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Logging On and Off of POV

This document will walk through the process of logging in and logging out of POV. You can find interactive tutorials within POV under in the help menu. These tutorials are also available in the Learning Center through the help menu in OneView. For help setting up a tablet, see the document “Getting Started on the Tablet”.

Logging On to POV

1. Turn your ignition on in your vehicle.
2. Look for the indicator light that will be flashing before you log into your tablet. It will be located on the dash for BYOD devices (CabMate Open) and on the cradle for MDT devices (CabMate Connect & CabMate One). This light will turn off after you have an established connection via the login process.
3. Tap on the POV app on your device.
4. Enter username and password and tap OK at the bottom.
   a. Use the “remember me” button if you are the only driver using this device. This will auto-fill your username each time you open the POV app. If sharing a device among more drivers, keep the “remember me” button unchecked.
   **If a driver has checked the box already, you can uncheck the box and type over their username.
   b. Use the Show Password button to see your password as you type it.
   c. Use the Password Reset button to send an email to your registered email address to create a new password.
5. Select the Carrier. If there are multiple carriers, tap on the one you need for today and it will highlight in orange. Tap OK at the bottom. This step will attach the carrier's DOT number to your log book information.

6. Tap to select the current tractor on the list of tractors, slide up and down to scroll through the list. Use the search feature to type at least 3 letters or numbers of your tractor to narrow the list down and find your tractor if your company has a large number of tractors.

7. Tap to select the current trailer on the list of trailers, slide up and down to scroll through the list. Use the search feature to type at least 3 letters or numbers of your trailer to narrow the list down and find your trailer if your company has a large number of trailers. **If the driver is not pulling a trailer, just choose None.**
8. Select the correct Status and then OK. **When the driver logs into the tablet for any new shift, they should check their consecutive off duty hours to verify that they've fulfilled any reset time requirement before choosing an On Duty, Not Driving Status.

9. Now on the home screen, if there are any uncertified log book days, a message will appear allowing drivers to certify (sign & submit) any and all uncertified days.

10. If you haven’t already, set your duty status to On Duty, Not Driving. (Tap to change)

11. Verify that you have established a connection to your vehicle.
   a. Is the indicator light off?
   b. Do you see a blue connected icon of the Bluetooth symbol (CabMate Open) or the Cable icon (CabMate Connect & CabMate One) at the top?
      i. If there is a red slash through this icon, you are still not connected, and your light will still be flashing.

\[
\begin{align*}
\text{Connected} & \quad \text{(Blue icon)} \\
\text{NOT Connected} & \quad \text{(Red icon)}
\end{align*}
\]
1. Do your Pre-Trip Inspection while in On Duty, Not Driving status.
   a. First tap on the Inspection tab from your home screen.

b. Check the Last Inspection tab for defects.
   i. No Defects? Do your pre-trip inspection as normal.
   ii. Defects? Check them as part of your pre-trip inspection by tapping on the Last Inspection button.
   iii. Scroll through the inspection points to find the defect(s) highlighted in pink.
   iv. Do your actual Pre-Trip inspection, paying special attention to the points that were defective.
   v. Then sign and certify an inspection review before you can drive.
Shipping Document Number
Add your shipping document number/bill of lading by tapping on the Shipping Document Number button on your home page.

Automatic & Manual Status Changes
While connected to the vehicle, POV will change the driver’s status automatically to Driving as soon as the vehicle is in motion and has reached 5mph.

When the vehicle stops moving, (or it is traveling under 5mph) for 5 minutes, the driver will receive a popup screen asking if the driver would like to change their status. After another minute of no response from the driver and no movement from the vehicle, POV will change the driver automatically into On Duty, Not Driving status.

A driver can manually tap On Duty, Not Driving any time after the vehicle comes to a stop without waiting for the tablet to change automatically or prompt them to change status.
Yard Move
To use the special status Yard Move, tap on the On Duty, Not Driving status button.

Tap on the Yard Move box then enter your reason in the box on the left. Tap OK.

While in Yard Move, your ELD will no longer make any automatic changes to your status based on the movement of your vehicle. You now may drive short distances and your tablet will stay in On Duty, Not Driving (Yard Move) until you manually choose a different status. (For questions about use of Yard Move, see your company’s compliance and safety personnel.) Use of yard move will appear on your log graph outlined in yellow.

Personal Use of CMV
To use the special status Personal Use of CMV tap the Off Duty status button.
Tap the Personal Use of CMV box. Enter your reason on the left and tap OK.

While in Personal Use of CMV, your ELD will no longer make any automatic changes to your status based on the movement of your vehicle. You now may drive short distances and your tablet will stay in Off Duty (Personal Use of CMV) until you manually choose a different status. (For questions about use of Personal Use of CMV see your company’s compliance and safety personnel.) Use of yard move will appear on your log graph outlined in yellow.

Off Duty
You will need to tap on Off Duty manually when you need to take a rest break or at the end of your shift. You can check your consecutive off duty hours any time by tapping on your main status button over your name on the home page, or use the status button on the right and scroll below your limit timers.
Sleeper Berth
You will need to tap on Sleeper Berth manually when you need to use this status at the end of your shift. POV will not prevent you from exiting the sleeper berth status before you fulfill the necessary hours requirements.

Logging Off/End of Day
While in On Duty, Not Driving status, do a full inspection. After doing a complete inspection, tap the Inspection tab from your home screen.

1. Tap the Inspect Vehicle button to record your inspection results.
2. Mark pass or defect on each inspection point (Tip: Use the All Passed button first. Then mark the defect(s)).
3. Make detailed notes on defect items. (Tip: notes on passed items will also be saved in the system).
4. Tap Sign & Submit to electronically submit your vehicle inspection.
Sign Out
From your home screen, tap on the Sign Out button.

Three Sign Out Choices

**Sign Out Only:** sign out of POV in your current status.

**Certify, Then Sign Out:** takes you to the oldest uncertified day on your log book, allowing you to certify any and all unsigned days, then sign out of the app in your current status. Use when your day ends in Sleeper Berth.

**Go Off Duty, Certify, Then Sign Out:** puts your status into Off Duty, then takes you to the oldest uncertified day on your log book, allowing you to certify any and all unsigned days, then sign out of the app in Off Duty status. Most commonly used at the end of your shift when you will not be in sleeper berth.
Editing the Log Book
If you need to edit or annotate your log book, the following steps are available to you to make changes or adjustments.

Annotate/Make a Note
To make an annotation or to make a note on any log book status event, either tap on the status dot on the graph, or scroll to the tablet below, and tap on the line you want to change or make a note on.

Tap on the status dot on the graph.

OR

Tap on the status line in the table below the graph.
Use the menu to choose which items to edit.

Always make a note with any edit.

Tap on **Save** to make your changes.
Insert a Missing Record

If you need to insert a record that is missing, such as a missing Off Duty status, use the plus button(s) or tap and hold on the graph to insert the record where your finger was placed.

Tap and Hold on the graph
OR
Tap the plus button

Use the Clock to adjust the time for the inserted record.
Select your Status.

With the Tap and Hold method, your status will reflect the line you held your finger on, adjust it by tapping on the Status menu item and choose the correct status. If you used the Plus button, choose your status.

Make any other necessary additions to the inserted status and remember to make a note. Then tap Save.
Suggested Edits
If your manager makes edits to your log book, they will appear on your tablet as Suggested Edits. You can Accept them or Reject them.

Log Book Tab
The suggested edit icon looks like a pencil and it will be on your log book tab and above your log graph. Tap on the Edit Icon to see your suggested edits.

Log View
See your log graph with the Current view and the New view which would be what your log would look like if you accepted these suggested edits. The orange record on the left is the suggested edit.
Table View
See the suggested edits in Orange and the full information in a table format, like the table below the regular log book graph.

Hours View
See if the suggested edits affect your current hours of service. Note: Hours view reflects your hours of service as of right now. Sometime the edit from a past day does not change today’s hours of service information.
**Violations View**
See if the suggested edits affect your current violations or any new violations that would occur as a result of this edit.

![Image of Violations View]

Use the **Accept** button to add these records to your log

Use the **Reject** button to refuse these edits.

Use the **Back** button to get out of the Suggested Edits window.

**Unidentified Driving Records**
Any time a vehicle operates without an ELD logged into the vehicle, unidentified driving records will be recorded on the CalAmp device installed into the tractor. It is the drive’s responsibility to accept any unidentified driving records that belong to them.

**Unidentified Records Notification Window**
The driver will be notified if there are unidentified records that have downloaded to the tablet. Tap **View/Select** to look at the records or Tap **Close** to look at them later.

![Image of Unidentified Records Notification Window]

Any unidentified records will appear on your log book tab and above your log book graph. Tap to view
**View Unidentified Records**
Just like the Suggested Edits, you can see the Log view, Table view, Hours view and Violations view to see how the unidentified driving records will affect your log.

**Accept Unidentified Records**
Tap the accept button to accept the day’s unidentified records if they are yours.

**Ignore Day**
Tap the Ignore Day button to ignore the unidentified records on this date. **Note:** your Hours of Service manager will see all unidentified records and can assign them back to you – even if you ignore them.