

# ELD-2000

ELECTRONIC LOGGING DEVICE  
QUICK-START GUIDE



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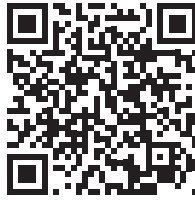
## BEFORE YOU BEGIN

This guide is intended to provide basic instructions for the operation of the ELD-2000 tablet and eFleetSuite software - this is **not** the full instruction guide and should not be solely relied on for performing advanced functions within the software.

A comprehensive Driver Guide is available on your ELD tablet for your convenience. To access the guide, tap on the **Driver Guide** app from the tablet home screen:



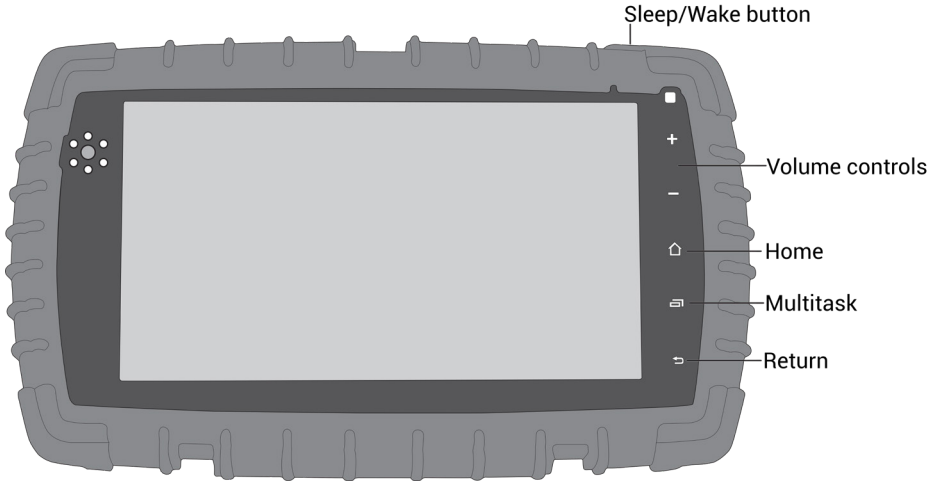
For additional instructional material, or to print a copy of the complete user guide, please visit our Help Center using the QR code below, or contact your Fleet Administrator.



<https://help.gpsinsight.com/docs/hos/driver-reference/>

# USING YOUR ELD TABLET


The ELD tablet has several physical buttons that allow you to operate the tablet. Below are the most commonly used buttons that will help you in getting started with your new ELD tablet.



Button	Description
Sleep/Wake	Press this button to wake the tablet. Press and hold to power off or reboot the tablet.
Volume	Press either of these buttons to control the master volume on the tablet.
Home	Press this button to return to the tablet home screen from any application.
Multitask	Press this button to quickly switch between open application windows.
Return	Press this button to return to the previous screen within the active application window.






**Note:** The ELD tablet should always remain connected to the dock installed in your vehicle, unless you are instructed to remove the tablet by your fleet administrator or a Support representative. Certain functions on the tablet are disabled while the vehicle is motion. You will see a **Vehicle In Motion** notification at the bottom of the screen when this mode is enabled. Messages using the GPS Insight Messaging app will still be received and can be accessed when the vehicle has stopped.

# EXPLORING THE WELCOME SCREEN

The eFleetSuite Welcome Screen will automatically display when the vehicle's ignition is turned to the ON position. If you do not see the Welcome Screen, tap on the **eFleetSuite** app  from the tablet home screen.

## Menu Bar



Section	Description
Comms Status	<p>The ELD's connection status for:</p> <p><b>GPS</b> : GPS lock on location data.</p> <ul style="list-style-type: none"> <li>• <b>Green</b>: Location received.</li> <li>• <b>Yellow</b>: Location data received but unable to get a valid fix on the vehicle's location.</li> <li>• <b>Red</b>: No location data received.</li> </ul> <p><b>Communications</b>  Connectivity to the host software.</p> <ul style="list-style-type: none"> <li>• <b>Green</b>: Connected and sending data.</li> <li>• <b>Yellow</b>: Connection is temporarily turned off; there is no data to send.</li> <li>• <b>Red</b>: No connection; unable to connect.</li> </ul> <p><b>Diagnostics</b>  Connectivity to the GPS hardware.</p> <ul style="list-style-type: none"> <li>• <b>Green</b>: Connected and recording data from GPS hardware.</li> <li>• <b>Gray</b>: Data has stopped being received and paper logs should be used.</li> <li>• <b>Red</b>: Connection to GPS hardware has been lost and paper logs should be used.</li> </ul>
Date and Time	System date and time against which activity is logged.
eFleetSuite Version number	Current eFleetSuite software version.
Resource status	<p>Resource list status:</p> <p><b>Trailer</b> : If present, no trailer information has been added to your driver log.</p> <p><b>Shipment</b> : If present, no shipment information has been added to your driver log.</p>

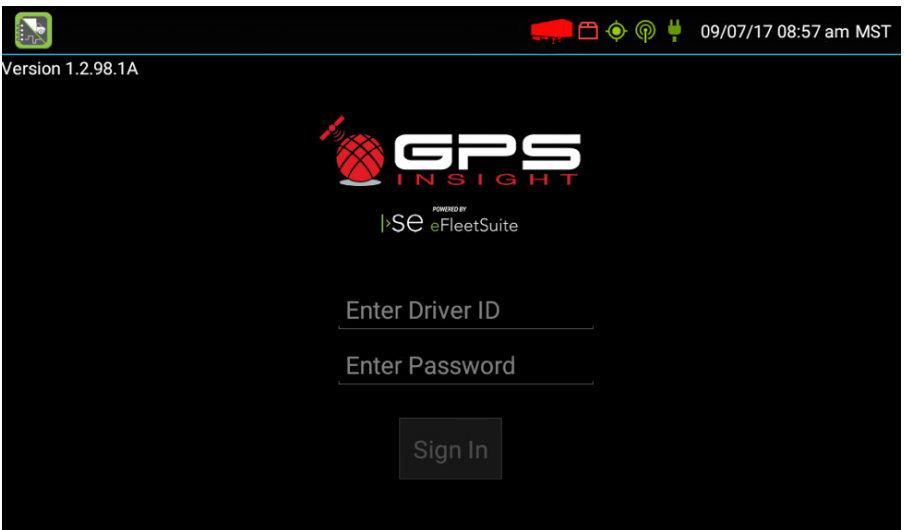
# BEGINNING YOUR SHIFT

The following steps walk you through the process of signing in, choosing your status, reviewing DVIR information, adding/removing shipment information, and adding/removing trailer information.

## Step 1: Sign In

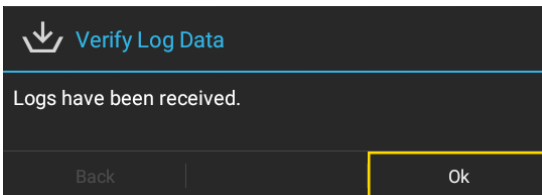
1. If you have not started the vehicle already, turn the ignition to the ON position (engine running).
2. Enter your **Driver ID** in the Driver ID field, password in the **Password** field, and tap **Return/Enter** on the keyboard.

**Note:** If you did not receive a password from your administrator, or you have not yet changed your password in the Driver Portal, contact your fleet administrator.



The ELD contacts the host system and downloads logs for the last seven days (if any).

3. Wait for the logs to download, and tap **Ok**.

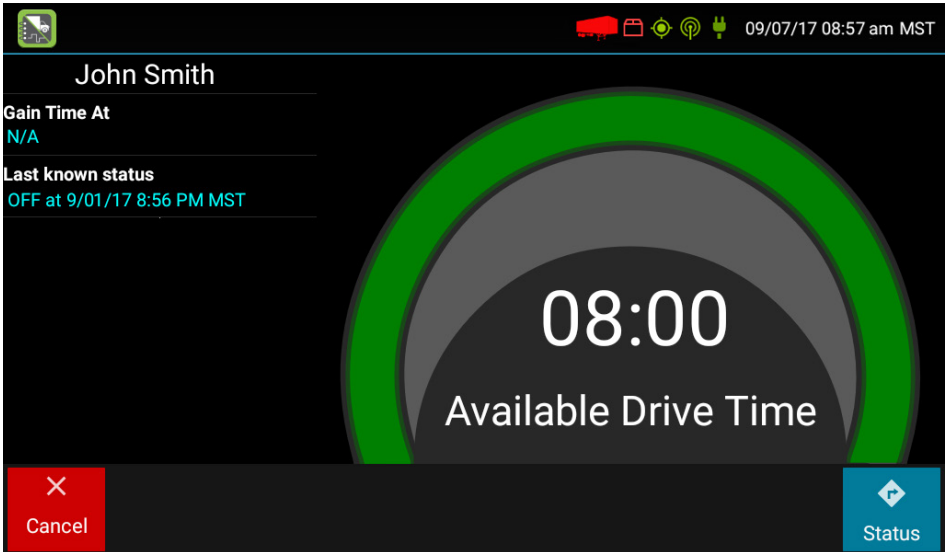


**Note:** If you have no cell coverage, you can still complete the sign-in process and drive until the ELD gains cell coverage. The application records information and continues attempting to connect to the cell network. Logs will download upon connection.

# Step 1: Sign In cont.

## Driver Overview

The Driver Overview screen appears. On this screen, you can view your available drive time, current status, Gain Time, and more.




Your **Available Drive Time** gauge displays your available drive time in hours and minutes (hh:mm). The color featured in the gauge reflects your approximate drive time left.

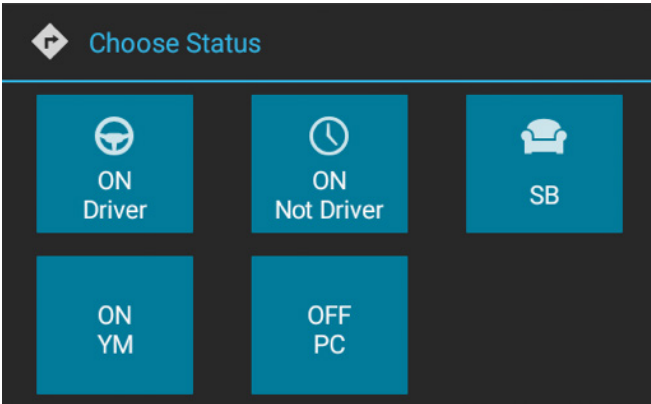
Gauge Color	Remaining Drive Time
Green	Greater than 3 hours of driving time remains.
Yellow	Between 1-3 hours of driving time remains.
Red	Less than 1 hour of driving time remains

**Note:** If you do not have a full set of hours, the **Gain Time At** field (top left) shows the next date/time at which you will receive a full set of hours provided that you remain in the same duty status. Gain Time is calculated when you have less than a full day's driving time available and if you are currently in Sleeper Berth or Rest Break status. Gain Time cannot be calculated if you are in ON Driver or ON Not Driver status. If you are in On Driver or ON Not Driver status, the Gain Time will show as N/A.

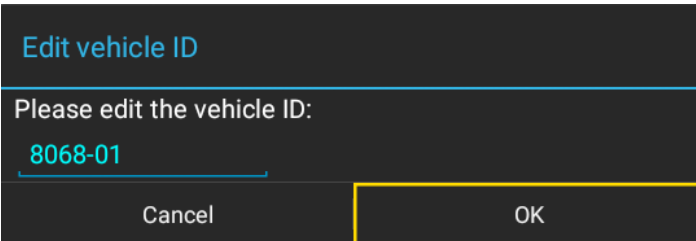
## Step 2: Choose Status

1. From the Driver Overview screen, tap **Status**  .
2. Tap the status option that best describes your current activity. *For the purpose of this guide, we will select ON Driver status.*

**Note:** If selecting Yard Moves (ON YM), or Personal Conveyance (OFF PC), you are required to enter a note regarding the status.



3. When prompted, verify the Vehicle ID matches the Vehicle ID provided by your motor carrier.
4. Tap the **pencil** icon to update the Vehicle ID.
5. Tap **OK** to continue.



**Note:** Before moving forward, it is important that you verify that the Vehicle ID in your vehicle combination matches exactly what your motor carrier has on file.



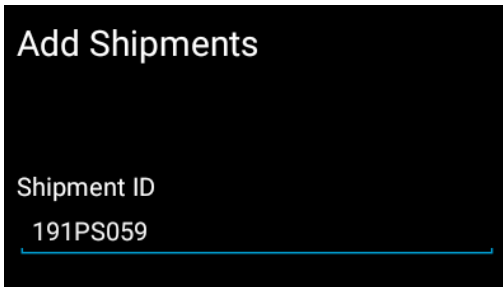
## Step 3: Manage Shipments

If you are the first driver to sign in during your work shift, the device may ask that you review the trailers and shipments entered by the previous driver. This is also your initial opportunity to remove or add new resources (shipments, trailers, etc.).

The Manage Shipments screen appears.

### Adding Shipments

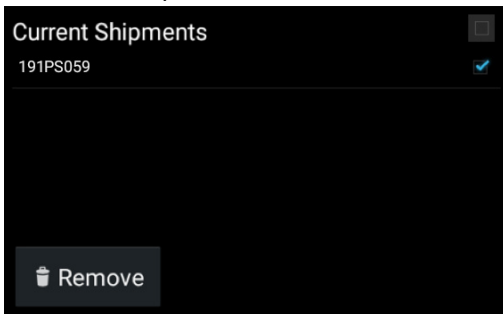
1. From the Manage Shipments screen, enter the shipment ID in the Shipment ID field in the Add Shipments section and tap **Return/Enter** on the keyboard.



The Shipment ID appears under **Current Shipments**.

### Removing Shipments

1. From the Manage Shipments screen, tap on the item(s) from the Current Shipments section, and tap **Remove**.



The shipment is removed from the Current Shipments section of the screen.

2. Tap **Next**.

If a trailer(s) was entered by the previous driver, the trailer ID(s) will display and you will be asked: "Would you like to keep the following trailer?"

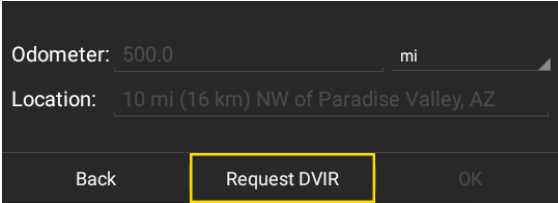
3. Tap **Yes** or **No**.
4. Request and review the previous DVIR (Driver Vehicle Inspection Report) submitted for the trailer using the instructions listed in Step 4: Review Previous DVIR.

If you selected **No**, the trailer will be removed from the resource list automatically once you have reviewed the previous DVIR.

## Step 4: Review Previous DVIR

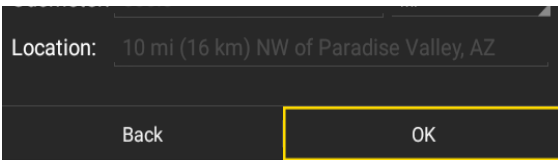
**Note:** Always review the previous DVIR with care before operating the vehicle to ensure that all information is true and correct. You are responsible for ensuring that all records required to be in your possession are correct and up-to-date.

1. When the inspection information appears for your resource, tap **Request DVIR**.



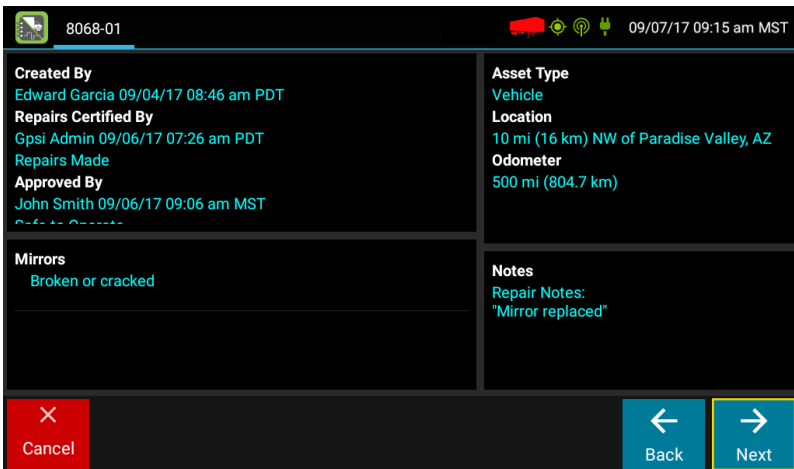
A screenshot of a mobile application interface. At the top, it shows 'Odometer: 500.0 mi' and 'Location: 10 mi (16 km) NW of Paradise Valley, AZ'. Below this, there are three buttons: 'Back', 'Request DVIR' (highlighted with a yellow border), and 'OK'.

2. Once the DVIR is received, tap **OK**.



A screenshot of a mobile application interface showing the location '10 mi (16 km) NW of Paradise Valley, AZ'. At the bottom, there are two buttons: 'Back' and 'OK' (highlighted with a yellow border).

3. Review the DVIR, and tap **Next**.



A screenshot of a mobile application interface showing a detailed DVIR report. The report includes the following information:

- Created By:** Edward Garcia 09/04/17 08:46 am PDT
- Repairs Certified By:** Gpsi Admin 09/06/17 07:26 am PDT
- Repairs Made:**
- Approved By:** John Smith 09/06/17 09:06 am MST
- Asset Type:** Vehicle
- Location:** 10 mi (16 km) NW of Paradise Valley, AZ
- Odometer:** 500 mi (804.7 km)
- Mirrors:** Broken or cracked
- Notes:** Repair Notes: "Mirror replaced"

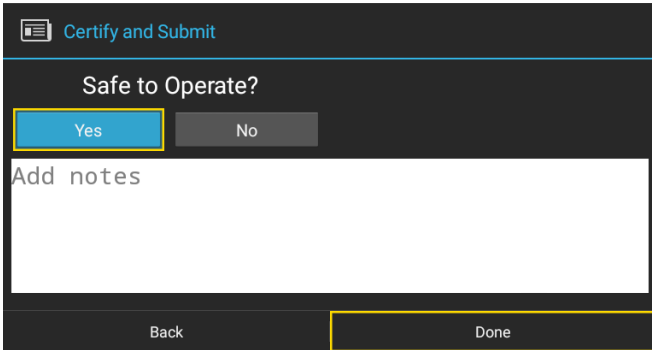
At the bottom, there are three buttons: 'Cancel' (with a red 'X' icon), 'Back' (with a left arrow icon), and 'Next' (with a right arrow icon, highlighted with a yellow border).

**Note: Carry Over Defects:** In some cases, the previous DVIR for a resource may include a defect that was certified as **Repairs Not Necessary**. This denotes that the defect or deficiency may still exist, but that repair was not required in order for the vehicle to be operated safely. The ELD will "carry over" such defects to the next DVIR. You will be notified when beginning a new inspection report if the previous report has such defects. You may add or edit these defects as needed.

## Step 4: Review Previous DVIR cont.

The Certify and Submit screen appears.

4. Deem the vehicle as Safe to Operate or Unsafe to Operate.
  - A. If the vehicle is safe to operate, tap **Yes**. Enter notes (if applicable), and then tap **Done**.



- B. If your vehicle is unsafe to operate, tap **No**.
  - I. Enter applicable notes regarding the status, and then tap **Done**.
  - II. Once the Driver Overview screen appears, tap **Status**.
  - III. Tap **OFF Sign Out**, and follow the prompts for completing a post-trip driver vehicle inspection to document the defects.


**Note:** Part names and defect descriptions are specific to the type of resource (vehicle or trailer) selected at the time of the inspection. All defects lists provide an **Other** option, where you can enter your own description. Part names and defect descriptions can be customized by your motor carrier.

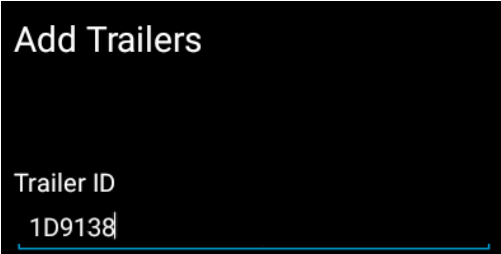
## Step 5: Add/Remove Trailers

We recommend that you add/remove any trailer(s) (if applicable) to your resources before you begin driving to ensure that your records are as current and up-to-date as possible.

### Adding Trailers

If adding a trailer, you are prompted to review or complete a DVIR.

1. From the Driver Overview screen, tap **Trailers** .
2. From the Manage Trailers screen, enter the Trailer ID in the Trailer ID field under the Add Trailers section and tap **Return/Enter** on your keyboard.



3. When the inspection information appears for your trailer, enter the location (if prompted), and tap **Request DVIR**.
4. If a previous DVIR was submitted for the trailer, review the DVIR using the instructions from Step 4: Review Previous DVIR. If a DVIR was not submitted previously, follow the steps below after tapping **OK**.

#### If there are no existing defects:

- A. Tap **No Defects**.

The Certify and Submit screen appears.

- B. Deem the trailer safe to operate or not safe to operate:

- I. If the trailer is safe to operate, tap **Yes**, and enter notes (if applicable) or if the trailer is not safe to operate, tap **No** and enter notes.

The Trailer ID appears in the Current Trailers section.

## Step 5: Add/Remove Trailers cont.

### If there are existing defects:

A. Tap **Add Defects**



The inspection screen appears, displaying a list of parts specific to the selected trailer on the left-hand side of the screen.

B. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects applicable to the part you selected.

**Note:** You may need to scroll up to view the entire list of available defects.

C. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.

D. Tap **Next**.

E. Review your DVIR details. If you need to make changes, tap **Back** and make your changes. Otherwise, tap **Next**.

The Certify and Submit screen appears.

F. Deem the trailer as safe to operate or not safe to operate:

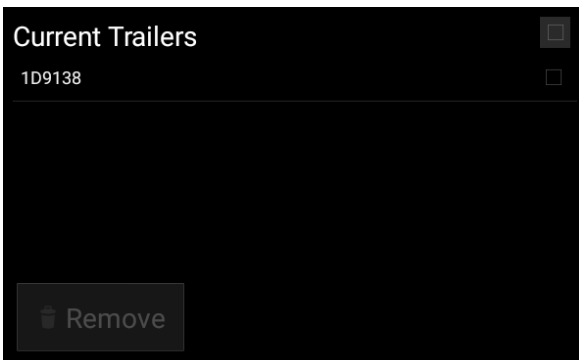
I. If the trailer is safe to operate, tap **Yes** and enter notes (if applicable).

II. For Repair Status, tap **Complete** (if repairs were done) or tap **Not Needed** (if repairs are not necessary to safely operate the trailer).

III. If the trailer is not safe to operate, tap **No** and enter notes.

5. Tap **Done**.


Once you have completed your review, the Trailer ID appears under Current Trailers on the left side of the screen.



6. Tap **Home** when finished.

**Note:** If the trailer is not safe to operate, sign out and contact your administrator.

# Removing Trailers

1. From the Driver Overview screen, tap **Trailers**  .
2. Tap on the trailer you would like to remove, and tap **Remove**.
3. When the inspection information appears for your trailer, enter the location (if prompted), and tap **OK**.
4. If you have multiple resources, tap on the trailer you would like to remove and follow the below steps.

## If there are no existing defects:

- A. Tap **No Defects**  .

The Certify and Submit screen appears.

- B. Deem the trailer safe to operate or not safe to operate.
  1. If the trailer is safe to operate, tap **Yes**, and enter notes (if applicable) or if the trailer is not safe to operate, tap **No** end enter notes.

## If there are existing defects:

- A. Tap **Add Defects**  .

The Inspection screen appears, displaying a list of parts specific to the selected trailer on the left-hand side of the screen.

- B. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects applicable to the part you selected.

**Note:** You may need to scroll up to view the entire list of available defects.

- C. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.
- D. Tap **Next**.
- E. Review you DVIR details. If you need to make changes, tap **Back** and make your changes. Otherwise, tap **Finish**.

The Trailer ID is removed from the list under Current Trailers.

5. Tap **Home** when finished.

The Driver Overview screen appears. The system automatically changes your status to DRIVING when the vehicle is in motion, and the Driver Overview screen is locked until the vehicle is no longer moving.

# MANAGING REST BREAKS

This option allows you to record off-duty activity during your work shift without signing out.

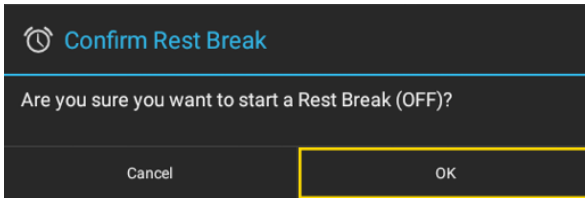
**Note:** This option should only be used if you are returning to duty in the same vehicle before the end of the work shift.

## To begin a rest break:

1. From the Driver Overview screen, tap **Rest Break**



The Confirm Rest Break window appears, asking you to confirm you would like to begin a rest break.



2. Tap **OK** to confirm the status change.

The application records your status as **Off Duty (Line 1)** without signing you out. The application calculates the minimum rest necessary to improve driving time and displays this value in the **Gain Time At** field. Gain Time At and Available Drive Time are both recalculated when the required rest break time is fulfilled.

## To end a rest break:

1. From the Driver Overview screen, tap **Stop Break**



The Choose status window appears, displaying available status options.

2. Tap the status that best describes your current activity.

Choosing any option other than OFF Sign Out returns you to the Driver Overview screen and causes Gain Time At and Available Drive Time to be recalculated.

# USING CO-DRIVERS

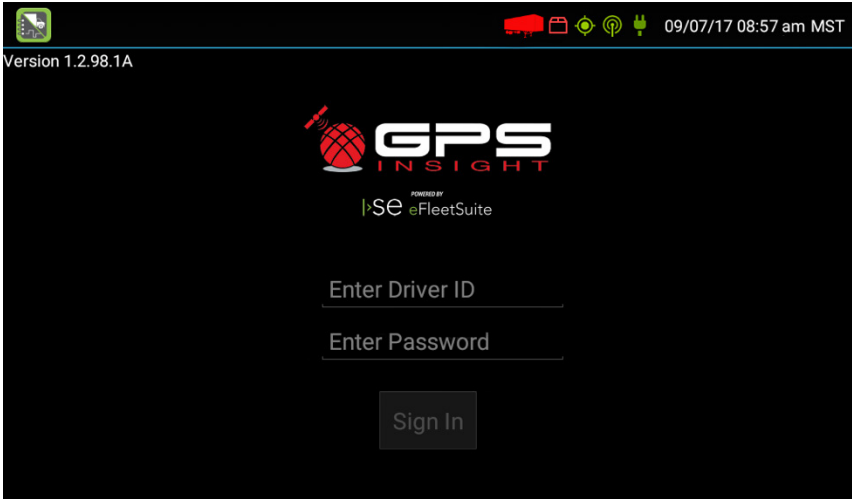
Co-driving allows multiple drivers to sign in. You can sign in up to six drivers at the same time.

## To add a co-driver:

1. From the Driver Overview screen, tap **+Driver**



The Welcome Screen appears.



2. Enter the additional driver's **Driver ID** and **Password**, and tap **Sign In**.
3. Tap **Status** to set the additional driver's status.

**Note:** If the initial driver is signed in as ON Driver, the co-driver only has access to ON Not Driver and Sleeper Berth statuses.

The names of the additional driver(s) are shown on the Driver Overview screen.

4. Tap a driver's name to view the current status, driving time details, and Driver Overview screen for each driver.

**Note:** The current driver must change his or her status to something other than ON Driver in order for any of the co-drivers to change their status to ON Driver.



# ENDING YOUR SHIFT

The following steps walk you through the process of signing out and performing a post-trip Driver Vehicle Inspection Report (DVIR).

## Signing Out

When you are finished with your shift or done using the vehicle, sign out from your device.

**Note:** Do not use the Rest Break option unless you are returning to duty in the same vehicle before the end of your shift.

### To sign out:

1. From the Driver Overview screen, tap **Status**



The Choose Status window appears, displaying available status options.

2. Tap **OFF Sign Out**



Upon sign out, your status is set to OFF.

The application automatically synchronizes logs. The Verify Log Data window appears and you may be prompted to review logs on the device, if available.

3. Tap **Yes** to view/certify logs on the device before signing out or tap **No** to proceed with the sign out process.

Your records are sent to the HOS Portal once you have completed the sign out process.

## Performing a DVIR

Before completing the sign out process, you will be prompted to perform a DVIR.

### To perform a DVIR:

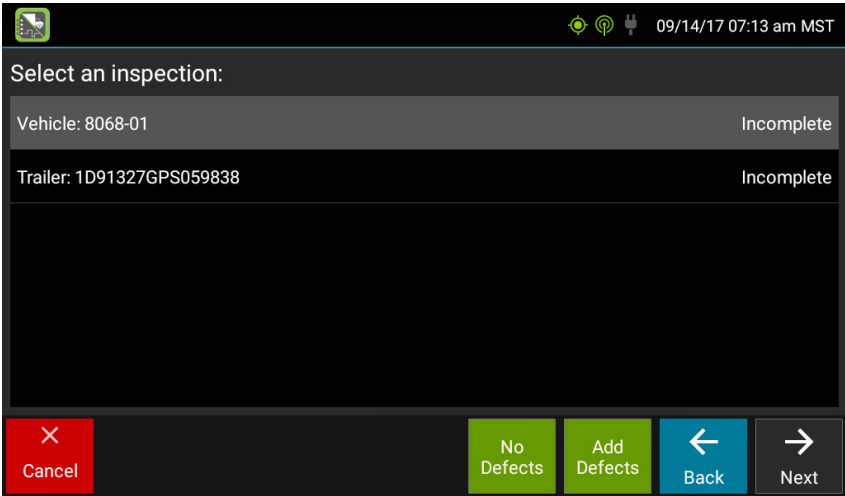
The Enter Inspection Information screen appears displaying your Vehicle ID, odometer, and location data. You may be prompted to enter data, if the device does not have a valid lock on GPS location.

A screenshot of the "Enter Inspection Information" screen. The title bar says "Enter inspection information for: 8068-01". Below the title bar, there are two input fields: "Odometer: 500.0 mi" and "Location: 10 mi (16 km) NW of Paradise Valley, AZ". At the bottom of the screen, there are two buttons: "Back" and "OK". The "OK" button is highlighted with a yellow border.

1. Tap **OK**.

## Performing a DVIR cont.

A list of resources subject to inspection will be shown.



2. Tap once on a resource to highlight it and then tap the appropriate option:

Option	Description
No Defects	Choose this option to report that the resource is free of defects or deficiency.
Add Defects	Choose this option to note one or more defects for the resource

### If there are no existing defects:

- A. Tap **No Defects** 

The resource ID displays in blue, indicating that you have completed a DVIR for that resource during the current inspection process. If you tapped **No Defects** accidentally, tap the resource to highlight it and then tap **Edit Defects** (refer to steps included under "If there are existing defects").

**Note:** You must complete a DVIR for all resources in the list to move to the next screen.

## Performing a DVIR cont.

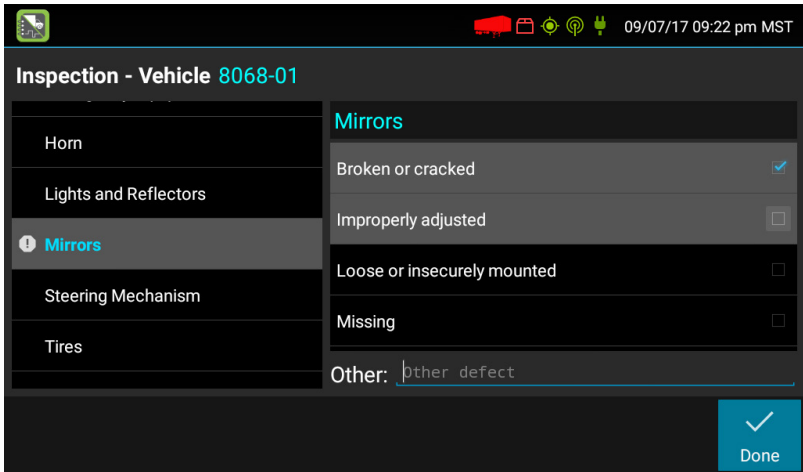
### If there are existing defects:

- A. Tap **Add Defects** 

The Inspection screen appears, displaying a list of parts specific to the selected resource on the left-hand side of the screen.

- B. Add defect(s) by tapping on parts from the available list.

A sub-defect menu appears, displaying a list of potential defects available to the part you selected.



**Note:** You may need to scroll up to view the entire list.

- C. Tap on the defect you would like to record. If none of the defects listed apply, use the **Other** field to add a description of the defect.
- D. Repeat this process for each defective part, then tap **Done**.
- E. Review your DVIR details. If you need to make changes, tap **Back** and make your changes.
3. Tap **Finish**.

If you were completing the DVIR in order to complete the Sign Out process, you are signed out and returned to the Welcome screen. If you were completing a DVIR during the Sign In process, the Driver Overview screen appears.