

# Internal Reseller - ELD - Quick Start Checklist from Order to Install

Version 2 – May 2017

While the actual installation and operation of our Blue Link ELD – driver log system is easy, there are steps that must be followed in the correct order for a smooth process from Ordering to the training of the drivers. This Quick Start checklist also references other documents in the Knowledge Library (KL).

This Version 2 document includes the information regarding the OBDII Bluelink connection. We will continue to update this as we get feedback from the field. We recommend our Resellers use this as a starting template and adjust as needed based on what is required for that particular ELD install.

We also highly recommend that each Reseller complete this process from start to finish at least once themselves, so they truly understand the process and how to complete it. The installs of the Bluelink in most ELD truck cabs will be around 15-30 minutes and if you follow the tips & process, you can actually install them in less than 15 minutes.

## Ordering the ELD Equipment from GC Fleet:

- Blue Link & Cables – these are ordered directly in the Reseller portal online where you order all equipment and accessories. Make sure you order the correct cable along with the device.
- Once you have the cables and equipment and are ready to assign to an account, you will need to Place a feature add-on order. (See detailed instructions in section “Setting up End User’s Accounts” below.
- Special Reminders -
  - most of the newer Trucks (approx. 2008 and newer) have a 9 pin BLACK plug
  - 2017 and newer Freightliners have a GREEN 9 pin plug
  - OBDII Cable (black) – the OBDII style cable is actually utilized by the typical full size Pickups, some MACK trucks and some Volvo Trucks
  - MACK Trucks – these trucks often have a VOLVO engine, and therefore their ECM protocol is actually an OBDII Type. This is almost always just the standard OBDII type cable (black). So its critical to verify which type protocol they have.
  - Volvo Trucks – these trucks can have two types of OBDII style connections, They are wired different but have the same OBDII style plug.
    - Black OBDII style – per our information, this is the majority of Volvo Trucks,
    - Volvo Blue OBDII style – this is less common, but if you are deploying a fleet of Volvo trucks it is recommended to have a few of these BLUE OBDII style plugs on hand at the install.

## Other Hardware Requirements - Not Supplied by GC Fleet

The ELD system needs an Android device and mounting bracket to be compliant. The Android devices need to have a data plan with each device. The data usage is very low, only 50-100mb per month per device. Additional tips are listed below:

- Android Tablet (7-8" screen recommended) or Android Phone (5" screen or larger)
  - Android Software Version - Must be Android 5.1 or higher ( or it will not function)
  - Car Charger- 12v Power adapter – most tablets only come with a 110v AC power & cord. Be sure that the customer purchases a "car charger".
    - *Be aware that some Tablet manufactures (i.e. Samsung) require a specific car charger that is compatible with that tablet brand/type.*
  - Keep in mind that the ELD monthly service is billed based on connected Android devices. Example:
    - 10 trucks + 10 Tablets (i.e. 1 tablet per truck) = 10 ELD Monthly Service charges.
    - 10 trucks + 20 Phones (i.e. 20 drivers) = 20 ELD Monthly Service charges.
- Tablet/Phone Mounting Bracket – the ELD mandate requires that the TABLET or PHONE is fixed mounted in the cab of vehicle (i.e. they don't want the tablet/phone laying on the dash or the seat). It also has, to be removeable upon request by a traffic/police officer.
  - Notes
    - Phone mounts can be windshield, dash or cup holder mounts.
      - FYI – there are laws with regard to how many square inches can block the windshield, so we don't recommend windshield mounts.
    - Tablets can be dash or floor mounted.
    - The best option that we have found is a drill-less mount that uses an existing seat BOLT. This is a RAM mount: <http://www.rammount.com/part/RAM-B-316-1-UN8B>



drill-less bracket  
uses the factory  
seat bolt! Quick  
and EZ!

- Tablet Protective Cover – if a tablet is used, it is highly recommended for the customer to purchase an Otter box style case to keep the tablet protected.

## Installation Tips

- Proper tools are key to an efficient install. Most technicians have the proper tools, but as a reminder, it is a real time saver if you have the following in easy socket form as the trucks vary with the size and type of bolts for both dashboard panels and seat bolts.
  - Metric Socket set - 5mm – 16mm
  - SAE Sockets - ¼ in to ¾ in
  - Torx Bit sockets – T20 – T50
  - Hex (allen keys) sockets
  - Cordless Drill that works with the above or at least a 3/8” ratchet and various extensions
  - Zip ties
  - Pliers – typically not needed but have them just in case.

## Setting Up End User's Accounts

- Steps to get the END user Account set up Correctly for both the EZ Fleet side and the ELD ADD on Feature.
  - Step 1 – create the end user account as you would any account.
    - For ELD you will need the end customers DOT # and it is preferred to be entered upon initial setup.

The screenshot shows a web-based form titled "Add Account". The form is organized into two columns. The left column includes fields for "Company Name", "Primary Contact" (with a "Name" sub-label), "Account Type" (a dropdown menu), "Parent Distributor" (a dropdown menu with "Eastern Region (EZ Fleet Eastern Region)" selected), "Site" (a dropdown menu), "Primary Contact Email", "Billing Email", "Phone" (with a small icon and the number "1-778-996-7612"), "Alternate Phone", "Fax", "Street 1" (with a small icon and the number "300"), and "Street 2" (with a small icon and the text "Example St."). The right column includes fields for "City", "State" (a dropdown menu with "CA" selected), "Country", "Zip Code", "Language" (a dropdown menu with "English" selected), "Business Vertical" (a dropdown menu), "USDOT #" (with a yellow highlight), and a large text area for "Comment". A blue "Save" button is positioned at the bottom right of the form.

- Step 2 – Complete a Feature Add-On Order in Reseller Admin Portal
- Instructions also found in “How to Place a Feature Add-On Order” in the KL
  - go to Orders and New Feature ADD on
  - Pick your customer
  - Under FEATURE – pick Wireless Links
  - Under Plan – pick Monthly (that’s the only one available)
  - Number of Licenses - (reminder its total connected devices – so tablets and/or phones – its not just the # of Trucks)
  - Once submitted, this is what sends the info, to generate the “link connection” between the EZ Fleet UI and the Driver Log – connection.
  - Our team then “makes the links connect”. Typically takes 2-3 business days MAX, often times within 1-2 business days. So plan accordingly.

Distributor Admin - EZ Fleet - Eastern Region

Messages **New** Email Support Logout

Search My Accounts My Devices Transfers Orders RMA's Users Reports Knowledge Library

Orders > Feature Add Ons

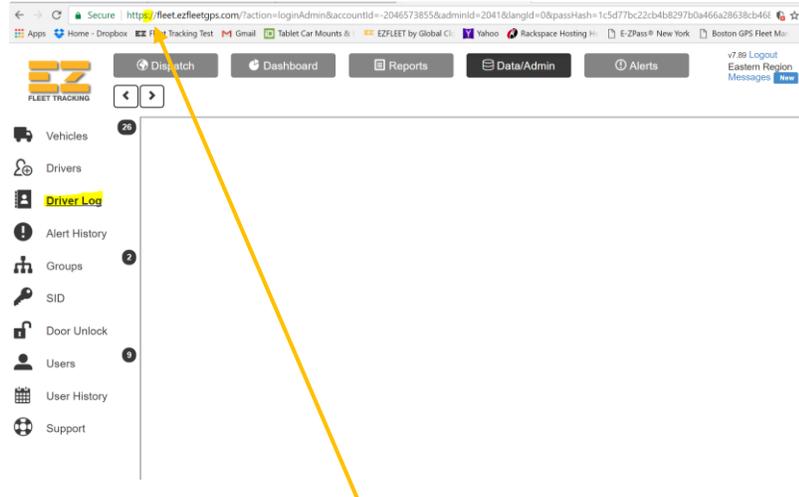
Place Order for Feature Add Ons

Customer: EZ Fleet Eastern Region (Eastern Region) P.O. #: ie. XYZ123

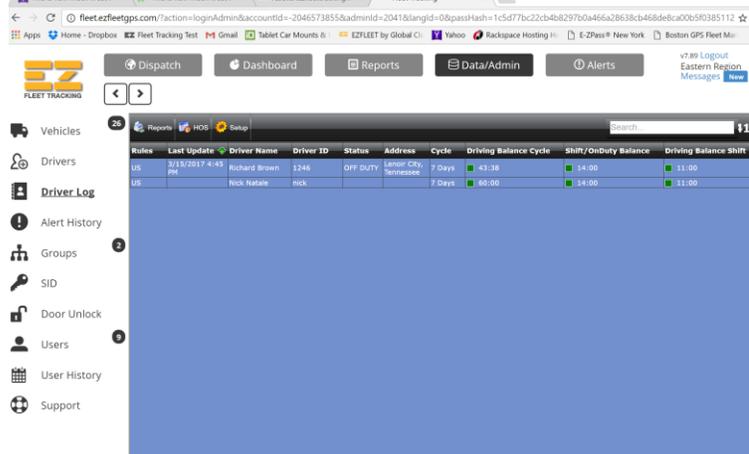
Feature	Plan	Price	Recurring	Number of Licenses	Total	Recurring
Wireless Links	Monthly	0.00	6.00	<input type="text"/>		

Comment: Please enter comments, instructions etc.

- Step 3 – How to get to the Driver Log portion via the EZ Fleet UI.
  - It is recommended to setup a USER and to login into the User account via Customer Login vs. use the typical ADMIN portal link.
    - If you use the ADMIN portal link, you will see a BLANK White Screen under driver log.



- Remove the “S” and it will work just perfectly. This is due to the fact that our ADMIN portal uses the “HTTPS” which is an extra secure method. The Driver Log partner does not use this HTTPS.
  - That is why we recommend making a USER account for EZ access to your ELD accounts.
- How to navigate the ELD world and Driver LOG Area. When you go to DATA/ADMIN and then click on DRIVER LOG ( which only shows up after the LINK process is completed).
  - Think of this blue window as the whole program with regard everything related to ELD/Driver Log from inside the EZ fleet UI.
  - It is essentially a single sign on, you have access to the entire ELD/Driver Log system from inside that blue window.





- Step 4 – Setting up Driver ID's – continued
  - Then fill in the pop-up and save:

**Application Settings**

Driver IDs | Truck Names | Alarms | Account Settings

**Add New Driver**

Driver ID \*

Driver PIN 2014

First Name

Mid. Name

Last Name \*

Nick

License #

State

Hired Date

Submit Cancel

- Finish Setting up all DRIVER ID's at this time.
  - Step 5 - Creating Truck Names.
    - This step is extremely critical as these TRUCK names are what is used to match up the BLUELINK ELD unit to the drivers interface on the tablet. They are PAIRED at installation and are part of the setup.
      - Note: Its highly recommended to use the same TRUCK name as the map label on the GPS system. ***There can be no "symbols or spaces" they need to be alphanumeric.***

**Application Settings**

Driver IDs | Truck Names | Alarms | Account Settings | Mobile App Settings

Truck Name	Truck #	Action
Big Red	1234	Edit Del
tundra	25	Edit Del
Big Yellow	5544	Edit Del
trk 4	trk4	Edit Del

[Add New Truck](#)
[Import](#)
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 View 1 - 4 of 4

- Step 6 – setting up Account Settings timezone and other items on the UI – See video
  - JIM TO DO VIDEO

## Setting up the Android Tablet/ Android Phone

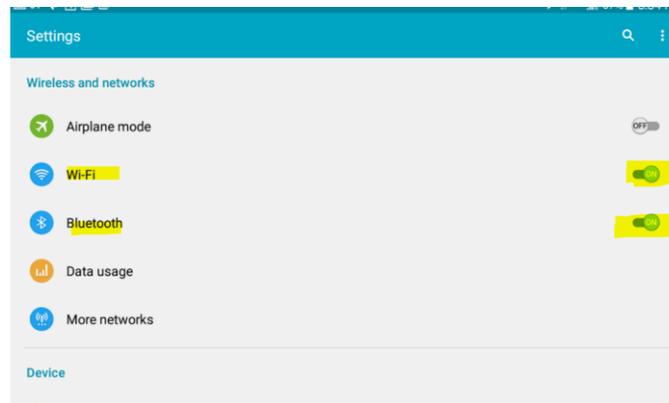
It is critical for optimum operation of the ELD Driver log system that you ensure the TABLET/Phone settings are correct. Reminder: requires Android version 5.1 or higher on the tablet/phone.

Before you start with the SETTINGS, whether the tablet “data plan” is owned by the END customer or the RESELLER, it is recommended to DELETE ANY/ALL unnecessary applications from the tablet before you begin getting it ready for the ELD software etc.

- It is also recommended to use an APP lock regardless of “who owns the data plan” to ensure that the drivers aren’t watching Netflix etc.... An app lock called DoMobile works fine, but there are many options in the google play store. The APP lock can be ADDED last.

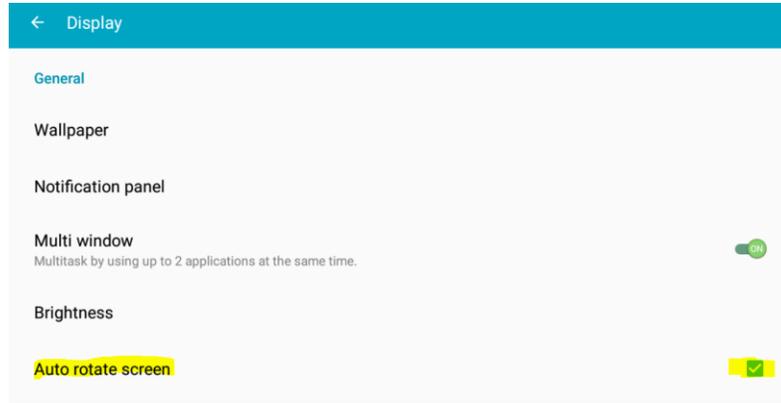
Once the tablet’s unnecessary programs have been deleted/removed, then continue with the following steps to properly setup the tablet or phone.

- Settings - find the standard SETTINGS icon and go into Settings and do the following under each category listed below.
  - Under Wireless and Networks
    - Ensure that WIFI and BLUETOOTH are turned ON.



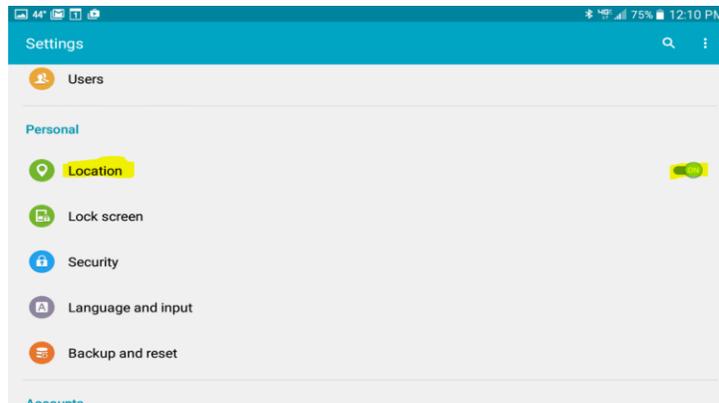
- Under Device

- Tap on Display
- Check the box to AUTO Rotate the screen

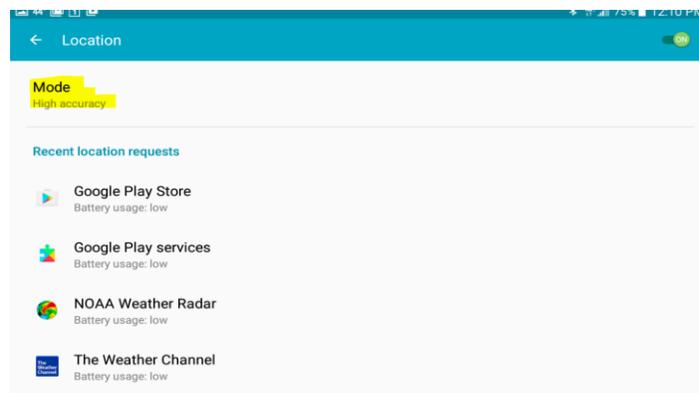


- Under Personal

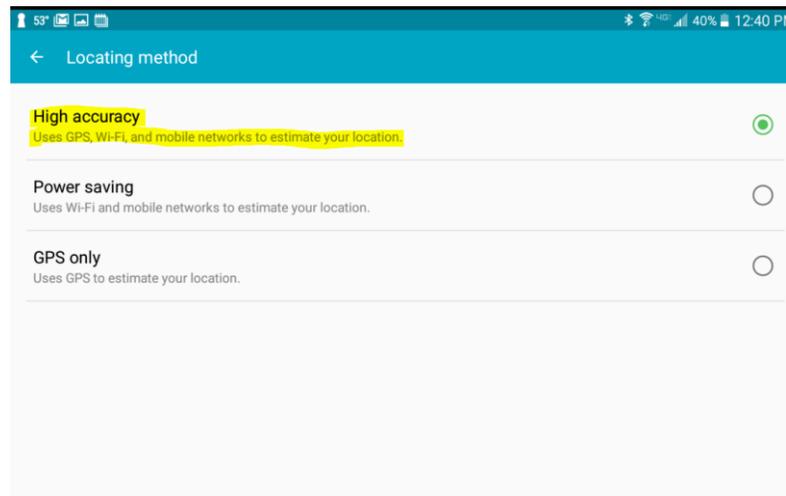
- Make sure Location is ON



- Tap on Location - to ensure that devices location MODE is set to HIGH ACCURACY.

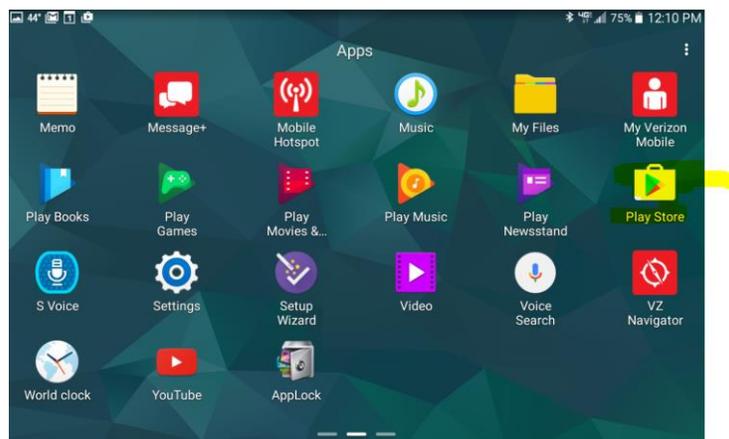


- If its not – tap on the MODE and then change to High Accuracy as seen below:

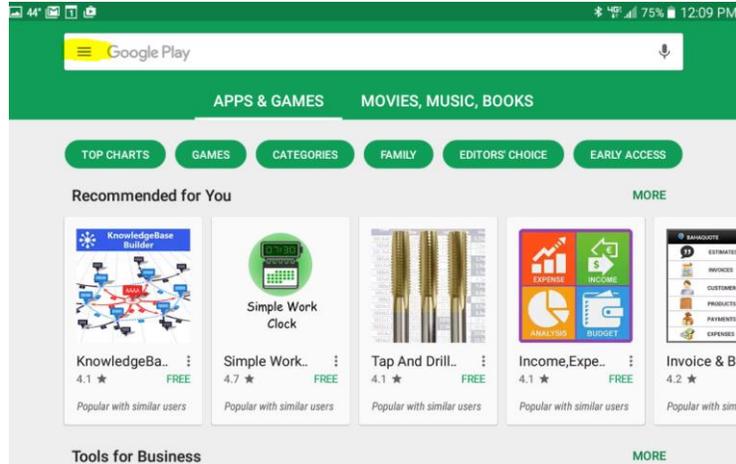


## Downloading the ELD Programs from the Google Play Store & setting up the AUTO UPDATE

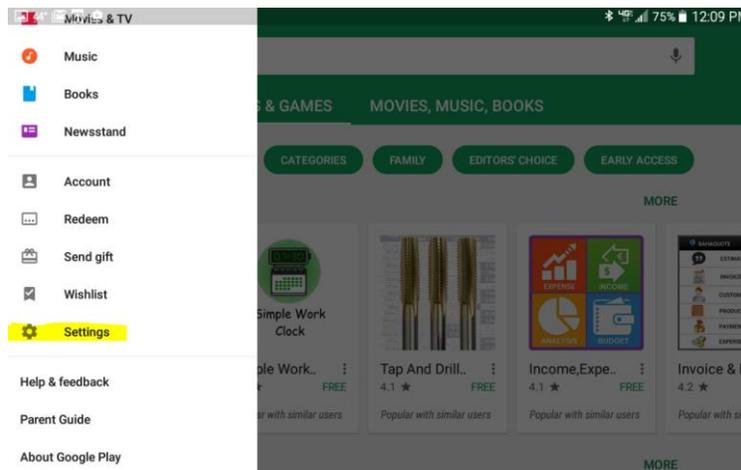
- Go to the PLAY STORE



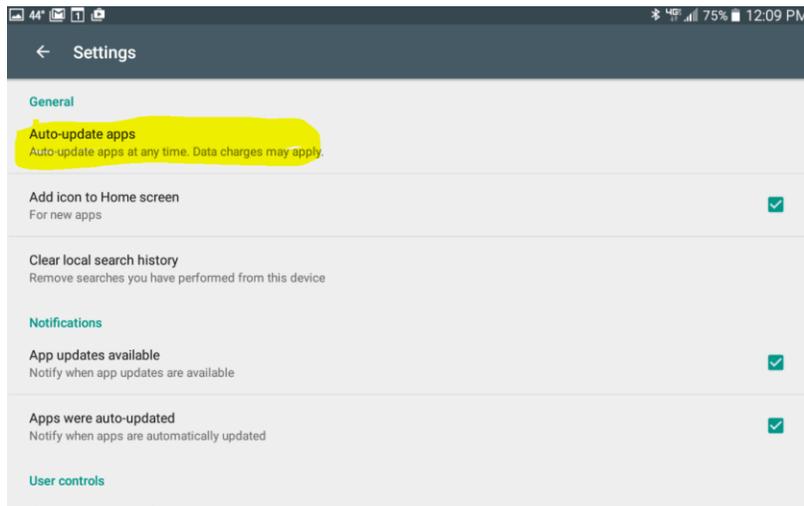
- Turning on AUTO UPDATE – this is critical to ensure our ELD APPS will AUTO update via the Google Play Store
  - Tap on the MENU icon on the left side of the “search bar” to get to the settings section.



Find the SETTINGS (you may have to scroll down) - then TAP on SETTINGS

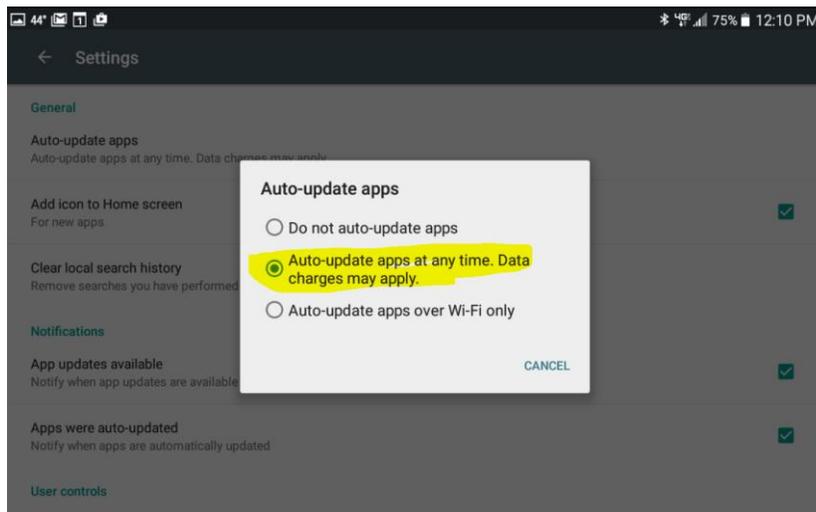


- TAP on AUTO-UPDATE apps



Make sure AUTO UPDATE ( the middle one) is selected:

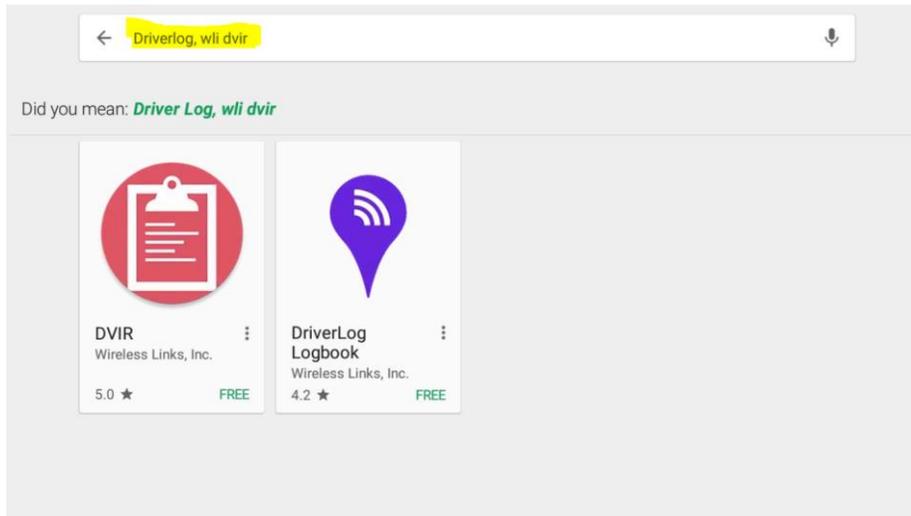
- This ensures that your Driver LOG and DVIR apps will AUTO UPDATE



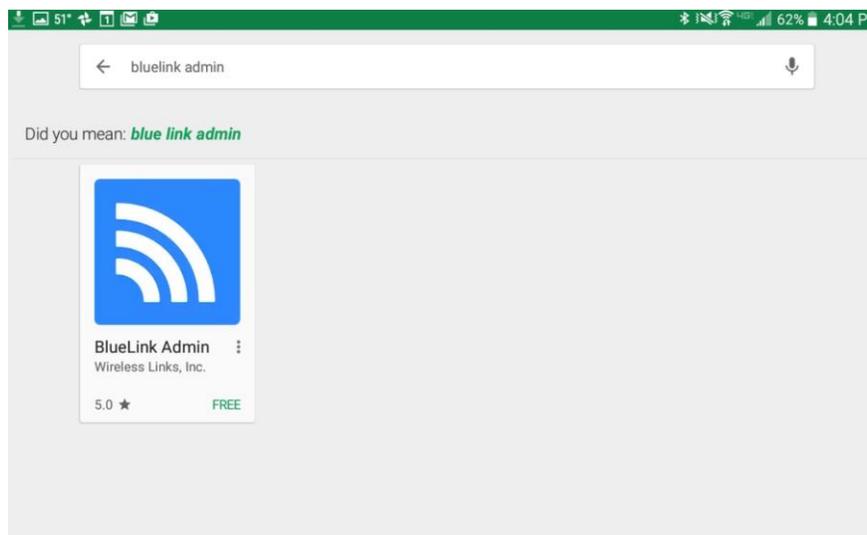
- Use the BACK buttons to get back to the GOOGLE PLAY store search bar.
  - If you know how an Android operates, there is a faster way by “jumping to home” with the main button on the tablet.

## Downloading the ELD Driver LOG, DVIR (Driver Vehicle Inspection Report) & Bluelink Admin

- Go to the GOOGLE Play Store and type in Driverlog, wli dvir (exactly has written) and it will bring you to a screen that has those two apps on it.
  - Download and install both
    - Make sure if you have an APP lock, that you ALLOW access to both.



- Now go back to Google Play store and Download the Blue Link ADMIN.
  - Type in Bluelink admin and the program will pop up.
  - Download and install the blue link admin



- See how the icons look on the bottom row.
  - Note: now is the perfect time to make sure that you have all the unnecessary programs and apps either removed or moved to one of the other pages of apps so they are not easily visible to the driver.



### Preparing for the Physical Installation of the Bluelink, JBUS Cable, Mounting Bracket and Tablet

Now that you have completed these steps, your tablet/phone is ready to be installed with the Blue Link unit in the vehicle. It is critical that you have completed all the steps, especially related the Truck Names in the UI portion of the ELD. These TRUCK NAMES are also called Friendly names and are a critical part of the installation process.

- Staging tips – the speed and ease of the ELD installations are greatly simplified by staging the ELD parts/pieces prior the install. The tips include but aren't limited to the following:
  - Tablet
    - Make sure Tablets are charged and ready to use.
    - Ensure that you completed all the TABLET steps competed with related to the applications and various settings as defined earlier in this document.
      - Especially with regard to Driver ID's, Truck Names etc....
  - Mounting Bracket - Assemble as much of the mounting brackets ahead of time as possible.
  - Proper Tools/sockets etc. - Ensure that you have all the proper tools including the variety of sockets, hex and allen sockets as well.

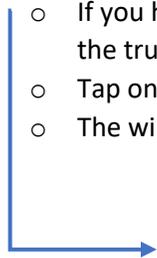
Now you are ready to install the Blue link unit, mounting bracket and tablet.

## Physical Installation Tips

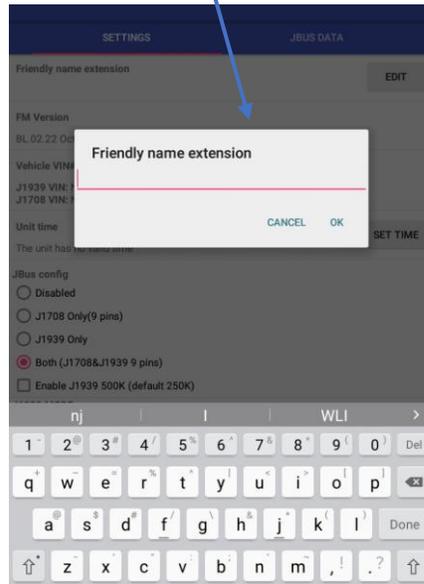
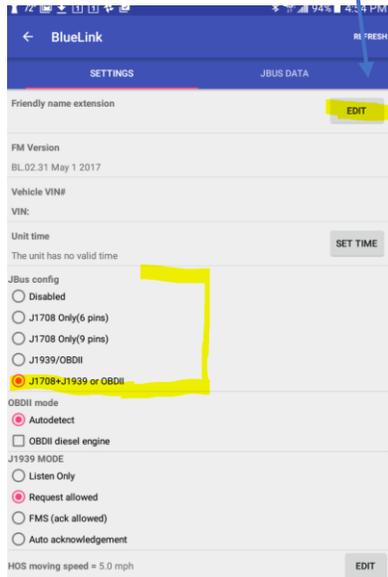
- Blue Link and Cable
  - Connect the Bluelink unit to the Cable (it may already be connected)
    - Write down the Bluelink SN – it will be needed in the setup process to ensure that you are linking the correct Bluelink to the correct tablet/phone
      - Example: 51:0C:00:2F:00:2F
      - This is actually a MAC address style SN.
  - Find the JBUS connector in the vehicle.
  - Plug in the Bluelink/cable combo.
  - Look for the lights on the Bluelink, make sure they are lit
    - See *BlueLink Admin Quick Start Guide* : located in the ELD section of the KL.
  - Find a safe spot to hide and secure the blue link unit and excess cable.
    - Typically, it will be easy to find a spot to “hide it”. The holes in the Bluelink case are for zip ties.
- Mounting Bracket – install the mounting bracket so its not in the drivers way and is securely mounted etc.
  - Use your judgment based on the mount that was chosen by the customer/reseller.
- Install the cover on the Tablet (if applicable) and insert the tablet into the mounting bracket and connect the car charger cord.

## Linking the Bluelink unit to the Tablet via the Bluelink ADMIN program

- Ensure that the physical install is completed and the Bluelink unit and tablet are connected and that the tablet is ON.
- *“start the vehicle” at this time, so its running and so the ECM is ON and our Bluelink can get the data from the truck.*
- Tap on the Bluelink Admin Icon and open the APP.
  - If you have the settings correct on the tablet, you should see the SN of the Bluelink in the truck, it will look something like this: 51:0C:00:2F:00:2F
  - Tap on that SN
  - The window will change to the following:



- Tap on edit to set the “friendly name” and select the proper truck name (i.e. this has to match what was programmed on the UI ).
  - This is what links the Bluelink to the Tablet.
  - Note: the reason for this is that today’s “blue tooth” signals can reach 30+ feet and we want to ensure that the Blue ink is connected to the correct tablet/phone. So that is why we have Truck/Friendly names.



- 
- Odometer Reading –
  - JBUS - For the large trucks (6pin, 9 pin, Mack, Volvo Trucks) it will give you an option to select the ODO reading that it is pulling from the ECM. Select the ODOMETER Reading that is closest to the actual displayed on the “dashboard” of the truck. In most cases these will match.
  - OBDII – in the true OBDII trucks ( like Ford F350/450/550 series] you will ENTER the starting ODO
- Now that our Bluelinks are capable of linking to all three types – In most cases, you will leave it in the “all 3 types option” (see above) -  J1708+J1939 or OBDII . Upon review, if you feel that it didn’t AUTO Select the correct one, then select it manually.
- SET TIME – if the time did not AUTO set, then please SET the time. See the above image.
- Once this is complete, its important to actually fully CLOSE the Bluelink Admin app before going into the Driver Log APP.

Once you have completed the above steps, then the setup of the system and tablet is essentially finished.

To actually use the Driver Log application on the Tablet, please see the various training tools on the Knowledge library. This is the name of the driver manual on the KL HOS\_mauual\_drivers

This document is to be considered an INTERNAL, reseller only document. As stated on the 1<sup>st</sup> page, we welcome any feedback and tips to make the ELD installs go easy.