



EROAD Day **Logbook**

User Guide

EROAD Day Logbook



Intro Videos

Day-to-Day Operation: <https://vimeo.com/408278344/90bcda4426>

Reviewing Your Day: <https://vimeo.com/413771802/c7e9ce145d>

Logging In, Sign in... : <https://vimeo.com/402416280/5a92ac63cb>

Driver checklist

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. To take advantage of automated location entry, turn Location Services on.

The best time to transition from a paper logbook (or a different logging system) to EROAD Day Logbook is at the beginning of a new Work Period.

Carry a plain notebook with you as a backup in case the device malfunctions.

IMPORTANT INFORMATION

Carry EROAD Day 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 EROAD Day Logbook while driving.

In case of a mobile device malfunction such as battery loss, breakage, EROAD Day Logbook faults, or loss of network coverage for more than 24 hours, contact your organisation immediately and enter your work and rest information into a plain notebook for record keeping and audit purposes. Once the malfunction is resolved and the system is functioning, transfer the notebook entries to EROAD Day Logbook.

WARNING: *EROAD Day Logbook is not compatible with iOS devices using Dark Mode.*

LOGGING IN

1. You'll get your login and PIN number from your fleet manager. Tapping in the Username field will call up the keyboard. Enter your login/password (or PIN) and tap **LOGIN**.
2. The Drive Diary screen lists the current time, date and GPS location for your convenience. You may change these values if necessary.

Time and Date fields are filled-in based on login time. You can manually change these times from the time of your last recorded duty period to the current time.

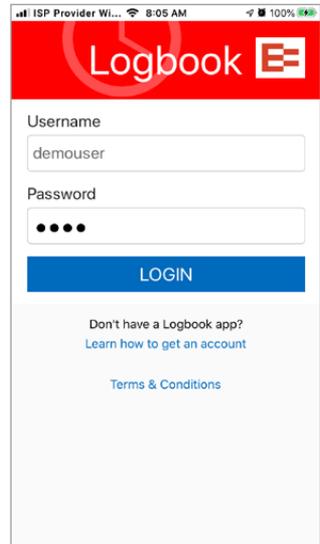
The location is filled-in according to your GPS location at the time of entry. Tap in this field to change it. To re-fill it in with the current location, Tap , then back to .

3. Tap the comment field to add notes about your daily activities.
4. Tap **SIGN ON DUTY**.

LOGGING TIME

Your current time state is clearly indicated in the top screen section. REST times count up. ON DUTY and DRIVE times count down from the legal limits.

1. To change states, tap **ON DUTY**, **DRIVE**, or **REST**.
2. To review or edit your current period, tap **REVIEW DAY**.
3. To sign out of EROAD Day Logbook, tap **OFF DUTY**, confirm or edit the details on the next screen, and **SAVE**.



ISP Provider Wi... 8:05 AM 100%

Logbook

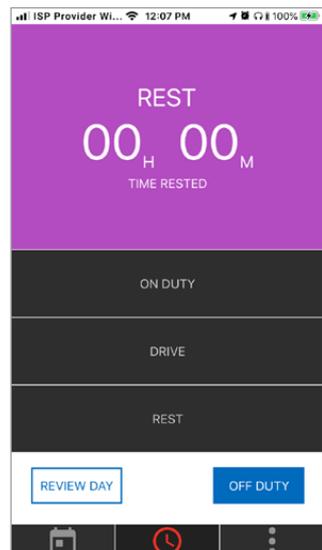
Username
demouser

Password
●●●●

LOGIN

Don't have a Logbook app?
[Learn how to get an account](#)

[Terms & Conditions](#)



ISP Provider Wi... 12:07 PM 100%

REST

00 H 00 M

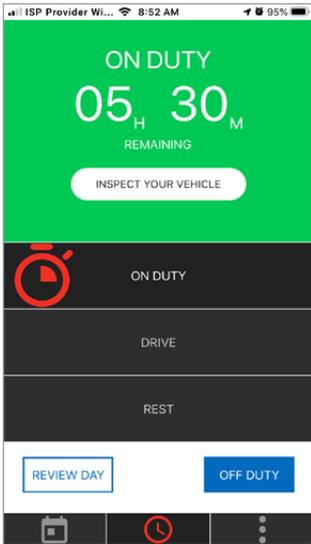
TIME RESTED

ON DUTY

DRIVE

REST

REVIEW DAY **OFF DUTY**



LOGGING A WORK DAY

You start a day either in an **ON DUTY** or **DRIVE** state, so tap one of those buttons.

On Duty

Tapping **ON DUTY** lets you enter your time and location. The clock counts down from your maximum **ON DUTY** time to zero.

Drive

Tapping **DRIVE** lets you enter your vehicle rego and odometer.

Rest

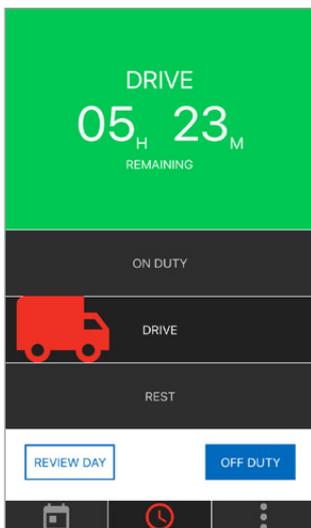
Tap **REST** to take a break of longer than 30 minutes (not in a moving vehicle).

Choosing/Adding a Vehicle

1. Add a Rego.

2. Select it.

3. Enter the Odo.



4. Tap **SAVE**. You'll re-enter the Home screen.

The clock will count down from your current or maximum allotted drive time to zero.

On or before your **DRIVE** or **ON DUTY** timer reaches zero, you must take a mandatory break, or you'll be marked in violation.

If your vehicle is part of an EROAD Depot fleet, your odo will be automatically entered.

RECORDING REST TIME

1. Tap **REST**. The Drive Diary screen opens.
2. If resting from **ON DUTY**, just check your details and **SAVE**.
3. If resting from **DRIVE**, you may need to enter a new odo distance.
4. Make any changes or notes you think are necessary.

*Any **REST** time less than 30 minutes will be treated as **ON DUTY** time.*

NOTIFICATIONS

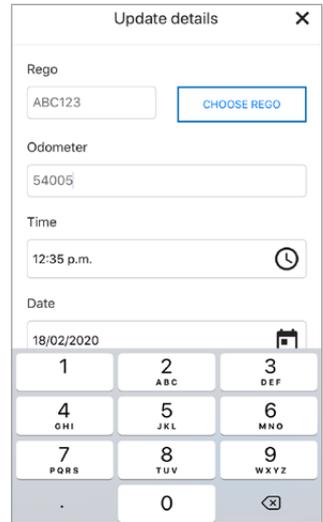
EROAD Day Logbook allows you to set several audible notifications when you get close to violation times.

1. At the bottom of the screen, tap .
2. Tap Set Reminders.
3. Tap the switches to set your alert intervals (green is on).

SIGNING OFF

Sign off at the end of each shift (or 'day'). This resets counters to enable you to work another day.

1. Tap **OFF DUTY**. The Drive Diary screen opens.
2. Make any changes or notes you think are necessary.
3. Tap **SIGN OFF**. Under the Goodbye message you'll see the earliest time you may go on duty again.



Update details

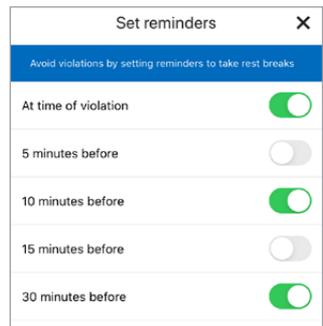
Rego
ABC123 CHOOSE REGO

Odometer
54005

Time
12:35 p.m.

Date
18/02/2020

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
.	0	<X



Set reminders

Avoid violations by setting reminders to take rest breaks

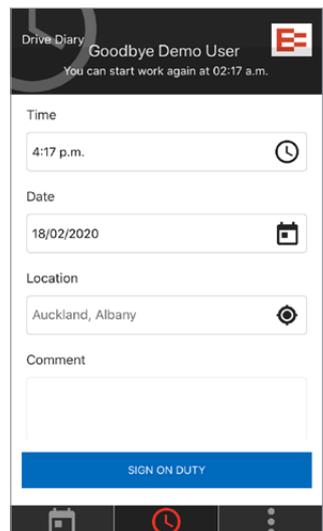
At time of violation

5 minutes before

10 minutes before

15 minutes before

30 minutes before



Drive Diary Goodbye Demo User 

You can start work again at 02:17 a.m.

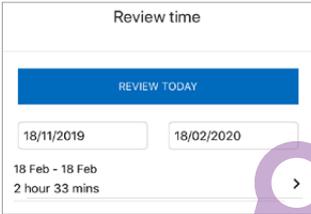
Time
4:17 p.m.

Date
18/02/2020

Location
Auckland, Albany

Comment

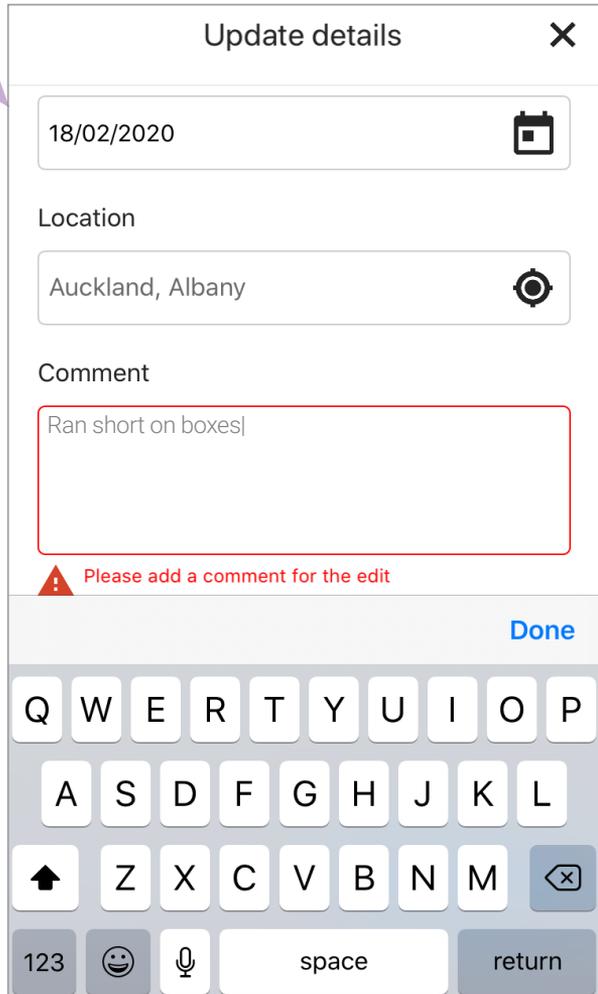
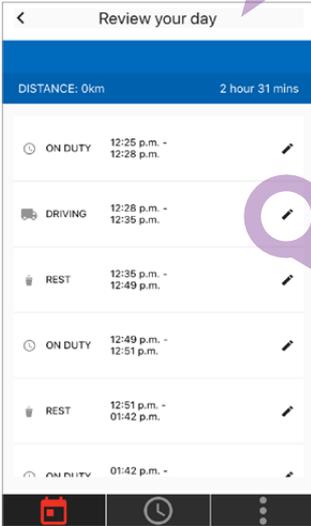
SIGN ON DUTY



MANAGING LOGS

At the bottom of the app, tap . The **Review time** screen appears, with several options:

- Change the date range by clicking in either of the date fields.
- Tap **REVIEW TODAY** for the current log.
- Tap any of the listed log ranges to drill down into daily logs.
- To edit a logged state, tap next to the entry you wish to edit.



You may not change:

* your shift's very first **ON DUTY** event earlier than the original time.

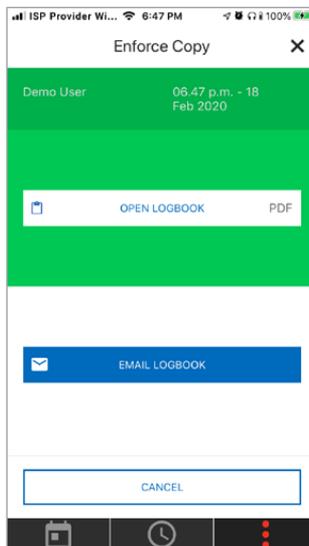
* the start time of one event before the start of the previous event, or after the start of the one-after-next.

* a day's events after it's been signed off. Only comments may be edited.

EMAILING A CURRENT EROAD DAY LOGBOOK WORK PERIOD

EROAD Day Logbook will send logs via any valid service available on your mobile device, to any email address.

1. At the bottom of the app, tap .
2. Tap **Enforce Copy**.
3. Enter a name. The receiver may also change the location text, or add a comment.
4. Tap **GENERATE**. This creates a PDF snapshot of the logs and displays the delivery screen.
5. Tap **EMAIL LOGBOOK** to email the PDF, or **OPEN LOGBOOK** to use a different service.



Email addresses are not stored or shown on the Snapshot Report. If the device is connected to the Internet, the file will be sent immediately. If not, the file will be sent as soon as the mobile device re-connects.

INSPECT YOUR VEHICLE

If you have this app, this button opens the application **EROAD Inspect**.

This link is also available from the  screen.



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, EROAD Day Logbook can run without an EROAD unit. The driver can manually enter the vehicle registration and hub odometer value.

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

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

THE EROAD DAY LOGBOOK SNAPSHOT

This typical report shows a driver's current, cumulative work period as the driver switches between a rest and non-rest state.

Logbook Snapshot Report				
Snapshot ID : d242ed92-78c5-4982-baae-e23847a09a5f			NZTA Approval # :	
Driver : Demo User		GEN2 DEMO BOXES		
Licence : 123456		---		
Start of Cumulative Work Period : 18/02/2020 12:25 p.m.		Timezone : Pacific/Auckland(12:00:00)		
Total Hours Worked : 6h 10m		Snapshot Time : 19/02/2020 09:33 a.m.		
		Enforcement Officer : Demo Officer		
Tuesday (18/02/2020)				
Time	Activity	Duration	Vehicle / Reading (km)	Location
12:25p.m. - 12:28p.m.	On Duty *	3m		Auckland, Albany
12:28p.m. - 12:35p.m.	Driving *	6m	ABC123 / 54000	Auckland, Albany
12:35p.m. - 12:49p.m.	Resting *	14m	ABC123 / 54005	Auckland, Albany
Notes :				
• Ran short on boxes				
12:49p.m. - 12:51p.m.	On Duty *	2m		Auckland, Albany
Notes :				
• Feeling sick				
12:51p.m. - 1:42p.m.	Resting *	50m		Auckland, Albany
1:42p.m. - 2:40p.m.	On Duty *	58m		Auckland, Albany
2:40p.m. - 4:11p.m.	Resting *	1h:30m		Auckland, Albany
4:11p.m. - 4:13p.m.	Driving *	1m	ABC123 / 54010	Auckland, Albany
4:13p.m. - 4:17p.m.	On Duty *	4m		Auckland, Albany
Notes :				
• Short trip				
4:17p.m. - 4:18p.m.	Off Duty *	1m		Auckland, Albany
4:18p.m. - 9:12p.m.	On Duty *	4h:54m		Auckland, Albany
9:12p.m. - 12:00a.m.	Off Duty *	2h:47m		Auckland, Albany



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