

# ELD

## Quick Start Guide



# Welcome to Linxup!

This simple step-by-step guide will walk you through activating your account and installing your GPS tracker. You'll also find easy instructions to customize your Customer Portal for tracking vehicles and equipment, monitor reports, set alerts, and much more. Let's get started!

## Account Activation

- 1 Open your web browser (Chrome is recommended) and go to: <https://activate.linxup.com>
- 2 You will be directed to the Activation Page where you will finish your account registration. Fill out the following information:
  - **Activation Code:** You can enter either the Activation Code found on your device OR your Billing Account Number (BAN) provided in your confirmation email.
  - **Email Address:** Please use the email address you provided when completing the order.
  - **Create/Confirm Your Password:** Make it strong and secure!
  - Read through our Terms & Conditions and then click the radio box to agree before clicking "Next".

## Device Activation

- 1 Welcome to your portal!
  - If you entered in your activation code on the previous screen it will auto populate here.
  - If you entered your Billing Account Number (BAN), you will need to enter the activation code shown on your device here.
- 2 Name your tracker based on the naming convention you use to manage your vehicles.
  - Some common ways to name your vehicle: Blue Truck, Van ##, Sophie's Car, Ford F150, Tractor ###, etc.
- 3 Enter in any optional information you would like to add for your tracker.
  - **Tip!** If you are adding trackers into multiple groups, complete Group Setup before activating the remainder of your devices.
- 4 Congratulations! You have now set up your first device and your portal has been activated for use. From here, you can either choose to Activate More Trackers or Complete the process and begin using your system. **Note:** The Apollo Admin setup MUST be completed before a driver can utilize the system.

# Set Up Apollo ELD

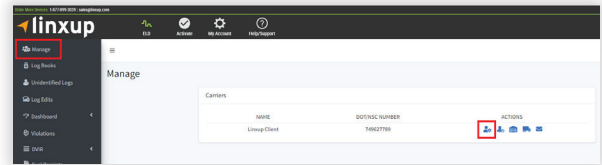
**1** Log in to the Apollo ELD login page. Sign in using the Admin credentials emailed to you. Please allow 2-3 business days for delivery.

**2** **Verify your carrier information:**

- Select 'Manage' (first icon) on the Manage Screen.
- On this screen, verify the following:

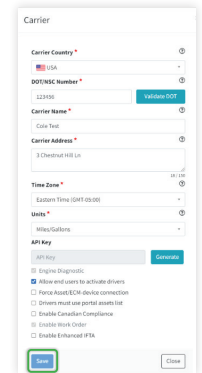
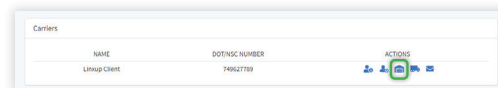
- DOT number
- Carrier Name: This is pulled from FMCSA when DOT was entered
- Time Zone
- Drivers *must use* portal assets list: Forces the ELD and the driver to only select a tractor or trailer that has been previously defined on the portal. By enabling this option drivers are not allowed to create a new vehicle. If you disable this option drivers can create and enter their own vehicle or trailer information directly in the application.

- Make sure to click on the 'Save' button after making modifications!



**3** **Set up your home terminal(s):**

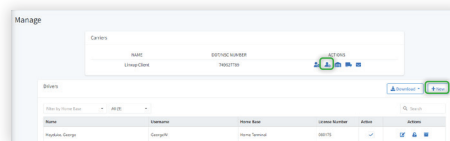
- Select 'Home Bases' on the Manage Screen.
- Enter the Location Name.
- Input the full address and click on the location pin icon to verify this location on the map.
- Specify the Time Zone for this location.
- Check Set as Main Office if this Home Base is your primary location.
- Click 'Save' once the information has been input.



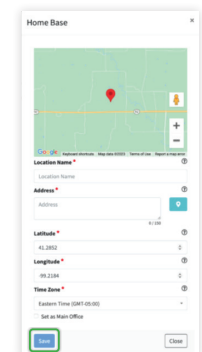
Note: To assign existing drivers to this home base, click on the **Drivers** icon next to the Home Base under the **Actions** menu. Search for the drivers you wish to add and click on the 'Assignment' checkbox to assign them to this home base. Click 'Save' to complete the assignment.

**4** **Set up your driver(s):** Note: Make sure you have the driver's license number available.

- Select 'Drivers' on the Manage Screen.
- Click 'New.'
- Complete the form, then click 'Save.'



- Name: Enter driver first name
- Last Name: Enter driver last name
- Username: Assign a unique Username for the driver to use to login to the ELD application. Note: Username *cannot* be updated later
- Password: Set the driver password to login to the ELD application
- Home Base: Select the driver's home base
- Ruleset: Select the driver's ruleset from the dropdown menu  
If a driver later changes the ruleset directly on the app, this will update the server and it will be changed accordingly
- 24-Period Starting Time: Select the default start time of day to be used
- DVIR Access: There are (3) different settings for vehicle inspections.
  1. DVIR: provides full access to the vehicle inspection function
  2. No DVIR: will completely remove the vehicle inspection function (mobile)
  3. DVIR Only: requires a different application (mostly used by mechanics). This provides access to the vehicle inspection functions without access to ELD-related functionality.

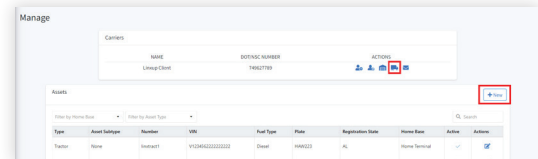


- **Active checkbox:** Uncheck to deactivate driver access
- **Personal Use checkbox:** Check to allow driver to use Personal Use (personal conveyance)
- **Yard Moves checkbox:** Check to allow driver to use Yard Moves
- **Exemption checkbox:** When selected, this indicates the driver is fully exempt from Hours of Service rules (i.e., a mechanic who occasionally drives the vehicle to perform road tests). Once selected, you can choose from a preset list of exemptions or enter a custom reason for the exemption
- **Units:** Use the dropdown menu to select desired units of measure for the driver on their application
- **License Number and Registration State:** Enter the driver's license number as well as the registration state
- **DVIR Wi-Fi Only:** Images taken during a vehicle inspection are only uploaded to the server when the ELD is connected to a Wi-Fi network
- **Allow to use exemption:** lets the driver indicate when they are under an exemption and input the information related to that exemption directly on the ELD
- **Allow to take DVIR photo:** permits drivers to take pictures while performing vehicle inspections.

d. Be sure to click the 'Save' button after making modifications!

## 5 Set up your Assets(s): *Note:* For Tractors, you will need the VIN.

- Select 'Asset' on the Manage Screen.
- Click 'New.'
- Complete the form, then click 'Save.'

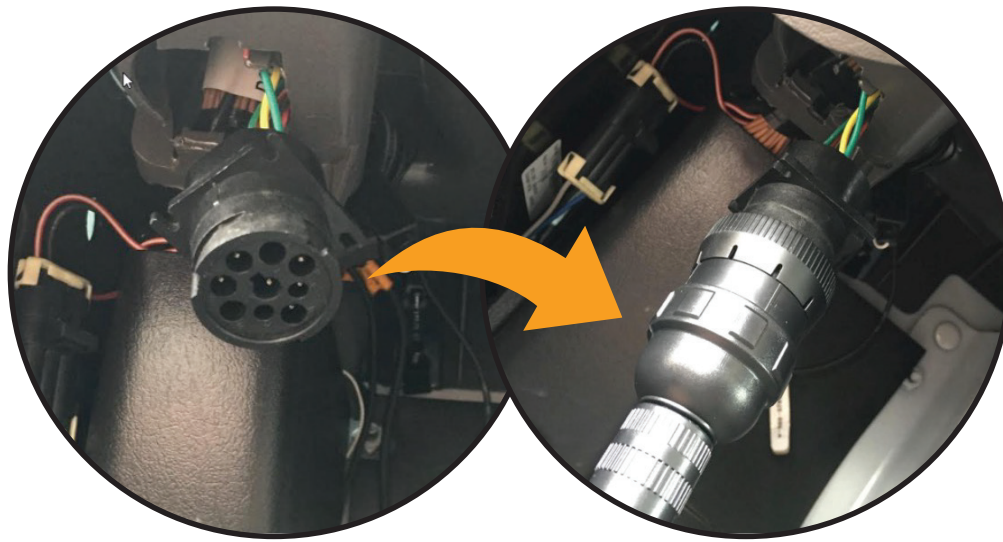


- **Asset Type:** Select the type of asset: tractor (vehicle) or trailer
- **Sub Type:** Choose appropriate choice. Sub type is controlled by what was entered as type
- **Number:** Input a name or number for the asset
- **VIN:** (Not necessary on Trailer assets) Enter the FULL 17 digit VIN
- **Plate:** Enter the license plate number
- **Registration State:** Use the dropdown menu to select the license plate registration state
- **Home Base:** Use the dropdown to assign the asset to a home base

d. Be sure to click the 'Save' button after making modifications!

## Install Your Device

- 1 You will need your device and cable (if applicable). Begin with the ignition powered OFF.
- 2 **J-BUS Devices:** Connect the cord to the tracking device, then plug into the truck's port.
  - a. Linxup offers 6-pin, 9-pin, and RP1226 adaptor cables to match your vehicle. The tracker can also be used without an adaptor cable if the vehicle has an OBD-style port.



- 3 Turn on the ignition.
- 4 Power on your supplied tablet or personal mobile device (for BYOD). Select the Apollo ELD App.
- 5 Sign into the app with the credentials created by your Admin. After entering in your vehicle and trailer info, the app will ask you to Scan for devices. The device at the top of the list will be the one closest to you. Double check by matching the serial number, then choose the device.

## That's it! You're Ready To Start Tracking!

It's time to start customizing your account. Please reference our 'Account Setup Guides' to help walk you through setting up users, geofences, alerts, and more.