# Driver Quick Start Guide

Sign In

· Make sure that the Connection Status Icon is green or amber

· Tap on the words "Enter Driver ID"

· Enter Driver ID with the screen keyboard and tap the *Enter* or *Done* button

· Tap on *Sign in*

· **Review Preview Availability**

　　· Check your Driving Time Progress status bar for available hours

　　· Check your last status

　　· If the bar is not at a full 8, 10, or 11 hours (depending on your operating profile) check *Gain time at:* to see how long you should wait before your next hours reset

　　· Tap on *Cancel* to exit the sign in process, or *Status* to sign into the system

· **Choose the On Duty (*Driver*) button to start your day.** This status places you in **On Duty not driving** until the system detects your vehicle is moving. Only use the *On Duty (Not Driver)* button if you will be a passenger in the vehicle or as instructed by your supervisor.
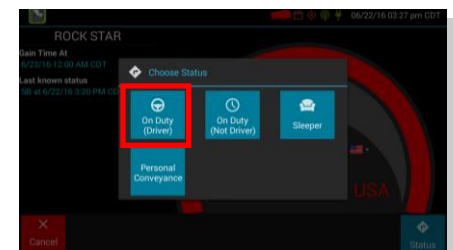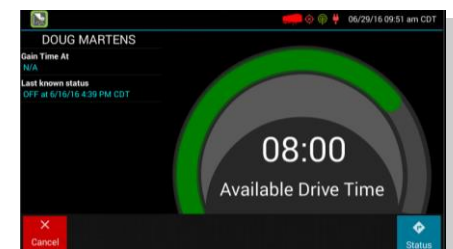
Manage Shipments

· Tap into *Shipment ID* box, enter shipment using the keyboard

· Tap on *Enter* twice or *Done* once to add a shipment to the list on the left

· To remove a shipment, tap on the row for that shipment in the list on the left, then tap *Remove*

· When finished, tap on *Next*
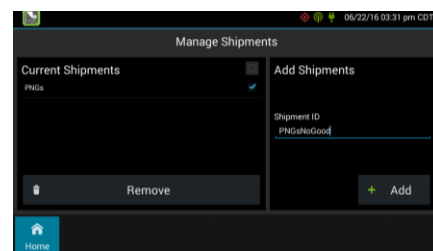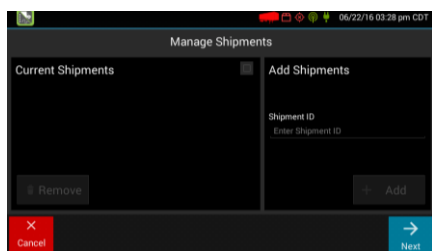
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· **Complete the pre-trip DVIR for your vehicle**

· Check the inspection information screen and tap on the *Request DVIR* button

· When DVIR is received tap on *Next* to review the post-trip of the last driver

· Tap on *Next* to Certify and Submit and check the *Safe to Operate* check box, adding any notes

· Tap on *Done*
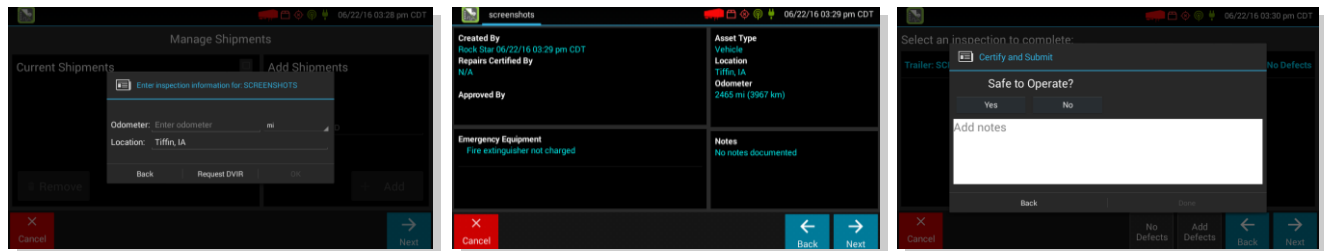
Manage Trailers

· Tap on the *Trailers* button on the Driver Overview

· Tap into the *ID* box, enter trailer ID using keyboard, tap on *Enter* or *Done* to add

· Review inspection information and tap on *Request DVIR*

· If DVIR Received, review last DVIR

· If no DVIR Received complete the DVIR

    · Tap on *No Defect* if no defects

    · Tap on *Add Defect* if you have a defect to report

· Tap on *Next*

· Certify and Submit trailer by tapping on the *Safe to Operate* check box if appropriate and add any notes

· Tap on *Done* when complete

· Continue to Add Trailers and, when done, tap on *Home*

· You are now ready to begin driving
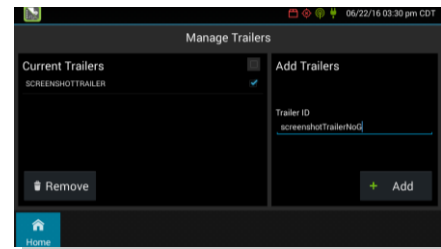
End of Day

When you are ready to end your shift, use the *Trailers* button to remove trailers and then use the *Status* button to *Sign Out*. You will need to complete the post trip DVIR each time you sign off duty for all resources in the list.