

# Drive App Manual

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# Introduction

The Drive App is a tool for maintaining Hours of Service compliance. It is available for Android and iOS devices.

As part of the greater Cloud ELD Solution, the Drive App is used together with a Telematics Device — a type of Electronic Logging Device (ELD) — and the Fleet Management Application to provide end-to-end compliance with federal regulations.

The Drive App has four main features:

- Hours of Service
- Driver Vehicle Inspection Reporting (DVIR)
- Messaging
- Software Add-Ins

The Drive App is available with the HOS, Pro, and ProPlus rate plans.

The content of this manual is divided into a section for drivers and a section for administrators.

## Hours of Service Compliance

The Drive App is currently compliant with FMCSA § 395.15 of 49 CFR Part 395 (AOBRD).

As a motor carrier, before using the Drive App, you must:

- Know your obligation as a motor carrier — FMCSA 395
- Obtain your [compliance certificate](#) and store a copy at your main office address
- Make sure every driver has a copy of the [Drive App — HOS Driver Instruction Guide](#)  
**Note:** This document must be kept in the CMV at all times, and made available during a roadside inspection in accordance to FMCSA § 395.15(g)(1)
  - Additionally, verify that the driver has a supply of blank records of duty status paper logs sufficient to record the driver's duty status and other related information for the duration of the current trip
- Maintain a second (backup) copy of the electronic hours-of-service files, by month, at a different physical location from where the original data is stored — FMCSA § 395.15(i)(10)

The Drive App:

- Works on a fixed 24-hour period starting at 12 AM
- Supports 3 co-drivers logged in on the same device
- Supports all time zones
- Supports the following rulesets:
  - FMCSA 7-day/8-day
  - California intrastate
  - Florida Intrastate
  - Texas intrastate
  - Canadian Duty 1 & 2 (currently in BETA)
- Supports the following exemptions:

◦ Short Haul	◦ Yard move
◦ 16-hour	◦ Wait at well (for oil-well-servicing drivers)
◦ Adverse driving conditions	◦ Oil transport
◦ Personal conveyance	◦ Salesperson

**Note:** All Record of Duty Status (RODS) fields can be edited in the Fleet Management Application. Edited RODS will be permanently identified as having been edited.

## Administrator

### Hours of Service — Company Setup

To be compliant with hours of service regulations, you must add your company information to the Fleet Management Application. In the Fleet Management Application, go to **Administration > System... > System Settings**. Fill in the **Company name** and **Company address** fields, then set the **Maximum personal conveyance distance**.

The personal conveyance distance determines the maximum distance that a driver can drive under the Personal Conveyance exemption. Exceeding this distance will disable the exemption and place the driver in the Driving duty status.

Click **Save** to finalize your changes.

### Setup (Vehicle)

You will need to install a Telematics Device in the vehicle that will be used together with the Drive App. See [here](#) for installation instructions.

Once the device is installed, log in to the Fleet Management Application and select **Vehicles** from the main menu.

Next, click the **Add** button and select **Add vehicle** from the dropdown menu. Fill in the **Serial number** associated with the Telematics Device, and add a **Description** to help you identify the device.

Click **OK** to add the device.

Device	Driver feedback	Groups	Service plan
<b>DEVICE INFO</b>			
Description:	Vehicle		
Device type:	Version 7		
Serial number:	G7ABCDEF123		
<button>Current Status and Install Info</button>			
Vehicle ID number:			
License plate:	ABC 1234		
Odometer:	38473	km	(Just moments ago)

Once the device has been added, select it from the **Vehicles** page. On the page that follows, click the **More Details** button and fill out the following information:

- **License plate:** The license plate information must be filled out to be compliant with Hours of Service regulations.
- **Hours of service:** Set the hours of service option to **On**. This will enable the generation of duty status logs within the system for hours of service compliance. If set to **Automatic**, this feature will auto-activate if the system determines that the vehicle is using HOS

features.

Hours of service (HOS):



Once the vehicle is communicating with the Fleet Management Application, verify that the following information is correct:

- Vehicle identification number (VIN)
- Odometer value
- Current engine hours

## Setup (Trailer)

Select **Engine & Maintenance > Trailers** from the main menu, then select the **Add** button at the top of the page. Enter the desired name for the trailer and any relevant comments. Next, select the groups for this trailer. The trailer will be visible to members of the selected groups and their parent groups. If the driver does not belong to the same group as the trailer or a parent group, the driver will not be able to select the trailer from within the Drive App.

## Setup (User/Driver)

Once the vehicle has been properly configured, you will need to configure the user account of every driver who will be using the Drive App.

The driver will need a username and password to log in to the Drive App.

Before drivers can use the Drive App to manage their hours of service (HOS) and driver vehicle inspection reports (DVIR), they must have their accounts created and configured to meet compliance regulations.

Select **Administration > Users** from the main menu to view all user accounts. If a driver does not already have an account, click the **Add** button to create a new user. Otherwise, select the driver's account from the list.

In both cases, you will see the **User Edit** page. Verify that the account has the following information on the **User** tab:

1. User name
2. First and last name
3. Password
4. An appropriate security clearance
  - The **Drive App user** clearance is the default clearance for Drive App users.
5. Set the **Data access** to the groups appropriate for the user. Users will not be able to see vehicles or HOS logs outside of their data access.

Once this information has been filled, go to the **Driver** tab:

- Set **This user is a driver** to **Yes**
- Set **Prevent driver access to shared data** to **Yes**

On the **UI Settings** tab, ensure that the following is correctly set up:

- Distance measurement system
- Fuel economy measurement
- Time zone

**Note:** The time on the mobile device must be set to change automatically.

On the **HOS Settings** tab, configure the following information:

- Ruleset Followed by User
- The exemptions relevant to the driver
- Home terminal
- Home terminal address
- Carrier number
- Yard Move and Personal Conveyance exemptions
- Authority name
- Authority address

**Important:** The HOS settings above are critical to being compliant. Please make sure that this information is filled out correctly.

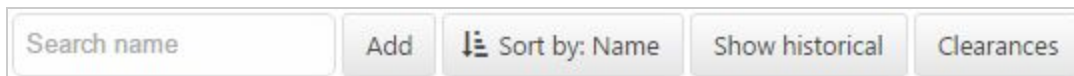
## Exemptions

By default, drivers only have access to the **Adverse Driving Conditions** exemption through the Drive App. Additional exemptions must be configured for a driver's account before the driver can use the exemption.

A list of all available exemptions can be found [here](#).

## Clearances

Clearances determine the features that users have access to in the Drive App. You will need to set the clearances of your drivers to match their role. Security clearances can be created and modified by clicking the **Clearances** button above the user list.



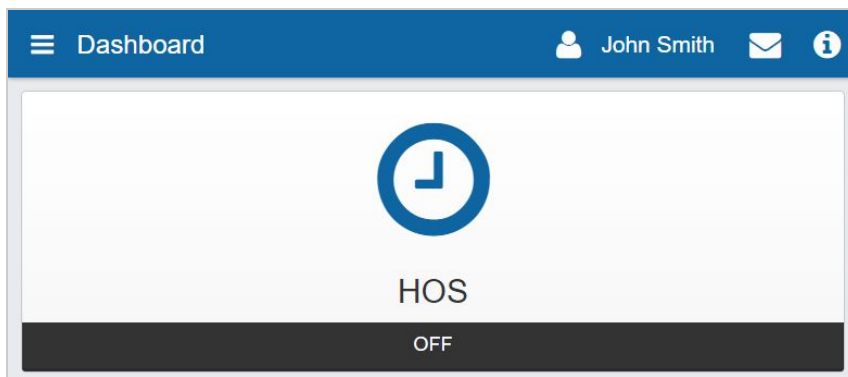
The Application has a built-in clearance for users of the Drive App called the **Drive App user** clearance. The Drive App user clearance will allow the user to access HOS, DVIR, and messaging capabilities.

**Note:** Using HOS features will incur additional charges if your device is not on the HOS rate plan or above. If you do not want to incur additional charges, remove the **Administer HOS Logs** and **View HOS Logs** clearances for the driver.

If you wish to limit the features to which the driver has access to, click on the Drive App user clearance, then click on the **Add Sub-Clearance** button.

A Sub-Clearance is a customized level of access to the application. It can be used to give a user more privileges or fewer privileges based on organizational need. Below are some restricted-access modes for the Drive App.

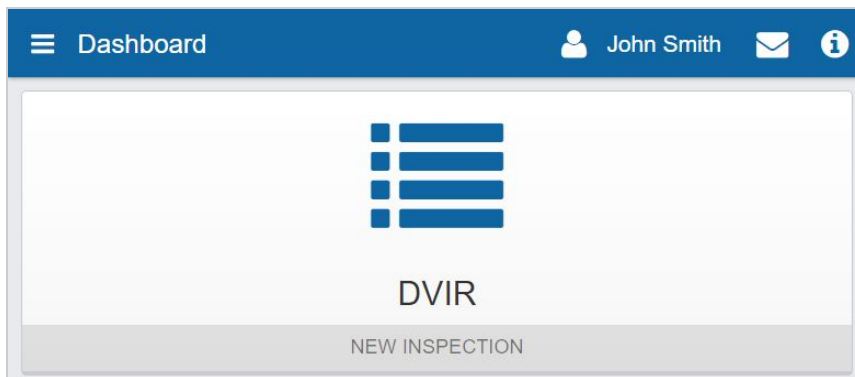
## HOS-Only Access



Remove the following clearances:

- Administer DVIR Logs
- View DVIR Logs
- Send Messages
- View Messages

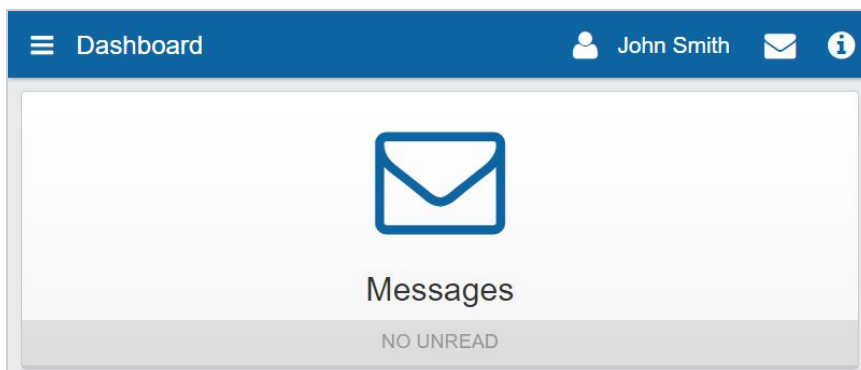
## DVIR-Only Access



Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Send Messages
- View Messages

## Messaging-Only Access



Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Administer DVIR Logs
- View DVIR Logs

## Ability to Mark DVIRs as Repaired



The **Mark DVIR logs as repaired** clearance allows users to certify that repairs have been made for vehicles with defects in their DVIR. If you do not wish particular users to have the clearance to perform this action, create a sub-clearance with this feature disabled.

## Driver Assignment

When a driver logs in to the Drive App and selects a vehicle, they will be assigned to the vehicle. Any trips performed by the driver while they are assigned to a vehicle will be associated with their account. Once a driver has logged out of the Drive App, they will no longer be assigned to the vehicle.

If an incorrect driver has been associated with a log or if an unidentified HOS log has been generated, you will need to edit the log. See the [Editing Logs](#) section for more information.

## Hours of Service — Reports

The Fleet Management Application has a collection of reports to help you understand the duty statuses of the drivers in your fleet. The basic reports available are:

- Duty Status Logs Report
- Violations Report
- Availability Report

These reports are accessible by navigating to **Activity** > **HOS...** from the main menu.

## Hours of Service — Duty Status Logs Report

This report allows you to view the records of duty status for any driver in your fleet. Use the **Options** button to filter for specific drivers and time periods.

**Note:** The date information for HOS logs will appear in the driver's time zone, which may be different from the time zone of the administrator.



# Duty Status Logs

Total items 1



**Tuesday, June 20, 2017**

**Co-Driver:** Jane Doe

**Time zone:** America/New\_York

**Total Driving Distance:** 0 km



Status	Time	Location	Trailers	Distance	Duration	Vehicles
<b>ON</b>	Continued from previous day				14h 20m	Dispatch 1

**Monday, June 19, 2017**

**Co-Driver:** Jane Doe

**Time zone:** America/New\_York

**Total Driving Distance:** 242 km



Status	Time	Location	Trailers	Distance	Duration	Vehicles
<b>ON</b>	13:02	ON Toronto			10h 57m	Dispatch 1
<b>D</b>	Continued from previous day				13h 2m	Dispatch 1

23/05/2017 20:11:06: Maximum 11-hour driving limit violation

23/05/2017 17:06:55: Driving after more than 8-hour rest limit violation

23/05/2017 23:06:55: Maximum 14-hour workday limit violation

15/06/2017 11:59:40: Maximum 60 hour(s) on duty in 7 days violation

Exemptions used for a particular log are indicated with a small note:



05.12.16 13:15

Dispatch 1



Adverse driving conditions

Similarly, hours of service violations are indicated with a red warning:



✓ 27.10.16 08:35

ON Oakville

21 km Dispatch 1

27.10.16 08:35:52: Driving after more than 8 hour rest limit

27.10.16 08:35:52: Maximum 14 hour work day limit violation

Ruleset changes are also shown alongside other duty status logs.



02/09/2017 14:54

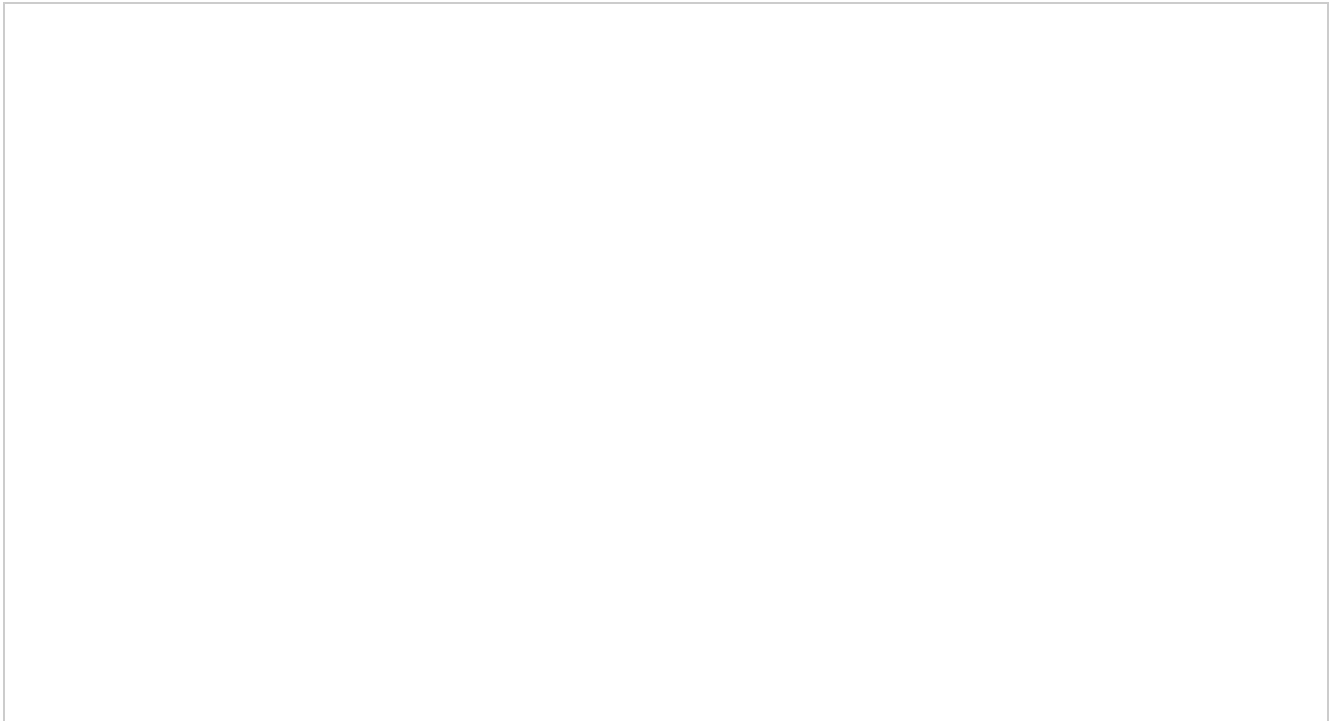


Ruleset changed to USA Property 60-hour/7-day



## Unidentified Drivers

You can use the **Unidentified driver** filter from the Options menu to find duty status logs created by unidentified drivers.



Duty status logs for unidentified drivers provide some information about the trip, like the name of the vehicle and the area where it was driven. You can click on a log to edit it. If you know the driver who was responsible for creating this log, you can associate them with the log.

Duty Status Logs				Total items 295	✓ ▼
Monday, March 20, 2017		Driver: Unidentified driver	Total Driving Distance: 223 km	View Graph	
D	20/03/2017 11:48	2km Office Zone	1 km	Dispatch 1	
D	20/03/2017 11:46	Markham	1 km	Dispatch 1	
D	20/03/2017 11:40	ON Oakville	3 km	Dispatch 2	

## Editing Logs

If you are the administrator or possess the required clearance, you can edit a driver's records of duty status. Generally, logs will not need to be edited if the Drive App is being used properly. However, there are two instances that can cause the record of duty status for a driver to become inaccurate: unassigned logs and incorrectly claimed logs.

### Editing Multiple Logs

You can use the checkmark button to select multiple logs for editing at the same time.



### Filtering Logs for Annotations

Select the **Filter** button to filter logs by those that already have annotations and those needing annotations.

### Unassigned Logs

Unassigned logs are created when a vehicle is driven without a driver logged in. Trips made without a logged in user will still be recorded and will have a duty status set automatically. These logs will all be attributed to the built-in **Unidentified driver** user. Drivers who do not claim their trips will not have accurate records of duty status.

You can assign an unassigned log to a driver as follows:

1. Navigate to the Duty Status Logs report (**Activity > HOS... > Duty Status Logs**).
2. Use the **Options** to select the **Unidentified driver** user and an appropriate date range. Click **Apply changes** to run the report.
3. Examine the duty status logs on the page. The location, date, and vehicle name information should provide insight into which driver was responsible for the trip.
4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.
5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field.
6. Follow the same steps if you need to edit the **Co-driver** field as well.
7. Click **Save** to finalize your changes.

### Filter for Unassigned Logs With or Without Annotations

Select the **Filter** dropdown at the top of the page, choose **Without annotations** or **With annotations**.

### Unassigned Logs That Cannot Be Claimed

The carrier can choose to leave logs unassigned. However, per § 395.32 (c)(1)(i), the carrier must provide an annotation for any log without an assigned driver.

Example: A carrier uses a number of third-party mechanics for maintenance and repairs. The mechanics do not have credentials to log in to the Drive App. When moving a vehicle as part of their work, the mechanics will create unassigned logs for the vehicle. Because the mechanics are not part of the organization, they cannot claim the logs. The carrier must annotate these logs with an explanation about the mechanics' work.

### Incorrectly Claimed Logs

The Drive App asks drivers to [claim unassigned logs](#) every time they log in. Sometimes drivers can make a mistake regarding the logs which they have claimed as their own. Claimed logs will

affect the record of duty status for a driver. It takes only a few erroneously claimed logs to put a driver in violation of the hours of service.

You can assign incorrectly claimed logs to the appropriate driver as follows:

1. Navigate to the Duty Status Logs report (**Activity > HOS... > Duty Status Logs**).
2. Use the **Options** to select the driver who has incorrectly claimed a log. Click **Apply changes** to run the report.
3. Find the log or logs that have been incorrectly claimed.
4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.
5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field. If you are still in the process of identifying the correct driver, select **Unidentified driver** in the interim and annotate the log.
6. Follow the same steps if you need to edit the **Co-driver** field as well.
7. Click **Save** to finalize your changes.

### After Editing a Log

Once a log has been edited, it will be permanently marked with a pencil icon. If you edit a verified log, the log's verified status will disappear and the driver will have to verify the log once more.

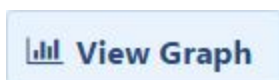
Status	Time	Location
	 13:02	ON Toronto

When a log is edited, modifications to the log can be viewed by selecting the log and scrolling to the bottom of the page. The **Modifications** list will display any edits made to the log.

Modifications:	Status: ON → D
	Driver: Unidentified driver → John Smith

## Compliance Graph

You can view the records of duty status for a single day in the form of a 24-hour status graph. Do so by clicking the **View Graph** button.



The bars on the graph are color-coded in the following way:

- **Gray**: Unverified logs
- **Green**: Verified logs
- **Yellow**: Edited logs
- **Red**: Driving in violation of HOS ruleset

- **Striped:** Personal Conveyance or Yard Move exemption



## Compliance Print

You can create a print-ready set of logs grouped by day for a driver. This can be done by clicking the **Compliance Print** button from the top menu.

**Important:** All logs must be verified before they are submitted to the FMCSA.

To save the compliance print as a PDF, set your browser's printer destination as **Save to PDF**.

## Hours of Service — Violations Report

The Violations Report provides a list of all HOS violations that have occurred in your fleet within a selected time period. The report shows the type of violation, when it began, and, if available, when it ended, as well as the total time spent driving in violation.

## Hours of Service — Availability Report

The Availability Report provides a list of all drivers in your fleet and their availability and duty limits.

## Driver Vehicle Inspection Reports (DVIR)

### Workflow Overview

A vehicle inspection must be performed at the end of a driver's shift. If the driver operates more than one vehicle during the day, a report must be prepared for each vehicle.

Maintenance staff must review the DVIR, take corrective action on identified issues, and update the inspection report in the Fleet Management Application, where they should note if repairs have been made or were unnecessary.

At the beginning of a driver's shift, the driver must review any open report to see if the vehicle is safe to operate or not.

**The Drive App is compliant with FMCSA 396.11, FMCSA 396.13, and Canadian NSC 13.**

## DVIR Report

The DVIR Report lists all vehicle inspection reports that have been performed. It can be accessed in the Fleet Management Application by navigating to **Engine & Maintenance > DVIR**.

Reports can be searched by vehicle, trailer, and date. Additionally, reports can be filtered based on the defect, repair, and certification statuses of each report.

**DATE PERIOD**

Today  
Yesterday  
This week  
Last week  
This month  
Last month  
Custom

05/08/2016 00:00  
to  
31/12/2016 23:59

**DISPLAY OPTIONS**

Run report by  
All  
Only Defective  
Only Repaired  
Only Certified

Include historical data  
Yes No

Vehicles  
Search vehicles  
Reset selection

Trailers  
Search Trailers...  
Reset selection

**Selected: All**  
**Selected: None**

Apply changes

Each report has a status graphic associated with it for quick assessment:



Vehicle is safe to operate



Vehicle is unsafe to operate



Vehicle has been repaired



Vehicle needs repairs

DVIR					Total items 3
✓	15/12/2016 15:46:12	Dispatch 1	Pre-trip	Jane Doe (jd@abc.com)	
🔧	07/12/2016 16:23:07	Dispatch 2	Pre-trip	John Smith (js@abc.com)	
<input type="text" value="test"/>					
🔧	01/12/2016 09:29:00	Dispatch 3	Pre-trip	John Smith (js@abc.com)	

DVIRs can be created, reviewed, and certified from within the Fleet Management Application.

Click on any DVIR log from the list to be taken to the **DVIR Edit** page, where you can view additional information about the inspection.

A DVIR will be categorized as pre-trip or post-trip based on if the vehicle is driven before or after a DVIR is made.

## DVIR Edit ?

Date:

03/03/2017 13:49:33

Type:

Pre-trip

Asset type:

Vehicle

Trailer

Asset:

Dispatch 1

Driver:

John Smith

Defects:

Brakes → Leaking air  
 Lights and Reflectors → Inoperative brake light  
 Tires → Flat or leaking air

Remark:

### Enabling Feature Preview

In order to view a DVIR by type (pre-trip or post-trip), ensure that you have feature preview enabled for your own user settings.

Depending on the status of the DVIR, the top menu will present you with the appropriate options necessary for certifying the inspection.

If the vehicle has been repaired, it will need to be certified that it is safe to operate or otherwise:

If the vehicle has reported defects, it will need to be examined or repaired, and then certified as such.

A dispatcher or manager reviewing an inspection report is able to associate a certification or a repair with a particular user.

Once a repair has been made or deemed unnecessary within the Fleet Management Application, the driver will see the updated information on the Drive App.

### Defects List

The defects list is the set of items that a driver can look over when performing a DVIR.

The Fleet Management Application will pre-configure all assets in your fleet to use a default defects list. This list contains most of the common defects that a vehicle might experience on the road.

If your assets require specialized defects that are not covered by the default defects list, you can create a custom defects list to meet the needs of your fleet.

To begin creating a custom defects list, navigate to **Engine & Maintenance > DVIR** and press the **Defects** button. On the page that follows, click the **Add** button to create an empty defects list.

Give the defects list a name by filling out the **Name** field. Begin adding vehicle parts to the list by filling out the **Parts and defects** field and clicking **Add part**. Once a vehicle part has been added to the list, you can begin adding specific defects to the part by clicking on the + button.

**Wheels**

+

Critical

Normal

Worn out treads

Flat tire

A defect can be either a normal defect or a critical defect. Most defects should be treated as



normal defects. The critical defect status should only be reserved for defects that can endanger the safety of your drivers. Critical defects will be shown with additional visual emphasis in both the Fleet Management Application and the Drive App.

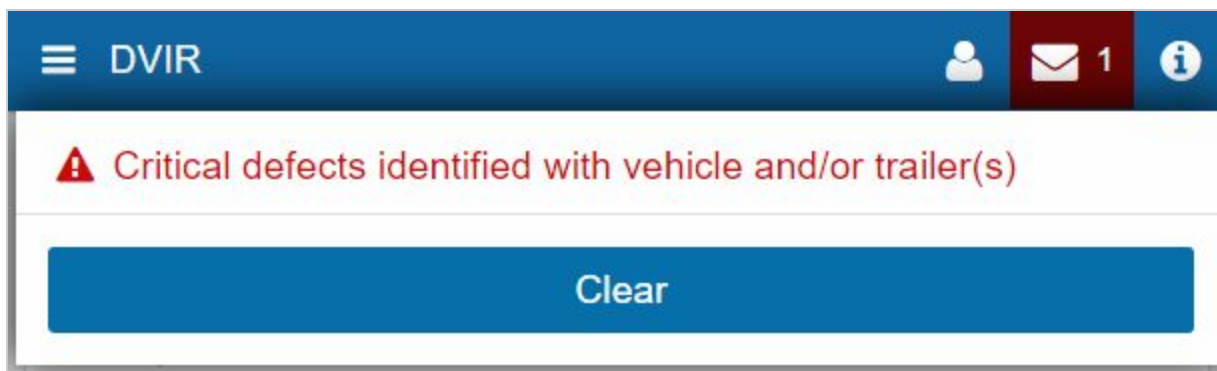
A dialog box titled "Choose Defects" with a blue close button (X) in the top right corner. It contains two radio button options: "Seatbelt broken" with a red warning triangle icon to its right, and "Other". At the bottom is a blue button labeled "Done".

**Choose Defects** ✕

☐ **Seatbelt broken** ⚠

☐ Other

**Done**

A screenshot of the DVIR header in the Drive App. The header is dark blue with a menu icon, "DVIR", a user icon, a red envelope icon with the number "1", and an information icon. Below the header is a white notification bar with a red warning triangle icon and the text "Critical defects identified with vehicle and/or trailer(s)". At the bottom of the notification bar is a blue button labeled "Clear".

☰ DVIR [User Icon] [Envelope Icon 1] [Info Icon]

⚠ Critical defects identified with vehicle and/or trailer(s)

**Clear**

Once you have compiled your defects list, you can finalize it by clicking the **Save** button.

You will need to your newly-created defects list as the active defects list for your fleet. Navigate to **Administration > System... > System Settings** and select the **General** tab. Scroll down to the DVIR heading, select your new defects list from the list labelled **Default Vehicle Defects List**, and click **Save**.

## Messaging

The Messaging feature allows you to communicate with your drivers through text messages sent between the Fleet Management Application and the Drive App. The Messaging page can be accessed from the Fleet Management Application by going to **Zones & Messages > Messages**.

Messaging is currently a beta feature and is not available in the Drive App by default. If you wish to use messaging, you will need to enable it for each driver who will need the feature. Messaging can be enabled as follows:

1. In the Fleet Management Application, navigate to **Administration > Users**.
2. Select a user or multiple users from the list to enter the **User Edit** page.
3. From the User Edit page, select the **UI Settings** tab.
4. Set the **Feature preview** option to **On**.
5. Click **Save** to finalize your changes.

Once messaging is enabled for a driver, the Messaging button will be visible from the Dashboard the next time the driver logs in.

**Note:** The driving lockscreen will prevent drivers from reading and writing messages while operating the vehicle.

### Freeform Messaging

Freeform messages can be sent to either to a driver or to a vehicle.

You can bind a canned response to a message, which will appear as reply options to the recipient.

Send

Send Messages ?

To:

John Smith

Select recipient(s)...

Clear selection

Message:

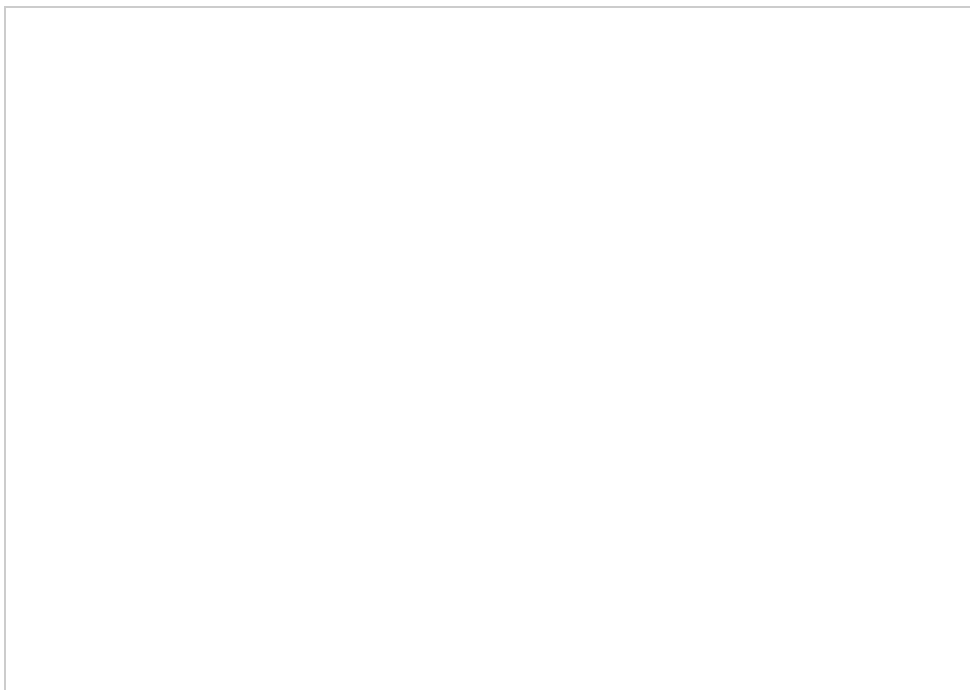
Can you stop at the yard on your way back?

Reply options:

Custom

Yes, No

eg. yes, no, maybe, later



The driver will see the canned response bound to the message as a set of buttons.

Pressing one of these responses will reply to the message with the selected option.

## Dispatch — Zones

Vehicles and drivers can be dispatched to specific zones from the Fleet Management Application. You can dispatch zones to vehicles from the **Map** by clicking on a zone and selecting **Dispatch vehicle here**. On the screen that follows, the message field will be pre-filled with the address or zone name of the selected location. Select a recipient and click **Send** to finish the process.

Send

### Send Address ?

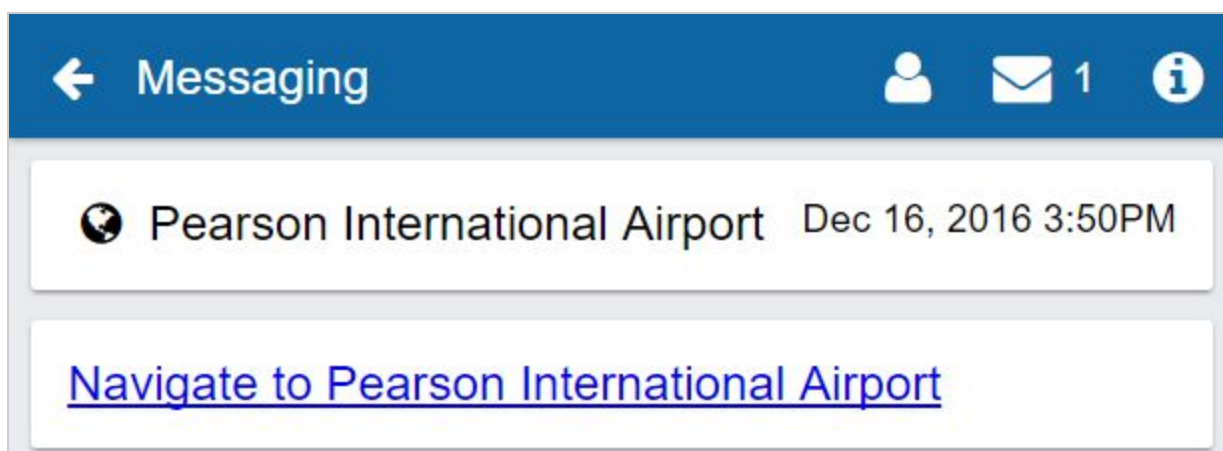
---

To: John Smith

Select recipient(s)... Clear selection

Message: Pearson International Airport

Once dispatched, a message will appear in a driver's inbox in the Drive App with a link to open the zone in a navigation app.



## Dispatch — Routes

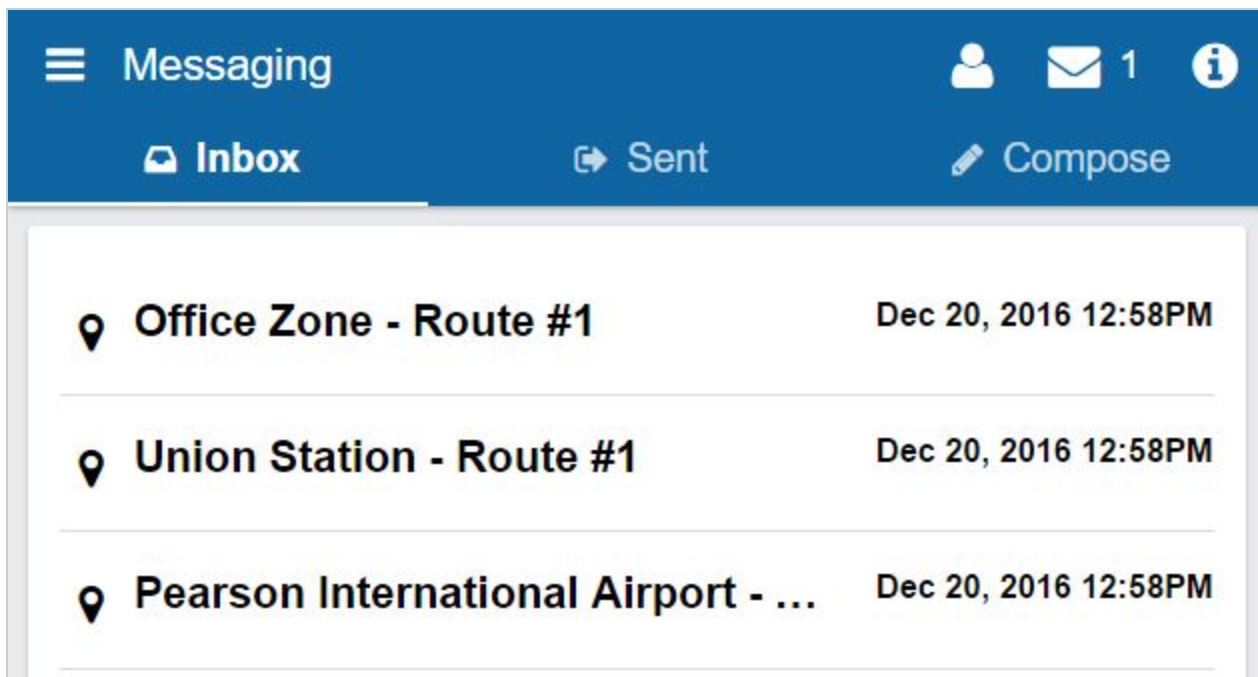
Routes are a set of destinations meant to be visited in a specific order. Routes can be dispatched from the Fleet Management Application to the Drive App.

To send a route, navigate to **Zones & Messages > Routes... > Routes**, select a route from the list, and click the **Send to vehicle** button.

You'll be taken to the **Send Route** page, where you'll be able to select the recipients of the route.

A screenshot of the 'Send Route' page in the Drive App. At the top left is a 'Send' button. The title 'Send Route' is followed by a question mark icon. Below the title is a 'To:' label and a text input field containing 'John Smith'. Underneath the input field is a 'Select recipient(s)...' dropdown menu and a 'Clear selection' button. Further down is a 'Remove existing stops:' label and a blue 'Remove existing stops' button. At the bottom is a 'Messages:' label followed by a list of three items, each in a text input field: '1. Pearson Airport - Route #1', '2. Union Station - Route #1', and '3. Office Zone - Route #1'.

Once the route is sent, the driver will receive an ordered list of messages with links for navigation to the specified locations.



## Alerts

Alerts notify drivers about the infractions they make on the road. Alerts are customizable and can notify drivers in response to many different on-road behaviors, including speeding, harsh braking, and working after hours, among others.

You can create alerts for the driver by navigating to **Rules & Groups > Rules** and clicking the **Add** button.

**Note:** See the [Fleet Management Application Product Guide](#) for more information on rules and alerts.

Save
Remove
Cancel

## Exception Rule Edit ?

Name
Conditions
Notifications

### NOTIFICATION RECIPIENTS

Add email
Add alert ▼
Add driver feedback ▼
More... ▼

TEXT MESSAGE:

Slow down! You are driving at 70 km/h but the speed limit i

Add
Cancel

Text message: Slow down! You are driving at 70 km/h but the speed limit is ... ✕

Once a driver triggers a rule, the Fleet Management Application will automatically send a message to the driver's message box in the Drive App.

Messages

1

All
Sent
Compose

✎ Slow down! You are driving at 70 km/h... Mar 14, 2017 8:40AM

If the vehicle is in motion when the driver receives a message, the Drive App will vocalize the text message using its built-in text-to-speech capability.

# Driver

## System Requirements

### Android

- Android 4.4 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Google, with access to the Google Play Store preferred

### iOS

- iOS 6.0 or higher
- 7-inch screen preferred
- Capacitive touch screen preferred
- Built-in cellular modem (3G or LTE) with data connection
- Built-in GPS
- Certified by Apple, with access to the App Store preferred

## Android and iOS Setup

### Android

- 1 Make sure you have access to the [Google Play Store](#).
- 2 Verify that **Auto-update apps at any time** is enabled in the Google Play Store Settings.
- 3 Make sure your that device is connected to the Internet and that all location services are enabled. Enable **High accuracy** mode if it's available.
- 4 Go to Google Play Store and install the Drive App.
- 5 Additionally, configure the following settings on your Android device:
  - A. Turn on Wi-Fi
  - B. Turn off **Airplane mode**
  - C. Under **Mobile networks**, enable **Data access over mobile network**
  - D. Ensure that the **date & time** are set to automatic

### iOS

- 1 Make sure you have access to the Apple App Store.
- 2 Go to App Store and install the Drive App.
- 3 Next, go to the iOS settings and select the **iTunes & App Store** option.
- 4 Under the **Automatic Downloads** label, turn on the **Updates** option and the **Use Cellular Data** option.
- 5 From the iOS settings menu, select the **Privacy** option and turn on **Location Services**.
- 6 On the same page, click on the **Drive App** and select the **Always** option. Turn on **Use Cellular Data** and set **Notifications** to **Allow Notifications**.
- 7 Additionally, configure the following settings on your iOS device:
  - A. Turn on Wi-Fi
  - B. Turn off **Airplane mode**
  - C. Ensure that the **date & time** are set to automatic



# In-Vehicle Setup

Your vehicle will need to be equipped with a Telematics Device, an IOX-USB accessory (optional), and a compatible Android or iOS mobile device. Contact your system administrator for more information.

## Log In

When you launch the Drive App from your mobile device, you will be prompted to enter your credentials.

If you don't know your credentials, contact your system administrator for more information.

Drive App

Username

Password

via ABC Co. Database

+

Log In

Once your credentials are confirmed, the system will begin to synchronize your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs will follow you even when switching between vehicles.

Synchronized  
TrailerAttachments logs (2 of 6)...

Cancel

### Motion Detected Without Being Logged In

If you begin driving the vehicle without logging in, the Drive App will display a warning message that will advise you to stop the vehicle and log in.

If you do not log in to the Drive App, the system will not be able to associate your duty status or other driving events with your account.

## Attach Vehicles and Trailers

You will need to attach a vehicle to your account before the duty status and other types of electronic records can be associated with you.

You will be prompted to select your vehicle shortly after logging in.

If you do not have a vehicle available to you at the time, you can press the **No Vehicle** button to continue into the App without an active vehicle.

With no vehicle selected, you will only be able to set their status to On and Off-Duty.

### Select Vehicle

Type a name, VIN, serial number, o

☐ Dispatch 1  
~ 0.1 km away

☐ Dispatch 2  
~ 0.1 km away

If a vehicle has been previously associated with your account, you will instead see a dialog that allows you to quickly select the last associated vehicle if the vehicle is within the immediate vicinity.

Select Vehicle

Dispatch 1

Last used: a day ago

Continue

Select another vehicle

No vehicle

**Disassociation from Current Vehicle**

In some cases, your usual vehicle may have been claimed by another driver.

If this happens, you will be notified and asked to select another vehicle.

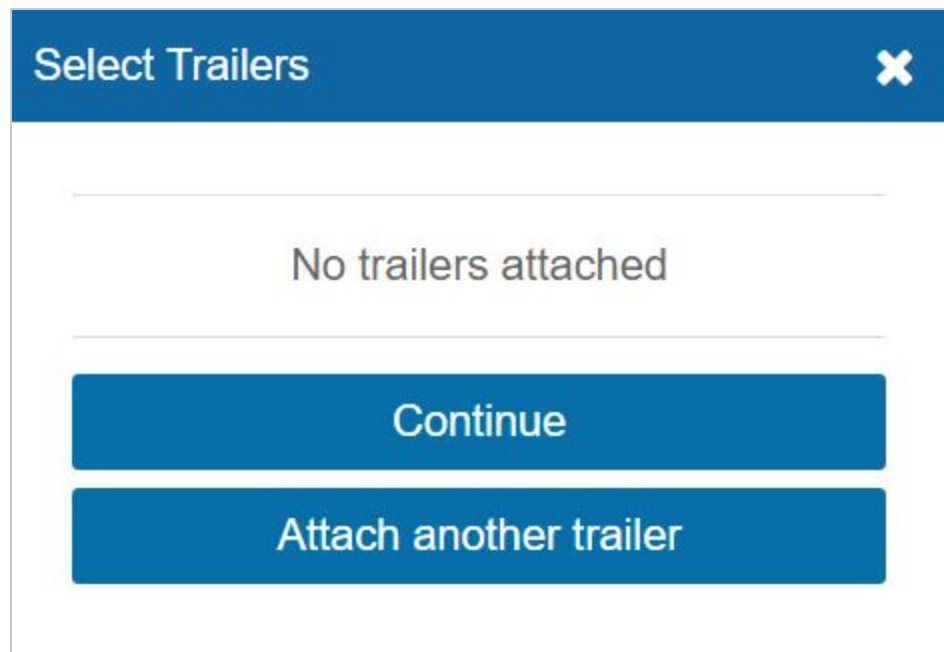
Confirmation Required

Your current vehicle is no longer assigned to you. It may have been claimed by another driver.

Select a Vehicle

A similar set of dialogs will follow for selecting an appropriate trailer.

If you do not have a trailer to attach, click **Continue** to skip the trailers dialog.



## Verify Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Use the **Verify** button beside any 24-hour period to verify that period individually, or use the **Verify All Days** button to verify all visible logs. You can also skip this step with the **Skip** button.



## Claiming Unassigned Logs

The Drive App will create duty status logs even when your vehicle is driven without a user logged in. If this occurs, you will be asked to review and claim the unassigned logs that you believe were created by you.

Claim Unassigned Logs

There are unclaimed logs for this vehicle. Select the logs belonging to you.

<input type="radio"/>	ON	Apr 18, 2017 8:51 AM	ON Oakville	05:57
<input type="radio"/>	D	Apr 18, 2017 8:29 AM	2km SSE ON Milton	00:22
<input type="radio"/>	ON	Apr 17, 2017 6:58 PM	2km SSE ON Milton	05:01
<input type="radio"/>	D	Apr 17, 2017 6:32 PM	ON Oakville	00:26

You can claim logs by selecting all relevant logs and pressing the **Assign to me** button. You can also skip this step with the **Skip** button.

Assign to me

Skip

**Note:** Claiming unassigned logs belonging to other drivers will cause your Record of Duty Status to be inaccurate.

## Driver Vehicle Inspection Report (DVIR)

Finally, you will be asked to perform a DVIR to complete the login process. You can find more information about performing a DVIR [here](#).

DVIR

Dispatch 1

Mar 20, 2017 1:49 PM

Repair complete

Inspect

Skip

Rev. 1.0

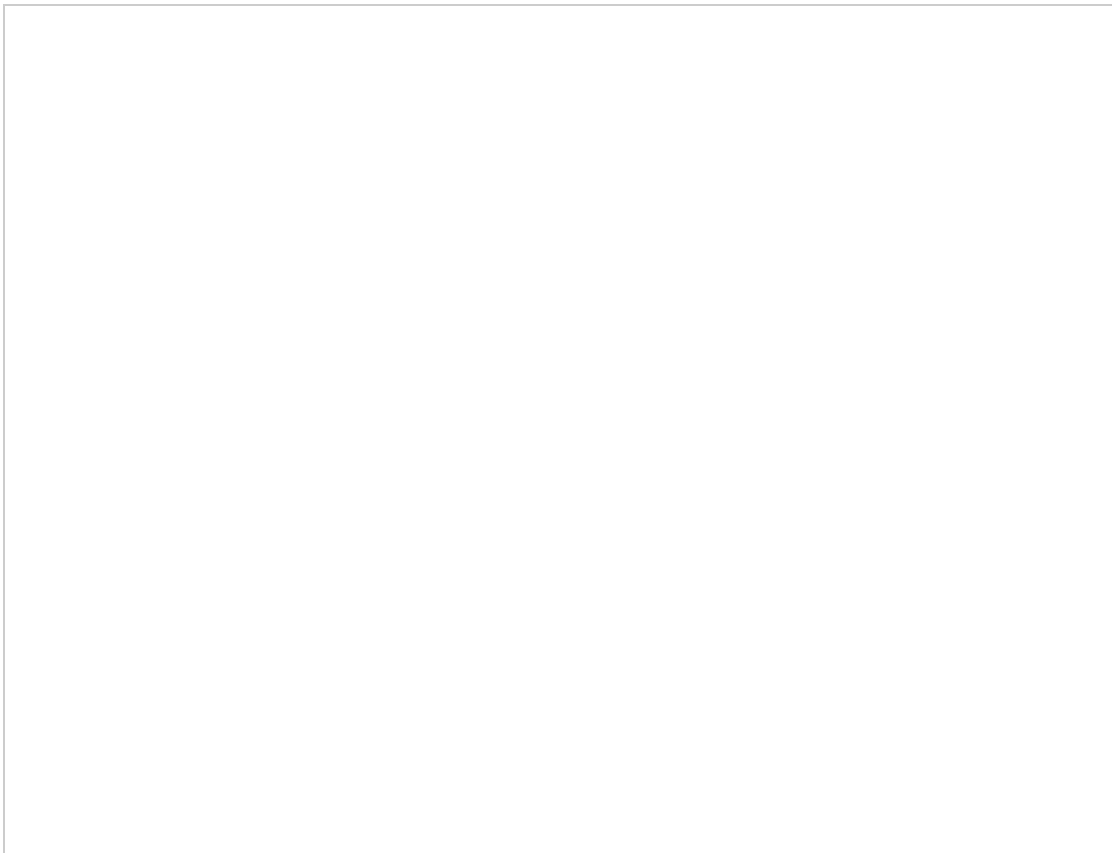
Drive App Operation Manual | 27

## Manually Selecting Assets

You can also attach vehicles and trailers after initially log. You can do so by pressing the button with the **Vehicle** icon from the **Dashboard**.



From the menu that follows, you'll be able to change your currently associated vehicle, attach and remove trailers, and create new shipments.



The **Change** button allows you to choose which vehicle is associated with the Drive App.

Under the **Trailers** label, you are able to create new trailers with the **New** button or attach existing trailers with the **Attach** button. Similarly, you can detach trailers by clicking the minus sign icon beside an attached trailer.

## Shipments

To add shipment information to your log, click the **New** button under the **Shipments** label. You will be prompted with the following dialog:



← Add Shipment

Shipper Name

Commodity

Shipment Document Number

Add

Enter your shipment information and click **Add**. Once completed, you'll see your shipment information on the Assets page. Shipment information will also appear on the Compliance Print made in the Fleet Management Application.

SHIPMENTS

+ New

ABC Inc. Nitrogen 123123

–

## Co-Drivers

Co-drivers can be added to the Drive App by clicking on the driver's name in the top-right corner of the screen and selecting the **Add driver** button. The co-driver will be prompted to enter their login credentials. Up to three drivers can be added per vehicle.

John Smith

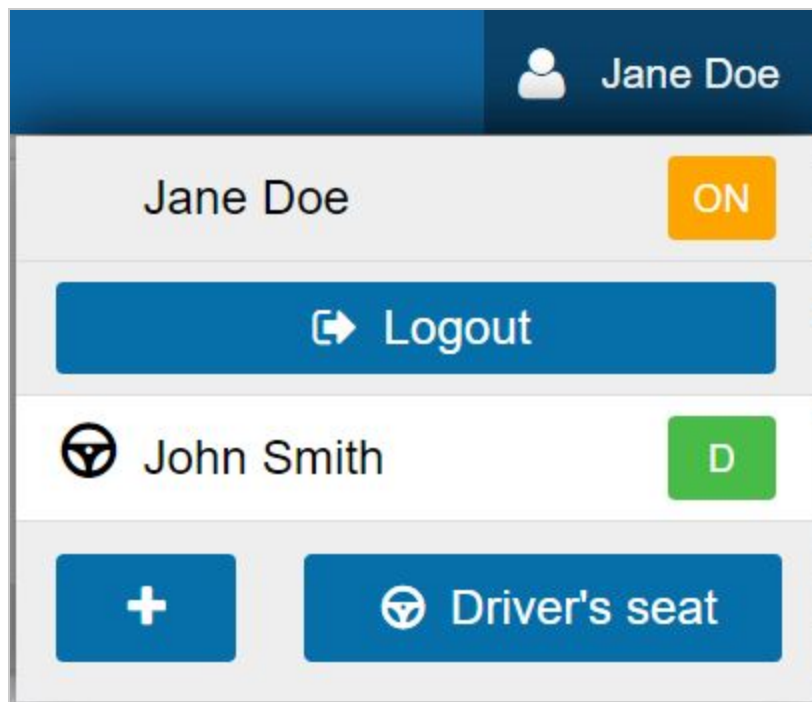
John Smith

ON

Logout

+ Add driver

Once logged in, the names of all drivers will be displayed in the user list.

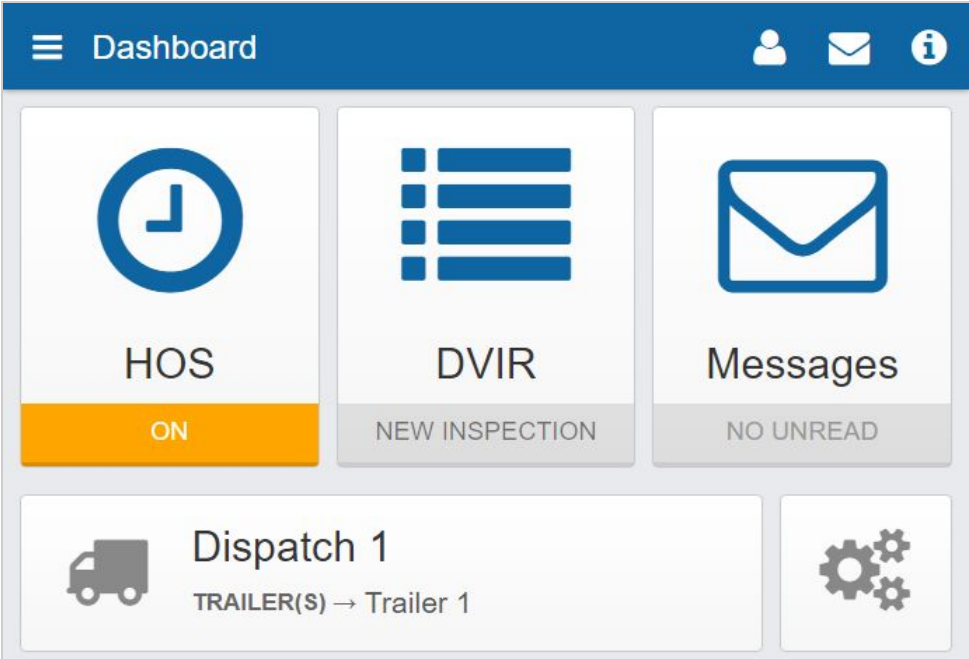


When multiple drivers are logged in, the steering wheel — — icon will indicate the currently active driver. Use the **Driver's seat** button to switch the active driver.

The active driver will have their duty status change automatically. The co-driver will need to change their status manually through the interface. If the active driver logs out, the co-driver will become the new active driver.

The co-drivers can share the Drive App interface to adjust their individual duty statuses. To become the active user of the interface, click on your name from the driver list. Once you are the active user, you will see your name appear at the top of the driver list. At this point you can adjust your duty status without affecting the duty status of your co-drivers.

# Drive App Dashboard (UI)

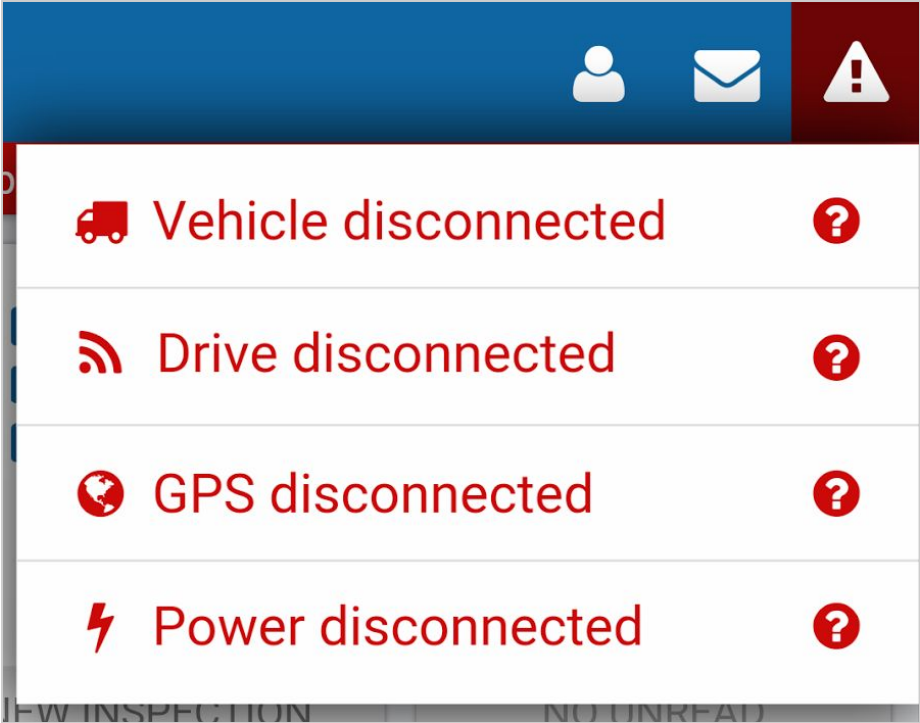


The dashboard is the main interface used for navigating the Drive App.

Your particular dashboard may look different based on your user clearances and the Add-Ins that you have installed.

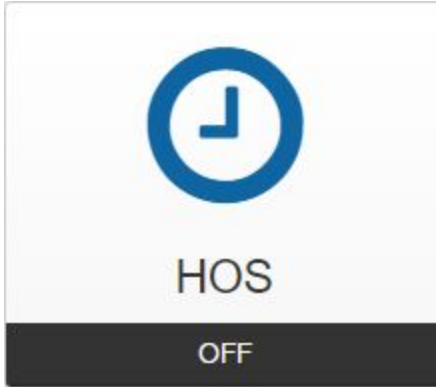
## Information Dialog

You can check your connectivity status by pressing the information button in the top-right corner of the screen.



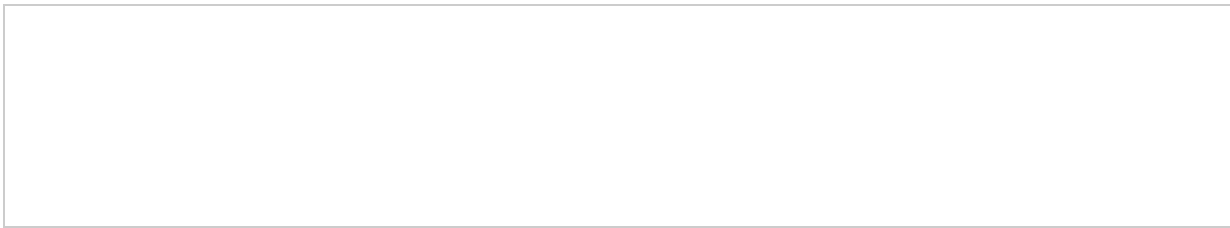
When clicked, the red exclamation mark button will provide additional context for your connectivity issue.

## Drive App — Hours of Service UI



The Hours of Service (HOS) UI provides the driver with all the tools necessary for tracking and recording their duty status. It also provides the ability to verify logs and provide information for roadside inspections.

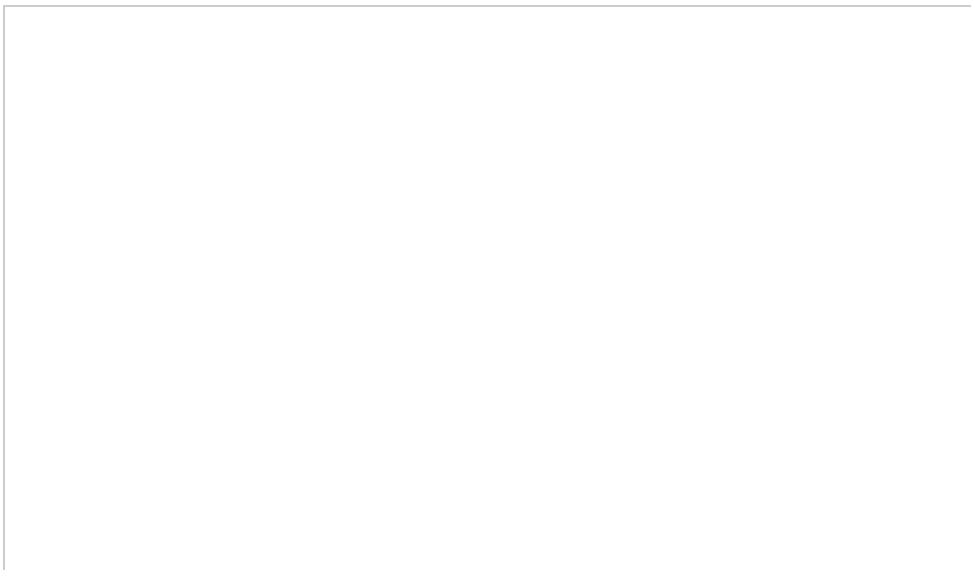
The interface is divided into the Status, Graph, Logs, and Options tabs.



### Status Tab

The Status Tab allows drivers to view and set their duty status. Their duty is reflected by one of the four buttons on the screen:

- Off
- Sleeper Berth (SB)
- Drive (D)
- On



The Status Tab shows all remaining durations for a driver's applicable limits.



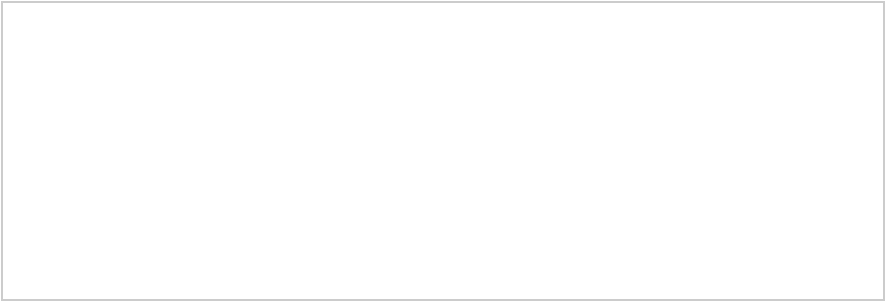
The blue bar indicates the time remaining before the driver must take a break.



The red bar indicates that the driver has no driving time remaining and must take a break.

Once you begin to drive, your status will automatically switch to **Driving** when the vehicle reaches a speed of 5 mph (8 km/h). Once you stop driving, your status will remain as **Driving** for an additional 5 minutes. Once 5 minutes have passed, your status will switch to **On Duty** and your log will be adjusted to reflect that you were stopped for the last 5 minutes.

**Tip:** You can manually switch your duty status at any time.



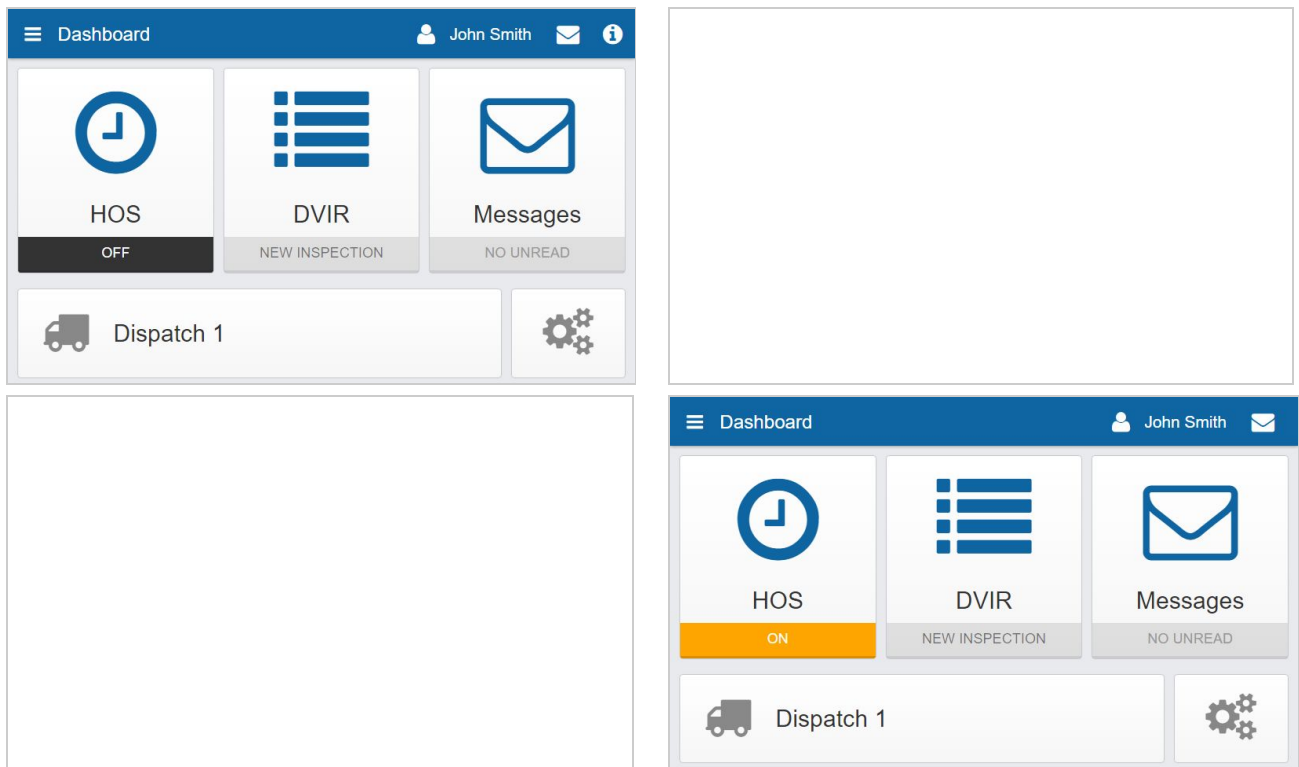
The **Rest in** timer displays the time remaining before the driver must take a break.

Rest duration	0:03
Driving left	3:00

Once the **Rest in** timer reaches 0:00, it will be replaced with a **Rest duration** timer when you go off duty.

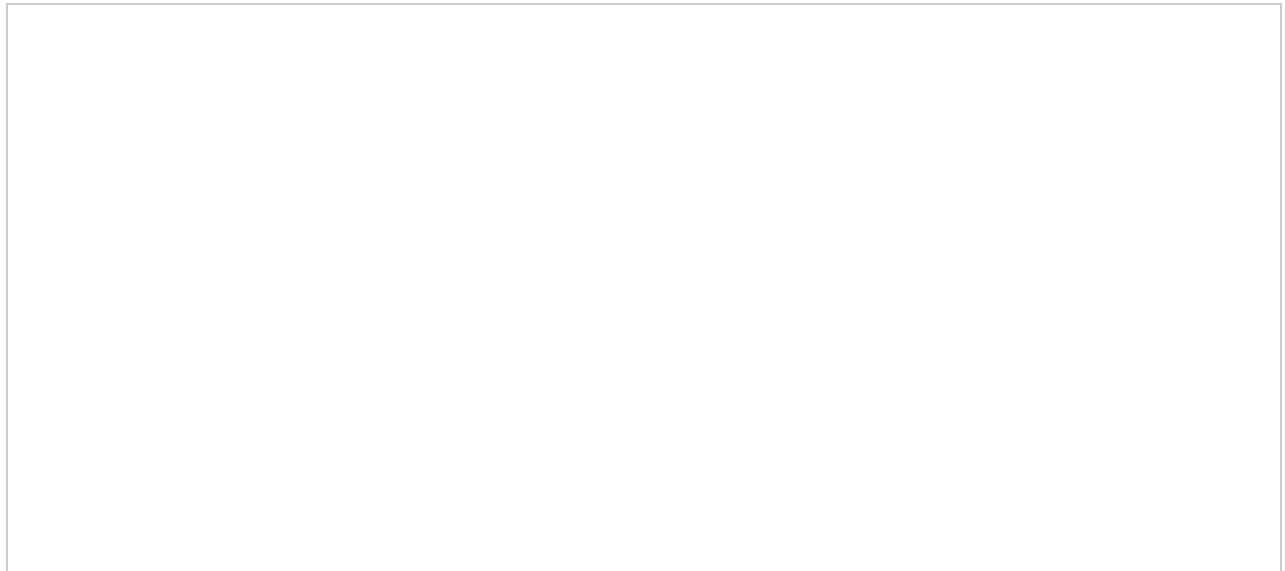
The rest duration timer will indicate the time that has passed during the break period.

Your current duty status will be visible from the Dashboard:



### Motion Detected When Driving (While Logged In)

When the vehicle begins moving, the interface of the Drive App will become locked to minimize driver distraction. All extraneous information will be hidden and you will only see the remaining driving time available to you.



If you continue to drive past your available hours, the screen will notify you that you are in violation of your ruleset.

## Driving in Violation

The Drive App will notify you when you are nearing a duty violation 2 hours before the violation, 1 hour before the violation, at 30 minutes before the violation, and right before the violation.

### Upcoming violation for John Smith

**0:00 left for 11 hour driving limit**  
**0:00 left for 60 hour cycle on-duty limit**  
**0:00 left for 8 hour rest limit**  
**0:00 left for 14 hour work day limit**

OK

If you switch your duty status to **Drive** after your remaining driving time has run out, you will be notified that doing so will put you in violation of your selected ruleset.

Proceeding to drive after receiving this notification will register a violation in your log.

### Warning!

Changing your status to "D" will put you in violation of the following rule(s):

- 14 hour work day limit

Cancel

OK

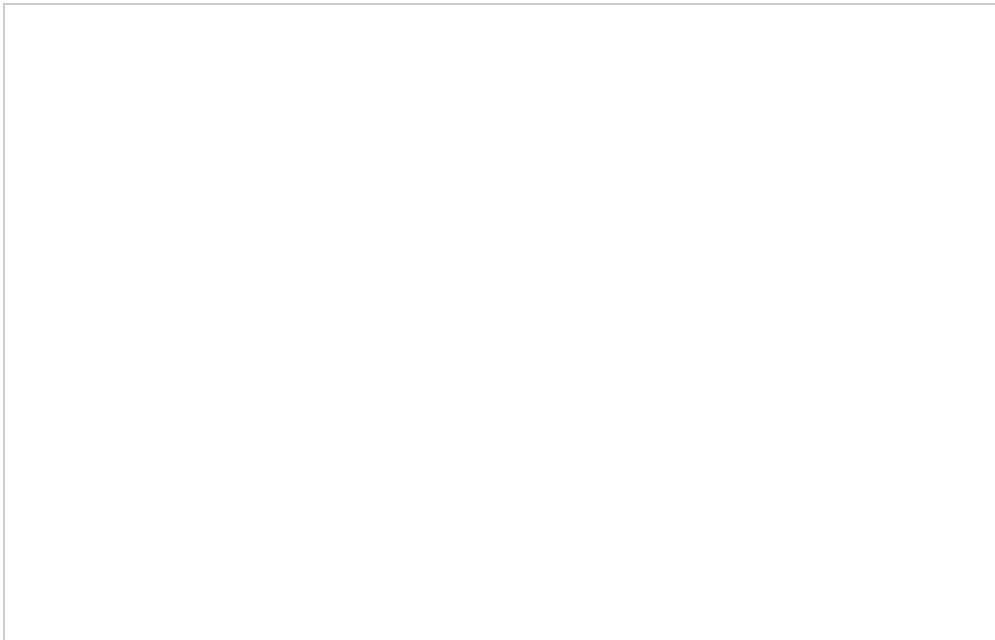


## Graph Tab

The graph tab plots your duty status over a 24-hour period for a given day.

The bars on the graph are color-coded in the following way:

- **Gray:** Unverified logs
- **Green:** Verified logs
- **Yellow:** Edited logs
- **Red:** Driving in violation of HOS ruleset
- **Striped:** Personal Conveyance and/or Yard Moves



Use the arrow buttons to view information for other days.

The total time spent in a particular duty status can be seen to the right of the graph.

Clicking on a log from the graph will show you additional information about the log, including the log's duration and date of creation.

## Logs Tab

The Logs Tab displays a list of all records of duty status (RODS) for the past 7 or 8 days, depending on the ruleset.

HOS

John Smith

Status

Graph

Logs

Options

Add log

Mar 9 2017		46.0 km	Verify
D	Mar 9, 9:01AM	ON Oakville	04:02
OFF	Mar 9, 8:58AM	ON Oakville	00:03
ON	Mar 9, 8:57AM	ON Oakville	00:15
SB	Mar 9, 8:56AM	ON Oakville	00:02
OFF	Continued from previous day		08:56

Total hours on duty: 4:17

The bottom of the page shows the total time spent Driving (D) or On-Duty (ON) over the course of all the records.

You can click on any individual log to see additional information about it:

←

HOS Log

John Smith

!

INFORMATION

Status

ON

By

John Smith

Date

June 19, 2017 1:02 PM

Duration

25:32

Vehicle

Dispatch 1

Co-driver(s)

Jane Doe

Address

ON Toronto

Origin

Manual driver log

ANNOTATIONS

Add an annotation...

Save

Remove

The Log page shows additional information about the log, including when and where the log was created.

Annotations can be viewed and added by the driver.

The **Remove** button can be used to delete the currently selected log. Once a log is removed, it cannot be restored.

## Logs Tab — Location Information

Location information is captured by the Telematics Device installed in your vehicle. If for some reason the GPS signal of the telematics device is unavailable, a log created during this period will not have an address associated with it.

!

Dec 5, 1:15PM

Where was this?

Adverse driving conditions

In this case, you'll need to enter location information manually for that log. You can do so by clicking the **Where was this?** button. You'll be prompted to enter the address for where that particular log occurred.

Enter an address

Address or intersection

City

State/Province

Cancel

OK

## Logs Tab — Manual Logs

You can manually create records of duty status by pressing the **Add log** button. Manual logs allow you correct your records of duty status in case you made a mistake.

If you made an error when creating a manual log, you can select the log from the **Logs** tab and click on the pencil icon — — to edit the log.

INFORMATION

Status

ON

By

John Smith

**Note:** Only manually-created logs can be edited from within the Drive App. Logs that were created automatically by the system cannot be altered.

## Logs Tab — Verifying Logs

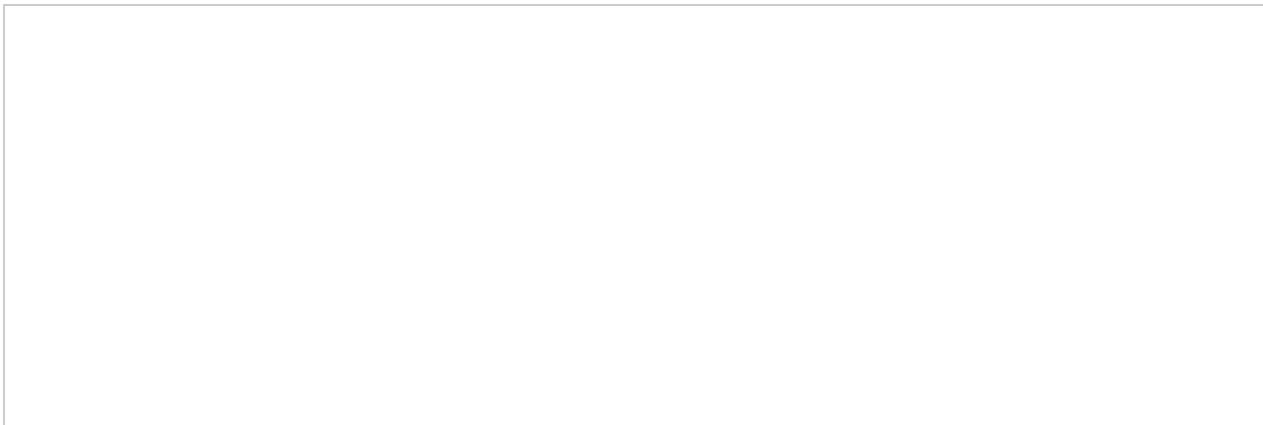
The **Verify** button allows the driver to confirm that the logs recorded by the Drive App are accurate and valid. The button appears in the summary header of every daily group of logs.



Clicking the button will bring up the following dialog:



Once the driver agrees, every log for the selected date will be set to the verified status. Verified logs will have a checkmark beside them, and the Verify button will be replaced with text reading "Verified".



**Note:** Logs that are left unverified for over 14 days will disappear from the list and will no longer be available to the driver for verification electronically.

**Note:** The driver will be notified of unverified logs when logging out.

## Options Tab

The Options Tab lets you change rulesets and apply exemptions; view your personal information; and generate a compliance report for law enforcement officials during roadside inspection.

## Options Tab — Exemptions

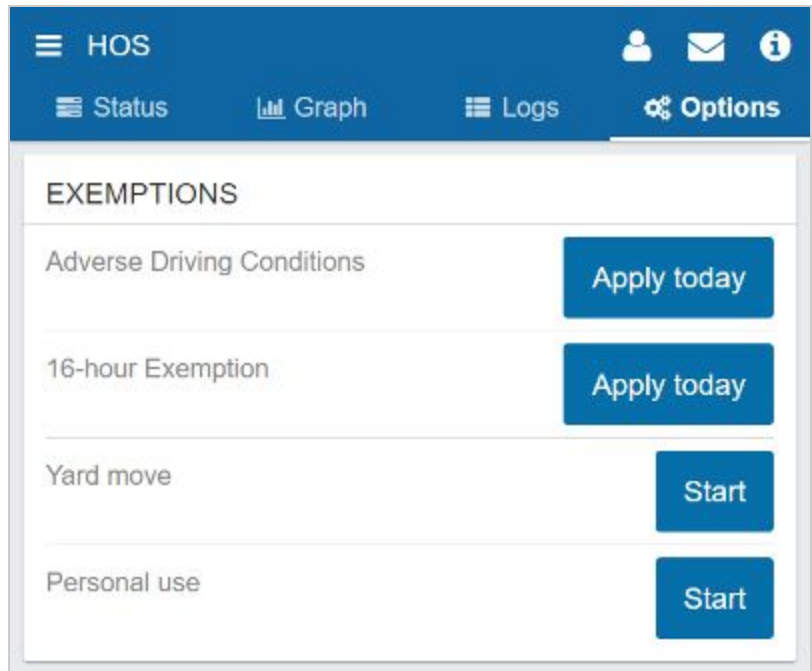
The Exemptions tab allows you to apply driving exemptions as conditions require them.

Use the buttons beside an exemption to activate it.

By default, the only exemption always available to the driver is the **Adverse Driving Conditions** exemption.

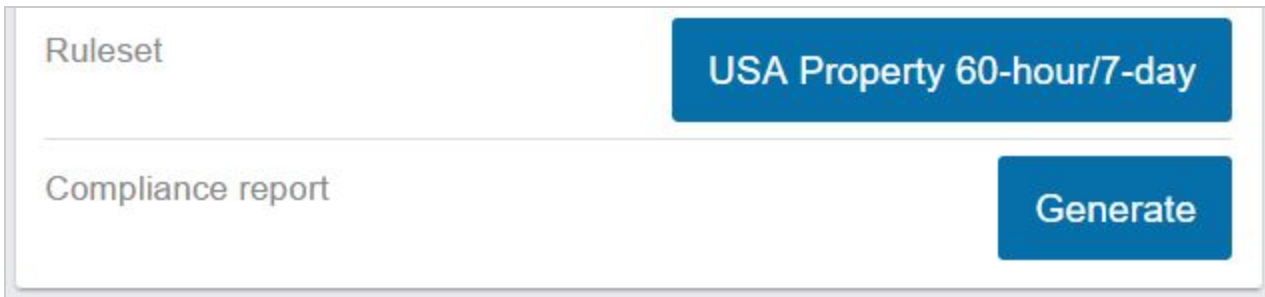
Other exemptions must be configured for you by your system administrator in the Fleet Management Application.

A full list of all available exceptions can be found in the [Hours of Service Ruleset document](#).



## Options Tab — Rulesets

Your currently active ruleset can be seen under the **Information** label.



You can change your active ruleset by clicking on the ruleset button, selecting another ruleset from the list, and clicking **Done**. Switching rulesets will automatically adjust your remaining cycle hours. Existing ruleset violations will automatically adjust to reflect only the violations relevant to the new ruleset.

Ruleset changes made by the driver will be visible in the Fleet Management Application.

## Options Tab — Compliance Report

If the driver is invited to a roadside inspection by law enforcement, they will need to provide a compliance report to the inspector. A compliance report can be generated by clicking the **Generate** button at the bottom of the Options tab.



**Note:** If the driver viewing the Compliance report has their Drive App language settings set to a non-English language, they will be presented with a button that allows them to quickly toggle the Compliance report into English.

## ELD REPORT

Record Date  
**07-08-17**

Current Date  
**07-12-17**

24-hour Start Time & Zone UTC Offset  
**Midnight, -4 UTC**

Carrier  
**GEOTAB INC**

ELD ID

ELD Provider  
**ELD, Inc.**

Driver Name  
**Smith, John**

Driver ID  
**jsmith@abcco.com**

Driver License State  
**MN**

Driver License Number  
**1234567**

Co-Driver Name

Co-Driver ID

Current Odometer  
**2.4km**

Current Engine Hours  
**30 hours**

Truck Tractor ID  
**Dispatch 1**

Truck Tractor VIN

Current Geolocation  
**MN Minneapolis**

Unidentified Driving Records  
**No**

Exempt Driver Status  
**No**

ELD Malfunction Indicators

Driver's Data Diagnostic Status

Total Hours  
**24h**

Miles Today  
**0.0km**

Company Name/Address  
**ABC Inc., 123 Main Street,  
Minneapolis, MN, USA, 55111**

Authority Name/Address  
**ABC Inc., 123 Main St.,  
Minneapolis, MN**

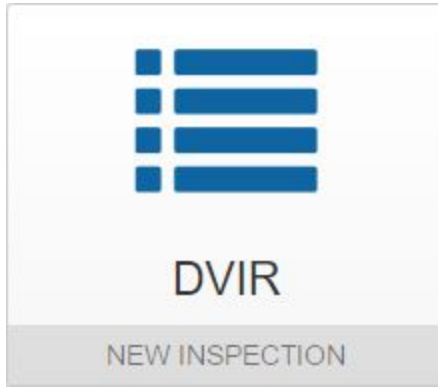
When a driver applies Personal Conveyance exemption and drives the vehicle, the Compliance

report does not count the odometer or engine hours for that duration.





## Driver Vehicle Inspection Reports (DVIR)

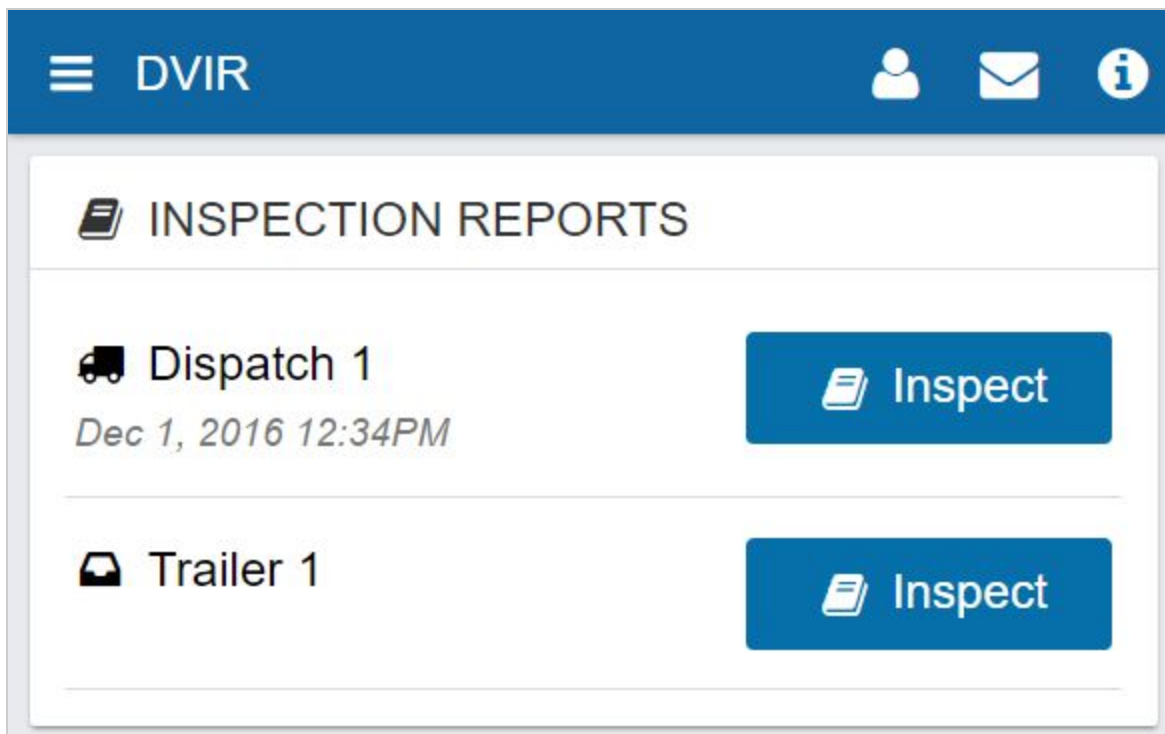


Driver Vehicle Inspection Reports (DVIR) help you understand the health of the vehicles within your fleet.

DVIR can be accessed from the Dashboard by pressing the **DVIR** button.

### Creating a New Report

Once in the DVIR section, you can begin inspecting a vehicle or trailer by pressing the **Inspect** button beside it.



If you're performing a pre-trip inspection shortly after logging in and have not manually set a duty status, your duty status will automatically switch to the On Duty status.

Before creating a new report, the driver must first sign off on the previous report to indicate that they are aware of the history of defects for the vehicle.

If there were prior defects, the driver must review the repairs done and then indicate whether the vehicle is safe to operate or not.

## PREVIOUS INSPECTION

## NEEDS REVIEW

Vehicle Dispatch 1

Date Dec 1, 2016 12:34PM

Type Pre-trip

Inspected by John Smith

Defects  
 Brakes (Service) → Air compressor not working  
 Brakes (Service) → Chatters, shudders, or vibrates

Location ON Oakville

Odometer 302605.7km

Company Name GEOTAB INC  
21-1075 North Service Road  
West, Oakville, ON, Canada,  
L6M 2G2

## REPAIRS MADE OR NOT NECESSARY

Repaired by John Smith


Repair date Dec 2, 2016 11:05AM

*This vehicle was inspected in compliance with regional and/or federal regulations.*

A prior inspection with defects will need to be verified by the driver.

## DRIVER CERTIFICATION

Add a remark

 Certify as unsafe

 Certify as safe

Once the driver is certain about the status of the vehicle, they will need to certify that the vehicle is safe to operate or unsafe to operate.

PREVIOUS INSPECTION
 NEEDS REVIEW

**No defects**

Vehicle	Dispatch 1
Date	Dec 15, 2016 3:46PM
Type	Unknown
Inspected by	Jane Doe
Company Name	GEOTAB INC 21-1075 North Service Road West, Oakville, ON, Canada, L6M 2G2
Trailers	Trailer 1

*This vehicle was inspected in compliance with regional and/or federal regulations.*

DRIVER CERTIFICATION

Certify previous inspection

A prior inspection with no defects still requires verification by the driver.

However, the vehicle does not need to be certified as safe or unsafe.

After certifying a previous inspection, you will need to perform a new inspection.

Walk around the vehicle and record any defects you find. If any uncovered defect is minor, proceed with your day; if an uncovered defect is critical, you must alert your manager before operating the vehicle.

If a critical defect is noted in the DVIR, the Drive App will show a warning on the lockscreen to notify the driver of the affected vehicle.

DISPATCH 1
 
 REVIEWED

▼ Expand previous inspection

NEW INSPECTION - DEFAULT VEHICLE DEFECTS

☐ Brakes (Parking)

☐ Tires

☐ Wheels and Rims

Add a remark

No defects

If your inspection has no defects, you will see a green **No defects** button.

NEW INSPECTION - DEFAULT VEHICLE DEFECTS

☐ Brakes (Parking)

☐ Steering

☒ Tires  
*Bulging or swelling*

Add a remark

Done

If your inspection has defects present, you will instead see a blue **Done** button.

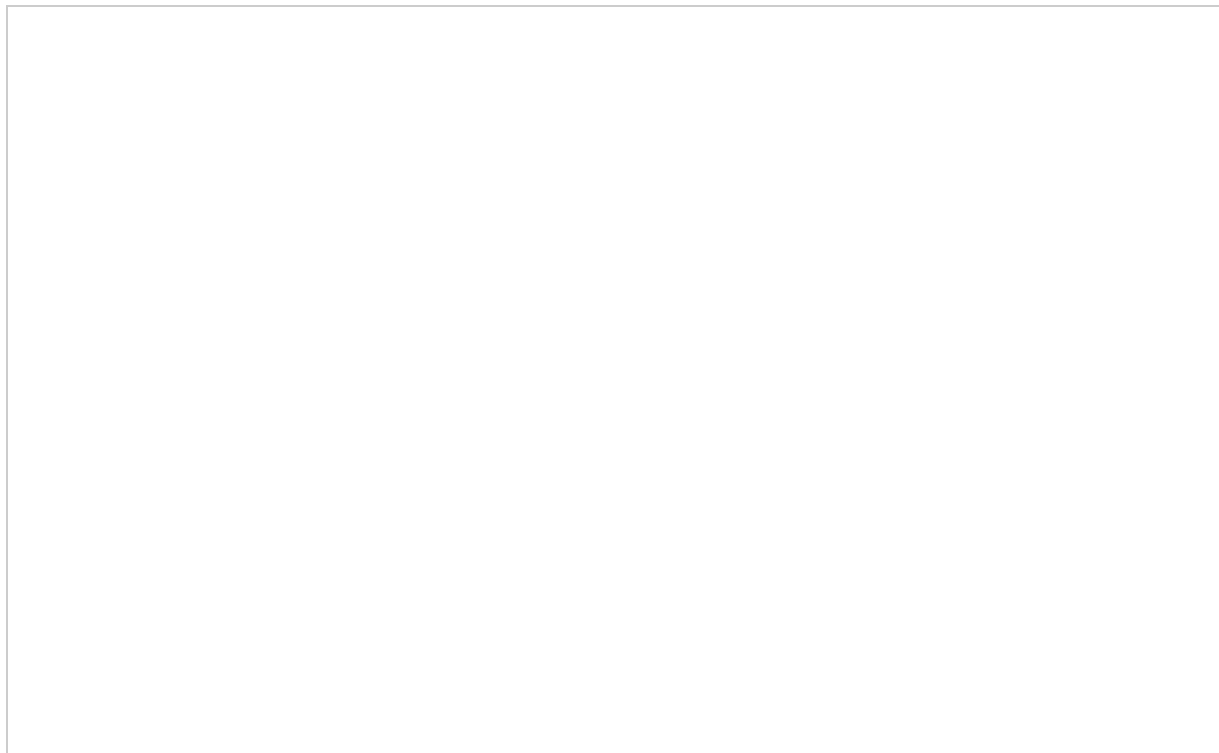


In both cases, you will see a pop-up indicating that the inspection was completed successfully.




## Performing Repairs

Repairs can only be logged by users with the proper clearances. If you are not authorized, please speak to your manager.



You can begin logging a repair by clicking the red **Repair** button.



The inspection screen will list the specific defects discovered by the driver:

Q PREVIOUS INSPECTION		 NEEDS REPAIR	
Vehicle	Dispatch 1		
Date	Mar 13, 2017 10:13AM		
Type	Pre-trip		
Driver	John Smith		
Defects	 Air Brake System → Air loss rate exceeds prescribed limit  Tires → Flat tire		
Remark	A few issues.		
Address	ON Oakville		
Odometer	2.4km		
Company	ABC Inc. 123 Main Street, ON		
Trailers	Trailer 1		
<i>This vehicle was inspected in compliance with regional and/or federal regulations.</i>			

Once the repairs have been made, or if it was decided that repairs were not necessary, you will need to add a remark to provide details about the resolution of the situation. Press the **Repairs made or not necessary** button to log the repair.

 REPAIR
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> Add a remark </div> <div style="background-color: #007bff; color: white; padding: 10px; text-align: center;">  Repairs made or not necessary </div>

Once the repair has been logged, the DVIR page will place a **Repair complete** indicator beside the relevant asset.

## INSPECTION REPORTS

### Dispatch 1

Dec 16, 2016 10:04AM  *Repair complete*

 **Inspect**

### Trailer 1

 **Inspect**

## Messaging

Your fleet manager can send messages and routes to your Drive App account. Check the Messages icon and the Messages page for new notifications.

## Logging Out

Logging out of the Drive App disassociates you from your vehicle. Any trips done in a vehicle while not logged in to the Drive App will not be identified with you.

You can log out of the Drive App by clicking your name and selecting **Log out** from the dropdown menu.

Before logging you out, the Drive App will ask you to do the following:

- Fill out a DVIR
- Verify your logs
- Set your HOS duty status

# Complete a DVIR

You will be asked to complete a DVIR for your vehicle.

**Note:** According to the FMCSA §396.11, a driver must prepare a DVIR at the completion of each day’s work and shall submit those reports to the motor carrier upon his/her return to the home terminal. This does not relieve the motor carrier from the responsibility of effecting repairs and certification of any items listed on the DVIR, prepared at the end of each day’s work, that would be likely to affect the safety of the operation of the motor vehicle.

# Verifying Logs

You will be presented with 14 days of duty status logs — excluding logs that have already been reviewed — for verification. It is recommended that you verify your logs routinely, particularly at the end of a shift. However, you can skip log verification using the **Skip** button.

Verify Logs

You have unverified HOS logs. Do you want to verify them before logging out?

OFF

Dec 20, 1:35PM

ON Oakville

00:47

ON

Dec 19, 2:13PM

Oakville, Ontario


23:23

Manual log.

# Setting a New Duty Status

Finally, you will be reminded to set your duty status to an appropriate non-driving status.



 You're currently in 'D' status.  
Choose a new status before logging out.

☒

OFF

Off Duty

☐

ON

On Duty

☐

SB

Sleeper Berth

Set New Status

## Drive App Settings

The Settings page has basic information about your system, as well as options to change your password and report any bugs.

You can access the Settings page by clicking the gear icon from the Dashboard.

### Updating the App

The Drive App is constantly updated with features and fixes. Generally, the Drive App should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

### Reporting Bugs

If you experience any issues while using the Drive App, use the **Report a bug** button on the Settings page to file a bug report. Your bug reports help us identify and resolve issues with the App.

## Other

### Add-Ins

Add-Ins expand the capabilities of the Drive App by integrating third-party software with your system. For more information about Add-Ins, contact your administrator.