

DOT Compliance Software Solution

System Dashboard

Revision 3.4.7.33

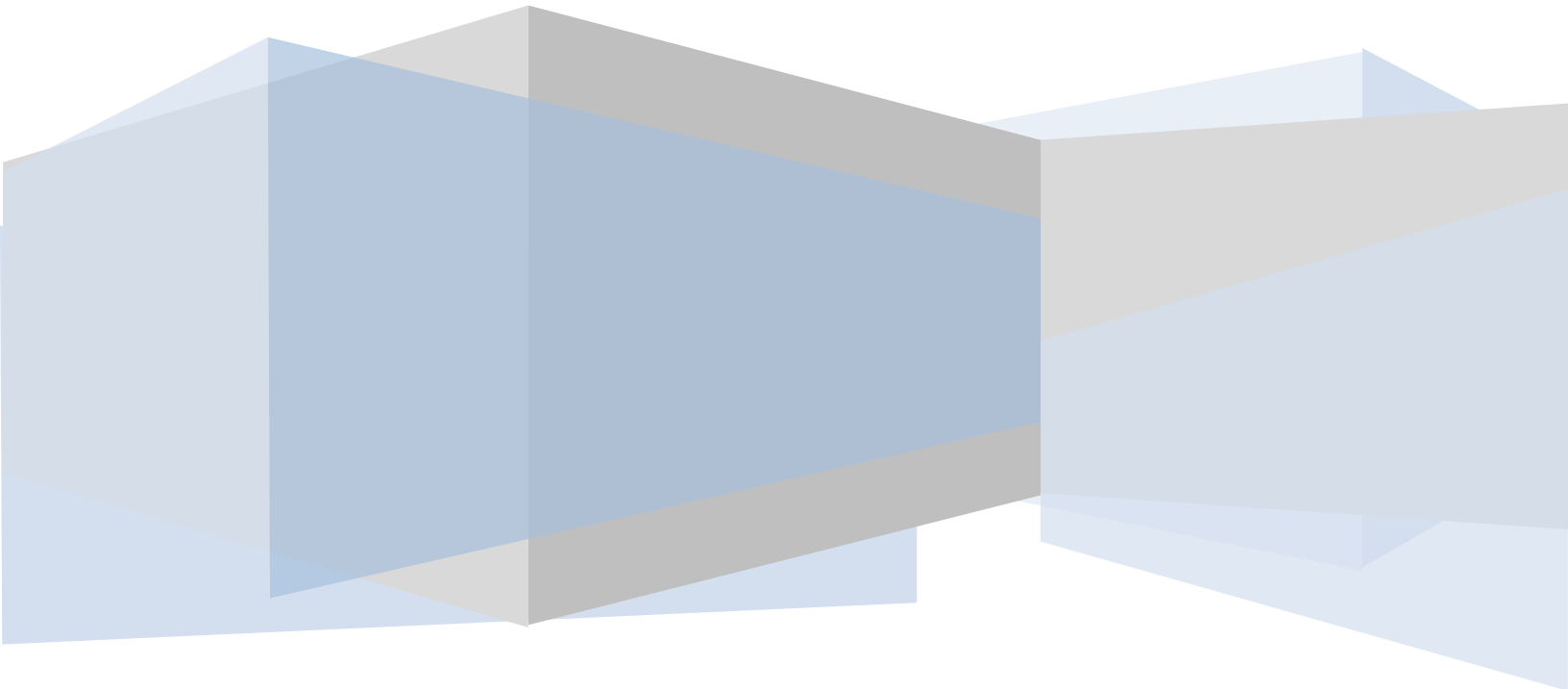


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System Dashboard Overview

Please keep in mind that this topic, similar to many topics in this manual will have sections for both Resellers (Top Level Companies) as well as Motor Carriers (End Users).

The System Dashboard is the starting page shown when a user logs into the Application. The Dashboard for both types of users is shown below with explanations to follow:

Reseller Dashboard

The Reseller’s Dashboard differs only slightly from the Motor Carrier or End User – displaying information to their respective client base.

Information displayed includes:

- Total Number of Client Accounts – both Active and Inactive.
- Cumulative number of Active Drivers and Vehicles for All Clients
- Cumulative number of Inactive Drivers and Vehicles for All Clients

The screenshot displays the Reseller Dashboard interface. At the top right, it shows 'Current Time Zone: EASTERN' and 'Qtr. & Year: 1/2021'. The dashboard is divided into several sections:

- System Links:** Contains two icons: 'ELD Web Portal' and 'ELD Training'.
- Company Overview:** This section contains three data cards:
 - Client Recap:** A table with columns 'Active', 'Inactive', and 'Total'. The values are 108, 0, and 108 respectively.
 - Fleet Overview:** A table with columns 'Open Trips', 'Drivers', and 'Vehicles'. The values are N/A, 44, and 32 respectively.
 - Inactive:** A table with columns 'Drivers' and 'Vehicles'. The values are 3 and 0 respectively. A 'Refresh' button is located below this table.
- System Messages:** A large empty box with a 'Double Click To Expand' prompt at the bottom.
- Quick Links:** Contains four icons: 'FMCSA Website', 'Dept. of Transportation', 'IFTA Application Renewal' (with a 'Tax IFTA' logo), and 'Support Request'.
- CSA REPORTING:** A dropdown menu is located to the right of the Quick Links section.

The only difference between the Dashboard for Resellers and Motor Carriers is the Company Overview Section.

All other features are displayed the same – however, not all features are available to Resellers.

The features that are not allowed to be used by Resellers will show the following Message:

“Clone a Motor Carrier to Use This Feature”

Cloning a Motor Carrier will be explained under Administrative Tools.

System Dashboard Continued

Motor Carrier Dashboard

The Motor Carrier Dashboard contains a host of information relevant to the Motor Carriers operation including:

- IFTA Recap – both Current Month and Quarter as well as Previous Month and Quarter
- Fleet Overview with Active and Inactive Trips, Drivers and Vehicles.

The screenshot displays the Motor Carrier Dashboard interface. At the top right, it shows 'Current Time Zone: CENTRAL' and 'Qtr. & Year: 1/2021'. The dashboard is divided into several sections:

- System Links:** Contains two icons for 'ELD Web Portal' and 'ELD Training'.
- Company Overview:** Features an 'IFTA Recap' table for the 'Current Month' and a 'Fleet Overview' table. The IFTA Recap table shows Miles (4357), Fuel (633), and MPG (6.88). The Fleet Overview table shows Active (Open Trips: 6, Drivers: 7, Vehicles: 9) and Inactive (Drivers: 3, Vehicles: 4) data. A 'Previous' checkbox is present, and a 'Refresh' button is at the bottom right.
- System Messages:** A large empty box with a 'Double Click To Expand' label at the bottom.
- Quick Links:** Contains five icons for 'FMCSA Website', 'Dept. of Transportation', 'IFTA Application Renewal', and 'Support Request'. A 'CSA REPORTING:' dropdown menu is also visible.

There are also many quick links for system tools that are relevant to the Motor Carrier including:

- ELD Web Portal and ELD Training Website
- FMCSA Website (Generic Link)
- Department of Transportation for the State the Motor Carrier is registered in.
- IFTA Application & Renewal link also for the State the Motor Carrier is registered in.
- A Support Request Link for help with using the Application
- System Messages Queue. Lists messages that are <= 5 days old.
- CSA Reporting tool that will provide Motor Carrier Specific information from the FMCSA Website.

The features on the Motor Carrier Dashboard are mostly specific to the Motor Carrier logged into the Application.

Note:

To use the IFTA Recap feature, simply click on the Month & Quarter links for the current month. For the previous month, make sure before clicking either link, the Previous Checkbox is also checked.

See Below for more information.

System Dashboard Continued

Quick Links

There are several “Quick Links” available from the Dashboard that provide specific Motor Carrier Information.

Below are images of both areas on the Dashboard that provide Quick Links:

System Links



System Links provide access to ELD Specific Information. Links to both the Motor Carrier ELD Web Portal as well as links to the ELD Training Website are available.

Quick Links

CSA REPORTING:



Quick Links provide a way to get Motor Carrier Specific Information from relevant agency websites such as the FMCSA and State DOT Agencies.

FMCSA Website Link provides access to the Federal Motor Carrier Safety Association Website.

Department of Transportation link provides access to the State Specific DOT Website.

IFTA Application & Renewal Link provides access to the State Specific Department of Revenue.

Support Request will provide access to a Support Request Form system user can submit to request support for use of the application.

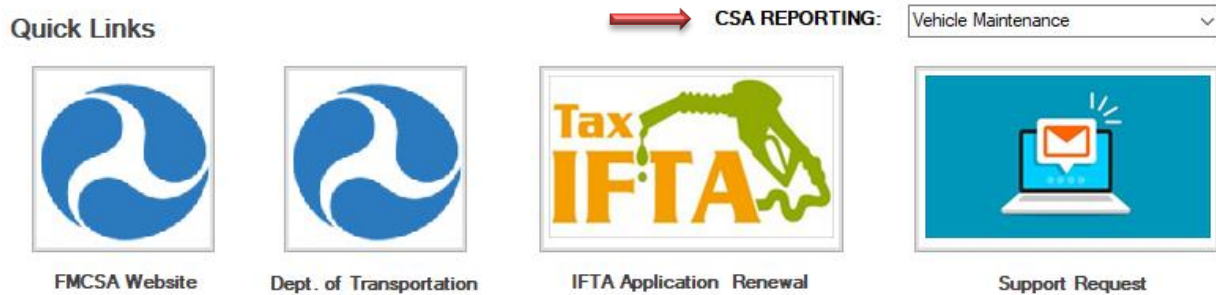
System Dashboard Continued

CSA Reporting

CSA Reporting feature provides Motor Carrier Specific CSA Reports used in assessing the Safety Scores of the Motor Carrier.

Resellers must clone a user, and the Motor Carrier cloned must have a valid DOT Number entered into their company profile to use this feature.

The CSA Reporting Feature is located on the Dashboard Page of the Total DOT Compliance Application in the Quick Links section.



To use this feature, the Motor Carrier must have a valid DOT Number in the system. Simply select the desired Report from the CSA Reporting Dropdown as shown below:



System Dashboard Continued

CSA Reporting continued

Once the report has been selected, the CSA Reporting Window is shown with the selected report as shown below:

The screenshot shows the FMCSA Safety Measurement System (SMS) dashboard. At the top, there is a blue header with the FMCSA logo and the text "Federal Motor Carrier Safety Administration". To the right of the header is a "LOGIN" button and a search bar. Below the header is a dark blue banner with the "CSA" logo and the slogan "Working Together for Safety." Below this banner is the "SMS Safety Measurement System" logo and a navigation menu with links for "A&I", "CSA", "SMS", "OVERVIEW", "TOOLS", "HELP", and "SEARCH". To the right of the navigation menu is a "QUICK SEARCH" box with the placeholder text "Enter Carrier Name or U.S. DOT#" and a "GO" button.

On the left side of the dashboard, there is a vertical sidebar with three main sections: "SEE YOUR DATA" (with a truck icon), "CONTACT US" (with an envelope icon), and "DOWNLOADS" (with a download icon). The "CONTACT US" section contains the following information: "Address: 2501 LEE AVE BISMARCK, ND 58504-6828", "Number of Vehicles: 13", "Number of Drivers: 15", and "Number of Inspections: 33".

The main content area is divided into three columns. The first column is titled "Safety Rating & OOS Rates" and includes the text "(As of 01/26/2021 updated daily from SAFER)". Below this, it states "SATISFACTORY (Rating Date: 12/15/2004)". The second column is titled "Out of Service Rates" and contains a table with the following data:

Type	OOS %	National Avg %
Vehicle	0.0	20.7
Driver	0.0	5.1

The third column is titled "Licensing and Insurance" and includes the text "(As of 01/26/2021 updated hourly from L&I)". Below this, it states "Active For-Hire Authority" and contains a table with the following data:

Type	Yes/No	MC#/MX#
Property	Yes	MC-159302
Passenger	No	
Household Goods	No	
Broker	Yes	MC-159302

At the bottom right of the dashboard, there is a "Submit Feedback" button with an upward-pointing arrow.

All of the FMCSA Supplied Reports are included for selection using this feature which will show all information released by DOT about the Motor Carrier that is inquiring.

System Dashboard Continued

IFTA Recap

The IFTA Recap Feature available from the Motor Carrier Dashboard provides the user with cumulative Distance Traveled and Gallons Purchased (and entered into the ELD) for the current month and quarter as well as the previous month and quarter.

To use the feature, simply click on the Month / Quarter links below the information fields as shown below:

This will provide Distance / Fuel Purchases captured from the ELD for the Current Month / Quarter.

IFTA Recap

Miles	Fuel	MPG
4357	633	6.88

Previous Month Quarter ←

To obtain Distance / Fuel Purchases captured from the ELD for the Previous Month / Quarter, simply check the Previous Checkbox prior to clicking on the Month / Quarter links as shown below:

IFTA Recap

Miles	Fuel	MPG
2956	496	5.96

→ Previous Month Quarter

The information represented in the IFTA Recap is up to the minute information as is available through the ELD.

Note:

Only Fuel Purchases that were made and input through the ELD will be listed in the Fuel Field above.

System Dashboard Continued

System Messages

The Total DOT Compliance Software Solution provides a way for Motor Carrier to receive System Wide Messages such as when the IFTA Fuel Tax Rates have been downloaded and installed.

It is also a way for Administrators to send information and messages to Motor Carriers.

Located on the Dashboard, System Messages is right below the System Links Section.

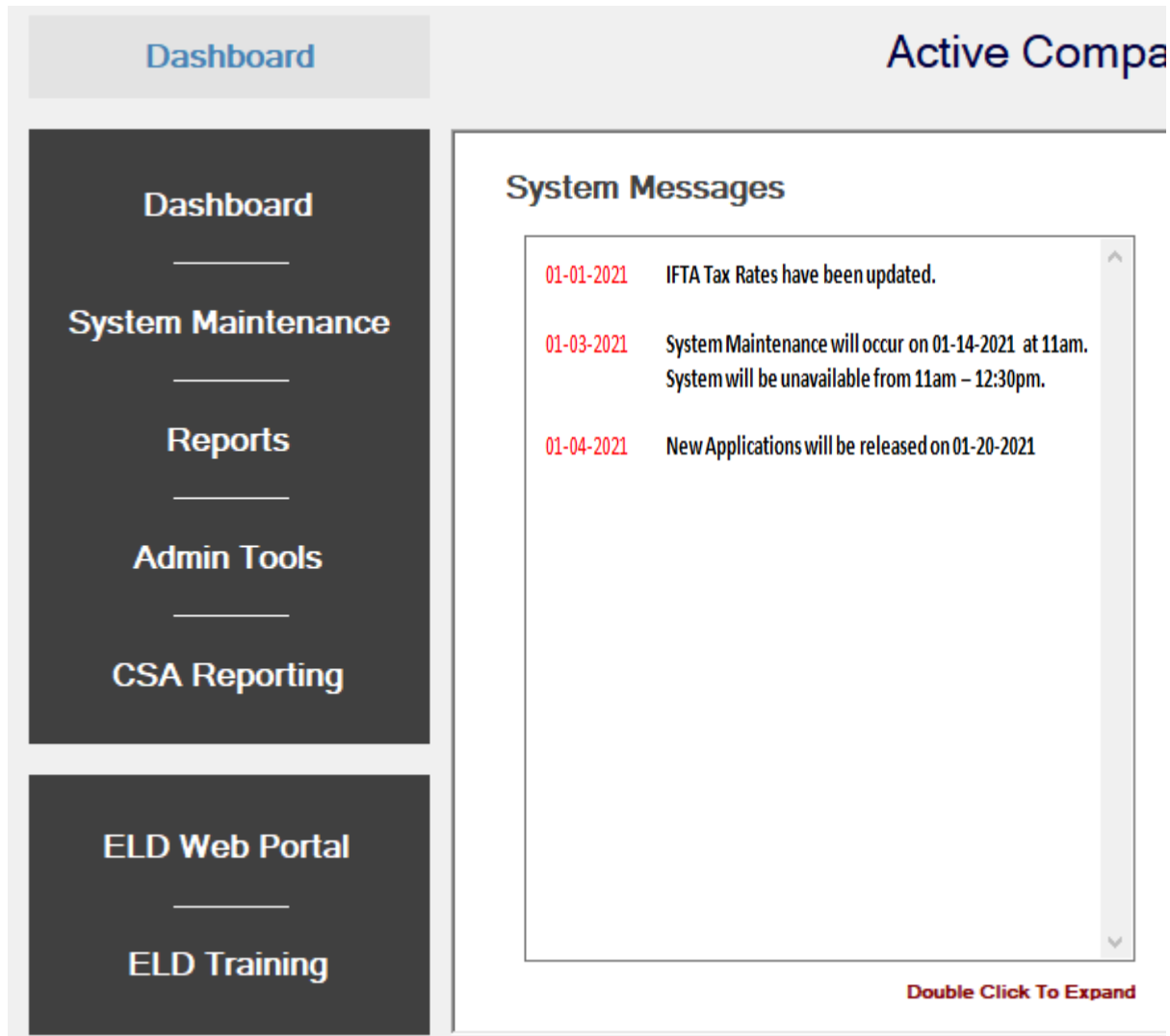
The screenshot displays a dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, System Maintenance, Reports, Admin Tools, CSA Reporting, ELD Web Portal, and ELD Training. The main content area is titled 'Active Companies' and contains two sections: 'System Links' and 'System Messages'. The 'System Links' section features two icons: 'ELD Web Portal' (a computer monitor with a 'LOG IN' button) and 'ELD Training' (a mobile application interface). Below this is the 'System Messages' section, which is highlighted with a red arrow. It contains a scrollable list of messages with dates and descriptions. A red arrow points to the 'System Messages' header. At the bottom right of the messages box, it says 'Double Click To Expand'.

Date	Message
01-01-2021	IFTA Tax Rates have been updated.
01-03-2021	System Maintenance will occur on 01-14-2021 at 11am. System will be unavailable from 11am – 12:30pm.
01-04-2021	New Applications will be released on 01-20-2021

System Dashboard Continued

System Messages

If there are a lot of messages in the System Messages Field, the User is able to Double Click on the field to expand or contract the section as necessary. Shown below:



IMPORTANT

Keep in mind that messages in the System Messages Field are permanently deleted after 5 days!