

A person is holding a tablet computer, interacting with the Telogis WorkPlan application. The app's interface is visible on the screen, showing a dashboard with various status indicators and time tracking data. The person's hand is pointing at the 'D Driving' status on the screen. The background is a blurred interior of a vehicle, suggesting the user is a driver.

Telogis WorkPlan

Hours of Service (HOS) and Driver Vehicle Inspection Report (DVIR)

Hours of Service (HOS):

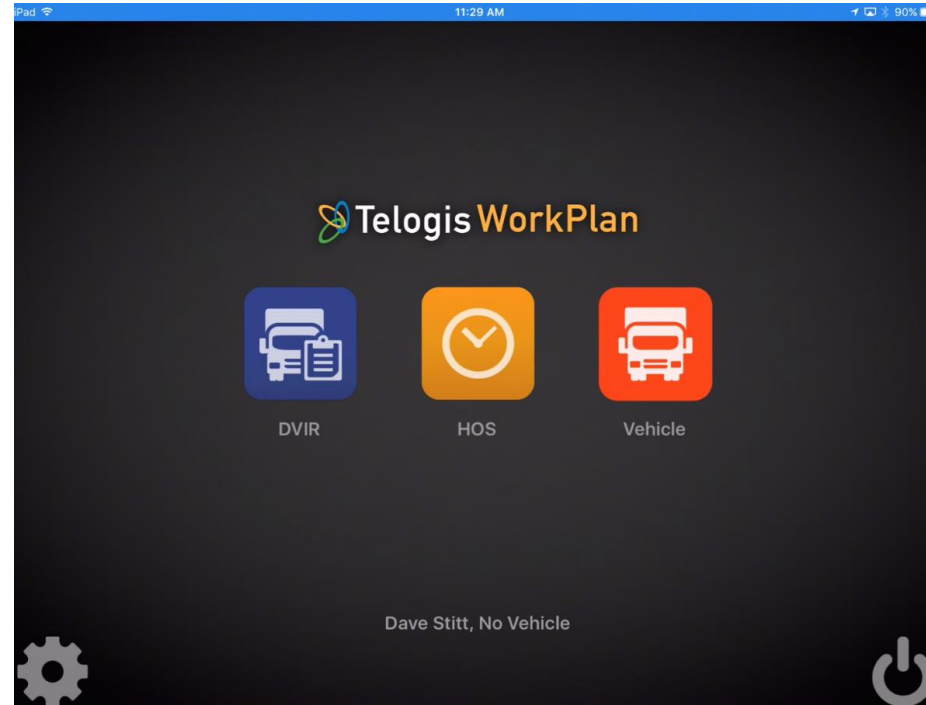
- Approximately 3 million drivers fall under the new federal mandate.
- Configurable to meet the needs of your business.
- Compliant with FMCSA regulations.
- Easy-to-use driver interface.
- Flexibility to comply with changing regulations.
- Application support for multiple hardware platforms.

Driver Vehicle Inspection Report (DVIR):

- Ensure your drivers are performing vehicle inspections by verifiable “walk-around” technology.
- Quickly validate the vehicle is safe to operate.
- Improve inspection reporting and provide inspection reports to maintenance department in real time.



Driver Review



This material is made available in order to train your employees on the Telogis WorkPlan product suite.

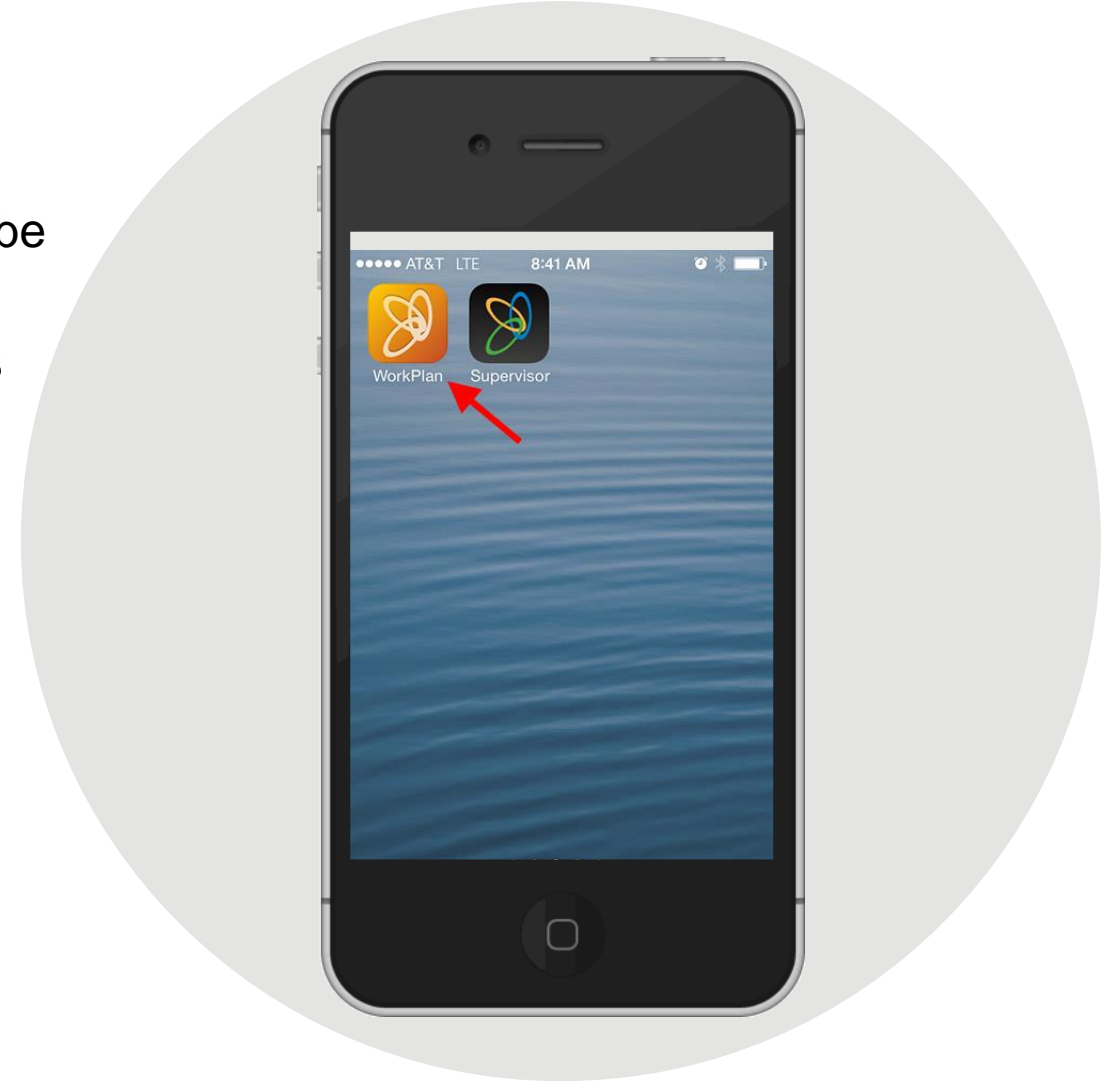
Getting Started – Install

Note: You will need **Telogis WorkPlan** installed on your device to complete the following procedure. Telogis WorkPlan can be installed from:

- Google Play Store for Android devices
- App Store for Apple devices.

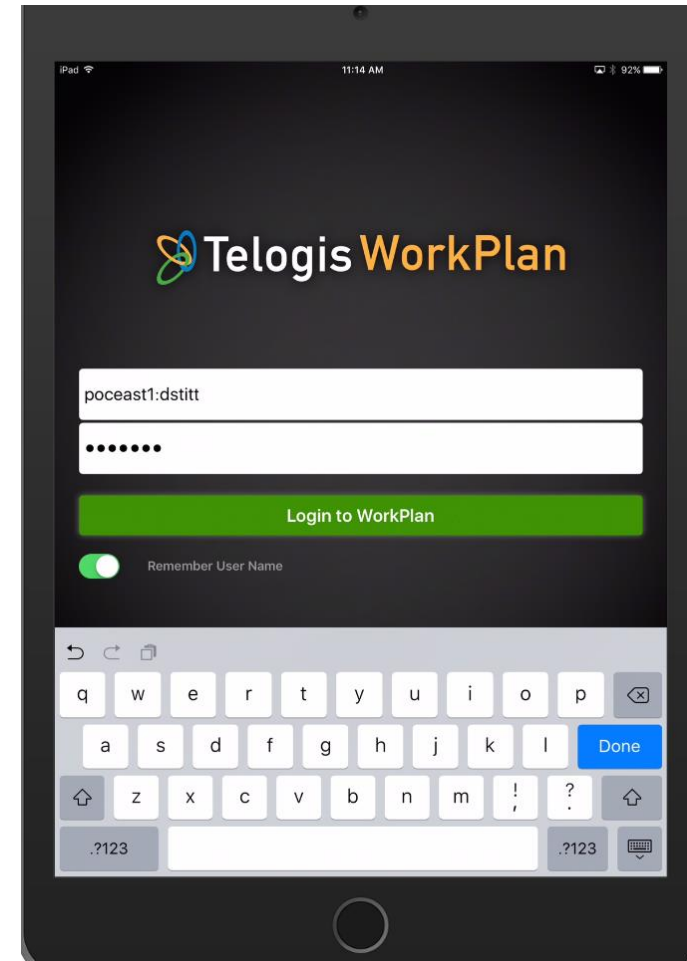
Use the following procedure to login to Telogis WorkPlan:

1. Click the **WorkPlan** icon on your device.



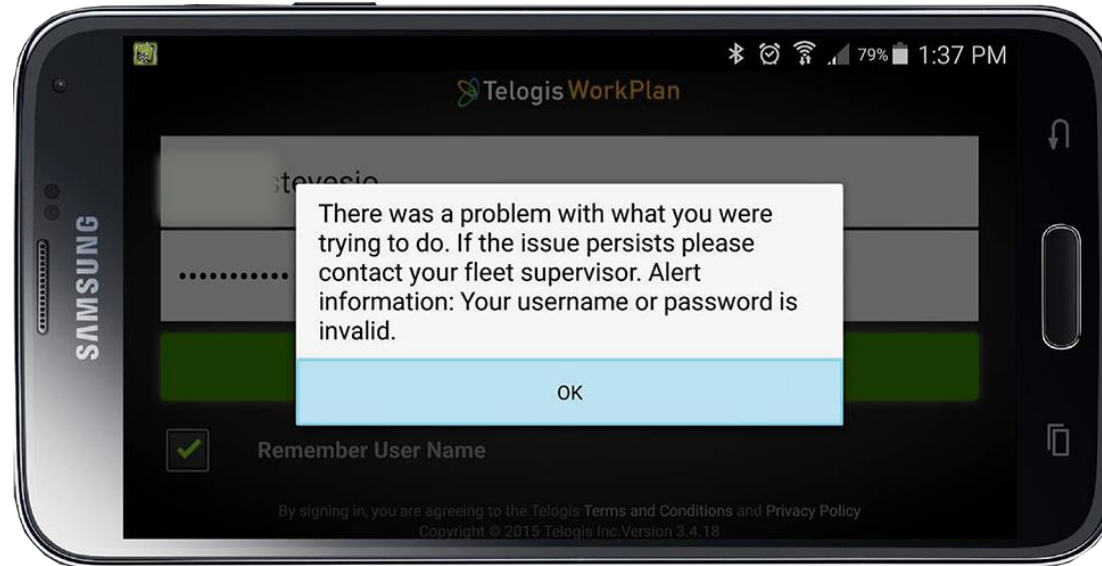
Getting Started – Logging In

2. Enter your login credentials:
 - a. Enter your login name (e.g., **xxxxxx:FirstInitialLastName**) in the **Login** box.
 - b. Enter your password in the **Password** box.
All passwords are set to **xxxxxxxx**.
3. Check the **Remember Me** checkbox to save the login information. (OPTIONAL)
4. Click **Login**.



Getting Started – Logging In

If your username or password are entered incorrectly, you will receive the pop-up message below.



Things to try:

1. Check for spaces after “poc-cons:”, before and after the colon “:”, and after the username.
2. Erase and re-enter your username and password.
3. DO NOT use the autocomplete option for the username, as it enters an invisible space after the username.

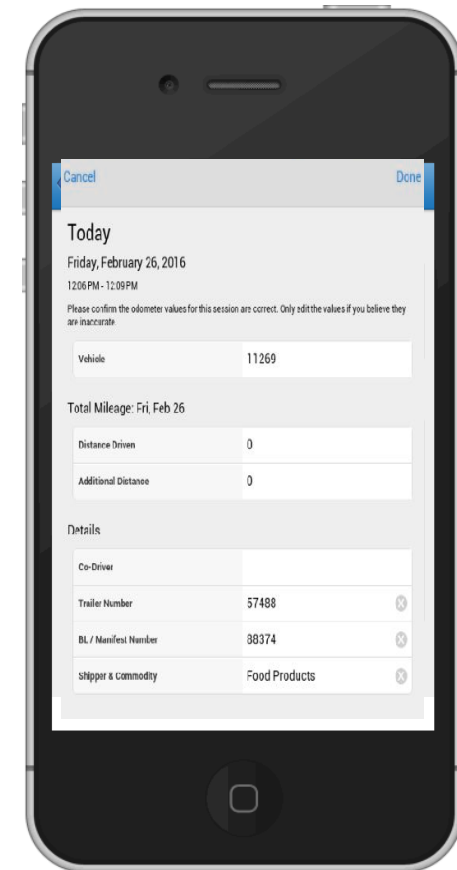
Getting Started

5. Enter the following information in the **Details** section:

Enter:

- a. Trailer Number – Enter Trailer number or “None”
- b. BL/Manifest Number
Leave Blank
- c. Shipper & Commodity
Enter “**Services**”

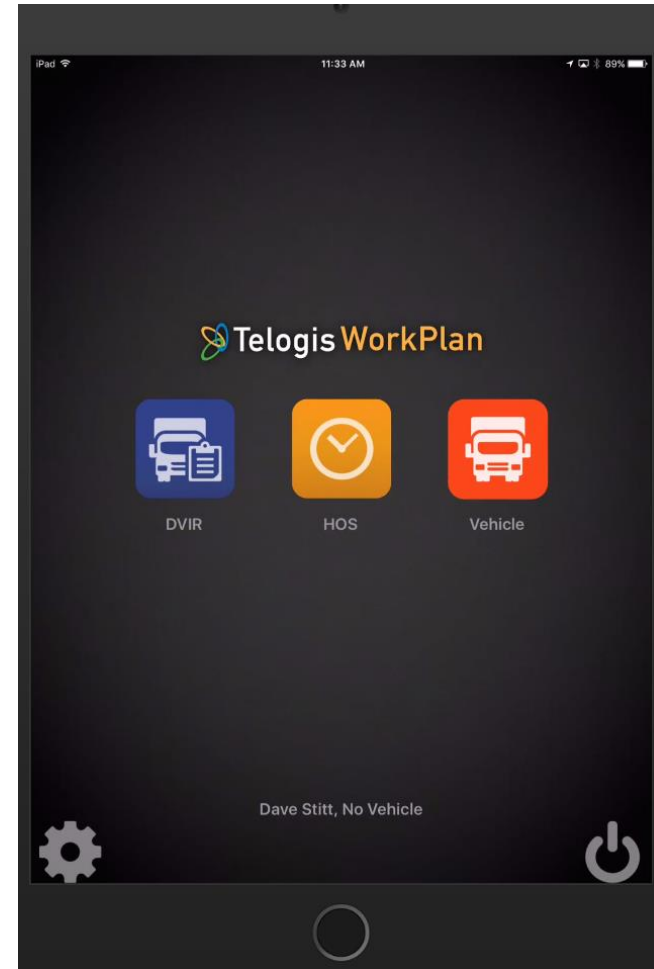
5. Click **Done**.



Getting Started - Select

Click an applicable option in the Telogis WorkPlan homepage.

- ✓ HOS
- ✓ DVIR
- ✓ Vehicle



A person is sitting in the driver's seat of a truck, holding a tablet computer. The tablet screen displays a software interface for tracking hours of service. The interface includes a top status bar with the time '11:56 AM' and battery level. Below that, there are several data points: 'Driving (11hr) 10:41', 'Day (14hr) 00:00', 'Week (70hr) 43:17', and 'Current Status 02:06'. The main area of the screen is divided into four quadrants, each with a label and a corresponding icon: 'D Driving' (top right), 'OFF Off Day' (middle right), 'SB Sleeper Berth' (bottom left), and a large blue square (bottom left). At the bottom of the screen, there is a small text string: 'Andy Owsen, Andy Owsen@nrc.com, Federal FD'. The person's hand is visible, pointing at the 'D Driving' section of the screen.

Hours of Service

Starting Your Day

- Upon signing in you will be taken to this screen.
- Select the orange HOS box.








Warnings & Alerts

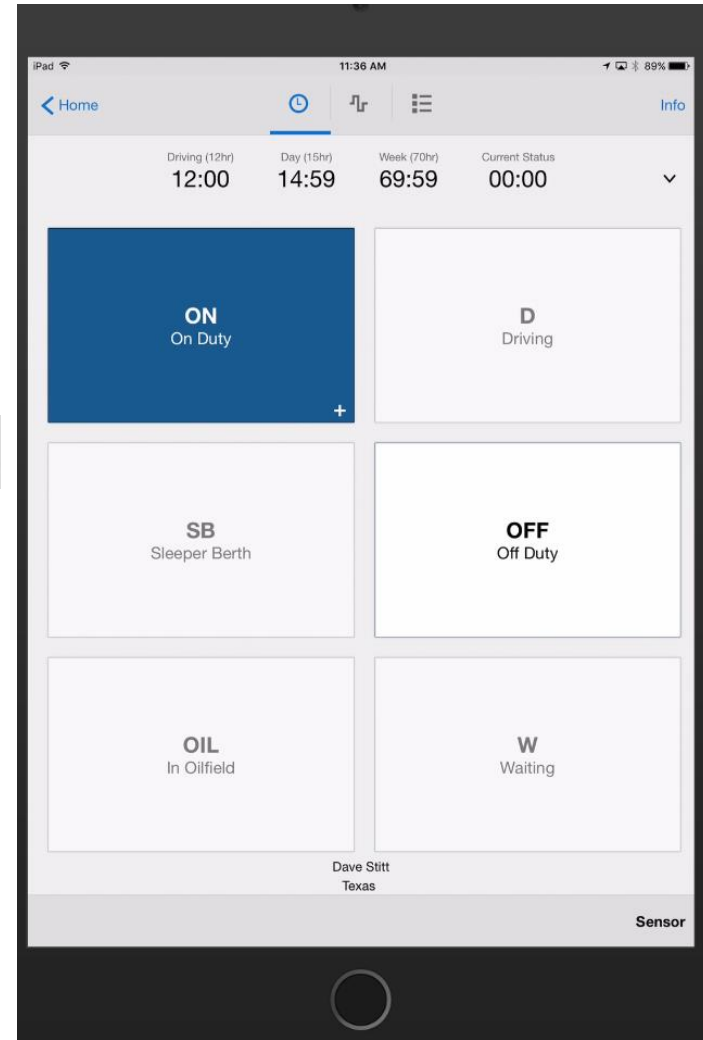
Continue with Violations



If a driver is in violation and they try to go back **to On-Duty** status, the following warning will appear.

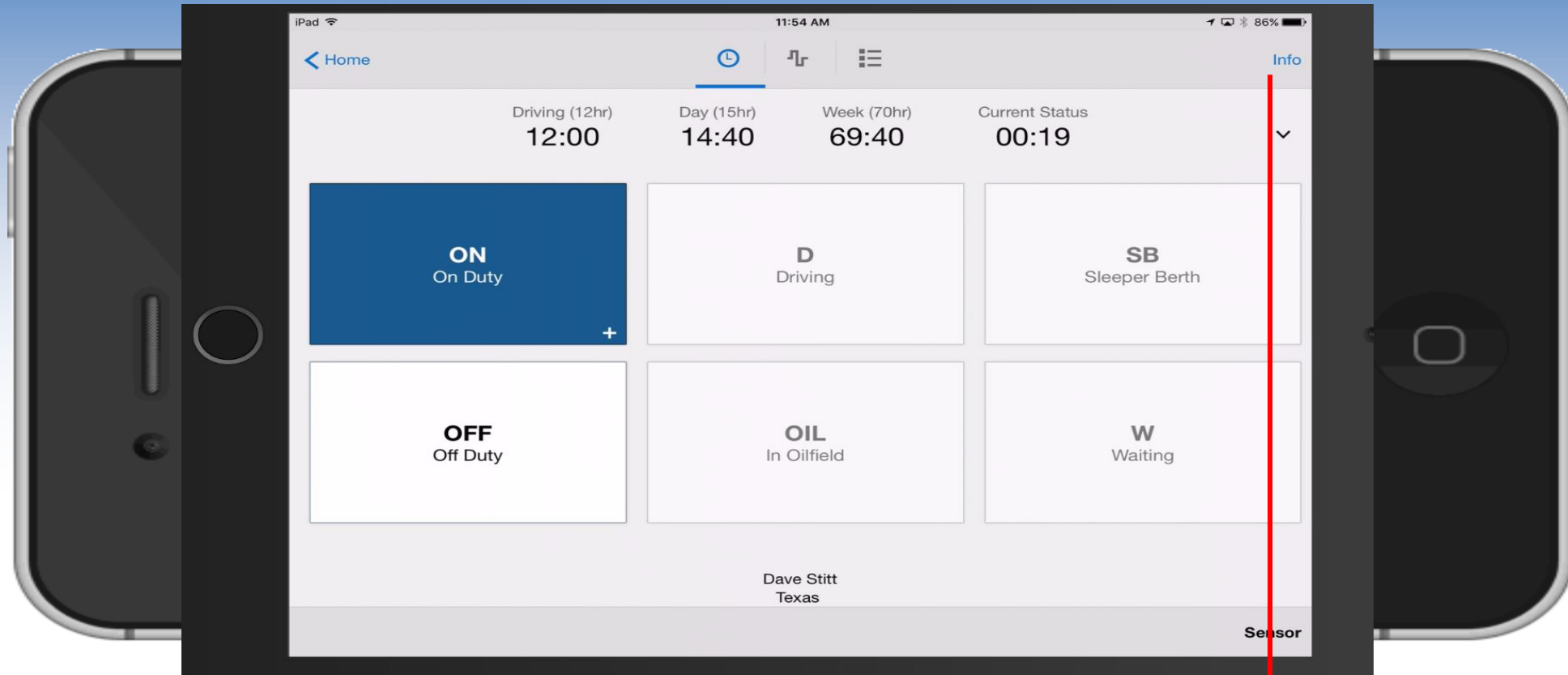
Main HOS Screen

- *At this point you should be On Duty.*
- *The Home button takes you back to main application screen.* 
- *The Clock takes you to this duty status screen.* 
- *The Chart takes you to the actual log* 
- *The List bar takes you to the events summary.* 
- *The 'info' gives the driver information that can be given to a DOT officer about reading the log.* 



HOS Inspection

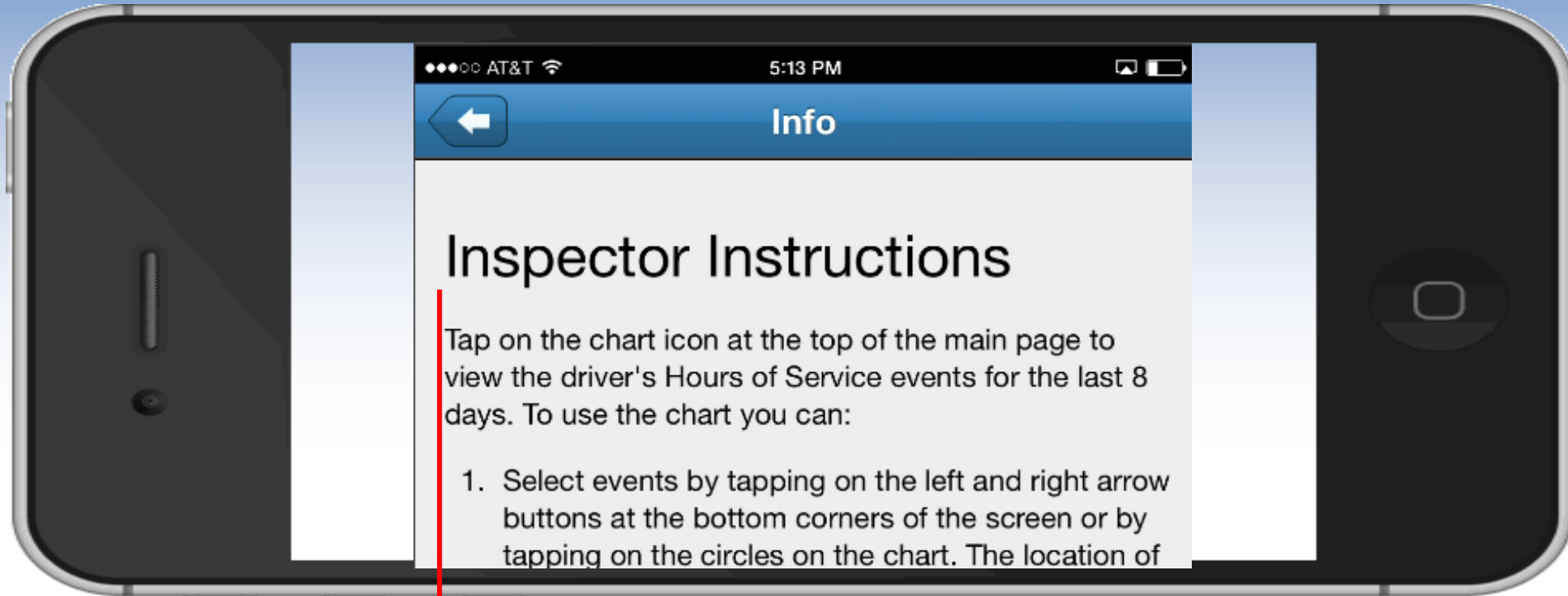
Review Inspector Instructions



When a driver is under inspection from an officer, select the **'info'** icon in order to present a set of instructions on how to perform a log inspection within the HOS application.

HOS Inspection

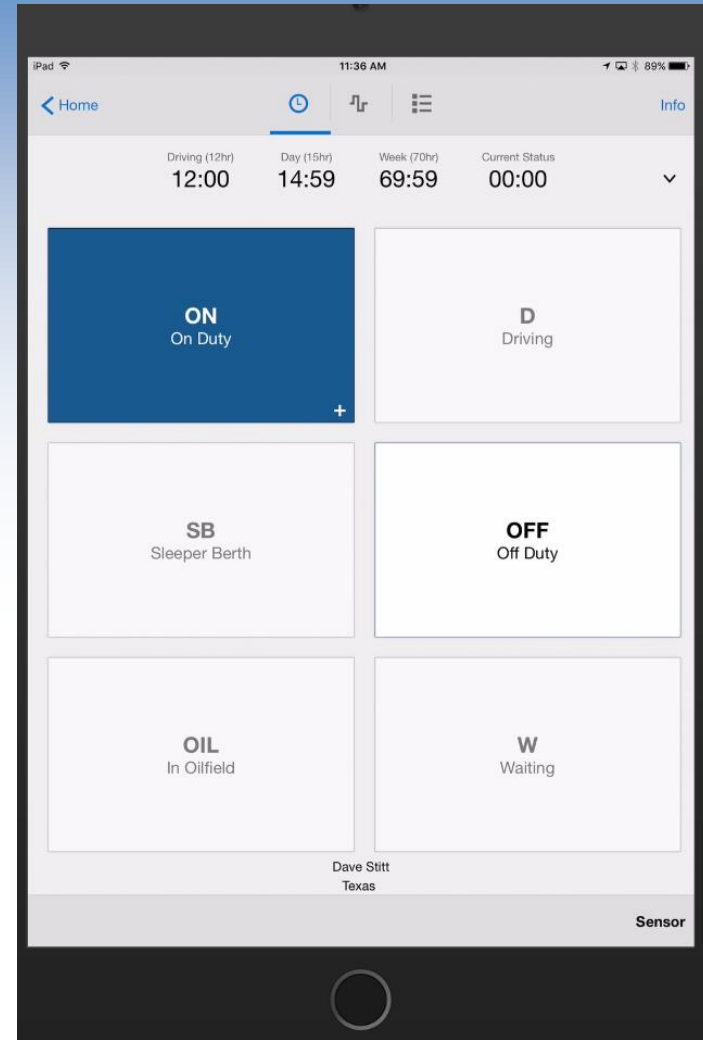
Review Inspector Instructions



The **Inspection Instructions** screen walks the inspector through the various steps included in the inspection process.

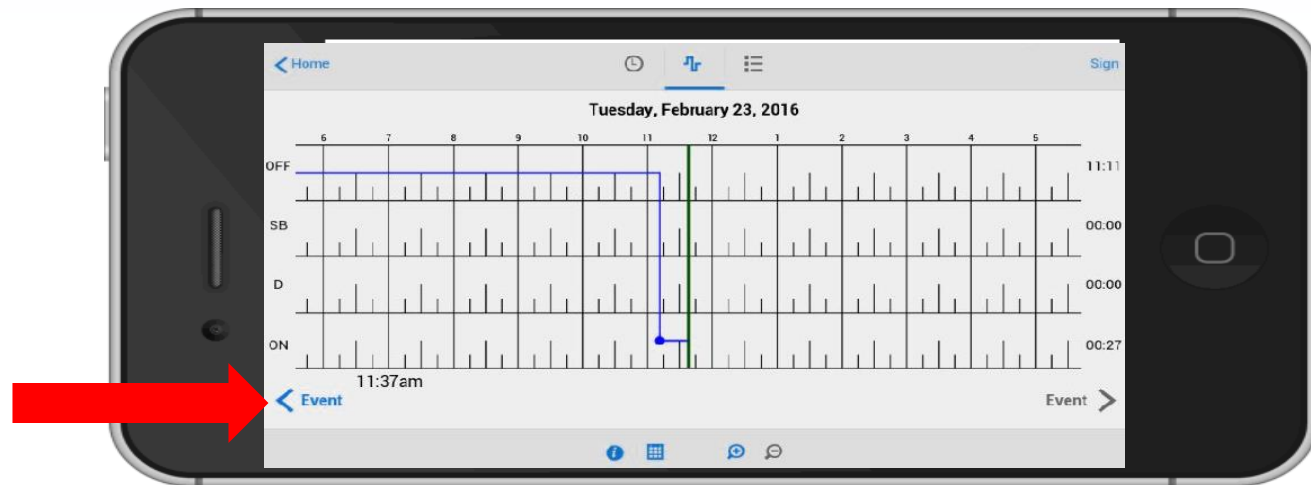
View Options

- You should see the main screen and still show On Duty.
- Drivers should become familiar with the countdown clocks at the top to help better manage their HOS regulations and drive time remaining. They count down as available hours are used.



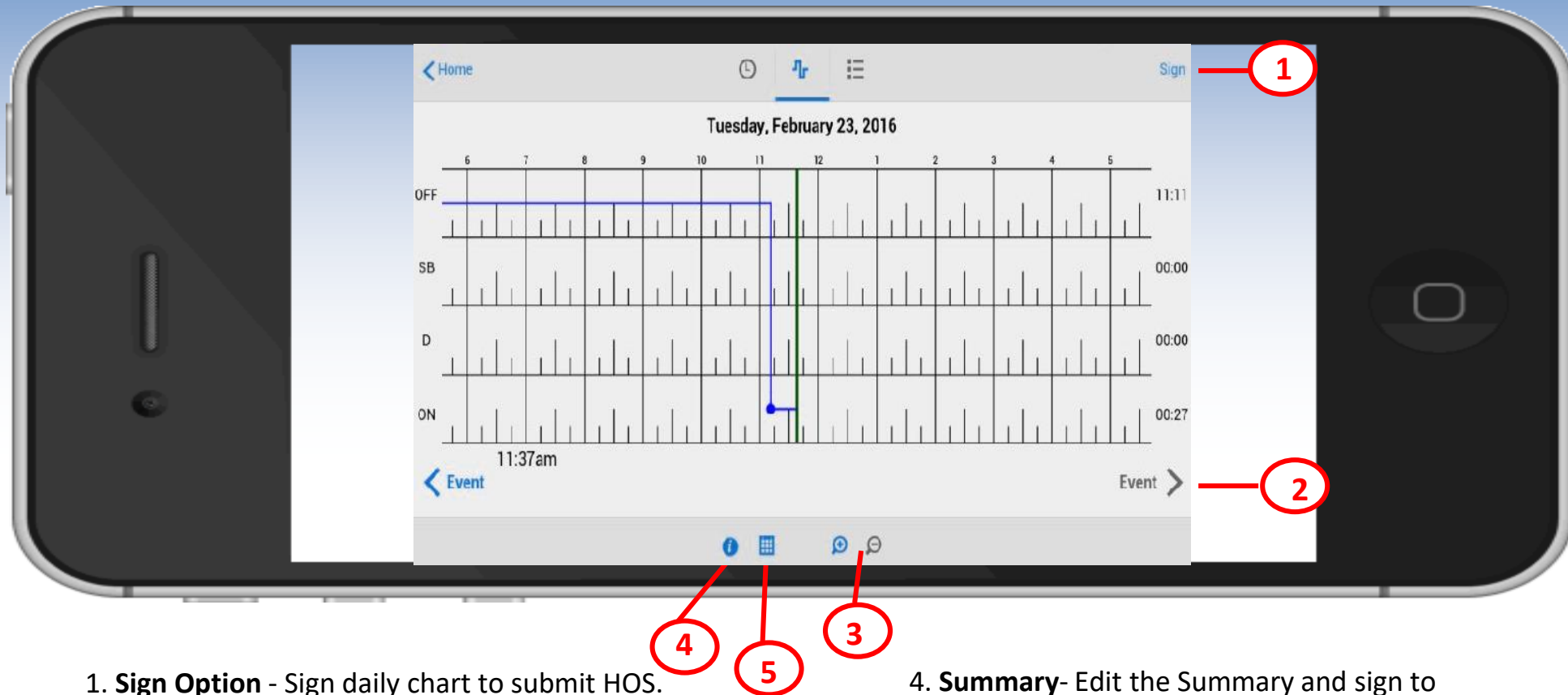
Reading Your Log and Presenting at Inspection

➤ *The symbol between the Clock and List icon takes you to this screen. This is your log. The event description will not show unless you are on an event. You can move between events by clicking the event buttons back and forth. By gently placing your finger on the event description and moving it gently up you can see all of the event details.*



HOS Chart Options

HOS Chart Options

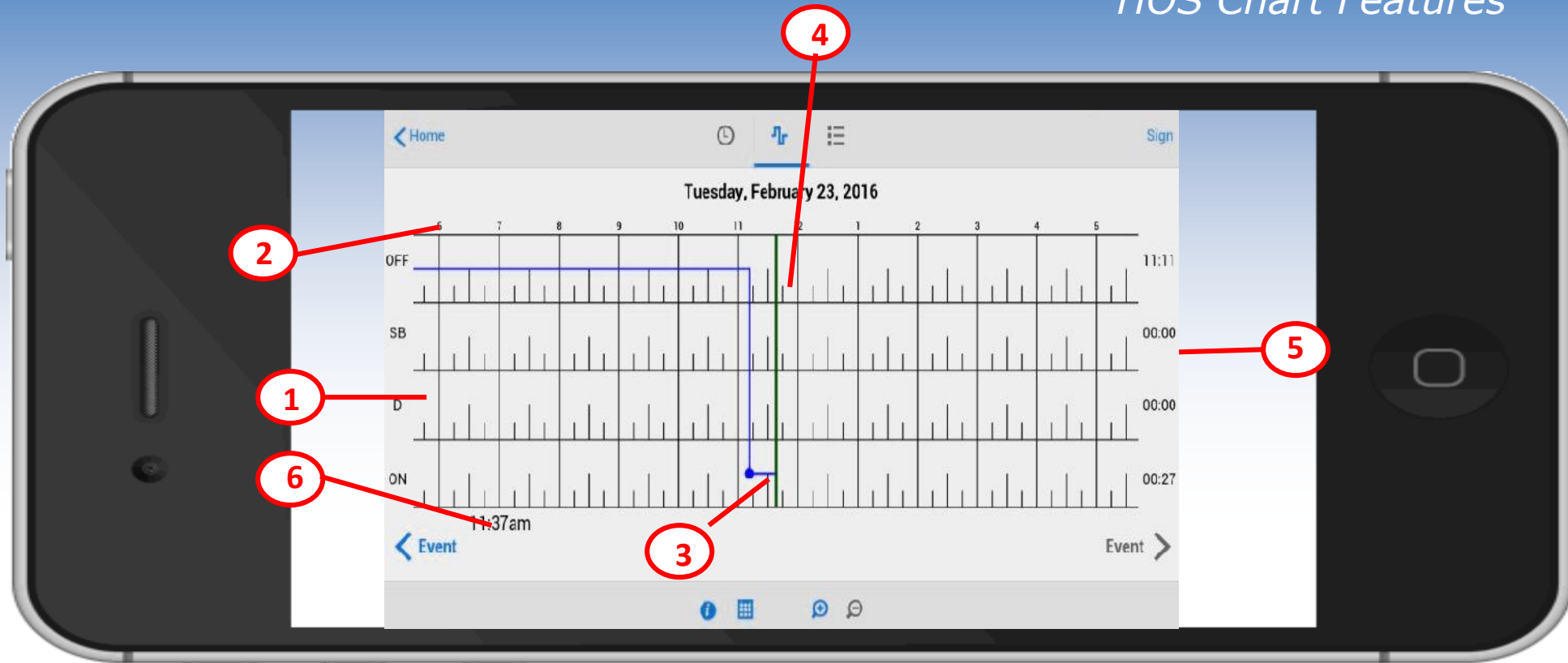


1. **Sign Option** - Sign daily chart to submit HOS.
2. **Scroll Cursors** - Scroll to the left or right of the HOS Chart timeline
3. **Zoom-In/Zoom-Out** - Zoom-in or zoom-out on the HOS Chart.

4. **Summary**- Edit the Summary and sign to change trailers and commodities.
5. **Calendar** - View calendar to select a different date to view in the chart.

HOS Chart Features

HOS Chart Features

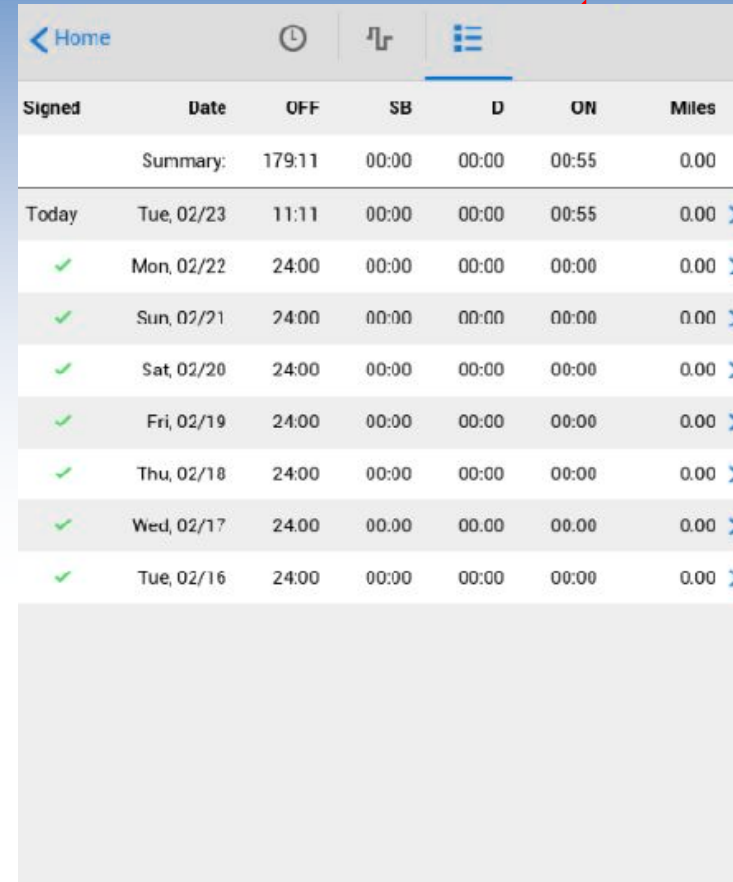


1. **Driver Status Column** - Displays the following driver status options: Off-duty, Sleeper Berth, Driving, On-Duty.
2. **HOS Timeline** - Displays the HOS timeline.
3. **Actual Driver Status** - Displays actual driver status.
4. **Current Time Cursor** - Displays current time in the HOS Chart.

5. **Total Hours Column** - Total hours for each driver status.
6. **Time Information** - Displays time.

Events Tab

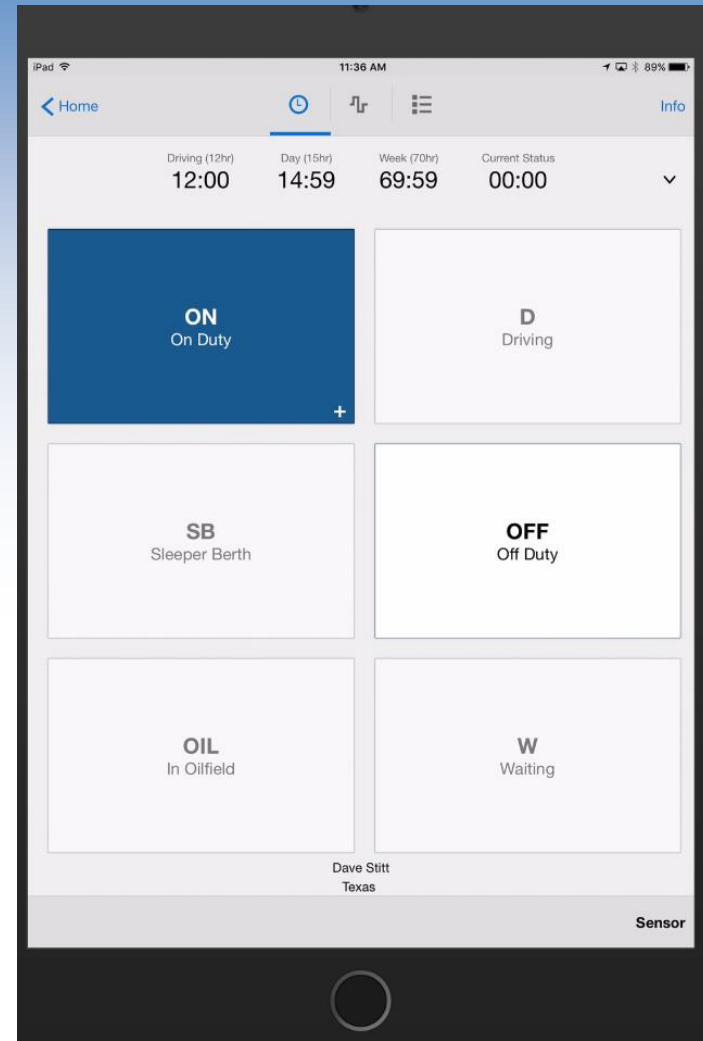
- *The List icon will take you to this screen. To see and edit events from today click on the line for today.*
- *When a driver views his summary each day should have a green check by it. If not they need to go back and determine why there is a red X. Most of the time that means the log is not signed and needs to go back to that day to sign off.*



Signed	Date	OFF	SB	D	ON	Miles
	Summary:	179:11	00:00	00:00	00:55	0.00
Today	Tue, 02/23	11:11	00:00	00:00	00:55	0.00 >
✓	Mon, 02/22	24:00	00:00	00:00	00:00	0.00 >
✓	Sun, 02/21	24:00	00:00	00:00	00:00	0.00 >
✓	Sat, 02/20	24:00	00:00	00:00	00:00	0.00 >
✓	Fri, 02/19	24:00	00:00	00:00	00:00	0.00 >
✓	Thu, 02/18	24:00	00:00	00:00	00:00	0.00 >
✓	Wed, 02/17	24:00	00:00	00:00	00:00	0.00 >
✓	Tue, 02/16	24:00	00:00	00:00	00:00	0.00 >

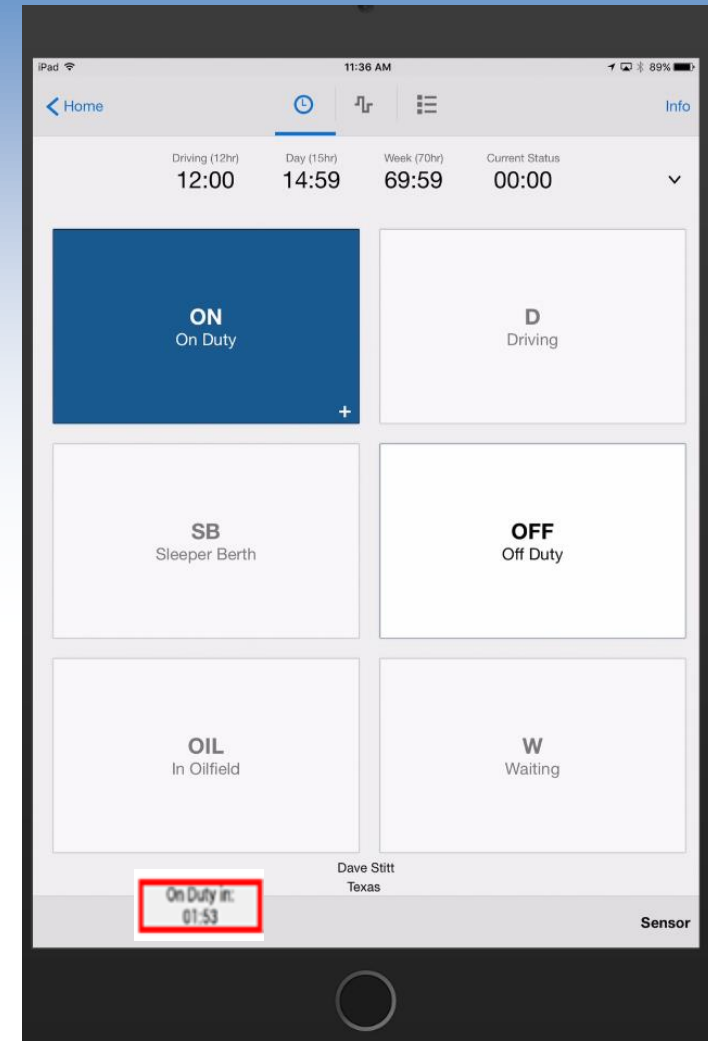
Driving Events

- *The application will put the driver on the drive line when movement is recognized. Please use caution when driving a forklift, personal vehicle, etc.*
- *There is a 2 minute lag time on automatic driving function. It will generally take 2 minutes for the system to take you to driving depending on how fast you pull out and will take 2 minutes to detect that you are stopped before it will switch back to on duty and allow you to log off for lunch. This is to allow for traffic lights etc.*
- *This automatic function is required by electronic logs.*



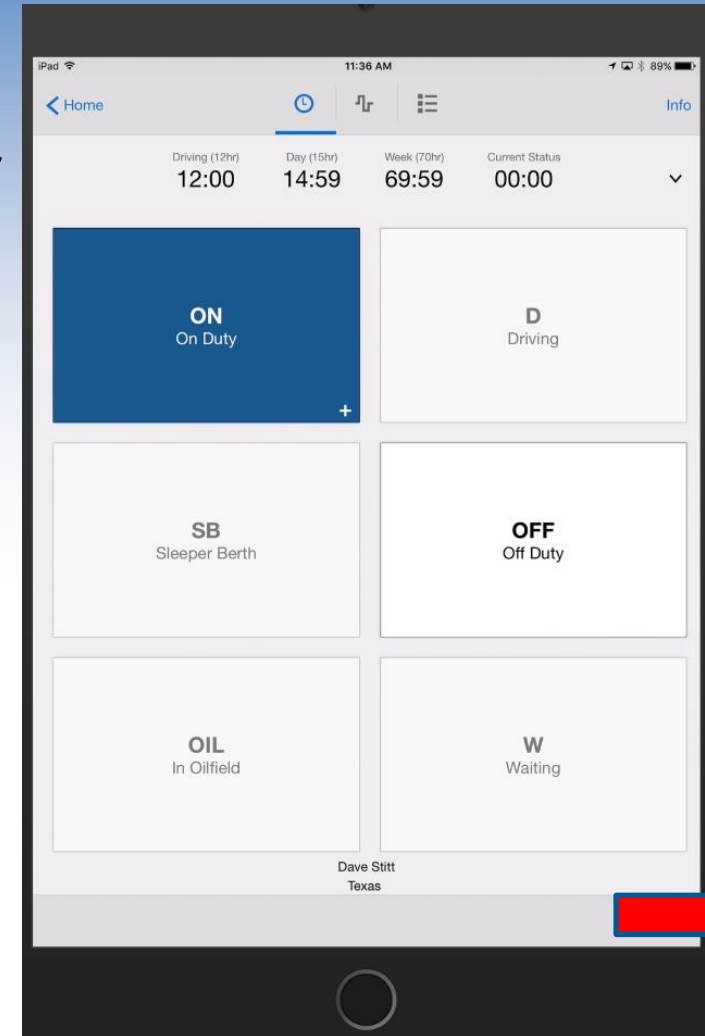
Countdown Timer

- *The application will automatically change the duty status from Driving to On-Duty after the vehicle is sitting still for 2 minutes.*
- *The driver can manually press On-Duty once the timer is displayed or wait for the status change to occur.*
- *The driver can also tap the countdown timer to reset it back to 2 minutes. This is useful when stuck in non-moving traffic where you need to remain in a drive status.*



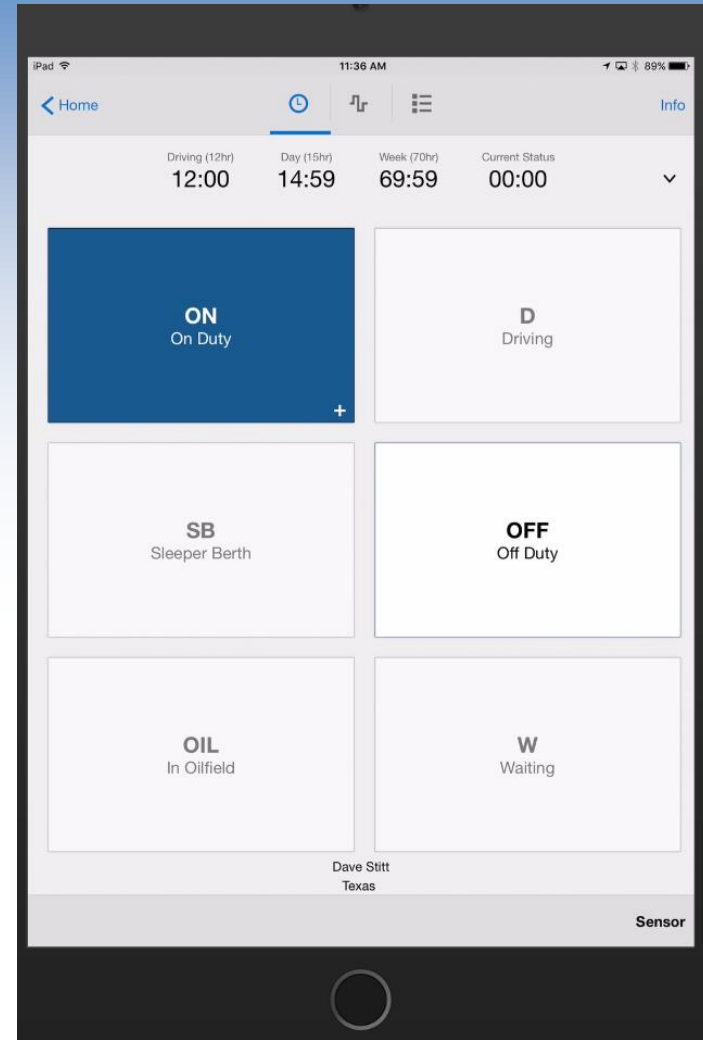
Driving Status – Manual Driving Events

➤ When all 4 boxes are highlighted and the “sensor” icon in the lower right turns **RED**, that tells the driver that he has poor GPS or cell signal and opens the system up for him to utilize manual driving events.



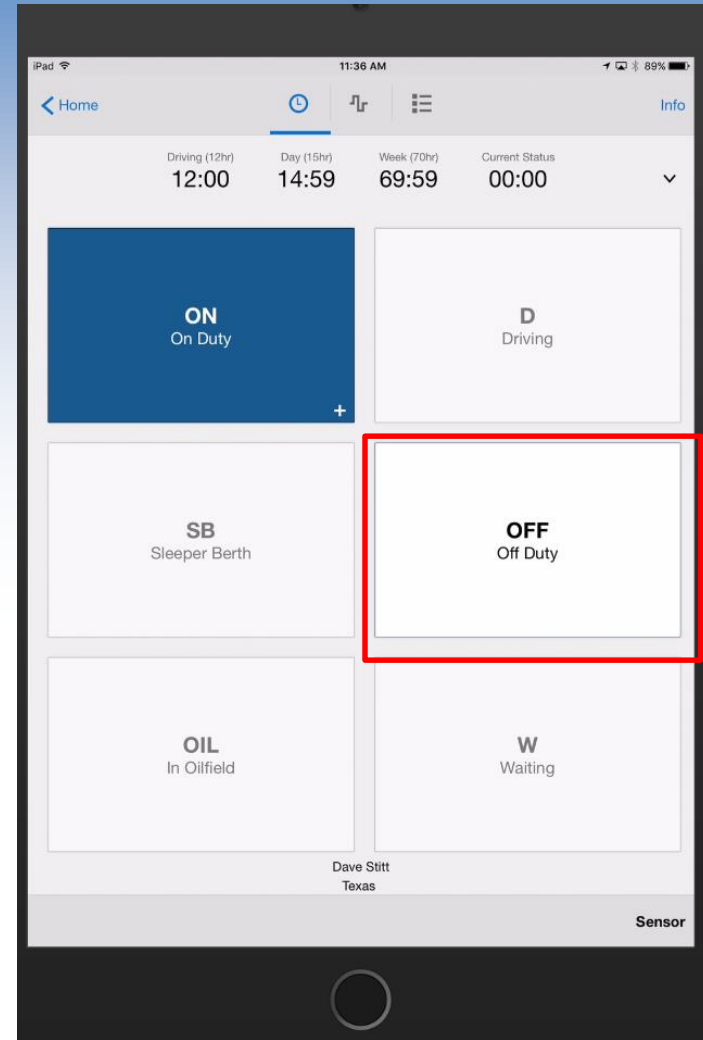
Driving Status

- *When the driving box is gray as it appears in this picture and the “sensor” icon in the lower right is GREEN, that means that GPS and cell service are good and the automatic driving function is in play.*
- *In this case once the driver has been moving for approximately 2 minutes, Telogis will automatically take him to driving status.*
- *Each time a driver gets ready to start up after a stop and at each stop he should check to see if he is on manual or automatic status. If on manual status he should manually change his status to driving, put in a note with the event location.*
- *Some drivers never have to use manual status and others are more frequent. It depends upon the delivery route.*



Off Duty - Break

➤ *To go Off Duty at the end of the shift or for a 30 minute break, press the Off Duty button*



Off Duty - Break

➤ Select “DOT Break” from the activity selection list.

The screenshot shows a mobile application interface for selecting an event type. At the top, there are 'Cancel' and 'Done' buttons. Below them, the text reads 'Event type', 'Or Duty', and 'Friday, June 03, 2016, 11:46am'. A list of event types is displayed, each with a radio button to its right. The 'DOT Break' option is selected, indicated by a blue dot in its radio button.

Event type	Selected
No event type	<input type="radio"/>
Fuel	<input type="radio"/>
Meal	<input type="radio"/>
BREAK	<input type="radio"/>
DOT Break	<input checked="" type="radio"/>
Unloading	<input type="radio"/>
Loading	<input type="radio"/>
Personal Conveyance	<input type="radio"/>
Meeting	<input type="radio"/>
Warehouse	<input type="radio"/>
Office	<input type="radio"/>
Pre-Inspection	<input type="radio"/>
Post-Inspection	<input type="radio"/>
Roadside Inspection	<input type="radio"/>
Delivery	<input type="radio"/>
Other	<input type="radio"/>

Off Duty - Break

➤ *Review the mileage summary screen.
Press “Done” in the upper right to access
the driver signature screen*

Cancel Done

Today
Tuesday, February 23, 2016
12:25 PM - 12:35 PM

Vehicle	NT2956
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Current Session Mileage

Last Odometer	1233392.41
Current Odometer	1233392.41
Distance Driven	0
Additional Distance	0
Co-Driving Distance	0

Total Mileage: Tue, Feb 23

Distance Driven	26.34
Additional Distance	0

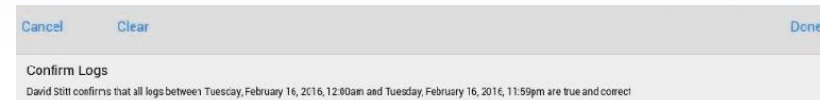
Off Duty - Break

- *Select “Done” to auto-sign the log.*
- *If needed, you can also update your stored signature by selecting Update signature.*



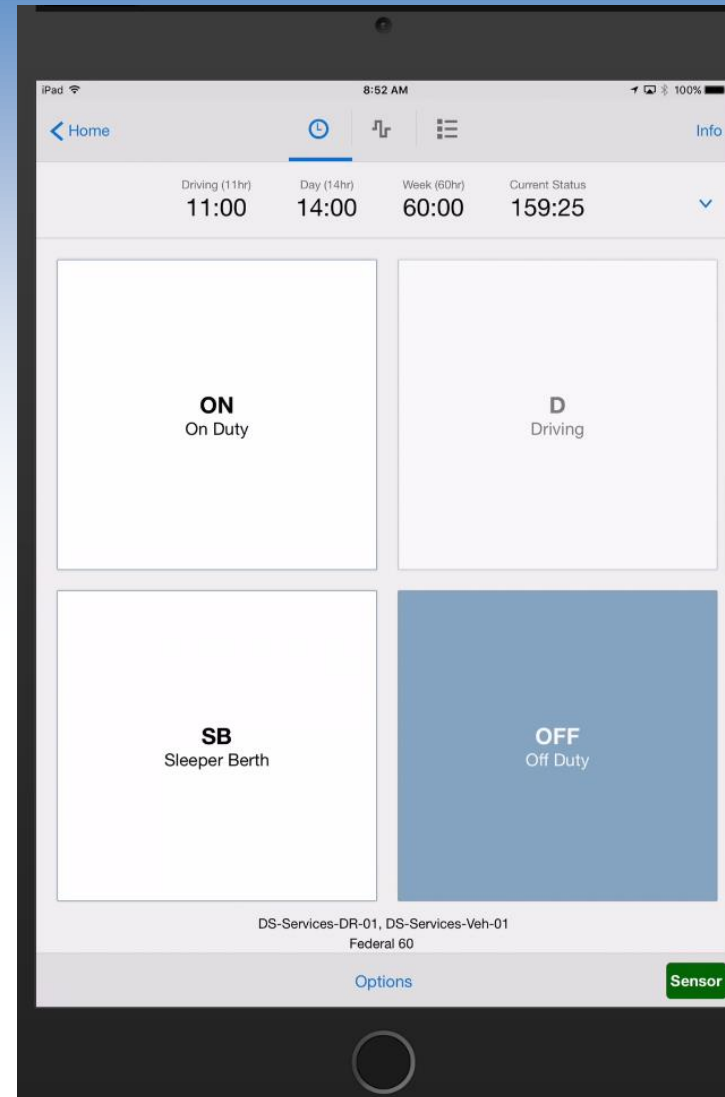
Signature Capture

- *The very first time you go off duty you will presented with the signature screen.*
- *Use you finger to create a signature. This will be held in memory from this point forward*



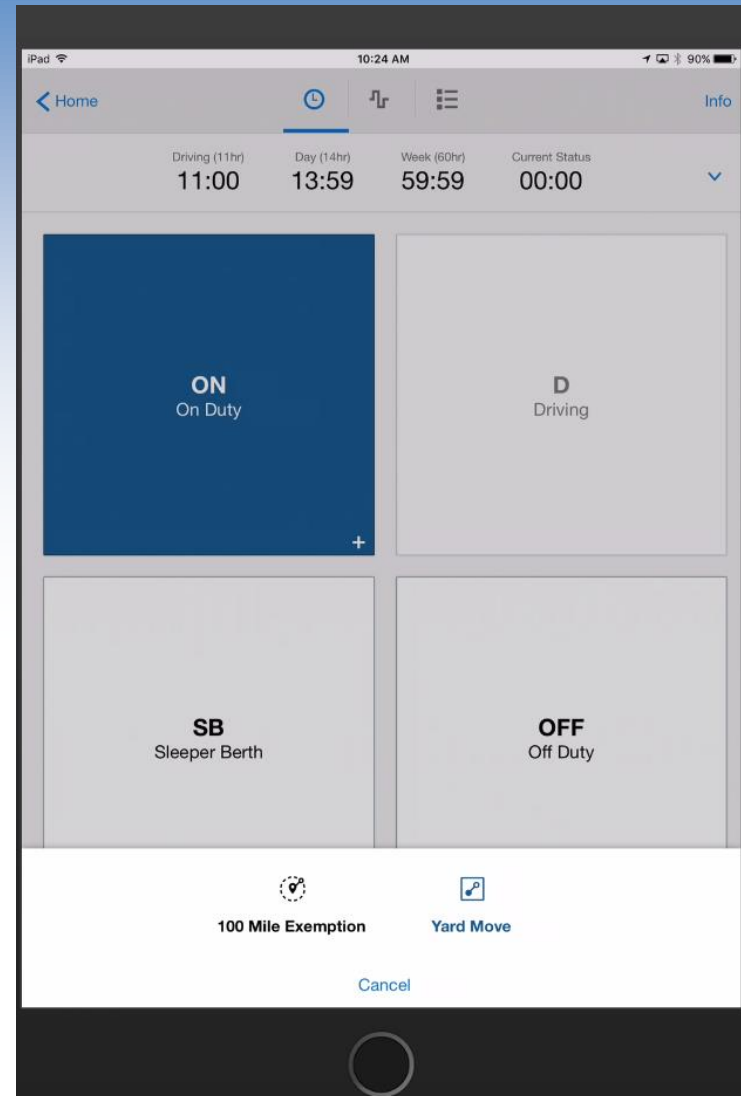
Using the Yard Move and Personal Conveyance Functions

➤ *Select the Options function at the bottom of the screen.*



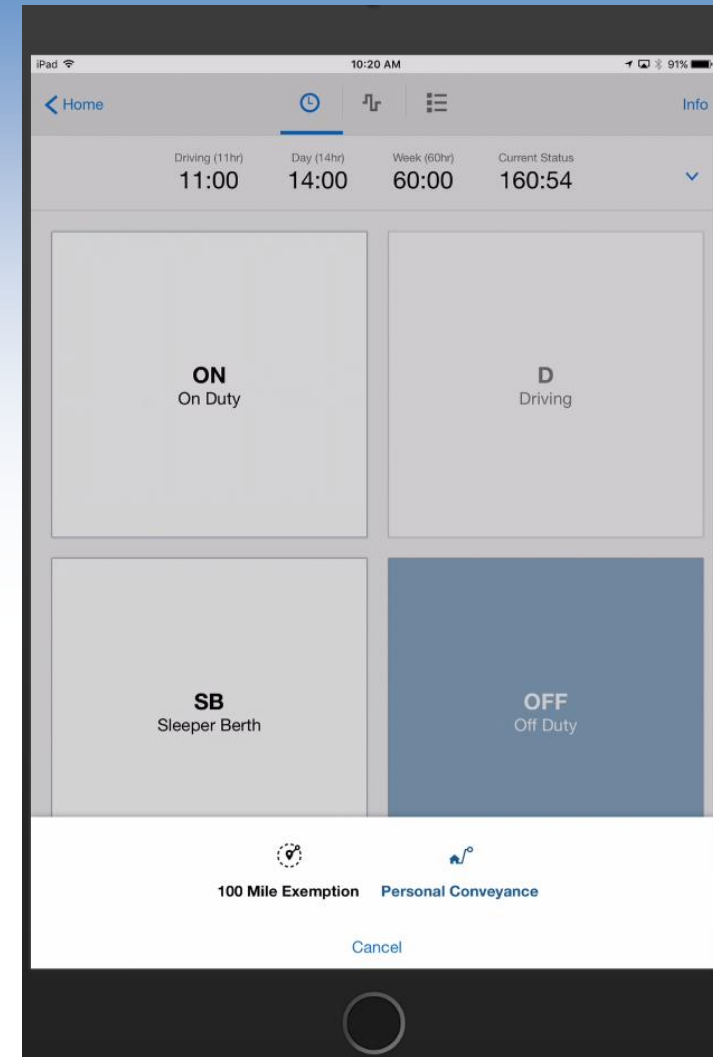
Using the Yard Move Function

- *Select Yard Move at the bottom of the screen.*
- *Select Yes to confirm (or No to cancel).*
- *Once confirmed you may now drive the vehicle without being switched to Driving.*
- *The system is tracking your OnDuty time.*
- *Exit Yard Move when your are required to track your HOS.*



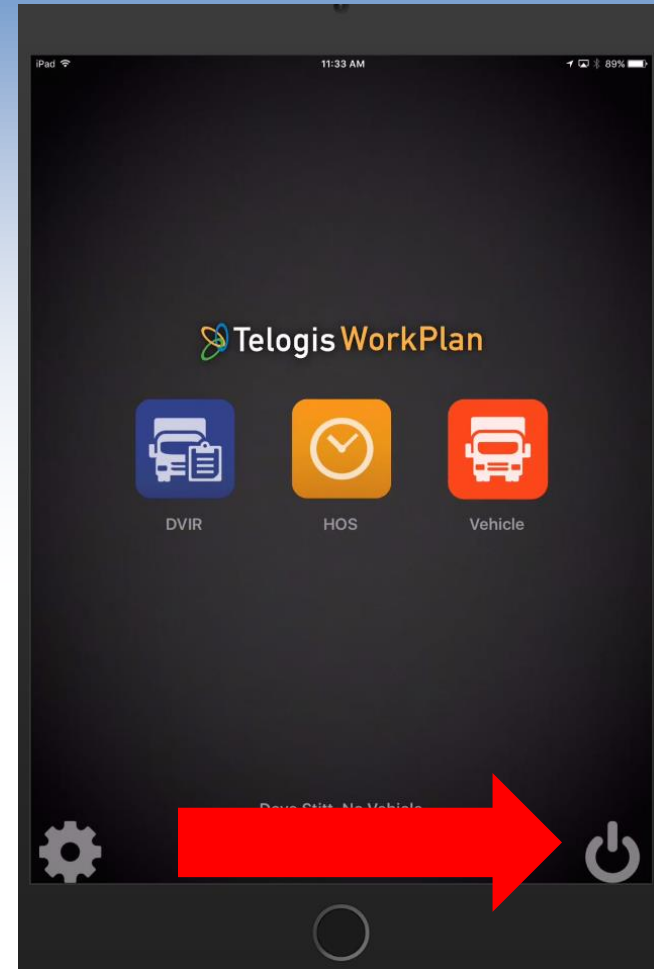
Using the Personal Conveyance Function

- *Select Personal Conveyance at the bottom of the screen.*
- *Select Yes to confirm (or No to cancel).*
- *Once confirmed you may now drive the vehicle without being switched to either OnDuty or Driveing*



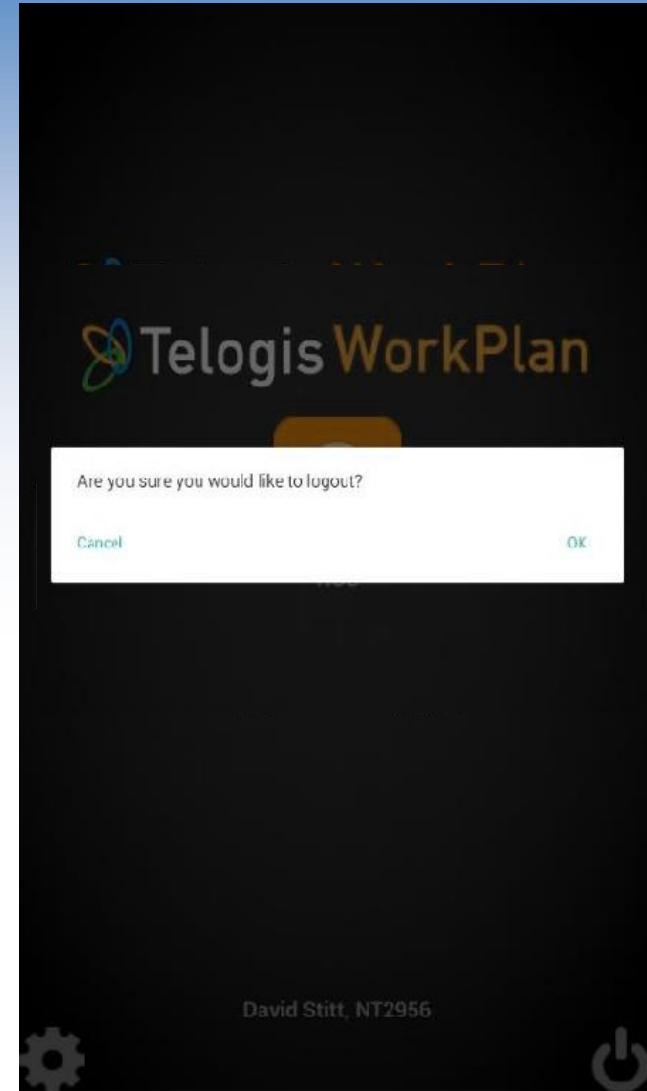
Final Sign Out For The Day

- *You will be taken to the home screen.*
- *Click on the lower right.*



Final Sign Out For The Day

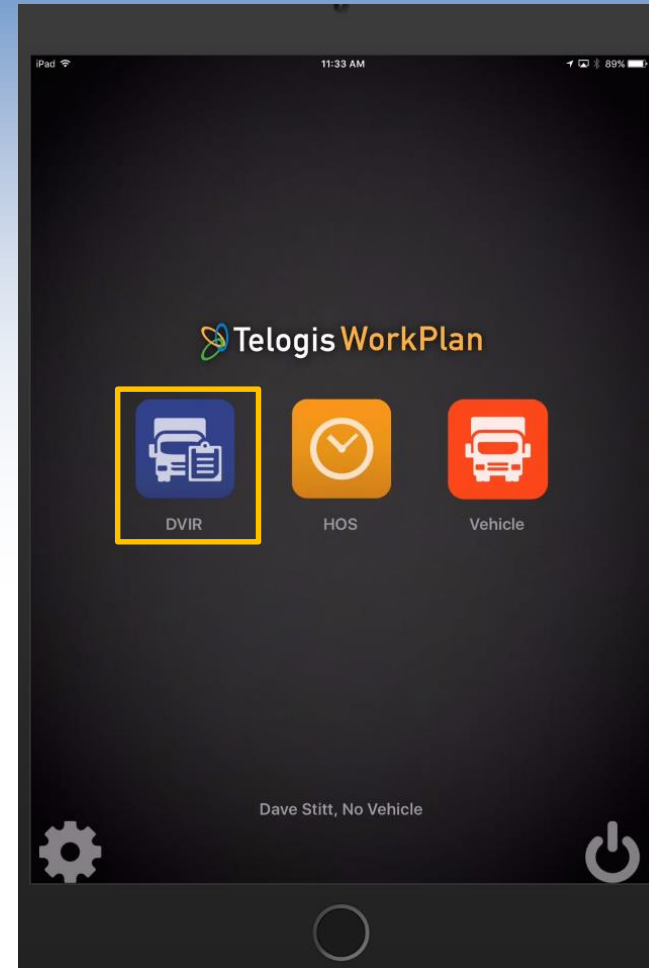
- *Select OK to confirm that you are done and to un-assign yourself from the vehicle.*
- *There will be a brief synchronization of the data.*
- *You will end up at the original login screen.*



DVIR

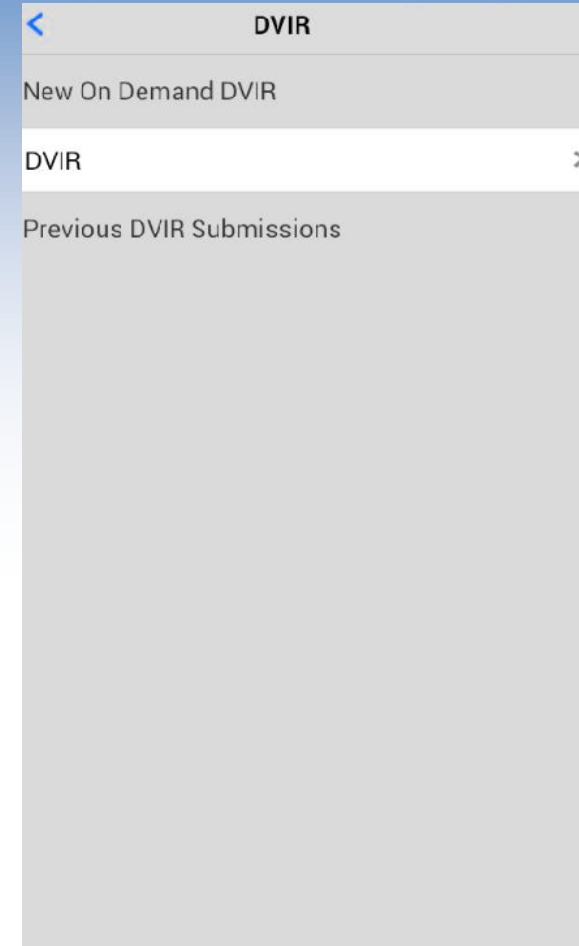
DVIR

➤ *When you are ready to perform a vehicle inspection, select the DVIR icon.*



Vehicle Inspection Reports

- *You will be shown the 5 previous DVIR submissions for that vehicle*
- *Select DVIR to start a new inspection form*



Vehicle Inspection Reports

- You will be presented with a new DVIR form.
- The current odometer reading will be automatically filled in.
- All inspection items are defaulted to “Passed”.
- To change the status of an item, select “Passed” to open up a selection box.

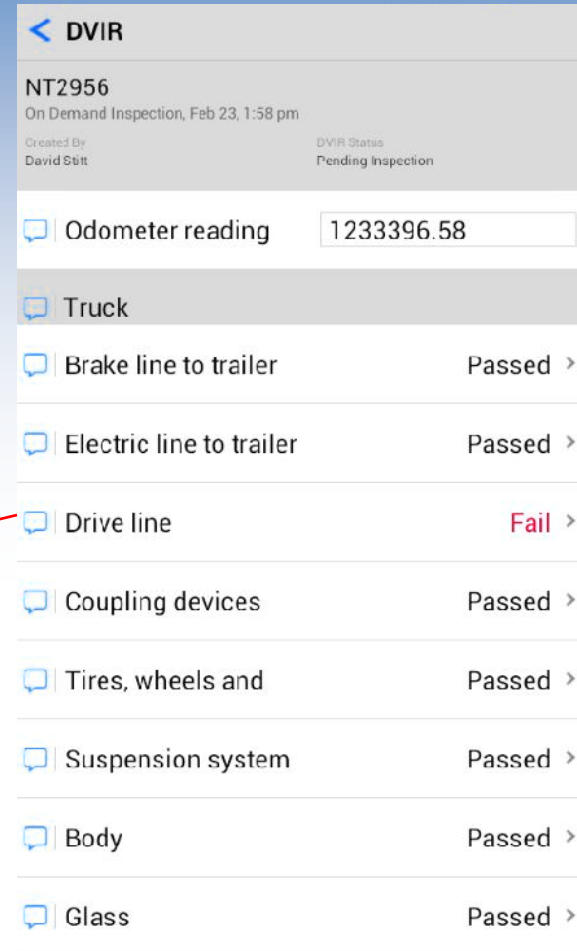
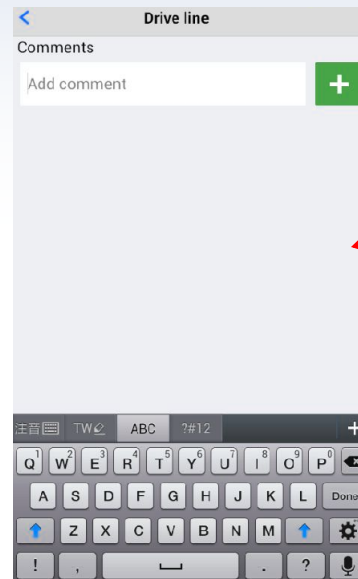
A close-up of the 'Drive line' status selection menu. The menu is titled 'Drive line' and has a back arrow on the left. It contains three options: 'Passed', 'Fail', and 'N/A'. The 'Fail' option is currently selected, indicated by a checkmark to its right. Below the 'N/A' option is a greyed-out area.

A screenshot of the DVIR form for vehicle NT2956. The form is titled 'DVIR' and shows the vehicle ID 'NT2956', inspection type 'On Demand Inspection, Feb 23, 1:58 pm', and creator 'David Stitt'. The DVIR status is 'Pending Inspection'. The form contains several inspection items, each with a status and a selection box. A red arrow points from the 'Passed' status of the 'Drive line' item in the main screenshot to the 'Passed' status of the 'Drive line' item in this screenshot.

Item	Status
Odometer reading	1233396.58
Truck	
Brake line to trailer	Passed >
Electric line to trailer	Passed >
Drive line	Passed >
Coupling devices	Passed >
Tires, wheels and	Passed >
Suspension system	Passed >
Body	Passed >
Glass	Passed >

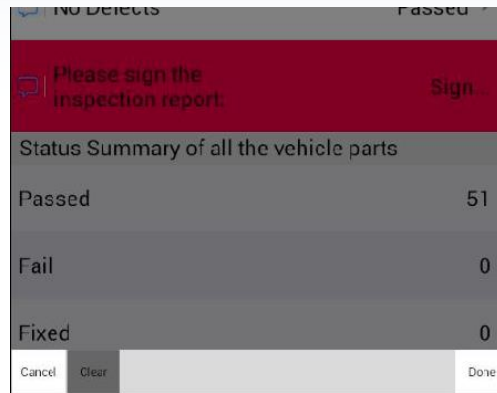
Vehicle Inspection Reports

- *The new status of the item will be displayed*
- *Select the callout box to add comments about the item*



Vehicle Inspection Reports

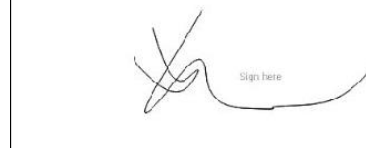
- Scroll down through all items and change status or comment as needed
- Touch the “Sign” line to open up the signature field. There must be a signature before the form can be submitted.
- Once signed, click “Submit” to send the form to the office.



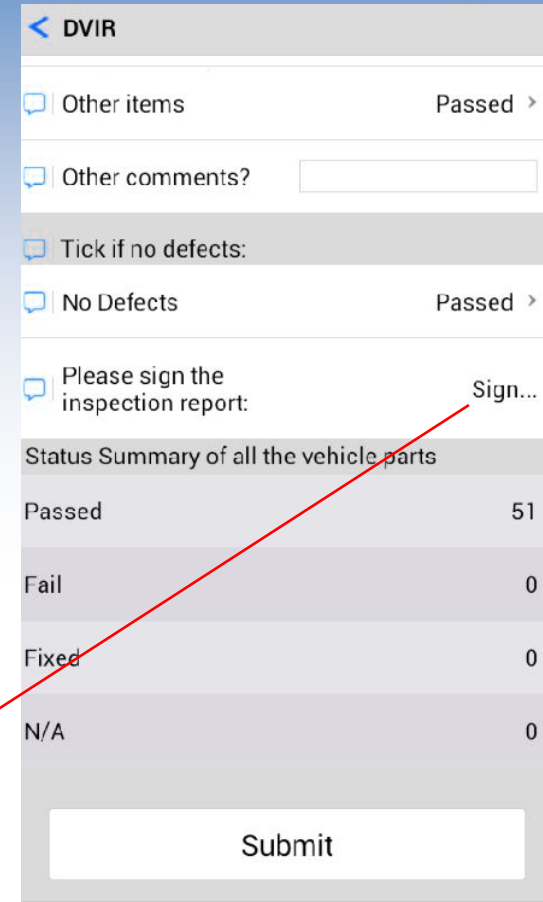
A screenshot of the signature field in the DVIR form. The field is titled "Please sign the inspection report:" and has a "Sign..." button. Below the field is a "Status Summary of all the vehicle parts" table with the following data:

Status Summary of all the vehicle parts	
Passed	51
Fail	0
Fixed	0
N/A	0

At the bottom of the signature field are buttons for "Cancel", "Clear", and "Done".



A handwritten signature is shown in the signature field, with the text "Sign here" visible below it.



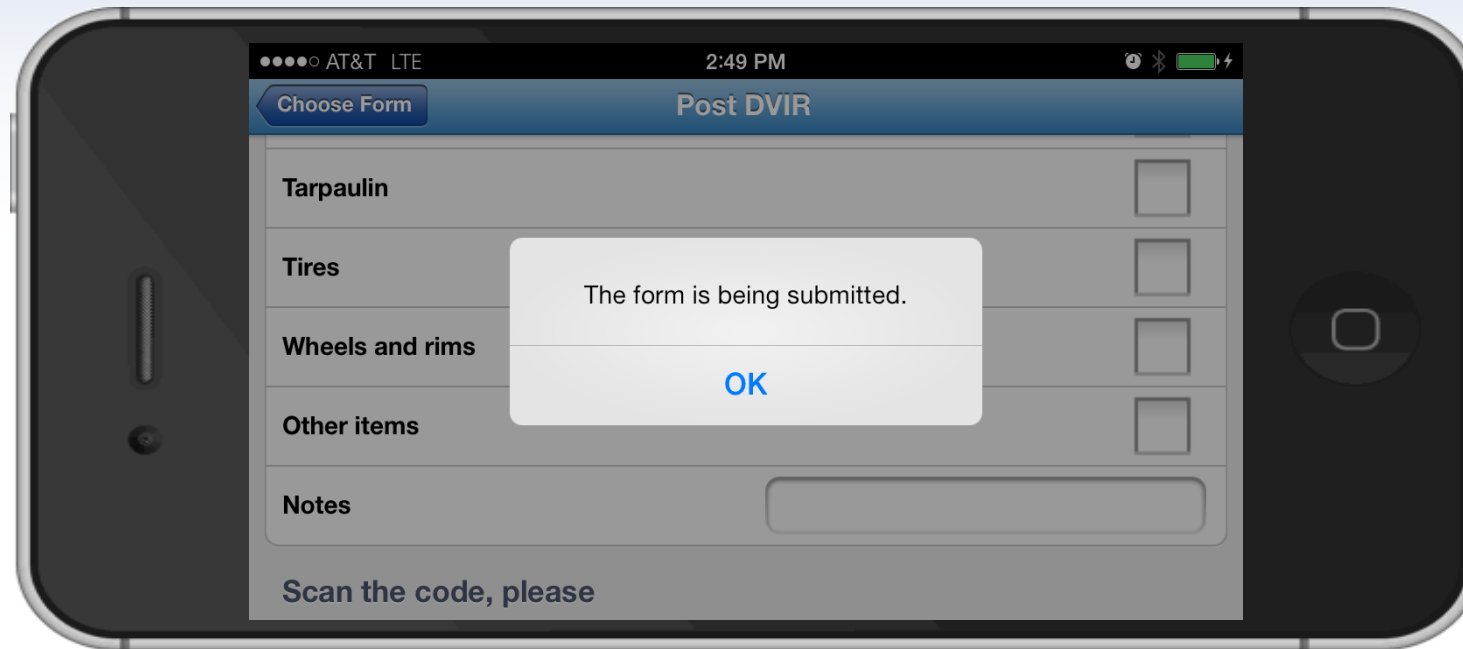
A screenshot of the DVIR form showing the status summary and submit button. The form is titled "DVIR" and has a back arrow. The status summary table is as follows:

Status Summary of all the vehicle parts	
Passed	51
Fail	0
Fixed	0
N/A	0

At the bottom of the form is a large "Submit" button. A red arrow points from the "Sign..." button in the top screenshot to the signature field in the bottom screenshot.

Vehicle Inspection Reports

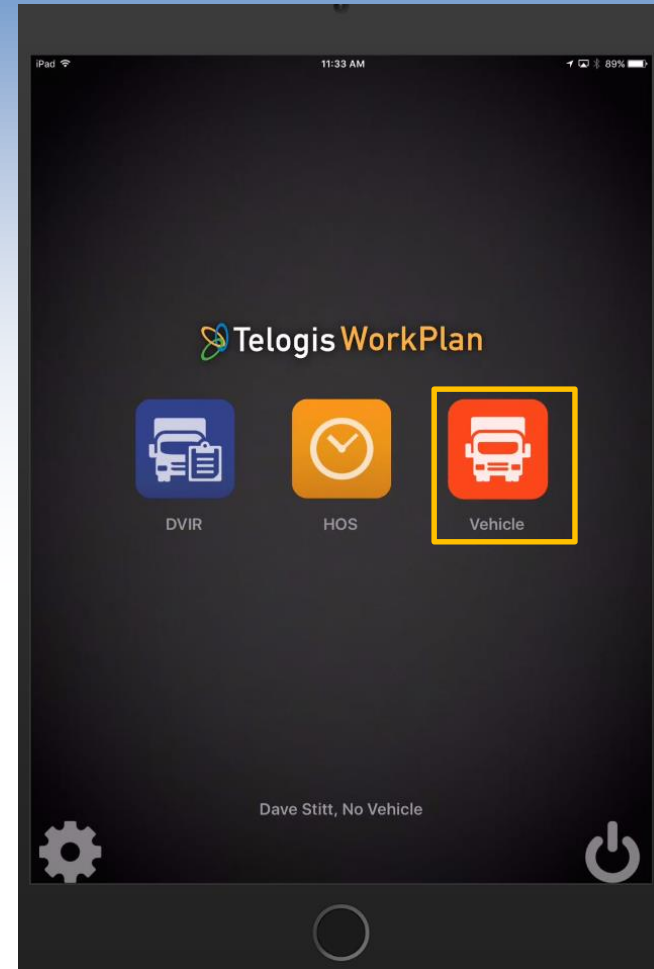
Once you sign the form and select **Submit**, you will see the message “The form was submitted successfully.” Click **OK**.



Switching Vehicles

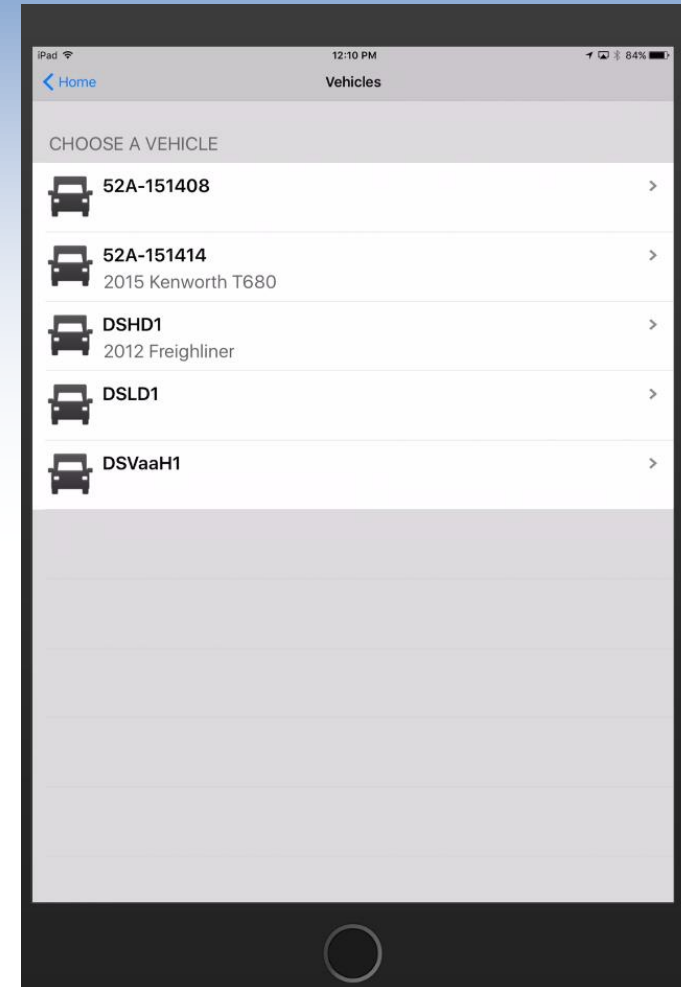
Switching Vehicles

➤ *When you need to go from “No Vehicle” or move between vehicles, select the Vehicle icon.*



Switching Vehicles

➤ *Select the vehicle that you are moving to.*

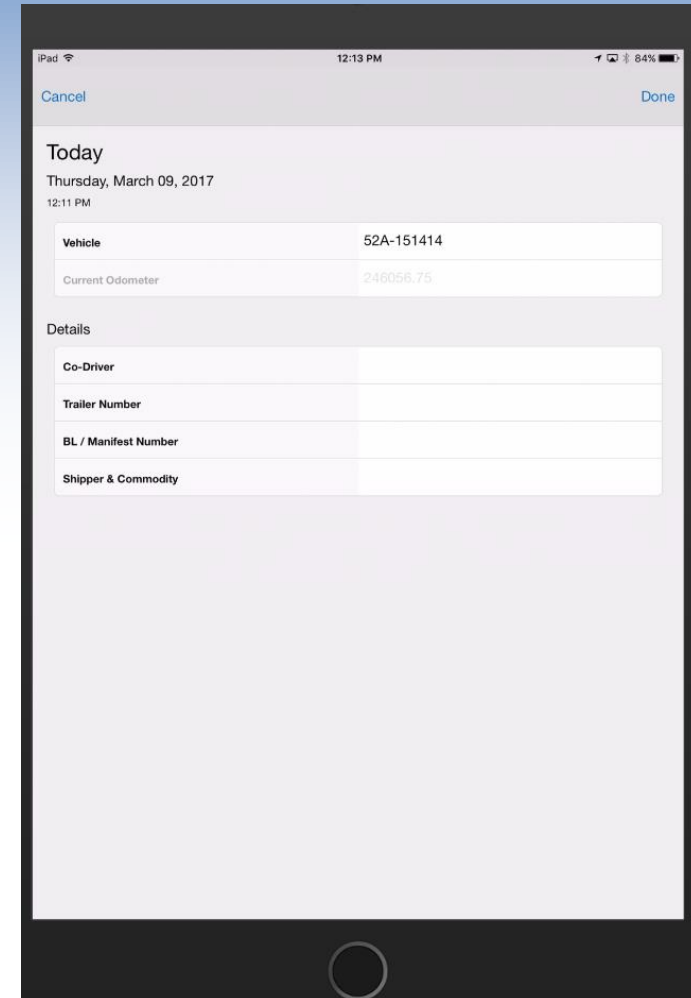


Switching Vehicles

Enter:

- a. Trailer Number – Enter Trailer number or “None”
- b. BL/Manifest Number
Leave Blank
- c. Shipper & Commodity
Enter “**Services**”

Click **Done**.



The screenshot shows a mobile application interface on an iPad. At the top, the status bar displays "iPad", signal strength, "12:13 PM", and battery level at "84%". Below the status bar, there are "Cancel" and "Done" buttons. The main content area is titled "Today" and shows the date "Thursday, March 09, 2017" and the time "12:11 PM". There are two input fields: "Vehicle" with the value "52A-151414" and "Current Odometer" with the value "246056.75". Below these is a "Details" section with four input fields: "Co-Driver", "Trailer Number", "BL / Manifest Number", and "Shipper & Commodity". The "Shipper & Commodity" field is currently empty.

Switching Vehicles

You will be back at the Home screen and the new vehicle will appear at the bottom of the screen

