J. J. KELLER® ELD USER GUIDE FOR CANADA

ANDROID™ DEVICES

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ENCOMPASS CONFIGURATION

DRIVER & EMPLOYEE SETUP

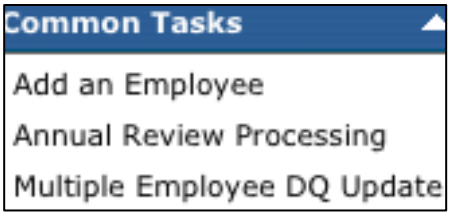
After placing the J. J. Keller® ELD order, your company-designated Encompass System Administrator (administrator) will receive a welcome email containing a unique username and password for Encompass access and setup. A link in the email leads to the Encompass setup selection screen.

The administrator has the responsibility to establish and configure the Encompass® Platform (including the Encompass® ELD mobile app and other Encompass connected devices) to their company-specific criteria. This includes setting up drivers, employees, and vehicles. These tasks must be completed before setting up mobile devices for Encompass® ELD.

NOTE: The mandate requires a login for anyone who moves vehicles in the yard over eight kph, like mechanics and dock workers, so it's important to set up all potential users.

To set up drivers and employees in the Encompass Platform:

1. Click **Add an Employee,** located on the left-hand side, under **Common Tasks.**



2. Under **General Information**, enter the **First Name**, **Last Name**, and **Employee Code** of the Employee. These are *required* fields.

   NOTE: **Employee Code** must be unique and is limited to 11 characters. We do NOT recommend using the **Social Security Number** here as this is Personally Identifiable Information (PII). Since the Employee Code is wholly visible through the system, using the SSN could put you and your employee at risk for identity theft.

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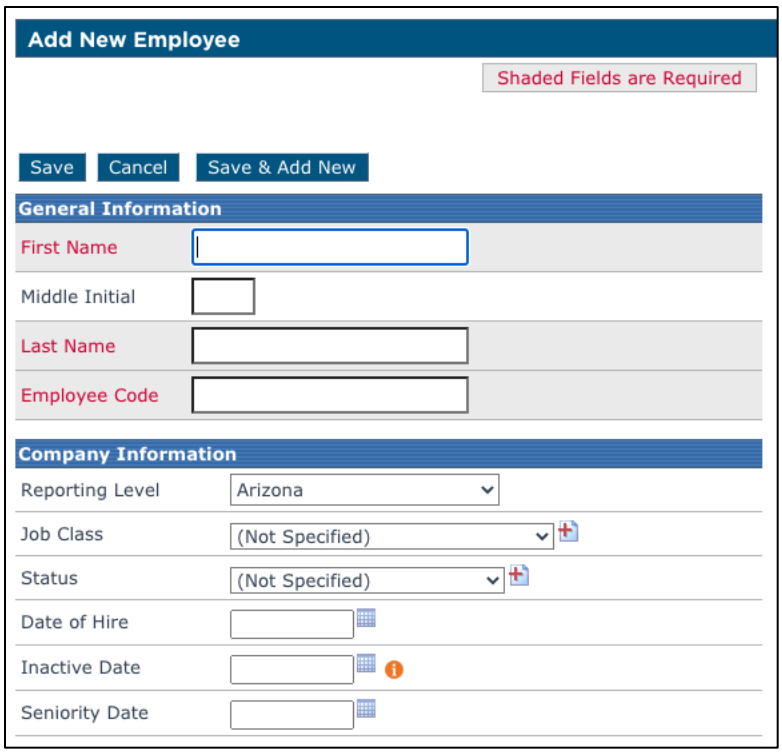
3. Enter the **Company Information**.



Reporting Level – Pick the company name from the list using the dropdown arrow.

Job Class – Select the job title from the list using the dropdown menu.

Status – Choose an employment status, such as pre-employment or full/part-time, from the list using the dropdown arrow.

Date of Hire – Dates must be entered in mm/dd/yyyy or mm-dd-yyyy format. The hire date establishes the day that the system expects to start seeing logs.

Employee Rules – When adding drivers to the system, it is critical that a **Rule Set** is selected under Employee Rules, so the system knows what rules to use when auditing logs.

4. Additional information can be entered for the employee under **Personal Information**. If a Social Security Number is entered, this information is not visible to standard users, but administrators can export this information.

5. Click **Save** once all necessary information has been entered. A success message will be displayed.

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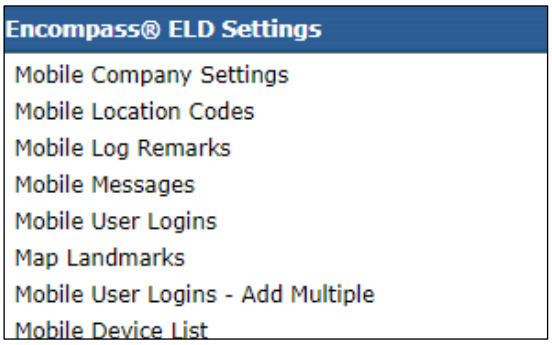
MOBILE APPLICATION SETTINGS IN ENCOMPASS

Some Encompass ELD mobile application settings must be configured in the Encompass Platform before using the application.

1. From the **Encompass Driver Management** dashboard, click on the blue circle in the upper right-hand corner.
2. Click **Setup** in the dropdown to go to the **System Setup Home** screen. Scroll down to **Encompass ELD Settings.**

ELD mobile app settings are created and edited in **Encompass ELD Settings**. Configurable ELD settings include:



Mobile Company Settings – such as activation code, communication type, etc.

Mobile Location Codes – set up shortcuts for location entry by drivers when GPS is not available.

Mobile Log Remarks – enables/disables system default log remarks and the creation of custom log remarks.

Mobile Messages – enables administrators and drivers to send messages to one another.

Mobile User Logins – used to set up drivers (one at a time) with credentials for Encompass mobile applications.

Map Landmarks – used to set up landmarks (i.e., distribution centers, customer locations) to view the Encompass map.

Mobile User Logins – **Add Multiple** – set up multiple drivers at one time with credentials for Encompass mobile applications.

Mobile Device List – displays the details related to all mobile devices in the fleet.

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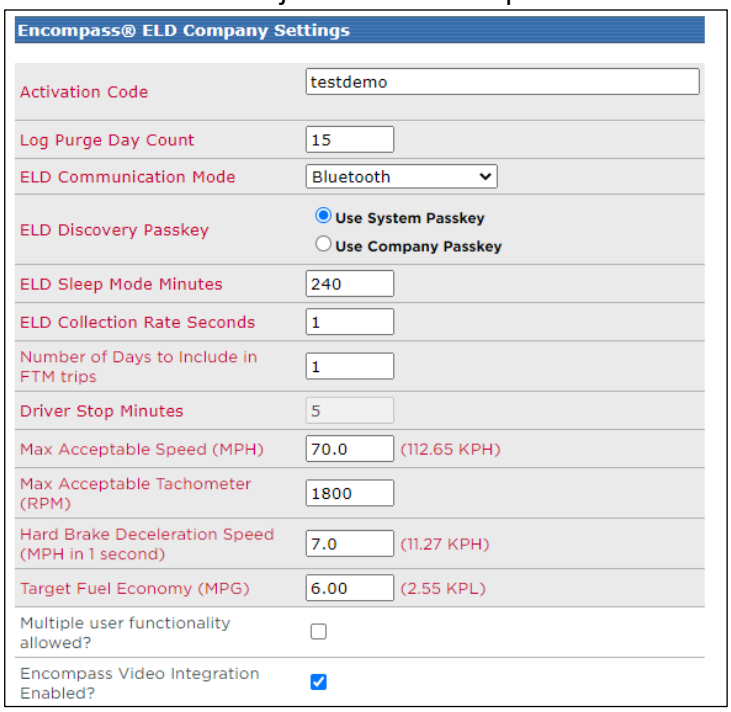
3. Click **Mobile Company Settings**.
Mobile Company Settings integrate the data from ELD, the Encompass ELD mobile application, and the Encompass Platform. Some controls adjust how the ELD performs.



Activation Code – set up once and is used to activate the Encompass ELD software on drivers' devices. This may be specific to each company location.

Log Day Purge Count – how many days of log records will be kept on the drivers' devices in

the Encompass ELD application. This does not impact how long the ELD will retain data.

ELD Communication Mode – the preferred method the mobile application will use to connect to the ELD, either Bluetooth or USB (tethered device).

ELD Discovery Passkey – should be left on the default **Use System Passkey** for the Bluetooth discovery process.

ELD Sleep Mode Minutes – the amount of time before ELD enables low power mode.

ELD Collection Rate Seconds – how often the ELD is gathering ECM data. The default and recommended setting is 1 second.

Number of Days to Include in FTM Trips – defaults to 1 but is configurable.

Driver Stop Minutes – a mandate requirement for how long the ELD mobile application will wait before automatically changing the status from driving to on-duty. This cannot be changed.

Max Acceptable Speed (MPH, KPH) – a company-defined maximum speed threshold for vehicles. This does not govern vehicles but gives visibility to time spent over threshold.

Max Acceptable Tachometer (RPM) – a company-defined threshold for RPMs. It provides visibility to time spent over threshold.

Hard Brake Deceleration Speed (MPH/ KPH in 1 second) – a company-defined threshold for hard braking or sudden stops. The default is 11.27 KPH in 1 second — if a vehicle decelerates 7 MPH in 1 second, a hard brake alert will be generated.

Target Fuel Economy – the goal MPH/KPH for units.

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Multiple user functionality allowed? – setting supports operations where multiple users are logging into the same device.

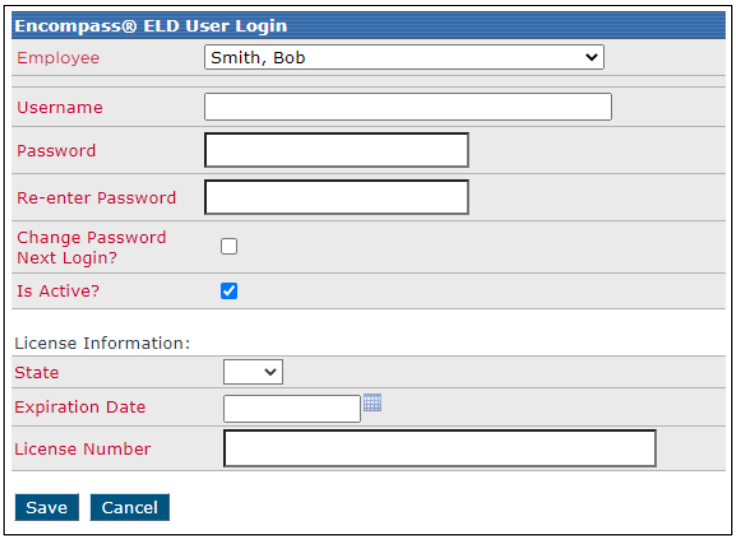
Encompass Video Integration Enabled? – setting enables the Encompass® Video application to be integrated with Encompass ELD.

4. Click on **Mobile User Logins**.
   It is used to add, view, edit, and delete a driver who requires a mobile login (one driver at a time).

   NOTE: The driver login will provide access for a driver to all Encompass mobile applications — Encompass ELD, Encompass® Video, and Encompass® DVIRs. This login does not give a driver access to the Encompass back office.

5. Click **Add New Login** at the top of the list.

6. From the employee dropdown, select the employee for which the Encompass ELD mobile login should be created.
7. Enter in a **Username** and **Password** for the driver; re-enter the password to confirm. There are no limitations or requirements for the mobile user login and password.
8. If desired, check the box to the right of **Change Password Next Login?** to require the driver to change their password at the next login.



9. **Is Active** should remain checked.
10. Enter the driver's license information.
11. Click **Save**.

    NOTE: The **Expiration Date** must be in the format MM/DD/YYYY. To ensure proper format, use the calendar icon to the right of the field to select the date.

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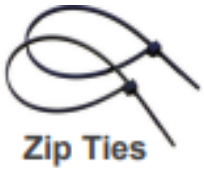
ELD HARDWARE

KIT COMPONENTS

1. ELD Connection Cable
2. Electronic Logging Device (ELD)
3. Zip Ties
4. Quick Start Guide
5. Driver User Guide
6. Driver Compliance & Support Information
7. Door Decals "Electronic Logs Powered by J. J. Keller"

ELD Connection Cable

Electronic Logging Device (ELD)



Zip Ties

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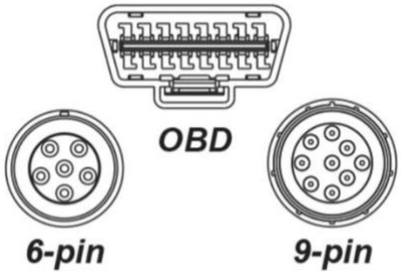
DEVICE BASICS

1. ELD Hardware
    - ELD with four LED lights: green, amber, red, and blue
    - ELD Connection Cable
    - Adhesive strips

2. A wiring harness is required (sold separately). Select a wiring harness compatible with the vehicle's diagnostic port. The solution supports Standard OBDII, Heavy Duty OBD, 6-pin, 9-pin (250kpbs), and 9-pin (500kpbs).



The Y-connection allows an additional diagnostic device to be connected to the vehicle without unplugging the ELD.

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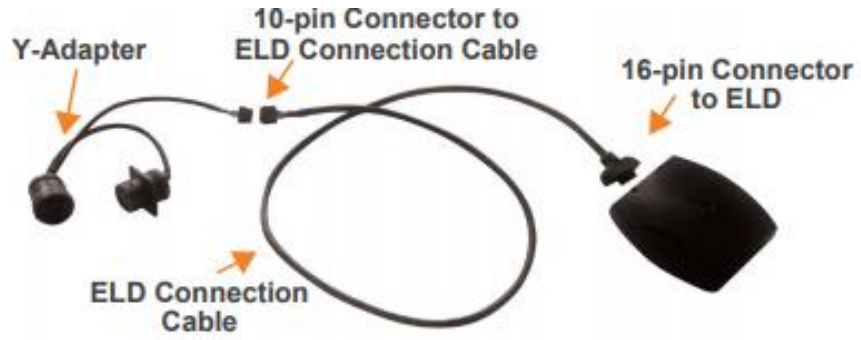
HARNESS CONNECTION & ELD INSTALLATION

1. Locate the diagnostic port in the vehicle cab. It may require the removal of the mount or bracket.



2. Plug the male end of the vehicle-specific Y-adapter into the just removed diagnostic port. Secure the female end of the Y-Adapter to the vehicle diagnostic port space for future engine diagnostic needs.
3. Attach the 10-pin connector of the ELD connection cable to the 10-pin connector of the Y-Adapter. Then route the ELD connection cable to the desired location for the ELD.
4. Plug the 16-pin connector of the ELD connection cable into the ELD. Secure with the two provided zip ties.
5. The lights on the ELD will flash, indicating power is going to the ELD. If there are no lights, double-check all connections to make sure they are secure.
6. Mount the ELD unit using the dual lock tape and/or screws. Mount in a place where the ELD lights are visible to the driver.
    - For screw mounting, remove the plastic inserts from the ELD and mount using appropriate size screws.
    - For dual lock tape mounting, clean the recessed tape mount areas on the ELD with the included alcohol swab.

ELD INDICATOR CHART

Initial Installation	Green	Yellow	Red	Blue
1. Plug ELD into vehicle diagnostic port – data bus. Time is not set – waiting for GPS valid fix	BLINK	DOUBLE	QUAD	–
2. Ignition on; ELD determines bus type and is correctly paired – no GPS fix yet	BLINK	BLINK	QUAD	–
3. GPS valid fix – real-time clock is set from GPS	BLINK	–	–	–
4. Bluetooth enters pairing mode	BLINK	–	–	QUAD
5. ELD and mobile app are connected	BLINK	–	–	BLINK
6. Successful connection of mobile app with ELD; all setup and connections good	SOLID	–	–	–
7. Vehicle movement detected, but mobile app is disconnected from ELD	QUAD	–	SOLID	–

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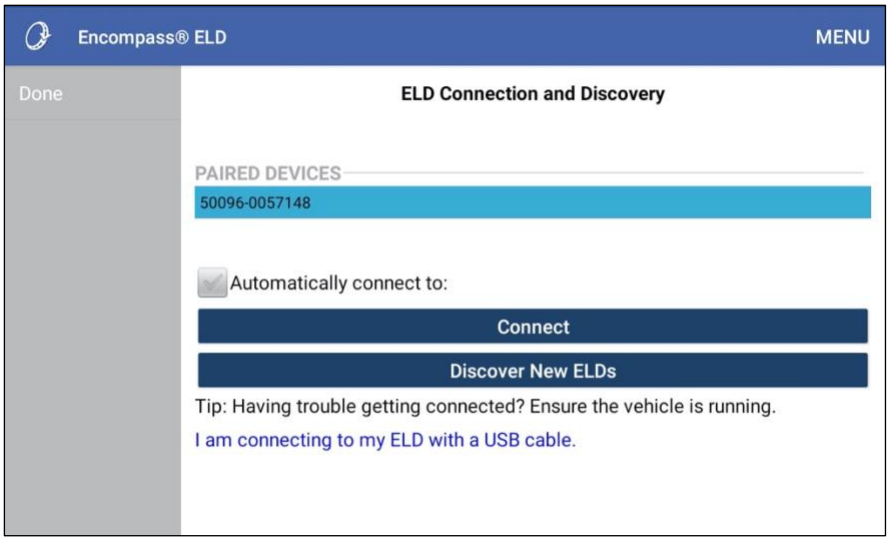
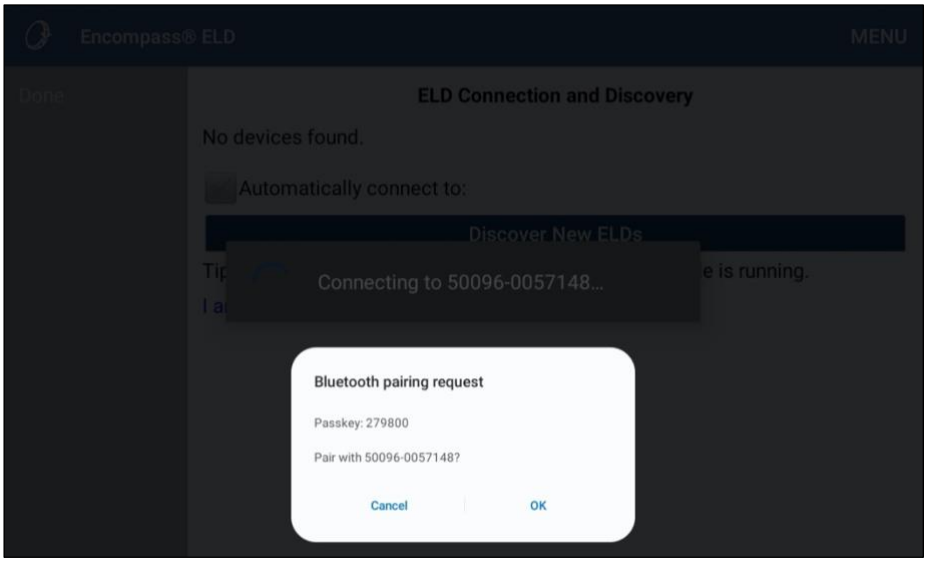
FIRST-TIME ELD CONFIGURATION

1. On the Perform ELD Discovery screen, tap **Discover**.



2. Tap **OK** if prompted to Pair with the ELD.



3. Select your ELD serial number from the drop-down menu and tap **Connect.**

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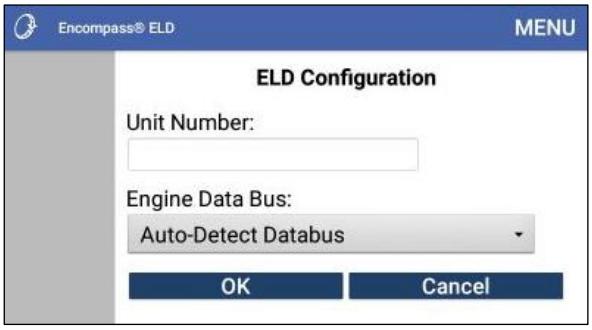
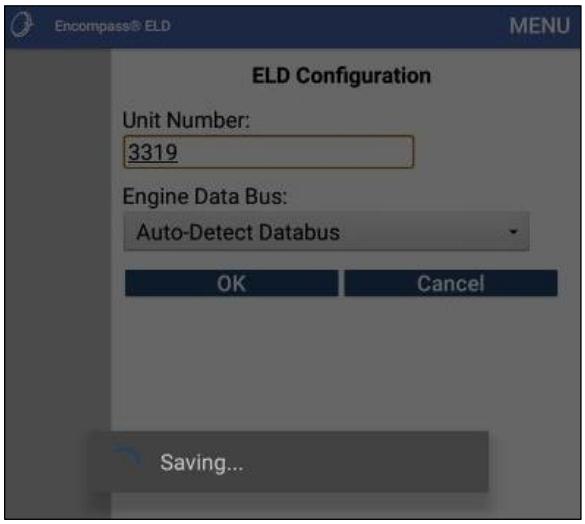
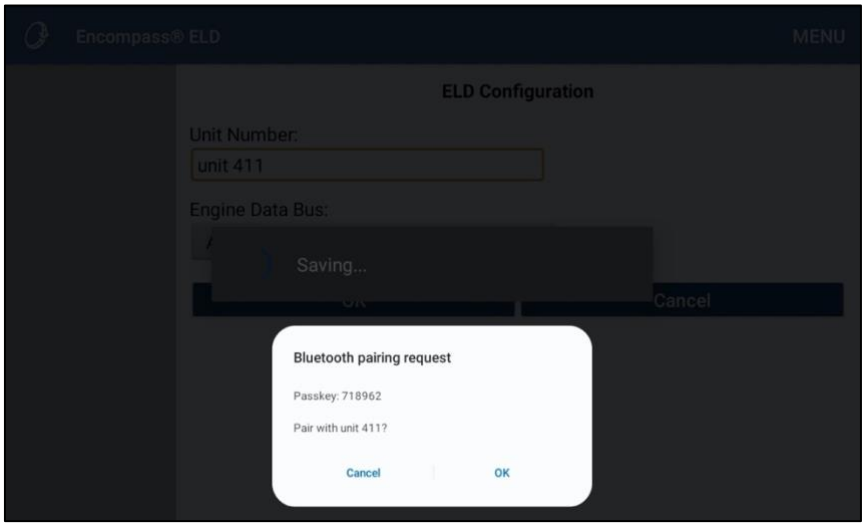
4. On the ELD Configuration screen, enter the vehicle unit number in the appropriate field.



5. Select **Auto-Detect Databus** in the Engine Data Bus drop-down. Tap **OK** to save.



6. Tap **OK i**f prompted to pair to the new Unit Number.



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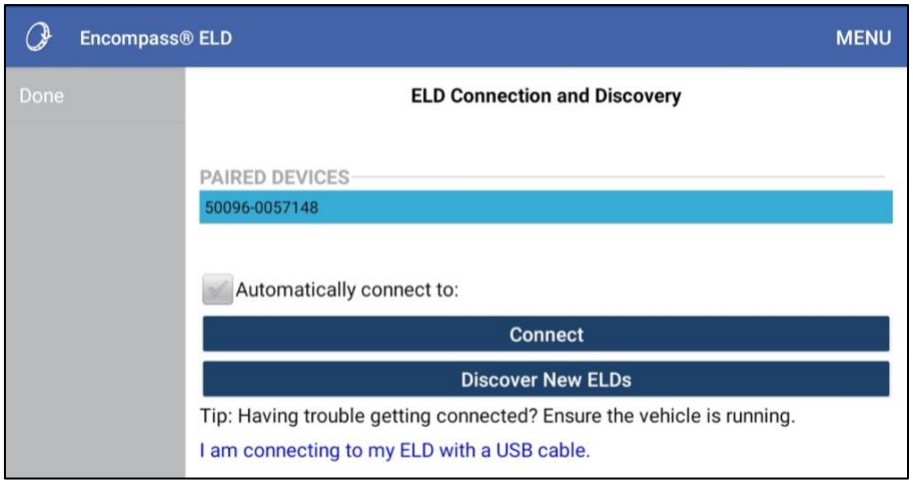
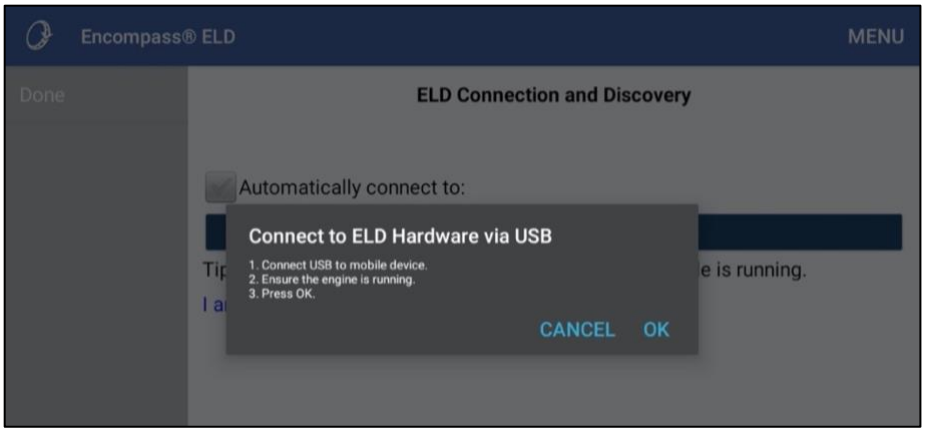
FIRST-TIME ELD TETHERED CONNECTION

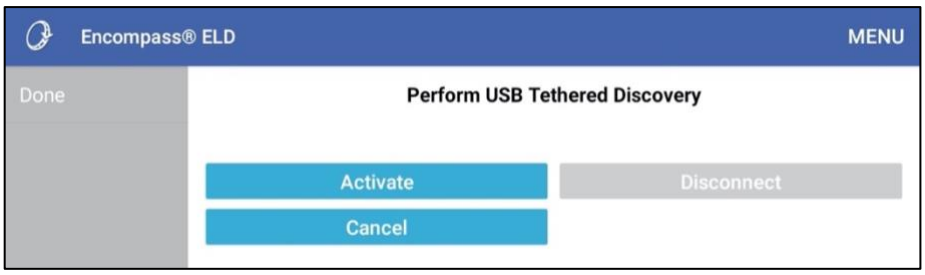
1. On the Perform ELD Discovery screen, tap **I am connecting to my ELD with a USB cable**.



2. Follow app instructions to connect the USB cable. Tap **OK**.



3. Tap **Activate**.



4. Follow steps 4-6 in the **ELD First Time Configuration** section.

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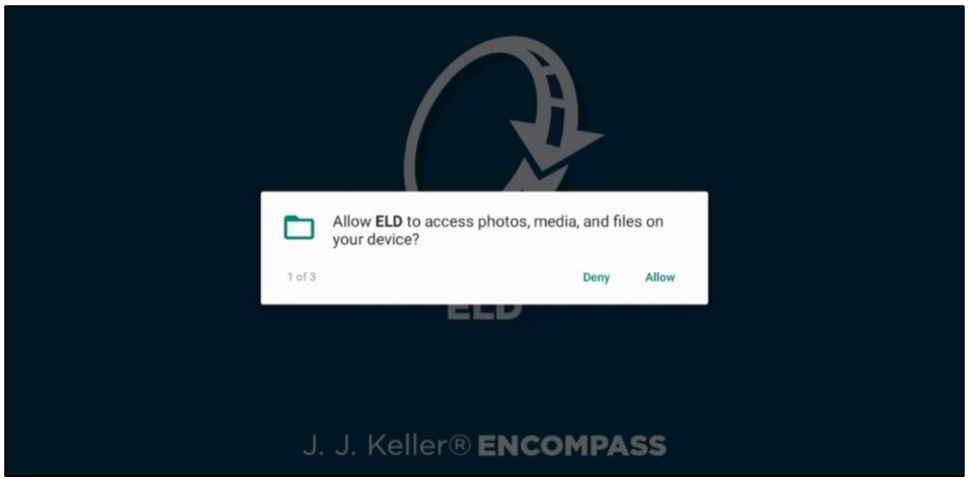
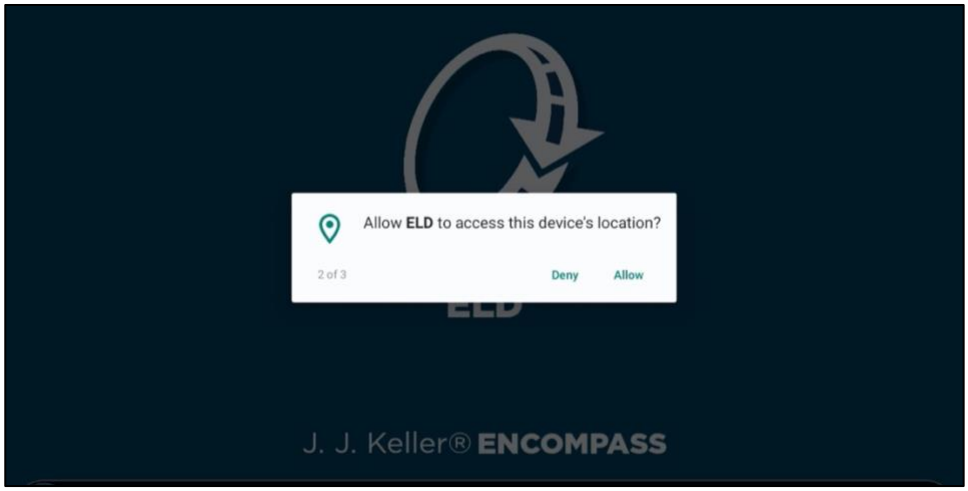
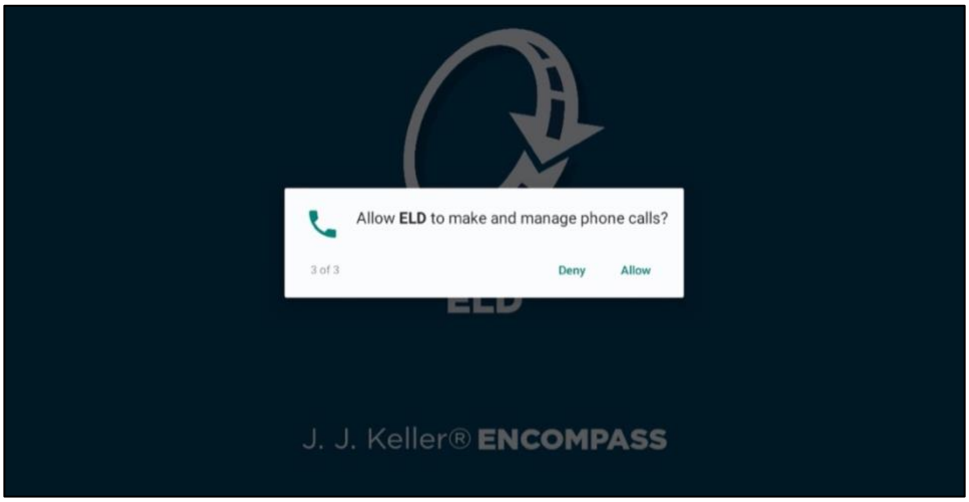
MOBILE APPLICATION ACTIVATION

1. Launch the Encompass ELD mobile application on the smart device.
2. Prompts will ask for approval to access various permissions on the device. Tap A**llow**.







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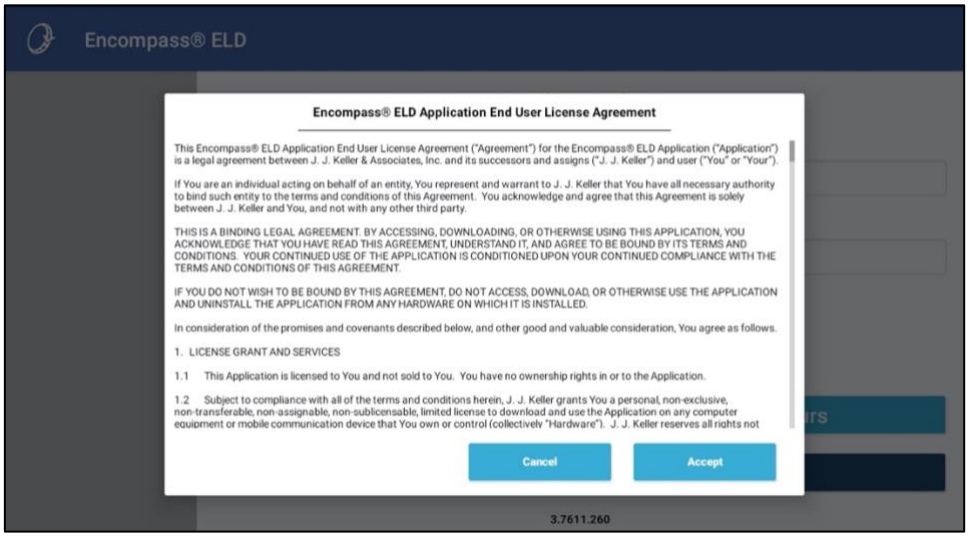
3. Enter the Activation Code created within Encompass, under the Company Settings.

4. After activating Encompass ELD, the user will be present with the End User License Agreement. Before being able to use the application, the user must accept to the terms. Tap **Accept.**



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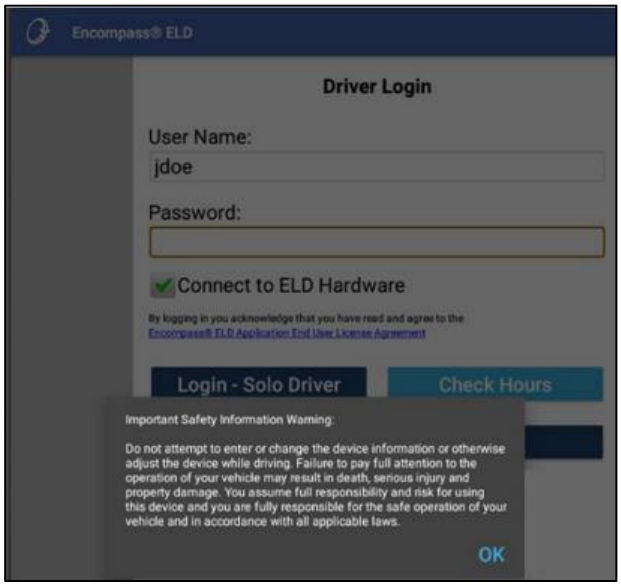
EVERYDAY USE

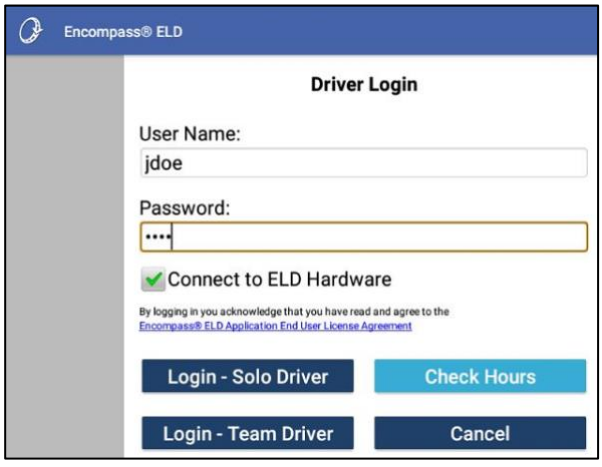
LOGIN

1. Launch the Encompass ELD mobile application on the smart device. An end-user agreement will appear every time until **Accept** is tapped.
2. Tap **OK** to acknowledge the important safety information warning disclaimer:



Do not attempt to enter or change the device information or otherwise adjust the device while driving. Failure to pay full attention to the operation of your vehicle may result in death, serious injury and property damage. You assume full responsibility and risk for using this device and you are fully responsible for the safe operation of your vehicle and in accordance with all applicable laws.

3. Enter **Username** and p**assword.**
4. Tap the box in front of **Connect to ELD Hardware.**
5. Choose **Login-Solo Driver** or **Login-Team Driver.**



The Check Hours option allows the driver to view their available hours without logging on-duty time.

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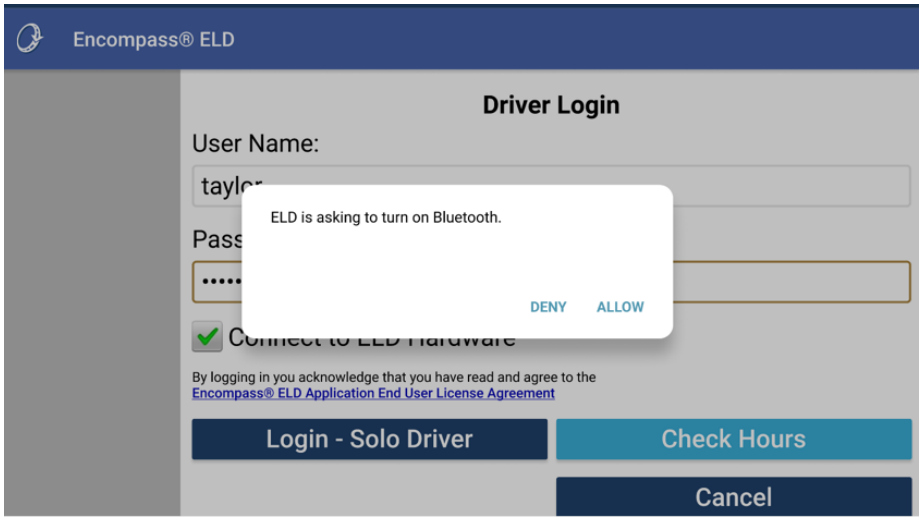
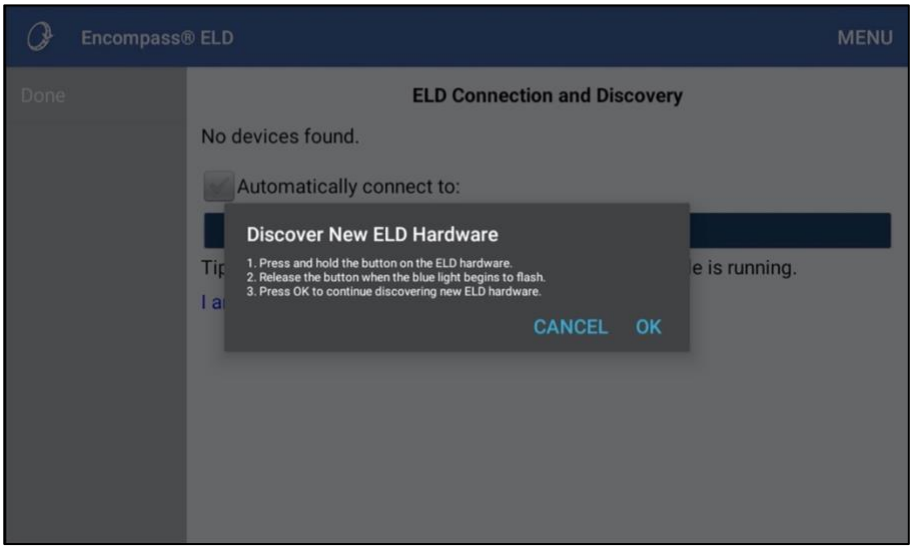
ELD CONNECTION

Make sure that the ELD is on. This is denoted by seeing the LED indicator lights on the front of the device. **No lights = No power**.

1. Start the vehicle. Turn on the engine, not just the power.
2. Log into the **Encompass® ELD** mobile application.
3. Ensure Bluetooth is enabled on the phone/tablet. If it is not enabled, a popup will display. Tap **Allow**.



4. If the ELD has not been connected to by this mobile device, tap **Discover New ELDs**. Follow the on-screen instructions to put the ELD into pairing mode, allowing for a new connection.
5. Tap **OK**, and the application will search for ELDs.



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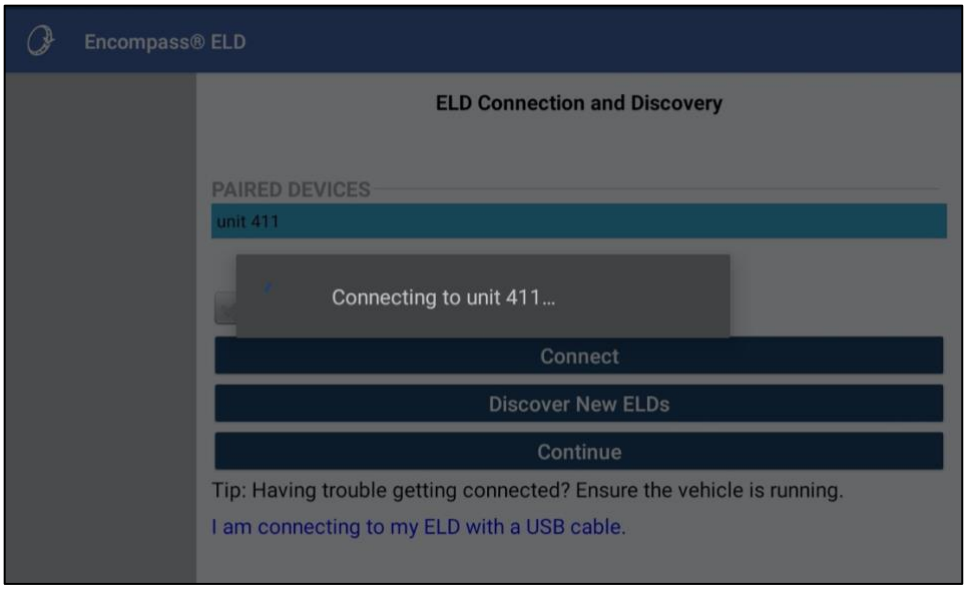
6. Once the connection is established, it will say **Successful connection to [Unit Code]**.

Connecting to a previously connected default ELD.

If there is a default ELD already selected, it will immediately attempt to connect to that ELD.

If there is no default ELD, but there is a single ELD paired in the device's Bluetooth settings, the app will attempt to connect to that device.



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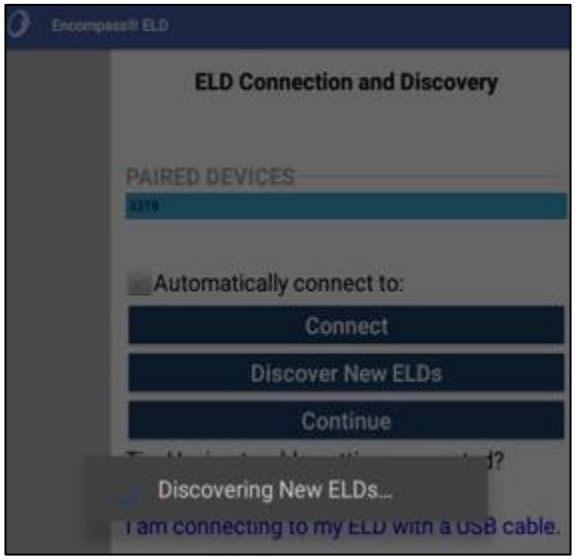
Connecting to an ELD when there are multiple ELDs paired to the device or the default ELD is not available.

If there is more than one paired ELD, or the app cannot connect to the default paired ELD, the ELD Connection and Discovery screen will be displayed. The list of paired devices is scrollable and will display up to 4 paired devices at a time.

Select the appropriate device and tap **Connect**.



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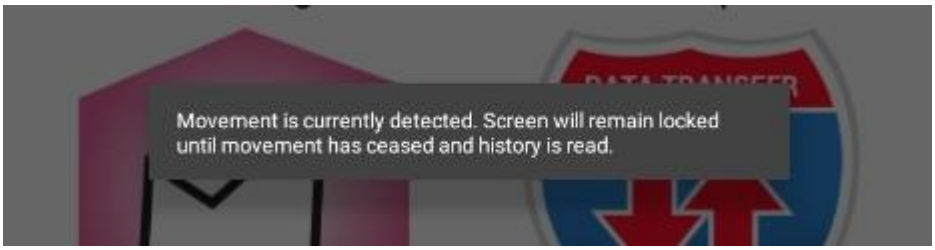
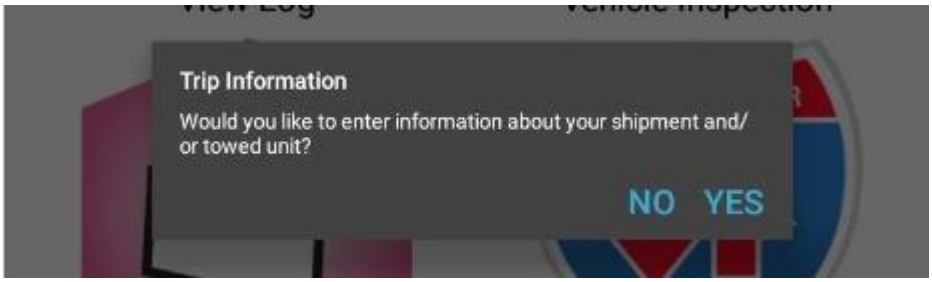
COMMON ALERTS

If the driver connects to the ELD while the truck is in motion, they will be provided an alert:



When the vehicle is no longer in motion and when the mobile app has read the ELD history, the driver will receive a prompt for the option to add trailer and shipment information.



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LOG TYPE SELECTION

Drivers whose account is configured to allow both Standard and Exempt Logging (mobile exempt log) need to choose what type of log they will use during the day.

1. Tap which log to use for use for the day. Tap **OK**.

2. If the driver selects the **Exempt Log** option, they must tap **Yes** to affirm they meet the requirements.
3. If they tap **No** after tapping Exempt Log**,** they will be alerted that they do not meet the requirements of an exempt log and that a standard grid log will be created.

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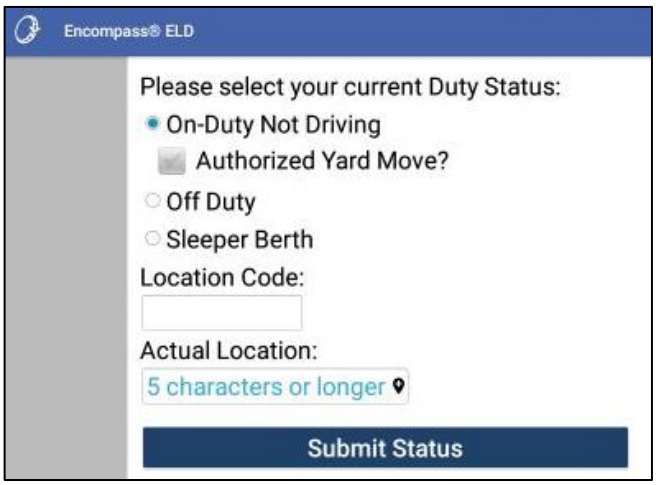
DUTY STATUS SCREEN

This **Duty Status Selection** screen is displayed each time a driver logs into the Encompass ELD application. Drivers can choose their duty status upon logging into the application, including use of special driving categories.

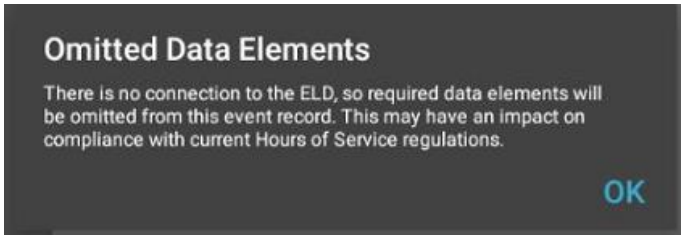
1. Tap the circle in front of the Duty Status desired.
2. If the driver is not connected to an ELD, they must enter the actual location using five or more characters.

STANDARD LOG DUTY STATUS SCREEN



EXEMPT LOG DUTY STATUS SCREEN

1. If the driver is not connected to the ELD during the login process, the informational prompt will show.



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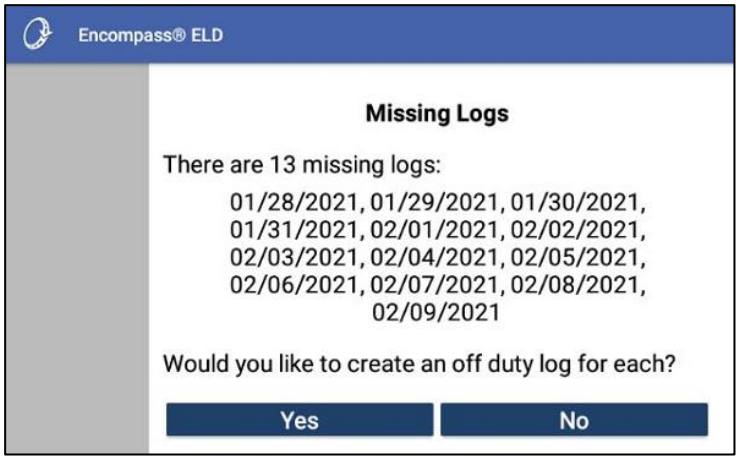
MISSING LOGS ALERT

During the login process, the application will check for missing driver logs. If there are missing logs, it will prompt the driver to create off-duty logs for those days.

1. Tap **Yes t**o create off-duty logs. See next section for instruction.
2. Tap **No** to advance to the next screen.



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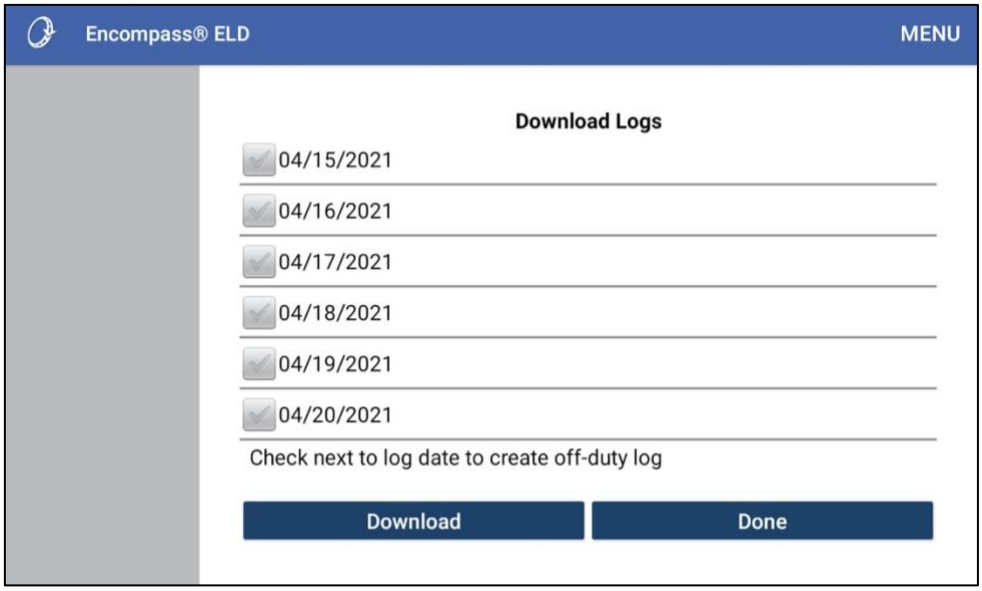
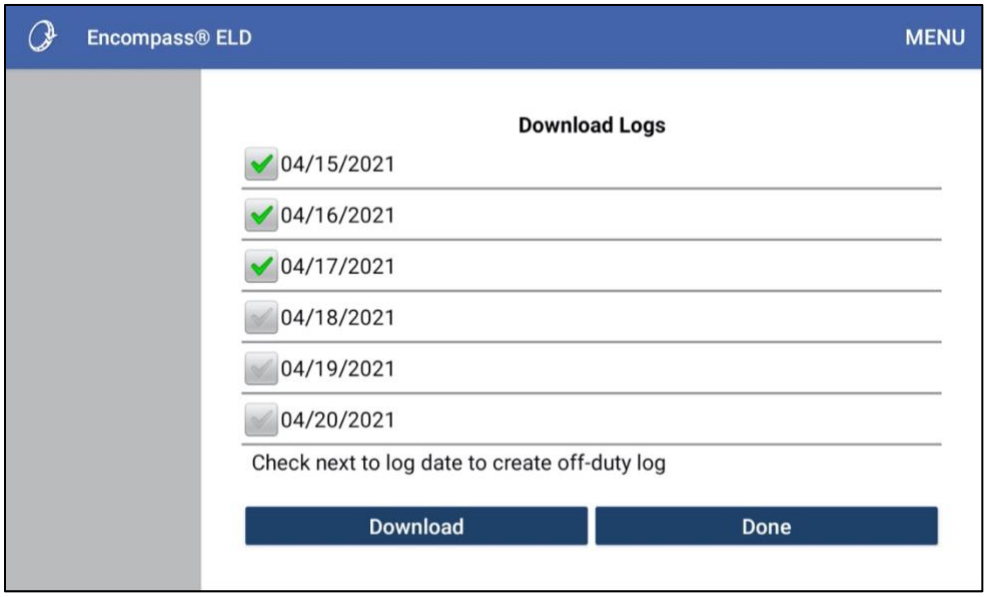
CREATING OFF-DUTY LOGS AFTER LOGGING IN

1. From the dashboard, tap **Menu**.
2. Tap **System Menu**.
3. Tap **Records**.
4. Tap **Download Records**.



5. Select any dates for which 24-hour Off Duty logs are needed.



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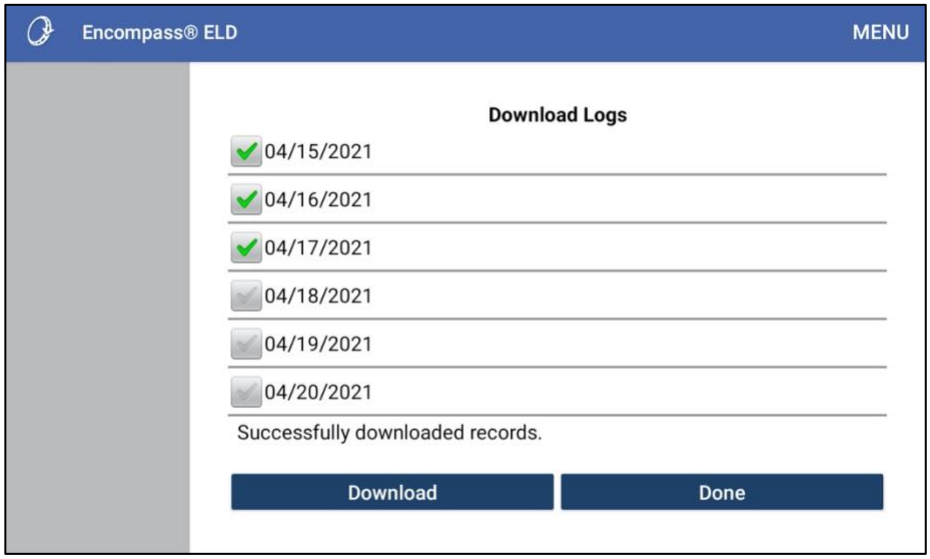
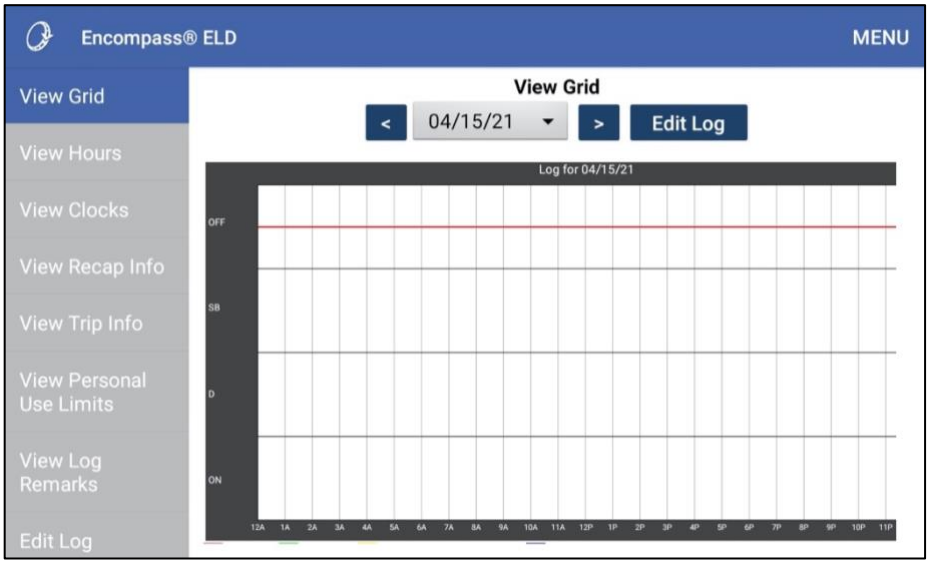
6. When all appropriate records have been selected, tap the **Download** button to create the corresponding logs.

7. If successful, a confirmation message will appear.



8. The driver can view the created record by going to **View Log – View Grid** and finding one of the records that was created.



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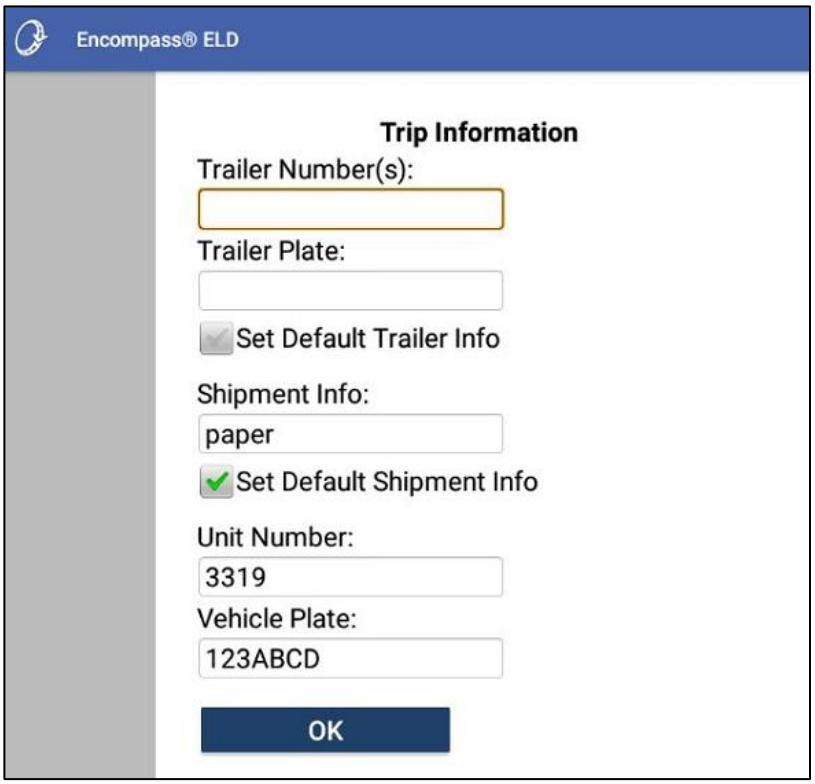
TRIP INFORMATION

Trip information, such as trailer number and shipment information, can be entered directly into the Encompass ELD application. During the login process, the driver will be prompted for the trip information.

1. Enter the **Trailer Number**.
2. Enter the **Trailer Plate**.
3. If any of the information above is always the same, populate the information accordingly and tap **Set Default Trailer Info.** This will store the information and automatically populate it at every login
4. Enter the **Shipment Info**.
5. If the shipment information is always the same, populate the information accordingly and tap **Set Default Shipment Info.**
6. Enter the **Unit Number** and **Vehicle Plate**. If the ELD is assigned a unit in Encompass, the **Vehicle Plate** information will be automatically entered if the license plate information is entered in Encompass for the Trailer or Unit. If the numbers do not automatically populate, the driver should manually enter the values.
7. Tap **OK**.

.



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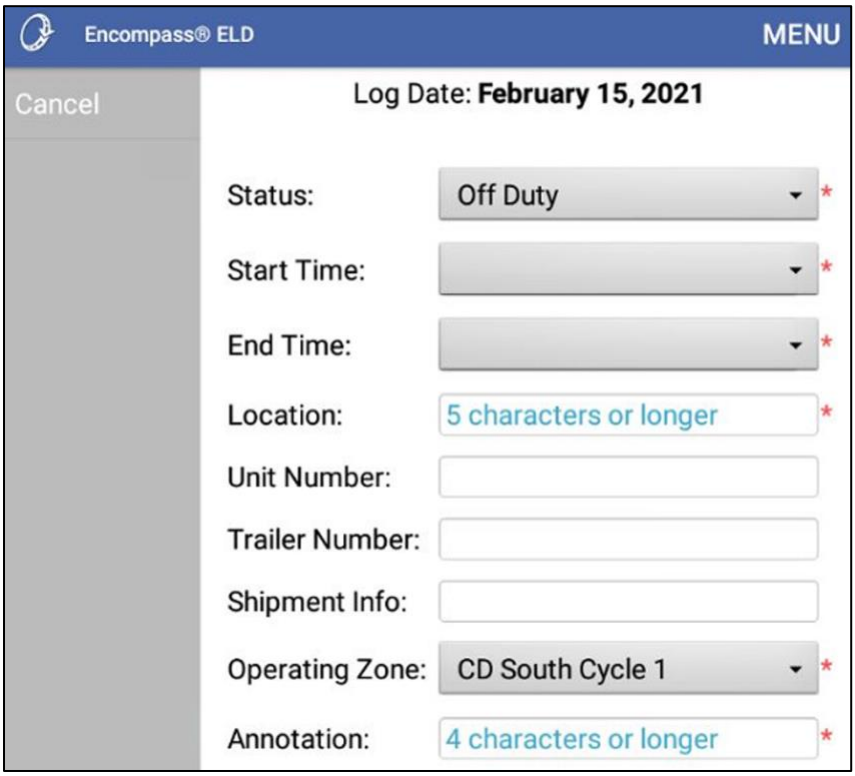
EDITING AND ADDING LOGS

Drivers can edit current and previous logs, as well as adding log events. The mobile application will require the input of all information required by law.

NOTE: Driving time captured by the ELD cannot be changed. However, an annotation can be added.

The log edit screen captures the following information. The red asterisk indicates required elements:



- **Status** - Select the appropriate duty status.
- **Start Time** - Enter the start time of the duty status.
- **End Time** - Enter the end time of the duty status.
- **Location** - Enter the place where the duty status started.
- **Unit Number** - Enter the unit number involved, if applicable.
- **Trailer Number** - Enter the trailer number involved, if applicable.
- **Shipment Info** - Enter what is being hauled, if applicable.
- **Operating Zone** - Select the appropriate operating zone from the dropdown, if applicable.
- **Annotation** - Enter the reason the event is being added.

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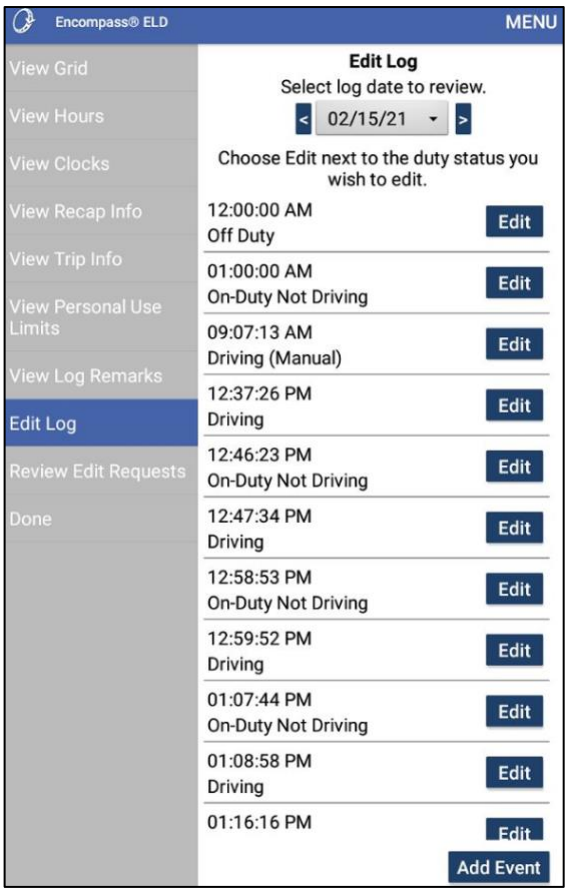
EDITING LOGS

1. To edit a log, tap **Edit Log**.
2. Use the blue arrows at the top of the page to navigate to the day to be edited.



3. Tap **Edit** next to the duty status to be edited. Tap **Add Event** at the bottom of the page to add an event.

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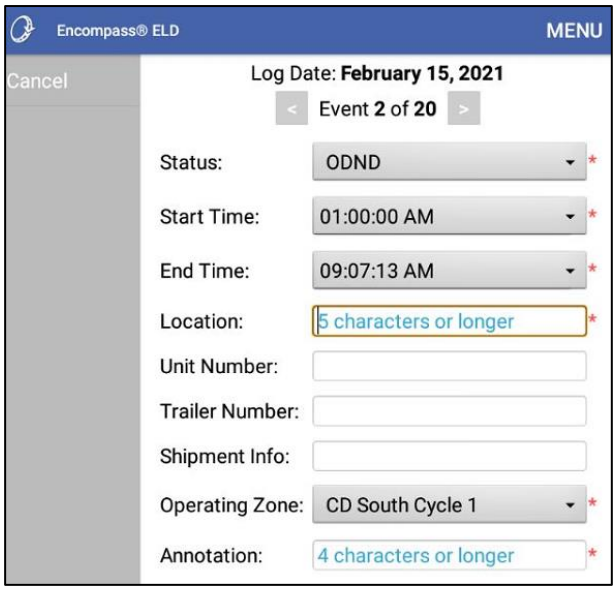
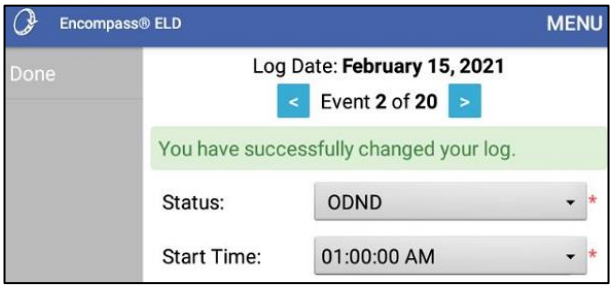
4. Make edits using the dropdown and free-form fields.



5. Once the edit/add is complete, tap **Apply** to save the event. If data is missing in any required field, the **Apply** button will not display. A success message will display indicating you have successfully edited/added the log.



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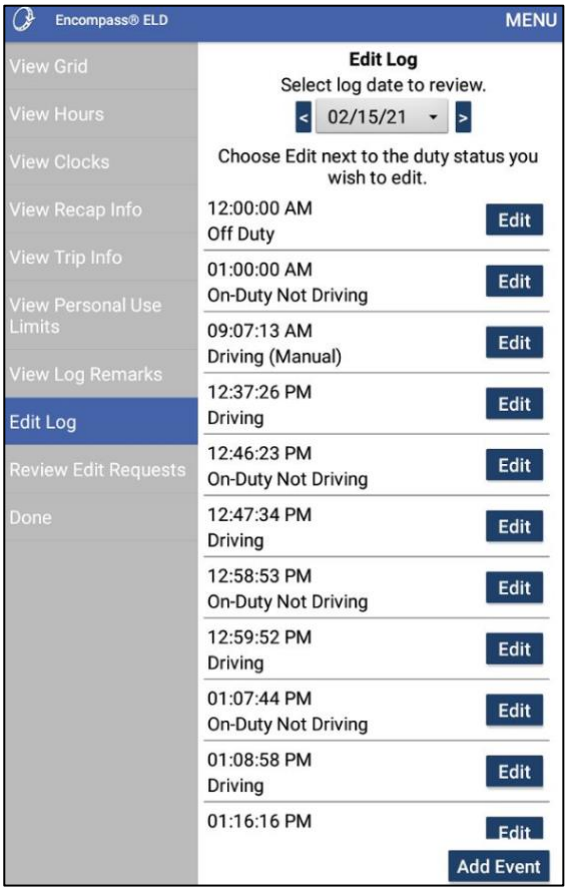
ADDING LOGS

1. To add a log, tap **View Log** on the dashboard.
2. Tap **Edit Log**.
3. Use the blue arrows at the top of the page to navigate to the day to be added.



4. Tap **Add Event**.

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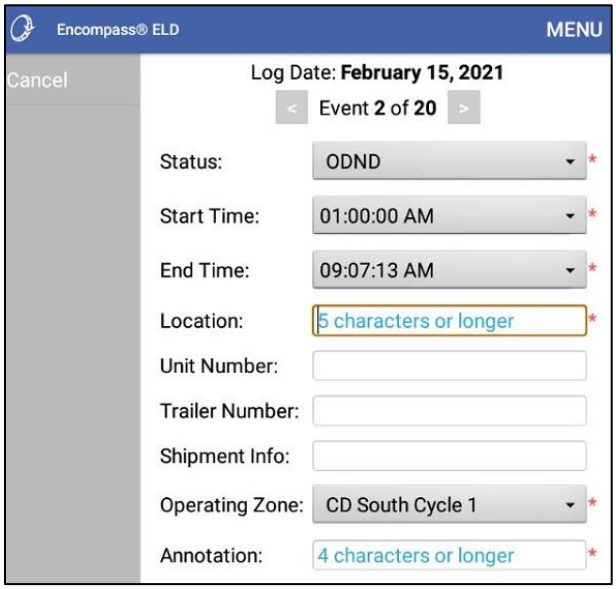
5. Enter information using the dropdown and free-form fields.



6. Tap **Apply**.

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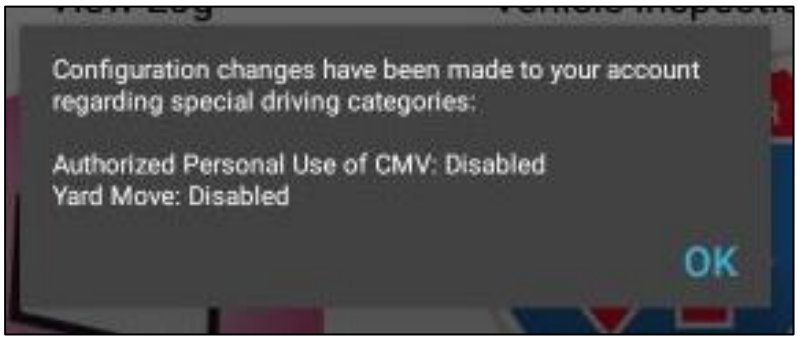
NOTIFICATIONS

YARD MOVES AND PERSONAL USE/PERSONAL CONVEYANCE

When a driver account is modified to allow or deny the use of the special driving categories (Yard Moves or Personal Conveyance), the driver must be notified. The message states:

> *Your account has been configured with the following special driving category settings:*
> *Authorized Personal Use of CMV: Enabled (or Disabled)*
> *Yard Move: Enabled (or Disabled)*

Tap **OK** to advance.



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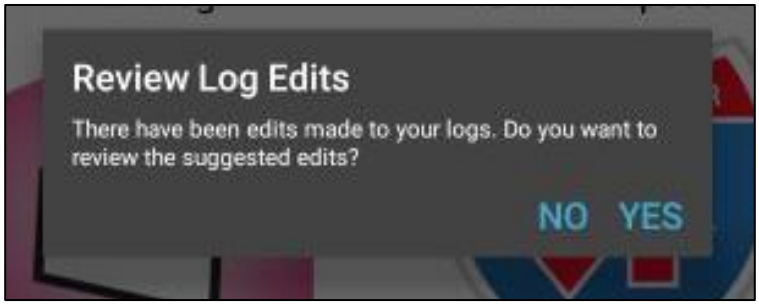
REVIEW LOG EDITS

When logs in Encompass are modified, an alert displays to let the driver know changes were made. The driver must review the changes and choose to accept or reject the log modifications. The message states:

> *There have been edits made to your logs. Do you want to review the suggested edits?*

Tap **No** to ignore the edits.

Tap **Yes** to review the edits.



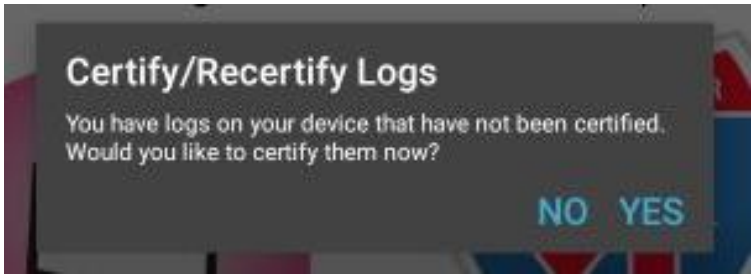
CERTIFY/RECERTIFY LOGS

The driver is notified upon login if there are logs on the mobile device that are not yet certified or edits that would cause logs to need recertification. The message states:

> *You have Logs on your device that have not been certified. Would you like to certify them now?*

Tap **No** to not certify logs.

Tap **Yes** to certify logs.



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UNIDENTIFIED DRIVING EVENTS

Unidentified Driving Events will be displayed to the driver during the login process (after connecting to the ELD). The driver must review and chose to claim or not claim the event(s).

Unclaimed events will be sent back to Encompass for assignment.

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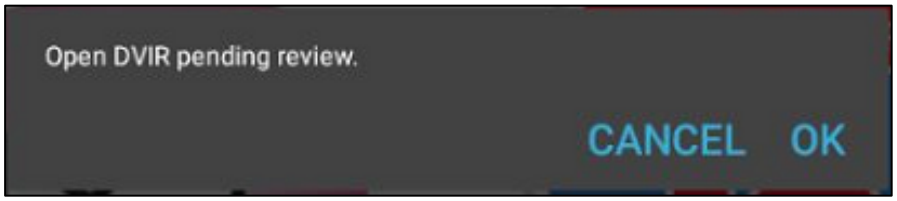
OPEN DVIR PENDING REVIEW

When connecting to an ELD, there may be pending inspections for that vehicle that require review. These are post-trip DVIRs that had a defect. The message states:

Open DVIR Pending Review.

Tap **Cancel** to ignore.

Tap **OK** to review.



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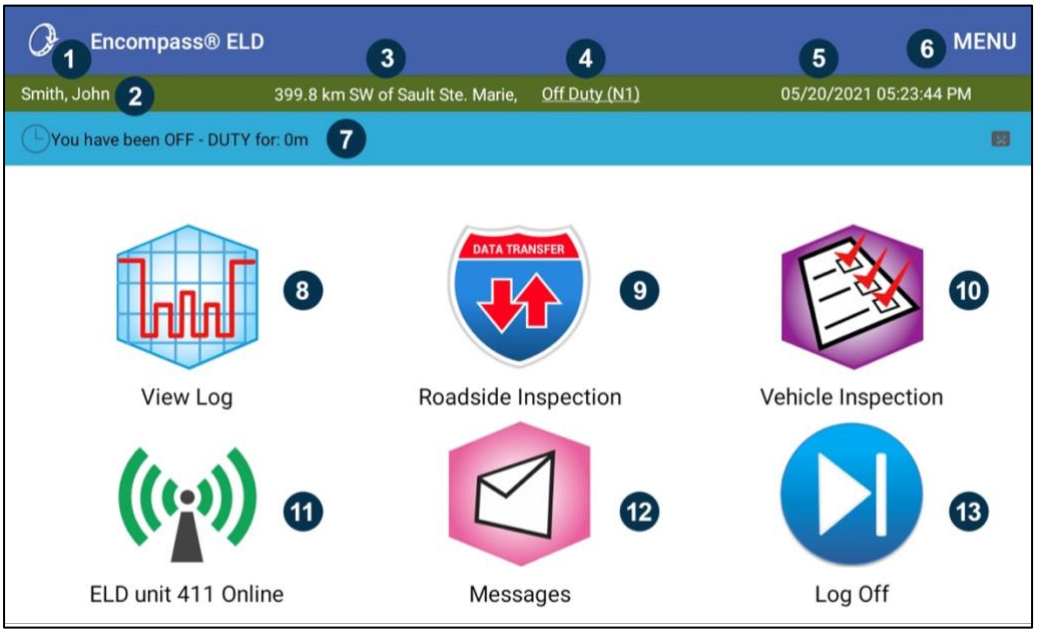
DASHBOARD

This is the mobile app dashboard.



1. **Encompass ELD® Logo** — Tap on any screen to return to this screen.
2. **Driver Name** — Current active/designated driver name.
3. **Location** — The location in which the listed duty status began. If connected to the ELD, the location will be automatically generated, listing the nearest city with a population of 5,000 or more.
4. **Current duty status** — Displays current duty status. Tap to change duty status.
5. **Starting date and time** of the duty last change of duty status listed in the green bar.
6. **Menu** — Tap to access other areas in the application.
7. **Blue off-duty bar** — Displays only if the driver is in off-duty status. A counting timer in minutes displays how long the driver has been in an off-duty status.
8. **View Log** — Access to all hours-of-service information. Tap to view and edit logs, view weekly recap, and hours, and more.
9. **Roadside Inspection/Data Transfer** — Tap to launch Roadside Inspection Mode.
10. **Vehicle Inspection** — Tap to launch the DVIR menu.
11. **ELD Connection Status** — Displays ELD connection status. Tap to edit.
12. **Messaging** — This feature allows Encompass users and drivers to communicate. It does not allow for driver-to-driver communication.
13. **Log off** — Tap to log the driver out of the application and submit logs.

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VIEW LOG – HOURS-OF-SERVICE INFORMATION

Tap the **View Log** icon on the dashboard to access hours-of-service information.

VIEW GRID

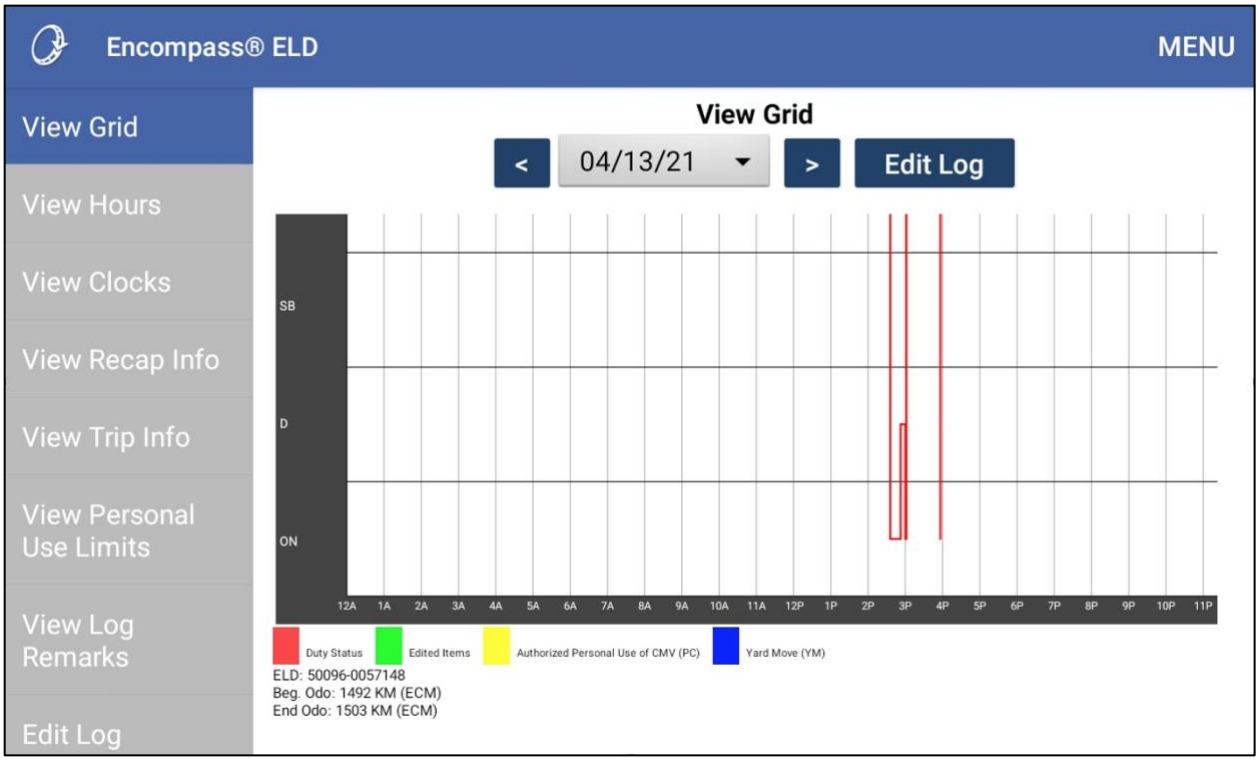
After tapping the **View Log** icon, the **View Grid** screen is displayed.

All the items in the left-hand menu will display real-time information about the driver's hours of service.

The legend below the grid identifies the shaded portions of the grid log:

- Red - standard duty status changes
- Green - Edited events
- Yellow - Authorized Personal Use of CMV (PC)
- Blue - Yard Move (YM)

Grid view displays the beginning and ending odometer along with the ELD serial number.



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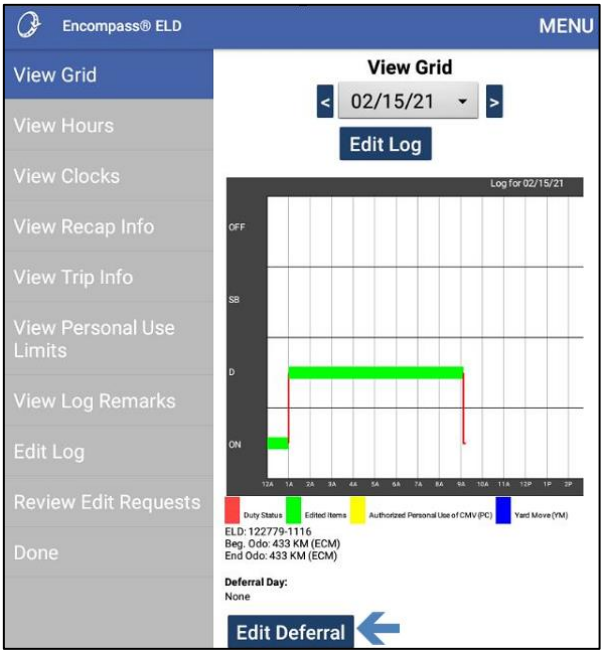
VIEW GRID — EDIT DEFERRAL

Hours-of-service regulations allow drivers to defer up to 2 hours of their daily off-duty time from one day if requirements are met.

1. To add a deferral, tap **Edit Deferral.**



2. Choose the **Deferral Day** and select the **Minutes Deferred** from the dropdowns.

3. Tap **Save.**

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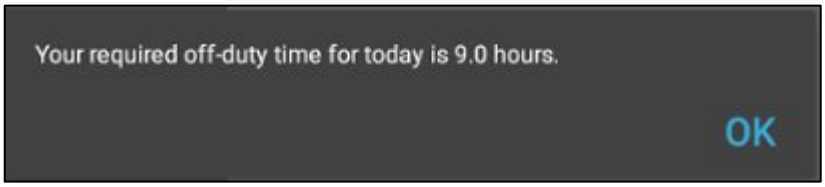
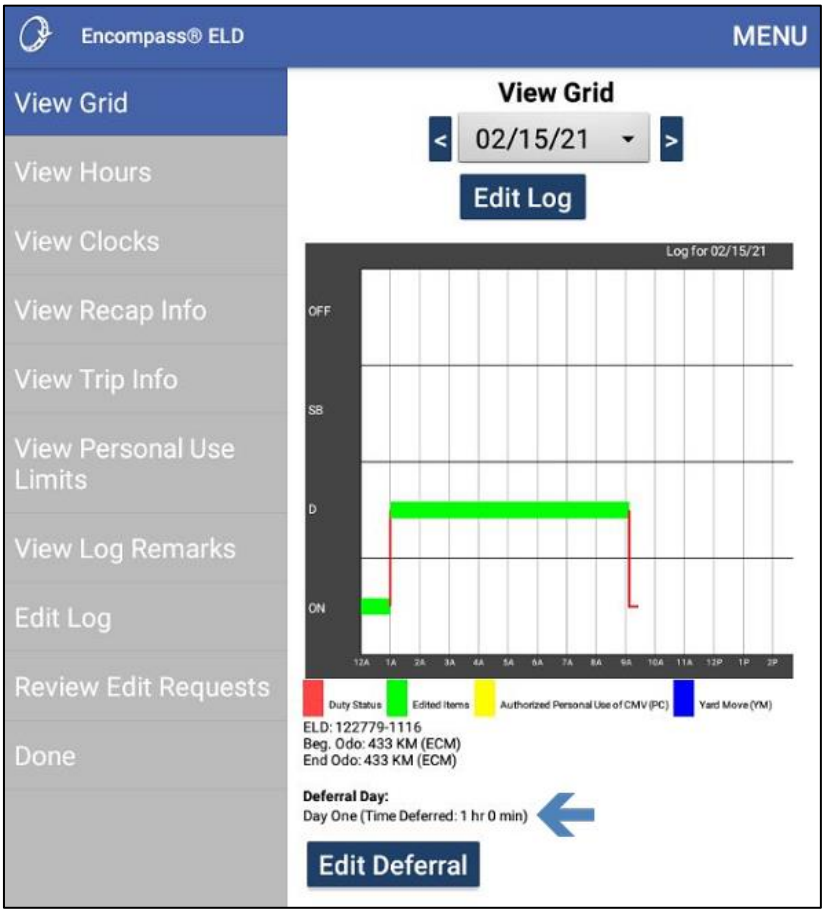
4. Drivers will receive a prompt for the required off-duty time, dependent on the number of minutes deferred. Tap **OK**.



View Grid now shows the amount of time deferred.



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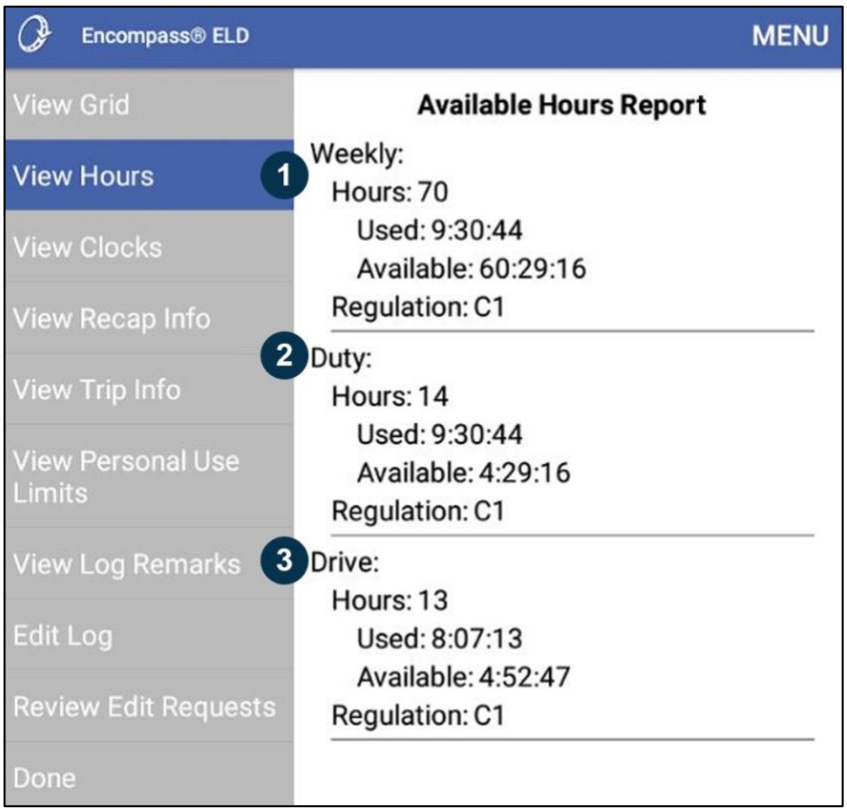
VIEW HOURS

This tab allows drivers to see available **Weekly** hours (1), daily **On Duty** hours (2), and the daily **Drive** hours (3). Information is dependent on the driver's Operating Zone.



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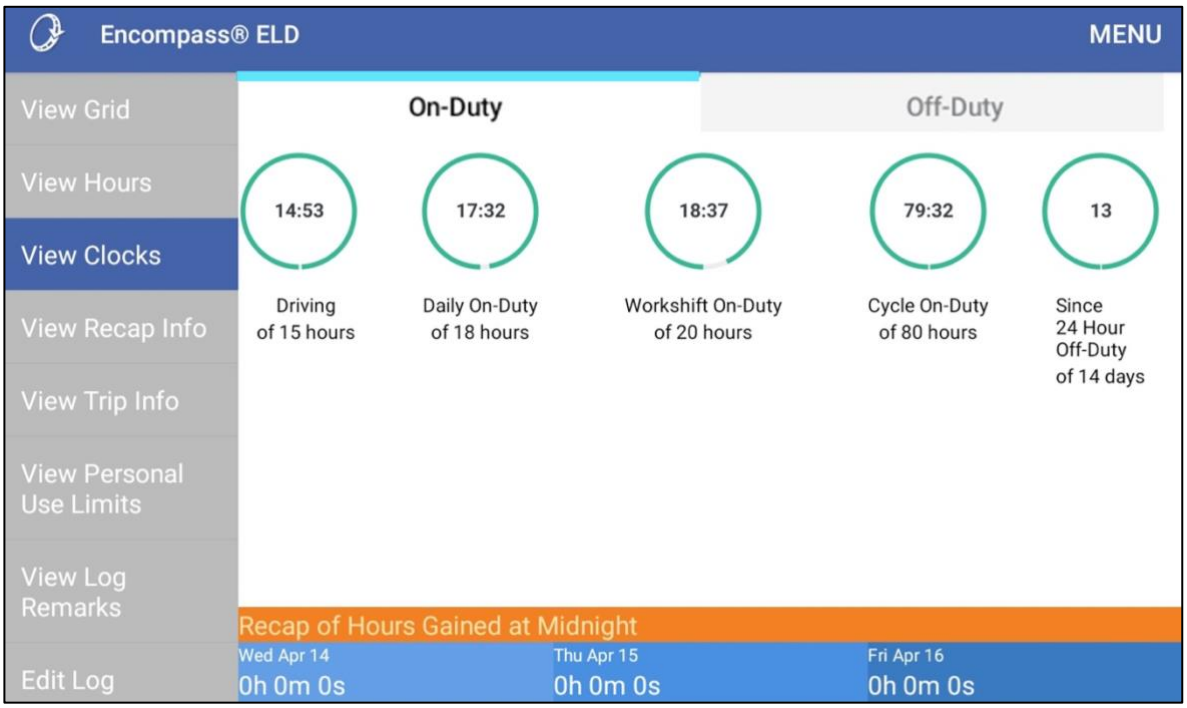
VIEW CLOCKS

The **View Clocks** section is divided between **On-Duty** and **Off-Duty** clocks. Information is dependent on the **Operating Zone** for the driver.

The **On-Duty** clocks show the following:

- Available drive time - 13-hour driving limit within 1 day
- Available on-duty time remaining (day) - Daily clock of 14 accumulated hours of on-duty time
- Combined on-duty time & drive time (day) - Work shift clock of 16 accumulated hours of on-duty time
- Total on-duty hours & drive time (70-hour) – Weekly on-duty hours
- Number of days since mandatory 24-hour rest - Days since mandatory 24 hour reset within work week



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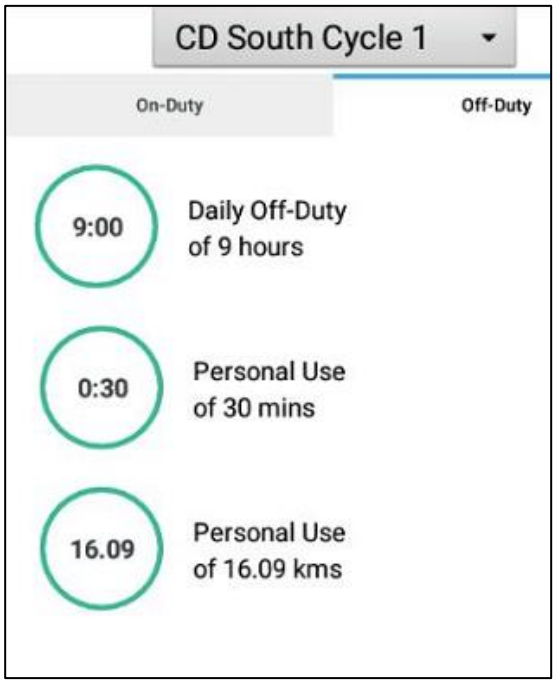
The **Off-Duty** clock's display off duty and personal use time:

- Daily Off-Duty - Daily Off-Duty hours remaining.
- Personal Use – Remaining time allowance for Personal Use
- Personal Use Distance – Remaining distance allowance for Personal Use.

Clocks will show the requirement if any deferral of off-duty hours is edited.

Time is only visible if the employee rules have been edited to account for Personal Use restrictions.



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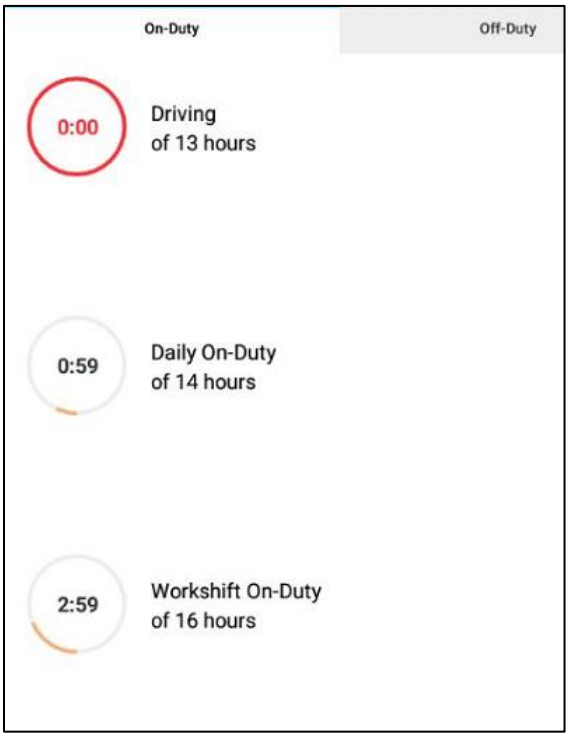
Both On-Duty and Off-Duty clocks will alert drivers when they are close to an hours-of-service threshold:

- Clocks will turn yellow as a warning when the driver has reached 25% of their remaining available time.
- Clocks will turn red when a driver has exceeded one or more of the limits.

While the vehicle is in motion, notifications will be presented to the driver as they are nearing their hours-of-service limits.



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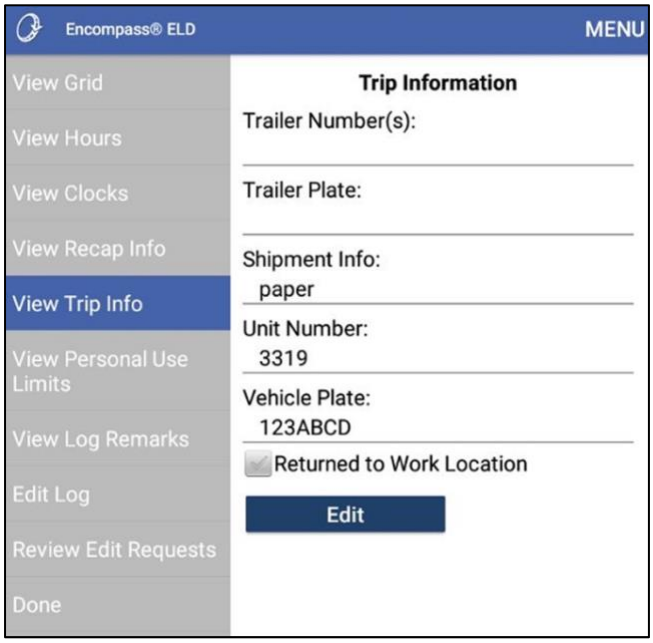
VIEW TRIP INFO

The **View Trip Info** option displays:

- Trailer Number(s)
- Trailer Plate
- Shipment Info about the load
- Unit number the driver is operating

1. Tap **Edit** to edit information.



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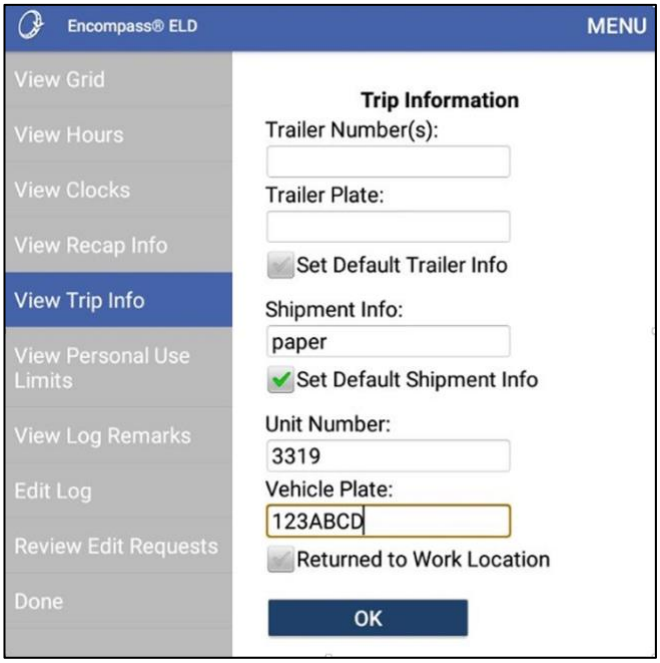
2. In the edit mode, drivers can make a field(s) their default entry (i.e., they always use the same trailer). Enter the desired information. Tap **Set Default.**



3. Tap **OK** to save.

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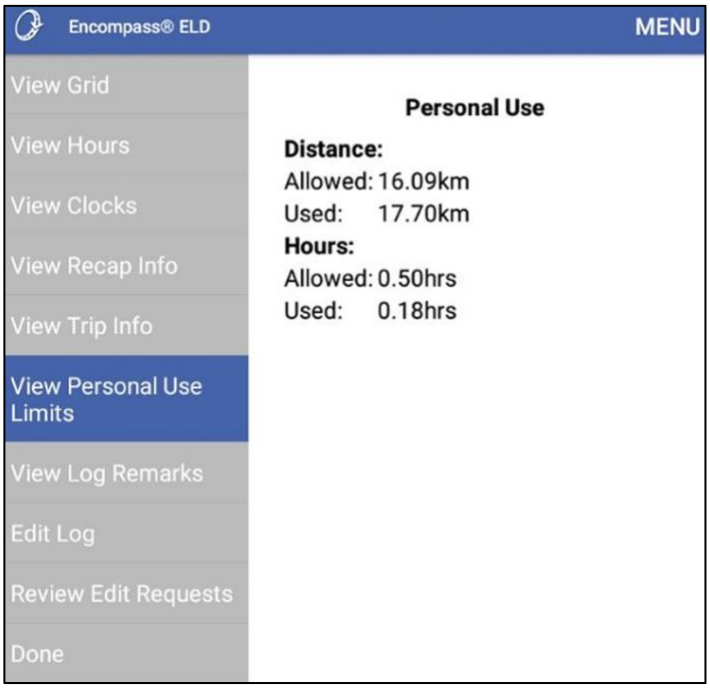
VIEW PERSONAL USE LIMITS

This section allows the driver to view the limits for Personal Conveyance, similar to the **View Clocks** view for **Off-Duty**.



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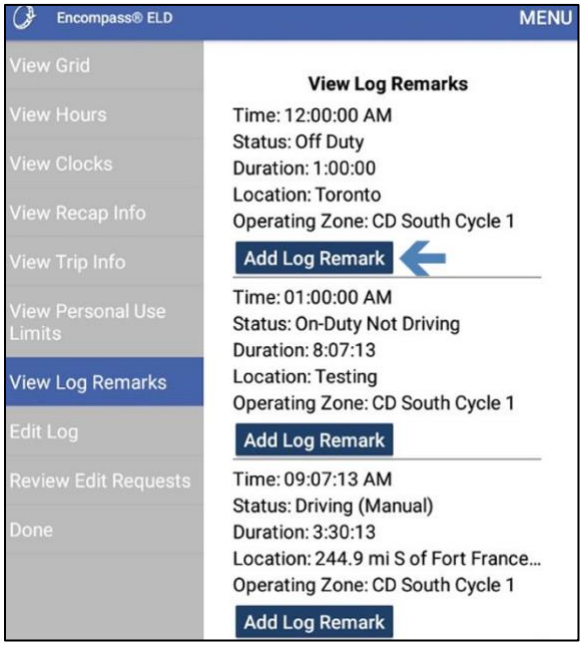
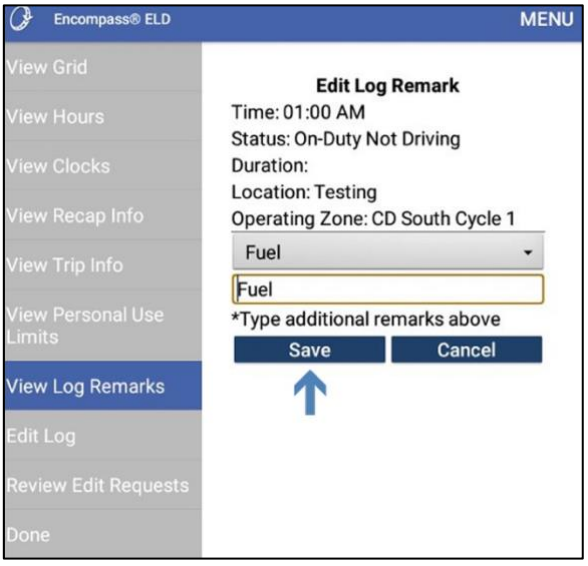
VIEW LOG REMARKS

Log remarks can be added for any duty status change that has occurred.

1. Tap **Add Log Remark** for the specific duty status.



2. Tap the dropdown menu to choose a standard log remark. There is also a text field where additional information can be added. Tap **Save** to complete.



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ROADSIDE INSPECTION

The Encompass ELD mobile application offers two methods for providing hours-of-service data to enforcement:

- **Data Transfer** sends a digital file to the roadside inspection official.
- **Roadside Inspection Mode** allows the official to view the necessary records on the mobile device.

DATA TRANSFER

1. Tap the **Roadside Inspection** icon from the dashboard.

2. Tap **Data Transfer** to begin the process of transferring data to a roadside inspector.

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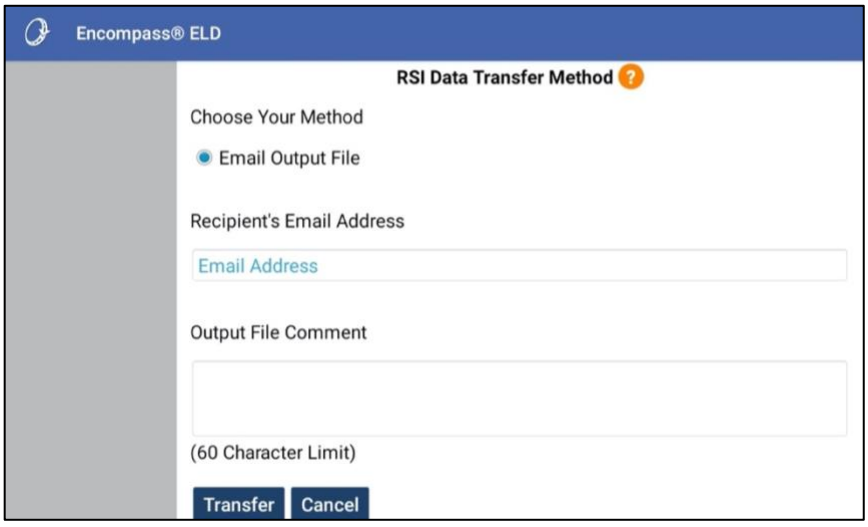
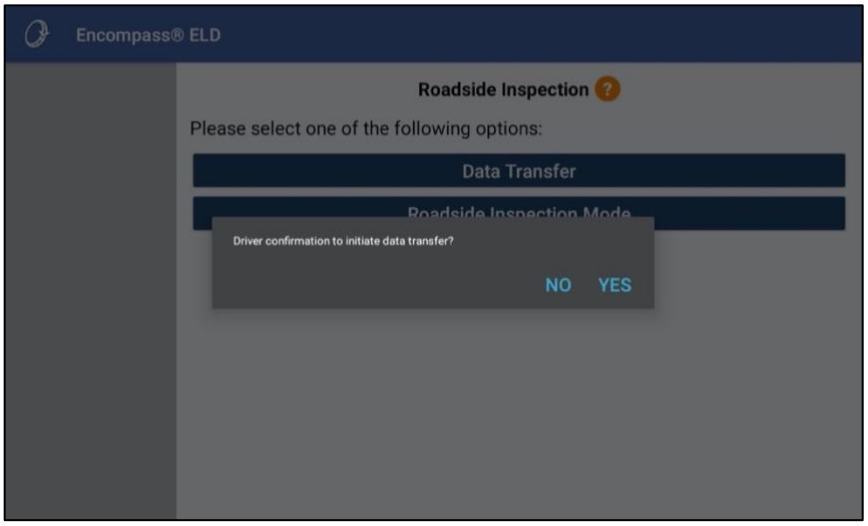
3. Enter inspector's email address and add comments as directed.



4. Tap **Yes** to confirm the initiation transfer.



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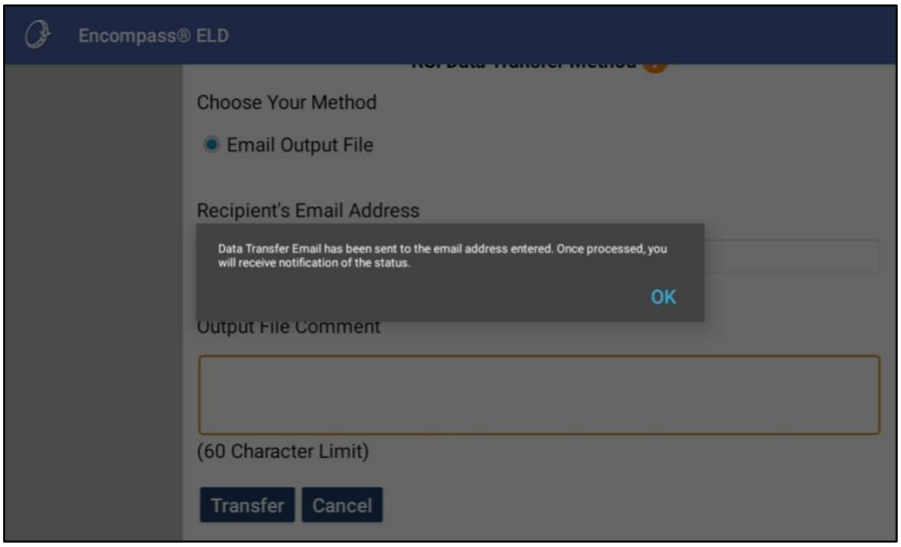
5. When completed, a success message will display. Tap **OK** to return to the dashboard.



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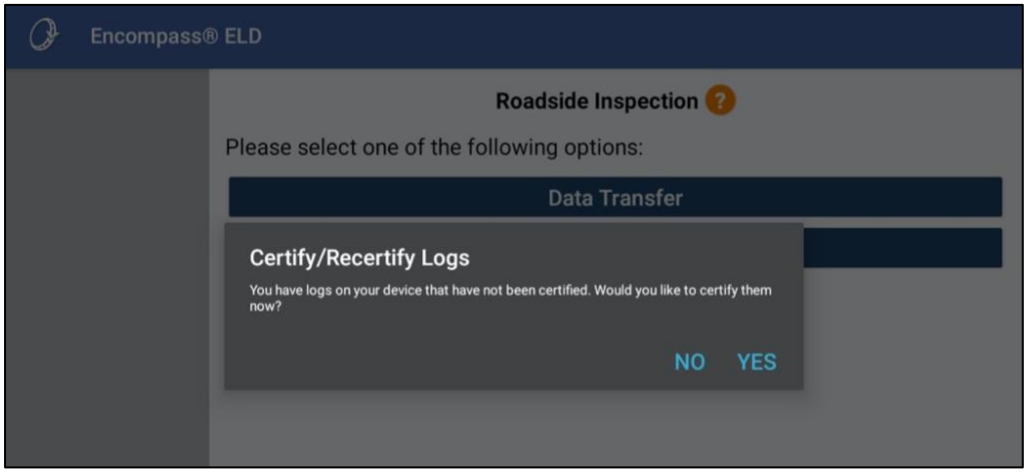
CERTIFY/RECERTIFY LOGS NOTIFICATION

If the driver has uncertified logs on the mobile device that have not been sent to Encompass yet, he/she will be asked to certify the logs.

1. Tap **Yes** to certify (recommended). The driver is redirected to the certification screen to choose the logs to certify and submit to Encompass. Once complete, the data transfer process continues.
2. Tap **No** and follow the onscreen instructions. Uncertified data will be submitted and noted as uncertified.



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UNCONNECTED ELD NOTIFICATION

If the driver is not connected to the ELD, a prompt notifies them and asks them to **cancel the data transfer request** or **continue the transfer acknowledging that the ELD output file is not complete**.

1. Tap **Cancel** to launch the Discovery process. Once connected to the ELD, the driver should restart the Roadside Inspection process.
2. Tap **Acknowledge** to proceed with the data transfer. Follow onscreen instructions.
3. Tap the circle in front of the selection desired and tap **OK**.

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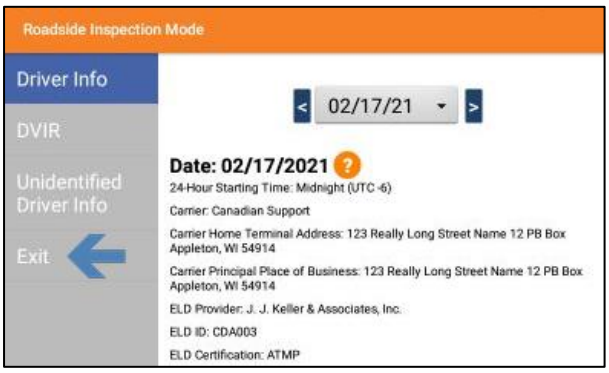
DISPLAY OUTPUT

1. Tap **Roadside Inspection Mode**.

2. Enter password. Tap **OK**.

3. Hand the mobile device and **Roadside Inspection Instruction Card** to the inspector.
4. Tap **Exit** when the inspector has completed the inspection.



5. Enter password and tap **OK** to access all areas of the mobile application.

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DISPLAY OUTPUT AREAS

The inspector has three data areas that can be reviewed by tapping on the left navigation:

- **Driver Info**
- **DVIR**
- **Unidentified Events**

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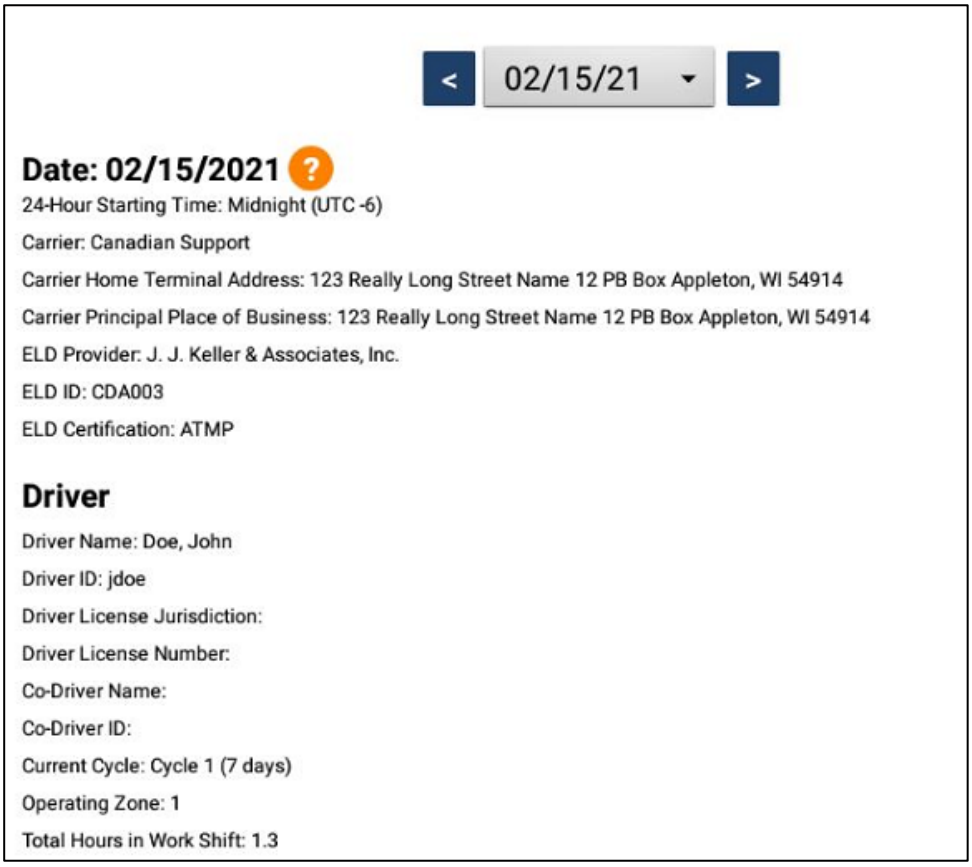
Driver info

The section allows the inspector to select the log to review, including the current day and preceding 14 days. **Driver Info** view provides a great deal of information to the inspector. Some data points included are:

- Driver name, license, ID, etc.
- Date
- Carrier
- Trip details
- Locations
- ELD specifications
- HOS rulesets used
- Duty Status changes
- Current day and weekly hours



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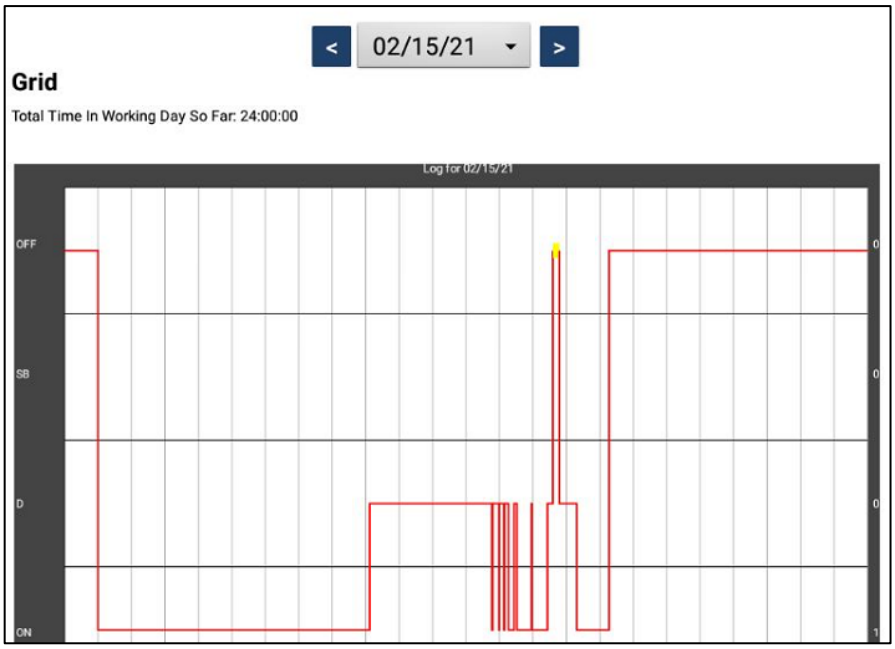

< 02/15/21 >

Duty Status, Intermediate, and Special Driving Category Events

Date	Time	Description	Geo-Location	Latitude	Longitude	D
02/15/2021	00:00:00	Off Duty	Toronto	M	M	
02/15/2021	00:00:00	Off Duty				
02/15/2021	00:00:00	Driving	Toronto	M	M	
02/15/2021	00:00:00	On Duty	Toronto	M	M	
02/15/2021	01:00:00	Off Duty				
02/15/2021	01:00:00	Driving	Testing	M	M	
02/15/2021	01:00:00	On Duty	Toronto	M	M	
02/15/2021	01:00:00	On Duty	Testing	M	M	
02/15/2021	09:07:13	Driving	394 km S of Fort Frances, Ontario	45.12	-92.51	0
02/15/2021	09:07:13	On Duty	394 km S of Fort Frances, Ontario	45.12	-92.51	0
02/15/2021	12:37:26	Driving	394 km S of Fort Frances, Ontario	45.12	-92.51	0
02/15/2021	12:46:23	On Duty	Testing	M	M	1

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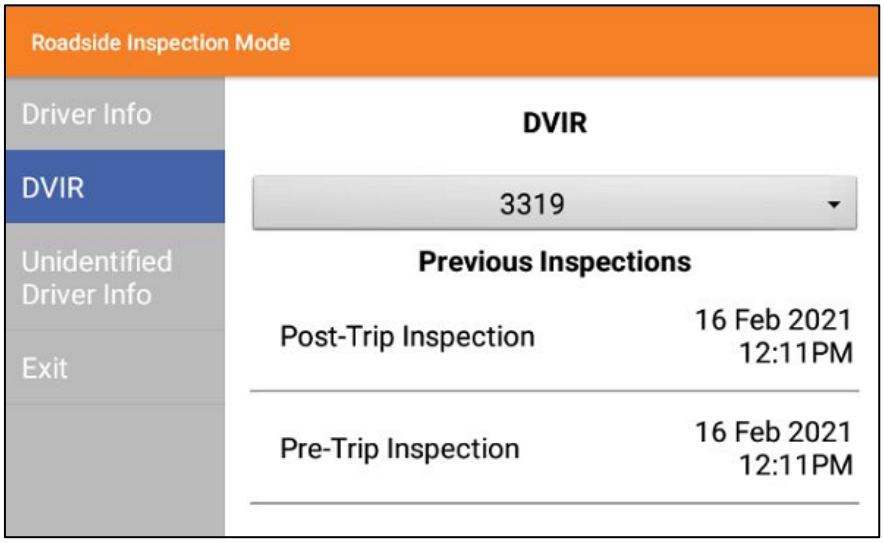
DVIR

The DVIR section allows the inspector to review pre- and post-trip inspections from the current day and preceding 14 days.



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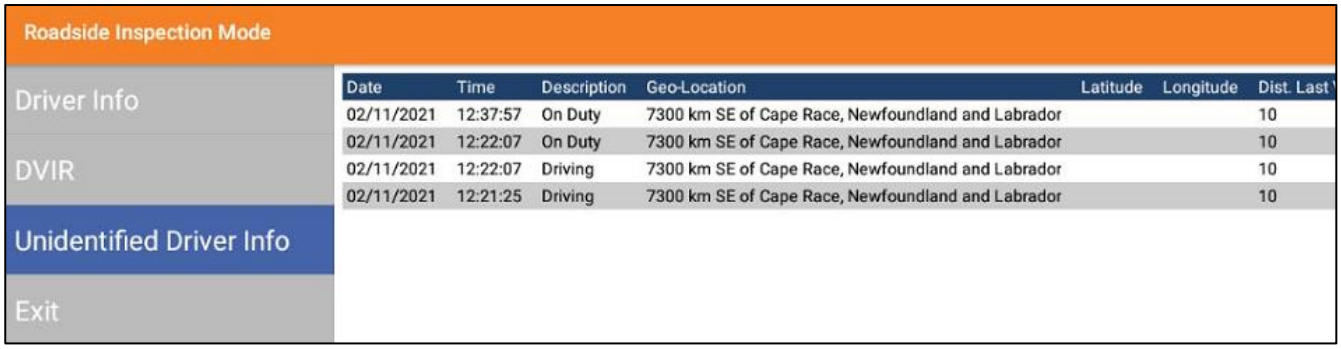
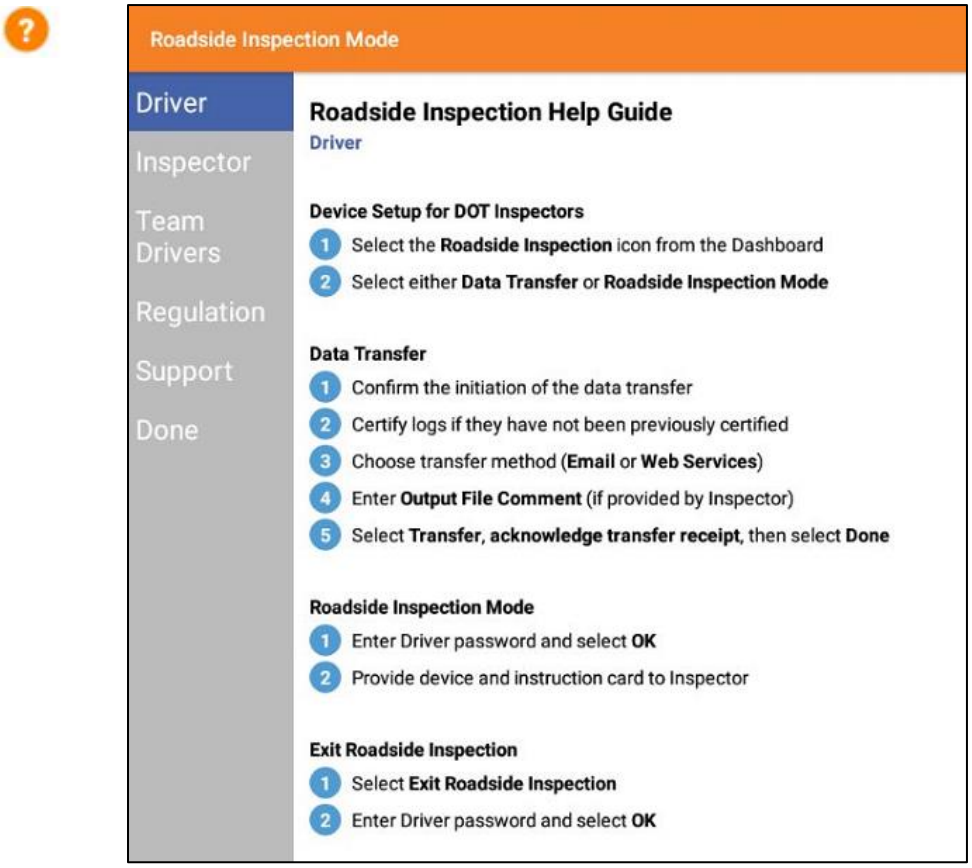
Unidentified Driver

This section shows the inspector any unidentified events marked as reviewed by the driver and not claimed within the current day and preceding 14 days. The inspector can scroll to review information.



RSI Help Guide

The Roadside Inspection view provides a **Help Guide** that can be accessed by clicking on the orange circle with the question mark.



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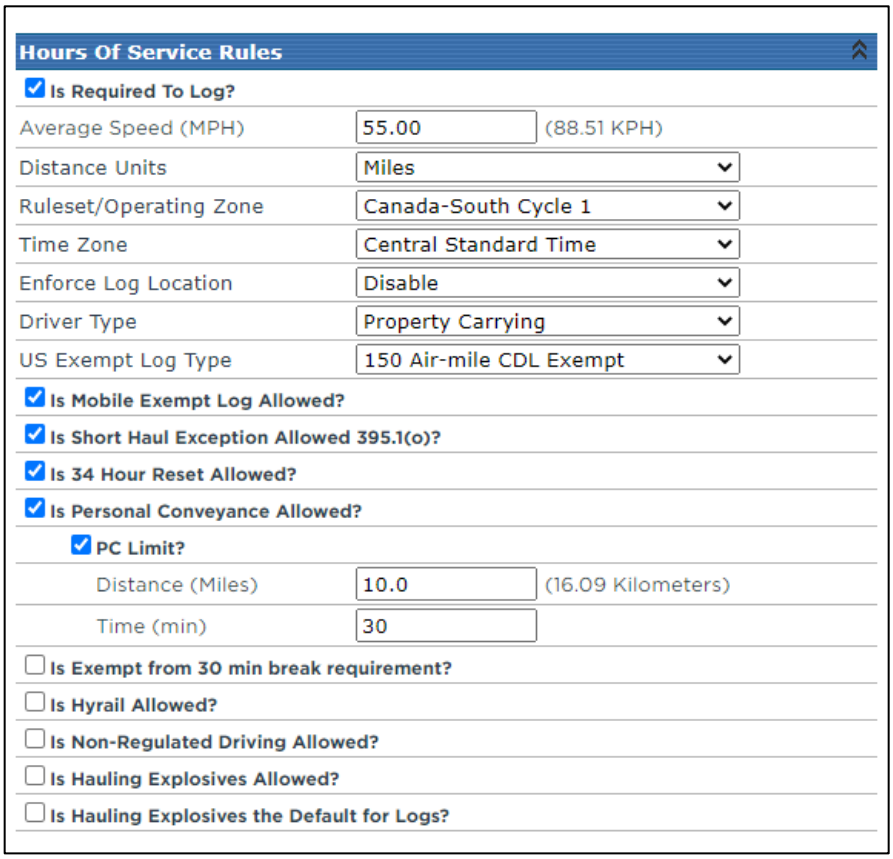
PERSONAL USE/PERSONAL CONVEYANCE

Personal Use, also referred to as Personal Conveyance, allows drivers to drive a commercial motor vehicle and not have that time counted against their HOS drive time. Company policy determines if a driver can utilize this functionality. It is NOT enabled in the mobile app by default.

Encompass allows an administrator to select individual drivers for Personal Use/Personal Conveyance functionality and includes distance limits.



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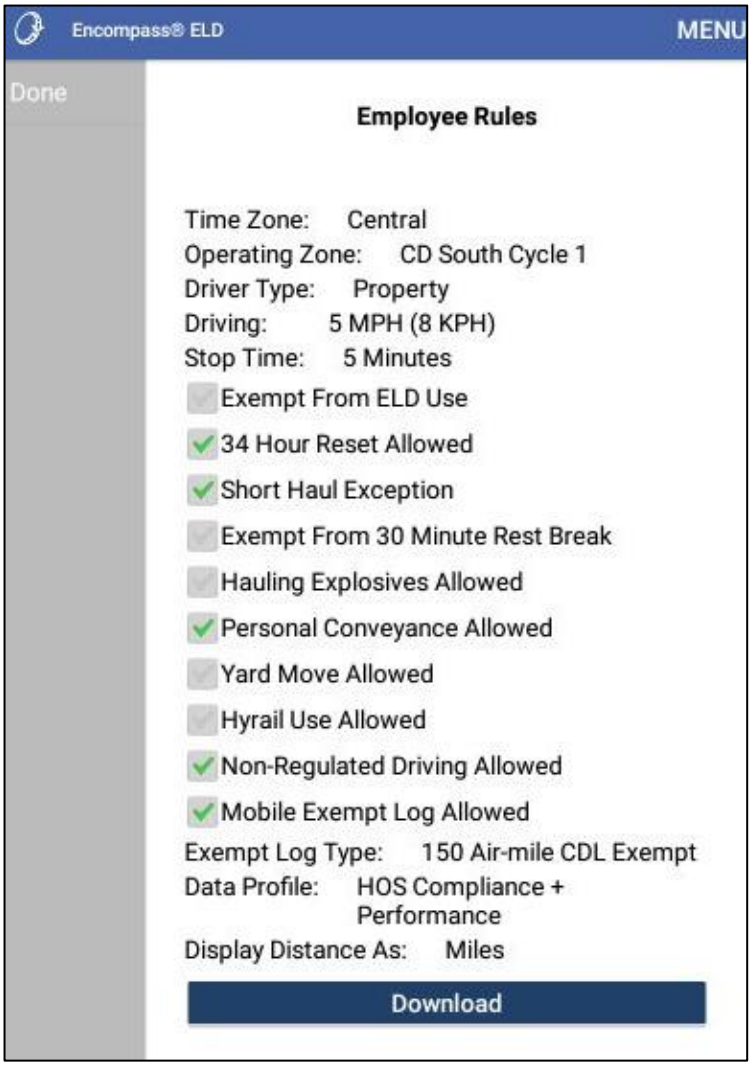
Drivers can determine if they can use Personal Use/Personal Conveyance by going to **Menu>System Menu->Records->Employee Rules**.

If the rule is available, tap **Download** to update the application.



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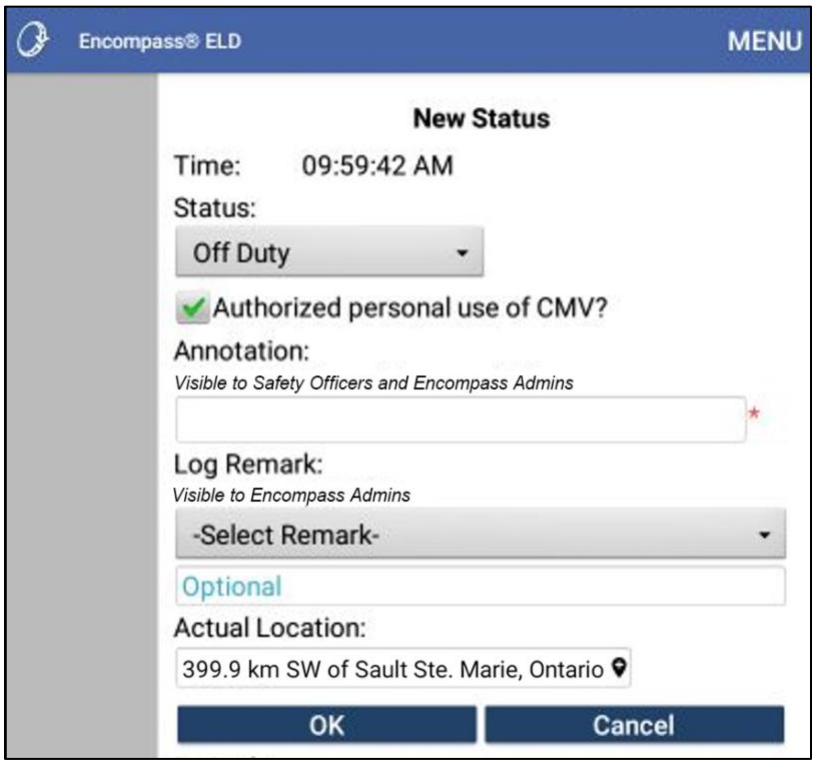
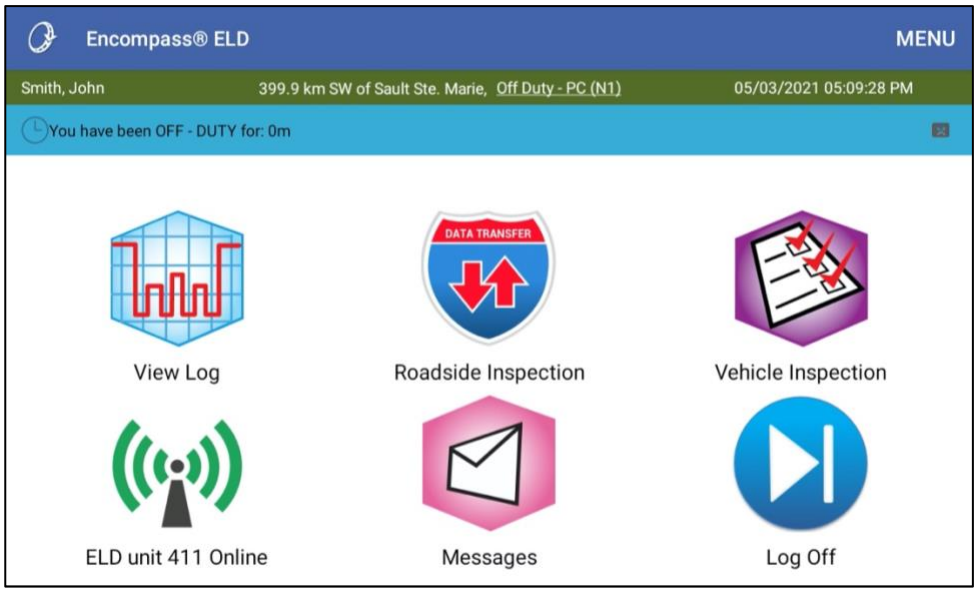
LOGGING INTO PERSONAL USE/PERSONAL CONVEYANCE

The driver must be in Off-Duty status to log into Personal Use mode.

1. Tap the current duty status in the green navigation and select **Off Duty** status.
2. Check the box next to **Authorized personal use of CMV?** and include an **annotation**.



3. Tap **OK**. The home screen will display the new status as **Off-Duty - PC**.



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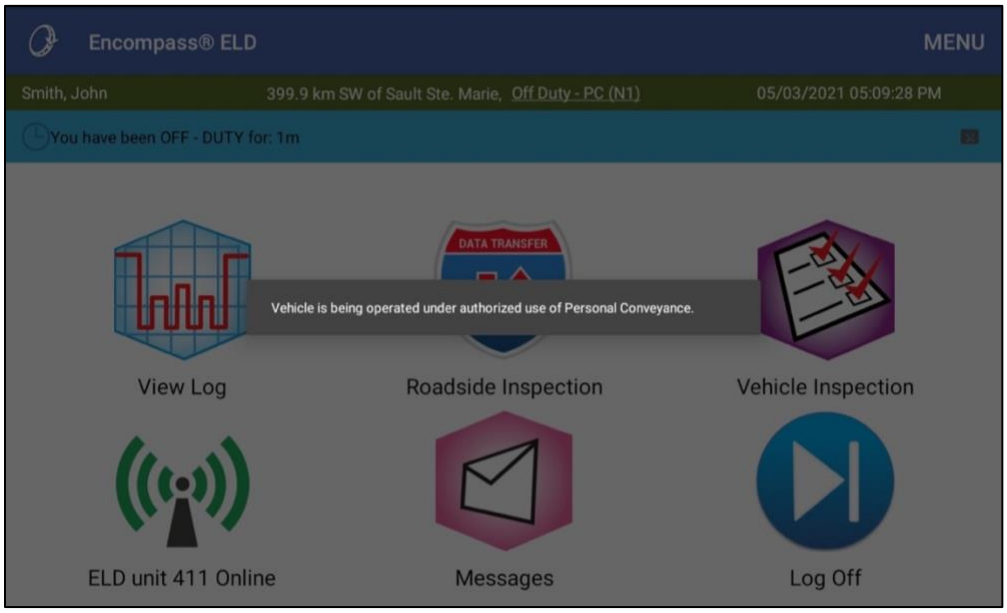
NOTE**:** If the vehicle begins moving while in Personal Conveyance mode, the clocks will not display. This message will display until the driver stops driving.

Vehicle is being operated under authorized use of Personal Conveyance.



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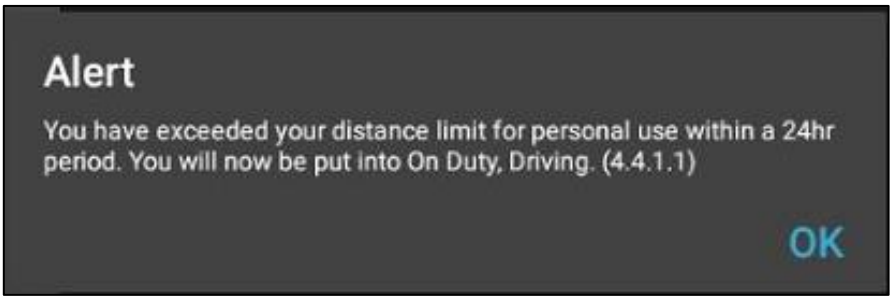
PERSONAL USE/PERSONAL CONVEYANCE LIMITS

If the driver exceeds Personal Use limits, an alert will display:

> *You have exceeded your distance limit for personal use within a 24hr period. You will now be put into On Duty, Driving (4.4.1.1).*

Tap **OK.**



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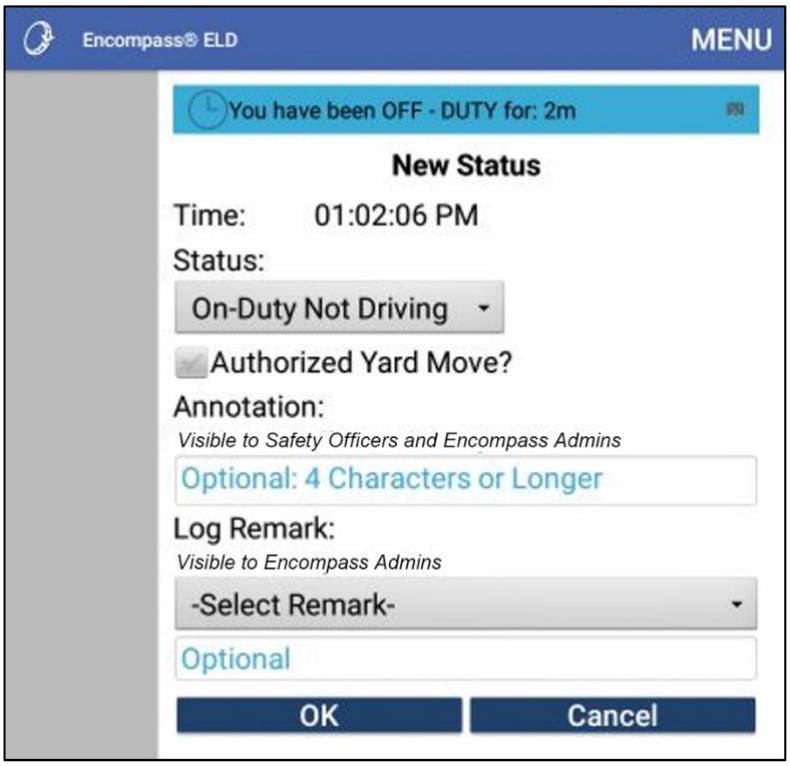
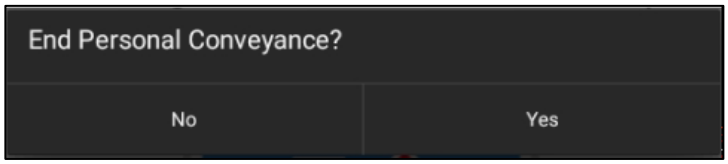
LOGGING OUT OF PERSONAL USE/PERSONAL CONVEYANCE

1. To end Personal Use, tap on the **Off-Duty - PC** duty status in the green navigation bar.
2. Select a new duty status in the dropdown.
3. Tap **OK**.



NOTE: If the driver turns off the vehicle and turns it back on**,** they will receive a prompt after a few moments.

- Tap **Yes**, and the next truck movement will display as driving on the log.
- Tap **No,** and the next truck movement will display as PC.
- **Doing nothing or ignoring the prompt** will cause the next truck movement to show as driving on the log.



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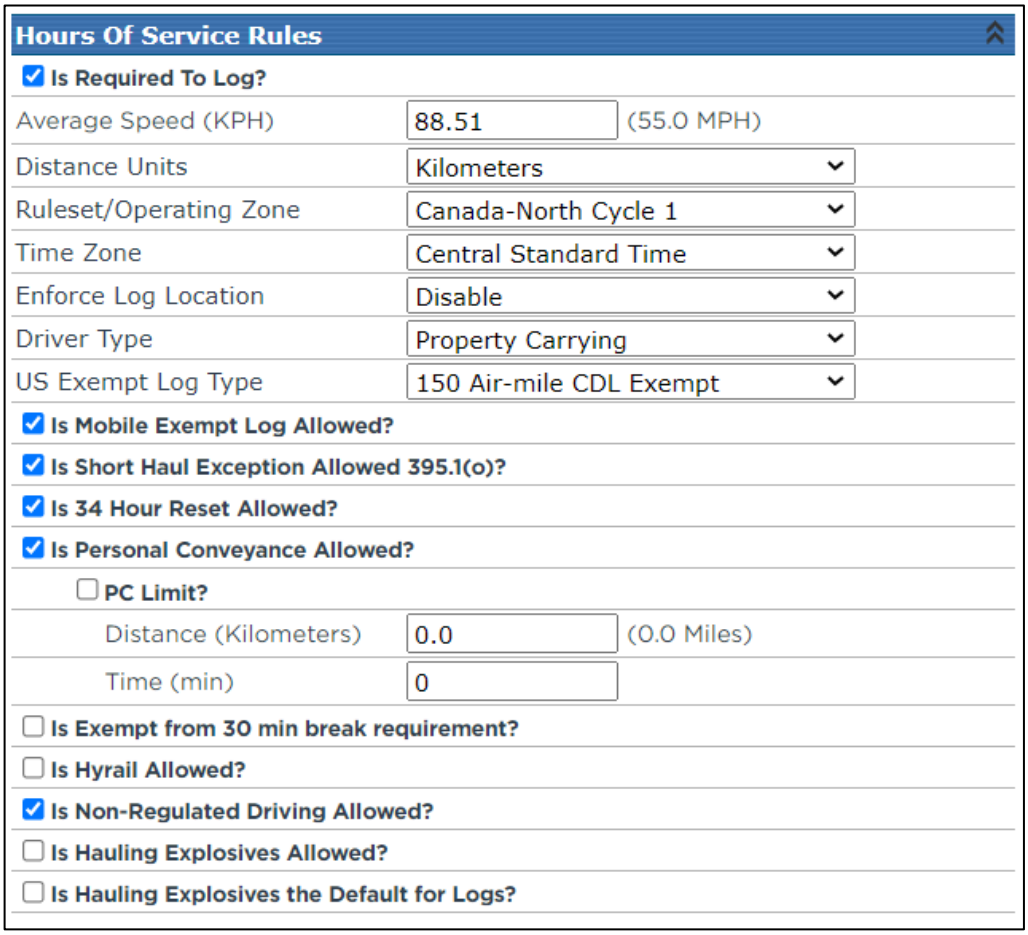
YARD MOVE

The Yard Move (YM) functionality allows drivers to drive a commercial motor vehicle and not have that time counted against their HOS driving time. Company policy determines if a driver can utilize this functionality.

The YM setting within Encompass allows an administrator to determine whether an individual driver will have the YM functionality.



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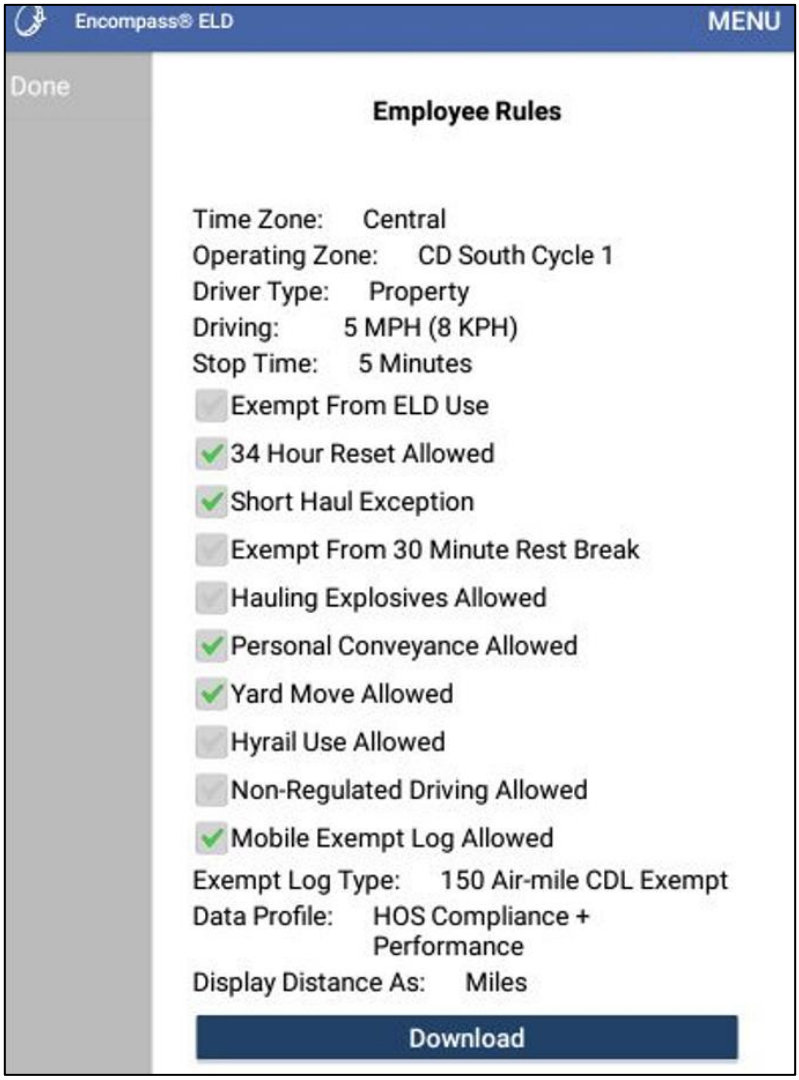
Drivers can determine if they can use personal conveyance by going to **Menu>System Menu->Records->Employee Rules**.

If the rule is available, tap **Download** to update the application.



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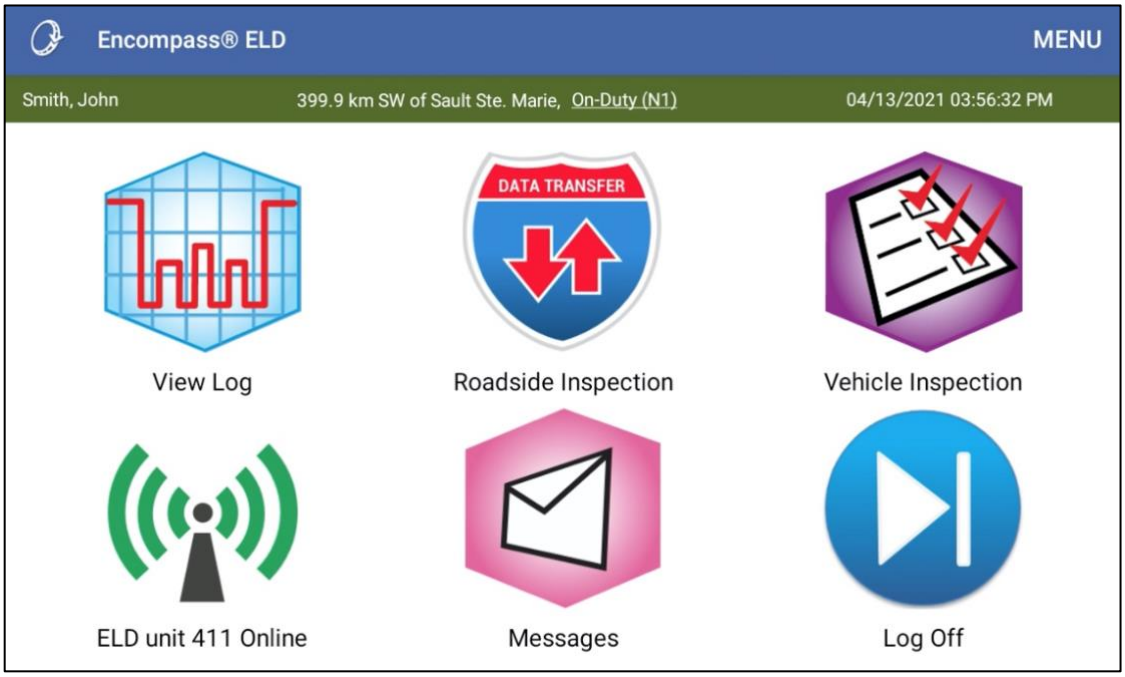
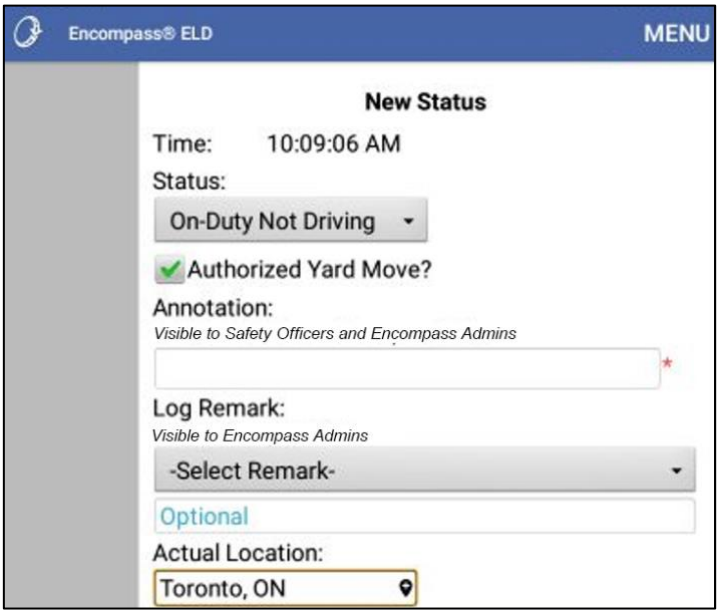
LOGGING INTO YARD MOVE

1. To log into Yard Move mode, tap the current duty status in the green navigation and select **On Duty** status.



2. Tap the box in front of **Authorized Yard Move?** The driver must tap this box before driving for YM time to be correctly categorized in the mobile application. The box is unchecked by default.
3. Enter an **Annotation**.



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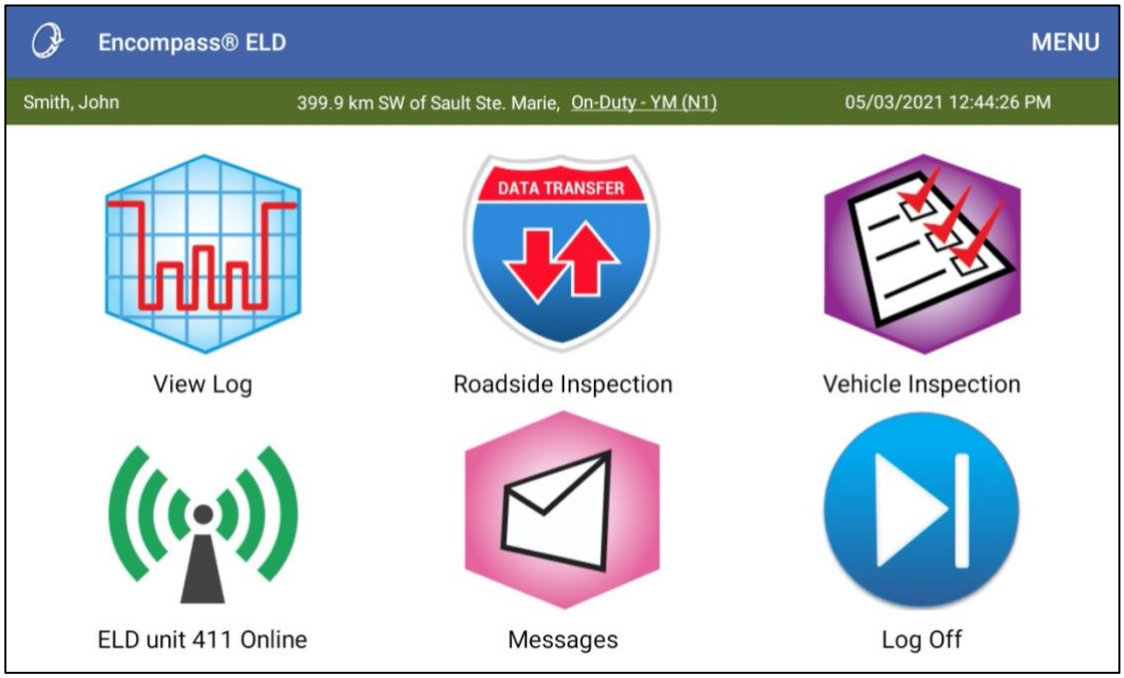
4. Tap **OK**. When YM is enabled, the duty status in the green bar will display the **On-Duty YM** status.



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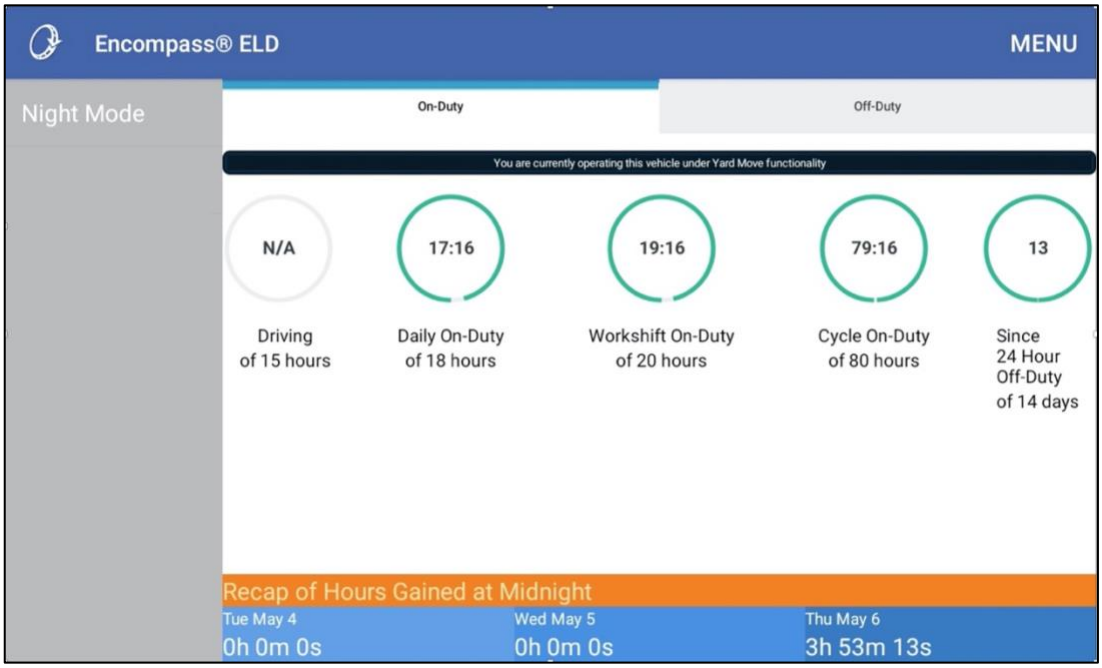
YARD MOVE – IN MOTION

When the vehicle moves in YM status, the normal HOS clocks will be displayed. The Driving clock will be grayed out, as YM time does not count against drive time.

The following message displays above the clocks:

You are currently operating this vehicle under Yard Move Functionality.



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LOGGING OUT OF YARD MOVE

There are two ways to log out of YM.

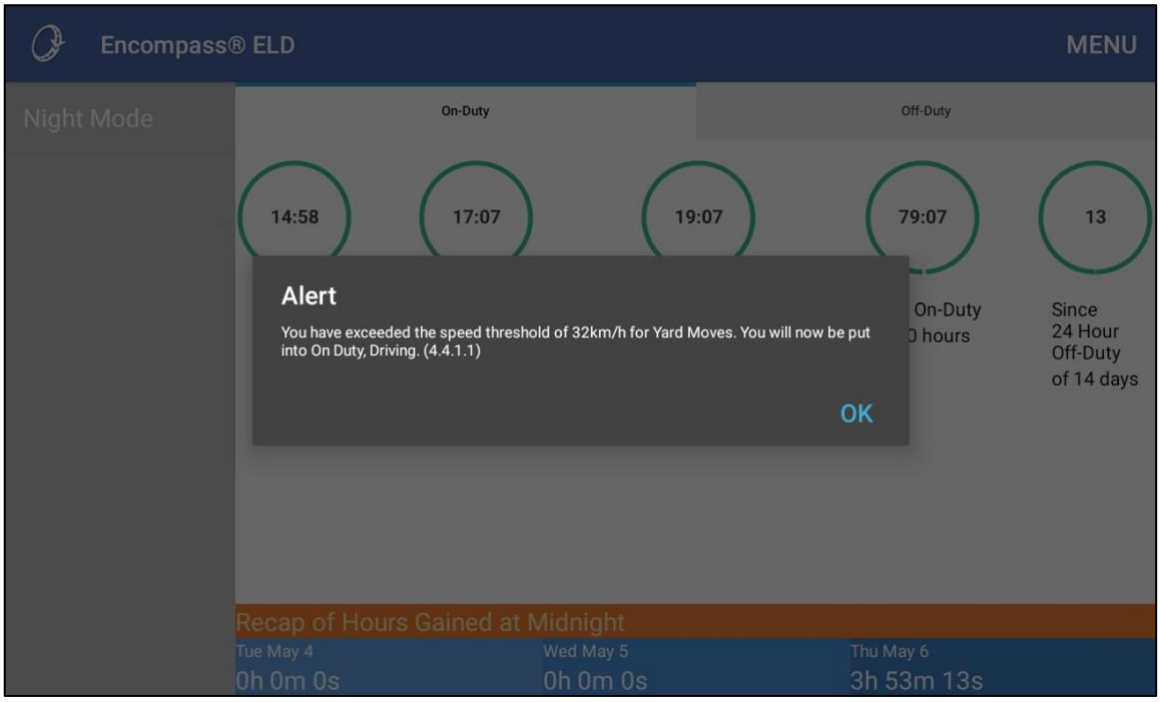
1. When the vehicle is turned off, the YM status will end. The next time the vehicle is started and moved, the driver will be put into on-duty driving status.
2. OR, go to **Menu**.
    a. Tap **New Status.**
    b. Uncheck the box for Yard Move.
    c. Tap **OK**.

YARD MOVE SPEED THRESHOLD ALERT

If the driver exceeds the speed threshold of 32 km/hr, they will receive an alert that they will be placed in On Duty, Driving.

> *You have exceeded the speed threshold of 32 km/hr for Yard Moves. You will now be put into On Duty, Driving. (4.4.1.1)*

Tap **OK**.



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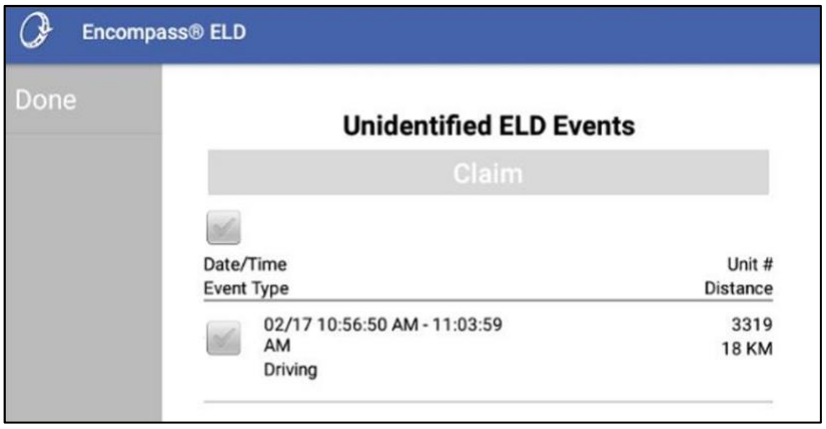
UNIDENTIFIED EVENTS

Unidentified ELD events occur when a vehicle with an ELD installed moves, and there isn't a driver connected to the ELD via the mobile application.

Drivers can review Unidentified Events three ways:

1. When a driver logs into the mobile application and connects to an ELD, the mobile application will read ELD history and detect any unidentified ELD events once it advances to the dashboard. If unidentified ELD events are discovered, the driver will be directed to the **Unidentified ELD Events** screen in the application.
2. Drivers can also check for Unidentified Events by navigating to **Menu > System Menu > Records > Unidentified ELD Events**.
3. If there are unidentified events upon logging out, drivers will be presented with an alert.



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CLAIMING UNIDENTIFIED ELD EVENTS

1. Check the appropriate boxes of Unidentified ELD Events. To select all the events, tap the box at the top of the list.

2. Any events created during a period when the driver is on-duty need to be claimed, including Driving, Power-up, and Shut-down.
3. Once all appropriate events have been selected, tap **Claim.**
4. Tap **Done** in the upper left to return to the dashboard.

Any unidentified ELD events that are not claimed within the application will be submitted to the Encompass back office once the driver logs out and submits their logs.

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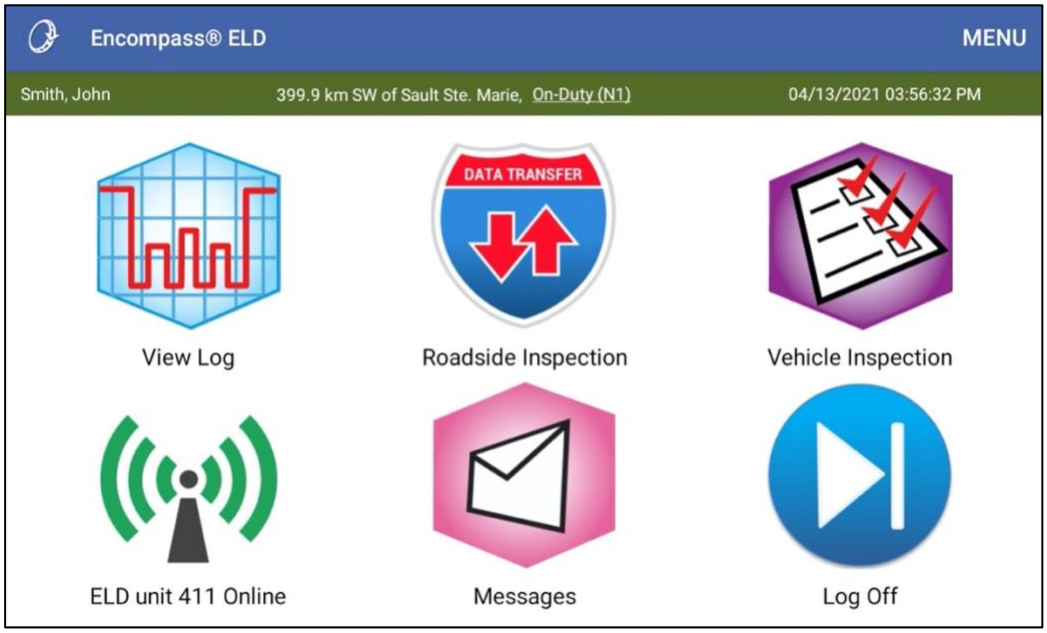
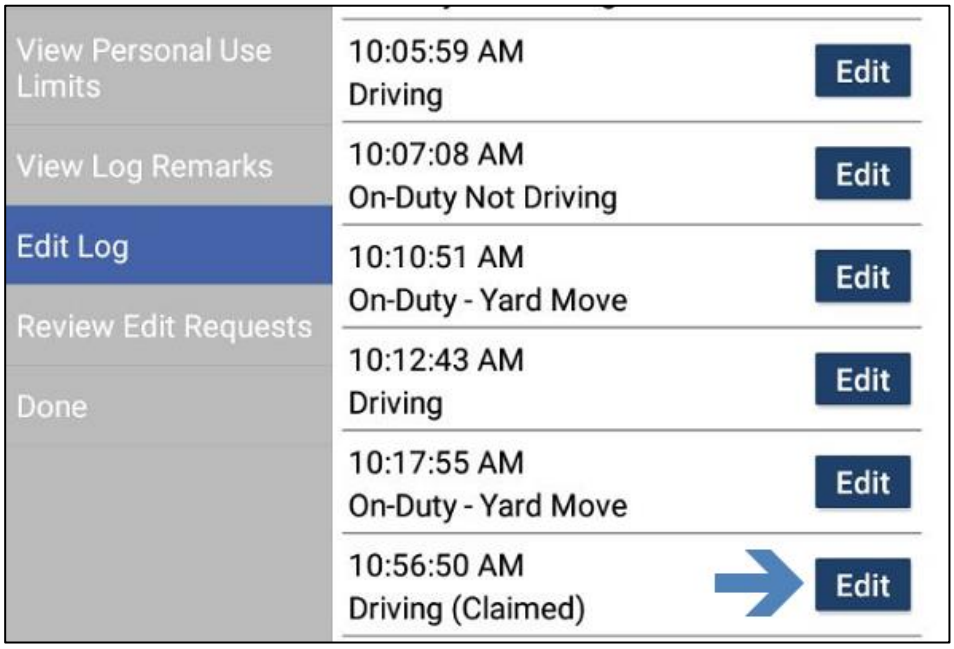
UNCLAIMING UNIDENTIFIED EVENTS

If an unidentified ELD event was erroneously claimed, it can be unclaimed.

1. From the dashboard, tap **View Log.**



2. Tap **Edit Log.**



3. Find ELD driving events that were erroneously claimed. Events are indicated as **Claimed**.
4. Tap **Edit** next to the event.

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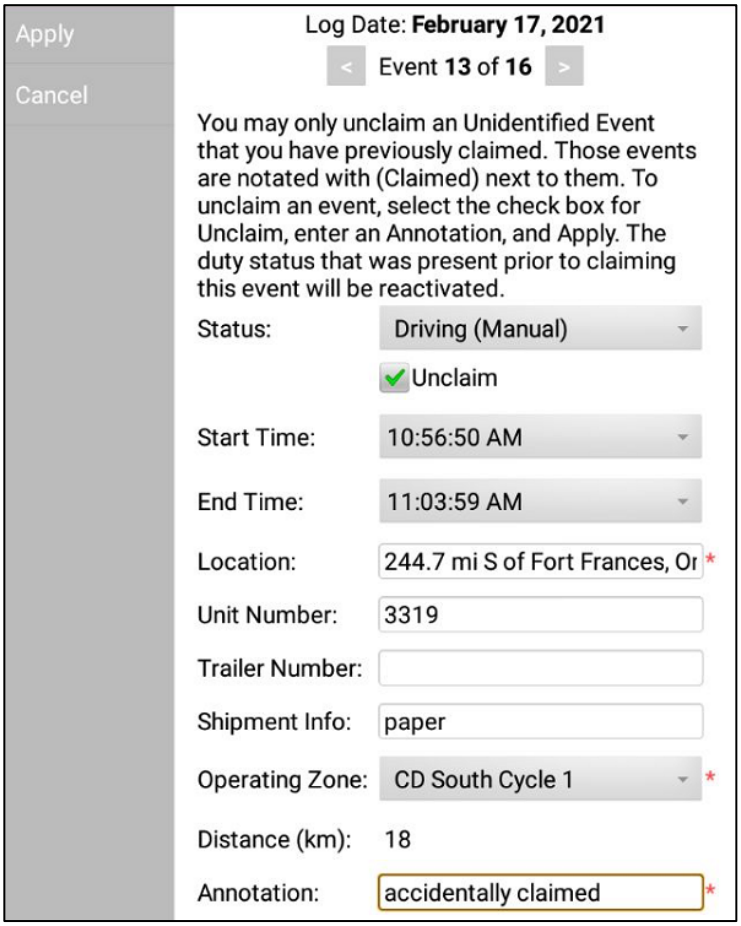
An explanation of what events are unclaimable and instructions are at the top of the screen.

5. Tap the **Unclaim** checkmark.
6. Add an **annotation** as to why the event is being unclaimed.
7. Tap **Apply** in the left navigation.



Once the event is unclaimed, the duty status change will be removed when the driver views the log.

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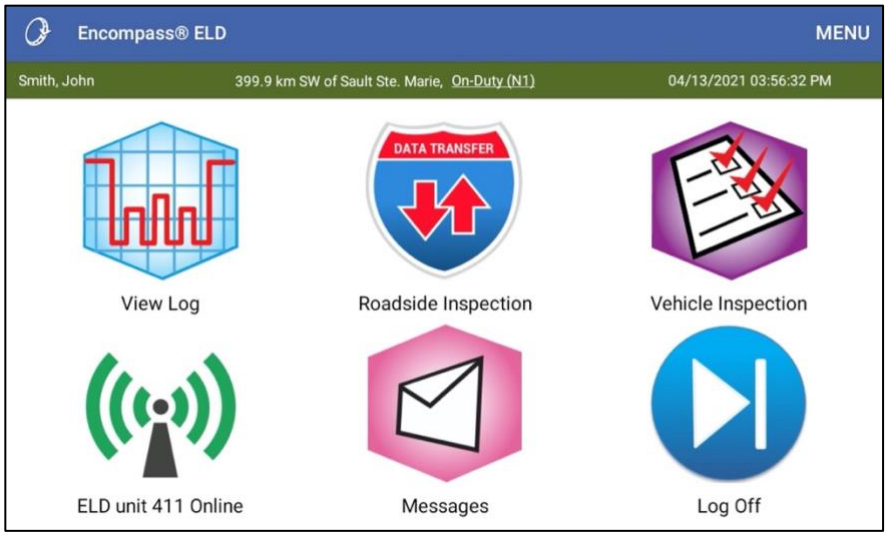
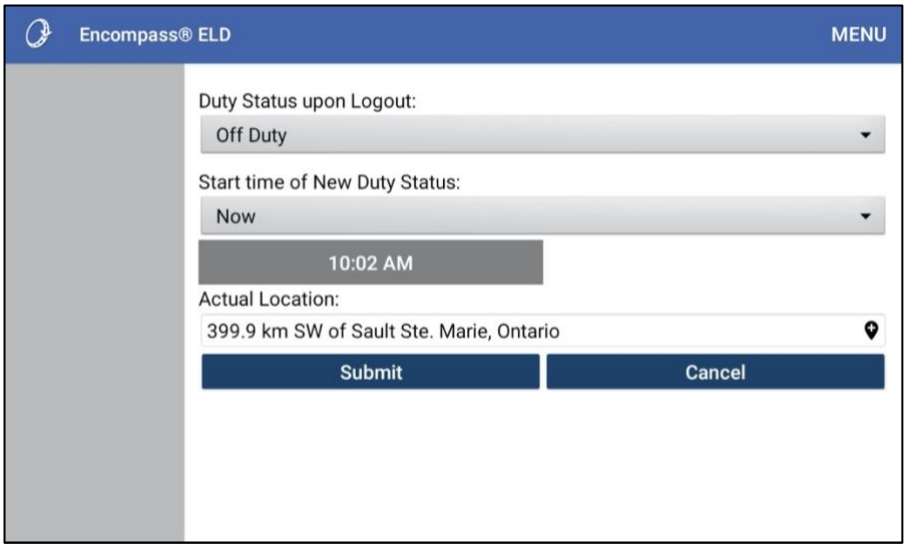
LOGOFF PROCEDURE

1. From the dashboard, tap **Log Off** to begin the logoff process.



2. **Tap Duty Status upon Logout** to select a duty status from the dropdown.



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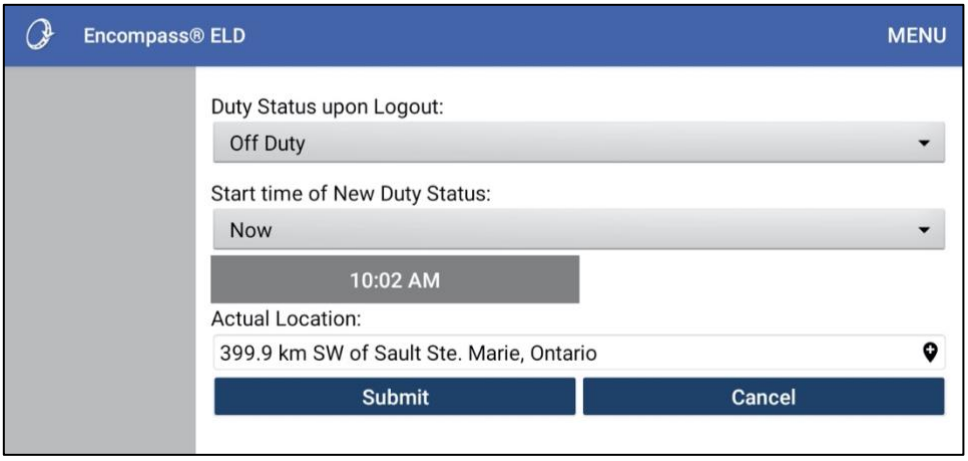
3. Tap **Start Time of New Duty Status**. In most cases, this should be set to **Now**. This can be adjusted to a future time if the remainder of the working day will occur away from the truck or the phone/tablet.

   Note: If a future time is selected, the next time the driver logs into the application, they will be prompted to certify this log date because future times cannot be certified.

   Example: Driver has finished driving for the day and has a 30-minute meeting with his supervisor, after which he will be relieved from work duty for the day. He can set his duty status upon logout as off duty and set the start time of off-duty status to 30 minutes. The mobile application will extend the current status 30 minutes into the future and then place the driveroff duty.

4. Tap **Submit** to certify the logs and log out.



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CERTIFYING LOGS

If there are uncertified logs when attempting to log off, the driver will be taken to the Certify Logs screen automatically.

1. Logs requiring certification will display. Tap the box in front of the logs to certify.
2. Tap **Submit**.

3. Tap **Agree** to certify the logs.

4. A **Submission Status** page will be displayed.

NOTE: IF A FAILURE OCCURS, MAKE SURE THE MOBILE DEVICE HAS A VALID INTERNET CONNECTION AND TRY AGAIN. In addition to the logs, other data shown will be submitted, including Unidentified Events. Other data could include GPS and trip data and fuel purchases.

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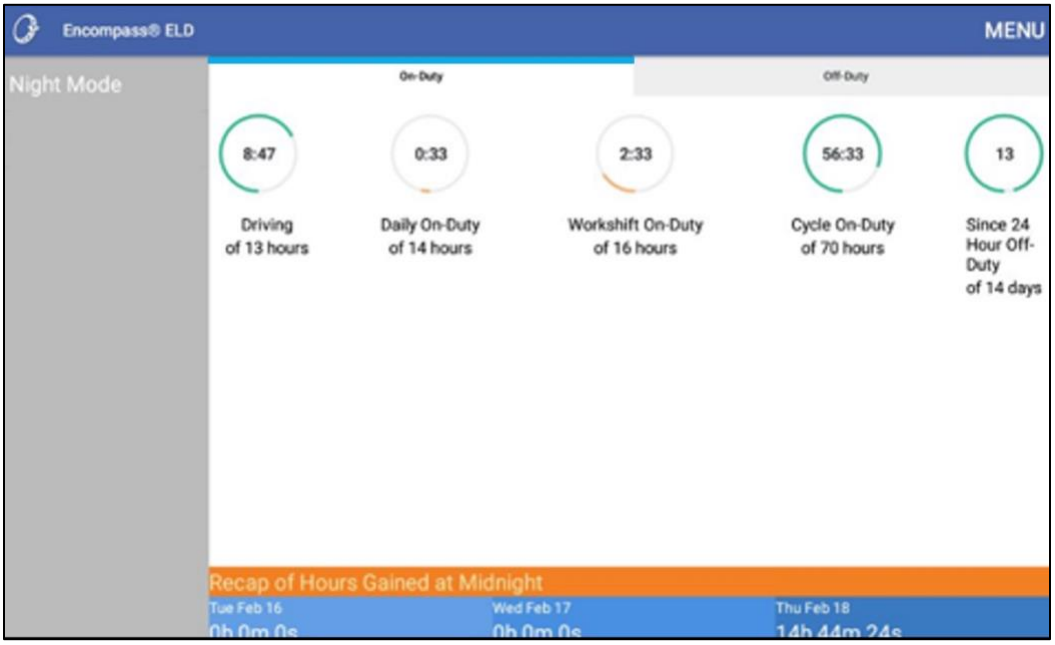
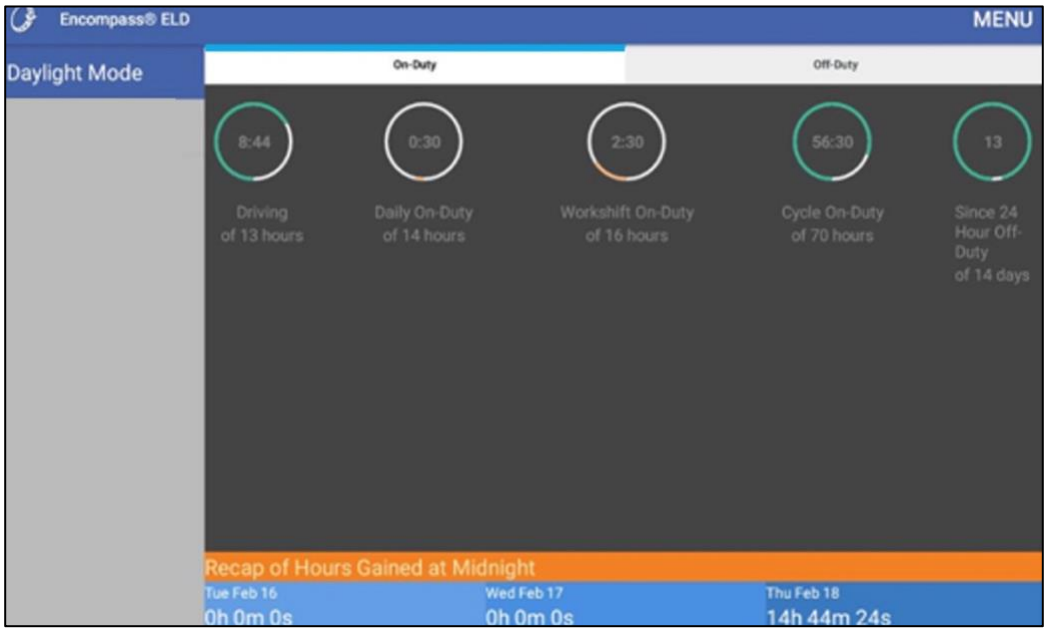
VEHICLE IN MOTION

When the vehicle is in motion, the application is locked and displays the clocks below. The driver cannot access the menu or manipulate the application. However, HOS alerts will be presented to the driver to notify them of approaching hours-of-service limits.



Drivers can select **Night Mode** to enable easier visibility during nighttime driving scenarios.



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HOS ALERTS

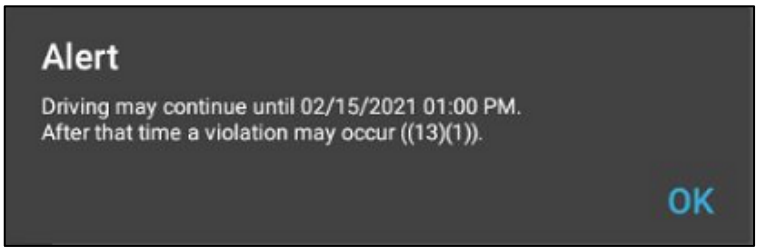
When applicable, the following alerts will appear on-screen while the vehicle is in motion.

60- AND 30-MINUTE WARNING MESSAGES

This prompt displays when the driver is near the 13-hour driving regulation:

Driving may continue until (date/time).
After that time a violation may occur ((13)(1)).

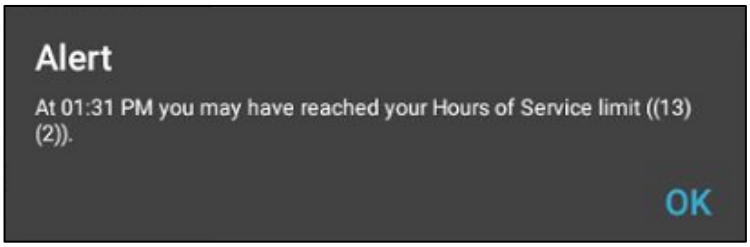
Tap **OK** to return to the clock screen.



This prompt displays when the driver is near the 14-hour on-duty regulation, requiring a consecutive 8 hours of off-duty time:

At (date/time) you may have reached your Hours of Service Limit ((13)(2)).

Tap **OK** to return to the clock screen.

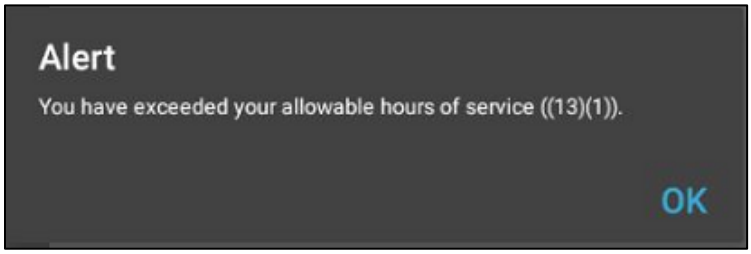


VIOLATION MESSAGE

This violation is caused by driving over 13 hours:

You have exceeded your allowable hours of service ((13)(1)).

Tap **OK** to return to the clock screen.



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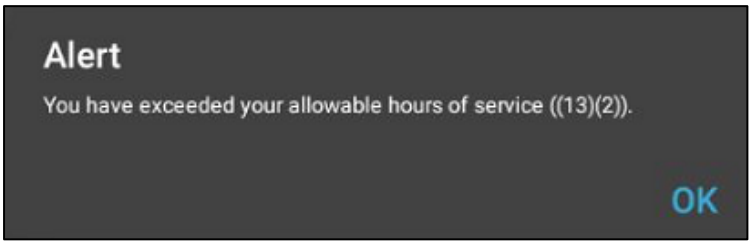
This violation is caused by driving past the 14th hour of on-duty time:

You have exceeded your allowable hours of service ((13)(2)).

Tap **OK** to return to the clock screen.



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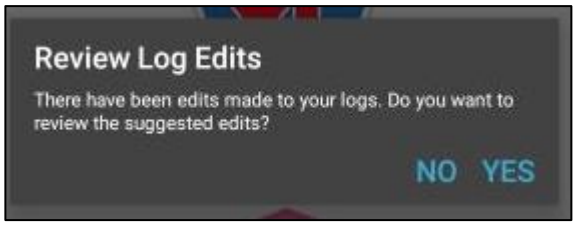
ADDITIONAL FUNCTIONALITY

REVIEW EDIT REQUESTS

Changes made to drivers' logs in Encompass must be reviewed and accepted or rejected by the driver. They will be presented to drivers within the app during login.

1. Tap **Yes** to review the suggested log edits.



2. Tap **View** order to see what changes have been made. This view allows drivers to see all the data that may have been changed about the current event or the new event (for example, an unidentified driving event assigned by an Encompass user).

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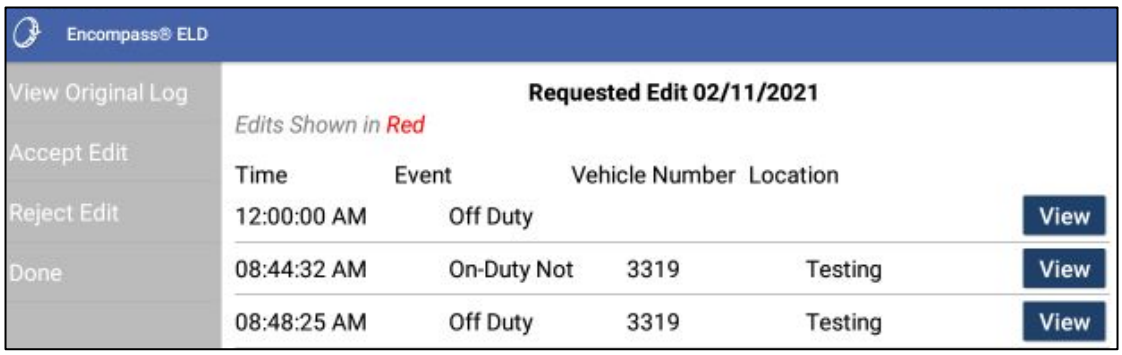
3. Drivers can tap **View Original Log** to see what event will be changed if the edits are accepted.

4. The driver must tap **Accept Edit** or **Reject Edit** in the left navigation bar to accept or reject the proposed edits.

5. Tap **Done** in the left navigation bar to exit log view once logs have been accepted or rejected. Instructions to accept or reject edits is on the next page.



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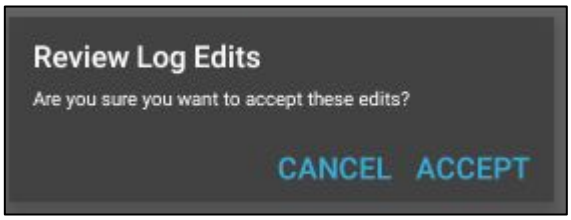
ACCEPT EDITS

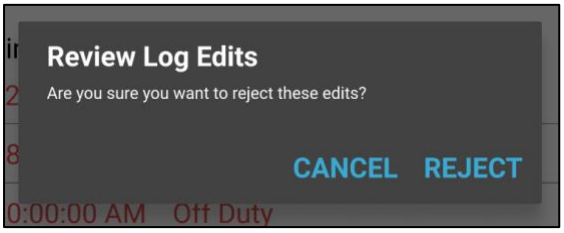
1. Tap **Accept Edits** in the left navigation.
2. Tap **Accept** to the confirmation popup.



3. A green confirmation banner will acknowledge the selection.

REJECT EDITS

1. Tap **Reject Edit** in the left navigation.
2. Tap **Reject** to confirm**,** and the log is sent to Encompass unchanged.



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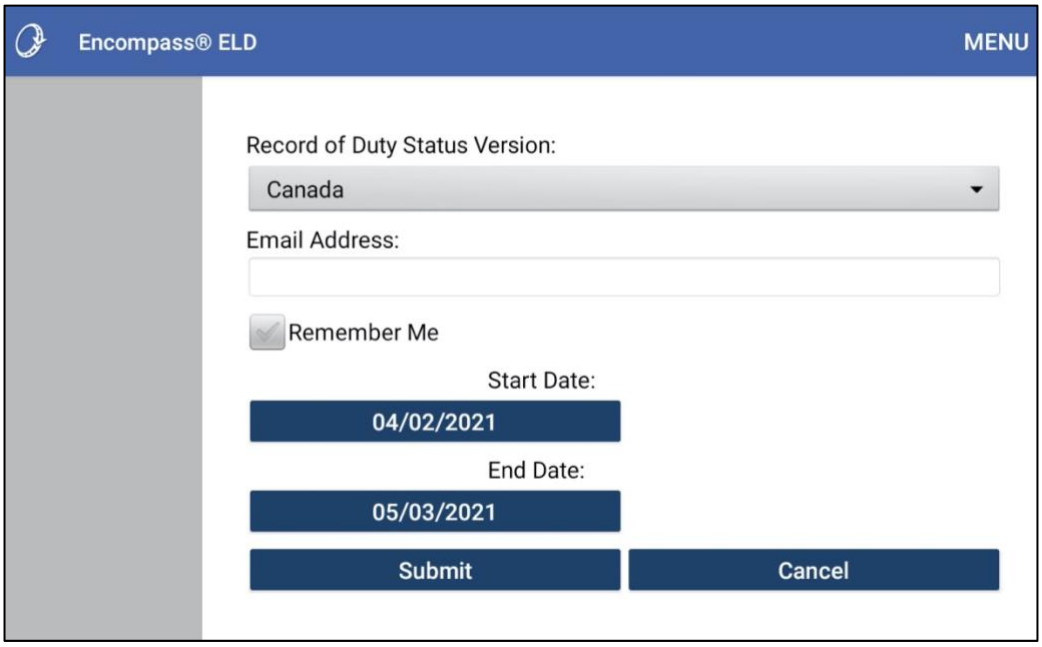
REQUESTING LOGS

Drivers can request one month of logs to be emailed to them.

1. From the home screen tap **Menu > System Menu > File > Request Logs**.
2. Enter the email address and select a time frame (start and end dates).
3. Tap **Submit**. Logs are delivered to email within 24 hours.



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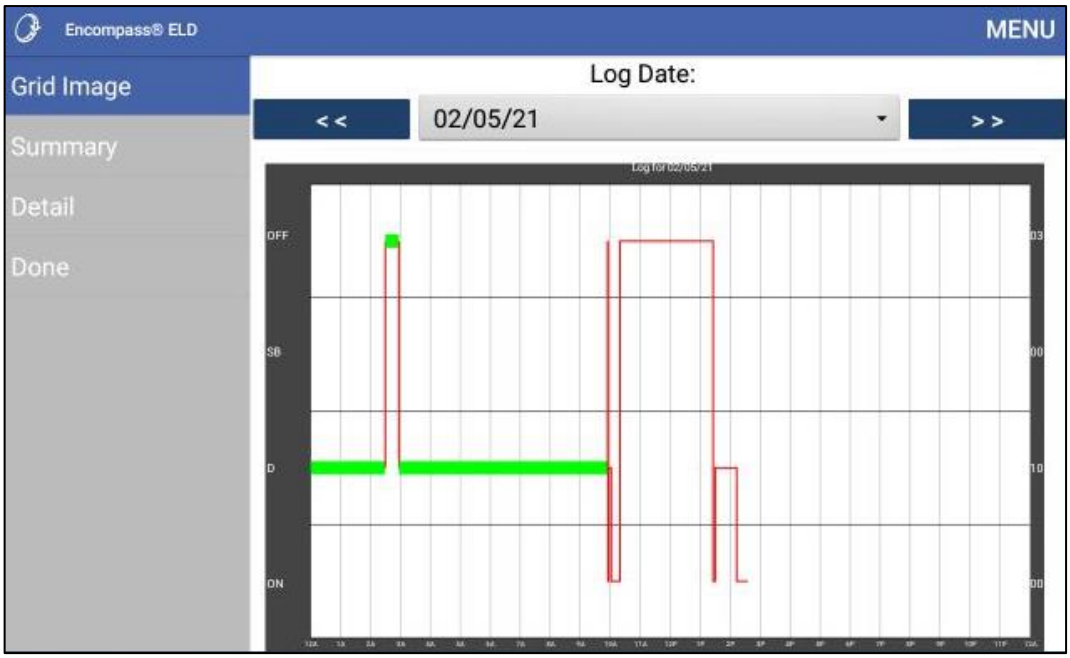
DUTY STATUS REPORT

1. To view the duty status for each day, tap **Menu > System Menu > Reports > Duty Status**.
2. Use the drop-down menu or arrows to select the **Log Date**.
3. Use the left navigation to view:
    - Grid Image
    - Summary
    - Details
4. Tap **Done** in the left navigation bar to return to the dashboard.



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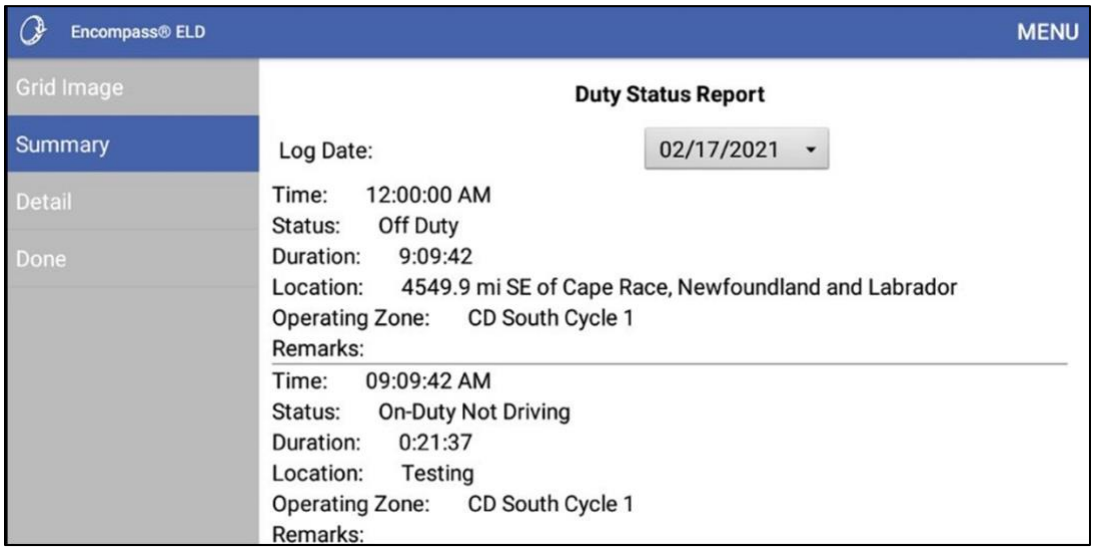
SUMMARY

Tap **Summary** to view the summary of the day's activity, such as Operating Zone, Location, etc.



DETAIL

Tap **Detail** to view Duty Status Detail, such as tractor number and distance traveled.

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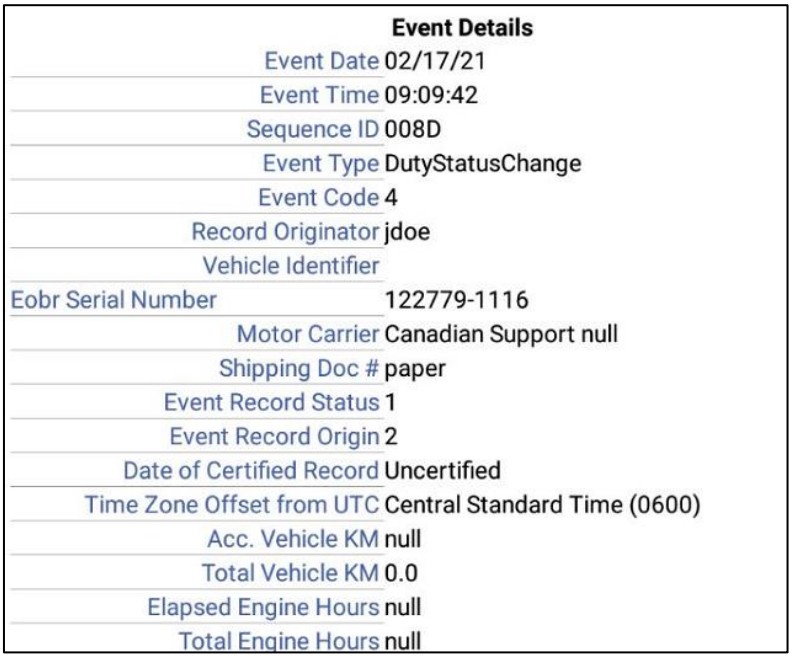
ELD EVENTS

The ELD Events listing provides a list of all ELD events for a given day and a detailed view of each event.

1. To view the ELD Events for each day, tap **Menu > System Menu > Reports > ELD Events**.

2. Use the drop-down menu or arrows to select the date for the ELD Events.

3. Tap **View** next to any ELD Event to review all event detail. Tap **Done** in the left navigation bar when done.



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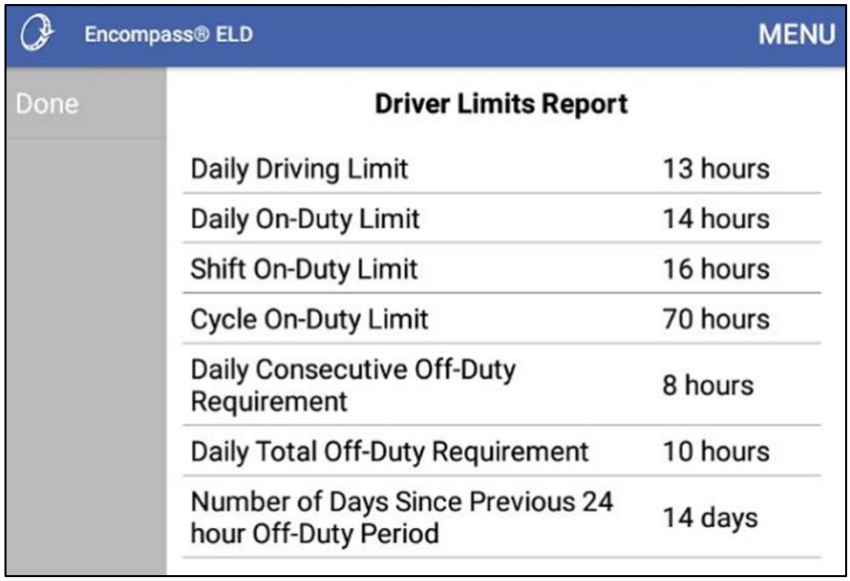
DRIVER LIMITS

Drivers can view their hours-of-service limits in the **Reports** section.

To view limits, tap **Menu > System Menu > Reports > Driver Limits**. Information is dependent on the **Operating Zone** for the driver.



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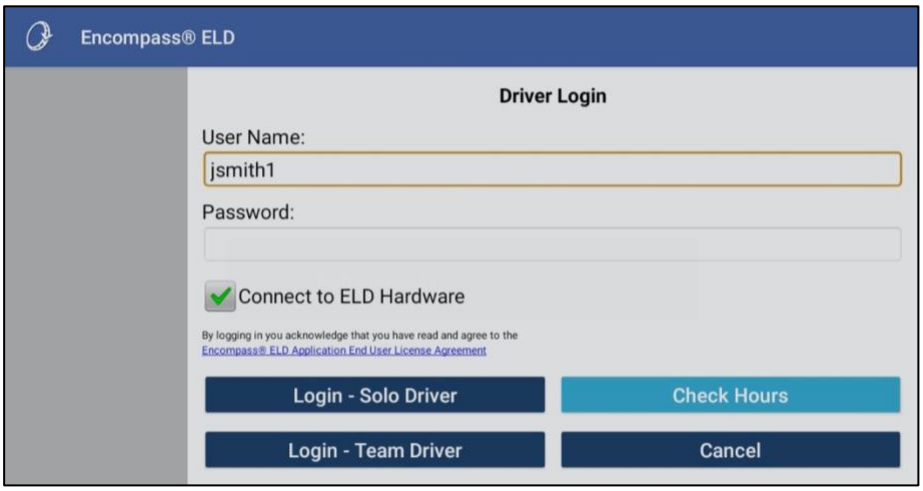
TEAM DRIVING

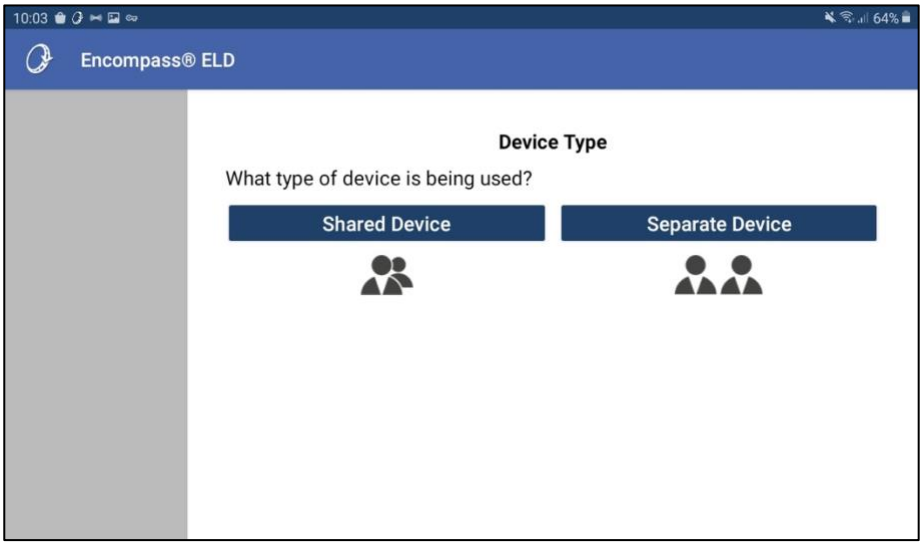
TEAM DRIVER LOGIN

1. At the Login screen, enter the username and password for the first driver.
2. Tap **Login – Team Driver.**



3. After logging in with the first driver, select if using a Shared Device or Separate devices.

   NOTE: For this user guide, the focus is on the shared device setup.



4. Follow the **ELD Connection** instructions. (See page 18).
5. Follow **Duty Status Screen** instructions. (See page 23).
6. Follow **Missing Logs** instructions. (See page 24).
7. Follow **Trip Info** instructions. (See page 45).

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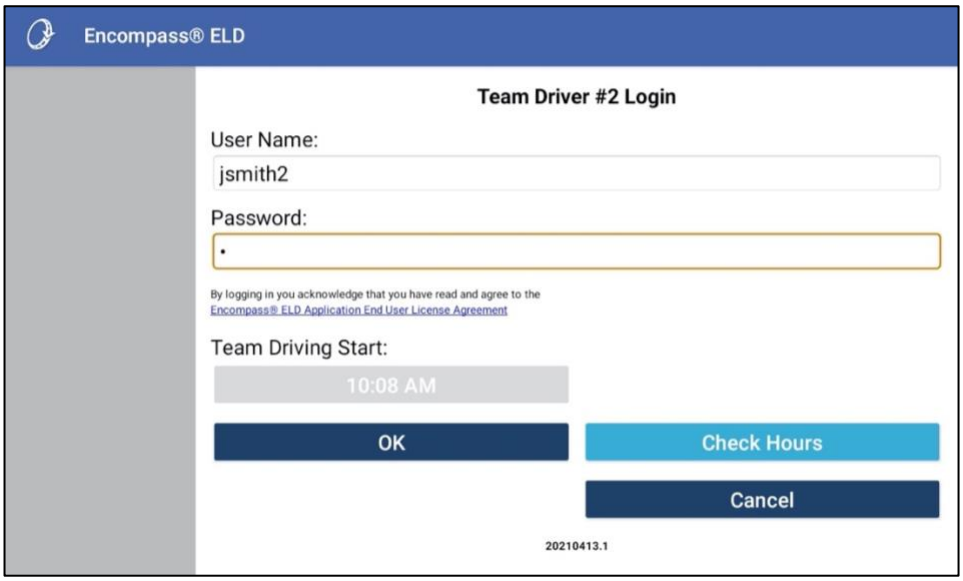
8. On the Dashboard screen, tap **Driver #2 Login**.

9. Enter the Team Driver Login information. Tap **OK.**



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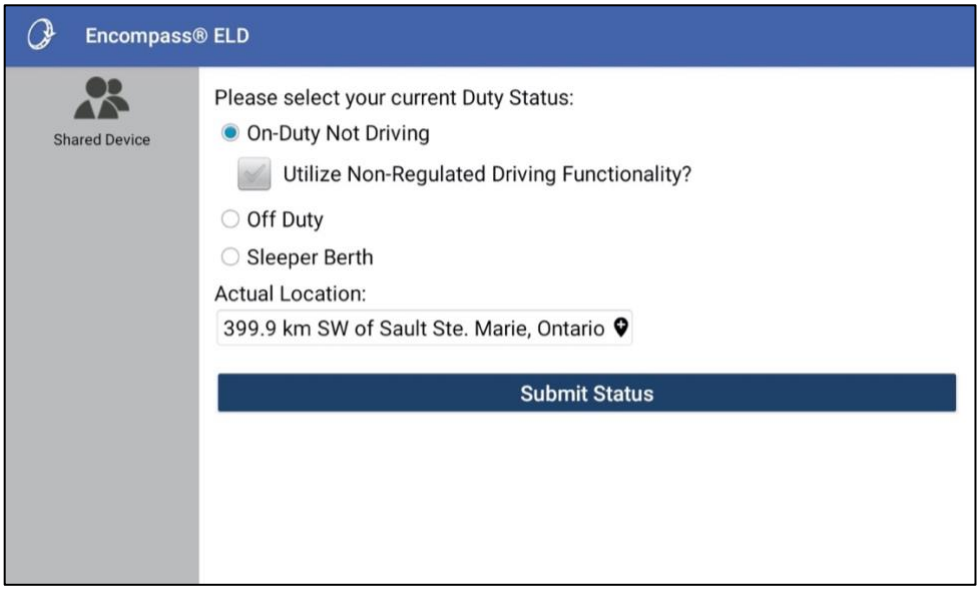
10. Select the current duty status for the Team Driver user by tapping the circle in front of the desired duty status.



11. Review prompt for **Missing Logs.** Tap **Yes** to create off-duty logs as necessary. Tap **No** to skip.

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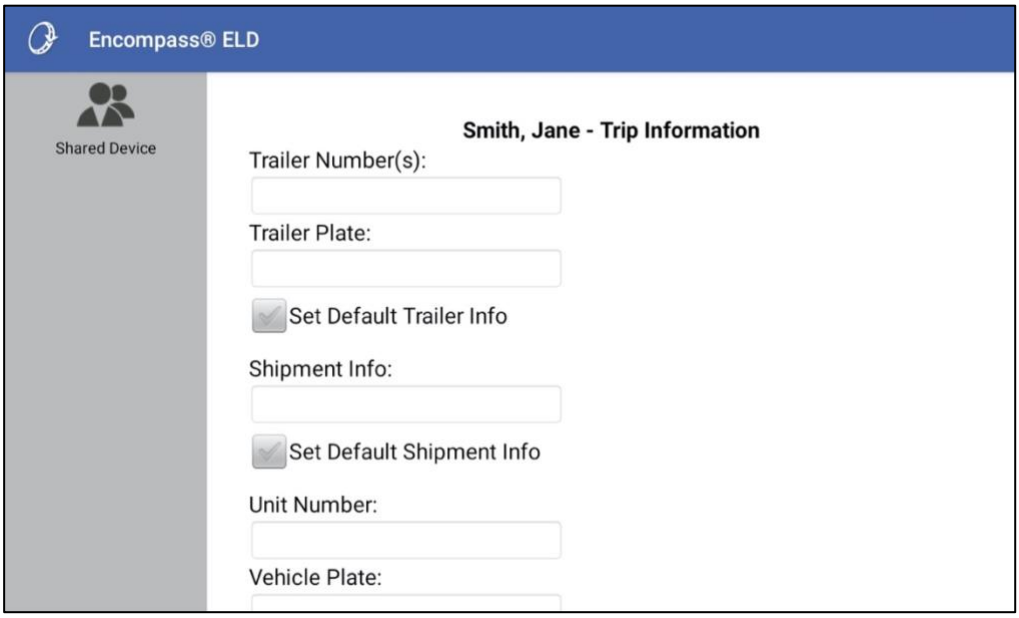
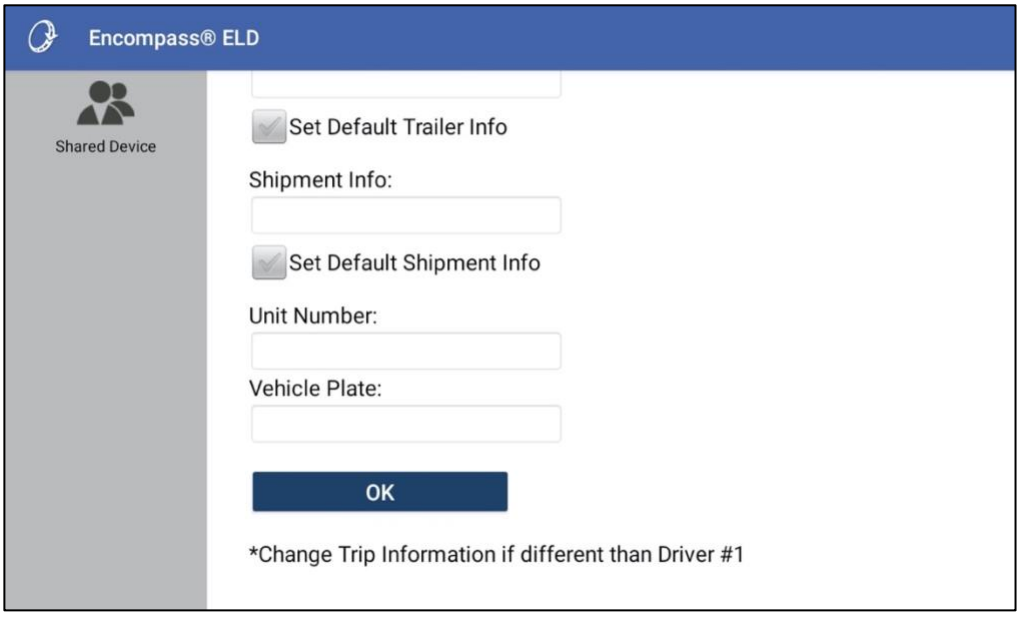
12. Review the **Trip Information** screen and update if it should be different than Driver #1.





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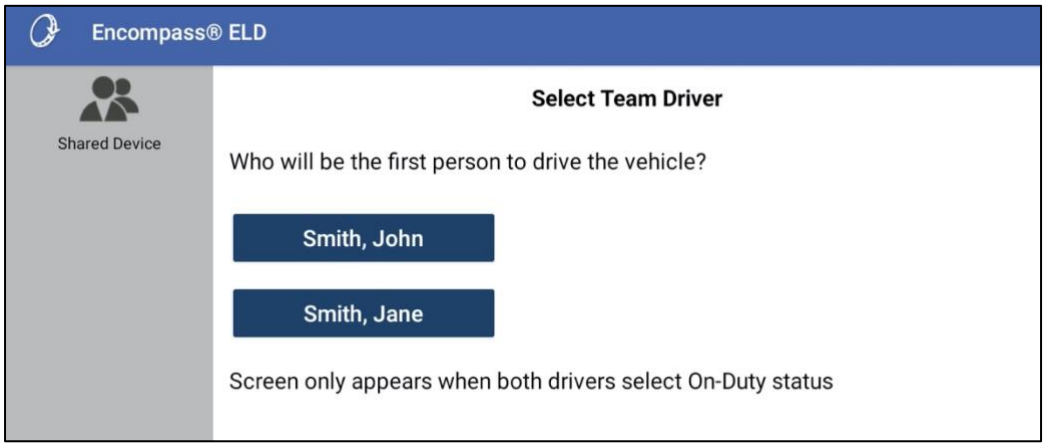
13. Tap the name of the driver who will be driving first.



14. The Team Driver icon will display next to the active driver in the status bar on the RODS screen.

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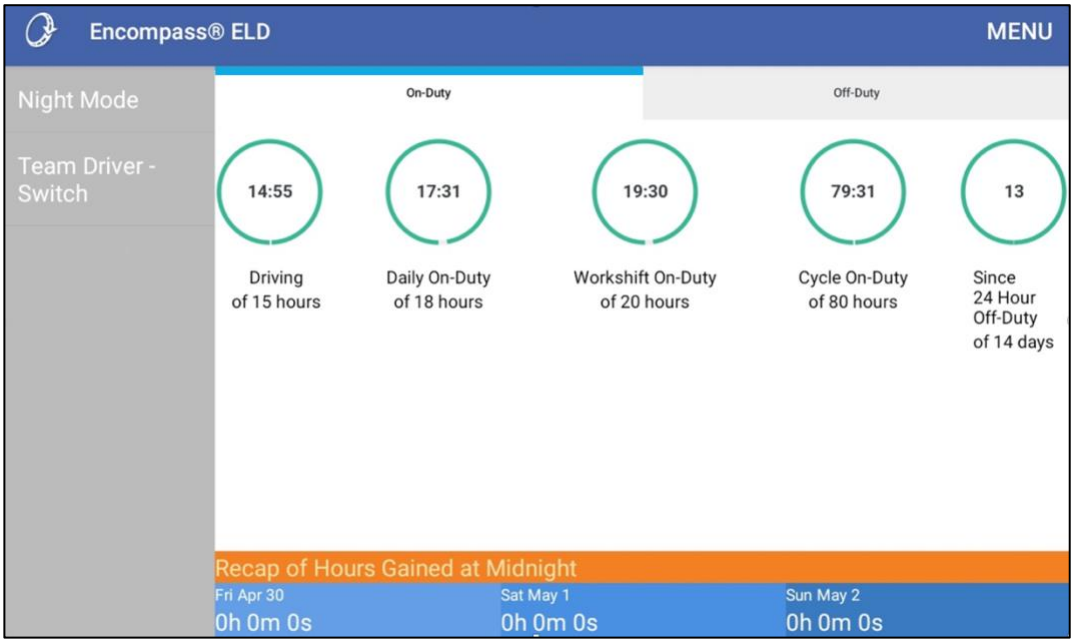
15. When driving, the team driver can operate the tablet by pressing **Team Driver- Switch**.



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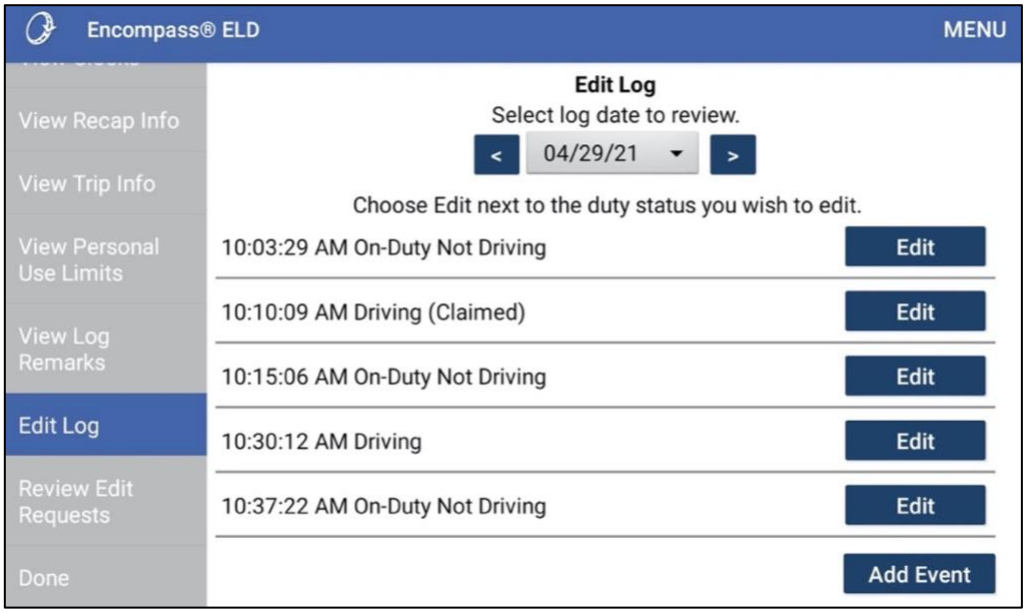
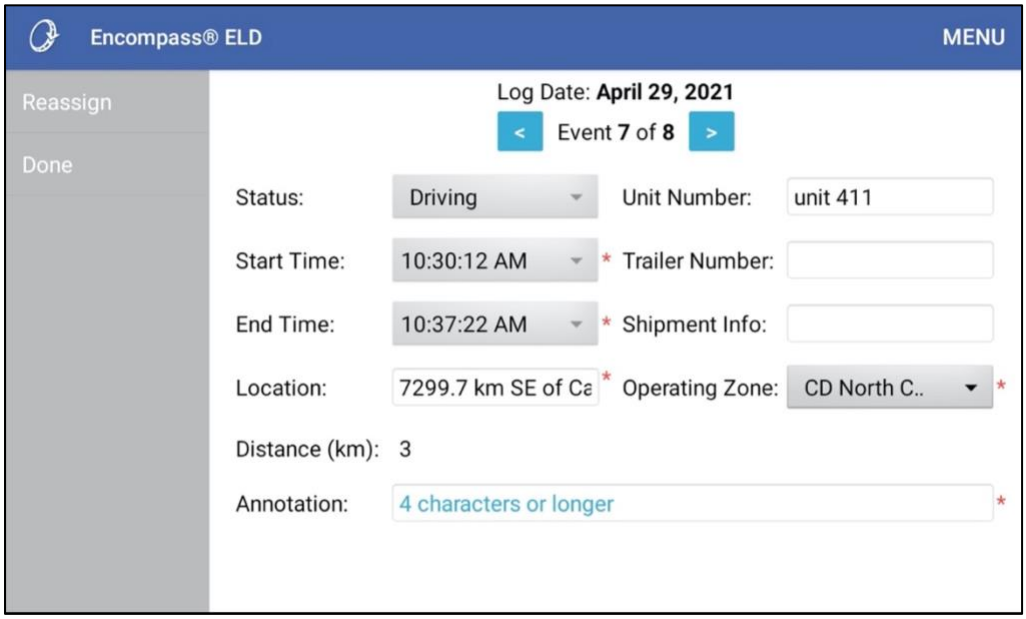
REASSIGNING DRIVE TIME TO TEAM DRIVER

If Driving Time has been assigned to the incorrect driver, the driver can reassign it. This process will create a Log Edit request for the team driver. Until this Log Edit is reconciled within Encompass, the event will continue to appear on the original driver's log.

1. Use the blue arrows or the date dropdown to find the event to reassign. Tap **Edit.**



2. Tap **Reassign**.



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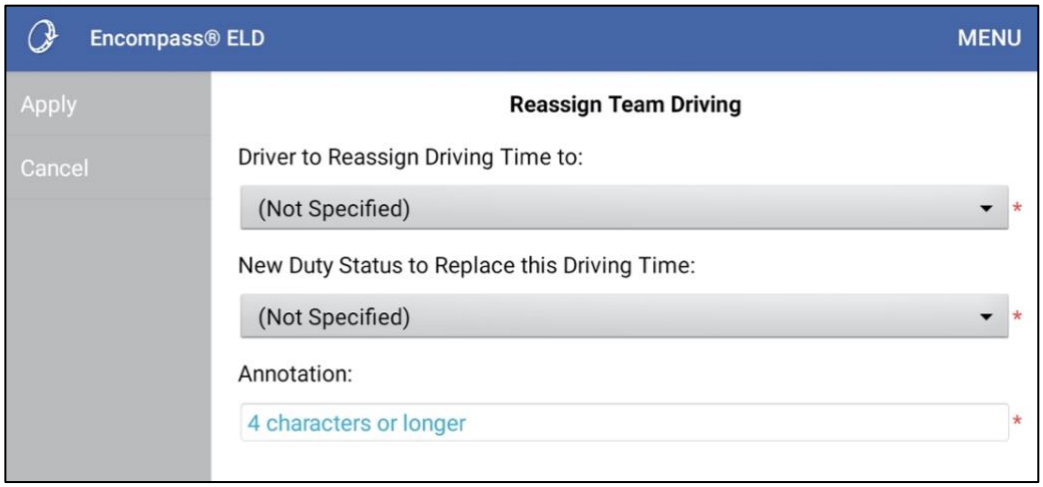
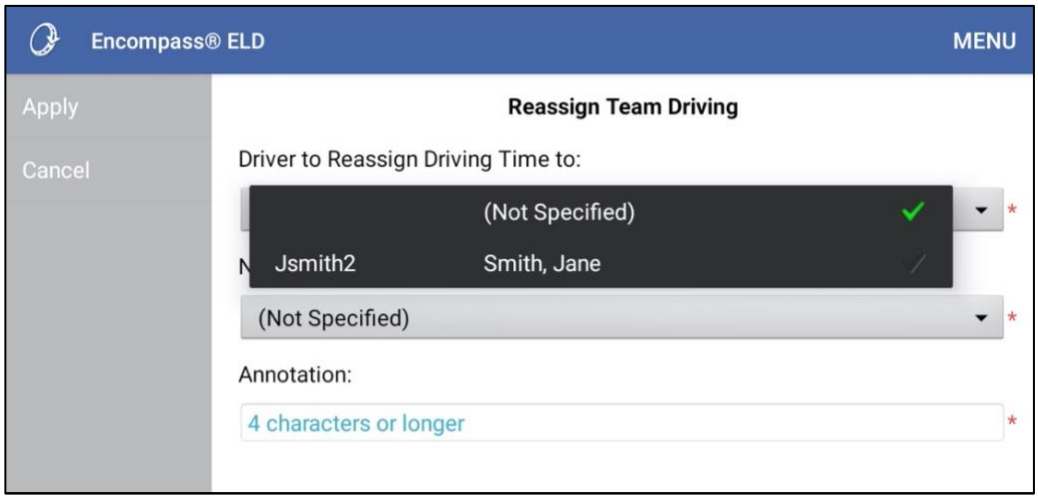
3. This will start the Driving Reassignment process.



4. Select the **Team Driver** from the dropdown for the assignment of the driving event.



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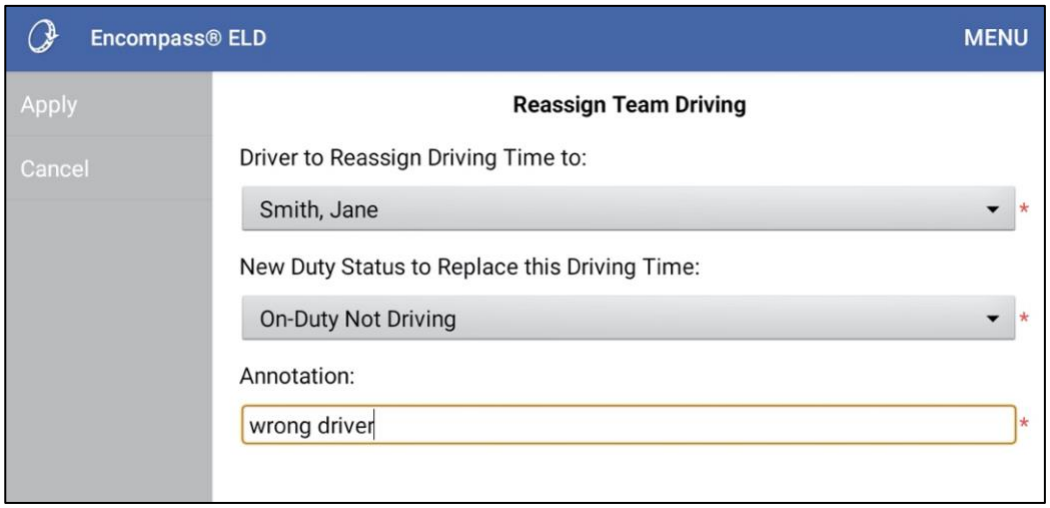
5. Select the **Duty Status** the current user should be in for the reassigned event.

6. Enter an annotation for the reason of the reassignment.



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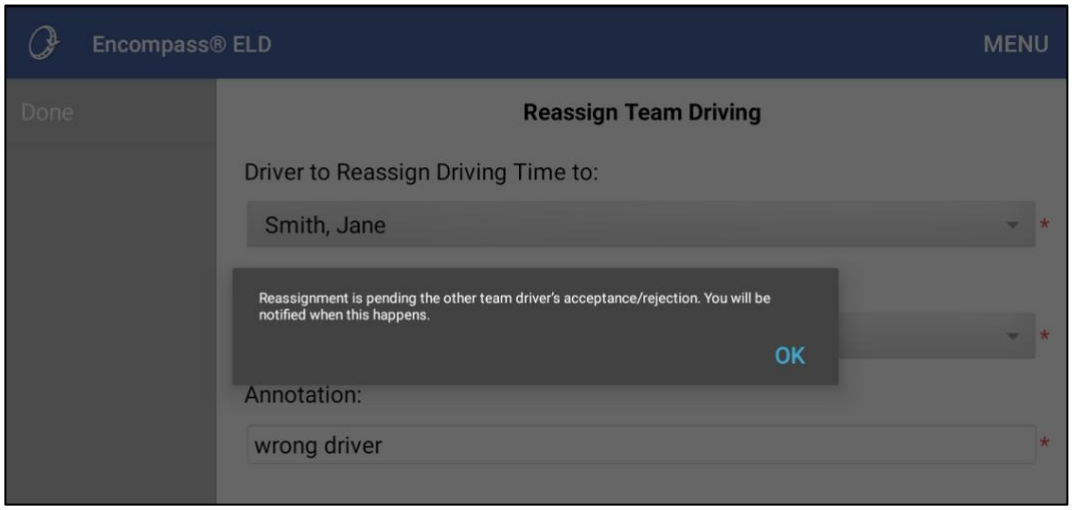
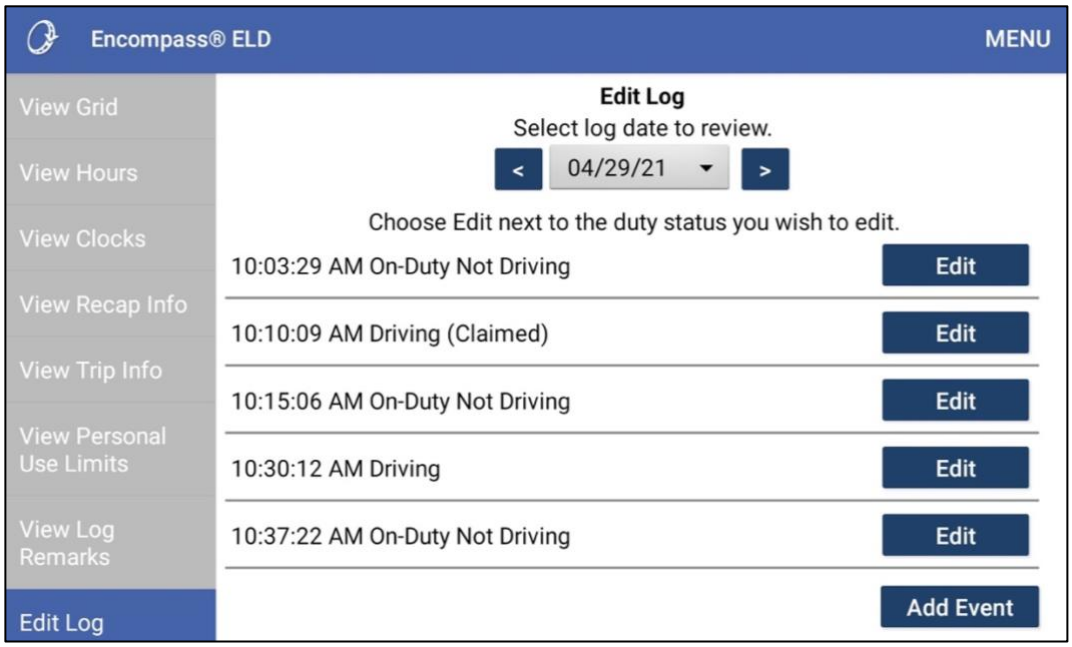
7. After entering all information, tap **Apply.** A confirmation message will display.



NOTE: This process will create a Log Edit request for the team driver. Until this Log Edit is reconciled within Encompass, the event will continue to appear on the original driver's log.

8. The driving event will still appear on the driver's log until all events are reconciled within Encompass.



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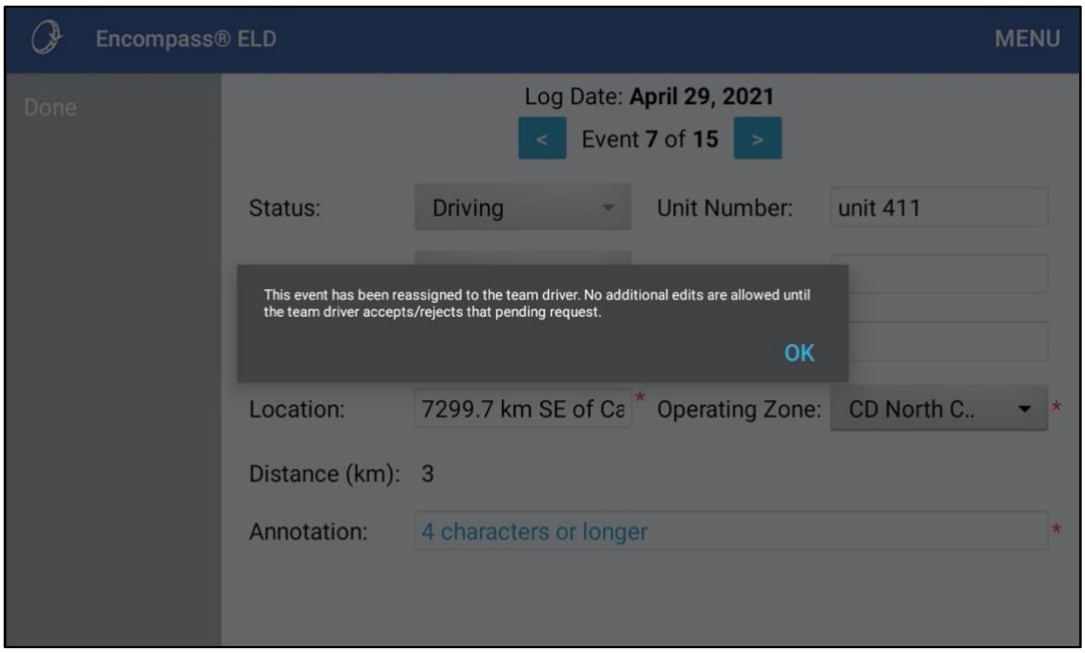
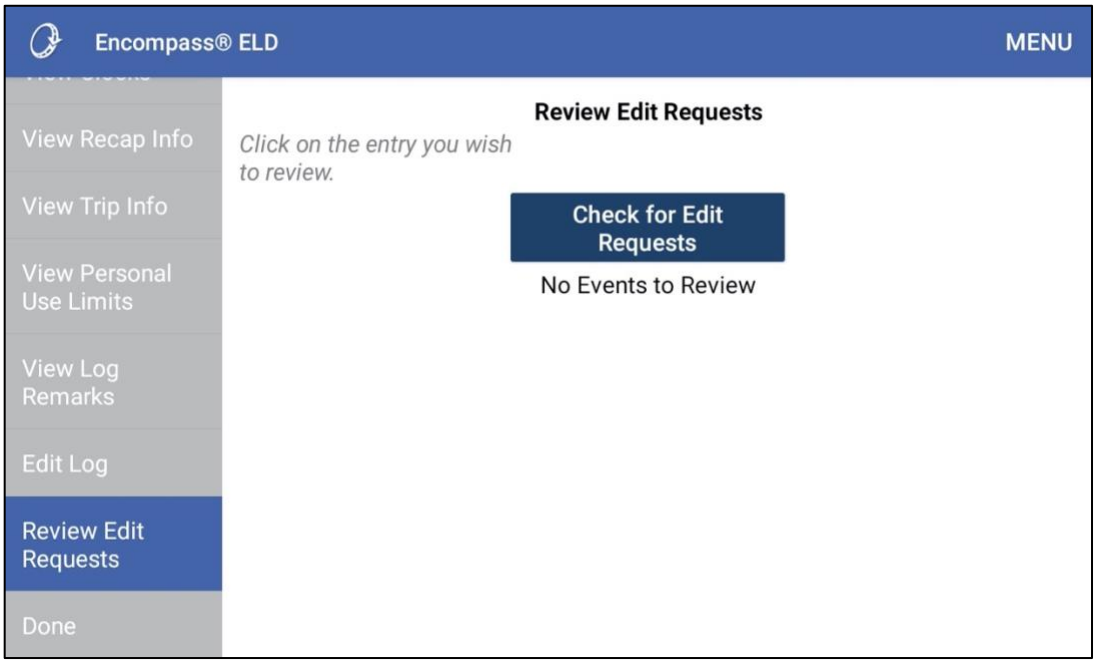
9. If attempting to reassign the driving event again, the initiating driver will be alerted that the other driver first needs to accept or reject the edit request.



10. Drivers can now switch the active driver and check for pending log edits to accept the drive time or be prompted for the log edit on the next login.



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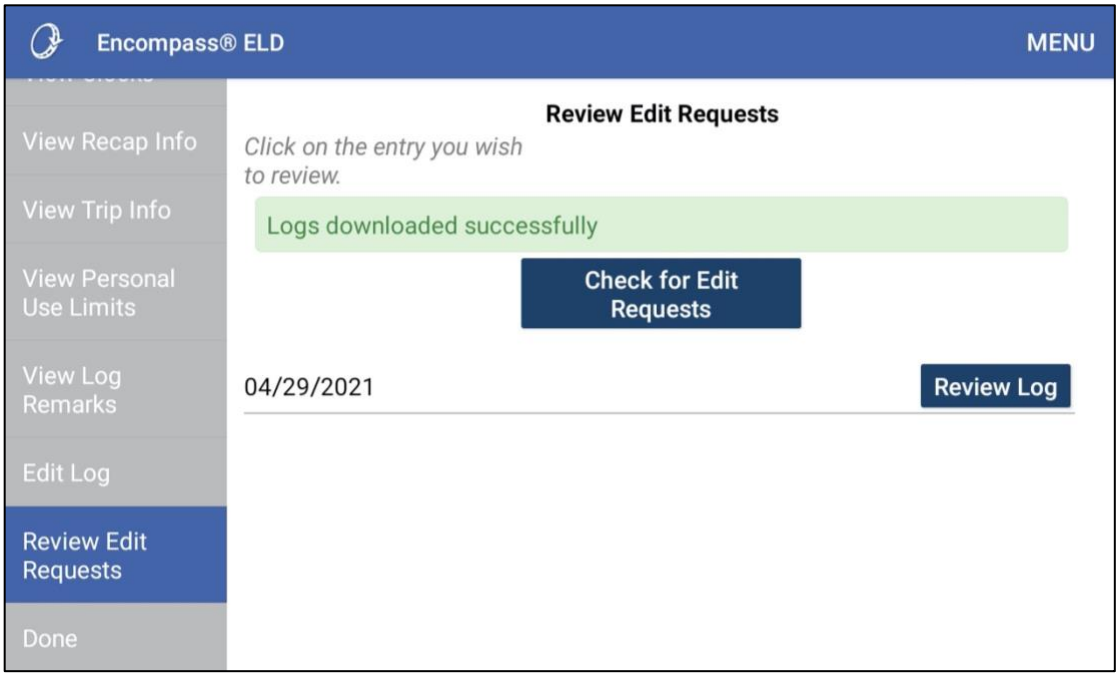

11. The driver can **View** the log edit request and either **Accept Edit** or **Reject Edit**.

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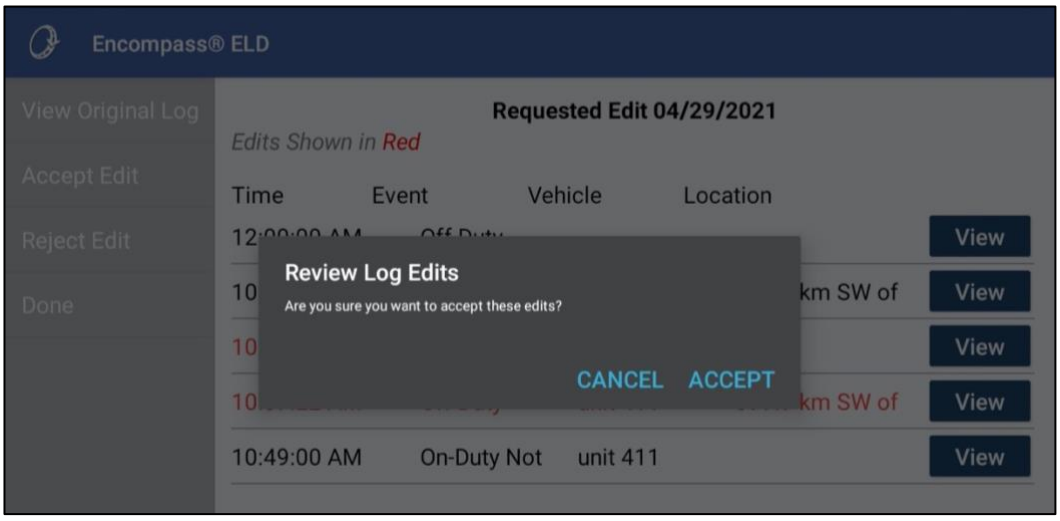
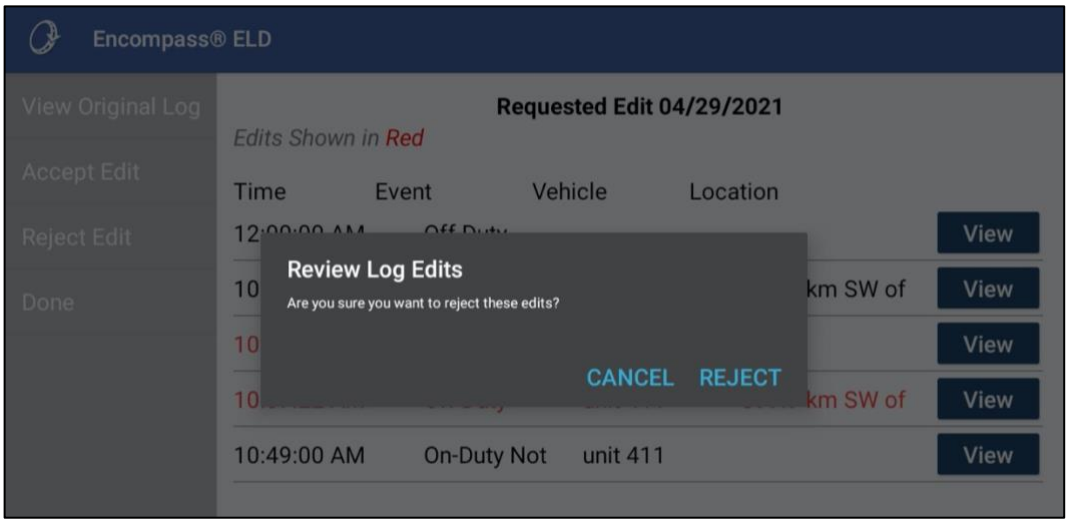
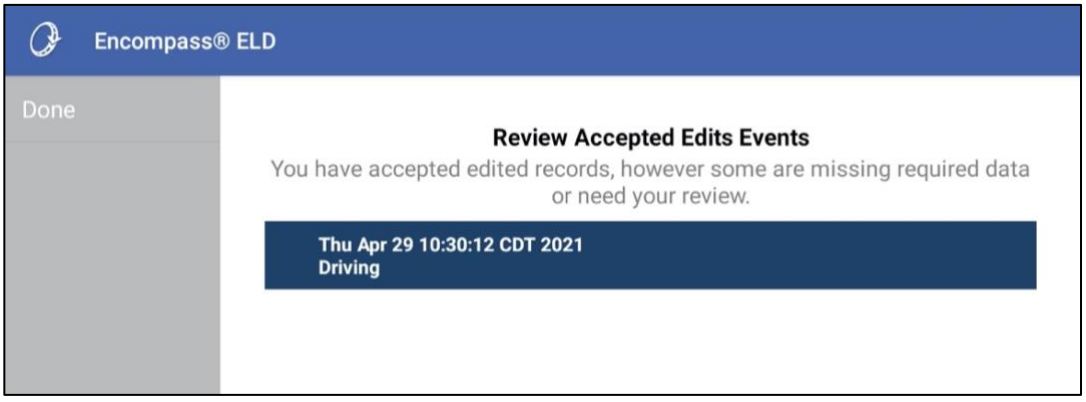




12. If there are data elements missing on the event, the driver will be prompted to enter them after accepting the edit request.



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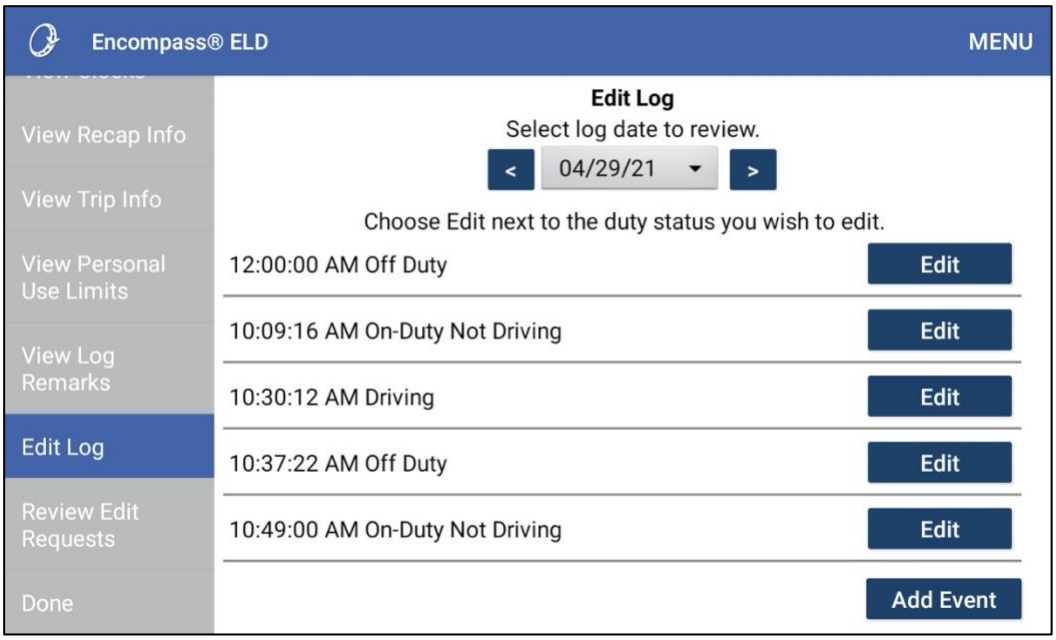
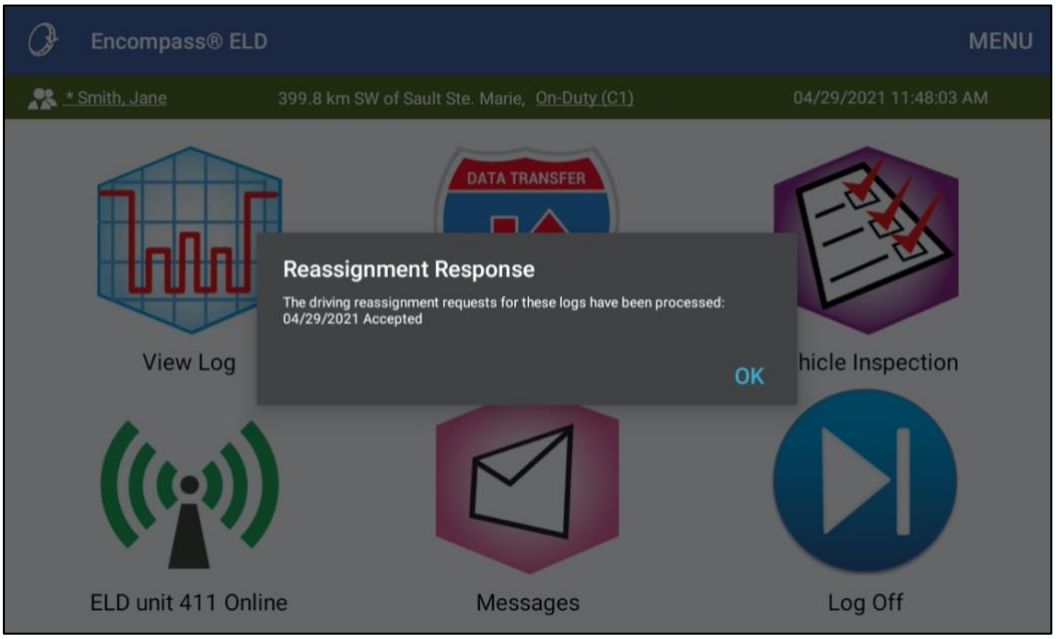
13. The Team Driver will now see the driving event on their log.

    NOTE: This will still appear on the first driver's log until the drivers submit logs to Encompass



14. Upon the next login, the driver that initiated the reassignment will receive a confirmation the reassignment was completed:



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MALFUNCTIONS AND DATA DIAGNOSTIC CODE INFORMATION

The Malfunctions and Data Diagnostic Code Information lets the driver know that the application is experiencing a malfunction or diagnostic event. This is communicated in the blue banner at the top of each screen in the form of a red or yellow circle with an exclamation point.

To view details about the exact malfunction or data diagnostic event, tap **Menu > System Menu > Reports > Malfunctions and Data Diagnostic Code Information**.

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SUPPORT

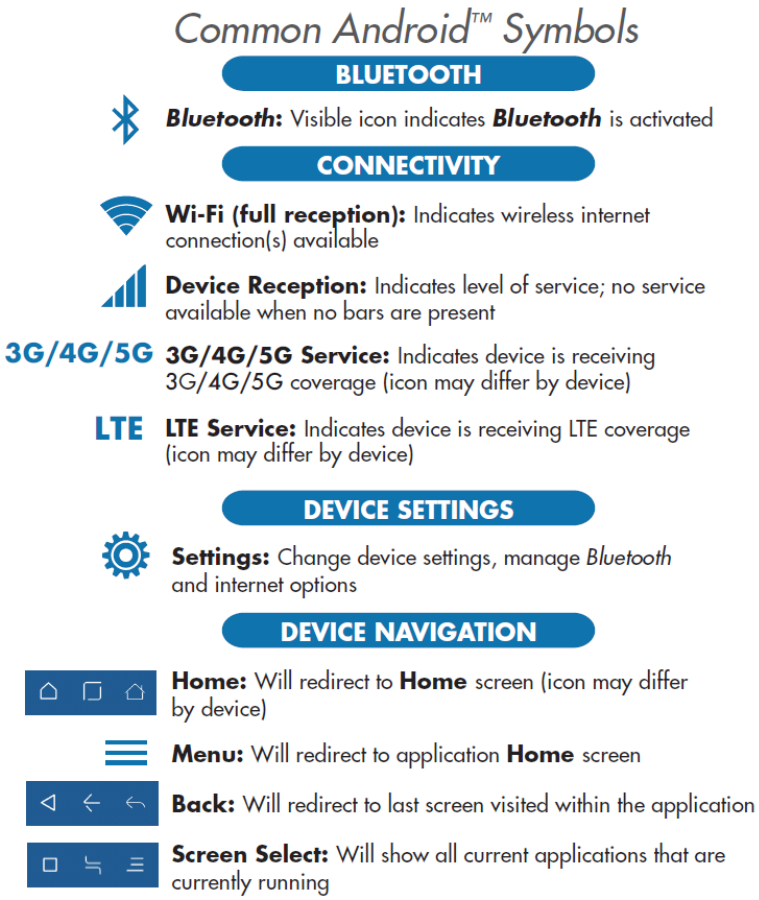
Call Support 1-800-327-1342

- 24/7 Driver Support for Encompass® ELD
- 7 AM - 6 PM CDT Monday-Friday for Encompass Support

Email Support

- Encompass® ELD Application: eldsupport@jjkeller.com
- Encompass: support@jjkeller.com

COMMON ANDROID™ SYMBOLS



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