



User Manual

ELD Installation & Connection

This document contains a comprehensive step-by-step guide covering ELD installation and connection, the procedure in case of an inspection, the possible malfunction scenarios, and what to do in such situations.

*Thank you for choosing RouteMate!
We wish you safe rides!*



ELD Installation & Connection

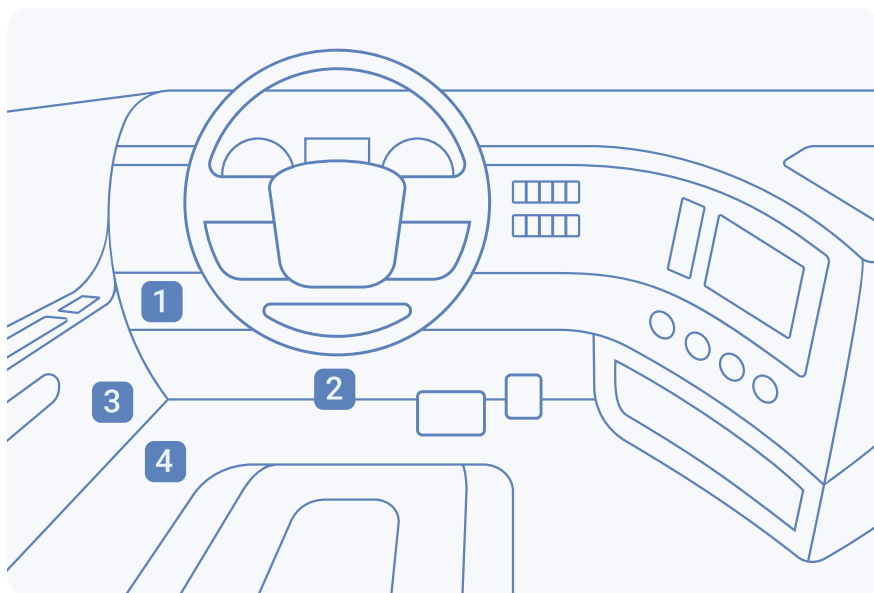
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Install the RouteMate Device in Your Vehicle

Firstly, it's important to install the device properly. Keep in mind that your engine should be off while doing this.

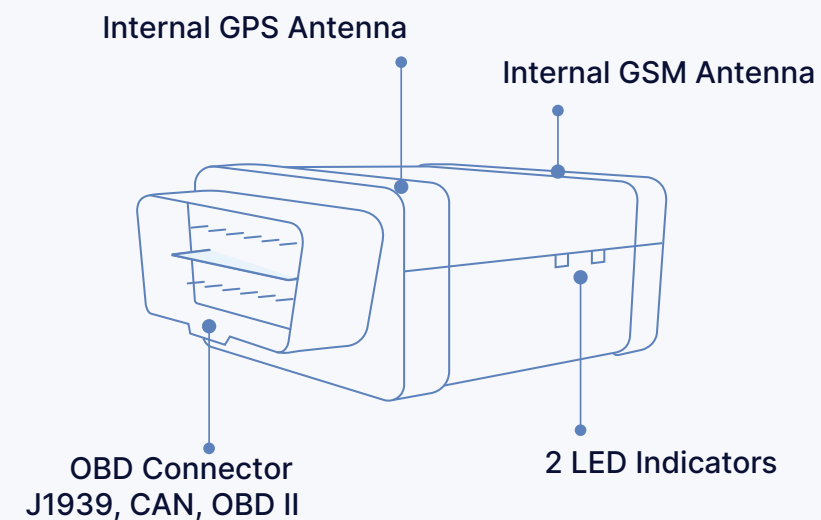
1.

With the engine off, locate the diagnostic port inside the vehicle. It is located in one of the four places shown in the picture below.



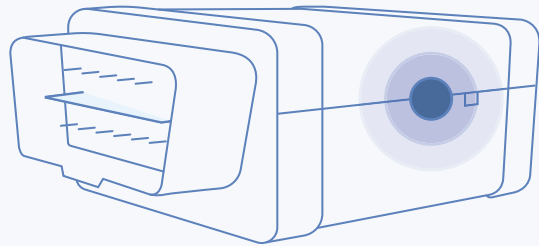
2.

Attach the device to the diagnostic port of the vehicle.



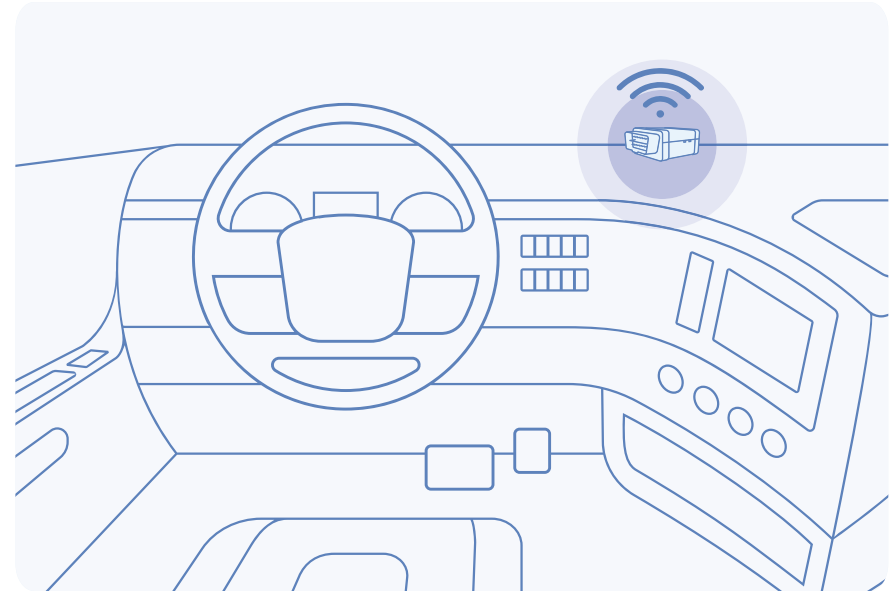
3.

Once the device is installed, ensure the device is working properly, as evidenced by a green LED light blinking. The green light starts blinking after a GPS & Cellular connection is initiated.



4.

Securely mount your device in a location where there are no electrical components nearby. This will help prevent potential issues like device interference and GPS signal disruption. We recommend placing the ELD device in a visible area with a clear and unobstructed view of the sky, as shown in the image below.



IMPORTANT: Please follow the above-mentioned instructions. Otherwise, you risk ELD device interference and GPS disruption, creating problems with the signal. Do not put an ELD device under the dashboard under any circumstances.

Install the RouteMate App

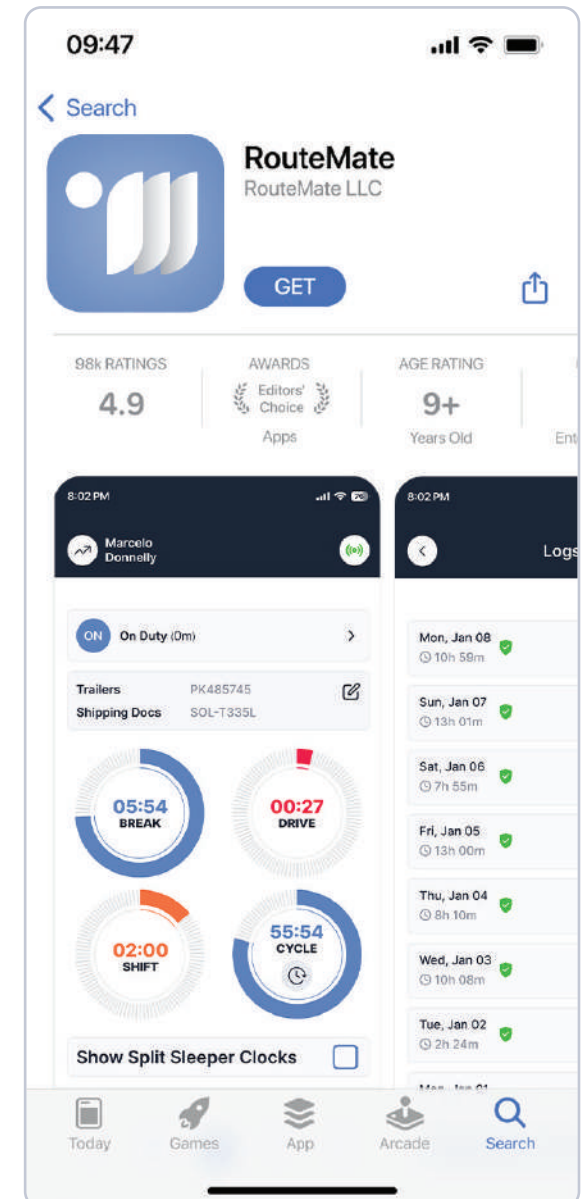
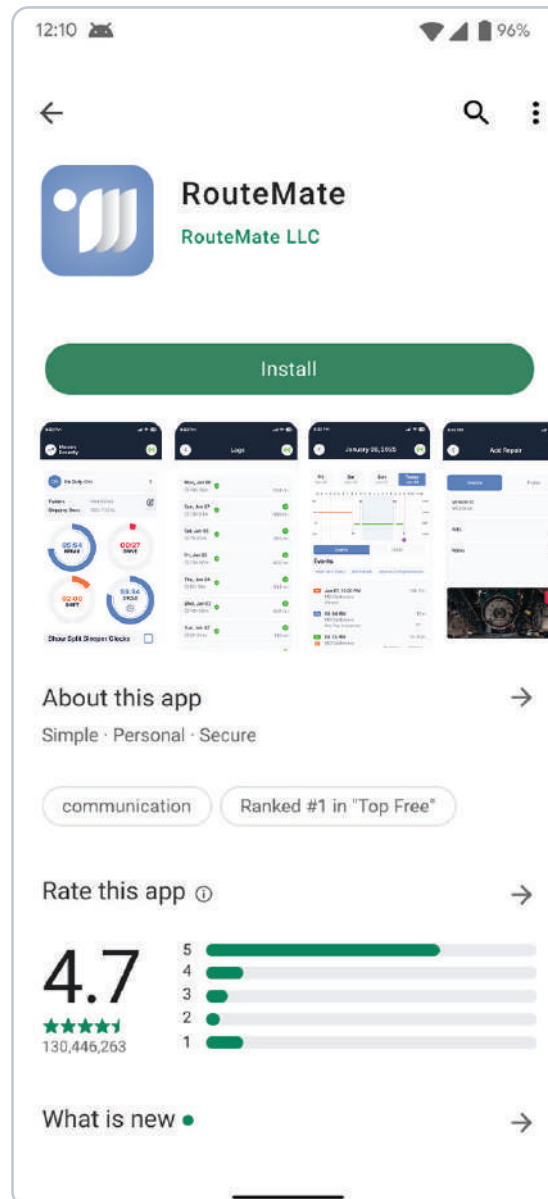
1. For Android phones and tablets, download the **RouteMate** app from the Google Play Store.



2. For iPhones and iPads, download the **RouteMate** app from the App Store.



3. Open the **RouteMate** App.



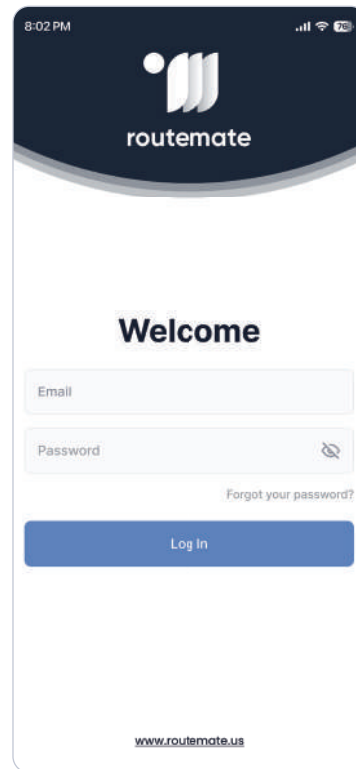
Log in to the RouteMate App and Select the Vehicle

Please read the login instructions in the email we sent you. If you don't have the login details yet or have forgotten them, please contact your carrier administrator.

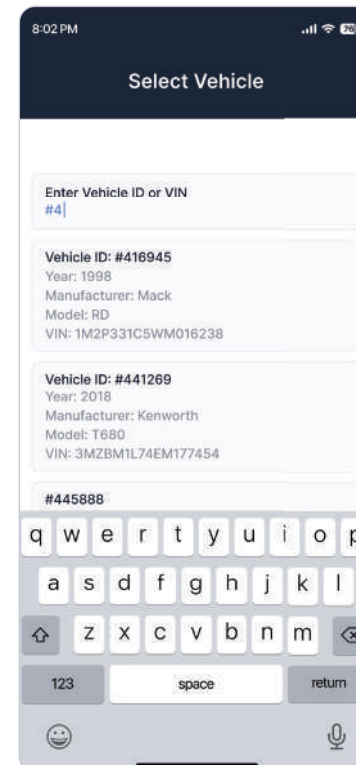
1. Enter your login details and tap **LOG IN**.

2. Select your vehicle from the list, or search for one and tap **ACCEPT**.

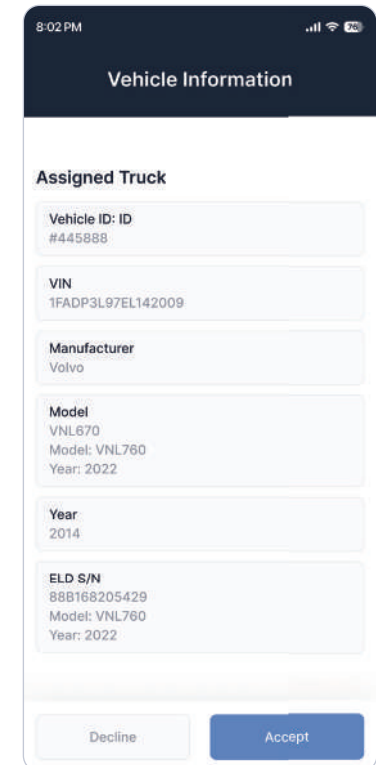
3. After accepting the vehicle you will be prompted to the main Dashboard page.



The login screen displays the RouteMate logo at the top. Below it, the word "Welcome" is centered. There are two input fields: "Email" and "Password". A "Forgot your password?" link is located below the password field. A blue "Log In" button is positioned below the input fields. At the bottom, the website "www.routebate.us" is displayed.



The "Select Vehicle" screen shows a search bar labeled "Enter Vehicle ID or VIN" with the text "#4" entered. Below the search bar, two vehicle cards are listed. The first card shows "Vehicle ID: #416945", "Year: 1998", "Manufacturer: Mack", "Model: RD", and "VIN: 1M2P331C5WM016238". The second card shows "Vehicle ID: #441269", "Year: 2018", "Manufacturer: Kenworth", "Model: T680", and "VIN: 3MZBM1L74EM177454". A keyboard is visible at the bottom of the screen.



The "Vehicle Information" screen displays details for an assigned truck. The "Assigned Truck" section includes the following information: "Vehicle ID: ID #445888", "VIN: 1FADP3L97EL142009", "Manufacturer: Volvo", "Model: VNL670", "Model: VNL760", "Year: 2022", "Year: 2014", and "ELD S/N: 88B168205429", "Model: VNL760", "Year: 2022". At the bottom, there are two buttons: "Decline" and "Accept".

Connect the RouteMate App with Your Vehicle

After successfully logging in and selecting the vehicle, the Dashboard page will open. On this page, you will see the Connection Button 

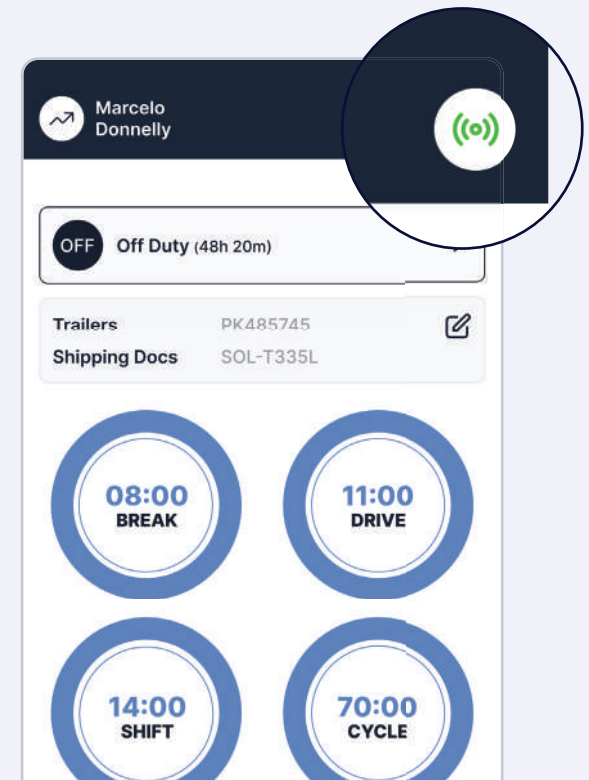
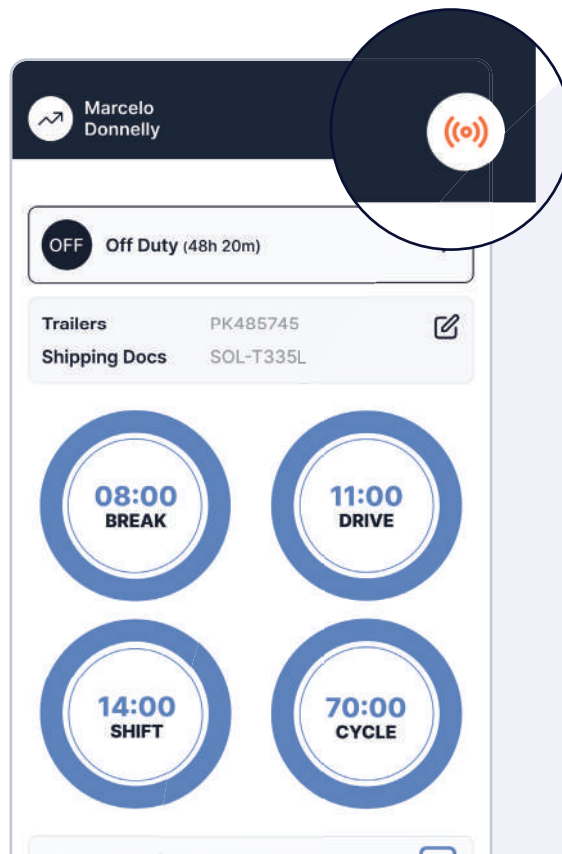
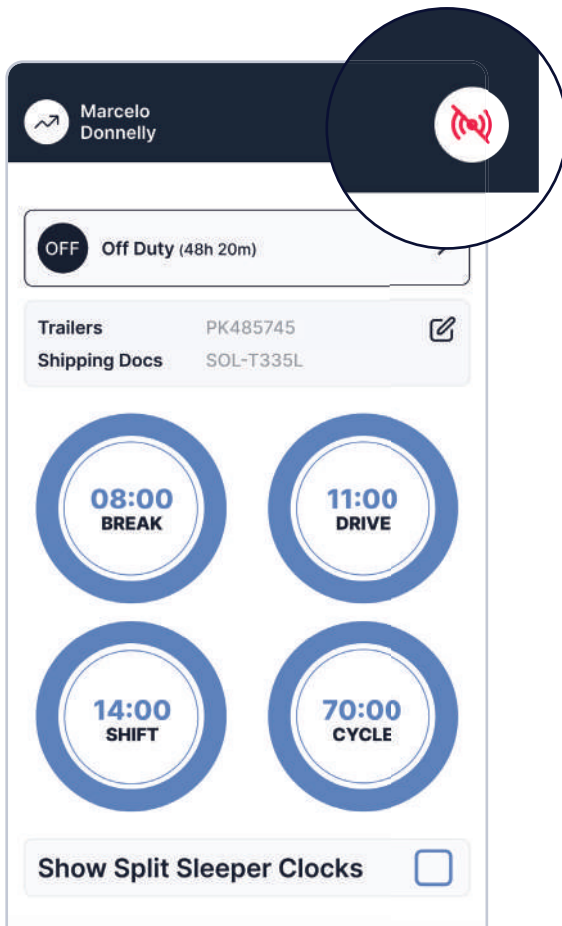


Please ensure that Bluetooth is enabled on your device before you connect to the **RouteMate** app.

1. Tap the **Connection Button** to connect to your vehicle. The device will attempt to connect to the selected vehicle via Bluetooth. The button will change from red to orange to mark the pairing process.

2.

An icon  will appear in the header section upon successful connection.



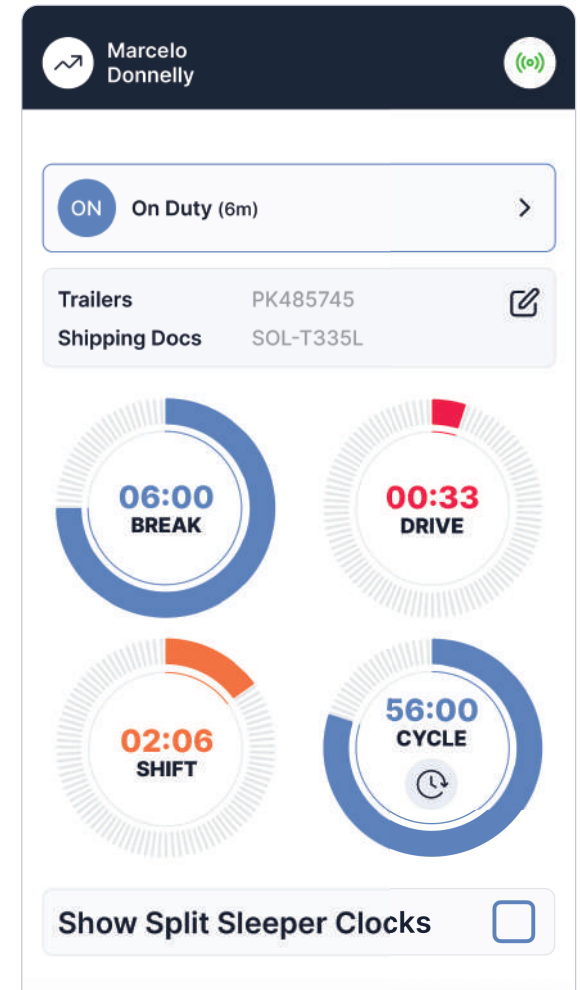
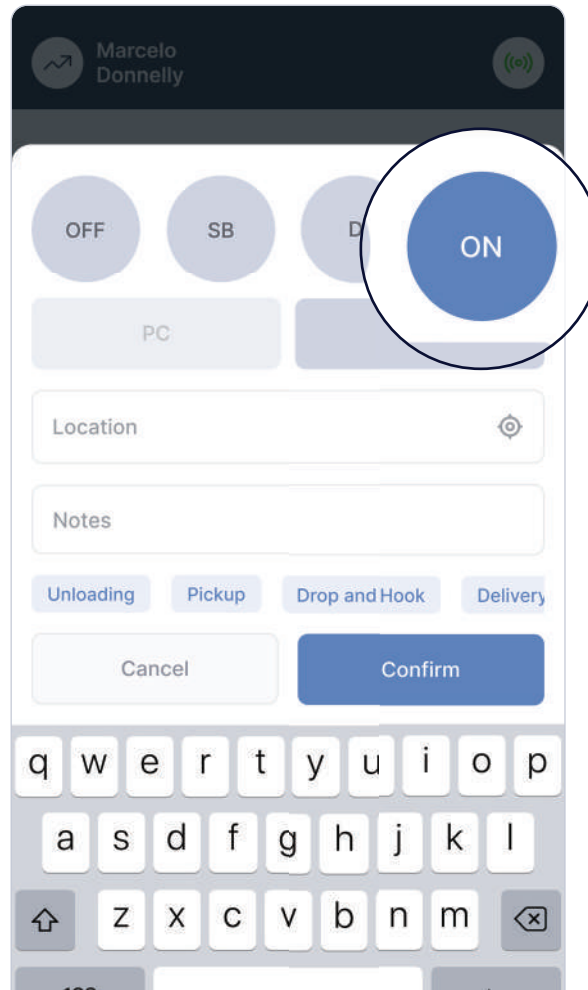
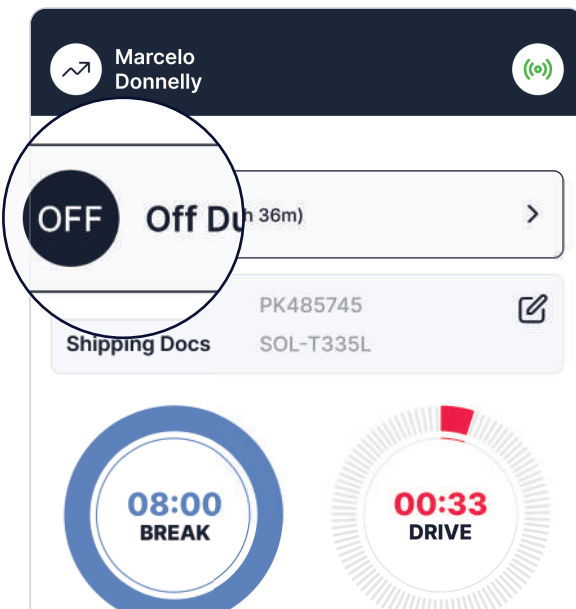
Change Duty Status

To begin driving, please switch your status to '**On Duty**'. This can be achieved by navigating to the Dashboard page where you will see the **Status bar**.

1. Tap on status bar to view all statuses.

2. Select "On Duty" status, and enter your location along with the notes. **Tap Confirm.**

3. Your duty status will be updated.

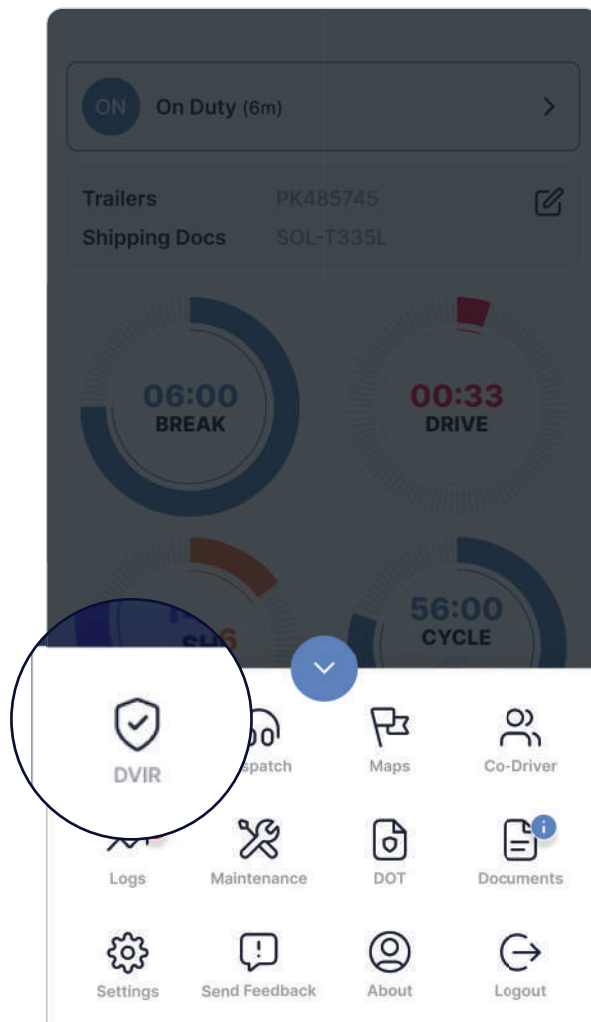


Complete DVIR

After successfully logging in and selecting the vehicle, the Dashboard page will open. On this page, you will see the Connection Button

1.

From the **DVIR** view, tap Start Inspection.



If you are in Off Duty or Sleeper Berth status, you will be prompted to change to On Duty status. Pre-trip is selected by default.

Note: If this is your first ride, you won't see the list of previous inspections

January 07, 2024 07:00 AM
Pre-Trip Inspection
KY Louisville 15749 mi
Vehicle - Front, Headlights
Vehicle - Curbside Front Axle, Tires
Vehicle - Driver Front Axle, Mirrors
Trailer - Doors

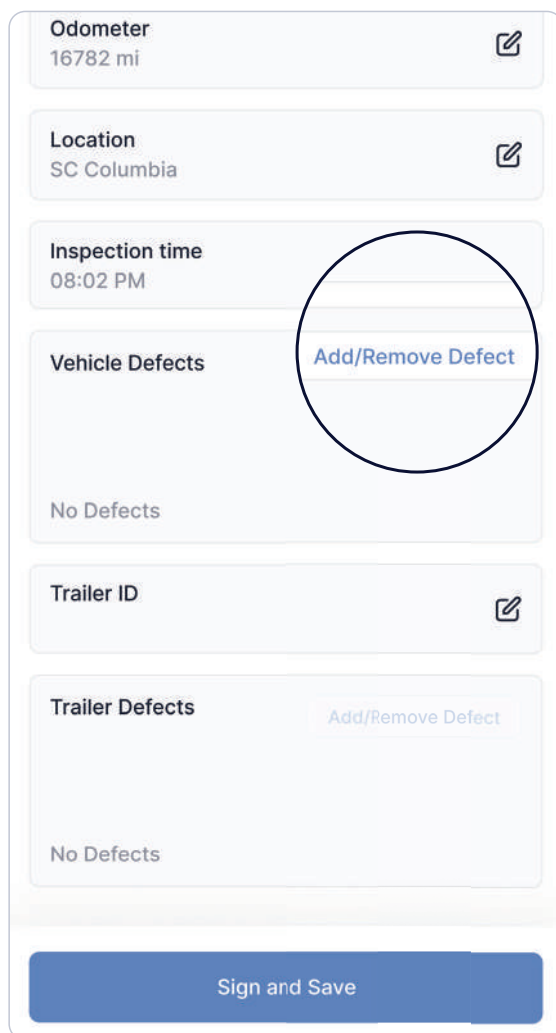
January 05, 2024 08:23 PM
Post-Trip Inspection
MO Boonville 15394 mi
No Defects

January 05, 2024 06:33 AM
Pre-Trip Inspection
WY Cheyenne 14992 mi

Start inspection

2.

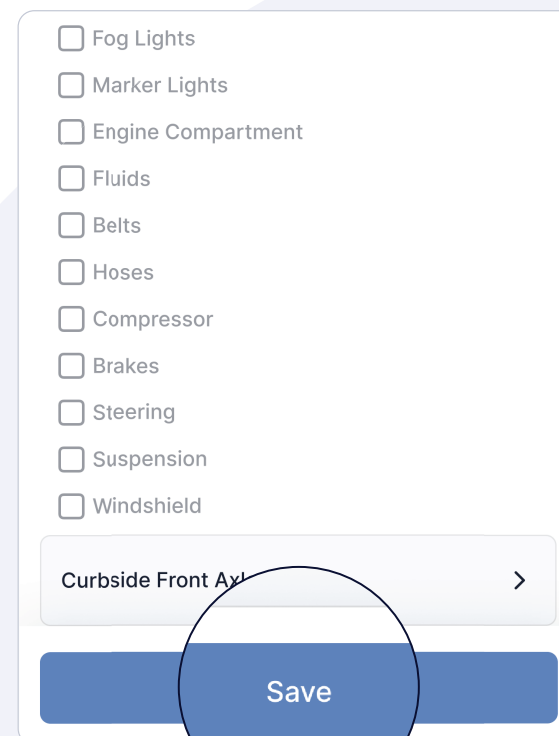
Tap **Add/Remove Defect** under Vehicle Defects and review each item from the list against your vehicle.



The screenshot shows a mobile application interface for vehicle inspection. It includes fields for Odometer (16782 mi), Location (SC Columbia), and Inspection time (08:02 PM). Under the 'Vehicle Defects' section, the 'Add/Remove Defect' button is circled in blue. Below this, it says 'No Defects'. There is also a 'Trailer ID' field and a 'Trailer Defects' section with its own 'Add/Remove Defect' button. At the bottom, there is a 'Sign and Save' button.

3.

If you identify a defect, select the appropriate item from the list, enter a comment, and attach a photo. Then, tap **Save**.



The screenshot shows a list of vehicle components with checkboxes for selection. The list includes: Fog Lights, Marker Lights, Engine Compartment, Fluids, Belts, Hoses, Compressor, Brakes, Steering, Suspension, and Windshield. Below the list is a 'Curbside Front Axle' section with a right arrow. At the bottom, the 'Save' button is circled in blue.

4. If Trailer is applicable, repeat steps 2 and 3 under **Trailer Defects**.

5. Tap **Sign and Save**.



Odometer16782 mi

LocationSC Columbia

Inspection time08:02 PM

Vehicle Defects

Add/Remove Defect

No Defects

Trailer ID

Trailer Defects

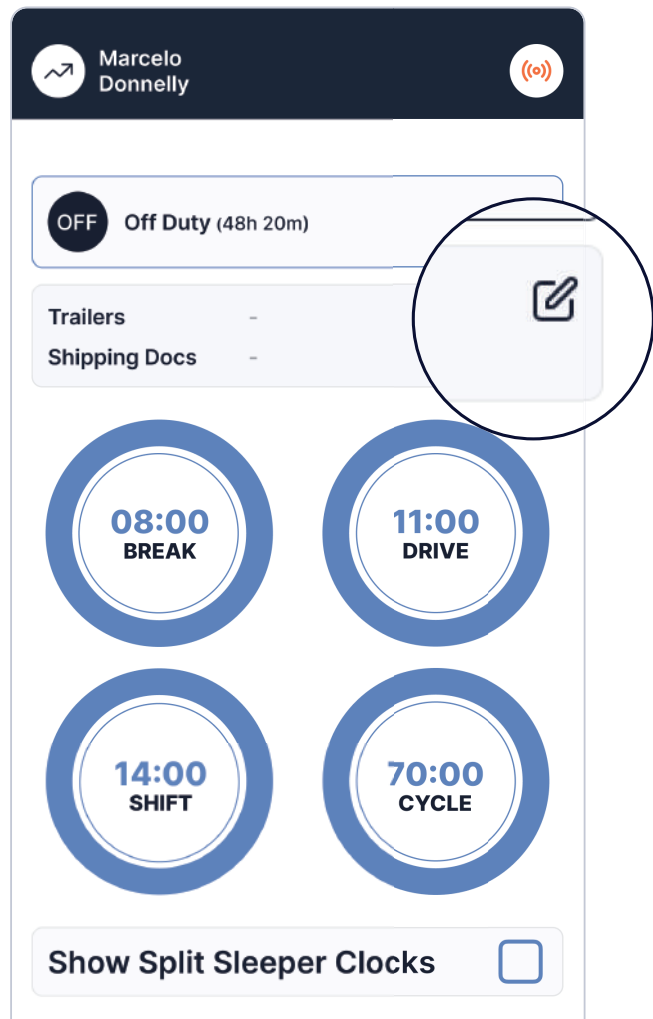
Add/Remove Defect

No Defects

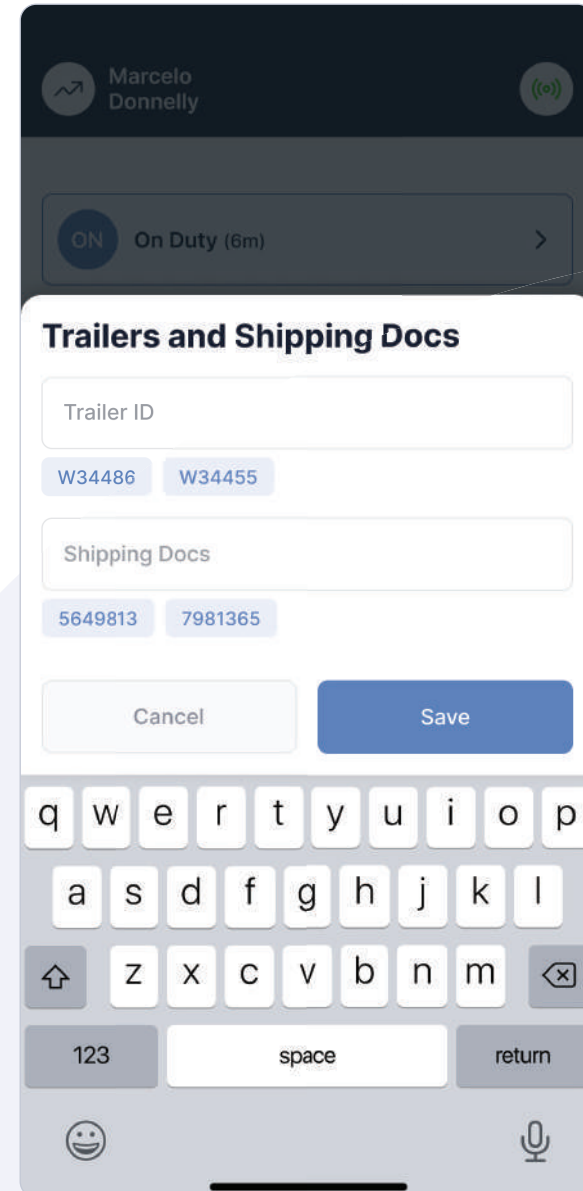
Sign and Save

Populate Log Form Data

Select the **Trailers/Docs** button  from your Dashboard to add the Trailers/Shipping Docs number.



The screenshot shows the Routemate dashboard for Marcelo Donnelly. At the top, there's a status bar with a signal icon and a battery icon. Below it, a toggle switch is set to 'OFF' with the text 'Off Duty (48h 20m)'. Underneath, there are two rows: 'Trailers' and 'Shipping Docs', both with a minus sign. To the right of these rows is a button with an edit icon (a square with a pencil), which is circled in red. Below this are four circular buttons representing different states: '08:00 BREAK', '11:00 DRIVE', '14:00 SHIFT', and '70:00 CYCLE'. At the bottom, there's a checkbox labeled 'Show Split Sleeper Clocks' which is currently unchecked.



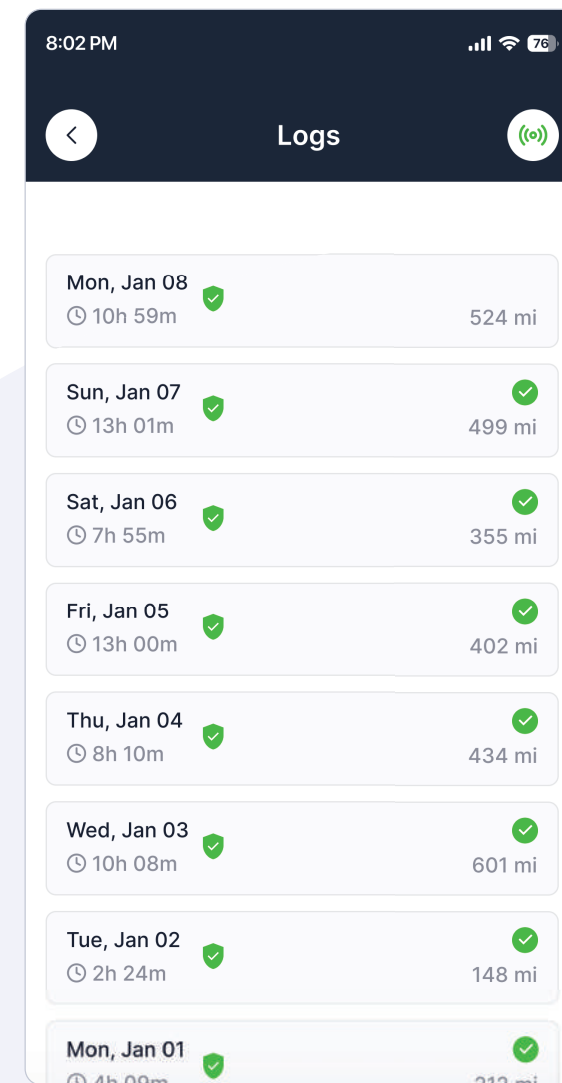
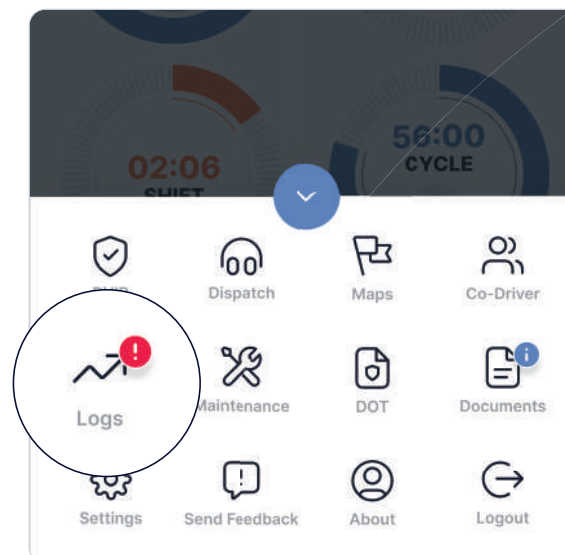
The screenshot shows the 'Trailers and Shipping Docs' form. It has a title bar with the name 'Marcelo Donnelly' and a signal icon. Below the title bar is a toggle switch set to 'ON' with the text 'On Duty (6m)'. The main form has two input fields: 'Trailer ID' and 'Shipping Docs'. Below the 'Trailer ID' field are two buttons with the values 'W34486' and 'W34455'. Below the 'Shipping Docs' field are two buttons with the values '5649813' and '7981365'. At the bottom of the form are two buttons: 'Cancel' and 'Save'. A keyboard overlay is visible at the bottom of the screen, showing the letters 'q w e r t y u i o p' on the first row, 'a s d f g h j k l' on the second row, and 'z x c v b n m' on the third row. There are also buttons for '123', 'space', and 'return'.

Trailers/Shipping Docs are also available through the **Logs** folder. Here are the steps you should follow:

1. From your **Dashboard** view, tap the  icon.

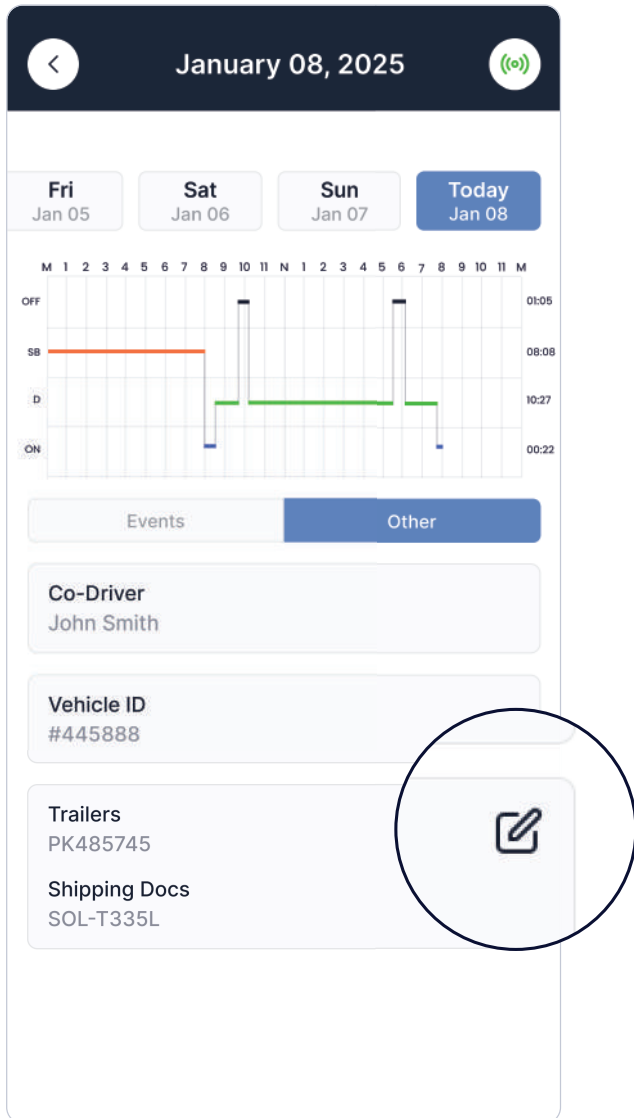
2. Select **Logs**.

3. Tap the log at the top of the list.



4.

Tap Other to see the **Trailers and Shipping Docs** field.



January 08, 2025

Fri Jan 05 Sat Jan 06 Sun Jan 07 Today Jan 08

M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 M

OFF 01:05

SB 08:08

D 10:27

ON 00:22

Events Other

Co-Driver
John Smith

Vehicle ID
#445888

Trailers
PK485745

Shipping Docs
SOL-T335L



Ready to Drive!

Once you've completed all of the pre-trip tasks in this section, you're ready to drive. When your vehicle is moving at 5 MPH or greater, your duty status will automatically switch to Driving, in accordance with the ELD mandate.

Record Hours of Service

1.

When your vehicle reaches 5 MPH or greater, **RouteMate** indicates that the vehicle is In Motion, and your duty status will automatically change to Driving.

2.

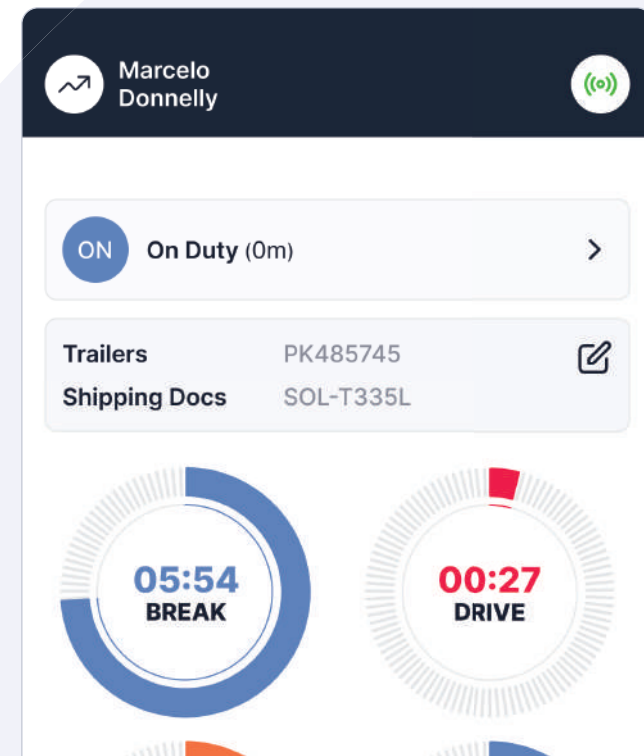
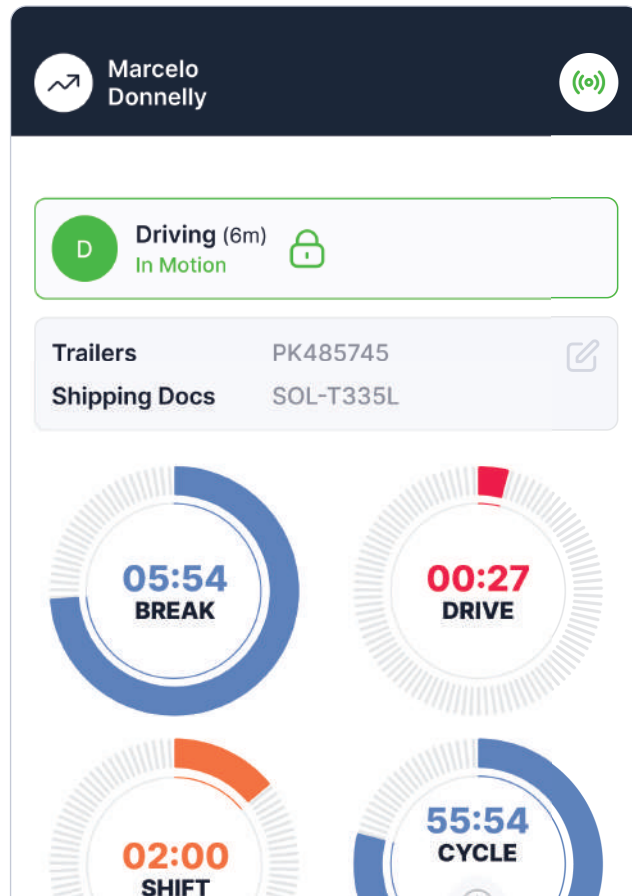
When the vehicle stops (0 MPH), it's considered Stationary.

3.

You can change your duty status by tapping the Driving and selecting another duty status.

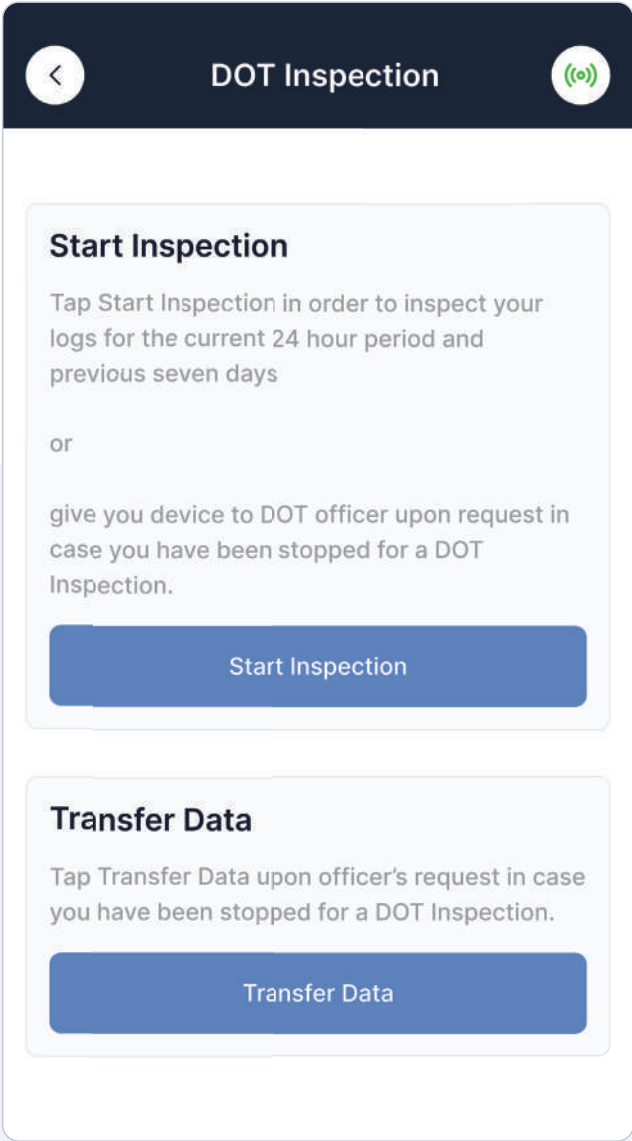
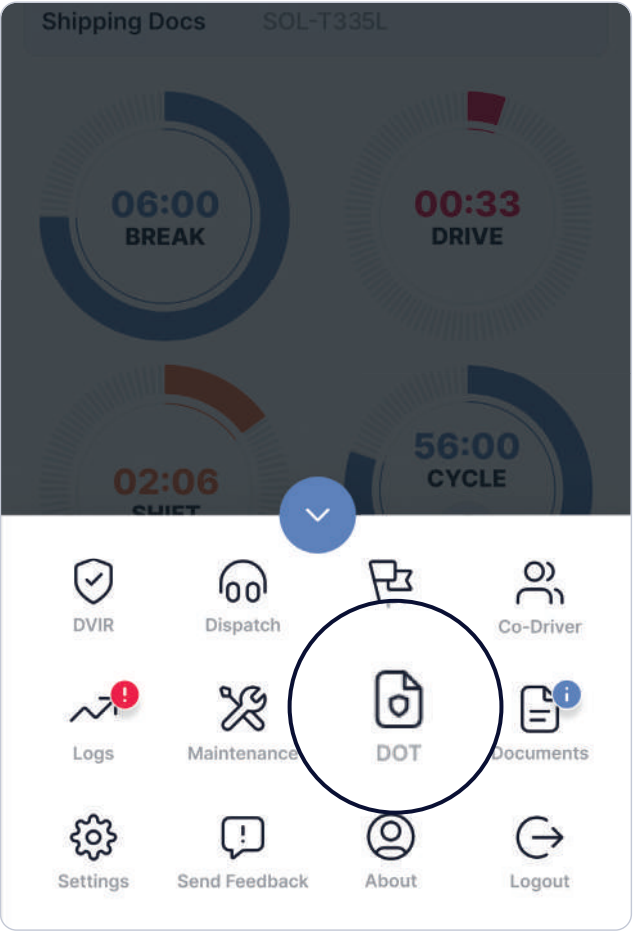
4.

If your vehicle remains Stationary for five minutes, you will be asked if you want to change your duty status. If you ignore this question, your duty status will be changed to On Duty.



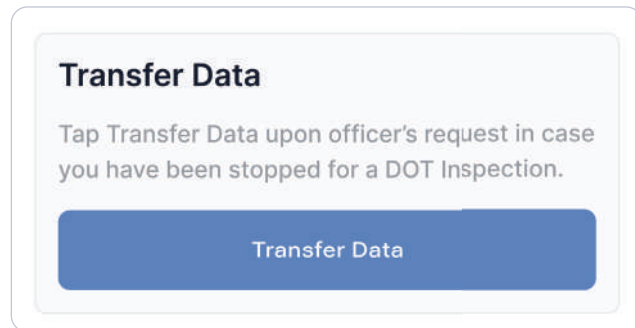
Inspect Logs

When an officer asks for your logs, tap **Start Inspection** and the logs for the last seven days will appear on the screen.



Data Transfer Procedure

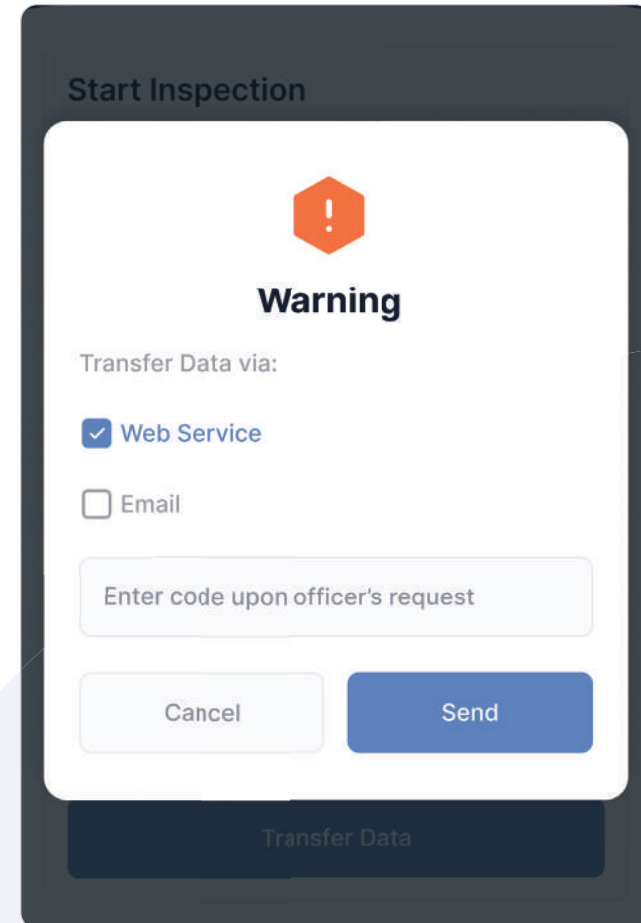
1. If the officer asks for the output file, tap **Transfer Data** to send the file via web service or email.



2. Select **Web Service or Email** transfer method.

3. When a DOT officer provides the Output File Comment, enter it in the text box.

4. Tap **Send**.



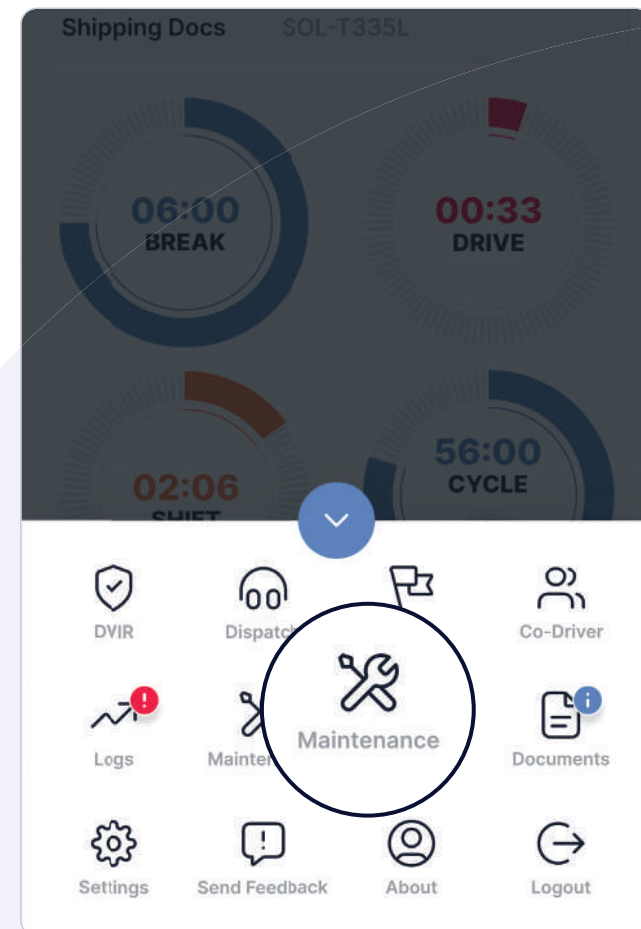
5. If the file was submitted successfully, you will receive a confirmation. If it was unsuccessful, you will receive the following message: "ELD Output File sending failed. Please try again or use a different Transfer Data method."

You can easily view and manage all vehicle repairs directly in the app. From the bottom menu, tap **Maintenance** to see every repair assigned to your vehicle, including tasks added by your Fleet Manager through the web platform.

1. View all active, in-progress, and completed repairs

2. Check due dates, assignees, and repair details

3. Add a new repair by tapping **Add Repair**



Fleet Managers can assign repairs from the web dashboard, and they instantly appear in the driver's mobile app.

<

Add Repair



Vehicle

Trailer

Vehicle ID

#455888

ABS

>

Notes







Upload a Photo

Submit

<

Maintenance



Vehicle

Trailer

Asset

#445888

Type

Brakes

Status

In Progress

Created On

January 06, 2025

Due Date

January 07, 2025

Assignee

Jane Dove

Asset

#445888

Type

Lights

Subtype

Signal Lights

Status

In Progress

Created On

January 08, 2025

Due Date

January 16, 2025

Assignee

Joe Dove

Asset

#445888

Type

Spark Plugs

Status

Open

Created On

January 08, 2025

Due Date

-

Assignee

-

Add Repair

Are you still uncertain about anything?

If you are still experiencing any doubts or difficulties with the steps, please do not hesitate to contact us at (765) 770-0279. We will be happy to provide you with all the necessary information.

Thank you for choosing **RouteMate!**

 (765) 770-0279

 office@routemate.us

 www.routemate.us

