

ELD Driver Guide

Rovi II 2.0



LEGAL NOTICE AND DISCLAIMER

The legislation and rules concerning the installation and operation of GPS driver aids, which includes the MiX Hours of Service Electronic Logging Device ("MiX ELD"), vary between states. You are required to familiarize yourself with the laws of the jurisdiction(s) in which the vehicle will be operated prior to installing and using the MiX ELD.

Applicable laws and regulations place the responsibility on the motor carrier to have electronic logging devices correctly installed. The MiX ELD therefore needs to be installed in a manner that complies with the law and will not cause accidents, property damage, personal injury or death. The owner of the MiX ELD and the vehicle are responsible for observing safe driving practices. The MiX ELD should be used strictly in compliance with this driver guide.

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Description: DRIVER GUIDE, MIX TELEMATICS INTERNATIONAL (PTY) LTD.

Introduction

The MiX Telematics Electronic Logging Device, ELD, when used with the MiX Fleet Manager software, complies with the Federal Motor Carrier Safety Administration's specifications for acceptance of electronic logging devices. The U.S DOT/FMCSA rule authorizing the use of electronic logging devices was published in the Federal Register, September 30, 1988 under the caption "Drivers Record of Duty Status; Automatic On-Board Recording Devices; Final Rule and Notice of Termination of Exemptions" and may be found in 49 CFR Part 395. The system complies with all rules and changes to this CFR including the FMCSA ELD Final Rule, December 2015.

The MiX Telematics ELD is designed for ease of use to assist the driver in meeting FMCSA fatigue management regulations. It is a driver responsibility to ensure the MiX ELD is used in a legally compliant manner.

The MiX Telematics ELD consists of an in-cab display, an onboard computer and the MiX Fleet Manager software. The in-cab display and onboard computer connect to the vehicle Engine Control Module, ECM, to automatically measure vehicle motion, distance travelled, vehicle position (via GPS) etc. This information, along with manual input from the driver, is used to create the drivers record of duty status and to calculate the drivers available driving and work hours. On demand, the in-cab display unit can produce the Hours of Service summary information needed to review compliance during inspection procedures.

NOTE: the MiX ELD in-cab display is a multi-function device i.e. there are other fleet and driver management features available in addition to managing Hours of Service. This driver guide only covers ELD and relevant Hours of Services features.

The information from the onboard equipment is transmitted via cellular data networks to the MiX Fleet Management software. MiX Fleet Manager provides supervisors with real-time access, assuming communication connectivity, to Hours of Service information from their drivers and vehicles. The functions and information within the MiX Fleet Management software allows the supervisor to review, manage and report on driver fatigue management compliance.

HOS Overview

HOS Regulations are issued by the Federal Motor Carrier Safety Administration (FMCSA) and govern the working hours of drivers operating commercial motor vehicles. The hours-of-service regulations are found in Part 395 of the Federal Motor Carrier Safety Regulations. These regulations are developed and enforced by the Federal Motor Carrier Safety Administration, which is a part of the United States Department of Transportation.

Who must comply

Hours-of-service regulations apply to commercial motor vehicles (trucks or tractor-trailers) that:

- Weigh (including any load) 10,001 pounds (4,536 kg) or more, or
- Have a gross vehicle weight rating or gross combination weight rating of 10,001 pounds (4,536 kg) or more, or
- Are transporting hazardous materials in a quantity requiring placards.

On-Duty Time

On-duty time with regards to a commercial motor vehicle is defined as all the time spent working for the motor carrier and includes:

- All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless you have been relieved from duty by the motor carrier;
- All time inspecting, servicing, or conditioning any truck, including fueling it and washing it at any time;
- All driving time, as defined in the term *driving time*;
- All other time in or on a commercial motor vehicle other than: (i) Time spent resting in or on a parked vehicle, except as otherwise provided in Section 397.5 of the Federal Motor Carrier Safety Regulations; (ii) Time spent resting in a sleeper-berth; (iii) Up to 2 hours riding in the passenger seat of a property-carrying vehicle moving on the highway immediately before or after a period of at least 8 consecutive hours in the sleeper-berth. All time loading, unloading, supervising, or attending your truck; or handling paperwork for shipments;
- All time taking care of your truck when it is broken down;
- All time spent providing a breath, saliva, or urine sample for drug/alcohol testing, including travel to and from the collection site;
- All time spent doing any other work for a motor carrier, including giving or receiving training and driving a company car; and
- All time spent doing paid work for anyone who is not a motor carrier, such as a part time job at a local restaurant.

Driving Time

All time spent at the driving controls of a Commercial Motor Vehicle.

Off-Duty Time

Off-duty time is when a driver is relieved of all duties and responsibilities at work.

Sleeper Berth

Time spent in a berth conforming to the requirements of FMCSA Regulation §393.76. **See 395.1 (g) for specific rules.**

Oilfield Exemption

Specially trained drivers of vehicles specially designed to serve oil wells do not have to include waiting time in their on-duty time. See 395.1 (d) (1) and (d) (2)

Cycle

A Cycle is the number of hours and days that make up a driver's weekly aggregate on-duty limit e.g. A 60/70 hour limit based on 7 or 8-day period depending on the rule set applied to a driver.

Adverse Driving Conditions

Adverse driving conditions are unexpected driving conditions which were not known or could not have been reasonably predicted before the start of driving. These conditions include snow, sleet, fog, traffic, or shut-down due to an accident. Rush hour and lack of planning do not count as adverse driving conditions. FMCSA Regulation §395.1 (b) (1), §395.2.

Emergency Driving Exception

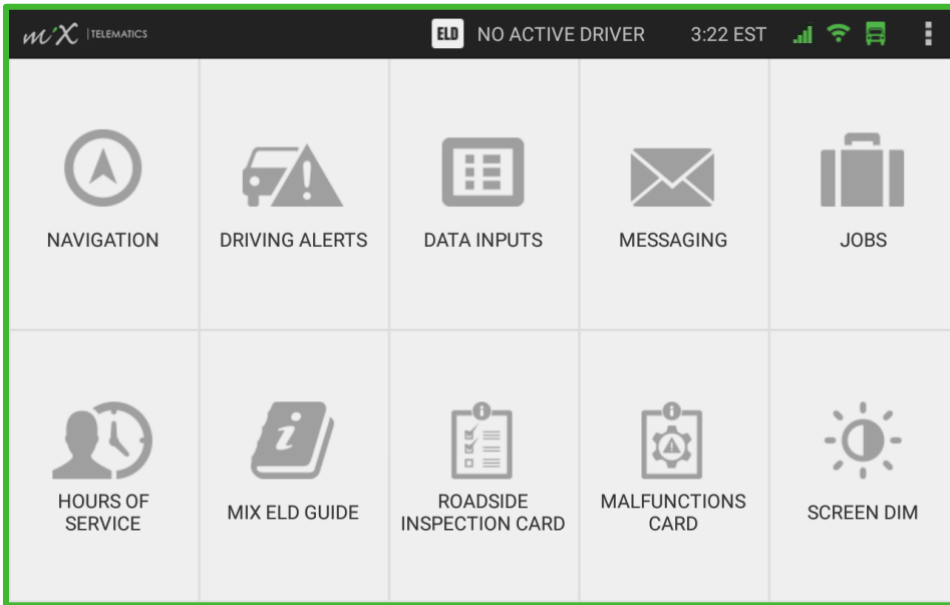
The emergency exception can extend driving or on-duty limits. This applies only if further driving is necessary to reach a destination that provides safety for the vehicle's occupants or security for a vehicle's commercial load. FMCSA Regulation §395.1 (b) (2).

Exempt Drivers

Drivers who use the timecard exception are not required to keep records of duty status (RODS) or use ELDs. These drivers include: Drivers who use paper RODS for not more than 8 days out of every 30-day period; Drivers of vehicles manufactured before the model year 2000 (as reflected on the vehicle registration); Drivers who are required to keep RODS not more than 8 days within any 30-day period; Drivers who conduct drive-away-tow-away operations. *(Please refer to the FMCSA website for more information.)*

ELD Power Up

The driver is required to initiate the power-up of the MiX ELD by turning the key to the vehicle battery-on position.



⚠ Important note: The MiX ELD needs to be powered-up approximately two minutes before the vehicle engine is powered-up. This is required in order for the MiX ELD to record the engine power-up event, which is required ELD information for the driver log. This typically applies to the first vehicle power-up for the day, as the ELD stays active for a number of hours after vehicle ignition is turned off. The MiX ELD will be ready to use when the screen above is shown.

Failure to follow the power-up procedure will result in an engine power diagnostic event being added to the driver's log and driving not being recorded.

Log in

1. Insert the red HOS driver plug into the dash-mounted plug reader.
2. Tap the relevant option:

- Drive as HOS Vehicle.
- Use as Timeclock (*if enabled*)
- Non-HOS mode (*if enabled* – typically applies to vehicles weighing less than the HOS weight limit when the trailer is unhooked).

3. Wait for the HOS synchronization to complete.
4. Choose how you want to be added:

- Active Driver

The active driver is the person who is intending to drive the vehicle. All of the information about the trip is associated with the active driver. When you log in as an active driver, you will automatically be in the On Duty (Not Driving) state.

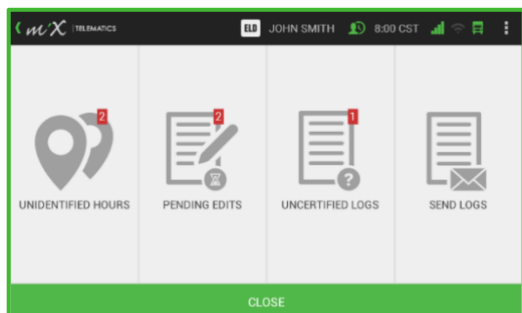
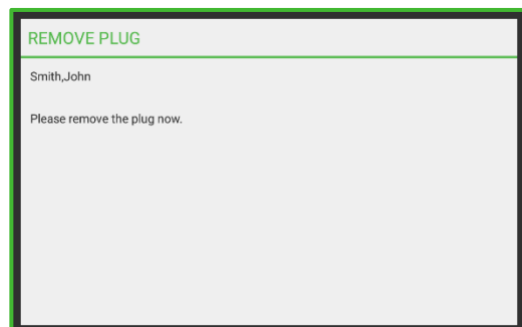
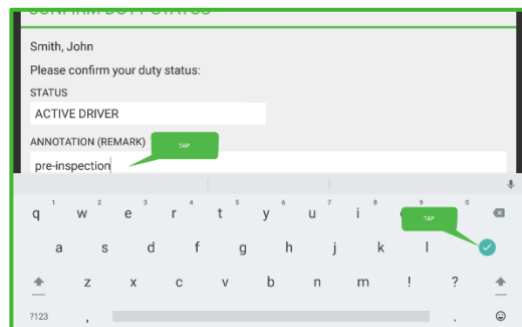
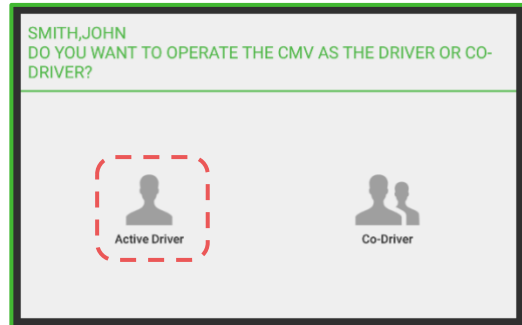
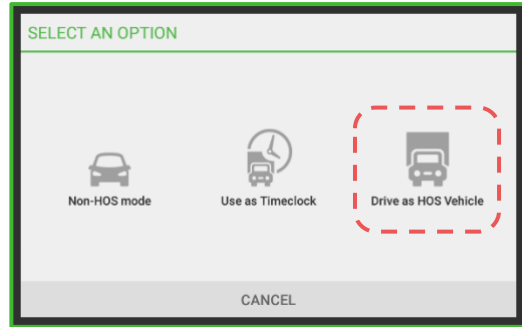
- Co-Driver

The co-driver is the driver who is intending to drive next or later in the shift. No information about the trip is logged for the co-driver but the status is usually On Duty (Not Driving) unless they are in the sleeper berth while the active HOS driver is driving.

5. Confirm your duty status and enter an optional annotation (remark) if required. (Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.
6. Tap Save.

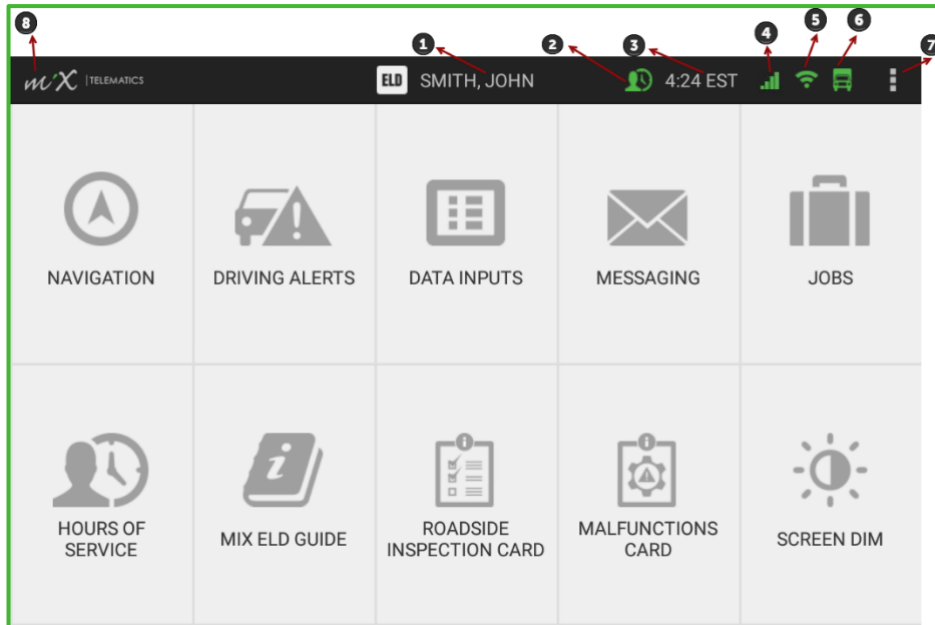
7. Remove the red driver plug only when prompted.

8. After logging in and out of the MiX ELD, the summary screen will be displayed showing a quick status overview of the ELD-compliance actions. See the [ELD summary screen](#) section for more details.
9. Tap Close to access the Home screen.



NOTE: The driver HOS log is synced with the system when logging in or out.

Home Screen



The default landing screen is called the **Home screen** and contains information like the:

1. Name of the active driver
2. Driver icon – Shows data diagnostics error when red.
3. Time and Time Zone
4. GSM signal indicator
5. Bluetooth indicator
6. Truck icon – shows ELD malfunctions when red.
7. Open the menu to access settings, see section 6 below.
8. Tapping the MiX Telematics logo will navigate back to the previous screen.

The menu items of all the available and enabled features, e.g. Navigation, Driving Alerts, Hours of Service, etc. are also displayed here on the home screen.

Indicators on the home screen

- When the driver icon in the top banner changes from green to red, it indicates a data diagnostics error.



- When the truck icon in the top banner changes from green to red, it indicates an ELD malfunction.



⚠ NOTE: When you see an ELD malfunction indicator, immediately revert to using paper logs. For more information, view the [Diagnostics and Malfunctions](#) section at the end of this guide.

Settings

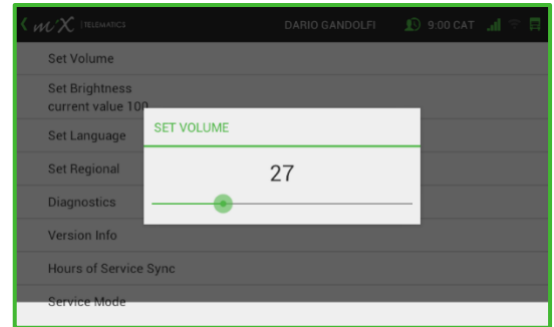
Tap the three white dots in the top right-hand corner on the banner of the home screen.



Setting the Audio Volume

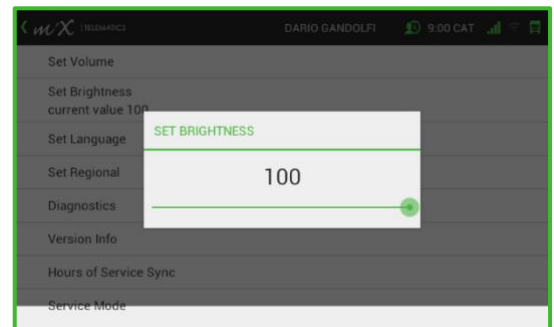
1. Tap Settings.
2. Tap Set Volume.
3. To increase the volume, swipe to the right along the bar.
4. To decrease the volume, swipe to the left along the bar.
5. Tap the MiX Telematics logo to go back.

Audio alerts from the in-cab device are automatically muted when a driver is in the sleeper duty status. The MiX ELD will automatically unmute when it starts driving again (in a moving state above 5mph).



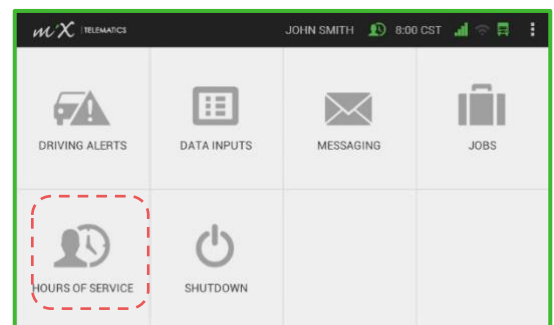
Setting the Display Brightness

1. Tap Settings.
2. Tap Set Brightness.
3. To increase the display brightness, swipe to the right along the bar.
4. To decrease the display brightness, swipe to the left along the bar.
5. Tap the MiX Telematics logo to go back.

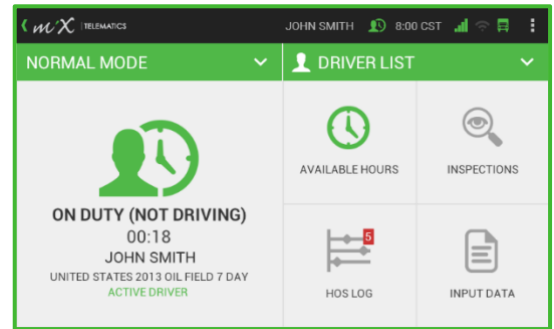


Accessing the Hours of Service screen

1. Tap the Hours of Service menu item on your home screen. Please contact your system administrator to enable this option if it is not available.

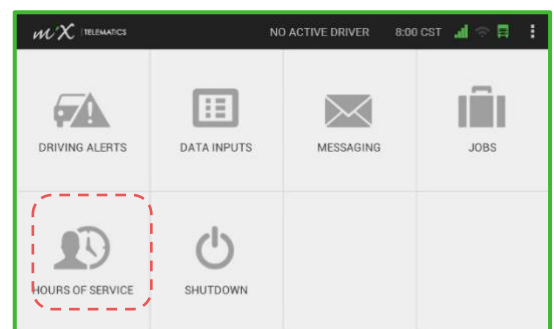


- The HOS home screen is where you can change your duty status; view your available hours and your HOS log, input required data and perform inspections.

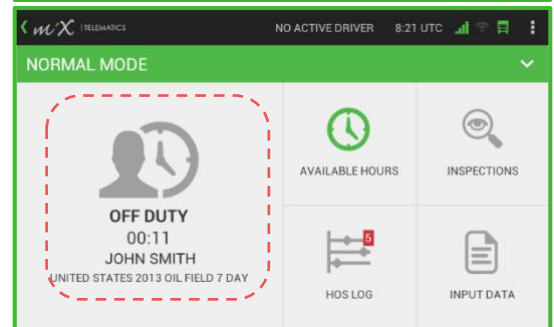


Setting the Active Driver

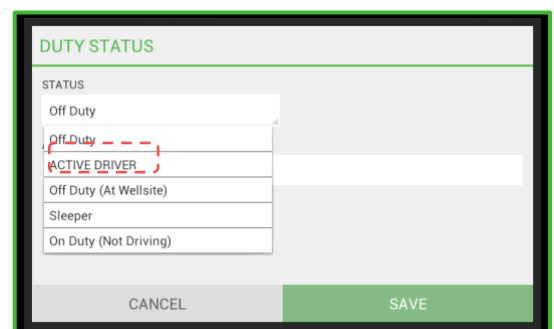
- Tap the Hours of Service menu item on the home screen.
- If only one driver has logged into the MiX ELD with the red driver plug, tap the driver icon on the Hours of Service screen.



- If only one driver has logged into the MiX ELD with the red driver plug, tap the driver icon on the Hours of Service screen.



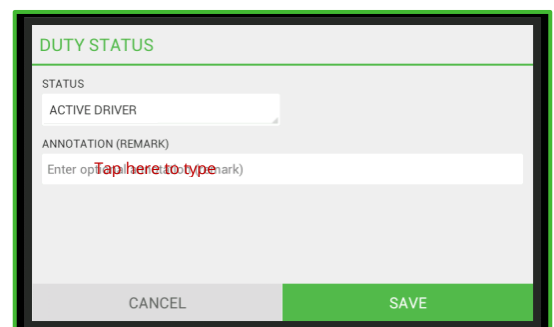
- Select Active Diver from the list of duty statuses.



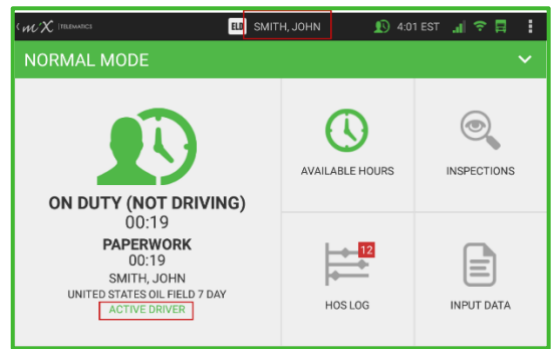
- Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing:



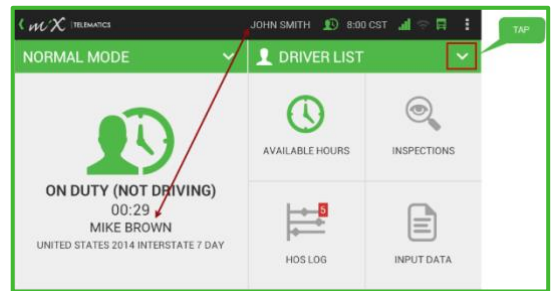
- Tap Save.



6. The name of the active driver will now be displayed in the top bar.



7. When multiple drivers have logged into the MiX ELD, you can tap the Driver List dropdown and select a new driver from the list. Remember to change the duty status of the newly selected driver to "Active Driver" as described in the steps above. This allows drivers and co-drivers to easily swap when a new driving shift starts. **In the example, Mike Brown has been selected from the driver list but not set as the active driver and therefore John Smith is still displayed in the top banner.**



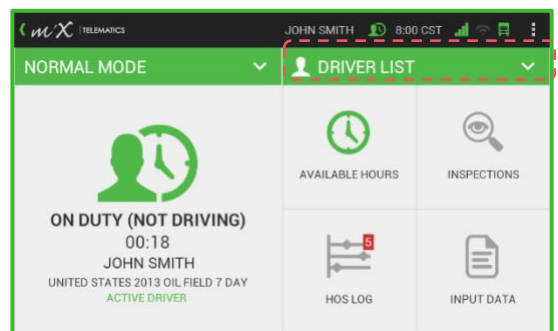
Changing Drivers

More than one driver can be logged into a vehicle simultaneously. When you select a driver as an active driver it means that all the trip information will be logged against this driver as this is the person currently driving. There can also be more than one co-driver logged into a vehicle at the same time. The co-driver is another HOS driver who is riding in a DOT regulated vehicle and their status is usually On Duty (Not Driving), unless they are in the sleeper berth while the other HOS driver is driving.

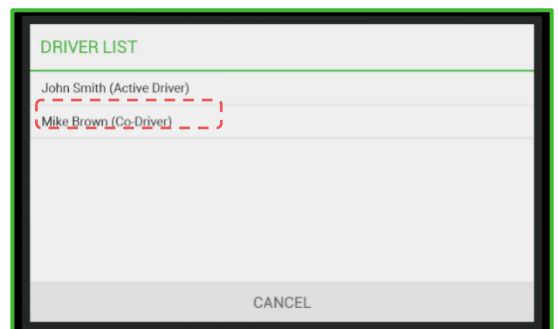
(Tap Hours of Service on the home screen to access the HOS screen.)

1. Tap Driver List.

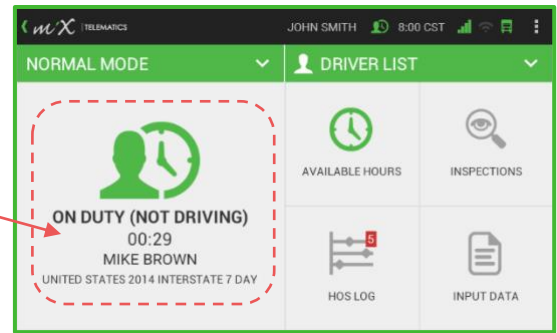
NOTE: This dropdown is only available if two or more drivers have logged in using the red driver plugs.



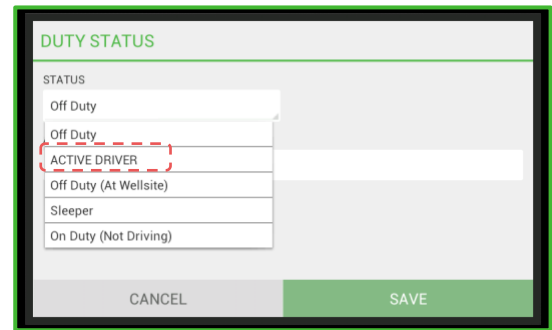
2. Select a new driver from the Driver List.



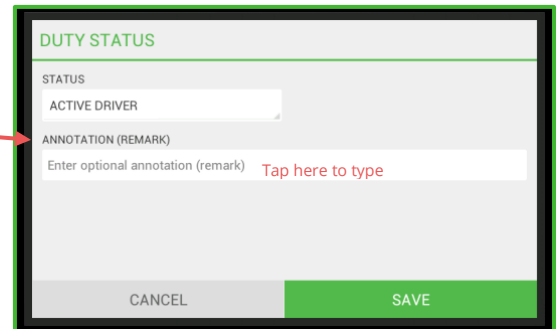
3. Confirm the correct driver has been selected.



4. If you want to change the duty status of the selected driver to the active driver, tap the driver icon shown above and select Active Driver.

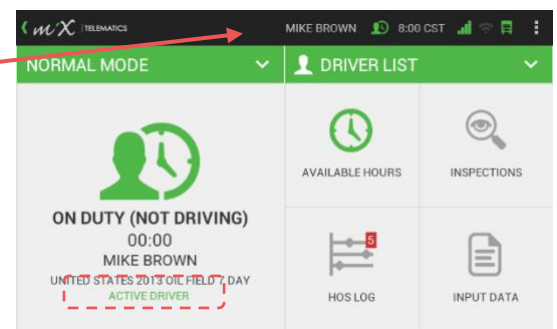


5. Enter an optional annotation (remark). Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



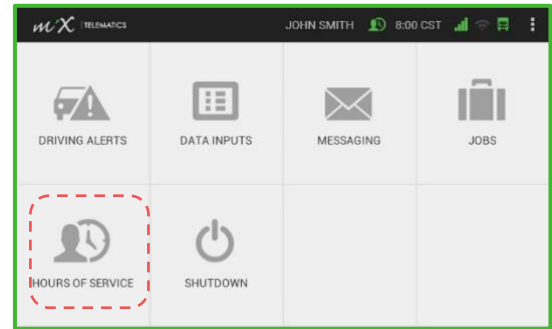
6. Tap Save.

7. The Active Driver has been changed and the name of the new driver is now displayed in the top bar.

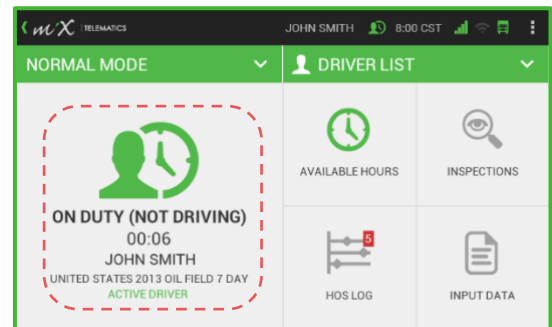


Changing Duty Status

1. Tap the Hours of Service menu item on the home screen.

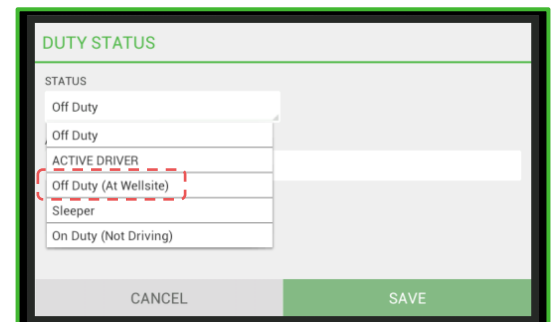


2. Tap the driver icon on the HOS home screen.

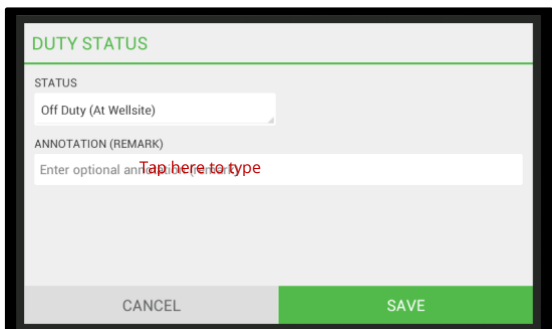


3. Select an applicable HOS duty status.

NOTE: The available HOS duty status options may vary as per your ruleset.

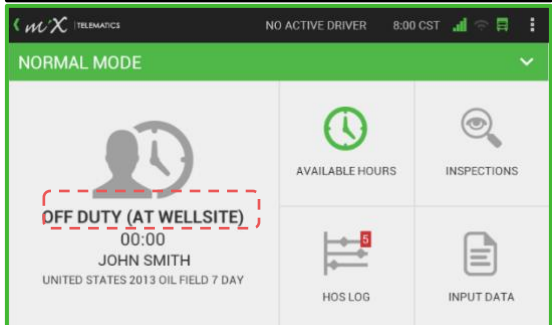


4. Enter an optional annotation (remark).
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



5. Tap Save.

6. The duty status has now been changed and will be displayed below the driver icon on the HOS home screen.



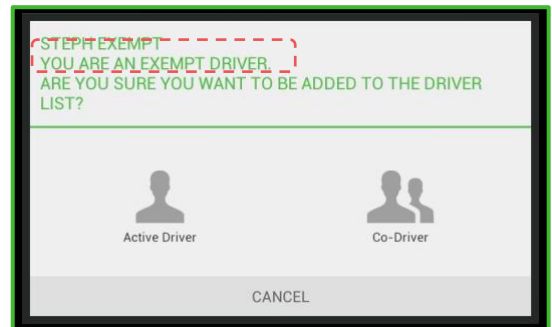
When you start driving, and you have been set as the Active Driver **and** your duty status has been set to On Duty (Not Driving), it will automatically change to On Duty Driving as soon as you go faster than 5 miles per hour.

Exempt Drivers

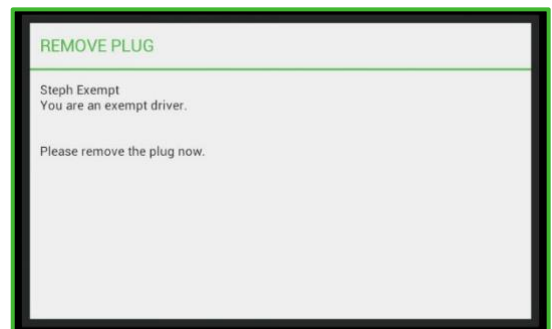
A supervisor or HOS administrator can configure a driver as exempt from HOS management in the MiX Fleet Manager application.

If you are an HOS-exempt driver, the MiX ELD will display a confirmation message when logging on and off using the red driver plug. You will still be able to access some of the features relevant to an exempt driver. Restricted functionality will be indicated as such on the ELD screen.

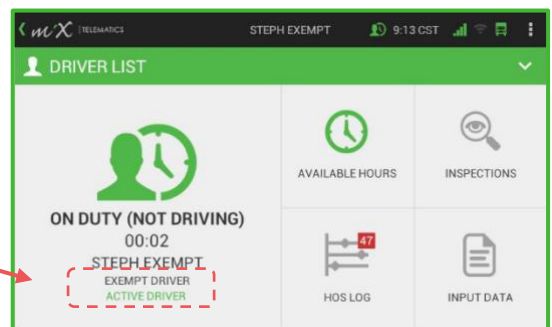
1. Log in using the red driver plug and select whether you want to be added as the Active Driver or the Co-driver.



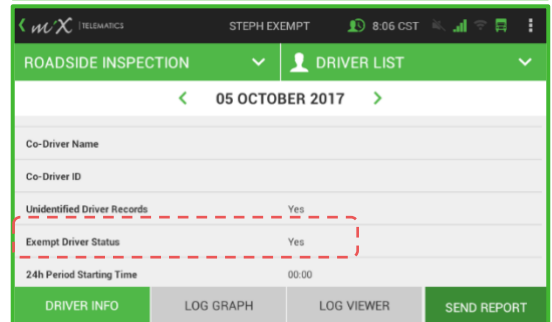
2. Remove the plug when prompted after the synchronization has been completed.



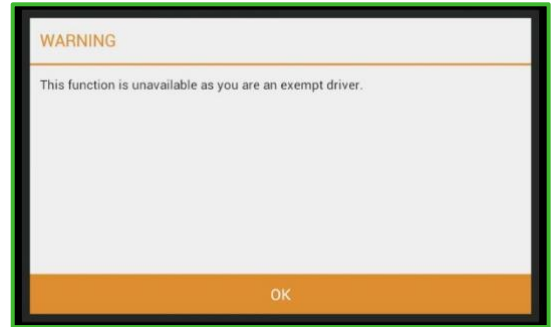
3. The MiX ELD will indicate on the HOS home screen that you are an HOS-exempt driver.



4. This will also be indicated on the driver information log when doing a roadside inspection.



NOTE: Functionality not relevant to HOS-exempt drivers will not be available on the MiX ELD.



Timeclock on the ELD and the Kiosk

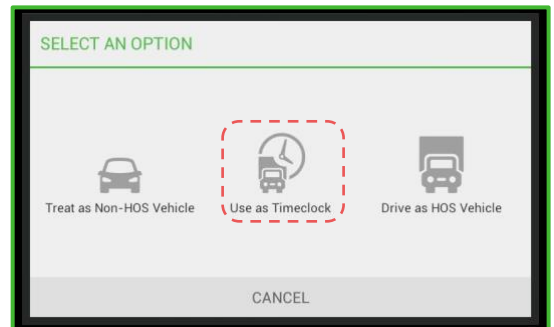
The ELD can be used in Timeclock mode, which means that you can change your duty status without actually logging into the vehicle. Any changes made on the Timeclock will be synchronized to the red driver plug and to the data center, assuming there is communications coverage.

You can also log into the Timeclock kiosk to view your current available hours and view or print your log report.

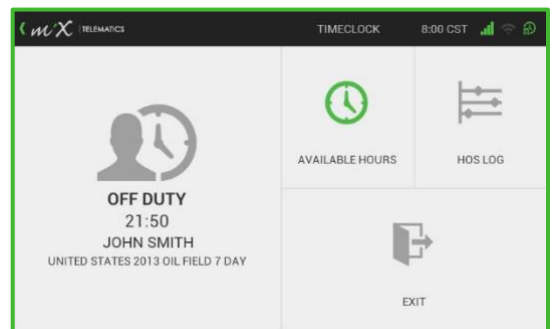
You can add an annotation (remark) when changing the duty status on the Timeclock.

Any duty status changes are synchronized to the MiX Fleet Manager system from the Timeclock and onto the red driver plug.

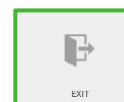
1. Log in using the red driver plug and select Use as 1



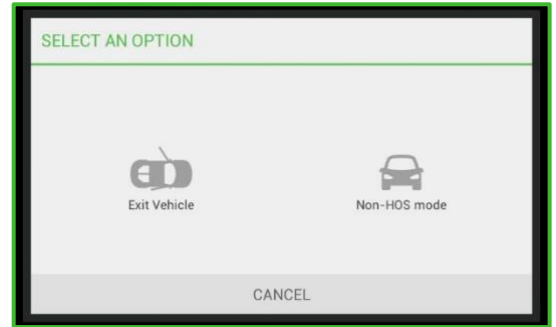
2. You can now view your Available hours and HOS Log.



3. To exit the Timeclock functionality, tap Exit.



4. Tap Exit Vehicle or Non-HOS mode.
5. If you selected Non-HOS mode, your status will automatically be changed to On Duty (Not Driving).
6. Remove the plug.



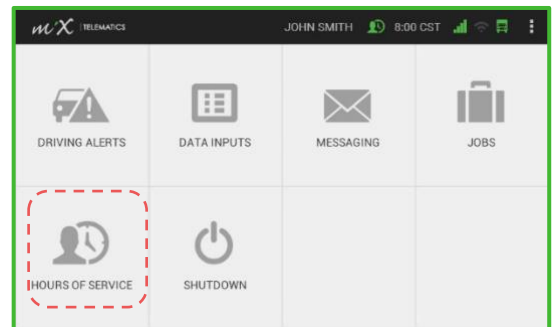
Special Driving Conditions

The MiX ELD and the driver both have to be enabled to use the special driving conditions. These are specifically shown on the log graph within the Off Duty and On Duty (Not Driving) statuses. You can also add these special driving conditions afterwards when editing your logs. See Log Editing in the [ELD summary screen](#) section.

Authorized Personal Use of CMV

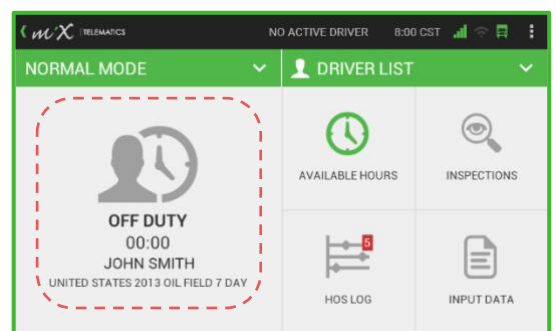
Authorized Personal Use of CMVs applies when using the vehicle for non-work related purposes, e.g. driving from work to home or to a place of rest.

1. Tap the Hours of Service icon on the home screen.

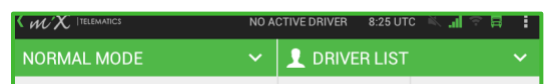


2. Make sure the duty status has been set to Off Duty by tapping the driver icon.

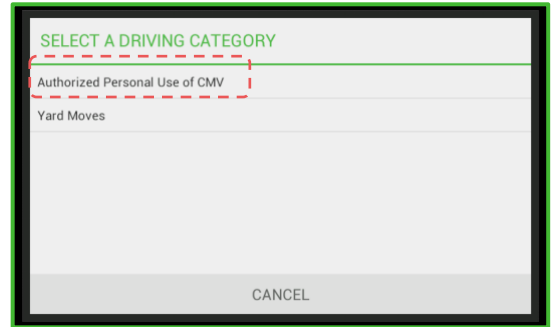
NOTE: The driver's status must be set to Off Duty to be in Personal Use Mode.



3. Tap Normal Mode in the top menu bar.

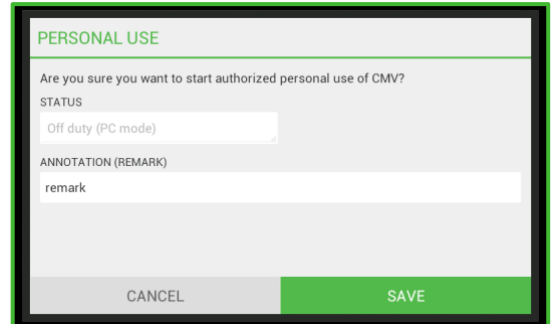


4. Tap Authorized Personal Use of CMVs.



5. Enter a mandatory annotation: minimum of 4 characters and a maximum of 60. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

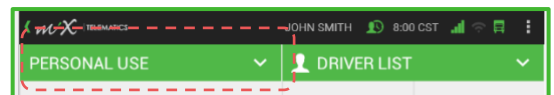
6. Tap Save.



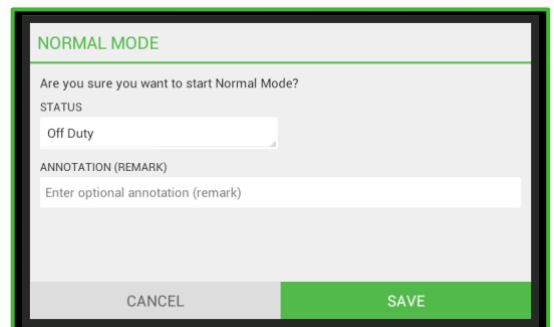
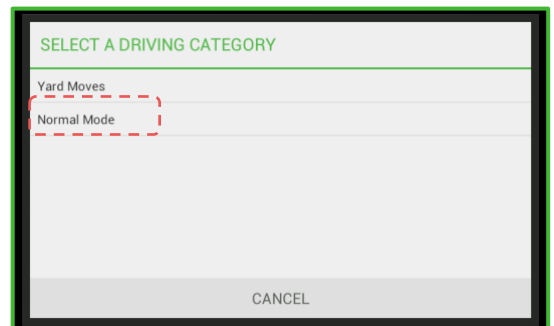
You can now use the vehicle for personal use, which will not count towards your on duty hours. Whilst in Personal Use Mode, it will be indicated in the top green banner.

NOTE: You cannot change your duty status while in Personal Use Mode.

7. To revert to Normal Mode, tap the Personal Use banner as shown above, and select Normal Mode.

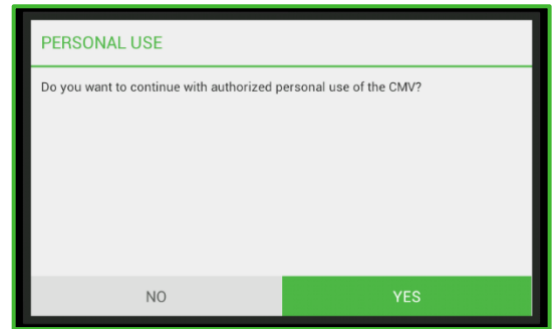


8. The ELD will default to an Off Duty state when exiting Personal Use mode but you can set your desired duty status on this screen and add an optional annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- If you have not manually changed back to Normal Mode before turning off ignition, when starting the vehicle the next day (or after the rest period), you will be asked if you want to continue with the authorized personal use of CMV.

If you select no, you will be set as the non-active driver and in the Off Duty state.



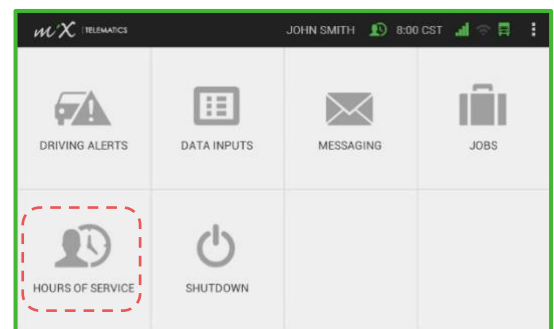
Note that in Personal Use Mode, the location information of the vehicle is made less accurate, as required by the ELD mandate.

Changing status to Yard Moves

The driver has to be enabled to use the special driving conditions.

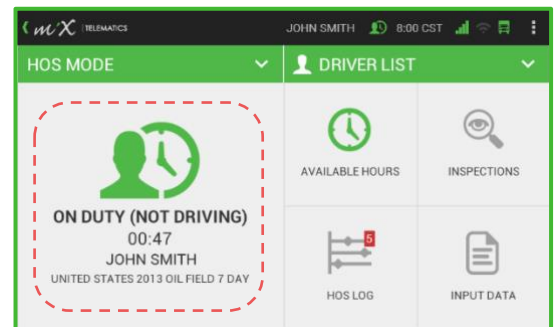
Yard moves apply when moving the vehicle around a yard or terminal and not driving on the road.

- Tap the Hours of Service icon on the home screen.

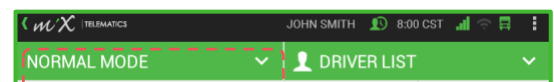


- Change the duty state to On Duty (Not Driving) by tapping the driver icon.

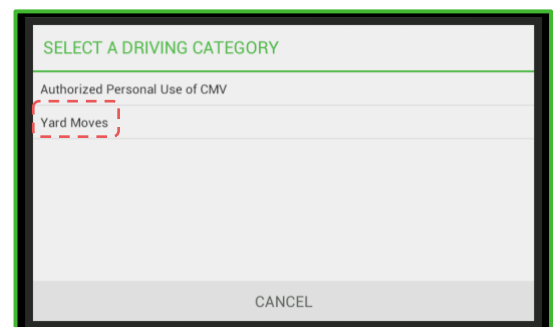
NOTE: You can only switch to Yard Moves when in the On Duty (Not Driving) duty status.



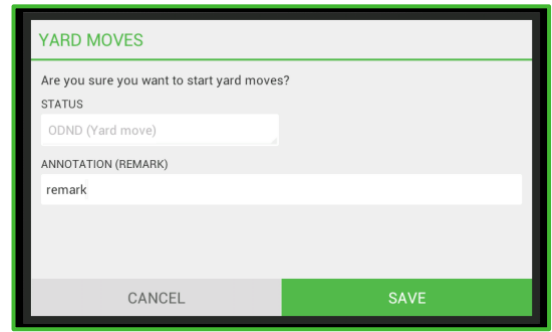
- Tap Normal Mode.



- Tap Yard Moves.

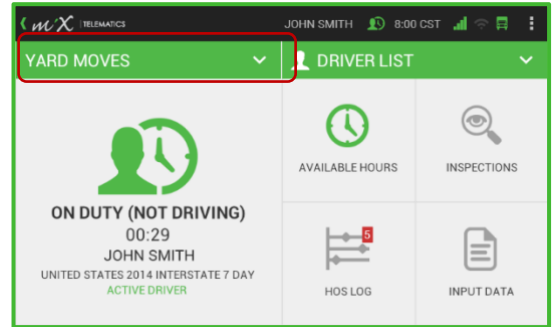


5. Enter a mandatory annotation: minimum of 4 characters and a maximum of 60.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.
6. Tap Save.



You can now move the vehicle while in Yard Moves mode.

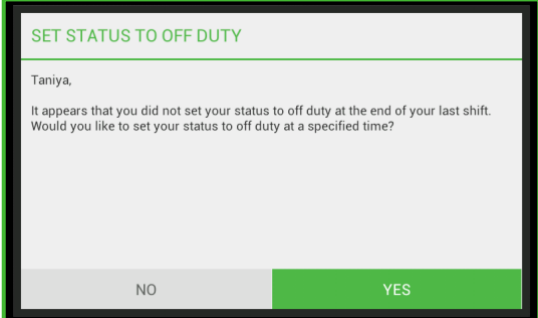
7. You can change back to Normal Mode by tapping the dropdown list next to Yard Moves.
Once the ignition has been turned off, the work state will also automatically revert to On Duty (Not Driving) in Normal Mode.



Forgot to set status to Off Duty at end of shift

If you did not set your status to Off Duty before logging out or switching off the ignition, the MiX ELD will give you the ability to set the date and time that your previous shift ended when switching on the ELD if it has recorded that you were set to the On Duty status for more than 14 hours.

1. Tap Yes if you want to specify the date and time that you went off duty on your previous shift.
2. Select the date by tapping on the calendar icon and select the time by tapping on the clock. Enter an annotation and tap Save to confirm the added Off Duty status. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

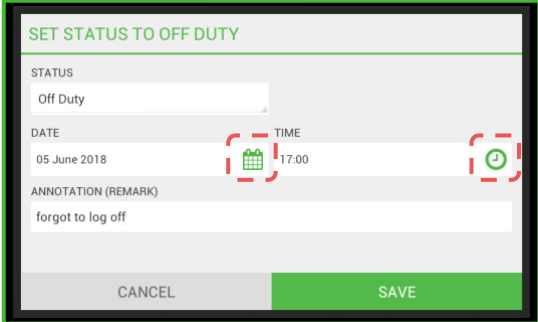


SET STATUS TO OFF DUTY

Taniya,

It appears that you did not set your status to off duty at the end of your last shift. Would you like to set your status to off duty at a specified time?

NO YES



SET STATUS TO OFF DUTY

STATUS
Off Duty

DATE
05 June 2018

TIME
17:00

ANNOTATION (REMARK)
forgot to log off

CANCEL SAVE

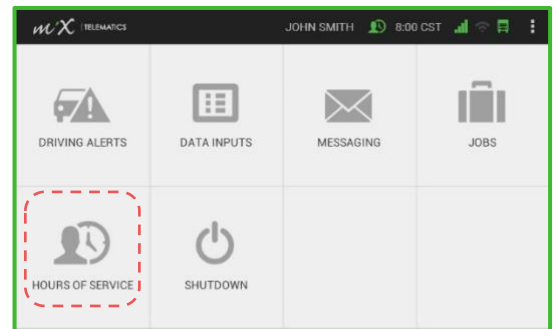
Basic Hours of Service functionality

View Available Hours

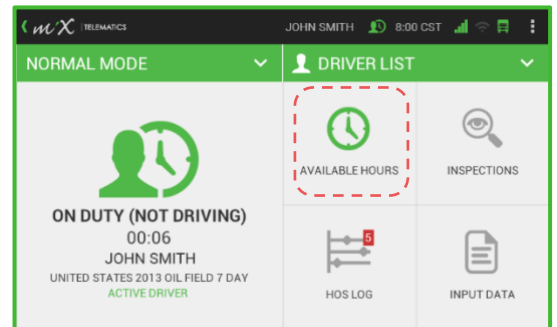
View available hours for the current shift, cycle and sleeper.

Shift

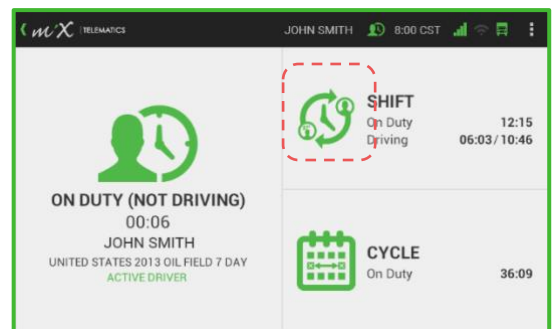
1. Tap the Hours of Service icon



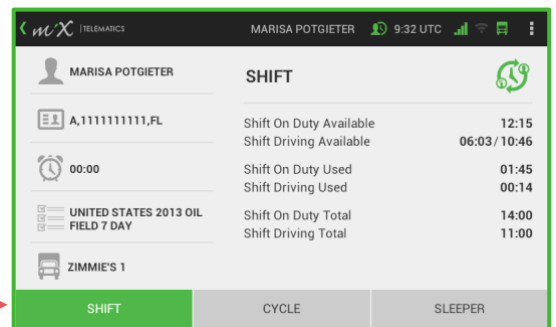
2. Tap Available Hours.



3. Tap the Shift icon.



4. View available hours for the current shift.

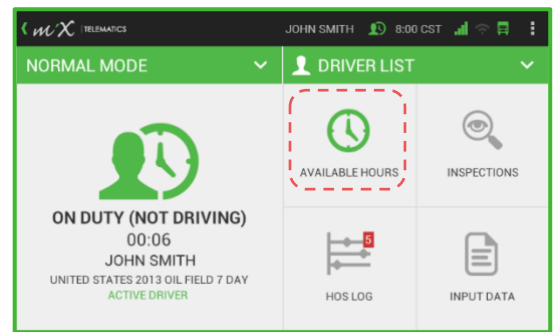


NOTE: It is possible to toggle between available Shift, Cycle, and Sleeper hours by selecting these tabs.

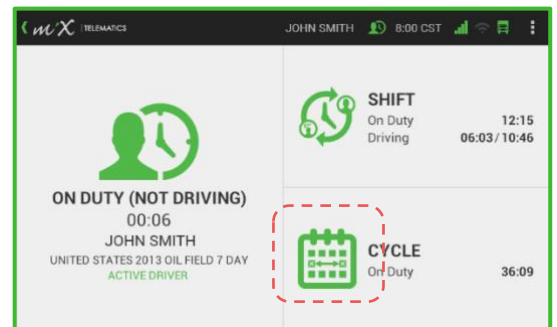


Cycle

1. Tap the Available Hours icon.

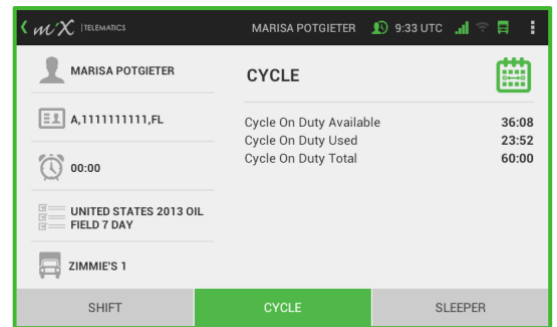


2. Tap the Cycle icon.



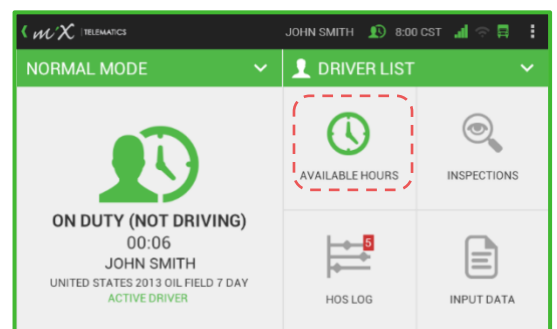
3. View available hours for the current cycle.

NOTE: It is possible to toggle between available Shift, Cycle, and Sleeper hours by selecting these tabs.

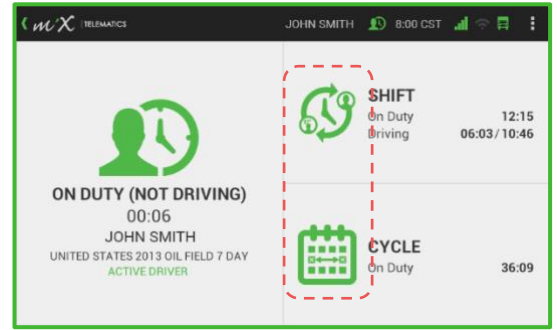


Sleeper

1. Tap the Available Hours icon.



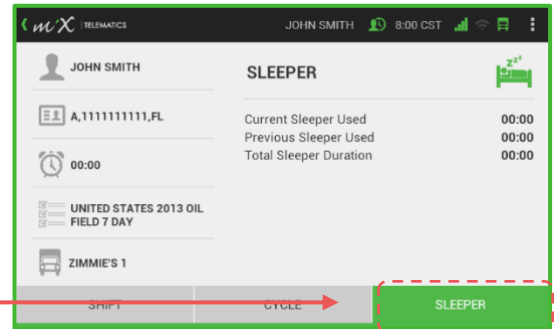
2. Tap the Shift or Cycle icon.



3. Tap Sleeper at the bottom of the screen.

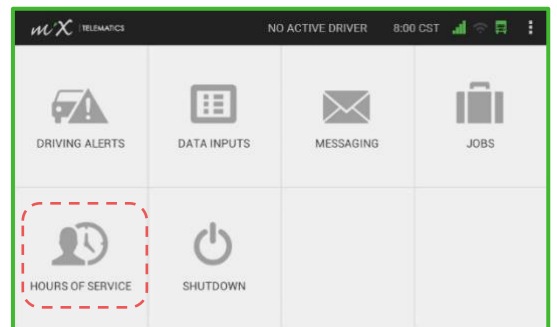
4. View hours used in sleeper.

NOTE: It is possible to toggle between available Shift, Cycle, and Sleeper hours.

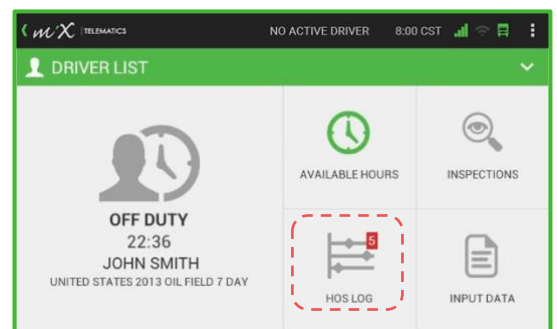


View HOS Log

1. Tap the Hours of Service icon.



2. Tap HOS Log.



- Tap the left and right arrow to go back and forth between days.
- View status changes and the time spent during various duty statuses.
(See below for an illustration of the various status depictions.)
- Zoom in and out using the hours icons at the top.



Status colour depictions

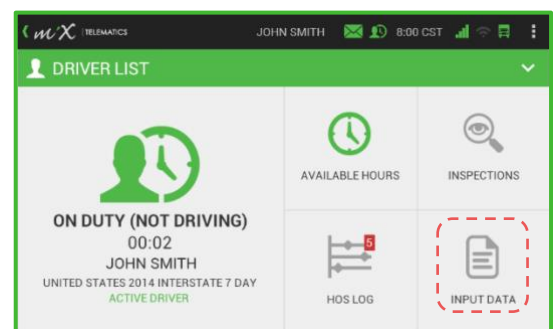
	Recorded by OBC
	Entered on OBC
	HOS Timeclock
	Edited
	Assumed
	Pending removal
	Pending addition
	PC mode
	Yard move
	Log in
	Log out

Entering required ELD information

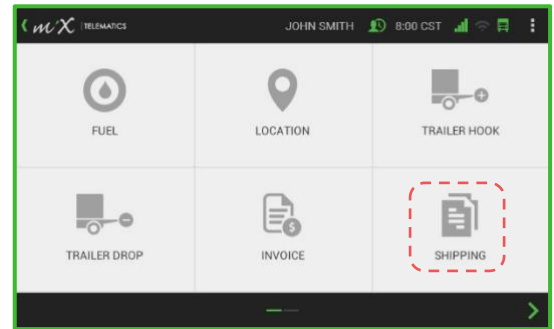
Shipping Document ID

ELD legislation requires that, if relevant, you enter the shipping document information applicable to your shift on the ELD device. This will then automatically be associated with your driver HOS log.

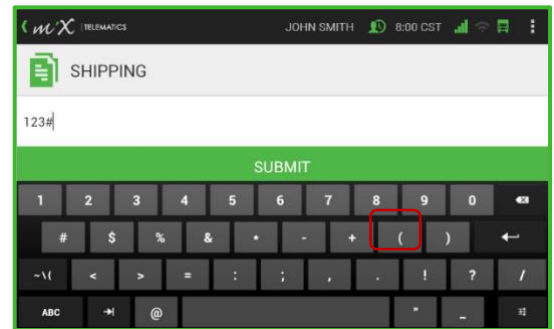
- Tap the Input Data icon on the HOS home screen.
Please note that your status must be set to Active Driver to enter input data.



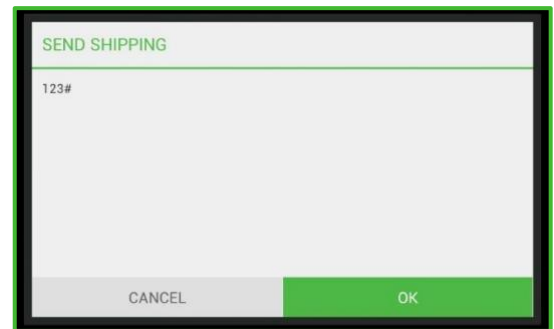
2. Tap the Shipping icon.



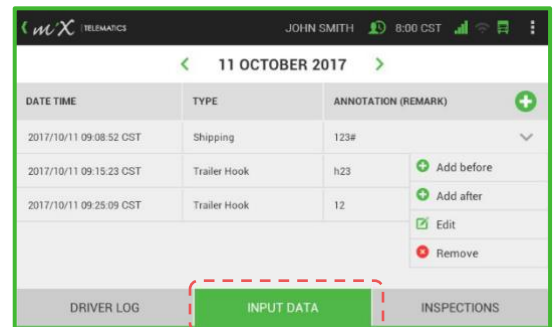
3. Input a value and select Submit to enter.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



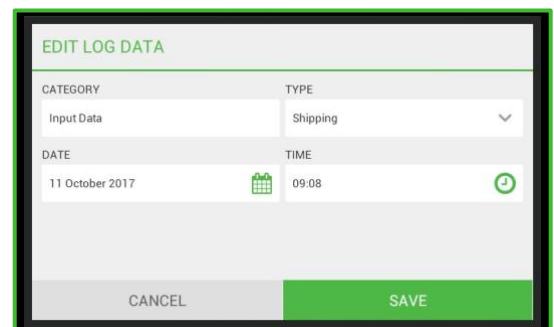
4. Tap OK to send the shipping document ID input value.



- 5. You can also view, edit or remove this information by tapping HOS Log > Log Viewer > and the Input Data tab at the bottom of the Log Viewer screen
- 6. Tap the downward arrow next to the item you wish to edit or remove and tap the relevant option.
- 7. To add additional input data select add before or add after the selected row.



8. When editing or removing the input data you need annotation (remark) after tapping Save. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- Any edited input data will be displayed with a red asterisk.
- You will also see the inputted value for the shipping ID displayed on your roadside inspection report.

DATE TIME	TYPE	ANNOTATION (REMARK)
2017/10/11 09:08:52 CST	Shipping *	123#

Trailer ID

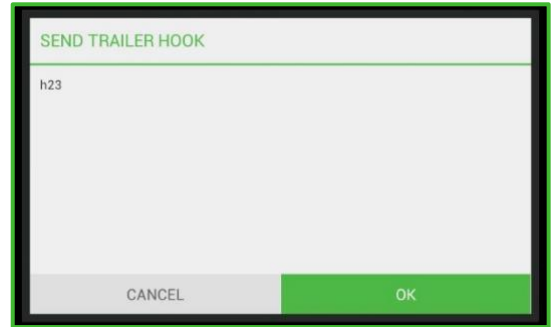
ELD legislation requires that you enter the trailer ID relevant to your shift if applicable. This will then be automatically associated with your driver HOS log.

- Tap the Input Data icon on the HOS home screen.
Please note that your status must be set to Active Driver to enter input data.

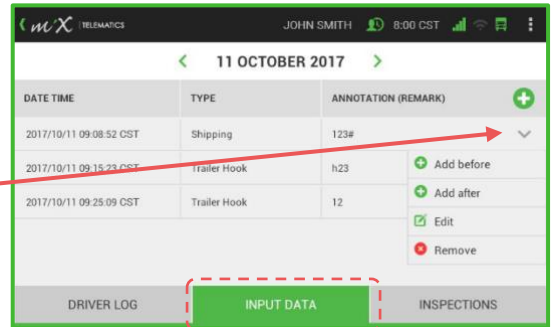
- Tap the Trailer Hook icon.

- Input a value and select Submit to enter.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

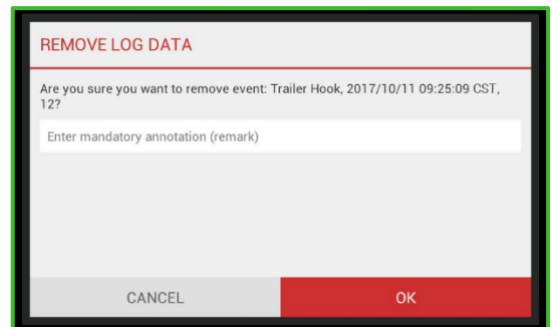
4. Tap OK to send the trailer hook input value.



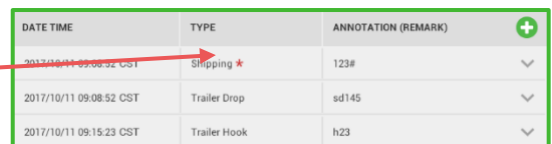
5. You can also view, edit or remove this informat HOS Log > Log Viewer > and the Input Data tab of the Log Viewer screen.
6. To add additional input data, select the downward arrow and choose Add before or Add after the relevant row or tap the add icon.



7. When editing or removing the input data you need to supply a mandatory annotation (remark).
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



8. Added data will be displayed on the input data list and edits will be shown with a red asterisk.

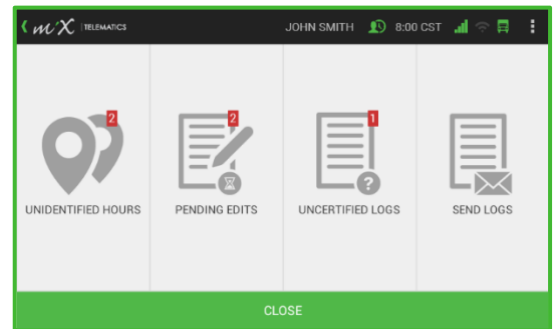


ELD Summary Screen

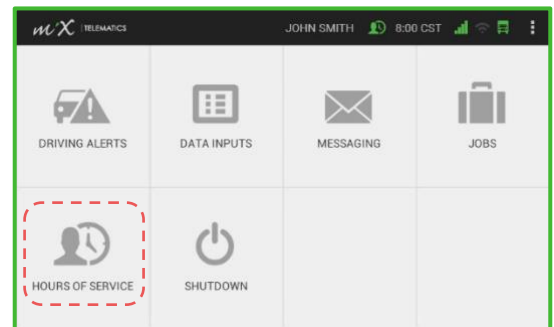
When logging in and out of the MiX ELD, a summary screen will appear showing a quick status overview of the ELD-compliant actions. This will allow you to easily access and review the unidentified hours, pending edits and log certification features. You can also close this page to return at a later stage.

1. You will see this screen when logging in or out by inserting the red HOS driver plug or by following the steps described below.

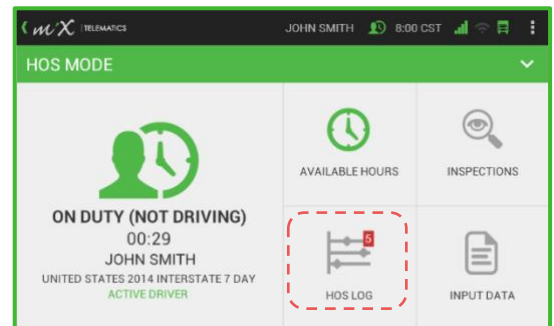
You will see the number of actionable items indicated in a red count next to the menu item.



2. If you tapped Close on the summary screen, you can always return to this screen at a later stage by tapping the Hours of Service menu item on the home screen.



3. Tap HOS Log.



4. Tap Manage Log.



Claiming unidentified driving time

Unidentified hours are *Driving* and *On Duty (Not Driving)* periods that are not associated with an HOS or exempt driver. When drivers do not log into the MiX ELD using the red plug or forget to set themselves as the active driver, but continues to drive, driving time is being recorded but not associated to anyone.

- Unidentified hours are automatically allocated to the Unidentified Driver Profile, which exists on each MiX ELD/vehicle.
- The Unidentified Driver Profile is similar to a normal HOS driver in that it is possible to review the logs and log graph.

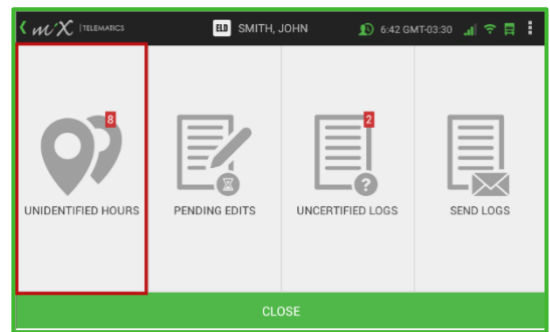
If you forgot to identify yourself as the active driver, claim a specific period of unidentified driving time by:

1. Tapping the relevant trip on the list of unidentified activity displayed on the ELD Summary screen.
2. By using the quick claim feature that prompts you after an unidentified trip took place.

From the ELD summary screen

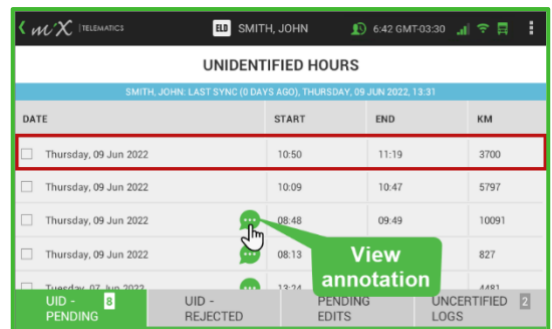
Get to this screen by tapping **Hours of Service > HOS Log > Manage Log.**

1. Tap Unidentified Hours.

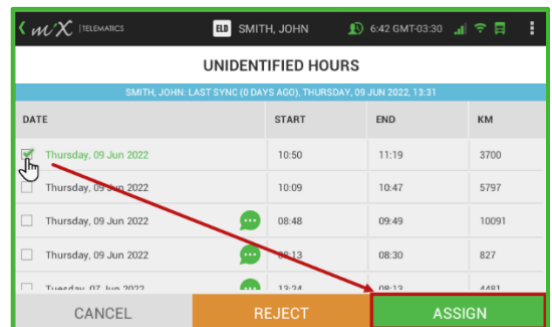


2. You will be presented with a list of all the unidentified activity within the last 7+ 1 days:
 - UID - pending
 - UID - rejected

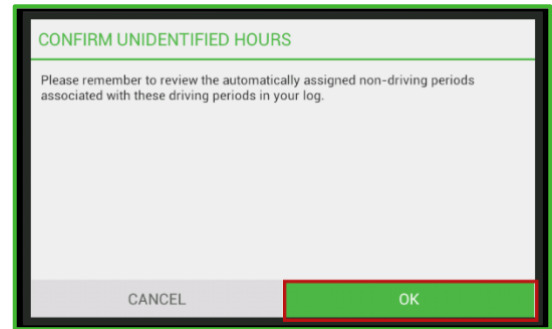
Tap the comment icon to view any annotations entered by the administrator in MiX Fleet Manager to view UID entries that you are not supposed to claim.



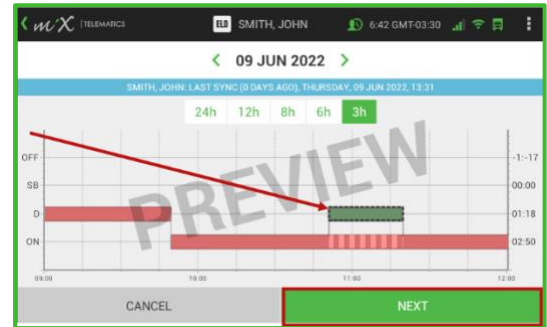
3. Select the relevant unidentified activity by tapping the box next to it.
(You can multi-select driving periods if you want to claim more than one.)
4. To add the unidentified hours, tap Assign.
6. *This transfers the time from the Unidentified Driver Profile on the ELD to your driver log.*



5. Read the reminder to review the automatically assigned non-driving periods associated with these driving periods in your log and tap OK.



6. Review the log graph before accepting it. You can zoom in and out by tapping the hours icons on the timeline above, 24h, 12h, 8h, 6h, 3h. View the added driving period indicated in dark green with the dashed outline.



7. Tap Next.

8. Preview the available hours listing. You can view the available hours for your shift, cycle or sleeper.

SHIFT	BEFORE	AFTER
Shift On Duty Available	07:35	07:33
Shift Driving Available	07:35 / 07:35	07:33 / 07:33
Shift On Duty Used	06:24	06:27
Shift Driving Used	01:01	01:30
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

Now either Accept or Reject the change. Tapping Reject will return you to the unidentified hours listing screen.

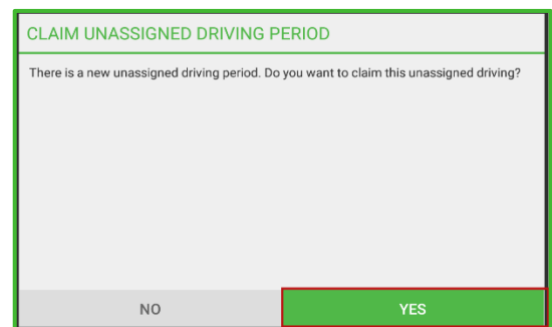
9. Tap OK on the following screen to continue.

The claimed driving period can be seen on the log graph indicated in red.

Quick claiming unidentified hours

Even though the MiX ELD displays a warning message if the vehicle starts driving without an identified active driver, it could happen that drivers do not identify themselves before starting a driving period.

1. When a vehicle has been driving without an identified active driver and a user logs in or changes the status to the active driver, the MiX ELD will prompt you if you would like to claim the last unidentified driving period. Tap Yes if you want to add the last driving period to your log.

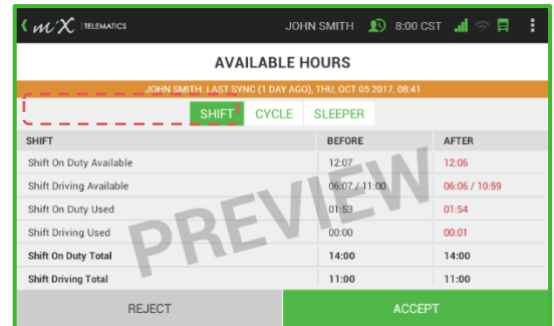


- Preview the log graph and tap Next if you agree with the proposed edits.

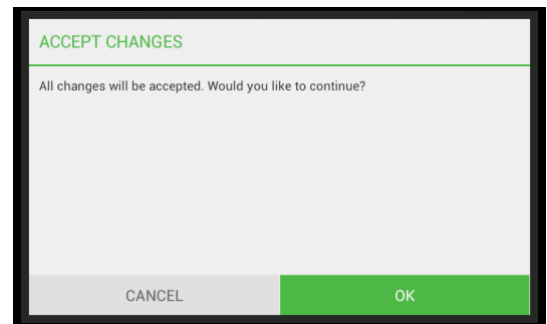
You can zoom in and out by tapping the hours on the timeline above, 24h, 12h, 8h, 6h, 3h.



- View your new available hours. You can toggle between shift, cycle or sleeper. Tap Accept if you want to add the driving period to your driver log.



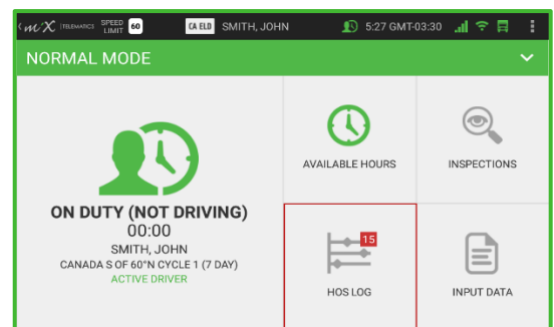
- Sign off the change by tapping OK.



Unassigning unidentified driving hours

The MiX ELD will not allow the driving associated with an ELD record to be edited and reassigned, *except* when there is a correction of errors for a driving record that was originally recorded under the Unidentified Driver Profile and assumed by the driver. **The driver account associated with the driving time records may be edited only for the purpose of reassignment back to the unique Unidentified Driver Profile**

- You can unassign erroneously accepted UID back to the original UID profile if it was incorrectly claimed or assigned to you by opening your driver log.
- Tap HOS Log on the HOS overview screen. (Access this by tapping Hours of Service on the Home screen.)

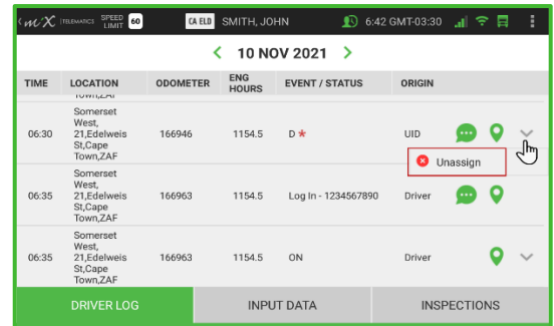


3. Tap Log Viewer.



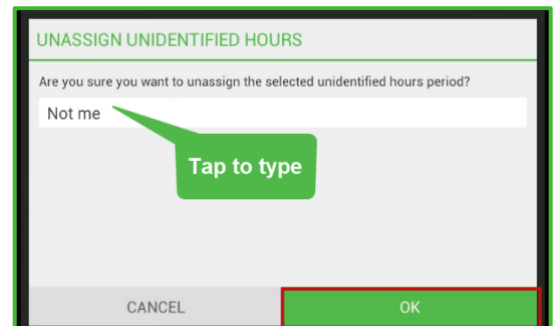
4. Tap the downwards arrow next to the added hours you would like to unassign. The origin will be displayed as UID – indicating that it came from the Unidentified Driver Profile – and a red asterisk will indicate that it was added afterwards.

5. Tap Unassign.



6. Enter an annotation.

7. Tap OK.



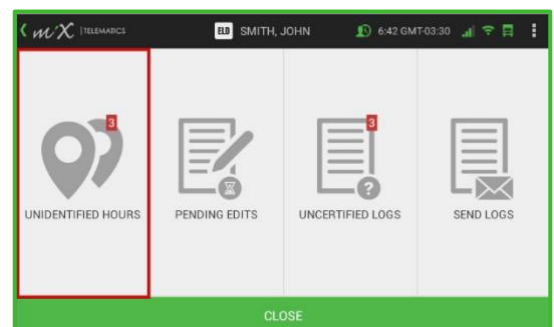
The unidentified driving hours is made available again for assignment via either the MiX ELD if it is within the regulatory defined window or by an admin user in MiX Fleet Manager.

Rejecting unidentified driving hours

You can reject unidentified driving hours shown on your MiX ELD, which will then explicitly show as rejected UID on the output file and will be visible during roadside inspection as an annotation under the Unidentified Driver Profile.

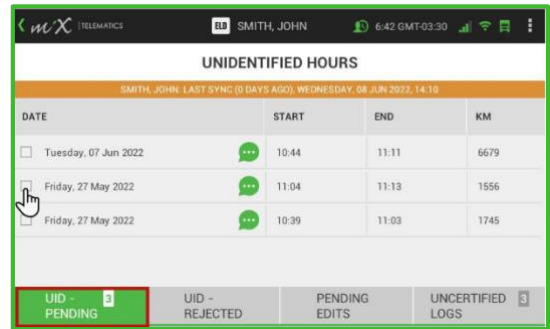
Access the ELD Summary screen by tapping **Hours of Service > HOS Log > Manage Log**

1. Reject UID back to the original UID profile.
2. Tap Unidentified Hours.

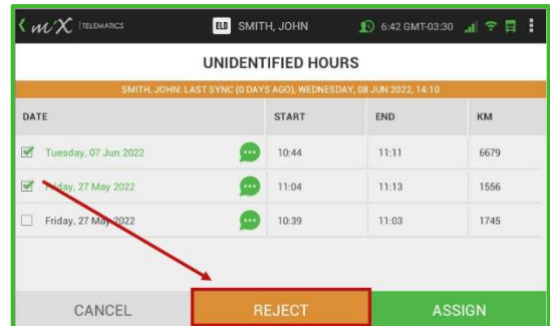


3. You can now tap on the tabs at the bottom to view unidentified hours by:
 - UID – pending
 - UID – rejected

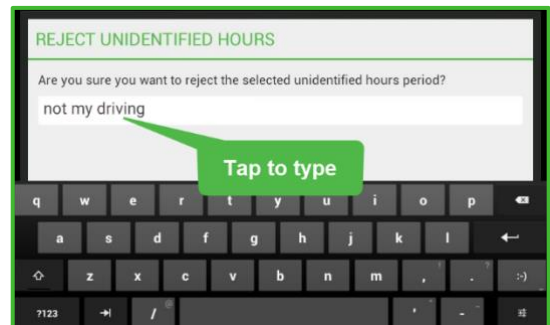
Tap the comment icon to view any annotations entered by the administrator in Mix Fleet Manager to view UID entries that you are not supposed to claim.



4. Make sure you are on the UID- pending tab.
5. Tap the UID that you would like to reject.
6. Tap Reject.

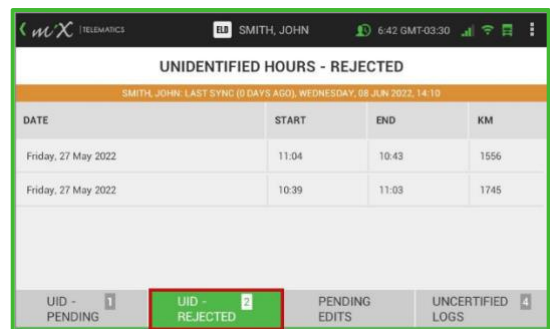


7. Enter an optional annotation.
Tap OK.



8. Tap UID = Rejected to see a list of all the UID you rejected. The rejected UID entry is still available for other logged in drivers to claim and will be visible in the "Unidentified Hours - Pending" tab when they switch to their profiles. If UID is claimed by another driver it will be removed from the rejected list for all drivers.

1.



The rejected UID will be available in the output file and the annotation for the rejected UID will also be shown in the roadside inspection for the UID driver profile.

Log Editing

The driver now has full HOS log management capability on the MiX ELD. Any edits that a driver makes on the MiX ELD are automatically accepted.

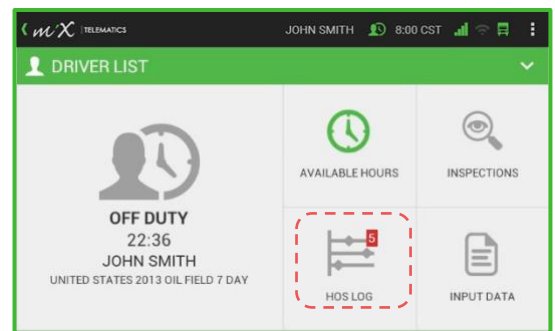
NOTE: A driver's automatically recorded driving time cannot be reduced. (The only exception is when team drivers are swapping driving hours, which is a function that can only be performed on the MiX ELD by both the drivers involved).

Supervisors and/or HOS administrators can propose edits to a driver's HOS log from the MiX Fleet Manager application that must be accepted or rejected by the driver from the MiX ELD. These are displayed as pending edits.

Add a duty status

Add a duty status before or after an existing duty status by tapping the Hours of Service icon on the home screen.

1. Tap HOS Log.



2. Tap Log Viewer.



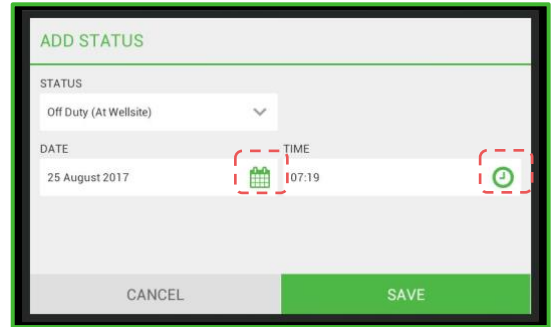
3. Tap the downward arrow next to an existing duty status and select whether you want to add a duty status before or after the selected row.

NOTE: You cannot add a duty status after the current status or after a status that is still in progress.

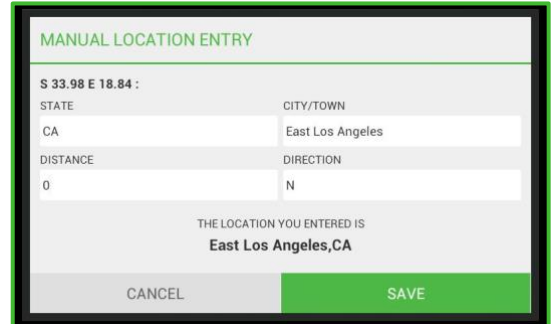
The screenshot shows the 'DRIVER LOG' table for 25 August 2017. The table has columns for TIME, LOCATION, ODOMETER, ENG HOURS, EVENT / STATUS, and ORIGIN. The 'Add before' and 'Add after' options are highlighted with a red dashed box.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:19	S 33.98 E 18.84	7922	176.9	Log In -	Driver
07:19	S 33.98 E 18.84	7922	176.9	ON	Driver
07:19	S 33.98 E 18.84	7922	176.9	OFF	Driver

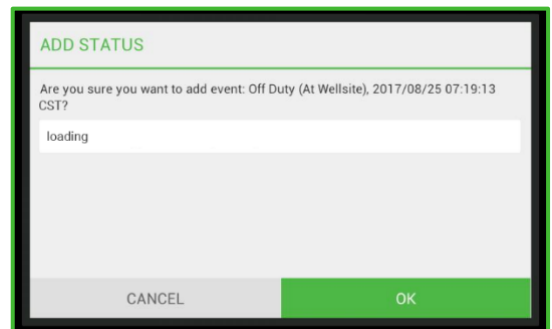
4. Select a status from the dropdown list.
5. Choose a date by selecting the calendar icon.
6. Choose a time by selecting the clock icon.
7. Tap Save.



8. If a duty status was added automatically or manually and the position of the vehicle cannot be determined by the ELD, you can add a location manually. The location has to be inputted in proximity format.

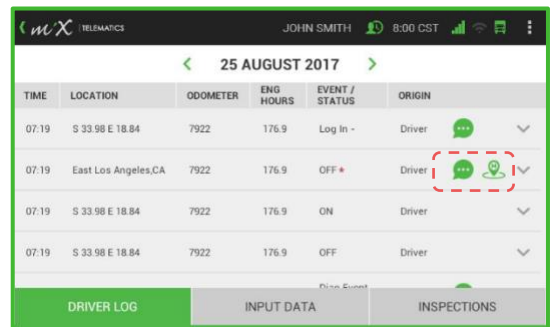


9. Tap Save.
10. Enter a mandatory annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

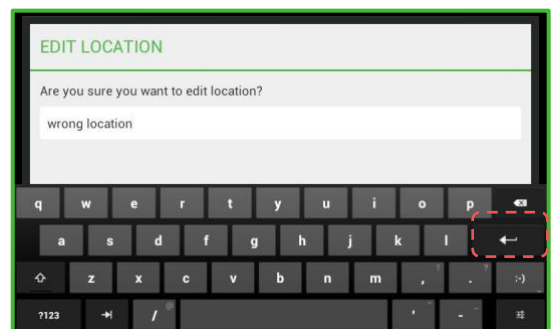


11. Tap OK.

12. You will see the new duty status added to your driver log, indicated with a red asterisk.
13. View annotations (remarks) by tapping the annotation icon.
14. View and edit the manual entry by tapping the manual location icon.



15. You will need to supply a mandatory annotation for editing a location. Tap the enter key when you are done and OK to save the new location.

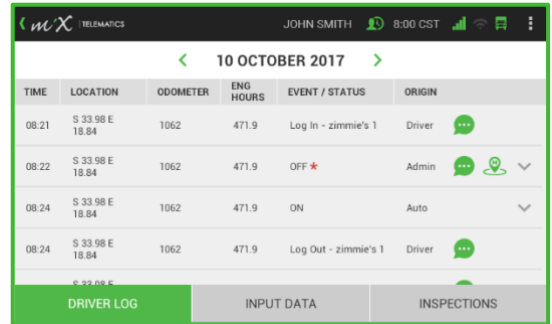


Adding Authorized Personal Use of CMV to the driver log

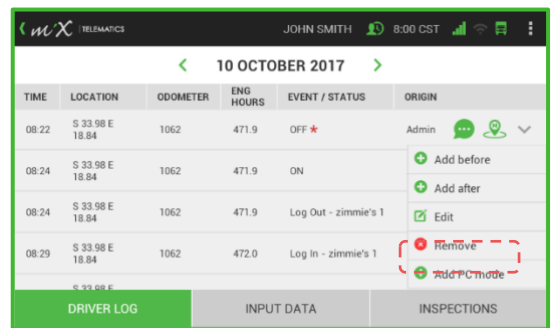
Remember that you can only switch to Personal Use Mode when your duty status has been set to Off Duty. The Authorized personal use of CMV can thus be seen as a sub-state of the Off Duty status. This means you can only add the Personal Use Mode when tapping an Off Duty status on the log viewer screen.

Tap **Hours of Service > HOS Log > Log Viewer**

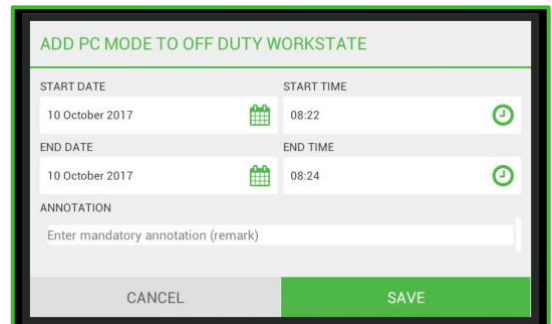
1. Find the relevant Off Duty status.



2. Tap the downward arrow next to the duty status and select Add PC mode.

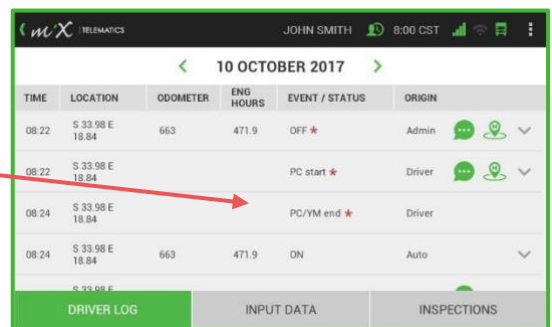


3. Choose a start date and end date by selecting the calendar icons.
4. Choose a start time and end time by selecting the clock icons.
Enter a mandatory annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



5. Tap Save.

6. The start and end time of the PC mode has now been added to the driver log.

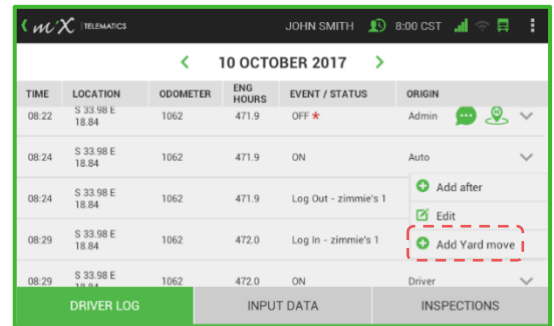


Adding Yard Moves to the driver log

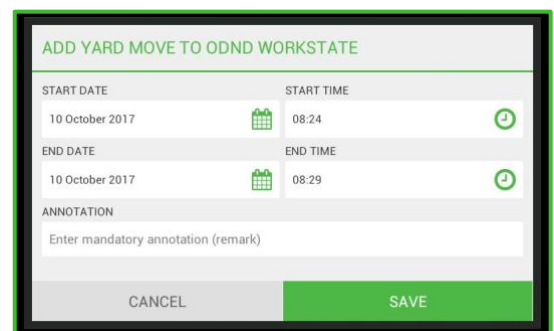
Remember that you can only switch to Yard moves mode when your duty status has been set to On Duty (Not Driving). Yard moves can thus be seen as a sub-state of the On Duty (Not Driving) status. This means you can only add the Yard moves mode when tapping an ODND work state on the log viewer screen.

Tap **Hours of Service > HOS Log > Log Viewer**

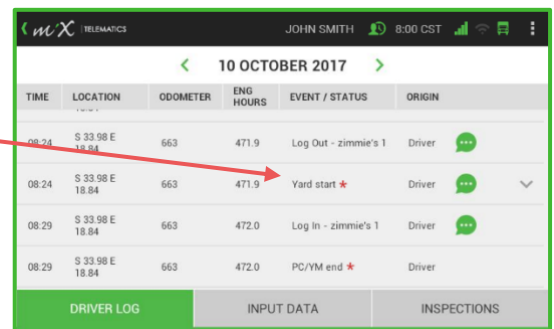
1. Find the relevant On Duty (Not Driving) status.
2. Tap the downward arrow next to the duty status and select Add Yard move.



3. Choose a start date and end date by selecting the calendar icons.
4. Choose a start time and end time by selecting the clock icons.
Enter a mandatory annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

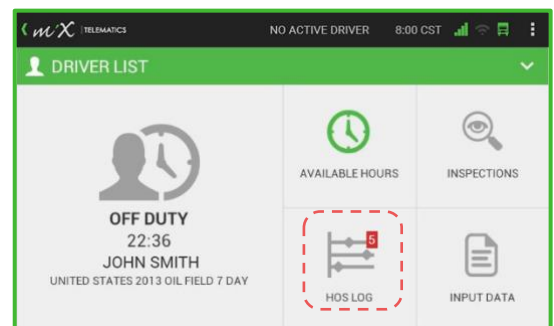


5. Tap Save.
6. The start and end time of the yard move has now been added to the driver log and the added/edited status will be indicated with a red asterisk.



Edit a duty status

1. Tap HOS Log.



2. Tap Log Viewer.



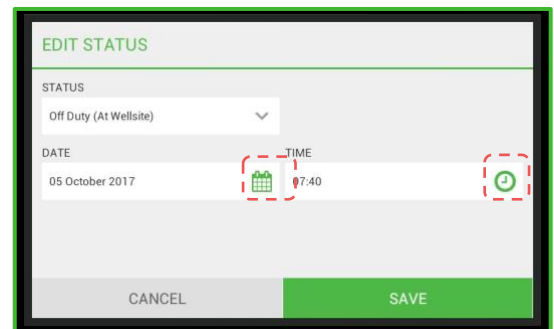
3. Tap the downward arrow next to the duty status that you want to edit.

⚠ NOTE: You cannot reduce driving time recorded by the OBC (indicated in dark green on the Log Viewer).



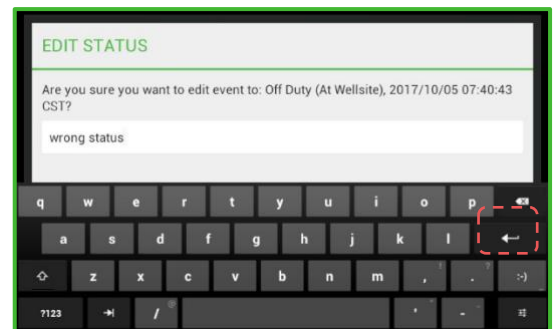
4. Select a status from the dropdown list or choose the date and time that need to change.

If you are editing a Yard Moves or PC Mode status you need to supply the start and end date and time and add a mandatory annotation on this screen.




5. Tap Save.

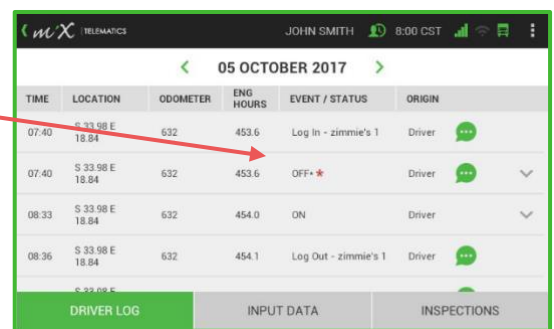
6. Enter a **mandatory** annotation.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



7. Tap OK.

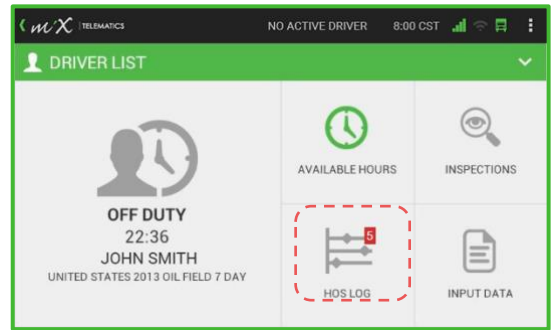
8. You will see the edited duty status indicated with a red asterisk.

9. View annotations (remarks) by tapping the annotation icon. 

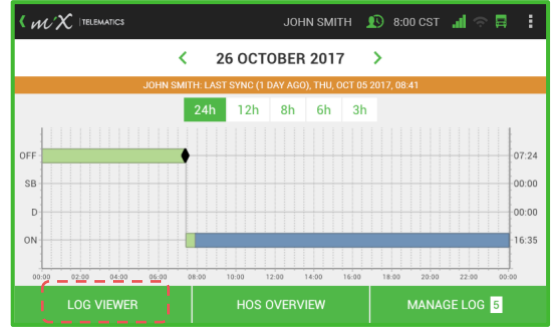


Delete a duty status

1. Tap HOS Log

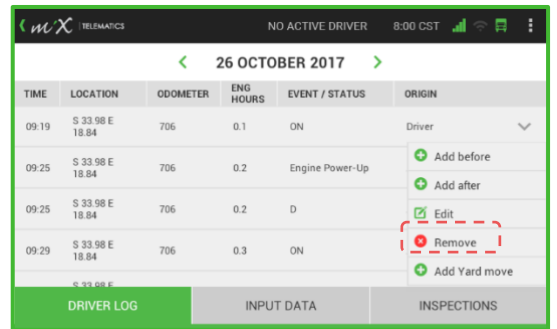


2. Tap Log Viewer

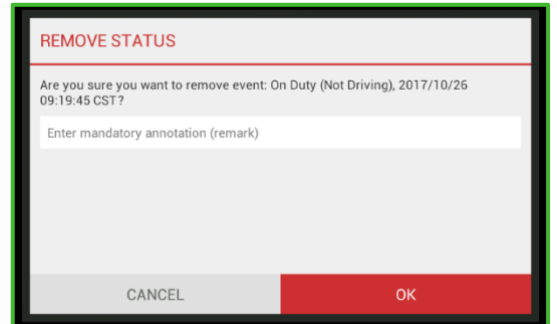


3. Tap the downward arrow next to the duty status that you want to remove.

⚠ NOTE: You cannot reduce driving time recorded by the OBC (indicated in dark green on the Log Viewer).

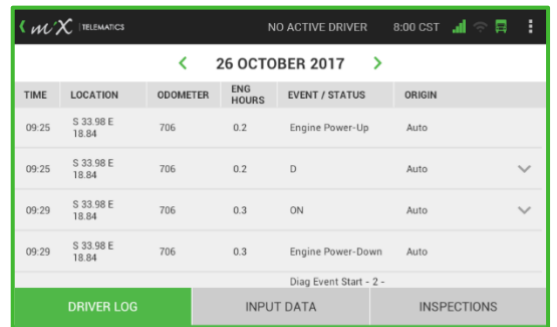


4. Enter a mandatory annotation (remark).
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



5. Tap OK.

6. The duty status has been removed from the MiX ELD and the Driver logs.




- When you look at your log graph now you will see that the duty status has been removed.



View annotations

Add annotations (remark) on any duty status by editing the duty status as described above. The only edits that can be made to automatically recorded driving time are the annotations that can be added.

- View annotations by tapping the icon. 

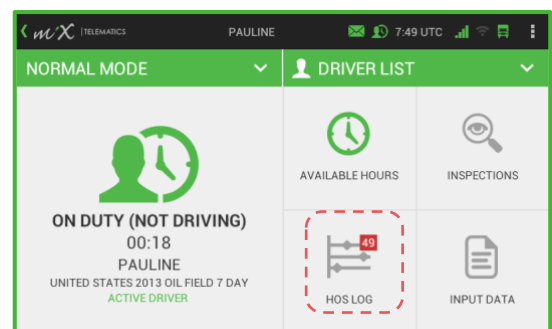
TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:19	Los Angeles, CA	7922	176.9	OFF*	Driver
07:19	S 33.98 E 18.84	7922	176.9	OFF	Driver
07:25	S 33.98 E 18.84	7922	176.9	SB*	Driver
08:07	S 33.98 E 18.84	0	0.0	Diag Event End	Auto
08:07	S 33.98 E 18.84	0	0.0	Malfunction Exit	Auto

Assigning a historical driving period to a co-driver

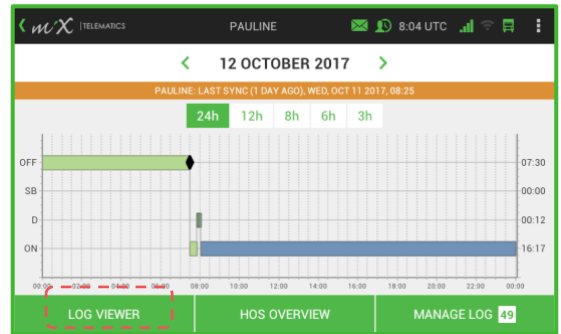
If you forgot to change your status to the active driver whilst driving, you can still assign a historical driving time from yourself to another driver who was logged into the MiX ELD when the specific driving period occurred.

Note that you, as a new active driver can also use the quick claiming feature described in the [Quick claiming unidentified hours](#) section above, immediately after the driving took place to claim a previous driving period. The log editing however enables you to swap at any time while both drivers (or more) are logged into the ELD.

- Both drivers need to be logged in when swapping driving time.
- The person **assigning** the driving period must tap the HOS Log icon first.
(This is the person who was the active driver whilst the driving took place and who wants to remove the driving period from his/her records.)



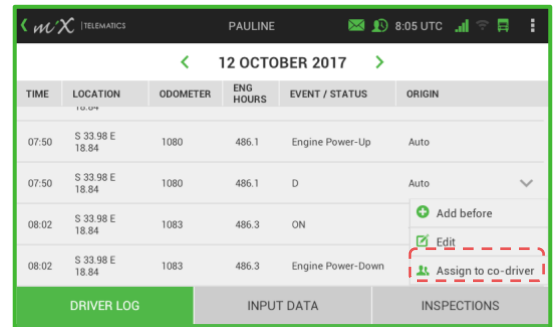
3. Tap Log Viewer.



4. Search for the specific historical driving period that you need to assign to one of the drivers who was logged into the vehicle at the same time the driving occurred.

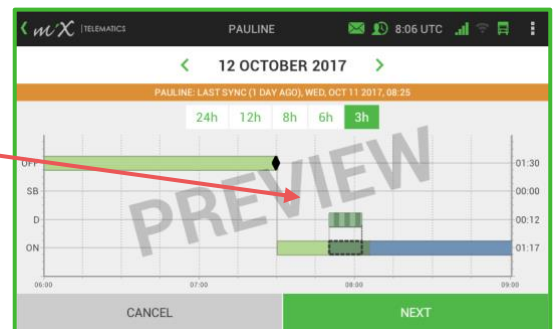
NOTE: if you were the only driver that was logged in during the driving period the option will not be available in the dropdown list.

If more than one co-driver was logged in during the specific driving period, a list of the driver names will be displayed.



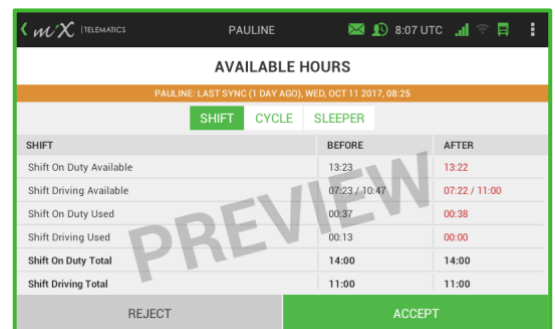
5. After tapping Assign to co-driver, you can review a preview of your own log graph indicating the driving period that will be removed.

6. Tap Next.

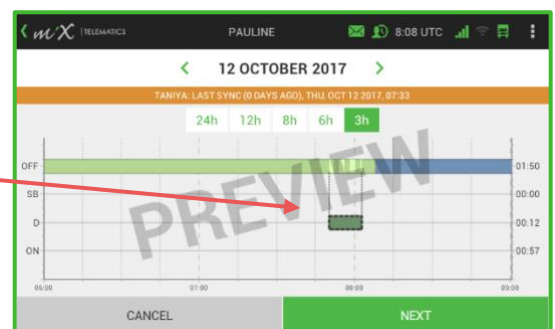


7. You can now view your new available hours.

Tap Accept.



8. A preview of the log graph of the driver who is **claiming** the historical driving period will now be displayed. The driver who wants to add the driving period to their driving records must now tap Next.



- You can now view a preview of your new available hours after the historical driving period has been added to your driving records.

Tap Accept to claim this.

SHIFT	BEFORE	AFTER
Shift On Duty Available	14:00	13:40
Shift Driving Available	08:00 / 11:00	07:40 / 10:47
Shift On Duty Used	00:00	00:20
Shift Driving Used	00:00	00:13
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

- Only if **both** drivers agree with the changes are you allowed to tap OK. This is a signature implying that both drivers are happy with the edits to the driver records.

ACCEPT CHANGES

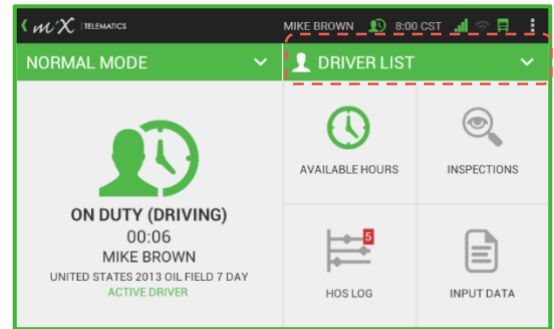
Pauline & Taniya,
Do you and your co-driver both accept this correction to your respective records?

CANCEL OK

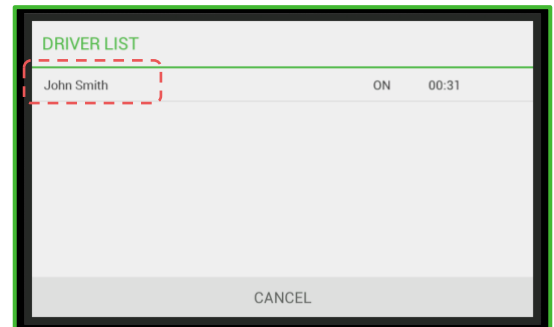
Swap driving time when team driving

If you are team driving and both you, the active driver and another driver, the co-driver are logged into the MiX ELD you can swap a historical driving period. Thus, if you forgot to change yourself from the co-driver to the active driver, the MiX ELD will ask you if you want to claim the last driving period, right after an active driver swap where both drivers were logged in. **NOTE:** Both drivers have to be logged in to perform this operation.

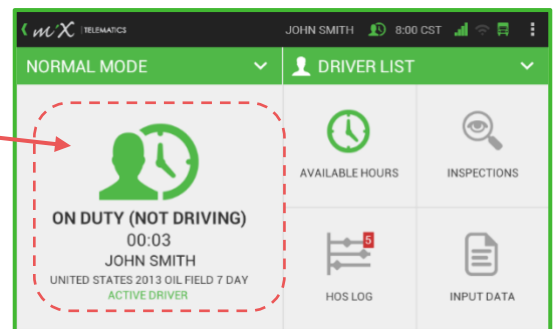
1. Tap the Driver List dropdown.



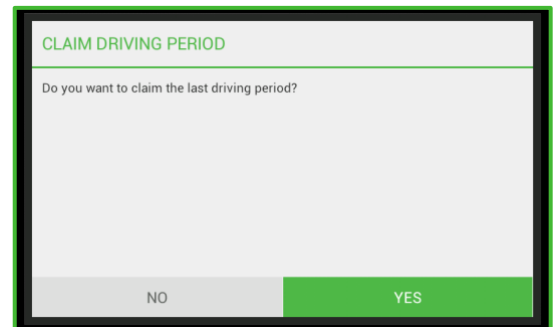
2. Choose your name from the list of drivers.



3. Change your HOS status to Active Driver by tapping the driver icon.



4. You can now claim the last driving period by tapping Yes.

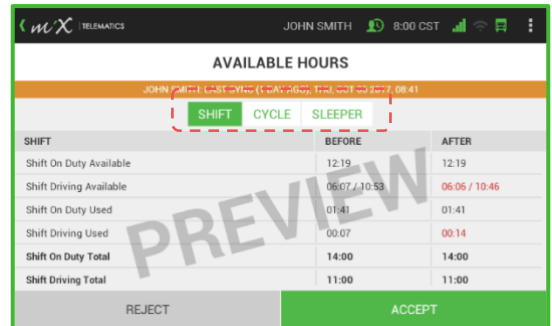


5. A preview will be displayed of the hours that will be added.
Zoom in by tapping the hours icons displayed above.

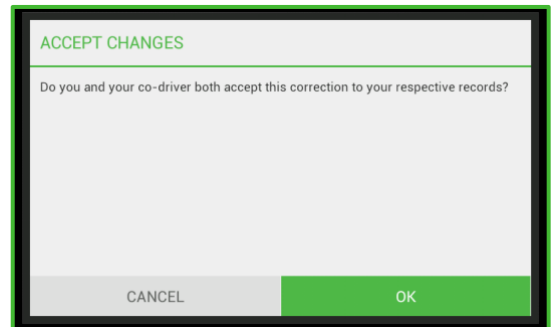
Tap Next.



6. View your available hours. You can toggle between shift, cycle and sleeper using the tabs displayed at the top. Tap Accept to add the hours to your log.



7. Both drivers need to accept the changes made to the records. Tapping OK means that **both** drivers have accepted the correction.



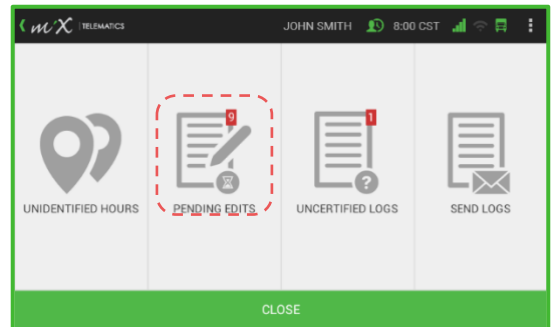
Once confirmed, the driving period will be removed from the previous driver's log and added to the new active driver's log.

Pending Edits

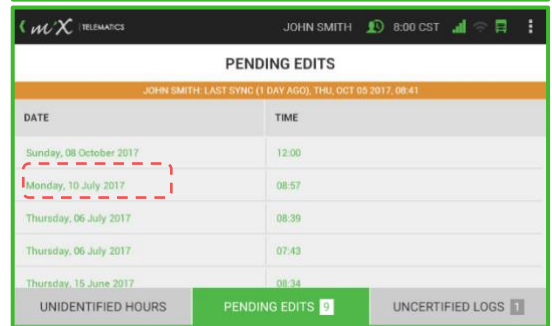
When a supervisor or HOS administrator makes any changes to the driver's log in MiX Fleet Manager, the edit will be sent to you, the driver as a pending edit that you can accept or reject on the MiX ELD.

Go to the ELD Summary screen by tapping **Hours of Service > HOS Log > Manage Log**.

1. Tap Pending Edits on the summary screen.



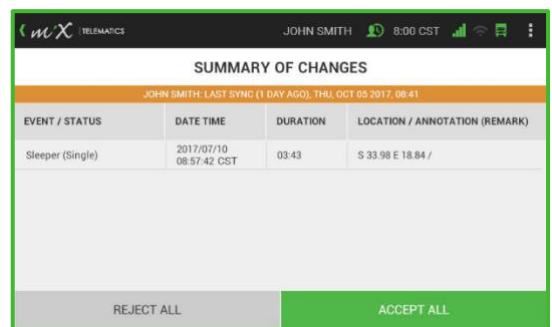
2. Choose the day you would like to review.



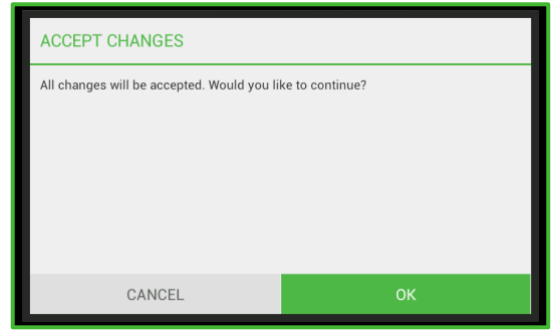
3. Preview the graph with the proposed edits and tap either Next or Cancel to reject the changes. Zoom in or out by tapping the hours shown at the top of the graph.



4. You can now either Accept all the changes or Reject all the changes.
Rejected edits will be sent back to the supervisor. You have to supply a reason for any rejected changes.



5. Tap OK to accept all the edits to your log.



You can also access this feature from the Uncertified Logs screen as described in Log Certification below.

Log Certification

HOS drivers are required to certify their logs at the end of each day of work. The ELD solution for log certification is an implicit electronic signature used to indicate acceptance. Certify your logs from the ELD summary screen.

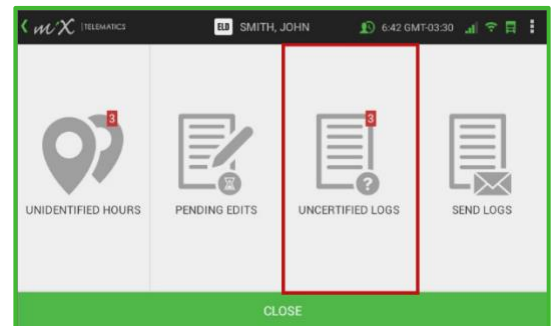
You will need to certify your log whether you have been on duty or off duty.

You can get to this screen by tapping **Hours of Service > HOS Log > Manage Log**.

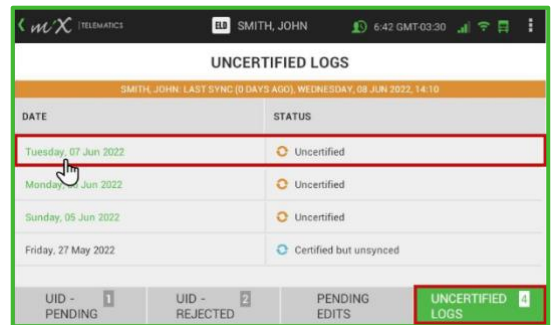
2. Tap Manage Log.



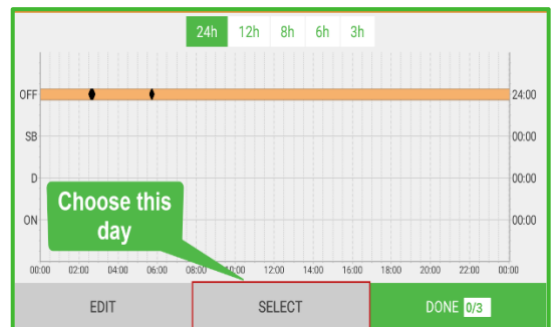
3. Tap Uncertified Logs.



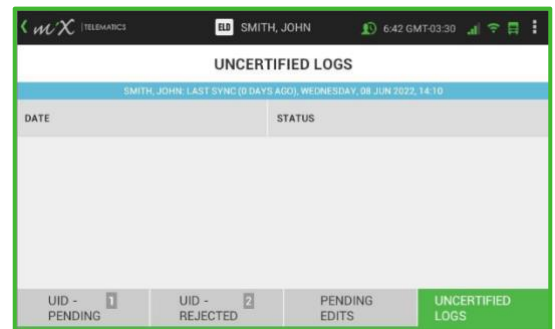
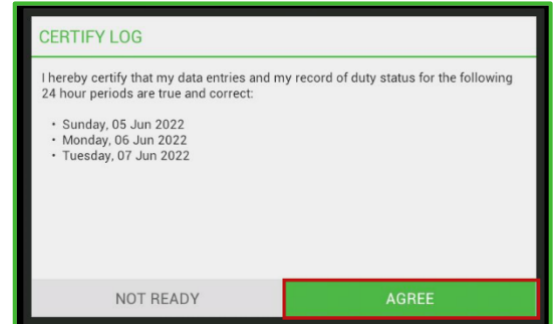
4. Make sure you are on the Uncertified Logs tab.
5. Tap on any day you would like to view and certify.
 - Certified and not synced will display in the list with a blue icon.
 - Uncertified will display in the list with an orange icon.



6. Tap Select at the bottom to choose the specific day to certify.



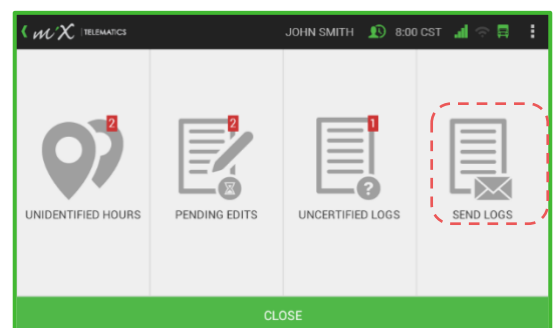
7. A checkmark next to the date will indicate that the day has been selected.
8. Now scroll through the days using the green arrows and tap select on each one you want to certify. You can see the total of the selected days on the bottom next to Done.
9. Tap Unselect if you do not want to include the day.
10. After you have scrolled through all the days you want to certify, tap Done.
11. A summary of all the days you are certifying will be displayed.
12. Tap Agree.
Tapping Agree is an implicit electronic signature that means you are accepting your log entries.
13. Any days that have not been certified will be displayed in the list.



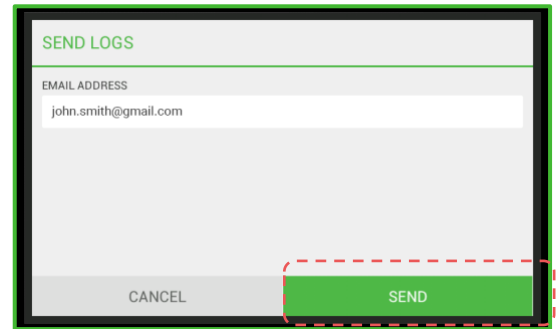
Sending the logs to email

The ELD summary screen allows you to send the log files to your personal email address. You can get to this screen by tapping **Hours of Service > HOS Log > Manage Log**.

1. Tap Send Logs.



2. Enter an email address and tap Send.
This attaches the FMCSA output file (CSV file) and the HOS Driver Log Reports (PDF files) for the last 7+1 days to the email.



Inspections

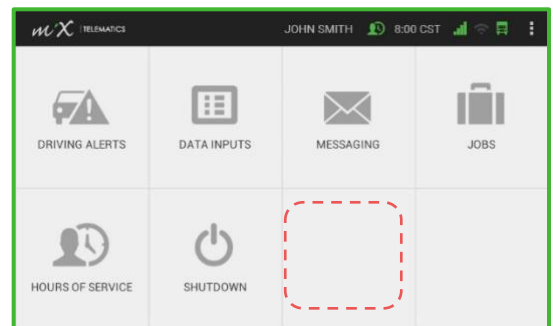
There are two inspection features on the MIX ELD. Users can firstly enter Roadside Inspection mode on the Mix ELD to supply the necessary information for the roadside inspection, and secondly, log inspection events.

Roadside Inspections

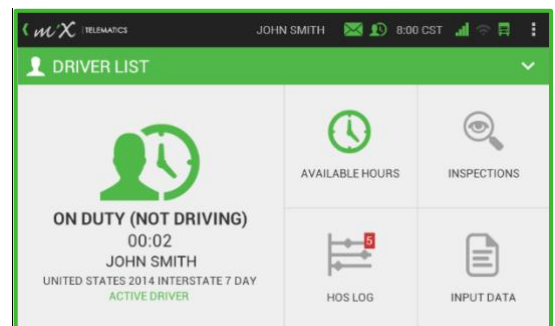
You initiate the Roadside Inspection mode when requested by an authorized law enforcement official to show all of the required ELD information, including the header segment, log graph and log listing in table format. When you undock the Mix ELD, the application will automatically enter Roadside inspection mode.

When in Roadside Inspection Mode all HOS alerts will be muted.

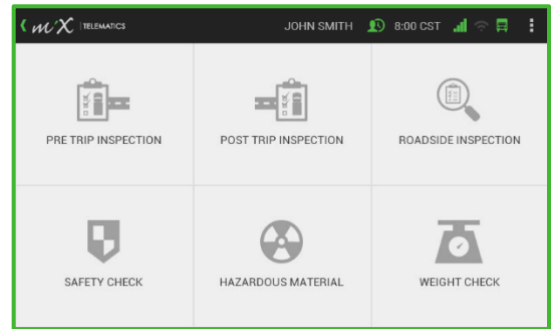
1. Tap the Hours of Service icon.



2. Tap Inspections.



3. Select Roadside Inspection.



4. You can now show the official the required information.

A summary of all your information will be displayed by default but can also be accessed by tapping the Driver Info tab at the bottom of the screen.

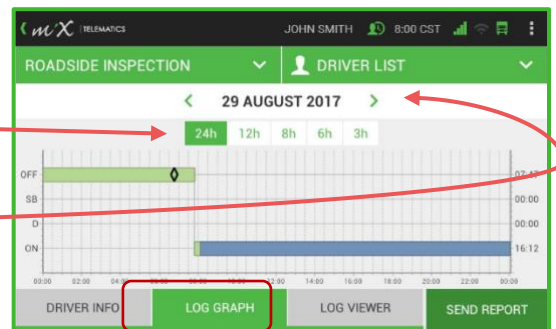
This screen will indicate whether you are an exempt driver.



5. Tap Log Graph to show a visual display of the logs.

Zoom in and out using the hours icons at the top.

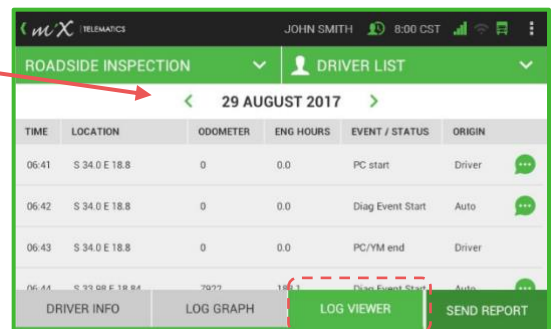
Scroll back and forth using the arrows to select a different day.



6. For a listing of the events or statuses, tap Log Viewer.

Scroll back and forth using the arrows to select a different day.

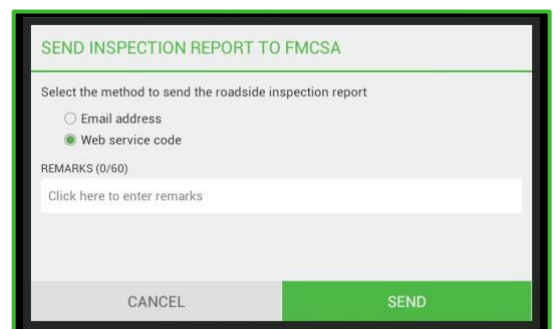
Tap the annotations icon to view a remark.



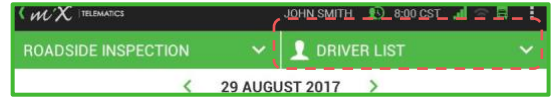
7. You can initiate the sending of the output file (to the FMCSA) by tapping the Send Report tab.

8. Select whether the report must be sent via email or the web service code – the optional output file comment, which is a routing code provided by the inspecting officer that could be a minimum of 4 characters and a maximum of 60, can be entered here.

NOTE: if there is no mobile coverage at your current location, the ELD will display a warning that the file could not be sent.



9. Logged in co-drivers can show their driver logs at the same time.

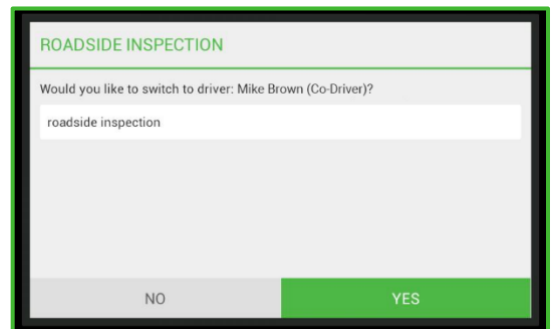


10. Tap the co-driver name from the driver list drop down to access the relevant logs.

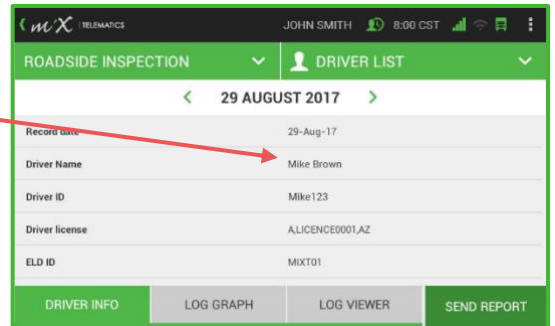


11. Enter an optional annotation.

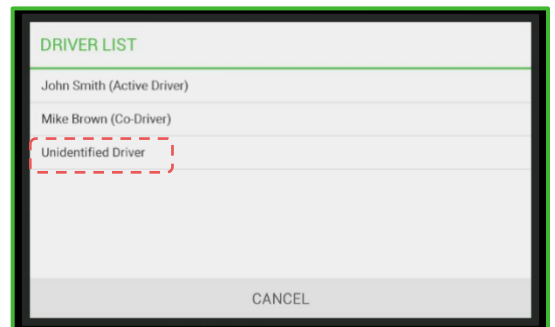
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



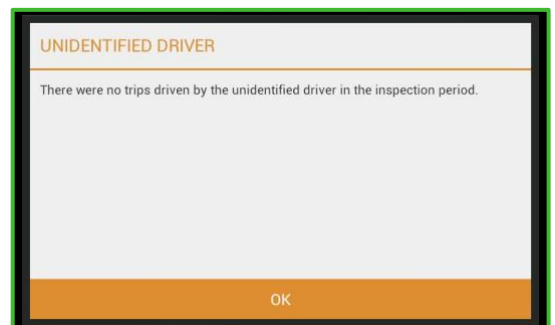
12. The co-driver can now also show the driver info, log graph and log viewer or choose to send a report.



13. If required you can also show the officer the unidentified logs for the vehicle by selecting the Unidentified Driver profile from the driver list.



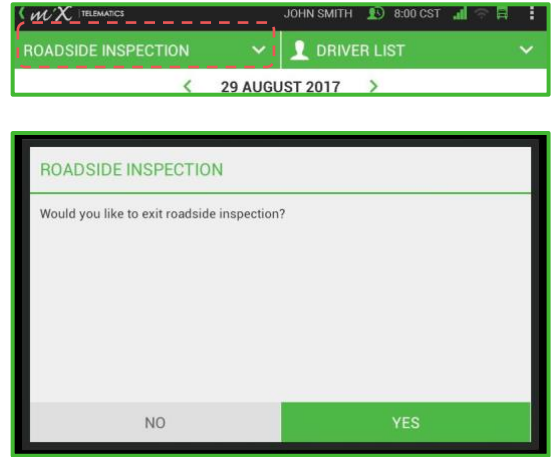
14. The ELD will display a notification if there is no unidentified driving time.



15. You need to exit the roadside inspection by tapping the downward arrow next to the roadside inspection status.
(You can also tap the MiX Telematics logo icon to exit Roadside Inspection and go back to the previous screen.)
16. Tap Yes and enter an annotation as this will log an inspection event that is recorded in the system for both the active driver and the co-driver.

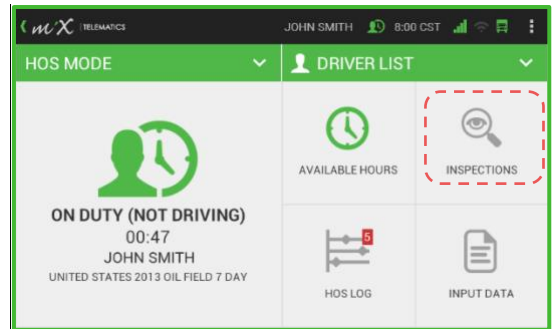
There are different inspections that can be selected and events will be logged accordingly:

- Pre-trip inspection
- Post trip inspection
- Safety check
- Hazardous material inspection
- Weight Check



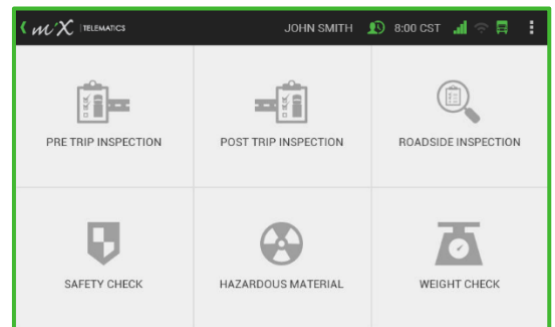
Log inspection events from the Inspections tab

1. Tap the Inspections icon.



2. Select one of the following:

- Pre-trip Inspection
- Post Trip Inspection
- Roadside Inspection
- Safety Check
- Hazardous Material
- Weight Check

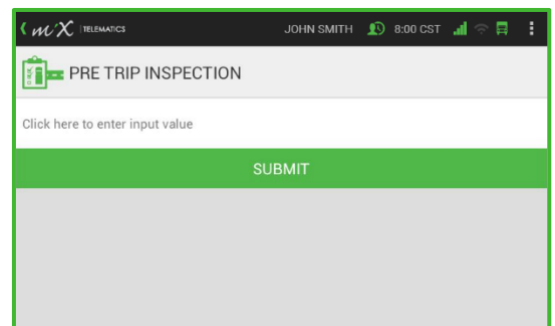


3. Tap on the text bar to activate the keyboard.

4. Type an input value.

5. Tap Submit.

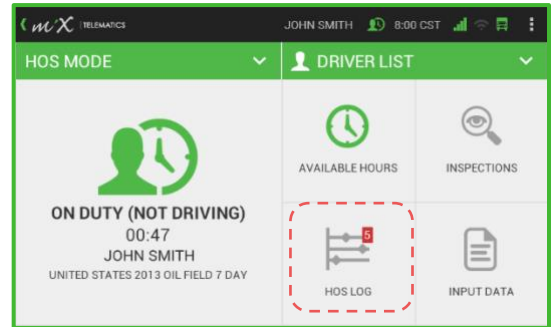
6. Tap OK to send the inspection event.



View and edit logged inspections

View all inspections that were logged in the Inspections section.

1. Tap HOS Log.



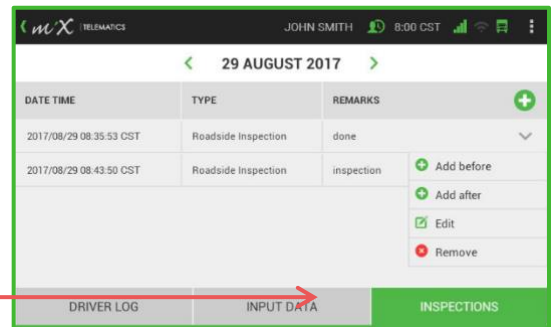
2. Tap Log Viewer.



3. Tap Inspections.

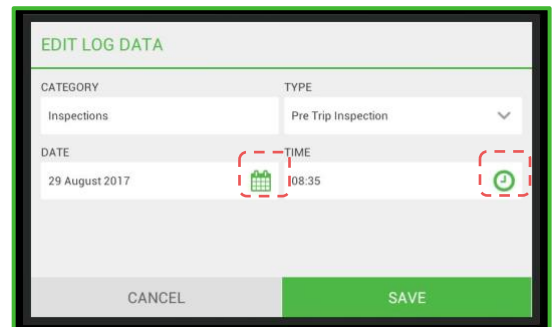
4. View all logged inspections

5. Tap the downward arrow next to the inspection to add an inspection before or after, or to edit or remove the logged data.



6. Change the category, type or date and time.

7. Tap Save.



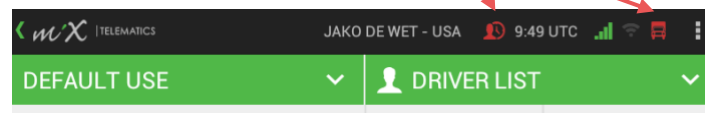
8. The edited inspection will be indicated with a red asterisk.

DATE TIME	TYPE	REMARKS
2017/08/29 08:35:53 CST	Pre Trip Inspection *	done
2017/08/29 08:43:50 CST	Roadside Inspection	inspection

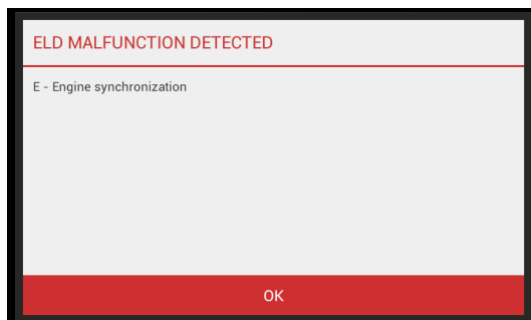
Data diagnostics and Malfunctions

Indicators on the ELD screen alert the driver to a data diagnostic event or malfunction on the MiX ELD.

- The diagnostic indication is the driver icon in the top banner on the screen.
- The malfunction indication is the truck icon in the top banner on the screen.



Please note Please note that only when you see the ELD malfunction error or the red truck indicator you need to contact your supervisor immediately to log a ticket with MiX Telematics.* Revert to using paper logs in the event of the ELD device hindering the accurate recording of your driver logs.**



*A data diagnostics or red driver icon does not require a ticket to be logged, nor does it require switching to paper logs.

**You should never run on paper logs without logging a request with MiX Telematics for the ELD malfunction.

A list of some of the possible malfunctions that could occur is provided below:

Malfunction code

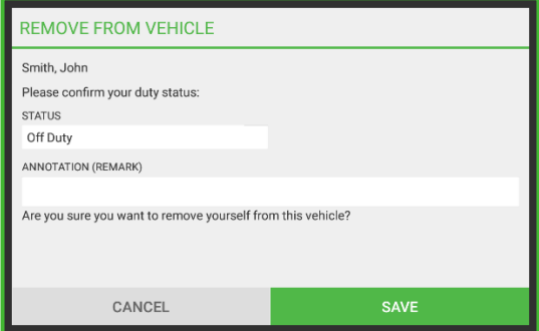
<i>Malfunction code</i>	<i>Malfunction description</i>
P	Power compliance
E	Engine synchronization compliance
T	Timing compliance
L	Positioning compliance
R	Data recovery compliance
S	Data transfer compliance
0	Other ELD detected malfunction

Data Diagnostic Events

<i>Diagnostic code</i>	<i>Data Diagnostic Event</i>
1	Power data diagnostic event
2	Engine synchronization data diagnostic event
3	Missing required data element data diagnostic event
4	Data transfer data diagnostic event
5	Unidentified driving records data diagnostic event
6	Other ELD identified diagnostic event

Log out

1. Insert the red HOS driver plug.
2. Choose the relevant duty status and enter an annotation if required.
3. Tap Save.



REMOVE FROM VEHICLE

Smith, John

Please confirm your duty status:

STATUS
Off Duty

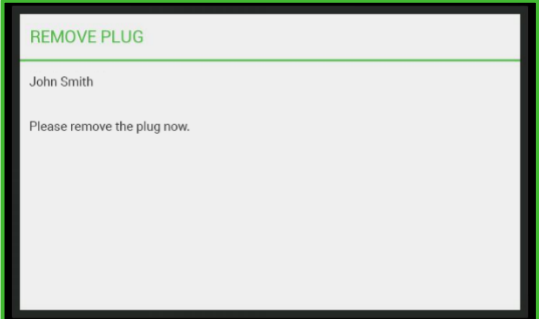
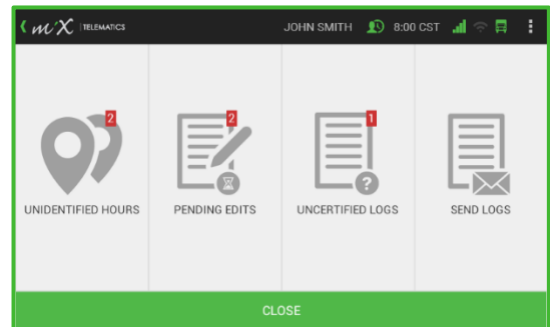
ANNOTATION (REMARK)

Are you sure you want to remove yourself from this vehicle?

CANCEL SAVE

The ELD summary screen will be displayed, showing a quick status overview of the ELD-compliance actions. See the [ELD summary screen](#) section for more information.

4. Tap Close.
5. Wait for the synchronization to complete.
6. Remove red HOS driver plug only after receiving the on-screen prompt.



REMOVE PLUG

John Smith

Please remove the plug now.