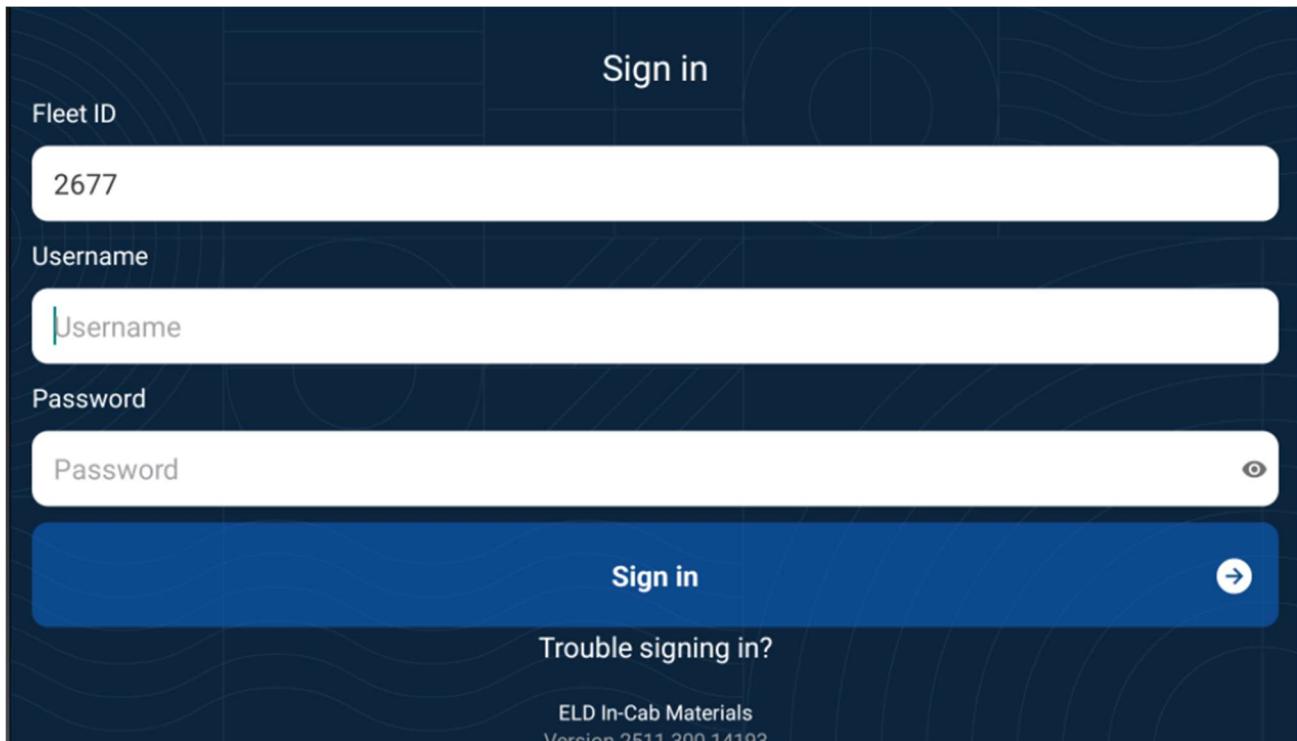


3. Logging in to Samsara – Samsara Home Screen Overview

3.1- Entering Log In Credentials

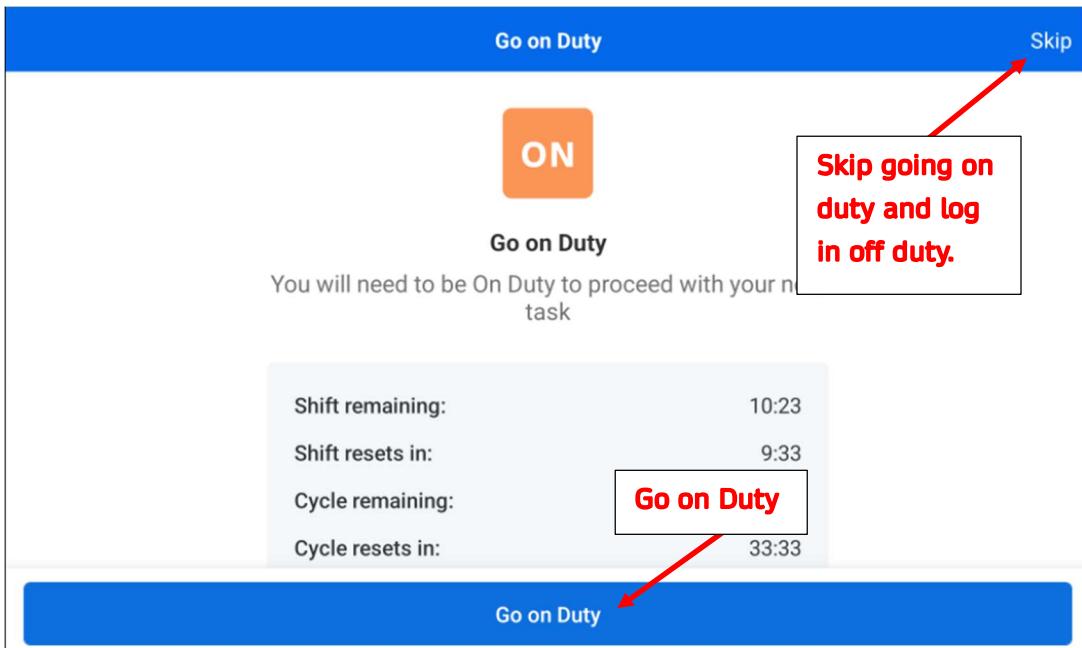
When you first open Samsara, the screen may turn white, it may say updating or loading, that is perfectly normal Samsara behavior. When it does finally load and open, the first 3 pieces of information that it will ask you for are:

1. The first field is the fleet ID, this is 2677 for everyone and how Samsara identifies S & H.
2. The second field is Username, this will be the 5 digit combination of your last name/first name initials that were given to you by the Safety department.
3. The third field is your Password provided to you by the Safety department.



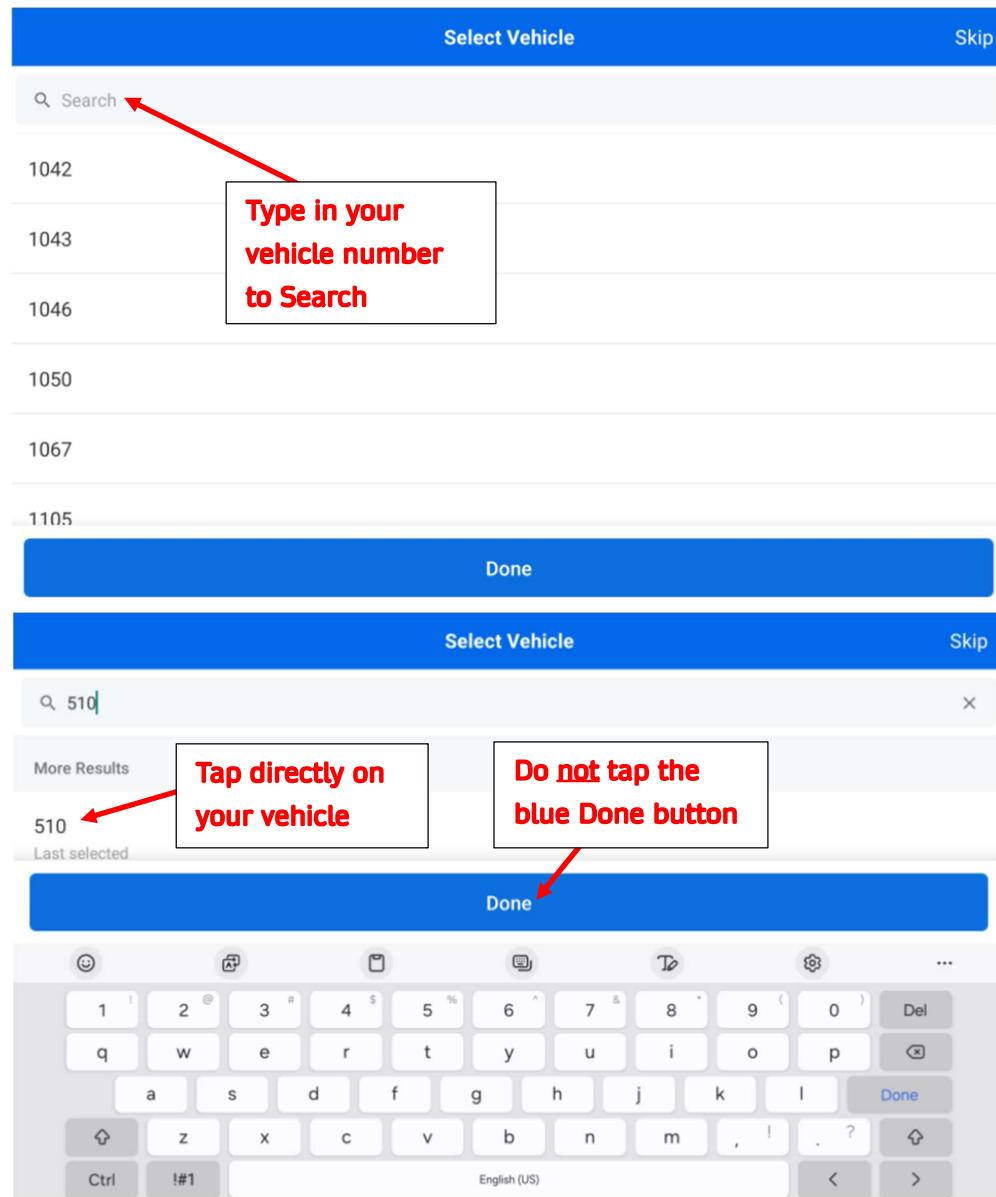
3.2- Selecting Log In Duty Status

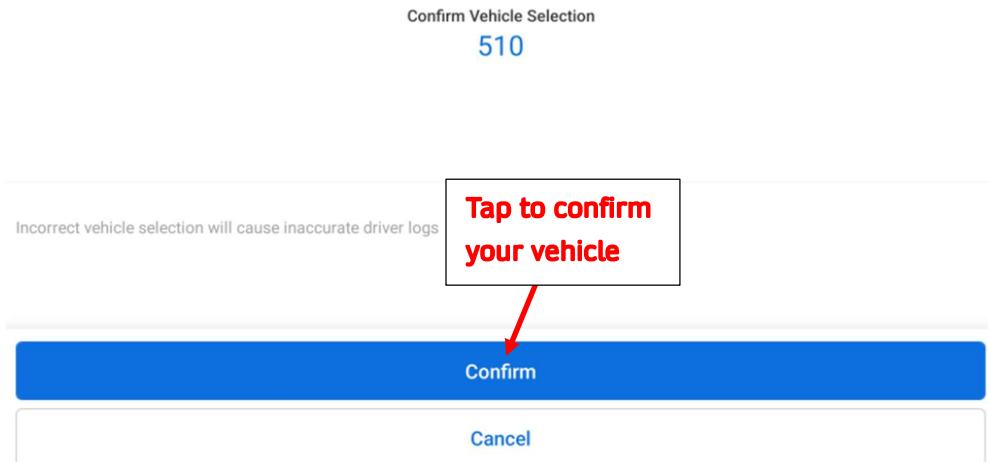
After clicking Sign-In, the screen may turn white or say loading or updating, this is perfectly normal Samsara behavior. When it does finally load in, the first item it will ask for is whether you would like to Go on Duty. If you are beginning your day, then you will choose Go on Duty. There is a Skip option in the top right, if you would like to log in without going on duty.



3.3- Selecting Vehicle

The next item Samsara will ask you for is selecting which vehicle you are in. The easiest thing to do is type your vehicle number in the search box, scrolling would take a great deal of time to locate your vehicle. When you search, you must wait for the vehicle to appear in the list and hit directly on the vehicle with your finger, if you hit the blue done button, it will not put you in that vehicle. It will then ask you to confirm your vehicle, click confirm.

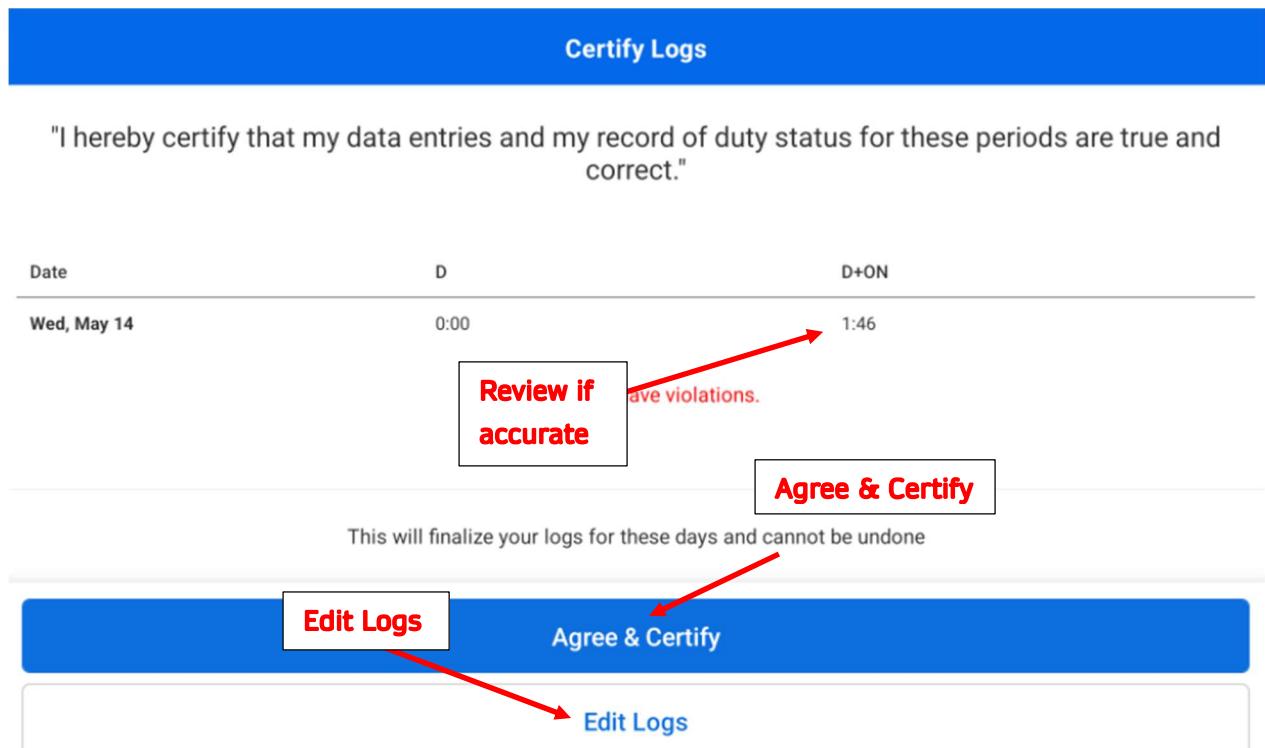




3.4- Prompted to Certify Logs / Unassigned Drive Time

You may at this point be prompted to Certify your Logs from the last day you were logged in. Review and click the Agree & Certify if accurate. Or the Edit Logs button if you need to edit your logs *see section 5-4*

Additionally, you may receive a prompt about unclaimed drive time if you lost wireless signal or weren't detected as logged in while the vehicle was in motion. If you do receive this, review the unclaimed drive time and claim if accurate.



3.5- Creating Log In DVIR (Pre-Trip Inspection)

You will then be prompted to create the DVIR, this is for the pre-trip inspection on your vehicle. In the top fields (Vehicle/VIN/Location/License Plate/Odometer) These items will automatically be filled in and you will not have to enter them.

Vehicle
510

Vehicle VIN

Location

Will already be filled in

License Plate
N/A

Next

Odometer (mi)

Skip

You are required to choose an inspection type (in this case we are doing the Pre-Trip inspection) There are tile icons to attach walkaround photos if needed, tap them with your finger to open the camera and take the picture.

Choose inspection type
Required

Pre-Trip

Post-Trip

Take walkaround photos

Choose Inspection type. In this case Pre-Trip

Driver Side

Front

Passenger Side

Back

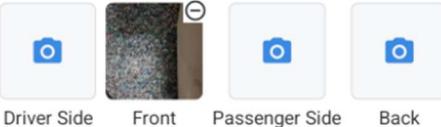
Tap to attach walkaround photographs if needed

Any vehicle attributes not displayed are certified correct by the driver.

Next

If your vehicle does have defects that you need to make record of. Click the Add defects button, this will open a list of defects. You can either scroll through this list looking for your defect, or there is a search box if you want to try and search using key words.

Take walkaround photos



Driver Side Front Passenger Side Back

Add new vehicle defects

Any vehicle attributes not displayed are certified safe by the driver

Add defects

Tap to open the list of vehicle defects

Choose safety status

Required

Next

← Add new vehicle defects Done

Search

Exterior - Front

Belts Hoses

Body

Brake Chambers, Slack Adjusters, Drums & Lining

Engine/Radiator

FHWA Inspection Sticker

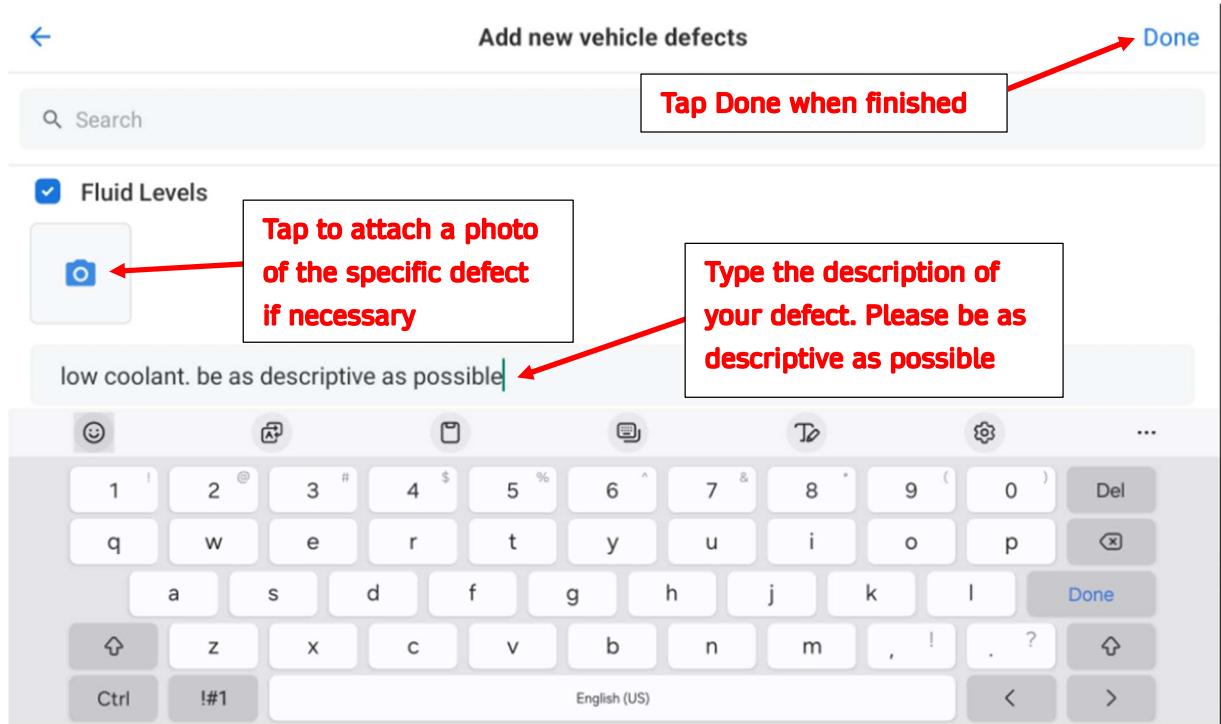
Fluid Levels

Frame Assembly

Search for your defect using key words

Scroll through the list of defects

When you have located the relevant defect, clicking it will open an additional menu. In this menu there is a tile to attach a photograph of that defect if you need to. There is also a space to type a description. It does help the shop to be as descriptive as possible in this field. Click Done in the upper right corner when you are finished.



The final required section then will be to Choose safety status, whether the vehicle is Safe to drive, or the vehicle is Unsafe to drive. In my example I used Fluid Levels – Low coolant. If the coolant is just indeed low, and we can top it off, we made the vehicle safe and can now mark the vehicle Safe to drive. If coolant were to be blowing out of the engine, and needs to be serviced, we would mark the vehicle Unsafe. If we do mark a vehicle Unsafe, it is going to the shop/certified mechanic, and is not going on the trip. Follow the advised procedures for determining if there are any defects and if the defects require servicing by the shop and mark these fields accordingly. When you have made your selection click next.

X
Create DVIR
Skip

Add new vehicle defects

Any vehicle attributes not displayed are certified safe by the driver

Fluid Levels
low coolant. be as descriptive as possible

Add defects

Choose saf
Required
Is the vehicle Safe to drive?

Safe to drive

Unsafe

Next
Tap Next if done

X
Create DVIR
Skip

Add new vehicle defects

Any vehicle attributes not displayed are certified safe by the driver

Fluid Levels
low coolant. be as descriptive as possible

Add defects

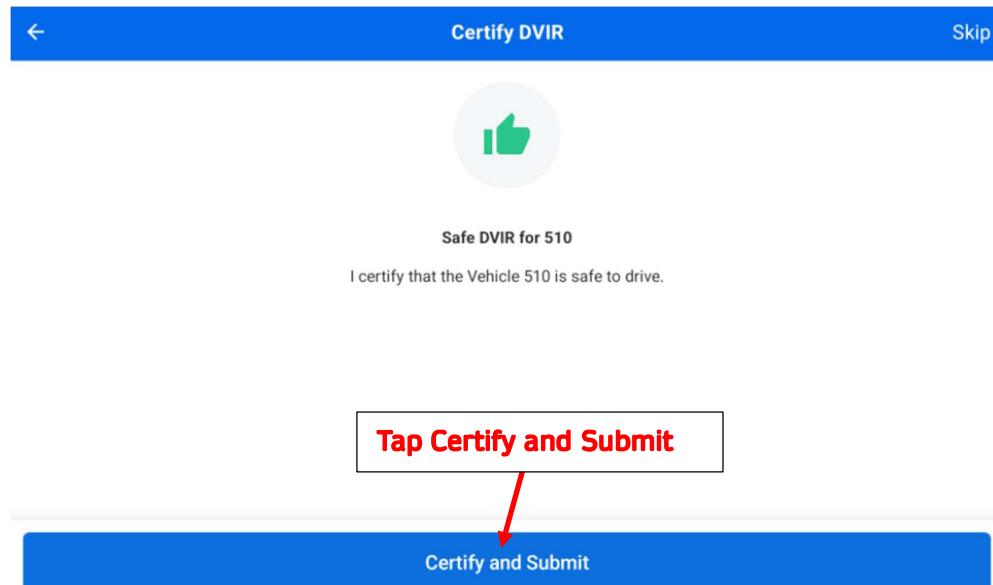
Choose safety status
Required
Is the vehicle Unsafe to drive?

Safe to drive

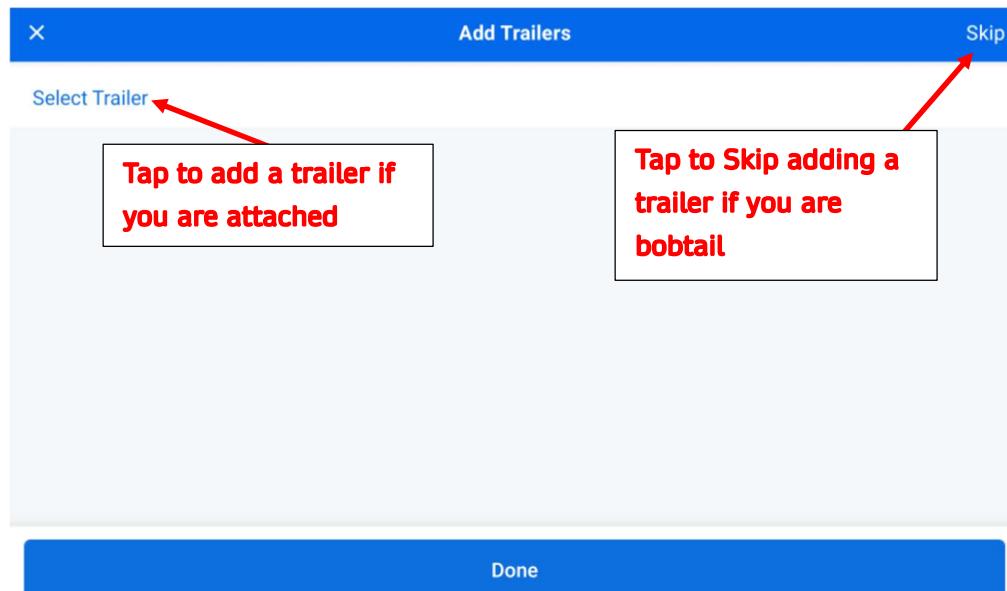
Unsafe

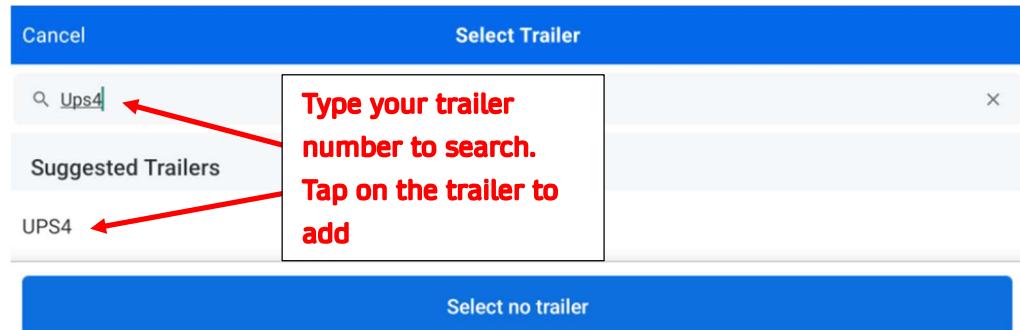
Tap Next if done
Next

You will then be prompted to Certify your DVIR. Click Certify and Submit if what you have entered is accurate.



You will then be prompted to Add Trailers. If you are bobtail, click the Skip button in the top right corner. If you are attached to a trailer and have your trailer number, click on Select Trailer. Similarly to adding a vehicle, you must search for the trailer number, wait for that trailer to appear in the list and click on it. Then click the blue Select 1 trailer button.





The next prompt will be to Add a Shipping ID (also identified as Order Number). It will be more likely that you don't have this information yet as this may be the first time you are logging in today. If you do already have your Shipping ID/Order Number you can certainly add it now. Otherwise click the skip option in the top right corner to skip adding the Shipping ID.

