DIGITAL FLEET

Electronic Logging Device Web Application
Client Administrator User Manual

Contents

Introduction

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Electronic Logging Device (ELD) Mandate, a motor carrier who chooses to use Electronic Logging Devices must define ELD compliant Commercial Motor Vehicle (CMV) power units, drivers, and support personnel.

As defined in the ELD Mandate, a CMV power unit is the identifier the motor carrier uses for their CMVs in their normal course of business. These are listed as "Trucks" within the Digital Fleet web application.

The ELD Mandate requires two types of accounts. A driver account type and a support personnel account type. All driver accounts must contain their driver's license number and driver's license state during setup. It also requires a manual changing of a motor carrier's driver's status to exempt if the driver does not fall under the rules of the ELD mandate. These type of users are defined as "Truck Driver" within the Digital Fleet web application.

The support personnel accounts are users identified by the motor carrier that will have the ability to configure trucks and drivers for ELD use, along with the ability to review and edit a driver's ELD records. On the Digital Fleet web application, these type of users are defined as "Web User" with the ELD right permission.
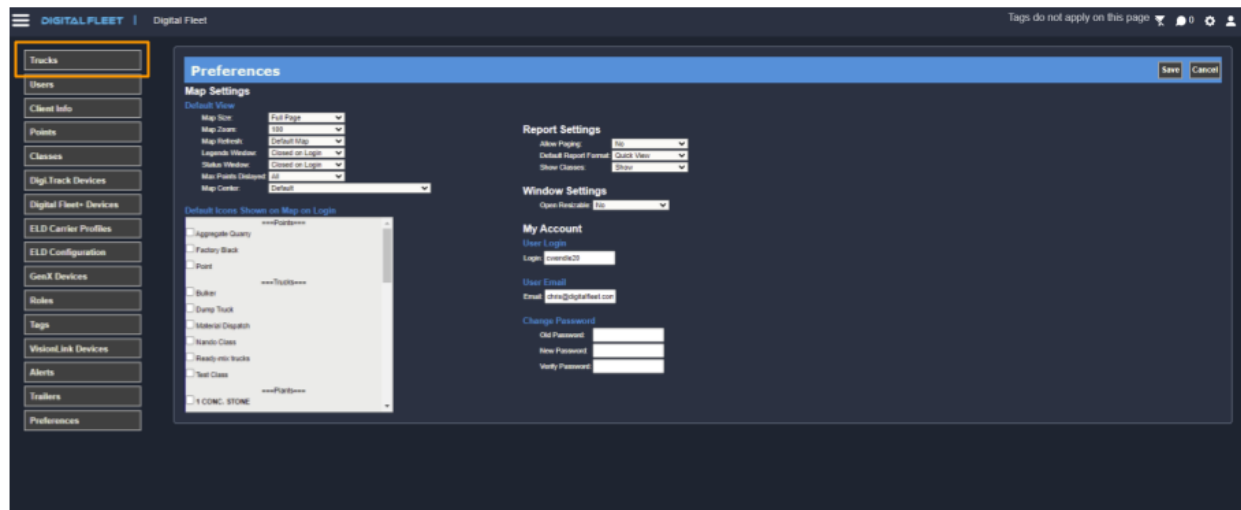
ELD Truck Configuration

Upon initialization of a motor carrier for ELD use, the trucks outfitted with ELDs must be entered into the ELD Configuration screen along with defining an **ELD Truck Name** for each CMV within the Truck settings. The **ELD Truck Name** is used to send records to the FMCSA and is needed to ensure the CMV name is a maximum ten characters in length.

To add a CMV for ELD use, select the Settings button on the top of the Map page on the Digital Fleet web application.
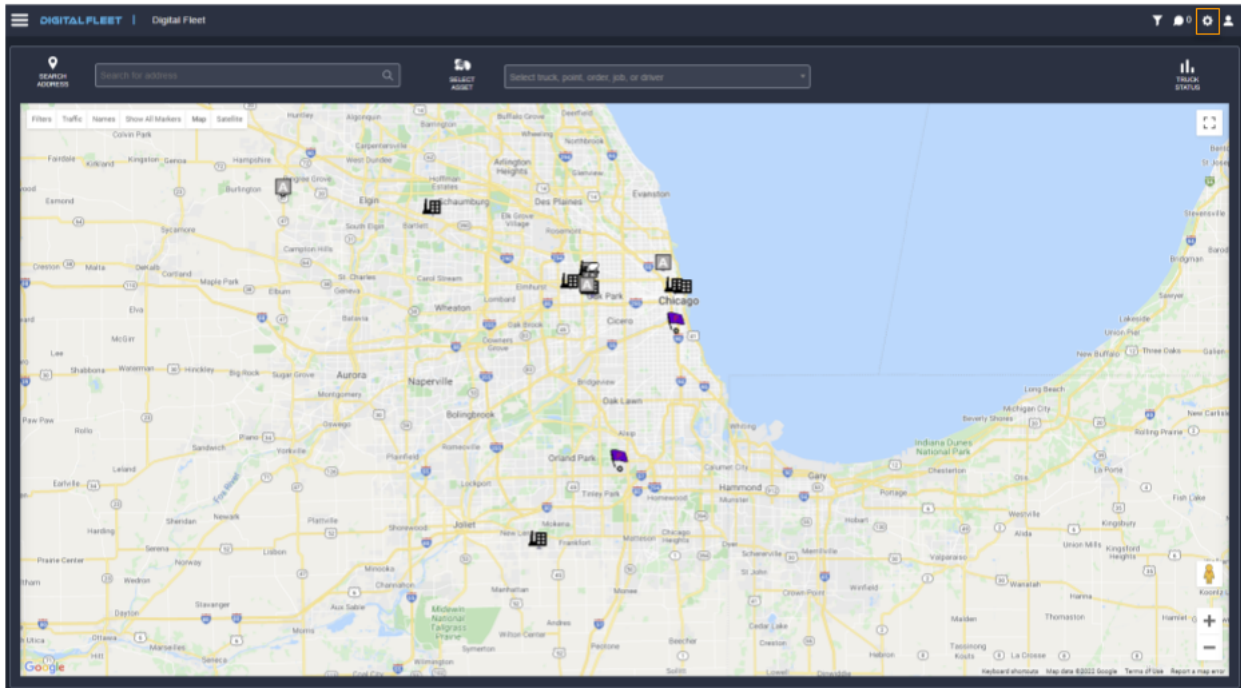
Within the Settings window, a Client Administrator can select the Trucks button to view the Truck list.

1. From the Trucks list select the desired CMV.

2. For ELD, the truck is required to display the **VIN#**, desired **ELD Truck Name**, and **Trailer Name(s)** for the CMV.
   a. In the Trucks General tab, verify the **VIN#** is filled in from the hardware or manually enter if it has not been filled in.


   b. In the Trucks ELD tab, enter the desired **ELD Truck Name** and **Trailer** associated with the power unit**.**
      i. The **ELD Truck Name** field has a hard limit of 10 characters and must be filled in for ELD.
      ii. If the CMV and trailer is considered a combination vehicle, the trailer name to be used should be included in The **Trailer** field.

1. Any time the trailer for the vehicle is changed, this field must be updated to keep the ELD records in sync. If it is not updated, the driver will have to manually correct each ELD record with the incorrect trailer as it will be auto-populated from the **Trailer** field.

3. Select the **Save** button when finished.

Within the Settings page, a Client Administrator/ELD Support Personnel can select the ELD Configuration button to view a list of current ELD Trucks. The trucks listed are displayed by the ELD device serial number.
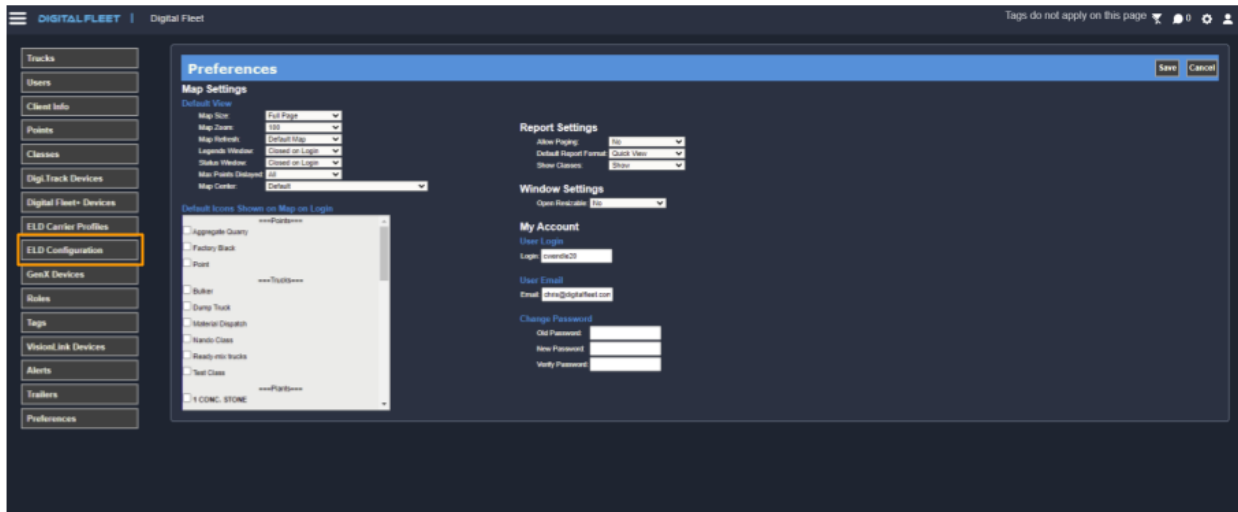
To add a CMV to the ELD configuration:

1. Select the ➕ icon in the top left corner of the screen.

ELD Configuration

	ID	Current Sequence Id	Modem Serial Number	Identifier	Current Duty Status	Current Driving Time Usage	Current Malfunction Indicator	Current Diagnostic Indicator	Active	Created Date
				▼	▼	▼	☐	☐	☐	
✎	3	2	36300153	DIGI05	ON DUTY NOT DRIVING	NONE	☐	☐	☐	2017-08-11T11:32:33
✎	4	212	d294c23a1f1deef3	DIGI05	ON DUTY NOT DRIVING	NONE	☑	☑	☑	2017-08-11T11:32:33
✎	5	1	36300153	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-11T21:14:52
✎	6	315	288f2de0134595e	DIGI05	OFF DUTY	NONE	☑	☑	☑	2017-08-15T15:36:14
✎	7	0	e544aa744e2f2a8b	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-20T16:28:13
✎	8	0	7e1873b0a39688b3	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-29T18:51:43
✎	9	53	d8024edd9271918	DIGI05	ON DUTY DRIVING	NONE	☑	☑	☑	2017-09-01T21:17:57
✎	10	0	1234567	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-09-12T16:37:11

2. Enter the CMV's Modem Serial Number.
3. In the Identifier drop down menu, select DIGI05.
4. Select the Active checkbox to mark the CMV as an active ELD vehicle.
5. Select the ELD Carrier Profile for the ELD vehicle.
6. Select the ✚ icon to the left of the row to add the device.

   a. To cancel adding the new device, select the 🔍 icon in the top left corner of the ELD Entries window.

ELD Configuration

	ID	Current Sequence Id	Modem Serial Number	Identifier	Current Duty Status	Current Driving Time Usage	Current Malfunction Indicator	Current Diagnostic Indicator	Active	Created Date
✚			Enter Modem Serial Number	DIGI05 ▼					☑	
✎	3	2	36300153	DIGI05	ON DUTY NOT DRIVING	NONE	☐	☐	☐	2017-08-11T11:32:33
✎	4	212	d294c23a1f1deef3	DIGI05	ON DUTY NOT DRIVING	NONE	☑	☑	☑	2017-08-11T11:32:33
✎	5	1	36300153	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-11T21:14:52
✎	6	315	288f2dc0134595c	DIGI05	OFF DUTY	NONE	☑	☑	☑	2017-08-15T15:36:14
✎	7	0	e544aa744e2f2a8b	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-20T16:28:13
✎	8	0	7e1873b0a39688b3	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-08-29T18:51:43
✎	9	53	d8024edd9271918	DIGI05	ON DUTY DRIVING	NONE	☑	☑	☑	2017-09-01T21:17:57
✎	10	0	1234567	DIGI05	OFF DUTY	NONE	☐	☐	☑	2017-09-12T16:37:11

At this point the Created Date, Modified Date, and First Activated Date (if Active checkbox was selected) will populate with the current date and time.

Created Date	Modified Date	First Activated Date	Deactivated Date
2017-08-11T11:32:33	2017-08-11T21:14:43		2017-08-11T21:14:43
2017-08-11T11:32:33			
2017-08-11T21:14:52	2017-08-11T21:14:52	2017-08-11T21:14:52	
2017-08-15T15:36:14	2017-08-17T22:03:53	2017-08-15T15:36:14	
2017-08-20T16:28:13	2017-08-20T16:38:00	2017-08-20T16:38:00	
2017-08-29T18:51:43	2017-08-29T18:51:43	2017-08-29T18:51:43	
2017-09-01T21:17:57	2017-09-01T21:17:57	2017-09-01T21:17:57	
2017-09-12T16:37:11	2017-09-12T16:37:11	2017-09-12T16:37:28	

When the CMV begins to send data to the Digital Fleet system, the Current Sequence ID, Current Duty Status, Current Driving Time Usage, Current Malfunction Indicator, and Current Diagnostic Indicator will populate as applicable.

To Deactivate a CMV from ELD use, select the ✎ icon for the CMV entry and uncheck the Active checkbox. To save the change select the ✔ icon to the left of the entry.

ELD Configuration

	ID	Current Sequence Id	Modem Serial Number	Identifier	Current Duty Status	Current Driving Time Usage	Current Malfunction Indicator	Current Diagnostic Indicator	Active
🔍				▾	▾	▾	▣	▣	▣
✎	3	2	36300153	DIGI05	ON DUTY NOT DRIVING	NONE	☐	☐	☐
✎	4	212	d294c23a1f1deef3	DIGI05	ON DUTY NOT DRIVING	NONE	☑	☑	☑
✎	5	1	36300153	DIGI05	OFF DUTY	NONE	☐	☐	☑
✎	6	315	288f2de0134595e	DIGI05	OFF DUTY	NONE	☑	☑	☑
✎	7	0	e544aa744e2f2a8b	DIGI05	OFF DUTY	NONE	☐	☐	☑
✎	8	0	7o1873b0a39688b3	DIGI05	OFF DUTY	NONE	☐	☐	☑
✎	9	53	d8024edd9271918	DIGI05	ON DUTY DRIVING	NONE	☑	☑	☑
✔✗	10	0	1234567	DIGI05	OFF DUTY	NONE	☐	☐	☐

Truck Driver Configuration

When ELD is initiated for a motor carrier, each truck driver will be considered non-exempt for ELD use as defined in the ELD mandate. If a driver is exempt from ELD use, the motor carrier must manually mark the driver as exempt and include the reason for the exemption.

During creation of a Truck Driver account, the driver's license number and state must be included. Additionally, the truck driver can be defined as ELD exempt and given permission to use the motor carrier CMVs for personal use and/or yard moves. By default, these Duty Statuses are disabled.

To add a Truck Driver account, open the Settings window on the top of the Map page on the Digital Fleet web application.

Within the Settings window, a Client Administrator can select the Users button to view a list of the current Truck Driver and Web User accounts.
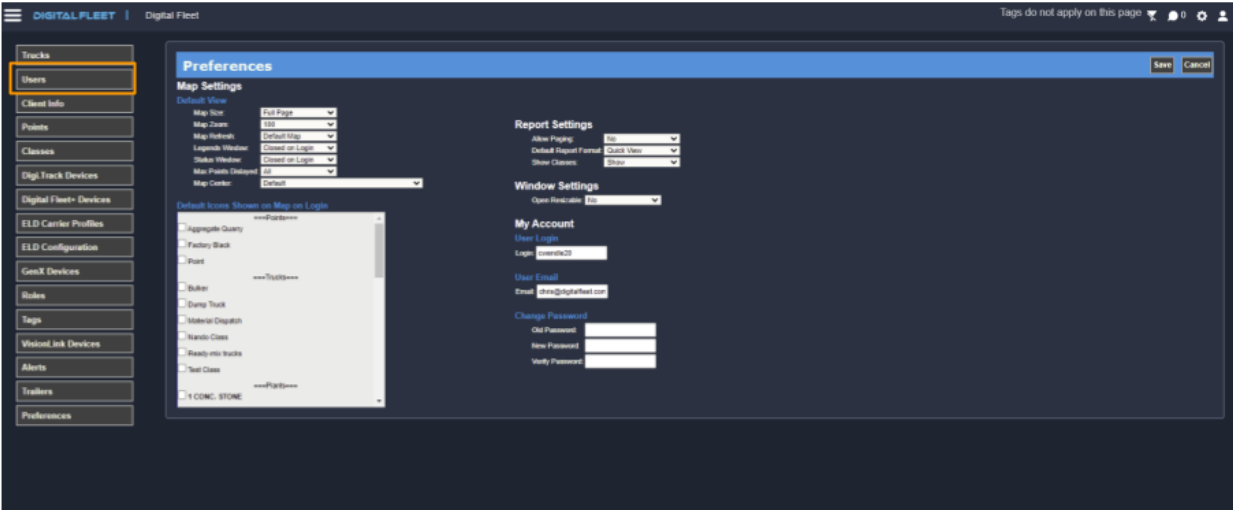
1. To create a new truck driver account, select the **Create New** button at the top of the Users window.
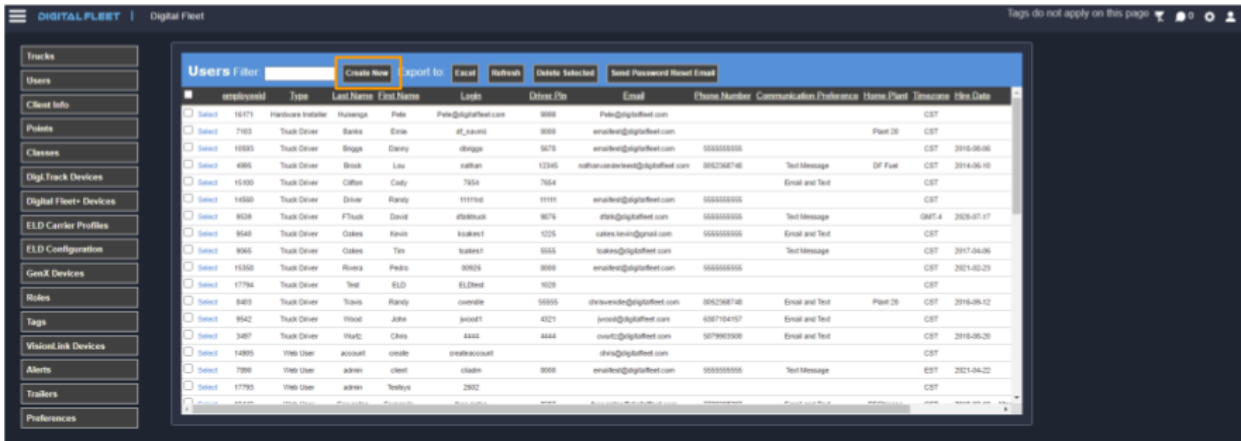
2. This will open the User Properties window.
   a. Within the User Properties window, select the Role for an ELD Driver.
   b. Update the following fields to create a new Truck Driver entry:
      i. Under Settings
         1. Enter First Name
         2. Enter Last Name
         3. Enter Web Logon
            a. Isn't normally used by driver but is a required field.
         4. Enter Driver PIN
            a. Used to log onto the tablet.
         5. Select proper Home location Time Zone
         6. Enter Driver's License Number
            a. Required for ELD

7. Enter Driver's License State
   a. Required for ELD
 ii. Under ELD Settings
    1. To give the driver permission to use the motor carrier CMV's for personal use and/or yard move select the desired checkboxes.
       a. These are defined as Drive Time Usage categories for the ELD Mandate.
    2. To define the driver as an ELD exempt driver select the Exempt checkbox and input a reason for the exemption.
       a. If a reason is not entered the driver can not be marked as ELD exempt.

c. Fill in the remaining fields as defined in the Client Administrator Option document.
d. Select the **Save** button.

ELD Support Personnel Configuration

To add an ELD Support Personnel account, open the Settings window on the top of the Map page on the Digital Fleet web application.

Within the Settings window, a Client Administrator can select the Users button to view a list of the current accounts.

To create a new support personnel account, select the **Create New** button at the top of the Users window.
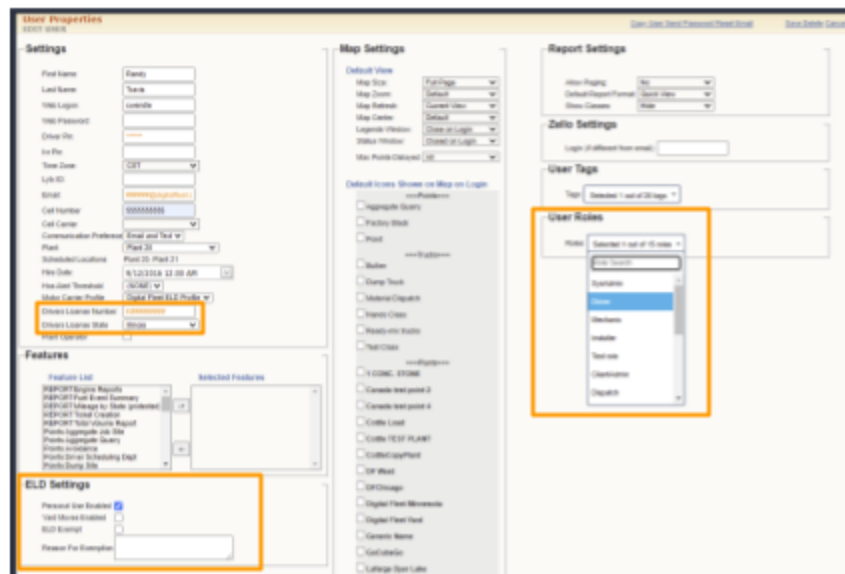
This will open the User Properties window. Within the User Properties window, select the Role for an ELD support personnel user.

Update the following fields to create a new Web User entry:

1. Under Settings
   a. Enter First Name
   b. Enter Last Name
   c. Enter Web Logon
      i. This is used to log on to the web application.
   d. Enter Password
   e. Select proper Home location Time Zone
2. Fill in the remaining fields as defined in the Client Administrator Option document.
3. Select the **Save** button.

Web Application ELD Records
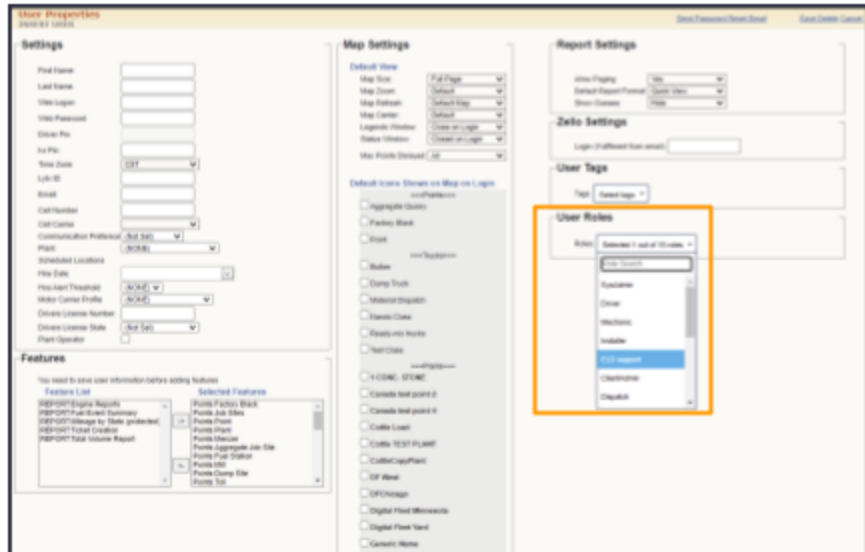
The ELD record entries for all drivers can be viewed by selecting the ELD button on the top of the Map page on the Digital Fleet web application.
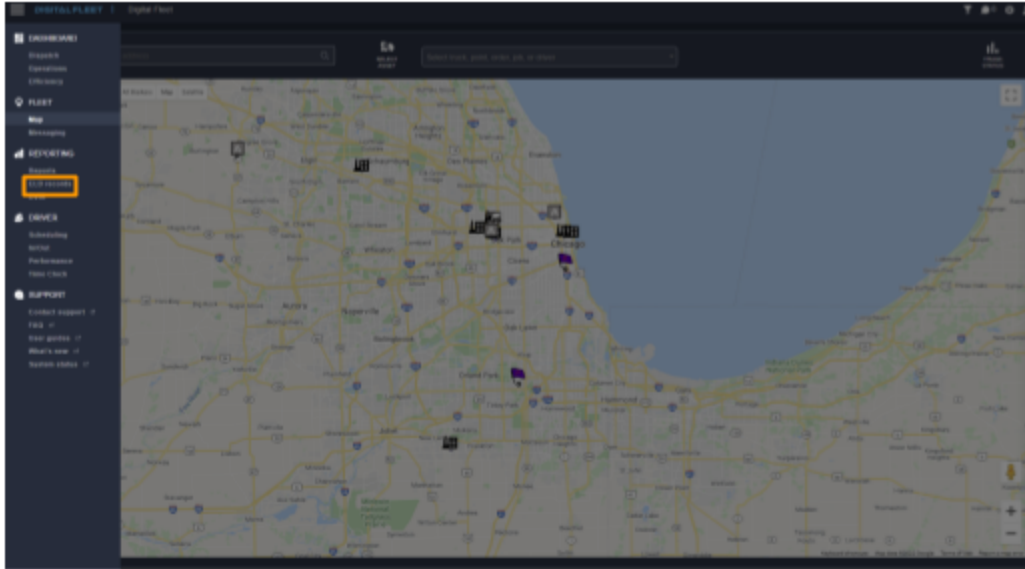
Within the ELD Entries window, all required ELD records and fields are listed for review by ELD support personnel. These files can be edited as required or sent to the FMCSA through this screen.

By default, the viewable date range for the ELD records will be for the past month and listed in UTC. To view by a specific date range, update the Date From and Date To fields and select the Filter button.

The ELD Entries window does not update in real time. To view new entries since the window was open, update the Date To field to the current or future UTC time and select the Filter button.

To view the ELD records for a specific Driver or CMV, select the drop down menu at the top of the Driver or Truck columns.

Editing an ELD Record

The motor carrier's ELD support personnel have the ability to edit a driver's ELD records for accuracy. If any ELD record is edited by an authorized non-driver, the impacted driver has the ability to reject the edit.

To edit an ELD record:

1. Selecting the ✏ icon to the left of the desired record on the ELD Entries window. The editable elements will become shown.
2. Edit desired elements of the ELD record.
3. When finished editing the ELD record, select the ✔ icon to the left of the ELD record to save the edit. This will create a new ELD record for the edit that will be associated with the original record.
   a. To cancel the edit, select the ✖ icon to the left of the ELD record.

ELD Record Editing Limitations as defined by the FMCSA

1. An ELD must not permit alteration or erasure of the original information collected concerning the driver's ELD records or alteration of the source data streams used to provide that information.
   a. Therefore, all edits create a new ELD record.
2. The following Event Types can not be edited:
   a. An intermediate log
   b. A driver's login / logout activity
   c. CMV's engine power up / shut down
   d. ELD malfunctions and data diagnostic events
3. Automatically recorded driving time can not be shortened.
4. The ELD username associated with an ELD record can not be edited or reassigned, except under the following circumstances:
   a. Assignment of Unidentified Driver records.
      i. ELD events recorded under the "Unidentified Driver" profile may be edited and assigned to the driver associated with the record.
   b. Correction of errors with team drivers.
      i. In the case of team drivers, the driver account associated with the driving time records may be edited and reassigned between the team drivers if there was a mistake resulting in a mismatch between the actual driver and the driver recorded by the ELD and if both team drivers were respectively indicated in each other's records as a co-driver. The ELD must require each co-driver to confirm the change for the corrective action to take effect.

Creating an ELD Record

The motor carrier's ELD support personnel have the ability to add missing ELD records for a driver. If an ELD record is added by an authorized non-driver, the impacted driver has the ability to reject the addition.

To create a new ELD record:

1. Select the ![plus icon] button in the top left corner of the ELD Entries window.
   a. The editable elements will become shown.
2. Add all relevant elements for the ELD record.
3. When finished adding the desired elements, select the ![plus icon] to the left of the row to create the new ELD record.
   a. To cancel adding a new ELD record, select the ![search icon] icon in the top left corner of the ELD Entries window.

Elements recorded for ELD Records

ID: Digital Fleet platform record ID that is unique across the entire platform for identifying the record.

Driver: Logged in truck driver at time of event or truck driver who claimed an unidentified driver record.

Truck: CMV associated with the ELD the record was recorded on.

Event Time UTC: The universal time coordinate time the event occurred. This is the required recording standard by the FMCSA.

UTC offset: The offset between the driver's home location time zone and UTC.

Sequence: The sequence number ID for each record created by an ELD. This is different from ID in that it is specific to an individual ELD instead of unique across all records.

Status: Active or inactive status dependent on the Active flag setting in the ELD Configuration for the individual ELD.

Origin: The origin of record creation. Automatic entries generated by the Digital Fleet platform are marked as system. Manual entries generated at the driver app are marked as driver. Edits made by authorized non-drivers from the web application are marked as …....

Type: The ELD event type as defined by FMCSA:

Insert table for reference

Odometer Miles: CMV odometer as retrieved from the vehicle Electronic Control Module (ECM) at the time of the ELD record creation. If the record was manually entered, the field is marked as …..

Engine Hours: CMV engine hours as retrieved from the vehicle ECM at the time of the ELD record creation. If the record was manually entered, the field is marked as …...

Lat: CMV latitude as retrieved from the ELD at the time of the ELD record creation. If the record was manually entered, the field is marked as …...

Long: CMV longitude as retrieved from the ELD at the time of the ELD record creation. If the record was manually entered, the field is marked as …...

Miles Moved: miles moved since last event

Location: Vehicle location in respect to distance from closest city of 5000+ people.

Location By Hand: Field is checked if the location was entered manually.

Malfunction Indicator: Field is checked if the ELD has identified a malfunction at the time of the ELD record creation. Motor carrier responsibility and troubleshooting steps for Malfunction Events is outlined in the **Digital Fleet Electronic Logging Device Motor Carrier Malfunction Response Manual**.

Diagnostic Event Indicator: Field is checked if the ELD has identified a diagnostic event at the time of the ELD record creation.

Duty Status: Current Duty Status of the driver at the time of ELD record creation. The possible entries are Off Duty, Sleeper Berth, On Duty Not Driving, and On Duty Driving.

Driving Time Usage: Current Driving Time Usage of the driver at time of ELD record creation. The possible entries are Normal, Personal Use, and Yard Move.

ELD serial number: The ELD's serial number associated with the ELD record.

VIN: The CMV Vehicle Identification Number for the CMV associated with the ELD record.

Shipping Doc ID: The motor carrier's shipping document identifier assigned to the CMV at the time of the ELD record creation. For Ready Mix Concrete, the Ticket Number is used for this field.

Driver Certify Time: The time the ELD record was certified by the driver.

Replaced ELD Entry ID: The database ID of the ELD record that an edited ELD record replaced.

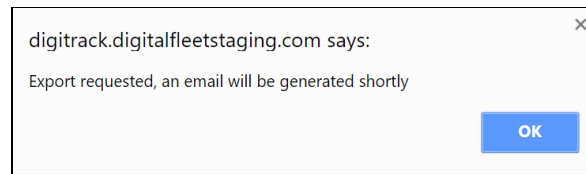**Replaced Reason**: The reason the edit was made.

Comment: Any comments associated with an ELD record.

Exporting Data to FMCSA

The ELD Records can be sent to a FMCSA safety official through the Web UI based on the "Dates From" and "Dates To" fields. Additionally, the records for export can be filtered by and individual Driver or Truck.

To export the data:

1. Enter the desired date range in the "Dates From" and "Dates To" fields.
2. As instructed, filter the driver using the dropdown menu at the top of the Driver column.
    a. If data for all drivers is desired, leave the Driver filter blank.
3. As instructed, filter the truck using the dropdown menu at the top of the Truck column.
    a. If data for all trucks is desired, leave the Truck filter blank.
4. Select the checkbox for "Export to FMCSA".
5. Select the "Export" button.
6. After the "Export" button is selected, a confirmation window opens. Select "OK" to close.

digitrack.digitalfleetstaging.com says:

Export requested, an email will be generated shortly

OK

7. The records can also be sent to a personal email.
    a. Filter the desired records as in steps 1-3.
    b. Enter the desired email address in the "Email" field.
    c. Make sure the "Export to FMCSA" checkbox is unchecked.
    d. Select the "Export" button.