EROAD
ELD User Manual

Content

1 Introduction

The EROAD™ Electronic Logging Device (ELD) is designed to make your job easier. This manual might be used by drivers, mechanics, fleet managers, dispatchers, or anyone accessing the EROAD ELD.

The EROAD ELD system includes the in-vehicle device and the Depot application. It gives you control to change duty status and manage your logs, among other features.

The EROAD ELD is installed in the cab of the truck. It measures the distance you travel, and captures location [via a global positional system (GPS)], route, and operational data from the truck.
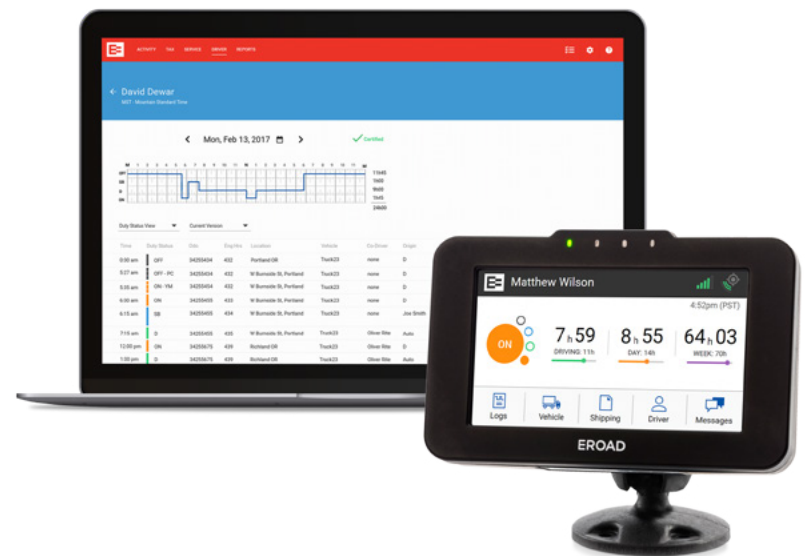
The records are stored via a cellular data network, which interfaces to EROAD's Depot application. Users can access Depot through a Web browser.

GPS

Cellular

Engine
ECM Link

EROAD
ELD

Cloud hosted
EROAD Depot

Web browser
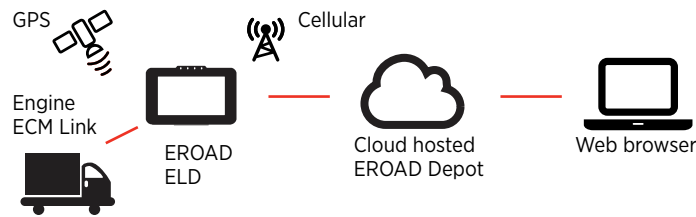
💡 *Tip:*

The first-time appearance of an acronym or abbreviation is spelled out in this manual; afterward, it is abbreviated. See section 7.2, Glossary for a complete list of acronyms and abbreviations used in this manual.

2 Driving Setup

Complete the following setup activities before you begin to drive.

2.1 LOGGING IN TO THE EROAD ELD

Perform the following tasks to login to the EROAD Electronic Logging Device (ELD).

1. Locate and tap your name on the Login screen.

2. (optional) Tap the **Down** ∨ arrow to see more names, if your name is not on the first screen. This scrolling feature is not available for organizations with more than 1000 drivers.

   Note: See section 2.1.1, Login Name Search to perform a search, if you cannot locate your name.

3. Enter your four-digit personal identification number (**PIN**) using the 10-key pad on the right.
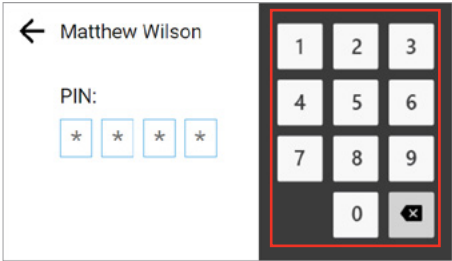
   Note: The Welcome screen lists your special driving categories. It might prompt you to review unidentified trips, accept edits, or certify your logs.

2.1.1 Login Name Search

Perform the following tasks to search for your login name, if it does not display on the login screen.

1. Tap the **Search** 🔍 icon on the Login screen (shown above) to locate your name quickly, if the driver list is long.

2. Enter your name in the **Name** field.

3. Tap the **Search** [SEARCH] button , and then tap on your name when the list displays.
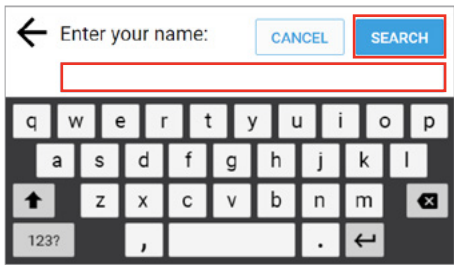
4. Enter your four-digit personal identification number (PIN) using the 10-key pad as shown above. **Contact your motor carrier if you forgot your PIN or if your name is not on the list.**

💡 *Tip:*

Driving time is applied to the active driver if the co-driver does not login.

2.2 REVIEWING THE HOME SCREEN

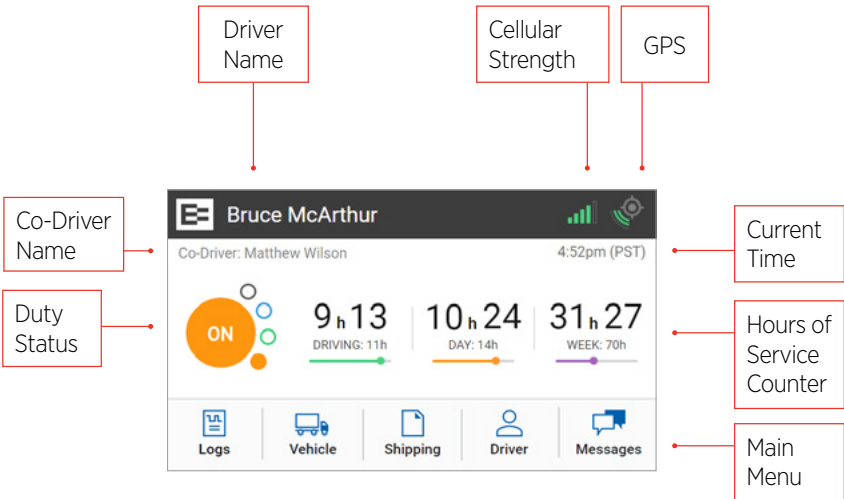The first screen that displays on the EROAD ELD is called the Home screen. The menu options are represented by the five icons that appear on the bottom row of the device. The information displayed on the Home screen is illustrated below.

There are additional options available under each menu icon. The following table outlines additional options to help you manage your trip. You can tap each icon to access more options, which are briefly described in the following table.

Menu Option	Description
🗒 Logs	Allows you to see a graphical representation of your duty status for a 24-hour period. You can cycle through previous days to check log history. Additional options include: • View/Edit (section 3.6) • Hours of Service (HoS) (section 2.4) • Certify (section 3.8) • Inspection (display or export log data) (section 5) • Pending Edits (section 4.1) • Unidentified (driver) (section 4.3) • Issues (section 6) • Email Logs (section 5.1.1) • All Events (section 5.2.3)
🚚 Vehicle	Allows you to enter fuel quantity, connect or drop trailers, and set the Weight Mile Tax (WMT) configuration (Oregon only).
📄 Shipping	Allows you to add a shipping document (such as a bill of lading).
👤 Driver	Allows you to view the active driver. You can view the driver's name, email address and time zone. The ELD lets you add a co-driver or logout using this sub menu.
💬 Messages	Allows you to scroll through the existing messages, as well as send a new message.

2.3 CHANGING YOUR DUTY STATUS

There are four standard duty status options on the EROAD ELD. Your carrier might allow you to use the two optional statuses. Each status is color-coded.

| Duty Status Icon		Description
OFF	OFF	Off duty, you are not working.
SB	SB	Sleeper berth; time spent in the berth.
D	D	Driving; your status changes to *Driving* as soon as the vehicle is in motion (at 5 miles per hour).
ON	ON	On duty, but you are not driving.
OFF PC	OFF PC	Off duty/personal conveyance; you are using the truck for personal conveyance. This time counts as off duty in your hours of service. (optional per motor carrier)
ON YM	ON YM	On duty/yard move; you are moving around the yard or off public roads. Your time counts as On Duty in your hours of service. (optional per motor carrier)

2.3.1 Duty Status

Perform the following steps to change your duty status.

1. Tap the large circle on the left side of the Home screen. Your duty status is listed in the middle of the circle.

   Example: Tap **On** ON The Change Duty Status screen appears.

2. Tap the new duty status that you want. The Home screen appears with the new duty status that you selected.
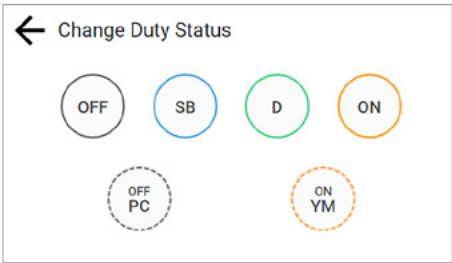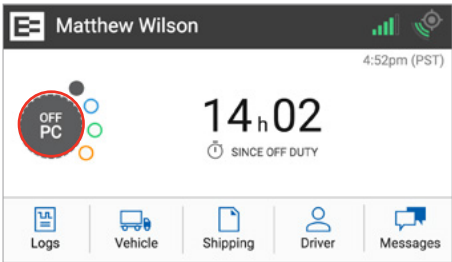

2.3.2 Personal Conveyance Status

This is a special driving category that might be provided by your carrier. This duty status counts as Off Duty in your hours of service. You must add a remark in your logs when you use this duty status.

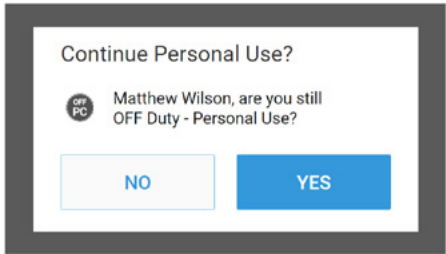*Note: See section* 3.7.1, Adding a Remark *to learn more about adding a remark.*

1. Tap the large circle on the left side of the Home screen. The Change Duty Status screen appears (as shown in section 2.3.1., Duty Status above).

2. Tap the **OFF - Personal Conveyance** OFF PC status. The Home screen appears with the changed status.

The EROAD ELD is designed to prompt the driver about the *Off - Personal Conveyance* duty status if the vehicle is shut off while in this status. The Continue Personal Use screen displays when the ignition is activated in the vehicle.

3. Tap the **Yes** YES button to continue the *OFF – Personal Conveyance* status or tap the **No** NO button to end this duty status.
   Note: Your duty status changes to OFF OFF *duty, if this prompt is ignored*

2.3.3 Yard Moves Status

This is a special driving category that might be provided by your carrier for moving material around a yard or via private driveways. Add a remark in your logs when using this duty status.

1. Tap the large circle on the left side of the Home screen. The Change Duty Status screen appears (as shown in section 2.3.1., Duty Status above).

2. Tap the **On Yard** Move ⬤ status. The Home screen appears with the changed status.
    *Note: Your duty status is set to **ON*** ⬤ *if the engine is powered off while you are in the On Yard Move duty status.*

2.4 CHECKING HOURS OF SERVICE

The EROAD ELD provides an electronic method for tracking your hours of service (HoS) in your efforts to comply with federal and state driving and duty-hour requirements. It helps ensure that you are operating safely and efficiently. Users may tap the counters on the home screen to jump to the HoS screen. The HoS screen provides two views – Summary and Rolling View. These views are described in more detail in the following sections.

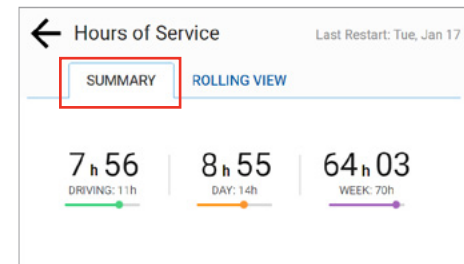1. Tap the Logs icon 📄 on the Home screen menu.
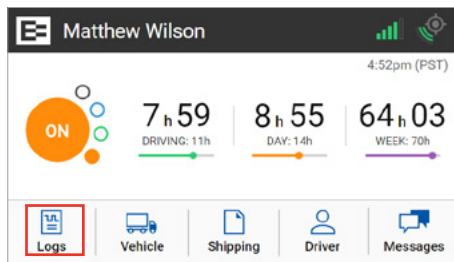
2. Tap the **HoS** icon 🕐 on the Logs menu.
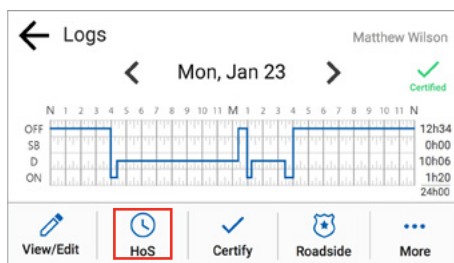
2.4.1 Summary

This tab section shows your 14-hour driving window, 11-hour driving limit, and the duty cycle (either 60/7 or 70/8). The screen displays the remaining time against each of these limits.

2.4.2 Rolling View

This tab section tracks your eight-day rolling period, lists remaining hours today, and recaps total hours during the eight-day rolling period. The bar graph color changes to red if you exceed your required hours of service.

•   Tap the **Rolling View** tab to view your eight-day rolling period.

💡 *Tip:*
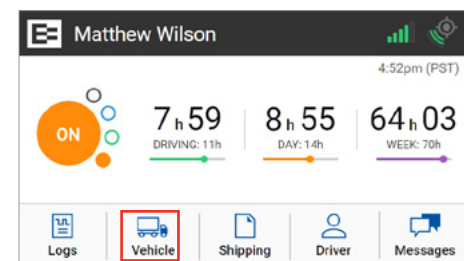*Tap the **Back** ← arrow at the top of the screen to return to the previous screen.*

2.5 ADDING OR DROPPING TRAILERS

The EROAD ELD lets you easily add or drop trailers. You need to enter the trailer number in the EROAD ELD each time you connect a trailer to your vehicle.
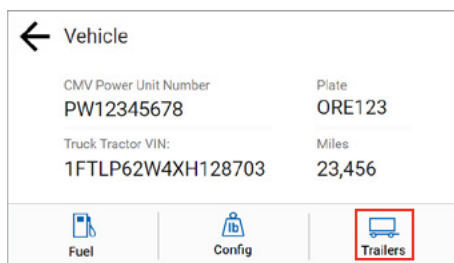
2.5.1 Adding Trailers
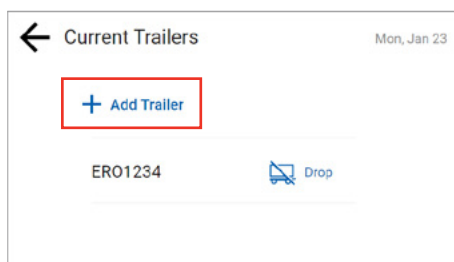
Perform the following steps to add a trailer.

1. Tap the **Vehicle** icon 🚛 on the Home menu.

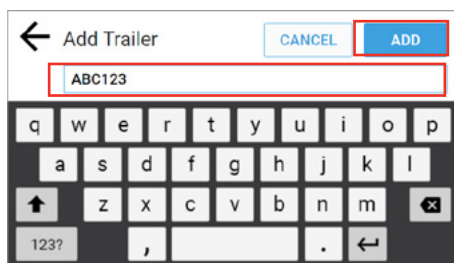2. Tap the **Trailers** icon on the Vehicle menu. The Trailers screen displays your list of trailers.

3. Tap the **Add Trailer** ➕ Add Trailer button.

4. Enter the trailer ID in the **Add Trailer** field.

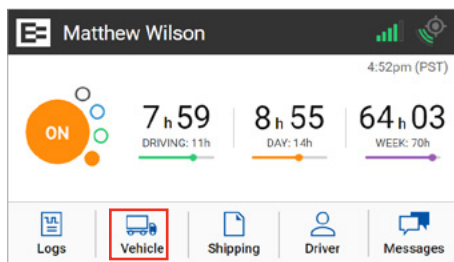5. Tap the **Add** ADD button. The Connected Trailers screen displays a confirmation message.
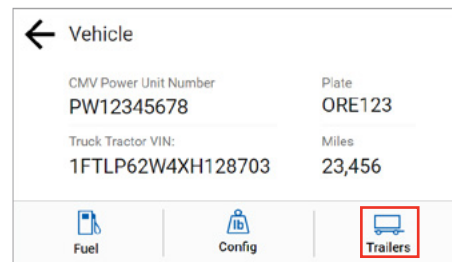   *Note: You can connect from one up to three trailers.*

2.5.2 Dropping Trailers

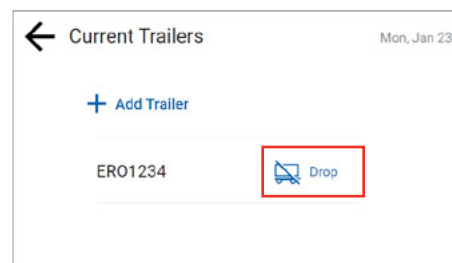Perform the following steps to drop a trailer.

1. Tap the **Vehicle** icon on the Home menu.

2. Tap the **Trailers** icon on the Vehicle menu. The Trailers screen displays your list of trailers.

3. Tap the **Drop** 🚟 Drop icon beside the trailer ID that you want to drop. A confirmation message displays that the trailer number was removed.
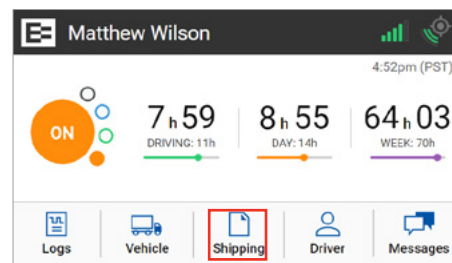

2.6 ENTERING A SHIPPING DOCUMENT

The EROAD ELD allows you to quickly enter a shipping document (such as a bill of lading). The following sections describe how to add or delete a shipping document.
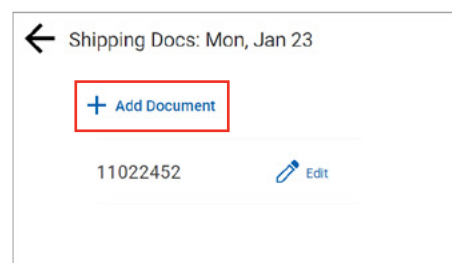
2.6.1 Adding a Shipping Document

Perform the following steps to add a shipping document.

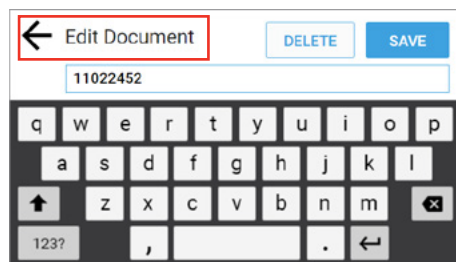1. Tap the **Shipping** icon on the Home menu. The Shipping Docs screen appears.

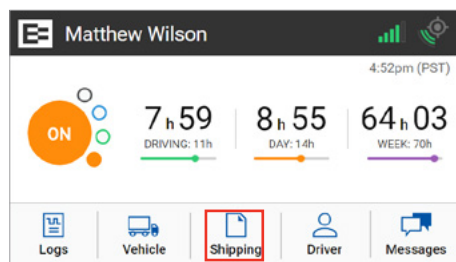2. Tap the **Add Document** ➕ Add Document icon.

3. Enter the document ID in the **Edit Document** field.

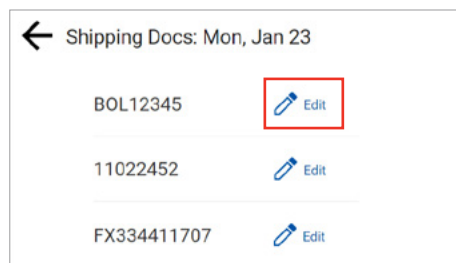4. Tap the **Save** SAVE button. A confirmation message appears.

2.6.2 Deleting a Shipping Document

Perform the following steps to delete a shipping document.

1. Tap the **Shipping** icon on the Home menu. The Shipping Docs screen appears.

2. Tap the Edit ✎ Edit icon beside the document number that you want to delete.


3. Tap the **Delete** DELETE button on the Edit Document screen, as shown in section 2.6.1, Adding a Shipping Document. A confirmation prompt appears.

4. Tap the **Delete** DELETE button in the confirmation prompt.

2.7 SETTING WMT CONFIGURATION (OREGON ONLY)

The EROAD ELD lets you easily change your vehicle weight configuration for use with EROAD's Weight-Mile Tax (WMT) reporting. Perform the following steps to set your configuration. This applies to drivers operating in the State of Oregon.
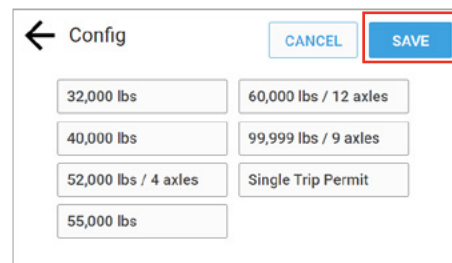
1. Tap the **Vehicle** icon 🚚 Vehicle on the Home menu.
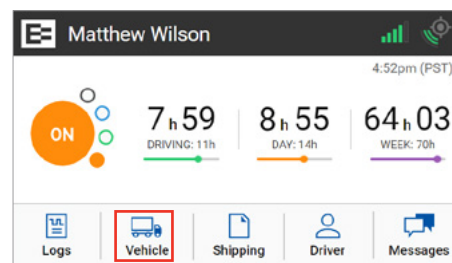
2. Tap the **Config** icon on the Vehicle menu. The Config screen appears and lists various configuration weight or single trip permit options.
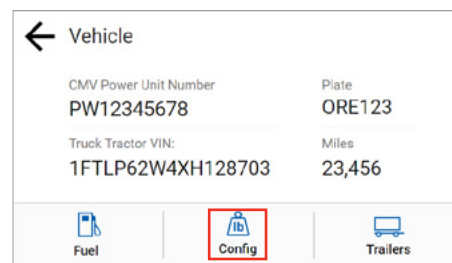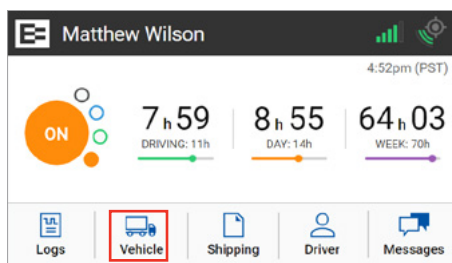

3. Tap the configuration button that applies to your trip.
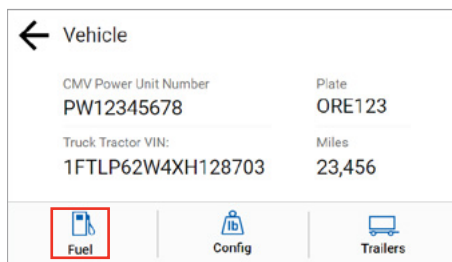
4. Tap the **Save** SAVE button.

2.8 ENTERING FUEL GALLONS

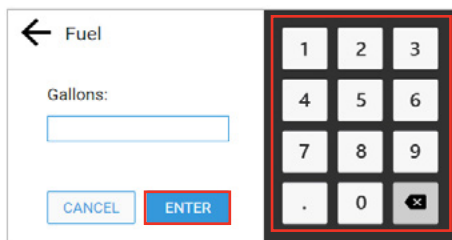Perform the following steps to enter fuel gallons.
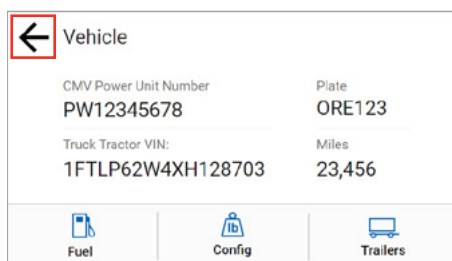
1. Tap the **Vehicle** icon 🚚 on the Home menu.

2. Tap the **Fuel** ⛽ icon on the Vehicle screen.

3. Enter the number of gallons using the key pad.
4. Tap the **Enter** ENTER button.

5. Tap the **Back** ← arrow to return to the Home screen.

3 Everyday Use

Certain tasks are performed daily. This chapter describes how to add a co-driver, change drivers, review and correct logs, insert missing records, add remarks, delete records, certify your logs, and log out of the EROAD ELD.

3.1 DRIVING MODE

Your duty status automatically changes to **Driving** Ⓓ as soon as your vehicle reaches five miles per hour. The ELD driving mode only displays a minimal amount of information, for safety reasons.

💡 *Tip:*

Safety is essential.
- *A driver cannot access any other screen while driving.*
- *A co-driver can view logs while the vehicle is in motion.*

3.1.1 Changing Views Between Drivers

A co-driver can review his/her logs while the vehicle is in motion by changing views between drivers. Perform the following steps to change views.
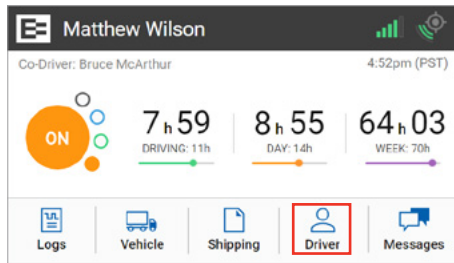
1. Tap the **Co-Driver** 👥 icon.
2. Co-Driver: enter your **PIN** at the prompt. The Home screen displays, where you can view and certify your logs.

3.1.1.1 Changing Views Alternative Process

Perform the following steps to change views from the Driver view (default) to the Co-Driver view.

1. Tap the **Driver** icon on the Home menu. The Logged-in Driver screen appears.

2. Tap the **Co-Driver View** icon.

3. Co-driver: Enter your **PIN** at the prompt. The co-driver's driver profile screen displays.
   Note: *This process can be applied in reverse if you begin from the Co-Driver View.*

Tip:
- *EROAD ELD logs are secure and prevent unauthorized access to another driver's logs.*
- *You must enter your PIN number at the prompt, if you begin from an opposite view.*

3.1.2 Exiting Driving Mode

Perform the following steps to exit driving mode when you stop driving.

1. Tap on the **Driving** duty status icon that appears next to your name when you stop driving.

2. Tap the duty status that applies to the change (such as **On** or **Off**). You are returned to the Home screen.


3.1.2.1 Exiting Driving Mode Alternative Process

The screen on the EROAD ELD automatically changes if your vehicle is stationary for five minutes. You have 60 seconds to respond to the prompt, otherwise, your status changes to *On Duty* if you ignore the prompt.

- Tap the **Driving** button if you are still driving or tap the **On Duty** button if you are not driving.
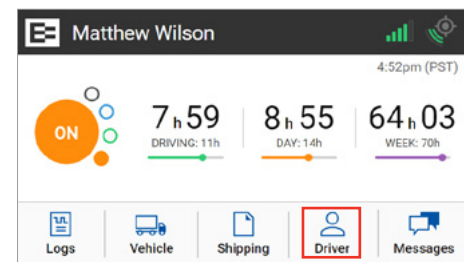 **Note:** *Use the duty status icon to change your duty status, if needed. See section* 2.3.1, Duty Status *for more information.*
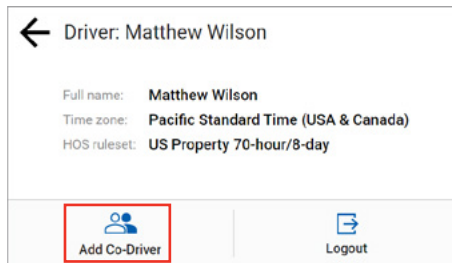

60-Second Counter
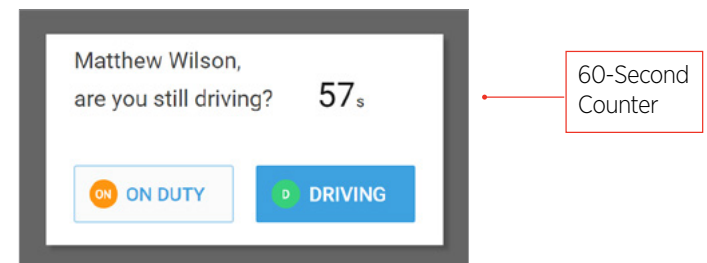
3.2 ADDING A CO-DRIVER

Both the active driver and co-driver must be logged into the EROAD ELD, when driving with a co-driver. Co-driver login can be accomplished using the following steps.

1. Tap the **Driver** icon on the Home menu.

2. Tap the **Add Co-Driver** ⧉ icon on the Driver menu. The Co-Driver Login screen appears.

3. Tap the co-driver's **name**.
   *Note: Tap the **Down** ⌄ arrow to see the rest of the list or tap the **Search** 🔍 icon to find your name.*

4. Co-Driver, enter your four-digit **PIN** number.
   See section 2.1, Logging in to the EROAD ELD for more information about the login screens.

💡 *Tip:*
   *Driving time is applied to the active driver if the co-driver does not login.*

3.3 Changing Drivers

The Active Driver must change his duty status to *On Duty* 🟠, *Sleeper Berth* 🔵 or *OFF* ⚫ before changing drivers on the EROAD ELD, when a co-driver is present. Perform the following steps before the vehicle is in motion when you change drivers.

1. Tap the **Driver** icon 👤 on the Home menu. The Logged In Drivers screen displays the Active Driver's name on the left side and the Co-Driver's name on the right side of the screen.
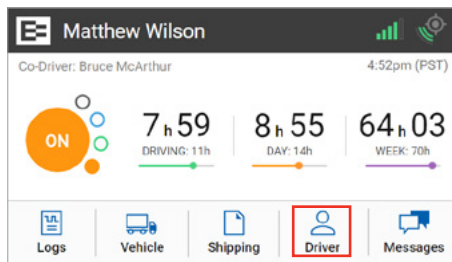
2. Tap the **Switch Driver** ⇄ icon.
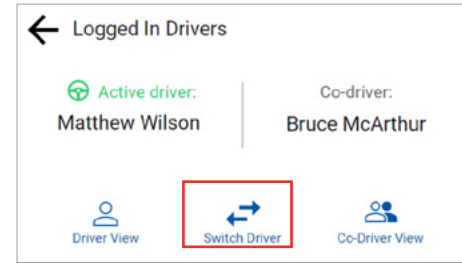
3. Enter the active driver's **PIN**.

4. Tap the **Yes** YES button. A confirmation message appears.

Note: See section 4.2, Swapping Driving Time if you made a mistake and recorded driving time for the wrong driver.

3.4 Changing Vehicles

Perform the following steps if you must move from one vehicle to another vehicle.

1. Tap **On** 🟠 or **Off** ⚫ at the Home screen in the first vehicle to change your duty status.
   See section 2.3.1, Duty Status for more information.

2. Perform the logout procedure in the first vehicle.
   See section 3.9, Finishing Your Day / Logging out for more information.

3. Perform the login procedure on the EROAD ELD in the second vehicle and set your duty status.
   See section 2.1, Logging in to the EROAD ELD and section 2.3.1, Duty Status for more information.

3.5 Viewing and Sending Messages

Motor carriers can send messages to drivers through Depot. Drivers can view and send messages using the Messages icon on the Home menu. An orange light illuminates on the ELD when a message is unread.

- Unread messages are highlighted in orange.
- Read messages are highlighted in gray.
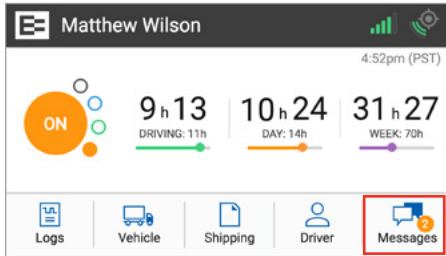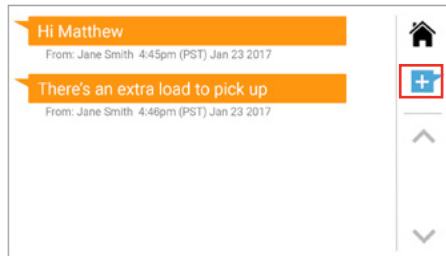- Replies are highlighted in blue.

💡 *Tip:*
   The vehicle must be stopped before you reply or send a message.

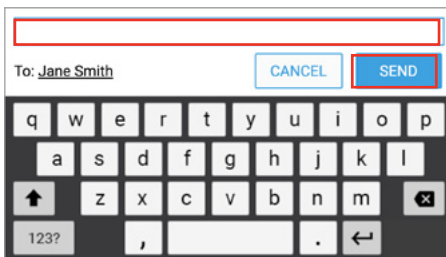Perform the following steps to view and send a message.

1. Tap the **Messages** icon on the home screen. The alert on the icon indicates a message is unread.

2. Tap the **New Message** button to send a reply.

3. Enter the message in the text field using the key pad.
4. Tap the **Send** button to send the message.

3.6 REVIEWING LOGS

The EROAD ELD lets you quickly verify that your logs are accurate and complete. Perform the following steps to review your logs.

1. Tap the **Logs** icon on the Home menu. The Logs screen displays activity for the current day.
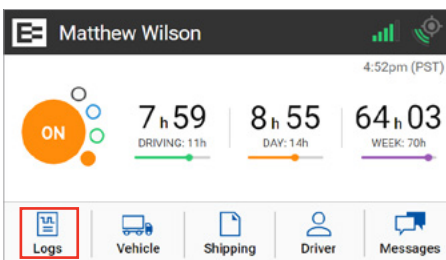
2. Tap the **Left** ◄ arrow by the date to view the previous day. You can view up to seven days of prior activity.

3. Tap the **Right** ► arrow by the date to return to the current date. Your total hours for each duty status are listed on the right side of the graph.
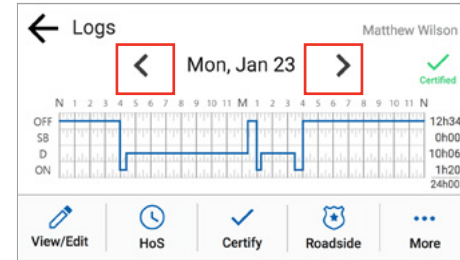
A Certified ✓ icon displays under your name, if the logs have been certified. An Uncertified ✗ icon appears, if you still need to certify your logs.

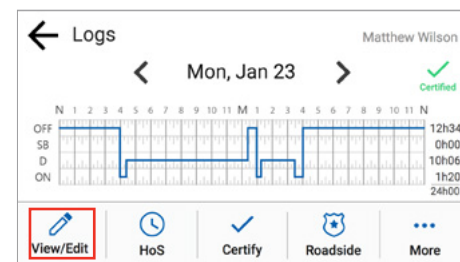**Note:** *See section* 3.8, Certifying Your Logs *for more information.*

3.7 CORRECTING LOGS

Occasionally, you might have to correct your logs. Perform the following steps to access a log for correction.

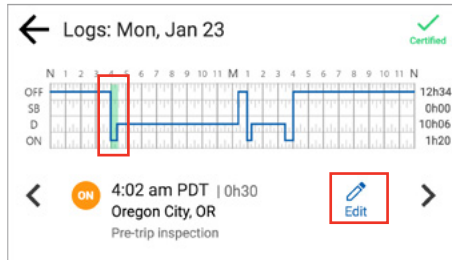1. Tap the **Logs** icon on the Home menu.
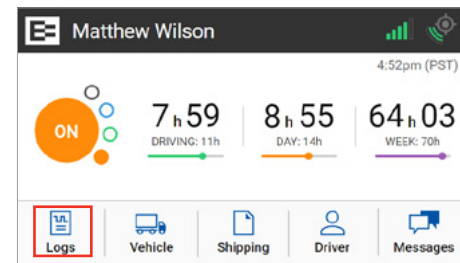

2. Tap the **View/Edit** icon on the Logs screen.

3. Tap the **Duty Status** on the graph that you want to correct, or tap the left ◀ arrow or right ▶ arrow below the graph to locate the duty status that needs correction.

4. Tap the **Edit** 🖉 Edit icon on the lower right side of the screen. The log entry for that day appears on screen.

There are several menu options on the Edit screen that can be used to modify your logs, which are described in the following table. Instructions to use these options are described in the following subsections.
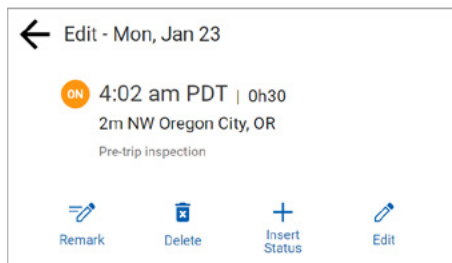

💡 *Tip:*
You cannot shorten or edit driving time that was automatically recorded.

3.7.1 Adding a Remark

You can use the **Remark** 🖉 Remark icon to annotate a duty status. Perform the following steps to add a remark. See section 3.7, Correcting Logs for illustrations of steps 1 – 4.

1. Tap the **Logs** icon 🗒 Logs on the Home screen.

2. Tap the **Left** ◀ arrow or **Right** ▶ arrow until you locate the point in your logs where you want to annotate a record.

3. Tap the **View/Edit** 🖉 View/Edit icon on the Logs screen.

4. Tap the **Edit** 🖉 Edit icon on the View/Edit screen. The Edit Summary screen appears.

5. Tap the **Remark** 🖉 Remark icon. The Add a Remark screen appears.
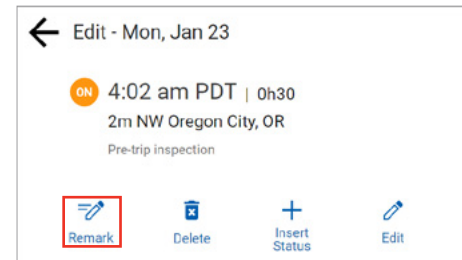
6. Enter your comments in the **Add Remark** field.

7. Tap the **Done** DONE button.
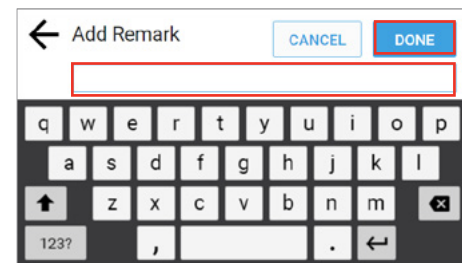
3.7.2 Deleting a Record

You can use the **Delete** 🗑 Delete icon to delete a record. Perform the following steps to delete a record. See section 3.7, Correcting Logs for illustrations of steps 1 – 4.

1. Tap the **Logs** icon 🗒 Logs on the Home screen.

2. Tap the **Left** ◀ arrow or **Right** ▶ arrow until you locate the point in your logs where you want to delete a record.

3. Tap the **View/Edit** 🖉 View/Edit icon on the Logs screen.

4. Tap the **Edit** 🖉 Edit icon on the View/Edit screen. The Edit Summary screen appears.

5. Tap the **Delete** 🗑 Delete icon. The Delete Duty Status prompt appears.

6. Tap the **Delete** DELETE button to confirm the action or tap the Cancel CANCEL button.
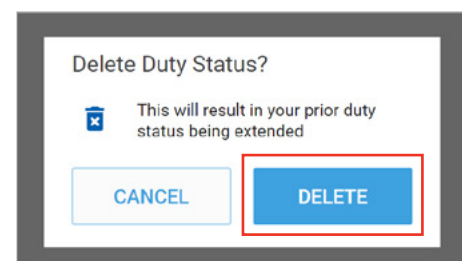
Tip:

You cannot delete driving time that was not manually entered.

3.7.3 Inserting a Missing Record

Perform the following steps to insert a missing record.

1. Tap the **Logs** icon on the Home screen.
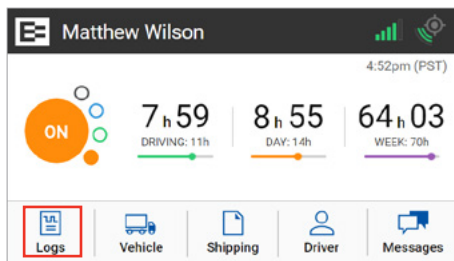
2. Tap the **Left** arrow or **Right** arrow until you locate the point in your logs where you want to insert a record.

3. Tap the **View/Edit** icon on the Logs screen.
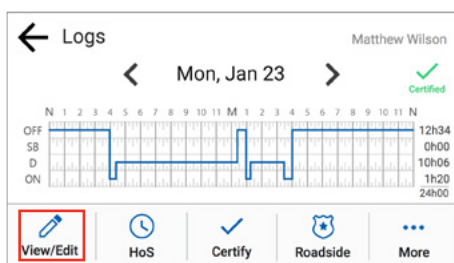
4. Tap the **Edit** Edit icon on the View/Edit screen. The Edit Summary screen appears.
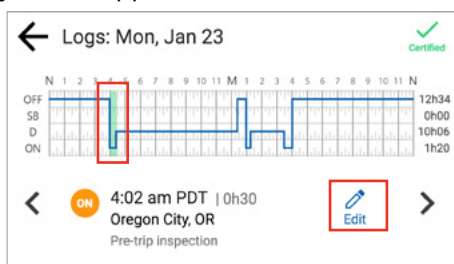
5. Tap the **Insert Status** icon. The Add Status screen appears.
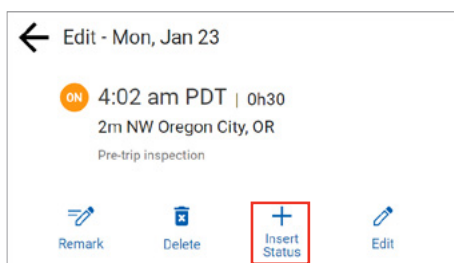
6. Tap the duty status that you want to insert.

7. Tap the **Next** button. The Add Start Time screen appears.
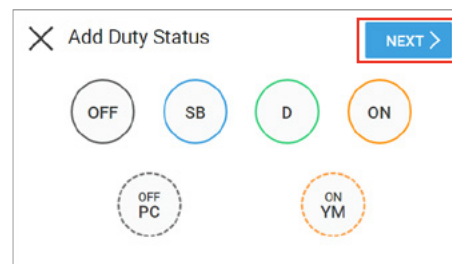
8. Tap the **Up** arrow or **Down** arrow to set the hour, minute, and AM or PM setting.

9. Tap the **Next** button. The Add CMV screen appears.
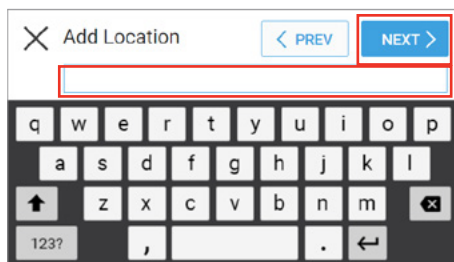
10. Tap the **Next** button to confirm the CMV. The Add Location screen appears. ***Note:** You have the option to tap the **Edit** Edit icon if a CMV change is needed.*
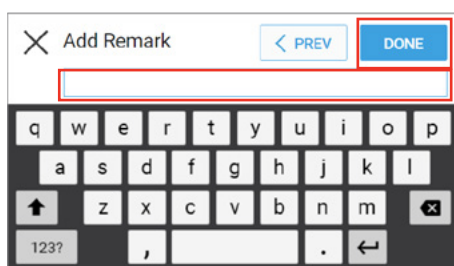
11. Enter your location in the **Add Location** field. ***Note:** This is prepopulated with the current location, but might require correction.*

12. Tap the **Next** NEXT button. The Add Remark screen appears.
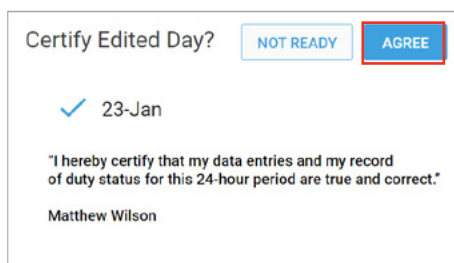
13. Enter your reason for inserting the record in the **Add Remark** field.

14. Tap the **Done** DONE button. The Certify Edited Day screen appears.

15. Tap the **Agree** AGREE button if you are ready to certify or tap the **Not Ready** NOT READY button. The Logs screen appears with a confirmation message.
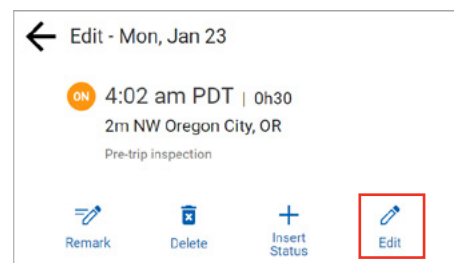
3.7.4 Editing an Existing Record

You can use the **Edit** ✎ Edit icon to correct an existing record. Perform the following steps to correct an existing record.

1. Complete the steps described above under section 3.7, Correcting Logs to open the Edit screen.

---

2. Tap the **Edit** ✎ Edit icon. The Edit Status screen appears. The EROAD ELD allows you to proceed through the edit wizard to access the following screens: Edit Duty Status, Edit Start Time, Edit CMV, Edit Location, and Add a Remark, in this order.
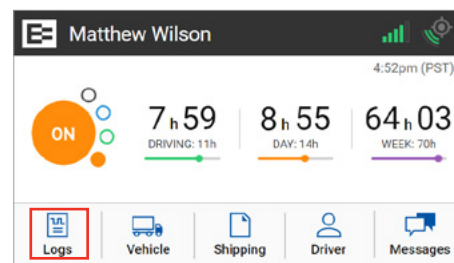
💡 *Tip:*
You must add a remark when editing your logs to explain the reason for the edit.
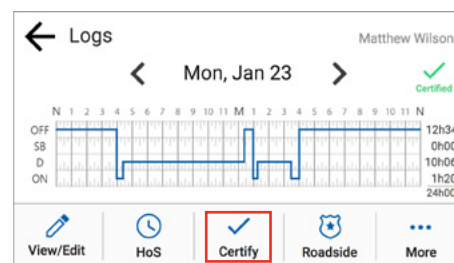
3.8 CERTIFYING YOUR LOGS

It is best to certify your logs at the end of each trip. Perform the following steps to certify your logs, if any previous days are uncertified.

1. Tap the **Logs** icon 🗓 on the Home screen.

2. Tap the **Certify** ✓ Certify icon on the Logs screen. The Certify screen displays.

3. (optional) Tap a check box (date) only if you want to disable it because you are not ready to certify that date.

4. Tap the **Continue** CONTINUE button. A confirmation message appears for the selected dates.

5. Tap the **Agree** `AGREE` button if you are ready to certify those logs or tap the **Not Ready** `NOT READY` button if you need to edit something else. Ensure that your log is true and correct before you certify. A Certification Successful message appears on screen.
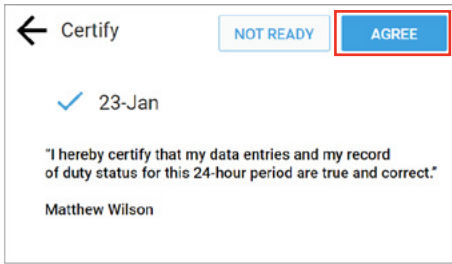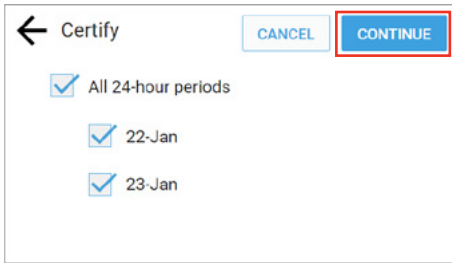
3.9 FINISHING YOUR DAY / LOGGING OUT

You need to log out when you finish your day to prevent another driver from accessing your logs. Perform the following steps to logout.

1. Tap the **Driver** icon ▣ on the Home screen.
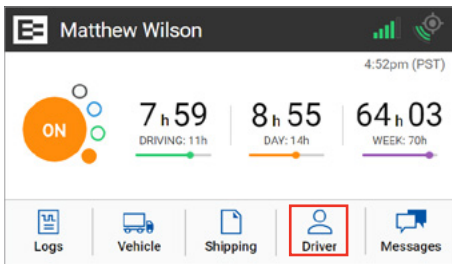
2. Tap the **Logout** ▣ icon. The EROAD ELD prompts you to certify your logs, if they are uncertified. See section 3.8, Certifying Your Logs for more information.
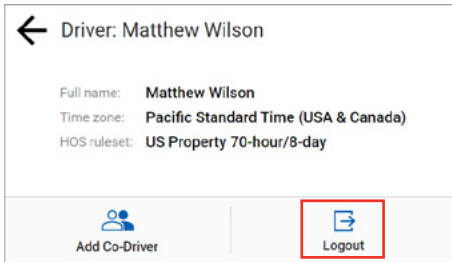
4 Advanced Log Edits

This chapter describes how to make corrections that are suggested by your motor carrier, swapping driving time, claiming unidentified driving time, and exporting your logs.

4.1 REVIEWING SUGGESTED MOTOR CARRIER CORRECTIONS

Drivers have two ways to view and make corrections that are suggested by the motor carrier. A prompt appears when you log into or out of the EROAD ELD, or you can review the suggested changes later through the Logs menu.

💡 *Tip:*
An orange LED illuminates on the top of the ELD when a pending edit is ready to review.

4.1.1 Reviewing Suggested Edits at Login and Logout

The Carrier Edits screen might appear at login or logout if the motor carrier has suggested edits to your logs.

1. Tap the **Review** `REVIEW` button to examine the edited record or tap the **Skip** `SKIP` button to look at them later.
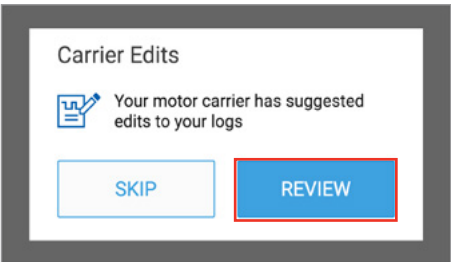
The Carrier Edits graph screen appears. The edited log is shown on the graph, so you can examine the changes.

2. Tap the **Current Log** `CURRENT LOG` tab to view the previously certified day.
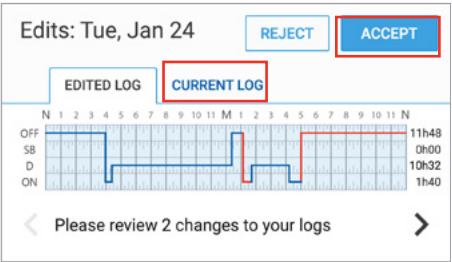
3. Tap the **Accept** ACCEPT button if you agree with the change or tap the **Reject** REJECT button. The Carrier Edits screen displays a confirmation message when completed. An accepted change updates your log, and you have to re-certify any affected days. See section 3.8, Certifying Your Logs for more information.

4.1.2 Reviewing Suggested Edits from the Home Page

Perform the following steps to review motor carrier suggestions if any new edits are made after you logged into the EROAD ELD.

> *Tip:*
> *An alert ❗ appears on the Logs icon on the Home screen when there are new edits to review.*

1. Tap the **Logs** icon 📋 on the Home screen.
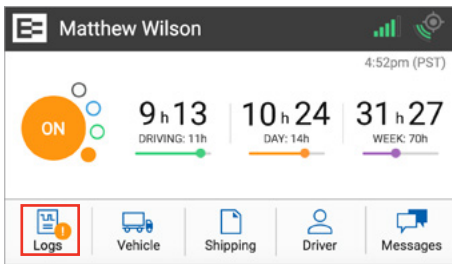
2. Tap the **More** ⋯ icon on the Logs screen. Notice the alert icon in the following illustration. The Logs menu expands to reveal a second row of menu options.
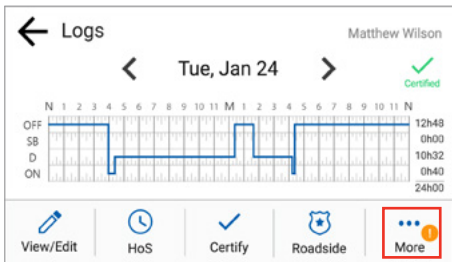
3. Tap the **Pending/Edits** 📝 icon on the Logs screen. The EROAD ELD contacts Depot to display any pending log edits.
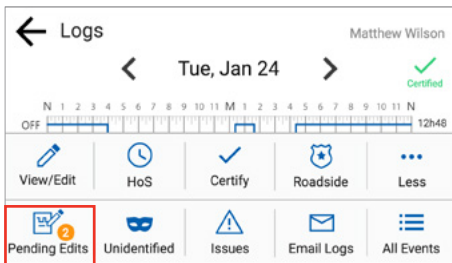
A summary of the changes for the edited day are shown under the Edited Tab when there are pending edits to review. Changes on multiple days are arranged in order from the least recent to the most recently edited day.

4. Tap the **Right Arrow** ❯ to see additional changes in the logs.

5. Tap the **Accept** ACCEPT button if you agree with the change or tap the **Reject** REJECT button. A confirmation message appears when completed.
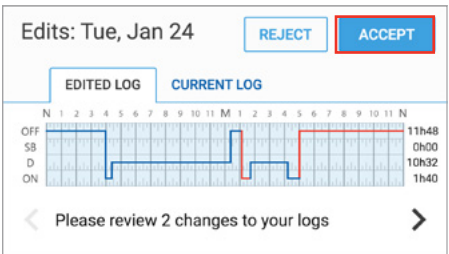
The Certify screen appears because you must re-certify the day for the changes that you just accepted.

6. Tap the **Agree** AGREE button to re-certify the day. The EROAD ELD then synchronizes with Depot. You are prompted to review the next day if there are other edited days.
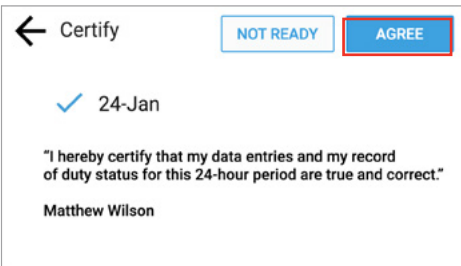
4.2 SWAPPING DRIVING TIME

The driver and co-driver are responsible for setting status changes. The EROAD ELD lets the co driver swap driving time on a portion of the log if the active driver forgot to change driving status. The co-driver performs the following steps to swap driving time.

1. Tap the **Logs** icon 📋 on the Home screen.
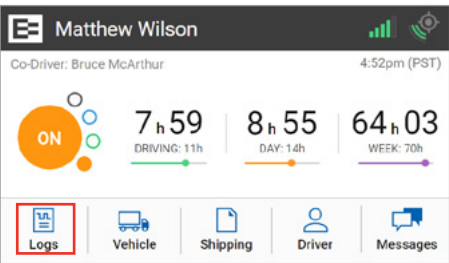
2. Tap the **View/Edit** 🖊 icon on the Logs screen.
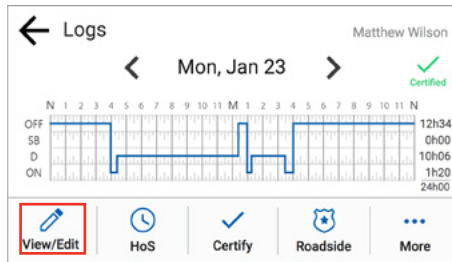
3. Tap the **Left** 〈 arrow or **Right** 〉 arrow on the bottom of the screen until you locate the point in your logs where you want to swap the driving time.

4. Tap the **Edit** 🖊 Edit icon. The Edit screen appears.
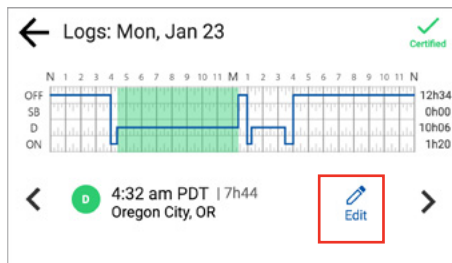
5. Tap the **Give to Co-Driver** ⇄ icon. The Give to Co-Driver screen appears.
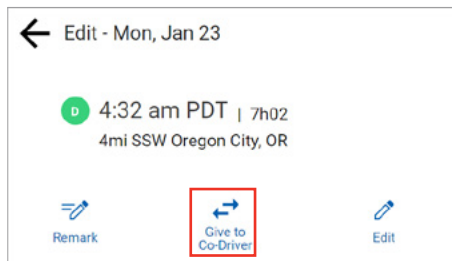
The screen changes to display a graph of the affected area with the future state highlighted in blue on the graph. *Note: The previous duty status is applied and replaces the driving time when the co-driver accepts the swap.*

6. Tap the **Next** NEXT button to initiate the swap or tap the **Cancel** CANCEL button.
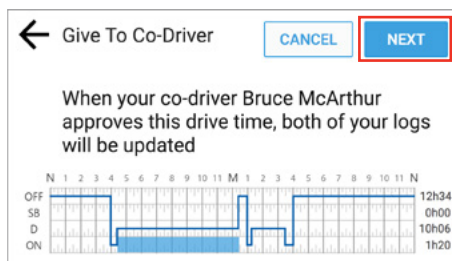
7. Enter a description in the **Give to Co-Driver** field to explain the change.

8. Tap the **Give** GIVE button to complete the swap or tap the **Cancel** CANCEL button. The swap is recorded as a pending request until the co-driver accepts it.
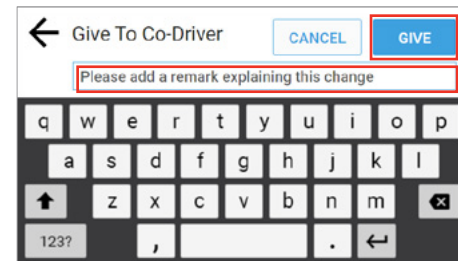
💡 *Tip:*
A swap becomes effective when the co-driver accepts the change.

4.3 CLAIMING UNIDENTIFIED DRIVING TIME

The EROAD ELD automatically records driving time, including time frames when the driver did not login. You can claim unidentified driving time, if you forgot to login before your trip. Perform the following steps to claim unidentified driving time.

1. Tap the **Logs** icon 📋 Logs on the Home screen. The Logs screen appears.
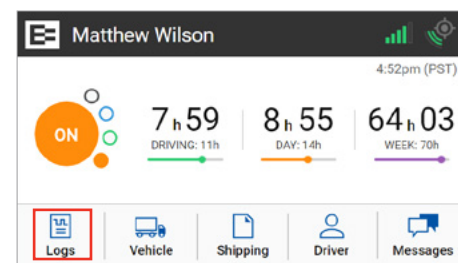
2. Tap the **More** ⋯ More icon on the Logs screen. The Logs menu expands to reveal a second row of menu options.
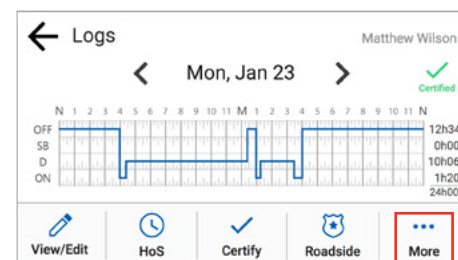
3. Tap the **Unidentified** icon. The Unidentified screen displays the records that need to be claimed.
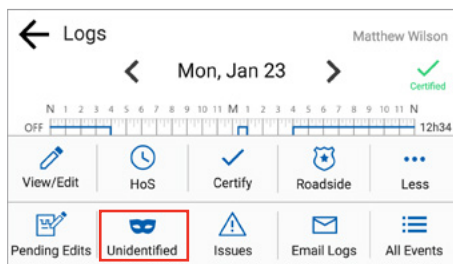
4. Tap the **Review** icon to see details about the driving time. The Claim Driving Time screen appears
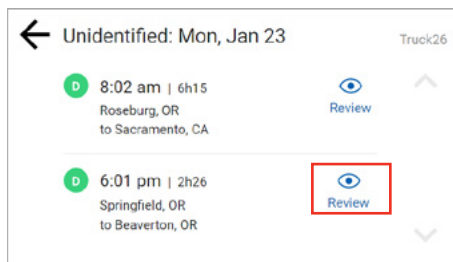
5. Tap the **Yes** button to claim this driving time for your logs or tap the **No** button, if this time is not yours. The Claim Driving Time screen updates the graph (highlighted in blue) to display how your logs look after you claim this time.
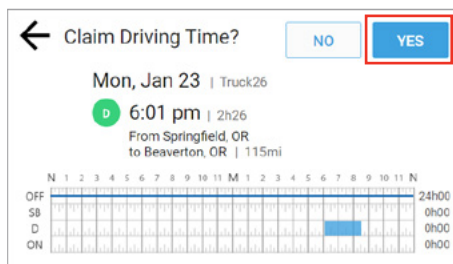
6. Enter a description in the **Remarks** field.

7. Tap the **Add** button to enter the remark in your record or tap the **Cancel** button. A confirmation message shows that this time is added to your logs.
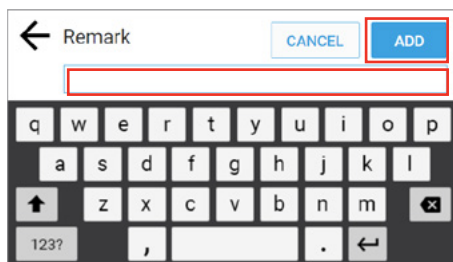
4.4 EMAILING LOGS TO YOURSELF

It is good practice to keep a backup copy of your logs. Perform the following steps to email your logs from the EROAD ELD to your email address.

1. Tap the **Logs** icon on the Home screen. The Logs screen appears.
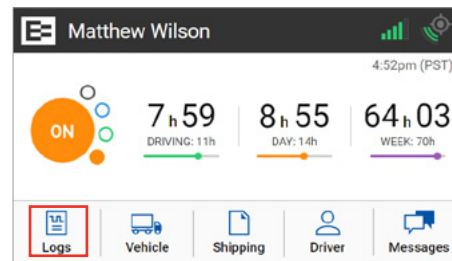
2. Tap the **More** icon on the Logs screen. The Logs menu expands to reveal additional menu options.
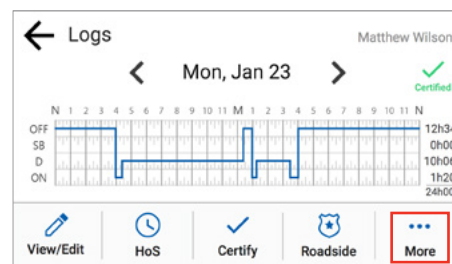
3. Tap the **Email Logs** icon. The Email Logs screen appears.
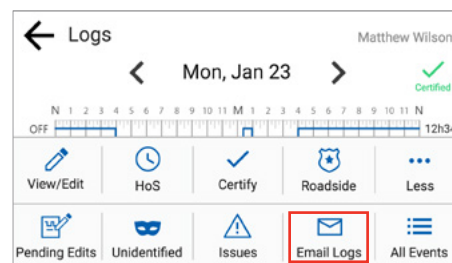
4. Enter your email address in the Email Logs field.
   *Note: Press and hold the **Backspace** ⌫ key to erase the entire field, if needed.*

5. Tap the **Send** SEND button to complete this action. A confirmation message displays the email address where the logs were sent.
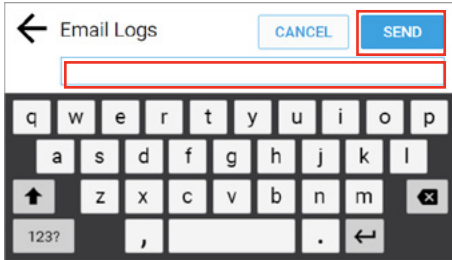
5 Roadside Inspection

This chapter describes the functions that you perform during a roadside inspection. Change the EROAD ELD to the *Roadside* mode when a roadside inspection occurs. This must be done before handing the device to the inspector. The inspector can see only the required information when the device is in Roadside mode. The EROAD ELD does not allow the inspector to change your logs. It allows the inspector to either transfer or display your records.

Note: The inspector might ask you to power off the ignition, but power is still supplied to the EROAD ELD.

Perform the following steps to change to Roadside mode.

1. Change your duty status to **On** ON duty. See section 2.3, Changing Your Duty Status for more information, if needed.

2. Tap the **Logs** icon on the Home menu. The Logs screen appears.
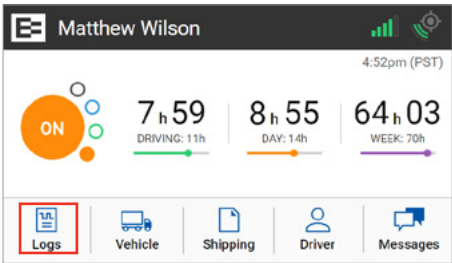
3. Tap the **Roadside** icon on the Logs menu. The Roadside Inspection screen appears, as shown in section 5.1, Transferring Your Records.

4. Remove the EROAD ELD by loosening the fastener on the mounting arm.

5. Hand the device to the inspector along with the visor cards and follow instructions. The inspector might request that you either transfer (export) your records or display the records. These functions are described in the following sections.
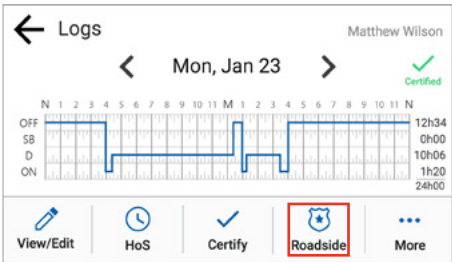
Tip:

- *Your personal privacy is important. You must enter your **PIN** to exit the Roadside mode after the inspection is completed.*
- *This is a security feature ensuring the enforcement officer cannot access the rest of your data.*

5.1 TRANSFERRING YOUR RECORDS

Perform the following steps to transfer (export) driver records.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Transfer** TRANSFER button on the Roadside Inspection screen. The Roadside Inspection screen changes to offer two transfer options: Transfer and Display, which are described in the following sections.
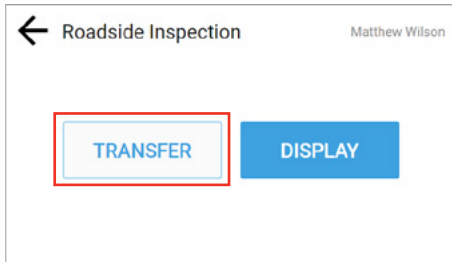
5.1.1 Transfer Via Email

Perform the following steps to email log records.

1. Perform the steps in section 5.1, Transferring your Record

2. Tap the **Email** EMAIL button. The Email Records field appears.

3. Enter the email address in the **Email Records to** field.

4. Tap the **Next** NEXT button to continue or tap the Cancel CANCEL button. The Comment screen appears.
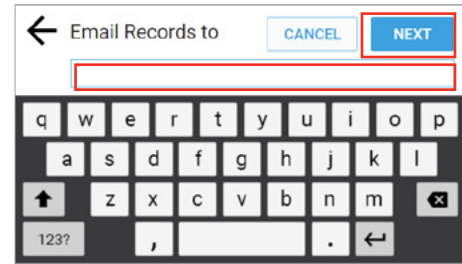
5. Enter a description of the transfer (export) in the **Comment** field.

6. Tap the **Send** SEND button to complete the transfer or tap the **Cancel** CANCEL button. A confirmation message appears indicating whether the file was transferred successfully or not.
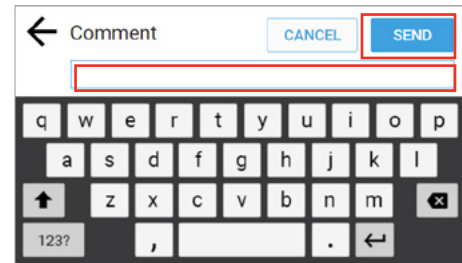
5.1.2 Transfer Via Web Services

Perform the following steps to transfer records via Web Services.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Transfer** TRANSFER button.
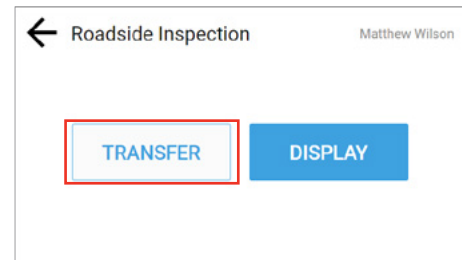
3. Tap the **Web Services** WEB SERVICES button.
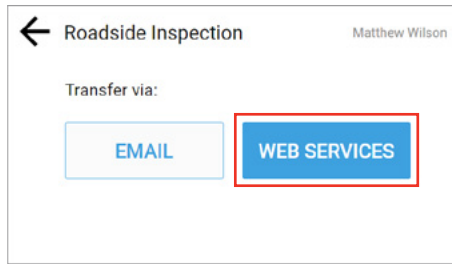
4. Enter a description in the **Comment** field. See section 5.1.1, Transfer Via Email for an illustration of the Comment field.

5. Tap the **Send** SEND button to complete the transfer or tap the **Cancel** CANCEL button. A confirmation message appears indicating whether the file was transferred successfully or not.

5.2 DISPLAYING YOUR RECORDS

Perform the following steps to display driver records.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Display** DISPLAY button. The screen changes to display four tabs of information: Info, Logs, All Events, and Unidentified. These tabs are described in the following subsections.
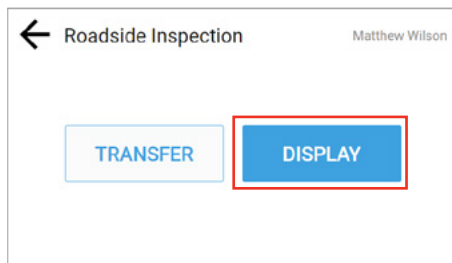
5.2.1 Viewing Header Information

Header information displays a variety of information on driver status, truck and shipping information, and so on. The header information demonstrates that your EROAD ELD logs are compliant with regulations. This information includes the following criteria:

- *Driver Name, ID*
- *Exempt Driver Status*
- *Driver License, State*
- *Co-Driver Name, ID*
- *Time Zone, 24 (hour) Period Start*
- *Miles Today*

- *Truck Tractor ID*
- *Truck Tractor Vehicle Identification Number (VIN)*
- *Start – End Odometer*
- *Start – End Engine Hours*
- *Trailer ID*
- *Shipping ID*
- *Carrier, USDOT Number*
- *ELD Manufacturer, ID*
- *Data Diagnostic Indicators*
- *Unidentified Driver records*
- *ELD Malfunction Indicators*
- *Display Date*
- *Current Location*

Perform the following steps to view the header information.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Display** DISPLAY button. The Info INFO tab displays by default.
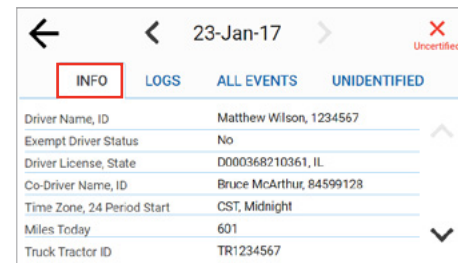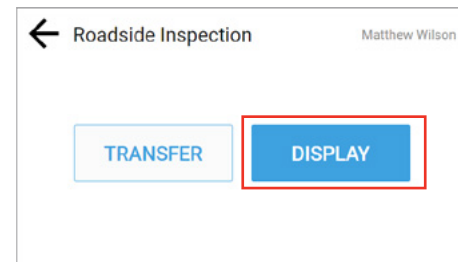
3. Tap the **Left** arrow ‹ icon beside the date to back up to a prior date, or tap the **Right** arrow › icon beside the date to advance to a current date.

4. Tap the **Down** arrow ⌄ icon on the right side of the screen to see more information, or tap the **Up** arrow ⌃ icon to move up to the top of the list.

5. Tap the **Back** arrow ← icon to return to the previous screen.

5.2.2 Viewing Log Graphs

Perform the following steps to view the Log graphs.

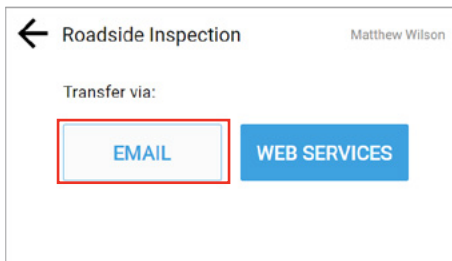1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Display** DISPLAY button. The Info INFO tab displays by default.

3. Tap the **Logs** LOGS tab. The log graph illustrates your logs for the last eight days, listing total hours for each duty status. It displays hours while driving, on-duty, Data Diagnostics status, Unidentified hours' status, and if there are any ELD Malfunctions.
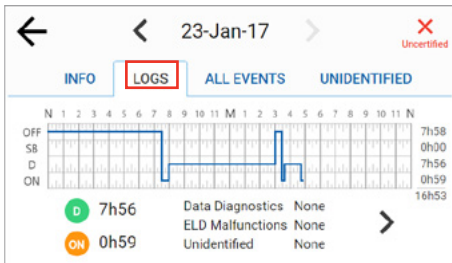
4. Tap the **Right** ❯ arrow to see driver status changes in the log or tap the **Left** ❮ arrow to return to the first (Logs) tab screen. The inspector can see details for each duty status.

5. Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

💡 *Tip:*
The inspector can navigate through the logs for the last eight days by tapping the left or right arrows next to the date at the top of the screen.

5.2.3 Viewing All Events

The All Events tab displays a list that includes: event time, location, odometer reading, engine, hours, event type, and origin. Perform the following steps to view the All Events tab.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Display** DISPLAY button. The Info INFO tab displays by default.

3. Tap the **All Events** ALL EVENTS tab. All the events recorded by the device are displayed, such as login, change in duty status, etc. Malfunctions, if any, are displayed under this tab.

4. Tap the **Left** ❮ arrow or the **Right** ❯ arrow to change the date.

5. Tap the **Down** ⌄ arrow to scroll through the events for the specified date.

6. Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

5.2.4 Viewing Unidentified Driving Times

The Unidentified tab displays the times when the vehicle was driven without the driver logging into the EROAD ELD. Perform the following steps to view unidentified driving times.

1. Ensure that you have completed the steps described in section 5, Roadside Inspection.

2. Tap the **Display** DISPLAY button. The Info INFO tab displays by default.

3. Tap the Unidentified UNIDENTIFIED tab. This tab displays time, duration, distance, and location for the driving time that is unidentified.

4. Tap the **Left** ‹ arrow or the **Right** › arrow to change the date.

5. Tap the **Down** ∨ arrow to scroll through scroll through the list, if needed.

6. Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

6 Issues

The EROAD ELD is fully compliant with the Federal Motor Carrier Safety Administration (FMCSA) requirements. It generates data diagnostic events and malfunctions, if there is missing data or a fault that affects the completeness of the logs or accuracy of the device.

6.1 MANAGING MALFUNCTIONS

A red banner appears across the Home screen under the driver's name if a malfunction occurs, and a red LED illuminates at the top of the display. You must immediately view malfunction details and work through the faults using the malfunctions visor card.

Note: Refer to the EROAD ELD visor card that describes malfunctions and recommended actions to remedy specific fault(s).
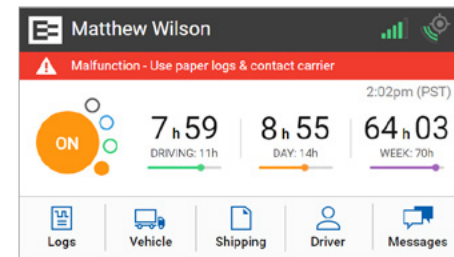
Perform the following steps to view malfunctions.

1. Tap the **Logs** icon 📋 on the Home screen. The Logs screen appears.
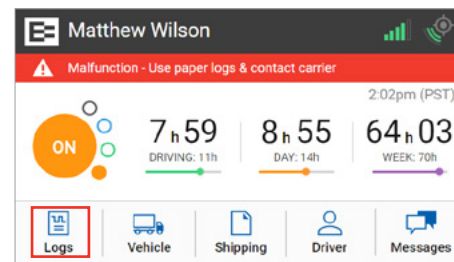
2. Tap the **More** ⋯ icon on the Logs screen. The Logs menu expands to reveal additional menu.
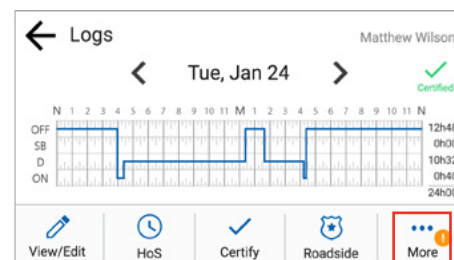
3. Tap the **Issues** ⚠ icon. The Current Issues screen appears.
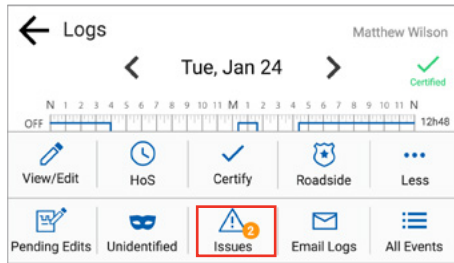
4. Tap the **Details** 👁 button to view more information about the malfunction.
   Note: Tapping the red banner on the Home screen jumps to the Current Issues screen.
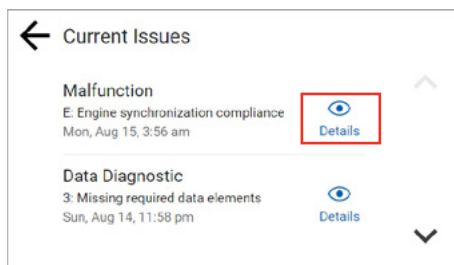
❗ *Refer to the malfunction information on the visor card or contact your motor carrier if a malfunction is not resolved.*

6.2 RESOLVING DATA DIAGNOSTICS

A red banner appears across the Home screen under the driver's name if a data diagnostic issue is present. You must examine your logs and enter the required information to resolve the issue.

• Tap the red banner on the Home screen. Follow the steps described in section 6.1, Managing Malfunctions to view more information about data diagnostic issues.
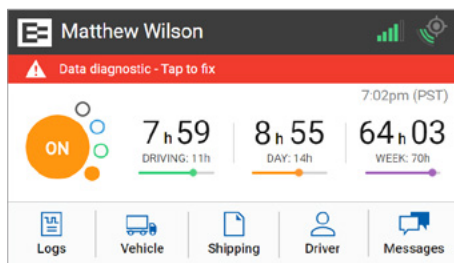
7 Appendix

This appendix contains supplemental information to aid you in using the EROAD ELD.

7.1 CONTACTING EROAD

Drivers should first contact their motor carrier with any questions. Motor carriers may contact their EROAD representative, when needed.

EROAD, Inc.
7618 SW Mohawk Street
Tualatin, OR
1-855-50-EROAD or 1-503-305-2255
www.eroad.com

7.2 GLOSSARY

The following acronyms and abbreviations are used in this manual.

Acronym/ Abbreviation	Description
CMV	Commercial Motor Vehicle
Config	Configuration
D	Driving
Dest	Destination
ELD	Electronic Logging Device
FMCSA	Federal Motor Carrier Safety Administration
GPS	Global Positioning System
HoS	Hours of Service
IFTA	International Fuel Tax Agreement
In-Vehicle Device	EROAD™ Electronic Logging Device system includes the in-vehicle device and the EROAD Depot application
Info	Information
Odo	Odometer
PC	Personal Conveyance
PIN	Personal Identification Number
SB	Sleeper Berth

Acronym/ Abbreviation	Description
USDOT	United States Department of Transportation
VIN	Vehicle Identification Number
WMT	Weight Mile Tax
YM	Yard Move

7.3 ERROR MESSAGES AND MALFUNCTIONS

The following list represents typical error messages that might appear. It is not intended to be all inclusive. Refer to the EROAD ELD visor cards or contact EROAD for more information.

Message	Description or Remedy
Data diagnostic – Tap to fix	Tap this error message in the red banner on the in-vehicle device, and follow the instructions. See section 6.2, Resolving Data Diagnostics for more information and refer to the malfunctions visor card
Loss of GPS signal. This will be resolved automatically as soon as there's a GPS signal.	No driver action needed. The EROAD ELD automatically searches for a GPS signal.
Malfunction – Keep paper logs & contact carrier	Use your paper logs and contact your motor carrier. The motor carrier can contact EROAD to resolve the malfunction, as well as referring to the malfunctions visor card.
Missing required data elements. Please enter the missing data.	Tap the **Fix** button and/or tap the **Edit** icon to enter the missing data elements.
There are no driver logins available yet, please contact your carrier manager and keep paper logs.	Your login has not been entered in the EROAD Depot application. Use your paper logs and contact your motor carrier.
✕ Uncertified **Uncertified icon appears.**	Tap **Logs** > **Certify** when you are ready to certify your logs. See section 3.7, Certifying Your Logs for more information.
You cannot shorten driving time.	Automated driving time using the Drive, Yard Move, or Personal Conveyance status codes cannot be edited.

With EROAD, you can have the best of all worlds.

EROAD's user-friendly ELD is built on the same advanced technology platform as our tax, safety, and fleet management solutions. That means reliability you can count on, and a partner you can trust. With EROAD's ELD, you get compliance today, and can easily upgrade to take advantage of electronic IFTA, driver safety, fuel management and fleet tracking tools.

And with EROAD's best-in-class customer service, you always have access to a responsive, friendly and knowledgeable U.S.-based team as dedicated to your success as you are.

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Confidence in every mile.