## STEP 1 Creating Drivers (by carrier)

On an internet enabled device, navigate to your end-user site. Using your "Carrier Crendentials," log in with your carrier credentials and navigate to "Drivers." Click on "New Driver" and fill in the driver's first and last name. Click "Save." No additional information is needed at this time as additional driver information will be entered during Hours of Service configuration.
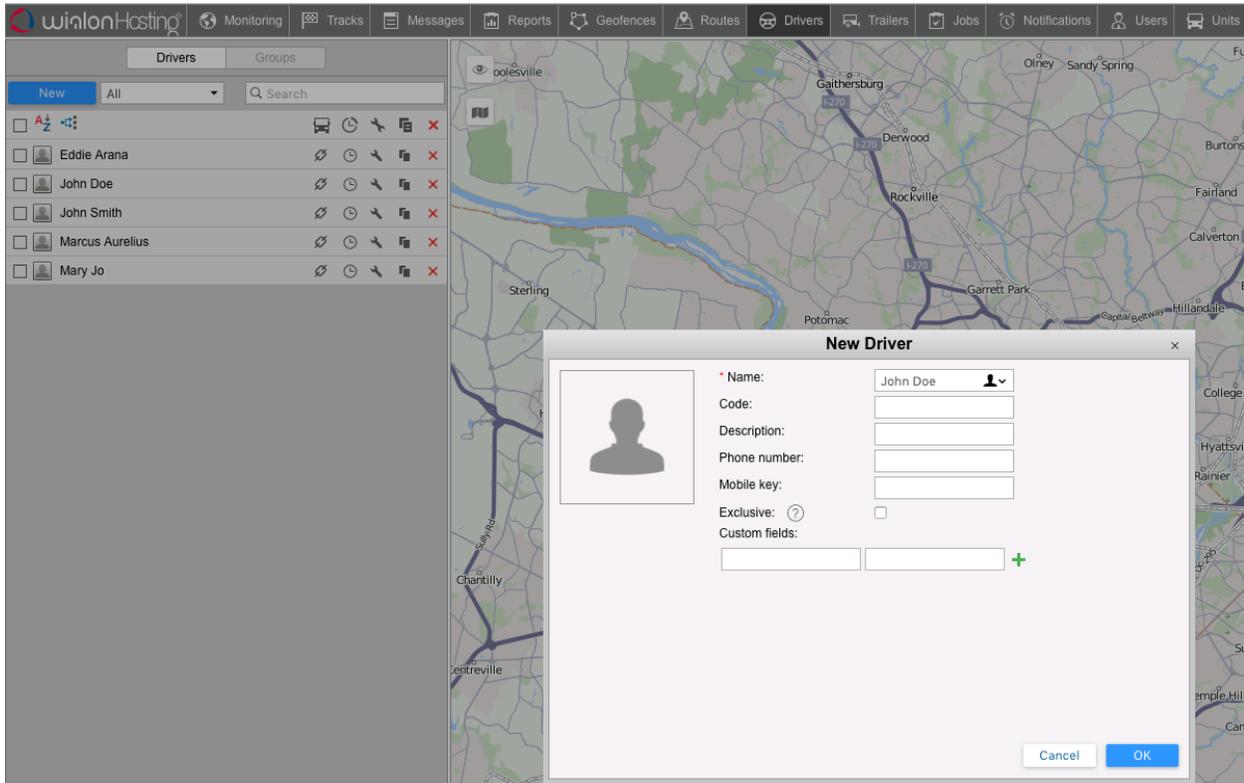
Send an email to your telematics solution provider and provide a list with drivers who will be using Hours of Service. When you receive an email reply notifying you that all drivers have been added, proceed to Step 3.

STEP 2 Creating credentials and configuring drivers (by dealer)

Log in with your carrier credentials and select the option "Hours of Service + DVIR" from Apps. The first time a dealer activates HOS on a carrier's driver, the dealer needs to input the Carrier information. Please enter: Carrier's DOT-assigned identification, carrier's full name and address as registered with the department of transportation, country where the carrier is registered and the time zone. There is a 45-day trial period for carriers wanting to try the solution before comiitting. In that case, check the Demo box.

The dealer is now ready to activate HOS on drivers. Do so by clicking on the "Drivers" link, then by clicking once on the checkbox under the Active column for the specific driver.

Assign a driver login and password (must be entered twice) to each driver. These Login Credentials will be used by the driver for both the Hours of Service and DVIR apps. Click on "View" to enter driver information.

Select the rule-set under which this specific driver will be working. The rule-set can be changed by the driver, on the app, at any time. There are three FMCSA provisions that can be activated for each driver: Personal Use, Yard Moves and Exemption. Yard moves are normally assigned to your mechanics and yard personnel who will need to log on to the ELD when working on the commercial motor vehicle inside the carrier's yard.

Select the ELD Operating mode: ELD or AOBRD. Once the operating mode is selected, the driver will not be able to change modes. Only the carrier administrator can change the operating mode. **Caution! According to FMCSA regulations, once a carrier has adopted an ELD solution, they may not go back to using an AOBRD.**

Enter the driver's license number and state in which the license was issued. If the "DVIR WIFI Only" option is selected, DVIR images will only be uploaded to the service when the driver's mobile device is connected to a WiFi Network. Use this option if you wish to reduce the driver's mobile data usage for the Bluetooth connected cellular device. Click on "Save."
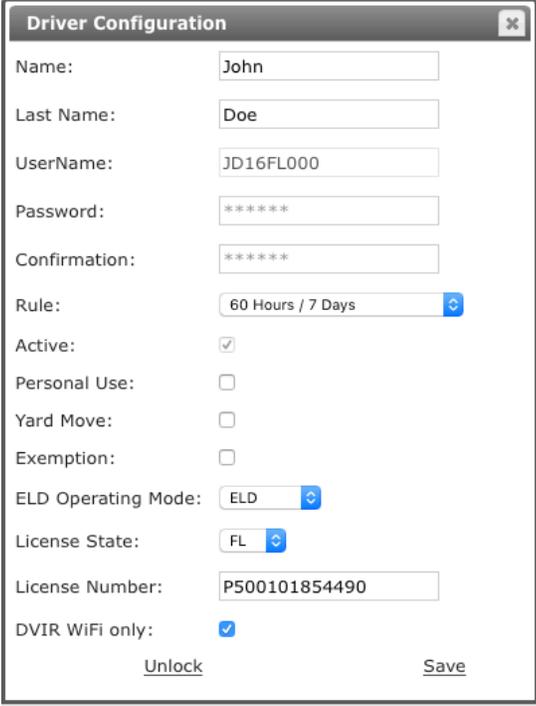
Driver Configuration	
Name:	John
Last Name:	Doe
UserName:	JD16FL000
Password:	******
Confirmation:	******
Rule:	60 Hours / 7 Days
Active:	☑
Personal Use:	☐
Yard Move:	☐
Exemption:	☐
ELD Operating Mode:	ELD
License State:	FL
License Number:	P500101854490
DVIR WiFi only:	☑
Unlock	Save

At this point, the driver is ready to download the apps and start using the Hours of Service and DVIR apps.

STEP 3 Searching and installing the apps

To download and install the apps:

ANDROID – Open Google Play Store from your mobile device. Search for ApolloELD and ApolloDVIR. Install both apps. Note: For the Hours of Service app to be found and installed, the driver's mobile device must be running an Andoird OS version 4.3 or later.

iOS – Open Apple Store, search for for ApolloELD and ApolloDVIR. Install both apps.

STEP 4 Configuring the ECM-Link device before driver operation

Before the driver can start using the Hours of Service app, it's recommended that carrier's administrator (also called "support personnel" by the FMCSA) install and configure the app with the ECM-Link device.

Support personnel should plug the ECM-LINK device to the J1708 or J1939 (type 1 or 2) J-Bus connector on the commercial motor vehicle. At the present time, the following devices are certified to work with the ELD:

- Assured Tracking's ECM-Link Bluetooth device
- A-Track's AX9
- Sierra Wireless GNX6
- CalAmp LMU-42xx family
- ERM Telematics Starlink

IMPORTANT NOTE: Please, contact Assured Tracking for correct device firmware and configuration parameters.

When the ECM-Link is installed, support personnel must complete the initial configuration and diagnostic processes. Before running a diagnostic, the support personnel will pair the smartphone or tablet with the ECM-Link device and will make sure the ECM-Link is ready for driver operation. In order for the ECM-Link to be compliant, several parameters must be acquired from the vehicle's Engine Control Module (ECM) and other internal systems must be verified.

After logging in (using the last 4 digits of the user ID as password), the support personnel must pair the mobile device to a Bluetooth device providing engine data. **Bluetooth pairing is manged by the app and not the "Settings" function of your smartphone or tablet.** Tap on "Scan Devices" and select the appropriate ECM-Link device. Tap on "Continue." At this point, the mobile app will begin collecting the necessary engine data. Support personnel can only release the ECM-Link for driver use after all diagnostics have been successfully completed.
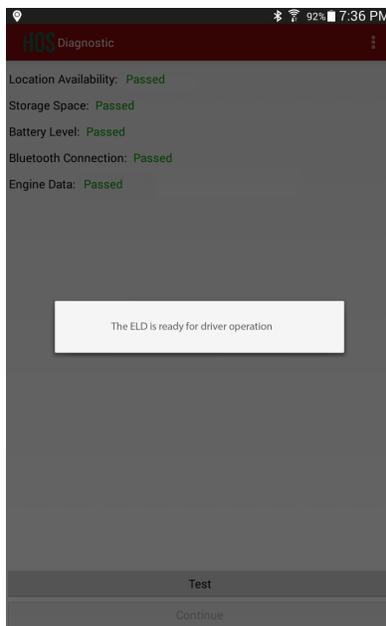
This process can also be completed at any time by a driver (to allow for Diagnostic/Malfunction clearance or for a change of vehicles by the driver).

The ECM-Link is now configured and ready for driver operation. The driver can now log in using their carrier assigned credentials and make use of the app using the in-cab driver user guide.

STEP 5 Online Web Functionalities

LOGBOOKS: To see a specific driver logbook for a specific day, click on the "Logbook" tab, select your carrier name, a specific driver and date and then tap on "Execute." The header section contains information about the driver, your company and shipping number. To propose a log edit, click on the pencil icon.

You can download a PDF (and print) logbooks for multiple days by clicking on the "Export PDF" link and select a date range.

Carriers can propose record changes by clicking the small-pencil icon to the right of the log description line. Make the change and save. The proposed changed will be shown to the driver during the login and logout process. It is the driver's responsibility to assume or reject carrier's proposed log edits.

| Drivers | Logbook | Unidentified Logs | Carrier-Requested Log Edits | Dashboard | Violations | DVIR | IFTA | Billing Information |

| CTIA Trucking ▾ | John (JD16FL000) ▾ | Active ▾ | Previous | 06/05/2017 | 📅 | Next |

Execute Export PDF

DRIVER'S DAILY LOG

| 06/05/2017 | 0 | 1245 | JD16FL000 |
| DATE | DRIVER MILES | VEHICLE NUMBERS | DRIVER ID |

| CTIA Trucking | | |
| COMPANY | CO-DRIVER NAME | |

| 8100 West Flagler St Miami FL | 75509 | |
| MAIN ADDRESS | SHIPPING DOCUMENT NUMBER(S), OR NAME OF SHIPPER AND COMMODITY | |

	TOTALS
Off Duty	12.02
Sleeper	1
Driving	9
On Duty	1.98

Logs:

Time	Location	Odometer	Status	Annotation	
06/05/2017 06:01 AM	Miami,FL	0	ON	Pre-TI, Loading	✏
06/05/2017 07:00 AM	Miami,FL	0	D		✏
06/05/2017 01:00 PM	Orlando,FL	0	ON	Loading	✏
06/05/2017 02:00 PM	Orlando,FL	0	SB		✏
06/05/2017 03:00 PM	Orlando,FL	0	D		
06/05/2017 06:00 PM	Tampa,FL	0	OFF		✏

SIGNATURE/CERTIFICATION

Unidentified Logs: If the vehicle moves and a driver hasn't logged on, all movements are recorded as unidentified logs. To see a list of unidentified logs go to the "Unidentified Logs" tab and "Execute" the report.

Carrier-requested Log Edits: The carrier can keep track of all log edits requested and their current status. If the driver has not addressed the log edit, the status will be listed as "Requested." If the driver has accepted the change it will show as "Assumed." If the change was rejected by the driver, the status will be "Rejected."

Dashboard: The color-coded dashboard shows all drivers' current status and the next possible violation. If any driver is within 2 hours from committing a violation, the driver's name will be highlighted in yellow. For potential violations within 1 hour, the driver's name will be highlighted in red.

| Drivers | Logbook | Unidentified Logs | Carrier-Requested Log Edits | Dashboard | Violations | DVIR | IFTA | Billing Information |

| CTIA Trucking ▾ | All drivers ▾ | Execute |

Driver	Ruleset	Driving Hours	OnDuty Hours	Cycle OnDuty	Next 30 Minutes Break	Current Status	Last Position	Last Update
John (JD16FL000)	Canada, 120 Hours/14 Days	1.3/11.7	1.3/12.7	2.4/117.6		OFF	m8frh	Jun-13-2017 17:58
John (JD16FL222)	70 Hours/8 Days	0/13	0.1/13.9	0.1/69.9	Jun-08-2017 10:14	OFF	Miami,Florida	Jun-08-2017 10:20
Marcus (JD16FL111)	60 Hours/7 Days	1/10	1.1/12.9	1.1/58.9	Jun-09-2017 11:35	OFF	Miami,Florida	Jun-09-2017 12:38

Violations: This option will show the carrier any violations for all selected drivers over the chosen period of time.

DVIR: Reports can be run from the "DVIR" tab to see all vehicle pre and post inspection reports. The download icons to the right of each report indicates if the pictures for each report were uploaded to the server (large icon) or not (small icon).

IFTA: Monthly and quarterly IFTA report can be run from the "IFTA" tab. You can enter the distance travelled for each state on which the commercial motor vehicle traveled and adjust the report by clicking on "Re-Calculate." The ELD automatically calculates state mileage and captures fuel purchased by the driver, as an option on the pop-up screen when the driver finishes ON duty time.