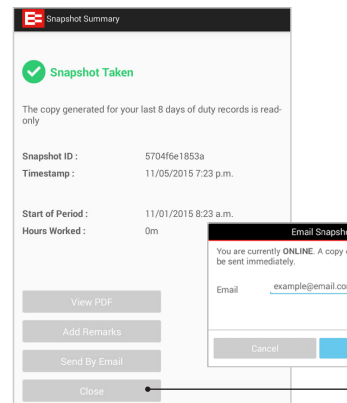
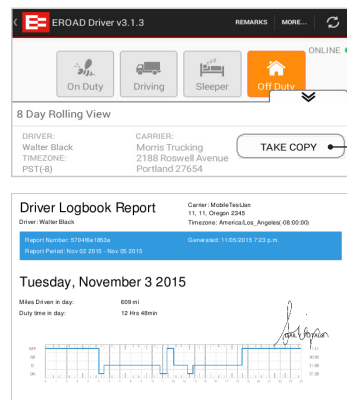


How to produce a logbook copy of your current and last 7 days

When:

- ✓ Requested at a Roadside Inspection
- ✓ Taking a copy for your own record keeping – it is recommended to email a copy at the end of every week/duty period

Make sure you have certified the last 7 days



- 1 Swipe up from the main screen
- 2 Tap Take Copy
- 3 Sign for the current day
- 4 Tap Confirm
- 5 Hand over the device with the Driver Logbook Report and the Guide for Roadside Inspections to the enforcement official.

On request, email a copy of the Driver Logbook Report to the enforcement official:

- 6 Tap Back button
- 7 Tap Send by Email
- 8 Enter email address, e.g. enforcement official's or your own.

For privacy reasons, the email address will not be stored or displayed on the report.

- 9 Tap Continue
- 10 Tap Close

If the device is **ONLINE**, a copy of the report will be sent immediately to the email address. If the device is **OFFLINE** a copy of the report will be sent as soon as the device is online (with cellular or wi-fi connection).

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 manage logbook records including the ability to review, edit, certify and take a copy.

! DRIVER CHECKLIST

Please complete before using the Electronic Logbook

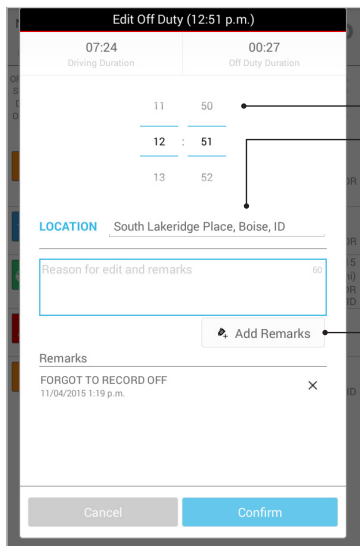
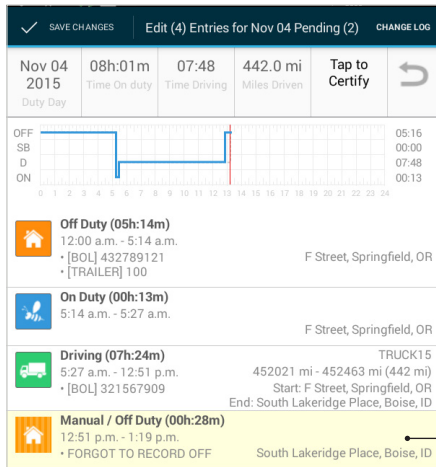
- ✓ Read this Guide and the Driver Guide Part 1 – How to Record Logbook Records and the Guide for Roadside Inspections to familiarize yourself with the Electronic Logbook. Carry these Guides with you when using the Electronic Logbook.
- ✓ Ensure that your mobile device is functioning correctly with an active Internet connection.
- ✓ Carry blank copies of paper logbooks in case of device malfunctions.
- ✓ Until you are confident with the Electronic Logbook, please keep using paper logbooks alongside the Electronic Logbook.
- ✓ Carry your current and last 7 days of logbook records with you at all times.


! IMPORTANT INFORMATION

- Secure the mobile device in the vehicle and connect it to a continuous power source.
- For your safety, do not use the Electronic Logbook when driving.
- Always Logout when you have finished using the Electronic Logbook on the mobile device.
- In case of mobile device malfunctions such as battery loss, breakage, Electronic Logbook faults, or loss of network coverage for more than 24 hours, contact your carrier immediately and revert to paper logbooks to record your duty status changes.
- Record logbook entries in the time zone of your carrier organization.
- For the first 8 duty days, and until you are confident with the Electronic Logbook, please keep using paper logbooks alongside the Electronic Logbook.

How to edit your logbook records

When manually editing Duty Status entries:



- 1  Swipe up from the main screen
- 2 Tap graph grid to view duty day entries
- 3 Press and hold any Duty Status entry to open edit mode
- 4 Edit:
 - Start Time
 - Location
 - Distance Reading
 Type reason for edit, tap Add Remarks and Confirm
- 5 Tap Save Changes

Notes:

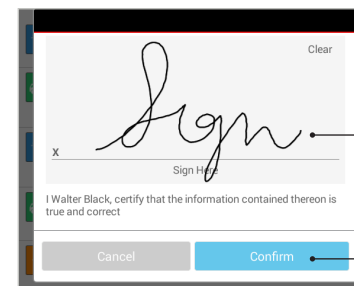
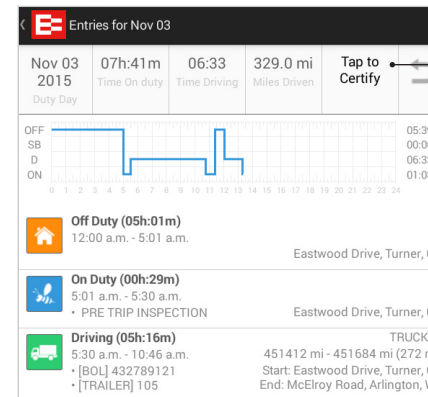
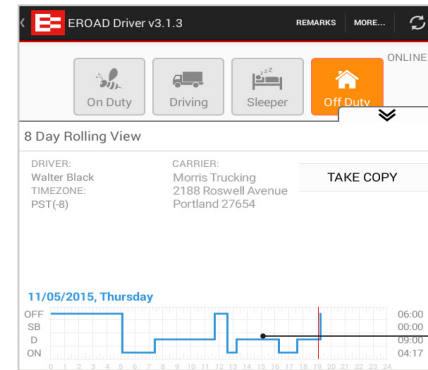
You can only manually edit records if it is enabled by your administrator.


Record time in your Organization's time zone; it might not match the time shown on your device in your current time zone.

To view the version prior to edited changes tap in change log in the edit mode.

How to certify a Duty Day

When certifying a completed Duty Day:



- 1  Swipe up from the main screen
- 2 Tap a current graph grid OR Tap Driver Action Center
- 3 Review entries and add remarks
- 4 Tap to certify – you can only do this for completed 24 hours

TIP

You cannot edit Logbook records once they have been certified.

- 5 Sign
- 6 Tap Confirm

Your Driver Logbook Report will be sent to your motor carrier for record keeping.