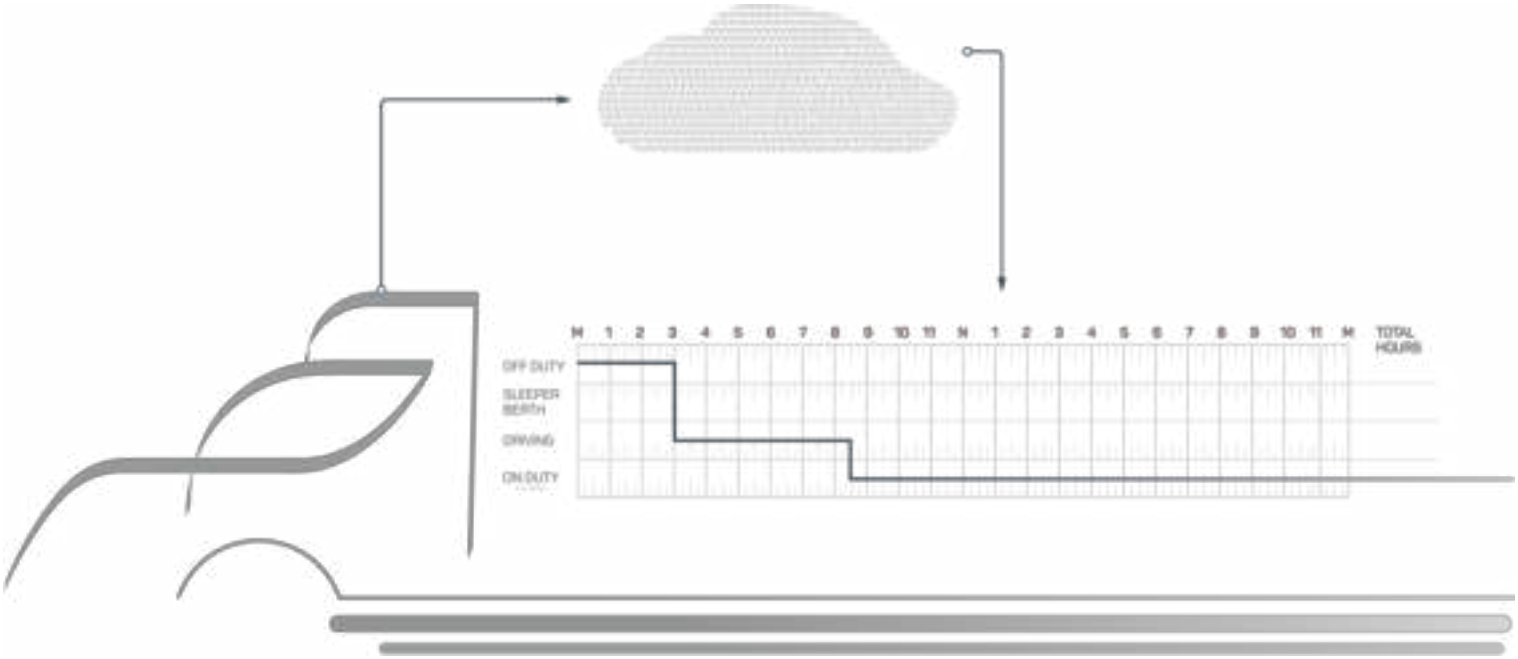


# Titan FieldDocs ELD 2.0

## User Manual

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## *REVISION HISTORY*

| Version | Date | Author | Notes |
|---|---|---|---|
| Rev A-04/05/21 | April 5, 2021 | CTS | Initial Document |
| Rev B-08/23/21 | August 23, 2021 | CTS | |
| Rev C-10/26/21 | October 26, 2021 | CTS | |
| Rec D- 11/25/21 | November 25, 2021 | CTS | |
| Rec E -01/26/22 | January 26, 2022 | CTS | New feature steps added |

# 1 Driver Login Details

Ensure you have all the following information to log in to the **Titan GPS ELD 2.0** App.

- Username
- Password
  - You will receive an email from the carrier's support staff to authenticate your ELD account
  - You will be prompted to set up a password

# 2 Titan GPS FieldDocs ELD App Installation

Download the required app based on the device you are using:

- Android
  - Google Play store
  - Search Titan GPS FieldDocs
  - Install
- iOS
  - Apple store
  - Search Titan GPS FieldDocs
  - Install

*Note:*

*Titan FieldDocs ELD 2.0 solution utilizes the GPS compatibility in the mobile devices to capture the CMV positions. It is the end customer's responsibility to ensure the mobile devices used for the ELD compliance are compatible with the CMV position measurement accuracy requirement as stated in the ELD standard.*

*It is recommended that the mobile device with the Titan FieldDocs ELD 2.0 solution is mounted in a fixed position during commercial motor vehicle (CMV) operation and visible to the driver from a normal seated driving position.*

# 3 Driver ELD Access

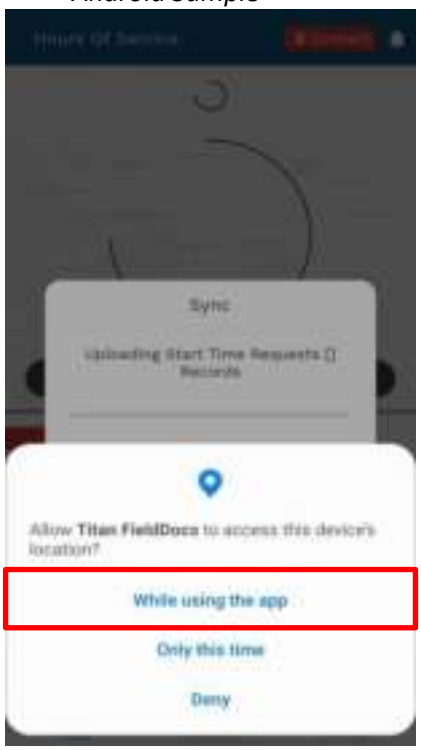
## 3.1 Sign in

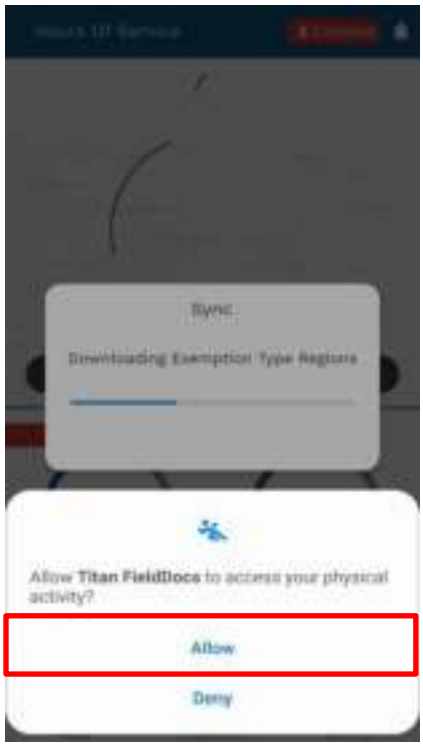
Before you begin driving, you must sign into the **Titan GPS FieldDocs** app.

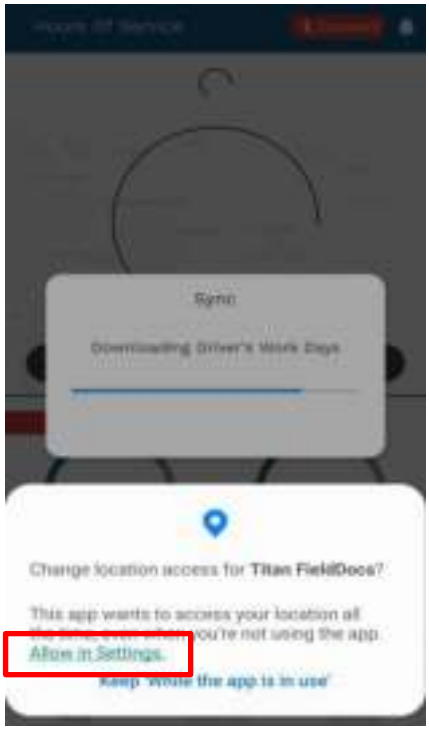
NOTE: You **must** accept the permission prompts for location, Bluetooth, and Fitness Activity when first starting theapp and when the first user authenticates. App permissions for Location Service must be set to Allow all the time on both iOS and Android.

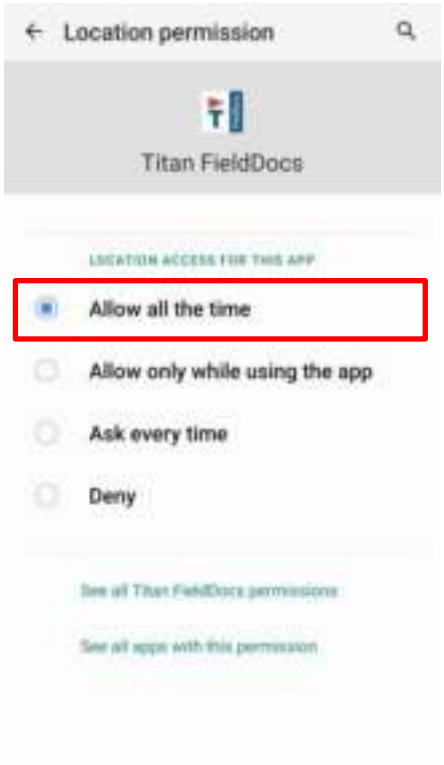
*iOS sample*

*Android Sample*



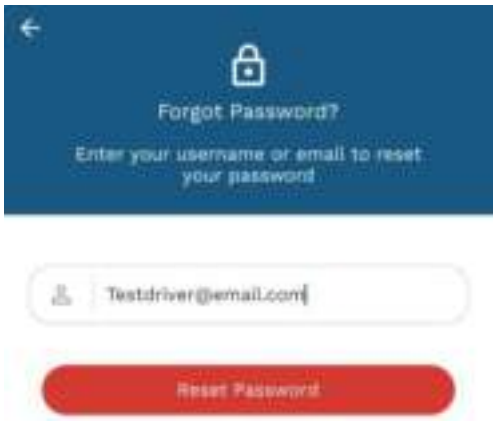



## 3.2 Resetting your ELD Password

If after signing into the Driver app you forget your password, you can reset it with the following steps.

1. Open the **Titan GPS FieldDocs** app
2. Tap **Forgot Password**
3. Enter email or username
4. Tap **Reset password**
5. Email will be sent to your registered email with your carrier




## 3.3 Starting your shift

Before you begin your shift, ensure your Commercial vehicle has all the required documents as per the Canadian ELD mandate:

- **Titan FieldDocs ELD 2.0 Driver user manual**
- Blank logs to record duty status at least 15 days (14 days plus current)
- **Hours of service Actions for Malfunctions & data diagnostics** -instruction sheet for the driver describing the measures to take if the ELD malfunctions.
- **Roadside Inspection in cab reference card** - Instruction sheet for the driver describing the data transfer mechanisms supported by the ELD and the steps required to generate and transfer thedata with respect to the driver's hours of service to an inspector.

## 3.4 Bluetooth Connect

Once the vehicle is selected a Bluetooth connection can be established. (See 5.2 Selection CMV)

1. Tap icon
2. The device connection window will come up
   - a strength indicator will be beside each available device connection in the list
3. Tap on the device name that corresponds to the vehicle selected in your **Selected vehicle**
   - Tap scan if device connection doesn't automatically scan
4. Once you have selected the device it will be highlighted in blue
5. Tap **Connect**

Note: If a successful connection is made the **Bluetooth connection** will change a green dot

## 4 HOS main Screen

| ICON LEGEND | |
|---|---|
| | • **Bluetooth connection**<br>Black dot – no vehicle selected<br>Green dot – connected to vehicle<br>Red dot – no connection to selected vehicle |
| | • **Driver notifications**<br>Unidentified driving<br>Edit request<br>Notifications<br>Malfunctions<br>Data Diagnostics |
| | • **Drivers name**<br>*Green light Identifies the current operator of theCMV* |
| | • **Team driver/ Co-driver** |
| | • **Selected vehicle**<br>*Current vehicle driver is operating* |
| | • **Selected trailer**<br>*Current trailer driver is connected to* |
| | • **Current duty selector**<br>On duty<br>Driving<br>Off duty<br>Sleeper Berth<br>Personal use<br>Yard moves |
| | • **Vehicle inspection**<br>*Conduct a vehicle inspection* |
| | • **Daily Logs**<br>View records of duty status |
| | • **Drop down** to additional<br>Off duty deferral<br>Change cycle<br>Roadside inspection |
| | • **Region** |
| | • **Driver's cycle & Operating Zone** |
| | • **Driver's hours of service clocks** |
| | • **App settings & Manual sync** |

| | |
|---|---|
| | • **Edit pencil**<br>*Shows where the driver can edit events on the RODS* |
| | • **Add event** |
| | • **No Bluetooth connection**<br>*This identifies there is currently no active Bluetooth connection* |
| | • **Shipping Docs**<br>*Supporting shipping documents* |

## 5 Starting your day

### 5.1 Driver Duty Status Change

1. Tap the **Current duty** selector button

2. The **change duty status** screen will appear
3. Select the duty status you would like to change to
   - Off Duty
   - Driving
   - On Duty
   - Sleeper Berth

4. Select your duty status

5. **select**

*Note:*
*To select yard moves if enabled for the driver, driver must be in On Duty status.*
*To select Personal use if enabled for the driver, driver must be in Off Duty status.*

## 5.2 Selecting a CMV

Before driver can Bluetooth connect to a vehicle, a vehicle must be selected

1. tap **Select vehicle** icon
   - Here will be a list of the available vehicles and trailers set up by the support staff.

2. Scroll through list of vehicles to find yours or enter unit in search field
3. Tap on the selected vehicle
4. **select**

## 5.3 Complete Pre-Trip DVIR

If driver vehicle inspection reports (DVIRs) are appropriate for your vehicle, tap Vehicle Inspection.

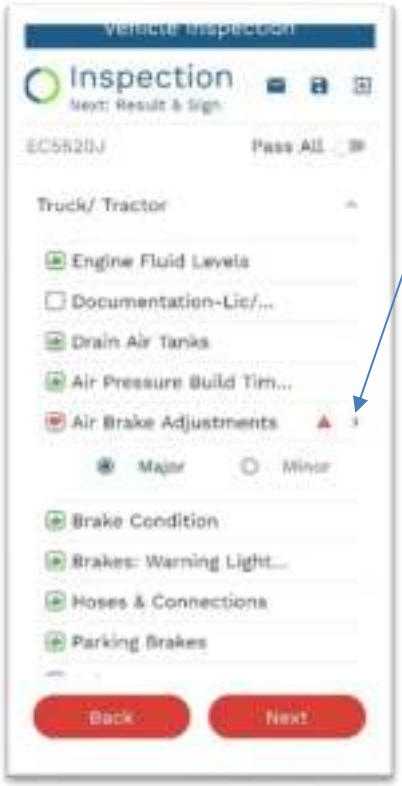
1. Tap **Vehicle inspection**.

2. If you are presently off duty, you will be prompted to switch your status to On Duty

3. Select your equipment setup using the drop-down arrows

4. Tap **next**
5. add trailer/s if applicable to your inspection
6. Tap **next**

7. Perform a walkaround and inspect your vehicle/s for any defects
   - If defects are found tap inspection item twice
   - Select **major** or **minor**
   - Tap arrow on right of listed inspection item to add photos and additional detail



- Once all items have added, tap done to continue

8. Complete all inspection areas
9. **Next**

10.Select applicable inspection results
11.Add additional comments
12.Sign
13.**submit**

## 5.4 Starting to drive

The ELD mandate considers a vehicle to be moving when the speed of the vehicle exceeds 5mph (United States) or 8km/hr (Canada). When the vehicle exceeds the speed threshold, your duty status automatically switches to Driving.

*<u>Note:</u> To minimize distractions when the vehicle is in motion, the Titan FieldDocs ELD 2.0 display locks out anyactivity while vehicle is in motion. To access other areas in the app, you must be at rest for more than three consecutive seconds.*

## 5.5 Driver Edit/ Annotate log

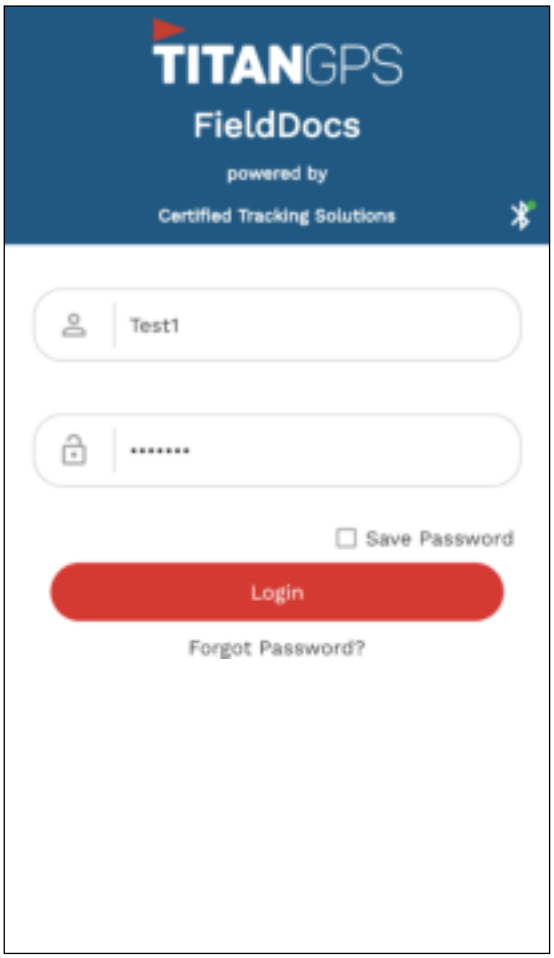
1. Tap **Daily Log** icon on the home page to navigate to the Driver records of duty status page.

2. Tap the **edit pencil** icon to edit the desired log.

3. Tap the **add event** icon to add a past duty status.

## 5.6 Adding a Co-Driver

To use co-drivers, first log into a primary driver's account on **Titan FieldDocs**



1. On the **HOS Main screen**, at the top right corner of the screen, tap on the **Team driver/ Co-driver**
2. "Co-driver Sign In" popup will appear.

3. Enter the co-driver's username and password then **Login** tap login.

The co-driver's name will appear in place of "Sign in as Co-driver" and a green dot will appear next to the current driver.

Tapping on the co-driver **Team driver/ Co-driver** icon again will open the co-driver menu.

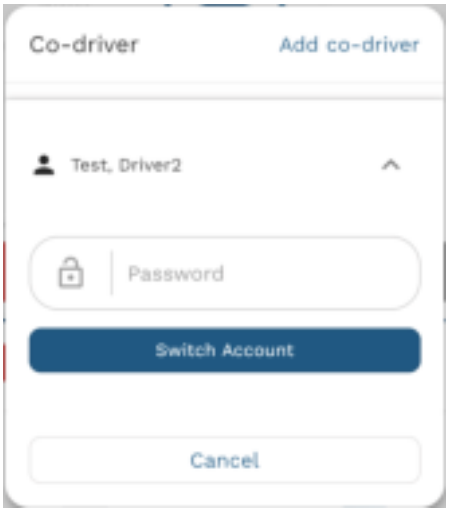
Tapping **Drop down** icon expands the window to display more options.

## 5.7 Set as Driver

The main driver has the option to remove themselves from the driving team or set themselves as the current driver by tapping on the **Team driver/ Co-driver** icon and tapping remove

## 5.8 Account Switch

If the main driver is not logged in, they may login through the co-driver menu then perform the above actions.



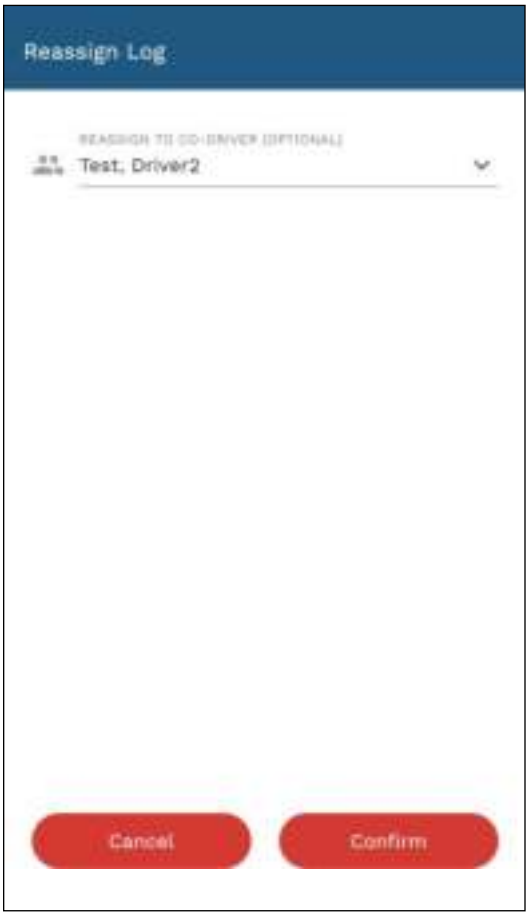
## 5.9 Reassign Driving Time to Co-Driver

An automatically recorded log may be reassigned to another co-driver at the time of the log. To do this, from the HOS screen:

1. Tap on the **Daily Log** button
2. Locate the log to be reassigned
3. Tap the **edit pencil** icon, on the right side of the log

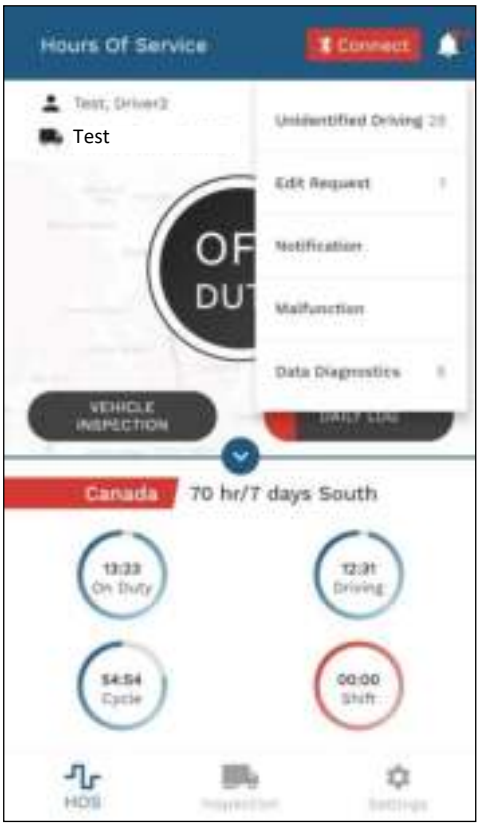
Additional options should appear at the bottom of the screen.

4. Tap the **“Reassign to Co-driver”** button
5. On the **“Reassign Log”** screen select a co-driver from the drop down
6. Tap **“Confirm”** button

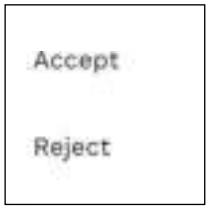


To accept or reject a co-driver reassignment, from the **HOS main screen**,

1. tap the **Driver notification icon**
2. Then tap "**Edit Request**"




3. On the edit request screen tap the ⋮ more icon then select **"Accept"** or **"Reject"**



A confirmation screen should appear. Tap **“Accept”** or **“Reject”** again to save the selection.

The log will now be removed from the edit request screen. If the log was accepted, it will appear in the daily log screen.

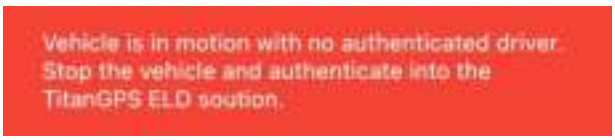
## 5.10 Unidentified Driving

Unidentified Driving can occur if a driver has logged into the Titan GPS FieldDocs ELD previously, selected a vehicle, and has established a Bluetooth connection.

The application will continue monitoring all available engine data for unidentified driving events which will be available to the driver for review and assignment as well as available on the web for the admin to review and/or assign.

If a driver logs out of the application; they can view their current BT connection status on the top right of the screen (the green Bluetooth icon )

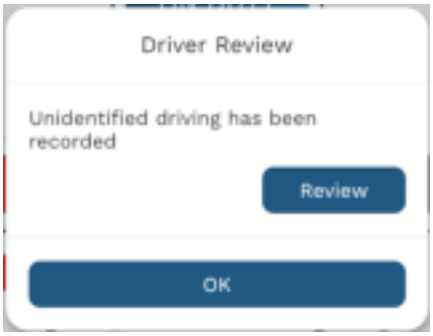
If the vehicle is driven over 8 km/hr or 5mph while the driver is logged out of the application a warning will appear at the bottom of the application screen.



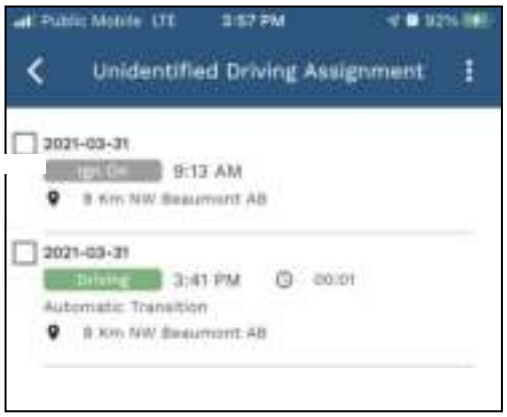

Titan Field Docs ELD 2.0 tracks unidentified driving events In accordance with CCMTA and FMCSA technical requirements.

## 5.11 Driver Notification and Review

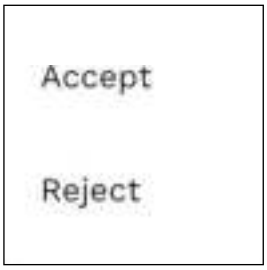
When a user logs into the app, an unidentified driver notification will present if there are any activities recorded under Unidentified Driver profile.



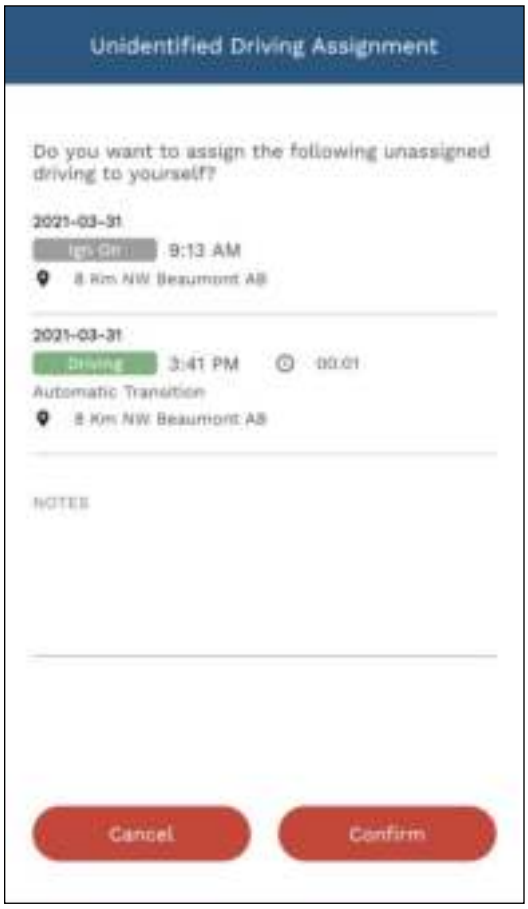

Tapping “Review” will take the user to the unidentified driver assignment screen. Alternatively, from the HOS screen, tap the **Driver notification** Icon on the top right of the screenthen tap “Unidentified Driving” to find the unidentified driver assignment screen.




Check the desired logs then tap ⋮ the more icon and select “Accept” or “Reject”.



A confirmation screen will appear.




Add an optional comment in the “Notes” field then tap “Confirm” to save the selection. The logs will then be removed from the unidentified driver assignment screen. If the logs were accepted, they will appear in the daily log screen.

## 5.12 Changing your HOS cycle

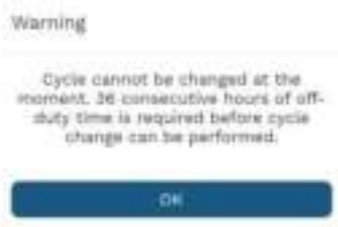
Depending on what HOS Regulation you are adhering to while operating a Commercial vehicle, you must ensure that you have the required rest period in order to change cycles.

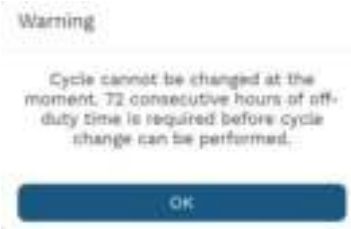
1. On the HOS screen of the FieldDocs app, tap the **Drop down** expand icon then tap the Change cyclebutton.
2. Select desired cycle in list and then tap select button.

3. If required rest has been met ELD will allow you to start a new cycle if the required rest has not been met the ELD will notify you.

   Example:

   Canadian Cycle 1 to Cycle 2 Requirement  Canadian Cycle 2 to Cycle 1 Requirement




4. If the required off duty requirements have been met or are not applicable, the ELD will display the new HOS requirements for the new cycle and/ or operating zone

5. Tap **confirm** to continue.

## 5.13 Operational Zone Changes (Canada)

If a driver enters a new operating zone such as crossing the latitude of 60°North.
The driver is eligible to apply these new limits as soon as a driver crosses the latitude 60°North and the driver does not have to record this change in limits on the daily log.

A driver can travel freely between north of latitude 60° and south of latitude 60°:

2. When a driver is north of latitude 60°, the driver applies the north of 60° driving, on-duty, and work shift limits
3. When the driver is south of latitude 60°, the driver applies the south of 60° driving, on-duty, and work shift limits

Driver will manually have to change the Titan ELD when in the new operational zone.

1. Tap the **drop down** icon
2. Tap cycle change button
3. Select the new operational Zone in relation to your current cycle
4. Tap **select**

5. Review and confirm the new HOS for your operational change

6. Confirm

## 5.14 Hours of Service Clocks

The drivers' hours of service clocks will help track the remaining hours driver has in each duty, shift and cycle.

These clocks will count down during the drivers' daily activities and provide the driver with a visual notification 30mins prior to any violations.

## 5.15 Certifying logs

Driver must sign the daily log to certify that it is accurate.

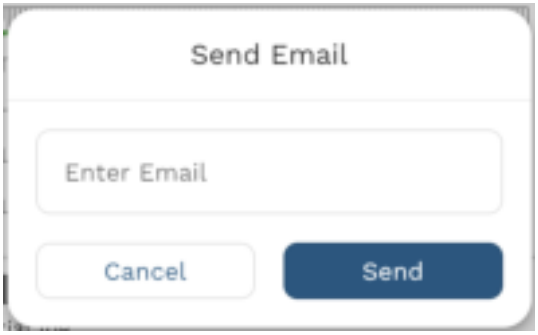
1. On the Daily Log page, select **Certify** to certify the log.
2. Tap **agree** to certify

## 5.16 Driver: Obtain a Copy of RODS

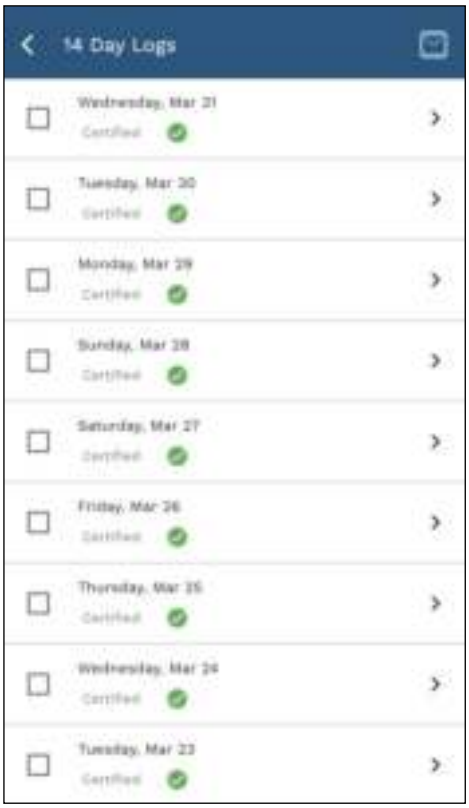
1. On the HOS screen of the FieldDocs app, tap the **daily logs** button.

2. On the daily logs screen, if you only require one day of logs, tap on the day you would like at the top of the page and then tap the email icon

A popup will appear with an email input field. Please type your email address in and tap send.

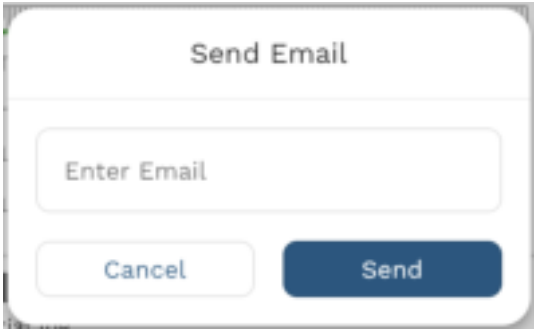


If more than one day is required, tap the required days.




Log review Icon on the app bar then check all

Tap the email icon and a popup will appear with an email input field.

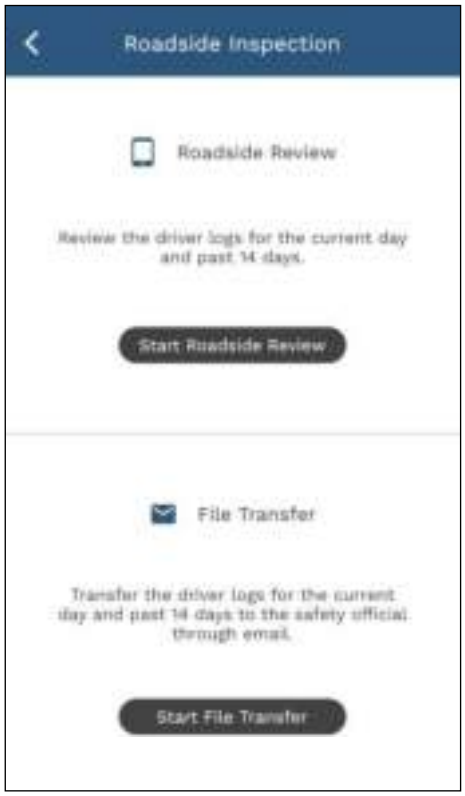



Enter the email address of the recipient and tap “Send”. An email with a pdf attachment will be sent to the specified address.

Daily Logs **“Details”** tab allows a quick way to view the driver’s RODS.

## 5.17 Roadside & Driver RODS (Canadian)

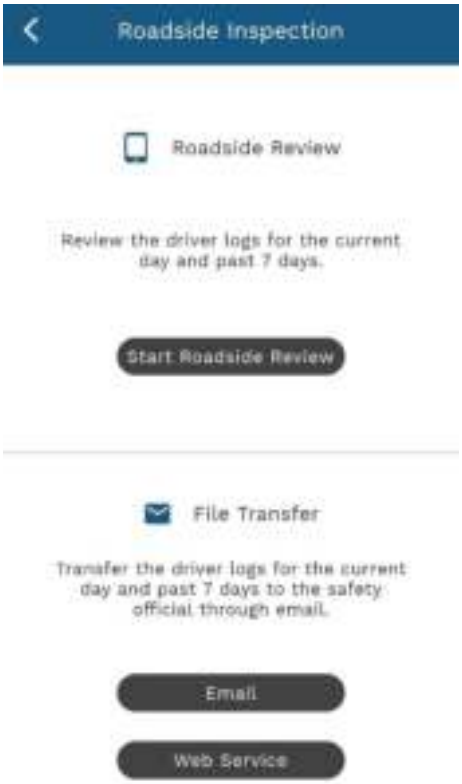
1. On the HOS screen of the FieldDocs app, tap the expand icon
2. tap the **roadside** button.




3. tap **"Start Roadside Review"** to review the driver's logs
   OR
4. tap **"Start File Transfer"** to email the driver's logs
   - enter provided email by inspector

## 5.18 Roadside & Driver RODS (United States)

1. On the HOS screen of the FieldDocs app, tap the expand icon
2. tap the **roadside** button.




On the Roadside Inspection screen

3. tap **"Start Roadside Review"** to review the driver's logs
   Or
4. tap **"Email"** to FMCSA encrypted email
5. tap **"Web Service"** transfer logs via FMCSA web service

## 5.19 Unidentified Driver RODS

To review the unidentified driver's logs:

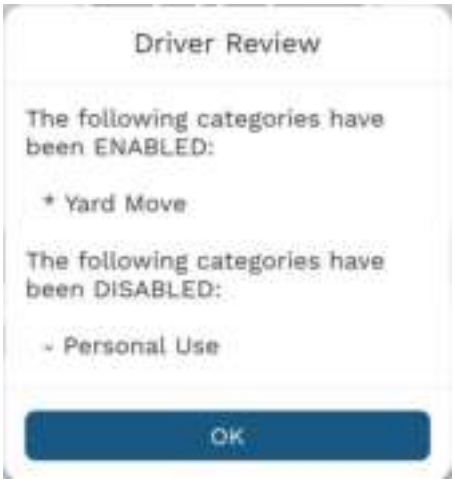
1. Tap the **"Start Roadside Review"** button.
2. Tap the drop-down icon next to the driver's name on the app bar
3. Select Unidentified Driver from the drop down.

# 6 Special statuses

## 6.1 Yard Move (Canadian)

A Yard Move is driving defined as On Duty (not driving) below 32km/hr (Canada). This status only appears as an option in the Titan Driver App if it has been configured by your carrier or support personnel.

If your support staff has enabled or disabled, the yard move activity you will be notified when logging into the app.




To use the yard app

1. Driver must be in the on duty not driving status
2. Tap current on duty selector
3. Tap yard moves
4. An annotation must be provided 4 characters or more
5. Tap select

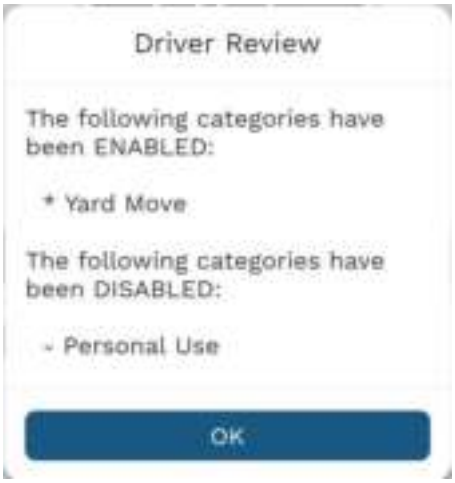
Yard Move status will remain indefinitely unless there is an engine restart and you keep your speed below the driving speed threshold of 32km/hr. When an engine restart occurs, the Titan Driver App will prompt you to confirm if you would like to remain in Yard Move.

If you do not confirm this before the timer on the app runs out, you will automatically be transitioned back to on duty not driving status.

## 6.2 Yard Move (United States)

A Yard Move is driving defined as On Duty (not driving). This status only appears asan option in the Titan Driver App if it has been configured by your carrier or support personnel.

If your support staff has enabled or disabled, the yard move activity you will be notified when logging into the app.




To use the yard app

6. Driver must be in the on duty not driving status
7. Tap current on duty selector
8. Tap yard moves
9. An annotation must be provided 4 characters or more
10. Tap select

Yard Move status will remain active until driver ends the status.

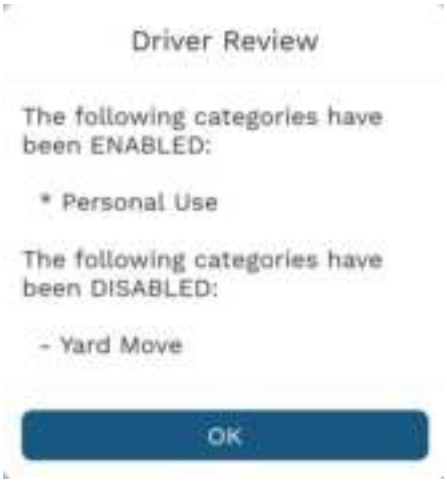
## 6.3 Personal Use - Canada

Personal use status is for Off Duty drive time while driving a commercial motor vehicle doing non-work related activities. In Canada, you can claim up to 75 km/day (47 mi) for Personal Use.

As per Canadian Commercial Vehicle Drivers Hours of Service Regulations SOR 2005/313.

This status only appears as an option in the Titan Driver App if it has been configured by your carrier or support personnel.

If your support staff has enabled or disabled, the personal use activity you will be notified when logging into the app.




To use the Personal use

1. Driver must be in the **off duty** status
2. Tap current on **duty selector**
3. Tap **personal use**
   MAX daily allowance is 75km
4. An annotation must be provided 4 characters or more
5. Tap **select**

Personal use status will remain indefinitely unless there is an engine restart. When an engine restart occurs, the Titan Driver App will prompt you to confirm if you would like to remain in Personal use.
If you do not confirm this before the timer on the app runs out, you will automatically be transitioned back to on off duty.

If driver reaches their daily max of 75km the app will automatically transition into driving status and not allow selection of personal use for that day.

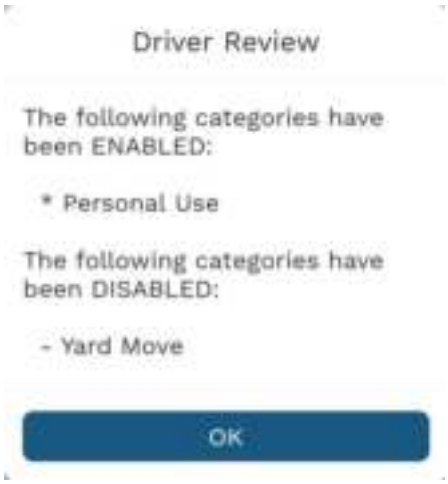
## 6.4 Personal Use – (United States)

A driver can record periods when using a vehicle for authorized personal use. This may include the time traveling between a driver's home and terminal (or normal work reporting location), and traveling short distances (from terminals or motels) to restaurants. These periods of personal use may be considered off-duty time.

As per FMCSA 49 CFR 395.28- special driving categories; other driving status

This status only appears as an option in the Titan Driver App if it has been configured by your carrier or support personnel.

If your support staff has enabled or disabled, the personal use activity you will be notified when logging into the app.




To use the Personal use

1. Driver must be in the **off duty** status
2. Tap current on **duty selector**
3. Tap **personal use**
    - A Bluetooth connection with the vehicle must be established
4. Tap **select**

Personal use status will remain indefinitely unless the driver discontinues the duty status by:

1. Tap current on **duty selector**
2. Tap new duty status
3. select

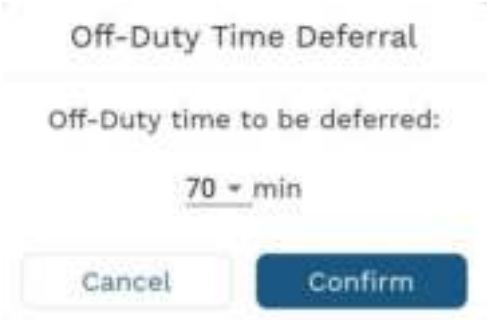
# 7 Canadian Deferral Time

## 7.1 Deferral of off duty time

If a driver is unable to take 10 hours off-duty in a day, the driver can defer up to 2 hours off duty to the following day. This deferral option can be used every second day as long as all the conditions are met.

As per SOR 313/2005

1. Tap the off -duty time deferral
2. Use the drop down to select deferral time




3. Tap **confirm**
4. The app will automatically record on the drivers' records
   - Off duty deferral day 1
   - Off duty deferral day 2

## 8 Fuel Receipts

1. Tap fuel icon
2. Enter all required information off the fuel receipt
    - If at a bulk fueling location and the cost is not available enter 0
3. Tap camera icon to take a photo of the fuel receipt
4. Save

## 9 Shipping documents (United States)

1. Tap drop down to **additional menus**
2. Tap **shipping docs**
3. Enter shipping document number
4. Tap save

## 10 Exemptions

### 10.1 Add Adverse driving conditions

1. Tap **Drop down** icon on the **HOS main screen**
2. Tap **Exceptions**
3. Tap **Drop down** icon beside **“Adverse Driving Conditions”**
4. Enter details
5. Tap **Apply**
6. A remark will be added to the drivers’ current RODS

## 10.2 Remove Adverse driving conditions

1. Tap **Drop down** icon on the **HOS main screen**
2. Tap **Exceptions**
3. A red dot will be active above the waring triangle
4. Tap **Drop down** icon beside **“Adverse Driving Conditions”**
5. Tap **Remove**
6. A remark will be added to the drivers’ current RODS

## Titan ELD 2.0 DOT Roadside Inspection Using the Titan FieldDocs Mobile App

- The Titan ELD 2.0 device plugs into the diagnostic port in a vehicle and is integrally synchronized with the engine. Titan ELD 2.0 devices automatically record driving time, vehicle ignition changes, odometer reading, engine hours, and other data fields required by the Canadian Technical Standard for Electronic Logging Devices.
- Drivers are not able to edit driving time when using a Titan ELD 2.0 device.
- The Titan ELD 2.0 device is compliant with Section 83 of the Commercial Vehicle Drivers Hours of Service Regulations regarding the use of electronic recording devices.

Below are instructions on how to perform a general roadside inspection and a file transfer roadside inspection using the Titan FieldDocs mobile app.

### General Roadside Inspection

To start a roadside inspection using the Titan FieldDocs mobile app (using iOS or Android smart phone or tablet):

1. Tap the Roadside button.

2. Tap the Start Roadside Review button. The device will show all required information.
3. Hand the device to the inspector for review.
4. When you have your device back, tap the arrow on the top left side.
5. Enter your password.
6. Tap the Login button to return to the Titan FieldDocs mobile app home screen.

**NOTE:** This inspection type **does not** require an internet connection or data plan.

**Roadside Inspection via Transfer File transfer (United States)**

To start the transfer of files using the Titan FieldDocs mobile app (using iOS or Android smart phone or tablet):

1. Tap the Roadside button.
2. Tap the what route you would like the file transfer to be completed
    - This e-mail address is preprogramed in the ELD by Titan
3. Enter the driver routing code, provided by the authorized safety official

4. Tap Send.
    - This will initiate a web transfer to an FMCSA server to be retrieved by the safety official's software.
5. Tap the arrow on the top left side.
6. Enter your password.
7. Tap the Login button to return to the Titan FieldDocs mobile app home screen.

**NOTE:** A wireless internet connection or data plan **is** required to transfer the data.