How to change Duty Status

When you forgot to go off duty on the previous day and before you start your new day:

1 Tap Off Duty or Sleeper Berth status

2 Change Date/Time to when the Duty Status should have started

3 Check the Location

4 Tap Confirm

5 Proceed to your current Duty Status

❗ IMPORTANT INFORMATION

- You can only manually edit records if it is enabled by your administrator.
- Times are recorded in your Organization's time zone and might not match the time in your current time zone.

How to log out

When you have finished using the Electronic Logbook:

1 Swipe right from the main screen

2 Tap Log out

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 change your Duty Status.

❗ DRIVER CHECKLIST

**Please complete before using the Electronic Logbook**

- ☑ Read this Guide, the Driver Guide Part 2 – How to Manage 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 log in
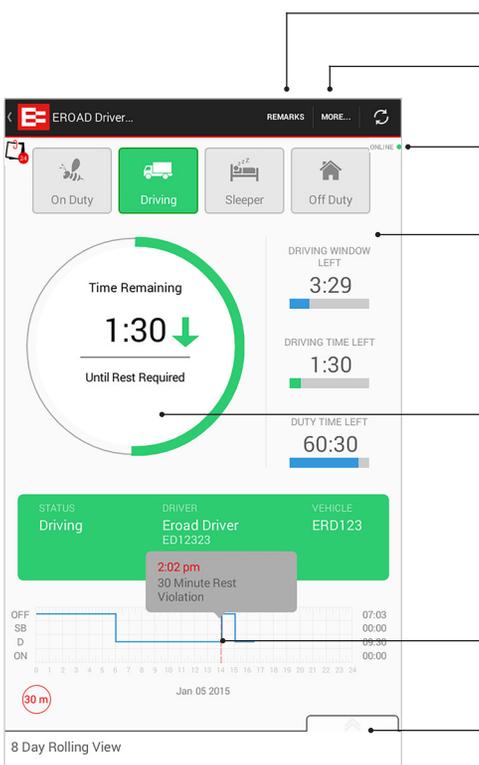
When beginning a Duty Day:
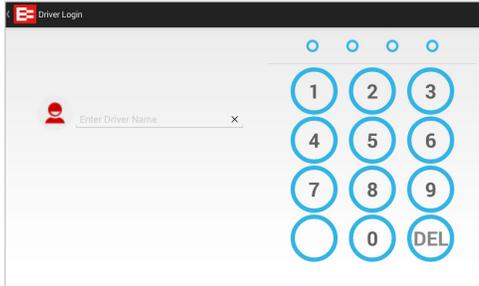
1 Tap Logbook from Main Menu

2 Enter Driver name

3 Enter 4–Digit Security Pin

ℹ TIP

To Log in, your device must be Online – indicated by green light

Logbook screen

Enter Remarks

Add Trailer, Bill of Lading or Co-driver

Online/Offline indicator

Real-time counters show:

- Remaining Duty/Driving time before rest is required or
- Time spent resting

Message to guide your next action

Tap to show violation details

Swipe up to view current and last 7 days

How to change Duty Status

When changing your Duty Status:
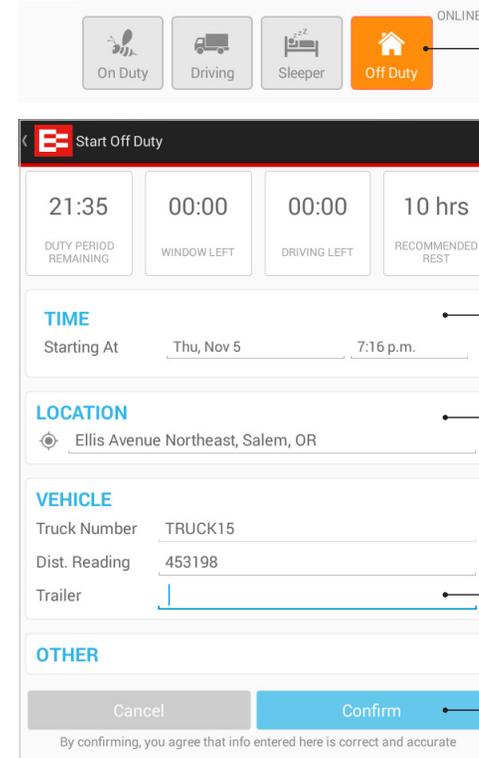
1 Tap status you want to change to

2 Check and complete as required

3 Date/Time of the new status will be set as the current time

4 Location is automatically retrieved or can be entered manually

5 Add vehicle and other details

6 Tap Confirm

Note: If you have forgotten to change your Duty Status in past time, select date/time of when the Duty Status should have started.

You will be advised:
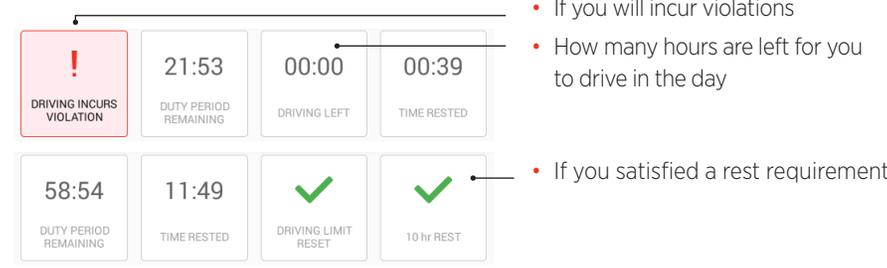
- If you will incur violations
- How many hours are left for you to drive in the day
- If you satisfied a rest requirement