

# Enforcement Education Guide



# EROAD

## Electronic Logbook Driver Guide

### Part 1 - How to Record Logbook Entries

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EROAD's Electronic Logbook is a powerful driver tool on a mobile device that allows you to electronically capture, view and annotate logbook records.

This Guide explains how to Log In/Out and how to Log a Work Day.

#### **DRIVER CHECKLIST**

Please complete before using the Electronic Logbook

- ✓ Read this Guide and the Driver Guide Part 2 - How to Manage Logbook Records to familiarise yourself with the Electronic Logbook application. Carry these Guides with you when using the Electronic Logbook.
- ✓ The best time to transition from a paper logbook to the EROAD Electronic Logbook is at the beginning of a new Work Period.
- ✓ Ensure that your allocated mobile device has an allocated SIM card with an associated data plan.
- ✓ Ensure that your mobile device is functioning with an active internet connection.
- ✓ Carry a paper logbook with you as backup in case the device malfunctions.
- ✓ Until you are confident using the EROAD Electronic Logbook we recommend you continue to record your work and rest requirements on a paper logbook, using the Electronic Logbook to generate your data.

#### **IMPORTANT INFORMATION**

- Carry your Electronic Logbook with you at all times.
- Secure your mobile device in the vehicle and connect it to a continuous power source when possible.
- For your safety, do not use the Electronic Logbook when driving.
- To ensure your Logbook data privacy, log out of the Electronic Logbook when you have finished your work day.
- In case of a mobile device malfunction such as battery loss, breakage, Electronic Logbook faults, or loss of network coverage for more than 24 hours, contact your Organisation immediately and revert to paper logbooks to record your work and rest changes.

# How to log in



1 Tap the **EROAD Driver app** icon



2 Swipe right to access the **Main Menu**



3 Tap **Logbook** from Main Menu



4 Enter **Driver Name**

Enter Security PIN

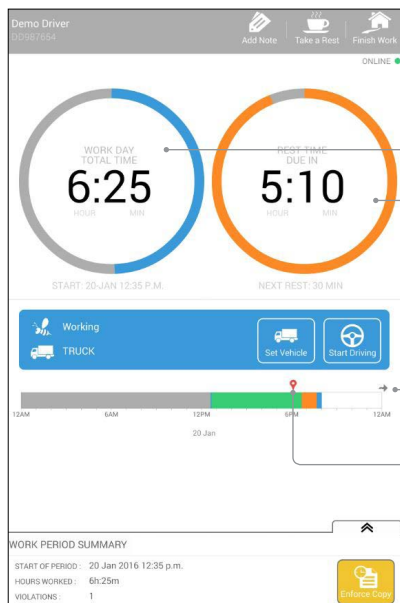
1	2	3
4	5	6
7	8	9
0	DEL	

5 Enter **4-Digit Security Pin**



**TIP: To log in, your device must be ONLINE**

## Your Main Logbook Screen



Enter Notes

Online/Offline indicator

Real-time counters show:

Up-to-date Work and Drive times

When next Rest is due or time spent resting

Current status

Tap to view suggested work day end

Tap to view violation details

Tap to view Logbook records

Tap to create copy at Roadside Inspection

# How to log a Work Day



**TIP: To log in, your device must be ONLINE**

Log your work day by recording start and end of your **WORK**, **DRIVE** and **REST** times.

## Start a Work Day

1 Tap **Start Work**



2 Check and complete screen

The 'Start Work Confirmation' screen displays the following information: '68:45 REMAINING HOURS FOR WORK PERIOD' and '12/02 2:17 a.m. SUGGESTED END OF WORK DAY'. It includes a note: 'You have rested for 31m. This entry will be included in the current work day.' Below this, there are fields for 'Start Date' (11/02/2016), 'Start Time' (5:25 p.m.), and 'Location' (Auckland, Auckland, Auckland). At the bottom, there is a disclaimer: 'By confirming, you agree that info entered here is correct and accurate', and two buttons: 'Cancel' and 'Confirm'.

3 Tap **Confirm**



This will put you into **WORK** mode

Start Date/Time will be set as the current time or can be manually adjusted to a past date/time

Location is automatically retrieved or can be entered manually



**TIP: Remember to record **DRIVE** time when starting to drive**

## Record Drive time

1 Tap **Start Driving**



2 Check and complete screen

The 'Set Vehicle' screen has a title bar 'Set Vehicle' and a section 'NEW VEHICLE'. It contains three input fields: 'Registration' (with placeholder 'Enter registration'), 'Dist. Reading' (with placeholder 'Enter distance reading' and a unit 'km'), and 'Location' (with placeholder 'GPS is unavailable. Check your GPS'). At the bottom, there are two buttons: 'Cancel' and 'Set Vehicle'.

3 Tap **Confirm**



This will put you into **DRIVE** mode

Vehicle and distance reading is automatically retrieved or can be entered manually

**When you finish driving and go back to work:**

1 Tap **Stop Driving**



2 Check screen and distance reading will be automatically retrieved or can be entered manually

A text input field labeled 'Dist. Reading' with the placeholder 'Enter distance reading' and a unit 'km'.

3 Tap **Continue**



This will put you into **WORK** mode

## Record Rest Time



- 1 Tap **Take a Rest**
- 2 Check and complete screen
- 3 Tap **Confirm**



**TIP:** You can record a **REST** from **WORK** or **DRIVE** mode

Start Rest Confirmation

A rest will be considered valid if its duration is at least 30m. Are you sure you want to proceed?

Start Date: 20/01/2016

Start Time: 8:01 p.m.

Location: Corban Avenue, Albany, Auckland

By confirming, you agree that info entered here is correct and accurate

Cancel Confirm

Confirm

This will put you into **REST** mode

Start Date/Time will be set as the current time or can be manually adjusted to a past date/time

Location is automatically retrieved or can be entered manually

When you finish rest and go back to work:

- 1 Tap **Finish Rest**
- 2 Check and complete screen
- 3 Tap **Continue**



**TIP:** Any **REST** less than 30 minutes will be treated as **WORK** time

Confirm

This will put you into **WORK** mode



**TIP:** Remember to record **DRIVE** time when starting to drive

## Finish a Work day and log out

- 1 Tap **Finish Work**
- 2 Check and complete screen



Finish Work Confirmation

You've worked for 41m today with 0 violation(s). Are you sure you want to proceed?

Rest Due: 30 MIN

End Date: 21/01/2016

End Time: 4:20 p.m.

Notes: Enter notes

Location: Corban Avenue, Albany, Auckland

By confirming, you agree that info entered here is correct and accurate

Cancel Confirm



**TIP:** When logging out, your device must be **ONLINE** - indicated by green light on top right corner of the main screen

Start Date/Time will be set as the current time or can be manually adjusted to a past date/time

Location is automatically retrieved or can be entered manually

- 3 Tap **Confirm**
- 4 Tap **Close**
- 5 Swipe right
- 6 Tap **Logout**
- 7 Confirm **Logout**

Confirm

Close



Logout

Logout

# EROAD

## Electronic Logbook Driver Guide

### Part 2 - How to Manage Logbook Records

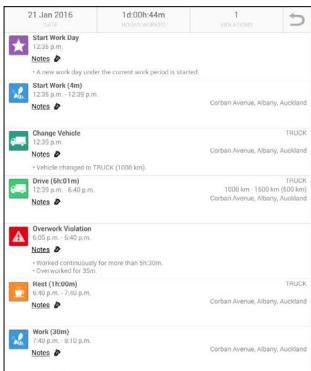
This Guide explains how to view and edit Logbook records, and how to take a copy at a CVIU Roadside Inspection.

### How to view your logbook records



**TIP: Only your current Work Period Logbook records are available on your mobile device**

- 1 Swipe up from the main Logbook screen
- 2 Tap date next to the timeline
- 3 View work day entries
- 4 Enter notes as required



**To return to your main logbook screen:**

- 1 Tap back
- 2 Swipe down



# How to produce and email a copy of your current Logbook Work Period




- 1** Tap **Enforce Copy**    **2** Enter Officer ID (at Roadside Inspection) or your own name (for your own record keeping)    **3** Tap **Confirm**



**Request Snapshot**

A snapshot request will generate a pdf document which can be viewed on the device or sent via email.

Officer ID

Location  Corban Avenue, Albany, Auckland



The Logbook Snapshot Report will be displayed

- 4** At Roadside Inspection: Hand over the mobile device to present the report to the CVIU officer    **5** After viewing the report, tap **BackTap**



## To send a copy by email:

- 6** Tap **Send by Email**    **7** Enter email address, e.g. CVIU Officer's or your own. Email address will not be stored or displayed    **8** Tap **Continue**



**Email Snapshot**

You are currently **ONLINE**. A copy of the snapshot will be sent immediately.

Email



If the device is **ONLINE** a copy of the report will be sent immediately to the email address entered.

If the device is **OFFLINE** a copy of the report will be sent as soon as the device is online

## To return to the Logbook Main Screen:

- 9** Tap Close



# Hints and Tips



## **I forgot to Start Work at the correct time.**

Tap **Start Work** and select the correct start date/time. This entry will be marked as a Manual event.



## **I forgot to Start a Rest at the correct time.**

Tap **Take a Rest** and select the correct start date/time. This entry will be marked as a Manual event.



## **I forgot to finish a Rest at the correct time.**

Tap **Finish Rest** and select the correct start date/time. This entry will be marked as a Manual event.



## **I forgot to Finish Work.**

Tap **Finish Work** and select the correct start date/time. This entry will be marked as a Manual event.

## **I need my device to be ONLINE but it is OFFLINE.**

- ✓ Try to move your device into a different location with cellular or Wi-Fi coverage.
- ✓ Check your data plan.

## **Satisfying my 30 minutes REST requirement.**

Any REST that is less than 30 minutes will be treated as WORK time.

# How can enforcement officers interact with the logbook?

## **If you need to view the driver's logs, you can via the Logbook Snapshot Report** **To do this:**

- Tap on the Enforce Copy button
- Enter your officer ID

Click confirm

## **The Logbook Snapshot Report provides a 'snapshot' of the driver's current cumulative work period.**

### **The report includes:**

- Driver's name and license
- Company name and address
- A cumulative work period includes a start date and hours worked in that period
- For each activity logged by the driver, the report will display the time, activity type, duration and location of that specific event
- For drive events, vehicle registration and hub-odometer are also included

# Logbook Snapshot Report

Snapshot ID : 289681ba326f

Logbook Registration : NZ123456

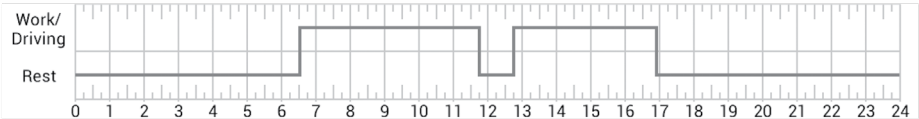
Driver : Field Trial  
Licence : XY987654

Functional Testing  
Funcational Test Organisation, 1 Test Sttt, Testville 11224

Start of Cumulative Work Period : 24/03/2014 6:31 AM  
Total Hours Worked : 29h:57m  
Total Violations : 0

Time Zone : NZST(+1300)  
Snapshot Time : 26/03/2014 5:11 PM  
Enforcement Officer : 007

## Monday (24/03/2014)

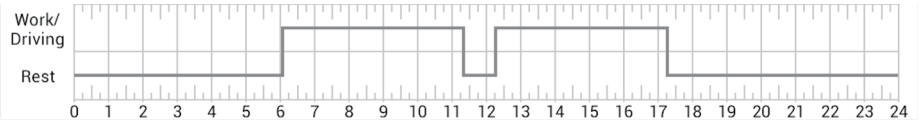


Time	Activity	Duration	Vehicle / Reading	Location
6:31AM	Start Work Day			
Notes :				
• A new work day under the current work period is started.				
6:31AM - 11:45AM	Start Work	5h:14m		Davies Drive, Albany, Auckland
11:45AM - 12:45PM	Rest	1h:00m		Davies Drive, Albany, Auckland
12:45PM - 4:55PM	Work	4h:10m		Davies Drive, Albany, Auckland
4:55PM	Finish Work *			Corban Avenue, Albany, Auckland
Notes :				
• Rest entry converted to finish work.				
• Manual finish work initiated at 24 Mar 4:55 PM.				

Total Hours Worked : 9h:24m

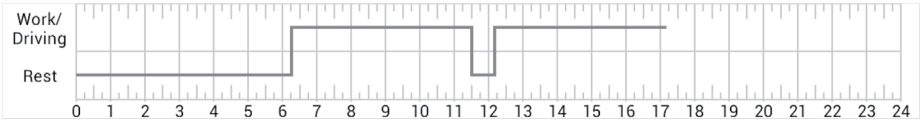
Violations : 0

Tuesday (25/03/2014)



Time	Activity	Duration	Vehicle / Reading	Location
6:03AM	Start Work Day			
Notes :				
• Rest duration is 13h:08m. A new work day under the current work period is started.				
6:03AM - 11:20AM	Start Work	5h:17m		Corban Avenue, Albany, Auckland
11:20AM	Finish Work *			Davies Drive, Albany, Auckland
Notes :				
• Manual finish work created at 25 Mar 12:06 PM.				
12:15PM - 12:15PM	Start Work	0m		Oteha Valley Road, Albany, Auckland
12:15PM - 5:15PM	Drive	5h:00m	ACR517 / 12000	Munroe Lane, Albany, Auckland
5:15PM	Finish Work		ACR517 / 12000	Munroe Lane, Albany, Auckland
Notes :				
• Odometer reading at finish 12350				
				Total Hours Worked : 10h:17m
				Violations : 0

Wednesday (26/03/2014)



Time	Activity	Duration	Vehicle / Reading	Location
6:15AM	Start Work Day			
Notes :				
• Rest duration is 13h:00m. A new work day under the current work period is started.				
6:15AM - 11:15AM	Drive	5h:00m	ACR517 / 12359	Corban Avenue, Albany, Auckland
11:15AM - 11:30AM	Work	15m	ACR517 / 12670	Munroe Lane, Albany, Auckland
Notes :				
• Rest reverted to Work. A valid rest must be at least 30m.				
11:30AM - 11:30AM	Work	0m		Munroe Lane, Albany, Auckland
11:30AM - 12:10PM	Rest	40m		Munroe Lane, Albany, Auckland
12:10PM - 12:11PM	Work	1m		Corban Avenue, Albany, Auckland
12:11PM - 5:11PM	Drive	5h:00m	ACR517 / 12670	Corban Avenue, Albany, Auckland
5:11PM	Snapshot - 289681ba326f			Munroe Lane, Albany, Auckland

## Receive a copy of the driver's logs



To do this:

- Once you have viewed the Logbook Snapshot Report, tap to send by email
- Type in your email address
- Tap continue

The Logbook Snapshot Report of the driver's current cumulative work period will be sent to your email address.

### **NOTE:**

- Your email address will not be stored or shown on the Snapshot Report to protect your privacy
- If the device is connected to the internet, the email will be sent immediately
- If the device is not connected to the internet, the email will be sent as soon as the device is connected to the internet

## FAQs



### Does the logbook work without cell coverage?

**Yes**, the driver can log events without cell coverage, the events will be uploaded once cell coverage is restored.



### Can a logbook run without an EROAD unit?

**Yes**, the EROAD Logbook app can run without an EROAD unit. The driver can manually enter the vehicle registration and hubodometer value.



### Can a logbook be run for a single driver across multiple companies?

**No**, the EROAD Logbook app can only be used by drivers that work for one company using EROAD.

# EROAD

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