

# Omnitracs XRS AOB RD To ELD Process Checklist



There are eight steps to efficiently move from AOB RD to ELD operation using Omnitracs XRS. These steps include training for XRS Fleet Administrators and Drivers, ensuring XRS Mobile and XRS Relay devices are using current XRS software versions, and working with the Omnitracs XRS Support team to enable ELD functionality.

Fleet Administrators should review and print the following checklist to ensure each step is completed in the recommended order.

Step	Description	Affected Party	Time
1. Ensure XRS Mobile and the XRS Relay software are up to date.	<p>Normally, XRS Mobile and the XRS Relay software are updated automatically. However, those that use MDM software to deploy XRS Mobile and users that have manually declined updating their software should update to the current XRS software versions before converting to ELD.</p> <p>Fleet Administrators can reference the <b>Determine XRS Version Numbers Quick Guide</b> to ensure XRS Mobile and the XRS Relay software are current.</p>	Fleet Administrator	1 Hour
2. Fleet Administrator Training	<p>Fleet Administrators that use the Omnitracs XRS Website should reference provided resources to learn more about the following ELD functionality in XRS:</p> <ul style="list-style-type: none"> <li>• Fleet Administrators should learn how to use the following ELD reports in XRS:                             <ul style="list-style-type: none"> <li>○ ELD Driver Log Report</li> <li>○ eRODS Extract</li> <li>○ Diagnostic and Malfunction Reports</li> <li>○ Pending and Rejected Edits Reports</li> </ul> </li> <li>• Other reports have been updated to include ELD information. The updated reports include:</li> </ul>	Fleet Administrator	2 hrs/ shift or team

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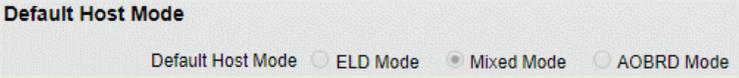


Step	Description	Affected Party	Time
	<ul style="list-style-type: none"> <li>○ Personal Conveyance Report</li> <li>○ Driver Log Edit Summary and Detail Reports</li> <li>○ Rejected Pending Edits Reports</li> <li>● Same behavior for assigned Unassigned Vehicle Activity (UVA)</li> </ul>		
<b>3. Driver Training</b>	<p>Drivers may reference the provided resources, including training videos and Quick Guides, to learn more about the following ELD functionality in Omnitracs XRS Mobile:</p> <ul style="list-style-type: none"> <li>● Driver-facing Changes</li> <li>● Diagnostics and Malfunctions Alerts</li> <li>● ELD Driver Guide</li> <li>● Omnitracs XRS ELD Driver Cab Card</li> <li>● Log Maintenance</li> <li>● Roadside Inspections</li> <li>● How to properly move an Omnitracs XRS Relay to another vehicle</li> <li>● Adding and Editing HOS Log Events using the XRS Mobile Log Editor</li> <li>● Declaring Personal Conveyance and Yard Move using Omnitracs XRS Mobile</li> <li>● Certifying Logs</li> <li>● Unassigned Vehicle Activity</li> </ul>	Drivers	3 hrs/ driver
<b>4. Contact Omnitracs Support to enable ELD functionality.</b>	<p>Contact your Omnitracs Client Manager or email <a href="mailto:eldxrs@omnitracs.com">eldxrs@omnitracs.com</a> to request ELD functionality be enabled for your company. The XRS Support group will contact you to confirm the change request and may request additional information.</p>	Fleet Administrator	N/A

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Step	Description	Affected Party	Time
5. The XRS Support group will enable Mixed Mode support for your company.	<p>The XRS Support group will enable Mixed Mode to allow XRS to support the simultaneous use of AOB RD and ELD Vehicles during the transition.</p> <p>Only XRS Support can change the Default Host Mode. However, you can view the current selection using the <b>XRS Website &gt; Company Settings &gt; HOS tab</b>.</p> <p><b>Default Host Mode</b></p> 	XRS Support	N/A
6. Update vehicle records from AOB RD to ELD	<p>Using the XRS Website Manage Vehicles screen, search for and edit each vehicle to update the ELD Vehicle option button to <b>Yes</b>.</p> <p>It is recommended that Fleet Administrators convert vehicles to ELD on a site-by-site basis once driver training is completed for the site.</p> 	Fleet Administrator	Depends on Fleet Size
7. Once all vehicles are ELD Vehicles, contact XRS Support to enable ELD Mode	<p>Once all vehicles for the company have been changed to ELD, contact <a href="mailto:eldxrs@omnitracs.com">eldxrs@omnitracs.com</a> and request that XRS Support enable ELD mode.</p>	Fleet Administrator	N/A
8. XRS Support sets the Default Host Mode to ELD	<p>XRS Support will change company settings from Mixed Mode to ELD Mode. All new vehicles will be ELD vehicles by default.</p>	XRS Support	N/A

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Omnitracs, LLC  
717 N. Harwood Street, Suite 1300  
Dallas, TX 75201 U.S.A.

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