



FieldMaster Logs

User Guide

August 2016



FMLogsUG-Aug16v2.0

August 2016

<http://www.trimble.com/fsm>

Copyright © 2016, Trimble Navigation Limited. All rights reserved. Trimble and the Globe & Triangle logo are trademarks of Trimble Navigation Limited registered in the United States Patent and Trademark Office and other countries. TrimWeb and TrimView are trademarks of Trimble Navigation Limited. GeoManager is a service mark of Trimble Navigation Limited. All other trademarks are the property of their respective owners.

Trimble reserves the right to make changes at any time, in order to improve the reliability, function or design of its devices, products or services and to supply the best devices, products and services possible. Trimble devices, products and services are protected under one or more of the following U.S. Patents: 5,477,228; 5,694,594; 5,959,577; 5,990,827; 6,459,988; 6,529,159; 6,552,682; 6,594,576; 6,664,922; 6,578,005; 5,963,911; 6,862,524; 6,795,017; 6,882,313; 6,867,733; 6,832,140; 6,922,566 and numerous other patents and patents pending in jurisdictions worldwide. Trimble does not represent that the devices, products or services shown or described herein are free from patent infringement or from any other third party right. Trimble assumes no obligation to correct any errors contained herein or to advise any user of liability for the accuracy or correctness of any engineering software support or assistance provided to a user.

The Trimble devices, products and services are dependent on the coverage and calling areas of wireless networks owned and operated by third parties. Coverage and calling areas are approximate and may not cover significant portions of the United States. Actual coverage and operation of the devices, products and services depend on a variety of factors, including without limitation: system availability and capacity; system and equipment upgrades, repairs, maintenance, modifications and relocation; user equipment; terrain; signal strength; structural conditions; weather and atmospheric conditions; availability of power; governmental regulations; suspected fraudulent activities; acts of God and other conditions beyond the reasonable control of Trimble. Trimble will not be responsible for limits in coverage or performance degradation due to any such conditions. The user acknowledges that coverage and calling areas may be interrupted, halted or curtailed or the quality of the transmission may be diminished at any time.

The devices, products and services are dependent upon the availability of the Internet, which is owned and operated by and accessed through third parties. Trimble assumes no responsibility for improper storage of data or information, or delivery of messages. The user assumes the entire risk in downloading or otherwise accessing any data, information, files or other materials obtained from the Trimble web site, even if the user has paid for or otherwise been provided virus protection services from Trimble.

The Trimble devices, products and services and any modifications, alterations, additions or changes to the devices, products or services are not fault tolerant and are not designed, manufactured or intended for use in life support, emergency, mission-critical or other ultra-hazardous activities ("High Risk Activities"). Trimble specifically disclaims any express or implied warranty of fitness for such High Risk Activities. Use of a Trimble device, product or services in any application without the written consent of Trimble is prohibited.

All customer information is governed by the Trimble Privacy Policy located on the Trimble web site www.trimble.com/privacy.aspx.

Notice of Rights. All rights reserved. No part of this manual may be reproduced or transmitted in any form by any means—electronically, mechanically, by photocopying, via recording or otherwise—without the prior written permission of Trimble Navigation Limited. For information on getting permission for reprints, contact Corporate Communications at Trimble Navigation Limited Headquarters.

Notice of Liability. The information in this manual is distributed on an "As Is" basis, without warranty, and was current at the time of publication. While precautions have been taken in the preparation of the manual, Trimble will not have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this manual or by the software or hardware products described in it.

Privacy and Use. This product is intended to monitor and make available information concerning the vehicle's activities. It is the customer's sole responsibility to ensure that its use complies with any applicable laws and regulations. It is the customer's responsibility to develop and communicate policies concerning use of the application prior to implementing the product. Customers are urged to consult with their own legal counsel in connection with the particular use to which the customer puts the product and the potential implications from that use.

Contents

Chapter 1: Introduction	1
Starting the application	2
Documentation	3
Compliance	3
Chapter 2: Using Logs	5
Signing in as the driver	5
Offline access	12
Expanding the hours of service details	15
Adding a co-driver	16
Changing your duty status	19
Taking a rest break	21
Managing shipments	23
Managing trailers	24
Reviewing the logs	27
Contents of a log	30
Reviewing a DVIR for a vehicle or trailer	31
Contents of a DVIR	32
Inspecting a vehicle or trailer	33
Entering location data	37
Using options	38
Requesting logs	39
Adding remarks	41
Taking exemptions	42
Adding On Duty not Driving time pre-shift	43
Adding On Duty not Driving time post-shift	45
Diagnostics	45
Lost connection to the vehicle	46
Limits on the hours of service	47
Driving across international borders	48
Signing out at the end of the day	50
Status icons	51
Chapter 3: Frequently Asked Questions	53
Glossary	55

Introduction

1

Welcome to the *FieldMaster Logs User Guide*.

FieldMaster Logs enables you to complete your driver logs and driver vehicle inspection reports, as required by the United States Department of Transportation (USDOT).

FieldMaster Logs is powered by eFleetSuite.

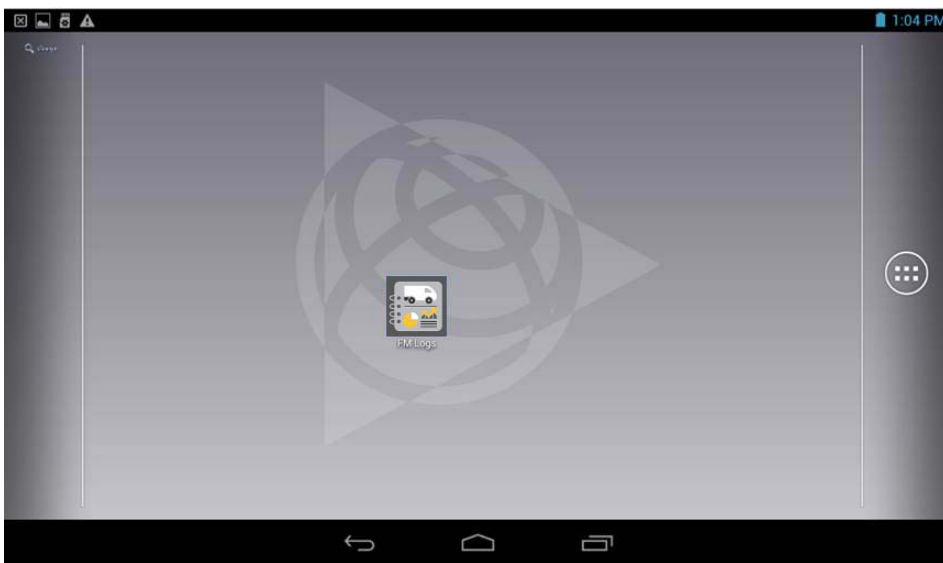
Starting the application

Before you can use FieldMaster Logs, you must have a mobile user account within GeoManager. Your GeoManager administrator will do this for you, and you will receive an email confirming that your account has been created.

The email contains instructions that help you to set your password for FieldMaster Logs. Once you have chosen a password, you can download and start FieldMaster Logs.

- Switch on your tablet using the power button. Once the tablet is on, unlock it by dragging the icon.

You are presented with the tablet's home screen:



On the home screen, you will see the following icons:

- **FM Logs** opens FieldMaster Logs. For more information, see “Using Logs” on page 5.
- **CoPilot Live** opens the CoPilot navigation system. This component is optional, so the icon might not be present. For more information on CoPilot, see the CoPilot documentation.

Documentation

When you have opened FieldMaster Logs, you can click the Help icon at the top right of the application to view the *Quick Reference Guide*, this *FieldMaster Logs User Guide*, or the *Service Agreement*:



Compliance

The FieldMaster Logs system complies with United States Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) specifications for automatic on-board recording devices as found in *49 CFR Part 395*.

The Hours of Service Regulations are currently available at:

<http://www.fmcsa.dot.gov/regulations/title49/part/395>

Using Logs

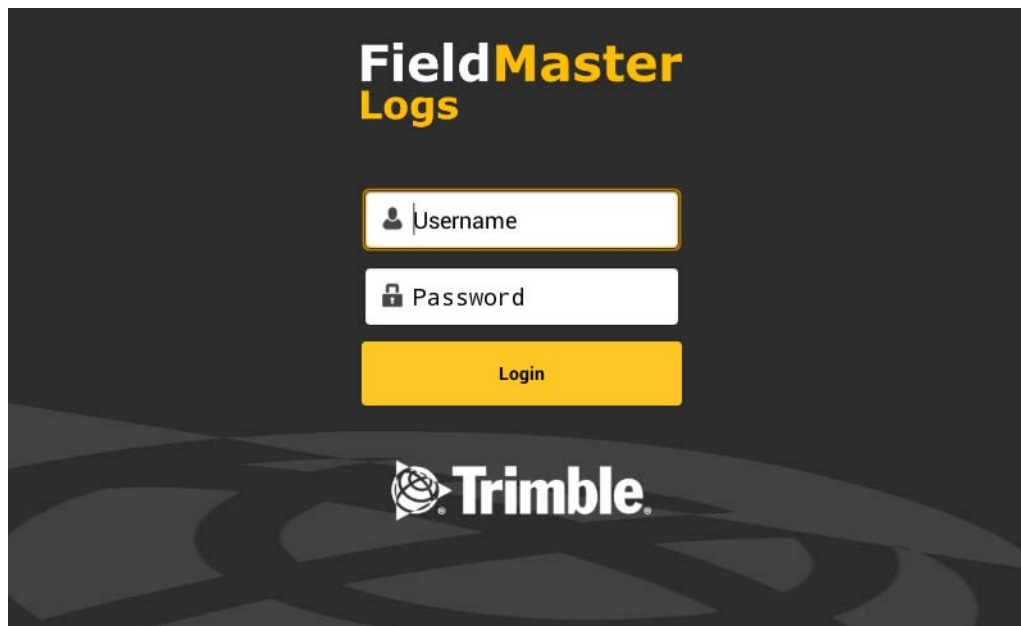
2

Signing in as the driver

- 1 On the tablet's home screen, tap the FieldMaster Logs icon:



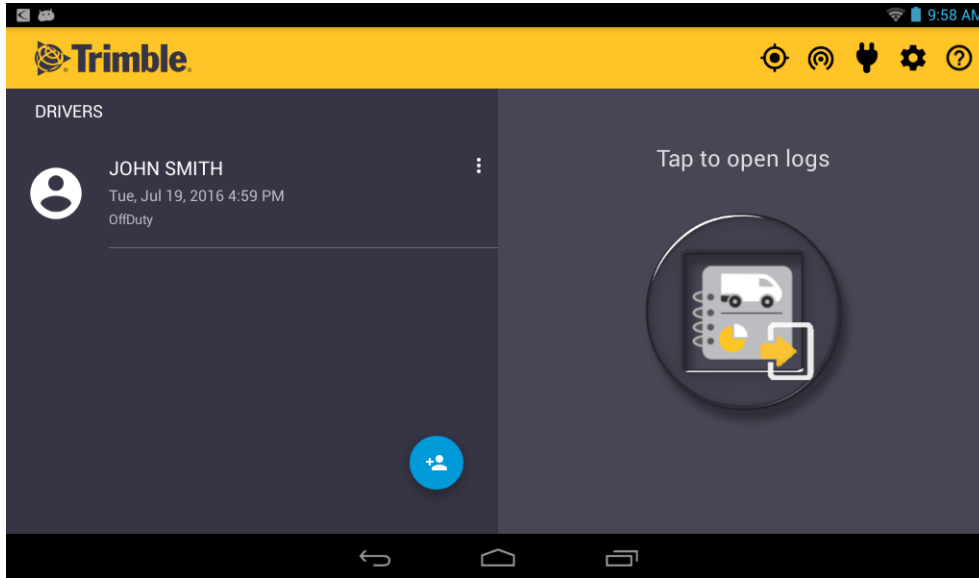
FieldMaster Logs starts, and the login screen is displayed:



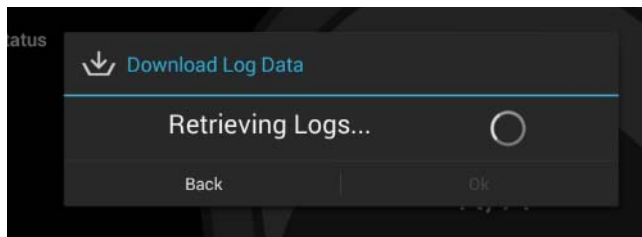
Note:

If FieldMaster Logs is in offline mode (unable to connect to the server), you will be prompted to enter a driver ID so that you can temporarily be given offline access. See "Offline access" on page 12.

- 2 Enter your user name and password, and then tap **Login**.
The FieldMaster Logs home screen is displayed:

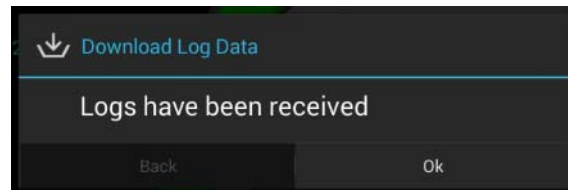


- 3 Tap the Logs icon on the right-hand side of the screen and select a driver.
FieldMaster Logs will retrieve your log data:



If your system was powered off, it can take 2–3 minutes from switching on the ignition to receiving the logs.

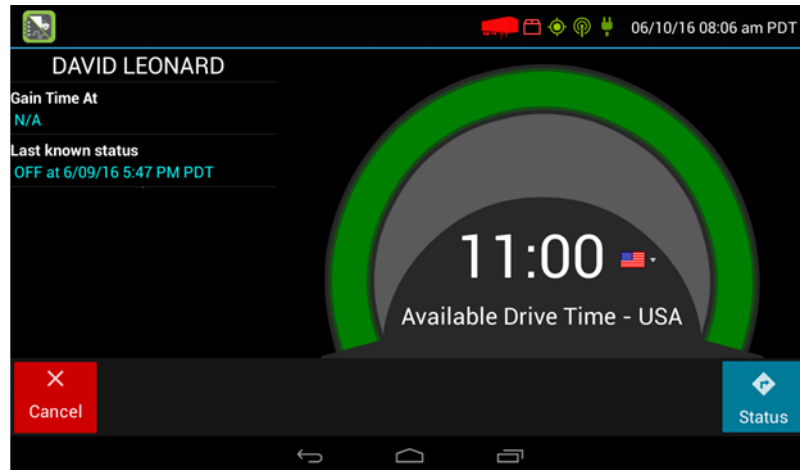
When your logs have been received, the following message appears.



Note:

If the logs have not been received after one or two minutes, the **Stop** button appears. Tap **Stop** to continue the sign-in process without a response from the server. A Logs Pending symbol will appear on the screen and remain visible until a response is received from the server.

- 4 Tap **OK** to view the main screen:



The screen shows your last known duty status and the time at which you will “gain time” on the left, and your available drive time as a chart on the right.

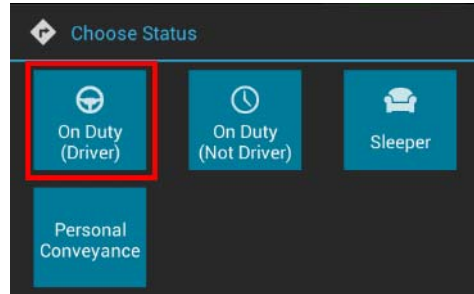
Your available drive time is the maximum time in hours and minutes (hh:mm) that you can drive a commercial motor vehicle without rest. The application keeps track of the time remaining until each applicable hours of service limit is reached. The lowest of these times is displayed as the available drive time. For more information, see “Inspecting a vehicle or trailer” on page 33.

The “gain time” is the time at which your **Available Drive Time** will increase, presuming that you do not change your duty status before then. For example, if you sign in before you are permitted to drive again, your **Available Drive Time** will be zero and **Gain Time At** will show when you are permitted to drive.

The green color indicates that you have more than 3 hours of drive time available. Yellow indicates that you have between 1 and 3 hours. Red indicates that you have less than one hour available. At this point an audible alert will sound each time you start moving.

- 5 Review your **Available Drive Time**, if you are off duty, you might also have a time at which you can “gain time”, if you need it.
- 6 Tap **Status** to choose your duty status:
 - If you are on duty and preparing to operate the vehicle, tap **On Duty (Driver)**.
 - If you are on duty but not preparing to operate the vehicle, tap **On Duty (Not Driver)**.
 - If you are beginning a period of rest in the vehicle’s sleeper berth, tap **Sleeper**.
 - If you are off duty, and preparing to make a personal trip, tap **Personal Conveyance**.

In this section, we assume that you are logging in as the driver:

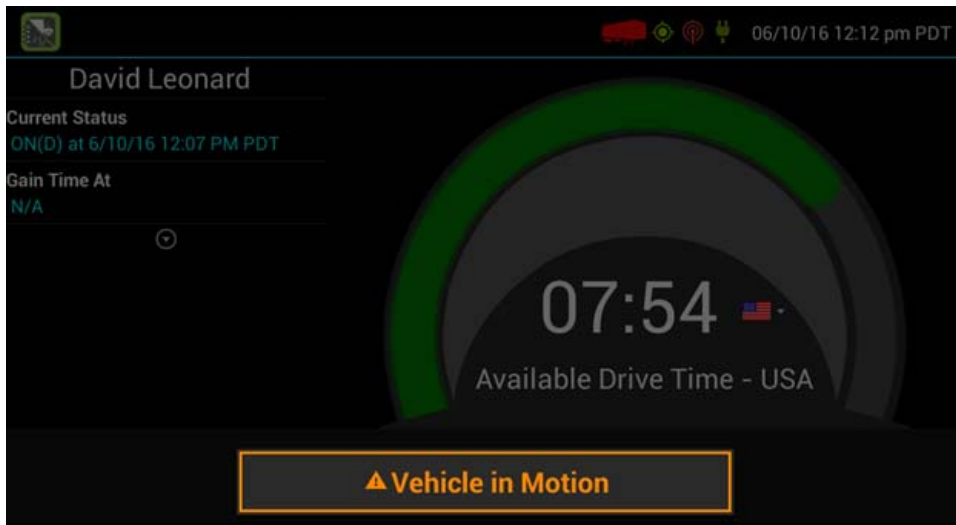


Note:

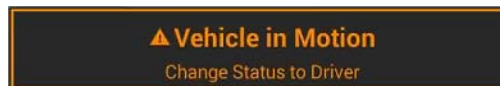
You must tap **On Duty (Driver)** even if you do not have a co-driver.

While you are signed in as the driver:

- When the vehicle is stopped, the application will record your status as *On Duty*.
- Once you have driven a defined distance, your status will change to *Driving*. By default, this distance is set to 0.5 miles but this can be changed by your administrator.

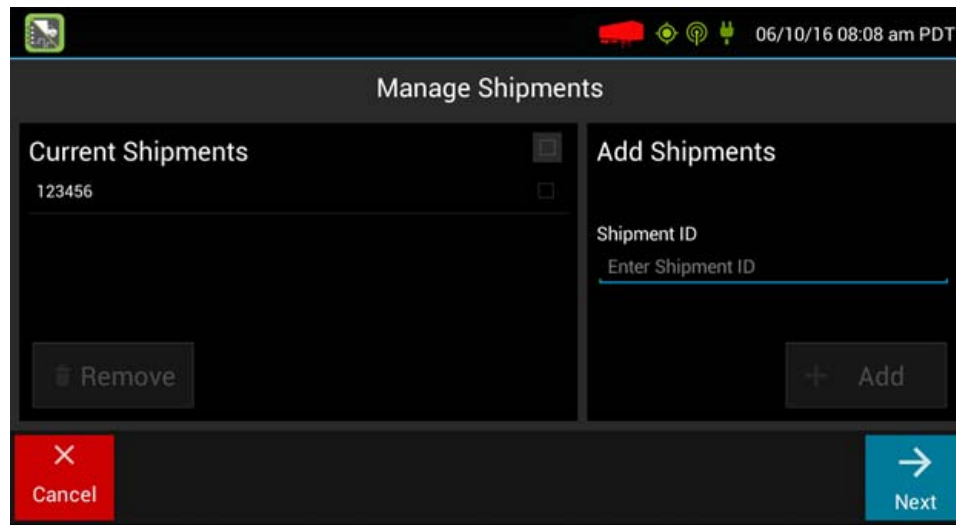


If you forget to tap **On Duty (Driver)** and you start to drive the vehicle, you will see the following message at the bottom of the screen and an alarm will sound each time you start moving:



- 7 You may be prompted to enter your location if GPS data is not available. See "Entering location data" on page 37.

As the driver of the vehicle, you are prompted to specify the shipment you are hauling.



The shipment added by a previous driver is shown as the current shipment. You can add a shipment by entering its shipment ID. The shipment ID cannot contain spaces or special characters.



Tip:

If you are not hauling a shipment, enter "None" as the shipment ID.

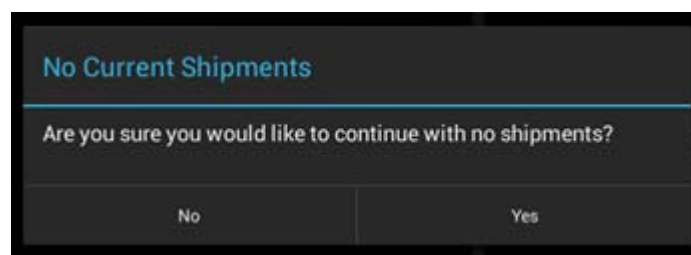
You can also remove a selected shipment. When there is no current shipment, this is indicated by a red shipment folder icon in the status area:



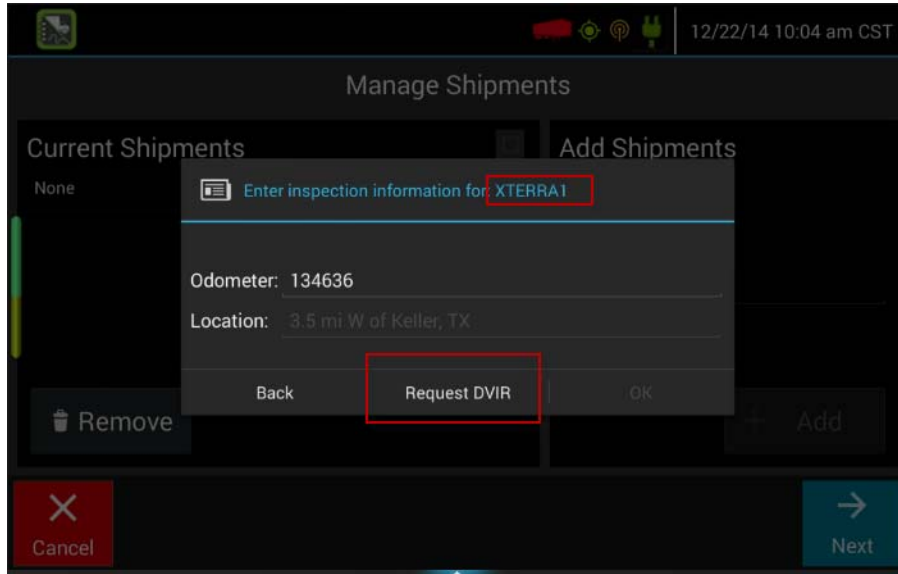
You can add multiple shipments on separate lines by tapping **Done** when you have entered each shipment ID. For more information, see "Managing shipments" on page 23.

- 8 When the correct shipment is displayed, tap **Next**.

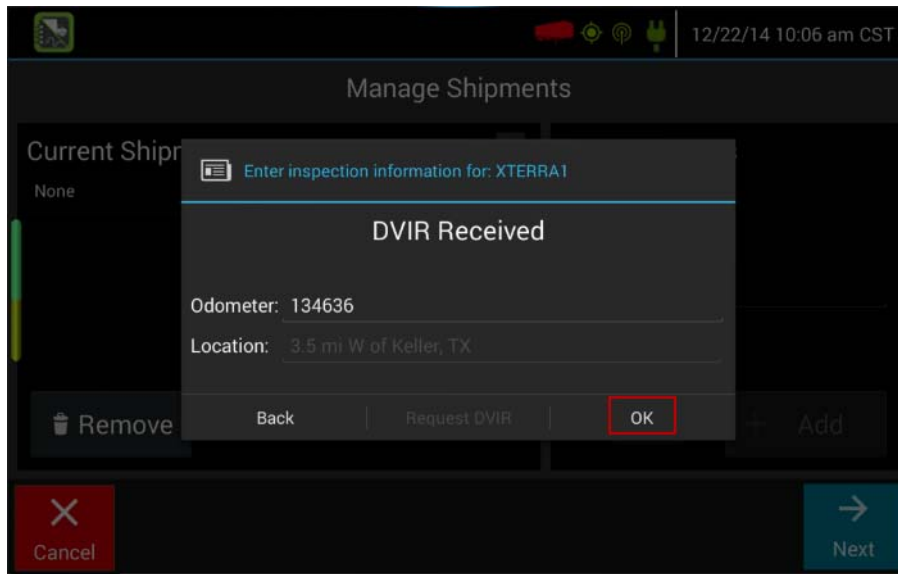
If no shipments have been identified, the following message is displayed:



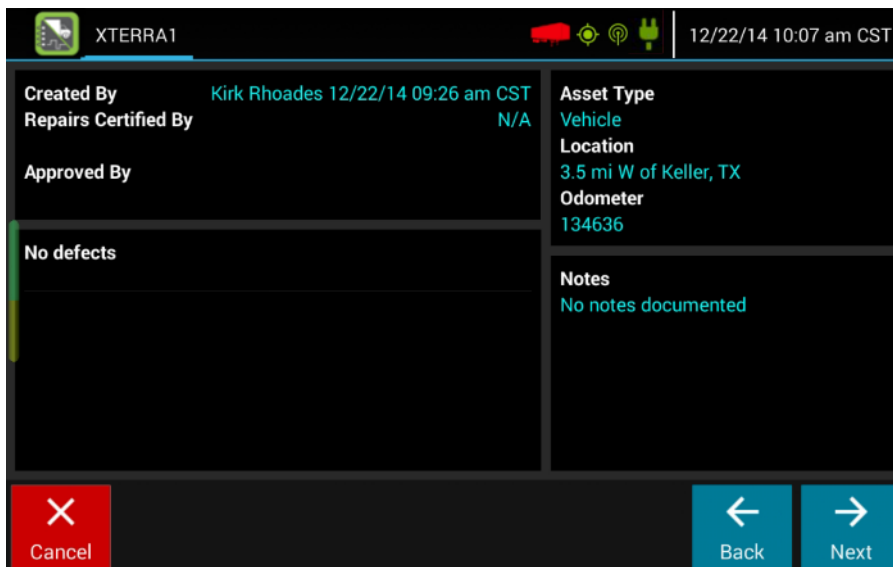
- 9 Tap **Yes** if you would like to continue with no shipments defined.
You can then request the latest inspection information that was submitted for your vehicle.



- 10 Verify the ID of the vehicle and then tap **Request DVIR**.
When the DVIR for the vehicle has been received, the following screen appears.



- 11 Tap **OK** to open the previous DVIR for the vehicle.

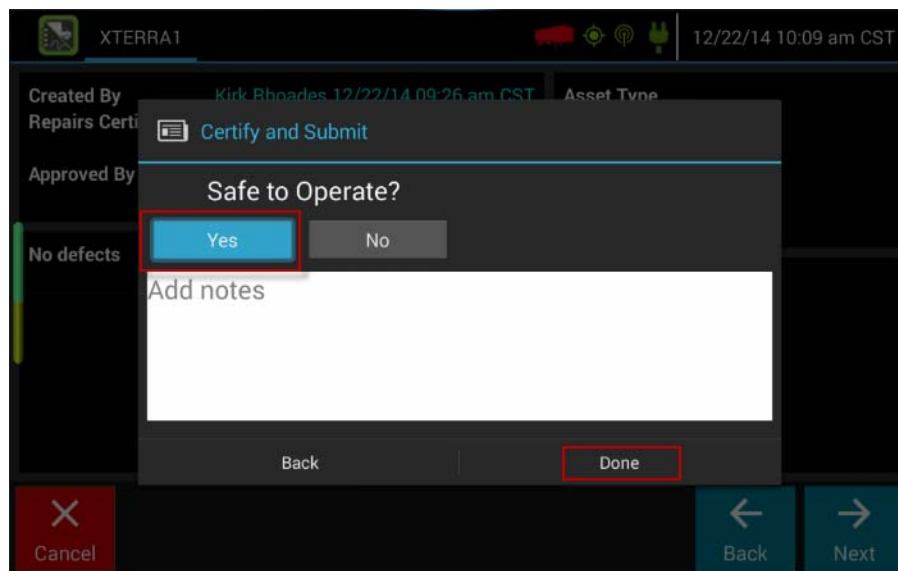


- 12 Review the DVIR and then tap **Next**.

If any defects that have been previously reported are listed, verify that a statement is present certifying that the defects were repaired or that repair is not needed. Be sure to review all the defects for both the vehicle and each trailer.

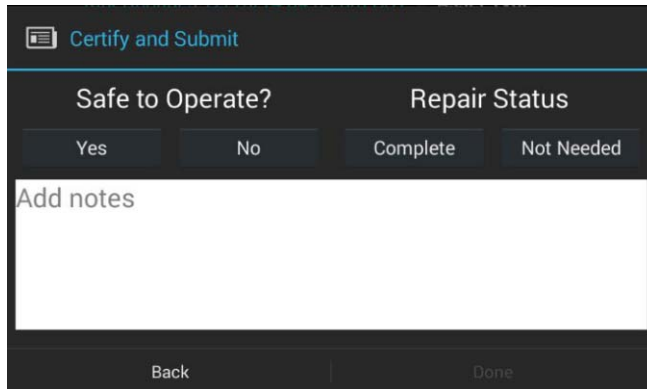
For more information, see “Reviewing a DVIR for a vehicle or trailer” on page 31.

You are prompted to certify that the vehicle is safe to operate.



- 13 If you are sure that the vehicle is safe to operate tap **Yes**, add any notes if necessary, and then tap **Done**.

If the application was unable to connect to the web server or if the vehicle was serviced by someone not employed by your motor carrier, a statement certifying that any previously reported defects were repaired or that repair is not needed may not be present in the report. In that case you are prompted to confirm that the vehicle is safe to operate and to confirm that the repairs have been made or were not needed:



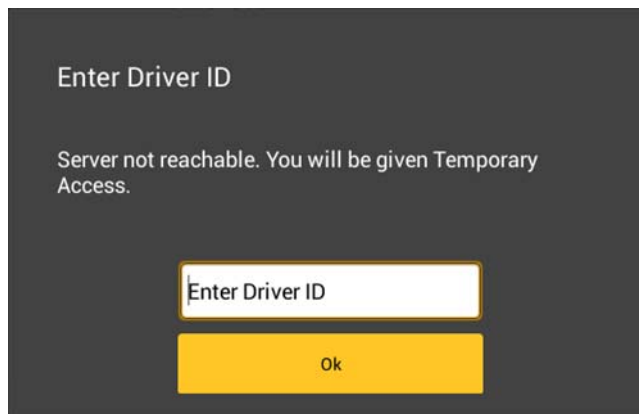
- 14 If you are sure that the vehicle is safe to operate tap **Yes**, tap that the repair status is **Complete** or **Not Needed**, as appropriate, add some notes to explain your choice, and then tap **Done**.

Otherwise, enter a note and tap **No**. You will be returned to the main screen of FieldMaster Logs, where you can sign out and report the defect as part of the DVIR that you will be required to complete. You should not drive a vehicle that is not safe to operate.

Offline access

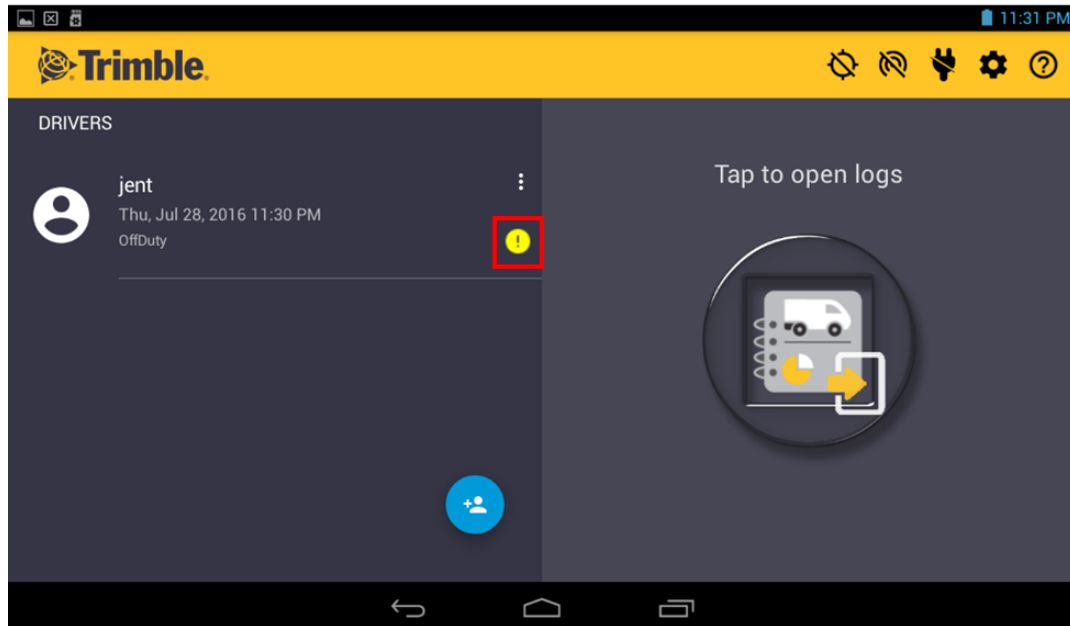
If FieldMaster Logs is unable to connect to the server, you can still use FieldMaster Logs in offline mode.

- 1 Open FieldMaster Logs. If the server cannot be reached, the following message will be displayed:

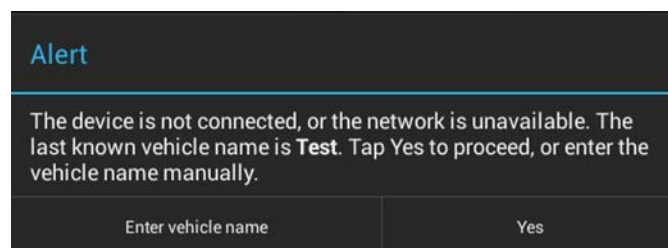


- 2 Enter your driver ID, and tap **OK**.

A yellow notification icon will be displayed next to your driver ID on the FieldMaster Logs main screen. This denotes that you have been authenticated for offline access:



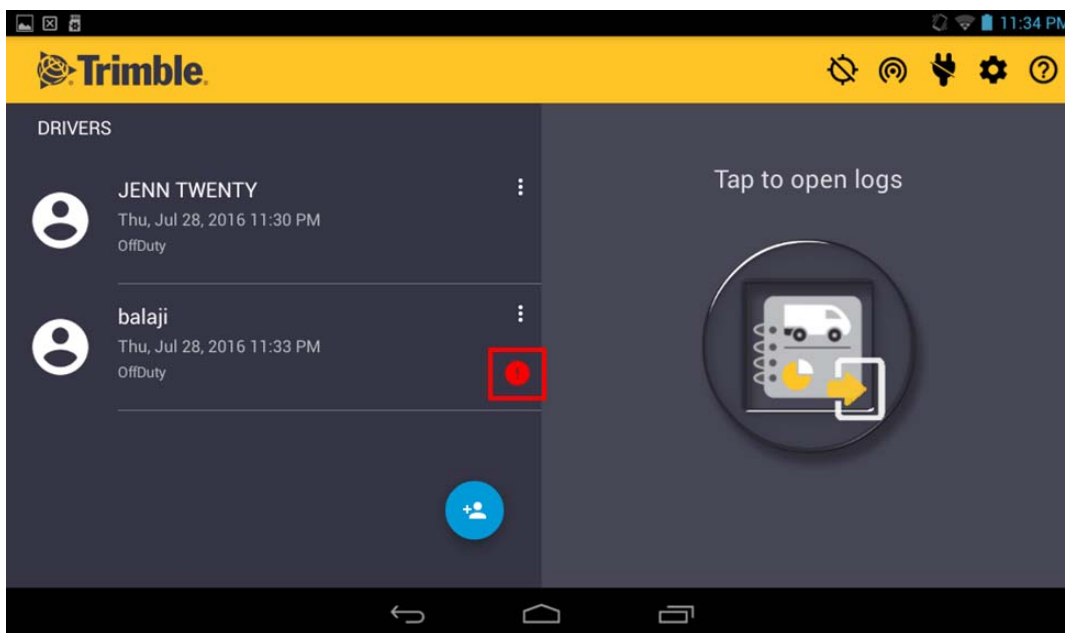
- 3 Tap the Logs icon on the right-hand side of the screen. A message is displayed, showing the name of the vehicle that FieldMaster Logs was last connected to:



- 4 If you are using the same vehicle, tap **Yes**. Otherwise, tap **Enter vehicle name** and enter the name of the vehicle that you are using instead, and tap **OK**.

When connectivity to the server has been restored, FieldMaster Logs will check whether you entered a valid driver ID while it was in offline mode. If you entered an incorrect driver ID, you will be notified and the main screen will be updated to show the correct details. You must log out and then log in again using the correct details.

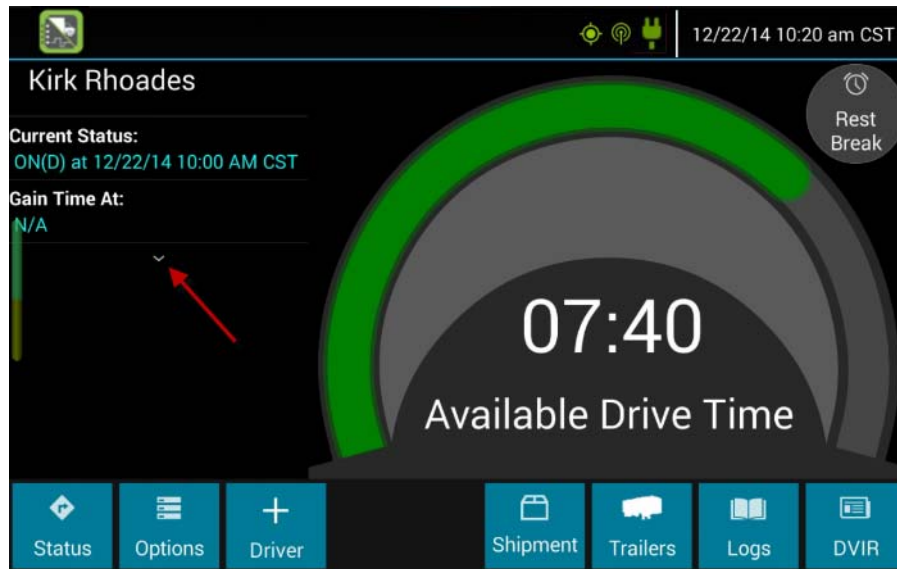
A red notification icon next to your driver name indicates that you cannot be authenticated after connectivity to the server has been restored:



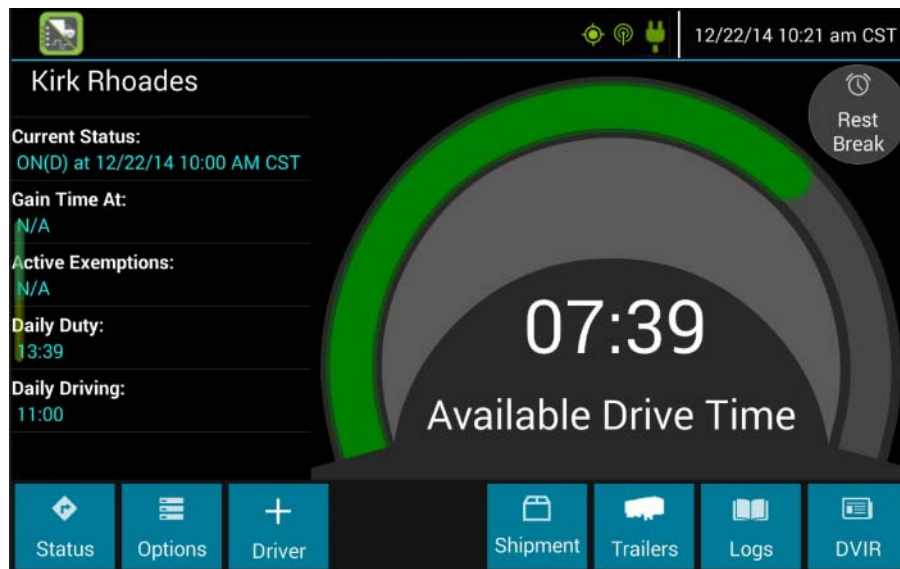
- Click the icon, and then enter the correct password.

Expanding the hours of service details

To show the time remaining under each hours of service rule, on the main screen, tap the down arrow:



The expanded HOS details appear:

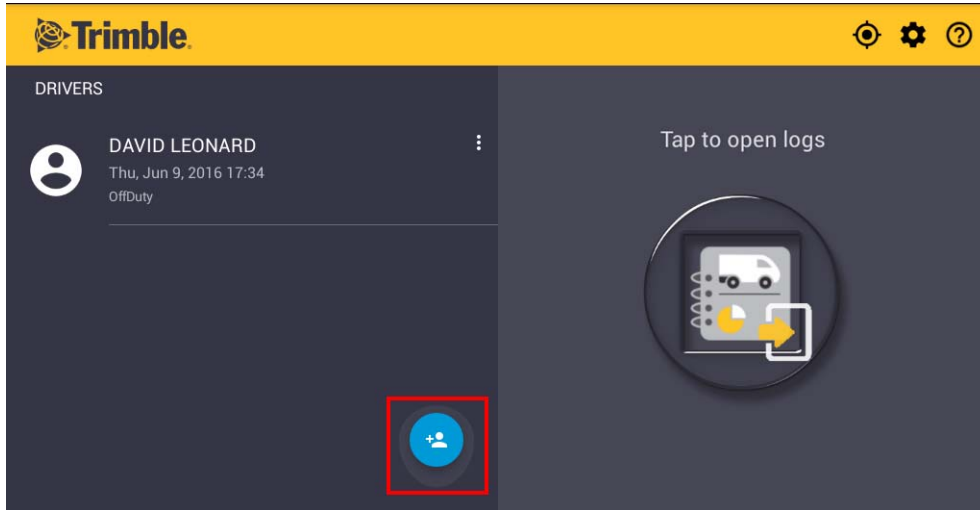


When you have finished viewing the details, tap outside the box to close the details.

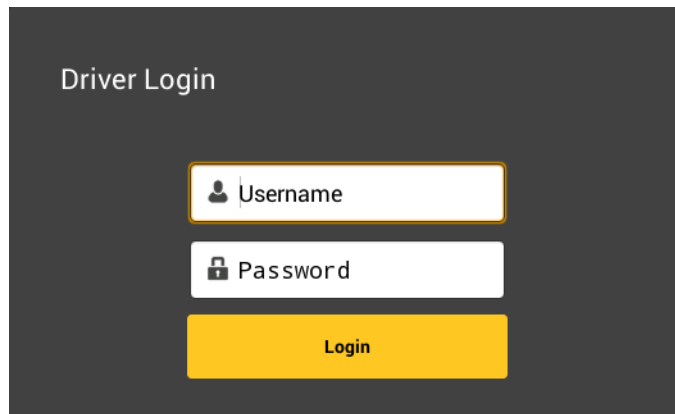
The driver details are refreshed about once a minute so that the driver's current duty status and available drive time are always displayed.

Adding a co-driver

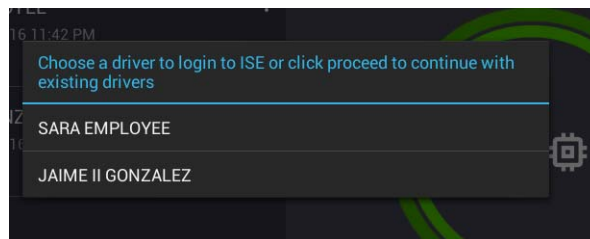
- 1 The co-driver takes control of the tablet and, on the FieldMaster Logs home screen, taps the blue icon at the bottom left:



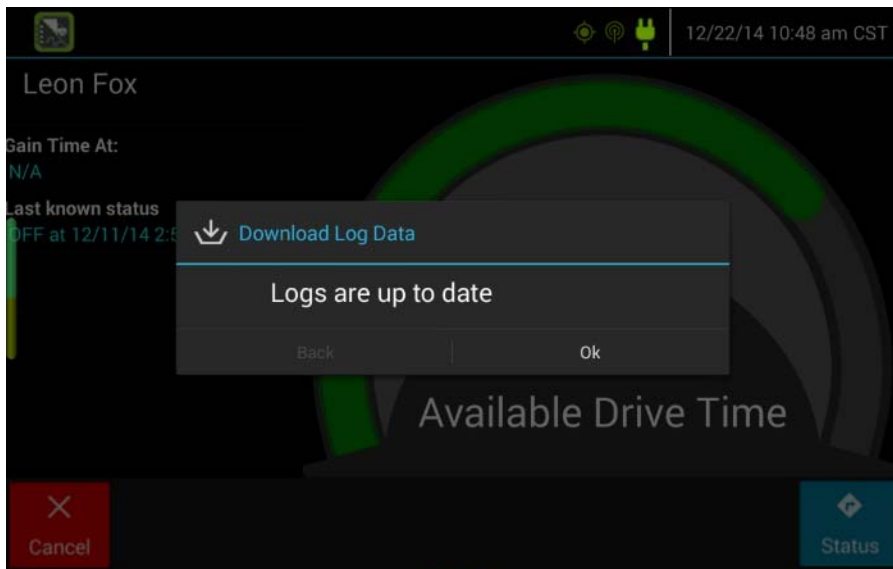
- 2 The co-driver enters their user name and password and then taps **Login**:



- 3 The co-driver should then select their name from the list:



- 4 When the co-driver's logs have been received, the co-driver taps **OK**:



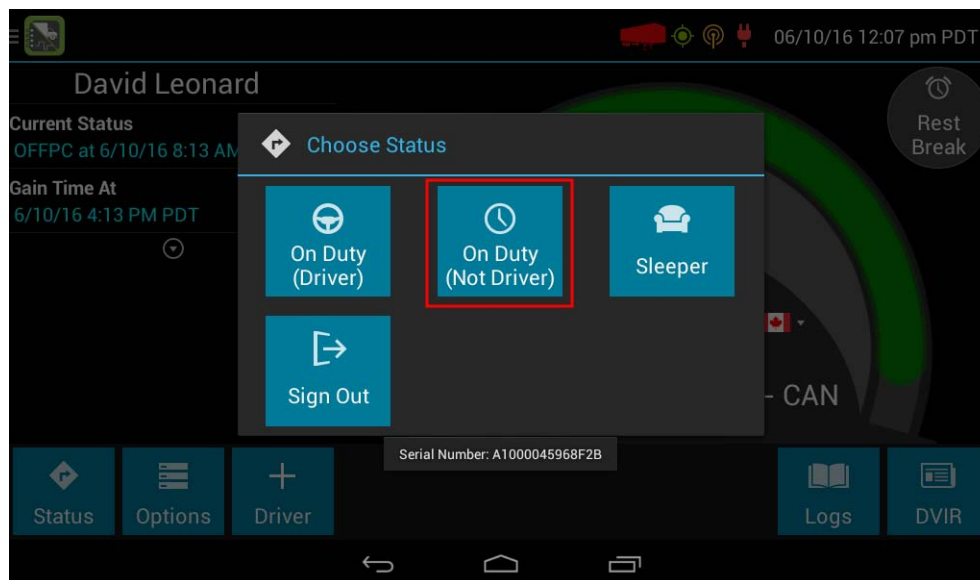
The screen now shows the **Gain Time At**, **Last known status** and **Available drive time** for the co-driver instead of the driver.



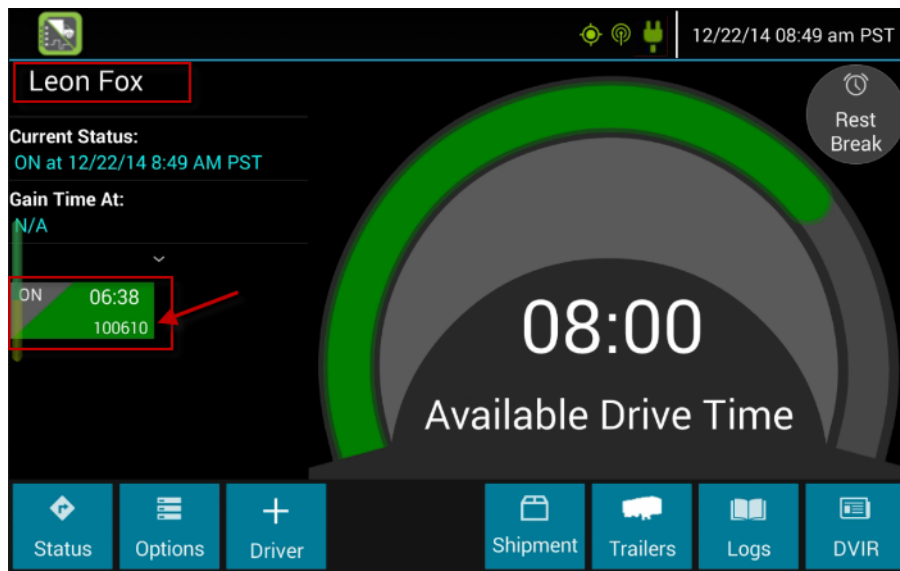
Note:

The co-driver cannot sign in as the driver while someone is already signed in as the driver. The current driver must change duty status to *On Duty (Not Driver)* before the drivers can switch. The **Driver** button is not available.

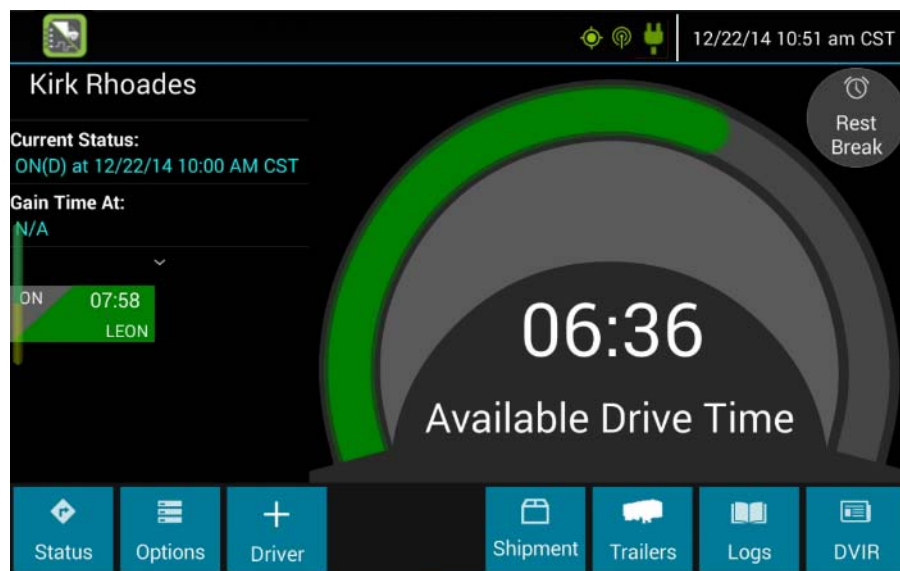
- 5 The co-driver taps **Status** and then **On Duty (Not Driver)**:



The available drive time and the driver ID of the current driver are now shown in a box on the left. The information of one driver and up to 5 co-drivers is displayed.



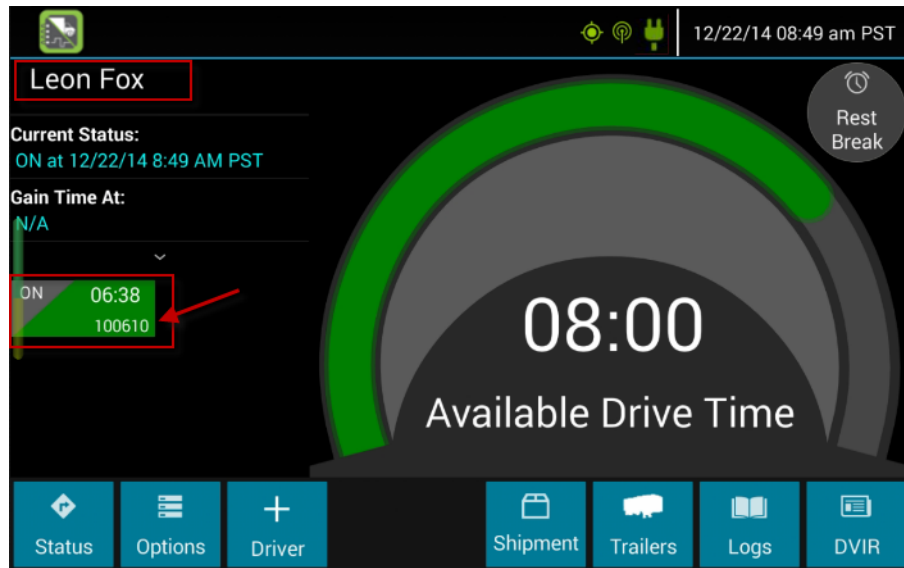
- 6 Tap the appropriate box to view the details of the selected co-driver.
The available drive time and name of the co-driver are now shown in the box on the left:



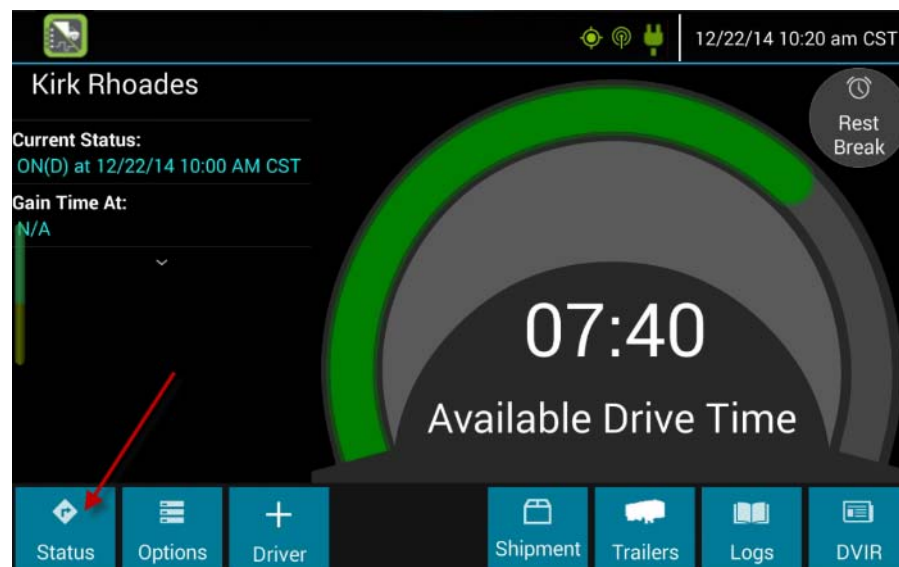
If you want to change the status of the driver or co-driver, ensure that the correct driver's details are displayed on the screen before tapping **Status**.

Changing your duty status

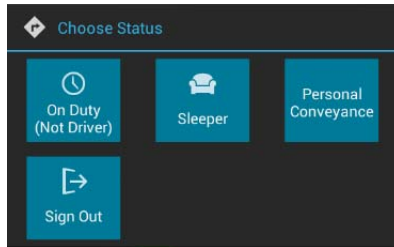
- 1 When you need to change your duty status, stop the vehicle.
The application does not respond while the vehicle is in motion.
- 2 Ensure that your details are displayed on the main screen. If another driver's details are displayed on the screen, tap the box containing your driver ID so that the view switches to your details:



- 3 Tap Status:



4 Choose the button that best describes your current activity:



The following table describes the options:

Status	Description
On Duty (Driver)	<p>Choose this status when you are On Duty and taking control of the vehicle. The application will detect when the vehicle is moving and automatically record your activity as D (Line 3) when the vehicle has moved 0.5 miles (configurable) and ON (Line 4) when the vehicle is stopped for 5 minutes (configurable). These thresholds can be configured by your administrator.</p> <p>If you are the current driver, no other driver may take control of the vehicle until you choose a different status, start a rest break, or sign out.</p>
On Duty (Not Driver)	<p>Choose this if you are On Duty but not in control of the vehicle. This will record your activity as ON (Line 4).</p> <p>If no one has taken control of the vehicle, the automatic motion detection system will continue to track vehicle movements and report them to your carrier as Unknown Driver events.</p>
Sleeper	<p>Choose this when you are beginning a period of rest in the vehicle’s sleeper berth. This will record your activity as SB (Line 2).</p>
Personal Conveyance	<p>Choose this status when you are off duty, and about to use the vehicle to make a personal trip.</p>
Sign Out	<p>Choose this when you are relieved of duty and are signing out of the application. This will record your activity as OFF (Line 1). To record your status as Off Duty without signing out of the application, see “Taking a rest break” on page 21.</p>

Taking a rest break

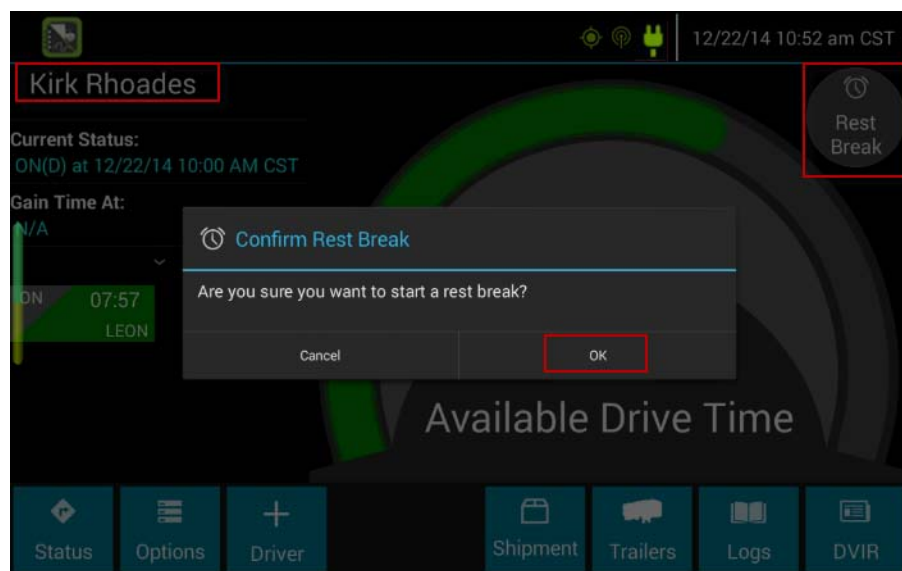
You can use the Rest Break feature to record off-duty activity during the work shift. When you use this feature, you remain signed in to the application.



Note:

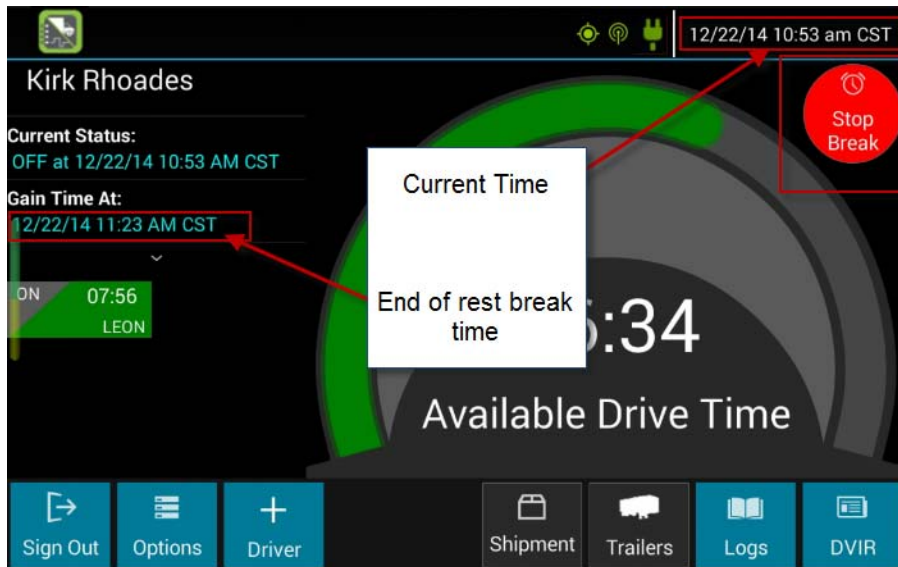
You should only use this feature when you will return to duty in the same vehicle before the end of your work shift.

- 1 When you need to take a rest break, ensure that your details are displayed on the main screen.
If another driver's details are displayed on the screen, tap the box containing your driver ID so that the view switches to your details.
- 2 Tap **Rest Break** and then tap **OK** to confirm that you want to start a break now.

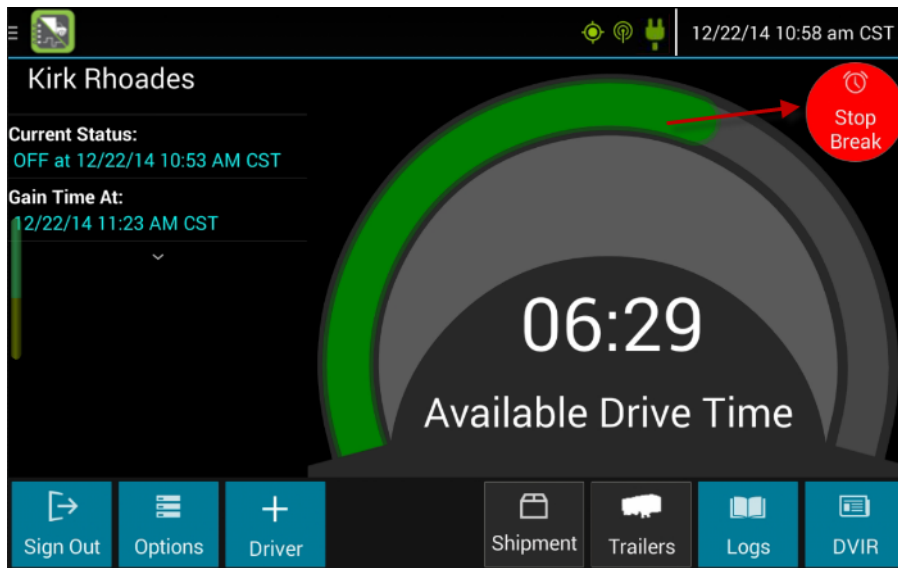


This will record your activity as Off Duty (Line 1) without signing you out of the application. The application will determine the minimum rest break necessary to increase driving time, and show this value as **Gain Time At**. For the property-carrying driver shown here, the

minimum rest break is 30 minutes. When the required rest break is fulfilled, **Gain Time At** and **Available Drive Time** will be recalculated.



3 To end a rest break, tap **Stop Break**:



Your status will be the same as it was before you took your rest break.

- 4 If you need to change your status, on the Change Status screen, tap **On Duty (Driver)** if you are returning to duty and will be operating the vehicle or **On Duty (Not Driver)** if you are the co-driver.
- Choose **Sleeper Berth** if you will rest in the vehicle's sleeper berth before returning to duty.
 - Choosing any button other than **Sign Out** will return you to the main screen and cause **Gain Time An** and **Available Drive Time** to be recalculated.

When you have finished using the vehicle, do not use the Rest Break feature. Instead, choose **Sign Out** from the Change Status screen. If you have already started a rest break, tap **Stop Break** and then **Sign Out** on the Change Status screen. Either action will begin the sign out process and trigger a post-trip driver vehicle inspection. For more information, see “Status icons” on page 51.

Managing shipments

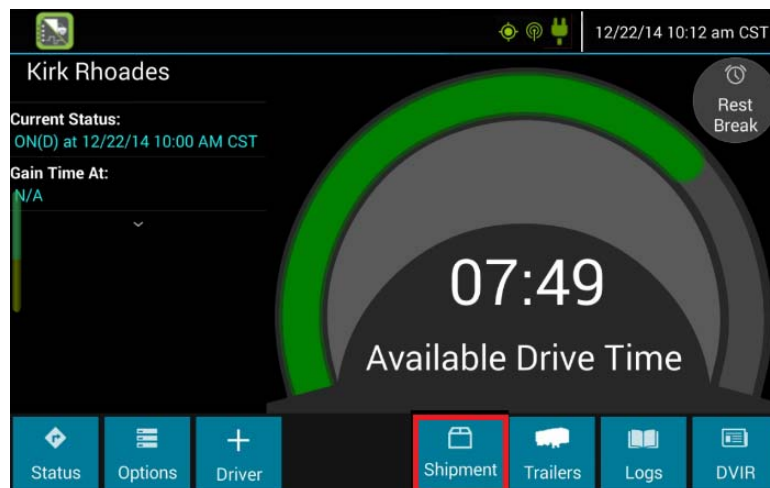
Any driver can use this screen to maintain a list of the shipments being carried.



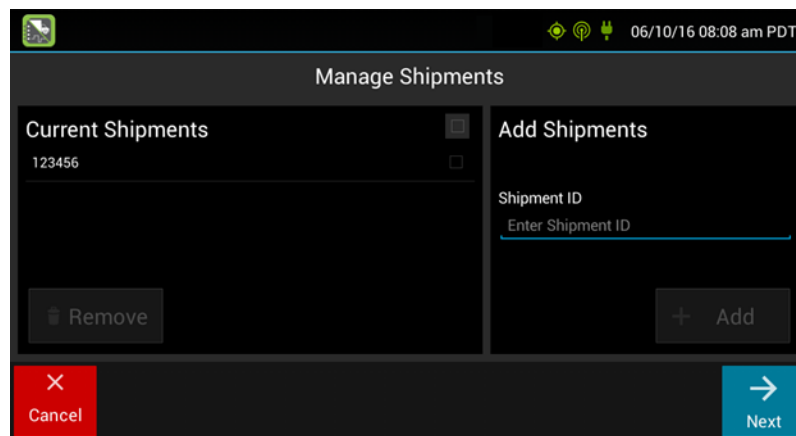
Tip:

If you are adding multiple shipments that are bound for different destinations, add the shipments one at a time so that each is listed on a separate line. This will allow you to remove individual shipments at each stop, so that the shipment list always reflects your current load.

- 1 On the main screen, tap **Shipment**.



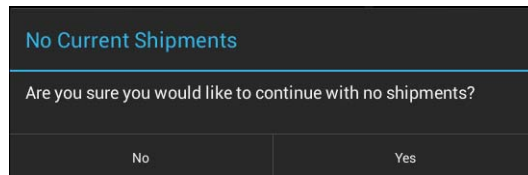
The Manage Shipments screen appears:



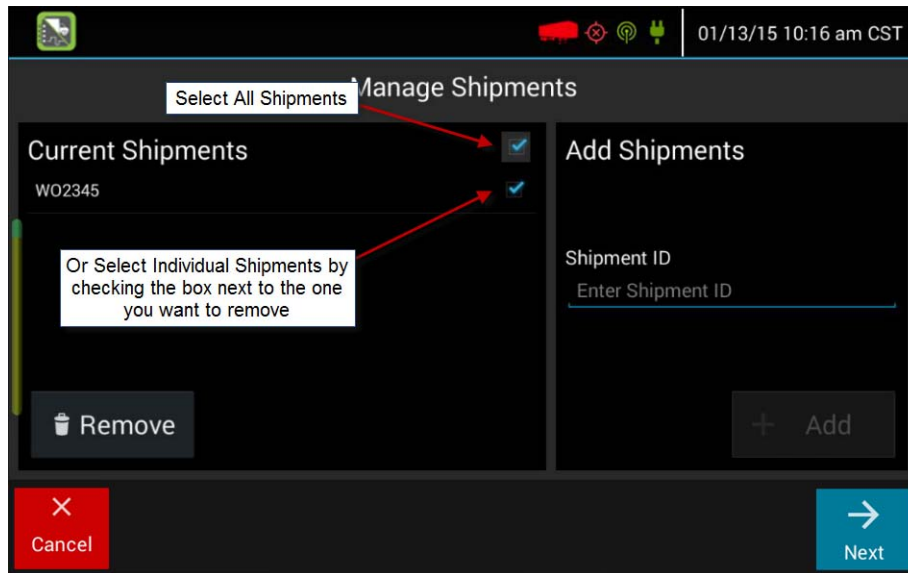
- 2 To add a shipment to the list, tap in the Shipment ID box, enter the shipment ID (shipping document number) if applicable, the work order, or the shipper name and commodity name; then tap **Add**.

You can add multiple shipments on separate lines by tapping **Done** when you have entered each shipment ID. Note that you cannot enter spaces or special characters in the shipment ID.

This will add the shipment to the list of current shipments and also record this information on today's log for each driver who is signed in. If you are not hauling a shipment, and you leave the Shipment ID box blank, when you tap **Next** you will be asked to confirm that you would like to continue with no shipments:



- 3 To drop a shipment, tap on it once to highlight it in the list, and then tap **Remove**.
 - Alternatively, tap next to **Current Shipments** to select all the shipments in the list, and then tap **Remove** to remove all the shipments at once:



- 4 When you have finished adding and removing shipments, tap **Done**.

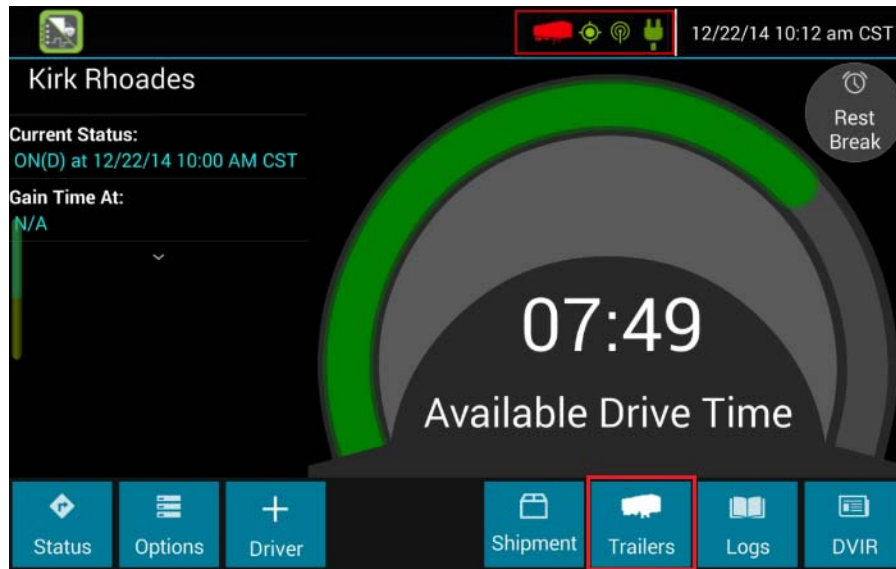
Managing trailers

If you add or remove a trailer from the vehicle, you must record this information on today's log. When you remove a trailer, you are required to complete a driver vehicle inspection report for the trailer.

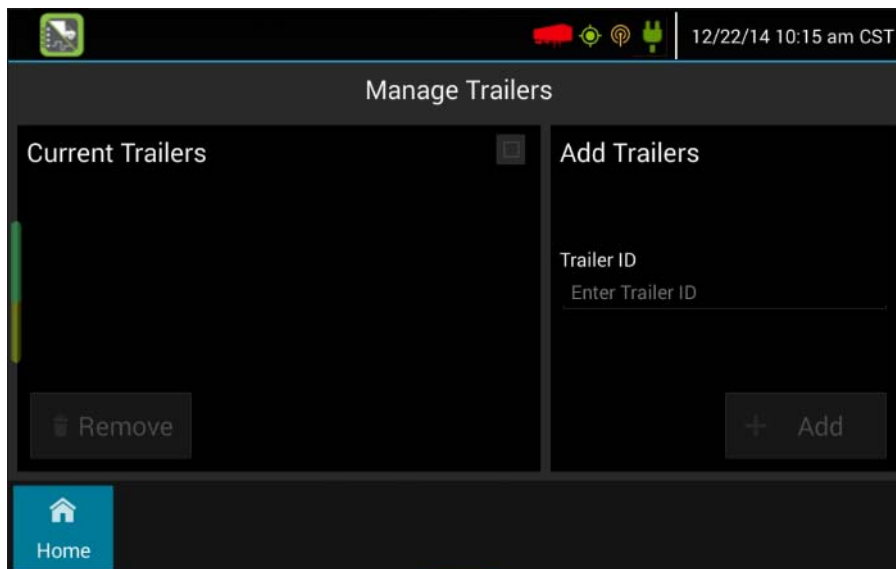
If there is no current trailer, a red trailer icon is displayed in the status bar at the top of the screen:



- 1 On the main screen, tap **Trailers** to open the Manage Trailers screen.



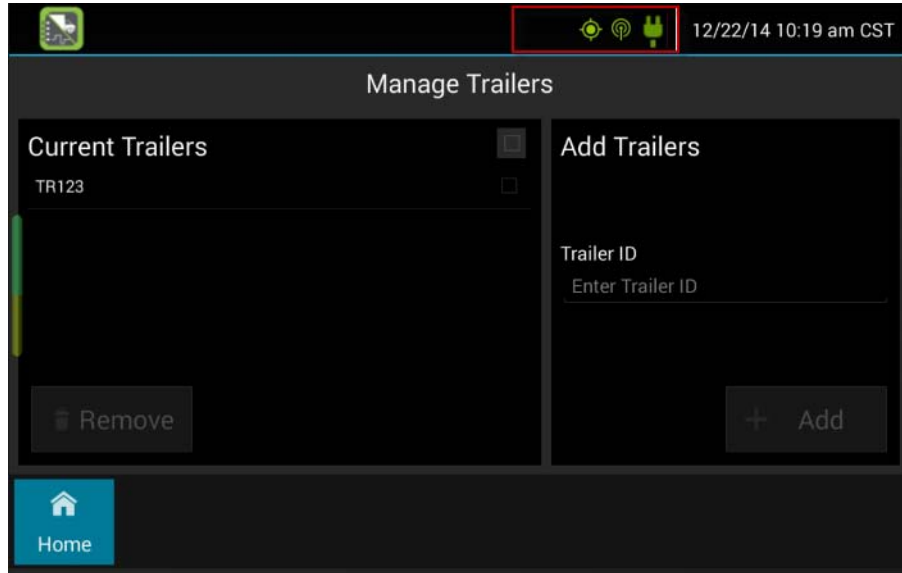
The Manage Trailers screen appears:



- 2 To add a trailer to the list, tap in the **Trailer ID** box and enter the trailer ID; then tap **Add**. This will add the trailer to the list of current trailers and also record this information on today's log for each driver who is signed in. If you are hauling more than one trailer, add each trailer to the list.

When you add a trailer, you will be prompted to review the most recent DVIR for the trailer. See “Reviewing a DVIR for a vehicle or trailer” on page 31.

Once you have inspected the trailer, the trailer icon disappears from the status bar.



- 3 To drop a trailer, tap on it once to highlight it in the list, and then tap **Remove**.
 - Alternatively, tap next to **Current Trailers** to select all the trailers in the list, and then tap **Remove** to remove all the trailers at once.

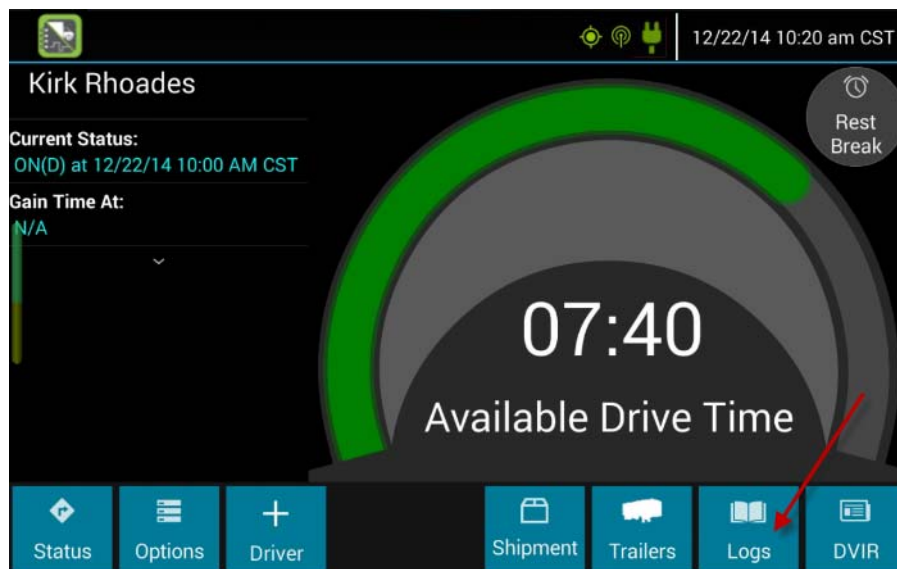


You will be prompted to create a driver vehicle inspection report. See “Inspecting a vehicle or trailer” on page 33.

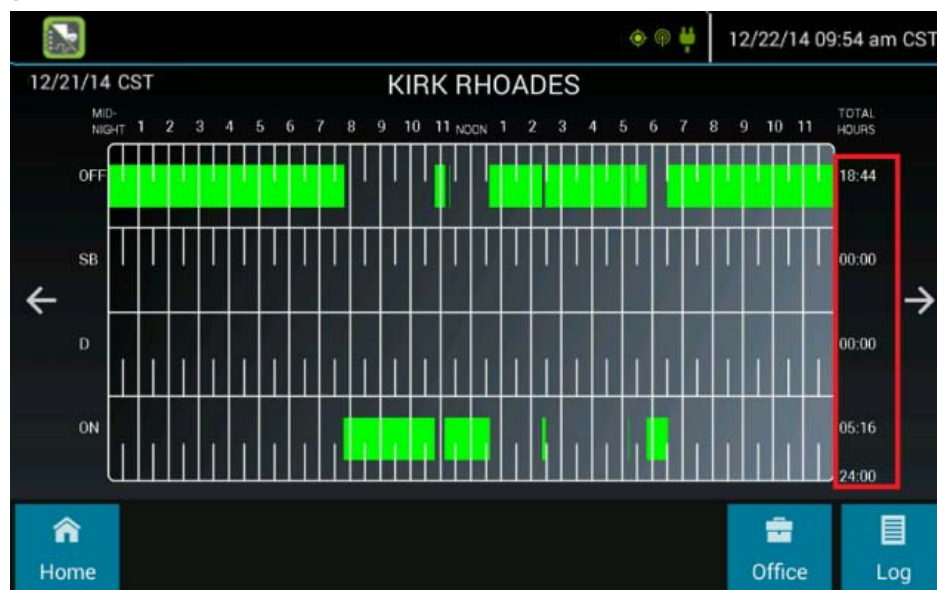
Reviewing the logs

This screen allows you or an official to review your electronic record of duty status for 8 days (today and each of the previous seven days).

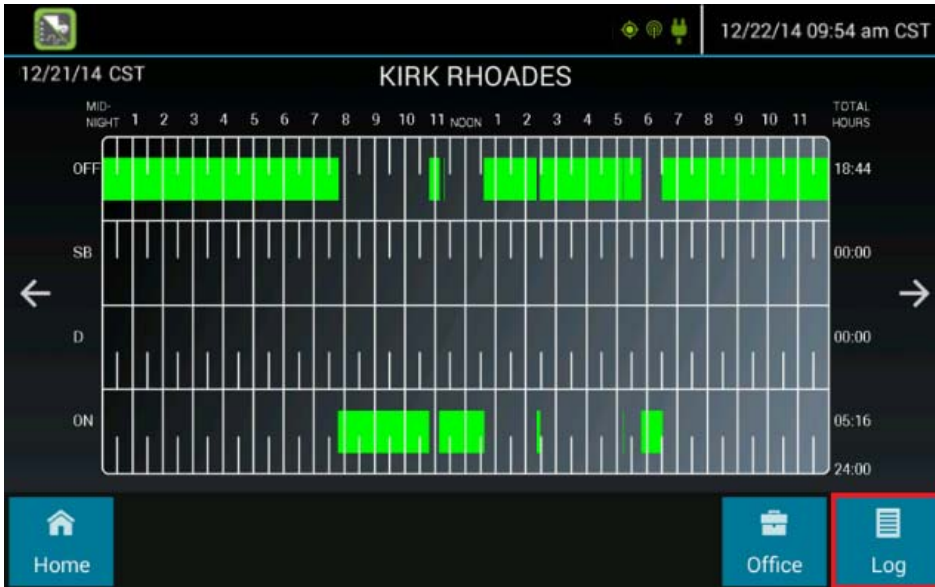
- 1 When you need to review your logs, ensure that your details are displayed on the main screen.
If another driver's details are displayed on the screen, tap the box containing your driver ID so that the view switches to your details.
- 2 Tap **Logs** to see the Grid view (graph of duty statuses) for today's date.



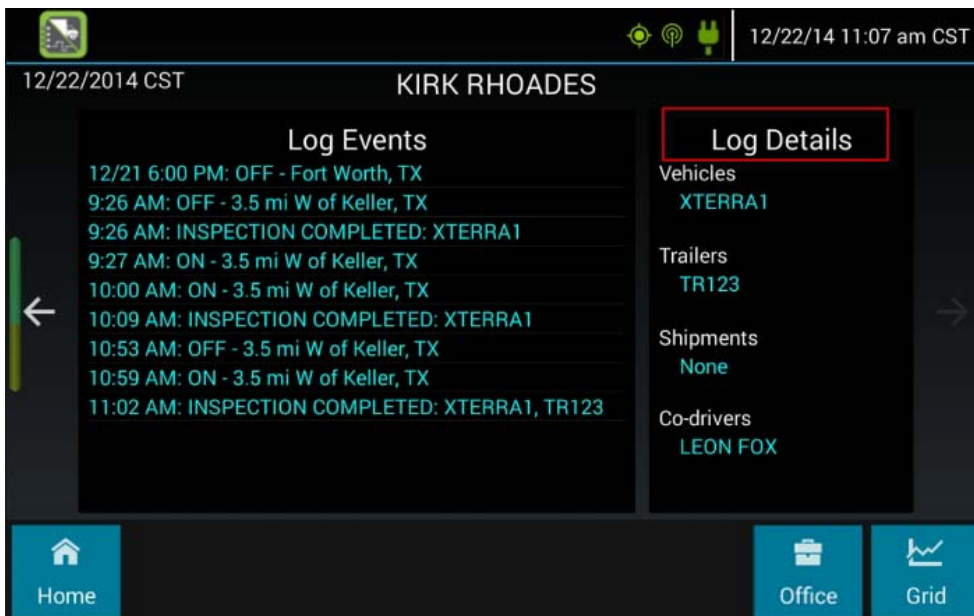
The total hours are shown on the right of the graph. Tap the left arrow to see the previous day's log.



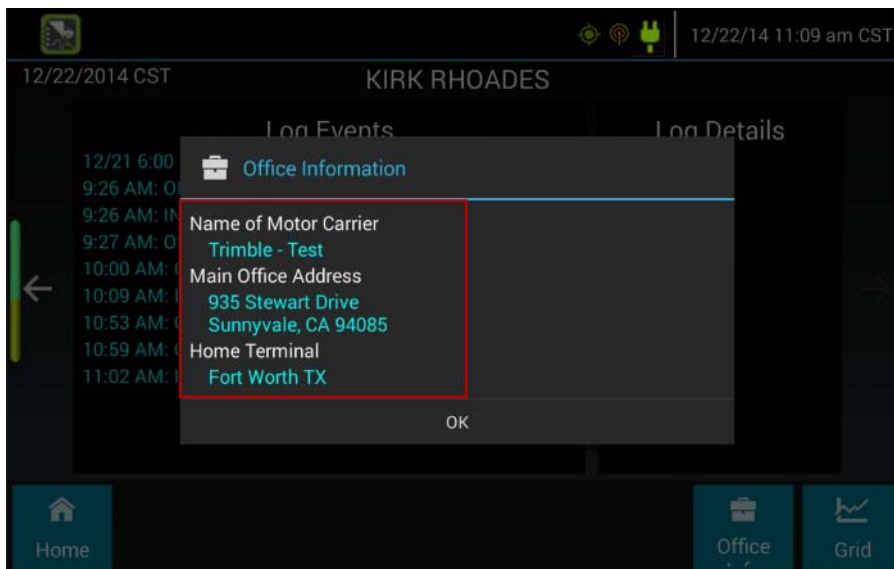
3 Tap Log:



The Log Events and the Log Details appear:



- 4 Tap **Office** to display the Office Information, and then tap **OK**:



Contents of a log

A driver's log includes the following information:

Grid

- Graph of all duty statuses for each 24-hour period starting at midnight
- Total hours

Log Events

Sequential listing of:

- Duty status changes and locations
- Remarks added by the driver or the application
- Hours of service exceptions claimed by the driver

Office Info

- Name of motor carrier
- Main office address
- Driver's home terminal

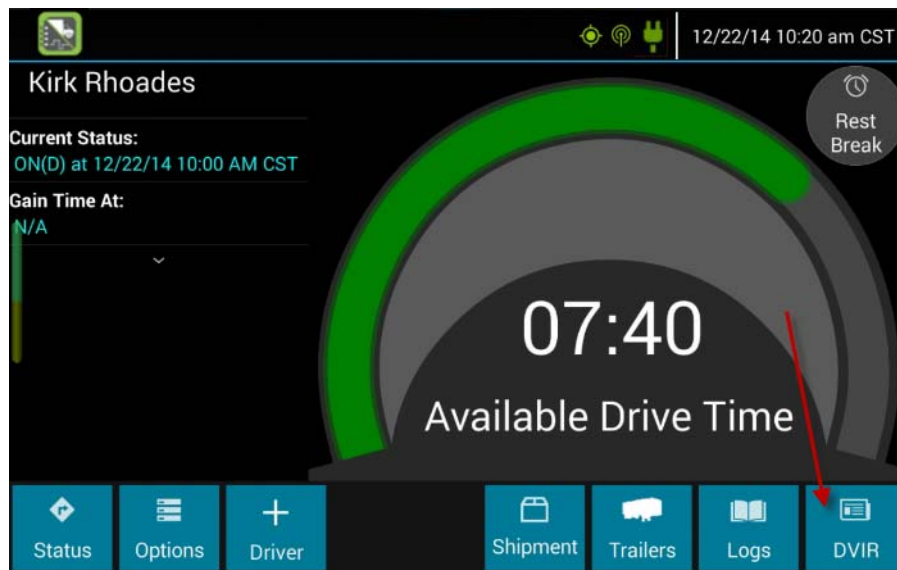
Log Details

- Total miles driving
- Co-drivers
- Vehicles (trucks or tractors) and trailers
- Shipments
- Total duty hours for the 7 or 8 consecutive day period ending today.
This is only visible when viewing a log for the current date.

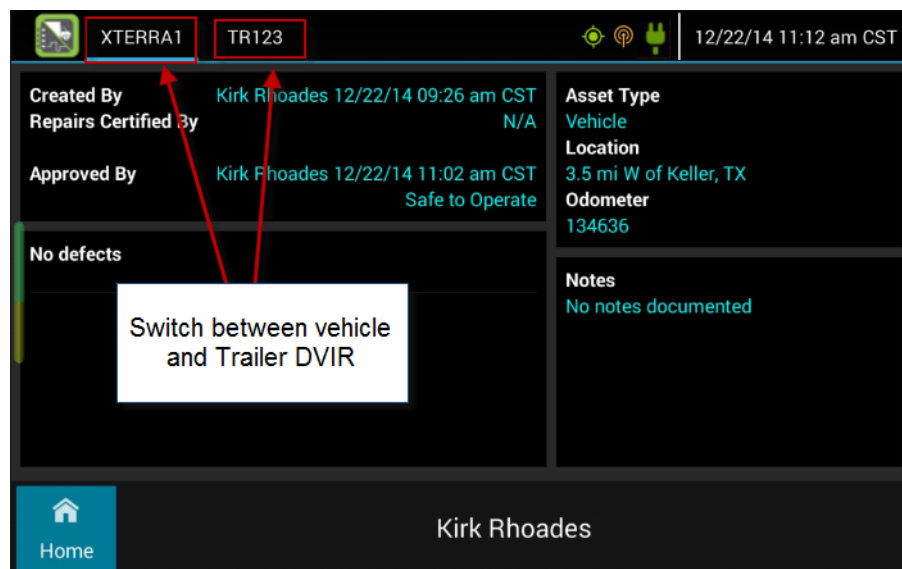
Reviewing a DVIR for a vehicle or trailer

This screen allows you or an official to view the most recent driver vehicle inspection report for the vehicle or trailer.

- 1 When you need to review the DVIR, on the main screen, tap **DVIR**.
You can do this when the details for any driver are displayed.



The DVIR for the vehicle is displayed.



- 2 Tap the tab to view the DVIR for the trailer.

Contents of a DVIR

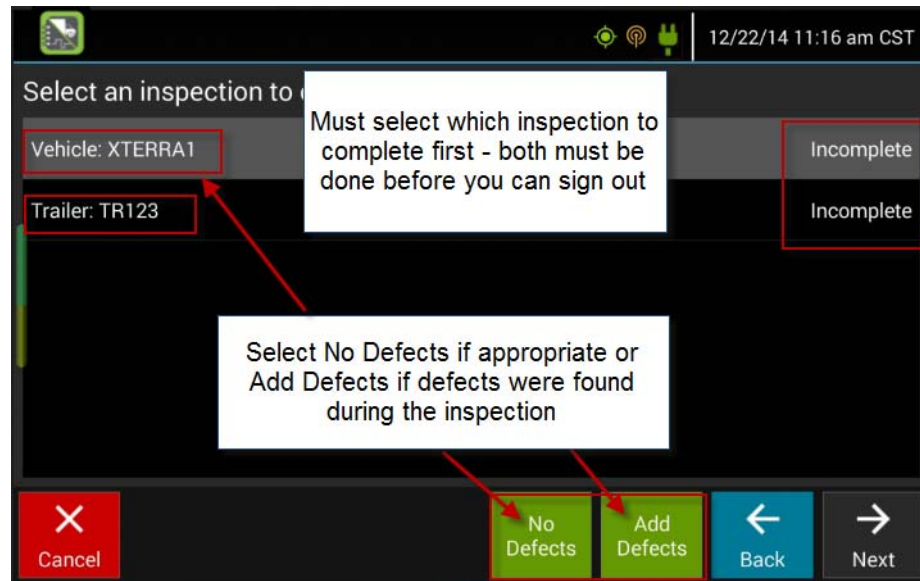
A driver vehicle inspection report includes the following information:

- The asset ID is shown on the tab.
- Asset type (vehicle or trailer).
- Location of vehicle when the driver vehicle inspection report was created.
- Odometer (only visible when viewing a DVIR for a vehicle).
- Report creation details:
 - Driver
 - Date and time
- Repair certification details (if applicable):
 - Certifying agent or driver
 - Date and time
 - Repairs Made or Repairs Not Necessary
- Defects or deficiencies noted, or “No defects”.
- Driver approval details:
 - Driver name
 - Date and time
 - Safe to Operate or Unsafe to Operate

Inspecting a vehicle or trailer

You are required to inspect the vehicle and trailer at the end of the day. If you drop a trailer during the day, you are required to inspect it at that time.

- 1 If you are required to inspect more than one asset (vehicle or trailer), you first select which inspection to complete first.
If you are signing out, you must complete both inspections before you can sign out.



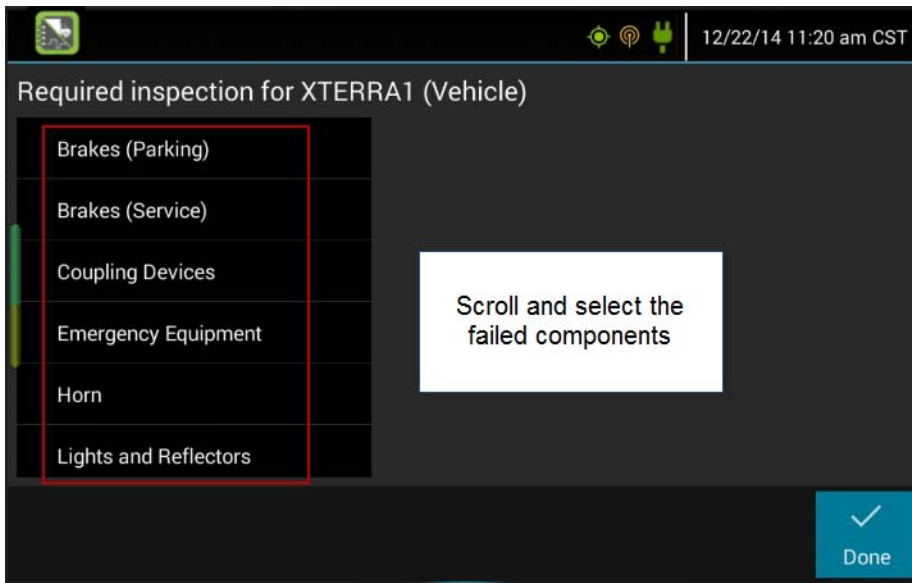
- 2 If you have found no defects on the vehicle or trailer, tap **No Defects**.
- 3 Alternatively, if you have found defects, tap **Add Defects** and then enter the defects found during the inspection.

In some cases, the previous DVIR for an asset may include a defect that was certified as **Repairs Not Necessary**. This suggests that the defect or deficiency may still exist, but that a repair is not required in order for the vehicle to be operated safely.

The application will “carry over” such defects automatically to the next driver vehicle inspection report. You will be notified when beginning a new inspection report if the previous report has such defects. The parts and defects will be shown in **red** when you view the corresponding lists. You may edit the list of defects as needed before submitting your new inspection report:



- If you have found defects during the inspection, scroll through the components and tap the failed components to select them. The components are listed in alphabetical order:



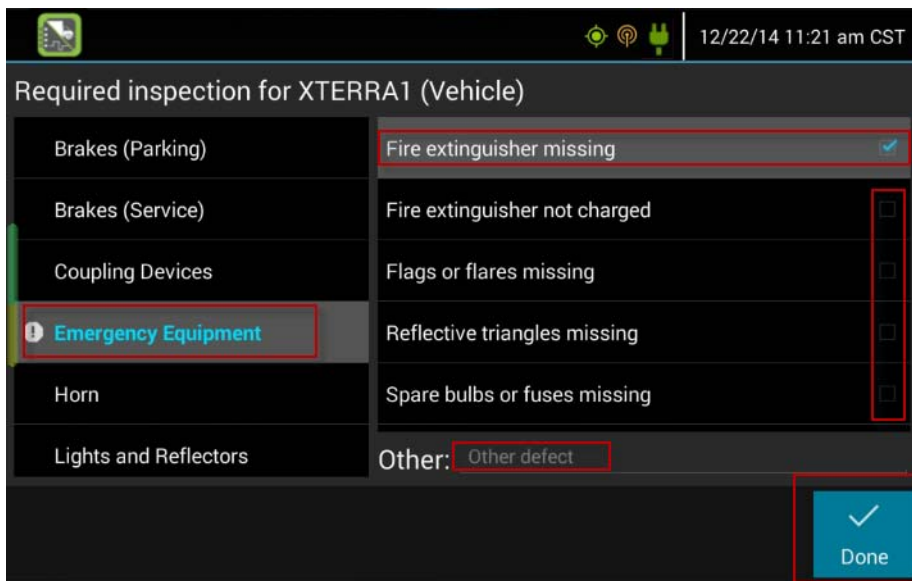
A list appears containing common defects for that component.



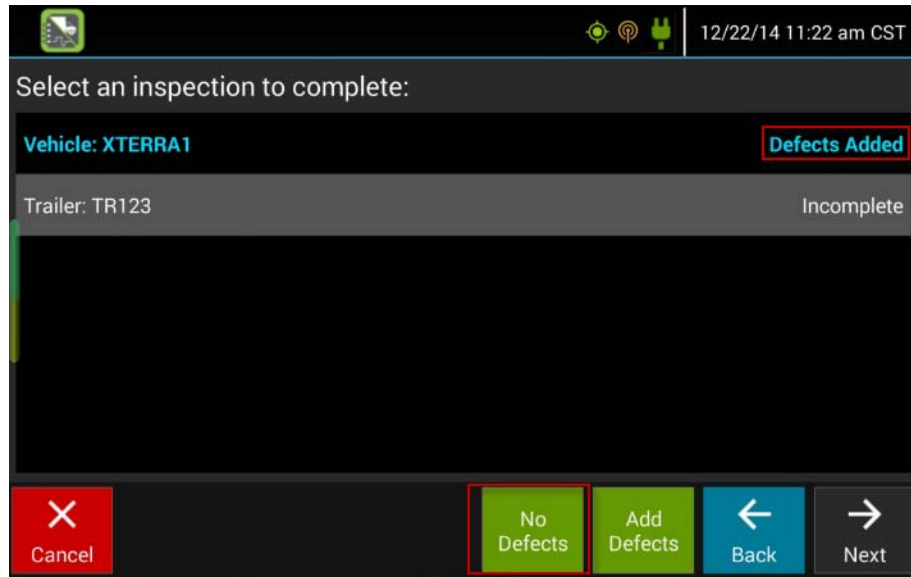
Note:

Part names and defect descriptions are in alphabetical order and are specific to the type of asset (vehicle or trailer) currently selected for inspection. Both lists can be customized by your motor carrier.

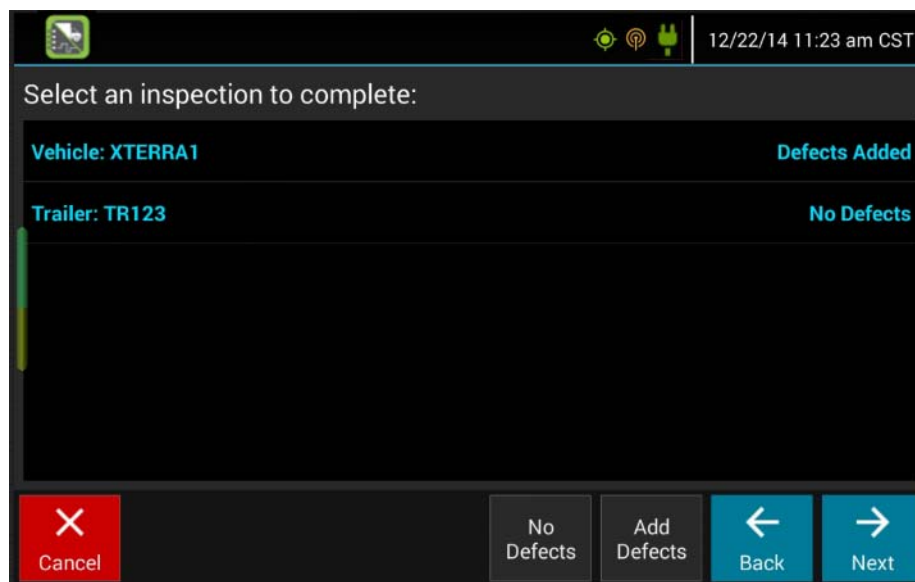
- Tap a defect to select it, or type your own description in the **Other** box.



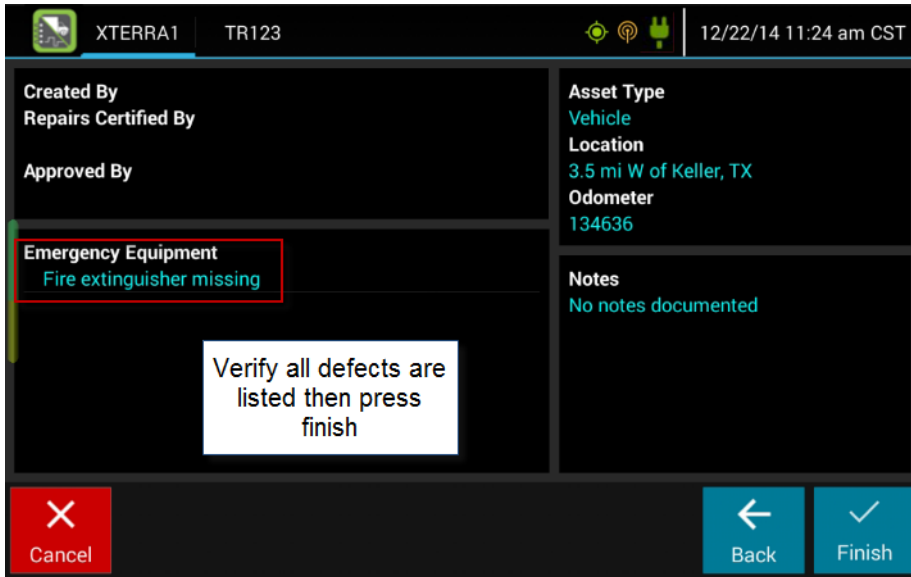
- 6 When you have finished selecting defects, tap **Done**.
- 7 Repeat the procedure for the trailer (or vehicle, as appropriate).
 - If you have found no defects on the vehicle or trailer, tap **No Defects**:



- Alternatively, if you have found defects, tap **Add Defects** and then enter the defects found during the inspection, as described above.
- 8 When you have completed the inspection for both vehicle and trailer, tap **Next**:

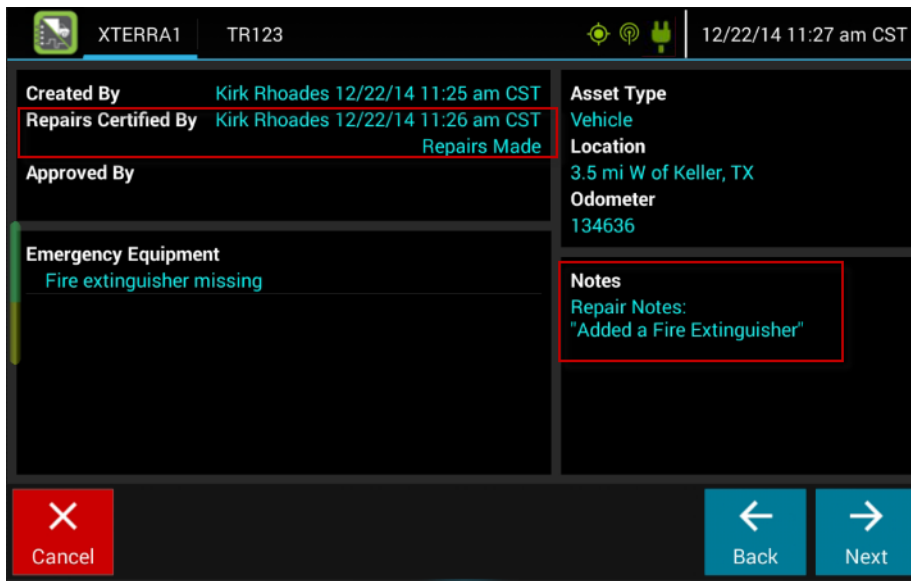


9 Verify all the defects are listed, and then tap **Finish**:



The DVIR and the list of required repairs are sent to the server.

When the repairs are made, the repair information is displayed when the next driver logs into the application for this vehicle:



Entering location data

The application uses GPS to determine the vehicle's location at the time of each duty status change and driver vehicle inspection. If valid coordinates cannot be obtained from GPS, the driver will be prompted to enter the location.

Enter the following information:

Type	Choose from City/State, Intersecting Highways, Highway/Mile post or Highway/Service Plaza.
Name	(optional) Enter the customer name or landmark where the status change or inspection took place. This name will appear in the Events view of your logs to provide additional context for your activities. See "Reviewing the logs" on page 27.
City	Enter the name of the city. If outside city limits, enter the name of the nearest city, town or other population center.
State	Select the two-letter state abbreviation code.

If GPS coordinates are not available when the automatic motion detection system records a status change, the driver must enter the location of that change after the vehicle stops moving.

Look for the **Driver Options** and **Missing Data** buttons to change color to indicate that location information is missing for one or more duty status changes.

Tap these buttons to display the location data entry screen, then verify the date and time (shown at the top of the screen) for each duty status change before entering the location where that change occurred.



Tip:

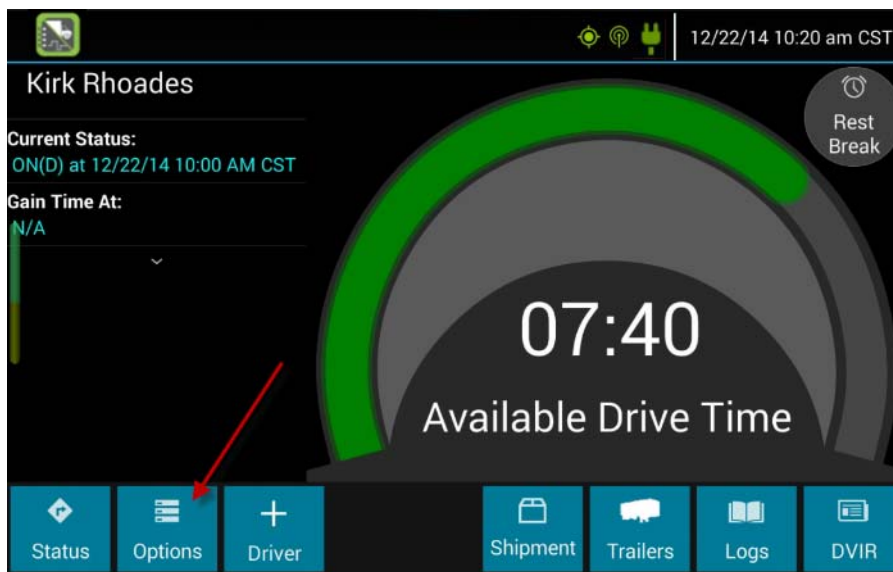
If the application frequently prompts you to enter location data, report this problem to your supervisor so that the GPS antenna can be checked to ensure that it is not loose or disconnected.

Using options

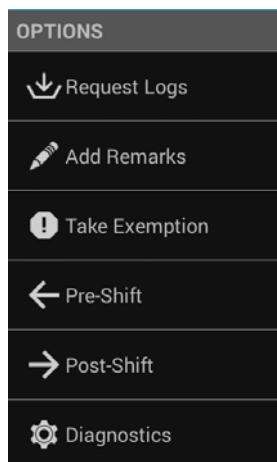
The Options screen enables the driver to carry out the following activities:

- Request logs for a driver.
- Add remarks to the log.
- Take an exemption to the HOS regulations.
- Add pre-shift time.
- Add post-shift time.
- View diagnostic information.

To open the Options screen, on the main screen, tap **Options**:



The list of options appears:



These options are described in the following sections.

Requesting logs

This option allows you to synchronize electronic records with the web server at any time during your trip.

Use this if you need to:

- Download amendments made by your administrator to your logs for the current or previous days. Otherwise, the updated logs will be downloaded on the next event.
- Download notes for a driver vehicle inspection report after the report has been reviewed.
- Download inspection checklists and other configuration settings that have changed since you signed in.
- Upload unsent logs and inspection reports to the web server.

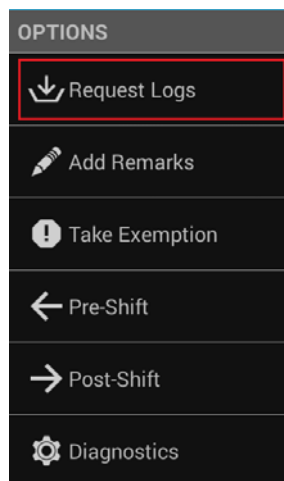
This option will be disabled if the application is unable to open a connection to the web server. See “Status icons” on page 51.



Note:

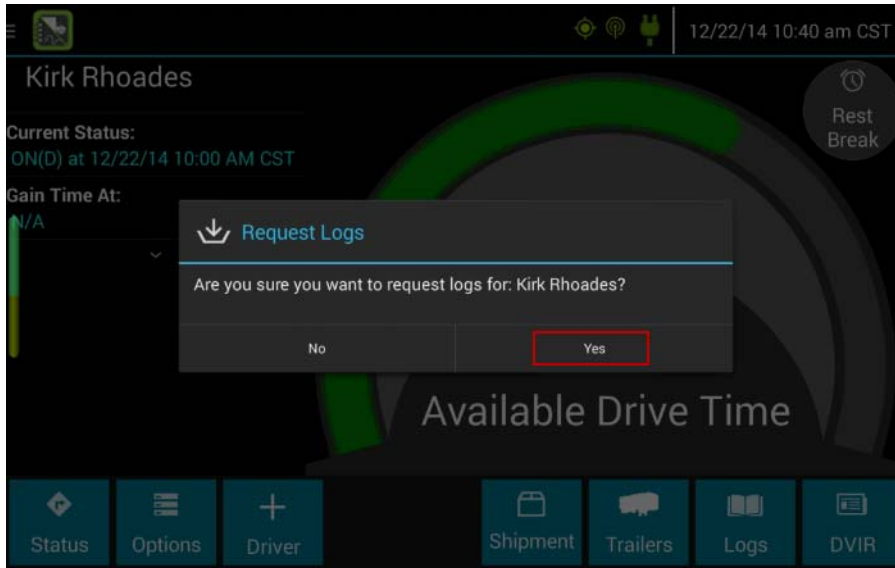
Depending on the wireless network used, excessive log requests may lead to additional costs on your carrier’s data plan. Use this feature only when necessary.

- 1 To request logs for the currently displayed driver, tap **Options** and then tap **Request Logs**:

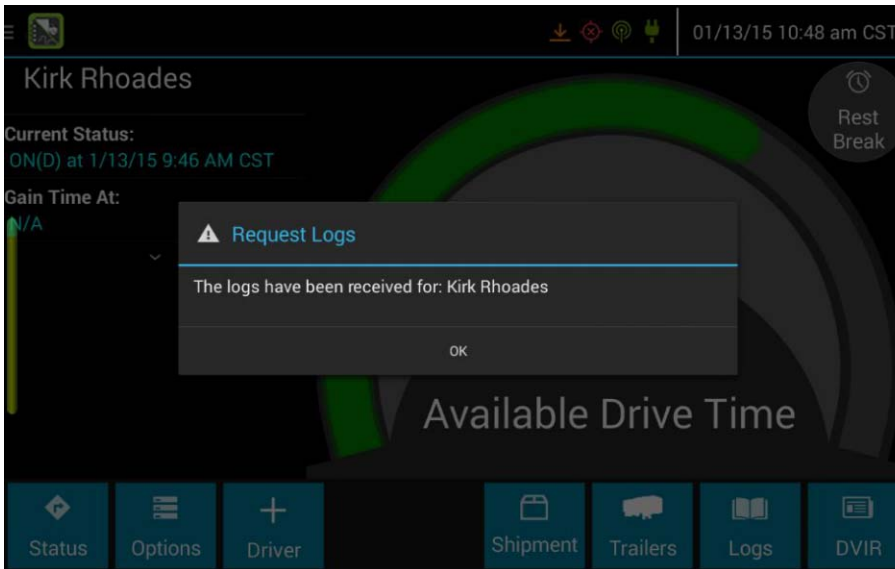


You are prompted to confirm that you want to request logs for the named driver.

2 Tap Yes:



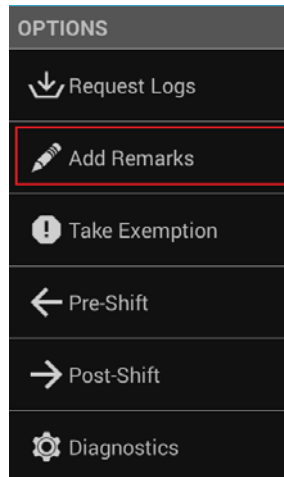
3 When the logs have been received, tap OK:



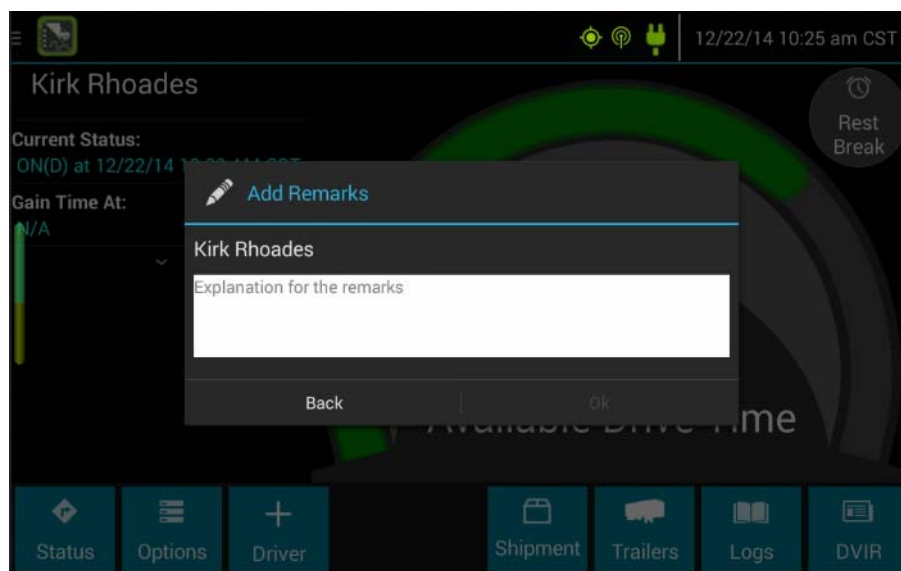
Adding remarks

Use this option to document fuel stops, meal breaks, pickups and deliveries, or to add any other pertinent information. Remarks appear in the Log Events of your logs. See “Reviewing the logs” on page 27.

- 1 To add a descriptive comment to today’s log, tap **Options** and then tap **Add Remarks**:



- 2 Add the remarks and then tap **OK**.



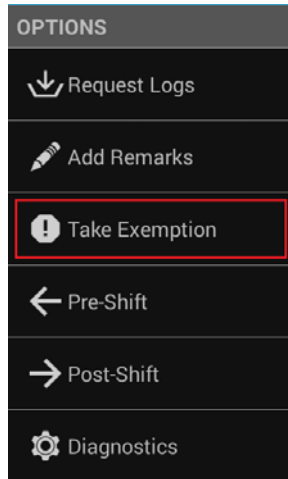
Tip:

The timestamp of a remark reflects the time that it was recorded. Keep this in mind when entering a remark about an activity that occurred in the past.

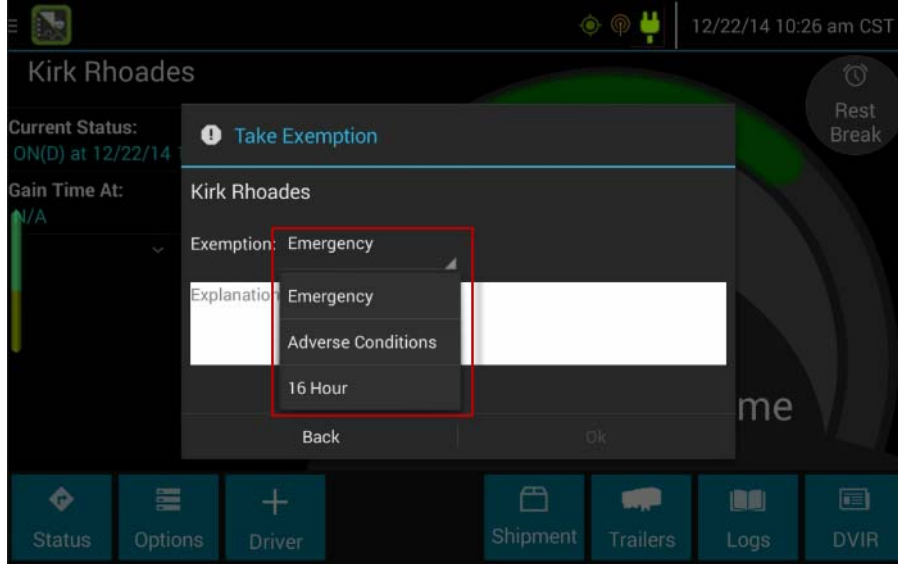
Taking exemptions

Use this option to utilize the following (temporary) exemptions from hours of service regulations. Available drive time will be recalculated accordingly based on the type of exemption claimed. Exemptions remain in effect until you complete a 10-hour rest break.

- 1 To take an exemption, tap **Options** and then tap **Take Exemption**:



- 2 Select the appropriate exemption from the drop-down list, add an explanation of why you need to take the exemption, and then tap **OK**:



The following exemptions are available:

Exemption	Result	Notes
Adverse Conditions	Up to 2 additional hours of driving time.	Additional driving time must fall within driver's normal Daily Duty period; see 49 CFR §395.1(b)(1) and §395.2.
Emergency	Relief from all HOS regulations.	See 49 CFR §390.5 or §395.1(b)(2).
16 Hour	Daily Duty period of up to 16 hours.	Available for property-carrying drivers only and allowed once per 7-day period or after any 34-hour restart; see 49 CFR §395.1(o).

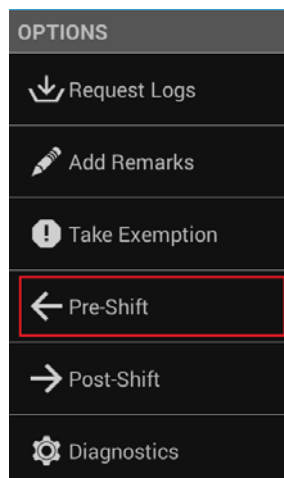
Adding On Duty not Driving time pre-shift

This option allows you to record any time that you spent working (On Duty not Driving) before you signed into the application.

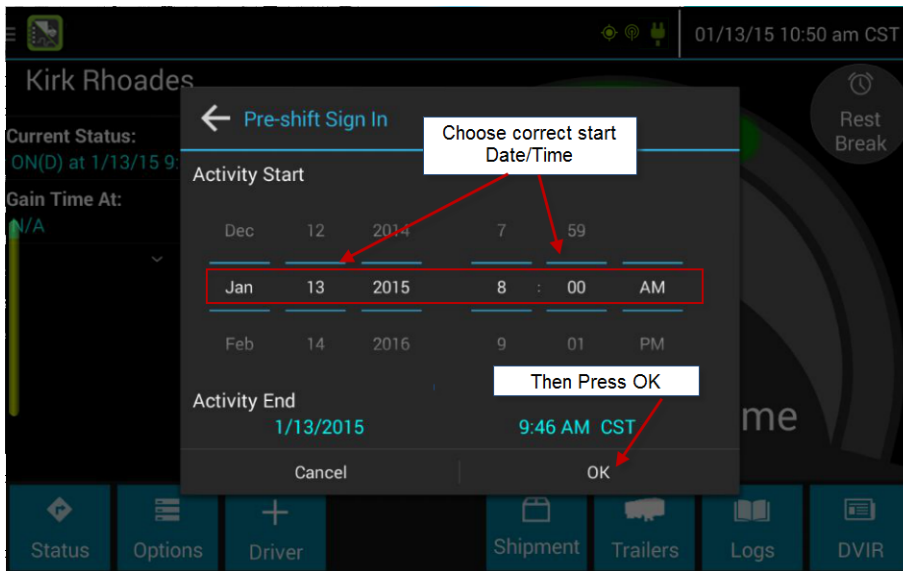
This option will be enabled for up to 48 hours after the sign-in process is complete if the driver's previous status was Off Duty.

Note that you can only go back to your previous Off Duty record. If you have already taken your 30-minute rest break, then that is your last Off Duty record and you cannot record any time before that.

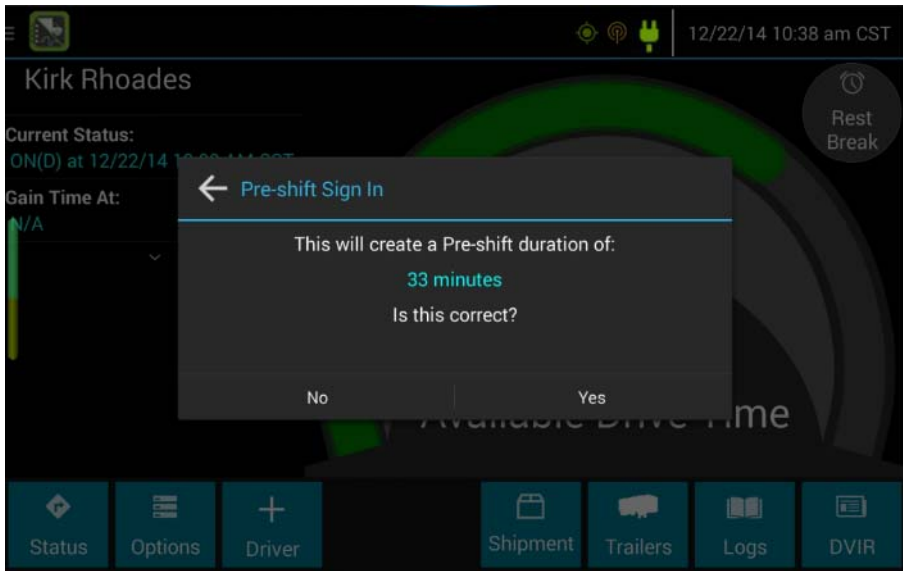
- 1 To add pre-shift time, tap **Options** and then tap **Pre-Shift**:



- 2 Select the date and time that the pre-shift activity started, verify the time that the activity ended, and then tap **OK**.



- 3 When you are prompted to confirm the pre-shift duration, tap **Yes**:

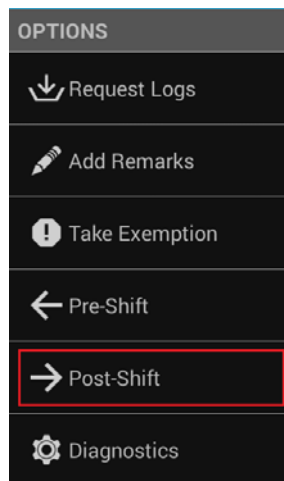


Your available drive time will be recalculated accordingly.

Adding On Duty not Driving time post-shift

This option allows you to record any time that you will spend working (On Duty not Driving) after you sign out of the application. You can do this at the end of your shift or you can add the post-shift data up to 48 hours after signing in the next time, as long as the previous driver's status was Off Duty.

- 1 To add post-shift time, tap **Options** and then tap **Post-Shift**:



The post-shift option works in a similar way to the pre-shift option. For more information, see “Adding On Duty not Driving time pre-shift” on page 43.

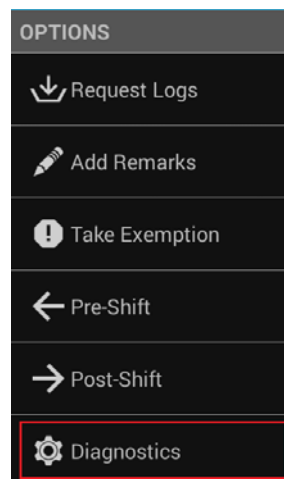
- 2 Select the date and time that the post-shift activity ended or will end, and then tap **OK**.
- 3 When you are prompted to confirm the post-shift duration, tap **Yes**.

Your available drive time will be recalculated accordingly.

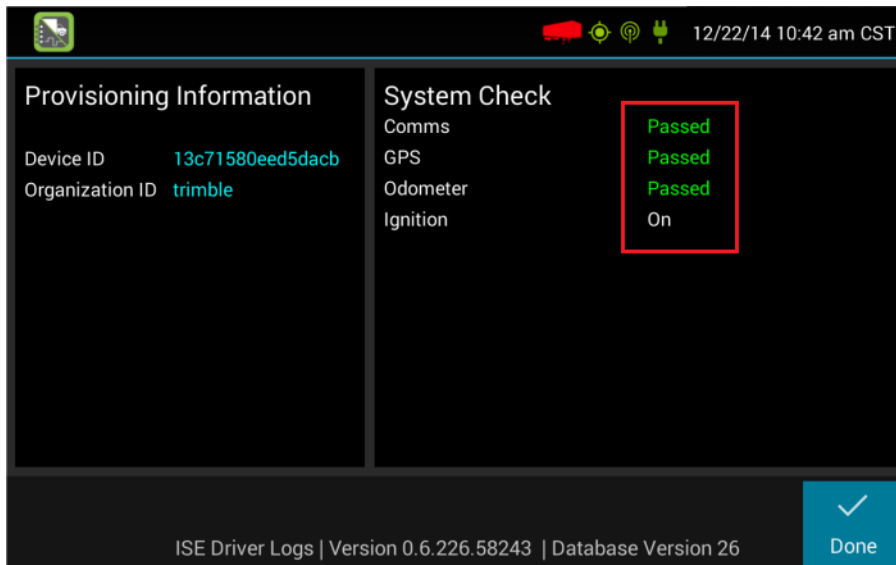
Diagnostics

This option enables you to test your connections to the internet, vehicle bus and GPS.

- 1 To test your connections, tap **Options** and then tap **Diagnostics**.



The Diagnostics screen displays the Device ID and Organization ID assigned to the vehicle. It also displays the results of the system check.



Under System Check, if the components for **Comms**, **GPS**, and **Odometer** have passed the system check, the word **PASSED** is displayed in green next to the component. If the text **FAILED** appears in red next to one of these components, contact your supervisor.

The **Ignition** field shows whether the ignition is off (in the Off or Accessory position), or is on (in the On position).

- 2 Tap **Refresh** at any time to update the information.
- 3 Tap **Done** to return to the main screen.

Lost connection to the vehicle

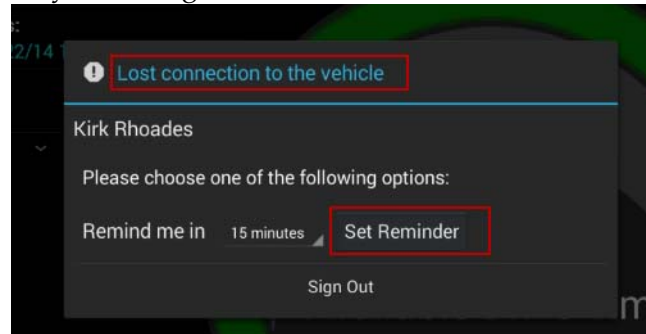
If the following screen appears, the application has lost connection to the vehicle. This is usually because the TVG device is powered down or, if the device is Wi-Fi enabled, the tablet is out of the range of the Wi-Fi.



Note:

The application should never lose connection while you are driving. If it does, you must report this to your supervisor.

You can set a reminder or you can sign out.



If the application has lost connection to the TVG device, it reports that the tablet is “Undocked”. It will send in a remark as “Docked” when it reestablishes connectivity to the TVG device as long as you are still logged in.

Do not tap **Sign Out** unless you are finishing work for the day. For more information, see “Signing out at the end of the day” on page 50.



Note:

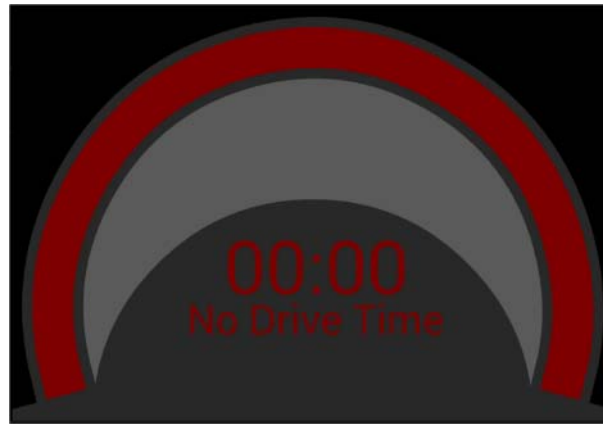
If you do need to sign out, we recommend that you power your vehicle back on before signing out so that the application can reconnect to the vehicle. Otherwise your log will not record that you have signed out.

Limits on the hours of service

The following table shows the limits on the hours of service for property-carrying vehicles and passenger-carrying vehicles in the United States.

	Property-carrying limits (See 49 CFR §395.3)	Passenger-carrying limits (See 49 CFR §395.5)
Daily Driving Limit	11 hours	10 hours
Rest Break	8 hours	Not applicable
Daily Duty Limit	14 hours	15 hours
Weekly Duty Limit	60 hours in 7 days or 70 hours in 8 days	60 hours in 7 days or 70 hours in 8 days

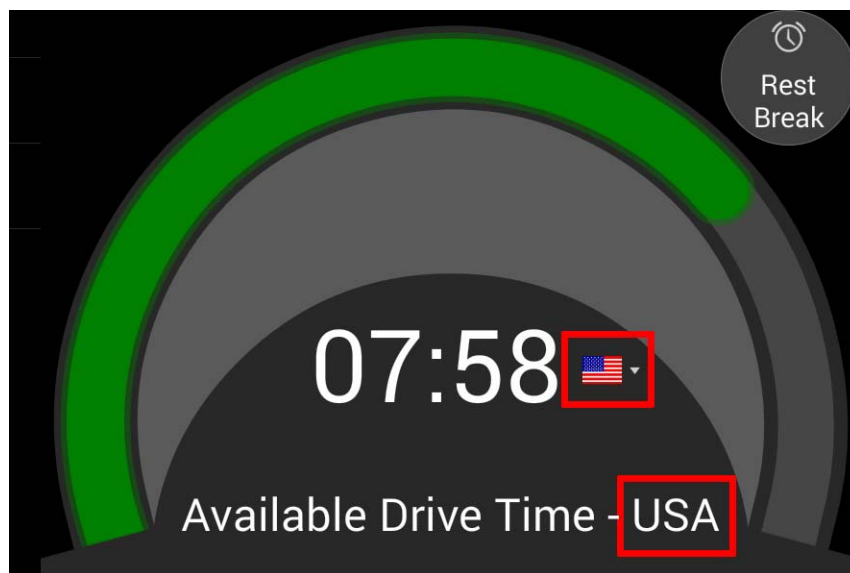
When you are over one of your limits and you have no available drive time, the screen will look like this:



Driving across international borders

If you drive in more than one country, and the system has been set up to reflect this, you can see your electronic record of duty status according to the regulations of any of the countries in which you drive.

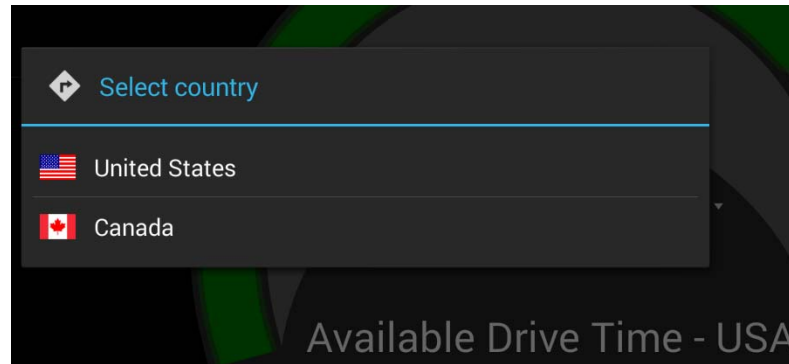
For example if the system has been set up to recognize that you drive in the US and Canada, and that the US is your primary driver type, by default FieldMaster Logs will display your status according to US regulations. When you view your driving status, a US flag icon will be displayed, and the abbreviated country name will be appended to the *Available Drive Time* heading:



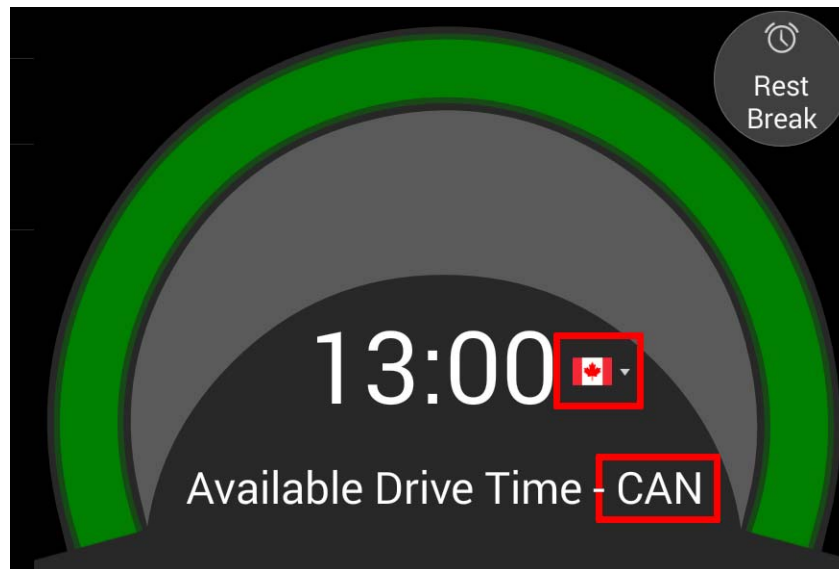
When you cross the border into Canada, you can use FieldMaster Logs to view your duty status in accordance with Canada's regulations instead.

To display your duty status according to another country's regulations

- 1 Tap the flag icon. A menu that contains the list of countries is displayed:



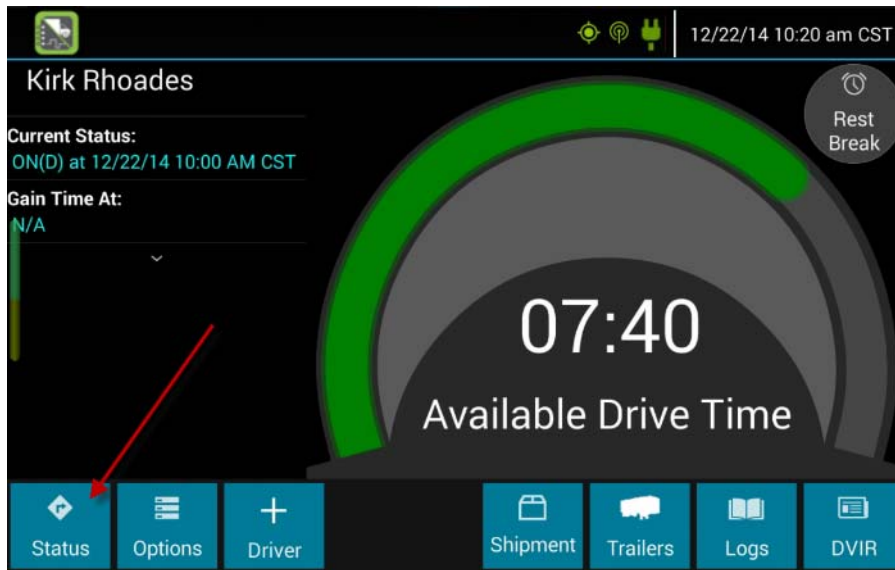
- 2 Tap the country that you want to select. The display now shows your record of duty status according to the rules of the country that you selected:



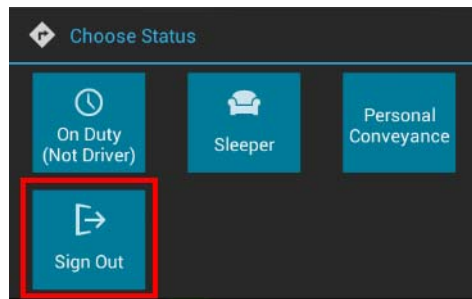
Signing out at the end of the day

When you have finished using the vehicle, you must sign out and complete the driver vehicle inspection report for both the vehicle and trailer. After the sign out process is complete, the application will send your records to the web server automatically.

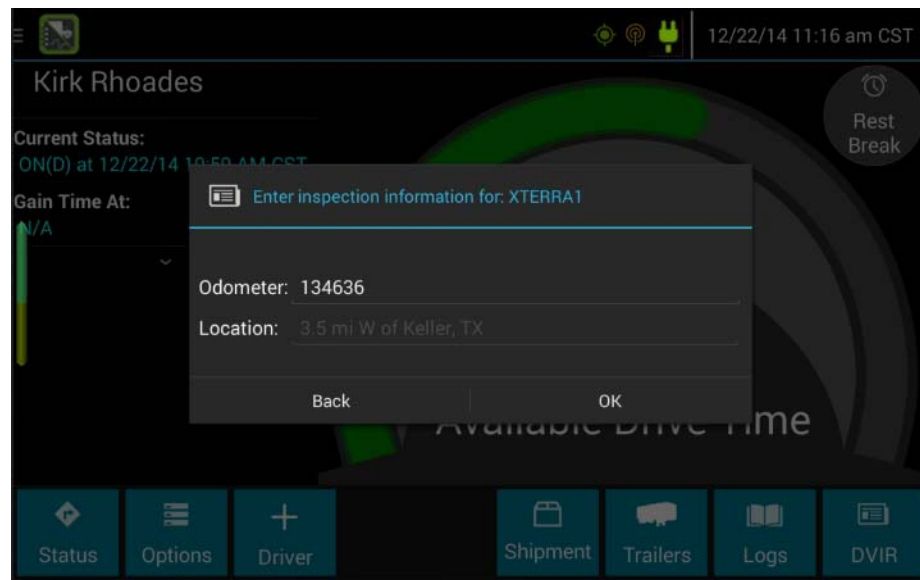
- 1 When you have finished using the vehicle, tap **Status**.



- 2 Tap **Sign Out**:



- You are prompted to enter inspection information before signing out:













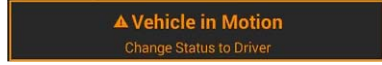
- Check the odometer reading and the location and then tap **OK**.
- Follow the steps given in “Inspecting a vehicle or trailer” on page 33.

You must complete the inspection for both the vehicle and the trailer before you can sign out.

Status icons

The application displays the following status icons.

The application is receiving GPS data.	
The application is not receiving GPS data.	
The application is currently connected to your wireless network and is able to send data to the application.	
The connection to your wireless network has been closed because the application has no new data to send. A connection will be reestablished when there is data to send.	

<p>The application cannot connect to your wireless network.</p> <p>Until you connect to the wireless network, you will not be able to retrieve your logs.</p>	
<p>The application is connected to the TVG device and is receiving vehicle engine bus data.</p>	
<p>No wireless connection to the TVG device or no vehicle engine bus data.</p>	
<p>The trailer list is empty. This icon reminds you to add the trailer you are hauling. It disappears when you add a trailer.</p>	
<p>The shipment list is empty. This icon reminds you to add the shipment you are hauling. If you are not hauling a shipment, enter "None" as the shipment ID. The icon disappears when you add a shipment.</p>	
<p>The vehicle is in motion and you have signed in as the driver.</p>	
<p>The vehicle is in motion and but no one has signed in as the driver.</p>	

Frequently Asked Questions

3

What does it mean if the available drive time is followed by a question mark?

A question mark (?) means that the application cannot calculate **Available drive time** due to insufficient data. The number shown should be considered a “best guess” based on the records currently available. **Review all records of duty status, including any paper logs, to determine your actual available drive time.**

What is **Gain time in**?

Gain time in reflects the minimum time that must pass until the driver’s **Available drive time** will increase, presuming that the driver’s duty status does not change.

Why do my details sometimes show “Salesperson” instead of “Weekly Duty”?

If you are configured as a driver-salesperson, the typical weekly duty limit does not apply toward available drive time as long as your recorded driving time does not exceed 40 hours in any period of 7 consecutive days⁴. The Salesperson value shows how long you may continue to drive under the driver-salesperson exception.

For a definition of a driver-salesperson, see 49 CFR §395.2. For a description of the rules that apply to a driver-salesperson, see 49 CFR §395.1(c).

I forgot to sign out of the application in another vehicle before I signed in here. What will happen to my records?

If both applications are currently connected to the web server, a message will be sent to the previous vehicle to sign you out. Inspect your records carefully and report any errors to your supervisor. **Make it a habit to sign out every time that you are finished using a vehicle, to protect the integrity of your electronic records.**

What if I make a mistake during the sign in process?

Tap **Back** to go back and change a response without starting over. Tap **Cancel** to discard all previous responses and start the sign in process from the beginning.

I performed some work after signing out of the application but before signing in again. Can I record that activity now?

Yes, but only if the activity you want to add was On Duty, not Driving. After completing the sign-in process, go to **Driver Options** to add pre-shift time (time worked just before signing in to the application) and/or post-shift time (time worked just after signing out of the application). Your available drive time will be recalculated accordingly.

Always review your logs before operating the vehicle to ensure that all information is true and correct. You are responsible to ensure that all records required to be in your possession are available in electronic and/or paper format. See also 49 CFR §395.15(b)(4).

I've been waiting a long time without receiving the most recent report. What should I do?

If you have waited at least 60 seconds, tap **Stop** to continue the inspection process without a response from the web server. If a previous un-reviewed report is already stored on the application, it will be presented for you to review. If not, perform your own inspection and create a new DVIR listing any defects you find.

What does "OBC Failure Use Paper Logs" mean?

OBC (on-board computer) is a generic term for the TVG device. This message means that the application has lost communication with the server. Inform your supervisor and revert to paper logs until communication is restored.

What does "Lost connection to vehicle" mean?

This message means that the tablet has lost connection with the TVG device. This can occur when the tablet is moved away from the TVG device or when the TVG device is powered down. The message can be dismissed by setting a reminder or by signing out of the application.

Glossary

Available drive time

This is the maximum time in hours and minutes (hh:mm) that a driver can continue operating a commercial motor vehicle without rest. The application keeps track of the time remaining until each applicable hours of service limit will be reached. The lowest of these times is displayed as the available drive time.

D

Driving (line 3).

Driver status

Choose this status when you are On Duty and taking control of the vehicle. The application will detect when the vehicle is moving and automatically record your activity as D (Line 3) when the vehicle has moved 0.5 miles (configurable) and ON (Line 4) when the vehicle is stopped for 5 minutes (configurable).

DVIR

The driver vehicle inspection report that drivers are required to complete at the end of each day's work. A DVIR is required for each vehicle and trailer operated. The DVIR is automatically completed by the application after the driver has inspected the vehicle or trailer. See "Inspecting a vehicle or trailer" on page 33.

Gain time in

This reflects the minimum time that must pass until the driver's **Available drive time** will increase, presuming that the driver's duty status does not change. For example, the time remaining until the end of a rest break.

GPS

Global Positioning System is a worldwide satellite navigational system, made up of 24 satellites orbiting the earth and their receivers on the earth's surface. The GPS satellites continuously transmit digital radio signals so that up-to-the-minute information may be used in location tracking, navigation and other location or mapping technologies.

HOS

Most drivers must follow the Hours of Service (HOS) Regulations if they drive a commercial motor vehicle. See "Compliance" on page 3.

OBC

On-Board Computer. This is a generic term for the TVG device.

OFF

Off Duty (Line 1).

Off Duty status

Choose this status when you are relieved of duty and are signing out of the application. This will record your activity as OFF (Line 1). To record your status as Off Duty without signing out of the application, see “Taking a rest break” on page 21.

OFFPC

Off duty, and preparing to use the vehicle to make a personal trip.

ON

On Duty Not Driving (Line 4).

ON (D)

Signed in as the driver but the vehicle has not yet moved 0.5 miles (configurable) after the last 5-minute stop (also configurable).

On Duty status

Choose this status if you are On Duty but not in control of the vehicle. This will record your activity as ON (Line 4). **If no one has taken control of the vehicle, the automatic motion detection system will continue to track vehicle movements and report them to your carrier as Unknown Driver events.**

SB

Sleeper Berth (Line 2).

Sleeper Berth status

Choose this status when you are beginning a period of rest in the vehicle’s sleeper berth. This will record your activity as SB (Line 2).

TVG device

The TVG device is installed in the vehicle. It captures information on the position, speed and direction of the vehicle, and the time of the record. It also captures diagnostic information directly from the vehicle bus and, if it is a Wi-Fi enabled TVG device, provides Wi-Fi access-point capability.