

Record Rest Time

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

- 1 Tap Take a Rest



- 2 Check and complete screen

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

- 3 Tap 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

Continue This will put you into **WORK** mode

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

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



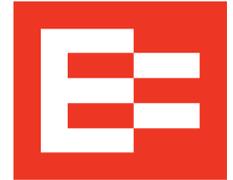
- 7 Confirm Logout



4.

EROAD

Electronic Logbook Driver Guide Part 1 - How to Record Logbook Entries



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.

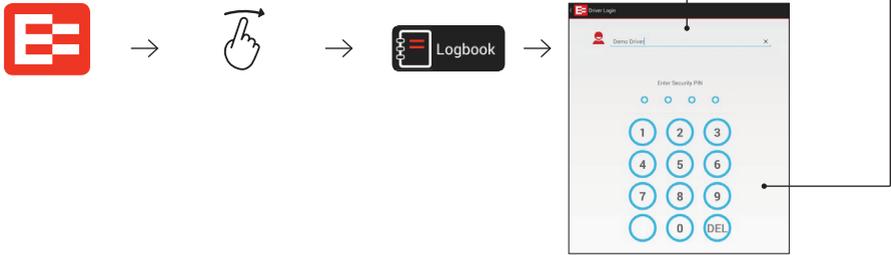
! IMPORTANT INFORMATION

- 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.

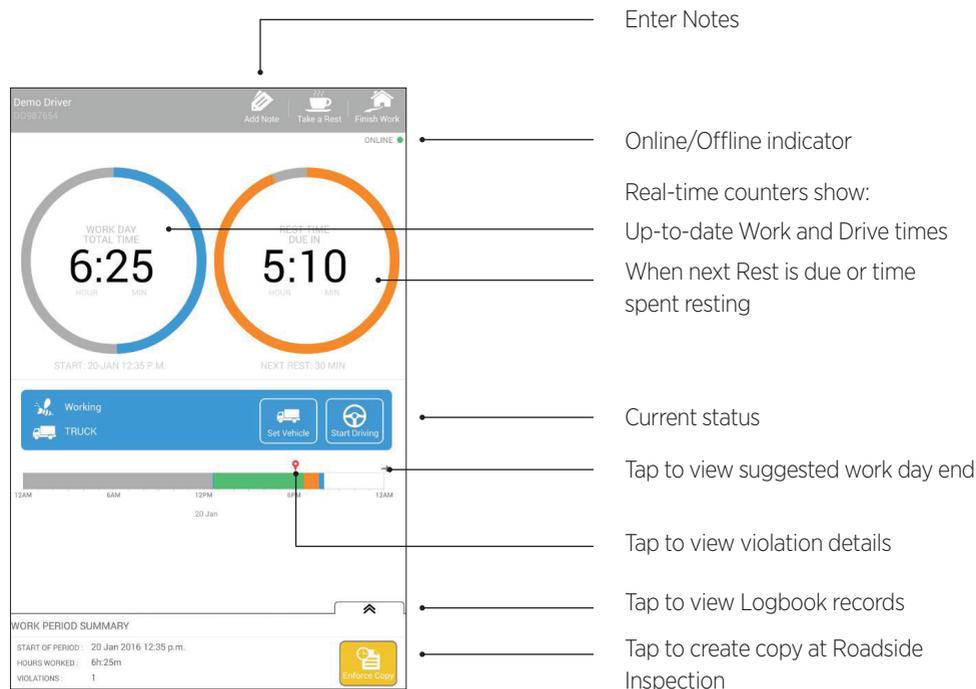
How to log in

TIP: To log in, your device must be ONLINE

- 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
- 5 Enter 4-Digit Security Pin



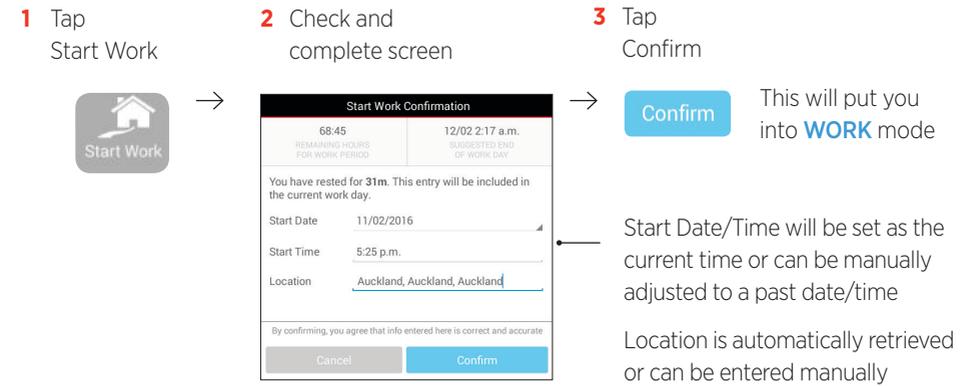
Your Main Logbook Screen



How to log a Work Day

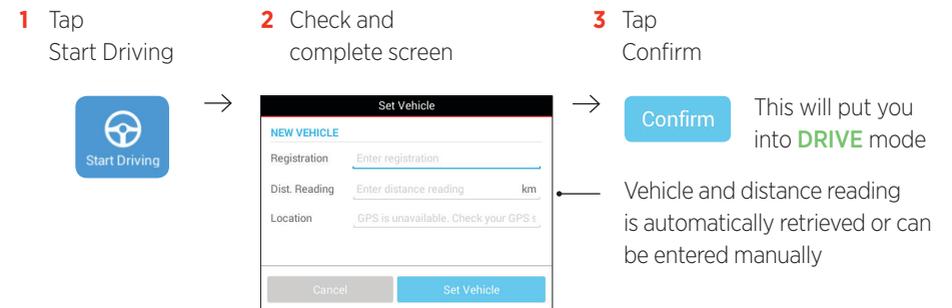
Log your work day by recording start and end of your **WORK**, **DRIVE** and **REST** times.

Start a Work Day



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

Record Drive time



When you finish driving and go back to work:

