ELD Reference Sheet – MCP 200 & IVG

The features and operations of the MCP200 and IVG are identical with the exception that IVG units do not have a physical keyboard.

For assistance outside of business hours -

Contact: **Phone:**

Dan Dvojack   **414-510-0262**

- If you have questions about how to operate the system—**Call Safety at 800-656-2167.**
- If operating the unit correctly and it is malfunctioning—**Call Qualcomm at 800-541-7490**
- If Qualcomm determines repairs are needed—**Call Outside Repair at 918-779-6679**

IMPORTANT NOTES:

- **DRIVERS SHOULD LOG OUT OF THE SYSTEM WHEN IN SHOP STATUS OR BEING TOWED.**
- **IF THE TRUCK MOVES AT ALL DURING A 30 MINUTE OR 10 HOUR BREAK THE BREAK WON'T COUNT!**
- **TO ENSURE PROPER LOGGING OF A BREAK, TAKE <u>00:31</u> AND <u>10:01</u> BREAKS! DON'T LEAVE EARLY.**
- **PROPER USE OF "PERSONAL CONVEYANCE" AND "YARD MOVE" ARE THE ONLY WAY TO MOVE THE TRUCK AND NOT INCUR "DRIVE" TIME.**
- **IF THE UNIT INSISTS THAT UNUSUAL LOAD INFORMATION MUST BE ENTERED, IT IS ALLOWED TO ENTER BOGUS INFORMATION TO GET PAST THE SCREEN.**

How to reset a frozen screen – MCP 200

Use this procedure when the screen becomes locked or frozen. This process resolves many lock ups and is the quickest way to regain use of the MCP200 unit.

- Press and hold the "Speech" key for 8 seconds then release.
- Immediately press and hold the "Select" key for 8 seconds then release.
- The screen should go blank for a moment then display your previous screen.

How to reset a frozen screen – IVG

- Locate the reset button on the left edge of the unit, concealed by a rubber cover.
- Press and hold the reset button until the screen goes blank (approximately 8 seconds).

How to use HOURS OF SERVICE/VIR:

The default duty status is "ON-DUTY". Drivers must actively engage with their logs to avoid wasting time "ON-DUTY" and depleting their 70-hour clock.

How to LOGIN:

From the **Home Page:**

1. Select the **LOGIN** tab
2. Enter your **Driver Code** on both lines
3. Press the "OK" button at the bottom of the screen
4. Press "NO" at the prompt when asked to accept unassigned driving time

After logging into the Qualcomm, the **DRIVER'S NAME** should be displayed along with the word **"Active"**.

How to change duty status:

1. Select "CHANGE".
2. Select the desired status. (OFF, SB, DRV, ON) There are two drop down boxes provided for remarks/flags. You cannot add a remark w/o changing your status on this screen.
3. Select a "remark" from the left drop down box, both drop down boxes or enter one via the keyboard
4. Select "OK" in the lower right-hand corner

To add a second note/flag to an existing or current duty status, select "REMARKS" and then use the second drop down box.

STATUS TAB: Displays current duty status and details of that status. Status changes are made from this screen. Remarks must be included when changing duty status and can be selected from the drop-down menus.

SUMMARY TAB: Displays status of the driver's 11/14/70 hour clocks and time to next break.

GRAPH TAB: Displays the current hours of service in a graph format.

DAY LOG TAB: Line by line display of every duty status change for the selected day.

8 – DAYS TAB: Displays ON-DUTY totals for the previous 8 days. Use this tab to fax logs to anyone that requests them.
1. Select "FAX"
2. Type in the fax number
3. Type in the officer's name
4. Select "REQUEST"

CERTIFY TAB: Editing is also done from this tab. Displays all status changes that have not been previously certified up to but not including the current duty status.

LOAD TAB: This must be done for each load hauled. Enter load information into the fields provided. The shipper and commodity are also required and should be placed in the "Trailer 2 or 3" field.

HOW to edit and certify logs.

LOGS MUST BE CHECKED FOR ACCURACY AND CERTIFIED DAILY. THIS IS AN ELECTRONIC SIGNATURE.

Drivers may edit any log entry that isn't drive time. For drive time edits such as shop test drives call safety.

TO CERTIFY ALL – From the Certify tab

- Select the "Certify" tab.
- If all entries are correct, press the CERTIFY button in the lower right and confirm.

EDITING DUTY STATUS CHANGES - From the Certify tab

- Select the "Certify" tab.
- Select/highlight the entry to be edited
- Select "EDIT" in the lower right-hand corner
    - Select the correct status from the drop-down box
    - Add a "REMARK" from the drop-down box or type one in (Required)
    - Add a "REASON" for the change (Required)
    - Select the "OK" button at the bottom of the screen when finished

SPLITTING AN ENTRY INTO TWO SEPARATE ENTRIES

- Select the entry to be edited.
- Select "EDIT" in the lower right-hand corner.
- To split the status, select the "Scissors" icon.
- Adjust the STATUS of each entry, then adjust the time allotted to each status.
- Select a "REMARK" for each status.
- Select the "OK" button at the bottom of the screen when finished.

MESSAGING:

MACROS, FREE-FORM MESSAGES AND VIR'S DO NOT AFFECT DUTY STATUS IN ANY WAY.

IN BOX TAB: Displays all incoming QC messages. To respond to any message, use the Compose button.

OUT BOX TAB: Displays all outgoing QC messages. Messages can be deleted individually or all at once.

COMPOSE TAB: Displays the pre-constructed messages. Message entries can be selected from the drop-down box or written in using the keyboard and sent from this tab. Free form messages are also available.

Additional home screen buttons:

PERFORMANCE MONITORING: Displays idle time and other necessary information when going through the inspection bay in Tulsa or Laredo. It is displayed on the first screen, second column, and second item down.

MCP/IVG TRAINING: Contains videos about the operation of the respective units and may be accessed at any time by selecting the desired tab.

NAVIGATION: Provides truck routing and hazmat routing. It is a provided service. Melton Truck Lines cannot repair GPS. Call Outside Repair to arrange a Qualcomm repair station.

WEB BROWSER: Provides internet access via WI-FI. It is not a provided service.

CRITICAL EVENT REPORTING: This is connected to the collision mitigation system if one is installed in your truck. Critical events may include: hard braking, excessive lane departures, suspected roll-overs, or evasive maneuvers. It is not required for the driver to contact safety if they receive a critical event. The driver may clear the event and safety will reach out if needed.

ALARM CLOCK: This tab provides 3 alarm clocks that can be set by the driver. The ignition key must be left in the accessory position so that the QC doesn't shut down. If it does shut down the alarms will not activate.

GAMES: There are six, free, pre-loaded games that can be played on the QC.
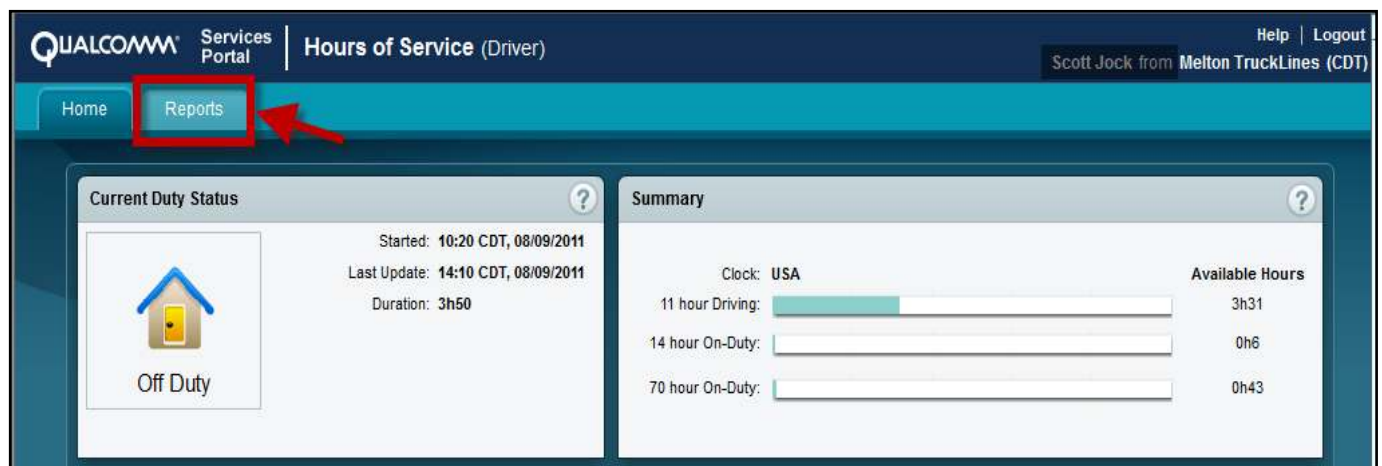
WI-FI: Wi-Fi is not provided by Melton Truck Lines, Inc. but the unit will connect to an unlocked wi-fi signal.

E-Log Records

Via the Internet, Melton drivers may log into their Qualcomm Hours of Service account to view, print, or save their E-log records for the past 6 months. Many drivers use these records for income tax purposes.

Warning: ELOG records are only retained for a six-month period. Any records prior to six-months are deleted.

1. Via web browser, navigate to the Qualcomm Hours of Service Login page.
   https://dhos.omnitracs.com/hos-web-ui/c/dhm/index.html
2. The "Company Name" is "Melton TruckLines" (TruckLines is one word here)—press Continue.
3. Enter your driver code for the user name AND password.
4. In the "Last Name" field enter your last name.
5. Once logged in, double click the Reports tab to switch to the Driver Log Report page.

6. Select a time period (i.e. your past 3 months of driving), then press the Run Report button to view/print/save your e-logs records.
7. You may print your logs, however, we suggest saving them to a thumb drive. Saving logs in 30 day increments (instead of 3 or 6 months at a time) will speed up the download.
8. We also suggest downloading and saving your logs at the beginning of each quarter. Set your cell phone to remind you when it is time to download.

Second Warning: We receive many calls every April requesting log records for the previous year. At that point most of those records have been deleted. It is up to the driver to stay ahead of this.

Messaging and Macros

Macro #	Title	Explanation
00	Free Form	
01	Arrived Shipper	Send when pulling in the gate at the shipper.
02	Loaded Call	Send when last piece of freight has been loaded.
03	Arrived Extra Stop	Send when pulling into each extra stop that isn't the shipper or the final.
04	Depart Extra Stop	Send when leaving each extra stop that isn't the shipper or the final.
05	Arrived Consignee	Send when arriving at the final delivery location.
06	Empty Call	Send when the last piece of freight has been off loaded from the trailer.
08	Directions Request	Send when directions aren't sent with the dispatch.
09	Payroll Inquiry	Send if there are questions about payroll.
10	Preplan Commit	Send acceptance asap after receiving a preplan. Never send a declined message.
12	Rolling Call	Send just before leaving the shipper. This will help set the delivery eta.
17	Accident Report	Send when involved in any accident or incident.
18	Breakdown	Send when any part of the truck or trailer has broken down or become illegal to operate.
20	Tarp Exchange	Send when trading tarps on a repower.
24	2 Hr. Detention Warning	Send when waiting for two hours at a shipper or cons and they haven't started working on the load.
25	Request for Detention	Send when waiting for three hours at a shipper or cons and they haven't started working on the load.
26	Layover Pay	Send when waiting between loads for 24 or more hours.
27	Home Time Request	Send when wanting home time. 7 days prior E. of I35 and 14 days prior W. of I35. Send during working hours.
28	On Board Request	Send when returning for home time and ready to go back to work.
29	BOL Drop Location	Send when dropping Trip Paks.
31	Advance Request	Send when asking for additional advance money.
32	Vacation Pay Request	Send when asking to be paid for vacation. May be at a different time than the vacation is taken.
33	Guaranteed HT Request	Send when absolutely needing to be at home. Limit 2 GHT's per year.
34	Jobsite Survey	Send when requested by office staff.
35	DOT Inspection	Send at the completion of a DOT roadside inspection.
36	Observervation Form	For safety trainers.
37	Load Check Form	For safety trainers.
38	Trainee Evaluation Form	For road trainers.
39	Fuel Solution Request	Send when needing a new or modified fuel solution.
48	Repower	Send when an assigned repower is complete.
49	Scale Weights (EMJ)	Send when loaded at EMJ or after any request by office staff.
51	ETA Upate	Send when ETA will change by more than 15 minutes.
63	Daily Hours When Empty	Send first thing in the morning on days that the trailer will be emptied.