

DQT ELD User Guide

Version 1.4

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1) Using ODTMobile – Drivers

a) Logging In

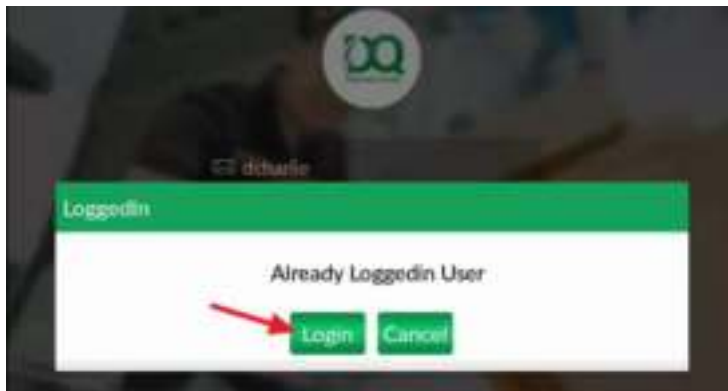
i) Staying logged in

When logging into ODTMobile, check the 'Keep me logged in' box. Having this checked will allow you to minimize and maximize the app without needing to log back in each time



ii) If logged in somewhere else...

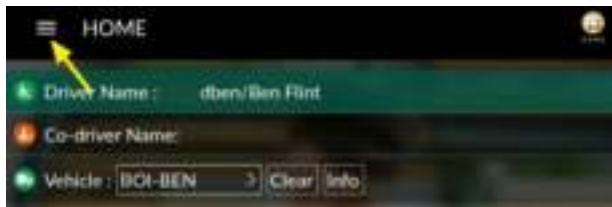
In situations where you were logged into one device and didn't log out and you attempt to log in from a different device, you will receive the following message:



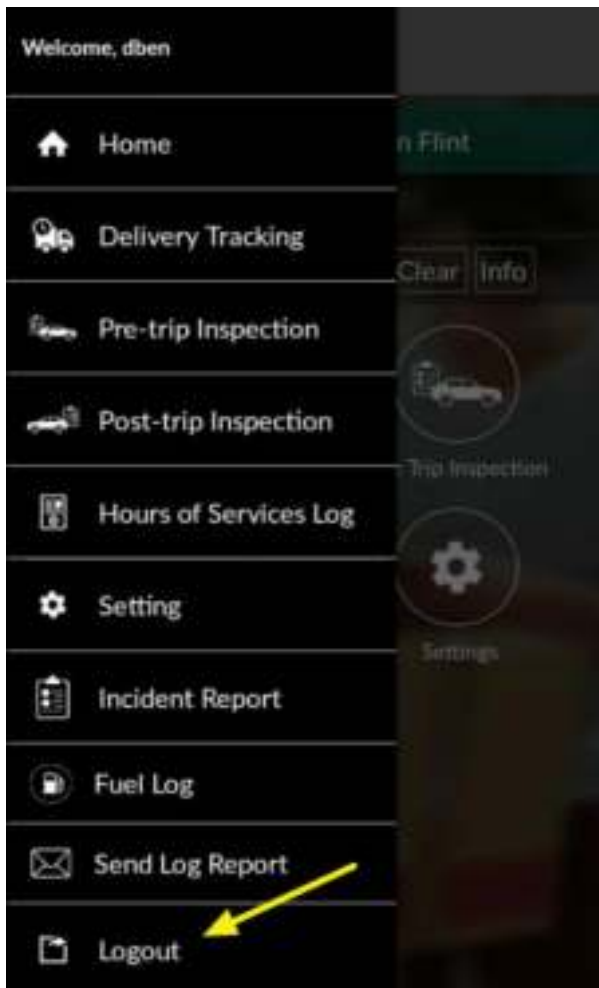
Simply Click the 'Login' in button and this will log you out of the first device and log you into the device you are attempting to log in from at that time.

iii) Logging out

When you are ready to log out of the device you are currently using, Click the Menu symbol in the upper left hand corner of the screen you are in:

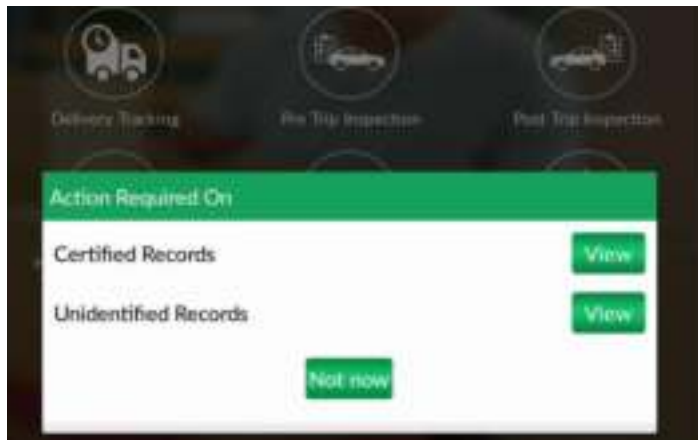


Then select the 'Logout' option at the bottom of the menu list:



iv) Alerts for Certifying Records and Assuming Unidentified Records

In the event that you have Duty Log records that have not been certified or are unidentified, when you log in or out of ODTMobile, you will receive the following 'Action Required' notice:



You can choose to view the records or you can click the 'Not Now' button and continue to log in or log out without addressing the certified or unidentified records.

b) Selecting your Vehicle

i) Staying assigned - even when logged out, user will stay associated until cleared
Log in using your assigned user name and password.

To select your vehicle, choose the 'Select Vehicle' option.

The vehicle, once selected will stay associated with the driver until the vehicle is cleared and another vehicle is chosen

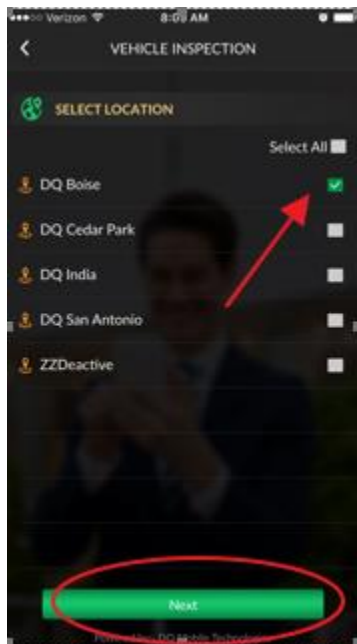
ii) Clearing Vehicle - pushing the clear button

To clear the selected vehicle choose the 'Clear' button

You are then prompted to choose the location associated with the vehicle. Once you have selected the correct location choose Next.



To select all locations, choose the select all option



Select the vehicle from the list

The Driver name is populated with the user logged in on the device.

To enter trailer information, enter the name of you trailer(s) then choose next.

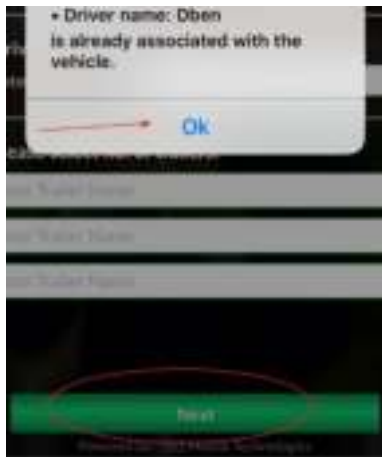


iii) If vehicle already assigned - message to kick off previously assigned user

If the vehicle you selected is already assigned to another working device you will receive the following message



Select Ok and choose next and the driver you selected will be logged out of that vehicle



If you chose that vehicle in error select ok on the Warning message box and then choose a different vehicle and choose the Next button.

iv) Unidentified Driver Alarm - Driving without logging in

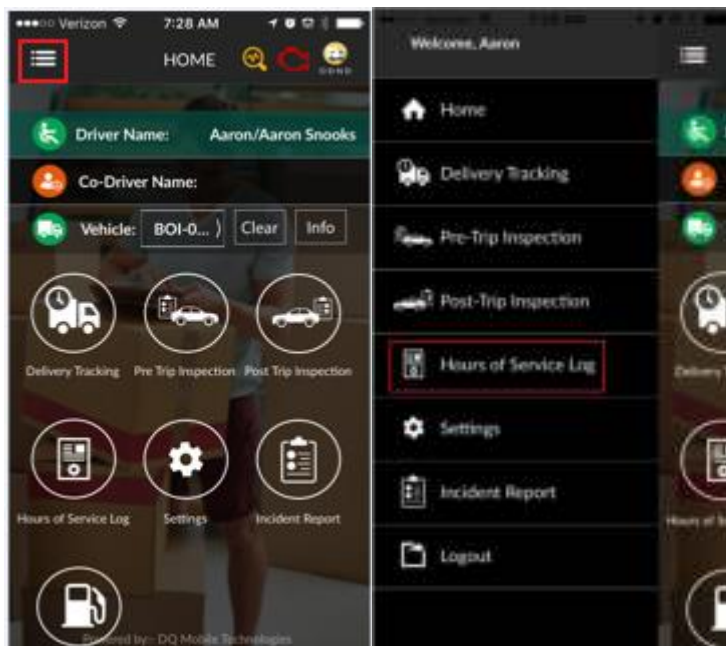
If someone starts to drive a CMV with ELD without logging in and selecting that vehicle, an alarm will sound and a message will appear on the last device used with that vehicle.

c) Navigating to the Hours of Service Screen

There are two ways to navigate to the Hours of Service Screen. The first option is the Hours of Service Log Icon on the home screen.



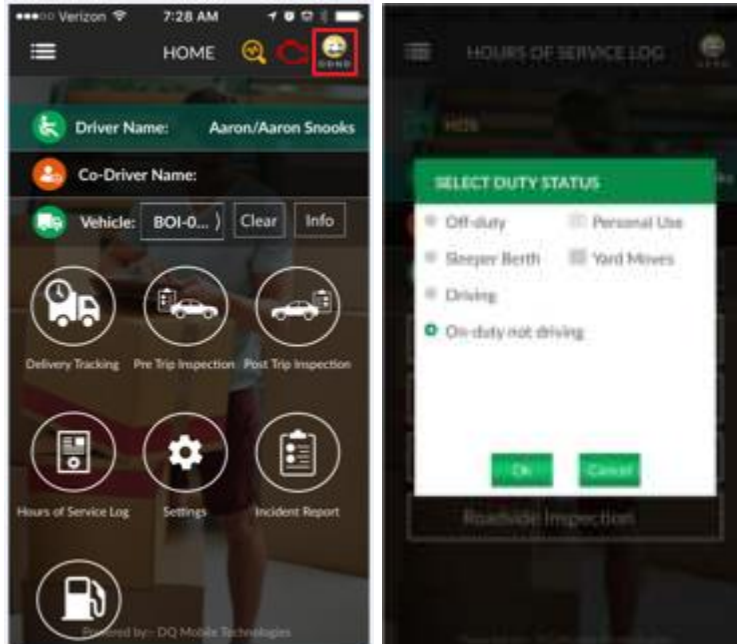
The second option is to press the dropdown menu selection button on the top left hand corner of the screen, then select Hours of Service Log from the dropdown list.



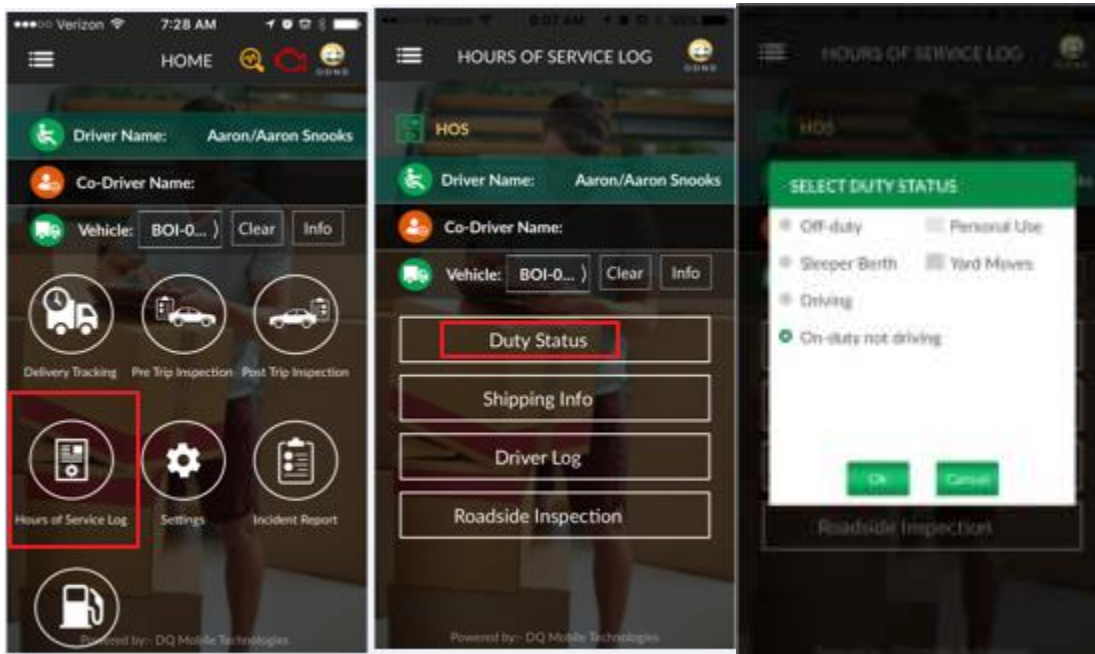
d) Duty Status Menu

i) Changing Duty Status -

There are two ways to change the Duty Status. The first way is to select the small truck icon in the top right hand corner of the screen, this will bring up the options that you can select for duty status.

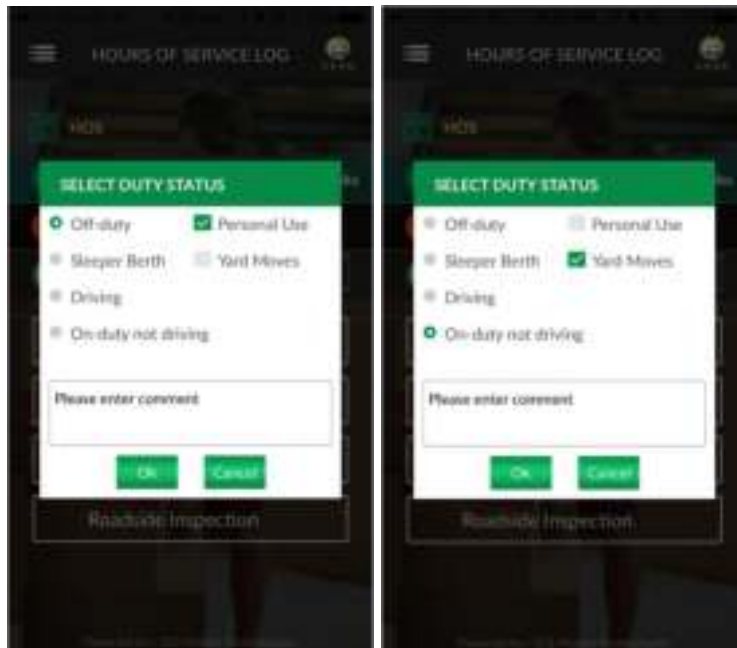


The second way to change duty status is to navigate to the Hours of Service Log screen, then select the Duty Status option, this will bring up the select duty status window.



ii) Indicating Personal Use or Yard Moves

From the Duty Status Menu, you can indicate Personal Use of the Vehicle and Yard Moves. In order to indicate Personal Use of a Vehicle the Duty Status must be Off-Duty, then you will have the option to select personal use and insert a comment. To indicate Yard Moves of the vehicle the status must be On-Duty not driving, and that gives you the option to select Yard Moves and add a comment.



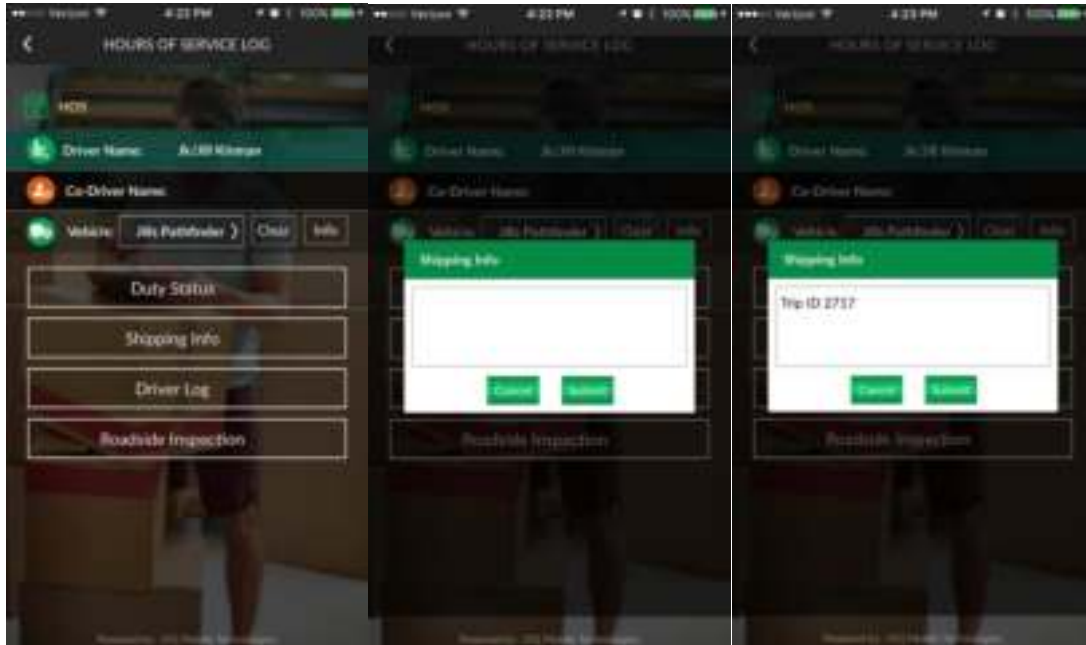
iii) Automatic Duty Status Changes

The standard operating procedure is to have the driver manually change their duty status. Whether that be from "Off-Duty" to "On-Duty not driving" in the morning when they first get to work, "On-Duty not driving" to "Driving" when they start their run, or "Driving" to "On-Duty Not Driving" when they arrive at a stop location.

There are automatic duty status changes that can take place if a driver forgets to manually change their Duty Status. For example, if a driver arrives at a stop and forgets to change their duty status from "Driving" to "On-Duty Not Driving" The Hours of Service System will automatically change the status for them. This is a backup measure and the drivers should always try to changed their status manually to assure accuracy.

e) Viewing/Setting Shipping Info

i) Shipping Document



Select Shipping Info from the Hours of Service screen. A notes screen will populate, enter trip ID or other helpful Shipping Info notes here

In the future DQ plans to use a stored procedure to pull from current Trip ID

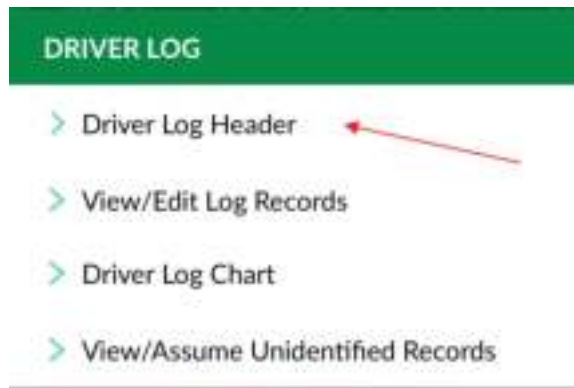
f) Driver Logs

i) Driver Log Header

To access driver logs, choose Hours of Service Log, then choose Driver Log



Choose driver log header to see information about the driver, current location, miles, odometer readings, etc.



The driver log header provides information such as carrier information, driver name, number of miles driven, truck and trailer information, etc.

A screenshot of a mobile application interface showing the "DRIVER LOG HEADER" screen. The screen displays a table with two columns: a label and a value. The table is overlaid on a background image of a person in a blue uniform. The status bar at the top shows "Verizon" and "12:34 PM".

DRIVER LOG HEADER	
Carrier:	Charlie Test 2
CoDriver Name:	NONE
Codriver ID:	NONE
Current Location:	DQ Boise
Data Diagnostic Indicators:	NO
Driver ID:	Jodi
Driver License Name:	n/a
Driver License State:	Idaho
Driver Name:	Jodi Aluma
ELD ID:	NONE
ELD Malfunctions:	NO
ELD Manufacturer:	DQ Technologies
Exempt Driver Status:	NO
File Comment:	NONE
Miles Today:	0
Print Display Date:	NONE
Prilode Starting Time:	07:00:00
Record Date:	2/13/2017 12:34:15 PM

ii) View/Edit Log Records

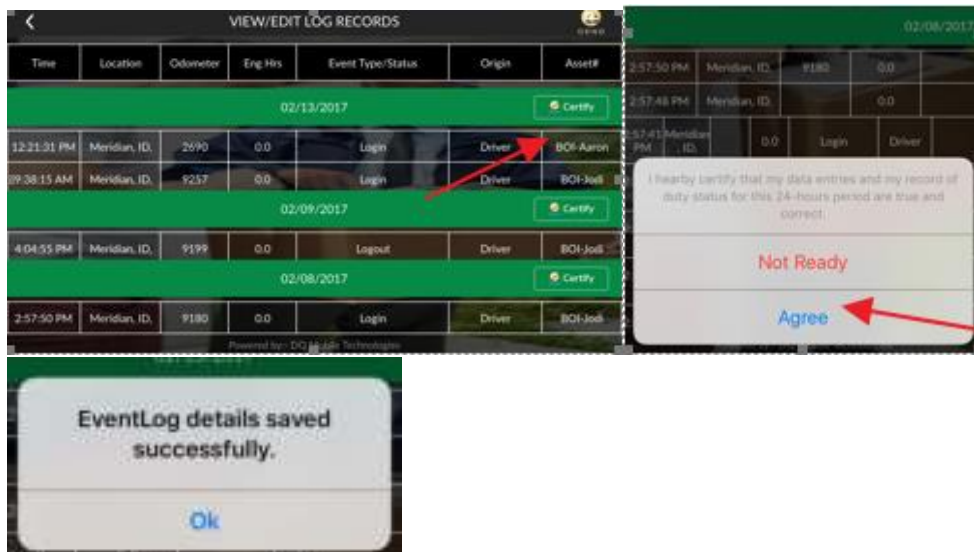
Choose View/Edit Log records to view, edit, and certify Log Records.

DRIVER LOG

- > Driver Log Header
- > View/Edit Log Records 
- > Driver Log Chart
- > View/Assume Unidentified Records

Eight days of log records are available from the mobile device. Just use your finger to scroll up or down on the View Edit Log Records Screen to see the days available to view.

To certify log records, choose the Certify button



If you are ready to certify choose 'Agree', if you are not ready, choose 'Not Ready'.

Choosing not ready will take you back to the View/Edit Log Records. Choosing agree will certify the records. Once the records are certified, you will receive a message that the event log was saved successfully.

The driver will be notified at login of uncertified log records and will continue to be notified until all log files are certified.

To certify the records, choose View Certify Records. If you do not want to certify records at this time choose Not Now.



a. Viewing Comments on Records – not available

To view comments, press and hold any section in each log record.

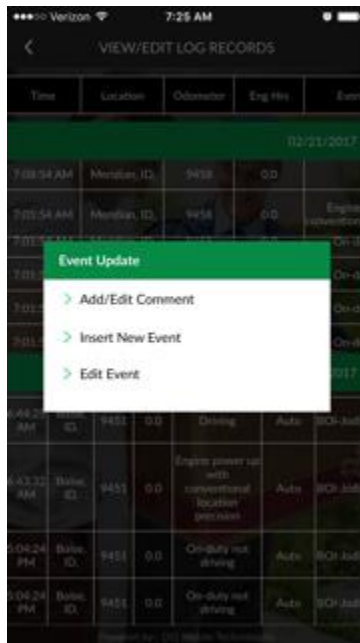
VIEW/EDIT LOG RECORDS

Time	Location	Odometer	Eng Hrs	Event Type/Status	Origin	Asset#
02/20/2017						
3:54:06 PM	Meridian, ID	9443	0.0	Login	Driver	BOI-Jodi
3:53:38 PM	Meridian, ID	9443	0.0	Login	Driver	BOI-Jodi
02/17/2017						
7:48:52 AM	Meridian, ID	9369	0.0	On-duty not driving	Driver	BOI-Jodi
7:48:37 AM	Meridian, ID	9369	0.0	Login	Driver	BOI-Jodi
02/16/2017						

Powered by: DQ Mobile Technologies

Once released the Event Update screen opens.

From the Event Update screen, you can add\edit driver comment and insert a new log event or edit an existing event.



Choose to add\edit a comment

Press in the message box and the keyboard appears to enter a new comment or edit an existing comment that existed on the log event. Once you enter the comment press Done on the keyboard and choose Submit. Press cancel to delete changes.



Choose to insert New Event to add log events. Enter the new log event information and once you are finished choose submit.

Verizon 7:49 AM

INSERT NEW EVENT

DRIVER NAME: Jodi

DUTY STATUS: ☐ Off-duty ☐ Sleeper Berth ☒ On-duty not driving

EVENT DATE: 2017-02-21 07:01:55

VEHICLE: BOI-Jodi

LAT/LONG: 43.605470, -116.383290

LOCATION:

SHIPPING DOC: NA

COMMENTS:

Cancel Submit

Powered by: DQ Mobile Technologies

Make sure to press and hold on the log event you wish to change and choose 'Edit Event'.

Verizon 7:26 AM

VIEW/EDIT LOG RECORDS

Time	Location	Odometer	Eng Hrs	Event
02/21/2017				
7:08:34 AM	Meridian, ID	9438	0.0	
7:09:54 AM	Meridian, ID	9438	0.0	Engine 1
7:01:54 AM				On-duty
7:01:54 AM				On-duty
7:01:54 AM				On-duty
7:01:54 AM				On-duty
7:01:54 AM				On-duty
6:44:23 AM	Meridian, ID	9438	0.0	Driving
6:43:32 AM	Boise, ID	9431	0.0	Engine power sat with conventional location provided
6:04:24 PM	Boise, ID	9431	0.0	On-duty not driving
6:04:24 PM	Boise, ID	9431	0.0	On-duty not driving

Event Update

- > Add/Edit Comment
- > Insert New Event
- > Edit Event

Verizon 7:53 AM

INSERT NEW EVENT

DRIVER NAME: Jodi

DUTY STATUS: ☐ Off-duty ☐ Sleeper Berth ☒ On-duty not driving

EVENT DATE: 2017-02-20 15:54:07

VEHICLE: BOI-Jodi

LAT/LONG: 43.605420, -116.383110

LOCATION: NA

SHIPPING DOC: NA

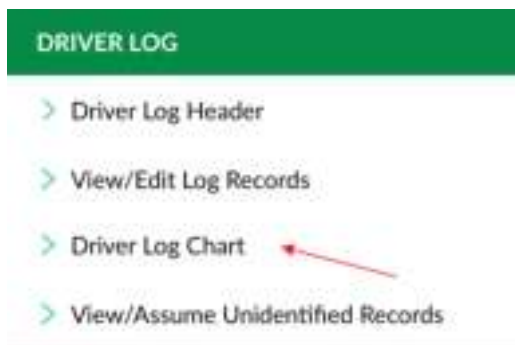
COMMENTS:

Cancel Submit

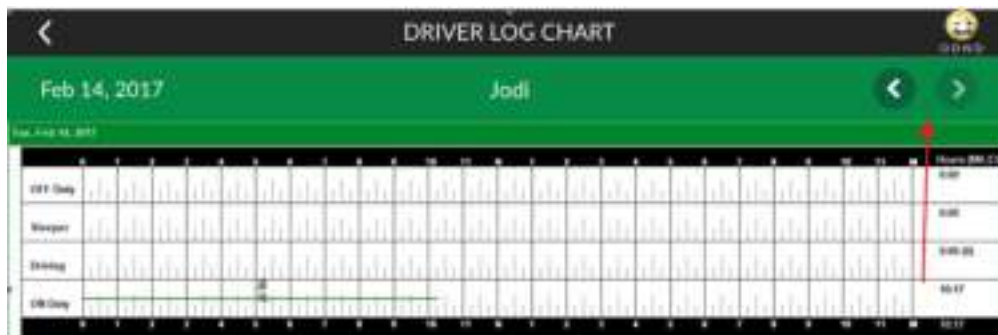
Powered by: DQ Mobile Technologies

Once your changes have been made to the existing log event choose 'submit'.

To view driver log records, choose Driver Log Chart



Eight days of history is stored in the driver log chart to scroll through the history use the left and right carot to view each day

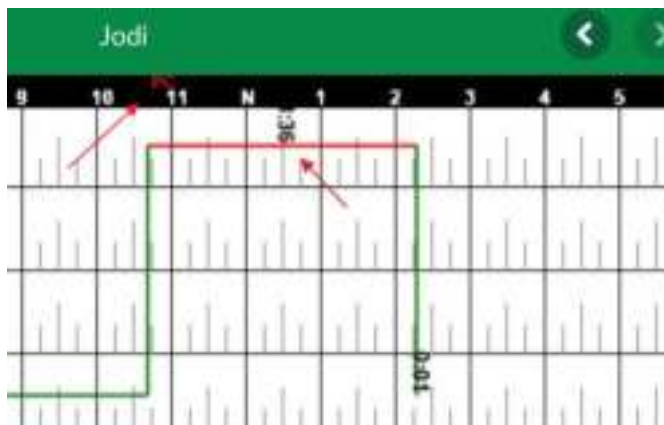


(a) Changing day (8-day history), pinch, drag, etc.

You can zoom out on the driver log screen by spreading your fingers apart. To zoom in on the screen pinch your fingers together.

(b) Display of Personal Use/Yard Moves

The driver log displays all duty statuses for the assigned driver. Personal use and yard moves are noted on the Driver Log Chart.

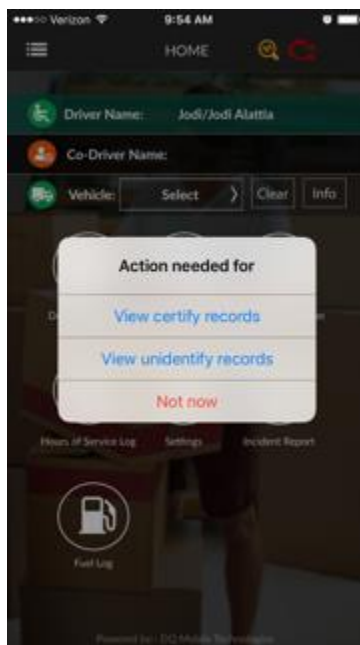


iii) View/Assume Unidentified Records

When a truck is operated without a driver logging in and selecting that vehicle, unidentified records are created.

When an unidentified driver record(s) exist, the driver is notified at login and logout and is presented with the option to view\assume the records.

In an attempt to identify the records, every driver who has driven that truck in the last 8 days is presented in the unidentified records message.



The driver can view and assume Unidentified Driver records from one the message presented at login\logout or from the Driver Log menu options.



After choosing to view\assume all unidentified records are shown on the screen



VIEW/ASSUME UNIDENTIFIED RECORDS

Time	Location	Odometer	Eng Hrs	Event Type/Status	Origin	Asset#
02/21/2017						
9:44:04 AM	La Grange, TX	137	23.0	Engine shutdown with conventional location precision	Auto	BOI-Jed
9:43:50 AM	La Grange, TX	137	23.0	On-duty not driving	Auto	BOI-Jed
9:43:07 AM	La Grange, TX	137	23.0	Driving	Auto	BOI-Jed
9:41:54 AM	La Grange, TX	137	23.0	Engine power up with conventional location precision	Auto	BOI-Jed

Powered by: IQ Mobile Technologies

Press and hold the record you want to assume upon release choose Assume or Cancel



VIEW/ASSUME UNIDENTIFIED RECORDS

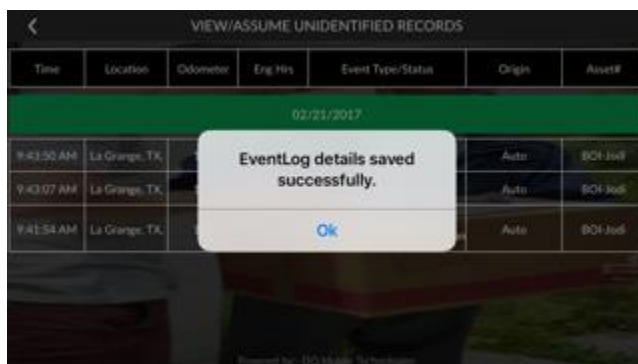
Time	Location	Odometer	Eng Hrs	Event Type/Status	Origin	Asset#
02/21/2017						
9:44:04 AM	La Grange, TX	137	23.0	Engine shutdown with conventional location precision	Auto	BOI-Jed
9:43:50 AM	La Grange, TX	137	23.0	On-duty not driving	Auto	BOI-Jed
9:43:07 AM	La Grange, TX	137	23.0	Driving	Auto	BOI-Jed
9:41:54 AM	La Grange, TX	137	23.0	Engine power up with conventional location precision	Auto	BOI-Jed

Do you want to:

Assume

Cancel

Once the record is assumed you will receive the following message:



VIEW/ASSUME UNIDENTIFIED RECORDS

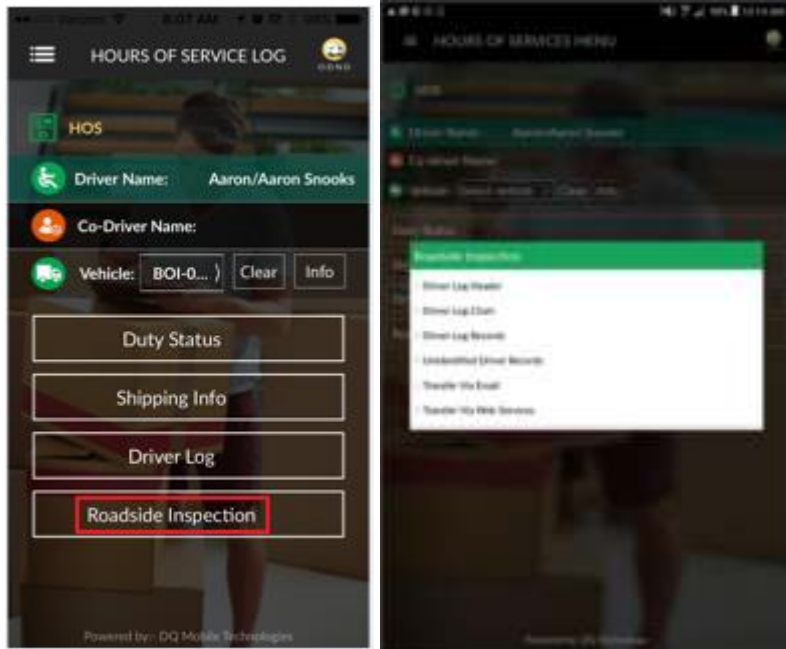
Time	Location	Odometer	Eng Hrs	Event Type/Status	Origin	Asset#
02/21/2017						
9:43:50 AM	La Grange, TX	137	23.0	On-duty not driving	Auto	BOI-Jed
9:43:07 AM	La Grange, TX	137	23.0	Driving	Auto	BOI-Jed
9:41:54 AM	La Grange, TX	137	23.0	Engine power up with conventional location precision	Auto	BOI-Jed

EventLog details saved successfully.

Ok

g) Roadside Inspection

To get to the Roadside Inspection go to the hours of service menu and select Roadside Inspection. All of the menus for Roadside Inspection are for viewing only except for Transfer via Email which lets you put in a note and send to an email of your choosing.



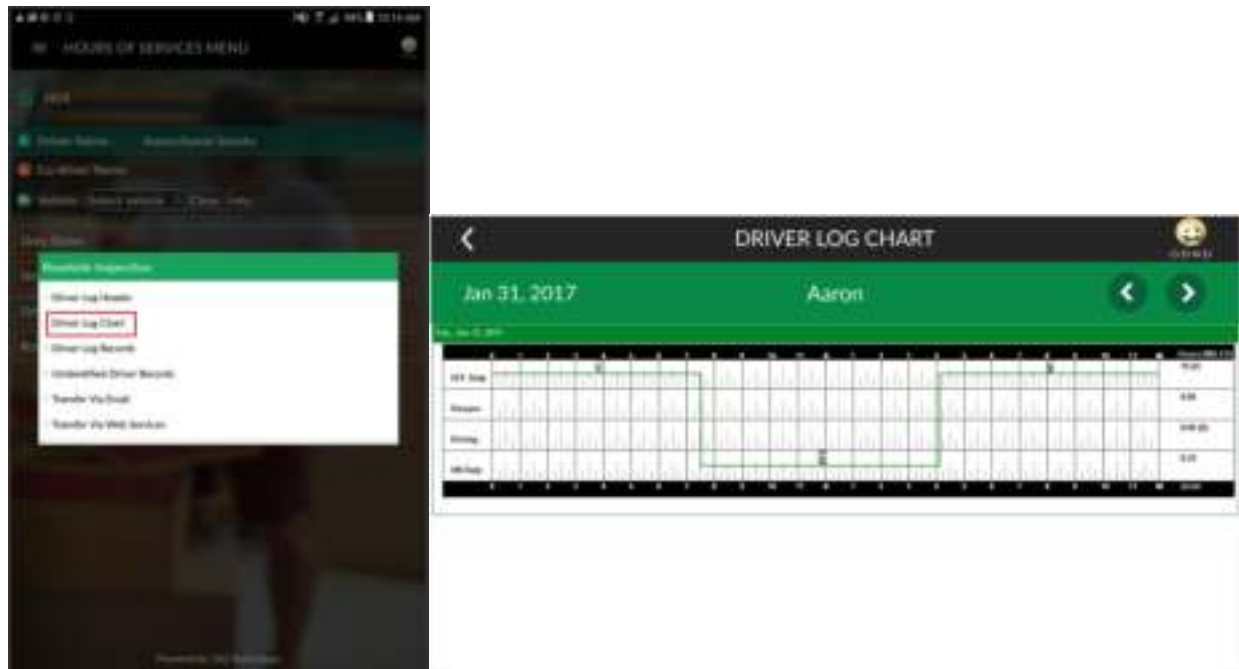
i) Driver Log Header

To open the Driver Log Header, open the Roadside Inspection menu and select Driver Log Header.



ii) Driver Log Chart

To open the Driver Log Chart, open the Roadside Inspection menu and select Driver Log Chart.



iii) Driver Log Records

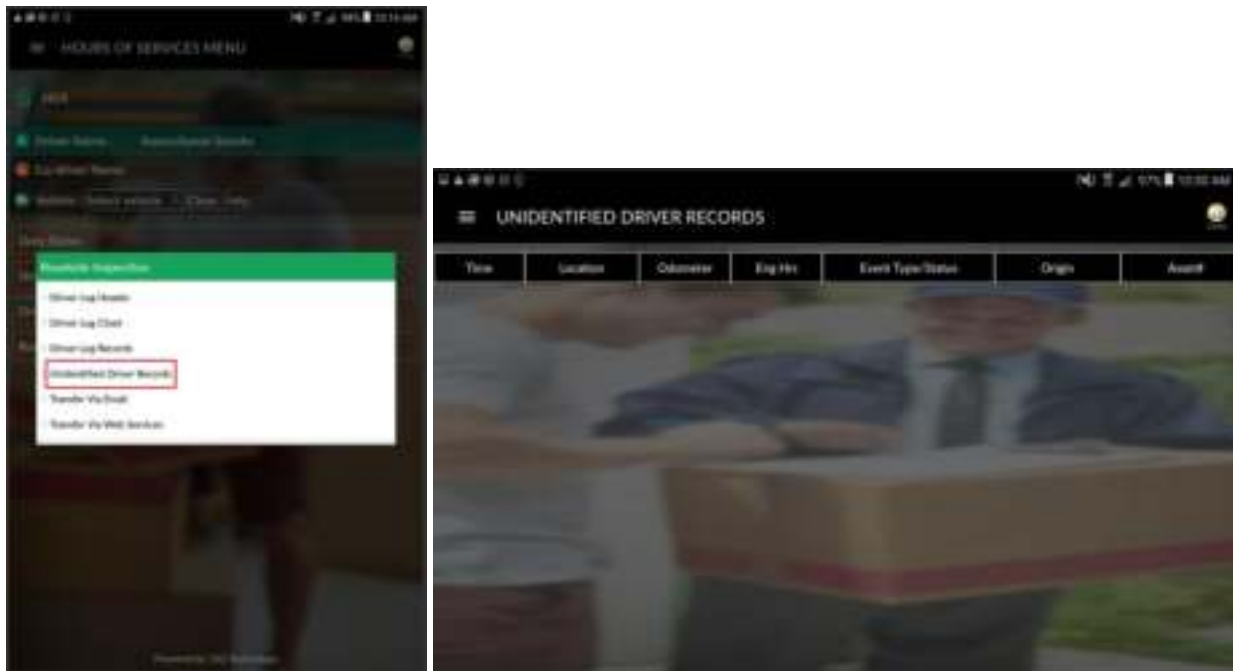
To open the Driver Log Records, open the Roadside Inspection menu and select Driver Log Records.

The screenshot shows the 'DRIVER LOG RECORDS' for 17-May-2017. The table lists log entries for driver Aaron, showing times, locations, odometer readings, engine hours, event types, and assets.

Time	Location	Odometer	Eng Hrs	Event Type/Status	Driver	Asset
17-May-2017						
2:18 PM	Meridian, Idaho	11	1.0	Log in	Driver	SCV Aaron
2:24 PM	Meridian, Idaho	12	1.0	Log out	Driver	SCV Aaron
2:24 PM	Meridian, Idaho	12	1.0	Log out	Driver	SCV Aaron
2:25 PM	Meridian, Idaho	12	1.0	Log in	Driver	SCV Aaron
2:25 PM	Meridian, Idaho	12	1.0	Log out	Driver	SCV Aaron
2:31 PM	Meridian, Idaho	12	1.0	Log in	Driver	SCV Aaron
2:31 PM	Meridian, Idaho	12	1.0	Log out	Driver	SCV Aaron
2:34 PM	Meridian, Idaho	12	1.0	Log in	Driver	SCV Aaron
2:34 PM	Meridian, Idaho	12	1.0	Log in	Driver	SCV Aaron
2:34 PM	Meridian, Idaho	12	1.0	Log out	Driver	SCV Aaron

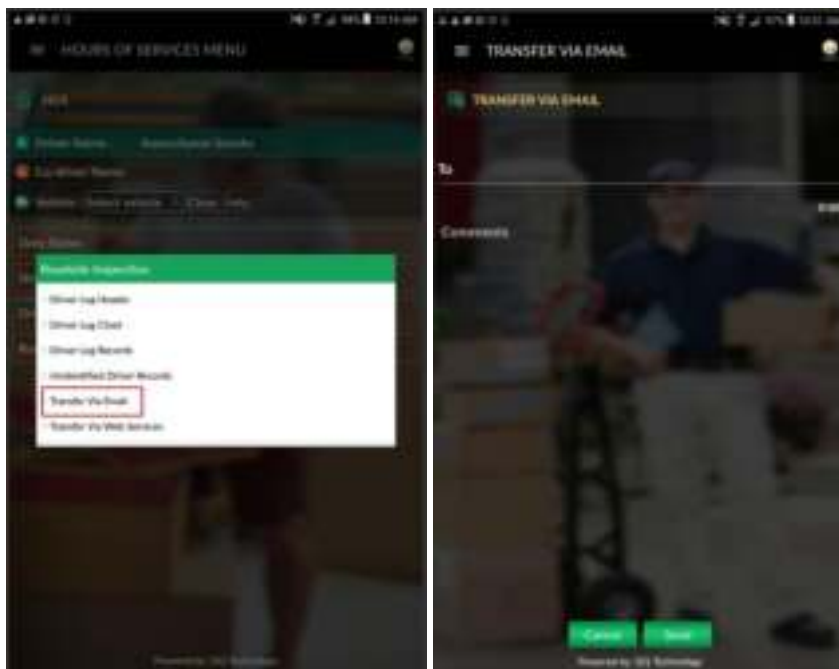
iv) Unidentified Driver Records

To open the Unidentified Driver Records, open the Roadside Inspection menu and select Unidentified Driver Records.



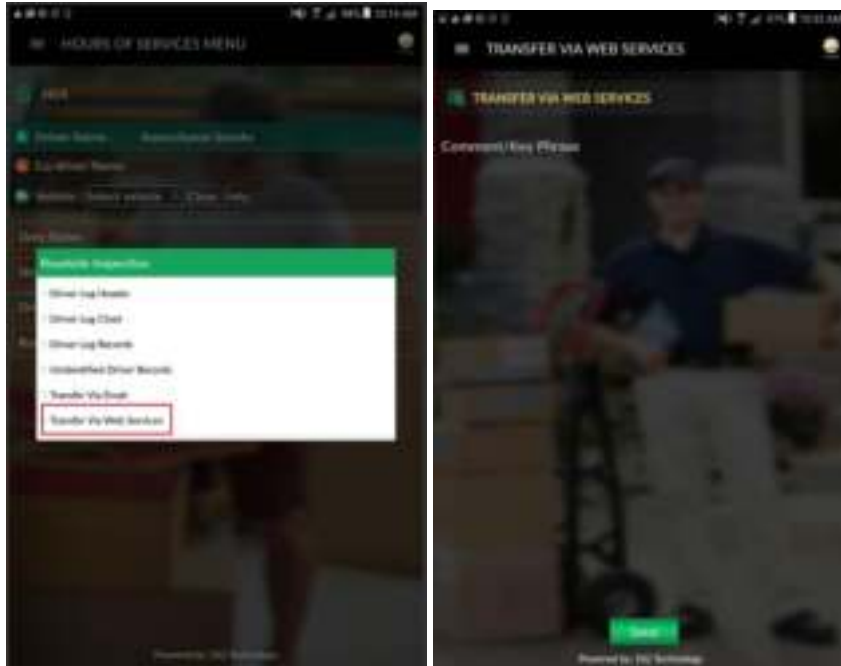
v) Transfer Via Email

To open the Transfer Via Email section, open the Roadside Inspection menu and select Transfer Via Email. The Transfer Via Email will send a Driver's Log Report and also lets you put in a note and send it to an address email of your choosing.



vi) Transfer Via Web Services

To open the Transfer Via Web Services section, open the Roadside Inspection menu and select Transfer Via Web Services. This section lets you Transfer a Driver's Log Report and add in a note and transfer it to the web service.



h) Exempt Drivers

Some drivers are exempt from ELD use, e.g. those subject to a short-haul exemption. (See FMCSA rules (395) for information on exemptions.)

When such drivers need to use a CMV which is equipped with an ELD, that driver still needs to login, using their own unique ID, but their account should be configured as Exempt. This exempt status will be displayed, briefly, when they log in or out. It will also be shown in the Driver Log Header screen.

Exempt drivers are required to login (and select the vehicle, if necessary), so that they are not counted as the Unidentified Driver. Excessive Unidentified Driving can lead to an Unidentified Driving Diagnostic.

Exempt drivers can show their Exempt status to a safety officer, using the Driver Log Header screen. This will show that they are not subject to HOS reporting requirements.

2) Using ODTMobile – Co-Drivers

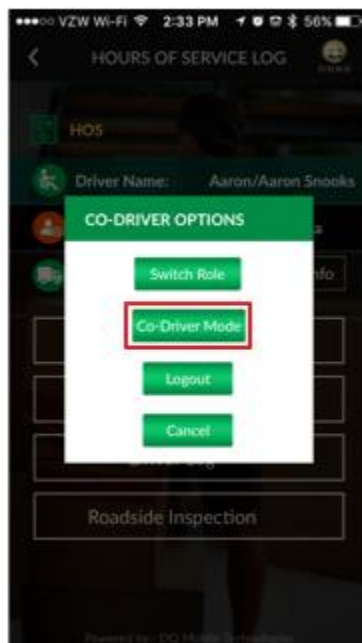
a) Logging in (on Hours of Service screen)

From the Hours of Service screen, you can have a Co-Driver Log-in. Press the Co-Driver Name: line and this will bring up the Co-Driver Log-in Screen.



b) Using Co-driver Mode

You can access the Co-Driver Mode by tapping on the Co-Drivers name and bringing up the Co-Driver Options and then selecting Co-Driver Mode.



i) Changing Duty Status - No Driving, Personal Use/Yard Moves

While in Co-Driver Mode, The Co-Driver can select a duty status by selecting hours of service and then selecting Duty Status. The Duty Status Options for the Co-Driver are the same as the Driver except there are no options for Personal Use/Yard Moves.



ii) Shipping Info

While in Co-Driver Mode you can enter in the Shipping Info the same way that you can as a driver.



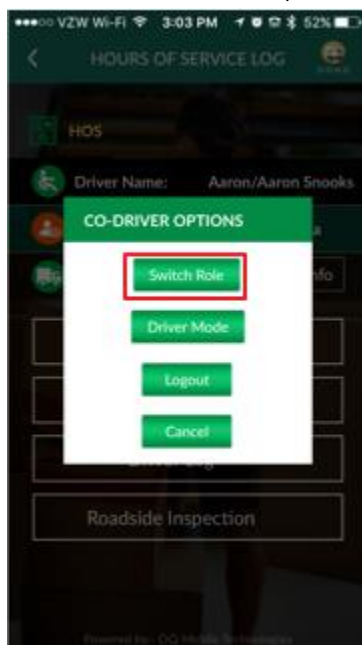
iii) Driver Logs

While in Co-Driver Mode you can view the Driver Log Header, View/Edit Log Records, View the Driver Log Chart and View/Assume Unidentified Records for the Co-Driver.



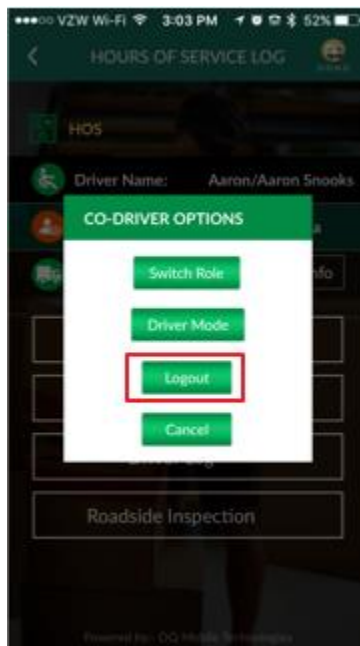
c) Switching to Driver Role

To switch the Co-Driver to the Driver, tap on the Co-Drivers name to bring up the Co-Driver Options and then Select Switch Role, This will swap the Driver to Co-Driver and the Co-driver to Driver.



d) Logging out

To Log out a Co-Driver, tap on the Co-Drivers name to bring up the Co-Driver Options and then Select Logout, This will logout the Co-Driver.



3) Using the Web Site (Drivers and Co-Drivers)

a) Logging in

Use your preferred internet browser and go to: <http://www.dqtech.co/>.

Click on the Login button highlighted below



Enter your user name and password (user must be set as a log required driver), select the check box that says Keep me logged in if you want to save these credentials

Click on Log In

b) View/Edit Log Records

Choose Annotation/Verify duty to view or edit log records

Select Day: Feb-21-2017 [dropdown] [Add New Status] [Verify Status]

Start Time	Old Driver Status	New Driver Status	Annotation Text	Edit Annotation	Delete	Verify
2/21/2017 5:08:27 AM	OFF	ON	Pickup Load Sats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 6:09:35 AM	ON	D		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 6:22:04 AM	D	ON	Shop Sats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 6:45:31 AM	ON	D		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 8:58:13 AM	D	ON		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 9:40:33 AM	ON	D		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 9:57:11 AM	D	ON		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 10:00:34 AM	ON	D		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
2/21/2017 10:16:36 AM	D	ON		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>

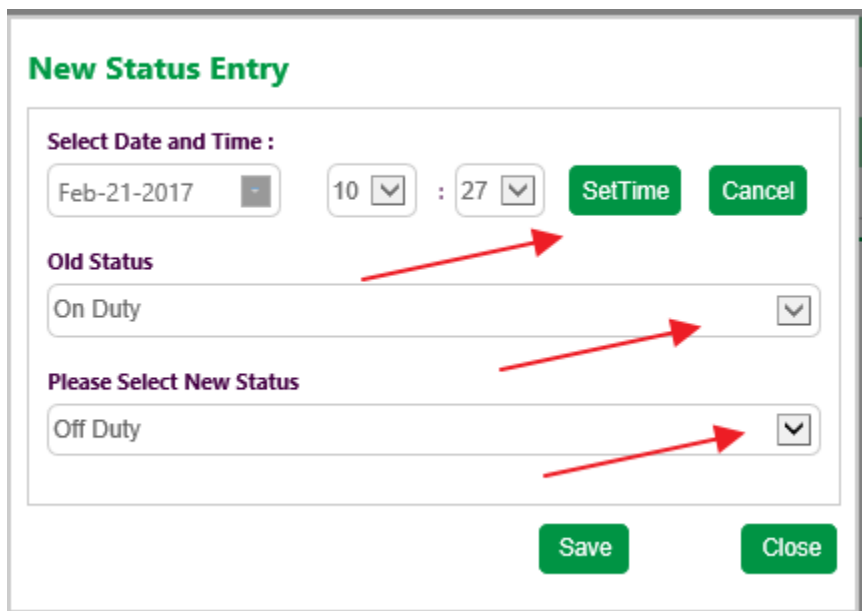
To add a new status choose Add New Status button



Select Day Feb-21-2017

Select the old status from the drop down (this is the status you want to change) and choose the New Status from the drop down.

Enter the Date and Time of the new status and choose Set Time and the Save button to add the new status



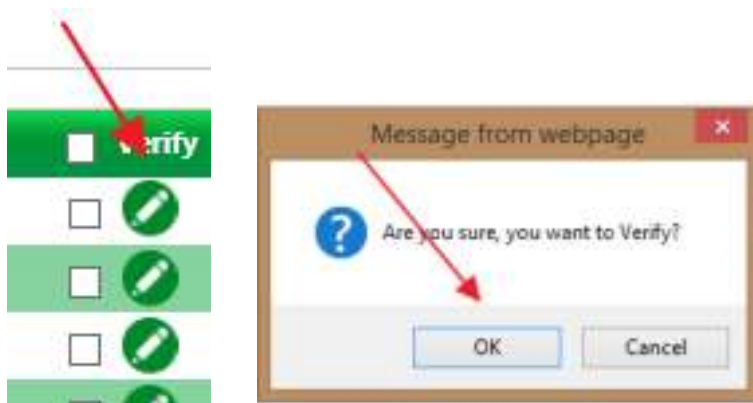
New Status Entry

Select Date and Time :
Feb-21-2017 10 : 27

Old Status
On Duty

Please Select New Status
Off Duty

To Verify Status, choose the Verify Option and choose ok to verify the log event. Choose ok to verify the log event.



☐ **Verify**

Message from webpage
? Are you sure, you want to Verify?

Verified records will be marked with an 'x'

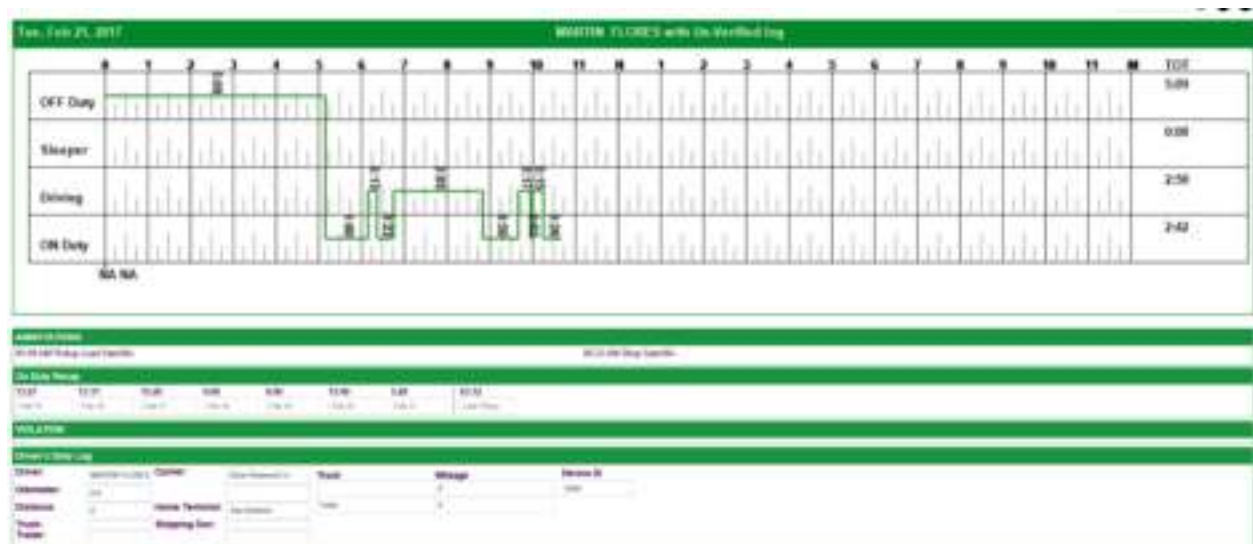


c) View Log Chart

To view the log chart choose the eLogs



The Driver Log, Comments, On Duty Recap, Violations, and Driver's Daily Log information are displayed and whether or not the driver log for the date display is verified.



To see additional days, choose the date from the drop down. To move forward choose the right facing arrow to move to a previous day choose the left facing arrow. To print the log, choose the print icon.



4) Using the Web Site (Admin/Support)

a) Logging in

Use your preferred internet browser and go to: <http://www.dqtech.co/>.

Click on the Login button highlighted below



Enter your user name and password, select the check box that says Keep me logged in if you want to save these credentials

Click on sign in

b) View/Edit a Driver's Log Records

Note that Edits are "requests", subject to Driver's approval

c) View a Driver's Log Chart

d) Creating/editing a Driver/Admin/Support Account

Go to my account on the top right of the webpage – select settings



Click on the new user button on the right



Create a customer admin, fill in the appropriate information – assign a Location and click save

User Information

UserName
customeradmin

Password:

Email:
customeradmin@email.com

Role:
Admin

☒ Can edit devices
☒ Can edit customer accounts
☒ Approved
☒ Can Customer Access AM

☒ Can create Geofences
☒ Can set alerts

Customer Lists

Location Groups
☒ All ☐ San Antonio ☐ Boise ☐ Cedar Park

Cancel **Save**

The customer admin can create other users

To create an ELD driver login to the Asset Management web portal <http://www.dqtech.com/AmStage2>. – navigate to the Drivers menu and select Drivers



Click New

Drive Name : Charlie Hansen Drivers/Driver Details

Driver Details Compliance Training Driver Event Log Incident

Driver Information

First Name Last Name Driver ID

Fill in the fields with the appropriate information – it is important to mark the Personal Use, Yard Move, ELD User and ELD Exempt options with the appropriate answers.

Driver Details Compliance Training Driver Event Log Incident

Driver Information

First Name Joe	Last Name Driver	Driver ID JDD
Location ID 02/001/Arizona	Rule Set SDMS/Day	Time Zone Central Time Zone
License Authority State (Province) Texas	License Number TX1234	Expiry Date 02/01/2018
Start Time Of Day 00:00	User ID JDD	Password JDD
Personal Use <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Yard Move <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ELD User <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ELD Exempt <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

e) Creating/configuring an ELD Vehicle


User the Assets Management web portal. - <http://www.dqtech.com/AmStage2>. Navigate to the asset on the 'Your Assets' panel on the left. Use the Detail tab, go down to the Mechanical sections – change is ELD to YES/Green. Hit update at the bottom right on the window.

Details | Fuel Log | PM | Inspections | Parts & Materials | Work Order | Daily Inspections | Manage Results | Vehicle Fleet List

Details

Save Close

Vehicle Information



Equipment Number*

Equipment Description*

Asset Number*

Make*

Model*

Year*

Vin#

Location*

Assigned Device ID

Fuel Type

Active

YES

NO

Add On Inspection

Purchase Type

Purchase Date

Amount

Tag Number

Tag Cost

Tag Expiration

Delivery Resource

Tracking Type

Cost Per

Weight

Volume

Odometer Reading

mi

Last Odometer Date

Engine Hours

hr

Last Hours Date

Readiness Type

Full Cycle 15/16

WOT

YES

NO

WOT

YES

NO

Equipment Notes

Save

Close

5) Appendices

a) Installing GenX hardware

b) Installing ODTMobile on Android

- Go to Google Play Store and search for 'ODTMobile'
- Download

c) Installing ODTMobile on iOS

- Go to the App Store and search for 'ODTMobile'
- Download