ORBCOMM°

CONNECTING THE WORLD'S ASSETS

LEEPHrom

HOS User Guide (ELD)

BT0002-E, Version 03 Nov 2019

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CONTACT INFORMATION

Visit ORBCOMM Online

www.ORBCOMM.com

Contact Customer Care

<u>customer.care@orbcomm.com</u> (International) +1-703-433-6300 (North America) 1.800.ORBCOMM (1-800-672-2666)

Headquarters

395 W Passaic Street, Suite 325 Rochelle Park, NJ 07662 USA Tel: +1-703-433-6300 Fax: 1-703-433-6400 Email: <u>sales@orbcomm.com</u>





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1 OVERVIEW

This user document¹ provides an overview of ORBCOMM's Electronic Logging Device (ELD) as well as detailing the common operations performed by drivers. ORBCOMM's ELD system comprises of an in-cab device and a back-office web application, *FleetManager.com*. Drivers can review their Hours of Service (HOS), change their duty status, and manage their logs from the in- cab device. The back office can review and suggest edits to drivers' logs through FleetManager.com.

ORBCOMM's ELD solution complies with and is tested against the United States Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) specifications as found in 49 CFR Part 395 for Electronic Logging Devices, Subpart B.

¹Figures in this document may differ slightly from what you see on the actual hardware.

2 LOGGING IN

Before using your ELD you must log in with the credentials provided by your motor carrier.

Note: If the device does not detect a Vehicle Identification Number (VIN) from the engine and if there is no valid VIN recorded for the vehicle, you must manually enter the VIN.



To log in:

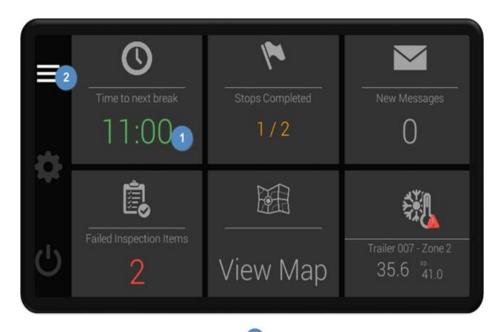
- 1. Tap the Enter User ID field and enter your user ID.
- 2. Tap the Enter Password field and enter your password.
- 3. Tap the **LOGIN** button.

Note: You are notified if your login attempt is unsuccessful.

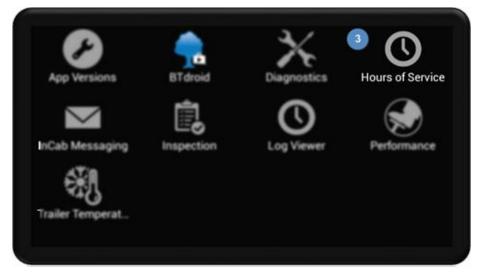
4. (Required only if VIN not identified) Tap the space above the line, enter the vehicle VIN, and then tap Continue.

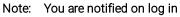
| 🌩 Vehicle Identification Number Required | |
|--|--------------------------|
| | |
| | |
| | |
| | |
| - | |
| Please enter the Vehic | le Identification Number |
| Back | Continue |
| | |
| | |

Once successfully logged in to the ELD you have two options to open the Hours of Service (HOS) application.



- 1. Tap the HOS widget from the ORBCOMM launcher \bigcirc
- 2. Navigate to the HOS app in your android device's app drawer. For example, on an ORBCOMM Systems managed device you can do the following:
 - a. Tap the **app drawer** button ⁽²⁾.
 - b. Tap the **Hours of Service** app icon (3) from the list of available apps.





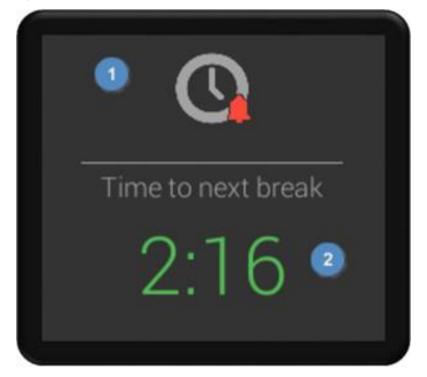
- * If your profile has been updated by your motor carrier.
- * If any days in your logs require certification.
- * If your account has been configured as ELD Exempt.



3 NAVIGATING THE HOURS OF SERVICE APPLICATION

3.1 The HOS Widget

The HOS widget allows you to open the HOS app from the ORBCOMM launcher.



On the widget, you can see



The HOS app icon, which displays a bell when you have new HOS notifications.



The remaining driving time until your next break.

3.2 Home Screen

The Home screen summarizes all relevant information required to stay legal and optimize your driving time.





The Home screen displays by default when you open the HOS application. Here you can find

| The indicator for the navigation menu (see page 13). Your depot's time and time zone A Data Diagnostic indicator, which illuminates if a data diagnostic is present Tapping the indicator opens the Diagnostics screen (see page 36). A Malfunction indicator, which illuminates if a malfunction is present. Tapping the indicator opens the Diagnostics screen (See page 37). A Notification indicator, which illuminates with the number of new notifications. Tapping the indicator displays your new notifications (see page 12). The Home screen action menu, where you can access additional HOS actions (see page 11). Your name and if logged in, your co-driver's name, The main driver's name is highlighted in blue and prefixed with a steering wheel icon. Several HOS timers including: Time to Next break, which shows how much time is remaining before you must take a break. This is always counting down to zero and goes amber when there are less than 60 minutes remaining, and red when the cloce is zero. The HOS regulation you are currently following is shown at the bottom right of this tile. Driving, which shows how much driving time you have accumulated today. This timer always counts upwards. Shift, which shows how much time you have accumulated Driving, ON-duty and OFF-duty. | | |
|--|---|--|
| A Data Diagnostic indicator, which illuminates if a data diagnostic is present Tapping the indicator opens the Diagnostics screen (see page 36). A Malfunction indicator, which illuminates if a malfunction is present. Tapping the indicator opens the Diagnostics screen (See page 37). A Notification indicator, which illuminates with the number of new notifications. Tapping the indicator displays your new notifications (see page 12). The Home screen action menu, where you can access additional HOS actions (see page 11). Your name and if logged in, your co-driver's name, The main driver's name is highlighted in blue and prefixed with a steering wheel icon. Several HOS timers including: Time to Next break, which shows how much time is remaining before you must take a break. This is always counting down to zero and goes amber when there are less than 60 minutes remaining, and red when the clock is zero. The HOS regulation you are currently following is shown at the bottom right of this tile. Driving, which shows how much driving time you have accumulated today. This timer always counts upwards. | 1 | The indicator for the navigation menu (see page 13). |
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| • Driving, which shows how much driving time you have accumulated today. This timer always counts upwards. | | counting down to zero and goes amber when there are less than 60 minutes remaining, and red when the clock |
| | | |
| Shirt, which shows now much time you have accumulated briving, on-duty and OFF-duty. | | |
| Overla subjects a basis have been been been accountilated ON duty and Deising | | |
| Cycle, which shows how much time has been accumulated ON-duty and Driving. | | |
| A Duty Status tile, which shows your current duty status. | 9 | A Duty Status tile, which shows your current duty status. |
| Tapping the tile opens the <i>Duty Select</i> screen (see <u>page 15</u>). | | • Tapping the tile opens the <i>Duty Select</i> screen (see page 15). |



| 10 | An Advisor tile, which shows HOS advice. |
|----|---|
| | Tapping the tile opens the Advisor screen (see page 18). |
| 11 | Regulations, which shows the current regulations you are following. |

3.3 Home Screen Action Menu

| 9 AM GMT-11:00) | | 🧿 🔺 | . 🧶 🗄 |
|-------------------------|-----------------|--|---|
| DerSecondDrive | er Log in | Refresh | 0 |
| | | Switch to Canadia | n |
| 10.0c | ۱ | Log in Co Driver | |
| JO.UU | J | Previous Days Sur | nmary |
| | | Log Out | |
| | FMCSA 395 | 7/60 | |
| Shift 14:00 | Cycle 60:00 | | |
| 00.00 | 00.00 | า | |
| 00.00 | 00.00 | , | |
| Þ | 0 | D | |
| | ©DerSecondDrive | DerSecondDriver Log in D8:00 FMCSA 395 Shift 14:00 Cycle 60:00 | DerSecondDriver Log in Refresh Switch to Canadia Log in Co Driver Previous Days Sur Log Out Shift 14:00 Cycle 60:00 00:00 00:00 |

On the **Home** screen, tap the **action** menu ^Y on the top right of the screen.

A menu displays with

- **Refresh** although your data updates automatically, this option allows you to force an immediate update of edits made by the back office.
- Switch to Canadian or Switch to U.S. if a secondary rule set is available, it allows you to switch views of your working hours if you follow a dual profile. For example, you may follow both US and Canadian hours (see page_20)

Only available if your motor carrier has configured your profile with multiple regulations.

- Log in Co Driver allows a co-driver to log in to the HOS app
- Previous Days Summary manual entry of your logs for the current cycle (see page 26)

Only available if the ELD does not have full logs for your current cycle.

• Log Out - logs out the active driver

When the vehicle is moving, the action menu is not accessible.



3.4 Notifications

If any HOS notifications require your attention, a red symbol appears on the notification icon ¹ with a number inside indicating the number of new notifications.

| ≡ () Home (Depot: 07:3 | 34 AM GMT-11:00) | | | i 🛕 🏚 i |
|-------------------------------|--------------------------|---------------|-------------|---------|
| Time to next break | DerSecondDriv | er Log in | Duty Status | 0 |
| (| 08:00 |) | | N |
| ELD | | FMCSA 395 7/6 | | 11:00 |
| Driving 11:00 | Shift 14:00 | Cycle 60.00 | | 00:30 |
| 00:00 | 00:00 | 00:00 | | |
| | 4 | 0 | D | |

Tap on the **Notification** icon to list notifications that require your attention. Some notifications require you to act, and tapping the notification navigates you to the relevant screen to resolve that item.

| E 🕓 Home (Depot : 02: | 27 PM CDT) | | | | i 🋕 🌲 i |
|------------------------------|---|-------------|---|-------------|-------------|
| Time to next break | DerSma | Log in | HOS | Profile Cl | hanged |
| | | | Log (| Certificati | on Required |
| (| $\gamma \gamma \gamma \gamma \gamma \gamma$ | 1 | | | (I.) |
| |)3:34 | - | | | |
| | | | ŕ | Advisor | 00.04 |
| ELD | | FMCSA 3 | 95 7/60 | Y | 03:34 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | | 10h | 00:43 |
| 01:09 | 10:26 | 01:C | ng | | |
| 01.09 | 10.20 | 01.0 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | |
| | 4 | 0 | C | 1 | |

Notifications that appear here include

- Pre-trip inspection required displays if you have not completed a pre-trip inspection.
 - Tapping this notification opens the DVIR app
- Post-trip inspection required displays if you have not completed a post-trip inspection.
 - Tapping this notification opens the DVIR app.
- HOS Profile Changed displays if your motor carrier makes a change to your profile such as enabling a special driving category for use, for example, Personal Conveyance or Yard Moves.

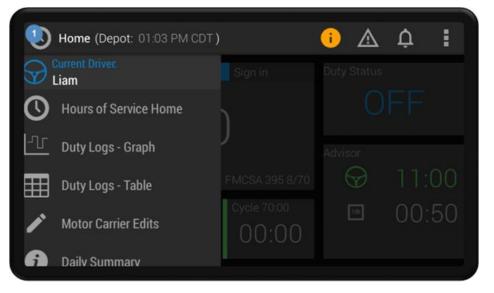
- Tapping this notification opens the *Profile Details* screen.
- ELD Exemption enabled displays if your motor carrier configures your account as ELD Exempt.
 - Tapping this notification opens the Profile Details screen.
- Unidentified Driving displays if the ELD detects times when the vehicle was driven while no driver was logged in.
 - Tapping this notification opens the Unidentified Driving screen.
- Log Certification Required displays if you have daily logs that are not certified.
 - Tapping this notification opens the Daily Summary screen.
- Pending Edits displays if your motor carrier has suggested edits to your logs.
 - Tapping this notification opens the Motor Carrier Edits screen.

 $oldsymbol{0}$ If supported, notifications also appear on the notification tray of your device

When the vehicle is moving, the notification list is not accessible.

3.5 Navigation Menu

On the **HOS** screen, tap the three lines on the top left of the screen \checkmark or swipe in from the left side of the screen to open the navigation menu.



The navigation menu displays the following options,

- Hours of Service Home brings you back to the Home screen.
- Duty Logs Graph opens the screen displaying your duty logs in graph form.
- Duty Logs Table opens the screen displaying your duty logs in table form. You can edit your logs here.
- Motor Carrier Edits opens the screen to review suggested edits to your logs from your motor carrier.
- Daily Summary opens the screen that shows a summary of your work for your duty cycle. You can sign your driver's logs here.



- Unidentified Driving opens the screen that shows any driving done while no driver was logged in to the ELD. You can claim driving events here.
- Load Details opens the screen that allows you to view and manage your Load Details including the vehicle name, trailers pulled and any shipping details.
- DOT Inspection Mode opens the screen for the roadside inspector to inspect and transfer your logs.
- Profile Details opens the screen to view your profile configurations as set by your motor carrier.

When the vehicle is moving, the navigation menu is not accessible.



4 COMMON OPERATIONS

4.1 Changing Duty Status

You can switch to any non-drive status from the Home screen. Tapping the **Duty Status** tile opens the Duty Select screen allowing you to choose from any of the default status, for example, OFF, Sleeper Berth or ON.

There is no option to manually switch to Drive as this happens automatically when the vehicle begins moving. There are many sub options for both ON and OFF duty including Personal Conveyance and Yard Move, but they are at the discretion of your carrier.

| C Duty Select | | <u>i</u> ▲ |
|---------------|---------------|------------|
| Off Duty | Sleeper Berth | On Duty |
| | OK NEXT | |

To change your duty status:

- 1. Tap the **Duty Status** tile on the Home screen.
- 2. Tap one option from OFF Duty, Sleeper Berth, or ON Duty.
- 3. Tap **OK**. Your duty status updates on the Home screen.

You can select a sub-ON duty status by tapping **ON Duty** and then tapping **NEXT**. The following ON duty sub-types are examples of what may be configured for selection:

- ON
- PRE (Pre-Trip)
- POST (Post-Trip)
- FUEL (Fuel Fill)
- SAFE
- HZMT
- YARD (Yard Moves).

Selecting PRE or POST duty opens a pre-trip or post-trip inspection screen.

U When selecting YARD, you must enter a comment.



You can select a sub-OFF duty status by tapping **OFF Duty** and then tapping **NEXT**. The following OFF duty sub-types are examples of what may be configured for selection

- OFF
- PC (Personal Conveyance)

When selecting PC, you must enter a comment.

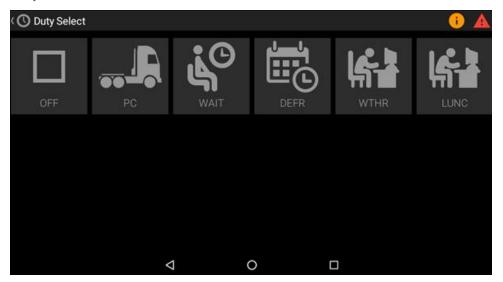
When the vehicle is moving, the Duty select screen is not accessible.

Note: If no GPS signal is available when changing duty, you are promoted to enter a location.

4.2 Special Driving Status

4.2.1 Personal Conveyance

Personal Conveyance (PC) must be enabled on the driver profile via the back-office administration system (FleetManager). PC cannot form part of the default driver profile. Once PC is enabled it is accessible from the Off Duty option on the Duty Select screen.



Usage limits may also have been configured by your carrier. These limits restrict the amount of time, distance, or both a driver may utilize PC in a given 24-hour period. If there are limits on the use of PC, the driver is informed of these via the Advisor widget on the device. There are also audible warnings given to the driver. The system does not automatically change a driver from PC to DRIVE, even after the limits have been exceeded.



| ∃ () Home (Depot : 02: | 13 PM CDT) | | | i) 🛕 🌲 🗄 |
|-------------------------------|--------------------|----------------|-------------|----------|
| Time to next break | DerSecondDrive | er Log in | Duty Status | |
| (| 08:00 |) | F | |
| Ì | 00.00 | , | Advisor | |
| ELD | | FMCSA 395 7/60 | \bigcirc | 11:00 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | /∄∖ | 62.1 |
| 00:00 | 00:40 | 00:02 | 105 | 09:22 |
| | Q | 0 | | |

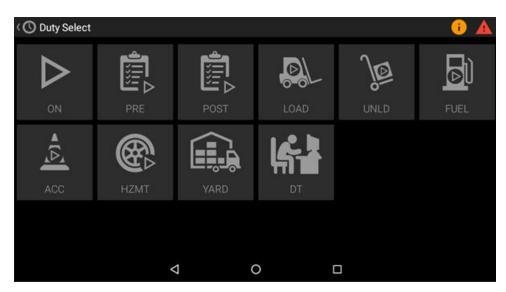
If the vehicle engine is powered off while in PC, a prompt is displayed to the driver, inquiring if the driver wants to change duty. If the driver chooses to remain in PC, the driver is in PC when the vehicle is powered on again.

| ∃ 🕐 Home (Depot: | 02:16 PM CDT) | | | 0 🔺 🌲 🗉 |
|--------------------|-------------------------------|---------------|---------|---------|
| Time to next break | | | | |
| | DerSecondDriver Do you want 1 | Select action | | |
| ELD | Continue PC | Chang | ge Duty | |
| Driving 11:00 | o0:42 | | /:\ | |
| | 4 | 0 | 0 | |

4.2.2 Yard Move

Yard Move (YARD) must be enabled on the driver profile via the back-office administration system (FleetManager). YARD cannot form part of the default driver profile. Once YARD is enabled, it is accessible from the On Duty option on the Duty Select screen.





If the driver enters the YARD duty state prior to ignition on, the duty state automatically reverts to ON duty. To correctly enter YARD, power up the tractor, and then select **YARD** duty state. If the driver is in YARD and turns ignition OFF, the duty reverts to ON duty.

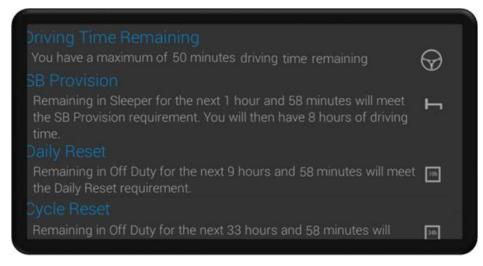
4.3 Understanding the HOS Advisor

The Advisor tile \checkmark on the Home screen gives live advice on how best to optimize your available driving hours. At any given time, it is calculating the maximum driving time available and indicates the duration of the break which must be taken at that time.

If you are currently on a break it counts down all relevant break time counters, letting you know when you've met your break provision.



For detailed information, you can tap on the tile to get to the advisor screen. This screen gives more information including regulation exemptions and pre-calculates complex scenarios such as split sleeper.



1. On the **HOS** screen, tap the **Advisor** tile.

This opens an Advisor screen that provides HOS advice on some or all the following:

- Driving Time Remaining
- SB Provision
- Daily Reset
- Cycle Reset
- Pick up hours.

When the vehicle is moving, the Advisor screen is not accessible.

4.4 Log in Co-driver/Team Driver

Once you are logged in, it is possible to log in a co-driver using one of the following methods,

- 1. Tap the Log In button beside the main driver's name on the Home screen, or
 - Tap the Log in Co Driver option in the menu on the top right of the Home screen.

When a co-driver is logged in, the co-driver's name displays beside your name on the Home screen. The steering wheel beside your name denotes you are the main driver. You can view your co-driver's details by selecting their name on the Home screen.

When a co-driver is logged in, the Home screen does not lock down while the vehicle is moving. All menus remain accessible, except the ability to change the main driver's duty status.

4.5 Switching Drivers

When two drivers are logged in to the ELD, all driving time is assigned to the main driver. The steering wheel icon denotes the main driver, it displays next to their name on the Home screen.

When the vehicle is stationary, and the main driver no longer has a duty status of driving, either driver can select to switch driving roles by tapping the Switch Driver option in the action menu on the Home Screen.



This swaps the drivers' roles and any further driving time is assigned to the new main driver, previously the co-driver. The Home Screen updates to reflect the role change, and the newly assigned main driver now to the left with the steering wheel icon beside their name.

4.6 Switching Between Views

If you follow a dual regulation HOS profile you can switch the view of your working hours within the app.

| E 🕚 Home (Depot: 07: | 29 AM GMT-11:00) | | i 🍭 🛦 i |
|-----------------------------|------------------|-------------|-----------------------|
| Time to next break | | er Log in | Refresh |
| | | 1 | Switch to Canadian |
| (| novar | ١ | Log in Co Driver |
| (| 08:00 | J | Previous Days Summary |
| | | | Log Out |
| ELD | | FMCSA 395 | 7/60 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | |
| 00:00 | 00:00 | 00:00 |) |
| | 4 | 0 | |

For example, if you regularly cross the US-Canadian border you can switch your view of working hours by first

tapping the action button, and then tapping Switch to Canadian

4.7 Managing Load Details

The Load Details screen displays your motor carrier information and allows you manage truck, trailer, and shipping document details. Carrier details can not be edited.

| ≡ 🕚 Load Details | | | | | | i 🔺 |
|------------------|---|----------------------------|---|-----|----|-----|
| Carrier Details | | Carrier Carrier Address | | | | |
| DOT Number | | 123456789 | | | | |
| Truck | | ELD-Derek | | | | |
| Shipping Doc | | | | | | |
| Trailers | Ð | 133312 | | | | Θ |
| | | 3rfc | | | | Θ |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | Sav | 'e | |
| | | Þ | 0 | | | |

Managing Truck name

The truck name auto populates with the identifier set by your motor carrier.

To update the truck name:

- 1. Long press on the **Truck** field.
- 2. Enter the truck identifier in the field.
- 3. Tap **Save** to commit your changes.

Managing Trailers

You should update the trailer information each time you connect a trailer to your truck. To add or update a trailer,

- 1. Tap 🖲 next to the **Trailers** field.
- 2. Enter the trailer identifier in the field, and then tap **OK**.
- 3. (optional) Tap 🖸 to add a second trailer identifier, enter the identifier of the second trailer in the second field, and then tap **OK**.
- 4. (optional) Tap next to a trailer entry to delete it.
- 5. Tap Save to commit your changes.

Managing Shipping Documents

You can add shipping document information, such as shipping manifests, invoices etc. for your work. To add or update a shipping document,

- 1. Tap the **Shipping Doc** field.
- 2. Enter the document identifier.
- 3. Tap Save to commit your changes.

4.8 Viewing Your Profile

The Profile Details screen displays your profile configuration as set by your motor carrier.

| ≡ 🕚 Profile Details | | | i 🔺 |
|----------------------------|----------------------|---------------------|------------|
| Profile Name Carrier | DerekTest ELDDEMO | ELD Exempt DOT # | No 1234 |
| Special Driving Conditions | | | |
| PC Allowed | Yes | Yard Moves Allowed | Yes |
| Regulations | | | |
| primary | FMCSA 3957/60 | | |
| FMCSA Exemptions | | | |
| None Configured | | | |
| | \bigtriangledown | 0 | |



Here you can see your

- Profile name as provided by your motor carrier
- ELD Exempt status whether your account is ELD exempt
- Motor carrier name
- Motor carrier's DOT number
- Special Driving Conditions whether you can use Personal Conveyance or Yard Moves
- Regulations the HOS regulations you are following, for example, 7-day 60-hour cycle
- FMCSA Exemptions any exemptions configured by your motor carrier, for example, 30-minute break

Note: You are notified on log in if there are changes to your profile.

4.9 Logging Out

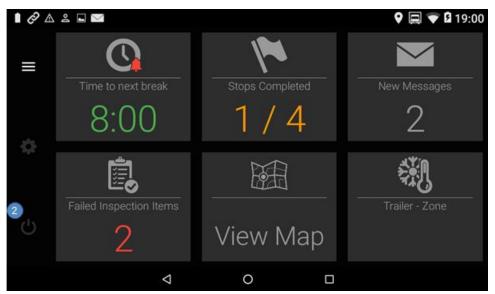
You should log out of the ELD at the end of your day. You can log out using one of the following methods,

1. Tap the **Log Out** option ¹ in the **Home** screen action menu (see <u>page 11</u>).

| = 🕚 Home (Depot: 07: | 29 AM GMT-11:00) | | i 🍭 🛕 i |
|------------------------------|--------------------------------|-------------|-----------------------|
| Time to next break | DerSecondDrive | er Log in | Refresh |
| | | | Switch to Canadian |
| (| $\neg \circ \cdot \circ \circ$ | ١ | Log in Co Driver |
| L L | J8:0C | J | Previous Days Summary |
| | | 0 | Log Out |
| ELD | | FMCSA 395 | 7/60 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | |
| 00:00 | 00:00 | 00:00 | C |
| | 4 | 0 | 0 |



2. Tap the **Power** icon on the **Launcher** screen.



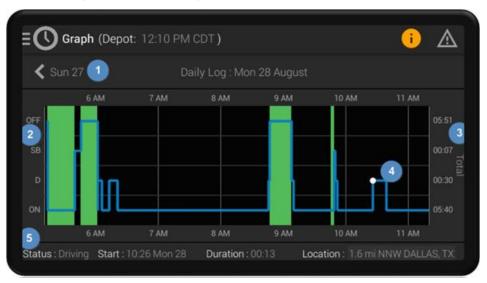
- Note: You are notified on log out to
 - * Review and certify your logs, if there are any days requiring certification
 - * Change your duty status to OFF duty, if you have not already done so
 - You are prompted to do a post-trip inspection when switching to OFF duty and a post-trip inspection has not been completed.

5 MANAGING YOUR LOGS

5.1 Reviewing Logs

The duty log graph screen provides an interactive view of your RODS. From here you can tap any duty and have its details populate beneath the graph.

You may also zoom in on any point in the graph by using a pinch to zoom gesture.



| 1 | Navigate to previous days graph. |
|---|---|
| 2 | Duty status indicators. |
| 3 | The total time in each duty status for the given day. |
| 4 | The selected duty as indicated by the white dot. |
| 5 | The bottom details bar displaying Status Duration of duty Start date & time of duty Location when the duty started |

In the previous image we've tapped on a drive duty and can see that it started on Monday 28th at 10:26 am. It was a 13-minute driving duty that started 1.6 miles from Dallas. You can use the arrows at the top of the graph to move between days. Finally, from the action menu on the top right of the screen you can view any load details, such as carrier, trailers, shipping docs, etc. for the selected day.



5.2 Editing Existing Records

The ORBCOMM ELD provides the ability to edit any day of your current cycle using the Duty Logs Table. All fields with blue text can be edited while white text such as driving duties are read only.

| < Tue 01 | | Wed | 02 Oct | Thu 03 > | Ð | 8 |
|------------|------|----------|------------------------|----------|---|---|
| Start | Duty | Duration | Location | Remark | | |
| Oct 02 | | | | | | |
| 03:44 a.m. | OFF | 27h 44m | 1.6 mi NNW GALWAY, IRE | | | |
| 03:43 a.m. | POST | 0h 01m | 1.6 mi NNW GALWAY, IRE | | | |
| Oct 01 | | | | | | |
| 09:13 a.m. | ON | 18h 30m | | | | |
| 08:57 a.m. | D | 0h 16m | | | | |
| 08:57 a.m. | ON | 0h 00m | 099 <u>9</u> 9 | | | |
| 06:00 a.m. | OFF | 2h 57m | 99999 | | | |
| 05:30 a.m. | D | 0h 30m | | | | |
| 0503 | OFF | 0-02- | | | | |

To edit your logs:

- 1. Tap Duty Logs Table in the navigation menu.
- 2. Tap in the row you want to edit.

| C Table (De | pot: 08:58 A.M. 0 | GMT-05:00) | | i) 🖌 |
|--------------|-------------------|--------------------|------------|------------------------|
| Duty | POST | | Duration | 0h 01m |
| Start | Oct 2 3:43 a.n | n. | end | Oct 2 3:44 a.m. |
| Shipping Doc | | | Trailer(s) | 133312 |
| Truck | ELD-Derek | | Location | 1.6 mi NNW GALWAY, IRE |
| Remark | Tap to add | | | |
| | | Cancel | Act | cept |
| | | \triangleleft | 0 | |

3. Tap the field in blue that you want to edit, and then enter the updated information. Repeat for each field you want to edit.

If you tap **Duty**, this opens a duty picker with a list of duties to choose from. You must enter a remark to proceed.

If you tap Start, this opens a date and time picker. You must enter a remark to proceed.

4. Tap Accept to commit your changes.

Although it is possible to edit your logs, you should be aware of the following limitations,

- * Editing of drive duties are restricted as these are automatically recorded by the ELD
- * You cannot modify the start time of the duty following a Driving Duty

5.3 Adding a Missing Duty Status

To add a missing duty status

| | (Depot. 0) | :03 PM CDT | , | <u>i</u> A |
|----------|------------|-------------------|---------------------------------|-----------------------------|
| 🗙 Mon 28 | | Tue 29 | August | Wed 30 > |
| Start | Duty | Duration | Location | Remark |
| Aug 28 | SITI | 2411.00111 | | CHCK LO AGO |
| 01.05 PM | OFF | 10h 55m | 12 mi NNE Dallas, TX | Click to add |
| 01:02 PM | | 0h 03m | 12 mi NNE Dallas, TX | |
| 01:02 PM | ON | 0h 03m | 12 mi NNE Dallas, TX | Forgot to change to POST |

- 1. Tap the Duty Logs Table from the navigation menu.
- 2. Tap the + icon ".at the top of the screen. The Add Duty wizard displays.
- 3. Follow the on-screen wizard to create the new duty including a mandatory remark.

New record(s) added to the table and highlighted in green. Replaced duties are highlighted in red.

The Save icon Kernel highlights in green to indicate there are unsaved changes.

4. Tap the Save icon to commit your changes.

The Save icon returns to gray indicating your duties are up to date.

You cannot add a duty status that impacts the duration of a driving duty.

5.4 Entering Previous Days Summary

When your ELD opens it checks if you have any duties within the current cycle. If no duties are present (for example, if you have recently moved carrier) you are given the option to enter them manually.

If you decide to enter them manually you are presented with the following screen.



| Day | Start Time | ON | OFF | Cycle |
|-------------|------------|--------|---------|--------|
| Mon, Oct 07 | 12:00 a.m. | 0h 00m | 24h 00m | 0h 00m |
| Sun, Oct 06 | | | 24h 00m | 0h 00m |
| Sat, Oct 05 | | | 24h 00m | 0h 00m |
| Fri, Oct 04 | | | 24h 00m | 0h 00m |
| Thu, Oct 03 | | | 24h 00m | 0h 00m |
| Wed, Oct 02 | | | 24h 00m | 0h 00m |
| Tue, Oct 01 | | | 24h 00m | 0h 00m |
| Mon, Sep 30 | | | 24h 00m | 0h 00m |

As with other edit screens in the HOS app, blue text indicates it can be edited. To rebuild your logs and ensure your live counters are up to date you should add in a start time and ON duration for each of the last seven days.

The OFF time and total cycle time are calculated automatically.

When complete, tap Save. Your HOS counters on the Home screen are now up to date.

O Entries cannot be made for the current day.

5.5 Certifying Logs

| Summar | y (Bobx11) | | | | <u>ه</u> آ |
|--------|------------|-------|-------|---------|-----------------|
| Day | D | ON | SB | OFF | Distance Signed |
| | 01:33 | 01:16 | 00:00 | 06:47 | 121.8 |
| | 00:00 | 00:00 | 00:00 | 24:00 | 0.0 |
| | 00:00 | 00:00 | 00:00 | 24:00 | 0.0 |
| | 00:00 | 00:00 | 00:00 | 24:00 | 0.0 |
| | 00:00 | 00:00 | 00:00 | 24:00 | 0.0 |
| | ~~~~~ | ~~~~ | 00.00 | <u></u> | |

You should certify your logs at the end of each day. To certify your logs, tap the **Daily Summary** option in the navigation menu. This screen displays your time spent Driving, ON duty, Sleeper Berth, and OFF duty as well as the distance travelled for each day.

An indicator displays whether the log has been certified for each day in your logs. A green tick denotes that day's logs are certified, and a red exclamation denotes they are uncertified.

Tap a red exclamation indicator to certify your logs for that day.

Note: You are notified on both log in and log out if any days in your logs require certification

If a previously certified log is edited, it must be recertified.

5.6 Managing Motor Carrier Edits

Your motor carrier can suggest edits to your logs. To review these,

1. Tap the **Motor Carrier Edits** option in the navigation menu. Any pending edits from your motor carrier are listed.

| Suggested On | Suggested By | Remarks | |
|--------------|--------------|--|---|
| Mon, Jul 27 | llynch | Did not change to On-duty after sleeper | > |
| Thur, Jul 23 | bburke | Did not change to Off-duty at end of day | > |
| Fri, Jul 18 | mwhitney | Forgot to enter Pre-trip | > |
| Thur, Jul 17 | mwhitney | Forgot to change to PC when finished | , |

2. Tap a row to review details of your motor carrier's edit. The affected records are highlighted, green denotes the motor carrier edit, and red the original record that the motor carrier edit will replace.

| Start | Duty | Duration | Location | Remark |
|-------|---------------|-------------------|---------------------------------|-----------------|
| 12:00 | | 4h 04m | 12 mi NNE Dallas, TX | |
| | PRE | 0h 05m | 12 mi NNE Dallas, TX | |
| 11:55 | ON | 0h-05m | 12 mi NNE Dallas, TX | Pick up @ depot |
| 01:20 | OFF | 10h 35m | 12 mi NNE Dallas, TX | |
| | | | | |

The preceding and subsequent duties from your logs are also listed for context.

3. Tap the Accept button to approve your motor carrier's edit. Alternatively tap the Reject button.

Accepting your motor carrier's edit updates your logs, and removes it from the list on the Motor Carrier Edits screen. You may have to recertify your logs.

Rejecting your motor carrier's edit removes it from the list on the Motor Carrier Edits screen. Your logs remain unchanged.

Note: You are notified of any motor carrier edit suggestions in the notifications list.



5.7 Claiming Unidentified Driving

| Start Time | Location | Distance | Duration | |
|-----------------|-------------------------|----------|----------|-----|
| Aug 23 04:08 AM | 12 miles NNE Dallas, TX | 79mi | 1h 04m | ••• |
| Aug 22 04:04 AM | 25 miles NW Austin, TX | 28mi | 0h 31m | |
| Aug 20 07:53 AM | 32 miles NW Austin TX | 231mi | 4h 09m | |

The ELD automatically records times when the vehicle was in motion and no driver was logged in. You can review and claim unidentified driving time.

To claim unidentified driving time

- 1. Tap the **Unidentified Driving** option in the navigation menu. This screen shows records of unidentified driving time that must be claimed.
- 2. Tap the menu of an unidentified driving time you wish to claim.
- 3. Tap the Accept option to add the driving time to your logs. Alternatively tap the Reject option.

Accepting unidentified driving time updates your logs, and removes it from the list on the Unidentified Driving screen. You may have to recertify your logs.

Rejecting unidentified driving time removes it from the list on the Unidentified Driving screen. Your logs remain unchanged.

Note: You are notified on log in if the ELD has unidentified driving events.



6 DOT ROADSIDE INSPECTION

This section describes the functionality available for the roadside inspector. This includes viewing a summary of your RODS, both in graph and table form, and unidentified events, along with transferring a copy of your RODS to the DOT.

Follow the steps below when a roadside inspector requests to view your logs:

- 1. Open the **navigation** menu.
- 2. Scroll down on the menu, and then select the DOT Inspection Mode option.
- 3. Hand the device to the roadside inspector.

The roadside inspector can select the following options:

- Inspect Logs
- Transfer Logs

| Inspection Mode | | i | \land |
|-----------------|---------------|---|---------|
| | | | |
| Inspect Logs | Transfer Logs | | |
| | | | |
| | | | |

4. When the inspector is finished and you want to exit roadside inspection mode and return to normal use, tap , enter a valid driver PIN, and then tap **OK**. Alternatively, tap . in the upper right of the display.

| ODT Roadside Ins | pection (DerekNew) | | | 0 A : |
|------------------|------------------------|------------------------------------|---------------------|--------------|
| | | | | |
| - | Enter Driver PIN (Dere | New) to Exit DoT Roads Password | ide Inspection Mode | |
| | | | | |
| | | | | |
| | Þ | 0 | | |



6.1 Inspecting Logs

DOT Summary

When the roadside inspector taps Inspect Logs they are provided with screens to show a daily summary of your

| activities | 2 | , a graph of your RODS | 3 | your ELD Events | 4 | and unidentified events | 5 | for this ELD. |
|------------|---|------------------------|---|-----------------|---|-------------------------|---|---------------|
| | | | | | | | | |

By default, the Summary tab is the first screen to display.

| < SUN 06 🕕 | Daily Log: Mon 0 | 7 October | |
|----------------------------|------------------|----------------------------|----------------------|
| Driver Name | Testing, Derek | Driver ID | 0128 |
| Driver License Number | 121212 | Driver License State | кү |
| ELD Exempt | No | Current Location | Location unavailable |
| Duty Period Start | Midnight | Time Zone | US/Eastern |
| Carrier | Carrier | DOT Number | 123456789 |
| Co-Driver Name | Smail, Derek | Co-Driver ID | 0025 |
| Truck Tractor ID | ELD-Derek | VIN | -1J4GZ58S7VC697710 |
| Trailers | 133312 | Shipping Docs | |
| Odometer (Start- End) | 11957 - 11957 | Engine Hours | 1067.8 - 1067.8 |
| Distance | 0 | Total Hours | 0.0 |
| ELD Malfunctions Indicator | Vec | Data Diagnostic Indicators | Yes |
| 2 Summary | (🕄 Graph | 4 Events | 5 Unidentified |
| | Þ | 0 🗆 | |

The inspector can move between days in your logs using the arrows provided ¹. A total of seven days logs plus the current day is available for inspection.

On the Summary tab the roadside inspector can see:

- Driver details
 - Name and ID
 - License number and state
- ELD Exempt status
- Driver profile
- Duty Period Start (Time)
- Time Zone, of your depot
- Carrier Name
- DOT Number, of your motor carrier
- Co-Driver details
 - Name and ID
- Current Location
- Vehicle details
 - Truck Tractor ID
 - VIN



- Start & End Odometer
- Start & End Engine Hours
- Trailer details
- Shipping details
- Data Diagnostic indicators
- Malfunction indicators
- Unidentified Driving records indicator
 - ELD details
 - ELD ID
 - ELD Provider

Note: Depending on the device you may have to scroll down to see all the details.

RODS Graph

When a roadside inspector taps the **Graph** tab, your RODS display in graphical format for the selected day. This is an interactive graph and provides the ability to zoom in to gain more details. Green shading here indicates either yard movement or personal conveyance.



More details on the duty graph and how it operates can be found in the Reviewing Logs section on page 24.

Events Log

When the roadside inspector taps the **Events** tab, it lists all the events recorded by the ELD for the selected day. The ELD tracks and records multiple types of events for audit purposes.

Your DOT inspection officer may want to view these events to ensure there has been no tampering of the ELD.



| < SUN 06 | Daily Lo | og: Mon 07 Octob | er | | |
|----------|------------|------------------|----------|-----------|---------|
| Time | Event Type | Location | Odometer | Eng Hours | Origin |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | ****** | 1000 m | |
| Summ | hary | Graph | Events | Unide | ntified |

For a full list of events refer to APPENDIX B.

Unidentified Events

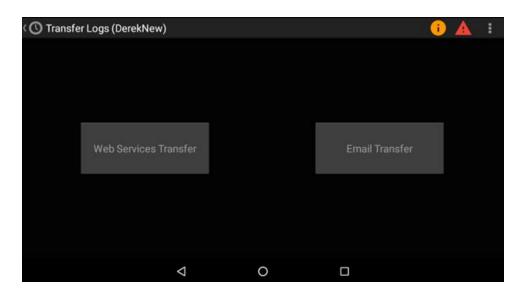
| < TUE 29 | Daily Log | Wed 30 Octo | ober | THU 31 > |
|----------|-----------------|-------------------------|--------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | There are no ev | vent logs for Wed 30 Oc | t 2019 | |
| | | | | |
| | | | | |
| | | | | |
| Summary | Graph | Eve | ents | Unidentified |
| | 4 | 0 | | |

When the roadside inspector taps the **Unidentified** tab, it lists all events that are not associated with any driver for the selected day. These events are recorded when the vehicle has been in use without a driver logged in.

6.2 Transferring Logs

The ORBCOMM ELD allows transferring of your RODS to the DOT via email or web services.





Email Transfer

- 1. Tap the **Email Transfer** button. The email screen displays the destination email address as specified by the FMCSA.
- 2. If provided, enter the roadside inspector's comment.
- 3. Tap Transfer to send your logs via email.

| (🕐 Email Tr | ansfer | | | | | | | i | : |
|--------------|--------|------------|--------|---------|---|---|----------|---|---|
| Email To | | fmcsaelo | dsub@c | lot.gov | | | | | |
| Comment | | . <u> </u> | | | | | | | |
| | | Cancel | | | | ٦ | Fransfer | | |
| | | | Q | | 0 | | | | |

Web Services Transfer

- 1. Tap the Web Services Transfer button.
- 2. If provided, enter the roadside inspector's comment.



3. Tap the **Transfer** button to send your logs via web services.

| 🔇 🕐 Web Se | rvices Tra | ansfer | | | | | i | 1 |
|------------|------------|----------|--------------------|---|--|----------|---|---|
| Comment | | . | | | | | | |
| | | | | | | | | |
| | | Cancel | | | | Transfer | | |
| | | | | | | | | |
| | | | \bigtriangledown | 0 | | | | |



7 MANAGE ISSUES

7.1 Reviewing Data Diagnostics

The data diagnostic indicator 😾 illuminates when the ELD detects a data inconsistency. It indicates there is required information missing from your logs.

| ∃ 🕚 Home (Depot: 01:2 | 21 PM CDT) | | 0 (|) 🛕 🌲 🗄 |
|------------------------------|--------------------|----------------|-------------|---------|
| Time to next break | 😡 DerSma | DerSma2 | Duty Status | |
| , | | | 0 | FF |
| (|)4:40 |) | | |
| | | | Advisor | 0440 |
| ELD | | FMCSA 395 7/60 | | 04:40 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | 10h | 01:49 |
| 01:09 | 09:20 | 01:09 | | |
| | 4 | 0 | 0 | |

When you see the data diagnostic indicator illuminated, you should view the data diagnostic details by tapping the indicator. This opens the Diagnostics screen that lists data diagnostic events recorded on the ELD. You can view details of a data diagnostic and clear it from the menu on an event.

| (🕐 Diagnostic: | 5 | | | : |
|-----------------|------------------|------|---|---|
| Date | Time | Code | Description | |
| 10/31/2019 | 02:19 PM | | Missing required data elements data diagnostic event | |
| 10/31/2019 | 01:55 PM | | Missing required data elements data diagnostic event | |
| 10/31/2019 | 01:51 PM | | Missing required data elements data diagnostic event | |
| 10/31/2019 | 01:51 PM | | Missing required data elements data diagnostic event | |
| 10/31/2019 | 01:51 PM | 3 | Missing required data elements data | |
| ٠ | Data Diagnostics | | △ Malfunctions | |
| | 4 | С | | |



| 7.2 Data Diagnostics | Summary · | - Causes and | Resolutions |
|----------------------|---------------------------------------|--------------|-------------|
| | · · · · · · · · · · · · · · · · · · · | | |

| Code | Data Diagnostic | Cause | Resolution |
|------|--|---|--|
| 1 | Power data diagnostic | The ELD is not fully functional within one minute of the engine turning on. | You should review your logs and verify they are correct. If satisfied you can clear the data diagnostic event. |
| | | | Please contact your motor carrier if this data diagnostic persists. |
| 2 | Engine synchronization | The ELD has a temporary loss of connectivity to the vehicle ECM. | You should review your logs and verify they are correct. If satisfied you can clear the data diagnostic event. |
| | diagnostic | | Please contact your motor carrier if this data diagnostic persists. |
| 3 | Missing required data elements | The ELD has temporarily lost GPS connectivity. | You can occasionally resolve this issue by manually adding missing data to your logs. |
| | data diagnostic | The ELD has a temporary loss of connectivity to the vehicle ECM. | Please contact your motor carrier if this data diagnostic persists. |
| 4 | Data transfer data diagnostic | The ELD has failed to communicate with ORBCOMM data transfer | Verify the ELD has network connectivity. You may be operating in a location with poor cellular coverage. |
| | | service for 7 continuous days. | Please contact your motor carrier if this data diagnostic persists. |
| 5 | Unidentified driving records data diagnostic | The ELD has accumulated more than 30 minutes combined vehicle use without a logged-in driver. | You can resolve this issue by reviewing the unidentified driving records on the ELD and accepting any periods of driving that occurred while you were not logged in. |
| | | | Please contact your motor carrier if this data diagnostic persists. |

7.3 Managing Malfunctions

The malfunction indicator illuminates when the ELD detects a technical compliance issue. The presence of a malfunction can affect the accuracy or completeness of you logs.

| E 🕓 Home (Depot: 01: | 21 PM CDT) | | | D 🛕 🌲 🗄 |
|-----------------------------|--------------------|----------------|-------------|---------|
| Time to next break | DerSma | DerSma2 | Duty Status | |
| (|)4:40 |) | 0 | FF |
| | | | Advisor | 0440 |
| ELD | | FMCSA 395 7/60 | | 04:40 |
| Driving 11:00 | Shift 14:00 | Cycle 60:00 | 10h | 01:49 |
| 01:09 | 09:20 | 01:09 | | |
| | Ø | 0 | | |

When you see the malfunction indicator illuminated, you should immediately view the malfunction details by tapping the indicator. This opens the Diagnostics screen that lists details of malfunction events recorded on the ELD. You can view details of a malfunction and clear it from the menu on an event.

In accordance with §395.34(a), you must

- Notify your motor carrier of the malfunction within 24 hours
- Reconstruct your records of duty status for the current 24 hours and the last seven days on graph-grid paper logs that comply with §395.8, and
- Continue to keep paper logs until the ELD is serviced and brought back into compliance

| O Diagnostics | 3 | | | | 1 |
|---------------|------------------|------|------|--|---|
| Date | Time | Code | Desc | ription | |
| 10/23/2019 | 07:43 AM | 0 | Othe | r ELD detected malfunction | |
| 10/11/2019 | 05:00 AM | | Timi | ng compliance malfunction | |
| 08/20/2019 | 07:30 PM | | | ne synchronization compliance unction | |
| | | | | | |
| | | | | | |
| | | | | | |
| 0 | Data Diagnostics | | ▲ | Malfunctions | |
| | ⊲ | C |) | | |

7.4 Malfunctions Summary - Causes and Resolutions

| Code | Malfunction | Cause | Resolution |
|------|---------------------------|---|---|
| Ρ | Power Compliance | The ELD has accumulated more than 30 minutes of driving time lost in a 24-hour period. There may be a fault in the ECM link or an issue with the ELD installation. | Please contact your motor carrier. You should revert to paper logs. |
| E | Engine synchronization | The ELD has accumulated more than 30 minutes without ECM engine synchronization over a 24-hour period. There may be a fault in the ECM link or an issue with the ELD installation. | Please contact your motor carrier. You should revert to paper logs. |
| Т | Timing Compliance | The ELD's internal clock in the vehicle has not yet synchronized with the server that resulted in a time deviation of 10+ minutes. This can occur when the vehicle the ELD is in has not been in service for a period of time? | This should auto-resolve once the internal clock has synchronized with the ORBCOMM server. If this malfunction does not auto- resolve or persists, please contact your motor carrier. |



| Code | Malfunction | Cause | Resolution |
|------|-----------------------------|--|---|
| L | Positioning Compliance | The ELD has accumulated more than 60 minutes without a GPS lock within a 24- hour period. | This should auto-resolve once the ELD gets a valid GPS lock. |
| | | This can occur when the vehicle is in any area without GPS / the GPS is disconnected or not properly fitted to the ELD. | If this malfunction does not auto- resolve or persists, please contact your motor carrier. |
| R | Data Recording | The ELD does not have sufficient storage capacity to record ELD events. | Please contact your motor carrier. You should revert to paper logs. |
| S | Data Transfer Compliance | The ELD has failed to transfer the driver's logs to the DOT as requested during a roadside inspection. Occurs if a Data Transfer Data Diagnostic event has not auto-resolved after 3 days from the when it was detected. | Verify the ELD has network connectivity. You may be operating in a location with poor cellular coverage. |
| | | | If this malfunction does not auto- resolve within a 24-hour period, please contact your motor carrier. |

APPENDIX A § ELD MALFUNCTIONS AND DATA DIAGNOSTIC EVENTS (395.34)

(a) Recordkeeping during ELD malfunctions. In case of an ELD malfunction, a driver must do the following:

(1) Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within 24 hours;

(2) Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on graph-grid paper logs that comply with § 395.8, unless the driver already possesses the records. or the records are retrievable from the ELD; and

(3) Continue to manually prepare a record of duty status in accordance with § 395.8 until the ELD is serviced and brought back into compliance with this subpart.

(b) Inspections during malfunctions. When a driver is inspected for hours of service compliance during an ELD malfunction, the driver must provide the authorized safety official the driver's records of duty status manually kept as specified under paragraphs (a)(2) and (3) of this section.

(c) Driver requirements during ELD data diagnostic events. If an ELD indicates that there is a data inconsistency that generates a data diagnostic event, the driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency.

(d) Motor carrier requirements for repair, replacement, or service.

(1) If a motor carrier receives or discovers information concerning the malfunction of an ELD, the motor carrier must take actions to correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first.

(2) A motor carrier seeking to extend the period of time permitted for repair, replacement, or service of one or more ELDs shall notify the FMCSA Division Administrator for the State of the motor carrier's principal place of business within 5 days after a driver notifies the motor carrier under paragraph (a)(1) of this section. Each request for an extension under this section must be signed by the motor carrier and must contain:

(i) The name, address, and telephone number of the motor carrier representative who files the request;

(ii) The make, model, and serial number of each ELD;

(iii) The date and location of each ELD malfunction as reported by the driver to the carrier; and

(iv) A concise statement describing actions taken by the motor carrier to make a good faith effort to repair, replace, or service the ELD units, including why the carrier needs additional time beyond the 8 days provided by this section.

(3) If FMCSA determines that the motor carrier is continuing to make a good faith effort to ensure repair, replacement, or service to address the malfunction of each ELD, FMCSA may allow an additional period.

(4) FMCSA will provide written notice to the motor carrier of its determination. The determination may include any conditions that FMCSA considers necessary to ensure hours-of- service compliance. The determination shall constitute a final agency action.

(5) A motor carrier providing a request for extension that meets the requirements of paragraph (d)(2) of this section is deemed in compliance with § 395.8(a)(1)(i) and (a)(2) until FMCSA makes an extension determination under this section, provided the motor carrier and driver continue to comply with the other requirements of this section



APPENDIX B ELD EVENTS

| Event Type | Event Description |
|-------------------------|--|
| Cert | You certified a daily record |
| Data Diagnostic cleared | A data diagnostic was cleared |
| Data Diagnostic Logged | The ELD recorded a data diagnostic |
| Driving | Your duty status changed to Driving |
| Int CLP | Intermediate log recorded with conventional location precision |
| Int RLP | Intermediate log recorded with reduced location precision |
| Login | You logged in to the ELD |
| Login Co Driver | A co-driver logged in to the ELD |
| Logout | You logged out of to the ELD |
| Logout Co Driver | A co-driver logged out to the ELD |
| Malfunction Cleared | A malfunction was cleared |
| Malfunction Logged | The ELD recorded a malfunction |
| OFF duty | Your duty status changed to OFF duty |
| ON duty | Your duty status changed to ON duty |
| PC | You selected to use PC |
| PC/YM Cleared | Your use of PC or YM ended |
| Power Off CLP | CMV engine shut-down recorded with conventional location precision |
| Power Off RLP | CMV engine shut-down recorded with reduced location precision |
| Power On CLP | CMV engine power-up recorded with conventional location precision |
| Power On RLP | CMV engine power-up recorded with reduced location precision |
| SB | Your duty status changed to Sleeper Berth |
| YM | You selected to use YM |

APPENDIX C GLOSSARY OF TERMS

| Term | Definition |
|----------|---|
| DOT | Department of Transport |
| ECM | Engine Control Module |
| ELD | Electronic Logging Device |
| GPS | Global Positioning System |
| HOS | Hours of Service |
| Launcher | The ORBCOMM device home screen / dashboard displaying multiple widgets. |
| RODS | Records of Duty Status |
| VIN | Vehicle Identification Number |