

## Setting up HoS Desktop

### OVERVIEW

To configure your HoS solution in the desktop you will need to perform the following:

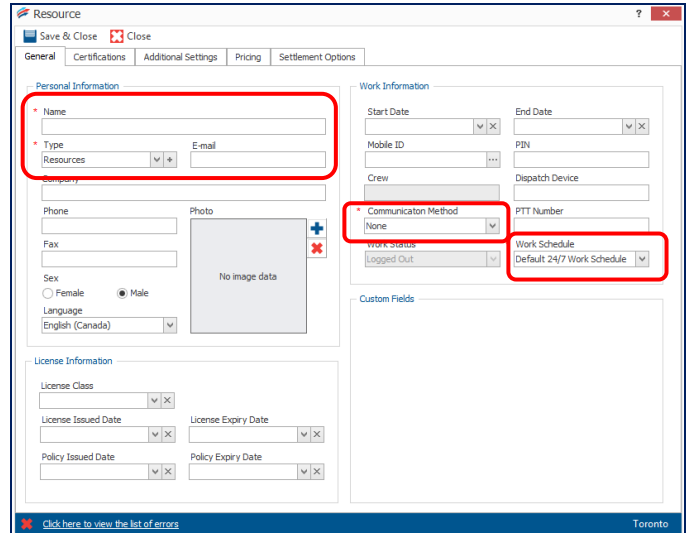
- Add Resources
- Add Vehicle Types & then Assign Vehicle Types to Assets
- Assign Vehicle Inspection Schedules to HoS Vehicle Types, i.e. (assets/powered and towed units)
- Generate account Activation Codes for your Drivers Handheld Devices

### ADDING A RESOURCE

You will need to setup your resources (i.e. drivers) in the desktop in the Fleet Configuration module. Once they have been setup, the resources will become available and display via the HoS Configuration screen on the *Driver's* tab.

1. From the main toolbar select, **System / Configuration / Fleet Configuration / Resources**.
2. Click the **Add** button.
3. In the **Name** field, type the name of the resource.
4. From the **Type** dropdown list, select the category that the resource belongs to.
5. In the **Email** field, type the personal email address of the resource.
6. In the **Communication Method** field, leave it set to **None**
7. In the **PIN** field, leave it blank.
8. From the **Work Schedule** dropdown list, select the resource's schedule.
9. Complete the remaining fields, as required.
10. Click the **Save & Close** button.

Note: you no longer need to provide a PIN for your resource (i.e. driver).

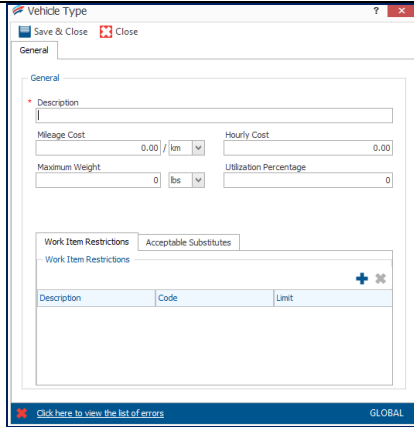


### ADDING A VEHICLE TYPE & ASSIGNING IT TO AN ASSET

The HoS Configuration module retrieves the information for the Powered Units from the Assets screen in the Fleet Configuration module. In order to achieve this, you will need to first create vehicle types in the in the Fleet Configuration module. Secondly, you will need to assign the *Vehicle Type* to the *Asset* that you want to use for the HoS solution. Once these steps are completed the Asset will display in the HoS Configuration screen via the *Vehicle Types* tab.

### ADDING A VEHICLE TYPE

1. From the main toolbar, select **System / Fleet Configuration / Assets / Vehicle Types**



## INDICATING AN HoS DRIVER & GENERATING ACTIVATION CODES

The resources that you have added previously in the Fleet Configuration module will now display in the *HoS Configuration* screen via the *Drivers* tab. Using this tab you can indicate which resources are HoS drivers and generate account Activation Codes.

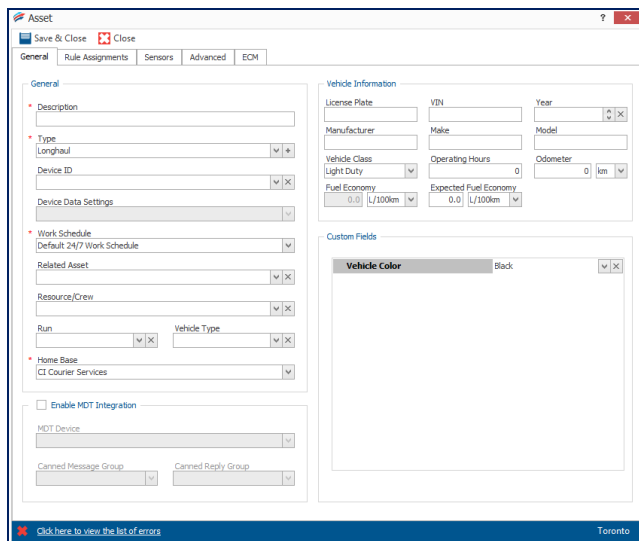
**IMPORTANT!** You must provide the Activation Codes to your drivers. Your drivers will need to provide their unique activation code when they Sign-Up for their HoS accounts on their handheld devices.

2. Click the **Add** button.
3. Complete the fields as necessary.
4. Click **Save & Close**.

1. From the main toolbar select, **System / Configuration / HoS Configuration**

## ASSIGNING A VEHICLE TYPE TO AN ASSET

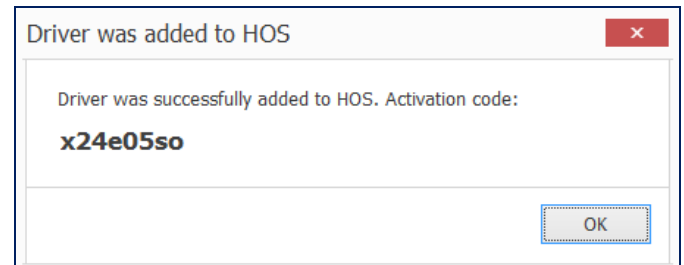
1. From the main toolbar, select **System / Fleet Configuration / Assets**
2. From the list double-click the asset name that you want to update.



HOS Configuration (information is up-to-date: 3:21:02 PM)

Vehicle Types	Towed Units	Branch Options	Sub Codes	Drivers	Mechanics
Refresh Enable HOS					
Driver					HOS Enabled
Driver					Yes
Hu					No
Farid					No

2. Select the **Drivers** tab.
3. From the list, click to highlight the Driver's Name that you want to generate an account activation code for.
4. Click the **Enable HoS** button. A pop-up window displays with the drivers account activation code. For example,



**IMPORTANT!** The account activation code displays on your screen via pop-up window. Once you click the OK button it will no longer display.

3. From the **Vehicle Type** dropdown list, select vehicle type name that you want to assign.
4. Click **Save & Close**.

5. Click the **OK** button.