

## Welcome to HOS Reporter Pro!

Now that you have your device(s), you are ready to start using your new E-Log solution: HOS Reporter Pro!

### GETTING STARTED: 3 Easy Steps!

You should have an email in your inbox with your username and password for the HOS Reporter online portal. Access the portal here: <http://portal.hos-reporter.com/portal/login.html>

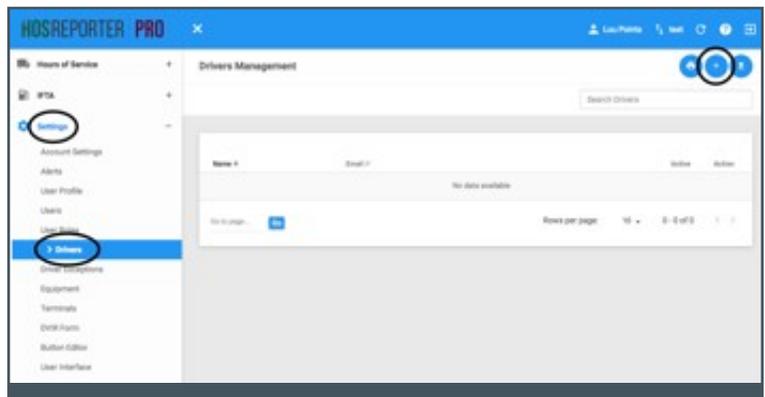
Once you have logged in, the first step is to add terminals (offices) and drivers to your account.

Most carriers have only one terminal (home office). If your carrier has multiple offices, please add them first and then begin adding drivers. This step must be completed before any driver will be allowed to access the HOS Reporter Pro application on their tablet or smartphone.

## 1 CREATING A DRIVER

To create a driver:

- Navigate to the left-hand side of the page
- Click on Settings>Drivers
- Select the '+' in the upper right-hand corner
- Fill in the necessary information.



HOS Reporter Pro uses email addresses to uniquely identify each administrator and each driver. **The email address that is used for the portal login may NOT be used as a driver login.** Use any other email address for each driver. You may, however, create email addresses that don't actually exist. You may use driver1@ABCfreight.com if you like. This will be used as the driver's username only and not used to send email to the driver.

**NOTE:** If you would like your drivers to have the option to log personal use and yard moves, make sure that **BOTH** of those boxes are checked. If you want drivers to have the ability to change equipment, (recommended) check the box labeled 'Manage Equipment.'

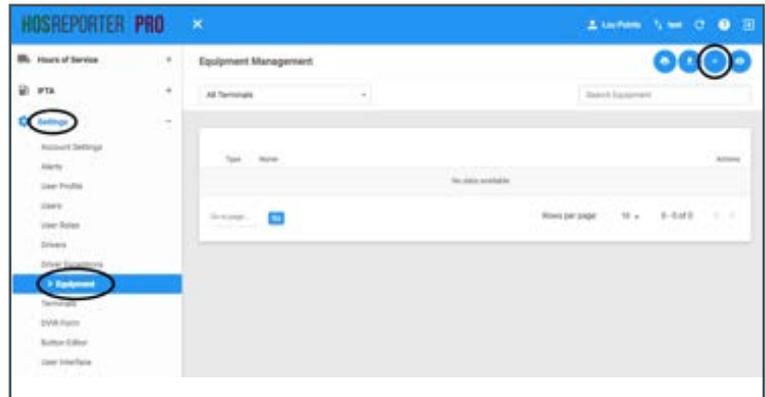
## 2 CREATING EQUIPMENT

**You MUST add your equipment (trucks, trailers, etc.) on the portal before logging into the app.** This will then allow you to create a Bluetooth connection to your tablet or smartphone when you first login to the app.

## CREATING EQUIPMENT

To create equipment

- Navigate to the left-hand side of the page
- Click **Settings>Equipment**.
- Locate the '+' in the upper right-hand corner



A box will pop up on the screen and you will need to fill out all of the necessary information. When creating your equipment note the following selections:

- DO select 'Visibility Set1'
- DO select 'Atlas' as the Device

**NOTE: DO NOT** select "Use GPS Odometer" or "Use Manual Engine Hours" unless your vehicle is a light duty truck (pickup or service van). Not Sure? Call us at 1 844-567-3191 and we'll let you know.

Device ID, MAC Address, and Pin # should be left blank for vehicles. This will automatically be filled in when you install and properly connected your cable/Atlas via Bluetooth to the app on your tablet or smartphone.

## 3 LOGGING INTO THE APP ON YOUR TABLET OR SMARTPHONE

In the HOS Reporter welcome e-mail, you received two guides:

- Connection Guide for the Atlas Bluetooth GPS Receiver.
  - Follow the connection guide carefully to successfully pair the HOS Reporter Pro cable and Atlas with the app running on your tablet or smartphone.
  - Once you have made a successful connection you are ready to use the HOS Reporter Pro application!
- An In-Cab Driver Guide. Please print and carry it in the cab of your truck for easy reference.