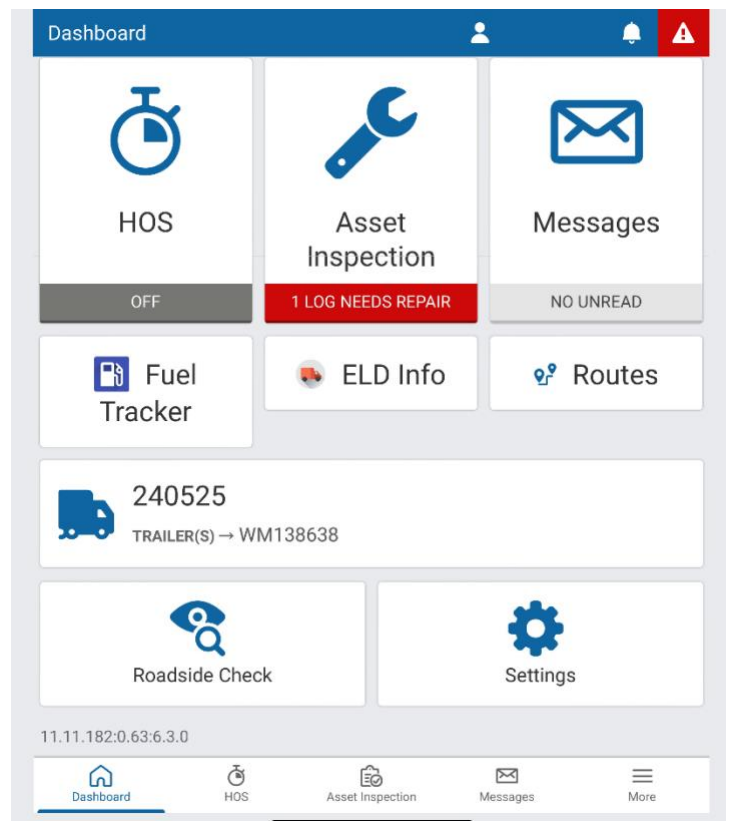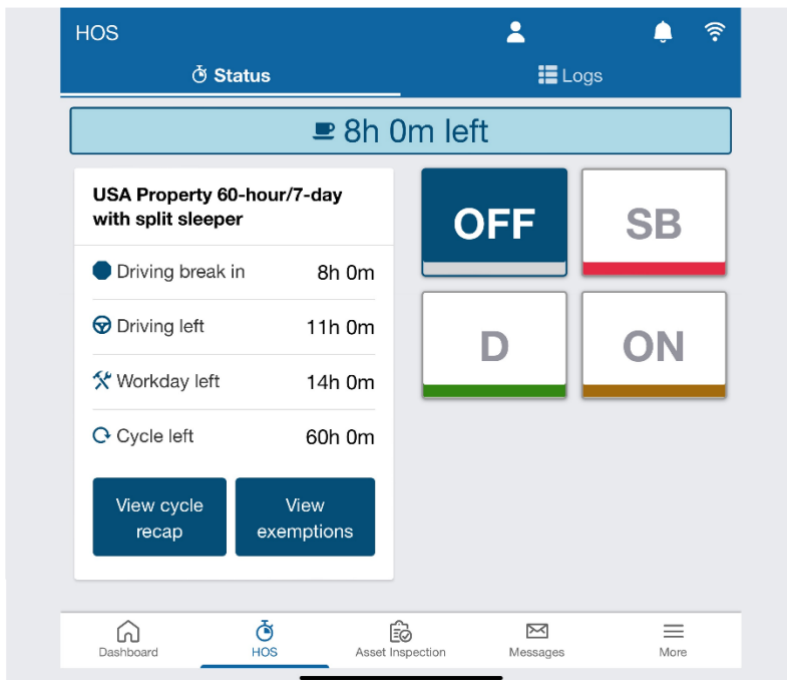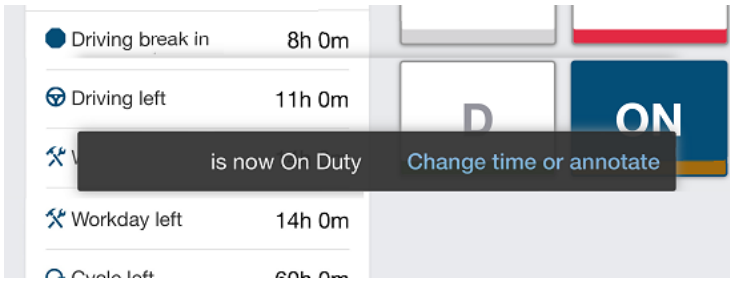# GEOTAB DASHBOARD

- Next, let's talk about how to successfully navigate the Hours of Service and Dashboard functionality of the Geotab Drive App

- Dashboard View will show you all the options available through the Geotab ELD product, which includes HOS, Asset Inspection (EVIR/DVIR), ELD Info, Equipment, and Roadside check. (Messages, Fuel Tracker, and Routes will not be used- Refer to the Pointe/KT Mobile app for those features, which will continue to work as you are used to them working.)
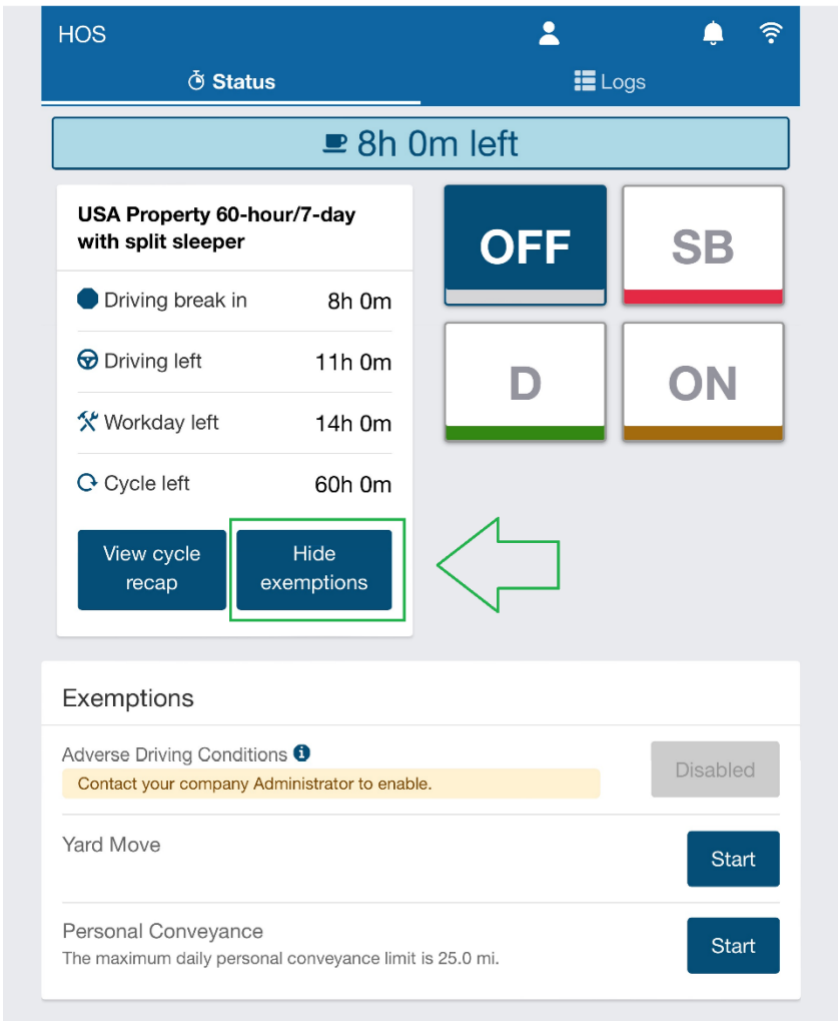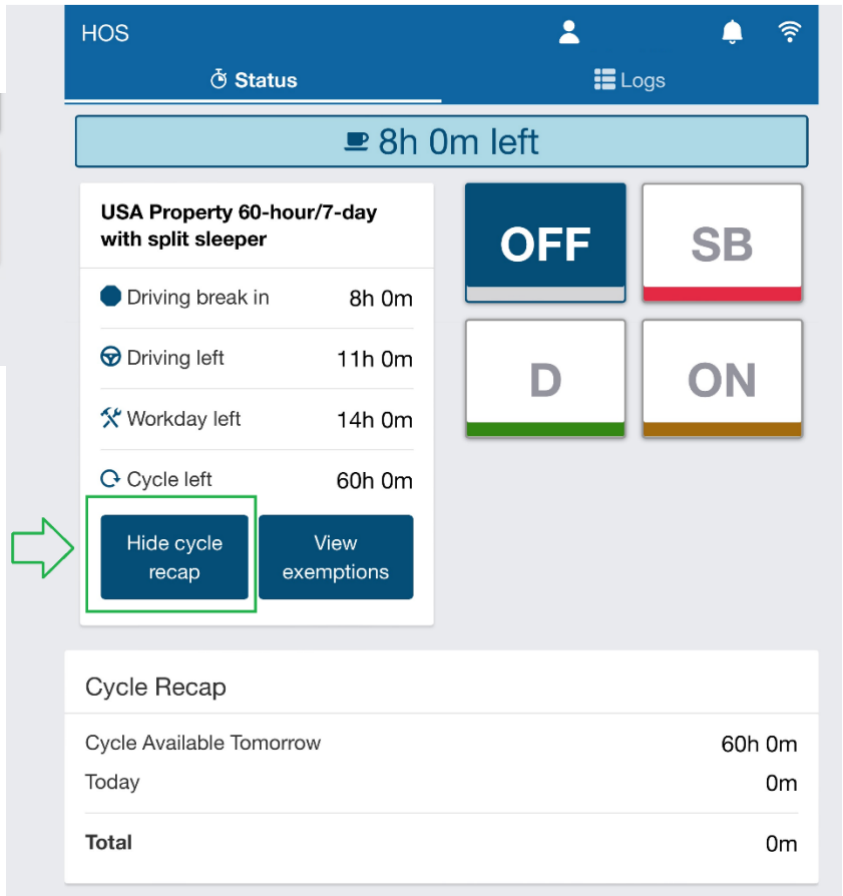
- Let's go through the HOS section, first. Once you click on the HOS tile on the dashboard (or the HOS icon on the menu at the bottom of the screen) you will be taken over to the HOS section.
- You will Initially be pulled into the "Status" tab of the logs
o This tab allows you to see how much time you have left in your current duty status, remaining amounts left in each of your other clocks, allows you to easily change your duty status with the touch of a button, and allows you to view your recap hours and duty status exemptions available to you (like Yard Move and Personal Conveyance).

Status   Logs

🍵 8h 0m left

USA Property 60-hour/7-day with split sleeper

● Driving break in   8h 0m

🚗 Driving left   11h 0m

🛠 Workday left   14h 0m

↻ Cycle left   60h 0m

OFF   SB   D   ON

Hide cycle recap   View exemptions

● Driving break in   8h 0m

🚗 Driving left   11h 0m

is now On Duty   Change time or annotate

🛠 Workday left   14h 0m

↻ Cycle left   60h 0m

Cycle Recap

Cycle Available Tomorrow   60h 0m

Today   0m

Total   0m

- o Clicking on a Duty status bubble will open a pop up window confirming your intentions and prompting an annotation if necessary, and a notification will pop up that your duty status change was successful:
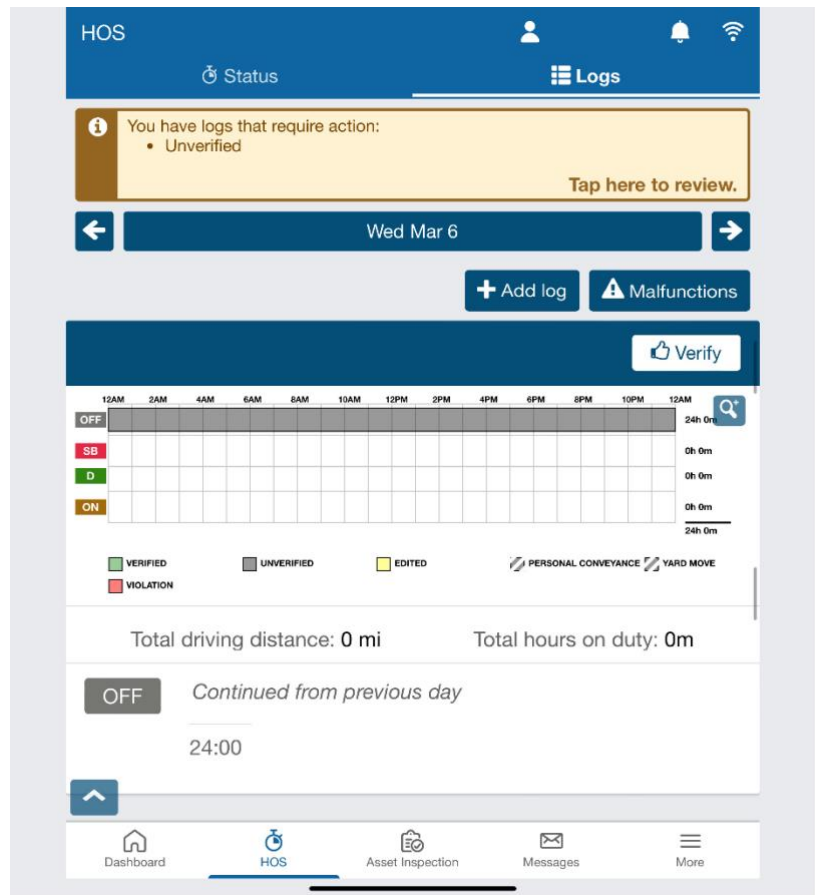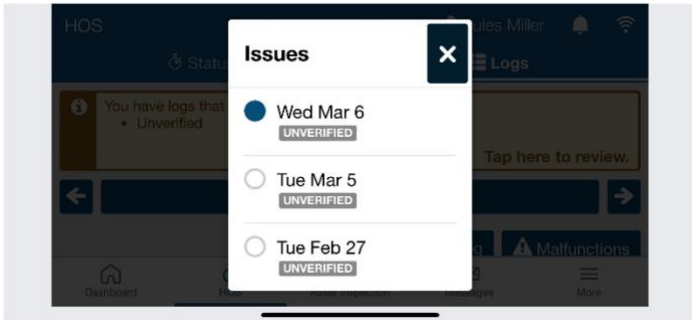
- Clicking on the "View Cycle Recap" Button will expand the bottom of the screen and show you a list of your recap hours available in the future.

Status   Logs

🍵 8h 0m left

USA Property 60-hour/7-day with split sleeper

● Driving break in   8h 0m

🚗 Driving left   11h 0m

🛠 Workday left   14h 0m

↻ Cycle left   60h 0m

OFF   SB   D   ON

View cycle recap   Hide exemptions

Exemptions

Adverse Driving Conditions ⓘ
Contact your company Administrator to enable.   Disabled

Yard Move   Start

Personal Conveyance
The maximum daily personal conveyance limit is 25.0 mi.   Start

- Personal Conveyance and Yard Move are no longer found as options inside the "on duty" and "off duty" statuses. They are now found at the bottom of the status page under the exemptions tile. Clicking the "View Exemptions" tile will expand the bottom

of the window and display available HOS exemptions, and which ones are available to you. Clicking the "Start" button next to an exemption status will provide you a reminder about the status, and a comment field where you can add required annotations.
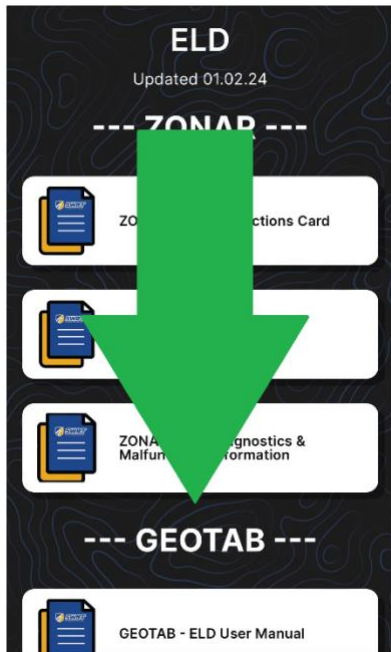

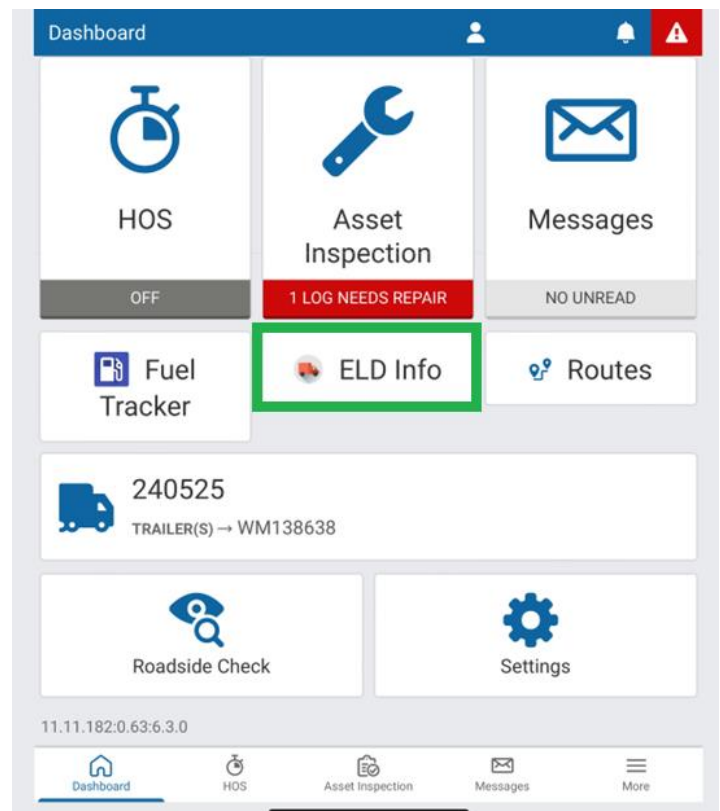- o *Please Note that the Personal Conveyance limit for Company Drivers is 25 miles per day, as a matter*

of company policy. Owner Operators are expected to use Personal Conveyance within the confines of the federal regulation.
- o *Please also note that, by regulation, the "Yard Move" exemption may only be used inside of a closed lot, not accessible to the public.*
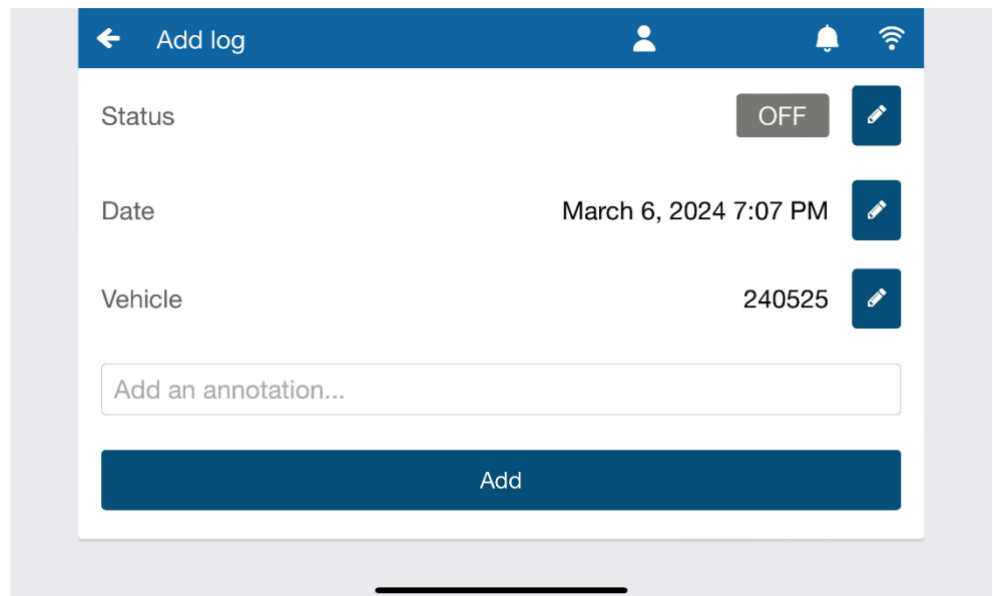
- The next available tab inside the HOS section of the app is the "Logs" tab.
- When you initially open the logs tab, it will show an alert message if you have any unverified logs, or any logs that are missing information, it will show you your graph grids, and below that it will show you your duty status changes.
  - o Clicking the yellow alert message at the top of the screen will allow you to see exactly which logs need your attention, and click on any to go straight to them to annotate, edit, or verify them.

• Clicking on the "+ Add Log" button will allow you to add a log event to your logs. Simply fill out the field, click the "Add" button, and the log will be added to your graph grid and details list.
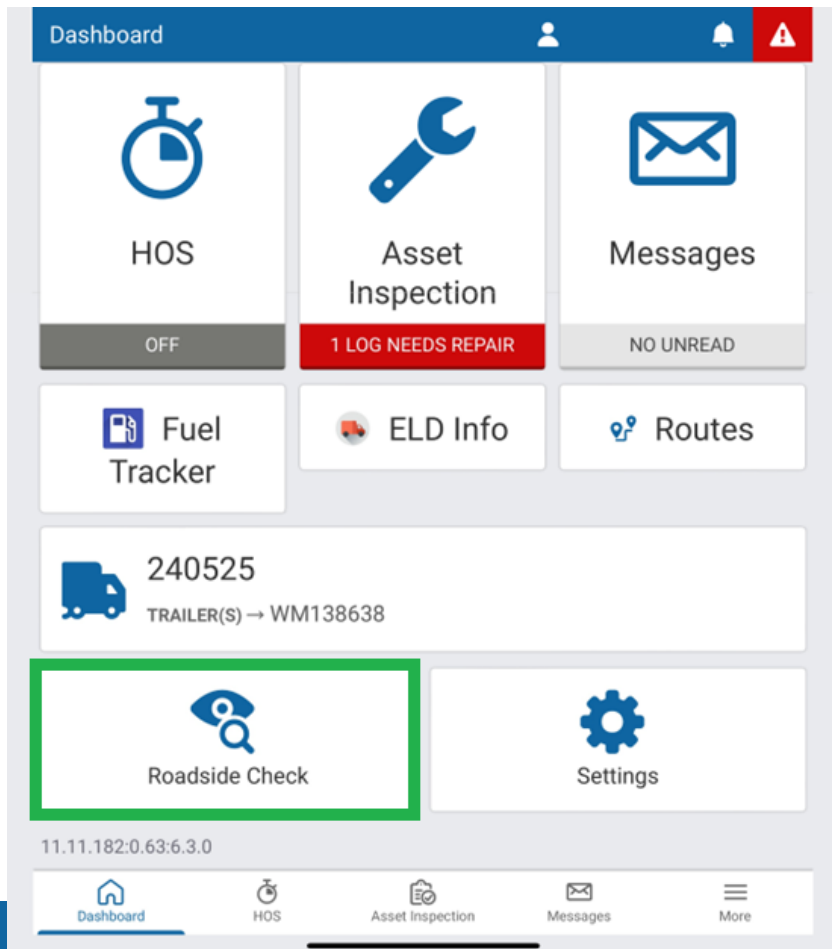

• Another option on the Dashboard section of the application is "ELD Info" this section will take to your ELD User's Manual, Diagnostics and Malfunctions guide, and your Data Transfer Guide, all of which you may be requested to show to enforcement during a roadside inspection.
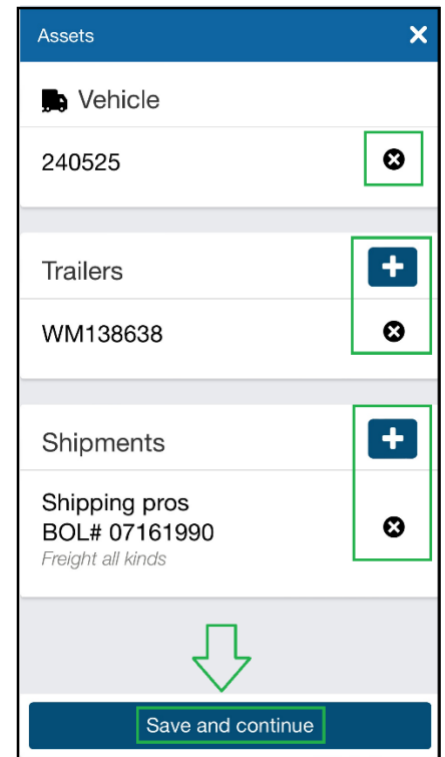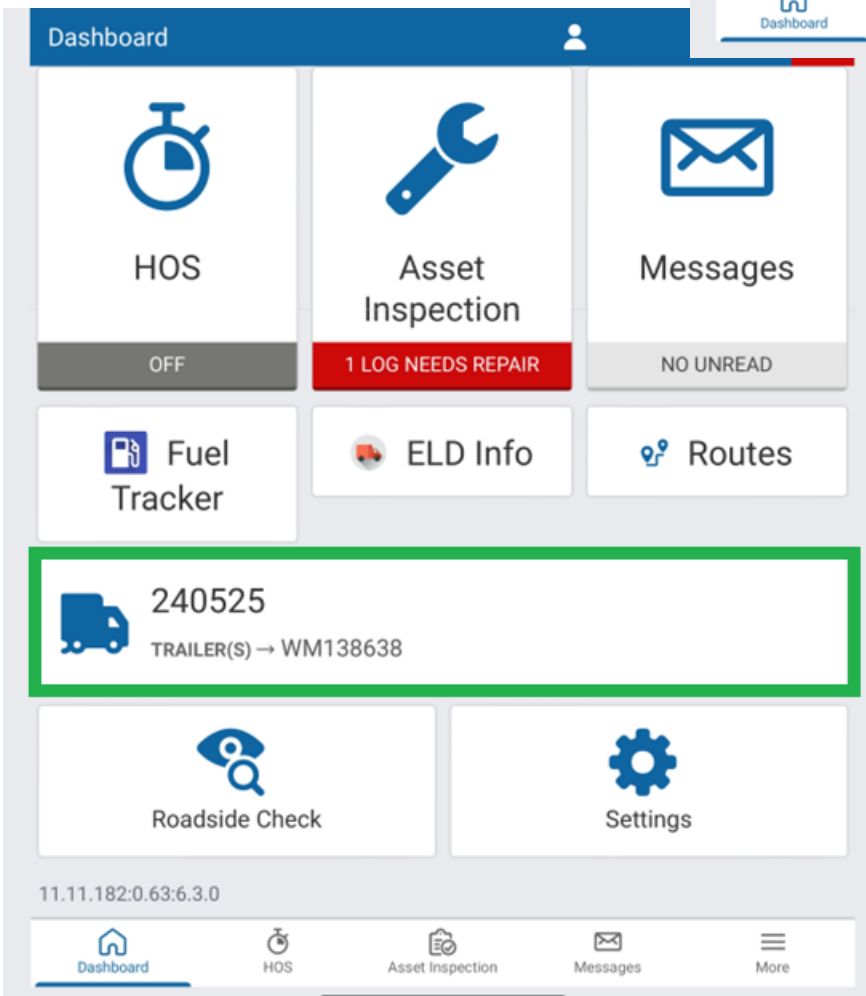

○ You can also find these important manuals on the Safety Flowcode page, under the "Resources" option for "ELD Info", or by scanning the "ELD Info" QR code inside your white permit folder, or present on your paper logs.

- Another option on the Dashboard is the equipment tile. If you ever need to switch trucks, or add/remove a trailer, or add/review a shipment number, this is where you will click to do so. Remember at this time, you will need to manually add your trailer number and shipment info every time you switch equipment or get dispatched on a new load. This information is not yet automated with this new Geotab system.
    - Once you click on the equipment tile, you can then choose a different truck, trailer, or change your shipment information.
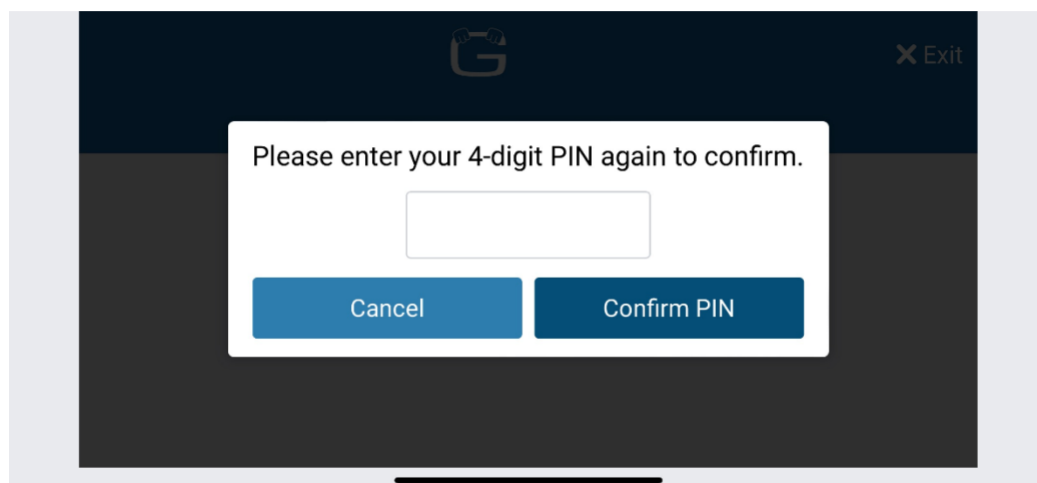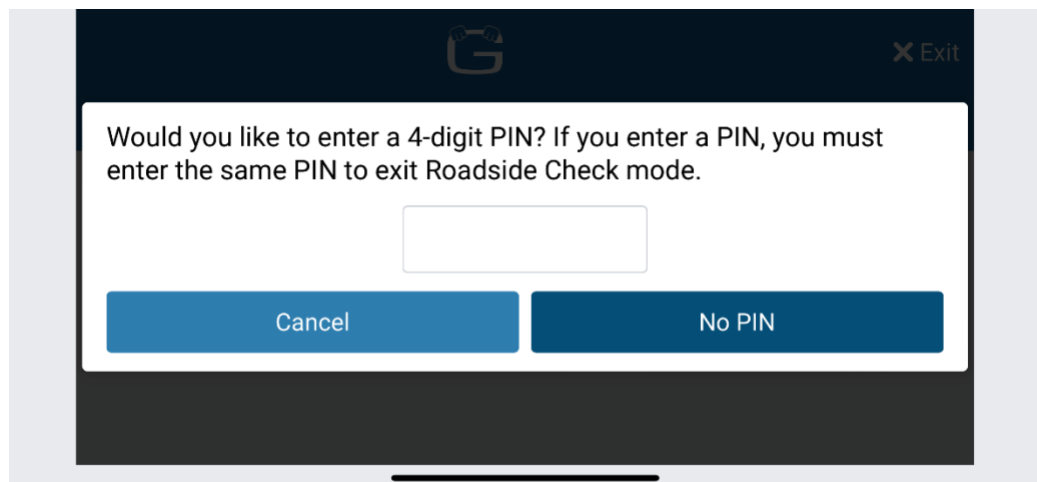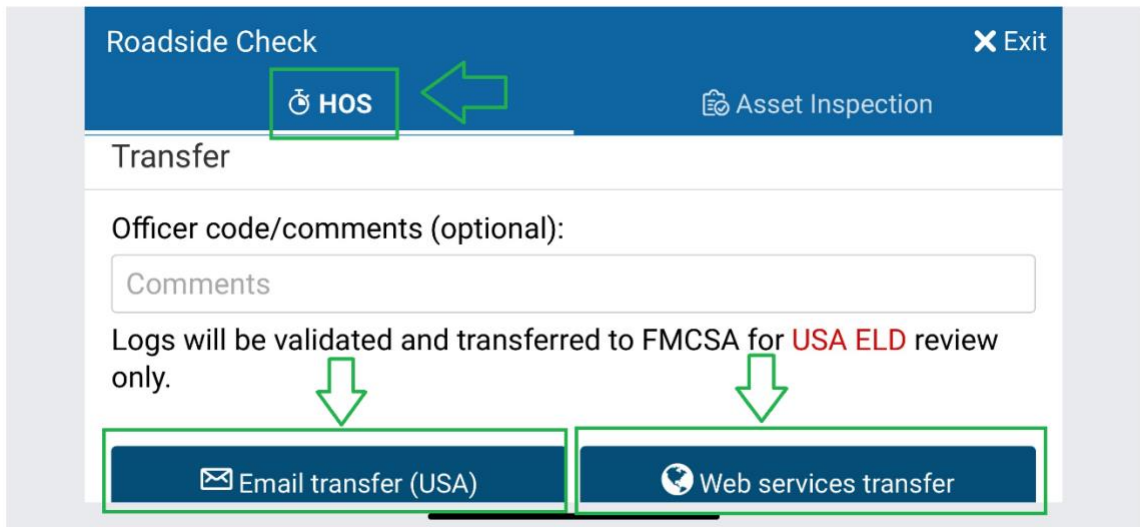

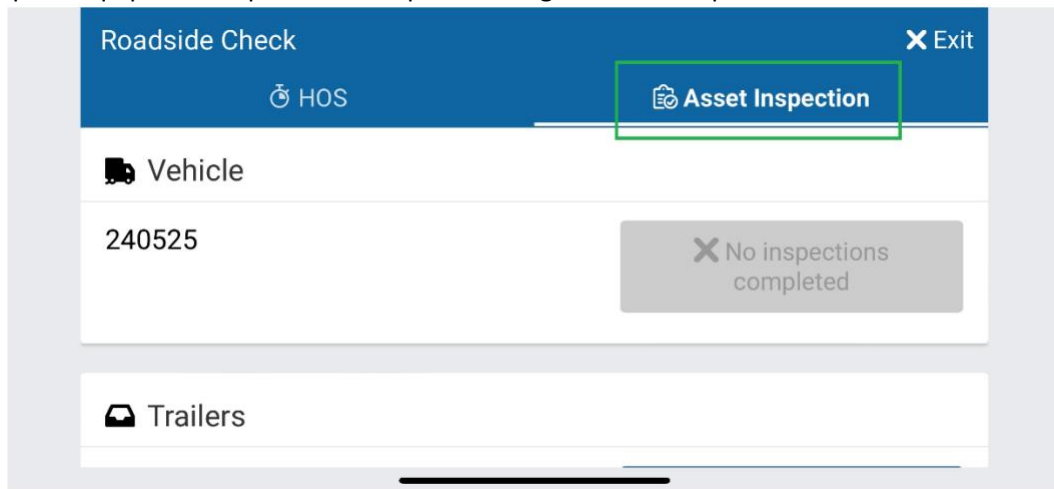- And another main option you will use from the Dashboard screen is the Roadside Check feature

- When you enter roadside view, you will prompted to enter, and then reenter a pin, this will lock the tablet so that enforcement can only see the roadside version of the tablet, and is not able to open other portions of your logs or apps.

- In the "HOS" tab of roadside view is where you will find the options of how to transfer your ELD logs to an enforcement officer during your roadside inspection.

- Officers will also be able to click the "Asset Inspection" tab from roadside view and view your equipment information, and prior equipment inspections completed using the Asset Inspection tool.

- Once you are done with Roadside Check view, simply click the "X Exit" button in the top right corner and then enter your pin, or just start driving.