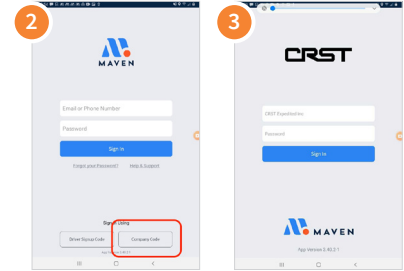


ELD REFERENCE GUIDE

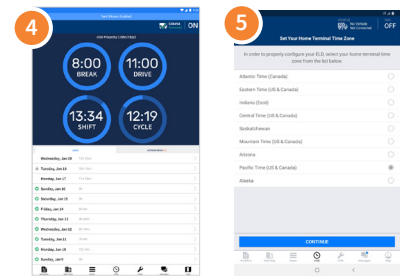
Begin Your Day: Log In to Maven

1. To log in, tap on the app on your home screen.
2. The first time you sign in, you will need to enter the “Company Code” at the bottom of the screen. Enter your CRST code, which is: 11082
(If you do not see this option, skip this step)
3. Type in your username (Driver ID) & password (the last 4 digits of your SSN) Tap the “Sign In” button.



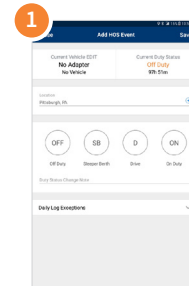
Connect to Vehicle & View Timers

4. After you log in, you need to “Check Out” your vehicle. Select No Vehicle Not Connected on the top right. From the Suggested Vehicles list, Tap on your vehicle. If you do not see your vehicle you can search under Search All Vehicles. Tap the Close button on the top right. If you are successfully connected, you’ll see a green checkmark
5. View your HOS timers by selecting HOS from the bottom panel.
IMPORTANT: The first time you select HOS you’ll be prompted to enter your Time Zone and License Information. Choose your **Terminal Time Zone**



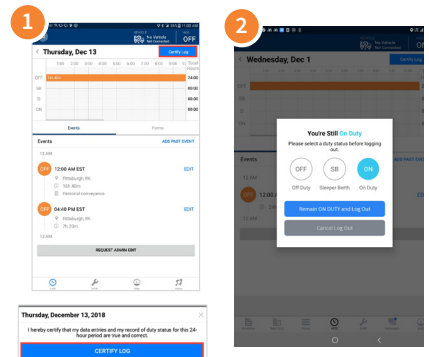
Change Duty Status

1. To go on duty, change your HOS status. Tap on the “HOS” button in the very top right corner of the screen, this shows your status.
2. Update your HOS status on the “Add HOS Event” screen by selecting one of the four available HOS statuses—don’t forget to hit **Save (top right)**.
3. Remember: you can always add a note to any status change!
4. When the vehicle starts moving, the status will automatically change to **Driving** status & if you stop for more than six minutes, the status will **automatically** change back to **On Duty**.



Certify Logs & End Your Day

1. Check your Action Items below the timers on your HOS screen. Certify any logs from the previous days and check if there are any pending edits that need approved.
2. Finally, to finish your day simply tap on your initials at the top left of the screen and select Log Out.



Team Drivers & Trainers

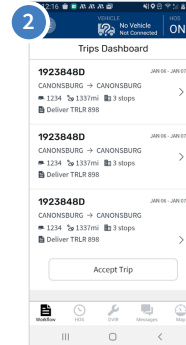
1. Team Drivers & Trainers will use the same devices to login and can only be logged in one at a time.
2. Log in and select your Duty Status. Once your Duty Status is saved, Tap on your initials at the top left hand corner and select Log Out. You will be prompted to log out On Duty, Sleeper Berth, or Off Duty. Once you are logged out, hand the device to your partner to log in and start their logs.

CONTINUED ON NEXT PAGE...

WORKFLOW REFERENCE GUIDE

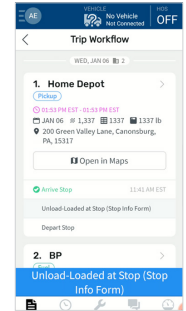
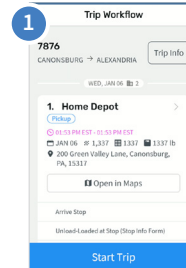
View and Accept Trips

1. Click on the “Workflow” tab (bottom left), to see all assigned trips in your “Trips Dashboard”.
2. Trips have a trip #, date, and trip info.
3. If you see no trips—pull down on this screen to refresh, or contact your dispatcher to send you a trip.
4. You will be able to accept any trip that is assigned to you from your Trips Dashboard.
5. You must hit the “Accept Trip” button before starting a trip.




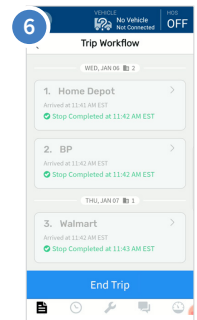
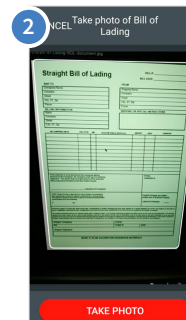
Start Trip and Complete Forms

1. To start your trip, see the big, blue button on the bottom of your screen called “Start Trip”.
 - Note: this button will only be available on the first trip in your dashboard, you are not able to start any other trips until you complete your current trip.
2. Click on the next step in your workflow indicated by the blue button at the bottom of the screen. This will open the form you are required to complete.
3. These buttons will progress and display new info. on them as you complete your workflow.
4. Be sure to complete all **required*** fields (**indicated by ***) before submitting, when complete hit “Submit”.



Scan Documents and Complete Trip

1. Click on the  field to open the camera.
2. Steady the frame until the green box highlights the document, and press “TAKE PHOTO”.
3. Select “ADD PAGE” if needed, if you are not satisfied with the image, press cancel and re-capture.
4. Confirm that the image is correct by clicking “DONE”.
5. Once all forms and stops are completed: Click “End Trip” as the final step in your trip workflow!
6. Hint: you’ll know all stops are completed when they have a **green checkmark** next to them and the box around the stop is greyed out.



Request a Log Edit and Ancillary Forms

7. To access the “ELD Correction Request,” tap on your initials at the top left corner of the screen and select “Forms”
8. Open the ELD correction request form and fill out the required information indicated, press “Submit”
9. Here you will also see additional forms that can be used when needed to pair with your workflow forms, which follow the same rules for required fields.

