

LOGIN FLOW

** The ELD Mandate requires an ECM connection **

<u>Sign In</u>

• Touch 'Username'. Type in the 'Search' box. Touch your username in the list. Type your Password. Press <u>Go</u> or <u>Sign in</u>

Vehicle(s)

- Select your 'Vehicle', and verify your 'Odometer' (km or mi)
- Touch <u>+Add</u> to associate a trailer that's already hooked
- Touch <u>x</u> to remove a trailer that is no longer hooked
- Press <u>Next</u> to continue

<u>Review</u>

- Check your available <u>Hours</u>, change your regulations as needed, <u>Driver Logs</u> to view and sign your Driver Logs
- There may be <u>Unidentified Driving</u> or <u>Log Edits</u> requests. Please view to Claim/Accept or Ignore/Reject as needed
- Press <u>Continue</u> and <u>Sign Logs</u> to sign any unsigned logs

Choose Status

• Off Duty, Sleeper Berth, or Start/Resume Shift

Pre-trip Inspection

- Touch an item to mark a 'Defect' or to mark it as 'Repaired'
- <u>Next Vehicle</u> to inspect a trailer, touch <u>Done</u> when finished
- Complete the 'Safety Declaration'. Touch <u>Submit Inspection</u>
 Note: defects carry forward until they're marked 'Repaired'

MAIN MENU

<u>Dashboard</u> - displays automatically when you're moving. Your Duty Status automatically changes to **DRIVING** when > 8kph or 5mph

- Displays your current speed, vehicle odometer, etc.
- Messages from your dispatcher can appear here when you're driving. You can mark messages as viewed.

Activities - changes your Duty Status to **ON DUTY NOT DRIVING**

- here you can enable <u>Yard Moves</u> (if avail) to NOT trigger **DRIVING**
 - Loading and Unloading records wait time, location, etc.
 - Fueling enter 'quantity', 'fuel type', DEF amt and 'vendor'
 - Inspect Load (i.e. Wrapper Check) (Required for Loggers)
 - Brake Check

- (Required during shift)
- Hook / Unhook Trailers (as needed) (Required during shift)

<u>Delays</u>

- Take a Break (OFF DUTY) select a 'Reason' and press Done
- Split Sleeper (SLEEPER BERTH) track split-sleeper periods
- Ferry (OFF DUTY) (Required when applicable)
- Accident/Traffic/Roadside Insp. (ON DUTY NOT DRIVING)

<u>Apps</u> - 3rd-party apps that can be run (i.e. DTMS Mobile, etc.)

➤ Press tablet's <u>Home</u> button/icon to return to Navistream[™]

<u>Inspections</u> - to view the most recent Inspection or create a new one <u>Driver Logs (ELD)</u> - to view / manage your driver log (details on back)

LOGOUT

<u>Post-trip Inspection</u> - same steps as the Pre-trip Inspection <u>Review</u> - for your information. Option given to sign today's log <u>Log Out</u> - **Remain On Duty, Sleeper Berth**, or **End Shift**

' How to ' access your Driver Logs

From the MAIN MENU touch the Driver Logs (ELD) tile:

ELD Menu - displays a sub-menu of tiles

- Note: you can change your regulations here from the available list
 - Manage Logs
 - There are 3 sections to your Driver Log summary:
 - Log graph & Duty Status changes
 - ➢ <u>Form</u> carrier, regulations, vehicle, etc.
 - Sign / View Signature to sign your log
 - Scroll up/dn by dragging your finger on the screen
 - To access a different day's log, swipe to the right or to the left OR choose a date from the 'date selector'
 - Records of Duty Status detailed view for DoT/CVSE Officers
 - <u>Driver & Hours</u> graph, driver info, cycle time, etc.
 - *Carrier & Vehicles* carrier, regulations, VIN, etc.
 - *Events & Remarks* events, locations, times, etc.
 - Pending Log Edits change requests from your Dispatcher
 - Unidentified Driving other ELD drive time you can claim
 - Add Shipping Document ref. number (waybill, BOL, etc.)
 - Home Terminal changing applies to today's log if no DSCs
 - **Team Drivers** here you can <u>Login Co-Driver</u> and designate who is the current driver and switch as needed
 - **Help** view the file transfer *Instruction Sheet*, directions for *Malfunction Reporting* and the Navistream[™] *User Manual*



' How to ' view the most recent Inspection

From the MAIN MENU touch the Inspections tile:

<u>Inspections</u> - you are presented with the most recent Inspection for the vehicle you're driving

- To view the most recent Inspection for any attached Trailer(s), just touch the 'Trailer Name/Id'
- To perform a new inspection for your vehicle (and any hooked trailers), press <u>Create new inspection</u>

' How to ' send your Driver Logs

- Touch the *File Transfer* (box & arrow) icon in top-right corner *Note*: this is available from any screen in the application
- Verify the 'Driver' name and 'Agency' or 'Email' address you want to send to, then simply touch <u>Start Data Transfer</u>

' How to ' send a Message to your Dispatcher

Touch the <u>Message</u> (bubble) icon in the top-right corner.
Touch the white box, type your message, press <u>Go</u> or <u>Send</u>

** Pro Tips **

 To adjust the screen brightness, use two (2) fingers to swipe up/down on the screen to brighten/dim the display
Visit <u>mynavistream.com</u> to view all your reports online !!

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