

WEBFLEET Hours of Service app Getting Started Guide

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Get going

Welcome

This guide explains the initial set-up of your WEBFLEET Hours of Service app, how you can report your hours of service and it explains the most important views and how to understand the information shown.

Logging into the app

When you start the app you are asked to log on to the app using your WEBFLEET account name, WEBFLEET user name and your password. You also need to read and accept the terms of use and the EULA.

Setting up the app

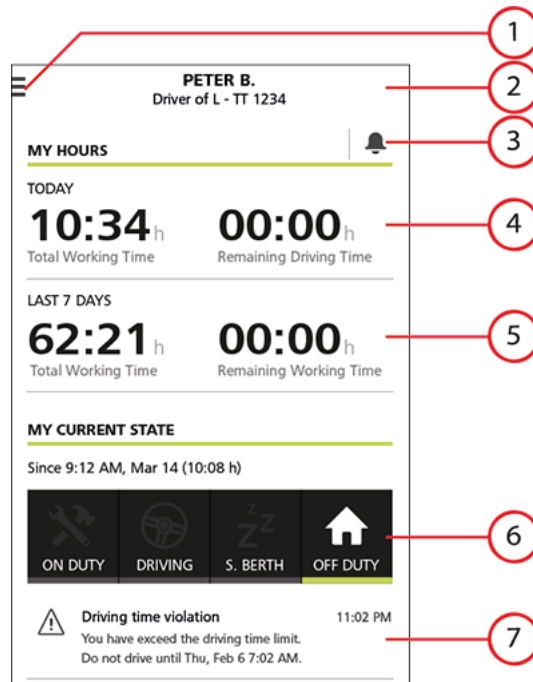
When you have logged onto your app for the first time a set-up-wizard will guide you through the following steps. This is required to calculate your individual data properly:

1. Identify yourself as a driver that is registered in WEBFLEET using your driver name and PIN.
2. Associate the vehicle that you are currently operating to you as a driver.
3. Define the type of vehicle you are operating.
4. Choose your work schedule.

Important: To comply with the hours of service regulations, you must register your hours of service in the time zone of your home location. If you are driving in different time zones, on your smartphone select the time settings to not automatically adjust to the local time zone.

What's on the screen

Home view



1. [Main menu](#) - Tap this to open the Main menu.
 2. Driver details - Your WEBFLEET driver name, your role as a driver or as a co-driver and the vehicle that you are associated to.
 3. Alerts and notifications - Tap this icon to select from a list of driving and working time alerts. These alerts can warn you before you violate driving or working time regulations. They are shown together with an advice how to avoid the violation. Here you can also define a reminder for creating an hours of service report.
 4. **My hours - Today** - The time you have worked during the current day and the hours that are left to drive.
 5. **My hours - Last 7/8 days** - The time you have worked during the last seven/eight days and the hours that are left to drive.
 6. Status widget - Tap one of the icons to report that you are **On duty**, **Driving**, in the **Sleeper berth** or **Off duty**. Above the status widget you can see since when you are reporting the selected status.
- Note: On Android devices you can also place the Status widget on the home screen of your mobile device, so you can seamlessly report your status.
7. Violations and restrictions panel – Here notifications for the last seven/eight days are shown if you have violated working or driving time regulations.

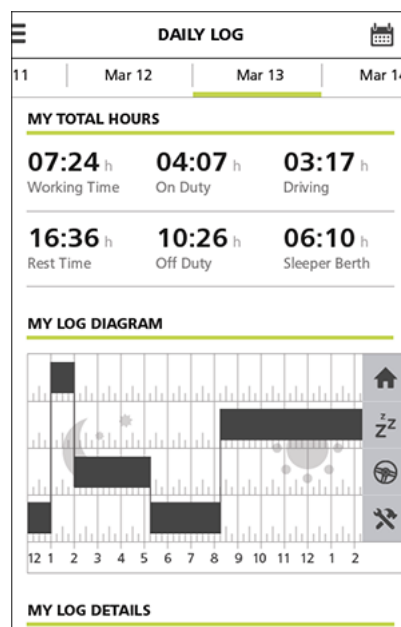
Main menu

In the Main menu you can find the following:

- Your name as a WEBFLEET driver. Tap this to show the [Home view](#).
- **Daily log** - Tap this to bring up the [Daily log](#) showing all hours of service information for a day.
- **Guide to Hours of Service** - Tap this to read frequently asked questions and answers on the subject of hours of service.
- **Create HOS Report** - Tap this to create an hours of service report for a defined period. You can define a period, choose between different types of reports and select to store it on your device or send it by email.
- **Unassign Vehicle/Assign Vehicle** - Tap this to assign/unassign your driver to/from a vehicle.
- **Change Role** - Tap this to choose between your role of a driver or co-driver.
- **Settings** - Tap this to set alerts and reminders, change your work schedule and access the About view where you can find **Software** information and provide your **Feedback** on the app.
- **Terms & Conditions** – Tap this to find legal information such as terms and conditions and EULA.
- **Logout** – Tap this to log out from your WEBFLEET Hours of Service app.

Daily log view

Open the Main menu and select **Daily log** from the list. In the Daily log view you can see detailed information of your hours of service per day.



- **My total hours** - You can see an overview of the total hours for the selected day.
- **My log diagram** - The individual status and periods are shown in a diagram. Swiping the screen you can scroll it to the left and to the right.
- **My log details** - The list shows the individual statuses you have reported, the time when you have reported them and the location from where you have reported them.
- At the bottom of the view you can tap the **Create report** button to create an hours of service report for a defined period. You can define a period, choose between different types of reports and select to store it on your device or send it by email.

Tip: Use the calendar button in the top right to select a date or tap the date left or right to the selected day in the top of the view to change the date.

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