in the “Remarks” field. Tap “Done” to return to the Vehicle Inspection screen.

When your inspection report is complete, tap the green disk icon at the bottom right of the screen to save it. A screen will pop up that says your DVIR was successfully saved. Tap okay to con irm. Saving will make your inspection report available to your carrier's administrator on the Blue Ink Tech web portal when your data is synced.



Roadside Inspection

This screen shows all of the information necessary in the event of a roadside safety inspection. You will need to swipe the page from left to right to see all of the information displayed.

Tap the green gear icon in the lower-right corner of the screen for a menu of options.

Tap “Date Select” to select which day's log you wish to view. Depending on your cycle rule, logs for the past 8 to 14 days can be viewed in the app.

Tap “Toggle Unidentified Driver Logs” to see any unidentified logs recorded by the BIT ELD adapter.

Tap “Send Records to DOT Web Server” or “Email Records to DOT” if the DOT officer requests a copy of your logs. The officer should give you a routing number to enter in the comment field. Your logs will be sent in the comma-separated-variable format required by the FMCSA ELD mandate.

The Blue Ink Tech app can only email records to the predetermined DOT email address. If you want to send logs elsewhere, you can create a PDF report on **blueinktech.com** *(see Logs – page 28)*.

Settings

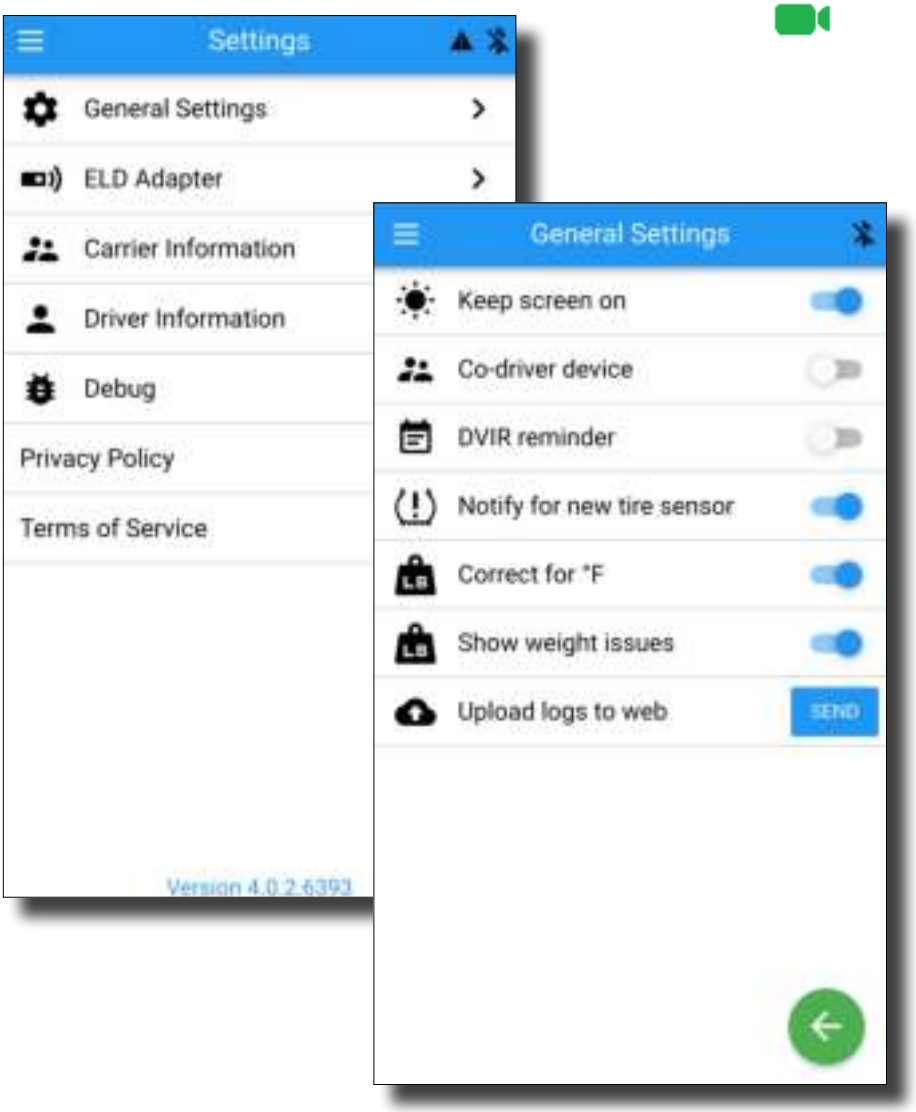
Under Settings you can view and edit information for the Blue Ink Tech app, your BIT ELD adapter hardware, and your driver account information. The current version number of the app installed on your phone or tablet can be found at the bottom of the screen.

General Settings

Enable “Keep screen on” for the Blue Ink Tech app to keep your phone or tablet display on at all times so you can see your Available Hours while driving.

The "Keep screen on" function is especially important for Apple devices running iOS 12.1 or older. These older software versions will disconnect the BIT ELD adapter from the Blue Ink Tech app when the the phone or tablet goes to sleep, or when the app is put in the background.

Your data is automatically synced with the web portal at **blueinktech.com** when you log into or out of the app. To manually sync your data at any time, tap “Send” next to “Upload logs to web" in General Settings. You must use cellular data or be connected to Wi-Fi for data to sync.



Settings (continued)

ELD Adapter Settings

Most of the data items on this screen are based on information sent from the BIT ELD adapter to which your app is connected.

Preferred Device

You can set the currently connected BIT ELD adapter as your Preferred Device, which will reduce the time it takes the app to connect to that ELD for future use. This eliminates the need for your phone or tablet to make a full sweep of wireless frequencies before the connection process starts.

Note that once a Preferred Device has been set, the app will only connect to that device. If you use multiple ELDs you should not set a Preferred Device.

To change your Preferred Device, toggle to the off position. Once you are connected to a new BIT ELD adapter you can set it as your new Preferred Device if desired.

Scan for Other BIT ELD Adapters

If there are multiple BIT ELD adapters in range of your phone or tablet, the app will connect to the nearest BIT ELD adapter. You can check that you are connected to the correct device by the vehicle listed in your ELD Adapter Settings or your Current Load Out on the Home page.

If you need to reconnect to the correct vehicle's BIT ELD adapter, tap “SCAN” next to “Scan for other ELDs.”

Light Settings

You can adjust your BIT ELD adapter light settings to keep the LED on or off. In the default off setting, the light on the BIT ELD adapter will go off after 60 seconds of being in the same status condition.

You can use the LED Dimmer to adjust the brightness of the ELD's light for daytime or nighttime driving.

Use Alternate J1708 Address

There are two addresses that can be used by diagnostic devices to communicate with your vehicle. If you are using a splitter to plug more than one device into your diagnostic port, communication could be corrupted when both devices are using the same address. If you experience communication errors, toggle “Use alternate J1708 address” to switch the BIT ELD adapter to the other address.

Settings (continued)

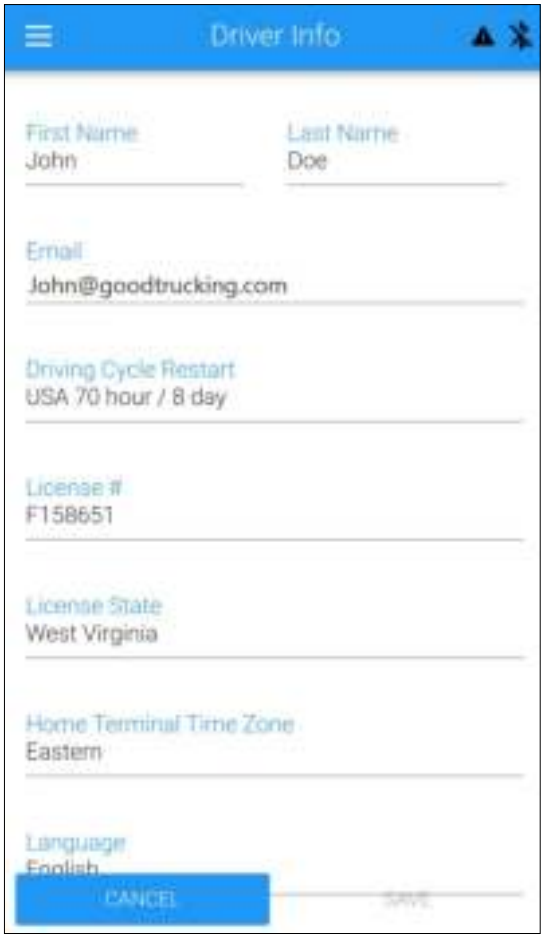
Carrier Information

The Carrier Information screen lists your current Carrier and DOT Number. You can select current carriers on the "Current Load Out" screen, but in order to join a new carrier it must be added on the Blue Ink Tech website. Log in to www.blueinktech.com with the same email and password you use to log in to the app. Go to the “My Account” page to join or leave carriers. As a driver, you will have access to all logs recorded under your account even if you are no longer driving for a particular carrier (see My Account on pg 34).

Driver Information

This screen shows your current information. You can edit your driving cycle, commercial driver's license information, time zone, and language on this screen.

Before your logs and reports can be shared with a carrier, your commercial driver's license number needs to be entered on this page and saved while your device is connected to the internet.



Co-Driver Login

When a job requires two drivers to operate as a team, both drivers need to be simultaneously logged in to the Blue Ink Tech app prior to driving.

From the current load out screen, tap the plus sign beside "Co-Driver" and have your co-driver log in with their own email and password.

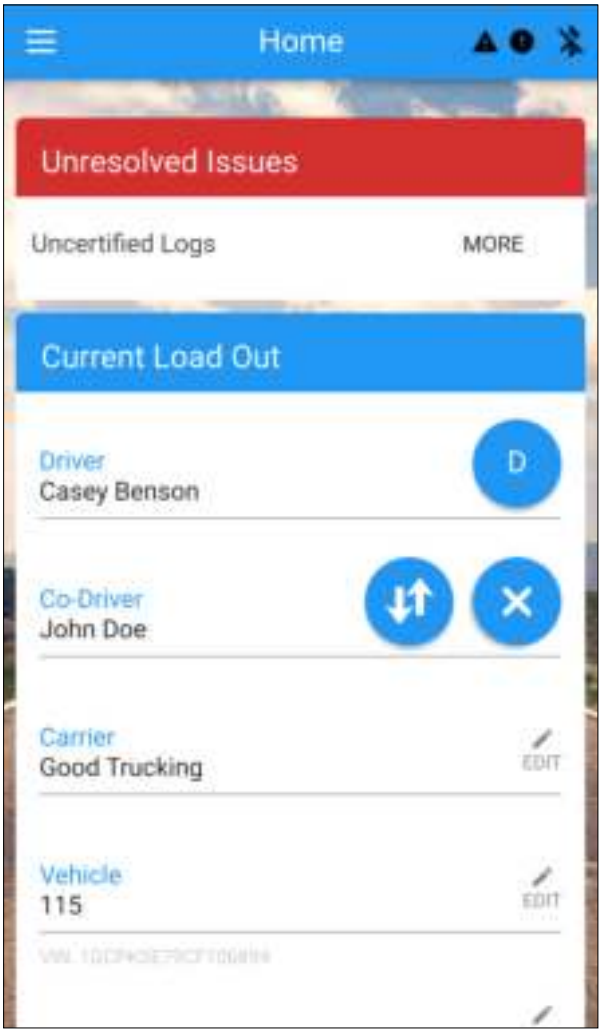
Swapping Users

Once the co-driver has logged in, the home screen will give the option to swap users. This allows you and your co-driver to share one device while recording your own logs.

Tap the circle with the up and down arrows to make your co-driver the active user in the app with access to their own account and logs. They can set and change their duty status, view available hours, and change settings while you are operating the vehicle.

Tap the circle with the arrows again to swap users and access your own account data. Each swap requires the new active user to re-enter their password.

Swapping users in the app does not reassign duty status. The current driver will have to stop the vehicle and change their duty status to a non-driving status before the co-driver can begin their drive time.



Co-Driver Login (continued)

Team drivers can still use separate devices to log in and record data, but both drivers should log in as co-driver on their teammate's device to allow drive time swapping later.

Only the user who is driving should connect to the BIT ELD adapter. The user who is not driving should set their non-driving status and then enable the "Co-driver device" feature in the "General Settings" menu. Toggle this setting to the on position to prevent your phone or tablet from scanning for BIT ELD Adapters or trying to connect to your preferred device.

When your team shift is done, tap the X on the Home screen to remove the co-driver from your app.

Alternatively, the user who is not driving can set their non-driving status and then close the Blue Ink Tech app completely or turn off their Bluetooth connectivity to prevent drive time being incorrectly logged under their account.

Drive Time Swapping

Drive time accidentally logged under the wrong driver can be swapped if there was a co-driver logged in during that drive time.

On the “Hours of Service” screen, select the duty status that was incorrectly logged and tap the EDIT icon to bring up the event details screen. Tap “Swap With Co-driver.”

The duty status will show on the co-driver's Home screen as a Suggested Log Change, and will not be swapped until they accept the change.

The “Swap With Co-driver” option will only be available for driving duty statuses that were recorded while a co-driver was logged in.

You will not be able to add a co-driver for previously entered records, so make sure your co-driver is logged into your device prior to driving.

Instructions for Samsung Phones and Tablets

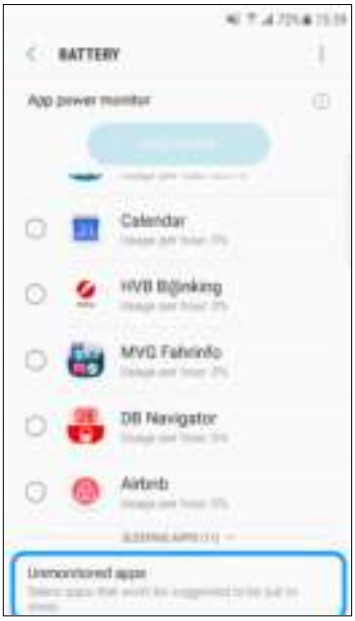
Newer Samsung Galaxy phones and tablets (model S8 and later) have a feature called App Power Monitor. It determines which apps are draining the battery and puts them to sleep. If the Blue Ink Tech app is put to sleep, it will no longer be able to connect to the BIT ELD Adapter to gather data for your Hours of Service logs.

To prevent your Samsung Galaxy device from putting the BIT ELD App to sleep, you must add it to the list of apps for which the App Power Monitor feature is disabled.

1. On your Samsung phone or tablet, open the Settings menu
2. Tap on "Device maintenance"

3. Tap on "Battery" in the lower left corner of the screen

4. Scroll down to the "Unmonitored apps" section of the "App power monitor" section



5. Tap on the "Add apps" button and select the Blue Ink Tech app

How-To Videos

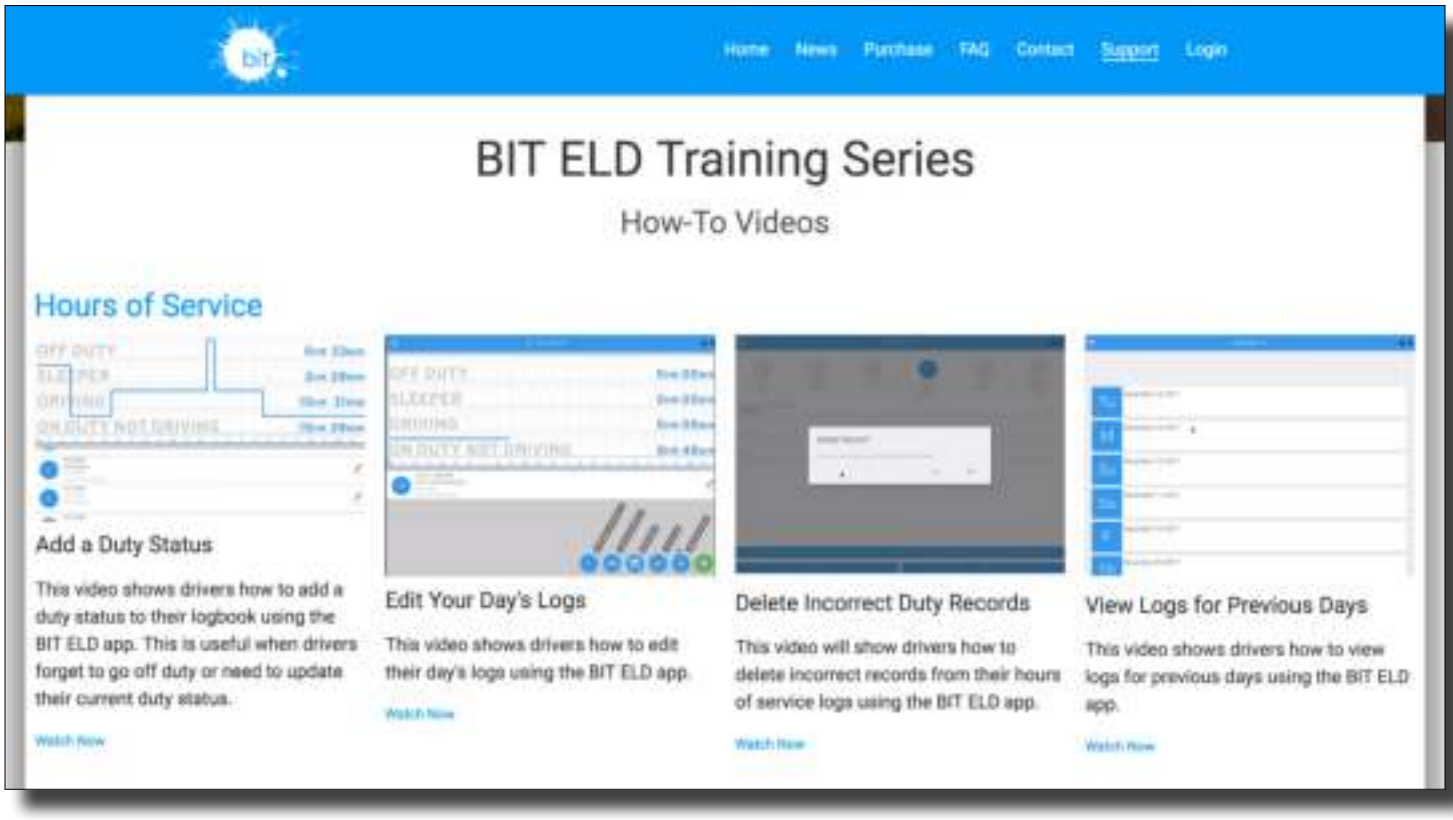
The Blue Ink Tech Training Series offers detailed videos to guide BIT ELD users through the app and web portal features.

Tap on a listed topic to see a short, step-by-step video narrated by one of our Support Team members.

The Training Series can also be found on the Support page at **blueinktech.com/support** and the **Blue Ink Tech YouTube® channel**.

Subscribe to our YouTube® channel to receive updates and notification of new videos.

You will see the green camera icon next to any topic in this manual that has an associated BIT Training Series video. Click the camera to watch the video.



Website Overview

The Blue Ink Tech website address is **www.blueinktech.com**.

You can purchase additional BIT ELD adapters and accessory cables on the Purchase page. You can also find information about our Air Scale and TPMS systems.

Contact our Sales or Support team with questions on the Contact page.

Watch how-to videos from the BIT ELD Adapter Training Series or download the latest version of the BIT ELD Adapter User Manual on the Support page.

Log into the web portal Fleet Management System on the Login page.

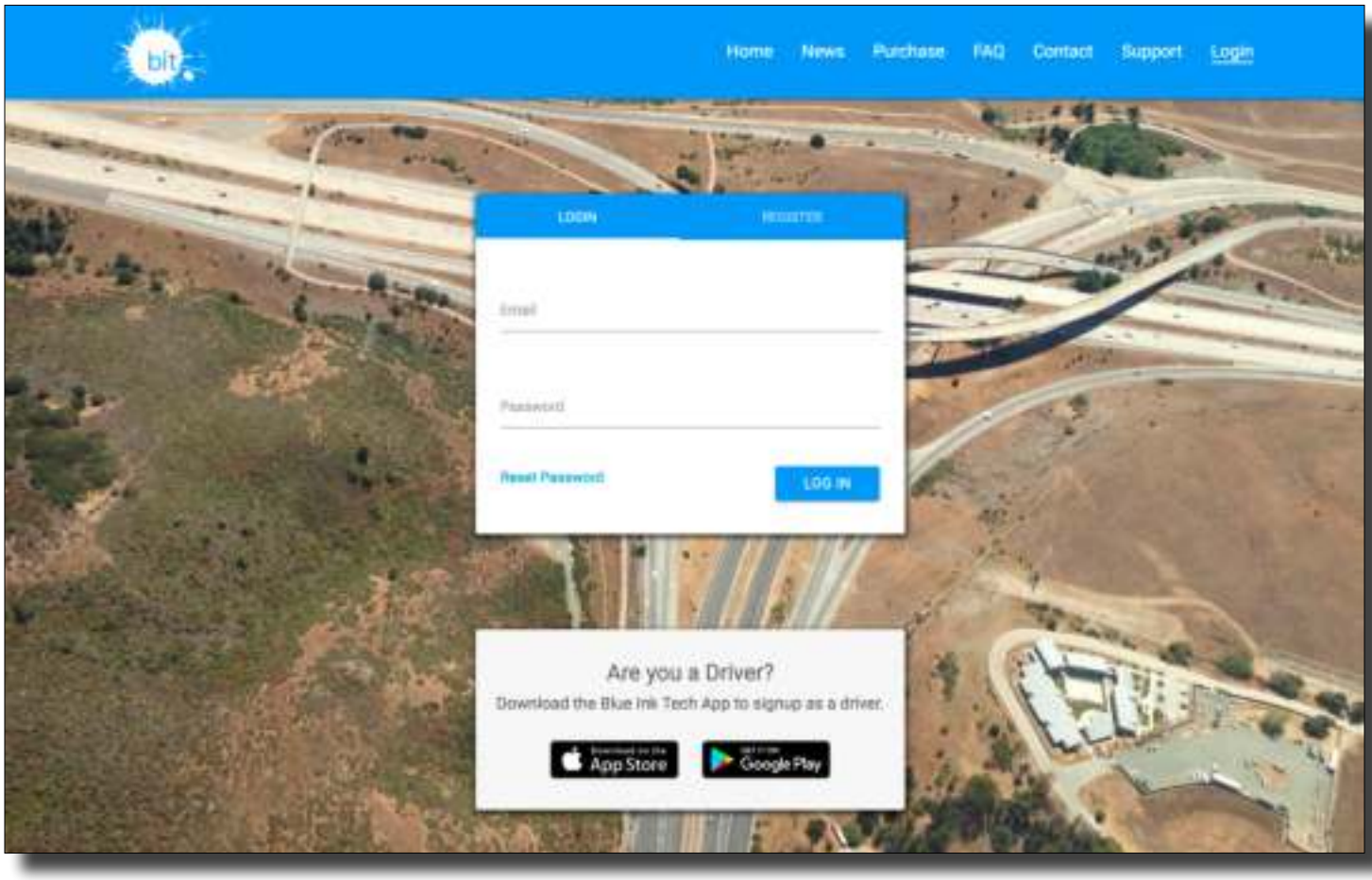
Web Portal Login

After clicking “Login” you should see the sign-in page below.

Type your email address and password to sign in. Use the same user name and password for the Blue Ink Tech app and the BIT web portal.

If you have forgotten your password, you can request a password reset by clicking “Reset Password.”

If you need to create a new account, click the “REGISTER” tab.



Fleet Management System Overview

If you are the administrator for a carrier, you will see the Overview Page after you log in.

The navigation bar on the left side of the page allows you to use the different features of the Fleet Management System.

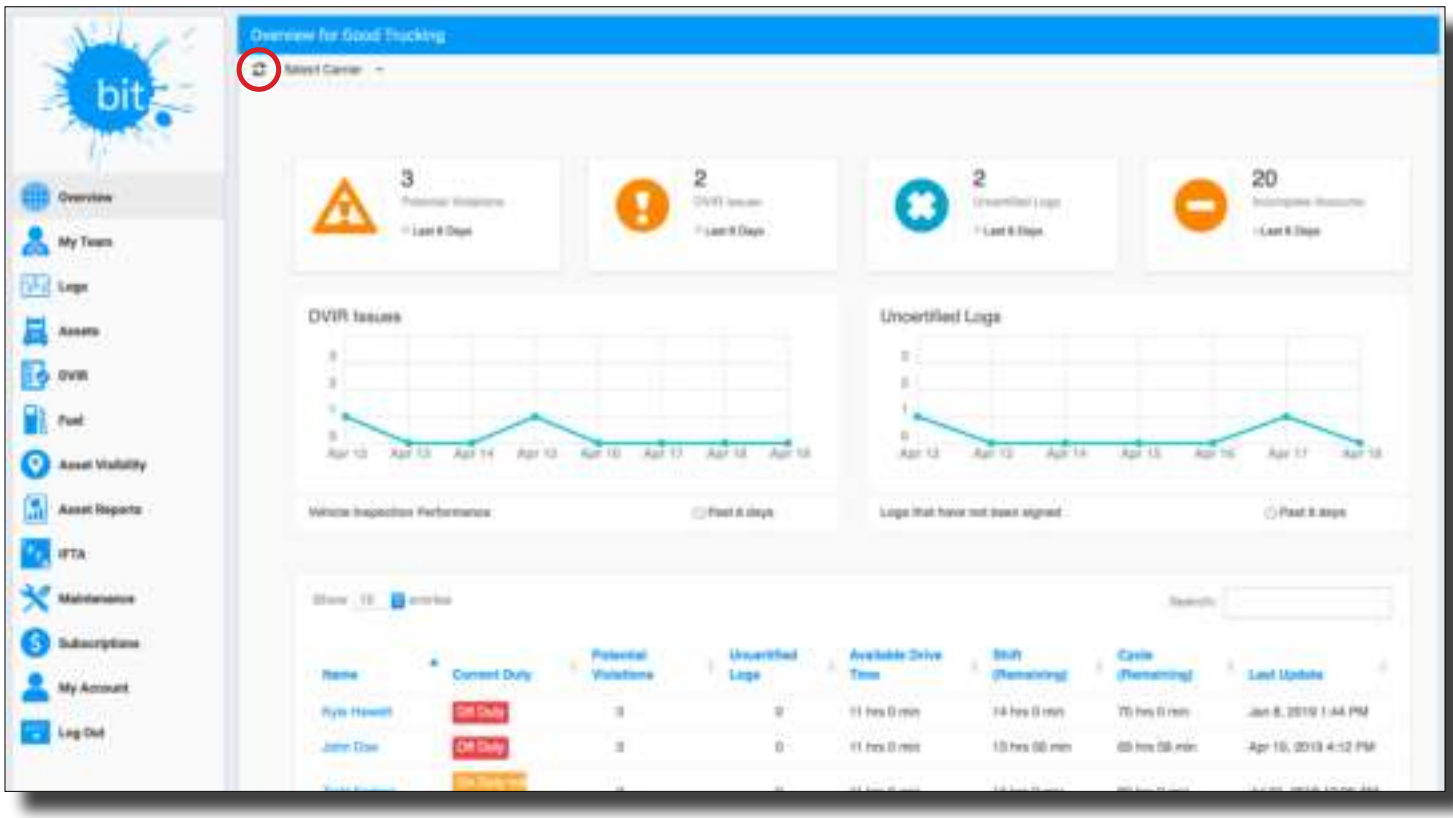
If you are an administrator for multiple carriers, you can use the “Select Carrier” drop down on the menu bar to see data for a single carrier, or aggregate data for all carriers.

The Overview page allows you to quickly see issues associated with driver logs for the current day and the past seven days. Potential hours of service violations, DVIR issues, uncertified logs, and driver accounts that have incomplete information are shown in boxes at the top of the page.

Click on the box to see a list of the drivers or vehicles with that issue. Clicking on the driver or vehicle in the list will take you to that record to view the details. Historical trends are graphed for DVIR issues and Uncertified Logs.

You can see a list of your team’s drivers at the bottom of the page, including their last available duty status; potential violations; uncertified logs; the remaining time they have for driving, being on-duty, and weekly cycle; and the time the last update was received.

This page is not updated in real time. It is updated automatically based on periodic data feeds from your drivers running the Blue Ink Tech app. Refreshing your page by clicking the circling arrows at the top of the page (circled in red in the image below) will show the most recent data.



My Team

This page shows all of the people on your team. You can add or remove users, change their role within the team, and set driver permissions.

As a carrier administrator you can invite people to create an account and share their driver logs with you by clicking the “Invite User” button. You will be able to choose the role (or roles) this user should have for your company:

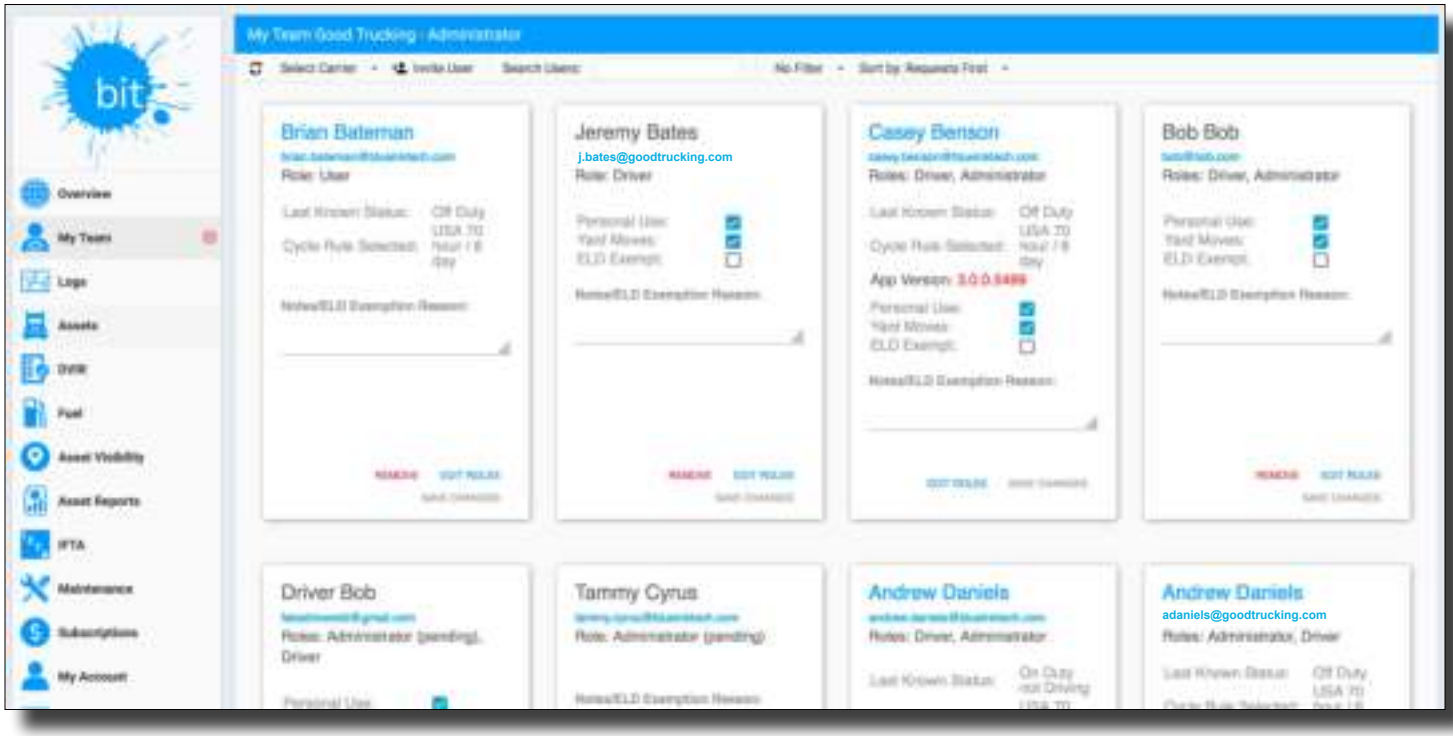
- Driver – creates Hours of Service logs but does not have administrative privileges, which means they cannot see data for other drivers
- User – does not create Hours of Service logs, but can see data for all of a carrier’s drivers (This is typically for dispatchers and office personnel who need access to records for the whole fleet)
- Administrator – can see data for the whole fleet and invite and approve accounts

New user accounts are in a pending status until an administrator accepts them to the team. The number of pending users will be shown in a red circle next to “My Team” on the navigation menu. Sort your team by “Requests First” at the top of the page to bring pending user cards to the top of the page to easily accept or reject them.

Change user roles at any time by clicking “EDIT ROLES” at the bottom of the user card.

Remove a user from your team by clicking “REMOVE” at the bottom of the user card. This user will no longer show on the My Team page, but you can view their previously recorded logs on the Logs page.

User cards for Drivers will have check boxes to set permissions and exemptions. You can enable or disable a driver from selecting Personal Use of the Commercial Motor Vehicle (PC) and Yard Moves (YM) as a duty status on the Blue Ink Tech app. You can also set a driver as ELD Exempt, which will prompt you to provide a reason why this driver is exempt. Only drivers who have app data that has synced will show the last duty status, their current app version, and their Cycle Rule Selected.



Logs

This page shows the daily driver logs for your team. The top of the page has a menu bar and a table to show the data. The bottom of the page has a log graph.

Viewing Logs

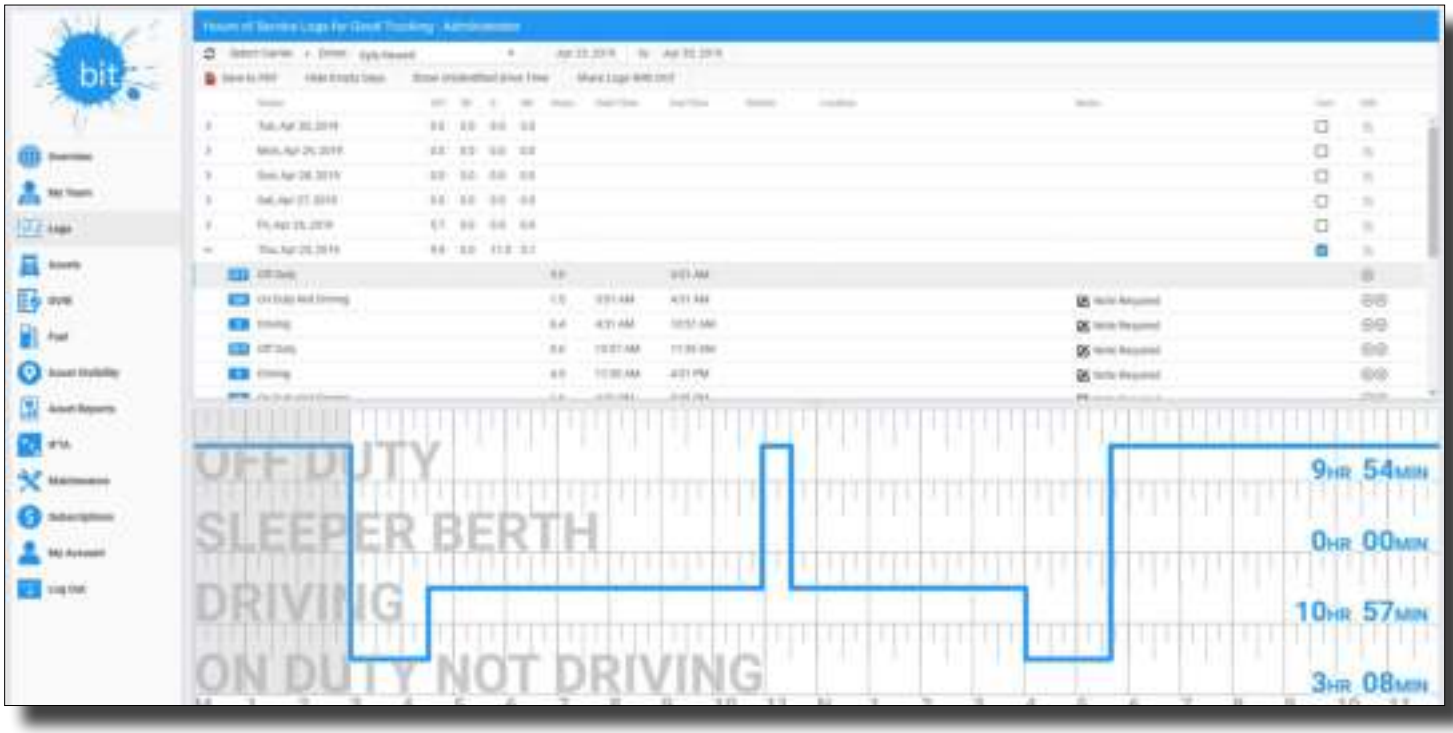
Use the menu bar to select the carrier, driver, and date range of the logs you wish to view. Drivers who leave your carrier will be marked as “INACTIVE” in the driver selection menu, but you will still be able to view the logs they shared with your carrier.

“Save to PDF” allows you to create a detailed copy of each day's log in your selected date range that can be printed or saved to your computer.

“Hide Empty Days” removes dates with no recorded driving activities.

“Show Unidentified Drive Time” will show time when a BIT ELD Adapter recorded a vehicle as in-motion but no driver was connected via the Blue Ink Tech app to claim the drive time. You can assign the unidentified time to a driver, which will show on their Blue Ink Tech app Home screen as a suggested log that they will have to accept or reject to certify their logs.

“Share Logs With DOT” allows you to generate a FMCSA ELD Mandate-compliant driver report in case of an audit or inquiry. You can select a date range and add comments to your report, as well as choose whether to send it to the DOT email address or to the FMCSA web server (Web Services).



Logs (continued)

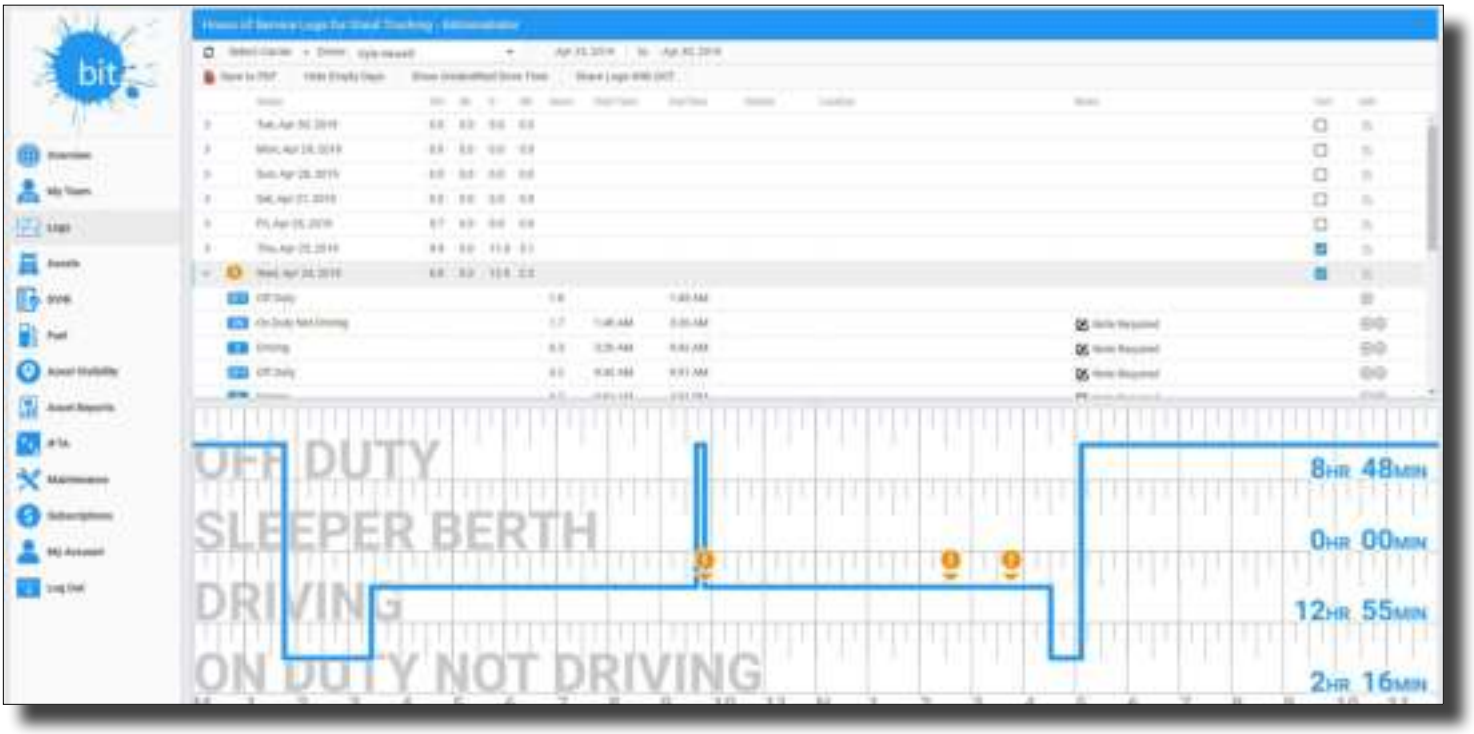
The unexpanded view of the table shows any potential violations in orange, the total hours logged in each type of duty status, and whether the driver has certified the log.

In the example below you can see that there are three potential violations, and the driver has only certified two of the logs displayed.

To see the details of a log, click on the expansion arrow in the far left column. The expanded view will show each duty status event with total hours, start and end time, the vehicle used, location, and any notes entered by the driver.

The selected log's events will also show on the graph at the bottom of the page. Placing your mouse over a duty status on the graph will highlight the corresponding row in the table. An orange circle with an “!” is used to depict potential violations on the graph.

Details will be shown in a popup when your mouse is placed over the circle. In the example below, you can see that the second “!” represents the driver going over their maximum daily driving hours.



Logs (continued)

Editing Logs

If you are a driver editing your own logs, you can save your changes and certify your logs by checking the box in the “Cert” column and choosing “Agree” in the certify popup box.

If you are an administrator making edits to another driver's logs, the original records will appear as a gray line on the graph and the suggested changes will appear as a blue line. If the driver accepts the edit, the gray line will disappear. If the driver rejects the edit, the suggested changes will disappear and the original records will change back to blue. To accept the edit, the driver needs to recertify their log for that day.

You can use the table or graph to edit driver logs.

To edit a record of duty status using the table, click on the day you wish to edit to see the expanded view. Double-click on duty status to change it. Double-click on the start or end time of a duty status to adjust the time. Any changes to logs require a note of at least 4 characters. You can add or edit a note by double clicking on the pencil. Also, be sure to click the save button to the far right after making any changes to your duty status.

To add a record of duty status, click the circle with a “+” in the “Edit” column of the table. Double click the duty status, times, and notes fields to fill in the correct data.

To delete a record of duty status, click the circle with an “X” in the “Edit” column of the table. Automatically recorded driving events cannot be deleted.

To edit a record of duty status using the graph, select the duty you wish to edit and place your mouse over the blue line. Click on the horizontal line and drag it up or down to change the duty status. Click on the vertical line and drag it left or right to adjust the time when you switched from one duty status to another. You will still be required to add a note of at least four (4) characters in the table.

Click the disk icon in the “Edit” column to save your changes. Any unsaved changes will be lost when you leave the “Logs” page.

FMCSA Mandate Requirement: If the BIT ELD Adapter detected the vehicle as **in-motion**, then a change of status to a non-driving status will NOT be allowed. You will **NOT** be able to **add a non-driving status** in the middle of a period of time detected as **in-motion**. Messages will alert you if these conditions occur.

Assets

This page shows the vehicles and trailers in your fleet. Vehicles and trailers registered here will be available for your drivers to select for their Current Load Out and DVIRs.

To add a vehicle to your fleet click “Add Vehicle” at the top under the menu bar. Enter the name of your vehicle, the VIN number, license plate number (optional), and then click “Submit.”

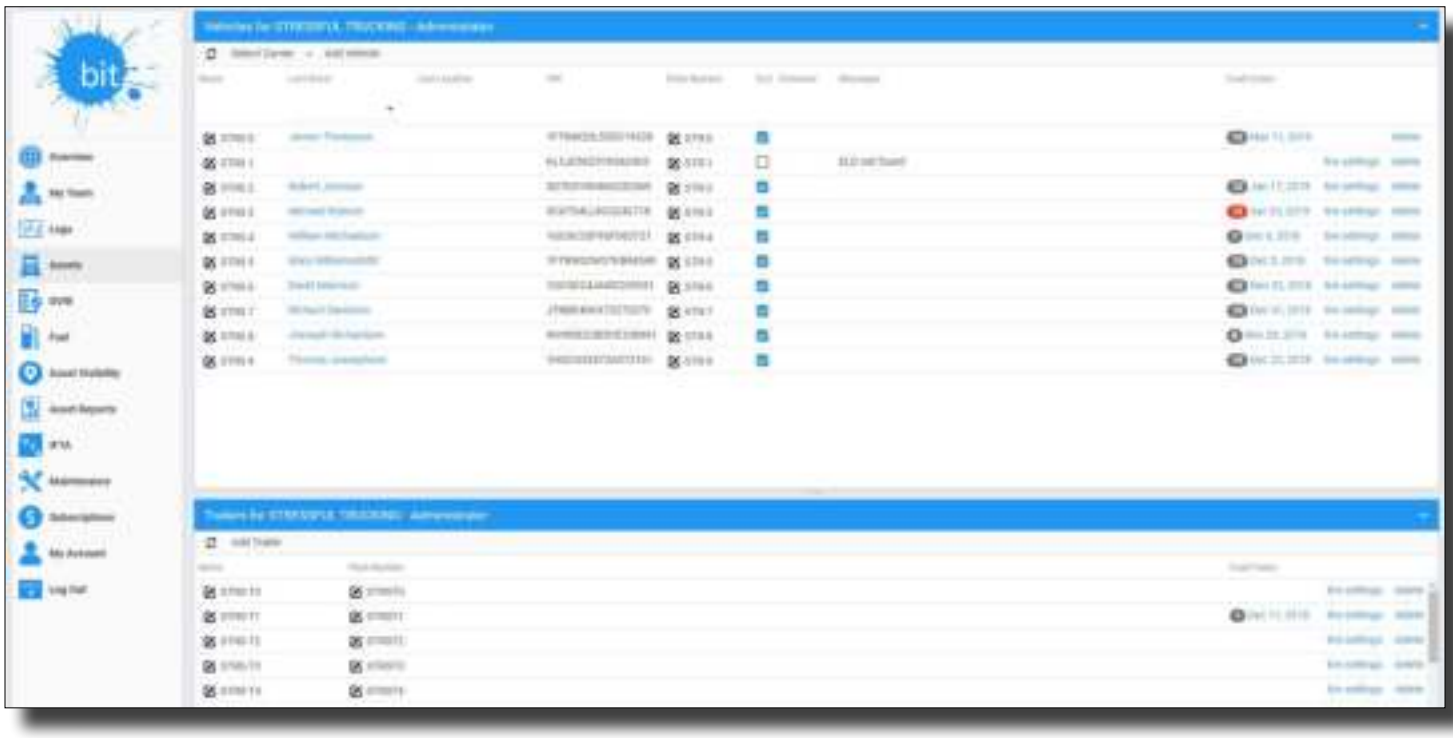
The Vehicles table shows the last driver and last location for each vehicle. The “ELD” column will show a blue checked box if you have recorded data for that vehicle.

To add a trailer to your fleet, click “Add Trailer.” Enter the name of your trailer and license plate number (optional), then click “Submit.”

You can edit the name of any vehicle or trailer by double-clicking the current name in the table.

You can remove any vehicle or trailer from your fleet by clicking “delete” at the far right of the selected row.

You can also see fault code readings and TPMS data associated with your vehicles on this page. Double click the date to see the data readings for that day.



DVIR

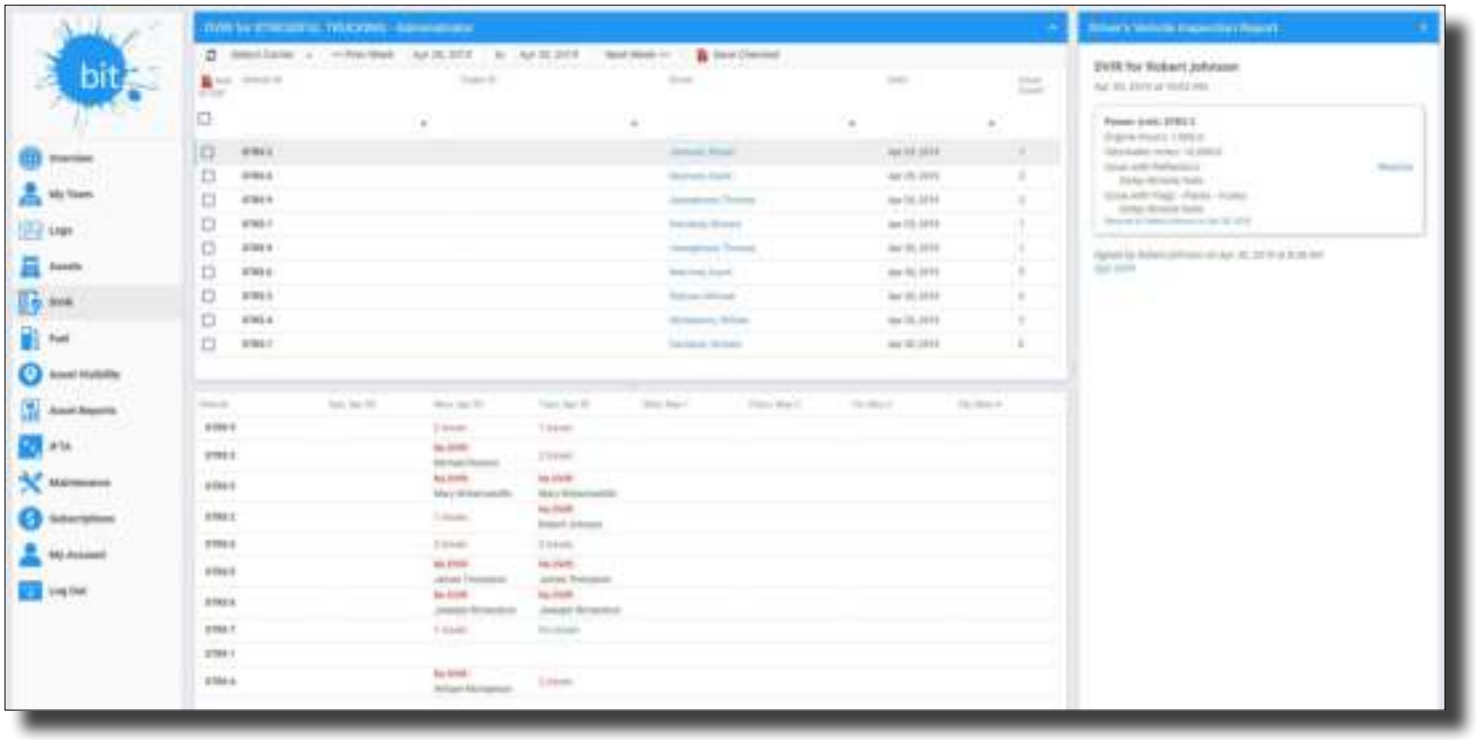
This page shows the daily vehicle inspection reports your drivers submit from the Blue Ink Tech app.

You can select the carrier and date range on the menu bar at the top of the page.

The table in the center of the page shows the inspection reports submitted during your selected date range. The table shows the vehicle and trailer(s) that were inspected, the driver, the date of inspection, and the number of issues reported. You can filter the table by the “Vehicle ID” or the “Driver” to easily find a report that requires action.

Click any report in the table to view the details on the right side of the page. Each issue area will be listed separately with the driver's notes shown in *italics*.

Click “Resolve” at the far right of the issue box to close any issues that have been addressed or do not require any action. You can edit or add to the driver's notes before closing the issue. Resolved issues will not show in the Issue Count column of the report table or the DVIR Issues box on the Overview page.

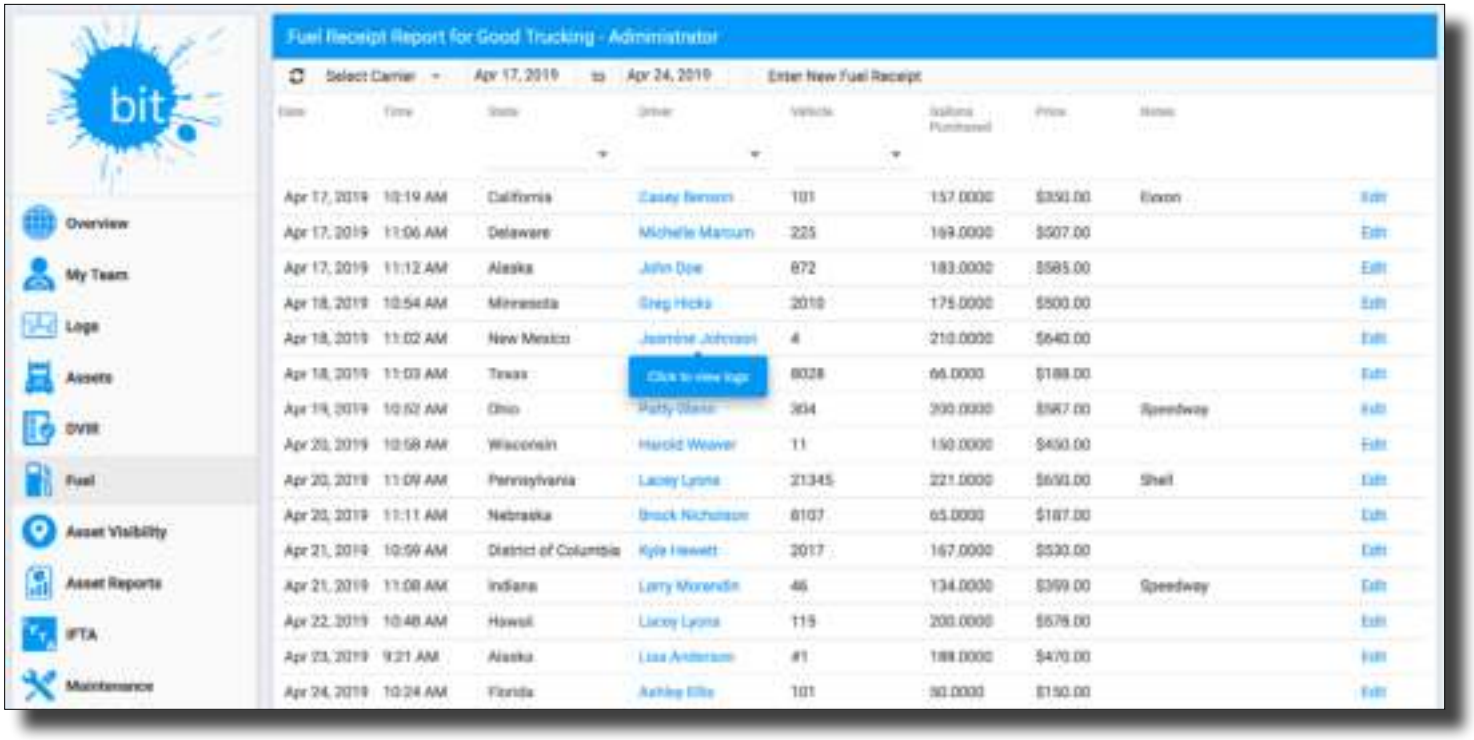


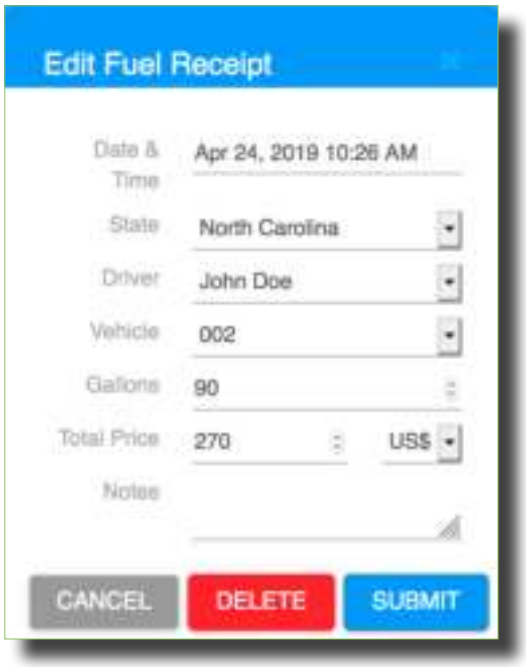
Fuel

The Fuel page shows fuel receipts submitted by your drivers using the Blue Ink Tech app. You can also add fuel receipts directly by clicking “Enter New Fuel Receipt” on the menu bar.

Carrier and date range can be selected on the menu bar.

The fuel receipt table shows the date and time the receipt was submitted, the state where fuel was purchased, the driver, vehicle, gallons purchased, total purchase price, and any notes entered by the driver. You can filter the table by state, driver, or vehicle.





To edit or delete a fuel receipt, click “Edit” at the far right of the selected row.

The “Edit Fuel Receipt” box will open for you to make changes or add missing information.

Fuel Receipts can be used in collaboration with the IFTA subscription offered by Blue Ink Tech to manage your in-state miles.

My Account

You can configure your account settings on the My Account page. Any changes you make on this page will carry over to the Blue Ink Tech app.

Profile Information/Change Password

In these sections you can view and edit your name and time zone and set a new password for your BIT account. The new password will be used for the Blue Ink Tech app as well.

Account Emails

Emails associated with your account are listed in this section. You can have multiple email addresses. Check the “Send To” box next to each email address you want to receive alerts and notifications about your account. You can delete email addresses you no longer want to use. Be sure to click the “Save Changes” button or your changes will be lost when you leave the My Account page.

Driver Information

In this section you can view and edit your license information and your Cycle Rule selection. Drivers must enter a license number and the issuing state before they can share logs with a carrier.

My Roles

This section lists your carrier accounts. If you have multiple roles within your carrier, each role account will be shown separately.

Click “Request to Join a Carrier” on the menu bar to add a new carrier to your account. You will stay in pending status, and cannot share logs with the new carrier, until an administrator accepts you to their team.

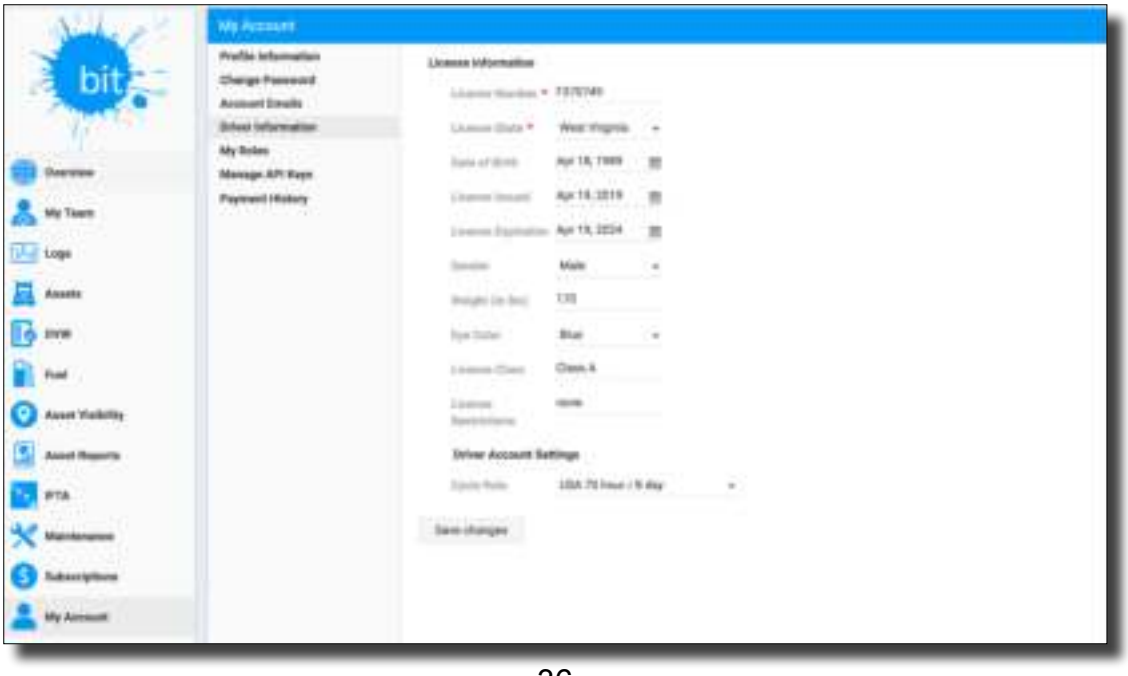
Click “Leave Carrier” if you no longer wish to share logs with a carrier. Logs you recorded with that carrier will still be available on your Logs page and the carrier's Logs page.

Manage API Keys

In this section you can generate API keys to view or modify data about your fleet. You can learn more about this at **www.blueinktech.com/api_docs.php**.

Payment History

This section allows you to see the payment history of your carrier. You can download a PDF copy of your receipts and see more details by checking the boxes and clicking "Save Checked Receipts."



BIT ELD Adapter Adapter Specifications and Requirements

FCC – United States Federal Communications Commission

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 undesirable operation.

Any Changes or modifications not expressly approved could void the user's authority to operate the equipment.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment.

This Equipment must be exclusively utilized in a transportation vehicle.

Contains transmitter module FCC ID: QOQBGM111

IC – Industry Canada

This radio transmitter has been approved by Industry Canada to operate with the embedded chip antenna. Other antenna types are strictly prohibited for use with this device.

This device complies with Industry Canada's license-exempt RSS standards. 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.

Exception from routine SAR evaluation limits are given in RSS-102 Issue 5.

Contains transmitter module IC: 5123A-BGM111

Cet émetteur radio (IC : 5123A-BGM111) a reçu l'approbation d'Industrie Canada pour une exploitation avec l'antenne puce incorporée. Il est strictement interdit d'utiliser d'autres types d'antenne avec cet appareil.

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’appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible de provoquer un fonctionnement non désiré de l’appareil.

Les limites applicables à l'exemption de l'évauation courante du DAS sont énoncées dans le CNR 102, 5e édition.

Contient le module émetteur IC: 5123A-BGM111

BIT ELD Adapter Adapter Specifications and Requirements (continued)

SAE – Society of Automotive Engineers

Blue Ink Tech is registered with the Society of Automotive Engineers and has been assigned manufacturer code 738 for identifying its devices communicating on a vehicle's diagnostic bus.

Blue Ink Tech's 9-pin BIT ELD adapter conforms to J1939/16: it autodetects the communication speed of the vehicle's diagnostic port and configures itself automatically. It works with Type I and Type II vehicles that communicate at 250 kbaud or 500 kbaud. The 9-pin adapters support the J1939 communication protocol.

Blue Ink Tech's ELD adapters support the J1708 and J1587 standards.

Bluetooth

Blue Ink Tech's ELD adapters are Bluetooth qualified with declaration ID D030732.

App Requirements

The Blue Ink Tech app runs on Android and Apple devices.

Your device must support Bluetooth 4.0 (also known as Bluetooth Smart and Bluetooth Low Energy) to communicate with the ELD adapter.

Your device must be able to communicate over the Internet during a roadside safety inspection. This is because the safety official may request that you send your logs to them electronically while at roadside. This will be possible if your device has cellular capabilities and an active data plan or if you have a wireless hotspot device that will allow your device to communicate over the Internet while stopped for a roadside inspection. A device that only supports a Wi-Fi connection with no means of communicating over the Internet while stopped for a roadside inspection will not be acceptable.

Legal

Please check our website (**www.blueinktech.com**) for our current Terms of Service and Privacy Policy.

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