

SyncUP FLEET™ HOS APP — ADMINISTRATOR'S GUIDE FOR COMPLIANCE (PART 1)

Company Setup

Before using SyncUP FLEET™ as an HOS solution, please ensure that you have filled the appropriate compliance information within your database.

1. From the main menu, select **Administration > System > System Settings** and ensure that the name and address of your company is filled out.
2. Set the **Maximum personal conveyance distance** value to an appropriate value.

Vehicle/Trailer Setup

1. Follow the QSG instructions to install the SyncUp FLEET device.
2. Fill Out Compliance Information: On mysyncupfleet.com, go to **Vehicles** and then select a device. On the page that follows, ensure that license plate, VIN, odometer and state/province information is filled compliance.
3. Add Trailers: On mysyncupfleet.com, select **Engine & Maintenance > Trailers**. Select the Add button, then fill in the name of the trailer and any related comments. Click **Save** to finalize the addition of the trailer.

Driver Setup — User Tab

Before your driver can start using the app, they will need the appropriate credentials and security clearances:

1. Add a New User: On mysyncupfleet.com navigate to **Administration > Users** and then select the **Add** button.
2. Input User Information: On the User **Edit** page, under the **User** tab, fill in a username, first name, last name and password for the new user. You can also restrict the user's data access by assigning them to a specific group. Fill in additional information about the driver's designation, employee number, as well as any relevant remarks.
3. Set the Security Clearance: Under the Security Clearance field, select the **SyncUP Driver (HOS)** clearance, which is the default driver security level.

Driver Setup — Driver Tab

1. Set User to be a Driver: On the User **Edit** page, select the Driver tab and set the **This user is a driver** option to **Yes**.
Note: Enabling this option allows assigning drivers to trips, as well as creating reports based on drivers.
2. Data Privacy: If you want to prevent your driver from seeing the trip, exception and GPS data of other drivers, set the **Prevent driver access to shared data** option to **Yes**.
3. Input License Information: Enter the driver's license number and state/provincial license information.

Driver Setup — UI Settings Tab

1. Units of Measurement: Under the **UI Setting tab**, select the relevant units for the Distance Measurement System, Fuel Economy Measurement and Time Zone.

Driver Setup — HOS Settings Tab

1. HOS Ruleset: Under the **HOS Settings** tab, select the appropriate HOS ruleset for the driver from the **Rule Set Followed by User** dropdown.
2. Exemptions: Set any exemption that might apply to the driver to **On**. Enabling an exemption here will allow the driver to select the exemption for their HOS logging under the **Options** tab in the SyncUP FLEET™ HOS App when necessary.
3. Ensure that the home terminal, home terminal address, authority name, authority address and carrier number are filled in according to compliance.

Finish Setup

Once the user has been properly configured, press the **Save** button to finalize the user account.

Continue to Part 2 for instructions on viewing and editing Records of Duty Status.

SyncUP FLEET™ — ADMINISTRATOR'S GUIDE FOR COMPLIANCE (PART 2)

Viewing Duty Status Logs

To view the duty status logs associated with a driver, perform the following steps on mysyncupfleet.com:

1. From the main menu, select **Activity > HOS > Duty Status Logs**.
2. Click the **Options** button and select the **Date Period** and the **Driver**.
3. Select **Apply changes** to search for applicable duty status logs.

Note: The date information for HOS logs will appear in the driver's time zone, which may be different from the time zone of the administrator.

Understanding Duty Status Logs

- Verified logs are marked with a checkmark.
- Unverified logs are not marked with a checkmark.
- Edited logs are marked with a pencil icon.
- Violations are shown in red with additional data.
- System logs are indicated by an exclamation mark.

Note: The driver only has access to 14 days worth of duty status logs, which have to be verified within 14 days of creation for compliance.

Additional Log Information

Each log can be clicked on for additional information, including: the date of verification or editing, the origin of the log (manual or automatic), and associated annotations.

Status	Time	Location	Trailers	Distance	Duration	Vehicles
SB	✓ 17:28	2mi SW WA Cottage Lake			6h 31m	Road Runner
ON	✓ 17:25	2mi WSW WA Cottage Lake			2m 46s	Road Runner
D	✓ 17:23	2mi WSW WA Cottage Lake		0.6 mi	2m 34s	Road Runner
ON	✓ 17:16	2mi WSW WA Cottage Lake			6m 31s	Road Runner
D	✓ 16:39	2mi E WA Mercer Island		14.3 mi	37m 30s	Road Runner
OFF	✓ 12:20	2mi E WA Mercer Island			4h 18m	Road Runner
ON	✓ 08:36	2mi E WA Mercer Island			3h 44m	Road Runner
D	✓ 07:46	2mi WSW WA Cottage Lake		16.7 mi	50m 23s	Road Runner
10/11/17 07:46:05: Driving after more than 8-hour rest limit violation						
ON	✓	Continued from previous day			7h 46m	Road Runner

Figure 1: A sample Record of Duty Status on the Duty Status Logs page.

Adding Records of Duty Status

Records of Duty Status can be added manually from the Duty Status Logs page. This can be done by clicking the **Add** button, filling out the appropriate information and clicking the **Save** button to finalize the record.

Editing Records of Duty Status

Records can be edited from the Duty Status Logs page. Select a record from the list to be taken to the **HOS Log Edit** page. Modify the log and click **Save** to finish.

Unidentified Records of Duty Status

When vehicles are driven without a driver assigned to them, the trip will still create a Record of Duty Status. These records will be assigned to the built-in **Unidentified driver** account.

Use the filter on the Duty Status Logs page to show logs associated with the **Unidentified driver** account.

You can click on an unassigned record to manually assign it to the appropriate driver. Click **Save** to finalize your edits.

Note: If you intend to leave a log as unassigned, you must add an annotation to explain why the log was left unassigned.

Viewing Graphs

You can view a graph of all duty statuses for a 24-hour period for any set of driving records. Press the **View Graph** button on the right side of the daily set of records to open the graph.

Generating a Compliance Print

You can generate a compliance print for presentation to law enforcement by pressing the **Compliance Print** button.

Viewing the Violations Report

The Violations report lists all HOS violations in the system, including the type of violation, its associated driving time and when the violation occurred.

It can be viewed on mysyncupfleet.com by navigating to **Activity > HOS > Violations**.

The **Options** button can be used to filter for specific periods and drivers. The report can also be filtered using the search box, and sorted using the **Sort by** button. Additional reporting options can be found under the **View** button.

Viewing the Availability Report

The Availability report shows the available hours of each driver and the applicable HOS limits.

It can be viewed on mysyncupfleet.com by navigating to **Activity > HOS > Violations**.

The **Options** button can be used to filter for specific drivers. The report can also be filtered using the search box, and sorted using the **Sort by** button. Additional reporting options can be found under the **View** button.