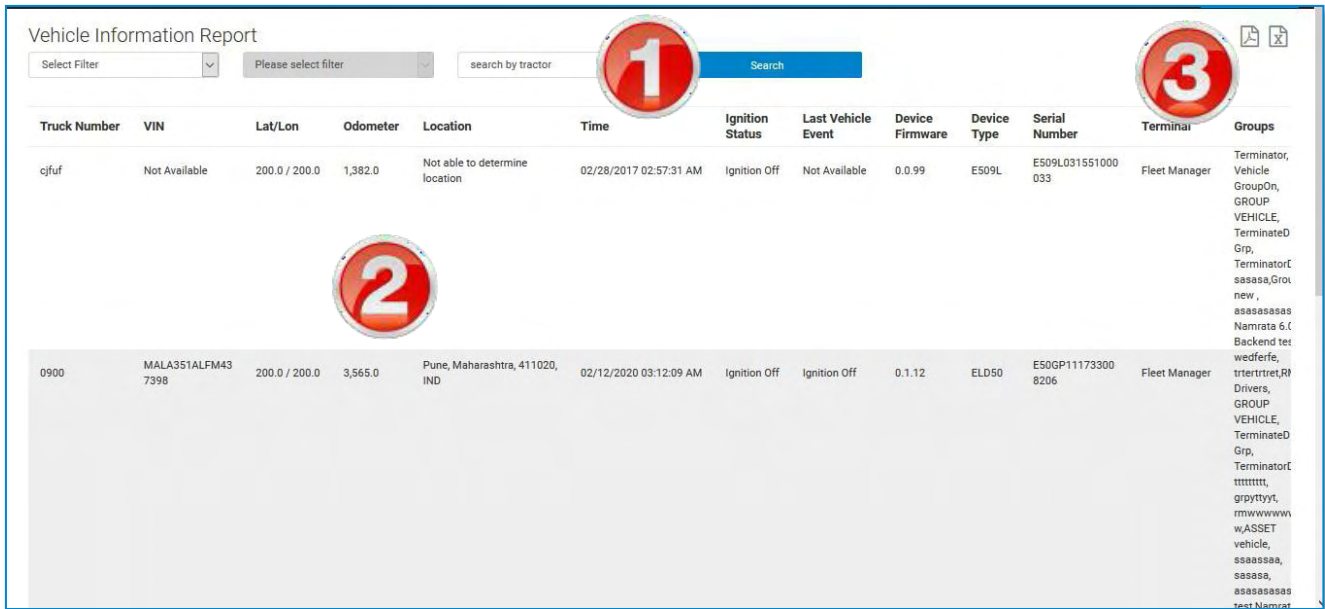


Vehicle Information

The **Vehicle Information** page shows details about your vehicles, including the ELD type and firmware, the vehicle’s truck number and VIN, terminal and group assignments, the last driver to use the truck, and more.



1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).
The report table displays the results of your search.
2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Unassigned Driving

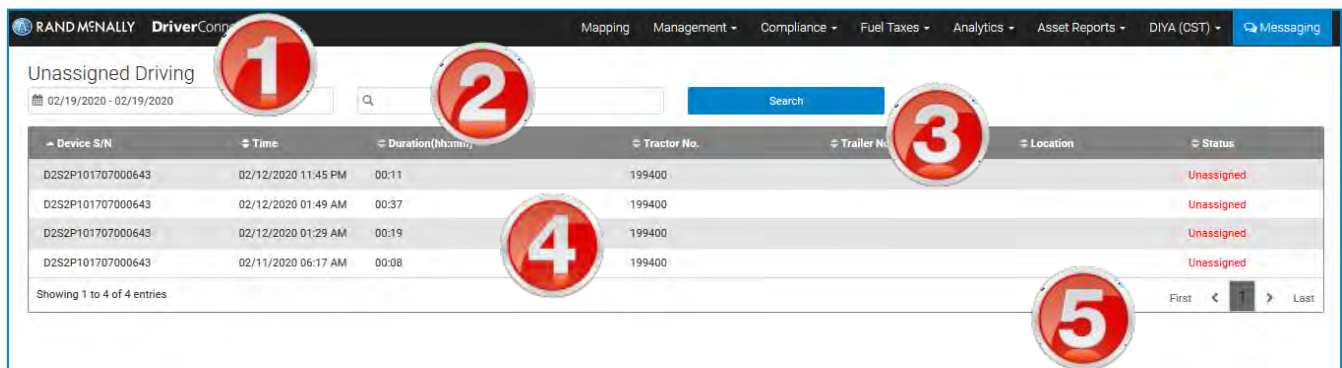
The **Unassigned Driving** page shows driving records that were logged on an ELD when it was not connected to the DriverConnect app. This happens when:

- A driver logs out of the app;
- The vehicle is driven without a driver logging in and connecting to the ELD; and then

The new driver is notified that the ELD contains pending assigned driving records. Drivers can then accept or reject the pending records from the DriverConnect app:

- Drivers would accept these records if they drove without logging in. The unassigned records then are added to the driver’s HOS record.
- Drivers would reject these records if they did not log that driving. The unassigned records then display on this page.

Note: *If a driver does not log out, drives without connecting to the ELD, then logs in and connects to the ELD again, the driving will still be assigned to that driver. DriverConnect will display a message that data is being downloaded from the ELD. It is recommended that the download is complete before driving begins.*



1. Select your filters from the dropdown menus and click **Search**. See how to use Search Filters (page 163).

The table displays the results of your search. The default view shows the newest records first.

2. To find specific information within your search results, begin typing in the search field.

As you type, information that matches your search terms automatically displays in the table.

3. Click the arrows next to a column header to sort the information in ascending or descending order on that column.

4. Click the text in a row to assign that record to a driver.

See instructions below.

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Assign Records to a Driver

To account for all miles driven in the vehicle, you must assign unassigned driving records to a driver.

Unassigned Driving Details

Date/Time	09/28/2017 05:18 PM
Tractor Number	100
ELD No.	E509L101621002008
Duration	00:00 hr
Trailer Number	128
Distance	0 miles

Assign to a Driver

Cancel Assign

1. Review the record for accuracy before assigning it.
2. Click the **Assign to a Driver** slider.
The slider turns green, and additional options display.
3. From the dropdown menu, select the driver to receive the records.
4. Click **Assign** to assign the record or **Cancel** to cancel this process without assigning any records.
5. A confirmation message displays.

Unassigned Driving Details ×

Date/Time	09/28/2017 05:18 PM
Tractor Number	100
ELD No.	E509L101621002008
Duration	00:00 hr
Trailer Number	128
Distance	0 miles

Assign to a Driver

Choose a driver

Driver	Latest ELD usage Time
<input checked="" type="radio"/> cdriver	

3 4

Cancel Assign

Unassigned Driving status updated successfully 5

After assigning a record to a driver, the driver must accept it in order for the changes to apply to that driver's HOS logs. If the driver rejects the record, it returns to the **Unassigned Driving** page.

Trip Report

On the **Trip Report** page, you can view a complete history your trips. Trips are created in the app when drivers enter a new trip name. New trip names should be used for changes to a different tractor, trailer, of Bill of Lading (BoL). Time-stamped entries for new trips display in a table on this page.

Fleet managers can view driving details for the entire fleet. Terminal Managers can view driving details for their terminal only.

The screenshot shows the Trip Report interface. At the top, there are several search filters: 'search by Terr' (dropdown), 'T-01022 (Johns)' (dropdown), 'search by drive' (dropdown), and 'search by trip' (dropdown) with a date range '01/2019 - 02'. A blue 'Search' button is to the right. Below the filters is a table with the following columns: Date / Time, Company ID, Driver ID, Tractor, Trailer, Trip Name, BoL Number, and Operating Authority. A single row of data is visible: '02/24/2020 04:39:07 PM', 'RM-03456', 'yoz02', '1', '1', 'My trip', 'Not Available', and 'Not Available'. At the bottom right, there are pagination controls: 'First', '<', '1', '>', and 'Last'.

Date / Time	Company ID	Driver ID	Tractor	Trailer	Trip Name	BoL Number	Operating Authority
02/24/2020 04:39:07 PM	RM-03456	yoz02	1	1	My trip	Not Available	Not Available

On this page, you can:

1. Select your filters from the dropdown menus and click **Search**. See how to use Search Filters (page 163).

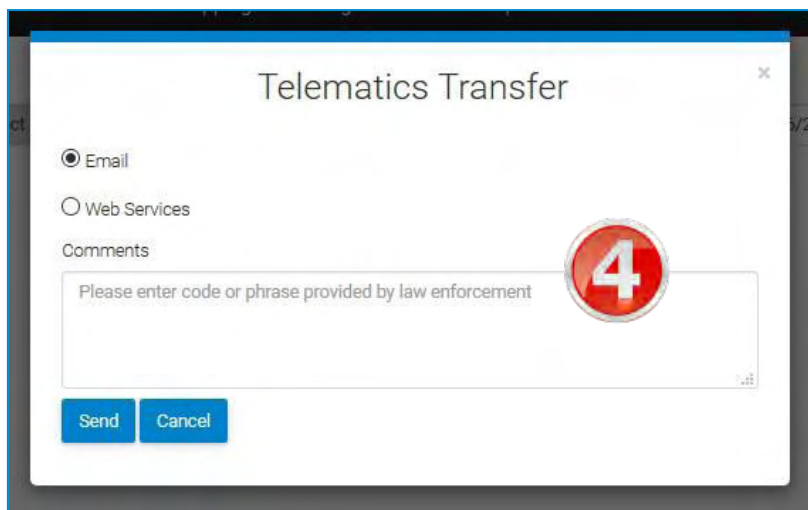
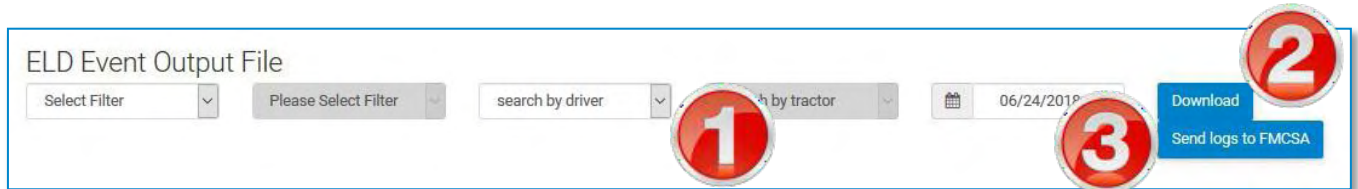
The table displays the results of your search. The default view shows the newest records first.

2. Click the arrows next to a column header to sort the information in ascending or descending order on that column.

3. Click an export icon to export the report to a .PDF or an Excel file.
See how to Export a Report (page 166).
4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

ELD Events Output File

On the **ELD Events Output File** page, you can create a .csv file containing ELD information for a single driver during a time range you specify.



1. Select your filters from the dropdown menus. See how to use Search Filters (page 163).
2. Click **Download CSV**.
A .csv file downloads containing the information you requested.
3. Click **Send log to FMCSA** to send the log.
*The **Telematics Transfer** window displays.*
4. Select **Email** or **Web Services**, add the required information, and click **Send**. Or, click Cancel to exit this window without sending a file.

Inspection Transfers

On the **Inspection Transfers** page, you can view inspections reports that have been sent by drivers.

The screenshot shows the 'Inspection Transfers' interface. At the top, there are filter dropdowns and a 'Search' button (1). Below is a table with columns: Company Code, Driver ID, Sender, Terminal, Date Time, Source, Transfer Mode, Status, Errors, Warnings, and File. A dropdown menu (2) is open over the 'Transfer Mode' column. Export icons (3) are in the top right, and a CSV icon (4) is in the 'File' column. At the bottom, there are pagination buttons (5).

Company Code	Driver ID	Sender	Terminal	Date Time	Source	Transfer Mode	Status	Errors	Warnings	File
RM-011890	DriverID	Driver Name	T-03269	06/22/2018 09:06:51 AM	App	Email	Sent	NA	NA	↓ CSV
RM-011890	DriverID	Driver Name	T-03269	06/22/2018 09:06:40 AM	App	Web Service	Success	0		↓ CSV
RM-011890	DriverID	Driver Name	T-03269	06/22/2018 06:27:59 AM	App	Web Service	Failure	1		↓ CSV
RM-011890	DriverID	Driver Name	T-03269	06/22/2018 06:27:48 AM	App	Email	Sent	NA	NA	↓ CSV

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).

The report table displays the results of your search.

2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.

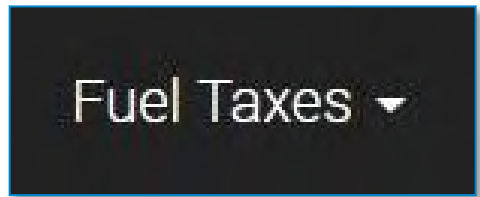
3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).

4. Click the CSV file icon to display the transfer data. The data downloads for a few seconds, then displays automatically in your browser.

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Fuel Taxes Menu

The **Fuel Taxes** menu provides information necessary to complete IFTA taxes, including mileage driven per state, state lines crossing information, and fuel purchases.



State Mileage



On the **State Mileage** page, you can view and download reports on miles driven per state. These reports can be broken down and sorted/filtered by tractor, state, fuel used, fuel type, miles driven, and by date.

The page defaults to the **Detailed** report. This tab shows a breakdown of the miles driven by each tractor in each state per day, within your selected date range. The default view shows each entry in descending order by date:

DriverConnect Portal Help

State Mileage Report

Summary **Detailed**

Select Filter Please Select Filter search by driver search by trip 09/21/2017 - 09/27/21  



Tractor	State	Operating Authority	Fuel Used(gal)	Fuel Type	Distance(mi)	Date	Trip Name
tractoira	Illinois	Not Available	3.5	Diesel	21.1	09/27/2017	My trip
100	Tennessee	DEV	7.8	Not Available	46.6	09/26/2017	Nashville Trip
tractoira	Illinois	CTO	5.3	Diesel	31.7	09/26/2017	My trip
100	Tennessee	DEV	17.3	Not Available	103.8	09/25/2017	Nashville Trip
tractoira	Illinois	CTO	3.1	Diesel	18.6	09/25/2017	My trip

First < 1 > Last

You can also view a **Summary** report, which displays the total miles driven per state within your selected date range, without displaying tractor information or individual dates:

State Mileage Report

Summary Detailed

Select Filter Please Select Filter search by driver search by trip 08/29/2017 - 09/21  

Country	State	Operating Authority	Fuel Used(gal)	Fuel Type	Distance(mi)	Trip Name
US	Illinois	CTO	11.9	Diesel	71.5	My trip
US	Tennessee	DEV	25.1	Not Available	150.4	Nashville Trip

First < 1 > Last

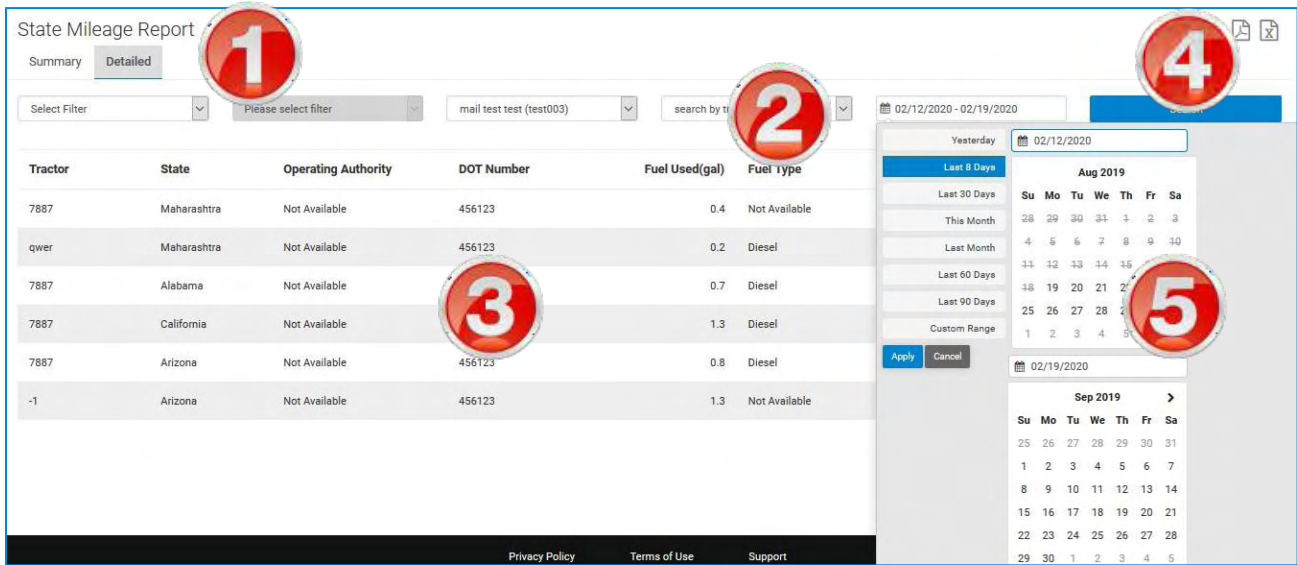
If you are a Driver: You will only see mileage information for yourself.

If you are a Fleet Manager (FM) or a Terminal Manager (TM):

You can select any of your drivers to view.

Report Basic Functions

These functions are the same on both the **Detailed** and the **Summary** reports.



1. Click the **Summary** or **Detailed** tabs to toggle between the two reports.
2. Select your filters from the dropdown menus and click **Search**. See how to use Search Filters (page 163).
The report table displays the results of your search.
3. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.
4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).
5. Click the calendar icon to select a date range for the report.
6. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

State Crossings

On the **State Crossings** page, you can view information on where and when the tractors in your fleet cross state lines. The report shows the date, time, driver, tractor, and location for each state crossing. It also shows the state the tractor came from and crossed into.

If you are a Driver: You will only see information for yourself.

If you are a Fleet Manager (FM) or a Terminal Manager (TM):
You can select any of your drivers to view.

State Crossings Report

search by trip ▼ Select Filter ▼ Please Select Filter: ▼ 01/11/2017 - 01/15/2017 Search

Tractor	Driver	Date/Time	Odometer	From	To	Location	Trip Name
7	Test Trucker	01/13/2017 13:30:51		Illinois	Virginia	Linton Hall Road, Prince William County, Virginia, 20155, USA	Not Available
7	Test Trucker	01/15/2017 14:47:04	69,525.7	Virginia	District of Columbia	Michigan Avenue Northeast, District of Columbia, 20017, USA	Not Available
7	Test Trucker	01/15/2017 15:17:24	69,587.8	District of Columbia	Virginia	Shirley Highway, Arlington County, Virginia, 22204, USA	Not Available
7	Test Trucker	01/16/2017 11:23:52	69,853.2	Tennessee	Virginia	Brammer Lane, Montgomery County, Virginia, 24073, USA	Not Available
7	Test Trucker	01/16/2017 12:56:52	69,970.0	Virginia	Tennessee	I 81, Bristol, Sullivan County, Tennessee, United States of America	Not Available
7	Test Trucker	01/16/2017 12:56:52	69,970.0	Virginia	Tennessee	I 81, Sullivan County, Tennessee, USA	Not Available

* Calculated values

First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).

The report table displays the results of your search.

2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.

3. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).

4. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Fuel Purchase

On the **Fuel Purchase** page, you can view fuel purchases for your fleet, and create fuel purchase reports.

If you are a Driver: You will only see fuel purchase information for yourself.

If you are a Fleet Manager (FM) or a Terminal Manager (TM):
You can select any of your drivers to view.

Fuel Purchase Report

Select Filter by driver 02/19/2020 - 02/19/2020

Tractor	Driver	Date	Fuel Quantity(gal)	Fuel Type	Amount	Currency	Pu	State	Seller's Location	Trip Name	Operating Authority
qwer	Co driver test	02/19/2020	5,454.0	Diesel	48.00	US\$		Alaska	2yyeye, avgsab, Alaska , USA	My trip	Not Availabl
qwer	Co driver test	02/19/2020	24.0	Diesel	42.00	US\$	Fuel Co	Alaska	13ess, srstdcy hvuv, Alaska , USA	My trip	Not Availabl

First < 1 > Last

1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).

The report table displays the results of your search. The default view shows the newest purchases first.

2. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.

3. To view a fuel purchase receipt, click the receipt icon (.

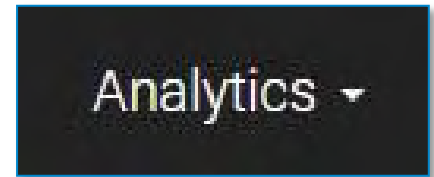
The receipt displays in a separate window.

4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).

5. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Analytics Menu

The **Analytics** menu provides Fleet and Terminal Managers with detailed statistics and graphical trends about your fleet's performance.



Metrics

The **Metrics** page displays information about your fleet's driving patterns, based on the search criteria you enter.

Information captured includes:

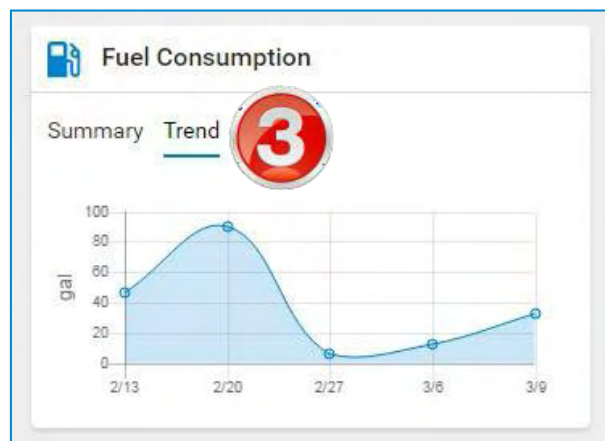
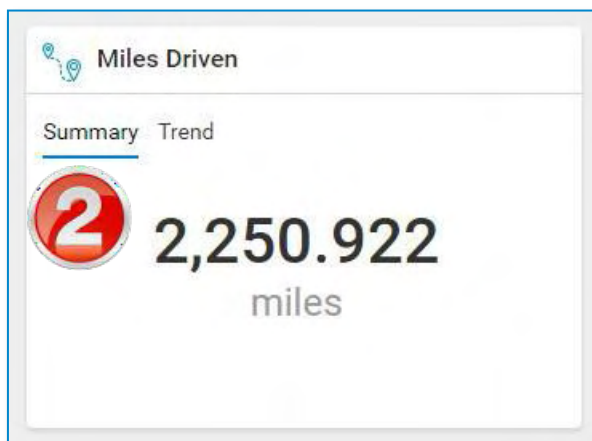
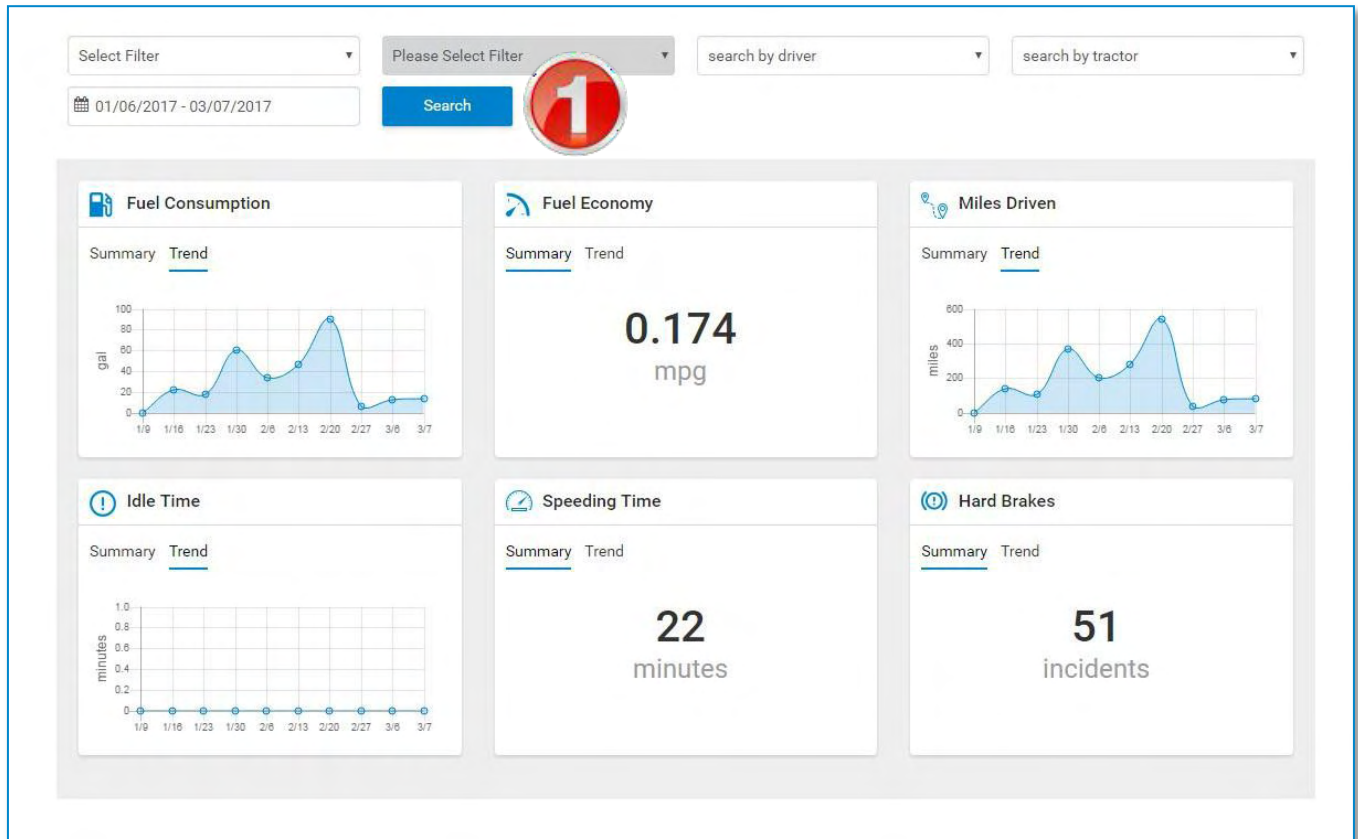
- **Fuel Consumption:** The number of gallons of fuel reported in Fuel Purchases from the app
- **Fuel Economy:** Miles driven per gallon of fuel
- **Miles Driven:** The total number of miles logged in Driving status
- **Idle Time:** The total number of minutes spent idling
- **Speeding Time:** The total time drivers spent moving above the speeding miles per hour threshold.
- **Hard Brakes:** The number of incidents of hard braking

Note: *The thresholds for Idle Time, Speeding Time, and Hard Braking can be set in the **ADVANCED CONFIGURATION** section of the **Company Info** page.*

The **Metrics** page shows a separate pane for each of these statistics. In each pane, you can view them as a summary or a trend.

DriverConnect Portal Help

- **Summary** displays the total number or average metric for the search criteria you select.
- **Trend** shows a graphical display of the metric for the date range you selected.



1. To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).

The metrics panes display the results of your search.

2. In a metric pane, click **Summary** to view the metric summary.

The summary is the total number, or metric average, for the search criteria you select. For example, the **Fuel Consumption** summary displays the total number of gallons reported from your search criteria.

3. In a metric pane, click **Trend** to view the metric trend.

The trend is a graphical display of the daily value during the selected time period. For example, the **Speeding Time** trend shows a graph displaying the number of speeding incidents per day (based on your search criteria).

Events

The **Events** page displays recorded actions for each driver. These events include app and portal logins, HOS changes, and driving events (like engine start/stop, sudden accelerations, and more). The trip name, time and date, location, and odometer readings are also recorded with each event.

The **Events** page allows you to view one or more of the following events from these three categories:

- **Duty Status** Category: This category lists all duty status changes.
 - DRIVING
 - ON DUTY
 - OFF DUTY
 - SLEEPER BERTH
- **Driver Events** Category: This category lists incidents where the driver goes over the thresholds set in the **ADVANCED CONFIGURATION** section of the **Company Info** page.
 - Over Idling
 - Speeding
 - Hard Braking
- **Others** Category: This category lists additional events captured by the app and/or ELD.
 - Login
 - Logout
 - Ignition On
 - Ignition Off
 - Vehicle Start
 - Vehicle Stop
 - Sudden Acceleration
 - Sudden Deceleration

- Personal Conveyance
- Yard Moves

If you are a Driver: You will only see event information for yourself.

If you are a Fleet Manager (FM) or a Terminal Manager (TM): You can select any of your drivers to view.

The screenshot shows the 'Events Report' interface. At the top, there are several dropdown menus for filtering: 'Select Filter', 'Filter', 'search by driver', 'search by events', and 'search by trip'. A blue 'Search' button is located below these filters. To the right of the filters are export icons (PDF and Excel) and a date selector set to '02/19/2020'. Below the filters is a table with the following columns: Location, Time of Occurrence, Lat/Lon, Vehicle, Driver, Fleet, Terminal, Start Odometer, End Odometer, Speed, Event, and Trip Name. The table contains several rows of event data, including login and logout events for 'DIYA AWASTHI' and 'Co driver test'. Red callout boxes with numbers 1 through 5 are overlaid on the interface: 1 points to the Search button, 2 points to the Filter dropdown, 3 points to the Event type dropdown, 4 points to the export icons, and 5 points to the Select All checkbox in the table header.

Location	Time of Occurrence	Lat/Lon	Vehicle	Driver	Fleet	Terminal	Start Odometer	End Odometer	Speed	Event	Trip Name
Not able to determine location	02/19/2020 04:09:37 AM	200.0 / 200.0	Not Available	DIYA AWASTHI	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-Portal)	Not Available
Not able to determine location	02/19/2020 03:23:57 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-App)	My trip test
Not able to determine location	02/19/2020 03:23:57 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Logout(DC-App)	My trip test
Not able to determine location	02/19/2020 02:45:02 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-App)	My trip test
Not able to determine location	02/19/2020 02:37:10 AM	200.0 / 200.0	Not Available	DIYA AWASTHI	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-Portal)	Not Available
Not able to determine location	02/19/2020 02:01:12 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Logout(DC-App)	My trip test
Not able to determine location	02/19/2020 01:27:55 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-App)	My trip test
Not able to determine location	02/19/2020 01:27:55 AM	200.0 / 200.0	qwer	Co driver test	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Logout(DC-App)	My trip test
Not able to determine location	02/19/2020 12:51:27 AM	200.0 / 200.0	Not Available	DIYA AWASTHI	Fleet Manager	Fleet Manager	0.0	0.0	0.0	Login(DC-Portal)	Not Available
Pune, Maharashtra, 411020, IND	02/19/2020 12:34:21 AM	18.56 / 73.83	qwer	Co driver test	Fleet Manager	Fleet Manager	15,919.5	15,919.5	29.8	Vehicle Start	My trip

1. To begin, select one or more events from the **search by events** dropdown menu. The events you can select are listed above.

You can also check the **Select all** box to select every event type available. Select it again to deselect all.

2. Select additional filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).

The report table displays the results of your search. The default view shows the newest events first.

3. Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.

4. Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).

5. Some events contain a **Detail** button in the far-right column. Click this button to open a detail window.
6. If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Vehicle Performance

The **Vehicle Performance Report** page displays several metrics about your vehicles' performance, including odometer readings, fuel information, running and idle times, miles per gallon, and more.

Vehicle Performance Report

Select Filter ▼ Please Select Filter ▼ search by tractor ▼ search by trip ▼ 02/06/2017 - 03/07/2017 Search PDF Excel

Vehicle	Date	Engine On Time (hh:mm:ss)	Vehicle Motion Time (hh:mm:ss)	Odometer Begin	Odometer End	Miles Traveled	Fuel Type	Drive Fuel(gal)	Idle Fuel(gal)	Idle Fuel Percent	MPG	Drive MPG	
BT101	03/06/2017	02:04:14	01:33:07	0.0	1,977.8	70.8	Diesel	11.8	0.2	1.75	4.4	4.4	My trip
tractorb	03/06/2017	00:26:24	00:19:55	0.0	4,201.7	3.1	Diesel	1.2	0.1	7.69	4.5	4.0	My trip
BT101	02/27/2017	00:00:00	00:00:00	0.0	0.0	0.0	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/26/2017	00:22:39	00:16:10	0.0	4,191.8	2.2	Diesel	1.0	0.0	0.00	2.3	2.3	My trip
tractorb	02/25/2017	00:00:00	00:00:00	0.0	0.0	18.6	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/24/2017	00:00:00	00:00:00	0.0	0.0	11.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/19/2017	00:00:00	00:00:00	0.0	0.0	8.1	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/18/2017	00:00:00	00:00:00	0.0	0.0	34.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/17/2017	00:00:00	00:00:00	0.0	0.0	1.9	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
BT101	02/17/2017	00:00:00	00:00:00	0.0	0.0	59.7	Diesel	0.0	0.0	0.00	0.0	0.0	My trip

First < 1 > Last

- To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).
The report table displays the results of your search.
- Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.
- Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).
- If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Vehicle Faults

The **Vehicle Performance Report** page displays several metrics about your vehicles' performance, including odometer readings, fuel information, running and idle times, miles per gallon, and more.

Vehicle Performance Report

Select Filter ▼ Please Select Filter ▼ search by tractor ▼ search by trip ▼ 02/06/2017 - 03/07/2017 Search PDF Excel

Vehicle	Date	Engine On Time (hh:mm:ss)	Vehicle Motion Time (hh:mm:ss)	Odometer Begin	Odometer End	Miles Traveled	Fuel Type	Drive Fuel(gal)	Idle Fuel(gal)	Idle Fuel Percent	MPG	Drive MPG	
BT101	03/06/2017	02:04:14	01:33:07	0.0	1,977.8	70.8	Diesel	11.8	0.2	1.75	4.4	4.4	My trip
tractorb	03/06/2017	00:26:24	00:19:55	0.0	4,201.7	4.1	Diesel	1.2	0.1	7.69	4.5	4.0	My trip
BT101	02/27/2017	00:00:00	00:00:00	0.0	0.0	0.0	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/26/2017	00:22:39	00:16:10	0.0	4,191.8	2.2	Diesel	1.0	0.0	0.00	2.3	2.3	My trip
tractorb	02/25/2017	00:00:00	00:00:00	0.0	0.0	18.6	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/24/2017	00:00:00	00:00:00	0.0	0.0	11.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/19/2017	00:00:00	00:00:00	0.0	0.0	8.1	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/18/2017	00:00:00	00:00:00	0.0	0.0	34.2	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
tractorb	02/17/2017	00:00:00	00:00:00	0.0	0.0	1.9	Diesel	0.0	0.0	0.00	0.0	0.0	My trip
BT101	02/17/2017	00:00:00	00:00:00	0.0	0.0	59.7	Diesel	0.0	0.0	0.00	0.0	0.0	My trip

First < 1 > Last

- To begin, select your filters from the dropdown menus, and click **Search**. See how to use Search Filters (page 163).
The report table displays the results of your search.
- Click anywhere in a column to display the *Advanced Options* menu bar. See using Advanced Options on page 167.
- Click an export icon to export the report to a .PDF or an Excel file. See how to Export a Report (page 166).
- If the information from your search spans multiple pages, click the pagination buttons to jump to a different page.

Asset Reports Menu

The **Asset Reports** menu provides information on an asset’s location, time, and state.

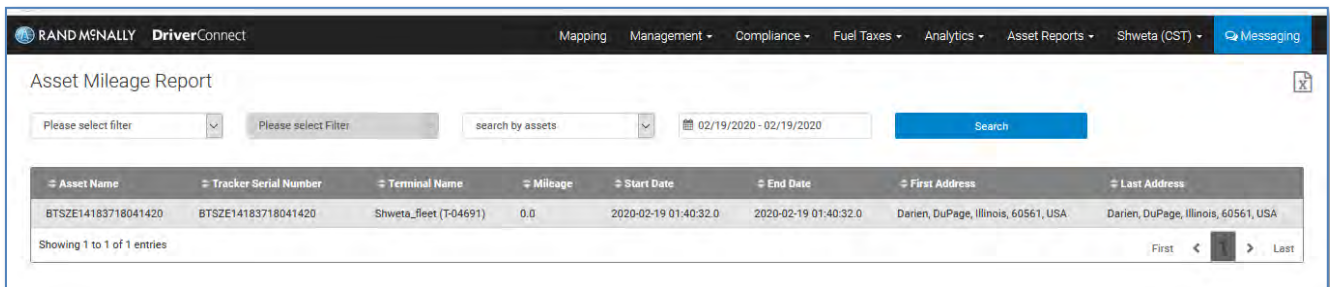


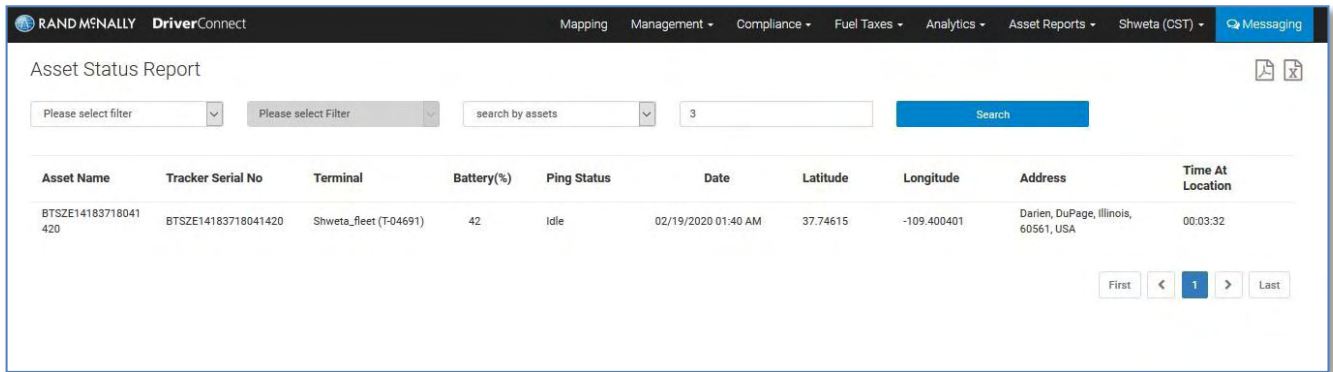
Asset Events, Status, and Mileage Reports

On the **Asset Events Reports** page, you can view and download reports on the location and movement of your assets. These reports can be broken down, sorted, and filtered.

The **Asset Status Report** page displays the most recent information about the status of each tracker, including the most recent ping type, remaining battery power, location and address, and the length of time the tracker has been at that location.

The **Asset Mileage Report** page displays the assets’ mileage travelled, start and end addresses, and dates of movement.





Asset Tracker User Guide

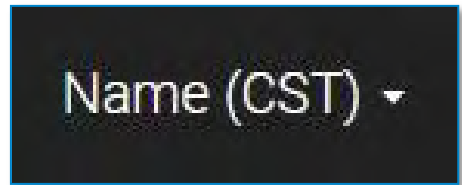
Asset Reports are documented in the **Asset Tracker Help** user manual, available at

<https://driverconnect.randmcnally.com/DriverConnect/support>.



Your Name

Your name displays as a dropdown menu, with your selected or assigned time zone in parentheses. Use this menu to access personal and company information, subscription information, and help resources.



Profile

On the **Profile** page, you can change your personal information and your password.

Several fields are editable, including your name, Driver ID, email address, and Driver's License information.

Four fields are NOT editable: your Company ID, Company Name, Role, and Rule Set. These fields appear grayed out.

Note: Your rule set can be changed in the DriverConnect app.

On the **Profile** page, you can:

Make Changes

License No.
12345

Issuing State
Kansas

Change Password

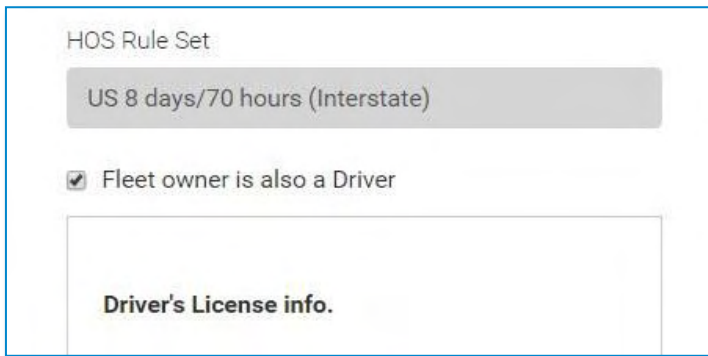
Update

1. Click in an editable field and update the information.
2. Click **Update** to save changes.

Notes:

- If you change your Driver ID on this page, it will be changed across the entire portal, AND in the DriverConnect app. You will need to enter your new Driver ID and your password on the app.
- Your Contact Email is the same email address you use to log in to the DriverConnect portal. If you change it, you will need to enter the new email address the next time you log in to the portal.

Fleet Managers:



HOS Rule Set

US 8 days/70 hours (Interstate)

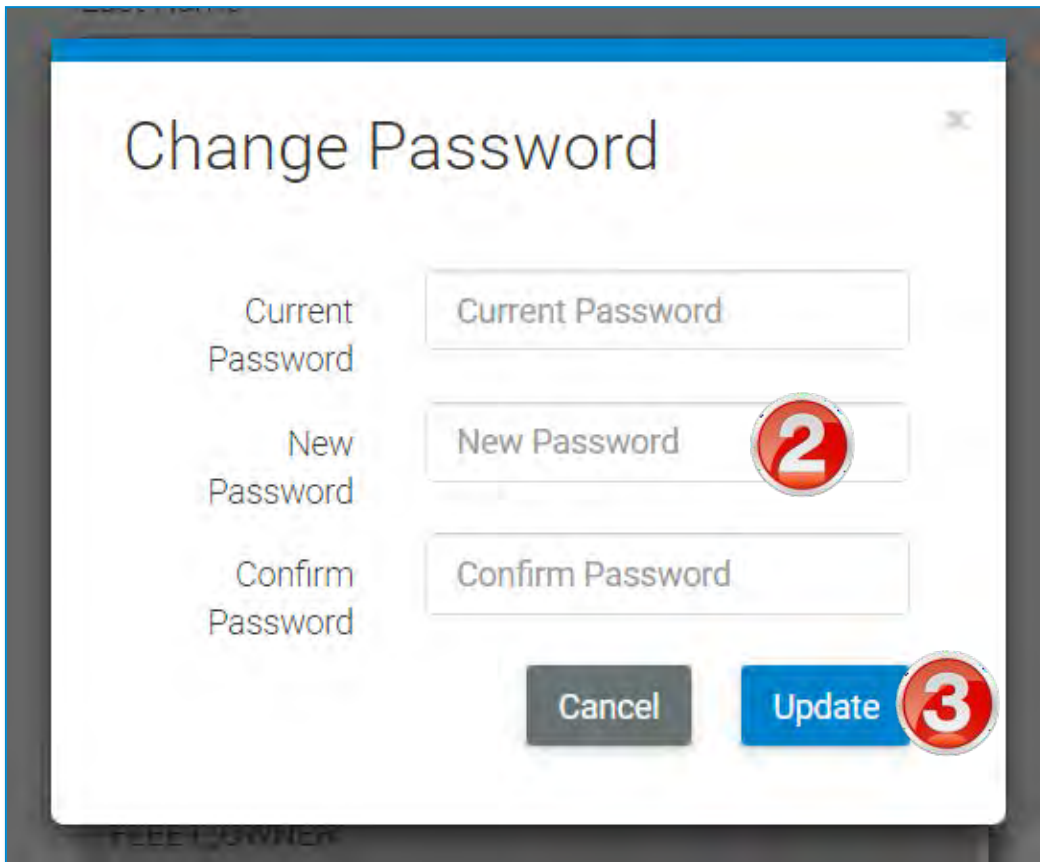
Fleet owner is also a Driver

Driver's License info.

If you are both the fleet manager (the person responsible for fleet management activities) AND a driver, you need to select the **Fleet owner is also a Driver** checkbox. If you are a fleet manager, but do not have driving responsibilities, leave this box unchecked.

If you do NOT check this box, you will not be able to access the DriverConnect app to complete your driving functions.

Change your password



The screenshot shows a 'Change Password' dialog box with the following elements:

- Title: Change Password
- Current Password: Input field
- New Password: Input field with a red circle containing the number '2' to its right.
- Confirm Password: Input field
- Buttons: 'Cancel' (grey) and 'Update' (blue) with a red circle containing the number '3' to its right.

1. On the **Profile** page, click **Change Password**.

*The **Change Password** window displays.*

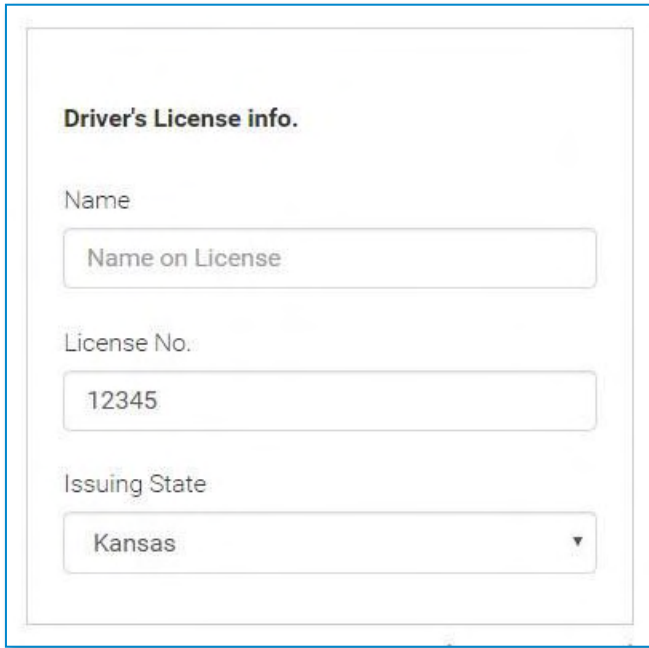
2. Enter your current password once, and your new password twice.

3. Click **Update** to save your new password or **Cancel** to close this window without changing your password.

Note: If you change your password, it will also be changed in the DriverConnect app. You will need to enter your Driver ID and your new password on the app.

Update Driver's License Info

You can enter or edit your driver's license information in the Driver's License Info section.



The screenshot shows a form titled "Driver's License info." with three input fields. The first field is labeled "Name" and contains the text "Name on License". The second field is labeled "License No." and contains the text "12345". The third field is labeled "Issuing State" and is a dropdown menu with "Kansas" selected and a downward arrow on the right.

Enter your name, driver's license number, and issuing state *exactly* as it appears on your license.

This information will also display in the DriverConnect app.

Company Info

On the **Company Info** page, Fleet Managers can make changes to a company's information.

All fields can be edited, unless otherwise stated.



The screenshot shows a form titled "Company Info" with four input fields. The first field, "Company ID", contains the text "RM-012500". The second field, "Company Name", contains "My Company". The third field, "Company Email", contains "email@address.co". The fourth field, "Company Address", contains "123 Main St.".

Company ID: Also known as the Company Code, this non-editable field was set when your company account was created. You need to provide this number to your drivers. This ID is a required field when logging in to the DriverConnect app.

Company Name: The name of your company.

Company Email: The primary contact email address for your company.

Company Address: Your company's primary street address. If your company normally uses a two-line address, enter the second line after a comma. For example:

123 Commerce Dr.
Suite 555

becomes:

123 Commerce Drive, Suite 555

City: Your company's city.

State: Your company's state

Country: Your company's country.

Postal Code: Your terminal's postal/ZIP code.

Note: For the Address, City, State, Country, and Postal Code fields, use your primary terminal address. This should be the same address as the mailing address used in your base jurisdiction for IFTA reporting.

Company DOT: Your company's US Department of Transportation (USDOT) number.

Company Telephone: The primary business phone number for your company.

Configuration

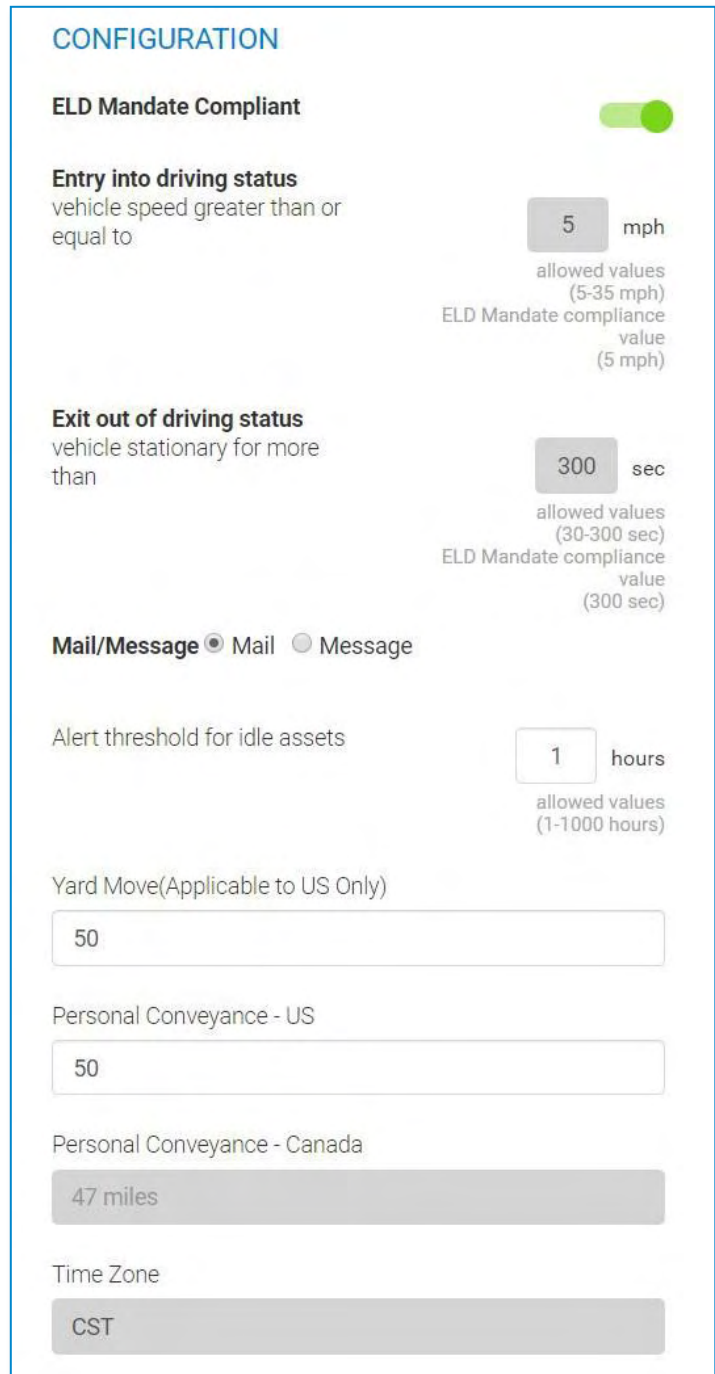
You can configure aspects of your fleet's driving information in the **CONFIGURATION** section. Settings made in this section apply to all drivers in your fleet.

ELD Mandate Compliant:
Ensures all mandated features are enabled.

Entry into driving status:
The miles per hour a driver needs to reach (from stopped) to enter into Driving status. The DriverConnect app automatically switches into Driving status when the vehicle reaches this speed. The default value is 20 MPH. You can set this value between 5 MPH and 35 MPH.

Exit out of driving status:

The number of seconds a driver must be stopped before being allowed to manually switch to a different status. The default setting is 300



CONFIGURATION

ELD Mandate Compliant

Entry into driving status
vehicle speed greater than or equal to mph
allowed values (5-35 mph)
ELD Mandate compliance value (5 mph)

Exit out of driving status
vehicle stationary for more than sec
allowed values (30-300 sec)
ELD Mandate compliance value (300 sec)

Mail/Message Mail Message

Alert threshold for idle assets hours
allowed values (1-1000 hours)

Yard Move(Applicable to US Only)

Personal Conveyance - US

Personal Conveyance - Canada

Time Zone

seconds. You can set this value between 30 seconds and 300 seconds (5 minutes).

Mail/Message: Select to use the DriverConnect Mail or Messaging function with your fleet.

Alert Threshold for idle Assets: The number of hours an asset is not moving (idle) before DriverConnect notifies you.

Yard Move (Applicable to US Only): The number of miles your company allows for yard moves. Yard moves are times when your drivers will be driving the truck in a company lot or loading yard but will not be on a public road. Yard moves are considered On Duty time, but do not count toward driving hours. The default setting is 50 miles.

Personal Conveyance – US: The number of miles you want to allow drivers to use for Personal Conveyance status ("Line 5"). The default setting is 50 miles.

Personal Conveyance – Canada: This non-editable field sets the personal conveyance mileage limit to 47 miles, per Canadian law.

Time Zone: Select a time zone from the drop-down menu. This is the time zone for your company headquarters and is the time zone that will display on your reports in the DriverConnect portal. Note that your drivers may operate in different time zones.

Advanced Configuration

The **ADVANCED CONFIGURATION** section of the **Company Info** page lets you set thresholds for idle time, speeding, and hard braking.

The screenshot shows a 'Configuration' section with four settings, each with a description, a value input field, and allowed values:

- Hard Braking:** vehicle speed decreases by mph in a sec. Allowed values: (5mph-10mph).
- Idling:** ignition is ON and vehicle speed is 0 for more than sec. Allowed values: (0-300 sec).
- Speeding:** vehicle speed is greater than mph. Allowed values: (35-85mph).
- Over Posted Speed Limit:** Vehicle exceeds posted speed limit by mph. Allowed values: (1-15 mph).

Hard Braking: The rate of decrease in speed a driver needs to reach in a sudden deceleration. This rate is measured in a decrease in miles per hour, per second (MPH/s). You can set this value between 5 and 10 MPH.

Idling: The number of seconds a vehicle is running (ignition on) before moving. You can set this value between 0 and 300 seconds (5 minutes).

Speeding: The speed (in miles per hour) a driver needs to reach to be considered speeding. You can set this value between 35 and 85 MPH.

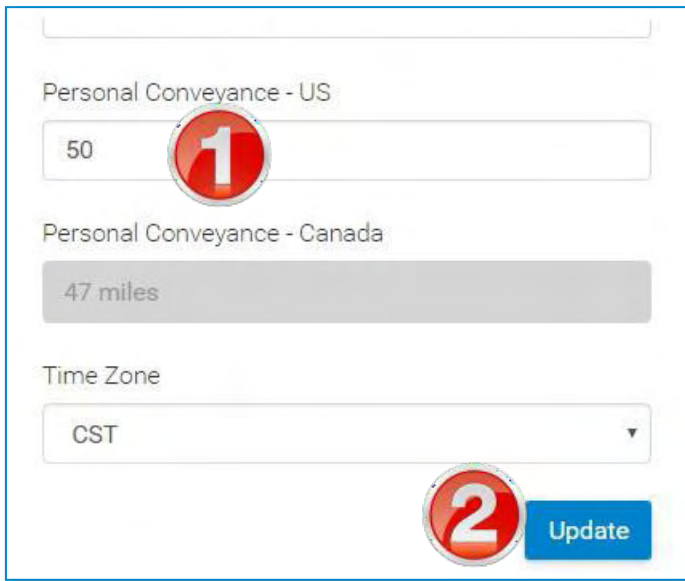
Over Posted Speed Limit: The speed (in miles per hour) a driver is allowed to travel above the posted speed limit before an event is triggered. For example, if you set the Over Posted Speed Limit to 5 mph, you will receive events each time a driver exceeds the posted speed limit by 5 MPH or more. You can set this value between 1 and 15 MPH.

ON DUTY DVIR: Forces drivers to complete a DVIR each time they go on duty. Drivers cannot tap **SAVE** to change their duty status until the DVIR is completed and saved.

OFF DUTY DVIR: Forces drivers to complete a DVIR each time they go off duty. Drivers cannot tap **SAVE** to change their duty status until the DVIR is completed and saved.

Maximum Uncertified Logs Allowed: The number of days a driver can go before certifying logs. When a driver goes over this threshold, the driver cannot tap **SAVE** to change their duty status until logs are certified.

To make changes:



The screenshot shows a form with three main sections. The first section is 'Personal Conveyance - US' with a text input field containing '50' and a red circular callout '1' pointing to the field. The second section is 'Personal Conveyance - Canada' with a greyed-out text input field containing '47 miles'. The third section is 'Time Zone' with a dropdown menu showing 'CST' and a red circular callout '2' pointing to the 'Update' button. The 'Update' button is blue with white text.

1. Click in an editable field and update the information.
2. Click **Update** to save your changes.

Making changes on this page causes the **Company Info** tab in the DriverConnect portal to also change for all drivers in your fleet.

Terminal Info

On the **Terminal Info** page, Terminal Managers can make changes to a terminal's information.

All fields can be edited, unless otherwise stated.

Terminal Name: The name of your terminal.

Fleet Code: The code for your fleet. This is also known as the Company ID. You cannot edit this field.

Terminal Address: Your terminal's primary street address. If your terminal normally uses a two-line address, enter the second line after a comma. For example:

123 Commerce Dr.
Suite 555

becomes:

123 Commerce Drive, Suite 555

City: Your terminal's city.

State: Your terminal's state

Country: Your terminal's country.

Postal Code: Your terminal's postal/ZIP code.

Note: For the Address, City, State, Country, and Postal Code fields, use your primary terminal address. This should be the same address as the mailing address used for your terminal's IFTA reporting.

Terminal Telephone: The primary business phone number for your terminal.

Yard Move (Applicable to US Only): The number of miles your terminal allows for yard moves. Yard moves are times when your drivers will be driving the truck in a terminal lot or loading yard but will not be on a road. Yard moves are considered On Duty time, but do not count toward driving hours. The default setting is 50 miles. Note that changing this setting here overrides your fleet manager's setting.

Personal Conveyance – US: The number of miles you want to allow drivers to use for personal conveyance. The default setting is 50 miles. Note that changing this setting here overrides your fleet manager's setting.

Personal Conveyance – Canada: This non-editable field sets the personal conveyance mileage limit to 47 miles, per Canadian law.

Time Zone: Select your time zone from the drop-down menu. This is the time zone for your terminal headquarters. Drivers in your terminal will be automatically synced to this time zone.

To make changes:

50

Personal Conveyance - US

35

Personal Conveyance - Canada

47 miles

Time Zone

CST

2

Update

1. Click in an editable field and update the information.
2. Click **Update** to save your changes.

Note: Making changes on this page causes the **Company Info** tab in the DriverConnect app to also change for all drivers in your terminal.

Subscription

On the **Subscription** page, you can:

- View your subscription plan, total number of devices, and costs
- Add additional Electronic Logging Devices (ELDs) to your fleet
- Manage your subscription level

View Your Subscription Plan and Costs

The screenshot shows the 'Subscription' page with a 'Billing Cycle Summary' section. The summary includes the following information:

Current	
TOTAL	\$0/month
Devices:	1
Plan:	Core (Complimentary)

Expires on: 03/31/2017

Callout 1 points to the 'Devices' row. Callout 2 points to the '+ ADD DEVICE' button. Callout 3 points to the 'MANAGE' button.

1. The Billing Cycle Summary section shows:

DriverConnect Portal Help

- Your current subscription costs per month
- A count of the number of ELDs you have registered to your fleet
- Your company's subscription plan
- The expiration date (if applicable)

Note: The rest of the steps in this section are for users that have purchased devices online or through a retail store. Fleet managers need to contact their Rand McNally sales associates to purchase more ELDs for their fleets.

2. Click **ADD DEVICE** to add additional ELDs to your fleet.

The **Add Device** window displays. See full instructions below.

3. Click **MANAGE** to manage your subscription level.

The **Manage Subscription** window displays. See full instructions below.

Add Additional ELDs to Your Fleet

The screenshot shows the 'Add Device' window. On the left, there is a text input field for 'Device Serial Number' with a placeholder 'e.g. EXXXXXXXXXXXXX'. A red circle with the number '4' is positioned below the input field. To the right of the input field is a '+ Add more' button, with a red circle containing the number '5' above it. On the right side of the window, a summary box displays 'Your updated subscription' as '\$0/month', 'Devices:' as '1', and 'Plan:' as 'Core (Complimentary)'. Below this summary are two buttons: 'CANCEL' and 'UPDATE SUBSCRIPTION'. At the bottom left, there is a line of text: 'All functionalities of a device are enabled with a monthly subscription to a service plan. Please visit [Terms of use](#)'. A red circle with the number '6' is positioned at the bottom right of the window.

DriverConnect Portal Help

If you purchase additional ELDs, you can add them to your fleet from the **Add Device** window:

4. Enter the serial number of the new ELD.
5. Click **+Add more** to add additional ELDs.
6. Click **UPDATE SUBSCRIPTION** to register the new ELD(s) or click **CANCEL** to close this window without changing your subscription.

*The new ELDs will be included in the **Devices** count on the **Subscription** page.*

ELDs registered to your fleet can be used by any driver. Drivers will need to follow the instructions in the DriverConnect User manual to connect to a new ELD.

Manage Your Subscription Level

The **Manage Subscription** window displays:

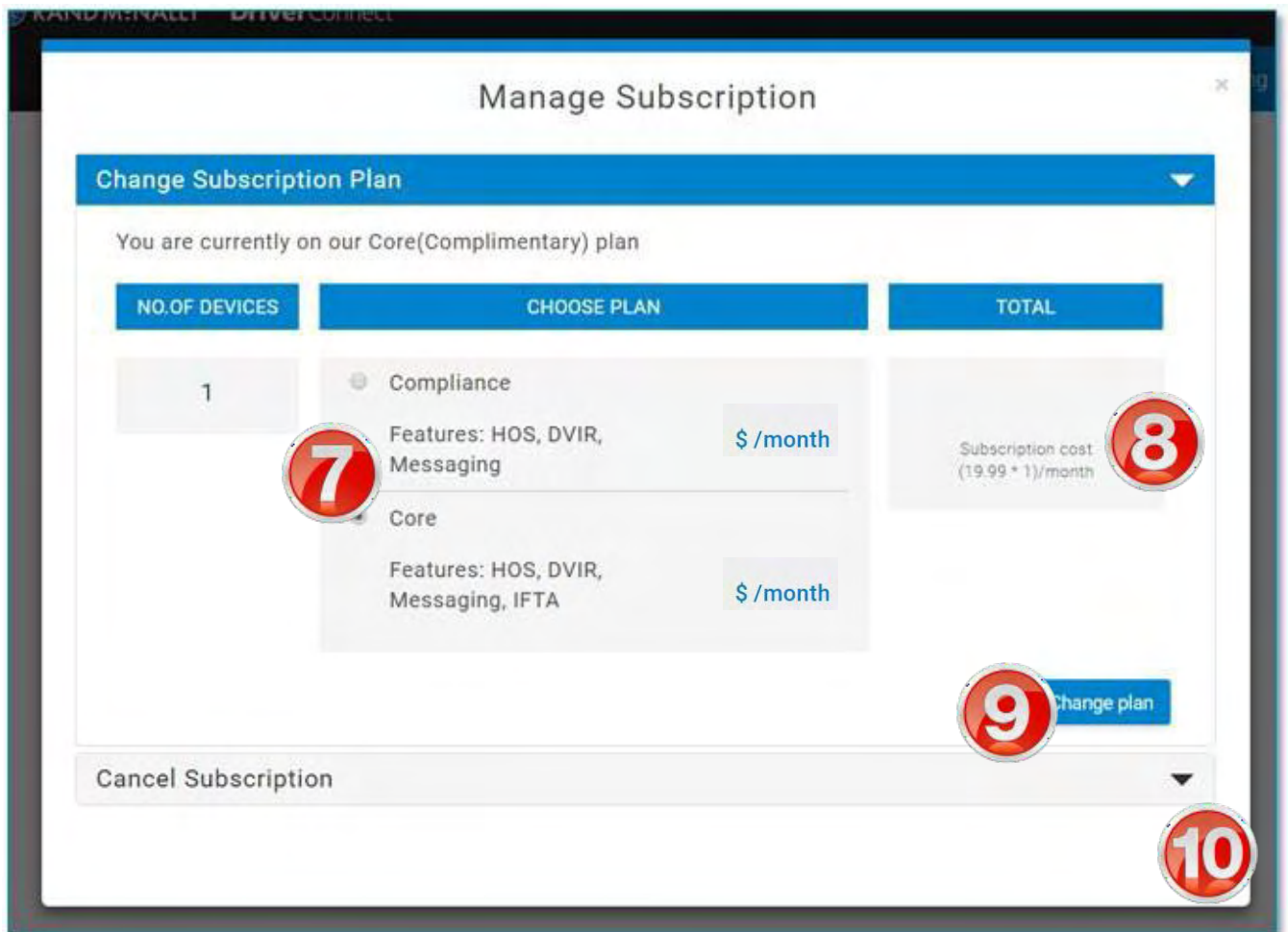
- Your current plan
- The number of devices you have registered to your fleet
- The total cost per month of additional available plans
- Your new total cost per month for switching plans

There are several subscription levels for DriverConnect. The following table lists the features of the most common plans:

Feature	Compliance	Core	Core+
Hours of Service (HOS) Logging	Yes	Yes	Yes
Driver-Vehicle Inspection Report (DVIR)	Yes	Yes	Yes
Portal Access	Yes	Yes	Yes

Feature	Compliance	Core	Core+
Real-Time Gauges	Yes	Yes	Yes
Messaging	Yes	Yes	Yes
IFTA Fuel Tax Reporting	No	Yes	Yes
Send and Receive Forms	No	Yes	Yes
Use Form-Based Workflows	No	Yes	Yes

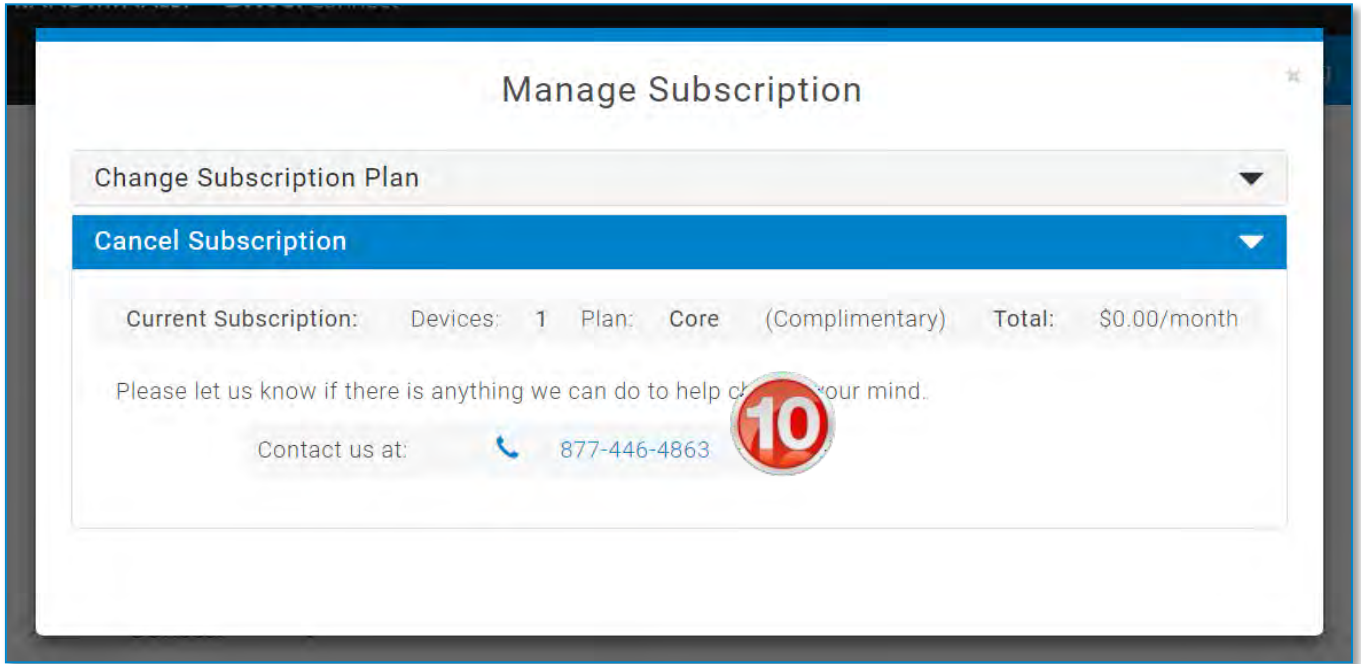
Change Your Plan:



7. Click the radio button next to your new plan.

8. The **TOTAL** section updates to display the new monthly cost.

9. Click **Change plan** to change the new plan.

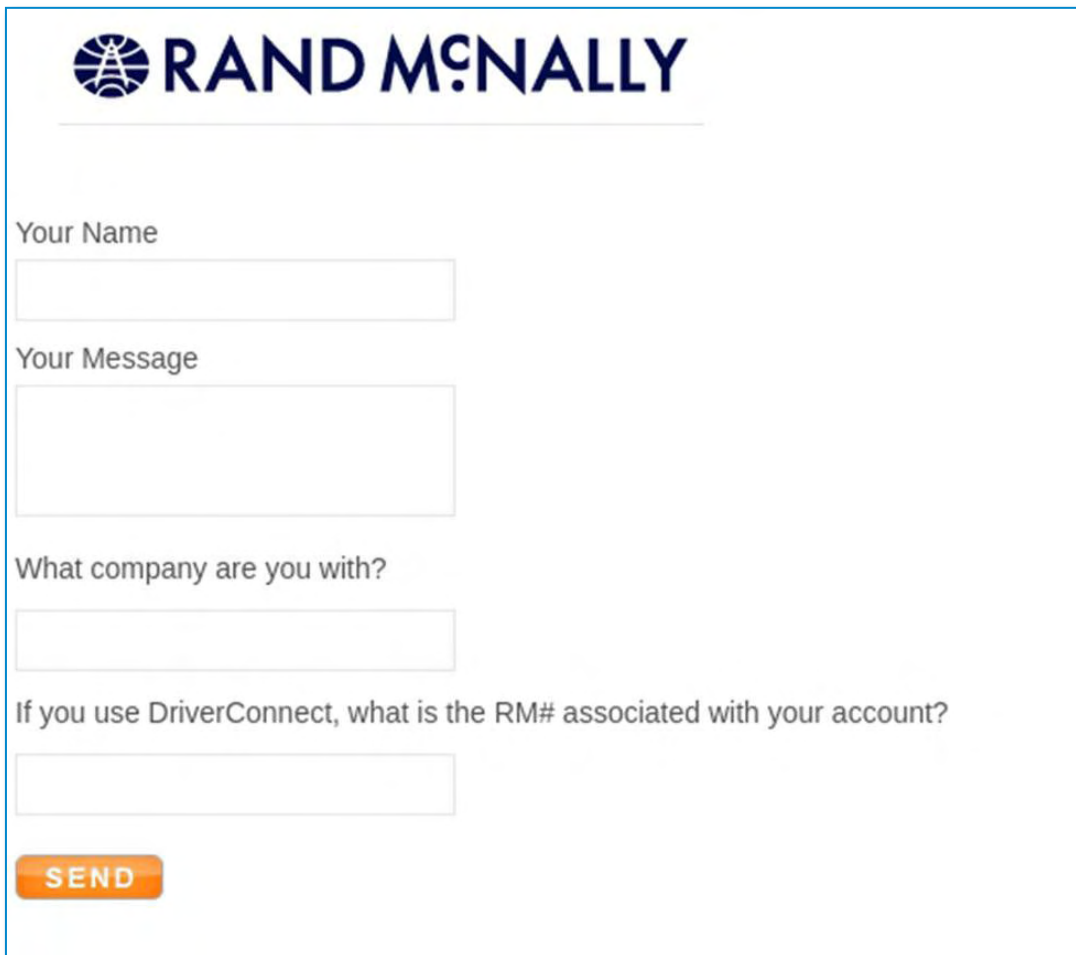


10. To cancel your subscription, click the down arrow across from **Cancel Subscription** to view information on cancelling. You need call Rand McNally support to complete the process.

Chat With Us

In the (your name) drop-down menu, select **Chat With Us** to send a message to DriverConnect support.

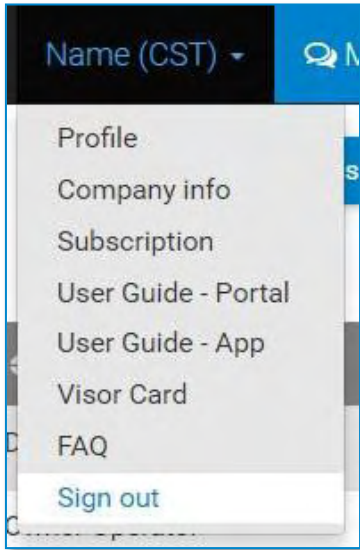
Fill in the fields on the **Chat With Us** page, and click **SEND** to deliver your message.



The screenshot shows a web form for contacting support. At the top left is the Rand McNally logo, which consists of a globe icon followed by the text "RAND McNALLY" in a bold, sans-serif font. Below the logo is a horizontal line. The form contains four input fields: "Your Name" (a single-line text box), "Your Message" (a larger multi-line text area), "What company are you with?" (a single-line text box), and "If you use DriverConnect, what is the RM# associated with your account?" (a single-line text box). At the bottom left of the form is an orange button with the word "SEND" in white capital letters.

Sign Out

In the (your name) drop-down menu, select **Sign Out** to sign out and log off of the DriverConnect portal.

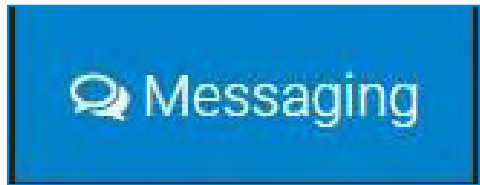


The login screen displays after you sign out:



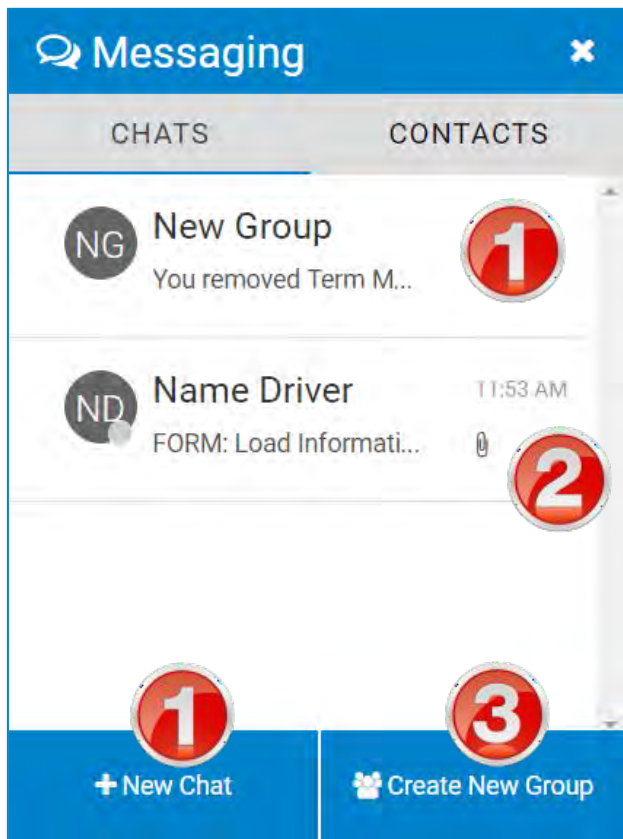
Messaging

The **Messaging** menu provides tools for communicating with others in your fleet, including instant-message chats, managing contacts, and completing workflows.



Chats Tab

The **Chats** tab in the **Messaging** window shows active conversations you have with your team. Here, you can send and receive messages and forms from individuals or groups within your fleet or terminal.

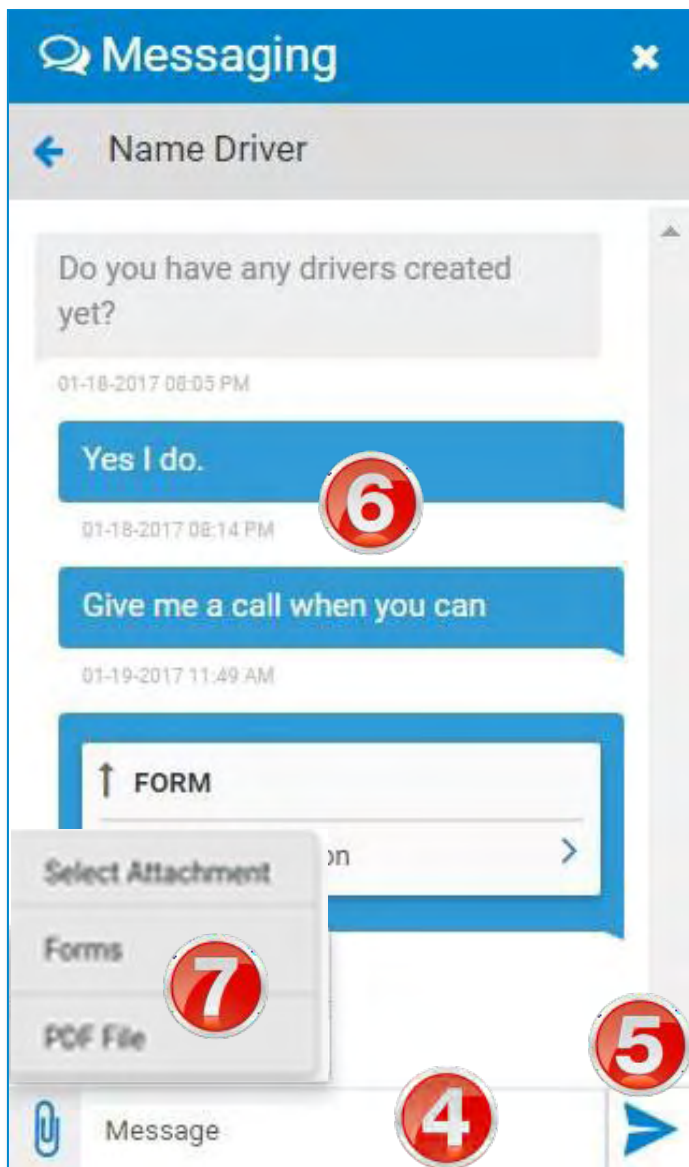


DriverConnect Portal Help

1. Click a contact's name (individual or group) or **+New Chat** to begin a chat.

A chat window displays with your contact's name at the top. See below.

2. A paperclip icon (📎) by a contact shows if a form has been sent.
3. Click **Create New Group** to create a new chat group. See full instructions in the **Contacts** tab help.



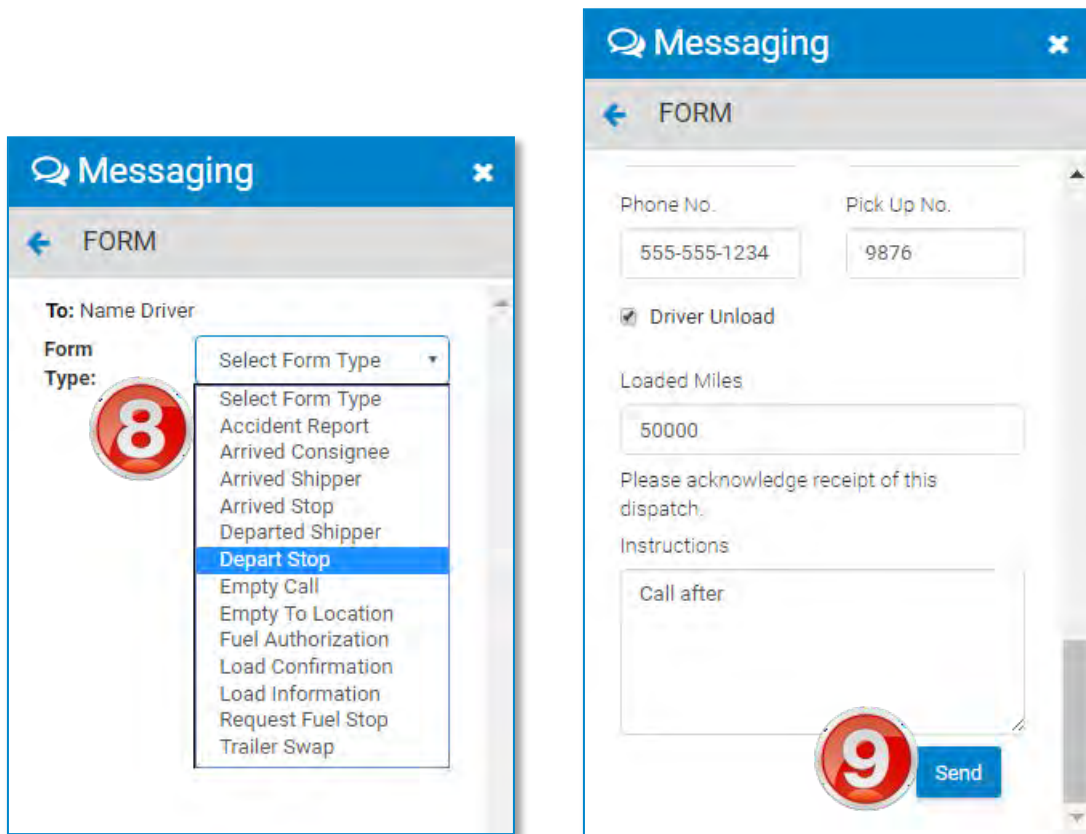
4. Click in the **Write a message...** area to type a message.

5. Click the send icon (➤) to send the message.
6. Messages you sent display in **blue**. Messages you receive display in **gray**.

Forms display with an arrow and the word FORM (up arrows are forms you sent; down arrows are forms you received).

Click > to view the form.

7. Click the blue paperclip icon (📎), then click **Forms** or **PDF** to add an attachment. See below for full instructions for forms.

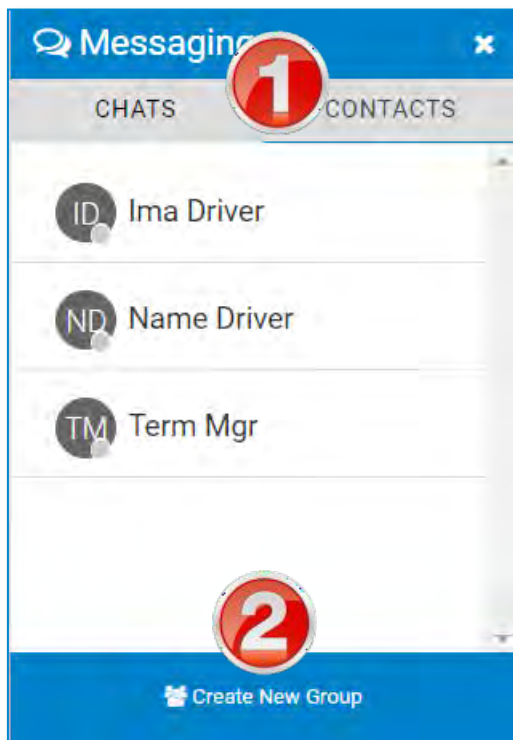


8. Click the **Form Type** dropdown menu and select a form to attach it to your message.
9. Complete the necessary fields and click **Send** to send the form.
The form sends without any additional messages.

Contacts Tab

The **Contacts** tab in the **Messaging** window shows all of the drivers and managers in your fleet or terminal. If you are assigned to a terminal, your contacts will be limited to other members of the terminal. If you are assigned to a fleet (the Home terminal), your contacts include all members of the fleet, regardless of terminal. Contacts are automatically updated when new users are created.

You can also create groups within your contacts. Messages you send to a group will go to everyone in the group. Anyone in the group can send a message that also goes to the whole group.

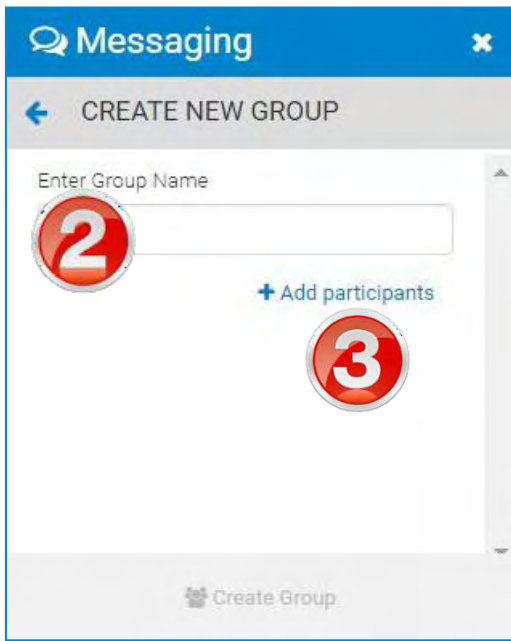


In the **Contacts** tab:

1. Click a contact's or a group's name to begin a chat. See the **Chats** help for more information on sending messages.

2. Click **Create New Group** to create a new chat group. See full instructions below.

Create a New Message Group

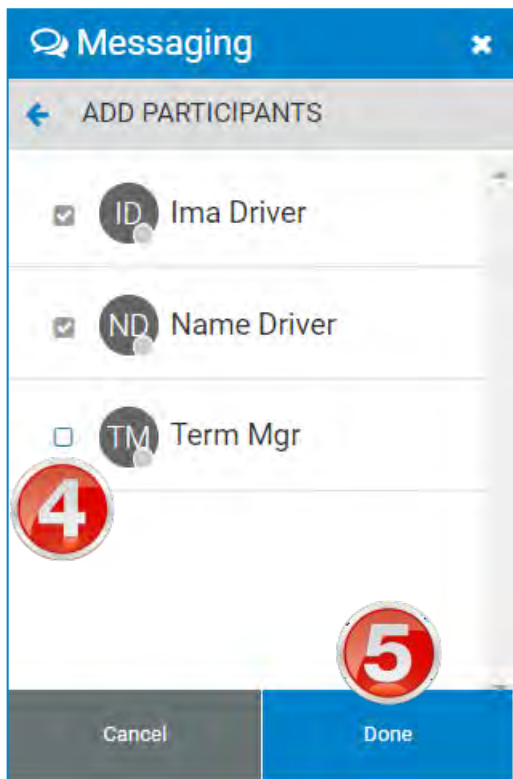


1. In the **Chats** or **Contacts** tab, click **Create New Group**.

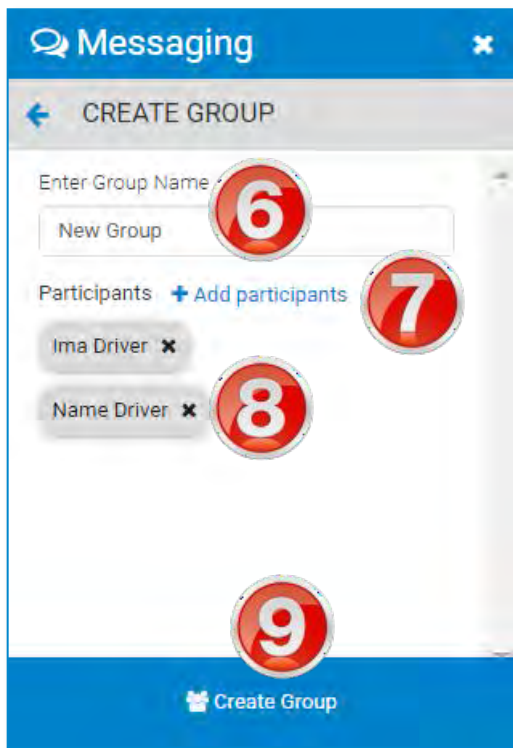
*The **CREATE NEW GROUP** window displays.*

2. Type a name for the group.
3. Click **+Add Participants**.

*The **ADD PARTICIPANTS** window displays.*



4. Check the boxes next to the contacts you want to include in the group.
5. Click **DONE**. Or, click **CANCEL** to close without creating a group.
*The **CREATE GROUP** window displays.*

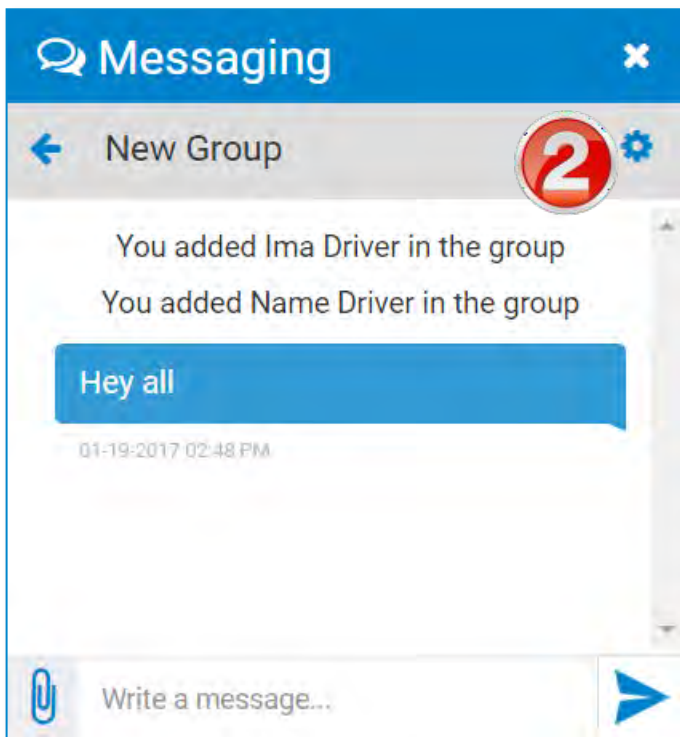


You can make changes before finalizing the group:

6. You can edit the group name.
7. Click **+Add Participants** to add more contacts to the group.
8. Click the **X** to remove a contact from the group.
9. When you are done, click **Create Group** to finalize the group and add it to your contacts list.

Edit a New Message Group

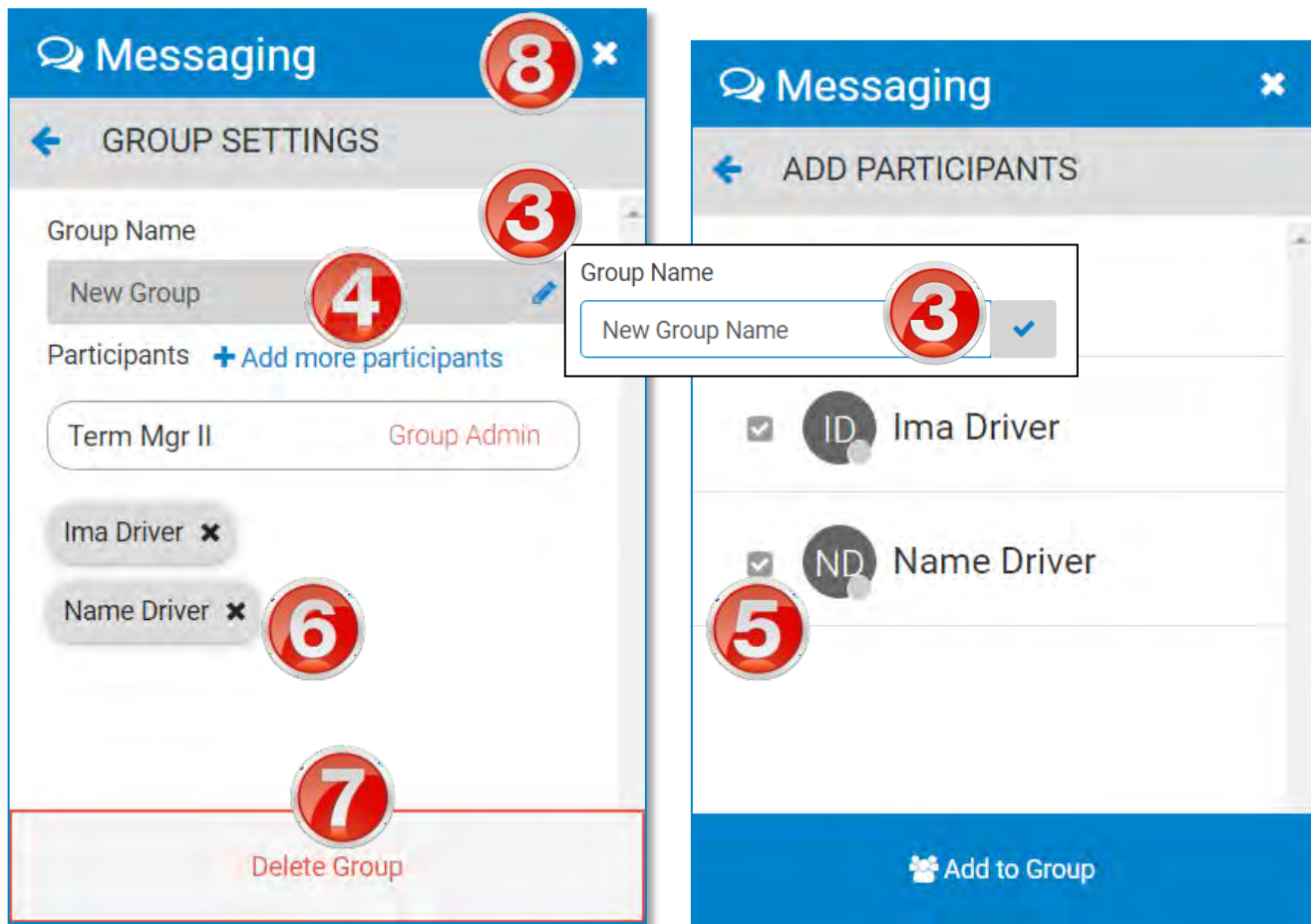
You can edit a message group by changing the name, adding and removing participants, or deleting the group. Deleting a message group does not delete the individual contacts in the group.



To edit a message group:

1. Click the group in the **Chats** tab.
2. Click the gear icon (⚙️) in the top bar of the **Messages** window.

*The **GROUP SETTINGS** page displays.*



3. Click the pencil icon (✎) to change the name of the group. Click the check (✓) to save the new name.
4. Click **+Add More Participants** to add additional members to the group.
5. Select additional participants and click **Add to Group** after selecting them.
*You return to the **GROUP SETTINGS** window after selecting more participants.*
6. Click the **X** to remove a contact.
7. Click **Delete Group** to delete the group.
8. When finished, click the arrow (←) to return to the **Chats** tab.

Workflow Tab

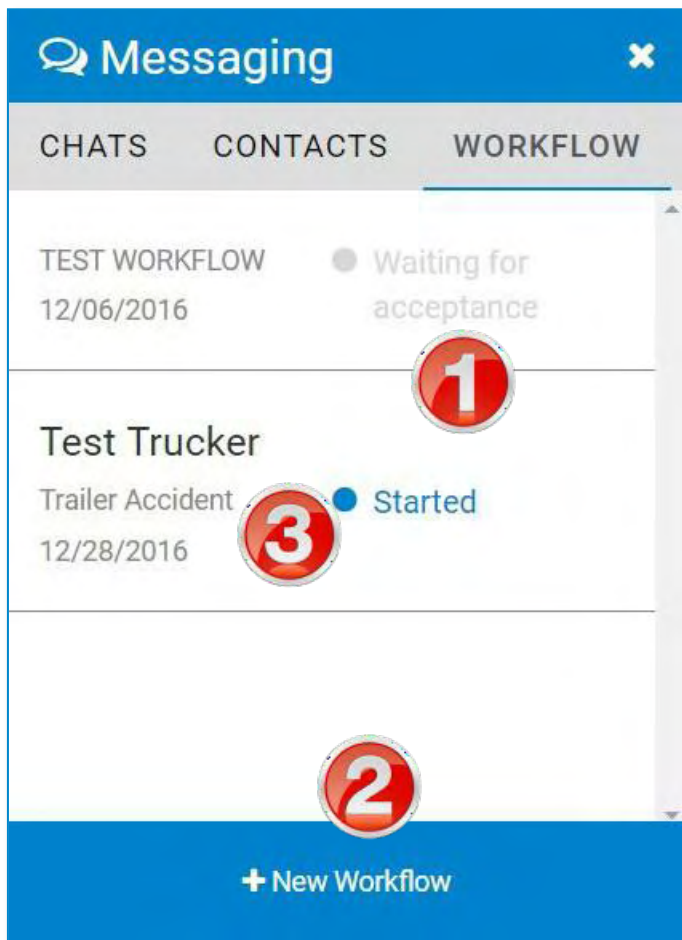
On the **WORKFLOW** tab of the **Messaging** window, the fleet managers can send workflows to drivers. Workflows are a series of forms that can be created by the fleet manager and sent to a driver. This is a sequence of steps that a driver needs to follow. The status of each step is tracked.

As a fleet manager, you can:

Edit the form before sending it to the driver

Only send one workflow to a driver at a time

Only send a workflow to an individual driver, and not a group



On the **WORKFLOW** tab:

1. At a glance, view the status of workflows that have been sent and are in progress.
2. Click **+New Workflow** to create a new workflow.
3. Click an existing workflow to view details about that workflow. See full instructions below.

Create a New Workflow

The screenshot shows a mobile application interface for creating a new workflow. The window title is "Messaging" with a close button. Below the title bar is a header "NEW WORKFLOW" with a back arrow. The main content area includes:

- "To" field: "Ima Driver" with a dropdown arrow and a red circle with the number 2.
- "Workflow" field: "Fuel" with a dropdown arrow and a red circle with the number 3.
- "Task 1" field: "Request/Auth".
- "Estimated Date Time" field: "01/19/2017 07:45 PM" with a red circle with the number 4.
- "Forms" section: A vertical list of two items: "Request Fuel Stop" with "Update" and "Fuel Authorization" with "Update". A red circle with the number 5 is overlaid on the "Request Fuel Stop" item.
- At the bottom, a blue bar contains a red circle with the number 8 and the text "Send Workflow".

1. Click **+New Workflow** in the **WORKFLOW** tab.

*The **NEW WORKFLOW** window displays.*

2. Select a driver from the dropdown menu to receive the workflow.
3. Select a workflow from the dropdown menu.

*If you do not have any workflows created yet, you need to first create one on the **Workflows** page.*

4. Enter an **Estimated Date Time**. This is the date and time you estimate that the driver should be able to complete the workflow.
You can enter a date and time manually or click to select from a calendar popup.
5. Click **Update** next to a form to edit it.

*The **EDIT FORM** page displays.*

The screenshot shows a mobile application interface for editing a form. At the top, there is a blue header with a speech bubble icon and the word 'Messaging', and a close button (X). Below the header is a grey bar with a back arrow and the text 'EDIT FORM'. The main content area is white and contains the following elements: a text input field labeled 'Load No.', a dropdown menu labeled 'Current Fuel Level (Out of 8)', and a text area labeled 'Comments'. A red circle with the number '6' is overlaid on the 'Comments' label. At the bottom of the form is a blue bar with a white button labeled 'Update Form'. A red circle with the number '7' is overlaid on the 'Update Form' button.

6. On the **EDIT FORM** page, enter information.

7. Click **Update Form** to save your edits and return to the **NEW WORKFLOW** window.

8. Click **Send Workflow** to send the workflow.

*If a driver has been sent a workflow that has not yet been completed, you cannot send another workflow. The **Send Workflow** button will appear grayed out.*

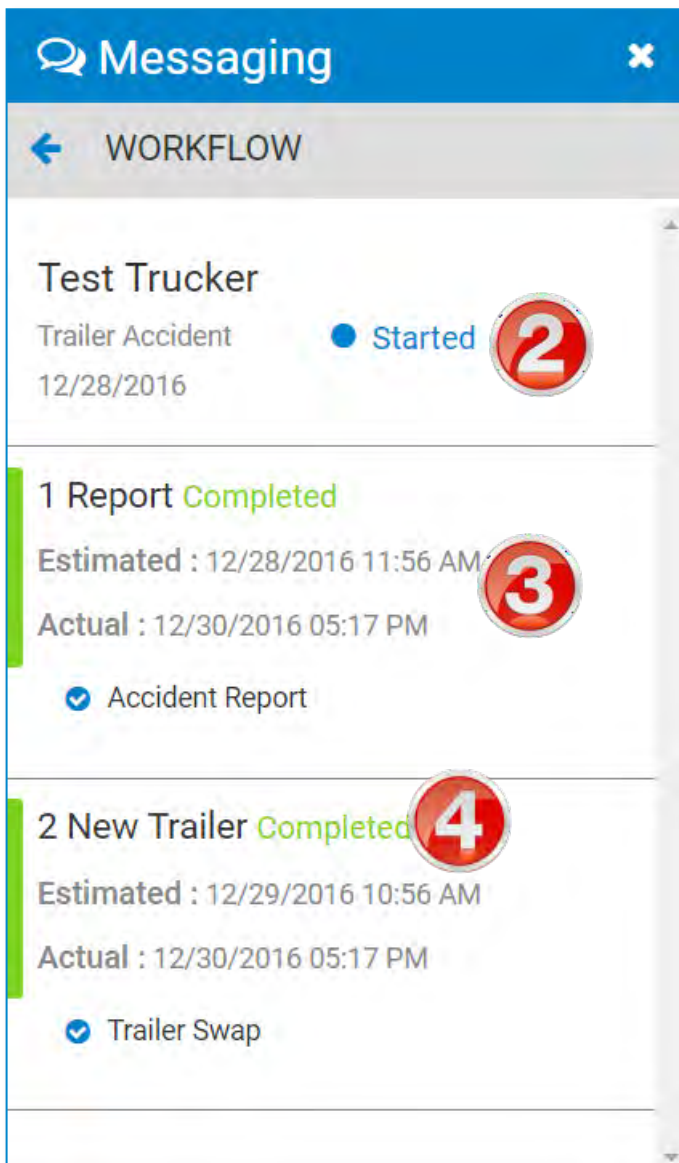
View Workflow Details

You can view details about a workflow in progress, including:

The overall status of each task, and the workflow overall

The date and time each form and task were completed

Information the driver entered into each form



1. Click an existing workflow on the **WORKFLOW** tab.

*The **WORKFLOW DETAIL** window displays.*

The detail window displays:

2. The overall status of the workflow.
3. The status of each task, including the completed date and time.
4. The status of the form associated to each task. The form name is a hyperlink. Click the name of a form to view details about it. See below.

The screenshot shows a 'Messaging' window with a 'SEND FORM' header. The form is titled 'Trailer Swap' and contains the following fields:

- Swap With:** Name Driver
- Tractor No.:** 3
- Trailer No.:** 4
- Swap at:**
 - Address:** 123 Fake St (highlighted with a red circle containing the number 5)
 - City:** Anytown
 - State:** NY
 - Zipcode:** 00000

A red circle with the number 6 is positioned over a back arrow in the top left corner of the form area.

5. You can view the completed form in read-only format in the **SEND FORM** page.
6. Click the back arrow (←) to return to the **WORKFLOW** window.

Page Results Options

Most pages in the DriverConnect Portal allow you to customize the search results. You can use search filters to narrow your results when you search for driving information. You can then filter information, show/hide and sort columns, and format the results to create and export crisp, clear, and usable reports.

Search Filters

Filters in the DriverConnect portal allow you to narrow down your search to quickly find the information you need. DriverConnect reports are based upon data collected from drivers and vehicles during a specific time range. When you create a report, you can select filters that define a driver, vehicle, terminal, asset, or group, as well as a date range, before you can run the report.

A date range is required; other filters are optional.

Select Filters

The DriverConnect portal allows you to search for information using combinations of search filters. These filters vary based on the information displayed on each page.

The **Select Filter** dropdown allows you to select a group filter. Once you select an option, the grayed-out **Please Select Filter** menu becomes active. Options in the **Search Filter** dropdown can include:

- Search by Terminal

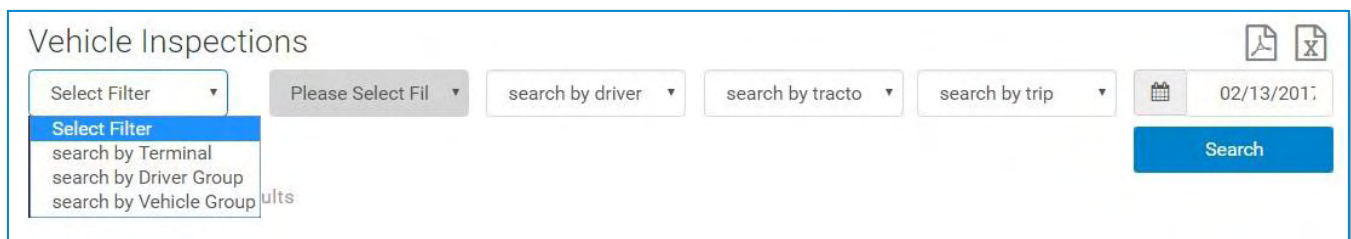
DriverConnect Portal Help

- Search by Driver Group
- Search by Vehicle Group

Individual dropdowns allow you to filter by:

- Driver
- Terminal
- Tractor
- Trip
- Asset

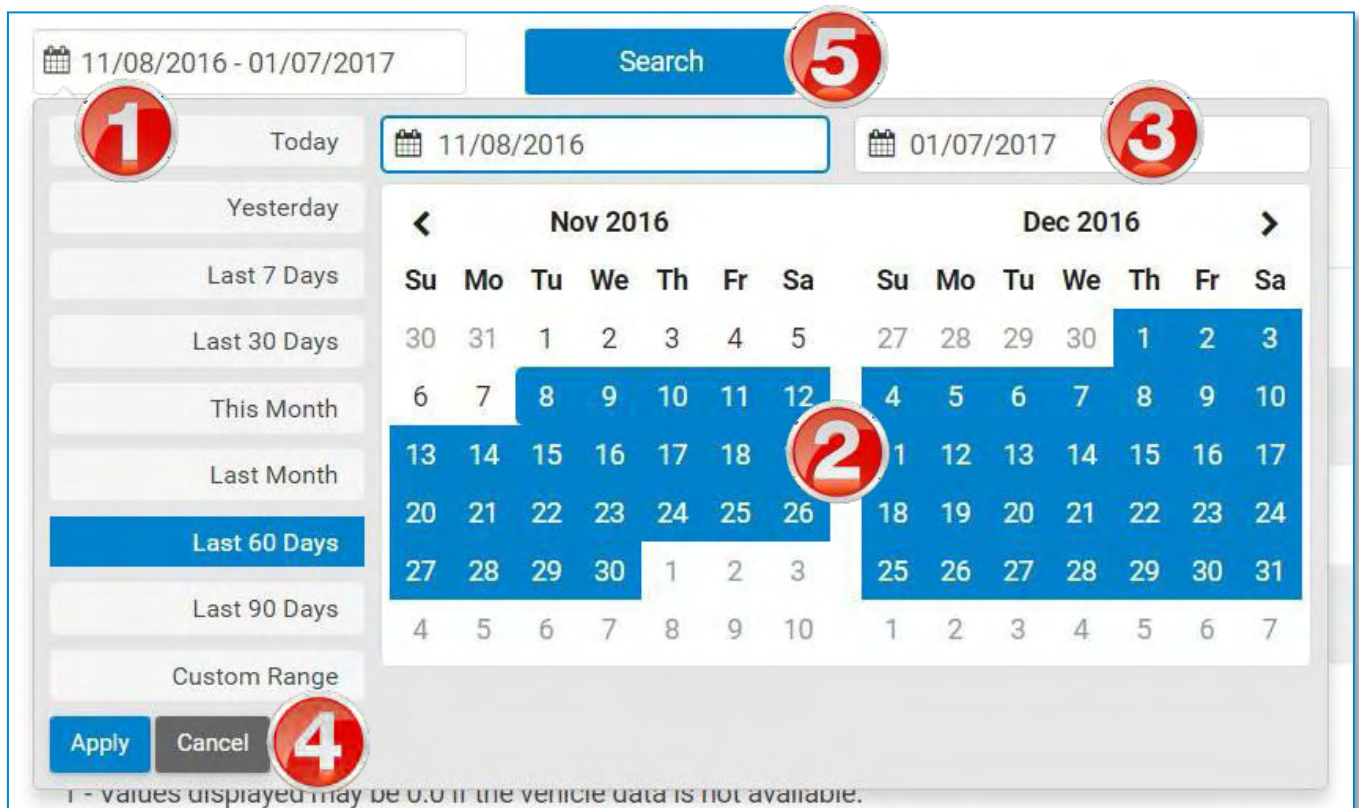
You can use any combination and number of search filters you want. To display for all information without filtering, simply leave the filter dropdowns unselected.



The screenshot shows the 'Vehicle Inspections' search interface. It features a search bar with a 'Select Filter' dropdown menu. The dropdown menu is open, showing options: 'Select Filter', 'search by Terminal', 'search by Driver Group', and 'search by Vehicle Group'. To the right of the search bar are several dropdown menus: 'Please Select Fil', 'search by driver', 'search by tracto', and 'search by trip'. Further right is a date selection field with a calendar icon and the date '02/13/2017'. A blue 'Search' button is located at the bottom right of the search area.

Select a Date Range

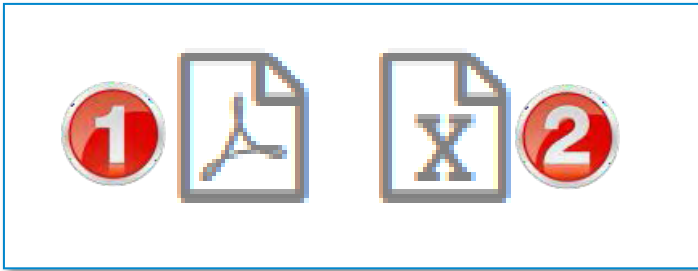
You can choose to use a date range preset, or manually enter a custom date range.



1. Click the calendar date field to select a date range preset.
2. Select **Custom Range** to enter a date range manually.
The date selection window displays.
Select the starting date on the left, and the ending date on the right.
The range you select becomes highlighted in blue.
3. You also type a date directly into the **To** and **From** fields. Use *MM/DD/CCYY* format.
4. Click **Apply** to set the date range. Or, click **Cancel** to close the date selection window without defining a date range.
5. Click **Search** to display the results for the date range you selected.

Export a Report

DriverConnect allows you to export your reports to a .PDF or Excel file. When you export the report, it will appear as it does on your page. That is, for all displayed columns, the formatting, sorting, and filtering you do in the portal will also be on the final report.



Click an export icon to export the report to:

1. A .PDF file
2. An Excel file

The export icons are located in the upper right corner of the page.

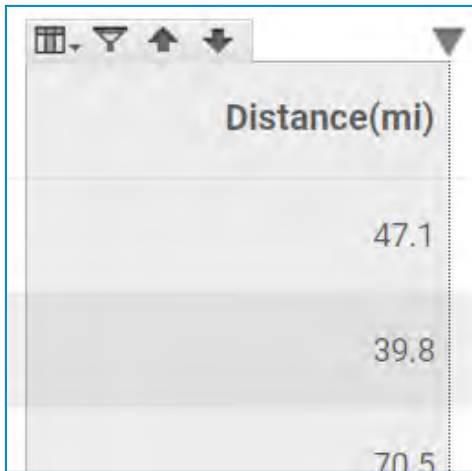
After you click an export icon, the report will download in the file format you selected, with the same file name as the report. For example, a Fuel Purchase report exported to .PDF will save as:

FuelPurchaseReport.pdf

After the file downloads, you can open your .PDF file or Excel document.

Advanced Options

DriverConnect lets you customize your reports by sorting, filtering, and formatting information. When you click in a column, the column turns gray, and the *Advanced Options* menu bar displays on top of the column. Click the column header again to return to normal view.



There are four icons in the *Advanced Options* menu bar:



- **View** icon. Click to format or show/hide the column. See Show/Hide Columns (page 172) and Formatting (page 168) for full instructions.



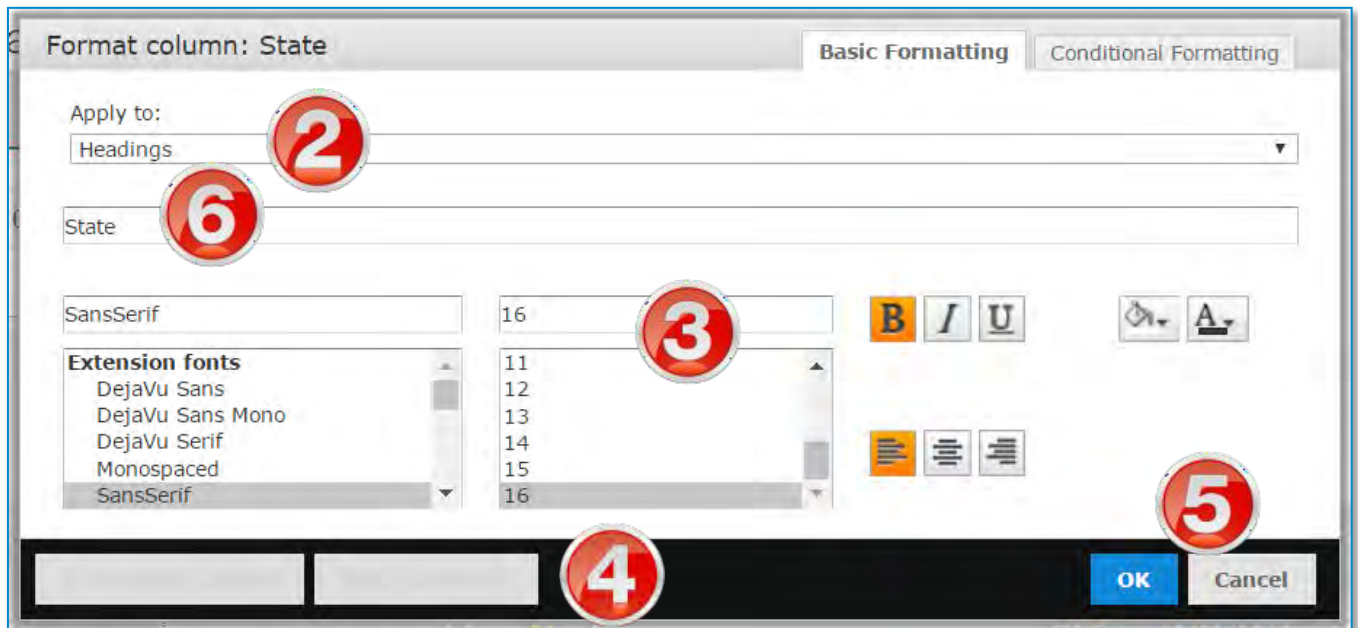
- **Filter** icon. Click to apply a filter. See how to Apply a Column Filter (page 173).




- **Ascending** and **Descending** icons. Click to sort this column in ascending or descending order. See Sorting (page 175).

Formatting

The DriverConnect Portal allows you to format your reports. You can change things like the font, size, color, number type, alignment, and more. All formatting changes you make are preserved when you export your report.



1. Click in the column you want to format, click the **View** icon () and select **Formatting**....

*The **Basic Formatting** window displays.*

2. In the **Apply to:** drop-down menu, select **Headings** or **Detail Rows**.

Formatting options are different for headings (column names) and detail rows (data grid).

3. Use the available tools to change the font, size, character formatting, alignment, and coloring.

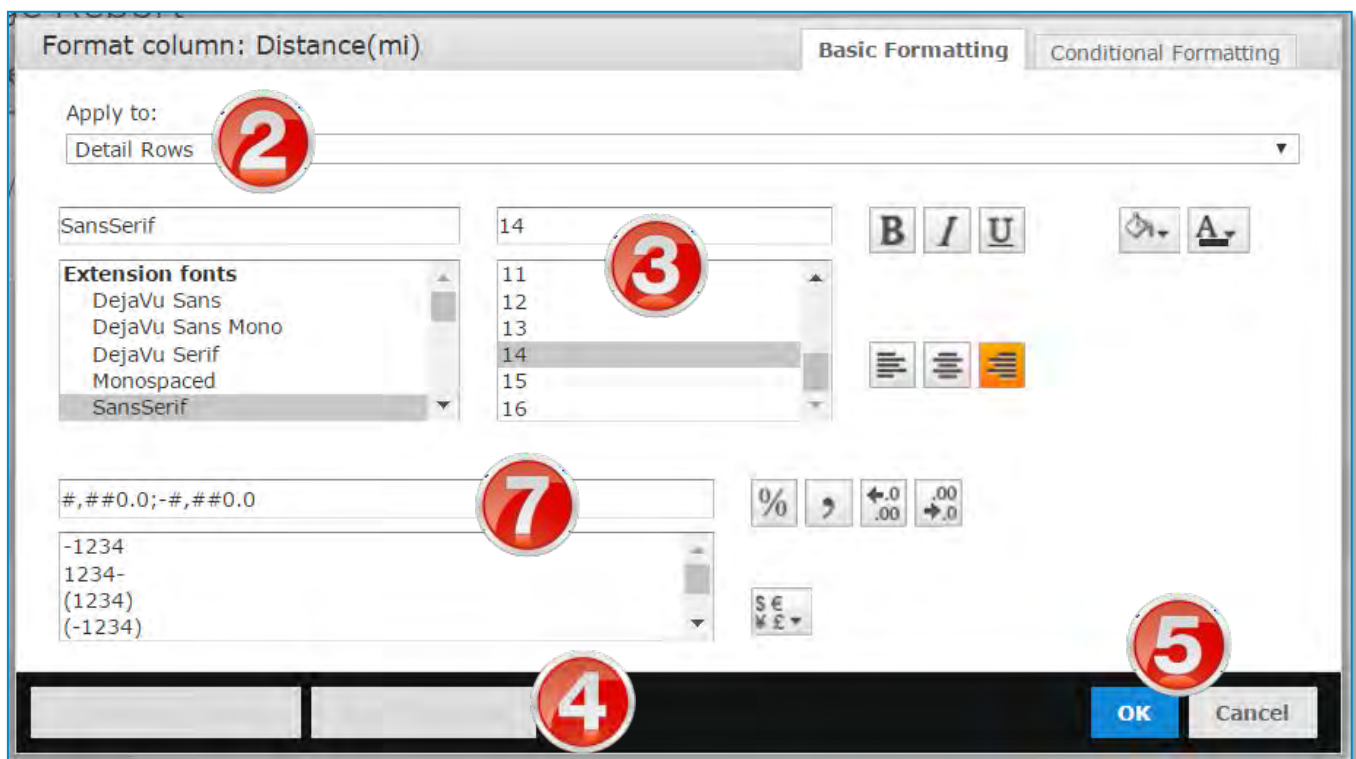
- Click **<Previous Column** or **Next Column>** to move to another column.

Note: *Formatting changes only apply to the column listed at the top of the page. To format your entire report, you need to change formatting for each column.*

- Click **OK** to save your formatting changes and close this window or **Cancel** to discard your changes.

If you selected **Headings** in Step 2:

- You can click in the field to rename the column header.



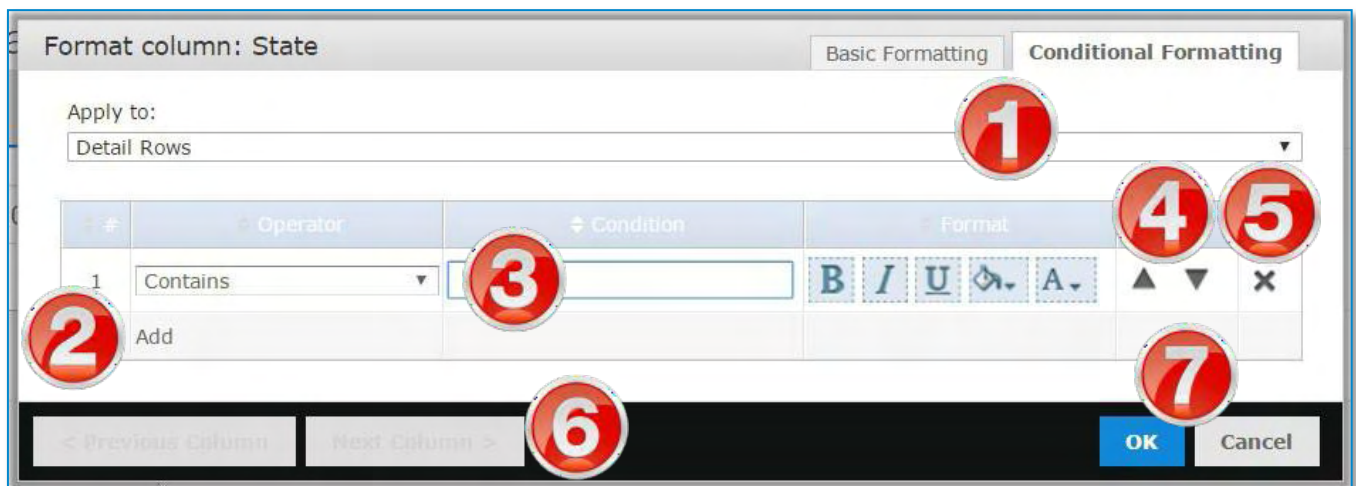
If you selected **Detail Rows** in Step 2:

- Use the additional tools to change the number formats, decimal places, currency symbols, and numerical displays.

Conditional Formatting

Conditional formatting allows you to format only those rows that meet criteria you define. For example, you can set a condition to change the font for a certain state, or change colors if mileage is above a threshold.

Note: *Conditional formatting changes only apply to the column listed at the top of the page. To apply conditional formatting your entire report, you need to change each column.*



To set up conditional formatting:

1. Click the **Conditional Formatting** tab.
2. Click **Add** to create a condition.
3. Set a condition by selecting an operator from the dropdown menu, entering the condition, and selecting formatting options for when the data meets the condition.
4. Use the up and down arrows to change the order of the conditions. Conditions at the top of the list will be applied first.

You can repeat steps 2-4 to add and re-order multiple conditions.

5. Click the **X** to delete a condition.

6. Click **<Previous Column** or **Next Column>** to move to another column.

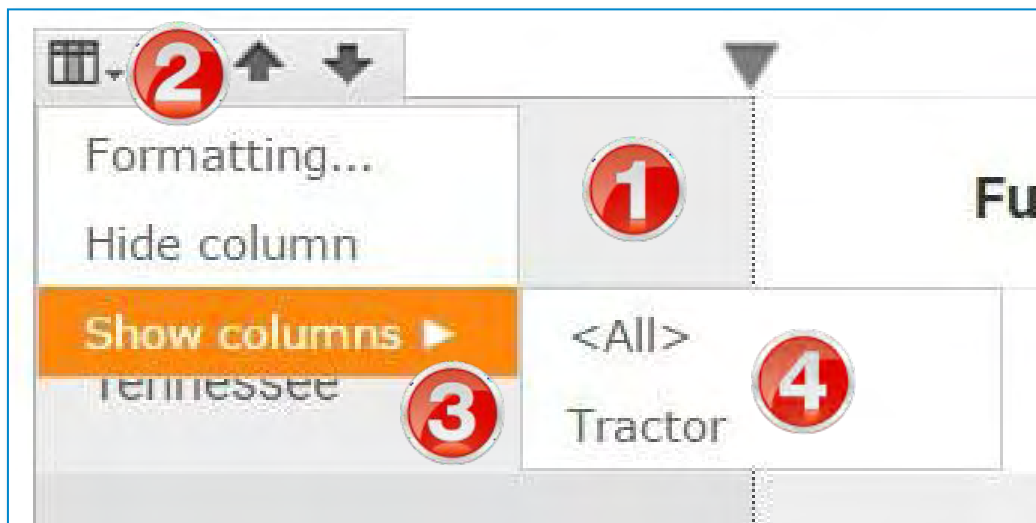
Note: *Formatting changes only apply to the column listed at the top of the page. To format your entire report, you need to change formatting for each column.*

7. Click **OK** to save your formatting changes and close this window or **Cancel** to discard your changes.

Show/Hide Columns

You can choose to hide certain columns, so they do not display in your report. Only columns that are visible in the portal are exported to .PDF or Excel.

You can access the show/hide function from the **View** icon: 



To hide a column:

1. Click the column you want to hide.
2. Click the **View** icon and select **Hide column**.

To show (re-display) a column:

1. Click in any column.
2. Click the **View** icon.
3. Point to the **Show columns** menu.
4. Select the column to show or click **<All>** to show all columns.

Apply a Column Filter

Filters allow you to “filter out” driving information to show only rows that meet criteria you define. Filters are applied to columns. If information is excluded from view based on the filter, then the entire row does not display. Filtering options are different depending on if the column information contains text or numbers.

All filters you apply are preserved when you export your report.



1. Click in the column to format and click the **Filter** icon (☒).
*The **Filter column** window displays.*
2. Select the **Show all rows** radio button to display all rows.
3. Select the **Show only rows where** radio button to set up a filter.
4. Select an operator from the dropdown menu and define your filtering condition(s) in the text box(es).
5. Click **OK** to apply the filter or click **Cancel** to close this window without saving.

When a column is filtered, a funnel (☒) displays in the column header.

DriverConnect Portal Help

You can apply filters to more than one column at a time. If you do, then the filters will combine to show only information that matches **all** of the criteria. If you remove the filter from one column (by selecting **Show all rows**), the information will still be filtered on the other column.

Sorting

You can sort columns in ascending or descending order. Click on of the Sorting icons in the *Advanced Options* menu bar to sort information.



- **Ascending** icon.

Click to sort this column in ascending order (largest value at the bottom). When a column is sorted in ascending order, an upward arrow (▲) displays in the column header.



- **Descending** icon.

Click to sort this column in descending order (largest value at the top). When a column is sorted in descending order, a downward arrow (▼) displays in the column header.

To remove the sorting and return to the default view, click the sort icon again in the *Advanced Options* menu bar.

Contact Rand McNally Support

From the DriverConnect App:

- Tap the **Main Menu** button, and then tap **Settings**.
- Tap the **Tell Rand** link
- Type your message and tap **SEND**.

From the DriverConnect Portal:

- Tap Your Name and select **Chat With Us**.
- Enter the required information and click **SEND**.

By email:

- Send a message to DriverConnectSupport@randmcnally.com

On the web:

- Visit www.randmcnally.com/eld-50-support

FCC Compliance Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and may cause harmful interference to radio communications if not installed and used in accordance with the instructions. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet that is on a different circuit from the device.
- Consult the dealer or an experienced radio/TV technician for help.

Notice: changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

IC Compliance Statement

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

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

This Class B digital apparatus complies with Canadian ICES-003.

IC attestation de conformité

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 :

(1) l'appareil ne doit pas produire de brouillage,

et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre dispositif.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Warnings, End-User License Agreement, and Warranty

This equipment complies with FCC & ISSED (IC) radiation exposure limits set forth for an uncontrolled environment and meets the 47 CFR 2.1091 & RSS-102 of the FCC & ISSED (IC) radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20 cm or more away from person's body.

Avertissements, contrat de licence d'utilisateur final et garantie

Cet appareil est conforme aux limites d'exposition aux radiations établies par FCC et ISDE (IC) pour un environnement non contrôlé, et est conforme aux normes 47 CFR 2.1091 et RSS-102 de la réglementation en matière d'exposition aux radiofréquences (RF) de FCC et ISDE (IC). Cet appareil doit être installé et utilisé en gardant le radiateur à une distance minimale de 20 cm du corps de l'utilisateur.

Safe Driving Practices

Always use your best judgment. Exercise caution and common sense when the vehicle is in motion. Do not become distracted by the vehicle while driving. Minimize the amount of time spent looking at the device while driving.

Do not input destinations, change settings, or access any functions requiring prolonged use of the device controls while driving. Pull over in a safe and legal manner before attempting such operations.

End-User License Agreement

RM Acquisition, LLC d/b/a Rand McNally ("Rand McNally") hereby grants you ("User") a single-user non-exclusive, non-transferable license to use the Rand McNally Driver Connect Fleet Management products and software for User's own business or personal use and not for resale or sublicensing.

DriverConnect Portal Help

This Product, the software incorporated in it and related documentation (collectively, the "Product") are furnished under license and may be used only in accordance with this license agreement. Except as permitted by such license, the contents of this Product may not be disclosed to third parties, or copied or duplicated in any form, in whole or in part, without the prior written permission of Rand McNally. This Product contains proprietary and confidential information of Rand McNally and its licensors. Rand McNally grants User a limited license for use of this Product for its normal operation. By using the Product, User acknowledges that the Product is the property of Rand McNally and its licensors and is protected by U.S. copyright, trademark and patent laws and international treaties.

THE USER SHALL NOT:

Copy, loan or otherwise transfer or sublicense the Product, its software or or any portion thereof.

Modify, or adapt the Product in any way, or decompile, disassemble, reverse engineer or reduce to human readable form the software incorporated therein.

Alter, remove or obscure any copyright, trademark or patent notices, or other proprietary legend from the Product.

Use the Product for any purpose other than fleet management and compliance.

This license will terminate automatically if User fails to comply with any of the terms of this license and, in such case, User agrees to immediately stop using the Product. Rand McNally may revise or update the Product but is not obligated to furnish any revisions or updates to User.

Warranty

Rand McNally warrants that the Product, and the component parts thereof, will be free of defects in workmanship and materials for a period of one (1) year from the date of purchase. This warranty may be enforced only by the first consumer purchaser ("Customer"), provided that the Product is utilized within the U.S.A. or Canada.

Rand McNally will, without charge, repair or replace (with a new or newly reconditioned unit), at its option, defective Products or component parts. For repair or replacement of defective products, Customer must contact Rand McNally for return authorization and instructions. Customer will be required to provide proof of date of first Customer purchase, such as a duplicate copy of the original sales receipt, for the warranty to be valid.

The Customer must pay any initial shipping charges required to ship the product to Rand McNally for warranty service, but the return charges will be at Rand McNally's expense, if the product is repaired or replaced under warranty.

Repairs or replacements have a 90-day warranty. If the product returned is still under its original warranty, then the new warranty is 90 days from the date of repair or replacement or to the end of the original one (1) year warranty, whichever is longer.

This warranty gives the Customer specific rights. Other rights may be available to Customer which vary from state to state.

Exclusions: This limited warranty does not apply: (1) to any Product damaged by accident; (2) in the event of misuse or abuse of the Product or as a result of unauthorized alterations or repairs; (3) if the serial number has been altered, defaced or removed; or (4) if the owner of the Product resides outside of the U.S.A. or Canada.

Caution: Rand McNally disclaims any and all express, implied or statutory warranties, including any implied warranty of merchantability or fitness for a particular purpose. It is the user's responsibility to use this Product prudently and in accordance with the Product documentation.

RAND MCNALLY AND ITS LICENSORS DO NOT MAKE ANY OTHER WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT, INCLUDING ANY WARRANTY AS TO QUALITY, PERFORMANCE, TITLE OR NON-INFRINGEMENT. IN NO EVENT WILL RAND MCNALLY OR ITS LICENSORS BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE INSTALLATION, USE OR INABILITY TO USE THE PRODUCT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some states do not allow limitations on how long an implied warranty lasts and/or do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to some consumers.

The Bluetooth word mark is a registered trademark owned by Bluetooth SIG, Inc., and any use of such mark is under license.



WARNING: Cancer and Reproductive Harm – www.P65Warnings.ca.gov.

©2020 Rand McNally. All rights reserved. Rand McNally and the Rand McNally globe logo are registered trademarks of RM Acquisition, LLC d/b/a Rand McNally.



RAND McNALLY

DriverConnect