

HUTCH WEB PORTAL MANUAL



INDEX

1.	About This Manual	6
2.	Regulatory Compliance Information	7
3.	Glossary	10
4.	Important Buttons And Widget Icons	12
5.	System Introduction	16
	Compliance	16
	Guide Objective	16
	▶ Login	16
6.	Main Screen	18
	 Main Screen Description 	18
7.	Menu Bar	19
8.	Admin Panel	21
	▶ Company	22
	 Company Information 	
	 Company Preferences 	
	 How To Change Company Logo 	
	▶ Geo Fencing	24
	Yard Location	26
	▶ Users	29
	Manage Users	
	 Adding New User 	
	 How To Change User Password 	
	 How To Edit A Record 	
	User Access Rights	
	 Adding User Access Rights 	
	 How to Delete a record 	
	 How to edit a record 	
9.	Asset & Equipments	38
	 Asset Inventory 	38

10. Asset	ts Grou	nb	41
•	Crea	ating A New Asset Group	41
•	How	to Delete a record	42
•	How	to edit a record	42
•	How	/ To Delete A Group	43
•	How	/ To Edit Group Name	43
11. Glob	al Sett	tings	45
•	Refe	erence Data	46
	•	Creating A New Reference Data	
	•	How to Delete a record	
	•	How to edit a record	
•	Busi	ness Associate	50
	•	Adding New Business Associate	
	•	How to Delete a record	
	•	How to edit a record	
•	Repo	orts	52
•	Tem	perature Monitoring	57
•	Dash	nboard	58
	•	Dashboard Widgets	
	•	Adding Or Removing Widget	
•	Ema	ail Server Configuration	61
•	Sche	edule Reports	62
•	Setu	ıp Screen	64
•	Com	npany	65
•	Vehi	icles	65
•	User	rs	66
12. Track	king		70
•	Live	Tracking	70
	•	Search Unit Menu	
	•	Filters In Search Units	
	•	Context Menu In Search Units	

	•	Yard Menu	
•	Man	nage Tracking Links	76
•	Rou	te Replay	76
•	Trac	k History	79
13. Fuel			79
•	Fuel	l Preferences	80
•	Fuel	l Card	81
	•	Fuel Supplier	
	•	Fuel Card Assignment	
	•	Fuel Template	
	•	Manage Fuel	
	•	Fuel Import	
•	Fuel	l Mileage	93
•	Fuel	l Tax	94
	•	AB IFTA	
	•	BC IFTA	
	•	Oregon Fuel Tax	
	•	New York Fuel Tax	
	•	Kentucky Weight Receipts	
14. Diagr	nostic	s	100
•	Eng	ine Fault Code	100
15. Maint	tenan	ce	102
•	DVIE	R	102
•	Mair	ntenance Schedule	103
•	Vehi	icle Maintenance	106
•	Prev	ventative Maintenance	108
•	Mair	ntenance Alerts	109
•	CVIF	P Inspection	110
16. ELD			112
•	Man	nage Logs	112
	•	How To Check Driver Daily Log Report	

Unidentified Log

17. Docu	ments	117
18. Mess	ages	117
19. Repo	orts	118
•	Statewise Distance Reports	118
•	Excel Reports	119
•	Schedule Report	128
•	Tracking	132
•	Vehicle Performance Report	140
20. Track	er	142
21. Supp	oort	144
•	Ticketing System	145
•	Activate a device	146
•	Move A Device	148
•	Suspend A Device	149
•	Terminate A Device	150
•	Report An Issue	152
•	How to enter home terminal address and select time zone	153
•	Contact Information	154

The back end portal is for office staff and clients who want to track vehicles in their fleet and review data recorded by the ELD installed in their vehicles. The Hutch Office

Web Portal is accessible by internet to control fleet management related functionalities such as tracking vehicles, viewing electronic logging device data (ELD) etc. Hutch also provides Driver and DOT Web Portals for drivers to access their ELD and associated records.

About This Manual

The Hutch Office Web Portal User Manual introduces the system and includes details on:

- 1. How to access various functionalities of the Hutch FMS.
- 2. Describes various capabilities of the Hutch FMS.
- 3. How to Add, Update, View and Delete various records within the system.
- 4. How to run, view, and print various types of available reports.
- 5. How to interact with drivers while they are operating the vehicles.

Read these instructions and all related documentation before operating this product. Refer to "Support" section in the manual for instructions on contacting technical support.

Note: This manual describes how to use the Hutch Fleet Management System on the Web Portal.

Regulatory Compliance Information

NOTE: MAY CONTAIN U.S. CANADA AND INTERNATIONAL EXPORT CONTROLLED INFORMATION

FCC/IC Compliance Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two

Conditions:

- This device may not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

Note:

The equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Cet appareil est conforme aux exigences gouvernementales en ce qui concerne l'exposition aux ondes radio. Cet appareil est conçu et fabriqué pour ne pas dépasser les limites d'exposition aux radiofréquences (RF) de la Federal Communications Commission (FCC) des États-Unis et d'Industrie Canada (IC). Pour profiter d'un rendement optimal et pour éviter de dépasser les limites d'exposition aux RF de la FCC et d'IC, veuillez toujours orienter l'appareil en mode paysage en positionnant l'antenne cellulaire (située dans le coin supérieur droit de l'appareil) loin du corps ou d'autres objets.

norme d'exposition emploie le débit d'absorption spécifique (DAS) comme unité de mesure. Le DAS maximum établi par la FCC est de 1,6 W/kg (sur 1 g de tissus) pour le corps et de 4,0 W/kg (sur 10 g de tissus) pour les extrémités. Les essais pour lLa e DAS ont été menés en utilisant des positions de fonctionnement standard acceptées par la FCC et IC, et le matériel à l'essai transmettait sur différents canaux au niveau de puissance spécifié. Bien que le DAS soit mesuré au niveau de puissance le plus élevé pour chaque fréquence, le DAS réel de l'appareil en fonctionnement peut être bien en deçà du maximum permis, parce que l'appareil règle la puissance de la transmission en partie selon la proximité du réseau cellulaire. Règle générale, plus vous êtes près d'une station cellulaire, plus la puissance de transmission cellulaire sera Faible.

La valeur de DAS la plus élevée rapportée pour cet appareil par la FCC est de 1,26 W/kg (sur 1 g de tissus)

près du corps et de 0,68 W/kg (sur 10 g de tissus) pour l'exposition des extrémités.

L'appareil a été testé selon les normes et procédures de mesure décrites dans le supplément C du Bulletin 65 de l'Office of Engineering and Technology de la FCC (édition 01-01), et par la norme CNR-102 au Canada. La FCC et IC ont accordé leur autorisation à cet appareil et déterminé que tous les niveaux de DAS mesurés sont conformes aux directives sur l'exposition aux RF. Les données sur le DAS de cet appareil sont enregistrées à la FCC et se trouvent dans la section « Display Grant » (afficher une demande) de la page www.fcc.gov/oet/ea/fccid, à l'aide du numéro FCC A3LSMT377W. Vous pouvez aussi consulter la section Nomenclature du matériel radio du site d'Industrie Canada et rechercher le numéro de certification A3LSMT377W.

△ Caution

Any changes or modifications not expressly approved by the party responsible for compliance of this equipment would void the user's authority to operate this device. This device complies with Industry Canada's license-exempt RSSs. Operation is subject to the following two conditions:

- This device may not cause interference.
- This device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

- l'appareil ne doit pas produire de brouillage.
- l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.
 CAN ICES-3 (A)/NMB-3(A)

RF Exposure Information (SAR)

This device meets the government's requirements for exposure to radio waves. This device is designed and manufactured to not exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the United States Government and Industry Canada (IC) of Canada. For optimal device performance and so that human exposure to RF energy does not exceed the FCC and IC guidelines, always follow these instructions and precautions: Orient the device in landscape mode with the cellular antenna (located at the top right corner of the device) away from your body or other objects.

The exposure standard employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg(1g) for body

exposure and 4.0W/ kg(10g) for extremity exposure. Tests for SAR are conducted using standard operating positions accepted by the FCC/IC with the EUT transmitting at the specified power level in different channels. Although SAR is determined at the highest certified power level in each frequency band, the actual SAR level of the device while in operation can be well below the maximum value because device adjusts its cellular transmitting power based, in part, on proximity to the wireless network.

In general, the closer you are to a cellular base station, the lower the cellular transmitting power level. The highest SAR value for the device as reported to the FCC is 1.26 W/kg(1g) when placed next to the body and 0.68 W/kg(10g) when exposed to extremities.

The device was tested according to measurement standards and procedures specified in FCC OET Bulletin 65, Supplement C (Edition 01-01) and Canada RSS 102. The FCC/IC has granted an Equipment Authorization for this device with all reported SAR levels evaluated as in compliance with the defined RF exposure guidelines. SAR information on this device is on file with the FCC and can be found under the Display Grant section of www.fcc.gov/oet/ea/fccid and searching on FCC ID: A3LSMT377W.

Glossary

TERM	DEFINITION	
Data Bus	A network of wires and devices used by	
	various installed ECU's to communicate	
	between various systems within a vehicle.	
DOT (Department of Transportation)	The governmental department that regulates	
	transportation (including commercial motor	
	vehicles).	
DVIR (Driver Vehicle Inspection Report) An inspection report that is required to		
	completed daily by the drivers operating	
	(CMV) specifying any maintenance related	
	defects found in the vehicle.	

ELD (Electronic Logging Device) FMCSA (Federal Motor Carrier Safety	An Electronic Device that automatically records the driver RODS and tracks the Hours of Service (HOS). This term was used in the 2015 DOT rule that mandates the usage of electronic logs complying with standards. An agency in the United States DOT that
Administration)	regulates the commercial transportation and works to boost general safety.
GPS (Global Positioning System)	A network of orbiting satellites that send precise position to GPS receivers that determine the exact location, time and speed of the vehicle.
HOS (Hours of Service)	Regulations issued by FMCSA governing the working hours of driver operating the CMV(Commercial Motor Vehicle).
EOBR (Electronic On-board Recorder)	An electronic device utilized to record the amount of time a vehicle is driven. EOBR was mandated prior to 2015 but evicted by courts
CMV (Commercial Motor Vehicle)	Commercial Motor Vehicle is any towed or automotive vehicle driven on a highway for commercial use of a business or an individual.
AOBRD (Automatic Onboard Recording Device)	Used to calculate HOS compliance by using electronic logging device and is regulated in 49 CFR 395.15.
ECM (Electronic Control Module)	A computer used in vehicles to control specific functions in a vehicle
MAP-21 (Moving Ahead For Progress in the 21st century Act)	An authorization bill that governs the spending of United States federal surface transportation program.



	1
RODS (Records of Duty Status)	Drivers use RODS to record their duty status
	for each 24-hour period with specific rules as
	outlined by FMCSA regulations. The data of
	RODs is maintained for 6 months for each
	carrier.
Duty Status	Duty Status is recorded using AOBR or ELD
	meeting 395.15 requirements in the
	categories - Off Duty, Sleeper Berth, Driving,
	and On-duty.
SOAP (Simple Object Access Protocol)	A messaging protocol that is used by Web
	services applications to interoperate or
	communicate with each other using XML and
	нттр.
USB (Universal Serial Bus)	An industry standard that is used to connect
	electronic devices to a computer system. It
	can be referred to connectors and cables that
	are used for communication and connection
	between devices and computers.
VIN (Vehicle Identification Number)	It is a unique code composed of 17
	characters used by automotive industry to
	identify motor vehicles.

□

Important Buttons And Widget Icons

Logs you out of the Portal

Data Display Area Full View Button/Expands the map on the Full Screen.

Forms a bubble symbol if you have a message in the inbox.

Map

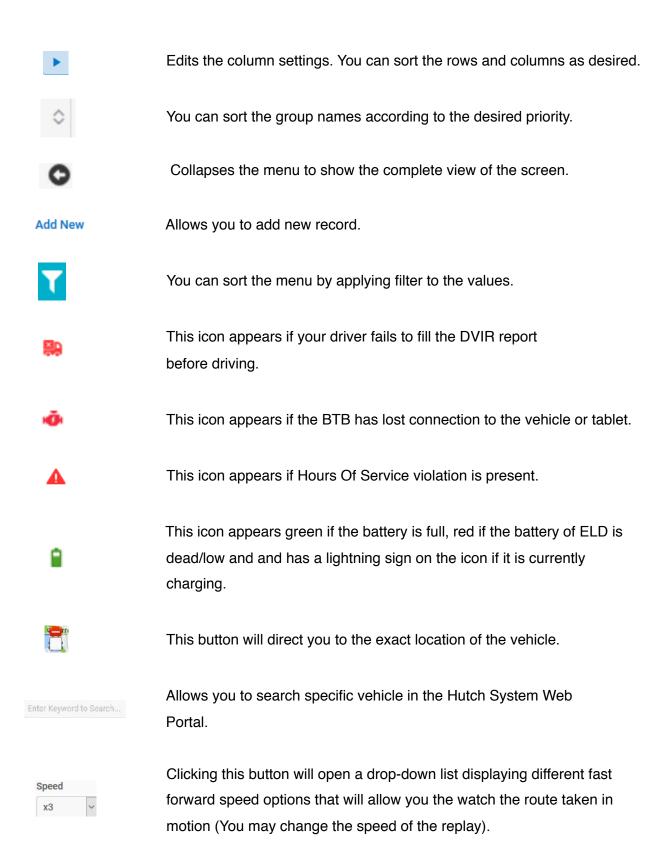
Q

Allows you to search information within the Hutch System Web Portal.

Live map showing current vehicle locations in real time on a google map.

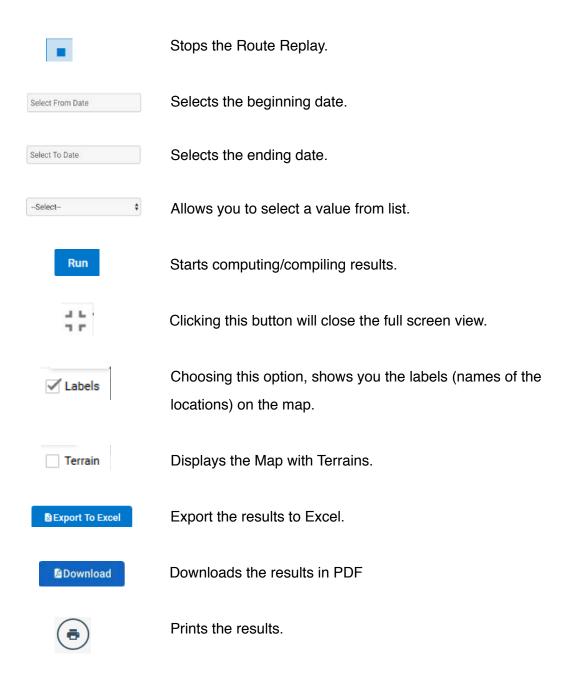
Satellite	Displays the map in Satellite view.
4	Google Street button that allows you to check the street view of a location.
←	Located at the top left of the Full Screen would take you back to the Map.
(🕈)	Rotate the Street View by 360 degrees.
×	Displays the vehicle information for the last year in a bar graph.
:	Edit or Delete the record.
*	Modify the system settings
X	Closes the opened window or program.
Save	Saves the edits.
Back	Takes you back to the previous page.
Clear Points	Clears the marked area for the Geo Fence
-	Enlarges the map view.
★ Advanced	Minimizes the map view. Displays user info with details with different options.

Edit



Plays the Route Replay.

Pauses the Route Replay.



System Introduction

Hutch Systems offers a complete suite of fleet management services with multiple solutions suitable for medium and large scale enterprises. Hutch integrates advanced WEB, GPS, GIS, OBD and Telematics technology within each vehicle to provide diverse services, including, remote diagnostics, location tracking, real time monitoring, maintenance, data reports, and other services for fleet asset management.

Compliance

Hutch fleet management system is in compliance with FMCSA and DOT regulations.

Guide Objective

This manual is designed for clients who purchase and operate the Hutch Fleet Management System. The manual also provides clear operational instructions.

Login



Logging In

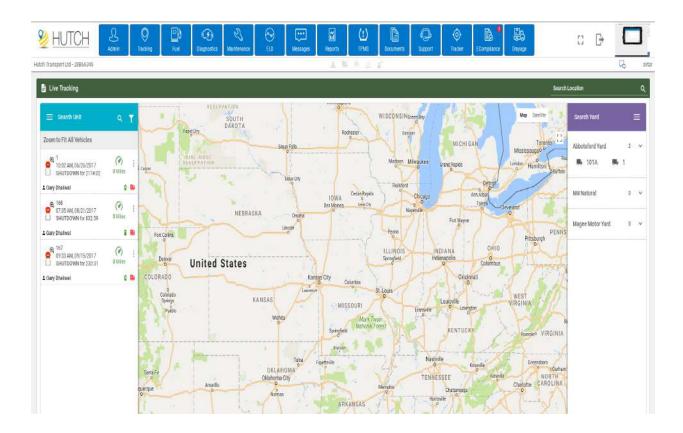
Type this URL into your browser: http://tracking.hutchbusinessgroup.com:31003/ to access the Hutch System Web Portal and manage your fleet.

Login Credentials

Unique Login credentials are provided to individual customers by Hutch Systems.

Login Instructions

- 1. Enter the Company Code
- 2. Enter username in Username field
- 3. Enter the password in Password field (Case sensitive)
- 4. Click the Sign in button



Main Screen

Main Screen Description

	
Live Vehicle	Displays the vehicles in real-time on the map
	upon login. This is configurable via company
	preferences.
Dashboard	It lets you access vehicle information over the
	past thirty days of activity.
Company Name And Code	Company Name and Code is displayed under
	the Home Screen icon.
Company Logo	Your Company LOGO will be displayed on the
	top right corner after the logo is added in the
	"Company Info" under Admin (Note: The
	image should be uploaded in jpg, png or jpeg
	format with maximum 2MB size).
Logout Button	Logs you out from the web portal.
Full Screen Button	Data Display Area Full View Button.
Message/Notification Button	Forms a bubble symbol if you have a
	message in the inbox.
Username	Displays the username of logged in driver.
Search Box	Search any geographical location on map.
Search Yard	Search information about a particular yard.
Search Unit	Searches the information by Unit No.
Мар	Live map showing current locations in real
	time on a Google base map.
Pegman Button	Street view of a particular location. Arrow
	button located at the top left of the Full
	Screen would take you back to the Map.
Rotate	Rotate the Street View by 360 degrees.
Zoom In	Minimize the map or location.
Zoom Out	Enlargesui the map or location.

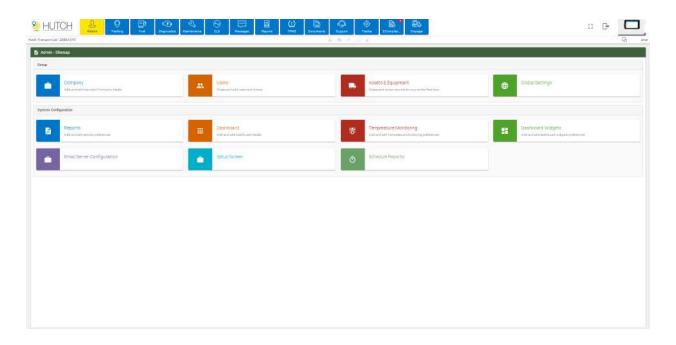
Menu Bar

Admin	Using Admin module, configure the fleet management system for individual requirements.
Tracking	Tracking module includes various real time monitoring options along and displays asset information.
Fuel	Fuel is used to manage various Fuel settings and to view IFTA reports.
Diagnostics	Displays the report of generated Engine Fault Code(s) in the fleet for a specific time period (Not more than previous 90 day period).
Maintenance	You can access DVIR reports, add and view Maintenance Schedules, assign preventative maintenance schedules, schedule maintenance alerts, add and view CVIP Inspection reports.
ELD	ELD is used to access eLogs of all the drivers.
Messages	Using Message Module, you may view and send messages to drivers.
Report	Various Report information, includes Statewide Distance Report, Excel Reports, Schedule Report, Tracking and Vehicle Performance reports.
Documents	Documents lets you view the progress of the documents uploading from ELD.
Support	Support Module is used to access assistance from Support staff.

Tracker	Tracker Module is used to access Live
	Tracking and view Driver Start and Ignition
	On reports.



Admin Panel

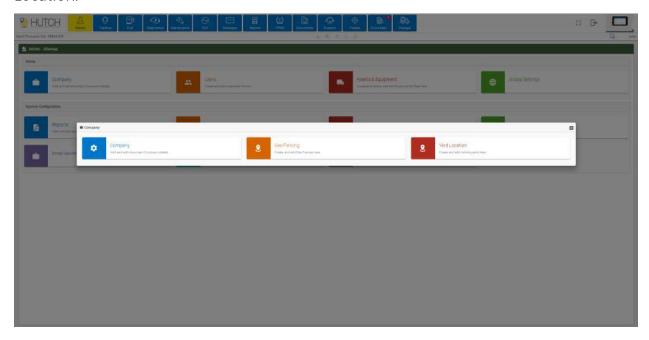


In the admin panel, the administrator has access to configure system settings customized according to individual specifications. The following options are shown in the Admin panel:

- 1. **Company** Add and edit important Company details
- 2. **Users** Create and edit users and drivers and/or user groups
- 3. Assets & Equipment Create, edit and review records for your entire fleet
- 4. **Global Settings** Create and review records for vehicle and company information
- 5. **Reports** Add and edit reports preferences
- 6. **Dashboard** Add and edit Dashboard details
- 7. **Temperature Monitoring** Add and edit Temperature Monitoring preferences
- 8. **Dashboard Widgets** Add and edit dashboard widgets preferences
- 9. **Email Server Configuration** A company can set up their own email ID to send tracker links to their clients
- 10. Setup Screen Book your first order of Hutch Fleet Management Services
- 11. **Schedule Reports** Add and view scheduled reports

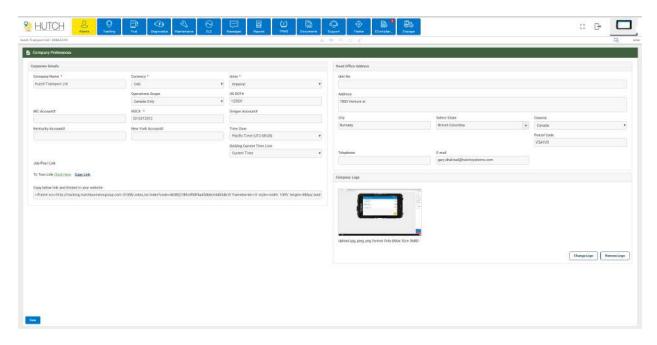
Company

With this button, you can access and edit the Company Details, Geo Fencing and Yard Location.



Company Information

You can add, edit or delete the company information by clicking the Company Button under Admin Panel. A menu with three options will appear - Company, Geo Fencing and Yard Location.



Company Preferences

Step 1

Click Admin > Company > Company Preferences.

Step 2

Fill in the mandatory options marked with an asterisk, including, Company Name, Currency, Units and NSC.

Step 3

Other Corporate Details and Head Office Address details are optional to fill.

Step 4

Job Post Link can be used for personalized employment applications for the company.

Step 5

Companies can directly copy the link created in the box to embed it on their websites.

In the Head Office address, companies can directly fill the address in the required text box buttons.

How To Change Company Logo

Step 1

Click Change Logo

Step 2

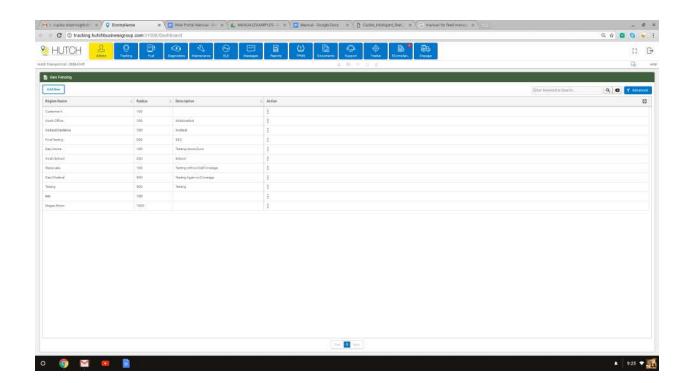
Select the image from the your computer system (Image should be in jpg, png or jpeg format with no more than 2MB size).

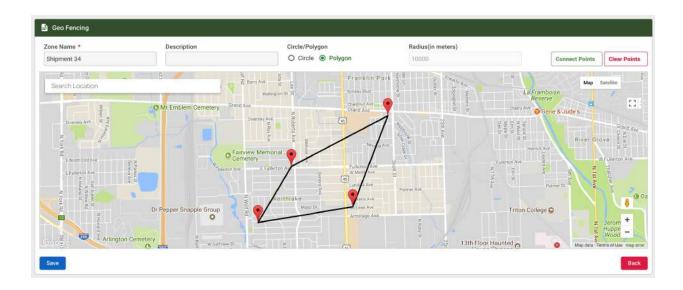
Step 3

Click Open.

Geo Fencing

You can add Geo Fencing by completing the following steps:





Click on Company > Geo Fencing > Add New.

Step 2

A map will appear on the screen.

Step 3

Fill in Zone Name.

Step 4

Fill required radius in meters in Radius Box.

Step 5

Fill the description box for easy identification of Geo Fence.

Step 6

Search Box allows you to choose a particular geographical location.

Click on any point on the map where you want to create a Geo Fence.

Step 8

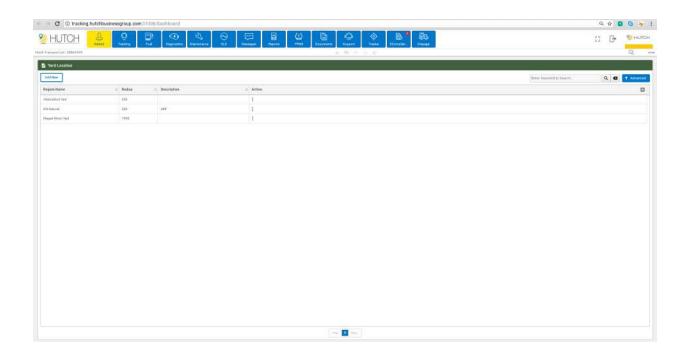
Click Save.

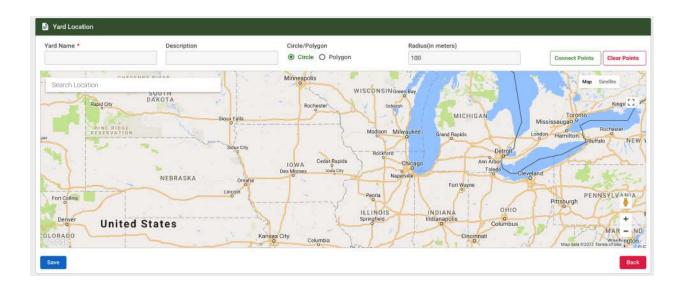
Back button takes you to the previous page where saved values can be viewed in a table. After you save the Geo Location, you will see the saved valued in a box on the Geo Location.

- 1. Clear Button clears the marked area of the Geo Fence.
- 2. Back button takes you back to the previous page.
- 3. Save button saves the Geo Fence settings.
- 4. Zoom Out enlarges the map view.
- 5. Zoom In minimizes the map view.
- 6. Full Screen button expands the map on the Full Screen.
- 7. Map button allows you to see the Map view of the Globe.
- 8. Satellite button allows you to view the map in Satellite view.
- 9. Pegman is a Google Street button that allows you to check the street view of a location.

Yard Location

You can create and edit vehicle Yards by the following steps:





Click Company > Yard Location > Add New.

Step 2

A map will appear on the screen.

Fill in the Yard name.

Step 4

Fill in the required radius of the Geo Fence in meters.

Step 5

Add Description for further details.

Step 6

Search Box allows you to choose a particular geographical location.

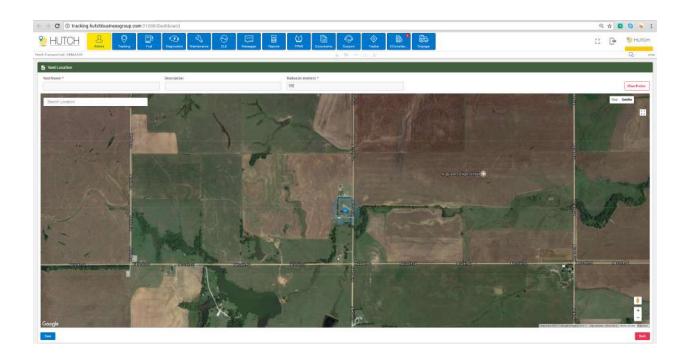
Step 7

Click on any point on the map where you want to create a Geo Fence.

Step 8

Click Save.

After you save the Geo Location, you will see the saved value in a box on the Geo Location page.



Users

You can create and edit users and drivers using this option. A menu with two options will appear - Manage Users and User Access Rights.

Manage Users

Advanced option - Allows you to search user info with details using options, including Account Type, Account Name, User Name, License No, E-mail and Group Access Name.

Adding New User

Step 1

Click Admin > Users > Manage Users.

User Management form will appear. Fill in the fields marked with asterisk sign (They are mandatory to to create new user account).

Step 3

Assign group permissions by dragging and dropping the option in the empty box next to the group permission box.

Step 4

Click the options of Special Category if you want to authorize Personal Use of CMV or Yard Move.

Step 5

Click Save.

Step 6

Click Back button to go back to previous page.

How To Change User Password

Step 1

Click Context Menu under Action row.

Step 2

Click Change Password.

Step 3

Fill new password in the appeared pop up box.

Step 4

Click Confirm

Click Save

How To Edit A Record

Step 1

Click Context Menu

Step 2

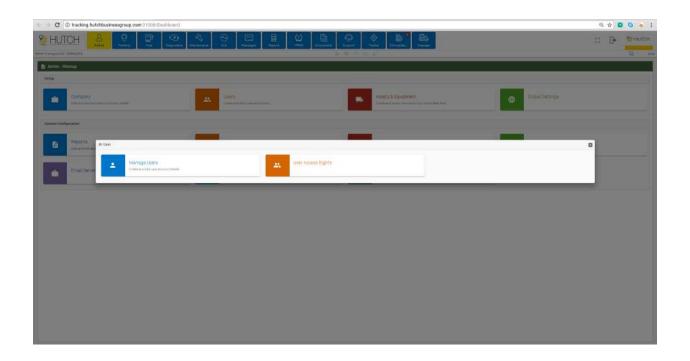
Click edit

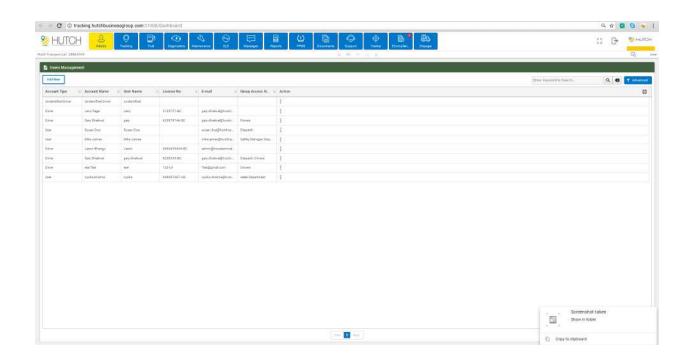
Step 3

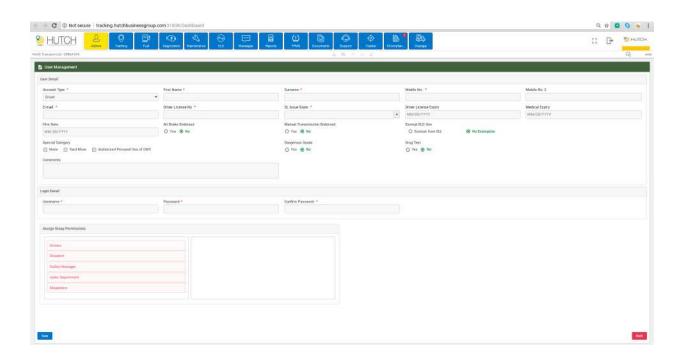
Edit the required changes in User management page.

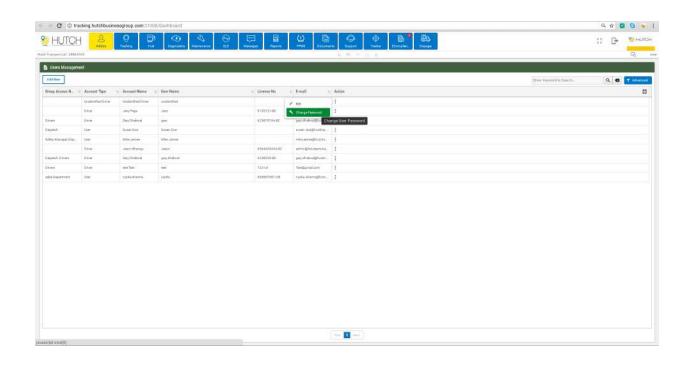
Step 4

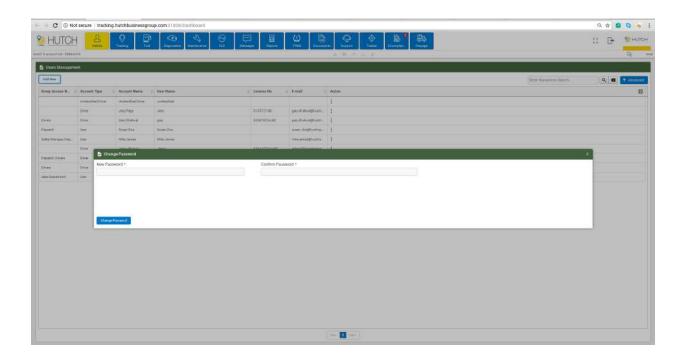
Click Save.

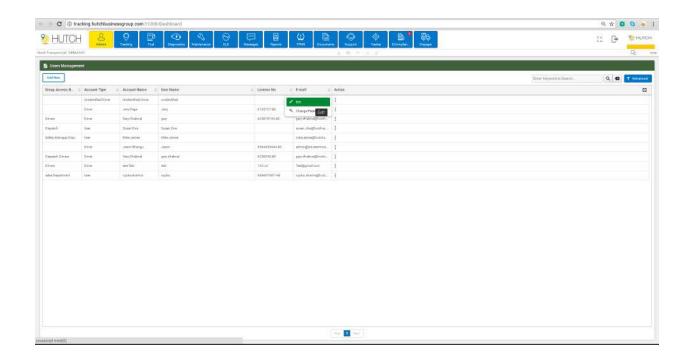












User Access Rights

You can create and edit User Access Rights using this option.

- Advanced option allows you to search using Group Access Name User info with details using options, including Account Type, Account Name, User Name, License No, E-mail and Group Access Name.
- 2. Edit Icon located on the top right allows you to edit the column settings. You can sort the rows and columns as desired.
- Context Menu under Action row allows you to edit or delete the individual record.

Adding User Access Rights

Step 1

Click Admin > Users > User Access Rights > Add New.

Step 2

Group Access Rights Detail form will appear. Click on the Group Access Name and fill in the value.

Click on the fields you want to choose.

Step 4

Click Save.

How to Delete a record

Step 1

Click Context Menu button.

Step 2

Click Delete.

Step 3

Click Yes to confirm.

How to edit a record

Step 1

Click Context menu button.

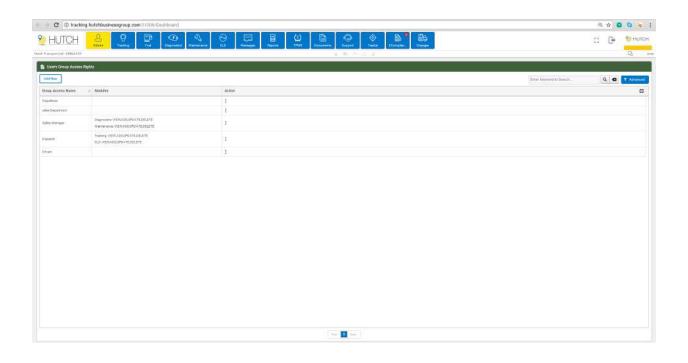
Step 2

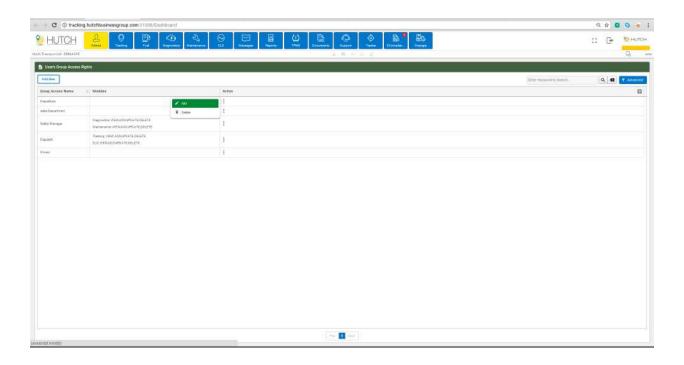
Click Edit.

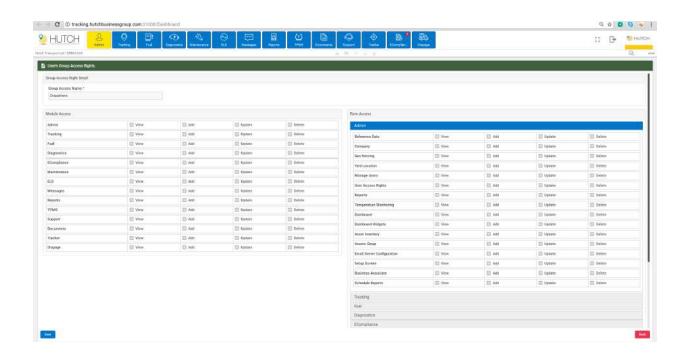
Step 3

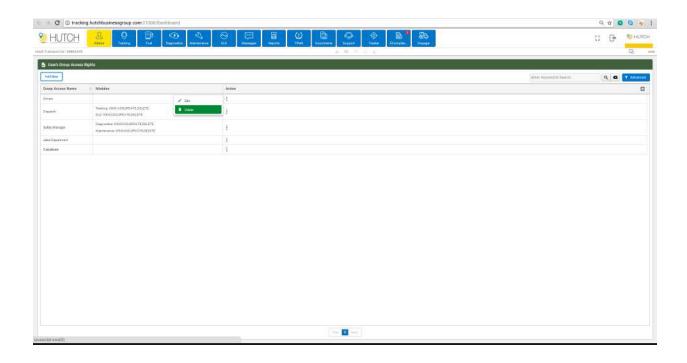
Click the required options from the Module Access and Form Access.

You can change the name by the clicking the Group Access Name and filling the value in the box.





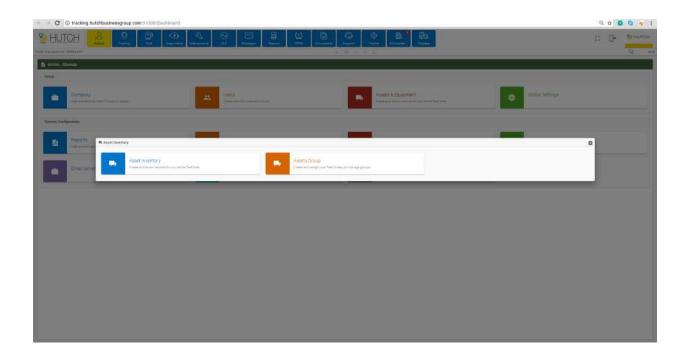




Asset & Equipments

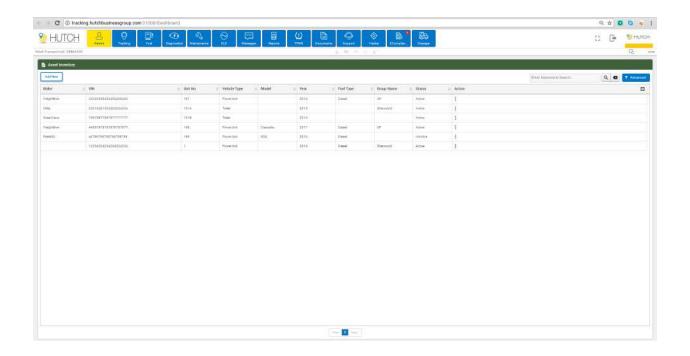
Asset Inventory allows you to create, edit and review records for the entire fleet.

- 1. Click Admin.
- 2. Click Assets & Equipment.
- 3. A menu with two options will appear Asset Inventory and Asset Group.



Asset Inventory

Asset Inventory option allows you to add new assets or edit the old ones as required. Advanced option allows you to search user info with details using options, including Make, VIN, Unit No, Vehicle Type, Model, Year, Fuel Type, Group Name, and Status.



Creating A New Asset

Step 1

Click Admin > Assets & Equipments > Asset Inventory > Add New.

Step 2

Asset Inventory form will appear. Fill in the mandatory options marked with asterisk sign, including, VIN, Unit No., Plate No, Year, and Vehicle Type.

Step 3

Click Save.

Step 4

Back button takes you back to the previous page.

How To Delete A Record

Step 1

Click Context Menu button.

Click Delete.

Step 3

Click Yes to confirm.

How To Edit A Record

Step 1

Click Context menu button.

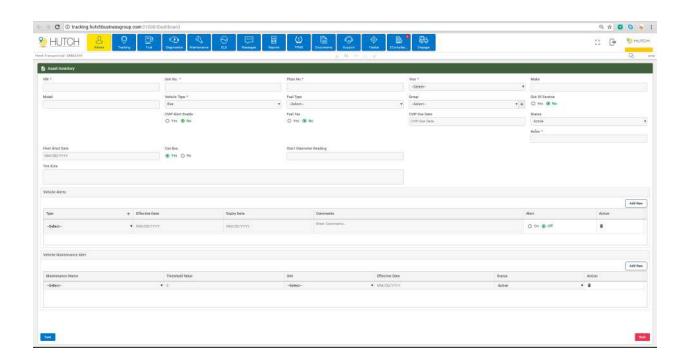
Step 2

Click Edit.

Step 3

Click the required options from the Module Access and Form Access.

You can change the name by the clicking the Group Access Name and filling the value in the box.



Assets Group

Creating A New Asset Group

Step 1

Click Admin > Assets & Equipment > Asset Group > Add New.

Step 2

Asset Inventory form will appear. The field in the Asset Group detail marked with asterisk sign is mandatory to fill in order to create a new Asset Group namely, Group name.

Step 3

Assign a vehicle by its Unit in an Asset Group by dragging the icon of the unit from Unassigned Vehicle box to Assigned Vehicle box.

Step 4

Click Save.

Advanced option allows you to search user info with details using options, including Group Name and Unit No. Settings icon in the Action row allows you to Edit, Delete, Edit Group and Delete Group.

How to Delete a record

Step 1

Click Context Menu button.

Step 2

Click Delete.

Step 3

Click Yes to confirm.

How to edit a record

Step 1

Click Context menu button.

Step 2

Click Edit.

Step 3

Click the required options from the Module Access and Form Access.

You can change the name by the clicking the Group Access Name and filling the value in the box.

How To Delete A Group

Step 1

Click Context Menu.

Step 2

Click Delete.

Step 3

Confirm Yes to delete the group.

How To Edit Group Name

Step 1

Click Content Menu under Action Row.

Step 2

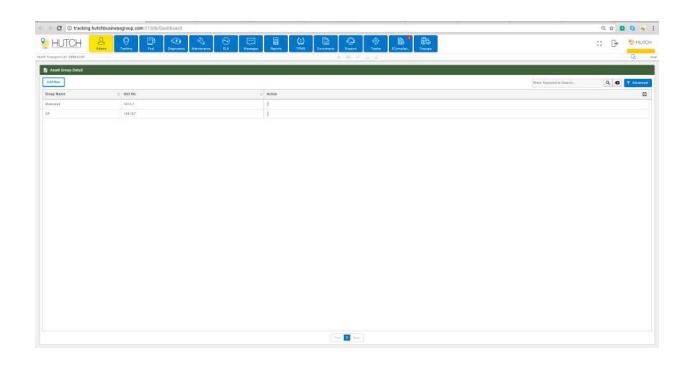
Click Edit Group.

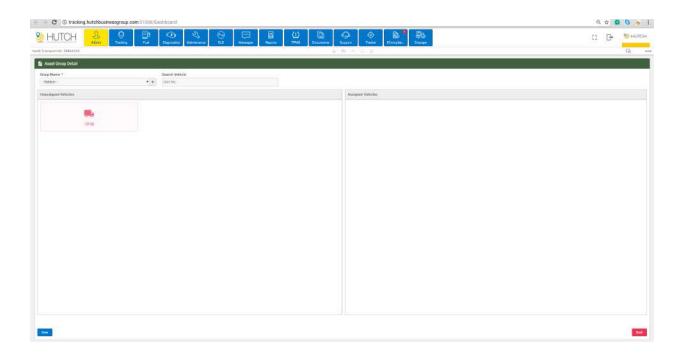
Step 3

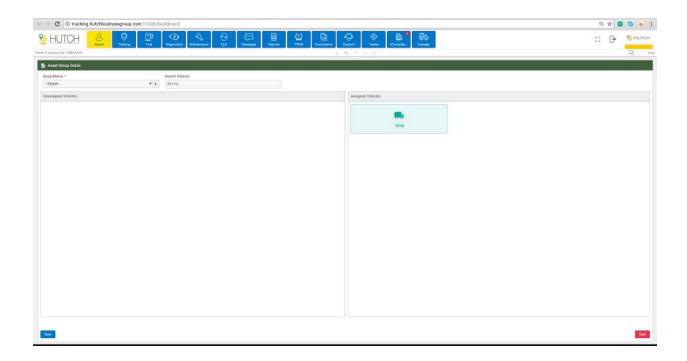
Edit the required values.

Step 4

Click Save.

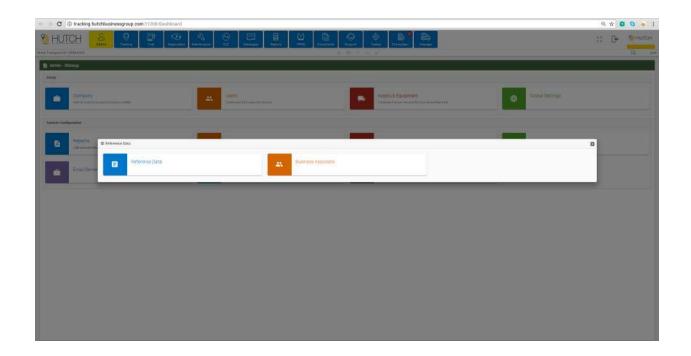






Global Settings

- 1. Global Settings allows you to create and review records for vehicle and company information.
- 2. Click the Admin button on the main screen.
- 3. Click Global Settings button.
- 4. A menu with two options will appear Reference Data and Business Associate.



Reference Data

Reference Data page is used to add or review Reference Data.

Creating A New Reference Data

Step 1

Click Admin > Global Settings > Reference Data > Add New.

Step 2

Reference Data form will appear. Fields in the Reference Data detail marked with an asterisk are mandatory to fill in order to create a new Asset Group namely, Module Name and Name.

Step 3

Click Save.

Back button takes you back to the previous page.

Advanced option allows you to search user info with details using options, including Entity, Name, Field Name, Description and Abbreviation.

How to Delete a record

Step 1

Click Context Menu button.

Step 2

Click Delete.

Step 3

Click Yes to confirm.

How to edit a record

Step 1

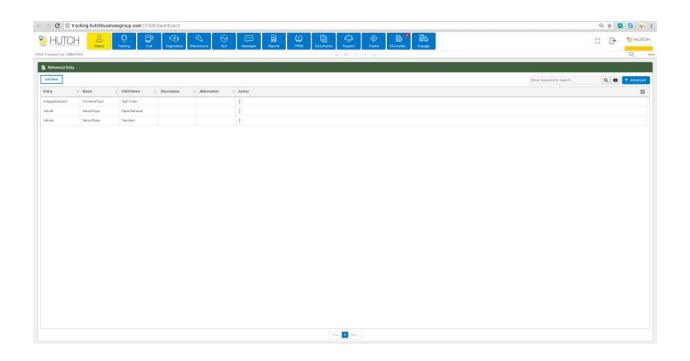
Click Context menu button.

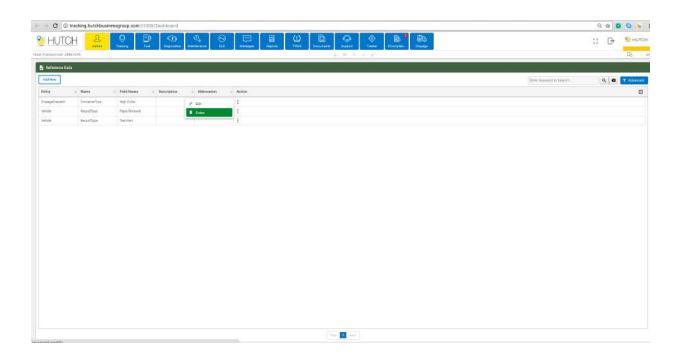
Step 2

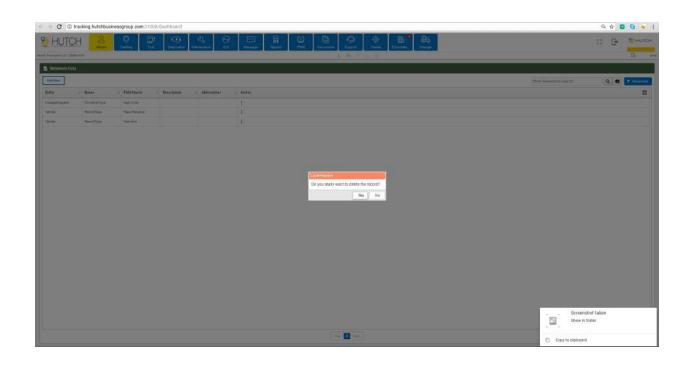
Click Edit.

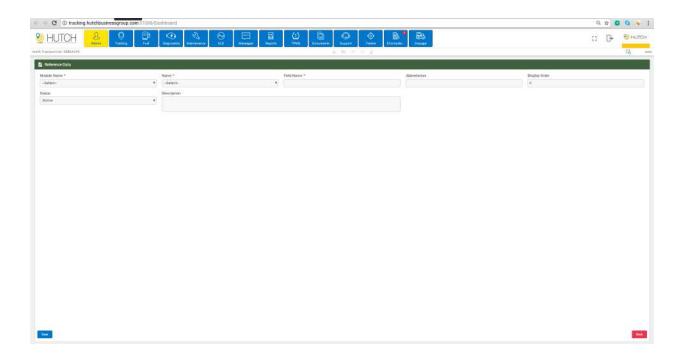
Step 3

Edit the required information from Reference Data Details.









Business Associate

Business Associate option is used to add customer details in the Hutch server.

Adding New Business Associate

Step 1

Click Admin > Global Settings > Business Associate.

Step 2

Business Associate form will appear. The fields in the Business Associate detail marked with an asterisk sign are mandatory to fill in order to create a new Business Associate namely, Company Name, Unit No. / Address, and Currency.

Step 3

Click Save.

Step 4

Back button takes you back to the previous page.

How to Delete a record

Step 1

Click Context Menu button.

Step 2

Click Delete.

Step 3

Click Yes to confirm.

How to edit a record

Step 1

Click Context menu button.

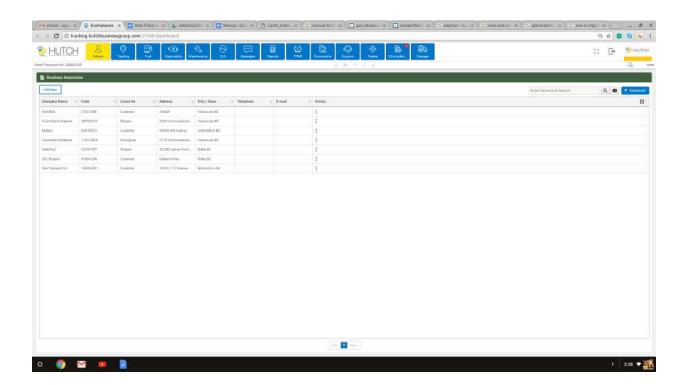
Step 2

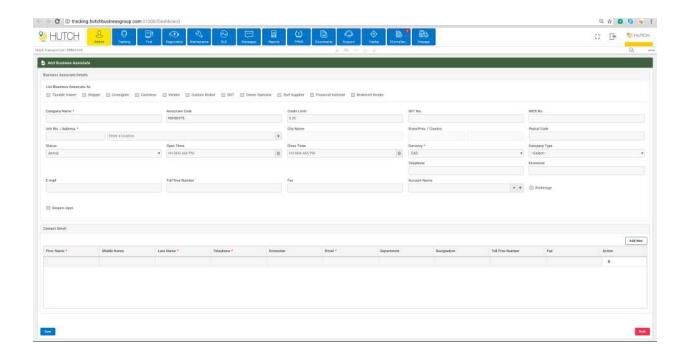
Click Edit.

Step 3

Edit the required information from Business Associate Details and Contact Details.

Advanced option allows you to search user info with details using options, including Company Name, Code, Listed As, Address, City / State, Telephone, and E-mail.





Reports

Reports option allows you to add and edit report preferences.

Step 1

Click the Admin > Reports.

Step 2

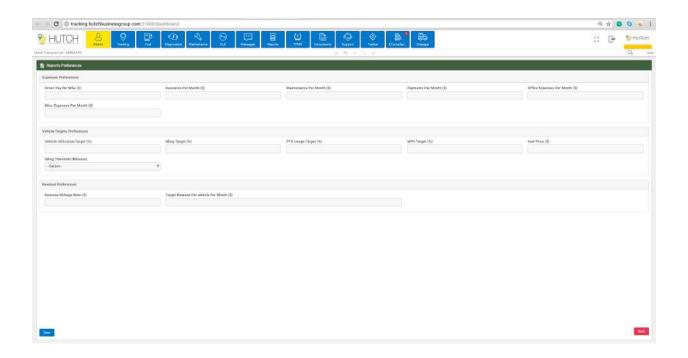
Reports Preferences Form will appear. Add the required details in the respective fields.

Step 3

Click Save.

Step 4

Back button takes you back to the previous page.



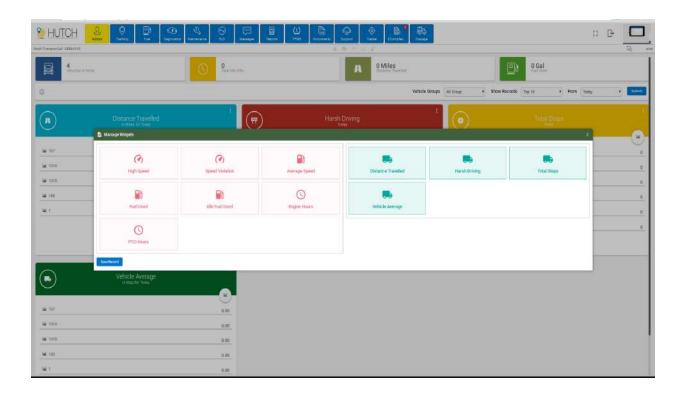
Dashboard

Dashboard option allows you to add and edit Dashboard details. Default Main Screen can be made Dashboard or Live Tracking according to the preference.

Clicking on the Hutch Icon on the top left of the screen will open the Dashboard. It lets you access vehicle information over the past thirty days of activity.

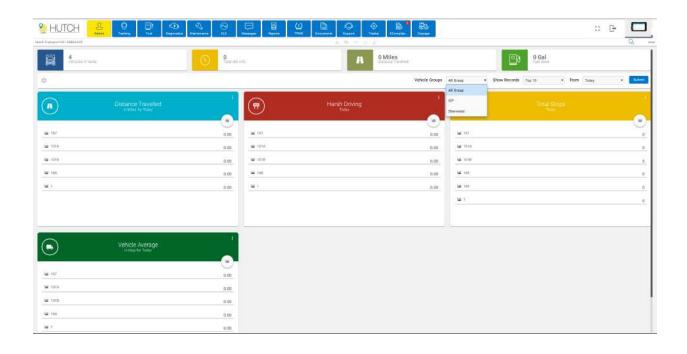
- 1. **Number of Vehicles** Displays the number of vehicles in Yards.
- 2. **Total Idle Info** Displays the total idling time of all vehicles.
- 3. **Distance Travelled** Displays the total distance travelled by vehicles by their Unit Numbers.
- 4. **Fuel Used** Displays the total fuel used by the fleet.
- 5. **Context Menu** Opens a drop-down list with different time duration options, including Today, Last 7 Days, Last 15 Days and Last 30 Days.
- 6. **Graph Button** Displays the vehicle information for the last year in a bar graph.

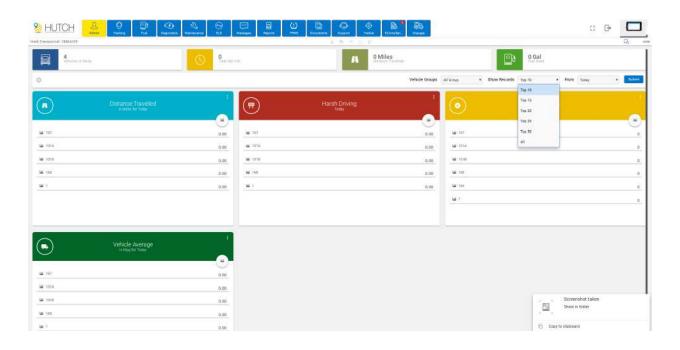
- 7. **Harsh Driving** Displays the harsh driving distance travelled by individual vehicles by their Unit name.
- 8. **Total Stops** Displays the number of stops made by individual vehicle units.
- 9. Vehicle Average Displays the mileage of all the vehicles per mpg.
- 10. **Settings** Opens Manage Widgets menu where you can add or delete widgets from your dashboard.

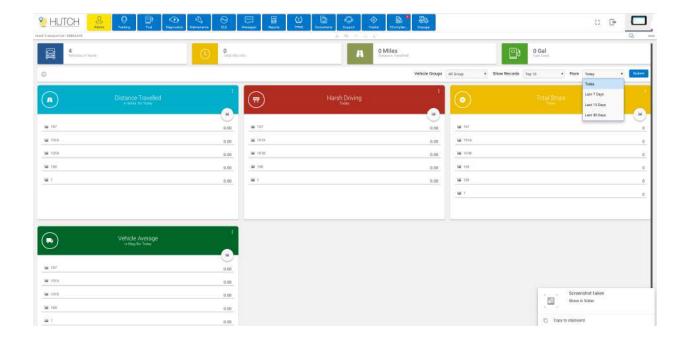


You can check a record from the Dashboard by customizing the following three options that open different values in a drop-down list:

- Vehicle Groups
- Show Records
- From







Click the Admin > Dashboard.

Step 2

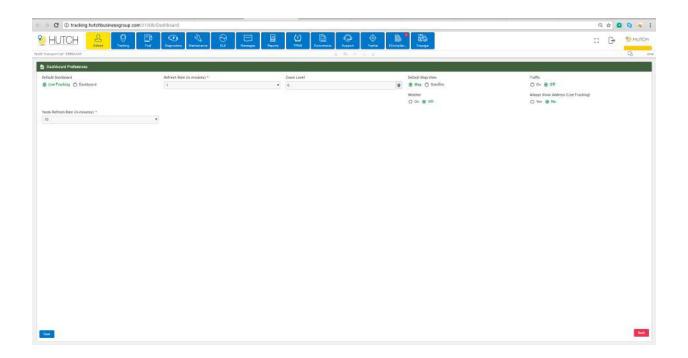
Reports Preferences Form will appear. Add the required details in the respective fields The fields in the Dashboard Preferences marked with an asterisk, namely, Refresh Rate and Yards Refresh Rate are mandatory to fill.

Step 3

Click Save.

Step 4

Back button takes you back to the previous page.



Temperature Monitoring

You can add and edit Temperature Monitoring preferences with this option. This is a useful feature that is used to keep track of temperature in Reefer Trailers. You can submit the mobile number and email address and get updates with the chosen frequency.

Step 1

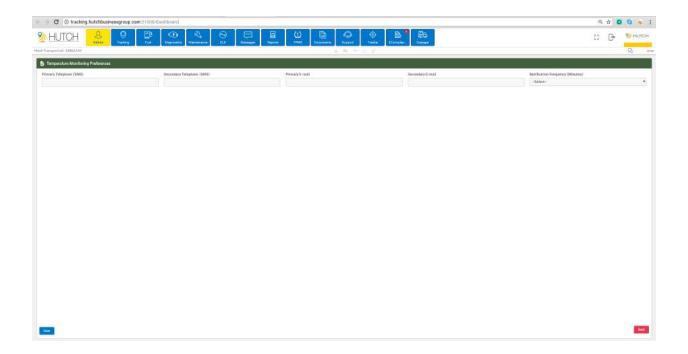
Click the Admin > Report.

Step 2

Temperature Monitoring Preferences Form will appear. Add the required details in the respective fields.

Step 3

Click Save.



Dashboard Widgets

You can edit Widget settings using this option.

Adding Or Removing Widget

Step 1

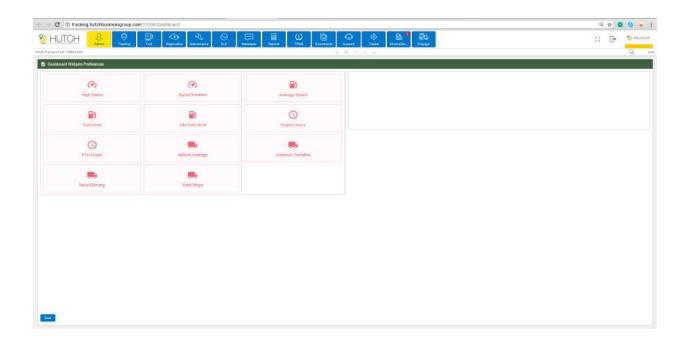
Click the Admin > Dashboard.

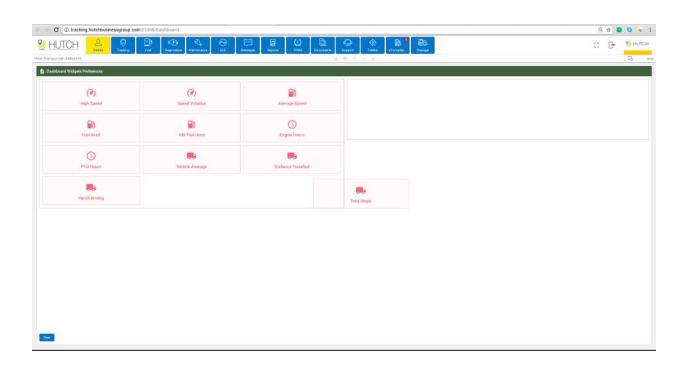
Step 2

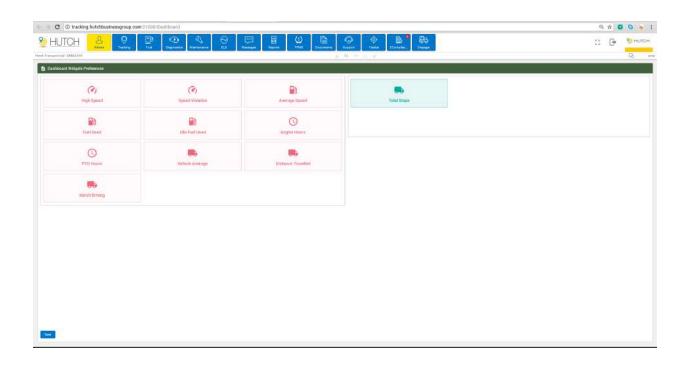
Dashboard Widgets Preferences page will appear. Drag and drop the required widgets in the right box on the screen (You can add maximum 6 widgets out of the given options).

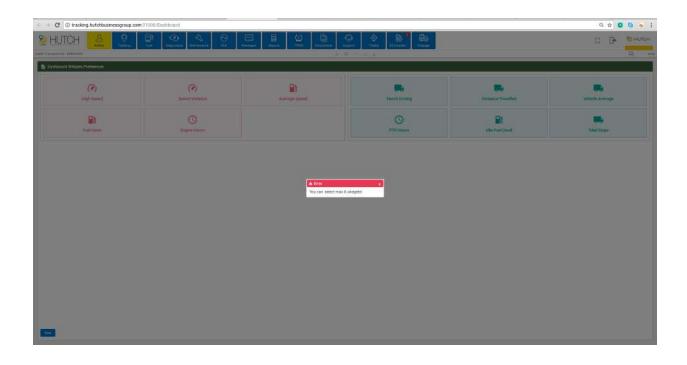
Step 3

Click Save button to save the edits.









Email Server Configuration

Step 1

Click Admin > Email Server Configuration.

Step 2

Reports Preferences Form will appear. Add the required details in the respective fields.

Step 3

Fill the fields in the Email Server Configuration page marked with an asterisk, namely, E-mail, Password, Confirm Password, Outgoing Server Detail, SMTP Server, Status, and SMTP Port are mandatory to fill.

Step 4

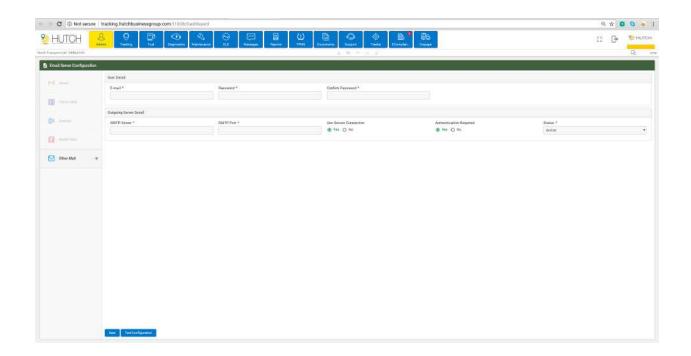
You can choose from Different Email Server options, including, Google, Yahoo, Outlook, Rediff Mail and Other Mail.

Step 5

Click Test Configuration to access the configuration.

Step 6

Click Save.



Schedule Reports

This option allows you to add and view scheduled reports.

Adding New Report

Step 1

Click the Admin > Schedule Reports > Add New.

Step 2

Schedule Automatic Report page will appear. Click on Add New button to schedule a new report.

Step 3

Add the required details in the respective fields. The fields in the Email Server Configuration page marked with an asterisk, namely, Select Report and Vehicle Selection which are mandatory to fill.

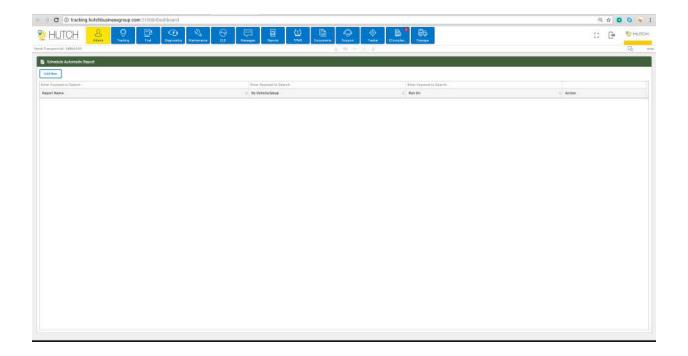
You can choose from Schedule Report Run Time options, including, Daily, Weekly, Weekdays and Weekends.

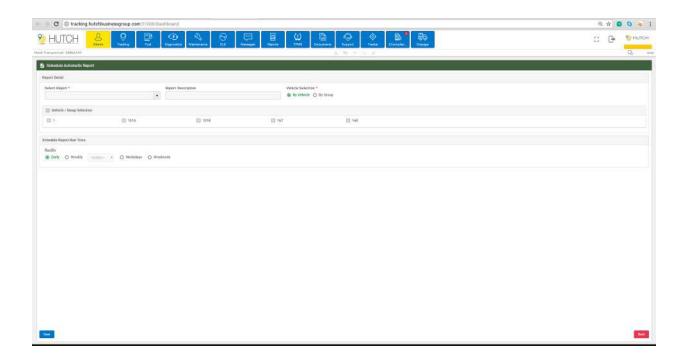
Step 5

Click Save.

Step 6

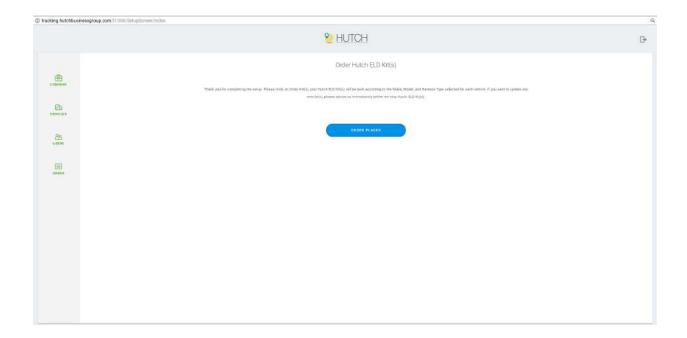
Back button takes you back to the previous page.





Setup Screen

This feature is intended for initial use. You may use this feature to access information after the setup is complete.



Company

Step 1

Click on Company option on the left side of the screen to enter your company details.

Step 2

Click Add New button.

Step 3

A corporate detail form will appear. In this form, the fields in the Corporate Detail form marked with an asterisk, namely, Company Name, Currency, Units, Operations Scope, and NSC# are required fields and are mandatory to fill.

Step 4

Click Save button to save the edits.

Step 5

Click Next button to move to the next form.

Vehicles

Step 1

Click on Vehicles option on the left side of the screen to enter your Vehicle details.

Step 2

Click Add New button.

Step 3

A Vehicle detail form will appear. You can add or view the vehicle information with their Unit No., Make, Model, VIN, Plate, Fuel Type, Axles, Start Date, and Year.

Settings icon in the Action row allows you to edit or delete the individual record.

To delete a record

Click Context Menu > Delete

Confirm Yes from the confirmation box

To edit a record

Click Context Menu > Edit

Edit the required information in the Add Vehicle form.

Import button allows you to import the Vehicle information from an Excel Sheet.

Download Template button displays an excel sheet with an example for the layout of the vehicle information.

Step 5

Click Save.

Step 6

Click Next to move to the next form.

Users

Step 1

Click on Users option on the left side of the screen to enter your user details.

Step 2

Click Add New.

A User detail form will appear. You can add or view user information with the Account Type, Account Name, License Number, and E-mail.

Step 4

Settings icon in the Action row allows you to edit or delete the user record.

To Delete A Record

Click Context Menu > Delete

Confirm Yes from the confirmation box

To Edit A Record

Click Context Menu > Edit

Edit the required information in the user detail form

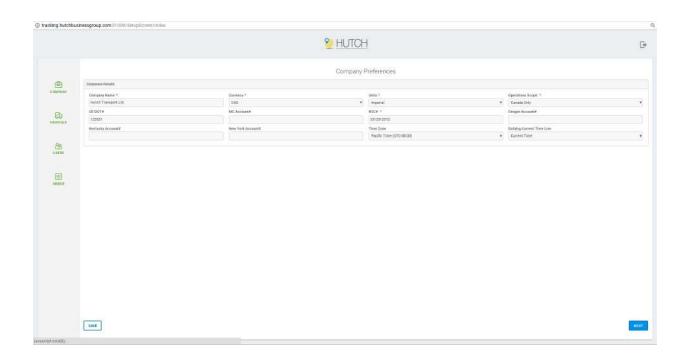
Step 5

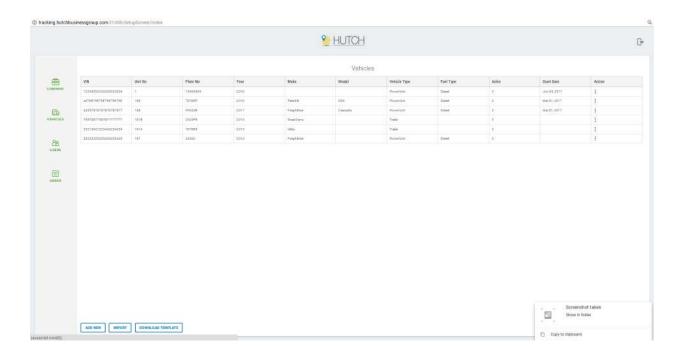
Click Save button to save the edits.

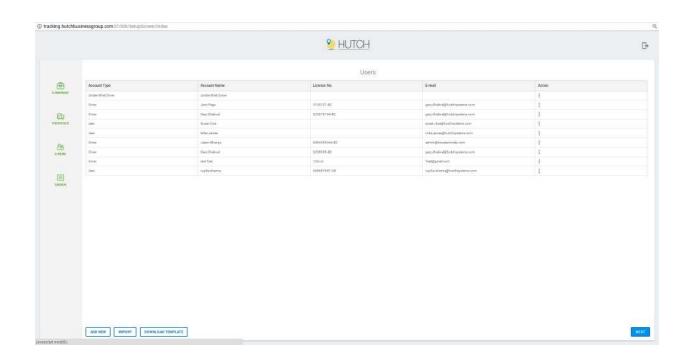
Step 6

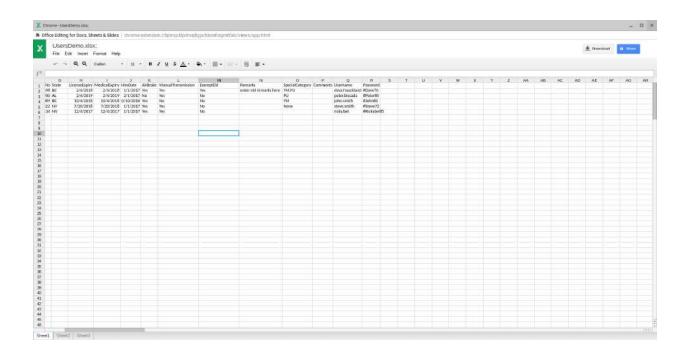
Click Back button to move to the previous page.

Note: All the features of the Setup Screen are for New Customers who need to complete the initial Hutch portal setup prior to running the initial install program on the ELDs in the vehicles.





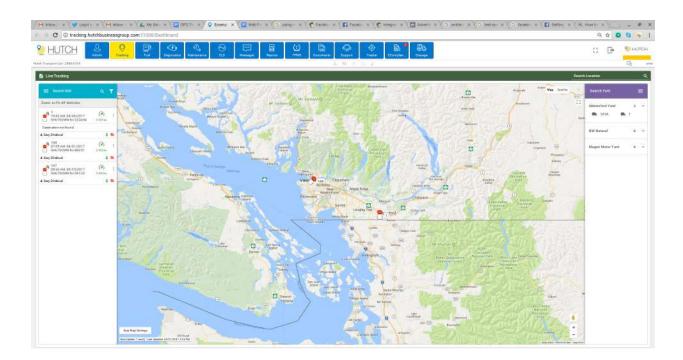




Tracking

The Tracking Feature allows you to access the real-time location of the driver using a Live Map. The following options can be seen in a drop-down list when you click tracking option:

- 1. Live Tracking
- 2. Manage Tracking Links
- 3. Route Replay
- 4. Track History

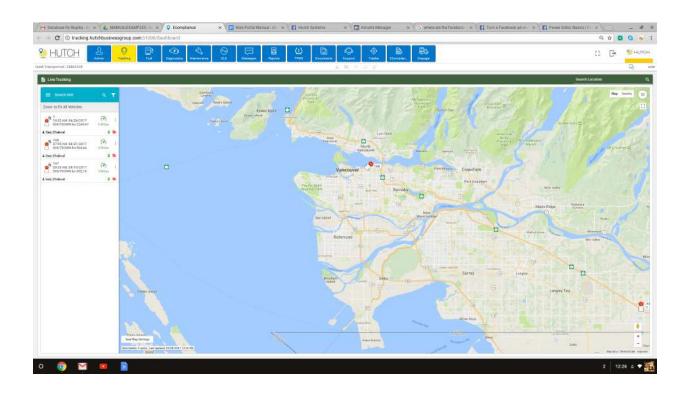


Live Tracking

A live map will be displayed along with the Search Unit and Search Yard option on the either side of the map.

Search Unit Menu

BUTTON / ICON	FUNCTIONALITY
Collapse Down button	Collapses the menu to show the complete
	view of the screen.
Filter button	Sorts the menu by applying filter to the
	values.
Context button	Displays various options in a drop-down list.
DVIR Trip Inspection Icon	This icon appears if your driver fails to fill the
	DVIR report before driving.
Malfunction Icon	This icon appears if the BTB has lost
	connection to the vehicle or tablet.
HOS Violation Icon	This icon appears if an Hours Of Service
	violation has been made.
Engine Fault Icon	This appears if the ELD has any failure.
Battery Icon	This icon appears green if the battery is full,
	red if the battery of ELD is dead/low and and
	has a lightening sign on the icon if it is
	currently charging.
Driver Name	The name of driver logged into the ELD
	device appears on the bottom of every Unit.
Unidentified Driver	Unidentified driver appears on the bottom of
	the Unit when the driver is not logged in the
	ELD device.
Truck Button	It directs you to the exact location of the
	vehicle.
Search	Search box is used to find information about
	any Unit.



Filters In Search Units

View All - This option removes all the filters on the Search Units menu.

View Vehicle - This option allows you to filter the menu by Power Unit or Trailer.

View By Group - You can view the menu by Unit groups using this filter.

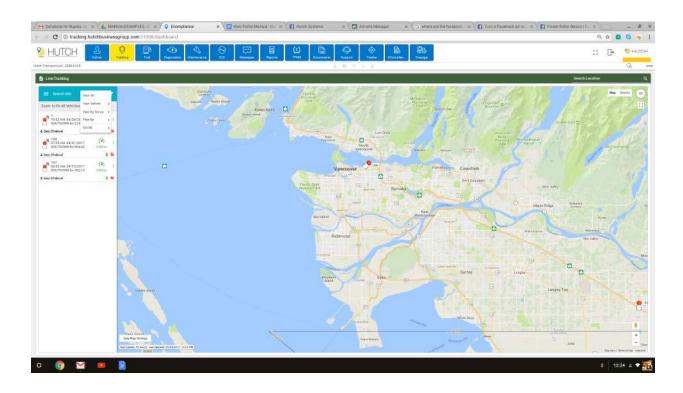
Filter by - You can filter the Units by:

- All
- By driving
- By idling
- By speeding
- By shutdown

Sort by - You can sort the Search Units Menu:

• By unit

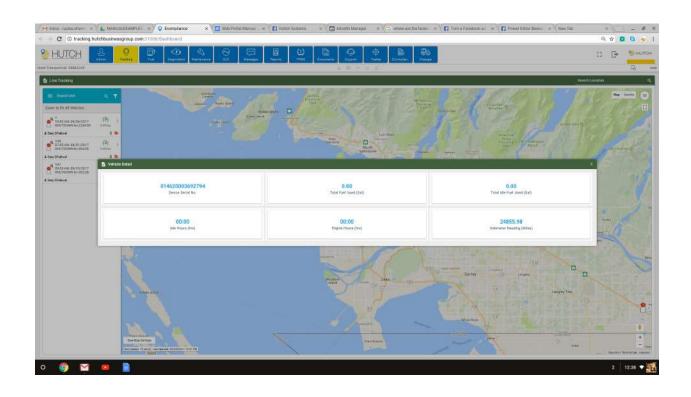
- By driving
- By idling
- By speed
- By shutdown

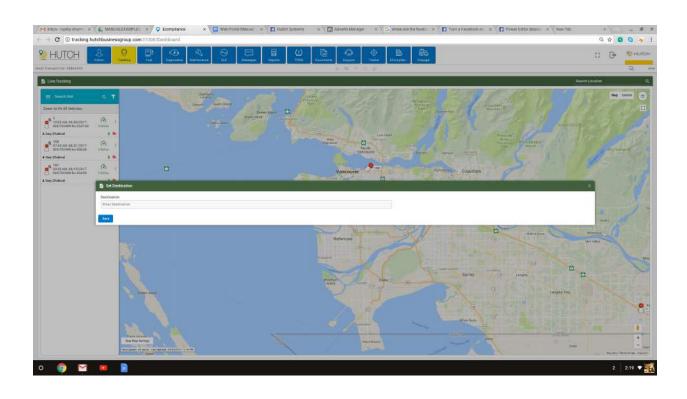


Context Menu In Search Units

BUTTON/ ICON	FUNCTIONALITY
Collapse Down button	Collapses the menu to show the complete
	view of the screen.
Filter button	Sorts the menu by applying filter to the
	values.
Context button	Displays various options in a drop-down list.
DVIR Trip Inspection Icon	This icon appears if your driver fails to
	complete the DVIR report before driving.
Malfunction Icon	This icon appears if the BTB has lost
	connection to the vehicle or tablet.

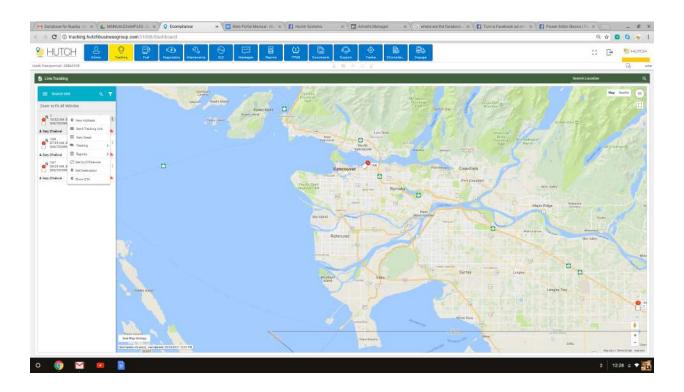
HOS Violation Icon	This icon appears if an Hours Of Service
	violation is present.
Engine Fault Icon	This appears if the ELD has any failure.
Battery Icon	This icon appears green if the battery is full, red if the battery is dead/low and and will
	display a lightning icon if the battery is currently charging.
Driver Name	The name of driver logged into the ELD appears on the bottom of every Unit.
Unidentified Driver	Unidentified Driver appears on the bottom of the Unit when the driver is not logged into the ELD.
Truck Button	This icon, when pressed, directs you to the exact location of the vehicle.
Search	Search box is used to display information about the Unit.





Yard Menu

This menu showcases all the yards and Units in them. By clicking the name of a unit, you can see the exact location of unit on the map.



Manage Tracking Links

You can send a tracking link of the Unit, via email address, to anyone and set the expiration date or extend the date of the validation according to the requirement.

Route Replay

You can replay the route of the unit using this option for a maximum of five days. Route Replay data can be accessed from the last 90 days only. If a client wants to access the data prior to ninety days, they can subscribe for the special package.

Speed button - Clicking this button will open a drop-down list displaying different speed options that will allow you the watch the route taken in motion (You may change the speed of the replay).

Play button - Plays the route replay.

Pause button - Pauses the route replay.

Stop button - Stops the route replay.

Select From - Select the date you wish the route replay to begin on.

Select To - Select the date you wish the route replay to end on.

Unit/Plate/Registration No. - Fill the Unit number, plate number or registration number of the unit which route replay you wish to watch.

Run - This button initiates the Run command.

Full Screen button - Shows the map in the full screen.

Zoom In - Minimizes the Map view.

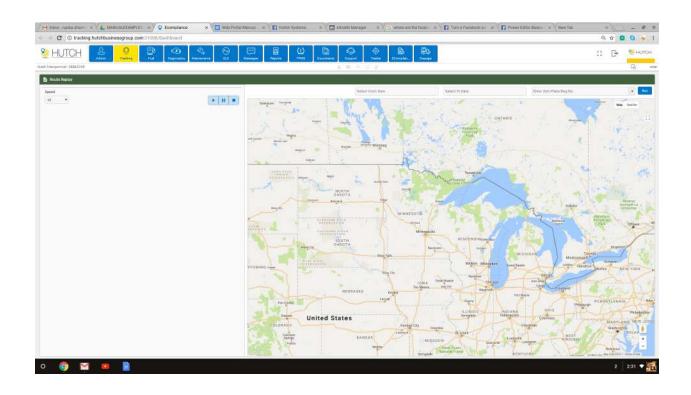
Zoom Out - Enlarges the Map view.

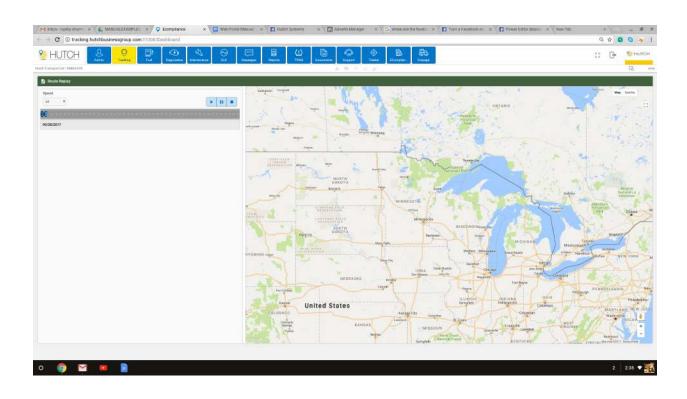
Map button - Shows you the Map view of the earth.

Satellite - Shows you the satellite view of the earth.

Labels - Labels are names of the locations on the map.

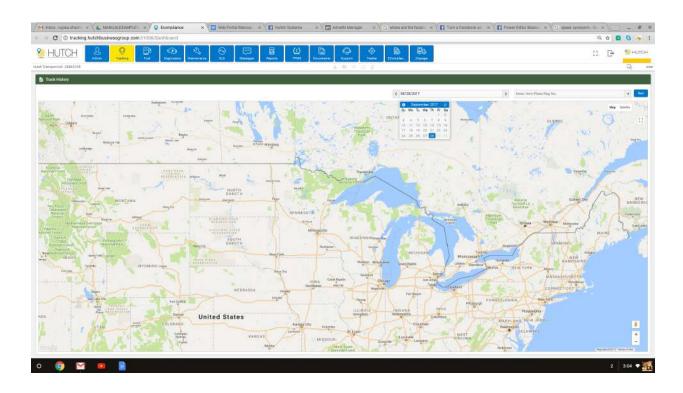
Terrain - Shows you the terrain view of the earth.





Track History

This option allows you to check the driving history over the past 24 hours for all company units.

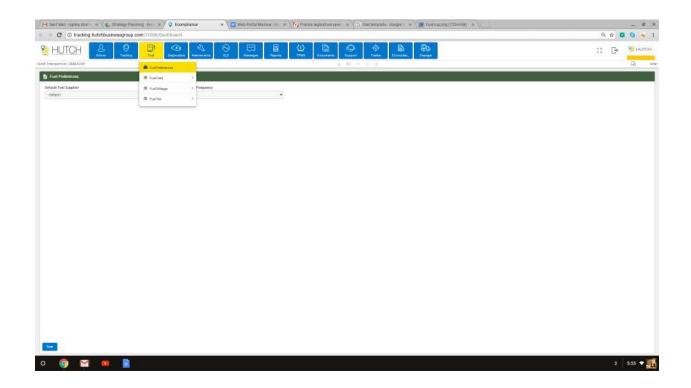


Fuel

This option allows you to access all IFTA based services offered by Hutch Systems.

The following options can be seen in a drop-down list when you click Fuel option:

- 1. Fuel Preferences
- 2. Fuel Card
- 3. Fuel Mileage
- 4. Fuel Tax

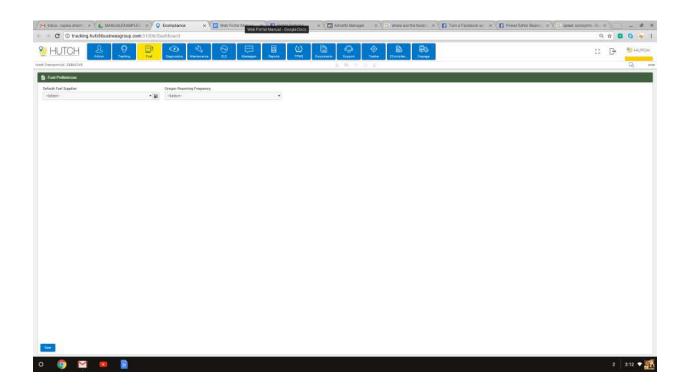


Fuel Preferences

You can select fuel preferences using this option.

Default Fuel Supplier - After clicking this button, a drop-down list will appear. Choose your fuel supplier from the given options.

Oregon Reporting Frequency - Click on this button to choose the frequency of Oregon reporting by monthly or quarterly basis.



Fuel Card

Using Fuel Card, you can track the location and the time duration when fuel was purchased. A fuel card is assigned to the driver of each vehicle. Fuel card information is entered into the system in order to manage fuel usage for each individual unit.

Hutch's Fuel Management System is able to import fuel from various fuel suppliers. This system manages fuel purchases based on the card assigned to vehicles/drivers. Hutch ELD has functionality for drivers to enter fuel purchases in real-time with scanned copy of original fuel receipt(s). All fuel purchases are retained in the Hutch Cloud based server.

- 1. Click Fuel.
- 2. Click Fuel Card.
- 3. A drop-down list will open, displaying many options, including Fuel Template, Fuel Supplier, Fuel Card, Fuel Card Assignment, Manage Fuel, and Fuel Import.

Fuel Supplier

Fuel Supplier option allows you to select a fuel supplier for your company. Hutch supports multiple fuel suppliers. If you are not able to see a particular fuel supplier, please contact hutch support.

How To Enter the Fuel Supplier?

Step 1

Click on Fuel.

Step 2

Click on Fuel Card

Step 3

Click on Fuel Supplier

Step 4

Click on Add New

Step 5

Select the Fuel Supplier

Step 6

Click on Save

How To Delete A Fuel Supplier?

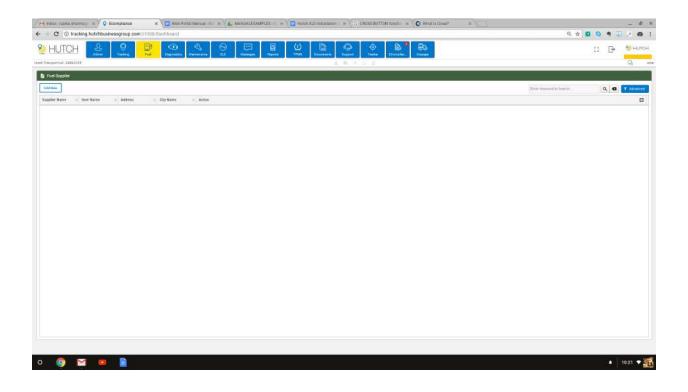
Step 1

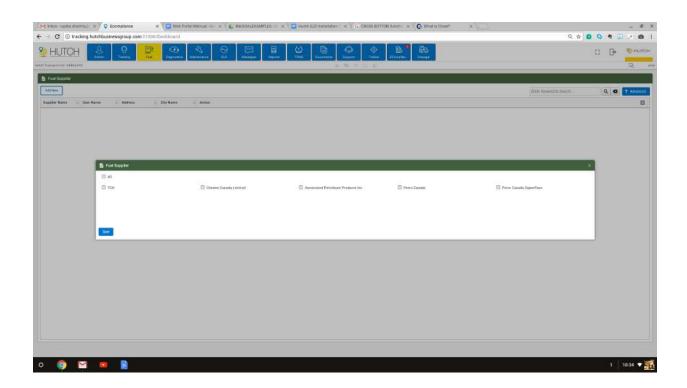
Click on Context menu under Action

Step 2

Click Delete

Advanced option allows you to search user info with details using options, including, Supplier Name, User Name, Address, and City Name.





Fuel Card

Please make sure you only enter fuel card digits that are contained in your download file from your fuel supplier. Example: (If it shows 00654 in your file but your card number is 45045400654, please only enter the last 5 digits).

How To Enter Fuel Card?

Step 1

Click on Fuel

Step 2

Click on Fuel Card

Step 3

Click on Add New

Step 4

Select Fuel Supplier

Step 5

Enter Card Number

Step 6

Click Save

How To Edit Fuel Card?

Step 1

Click on Fuel

Step 2

Click on Fuel Card

Click on Context menu under Action

Step 4

Click Edit

Step 5

Modify information

Step 6

Click Save

Fuel Card Assignment

A fuel card is assigned to an individual unit with the effective validation date. The fuel card is used to calculate the fuel used by the unit for the assigned span of time.

When a card is assigned to a vehicle, all fuel purchases will be counted against the vehicle until the card is assigned to any other vehicle.

Example1: Card Number 00654 is assigned to Unit # 54 on Jan 3, 2016 at 13:00, all fuel purchase made from Jan 3, 2016 13:00 to will be charged against Unit # 54.

Example 2: Card Number 00654 is assigned to Unit # 54 on Jan 3, 2016 13:00. On May 3, 2016 11:00, this card was assigned to Unit # 70. All fuel purchases made between Jan 3, 2016 13:00 to May 3, 2016 11:00 will be charged against Unit # 54, and all purchases after May 3, 2016 11:00 will be charged against Unit # 70.

How To Assign A Card To A Vehicle?

Step 1

Click on Fuel

Click on Fuel Card

Step 3

Click on Fuel Card Assignment

Step 4

Click Add New

Step 5

Enter Unit, Fuel Card, Effective Date, and Time

Step 6

Click Save

How To Edit Fuel Card Assignment?

Step 1

Click on Fuel

Step 2

Click on Fuel Card

Step 3

Click on Context menu under Action

Step 4

Click on Edit

Step 5

Modify Information

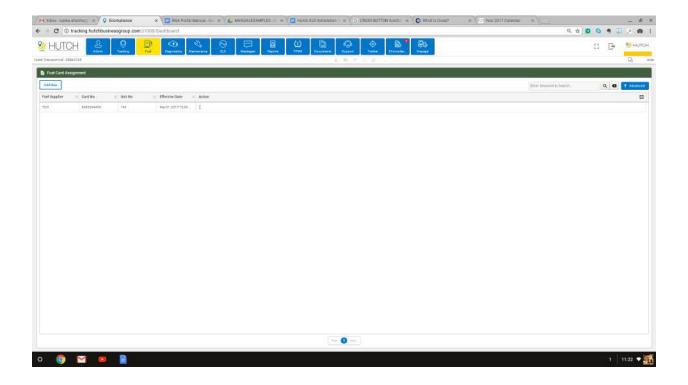
Click Save

Advanced option allows you to search user info with details, including Unit #, Fuel Card #, Effective Date, Effective Time.

Fuel Cards In Hutch FMS

When you enter or modify any fuel card details, you have to synchronize the information with Hutch FMS in vehicle by clicking on the Sync Button on the ELD in the vehicle.

Only assigned fuel card to a vehicle will be displayed under the Fuel Detail with Hutch FMS in vehicle.



Fuel Template

Fuel template is a format of data sent by different fuel suppliers. It can be saved for respective fuel supplier in the database and process data sent accordingly. It allows you to import Fuel file in the Hutch Web Portal.

Step 1

Click Fuel

Step 2

Click Fuel Card

Step 3

Click Fuel Template

Step 4

Click Add New button

Step 5

Click the Fuel Agency button and select the required agency from the drop-down list.

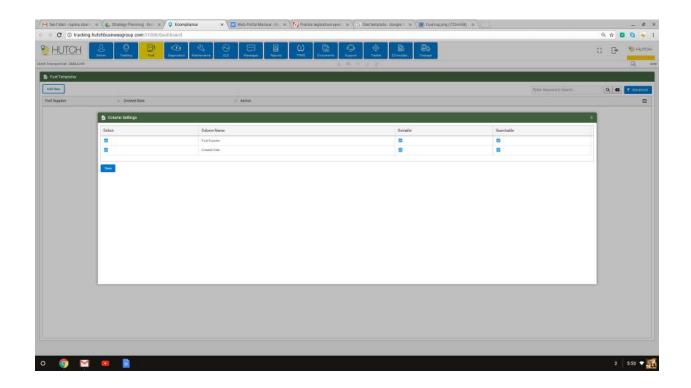
Step 6

Click Choose Document button to upload the fuel document.

Step 7

Click Save.

Advanced option allows you to search user info with details using options, including, Fuel Supplier and Created Date.



Manage Fuel

You can add the fuel purchase details manually using this option.

Step 1

Click Fuel

Step 2

Click Fuel Card

Step 3

Click Manage Fuel

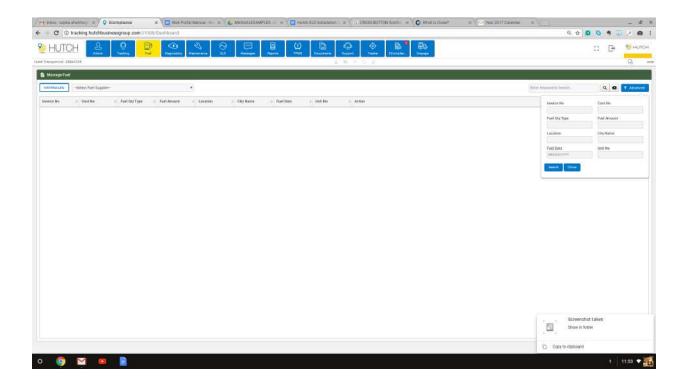
Step 4

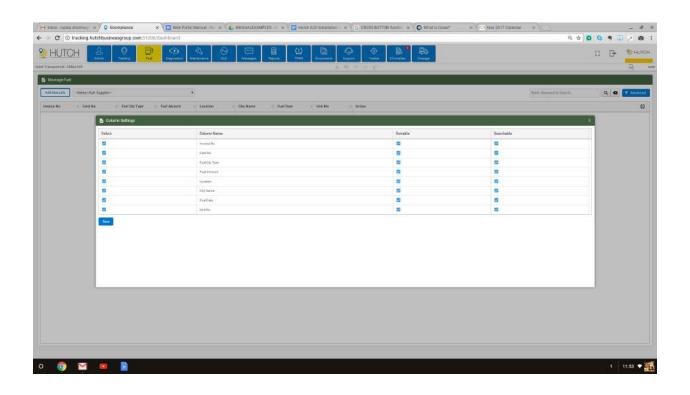
Click Add Manually

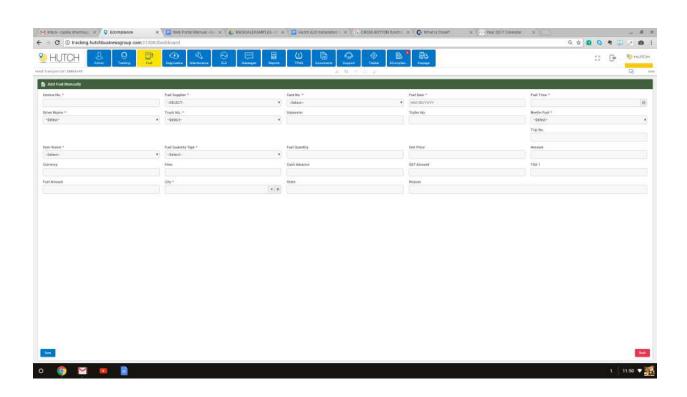
Step 5

Make sure to select/enter the mandatory data/options from the pop up window and to Click on the Save button.

Advanced option allows you to search user info with details including, Invoice #, Card #, Fuel Qty/Type, Fuel Cost, Location, City Name, Fuel Date, and Unit No.

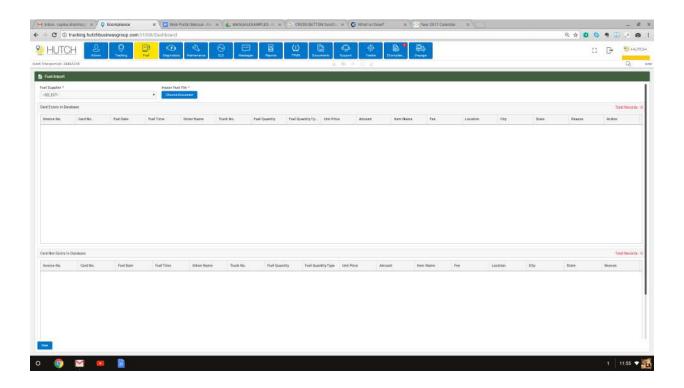






Fuel Import

You can manually import a Fuel File from your system to the Hutch Web Portal using this option.



Step 1

Click Fuel

Step 2

Click Fuel Card

Step 3

Click Fuel Import

Step 4

A Fuel Import page will appear

Click Choose Document button

Step 6

Select the required document from your system and press Open

Step 7

Click Save

Fuel Mileage

Step 1

Click Fuel

Step 2

Click Fuel Mileage

Step 3

Select the option according to the geographical area from IFTA Mileage, Oregon State Mileage, New York Mileage, Kentucky Mileage, and New Mexico Mileage

Step 4

A tax information form will appear. Select the required values from Tax year, Filing Frequency and Month/Quarter.

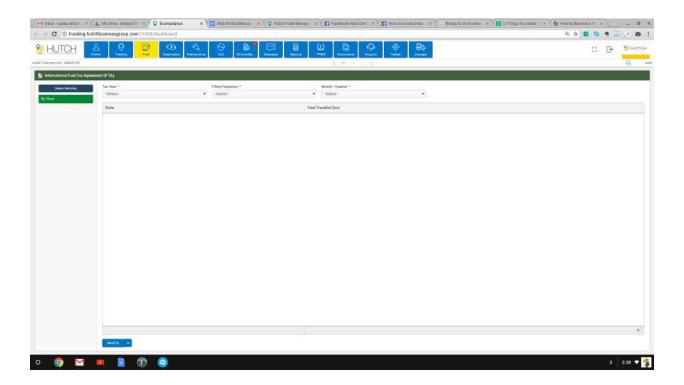
Step 5

Click Select Vehicle button for calculating Mileage for individual vehicle.

Step 6

Click By Fleet to calculate the mileage for entire Fleet. Mileage can be calculated for individual vehicles and by fleet.

Mileage result can be printed with options, including Print, Print All, and Print By Fleet.



Fuel Tax

You can calculate the Fuel Tax by State using this option.

Step 1

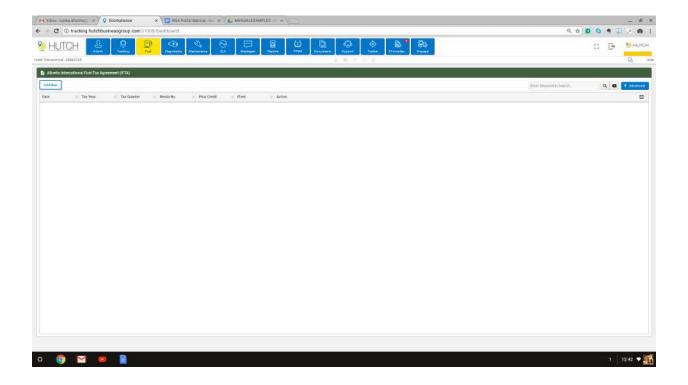
Click Fuel

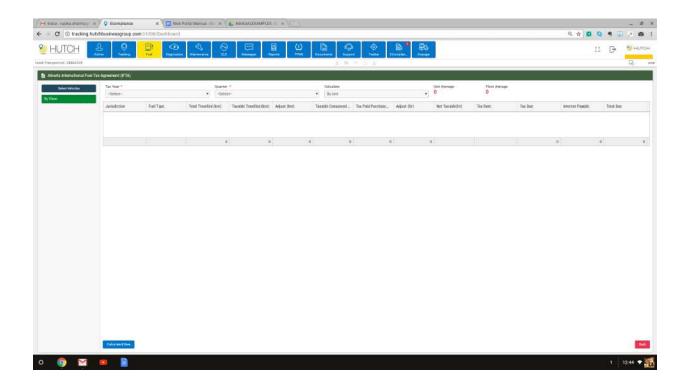
Step 2

Click Fuel Tax

Select the option according to the geographical area for which you want to calculate Fuel Tax from AB IFTA, BC IFTA, Oregon Fuel Tax, New York Fuel Tax, Kentucky Fuel Tax and Kentucky Weight Receipt.

AB IFTA





Click AB IFTA.

Step 2

Click Add New.

Step 3

Select Tax Year for IFTA Tax.

Step 4

Select the Quarter for which you want to calculate IFTA Tax.

Step 5

Click Calculate and select By fleet or By Vehicle.

Step 6

Click Save

Advanced option allows you to search user info with details using options, including, Date, Tax Year, Tax Quarter, Media No, Prior Credit, and Fleet.

BC IFTA

Step 1

Click BC IFTA

Step 2

Click Add New.

Step 3

Select Tax Year for IFTA Tax.

Step 4

Select the Quarter for which you want to calculate IFTA Tax.

Step 5

Click Calculate and select By fleet or By Vehicle.

Step 6

Fill in Media No and Prior Credit in the text buttons.

Step 7

Click Save

Advanced option allows you to search user info/details including, Date, Tax Year, Tax Quarter, Media #, Prior Credit, and Fleet.

Oregon Fuel Tax

Step 1

Click Oregon IFTA.

Step 2

Click Add New.

Step 3

Select Tax Year for IFTA Tax.

Step 4

Select the Quarter for which you want to calculate IFTA Tax.

Step 5

Select Filing Frequency from Quarterly and Monthly.

Step 6

Select Month/Quarter (Other fields are optional to fill).

Step 7

Click Save

Advanced option allows you to search user info with details including, Date, Tax Year, Filing Frequency, Month/Quarter, Prior Credit, Penalty and Tax Due.

New York Fuel Tax

Step 1

Click New York Fuel Tax.

Click Add New.

Step 3

Select Tax Year for IFTA Tax.

Step 4

Select the Quarter for which you want to calculate IFTA Tax.

Step 5

Select Filing Frequency from Quarterly and Monthly.

Step 6

Select Month/Quarter (Other fields are optional to fill).

Step 7

Fill the Tax Due.

Step 8

Click Save

Advanced option allows you to search user info with details using options, including, Dated, Tax Year, Filing Frequency, Month/Quarter, Prior Credit, Penalty and Tax Due.

Kentucky Weight Receipts

Step 1

Click Kentucky Weight Receipts.

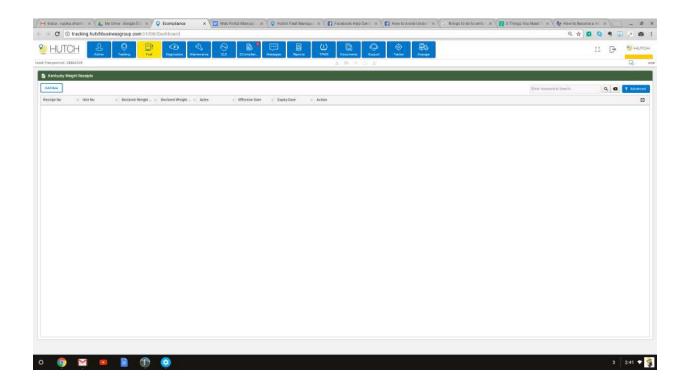
Step 2

Click Add New.

Fill in the fields marked with asterisk sign such as, Receipt #, Unit #, Declared Weight Solo, Declared Weight Combo, Issue Date, Effective Date, Expiry Date, # of Axles.

Step 4

Click Save



Diagnostics

Engine Fault Code

An Engine Fault Code is generated when there is a fault detected by ECM when the engine is running.

Step 1

Click Diagnostics.

Click Engine Fault Code.

Step 3

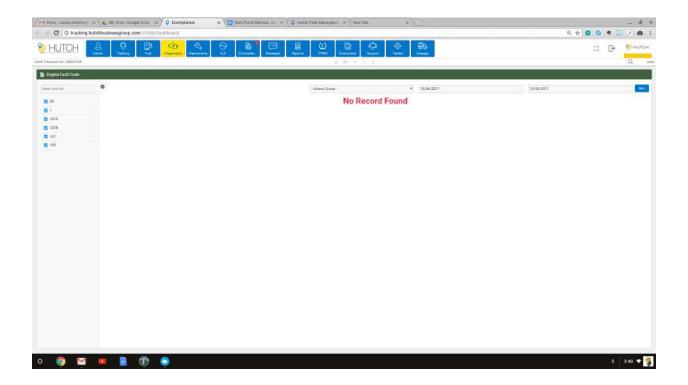
You can check the Engine Diagnostic Code(s) by Unit #. or by Group Name.

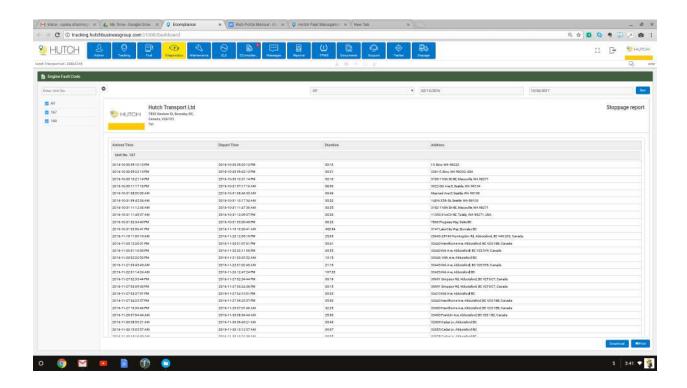
Step 4

Select the starting and ending date for Engine Fault code.

Step 5

Click Run.





Maintenance

DVIR

Follow the below mentioned steps to access the Driver Vehicle Inspection Report:

Step 1

Click Maintenance

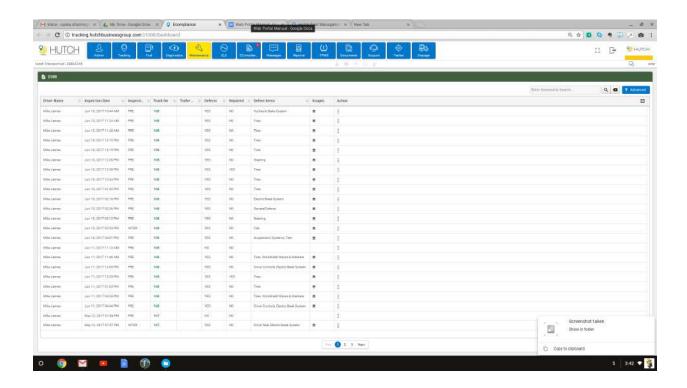
Step 2

Click DVIR

Step 3

Click Context Menu under Action to View Report, Print Report, Attach Document and Scan Documents.

Advanced option allows you to search user info with details using options, including, Driver Name, Inspection Date, Inspection Type, Truck No, Trailer No, Defects, Repaired Defect Items.



Maintenance Schedule

Step 1

Click Maintenance.

Step 2

Click Maintenance Schedule.

Step 3

Click Add New.

Step 4

Click Maintenance Schedule.

Fill in the Frequency Unit.

Step 6

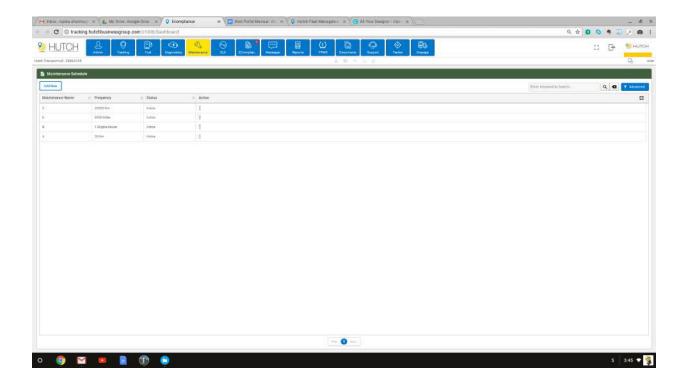
Choose the Status.

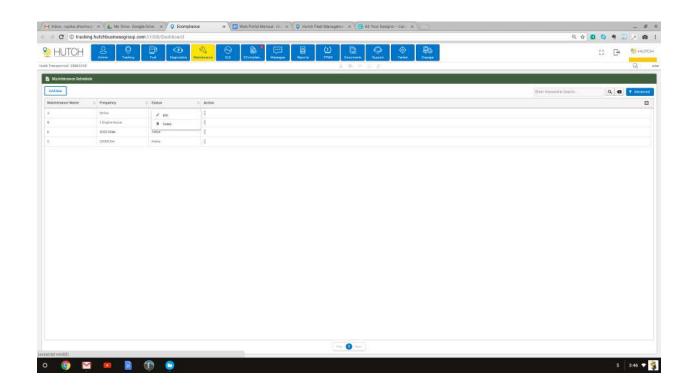
Step 7

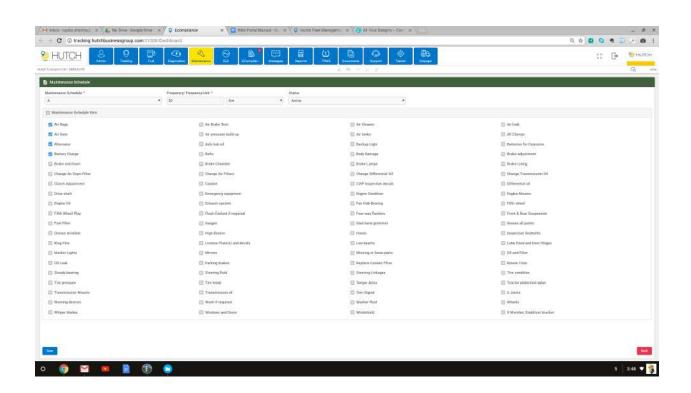
Click on the Maintenance Schedule Items that you want to select.

Step 8

Click Save.







Vehicle Maintenance

Step 1

Click Maintenance

Step 2

Click Vehicle Maintenance

Step 3

Click Add New button

Step 4

Fill the fields in the User detail and Login detail marked with an asterisk.

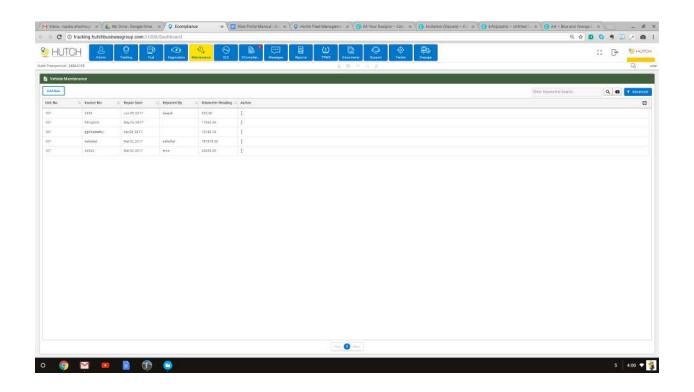
Step 5

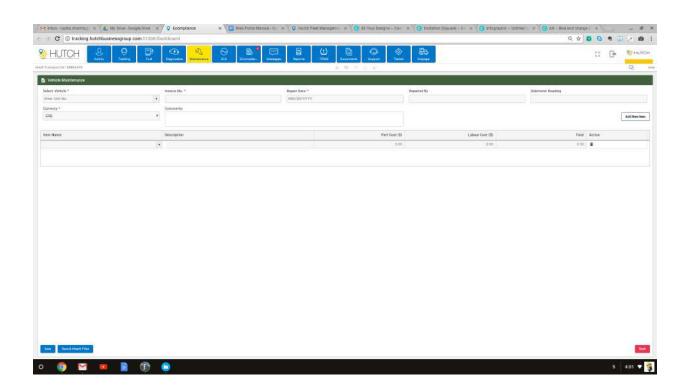
Assign Group Permissions by dragging and dropping the option in the empty box next to the group permission box.

Step 6

Click Save.

Advanced option allows you to search user info with details using options, including, Unit No, Invoice No, Repair Date, Repaired By and Odometer Reading





Preventative Maintenance

Step 1

Click Maintenance.

Step 2

Click Assign Preventative Maintenance.

Step 3

Click Select Schedule and select the required option.

Step 4

Fill in the Threshold Value/Unit.

Step 5

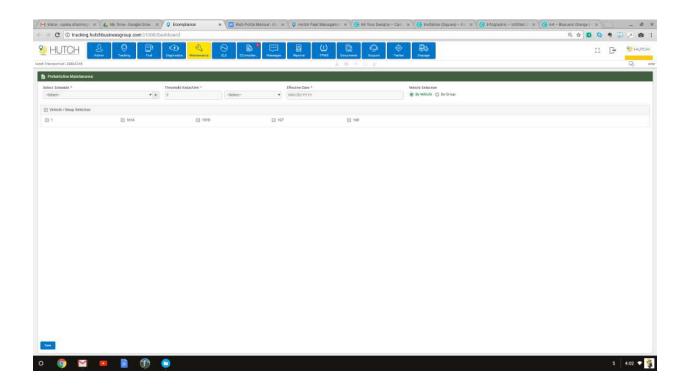
Select the Effective Date.

Step 6

Schedule Preventative Maintenance on individual vehicles or Groups.

Step 7

Click Save.



Maintenance Alerts

This option opens the report of the maintenance schedule for all Units. You can check the details in the Maintenance Due and Upcoming Maintenance section.

Step 1

Click Maintenance.

Step 2

Click Maintenance Alerts (Maintenance Due and Maintenance Upcoming report will appear if you had vehicle repair schedules entered beforehand).

Step 3

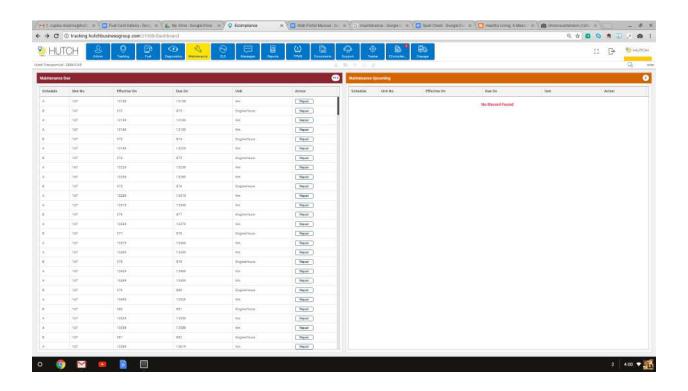
Click Repair to schedule a repair for the Unit which Maintenance is Due.

Step 4

Fill in the required information in the form.

Step 5

Click Save.



CVIP Inspection

Step 1

Click Maintenance.

Step 2

Click CVIP Inspection.

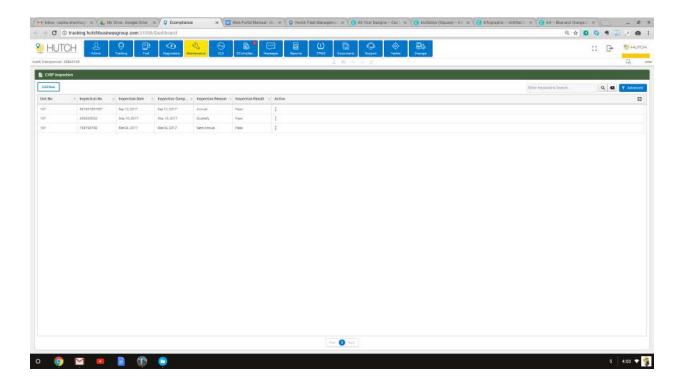
Step 3

Click Add New.

Fill the required information in the form (Fields marked with asterisk are mandatory namely, Unit No, Inspection No, Inspection Date, Inspection Time, Inspection Complete Date, Decal Expiry and Decal No).

Advanced option allows you to search user info with details using options, including Unit No, Inspection No, Inspection Date, Inspection Complete Date, Inspection Reason, and Inspection Result.

Context button in the Action row allows you to Edit or Delete a record, Attach Documents and Scan Documents.





Manage Logs

You can manage daily logs of drivers using this option.

Step 1

Click ELD

Step 2

Click Manage Logs.

How To Print A Driver Log

Step 1

Click on Context menu under Action.

Step 2

Click Print.

Step 3

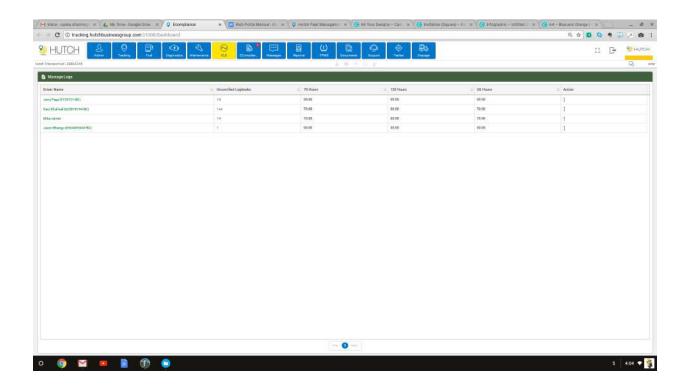
Select From Date and To Date to choose the range for eLogs.

Step 4

Click on Show icon under All Events to display ELD event List.

Step 5

You can download the displayed result with either PDF or Google Print.



How To Check Driver Daily Log Report

Step 1

Click on the name of the Driver to check his/her Daily Log Report.

Step 2

Click on Log Date and select the date of Daily Log Report.

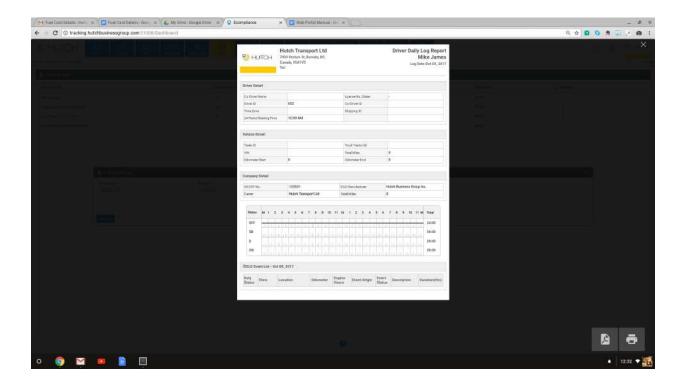
Step 3

Click the Current Time button and select Current Time or End Time for report.(End time displays a full 24 hour period tally of HOS including current duty status)

Step 4

Click View All at ELD Event List to check all the options of the Daily Driver's report.

Click Print.



Unidentified Log

Unidentified Log has record of all the times when a vehicle is driven without the driver logging in.

Step 1

Click ELD.

Step 2

Click Unidentified Log.

Step 3

Enter Unit No. in the search box in the top right of the screen.

Select Group for which you want to check Unidentified Logs.

Step 5

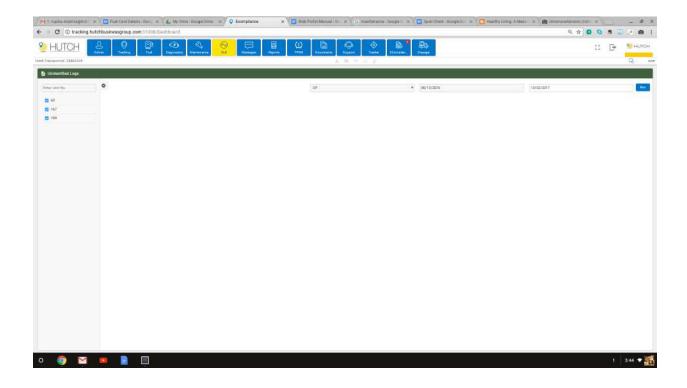
Select the Time duration for Unidentified Log.

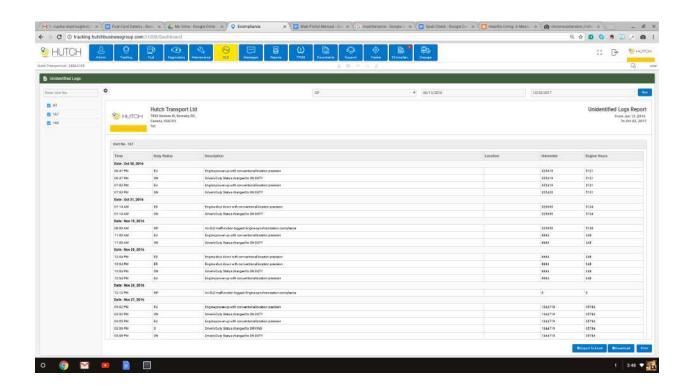
Step 6

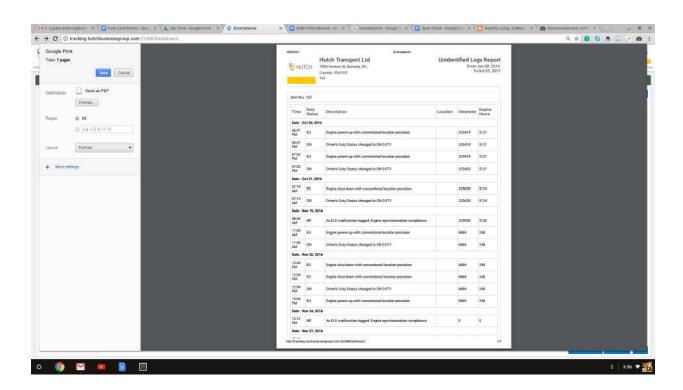
Click Run

Step 7

- 1. Click Export To Excel button to export the report data in Excel sheet.
- 2. Click Download button to download the report in PDF format.
- 3. Click Print button to save the report in Google Print.

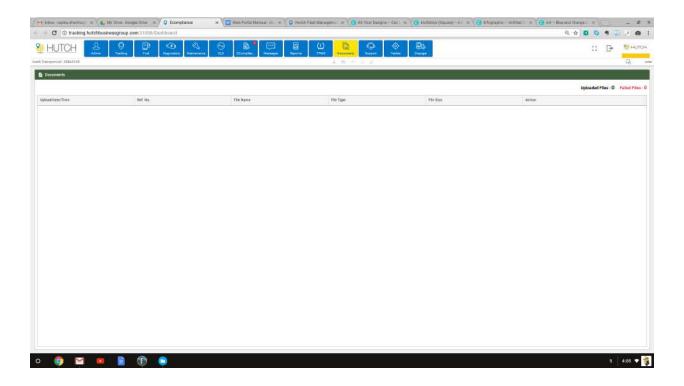






Documents

You can check all the uploaded documents to the Hutch Server using this option.



Messages

You can communicate with the Drivers using this option.

Step 1

Click Messages.

Step 2

Type the name of the driver to whom you want to send a message in the Search Box located in the top right of the page.

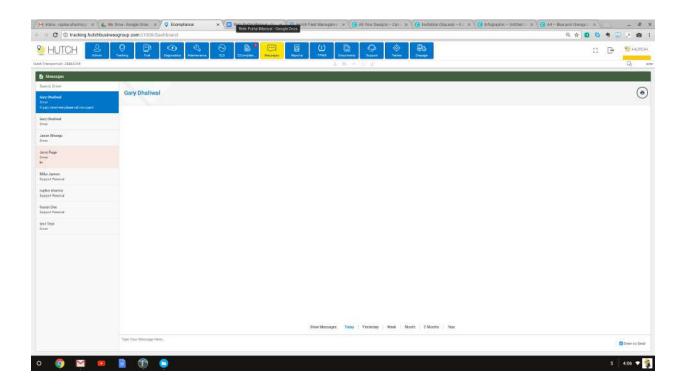
Step 3

Type the message at the bottom of the Messages page.

Click on the Arrow button to send the message.

Step 5

Click Enter To Send to send message through Enter Key in your system.



Reports

Hutch Systems provides a comprehensive reporting system for a myriad of services:

Statewise Distance Reports

Step 1

Click on Reports

Click Statewise Distance Reports

Step 3

Enter Unit No. in the Text Box

Step 4

Select Group

Step 5

Enter State Name

Step 6

Select From Date and To Date

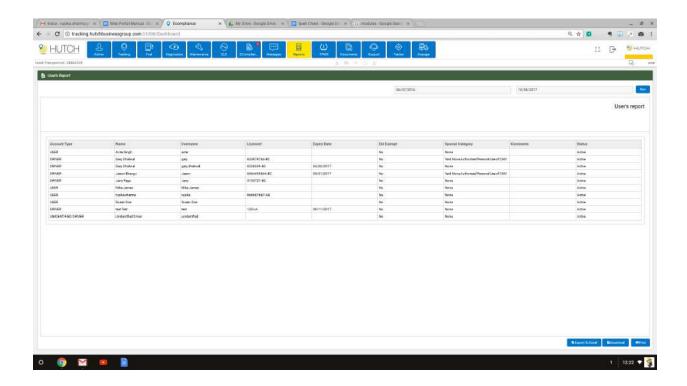
Step 7

Click Run

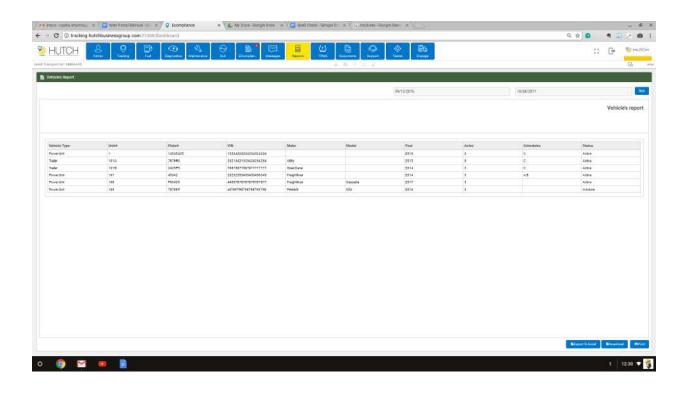
Excel Reports

Hutch Systems offers Excel Reports in various modules:

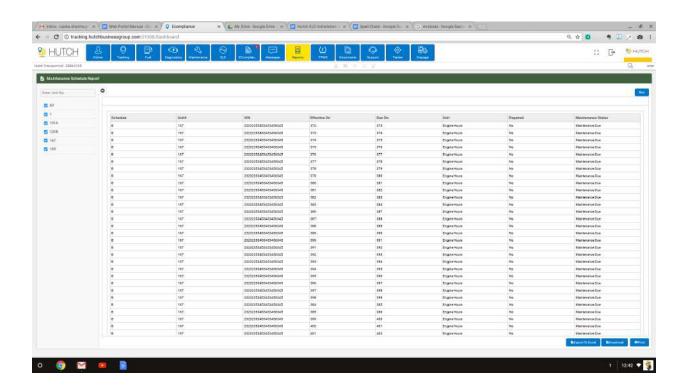
 Users & Driver Report - This report displays details of the driver, including, Name of Driver, Username, Account Type, License, Expiry Date, ELD Exempt, Special Category, Comments and Status.



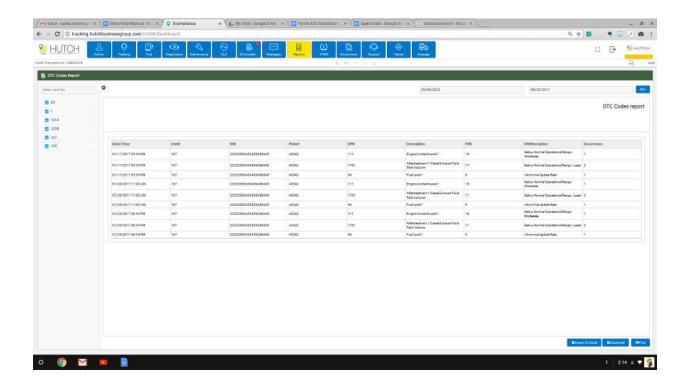
Vehicles Report - This report displays the details of the entire fleet, including,
 Vehicle Type, Unit, Plate, VIN, Make, Model, Axles, Schedules, and Status.



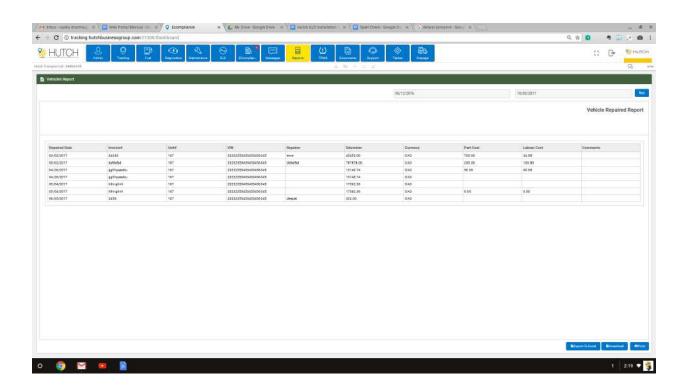
 Vehicle Maintenance Report - This report displays the vehicle maintenance details Schedule Name, Unit no., Effective On, Due On, Repaired, and Maintenance Status.



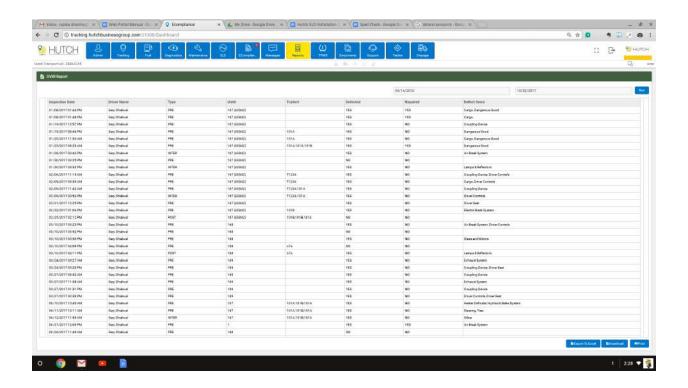
DTC Report - This reports contains information about Date/Time, Unit No, VIN,
 Plate No, SPN, Description, FMI Description, and Occurrence



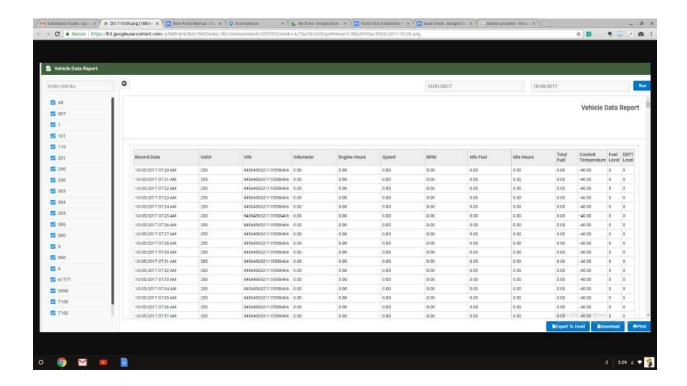
 Vehicle Repaired Report - This report displays the details of Vehicle Repairs including, Repaired Data, Invoice, Unit No, VIN, Repair Shop/Mechanic, Odometer, Currency, Part Cost, Labour Cost. and Comments.



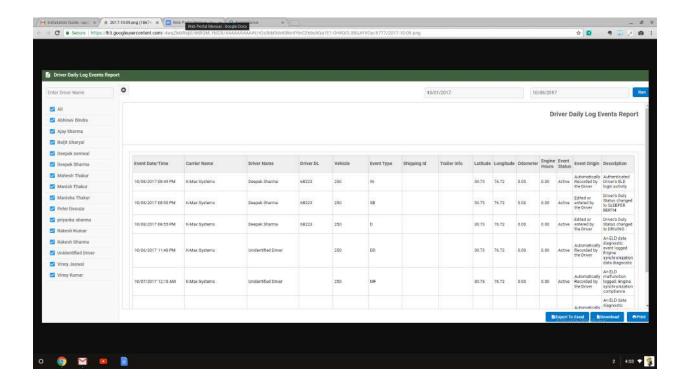
 DVIR Report - This is the Daily Vehicle Inspection Report which provides details such as, Inspection Date, Driver Name, Type, Unit, Trailer, Defects found/ repaired, and Defect Items.



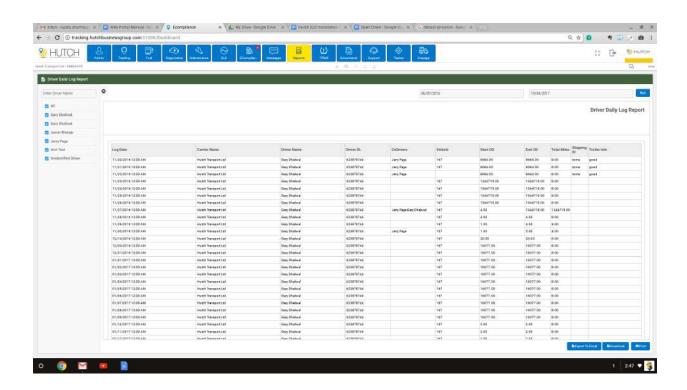
 Vehicle Data Report - This report displays Vehicle Data Details, including, Record Data, Unit, VIN, Odometer, Engine Hours, Speed, RPM, Idle Fuel, Idle Hours, Total Fuel, Coolant Temperature, Fuel Level, and DEFT Level.



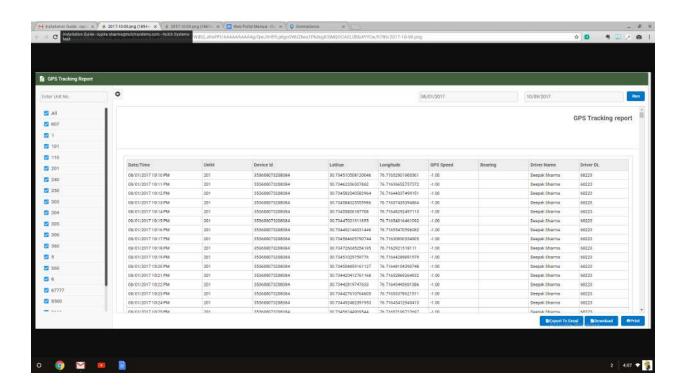
 Daily Log Event Report - This displays logs including, Event Date/Time, Carrier Name, Driver Name, Driver DL, Event DL, Vehicle, Event Type, Shipping ID, Trailer Info, Latitude, Longitude, Odometer, Engine Hours, Event Status, Event Origin and Description.



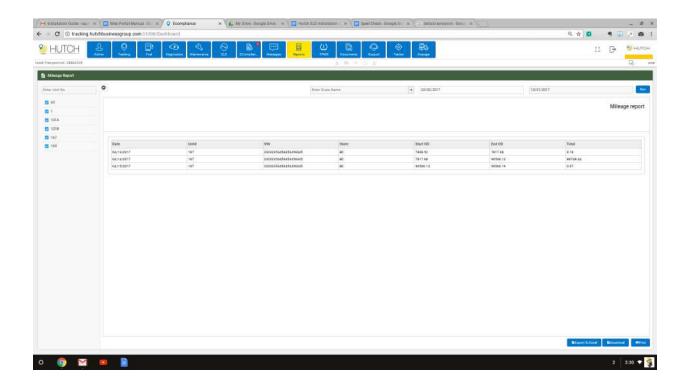
 Daily Log Report - In Daily Log Report, you can check information such as Log Date, Carrier Name, Driver Name, Driver DL, Co Driver, Vehicle, Start ODO, End ODO, Total Miles, Shipping Id, and Trailer Info.



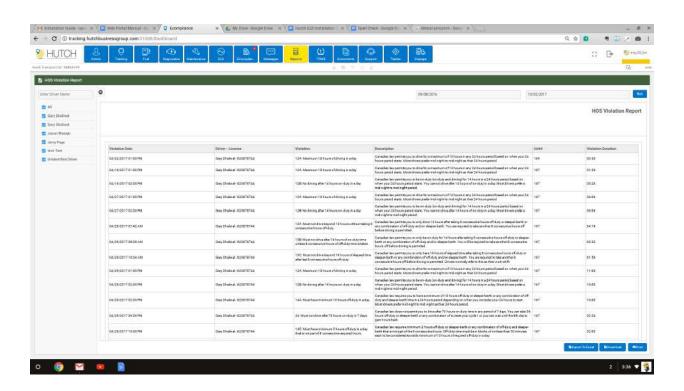
 GPS Tracking Report - This report displays tracking details including, Date/ Time, Unit No, Device ID, Latitude, Longitude, GPS Speed, Bearing, Driver Name, and Driver DL.



 Mileage Report - This report displays details such as Mileage, Date, Unit, VIN, State, Start ODO, and End ODO.



 HOS Violation Report - Displays details such as, Violation Date, Driver License, type of Violation, Description, Unit, and Violation Duration.



Click Reports

Step 2

Choose the desired Report option.

Step 3

Select From Date

Step 4

Select To Date

Step 5

Click Run

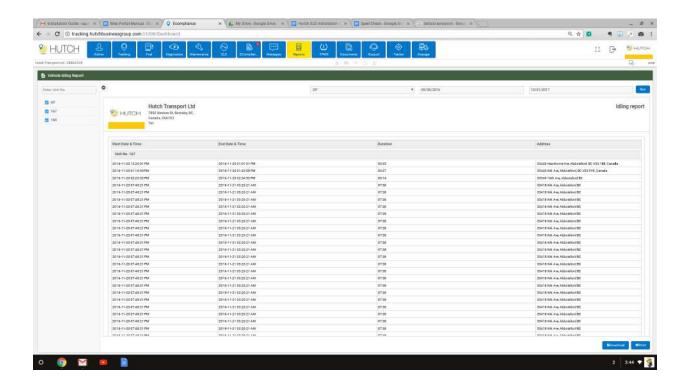
Step 6

Click on the download or Print button to save the report result in Excel or to printer

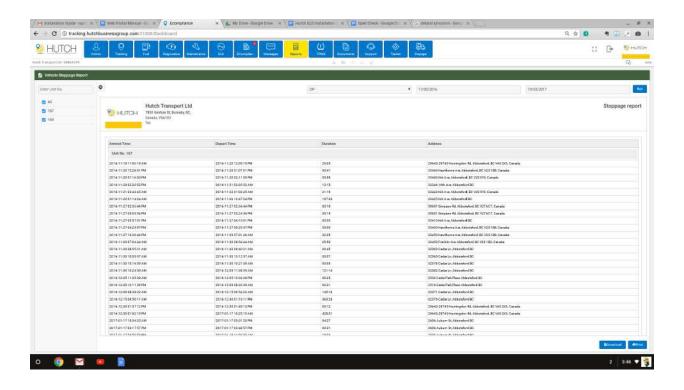
Schedule Report

You can check various Schedule reports in detail for:

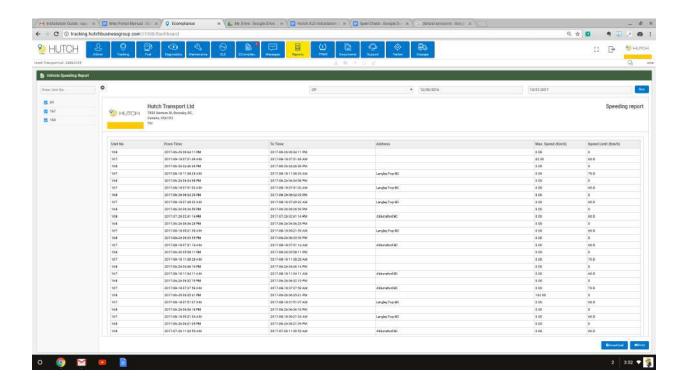
• **Idling Report** - Displays Idling details, including, Start Date & Time, End Date & Time, Duration and Address.



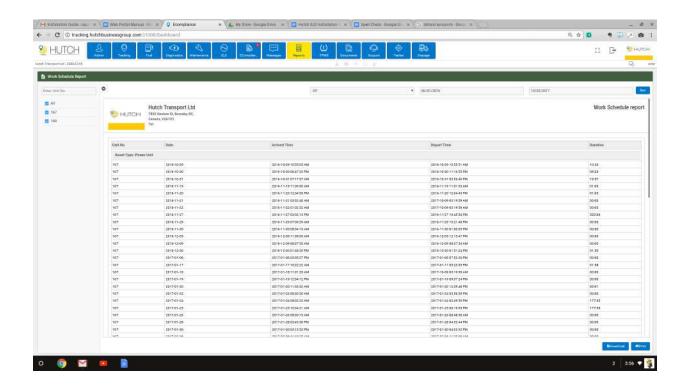
 Stop Report - This report displays Arrived Time, Depart Time, Duration, Unit no. and Address.



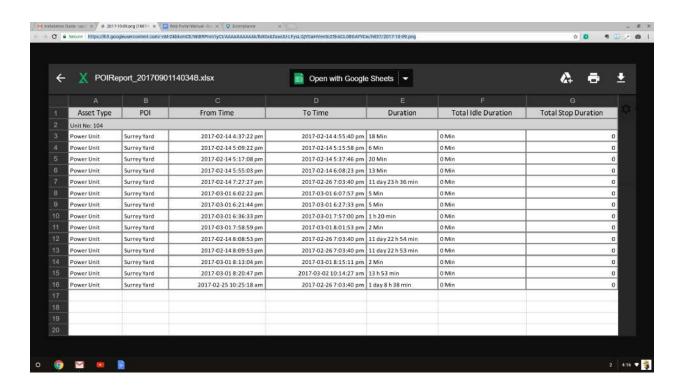
 Speeding Report - Vehicle speeding report displays Unit No, From Time, To Time, Address, Max. Speed (Km/h), and Speed Limit (Km/h).



 Work Schedule Report - This report shows work schedule with details of Unit No, Date, Arrived Time, Depart Time, and Duration.

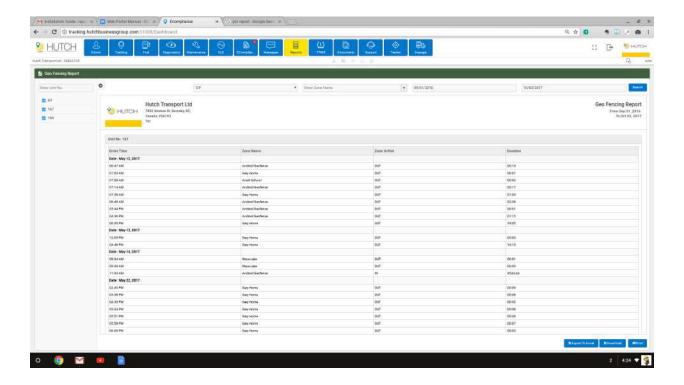


POI Report - This report shows details of Asset Type, POI, From Time, To Time,
 Duration, Total Ide Duration, Total Stop Duration.

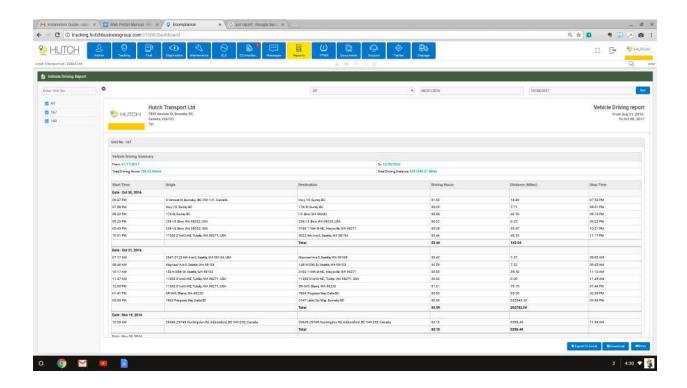


Tracking

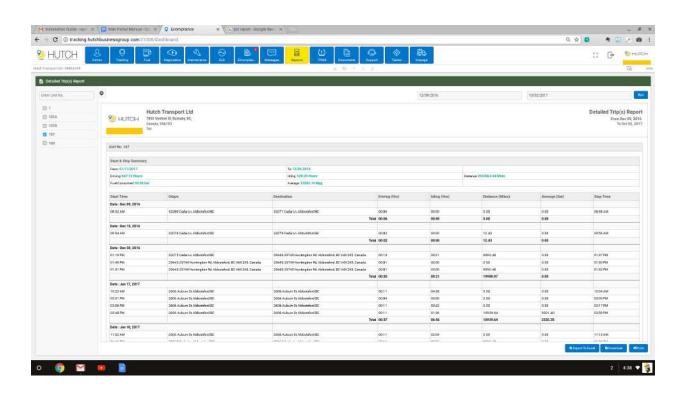
Geo Fencing Report - With Geo Fencing, you can define an area on a map in
either a polygon or a circular shape as a zone, and thus, monitor the activity of
vehicles moving in and out of the zone. This report shows details of fleet
activities, including, Enter Time, Zone Name, Zone In/Out, and Duration.



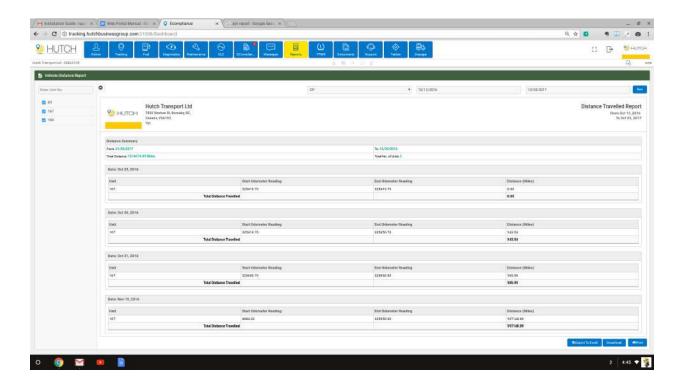
Driving Report - This report displays the driving details, including, Start Time,
 Origin, Destination, Driving Hours, Distance (Miles), and Stop Time.



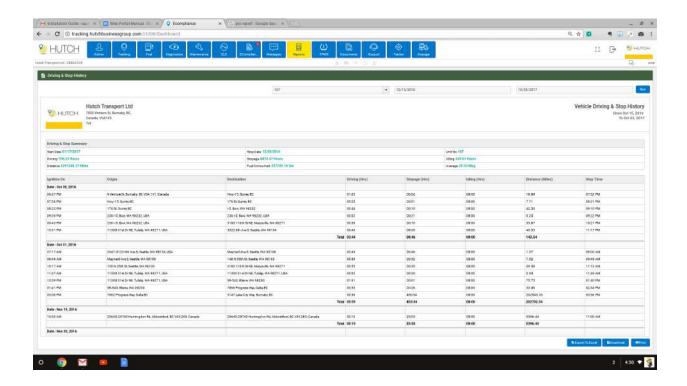
Detailed Trip(s) Report - This report shows details, including, Start Time, Origin,
 Destination, Driving Hours, Idling, Distance (Miles), Average and Stop Time.



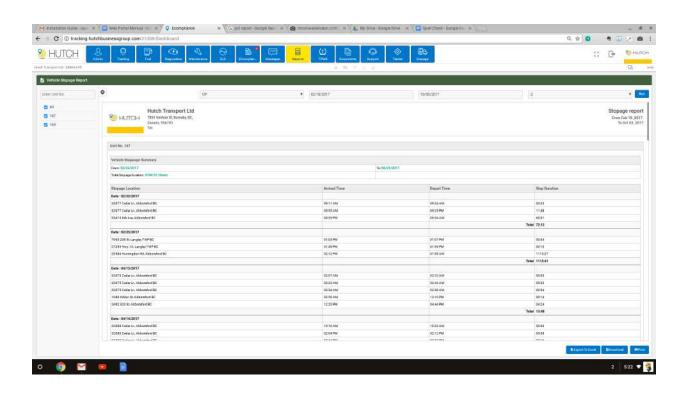
• **Distance Report** - This report displays the Unit, Start Odometer Reading, End Odometer Reading, and Distance (Miles).



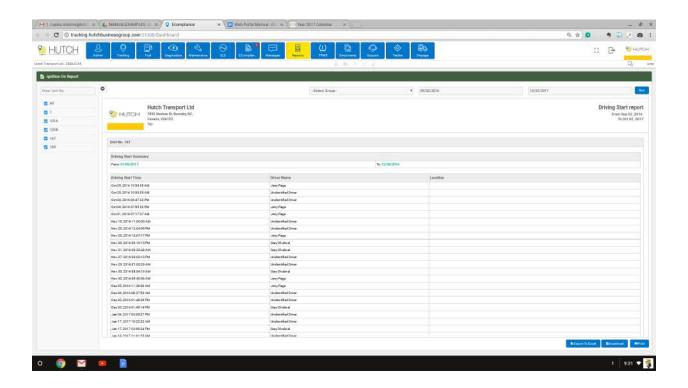
 Driving & Stop History - You can check Ignition On, Origin, Destination, Driving (Hrs), Stoppage (Hrs), Idling (Hrs), Distance (Miles), and Stop Time through this report.



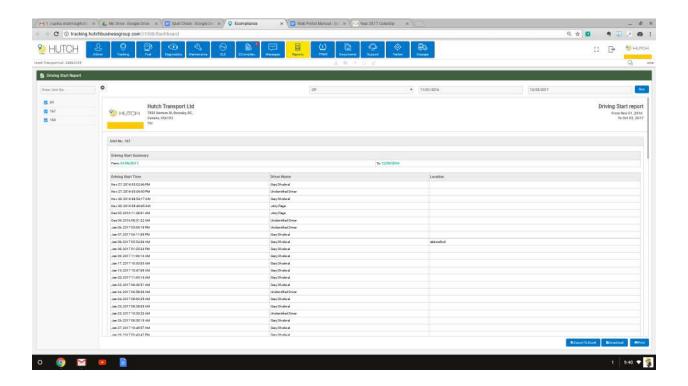
Vehicle Stoppage Report - This selection shows the Location, Arrival Time,
 Departure Time, and the Stop Duration of the vehicle.



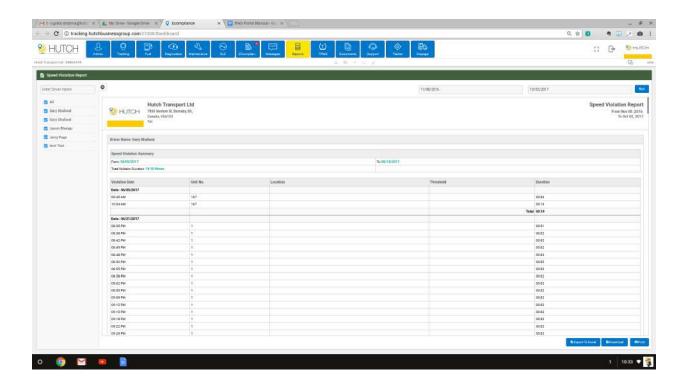
• **Ignition On** - This report displays the details of Driving Start Time, Driver Name, and location of vehicle when Ignition was turned ON.



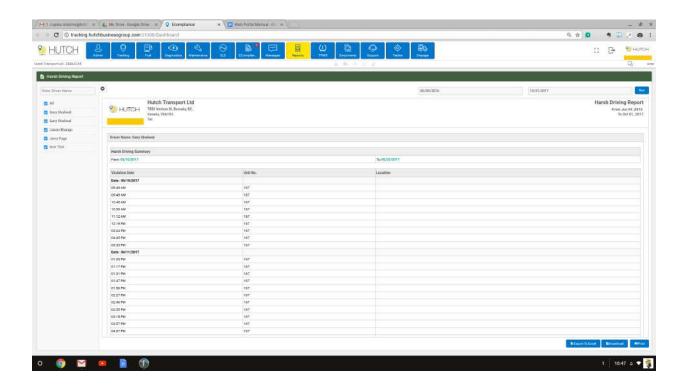
 Driving Start Report - This report shows the Driving Start Time, Driver Name, and Location of the vehicle.



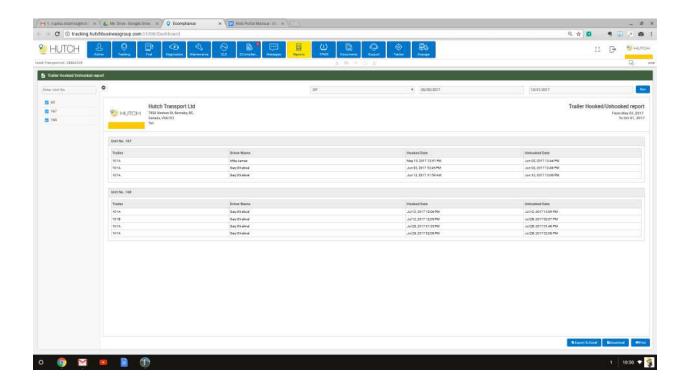
Speed Violation Report - This report contains details of a violation such as,
 Violation Date, Unit No., Location, and Threshold, and Duration of violation.



 Harsh Driving - This report displays details including Violation Date, Unit No. and Location.



 Trailer Hooked Report - You can check Trailer details, Driver Name, Hooked Date and Unhooked Date with this report.



Click on Tracker

Step 2

Click on the desired report option.

Step 3

Enter Unit No. in the Text Box

Step 4

Select Group

Step 5

Select From Date and To Date

Step 6

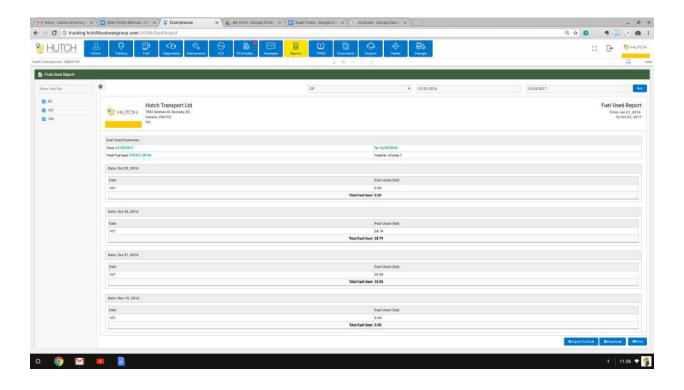
Click Run.

Click Export To Excel, Download, or Print to save the results.

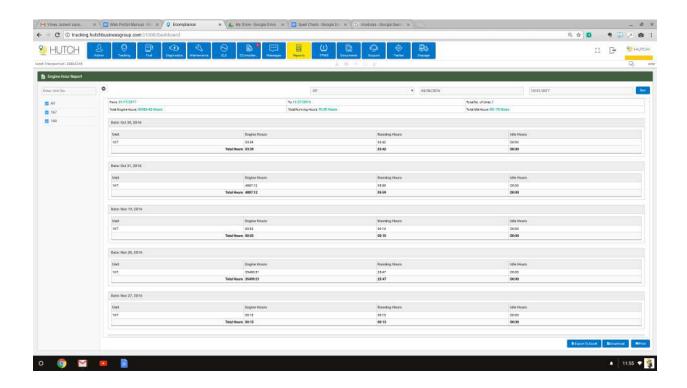
Vehicle Performance Report

This report allows you to check the efficiency and performance of various metrics of your vehicles. Hutch Systems provides four types of Vehicle Performance Reports:

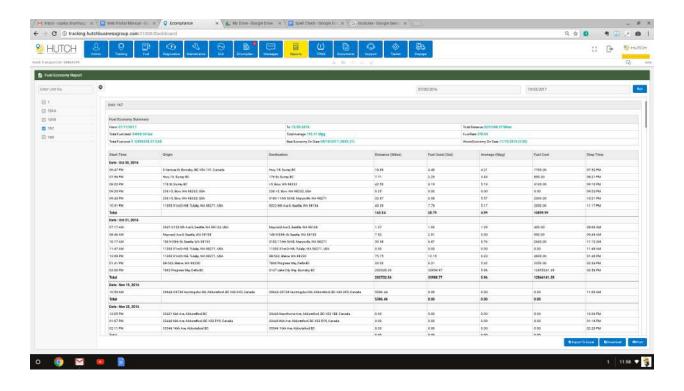
• **Fuel Used Report** - Displays the Fuel used by a vehicle in the selected amount of time duration.



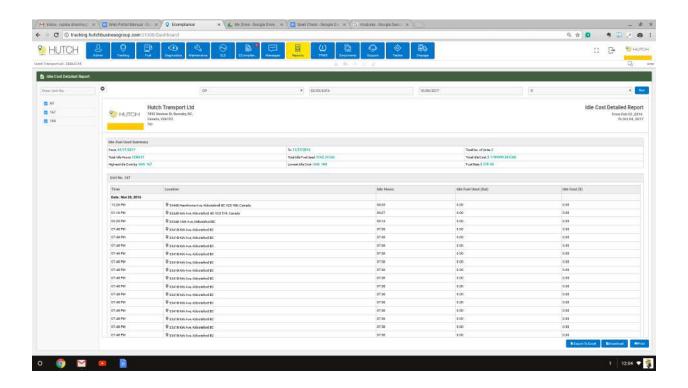
 Engine Hours Report - Displays the Engine Hours with Running Hours and Idle Hours.



 Fuel Economy Report - Displays the Fuel Economy Summary for a vehicle for a selected time, including total fuel used, Average, Mileage, distance travelled, etc.

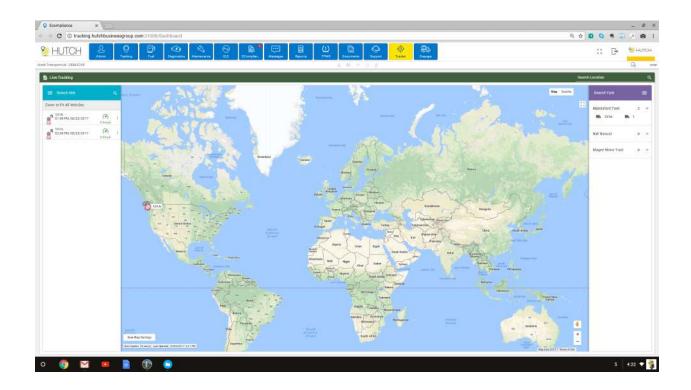


• Idle Cost Detail Report - Displays the Idle Cost (when associated costs are inputted into the system) with the number of Idle hours and Idle Fuel used on a particular Unit.



Tracker

Tracker, is a Live Tracking Service (GPS) offered by Hutch Systems. It can be used to track your fleet even without the presence of an ELD device. Tracker can be activated and deactivated by the company as per individual requirements. The battery of the tracker can last for more than 48 hours. This feature can be effectively used to access in real-time, the location of your entire fleet and thus, prevent theft of cargo and/or the vehicle itself.



Ignition on (If equipped)

Step 1

Click on Tracker

Step 2

Click on Ignition On reports

Step 3

Enter Unit No. in the Text Box

Step 4

Select Group

Step 5

Select From Date and To Date

Click Run

Support

Hutch Systems Provide 24/7 Technical Support services to their clients. Click on Support option to access these services.

Step 1

Click Support button (You may send a text message or open a ticket (best method)).

Step 2

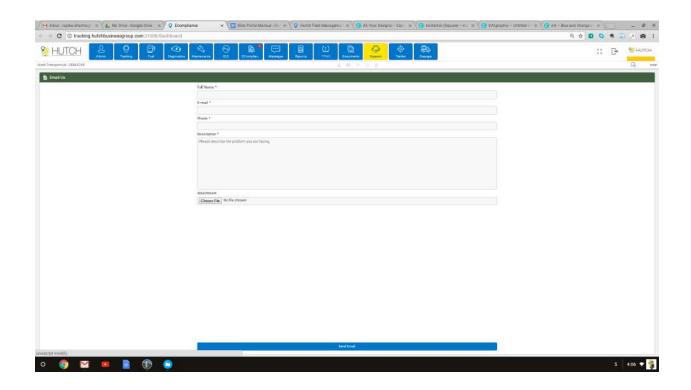
Fill in the Email Us form that opens or enter all the ticket details if you selected "open a ticket".

Step 3

You can add an attachment of any document or supporting image using Attach File button.

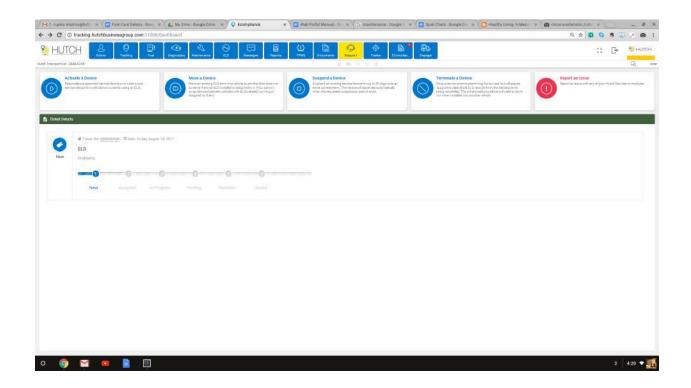
Step 4

Click Send Email or choose to open the ticket.



Ticketing System

- Activate A Device: Click to order a new device/service or to restart a suspended service.
- 2. Move a device: Request to move an ELD from one vehicle to another vehicle.
- 3. **Suspend a device:** Suspend a service or device for 90 days. The device will reactivate when 90 days has elapsed.
- 4. Terminate a device: Sends a request to terminate a device. After termination of a device, ELD records need to be cleared before it can be reinstalled into another vehicle and installation procedure needs to re-run again. Please contact Hutch Support for assistance.
- 5. Report an issue: File a report for any issue with Hutch Services.



Activate a device

Step 1

Click support.

Step 2

Click ticketing system.

Step 3

Click activate a device.

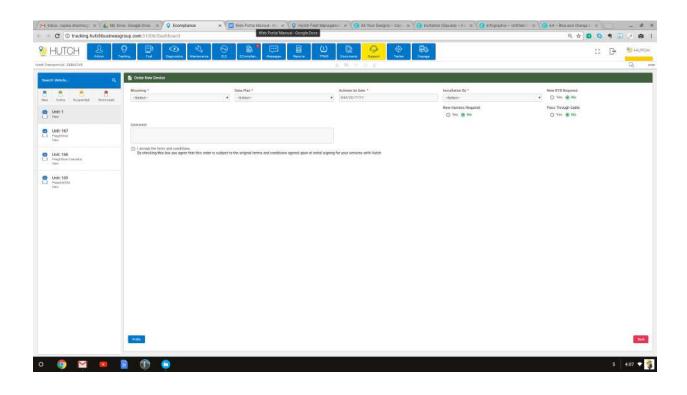
Step 4

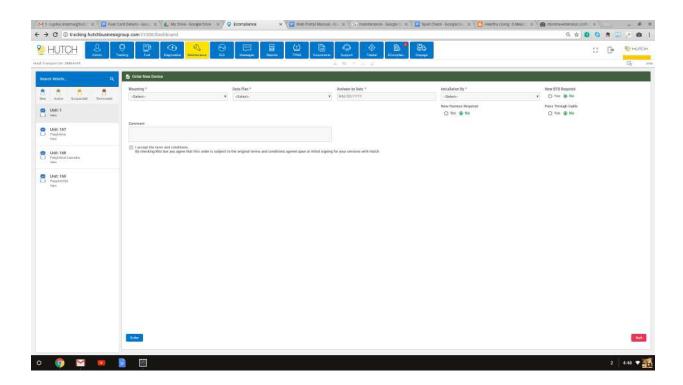
Fill in the details in the form.

Step 5

Click the Terms and Condition check box.

Click Order.





Move A Device

Step 1

Click Support.

Step 2

Click ticketing system.

Step 3

Click effective date button and select effective date.

Step 4

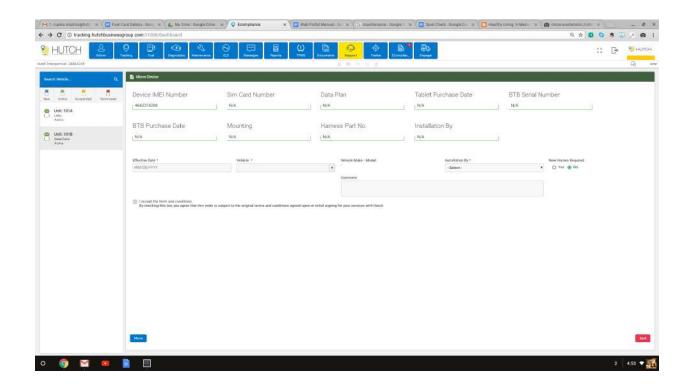
Click vehicle and select vehicle unit from the drop-down list.

Step 5

Click Move.

Step 6

Back button would take you to previous page.



Suspend A Device

Step 1

Click Maintenance.

Step 2

Click Ticketing System.

Step 3

Click Suspend a device.

Step 4

Suspend Device form will appear.

Step 5

Select Suspension Period.

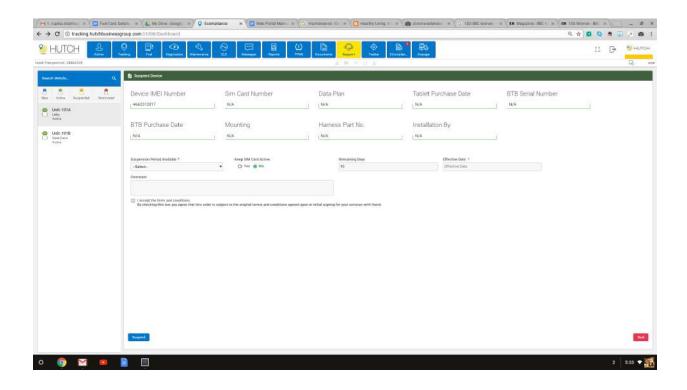
Select effective date.

Step 7

Click on terms and conditions box.

Step 8

Click Suspend button.



Terminate A Device

Step 1

Click Maintenance.

Step 2

Click Ticketing System.

Click Terminate a device.

Step 4

Select effective date.

Step 5

Fill in the Contract Term Remaining (in days).

Step 6

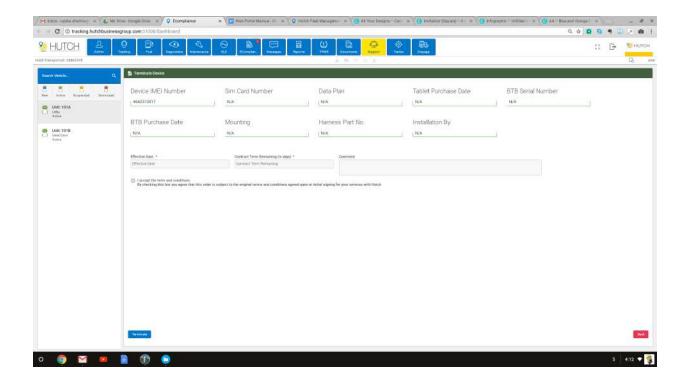
You can enter comments in the Comment Text Box.

Step 7

Click on terms and conditions box.

Step 8

Click Terminate button.



Report An Issue

Step 1

Click Maintenance.

Step 2

Click Ticketing System.

Step 3

Click Report an Issue.

Step 4

Report an issue form will open.

Step 5

Click brief description of issue box and enter the issue detail.

Step 6

Select the Module your issue is related to (Select truck number if is applicable).

Step 7

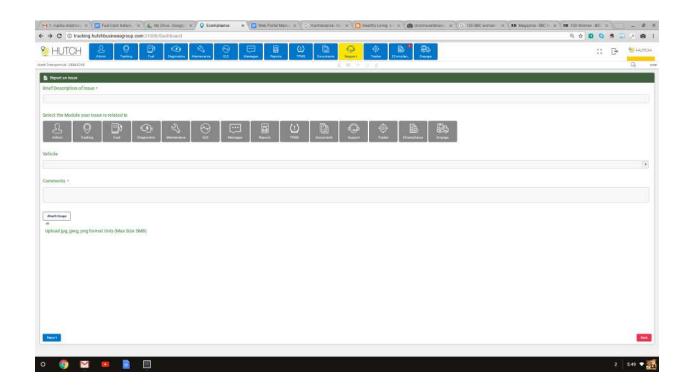
Enter comments in the comment box.

Step 8

Upload an image by clicking Attach Image button.

Step 9

Click Report



How to enter home terminal address and select time zone?

- 1. Click Admin
- 2. Click Users
- 3. Click Manage Users
- 4. Click Context Menu under Action
- 5. Click Edit
- 6. Edit the required changes in User Management page
- 7. Enter the driver home terminal address and time zone
- 8. Click Save

Contact Information

For help installing, operating, maintaining, and troubleshooting this product, refer to this document and any other documentation provided. If you still have questions, contact us at +1 206-401-9600 or send an e-mail at: support@hutchsystems.com

Hutch Systems Canada Inc
Unit 201 2580 Cedar Park Place
Abbotsford, BC. V2T 3S4

Hutch Systems USA LLC
Columbia Tower, 42nd Floor
701 Fifth Avenue
Seattle
Washington 98104

USA