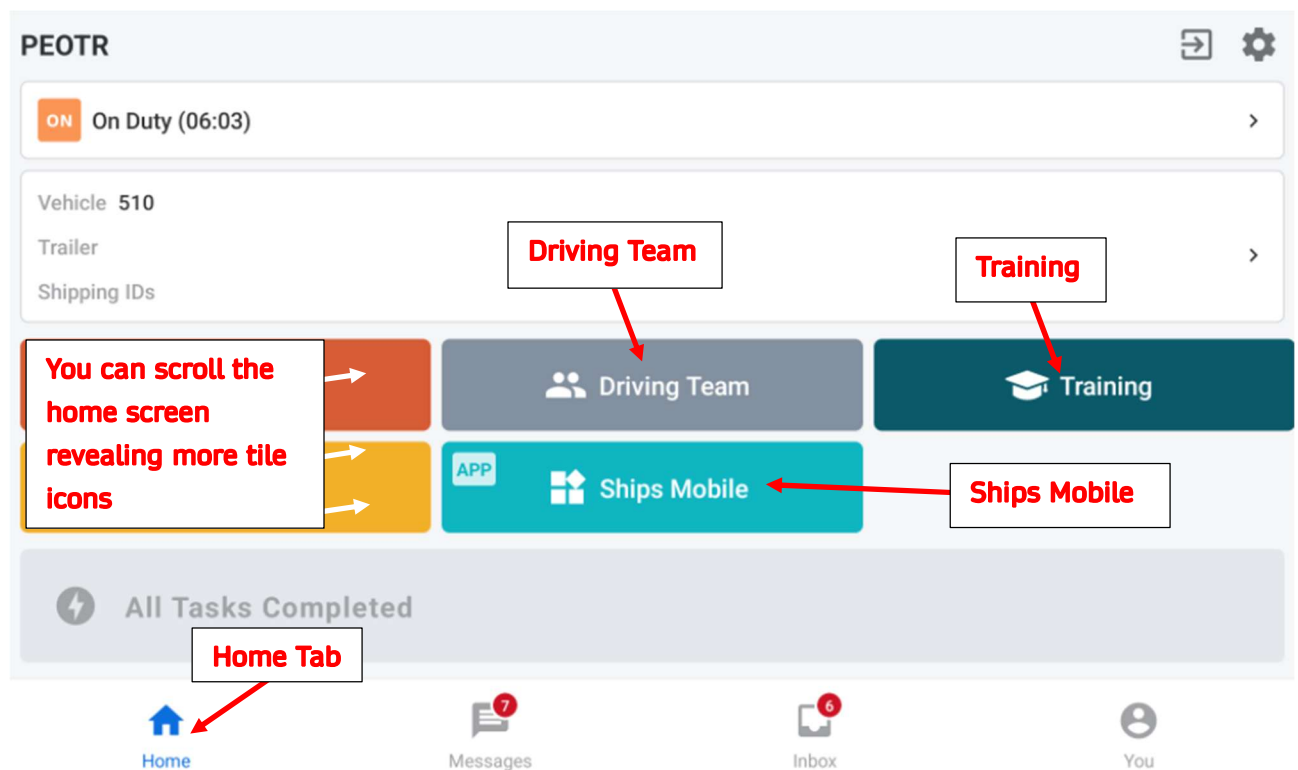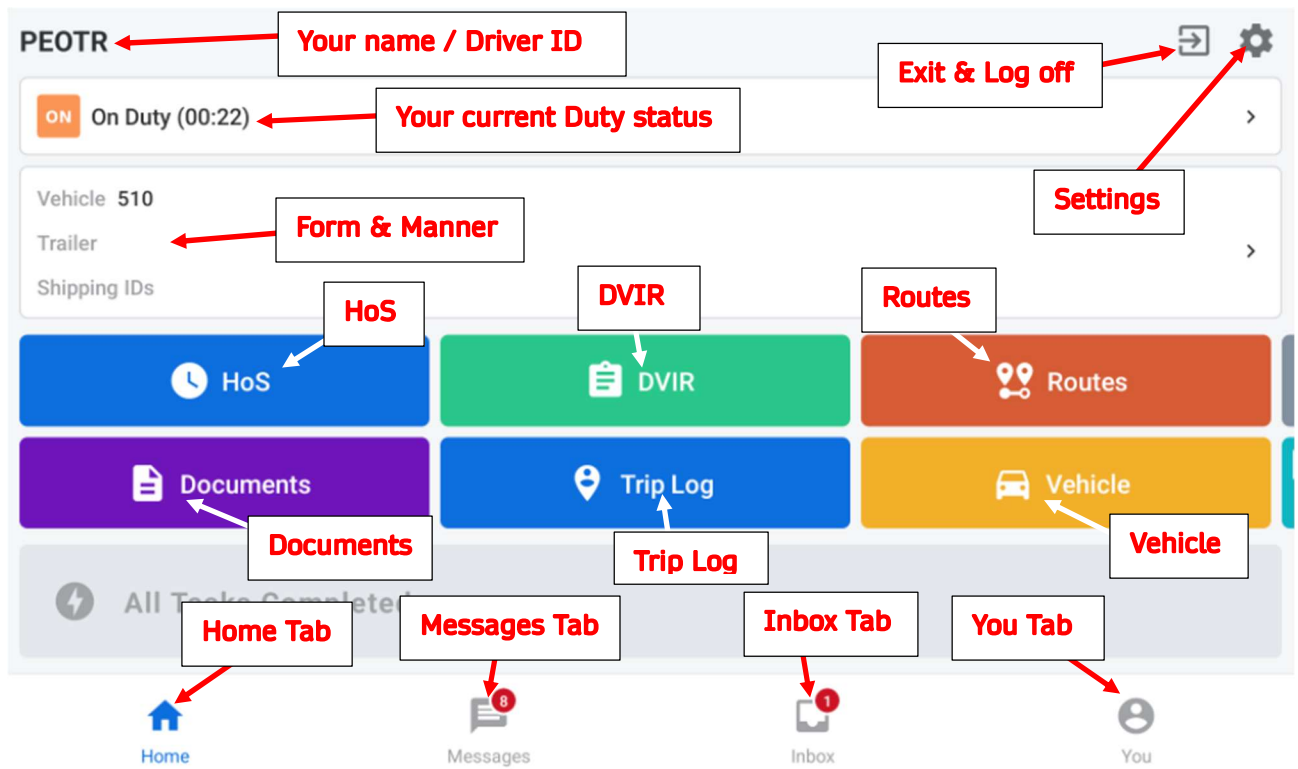# 4. Samsara Home Screen Overview

4.1- Screen Icons Overview

The Samsara software will be the same across all vehicles and should look the same in your vehicle.

Your name / Driver ID – This will be your name when you are the one logged into the tablet.

Your current Duty status – This will be your current duty status, tap on this to change your current duty status *Section 5-1*

Form & Manner – Tap on this section to update your Form & Manner – Vehicle, Trailer, Shipping ID 'Order Number' *Section 5-2*

Exit & Log Off – This is how you sign out of Samsara and go off duty at the end of your day. *Section 7-2*

4.2-   Samsara Settings – There are some additional Samsara settings in this location.
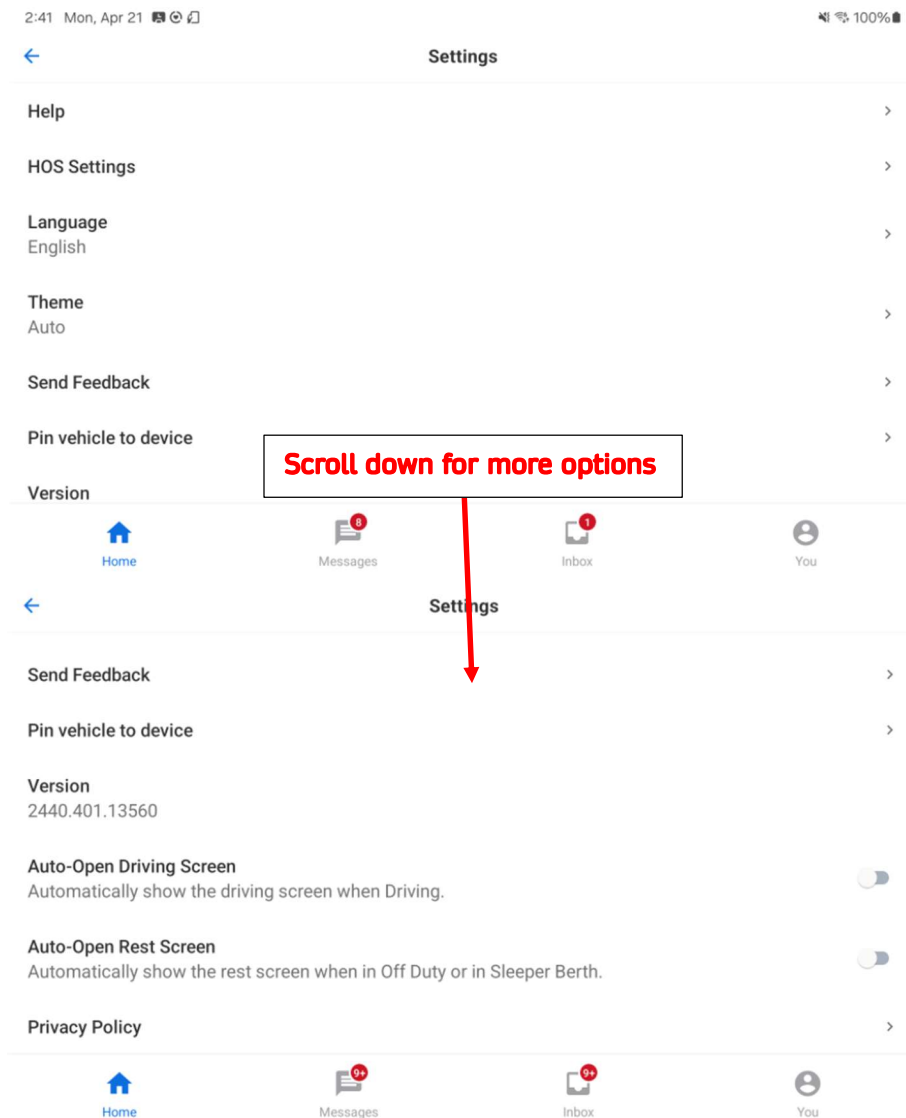
- Help – Answers to common Samsara questions quick help guide
- Hos Settings – The most important aspect of this section is '8/2 – 7/3' splits will not function correctly unless the Split Sleeper Toggle switch is on.
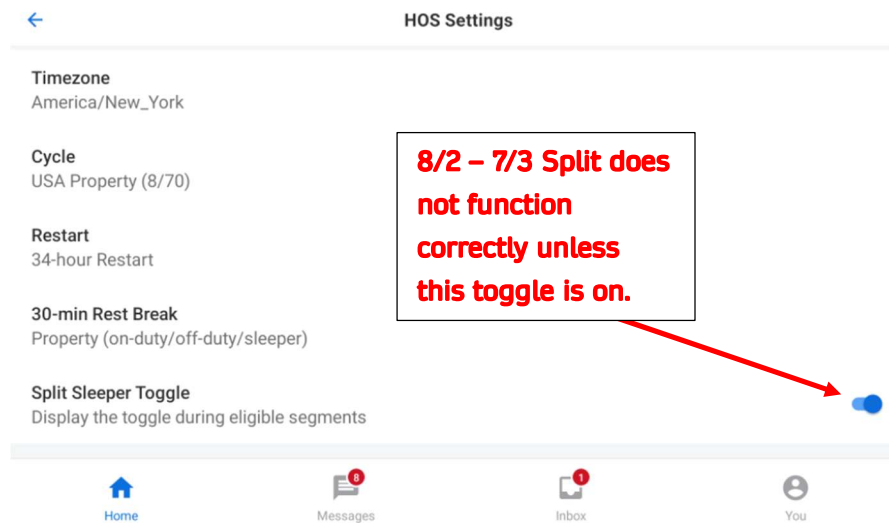

- Language – Switch tablet language from English.
- Theme – Turn On/Off Dark Mode. This is your preference.
- Send Feedback – If you have issues with the tablet, please reach out to the IT department to assist you. You do have the option to send feedback to Samsara here, this is more for tablet functionality and usability recommendations.
- Pin vehicle to device – Please do not use this option as it locks the tablet to your vehicle creating an extra step for us if we have to make changes.
- Version – Samsara software version number
- Auto-Open Driving Screen – Toggle switch to automatically show the driving screen when driving. This is your preference.
- Auto-Open Rest Screen – Toggle switch to automatically show the rest screen when off duty or sleeper birth. This is your preference.
- Privacy Policy – Samsara legal privacy policy

4.3- **Home Tab** – This is the tab that Samsara starts on when you first login. This is the tab where all of the tile application buttons are located.

4.4- **Messages Tab** – This tab is for messaging. The most important messages that you receive here will come from dispatchers and safety, advising of items such as traffic/weather conditions, or requesting empty pickups or other reminders. Additionally, you will also receive a message here with the order number on it every time an order has been dispatched to you. If you type and send a message here, it will only be sent to the office, not other drivers.
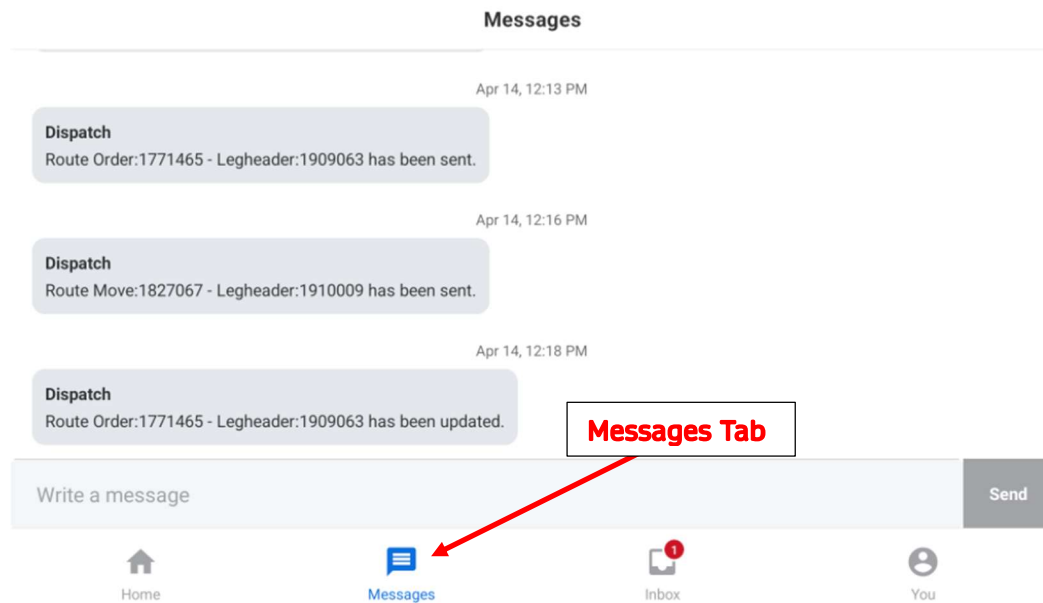
4.5- **Inbox Tab** – This tab is updated every time one of your routes is added removed or edited. The subsequent message that appears here does contain the order number, but otherwise isn't very helpful and your dispatched route is <u>not</u> accessible from this section.
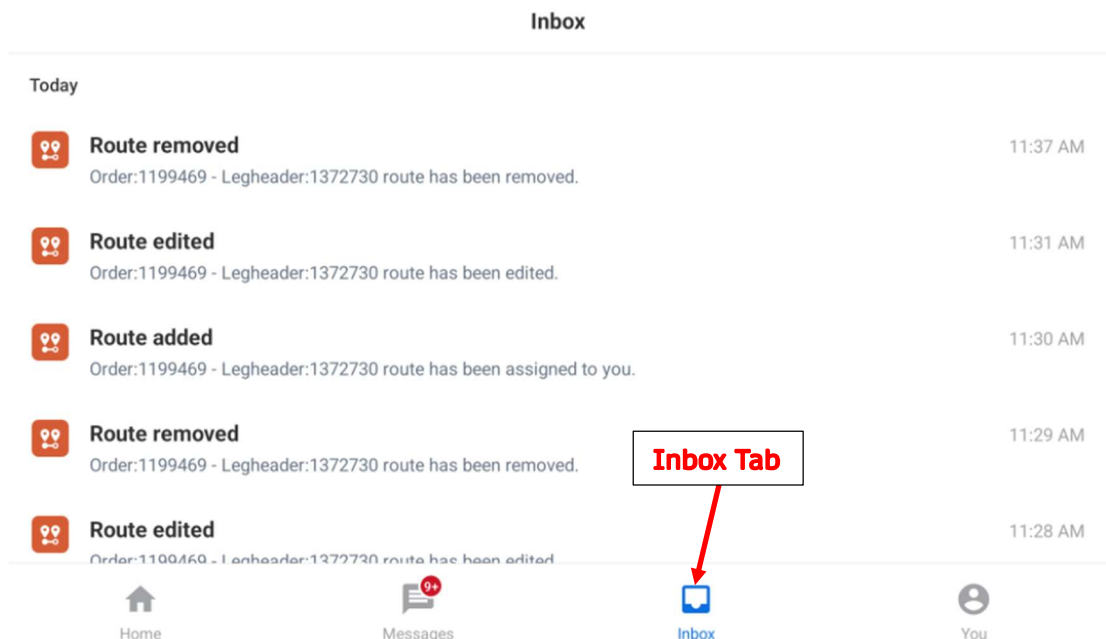
4.6- **You Tab** – This tab contains the scores regarding the bonuses for your safety and fuel efficiency. You can use this section to keep an eye on what your score currently is by clicking on each section. Our safety department covers more detail regarding safety/fuel efficiency scores on their trainings.

4.7-   Tile Icons Overview (covered in more detail in other sections) –

- HoS – Hours of Service – This is used for monitoring HoS, editing & certifying logs, DOT inspections.

- DVIR – Driver Vehicle Inspection Report – This is used for creating and keeping logs of the vehicle and trailer pre/post trip inspection reports.

- Routes – This is where you can locate orders (routes) that have been dispatched to you.

- Documents – This button no longer serves any usable function and can be ignored.

- Trip Log – This button keeps a running Trip Log history.

- Vehicle – This button is used for editing your Form & Manner (Vehicle/Trailer/Shipment ID)

- Driving Team – This is used to log a 2nd person into the tablet. This may be used at first in cases where you are working/riding with a trainer. This is also what would be used to log a 2nd person in if you do work as a team with someone in the future. Simply click the button, and log in with the 2nd persons credentials in the fields.

- Training – This button is intended for us to add training modules to. We have not yet taken any steps to do so, so this button is empty at the current time.

- Ships Mobile – This is the document scanning application for scanning your documents and paperwork to send in electronically. Ships Mobile is covered in it's entirety in it's own guide, please see that guide for further information.