

EROAD

ELD User Manual



Please keep this
ELD User Manual
in the truck cab

Self-certified and registered on FMCSA

<https://eld.fmcsa.dot.gov/List>

Device Name: EROAD ELD

Model: Ehubo 2

Software Version: v1.33.104 or higher

ELD Identifier: EROAD1

LEGAL NOTICE AND DISCLAIMER

The legislation and rules concerning the installation and operation of GPS driver aids such as the EROAD™ Electronic Logging Device (ELD) vary between States. You are required to familiarize yourself with the laws of the jurisdiction(s) in which the vehicle will be operated in prior to installing and using the ELD.

Driving laws place the responsibility on the driver to correctly install and use GPS driver aids. It is, therefore, the ELD's owner's and vehicle driver's sole responsibility to install and use the ELD in a manner that complies with the law and will not cause accidents, personal injury or property damage. The owner of the ELD and vehicle driver are solely responsible for observing safe driving practices.

EROAD DISCLAIMS ALL LIABILITY FOR ANY USE OF THE ELD IN A WAY THAT MAY CAUSE ACCIDENTS, DAMAGE OR VIOLATE THE LAW.

TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL REPRESENTATIONS AND WARRANTIES (EXCEPT ANY WHICH MAY NOT LAWFULLY BE EXCLUDED) ARE EXPRESSLY EXCLUDED, INCLUDING WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THIS LEGAL NOTICE IS IN ADDITION TO, AND NOT A SUBSTITUTE FOR, THE WARRANTY DISCLAIMERS AND LIMITATION OF LIABILITY CLAUSE CONTAINED IN EROAD'S STANDARD TERMS.

As EROAD is continuously improving its products, EROAD may make changes to the ELD at any time which may not be reflected in this document. Please contact your nearest EROAD office if you require any further assistance.

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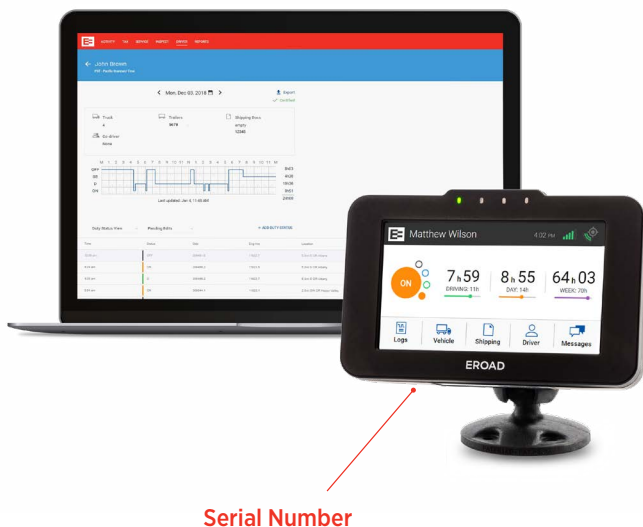
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1 Introduction

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.

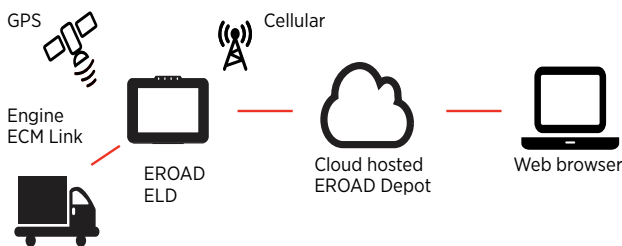
The EROAD ELD is installed in the cab of the truck. It measures the distance you travel, and captures location [via a global positional system (GPS)], route, and operational data from the truck.



There are four indicator lights on the front of the in-vehicle device, which are explained below from left to right:

- **Green** - Power is ON
- **Blue** - (not used)
- **Yellow** - New message is waiting
- **Red** - Degraded mode, temporary loss of distance calculation

The records are stored via a cellular data network, which interfaces to EROAD's Depot application. Users can access Depot through a Web browser, as shown in the following illustration.



1.1 LOCATING THE DEVICE SERIAL NUMBER

The device serial number might be required for setup, technical support, or for record-keeping purposes. Detach the device from the mounting arm and turn upside down to view the serial number on the underside of the front cover plate.

1.2 PIT GROUP VERIFICATION

EROAD self-certified and registered its in-vehicle, tethered ELD solution with the Federal Motor Carrier Safety Administration (FMCSA) on their public registry: <https://csa.fmcsa.dot.gov/ELD/List> in February 2017.

EROAD also conducted internal testing per the FMCSA's test procedures, which confirms that the EROAD ELD meets the technical specification requirements of 49 CFR Part 395, Subpart B and Appendix A.

EROAD is the first ELD provider to complete an independent test and verification of our ELD solution by PIT Group.



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.



Tip:

Supervisors should refer to the EROAD Inspect DVIR manual for instructions on performing pre-trip and post-trip inspections if these features are included in your plan.

2 Driving Setup

Complete the following setup activities before you begin to drive.

2.1 LOGGING IN TO THE EROAD ELD

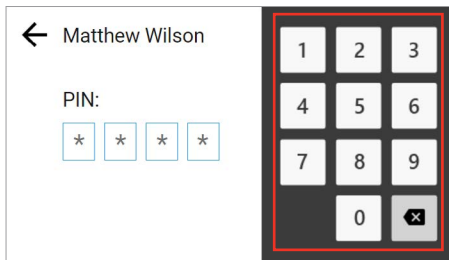
Perform the following tasks to login to the EROAD Electronic Logging Device (ELD).

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 2000 drivers.

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



3. Enter your four-digit personal identification number (PIN) using the 10-key pad on the right.



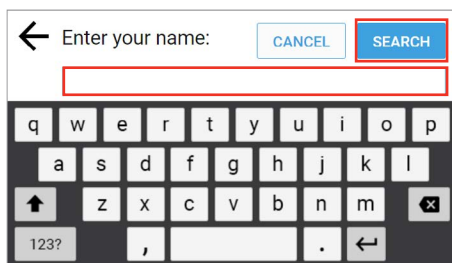
Note: The Welcome screen lists your special driving categories. It might prompt you to review unidentified trips, accept edits, or certify your logs.

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 supervisor or dispatcher if you forgot your PIN or if your name is not on the list.

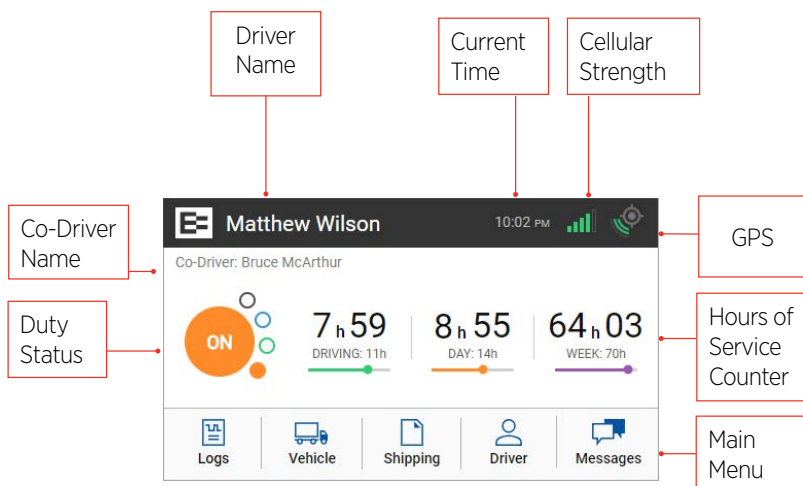


Tip:

Driving time is applied to the active driver if the co-driver does not login. See [section 3.2](#).






2.2 REVIEWING THE HOME SCREEN

The Home screen is the first screen that appears. 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.



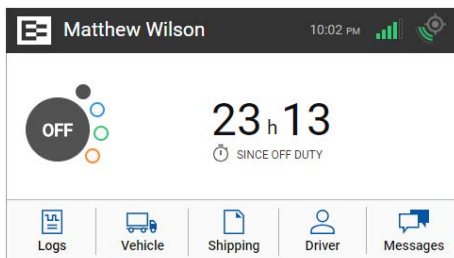
There are additional options available under each menu icon. The following table outlines additional options to help you manage your trip. You can tap each icon to access more options, which are briefly described in the following table.

Menu Option Description

 <p>Logs</p>	<p>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:</p> <ul style="list-style-type: none"> • View/Edit (section 3.6) • Hours of Service (HoS) (section 2.6) • 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)
 <p>Vehicle</p>	<p>Allows you to enter fuel quantity, connect or drop trailers, and set the Weight Mile Tax (WMT) configuration (Oregon only).</p>
 <p>Shipping</p>	<p>Allows you to add a shipping document (such as a bill of lading).</p>
 <p>Driver</p>	<p>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.</p>
 <p>Messages</p>	<p>Allows you to scroll through the existing messages, as well as send a new message.</p>








2.3 OFF-DUTY COUNTER

The off-duty counter shows time spent in Off-duty status and can help in monitoring rest periods. It switches to the Off Duty Since (date) on the Home screen after 99 hours.



2.4 CHANGING YOUR DUTY STATUS

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

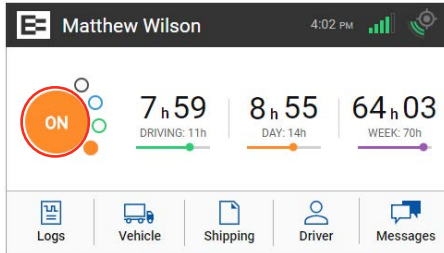
Duty Status Icon	Description
 OFF	Off duty, you are not working.
 SB	Sleeper berth; time spent in the berth.
 D	Driving; your status changes to <i>Driving</i> as soon as the vehicle is in motion (at 5 miles per hour).
 ON	On duty, but you are not driving.
 OFF PC	Off duty/personal conveyance; you are using the truck for personal conveyance. This time counts as Off Duty in your hours of service (optional per your supervisor or dispatcher).
 OFF WT	Off duty/wait time; may be used in oil field operations (optional per your supervisor or dispatcher).
 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 your supervisor or dispatcher).

2.4.1 Duty Status

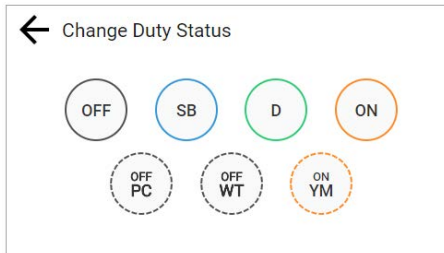
Perform the following steps to change your duty status.

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** . The Change Duty Status screen appears.




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

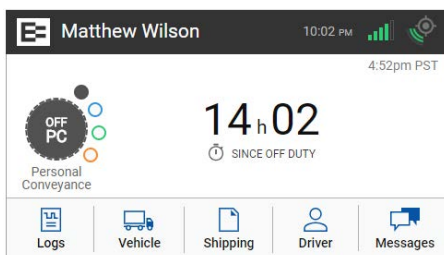


2.4.2 Personal Conveyance Status

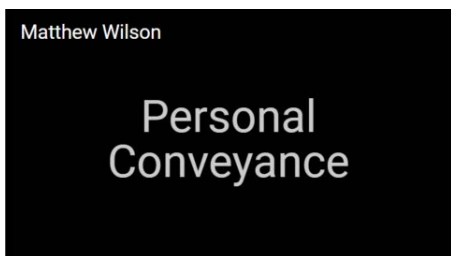
This is a special driving category that might be provided by your supervisor. This duty status counts as Off Duty in your hours of service. You must add a remark in your logs when you use this duty status.

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 2.4.1., *Duty Status* above).
2. Tap the **OFF - Personal Conveyance**  status. The Home screen appears with the changed status.




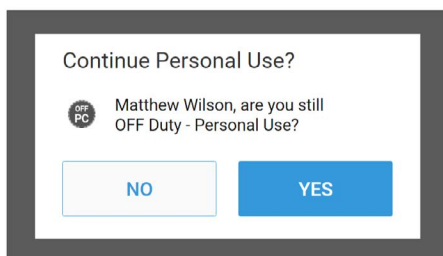
The home screen changes to a dark background while you are driving the vehicle.



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**  button to continue the *Off - Personal Conveyance* status or tap the **No**  button to end this duty status.


Note: Your duty status changes to *OFF*  duty, if this prompt is ignored.



2.4.3 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 2.4.1., *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.

The home screen changes to a dark background when you are driving the vehicle.

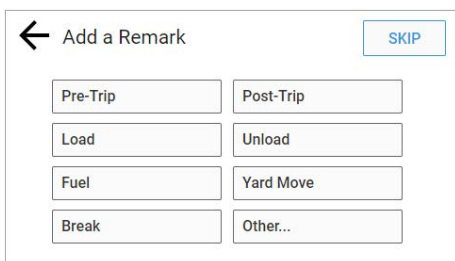


2.5 Using Quick Remarks

Drivers can use the Quick Remarks feature on the EROAD ELD when logging in and/or when changing duty status. The Quick Remarks screen automatically appears after you select your duty status.

Note: Using quick remarks does **not** change your duty status.


1. Tap the applicable quick remark button that applies to the duty status you selected or tap the **Other** button to add a remark not shown in the list. Tap the **Skip** button if you prefer not to use the quick remarks .

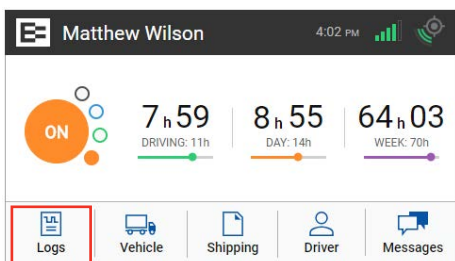



2.6 CHECKING HOURS OF SERVICE

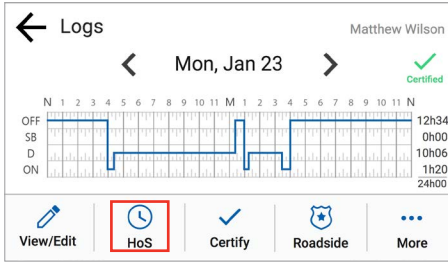
The EROAD ELD provides an electronic method for tracking your Hours of Service (HoS) in your efforts to comply with federal and state driving and duty-hour requirements. It helps ensure that you are operating safely and efficiently.

Users may tap the counters on the home screen to jump to the HoS screen. The HoS screen provides four views – Summary, Rolling View, Ruleset, and Exemptions. These views are described in more detail in the following sections.

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

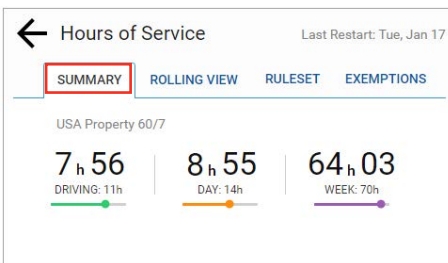


2. Tap the **HoS** icon  on the Logs menu.



2.6.1 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.



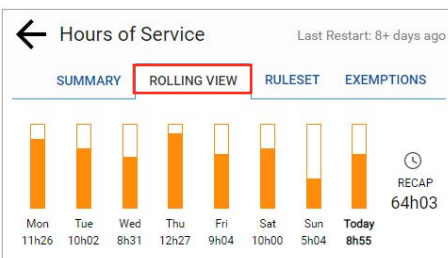
- **Left counter** - Displays the remaining driving hours available in the total driving limit for the 11-hour rule.
- **Center counter** - Displays the remaining hours available in your 14-hour driving window.
- **Right counter** - Displays the hours remaining in your work week, based on the 60/70-hour duty limits.

Note: These counters are based on the Property Interstate HOS rules. The counters shown above may change depending on any exemptions or exceptions you select.

2.6.2 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.

2.6.3 Rulesets



More than one ruleset might be available depending on your jurisdiction. Example: Drivers operating under the Texas Intrastate ruleset have the option of selecting this ruleset on the Hours of Service screen. **Note:** This option first must be enabled by your supervisor or dispatcher.

1. Click the **Ruleset** tab on the Hours of Service screen.
2. Click the applicable ruleset option button. The button turns blue when a ruleset is enabled.



2.6.4 Exemptions

The Exemptions tab includes a list of exemptions or exceptions that your supervisor has made available for you. These items must be first enabled by the supervisor or dispatcher in the Depot application before they are available to drivers on the in-vehicle device. The list of exemptions may include one or more of the following items:

Exemption Type	Description
 30-Minute Rest Break	<ul style="list-style-type: none"> • Driver is not prompted to take a 30-minute break after eight hours of On-duty time. • HOS counters display 11-hr driving limit, 14-hr driving window, and 60/70-hr (week) limit.
 16-Hour Short Haul	<ul style="list-style-type: none"> • Applied when the driver operates under the Interstate or 30-minute rest break exempt rule sets. • Extends the 14-hr driving window to 16 hrs. • Exemption is automatically removed at the end of the day.

100 air

100 Air-Mile Short Haul

- Driver is not prompted to take a 30-minute break after eight hours of On-duty time.
- HOS counters display 11-hr driving limit, 12-hr driving window, and 60/70-hr (week) limit.



Adverse Conditions

- Applied when a driver operates under the Interstate rule set and extends the driving limit by two hours.
- HOS counters display 13-hr driving limit, 14-hr driving window, and 60/70-hr (week) limit.

Oil

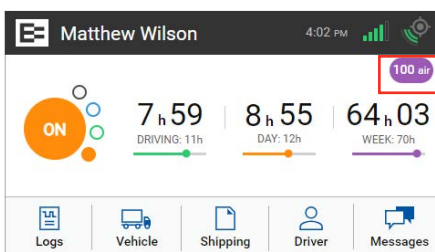
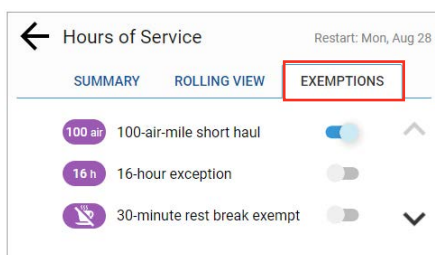
Oilfield

- Provides a 24-hr restart instead of a 34-hr restart .
- The off-duty wait time (OFF-WT) duty status (if used under this exemption):
 - Extends the 14-hr driving window period.
 - Minimizes the HOS impact on wait time.

Note: See your supervisor if you have questions about when to use the exemptions.

1. Tap the **Exemptions** tab to view the available exemptions.

Note: Tap the **Down** ▼ arrow to see additional exemptions in the list, if they are enabled by your supervisor.
2. Tap one of the exemptions to enable it. The toggle switch turns blue when it is enabled and the applicable icon appears on the Home screen. **Note:** Tap an enabled (blue) toggle switch to disable the exemption (shown as gray).



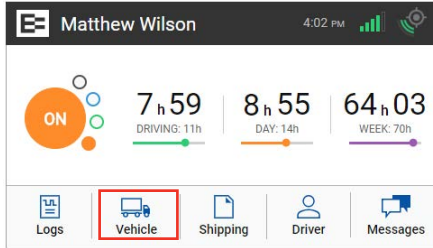
2.7 ADDING OR DROPPING TRAILERS

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.

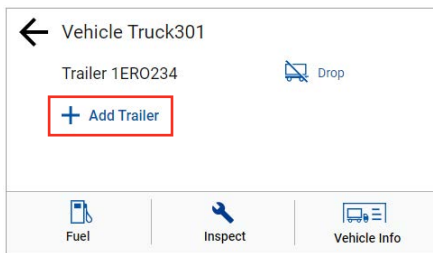
2.7.1 Adding Trailers

Perform the following steps to add a trailer.


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



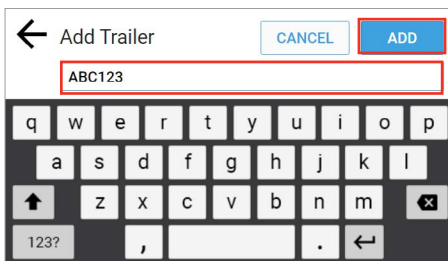
2. Tap the **Add Trailer**  link on the Vehicle screen. The Trailers screen displays a list of trailers previously entered.



The Connect Trailer screen appears if no trailers are found.

3. Enter the trailer ID in the **Add Trailer** field.
4. Tap the **Add**  button. The Connected Trailers screen displays a confirmation message.

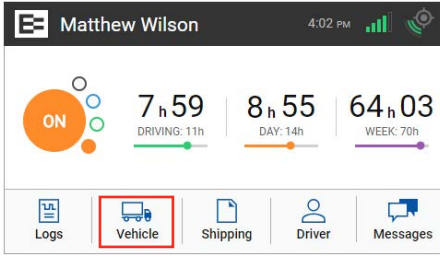
Note: You can connect from one up to three trailers.




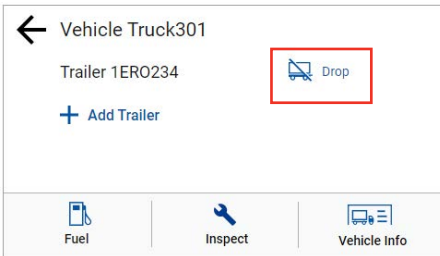
2.7.2 Dropping Trailers

Perform the following steps to drop a trailer.

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



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



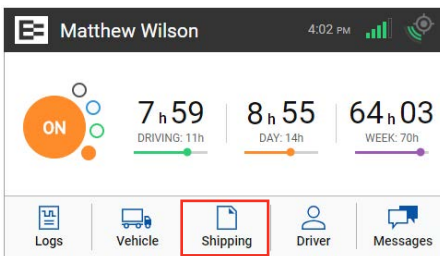
2.8 ENTERING A SHIPPING DOCUMENT

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.

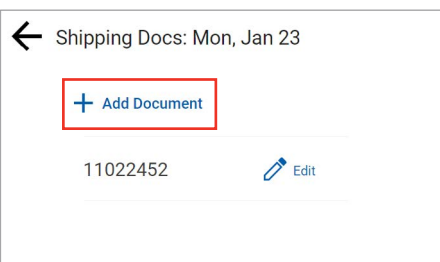
2.8.1 Adding a Shipping Document


Perform the following steps to add a shipping document.

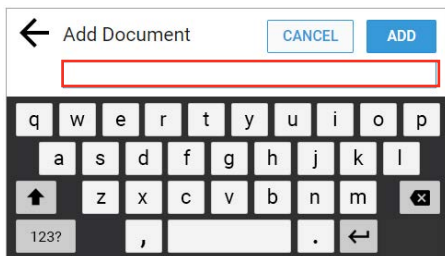
1. Tap the **Shipping**  icon on the Home menu. The Shipping Docs screen appears.



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



3. Enter the document ID in the **Add Document** field.
4. Tap the **Add**  button. A confirmation message appears to confirm the update.



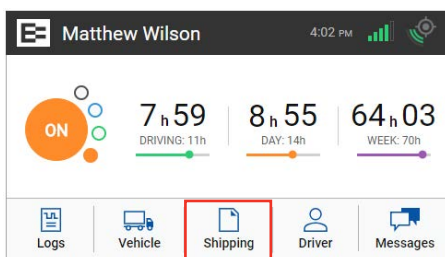
Tip:


Use the *Remarks* feature if you want to enter a shipping document on a prior day. You can add a remark to the first ON duty status to include the shipping number. See section 3.7.1 for details.

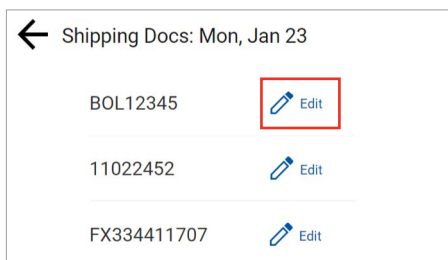
2.8.2 Deleting a Shipping Document


Perform the following steps to delete a shipping document.

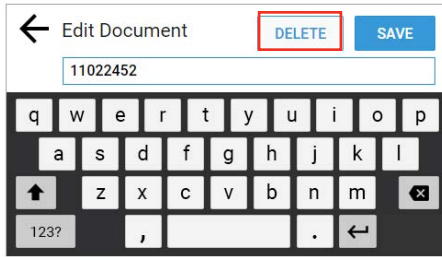
1. Tap the **Shipping**  icon on the Home menu. The Shipping Docs screen appears.



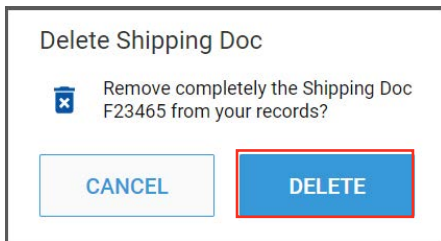
2. Tap the **Edit**  icon beside the document number that you want to delete.



3. Tap the **Delete**  button on the Edit Document screen.



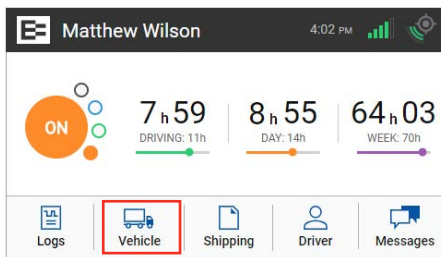
4. Tap the **Delete**  button in the confirmation prompt.




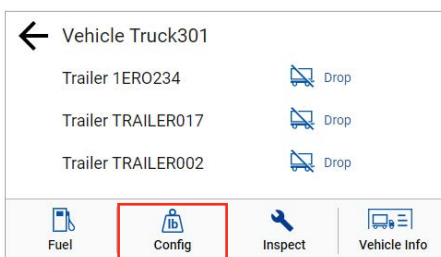
2.9 SETTING WMT CONFIGURATION (OREGON ONLY)

The EROAD ELD lets you easily change your vehicle weight configuration for use with 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  on the Home menu.

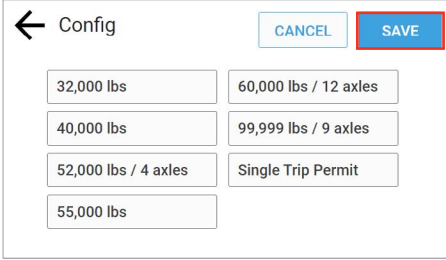




2. Tap the **Config**  icon on the Vehicle menu. The Config screen appears and lists various configuration weight or single-trip permit options.



3. Tap the configuration button that applies to your trip.

4. Tap the **Save**  button.



← Config  

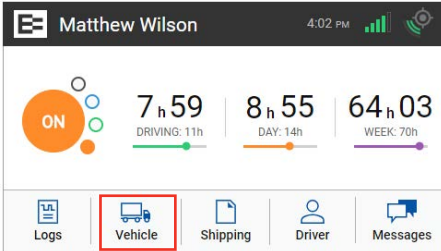
32,000 lbs	60,000 lbs / 12 axles
40,000 lbs	99,999 lbs / 9 axles
52,000 lbs / 4 axles	Single Trip Permit
55,000 lbs	

Note: The list of available configurations for your vehicle are options that your motor carrier has registered with the DOT. Contact your supervisor if you cannot see the right configuration for your vehicle.

2.10 ENTERING FUEL GALLONS

Perform the following steps to enter fuel gallons.

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

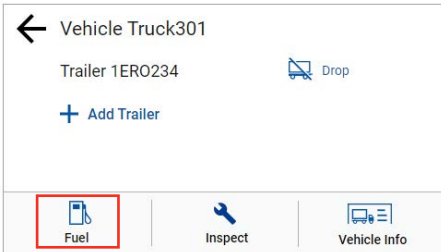


Matthew Wilson 4:02 PM


ON 7 h 59 DRIVING: 11h 8 h 55 DAY: 14h 64 h 03 WEEK: 70h

Logs **Vehicle** Shipping Driver Messages

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




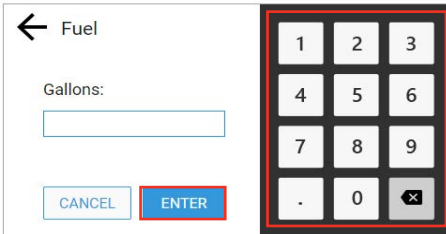
← Vehicle Truck301

Trailer 1ER0234 

+ Add Trailer

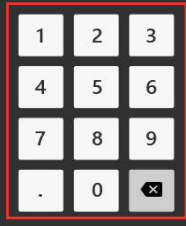
Fuel Inspect Vehicle Info



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



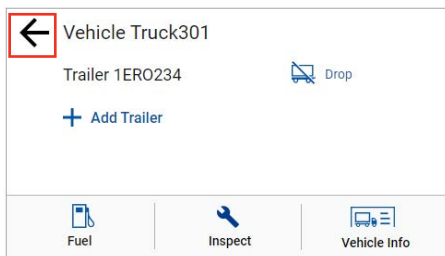
← Fuel

Gallons:



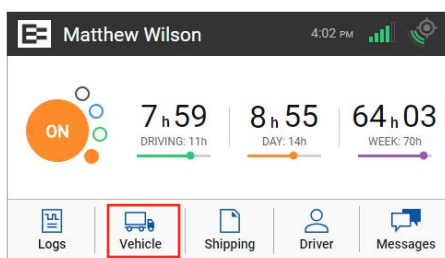
5. Tap the **Back** ← arrow to return to the Home screen.




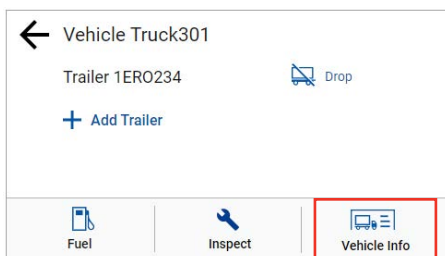
2.11 VIEWING VEHICLE INFORMATION

Perform the following steps to view vehicle information.

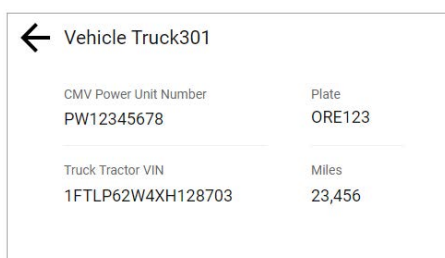
1. Tap the **Vehicle** icon  on the Home menu.



2. Tap the **Vehicle Info**  icon on the Vehicle screen.



3. This screen includes the CMV Power Unit Number, Plate number, Truck Tractor VIN, and number of miles.




Note: Contact your supervisor if the power unit number, VIN, or license number does not match your vehicle.

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:

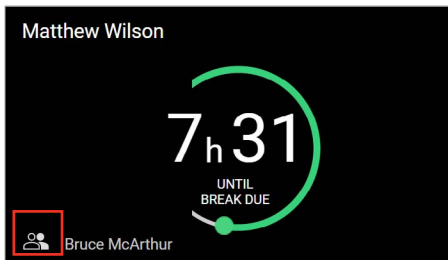
Safety is essential.

- *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.

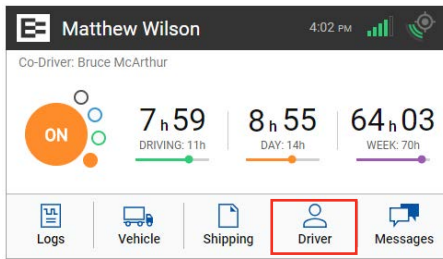
1. Tap the **Co-Driver**  icon.
2. Co-Driver: enter your **PIN** at the prompt. The Home screen displays, where you can view and certify your logs.




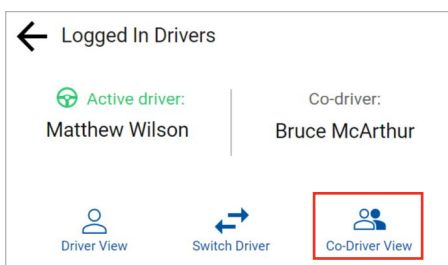
3.1.1.1 Changing Views Alternative Process

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.



2. The Logged-in Driver screen appears. Tap the **Co-Driver View** icon  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.





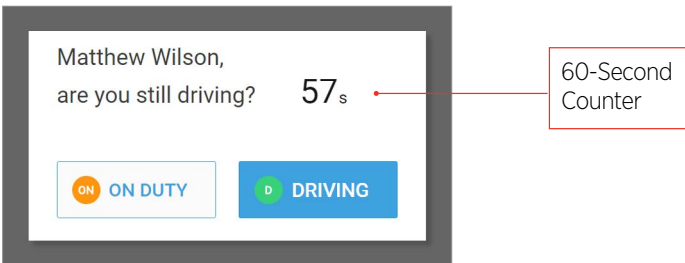
- Tap the duty status that applies to the change (such as **ON**  or **OFF** ). You are returned to the Home screen.



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.

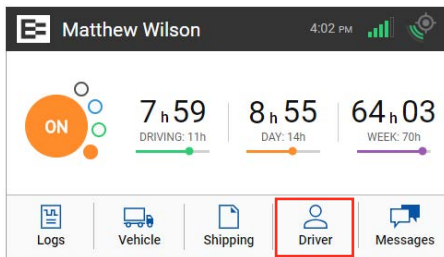
- Tap the **Driving**  button if you are still driving or tap the **ON DUTY**  button if you are not driving.
Note: Use the duty status icon to change your duty status, if needed. See section 2.4.1, *Duty Status* for more information.



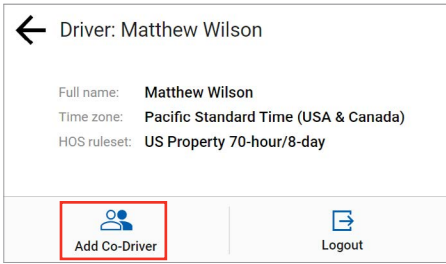
3.2 ADDING A CO-DRIVER



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.

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



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






- 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.*
- 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.



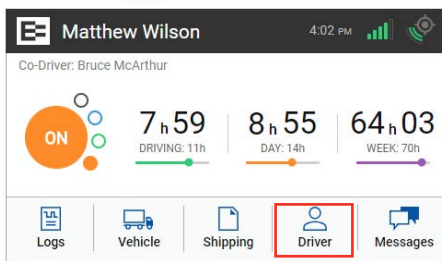
Tip:


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

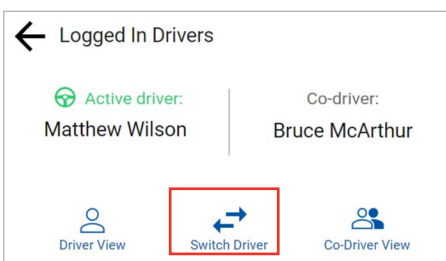
3.3 Changing Drivers


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.

- 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. Tap the **Switch Driver**  icon.





3. Enter the active driver's **PIN**.
4. Tap the **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 2.4.1, *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 2.4.1, *Duty Status* for more information.

3.5 Viewing and Sending Messages

Dispatchers 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.

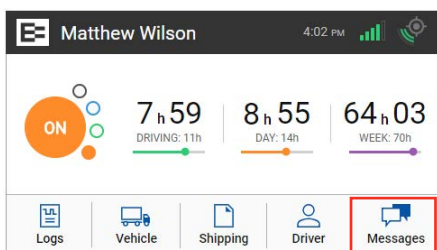


Tip:

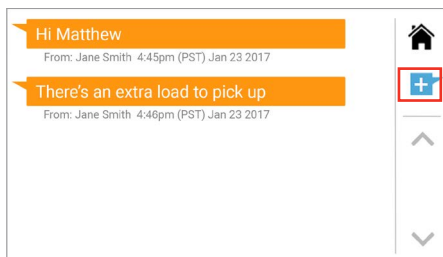
The vehicle must be stopped before you reply or send a message.


Perform the following steps to view and send a message.

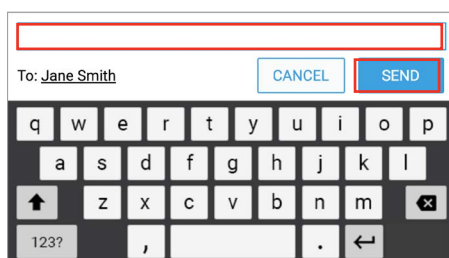
1. Tap the **Messages** icon  on the home screen. The alert on the icon indicates a message is unread.



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




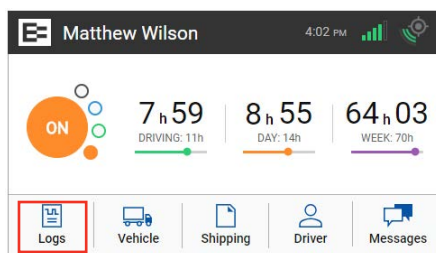
3. Enter the message in the text field using the key pad.
4. Tap the **Send**  button to send the message.





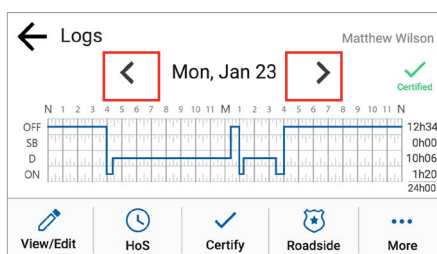
3.6 REVIEWING LOGS



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.

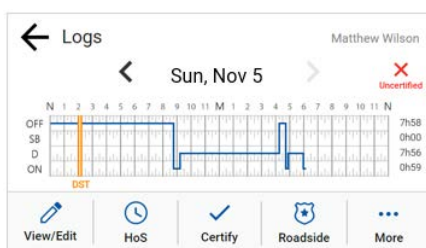


A Certified  icon displays under your name, if the logs have been certified. An Uncertified  icon appears if you still need to certify your logs.

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


3.6.1 Daylight Savings Time

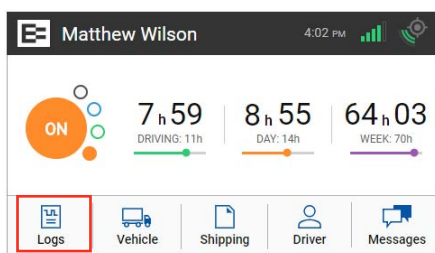
Daylight savings time is automatically applied to the log graph as a vertical orange line with an abbreviation of DST. It is also noted in the events list.



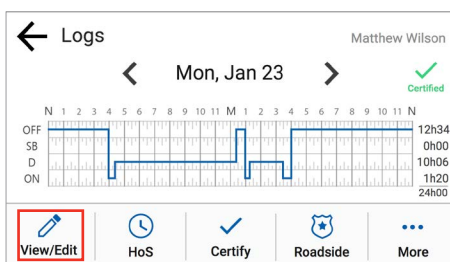
3.7 CORRECTING LOGS




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

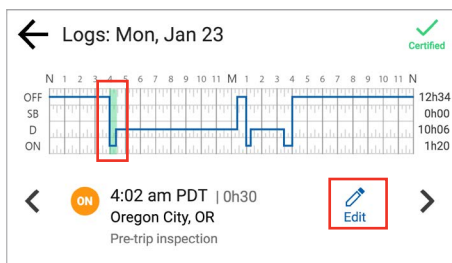
1. Tap the **Logs** icon  on the Home menu.



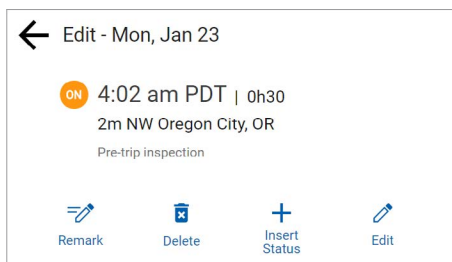
2. Tap the **View/Edit**  icon on the Logs screen.



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**  icon on the lower right side of the screen. The selected log entry for that day appears on screen highlighted in green.




There are several menu options on the Edit screen that can be used to modify your logs, which are described in the following sections.









Tip:

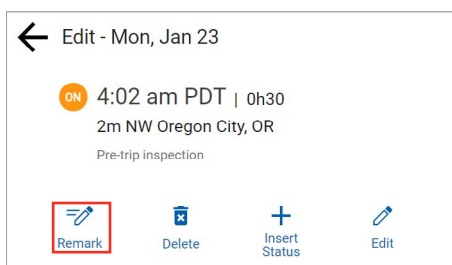
You cannot shorten or edit driving time that was automatically recorded.


3.7.1 Adding a Remark

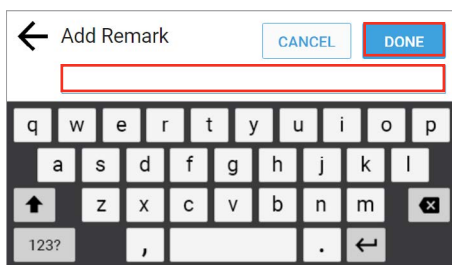
You can use the **Remark**  icon to annotate a duty status. Perform the following steps to add a remark. See section 3.7, **Correcting Logs** for illustrations of steps 1 – 4.

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


5. Tap the **Remark**  icon. The Add a Remark screen appears.











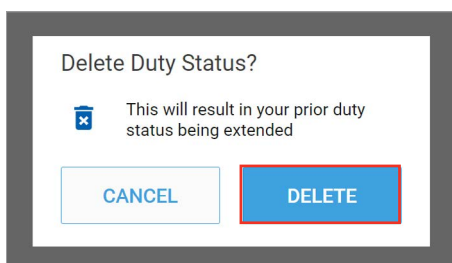
6. Enter your comments in the **Add Remark** field.
7. Tap the **Done**  button.



3.7.2 Deleting a Record

You can use the **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  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**  icon on the Logs screen.
4. Tap the **Edit**  icon on the View/Edit screen. The Edit Summary screen appears.
5. Tap the **Delete**  icon. The Delete Duty Status prompt appears.
6. Tap the **Delete**  button to confirm the action or tap the **Cancel**  button.



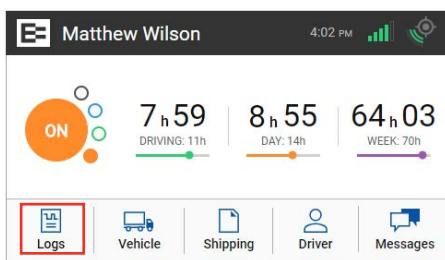
**Tip:**

You cannot delete driving time that was not manually entered.

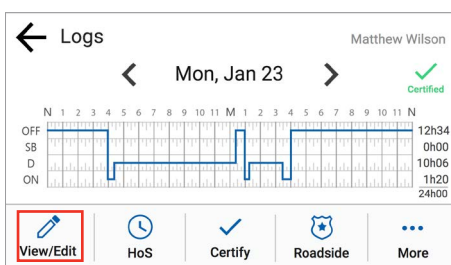
3.7.3 Inserting a Missing Record


Perform the following steps to insert a missing record.

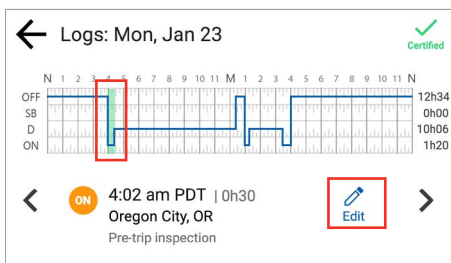
1. Tap the **Logs** icon  on the Home screen.



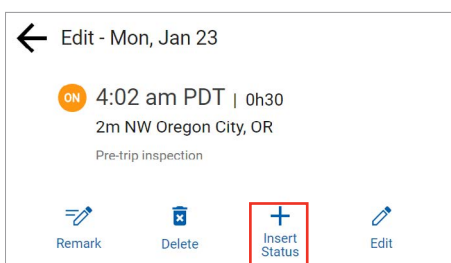
2. Tap the **Left**  arrow or **Right**  arrow until you locate the point in your logs where you want to insert a record.
3. Tap the **View/Edit**  icon on the Logs screen.




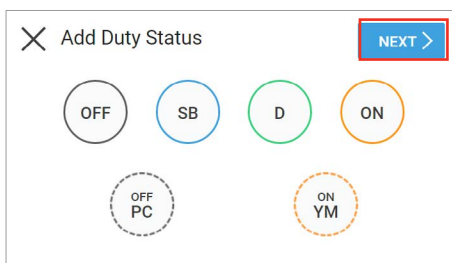
4. Tap the **Edit**  icon on the View/Edit screen. The Edit Summary screen appears.






5. Tap the **Insert Status**  icon. The Add Status screen appears.





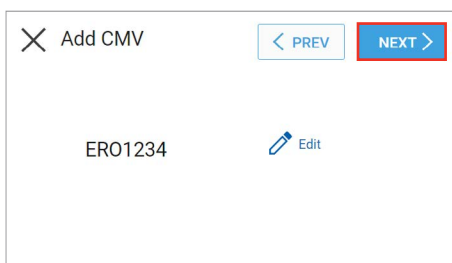
- Tap the duty status that you want to insert.
- Tap the **Next**  button.




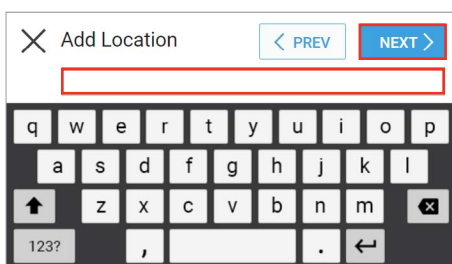
- The Add Start Time screen appears. Tap the **Up**  arrow or **Down**  arrow to set the hour, minute, and AM or PM setting.
- Tap the **Next**  button. The Add CMV screen appears.



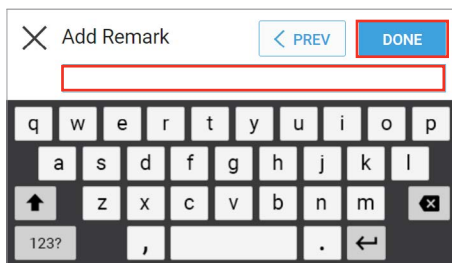
- Tap the **Next**  button to confirm the CMV.
Note: You have the option to tap the **Edit**  icon if a CMV change is needed.



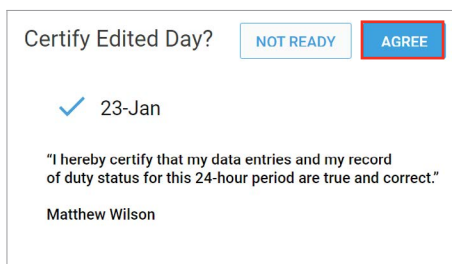
- Enter your location in the **Add Location** field.
Note: This is pre-populated with the current location, but might require correction.
- Tap the **Next**  button. The Add Remark screen appears.



- Enter your reason for inserting the record in the **Add Remark** field.
- Tap the **Done** DONE button.



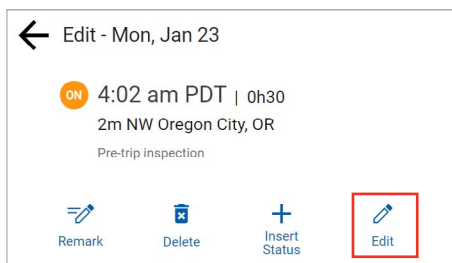
- Tap the **Agree** AGREE button if you are ready to certify or tap the **Not Ready** NOT READY button. The Logs screen appears with a confirmation message.



3.7.4 Editing an Existing Record

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

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



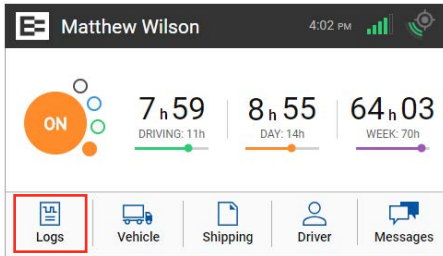
Tip:


You must add a remark when editing your logs to explain the reason for the edit.

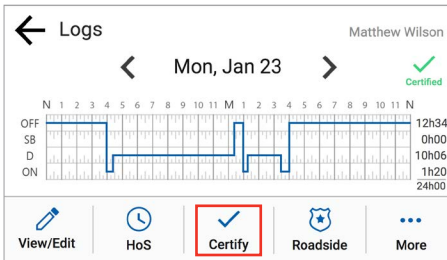
3.8 CERTIFYING YOUR LOGS

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.

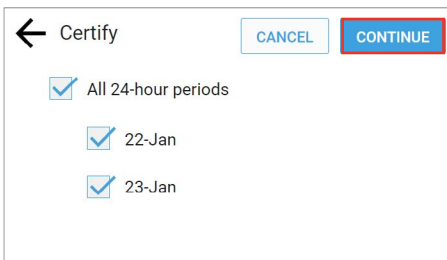


2. Tap the **Certify**  icon on the Logs screen. The Certify screen displays.

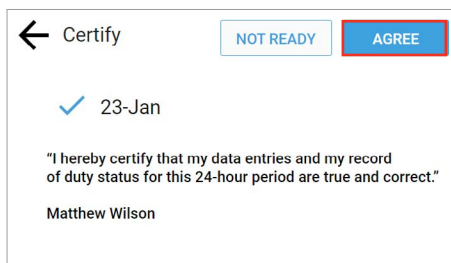


(Optional) Tap a check box (date) only on the Certify screen if you want to disable it because you are not ready to certify that date.

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



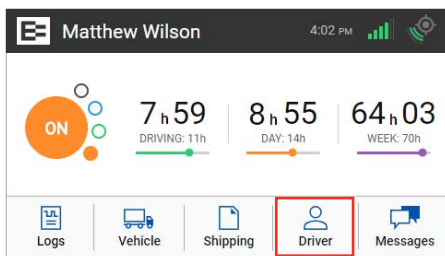
4. Tap the **Agree** AGREE button if you are ready to certify those logs or tap the **Not Ready** NOT READY button if you need to edit something else. Ensure that your log is true and correct before you certify. A Certification Successful message appears on screen.




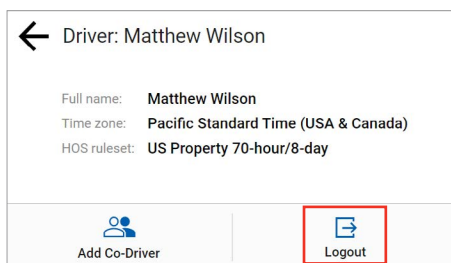
3.9 FINISHING YOUR DAY / LOGGING OUT

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.



Tip:

Be careful if you use a kill switch. Change your duty status to OFF, then logout before using the kill switch. Otherwise, you might stay in Driving status overnight.

4 Advanced Log Edits

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

4.1 REVIEWING SUGGESTED CORRECTIONS

Drivers have two ways to view and make corrections that are suggested by the supervisor. 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.



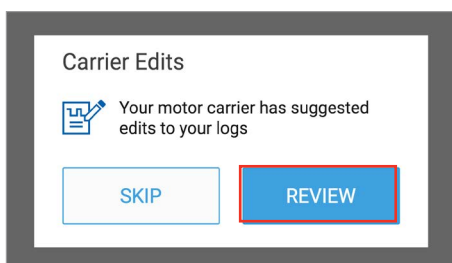
Tip:

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

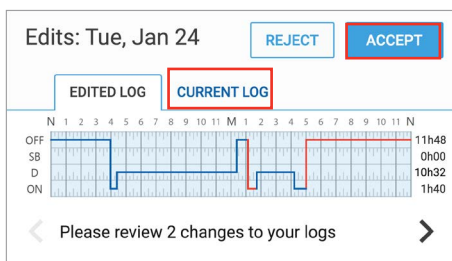
The Carrier Edits screen might appear at login or logout if the supervisor has suggested edits to your logs.

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

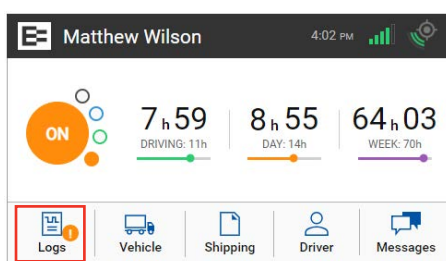
Perform the following steps to review supervisor suggestions if any new edits are made after you logged into the EROAD ELD.




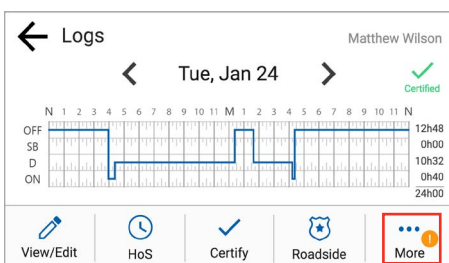
Tip:


An alert  appears on the Logs icon on the Home screen when there are new edits to review.

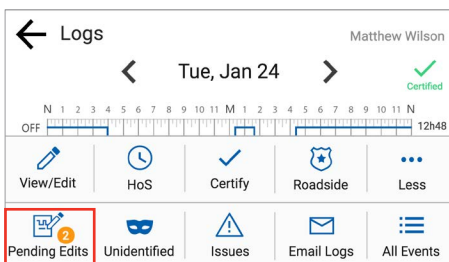
1. Tap the **Logs** icon  on the Home screen.



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.

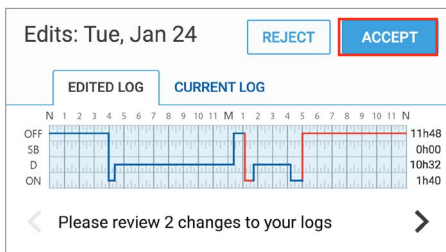


3. Tap the **Pending/Edits**  icon on the Logs screen. The EROAD ELD contacts Depot to display any pending log edits.



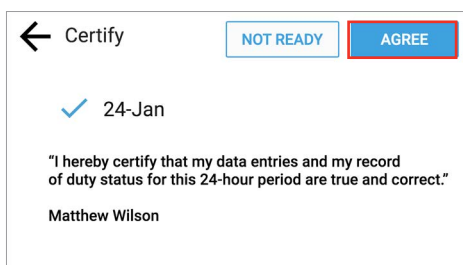
A summary of the changes for the edited day are shown under the Edited Tab when there are pending edits to review. Changes on multiple days are arranged in order from the least recent to the most recently edited day.

4. Tap the **Right Arrow** > to see additional changes in the logs.
5. Tap the **Accept** button if you agree with the change or tap the **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.

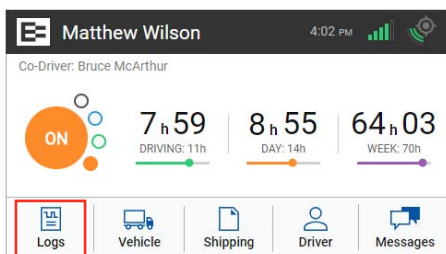
6. Tap the **Agree** button to re-certify the day. The EROAD ELD then synchronizes with Depot. You are prompted to review the next day, if there are other edited days.



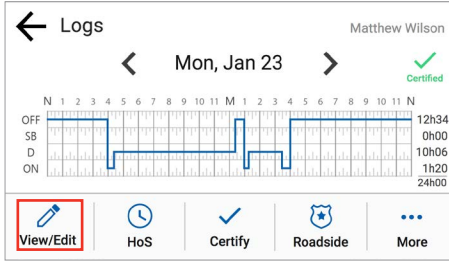
4.2 SWAPPING DRIVING TIME



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.

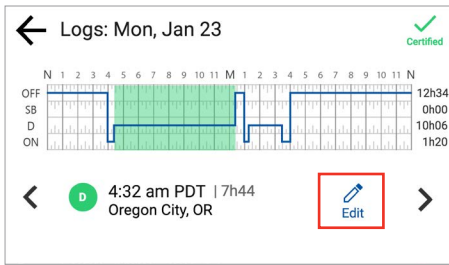


2. Tap the **View/Edit**  icon on the Logs screen.

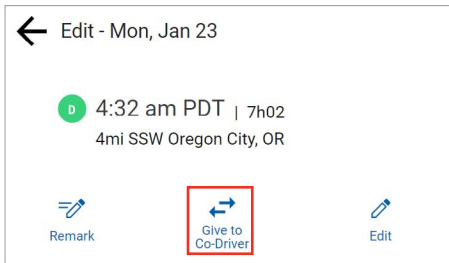


3. Tap the **Left**  arrow or **Right**  arrow on the bottom of the screen until you locate the point in your logs where you want to swap the driving time.

4. Tap the **Edit**  icon. The Edit screen appears.





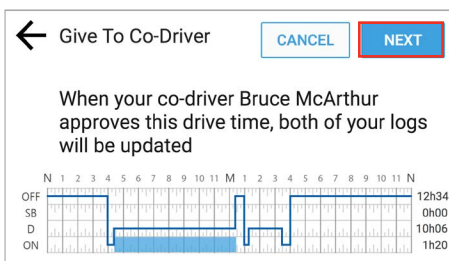
5. Tap the **Give to Co-Driver**  icon. The Give to Co-Driver screen appears.



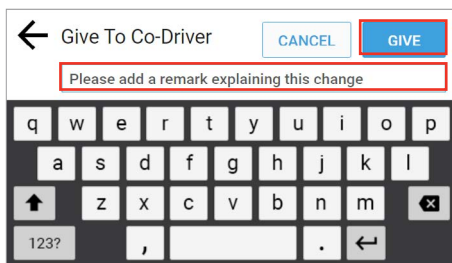
The screen changes to display a graph of the affected area with the future state highlighted in blue on the graph.

Note: The previous duty status is applied and replaces the driving time when the co-driver accepts the swap.

6. Tap the **Next**  button to initiate the swap or tap the **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.

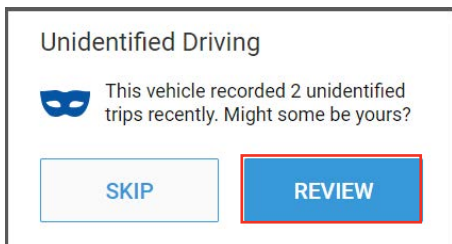
4.3 CLAIMING UNIDENTIFIED DRIVING TIME

The EROAD ELD automatically records driving time including time frames when the driver did not log in. You can claim unidentified driving time in two different ways, which are described in the following subsections.

4.3.1 Claiming Unidentified Trips at Login


The following prompt appears just after you log in if there are unidentified trips.

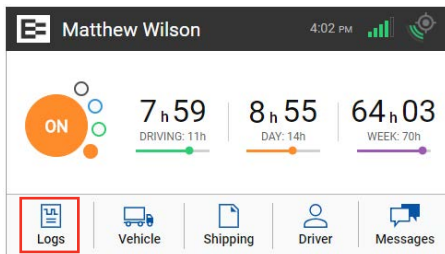
1. Tap the **Review** REVIEW button. Then, follow the steps in section 4.3.2, [Claiming Unidentified Trips in Logs Menu](#), beginning with step 4.




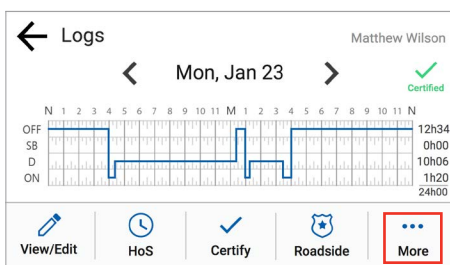
4.3.2 Claiming Unidentified Trips in Logs Menu


Perform the following steps to claim unidentified driving time if you forgot to log in before your trip.

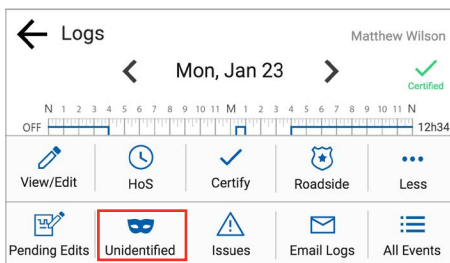
1. Tap the **Logs** icon  on the Home screen. The Logs screen appears.




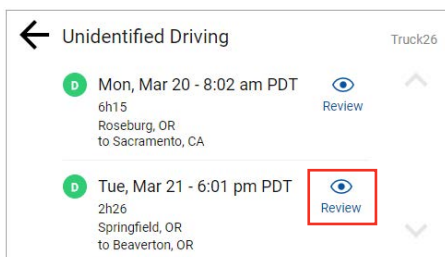
2. Tap the **More**  icon on the Logs screen. The Logs menu expands to reveal a second row of menu options.



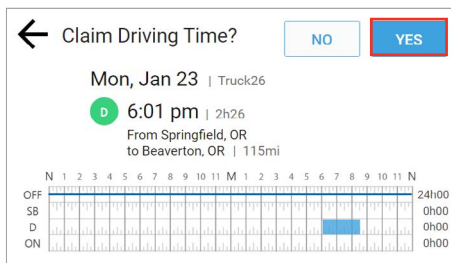
3. Tap the **Unidentified**  icon. The Unidentified screen displays the records that need to be claimed. **Note:** An alert icon might appear on the Unidentified icon if your supervisor assigned an unidentified trip to you.



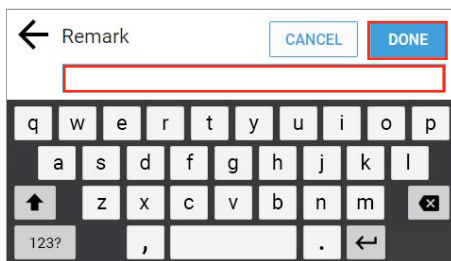
4. Tap the **Review**  icon to see details about the driving time. The Claim Driving Time screen appears



- 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.




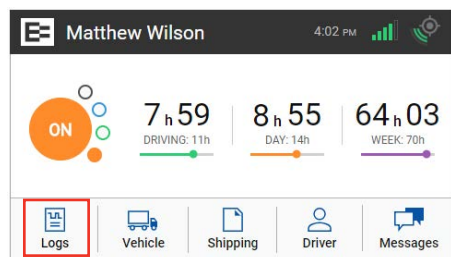
- Enter a detailed description in the **Remarks** field to explain the event.
- Tap the **Done** button to enter the remark in your record or tap the **Cancel** button. A confirmation message shows that this time is added to your logs.



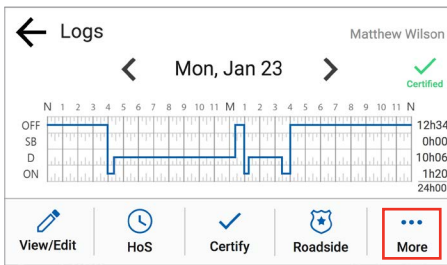
4.4 EMAILING LOGS TO YOURSELF

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

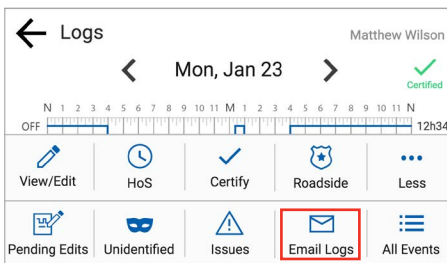
- Tap the **Logs** icon  on the Home screen. The Logs screen appears.




2. Tap the **More** More icon on the Logs screen. The Logs menu expands to reveal additional menu options.

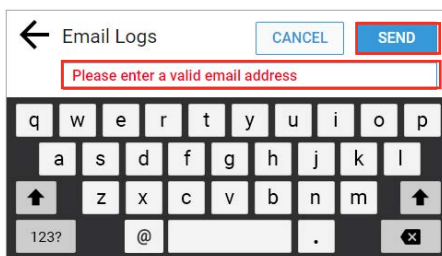


3. Tap the **Email Logs** Email Logs icon. The Email Logs screen appears.



4. Enter your email address in the Email Logs field.

Note: This field is pre-populated if your supervisor added an email address to your Driver Profile in Depot. You can press and hold the **Backspace**  key to erase the entire field if you want to enter a different email address.
5. Tap the **Send** SEND button to complete this action. A confirmation message displays the email address where the logs were sent.





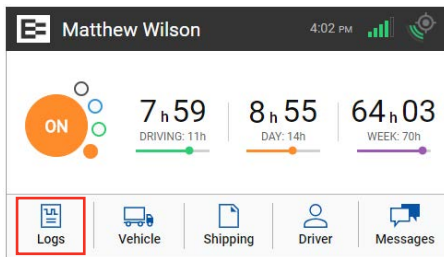
5 Roadside Inspection


This chapter describes the functions that you perform during a roadside inspection. Change the EROAD ELD to the Inspection 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 Inspection 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 open the Roadside menu.

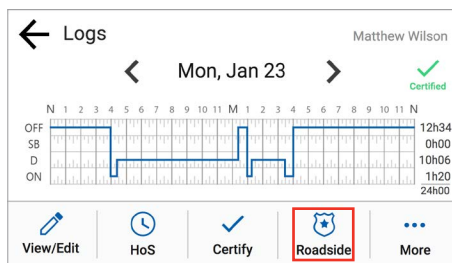
1. Change your duty status to **ON**  duty. See section 2.4, [Changing Your Duty Status](#) for more information, if needed.
2. Tap the **Logs**  icon on the Home menu. The Logs screen appears.



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.



- 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.



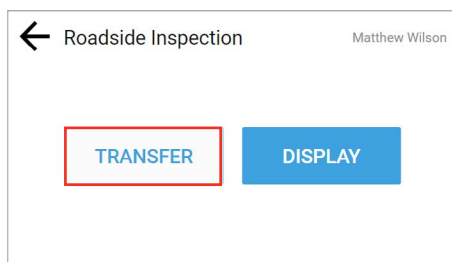
Tip:

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

5.1 TRANSFERRING YOUR RECORDS

Perform the following steps to transfer logs, if requested.

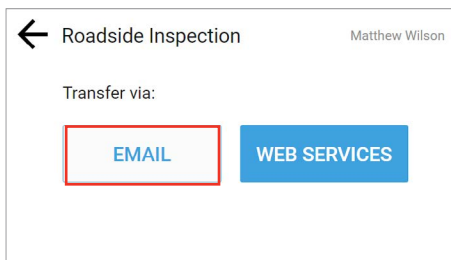
- Ensure that you have completed the steps described in section 5, **Roadside Inspection**.
- Tap the **Transfer** TRANSFER button on the Roadside Inspection screen. The Roadside Inspection screen changes to offer two transfer options: Transfer and Display, which are described in the following sections.



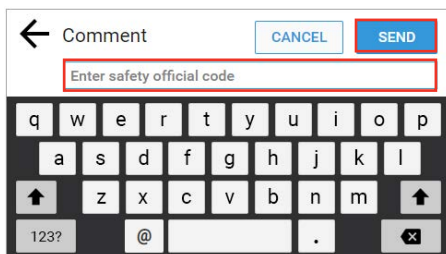
5.1.1 Transfer Via Email

Perform the following steps to transfer records via the email option.

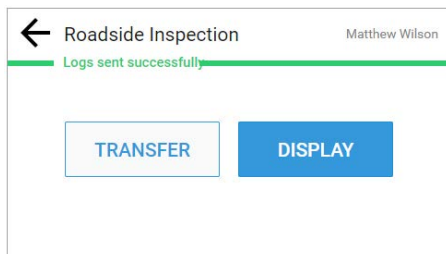
1. Perform the steps in section 5.1, [Transferring your Record](#)
2. Tap the **Email** button. The Comment screen appears. The FMCSA destination email address is preprogrammed in the ELD.



3. Enter the safety official's code in the Comment field.
Note: Never enter an email address or the transfer will not work.
4. Tap the **Send** button to complete the email or tap the **Cancel** button.



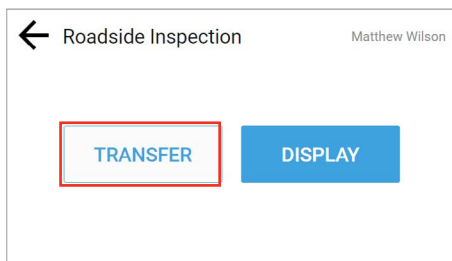
A confirmation message appears (shown in green) indicating the file was transferred successfully.



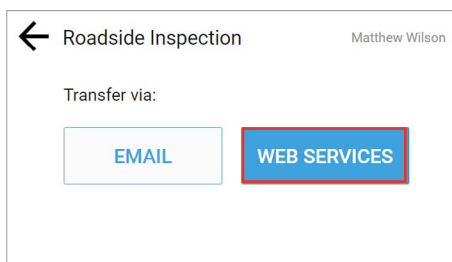
5.1.2 Transfer Via Web Services

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** button.



3. Tap the **Web Services** button.

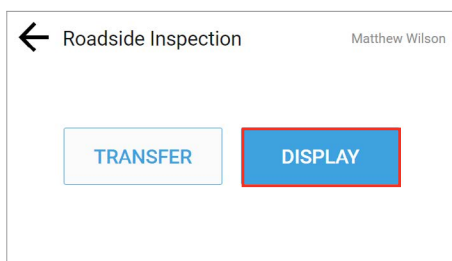


4. Enter the safety official's code in the Comment field. See section 5.1.1, [Transfer Via Email](#) for an illustration of the Comment field.
5. Tap the **Send** button to complete the transfer or tap the **Cancel** button. A confirmation message appears indicating the file was transferred successfully.

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** button. The screen changes to display four tabs of information: Info, Logs, All Events, and Unidentified. These tabs are described in the following subsections.



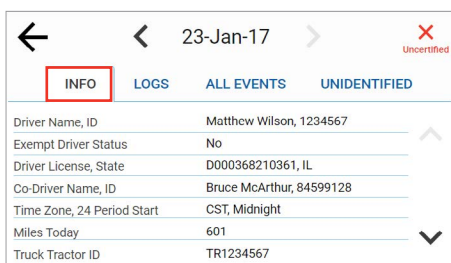
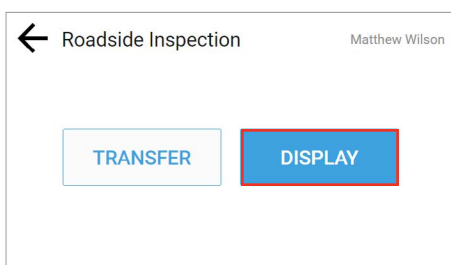
5.2.1 Viewing Header Information






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 appears.

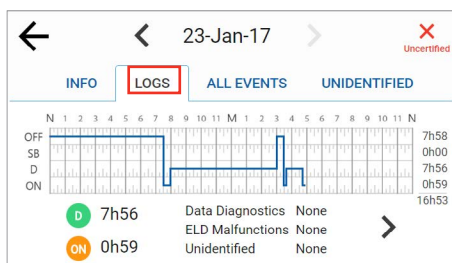





3. Tap the **Left** arrow  icon beside the date to back up to a prior date or tap the **Right** arrow  icon beside the date to advance to a current date.
4. Tap the **Down** arrow  icon on the right side of the screen to see more information or tap the **Up** arrow  icon to move up to the top of the 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**  button. The Info  tab displays by default.
3. Tap the **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 ELD Malfunctions, if any.



4. Tap the **Right** arrow  arrow to see driver status changes in the log or tap the **Left** arrow  arrow to return to the first (Logs) tab screen. The inspector can see details for each duty status.
5. Tap the **Back** arrow  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.

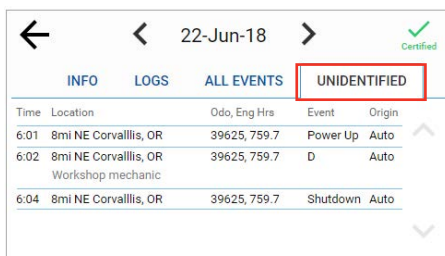
← 22-Jan-17 → ✔ Certified				
INFO		LOGS	ALL EVENTS	UNIDENTIFIED
Time	Location	Odo, Eng Hrs	Event	Origin
3:56	2mi NE Oregon City, OR	39554, 758.2	Login	Driver ▲
3:57	2mi NE Oregon City, OR	39554, 758.2	Power Up	Auto
3:58	2mi NE Oregon City, OR	39554, 758.2	ON	Driver
Pre-trip inspection				
4:26	2mi NE Oregon City, OR	39554, 758.2	D	Auto
5:00	14mi NNE Salem, OR	39581, 758.7	Int Loc	Auto ▼

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.



Time	Location	Odo, Eng Hrs	Event	Origin
6:01	8mi NE Corvallis, OR	39625, 759.7	Power Up	Auto
6:02	8mi NE Corvallis, OR Workshop mechanic	39625, 759.7	D	Auto
6:04	8mi NE Corvallis, OR	39625, 759.7	Shutdown	Auto

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.

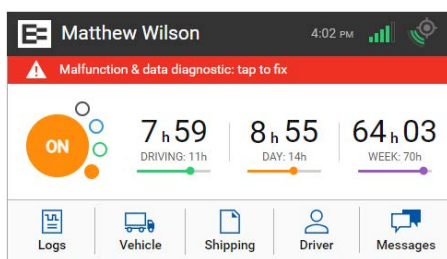
6 Issues

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

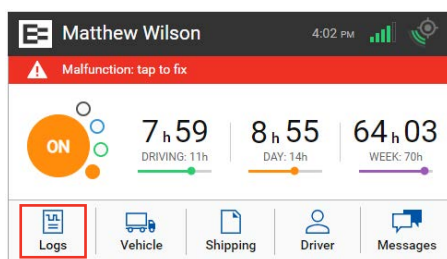
A red banner appears across the Home screen under the driver's name if a malfunction occurs, and a red LED illuminates at the top of the display. You must immediately view malfunction details and work through the faults using the malfunctions visor card.


Note: Refer to back side of the EROAD Resolving Data Diagnostics visor card that describes malfunctions and recommended actions to remedy specific fault(s).

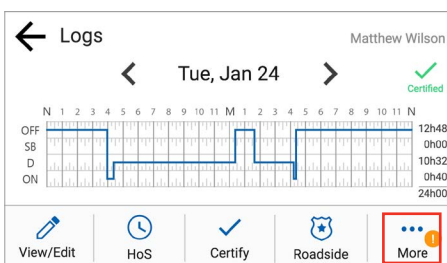


Perform the following steps to view malfunctions.

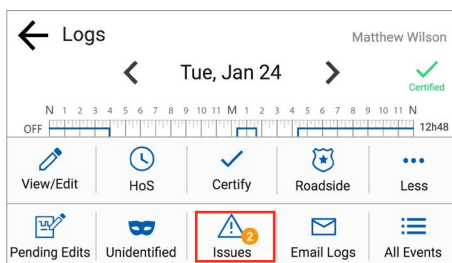
1. Tap the **Logs** icon  on the Home screen. The Logs screen appears.




2. Tap the **More**  icon on the Logs screen. The Logs menu expands to reveal additional menu.

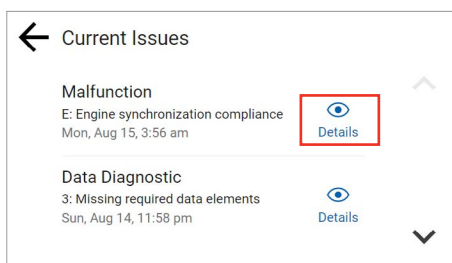


3. Tap the **Issues**  icon. The Current Issues screen appears.



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.

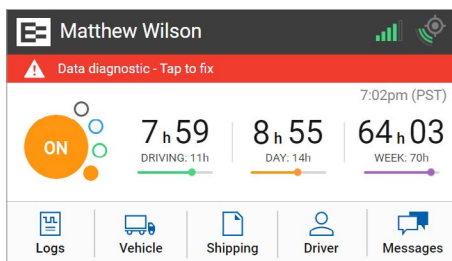


Refer to the malfunction information on the visor card or contact your supervisor if a malfunction is not resolved.

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 supervisor with any questions. Supervisors may contact their EROAD representative, when needed.

EROAD, Inc.

7618 SW Mohawk Street

Tualatin, OR 97062

1-855-50-EROAD or 1-503-305-2255

support@eroad.com

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
ELD	Electronic Logging Device
FMCSA	Federal Motor Carrier Safety Administration
GPS	Global Positioning System
HoS	Hours of Service
IFTA	International Fuel Tax Agreement

Acronym/ Abbreviation	Description
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
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

Message**Description or Remedy**

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.

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 supervisor.

 **Uncertified icon appears.**

Tap **Logs > Certify** when you are ready to certify your logs. See section [3.8, 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.

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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.

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