



HUTCH
Fleet Management Systems

ELD MANUAL



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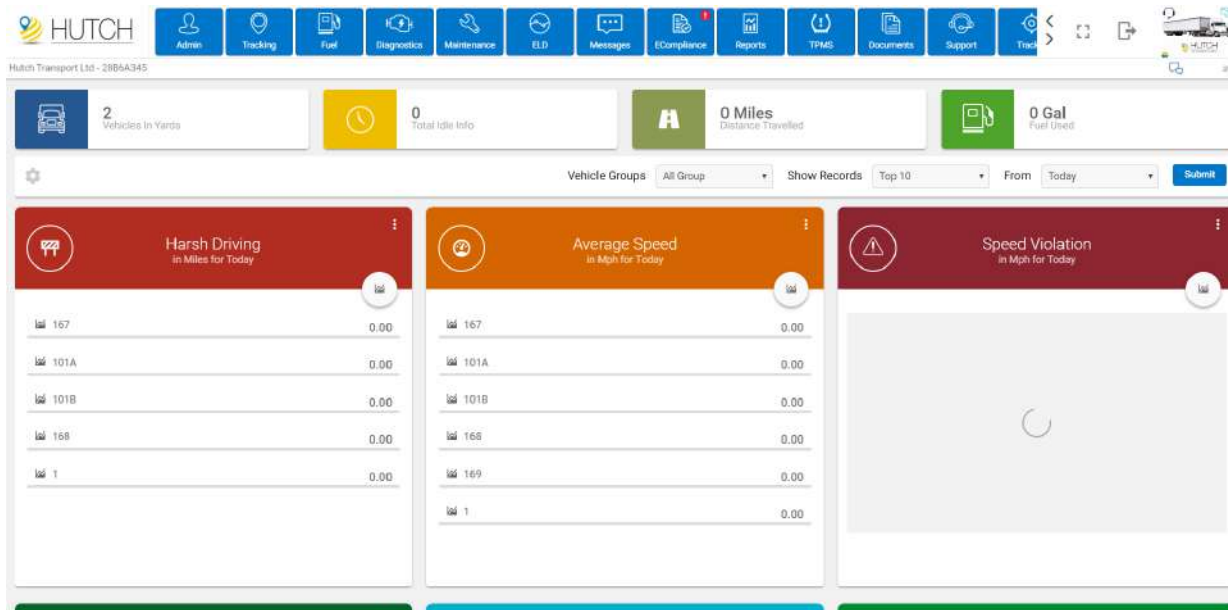
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INTRODUCTION

Hutch Systems offers a World Class Fleet Management System to mid-size trucking companies in North America, Mexico and Canada.

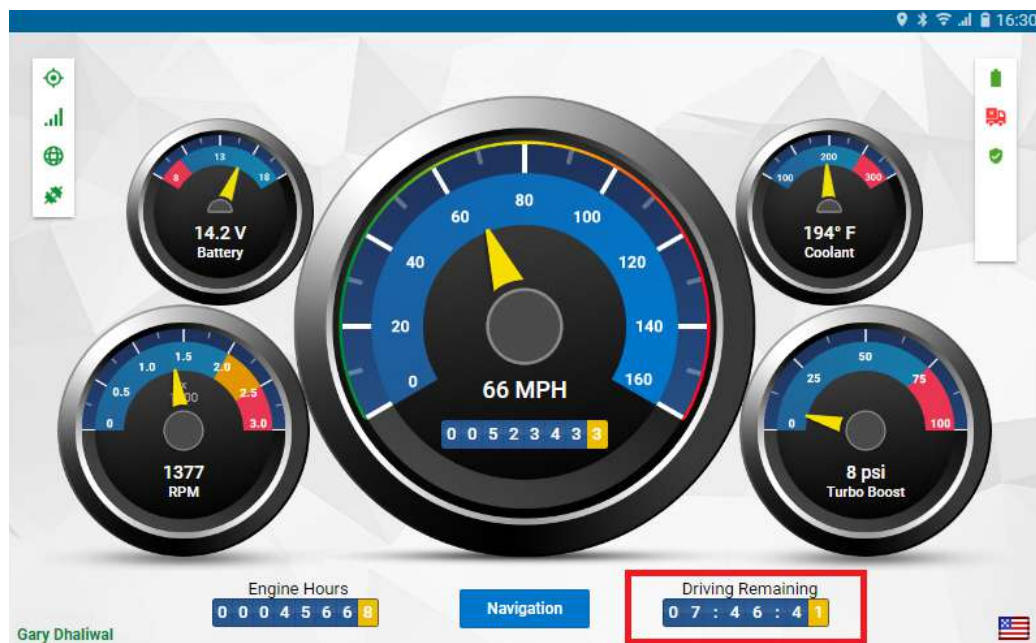
Our Web based solutions:

- Provide improved visibility into the status of your fleet assets.
- Help you effectively meet your compliance and regulatory obligations.
- Leverage both Cloud Computing and Telematics to improve utilization of your equipment.
- Provide a scalable platform to manage your fleet growth.



USP OF HUTCH FLEET MANAGEMENT SYSTEMS

- Installation of hardware is easy and takes less than 10 minutes per truck.
- IFTA taxes are calculated in less than 15 seconds and can be printed, signed and submitted.
- Diagnostics information is provided in addition to location.
- Invest heavily in product design and development.
- Product design is based on customer inputs and feedback.
- Hardware, Software and Services are offered as a market-ready integrated solution.

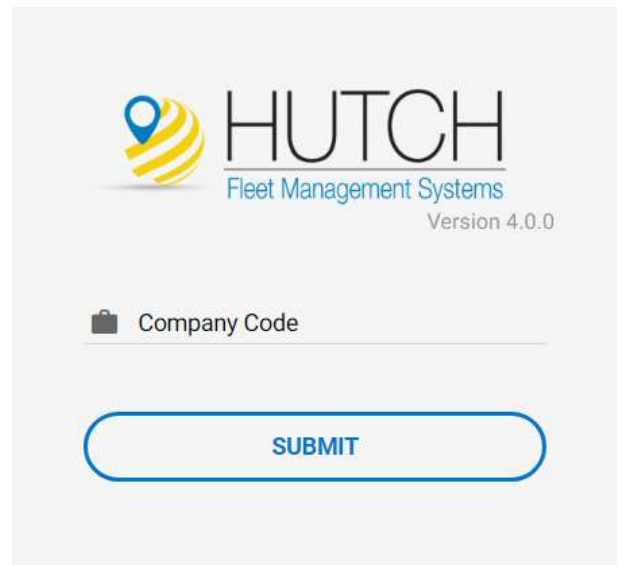


INITIAL SETUP PROCEDURE

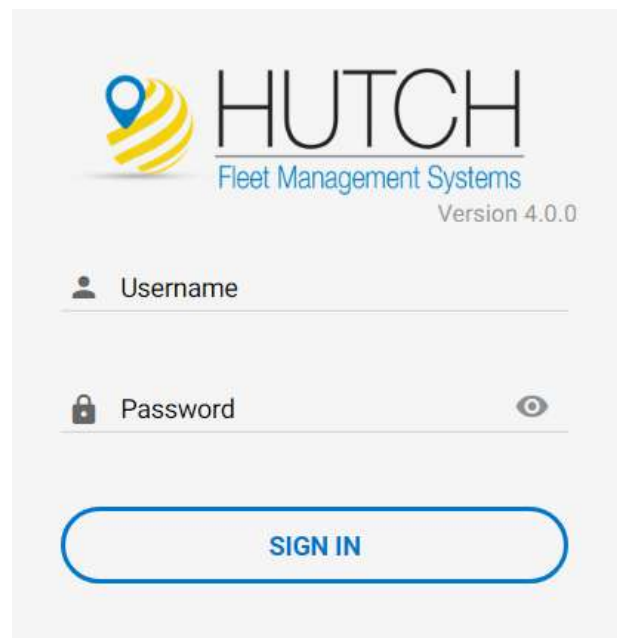
Logging To The System

The steps for logging into the system are as follows:

1. Launch the app on the tablet
(App would start automatically on boot-up).
2. Use the Unique Login ID and Password provided by the Hutch Systems to sign in.
3. Enter the Username in the respective field.
4. Enter the password in the Password field.
5. Click Sign In.
6. Once the system logs in the user, enter the details in the system.
7. If you are doing the setup and launching the application for the first time, then enter Shipping Number/Commodity and Trailer Number details.
(Note: The information is strictly for your facilitation and is not mandatory to fill and can be skipped).
8. User can also review these fields and change them, if required.



The screenshot shows the HUTCH Fleet Management Systems login interface. At the top, the HUTCH logo is displayed with the text 'Fleet Management Systems' and 'Version 4.0.0'. Below the logo, there is a 'Company Code' input field with a small briefcase icon to its left. A blue 'SUBMIT' button is positioned below the input field.



The screenshot shows the HUTCH Fleet Management Systems login interface. At the top, the HUTCH logo is displayed with the text 'Fleet Management Systems' and 'Version 4.0.0'. Below the logo, there are two input fields: 'Username' with a person icon to its left, and 'Password' with a lock icon to its left and a toggle eye icon to its right. A blue 'SIGN IN' button is positioned below the input fields.

9. Select Save to save the data and view the Daily Log screen.

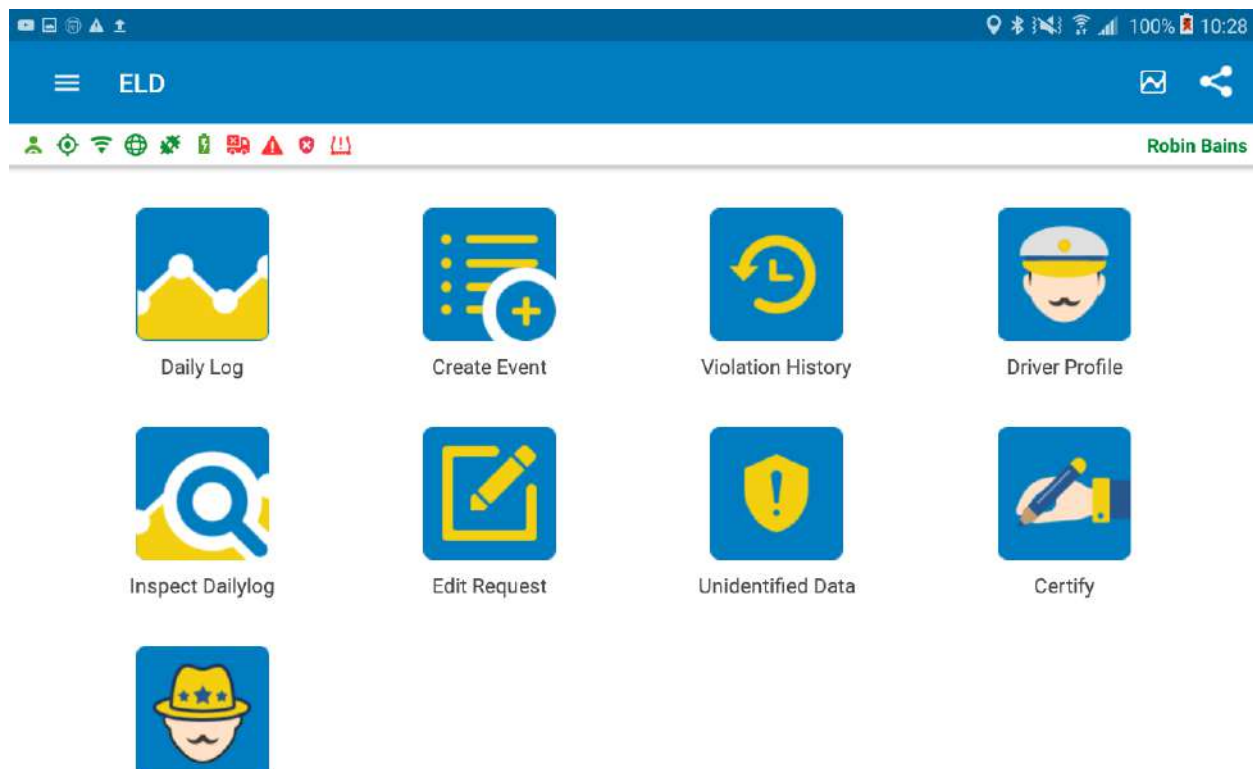
Unidentified Data Events

If Hutch ELD has any Unidentified Data Events, you will be prompted during login to view.

Unidentified events are the events where the driver has not logged into the system while being on duty or other duty statuses. The system records the events but does not know the identity of the user.


Each time someone logs in, the ELD will prompt that there are unidentified events and ask whether the user would like to assume those events.

The dispatcher can also alert the driver about certain unidentified events.







16:14


Certify Logbook



Gary Dhaliwal


	2017-04-07 Odometer: 18563 - 22000 Distance: 1073, Trailer Id: T1001, Shipping Id: 5333
	2017-04-06 Odometer: 17490 - 18563 Distance: 1073, Trailer Id: T1001, Shipping Id: 4532
	2017-04-05 Odometer: 15800 - 16200 Distance: 1073, Trailer Id: T1000, Shipping Id: N/A
	2017-04-04 Odometer: 12300 - 15400 Distance: 1073, Trailer Id: T1000, Shipping Id: N/A

Signature




15:56

Unidentified Data



Gary Dhaliwal

 Input Detail

Shipping Number/Commodity

Trailer Number

SAVE

How To Assume Unidentified Data

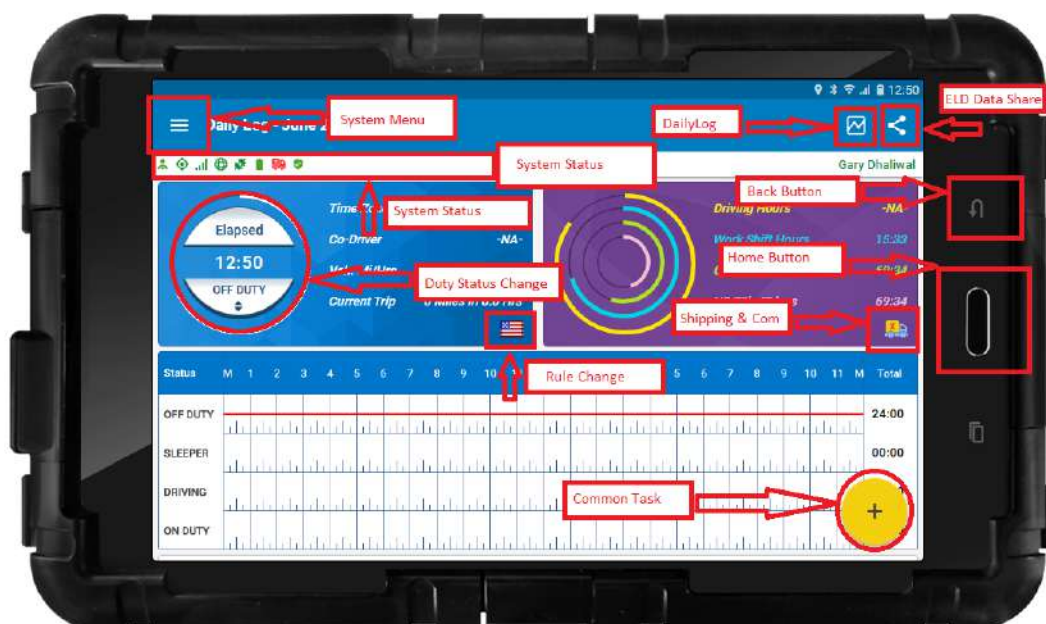
1. Click “Yes” to view the data.
2. Select the event you wish to assume by “Clicking” on the number
(Note: You can select multiple options).
3. Click the “Accept” button.
4. Enter the “Shipping & Trailer” info that was utilized at the time.
5. Click the “Save” button.

MAIN SCREEN FOR THE CURRENT USER

Main Screen Description

- System Menu – Various Hutch Fleet Management System applications can be accessed here which includes ELD, DVIR, Navigation, Message, TPMS, Settings, and Logout.
- System Status – Hutch ELD monitors various health checks. All icons must be green to function properly, but occasionally some icons may turn red.
- Duty Status Change – All Duty Status changes can be made by clicking on this menu which includes: OFF (off-duty), SB (sleeper berth), D (driving), ON (on-duty), PC (personal use / personal conveyance), and YM (yard move).

- **Rule Change** – By clicking this icon, you can switch among the available rules enabled by your company administrator which may include 70hrs/7days (Cycle 1), 120hrs/14 days(Cycle 2), or 70hrs/8days (USA).
- **Common Task** – Various ELD related functions can be accessed by clicking on this menu which includes: Post Data, Set Active, Certify Log, Sync, Change Rule, Switch User, and Undocking.
- **Daily Log** – This is a shortcut to access Main Screen from any menu.
- **ELD Data Share** – During DOT Roadside Inspection, ELD data can be shared with officer by clicking on this menu.
- **Back Button** – This is the back button of tablet. Click on this icon to hide the keyboard.
- **Home Button** – This is the home button of tablet.
- **Shipping & Com** – By clicking this, you can enter shipping & commodity and trailer information.



Additional information shown on Main Screen:

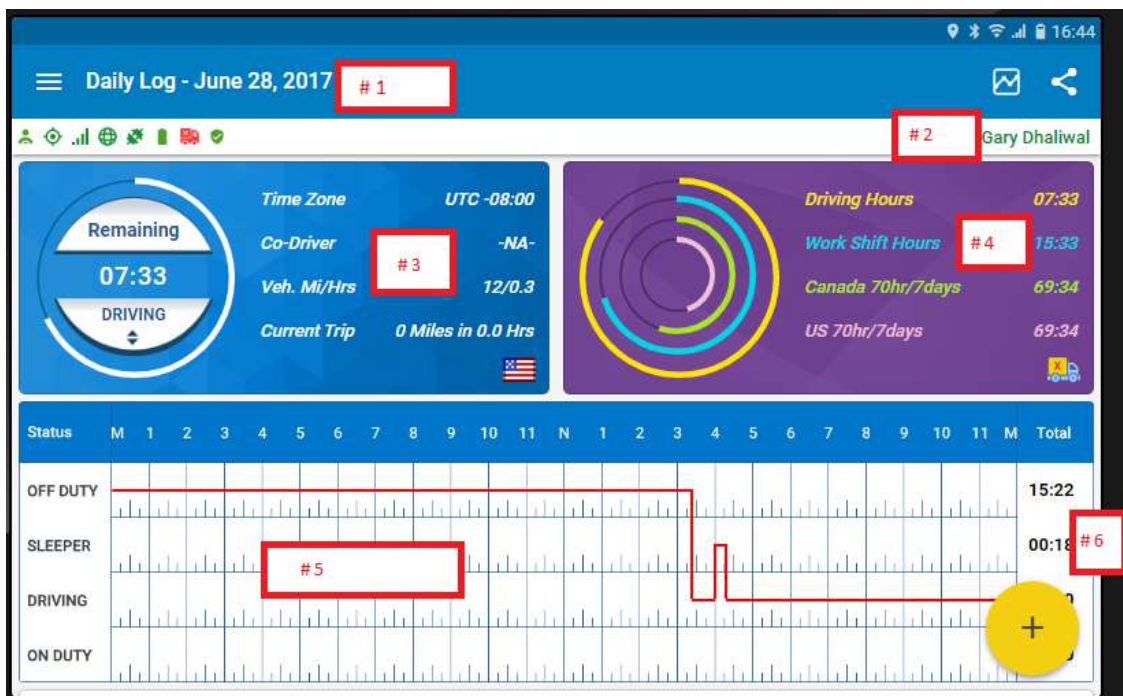
1. Current Daily Log Date
2. Current logged in driver name
3. Vehicle & Driver Info
 - Time Zone - Hutch ELD displays the home terminal time zone for the logged in driver.
 - Co-Driver - Hutch ELD displays the name of the co-driver if present.
 - Veh. Mi/Hrs - Hutch ELD displays the total vehicle mileage and total engine hours as read from the vehicle ECM.
 - Current Trip - Hutch ELD displays the miles driven and hours elapsed since last engine power up.
4. Driver HOS (Hour Of Service) Info
 - Driving Hours - Hutch ELD displays the driving hours available up to the next potential HOS violation based on the current HOS rule selected.
 - Work Shift Hours - Hutch ELD displays the work shift hours remaining based on the current HOS rule selected.
 - Canada 70hrs/7days - Hutch ELD displays the current hours remaining as per Cycle selected by the driver

- US 70hrs/7days – Hutch ELD displays the current hours remaining as per rule selected by the driver (in this example its 70hrs/8days).

5. Duty Status Grid displays duty status changes for the current 24 hours.

6. Total Hours spent in each Duty Status.

Note: If you want to display the Grid Line to current time, you can set it in the Settings menu.



HOW TO CHANGE DUTY STATUS

1. Daily Log screen shows all six types of Duty Status:

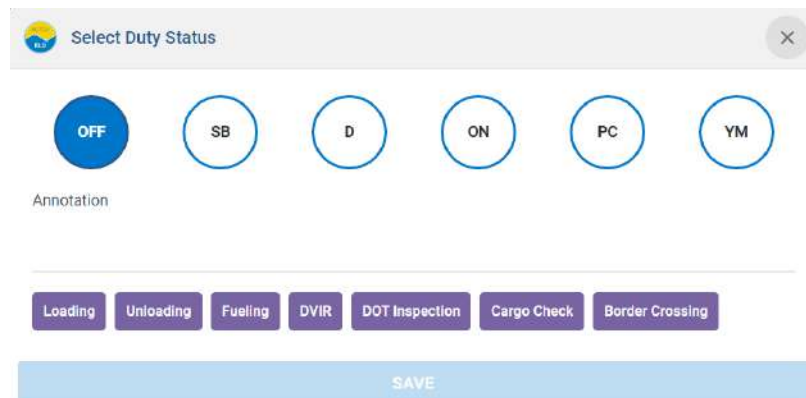
- Off Duty: Driver not in position of the vehicle.
- Sleeper: Driver is in the Sleeper Berth.
- Driving: Driver is driving the vehicle.

- On Duty: Driver is on duty working for the employer but not driving the vehicle.
- Personal Use: Driver is off duty and vehicle is being used as personal conveyance.
- Yard Move: Driver is on duty working for the employer in the yard.

2. To change a Duty Status, select the Status Change button.



3. Select the suitable Duty Status from the Select Duty Status menu that pops ups.



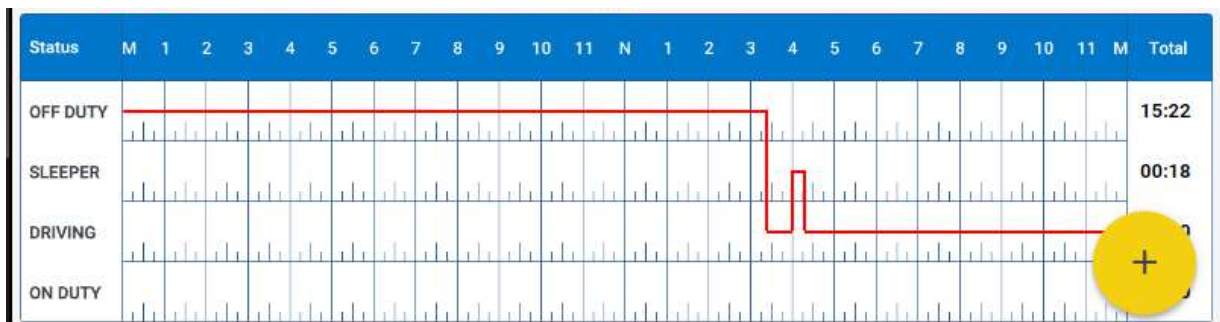
4. Select from the following duty statuses:

- OFF: Off Duty
- SB: Sleeper Berth
- On: On Duty
- D: Driving Mode
- PC: Personal Use of CMV
- YM: Yard Move

Note: PU and YM statuses are configurable.

Note: If YM or PC is selected, add a minimum of four characters in the Annotation column including spaces. Annotation is optional, if you want to enter some other input apart from the options present, click the annotation field and type.

5. Click **Save** button to save the change of duty status.
6. The Daily Log screen appears, which shows the status change.
7. Duty Status grid shows a timeline of 24 hours with a line indicating the changes in duty status and hours spent in each duty status. The graph line turns **red** in US and **blue** in Canada region in the duty status grid by default (The color of the graph line can be changed in the Settings).



Note: As an additional option the user can select the duration of the graph line additionally entering the preferences.

8. Each Duty Status is indicated on the left side of the screen. These include: Off Duty, Sleeper, Driving and On Duty.
9. The Total hours in each duty status are shown on the right side of the screen.
10. Scroll down to view each change in the duty Status, it will be listed below. The most recent change will be at the top.

	11:42:01 AM 0 Miles in 0.0 Hours	
	11:41:25 AM 0 Miles in 0.0 Hours	

Note:

- Yard Move (YM): When you select Yard Move, system will place you on-duty and when the vehicle goes through power cycle (Engine OFF and then ON), you must select Yard Move again, otherwise, system will transfer your status to driving status when vehicle reaches 5 MPH.
- Personal Use (PC): When you select Personal Use, system would place you in the off-duty mode and when the vehicle goes through power cycle (Engine OFF and then ON), ELD will display a dialog box for you to confirm whether you wish to continue Personal Use. If you do not confirm, and vehicle reaches 5 MPH, the ELD will place you in driving status.

Minimum 4 character long annotation is required for YM & PC

Note: PC and YM are configurable and if you do not see these, please consult your Safety Manager.

SHIPPING & TRAILER INFORMATION

How To Enter/Change Shipping & Commodity And Trailer Info

According to USA HOS regulations, driver must enter Shipper Name or BOL and Commodity information. Driver must also provide trailer information.

1. Click Shipping & Com truck icon
2. Enter Shipping & Commodity and Trailer information
3. Click Save

Note:

- If you wish to pick more than 1 shipment or trailer, please append by using Comma.
- If truck icon has red X, then you have not entered Shipping and Trailer information for the day.

The screenshot displays a mobile application interface. At the top, there is a header bar with the text 'Unidentified Data' and a menu icon. Below the header, a list of data entries is visible, each with a timestamp (e.g., '06:30 PM') and a truck icon. A dialog box titled 'Input Detail' is overlaid on the screen. It contains two input fields: 'Shipping Number/Commodity' and 'Trailer Number'. Both fields are highlighted with red rectangles. Below the input fields is a blue button labeled 'SAVE', which is also highlighted with a red rectangle. The background shows a list of data entries with timestamps and a truck icon.

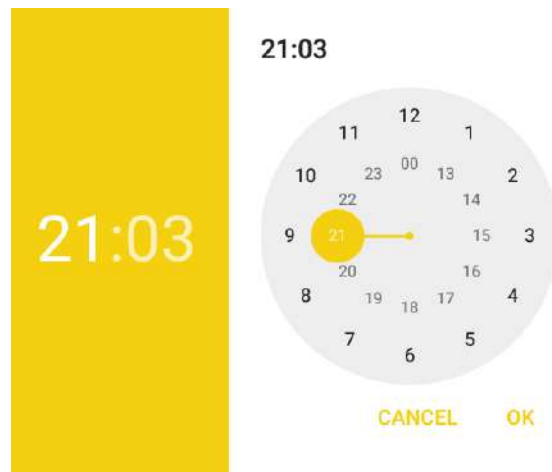
- If you have enabled Copy Trailer in Settings menu, then Hutch ELD will continue to copy the Shipping & Trailer information for you (Trailer in DVIR is copied from here as well).

HOW TO EDIT THE DUTY STATUS CHANGE

1. Scroll down to the duty status log.
2. Select the Duty Status record you want to change
3. When a Duty Status record is selected, Edit option appears on the left side. Click on the Edit button to edit the record.
4. To edit the Event Type, click the event type button.
5. Select new Duty Status and fill in the required Annotation. Select the Save button to save the data.
6. Click Time to change the time of the duty status.

The screenshot displays the ELD interface. At the top, a blue header bar contains a menu icon, the text "Daily Log - December 7, 2017", and a share icon. Below the header, a status bar shows various icons and the name "Avtar Singh". The main area features a duty status log with four rows: "OFF DUTY", "SLEEPER", "DRIVING", and "ON DUTY". Each row has a timeline with vertical tick marks. A red box highlights a transition from "OFF DUTY" to "ON DUTY" at 11:41. To the right of the log, a table shows the duration for each status: "OFF DUTY" (11:41), "SLEEPER" (00:00), "DRIVING" (00:00), and "ON DUTY" (00:00). Below the log, an "Event Type" section shows a purple bar with "ON DUTY" selected. Below this, there are two input fields: "Time" with the value "11:42:01 AM" and "Odometer" with the value "657033".

7. Select the correct time from the pop up time clock that appears on screen. Click Save to save the data.




8. Enter the reason for the Duty Status change in the Comments field.
Select Save to save the data.





Comments

Type Text here...

Save

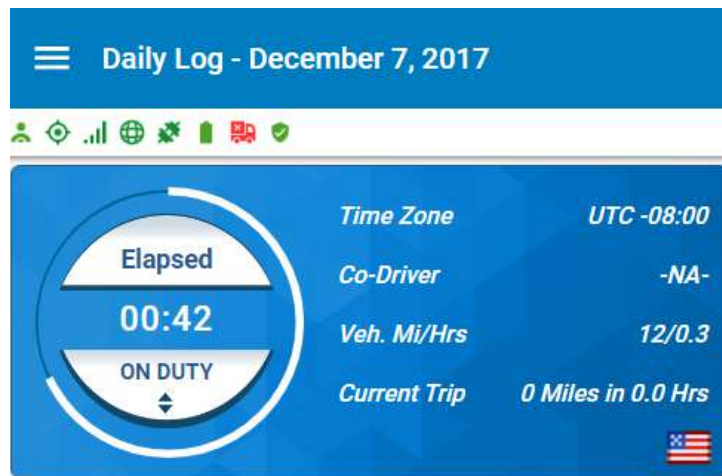
A yellow circular button with a black floppy disk icon, highlighted by a red rectangular border.

9. The changed Duty Status along with the edit and comments are shown below on the Daily Log screen.

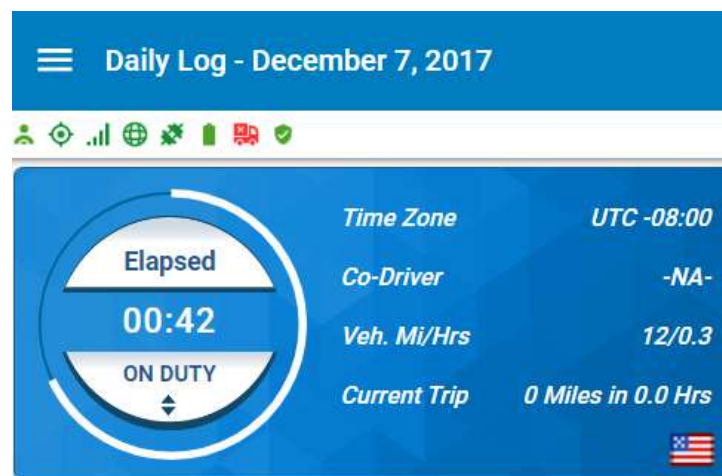
	11:42:01 AM 0 Miles in 0.0 Hours	
	11:41:25 AM 0 Miles in 0.0 Hours	

DESCRIBE THE HOURS AVAILABLE ON THE HOME SCREEN

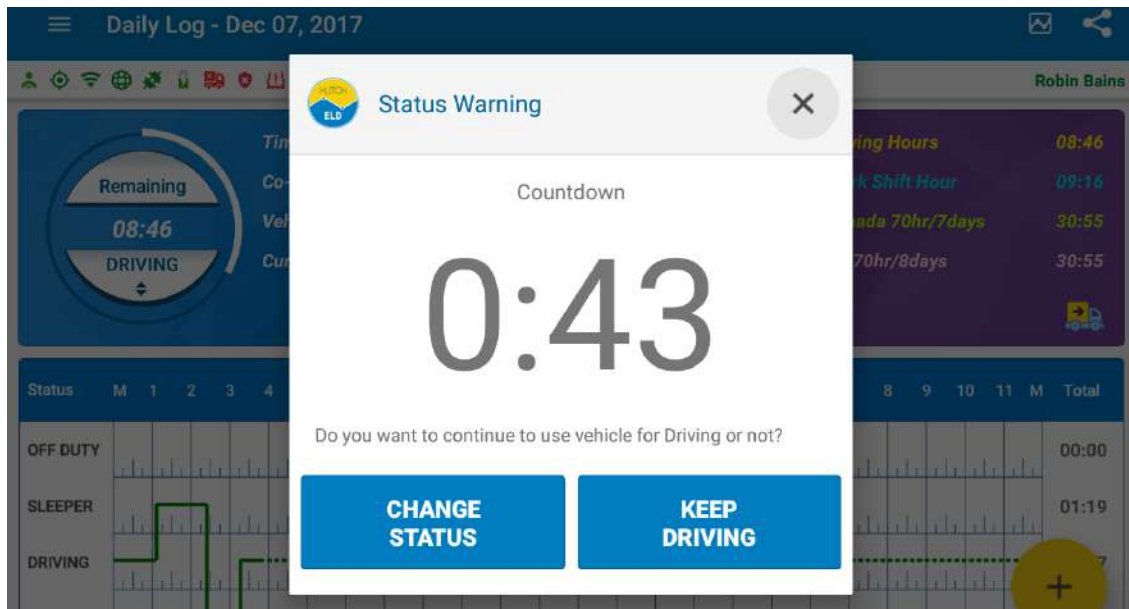
1. As soon as the user logs into the driving status, the status button starts calculating the number hours left in his driving.



2. The hours shown, are the hours left as per the rule (USA/Canada in accordance to Motor Vehicle Act) selected by the user.
3. The screen also shows the Time Zone in which the user is driving. These can be: Eastern Standard Time, Mountain Standard Time, Central Standard Time, Pacific Standard Time and Atlantic Standard Time.



4. For a stationary vehicle, an alert will appear asking the Driver to change the status if the current duty status is driving. If user does not respond within the stipulated time the status will automatically change to On Duty.



5. However, in case of a vehicle being stationary for more than 3 seconds then again moving at a speed more than 5 miles an hour, the system will automatically change the status to Driving.
6. The Canadian work shift is made of 16 hours and American work shift is 14 hours, which is an accumulation of On Duty, Off Duty, Sleeper Berth and Driving. The Off Duty shall be more than 8 or 10 consecutive hours for the system to reset the daily driving and work shift to reset based upon current hours of service rule selected by the driver.
7. The total weekly hours will be rescheduled once the user takes a minimum of 34 or 36 consecutive hours of Off Duty.
8. Hutch ELD will also display whenever the next violation occurs and for how long you must go OFF-DUTY or SLEEPER-BERTH.

VARIOUS ELD FUNCTIONS AVAILABLE IN COMMON TASK MENU

You can access the common task menu function by clicking on the Common Task menu located on the main screen.

Post – You can send the ELD data to Hutch Server by clicking on this menu (**Note:** Hutch ELD automatically sends data to Hutch Servers periodically depending on the data type).

Set Active – Set active is only required when operating ELD in a team environment. When the first driver logs in, the system automatically sets the first driver as active and all automatic duty status changes are logged for the active driver. When the co-driver starts to operate the vehicle, he/she must set himself/herself as the active driver (**Note:** To set yourself in the active status, the other driver must not be in the driving status. When co-driver logs out, Hutch ELD will make the logged in driver as active, if he/she was not already active).

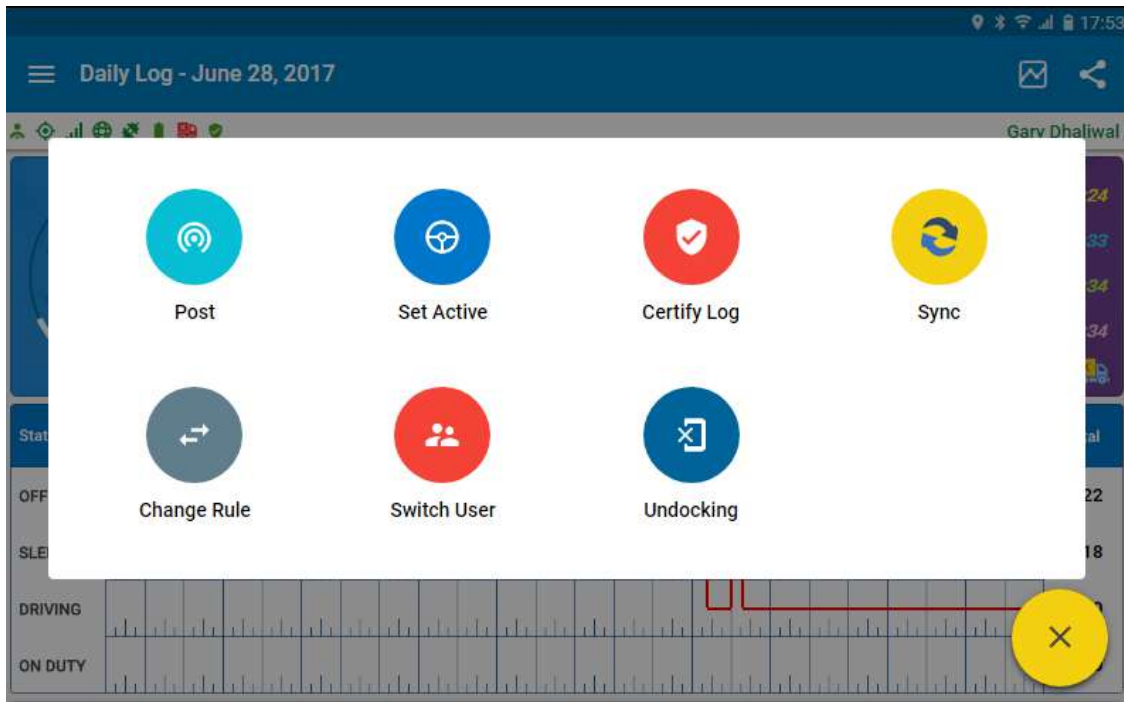
Certify Log – You must certify log at the end of the day.

Sync – You can download new configuration from Hutch Servers by clicking on this (**Note:** If your password has been changed or your profile is modified, you must click here to download the latest information).

Change Rule – You can change your HOS rule by clicking on this menu and selecting appropriate rule.

Switch User – Switch User is used to login co-driver or to view the other driver's daily log information.

Undocking – If you wish to take the tablet out of the vehicle, you can undock it by clicking this (Note: If you take the tablet out and do not undock it, when the tablet loses connection with Hutch BTB, it will log Engine Synchronization error and you will not be able to use the tablet unless you connect it with the ECM).



Note:

- When Undocked, you must dock it to access ELD functionality.
- When clicked on switch user, Hutch ELD will display the login screen. If you are already logged in, entry of username is not required.

HOW TO ACCESS ADVANCE HUTCH ELD FUNCTIONALITY

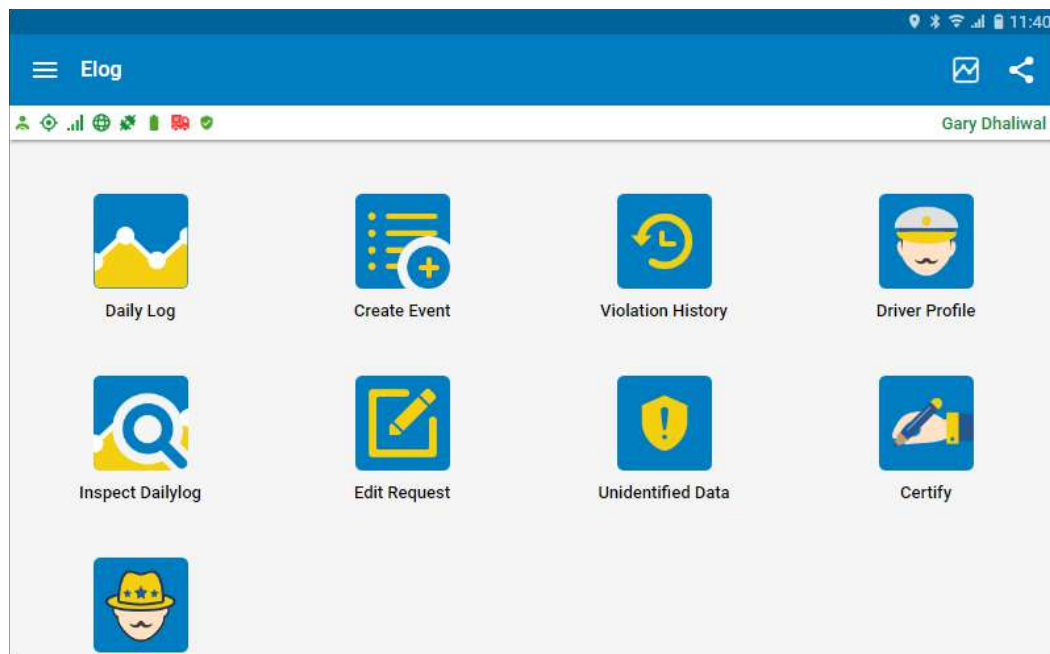
Hutch ELD is in compliance with FMCSA ELD Mandate and features for Driver Daily Log are available under the ELD menu which can be accessed via System Menu.

1. Click System Menu
2. Click ELD (Scroll if necessary)

Description Of ELD Menu:

- Daily Log – This menu will open the ELD Main Screen and to learn more, check the Main Screen part of this manual.
- Create Event – Create event is used to log Duty Status Change event happened in the same 24 hour period (For instance, if you forgot to change to Sleeper-berth and would like to log it).
- Violation History – Hutch ELD computes every HOS rule and displays any HOS Violation occurred with a description.
- Driver Profile – Driver profile shows information related to logged in driver.
- Inspect DailyLog – Driver can inspect his/her previous Driver Daily Logs for maximum of 15 days.
- Edit Request – All edit requests suggested by your safety manager can be confirmed or rejected.

- **Unidentified Data** – Any time someone operates the vehicle, Hutch ELD logs those events under the Unidentified Driver account and can be viewed and/or assumed. To learn more, check the Login part of this manual.
- **Certify** – All un-certified driver daily logs are displayed. All driver daily logs must be certified. To know more, check the Un-Certified Log part of this manual.
- **Inspector Mode** – During the Roadside inspection, driver can enable this feature, before giving the tablet to the officer.



HOW TO CERTIFY THE DAILY LOG

1. The objective of certification of the daily log is to make the driver take the ownership of each 24-hour log.
2. In event of any change/edits to the log, the driver has to re-certify the log.
3. To certify a log, select the Certify Log button.



Post



Set Active



Certify Log



Sync



Change Rule



Switch User



Undocking

4. Click Certify.



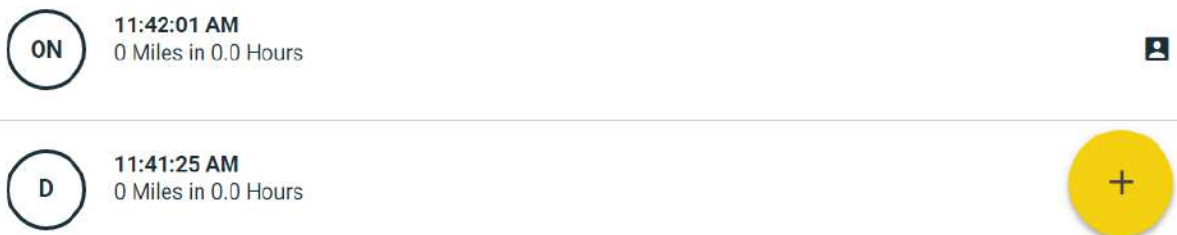
Certify Log(s)

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

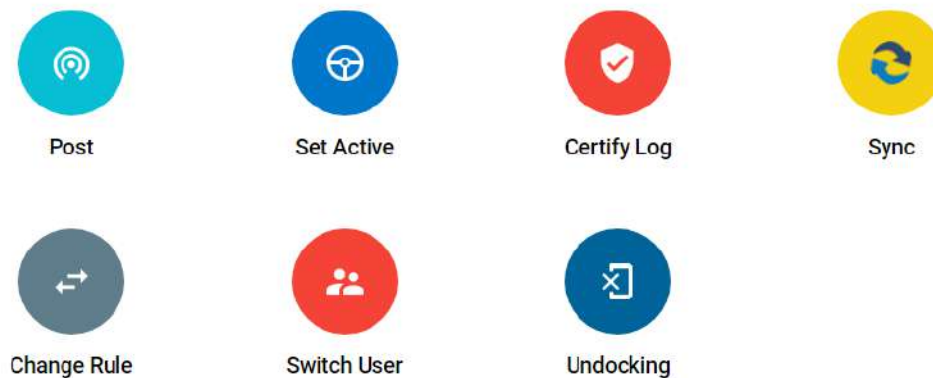
NOT READY CERTIFY

HOW TO CHANGE HOS RULE BETWEEN CANADA/USA

1. The system will not change the driver rules automatically whenever the driver crosses the borders between the USA and Canada. Hutch ELD supports multiple rules, consult with your Safety Manager to enable options, such as, Cycle 2, Oil field exemptions.
2. The system will prompt the driver for a rule change whenever the vehicle crosses international borders.
3. To change the rule, select the Menu button on the bottom right hand side corner of the device.



4. Select Change Rule.

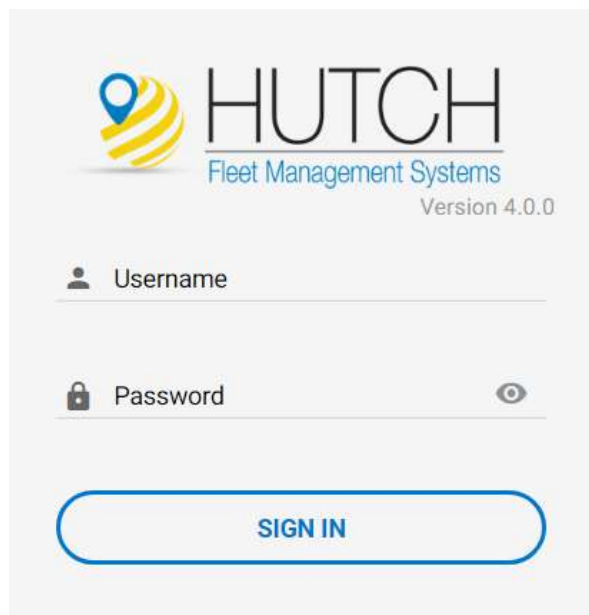


Note:

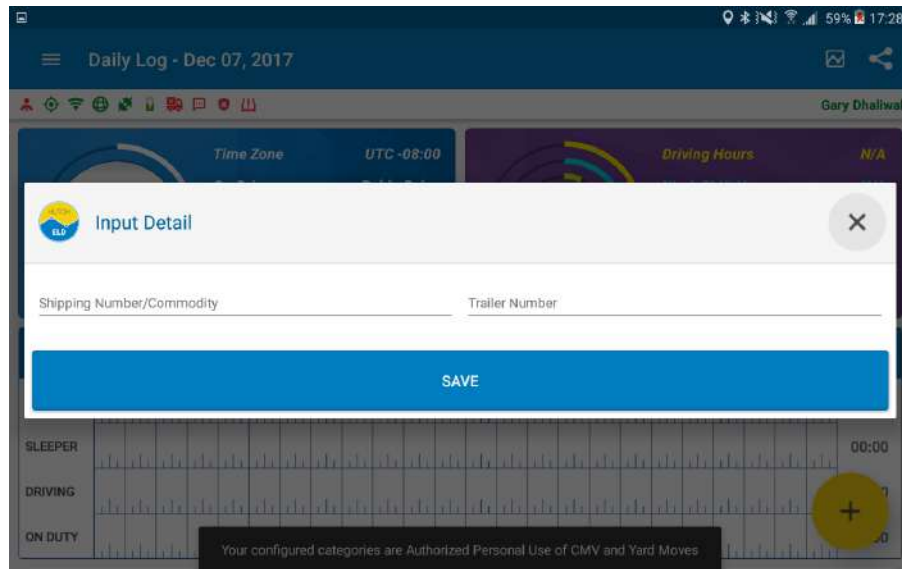
- If you have enabled Automatic Rule Change in Settings menu, Hutch ELD will automatically change rule to the previously selected rule when a vehicle crosses the country boundary.
- You can select the Grid Line color for USA and Canada in the Settings menu.

HOW TO LOGIN A CO-DRIVER

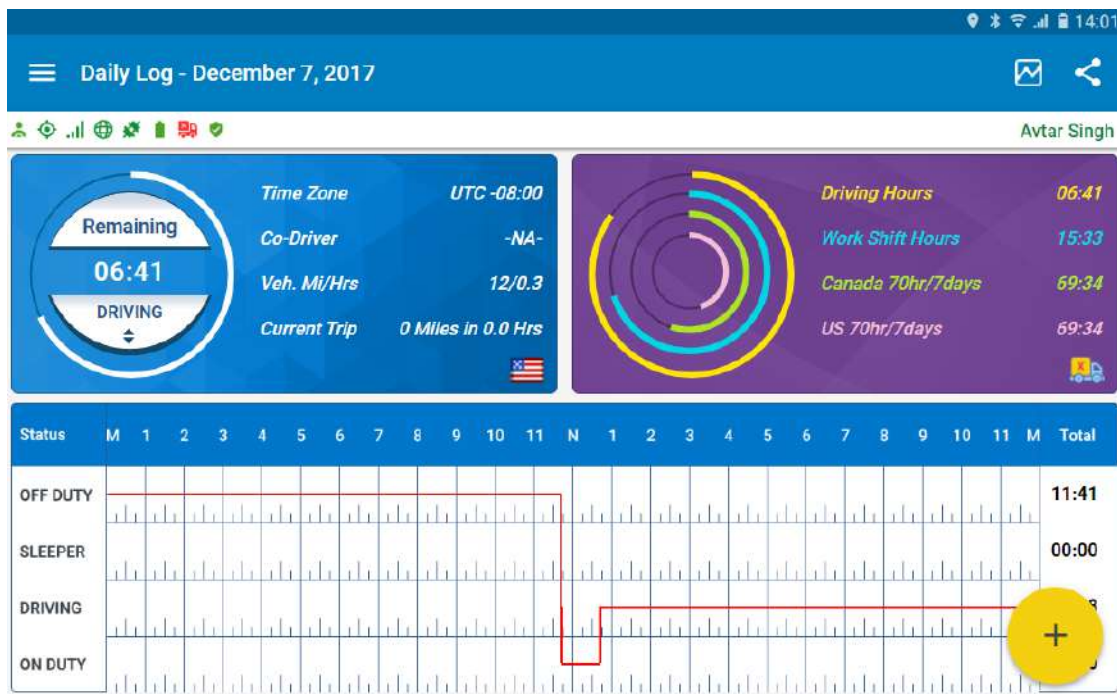
1. Select the Menu button on the bottom right hand side corner of the device.
2. Select Switch User option.
3. Type in the Username and the Password in their respective fields. After login, daily log of co-driver is displayed.



The image shows a login screen for Hutch Fleet Management Systems. At the top, there is a logo consisting of a blue location pin icon with yellow and blue curved lines, followed by the text "HUTCH" in large, bold, black letters. Below "HUTCH" is the text "Fleet Management Systems" in a smaller, blue font, and "Version 4.0.0" in an even smaller, grey font. Below the logo, there are two input fields. The first field is labeled "Username" with a small person icon to its left. The second field is labeled "Password" with a small lock icon to its left and a small eye icon to its right, indicating a toggle for password visibility. At the bottom of the screen, there is a large, rounded rectangular button with a blue border and the text "SIGN IN" in blue capital letters.



4. The Elog screen for the co-Driver pops up, which has the same details as entered by the existing active driver. Click Save.
5. The Daily Log screen, now shows the co-driver's name and duty log data.



6. The change of the Duty Status can be done for the co-driver in the same way as done for the active driver.

7. To swap between users, select the Swap button at the bottom right hand corner.
8. The next user has to enter only the password to sign in.

HOW TO CHECK DRIVER PROFILE?

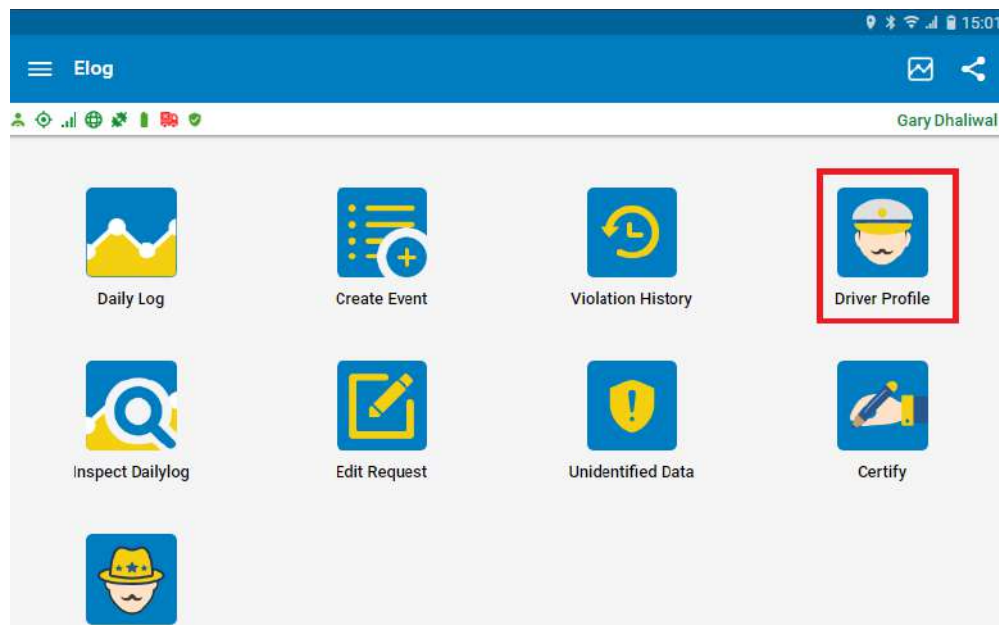
Driver profile displays information related to logged in driver. DOT password is displayed in this as well as given to inspector during the roadside inspection if the officer wants to view your Daily Log on Hutch DOT Portal (Note: Hutch DOT Portal is designed and hosted on Hutch Platform). DOT password is for one time use only and will be refreshed automatically.

- Click System Menu
- Click ELD
- Click Driver Profile

The screenshot displays the 'Driver Profile' page. At the top, there is a blue header with a hamburger menu icon, the text 'Driver Profile', and a share icon. Below the header, a status bar shows various icons and the time '16:52'. The main content area has a light blue background. On the left, there is a circular profile picture of a person with a yellow hard hat. To the right of the picture, the name 'Gary Dhaliwal' and email 'gary.dhaliwal@hutchsystems.com' are displayed. Below this, a white box contains a table of user information:

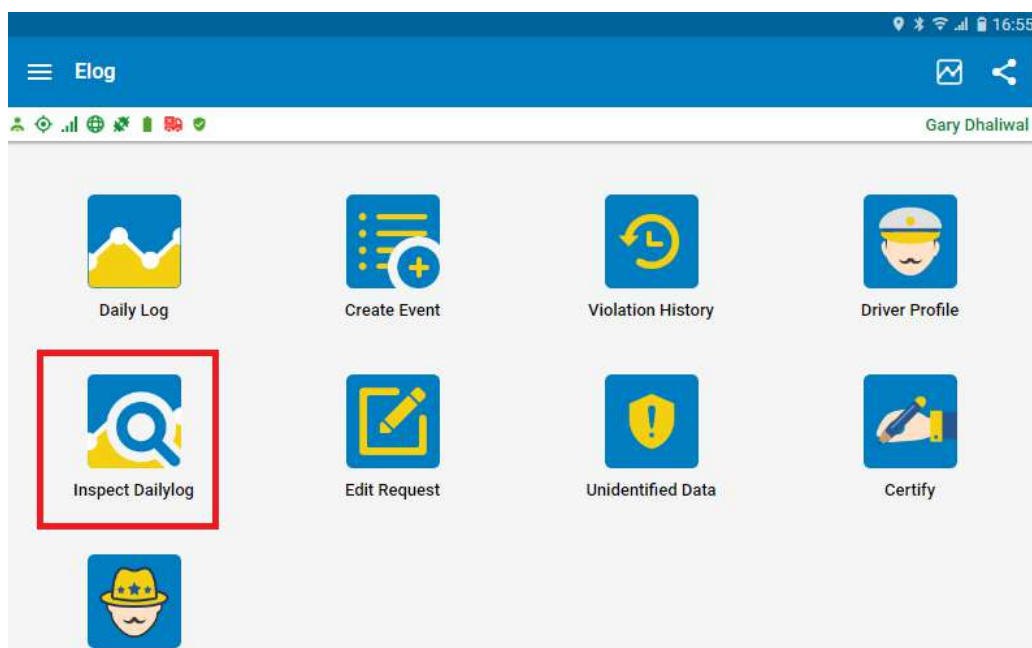
Username	Mobile No.	DOT Password
gary	7789085628	61111449
Driver License / State	DL Expiry	
623878744 / BC	N/A	

Below the table, there is a section for 'Exemption' with the value 'No'. At the bottom, there is a section for 'Special Category' with the text 'Your configured categories are Authorized Personal Use of CMV and Yard Moves'.



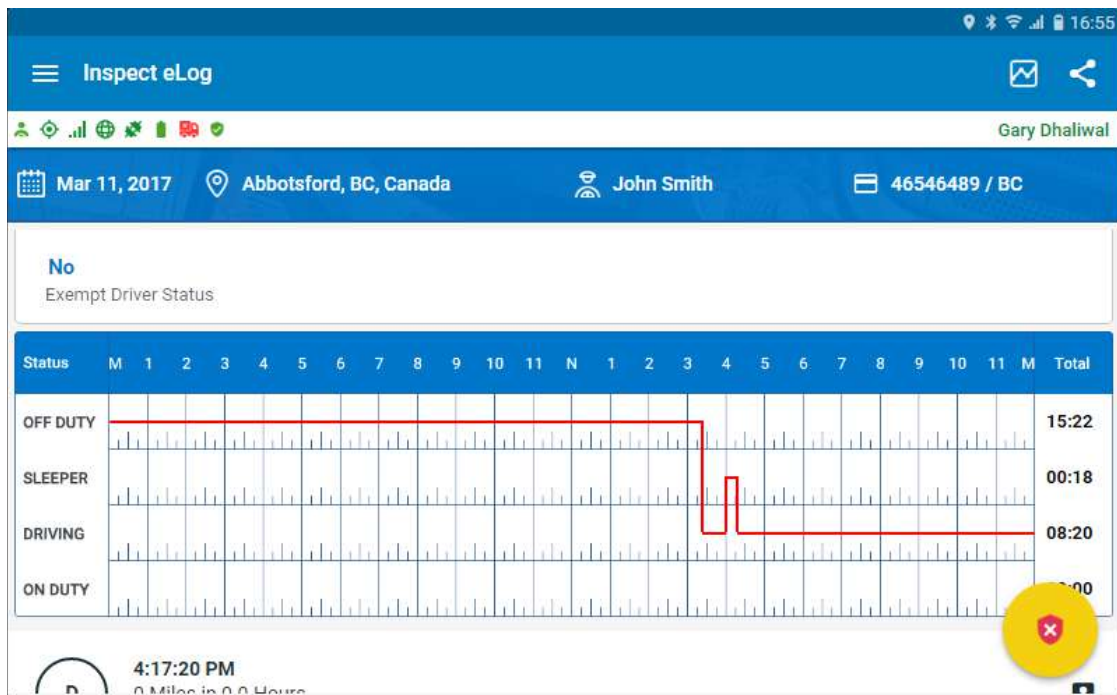
HOW TO INSPECT PREVIOUS DAILY LOGS

Hutch ELD retains previous 15 days log data in the system. You can view it by swiping on the screen.



1. Click System Menu

2. Click ELD
3. Click Inspect Daily Log
4. Swipe Finger Left/Right to scroll dates
5. Swipe Finger Up/Down to view all events (Note: Recent events are shown on top)
6. Click Driver/Vehicle/Company to view additional related information



12:03

Create Event

Gary Dhaliwal

Event Type

DRIVING

Time

12:03:32 PM

Odometer

657033

Engine Hours

35432

Origin

Edited

Location Description

Type Text here...

Comments

Type Text here...

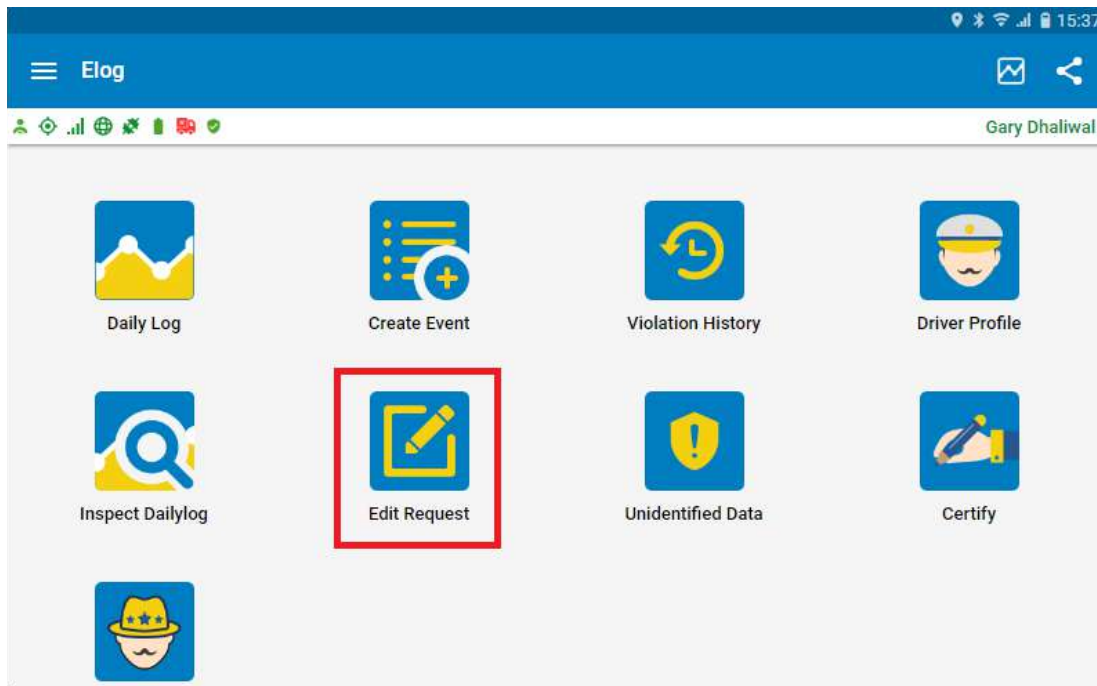
Save

EDIT REQUEST

How To Accept/Reject Edit Request?

Your safety manager can make duty status edit requests. You must either accept or reject the request. You may need to re-certify your daily log after accepting an edit request.

1. Click System Menu
2. Click ELD
3. Click Edit Request
4. Select Duty Status
5. Click Accept/Reject

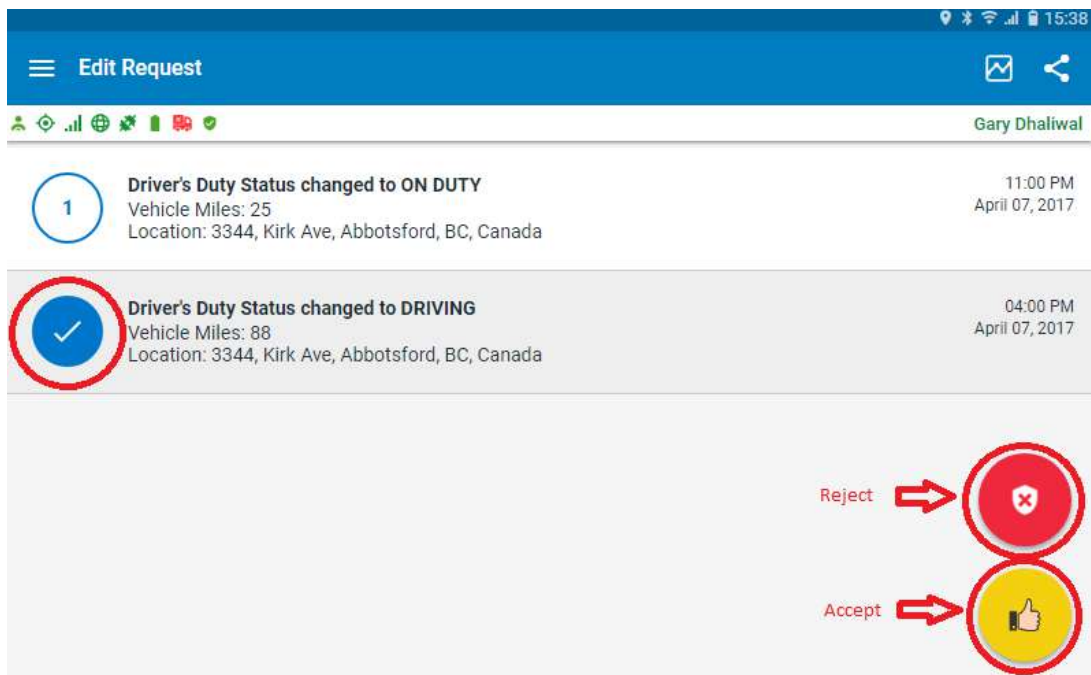


VEHICLE IN MOTION

What Happens When Vehicle Is In Motion?

Hutch ELD is connected to vehicle's ECM and monitors Speed, RPM, Odometer Reading, Engine Hours, and VIN every second. Therefore, BTB connection must be maintained at all times.

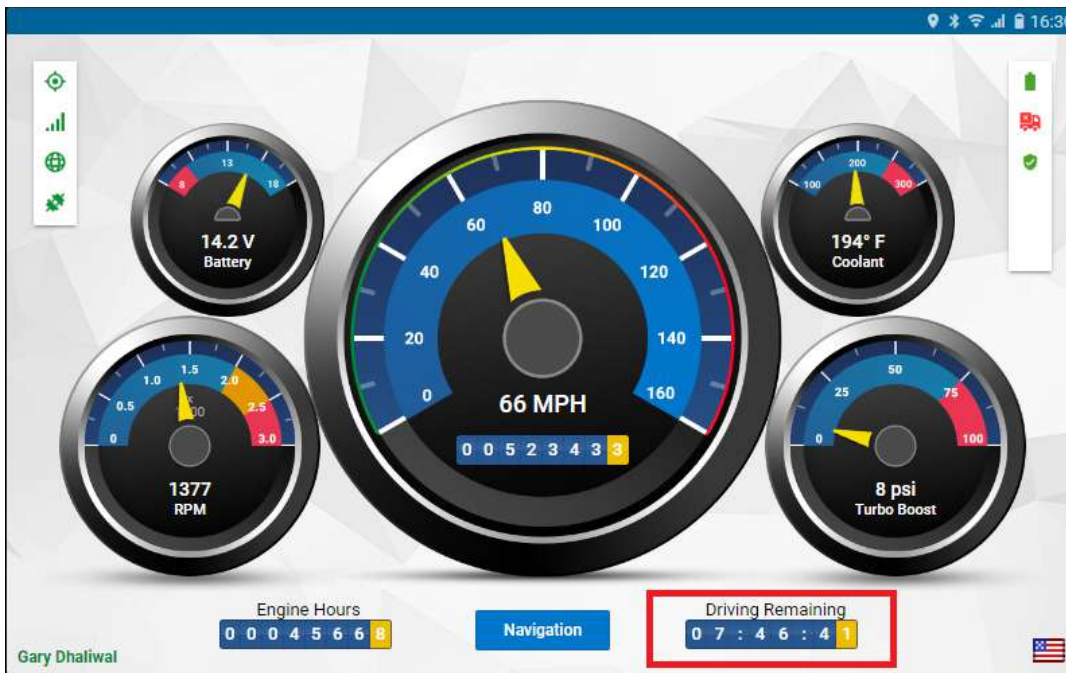
- When vehicle is above 5 MPH, Hutch ELD will automatically change your duty status to Driving and display a gauge cluster
- You will not be allowed to interact with Hutch ELD while vehicle is in motion
- Gauge cluster will disappear when the vehicle is stationary for more than 3 seconds



Gauge Cluster

- You can switch between day and night mode by click on Speed gauge
- You can increase or decrease the brightness of the display by clicking on RPM and Turbo gauges
- You can switch to Navigation by clicking on navigation
- You can switch back to gauge cluster by clicking on Time Remaining while in Navigation
- Country flag indicates your HOS rule

Note: If you are not able to access navigation, please contact your company to have it enabled.



TEAM OPERATION

How To Login Team Drivers?

Hutch ELD fully supports team drivers and both drivers stay logged in at the same time. However, all automatic duty status events are logged against the Active Driver. First, driver who is logged in is automatically assumed as the active driver and if other driver wants to drive the vehicle, he/she must log in to become active driver.

After the first driver is logged in:

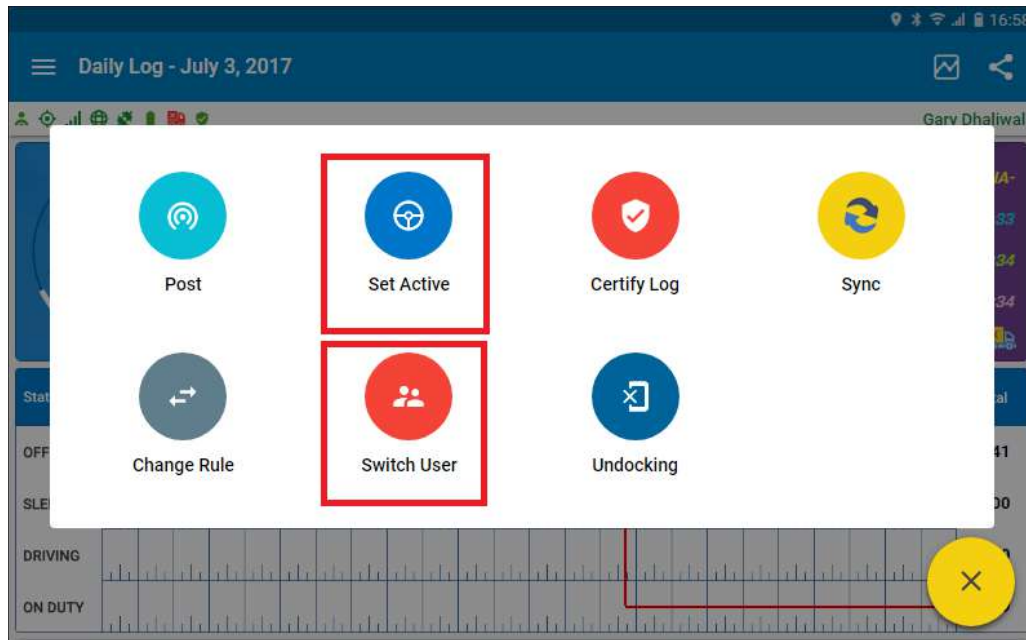
1. Click Common Task
2. Click Switch User
3. Login (Note: After login, daily log of co-driver is displayed)

How To Switch Back To First Driver?

1. Click Common Task
2. Click Switch User
3. Login (Note: Now only password is required and co-driver names are displayed on daily log screens)

How To Set Active Driver?

1. Click Common Task
2. Click * Set Active* (Note: Other driver must not be in driving status)



How To Assume Team Driving Time?

1. Select Driving event
2. Click Edit
3. Click *Swap* (Note: Co-driver must be logged in and must accept this swap)

Note: Hutch ELD will prevent interaction if active driver's daily log is visible when the vehicle is put in motion. If the co-driver wishes to review his/her daily logs, he/she must switch to his/her daily log prior to vehicle being put in motion.

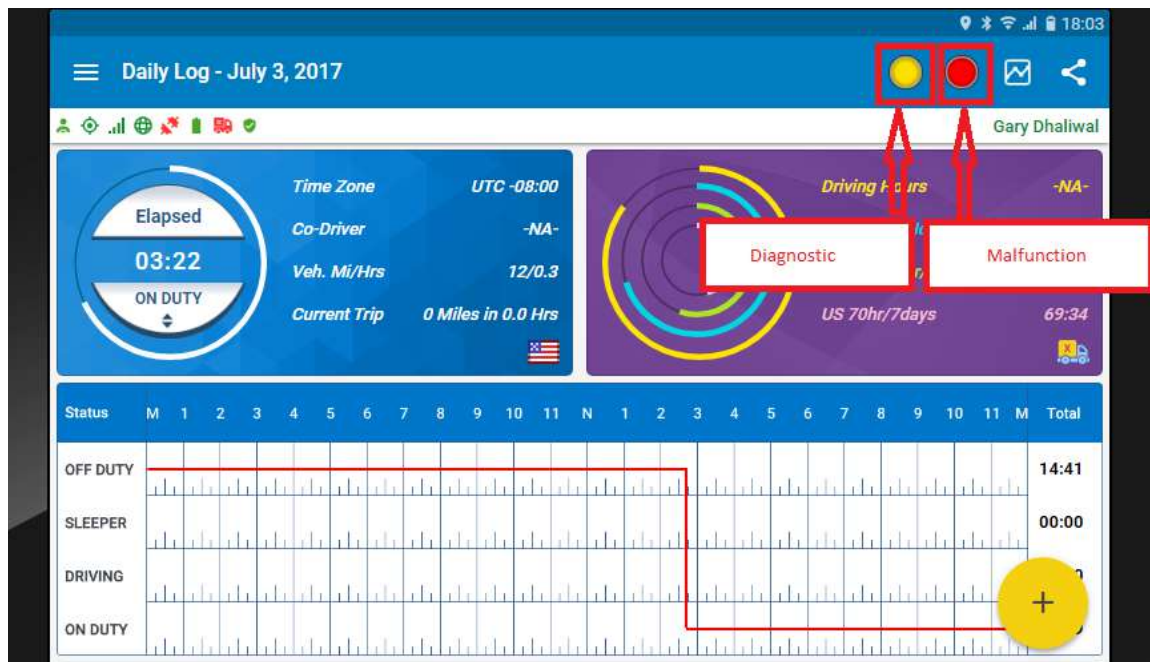
SYSTEM STATUS ICON

System Status Icon Explanation

Hutch ELD displays various system status icons. Some icons may turn red occasionally.

- **Active Driver** – This must be green when operating in Single Driver Mode. Red indicates driver is not active driver in team operation.
- **GPS** – This must be green at all times except when you are in underground location or GPS satellite reception has been compromised. If it stays red for prolonged time, reboot the tablet or call Hutch Support.
- **Cellular** – This icon may turn red occasionally depending on cellular coverage. If it stays red for prolonged time and you are in cell coverage, reboot the tablet or call Hutch Support.
- **Hutch System** – This may turn red from time to time depending on cellular coverage. If it stays red for prolonged time and cellular is green, reboot the tablet or call Hutch Support.
- **BTB** – This icon must be green at all times. If BTB connection is lost, reboot the tablet or call Hutch Support.
- **Battery** – This icon must be green at all times. If it turns red, charge the tablet.
- **DVIR** – This icon should be green prior to moving the vehicle. If it is red, it indicates you have not completed required pre-trip (DVIR).

-
- The screenshot shows the HATCH System interface on a tablet. The interface is divided into several sections. At the top, there is a blue header bar with the title "HATCH System" and several status icons: GPS, Battery, Violation, and TPMS. Below this, there is a row of icons representing different vehicle systems: Active Driver, Cellular, BTB, DVIR, and Certify. The main display area is divided into two columns. The left column shows a large circular clock displaying "16:15" and "OFF DUTY". The right column shows a list of driving hours: "Driving Hours: -NA-", "Work Shift Hours: 15:33", "Canada 70hr/7days: 69:34", and "US 70hr/7days: 69:34". The bottom of the screen shows a navigation bar with icons for Home, Search, and Settings.



ELD MALFUNCTIONS / DIAGNOSTIC INDICATORS

How To Determine Hutch ELD Malfunction(s) And/Or Diagnostic?

Hutch ELD constantly monitors its health and logs various malfunctions and/or diagnostics. These are visible throughout the Hutch ELD system. Yellow indicates diagnostic information while Red is for malfunctions.

- Click the respective icon to view detail information.

Diagnostics

- Power Compliance Diagnostic (1) Hutch ELD logs Power Compliance Diagnostic event when it fails to meet power compliance requirement.
- Engine Synchronization Diagnostic (2) Hutch ELD logs Engine Synchronization Diagnostic event when it is unable to connect to ECM to acquire updated information with 5 seconds.
- Missing Required Data Element Diagnostic (3) Hutch ELD logs missing required data elements diagnostic event when user does not enter the required information as prompted by Hutch ELD.
- Data Transfer Data Diagnostic (4) Hutch ELD logs data transfer diagnostic event when it is unable to connect to FMCSA once every 7 days.
- Unidentified Driving Records Data Diagnostic (5) Hutch ELD logs unidentified driving record data diagnostic when more than 30 minutes of unidentified driving is detected in a 24-hour period.

Malfunctions

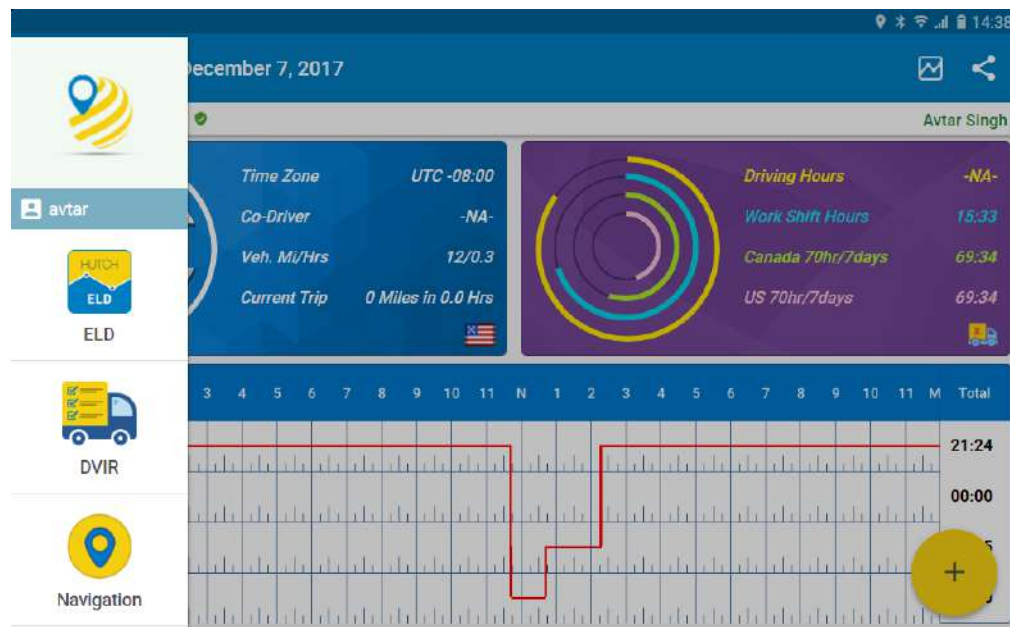
- **Power Compliance Malfunction (P)** Hutch ELD logs power compliance malfunction when more than 30 minutes of aggregated driving is detected across all driver profiles in 24 period.
- **Engine Synchronization Malfunction (E)** Hutch ELD logs engine synchronization malfunction when it is unable to connect to ECM for more than 30 minutes across all driver profiles.
- **Timing Compliance Malfunction (T)** Hutch ELD logs timing compliance malfunction when it is unable to determine UTC time from external source and internal time deviate more than 10 minutes.
- **Positioning Compliance Malfunction (L)** Hutch ELD logs positioning compliance malfunction when it is unable to obtain GPS fix when elapsed time exceeds a cumulative 60 minutes over the 24 hour period.
- **Data Recording Malfunction (R)** Hutch ELD logs data recording compliance malfunction when it is unable to record or retain required events.
- **Data Transfer Malfunction (S)** Hutch ELD logs data transfer compliance malfunction when it is unable to connect to FMCSA once in every 7 days and unable to connect based on every 24 hours frequency.

DVIR (DAILY VEHICLE INSPECTION REPORT)

How To Complete A DVIR?

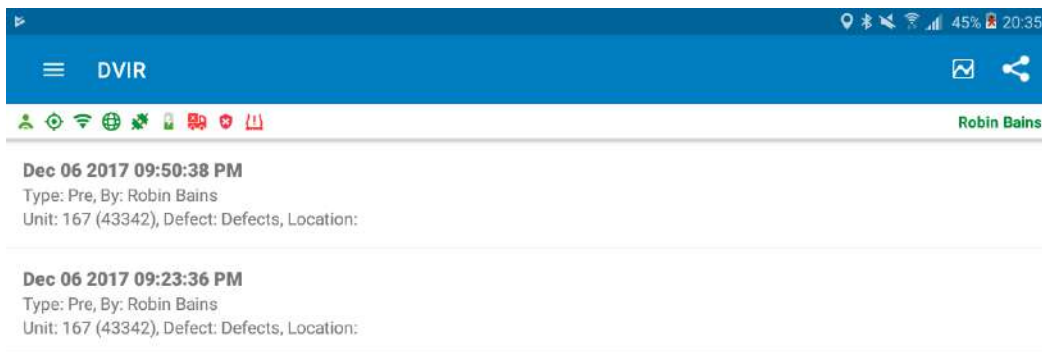
Hutch Fleet Management System allows drivers to complete DVIR electronically. All DVIRs are shared with the back office.

1. Click System Menu



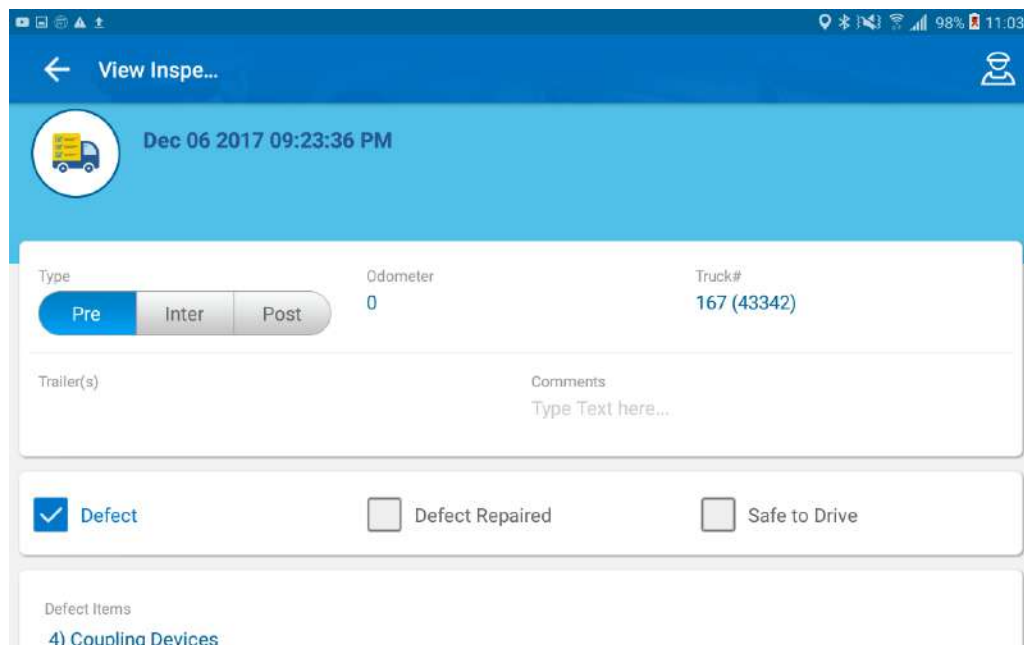
2. Click DVIR
3. Click Plus Sign.
4. Select *Type* (Pre, Inter, Post)
5. Enter *Trailer(s)* (Only required if completing DVIR for trailers)
6. Enter Comment
7. Select Defect (Only required if reporting defects)
8. Click Add Defect (Only required if reporting defects)

9. Select Defects (Only required if reporting defects)



The screenshot shows the DVIR app interface. At the top, there's a blue header with a menu icon and the text "DVIR". Below the header, there's a status bar with various icons and the name "Robin Bains". The main content area displays two inspection records. Each record starts with a date and time: "Dec 06 2017 09:50:38 PM" and "Dec 06 2017 09:23:36 PM". Below each date, it says "Type: Pre, By: Robin Bains" and "Unit: 167 (43342), Defect: Defects, Location:". A yellow circular button with a plus sign is visible on the right side of the screen.

10. Click Add (Only required if reporting defects)



The screenshot shows the "View Inspection" screen in the DVIR app. At the top, there's a blue header with a back arrow and the text "View Inspe...". Below the header, there's a status bar with various icons and the time "11:03". The main content area displays a truck icon and the date and time "Dec 06 2017 09:23:36 PM". Below this, there's a form with several fields. The "Type" field has three buttons: "Pre", "Inter", and "Post". The "Odometer" field shows "0". The "Truck#" field shows "167 (43342)". There's a "Trailer(s)" field and a "Comments" field with the placeholder text "Type Text here...". Below these fields, there are three checkboxes: "Defect" (checked), "Defect Repaired", and "Safe to Drive". At the bottom, there's a section titled "Defect Items" with the text "4) Coupling Devices".

11. Select Defect Repaired or Safe to Drive (Only required if reporting defects)

12. Click Signature

13. Click OK on DVIR statement

Note: You must be on-duty prior completing DVIR

ADD DEFECT

How To Add Defects?

When completing new DVIR:

1. Click Defects
2. Click Add Defects

The screenshot shows the 'New Inspection' screen of a mobile application. The top bar is blue with a hamburger menu icon, the text 'New Inspection', and a share icon. Below the bar, the user's name 'Gary Dhaliwal' is displayed. The main content area has a light blue header with a truck icon, the date '03/02/2017', and the address '3343, Kirk Ave, Abbotsford, BC, Canada.' Below this, there are three tabs for 'Type': 'Pre' (selected), 'Inter', and 'Post'. To the right of the tabs are the 'Odometer' value '46893' and the 'Truck #' value '2015864'. Further down, there are two input fields: 'Trailer(s)' with the placeholder 'Enter Trailer No.' and 'Comments' with the placeholder 'Type Text here...'. At the bottom, there are two checkboxes: 'Defects' (checked) and 'Defects Repaired' (checked). Below these checkboxes are two buttons: 'Add Defects' (highlighted with a red box) and 'Add Images'. A yellow circular button with a pencil icon is located on the right side of the bottom section.

3. Select Defect (Scroll up/down to view more)
4. Click Add
5. Click Defects Repaired or Safe to Drive

6. Click Signature

7. Click OK

The screenshot shows a dialog box titled "Select Defect(s)" with a close button (X) in the top right corner. The dialog contains a list of 11 defects, each with an unchecked checkbox. Two defects are selected, indicated by blue checkmarks and red rectangular highlights: "5) Dangerous Goods (If Any)" and "7) Driver Seat". At the bottom of the dialog, there is a blue button labeled "ADD", which is also highlighted with a red rectangular border. The background of the application is partially visible, showing a sidebar and a main content area.

Defect	Selected
1) Air Brake System	No
2) Taxi	No
3) Cargo Securement	No
4) Coupling Devices	No
5) Dangerous Goods (If Any)	Yes
6) Driver Controls	No
7) Driver Seat	Yes
8) Electric Brake System	No
9) Emergency Equipment & Safety Devices	No
10) Exhaust System	No
11) Frame & Cargo Body	No

ADD

ADD IMAGE

How To Add Image?

When completing new DVIR:

1. Click Defects
2. Click Add Defects
3. Select Defect (Scroll up/down to view more options)
4. Click Add
5. Click Add Image

The screenshot shows the 'New Inspection' screen of a mobile application. At the top, there's a blue header with a menu icon, the text 'New Inspection', and a share icon. Below the header, there's a status bar with various icons and the time '16:2'. The main content area has a light blue background with a truck icon and the address '3343, Kirk Ave, Abootsford, BC, Canada.' Below this, there's a form with fields for 'Type' (Pre, Inter, Post), 'Odometer' (46893), and 'Truck #' (2015864). There are also fields for 'Trailer(s)' and 'Comments'. At the bottom, there are three checkboxes: 'Defects' (checked), 'Defects Repaired', and 'Safe To Drive'. Below these checkboxes are two buttons: 'Add Defects' and 'Add Images'. The 'Add Images' button is highlighted with a red rectangle. There is also a yellow circular button with a camera icon on the right side of the bottom bar.

6. Click Capture
7. Click OK
8. Click Defects Repaired or Safe to Drive
9. Click Signature

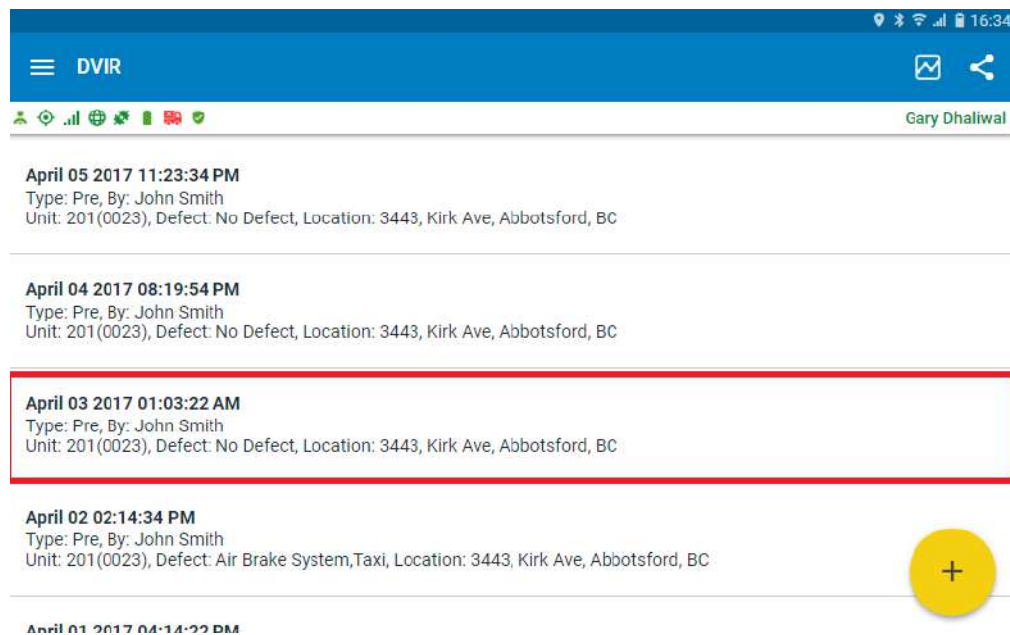
10. Click OK

VIEW COMPLETED DVIR

How To View Previously Completed DVIR?

Hutch ELD system will retain DVIR completed within last 48 hours. You can view all DVIRs completed by every driver.

1. Click System Menu
2. Click DVIR
3. Click the DVIR you wish to view from the list



16:35

View Inspection

Gary Dhaliwal

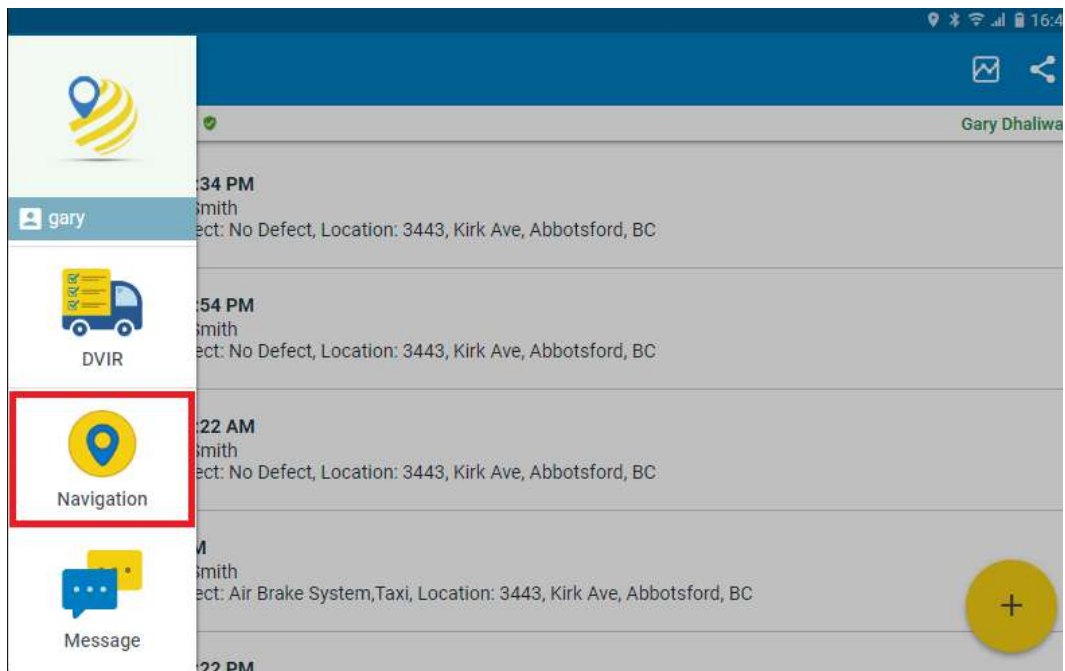
Type	Odometer	Truck #
<div>PreInterPost</div>	46893	2015864
Trailer(s)	Comments Tire pressure very low.	
<div><input type="checkbox"/> Defects</div> <div><input checked="" type="checkbox"/> Defects Repaired</div>		
Defect Item(s) 8) Electric Brake System, 10) Exhaust System, 19) Steering, 6) Driver Controls		
Defect Image(s)		



NAVIGATION

How To Use The Navigation?

- Click System Menu
- Click Navigation

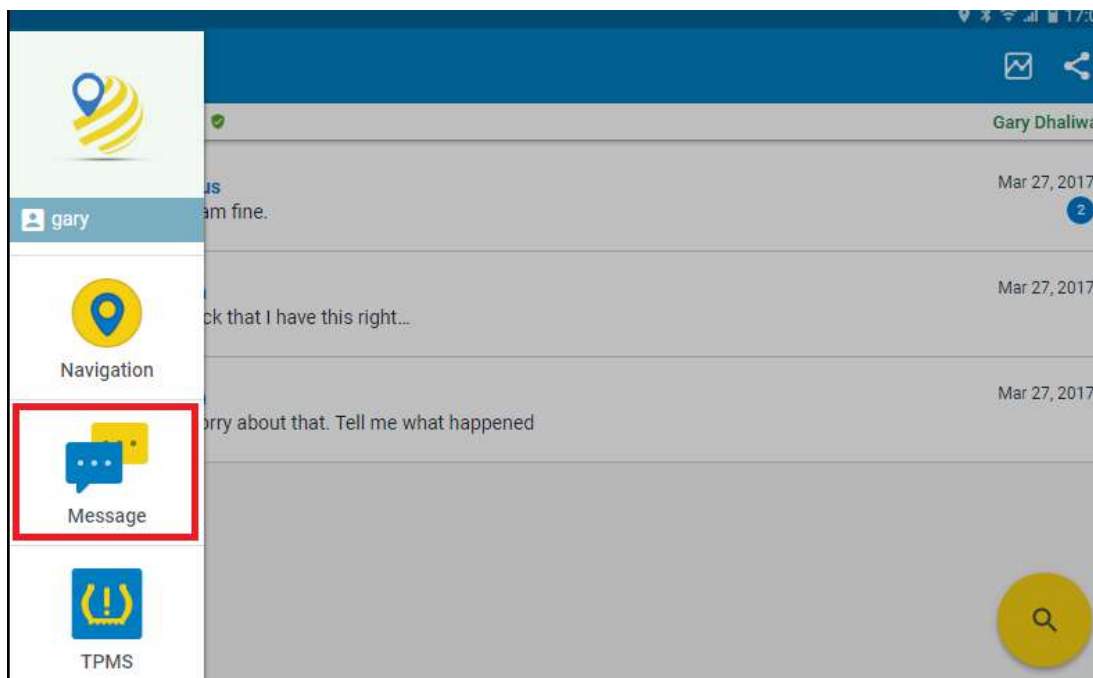


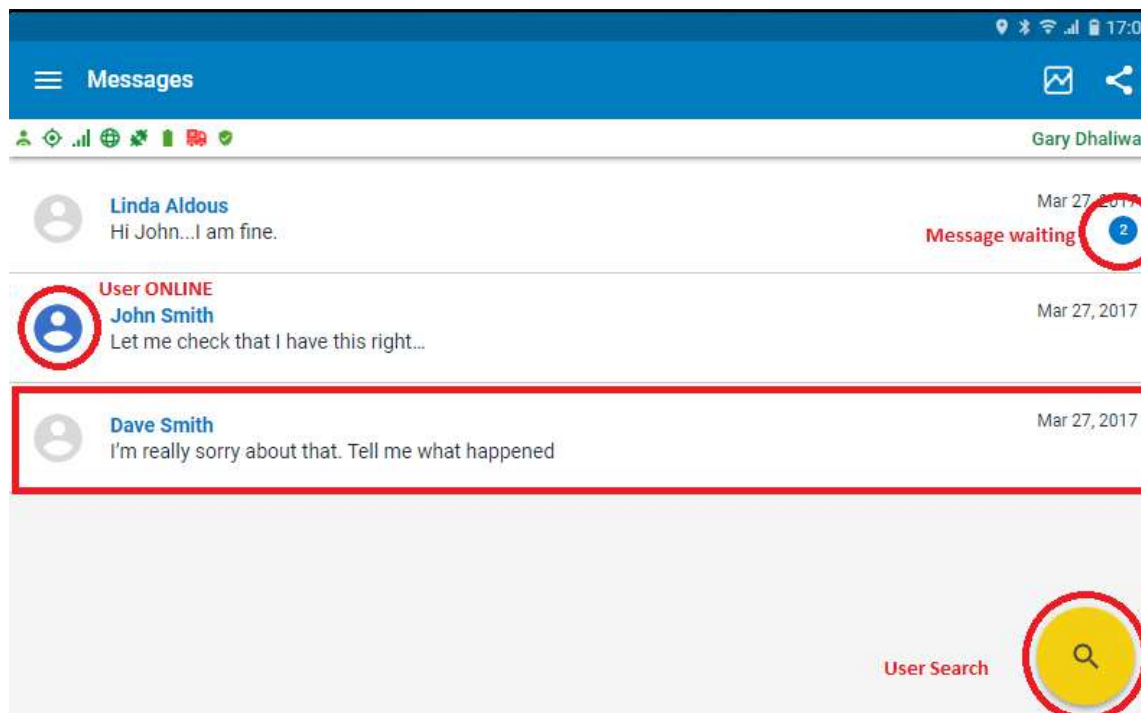
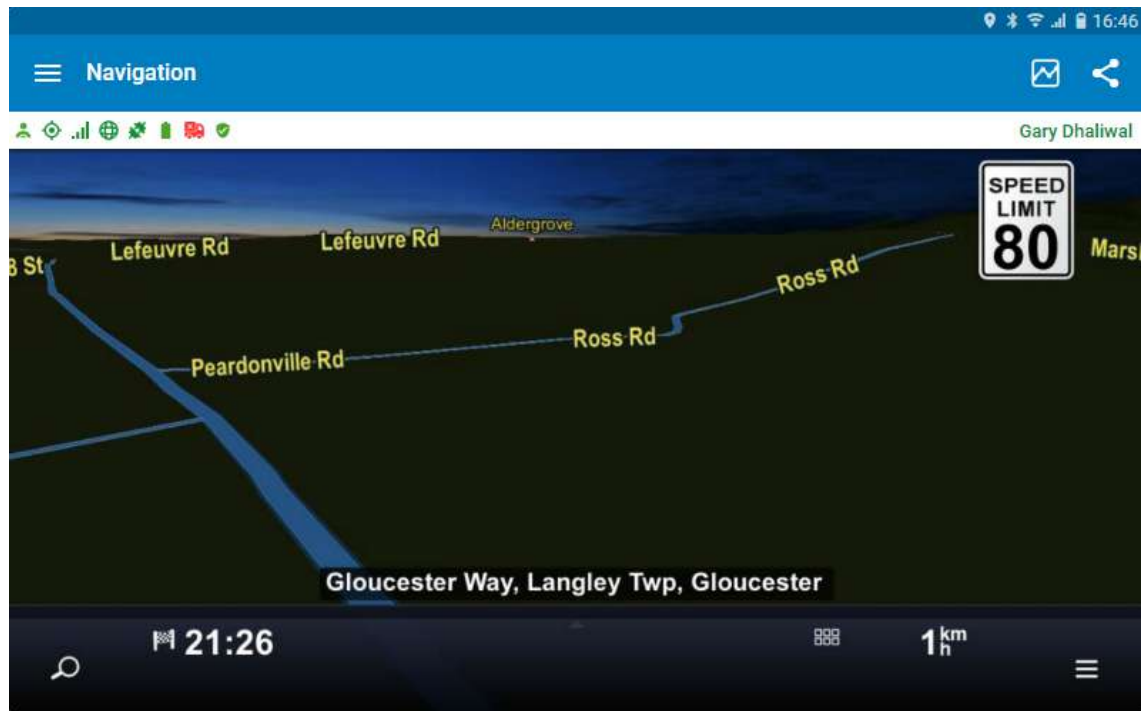
MESSAGE

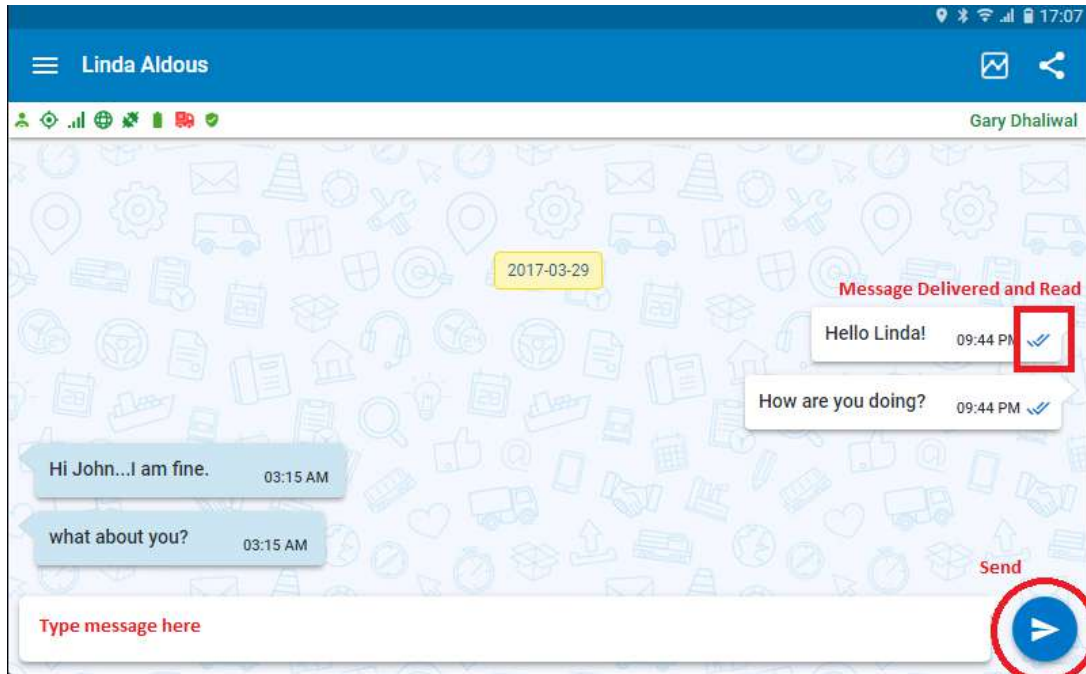
How To Send/Check Messages?

Hutch Fleet Management System supports 2-way texting messaging between office and the driver.

- Click System Menu
- Click Message
- Click Name (Use this to read and send messages)





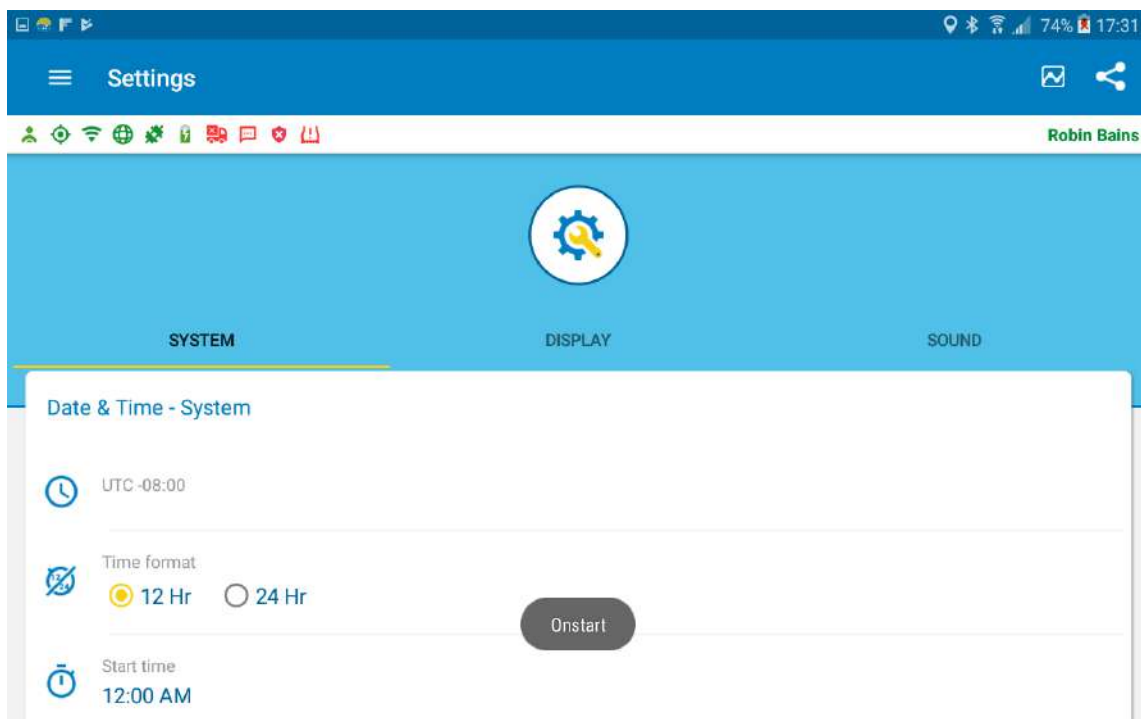
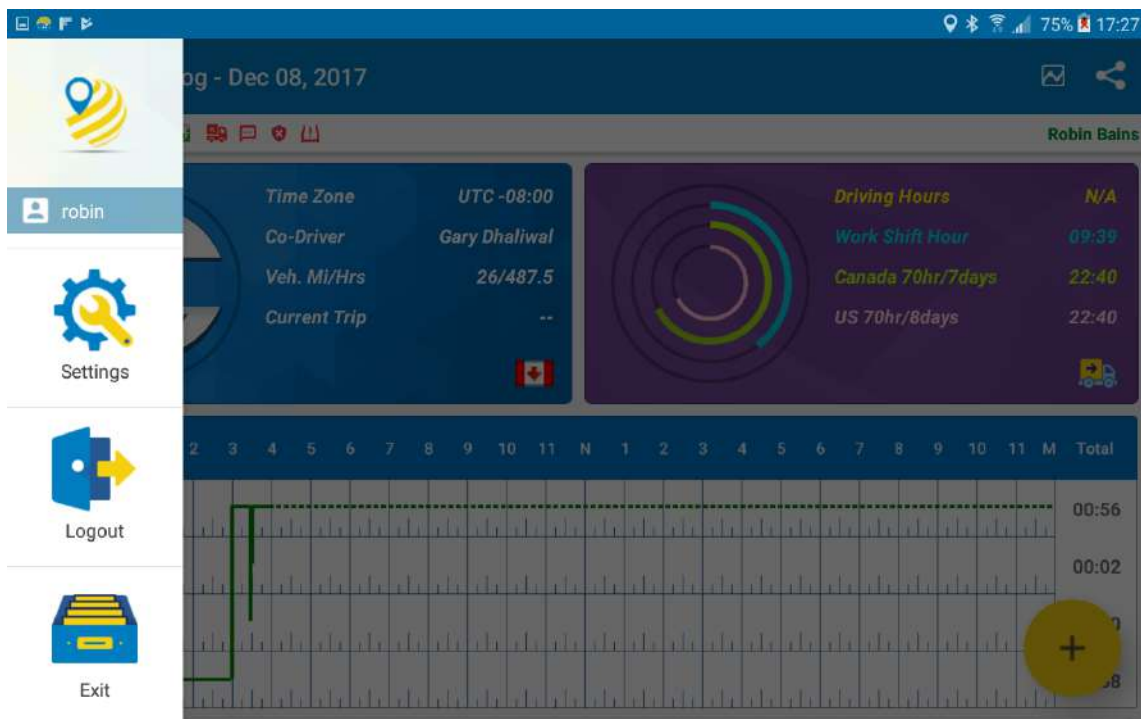


Note:

- Messages are queued and delivered when in cellular coverage.
- Single check indicates message has been delivered and double check indicates message have been read.

SETTINGS MENU

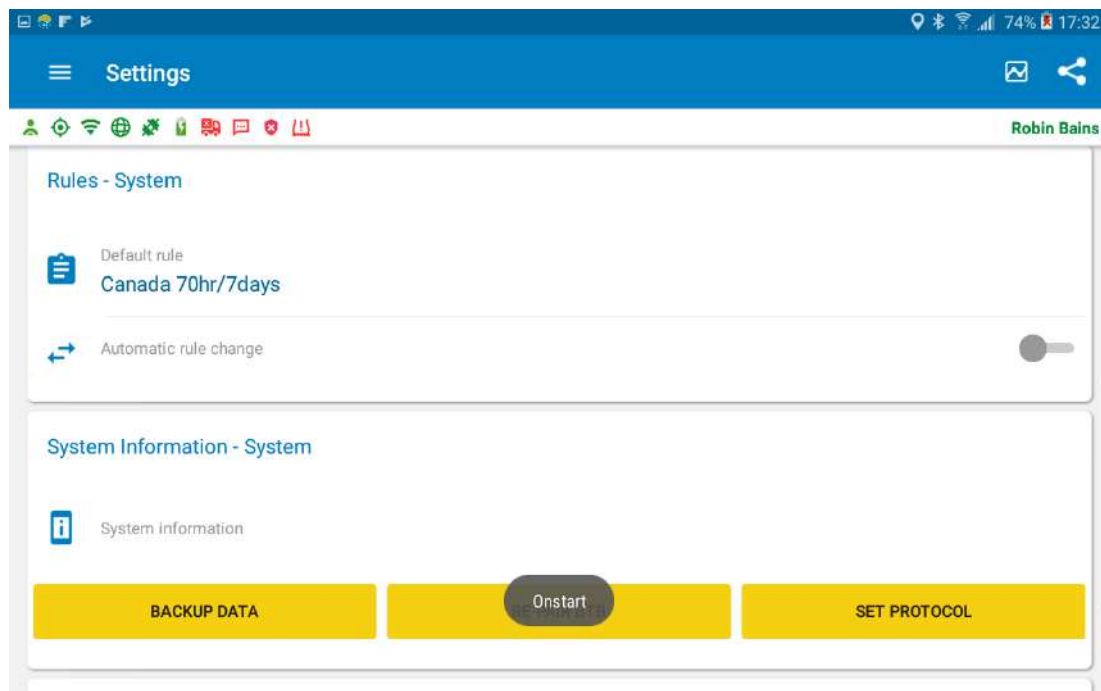
Various user options can be accessed in the Menu for configuring various System, Display, and Sound settings which includes Date & Time, Rules, System Information, Orientation, Color Line, Graph Line, Vision Mode, Driving Screen, etc.



System Settings - Various ELD related functions can be accessed by clicking on the menu, including, Date & Time Rules, System Information, Sync Time, Copy Trailer, and View Legal document.

Date & Time - Hutch ELD displays the home terminal time zone for the logged in driver in Coordinated Universal Time (UTC) that has been set by the company from web portal in the Time Zone settings. These can be: Eastern Standard Time, Mountain Standard Time, Central Standard Time, Pacific Standard Time and Atlantic Standard Time. There are two options in Time format that user can select according to the preference. The Start Time is set at 12:00 AM by default.

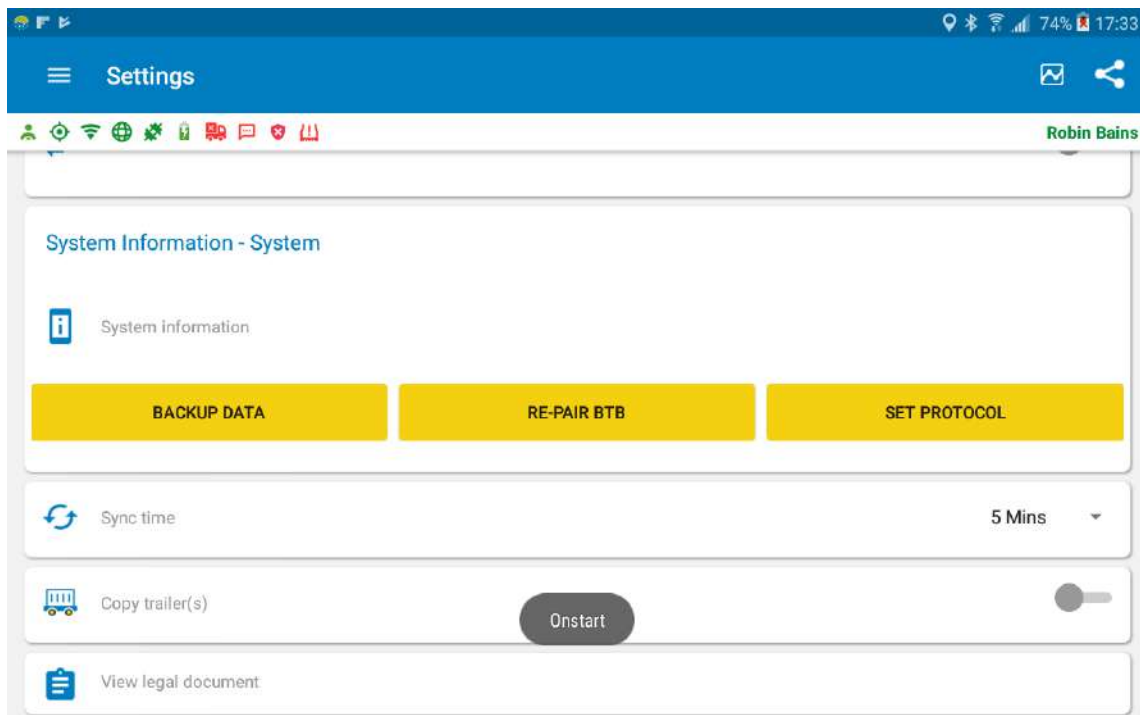
Rules - Hutch ELD supports four HOS rule, namely, Canada 70 hr/ 7days, Canada 120 hr/14days, US 70hr/8days, US 70 hr/8days USV Exemption. Click on the Default Rule drop down button to select the required HOS rule (USA/ Canada in accordance to Motor Vehicle Act).



Automatic Rule Change - This feature changes the HOS Rule automatically according to the location.

System Information - You can check the system info by clicking on this button, including, Android version, App version, IMEI, and Battery Level.

Re-pair BTB - If the BTB connection is lost, you can click this option to repair the connection.



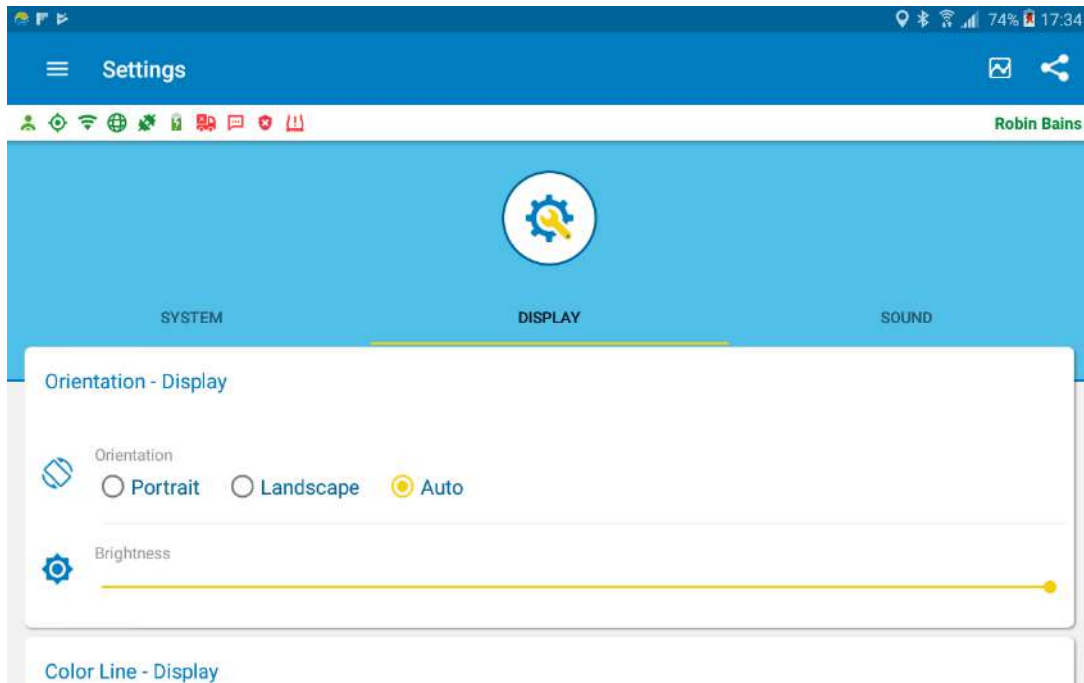
Set Protocol

Sync Time - User can choose from different time options, including, 5 Mins, 10 Mins, 20 Mins, 30 Mins and 60 Mins for syncing ELD data to the server.

Copy Trailer

View Legal Document - Hutch Fleet Management System Terms and Conditions can be viewed by clicking on this option.

Display Settings - Various Display settings can be set according to User preferences with this menu, including, orientation, color line, graph line, vision mode, etc.

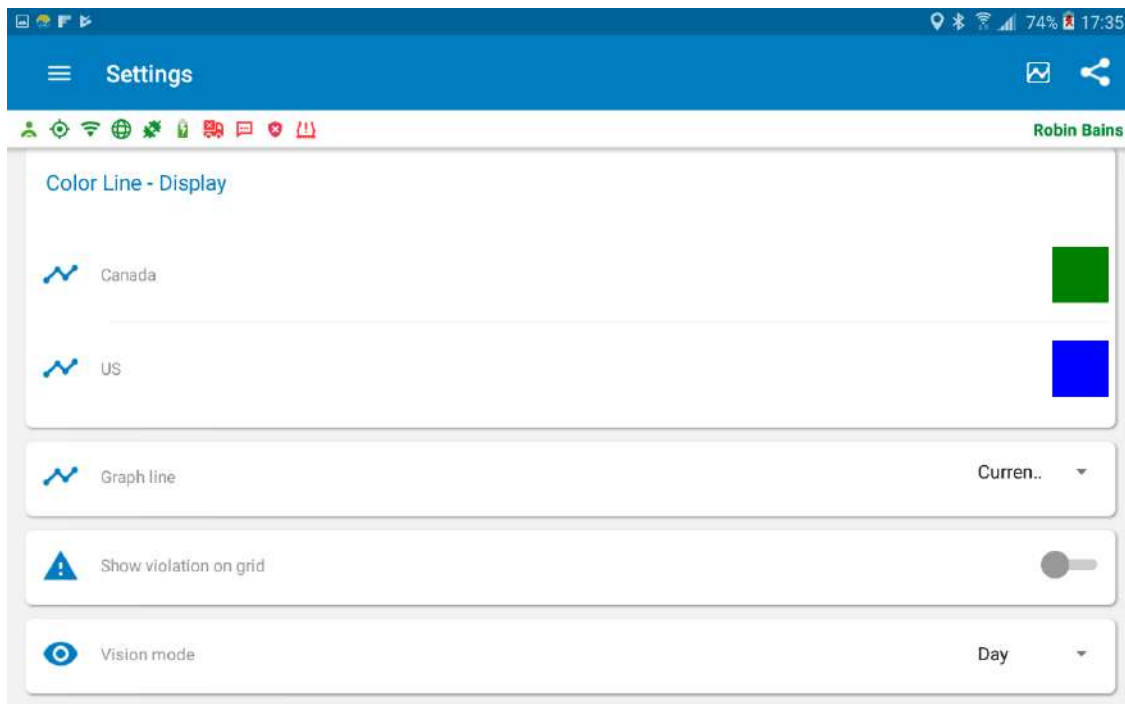


Orientation - User can change the orientation according to the preference, including, Portrait, Landscape and Auto settings.

Brightness - The brightness can be increased and decreased according to the User preferences.

Color Line - The color of the Grid Line for USA and Canada can be changed according to the choice of the user.

Graph Line - User can change two options for Graph line, including, End Time and Current Time. Current Time shows the Duty Status Grid from start time to current time period and End Time shows Duty Status from Start Time to End Time (24 hr period).



Show Violation On Grid - User can enable or disable this option from the settings.

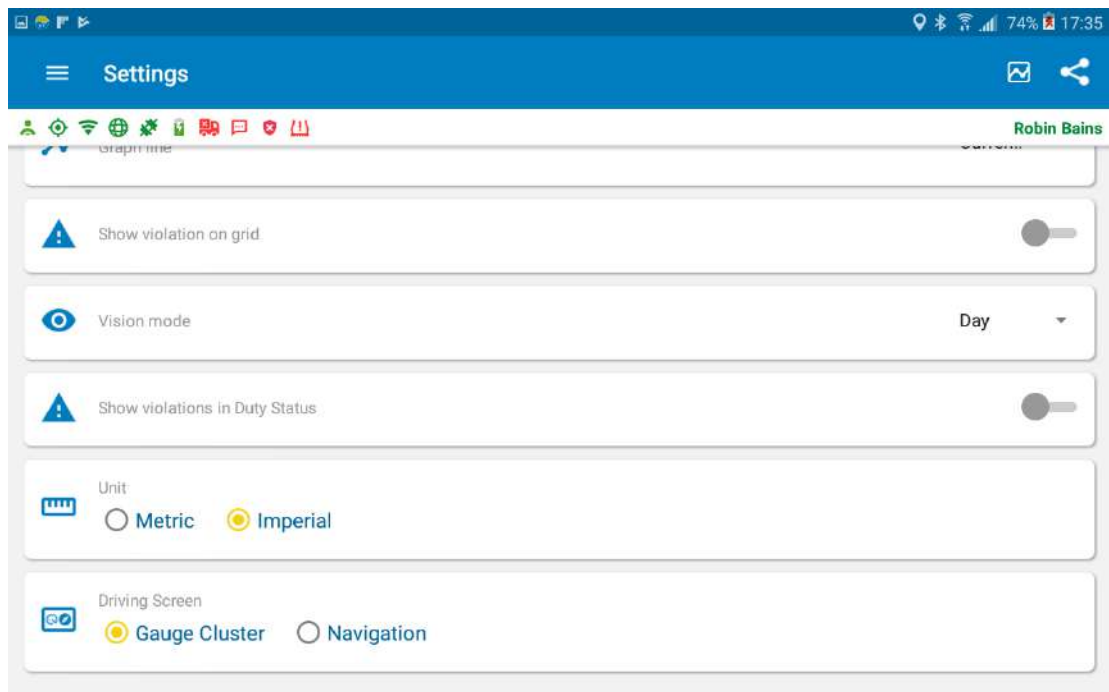
Vision Mode - User can choose the mode for ELD device from three options, including, Day, Night and Auto.

Show Violations in Duty Status - User can enable or disable the Violations displaying in Duty Status.

Unit - User can set the Unit in the system in either Metric or Imperial.

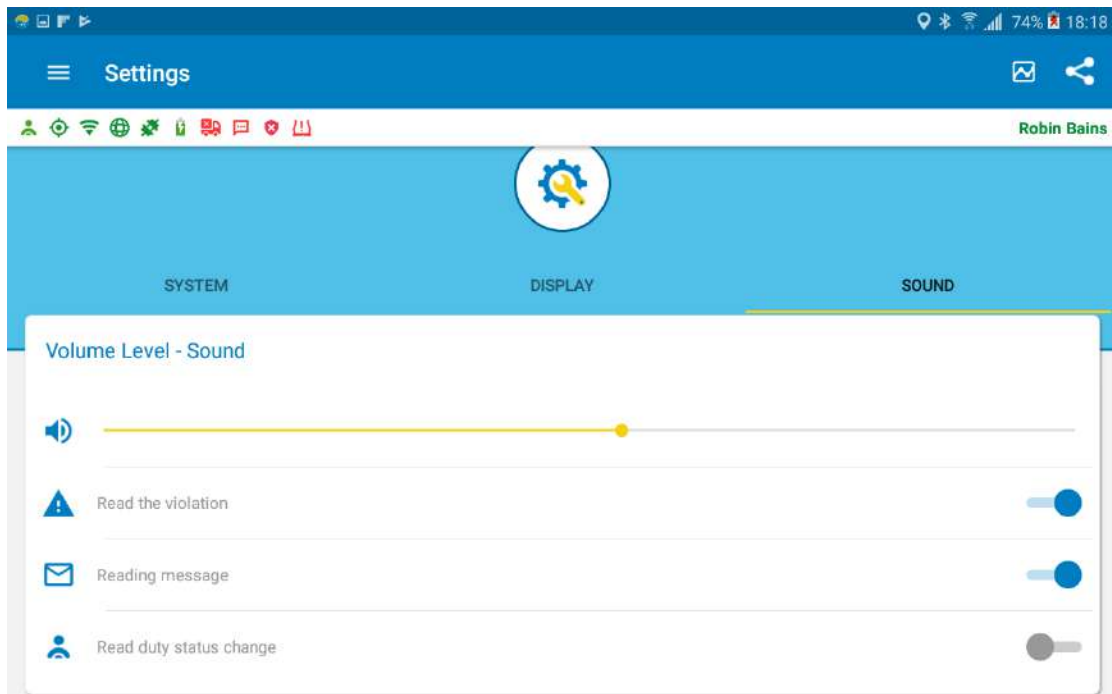
Driving Screen - User can set the default screen of ELD in either of the two options - Gauge Cluster or Navigation.

Sound Setting - Various Sound settings can be changed from this menu. The volume of the ELD system can be increased or decreased according to the user preference.



Read the violation - Enabling this option allows the system to read the violation aloud.

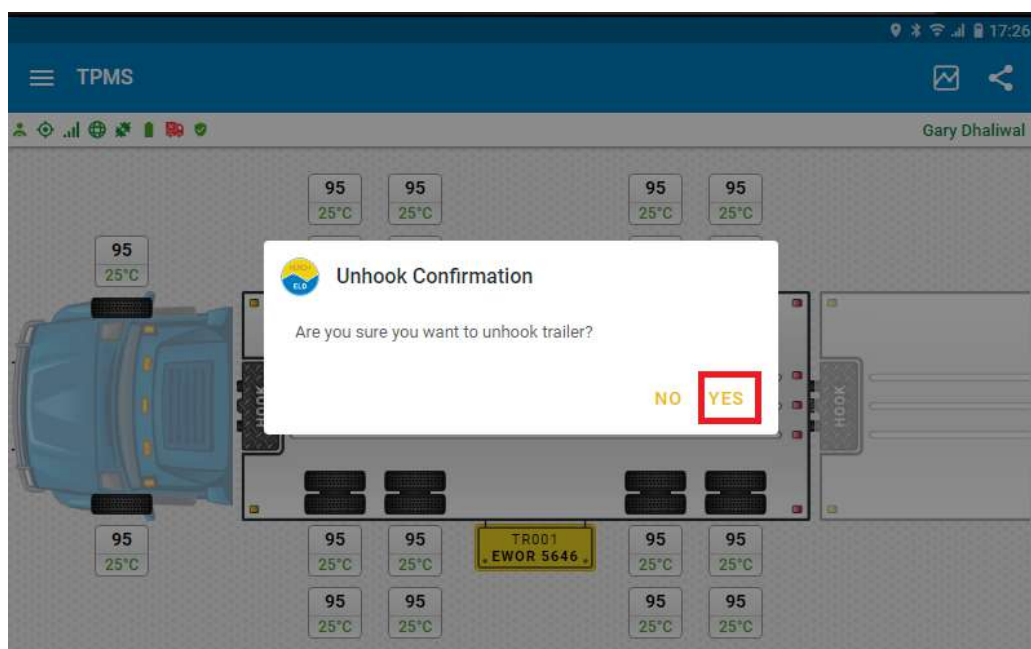
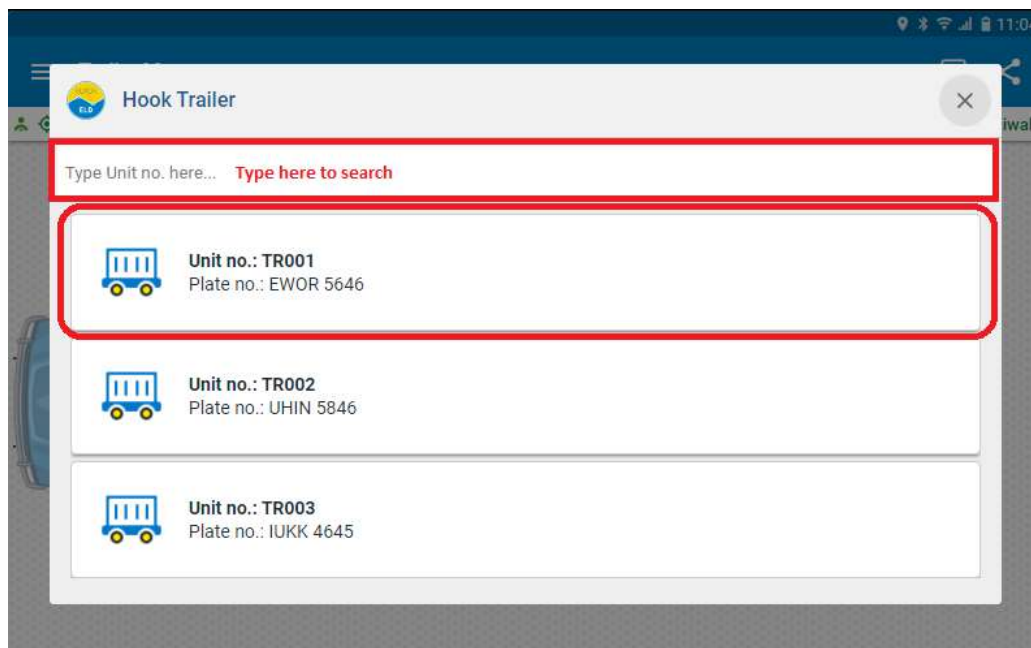
Reading Message - Enabling this option allows the system to read the incoming messages aloud.



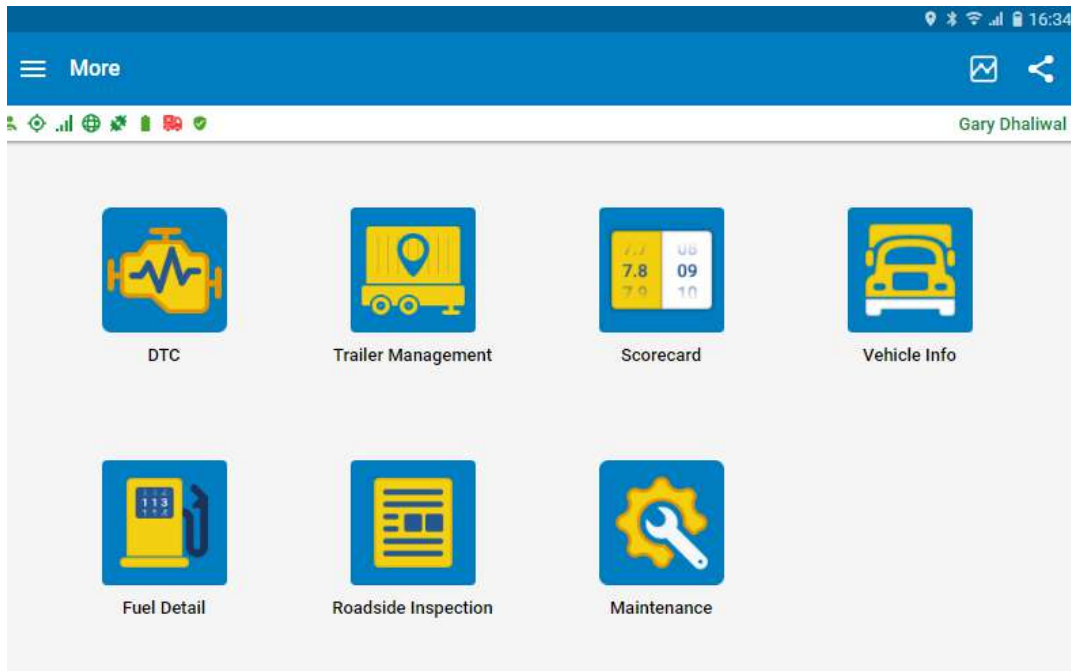
Read duty status change - User can enable this option, allowing the system to read aloud the duty status as it changes.

MORE

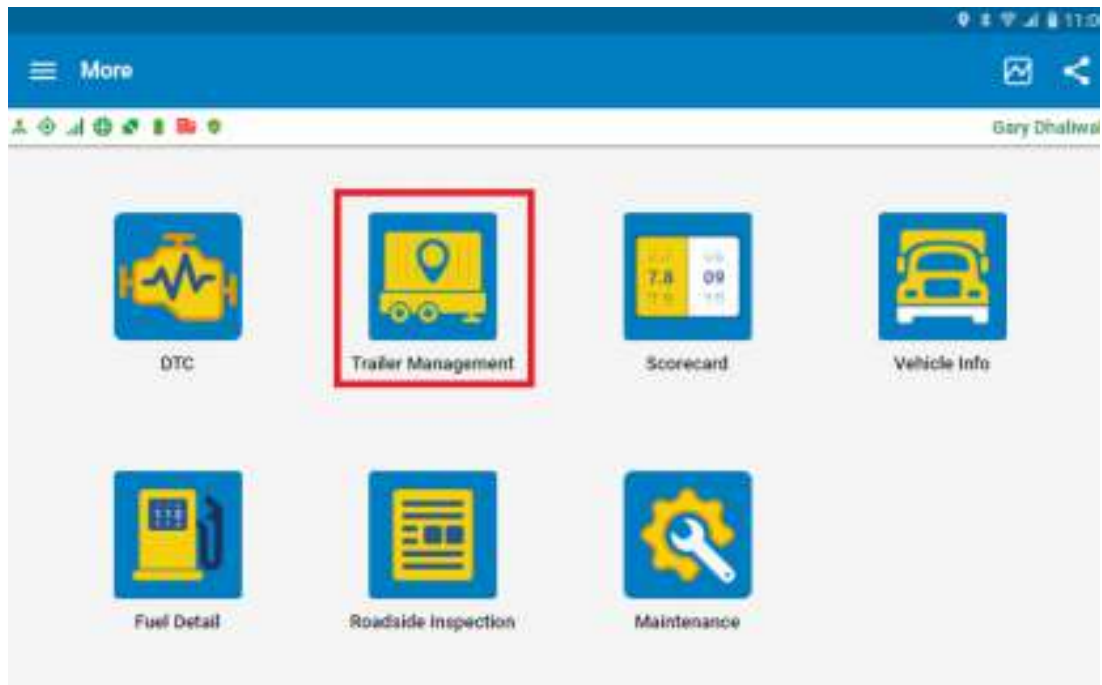
Hutch ELD supports the functions listed in More menu of the Hutch Fleet Management System.



- DTC - All check engine light trouble codes are listed. Hutch ELD is capable of retrieving Inactive codes as well.
- Trailer Management - Unhooking and Hocking of trailer confirms part of Hutch Trailer Management System and all trailers are displayed on Trailer Tracking web portal.



- Driver Scorecard - Hutch is capable of monitoring driver performance based on Driver Scorecards.
- Vehicle Info - Hutch FMS reads information from various vehicle components and displays them in real-time.
- Fuel Detail - All fuel purchases can be logged and receipts scanned in the system meet IFTA Fuel Tax filing requirements.
- Roadside Inspection - All roadside inspections can be logged and documents scanned (Notice & Order, CVSA, Violation Tickets).
- Maintenance - Vehicle PM (Preventative Maintenance) schedules are shown and can be marked as repair to reset them.
- Scanning - Scanning allows scanning of various documents such as BOL, POD, Custom Docs, Misc.

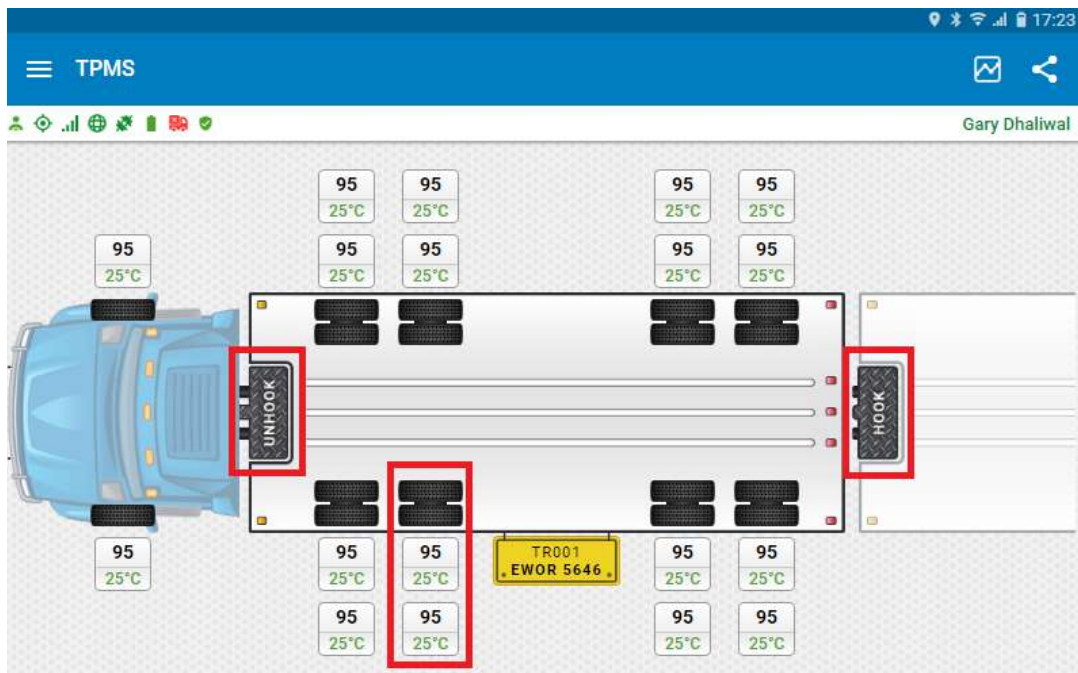


TRAILER MANAGEMENT

How To Hook & Unhook Trailers?

Hutch ELD allows maximum of 3 trailers to be hooked at any given time. Hooked trailers are automatically added to Daily Log, DVIR, and Roadside Inspections. If equipped with Hutch TPMS, trailers can be hooked and unhooked from TPMS as well. Hutch TTMS keeps tracking of the company trailer inventory and helps dispatchers to track trailers in real-time.

1. Click System Menu
2. Click More
3. Click Trailer Management
4. Hutch TTMS displays if there are any hooked trailers to the tractor.



How To Hook A Trailer?

While on TTMS screen:

1. Click Hook
2. Select Trailer (Search is provided for fast lookup)

How To Unhook A trailer?

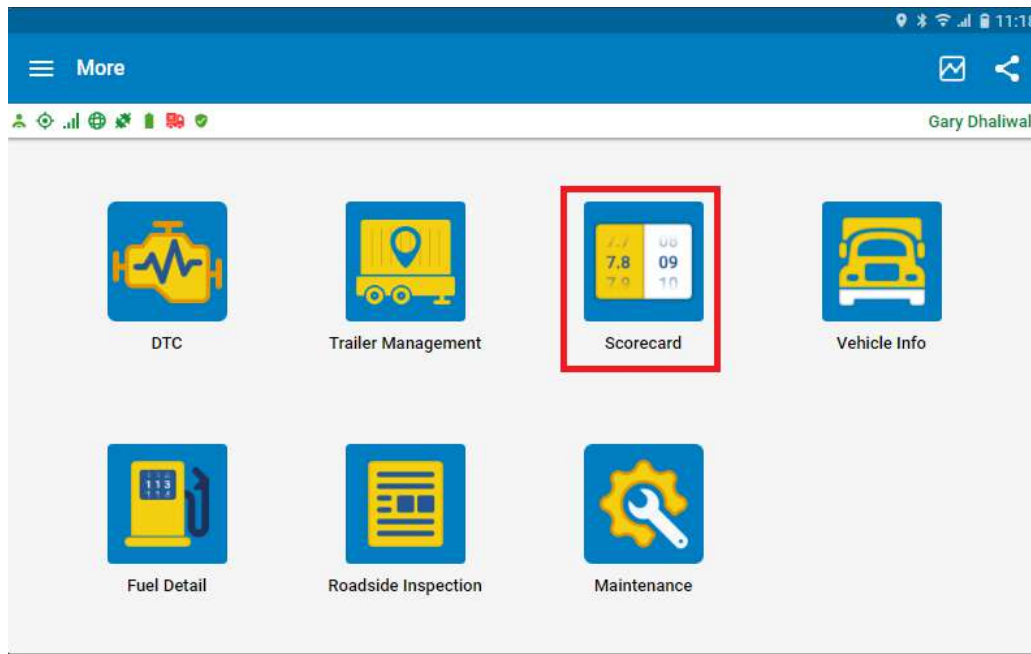
While on TTMS screen:

1. Click Unhook

DRIVER SCORECARD

How To Check Driver Scorecard?

Hutch Fleet Management System calculates driver scorecard based on driving time and points assigned for infractions. Every 10 minutes of driving, driver



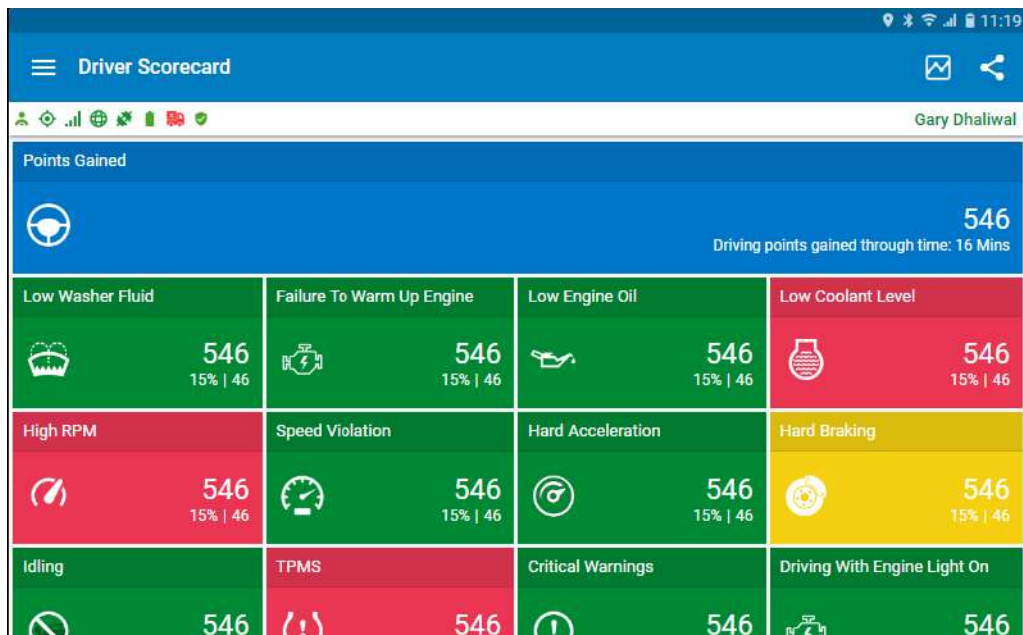
gains 10 points and every infraction deducts points. To learn in details how the points are given, consult your safety department.

Green = Good

Yellow = Caution

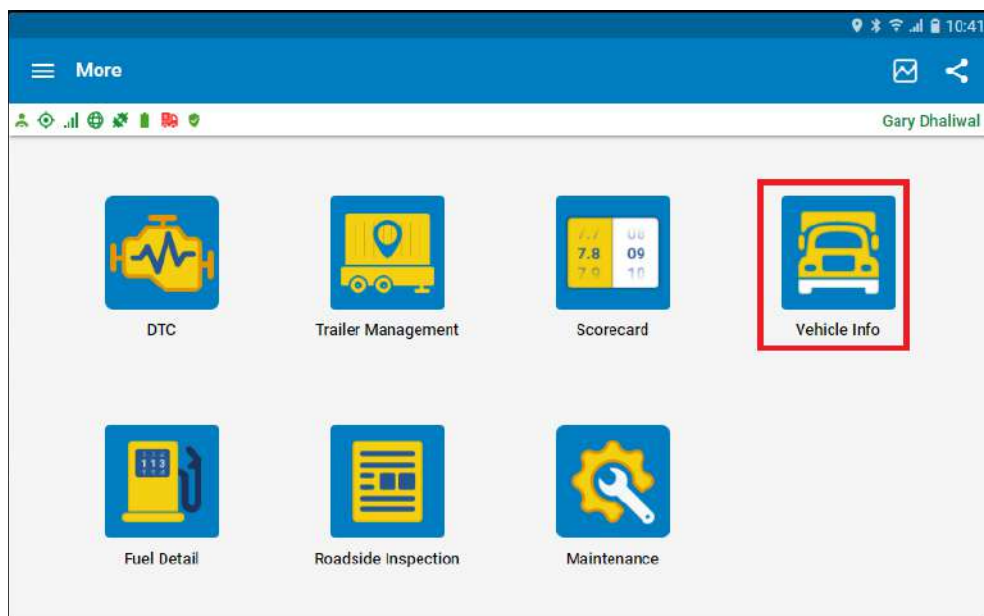
Red = Bad

1. Click System Menu
2. Click More
3. Click Driver Scorecard



VEHICLE INFO

How To Check Real-time Vehicle Information?



Hutch Fleet Management System connects to vehicle ECM and captures vehicle information in real-time.

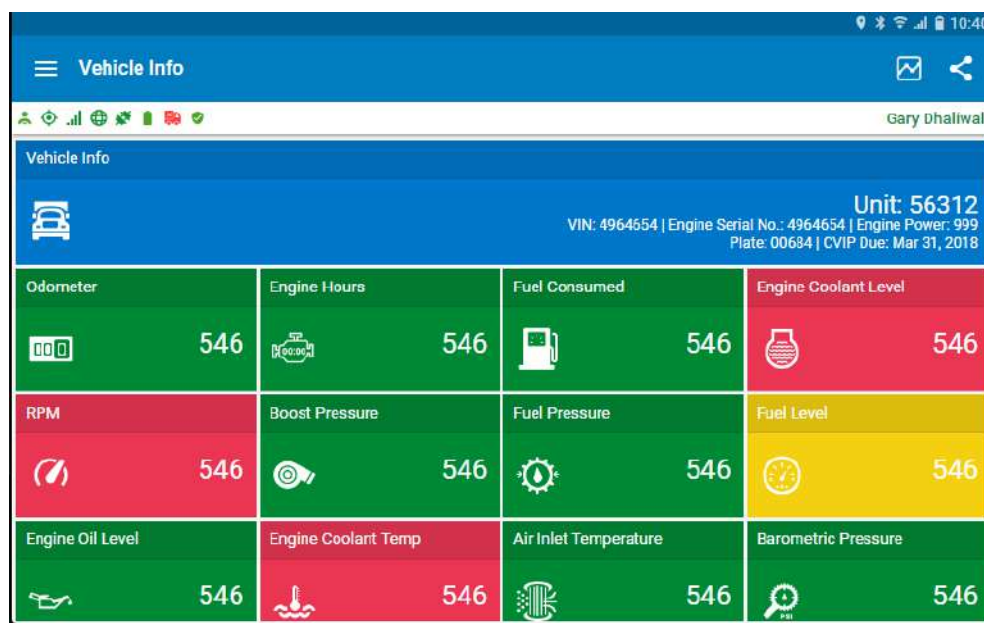
1. Click System Menu
2. Click More
3. Click Vehicle Info

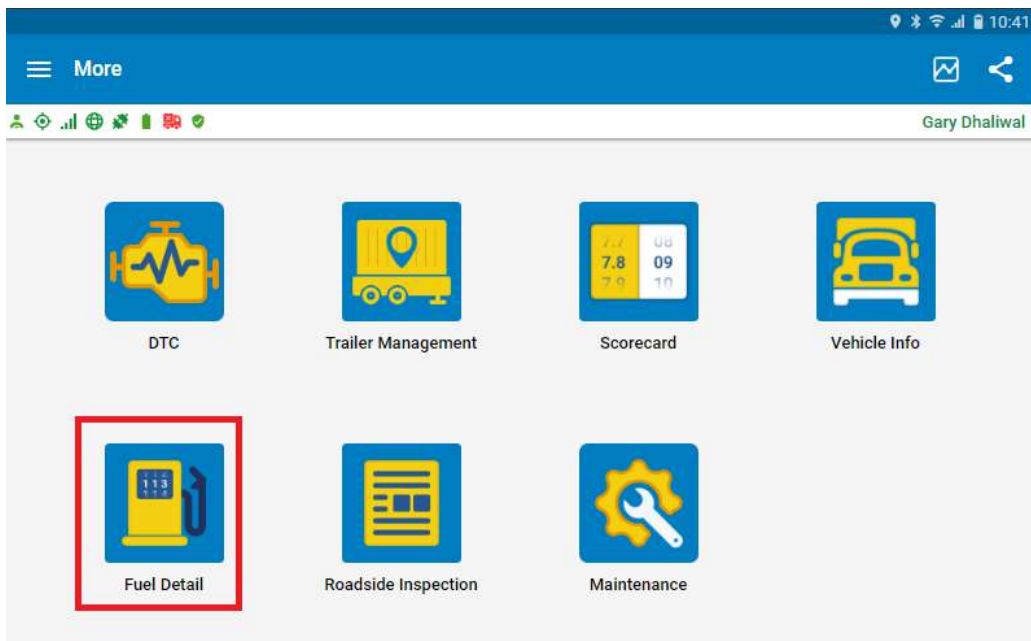
FUEL DETAIL

How To Enter Fuel Detail?

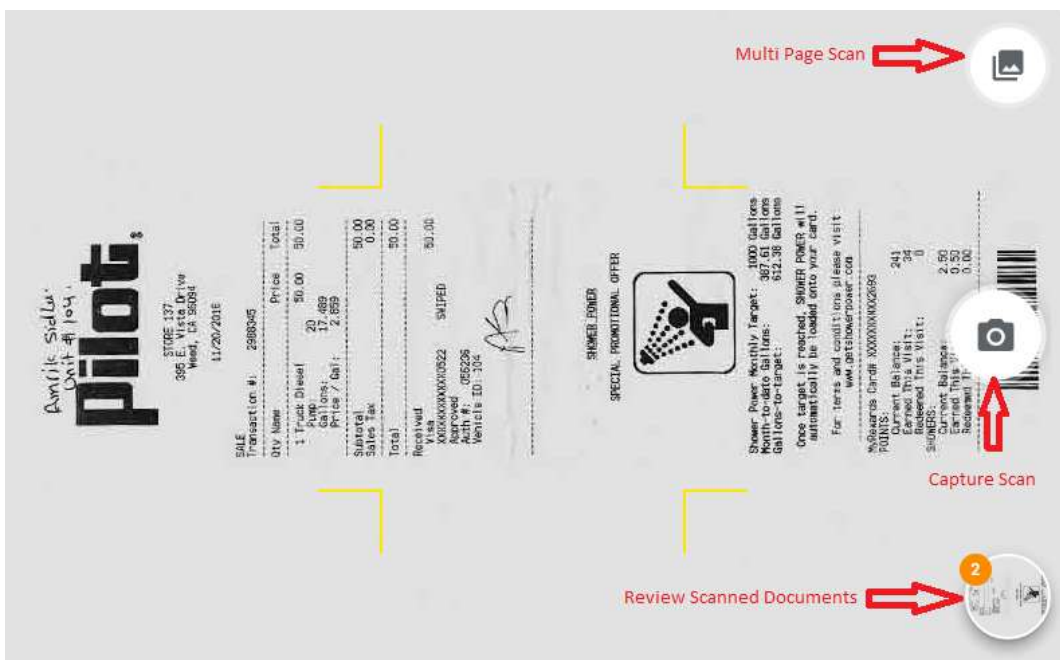
Hutch system allows drivers to enter fuel purchase and scan fuel receipts. All the fuel data entered in fuel detail is compiled in IFTA fuel taxes. Additionally, receipts are retained to satisfy IFTA record keeping requirements.

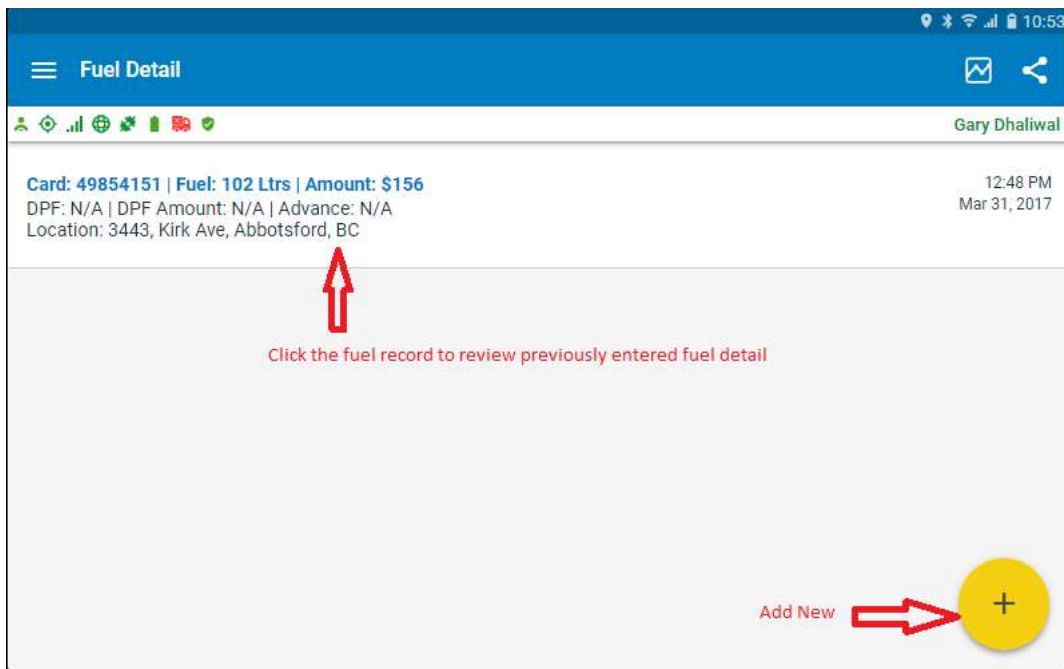
1. Click System Menu
2. Click More





3. Click Fuel Detail
4. Click Add (Plus sign located on bottom right corner)
5. Select Fuel Card
6. Enter Fuel Details (Fuel quantity, fuel amount, DEF fuel, DEF amount)





7. Click Scan
8. Scan the receipts
9. Click Save (Disk icon located on bottom right corner)

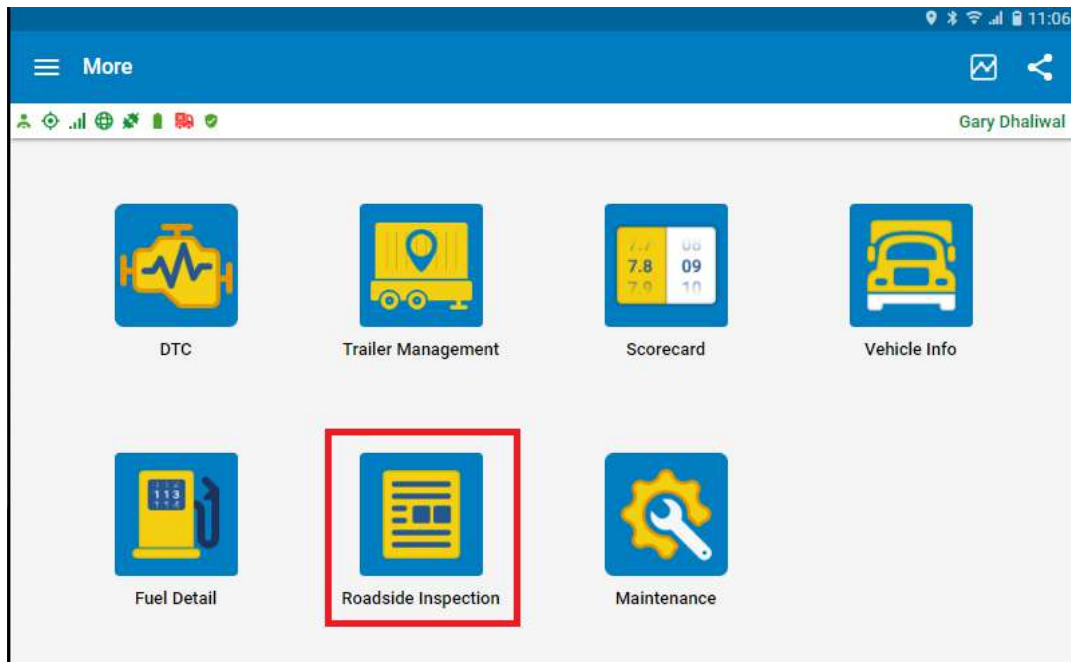
Note: You must be on-duty not driving to complete a fuel detail report.

ROADSIDE INSPECTION

How To Complete Roadside Inspection Report?

Hutch Fleet Management System allows drivers to complete a roadside inspection report and scan the original to be forwarded to safety managers. All roadside inspection are automatically filed in Hutch's Safety & Compliance System.

- Click System Menu
- Click More



- Click Roadside Inspection
- Click Add New
- Click Type (CVSA, Violation Ticket, Notice & Order)
- Enter Report No
- Select Level
- Select Result
- Click Scan (Only required to scan originals)
- Click Save (Disk icon located on bottom right corner)

Roadside Inspection

Gary Dhaliwal

Notice and Order | BOX 1
Unit No.: 201 | Speeding
04:35 PM
April 09, 2017

Violation Ticket | BC
Unit No.: 201 | Pass with Cautions
07:10 AM
April 02, 2017

CVSA Inspection | Level 4
Unit No.: 201 | Violation Present
12:48 PM
Mar 31, 2017

Click to review

Click to Add New

Note: To complete a roadside inspection, who must be on-duty not driving.

CVSA Inspection

Gary Dhaliwal

Report No.
Enter report number

Level
Level 1
Select CVSA Level

Results
Select inspection result

Pass Fail Violation Present OOS

Comments
Type comment here

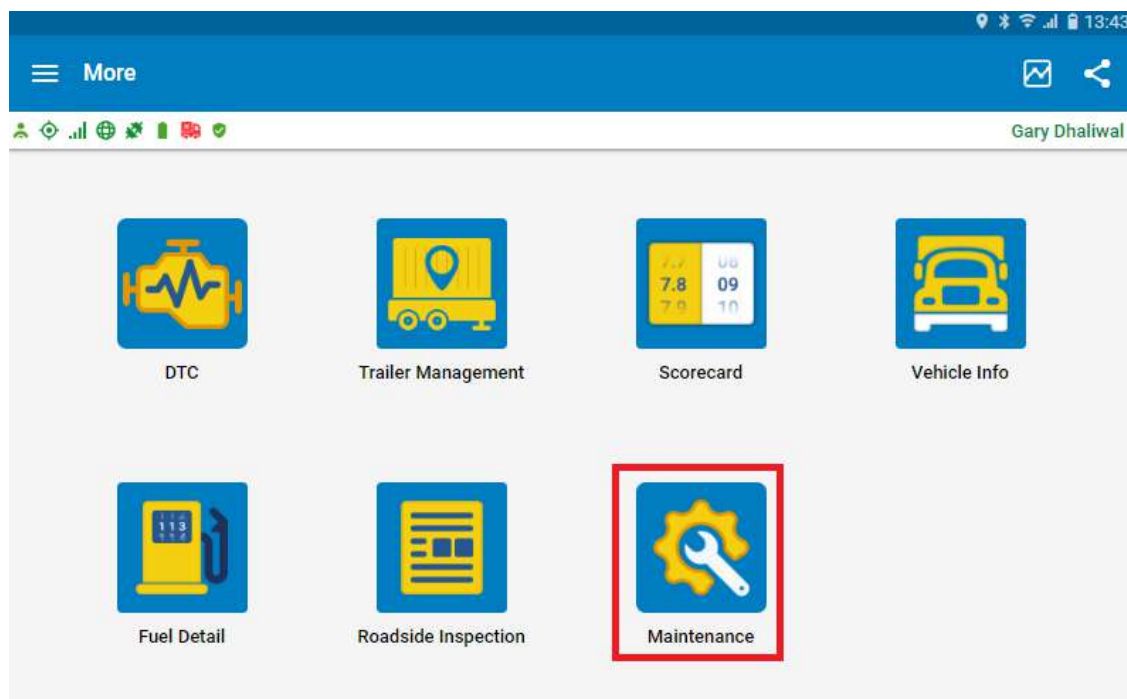
Click to Scan report

Scan

MAINTENANCE

How To View And Complete Vehicle Maintenance?

Hutch Fleet Management System allows your company to define the PM (Preventative Maintenance) program and Hutch FMS will auto alert for the upcoming or past due PM. Additionally, you can complete your maintenance report and scan all receipts in the system.



- Click System Menu
- Click More
- Click Maintenance
- Click Upcoming/Due or Maintenance Completed.
- Click Complete (Only required if you wish to reset the schedule and file maintenance report)

UPCOMING/DUE MAINTENANCE

MAINTENANCE COMPLETED

- 1

Maintenance Due- Apr 12, 2017
 Schedule - A | Threshold - Every 10 Days
- 2

Maintenance Due- May 14, 2017
 Schedule - B | Threshold - Every 12 Days
- 3

Maintenance Due- Nov 05, 2017
 Schedule - C | Threshold - Every 5 Days
- +

UPCOMING/DUE MAINTENANCE

MAINTENANCE COMPLETED

4	Unit No.: 167 Item: Body Schedule: N/A Odometer: 42.00 Invoice No.: 1234	\$ 60.00 Total Cost
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How To Add Ad hoc Maintenance?

While on maintenance screen:

- Click Add New (Plus sign located on the bottom right corner)
- Enter all required information
- Click Scan (Only required if you wish to scan original receipts)
- Click Save (Disk icon located on bottom right corner)

New Maintenance

Driver: Robin Bains

Record Date: Dec 07, 2017 Odometer: 42.00 Kms

Select Unit: 167

Invoice No.: 1234

Repair Shop: abc

Currency: CAD

Comments: repair

Scan

Select Item: Body

Part Cost (\$): 00.00 Labour Cost (\$): 00.00

Maintenance

Upcoming Past Due

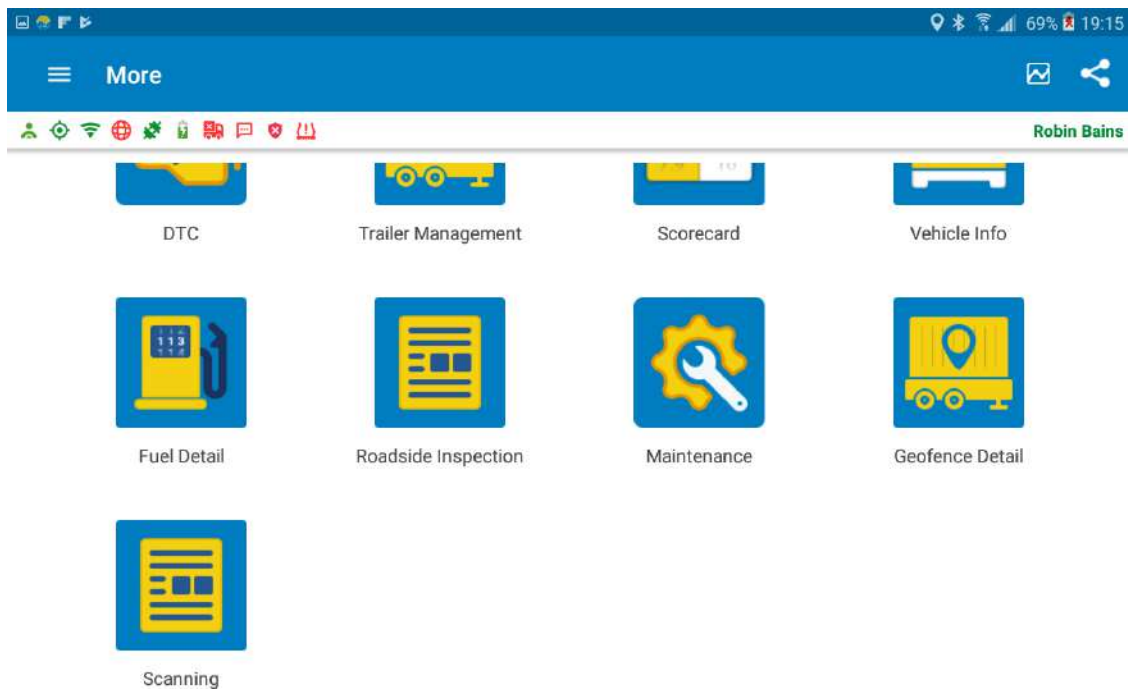
30
June 2017 **Upcoming Maintenance**
Schedule - C | Threshold - 90 Days

20
May 2017 **Upcoming Maintenance - 5,10,220 kms**
Schedule - A | Threshold - 30,000 kms

How To Scan And Send Bill Of Ladings?

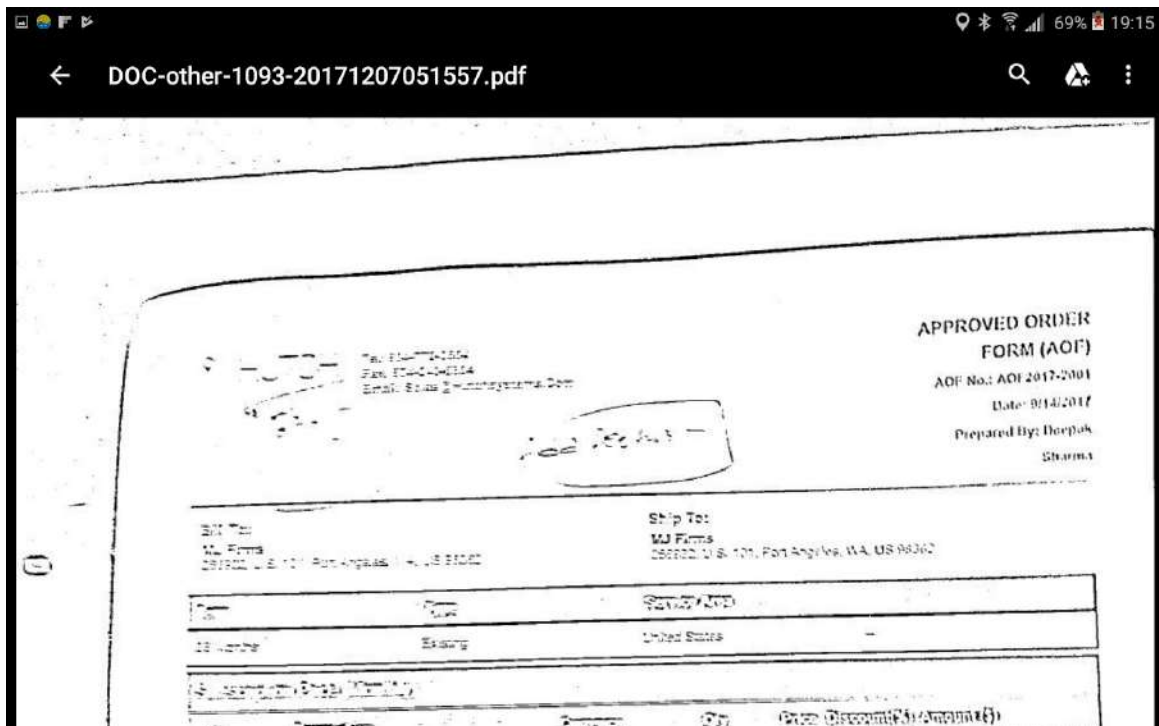
- Click System Menu





- Click Save (Disk icon located on bottom right corner)





HOW TO MANUALLY POST AND SYNC DATA WITH SERVERS

Once the device boots up, the device downloads and syncs all the information from the servers to the device.

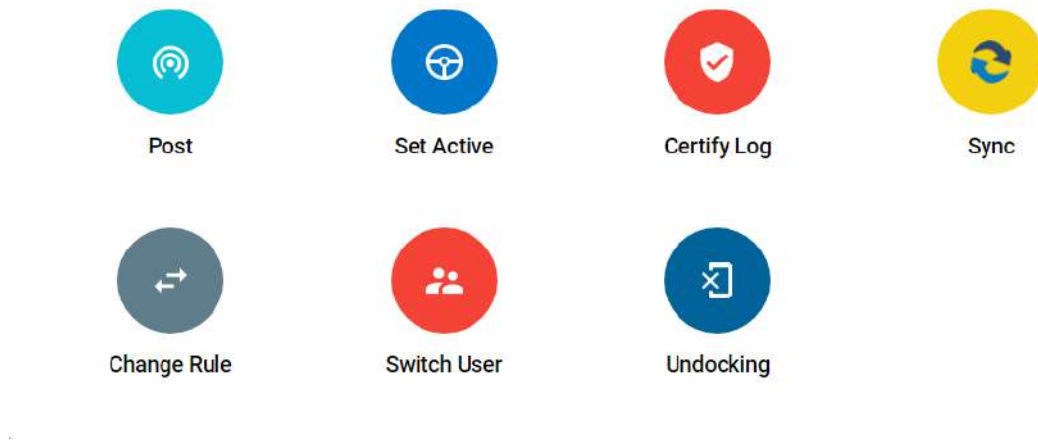
In case of a new driver, who has never logged into the system, the user can manually sync the data with the server by using the following steps:

1. Select the Context Menu button to show the menu.
2. Select Sync from the menu to sync the data.
3. A confirmation screen pops up once the data is synced.

The device will automatically post the data to the servers.

To manually post the data to the server:

1. Select Post from the Context Menu.



2. A confirmation screen pops up once the data is posted.

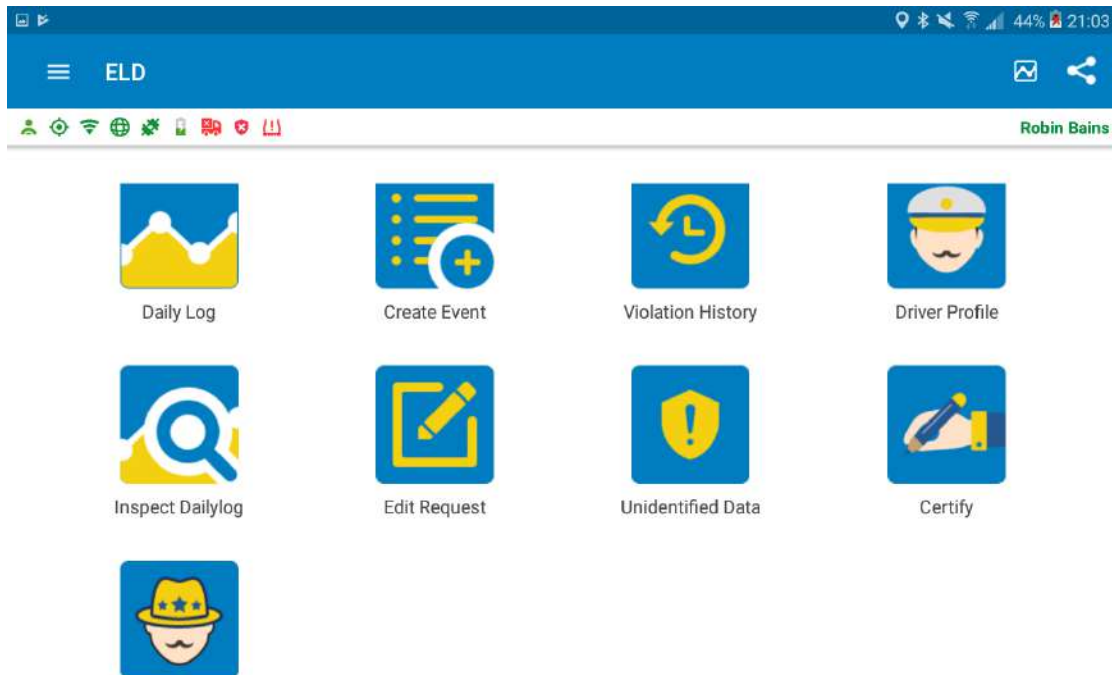
Every five minutes, the device synchronizes the data with the server.

EXPLAIN DIAGNOSTIC AND MALFUNCTION EVENTS AND HOW TO CLEAR THEM

The ELD has a lot of data sensors which extracts data from the vehicle data bus. There is a web server mechanism, a GPS mechanism and many other mechanisms which periodically record the information from the vehicle to the server.

The error in connection between the ELD and Vehicle Data Buses is called Diagnostic Error.

Malfunction error could be any device error or device malfunction in capturing data. This data can be Vehicle Identification Number, Location,



RPM, engine malfunction and others.

The ELD screen will suggest the description of malfunction with the help of a pop-up. The ELD is synchronized with the engine control module to enable the ELD monitor a vehicle data bus for connectivity.

The user will be advised to clear the malfunction error by the ELD. The user has to select the button to run a diagnostic check and fix the error. If it is a hardware malfunction, then the Company will help the user to replace the hardware to make it ELD compliant.

EDITS REQUESTED BY SUPPORT PERSONNEL

How to accept or reject edit requests requested by support personnel

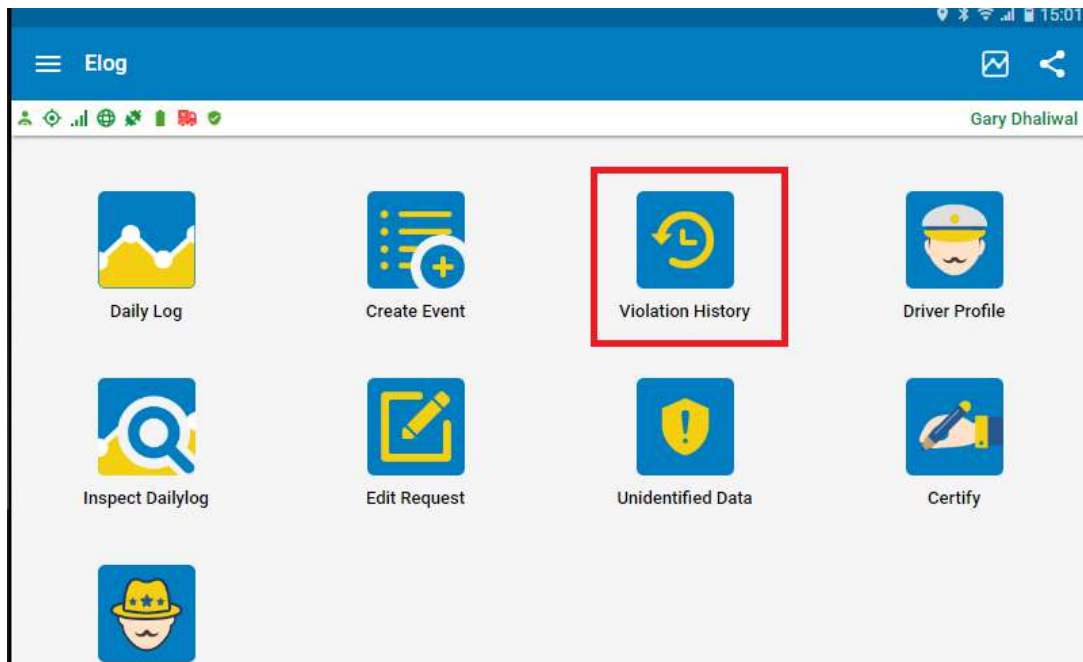
1. Every time a support personnel changes the duty status of a driver, an edit request is sent to user account.
2. To view the edit requests, select Edit Request to view the edit requests from the support personnel.
3. Select the edit requests from the Edit Request screen you want to confirm.
4. Select the Confirm button to confirm the edit request.

VIOLATION HISTORY

How To Check HOS Violations?

Hutch ELD computes HOS Violation in real-time based on the rule elected by the driver. Prior to violation system displays remaining driving time visually and audibly when 1 hr is remaining. In the event driver keeps on driving and violation occurs, it will be logged and notification will be sent to safety manager.

1. Click System Menu
2. Click ELD
3. Click Violation History



4. All the violation history details will be shown on the Violation History screen.
5. When the user selects a particular violation, he will be given a description about the type of violation.

Note: System will display most recent violations first. These violations are not visible in Inspector Mode.

Note:

- Driver will be notified about the violations every time he logs into the system.
- While driving, the driver is notified by the ELD one hour prior to the violation limit. Thereafter, he is notified periodically at the intervals of 30 minutes, 15 minutes and 5 minutes respectively.

How to get description of hours of service violations

To view the hours of violations:

1. Select Violation History from the slide in menu to view all the violations done in the past.
2. All the violation history details will be shown on the Violation History screen.
3. When the user selects a particular violation log, he gets a description of the hours and the reason of violation.

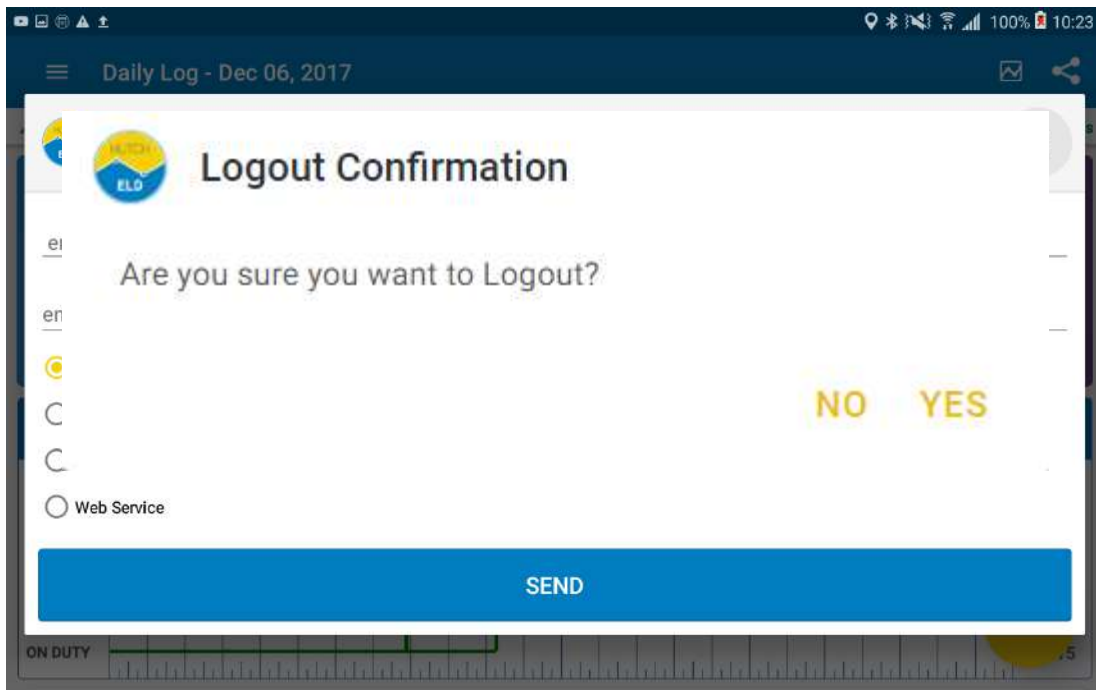
SUBMIT RECORD TO SAFETY PERSONNEL

How To Submit Daily Log Records To Safety Official Over The Web Services Or Transfer File To Usb Drive?

To submit the daily log record to safety official over the web services:

1. Select the floating button on the Daily Log screen to transfer the daily logs to the Government authorities.
2. User is required to enter the Key Phase provided by the safety official to include in the comment when transferring the data.
3. There is also an option to email the records to the official data server.

The other method to transfer data is via the local machine to the government officials. To submit the daily log records to safety or security officer with a USB drive:



1. The official will give the user a USB drive for the transfer of data.
2. The device will create a CSV file of the logs and the driver will initiate the file transfer to the device.
3. In case of Bluetooth devices, the security personnel will come with his laptop and pair it with the ELD device.
4. The officer's laptop will then transfer the data through internet to the FMCSA website or to the safety official's eROD software on his/her laptop.

SETTING ELD PREFERENCES

Plan for ELD preference setup

The preferences will help the user to define his own user interface experience on the ELD device.

There will be different modes assigned to the ELD device:

- Auto: It will pick up the time automatically and switch between night and day.
- Day: It will be used when the vehicle is being driven in the day.
- Night: It will be used when the vehicle is being driven in the night.

LOGOUT

How to logout from the system?

When you are no longer in control and care of the vehicle, you should always remember to logout from Hutch ELD.

- Go off-duty
- Click System Menu
- Click Logout
- Confirm the Logout message