



DRIVER GUIDE

Electronic Logging of on duty and off duty time
Electronic driver vehicle inspection report



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1 INTRODUCTION



Founded in 2011, INGTECH was born out of a vital desire to equip and empower transportation companies by giving them the tools and knowledge they need to home in on their objectives.

As opposed to the modern process that tends to promote data acquisition, our unconventional perspective dares to put data analysis and interpretation at the forefront of our approach. In doing so, we seized the opportunity to then use telematics and data solutions, not as a product, but as a means to simplify and improve fleet performance and operations to the benefit of management and ROI. From there stems our true offer - INGTECH delivers a unique platform that connects data, tools, people and processes to provide unparalleled operational intelligence.

OUR MISSION

- > Equip and empower the transportation industry.

OUR VISION

- > Pave the way for a smarter, highly optimized and eco-responsible transportation industry

ELD – SHARED RESPONSIBILITIES

DRIVER'S RESPONSIBILITIES:

- > Manage changes in activity related to hours of service (OFF, SB, D, ON).
- > Annotate an activity if necessary.
- > Provide the location of an activity if it was not automatically acquired.
- > Check or enter the following information: Vehicle number, trailer number, shipping number.
- > Assume any unauthenticated driving time that belongs to the driver in question.
- > Revise the changes suggested by the operator.
- > Submit their daily logs to a road-side inspector.
- > Certify each daily log.

OPERATOR'S RESPONSIBILITIES:

- > Create and update all information related to driver accounts.
- > Make sure the driver is using an ELD with the correct account.
- > Review the content of the daily logs and suggest changes electronically if necessary.
- > Justify all unauthenticated driving time that drivers have not assigned to themselves.
- > Keep the daily logs for a minimum period of 6 months.
- > Provide daily logs to an inspector in the event of an audit.



ELECTRONIC LOGGING OF HOURS OF SERVICE

OVERVIEW OF ELD THEORY

2.1

FREQUENTLY ASKED QUESTIONS

IS THIS DEVICE MANDATORY FOR TRAVELING IN QUEBEC?

Currently, no. Drivers of heavy duty vehicles traveling in Quebec can continue to use a paper daily logs or use technology similar to ELD.

IS IT POSSIBLE TO USE BOTH PAPER AND ELECTRONIC LOGS SIMULTANEOUSLY?

Yes, the simultaneous use of two daily log formats during a period of transition to electronics is allowed, provided that the driver is in possession of a signed letter from the operator attesting to his desire to benefit from this transition period (maximum duration of 3 weeks) and preferred format (paper or electronic). Note that in the United States, only the use of the ELD is permitted.

IS THE SAAQ IN FAVOR OF THE USE OF THESE DEVICES?

Yes, the SAAQ supports the use of ELDs, as they promote better compliance with driving and rest times for heavy duty vehicle drivers.

DOES THE CONSERVATION PERIOD FOR DAILY RECORDS CHANGE?

No, regardless of the format used in Quebec, the driver must keep his daily logs (paper or electronic) for the last 14 days (including today) at all times, compared to the last 7 days (excluding today) for the United States.



TYPES OF DATA AND INFORMATION

DATA ACQUIRED AUTOMATICALLY AND THAT CANNOT BE MODIFIED:

Vehicle speed

- > Odometer and engine hours
- > Vehicle identification number (VIN)
- > Date and time
- > The location of the vehicle. It is acquired in longitude and latitude, then converted to a distance and an orientation from the nearest “town” of 5000 inhabitants.
- > Ex : 7 km SE of Saint-Augustin-de-Desmaures (QC)
 - > As long as the location is acquired automatically, no comment or clarification is required from the driver.

INFORMATIONS PROVIDED BY THE OPERATOR:

- > Operator name
- > United States department of transportation identification number (USDOT)
- > Home station and time zone
- > The address of the main place of business
- > The start of the 24 hour period
- > The work cycle
- > Driver's license number and jurisdiction

TYPES OF DATA AND INFORMATION

INFORMATION THAT THE DRIVER MUST CHECK AND / OR MODIFY:

- > The vehicle number
- > The trailer number (the field may be empty)
- > The shipping number (the field may be empty)

TYPES OF ACTIVITY

- > Each activity leaves a trace at the level of the daily log.
- > Two types of activities:
 - > Manually triggered by the driver
 - > Automatically recorded by the ELD



TYPES OF ACTIVITY

MANUALLY TRIGGERED ACTIVITIES BY THE DRIVER:

- > HOS activity change (OFF, SB, D, ON)
- > Driver authentication
- > Certification of daily logs
- > Special activities
 - > Use of the vehicle for personal purposes
 - > Moving around the yard

ACTIVITIES RECORDED AUTOMATICALLY BY THE ELD:

- > Driving activities
- > Stopping and starting the engine
- > Intermediate recording every hour while driving
- > Device diagnostics and malfunction

WHAT MAKES CHEATING DIFFICULT IS THAT EACH ACTIVITY IS ASSOCIATED WITH (IF POSSIBLE):

- > Odometer
- > Engine hour
- > Location



ACCOUNTING AND TRANSFER OF DAILY RECORDS

- > The sum of each HDS activity (OFF, SB, D, ON) is calculated automatically.
- > The working hours related to the workstation, the 24-hour period and the current cycle are automatically counted.
- > The distance traveled per 24 hour period is continuously updated.
- > The odometer at the start and end of the 24 hour period is automatically acquired.
- > Daily logs are transferred to the operator in real time.

MANDATORY DOCUMENTS

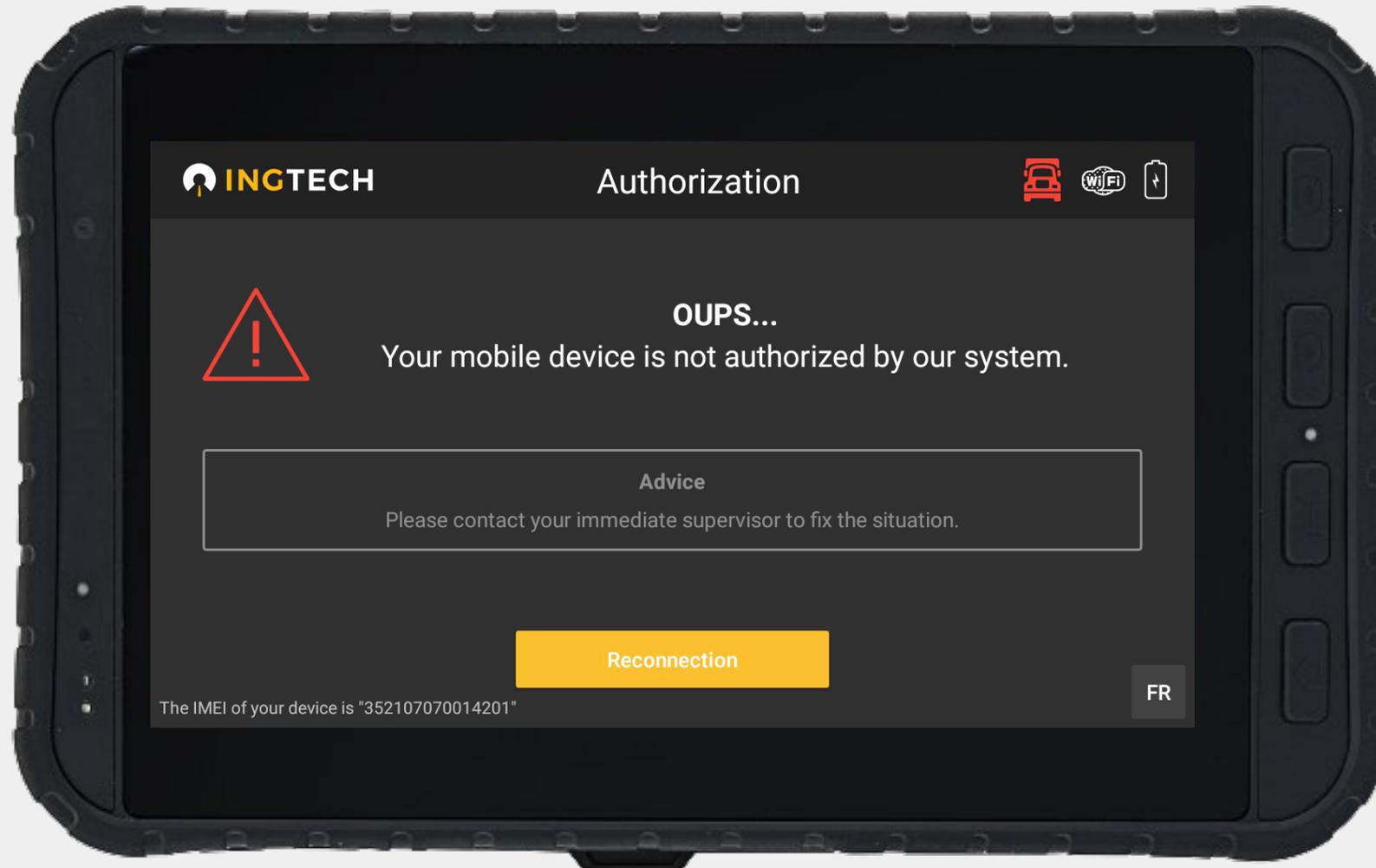
THE DRIVER MUST HAVE THE FOLLOWING 4 DOCUMENTS IN HIS POSSESSION:

- > The DCE instruction manual (paper or electronic).
- > A memory aid describing the procedure for transferring daily logs to a traffic controller (paper or electronic).
- > A memory aid describing the actions to be taken in the event of a defect (paper or electronic).
- > A blank paper log.



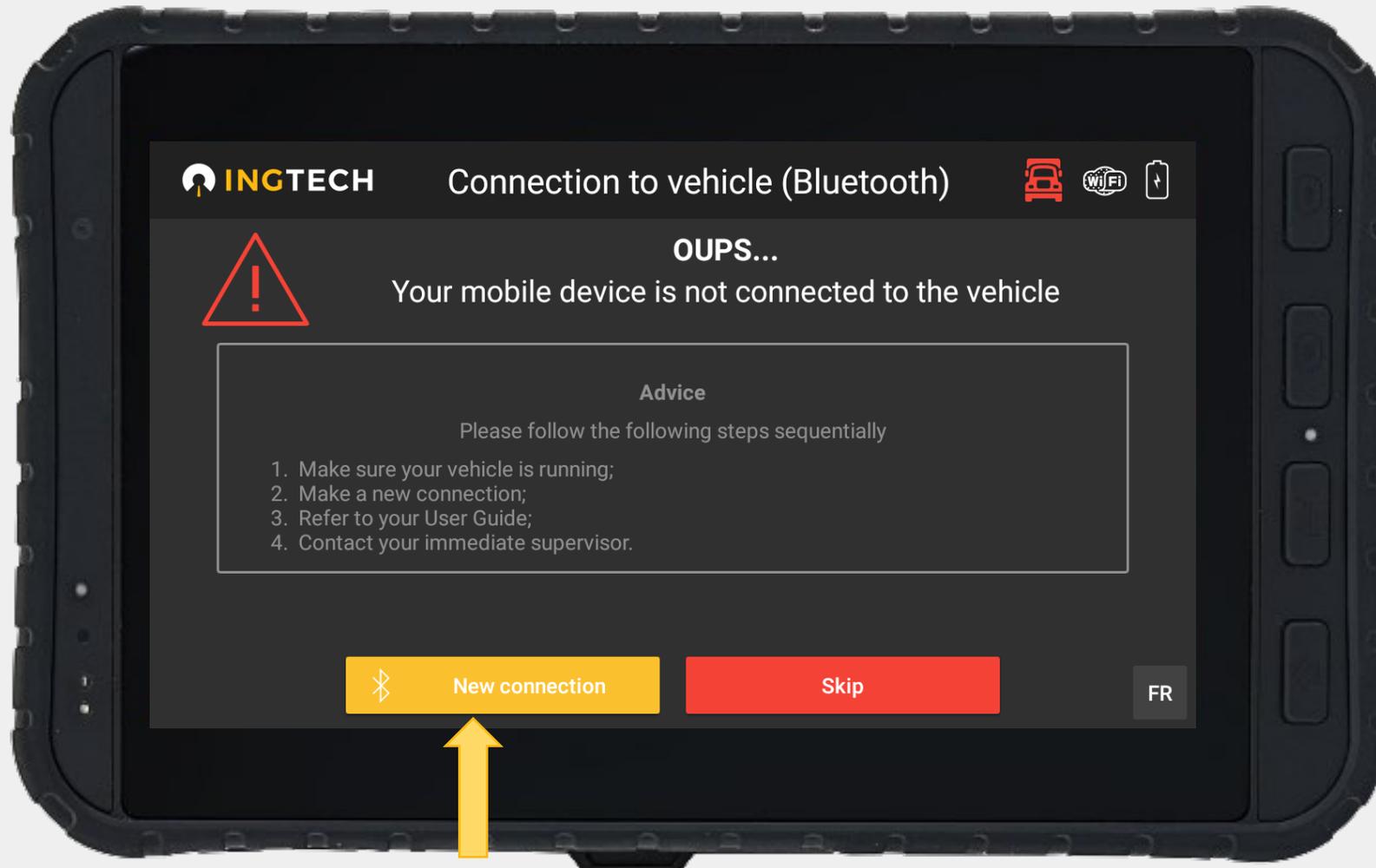
CONNEXION AND AUTHENTICATION

AUTHORIZATION



- > To use the DrivING application from INGtech, your device must be authorized.
- > If you see a message like this, you should contact your immediate supervisor in order to remedy the situation.
- > You will need to provide your device's IMEI.
- > Once the device has been authorized, press the **"Reconnect"** button

CONNECTING TO A VEHICLE



- > To connect to the INGtech DrivING application, your device must be connected to a vehicle.
- > If you see a message like this, you are not logged into a vehicle.
- > Press "**New connection**" to connect your device to a vehicle.

CONNECTING TO A VEHICLE



It is possible to skip the connection to the vehicle and use the device in "Offline" mode by pressing the "Skip" button.



If the device is in "Offline", it will no longer be considered an ELD.

CONNECTING TO A VEHICLE

- > To refresh the list of available vehicles, slide your finger from top to bottom in the area indicated or press the "Search" button

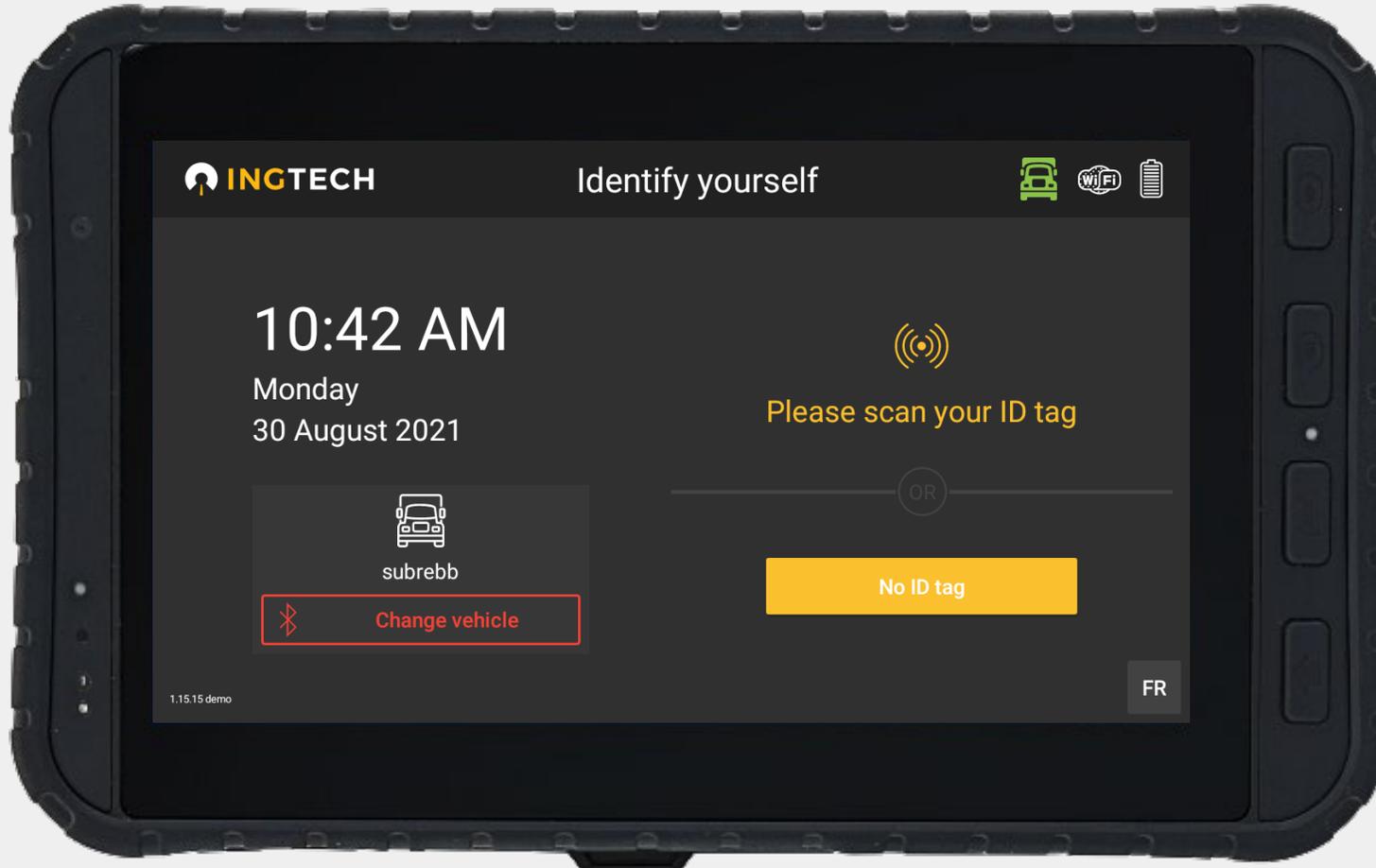


CONNECTING TO A VEHICLE

- > After updating, a vehicle list will appear.
- > Tap on your vehicle to select it.



IDENTIFICATION

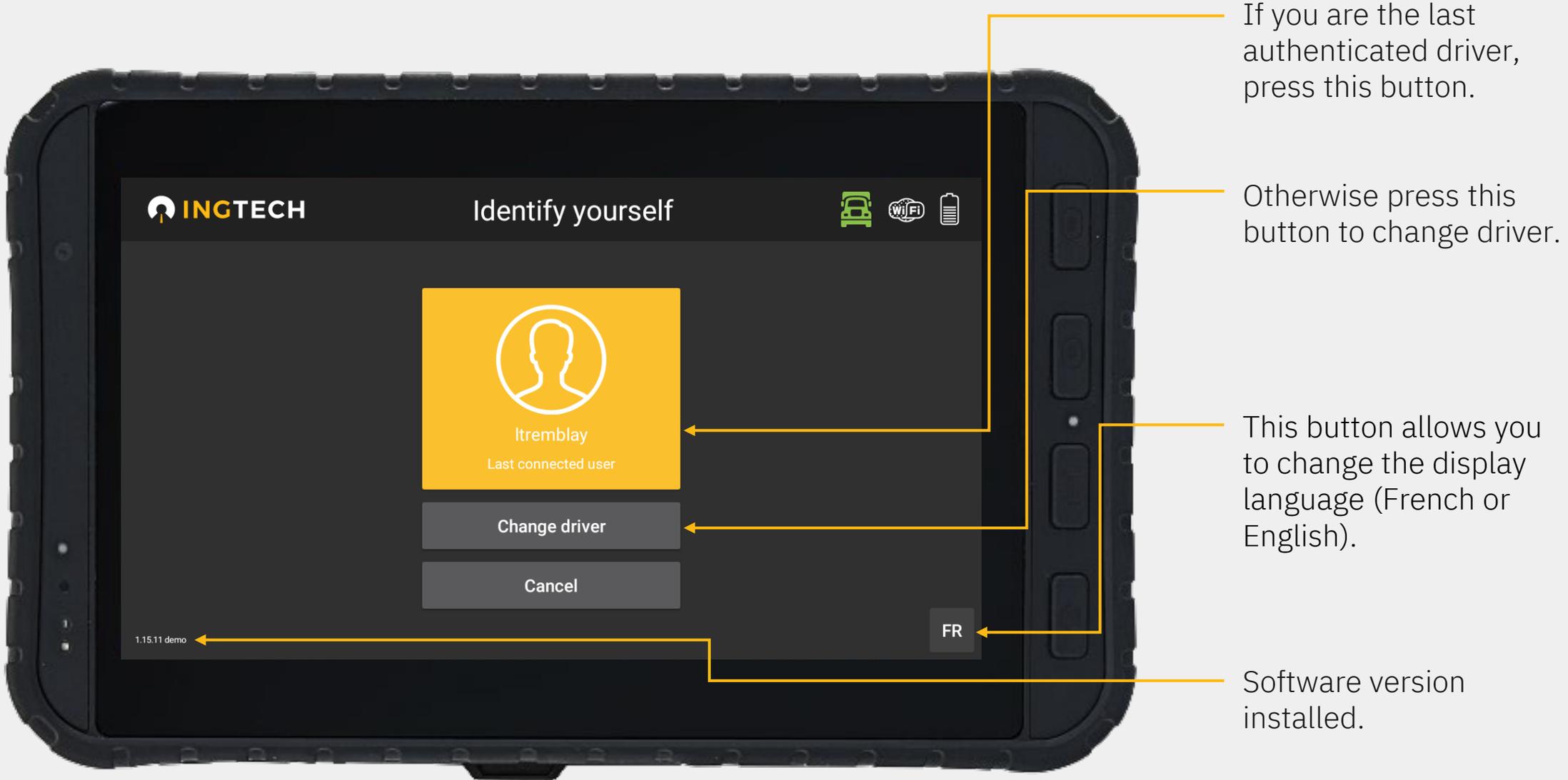


- > Once the device is connected to a vehicle, you will be required to identify yourself.
- > If your company uses RFID chips for identification, you can scan your chip on the reader provided for this purpose.
- > Otherwise, please press the **"Without tag"** button to identify yourself.

Don't forget to confirm that you are connected to the right vehicle

If you are not connected to the correct vehicle, press **"Change vehicle"** and repeat the connection steps.

IDENTIFICATION



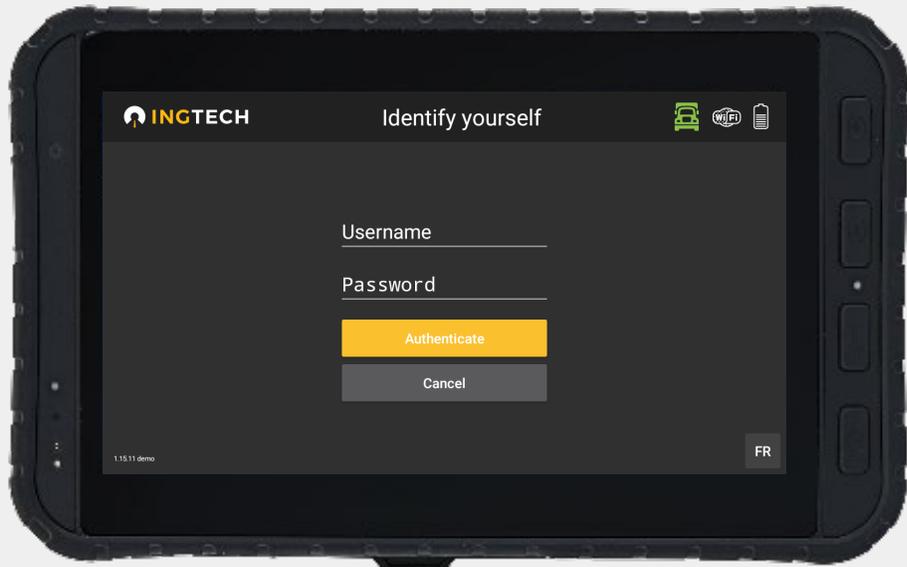
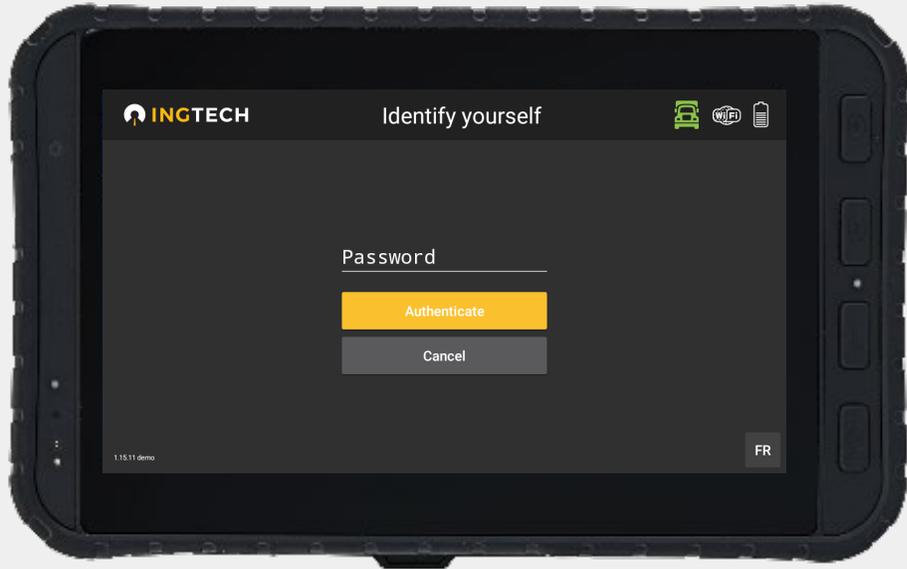
If you are the last authenticated driver, press this button.

Otherwise press this button to change driver.

This button allows you to change the display language (French or English).

Software version installed.

IDENTIFICATION



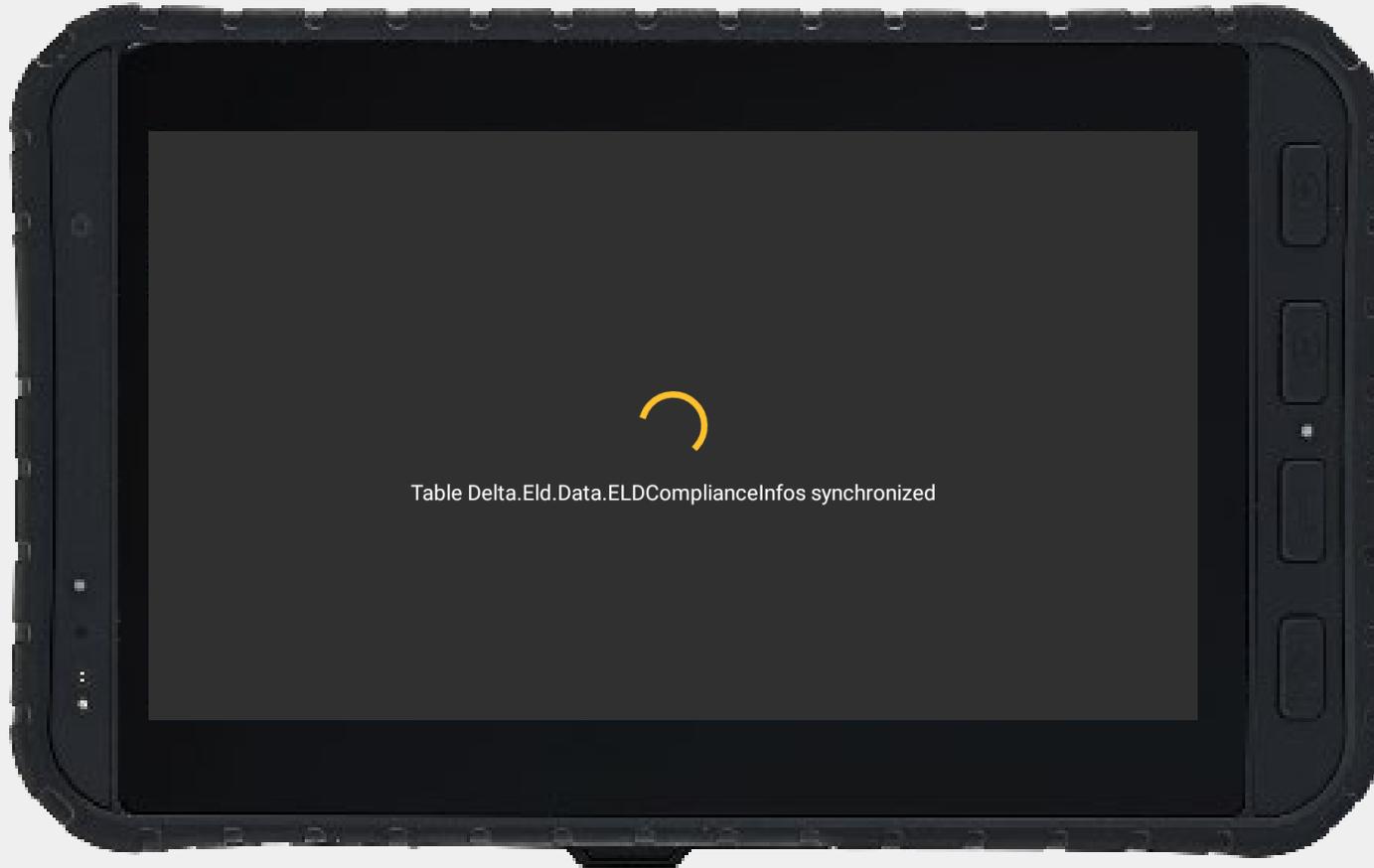
LAST AUTHENTICATED DRIVER

- > Enter your password in the **"Password"** field and press the **"Authenticate"** button.
- > If you previously clicked on the **"Previous Driver"** button and it is not you, click the **"Cancel"** button to return to the previous page.

CHANGE DRIVER

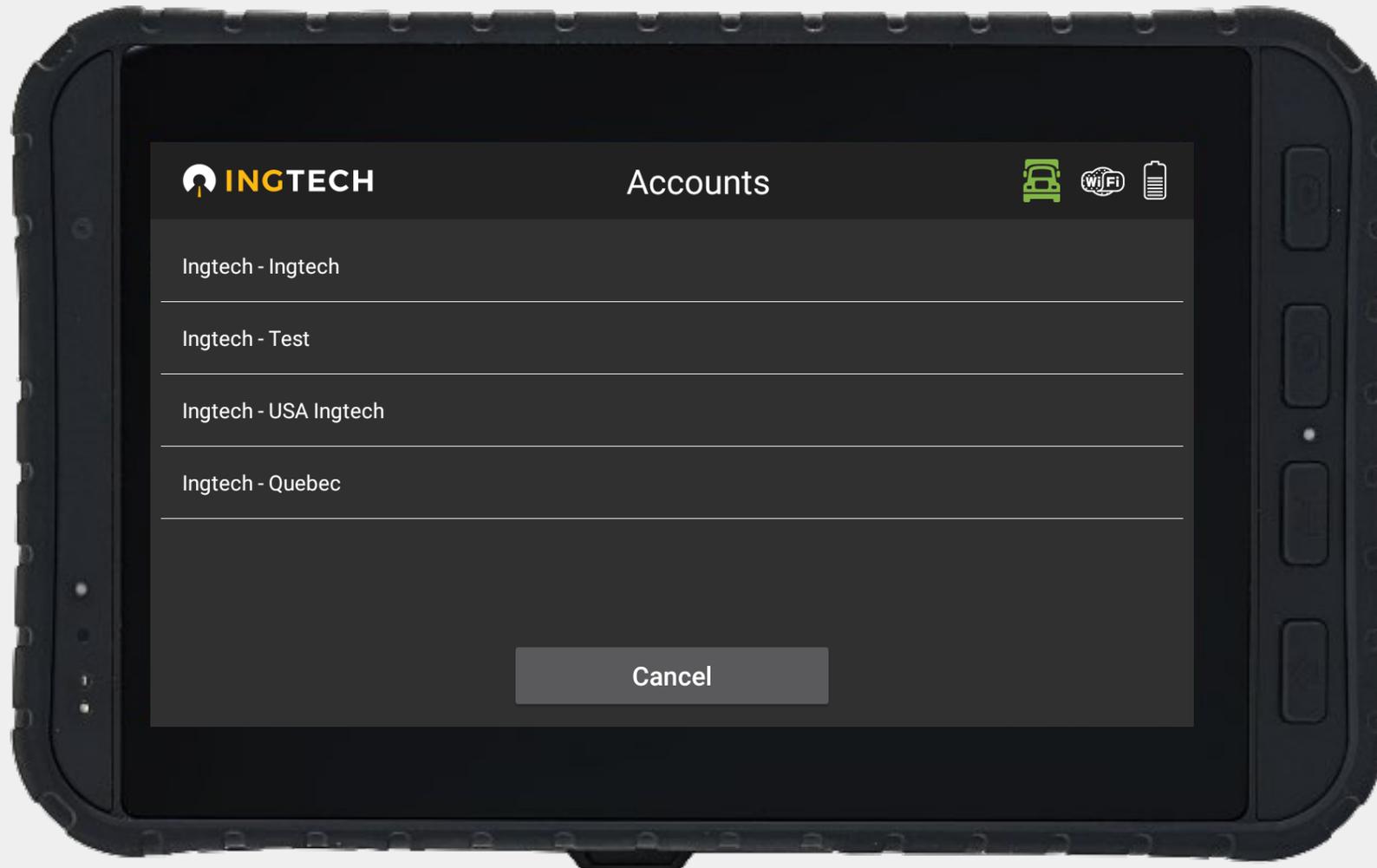
- > Enter your username in the **"Username"** field and your password in the **"Password"** field, then press the **"Authenticate"** button.
- > To return to the previous page, press the **"Cancel"** button.

SYNCHRONIZATION



- > Following authentication, there will be a synchronization of your information with the servers.
- > If you change vehicle, your daily logs will be automatically downloaded to the new device.
- > **NOTE:** Synchronization will fail if there is no cellular network or connection to a WiFi network.

ACCOUNTS



- > If you work for several operators using the INGtech solution, you will have to select the operator for which you want to drive.
- > Click on the operator's name to make your choice.



VERIFICATION OF IDENTIFICATION INFORMATION

Check all fields. They are all required in order to continue.

The screenshot shows a rugged tablet displaying an 'Identification' form. The form is titled 'Confirm information' and includes the following fields:

- EXEMPTED
- Carrier name: Ingtech
- Principal Place Of Business: 3310 100e avenue, suite 310, Laval (Québec), H7T 0J7
- Home Terminal: 3310 100e avenue, suite 310, Laval (Québec), H7T 0J7
- Vehicle number: Tacoma_REB
- Carrier DOT number: [Blank]
- Time zone: America/Montreal
- VIN: 5TFDZ5BN2KX043181

Yellow arrows point from external labels to these fields:

- Carrier name
- The carrier's DOT number
- Time zone
- VIN
- Principal Place Of Business
- Home terminal
- Unit number

At the bottom of the form are 'Cancel' and 'Confirm' buttons.

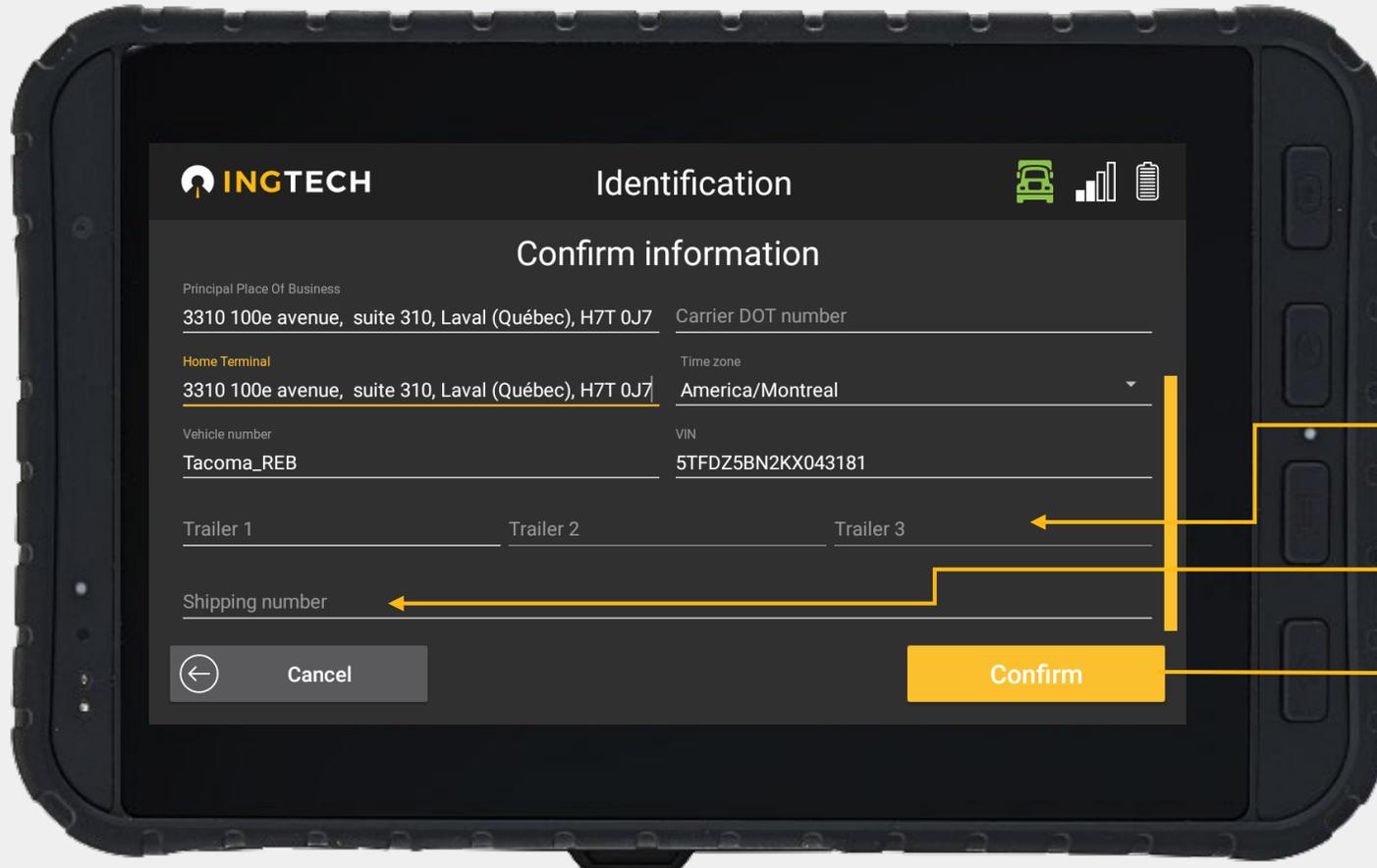


VERIFICATION OF IDENTIFICATION INFORMATION

Check all fields. They are all required in order to continue.

Scroll down the page by sliding your finger

The "**Confirm**" button is only available when all the necessary fields are filled in and when you have viewed the page all the way to the bottom.



Trailer

Shipping Number

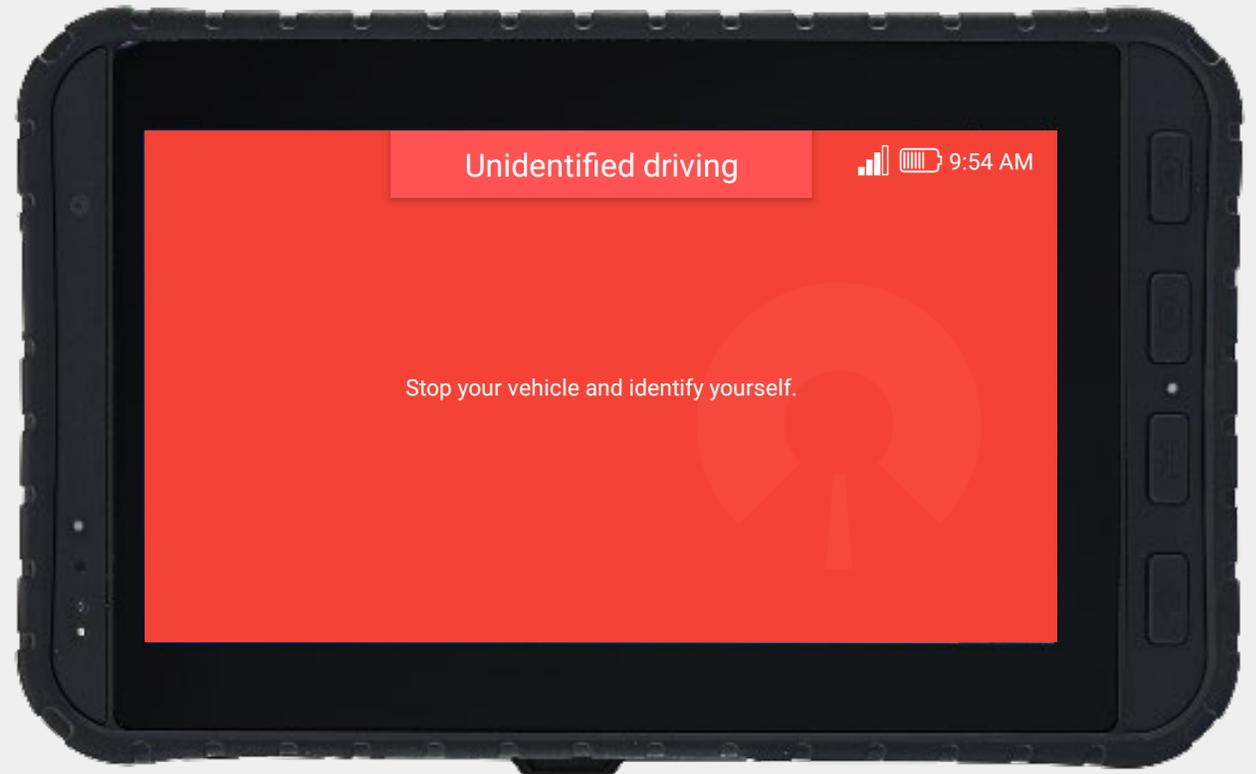
Press on «**Confirm**» to confirm information or on «**Cancel**» to cancel identification

UNIDENTIFIED DRIVING

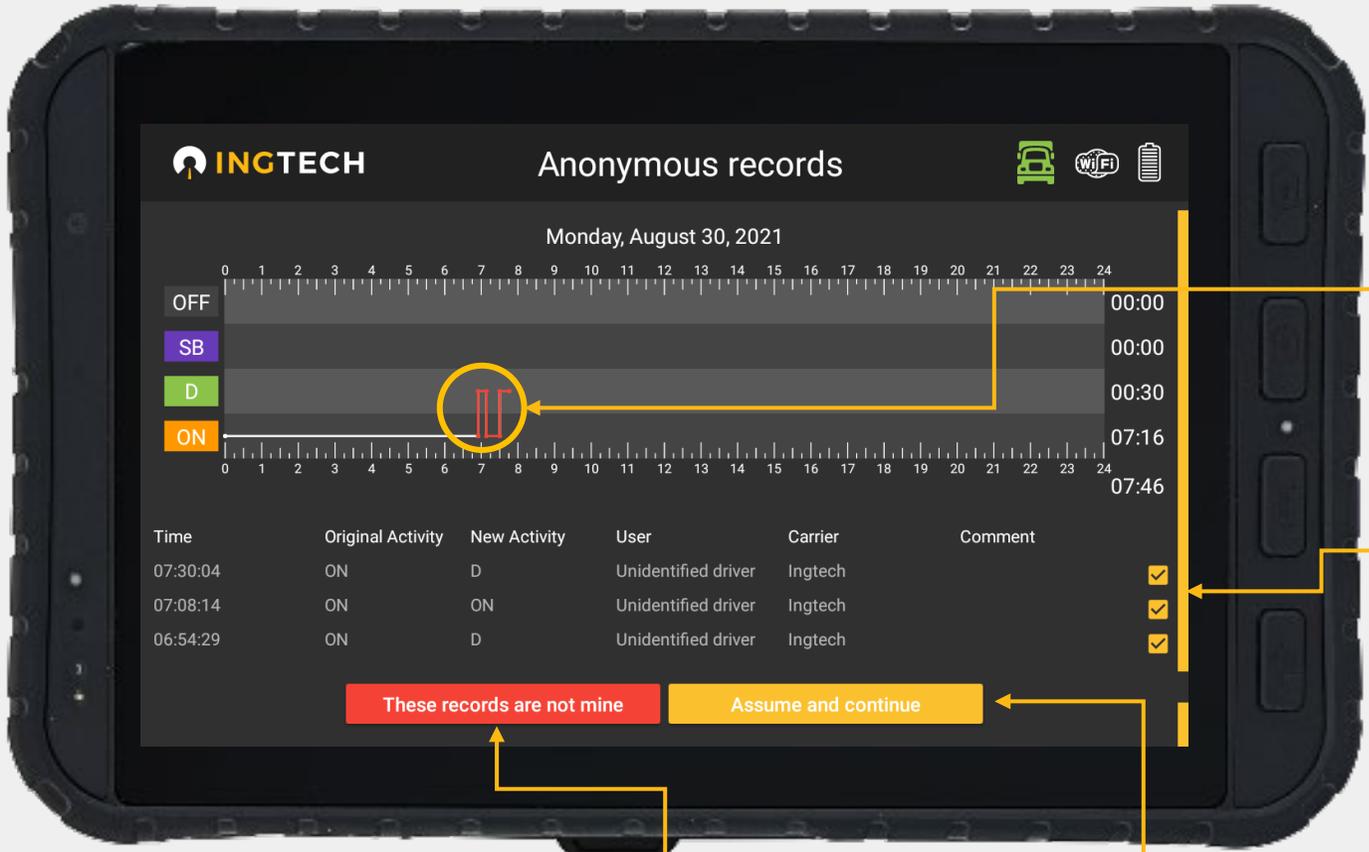
- > **Unidentified driving is recorded if:**
 - > No driver is authenticated
 - > The vehicle is moving (> 8 km / h)

- > It will be characterized by **2 warnings**
 - > **Visual:** The screen turns red
 - > **Audible:** Continuous alarm

- > **To resolve the situation:**
 - > Stop the vehicle
 - > Authenticate yourself
 - > Allocate this unidentified driving time to yourself during the authentication process.



UNIDENTIFIED DRIVING PERIODS



Your current activities are shown in **WHITE**.

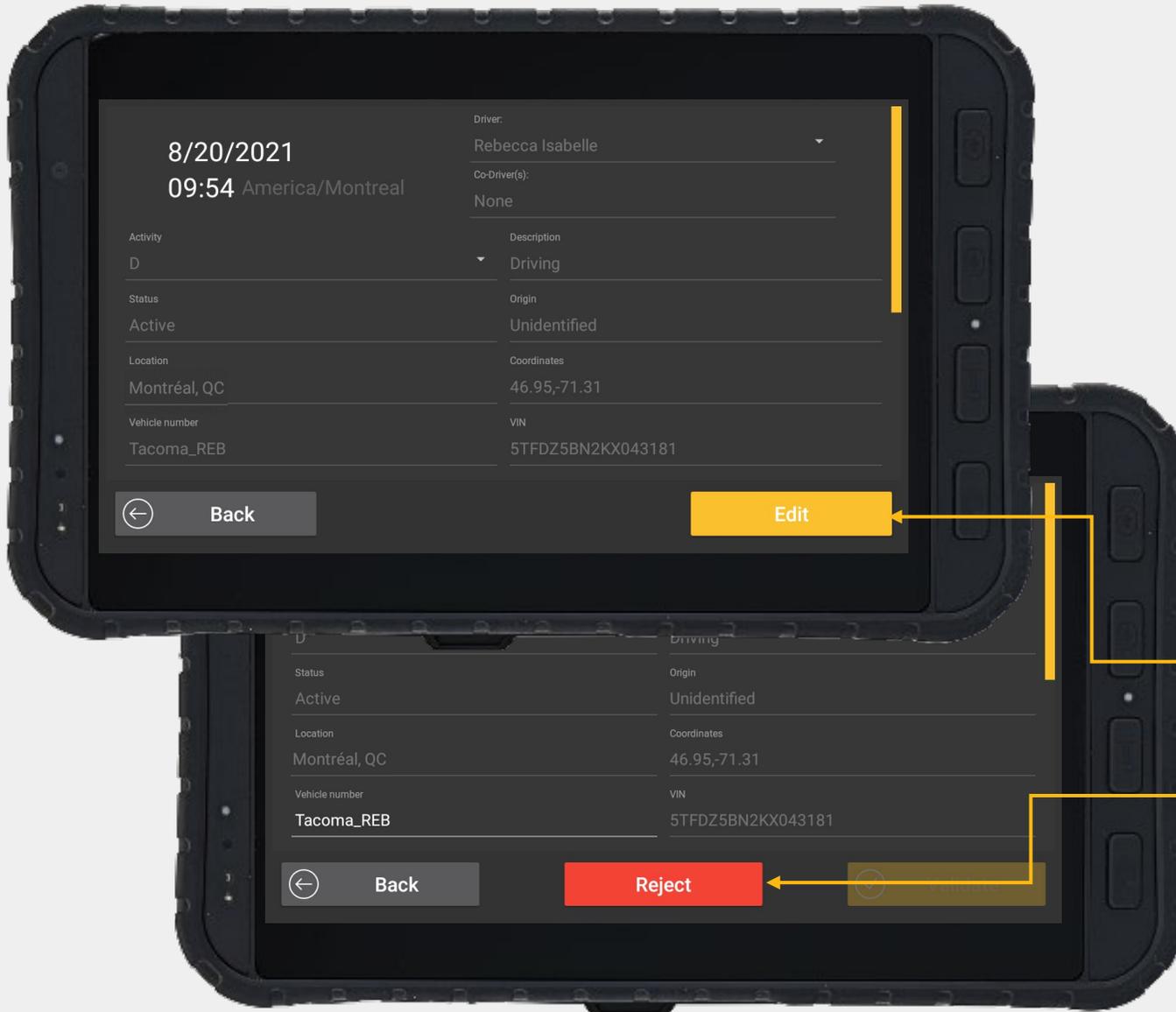
Unidentified driving and/or working periods are shown in **RED**.

Unidentified activities are displayed as a list. You can select the periods you want to assume by checking them.

To take responsibility for unidentified activities, tap **“Assume and continue”**.

If these activities are not yours, press the **“These records are not mine”** button.

UNIDENTIFIED DRIVING PERIODS



- > If you have accepted an unidentified driving activity by mistake, it is possible to reject it
- > In the daily logs, find the right activity and open the details of the activity
- > Press the **"Edit"** button
- > Add a comment and press the **"Reject"** button

CHANGE REQUEST

A change request can be sent to the driver by an administrator .

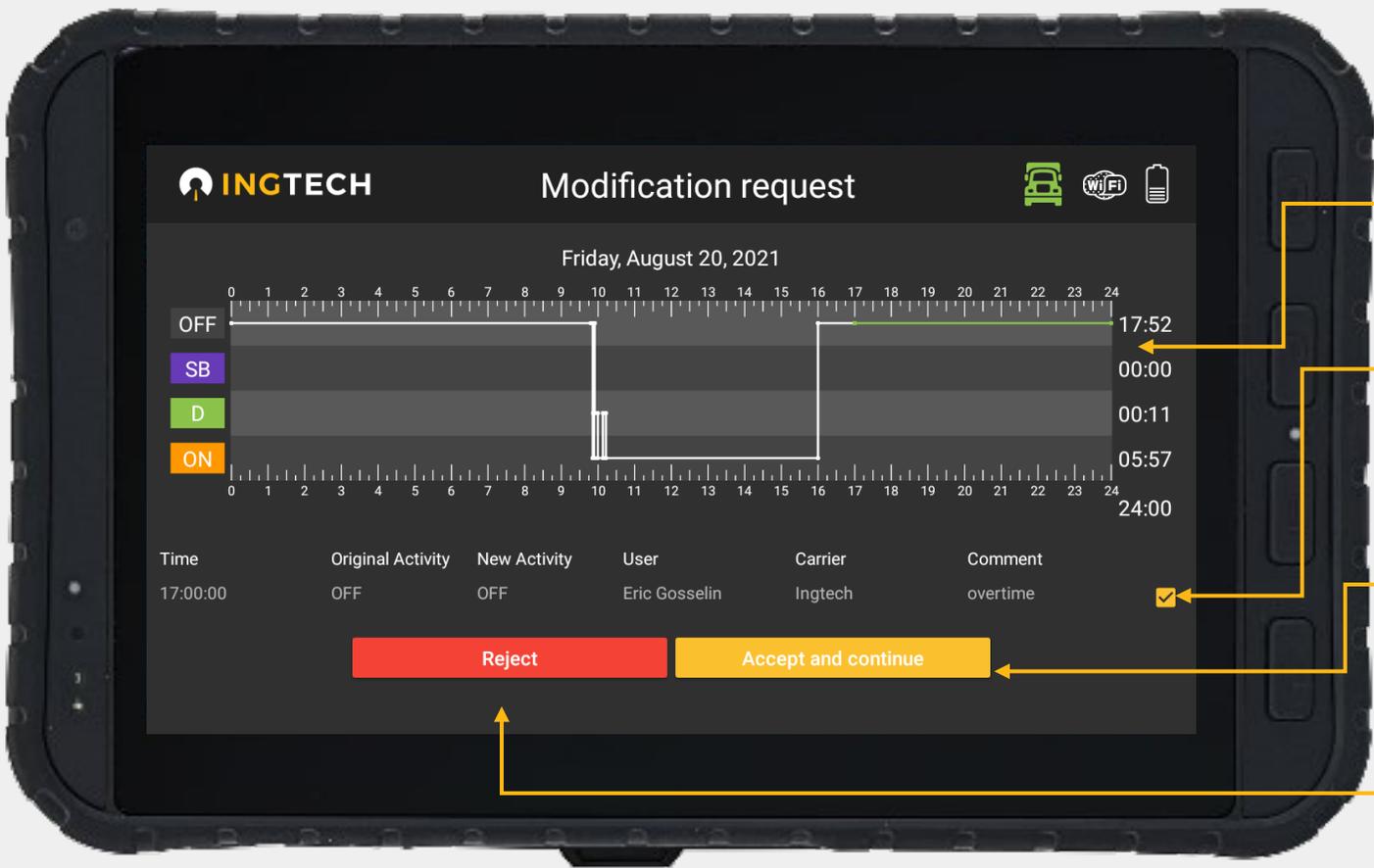
Change requests are displayed in a "list" format **above the log**.

The modification(s) appear in green on the log.

You can select the periods you want to assume by checking them.

Click on **"Accept and continue"** to accept the request

Click on **"Reject"** to reject the request



INGTECH Modification request

Friday, August 20, 2021

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

OFF SB D ON

17:52
00:00
00:11
05:57
24:00

Time	Original Activity	New Activity	User	Carrier	Comment
17:00:00	OFF	OFF	Eric Gosselin	Ingtech	overtime

Reject Accept and continue



PRESENTATION OF THE APPLICATION

ANDROID STATUS BAR - MAKE IT APPEAR



Place your finger just at the top of the screen and slide it down as indicated by the arrow.

The Android status bar will appear for 4 seconds. It contains additional information that is not present in the application header.



ANDROID STATUS BAR- DESCRIPTION

Airplane mode - No cellular, WiFi or Bluetooth communication

Automatic location is activated

Cellular network type

Cellular network strength

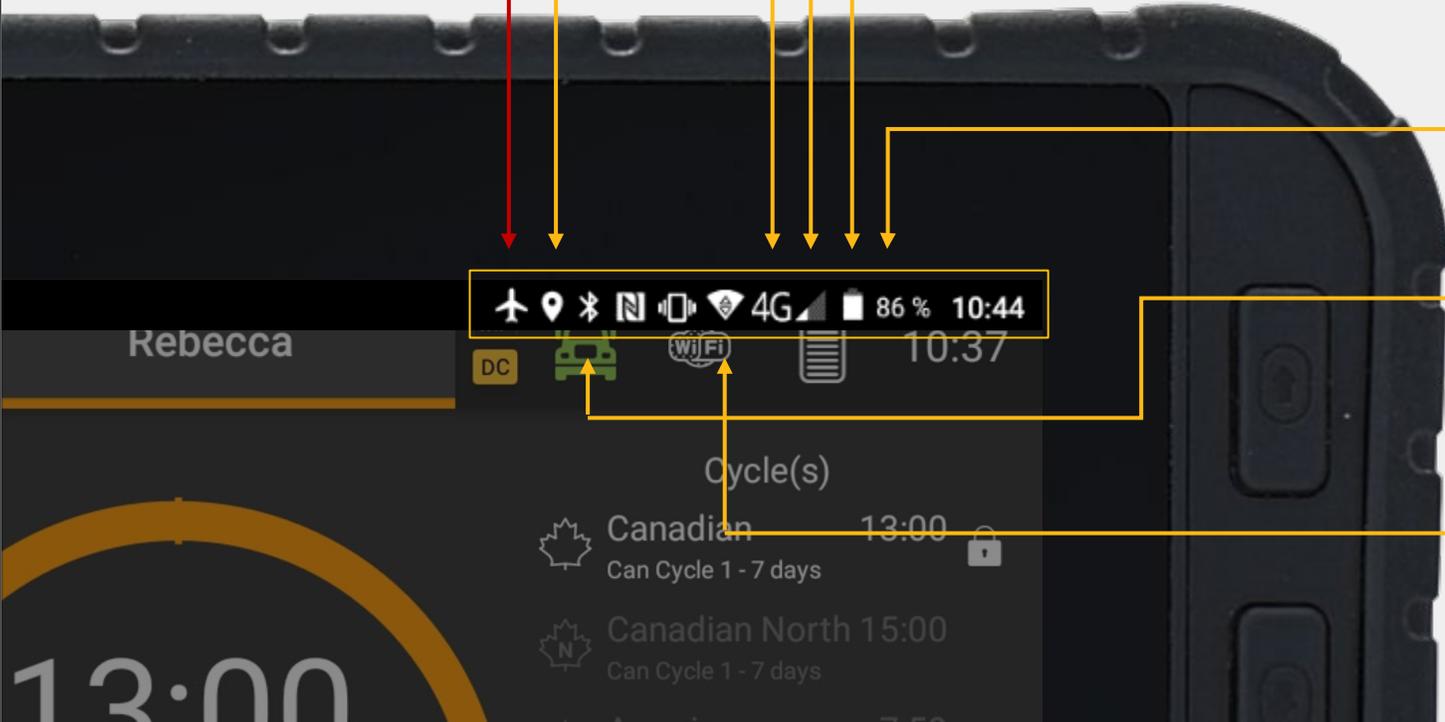
Battery charge

 Battery charging

Battery charge level

Bluetooth connection

WiFi network strength



MAIN PAGE

Header:
Information always displayed

Closing the active session and connecting a co-driver

Identification information area



Zone and cycle information

HOS activity management area

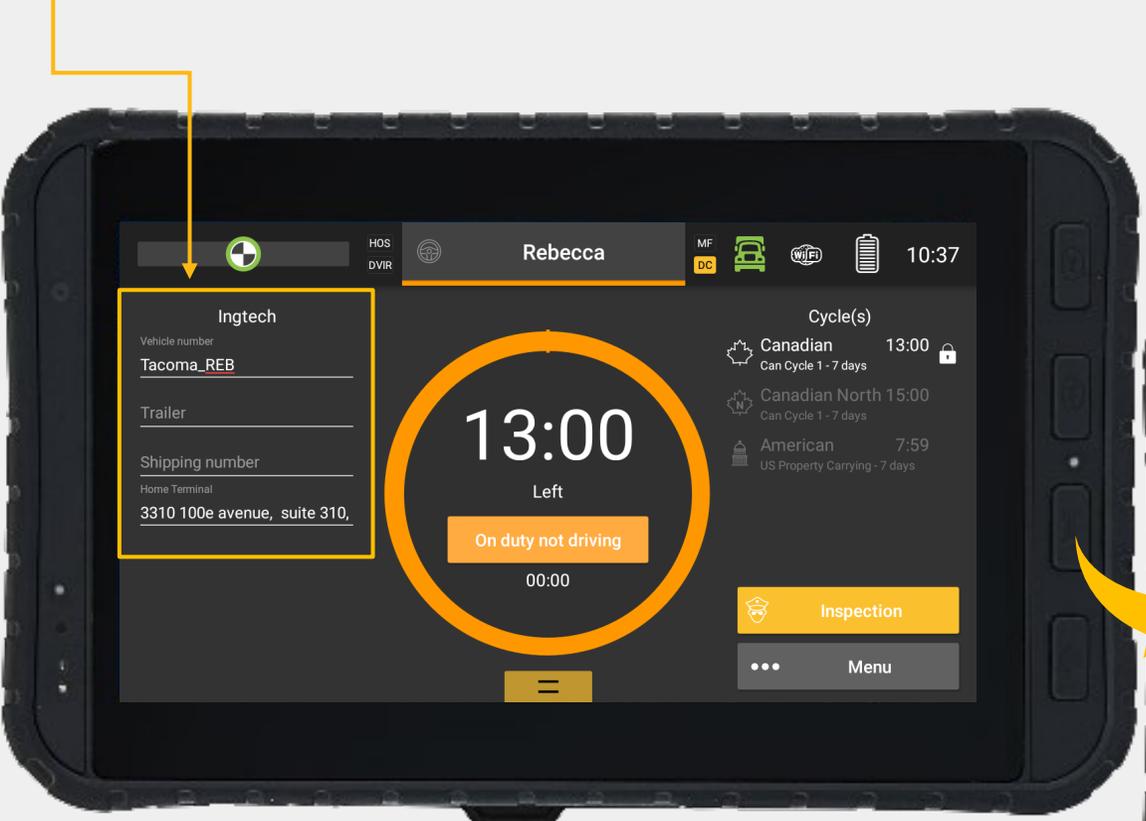
Button to start the road inspection mode

HOS menu

Navigation between the different tools

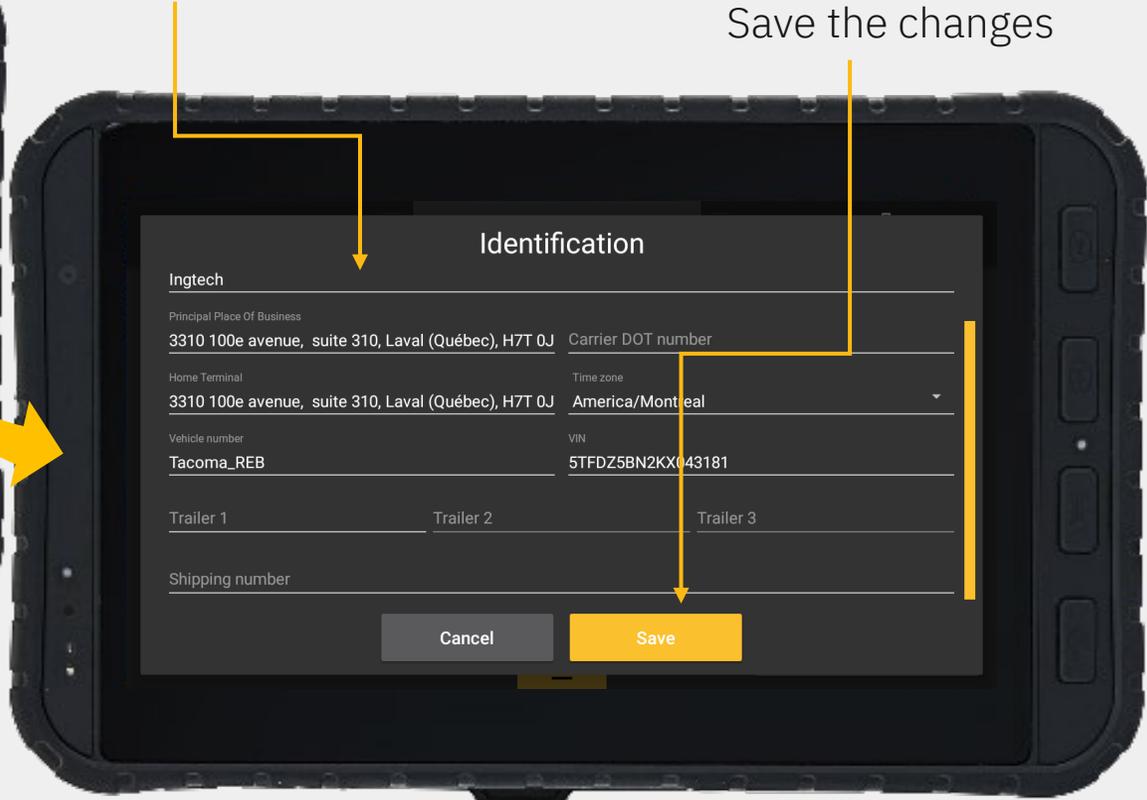
MODIFY IDENTIFICATION INFORMATION

To edit the credentials, go to the HOS main page and press 1 of the 4 fields in the left column.



Modify the desired information

Save the changes





MODIFY THE ZONE OF OPERATION



Three zones of operation are available:

- > Canada South
- > Canada North
- > America

To change zone of operation, tap the zone you want to change to.



MODIFY THE AREA OF OPERATION



CHANGE CYCLES



For each zone, several cycles are available:

Canada South/North

- > Cycle 1
- > Cycle 2

American

- > Goods – 7 days
- > Goods – 8 days
- > Passengers – 7 days
- > Passengers – 8 days

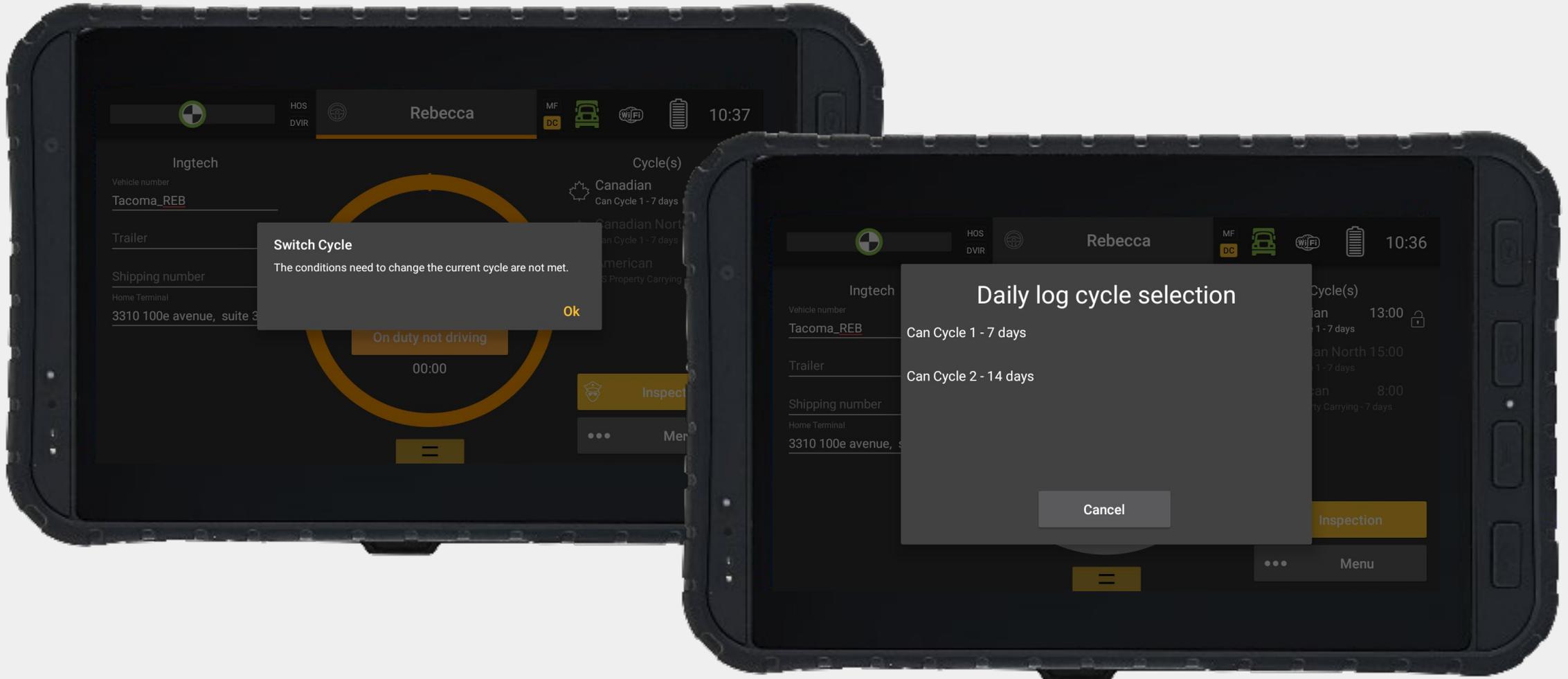
To change cycles, press the zone you are currently in and choose the desired cycle.

Note that all the required conditions must be met to change the cycle. The padlock tells you if it is possible to change the cycle.

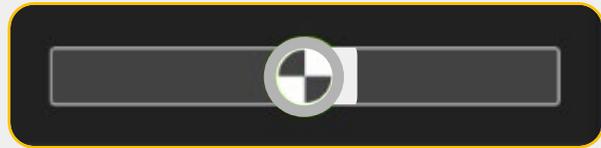
Open padlock icon : cycle change possible

Closed padlock icon: cycle change impossible

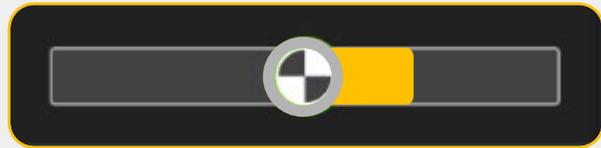
CHANGE CYCLES



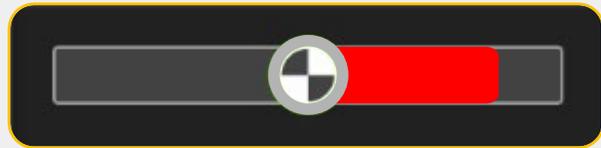
APPLICATION HEADER



Braking



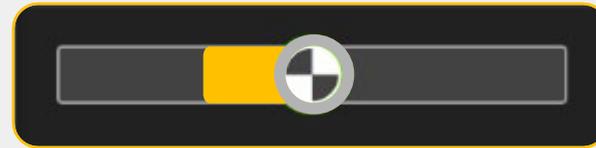
Aggressive braking



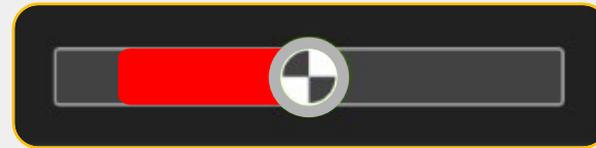
Excessive braking



Acceleration



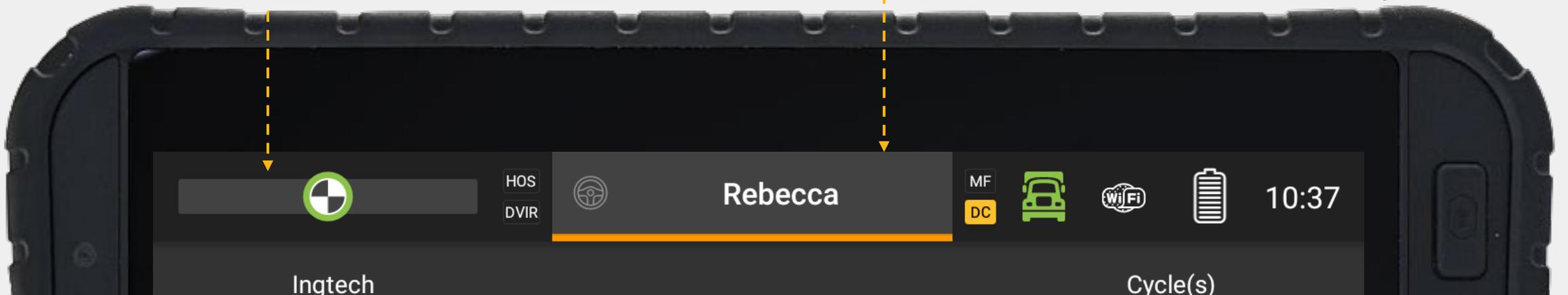
Aggressive acceleration



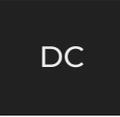
Excessive acceleration

Inertia bar:
Constant vehicle speed

Driver's name and
indication of current activity



APPLICATION HEADER

 HOS	Hours of service	 MF	No malfunction detected on the device
 HOS	Less than 30 minutes of service left	 MF	Malfunction detected on the device (major problem)
 HOS	No hours of service left (critical situation)	 DC	No diagnostic event detected
 DVIR	Vehicle inspection report	 DC	Diagnostic detected on the device (minor problem)
 DVIR	The vehicle inspection report expires in less than 1 hour or your vehicle has a minor defect		
 DVIR	The vehicle inspection report has expired or your vehicle has a major defect (critical situation)		

APPLICATION HEADER



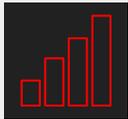
Offline mode; no connection between the device and the vehicle. **Warning:** If you are driving a vehicle, stop and press this icon to force a new connection.



Connected mode; continuous communication between the device and the vehicle.



Cellular network strength



No cellular connection.
Warning: Daily log not synchronized with the server.



WIFI connection



Battery charge. The battery is not charging.

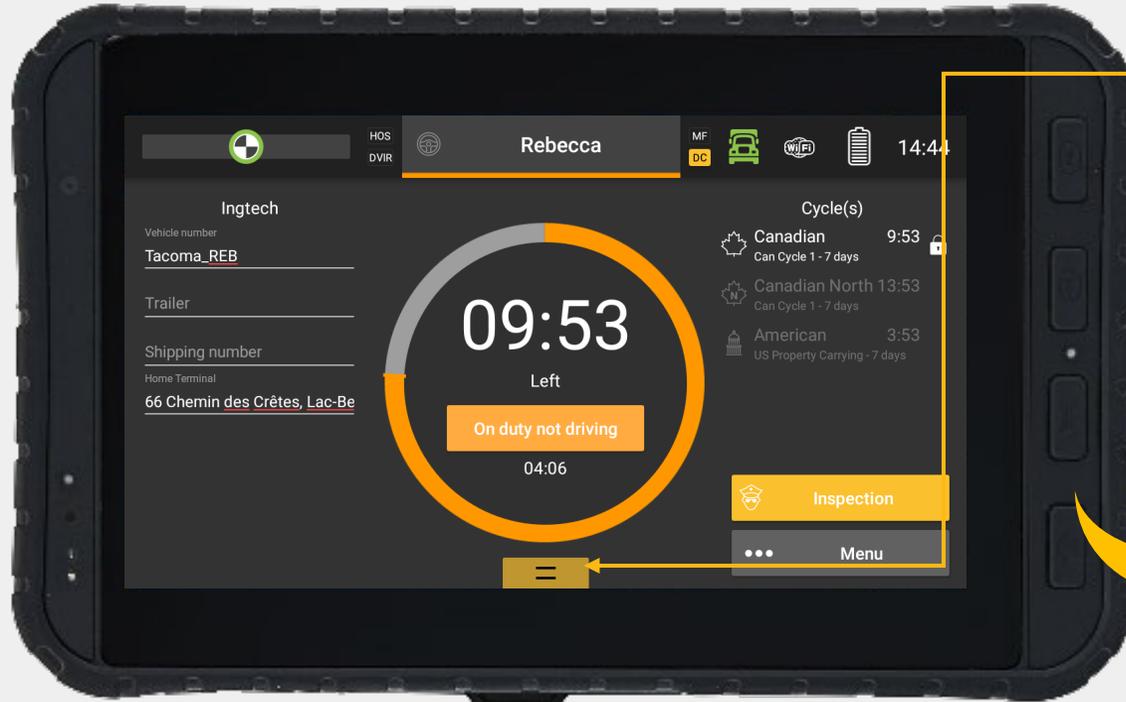


Battery is charging



08:02 Time

CHANGE OF FUNCTIONALITY



From the HOS main page, tap the yellow square at the bottom of the page



The menu with all the features will open at the bottom of the screen

CHANGE OF FUNCTIONALITY - MENU

MAP
Used to display the map.
Coming soon: navigation mode (GPS)

eDVIR
Access to the electronic DVIR page

MESSAGING
Conversations with other users.

NOTIFICATIONS
List and details of diagnostic events and malfunctions.

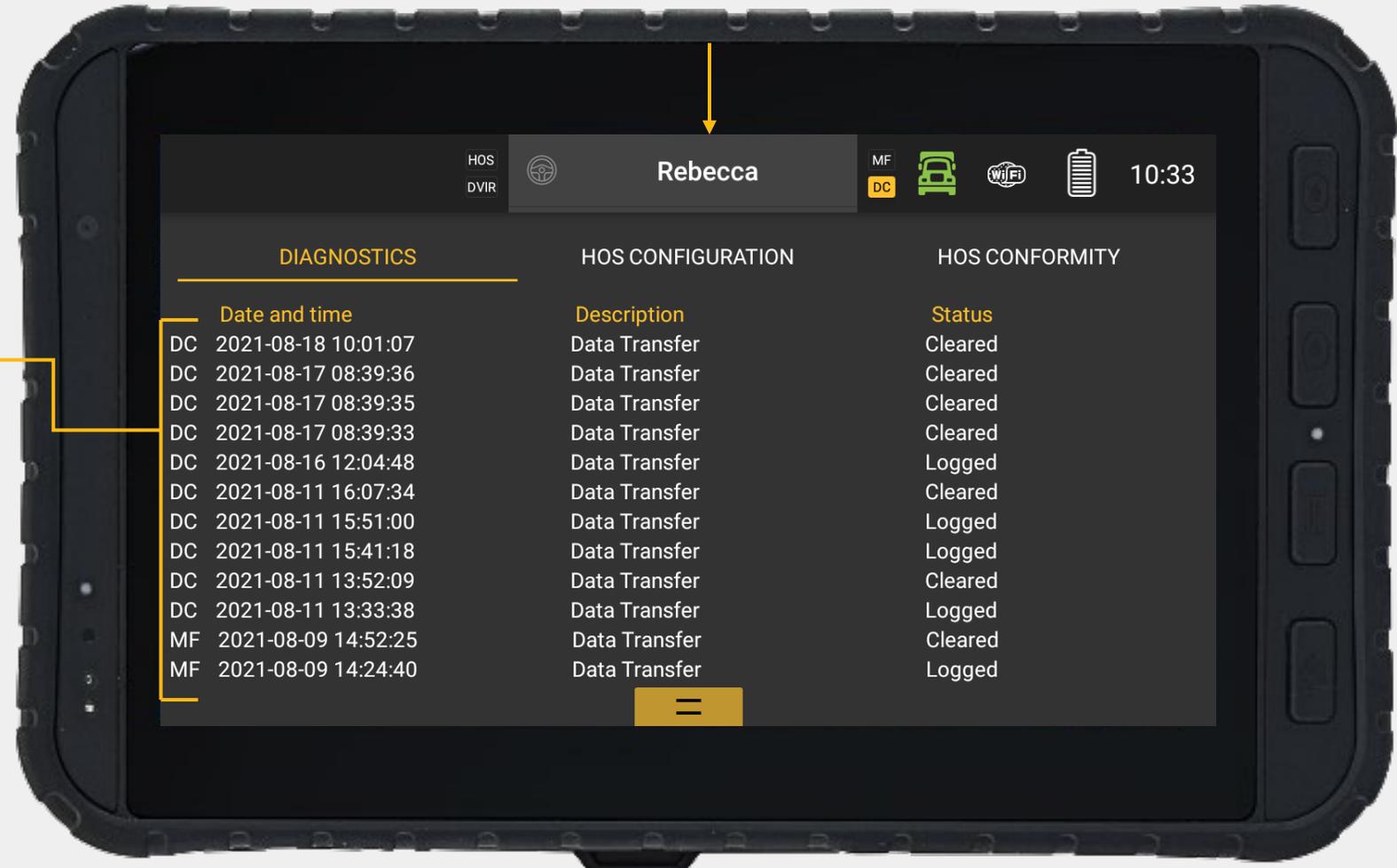
SETTINGS
Allows you to display various raw data such as ELD compliance, telematics data and permissions.



CHANGE OF FUNCTIONALITY– NOTIFICATION

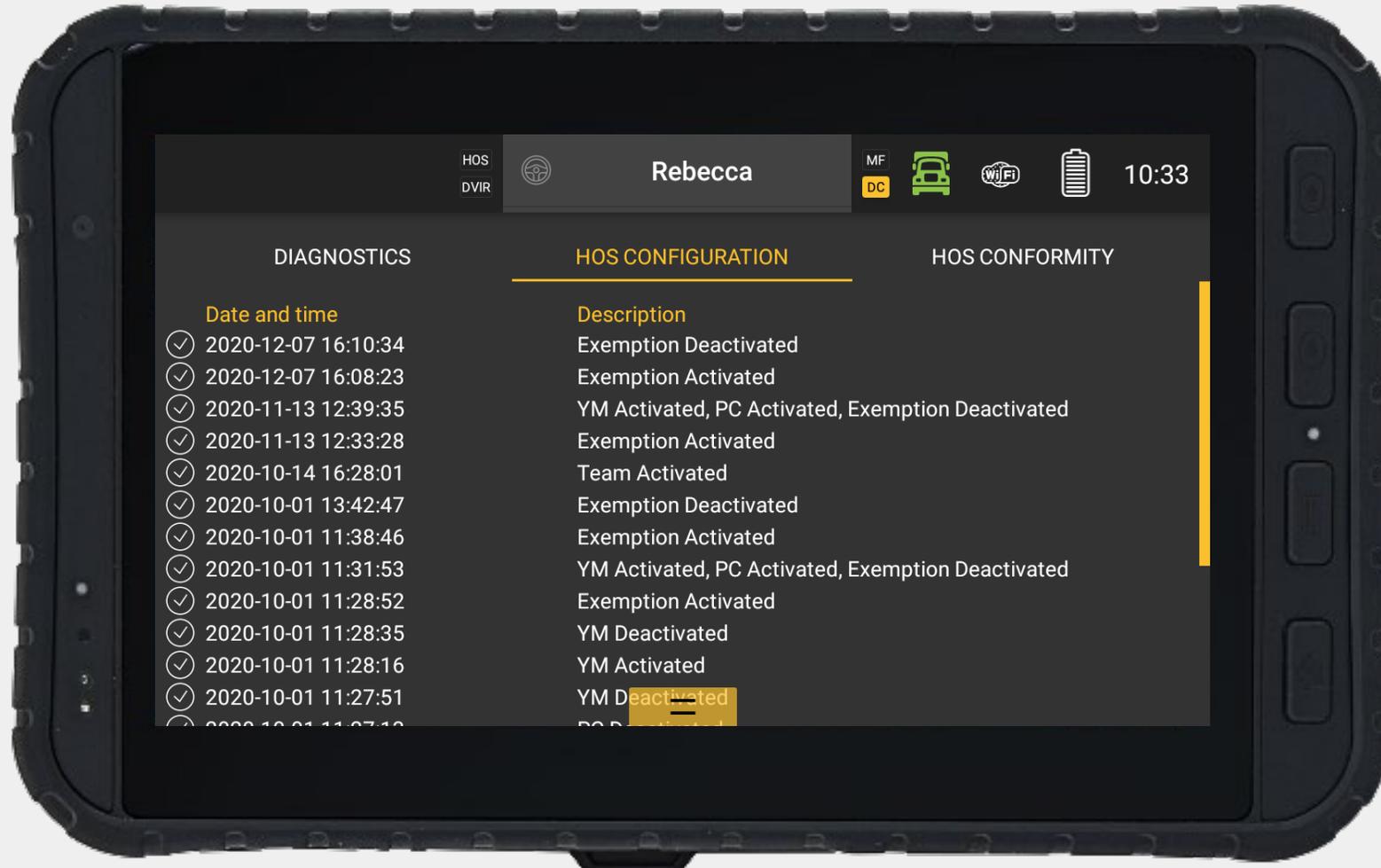
When there are diagnostic **DC** or malfunction **MF** events you can see the details of these problems in the "Notification" mode, under the "Diagnostics" tab.

The details of **DC** and **MF** are displayed on the screen.



NOTIFICATION – HOS CONFIGURATION

Any changes to the configuration of the driver's account by an administrator are listed in the "Notification" mode, under the "HOS Configuration" tab.





VISUALISATION OF INFRACTIONS



WHAT IS AN INFRACTION?

Your ELD considers an infraction to have been potentially committed when you are in "driving" mode while having no remaining "work" and/or "driving" time.

This infraction ends when you are no longer in "driving" mode.



NOTIFICATION - INFRACTION



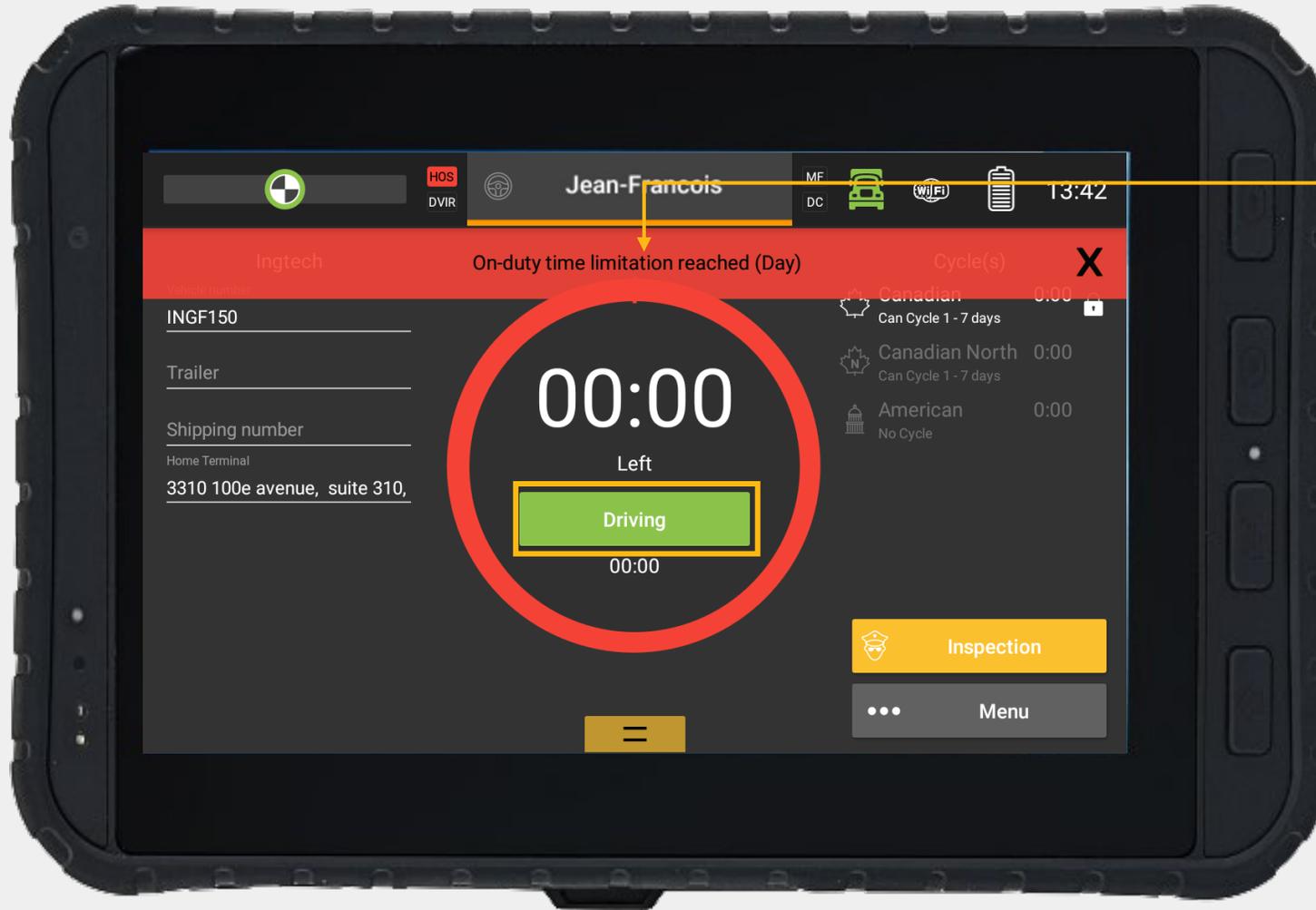
If your status is set to " on-duty " when you have no driving time left, an alert will appear telling you that you are potentially breaking the law.

The following example demonstrates this functionality.

Displayed, you see that the driver is in " on-duty " mode and the application is alerting him that he is doing so while having no more driving time available.



NOTIFICATION - INFRACTION



Once placed in " driving " mode, an alert in the form of a banner is displayed on the screen indicating that you are in violation (potentially).



VIEW INFRACTIONS

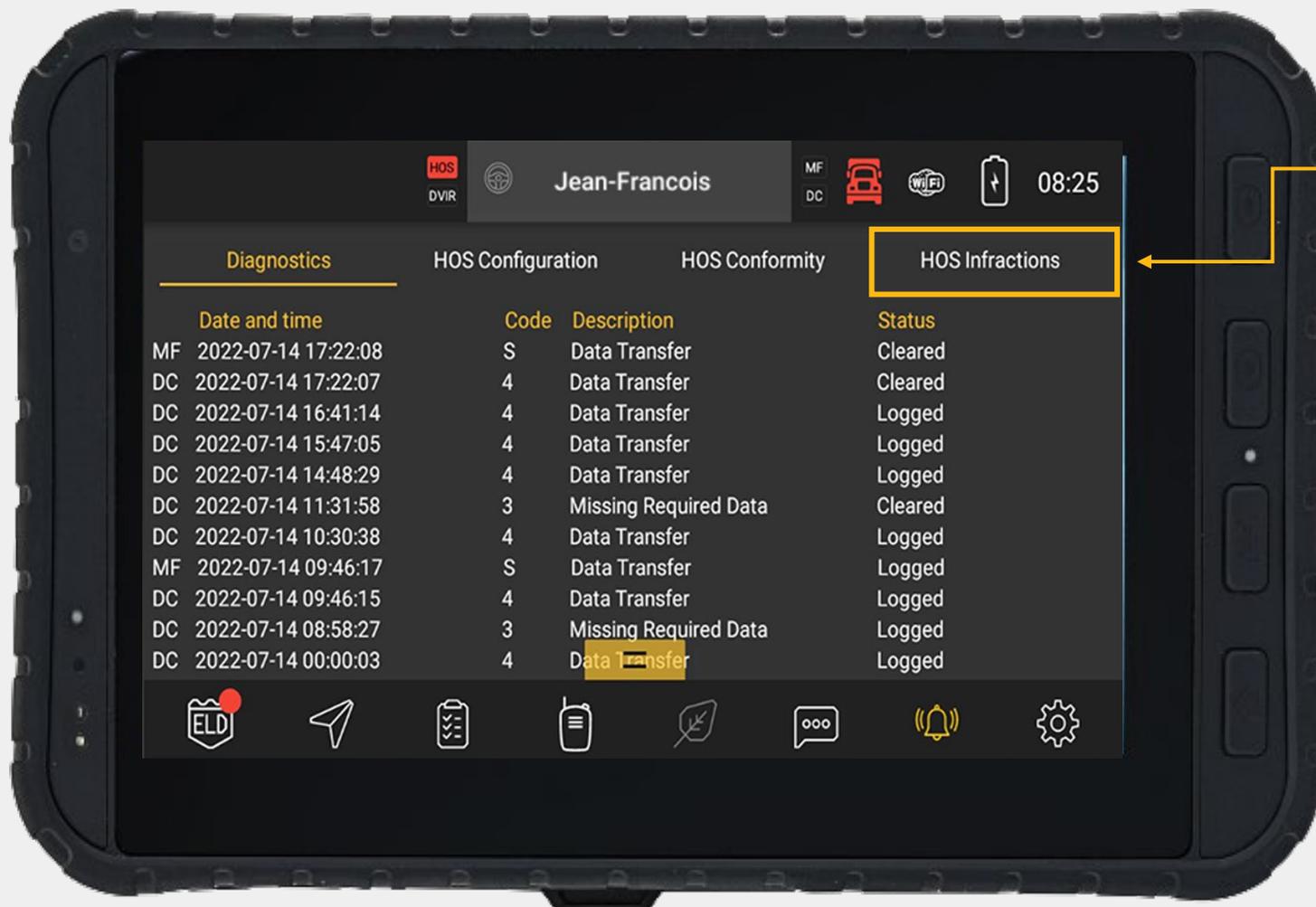


Access the main menu and then click on the "notification" menu (bell icon). You'll notice a red dot letting you know that a recent notification hasn't been viewed yet.

Note that a badge is also present on the "HOS Infraction" tab.



VIEW INFRACTIONS

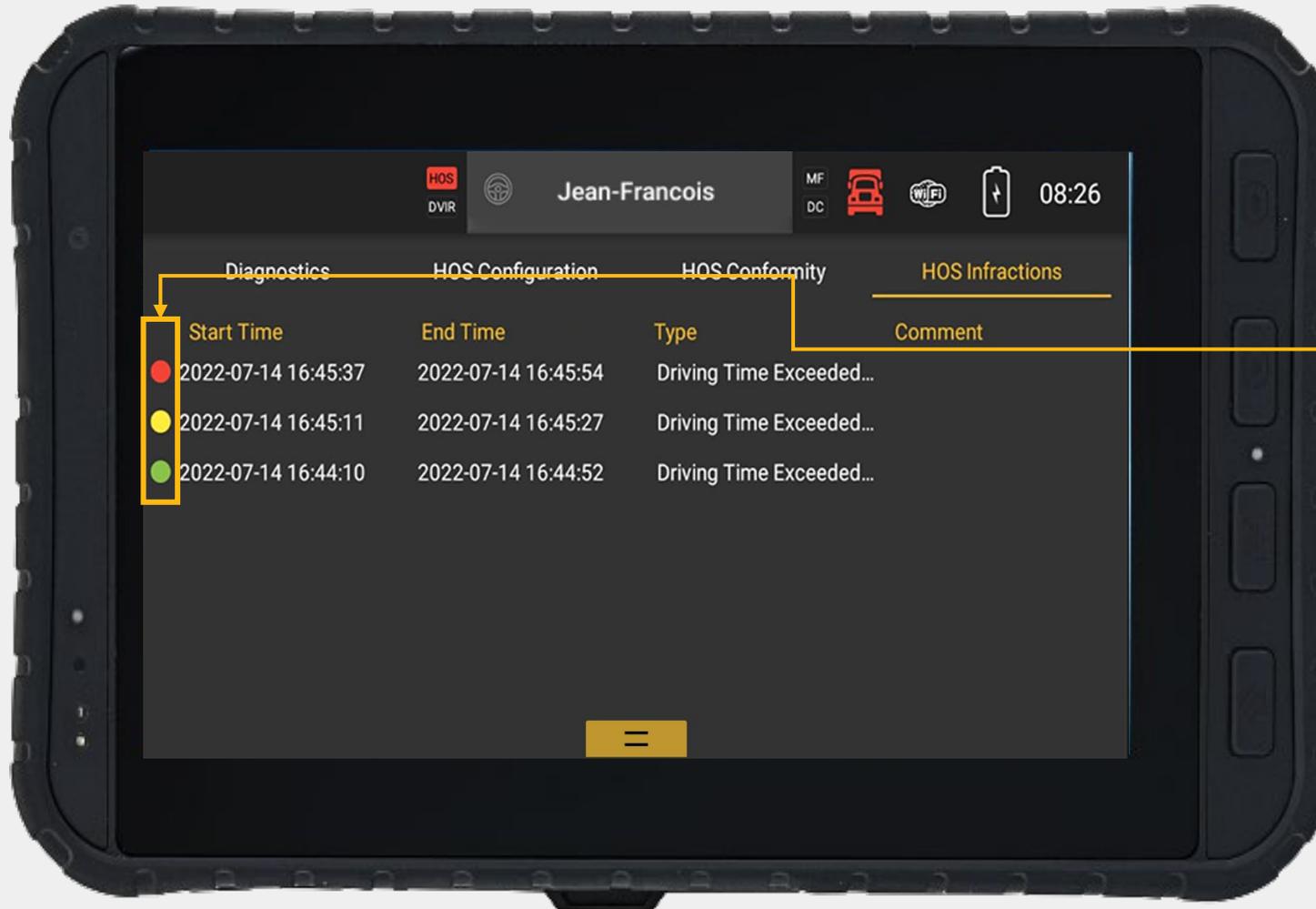


Note that a badge is also present on the "HOS Infractions" tab.

Click on this tab to access infractions related to hours of service.



VIEW INFRACTIONS



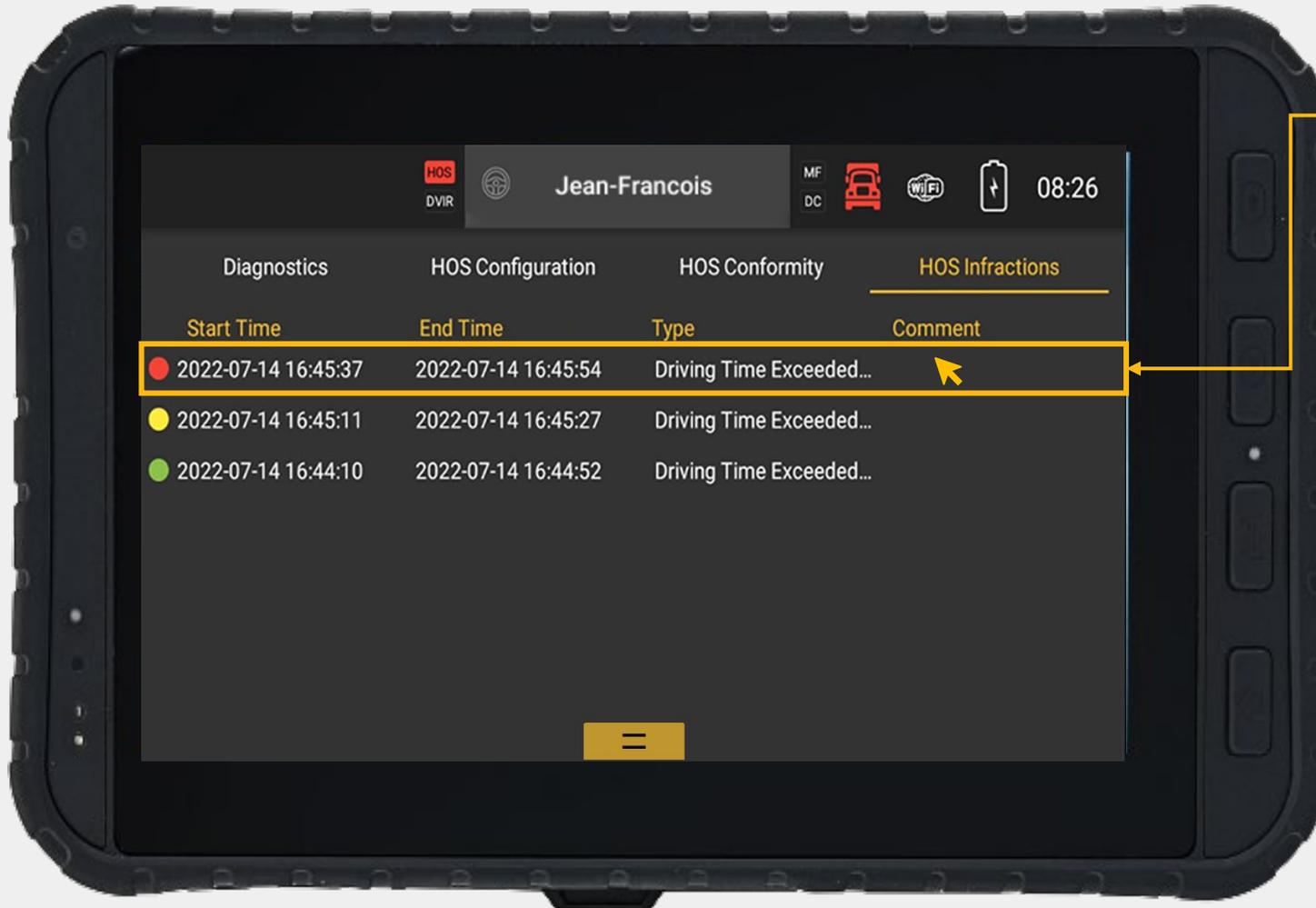
Consult the list of infractions.

Each infraction is labeled with either a red, yellow or green dot.

- > Red: the infraction is not justified
- > Yellow: the infraction is justified
- > Green: the infraction is rejected



VIEW INFRACTIONS



View an infraction by clicking on the desired item in the list.



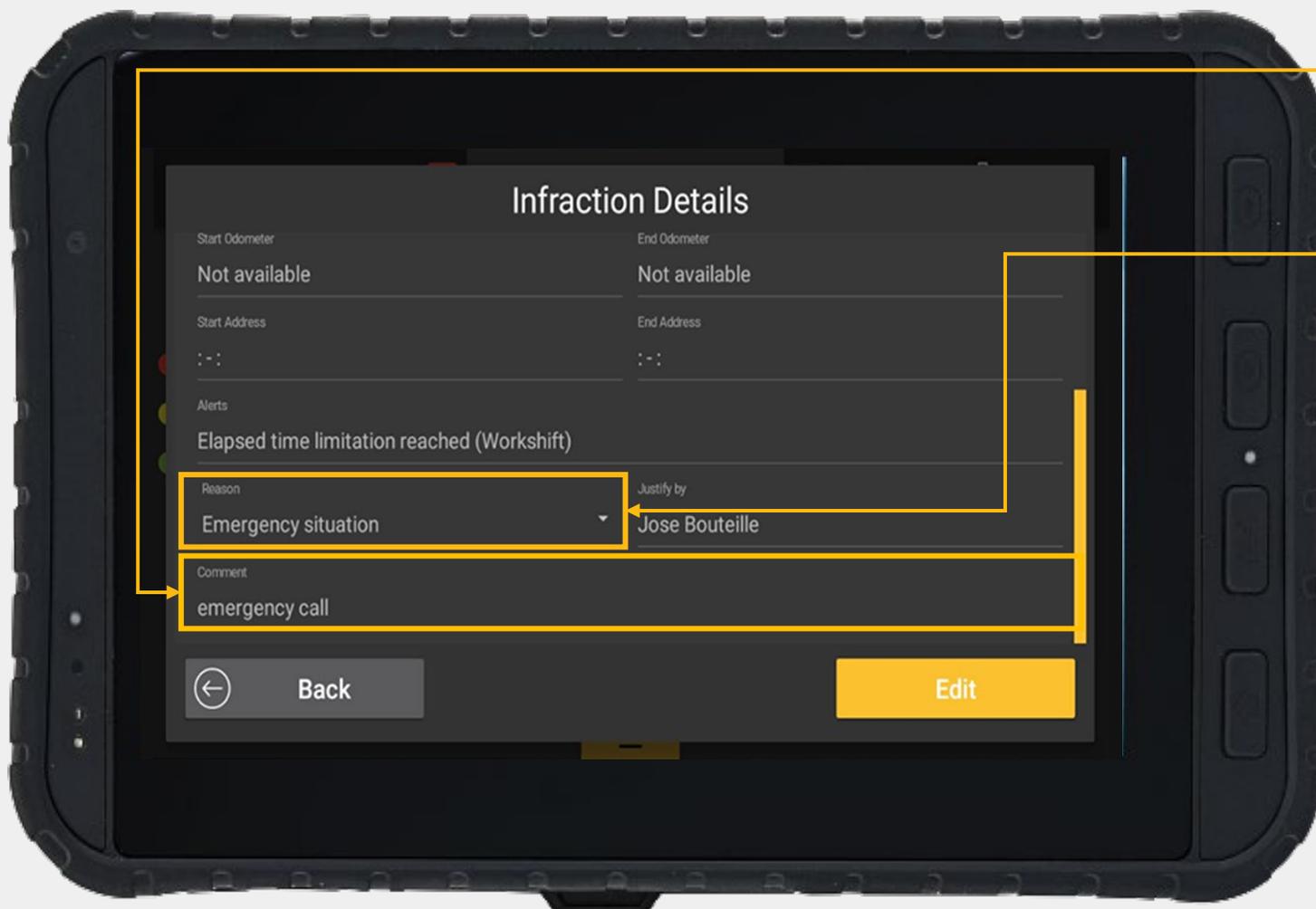
DETAILS OF AN INFRACTION



You can now view the infraction details and edit it as needed.

Click the "Edit" button to change the infraction status or add/edit an comment.

DETAILS OF AN INFRACTION



To annotate an infraction, simply click on the red comment line and write a note there

To justify or change the reason justifying the infraction, click on the field labeled "Reason".



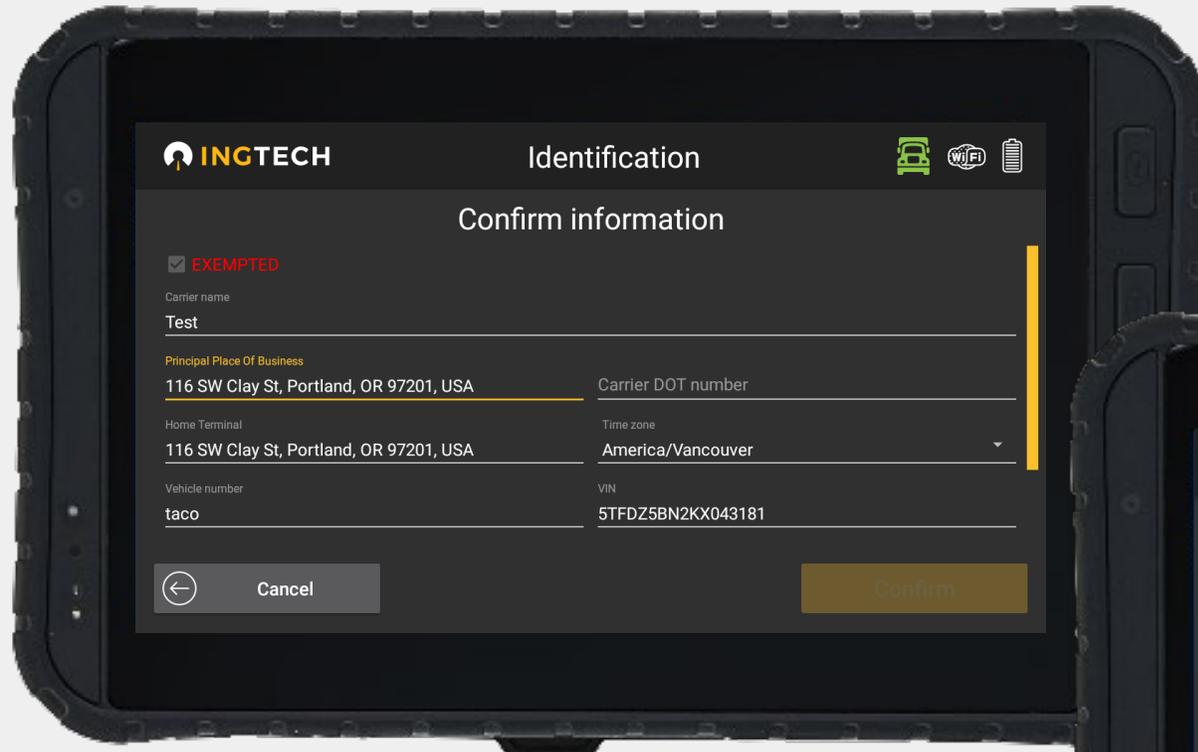
LOGGING OF DRIVING AND OFF-DUTY TIME





EXEMPT DRIVER

If your user account is exempt from using the logbook,



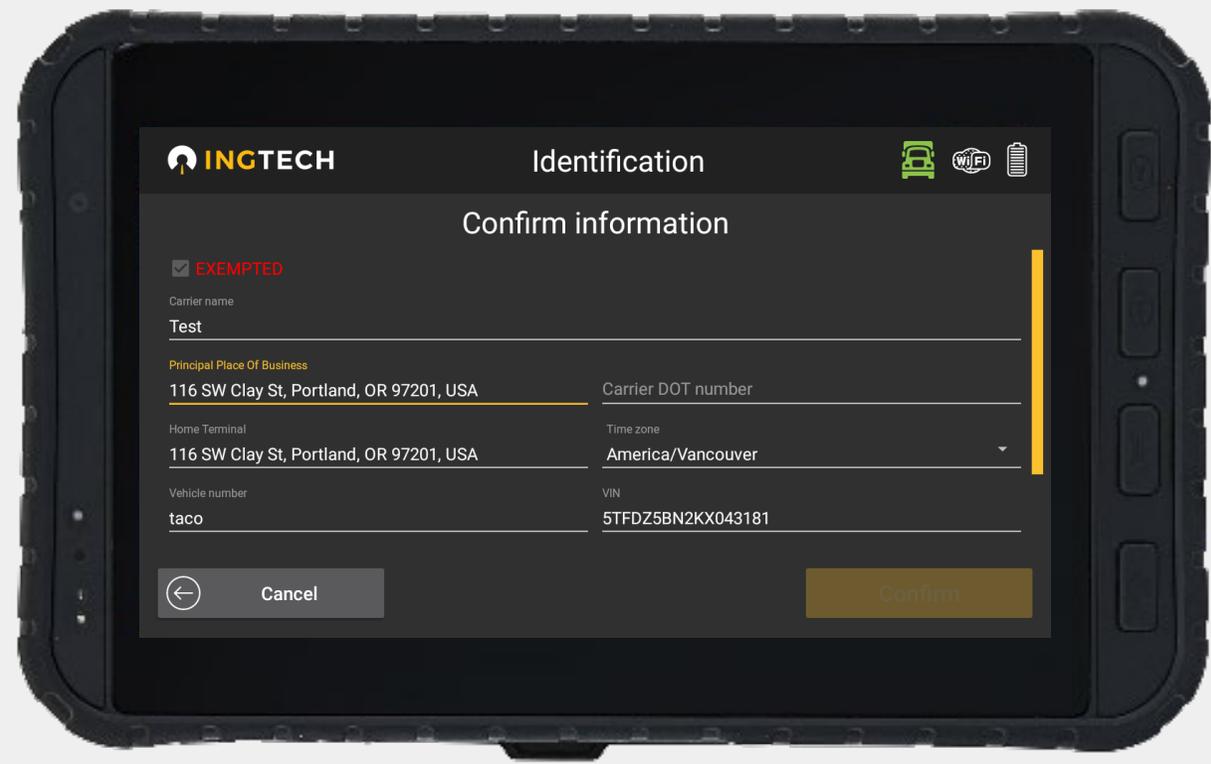
The HOS icon will be crossed out in your logbook



The **“EXEMPT”** box will be automatically checked in the **Identification** page

EXEMPT DRIVER

Only an administrator can change the configuration of a driver account in terms of exemption from logging on-duty and off-duty time.

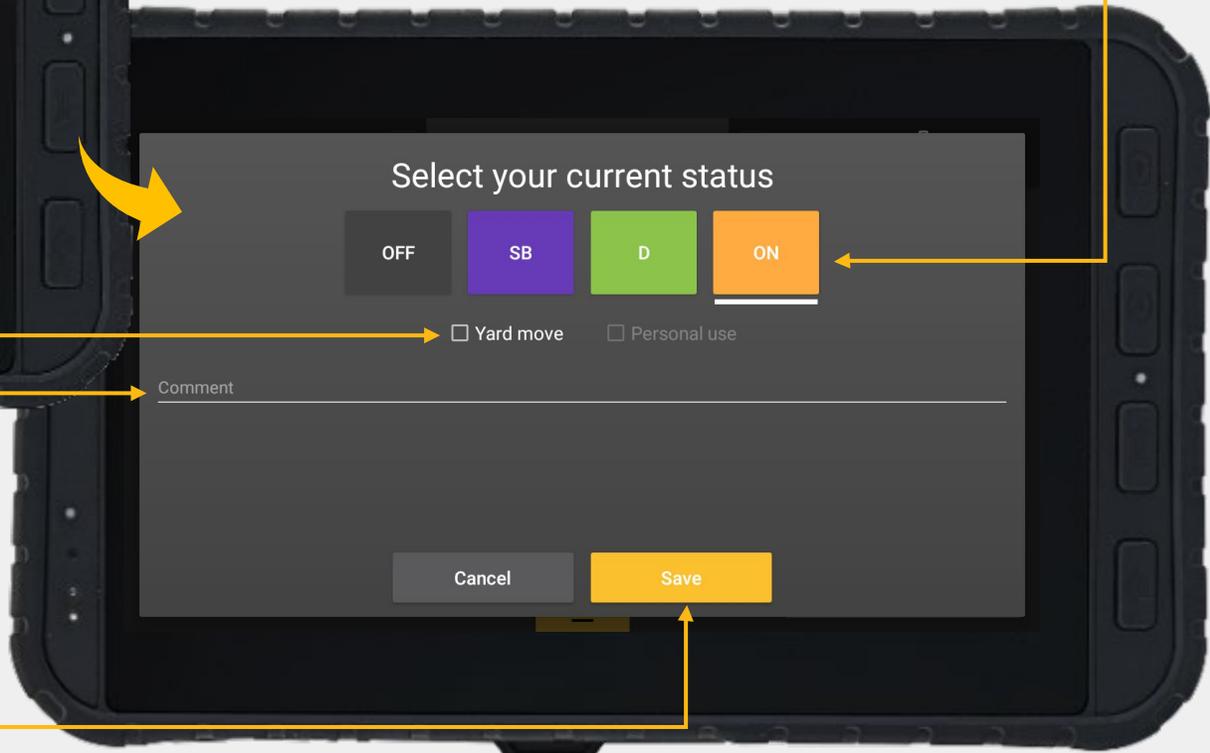




MODIFY THE CURRENT HOS ACTIVITY



1. Press the button indicating the current activity on the HOS home page.
2. Choose the new activity

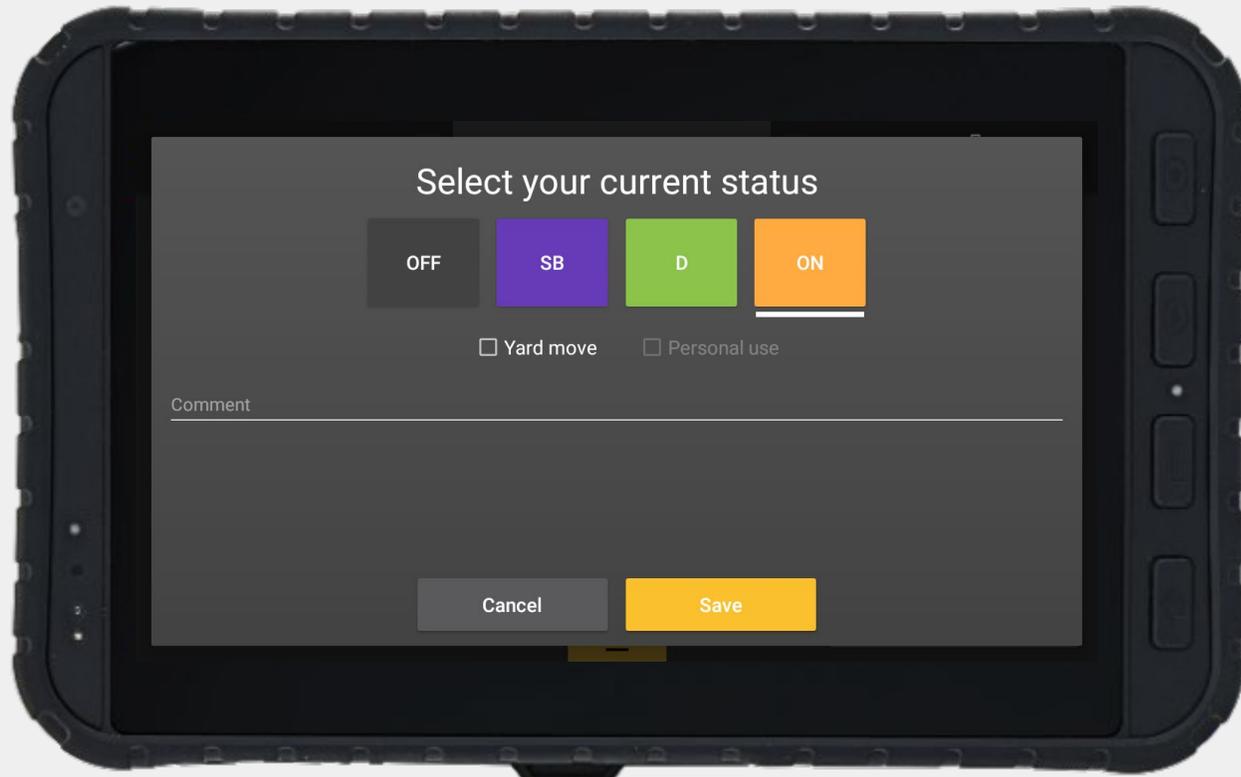


4. If desired, select a special activity (if applicable, see [section](#))
5. Add a comment if required.
6. Press the **"Save"** button.

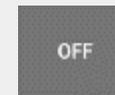


HOS ACTIVITY

BASIC HOS ACTIVITIES



SPECIAL HOS ACTIVITIES



Use of the vehicle for personal use:

Moving the vehicle while **off-duty** is not in the operator's commercial interest.

Ex: Driving "bobtail" from the house to the terminal.

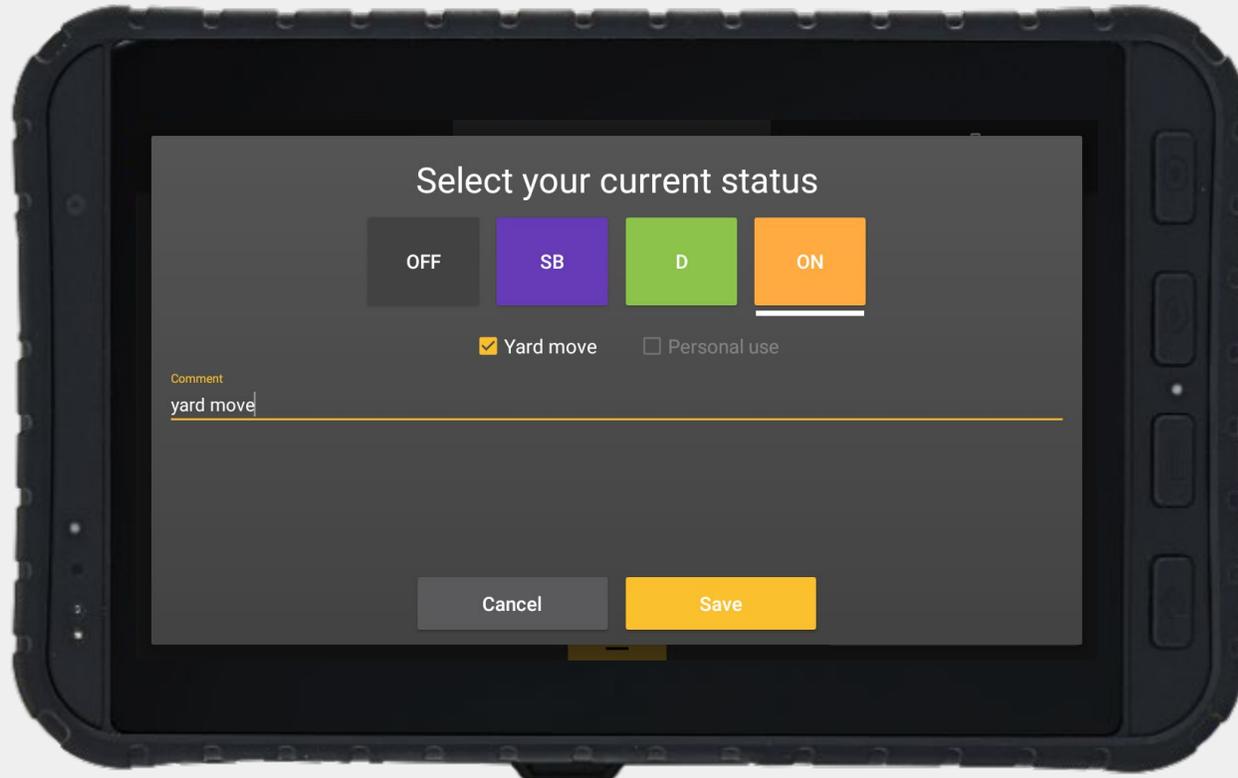


Yard move: Moving the vehicle while **on-duty** and on private property.

Ex: Moving to a client's yard.

YARD MOVE

To do a yard move,



1. Communication between your device and the vehicle must be established (Green Truck).
2. Choose the On-Duty Not Driving activity (ON)
3. Check the box **"Yard Move"**
4. Write a comment (minimum 4 characters)
5. Press **"Save"**

When the vehicle speed exceeds 32 km/h the activity will change from automatic to driving (D).

Note that the user account must be configured to have access to the use of special activities

YARD MOVE

To end a special activity of yard move,

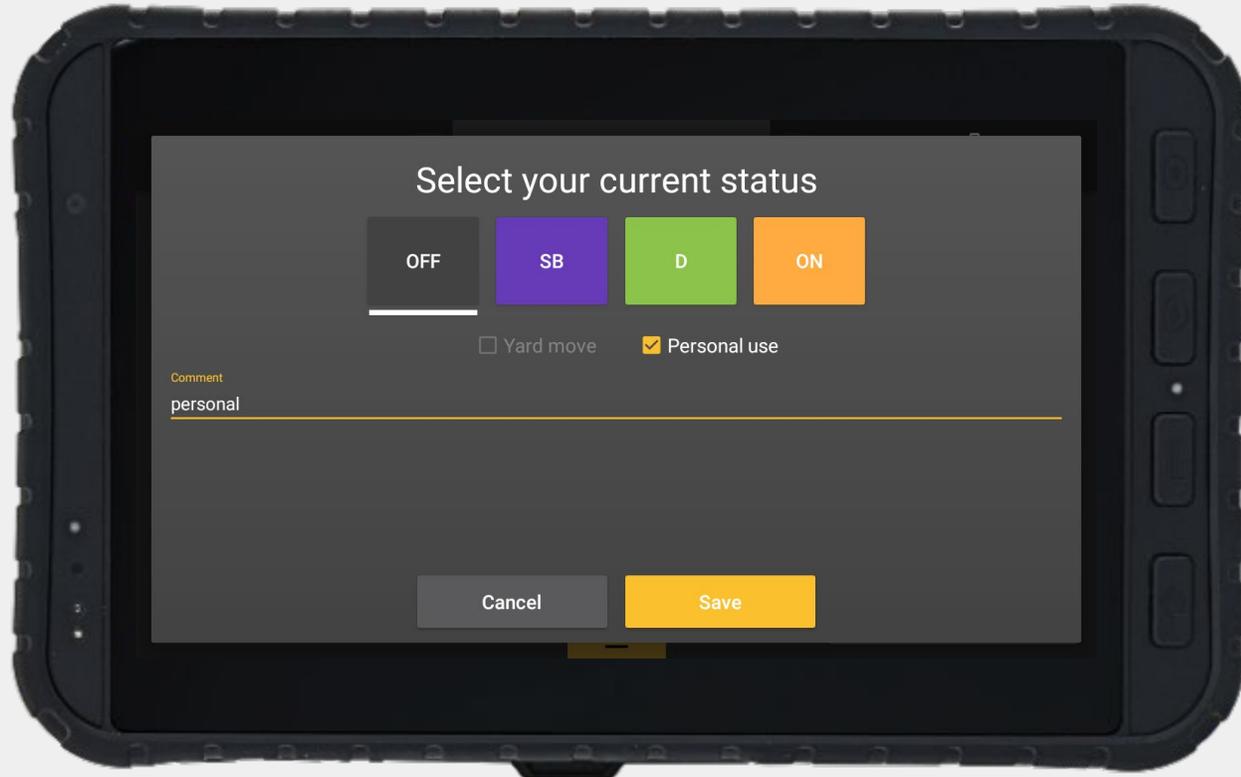


Press "END OF YM"

Note that the user account must be configured to have access to the use of special activities

PERSONAL USE

To do a personal use activity,



1. Communication between your device and the vehicle must be established (Green Truck).
2. Choose the OFF-Duty activity (OFF)
3. Check the **"Personal use"** box
4. Write a comment (minimum 4 characters)

Maximum of 75 km per day (Canadian regulations)

Note that the user account must be configured to have access to the use of special activities

PERSONAL USE

To end a special personal use activity,



Press «END OF PC»

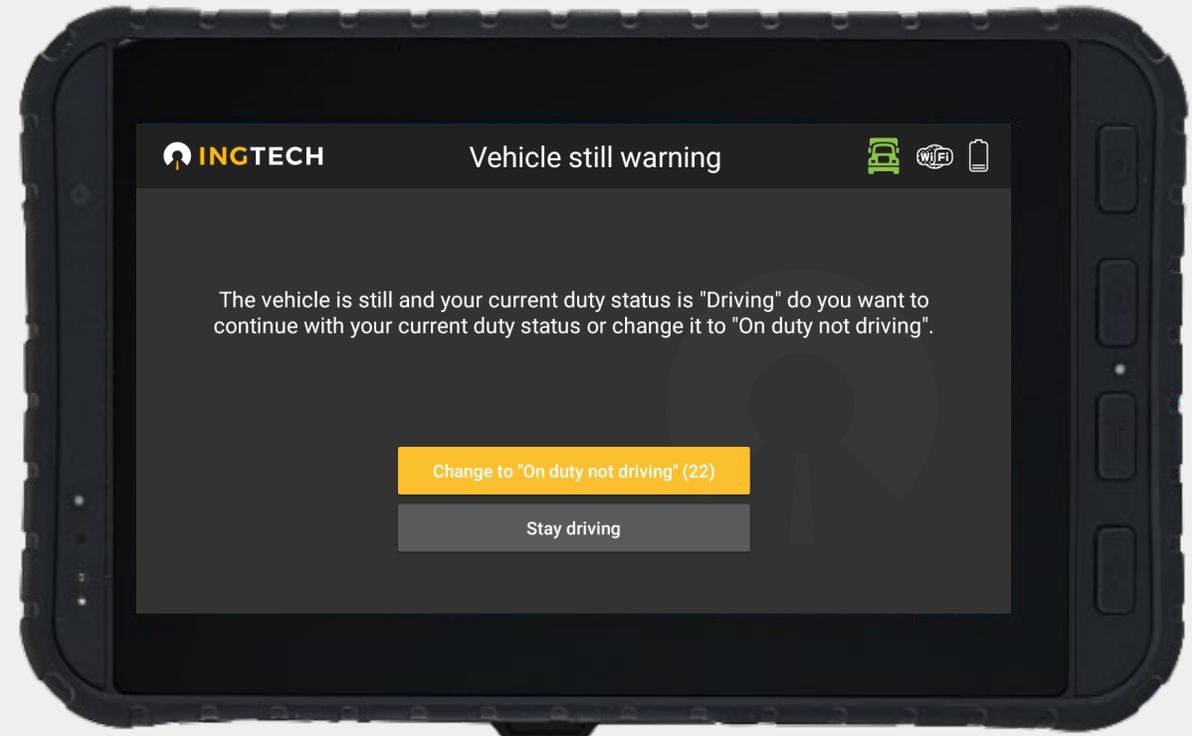
Note that the user account must be configured to have access to the use of special activities

AUTOMATIC CHANGE OF HOS ACTIVITY - DRIVING

- > As soon as the vehicle reaches **8 km/h**, the HDS activity is automatically changed to **"Driving"**.
- > When the vehicle is in motion, all buttons related to hours of service are disabled, use of the device is **limited**.
- > **Stop** the vehicle to use the device again.

AUTOMATIC CHANGE OF HOS ACTIVITY – ON-DUTY

- > There is a change in HOS activity from "Driving" to "On-Duty" when:
 - > The vehicle has been immobilized for more than 6 minutes.
 - > After 5 minutes, a message will warn you that your HOS activity will automatically be changed to **"On-duty"** in 1 minute.
 - > When you switch off the vehicle's ignition.





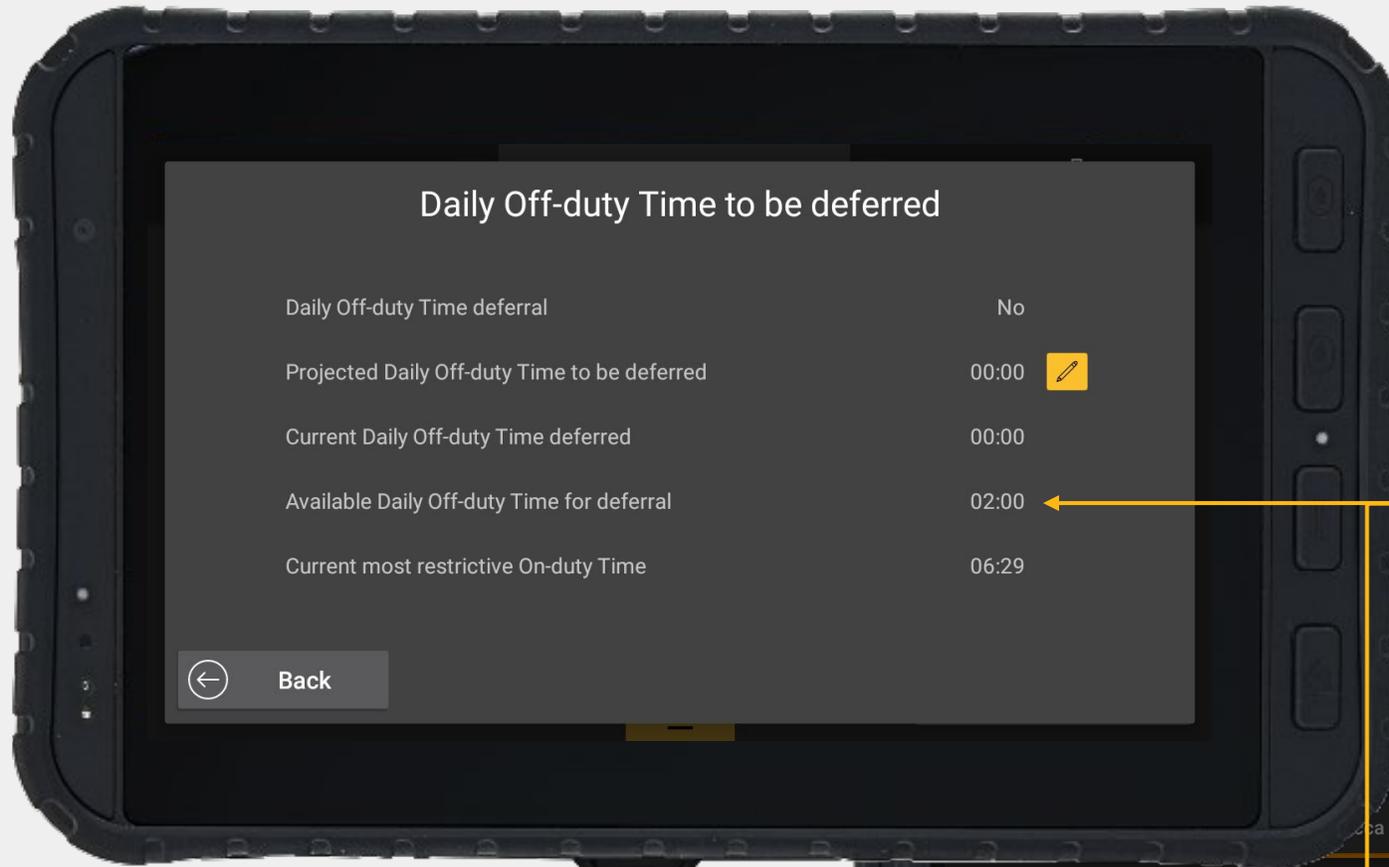
TIME DEFERRAL

A driver may defer a maximum of 2 hours of the daily off-duty time to the following day under precise conditions.



To defer hours of off-duty time, use “Time Deferral” in the ELD menu.

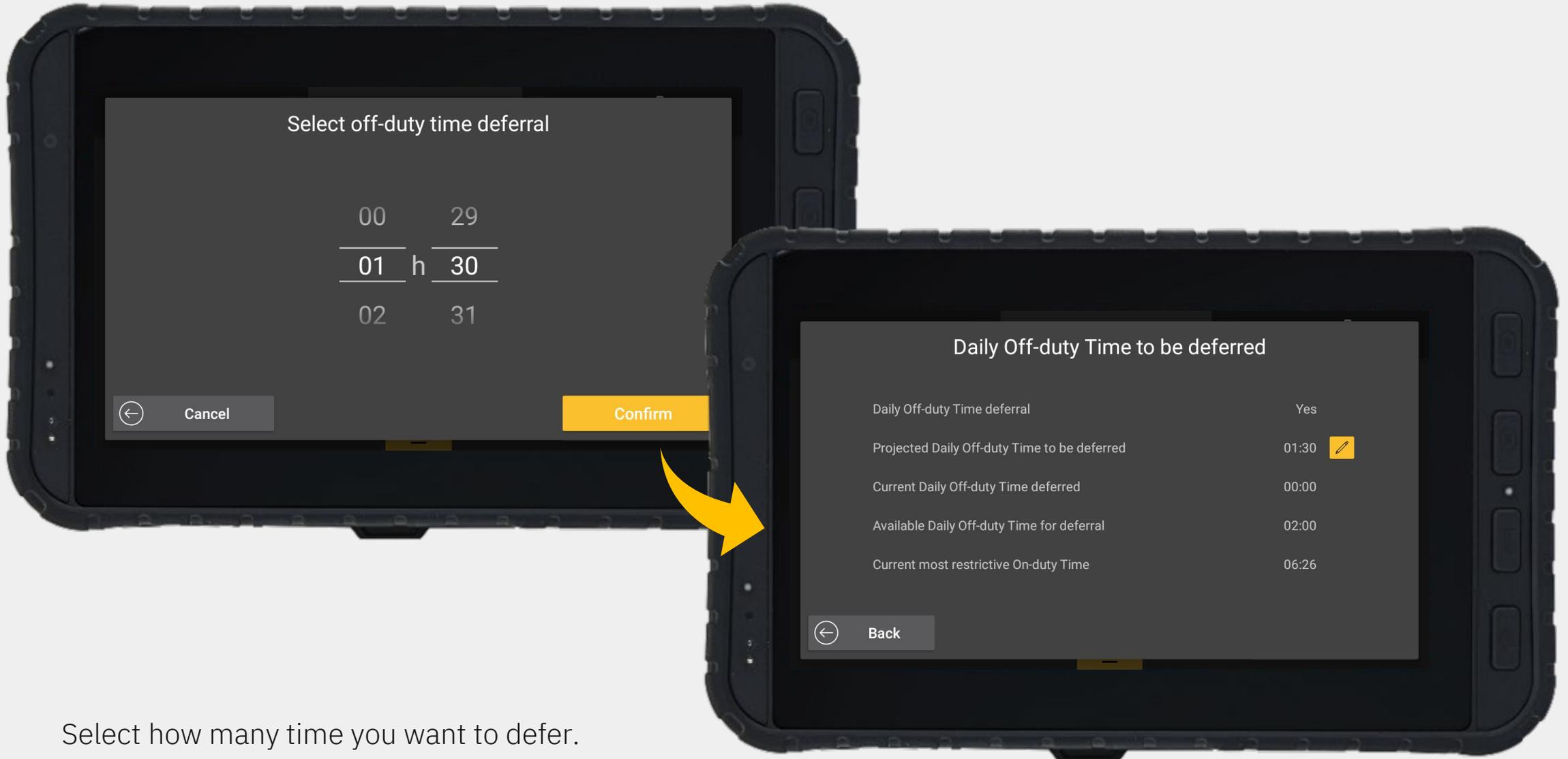
TIME DEFERRAL



The ELD counts automatically how many hours you are aloud to defer, if it is not possible to defer any hour, the ELD will notice you.



TIME DEFERRAL



Select how many time you want to defer.

TIME DEFERRAL

The ELD will display if you are on Day 1 or Day 2 of the time deferral.
 The hours of service for day 2 will be automatically calculated so that you take the off duty time required.



HOS DETAILS



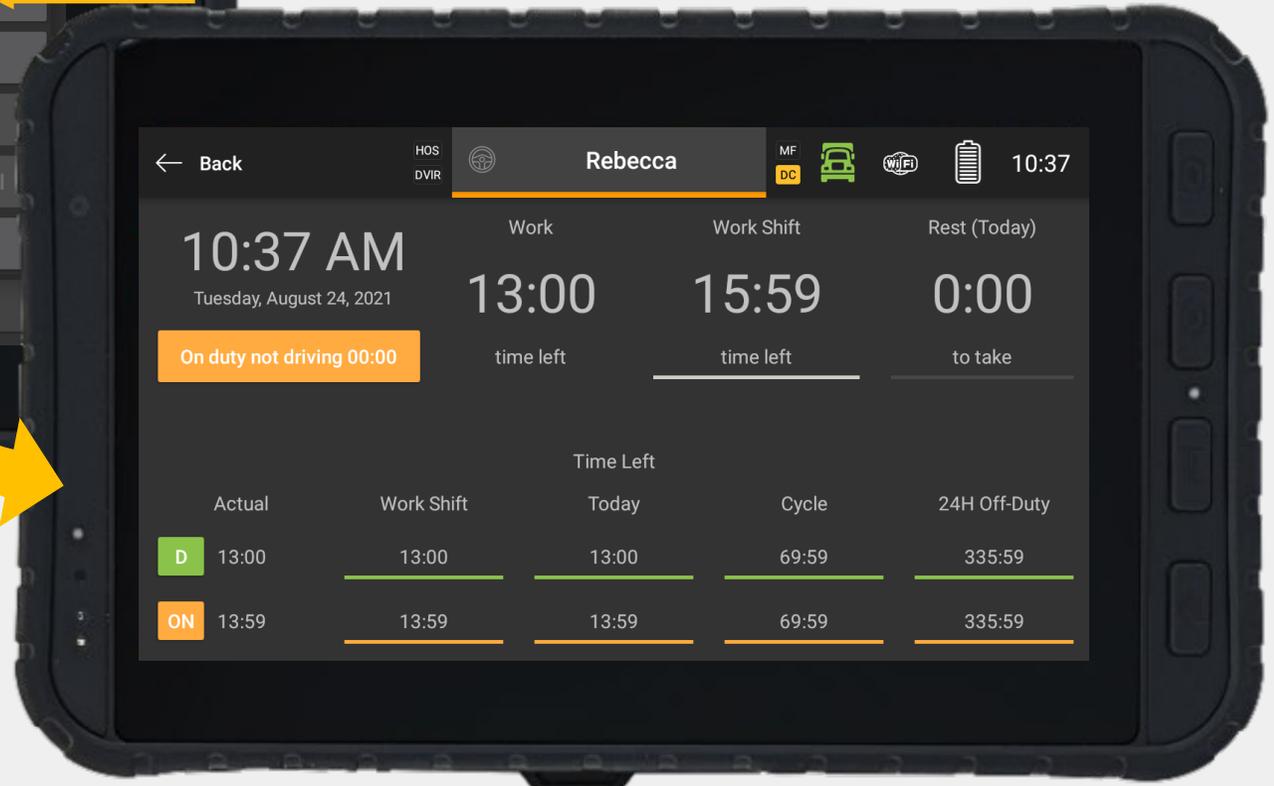
To display the different pages relating to the hours of service, open the menu by pressing the "Menu" button.



HOS DETAILS



To view the details of the hours of service, press the **"Details"** button from the main HOS page.





HOS DETAILS

Current time and date in addition to the status and duration of the current activity

Time remaining for each element of the current driving and rest hours regulation

Number of remaining on-duty hours (most restrictive)

Time remaining in the work shift

Remaining rest time to take today



HOS RECAP

The "Recap" page allows you to consult the list of worked and "recoverable" hours.



DISPLAY OF DAILY LOGS



To view your daily log, press the "Logs" button from the main HOS page.

Back to the HOS home page

Daily log for the previous day

Insert an activity

The detailed log view for Sunday, August 22, 2021, includes the following sections:

- Navigation:** 'Back' and 'Next' buttons.
- Carrier/Status:** Ingtech / Certified.
- Driver Information:** Driver ID: risabelle, License: permisdeconduite QC, Status: 0, Start Time: 0:00, Time Zone: GMT-4.
- Truck Information:** Tacoma_REB / VIN: -5TFDZ5BN2KX04, Odometer: 107660-107660, Distance: 0 km, Hours: 66.15-66.15.
- Home Terminal:** 3310 100e avenue, suite 310, Laval (Québec), H7T 0J7.
- Operating Zone:** 1 (south of latitude 60°N in Canada), Cycle 1 (7 days), Total hours: 2.15.
- HOS Grid:** A 24-hour timeline showing duty status (OFF, SB, D, ON) with a vertical line at 13:45.
- Activity Log Table:**

Date	Event	CMV	Distance (Total)	Geo-Location	✓
08:00:00	ON	Tacoma_REB	Laval, Quebec	✓	
08:15:01	D	Tacoma_REB	Laval, Quebec	✓	
12:15:00	OFF	Tacoma_REB	Laval, Quebec	✓	
13:00:00	D	Tacoma_REB	Laval, Quebec	✓	
19:00:00	OFF	Tacoma_REB	Laval, Quebec	✓	
- Bottom Bar:** 'Add record', 'Send logs', and 'Certify day' buttons.

Daily log for the next day

Header of the daily log

HOS grid

Details of activities

Certify a daily log

DISPLAY OF DAILY LOGS



- > The header is not editable via the "Logs" view, but the identification information can be edited from the main HOS page.
- > The graph and the sum of the hours for each activity are calculated automatically.

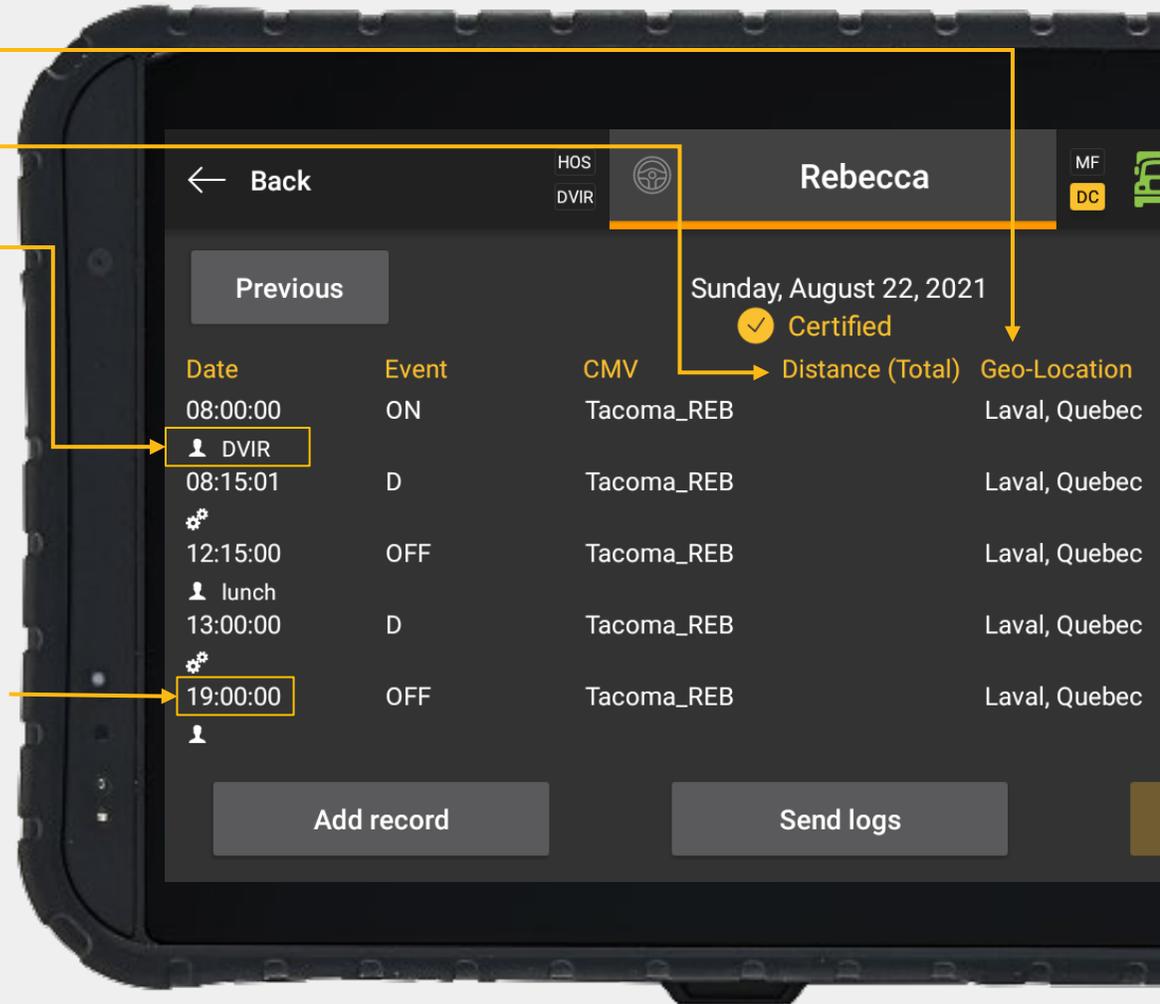
DISPLAY OF DAILY LOGS



Address

Vehicle total distance in km.

Comment associated with the activity.



Start time of the activity
(at the time of the home terminal)

Certified activity



2.6

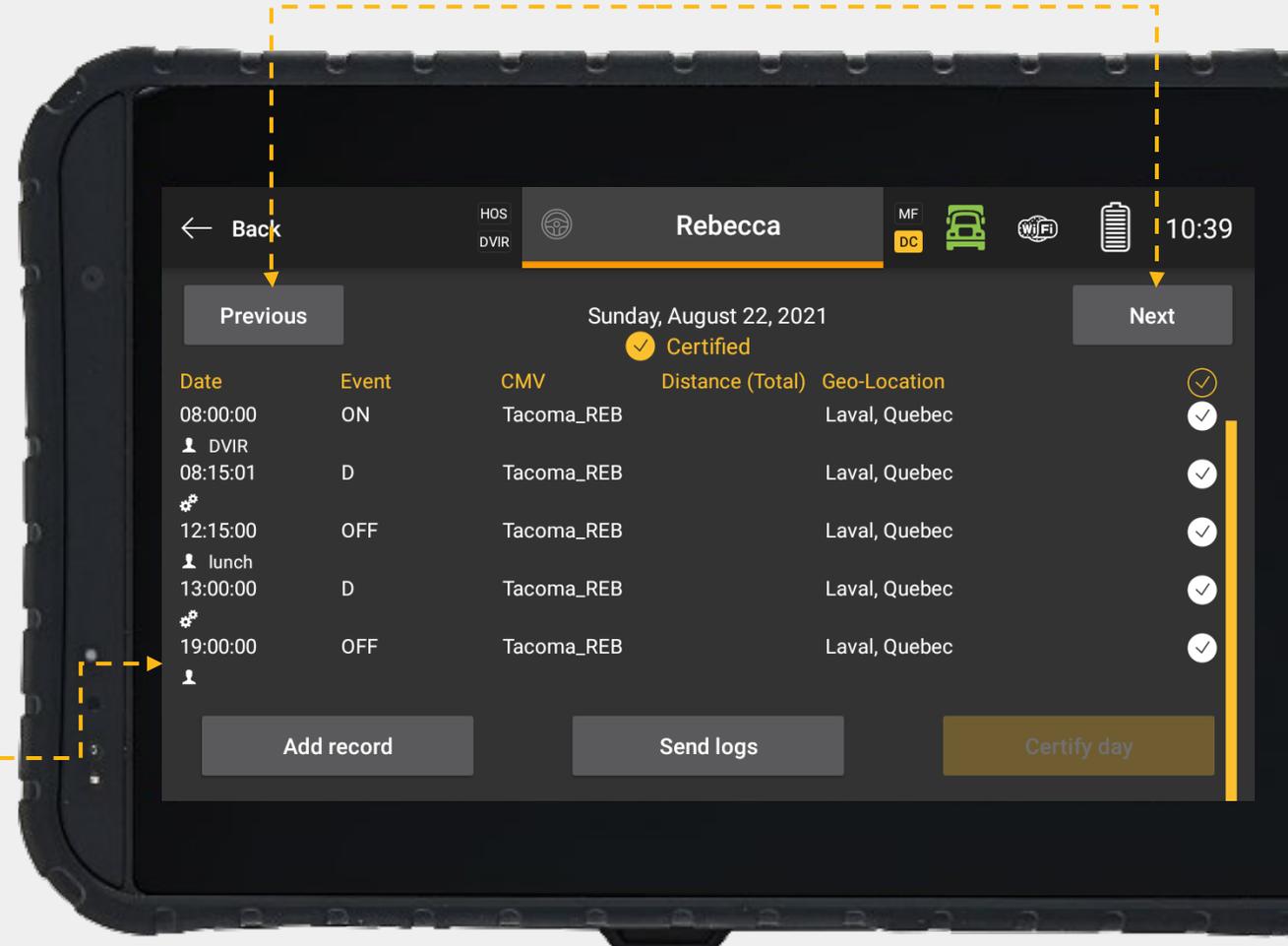
DAILY LOG

ANNOTATION AND MODIFICATION OF AN ACTIVITY

From the HOS main page, press the "Logs" button.



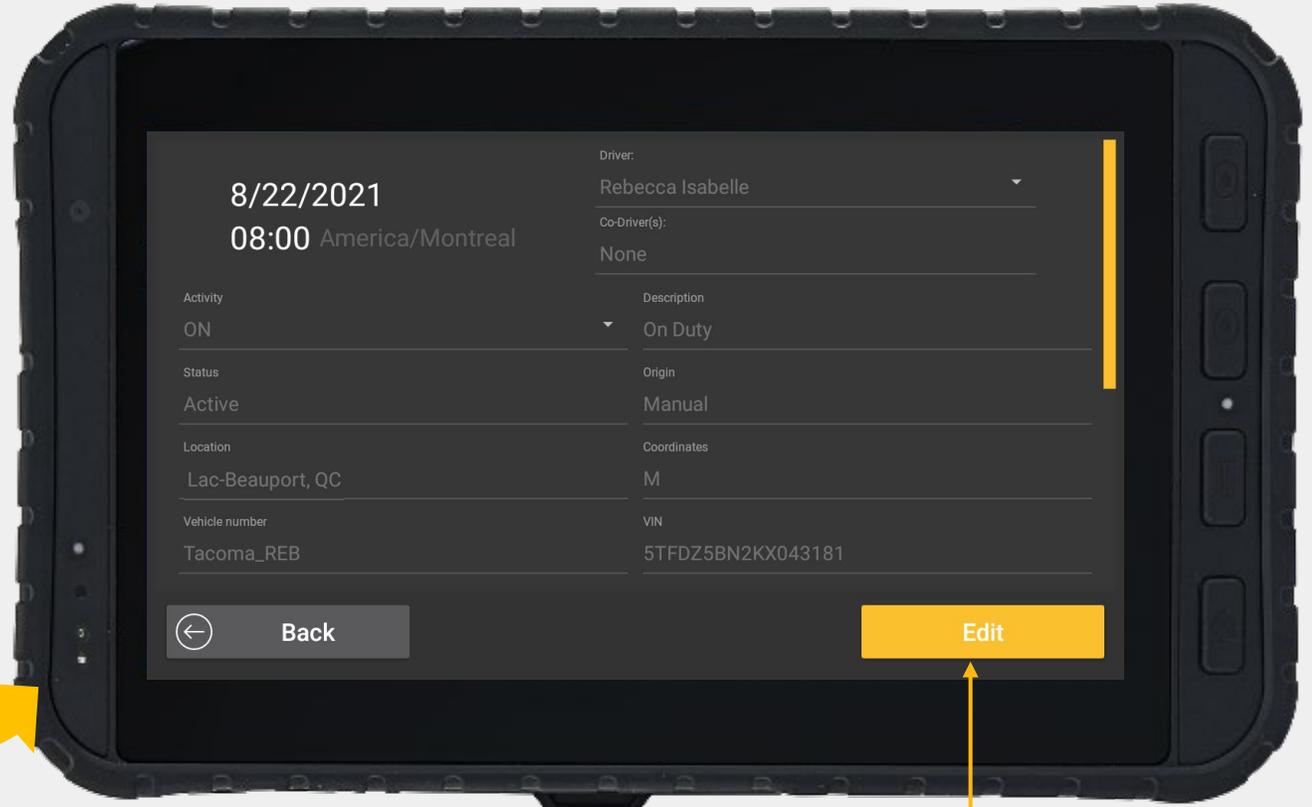
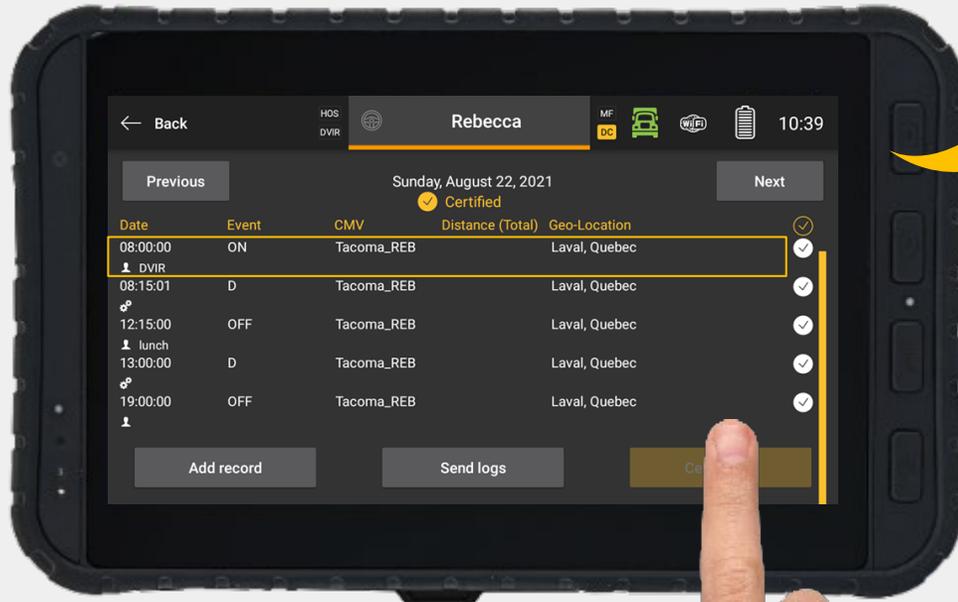
Select the desired day using the "Previous" or "Next" buttons.



Click on the detail of the activity you want to annotate or modify.

ANNOTATION AND MODIFICATION OF AN ACTIVITY

Tap on the activity you want to change.



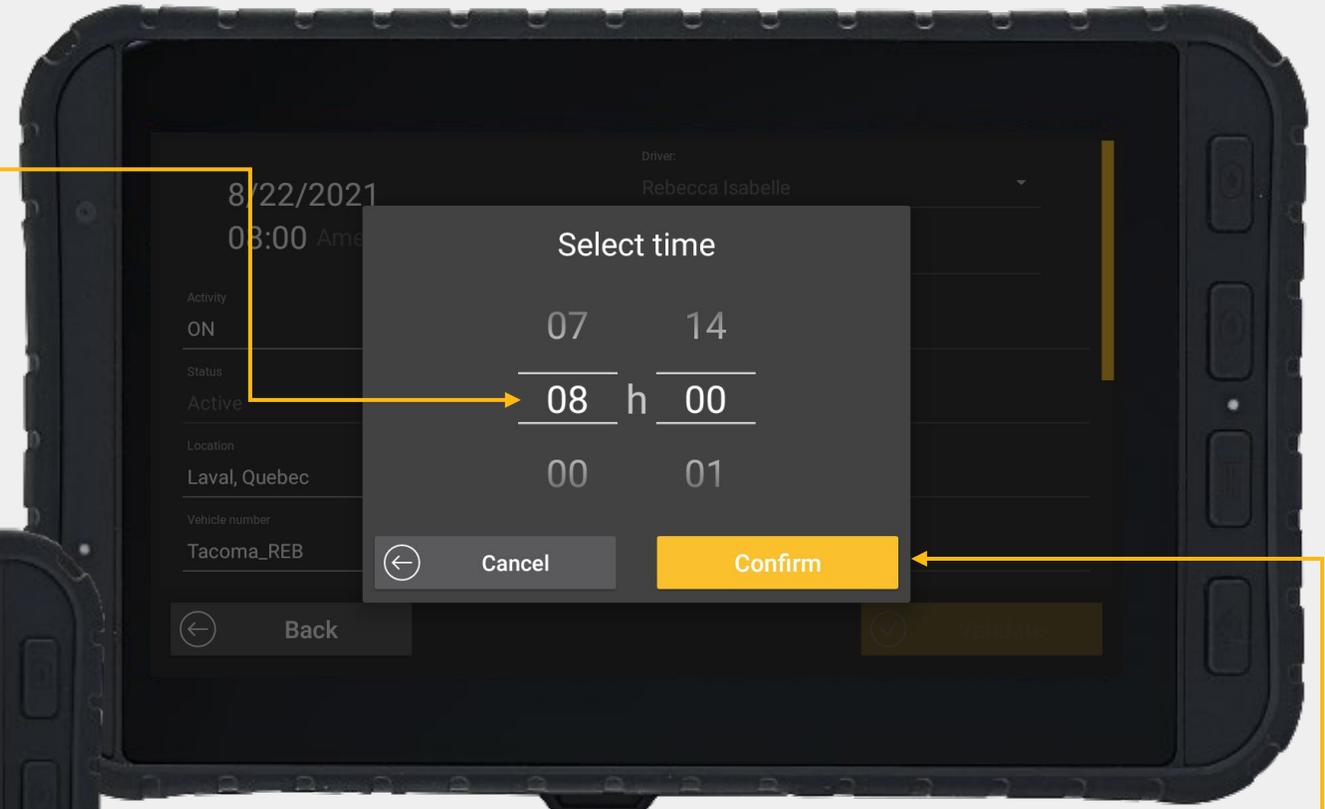
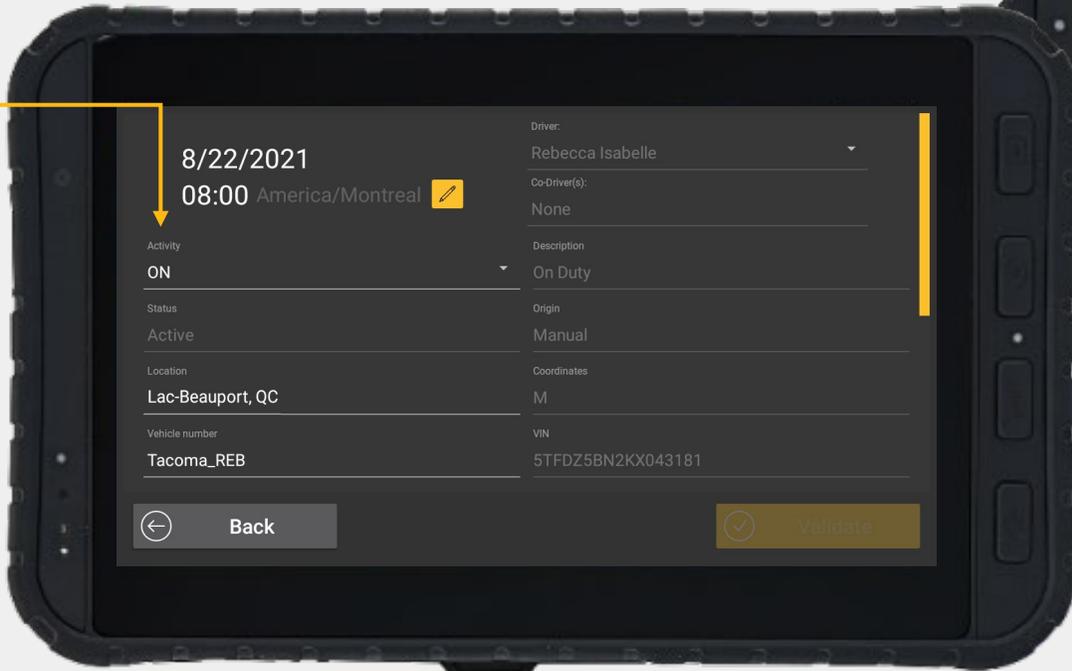
Press the « Edit » button

 IT IS IMPOSSIBLE TO MODIFY AN AUTOMATIC DRIVING ACTIVITY

ANNOTATION AND MODIFICATION OF AN ACTIVITY

To change the time, first tap the pencil and select the start time of the activity.

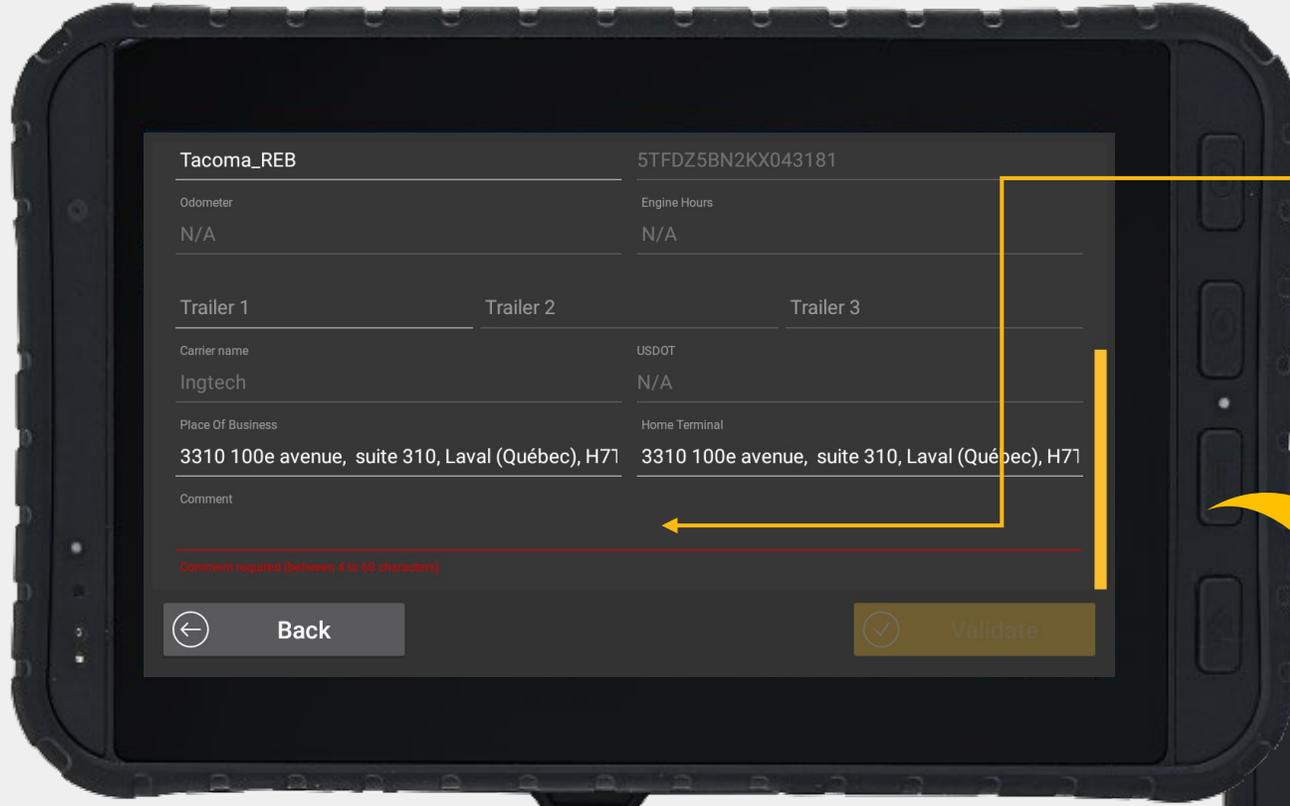
To edit the activity, tap the available information.



Press "Confirm"

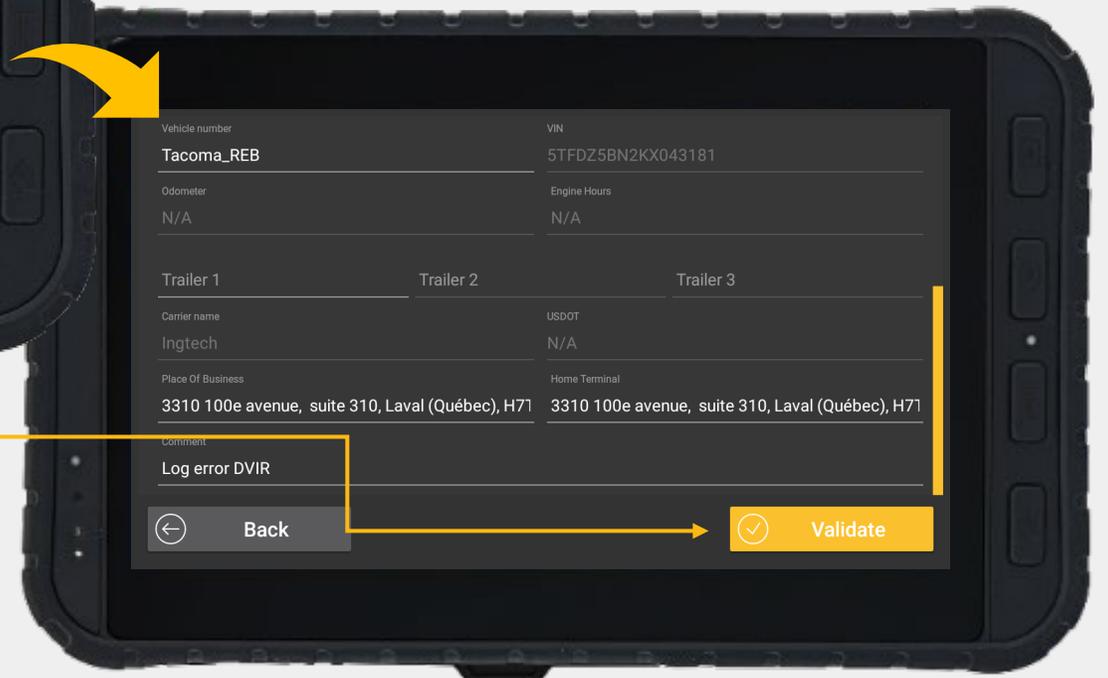
 IT IS IMPOSSIBLE TO MODIFY AN AUTOMATIC DRIVING ACTIVITY

ANNOTATION AND MODIFICATION OF AN ACTIVITY



Add a comment to justify the change.

Note: The comment must have at least 4 characters.



Click on "Validate"

 **IT IS IMPOSSIBLE TO MODIFY AN AUTOMATIC DRIVING ACTIVITY**

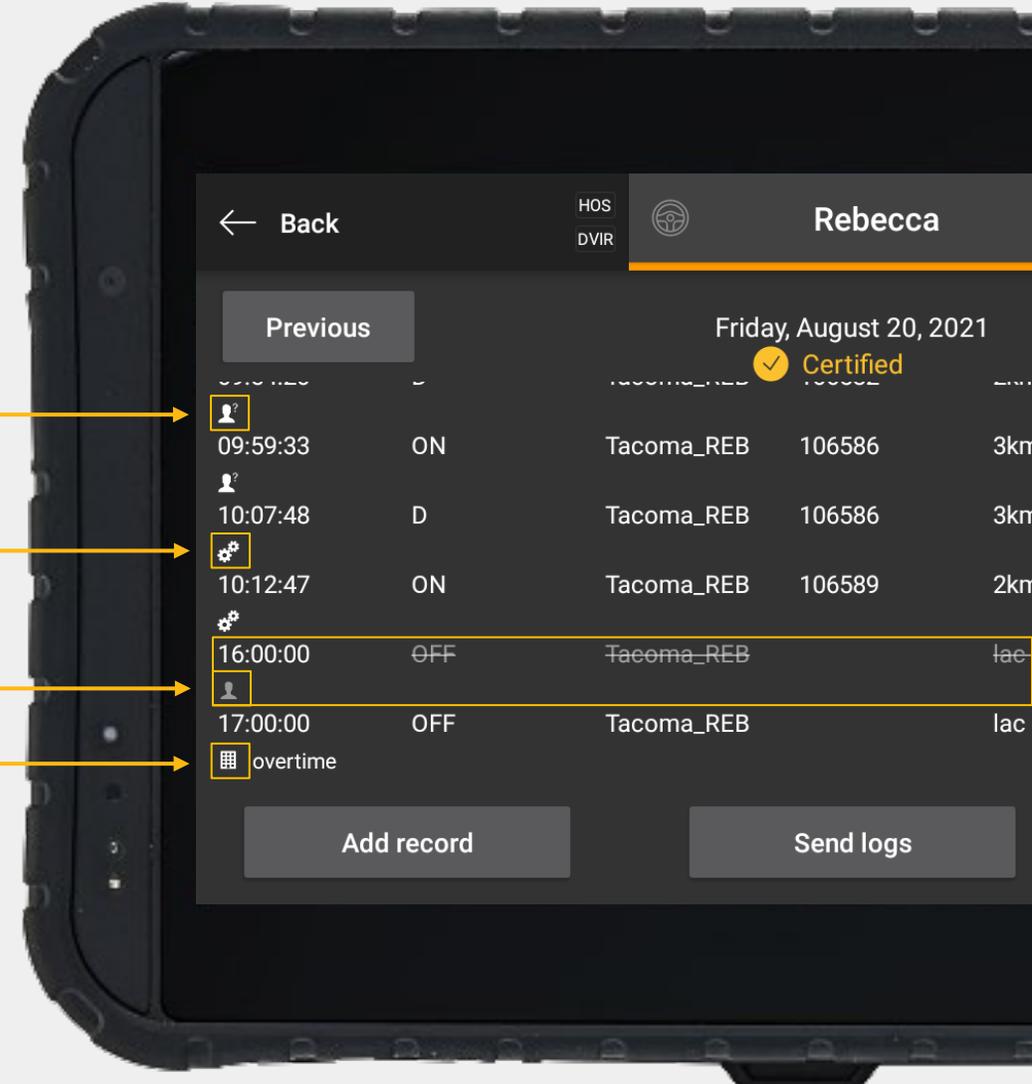
SOURCE OF ACTIVITY

Unidentified event accepted by the user

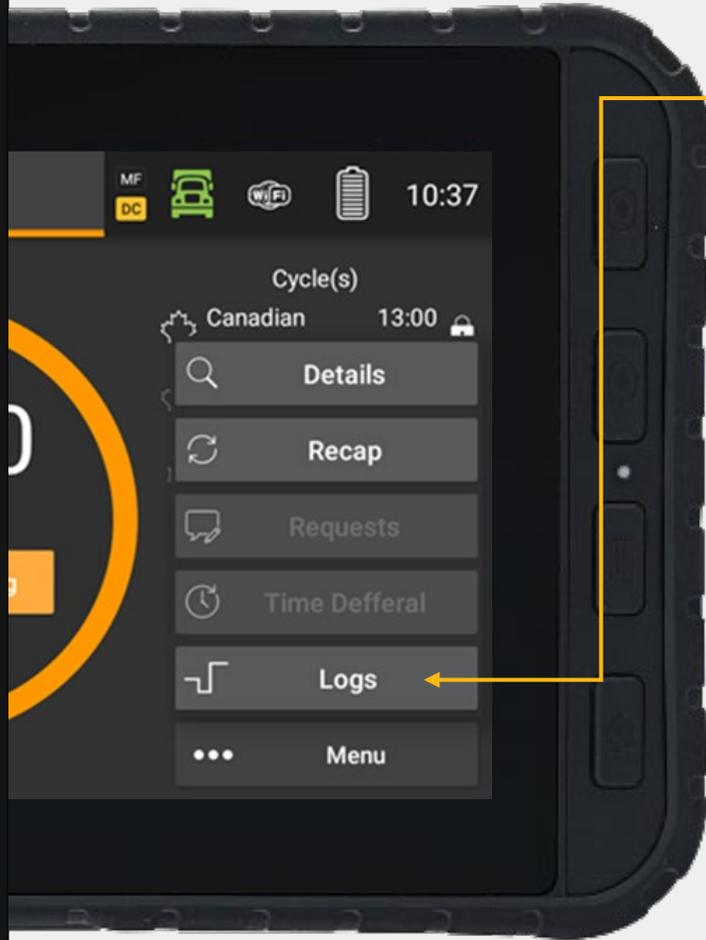
System automatic activity (not editable)

User activity (manual) that is now inactive

Activity from an administrator accepted by the user

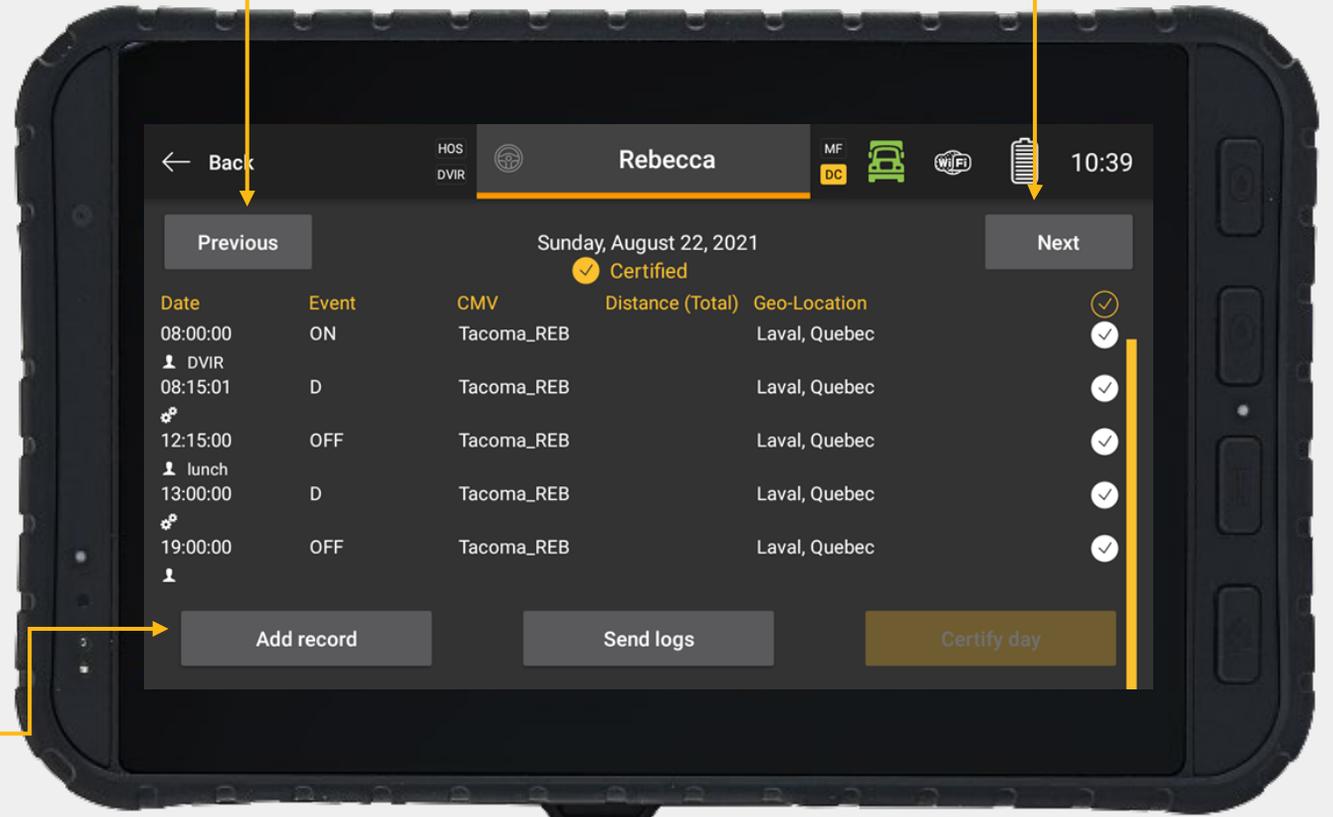


ADDING AN ACTIVITY



From the HOS home page, press the "Logs" button.

Select the desired day using the "Previous" or "Next" buttons.



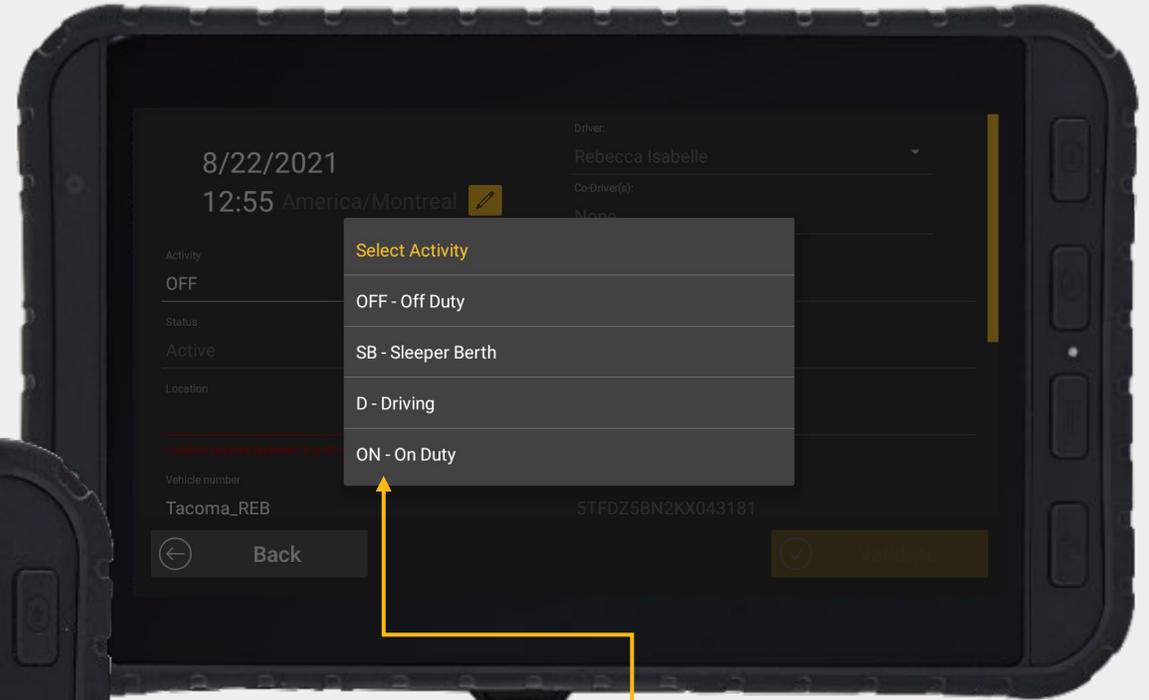
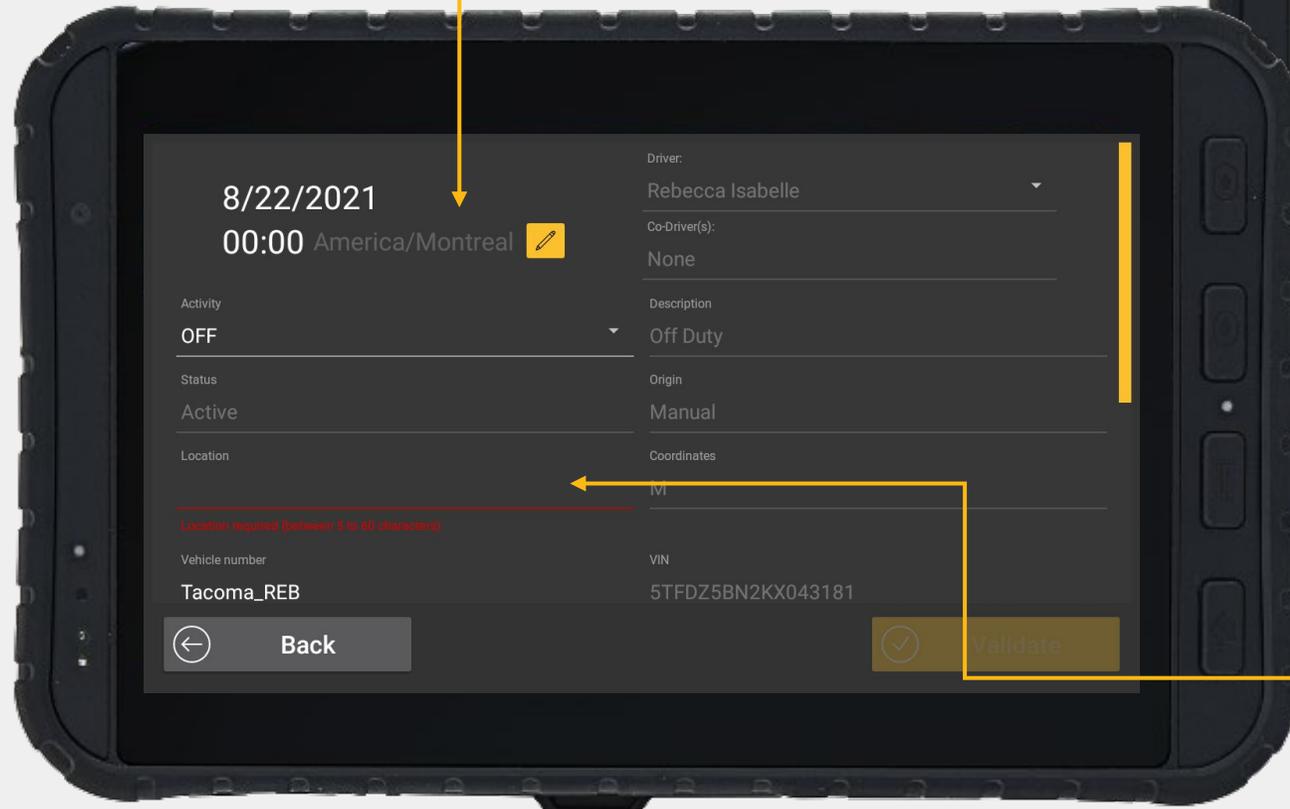
Press "Add record"



ADDING AN ACTIVITY

Very similar to modifying activity.

To change the time, first tap the pencil and select the start time of the activity.



To edit the activity, tap it. Then select the activity of your choice.

Write the location where the activity took place.



ADDING AN ACTIVITY

Very similar to modifying activity.



Add a comment to justify the change.
Note: The comment must have at least 4 characters.

Click on "Validate"

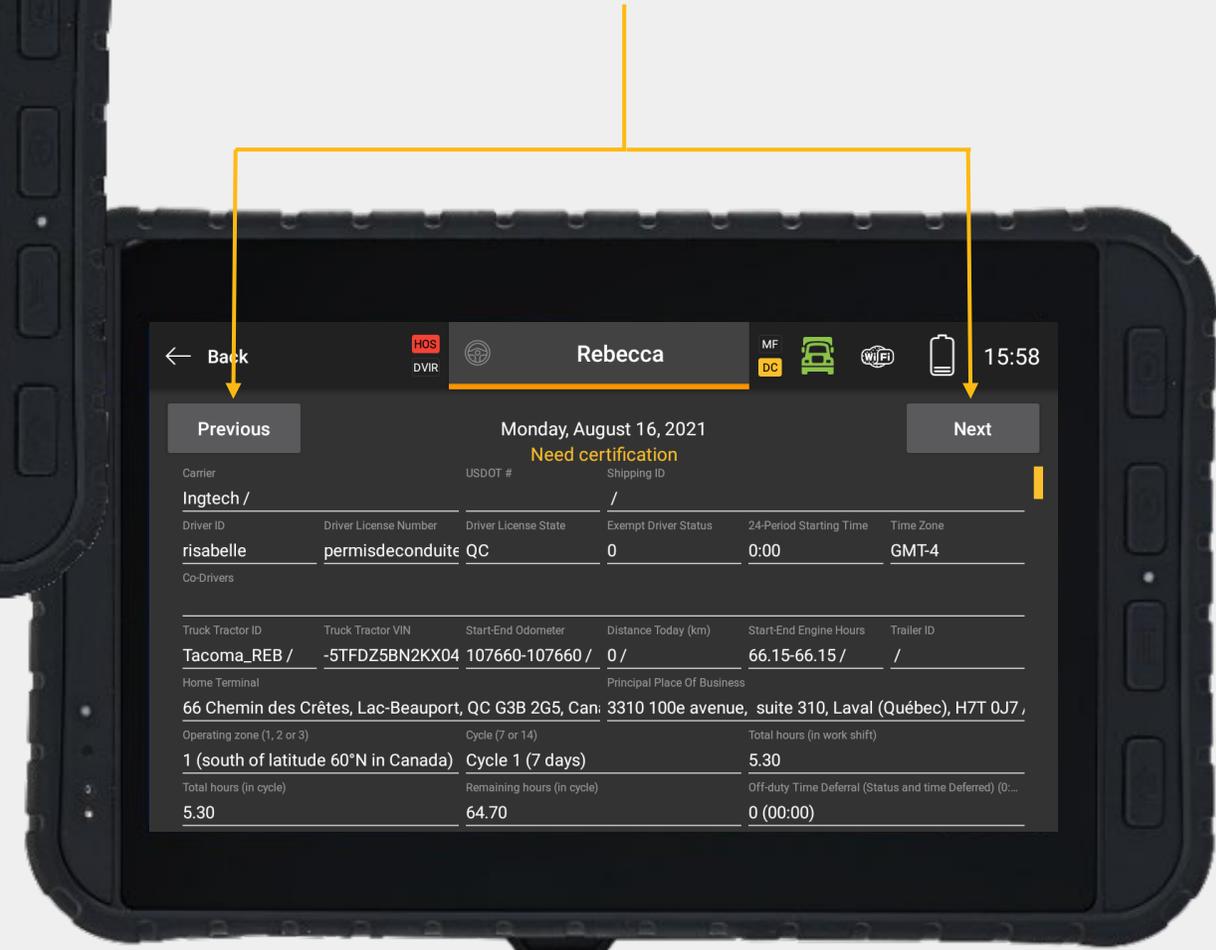


CERTIFICATION OF THE DAILY LOG



CERTIFICATION OF THE DAILY LOG

Select the desired day using the "Previous" or "Next" buttons.



In the menu of the main HOS page, press "Logs".

Note: The number indicated to the right of the "Logs" button represents the number of non-certified days

CERTIFICATION OF THE DAILY LOG

Select the desired day using the "Previous" or "Next" buttons.

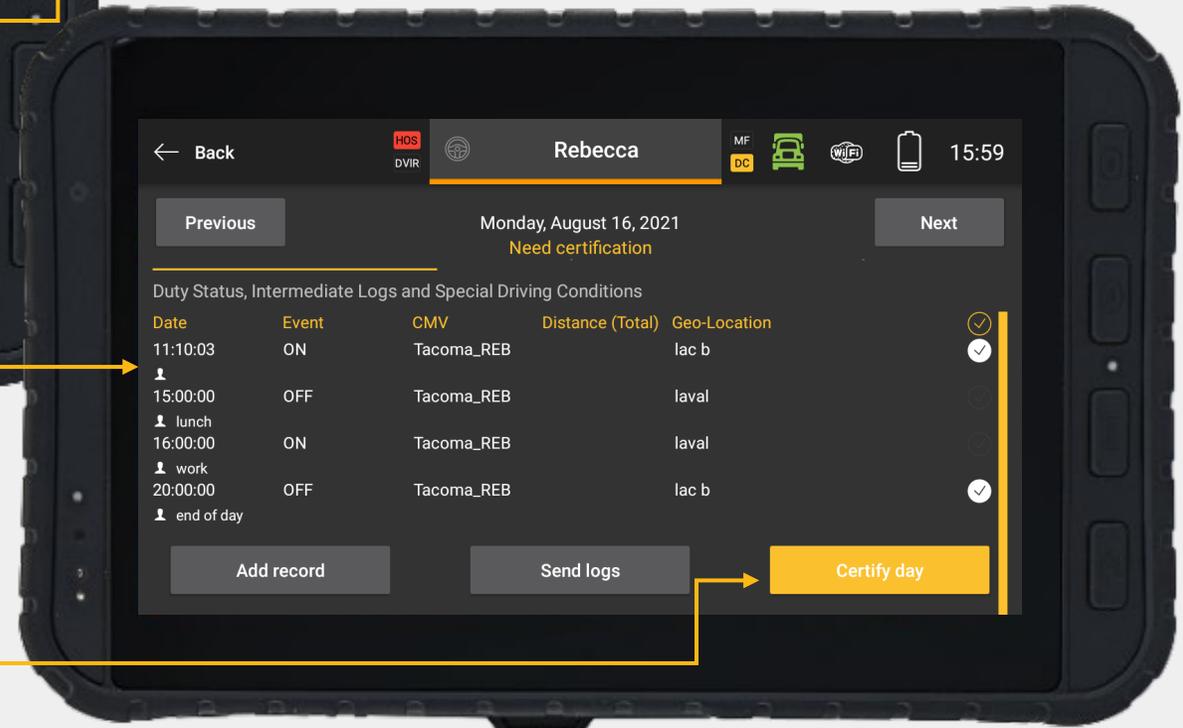


The upper zone (header) contains information necessary for the certification of the daily log.

CERTIFICATION OF THE DAILY LOG



The daily log is displayed. It gives you visibility on the day's activities and it is similar to the handmade daily log.



The list of activities is displayed below the grid.

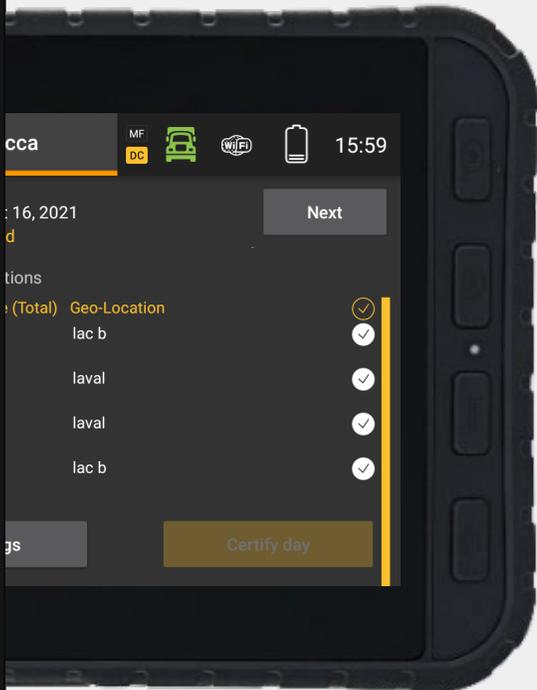
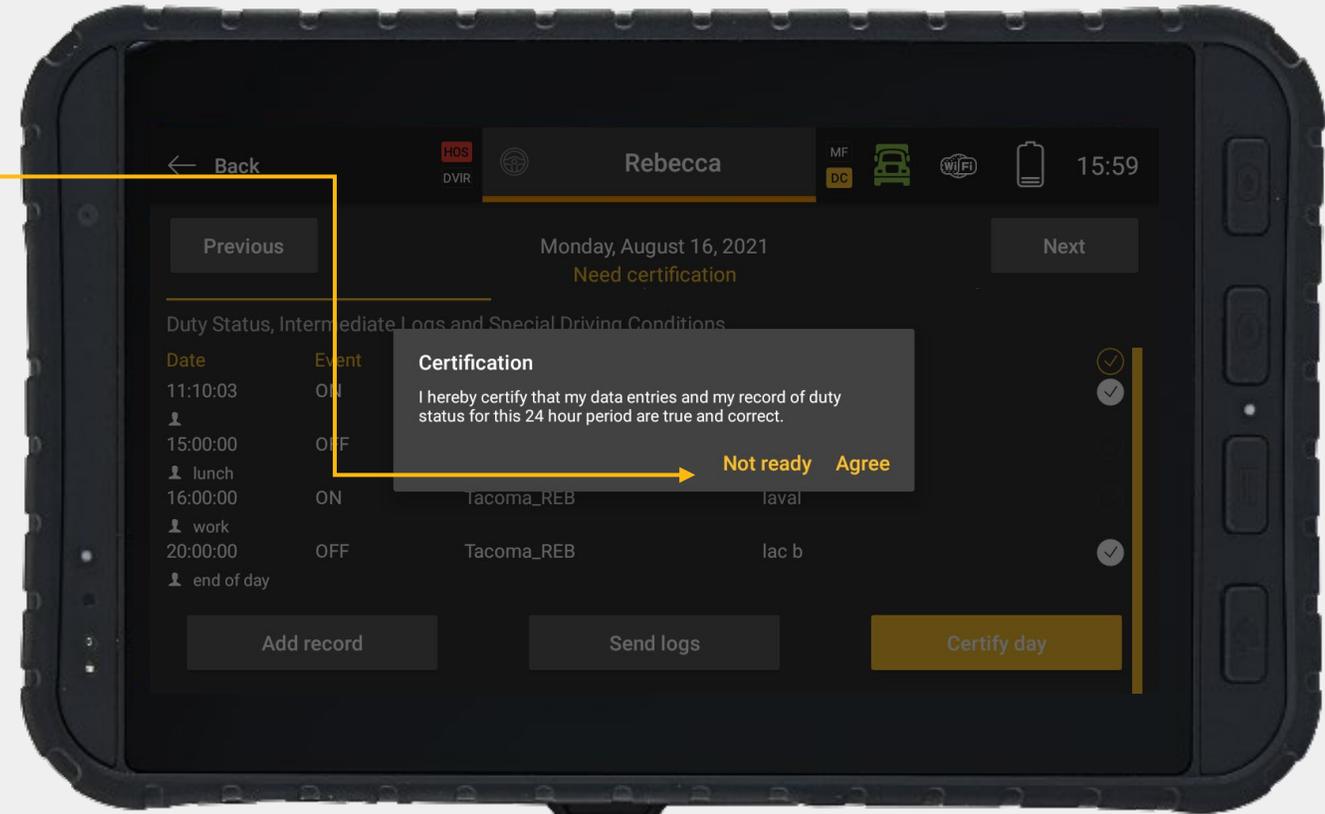
Scroll to the bottom and press the "Certify the day" button.

CERTIFICATION OF THE DAILY LOG

The following message appears, it is the electronic signature:

To certify the daily log, press the "Agree" button.

To cancel the certification process, press the "Not Ready" button.



The activities will appear certified in the details of the daily log.

CERTIFICATION OF THE DAILY LOG

The certification status is indicated at the top of the "Logs" page.



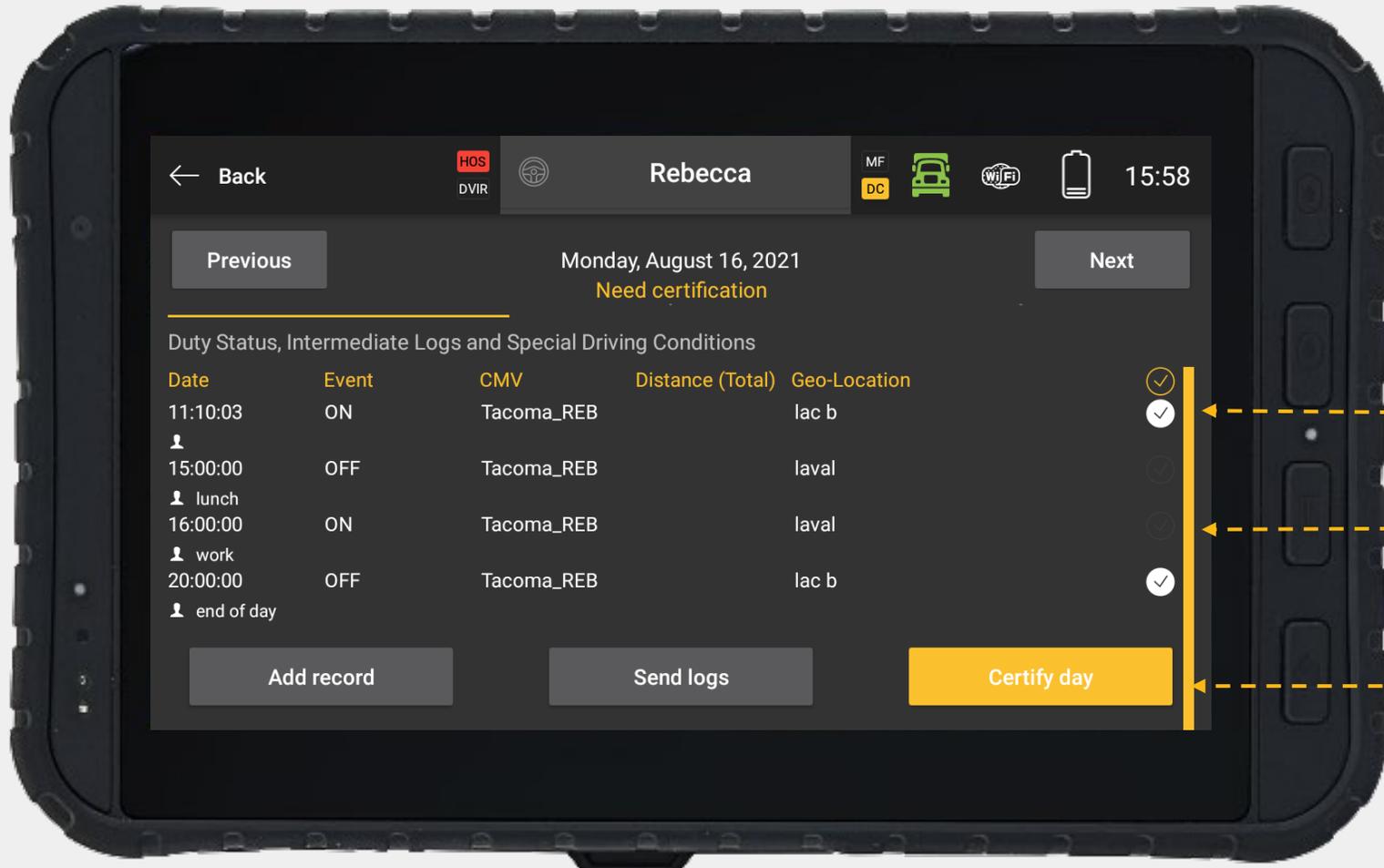
- **TODAY**
Certification required at the end of the day.
- **NEED CERTIFICATION**
Previous 24 hour period requiring certification.
- **CERTIFIED**
Certified daily log.



CERTIFICATION OF THE DAILY LOG

Even if a daily log is certified, it is possible to insert, annotate or modify an activity.

However, this activity will no longer be certified, and the day will have to be certified again.



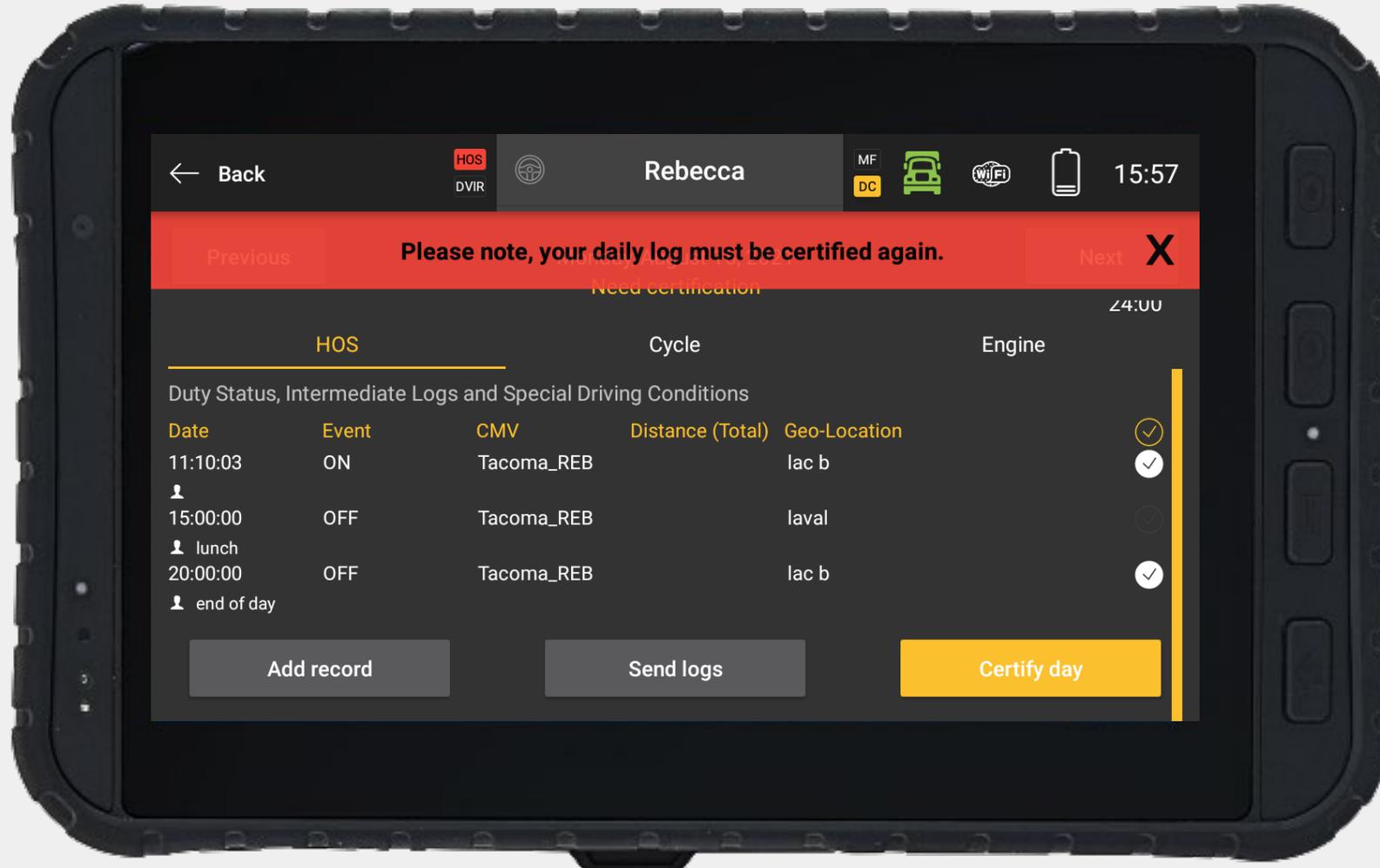
Activity already certified

Modified activity

Certify the day again



CERTIFICATION OF THE DAILY LOG



IMPORTANT

If you make a change to a certified record, a warning message will tell you that the record must be certified again.



LOG OUT

From the HOS home page, tap your name.

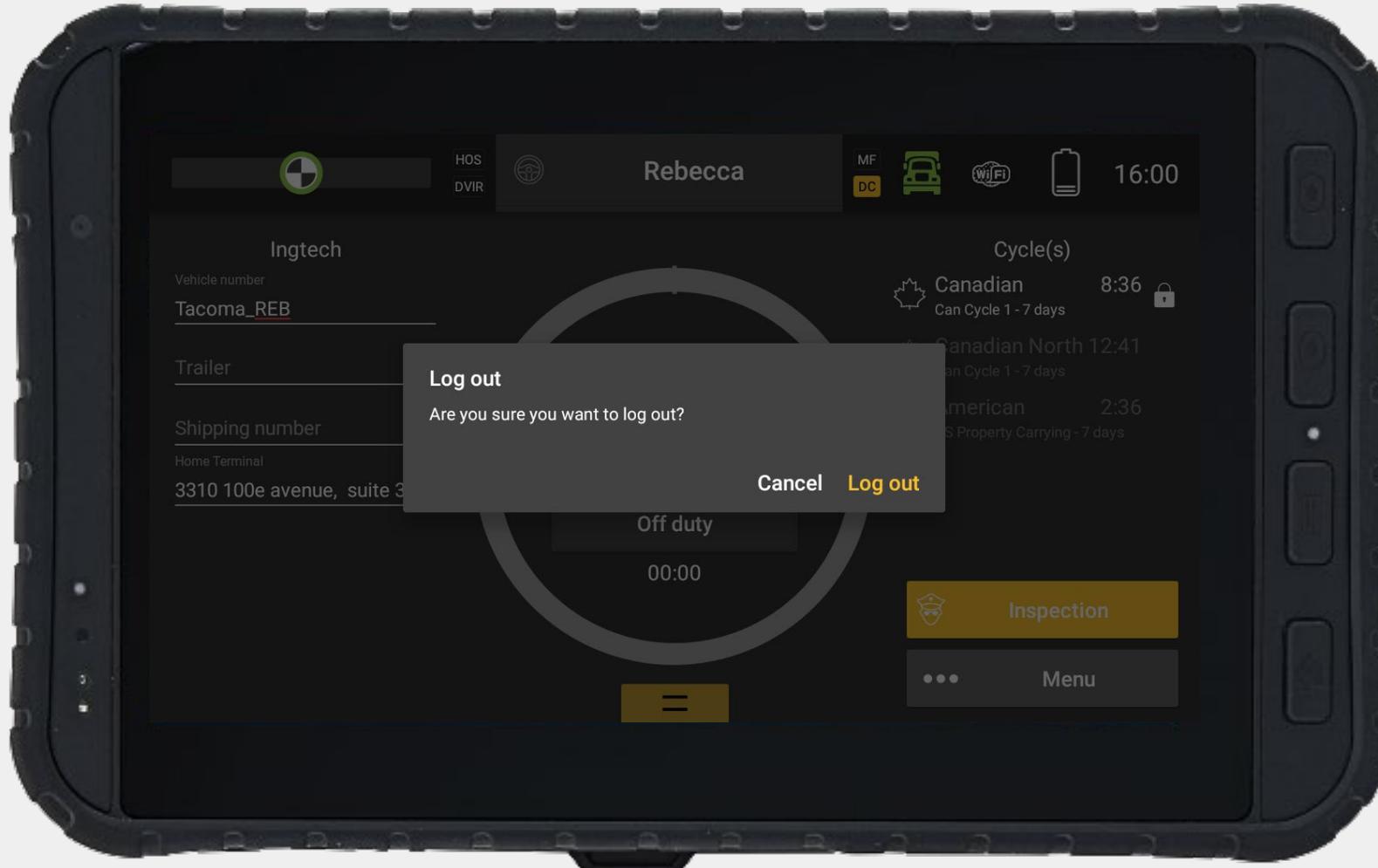
Note: It is not possible to log out if the current activity is driving.



Press on « **Log out** »



DISCONNECT



If your activity is off and all your records are certified, a confirmation message like this one will appear.

Press **"Log out"** to log out and **"Cancel"** to cancel

LOG OUT



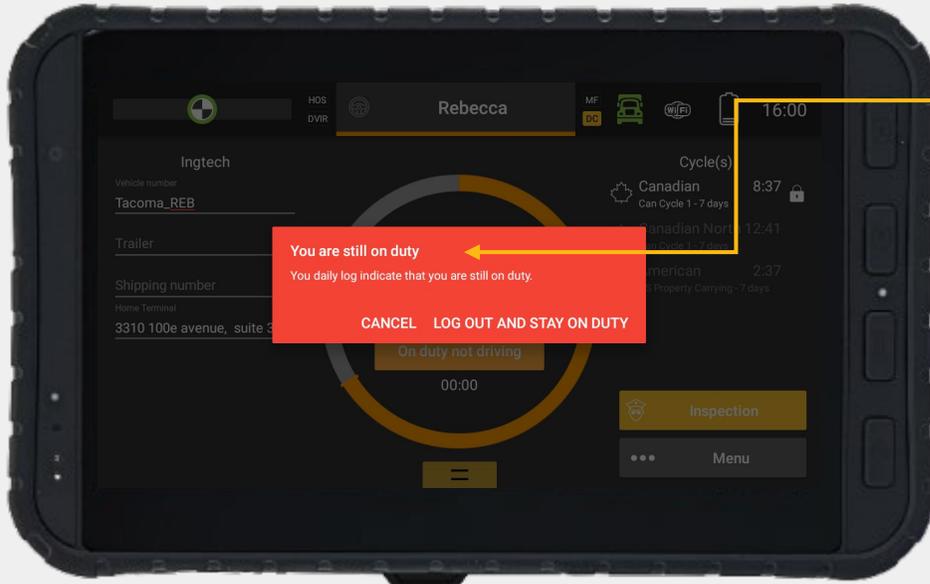
If your daily logs are all certified except the one for the current day, a message like this will appear.

If your activity is off duty and all your records are certified, a confirmation message like this one will appear.

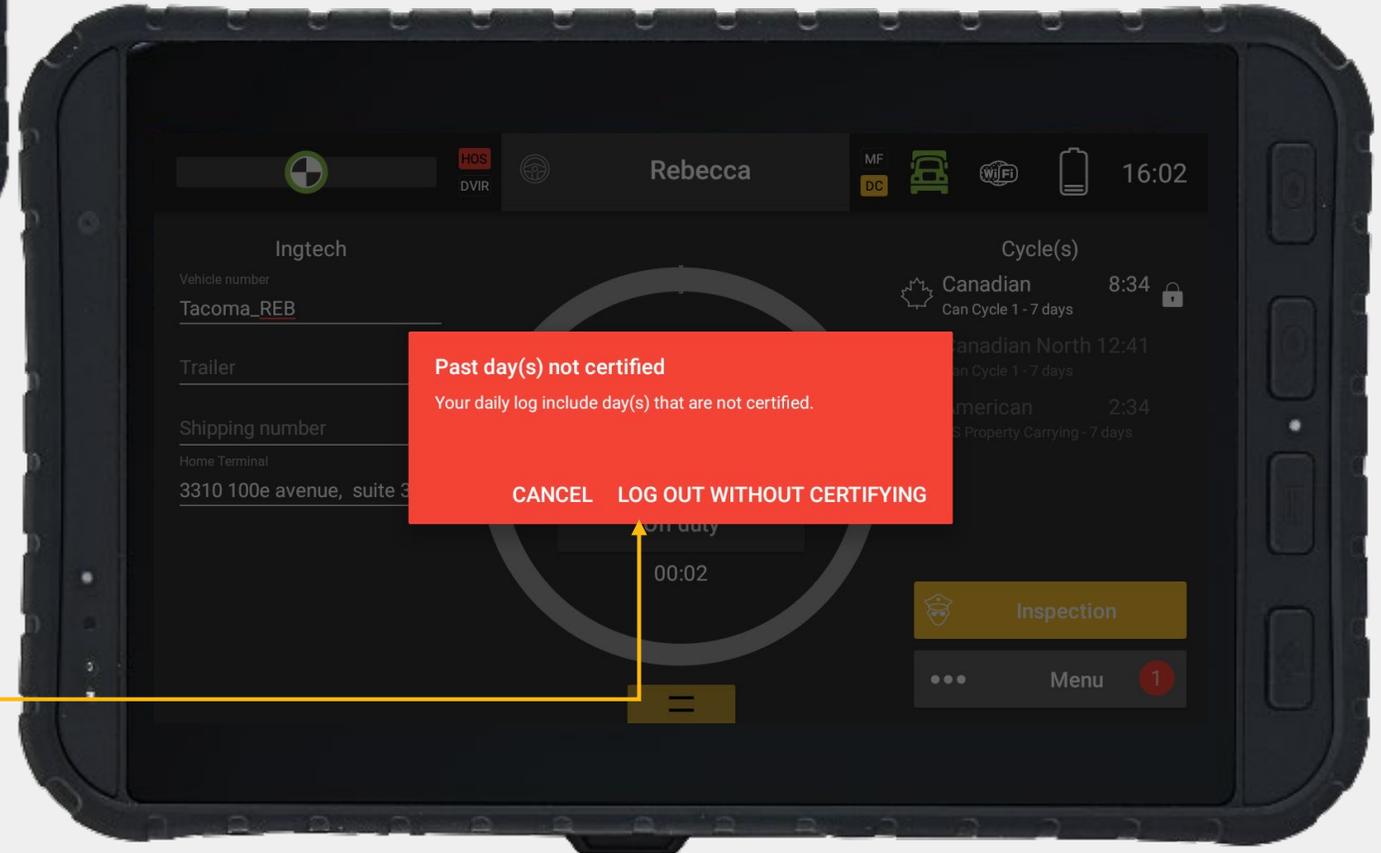
Press **"Log out"** to log out and **"Cancel"** to cancel



DISCONNECT



If your activity is on-duty at the time of the log out, an alert message will notify you.



If daily logs from previous days are not certified, you will have to certify them before logging out.



2.7 TEAM DRIVING

TEAM DRIVING

By default, following the connection of a user, the driver is at the wheel and there is no co-driver. At any time, it is possible to add a co-driver in order to manage the hours of service when driving in a team.

Co-driver



Driver and activity status

TEAM DRIVING

To add a co-driver, tap your name.

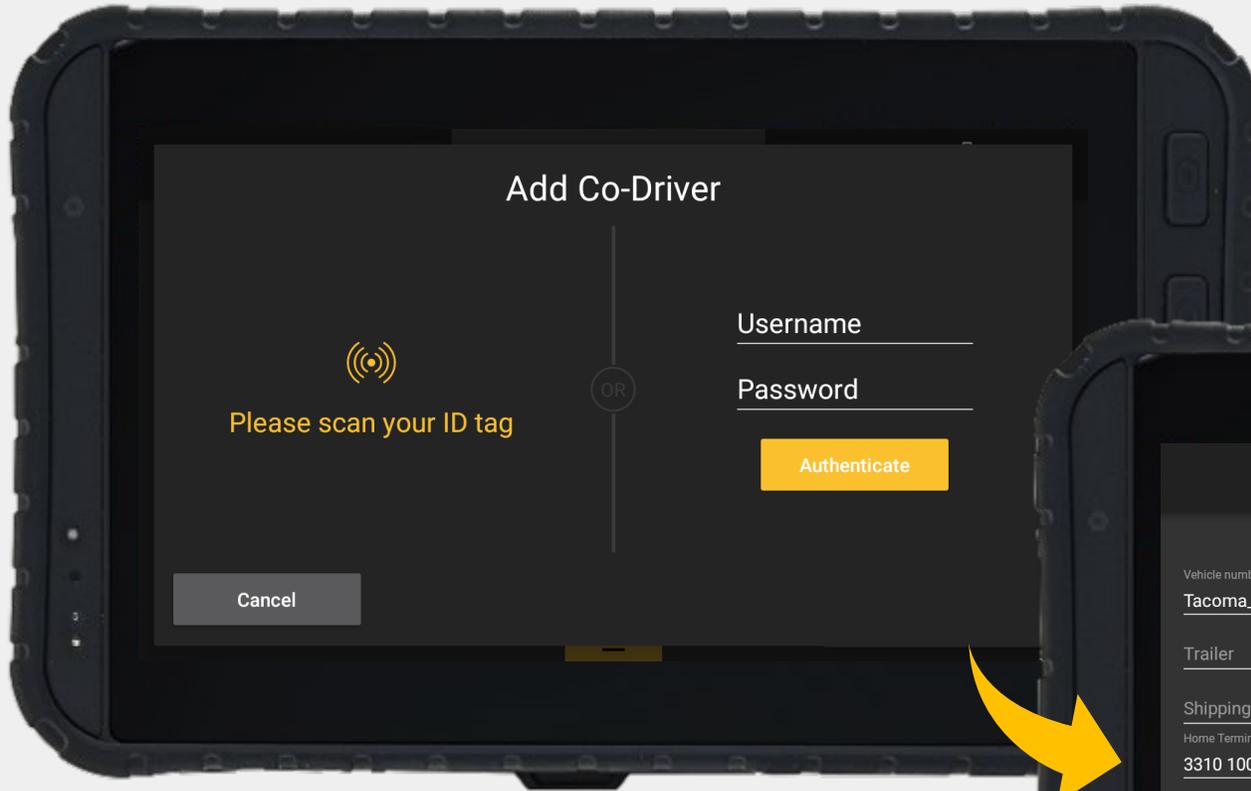
A menu will appear.



Press the "Co-driver" button

ADDING A DRIVER

Use the chip or your username (user and password) to connect as co-driver.



The co-driver is now connected.

Note: The steering wheel icon  to the left of the name indicates the driver behind the wheel. If the icon is not present, then it is the co-driver.

CO-DRIVER



The co-driver is not required to do a vehicle inspection when not behind the wheel. It is therefore impossible to do a new inspection if you are not behind the wheel.



CHANGE SESSION



To change user sessions, tap your name and then tap the name of the user session you want to log in to.



The selected driver's session will open.

Note: The steering wheel icon  to the left of the name indicates the driver behind the wheel. If the icon is not present, then it is the co-driver.

DRIVING

When the driver behind the wheel is driving, the co-driver is allowed to access his session and make changes.

All the pages are therefore available, only for the co-driver, even if the vehicle is in motion.



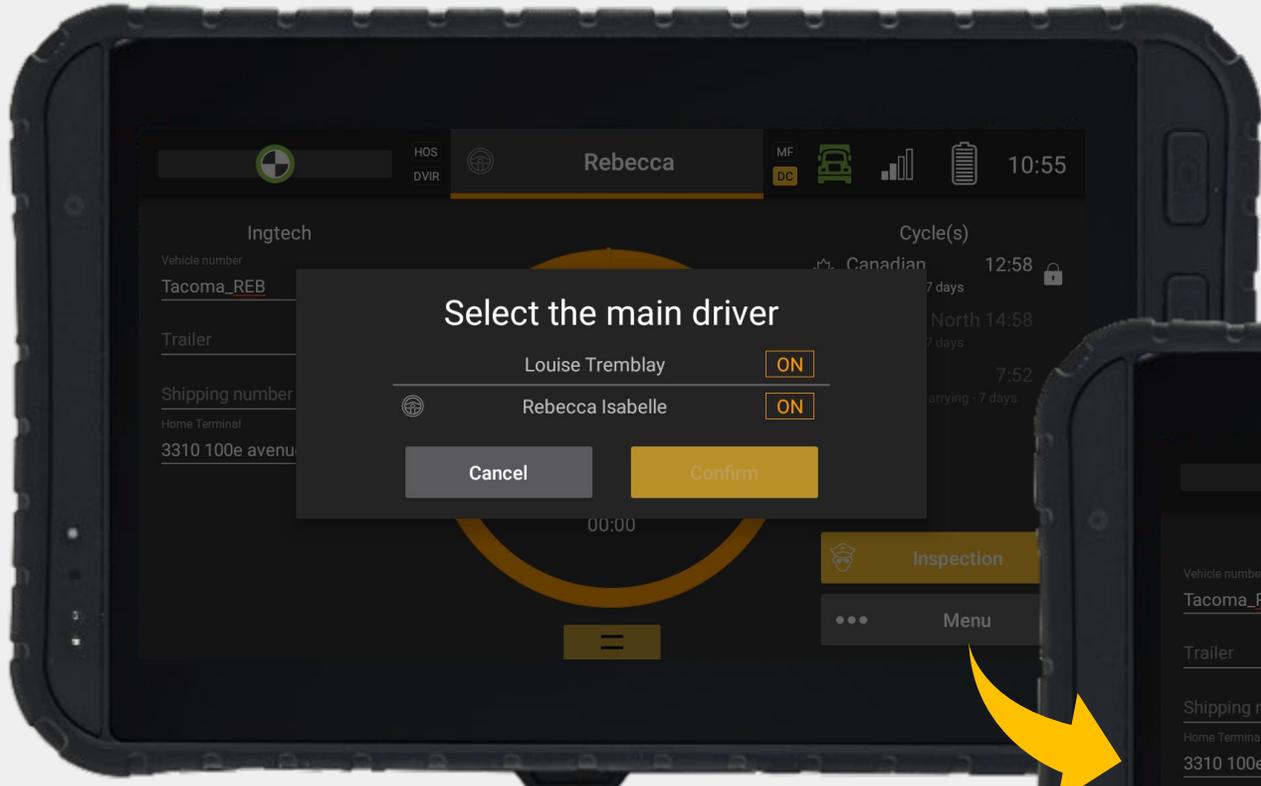
CHANGING DRIVER AT THE WHEEL



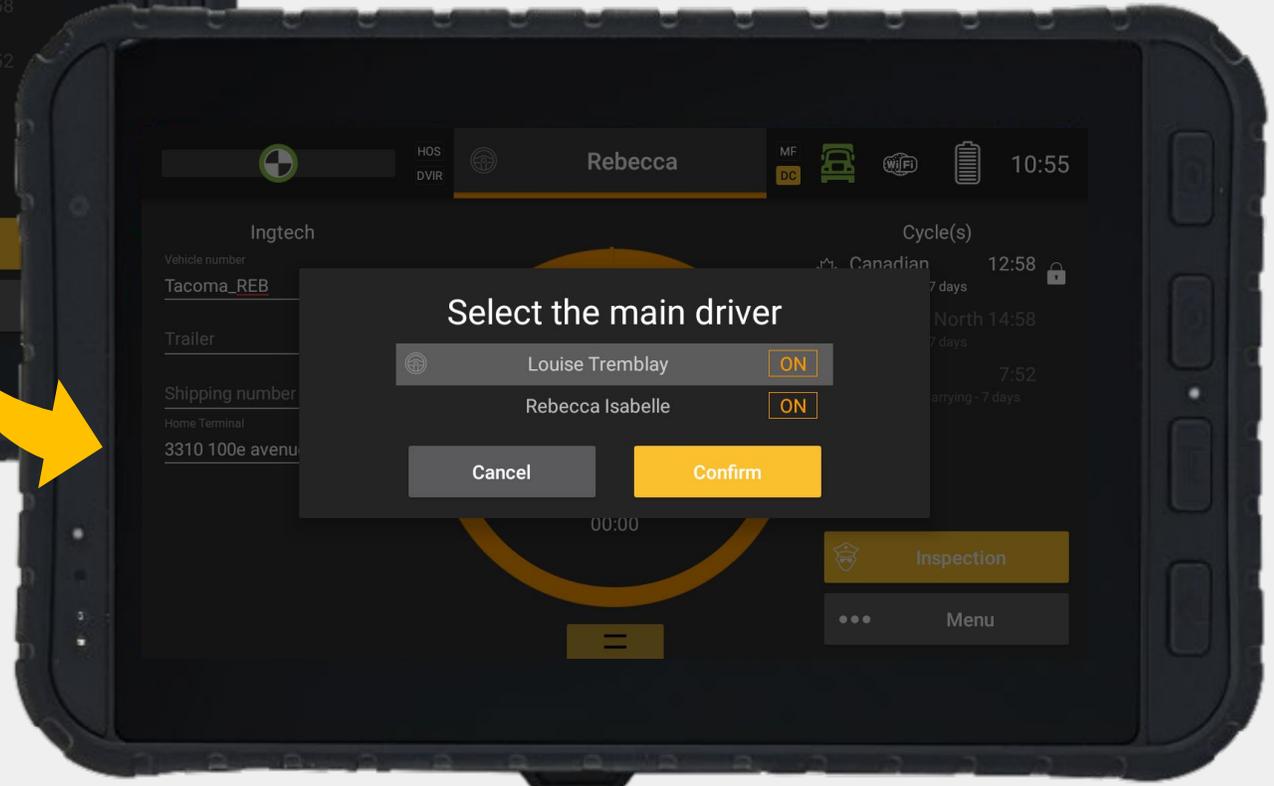
To change the driver behind the wheel, press your name and then the **“At the wheel”** button.

It is possible to make this change, regardless of the current session (driver or co-driver)

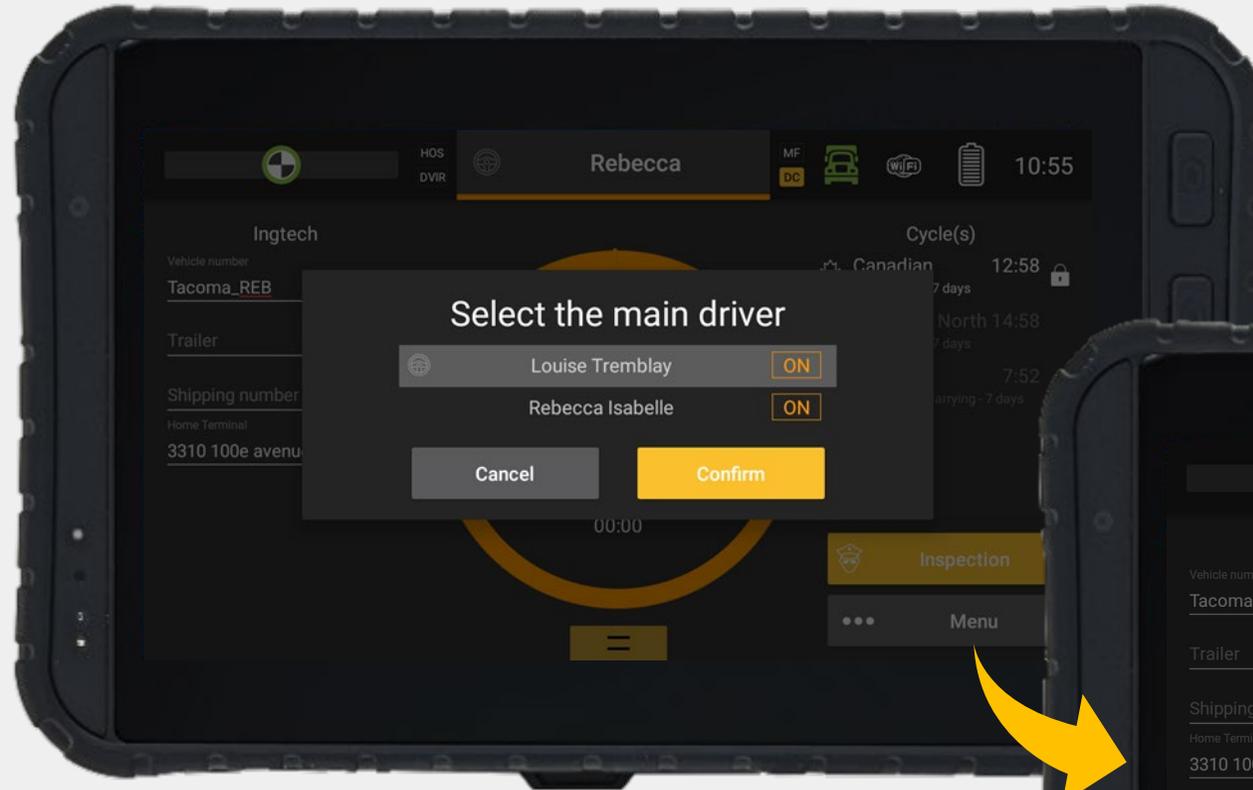
CHANGING DRIVER AT THE WHEEL



Select the driver behind the wheel and press the **"Confirm"** button.



CHANGING DRIVER AT THE WHEEL



Then press **"Confirm"**



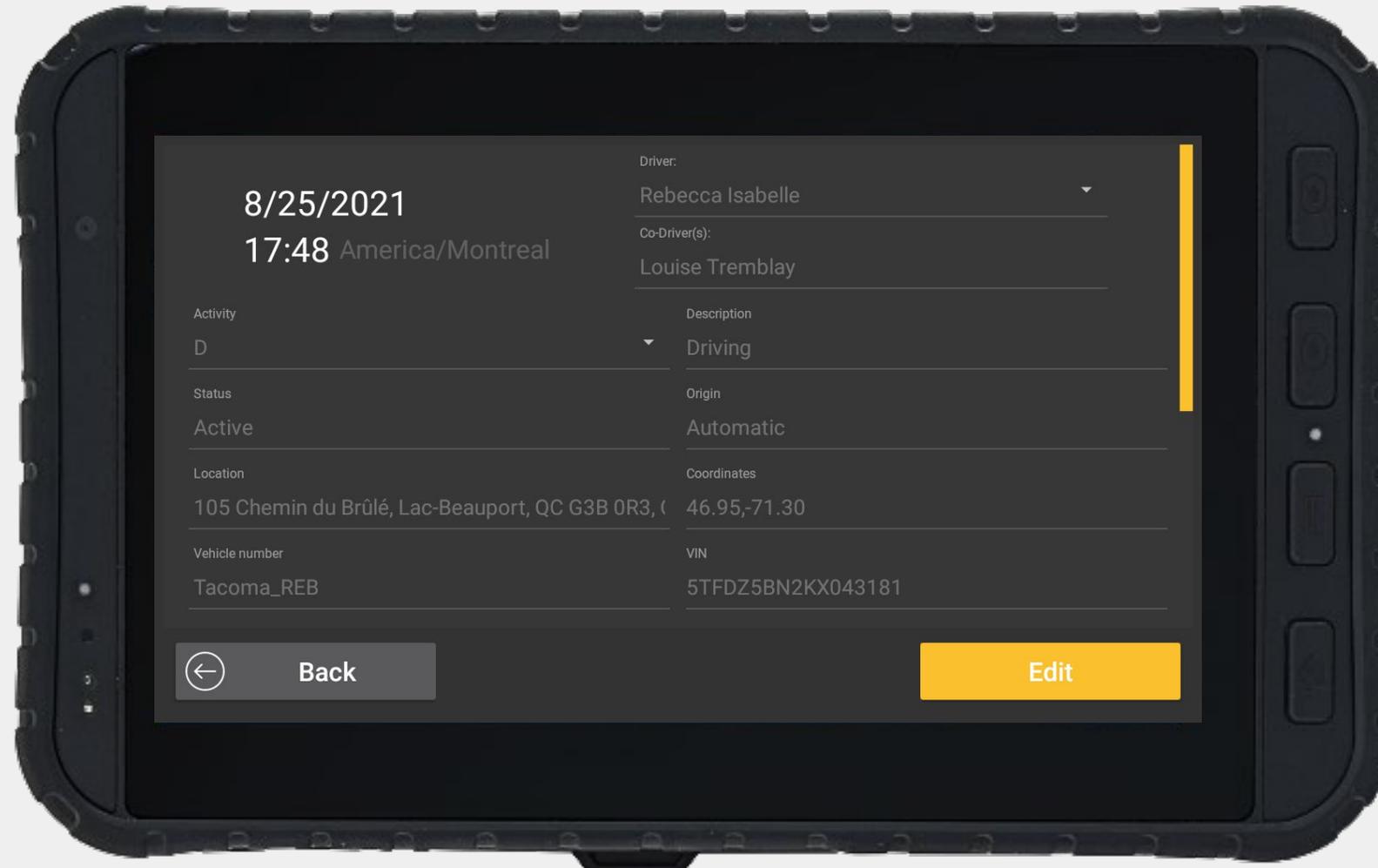
CHANGING DRIVER AT THE WHEEL



The driver behind the wheel is changed

All other operations are done in the same way as when there is no co-driver

DRIVING EXCHANGE



If you forgot to change the driver behind the wheel and you have done a driving activity, the driving will not be associated with the correct driver. In this case it is possible to exchange the driver's driving activity.

Note that this is the only time you can modify an automatic type of driving.

DRIVING EXCHANGE

In your daily logs, find the driving activity and press on it to access the detailed view.



1. Press on « Edit »
2. Press on the driver's name

DRIVING EXCHANGE

Select the correct driver.

8/25/2021
17:48 America/Montreal

Driver: Rebecca Isabelle
Co-Driver(s): Louise Tremblay

Activity	Description
D	

Select Driver

- Louise Tremblay
- Rebecca Isabelle

Location: 105 Chemin du Brûlé, L

Vehicle number: Tacoma_REB
VIN: 5TFDZ5BN2KX043181

Back

In order to save this modification, you will have to add a comment.

Vehicle number: Tacoma_REB
VIN: 5TFDZ5BN2KX043181

Odometer: 80352
Engine Hours: 66.10

Trailer 1: R0001
Trailer 2:
Trailer 3:
Carrier name: Ingtech
USDOT: N/A

Place Of Business: 3310 100e avenue, suite 310, Laval (Québec), H71
Home Terminal: 3310 100e avenue, suite 310, Laval (Québec), H71

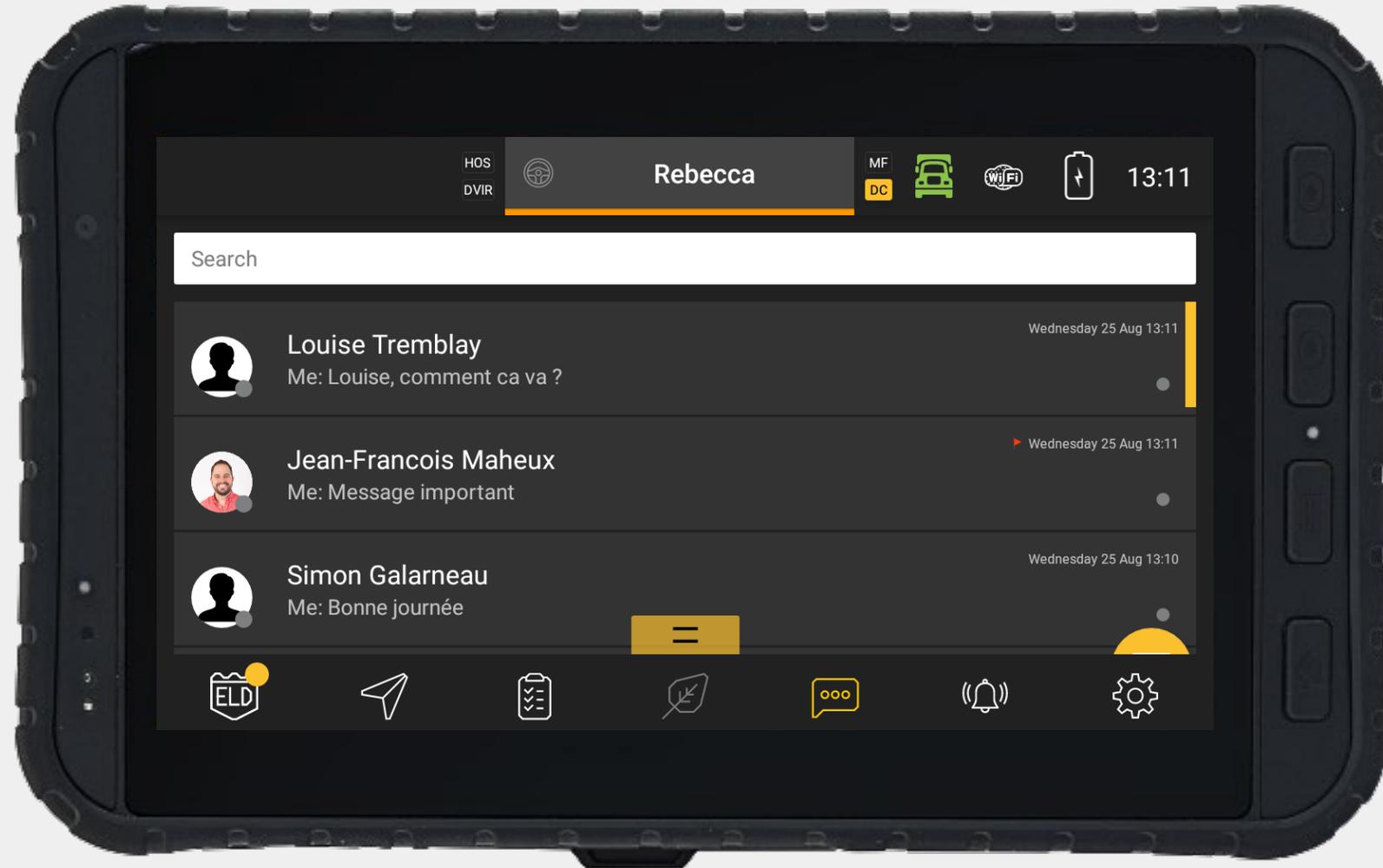
Comment: switch driver

Back Validate

MESSAGING

2.8

MESSAGING

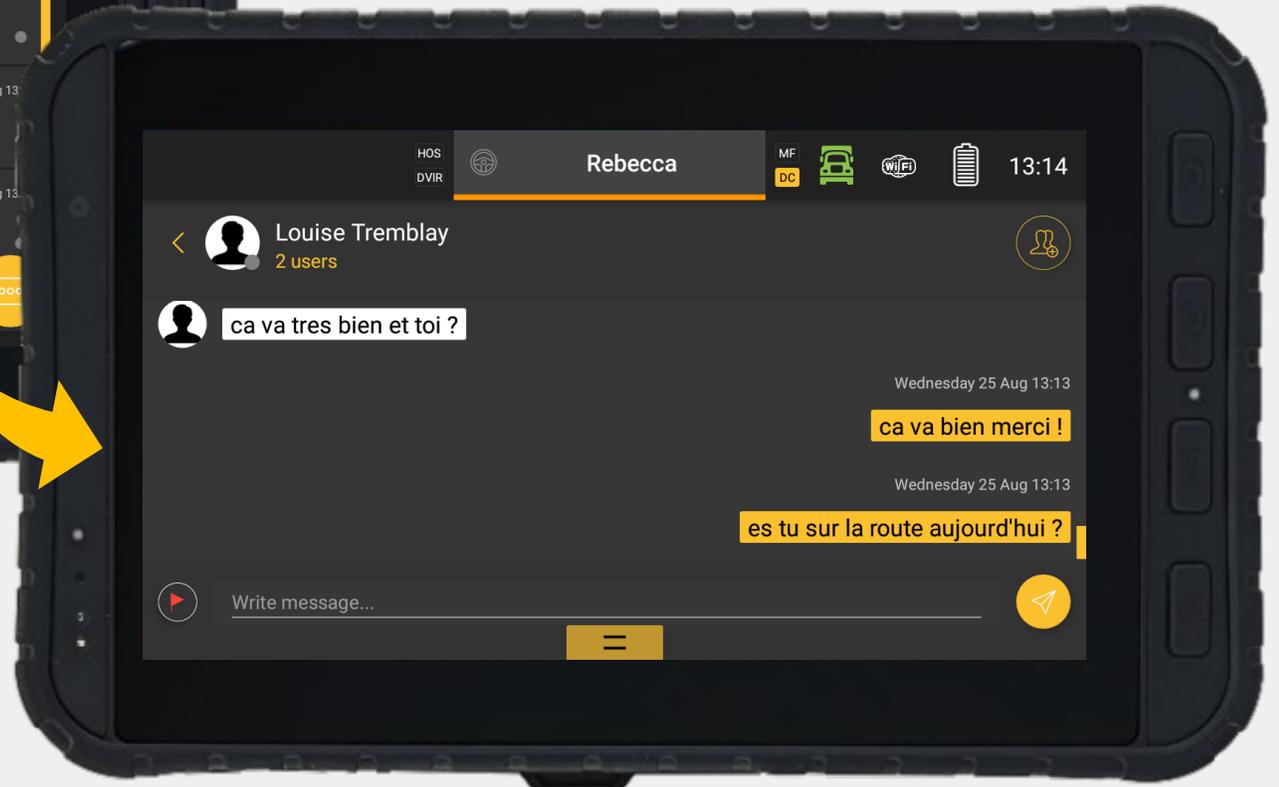
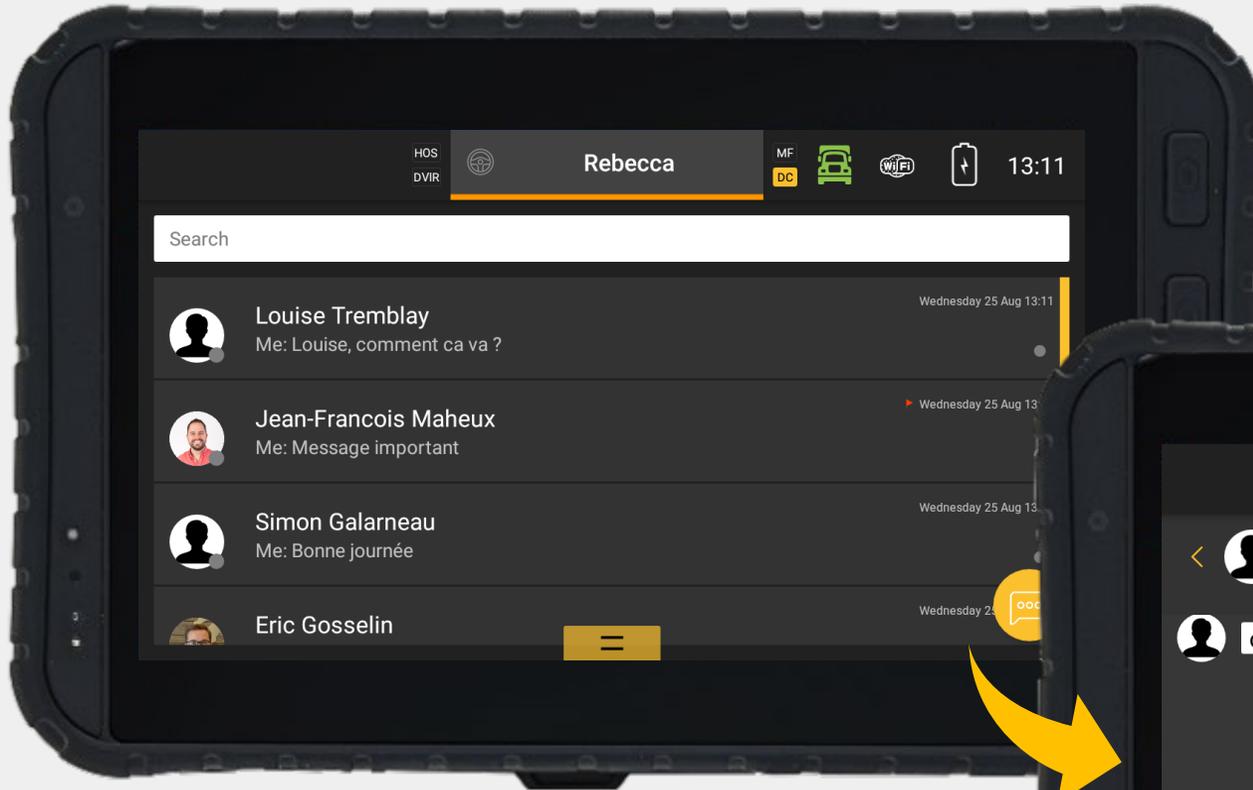


The messaging feature allows you to exchange messages in real time with your administrators or colleagues.

Visual cues tell you if users are available and the importance of a message.

VIEW A CONVERSATION

To view a conversation, navigate with your finger and tap the conversation that interests you.



VIEW A CONVERSATION

Once the conversation is open, you can write a message to that person.

Photo and name of the contact.
Total number of participants (including you)

Back

Contact, date and message time stamp

Urgent message indicator

Add participant

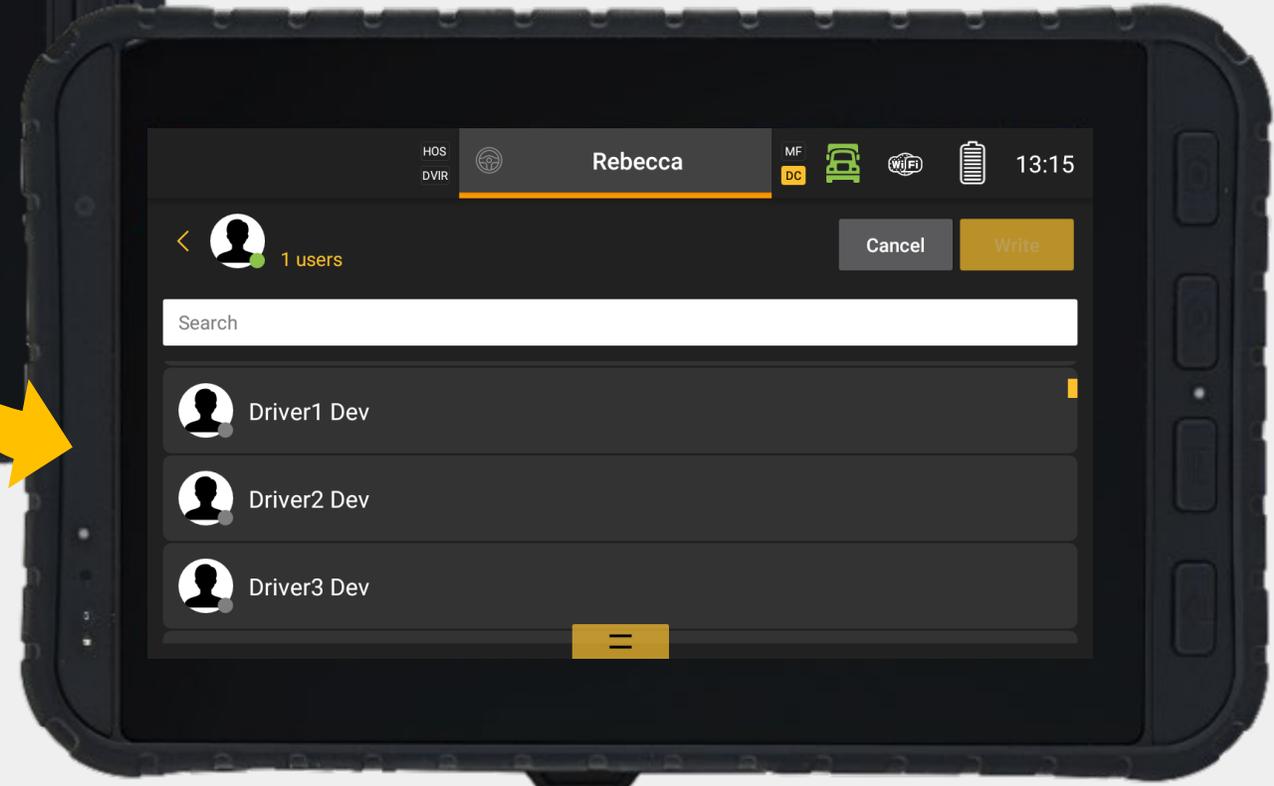
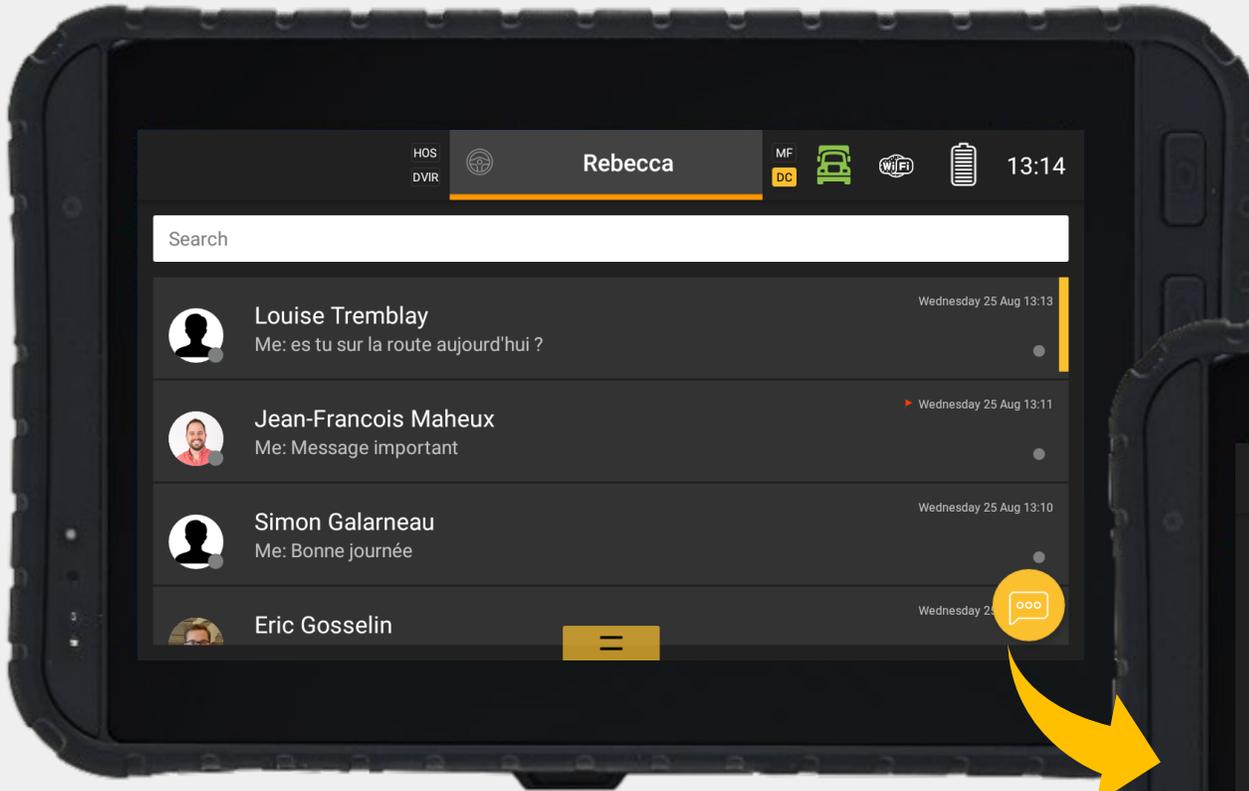
Send a message





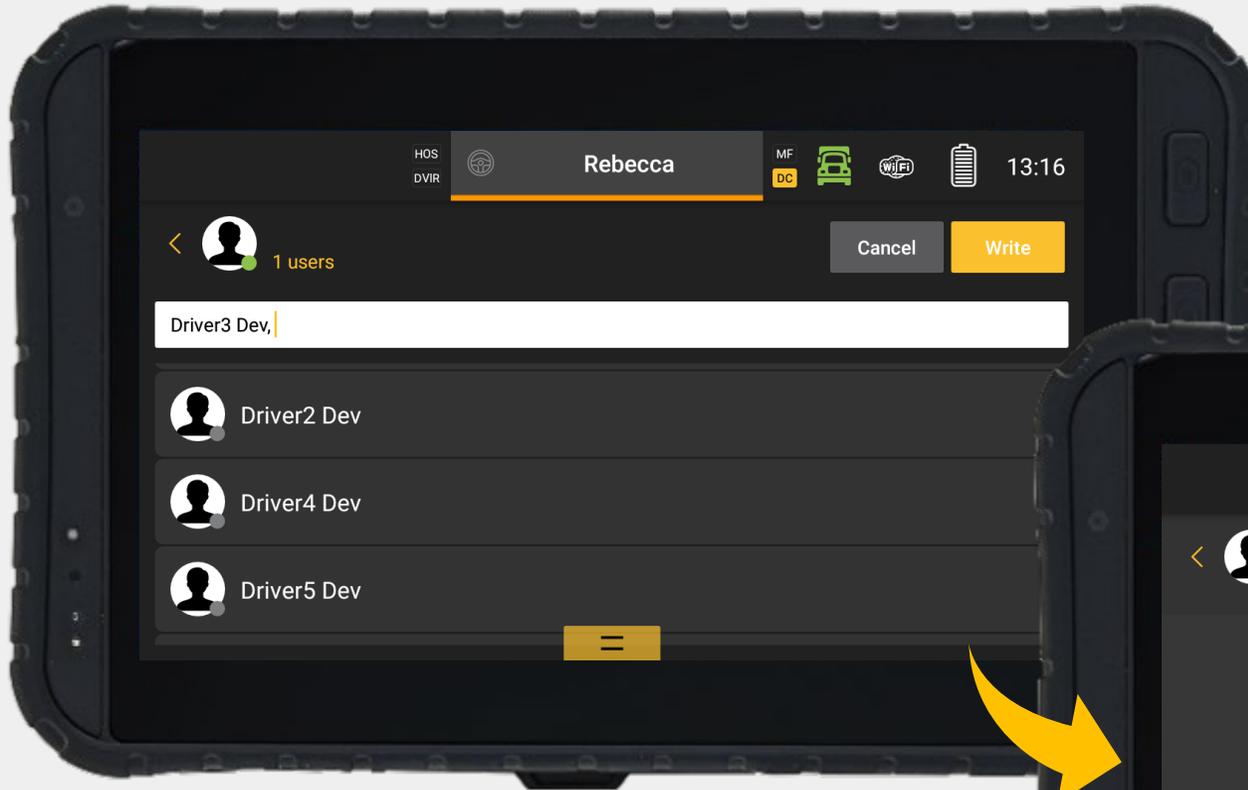
START A NEW CONVERSATION

To create a new conversation, tap the  icon and select the user (s) you would like to send a message to.





START A NEW CONVERSATION



Once the user(s) have been selected, press the **“Write”** button.

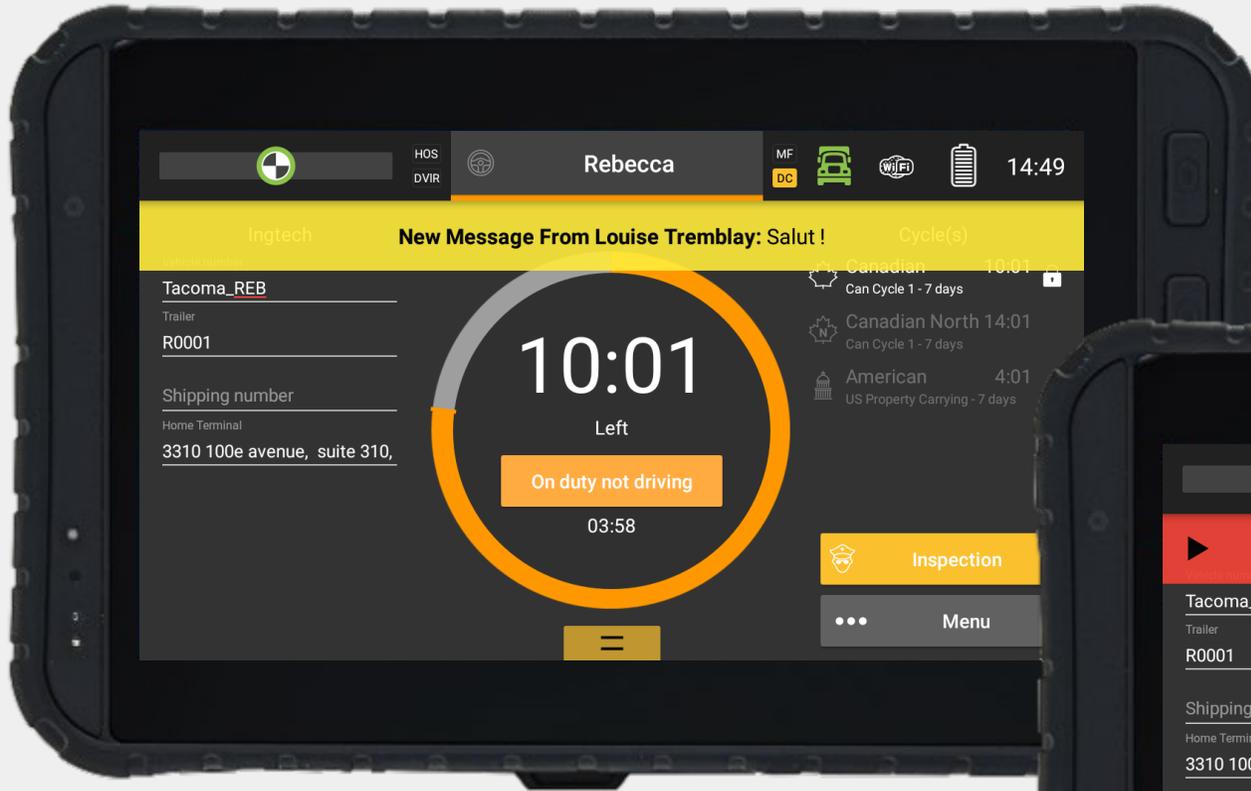


You are ready to start the conversation and write a message.



RECEIVING A MESSAGE

When receiving a message, a banner indicating the arrival of the message will appear.



The color indicator shows you the urgency of the message:

Yellow - Standard

Red - Urgent





RECEIVING A MESSAGE



If you are driving while receiving a message, you will not be allowed to go to the messaging menu. You must first stop to use the tablet and change the menu.

IMPORTANT

If the message is noted as **"Important"**, you will be able to press the **"Play"** (▶) button to listen to the message.



ROADSIDE INSPECTION



ROADSIDE INSPECTION – INSPECTOR REQUESTS

In the event that your vehicle is pulled over for a roadside inspection, two things may be required of you:

1. Display directly on the screen of your Electronic Logging Device (ELD) a standardized report of your Hours of Service (HOS)
2. Provide your Hours of Service (HOS) report by email.



ROADSIDE INSPECTION- MAIN SCREEN



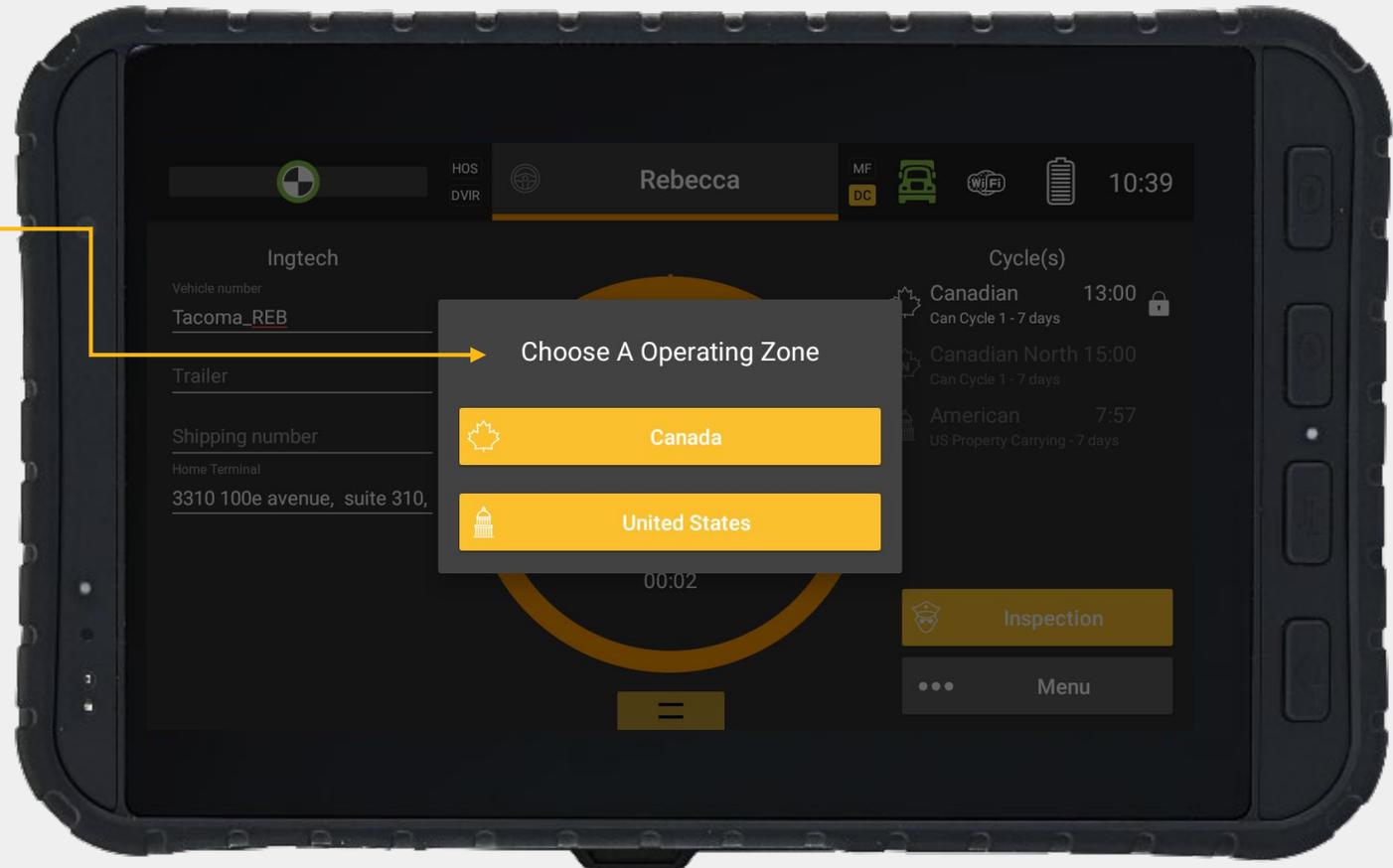
1. First you need to go to the main hours of service screen.
2. Press **"Inspection"** to go to the next screen.



CHOICE OF JURISDICTION

Before accessing the roadside inspection screen, select the appropriate jurisdiction.

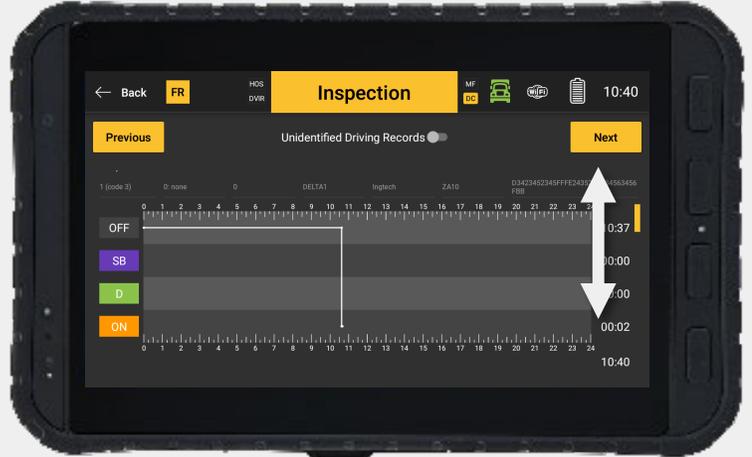
Note: the jurisdiction reflects the current location of the vehicle and not its country of origin.





ROADSIDE INSPECTION – DATA ON SCREEN

You can scroll through the information by sliding your finger on the screen. This allows the inspector to check the information directly on your device if necessary.



ROADSIDE INSPECTION

PAGE PRESENTATION



Use the “FR” button to change the display and the export language for French

Use the button “Previous” and “Next” to navigate from a day log to another

If needed, you can display the unidentified driving records

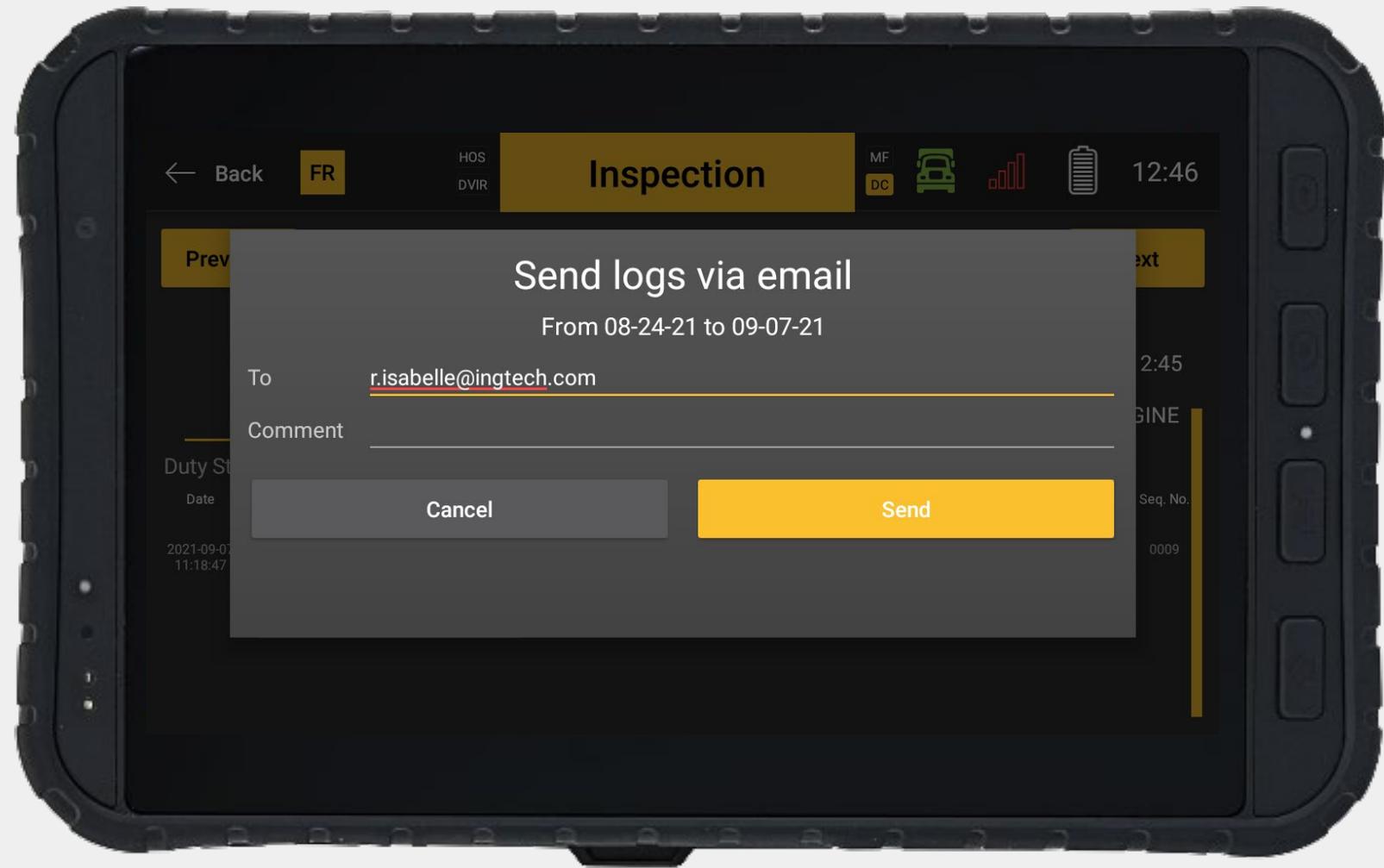
The inspection report can be shared by email – « Send by Email »

Duty Status, Intermediate Logs and Special Driving Conditions												
Date	Event	Geo-Location	Latitude	Longitude	Distance last val. Coord.	CMV	Distance (Acc.)	Hours (Acc.)	Distance (Total)	Status	Origin	Seq. No.
2021-08-24 10:37:24	ON	2km ENE Lac-Beauport QC	46.95	-71.32	0	Tacoma_RE B	0	0	107660	Active	Driver	0049



ROADSIDE INSPECTION

EMAIL EXPORT



1. Write the email address of the inspector.
2. The « Comments » line allows you to add comments if requested by the inspector.
3. Select « Send »



ELECTRONIC DRIVER VEHICLE INSPECTION REPORT



eDVIR PRESENTATION



VEHICLE INSPECTION REMINDERS

INTRODUCTION

The Highway Safety Code specifies that all heavy-duty vehicles must have been checked within the last 24 hours, otherwise a new “**vehicle inspection**” must be carried out.

The purpose of the vehicle inspection (or circle check) is to make sure that:

- > the main components of the vehicle are in good condition;
- > the owner and operator of the vehicle are informed of the repairs to be made;
- > no vehicle presenting major defects is circulating on our roads.

The ultimate goal is to improve the safety of all road users.



VEHICLE INSPECTION REMINDERS

VEHICLE INSPECTION/CIRCLE CHECK

The circle check is a visual and auditory examination of accessible parts of the vehicle, which allows:

- > To detect defects as early as possible;
- > Promptly inform the operator and the owner;
- > Prevent the operation of the vehicle when its condition is likely to cause an accident or breakdown.

The circle check is **mandatory** on any affected vehicle. Thus, a **driver** cannot drive a vehicle and an **operator** cannot allow a vehicle to be driven if the circle check has not been completed within the prescribed time.



NAVIGATE TO THE ELECTRONIC DVIR PAGE

Tap the yellow rectangle to open the lower menu.
Select the eDVIR function.



NAVIGATE TO THE ELECTRONIC DVIR PAGE

> If your duty status is «Off Duty», a warning will appear.

> Press on «Yes» for your duty status to change to «On Duty not Driving»

> Press on «No» to stay Off Duty





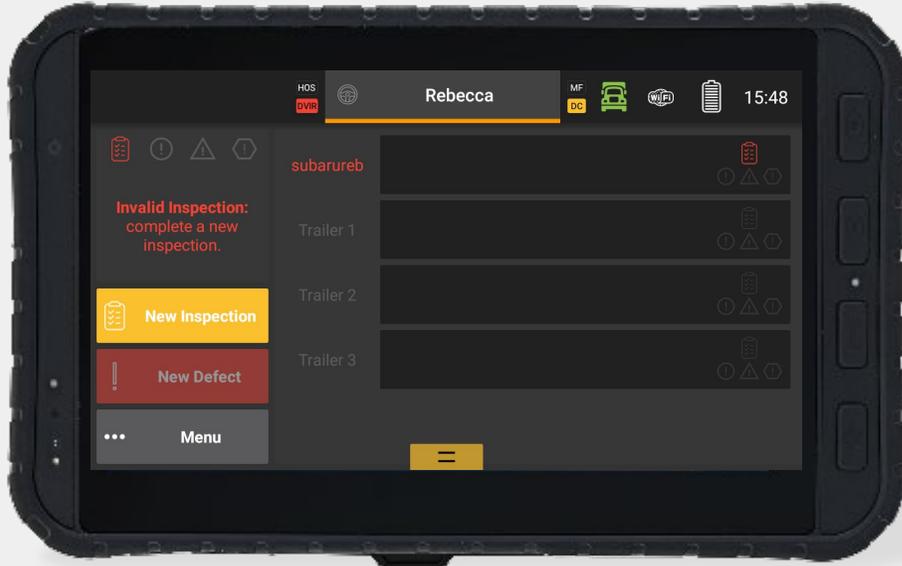
ELECTRONIC DVIR PAGE



Status of vehicles (truck and trailers)

Latest electronic DVIR for each vehicle

eDVIR PAGE



INVALID INSPECTION

- > There is no valid inspection for one or more vehicle, a new inspection is required



OK

- > The inspection is valid for all of your vehicles
- > **You can still do a New Inspection at any time. You do not need to wait until the inspection is expired (24h).**



eDVIR PAGE



MINOR DEFECT PRESENT

- > One of your vehicles has a minor defect
- > The following indicators are lit (yellow):



MAJOR DEFECT PRESENT

- > One of your vehicles has a major defect
- > The following indicators are lit (red):





MODIFICATION OF THE VEHICLE SET

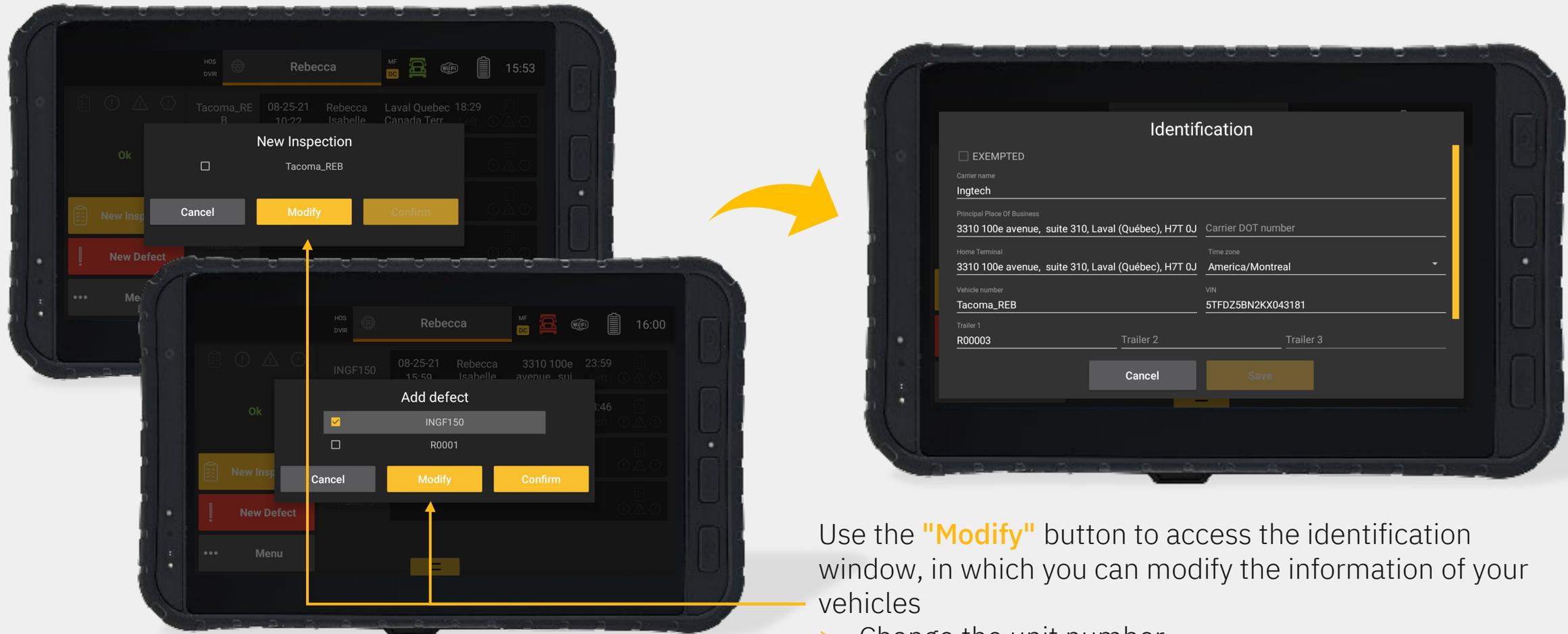
From the eDVIR functionality, there are 2 ways to modify the vehicle set information

- > Press any unit number.
- > Press **"Modify"** when starting a new inspection or adding a new defect.





MODIFICATION OF THE VEHICLE SET



Use the **"Modify"** button to access the identification window, in which you can modify the information of your vehicles

- > Change the unit number
- > Modify, add or remove a trailer



4.2 NEW INSPECTION



VEHICLE INSPECTION REMINDERS

24 HOURS

The driver must organize his activities in such a way that he can execute another vehicle inspection before the prescribed 24 hours have elapsed.

REPORT DEFECTS IN TRANSIT

The **driver is responsible** for reporting any defects found during his journey, even if the vehicle inspection was carried out by another person designated by the operator.

REPORT

It is mandatory to keep the completed and valid inspection report aboard the vehicle.



VEHICLE INSPECTION REMINDERS

MINOR DEFECTS

Does not present an immediate risk for the safety of the driver and other road users, but can deteriorate quickly in certain cases: a vehicle with this type of defect cannot circulate if the repairs are not carried out within a period of 48 hours.

MAJOR DEFECTS

Presents an immediate risk for the safety of the driver and other road users: a vehicle with this type of defect cannot circulate.



VEHICLE INSPECTION REMINDERS

REPORTING

The driver must report any defect appearing in the list of defects applicable to the vehicle he is driving, whether major or minor.

MINOR DEFECTS

A minor defect must be recorded in the inspection report and reported to the operator before the next vehicle inspection or within 24 hours, whichever occurs first.

MAJOR DEFECTS

A major defect must be entered in the inspection report and immediately reported to the operator. It is forbidden to drive or allow a vehicle which presents a major defect to circulate.



NEW INSPECTION

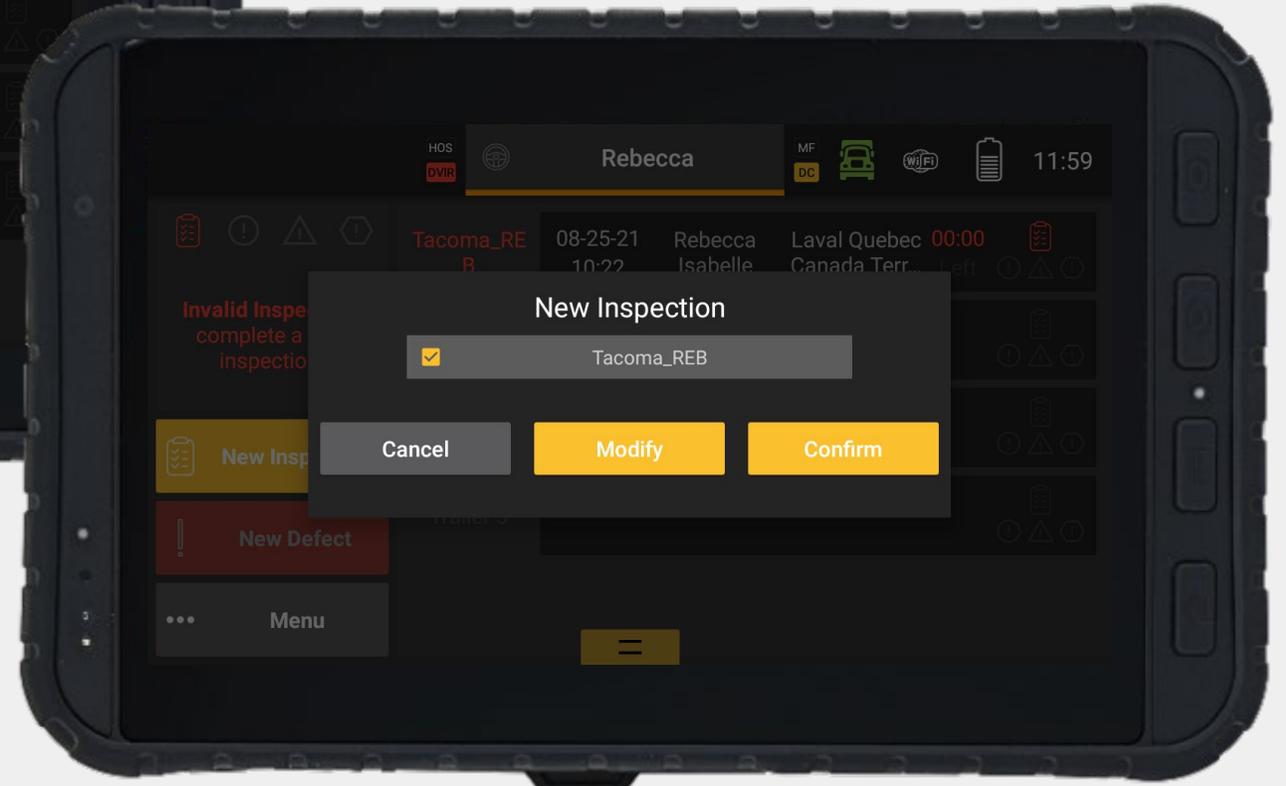
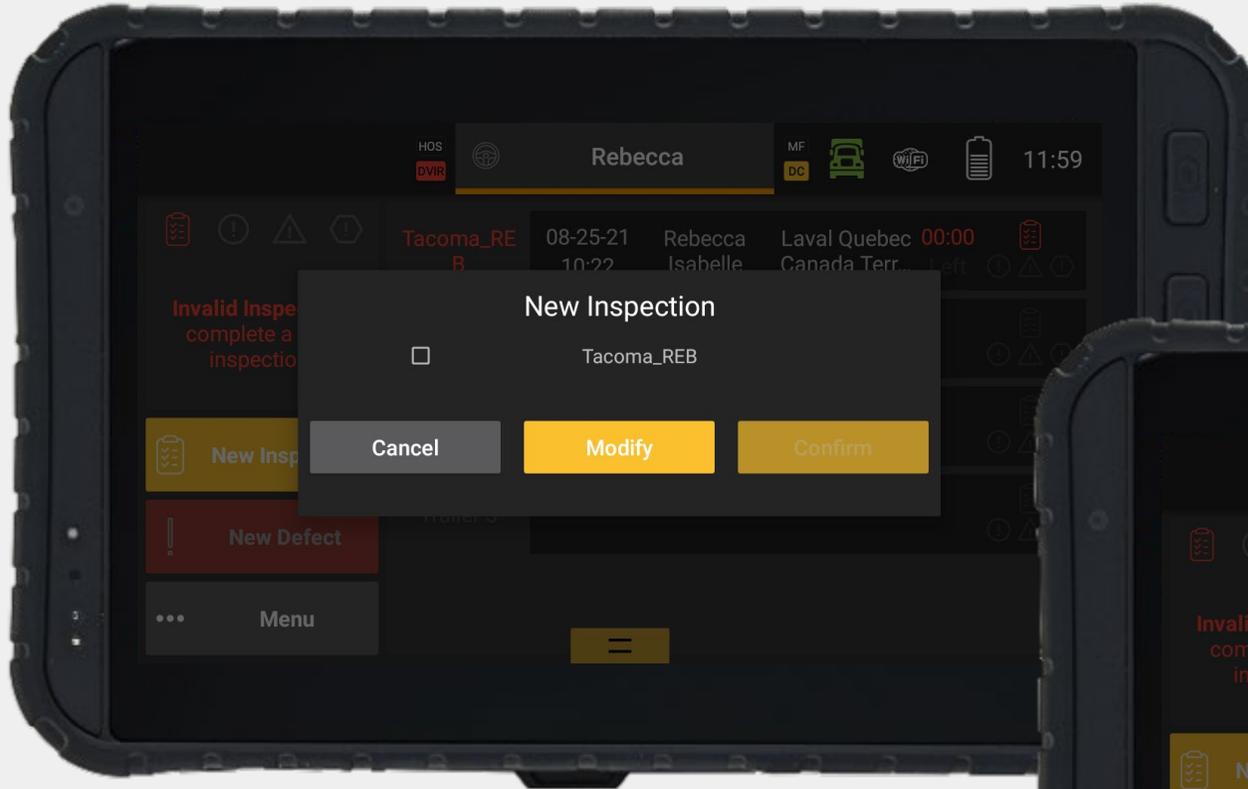
To do a new circle check on a vehicle or on a vehicle set, press the **"New Inspection"** button





NEW INSPECTION

Select the vehicle(s) for which you want to carry out an inspection, then press **"Confirm"**





VALIDATION OF INFORMATION

 THE FOLLOWING FIELDS ARE GENERATED AUTOMATICALLY



Date and time of inspection

Location of inspection

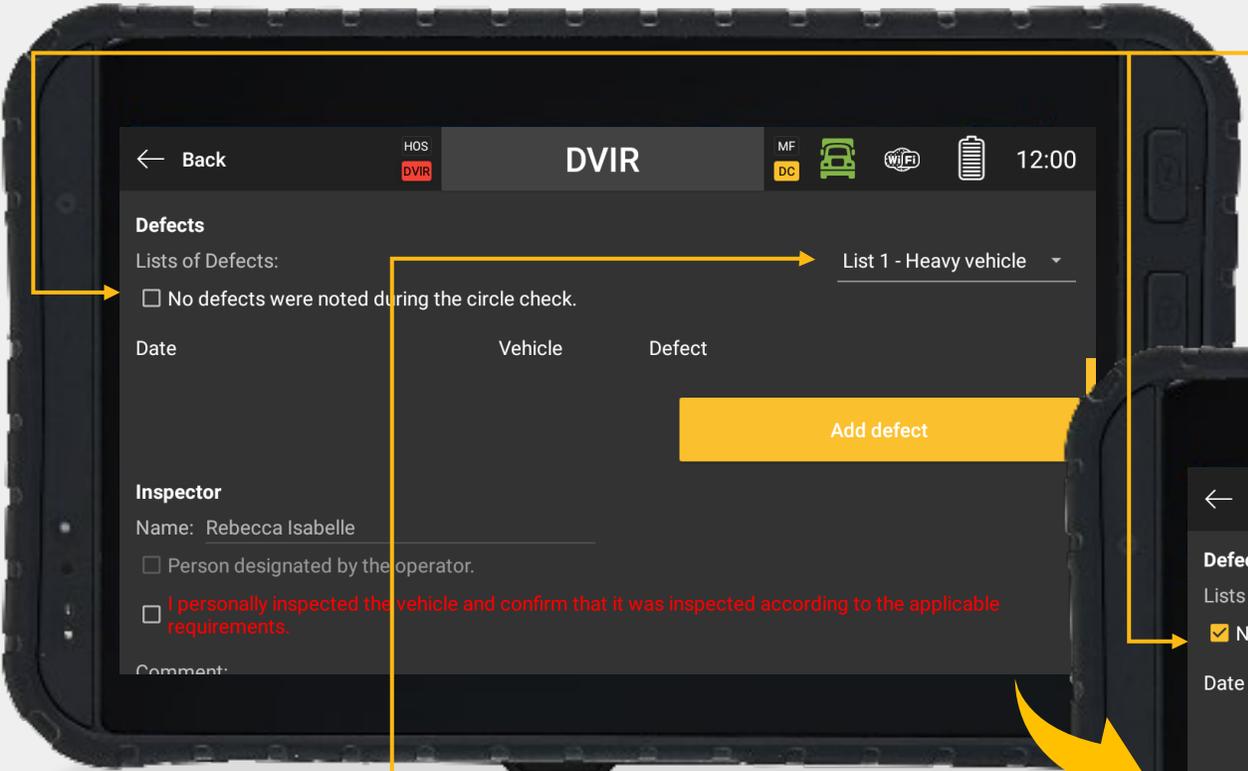
The name of the carrier

Vehicle unit and plate number

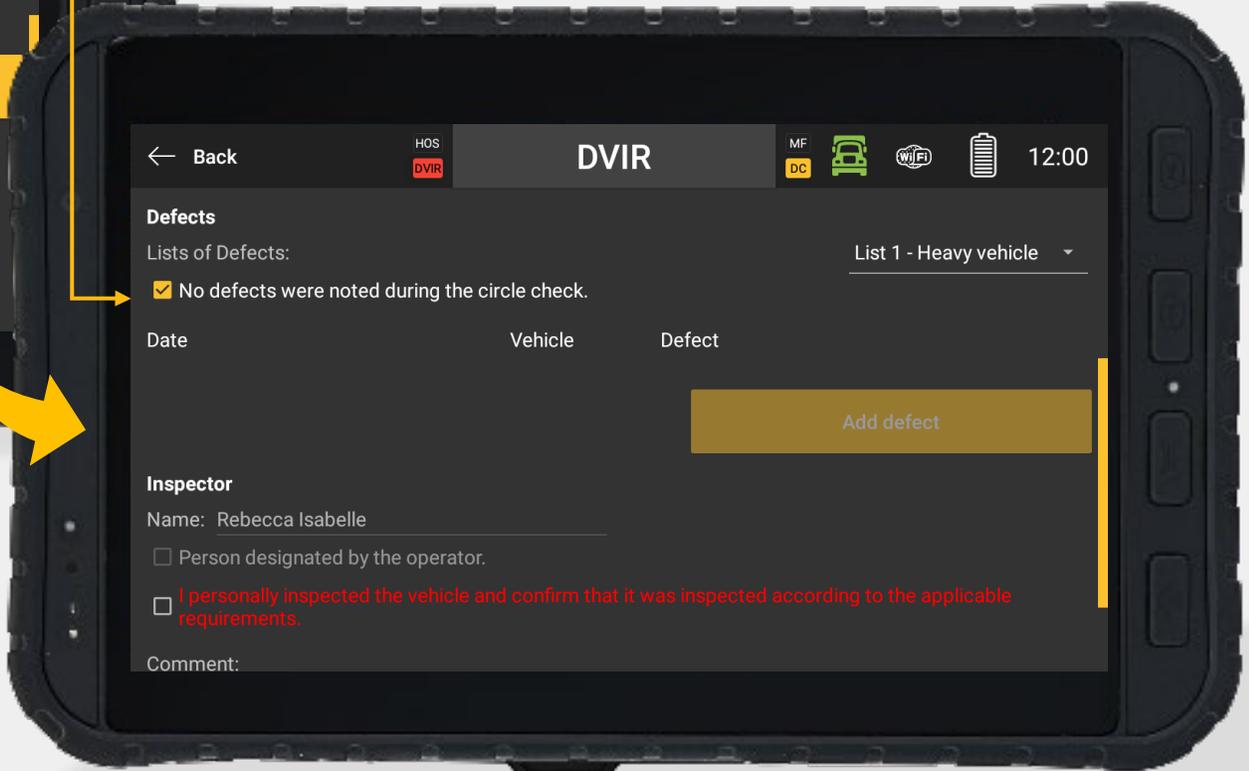
The odometer and jurisdiction of the vehicle



DEFECTS



If no defects are detected on the vehicle or vehicles, check the box "No defects were noted during the circle check"



The list of defects appears automatically depending on the vehicle



INSPECTOR

In the **"Inspector"** area, your name will automatically appear.

To complete the inspection, check the box

"I personally inspected the vehicle and confirm that it was inspected according to the applicable requirements."

It is also possible to add a comment.

← Back HOS DVIR MF DC 12:00

Date	Vehicle	Defect
------	---------	--------

Add defect

Inspector
Name: Rebecca Isabelle

Person designated by the operator.

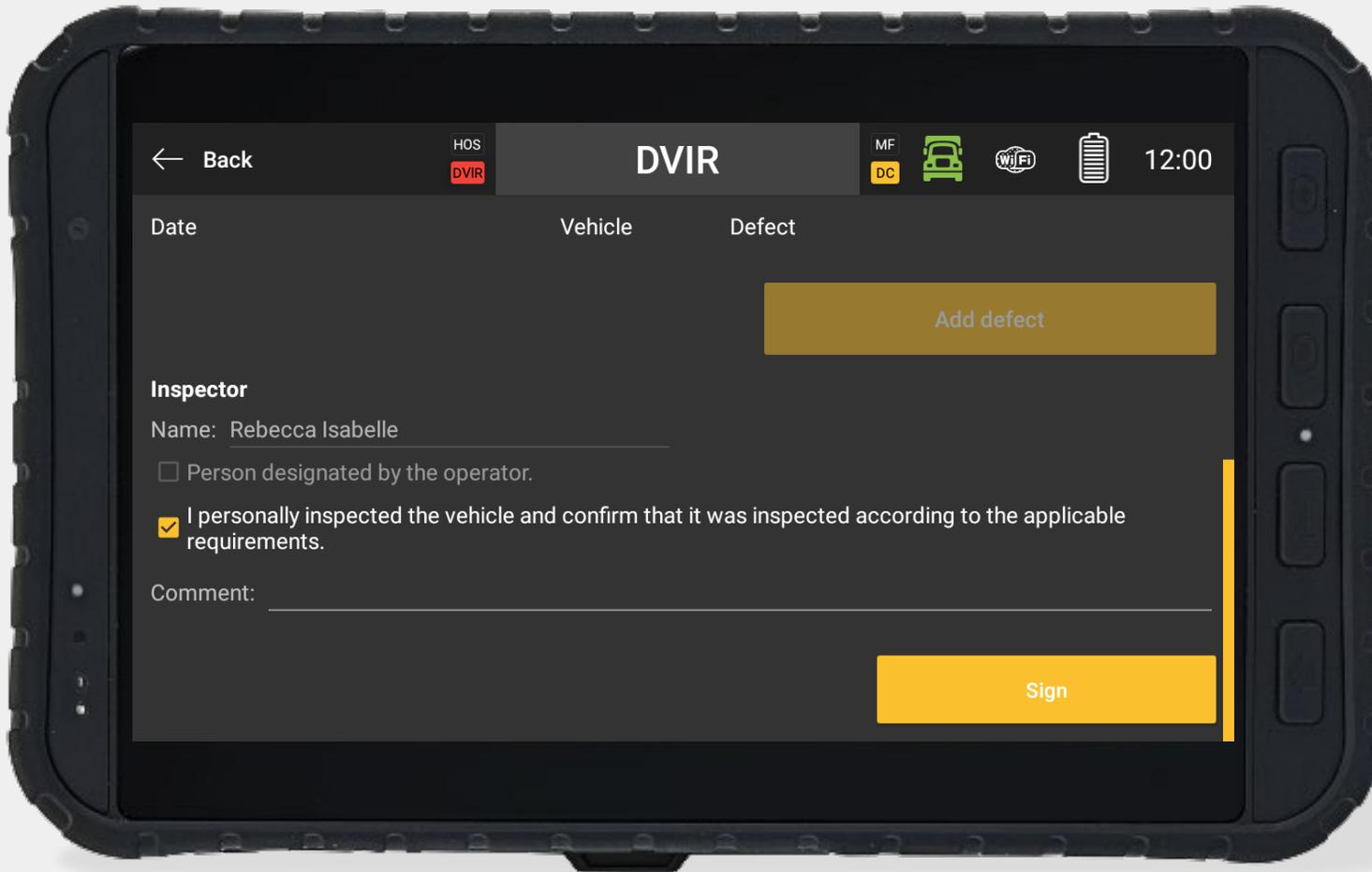
I personally inspected the vehicle and confirm that it was inspected according to the applicable requirements.

Comment: _____

Sign



SIGN THE INSPECTION



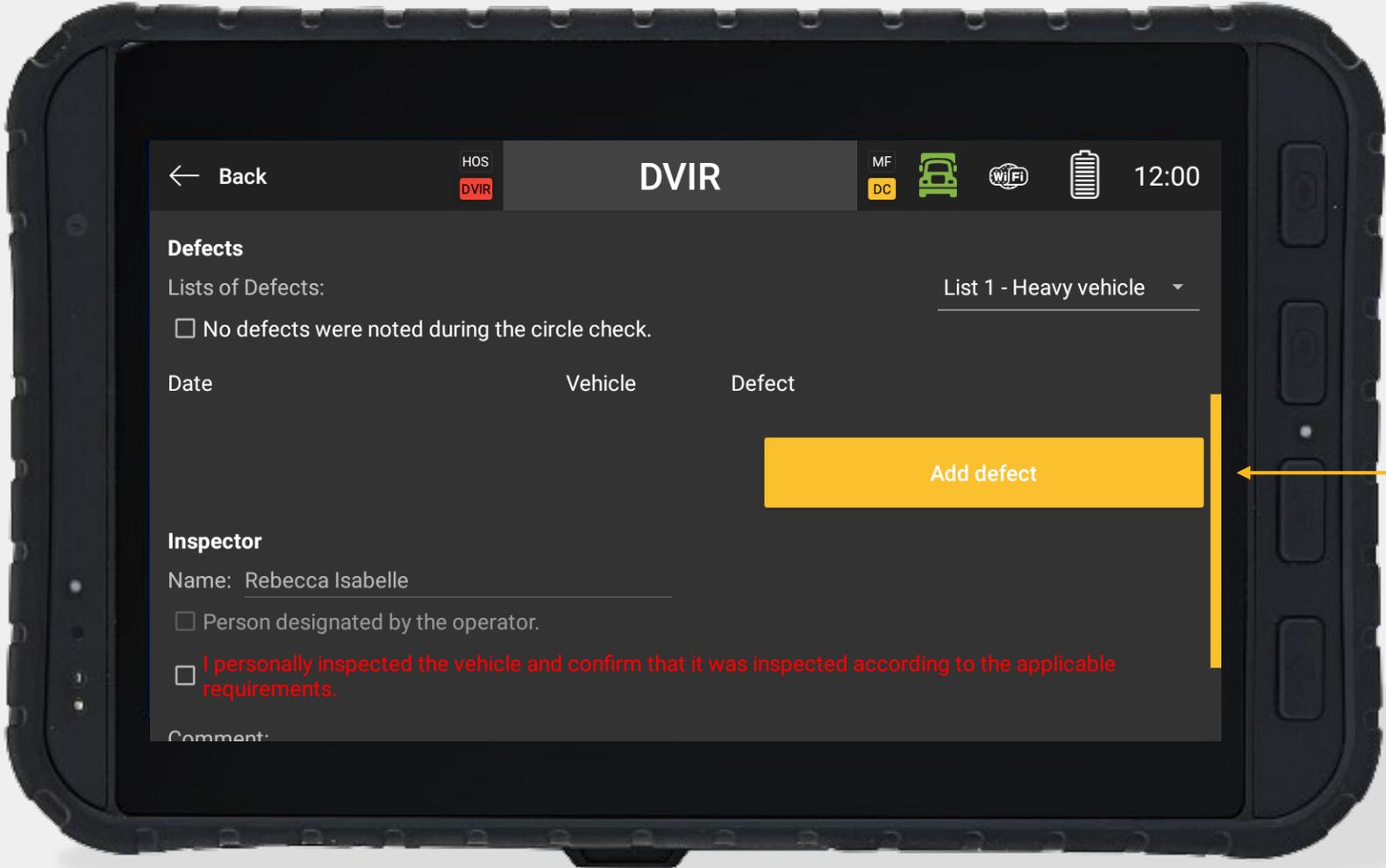
> At the very bottom of the page and when all the requested information is complete, press the **"Sign"** button.

> The inspection is complete.

Note: You will still be able to view the inspection for the next 7 days as well as modify the inspection while it is active.



ADD A DEFECT



When completing your vehicle inspection:

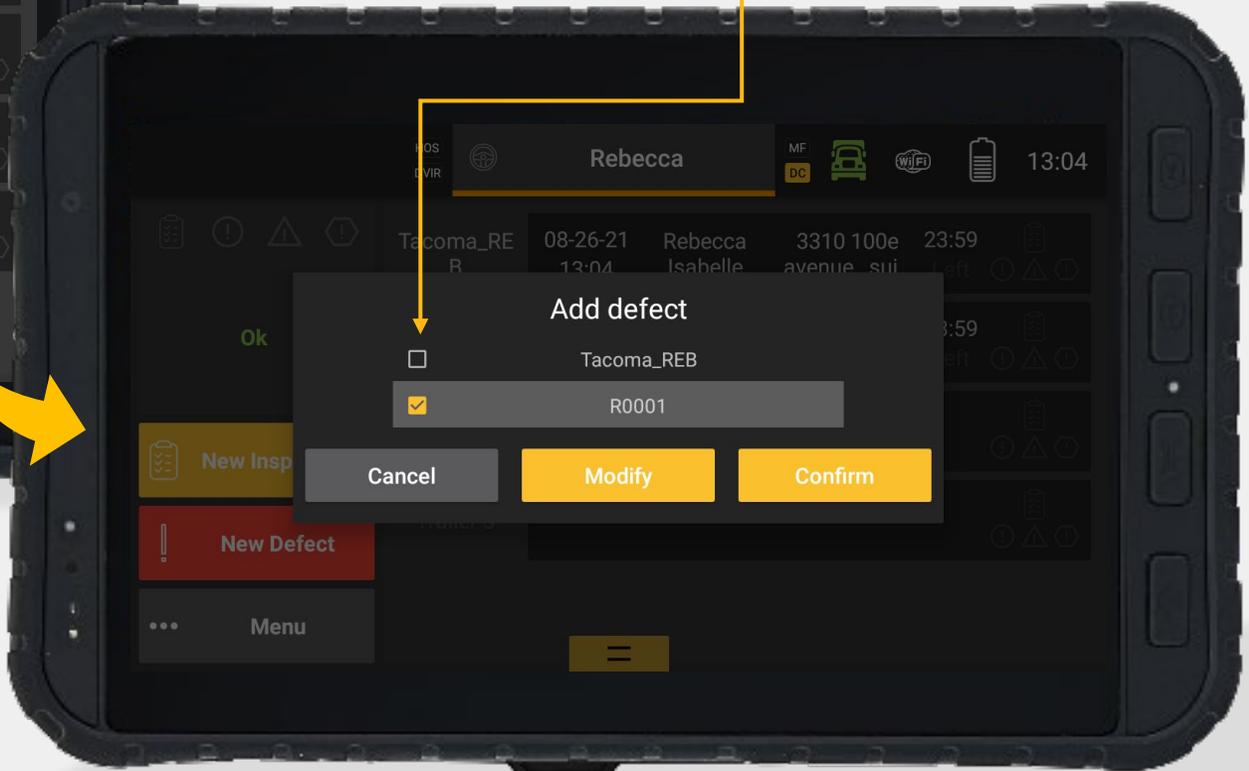
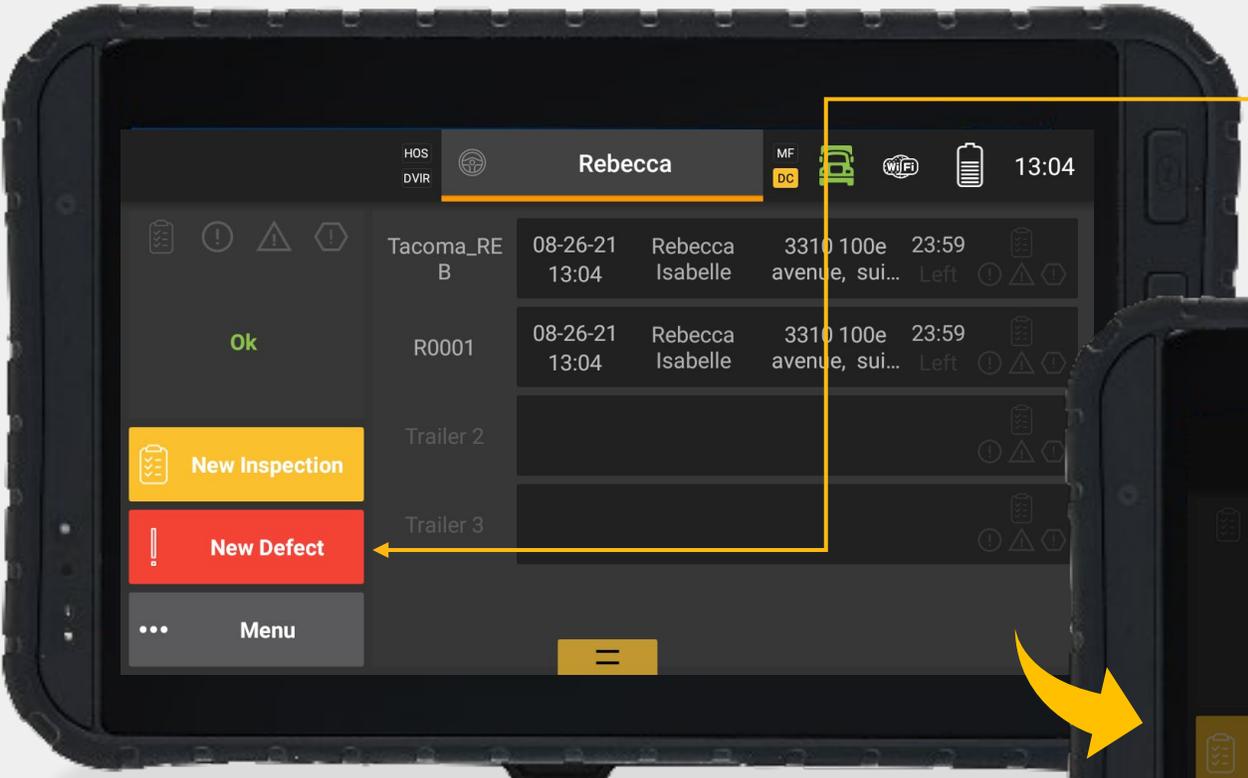
If your vehicle has one or more defects, press the button **"Add defect"**





ADD A DEFECT - WHILE ON THE ROAD

To add a defect while on the road, press "New defect" and select the vehicle with the defect.



ADD A DEFECT – VALIDATE INFORMATION

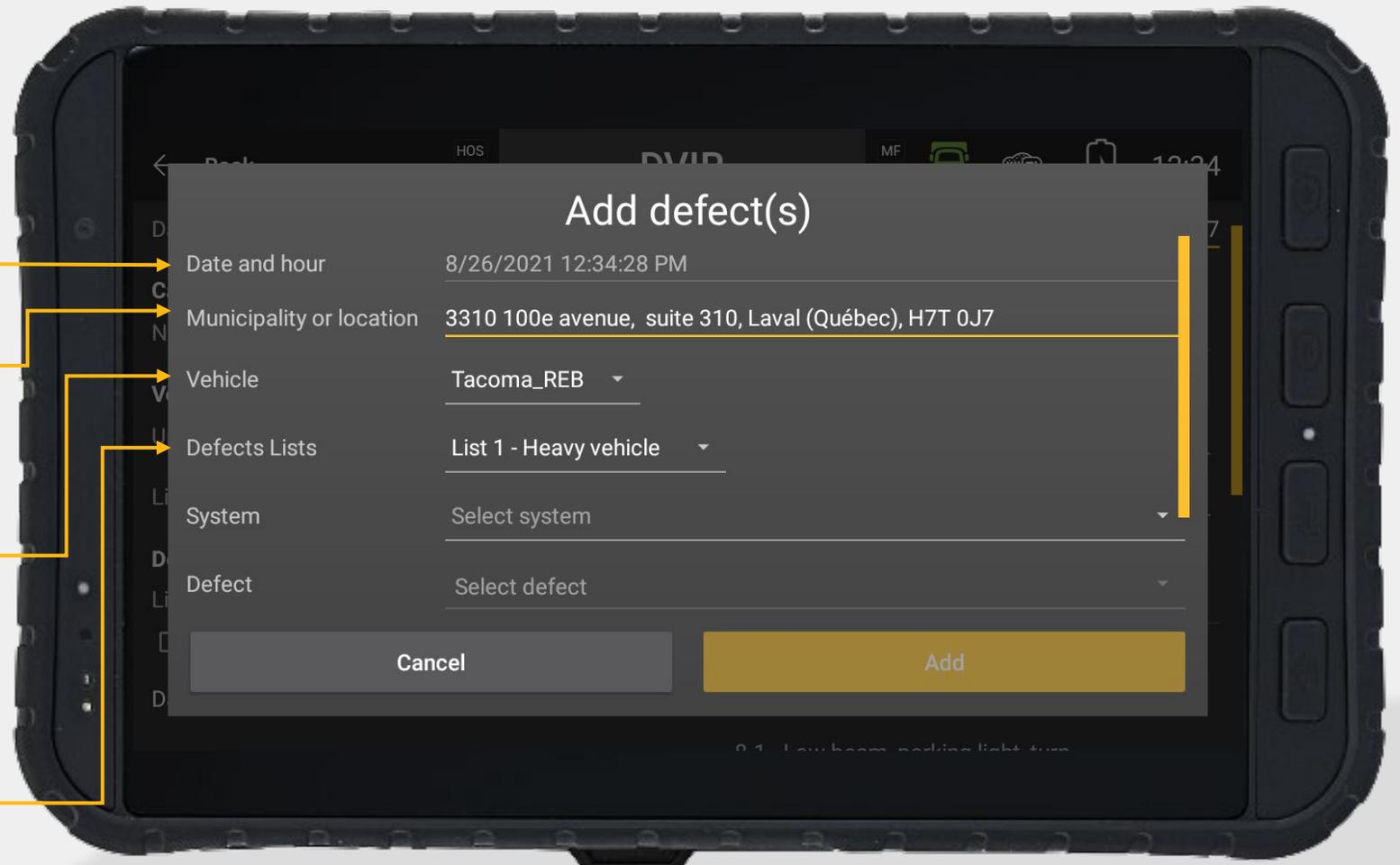
The following information is generated automatically:

Date and time

Municipality or place (can be modified manually)

Vehicle (vehicle by default). Press the triangle to the right of the vehicle to display the drop-down list and select a trailer.

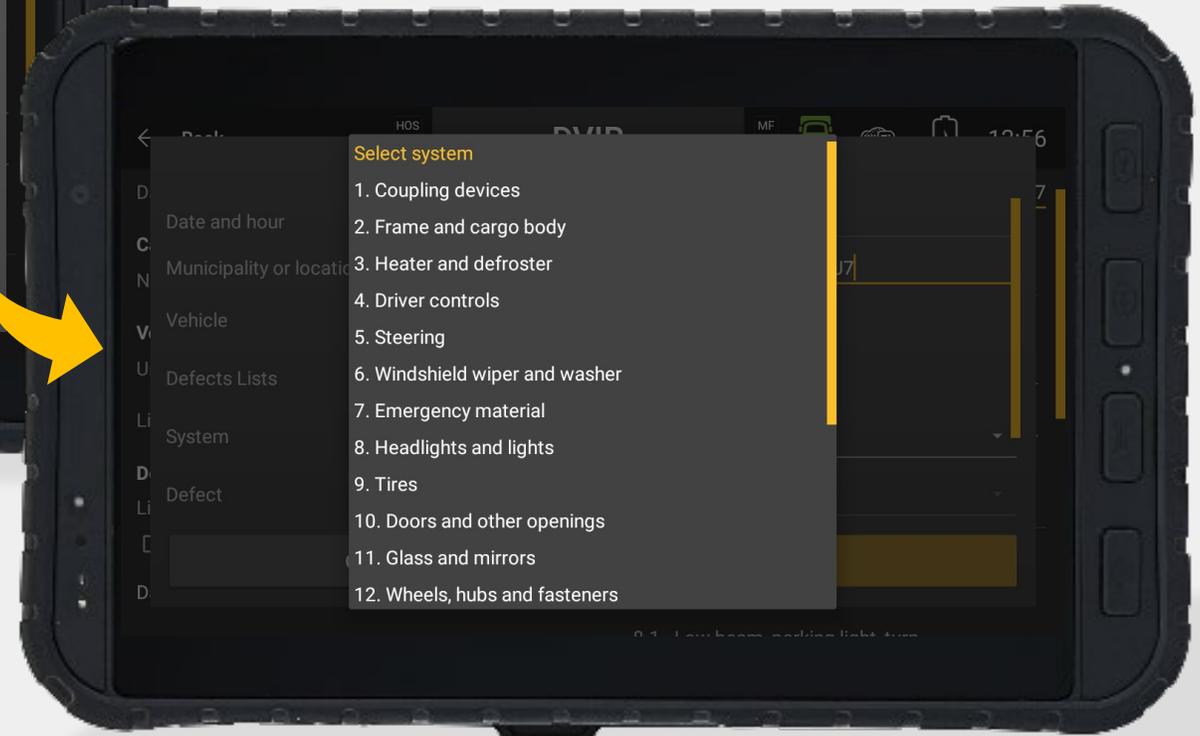
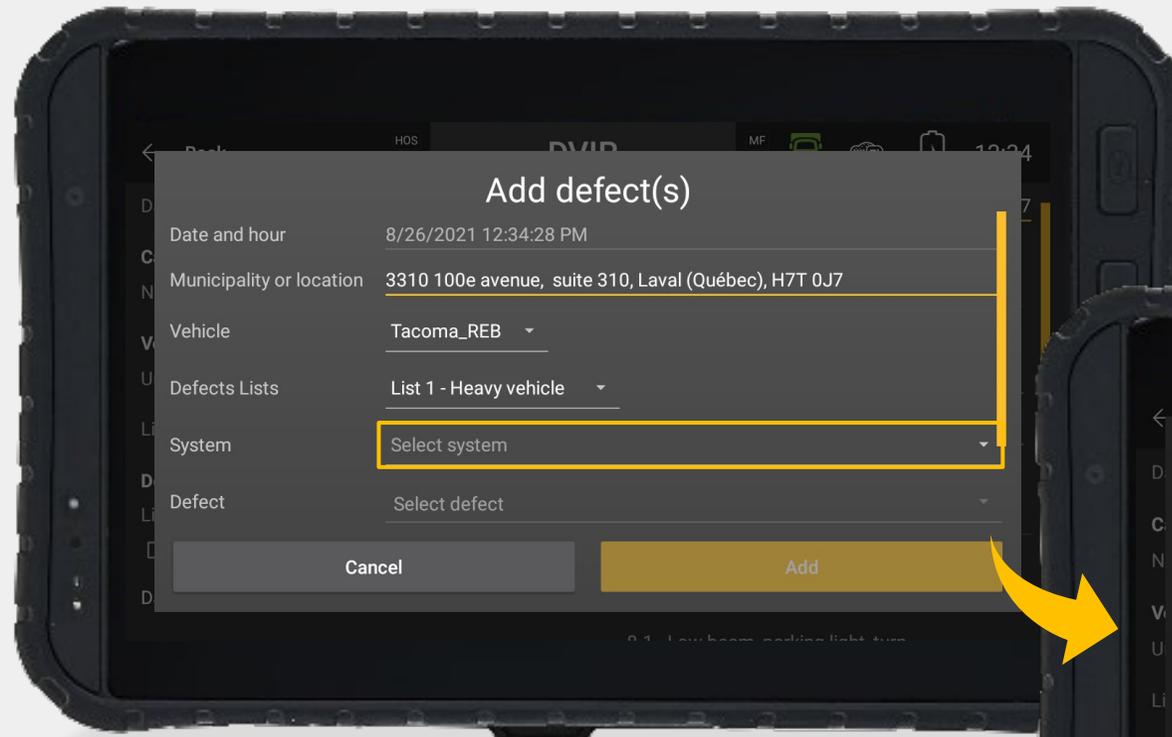
List of defects





ADD A DEFECT – SELECT A COMPONENT

To select a system, press “Select system” or the triangle ▼ to the right of the text.

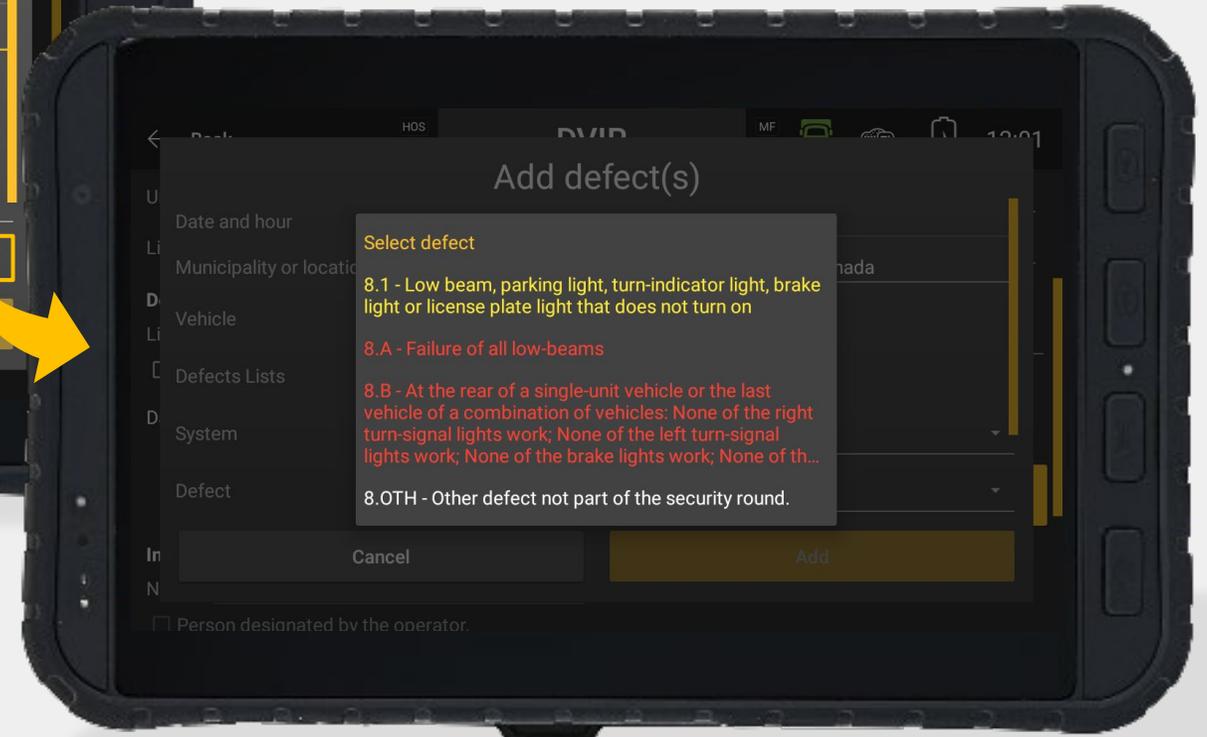


A window with all the systems will open. Simply select the desired system.



ADD A DEFECT – SELECT A DEFECT

To select a defect, press **"Select defect"** or on the triangle ▼ to the right of this text.



A window with all the defects (minor and major) for the selected component will open. Simply select the desired defect.

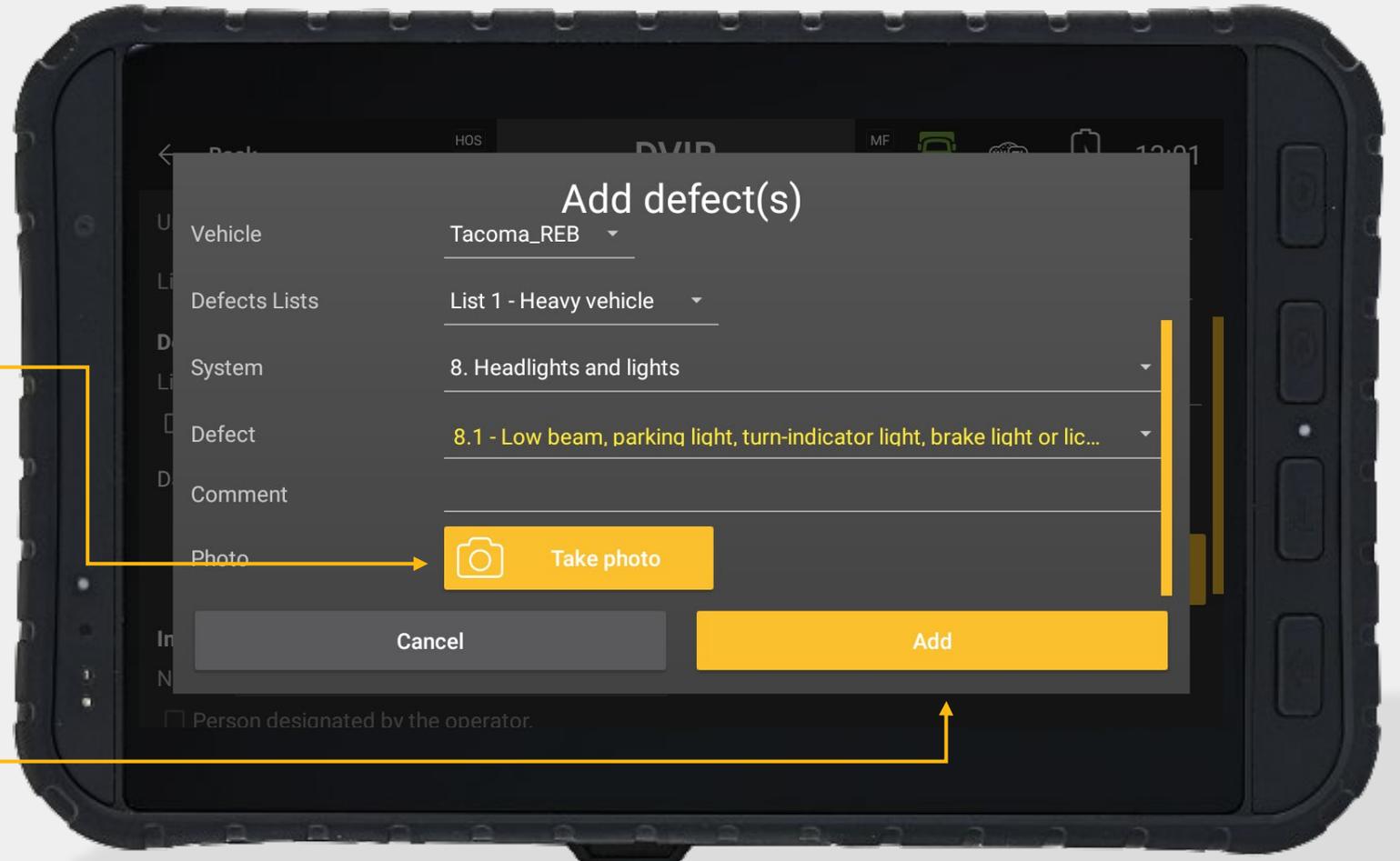
ADD A DEFECT – COMMENT AND PHOTO

To complement a defect, it is possible to add a comment and a photo.

To add a photo, the tablet camera is used, just press the button **“Take photo”**

Note that these steps are not mandatory.

Press **“Add”** to finish.

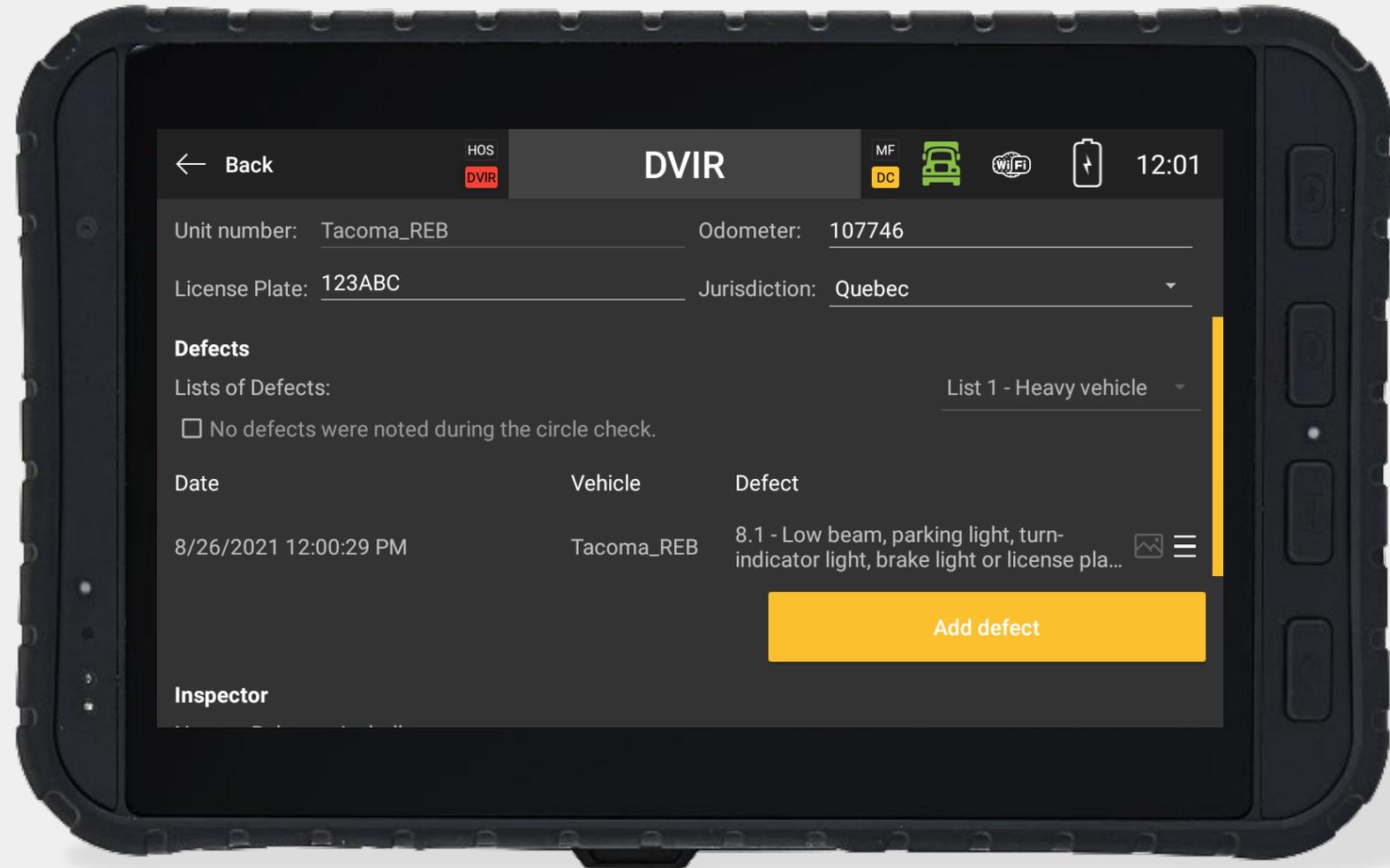




NEW INSPECTION – ADD A DEFECT

Back on the inspection page, the defect is added.

To add another defect, proceed in the same way.





OTHER OPERATIONS ELECTRONIC DVIR



MODIFICATION OF AN ACTIVE INSPECTION

From the home page, tap the report to view or edit it.





CONSULTATION OF THE HISTORY OF INSPECTIONS

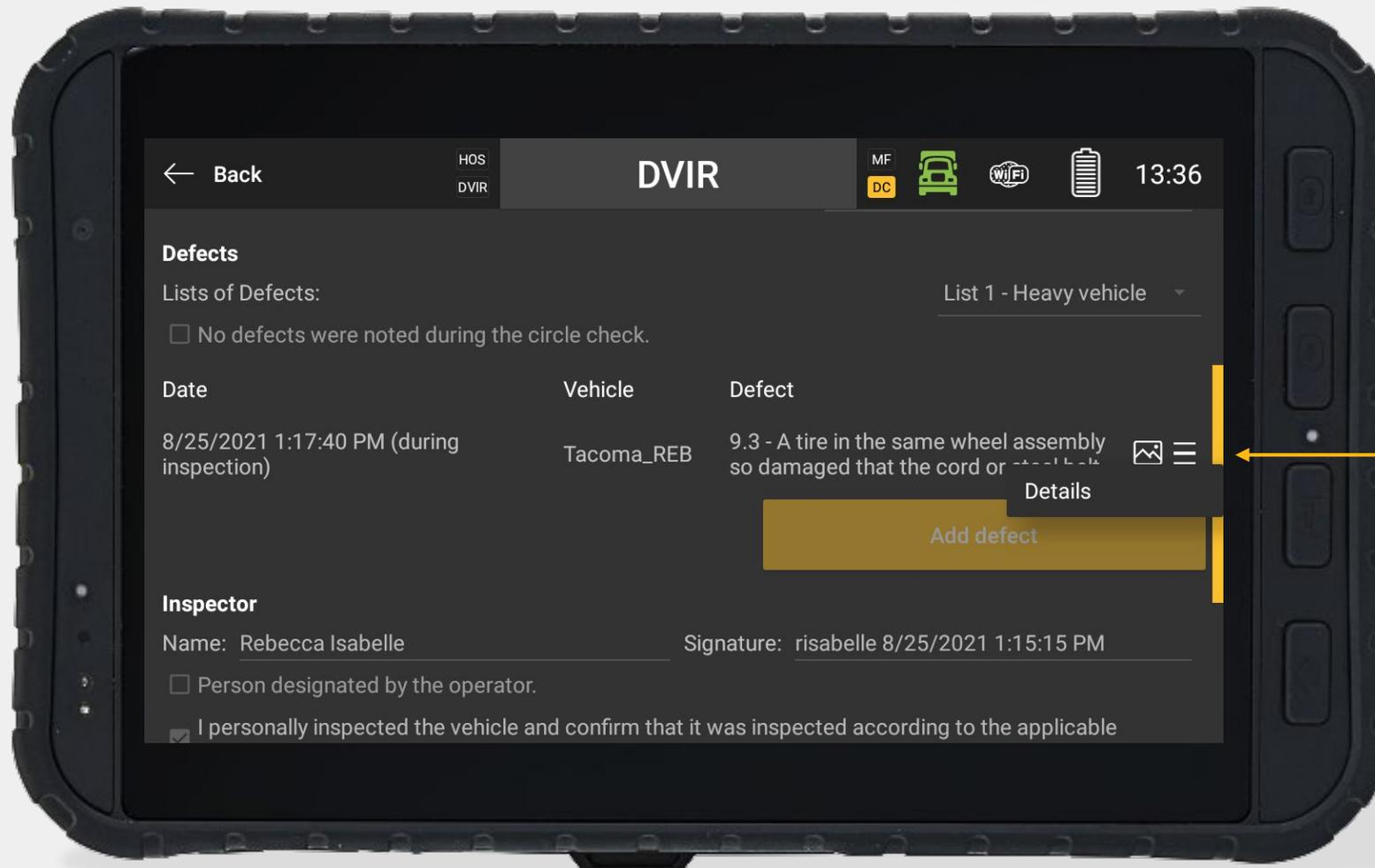


- > To display the history of vehicle inspections on your vehicles, press "**Menu**" and then "**History**"



- > Reports for the last 7 days are available at all times

CONSULTATION OF AN INSPECTION DETAILS OF A DEFECT



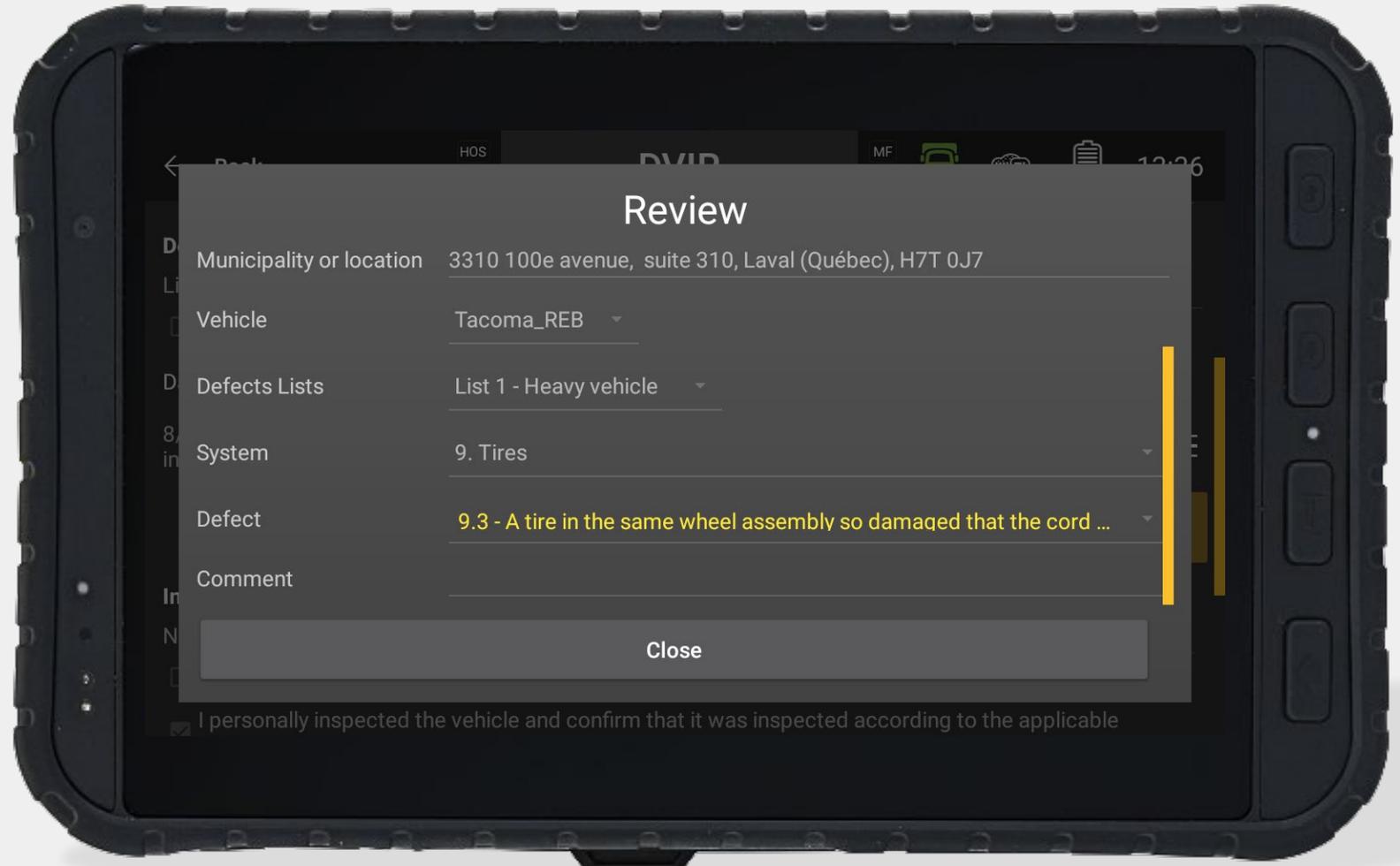
- > When viewing an inspection, you can view the details of a defect.
- > In the **"Defects"** area, find the defect that interests you.
- > At the end of the line (on the right), press the following symbol
- > Then press "Details"



CONSULTATION OF AN INSPECTION DETAILS OF A DEFECT

The details of the defect will be displayed in a window.

Press "**Close**" to close the window and return to the inspection.

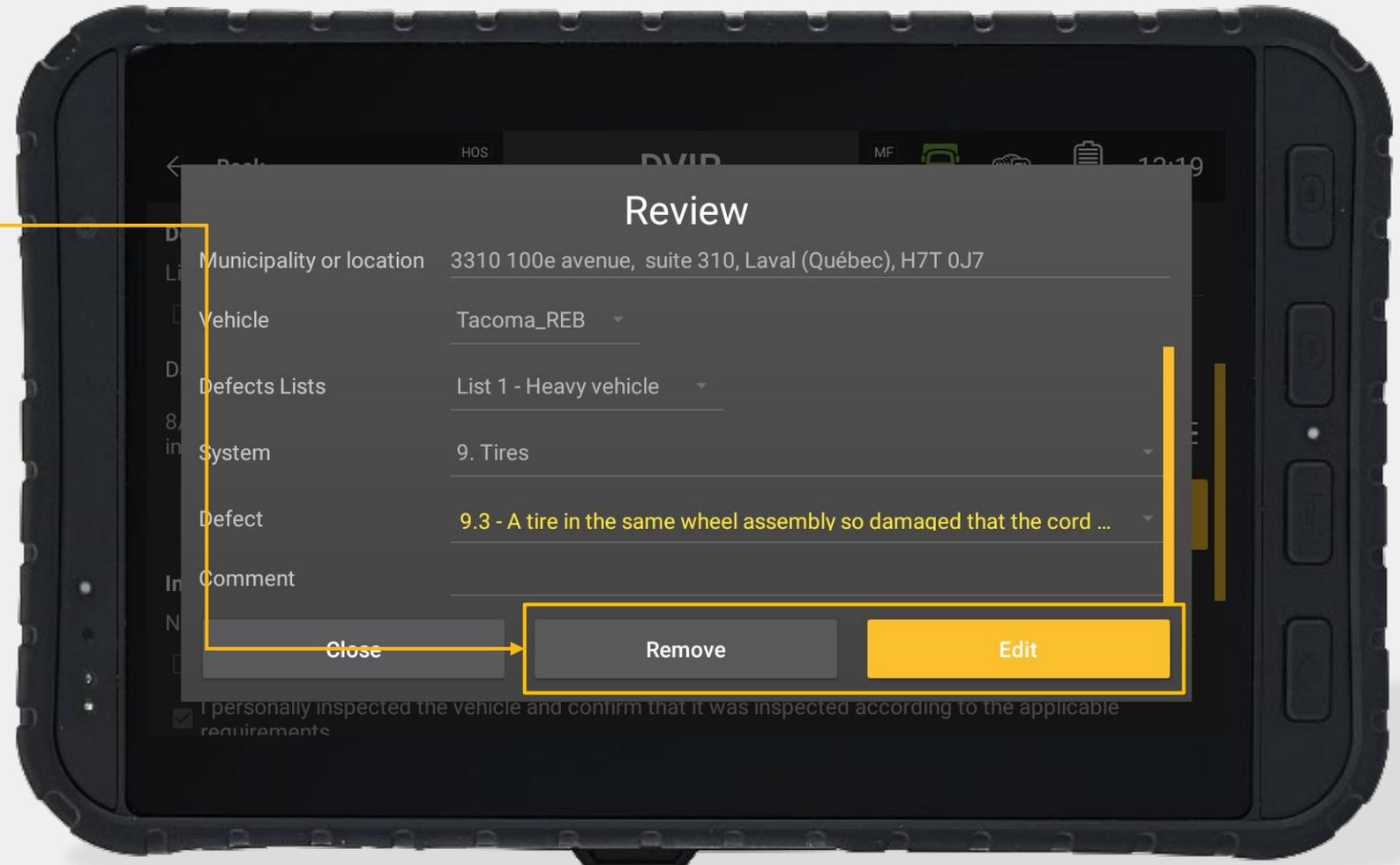




CONSULTATION OF AN INSPECTION DETAILS OF A DEFECT

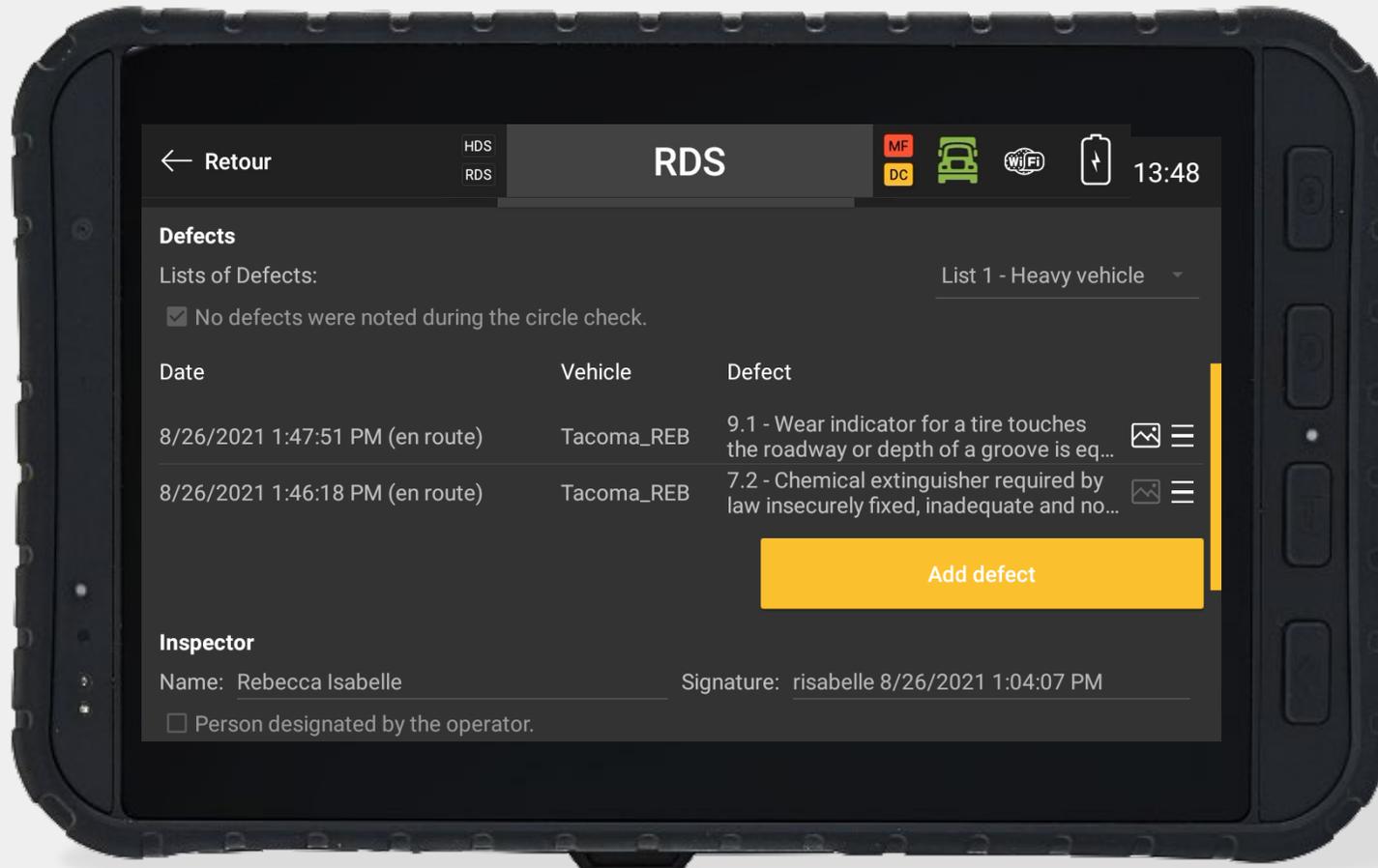
If the defect is in an active inspection, you will be able to modify or delete this defect.

Press **"Close"** to close the window and return to the inspection.





CONSULTATION OF AN INSPECTION PHOTO OF A DEFECT



When viewing an inspection, you can view the photo associated with a defect.

In the **"Defects"** area, find the defect that interests you.

At the end of the line (on the right), press the following symbol 

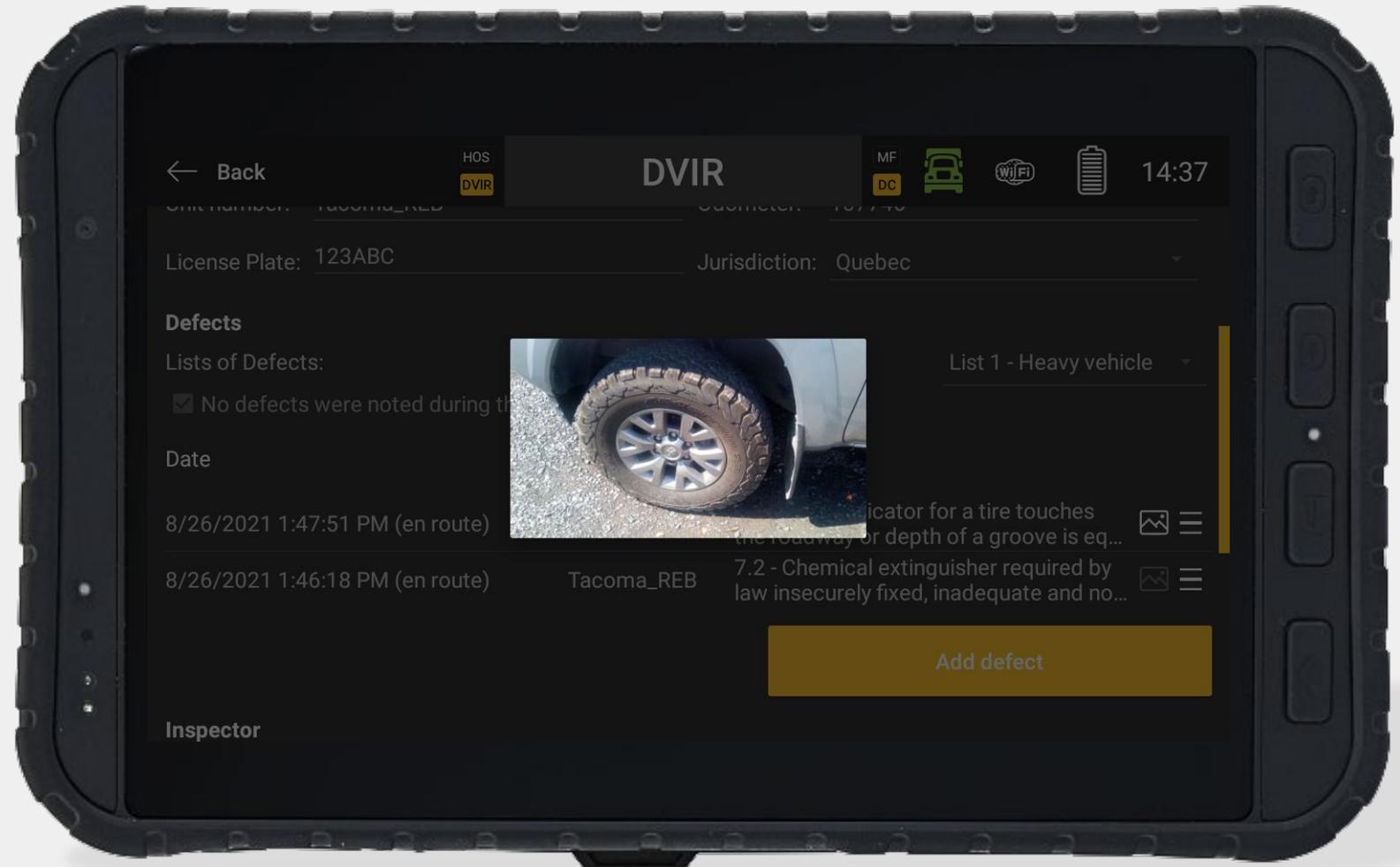
Note: When the  symbol is gray, it indicates that there is no photo associated with the defect. When the symbol is white, it means there is a photo.



CONSULTATION OF AN INSPECTION PHOTO OF A DEFECT

The photo is displayed.

Tap anywhere outside the photo to return to inspection.





VEHICLE INSPECTION REMINDERS

DRIVER AND COUNTERSIGNATURE

The **driver** must perform the vehicle inspection of the vehicle he operates.

The circle check of the vehicle can also be carried out by a **person designated by the operator**. In this case, it is the operator who becomes responsible and the driver can accept or refuse it.

> If he accepts it

The driver ensures that the inspection report is valid (made in the last 24 hours) and countersigns the report to certify that he has taken note of it. The driver is therefore not liable for the inspection, but remains **responsible for keeping the report up to date** and adding any new defects that may arise along the way.

> If he refuses it

- The driver must redo the inspection and complete a new report.



COUNTERSIGNATURE

In the event that a person authorized by the operator carries out the vehicle inspection for the driver:

- > The eDVIR will appear on the main page of the eDVIR.
- > The eDVIR is not active until it is countersigned by the driver.
- > The vehicle status is therefore **"Invalid inspection: countersign the current inspection or complete a new inspection"**.
- > To view and countersign this eDVIR, press the inspection report box.



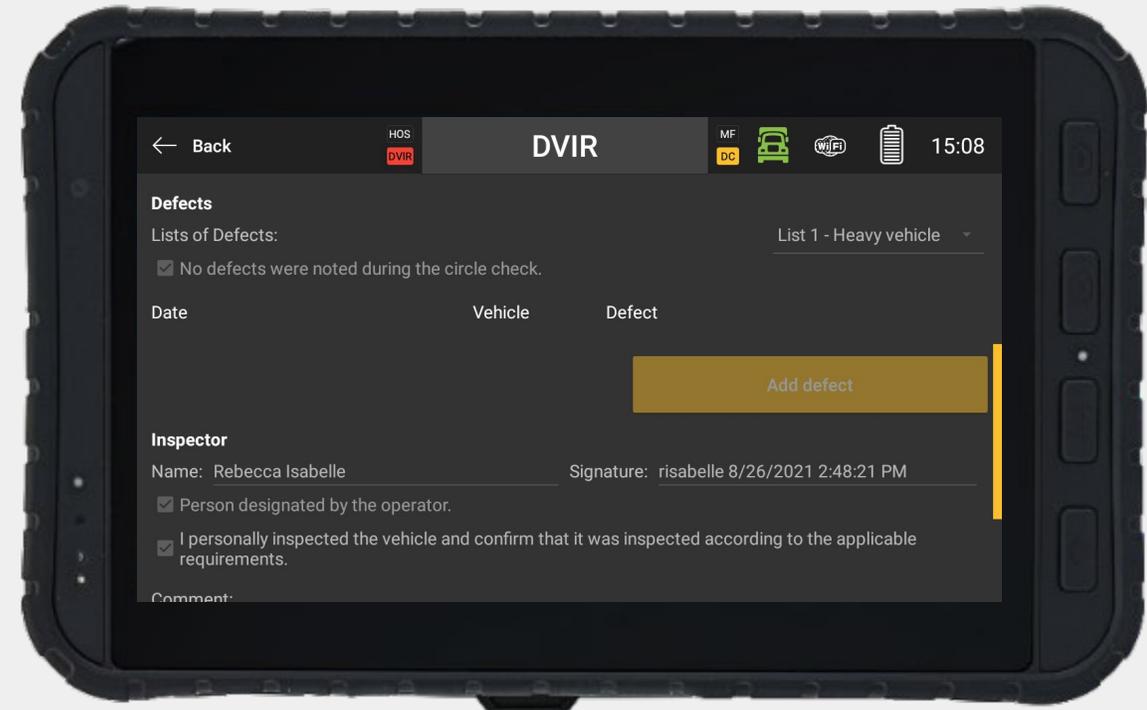


COUNTERSIGNATURE

Validate the eDVIR information

Operator, Vehicle, Trailers, Defects

Take note of the defects and the inspector's comments, if applicable



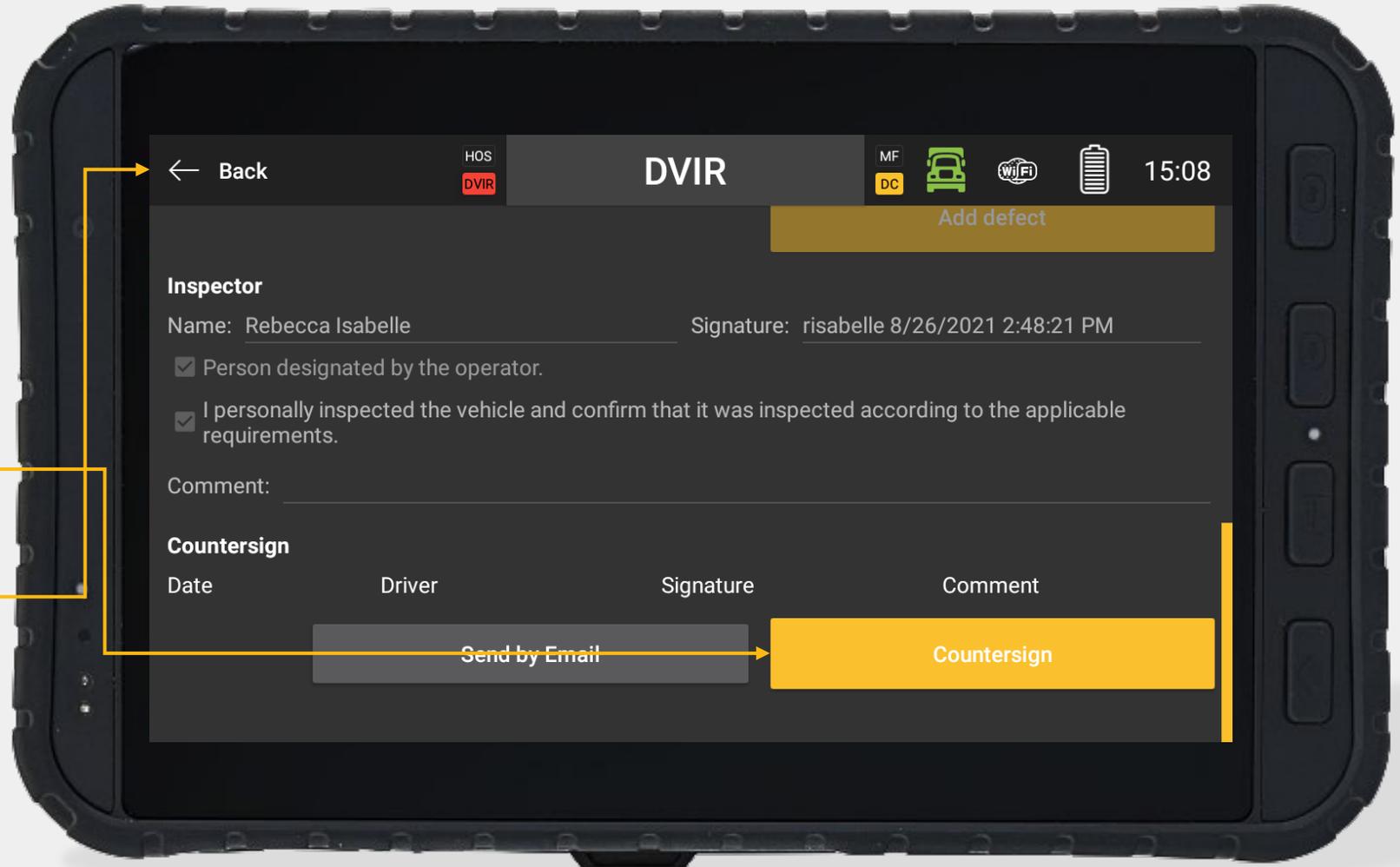


COUNTERSIGNATURE

After having read all the information from the inspection;

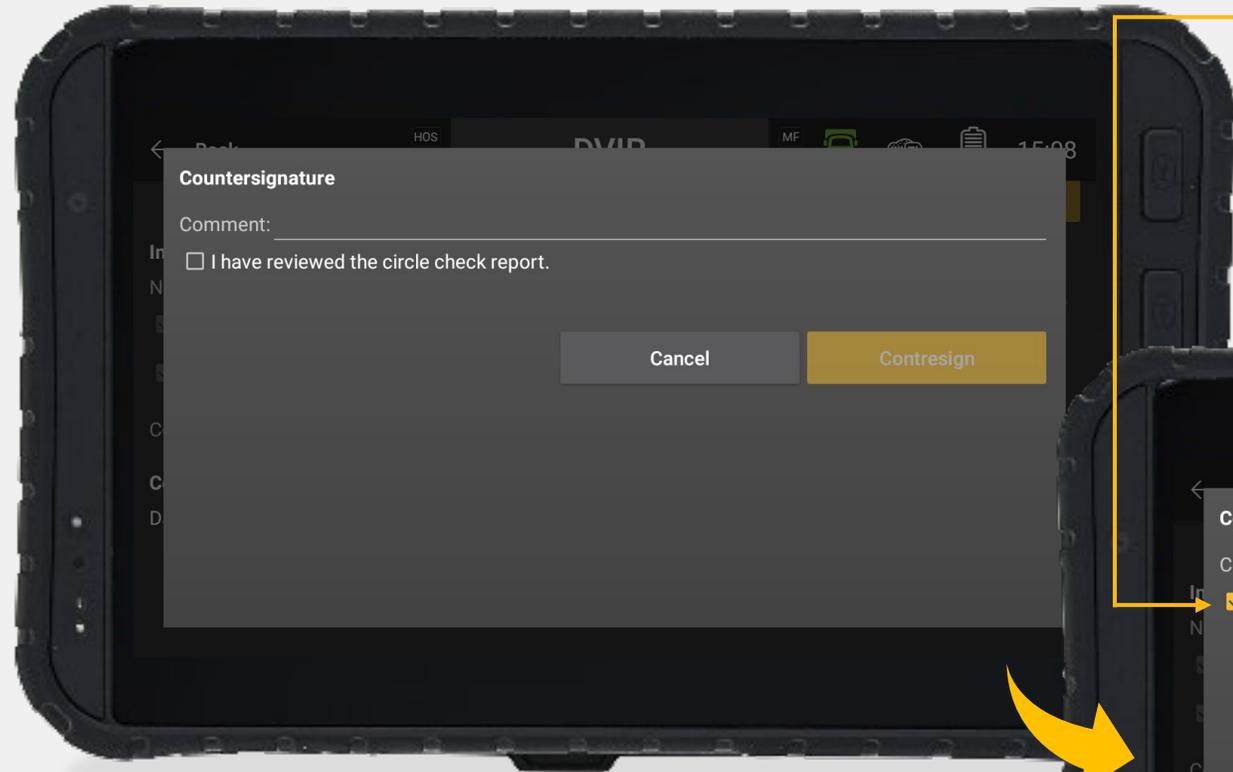
To countersign the inspection, press the **"Countersign"** button

To refuse the inspection, press **"Back"** and do a new inspection



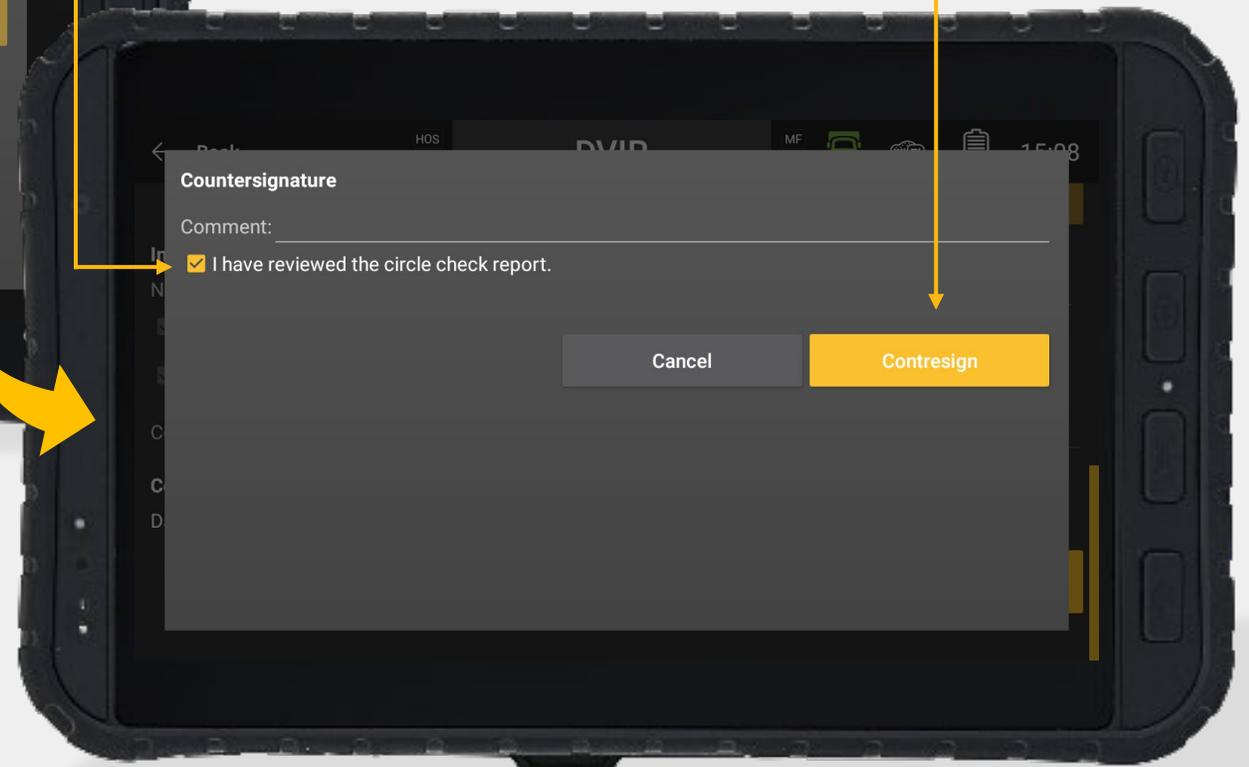


COUNTERSIGNATURE



To countersign, check the box **"I have reviewed the circle check report."**

Press the **"Countersign"** button



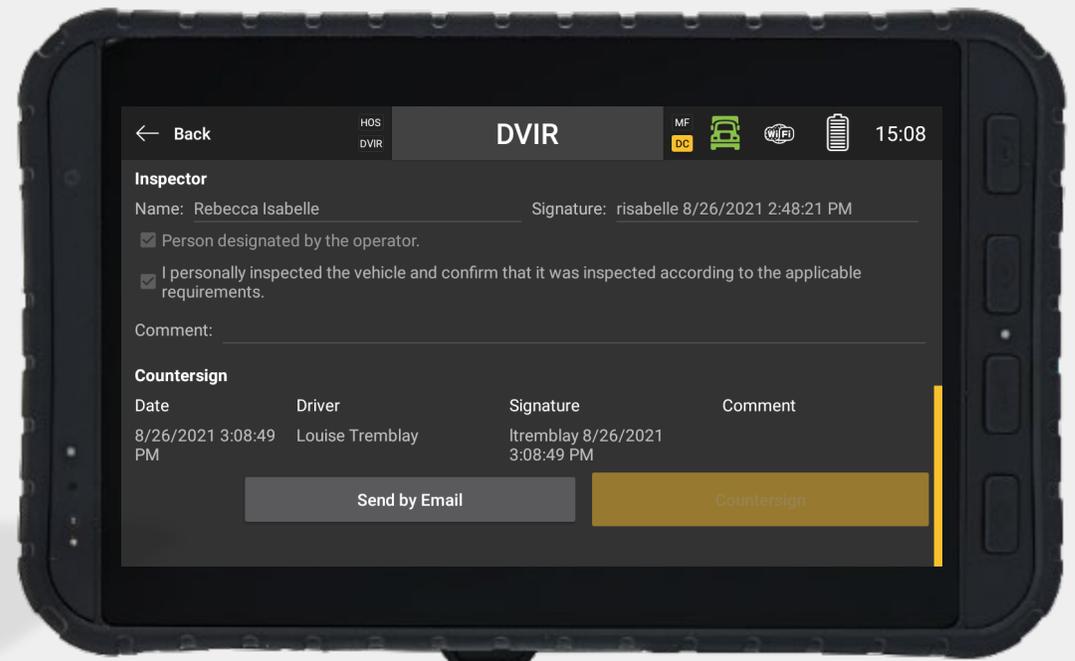
It is possible to add a comment



COUNTERSIGNATURE

Back to the eDVIR page, the vehicle status is **“Ok”**. Inspection then becomes the responsibility of the driver. To add a defect along the way, proceed as though you had done the new inspection yourself.

The countersigned inspection can be viewed in the same way as any other inspection. The date, time and your comments about the countersignature are visible in the **“Countersign”** section of the inspection.





INTRODUCTION TO THE PORTAL





INTRODUCTION TO THE PORTAL

The INGtech portal allows you to connect to your account from outside the vehicle with an internet connection.

Several operations are available to you such as viewing and modifying daily logs, as well as their certification.

It is also possible to view change requests as well as to allocate unidentified driving event.

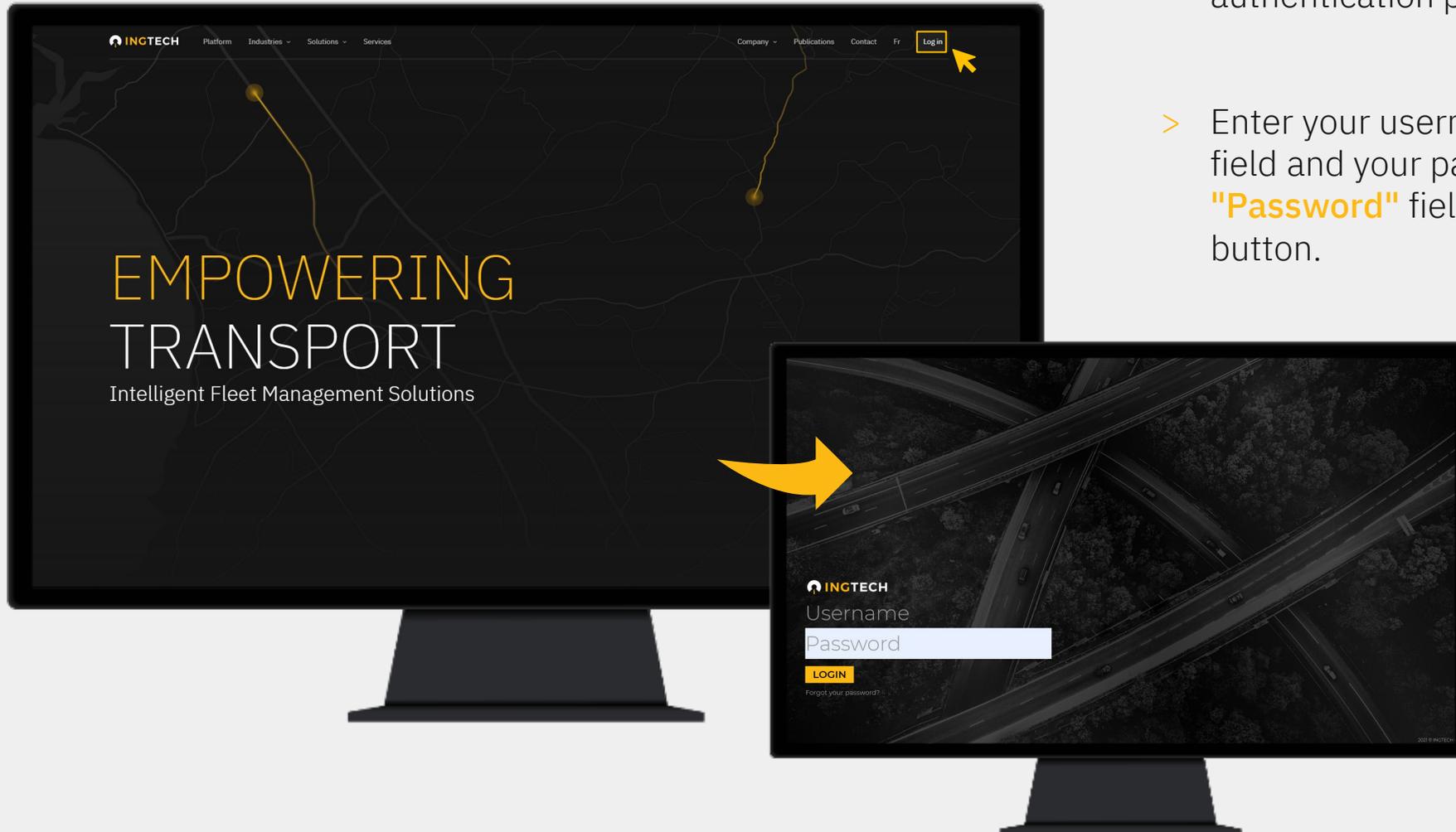


5.1 ACCESS AND LOGIN



ACCESS TO THE PLATFORM

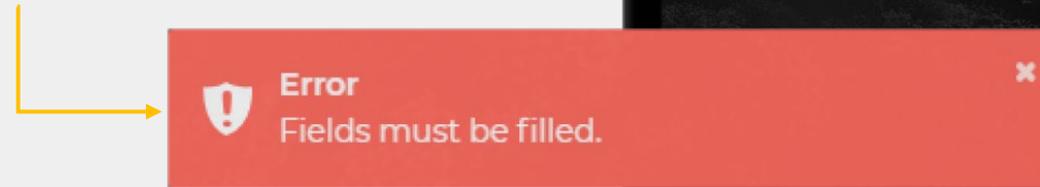
- > Go to www.ingtech.com and click "**Log In**" to access the platform's authentication page.
- > Enter your username in the "**Username**" field and your password in the "**Password**" field, then click the "**Login**" button.





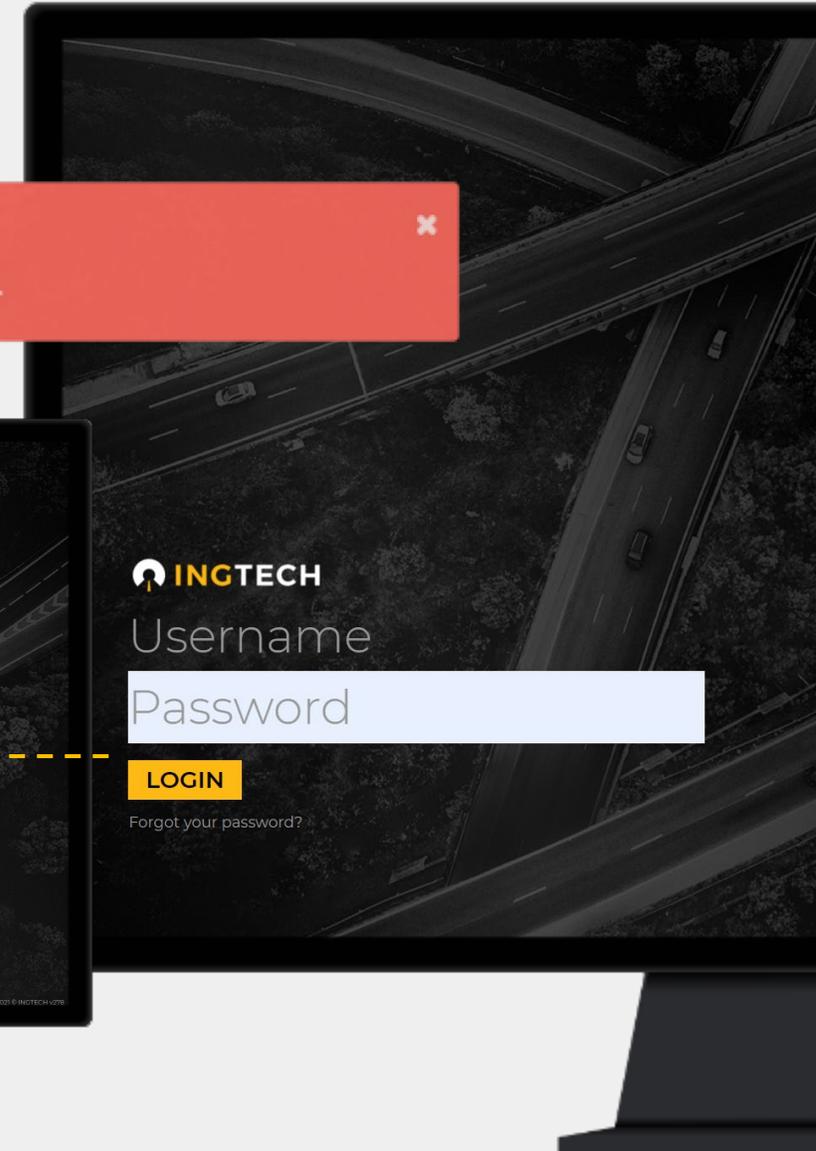
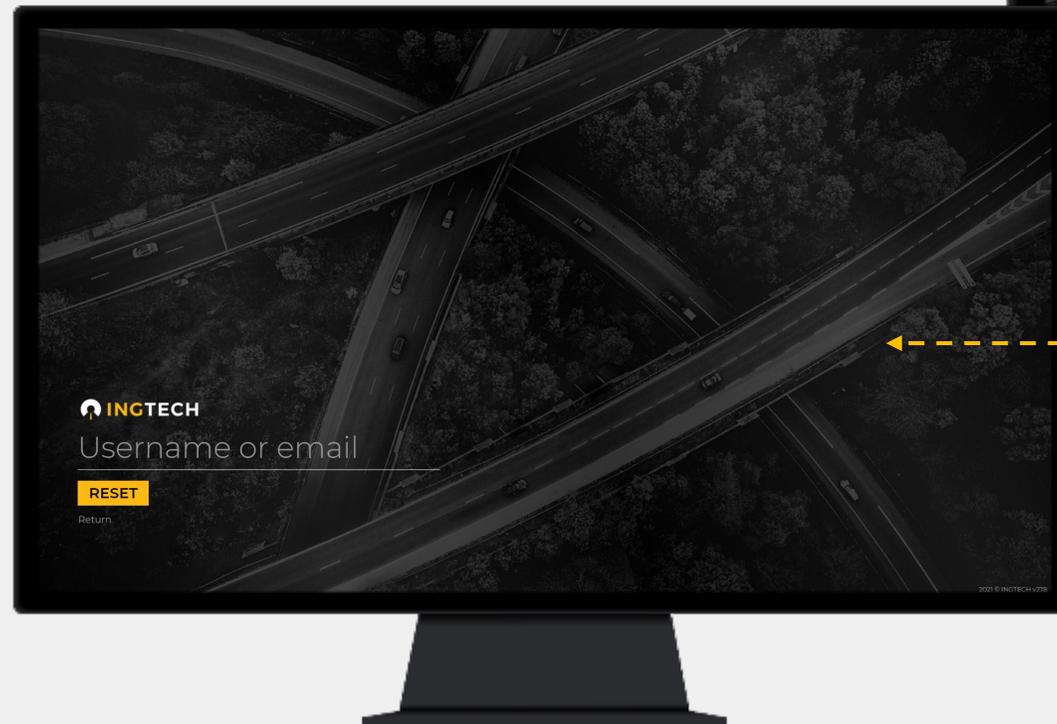
AUTHENTICATION PAGE

If the password is incorrect, the message below will appear.
Enter your password again.



In case you forget your password, click on **"Forgot your password?"** and enter your username or email in the **"Username or email"** field, then click on **"Reset"**

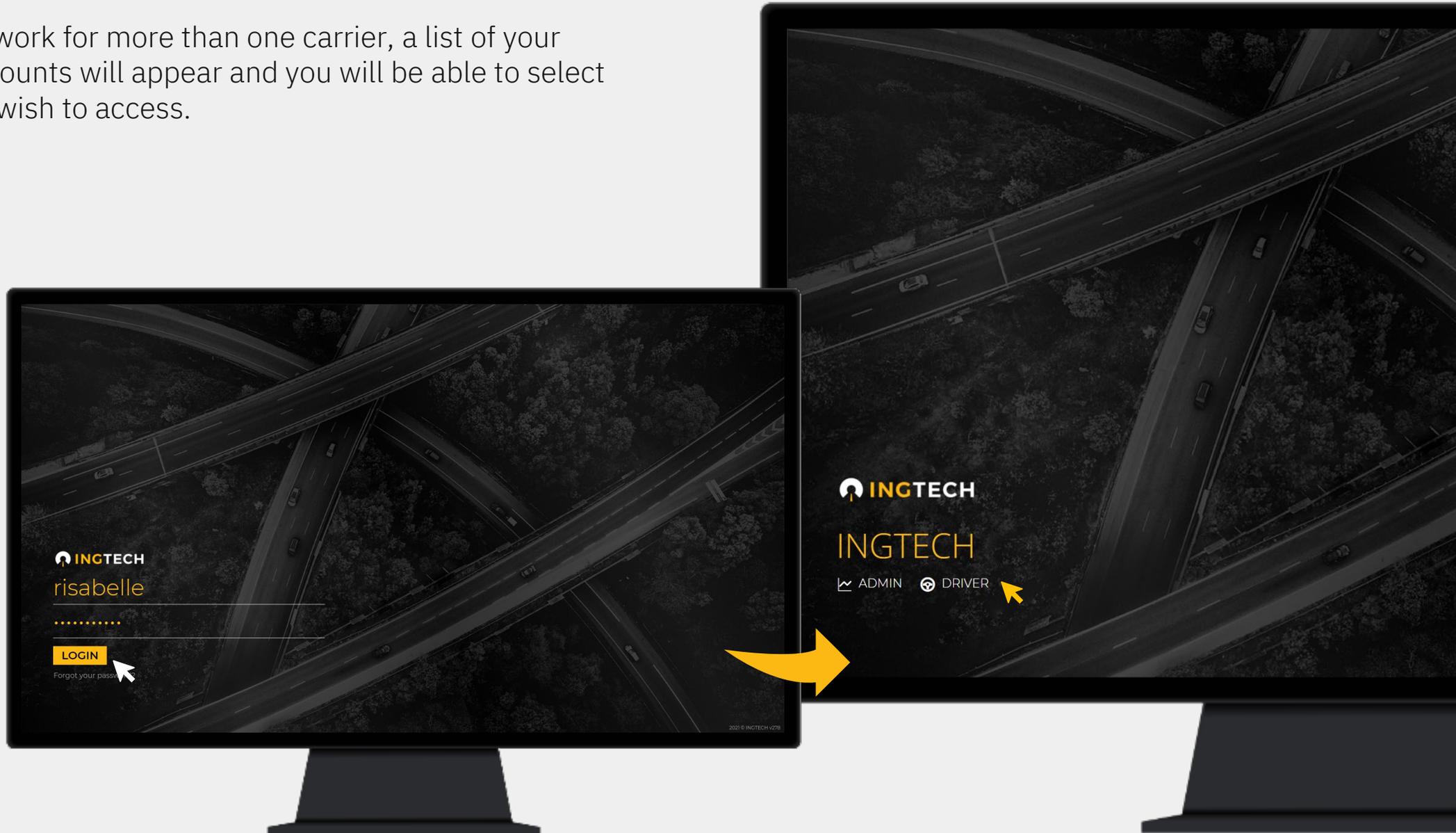
An email will be sent to you to reset your password.





SELECT ACCOUNT

In case you work for more than one carrier, a list of your different accounts will appear and you will be able to select the one you wish to access.





PRESENTATION OF THE PORTAL

5.2



HOME PAGE - MENUS AND HEADER

Depending on the configurations chosen by your administrator, you will be redirected directly to your home page, in this case; daily logs.

Expand menu

- Hours of Service (HOS)
- State
- Logs
- Unidentified
- Change Requests
- Circle Check
- Messaging
- Profile
- Logout

User account menu

- 4:22 PM Rebecca Isabelle driver
- Profile
- Comments
- Help
- Logout

Type of account

Carrier account

Submenu of the displayed section

State **Logs** Unidentified Change Requests

Ingtech

2021-08-19 - 2021-08-26

Logs Certification

● Certified
● Not certified

Daily Logs State

Date	State
19/08	Approved
20/08	Approved
21/08	Approved
22/08	Approved
23/08	Approved
24/08	Approved
25/08	Approved
26/08	Not certified

Certified Logs State

● Approved
● Not approved (certified)
● Not certified

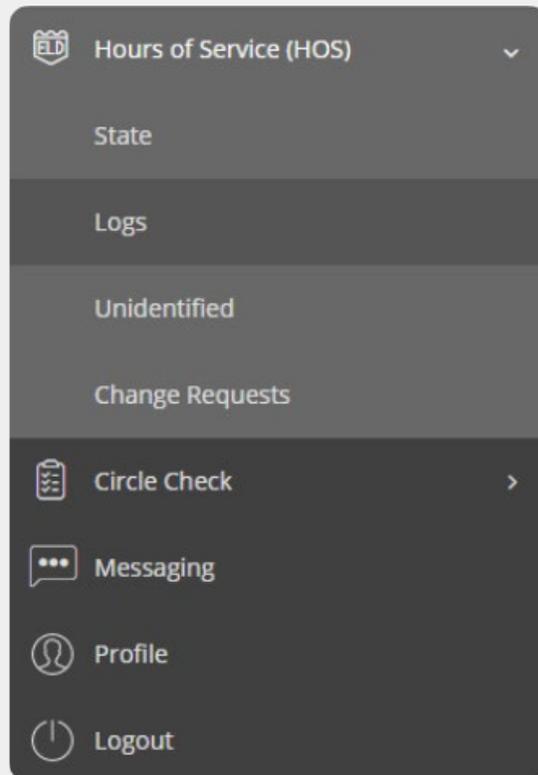
Daily logs (8)



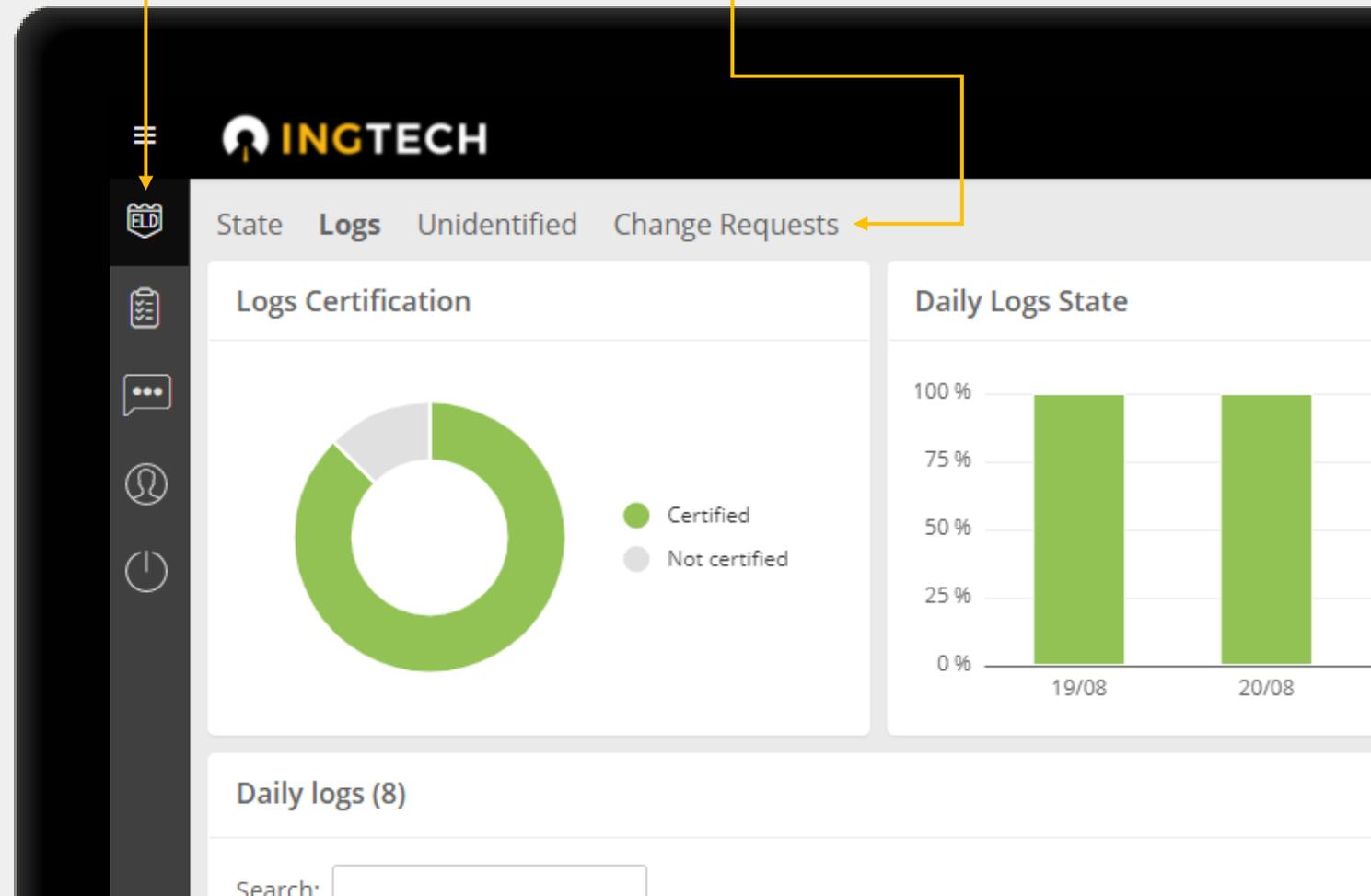
HOME PAGE - MENUS

In the menu bar on the left, click on the **"Hours of service"** icon to access the various sections associated with your hours of service.

When the main menu is expanded, press the arrow to access the pages for each section



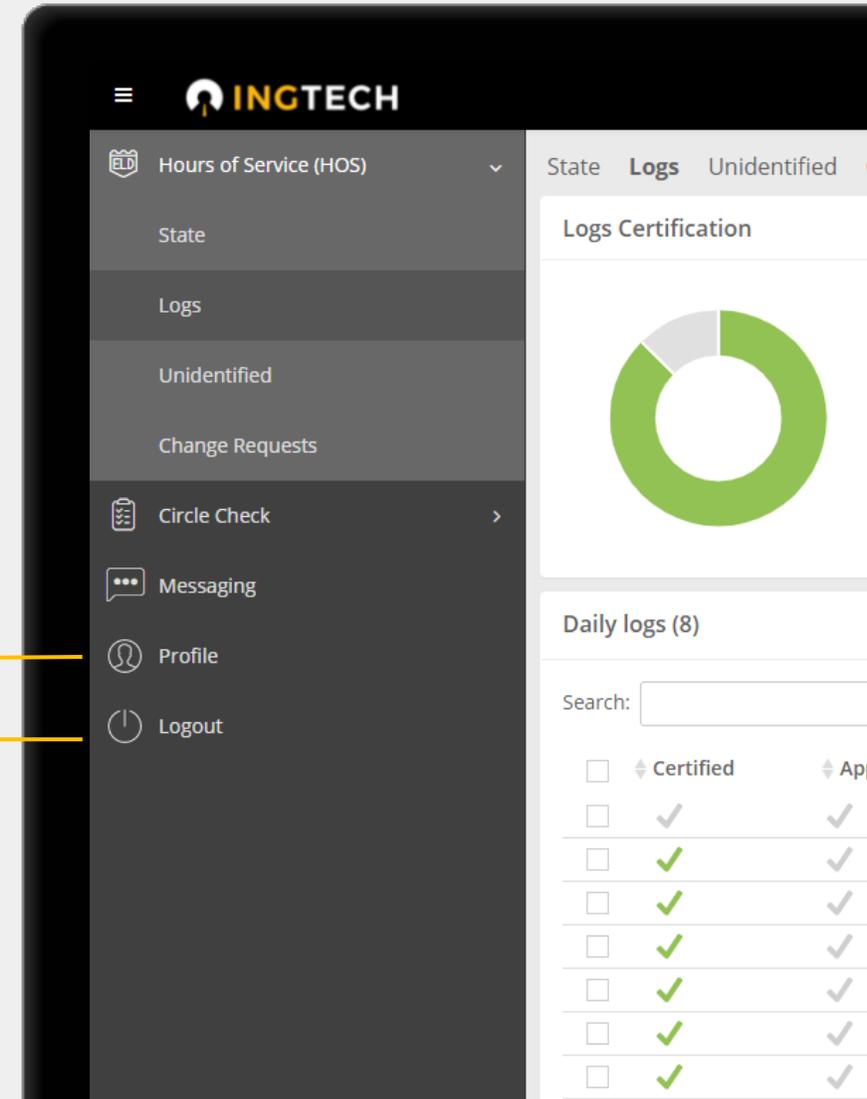
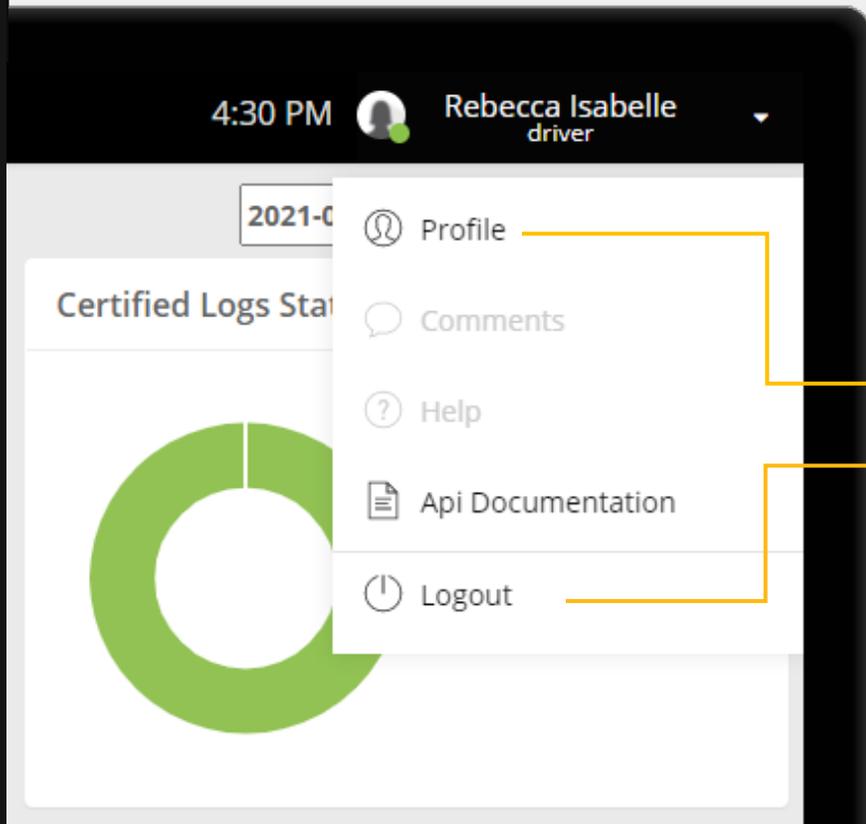
You can also navigate the different sections from the horizontal menu located at the top of the page.



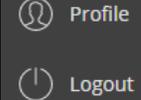
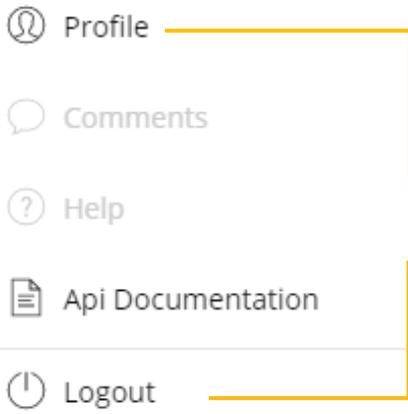


HOME PAGE - MENUS

You can access the functions linked to your user account by clicking on your name in the header or via the vertical menu.



User profile details
Log out of the account

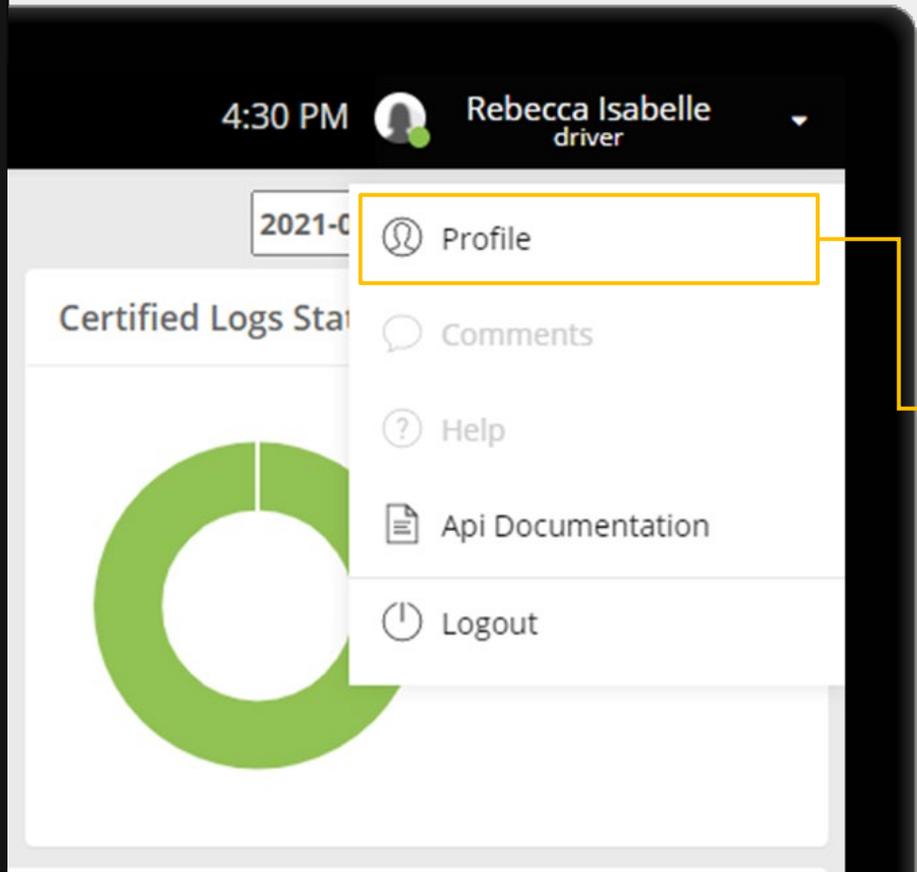




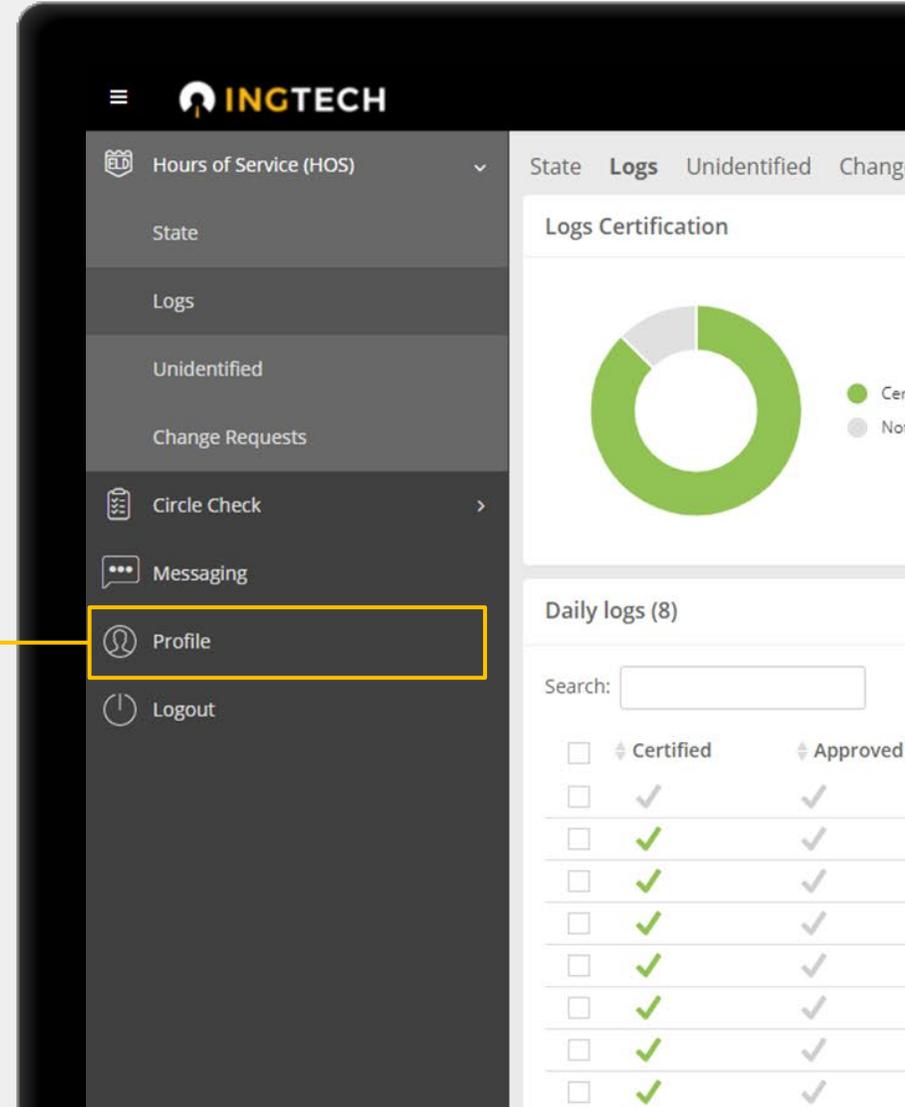
5.3

YOUR PROFILE

ACCESS YOUR INFORMATION



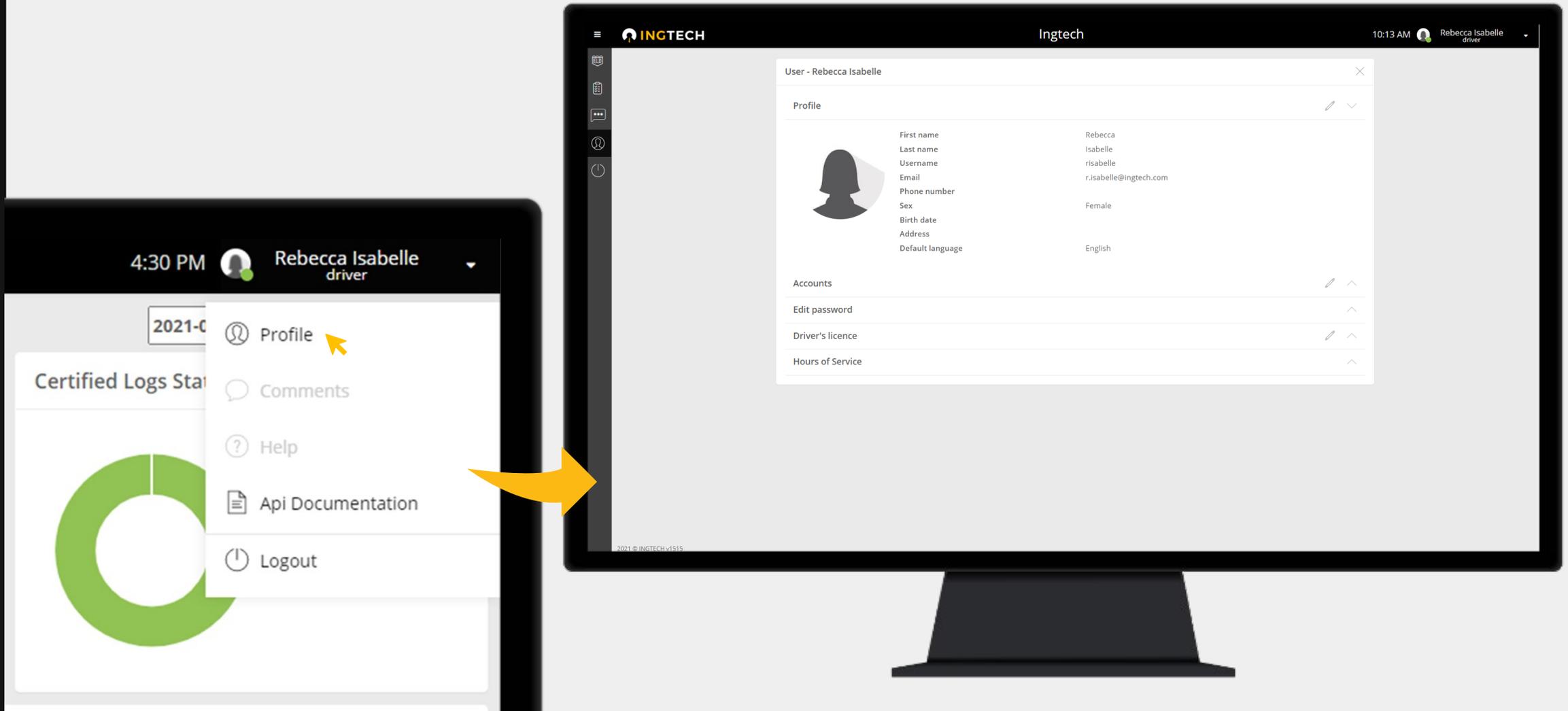
User profile details





USER PROFILE

Click on **"Profile"** to access the detailed information sheet concerning your user account.





MODIFICATION OF USER PROFILE

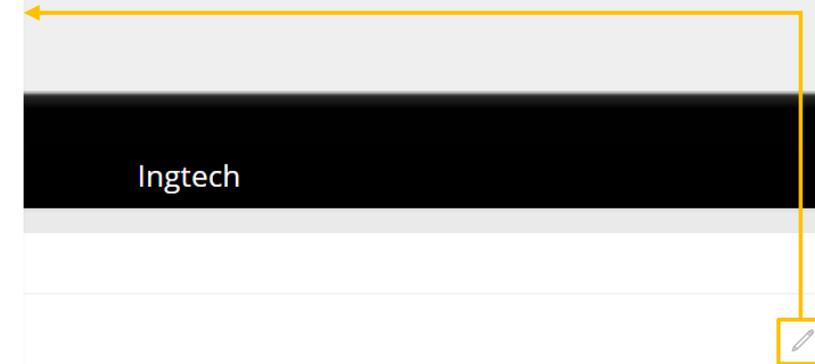
Click the **pencil** in the upper right corner of a section to edit the information.

Profile

✕ 📄 ▾

 Edit	<p>First name <input type="text" value="Rebecca"/></p> <p>Last name <input type="text" value="Isabelle"/></p> <p>Username <input type="text" value="risabelle"/></p> <p>Email <input type="text" value="r.isabelle@ingtech.com"/></p> <p>Phone number <input type="text"/></p> <p>Sex <input type="text" value="Female"/></p> <p>Birth date <input type="text"/></p> <p>Address <input type="text"/></p> <p>Default language <input type="text" value="English"/></p>
---	---

Cancel [Save](#)



Once your changes are complete, click on **"Save"**.

⚠ NOTE The **"Hours of Service"** section cannot be changed by a user.

Rebecca
Isabelle
risabelle
r.isabelle@ingtech.com

Female

English

Accounts 

Edit password

Driver's licence 

Hours of Service



CHANGING THE PASSWORD

Expand the **“Edit Password”** section to change your current password. Once the password has been changed, click on **“Confirm”**.

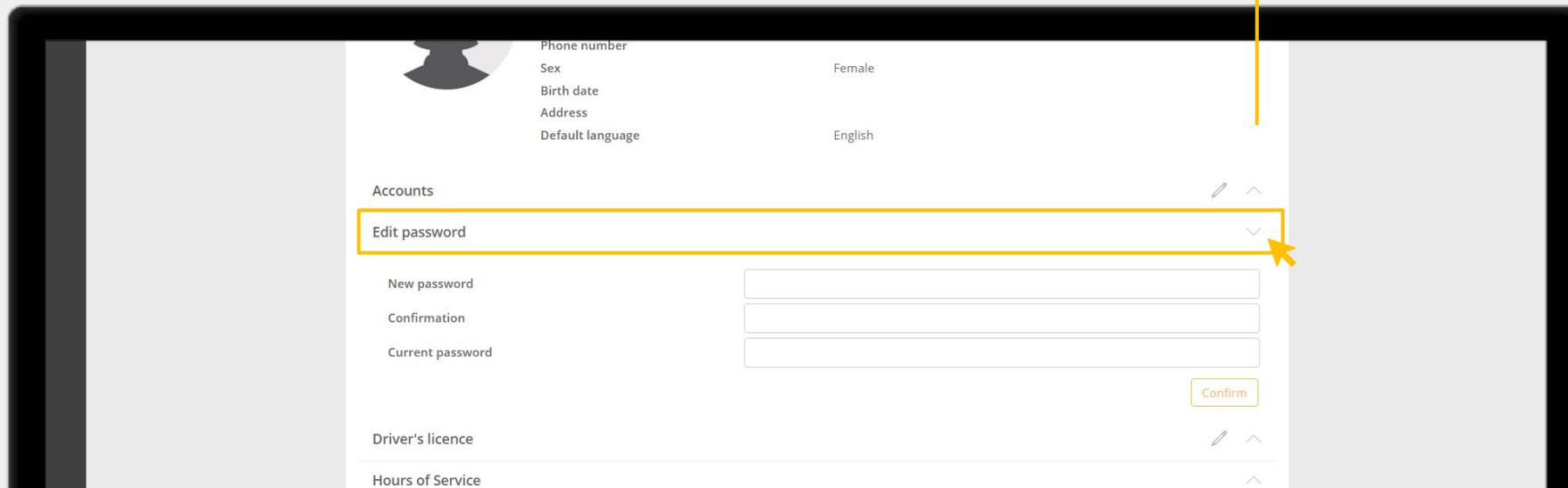
Edit password

New password

Confirmation

Current password

[Confirm](#)





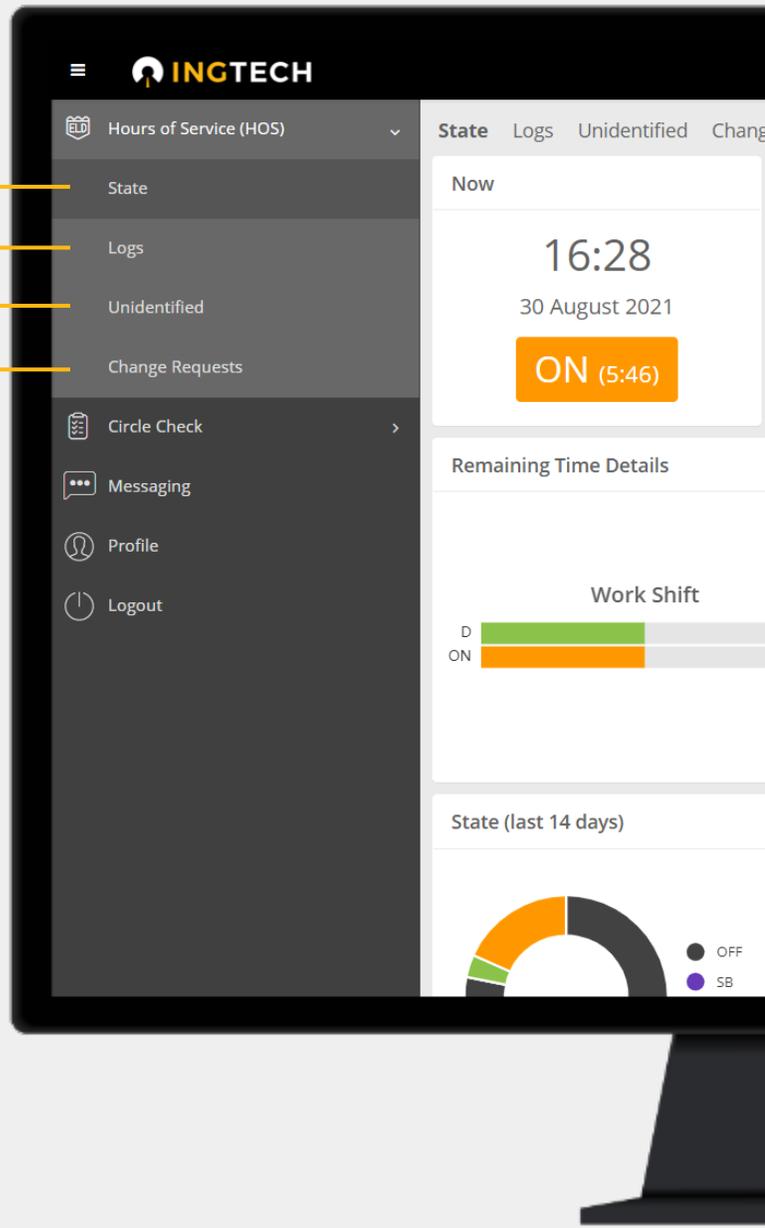
HOURS OF SERVICE

5.4



DRIVING AND OFF-DUTY TIME MENU

- Change your current activity and know your remaining hours
- Consult your logs, modify, certify, upload or export the email
- View and assume unauthenticated driving activities
- Quickly consult and manage change requests addressed to you



PRESENTATION OF THE APPLICATION - STATE

The screenshot displays the 'State' page of the Ingtech application. At the top, it shows the current time (16:31) and date (30 August 2021) with a status 'ON (5:49)'. Below this, there are sections for 'Cycle(s)' (CAN70ERS, USA US60ERT), 'Current Remaining Time' (Working 7:19, Driving 7:19), 'Work Shift' (New 8:00, End 9:19), and 'Rest (today)' (To take 0:06). A 'Remaining Time Details' section contains four horizontal bar charts: 'Work Shift', 'Today', 'Cycle', and '24H Rest'. At the bottom, there are two charts: 'State (last 14 days)' (a donut chart) and 'Daily State of Hours of Service (last 14 days)' (a stacked bar chart). Annotations with arrows point to these elements: 'Total number of hours left' points to the 'ON (5:49)' indicator; 'Information concerning the current work shift' points to the 'Work Shift' section; 'Off-duty time to be completed during the current day' points to the 'Rest (today)' section; 'Current user cycle according to different jurisdictions' points to the 'Cycle(s)' section; 'Current user status' points to the 'ON (5:49)' indicator; and 'Graph of driving and off-duty time for the last 14 days' points to the 'Daily State of Hours of Service' chart.

Total number of hours left

Information concerning the current work shift

Off-duty time to be completed during the current day

Current user cycle according to different jurisdictions

Current user status

Graph of driving and off-duty time for the last 14 days

PRESENTATION OF THE APPLICATION - LOGS

Status of logs per day

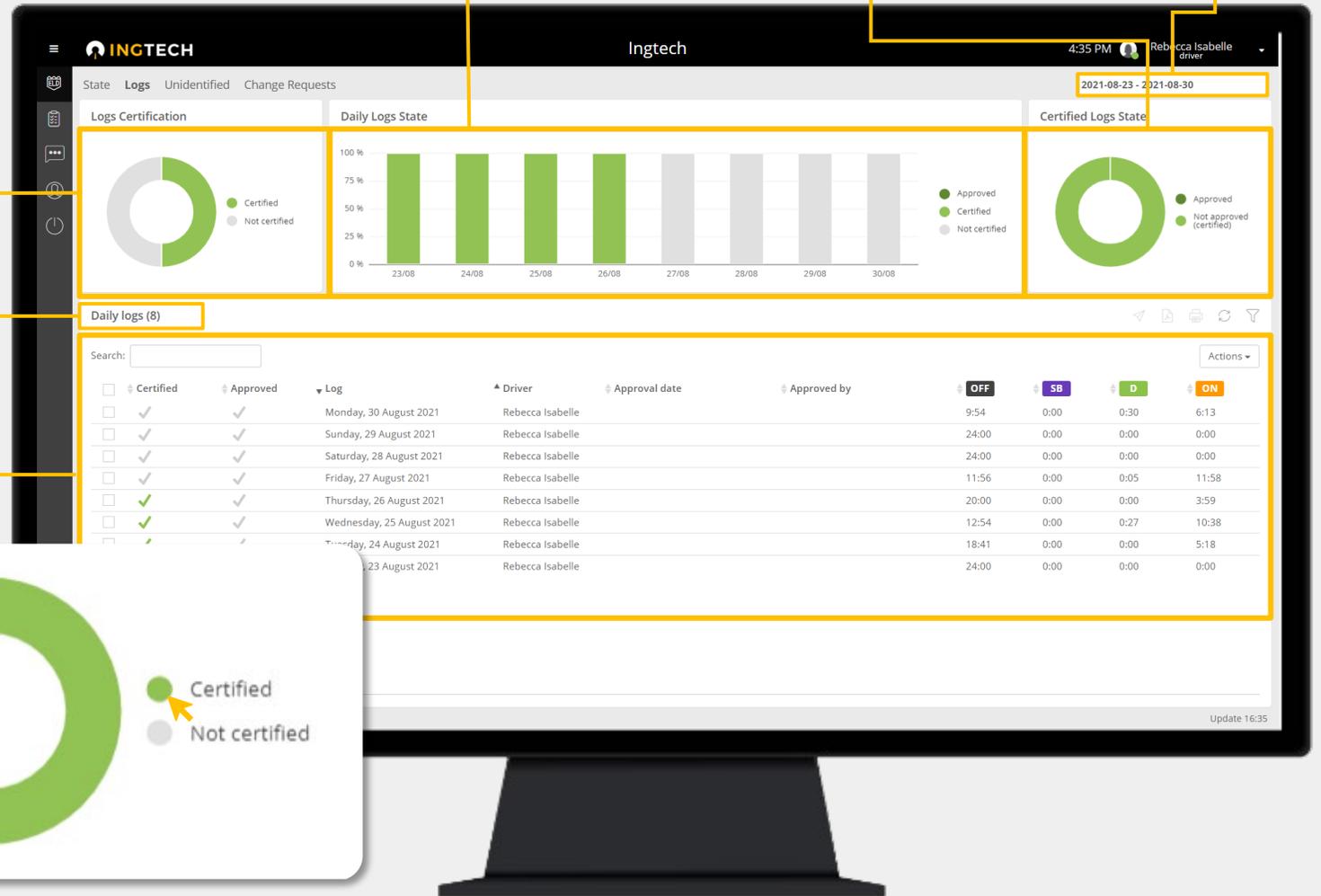
Proportion of certified and approved logs

Date filter

Proportion of certified logs

Number of logs according to the selection (date and filters)

List of driver logs according to selection (date and filters)



NOTE: You can filter the data by clicking on the different parts of the legend





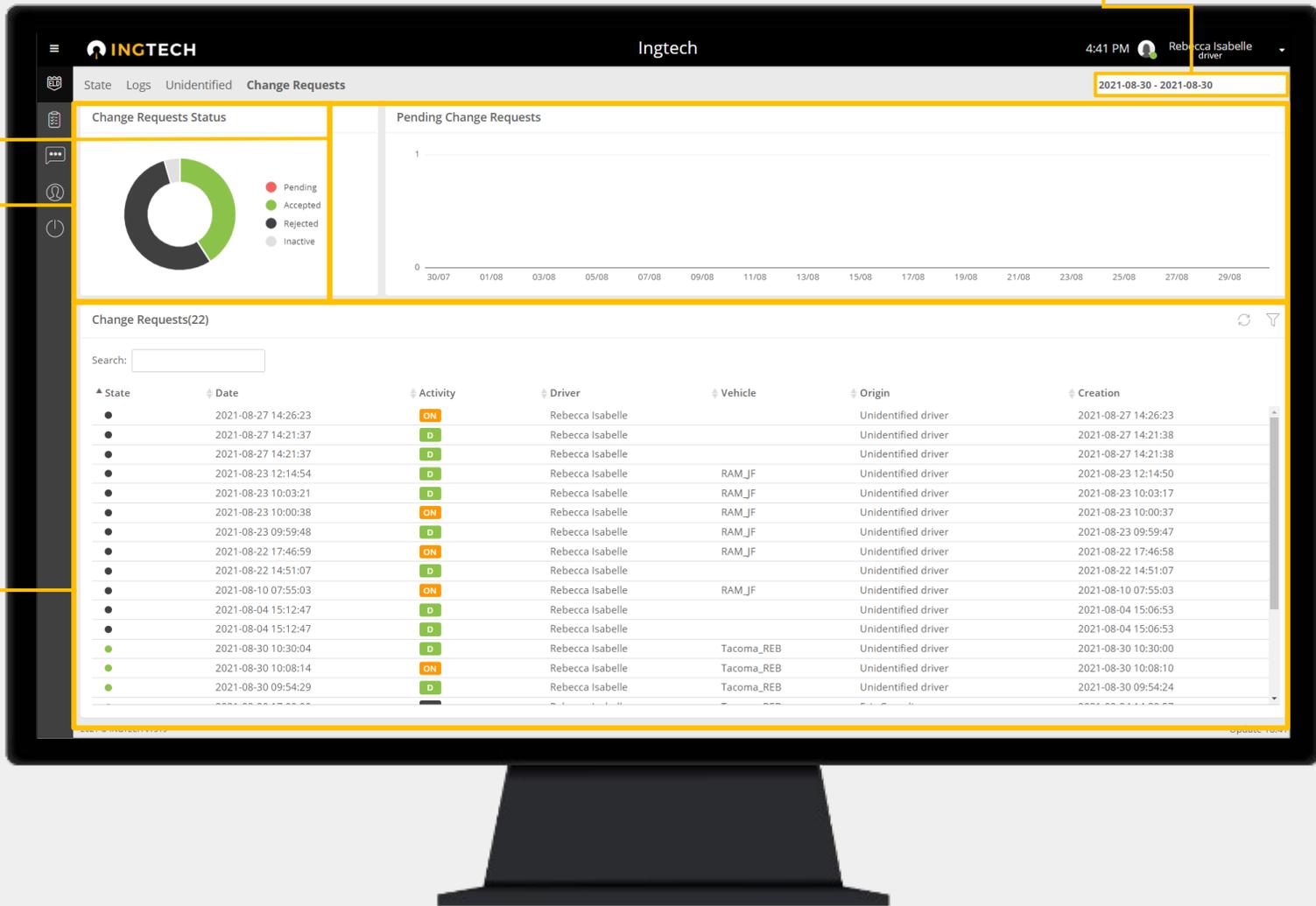
PRESENTATION OF THE APPLICATION - CHANGE REQUESTS

Date filter

Pending change requests graph

Breakdown of change requests by status

List and details of all change requests



PRESENTATION OF THE APPLICATION - UNIDENTIFIED DRIVING

Zones and Vehicles List (can be used as a filter)

Daily driving status graph

Breakdown of unidentified driving by status

List and details of all unidentified driving

- Identified
- Unidentified
- Justified
- Pending

The screenshot displays the Ingtech application interface. At the top, there's a navigation bar with 'State', 'Logs', 'Unidentified', and 'Change Requests'. Below this, the dashboard is divided into several sections:

- Unidentified driving events:** A donut chart showing the distribution of driving events by status: Identified (green), Unidentified (red), Justified (grey), and Pending (yellow).
- Daily unidentified driving events:** A bar chart showing the number of unidentified driving events per day from 01/08 to 31/08.
- Zones (2):** A table listing zones with columns for Zone, Duration, and Distance.

Zone	Duration	Distance
Jean-Francois Maheux	00:01:17	0 km
INGtech	00:00:50	1 km
- Vehicles (4):** A table listing vehicles with columns for Vehicle, Duration, and Distance.

Vehicle	Duration	Distance
RAM_JF	01:12:50	1 km
	00:09:48	4 km
Kia_Nsim	00:00:25	0 km
Ford_Axel	00:00:04	0 km
- Unidentified driving events (15):** A table listing individual driving events with columns for Record status, Date, Location, Zones, Vehicle, and Odometer.

Record status	Date	Location	Zones	Vehicle	Odometer
Unidentified	2021-08-27 16:39:01	5km NE Mascouche QC	Jean-Francois Maheux	RAM_JF	8170 km
Unidentified	2021-08-27 14:21:37	2018 Chem. Gascon, Terrebonne, QC J6X 2E5, Canada			8163 km
Unidentified	2021-08-27 14:21:37	2018 Chem. Gascon, Terrebonne, QC J6X 2E5, Canada			8163 km
Unidentified	2021-08-23 12:14:54	498 Rue Notre Dame E, Montréal, QC H1N 2C4, Canada		RAM_JF	7914 km
Unidentified	2021-08-23 10:03:21	4600 Desserte 5 Autoroute 440, Laval, QC H7T 2P7, Canada		RAM_JF	7876 km
Unidentified	2021-08-23 09:59:48	3310 100e Avenue, Laval, QC H7T 0J7, Canada	INGtech	RAM_JF	7875 km
Unidentified	2021-08-22 14:51:07	3510 Chem. du Lac Gagnon E, Duhamel, QC J0V 1G0, Canada			7671 km
Unidentified	2021-08-17 13:24:46	4km NE Laval QC		Ford_Axel	156863 km
Unidentified	2021-08-04 15:12:47	Address not available			6294 km
Unidentified	2021-08-04 15:12:47	Address not available			6294 km
Unidentified	2021-08-03 16:10:40	5km NW Boischatel QC		Kia_Nsim	558 km
Identified	2021-08-30 10:30:04	154 Chemin du Moulin, Lac-Beauport, QC G3B 0E2, Canada		Tacoma_REB	108256 km
Identified	2021-08-30 09:54:29	66 Chem. des Crêtes, Lac-Beauport, QC G3B 2G5, Canada		Tacoma_REB	108241 km
Identified	2021-08-20 09:54:20	2km ENE Lac-Beauport QC		Tacoma_REB	106582 km
Identified	2021-08-17 11:51:11	4km NE Laval QC	INGtech	Kia_Falama	156858 km
- Map:** A map showing the geographical locations of the driving events, with red dots indicating unidentified driving and green dots indicating identified driving.

UNIDENTIFIED - ASSUME AN UNIDENTIFIED EVENT

- > A list of all unidentified events will appear.
- > Click on any event you wish to assign to yourself, then click on **"Actions"** and then on **"Assume"**.

The screenshot displays the INGTECH dashboard interface. The main view shows a list of 'Unidentified driving events' with columns for Record status, Date, Location, Zones, Vehicle, and Odometer. A yellow arrow points to the 'Assume' button in the 'Actions' menu for a specific event. An 'Event details' modal is open, showing fields for Driver, Carrier, USDOT, Principal place of business, Home terminal, CMV, VIN, Trailer, Location, Documents, Event type, Date, Time Zone, Record status, Origin, Coordonnées, Odometer, Engine Hours, and Comment. A yellow arrow points to the 'Confirm' button in the modal. Below the modal, there are 'Close' and 'Confirm' buttons.

Record status	Date	Location	Zones	Vehicle	Odometer
Unidentified	2021-08-27 16:39:01	5km NE Mascouche QC	Jean-Francois Maheux	RAM_JF	8170 km
Unidentified	2021-08-27 14:21:37	2018 Chem. Gascon, Terrebonne, QC J6X 2E5, Canada		RAM_JF	8163 km
Unidentified	2021-08-27 14:21:37	2018 Chem. Gascon, Terrebonne, QC J6X 2E5, Canada		RAM_JF	8163 km
Unidentified	2021-08-23 12:14:54	498 Rue Notre Dame E, Montréal, QC H1N 2C4, Canada		RAM_JF	7914 km
Unidentified	2021-08-23 10:03:21	4600 Desserte S Autoroute 440, Laval, QC H7T 2P7, Canada		RAM_JF	7876 km
Unidentified	2021-08-23 09:59:48	3310 100e Avenue, Laval, QC H7T 0J7, Canada	INGtech	RAM_JF	7875 km
Unidentified	2021-08-22 14:51:07	3510 Chem. du Lac Gagnon E, Duhamel, QC J0V 1G0, Canada		RAM_JF	7671 km
Unidentified	2021-08-17 13:24:46	4km NE Laval QC		Ford_Axel	156863 km
Unidentified	2021-08-04 15:12:47	Address not available			6294 km
Unidentified	2021-08-04 15:12:47	Address not available			6294 km
Identified	2021-08-03 16:10:40	5km NW Boischatel QC		Kia_Nsim	558 km
Identified	2021-08-30 10:30:04	154 Chemin du Moulin, Lac-Beauport, QC G3B 0E2, Canada		Tacoma_REB	108256 km
Identified	2021-08-30 09:54:29	66 Chem. des Crêtes, Lac-Beauport, QC G3B 2G5, Canada		Tacoma_REB	108241 km
Identified	2021-08-20 09:54:20	2km ENE Lac-Beauport QC		Tacoma_REB	106582 km
Identified	2021-08-17 11:51:11	4km NE Laval QC	INGtech	Kia_Falama	156858 km

CHANGE REQUESTS - ACCEPT OR REJECT

The screenshot displays the INGTECH Change Requests interface. On the left, a 'Change Requests Status' donut chart shows the distribution of requests: Pending (red), Accepted (green), Rejected (black), and Inactive (grey). Below the chart is a table of 25 change requests. A yellow arrow points to a specific request in the table. On the right, an 'Event details' modal window is open, showing information for a driving event. At the bottom of the modal, three buttons are visible: 'Close', 'Refuse', and 'Agree'. A yellow arrow points from the 'Refuse' button in the modal to a larger, detailed view of these three buttons at the bottom of the page.

State	Date	Activity	Driver	Vehicle	Origin	Creation
●	2021-08-30 10:30:04	D	Rebecca Isabelle	Tacoma_REB	Unidentified driver	2021-08-30 10:30:00
●	2021-08-30 10:08:14	DN	Rebecca Isabelle	Tacoma_REB	Unidentified driver	2021-08-30 10:08:10
●	2021-08-30 09:54:29	D	Rebecca Isabelle	Tacoma_REB	Unidentified driver	2021-08-30 09:54:24
●	2021-08-27 14:26:23	DN	Rebecca Isabelle	Unidentified driver	Unidentified driver	2021-08-27 14:26:23
●	2021-08-27 14:21:37	D	Rebecca Isabelle	Unidentified driver	Unidentified driver	2021-08-27 14:21:38
●	2021-08-27 14:21:37	D	Rebecca Isabelle	Unidentified driver	Unidentified driver	2021-08-27 14:21:38
●	2021-08-26 08:31:53	D	Rebecca Isabelle	Tacoma_REB	Eric Gosselin	2021-09-01 13:27:55
●	2021-08-23 12:14:54	DN	Rebecca Isabelle	RAM_JF	Unidentified driver	2021-08-23 12:14:50
●	2021-08-23 10:03:21	D	Rebecca Isabelle	RAM_JF	Unidentified driver	2021-08-23 10:03:17
●	2021-08-23 10:00:38	DN	Rebecca Isabelle	RAM_JF	Unidentified driver	2021-08-23 10:00:37
●	2021-08-23 09:59:48	D	Rebecca Isabelle	RAM_JF	Unidentified driver	2021-08-23 09:59:47
●	2021-08-22 17:46:59	DN	Rebecca Isabelle	RAM_JF	Unidentified driver	2021-08-22 17:46:58
●	2021-08-22 14:51:07	D	Rebecca Isabelle	Unidentified driver	Unidentified driver	2021-08-22 14:51:07
●	2021-08-20 17:00:00	OFF	Rebecca Isabelle	Tacoma_REB	Eric Gosselin	2021-08-24 14:39:57
●	2021-08-20 09:59:33	DN	Rebecca Isabelle	Tacoma_REB	Unidentified driver	2021-08-20 09:59:33
●	2021-08-20 09:54:20	D	Rebecca Isabelle	Tacoma_REB	Unidentified driver	2021-08-20 09:54:20
●	2021-08-17 13:24:50	DN	Rebecca Isabelle	Ford_Axel	Rebecca Isabelle	2021-09-01 13:25:01
●	2021-08-17 13:24:46	D	Rebecca Isabelle	Ford_Axel	Rebecca Isabelle	2021-09-01 13:25:02
●	2021-08-17 12:03:28	DN	Rebecca Isabelle	Ford_Axel	Rebecca Isabelle	2021-08-19 10:20:20

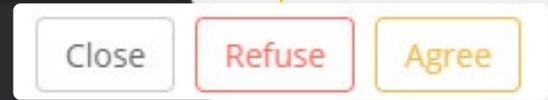
Event details

Driver: Rebecca Isabelle
Carrier: Ingtech
USDOT: [Empty]
Principal place of business: 3310 100e avenue, suite 310, Laval (Québec), H7T 0J7
Home terminal: Quebec - 66 Chemin des Crêtes, Lac-Beauport, QC G3B 2G5, Canada
CMV: Tacoma_REB
VIN: -5TFDZ5BN2KX043181
Trailer: Trailer 1, Trailer 2, Trailer 3
Location: Laval
Documents: [Empty]

Event type: D - Driving
Date: 2021-08-26 8:31:53
Time Zone: America/Toronto
Record status: Inactive - Change Requested
Origin: Other, Eric Gosselin
Coordonnées: M, M
Odometer: [Empty]
Engine Hours: [Empty]
Co-Driver: None
Comment: conduite ajout

Close Refuse Agree

To accept or decline a change request, click on the request, then click "Refuse" or "Agree" in the window that will appear.





CERTIFICATION OF THE DAILY LOG

LOGS - CERTIFICATION OF OFF-DUTY LOGS

To certify several off-duty logs at the same time, check the box for each record, then click on "Actions" and "Certify".

The screenshot shows the Ingtech dashboard with the following components:

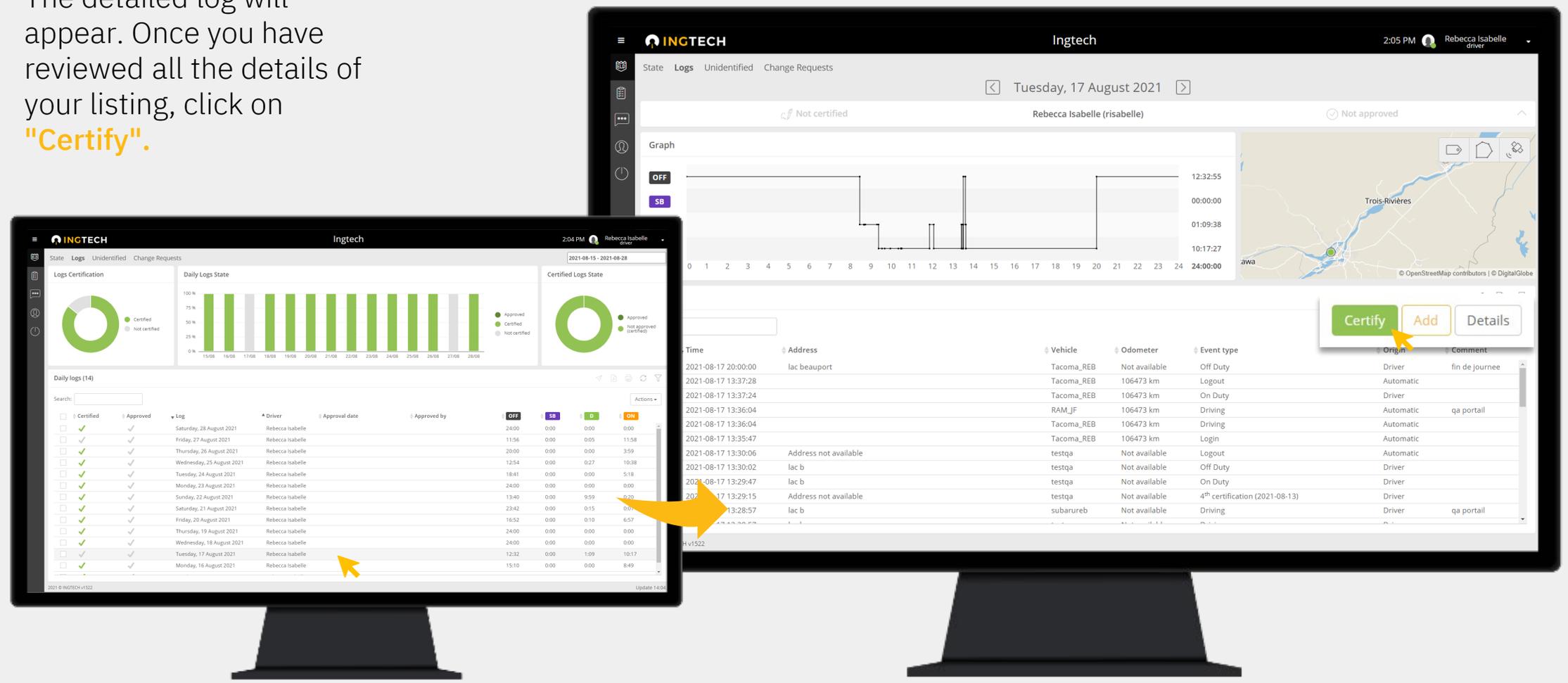
- Dashboard Header:** Ingtech logo, user profile, and time (1:57 PM).
- Navigation:** State, Logs, Unidentified, Change Requests.
- Charts:**
 - Logs Certification:** Donut chart showing Certified (green) and Not certified (grey).
 - Daily Logs State:** Bar chart showing the percentage of logs certified for each day from 25/08 to 01/09.
 - Certified Logs State:** Donut chart showing Certified (green) and Not approved (certified) (grey).
- Table: Daily logs (3/8)**

Approved	Log	Driver	Approval date	Approved by	OFF	SB	D	ON
✓	Wednesday, 01 September 2021	Rebecca Isabelle			13:55	0:00	0:00	0:00
✓	Tuesday, 31 August 2021	Rebecca Isabelle			24:00	0:00	0:00	0:00
✓	Monday, 30 August 2021	Rebecca Isabelle			13:54	0:00	0:30	9:34
✓	Sunday, 29 August 2021	Rebecca Isabelle			24:00	0:00	0:00	0:00
✓	Saturday, 28 August 2021	Rebecca Isabelle			24:00	0:00	0:00	0:00
✓	Friday, 27 August 2021	Rebecca Isabelle			11:56	0:00	0:05	11:58
✓	Thursday, 26 August 2021	Rebecca Isabelle			20:00	0:00	0:00	3:59
✓	Wednesday, 25 August 2021	Rebecca Isabelle			12:54	0:00	0:27	10:38
- Callouts:**
 - A callout box shows the 'Actions' dropdown menu with 'Certify' selected.
 - A callout box shows the 'Daily logs (3/8)' sidebar with checkboxes for 'Certified' and 'Approved' for each log entry.

NOTE
 Only fully off-duty daily logs can be certified in this way. Any other record with driving events must be viewed and reviewed individually before it can be certified.

LOGS - CERTIFICATION OF LOGS

- > To certify a daily log, click on the log in question to access it.
- > The detailed log will appear. Once you have reviewed all the details of your listing, click on "Certify".

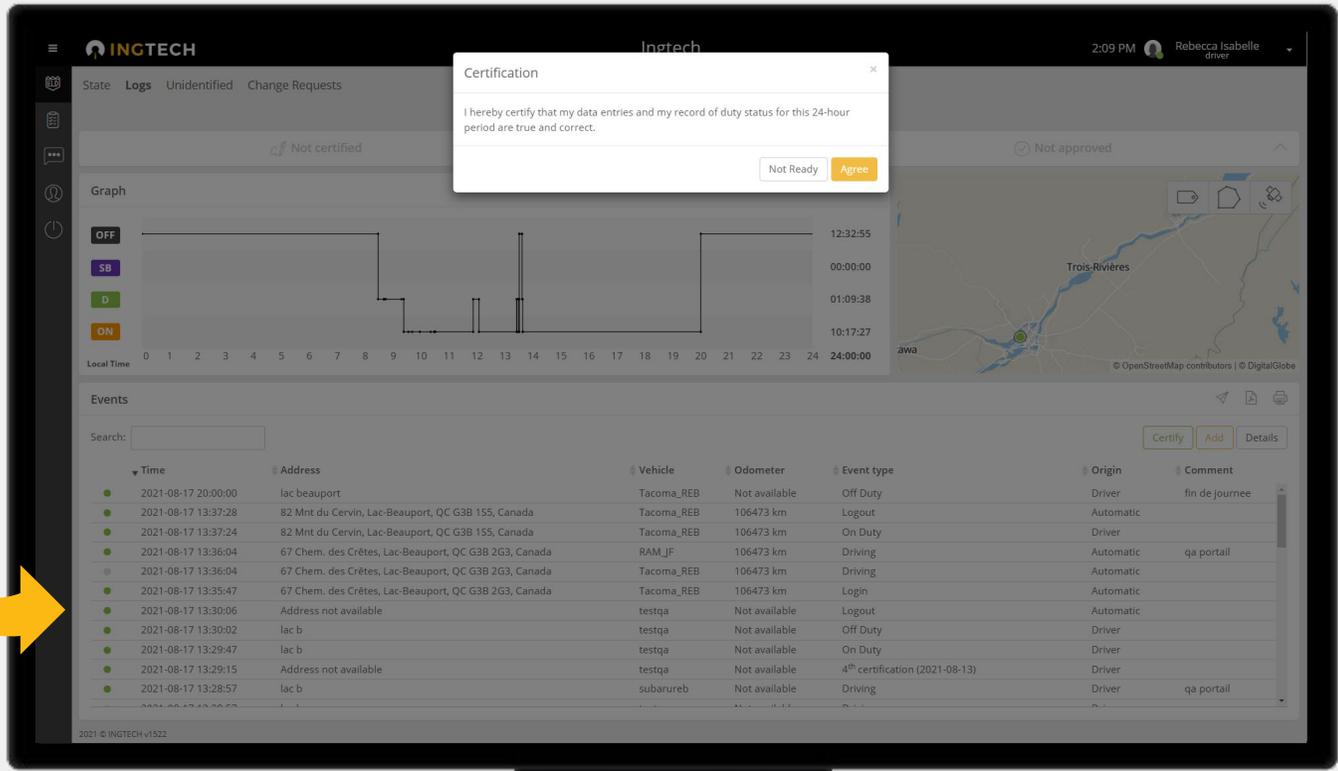
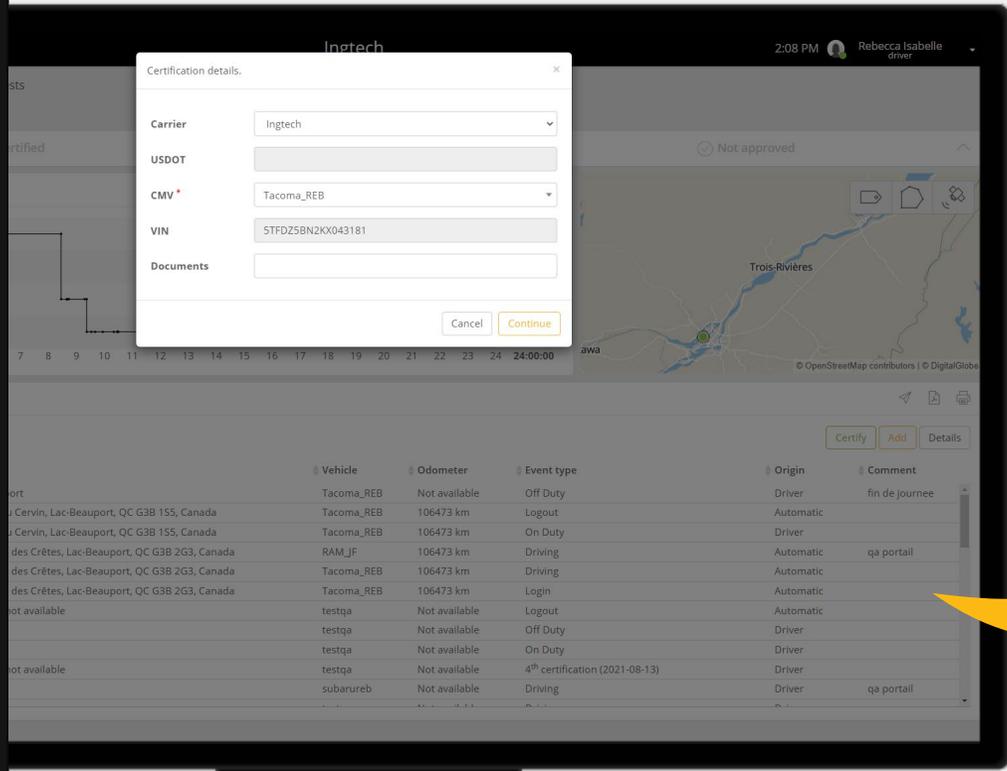




LOGS - CERTIFICATION OF LOGS

The following message will appear, it is the electronic signature:

- > To certify the daily log, press the "Agree" button.
- > To cancel the certification process, press the "Not Ready" button.

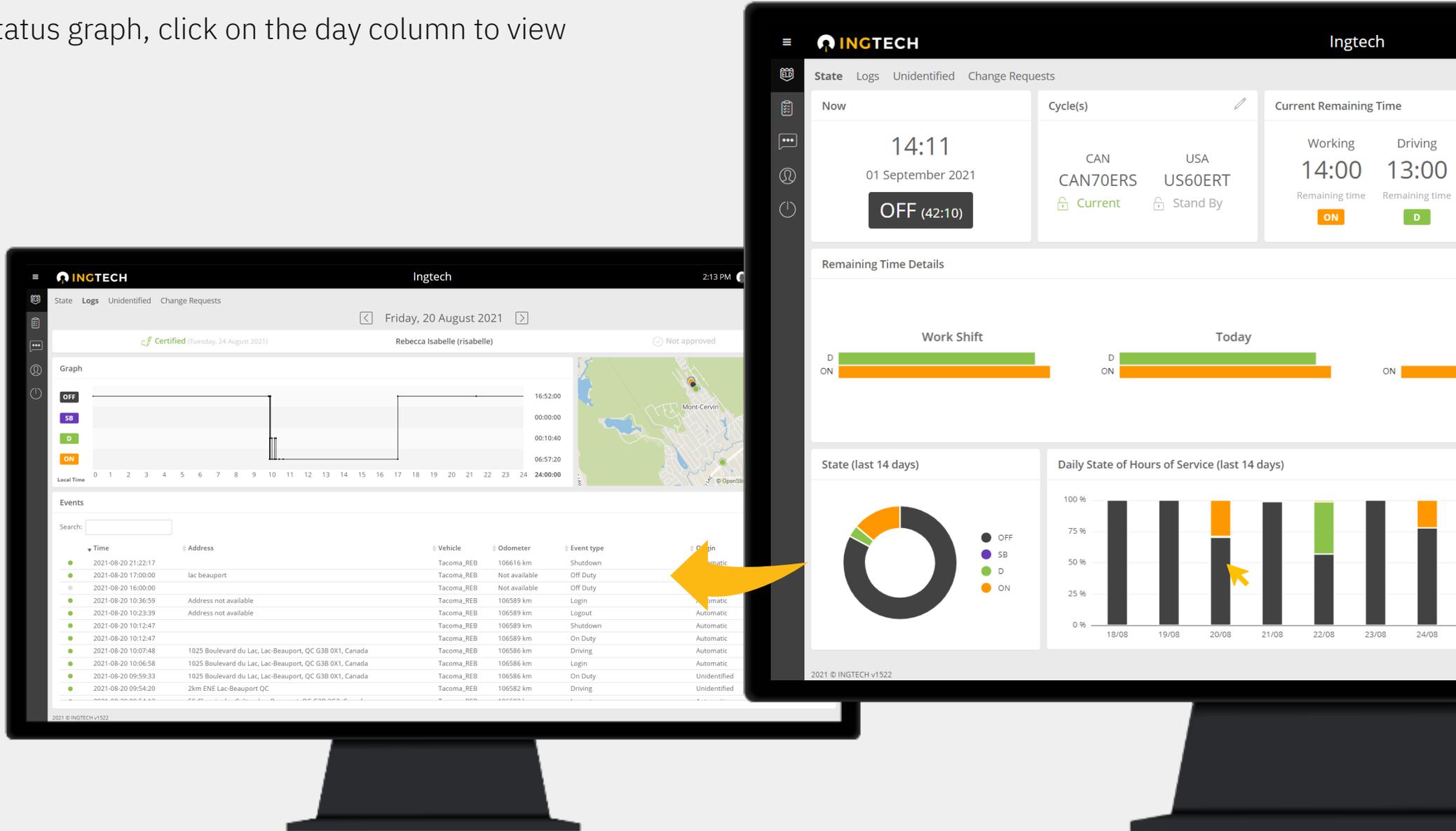




DISPLAY OF DAILY LOGS

DISPLAY OF DAILY LOGS

In the daily status graph, click on the day column to view the daily log.

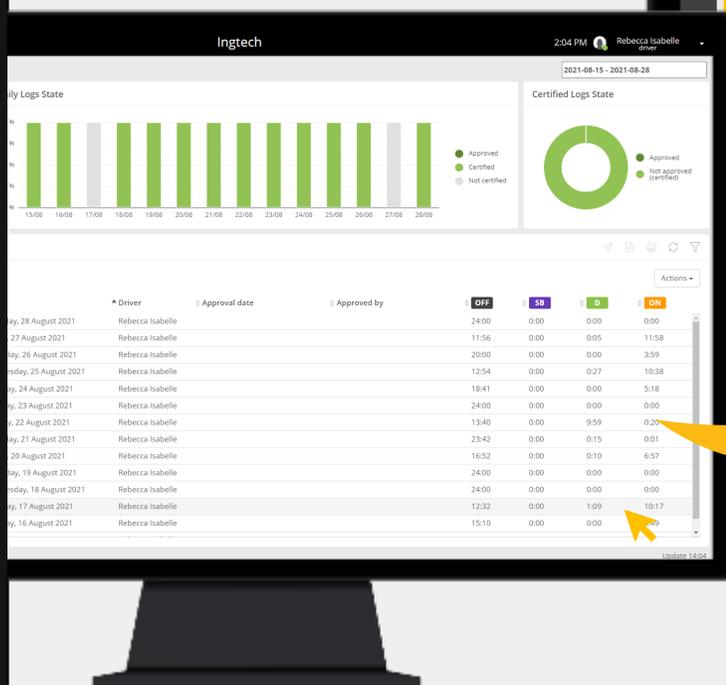


DISPLAY OF DAILY LOGS

Click on a sheet to view the detailed daily record

Daily log activity grid

Location of activities



INGTECH | Tuesday, 17 August 2021 | Rebecca Isabelle (risabelle) | Not approved

Graph

Legend: OFF (grey), SB (purple), D (green), ON (orange)

Local Time: 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Map

Location: Trois-Rivières

Events

Time	Address	Vehicle	Odometer	Event type	Origin	Comment
2021-08-17 20:00:00	lac beauport	Tacoma_REB	Not available	Off Duty	Driver	fin de journee
2021-08-17 13:37:28		Tacoma_REB	106473 km	Logout	Automatic	
2021-08-17 13:37:24		Tacoma_REB	106473 km	On Duty	Driver	
2021-08-17 13:36:04		RAM_JF	106473 km	Driving	Automatic	qa portail
2021-08-17 13:36:04		Tacoma_REB	106473 km	Driving	Automatic	
2021-08-17 13:35:47		Tacoma_REB	106473 km	Login	Automatic	
2021-08-17 13:30:06	Address not available	testqa	Not available	Logout	Automatic	
2021-08-17 13:30:02	lac b	testqa	Not available	Off Duty	Driver	
2021-08-17 13:29:47	lac b	testqa	Not available	On Duty	Driver	
2021-08-17 13:29:15	Address not available	testqa	Not available	4th certification (2021-08-13)	Driver	
2021-08-17 13:28:57	lac b	subarureb	Not available	Driving	Driver	qa portail

List and details of activities

DISPLAY OF DAILY LOGS

Rejected ← ●

Inactive ← ●

Change request ← ●

Active ← ●

You can expand the top section of your daily log to see its details.

Ingtech | Tuesday, 17 August 2021

Certified (Wednesday, 01 September 2021) | Not approved

Date of RODS (MM-DD-YY):	08-17-21	Day Starting Time (HH:MM:SS):	00:00:00	Time Zone Offset from UTC (HH:MM):	04:00
Driver Name (Last, First):	Isabelle, Rebecca	Driver ID (Username):	risabelle	Co-Driver Name (Last, First):	
Exempt Driver Status (E: Exempt, 0: No):	0	Driver License (No and Jurisdiction):	permisdeconduite1234 (QC)	Trailer Number:	
Power Unit Number:	Tacoma_REB	VIN (Power Unit):	5TFDZ5BN2KX043181	Total Vehicle Distance (Start - End of the Day):	0 km - 0 km
Carrier Name:	Ingtech	Principal Place of Business (Address):	3310 100e avenue, suite 310, Laval (Québec), H7T 0J7	Home Terminal (Address):	3310 100e avenue, suite 310, Laval (Québec), H7T 0J7
Cycle (7 or 14):	14	Total Hours (in work shift):	15:35:11	Total Hours (in cycle):	24:19:06
Off-Duty Time Deferral (Status and Time Deferred) (0: none, 1: Day 1, 2: Day 2 - Time Deferred: HH:MM):	0 (00:00)	Data Diagnostic Status (Status & Diagnostic Code):	0	Unidentified Driving Records (0: none, 1: active):	0
				Distance Today (km):	5
				Operating Zone (1, 2 or 3):	3
				Remaining Hours (in cycle):	95:40:54
				Malfunction Status (Status & Malfunction Code):	0

INGTECH | Tuesday, 17 August 2021

State: Logs | Unidentified | Change Requests

Not certified

Graph

OFF, SB, D, ON

Local Time: 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Events

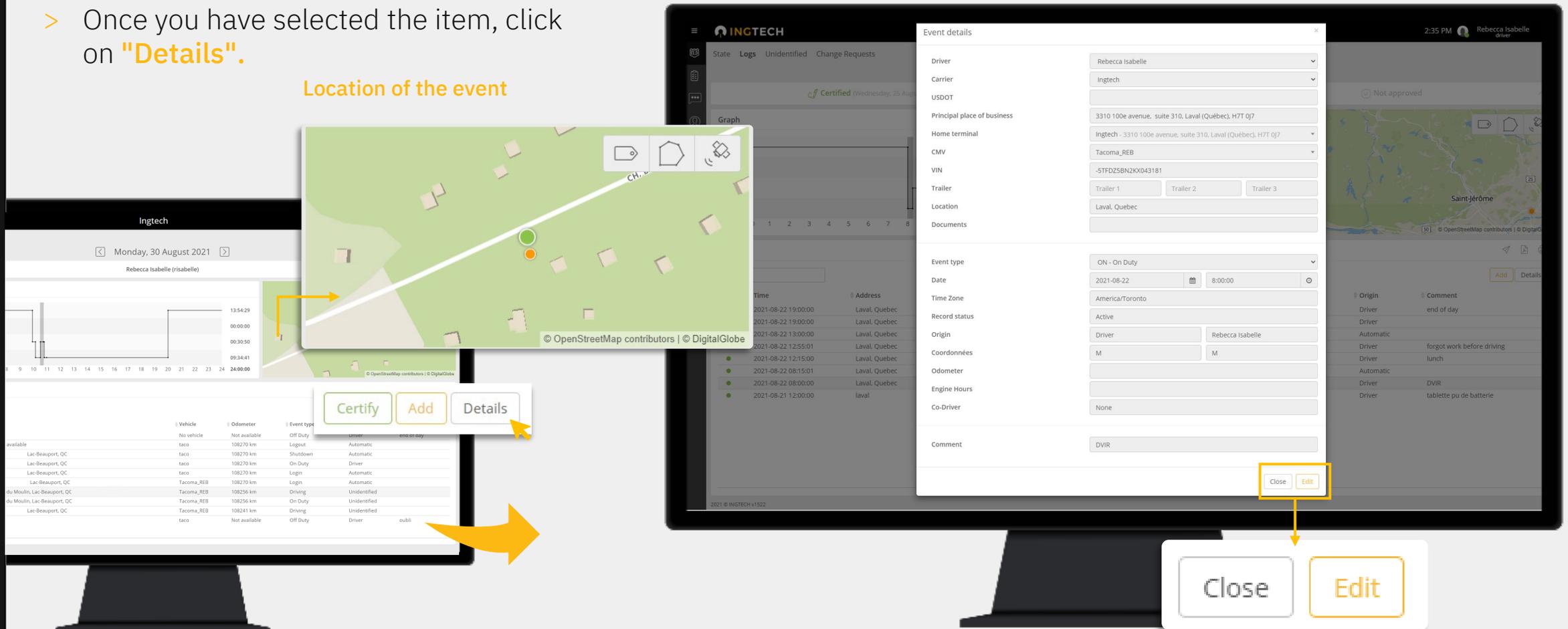
Time	Address
2021-08-17 20:00:00	lac beauport
2021-08-17 13:37:28	
2021-08-17 13:37:24	
2021-08-17 13:36:04	
2021-08-17 13:36:04	
2021-08-17 13:35:47	
2021-08-17 13:30:06	Address not available
2021-08-17 13:30:02	lac b
2021-08-17 13:29:47	lac b
2021-08-17 13:29:15	Address not available
2021-08-17 13:28:57	lac b

CONSULTATION OF THE DETAILS OF A DAILY LOG

- > To view the details of an activity, click on the desired item.
- > Once you have selected the item, click on **"Details"**.

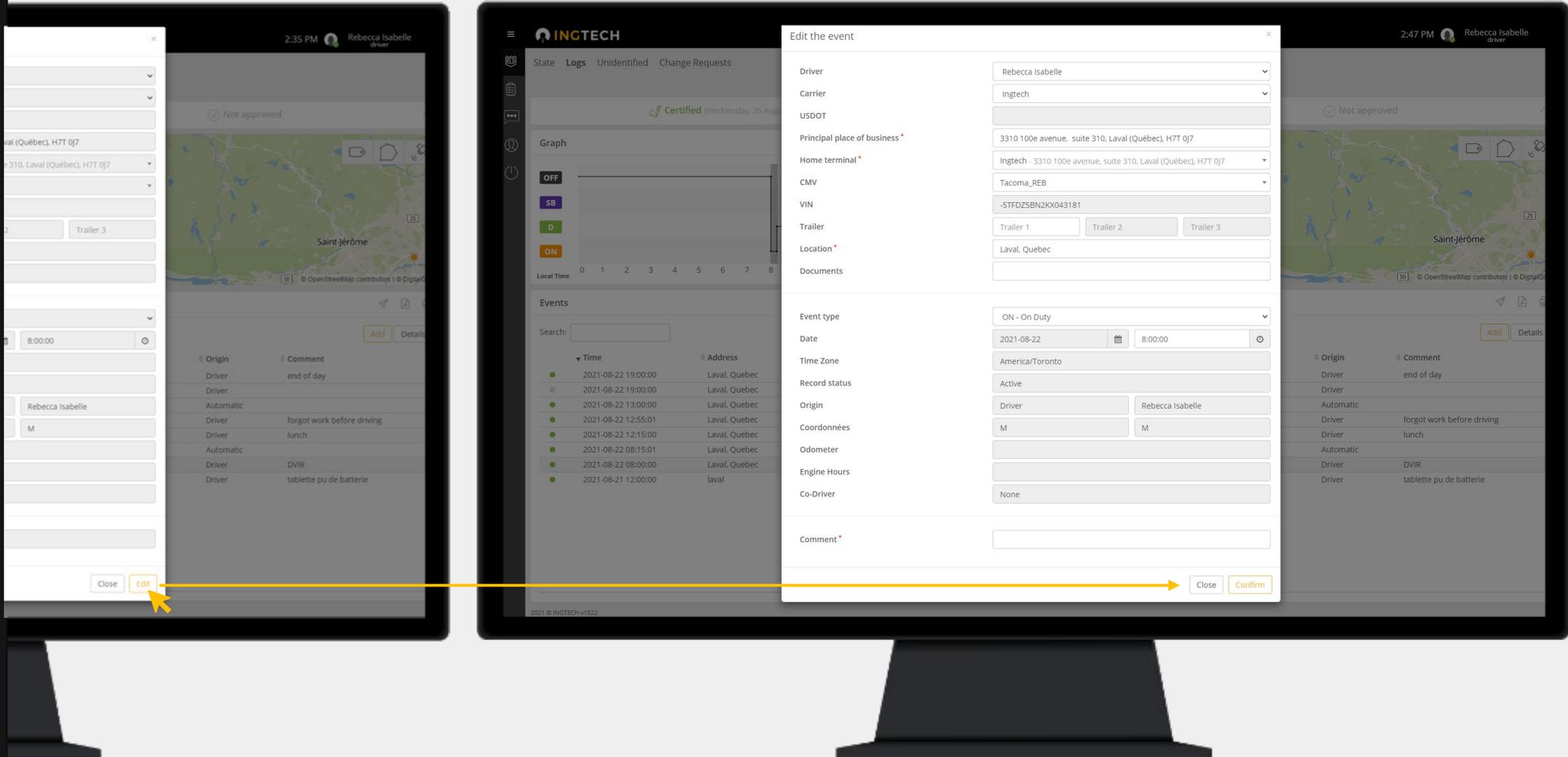
A window showing the details of the activity will appear. You will then have the option to **"Edit"** or **"Close"** the activity.

Location of the event



LOGS – MODIFY AN ACTIVITY

Click on **“Edit”** to unlock the editable fields, then click on **“Confirm”**.

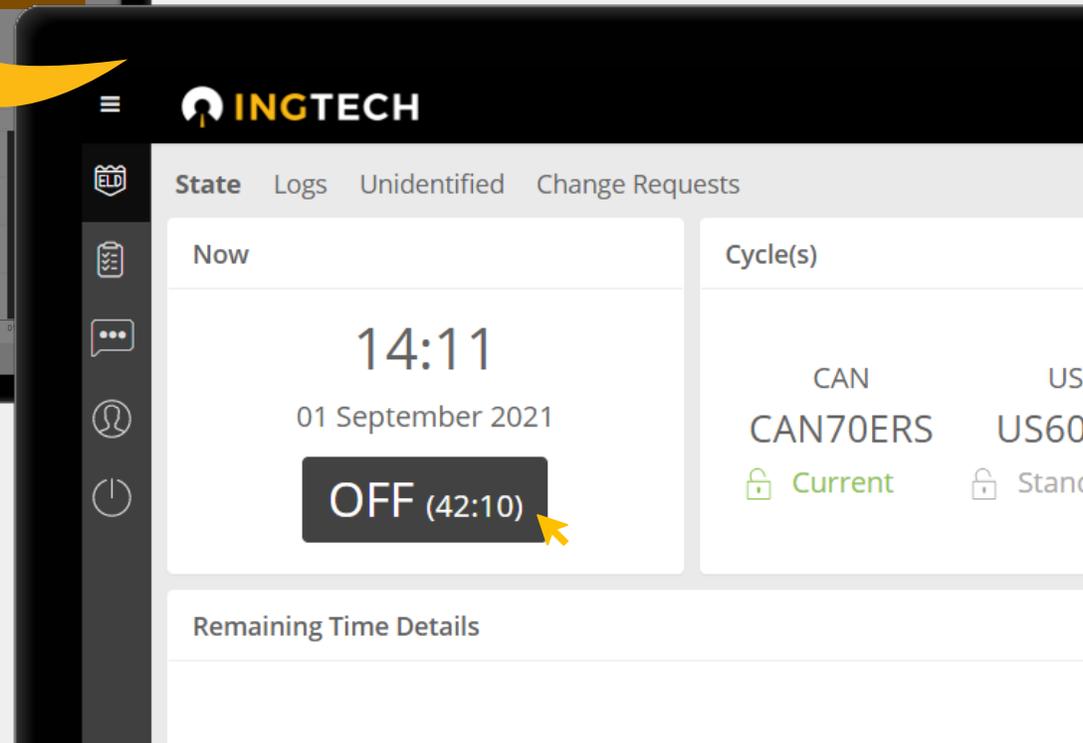
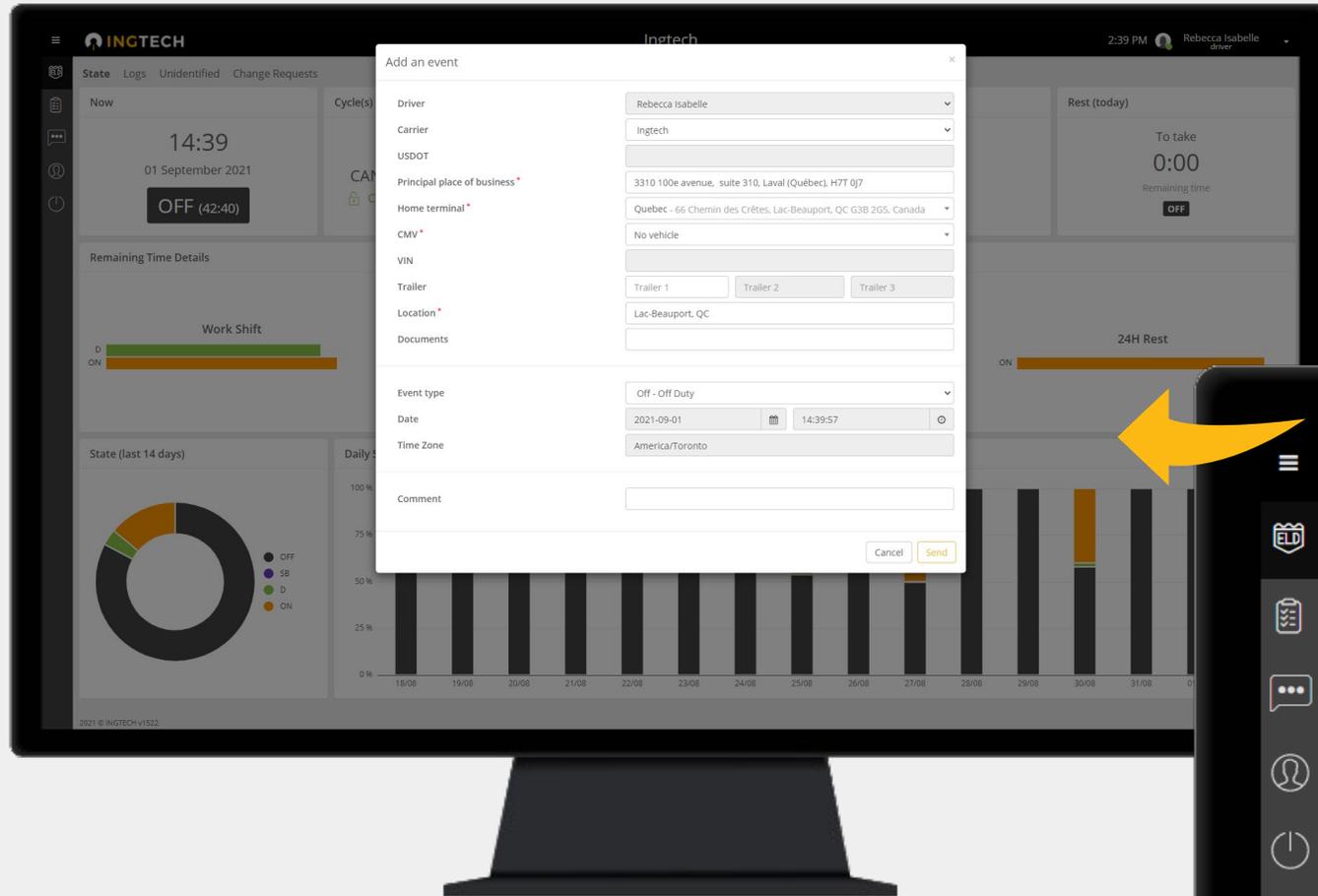




OTHER OPERATIONS

CHANGE IN CURRENT ACTIVITY

1. Press the button indicating the current activity on the status page.

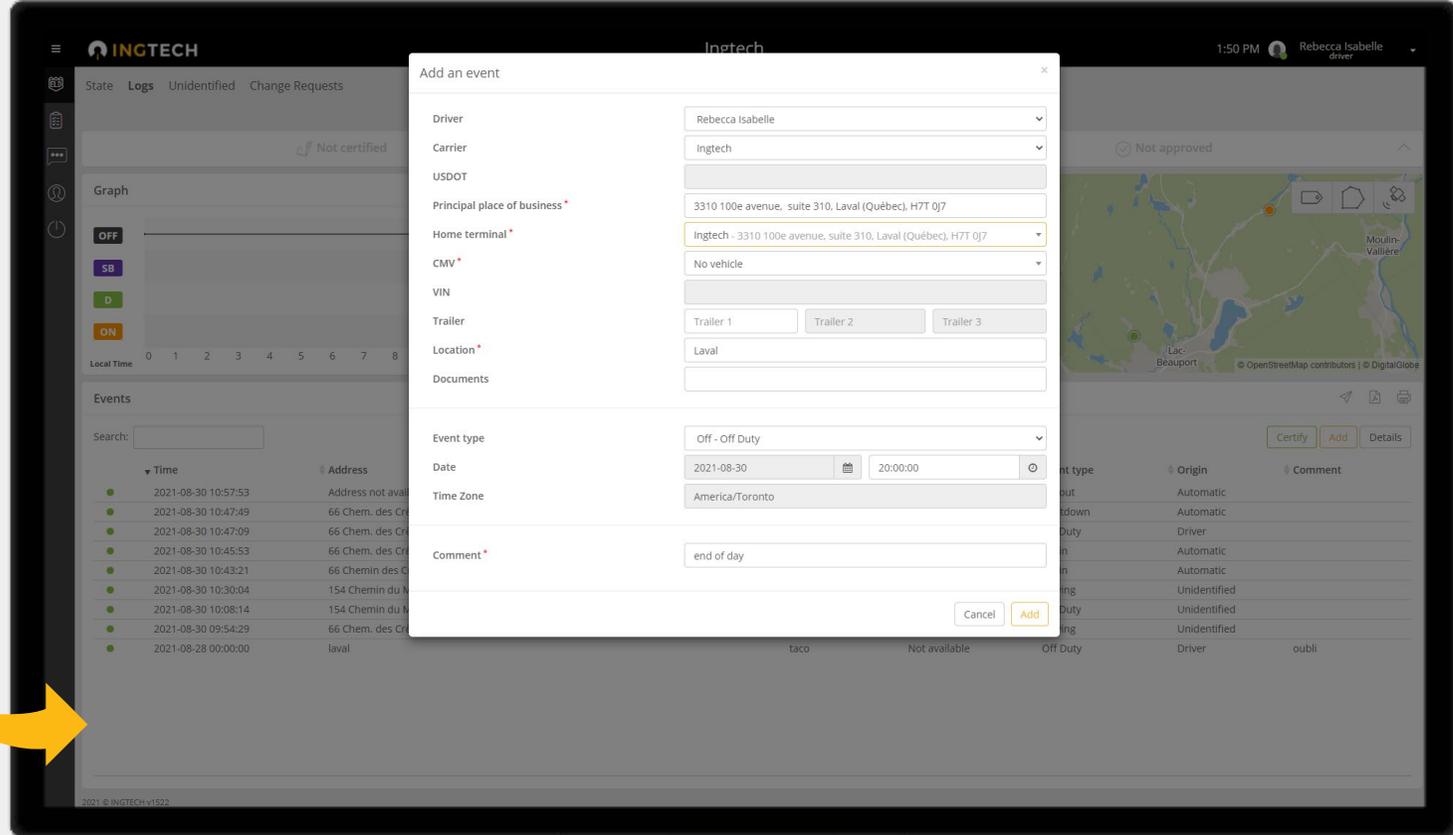
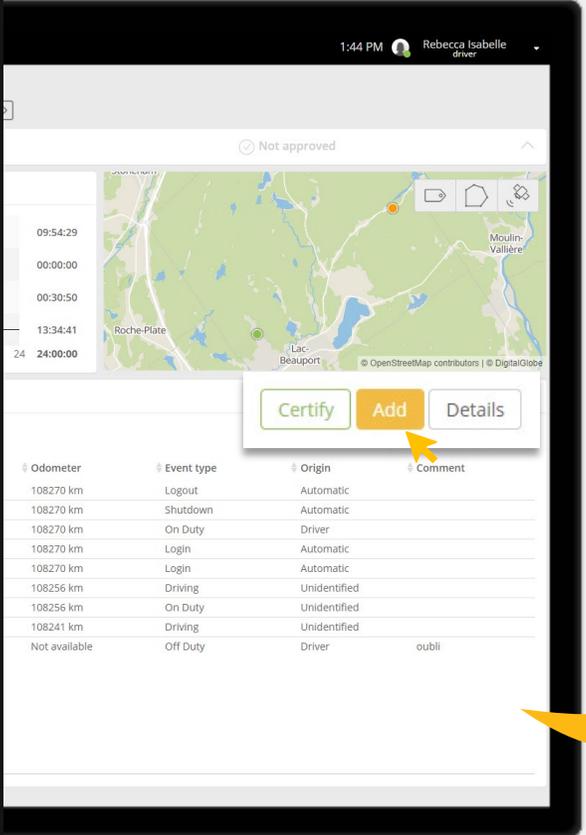


2. Fill in the necessary fields, add a comment (required) and click on "Send".



LOGS – ADD AN ACTIVITY

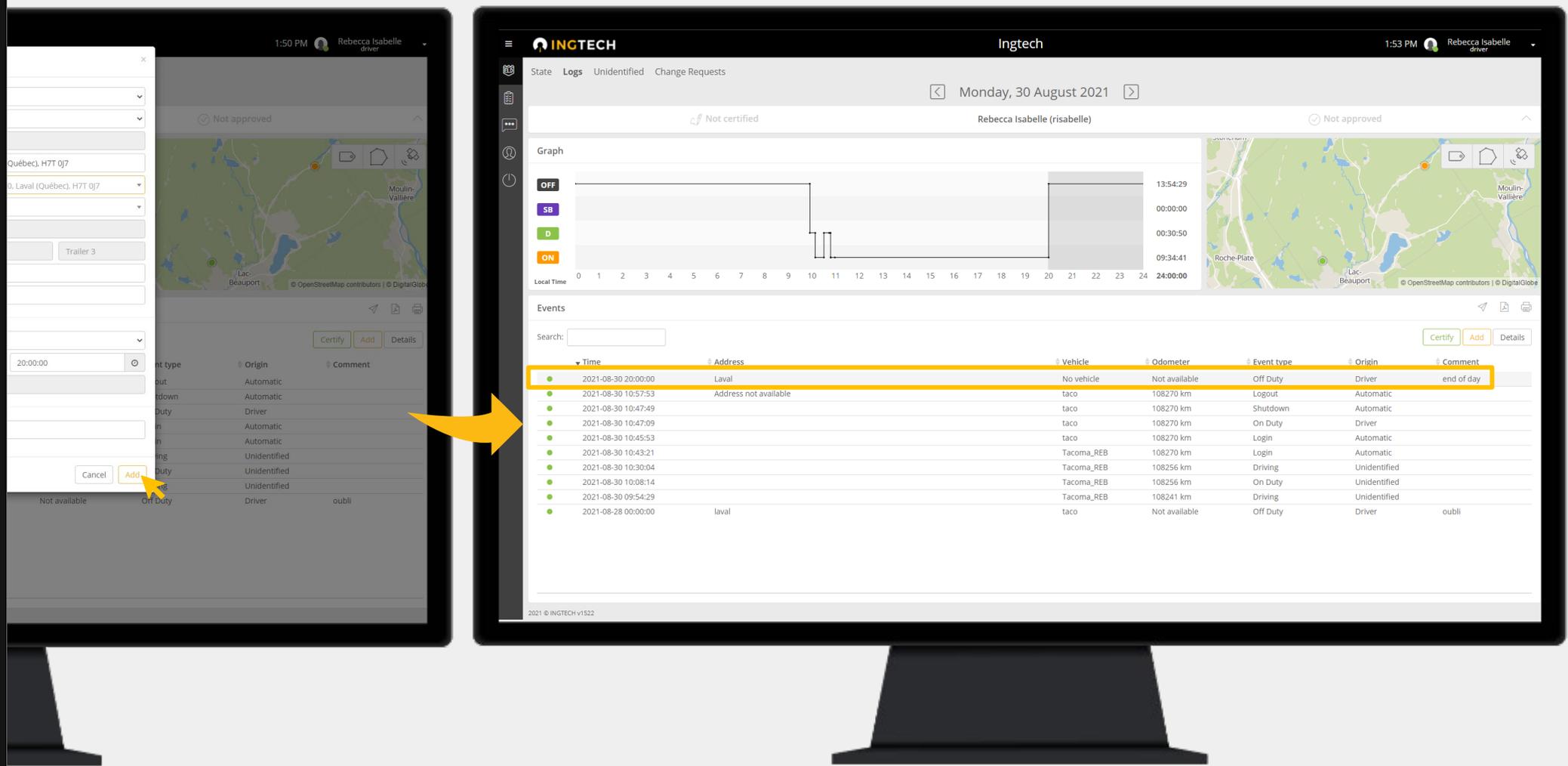
On the daily record, click on "Add" to add an event to your record.



Fill in the required fields, then click "Add".

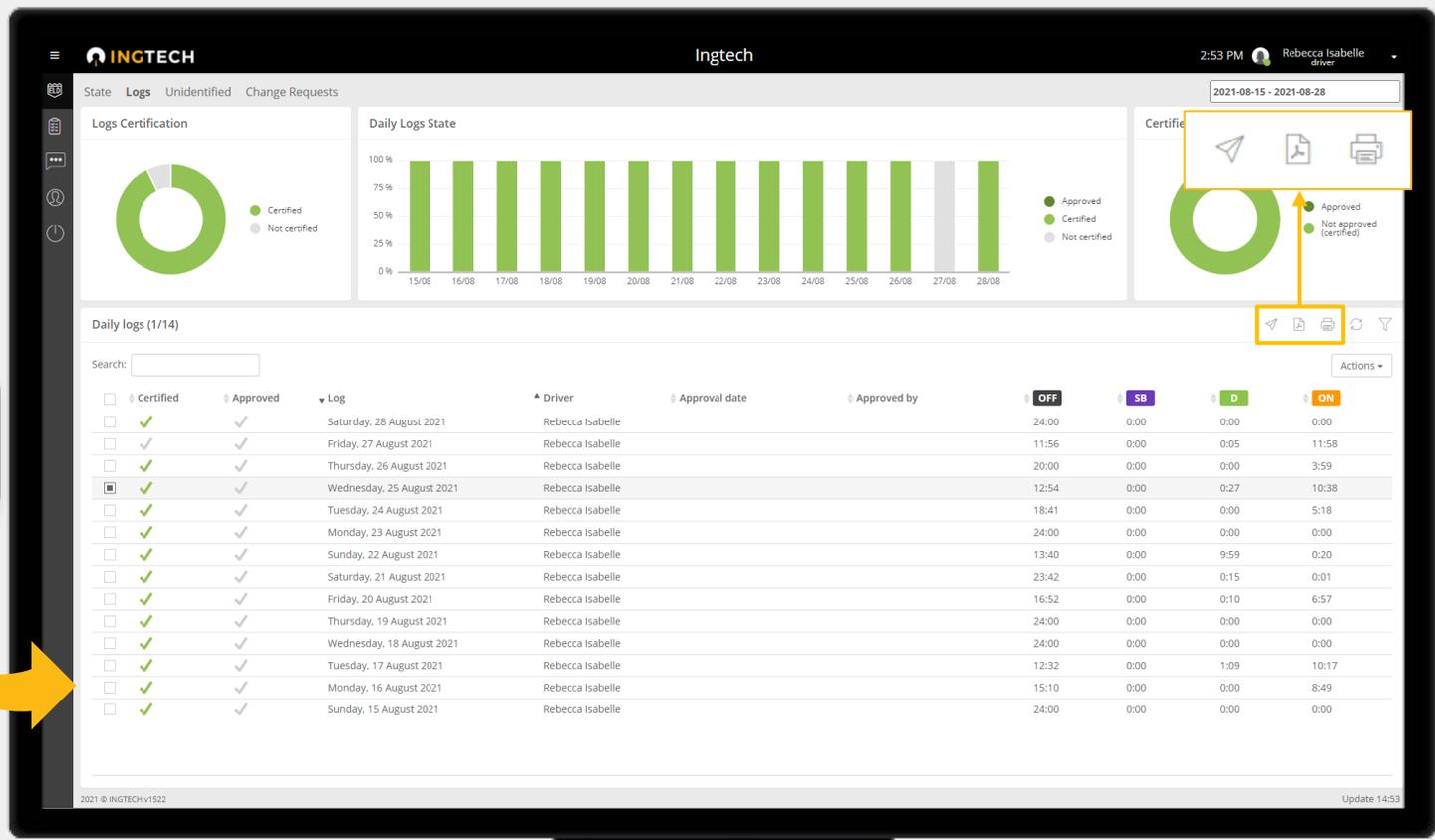
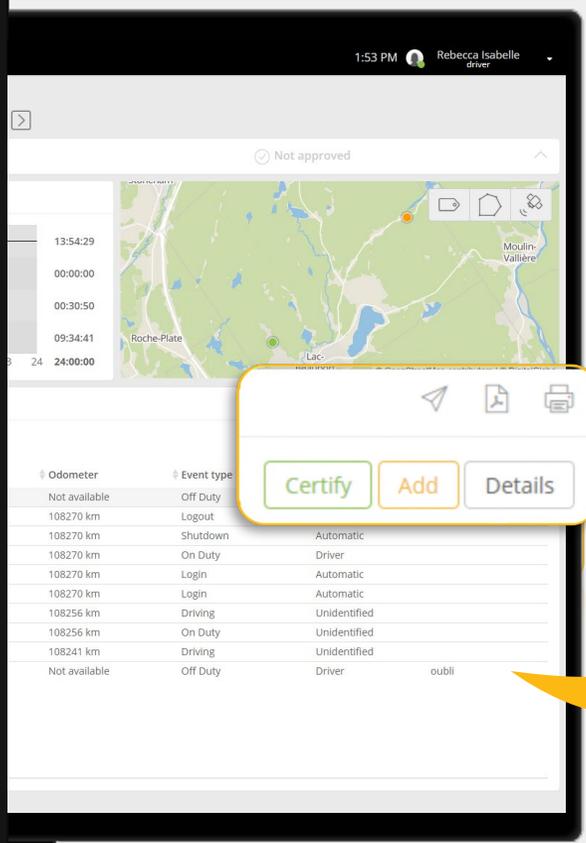
LOGS - ADDING AN EVENT

Once added, the event will appear on your daily log.



LOGS – EXPORT

- > You can export your records via the **Logs page** or on the **logs detail page** of each log.
- > Each file can be exported in **PDF** format or by **email**.





CONCLUSION



CONCLUSION

INGtech application

- > Consultation, modification and certification of daily logs
- > Management of activities
- > Viewing remaining driving and off-duty times

INGtech portal

The portal allows you to do all possible operations on the tablet from anywhere (any computer) without needing to be logged in on board a vehicle.



CONCLUSION

The INGtech eDVIR component supports you in all stages of the vehicle inspection electronically.

- > Clear and quick visibility into the condition of the vehicle
- > Creation of a new electronic vehicle inspections
- > Modification of an inspection report while en route
- > Viewing the updated inspection report
- > Viewing inspection reports for the last 7 days

