



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**.

Notice Please enter USDOT number. It is required by FMCSA

US DOT Number

* US DOT Number This is required for ELD users

Timezone options

* Timezone

ELD Options

Multiday Basis 60 hours in 7 days 70 hours in 8 days Used in calculating Hours of Service

or

1  USDOT

2  Truck

3  Driver

Adding Trucks

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

New Truck

Notice Please enter truck. FMCSA requires Truck Number and VIN

* Manual VIN

* Truck number Truck Number is required by FMCSA. It should have 1-10 characters.

or

1 USDOT 2  Truck 3 Driver

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)

Adding Drivers (continued)

ELD Driver Account Setup

 **Notice** Please create ELD driver account. You will use this account to log in to ELD mobile app

If you want to use ELD you have to first create driver account.

You have 3 options

1. Add brand new driver (with a new email)

 + Add Driver

2. Or add ELD driver account for your email (**stephanie+5@r26d.com**)

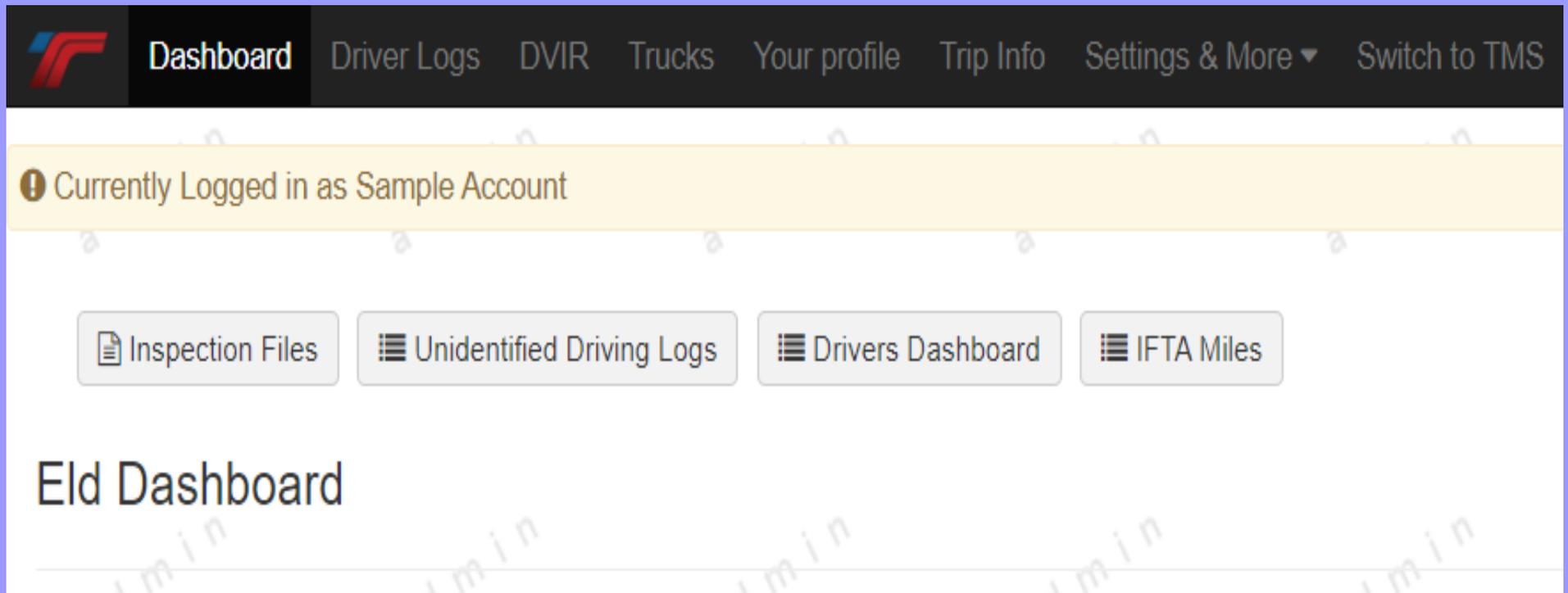
 + Add Owner Driver Account

3. Or if you want to give existing TMS driver ability to use ELD

 Convert TMS Drivers to ELD

Dashboard

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



The screenshot shows the Eld Dashboard interface. At the top, there is a navigation bar with a red and blue logo on the left, followed by the word "Dashboard" in white. To the right of "Dashboard" are several menu items: "Driver Logs", "DVIR", "Trucks", "Your profile", "Trip Info", "Settings & More" (with a dropdown arrow), and "Switch to TMS". Below the navigation bar is a yellow notification banner that reads "Currently Logged in as Sample Account". Underneath the banner are four buttons: "Inspection Files" (with a document icon), "Unidentified Driving Logs" (with a list icon), "Drivers Dashboard" (with a list icon), and "IFTA Miles" (with a list icon). Below the buttons, the text "Eld Dashboard" is visible. The background of the dashboard has a faint, repeating watermark of the word "admin".

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**.

The screenshot shows a web application interface for creating inspection files. At the top, there is a navigation bar with links for Dashboard, Driver Logs, DVIR, Trucks, Your profile, Trip Info, Settings & More, and Switch to TMS. Below the navigation bar, a yellow banner indicates the user is logged in as 'Sample Account'. Two buttons are visible: 'New Driver Inspection File' and 'New Truck Inspection File'. The 'Driver' section contains a form with the following fields:

- Choose Driver:** A dropdown menu currently showing 'Sample Account'.
- Start Date:** A date picker field showing '02/28/2022'.
- End Date:** A date picker field showing '03/07/2022'.
- Comment:** A text input field. A note to the right states: 'It is required if you send report to FMCSA.'

At the bottom of the form, there are three buttons: 'Generate Inspection File' (highlighted in green), 'Post to FMCSA webservice', and 'Post to FMCSA email'.

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.

The screenshot displays the TruckingOffice ELD app interface. At the top, a navigation bar includes links for Dashboard, Driver Logs, DVIR, Trucks, Your profile, Trip Info, Settings & More, and Switch to TMS. Below the navigation bar, a yellow notification bar indicates the user is logged in as 'Sample Account'. The main content area features three buttons: 'Accepted', 'Rejected', and 'View Company Wide Unidentified Logs'. A light blue notice box states, 'There are no unidentified driving logs'. Below the notice is a table with the following columns: ID, Logged At (with a sort icon), Driver, Truck Number, Event Type, Event Code, Geolocation, Comment, and Diagnostic Indicator. At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, YouTube, and RSS, followed by the text 'The Easiest Online Software Built to Help Truckers Succeed!', the copyright notice '© 2022 TruckingOffice, LLC', and links for Privacy, Refunds, and Terms of Service.

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.

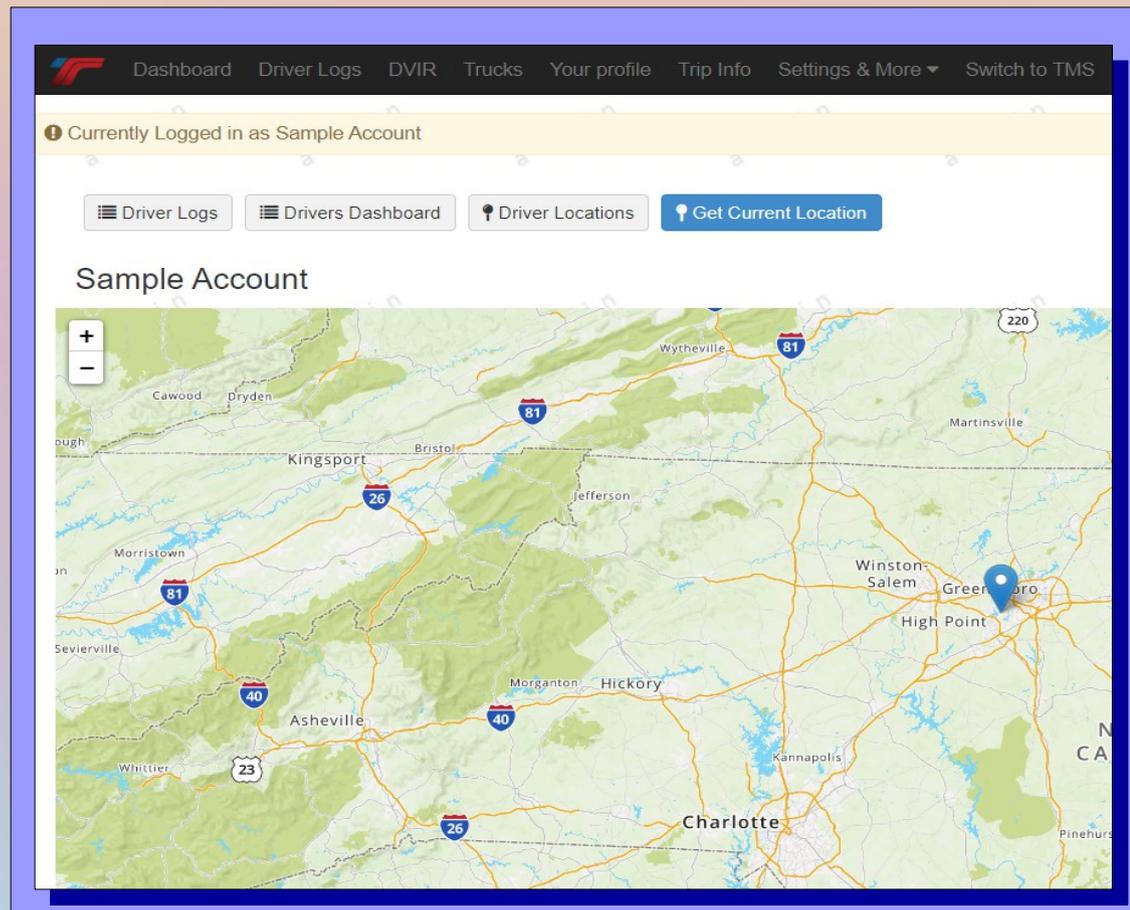
At the top of the page, you can click **Driver Locations** to see a map view of all of your drivers' locations. Or, beside each driver, you can click on the **Map** icon to view the map of that specific driver.

The screenshot shows the Drivers Dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Driver Logs, DVIR, Trucks, Your profile, Trip Info, Settings & More (with a dropdown arrow), and Switch to TMS. On the far right of the navigation bar is a Sign Out button. Below the navigation bar is a yellow status bar indicating "Currently Logged in as Sample Account". Underneath the status bar are two buttons: "Driver Logs" and "Driver Locations". The main content area is titled "Drivers Dashboard" and contains a table with the following columns: Driver (with a dropdown arrow), Status, Truck Number, Current Diagnostic/Malfunction, Current Location, Last Update, On Duty, Driving, HOS Recap, and a Map icon button. The table contains two rows of data.

Driver	Status	Truck Number	Current Diagnostic/Malfunction	Current Location	Last Update	On Duty	Driving	HOS Recap	
Sample Account		1	Required field was missing	0.7 ENE Guilford NC	03/07/2022 17:02:36	14:00	11:00	70:00	Map
Unidentified Driver									Map

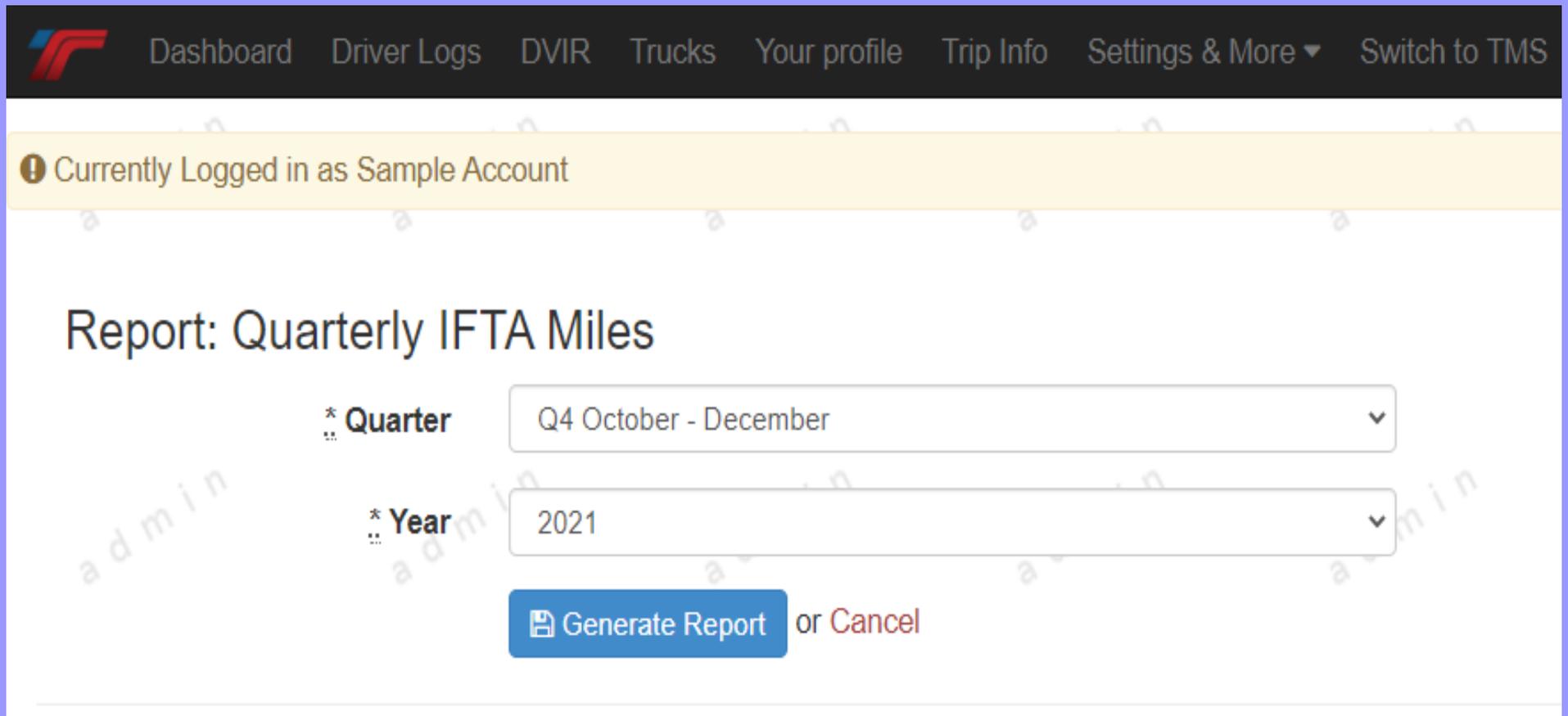
Driver Map

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.



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.



The screenshot shows a web application interface for generating an IFTA Miles report. At the top, there is a navigation bar with a logo and menu items: Dashboard, Driver Logs, DVIR, Trucks, Your profile, Trip Info, Settings & More, and Switch to TMS. Below the navigation bar is a yellow notification bar stating "Currently Logged in as Sample Account". The main content area is titled "Report: Quarterly IFTA Miles". It features two dropdown menus: the first is labeled "* Quarter" and is set to "Q4 October - December"; the second is labeled "* Year" and is set to "2021". Below these dropdowns is a blue button labeled "Generate Report" with a document icon, followed by the text "or Cancel".

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**.

The screenshot displays the 'Driver Logs' page for a 'Sample Account' on '03/08/2022'. The interface includes a navigation bar with 'Dashboard', 'Driver Logs', 'DVIR', 'Trucks', 'Your profile', 'Trip Info', 'Settings', and 'Switch to TMS'. Below the navigation bar are buttons for 'Drivers Dashboard', 'Export Driver Logs to CSV', 'Map', 'Suggested Edits', 'Accepted Edits', and 'Rejected Edits'. The main content area features a search form with a 'Driver' dropdown set to 'Sample Account', a 'Date' field set to '03/08/2022', and an 'Include System Logs?' checkbox. A 'Search' button is located below the form. Below the search form is a duty cycle graph showing four rows: 'OFF DUTY', 'SLEEPER', 'DRIVING', and 'ON DUTY'. The graph has a time axis from 12:00 to 12:00. Below the graph is a table of log events.

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

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.

Dashboard Driver Logs **DVIR** Trucks Your profile Trip Info Settings & More Switch to TMS

Currently Logged in as Sample Account

DVIRs

* Driver:

ID	Inspected At	Driver	Truck Number	Defect Present	Corrected	Details	Repaired by	
58683	03/07/2022	Sample Account	1	No	No			<input type="button" value="View"/>

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Trucks

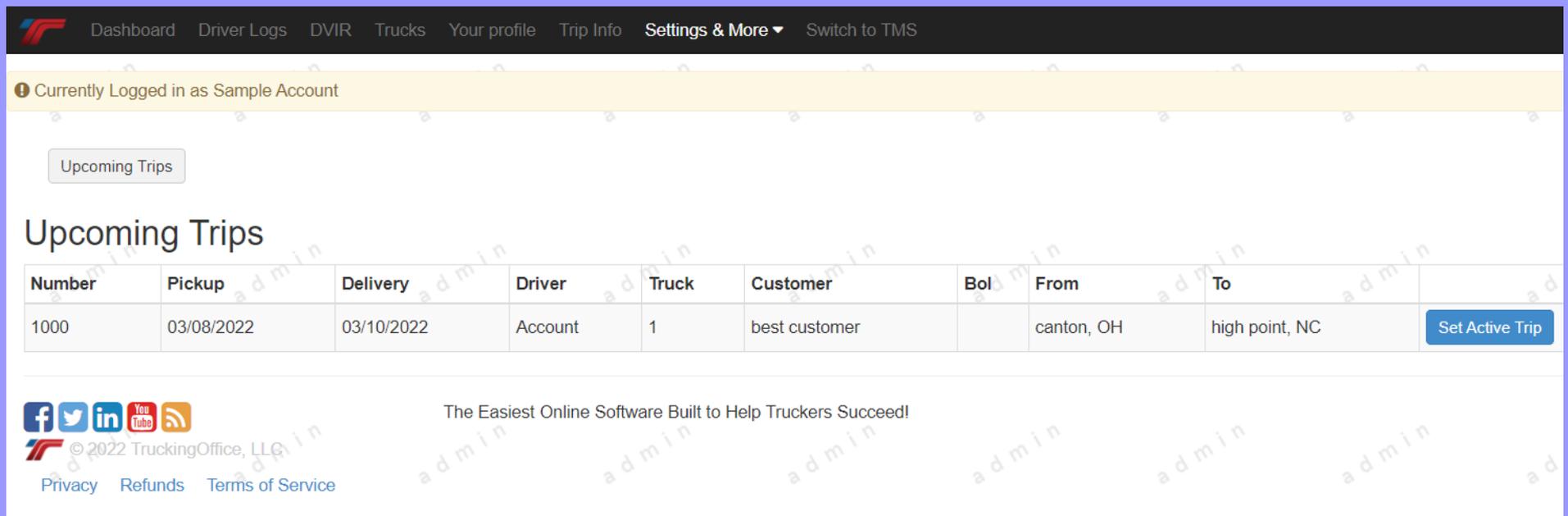
The trucks tab is where you can view and manage your entire fleet. You can add new trucks as well as edit existing trucks, If a device is plugged into a truck that is not on the trucks list, you will have an alert on the dashboard prompting you to create a truck for it. You can also click **Review Incomplete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

The screenshot shows the 'Trucks' tab in a web application. The navigation bar includes 'Dashboard', 'Driver Logs', 'DVIR', 'Trucks', 'Your profile', 'Trip Info', 'Settings & More', and 'Switch to TMS'. A yellow banner indicates the user is logged in as 'Sample Account'. Below the banner are three buttons: 'List', '+ New Truck', and 'Review incomplete truck data'. The main content area is titled 'Eld Trucks' and contains a table with the following data:

ID	Manual VIN	System Recorded VIN	Truck Number	Related TMS Truck	
2787	111111111111111111	-111111111111111111	1	1 Truck	View Edit Delete

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.



The screenshot displays the 'Upcoming Trips' section of the TruckingOffice software. The navigation bar at the top includes 'Dashboard', 'Driver Logs', 'DVIR', 'Trucks', 'Your profile', 'Trip Info', 'Settings & More', and 'Switch to TMS'. A yellow banner indicates the user is logged in as 'Sample Account'. Below this, there is a button for 'Upcoming Trips' and a table of trip details.

Number	Pickup	Delivery	Driver	Truck	Customer	Bol	From	To	
1000	03/08/2022	03/10/2022	Account	1	best customer		canton, OH	high point, NC	Set Active Trip

At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, YouTube, and RSS. The footer text reads: 'The Easiest Online Software Built to Help Truckers Succeed!' and '© 2022 TruckingOffice, LLC'. There are also links for 'Privacy', 'Refunds', and 'Terms of Service'.