FleetUp Mobile

User Guide

FLEETUP

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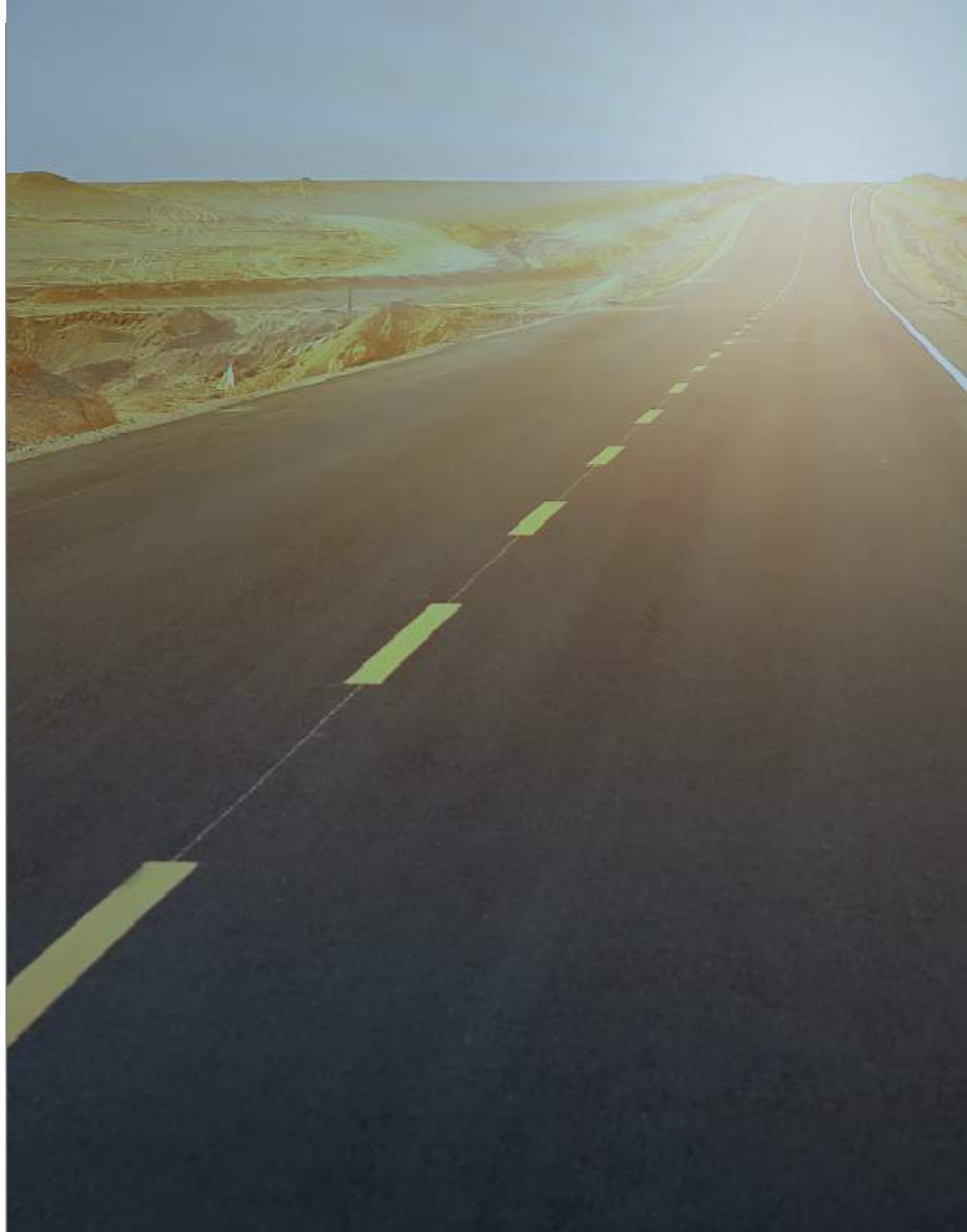
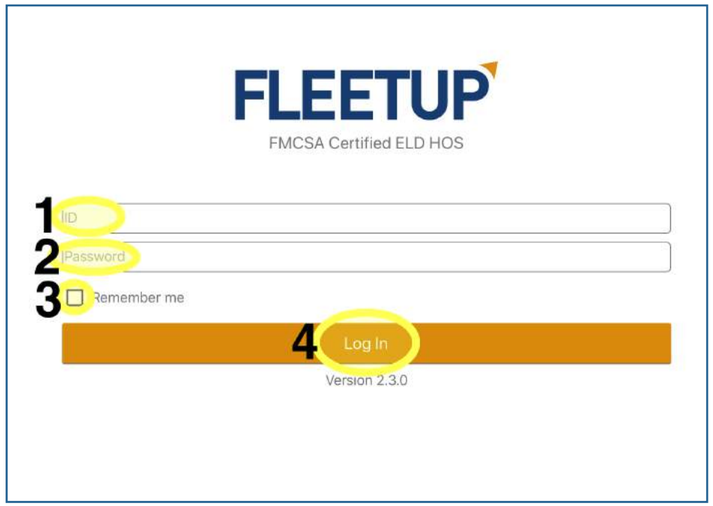


Log In

In order to use the FleetUp Mobile App, download it from the App Store or Google Play, then ask your administrator for your ID and Password.

After you've installed the app, open it and:



1: Enter your ID.

2: Enter your password.

3: Click the box next to "Remember Me" if you want the app to automatically remember your login information.

4: Click "Log In."

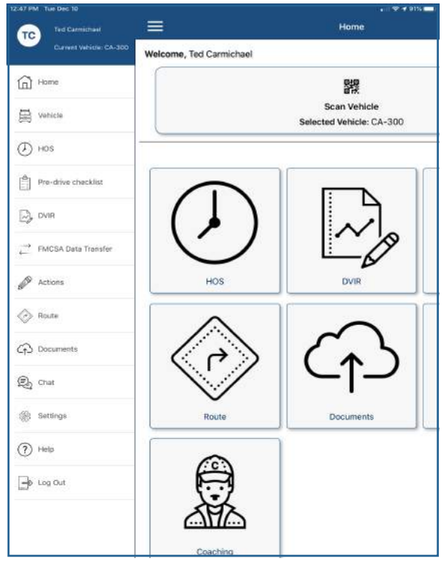
Using the Menu

If you want to go to a different category of the app:

1: Click the hamburger button (the three white bars) in the screen's top left corner.

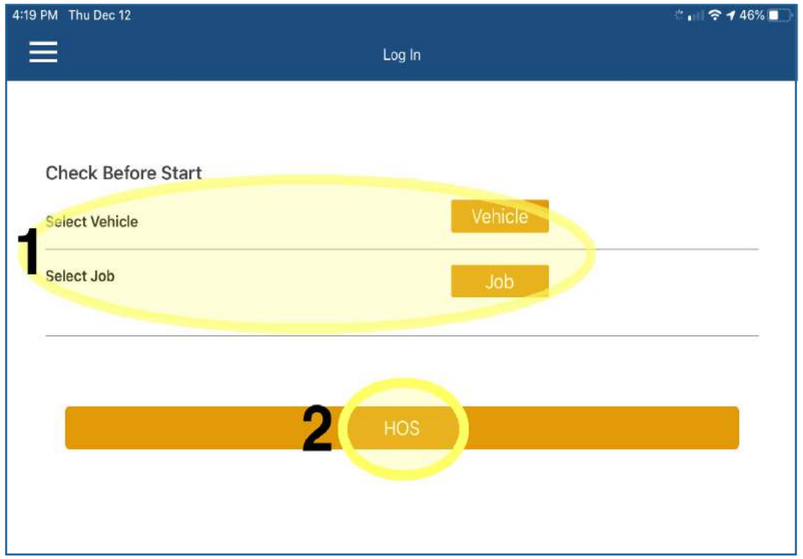
The menu will appear on the left side of the screen.

Go to any feature by clicking the feature's name.



HOS: Check Before Start

After you log back in to your account, clicking the “HOS” feature on the menu or the home screen will not take you to the standard “HOS” screen - instead, it will take you to this FMCSA-mandated “Check Before Start” screen. *After* you have checked this screen once, clicking the “HOS” feature on the menu or the home screen will take you to the regular “HOS” screen.



1 : You will see a number of suggested tasks to complete, for example, “Certify Yesterday’s Log,” “Select Vehicle,” “Select Job,” and/or others.

2 : In order to continue to the standard HOS screen, click “HOS.”

Select a Vehicle

There are three ways for a driver to select their vehicle:

If you want to use a QR code, proceed to A.
If you want to search for your vehicle’s name, proceed to B on page 5.
If you want to choose your vehicle’s name from a list, proceed to C on page 6.

A: Select a Vehicle via Its QR Code

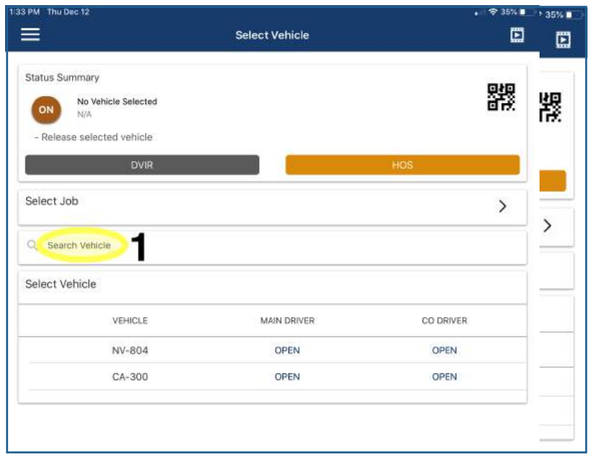
1 : Go to the “Home” screen and select “Scan Vehicle.” (See “*Using the Menu*” on page 5.)

2 : Aim your tablet or smartphone camera at the vehicle’s QR code. If you need to, click the QR code to focus on it. Click “Select Vehicle” if you want to select the identified vehicle.

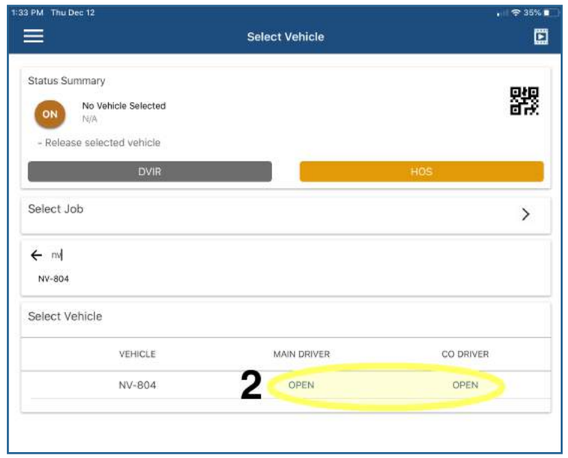
B: Select a Vehicle by Searching for Its Name

Go to the “Vehicle” feature via the home page or the menu.
(See “*Using the Menu*” on page 2.)

After you’ve installed the app, open it and:



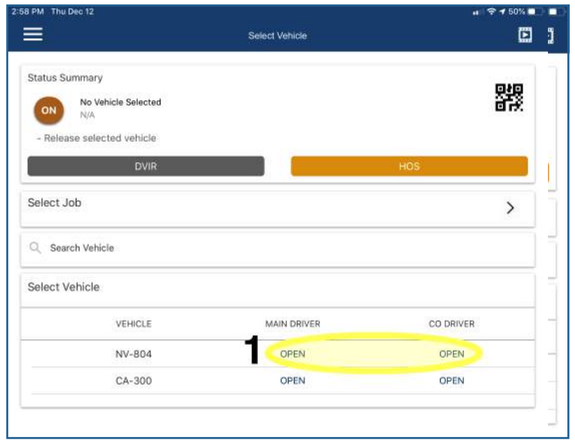
1: Type your vehicle’s name or code into the search box.



2: When you see the correct vehicle, select “Driver” or “Co-Driver.”

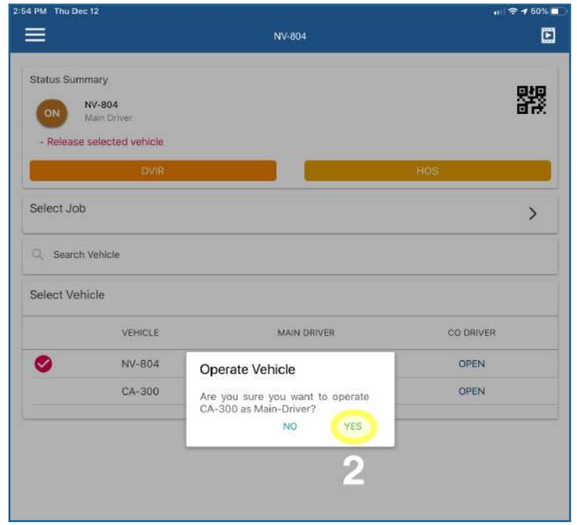
C: Select a Vehicle by Choosing Its Name

Go to the “Vehicle” feature via the home page or the menu.
(See “*Using the Menu*” on page 2.)



1: Choose the correct vehicle and select “Main Driver” or “Co-Driver.”

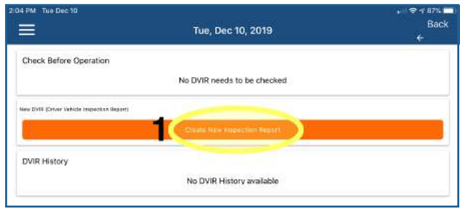
2: Click “Yes” *if* you have selected the right vehicle.

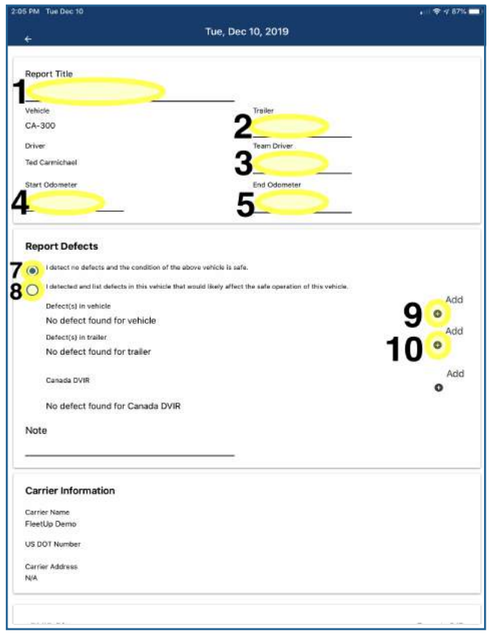


Create a New DVIR

Go to the “DVIR” feature via the home page or the menu.
(See *Using the Menu* on page 2.)

1: Click “Create New Inspection Report.”





2: Enter “Report Title.”

3: Enter “Trailer.”

4: Enter “Team Driver.”

5: Enter “Start Odometer.”

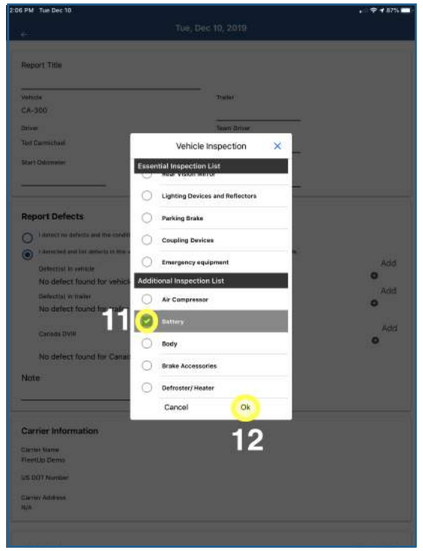
6: Enter “End Odometer” if you’ve finished your trip.

7: If you detect no defects, select “I detect no defects and the condition of the above vehicle is safe.” Then proceed to Step 13.

8: If you *do* detect defects in the vehicle or the trailer, select “I detected and list defects in this vehicle that would likely affect the safe operation of this vehicle.”

9: If you detect defects in the vehicle, click the top plus sign.

10: If you detect defects in the trailer, click the middle plus sign.

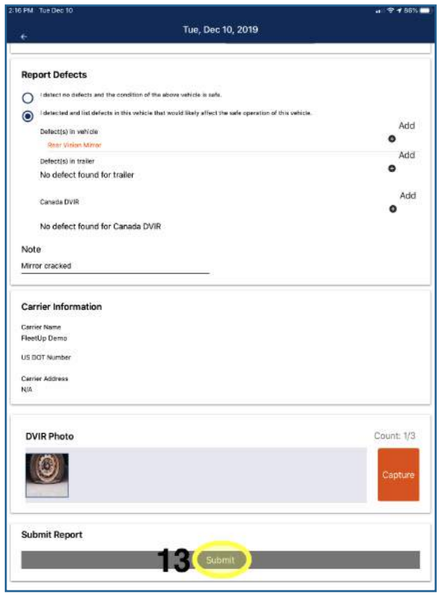


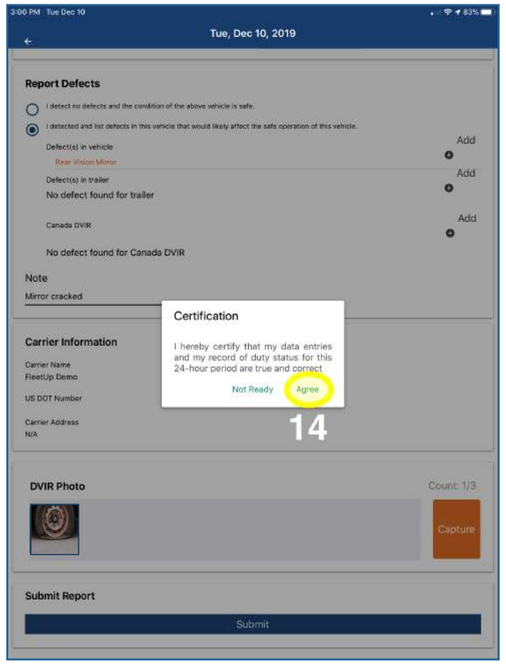
11: Select the defect(s) you have found.

12: Click “Ok.”

- If you are ready to submit your DVIR, proceed to Step 13.
- If you want to make a note, proceed to A on page 10.
- If you want to take a new picture, proceed to B on page 11.
- If you want to use a picture you’ve already taken, proceed to C on page 12.

13: When you have completed your DVIR, click “Submit.”

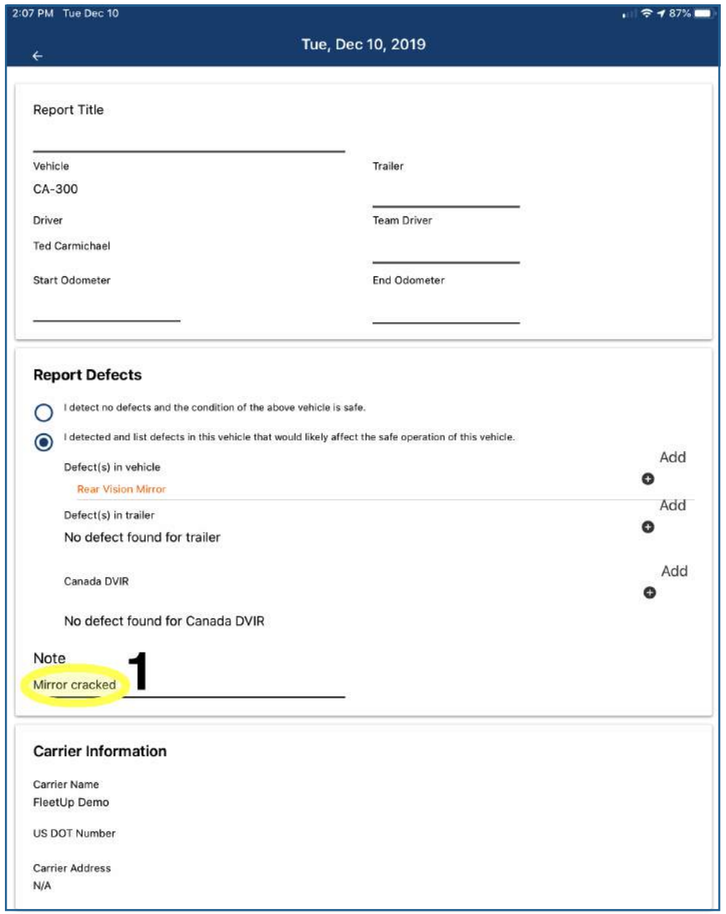




14: Click “Agree.”

15: Click “OK.”

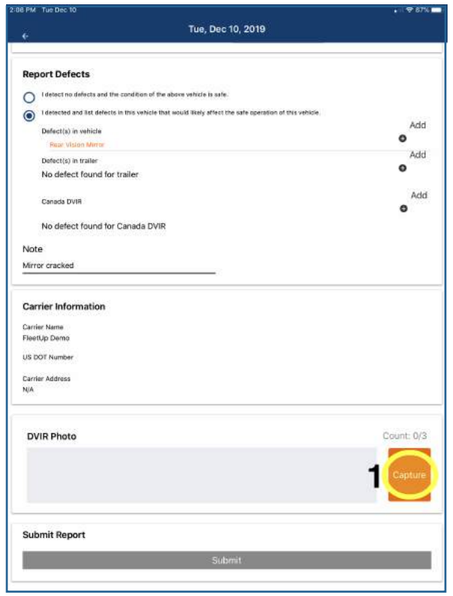
A: Write a Note



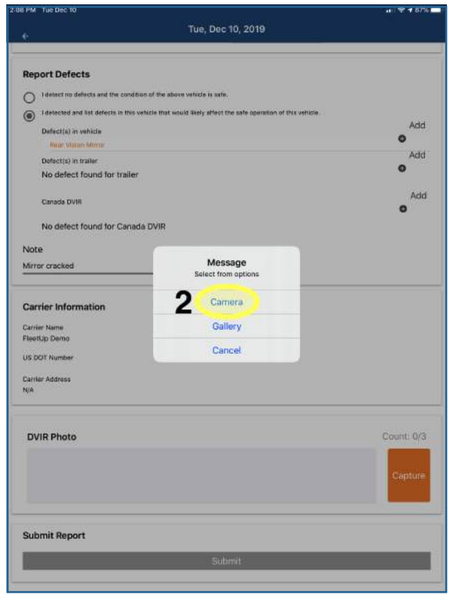
1: Type your note beneath “Note.”

2: To complete your DVIR, return to step 13 in “Create a New DVIR.”

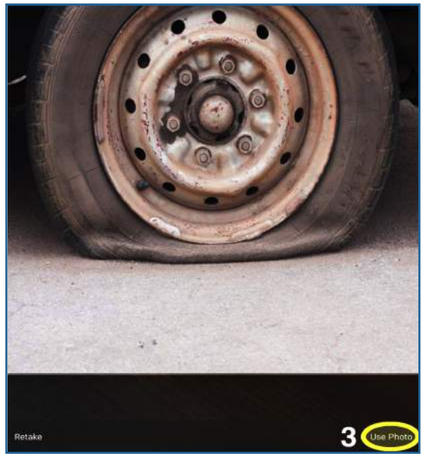
B: Take a Picture with Your Camera



1: Click “Capture.”



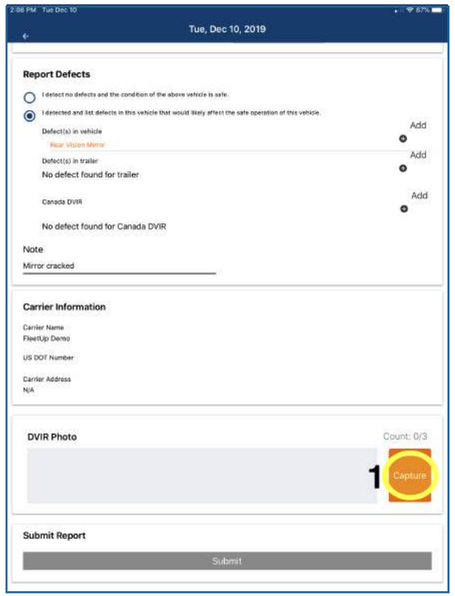
2: Click “Camera.”



3: Follow your camera’s commands to take a picture. Then, click “Use Photo.”

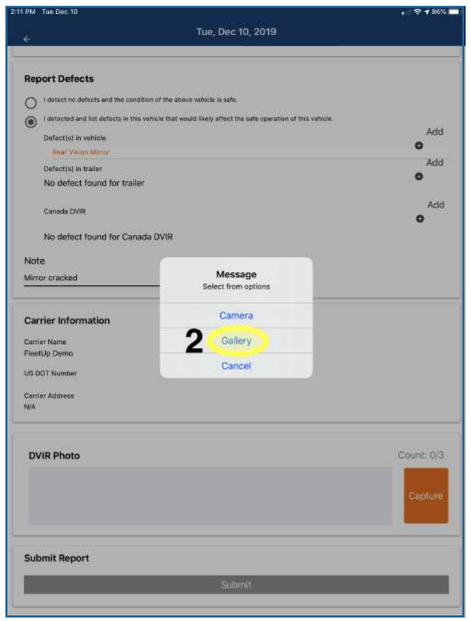
4: To complete your DVIR, return to step 13 in “Create a New DVIR.”

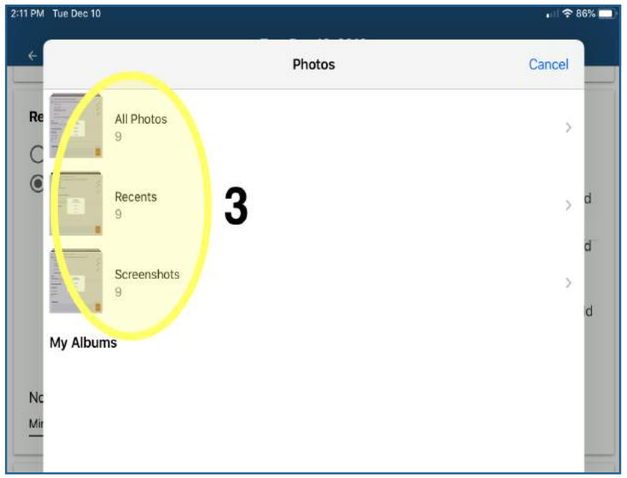
C: Select a Picture from Your Gallery



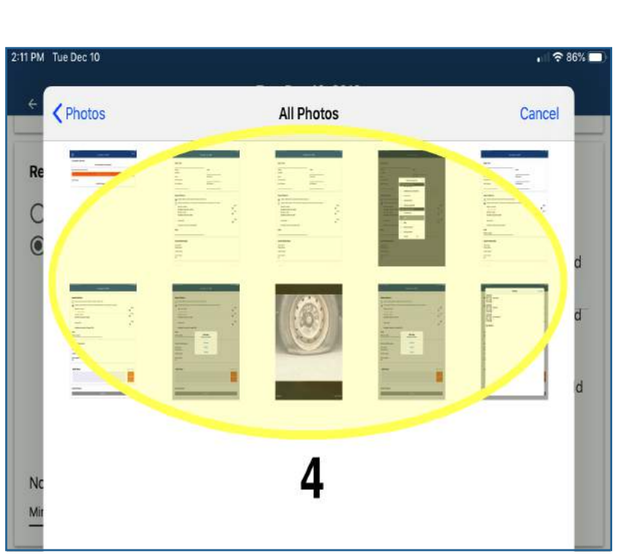
1: Click “Capture.”

2: Click “Gallery.”

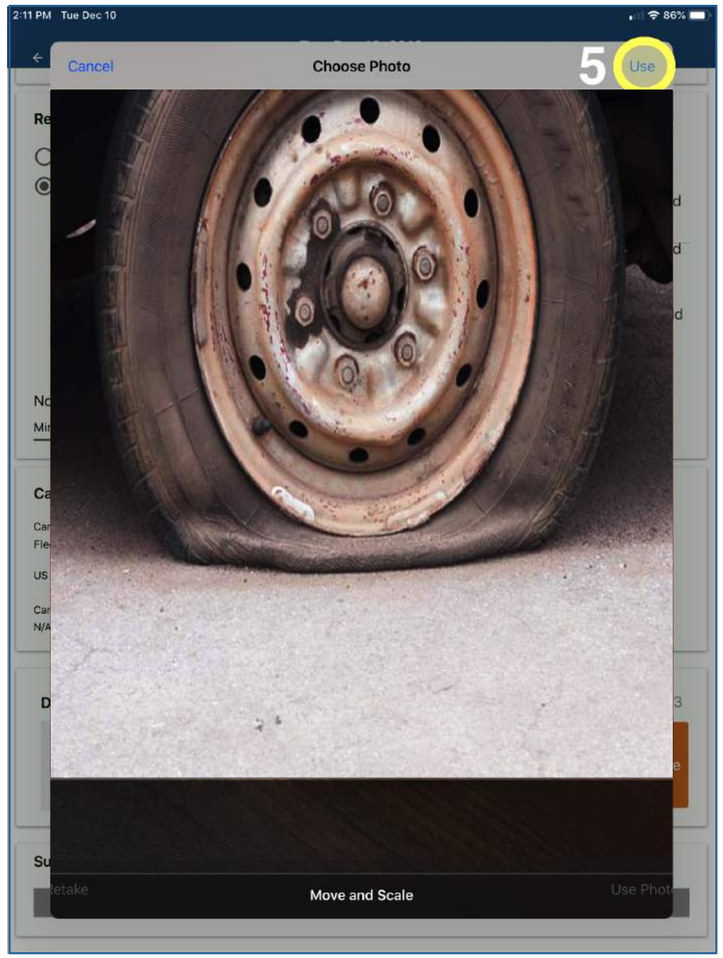




3: Select the gallery in which you've saved your photo.



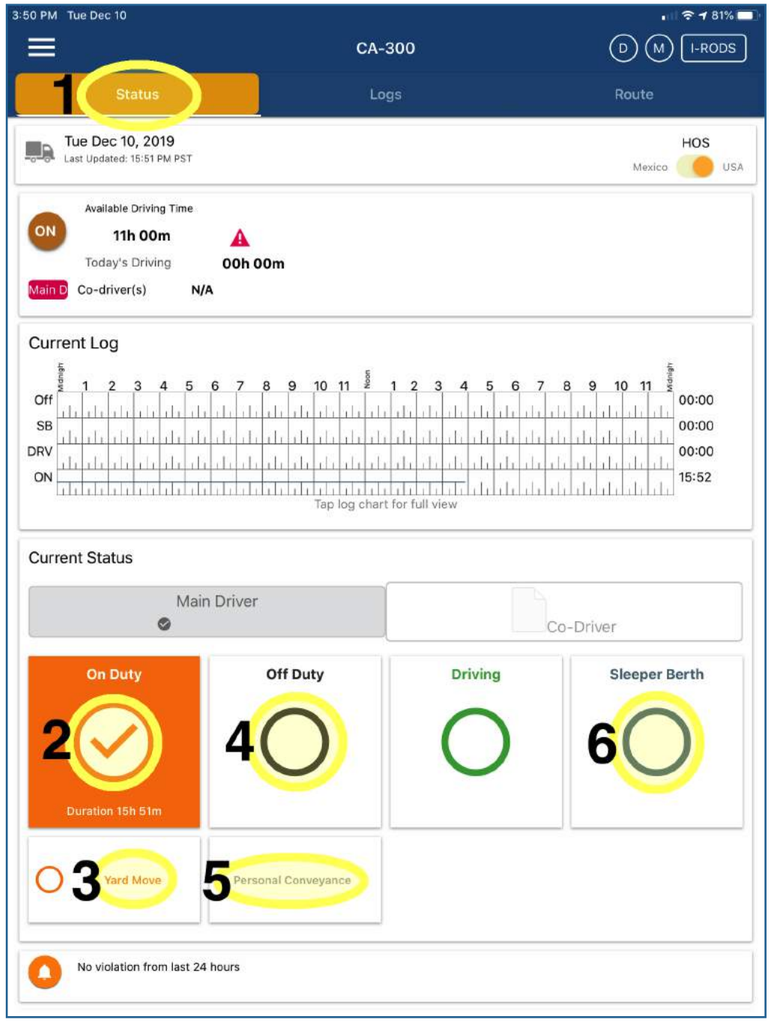
4: Select the photo you want to use.



5: Click "Use."

6: To complete your DVIR, return to step 13 in "Create a New DVIR."

Change Your Current HOS Status



Go to the “HOS” feature via the home page or the menu.
(See *Using the Menu* on page 2.)

1: You will automatically be taken to the HOS “Status” tab.

2: Change your status to “On Duty” by clicking this circle.

3: Change your status to “Yard Move” by clicking here *after* you first click the “On Duty” circle.

4: Change your status to “Off Duty” by clicking this circle.

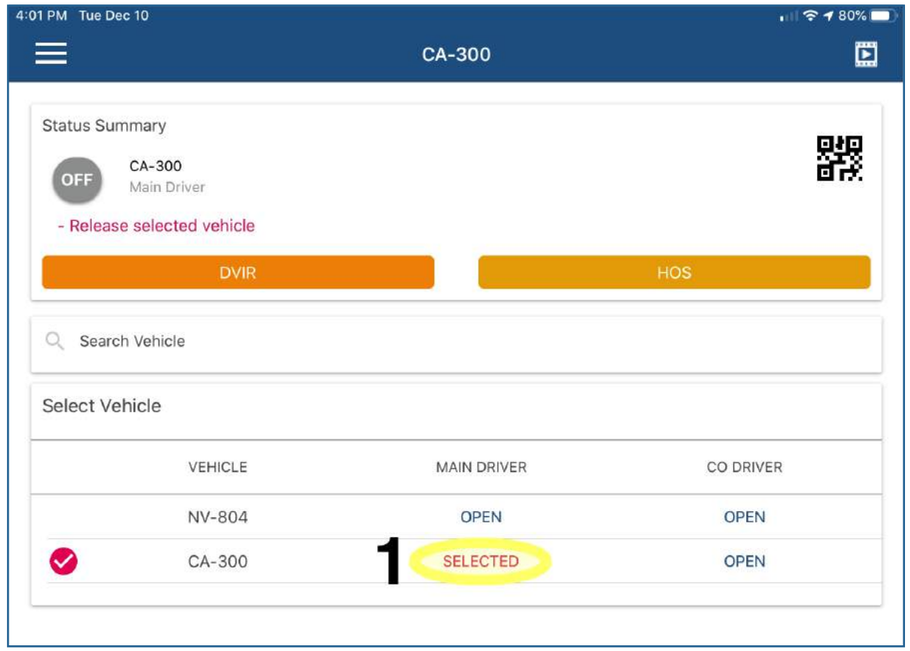
5: Change your status to “Personal Conveyance” by clicking this circle *after* you first click the “Off Duty” circle.

6: Change your status to “Sleeper Berth” by clicking this circle.

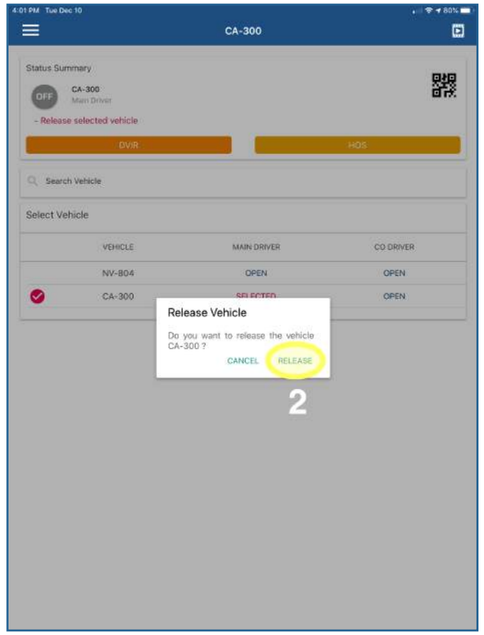
Note: You *cannot* change your status to “Driving.” Once your vehicle starts traveling 5 mph or above, your status is *automatically* changed to “Driving.”

Release Vehicle

Go to the “Vehicle” feature via the home page or the menu.
(See *Using the Menu* on page 2.)

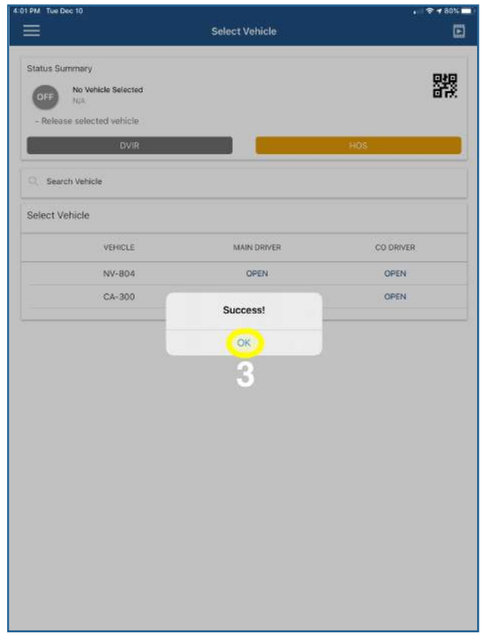


1: Click “SELECTED.”



2: When the “RELEASE VEHICLE” message pops up on your screen, click “RELEASE.”

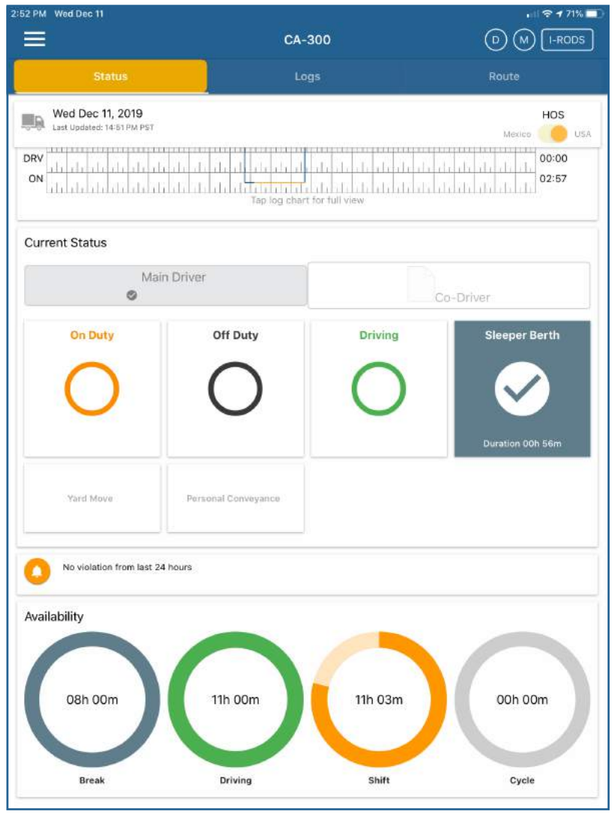
3: Click “OK.”



Check Your Current HOS Duty Status

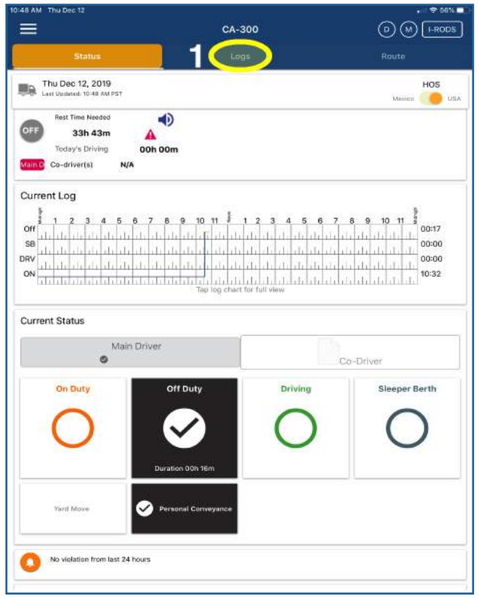
You can see your current HOS availability by going to the HOS feature via the home page or the menu (see *Using the Menu* on page 2).

Stay on the “Status” tab and scroll all the way down to see your remaining Break, Driving, Shift, and Cycle hours.

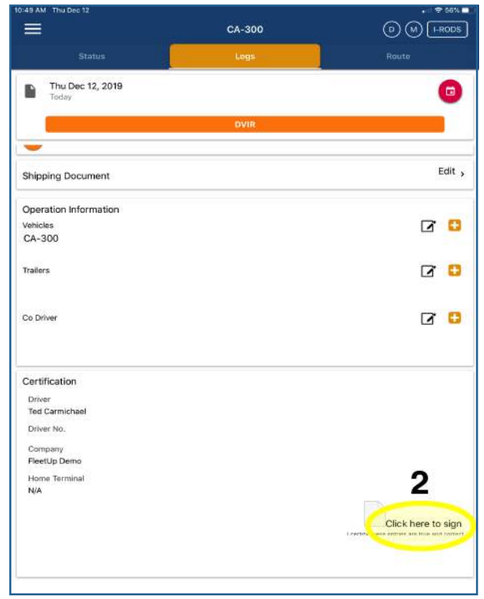


Certify HOS Log

Go to the “HOS” feature via the home page or the menu. (See *Using the Menu* on page 2.)



1: Click the “Logs” tab.

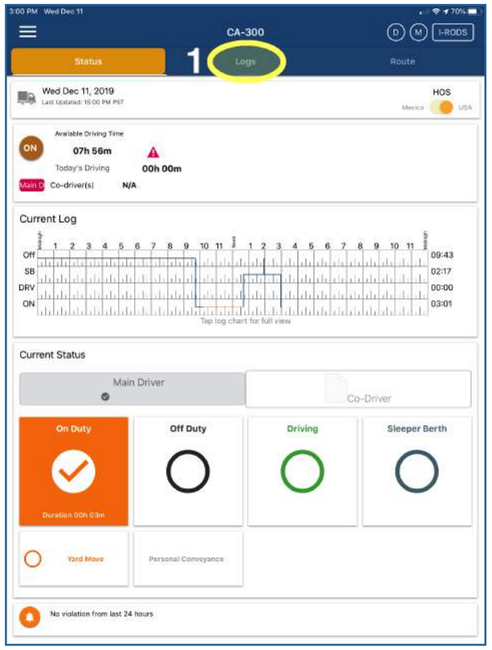


2: Scroll to the bottom of the page and click “Click here to sign.”

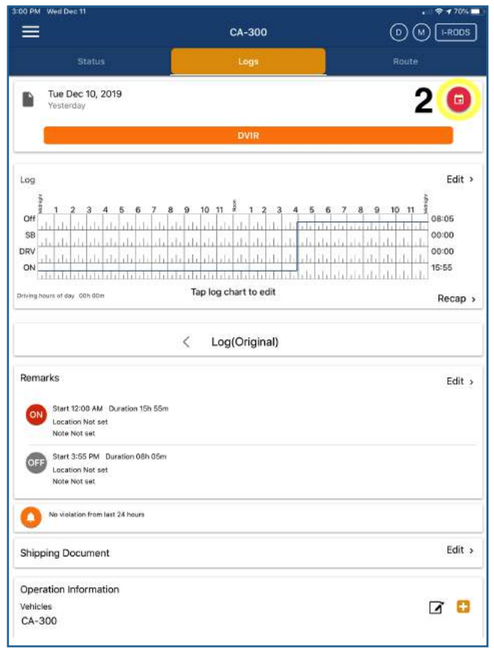
3: If your data entries and record of duty status are correct, click “Agree.”

Revise HOS Log

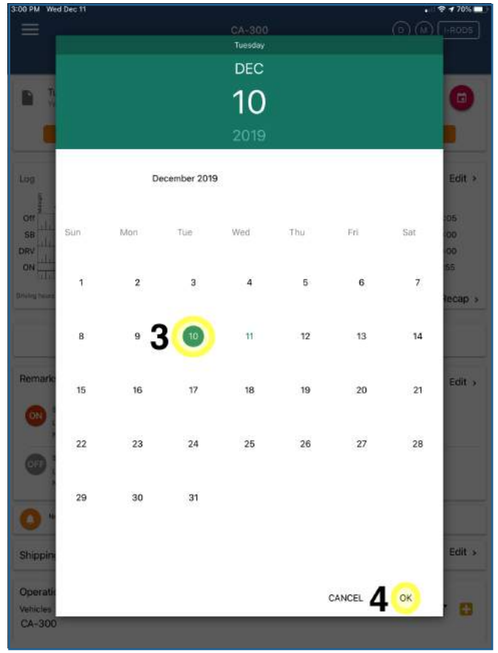
Go to the HOS feature via the home page or the menu (see *Using the Menu* on page 2).



1: Click the “Logs” tab.

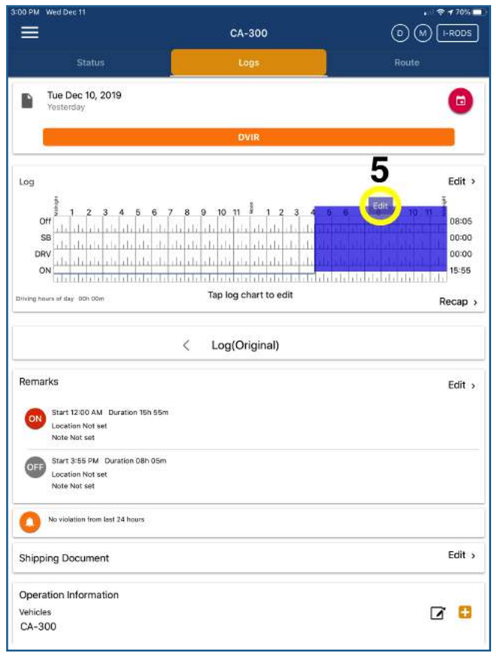


2: Click the calendar icon to select the date of the logs you want to revise.

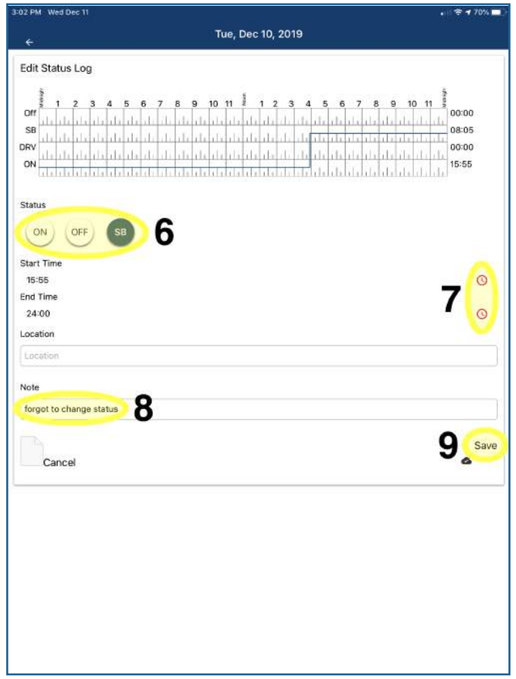


3: Select the date of the logs you want to revise.

4: Click “OK.”



5: Click the section of the logs you want to change. After the correct section is highlighted, click the blue “Edit” button to change your HOS status.

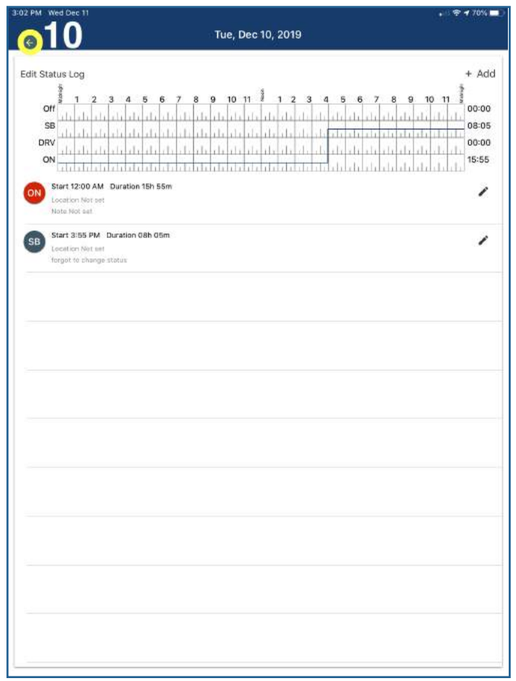


6: Select your correct HOS status.

7: Change the revised status' start and end time by clicking the clock icons.

8: Write a note explaining why you needed to revise your HOS status.

9: Click "Save."



10: Click the arrow icon to return to the HOS home screen.

Accept or Reject an Administrator's Suggested HOS Edit

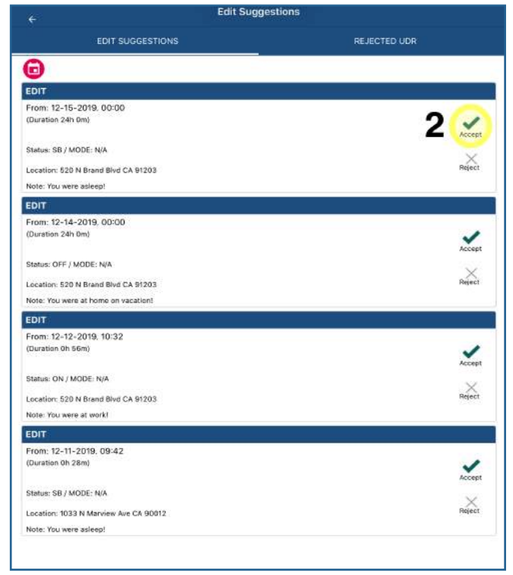
To accept an HOS change, go to A.
To reject an HOS change, go to B on page 25.

A: Accept an HOS Change

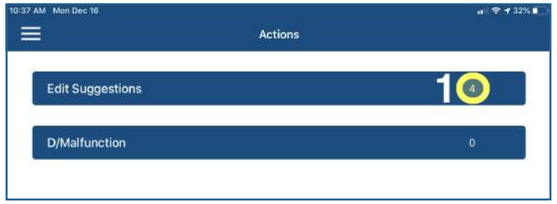
Go to the "Actions" feature via the home page or the menu (see *Using the Menu* on page 2).

1: If your admin has suggested a change, you will see a number to the right of "Edit Suggestions." Click that number.

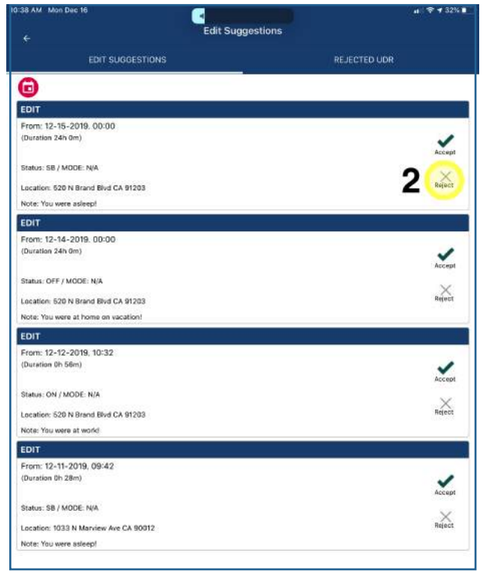
2: To accept your admin's change, click the check mark icon.



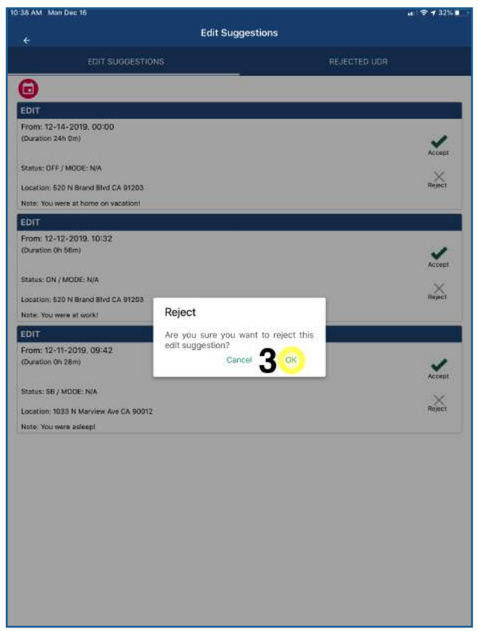
B: Reject an HOS Change



1: If your admin has suggested a change, you will see a number to the right of “Edit Suggestions.” Click that number.



2: To reject your admin’s change, click the X icon.



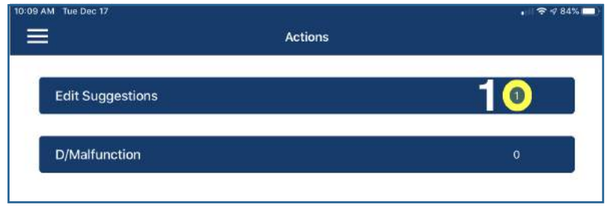
3: If you’re sure you want to reject the suggested change, click “OK.”

Accept or Reject a UDR

To accept a UDR, go to A
To reject a UDR, go to B on page 27.

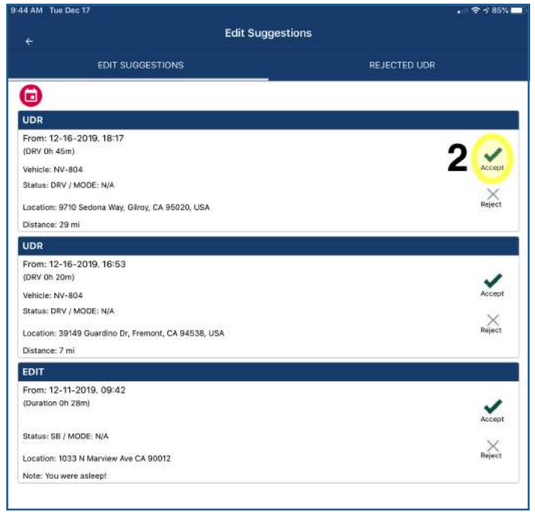
A: Accept a UDR

Go to the “Actions” feature via the home page or the menu (see *Using the Menu* on page 2).



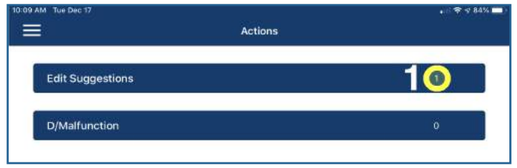
1: If your admin has sent you a UDR, you will see a number to the right of “Edit Suggestions.” Click that number.

2: Find the UDR you want to accept, then click the check mark icon on the right.

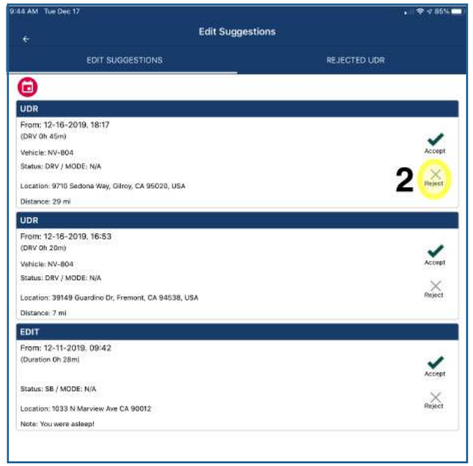


B: Accept a UDR

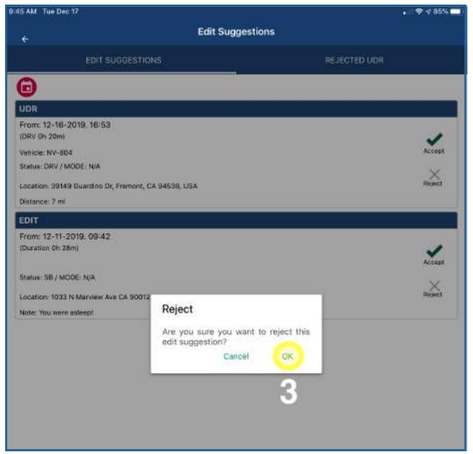
Go to the “Actions” feature via the home page or the menu (see *Using the Menu* on page 5).



1: If your admin has sent you a UDR, you will see a number to the right of “Edit Suggestions.” Click that number.



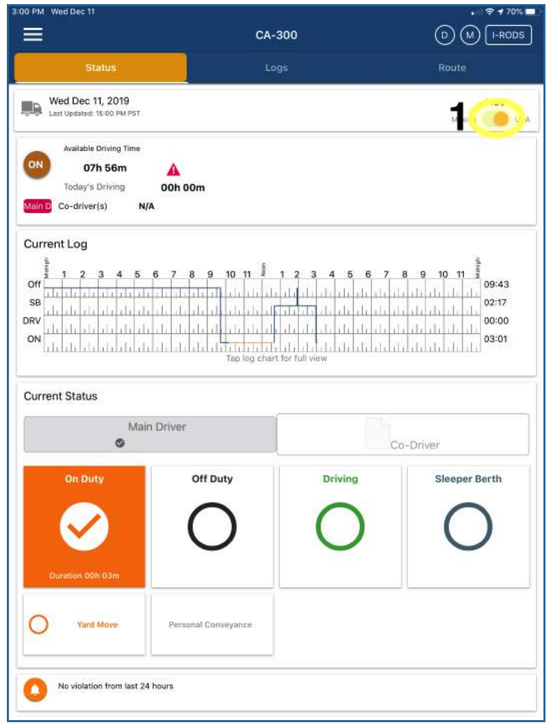
2: Find the UDR you want to reject, then click the “X” on the right.



3: Click “OK.”

Switch to Mexico or US HOS Regulations

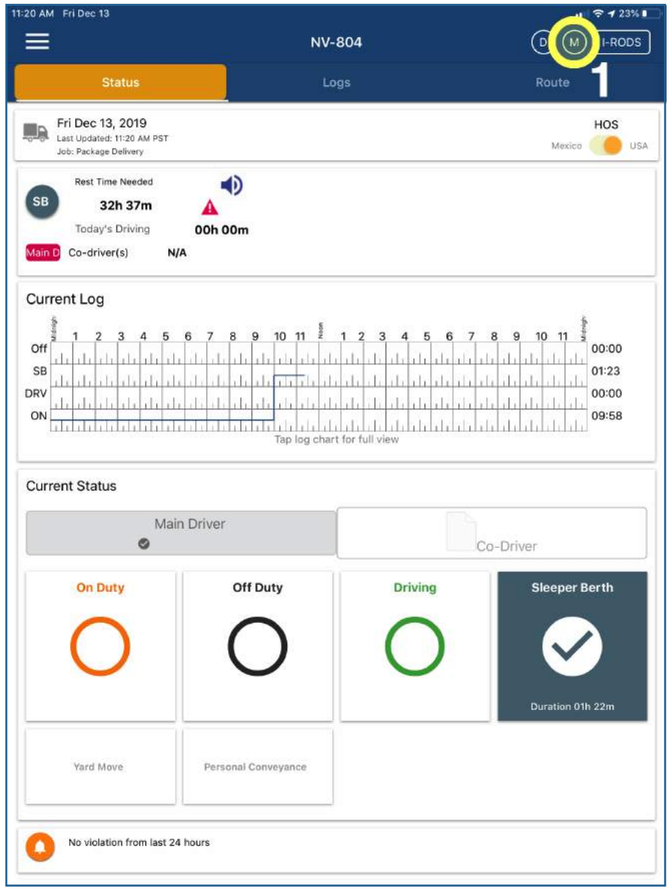
You can see what country’s HOS regulations the FleetUp Mobile App is tracking by going to the HOS feature via the home page or the menu (see *Using the Menu* on page 2).



1: Change your country by toggling the orange circle between “Mexico” and “USA.”

ELD Diagnostic and Malfunction

Log In



1: If you're on the HOS feature and see "M" highlighted in red, your ELD might need to be repaired.

In order to stay compliant when their ELDs malfunction, drivers must:

1: Immediately contact FleetUp Support at 833-66-FLEET or support@fleetup.com.

2: Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within 24 hours.

3: Reconstruct the record of duty status for the current day using a paper log and continue to keep paper logs until the ELD is repaired or replaced.

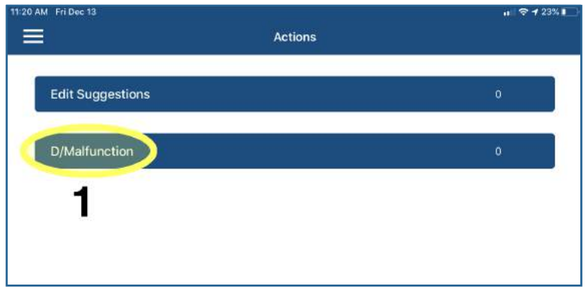
4: During an inspection, display the last 7 days of logs by tapping on I-RODS in the FleetUp HOS app.

Carriers' ELD Responsibilities:

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.

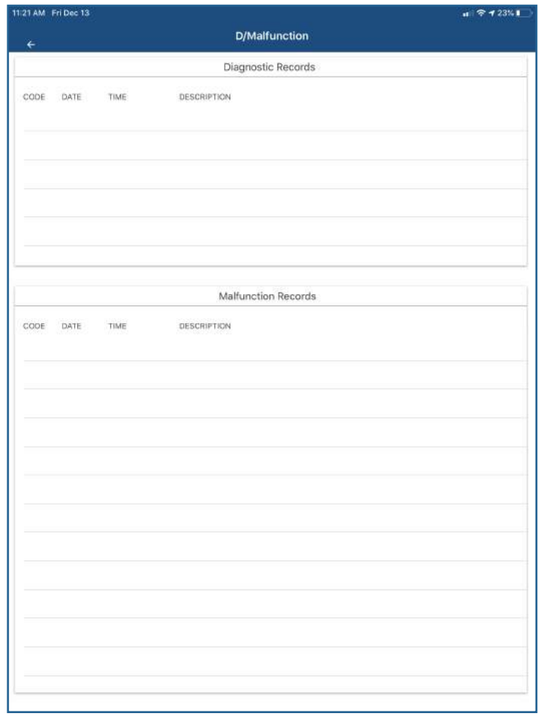
2: If a motor carrier needs a time extension, they must notify the FMCSA Division Administrator for the state of motor carrier's principal place of business within 5 days after a driver notifies the motor carrier per the guidelines set forth in §395.34(2).

You can learn about your ELD's issue by going to the "Actions" feature (See "*Using the Menu*" on page 2.)



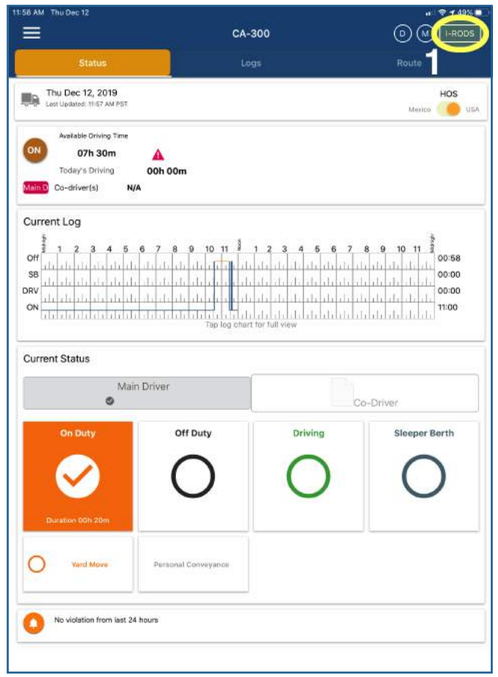
1: Click on "D/Malfunction."

A description of the issue will appear on this screen:

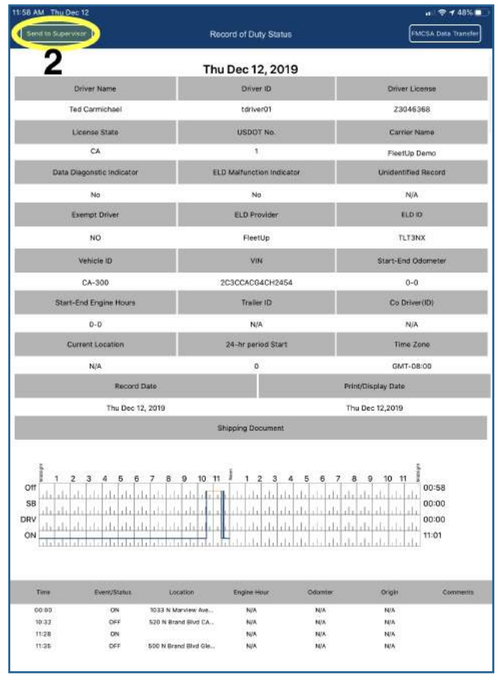


Send RODS to Supervisor

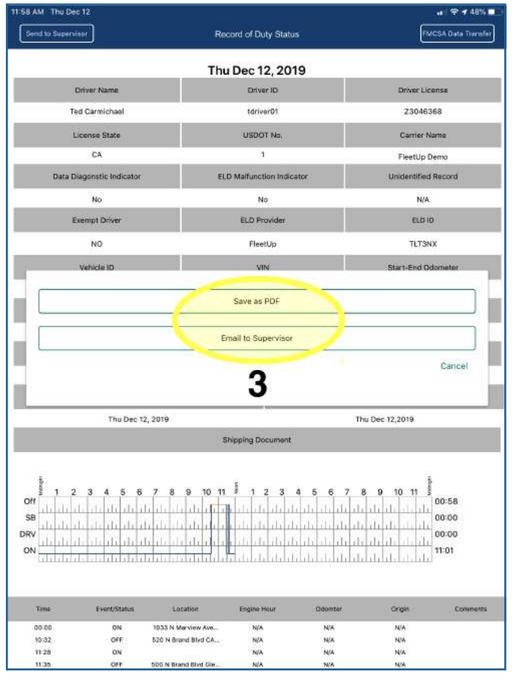
Go to the "HOS" feature via the home page or the menu. (See *Using the Menu* on page 2.)



1: Click the "I-RODS" button.



2: Click the "Send to Supervisor" button.

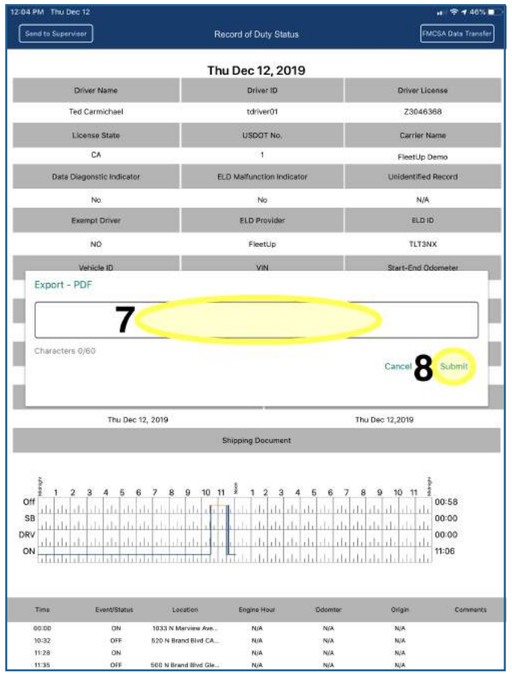


3: Click “Email to Supervisor” and continue on to Step 4. Or click “Save as PDF,” skip steps 4 - 6, and continue on to step 7.

4: Enter any comments you want to make.

5: Click “Submit.”

6: At this point, you’ll be given the option to choose your preferred email app to send the email.

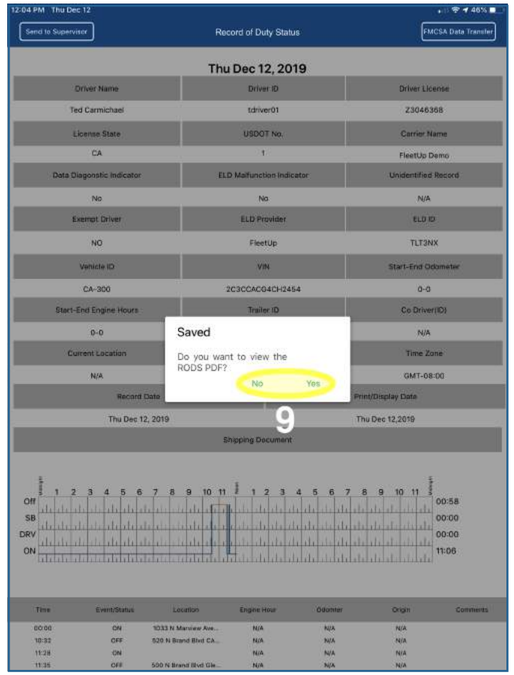


Follow the steps below if you chose “Save as PDF” in Step 3.

7: Enter any comments you want to make.

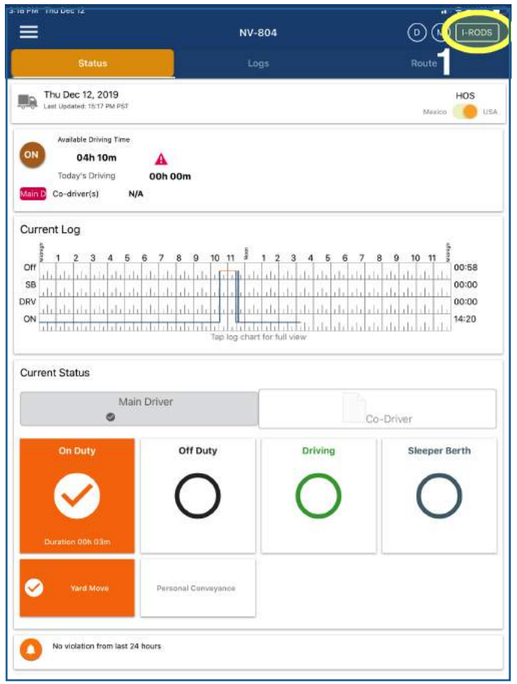
8: Click “Submit.”

9: Click “No” if you don’t want to see the PDF or “Yes” if you do want to see the PDF.

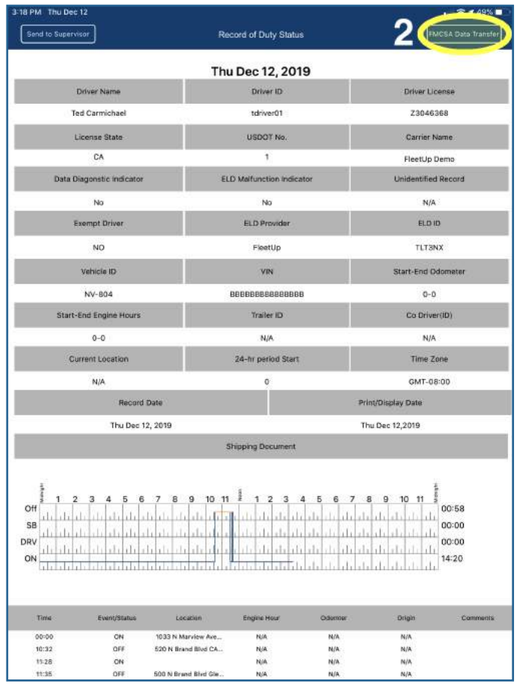


Send RODS to the FMCSA via the HOS Feature

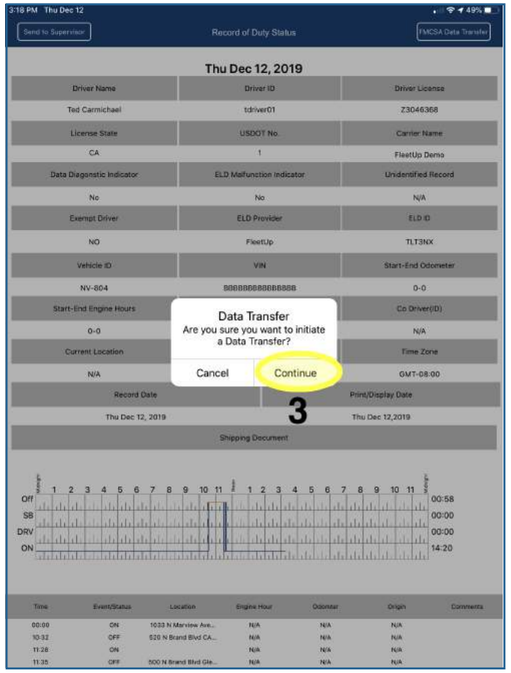
Go to the “HOS” feature via the home page or the menu.
(See *Using the Menu* on page 2.)



1: Click the “I-RODS” button.

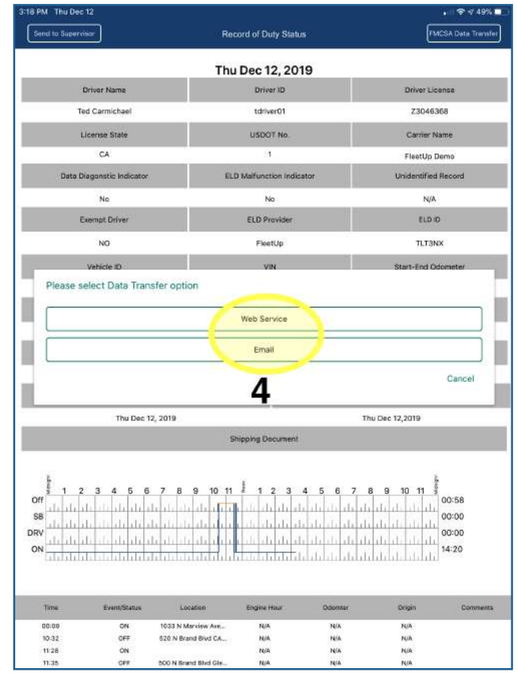


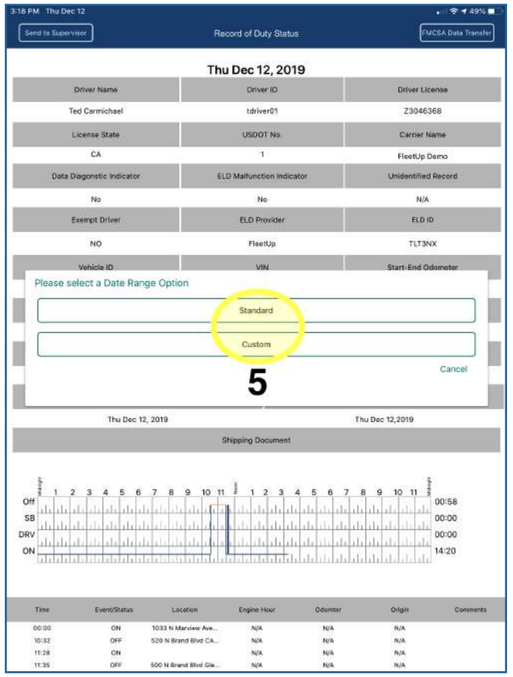
2: Click the “FMCSA Data Transfer” button.



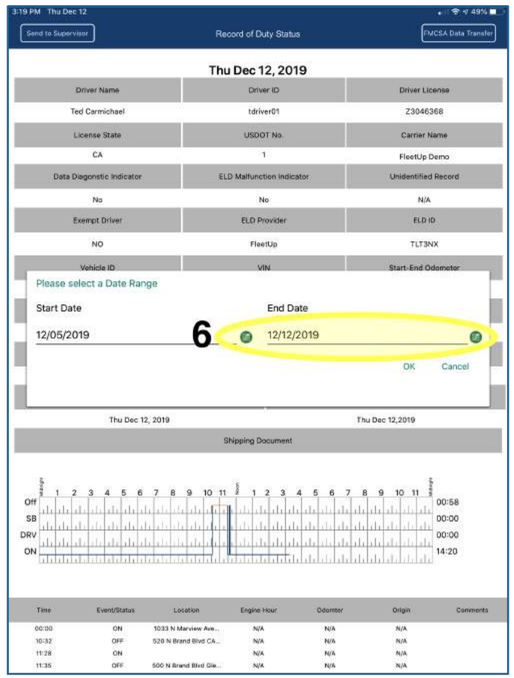
3: Click “Continue” *if* you’re sure you want to initiate a data transfer.

4: Click the data transfer option you want to use.





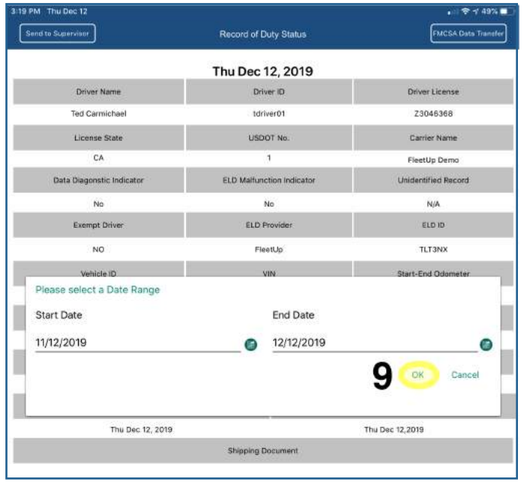
5 : Click the date range you want to select, “Standard” (this will transfer all HOS data from the last eight days) or “Custom.” If you choose “Standard,” skip steps 6 - 9 and proceed straight to step 10.



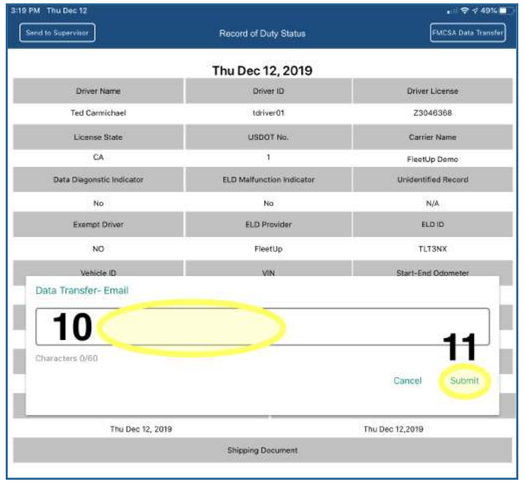
6 : *If* you clicked “Custom” in step 5, choose your start date by clicking the calendar icon to the left and your start date by clicking the calendar icon to the right.

7 : Change the date by swiping up or down on the month, date, and year.

8 : When you’ve chosen the correct date, click “Done.”

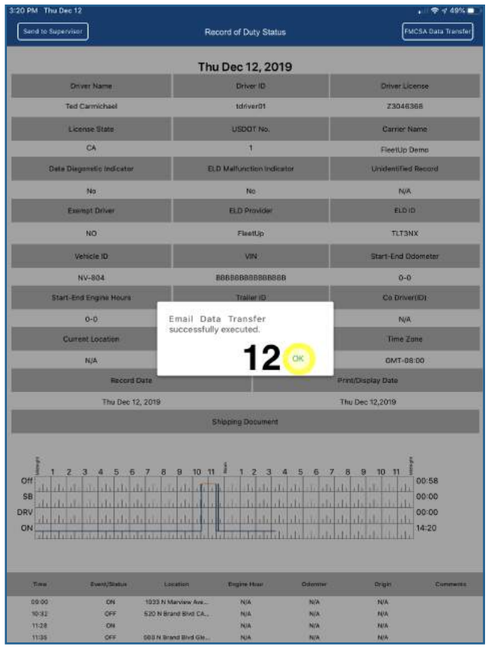


9 : Click “OK” *if* the date range is correct.

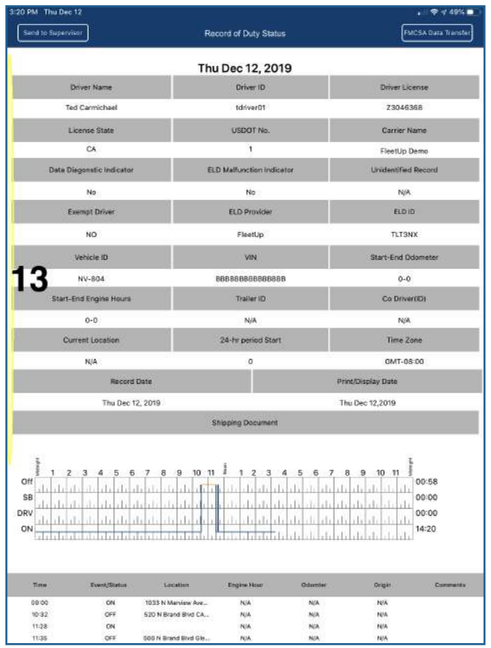


10 : Enter any notes you want to make.

11 : Click “Submit.”



12 : When the transfer is completed, the “Data Transfer successfully executed” pop-up will appear. Click “OK.”



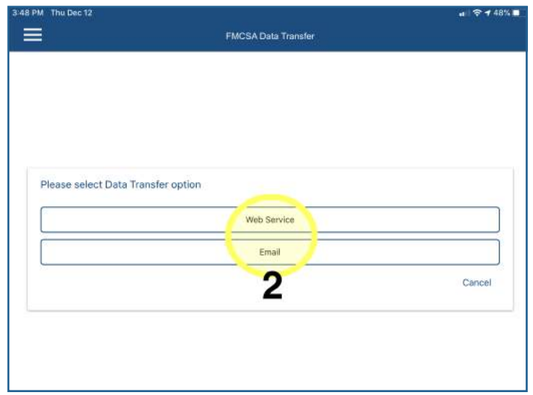
13 : To return to the menu, tap the *far* left of the screen and *slowly* swipe right.

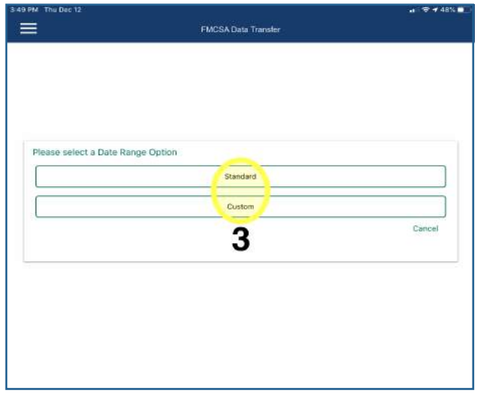
Send RODS to the FMCSA via the Menu

Go to the “FMCSA Data Transfer” feature via the menu.
(See *Using the Menu* on page 2.)

1 : Click “Continue” *if* you’re sure you want to initiate a data transfer.

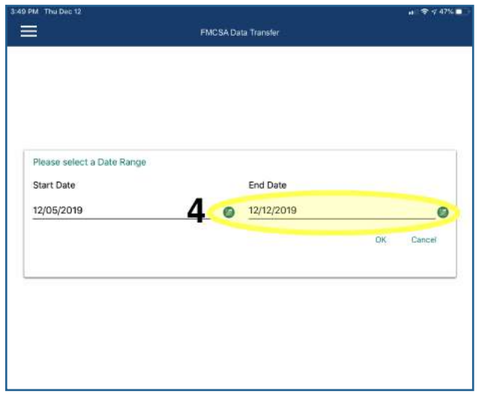
2 : Click the data transfer option you want to use.

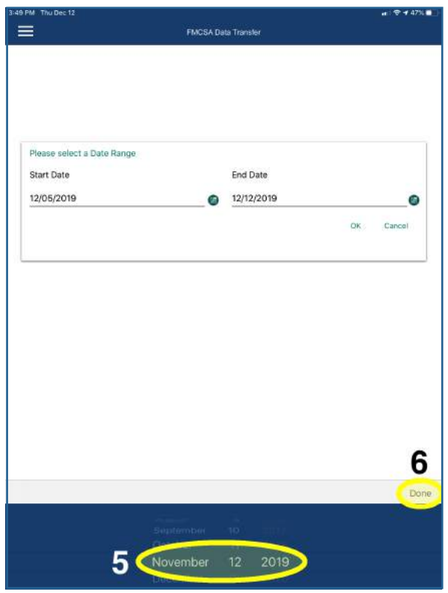




3: Click the date range you want to select, “Standard” (this will transfer all HOS data from the last eight days) or “Custom.” If you choose “Standard,” skip steps 4 - 7 and proceed straight to step 8.

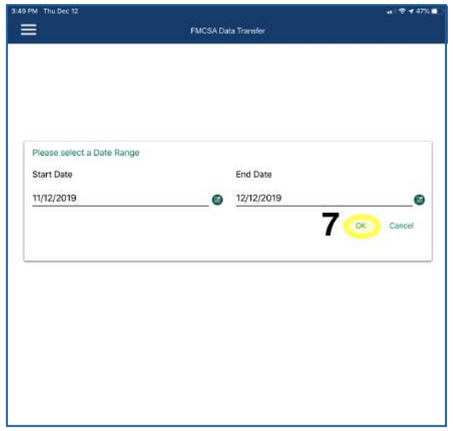
4: *If* you clicked “Custom” in step 3, choose your start date by clicking the calendar icon to the left and your start date by clicking the calendar icon to the right.





5: Change the date by swiping up or down on the month, date, and year.

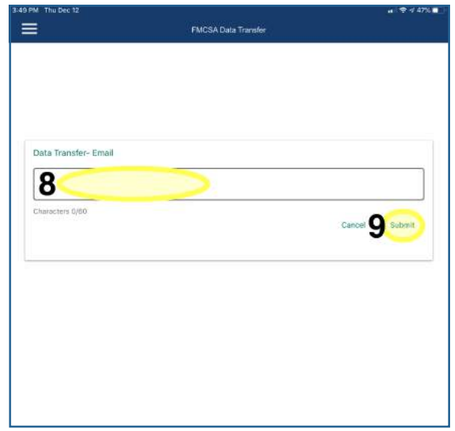
6: When you’ve chosen the correct date, click “Done.”

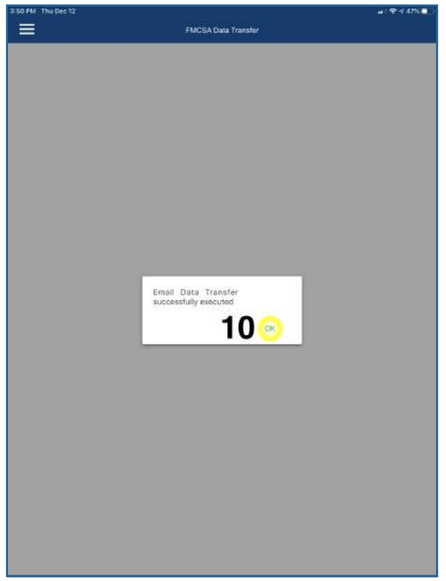


7: Click “OK” *if* the date range is correct.

8: Enter any notes you want to make.

9: Click “Submit.”



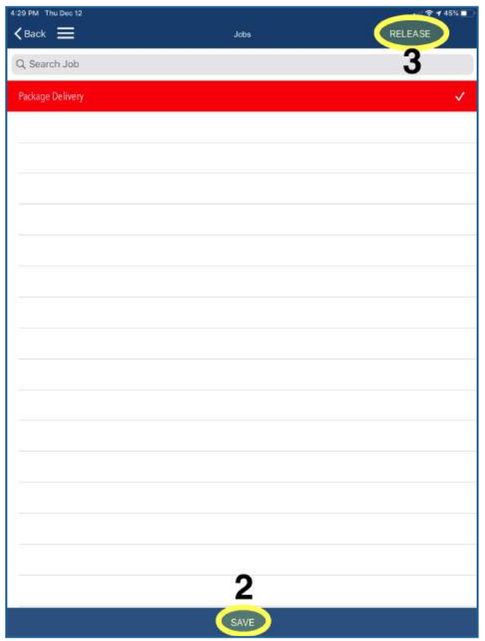


10: When the transfer is completed, the “Data Transfer successfully executed” pop-up will appear. Click “OK.”

Accept or Release a Work Order

Go to the “Workforce” feature via the home page or the menu. (See *Using the Menu* on page 2.)

1: Click the correct work order.



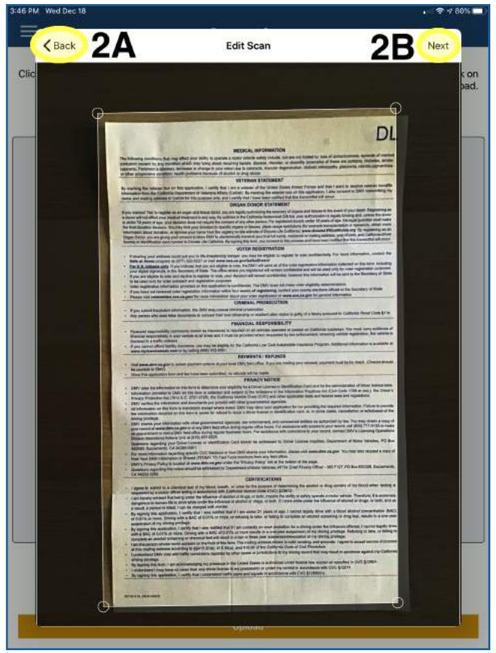
2: To accept the work order, click “Save.”

3: To release the work order, click “Release.”

Scan a Document

Go to the “Documents” feature via the home page or the menu. (See *Using the Menu* on page 2.)

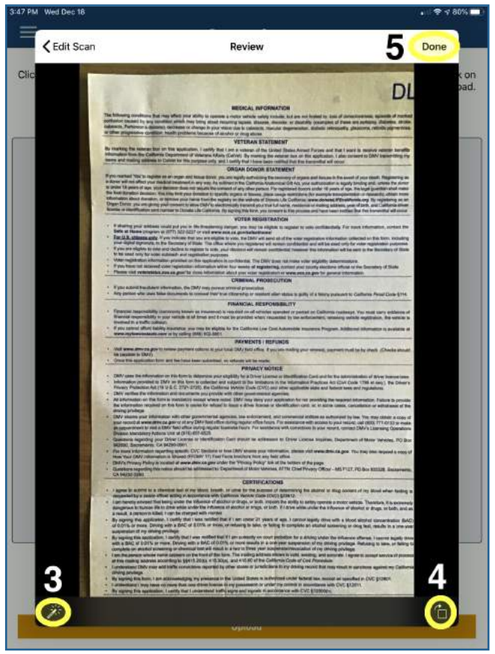
1: Click the scan icon.



2 : Aim your device's camera at the document you want to scan.

2A : If you want to take another picture, click "Back."

2B : If you want to use this picture, click "Next."



3 : If you want to make your picture black-and-white, click the wand icon.

4 : If you want to rotate your picture, click the rotate icon.

5 : When you're finished, click "Done."

Upload a Document

Go to the "Documents" feature via the home page or the menu. (See *Using the Menu* on page 2.)

1 : Click the document you want to upload.

2 : Click "Upload."

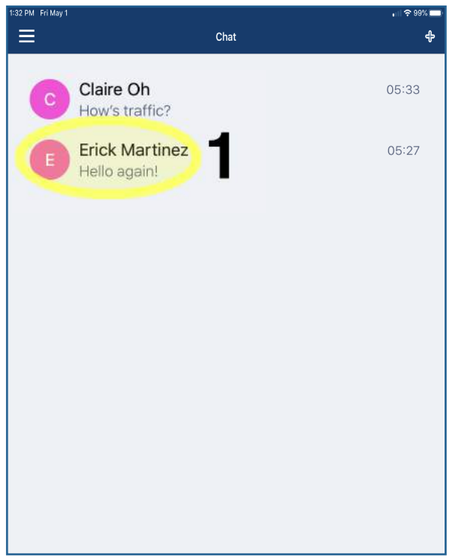
3 : When the document has uploaded, you'll see the "Success!" pop-up. Click "OK."

Use the Chat Feature

Go to the “Chat” feature via the home page or the menu.
(See *Using the Menu* on page 2.)

To write a chat, go to A.
To create a chat group, go to B on page 48.

A: Write a Chat

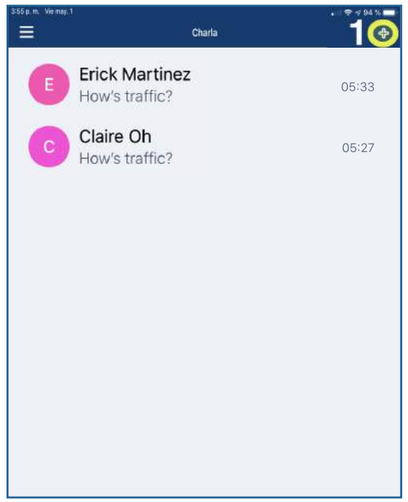


1 : Click the name of the person who you want to send a message to.

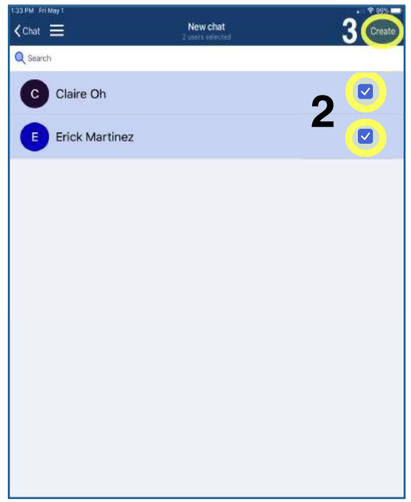
2 : Click “Send Message.”

3 : Compose your message, then click the blue arrow icon.

B: Create a Chat Group

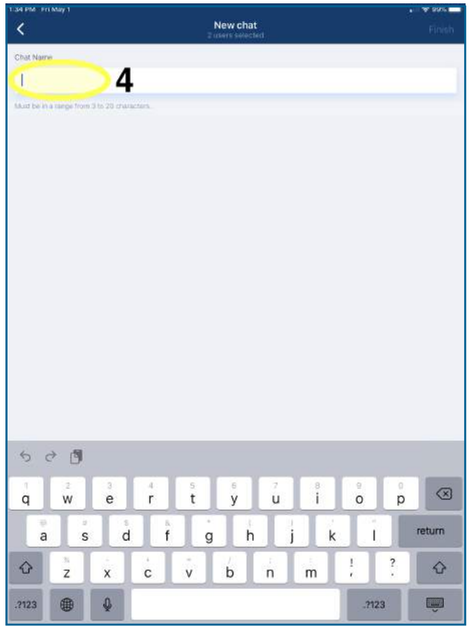


1 : Click the plus icon.

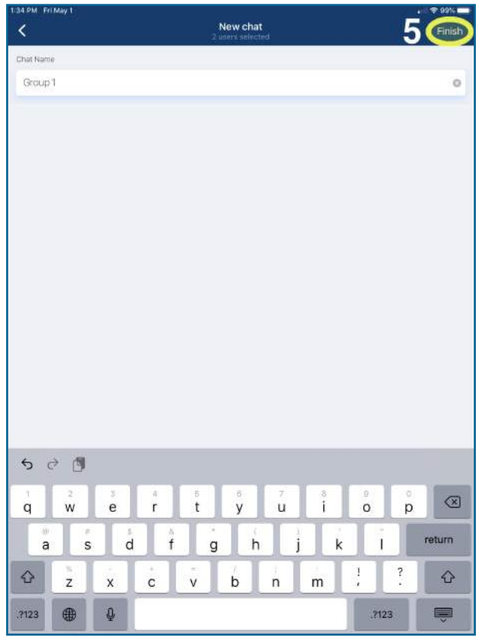


2 : Select the names of the people you want in the group.

3 : Click “Create.”



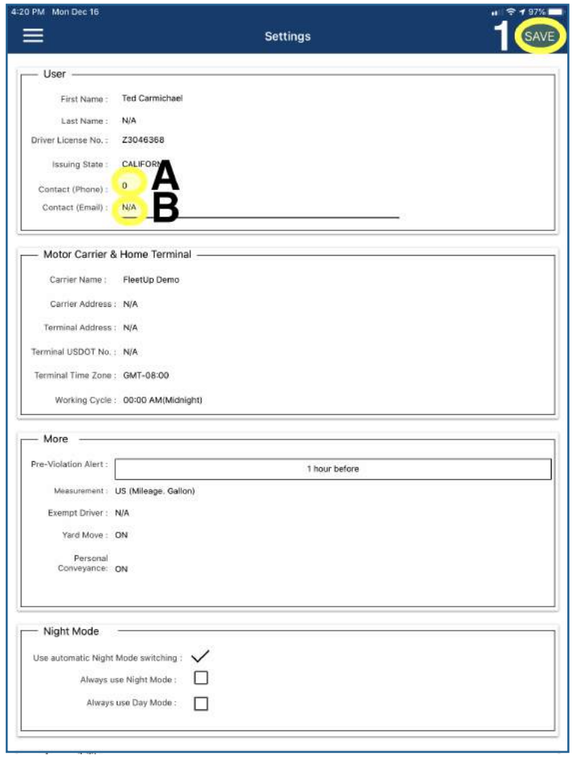
4: Write a Chat Name.



5: Click “Finish.”

Settings

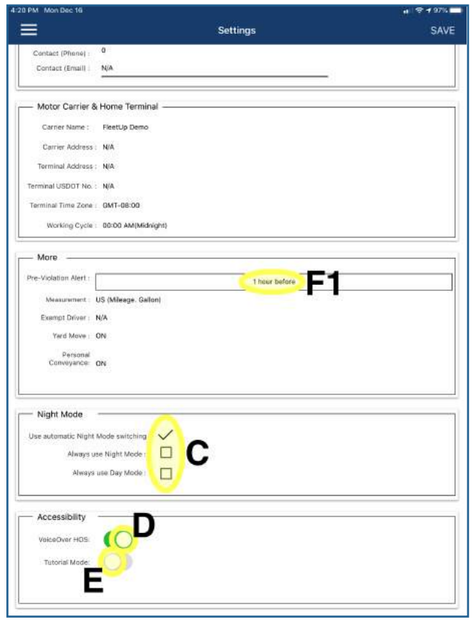
Go to the “Settings” feature via the menu.
(See *Using the Menu* on page 2.)



1: After you make any of the changes described in Steps A - F, click "Save."

A: Add or change your phone number here.

B: Add or change your email here.

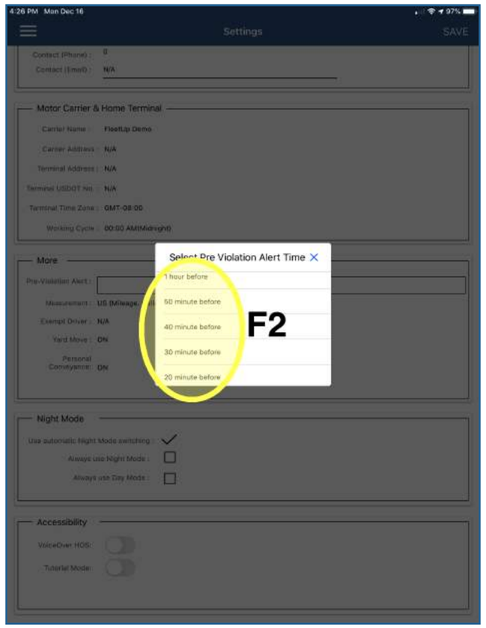


C: Click the box to the right of your preferred “Night Mode” setting.

D: To turn VoiceOver HOS on (*and receive live HOS alerts*) toggle this button to the right. To turn it off, toggle the button to the left.

E: To turn Tutorial Mode on (*and be taught how to use our apps with AI prompts*) toggle this button to the right. To turn it off, toggle the button to the left.

F1 : To change the time you’re sent a Pre-Violation Alert, click this box, then continue to Step F2.

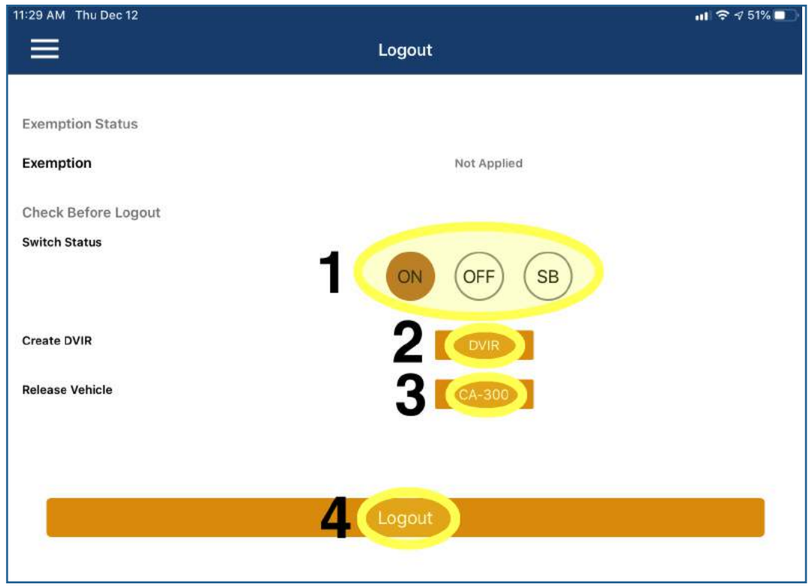


F2 : Select your preferred Pre-Violation Alert time.

Note: Remember, after you have selected your preferred settings, click “Save” in the top right-hand corner.

Log Out

Go to the “Log Out” feature via the menu.
(See *Using the Menu* on page 2.)



1 : If you need to change your HOS status, select the correct status.

2 : To create a new DVIR, click the “DVIR” button, then continue to “Create a New DVIR” on page 7.

3 : If you need to release your vehicle, click the name of the vehicle.

4 : To logout, click the “Logout” button.

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