



Getting Started for Fleet Managers

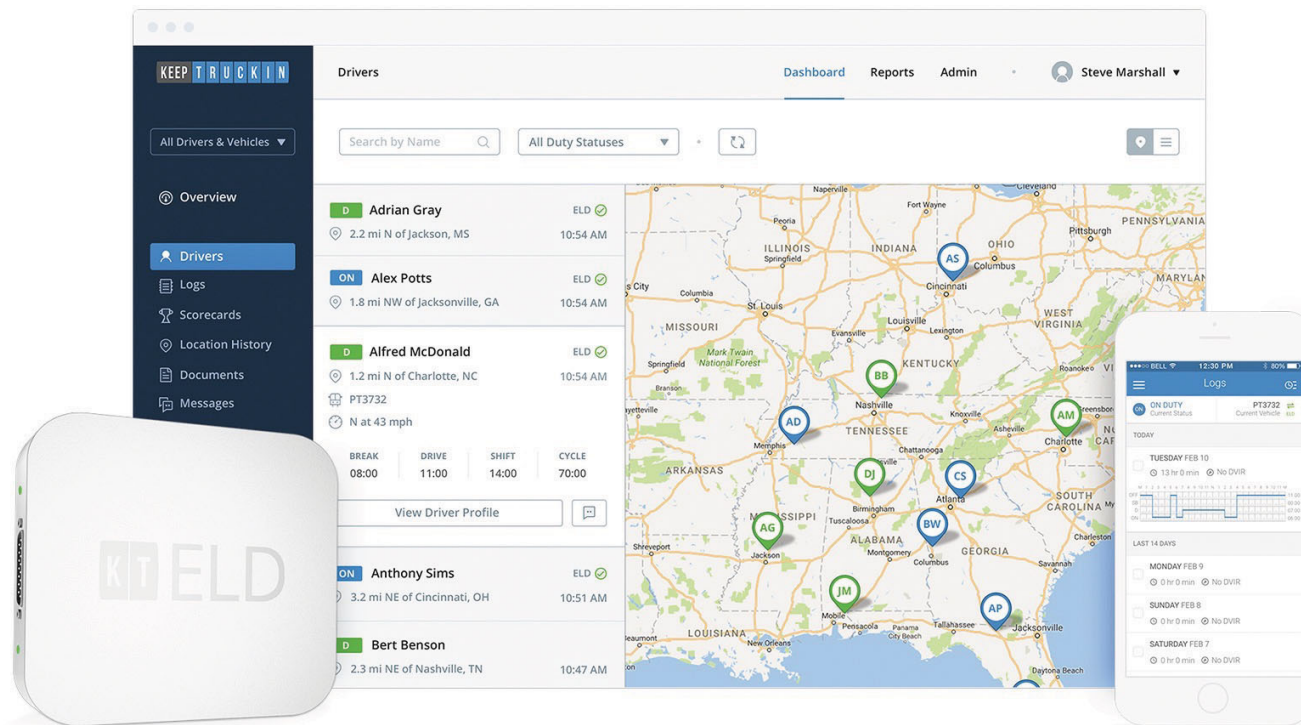


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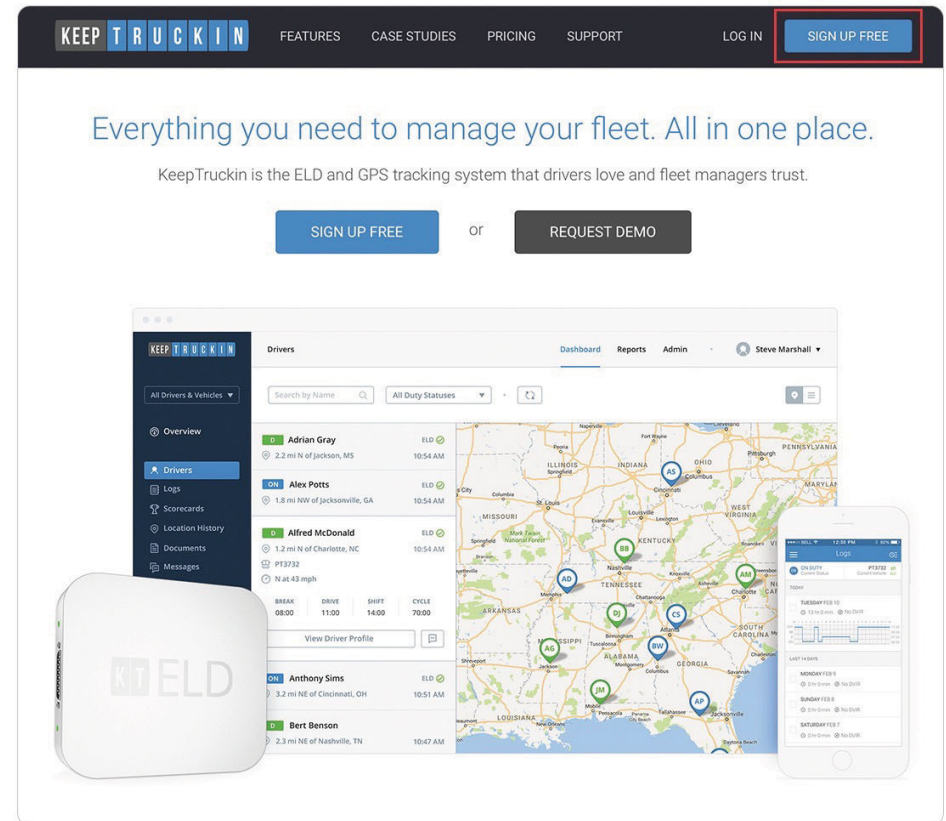
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Fleet Administration

Sign up for an Account under your Company

- 1 Visit keeptruckin.com in your web browser
- 2 Click 
- 3 Select "KeepTruckin for Fleets".





Sign up for an Account under your Company

- ④ Fill out your account information and click to move on to the Company set up page

NEXT

KEEP TRUCKIN [Already have an account? Log In](#)

Step 1
Create Account

Step 2
Company Setup

Create your Account

Name

Steve Marshal

Phone

(415) 123-4567 Extension

Email

steve@joetrucks.com

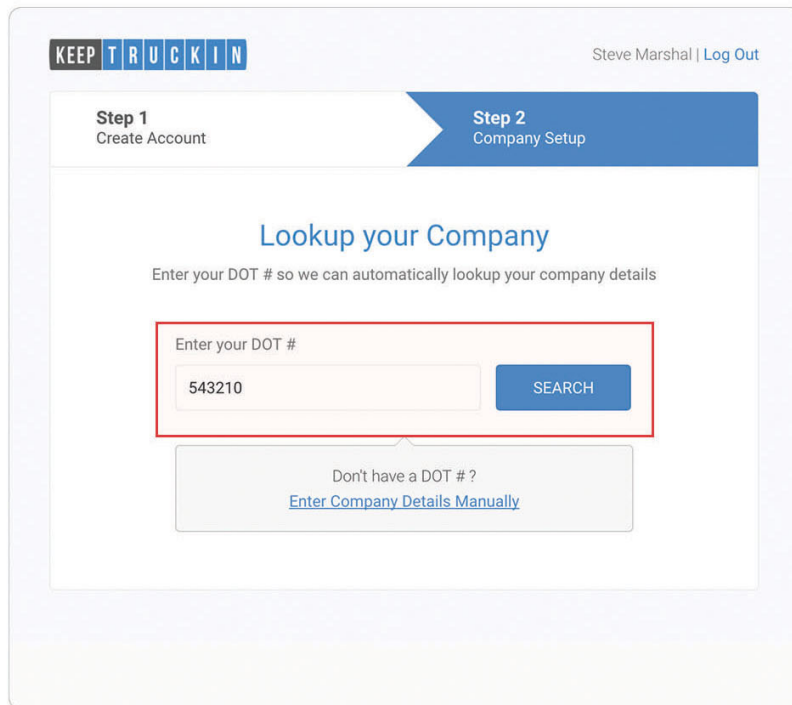
Password

..... [Show](#)

NEXT

Sign up for an Account under your Company

- ⑤ Enter your DOT# or enter your company info manually.



KEEP TRUCKIN Steve Marshal | [Log Out](#)

Step 1 Create Account Step 2 Company Setup

Lookup your Company

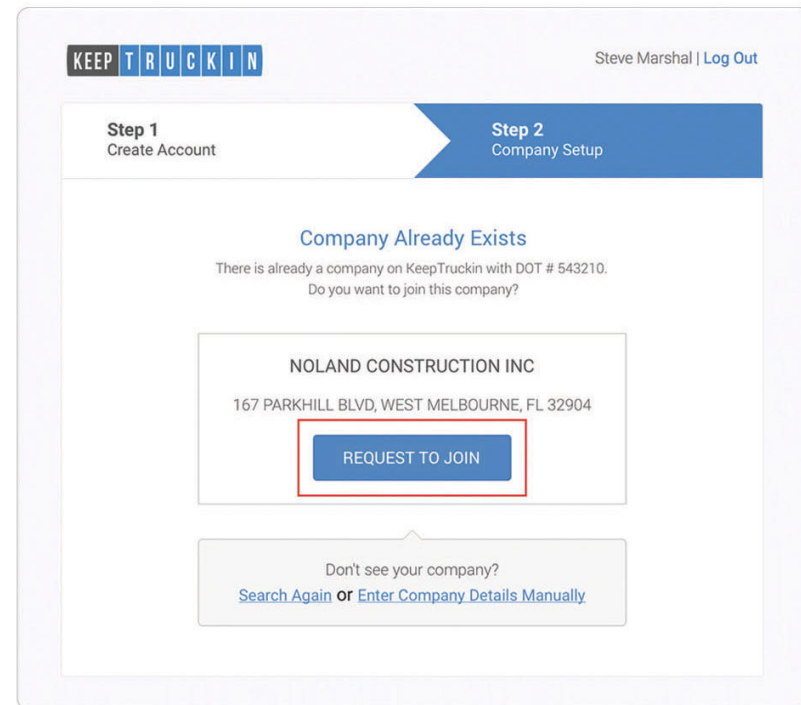
Enter your DOT # so we can automatically lookup your company details

Enter your DOT #

543210 [SEARCH](#)

Don't have a DOT # ?
[Enter Company Details Manually](#)

- ⑥ If your company is already registered with KeepTruckin, select [REQUEST TO JOIN](#) Otherwise, click [CONFIRM](#) to complete the setup of your account as the fleet admin.



KEEP TRUCKIN Steve Marshal | [Log Out](#)

Step 1 Create Account Step 2 Company Setup

Company Already Exists

There is already a company on KeepTruckin with DOT # 543210.
Do you want to join this company?

NOLAND CONSTRUCTION INC
167 PARKHILL BLVD, WEST MELBOURNE, FL 32904

[REQUEST TO JOIN](#)

Don't see your company?
[Search Again](#) or [Enter Company Details Manually](#)



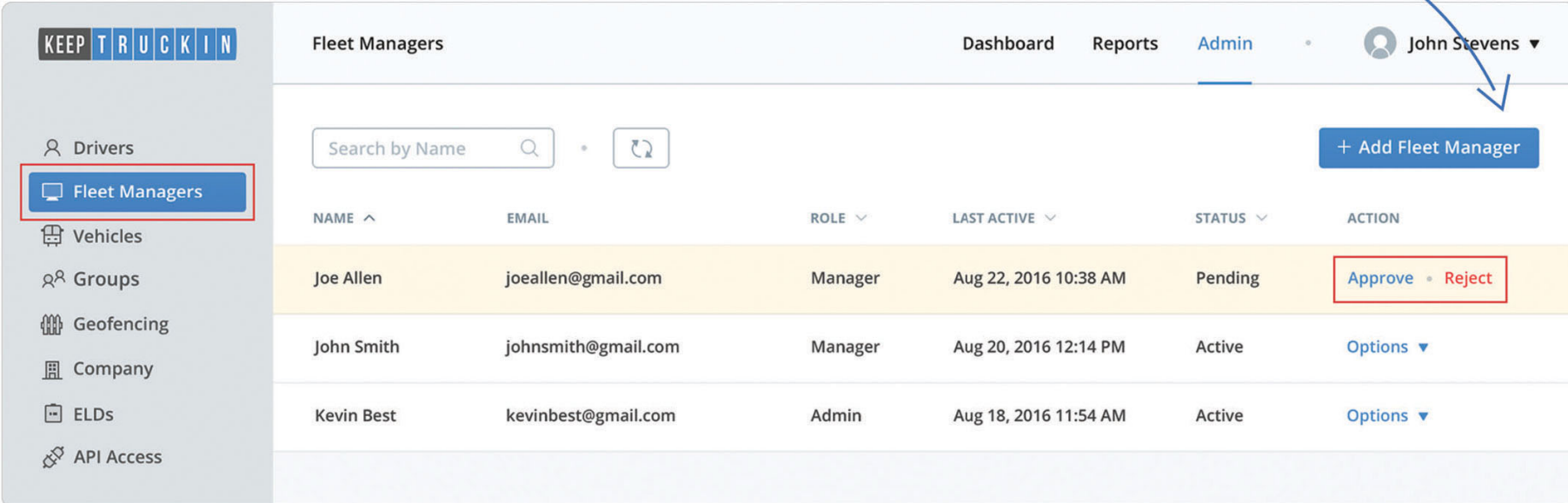
Fleet Manager vs. Fleet Admin

Fleet Manager	Fleet Admin
Fleet Manager can only have access of features and groups in the dashboard and reports that they have been granted access to by the fleet admin.	Fleet Admin can view all data in the dashboard for all groups and features. Can add/remove drivers, vehicles and fleet managers, and can edit company information.

Add Fleet Managers to your Company

Fleet Admins can add Fleet Managers to your company on KeepTruckin in two ways:

- ① Fleet Managers can sign up for KeepTruckin themselves and request to connect with your company.
- ② Fleet Admins can create KeepTruckin accounts for fleet managers in their company.



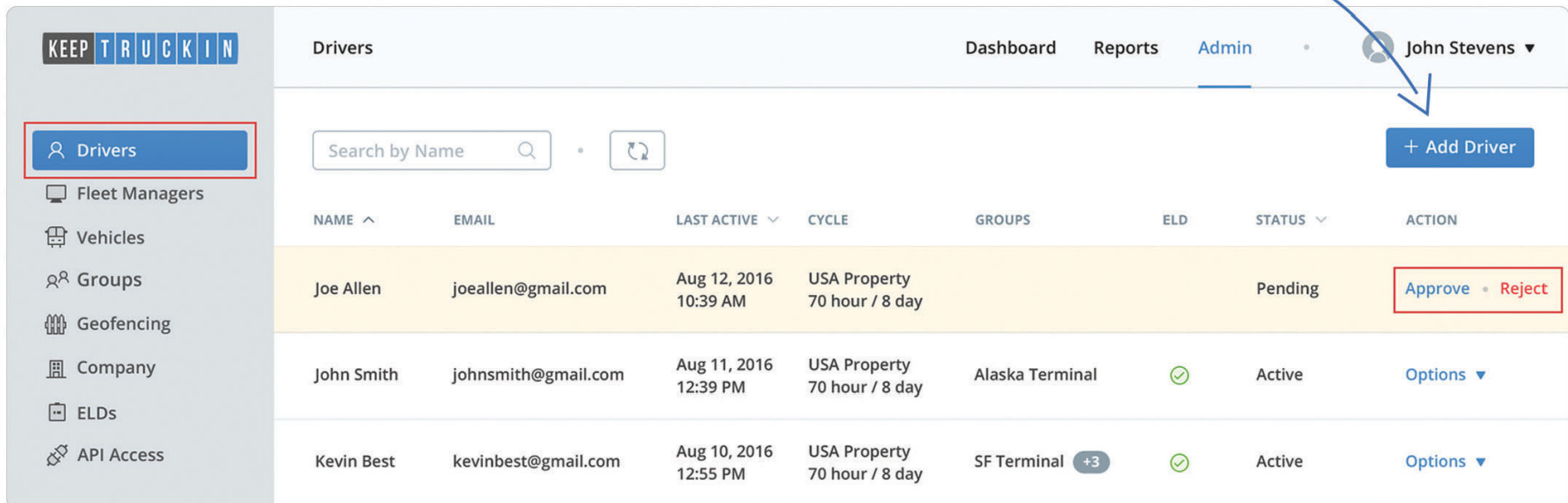
The screenshot shows the KeepTruckin Admin interface. The left sidebar has a red box around the 'Fleet Managers' option. The main content area shows a table of Fleet Managers. The first row, for Joe Allen, has a red box around the 'Approve' and 'Reject' buttons. A blue arrow points from the second list item to the 'Approve' button.

NAME ^	EMAIL	ROLE v	LAST ACTIVE v	STATUS v	ACTION
Joe Allen	joeallen@gmail.com	Manager	Aug 22, 2016 10:38 AM	Pending	Approve • Reject
John Smith	johnsmith@gmail.com	Manager	Aug 20, 2016 12:14 PM	Active	Options v
Kevin Best	kevinbest@gmail.com	Admin	Aug 18, 2016 11:54 AM	Active	Options v

Add Drivers to your Company

Fleet admins can add a driver to your company on KeepTruckin in two ways.

- ① A driver can sign up for KeepTruckin themselves and request to connect with your company.
- ② Fleet admins can create KeepTruckin accounts for drivers in their company.



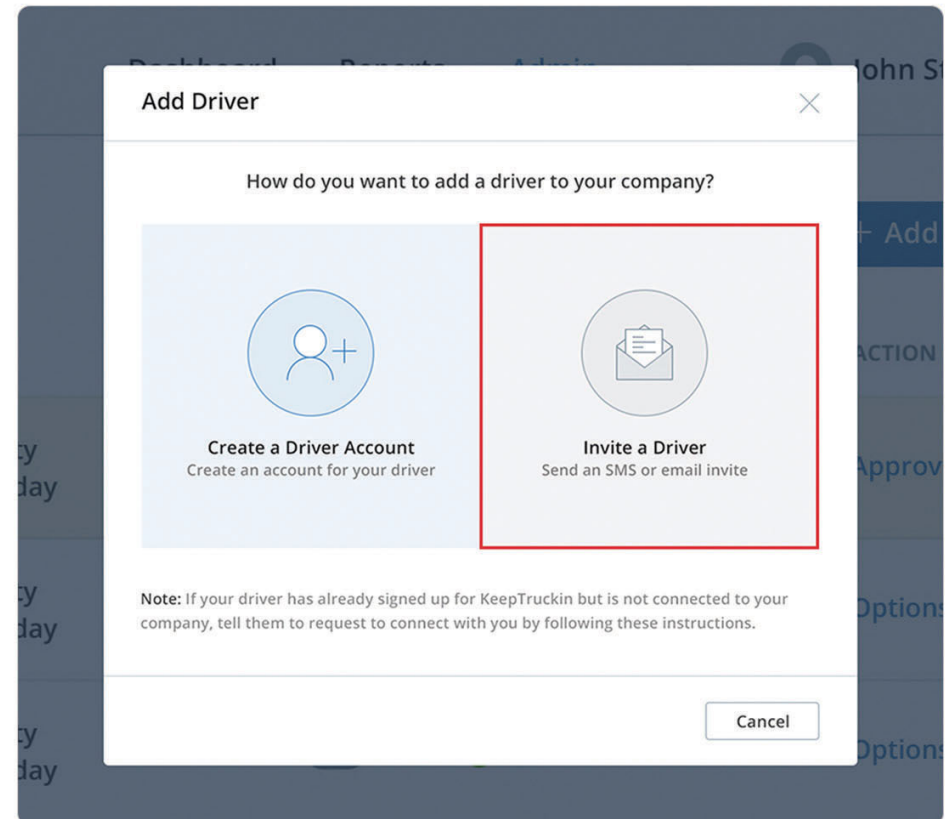
The screenshot shows the KeepTruckin Admin interface. The sidebar on the left has a red box around the 'Drivers' menu item. The main content area shows a table of drivers. The first driver, Joe Allen, is in a 'Pending' status, and his 'Approve' and 'Reject' buttons are highlighted with a red box. A blue arrow points from item 1 of the list to the 'Approve' button, and another blue arrow points from item 2 to the '+ Add Driver' button.

NAME ^	EMAIL	LAST ACTIVE ^	CYCLE	GROUPS	ELD	STATUS ^	ACTION
Joe Allen	joeallen@gmail.com	Aug 12, 2016 10:39 AM	USA Property 70 hour / 8 day			Pending	Approve • Reject
John Smith	johnsmith@gmail.com	Aug 11, 2016 12:39 PM	USA Property 70 hour / 8 day	Alaska Terminal	✓	Active	Options ▾
Kevin Best	kevinbest@gmail.com	Aug 10, 2016 12:55 PM	USA Property 70 hour / 8 day	SF Terminal +3	✓	Active	Options ▾

Add Drivers to your Company

You can also invite a Driver by sending a SMS or email invite.

We will send an email or text to the driver with their login details.



ELD

✓ Assign ELDs to Vehicles

① Select Admin tab > Vehicles > Options > Select “Edit Vehicle” from dop-down menu.

② Select [+ Assign ELD](#)

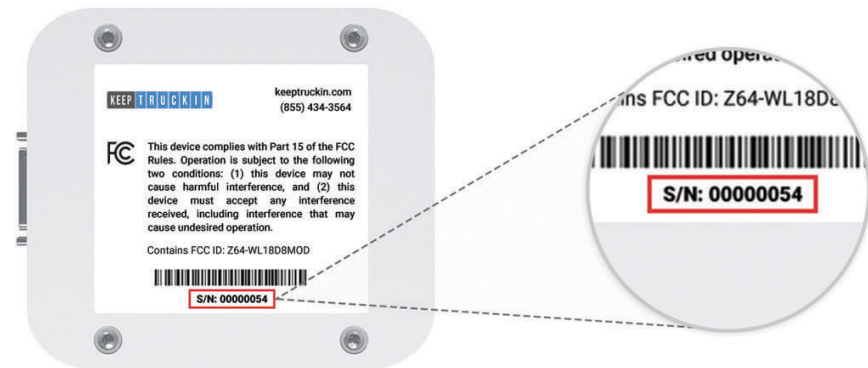
The screenshot shows the KEEP TRUCKIN Admin interface. The top navigation bar includes 'Dashboard', 'Reports', and 'Admin' (selected). The user 'John Stevens' is logged in. The left sidebar lists various management options: Drivers, Fleet Managers, Vehicles (selected), Groups, Geofences, Company, ELDs, Alerts, and Developers. The main content area displays a table of vehicles with columns for ELD S/N, GROUPS, STATUS, and ACTION. A '+ Add Vehicle' button is located above the table. The table lists three vehicles: 00000053 (Alaska Terminal, Active), 00000052 (SF Terminal, Active), and 00000051 (SF Terminal, Active). The 'ACTION' column for the first vehicle has a dropdown menu open, showing options: 'Edit Vehicle' (highlighted with a red box), 'Edit Groups', 'View in Dashboard', and 'Deactivate'.

ELD S/N	GROUPS	STATUS	ACTION
00000053	Alaska Terminal	Active	Options ▼ Edit Vehicle Edit Groups View in Dashboard Deactivate
00000052	SF Terminal	Active	
00000051	SF Terminal +2	Active	

The screenshot shows the 'Edit Vehicle' modal window. It has 'Cancel' and 'Save' buttons at the top right. The main section is titled 'Electronic Logging Device' with a help icon. Below this, a message states 'No ELD assigned to this vehicle'. A red box highlights the '+ Assign ELD' button in the bottom right corner.

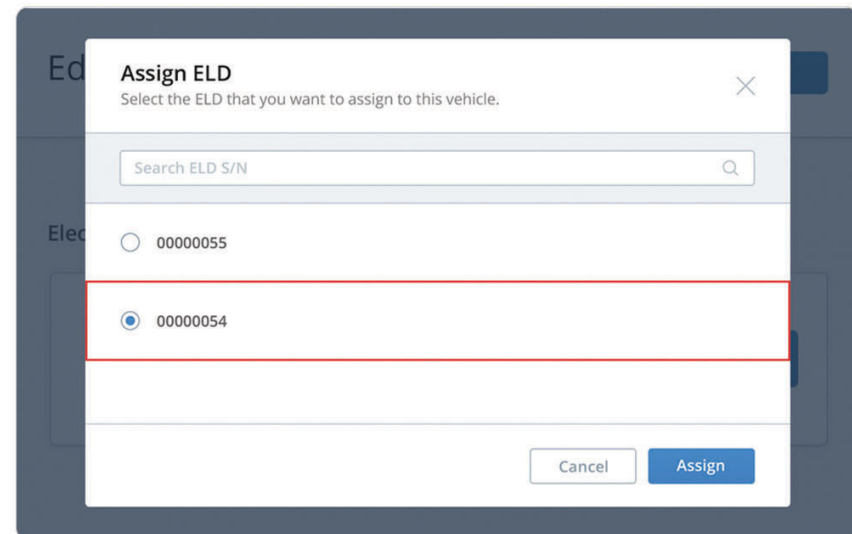
✓ Assign ELDs to Vehicles

- 3 Choose which ELD you want to assign to the vehicle. Each ELD has a unique serial number printed on the bottom of the device next to the barcode.




- 4 Select the correct ELD and click **Assign**. You can also enter the S/N into the "Search ELD S/N" field to narrow your search.

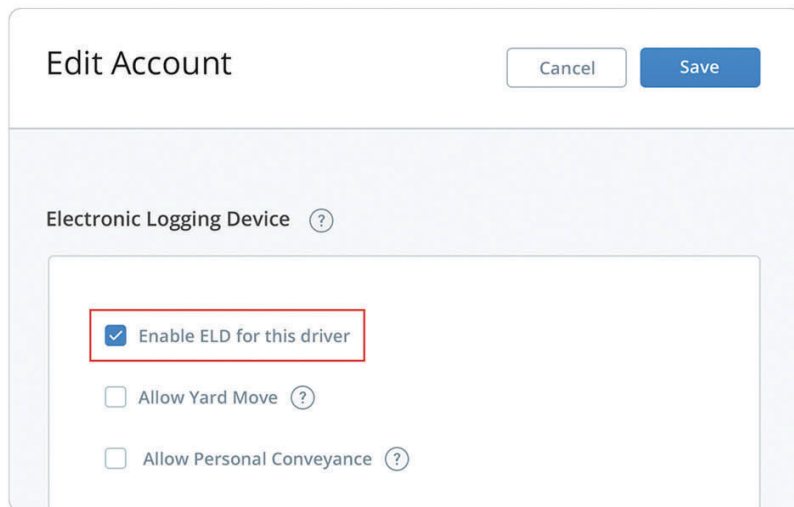
- 5 Click **Save** to finish.



✓ Enable your Drivers for ELD mode

Before you install the KeepTruckin ELD, you must enable your driver's account for ELD mode.

- 1 Select **Admin > Drivers > Options > Edit Account** in the drop-down menu
- 2 In the Electronic Logging Device section, select ☒ **Enable ELD for this driver** to enable them to connect to the company's ELDs.
- 3 Click **Save** to finish.
- 4 The Driver enabled for ELD mode will have a  in the ELD column.



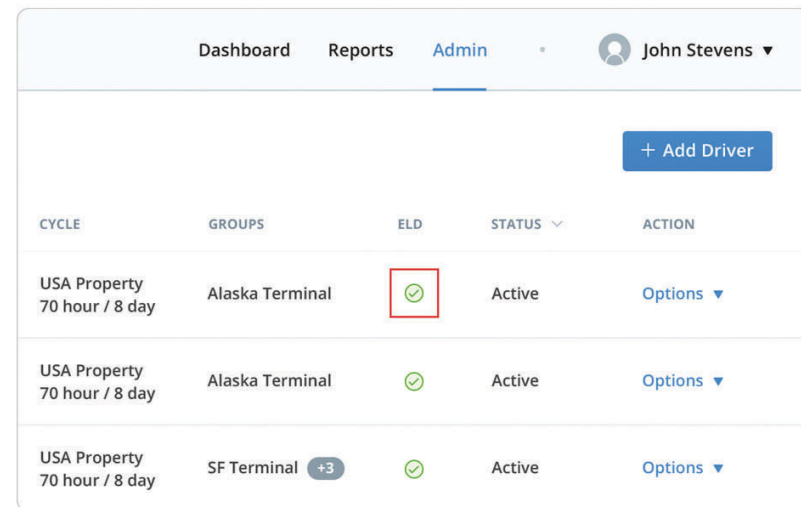
Edit Account Cancel Save




Electronic Logging Device ?

☒ Enable ELD for this driver

☐ Allow Yard Move ?

☐ Allow Personal Conveyance ?

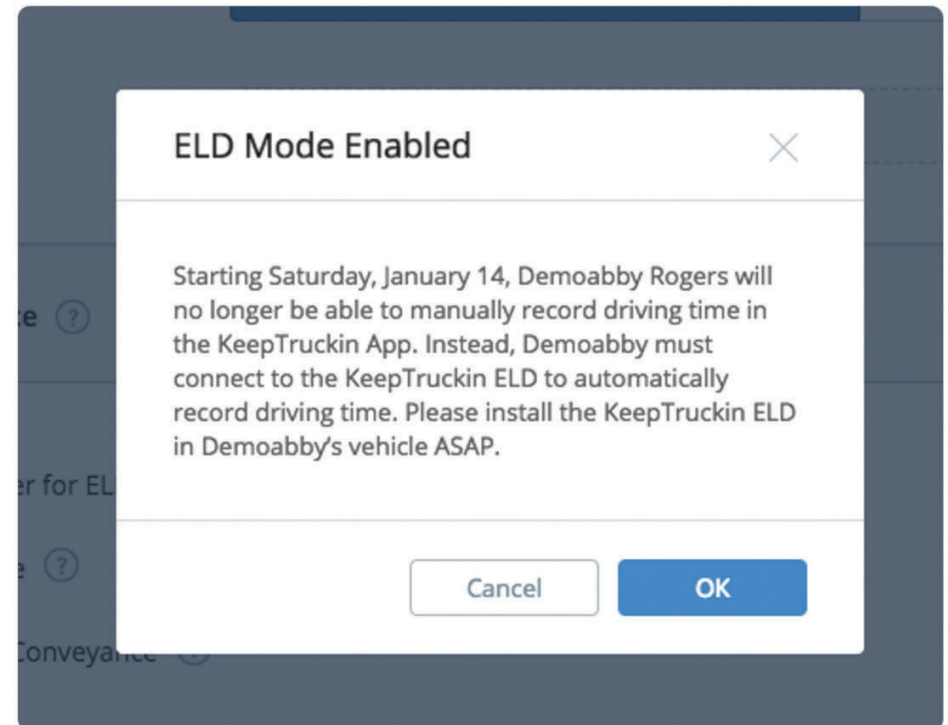


Dashboard Reports Admin John Stevens ▼				
+ Add Driver				
CYCLE	GROUPS	ELD	STATUS ▼	ACTION
USA Property 70 hour / 8 day	Alaska Terminal		Active	Options ▼
USA Property 70 hour / 8 day	Alaska Terminal		Active	Options ▼
USA Property 70 hour / 8 day	SF Terminal +3		Active	Options ▼



Enable your Drivers for ELD mode

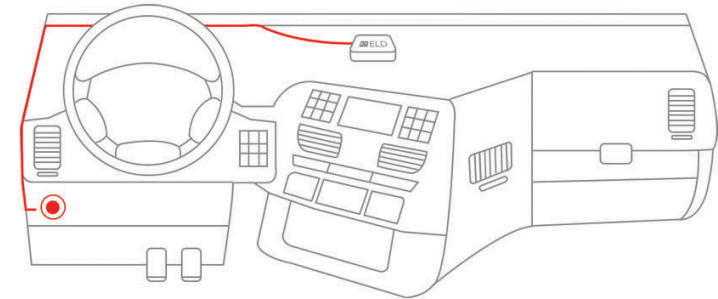
The **DAY AFTER** you enable your driver for ELD mode, they will be able to connect to the vehicle's ELD in the KeepTruckin App. Drivers enabled for ELD mode will **NOT** be able to manually record driving time in the KeepTruckin App. They must connect to the KeepTruckin ELD to automatically record driving time.





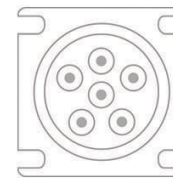
How to install the KeepTruckin ELD in your Vehicle

- 1 With the engine off, locate the diagnostic port inside the vehicle.
- 2 Attach the cable to the vehicle's diagnostic port, which will look like one of the three ports shown below. For 6-pin and 9-pin ports, ensure the cable is secured by turning the collar clockwise to lock it in place.
- 3 Attach the other side of the cable to the KeepTruckin ELD. Screw down the thumbscrews on the 15-pin connector to secure the cable to the ELD.

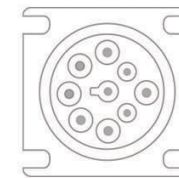


Heavy duty vehicles

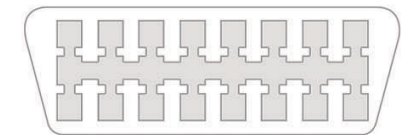
Light and medium duty vehicles



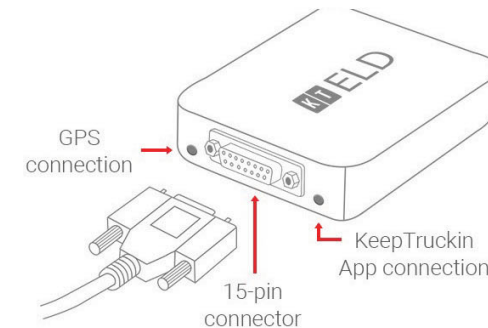
6-pin



9-pin



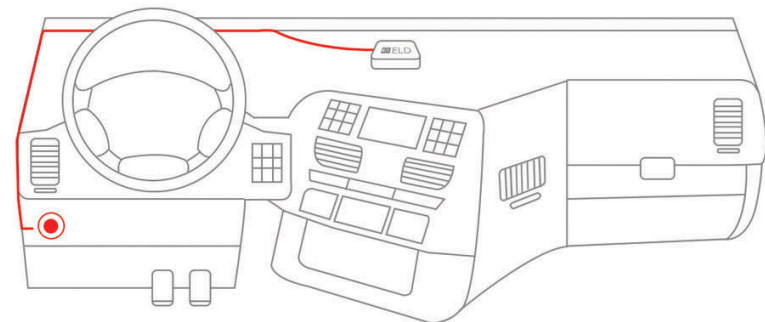
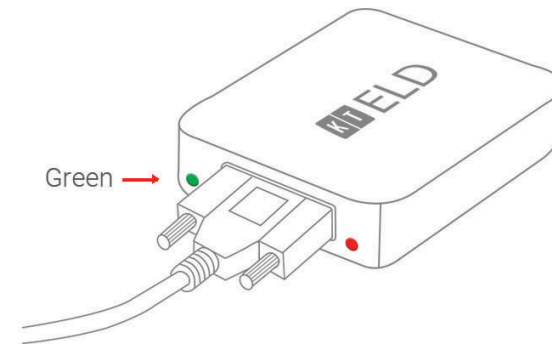
OBDII





How to install the KeepTruckin ELD in your Vehicle

- ④ Once plugged in, the indicator lights will flash momentarily before turning solid red. After approximately one minute, the left-side indicator light will turn green, indicating a successful GPS connection. If this does not occur, try moving the ELD to increase exposure to the sky.
- ⑤ Choose a spot on the top of the dashboard to mount your ELD. The mounting spot should be near the windshield, but away from any vents or electrical components that may cause interference.
- ⑥ Before you mount the ELD, use the provided alcohol swab to clean the mounting area. Remove the backing from the adhesive strip and mount the ELD to the cleaned area.

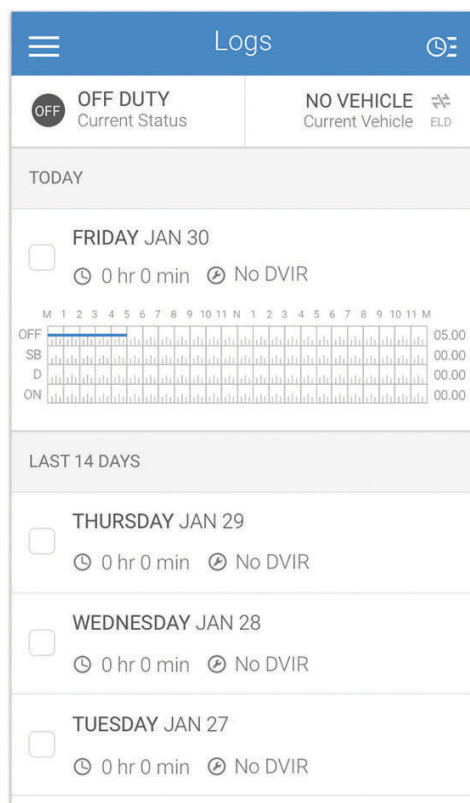


Now your Driver is ready to Connect
to the ELD!

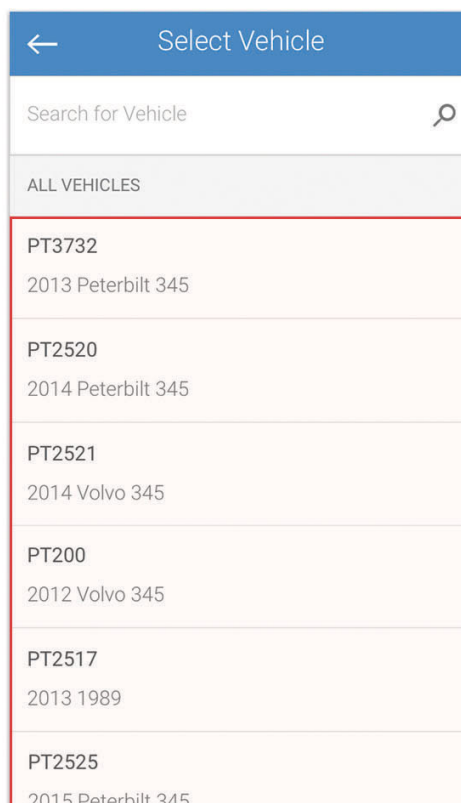



How your Driver will Connect to the ELD

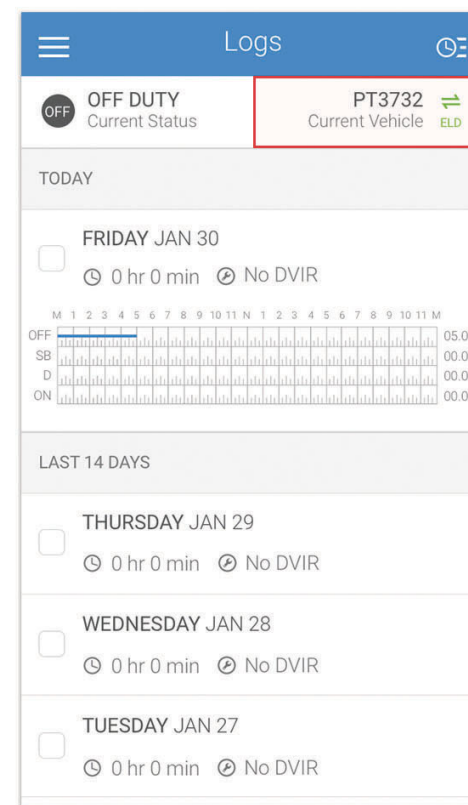
- ① On the main **Logs** screen, tap



- ② A list of your company's vehicles will appear. Select the vehicle that you want to connect to.



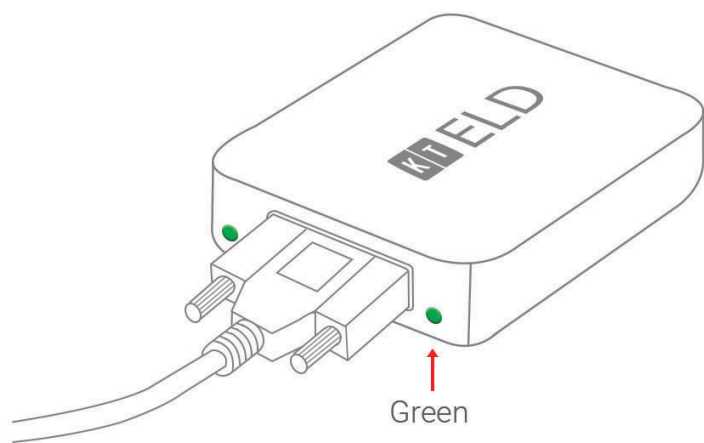
- ③ A green icon  will appear at the topright of the main **Logs** screen to indicate a successful connection.



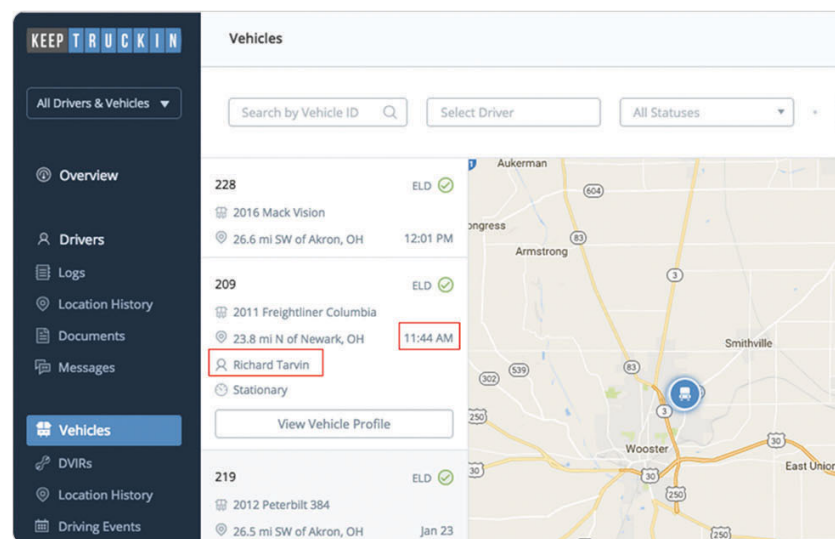


How you Know your Driver is Connected

- ④ The right-side indicator light on the ELD will become solid green.

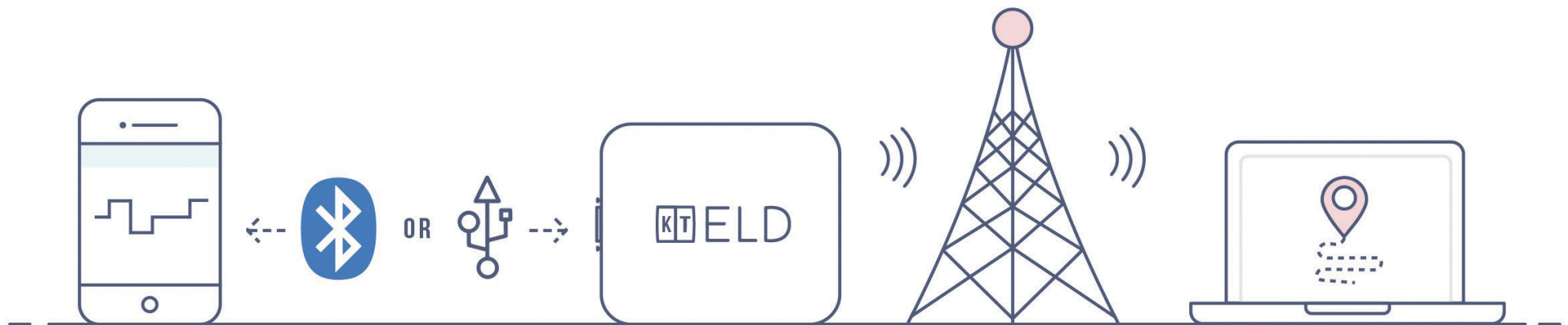


To see if your driver is connected to their ELD on your dashboard, go to “Vehicles” > check whether a timestamp and a driver’s name is present.



Compare the timestamp with the current time to see if they have connected that day.

The following graphic should give you a better understanding of how all three devices communicate with each other.



Logs and Hos data is sent straight to the KeepTruckin App via Bluetooth or USB

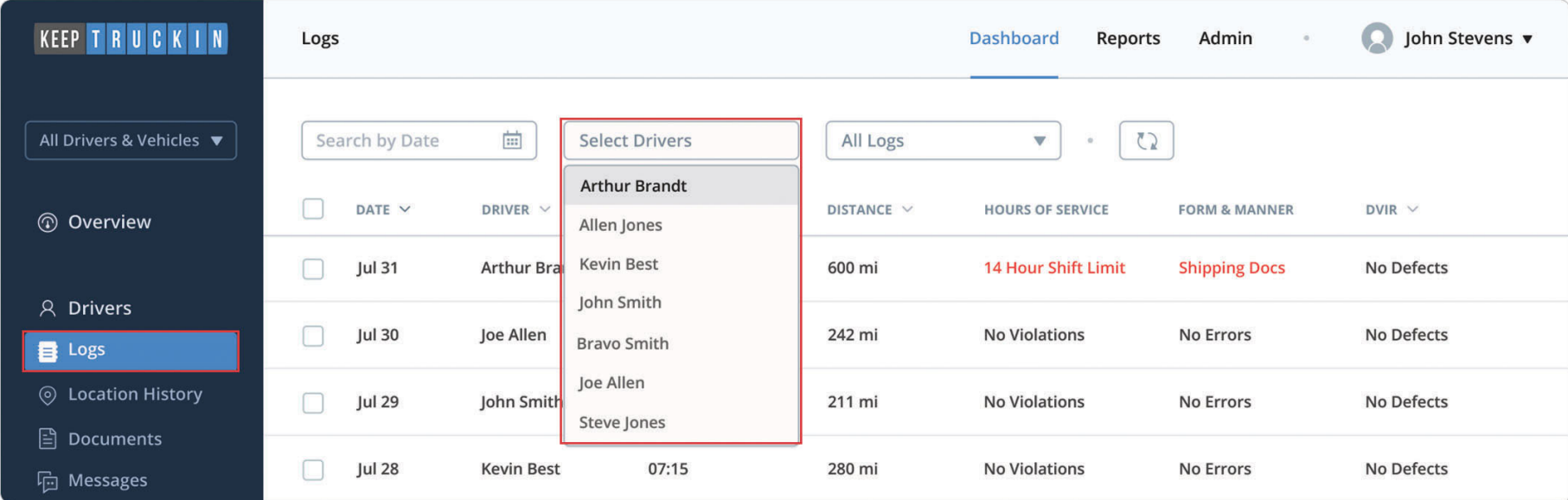
Real time telematics data is transmitted over cellular to the KeepTruckin Dashboard

Dashboard

View and Edit Driver's logs

To view your drivers logs...

- 1 From **Dashboard** > Select “Logs”
- 2 To view a driver's logs, select the driver from the **All Drivers** field. You can also select a date range to narrow your search further.




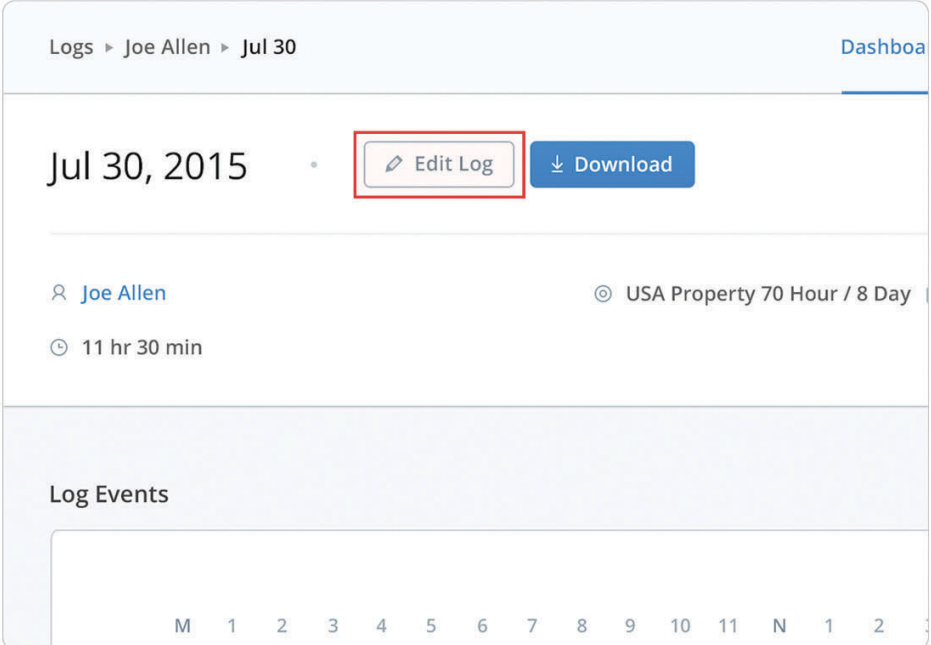
DATE	DRIVER	DISTANCE	HOURS OF SERVICE	FORM & MANNER	DVIR
Jul 31	Arthur Brandt	600 mi	14 Hour Shift Limit	Shipping Docs	No Defects
Jul 30	Joe Allen	242 mi	No Violations	No Errors	No Defects
Jul 29	John Smith	211 mi	No Violations	No Errors	No Defects
Jul 28	Kevin Best	280 mi	No Violations	No Errors	No Defects



View and Edit Driver's logs

To edit your drivers logs...



- ① From **Dashboard** > Select **Logs**
- ② Select the driver from the **All Drivers** field.
- ③ Click  to make changes.

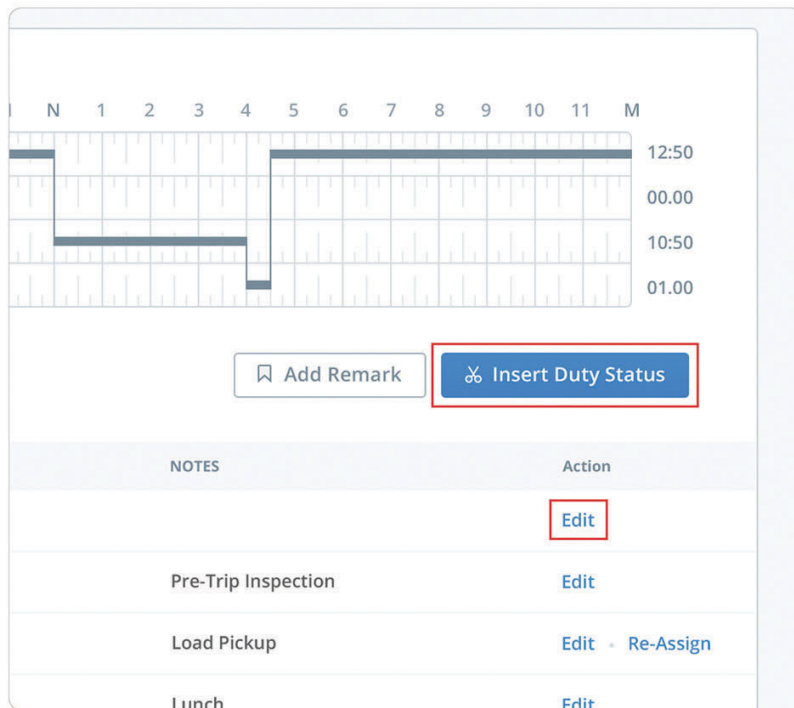


The screenshot shows a web interface for viewing and editing driver logs. At the top, a breadcrumb trail reads "Logs > Joe Allen > Jul 30". A "Dashboard" link is visible in the top right corner. The main content area displays "Jul 30, 2015" followed by a red-bordered "Edit Log" button and a blue "Download" button. Below this, the driver's name "Joe Allen" is shown with a magnifying glass icon, and the location "USA Property 70 Hour / 8 Day" is displayed with a location pin icon. The total time "11 hr 30 min" is shown with a clock icon. A section titled "Log Events" is visible at the bottom, containing a calendar grid with days of the week and numbers.



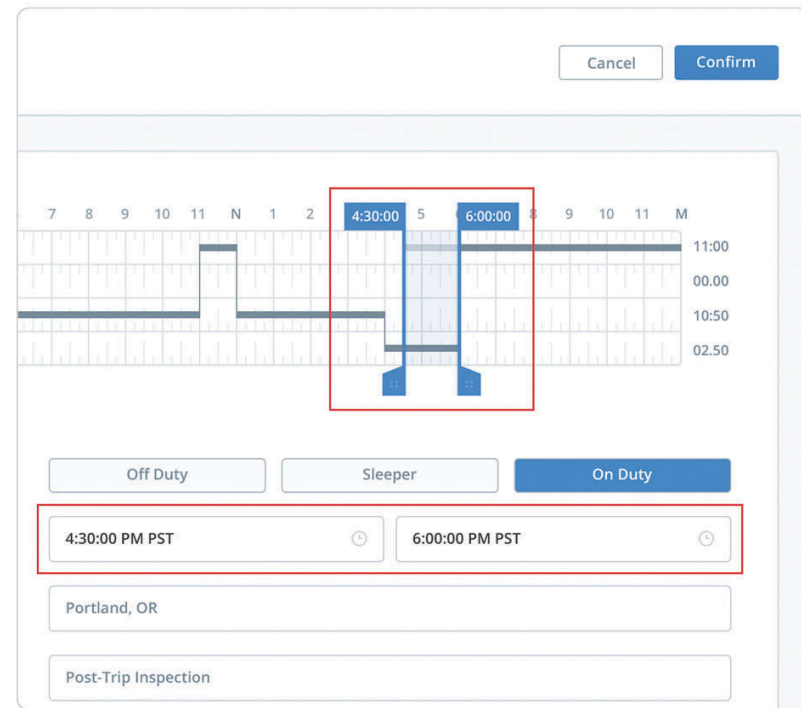
View and Edit Driver's logs

- ④ To add a new duty status, click  **Insert Duty Status**. Or, to edit an existing duty status, select the event and click **Edit**.
- ⑤ To change the time period for a duty status, click on the '**Start Time**' or '**End Time**' field or drag the sliders. And click  **Confirm** to save your changes.



The screenshot shows a driver's log interface. At the top, there is a timeline with days of the week (N, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, M) and time slots (12:50, 00:00, 10:50, 01:00). Below the timeline, there are two buttons: **Add Remark** and **Insert Duty Status**. The **Insert Duty Status** button is highlighted with a red box. Below the buttons, there is a table with two columns: **NOTES** and **Action**.


NOTES	Action
	Edit
Pre-Trip Inspection	Edit
Load Pickup	Edit - Re-Assign
Lunch	Edit



The screenshot shows a driver's log interface. At the top, there is a timeline with days of the week (7, 8, 9, 10, 11, N, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, M) and time slots (11:00, 00:00, 10:50, 02:50). Below the timeline, there are three buttons: **Off Duty**, **Sleeper**, and **On Duty**. The **On Duty** button is highlighted with a red box. Below the buttons, there are two time input fields: **4:30:00 PM PST** and **6:00:00 PM PST**. Both fields are highlighted with a red box. Below the time fields, there is a text input field with the value **Portland, OR**. Below the text field, there is another text input field with the value **Post-Trip Inspection**. At the top right of the interface, there are two buttons: **Cancel** and **Confirm**.



View and Edit Driver's logs

- ⑥ To edit information like vehicle number, trailer number, or distance, click on the 'Log Form' tab and edit the appropriate fields. Clicks. Click  to finish.
- ⑦ Your edits will be sent to the driver for approval. Once approved, the log will update to reflect the new information. Any pending edits will be highlighted in yellow.

July 30, 2015 Cancel Save

Log Events **Log Form**

General

Vehicles ×

Trailers

Distance Odometers

Shipping Documents


Driver Name & ID

July 30, 2015 1 Edit History

Joe Allen USA Property 70 Hour / 8 Day

11 hr 30 min

Current Log **Edited Log**

 **Pending Driver Approval** Cancel Edit

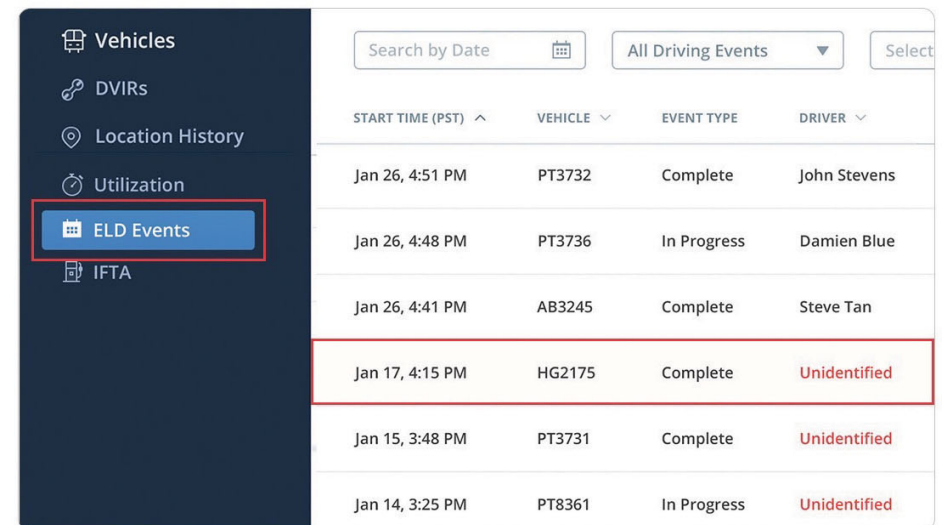
Joe Allen

Created By: John Stevens Saturday, Jul 30, 12:00 PM

? Unidentified Driving Events (and what to do with them)

DOT regulations require that all ELD Driving Events must be assigned to a driver. If no driver is connected to a vehicle's ELD while that vehicle is in motion, KeepTruckin will classify that Driving Event as unidentified.

- 1 From the Fleet Manager **Dashboard**, select **ELD Events** from the left menu.
- 2 Unidentified Driving Events will be highlighted in red. Click on an **Unidentified Driving Event** to view more information, including vehicle number, date, time, location and distance traveled.



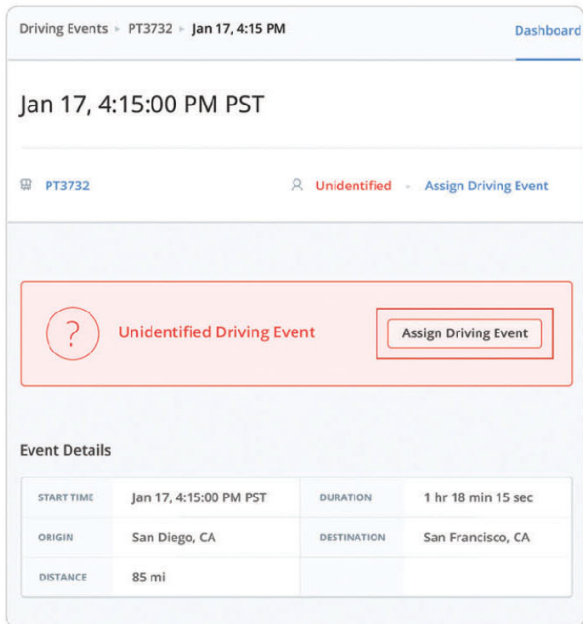
The screenshot shows the Fleet Manager interface. On the left is a dark blue sidebar menu with icons and labels for 'Vehicles', 'DVIRs', 'Location History', 'Utilization', 'ELD Events' (highlighted with a red box), and 'IFTA'. The main area on the right has a search bar 'Search by Date' with a calendar icon, a dropdown menu 'All Driving Events', and a 'Select' button. Below this is a table with columns: 'START TIME (PST)', 'VEHICLE', 'EVENT TYPE', and 'DRIVER'. The table contains six rows of data. The third row is highlighted with a red border, and the 'Unidentified' status in the driver column of the fourth, fifth, and sixth rows is also highlighted in red.

START TIME (PST)	VEHICLE	EVENT TYPE	DRIVER
Jan 26, 4:51 PM	PT3732	Complete	John Stevens
Jan 26, 4:48 PM	PT3736	In Progress	Damien Blue
Jan 26, 4:41 PM	AB3245	Complete	Steve Tan
Jan 17, 4:15 PM	HG2175	Complete	Unidentified
Jan 15, 3:48 PM	PT3731	Complete	Unidentified
Jan 14, 3:25 PM	PT8361	In Progress	Unidentified

Unidentified Driving Events (and what to do with them)

- ③ To assign the event to a driver, click

Assign Driving Event



Driving Events > PT3732 > Jan 17, 4:15 PM Dashboard

Jan 17, 4:15:00 PM PST

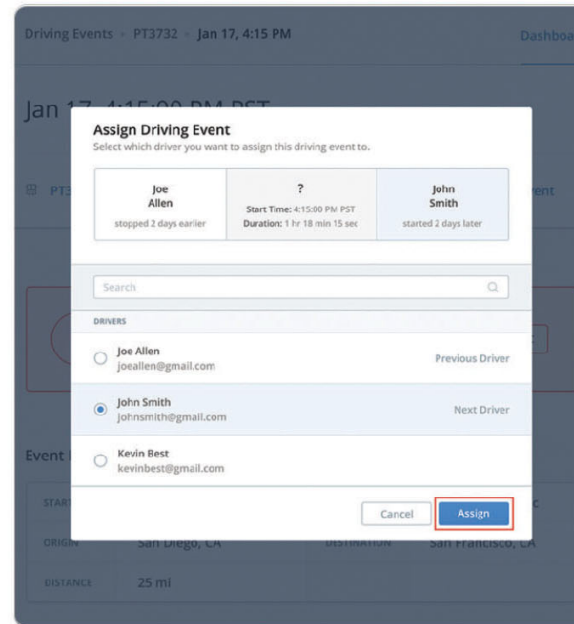
PT3732 Unidentified Assign Driving Event

Unidentified Driving Event Assign Driving Event

Event Details

START TIME	Jan 17, 4:15:00 PM PST	DURATION	1 hr 18 min 15 sec
ORIGIN	San Diego, CA	DESTINATION	San Francisco, CA
DISTANCE	85 mi		

- ④ From the pop-up menu, select the driver you want to assign the event to and click **Assign**. You can only assign a driving event to an ELD-enabled driver.



Driving Events > PT3732 > Jan 17, 4:15 PM Dashboard

Jan 17, 4:15:00 PM PST

Assign Driving Event
Select which driver you want to assign this driving event to.

Joe Allen joeallen@gmail.com stopped 2 days earlier	? Start Time: 4:15:00 PM PST Duration: 1 hr 18 min 15 sec	John Smith johnsmith@gmail.com started 2 days later
--	--	--

Search

DRIVERS

- ☐ Joe Allen
joeallen@gmail.com Previous Driver
- ☒ John Smith
johnsmith@gmail.com Next Driver
- ☐ Kevin Best
kevinbest@gmail.com

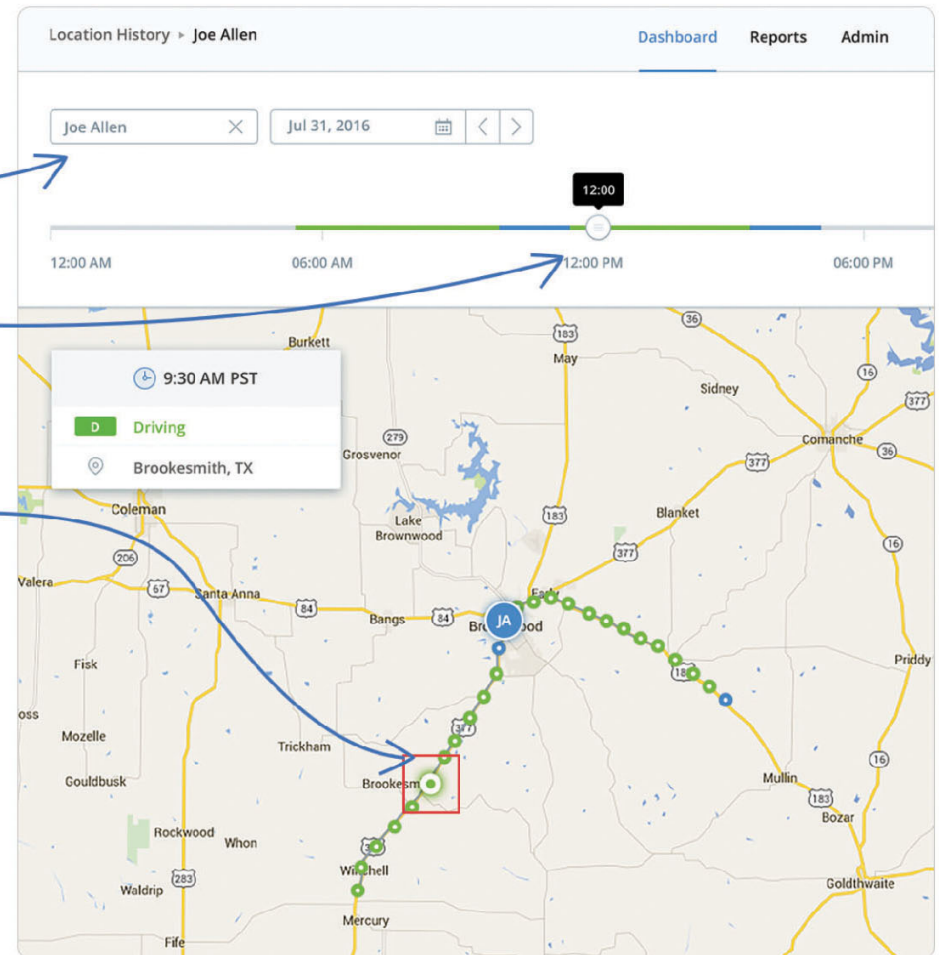
Cancel Assign

The edited log with the **Unidentified Driving Event** will be sent to the driver for approval. Once your driver approves the changes, their log will be updated. If your driver rejects the edits, you will be notified via email.

View and Track Location History



Dashboard > Select Location History under Drivers

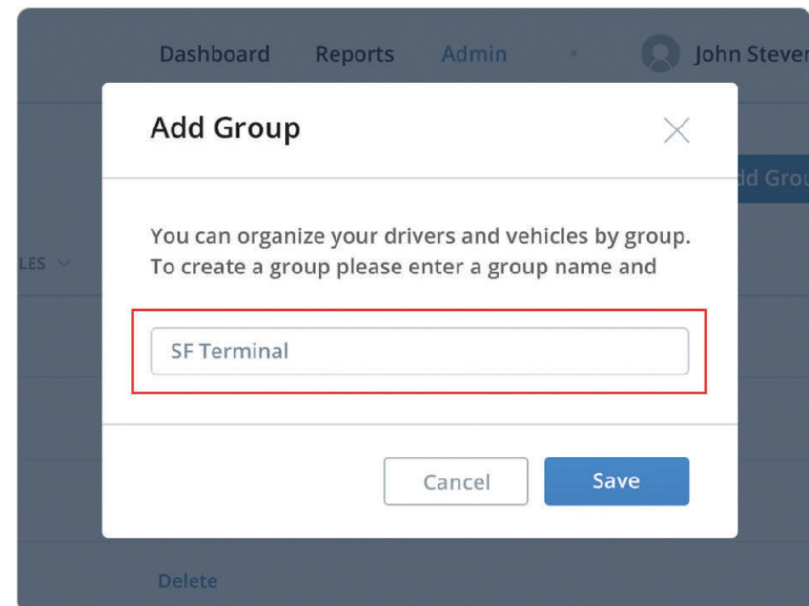
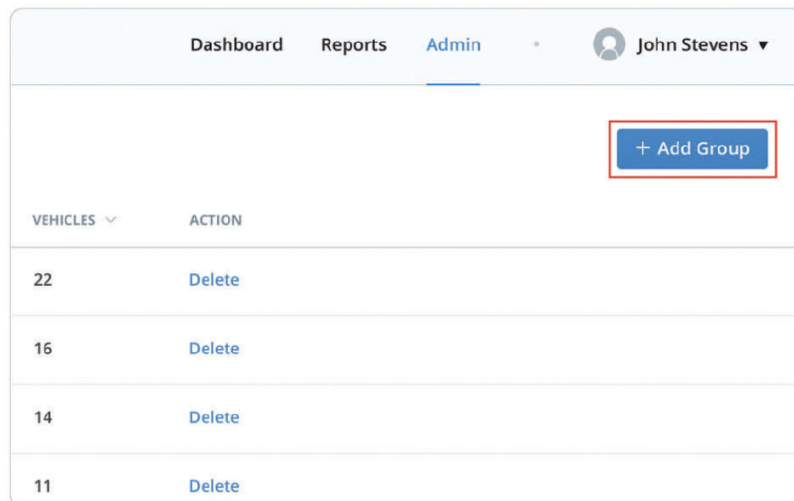
- ① Select the **Driver** and **Date**.
- ② You can replay the driver's day by dragging the time slider left or right.
- ③ You can tap on any location pin to view more details.




Create and Edit Groups

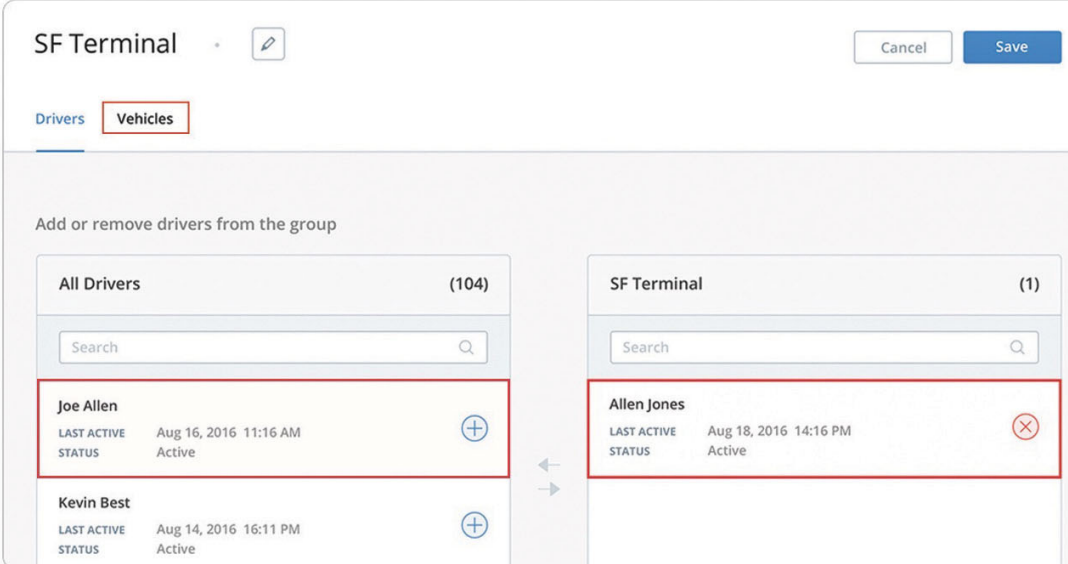
The groups feature is a useful organizational tool for companies that have many drivers or multiple terminals. Fleet Admins can create groups of drivers and then filter the KeepTruckin Dashboard to view specific groups. To learn how to create a group, follow the steps below:


- ① Go to **Admin** > Select **Groups** from the left menu.
- ② Select an existing group to add or remove drivers and vehicles from the group. To create a new group of drivers, click 
- ③ Enter a group name and click 



Create and Edit Groups

- ④ To add a driver, click on a driver's name under the **All Drivers** section.
- ⑤ To remove a driver, click on the name of the driver under the group's section
- ⑥ To add or remove the vehicles in the group follow the same step under the vehicles tab.
- ⑦ Click  to finish



SF Terminal 

Cancel Save

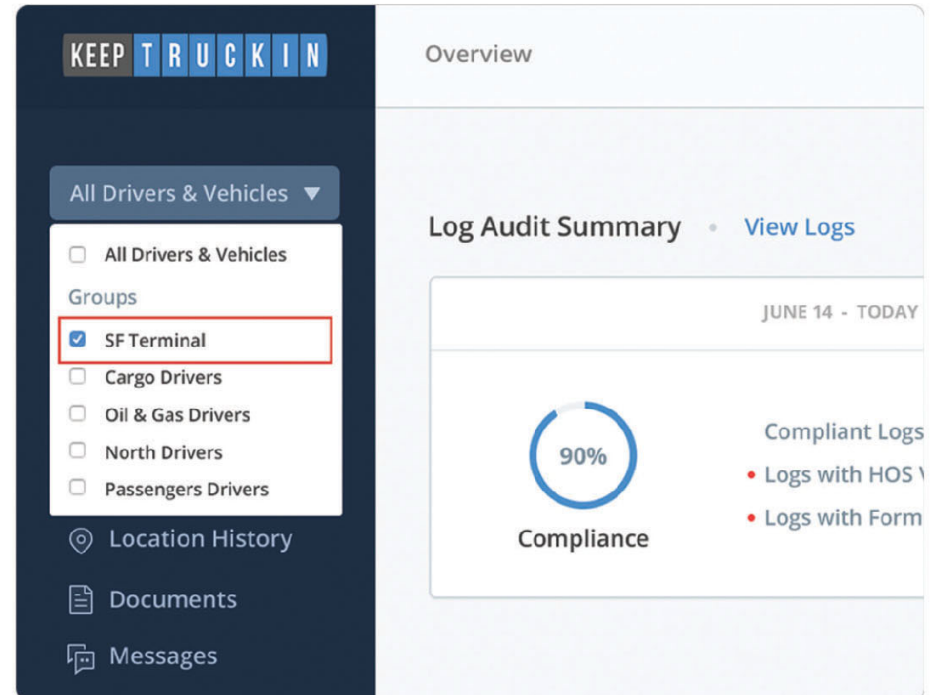
Drivers Vehicles

Add or remove drivers from the group

All Drivers (104)	SF Terminal (1)
<div>Search</div> <div>Joe Allen LAST ACTIVE Aug 16, 2016 11:16 AM STATUS Active</div> <div>Kevin Best LAST ACTIVE Aug 14, 2016 16:11 PM STATUS Active</div>	<div>Search</div> <div>Allen Jones LAST ACTIVE Aug 18, 2016 14:16 PM STATUS Active</div>

View Groups

To view a specific group of drivers in the KeepTruckin Dashboard, Go to **Dashboard** and click the **All Drivers & Vehicles** button to view a dropdown list of the groups in the company. Check the selection box next to the specific group you want to view in the dashboard.



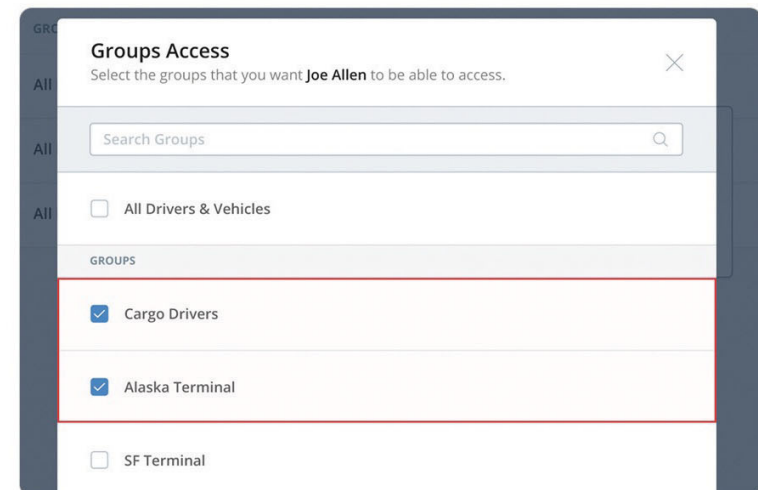
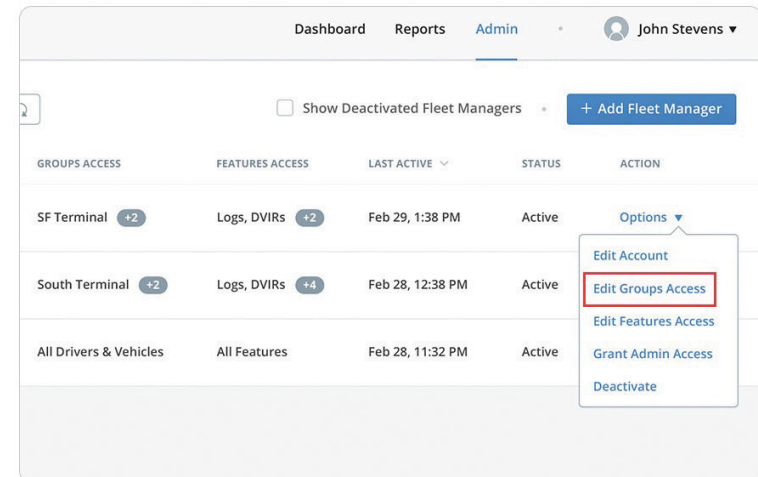
The screenshot displays the KeepTruckin dashboard interface. On the left, a dark blue sidebar contains the 'KEEP TRUCKIN' logo and navigation links: 'All Drivers & Vehicles' (selected), 'Location History', 'Documents', and 'Messages'. The 'All Drivers & Vehicles' dropdown menu is open, showing a list of groups: 'All Drivers & Vehicles', 'SF Terminal' (checked and highlighted with a red box), 'Cargo Drivers', 'Oil & Gas Drivers', 'North Drivers', and 'Passengers Drivers'. The main content area, titled 'Overview', shows a 'Log Audit Summary' for the period 'JUNE 14 - TODAY'. It features a circular progress indicator for 'Compliance' at 90%, with a legend for 'Compliant Logs' including 'Logs with HOS' and 'Logs with Form'.

Edit Group Access

KeepTruckin allows you to restrict fleet managers to view certain groups.

From the Admin panel, select **Fleet Managers**

- 1 Click **Options** next to the fleet manager's name and select **Edit Groups Access**.
- 2 Select the groups that you want the fleet manager to be able to access and select **Update**
- 3 Once you make these changes, the fleet managers will only be able to view the groups that he has the access for.

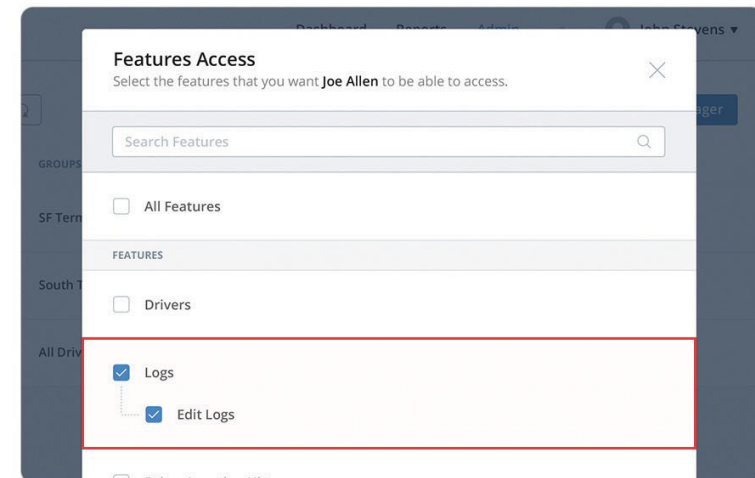
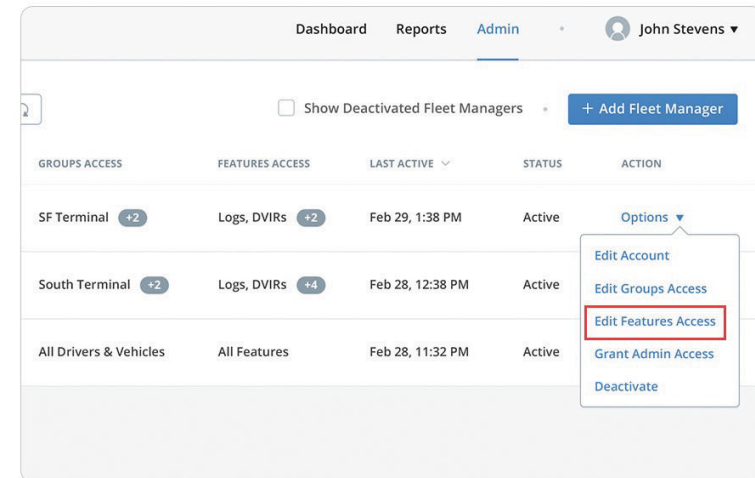


Edit Features Access

KeepTruckin allows you to restrict fleet managers to access certain features.

From the Admin panel, select **Fleet Managers**

- 1 Click **Options** next to the fleet manager's name and select **Edit Feature Access**.
- 2 Select the features that you want the fleet manager to be able to access and select **Update**
- 3 Once you make these changes, the fleet managers will only be able to view the features they have the access for.





Send Messages to your Drivers and Fleet Managers


Follow these steps to send a message to a single user or multiple users. You can send messages to both drivers and fleet managers.

- 1 On the Dashboard, select **Messages** > **New Message** (replies to this conversation will be seen by all recipients).
- 2 Broadcasted messages can be sent with the **📢** icon (replies to a broadcasted messages will be included in a private conversation between the user that sent the broadcasted messages and the user that replies).
- 3 From the **To** field, select the drivers and fleet managers you would like to send the message to.
- 4 Write your message into the text box and press **Send**.

Dashboard Reports Admin • John Stevens ▼

New Message 📢

To Allen Jones ×

 New Message

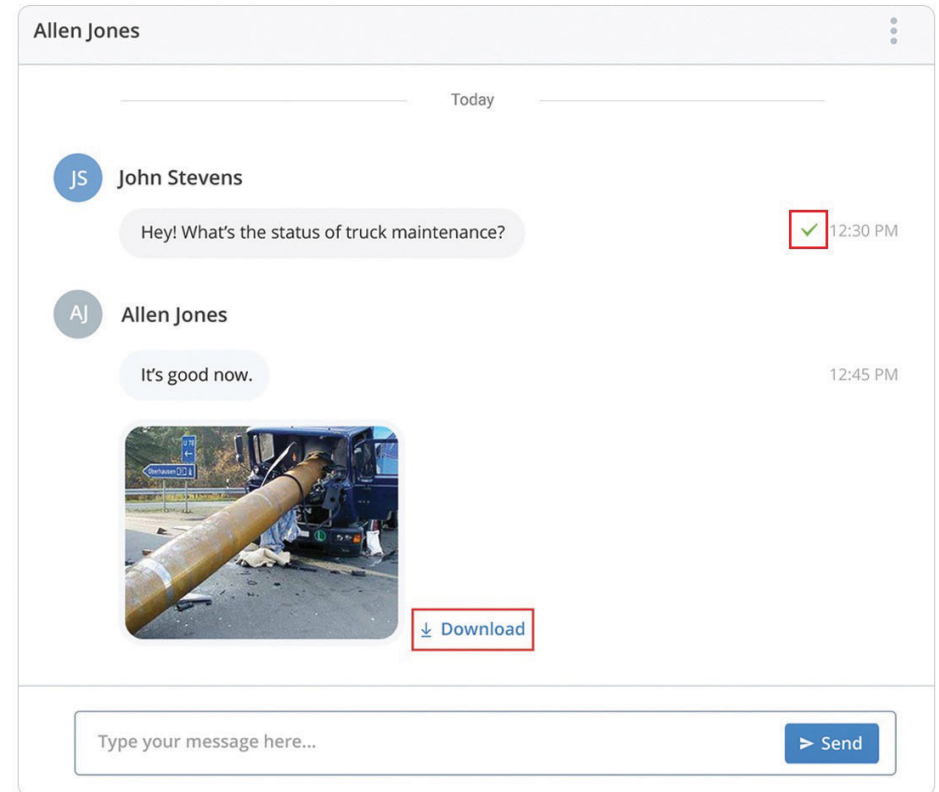
Select people and compose a message to send.

Hey! What's the status of truck maintenance? Send



Send Messages to your Drivers and Fleet Managers

- ⑤ When the recipient has read the message, a green ✓ will appear next to your message.
- ⑥ If your driver sends you a picture, you can click [Download](#) download and save the image.
- ⑦ Conversations with drivers will appear with the driver's initials in a grey circle. Conversations with fleet managers will appear with the fleet manager's initials in a blue circle.





Reports

The reports feature allows fleet managers to analyze their drivers' logs and vehicle inspection reports in a simple way. Reports are viewable in the KeepTruckin Dashboard for Fleets and can be exported as a PDF or CSV (Excel) file. To learn how to create and export reports, follow the steps below:

KEEP TRUCKIN Dashboard **Reports** Admin • John Stevens ▼

Select the type of report you want to generate

Logs

- Logs Detail**
Detail of all logs data by day >
- Violation & Error Summary**
Count of HOS violations and Form & Manner errors by type >
- HOS Violations Detail**
Breakdown of HOS Violations by driver or group >
- Form & Manner Errors Detail**
Breakdown of Form & Manner errors by driver or group >

DVIRs

- DVIR Detail**
Detail of all DVIRs by day >
- Logs without DVIRs**
Breakdown of all logs with driving hours but no DVIR >

IFTA

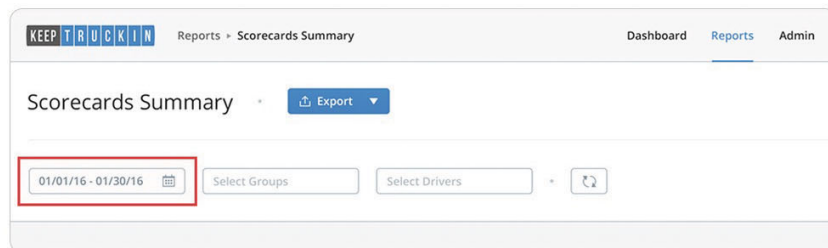
- Distance Report**
Detail of vehicle distance traveled by state and province >



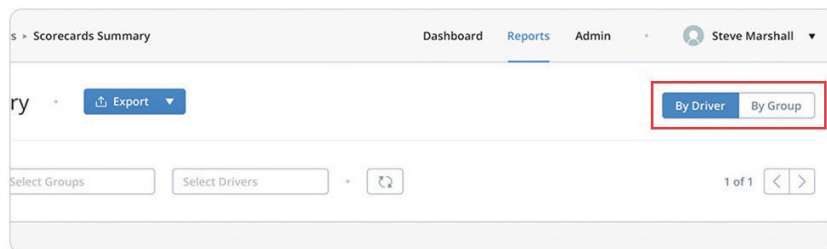
Reports

① From the **Reports** panel, select a report type from the menu.

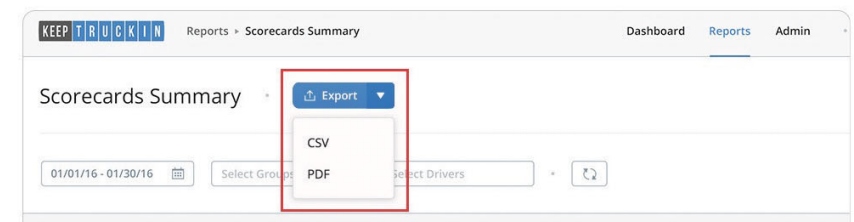
② Use the fields below to change the Date, Groups, and Drivers to filter the report.



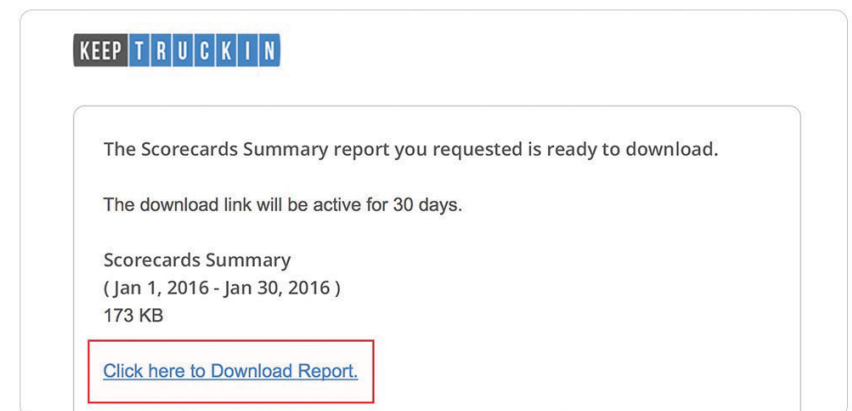
③ You can also sort out your reports By Driver or By Group.



④ Click the **Export** button and choose your preferred file format



⑤ You will receive an email with a link to download the report.



Dashcams



How to Watch Dashcam Videos

The following steps will walk you through the process of watching Smart Dashcam videos:

① Click **Scorecards** on the left-hand side.

KEEP TRUCKIN

All Drivers & Vehicles ▼

Overview

Drivers

Logs

Scorecards

Location History

Documents

Messages

Vehicles

Overview

Dashboard

Report

Log Audit Summary • View Logs

Scorecard Summary

LAST SIX MONTHS

90% Compliance

Compliant Logs 108

- Logs with HOS Violations 8
- Logs with Form & Manner Errors 2
- Logs with Missing Inspections 4

90% Safety Score

ELD Events Summary • View ELD Events

Vehicle Utilization

② Select the Events tab to see a list of all events in the selected time period.

KEEP TRUCKIN

All Drivers & Vehicles ▼

Overview

Drivers

Logs

Scorecards

Location History

Documents

Messages

Vehicles

Scorecards

Summary


Events

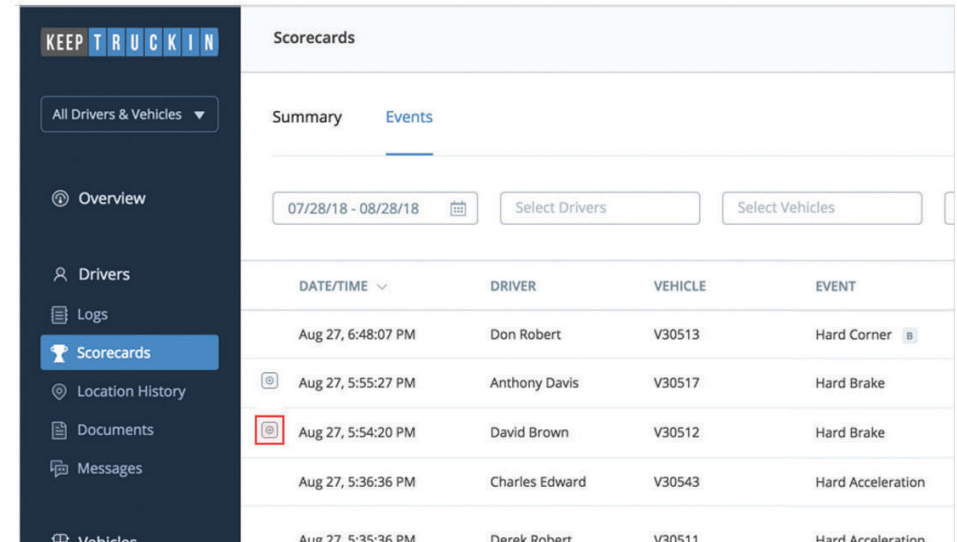
07/24/18 - 08/24/18



All Drivers

DRIVER ^

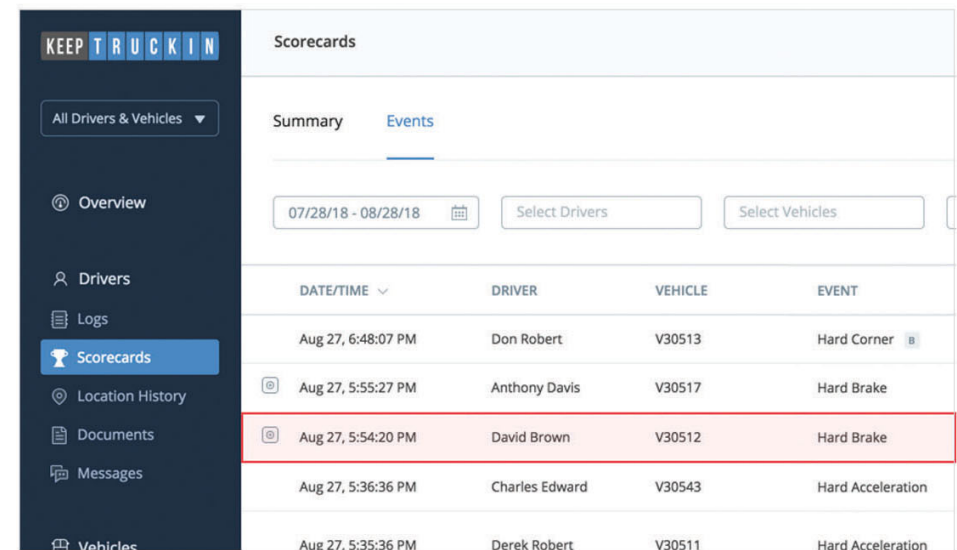
DRIVER ^	SAFETY SCORES	HARD ACCELERATIONS
Don Robert	98%	4
Anthony Davis	98%	0
David Brown	28%	6
Charles Edward	67%	1
Dave Robert	89%	2



- ③ If a video is available for a specific event, you will see a  icon next to it in the list.




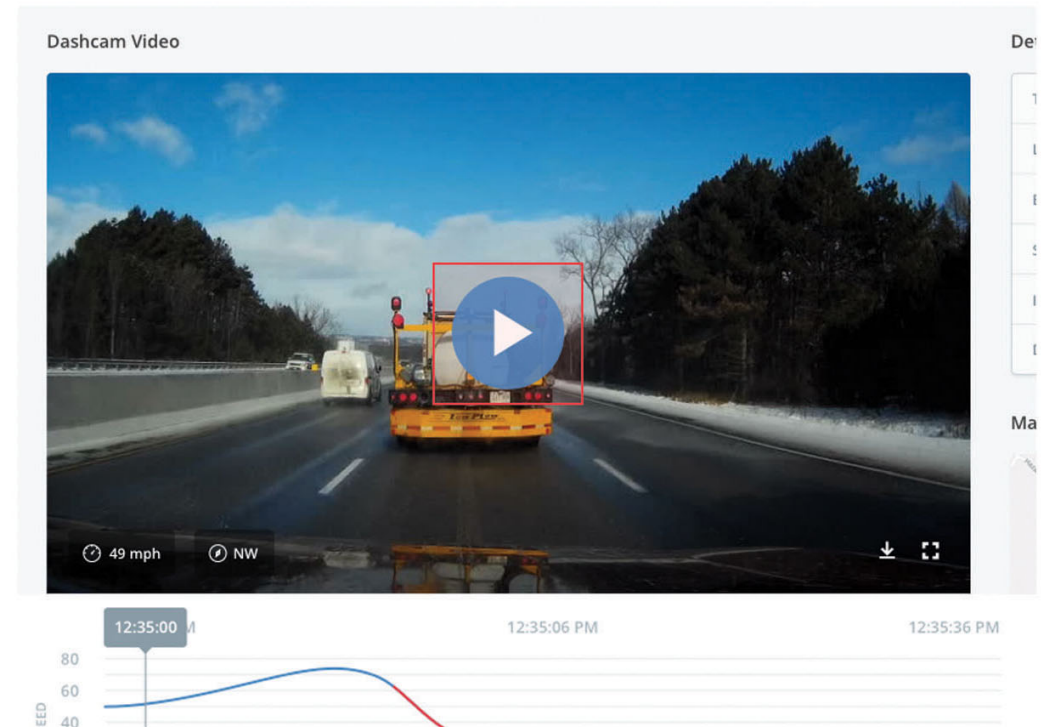
Scorecards			
Summary		Events	
07/28/18 - 08/28/18		Select Drivers	Select Vehicles
DATE/TIME	DRIVER	VEHICLE	EVENT
Aug 27, 6:48:07 PM	Don Robert	V30513	Hard Corner
 Aug 27, 5:55:27 PM	Anthony Davis	V30517	Hard Brake
 Aug 27, 5:54:20 PM	David Brown	V30512	Hard Brake
Aug 27, 5:36:36 PM	Charles Edward	V30543	Hard Acceleration
Aug 27, 5:35:36 PM	Derek Robert	V30511	Hard Acceleration

- ④ To see more details about an event, click on the Event.

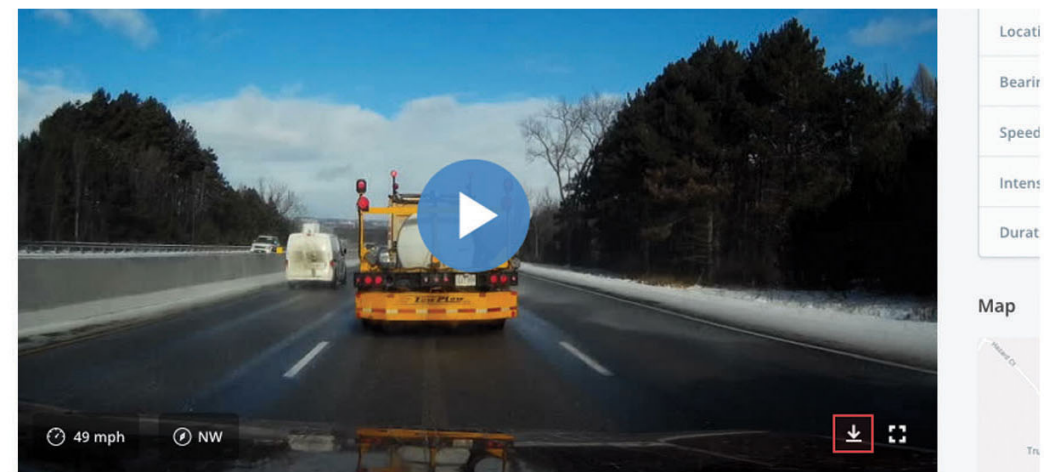


Scorecards			
Summary		Events	
07/28/18 - 08/28/18		Select Drivers	Select Vehicles
DATE/TIME	DRIVER	VEHICLE	EVENT
Aug 27, 6:48:07 PM	Don Robert	V30513	Hard Corner
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 Aug 27, 5:54:20 PM	David Brown	V30512	Hard Brake
Aug 27, 5:36:36 PM	Charles Edward	V30543	Hard Acceleration
Aug 27, 5:35:36 PM	Derek Robert	V30511	Hard Acceleration

- ⑤ Click the  button to watch an event video.



- ⑥ You can also download a video by clicking the **Download** button.



Geofencing



Fleet Admin Geofence Walkthrough

- 1 Guide the Fleet admin to either click on **Get Started** link in the notification bar at the top of admin main page, or click on **Admin** at the top right corner of the screen, next to the login name.

Product News: Geofencing is finally here. [Get Started](#)

KEEP TRUCKIN

Overview | Dashboard | Reports | Admin | D Kersee

All Drivers & Vehicles

Overview

- Drivers
- Logs
- Scorecards
- Location History
- Documents
- Messages
- Vehicles
- Inspection Reports
- Utilization
- ELD Events
- IFTA

Log Audit Summary - View Logs

SEPTEMBER 25 - TODAY

Compliance: 5%

- Compliant Logs: 15
- Logs with HDS Violations: 11
- Logs with Form & Manner Errors: 267

Scorecards Summary - View Scorecards

SEPTEMBER 25 - TODAY

Safety Score: 58%

- Hard Accelerations: 42 (5.25 per 100 mi)
- Hard Brakes: 70 (8.75 per 100 mi)
- Hard Corners (BETA): 26 (3.25 per 100 mi)

ELD Events Summary - View ELD Events

SEPTEMBER 25 - TODAY

Identified: 60%

- Identified Driving: 23 hrs 51 secs
- Unidentified Driving: 14 hrs 20 mins 51 secs
- Interrupted Driving Events: 5
- ELD Disconnects: 0

Vehicle Utilization - View Utilization Summary

SEPTEMBER 25 - TODAY

Utilization: 65%

- Idle Time: 19 hrs 36 mins (30.66 gal)
- Driving Time: 35 hrs 51 mins (9.75 gal)

Drivers - View Drivers

Map showing vehicle locations across North America.

Inspection Reports Summary - View Inspection Reports

SEPTEMBER 25 - TODAY

Vehicle Health: 71%

- No Defects Found: 4
- Defects Corrected: 1
- Defects Need Not Be Corrected: 0
- Defects Status Unknown: 2

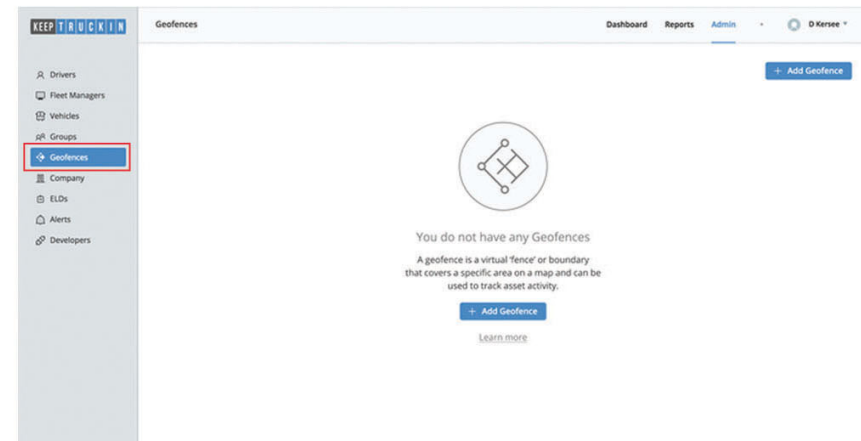
Recent Documents - View Documents

SEPTEMBER 25 - TODAY

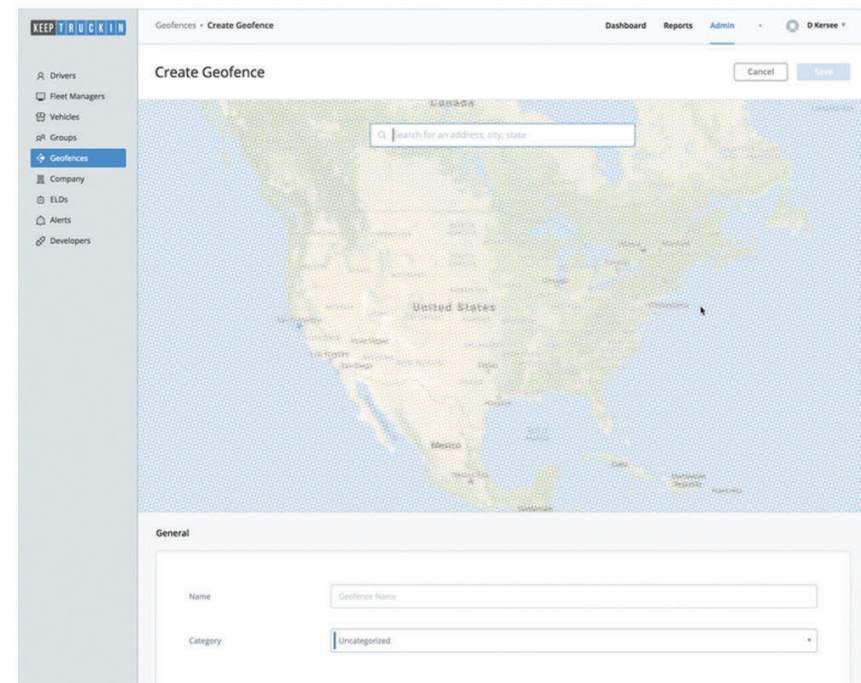
Total Files: 10

- Bill Of Lading: 3
- Fuel Receipt: 4
- Accident Photo: 1
- Scale Ticket: 2
- Citation: 0
- Other: 0

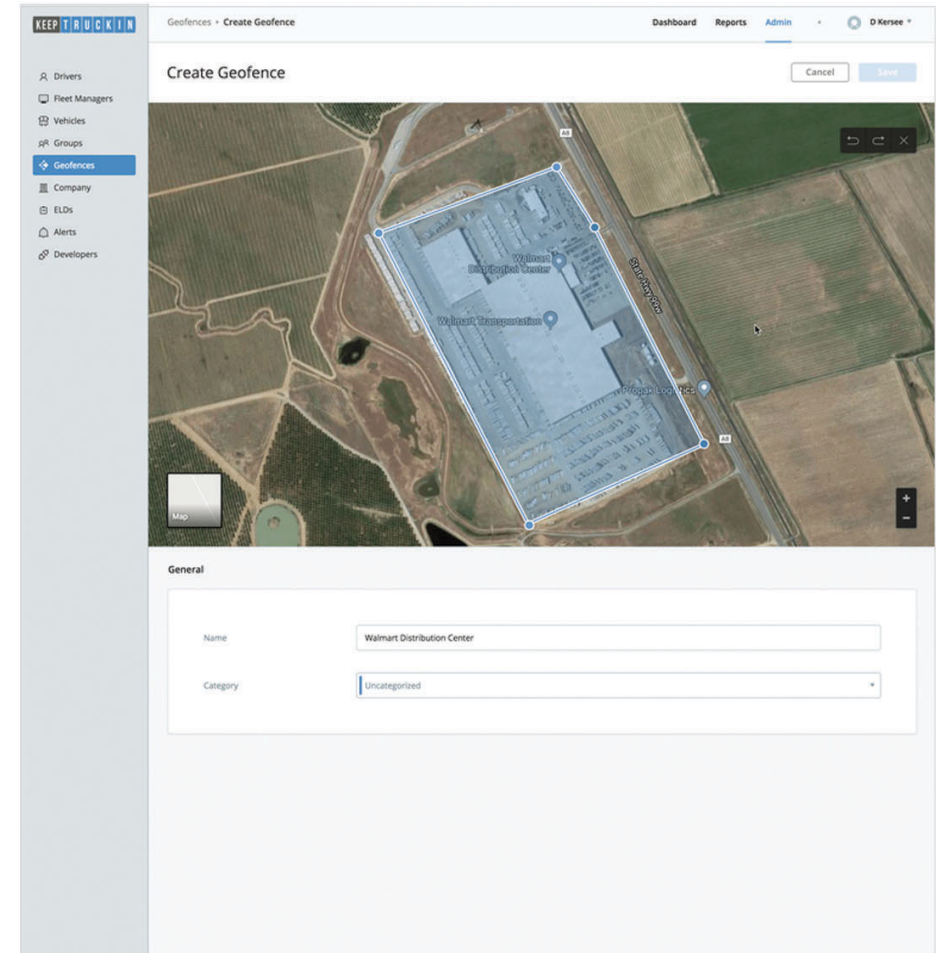
- ② Once on the “Admin” screen, they need to click on **Geofence** in the left-hand side panel.



- ③ Once they get to the following screen, they need to put in the exact address for the location services to find it. User searches for location via address, city or state.



- ④ Once the location address is put in the search box, a satellite image of the address comes up on the screen where the **Save** button is disabled but **cancel** button is enabled. The user can't save the geofence until they have created a closed path around a location. The Mouse pointer will change into a crosshair cursor once the user clicks anywhere on the map screen. The user can select any area on the screen and designate it as a Yard, shipper's location etc in the box at the bottom of the screen.



- ⑤ Once selected, the user can enter details of the selected location to designate it as a yard/shipper location etc.
The bottom part of the screen comes up and allows the user to select from the following options:

Uncategorized

Terminal / Yard

Fuel Station

Maintenance Facility

Shipper

Receiver / Consignee

Job Site

Truck Stop / Rest Area

Restricted Location

Weigh Station / Scale

KEEP TRUCKIN' Geofences • Create Geofence Dashboard Reports Admin D Kersee

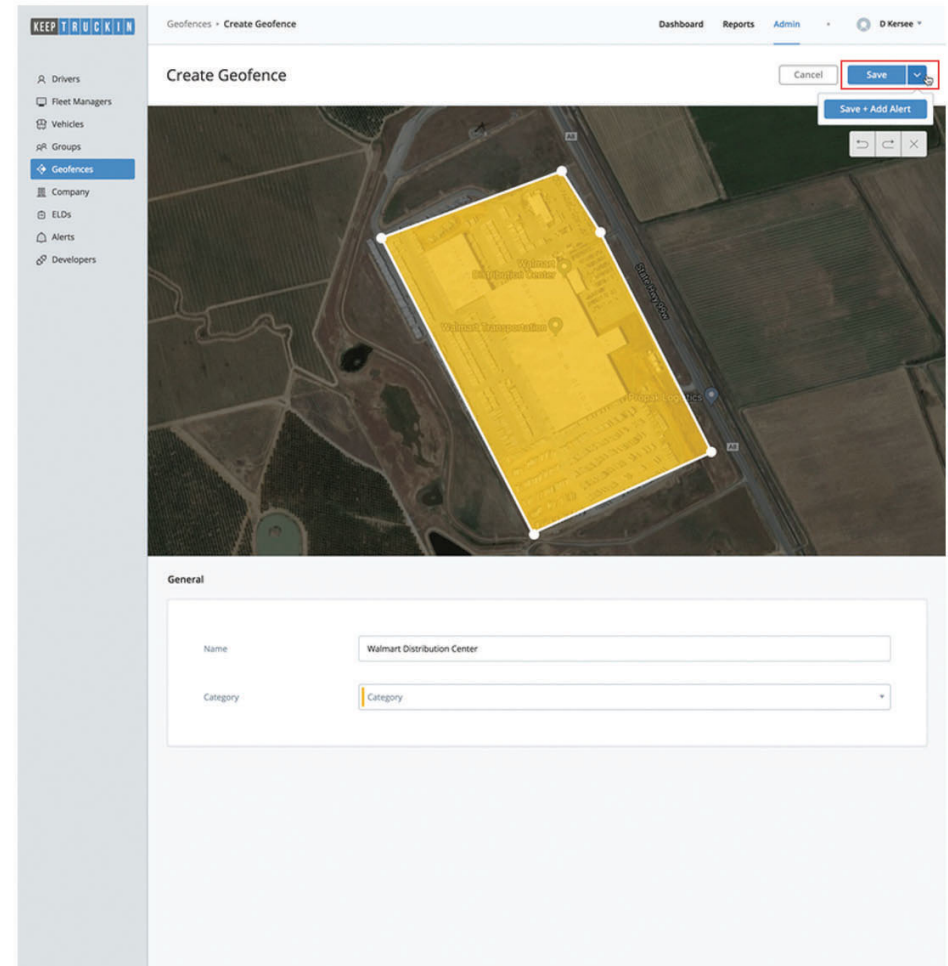
Create Geofence Cancel Save

General

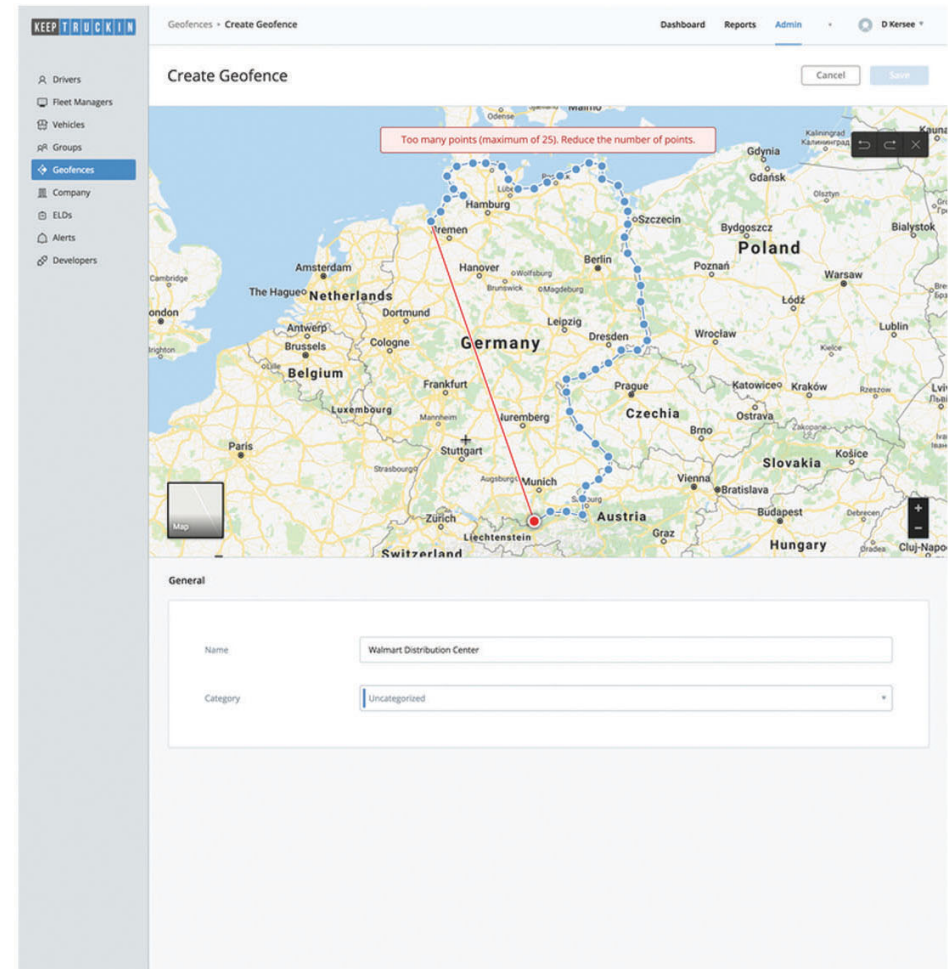
Name Walmart Distribution Center

Category Uncategorized

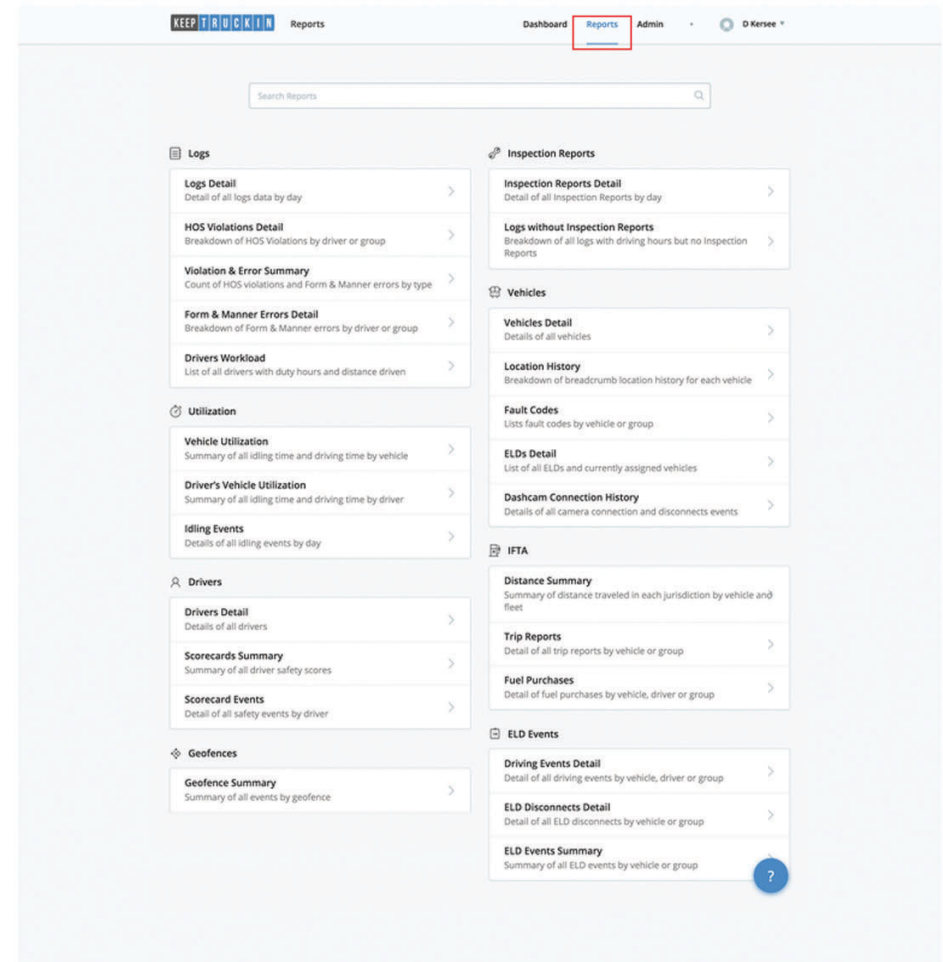
- ⑥ Once the details pertaining to the type of geofence are entered, the user will see the location color-coded to reflect its type. User clicks **Save** on the top right corner of the screen.



- ⑦ Not more than 25 points can be drawn to specify a geofence. The system will automatically prompt an error in case too many points are being selected.



- 8 Geofence Reports are available under reports tab in FM dashboard. The user will click on geofence specific report in reports.



Support



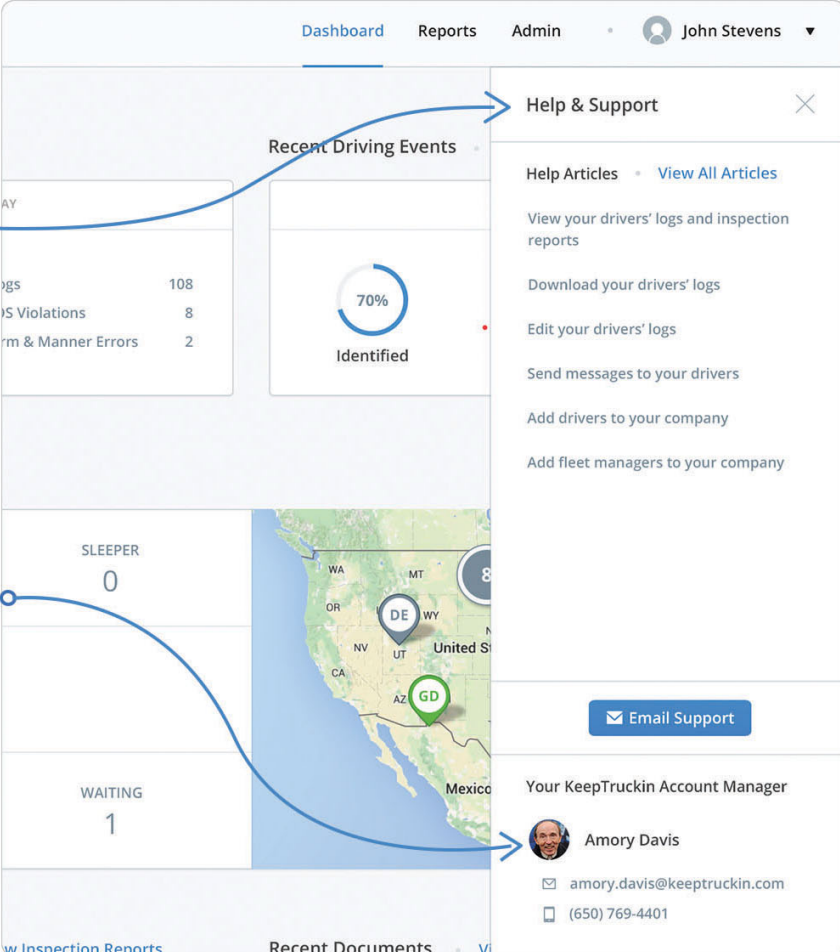
How to get Help

Click the  icon on the bottom right of your screen in your dashboard.


A sliding window on the right side of the screen shows support articles as well as contact information for help.

We encourage Fleet Managers to try and resolve questions by utilizing our Support center first.

If you are stumped and need more help, you can always contact your personal Account Executive who will direct you to the correct help and information.



The screenshot shows the KeepTruckin dashboard with the 'Help & Support' sidebar open. The sidebar contains the following sections:

- Help Articles** - [View All Articles](#)
 - View your drivers' logs and inspection reports
 - Download your drivers' logs
 - Edit your drivers' logs
 - Send messages to your drivers
 - Add drivers to your company
 - Add fleet managers to your company
- Email Support** (button)
- Your KeepTruckin Account Manager**
 -  **Amory Davis**
 - amory.davis@keeptruckin.com
 - (650) 769-4401

The main dashboard area shows a 'Recent Driving Events' section with a '70% Identified' gauge, a map of the United States with location markers, and a table with the following data:

Category	Count
Logs	108
OS Violations	8
Form & Manner Errors	2

At the bottom of the dashboard, there are sections for 'SLEEPER' (0), 'WAITING' (1), 'Inspection Reports', and 'Recent Documents'.