Report Screen

The report screen displays information about the Fleet Key currently in use across the top of the work area, including its DOT number, serial number, IFTA number and memory capacity.

In the work area, a drop-down menu allows you to select the type of report you wish to view:
- DVIR Status.

- HOS Download Reminder.

- IRP Miles Driven. *(Future feature.)*

- IRP Vehicle List. *(Future feature.)*

- Vehicle Trip. *(Future feature.)*

Reports can be printed directly from the Fleet Management Software or saved in a variety of formats, including PDF, RTF, ODT, DOCX, HTML, XLS and CSV.

DVIR Status Report

The DVIR Status Report data includes:
- Vehicle number

- Most Recent Pre-Trip Date

- Most Recent Post-Trip Date

- Most Recent Pre-Trip Driver

- Most Recent Post-Trip Driver

- Repair Certification

- Safety Certification

To view the DVIR Status Report click on the Report button.
- Select DVIR Status Report from the drop-down menu.

- Click on the Create Report button. The Fleet Management Software generates the report and shows an on-screen view. From the on-screen view you can print or save the report.

HOS Download Reminder Report

The HOS Download Reminder Report shows a list of Drivers and their IDs along with:

- Last Downloaded Date

- Next Download Due Date

- Days until Next Download

To view the HOS Download Reminder Report, click on the Report button.
- Select HOS Download Reminder Report from the drop-down menu.

- Click on the Create Report button. The Fleet Management Software generates the report and shows an on-screen view. From the on-screen view you can print or save the report.

IRP Driven Miles and IRP Vehicle List Reports

[These features will be implemented in a free upcoming release]

Vehicle Trip Report

The Vehicle Trip Report shows the selected vehicle's trip data, including state traveled, route used, odometer reading at border crossing(s), distance driven in each state, date of the trip/segment, fuel type used, gallons refueled and fuel price per gallon.

- To view the Vehicle Trip Report, click on the Report button.

- Select Vehicle Trip Report from the drop-down menu.

- Select the vehicle you wish to view from the drop-down menu.

- Select a start date and end date from the interactive calendar.

- Click in the date field to display the interactive calendar.

- Use the double arrows to select the year.

- Use the single arrows to select the month.

- On the interactive calendar, select your desired date.

 **Note:** The Today button provides a shortcut to enter today's date.

- Click on the Create Report button. The Fleet Management Software generates the report and shows an on-screen view. From the on-screen view you can print or save the report.

Supporting Documents Screen

The work area shows a table of Supporting Documents by entry date and time. The range of entry dates shown is selected with the interactive calendar in the action palette.

This Supporting Document Screen also displays the company's Fleet Key information across the top of the work area.

The table shows the Entry date / time, Vehicle License Plate Number, Driver, Supporting Document number, Supporting Document (linked scan file), a Browse button to locate and open scanned document files, a document Description and a checkbox indicating whether the document has been processed.
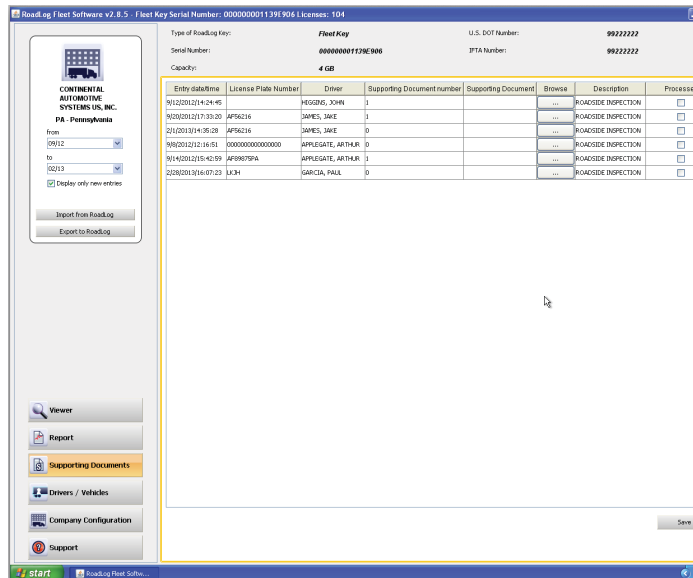
- To add a scanned file to a Supporting Document record, click the Browse button to find and select the file.

    Note: File types accepted and the maximum file size that can be used as a link is set in the Company Configuration / Application tab.

Drivers / Vehicles Screen

The Drivers / Vehicles screen shows the Driver Profile tab as well as tabs for Trailer Assignments and Shipping Document Assignments.

When the Drivers / Vehicles screen is chosen, the 🚚 icon in the Action Palette allows you to view and make selections from the lists of existing Drivers, vehicles and trailers.

When Drivers / Vehicles is seleted from the main naviagtion, the Action Palette will also allow you to:

- Create new Driver.

- Create new vehicle.

- Create new trailer.

- Import data from a RoadLog EOBR via a Fleet or Driver Key.

- Export data to a RoadLog EOBR via a Fleet or Driver Key.
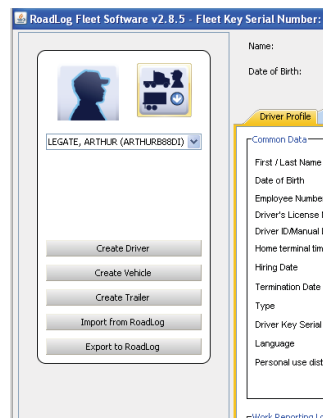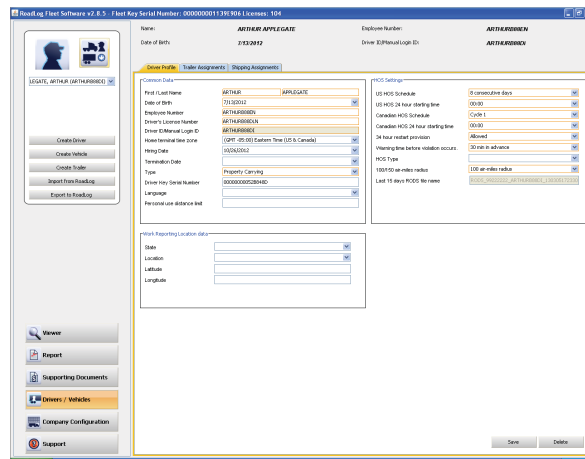
Driver Tab

The Driver tab shows three types of data: Common Data about the Driver, Hours of Service (HOS) settings and data on the Driver's work reporting location. Many of the fields provide drop-down menus for quick selections from a list.

To create a new Driver Profile see Creating and Working With Driver Keys.

Driver data includes:

Common Data:
- First / Last name.
- Date of birth.
- Employee Number (assigned by the Fleet Manager).
- Driver's License Number.
- Driver ID (this is a unique identifier assigned when the Driver entry is created and cannot be edited once set).
- Home terminal time zone.
- Date hired.
- Termination date.
- Type (type of vehicle driven by this Driver, Property Carrying (Truck) or Passenger Carrying (Bus)).
- Driver Key Serial Number.
- Language.
- Personal use distance limit.

HOS Settings:
- US HOS schedule (7 days or 8 days).
- US HOS starting time (in 24-hour format).
- Canadian HOS schedule (Cycle 1 or Cycle 2).
- Canadian HOS starting time (in 24-hour format).
- 34 hours restart function (Allowed or Not Allowed).
- Warning time before violation occurs (No warning or 30, 60 or 90 minutes in advance).
- HOS type.
- 100/150 air-miles radius (Not assigned, 100 miles or 150 miles).
- Last 15 days RODS file name. File name for RODS (Record of Duty Status) file covering the last 15 days (file and file name is created automatically by the Fleet Management Software).

Work Reporting Location:
- State (or Canadian province).
- Location.
- Latitude.
- Longitude.

  Note: If you wish to enter the optional Latitude and Longitude information for the "Work Reporting Location" it can be found using free websites such as http://itouchmap.com

Vehicle Screen

The Vehicle Screen can be seen by clicking on the icon in the Action Palette and selecting the Vehicle that you want to view. If no vehicles exist, you must first create one to see the Vehicle screen.

The vehicle screen shows the Vehicle Profile including: Common Data about the vehicle, Calibration Data to ensure accurate speed and mileage records, IRP/IFTA data and GSM/GPRS network registration data. Many of the fields provide drop-down menus for quick selection from a list.

> **Note:** IRP/IFTA and GSM/GPRS functionality will be implemented in an upcoming release.

Creating a Vehicle

Vehicles must have a profile created before they can be assigned to a Driver.

To create a new Vehicle profile from the Drivers / Vehicles screen:
- Click on <u>Drivers / Vehicles</u> in the main navigation.
- Click on <u>Create Vehicle</u> in the Action Palette.
- Enter the Vehicle's data. Fields with orange borders are mandatory and must be completed.
- Click <u>Save</u>. The Vehicle record is created.
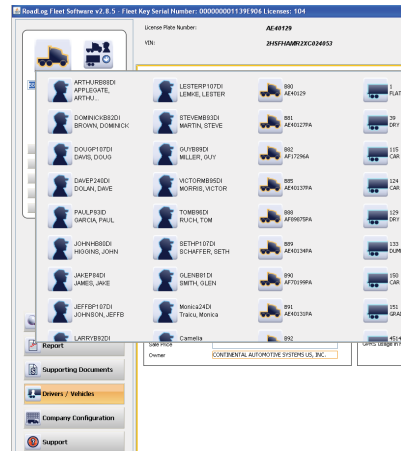
Vehicle data includes:

Common Data
- License Plate Number.
- VIN.
- Make.
- Model.
- Type.
- Seats.
- Axle.
- Weight.
- Fuel Type.
- Tire Size.
- Vehicle Number (this is a unique identifier assigned when the vehicle entry is created, and cannot be edited).
- Manufacturing Date.
- Can Pull Trailer (checkbox to indicate whether or not the vehicle can pull a trailer).
- Is Active (checkbox to indicate whether or not the vehicle is active in the fleet).

Configuration and Calibration Data
- EOBR serial number (The RoadLog EOBR serial number can be found on the sticker on the RoadLog's underside. It is the number on the right side of the sticker).
- W (a calibration factor). See Setting Configuration Parameters).
- Synchronization type: The type of cable connection used to connect RoadLog to the vehicle (see Setting the Vehicle Synchronization Parameter).
- Total vehicle odometer: The odometer reading at the time you create the vehicle profile.
- Wake up condition: The event that triggers the EOBR to begin recording data (see Setting the Wake up condition).

   Important note: Improper calibration of the WakeUp Condition may result in the RoadLog EOBR screen failing to turn off after the engine has been shut off. This can lead to failure of the vehicle's battery.

- Low pressure: The lower tire-pressure threshold that generates a warning to the Driver and records an EOBR event in vehicles with a Tire Pressure Management System (TPMS).
- High pressure: The upper tire-pressure threshold that generates a warning to the Driver. *(This feature is not yet implemented)*
- Printing speed (for instructions on selecting the printing speed see Setting the Printing Speed).

Additional fields are included that will not be used until GSM/GPRS functionality is made available in a future release:
- Automatic update server query.
- Update server query period.
- Update server IP address.
- Update server URL.

IRP/IFTA data

IRP/IFTA data fields are included but will not be used until IRP/IFTA functionality is made available in a future release:
- Purchase date.
- IRP Registration Date.
- Date of Sale.
- Apportional Vehicle (checkbox).
- List Price.
- Purchase price.
- Sale price
- Owner.

GSM/GPRS network registration data

GSM/GPRS data fields are included but will be optional in future GSM RoadLog enabled devices:
- ICCID (Integrated Circuit Card ID).
- PIN (Personal Identification Number).
- PUK (Pin Unlocked Key).
- APN (Access Point Name).

- Username.

- Password.

- GPRS (General Packet Radio Service) usage in roaming.

Calibration Data

"W" and "N" factors are utilized in RoadLog EOBR calibration on trucks that feature a non-computerized interface with RoadLog. These trucks are uncommon, and are usually older models. Installation on these trucks is done with the RoadLog Open-end cable.

The vehicle's W factor is the number of pulses that are generated by the vehicle speed sensor when the vehicle travels a distance of 1 kilometer. By default, the W factor parameter is set to 8,000 pulses / km. If the vehicle's W factor is not known, it can be set by direct measurement through the RoadLog EOBR while driving. See Setting the W Factor.

If the W factor setting is changed in the vehicle, the value in the Fleet Management Software will be overwritten. This will happen when the data from the vehicle is downloaded to the Fleet Management Software from the Driver Key.

Creating Trailers

To create a new Trailer profile from the Drivers / Vehicles screen:
- Click on Drivers / Vehicles in the main navigation.

- Click on Create Trailer in the Action Palette.

- Enter the Trailer's data. Fields with orange borders are mandatory and must be completed.

- Click Save. The Trailer record is created.

Trailer Screen

To view the Trailer screen:
- Click <u>Drivers / Vehicles</u> in the main navigation.

- Click the ⚙ Icon in the Action Palette and select the trailer that you want to view. If no trailers exist, you must first create one to see the Trailer screen.

When a Trailer is selected in the Action Palette, the Trailer Profile screen in shown. Data includes:

- Trailer number (this is a unique identifier assigned when the trailer entry is first created and cannot be edited).

- Make.

- Type.

- Axle.

- Weight.

Trailer Assignments Tab

To view the Trailer Assignments tab:
- Click <u>Drivers / Vehicles</u> in the main navigation.

- Click the ⚙ Icon in the Action Palette and select the Driver that you want to assign trailers to or from. The Trailer tab shows two columns used to assign trailers to a Driver and to remove trailer assignments from a Driver.
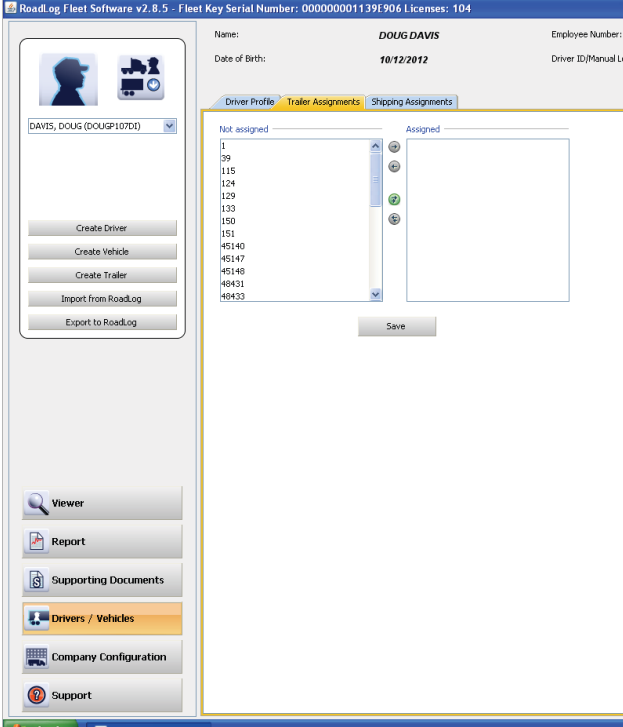
    Note: Trailer numbers shown in the columns are assigned in the Create Trailer tab.

To assign a trailer to a Driver from the Trailer Assignments tab:

- From the Action Palette, click on the Driver icon and select the Driver that you want to assign the trailer to.

- Click on a trailer number in the left column to highlight it.

- Clicking on the right-pointing and left-pointing arrow buttons will move Trailer numbers from the "Not assigned" column to the "Assigned" column for the selected Driver.

    Note: The double arrow buttons will move all entries in the column.

- To remove a trailer assignment from a Driver, use the left-facing arrows to move trailer assignments from the "Assigned" column to the "Not assigned" column.

- When completed, click <u>Save</u>.

Shipping Assignments Tab

When a Driver is selected using the ⬛ icon in the Action Palette, the Shipping Assignments tab shows two columns used to assign Shipping Documents to a Driver and to remove Shipping Documents assignments from a Driver. The Shipping Documents shown in the columns are created in the Shipping Documents tab in the Company Configuration screen.

To assign a Shipping Document to a Driver from the Shipping Assignments tab:

- Click Drivers / Vehicles in the main navigation.

- Click on the Shipping Assignments tab.

- From the Action Palette, click on the Driver icon and select the Driver that you want to assign Shipping Documents to.

- Click on a Shipment number in the left column to highlight it.

- Click on the right-facing arrow buttons to move a Shipment number from the "Not assigned" column to the "Assigned" column. You can move all Shipments at once by clicking on the double arrow buttons.

- When you have completed your Shipment assignments, click Save.

- To remove a Shipping Document assignment from a Driver, use the left-facing arrows to move document numbers from the "Assigned" column to the "Not assigned" column.

- When completed, click Save.
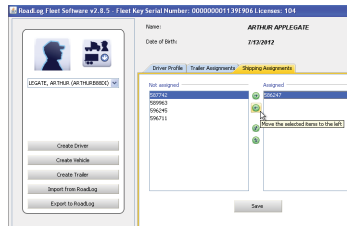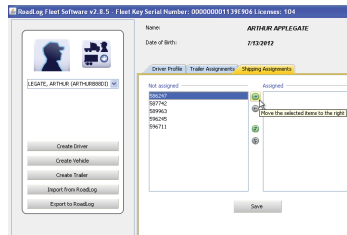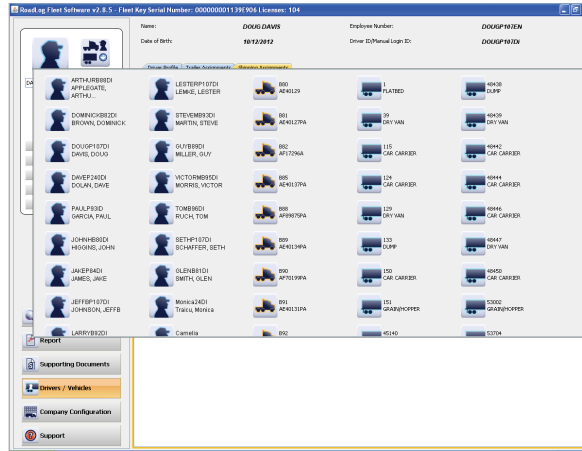
Company Configuration Screen

The Company Configuration screen contains tabs for the company's profile as well as information that supports other aspects of the RoadLog Fleet Management Software. Some of this information is used to automatically complete on-screen fields and reports. It also provides the settings that control how the software operates.

Company Tab

When you used the Fleet Management Software for the first time, you entered your company information to activate the software. Some of the information seen in the Company tab will have been entered automatically during your activation. Complete any empty fields, and correct any fields with incorrect or incomplete information.

> **Note:** The fields with orange borders are mandatory and must be completed.

Company data fields include:

Common Data
- Name (company name).
- Password.
- Confirm Password (must match Password).
- Address (address of the company's headquarters or the field office that the fleet is deployed from).
- City, ZIP.
- State.
- US DOT Number.
- Latitude.
- Longitude. *(The button for "Fetch Latitude Longitude" provides the entry for the coordinates automatically. An Internet connection is required.)*
- IFTA Number (International Fuel Tax Agreement).
- Phone.
- Fax.
- Email.
- Contact Person.
- Serial Number (for the Fleet Key).
- Days between Download Data Reminders (lets you select the number of days that will pass before you receive a reminder to back up your data).
- IRP Address Identical (If checked, the software automatically fills out the appropriate IRP data fields with entries identical to those in the Common Data).

IRP Address

• Name (company name).

• Address (address used for IRP reporting for the fleet).

• City, ZIP.

• State.

• IRP Account Number.

• IFTA Number.

• Phone.

• Fax.

• Email.

Time Zone and Download Warnings

The Company's home terminal time zone is the time zone from which the Fleet being managed is deployed.

Some types of data must be downloaded from RoadLog more frequently than other types. The Fleet Management Software provides warnings to remind you to perform downloads regularly. Download Warnings are displayed to the Driver three days before the oldest data is overwritten by default. The default download warnings can be modified to your preference.

The download warnings are as follows:

Drivers download warning for data due every 30 days:
30-day data must be downloaded before the end of the 30th day, or the oldest data will be lost. The "Drivers download warning for data due every 30 days" sets the number of days before the end of the 30th day that the Driver receives a reminder to download data before it is lost.

The RODS download warning time:
RODS data must be periodically downloaded or the oldest data will be lost. The "RODS download warning time" sets how far in advance the Driver receives a warning before it is lost.

Shipping Documents Tab

Shipping Documents are records relating to Bills of Lading or Pro Numbers.

> **Note:** Shipping Documents are assigned to Drivers in the Shipping Documents tab in the Drivers / Vehicles screen.

Creating Shipping Documents

To create a new Shipping Document:
- Click on Company Configuration in the main navigation.

- Click on the Shipping Documents tab. An Add Shipping Document pop-up window appears.

- Add the Shipping Document number and click OK. The number is added to the list.

Supporting Documents Tab

Supporting Documents are records of transactions that Drivers collect on a trip such as fuel bills, food bills, Bills of Lading, or, and Shipping Documents. Supporting Documents can be created by the Driver in the RoadLog EOBR or in the Fleet Management Software. In addition, physical documents can be scanned and added to a Supporting Document record in the Fleet Management Software.

Having predefined Document types makes creating Supporting Documents in the RoadLog EOBR faster and more consistent. The Supporting Documents tab in the Company Configuration screen is where you can add to the list of predefined Supporting Document types.

To add a Supporting Document Category:
- Click on Supporting Documents in the main navigation.

- Click on the Supporting Documents tab.

- Add Supporting Documents categories you wish to track. After each entry, click OK.

To learn how to create a Supporting Document in the RoadLog EOBR, see EOBR Supporting Documents.

To learn how to create a Supporting Document in the RoadLog Fleet Management Software, see the Supporting Documents Tab.

Annotations Tab

Annotations are comments or corrections made to Duty Status records submitted by Drivers on their Driver Keys.

In the Annotations tab, you can create predefined Annotations to explain changes made in Duty Status records, such as "waiting while loading" or "traffic stopped." Having predefined Annotations makes creating reports from the RoadLog EOBR faster and more consistent.

To create a predefined Annotation from the Annotations tab:
- Click on Company Configuration in the main navigation.
- Click the Annotations tab. An Add Annotation pop-up appears.
- Add text explaining each Annotation you'll want to use. After each entry, click OK.

    Note: Annotations are shown on the daily logs as required by FMCSA regulations.
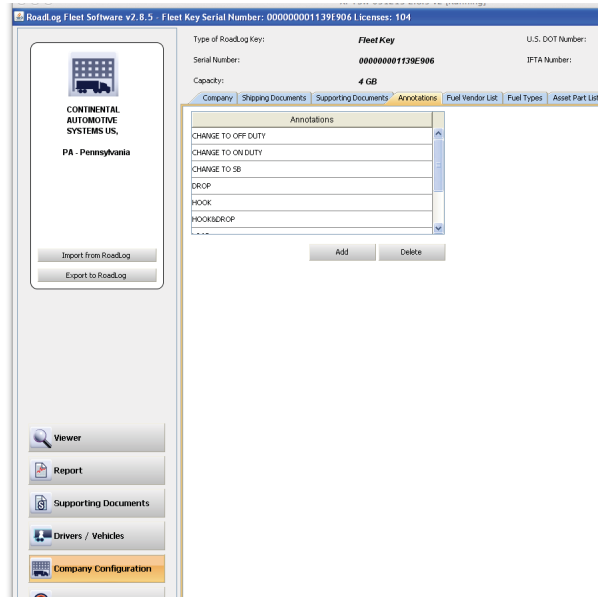
Fuel Vendor List Tab

The Fuel Vendor List tab allows you to create a predefined list of fuel suppliers and the Fuel Types purchased from them. The Fuel Vendor names are recalled when creating Supporting Documents.

To add a Fuel Vendor from the Fuel Vendor List tab:
- Click on Company Configuration in the main navigation.
- Click the Fuel Vendor List tab.
- Click Add. An Add Fuel Vendor pop-up is displayed.
- Enter the Fuel Vendor Name and select the Fueling Type from the pull-down menu.
- Click OK. The vendor and type are added to the list.
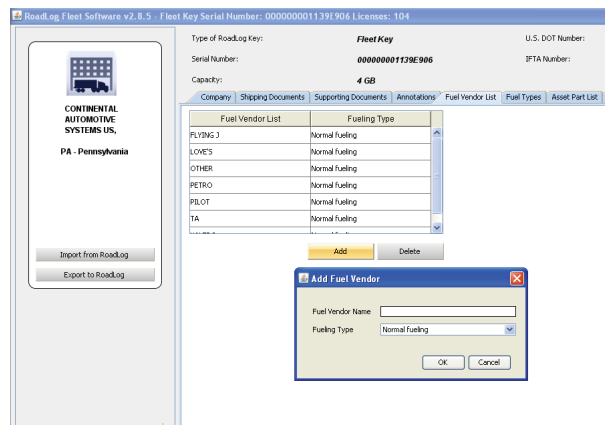
Fuel Types Tab

The Fuel Types tab allows you to create predefined Fuel Types. The Fuel Types are used in your Fuel Vendor list records.

To add a Fuel Type from the Fuel Types tab:
- Click on Company Configuration in the main navigation.
- Click the Fuel Type tab.
- Click Add. An Add Fuel Type pop-up is displayed.
- Enter the Fuel Type.
- Click OK. The Fuel Type is added to the list.
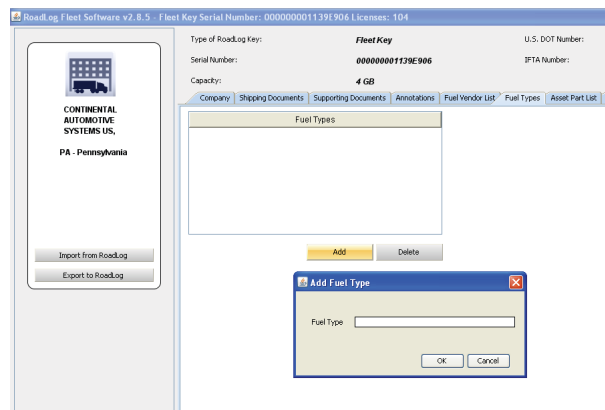
Asset Part List Tab

The Asset Part List allows you to create predefined lists of Part Names and Part Codes for the Part Names. It also allows you to create predefined lists of Defects for each of the Part Names. Each Defect Name is assigned to a specific Part Name. Defect Codes are assigned to each Defect name and Defects can be flagged as being "High Priority."

The Part Names and Codes and Defect Names and Codes are used by the Driver when creating DVIRs in the RoadLog EOBR. All Part Names are established as either a Trailer part or a Tractor part.

To add Part Name and Part Code to the Asset Part List:
- Click on <u>Company Configuration</u> in the main navigation.

- Click the <u>Asset Part List</u> tab.

- Select <u>Tractor</u> or <u>Trailer</u> from the Asset Type list.

- Click the <u>Add</u> button below the Part Name / Part Code grid to add a Part Name for the vehicle type selected. An Add Part pop-up appears.

- Enter the Asset Part Name and Part Code and click <u>OK</u>. The Asset Part Name and Code are entered.

For each Asset Part, you can establish a list of predefined Defects and Defect Codes associated with that part.

To create a Defect Name and Defect Code for a specific asset:
- Click on <u>Company Configuration</u> in the main navigation.

- Click on the asset in the Part Name list.

- Click the <u>Add</u> button below the Defective Name grid.

- Enter the Defect Name and a Defect Code. Check High Priority, if appropriate and click <u>OK</u>. The Defect Name and Code are entered.

- After each Defect is entered, click <u>OK</u>.
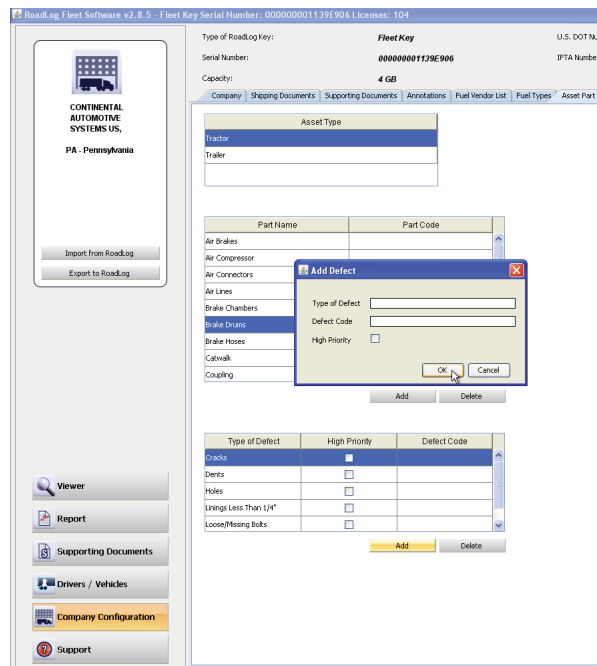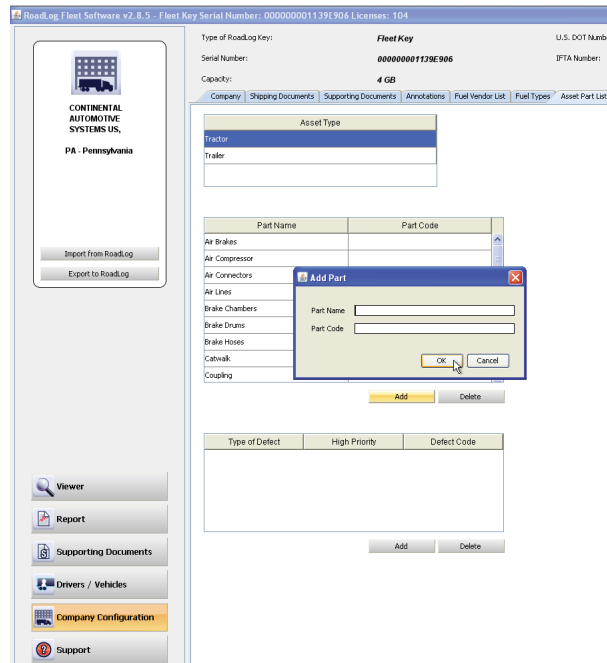
Application Tab

The Application Tab allows you to set the parameters for the Fleet Management Software itself. The application settings are established during first start up, but they can be edited at any time.

To edit the application parameters:
- Click on Company Configuration in the main navigation.
- Click the Application tab.
- Click in the appropriate field to edit settings for Common Data, Regulations and Measurement and Path.

Application Tab fields include:

Common Data
- **Language:** Choose the language to be used from the pull-down menu.
- **SD Type:** A list of the file types that can be used for Supporting Document scanned file links. Only image files (jpeg, png, gif), .pdf and .txt files can be linked as Supporting Documents. The .doc, .exe and .cmd files cannot be used.

- **SD Max Size:** Set the maximum file size for scans associated with Supporting Documents.

  Note: Limiting the scan file size will help maintain lower times required for transfers and back ups.

Regulations and Measurements
- **Regulation:** Select the region whose regulations will be used to calculate HOS compliance.
- **Distance:** Choose miles or kilometers as unit for distance.
- **Volume Unit:** Choose gallons or liters as the unit for volume.
- **Speed Unit:** Choose either miles/hr or km/hr as the unit for speed.

Path
- **Database Backup Path:** Sets the location where backup files will be stored.
- **Database Backup Period:** The number of days before a backup reminder is given to the user.

Support Screen

The Support page allows you to download updates for the Fleet Management Software and the EOBR and to work with VDO RoadLog technical and customer support. Your PC must be connected to the Internet to use most of these functions.

Update RoadLog EOBR Software

To check for updates available for the RoadLog EOBR from the Support screen:
- Click Support in the main navigation.

- Click Update EOBR Software. The RoadLog Fleet Management Software will automatically check the RoadLog User Portal for software updates. Note, the check may take a few minutes, and you will not see a new window or progress bar as the check is made.

- If a newer version of EOBR software is available, you will be asked whether you wish to download the new version. Click Yes to begin the download.

- The file will automatically be downloaded to your computer and onto the Fleet Key or Driver Key connected to the PC. The next time that Key is inserted into the RoaLog, you will be able to upload the newer software.

Update RoadLog Fleet Management Software

To check for updates available for the RoadLog Fleet Management Software from the Support screen:
- Click Support in the main navigation.

- From the Support screen click Update Fleet Management Software. The software will automatically check the RoadLog User Portal for software updates. The check may take a few minutes, and you will not see a new window or progress bar as the check is made.

- If there is a Fleet Management Software version available that is newer than what you are using, you will be asked whether you wish to download the new version. Click Yes to begin the download.

- When the download is complete, the update will load automatically and restart the Fleet Management Software automatically. No action is required.
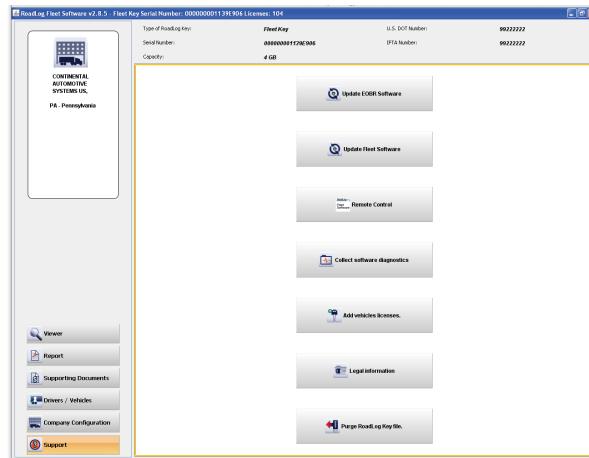
Start Remote Control (FastViewer)

FastViewer is an internet-enabled program that allows RoadLog technical support personnel to share your screen and controls in order to diagnose problems and answer questions.

To use this feature, contact RoadLog Technical Support to schedule a FastViewer Session. Technical Support is available from 8:00 am to 5:00 pm EST.

Technical Support

Email: roadlog-support@vdo.com
Tel.: (855) ROADLOG, or (855) 762-3564
Fax: (800) 752-7224 or (610) 366-9837

To start a FastViewer session:
- Click Support in the main navigation.

- Click Start FastViewer. A Connection pop-up appears.

- Choose the method you'll use to connect to the Internet and click Connect.

- Enter the session number received from Technical Support and confirm the transfer of screen control by clicking "On" on the remote control.

  Note: By participating in a FastViewer session, you are agreeing to let VDO Technical Support personnel take temporary control of your PC.

Technical support personnel will assist you in the FastViewer procedure. They may ask you to use the Collect Software Diagnostics function to collect diagnostic files for the Net Viewer Session.

Collect Software Diagnostics

The Collect Software Diagnostics function creates an archive of data and diagnostic files that will help technical support personnel deal with your issues.

To perform a Collect Software Diagnostics:
- Click Support in the main navigation.

- Click Collect Software Diagnostics.

Adding Vehicle Licenses

The RoadLog Fleet Management Software includes built-in licenses to track two RoadLog EOBRs. In order to track additional vehicles, you must purchase additional licenses.

VDO RoadLog™ Fleet Management Software License Extension Cards will enable you to add additional Vehicles to your list of tracked Vehicles. License cards can be purchased from RoadLog retailers. If a RoadLog retailer is not available in your area, licenses can be ordered by phone through VDO RoadLog Customer Support by calling (855) ROADLOG, or (855) 762-3564.

Adding Vehicle Licenses through the RoadLog Fleet Management Software

> **Note:** The procedure described here requires Internet access to complete the license addition process. If you do not have Internet access, see the instructions for Adding Vehicle Licenses through the VDO Portal.

To add Vehicle licenses from the VDO RoadLog™ Fleet Management Software License Extension you've purchased:

- Click Support in the main navigation.

- Click Add vehicle licenses.

- Enter the License Key number from the License card you've purchased. Click OK. The Fleet Management Software communicates with the RoadLog portal to activate the licenses.
  Note: This communication may take several minutes.

- When communication is completed, the Fleet Management Software will display a confirmation message confirming the number of licenses that have been added. The number of licenses is shown in the Windows bar on the RoadLog Fleet Software application.

Adding Vehicle Licenses through the VDO Portal

If you do not have Internet access on the PC that you use to run the Fleet Management Software, you will have to use a different PC that has Internet access to add licenses. Purchase the RoadLog Fleet Management Software License Extension card(s) you need. Take the extension card(s) and your RoadLog Fleet Portal User Name and Password to the Internet-connected PC (your User Name is the email address that you entered when you created your RoadLog Fleet Management Software account).

Go to http://www.vdoroadlog.com/software-downloads. Log in with your User Name (email) and Password.
- Click on Update Fleet Manager licenses.

- Enter the license code from one License card into the field Add Device Licenses.

- Click Add License.

- Click on View Licenses. The portal will display your License Card Number(s) and Activation Code(s).

- Write down the Activation Code for each newly entered License Card number(s).

- **Note:** Copy carefully! All numbers must be exactly correct for the Activation Code to work.

- Take your Activation Code(s) back to your PC and launch the Fleet Management Software.

- Click Support in the main navigtion.

- Click Add vehicle licenses.

- In the field seen on the Add vehicle licenses screen, enter NOT AVAILABLE. Click OK.

- You'll see the Extend License Error screen with the message "Error occurred while getting Activation key from web service." Click OK. You'll see the Activation Key screen.

- Enter the Activation Code you copied from the RoadLog Portal. Click OK.

- The RoadLog Fleet Management Software will update your license record to reflect the additional licenses you purchased. The number of licenses is shown in the Windows bar on the RoadLog Fleet Software application.

If you need assistance, call **VDO RoadLog support personnel are available at:**
Technical Support & Customer Service
Email: RoadLog-support@vdo.com
Tel.: (855)-ROADLOG, or (855) 762-3564
Fax: (800) 752-7224 or (610) 366-9837
Customer service is available 8:00 am – 5:00 pm EST
Email: RoadLog-sales@vdo.com
www.vdoRoadLog.com

Purging old data

Whenever you import files, the Fleet Management Software will automatically purge data from the Driver Key and Fleet Key that is older than you are legally required to keep. Backup files are not affected; the Fleet Management Software keeps a copy of those files in the backup folder.

> **Note:** The backup folder location is defined in the Company Configuration / Application tab in the Backup Path field.

To choose the backup location:
- Click Company Configuraton in the main navigation.

- Click the Application tab.

- Click on the ••• button and navigate to the directory/folder you want to use.

- When you've selected the directory/folder, click Open.

You may want to periodically purge old data from the Driver or Fleet Key, manually.

As it is used, the Driver Key will continue to accumulate data. The Key will eventually fill up and need to be purged of old data.

To manually purge older data from the the Driver or Fleet Key:

- Click Support in the main navigation.

- Click Purge RoadLog Key file. The default choice is to purge all records shown with a checkmark.

- If you want to purge only selected files, unclick the Purge All checkbox and select those you want to purge in the check box column. If you want to purge all, leave the box checked.

- Click OK. The selected records are purged from the RoadLog Key.

Replacing Lost or Damaged RoadLog Keys

If your Fleet Key or Driver Keys are ever lost or damaged, VDO Technical Support can replace them. They will assist you in restoring the data on the keys and enabling the new keys to work with your existing Fleet Management Software.

> **Note:** Buying a new key to replace a lost or damaged one is only one part of what you'll need to do to restore your operations. Your Fleet Management Software records are tied to the specific serial numbers of your Fleet Key and Driver Keys. To enable your Fleet Management Software to work with new serial numbers, you'll need assistance from VDO Technical Support.

If you need to replace lost or damaged keys, contact VDO Technical Support:

VDO RoadLog support personnel are available at:
Technical Support & Customer Service
Email: RoadLog-support@vdo.com
Tel.: (855)-ROADLOG, or (855) 762-3564
Fax: (800) 752-7224 or (610) 366-9837
Customer service is available 8:00 am – 5:00 pm EST
Email: RoadLog-sales@vdo.com
www.vdoRoadLog.com

8.   Resolving Conflict Files

Using the Fleet Key and Driver Keys, data can be imported from the RoadLog Fleet Management Software to the RoadLog EOBR, and from the RoadLog EOBR to the Fleet Management Software.

As a result of such data transfers, there may be instances of conflicting files, where data from the Fleet Management Software does not match the data from the RoadLog EOBR. When the Fleet Management Software detects conflicting data, it will prompt you to resolve "Conflict Files." You will need to choose which file to retain – the file generated at the RoadLog EOBR or the File generated in the Fleet Management Software.

Often, the newer file will be the correct one to retain, but there may be instances where the opposite is true. Check with the Driver who created the records in the RoadLog EOBR to help determine where the conflict occurred and which record is the correct record to retain.

IMPORTANT: When you choose the conflicting file to retain, it will overwrite the other record! Be sure to choose carefully before proceeding.

9.   Backing up your RoadLog Data

Moving from paper logbooks to electronic fleet data does not change the regulatory requirements for maintaining compliance records. The US and Canada require that operators maintain HOS and other records for specific periods of time – in the US, for six months.

You are legally responsible for maintaining that data. That means establishing a data backup routine and following it without exception. A daily backup is the best way to avoid falling out of legal compliance. Do not back up data to the same computer that holds your active Fleet Management Software. If it fails, you'll lose your data and your backup.

RoadLog Fleet Management Software supports easy backup with automatic reminders at intervals you select. You can backup RoadLog data to any storage location your PC can access – a USB memory stick, a CD or DVD, an external hard drive, a networked server or online "cloud" storage.

In the Application settings tab, you can set in the back-up location, whether you want the back-up to take place automatically and how frequently.

Any one Key, hard drive, or computer can fail, or be lost or stolen. So always back up to multiple storage devices.

To guard against fire or other natural disasters, never keep all your backups in one location. We strongly recommend daily transport or copying of backups to an off-site location.

Driver back up reminders at startup

When you've used the Fleet Management Software for a period of time, you'll see Driver backup reminders at startup. You'll see a grid that lists Drivers along with the date of their last download, the date their next download is scheduled for and the number of days until the next download will be overdue.

RoadLog Database and Data Backup

Database and Data backup is due. Do you want to backup?

Yes   No