



TABLET® & PD.4

QUICK REFERENCE GUIDE



US Headquarters

PeopleNet
4400 Baker Road
Minnetonka, MN 55343-8684
USA

Canada

PeopleNet Canada
1100 Burloak Dr. • Suite 300
Burlington, Ontario L7L 6B2
Canada

Contact

(888) 346-3486
(952) 908-6129 Fax
info@peoplenetonline.com
www.peoplenetonline.com

PeopleNet TABLET, eDriver Logs and OnBoard Event Recording are registered trademarks of PeopleNet. CoPilot Truck is a trademark of ALK Technologies, Inc. Pro-TREAD In-Cab is a trademark of ITI Corporation and Pro-TREAD. TripPak SCANNING is a trademark of ACS Expedited Solutions. ©2013 PeopleNet. All rights reserved. This information is subject to change without notice. Printed in U.S.A. 10/13

PeopleNet Customer Support
888-346-3486

TABLE OF CONTENTS

OVERVIEW	4
Status Icons	5
TABLET Docking Station LEDs	5
Soft Keyboard	5
TABLET Keypad Buttons	6
TABLET LEDs	7
PD.4 Device Buttons	7
UN-DOCKING TABLET	8
USING THE DISPLAY	9
Home Screen	9
Screen Header	9
Action Bar	9
Custom Fleet Home Setup	10
Returning to Default Home	11
SAFE MODE	11
eDriver® Logs	12
Instant Fuel Efficiency	12
Trip Average	12
Miles Today	12
Brightness Control	12
Safe Mode Messaging	13
DRIVERS & USERS	14
Logging In	14
Changing Current Drivers	15
Changing Active Users	15
Logging Out	16
MESSAGES	16
Reading a New Message	16
Sending a New Message	19
Sending a Form	20
Using the Address Book	21
Hot Keys	22
Text to Speech	23
IMAGE CAPTURE (TABLET)	24
Using the Camera	24
Importing an Image	25

TABLE OF CONTENTS

SIGNATURE CAPTURE (TABLET)	26
USING THE BAR CODE SCANNER (TABLET)	27
IN-CAB PRINTING & PDF VIEWING (TABLET)	28
ENGINE DATA	29
Onboard Event Recording (OER)	30
Fault Codes	31
SYSTEM DIAGNOSTICS	32
AUTOMATED WORKFLOW	33
Workflow Routing with In-Cab Navigation	35
CONNECTING TO A WI-FI NETWORK	36
BROWSING THE INTERNET	37
DEVICE TRAINING VIDEOS	38
IN-CAB NAVIGATION (NaviGo)	39
Searching a Location	39
Preview Route	41
Safety View	42
Exit	42
Feedback for Locations	42
IN-CAB NAVIGATION (CoPilot Truck)	43
Searching a Location	43
Preview Route	45
Exit	45
IN-CAB TRAINING	46
IN-CAB SCANNING	48

OVERVIEW

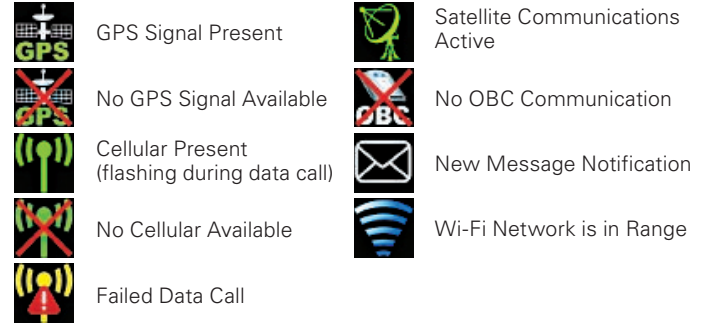


- 1 **Home Button** The Home button brings you back to the Home Screen.
- 2 **Status Icons** The status icons are located in the lower left corner of the on screen display.
- 3 **Information Bar** The information bar includes the current date and time, as well as content provided by applications such as Automated Workflow, or the Login Manager. For instance, the information bar may display distance and direction to a location, or the name of the active user.
- 4 **Soft Keyboard Button** Selecting this brings up the on screen soft keyboard.
- 5 **TABLET Keypad Buttons** The TABLET buttons are used for data input, controlling settings, power on/off, and other functions.
- 6 **Back Button** The Back button brings you back to the previous screen.
- 7 **TABLET LEDs** The TABLET LEDs (Light Emitting Diodes) are located along the top edge of the TABLET device.
- 8 **PD.4 Device Buttons** The PD.4 buttons are used for accessing the soft keyboard, triggering panic alerts, changing volume and screen brightness, and quickly returning to the Home Screen.



OVERVIEW

STATUS ICONS



TABLET DOCKING STATION LEDs

1st LED: Power LED

- On** – The Dock Station has power.
- Off** – Power is not being supplied to Docking Station.

2nd LED: Connection LED

- On** – The Dock is connected and supplying power to TABLET.
- Flashing** – The Dock is attempting to establish a connection with TABLET.
- Off** – The Dock is NOT connected with TABLET.

SOFT KEYBOARD

The soft keyboard can be displayed by selecting the Keyboard icon to the right of the Information Bar or by selecting the keyboard key on the TABLET keypad or the bottom far right PD.4 device button.

The user can toggle between alpha characters and numbers by selecting the far right key in the middle row.

Selecting the red X key (lower right key) will close the soft keyboard, as well as pressing the keyboard key on the TABLET keypad or the bottom far right PD.4 device button.














The soft keyboard display can be moved up and down across the screen by pressing any space between the keys and then sliding up or down across the screen. This can be useful to view data that may be covered up on the screen by the soft keyboard.



Toggles between alpha and numeric keys Closes keyboard

OVERVIEW





TABLET KEYPAD BUTTONS

ICON	NAME	FUNCTION
	Power Button	Turns device on/off. (Hold for 5 seconds to turn off display.)
	Yellow Button	Reserved for future use.
	Numeric Keys (0-9)	Provides numeric data input into forms.
	Decimal Point Key	Provides data input into forms. (Decimal for numeric entries or a period for text entries.)
	Backspace Button	Backspace function when editing.
	Enter Button	Enter/carriage return when editing.
	Tab Button	Tab function when editing.
	Function Button	Access to secondary operation of some buttons (see Function Button requirements below).
	Blue Button or Return to ICAP Button	Returns display to PeopleNet application, when 3rd party application is running (e.g. In-Cab Scanning, ITI Training, or Navigation).
	Plus Button	Provides data input when editing forms. (+)
	Minus Button	Provides data input when editing forms. (-)
	Up/Down/Left/Right Buttons	Arrows allow navigation while in forms. Holding the Function Button and pressing these buttons will adjust BRIGHTNESS and VOLUME of the device.
	Keyboard Button	Opens and closes the on-screen soft keyboard.

OVERVIEW

TABLET LEDs

The TABLET LED indicators indicate the following:

ICON	LIGHT	DESCRIPTION
	No light	WLAN is Not powered and Bluetooth is Not powered.
	Blue	WLAN or Bluetooth is enabled.
	Green	TABLET PC is reading from or writing to the built-in hard disk.
	Green	Battery is fully charged.
	Orange	Battery is being charged.
	Flashing Red	Battery is at slow-power state.
	Green	Power is on.
	Flashing Green	System is in standby mode.

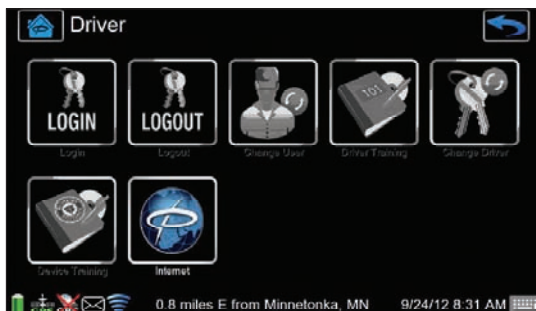
UN-DOCKING (TABLET)

When TABLET is removed from the docking station, the system provides access to the following applications:

- Messaging
- eDriver Logs
- Device Settings & Diagnostics

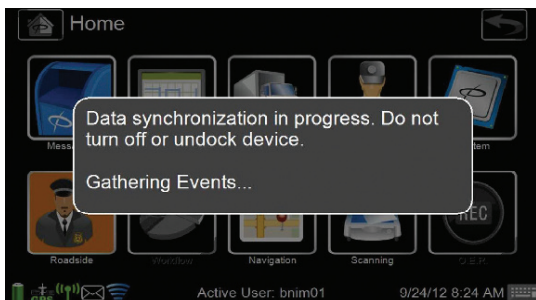
Other areas of the product which require communication with the Onboard Computer may not be accessible and the short cuts will be grayed out.

NOTE: *The device must be in the docking station in order for the driver to Logout of the system, or perform a Duty Status change.*



IMPORTANT NOTE: *The vehicle should not be moved while device is out of the docking station. If the vehicle is moved, **ALL** drive time is recorded by the Onboard Computer and will be assigned to the driver when TABLET is back in the docking station.*

If the vehicle moves without TABLET, the LED lights on the docking station will flash as a warning to the driver to replace the device. In addition, an Un-docked Movement Alarm will be immediately sent to the PeopleNet Fleet Manager by the Onboard Computer, indicating TABLET is not docked while the vehicle is moving.



When re-docking TABLET, data is synchronized between the Onboard Computer and the TABLET device. During this process, TABLET should remain in the docking station.

USING THE DISPLAY

The display's graphical touch screen provides quick access to any feature by touching items on the screen. The following segments describe how to use the touch screen to navigate.

HOME SCREEN

The **Home** screen is the default screen, with ten shortcuts to menu categories. You return to the Home screen whenever you press the Home button at the top left.



SCREEN HEADER

Every screen has three features. From left to right they are:

1. **HOME screen button** – **press HOME** to return to the Home screen.
2. Current menu or screen name to identify where you are currently at.
3. **BACK button** – **press BACK** to return to the previous screen or menu.



ACTION BAR

Many screens also have an action bar across the bottom, providing quick access to related screens. This is in addition to the standard navigation buttons.

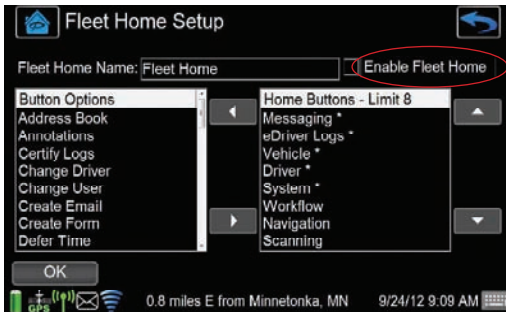


USING THE DISPLAY

CUSTOM FLEET HOME SETUP

You can replace the default *Home* screen by customizing the buttons on the Fleet Home screen for one-touch access to your most commonly used applications, screens, and functions.

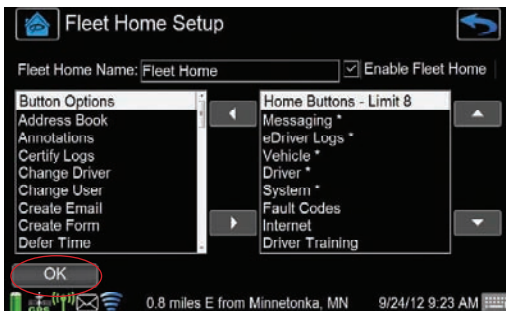
1. **Select the FLEET HOME SETUP** shortcut from the *System* menu to begin setup of the Fleet Home.
2. **Check the Enable Fleet Home box** to configure your preferred shortcuts.



3. **Select SHORTCUTS** from the list on the right and **press the LEFT ARROW** to remove them from your custom *Fleet Home* screen. Shortcuts with an asterisk (*) are feature menu items.
4. **Select SHORTCUTS** from the list on the left and **press the RIGHT ARROW** to add them to your custom *Fleet Home* screen.

NOTE: You may have up to 8 custom buttons on your *Fleet Home* screen.

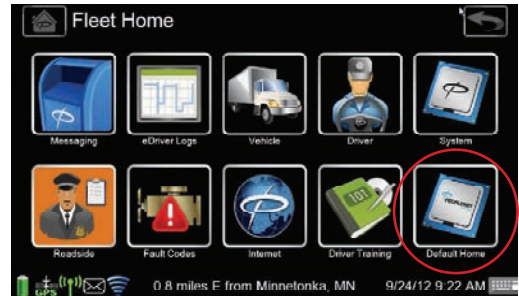
5. **Select OK** to save your changes. Now, when you press the HOME button, you will be brought to your custom *Fleet Home* screen.



USING THE DISPLAY

RETURNING TO DEFAULT HOME

You may decide you want to have access to the default shortcuts. The bottom right shortcut on your custom Fleet Home screen is Default Home, which brings you to the Default Home screen.

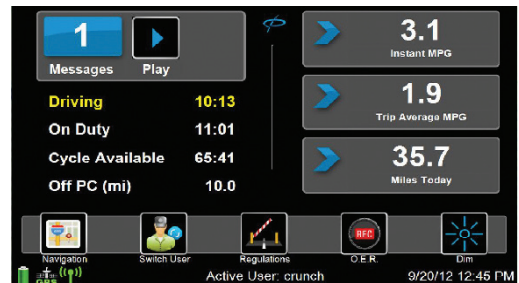


To only use the Default Home screen,

1. **Uncheck the Enable Fleet Home box** in Fleet Home Setup.
2. **Select OK** to save your changes.

SAFE MODE

Safe Mode limits driver interaction with the system while the vehicle is moving. Safe Mode is activated by the fleet administrator who configures the unit from the PeopleNet Fleet Manager and sets the parameters for use.



When Safe Mode is activated the services available are:

- In-Cab Navigation
- Change User
- Border Cross
- Onboard Event Recorder
- Safe Mode Messaging

SAFE MODE

eDRIVER® LOGS

If the driver utilizes eDriver Logs, **Drive Time Available**, **On-Duty Time Available**, **Cycle Time Available**, and **Off-Duty (PC) for Personal Conveyance** will be visible in Safe Mode.

INSTANT FUEL EFFICIENCY

Safe Mode displays the instant fuel efficiency, which can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the *Settings* screen.

TRIP AVERAGE

Safe Mode displays the trip average fuel efficiency. This measurement can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the *Settings* screen.

Reset the TRIP AVERAGE from the *Engine Data* screen.

MILES TODAY

Safe Mode displays the distance travelled for the current day, which can be configured for Miles or Kilometers through the *Settings* screen.

BRIGHTNESS CONTROL

Control bright and dim settings in *Safe Mode* screen using the soft buttons.



By default, screen brightness is at the maximum brightness level. For this reason, the **DIM** soft button is visible on the *Safe Mode* screen.

Unless previously adjusted in the *Settings* screen or from a previous Safe Mode change, this setting in Safe Mode dims from the maximum down two more levels. Once the dimmest setting is reached, the soft button becomes a **BRIGHT** key, allowing you to brighten the screen until the maximum brightness level is reached.

The brightness setting set from the *Safe Mode* screen holds as the setting in the *Settings* screen once Safe Mode is no longer active.

SAFE MODE

SAFE MODE MESSAGING

For additional hands-free safety in the cab, play messages from Safe Mode while driving.

If there are any new unread messages in the Inbox before or while the truck is moving and Safe Mode is active, then the new message quantity displays in the on-screen **New Message Indicator** box, and the **PLAY** function will appear.

1. **Select PLAY** by pressing the **PLAY** soft button.
2. The oldest unread message will be played from the Inbox.

NOTE: Only **new** messages are read oldest to newest from the Inbox.

NOTE: Messages that have already been read from the Inbox or any other mailbox will not be available in Safe Mode.

NOTE: In order to aid the driver, tapping anywhere on the screen (other than another soft key) will also **PLAY** the message.

3. **PAUSE** is available using the same soft button at any time a message is being played.
4. **Select the PAUSE** soft button at any time and resume when ready by reselecting **PLAY**.
5. Once the message has been played completely through, the message becomes available for **REPLAY**.
6. **Select the REPLAY** soft button, to replay the last message that was just completely played.
7. Once the next new message has been played completely, then it is available for **REPLAY**, and so forth.

NOTE: Make sure the device's volume is not set to Mute before entering Safe Mode and playing messages.



The **Current Driver** is the user that is associated with the engine data collected, including miles driven.

For vehicles using eDriver Logs, determination of the **Current Driver** is based on the following:

1. The driver in Driving duty status.
2. If no drivers are in Driving status, the **Current Driver** is the user that was last in the Driving status.
3. If neither of the above statements is true, the first user to login into the device is the **Current Driver**.

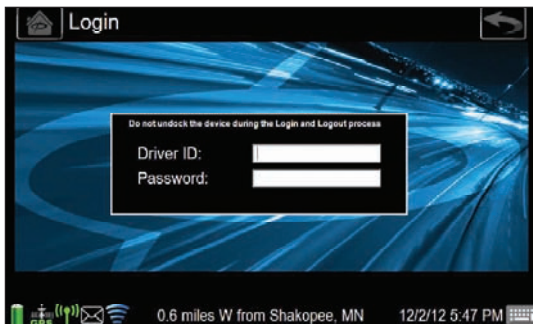
NOTE: *Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.*

The **Active User** differentiates which user is currently interacting with the device. For vehicles using eDriver Logs, the **Active User's** information will be shown when viewing eDriver Logs data, graphs, and summary information.

LOGGING IN

TABLET starts up automatically with the truck's ignition switch and displays the *Login* screen.

1. If no drivers are currently logged in, the *Login* screen will appear.



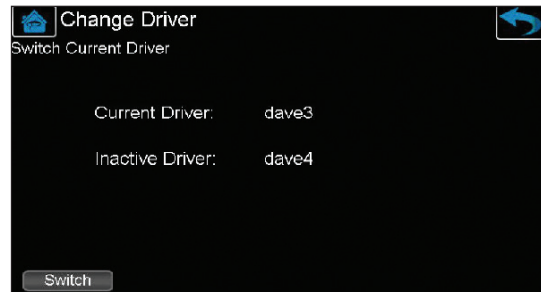
2. If another driver is already logged in, **select the LOGIN** shortcut from the *Driver* menu to display the *Login* screen.
3. **Enter DRIVER ID AND PASSWORD.**
4. **Press the OK** button to initiate a data call to receive driver information.

NOTE: *If a second user needs to log in at the same time, press the DRIVER2 button to redisplay the Login screen. Repeat steps 3 and 4.*

CHANGING CURRENT DRIVERS

NOTE: *Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.*

1. **Select the CHANGE DRIVER** shortcut in the *Driver* menu to display the *Switch Current Driver* screen.



2. **Press the SWITCH** soft button to make the other logged-in user the current driver.

NOTE: *The Switch Current Driver screen remains visible until you press the BACK or HOME buttons.*

CHANGING ACTIVE USERS

1. **Select the CHANGE USER** shortcut in the *Driver* menu to display the *Switch Active User* screen.



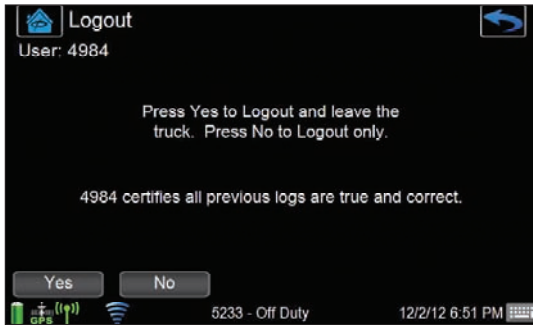
2. **Press the SWITCH** soft button to make the other logged-in user the active user.

NOTE: *The Switch Active User screen remains visible until you press the BACK or HOME buttons.*

DRIVERS & USERS

LOGGING OUT

1. **Select the LOGOUT** shortcut in the *Driver* menu to display the *Logout* screen. The Active User will be displayed as the logout recipient.



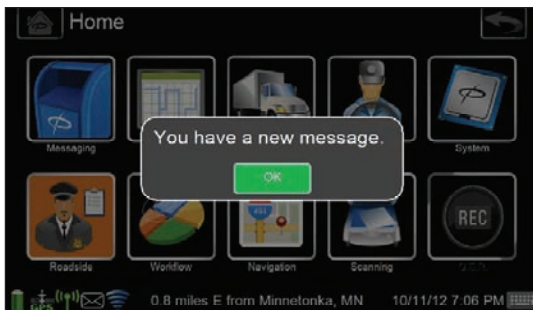
- **To log out and leave the truck, press the YES** soft button.
- **To just log out, press the NO** soft button.

MESSAGES

READING A NEW MESSAGE

A new message is indicated in four ways:

- The New Message icon in the lower left corner flashes.
- A “You have a new message” pop-up appears.
- An audible chime is heard.
- A blue dot is shown next to the new message in the Inbox.

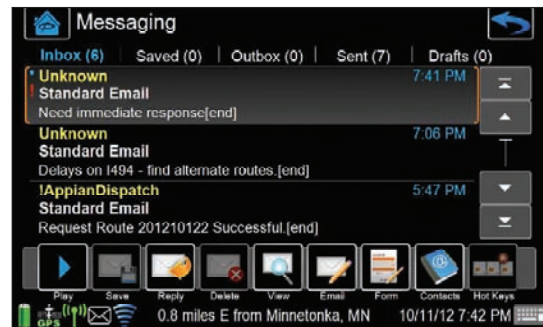


MESSAGES

1. To view the Inbox, **select MESSAGING** on the *Home* screen then **select INBOX** on the *Messaging* screen.



2. The Inbox lists messages in oldest-to-newest order.



3. All mailboxes are accessible from the Inbox: **Saved**, **Outbox**, **Sent**, and **Drafts**. Each mailbox provides a counter indicating how many messages are in the mailbox.

- **Press the SCROLL UP** and **SCROLL DOWN** arrows to scroll through the list of messages.



- Orange brackets indicate the selected message.



- A blue dot to the left of the message in the Inbox indicates the message has not been viewed, replied to, or listened to using text to speech.



- An exclamation point (!) next to a message indicates that the message only allows a reply option. The message reply must be sent before doing other tasks.



MESSAGES

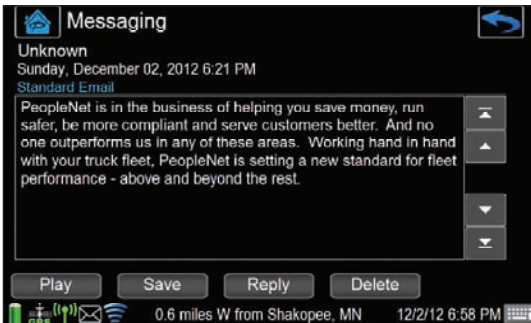
- The short cut buttons at the bottom of the screen allow the driver to:

- **PLAY/PAUSE** a message using text to speech.
- **SAVE** a message in the **Saved** folder.
- **REPLY** to a message.
- **DELETE** a message.
- **VIEW** a message.
- **EMAIL** creates a new **Email Message**.
- **FORM** creates a new **Form Message**.
- **CONTACTS** opens the **Address Book**.
- **HOT KEYS** opens the **Hot Keys** form selection.



4. To see the full text of a message:

- **Touch the MESSAGE PREVIEW** on the screen.
- **Press the VIEW** button, or
- **Double-click on a MESSAGE** to open it.



5. While viewing the message, the driver may select **PLAY**, **SAVE**, **REPLY**, or **DELETE**.

MESSAGES

SENDING A NEW MESSAGE

1. Create a new email by either **selecting the CREATE EMAIL** short cut on the *Messaging* screen or by **selecting the EMAIL** short cut on the *Inbox* screen.



2. **Select the TYPE OF EMAIL** to be sent:

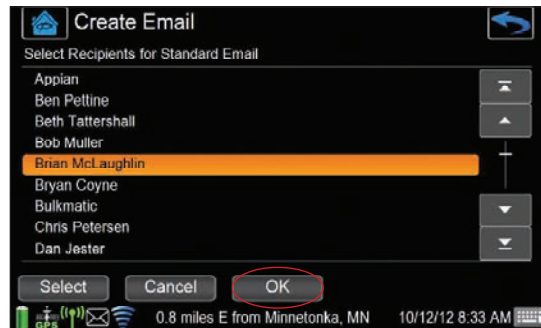
- Personal Email
- Standard Email

NOTE: *Personal email must be enabled from the PFM. Contract your fleet administrator for questions about this feature.*

3. On the *Select Recipients* screen, select the recipient's name, then **press SELECT**.

NOTE: *Up to 20 recipients may be selected for a single email.*

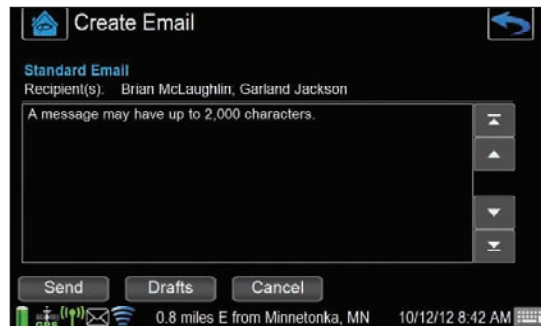
4. **Press the OK** button when all recipients have been selected.



5. **Enter the MESSAGE TEXT** (up to 2000 characters).

6. **Press the SEND** button to send the message.

7. **Press the DRAFTS** button to hold the message until it is completed.



8. **Press the CANCEL** button to cancel the message.

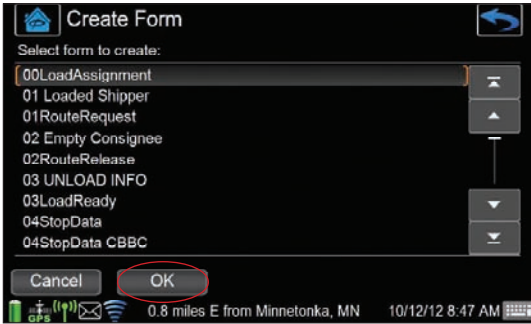
MESSAGES

SENDING A FORM

1. Create a new form by either **selecting the CREATE FORM** short cut on the *Messaging* screen or by **selecting the FORM** short cut on the *Inbox* screen.

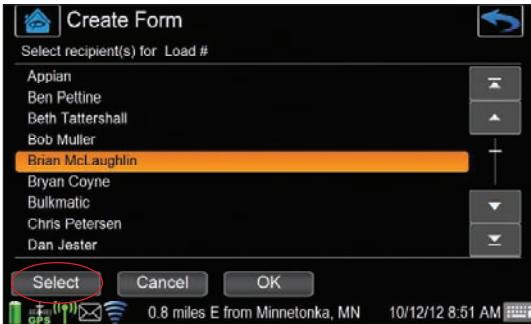


2. **Select the FORM** from the *Forms List* screen, then **press the OK** button.



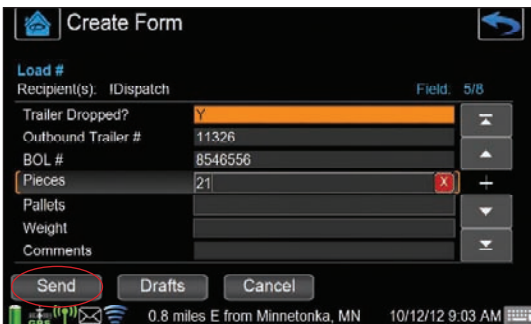
3. On the *Select Recipients* screen, **select the RECIPIENT'S NAME**, then **press the SELECT** button.

NOTE: Up to 20 recipients may be selected for a single message.



4. **Complete the FORM FIELDS.**

NOTE: A field highlighted in **orange** indicates a required field.



NOTE: Use the red "X" to completely delete an entry in a field.

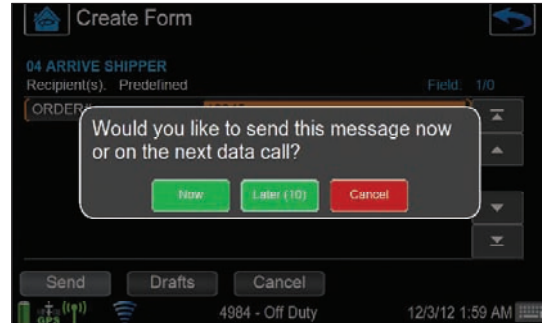


MESSAGES

5. **Press the SEND** button.

NOTE: The **SEND** button functions when all required fields have been completed.

6. Send options are determined by the form. A pop-up message may appear showing what options are available.



7. To accept the default send option, do nothing. The pop-up screen goes away after 15 seconds and the form is moved to the Outbox until the next data call.

USING THE ADDRESS BOOK

The **Address Book** contains personal and corporate contacts for the driver. Personal contacts are available only when Personal Messaging is enabled from the PFM. Contact your fleet administrator for more information on the Personal Messaging feature.

1. **Select the ADDRESS BOOK** by choosing the short cut from the *Messaging* screen or from the bottom of any mailbox screen.

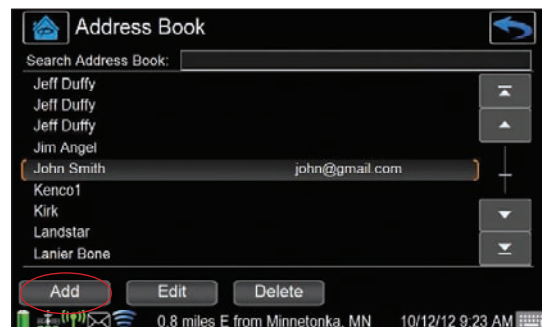


2. Contacts are displayed in the following order:

- Special characters (example: !Dispatch)
- Numbers (00, 01, 02...10, 11)
- Alphabetically (A-Z)

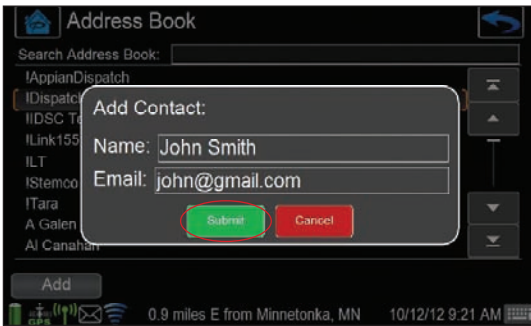
NOTE: Email addresses will only be displayed for personal contacts, not corporate contacts.

3. **Press the ADD** button to add a new contact to the Address Book.



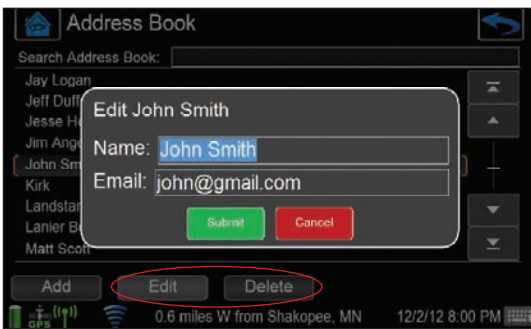
MESSAGES

4. Enter the CONTACT'S NAME AND EMAIL ADDRESS, then **press SUBMIT**.



5. Press the **EDIT** button to make changes to a personal contact.


NOTE: Corporate contacts are not editable.

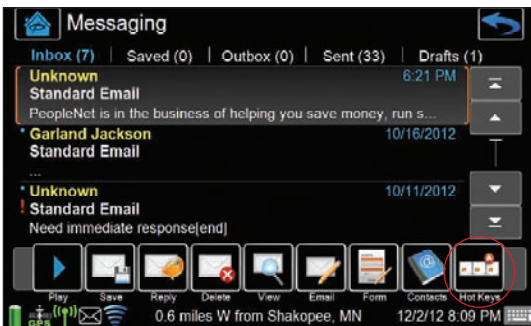


6. Press the **DELETE** button to delete a personal contact.

HOT KEYS

Hot Keys enable the driver to access commonly-used forms by pressing a function key (F1, F2...). Hot Keys are configured by the fleet administrator.

1. **Select the HOT KEYS** short cut on the *Messaging* screen, or 
2. **Select the HOT KEYS** short cut at the bottom of any mailbox screen.




MESSAGES

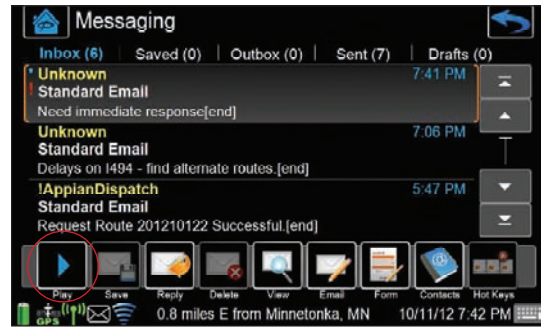
NOTE: The Hot Keys short cut will not appear if Hot Keys have not been configured by the fleet administrator.


3. The *Hot Keys* screen shows the names of forms that have been assigned to certain function keys.
4. To use a Hot Key and create the message, **select the FUNCTION KEY** that corresponds to the form.



TEXT TO SPEECH

1. Press the **PLAY** button at the bottom of the *View Message* screen to hear an audio version of the message on screen. 



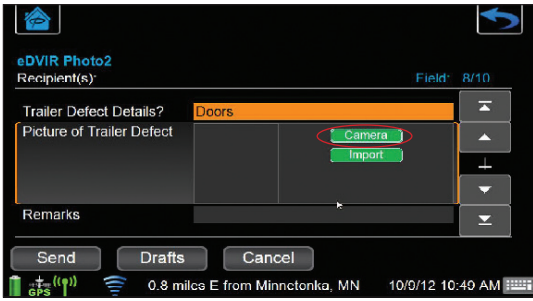
2. While the message is playing, the **PLAY** button will change to a **PAUSE** button, and revert back to **PLAY** when **PAUSE** is selected. 

USING THE CAMERA

NOTE: Image Capture is only available with TABLET.

Forms can contain image capture fields to attach pictures in the form. Selecting or highlighting the image capture field in the form will expand the picture field.

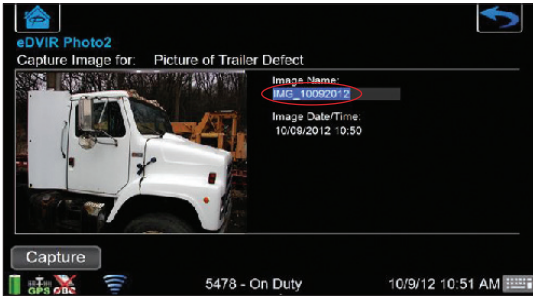
1. **Select the CAMERA** button to activate the *Camera Viewing* screen.



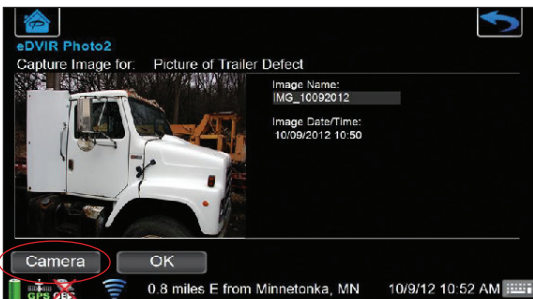
2. Focus the camera on the subject and **click the YELLOW BUTTON** on TABLET to take the picture.



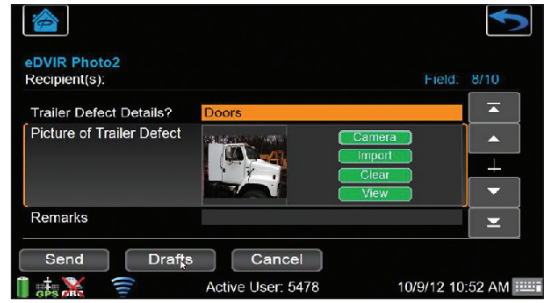
3. You can edit the Image Name by highlighting the Image Name field and entering a new name.



4. If you wish to retake the picture, clicking **the Camera** button will bring you back to the *Camera Viewing* screen and you can take another photo.



5. **Click SAVE** to add the image to the form. A thumbnail picture of the image will appear in the image capture field on the form.

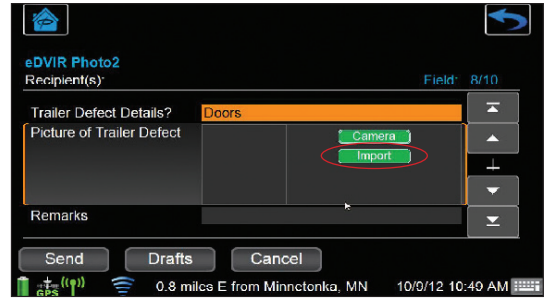


6. If you wish to remove the picture from the form, **highlight the IMAGE CAPTURE** field and **click the CLEAR** button.

IMPORTING AN IMAGE

Images can be imported to the form from a USB device that contains pictures.

1. **Select the IMPORT** button to import an image from an external USB device or a previously saved image on the TABLET.



2. Plug the external USB device into the TABLET and **select the EXTERNAL SOURCE** button.

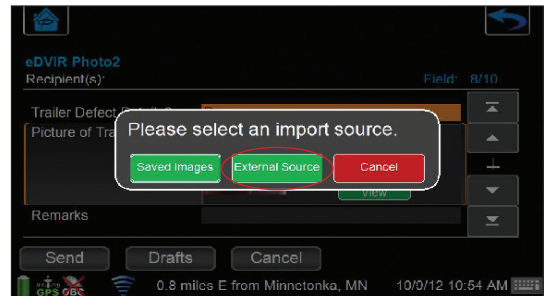
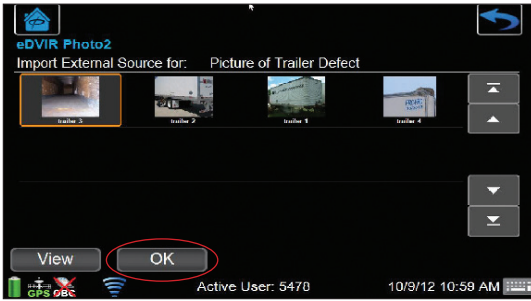
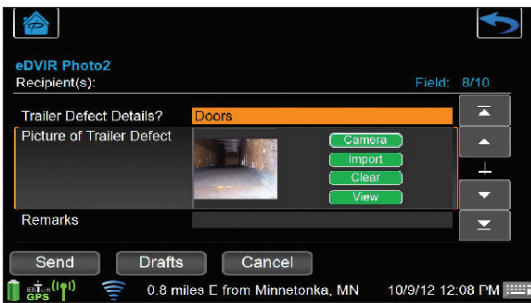


IMAGE CAPTURE (TABLET)

- All photo images on the external USB device will be displayed.



- Highlight the desired image to import to the form and **click the OK** button.
- A thumbnail picture of the image will appear in the image capture field on the form.

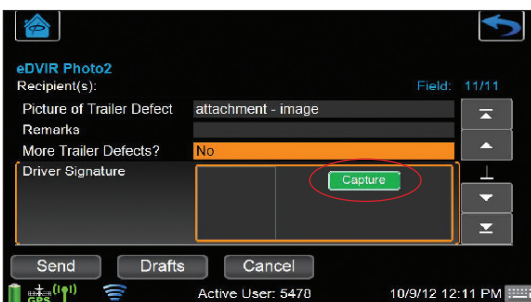


SIGNATURE CAPTURE (TABLET)

NOTE: Signature Capture is only available with TABLET.

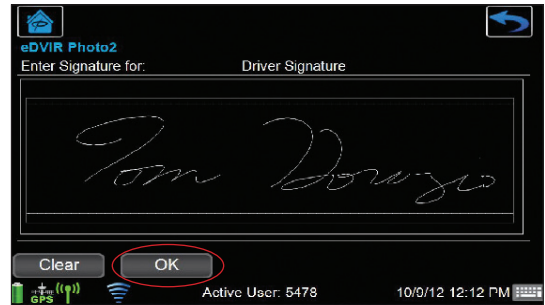
Forms can contain signature capture fields to attach signatures in the form. Selecting or highlighting a signature capture field in the form will expand the field.

- Select the CAPTURE** button to enter a signature on the form.



SIGNATURE CAPTURE (TABLET)

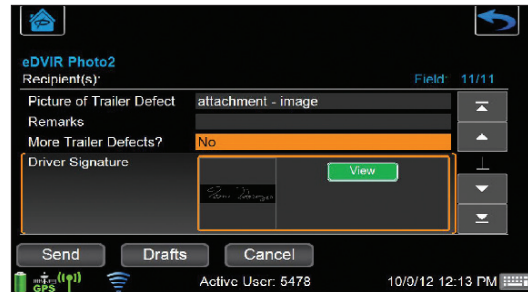
- Enter the signature and **click the OK** button to save the image to the form.



- Click the CLEAR** button to erase the signature if you wish to re-sign in the field.

NOTE: Once the signature has been saved, it can no longer be changed or edited by the user.

- A thumbnail picture of the image will appear in the signature capture field on the form.



USING THE BAR CODE SCANNER (TABLET)

While the cursor is located on any data entry field, the bar code scanner can be activated.

NOTE: Requires TABLET premium with built in bar code scanner.



USING THE BAR CODE SCANNER (TABLET)

1. Place the cursor on a data entry field.
2. **Click the YELLOW** button on TABLET to activate the bar code scanner.

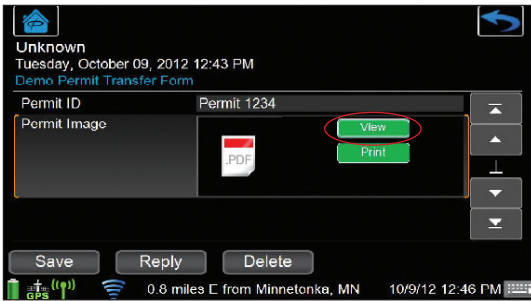


IN-CAB PRINTING & PDF VIEWING (TABLET)

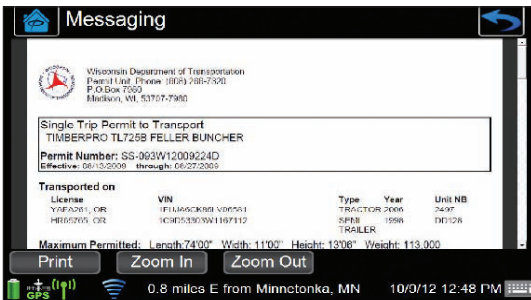
NOTE: In-Cab Printing and PDF viewing are only available with TABLET.

PDF files can be attached to incoming forms as attachments that can be viewed and printed in the cab. Selecting or highlighting the attachment field in the form will expand the field.

1. **Select the VIEW** button to open the PDF viewer and review the attached document.



2. Clicking Zoom In or Zoom Out will resize the display of the attached document.



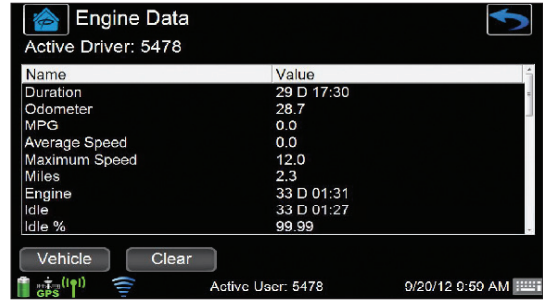
3. **Click the PRINT** button to send the document to an attached USB printer.

NOTE: To setup the system to print, go to System, Settings screen and ensure the Default Printer has been setup correctly.

ENGINE DATA

View real-time engine performance information for a trip, leg or any report duration from the *Engine Data* screen.

1. **Select the ENGINE DATA** shortcut from the *Vehicle* menu to display the engine data assigned to the Active User.



2. **Press the VEHICLE** button to view vehicle engine data for all drivers.

DURATION: Accumulated time since the last reset.

NOTE: Use the **CLEAR** button to reset your in-cab averages and trip information (hours : minutes).

ODOMETER: Odometer reading.

MPG: Average Miles Per Gallon.

AVG SPEED: Average speed.

MAX SPEED: Highest speed recorded.

MILES: Number of miles traveled.

ENGINE: Time engine has been running.

IDLE: Time spent idling (hours : minutes).

MOVE: Time spent moving (hours : minutes).

OVER RPM: Time spent exceeding company RPM goals. The number after RPM is the company target (hours : minutes).

OVER SPEED: Time spent over company speed goals. The number after Speed is the company target (hours : minutes).

EXCESS SPEED: Time spent exceeding what your company has determined to be an unsafe speed. The number after Speed is the company limit (hours : minutes).

LONG IDLE: Time spent idling longer than the threshold set by your company (hours : minutes).

LONG IDLE %: Percentage of time spent in long idle.

NO. LONG IDLES: Number of times vehicle idled longer than the company-set threshold.

IDLE THRESHOLD: Number of minutes used to split long and short idle events.

ENGINE DATA

SHORT IDLE: The amount of time you have idled less than the company goal (hours : minutes).

SHORT IDLE %: Percentage of time spent in short idle.

NO. SHORT IDLES: The number of times you have idled less than the company goal.

SEAT BELT USE %: Percentage of time vehicle is in motion that the driver's seat belt has been buckled.

HEADLIGHT USE %: Percentage of time vehicle is in motion that the headlights were in use.

FUEL TANK LEVEL %: Percentage of fuel remaining in the primary and secondary fuel tanks.

DIESEL EXHAUST FLUID TANK %: Percentage of diesel exhaust fluid remaining.

DIESEL PARTICULATE FILTER STATUS: Status of the diesel exhaust particulate filter.

AMBIENT TEMPERATURE: Current temperature outside the truck (F for Fahrenheit, C for Celsius).

SPEED GOVERNOR SETTING: Maximum speed the vehicle's ECM will allow.

ONBOARD EVENT RECORDING (OER)

Onboard Event Recording® must be enabled by the fleet administrator in order to record events. Please contact your fleet administrator for more information about OER.

Three types of vehicle events can be recorded while driving:

Sudden acceleration (SA): records 60 seconds before and 30 seconds after vehicle accelerates beyond a pre-set threshold.

Sudden deceleration (SD): records 60 seconds before and 30 seconds after vehicle decelerates beyond a pre-set threshold.

Manual trigger (MT): records 170 seconds before and 30 seconds after the event. This capability must be activated by the safety manager. A notification of the manual event appears.

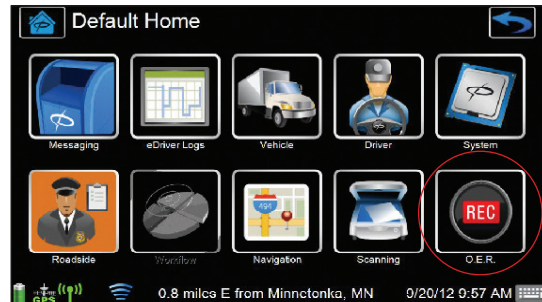
Stability Control (SC): records 60 seconds before and 30 seconds after the event. This capability requires the Vehicle Management Multi-bus Adapter and a stability system such as Bendix or Meritor/WABCO.

View a listing of recorded events from the *OER* screen.

ENGINE DATA

Option 1: Recording Events (manual trigger)

1. **Select the OER** short cut from the *Home* screen.



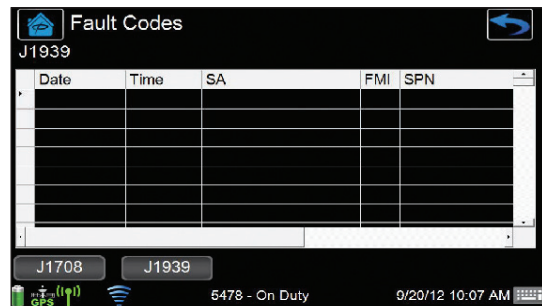
2. **Press RECORD** to manually trigger an OER event.



FAULT CODES

Fault codes are assigned MIDs/PIDs triggered by the ECM.

1. **Select the FAULT CODES** shortcut from the *Vehicle* menu to display the fault codes that have been triggered (if applicable).



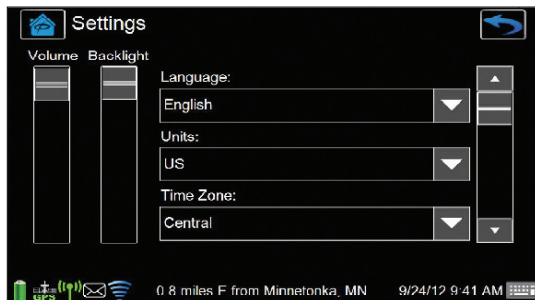
NOTE: When collecting vehicle data with the Vehicle Management Multi-bus Adapter, the user will have the option to display either J1708 or J1939 fault codes from this screen.

2. **Select the J1708 and J1939** buttons to switch the data bus displayed.

SYSTEM DIAGNOSTICS

System diagnostics displays the information relating to the Onboard Computer (OBC) and the display.

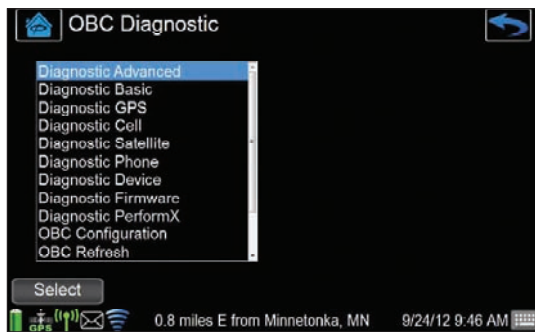
1. **Select the SETTINGS** shortcut from the *System* menu to display options for configuration for the system.



NOTE: To change the language displayed, select from the dropdown in SETTINGS. The display will reboot and run in the new language until changed again.

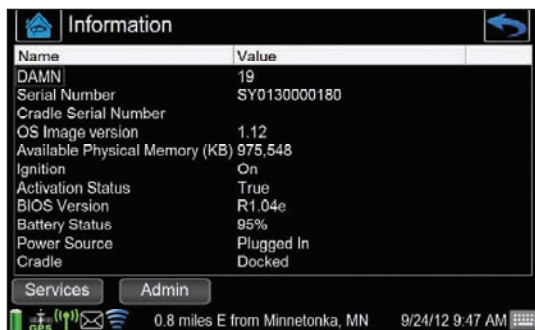
For OBC diagnostic information:

1. **Select the OBC DIAGNOSTIC** shortcut from the *System* menu for OBC menu options.



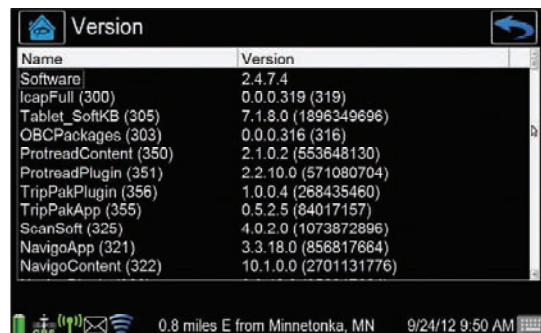
For device diagnostic information:

1. **Select the INFORMATION** shortcut from the *System* menu for display information.



SYSTEM DIAGNOSTICS

2. **Press SERVICES** to access troubleshooting options for the display and In-Cab Scanning, Training, and Navigation.
 3. **Select REFRESH** to reboot the display.
 4. **Select CLEAR TRIPPAK TRANSACTION** to clear a pending scanned document transaction that has been sent.
- NOTE:** Use this option if TripPak remains in a *Pending* state and cannot be resolved. TripPak must be in a *Ready* state to scan and submit documents for In-Cab Scanning.
5. **Select the VERSION** shortcut from the *System* menu to display device software versions.



AUTOMATED WORKFLOW

Users can take advantage of Automated Workflow and viewing of dispatches directly from the in-cab device. The Automated Workflow feature requires no driver interaction and has three configurable geo-fences for pre-defined stops within a dispatch:

Approaching: Date, time, and location information is recorded and transferred either urgent or deferred, and no driver prompt is provided. The approaching event occurs automatically as the device detects distance from the stop location as configured by dispatch.

Arrived: You are notified upon arrival at the stop. If you have reached the destination and have not been prompted to arrive, manually arrive the stop. Some dispatches may require confirmation of arrival; others are configured to automatically arrive.

Departed: Date, time, and location information is recorded and transferred either urgent or deferred. Some dispatches may require confirmation of departure; others are configured to automatically depart.

Messages may accompany the dispatch(es). All dispatch messages should be saved, these messages may or may not be presented upon arriving at the stop and a response may be required. You will be prompted upon arrival of a stop configured with an Automated Workflow message.

AUTOMATED WORKFLOW

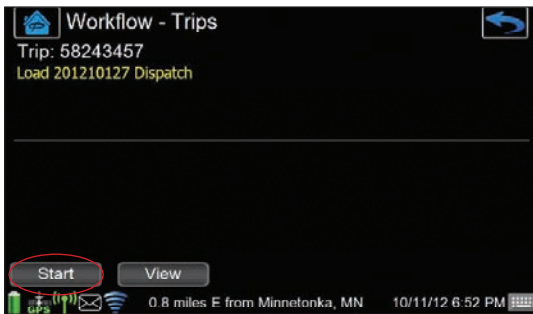
NOTE: There are many options available to dispatch for Automated Workflow and how stop actions for Arrive and Depart are presented. Please consult your fleet administrator for information.

1. **Select the WORKFLOW** shortcut from the Home screen to display current dispatches (trips), or

NOTE: If there are no dispatches the **WORKFLOW** menu option will not be available.

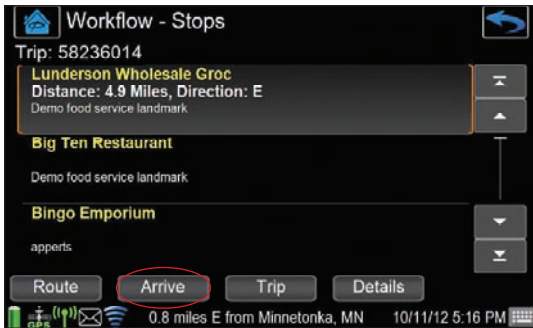
2. Automated Workflow trips may start automatically at a pre-configured time set by your dispatcher. If this happens, proceed to your first stop.

NOTE: To start the trip prior to the appointed start time, **press the START** button from the Trips screen.



3. A prompt displays once the vehicle is within the location geofence. **Press YES** to confirm arrival.

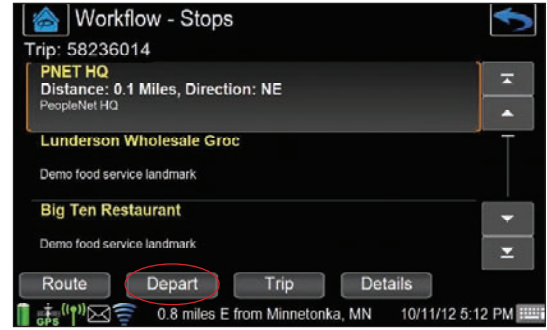
NOTE: If not prompted automatically, **press the ARRIVE** button for the stop to manually arrive.



4. If there is a message to be prompted, it will display immediately after arriving at the stop.
5. Depart actions occur automatically without a prompt.

AUTOMATED WORKFLOW

NOTE: To depart manually **press the DEPART** button.



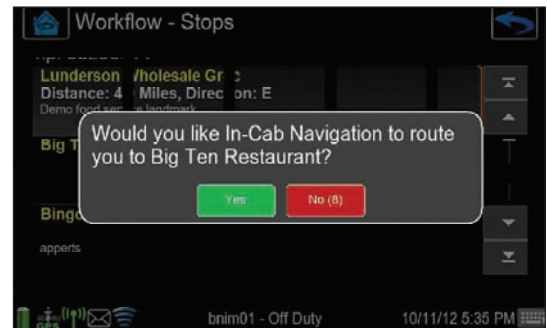
WORKFLOW ROUTING WITH IN-CAB NAVIGATION

PeopleNet provides routing functionality with Automated Workflow to subscribers of In-Cab Navigation in partnership with Telogis NaviGo™ or ALK CoPilot Truck. This is made available once In-Cab Navigation is launched and running.

NOTE: **Press the INFORMATION BAR** on the display or **press the BLUE BUTTON of TABLET** to send In-Cab Navigation to the background.



1. **Press the ROUTE** button from the Automated Workflow Stops screen to have In-Cab Navigation route you to the selected stop on the Stop List screen.
2. Or, once arrived at a stop location, Automated Workflow may prompt you to route to the next stop automatically using In-Cab Navigation.

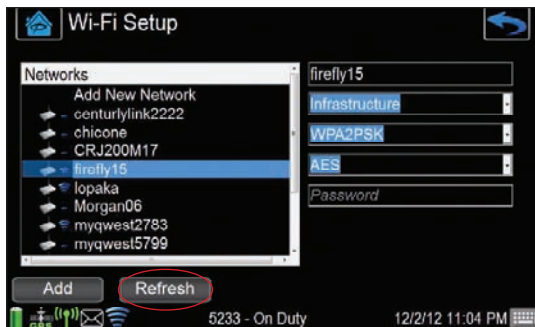


3. **Press YES** or after 15 seconds of no response the route will NOT be requested and the pop-up will close.
4. Alternately, if your fleet is configured for full Trip routing, **press the ROUTE** button from the Automated Workflow Trip screen to pass all dispatched stops to In-Cab Navigation for routing.

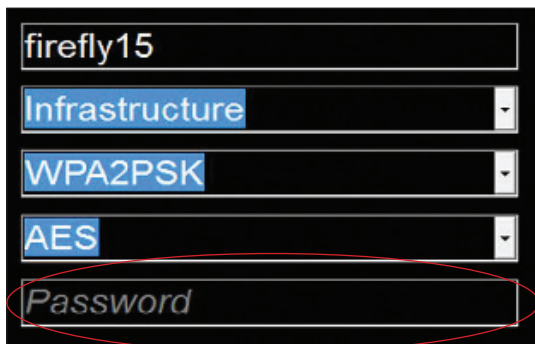
CONNECTING TO A WI-FI NETWORK

Wi-Fi must be enabled through the PFM before you begin these steps.

1. **Select the WI-FI SETUP** shortcut from the *System* menu.
2. On the left side of the screen you will see a list of available wireless networks that the device can see. If your network doesn't show up **press the REFRESH** button.



3. **Select the network** that you wish to connect to and the details of that network should appear on the right.
4. On the 5th line down enter the password for the network if there is one.



5. **Click ADD**, and then **press REFRESH**.
6. **Highlight** the network that you just added and **click CONNECT**.
7. **Press REFRESH** until you see a gold star next to the network you are connecting to.

The table below defines all of the Wi-Fi icons and their meaning:

ICON	Represents
	Signal Strength
	Infrastructure Mode
	Connected
	Profile exist for this connection
	Represents Ad-Hoc Mode
PEOPLENET_GUEST	Profile Name

BROWSING THE INTERNET

You must be connected to a Wi-Fi hotspot that has Internet connectivity before you can browse the Internet.

1. **Select the INTERNET** shortcut from the *Driver* menu to open a browser.

NOTE: If you have not connected to a Wi-Fi hotspot, the **INTERNET** menu option will not be available.



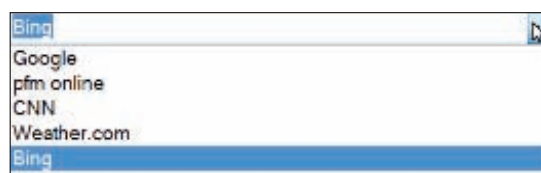
2. The Internet browser will open.



3. **Click on the DROPDOWN** in the address bar to show the list of prepopulated webpages.

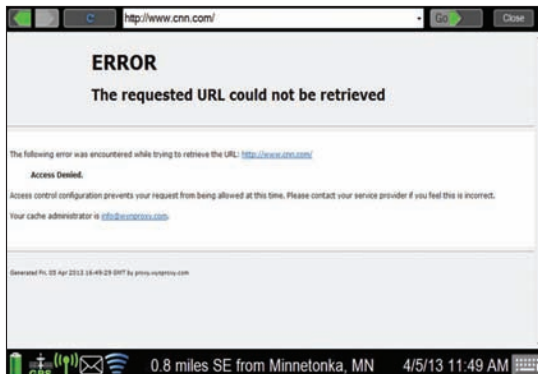
NOTE: The prepopulated webpages are set by your company and cannot be changed from the device.

4. **Click on the WEBSITE NAME** to go to that webpage.



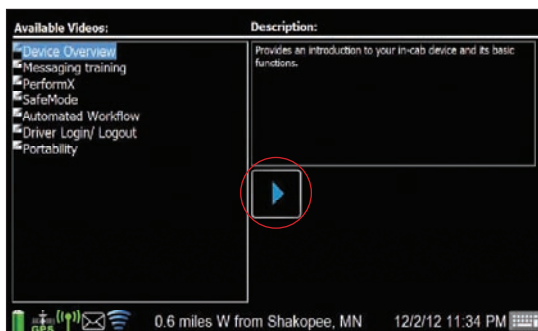
BROWSING THE INTERNET

- The system will allow access to any websites setup in your PFM white list by your administrator. Attempting to access a webpage that is not white listed will result in the following screen.



DEVICE TRAINING VIDEOS

- Select DEVICE TRAINING** from the *Driver* menu to view the PeopleNet device training videos.
- The list of available training videos will be displayed.



- Highlight a video title and **click the PLAY** icon.
- The video will begin to play. **Click the PAUSE** button to pause the video, or the **STOP** button to exit and return to the list of available videos.



IN-CAB NAVIGATION *In Partnership with NaviGo™*

- Select NAVIGATION** from the *Home* screen.

NOTE: *In-Cab Navigation in partnership with NaviGo™ is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.*

NOTE: *If the NaviGo menu options do not become active (colored), but are grayed out, please contact your fleet administrator to see if you are authorized to use this service.*

SEARCHING A LOCATION

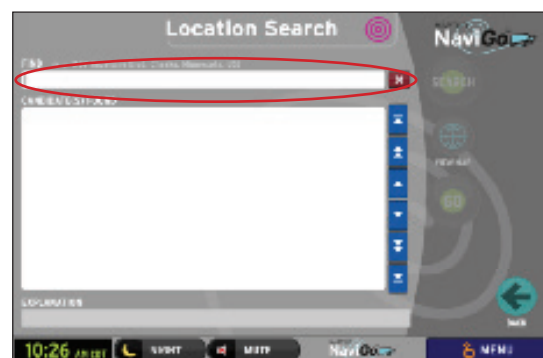
- Select WHERE TO?** on the NaviGo menu screen.



- Select LOCATION SEARCH** to search for a new location.

NOTE: *Select RECENT ADDRESSES for a searchable list of addresses recently searched for. A blue icon indicates locations that have been routed to previously.*

- Type** the destination address in the **FIND** field.



- Press SEARCH.** A data call begins to confirm the location search. Or,

5. **Select POINTS OF INTEREST** from the NaviGo menu screen to search by category, such as restaurants or truck stops.



6. **Choose** where along the route to search for the Point of Interest.

7. **Select the CORRECT LOCATION** from the **CANDIDATE(S) FOUND list** and **press GO**.

8. The *Navigation View* screen is displayed with the vehicle's current position indicated on the map.



1. Compass rose. Press to toggle between Up = NORTH and Up = CURRENT DIRECTION.
2. 2D / 3D Toggle
3. Route Line
4. Distance remaining to destination
5. Then (Next +1) maneuver indicator and distance from next maneuver. Press for verbal instructions.
6. Stop Details Button
7. Press to capture current location and route information for future comments.

8. Preview Route Button
9. Safety View Button
10. Next maneuver indicator and distance from current location. Press for verbal instructions.
11. Zoom In Button
12. Default Zoom Toggle – Country, Region, City, Local
13. Zoom Out Button
14. Current Road Name

PREVIEW ROUTE

1. **Press the PREVIEW ROUTE** button on the *Navigation View* screen or *Safety View* screen to preview maneuver steps for the route.



1. Route line with indicator of selected step's maneuver.
2. Route steps with maneuver indicator and distance from prior maneuver. Select a specific step to display on the map.
3. Navigation View Button
4. Scroll steps list up or down by 1, by 5, and to the start or end.
5. Destination, including total steps and distance. Click to display the entire route on the map.
6. Location of selected step.

SAFETY VIEW

1. **Press the SAFETY VIEW** button on the *Navigation View* screen or *Preview* screen to hide the map and increase the size of the Next and Then (Next + 1) maneuvers for greater visibility.

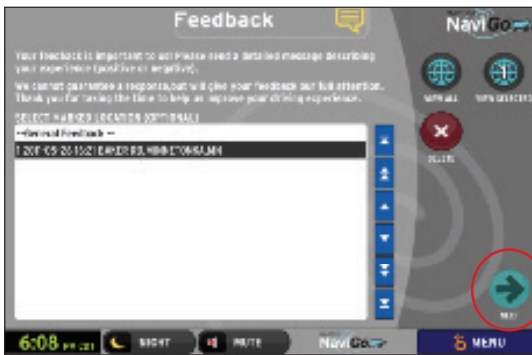


EXIT

1. **Press the INFORMATION BAR** across the bottom of the screen or **press the BLUE BUTTON** on the face of TABLET to send In-Cab Navigation to the background.

FEEDBACK FOR LOCATIONS (TO NAVIGO)

1. **Select FEEDBACK** on the *NaviGo Menu* screen to submit feedback to NaviGo about your experience with NaviGo.



2. Locations previously marked from the *Navigation View* screen will be listed with both address and the time they were marked. **Select GENERAL FEEDBACK** or one of the marked locations from the list.
3. **Select NEXT** to access the feedback entry screen. Type feedback in the text box provided.
4. **Select SEND** to deliver feedback information to NaviGo.

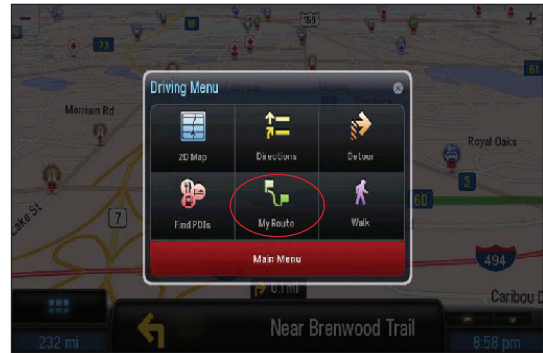
NOTE: Use this feature to send NaviGo information on road construction in a specific area, inaccurate road data, or an inconvenient route. Your feedback helps to make the NaviGo experience even better!

1. **Select NAVIGATION** from the *Home* screen.

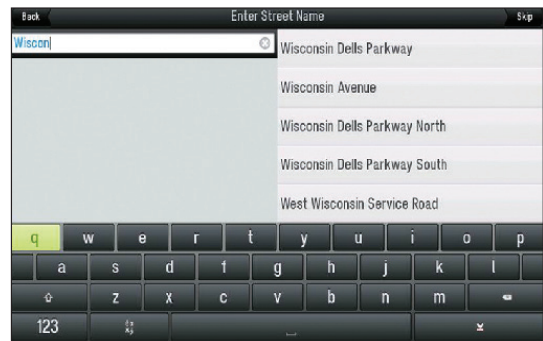
NOTE: In-Cab Navigation in partnership with ALK CoPilot Truck™ is an optional service. Please contact your fleet administrator to see if you are authorized to use this service.

SEARCHING A LOCATION

1. **Select ADD NEW DESTINATION** on the *CoPilot Truck Map* screen or, if a previous route is still up.
2. **Select MY ROUTE** from the *CoPilot Truck* menu and **select EDIT** to delete stops and create a new trip.



3. **Select ADDRESS** to enter in a destination by address. CoPilot Truck suggests options based on what you type, with recent searches at the top, Or,



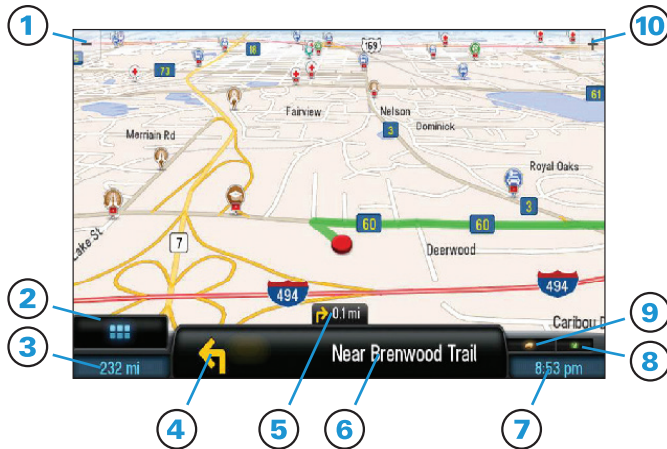
4. **Select POINTS OF INTEREST** to search by category, such as truck services, restaurants, or hotels.

5. **Select GO** to accept the suggested route, or



6. **Select ALTERNATE** to have CoPilot Truck suggest up to three alternative routes.

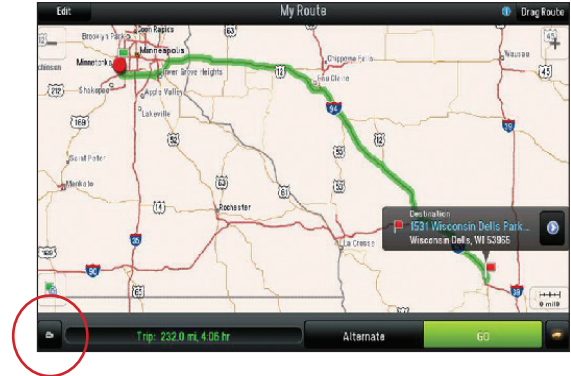
7. The navigation screen is displayed with the vehicle's current position indicated on the map.



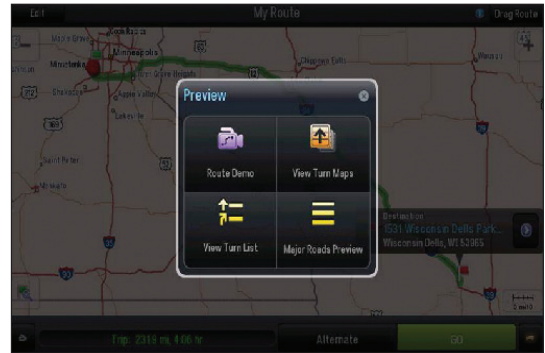
- 1 Zoom Out Button
- 2 Menu Button
- 3 Distance to destination. Press to change information displayed.
- 4 Next maneuver and distance to it
- 5 Next +1 maneuver and distance to it if close
- 6 Next maneuver street name
- 7 Estimated time of arrival. Press to change information displayed.
- 8 GPS status – green is good.
- 9 Vehicle type of route provided.
- 10 Zoom In Button

PREVIEW ROUTE

1. **Select MY ROUTE** from the *CoPilot Truck* menu and **select the PREVIEW** camera icon to preview your route.



2. **Select ROUTE DEMO** to have CoPilot Truck simulate driving the route in the map view, or



3. **Select VIEW TURN MAPS** or **VIEW TURN LIST** to review the route turn by turn.

EXIT

1. **Press the INFORMATION BAR** across the bottom of the screen or **press the BLUE BUTTON** on the face of TABLET to send In-Cab Navigation to the background.

To access In-Cab Training with Pro-TREAD:

1. **Select the DRIVER TRAINING** shortcut in the *Driver* menu.

NOTE: *In-Cab Training in partnership with Pro-TREAD is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.*

2. **Enter the DRIVER ID** associated with your Pro-TREAD login.

NOTE: *Contact your fleet manager for Driver ID assignment. PeopleNet Customer Support does not have access to this information.*



3. **Confirm DRIVER ID** by entering it again.
4. A data call will be placed to validate login and receive lesson progression from Pro-TREAD's web portal.



5. Once login is complete, **select** the lesson category **PRO-TREAD** or **OSHA**.



6. **Select the LESSON** to play from the menu.



7. From the lesson you can **PLAY, PAUSE**, go **BACK**, and **STOP** anywhere within the lesson.

NOTE: *The Pro-TREAD application will cease playing any lesson if vehicle movement is detected.*

8. To quit the application, **press STOP** and Pro-TREAD will place a data call to submit lesson progression to the Pro-TREAD web portal.



9. Once **STOP** is selected you will be prompted with a confirmation "Are you sure you want to quit?" **Select YES** to exit Pro-TREAD.



- ① Scan Page
- ② Send Transaction
- ③ View Transaction History
- ④ Close the TripPak SCANNING application
- ⑤ Delete Image
- ⑥ Image Clean-Up
- ⑦ Rotate Image
- ⑧ Zoom Out
- ⑨ Previous Page
- ⑩ Next Page
- ⑪ Zoom In
- ⑫ Calibrate Scanner
- ⑬ On-Screen Doc Typing
- ⑭ In-Cab Indexing with Trip/Stop Data

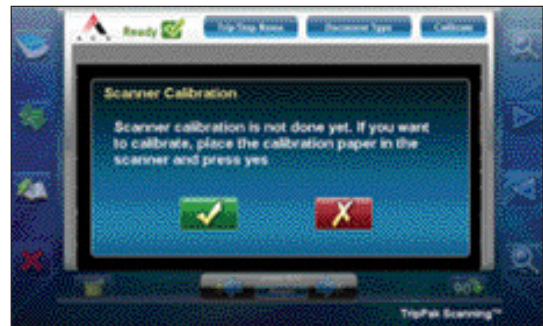
To access In-Cab Scanning:

1. **Plug the TRIPPAK SCANNING SCANNER DEVICE** in the display's USB port.
2. **Select the SCANNING** shortcut from the *Home* screen to access TripPak scanning.

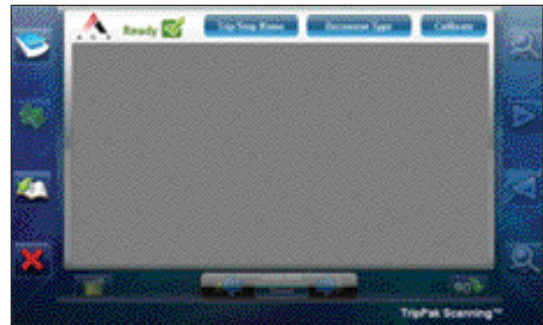
NOTE: *In-Cab Scanning is an optional service. Please contact your fleet administrator to see if your fleet has activated this service.*

3. **Calibrate the SCANNER**, if needed, by inserting the calibration paper from the TripPak scanner package.

NOTE: *If the calibration paper is not available, use any document that is not blank.*

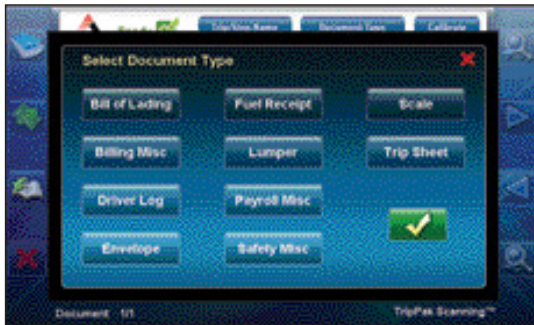


4. **Scan the DOCUMENT.**

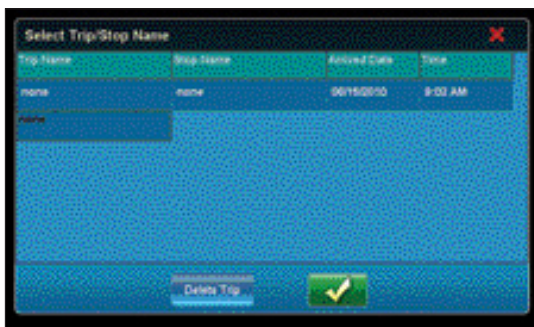
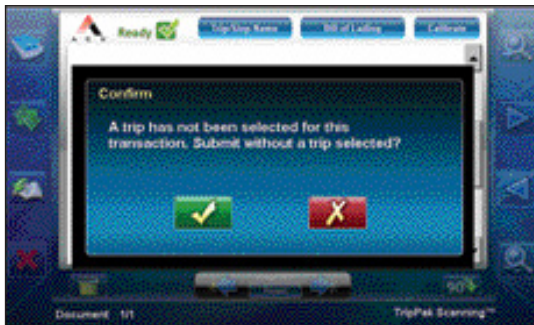


5. **Select the DOCUMENT TYPE** from the pop-up list.

NOTE: *Document type options are not configurable. Please choose from this list as provided.*



6. **Repeat STEPS #5 AND #6** for each document for the stop location.
7. **Press SUBMIT** once all documents have been scanned and doc typed.
8. When prompted, **Select TRIP AND STOP** from the pop-up list, or if no trips/stops are available, enter the trip and stop information manually. **Press the GREEN CHECKBOX** to submit.



9. A data call will begin to send the documents to your fleet.
- NOTE:** Depending on the number and size of the documents scanned, the data call can take up to several minutes, but should not disrupt your ability to use other applications.

10. The application will provide a **PENDING** status until TripPak confirms that the transaction has been successfully received, and a reference number provided.



11. Once the transaction is confirmed successful, the application will go back to a **READY** state and the next documents can be scanned.
12. **Go to TRANSACTION HISTORY** to view previous submissions.
13. **Use the REFERENCE ID** provided in the transaction history to view documents online at: <https://www.trippak.com/DriverView/>