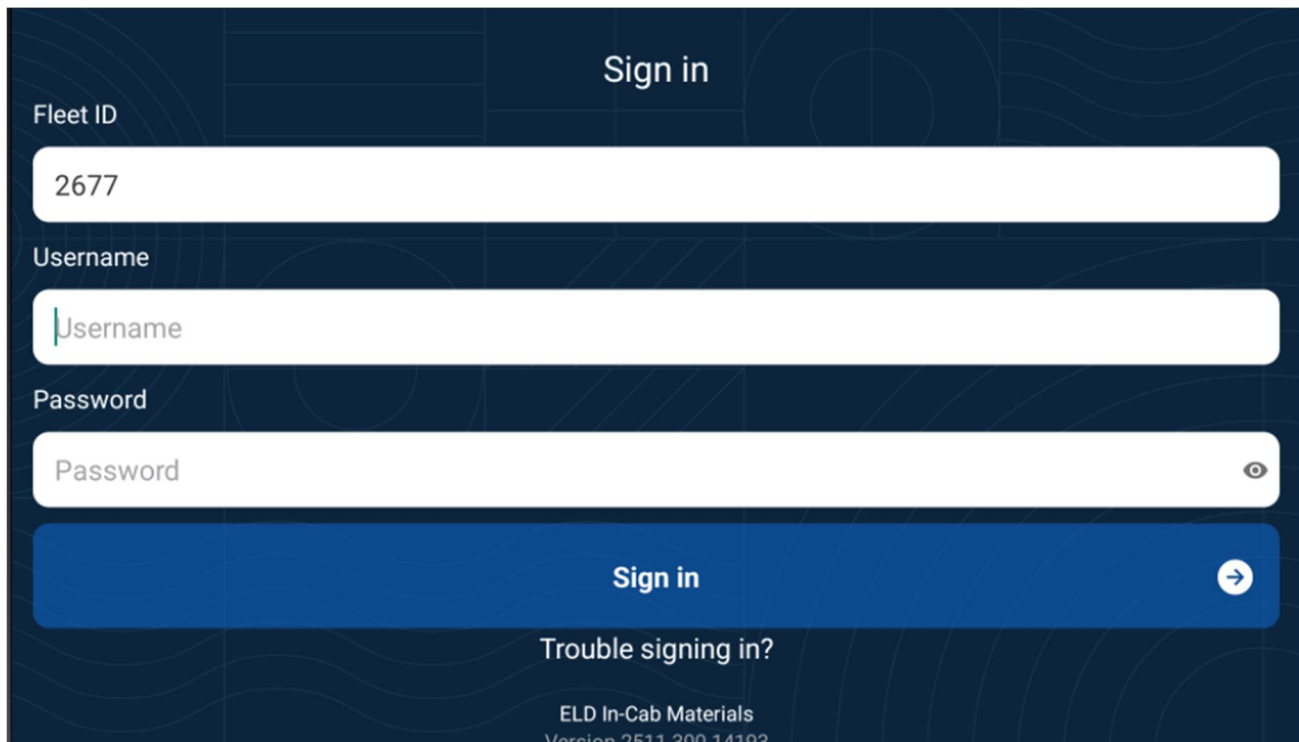


### 3. Logging in to Samsara – Samsara Home Screen Overview

#### 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.



The screenshot shows the Samsara login interface on a dark blue background. At the top right, the text "Sign in" is displayed. Below it, there are three input fields: "Fleet ID" with the value "2677", "Username" with a placeholder "Username", and "Password" with a placeholder "Password" and a toggle icon. A large blue "Sign in" button with a right arrow icon is positioned below the fields. At the bottom, there is a link "Trouble signing in?" and footer text "ELD In-Cab Materials" and "Version 2511.300.14193".

### 3.2- Selecting Log In Duty Status

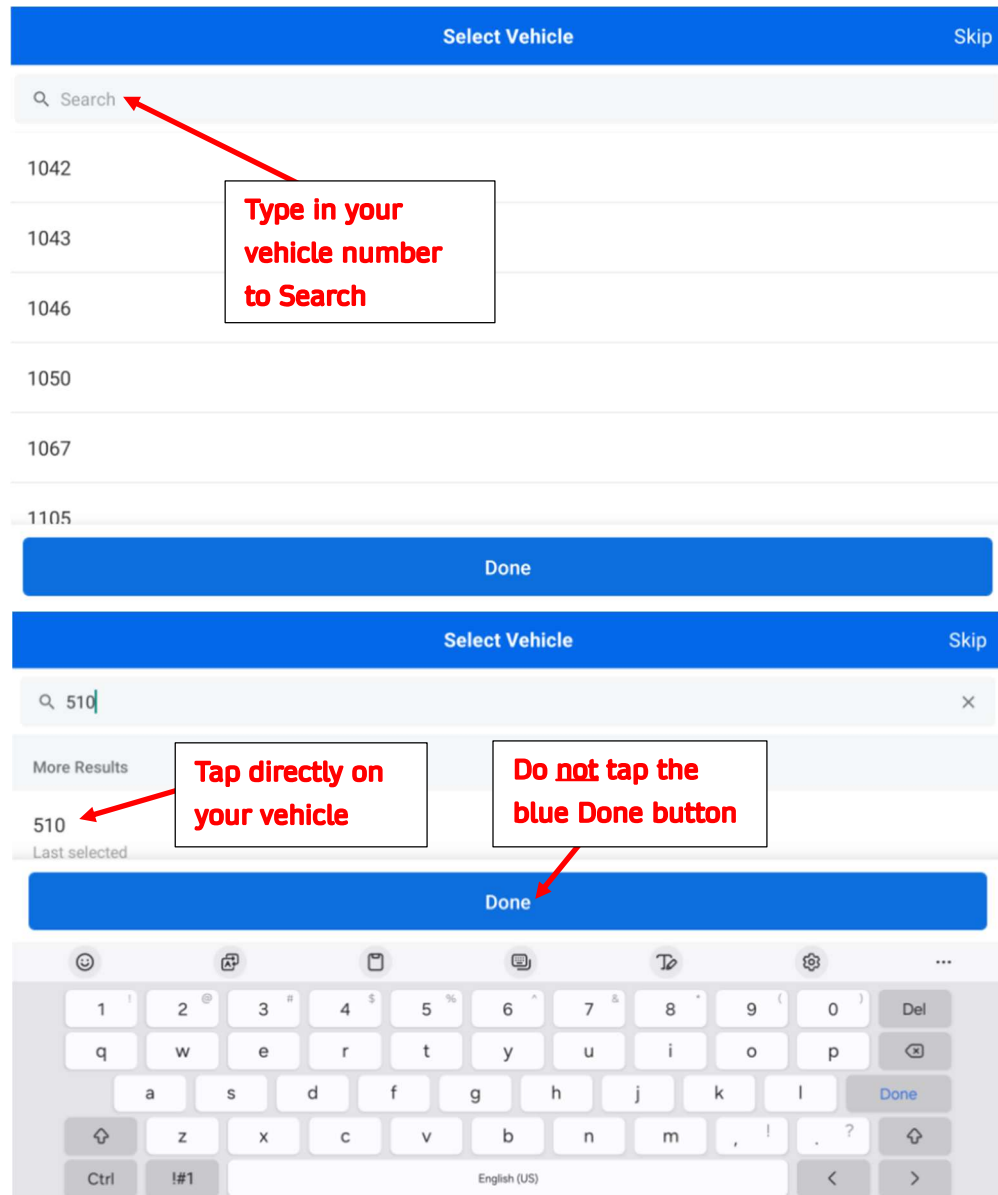
After clicking Sign-In, the screen may turn white or say loading or updating, this is perfectly normal Samsara behavior. When it does finally load in, the first item it will ask for is whether you would like to Go on Duty. If you are beginning your day, then you will choose Go on Duty. There is a Skip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

The screenshot shows the Samsara 'Go on Duty' interface. At the top is a blue header bar with 'Go on Duty' on the left and 'Skip' on the right. Below the header is a large orange square with the text 'ON' inside. Underneath the square is the text 'Go on Duty' and a message: 'You will need to be On Duty to proceed with your next task'. To the right of this message is a red arrow pointing to the 'Skip' button, with a text box containing the instruction: 'Skip going on duty and log in off duty.' Below the message is a light blue box containing a list of shift information: 'Shift remaining: 10:23', 'Shift resets in: 9:33', 'Cycle remaining:', and 'Cycle resets in: 33:33'. To the right of this box is a red arrow pointing to the 'Go on Duty' button at the bottom, with a text box containing the instruction: 'Go on Duty'. At the bottom is a blue footer bar with the text 'Go on Duty'.

Shift remaining:	10:23
Shift resets in:	9:33
Cycle remaining:	
Cycle resets in:	33:33

### 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.



Confirm Vehicle Selection

510

Incorrect vehicle selection will cause inaccurate driver logs

Tap to confirm  
your vehicle

Confirm

Cancel

### 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.

#### Certify Logs

"I hereby certify that my data entries and my record of duty status for these periods are true and correct."

Date	D	D+ON
Wed, May 14	0:00	1:46

Review if  
accurate

have violations.

Agree & Certify

This will finalize your logs for these days and cannot be undone

Edit Logs

Agree & Certify

Edit Logs

### 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.

The screenshot shows a mobile application interface for creating a DVIR. At the top is a blue header bar with a close button (X), the title 'Create DVIR', and a 'Skip' button. Below the header are five input fields: 'Vehicle' (containing '510'), 'Vehicle VIN' (empty), 'Location' (empty), 'License Plate' (containing 'N/A'), and 'Odometer (mi)' (empty). A red callout box with the text 'Will already be filled in' points to the 'Location' field. Below the fields is a blue 'Next' button. At the bottom is another blue header bar with a close button (X), the title 'Create DVIR', and a 'Skip' button.

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.

The screenshot shows a mobile application interface for choosing an inspection type. At the top is the title 'Choose inspection type' with a red 'Required' label below it. Below the title are two buttons: 'Pre-Trip' (highlighted with a blue border) and 'Post-Trip'. A red arrow points from a callout box to the 'Pre-Trip' button. Below the buttons is a section titled 'Take walkaround photos' with four camera icons labeled 'Driver Side', 'Front', 'Passenger Side', and 'Back'. A red arrow points from a callout box to the 'Front' camera icon. Below the camera icons is a section titled 'Add new vehicle defects' with a red arrow pointing from a callout box to it. At the bottom is a blue 'Next' button. The callout boxes contain the text: 'Choose Inspection type. In this case Pre-Trip' and 'Tap to attach walkaround photographs if needed'.


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.


×


Create DVIR

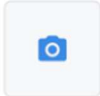
Skip

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

Choose safety status

Required

Next

←

Add new vehicle defects

Done

Search

Search for your defect using key words

Exterior - Front

▼

☐ Belts Hoses

☐ Body

☐ Brake Chambers, Slack Adjusters, Drums & Lining

☐ Engine/Radiator

☐ FHWA Inspection Sticker

☐ Fluid Levels

☐ Frame Assembly

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 screenshot shows the 'Add new vehicle defects' app interface. At the top, there is a back arrow and the title 'Add new vehicle defects'. Below the title is a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar is a red callout box with the text 'Tap Done when finished' and an arrow pointing to the 'Done' button in the top right corner. Below the search bar is a section titled 'Fluid Levels' with a checked checkbox. To the left of the text input field is a camera icon, with a red callout box pointing to it that says 'Tap to attach a photo of the specific defect if necessary'. The text input field contains the text 'low coolant. be as descriptive as possible' and has a red callout box pointing to it that says 'Type the description of your defect. Please be as descriptive as possible'. At the bottom of the screen is a virtual keyboard with a 'Done' button on the right side.

← Add new vehicle defects Done

Search

Tap Done when finished

✓ Fluid Levels

Tap to attach a photo of the specific defect if necessary

Type the description of your defect. Please be as descriptive as possible

low coolant. be as descriptive as possible

Done

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.

The image displays two screenshots of a 'Create DVIR' form, illustrating the 'Choose safety status' step. Both screenshots show a header bar with a close button (X), the title 'Create DVIR', and a 'Skip' button. Below the header, the section 'Add new vehicle defects' is visible, with a note: 'Any vehicle attributes not displayed are certified safe by the driver'. A defect entry for 'Fluid Levels' is shown with the description 'low coolant. be as descriptive as possible'. Below the defects, there is an 'Add defects' button. The 'Choose safety status' section is marked as 'Required'. In the top screenshot, the 'Safe to drive' button is highlighted in light blue, and a red callout box asks 'Is the vehicle Safe to drive?' with an arrow pointing to it. The 'Next' button is also highlighted in blue, with a red callout box saying 'Tap Next if done' and an arrow pointing to it. In the bottom screenshot, the 'Unsafe' button is highlighted in light red, and a red callout box asks 'Is the vehicle Unsafe to drive?' with an arrow pointing to it. The 'Next' button is also highlighted in blue, with a red callout box saying 'Tap Next if done' and an arrow pointing to it.

**Is the vehicle Safe to drive?**

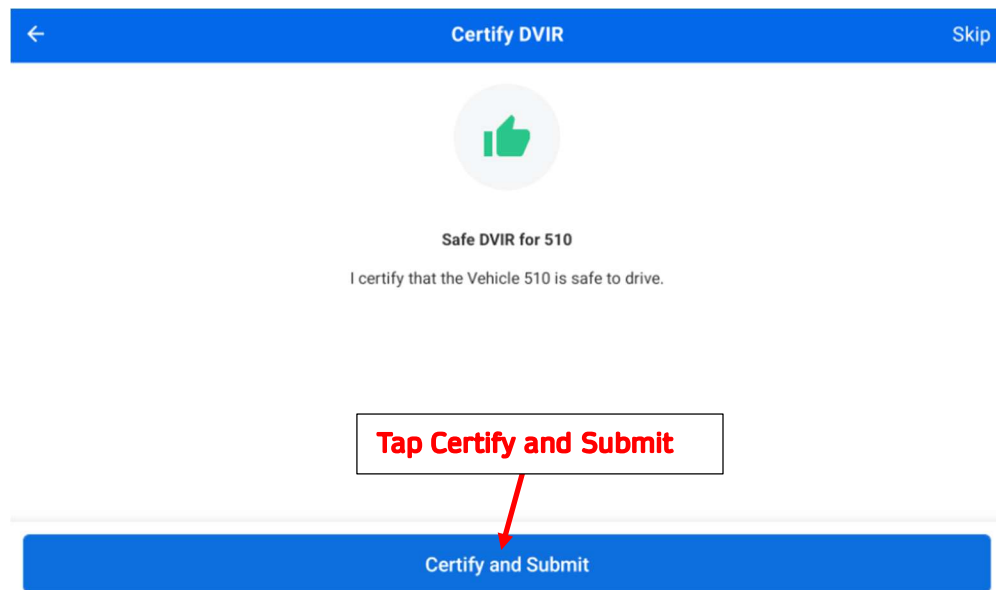
**Tap Next if done**

**Is the vehicle Unsafe to drive?**

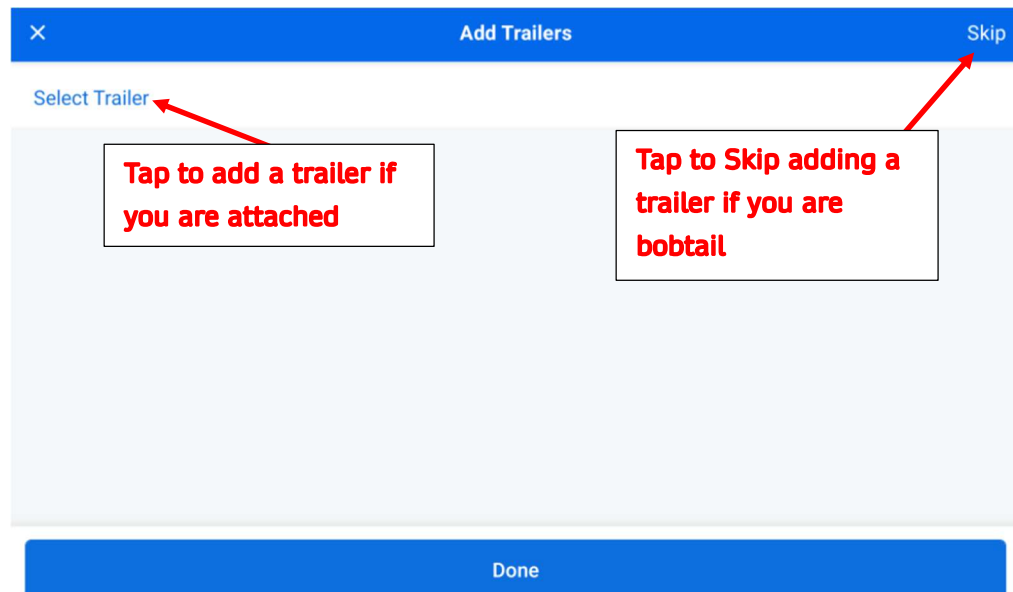
**Tap Next if done**



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.



Cancel Select Trailer

Q Ups4

Suggested Trailers

UPS4

Select no trailer

Q Ups4

Suggested Trailers

UPS4  
✓ CURRENTLY SELECTED

Tap Select 1 trailer

Leave

Select 1 trailer

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.

× Add Shipping IDs Skip

+ Add a Shipping ID

Tap to add a Shipping ID (Order Number) if you do already have this information

Tap to Skip adding your Shipping ID (Order Number) if you do not have this information

Done