

## Malfunctions and Diagnostics

If you receive any of the following errors or malfunctions on your ELD you are required to keep paper logs until the malfunction has been corrected.

- \* **Power** – An ELD must be powered and functional within one minute of the vehicle's engine receiving power and remain powered for as long as the vehicle's engine stays powered.
- \* **Engine Synchronization** – An ELD is required to establish a link to the engine ECM and monitor its connectivity to the engine ECM and its ability to retrieve the vehicle parameters.
- \* **Timing** – The ELD must cross-check its compliance with the external UTC source and must record any timing compliance malfunction.
- \* **Positioning** – An ELD must monitor the availability of position measurements meeting the listed accuracy requirements and track the distance and time from the last valid measurement point.
- \* **Data Recording** – An ELD must monitor its storage capacity and integrity and must detect a data recording compliance malfunction if it can no longer record or retain required events.
- \* **Data Transfer** – An ELD must implement in-service monitoring functions to verify that the data transfer mechanism(s) are continuing to function properly
- \* **Other** – Any other ELD detected malfunction such as Bluetooth, relay, etc.

## CONTACT US

If you have any questions or concerns, please feel free to contact us.

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## Hours of Service

DOT Quick Reference Card for use with the

# IVG

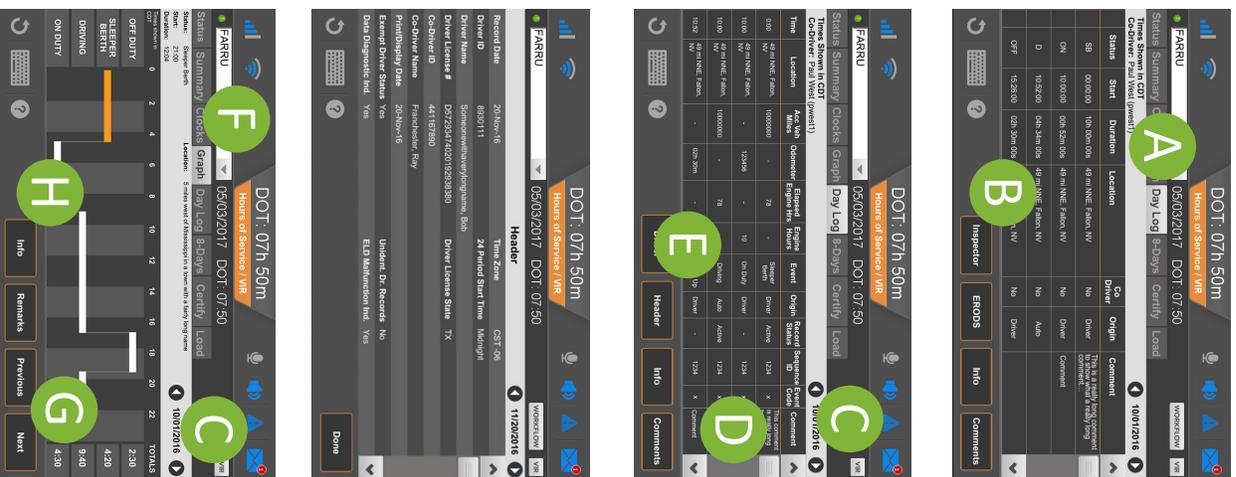
## Omnitracs Intelligent Vehicle Gateway



FMCSA Registration ID: 002B

ELD ID: IVG001

# Inspector Mode



1. From the main screen, tap the Hours of Service icon.
2. Tap the **Day Log** tab (A).
3. Tap the **Inspector** button (B).  
The device will now be in inspector mode where the DOT officer can see more details in the Day Log tab for the selected period.

- Scroll through the available days by using the arrows in the top right (C).
- Use the scrollbar (D) to reveal more records for that particular day.

- If asked, tap the **Header** button (E) to show that information to the officer.
4. When prompted, tap the **Graph** tab (F) to show your day log.

- Scroll through the available days by using the arrows in the top right (C).
- Tap the **Next** and **Previous** buttons (G) to cycle through the status events.
- Tapping the **Info** button (H) will show you the carrier information for the driver for the selected day.

# Transmit HOS Records



1. Tap the **Day Log** tab. (A)
2. If you are still in "Inspector mode" tap on the **Driver** button (B).
3. Tap the **ERODS** button (C).
4. Select **Web Services** or **Email** on the left (D).
5. Enter a comment if requested then tap **Send** (E). Comments can be added to allow DOT officers to easily find the ERODS file on the FMCSA website.
6. A confirmation screen will appear.
7. If the transfer is unsuccessful, the display is considered a compliant secondary record of duty status.

More help information and step by step instructions can be found on the IVG by tapping on the help icon in the bottom left area of the screen. You can also watch training videos on the web at <https://customer.omnitrac.com/training>

Messages can be Sent and received here

Used to change your duty status or check available hours. For additional information please refer to your laminated "DOT Quick Reference Card"

Used to Log-In to the unit

Shows any messages waiting in the inbox

Inspection Reports for Tractor and Trailer

**Driver Help Topics**  
Additional information can be found here



BRIGHTNESS CONTROLS

HOME BUTTON

VOLUME CONTROLS

# FAQ's

## 30-Minute Break:

Your wheels MUST NOT roll during this break. If your brakes are not pulled, you may not end up receiving full credit on your logs for your break. DO NOT ROLL until your 30 minutes is completed.

## DOT Clock Count Down:

The clock that appears at the top of the screen is the time to your next break, this is not your total drive/working time available for the day – just your drive/work time available until your next BREAK.

## Keyboard:

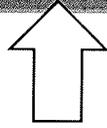
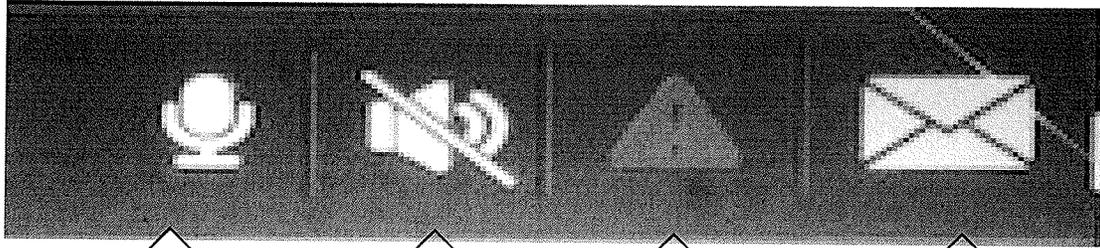
DON'T FORGET TO MINIMIZE THE KEYBOARD! The keyboard will be “hiding” the OK or SEND buttons, make sure to touch the keyboard button in the lower right hand corner to minimize.



MINIMIZE YOUR KEYBOARD when you are finished typing!!!

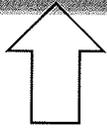


The 2<sup>nd</sup> home screen contains the “Driver Training” option which can be used to gain more information about your unit and the options available.



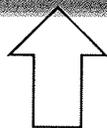
**VOICE ACTIVATED COMMAND**

Visit the "Driver Training" for information on how to use this feature.



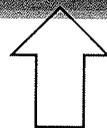
**VOLUME ICON**

This icon shows the volume is muted – tap the button or volume up to unmute.



**ALERTS ICON**

This icon lets you know you have an active alert. Tap the orange or red triangle to look at the alerts and clear them if necessary.



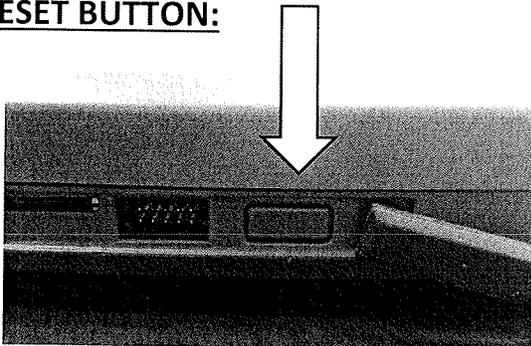
**MESSAGES ICON**

This icon lets you know if you have a new message waiting to be seen and how many messages are waiting will be notated by a number if there is more than 1

## DAILY MUST DO'S

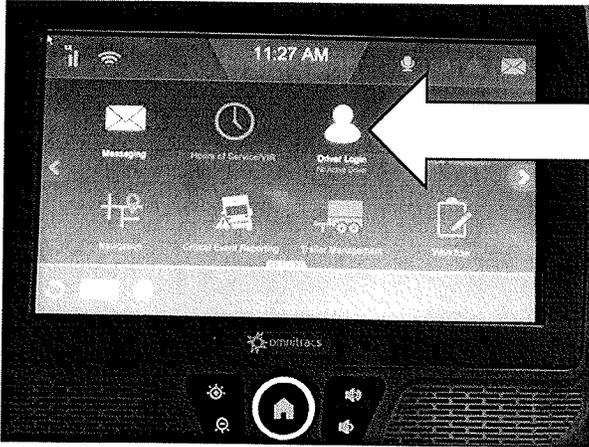
- DVIR
- CERTIFY OR APPROVE LOGS FROM PRIOR DAY
- ADD LOAD INFO

### RESET BUTTON:

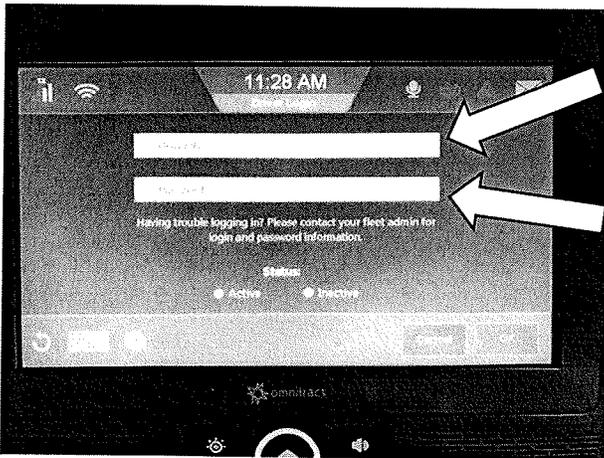


Located on the left-hand side of the unit, the reset button can be used by the driver to correct many "blackout" or "frozen" screen issues.

Lift the protective rubber grommet from the left side and press and hold the button down for 5-7 seconds. The screen will reset, showing it is updating the unit.

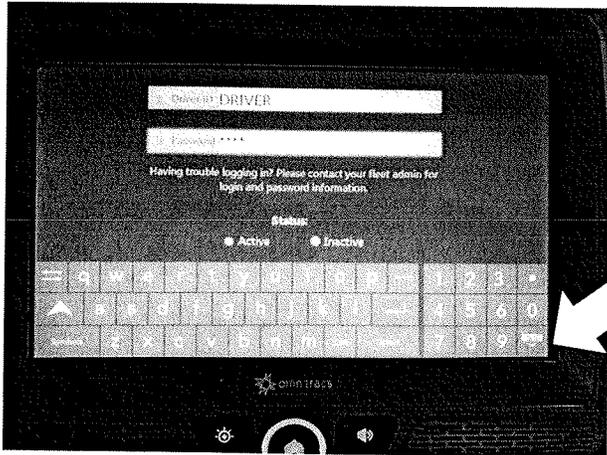


1. Tap the "Driver Login"

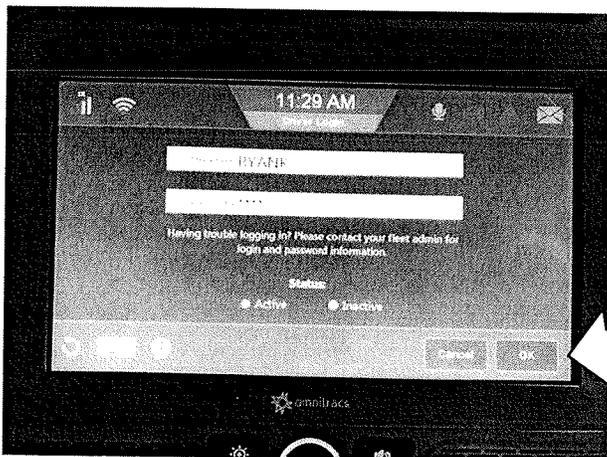


2. Tap "Driver ID" and type your ID

3. Tap "Password" and enter your 4-digit driver code



4. Make sure to minimize the keyboard.



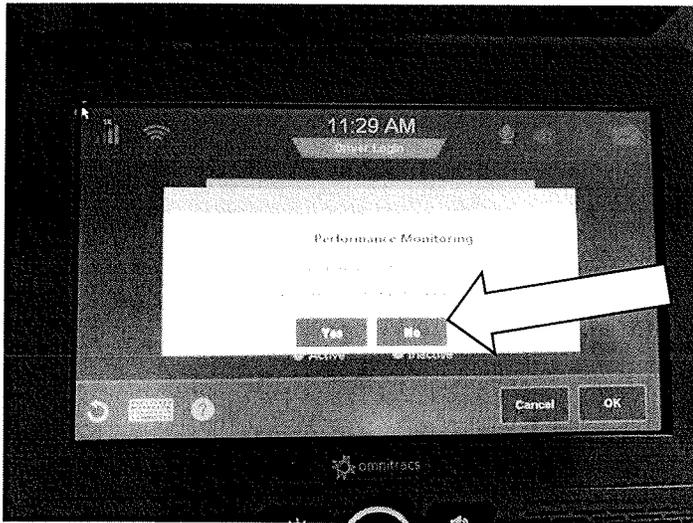
5. Then tap "OK"

### NEWER UNITS:

Newer units will ask you to choose your current duty status: Off-Duty, On-Duty, Sleeper, Etc.

Tap your duty status and then tap "OK"

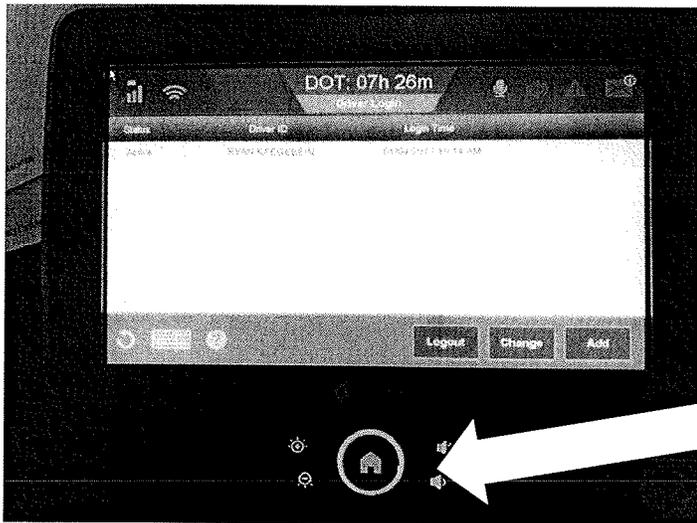
# LOG-IN



6. "Performance Monitoring Screen"

YOU NEVER WANT TO CREDIT UNASSIGNED TIME TO YOUR ACCOUNT

Tap the "NO" Button



7. "Co-DRIVER Log-In Screen"

IF you have a co-driver they will tap "ADD" and Follow the log-in steps on the prior page

IF you **DO NOT** have a co-driver press the "HOME" Button (center bottom of unit with the house icon)

This will return you to the Main Screen



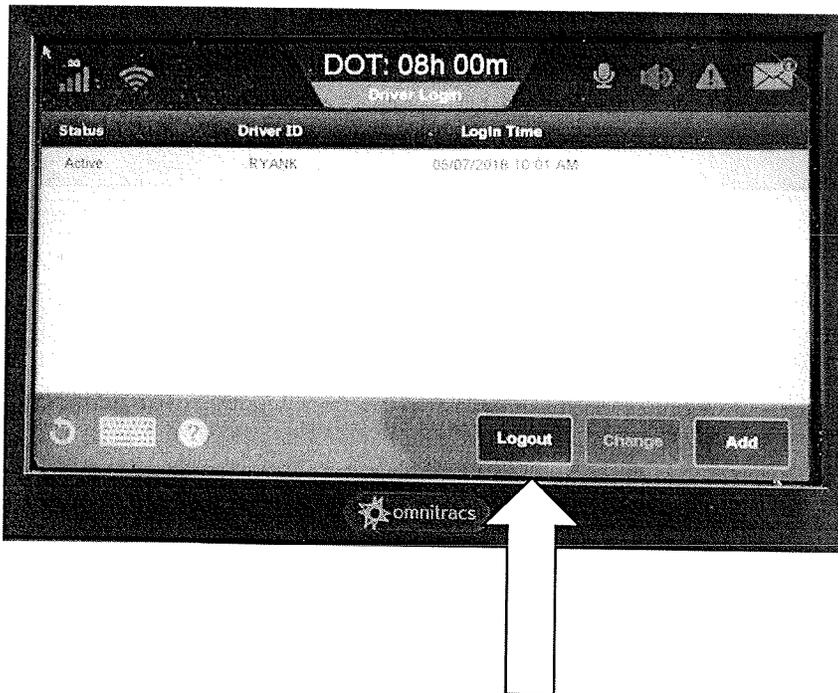
8. You are now successfully logged into the unit and the main screen should show this in GREEN type under the Driver Log-In icon on the Main Screen

## LOGGING OUT

It is highly suggested that LOCAL drivers log out of the unit when they are going off duty. If anyone slip seats your truck or the maintenance department moves the truck, ALL DRIVE TIME WILL BE ASSIGNED TO THE DRIVER and can disrupt your 10 hour break. The safety department in not able to correct this – be proactive and LOG OUT!



To Log out, tap the “Driver Login” icon on the home screen



Tap the Logout button.

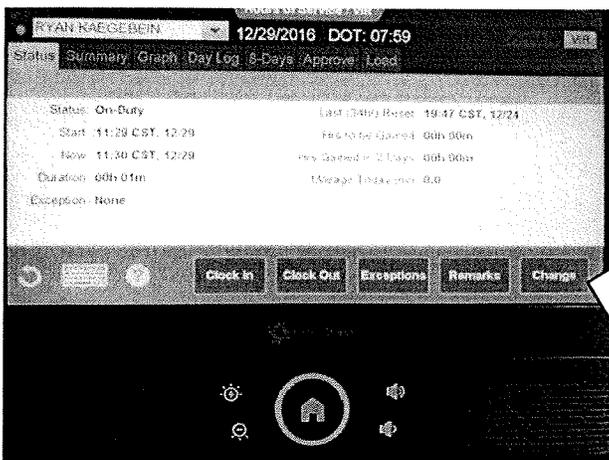
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**NEWER UNITS:**  
 You will be required to choose a duty status for you time logged out of the unit during the process – choose an off-duty status for your 10 hr break. Then, tap logout again.

# CHANGE OF DUTY STATUS

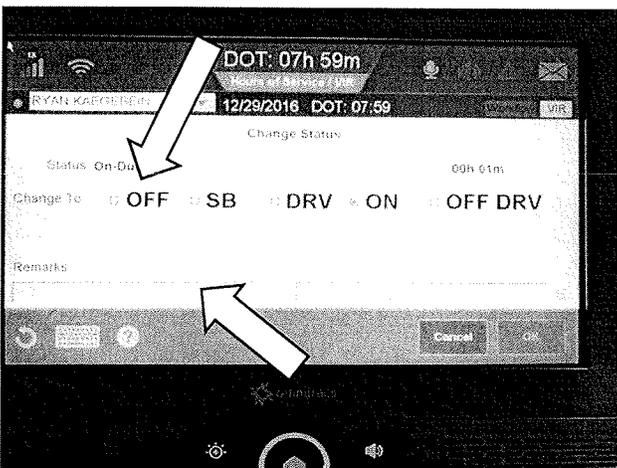


1. From the Main Screen – tap “Hours of Service”  
Noted by the clock icon



2. This shows your current status, when it started and how long you have been in that status.

Tap the “Change” button



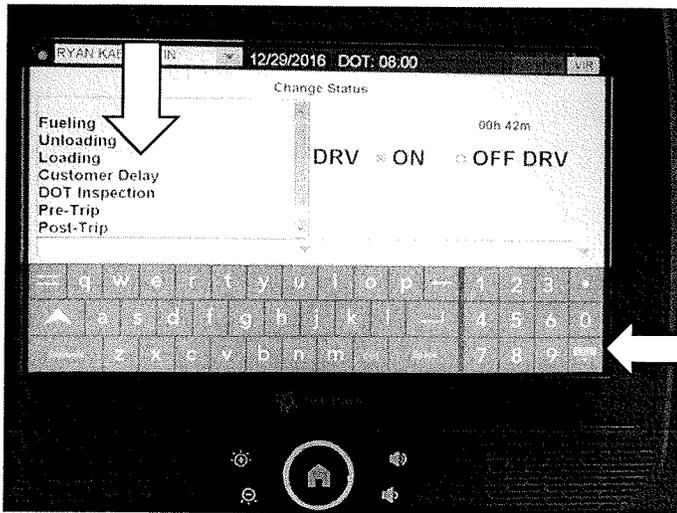
3. Tap the WORD of the duty status you want to change to.

For example, if you are taking your 30-minute break, tap “OFF”

**4. EVERYTIME YOU CHANGE DUTY STATUS YOU WILL NEED TO FILL IN A REMARK**

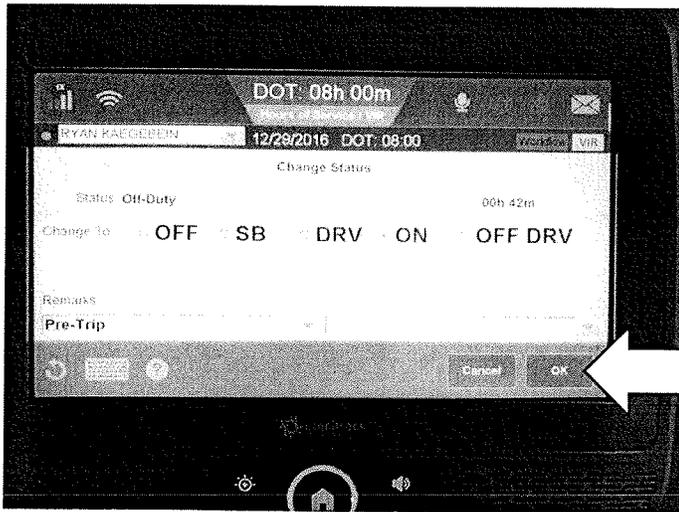
Tap the “Remarks” box for a set of pre-set remarks or to type your own

# CHANGE OF DUTY STATUS



5. Select one of the pre-set remarks or use the keyboard to type your own.

6. When completed, make sure to minimize the keyboard

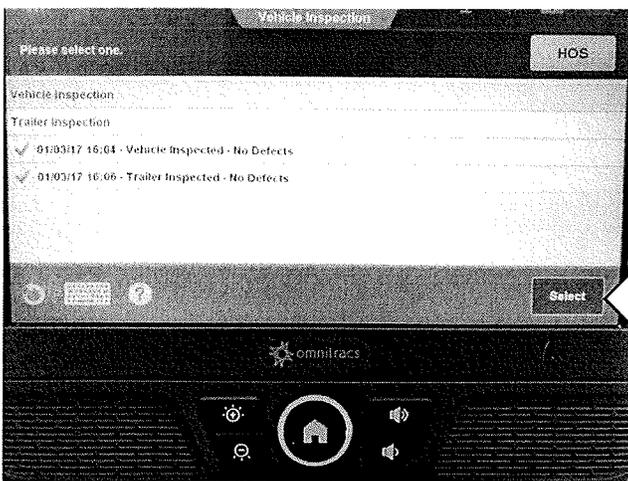


7. Double check to be sure your status/remark is correct and tap "OK"

8. You have now successfully changed your duty status.

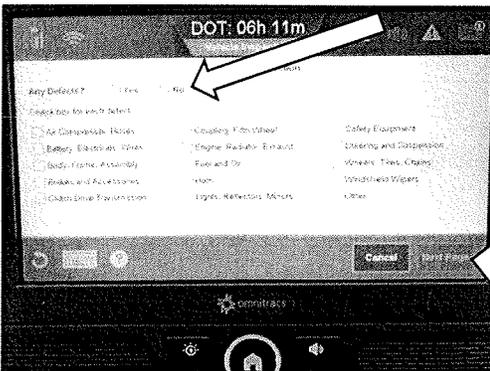


1. DVIR  
From the Main Screen – tap “Vehicle Inspection”  
Noted by the truck and magnifying glass icon



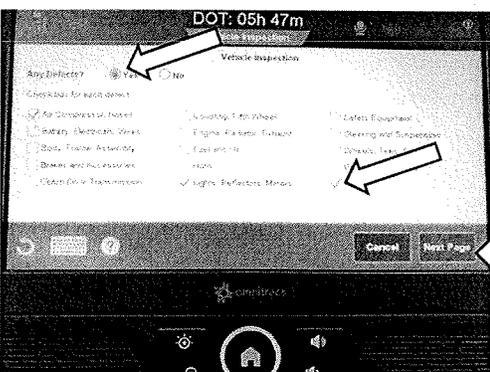
2. Make sure “Vehicle Inspection” is highlighted in yellow  
And tap “Select”

For a drop and hook situation, you can choose “Trailer Inspection”



3. After completion of pre-trip, you must send in any defects found.

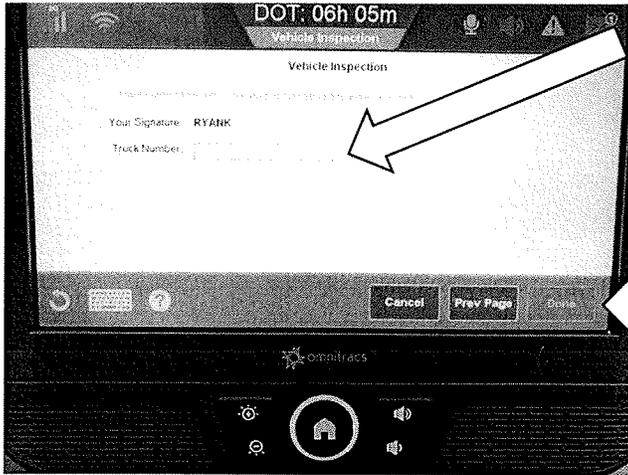
4. IF NO defect is found, touch “NO” and “NEXT PAGE” button



5. IF YES...

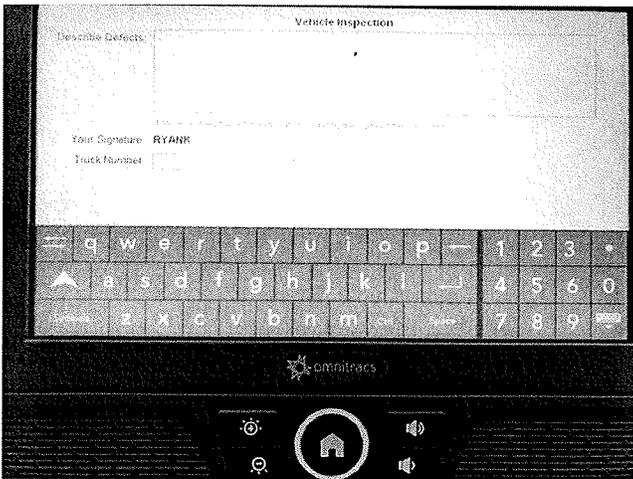
Touch “YES” and touch the box/boxes to make check marks next to the defects found.

Then touch the “Next Page” button



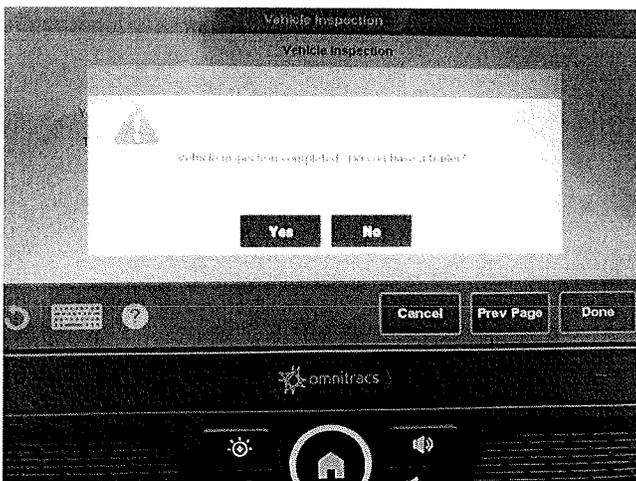
6. If NO DEFECTS were found, touch the empty box and using the keyboard enter your truck number. DON'T FORGET TO MINIMIZE the keyboard.

7. Tap the "Done" button.



8. IF there WAS A DEFECT found – you must use the keyboard to write a brief description of the issue and enter your truck number. Don't forget to minimize the keyboard.

9. Tap the "Done" button.



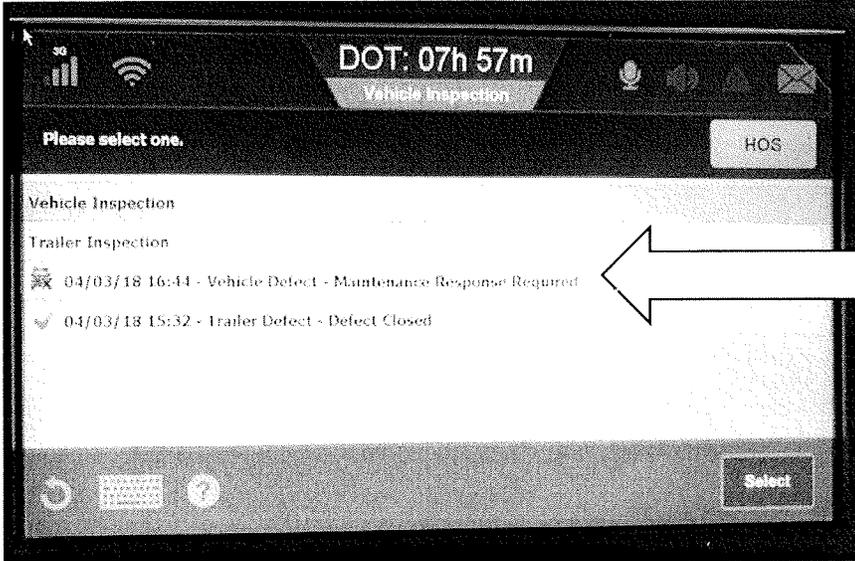
10. Whether you have a defect or not, you will be asked if you have a trailer attached. Tap "YES" or "NO" .

IF "NO", you will be returned to the vehicle inspection screen.

IF "YES" you will complete the "Trailer Inspection" form in the same way you just completed the Vehicle Inspection.

11. You have now successfully completed your DVIR.

12. You can press the "Home" button to return to the Main Screen.

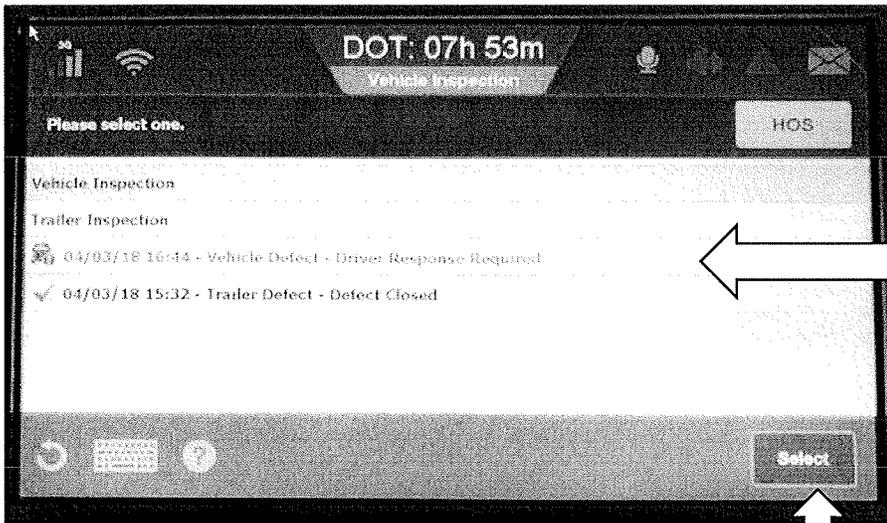


Your unit will show the open maintenance order showing that a maintenance response has been requested.

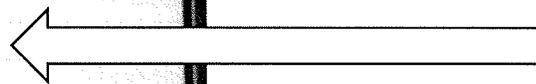


When you send a faulty DVIR, the system will not allow another DVIR to be filled out on that equipment until maintenance has addressed the problem.

## CLEARING OUT AN OLD DVIR:

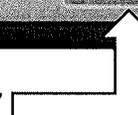


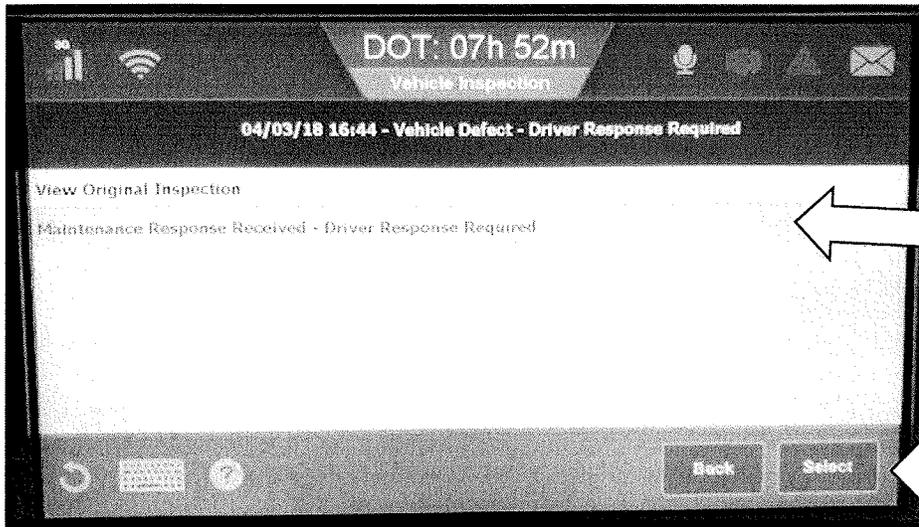
Once a defect has been addressed by maintenance, the driver must confirm the repair and certify the vehicle is safe to operate.



To do this, go to the DVIR icon on your home screen and you will be notified by the red message showing that a driver response is required.

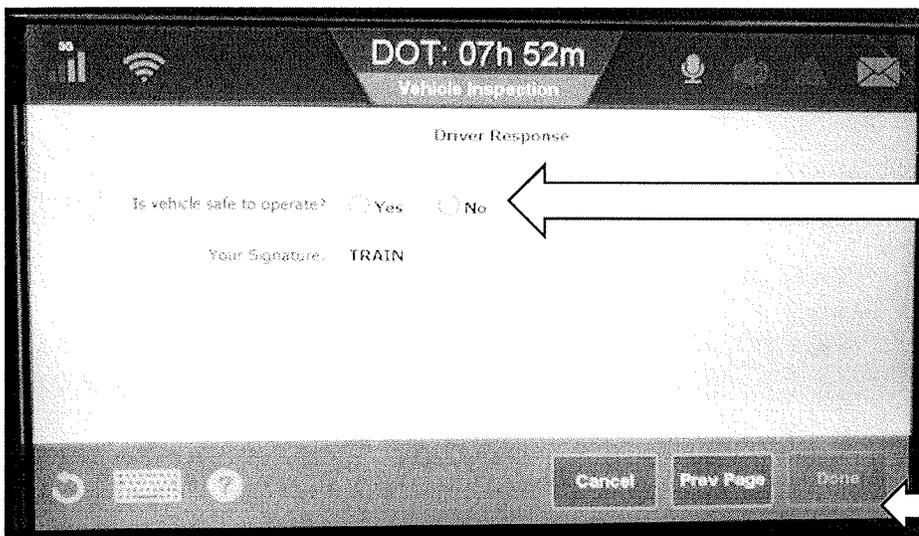
Touch the red message to highlight it and choose "Select"





From the next screen, you can choose to review the original inspection report or give the driver response.

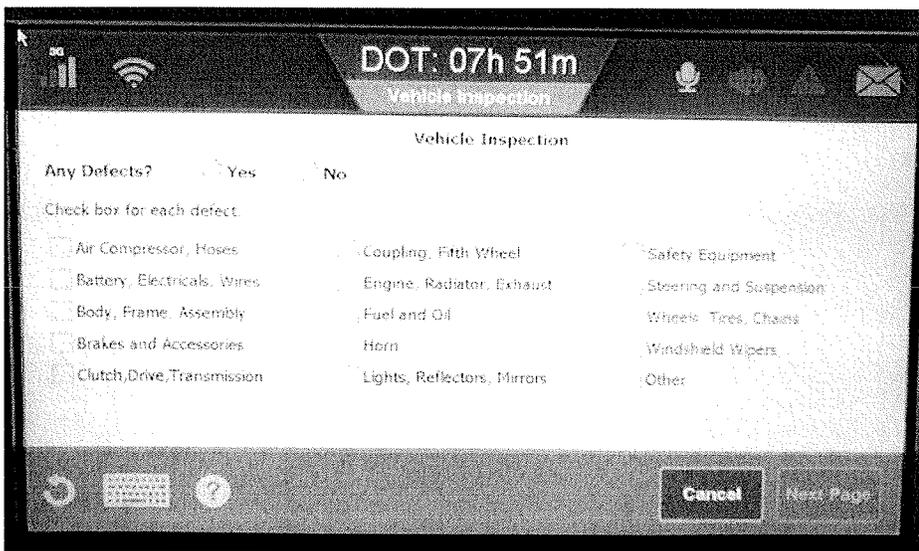
Touch the red message to highlight it and then touch the "Select" button to proceed with clearing the old DVIR.



If the repair has been done and the vehicle is safe to operate touch the "YES" radio button.

This picture shows the "Done" button greyed out

Once the Yes or No has been chosen, the "Done" button will be active and can then be submitted.



Lastly, you will be prompted to put in your new DVIR.

**You cannot put in a DVIR as long as there is a defect reported on the vehicle, whether tractor or trailer.**

If you are unable to complete a DVIR for your equipment and a fault has been corrected, please contact maintenance, your driver manager or operations manager to get it cleared.

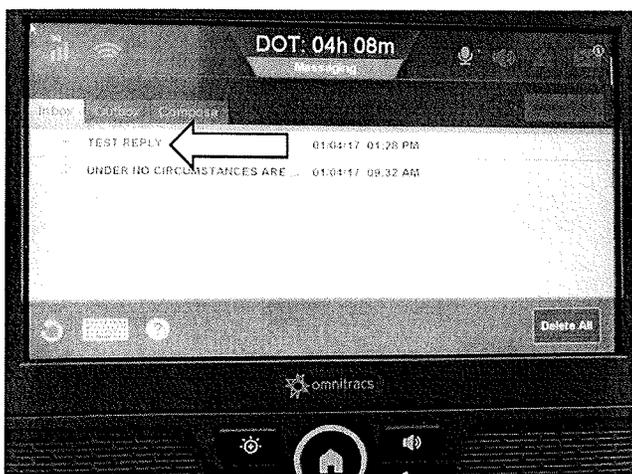
# MESSAGING



1. When you have a message waiting, you will be notified in 2 places on the home screen.

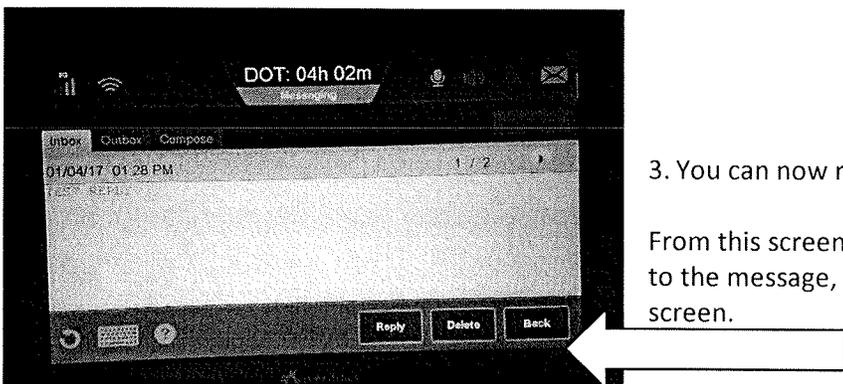
Notifications are under the envelope icon of “Messages” and a red number by the envelope in the upper right hand corner of the screen

Tap the “envelope” icon



2. The new message will appear at the top of the list with a closed envelope in blue – messages you have read will show an open envelope.

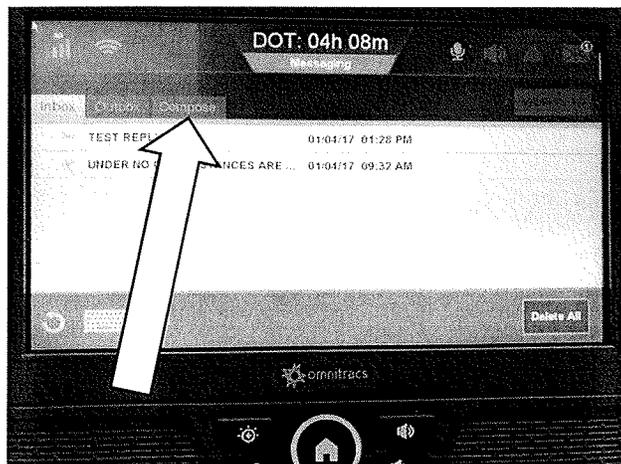
To read the full content of a specific message, tap the message you want to read.



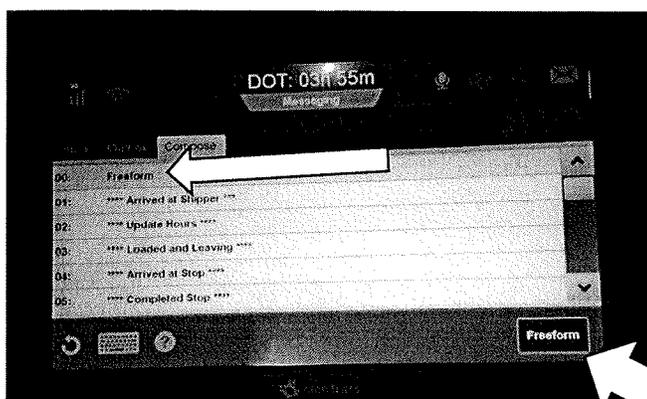
3. You can now read the entire message.

From this screen, using the buttons at the bottom; you can reply to the message, delete the message or go back to the Inbox screen.

# MESSAGING

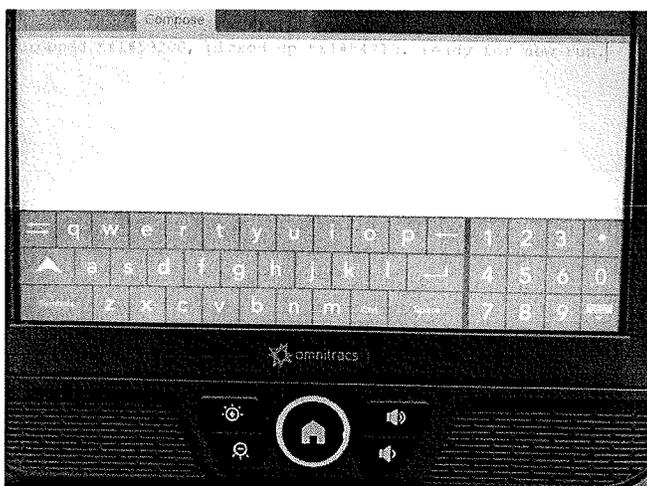


4. To write a message, tap the "COMPOSE" tab.



4. There are "Macro" messages, listed from 01 to 17. We are not using those types of messages at this time, we will update in the future how to use these types of messages.

Until then, we will be using the "FreeForm" message only. Tap the "FREEFORM" button or FreeForm message line.



5. Using the keyboard, type your message.

You must, minimize the keyboard to send the message.

Tap the "Send" key to complete your message.

# LOAD INFORMATION



1. After loading, you will need to manually input your load information.

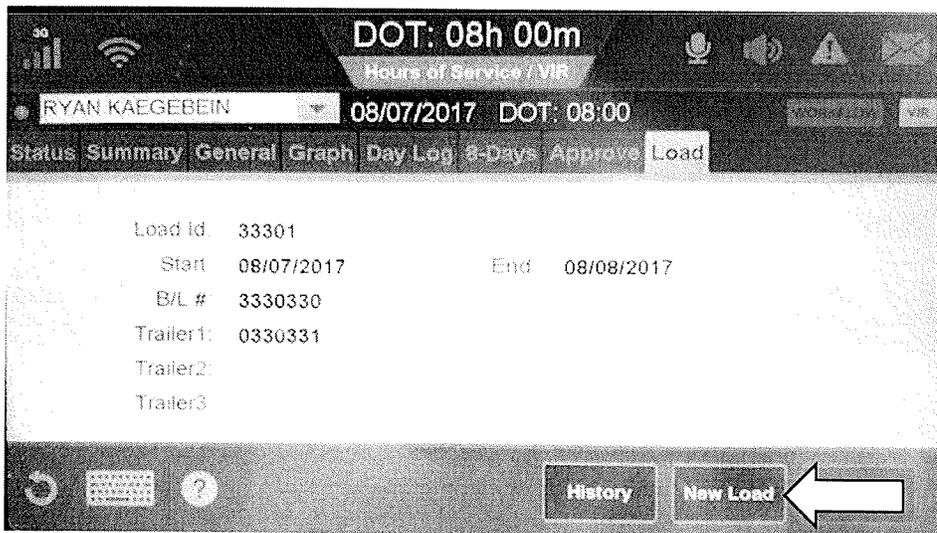
Load Information is under the clock icon of “Hours of Service”

Tap the “clock” icon



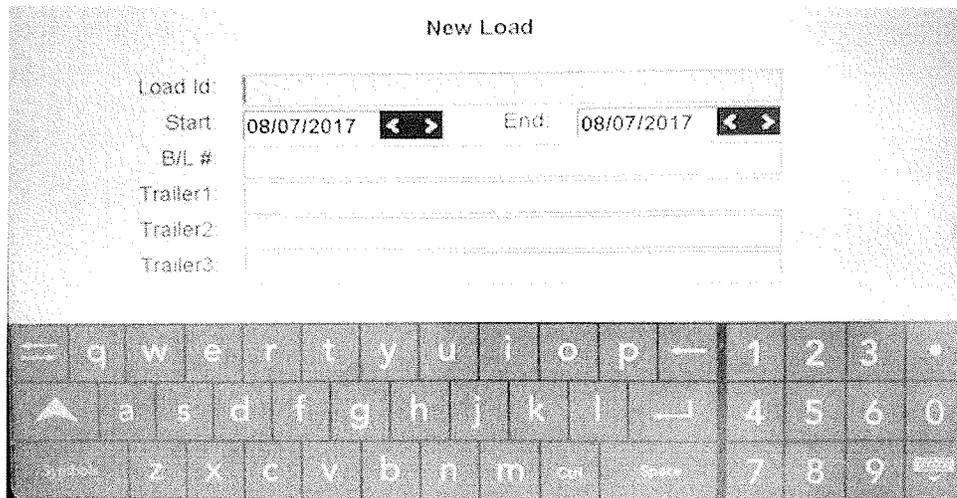
2. Looking at the Hours of Service screen, the “Load” tab will contain the fields you need to fill out.

Tap the “load” tab



3. Load information from your last completed load entered will appear. To enter the information for your current load, tap the “New Load” button.

# LOAD INFORMATION



4. Tap each of the fields and then using the keyboard, type the required information.

LOAD NUMBER

PICK UP and DELIVERY dates

B/L #

TRAILER #

Start and End refers to the pick up and delivery dates – it always defaults to “today” so if your appointment is different, make sure to change it.

**\*\*\*\*\*Don't forget to minimize the keyboard and select the "OK" button to finish\*\*\*\*\***

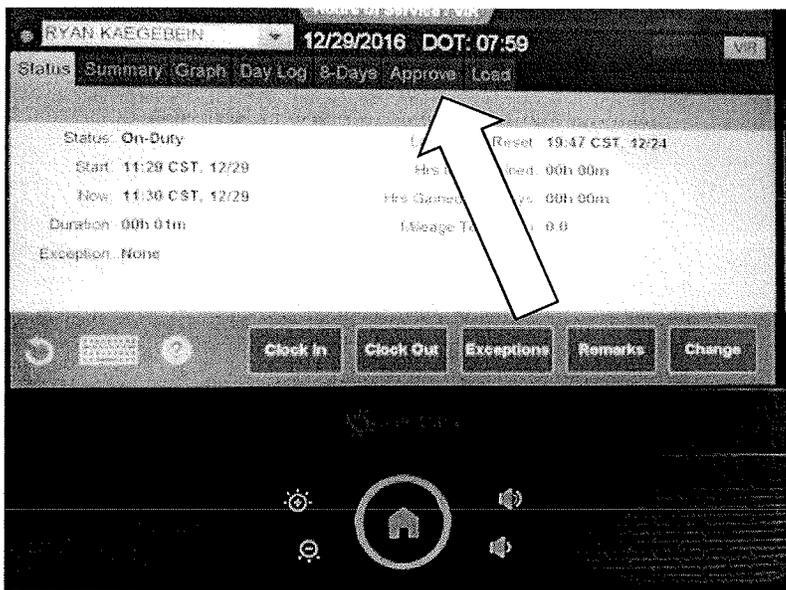
# EDITING HOURS OF SERVICE

## BEFORE MAKING AN EDIT, YOU MUST CHANGE YOUR CURRENT DUTY STATUS

For example: If you accidentally left yourself on-Duty all night long you must change your duty status to Off-Duty to be able to edit the large block of On-Duty to regain your 10 hour break.

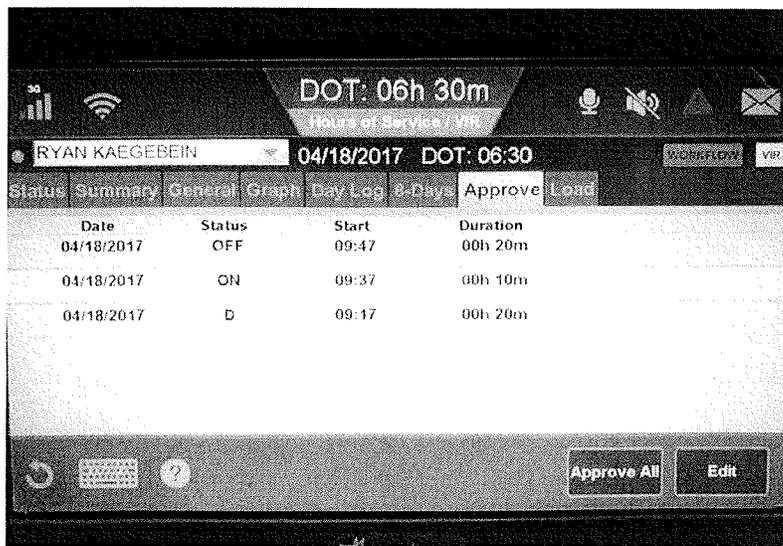


1. Go to Hours of Service to edit.

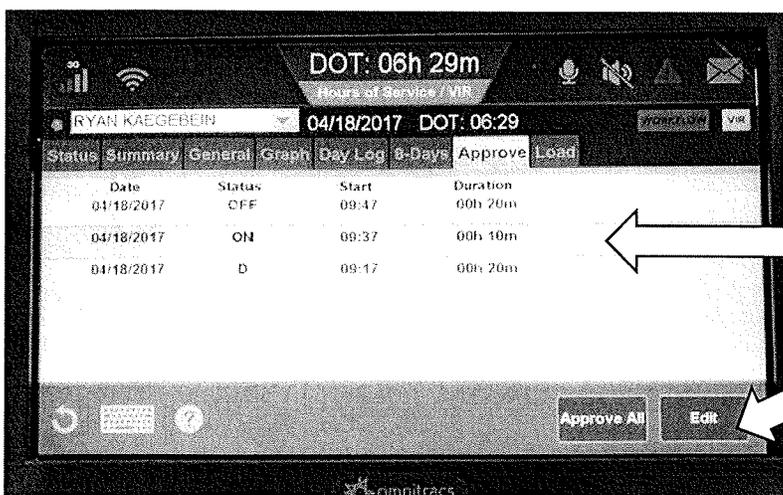


2. Tap the "Approve" tab

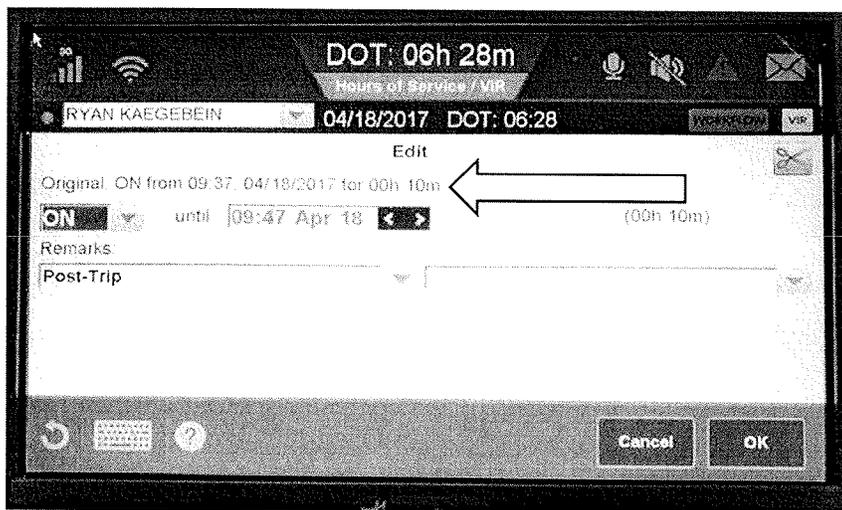
# EDITING HOURS OF SERVICE



3. This tab shows all duty statuses you can edit.

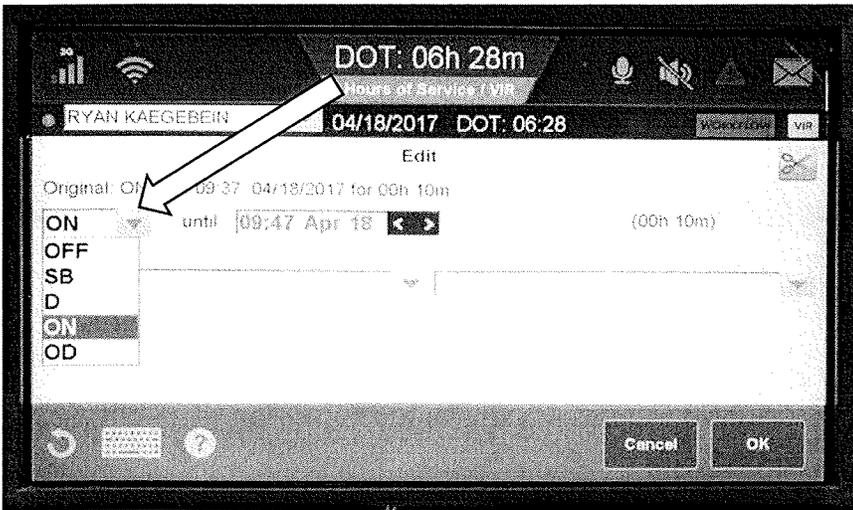


4. Touch to highlight the duty status that needs correction and tap the "Edit" button on the screen.

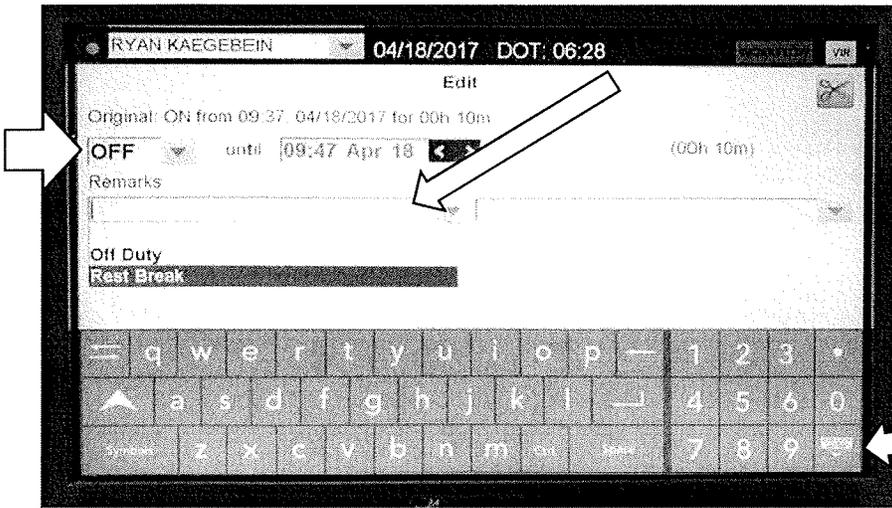


5. The top of the screen tells you; the duty status, what time it started, date and duration of time. In this example shows; "On-Duty" for 10 minutes starting at 09:37 AM

# EDITING HOURS OF SERVICE



6. First, using the drop-down menu, choose the duty status you want to edit this time block to. In this example, it should have been "OFF" duty time, the next frame shows that "OFF" has been chosen.

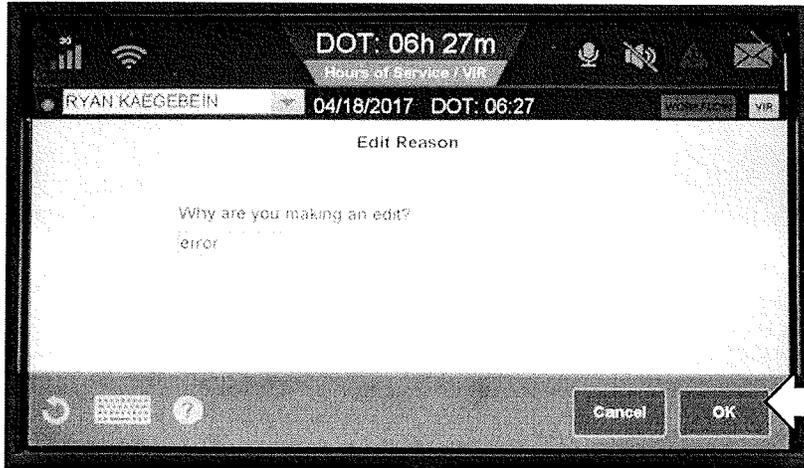


7. You must put a remark for the duty status, you can use one of the pre-written comments using the drop-down menu or type your own. This is a comment for the new duty status, not your reason for the edit.



8. You can now review the edit. You can see the original duty status on the top part of the screen and the new edited status shows in the drop-down menu boxes. In the example, you were "ON" duty for 10 minutes and it will be edited to show "OFF" duty from 09:37 to 09:47 on APR 18 showing the remark as "REST BREAK". If the boxes are showing the edit correctly, you can tap OK.

# EDITING HOURS OF SERVICE



9. Lastly, you will need to type in an “Edit Reason” – why are you making the edit? Error, Mistake, Forgot to change to Off-Duty or Forgot to change to On-Duty are all appropriate.

Don’t forget to minimize the keyboard and tap OK to complete the edit.

**\*\* You can double check your edit by going back to the Hours of Service screen and check the “Approve” tab. The duty status should now show your edited status.**