

# ELD Mobile with Flex - Admin Reference Guide



Link: <https://help.gpsinsight.com/docs/eld-mobile-admin/> Last Updated: January 21st, 2020

The ELD Mobile portal offers a full-featured hosted portal that provides the ability to monitor drivers in the fleet, examine and edit logs as necessary, set up custom inspection categories, view reports (including state mileage), and administer drivers (such as adding or deleting drivers). The portal and device stay synchronized to provide a nearly real-time view of your fleet.

The following guide is an overview of the admin features provided in the GPS Insight ELD Mobile portal.



**Note.** For driver specific information, see: [ELD Mobile - Driver Reference Guide](#).

## Portal Features

## Drivers

The Drivers page shows the list of all Drivers on your account. Each driver has its own email and password for logging in to the Hours of Service mobile application.

## Hours of Service Drivers

The Hours of Service - Drivers page gives you the ability to easily manage all drivers and provide information for any given driver's current or last recorded status, location and available Hours of Service time through the web portal. Only drivers who have logged in to the application can be seen in the Driver's page. This page only shows drivers that have logged in to the application at least once.

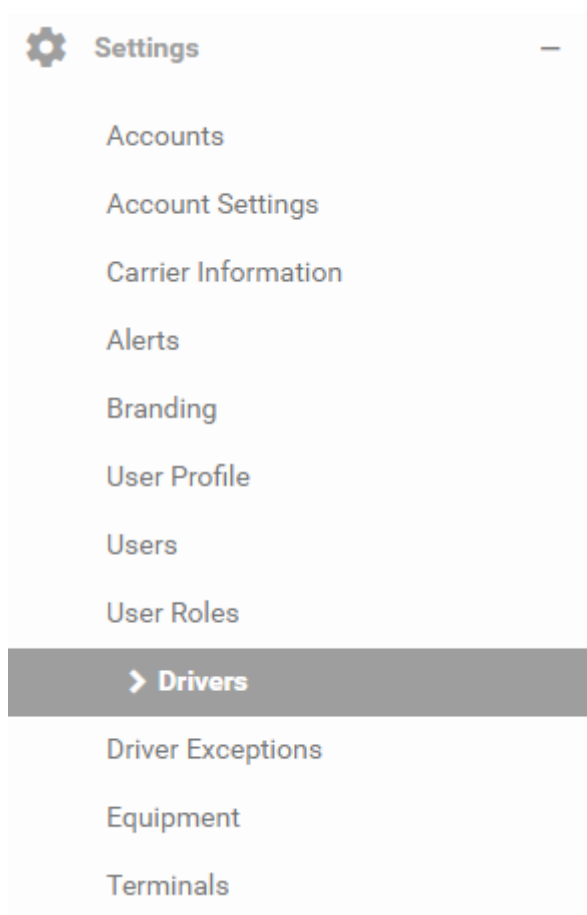
## Creating a Driver


Follow the steps to create a driver in the portal.

1. Navigate to the **Settings > Drivers** page on the left side of the portal.

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1. Click the add button (  ) in the top right corner of the Drivers page.
2. The Create Driver dialog will appear.
3. Fill in the correct driver information details.
4. Once complete, click Save.

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### Create Driver

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#### Driver Information

Driver ID	Driver ID	Email	Driver Email
First Name	First Name	Password	Password
Last Name	Last Name	Suffix	Confirm Password
CDL Number	CDL Number	<b>Enabled Products</b> <input type="checkbox"/> RODS/HOS <input type="checkbox"/> DVIR <input type="checkbox"/> Work Orders	
CDL Issuing State	Select State/Province	<input type="checkbox"/> Show Personal Use <input type="checkbox"/> Show Yard Moves	
Terminal	Scottsdale Office	<b>Manage Equipment</b>	
Subset	Default Subset	Vehicle <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	
Start Time of Day	12 am	Trailer <input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	
Region	USA	<input type="checkbox"/> Set AOB RD Speed Threshold	
Carrier	GPS Insight	<input checked="" type="checkbox"/> Can change carrier <input type="checkbox"/> Can edit logs	

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<b>Exempt Driver</b>	<b>Other</b>
<input type="checkbox"/> Exempt	Cycle USA <input type="text" value="US 70hr8days"/>

**Note:** Creating a driver may increase your monthly charges.

SAVE CLOSE



**Note.** For steps on how to create, edit, monitor and delete drivers, click the help button ( ? ) in the top right corner of the Drivers page(s).

## Users

The Users Page shows the list of all users (e.g., Drivers, Personnel or Admins). Each user has their own email and password for logging in. The user's accessible services are dependent on the user's role in the system.

## User Profile

The User Profile Page is where you have access to change your username, email, and password.

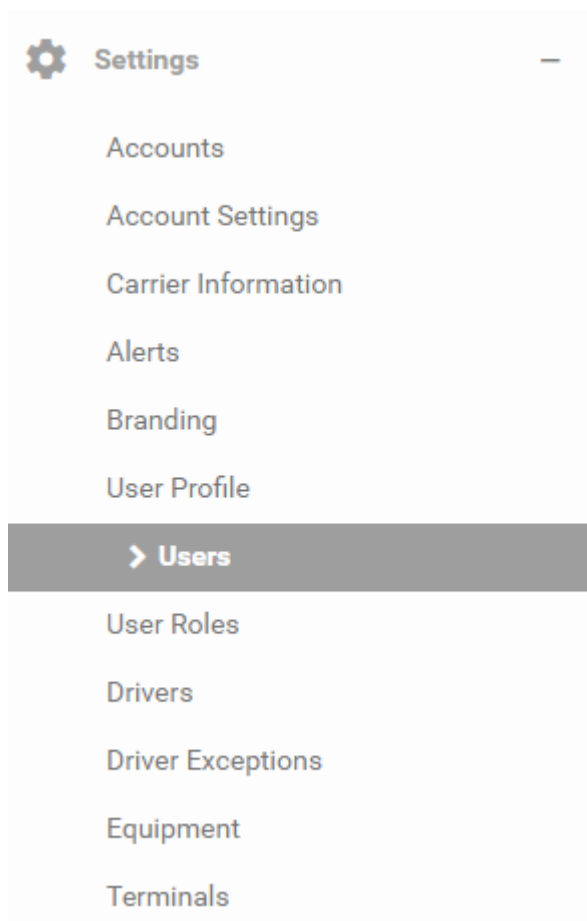
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## User Roles

The User Roles Management Page shows the list of user roles that are available for portal users. You will be able to create new user roles for specific users on this page. These user roles will then be used on the user management page.

## Creating a User

1. Navigate to the **Settings > Users** page on the left side of the portal.



1. Click the add button (  ) in the top right corner of the Users page.
2. The Create User dialog will appear.
3. Fill in the correct user information, and be sure to set at least one user role.
4. Click Save.

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### Create User ✕

<b>User Information</b>	<b>Visibility Sets</b> ⓘ
First Name	Visibility Set1
Last Name	Suffix
Email	<b>Authorized Terminals</b> ⓘ
Confirm Email	Authorized Terminals
Password	<b>Enabled Products</b>
Confirm Password	<input type="checkbox"/> RODS/HOS
<input type="checkbox"/> Verify E-mail	<input type="checkbox"/> DVIR
	<input type="checkbox"/> Work Orders
	<b>User Roles</b>
	<input type="checkbox"/> USER_ROLE_ACCOUNTADMIN
	<input type="checkbox"/> USER_ROLE_FLEETMANAGER
	<input type="checkbox"/> USER_ROLE_USERADMIN
	<input type="checkbox"/> USER_ROLE_ASSETADMIN
	<input type="checkbox"/> USER_ROLE_WORKORDERASSIGNEE
	<input type="checkbox"/> USER_VIEW_ONLY

**SAVE** **CLOSE**



**Note.** For steps on how to create, edit, monitor and delete users, click the help button ( ? ) in the top right corner of the User page(s).

## Vehicles (Equipment)

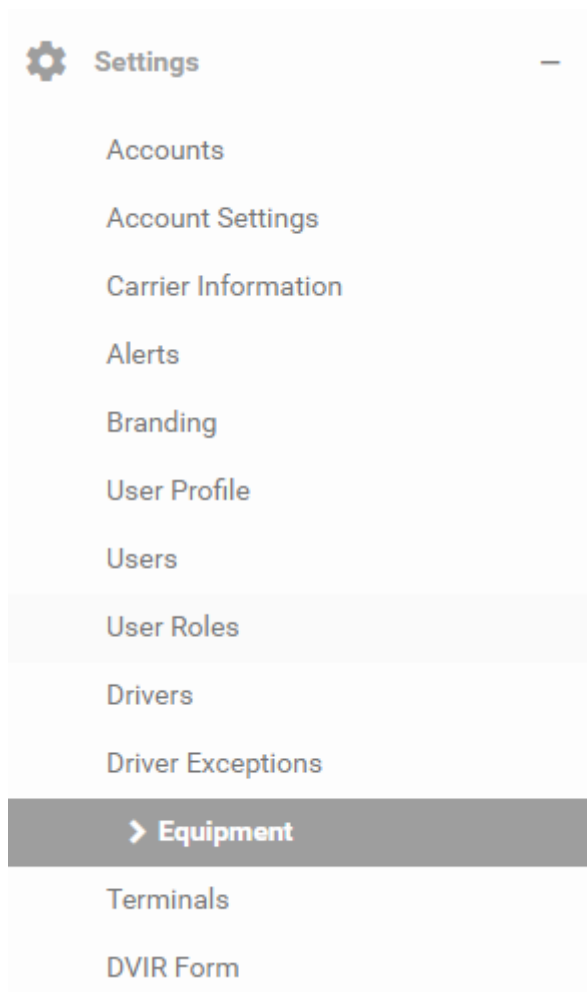
ELD Mobile refers to vehicles as equipment. The Equipment Page shows the list of all equipment in a specific account. Added equipment on the portal will be reflected in the app. Also, the added equipment on the app will be reflected in the portal.


### Adding Equipment

Follow the steps to add equipment.

1. Navigate to the **Settings > Equipment** page on the left side of the portal.

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1. Click on the add button (  ) in the top right corner of the Equipment page.
2. The Create Equipment dialog will appear.
3. Type the name of the equipment in the Name field.
4. If selected equipment type > Vehicle:
  - Type the VIN, License Plate and Firmware Version. The VIN is automatically capitalized.
  - The Odometer Offset value must be in Miles.
  - Select a License Plate Country and License Plate State.
  - Select a DVIR Form, Visibility Set, Home Terminal, Regulation Mode and GPS Receiver.
  - Enable or disable the Use GPS Odometer and Use Manual Engine Hours depending if the vehicle provides values for these or not.
  - The ELD Configuration fieldgroup will only appear on Vehicle equipment types. Select a device associated to equipment added.

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5. If selected equipment type > Trailer:

- Type the VIN, License Plate and Firmware Version. The VIN is automatically capitalized.
- The Odometer Offset value must be in Miles.
- Select a License Plate Country and License Plate State.
- Select a DVIR Form, Visibility Set, Home Terminal and GPS Receiver.

6. Click Save.

### Create Equipment

#### Equipment Information

Name

Name

Equipment Type  Vehicle  Trailer

Status  Active

Regulation Mode

ELD - Regulation 395.20

VIN

VIN

Odometer Offset

Odometer Offset Mi/Km

License Plate

License Plate

License Plate Country

Select Country

License Plate State

Select State

DVIR Form

Select a DVIR Form

#### ELD Configuration

**Note:** ELD Configuration fields automatically populate after a vehicle manually connects to VBUS Device

Device

None

Use Gps Odometer

Use Manual Engine Hours

Requires VBUS connection for driving

**Note:** Creating a vehicle may increase your monthly charges.

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**Note.** For steps on how to create, edit, monitor and delete equipment, click the help button ( ? ) in the top right corner of the Equipment page(s).

## Logs

The Logs page provides the ability to view all of your driver's daily driving logs and documentation. This tab also allows you to create, update, and delete records as needed, along with printing driving logs. Any changes made within this tab are updated and synced in near real-time to the ELD Mobile app for the affected driver(s).

The screenshot shows the 'Logs' page for a driver on 01/09/2020. On the left, there are sections for Driver Information, Carrier Information, and Vehicle Information. The main area features a timeline from 12:00 AM to 24:00 showing status changes (OF, SB, DR, ON) and VBUS connection/disconnection events. Below the timeline is a table of log entries:

Time	Status	Location	Remarks	Vehicle	Odometer	Violation	Actions
1 12:00 AM	OffDuty	3.0mi WSW Keller, TX		8496-02			[Edit]
2 07:54 AM	Remark		Authenticate	8496-02	0		[Edit]
3 07:58 AM	Remark	3.0mi WSW Keller, TX	Unauthenticate	8496-02	11650		[Edit]

## Log Edits

The Log Edits page provides a list of edited UDE logs and their annotations. You can also see the date/time of the edit and the name of who changed the event.

The screenshot shows the 'Log Edits' page. It includes filters for 'All Drivers', 'All Logs', and 'All Terminals', along with a date range of 01/21/2020 - 01/27/2020. A table lists the edited logs:

Driver ID #	Driver Name #	Vehicle #	Terminal #	Log Date/Time #	Status #	Changed By #	Date/Time of Edit #	Reason for Edit #
0726	John	8079-00	Brevard NC	01/22/2020 02:15 PM	OffDuty	John	01/23/2020 09:12 AM	Incorrect Status Selected



**Note.** For steps on how to create, edit, monitor and delete logs, click the help button ( ? ) in the top right corner of the Logs page(s).



## Reports

The HOS Reports page provides access to various detailed reports on driver's daily driving history in addition to any history changes which may have been performed. Simply click on the report buttons to display the dialog corresponding to the report you want to generate.

Reports include:

- Certified Logs Report
- Documents Report
- Driver and Vehicle Report(s)
- Driver Logs Report
- Driver's Timecard Report
- Drivers App Version Report
- Driving on Open Defect Report
- Driving Without DVIR Report
- Edit Logs Report
- Hours and Miles Report
- Hours Worked Report
- Invalid Data Report
- Odometer Jump Report
- Raw Punch Report
- Rejected Edits Report
- Special Moves Report
- Usage Report
- Vehicle Daily Usage Report


## DVIR Reports

The DVIR Reports page provides access to various detailed reports on driver's daily driving history in addition to any history changes which may have been performed. Simply click on the buttons to display the dialog corresponding to the report you want to generate.

DVIR Reports include:

- DVIR Report
- DVIR Defect Report



**Note.** For steps on how to create, edit, monitor and delete reports, click the help button (  ) in the top right corner of the Reports page(s).

## Alerts

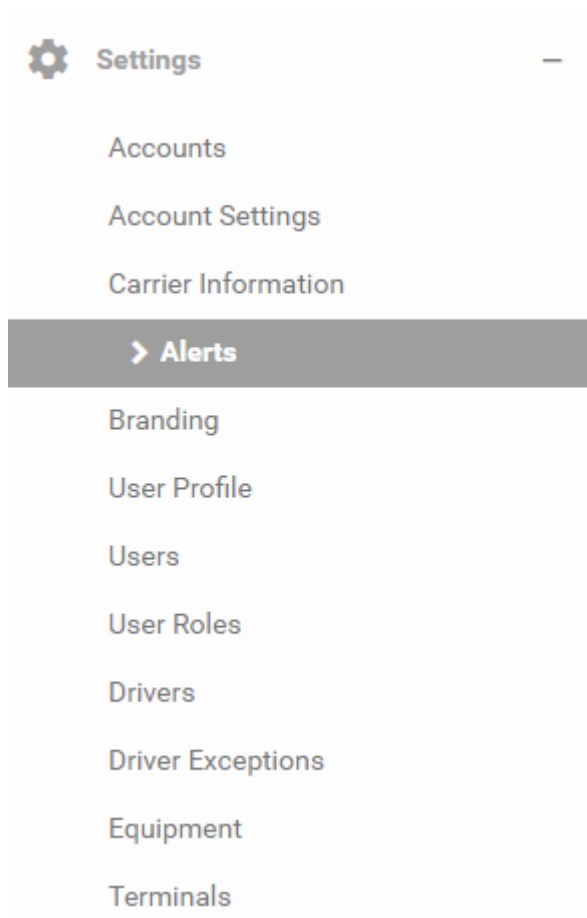
The Alerts Page is where you can configure the alert settings which enables a user to set up email and SMS notifications. These notifications will be sent to a list of email addresses and phone numbers based on the options enabled.


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## Creating an Alert

Follow the steps to create an alert.

1. Navigate to the **Settings > Alerts** page on the left side of the portal.



1. Click on the add button (  ) in the top right corner of the Alerts page.
2. The Create Alert dialog will appear.
3. Type in the name of the alert.
4. Select the correct options for the alert.
5. Be sure to fill in the Email Address or SMS Number. All email addresses or SMS Numbers entered in this section will be the recipient of the Alert Notifications.

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 **Note.** It is not required to have both of these fields filled in. Either one is acceptable.

1. Click Save.

### Create Alert ✕

**Name** \_\_\_\_\_

**Available Alerts**  Terminals  Drivers

<input type="checkbox"/> Violation Warning		<input type="checkbox"/> Brevard NC
Shift Violation Warning	0 Minute ▼	<input type="checkbox"/> Fort Worth
Driving Violation Warning	0 Minute ▼	<input type="checkbox"/> MMS - Mesa
Cycle Violation Warning	0 Minute ▼	<input type="checkbox"/> Scottsdale Office
Break Violation Warning	0 Minute ▼	
Next Violation Warning	0 Minute ▼	

<input type="checkbox"/> Violation Notification	
<input type="checkbox"/> DVIR Failure	
<input type="checkbox"/> Pre-Trip DVIR	
<input type="checkbox"/> Documents	
<input type="checkbox"/> DVIR Defects	
<input type="checkbox"/> Driver Forgets to Go Off Duty	

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<input type="checkbox"/> Unidentified Driving Mode	
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**Email** \_\_\_\_\_  
Enter a comma separated list of email addresses.

**SMS** \_\_\_\_\_  
Enter comma separated list of phone numbers in the form 1-XXX-XXX-XXXX.

**SAVE**    **CLOSE**


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**Note.** For steps on how to create, edit, monitor and delete alerts, click the help button (  ) in the top right corner of the Alerts page(s).

For help on any issues or additional information, contact the ELD Mobile Support Team at 888-221-5031, or [eld@hos-compliance.com](mailto:eld@hos-compliance.com).