

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.

EROAD

Electronic Logbook Driver Guide Part 2 - How to Manage Logbook Records



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

! DRIVER CHECKLIST

Please complete before using the Electronic Logbook

- ✓ Read this Guide and the Driver Guide Part 1 - How to Record Logbook Entries 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 view your logbook records

- ✓ When reviewing logbook records
- ✓ When adding notes

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

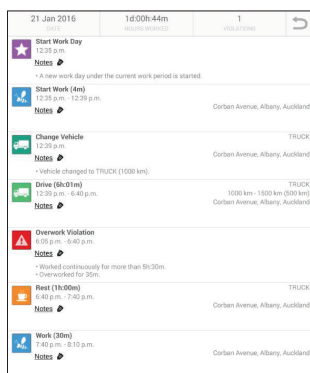
1 Swipe up from the main Logbook screen



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

- ✓ When requested at a CVIU Roadside Inspection
- ✓ When taking a copy for your own record keeping, it is recommended that you email yourself a copy at the end of every week/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

Confirm

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

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

Continue

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

Close