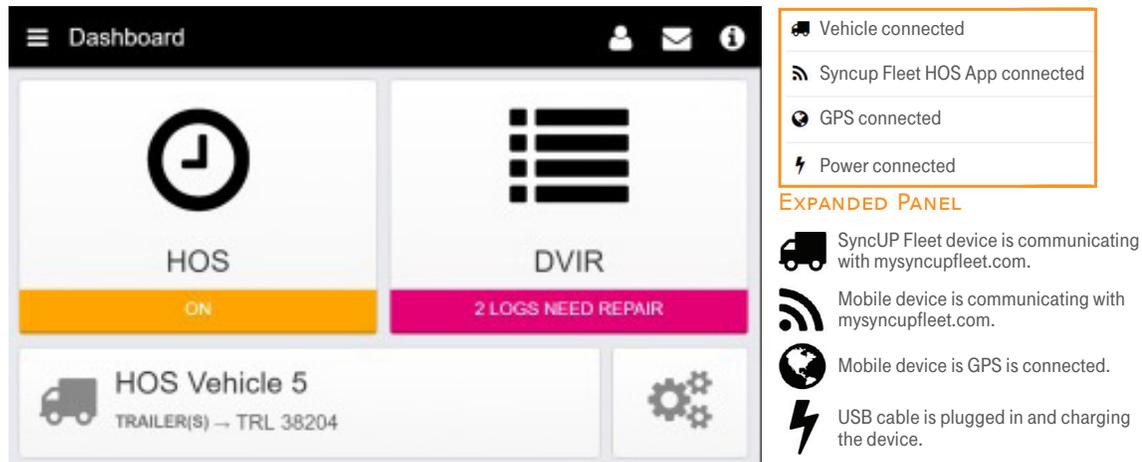


## SyncUP FLEET™ HOS App

## Dashboard (Homescreen)



Vehicle connected

Syncup Fleet HOS App connected

GPS connected

Power connected

**EXPANDED PANEL**

SyncUP Fleet device is communicating with mysyncupfleet.com.

Mobile device is communicating with mysyncupfleet.com.

Mobile device is GPS is connected.

USB cable is plugged in and charging the device.

## Logging In

1. Enter your username and password. If you face difficulties logging in, contact your manager.
2. Select your vehicle. If you're unable to locate any nearby vehicles, use the provided field to search by vehicle name, SyncUP FLEET Device serial number, VIN or license plate. If you have no vehicle available to you, press the No Vehicle button to continue into the App without an active vehicle.
3. Select an existing trailer. If you are unable to locate a trailer, search for it by trailer name in the provided field. (See Selecting Assets for instructions on adding a new trailer or shipment.)
4. If the vehicle has been driven before without a driver logged in, it will have created unassigned logs. You will be asked to review these logs and claim the ones belonging to you. You can skip this step if you do not believe any unassigned logs belong to you.

**CAUTION!** Claiming unassigned logs belonging to other drivers will cause your Record of Duty Status to be inaccurate.

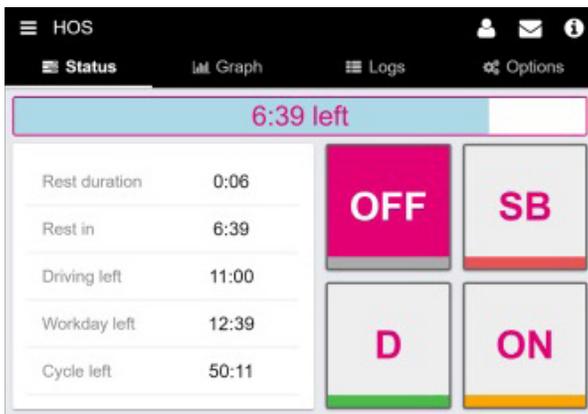
5. If your selected vehicle was driven in the past without an assigned driver, it would have created unassigned driving logs. You will be asked to review these logs and claim any logs that you believe belong to you. Select the relevant logs and click Assign to me. If you don't believe any logs belong to you, click Skip to continue.
6. You will be prompted to perform a DVIR inspection for the selected assets. If DVIR is not needed, select Skip. This will lead you to the Dashboard.
7. Ensure that the tablet is charging and check to see that there are no warnings in the Information Panel.
8. To add a co-driver, click on the User Options at the top of the screen, then select Add a driver. The co-driver will be asked to log in.
9. Once the co-driver has logged in, the wheel icon  will indicate which driver is currently responsible for operating the vehicle.

## Selecting Assets

1. Modify vehicle, trailer or shipment information by selecting the Vehicle, Trailer and Shipments Configuration button from the Dashboard.
2. To select an existing trailer, select Attach.
3. To switch to a different vehicle, select the Change button and complete the DVIR workflow for the new vehicle.
4. To add a new trailer or shipment, select the New button beside the appropriate asset type, name the asset and click Add.
5. Similarly, select  to detach a trailer or shipment when it reaches its destination.

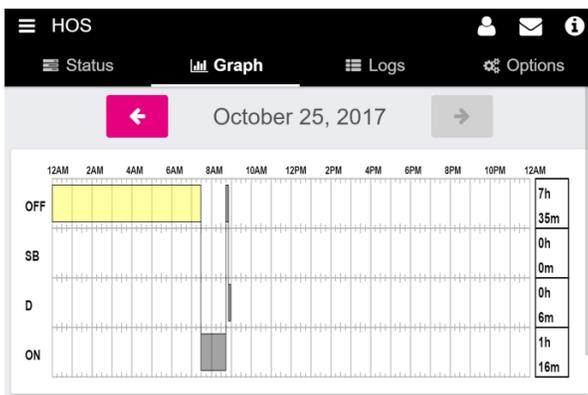
For DVIR instructions, see the SyncUP FLEET™ HOS DVIR Workflow.

# THE HOURS OF SERVICE (HOS) SCREEN



## Status Tab

1. To access HOS, select the HOS button on the Dashboard.
2. Change your duty status by selecting: OFF, SB, D or ON.
3. The values on the left indicate the remaining time for each duty status.
4. The time in the blue bar above the duty statuses shows the remaining driving time. If the bar is red, then the driver is in violation of the rule set.
5. When the vehicle is in motion, the duty status will automatically switch to Drive Duty (D). When this occurs, the screen will lock. If this doesn't occur, check the Information Panel to see if there are any connection errors.
6. If the vehicle remains motionless for 5 minutes, the duty status will automatically switch from Drive Duty (D) to ON Duty. If this doesn't occur, check the Information Panel to see if there are any connection errors.

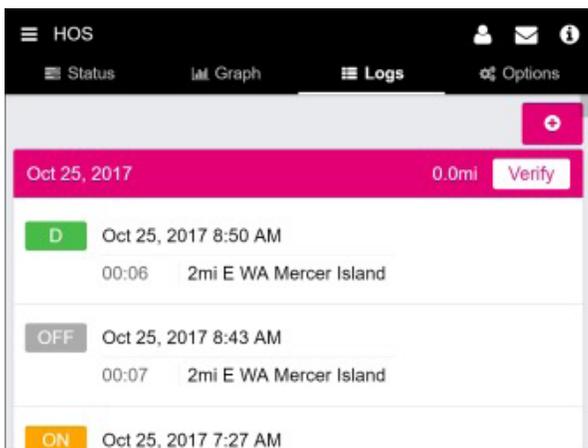


## Graph Tab

1. The time to the right of each section of the graph is the total time spent in the respective duty status.
2. To access logs for different days, use the <- or -> buttons beside the date.
3. The following are the colors associated with each log type in the graph:

**Unverified Logs** (Gray)  
**Edited Logs** (Yellow)

**Verified Logs** (Green)  
**Drive Time Violation** (Red)



## Logs Tab

1. The Logs tab shows a summary of the record of duty status (RODS) for the past 7/8 days. It includes: date and time, total distance driven per day, duration spent in each status, location (city, state/province).
2. ADDITIONAL DETAILS: Click on a log to see additional details. Remarks can be added to the log on this page.
3. MANUAL LOGS: Logs can be added manually using the Add log button. If needed, logs can be edited by selecting the pencil icon or removed by selecting the Remove button from the Additional Details page.
4. VERIFYING LOGS: Click the Verify button beside the date that you wish to verify logs for. On the prompt that follows, select Agree to verify that the logs are accurate and true. It is recommended that drivers verify logs at the end of each day.

**Note:** Logs can only be verified within 14 days of their creation.

## Options Tab

### Applying Exemptions

1. Any exemptions available to the driver can be enabled by clicking Apply today.

### Inspections Report (Roadside Inspection)

1. Scroll down to Compliance Report and select Generate.

### Roadside Inspection

1. From the Dashboard, select HOS and then the Options tab.
2. Scroll down to the bottom of the page to the Compliance report label and select Generate.
3. Provide the law enforcement officer with the generated compliance report.

