

DOT Compliance Software Solution

System Setup

Revision 3.4.7.33

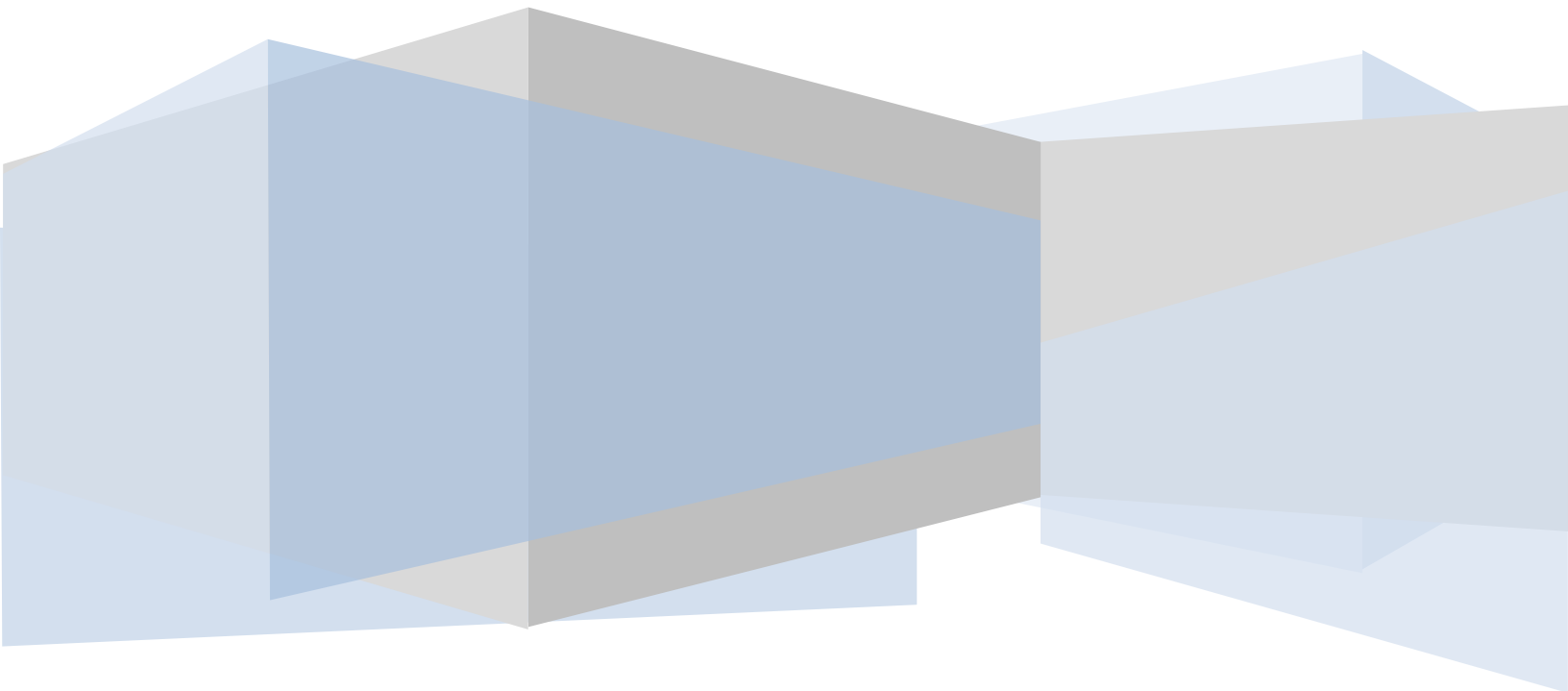


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Setup

Overview

As with many of the other features in this Application Suite, there are differences between what a Reseller and Motor Carrier can do with respect to the Setup of their interfaces.

Resellers and Motor Carrier Users alike can import any information contained in the ELD they use.

However, the roles are different between the two types of users.

While the role of the Resellers when it comes to setup are very limited, they also have the ability to Clone a user of any Motor Carrier under their account for greater access to the other functionality pertaining to System Setup.

Below we will explain the differences and responsibilities of each type of user, and how each relates to ready the system for full blown use.

While many of the features of the Setup Function are automated, a Manual system also exists for the best of both worlds.

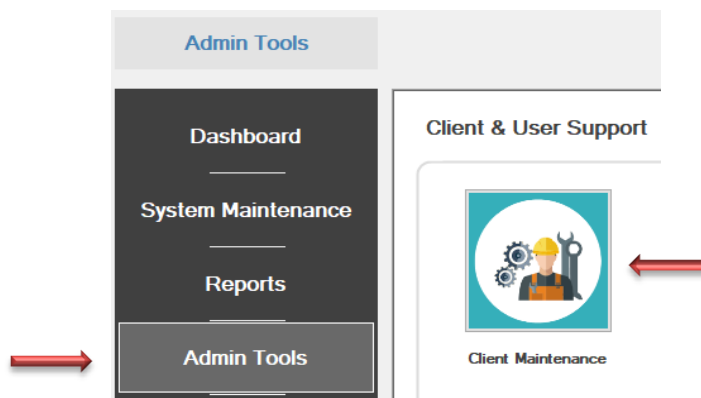
Client Setup

The ability to Setup Clients in the system is a function only available to Resellers.

While Resellers have the ability to manually enter Clients into the system using the Client Maintenance, an Import Feature is also available to automate the process and eliminate duplicate input for those clients using the ELD.

Manual Client Input

As mentioned above, the Resellers have the ability to manually input Client Information using the Client Maintenance Form that is available by clicking the “Admin Tools” Button on side menu.



Setup continued

Manual Client Input Continued

1. Once the Client Maintenance Form is open, Clients can be manually edited by clicking the “Add” Button to begin the process.

Client Maintenance Company Type:

ID	Company Name	DOT Number	Status
209			Active

Information Sales Activity

Country Address

City State Zip Code

Contact Phone Fax

Email Address Website Address Time Zone

Company ID	Company Name	Address Line 1
101	OCW Transport	309 E Elm St
102	Hi-Gear Express	1709 Thistlewaite Drive
103	Xpress Transportation LLC	2843 Kent Road
104	Masonite Corporation	1120 Industrial Ave

Filters: Active Inactive All

2. Company ID will be automatically filled in for you. Enter all other relevant information on the “Information” tab to continue.
3. When all information has been filled out on the Information Tab, click the “Sales Activity Tab”.

Setup continued

Manual Client Input Continued

4. On the Sales Activity Tab you will see the same services and ELD Billing Type selected that the Reseller has set up along with any pricing information entered. You will be able to update ELD Billing Type and Selected Services as well as Per Unit Pricing on this form as well.

The screenshot shows a web form with two tabs: 'Information' and 'Sales Activity'. The 'Sales Activity' tab is selected, indicated by a red arrow. The form contains the following fields and controls:

- Contact Date:** 1/21/2021
- Demo Date:** [Empty]
- NDA Signed:** [Empty]
- RA Signed:** [Empty]
- Contract Number:** 210
- Start Date:** 1/21/2021
- End Date:** 1/21/2022
- Refresh:** [Button]
- Renew:** [Button]
- ELD Billing:** [Dropdown menu]
- API Key:** [Text input]
- Costs:**
 - ELD Per Unit: 4.50
 - Employee Tracking: 1.50
 - Vehicle Tracking: 2.50
 - IFTA Reporting: 3.50
- Search:** [Text input] [Search Button]
- Buttons:** Add, Edit, Save

Red arrows point to the 'Sales Activity' tab, the 'Save' button, and the 'ELD Billing' dropdown.

Note:

Make sure you enter an API Key for each Client that is manually entered so that information can be pulled from the ELD for Reporting purposes. Reporting and other features will not work without the API Key.

5. Once all relevant information has been entered on the Client Maintenance Form, you must click the Save Button to complete the process.

IMPORTANT

When a Client is manually entered, the system automatically creates Login Credentials for the Admin User for the new Client.

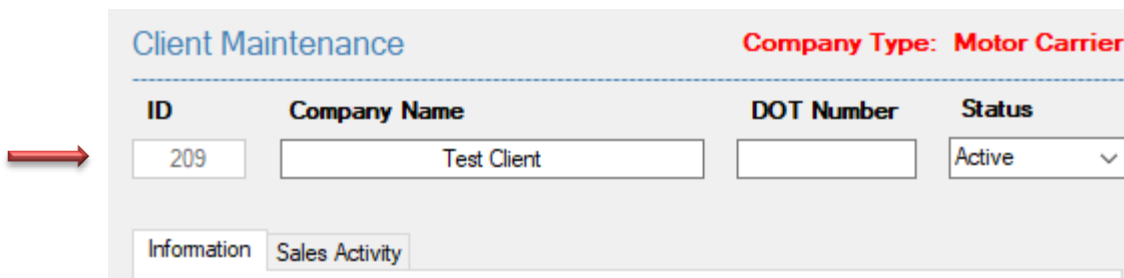
A Main Location is also created from the address that was entered for the Client.

Setup continued

Manual Client Input Continued

6. Once the new Client Record has been created, you can provide the Client with their new Login Credentials.

To Provide Credentials for the New Client Login, you will need the Client ID for the Client that was just created – this is taken directly off of the Client Maintenance Form. See Below:



ID	Company Name	DOT Number	Status
209	Test Client		Active

Information Sales Activity

Provide the following for each new client:

Client ID: 209 (will change for each new client in the system)

User Name: admin

Password: admin

Note:

The User Name and Password that is created for the new Clients entered into the system will always be the same as above.

The Client can always change the Password in the User Maintenance Feature. See the System Users section of this Manual for instructions on changing System User Passwords.

Setup continued

Import Client List

The Client Maintenance Form provides an automated feature to import all active ELD Clients directly into the Total DOT Application Data.

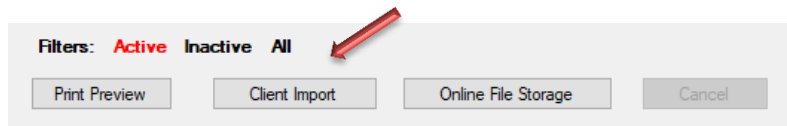
This feature can be used when setting up the system for the first time, or any time that changes have been made to the Client List on the ELD Portal.

IMPORTANT

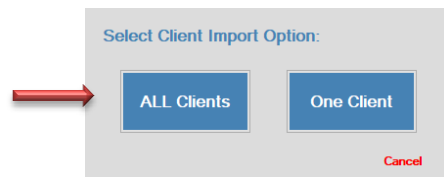
Make sure to set up services you will offer your clients as well as pricing details before importing any of your client-base as these are carried over to each client you import.

The steps to use the Import Client List Feature are as follows:

1. Once on the Client Maintenance Form, click the “Client Import” Button at the bottom of the form as shown below:



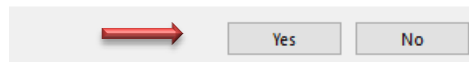
2. Click the option you wish to use for the Client Import from the Option Dialog Box.



All Clients

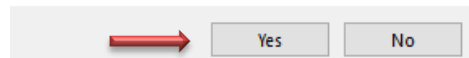
1. Click “YES” on the first dialog box that is shown to proceed with Importing ALL Clients.

Imports ALL Client Information from ELD. Continue...?



2. Click “YES” once again on the next dialog box to kick off the import. All clients will now be imported.

There are 113 Companies to Process. Continue...?



Setup continued

Import Client List continued

One Client

1. Clicking the “One Client” Option, from the Option Dialog Box, will display the Client Import Form.

Once on the Client Import Form, click the “Load Client List” button as shown below.

The screenshot shows the 'Client Import' form. At the top right, there is a field for 'Total Number of Client Accounts:'. Below this are three input fields for 'Company Name', 'DOT Number', and 'Address'. A 'Search' button is located below the input fields. To the right of the 'Search' button is the 'Load Client List' button, which is highlighted with a red arrow. Below the input fields is a data grid with columns for 'Client Name', 'DOT Number', and 'Client Address'. At the bottom of the form are 'Reset Form' and 'Close' buttons.

2. Next, select the Client you wish to import from the list in the Data Grid at the bottom of the form as shown, and finally click the “Import Selected Client” Button.

The screenshot shows the 'Client Import' form with the 'Total Number of Client Accounts' field now containing the value '113'. The input fields for 'Company Name', 'DOT Number', and 'Address' now contain the data for 'ACB Logistics LLC'. The 'Import Selected Client' button is highlighted with a red arrow. The data grid below shows a list of clients, with 'ACB Logistics LLC' selected (highlighted in blue). The data grid contains the following information:

Client Name	DOT Number	Client Address
A&K HARRIS TRUCKING LLC	547885	35 Five Point Road, Whatley, AL. 36482
ABS AUTO CARRIERS LLC	2421735	14955 BIG OAK BAY RD TYLER, TX 75707
ACB Logistics LLC	1071715	2000 Woodtop Court Charlotte NC. 28214
ACL	2362458	ACL Transport LLC.
ATLANTIC ASSOCIATES INC	251610	7001 WOODFIELD AVE BETHLEHEM, PA 18013

3. The selected client will now be imported. Repeat this process for each client you need to import.

Setup continued

Import Client List continued

IMPORTANT

When the import process is running, along with importing all Client Demographic Information and any other Client related information that is contained in the ELD, the following will also be created in the Total DOT System:

- a. All Services that have been set up in the Reseller Account will be carried over to all new Clients that have been created.
- b. The ELD Billing Type will be included in each new Client account as set up in the Reseller Account.
- c. New Login Credentials will also be created for each new client with the following information:

Client ID: ### - Each Client ID is Unique.
User Name: admin
Password: admin

User Name and Password will always be the defaults. New Users can be added and passwords can be changed.

Look in the System Users section of this manual for instructions.

IMPORTANT

A list of clients that did NOT have an API Key will also be displayed and can be printed using the Client Listing Report Feature on Admin Tools Page. It is imperative all Clients have API Keys entered so reporting and Other System Features will work correctly! You should go into the ELD Portal, create API Keys for the Clients that don't have one, and run the Client Import Feature again.

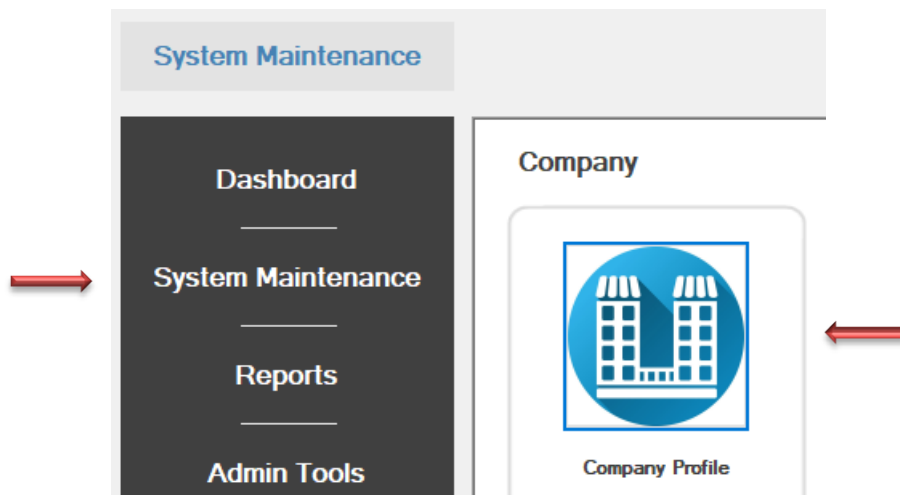
Setup continued

Company Setup

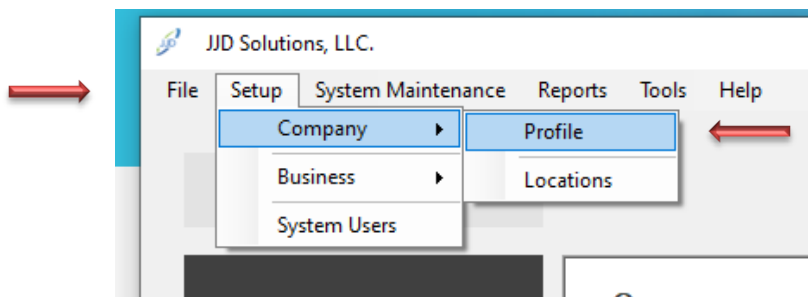
Profile Setup

The Company Setup Feature is to be used by Motor Carriers to be able to make some changes to their Company Information.

The Company Profile Form is what is used to activate the Company Setup Feature and is found by clicking the System Maintenance Button on the left side menu.



The same feature can be found by clicking Setup --> Company --> Profile from the top level menu as shown below:



Once open, the Company Profile allows the Motor Carrier User to make changes to certain Company Information such as Demographic Information on the Information Tab, and Global Settings using the Global Settings Tab.

Setup continued

Company Setup --> Profile Setup continued

IMPORTANT

There are certain fields of information that are only able to be changed by contacting your Reseller or Customer Support.

A list of fields that the Motor Carrier can't change is as follows:

- ELD Info. Including Time Zone and API Key. See System Administrator for these values.
- Application Options can only be edited by the Reseller

JJD Solutions, LLC. ×

Company Profile Active

ID	Company Name	DOT Number
209	Test Client	

Information | Application Options | Global Settings

Country USA **Address** 4018 Roop Road

New Windsor Maryland 21776
City State Zip Code

Contact Joe **Phone** (570) 561-6338 **Fax**

Email Address **Website Address**

ELD Info. | Google API Key

Time Zone: Central **API Key**

Online File Storage → Edit Close

NOTE:

To make changes simply click the EDIT Button as pictured above, make the necessary changes and when finished, click the SAVE Button to complete the function.

Setup continued

Company Setup --> Profile Setup continued

Company Profile Active

ID	Company Name	DOT Number
209	Test Client	

Information | Application Options | Global Settings

Country USA **Address** 4018 Roop Road

New Windsor Maryland 21776
City State Zip Code

Contact Joe **Phone** (570) 561-6338 **Fax**

Email Address **Website Address**

ELD Info. Google API Key

Time Zone: Central **API Key**

Online File Storage Cancel Save

Google API Key

There is another feature in the IFTA Function that will allow the Motor Carrier to calculate State Mileages based on Addresses, Zip Codes, and City Names.

This feature is called the “Distance Calculator and will be discussed in greater detail in the coming sections of this manual.

In order to use the Distance Calculator, the Motor Carrier must sign up for a Google Map API Key. It is available for free and can be obtained by clicking on the following link:

<https://console.cloud.google.com/apis/credentials?project=wdesk-180016&supportedpurview=project>

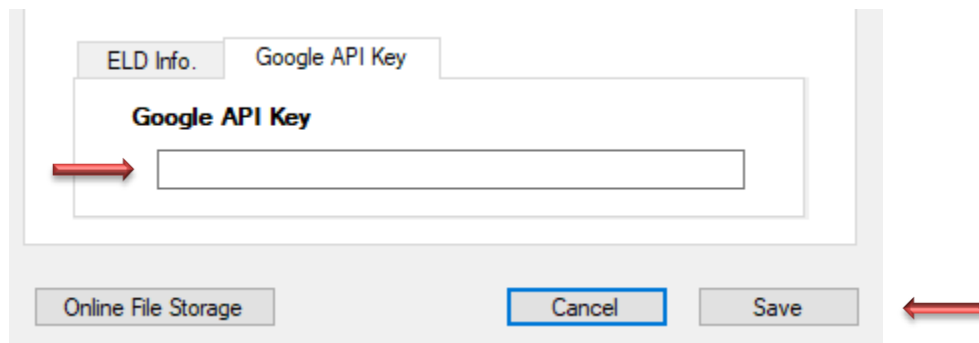
Please note that you need a Google Account to apply for a Mapping API.

Contact Customer Support for help with this feature.

Setup continued

Company Setup --> Google API Key continued

Once the Motor Carrier has acquired the API Key for the Google Mapping Feature of the software, you should copy the new API Key and paste it in the Google API Key Text Field. See Below:

A screenshot of a software interface for entering a Google API Key. At the top, there are two tabs: "ELD Info." and "Google API Key". The "Google API Key" tab is active, and below it is a text input field labeled "Google API Key". A red arrow points to the left side of this input field. Below the input field, there are three buttons: "Online File Storage", "Cancel", and "Save". A red arrow points to the right side of the "Save" button.

Once a Google API Key has been added to the Company Profile Form, you are now able to use the Distance Calculator Function.

Make sure to always save your work before closing the form.

Global Settings

The Global Settings Tab will show the Distance and Fuel Options, as well as Advanced Alerting Options.

Distance Options include: Miles / Kilometers

Fuel Options include: Gallons / Liters

For Advanced Alerting Options, you can simply tell the system how many days in advance to alert for Employee DOT Compliance Expiration Dates.

You can also set the same settings for Number of Days in advance, the number of Miles in Advance and the number of Hours in advance to alert for Vehicle Maintenance issues.

See below for a complete view of the Global Settings Tab:

Setup continued

Company Setup --> Global Settings continued

Information Application Options Global Settings

Trip Information Input
Both

Distance Format Miles **Fuel Format** Gallons

Advanced Alerting Options

Employee Alerting: 0 Days

Vehicle Alerting: 0 Days 0 Miles 0 Hours

Online File Storage Cancel Save

IMPORTANT

Make sure to click the SAVE Button when you are finished making changes on any of the forms to complete the process.

Online File Storage

Throughout the system, there are Online File Storage links available. These links are available on the Employee Maintenance Form, the Asset Management Form and of course the Company Profile Page.

The Online File Storage Feature provided free online cloud-based storage to use for storing any type of paperwork you may want to backup and keep in a safe place.

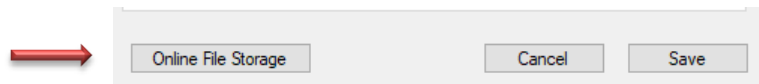
A unique Online File Storage account can only be accessed by admin users and is Motor Carrier specific. Only users internal to YOUR Motor Carrier Company can access YOUR information.

The system is extremely safe, secure and is backed up on a daily basis to ensure data integrity.

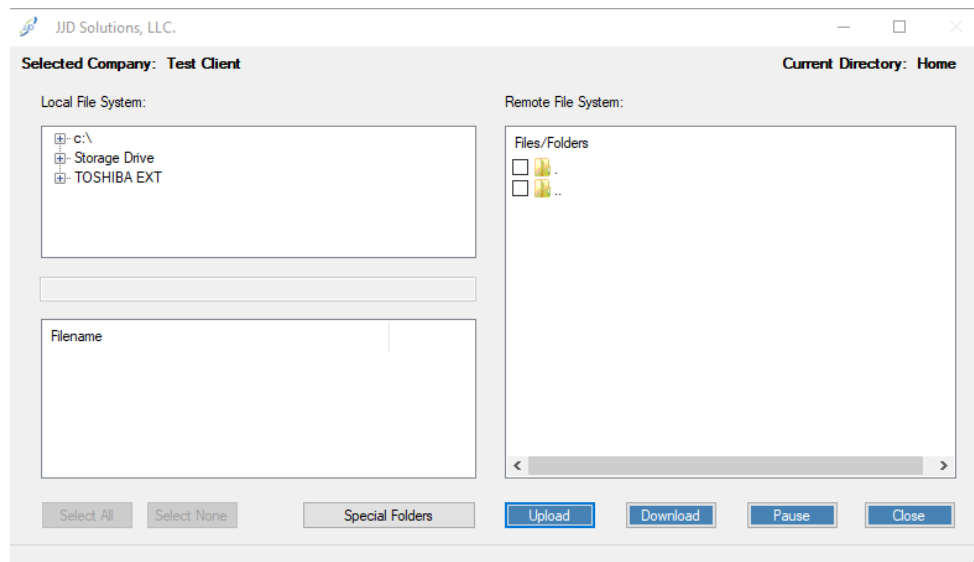
Setup continued

Company Setup --> Online File Storage continued

You can access the Online File Storage Feature anywhere you see the following Button.



Once selected, the Online File Storage Feature main screen will be shown.



There are a number of things you can do with the Online File Storage System.

Each of the features will be explained below:

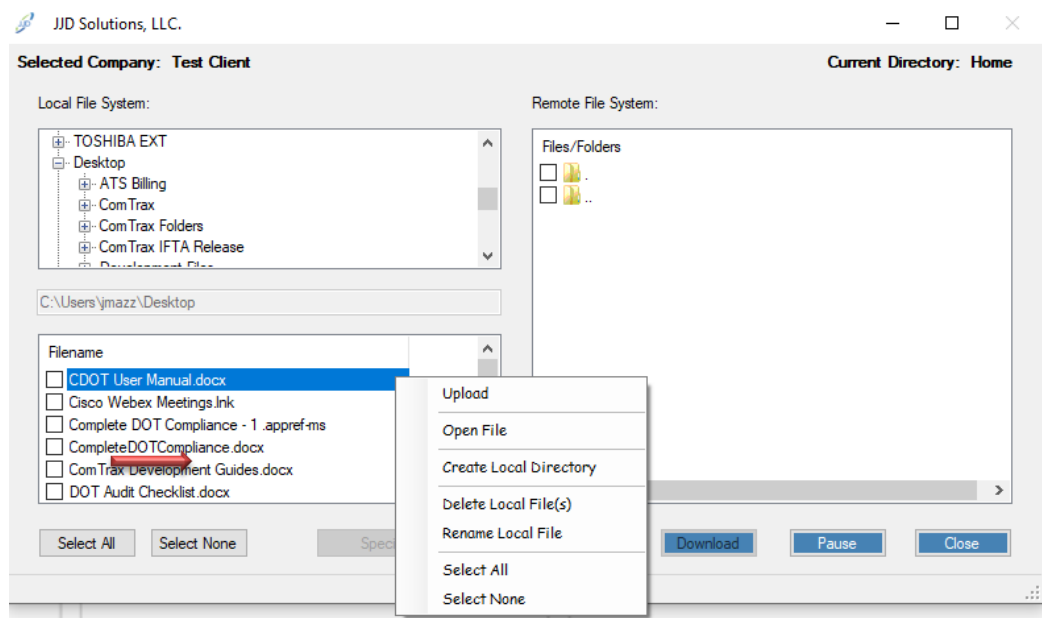
- Create A Folder Structure

By Right Clicking on either the Local File System or Remote File System area, you can use the drop down menus to create either local or remote folders. See below:

Setup continued

Comany Setup --> Online File Storage continued

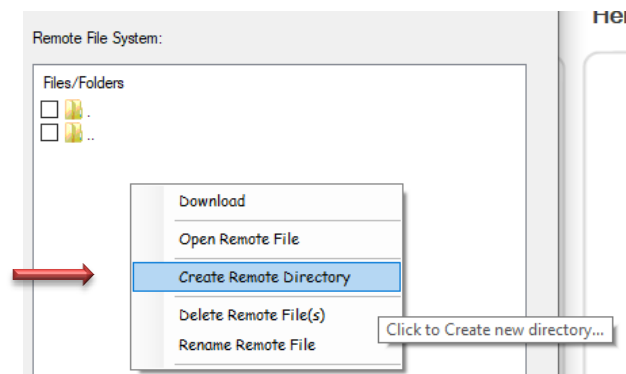
If you right click on the Local File Storage Area, you will get a menu system with features relevant to the Local File System.



There are many features available using the File and Directory Tools available by Clicking the Right Mouse Button over both the Local and Remote File System Areas as shown above.

Creating Local and Remote Folders

Simply click on the desired menu option, and follow the prompts. In the following example, we will create a new Folder in the Remote File System Area.

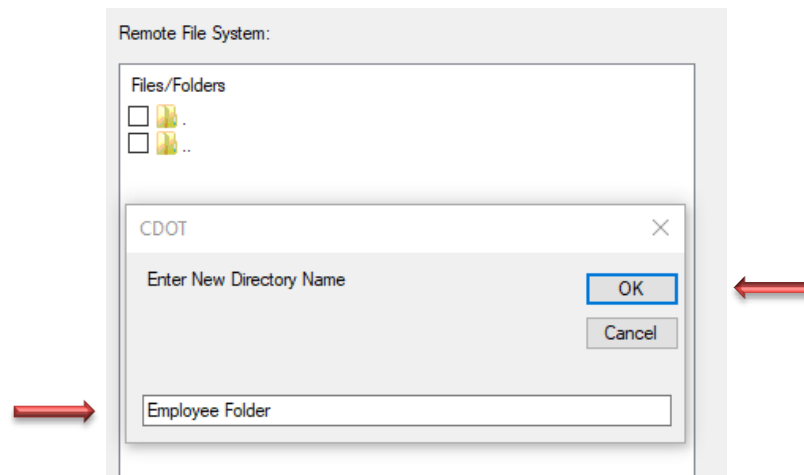


Setup continued

Company Setup --> Online File Storage -->

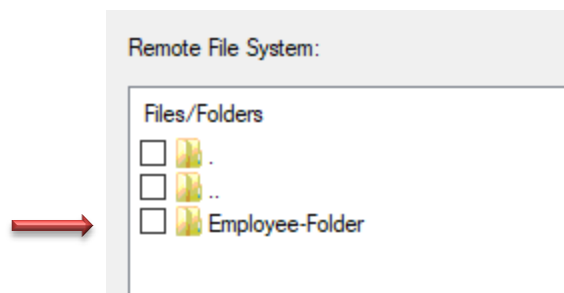
Creating Local and Remote Folders continued

Next, we will supply a name for the new Employee Folder in the pop up dialog box:



When we are finished entering the new Folder Name, click the OK Button to complete the process.

The new folder has now been placed in the Remote File System Area as shown below.

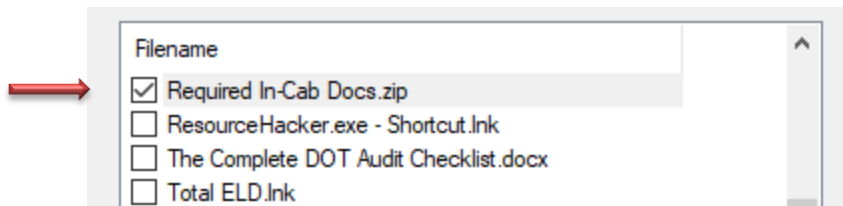


Setup continued

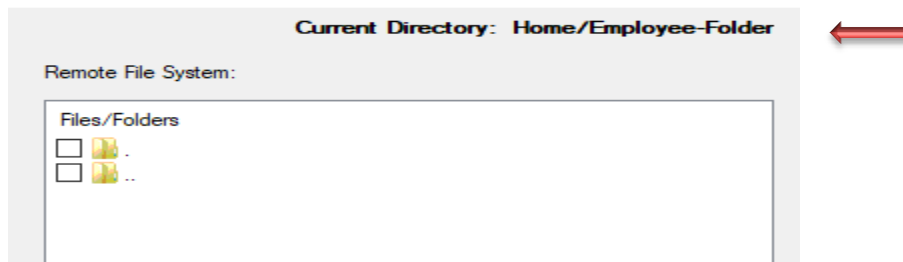
Company Setup --> Online File Storage --> Upload / Download Files

To Upload Local Files or to Download Remote Files, the steps are as follows:

1. Navigate to the desired Local or Remote Files you wish to Transfer. Make sure to Check all of the files you wish to transfer as shown below:



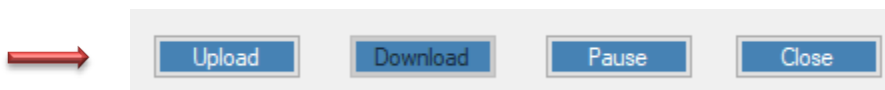
2. Navigate to the desired location on either the Local or Remote File System Area you wish to transfer the files to. In this case we will transfer the selected LOCAL Files to the new Remote "Employee Folder" we created in the previous exercise as shown below:



NOTE:

If Files selected are from the Local File System, the UPLOAD BUTTON will be displayed and if the Files Selected is from the Remote File System, the DOWNLOAD BUTTON will be displayed.

Click the appropriate button that is displayed as shown below:

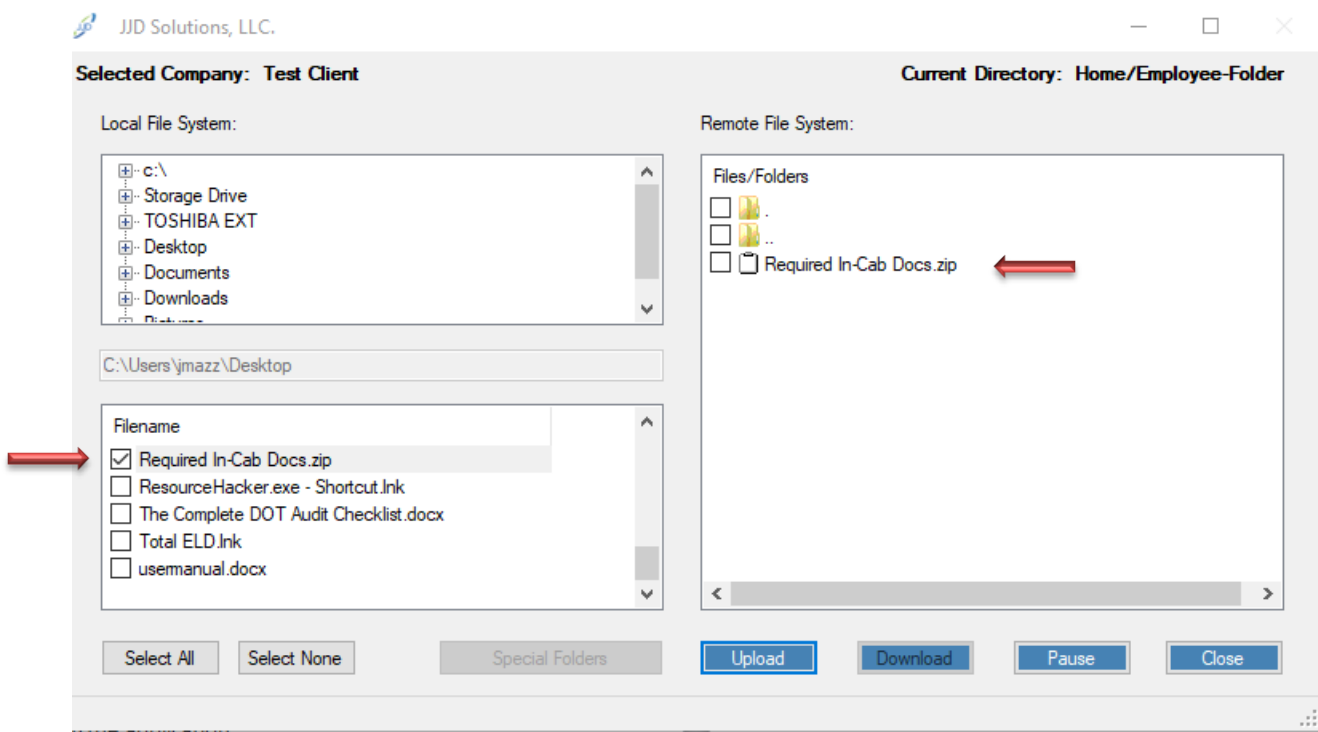


Setup continued

Company Setup --> Online File Storage --> Upload / Download Files continued

The files will now be copied to the appropriate location.

The Selected Local Files have now been transferred to the new Remote Employee Folder that we created in the previous step – as shown below.



Setup continued

Company Setup --> Locations

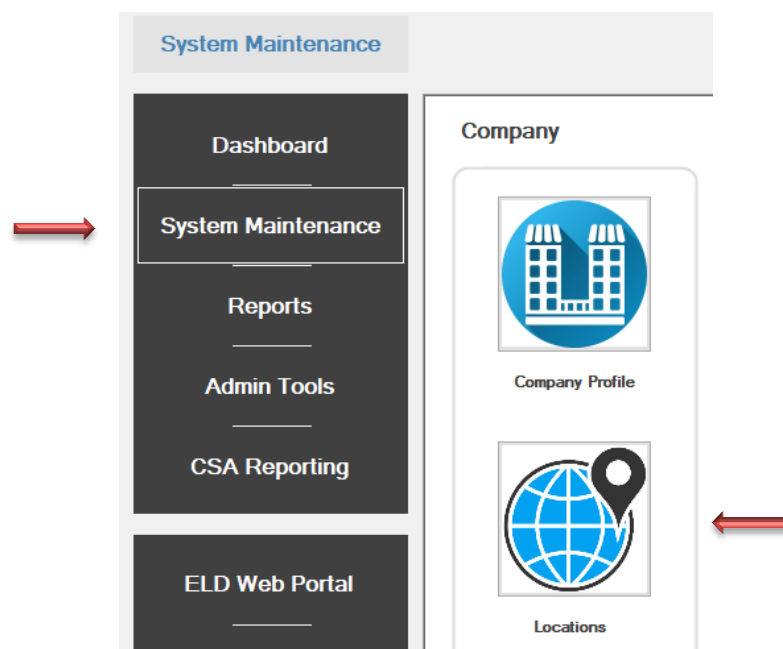
For Motor Carriers with more than a single location, users can be set up with permissions that are location specific.

In order to use this Location Specific Permission Feature, all locations for a particular Motor Carrier must be set up in the system.

If you are a multi-location company, you should enter all locations if you will be tracking vehicles and employees by location.

Once all locations have been entered, you can assign the locations to employees and vehicles as necessary.

The Location Maintenance form can be accessed from either the menu at the top of the screen under setup, company, and locations, or by using the System Maintenance Tab and clicking the Locations Menu button.



Setup continued

Company Setup --> Locations continued

JJD Solutions, LLC. ×

Location Maintenance

ID	Company Name	DOT Number
209	JJD Solutions, LLC.	

Location Name	Country
Main Address	USA

One Address MUST Be Named: "MAIN ADDRESS"

Address

4018 Roop Road

City	State	Zip Code
New Windsor	Maryland	21776

Contact	Phone	Fax
Joe	(570) 561-6338	

Email Address	Status
	Active

Active Inactive All Add Edit Close

If adding a new location, provide a name for your new location, such as Main Address, or Arizona Location, enter the location address, city state and zip code, and contact information for that location.

When finished, simply click the save button to complete the process.

If you want to change an existing address, click the edit button to make the required changes, and once again click the save button.

If you need to delete a location, you can once again click the edit button, and set the location status to Inactive.

Click the save button and the company location you have just changes will be placed into the inactive location list.

Setup continued

Business Setup

There are several steps required to fully set up the Total DOT Software Solution. We have gone over several of those steps in previous sections of this manual.

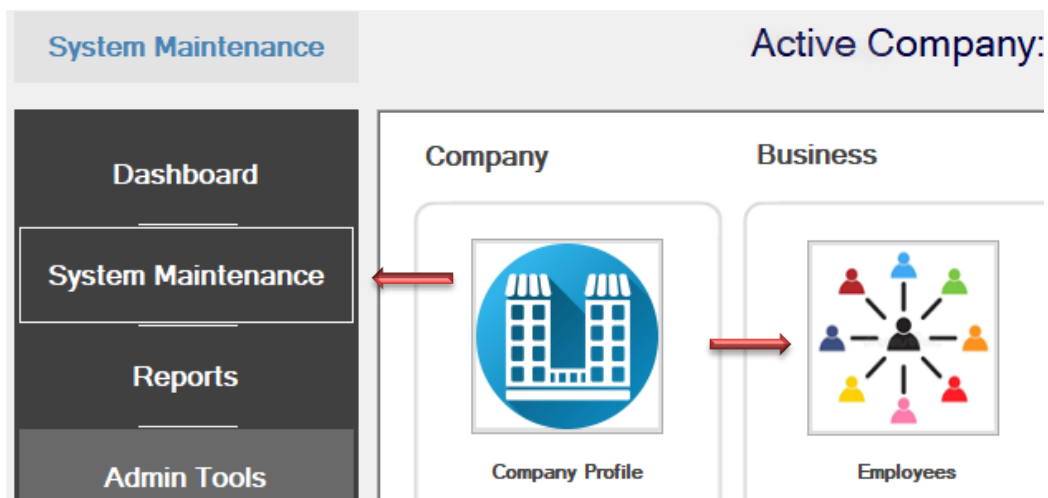
Client and Company were both part of the Setup Process. The next step in setting up the Total DOT System for use is to configure your Business Settings.

Business Setup consists of both Employee (Driver) setup as well as Vehicle (Asset) setup. We will go over each in the next couple of sections of this Manual.

Employee Setup

Before entering your Employees into the system, make sure your company profile and all locations have been set up correctly. For more detailed information on entering your company profile and locations, see the corresponding help sections of this manual.

You can access the Employees Button by clicking the System Maintenance Menu Item on the Left Side Menu. You can also use the menu at the top of the screen under Setup, Business and Employees.



NOTE

An Employee Record should be created for each employee working for the Motor Carrier that is either going to be tracked in the system or not. This will provide a log of all employee actions.

Setup continued

Employee Setup

Once the Employee Button has been clicked, the Employee Maintenance Form will be displayed as shown below:

The screenshot shows the 'Employee Maintenance' window from JJD Solutions, LLC. At the top right, it displays 'Employee Count: 14' and 'Current Time Zone: EASTERN'. The form contains several input fields: Employee ID (3), Last Name (Rowley), First Name (Brian), M.I. (empty), License Number (ROW-58-4803), License State (North Dakota), License Expiration (empty), and Status (Active). Below these fields are buttons for 'Home Address', 'Employee Notes', 'Transfer', 'Search', 'Add', 'Edit', and 'Close'. A red arrow points to the 'Add' button. Below the form is a table with the following data:

Employee ID	Last Name	First Name	Login Name	Country	City	State	License	Status
3	Rowley	Brian	browley			North Dakota	ROW-58-4803	Active
5	Maier	Clayton	cmaier			North Dakota	MAI-66-3096	Active
6	Olson	Clayton	colson			North Dakota	OLS-51-3148	Active
7	Conner	Curtis	cconner			North Dakota	CON-52-4649	Active
8	Whitley	James	jwhitley			North Dakota	WHI-63-3830	Active
9	Susner	James	jsusner			North Dakota	SWE-51-7052	Active

At the bottom of the window, there are filter buttons: 'Select Filters: Active Inactive All', and navigation buttons: 'Filter', 'Import Employee List', 'Driver Activity', 'Driver Dashboard', 'Online File System', and 'Cancel'.

As with most of the Data Input Forms in this system, Employees can either be entered manually, or can be automatically imported from the ELD used by the Motor Carrier. Each method will be described in detail in the sections below.

Manual Employee Data Entry

To use the manual entry system, simply click the ADD Button on the Employee Maintenance Form. See the image above.

Enter required information – make sure to click the SAVE Button when you are finished to save your work. See Below

This screenshot shows the 'Employee Maintenance' form with the 'Employee ID' field set to 48. The 'Status' dropdown is set to 'Active'. A red arrow points to the 'Save' button, which is located to the right of the 'Add' and 'Edit' buttons.

Setup continued

Employee Setup --> Manual Setup Continued

Note

Employee ID is an Auto Number and is filled in automatically. This field is not able to be changed and is for internal purposes only.

Home Address is also not able to be used. This feature is for the Employee Compliance Module and will be active once that module has been put into place.

Employee Notes

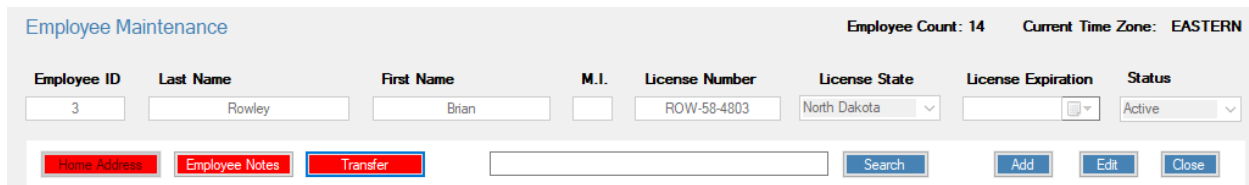
This field is meant to be used to hold any information relevant to the Employee that there isn't already a field for on the Employee Maintenance Form.

Employee Transfer

In the Transportation Industry, employee turnover is very common. Employees (especially Drivers) can move frequently between Motor Carriers.

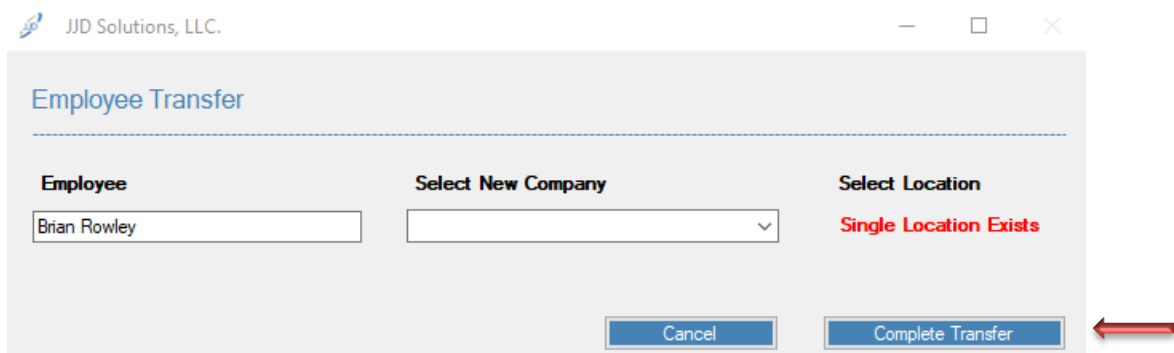
For this reason, the Employee Transfer feature has been put into place. This allows an employee to move – or Transfer – between Motor Carriers, easily using the Transfer Feature.

To use this feature, select the employee that is moving, and click the Transfer Button as shown below.



The screenshot shows the 'Employee Maintenance' form. At the top right, it displays 'Employee Count: 14' and 'Current Time Zone: EASTERN'. The form contains several input fields: Employee ID (3), Last Name (Rowley), First Name (Brian), M.I. (empty), License Number (ROW-58-4803), License State (North Dakota), License Expiration (empty), and Status (Active). Below these fields is a toolbar with buttons for 'Home Address', 'Employee Notes', 'Transfer', 'Search', 'Add', 'Edit', and 'Close'. The 'Transfer' button is highlighted with a red border.

Next, the Employee Transfer form is shown.

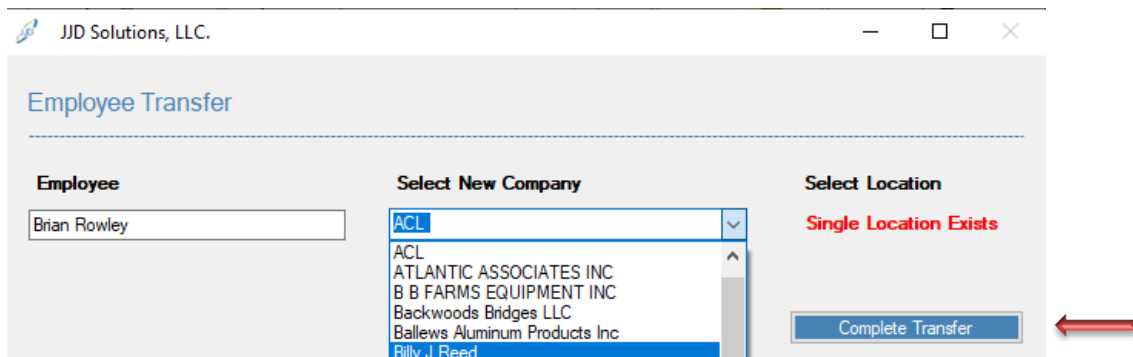


The screenshot shows the 'Employee Transfer' form. It has a title bar with 'JJD Solutions, LLC.' and window control buttons. The form contains three main sections: 'Employee' with a text box containing 'Brian Rowley', 'Select New Company' with a dropdown menu, and 'Select Location' with a dropdown menu. Below the 'Select Location' dropdown, there is a red error message: 'Single Location Exists'. At the bottom of the form, there are two buttons: 'Cancel' and 'Complete Transfer'. A red arrow points to the 'Complete Transfer' button.

Setup continued

Employee Setup --> Manual Setup --> Employee Transfer continued

Find and select the company that the Employee is transferring to from the dropdown list (Select New Company Dropdown) and finally click the “Complete Transfer” button.



The screenshot shows a web application window titled "JJD Solutions, LLC." with a sub-header "Employee Transfer". The form contains three main sections: "Employee" with a text input field containing "Brian Rowley"; "Select New Company" with a dropdown menu showing a list of companies including "ACL", "ATLANTIC ASSOCIATES INC", "B B FARMS EQUIPMENT INC", "Backwoods Bridges LLC", "Ballews Aluminum Products Inc", and "Billy J Reed", with "ACL" selected; and "Select Location" with a red message "Single Location Exists" and a "Complete Transfer" button. A red arrow points to the "Complete Transfer" button.

When finished, all information is transferred to the new company that has been selected.

The Employee is also set to Inactive Status and will now be shown as an active employee of the newly selected company.

Import Employee List

Along with being able to manually add Employee's using the Employee Maintenance Form, there is also a feature that allows the Motor Carrier to Automatically Import the Employee Records from the ELD.

To use this feature, click the Import Employee List Button at the bottom of the Employee Maintenance Form as shown below:



The screenshot shows a filter bar with the text "Select Filters:" followed by three radio button options: "Active", "Inactive", and "All". To the right of these options are two buttons: "Filter" and "Import Employee List". A red arrow points to the "Import Employee List" button.

IMPORTANT

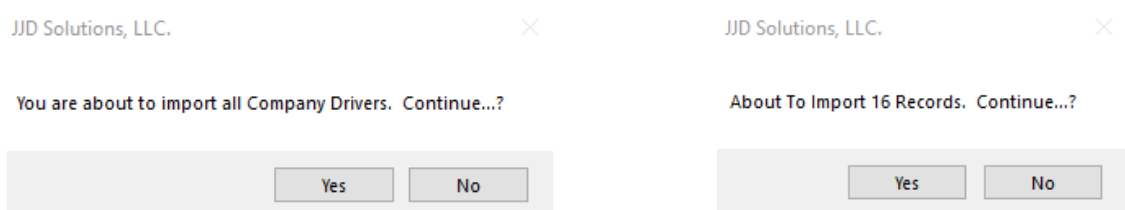
When importing the Employee List – the system automatically creates the following:

- New Employee entry

Setup continued

Employee Setup --> Import Employee List continued

Accept the next two (2) pop up dialog boxes to be shown:



The last dialog box shows how many employee records will be imported.

IMPORTANT

This feature will not overwrite any duplicate employee records that may exist in the system. However, if an existing employee record is found not to have an API Key, and the record being imported does, the API Key for that employee will be updated.



You will be shown a window displaying the number of records and the current record being processed. The window will automatically close when the process has been finished.

Once finished, the new records will be shown in the Data Grid.

6	Olson	Clayton	colson			N
7	Conner	Curtis	cconner			N
8	Whitley	James	jwhitley			N
9	Sweeney	James	jsweeney			N

Select Filters: **Active** Inactive All

Setup continued

Employee Setup --> Driver Activity continued

Select the Duty Status you wish to report on and click the EXECUTE Button. Results – if any – will be displayed in the Data Grid as shown below.

Daily Driver Activity

Driver Name: Curtis Conner | Duty Status: All | Activity Date: 1/23/2021

Reset | Execute

ELD Number: 354762081108331 | App Version: 183

Tractor No.: 125 | Tractor VIN: -1FUJGLGD53GLGV035 | Trailer No.: 201 | Duty Status: MOV | Engine Hrs: 15984 | Dist (M/Km): 527088

Driver Location: Alexandria Minnesota | Daily Totals: 12 | 303

View In Browser | Daily Route | Driver Location

Time Stamp	Engine Hrs.	Odometer	City	State	Duty Status
2021-01-22 19:20:05	15984	527088	Alexandria	Minnesota	MOV
2021-01-22 20:20:08	15985	527155	Rothsay	Minnesota	MOV
2021-01-22 20:23:43	15985	527157	Rothsay	Minnesota	OFF
2021-01-22 20:28:44	15985	527157	Rothsay	Minnesota	IGNOFF
2021-01-22 21:55:56	15985	527157	Rothsay	Minnesota	IGN_ON
2021-01-22 23:56:10	15987	527157	Rothsay	Minnesota	IGNOFF

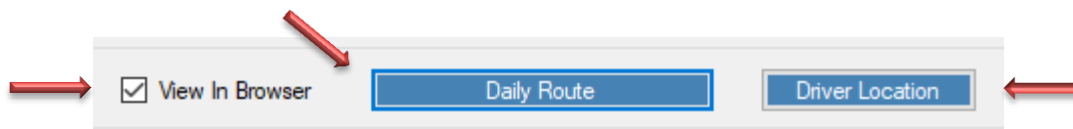
Double Click Grid To Expand

Print Activity Report | Close

Once the results have been displayed in the data grid, there are several other options that will be available.

You can get a visual of the Daily Route the Driver was on that day as well as the driver's current location on a map by clicking the Daily Route or Driver Location Buttons.

If the map does not display correctly for any reason you can also View the map in your Browser by checking the "View in Browser" check box before clicking the Daily Route Button.

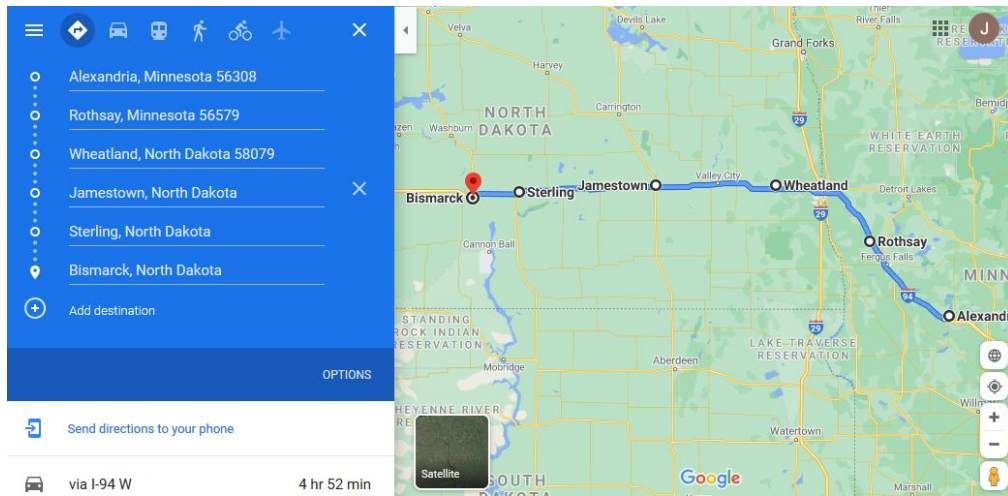


Setup continued

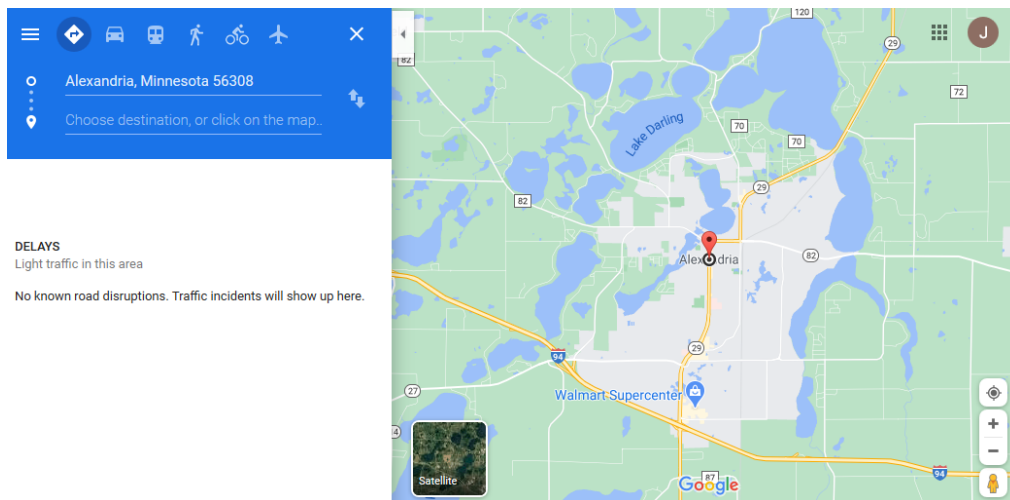
Employee Setup --> Driver Activity continued

The resulting Map Displays are shown:

Daily Route Map



Driver Location Map Plot



Setup continued

Employee Setup --> Driver Activity continued

You are also able to get a printout of the Daily Activity Report by clicking the Print Activity Report Button at the bottom of the form.

View In Browser
 [Daily Route](#)
[Driver Location](#)

	Time Stamp ▲	Engine Hrs.	Odometer	City	State	Duty Status
▶	2021-01-22 19:20:05	15984	527088	Alexandria	Minnesota	MOV
	2021-01-22 20:20:08	15985	527155	Rothsay	Minnesota	MOV
	2021-01-22 20:23:43	15985	527157	Rothsay	Minnesota	OFF
	2021-01-22 20:28:44	15985	527157	Rothsay	Minnesota	IGNOFF
	2021-01-22 21:55:56	15985	527157	Rothsay	Minnesota	IGN_ON
	2021-01-22 23:56:10	15987	527157	Rothsay	Minnesota	IGNOFF

Double Click Grid To Expand

[Print Activity Report](#)
[Close](#)

Daily Activity Report

JJD Solutions, LLC.		Driver Daily Activity Report				Driver Name	
State of Origin: Nd		1/23/2021				Curtis Conner	
Vehicle VIN: -1FUJGLD53GLGV035						ELD Version: 1	

Time Stamp	Duty Status	City	State	Latitude	Longitude	Odometer	Eng Hours
2021-01-23 12:17:22	Engine Off	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 12:16:23	Off Duty	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 12:10:00	On Duty	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 11:39:36	Moving	Sterling	North Dakota	46.85	-100.24	527363	15995
2021-01-23 10:39:35	Driving	Jamestown	North Dakota	46.89	-98.85	527296	15994
2021-01-23 10:36:49	Engine On	Jamestown	North Dakota	46.89	-98.81	527294	15994
2021-01-23 10:15:22	Engine Off	Jamestown	North Dakota	46.89	-98.81	527294	15994
2021-01-23 10:15:01	Off Duty	Jamestown	North Dakota	46.89	-98.8	527294	15994
2021-01-23 10:10:19	Moving	Jamestown	North Dakota	46.89	-98.7	527290	15994
2021-01-23 09:10:17	Moving	Wheatland	North Dakota	46.88	-97.32	527223	15993
2021-01-23 08:10:14	Driving	Rothsay	Minnesota	46.48	-96.28	527157	15992
2021-01-23 08:10:05		Rothsay	Minnesota	46.48	-96.28	527157	15992

Report Totals ----->	Total Miles: 303	Total Hours: 12	Page 1 Of 3
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Setup continued

Employee Setup --> Driver Dashboard

The Driver Dashboard Utility provides a way to view a snapshot of the current state of the Selected Fleet Driver.

The report is available by clicking on the Driver Dashboard Button at the bottom of the Employee Maintenance Form as shown below:

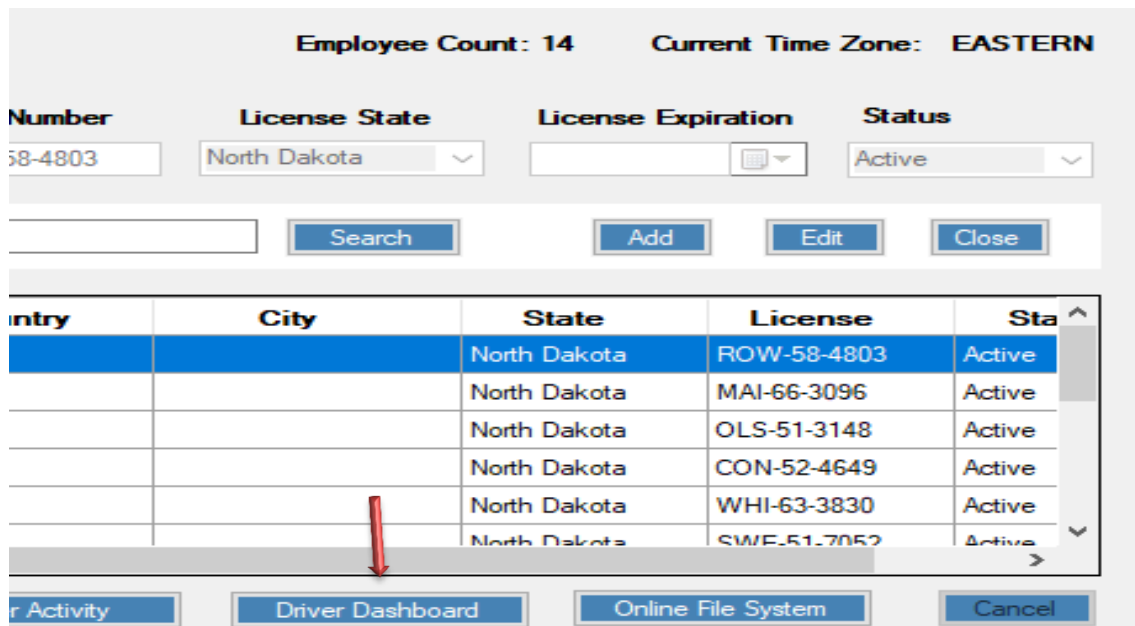
Employee Count: 14 Current Time Zone: EASTERN

Number: 58-4803 License State: North Dakota License Expiration: Status: Active

Search Add Edit Close

Entry	City	State	License	Sta
		North Dakota	ROW-58-4803	Active
		North Dakota	MAI-66-3096	Active
		North Dakota	OLS-51-3148	Active
		North Dakota	CON-52-4649	Active
		North Dakota	WHI-63-3830	Active
		North Dakota	SWE-51-7052	Active

Driver Activity Driver Dashboard Online File System Cancel



Using this feature, a snapshot of the amount of time the selected driver has spent in each of the available duty statuses, the current state (Duty Status) of the driver as well as the drivers current location which can also be viewed on a map.

Setup continued

Employee Setup --> Driver Dashboard continued

The Driver Dashboard as displayed for the currently selected driver:

The Driver Dashboard displays the following information for driver Brian Rowley:

Driver Name	Ruleset (Hours/Days)	Driving	On Duty	Weekly	Next Break	Current Status
Brian Rowley	USA 70/8	10:16/00:43	11:59/02:00	10:39/59:20	N/A	OFF

At the bottom, it shows the last location: Bismarck, North Dakota, Saturday, October 17, 2020. There are buttons for "View Driver Location In Browser", "Driver Location", and "Close".

Clicking on either Location button at the bottom of the Driver Dashboard will display the Driver Location in the users default Internet Web Browser:

The screenshot shows a web browser interface. On the left, there is a search bar with "Bismarck, North Dakota" entered. Below the search bar is a photo of a large dinosaur skeleton in a museum. To the right of the photo is a map of Bismarck, North Dakota, showing various landmarks like Gateway to Science, Camp Hancock State Historic Site, Dakota Zoo, Walmart Supercenter, and Bismarck Airport. The map includes a search bar, a satellite view button, and a scale bar. The text "Bismarck, North Dakota" is displayed below the photo, along with weather information: "Snow showers · 10°F" and "11:54 AM".

Setup continued

Assets Setup

Before entering your Vehicles into the system, make sure your company profile and all locations have been set up correctly. For more detailed information on entering your company profile and locations, see the corresponding help sections of this manual.

You can access the Assets Button by clicking the System Maintenance Menu Item on the Left Side Menu.

You can also use the menu at the top of the screen under Setup, Business and Assets.



You will use the Asset Management Form to manage all of your Assets. Assets can be any type of Vehicle or Trailer.

As with many other forms contained in Total DOT, there are two (2) ways Assets can be put into the system.

There is both a Manual input method of entering Assets into the Asset Maintenance Form as well as a more automated "Import" method which will import all of the assets in the ELD you are using into the Asset Maintenance Form.

Each will be described on the next few pages of this manual.

Setup continued

Assets Setup continued

Manual Asset Data Input

Once the Vehicle Maintenance Form has been displayed, you can start manually entering your assets by clicking the Add Button. See Below:

The screenshot shows the 'Vehicle Maintenance' form in the JJD Solutions, LLC application. The form is titled 'Vehicle Maintenance' and includes a 'Vehicle Count: 0' and 'Current Time Zone: EASTERN' indicator. The form is divided into several sections: 'Vehicle ID' (with a value of 2), 'Year' (2021), 'Make', 'Model', 'Color', 'Type', and 'Status' (Active). Below these are three main sections: 'Terminal' (Home Terminal: Main Address), 'ID Numbers' (VIN Number, Plate Number, Reg State), and 'Required Fuel' (Fuel Type). At the bottom of the form, there is a 'Copy Vehicle' button, a search input field, and buttons for 'Add', 'Edit', and 'Close'. A red arrow points to the 'Add' button. Below the form is a filter section with 'Active', 'Inactive', and 'All' options, and a table with columns for 'Vehicle ID', 'Year', 'Make', 'Model', 'Color', 'Type', 'Status', and 'Vehicle'. The table is currently empty. At the bottom of the page, there are buttons for 'Import Vehicle List' and 'Online File Storage'.

NOTE

The Vehicle ID is an Auto-Fill field and can't be edited. It is for internal use only.

VIN Lookup Feature

At this point you have the option of entering all Asset Information into the fields manually, or you can simply enter the Vehicle Information Number (VIN) into the VIN Number Field and click the Check Mark next to the field to use the VIN Check feature which will find the vehicle specifications for the VIN entered and fill in the appropriate fields – saving you some time.

Although there will still be a few fields to fill in, most of the work is done for you!

Setup continued

Assets Setup --> **Manual Asset Data Input** --> **VIN Lookup Feature** continued

The screenshot shows a form with the following fields and values:

Vehicle ID	Year	Make	Model
1	2021		

Terminal	ID Numbers
Home Terminal Main Address	VIN Number 1FUJA6CG63LK48892 <input checked="" type="checkbox"/>

A red arrow points to the checkmark next to the VIN number.

Using this method is fast and accurate and provides most of the information you will need to enter into the Vehicle Maintenance Form.

The screenshot shows a form with the following fields and values:

Vehicle ID	Year	Make	Model	Color	Type	Status
1	2003	FREIGHTLINER	Columbia		TRUCK	Active

Terminal	ID Numbers	Required Fuel
Home Terminal Main Address	VIN Number 1FUJA6CG63LK48892 Plate Number Reg State	Fuel Type Special Diesel

Color, Plate Number and Registration State are not part of the information that is returned using this feature so you will have to enter that information separately.

Once you have finished using the Manual Entry or VIN Lookup Features, remember to Save your new Vehicle by clicking the SAVE Button.

Setup continued

Assets Setup --> Import Asset Feature

Along with the ability to manually enter your assets directly into the system using the Asset Maintenance Form, there is also an "Import Asset List" feature.

Using the Import feature, the Asset List contained in the ELD System can be automatically imported into the Asset Maintenance Form.

To use the Import Feature, click the Import Asset List Button on the bottom left hand side of the Asset Maintenance Form and follow the prompts.

JJD Solutions, LLC.

Asset Maintenance Vehicle Count: 0 Current Time Zone: EASTERN

Vehicle ID: Year: 1975 Make: Model: Color: Type: Status:

Terminal: Home Terminal

ID Numbers: VIN Number Plate Number Reg State

Required Fuel: Fuel Type

Select Filter: **Active** Inactive All

Vehicle ID	Year	Make	Model	Color	Type	Status	Vehicle
------------	------	------	-------	-------	------	--------	---------

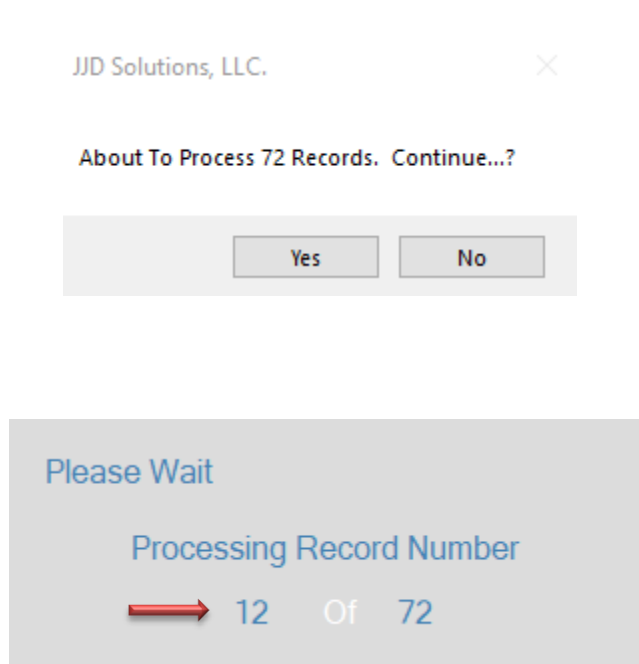
JJD Solutions, LLC.

You are about to import all Company Vehicles. Continue...?

Setup continued

Assets Setup --> Import Asset Feature continued

The Dialog Boxes will let the user know exactly how many Assets there are to be imported and will show the import progress on screen until the process is finished.



When the Import Process has finished, the newly added assets will be listed in the Asset Maintenance Data Grid as shown below.

IMPORTANT

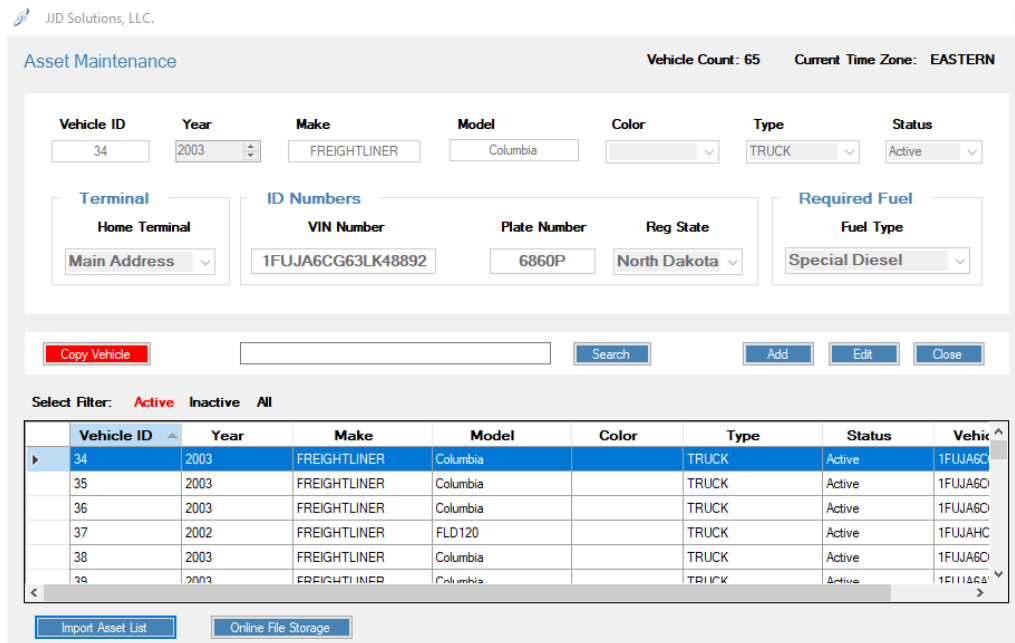
The Import Feature will NOT overwrite any Assets already in the system and is based on VIN Number.

The system will also look for duplicates in the system before adding any Asset into the data tables.

Setup continued

Assets Setup --> Import Asset Feature continued

The following example shows the Asset Maintenance Form after the Import Feature has finished importing a list of Assets.



Asset Maintenance Vehicle Count: 65 Current Time Zone: EASTERN

Vehicle ID: 34 Year: 2003 Make: FREIGHTLINER Model: Columbia Color: TRUCK Type: TRUCK Status: Active

Terminal: Home Terminal: Main Address ID Numbers: VIN Number: 1FUJA6CG63LK48892 Plate Number: 6860P Reg State: North Dakota Required Fuel: Fuel Type: Special Diesel

Copy Vehicle Search Add Edit Close

Select Filter: Active Inactive All

Vehicle ID	Year	Make	Model	Color	Type	Status	Vehicle ID
34	2003	FREIGHTLINER	Columbia		TRUCK	Active	1FUJA6C
35	2003	FREIGHTLINER	Columbia		TRUCK	Active	1FUJA6C
36	2003	FREIGHTLINER	Columbia		TRUCK	Active	1FUJA6C
37	2002	FREIGHTLINER	FLD120		TRUCK	Active	1FUJAHC
38	2003	FREIGHTLINER	Columbia		TRUCK	Active	1FUJA6C
39	2003	FREIGHTLINER	Columbia		TRUCK	Active	1FUJA6C

Import Asset List Online File Storage

System Users

For people who will need access to the DOT Compliance Applications, a System User Account will need to be created.

The System Users Module is used to define the access and permissions a user will have when logging into the system.

IMPORTANT

It is important to note that company locations must be entered prior to creating System Users as each user will be assigned to a specific location. See the Location Help Video for more information on entering locations into the system.

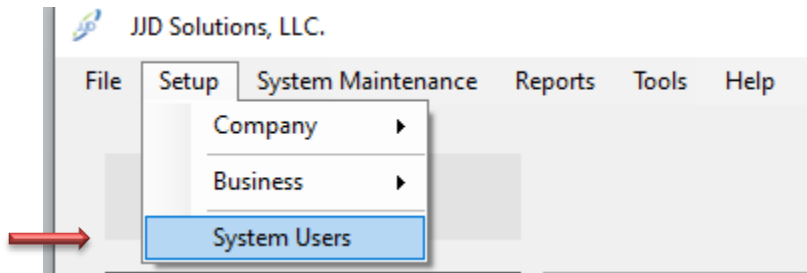
Setup continued

System Users continued

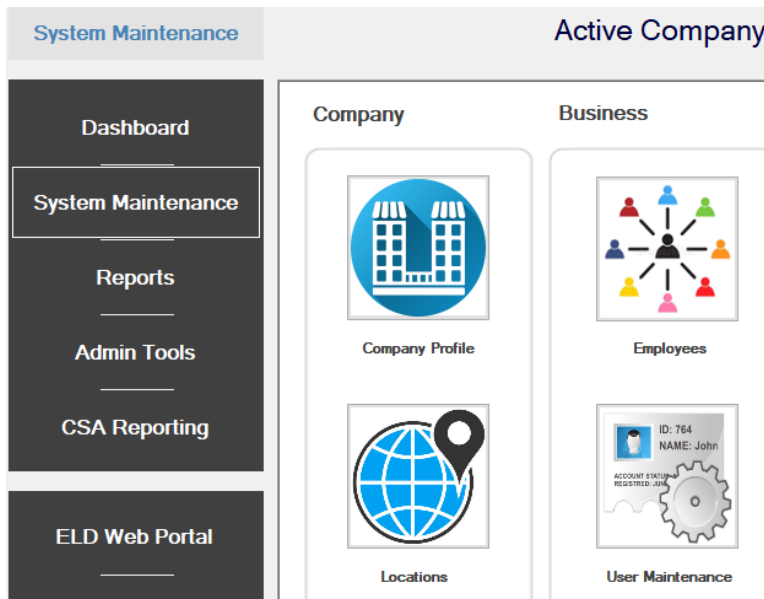
For Resellers Only:

Unless Users are being created for the Reseller, make sure to Clone a Motor Carrier prior to using this feature.

To access this feature, you can select the following from the top level main menu:



The same feature can be accessed by Motor Carrier Users by clicking the User Maintenance Button that is available on the System Maintenance Page.



Setup continued

System Users continued

Once the System Users Feature has been selected, the following User Maintenance Form will be shown.

User Maintenance Form

JD Solutions, LLC.

User Maintenance

ID Number	Last Name	First Name	MI	Status
73	User	Admin		Active
Location	Email Address	Login ID	Password	
Main Address		Admin	Admin	

Permissions

Admin Setup Add Edit View Delete

DOT Compliance Vehicle Maintenance IFTA Tax

Drug Consortium System Alerts

Quick Roles: Admin Site Manager Mechanic Driver Data Input

Search Add Edit Save

	User ID	Login ID	Status	First Name	Last Name
▶	73	Admin	Active	Admin	User

Select Filters: Active Inactive All Cancel


To add a System User, click the Add button above the Grid.

You will notice the system automatically assigns ID Number to each system user. This field can't be overridden and is simply used by the system internally.

Setup continued

System Users continued

Quick Roles: Admin Site Manager Mechanic Driver Data Input



	User ID ▲	Login ID	Status	First Name	Last Name
▶	73	Admin	Active	Admin	User

Enter the User Last and First Name, Middle Initial if necessary and select the home location for the employee. Next enter the user's email address, assign a user login ID and assign a user password.

ID Number	Last Name	First Name	MI	Status
<input type="text" value="2"/>	<input type="text" value="User"/>	<input type="text" value="Admin"/>	<input type="text"/>	<input type="text" value="Active"/>
Location	Email Address	Login ID	Password	
<input type="text" value="Main Address"/>	<input type="text" value="contact@info.com"/>	<input type="text" value="Admin"/>	<input type="text" value="*****"/>	

Next add the type of permissions the user will have in the system. Setting user Admin permissions will enable all of the rest of the options and the user will have total control over the system features you will select below.

Permissions

Admin Setup Add Edit View Delete

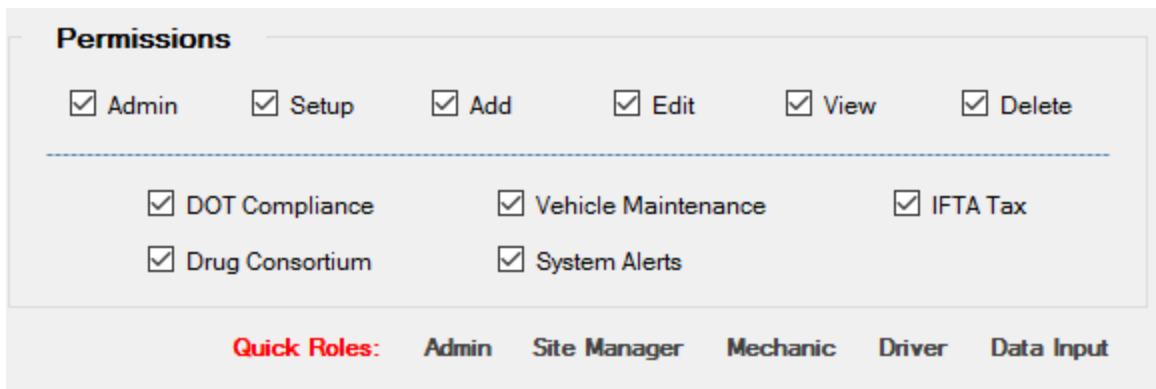
Setup continued

System Users continued

NOTE

If the new Employee User is not given Administrative Permissions, the user will be limited to only working with Employee's and Assets that are specific to their own location. This adds to the scalability of the Total DOT Applications.

Select all system services the user will be granted access for or use the Quick Roles listed below the option set for faster setup.



The screenshot shows a 'Permissions' section with a list of checkboxes for various system services. Below the list is a 'Quick Roles' section with several role names.

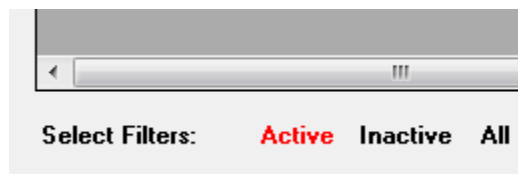
Permissions					
<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Setup	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Delete
<hr/>					
<input checked="" type="checkbox"/> DOT Compliance	<input checked="" type="checkbox"/> Vehicle Maintenance	<input checked="" type="checkbox"/> IFTA Tax			
<input checked="" type="checkbox"/> Drug Consortium	<input checked="" type="checkbox"/> System Alerts				
Quick Roles: Admin Site Manager Mechanic Driver Data Input					

When you are finished adding all information for the user, press the Save button to complete the process.

You can also edit an existing user record by clicking on the Edit button above the grid. Make the required changes and press the Save button to complete the process.

If you are deleting a user or wish to remove a user from the Active listing, edit the record, change the user status to Inactive, and save the record using the save button.

You can view inactive users using the Inactive filter below the grid.



The screenshot shows a filter selection interface with a dropdown menu and a 'Select Filters' section.

Select Filters: **Active** Inactive All

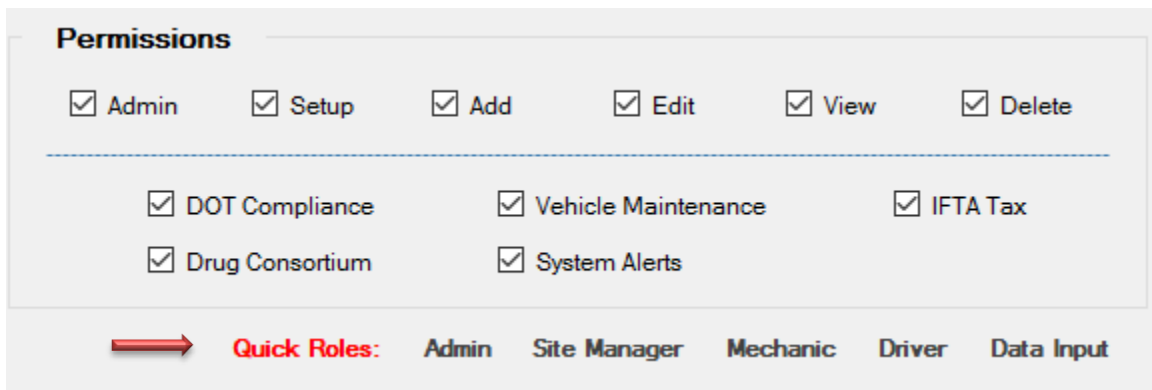
Setup continued

System Users continued

Quick Roles

When setting up User Permissions, there are also several pre-defined options available. These pre-defined options are called “Quick Roles”.

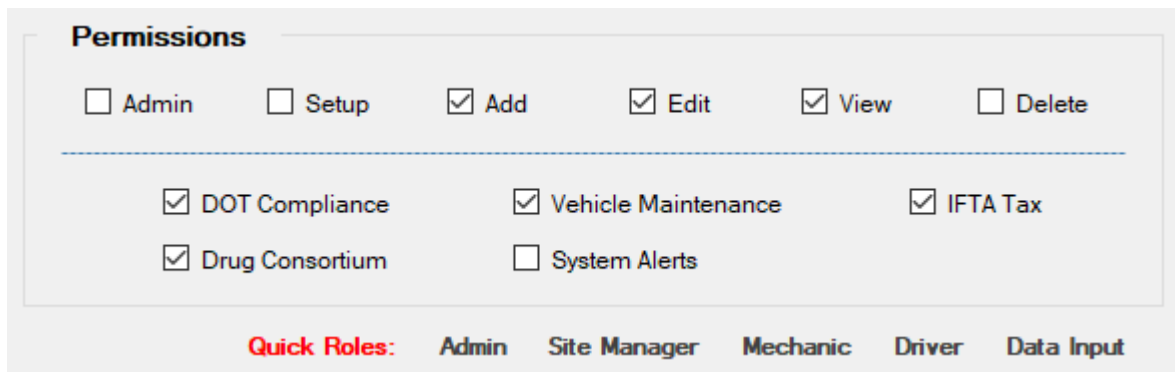
See Below:



The screenshot shows a 'Permissions' configuration window. At the top, there are six checked checkboxes: Admin, Setup, Add, Edit, View, and Delete. Below these, there are four more checked checkboxes: DOT Compliance, Vehicle Maintenance, IFTA Tax, and Drug Consortium. At the bottom, there is a 'Quick Roles' section with a red arrow pointing to the 'Data Input' role. The other roles listed are Admin, Site Manager, and Mechanic.

When setting up User Permissions, simply click on the User Role from the list of available options to automatically set the Permissions to match the selected Role.

Below you will see the Permissions that have been set when the DATA INPUT User Role has been selected.



The screenshot shows the 'Permissions' configuration window with the 'Data Input' role selected. The permissions are: Admin (unchecked), Setup (unchecked), Add (checked), Edit (checked), View (checked), and Delete (unchecked). Below these, there are three checked checkboxes: DOT Compliance, Vehicle Maintenance, and IFTA Tax. At the bottom, the 'Quick Roles' section shows 'Data Input' selected with a red arrow pointing to it. The other roles listed are Admin, Site Manager, and Mechanic.