TruckingOffice
Makes It Easy

ELD User Guide- Web Portal
www.truckingoffice.com
1(800)253-9647

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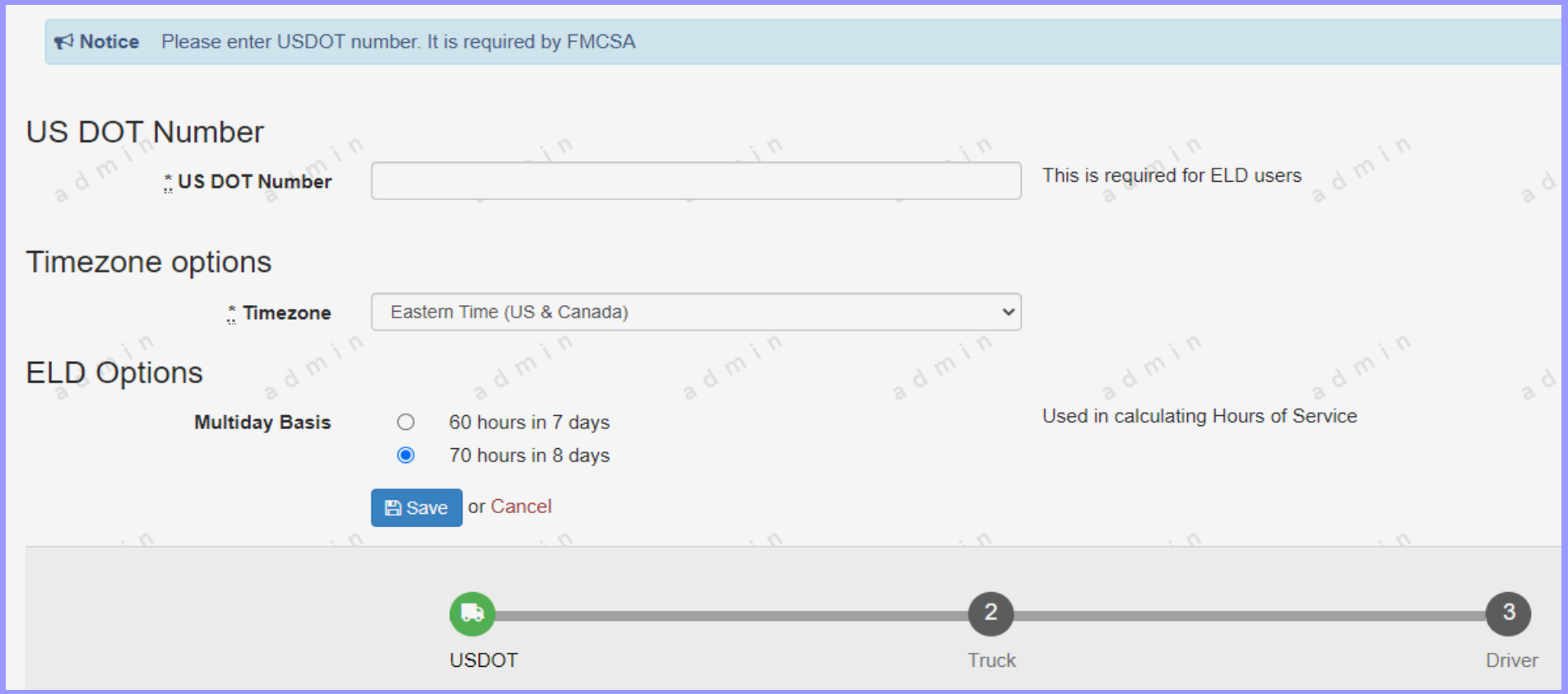
Getting Started

After placing your order, you will need to sign back into your TruckingOffice.com account. You will be prompted to enter your **US DOT Number, Timezone**, and **ELD Options**.



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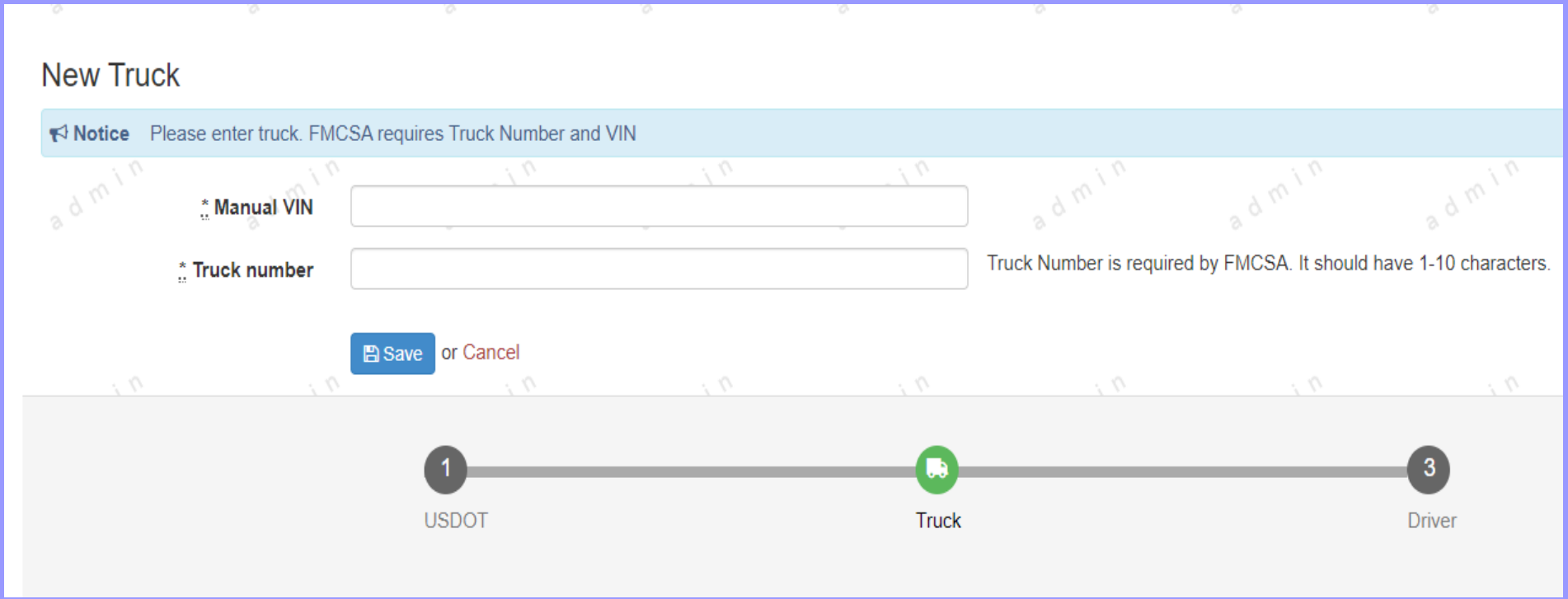
Adding Trucks

Next, you will create your first truck. You will need to enter the VIN and assign a truck number.



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Adding Drivers

Lastly, you will create the ELD driver profiles that will allow the drivers to sign into the ELD app. There are 3 options:

1) Use the first option **(Add Driver)** to set up a brand new driver if you do not have any drivers set up on the TMS side.

2) Use the second option **(Add Owner Driver Account)** if you are the owner AND the driver.

3) Use the third option **(Convert TMS Drivers to ELD)** if you already have the drivers set up on the TMS side.

(See next page for reference)

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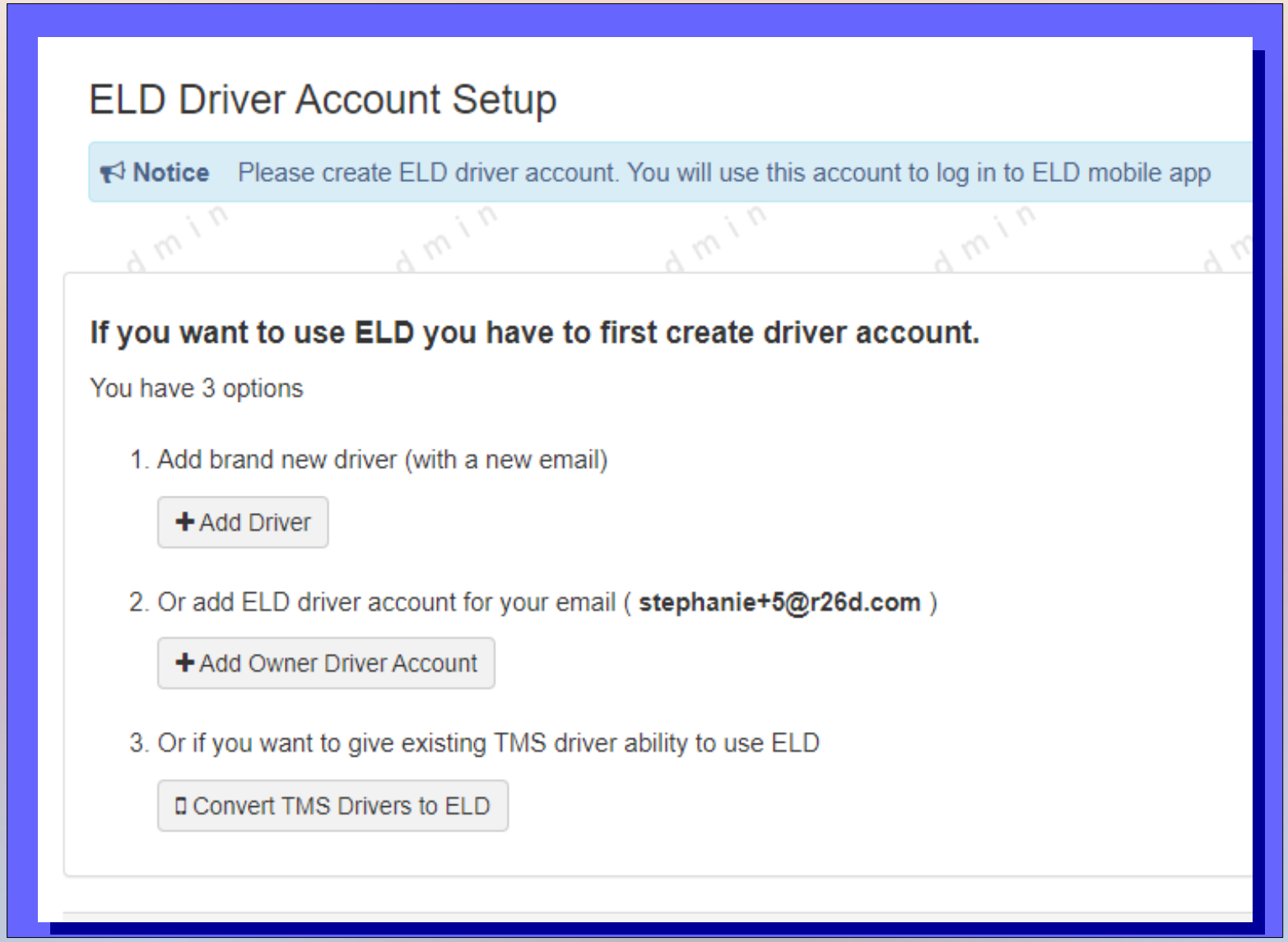
Adding Drivers (continued)



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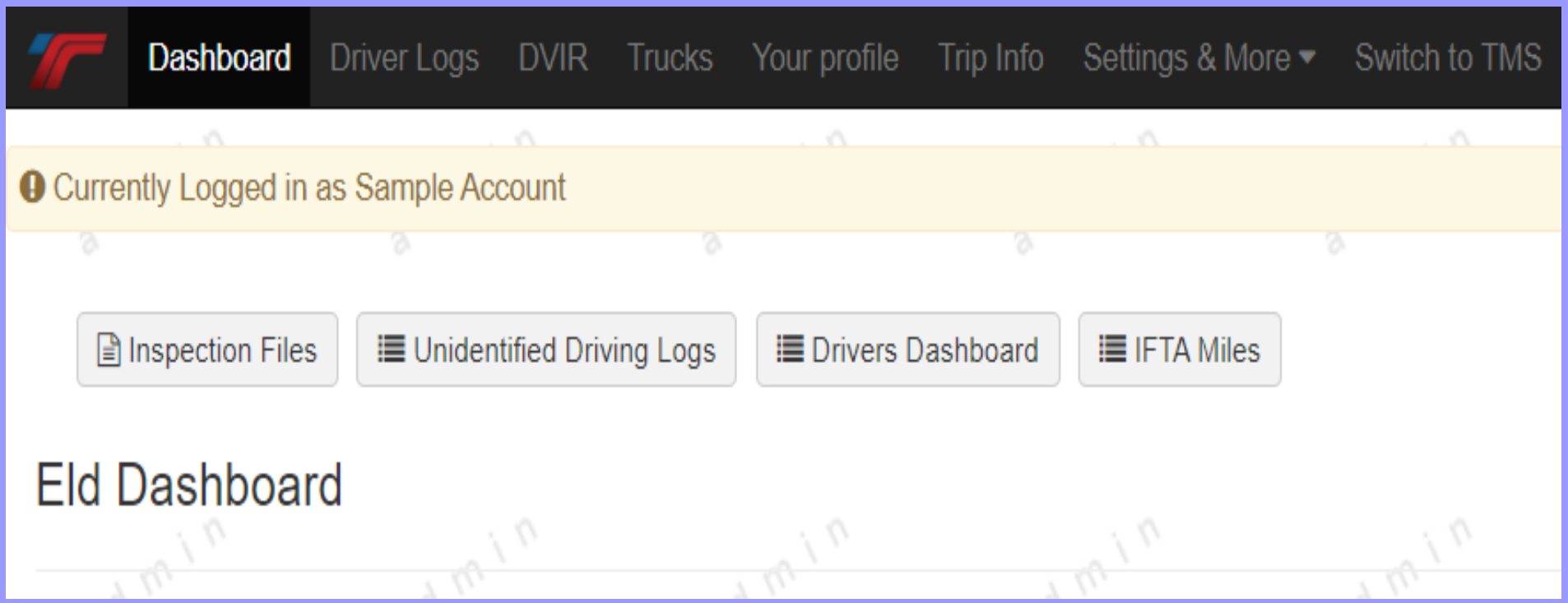
Dashboard

On the Dashbpard page, you will find Inspection Files, Unidentified Driving Logs, Drivers Dashboard, and IFTA Miles.



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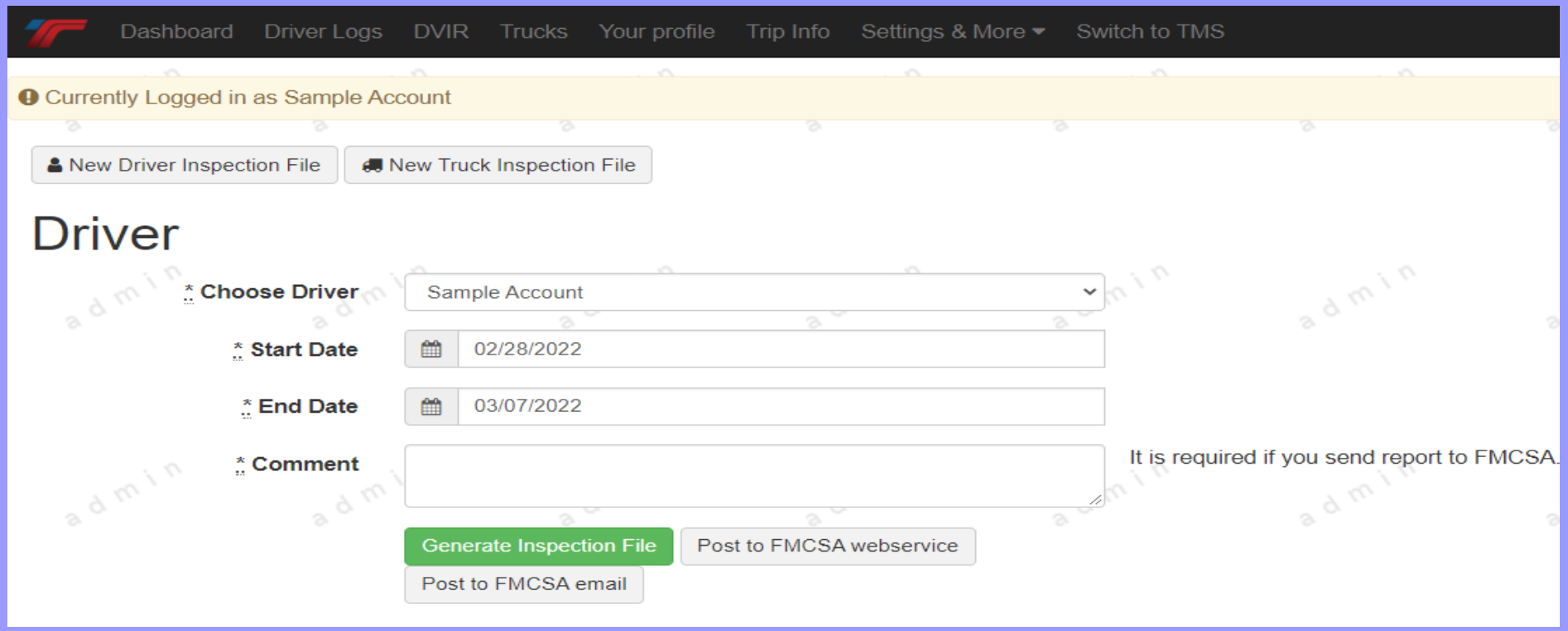
Inspection Files

Select either **New Driver Inspection File** or **New Truck Inspection File**, select the driver/truck and the date range, then enter the code provided by the DOT officer within the **Comments** section.

You can either click **Generate Inspection File** to download as a CSV, or click **Post to FMCSA webservice/post to FMCSA email.**



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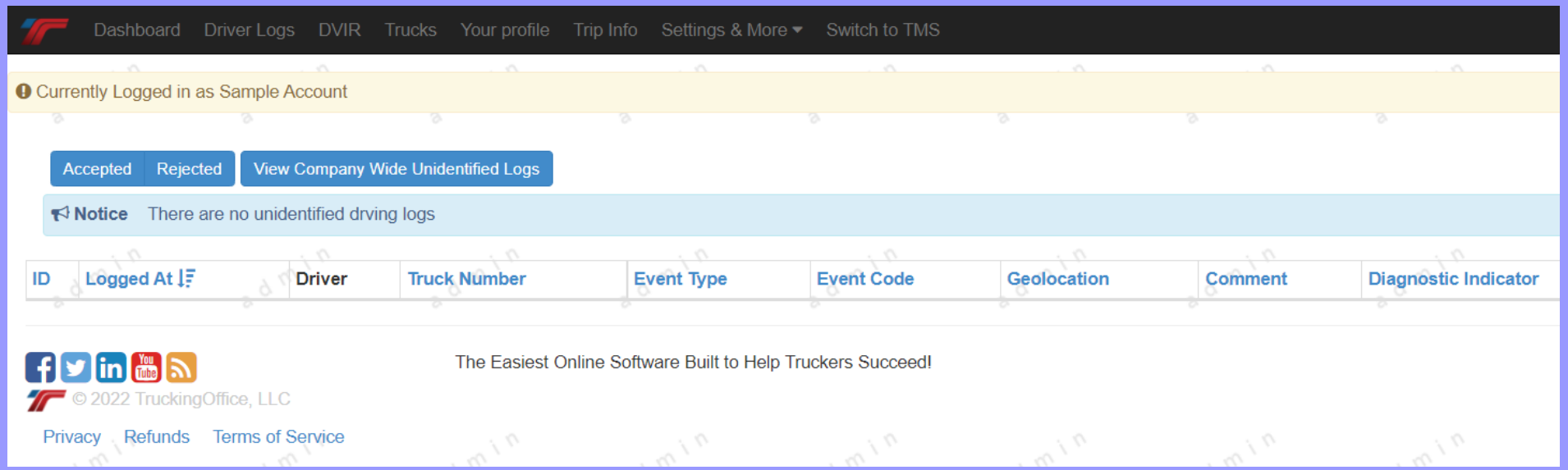
Unidentified Driving Logs

Unidentified Driving Logs happen when the truck is in motion, but the driver is not signed in/connected to the app. The drivers have the ability to **accept** or **reject** any unidentified driving logs from the ELD app.

This page will allow you to view the **company wide unidentified logs** as well as view the **accepted** and **rejected** logs.



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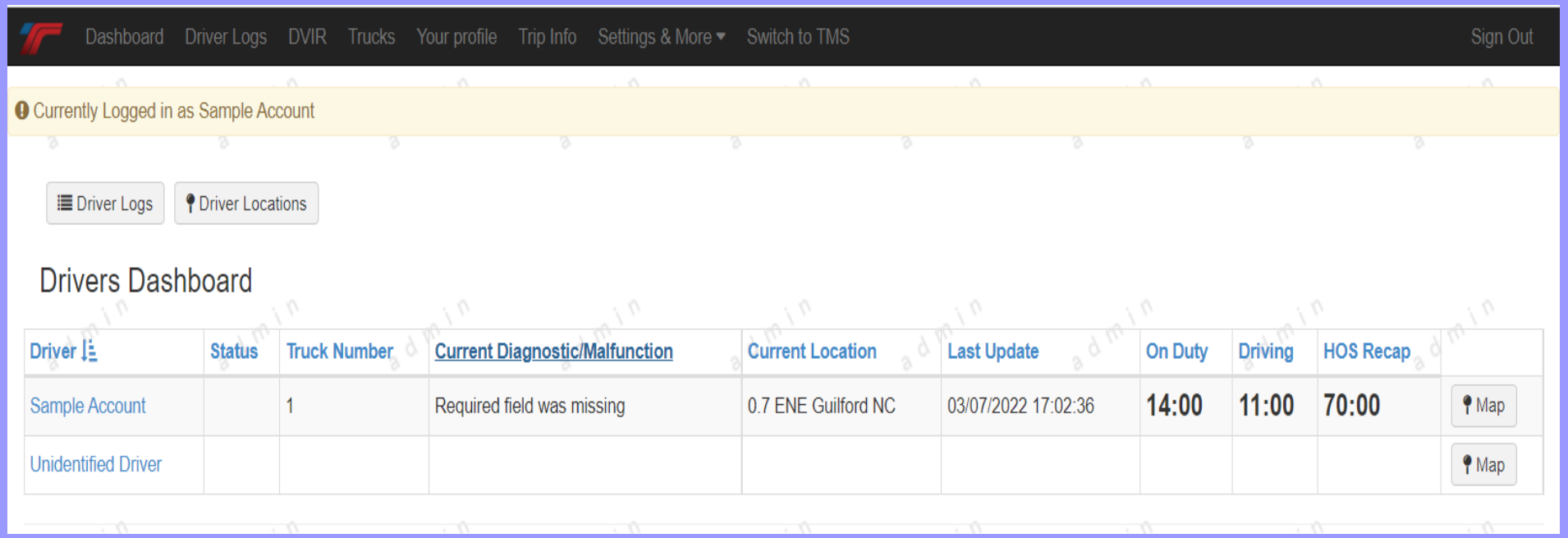
Drivers Dashboard

The **Drivers Dashboard** is where you will be able to monitor the driver's duty status, truck number, current diagnostics/malfunction, Current location, Last Update, and On Duty/Driving/HOS recap countdown timers.

At the top of the page, you can click **Driver Locations** to see a map view of all of your drivers' locations. Or, beside each driver, you can click on the **Map** icon to view the map of that specific driver.



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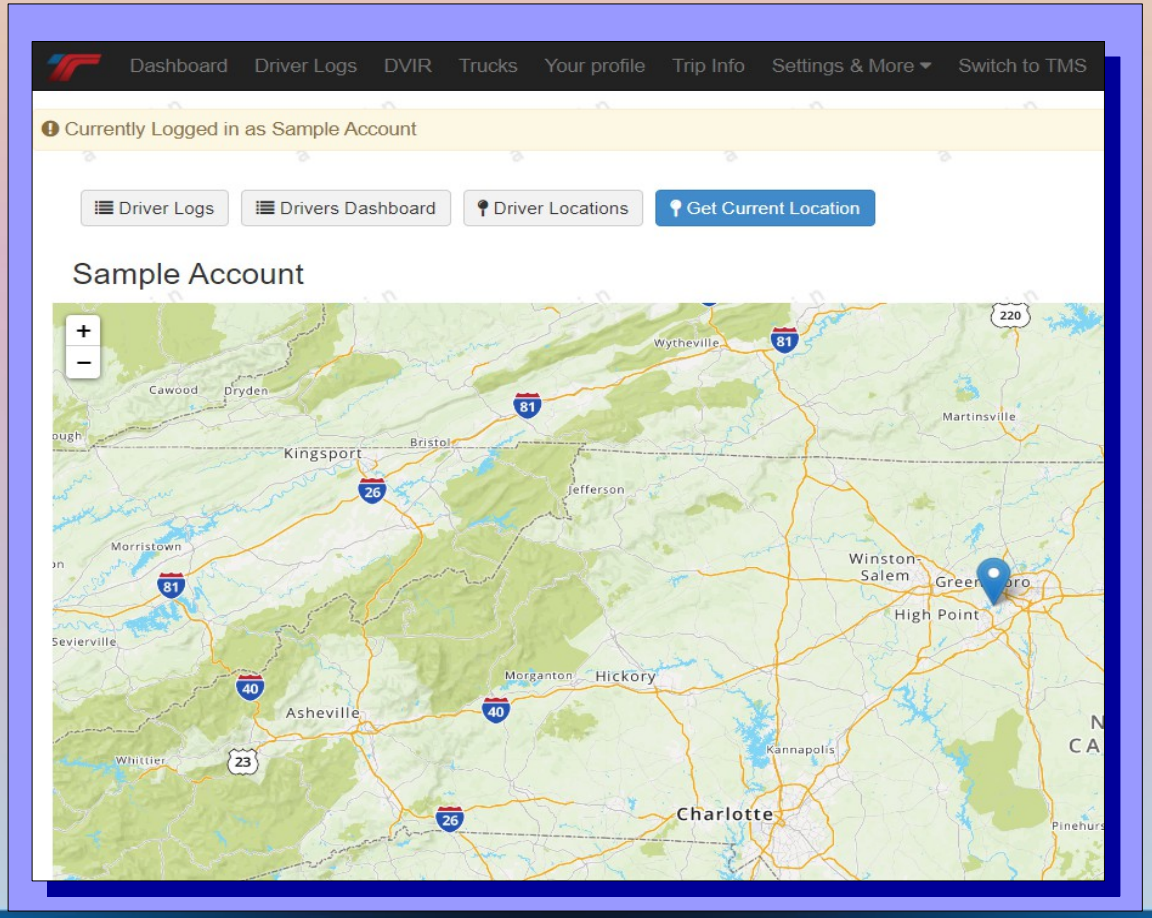
Driver Map

When you click on the **Map** icon next to the driver's name on the **Driver Dashboard**, you can click on the blue **Get Current Location** button-as long as the driver is signed into the app and connected, you will be able to update the real-time location.



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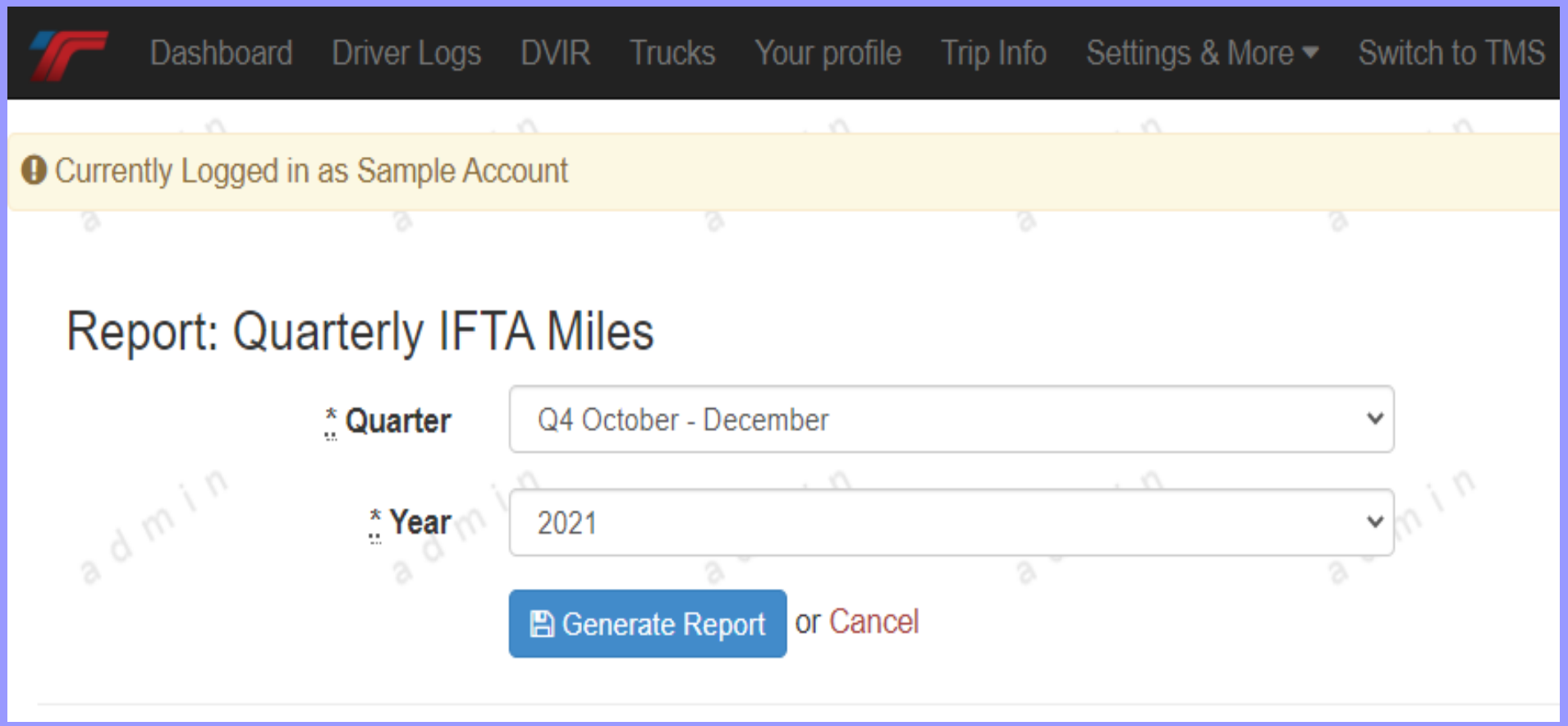
IFTA Miles

The ELD will track the miles and sort them state-by-state for the entire fleet. Choose the quarter and the year and click Generate Report.



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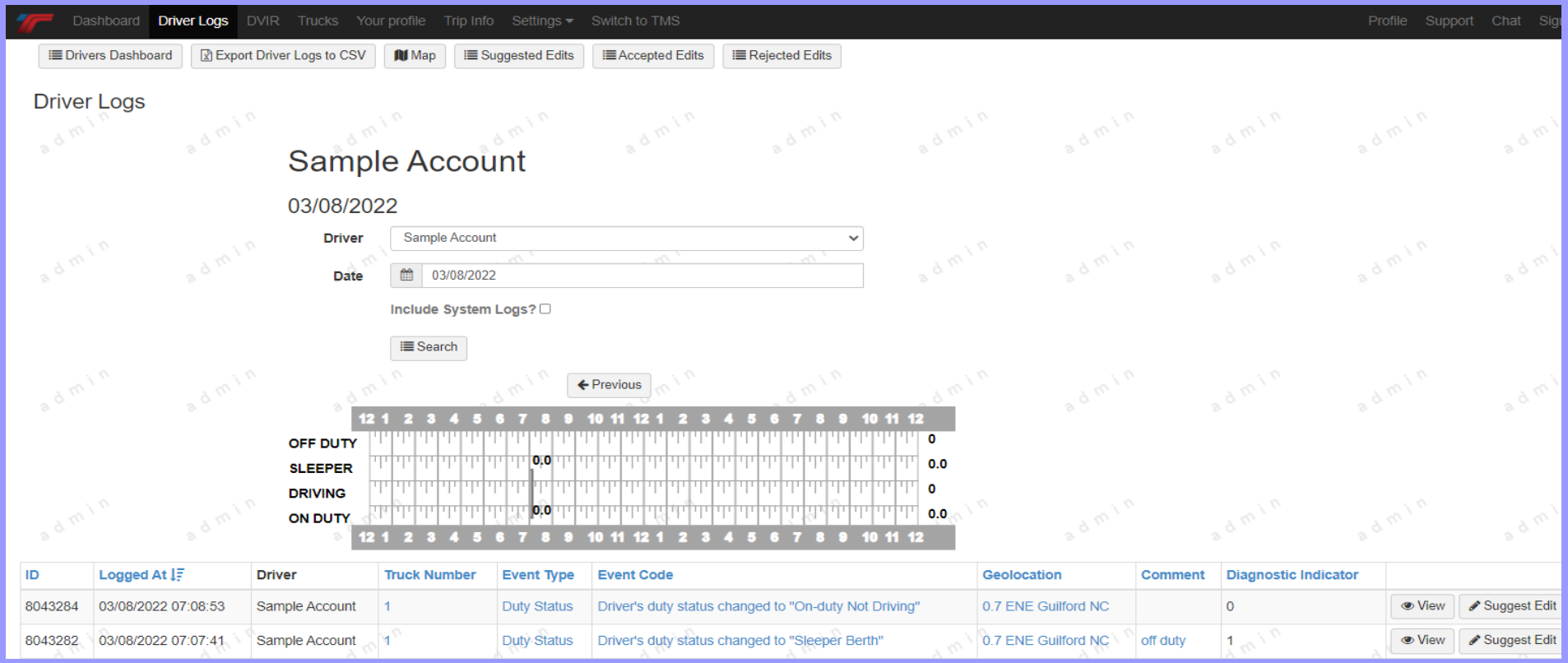
Driver Logs

This is where you can view the **driver logs** for each day. Select the **driver** and the **date**, then click Search. You will be able to see the graph as well as all of the individual events for that day.

Below the graph, you will see a list of logs. To the right, you will see a **Suggest Edit** button next to the ones that can be edited. Suggested edits will go to the driver's ELD app. The driver will need to either **accept** or **reject** the edit. At the top of the driver logs page, you can see the list for **suggested, accepted, and rejected edits.**



ID	Logged At	Driver	Truck Number	Event Type	Event Code	Geolocation	Comment	Diagnostic Indicator	
8043284	03/08/2022 07:08:53	Sample Account	1	Duty Status	Driver's duty status changed to "On-duty Not Driving"	0.7 ENE Guilford NC		0	View Suggest Edit
8043282	03/08/2022 07:07:41	Sample Account	1	Duty Status	Driver's duty status changed to "Sleeper Berth"	0.7 ENE Guilford NC	off duty	1	View Suggest Edit

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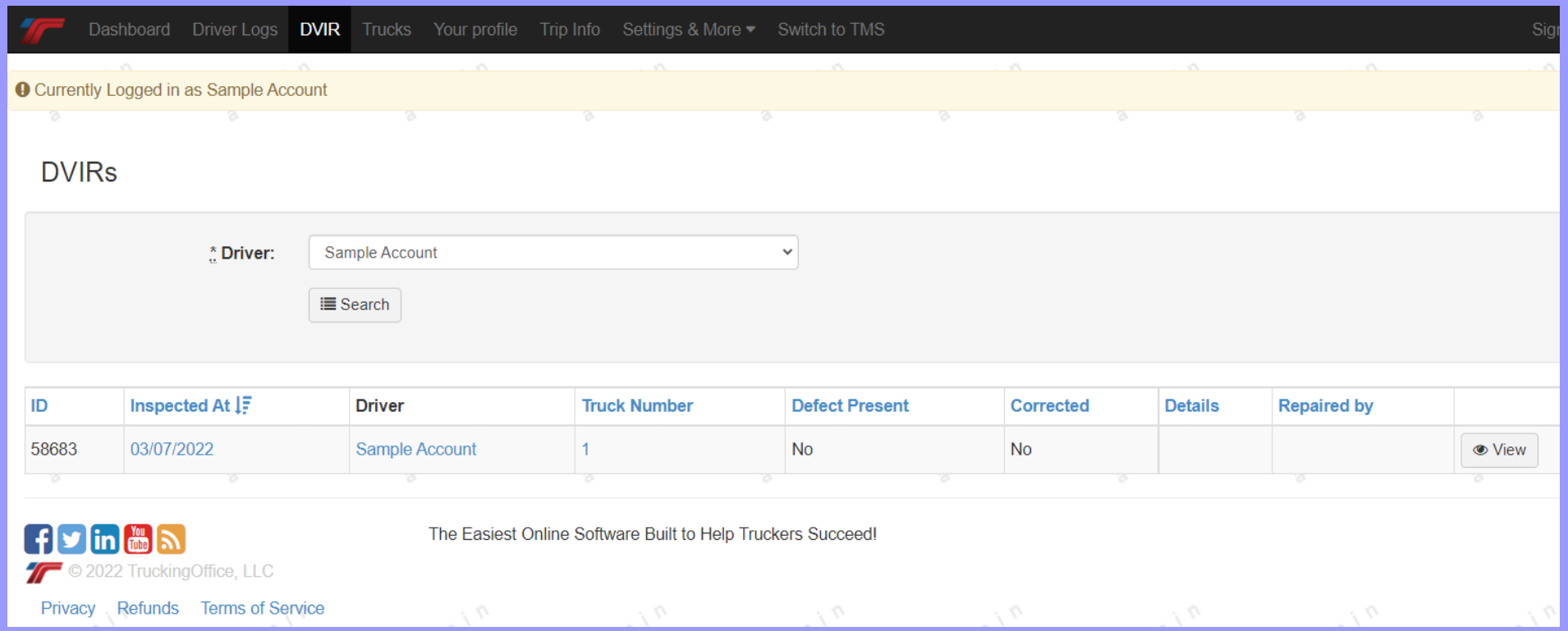
DVIR

You can view the Daily Vehicle Inspection Reports (DVIR) from this tab. It will list all of the driver's submissions for that day including any defects and details of the repair if applicable.



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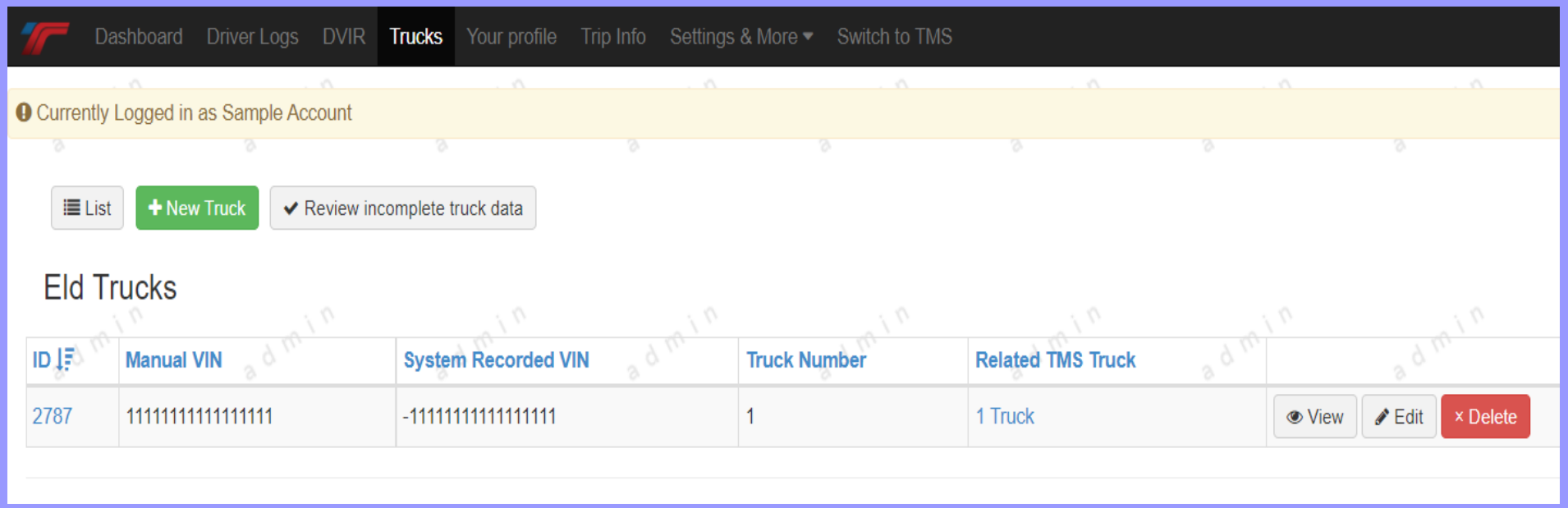
Trucks

The trucks tab is where you can view and manage your entire fleet. You can add new trucks as well as edit existing trucks, If a device is plugged into a truck that is not on the trucks list, you will have an alert on the dashboard prompting you to create a truck for it. You can also click **Review Incomplete Truck Data** from the Trucks tab to manage it.



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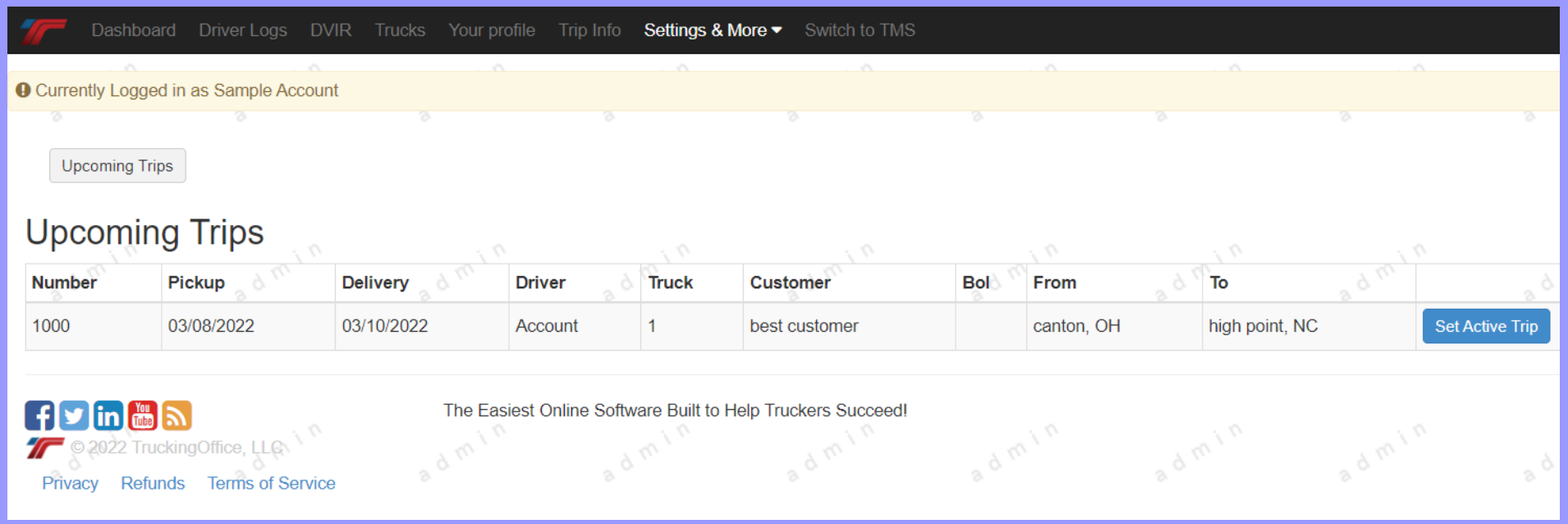
Trip Info/TMS integration

We have a Trip integration with our TMS software. When you enter the trips into the system, the information automatically goes to the driver's ELD app. From there, the driver can update the stops, upload the BOL(Pro version only), and enter expenses directly from the ELD app, which goes back into the TruckingOffice software. You can view upcoming trips from this tab.



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