Welcome to Mobile Warriors's IDDL App.
You can always visit our website www.mobilewarrior.com where you'll find a series of short training videos showing each app feature.

You Navigate around the app using the tabs on the bottom of the display. LOGS, INSPECTIONS, Equipment, Reports, More.

Do this First

1. ***DRIVER INFO***- Go to the Driver INFO button/line (on a phone this will be under "MORE")
- tap the EDIT button top right to enable editing
- tap the line that you want to correct
- fill in the correct information
- do NOT use symbols (%#$*&) or characters
- tap done when you are finished
- do not leave any empty lines. Enter NONE or xxx- just so each line is populated
- When you are finished tap the SAVE button top left to lock in your entries.

This information will be entered on each report that you prepare making it FMCSA compliant.

2. ***EQUIPMENT-*** You must create equipment in order to do an inspection- Go to EQUIPMENT
- tap the ADD button near the bottom to create a new inspection
- if you get a pop-up select "create new" (portal users can select from vehicles in their portal)
- fill in line-by-line buy tapping the empty line
- select from pre-set options or type in your information
- you MUST enter a VIN and License plate to be allowed to save. NOTE: If you are unable to secure a VIN number (trailer?) you can create a false VIN using 17 numbers and letters.
- when you are finished tap the SAVE button to top right and the vehicle will be listed on the left

DELETE - you can delete any vehicle by swiping the list entry right-to-left and tap DELETE

EDIT- you can EDIT any Vehicle by:
- taping that vehicle (previously created) on the list and select EDIT
- the screen will open in an edit mode (iPad/Table on the right side with the vehicle list on the left)
- tap the line you desire to correct and use the pop-up keyboard. If the keyboard does not appear then it is possible that you are NOT in Edit mode.
- make needed changes
- tap SAVE in the top right corner to lock in your corrected information

LOGS TAB

Creating Driver Logs: (tablets and phones will differ in appearance due to screen size)
- tap the LOGS button (bottom left)
- turn your *phone* horizontal to see the RODS Chart (graph)
- make entries by touching the desired driving event using the Blue Buttons next to the Rods chart (graph) OFF duty, SB sleeper berth, D Driving, ON Duty your time/date/and location will be entered automatically

NOTE: in order for the location services to work, you must have "location services" and the app services turned on in your device SETTINGS. Depending on the year/make of the device, it will be under PRIVACY.
- you can add remarks or odometer readings at this time BEFORE you tap SAVE to lock it in
- tap SAVE to complete the entry
- entries can be viewed on the left side of an iPad when held horizontally, or by taping the ENTRIES button on the top of the iPhone. The will be listed in order of entry by date and time, newest at the top and the older on the bottom of the list. You can swipe up or down to view.
- the rods chart will reflect the entries made for that day and time used for each line will be reflected on the right side of the rods chart display

EDITING ENTRIES:
- you must first go to the entries screen, iPad hold horizontal and the entries list is viewed on the left. On the iPhone you must tap the entries button above the rods chart. THIS SCREEN will show previous duty status entries:
- tap the desired entry that you would like to change which will open that individual entry screen in the center display to be edited
- notice the top left button shows SAVE and the word EDIT appears in the center of the display. This indicates that you are in EDIT mode and able to change any entry line. NOTE the top line with the "Steering Wheel is NOT editable and merely shows the changes that you have made.
- each change tap the SAVE button on that screen to save that segment/change
- in the "location" line you will see a map showing the location of that entry. To change location you have to tap the CHANGE button top left. This will open 4 options
1) Find By Address will require you to type in the complete address including address/city/state and then taping the keyboard DONE or the DONE button provided. You can just put City/State but it will NOT show the exact location and may be called into question. This will NOT work if location service is off.
2) My Location will show your current location provided location services are turned on and will not require a done button.
3) Edit Location will be similar to "Find By Address", but will NOT pinpoint your address on the map.
4) Fix location…if you have location services off or are in a remote location, the app will leave a GPS long/latt coordinate "foot print" that, when in a good WiFi data area will assign those coordinates to a city and state.
- Time Code is ONLY used by those that have an admin portal and personal instruction on use will be provided by Mobile Warrior Staff at the time that it is created.
- when each line reflects what you desire to show, tap the SAVE button top right and it will lock in your changes.

NOTE: Avoid using the add new field, sticky fields, or add a multimedia attachment unless you are advanced in the use of the tablet/phone and the app or you may create a corrupted file that can only be removed by Mobile Warrior staff.

DELETEING ENTRIES- Swiping your finger right or left across the *individual entry* will produce a DELETE button. Tap the delete button will produce a second "are you sure" delete button. *NOTE: Once an entry is deleted, it is gone forever, and cannot be retrieved.*

CHANGING DATES (on the Rods Chart View): can be done in two ways
- 1) placing your finger in the middle of the Rods Chart and while holding it down, swiping to the right to go back a day OR to the left to go forward a day. You will see the date change in the blue date centered above the Rods Chart. *NOTE- If you make a driving entry, it will be created for the DATE THAT IS ABOVE THE RODS CHART.*
- 2) by taping the blue date box above the rods chart you open a rolodex date at the bottom of the screen. Roll the date to the desired date and tap done to go to that date.
- to return to today's date simply tap the TODAY button at the top of the screen

Summary Screen (iPads found at top right tab, iPhone turn the phone vertical while in the LOGS tab). This screen provides:
- a view of the ruleset selected including the name of the ruleset, Driving/On Duty time allowed each day, when the reset hours are needed and how long needed to reset, required off duty time each day, and other rules particular to this ruleset.
- below a recap for each selected month of hours used, total hours within a window of days, and eligible hours tomorrow, with a calculation based on the rule selected at the top of the display.
- alerts and warnings in the event that a rule has (or will be) violated which triggers a visual warning (numbers turn from black to red) and an audible warning over the device speakers.
- an explanation (in the alerts button) of the rule violated
- options of 60+ rulesets for USA, Canada and Mexico.

NOTE: Driver log entries will be calculated into this summary of activity screen. Editing driver status entries will effect changes to this screen.

Alerts
There are two alerts:
1) A 30 minute warning making the driver aware that a violation is soon unless a change is made.
2) An "out of service" warning will sound, and a red bar will appear in the "Hours Summary" screen. Touch the alert bar to see which days are affected, then touch on that day to see the specific problem. Then go back into your logs to make corrections and remove alerts.

INSPECTIONS TAB

Inspections:

NOTE: Inspections are performed in a step-by-step process that requires order.
- you can NOT create an inspection on a vehicle that does not exist in your equipment list (see Equipment)
- you can not open the lower portion of the inspection until you have "performed inspection" showing that the vehicle in question is safe/road worthy.

Creating an Insepction: (various "other" conditions will be listed below- this is the basic order of use)
- tap "the inspection" tab at the bottom of your display
- to begin tap the ADD button top right on the iPhone. iPad must be horizontal and is bottom left/center.
- a screen will appear that you will first tap what *type* of inspection is to be performed
- next you enter your current odometer and tap record odometer OR just tap skip odometer. (*NOTE: by skipping the odometer or recording an errant odometer reading you may effect the TDT (Total Miles Driven Today) calculation that appears on your DDL report).*
- this action (skip or record) will take you to the add equipment screen
- tap the "add equipment" line, the app will take you into your EQUIPMENT list OR "add a new Vehicle"
- tap the desired vehicle and all of the information created for that vehicle will import into the inspection OR tap the "add a vehicle" and create a new vehicle that will then be saved on the equipment list.
- if you need to add a trailer tap the "add equipment" under the power unit and from the equipment list (or add new) you can add the trailer. *NOTE: throughout the day, additional trailers can be added but editing the inspection and adding the new/additional trailer. If you "drop and hook" a number of trailers during the day, just continue adding the new trailers to the list, they will appear on your report*.
- next you tap the "perform inspection" tap to inspect the listed vehicle(s). (The bottom of the report will not allow you to open it until the inspection is performed and approved by the driver).
- the app will open a center screen that will be a full FMCSA inspection list or a company list. Review each item on the vehicle moving down the list.
- if everything is in order, read the "I detect no defect….." assurance and tap the PASS button
- NOW the bottom portion of the inspection opens to record shipper, commodities, etc. Tap each line that you would like to enter information into
- the OBSERVATION line is to record problems that will NOT fail the vehicle, but should be noted in your record (chip in the windshield, cracked mirror, etc).
- when all lines are satisfactory, tap the SAVE button in the top right corner and it will lock in the inspection and you will see it on the inspection list - left side of the iPad- the main screen on the iPhone

Edit Inspection (the same manner as driver log entries)
Touch the Inspections tab.
- a list of past inspections will appear. On the iPad (held sideways) a list of inspections is displayed in the left window. iPhone will show on main screen
- scroll and touch the inspection that you want to correct. It should open on the right in edit mode
- tap the line that you would like to correct, then touch "Save" or "Done."

To Delete an Inspection:
- swipe you finger over the inspection- right to left- that you would like to delete.
- a red "Delete" button will appear on the right of the inspection entry

- tap "Delete" and a second. Are you sure "Delete It" button will appear
- tap "Delete It" and your entry will be deleted and cannot be recovered
- tap "Keep It" or anywhere else on the screen *to stop* the delete and return to previous screen

Reporting/Creating an Inspection Failure
While “Performing Inspection” and reviewing the checklist, should you find a problem with any of the items listed:
- tap the item that is errant (this will open a new independent failure report)
- fill in the “remark” including a detailed description of the problem
- if your device has a camera you can tap the PICTURE line to attach a picture of the problem
- choose the camera for a new picture, or library if the picture has already been taken
- take the picture of the problem
- if the picture is satisfactory tap “Use Photo” OR tap “Retake” if you want to take a better picture
- when all information is complete, tap the SAVE button top right to record the failure
- it will appear on the inspection list with a red “failed” on the entry in place of the TDT

This vehicle can NOT be used until repaired or cleared and reinspected.

To Send A Copy of a Failed Report (to the office or mechanic)
- just tap the entry and it will open in the right screen (main screen on iPhone
- scroll to the bottom of the report and tap the “Send Record” line
- this will create a completed email with description and photo in an email format
- fill in the recipient(s) email address and tap “Send”- OR - tap cancel to return/delete draft to return back to inspections

Clearing a Prior Inspection Failure (2 ways)
1) Create a NEW inspection for the vehicle that was failed with repair, parts, and information in the observation line from the app
2) A user (mechanic) can create an inspection using the Admin Portal with full details that will clear the vehicle from failed.
NOTE: Should a driver even need to see the previous inspection for any give vehicle he can go to the equipment tab, tap the vehicle, select EDIT VEHICLE, tap the save button top right, and a “previous inspection” button will appear at the bottom of the vehicle description for full review.

Reports Tab

Four Types of Reports: (if you are ELD enabled)
1) ELD DOT log- a telemetry report that is sent to or given to a DOT officer. You will NOT see it unless you are ELD enabled and is intended for ELD use only. *This report will be explained ONLY in the ELD portion of this instruction.*
2) DDL Report- (Daily Driver Log) a compilation of your driver logs, inspections, driver information, remarks, mileage calculation(s), and documents put into a daily report that is viewable, printable and emailable. The most commonly used report.
3) DVIR Report- (Daily Visual Inspection Report) – a compilation of daily inspections with remarks and finding(s)
4) Variance Report – a comparison of the driver logs with the telemetry records. There will be NO telemetry without an ELD. *This report will be explained ONLY in the ELD portion of this instruction.*

Additional notes that apply to all Reports:
FORMATS- seen on the first screen of the Reports tab will offer the user several different styles of reports for USA and Canada. USA Reports will calculate miles, Canada reports in Kilometers.
Build an Un-Certified Report – No signature attached, otherwise the same as a certified report
Build a Certified Report – Attaches a signature making the report a legal document .
Transfer Data File via Email- sends reports directly to DOT- required only with ELD and after12/17/2017.
Transfer Data File via Wireless WEB- same as above only using internet and not email.

To Create a Report:

Reports for drivers logs or inspections can be viewed, printed or emailed.
- tap the "Reports" tab at the center/bottom of display.
- tap the report type that you desire and that report will open (in the previously selected format)
- the default screen will show todays date and report length 8 days, preparing 8 daily reports for what an enforcement officer will usually ask – last 7 days + today. Example:
  - If the date is set for 1/15/17(last report day) and 8 days, you will get reports for 1/8/17 thru 1/15/17
  - If the date is set for 1/10/17(last report day) and 8 days, you will get reports for 1/3/17 thru 1/10/17
  - If the date is set for 1/15/17(last report day) and 2 days, you will get reports for 1/14/17 and 1/15/17
  - If the date is set for 1/10/17(last report day) and 1 day, you will ger a report for 1/10/17 ONLY
- set the date and the number of days desired by taping that line and changing the date or # of days
- then tap the type… certified (with signature) or uncertified (without signature)
- give the app time to calculate and process and the reports will appear oldest date on top
- review the report for accuracy and completeness. Information complies from logs, inspections, and driver info. (see list below) Should you note errors, tap the BACK button top left and EDIT the errant information.
- to review multi day reports, place your finger in the middle of the display and swipe up to see next day
- if everything looks good you can tap the “box with an arrow” top right or bottom left (varies by device)
- from here you can print, copy, email, etc) Reports will be compacted into a PDF file to mail
- tap the BACK or REPORTS button - top left - at any time to go back to previous screen(s)

We strongly suggest that you email a copy of your logs to your personal email at least once a week. This way you can *always* access previous records if needed.

Source for Report line Items:

- Date	Driver logs and Inspections
- Driver Name	Driver Information Tab
- Total Miles Driving Today	Calculated from beginning/ending odometer readings in Pretrip Inspection OR (no inspection), the odometer reading on first and last driver log entry
Equipment Numbers	Inspections
Name of Carrier(s)	Driver Information Tab
Carrier ID	Driver Information Tab
Driver ID	Driver Information Tab
Drivers Signature	Driver Information Tab
Shipper(s)	Pre-trip Inspection
Commodities	Pre-trip Inspection
Main Office Address	Driver Information Tab
Documents	Pre-trip Inspection
Name of Co-Driver	Driver Information Tab

BELOW:
Date/Type/Odo./Location/Remark – all driver log entries

Getting Accurate Daily Driver Logs

DDL's reports are based on a calendar 24 Hour clock. Many of the inputs for the log come from inspections. Several things must be present in order to have accurate DDL's. During your Pre-Trip Inspection, be sure to add your beginning odometer reading. Also complete the Shipper, Commodity, and Documents fields. Miles are automatically calculated for you and added the logs. Your signature should be set up in the Driver Info.
Driving Past Midnight If you drive past midnight, you will be prompted to input the odometer reading as of midnight when you make the next duty status entry. Mileage will be properly calculated for the 24 hour calendar day. If you're not 100% certain about the odometer reading at midnight, just make your best guess

More Tab

LOADS

Loads are only used when a driver is on a company Admin Portal. Loads can be created on the device or from the Admin Portal and assigned to a Driver or Equipment. See the Loads Training Video for more information on our website, www.mobilewarrior.com.

IFTA

IFTA records require an IFTA Subscription. Please call our phone number to get a subscription.
-Tap IFTA button to look up and add or edit IFTA records.
-Tap ADD to create a PTO Start, PTO End, Border Crossing,
On Exempt Thruway, Off Exempt Thruway, or Fuel record.
-Fill in all lines for the IFTA record type you have selected.
-If you are adding a fuel record make sure and tap Expenses to add expense information.
-Fill in all lines.
-Type how much fuel was added and tap Done.
-Tap Receipt to add a picture of a receipt.
-After filling in all the fields tap close.
-Oops, the red text shows something is missing.
-Tap Equipment Number to add a piece of equipment.
-You will see that on the left the record will have been created, but will say Vehicle Missing until a vehicle is added.
-Tap the vehicle number you would like to add.
-Tap Save when done.
-To delete a record swipe your finger from the right to the left.
-Then tap the pop up Delete buttons.
-Tap the Sum button to see a total of distance and fuel for the states that you have driven in.
-Every piece of equipment with an IFTA subscription will appear with summary.
-Tap the "<" to see other months.

ELD

-Go to the Equipment Tab
1. Tap the vehicle you want to connect to.
2. Tap Manage Bluetooth.
3. You can also Edit the vehicle and unassign the equipment from your account here.

-Tap the More Tab.
Tap ELD.
-Any ELD Plug-ins or Bluetooth devices on your tablet will show here.
It may take up to 30 seconds for the tablet to find the ELD Plug-in's ELD ID. After the tablet has found it once, it will appear immediately until it is removed in Settings-Bluetooth on the tablet
-The ELD ID will show up on the left, as well as other devices that have been paired to or are in Bluetooth range of the tablet.
Tap the item on the list to you want to connect (pair) to, then Tap Pair.
-Tap Pair
-The ELD ID will show paired/connected. If it is not the right one search again.
-Tap Search. Tap Bluetooth On if the Bluetooth is Off.
The rotating icon is showing it is trying to connect to the ELD Plug-in. This may take 10 to 30 seconds.
-The ELD ID is showing, now tap Initiate ELD to connect to the ELD Plug-in.
-If the Bluetooth does not connect it will display "Can't reach host". Tap Initiate ELD.
-If it does not connect within 3 tries, go to Settings on the device and unpair the ELD Plug-in and search and pair again.
Also check to make sure the ELD ID is correct.

-The ELD ID is showing, connected and then it will look to see if the firmware needs updating.
If the vehicle is assigned the App will automatically start the ELD
-Turn the ignition key on if you see this message.
-ELD has started.
-Next the app will check to make sure the vehicle matches the information in the Equipment record.
If the VIN on the vehicle ECM is not available on the bus or does not match the VIN in the ELD Plug-in, you will get another screen to confirm the VIN.
-You will get this popup if the ELD Plug-in cannot read the VIN from the vehicle ECM.
Tap Confirm after checking this number against the tag or registration papers on the truck. If it is not right Edit the VIN in the Equipment record.
-ELD has started.
-Next it will check the odometer.
Tap Confirm if the odometer matches the odometer on your dashboard.
Tap Update if it does not, then input the odometer.
-The ELD can be stopped in the Equipment tab or the ELD tab by tapping the truck.
-Tap Stop ELD.
-You can also enter Personal Conveyance or Yard Moves here.
Note:
If you move the tablet away from the ELD Plug-in it will auto disconnect.
You will have to reconnect the Bluetooth connection if:
-The ELD has stopped and the green ELD has also disappeared.
-The ELD has stopped.
If you are ON Duty before you stopped the App, it will prompt you for your current duty status and make a record.
-The ELD if still connected via Bluetooth, can be quickly restarted.
1. Tap the vehicle
2. Tap Initiate ELD.
-If more than one vehicle is assigned to an account, this screen will appear.
Tap Assign Vehicle.
-Then tap the vehicle.
-The ELD Tab will show you the status of the ELD connection.
1. ELD is connected and the VIN.
2. The ELD Plug-in's ELD ID.
3. The current Odometer, Speed, Trip Odometer and Trip Engine Hours.
4. The ELD can be stopped from here.
5. Update the Odometer

ELD Report

The ELD Report can be sent to the Roadside officer using either two ways as requested by the officer:

1. Transfer Data File via Email
   a. Choose the report end date and length, then tap Transfer Data File via Email.
   b. Input the email of the officer and tap send.
2. Transfer Data file via Wireless Web
   a. Tap Transfer Data file via Wireless Web.

HISTORY

These are records that cannot be Edited and are for information only.

TELEMETRY

Only used with an ELD. Instruction These are records that cannot be edited and are for information only.

EXPENSES

You can track your expenses by entering them in this module. To record expenses, touch the Expense tab (in the More tab on the iPhone). Touch "New" or "+" button and complete each line item. Touch "Receipt" then touch the little camera button to take a picture of the receipt. Touch "Use" and touch "Save" to record the expense. You can email a copy of it by touching "Send Record" Enter the email of the person you want to receive the expense report in the email's "To" field. Touch "Send" in the top right and off it goes!!

Other Information about our app

Recording Activities and Loads

Activities are non-driving events that occur such as hauling a load. They are time and date centric. You can record and track activities over time. Touch the "Activities " tab (under the More tab). You'll see a list of activities already recorded (on the iPad the list will be in the left window). To add an activity touch the "Add" button and complete each line item. You can set a start and end time/date. Leave the "Completed" line at "No" until the activity is completed. Touch "Save" and your activity is recorded and synched into our cloud servers. You can email a copy of it by scrolling down and touching the "Send Record" button. Enter the email of the person you want to receive the activity in the email's "To" field. Touch "Send" in the top right and off it goes!!

Complete an Activity or Load with a Customer Signature

To complete an activity or load touch the Activity tab under the More tab. Scroll and touch the activity you wish to complete, then touch the edit button. Record the end time and date. Touch the "Completed" line and touch the "Off" button. It will change to "On." Touch the back button. You can add a customer signature by touching the "+" button in the multimedia field. Type in a unique attribute name such as the name of the person signing, then touch "Signature." have the person sign, then touch "Accept." Touch "Save" and your activity is recorded and synched into our cloud servers. You can email a copy of it by scrolling down and touching the "Send Record" button. Enter the email of the person you want to receive the activity in the email's "To" field. Touch "Send" in the top right and off it goes!!

Add a picture to an Activity or Load

To add a picture to an activity or load touch the Activity tab under the More tab. Scroll and touch the activity you wish to complete, then touch the edit button. Record the end time and date. If the activity is finished touch the "Completed" line and touch the "Off" button. It will change to "On." Touch the back button. You can add the picture by touching the "+" button in the multimedia field. Type in a unique attribute name such as the name of a person or company, then touch "picture." Touch the little camera button and take the picture. Touch "Use Photo" and the picture will be added to the record. Touch "Save" and your activity is recorded and synched into our cloud servers. You can email a copy of it by scrolling down and touching the "Send Record" button. Enter the email of the person you want to receive the activity in the email's "To" field. Touch "Send" in the top right and off it goes!!

Change the Order of Icons on the Tab Bar

(iOS only) To move or change the order of the icons on the Tab Bar at the bottom of the screen touch the "More" tab, then touch "Edit." touch and drag the icon you want down to the place you want it on the tab bar. Touch "Done" when completed.