By default, the vehicle type is set to property-carrying vehicle with trailer.

To change the setting from the *Configuration Parameters* screen, use the arrows to scroll to the Property with trailer line. Tap the line. RoadLog displays the *Configuration Type* screen.

Setting the Vehicle Type Automatically

From the *Configuration Type* screen, select Automatic. RoadLog displays the *Fleet Key Configuration Value* screen showing the Vehicle Type that was entered in the Fleet Software for the vehicle.
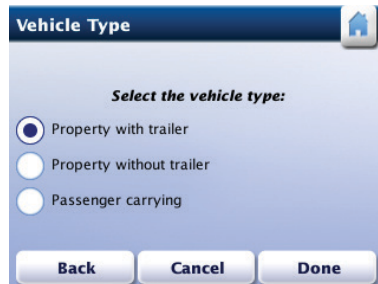
Setting the Vehicle Type Manually

From the *Configuration Type* screen, select Manual. RoadLog displays the *Vehicle Type* screen. Tap the selection you want and tap Done to confirm the selection.

Tap the selection you want and tap Done to confirm the selection. RoadLog returns to the *Configuration Parameters* screen.

Setting the Printing Speed

RoadLog's built-in printer can be set to print at low speed or high speed. At low speed, the RMS current consumption is approximately 1A. At high speed the RMS current consumption is approximately 3A.

CAUTION: Before choosing high printing speed, be certain your line can supply the 3A necessary. Insufficient power can cause the unit to shut down, data loss and other unpredictable behavior. If uncertain of your power supply, consult the vehicle manufacturer.

By default, the printing speed is set to low speed.

To change the printing speed from the *Configuration Parameters* screen, use the arrows to scroll to the Printing speed line. Tap the line. RoadLog displays the *Configuration Type* screen.

Setting the Printing Speed Automatically

From the *Configuration Type* screen, select Automatic. RoadLog displays the *Fleet Key Configuration Value* screen showing the printing speed for the vehicle that was entered in the Fleet Software.

Vehicle Details

Vehicle Type

Setting the Printing Speed Manually

From the *Configuration Type* screen, select <u>Manual</u>. RoadLog displays the *Printing Speed* screen. Tap the selection you want and tap <u>Done</u> to confirm the selection. RoadLog returns to the *Configuration Parameters* screen.
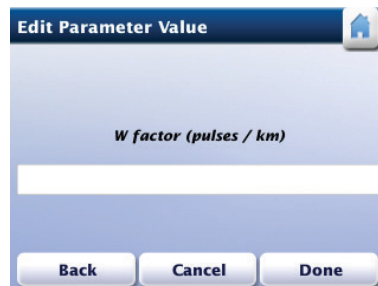
Setting the W Factor

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. The vehicle W factor is used only when RoadLog is synchronized with the vehicle using the pulse inputs interface, which is uncommon. In this case, the W factor is used by RoadLog to calculate the vehicle distance travelled.

By default, the W factor parameter is set to 8,000 pulses/km. There are three ways to change the W factor value. To change the W factor from the *Configuration Parameters* screen, use the arrows to scroll to the <u>W factor</u> line. Tap the line. RoadLog displays the *Configuration Type* screen.

Setting the W Factor Manually

From the *Configuration Type* screen, select <u>Manual</u>. RoadLog display the *Edit Parameters Value* screen. Tap the editable field to enter the W factor. RoadLog displays the popup keyboard. Type in the W factor and tap <u>Go</u>. RoadLog returns to the *Configuration Parameters* screen.

Setting the W Factor Automatically

From the *Configuration Type* screen, select <u>Automatic</u>. RoadLog displays the *Fleet Key Configuration Value* screen showing the W factor that was entered in the Fleet Software for the vehicle. Tap <u>Accept</u>. RoadLog returns to the *Configuration Parameters* screen.

Setting the W Factor by Measurement

If you are not certain of the vehicle's W factor, you can determine it by driving and entering the initial and final odometer values.

From the *Configuration Parameters* screen, use the arrows to scroll to the <u>W factor</u> line. Tap the line. RoadLog displays the *Configuration Type* screen.

Tap <u>Measure</u>. RoadLog displays the *Odometer Initial Value* screen. Select miles or kilometers and tap the editable field

Set Printing Speed Manually

Enter W Factor Manually

to enter the odometer value at the start of the test trip. RoadLog displays the **Keyboard** screen.Type in the vehicle odometer reading and tap <u>Go</u>. RoadLog displays the **Odometer Initial Value** screen with the value for odometer entered. Tap <u>Done</u>. RoadLog displays the **Odometer Final Value** screen.

Drive the vehicle at least 5 miles.

> **Note:** The longer the trip distance, the more accurate the W factor measurement is.

At the end of the test trip, when the vehicle is stopped, tap the editable field in the **Odometer Final Value** screen. RoadLog displays the **Keyboard** screen.

Type in the vehicle odometer reading and tap <u>Go</u>. RoadLog displays the **Odometer Final Value** screen with the value for odometer entered.

Tap <u>Calculate W factor</u>. RoadLog calculates the W factor and displays the **W Factor Value** screen.

Tap <u>Accept</u>. RoadLog displays the **W Factor Value** screen showing the new setting for the W factor parameter.

> **Note:** As the Vehicle is driven, RoadLog will compare distance measured by GPS against distance calculated using the W factor. If there is a significant discrepancy between the distance calculated by the use of W factor and the GPS coordinates, the system will go into the "no ECM" mode, and calibration will need to be repeated.
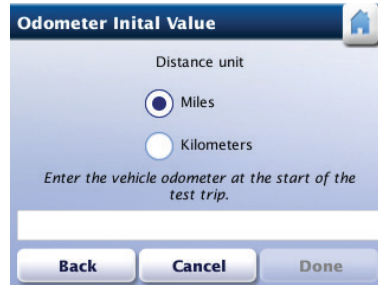
Odometer Initial Value
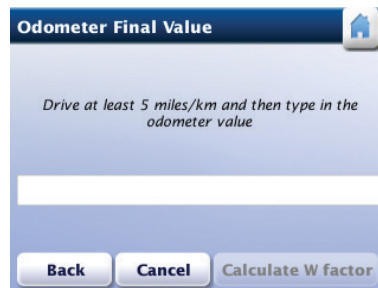
Odometer Final Value

Saving new Configuration Parameters to the Fleet Key

Whenever vehicle parameters are entered into RoadLog in the vehicle, you'll want to transfer those parameters to the RoadLog Fleet Software.

To save new configuration parameters to the Fleet Key, insert the Fleet Key into RoadLog.

From the **Configuration Parameters** screen, tap Update all. Then tap Save. RoadLog displays the **Configuration Person Name** screen.

Tap the first name field to enter the first name of the person updating the Configuration Parameters. RoadLog displays the **Keyboard** screen.

Type in the first name and tap Go. RoadLog displays the **Configuration Person Name** screen with the first name entered. Enter the last name and tap Go.

Tap Done. RoadLog displays the **Fleet Key Update** screen.

Tap Yes to update the values saved on the Fleet Key, or tap No to save the changes to RoadLog, but leave the values unchanged on the Fleet Key.

RoadLog displays the **Transfer in Progress** screen during data transfer and the **Configuration Update Completed** screen when data transfer is completed.

Tap OK. RoadLog displays the **Configuration Completed** screen to indicate that the Configuration process has been completed successfully.

Unplug the Fleet Key. RoadLog displays the **Menu** screen.

Note: The **Menu** screen serves as the home screen when a company is logged in but no Drivers are logged in. The **Menu** screen can also be reached by tapping Menu on the Driver **Overview** screen.

Configuration Person Name

Transfer in progress

Configuration Completed

5. The User Settings Menu

In addition to <u>Configuration,</u> the **Settings** menu screen choices include <u>Illumination</u> and <u>Language</u> buttons that allow the user to customize the display settings.

The <u>Diagnostic</u> button allows users to see the diagnostic events, check on the diagnostic status and run the memory self test.

The <u>About</u> button takes you to a display of the Serial Number, Hardware Version (HW) and Software Version (SW) number of your RoadLog. The **About** screen also provides a link to legal information about the RoadLog system.
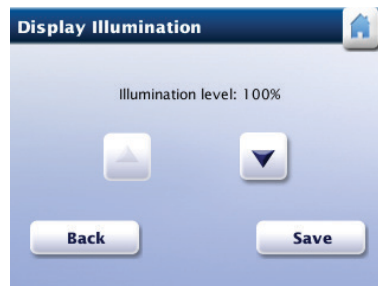

Settings

Adjusting Illumination

At first power up, the screen illumination is set to maximum brightness.

To adjust the screen brightness from the **Settings** screen tap <u>Illumination</u>. RoadLog displays the **Display Illumination** screen.

Use the up and down arrows to adjust screen illumination to the desired level. Tap <u>Save</u> to save the current illumination level. Tap <u>Back</u> to go to the **Settings** screen.

Note: If the RoadLog vehicle synchronization calibration parameter is configured to J1939, and it receives illumination level data from the vehicle, RoadLog will use the vehicle illumination setting instead of the RoadLog user setting.

Display Illumination

Change Language

RoadLog uses English as the default language at first start up.

To change the language from the **Settings** screen, tap <u>Language</u>. RoadLog displays the **Language** screen.

Select the new language by tapping the corresponding button. RoadLog sets the selected language and returns to the **Settings** screen.

Language

75

Diagnostic Functions

You can view RoadLog's diagnostic status, view historical diagnostic events or perform a device self-test.

To perform a diagnostic function from the **Settings** screen tap Diagnostic. RoadLog displays the **Diagnostics** screen.

Tap Diagnostic Status to display the **Diagnostic Status** screen showing the status of Vehicle synchronization, ignition, GPS, position and time.

Tap Diagnostic Events to display the **Diagnostic Events** screen showing the history of diagnostic events.

> **Note:** See Diagnostic events list for explanation of the diagnostic codes.

Tap Print to print the diagnostic events list.

Tap Back to return to the **Diagnostics** screen.

Tap Self-Test to start a self-test. RoadLog displays the **Self-Test in Progress** screen.

When the self-test is successfully completed, RoadLog displays the **Self-Test Passed** screen. Tap OK to return to the **Diagnostics** screen.

> **Note:** If the self-test fails, RoadLog displays the **Self-Test Failed** screen. In this case, the device is not operational and will need to be serviced by a factory certified service provider.
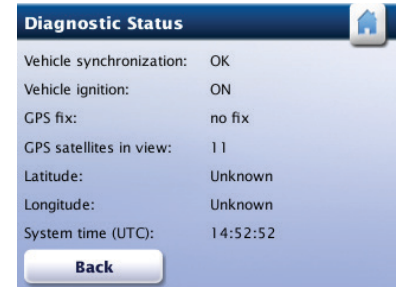
About – RoadLog Device Information

You can view the Serial Number, Hardware Version (HW) and Software Version (SW) number of your RoadLog.

From the **Settings** screen tap About to display the **About** screen. Tap Back to return to the **Settings** screen. You can also view legal information from the **About** screen by tapping Legal Information.
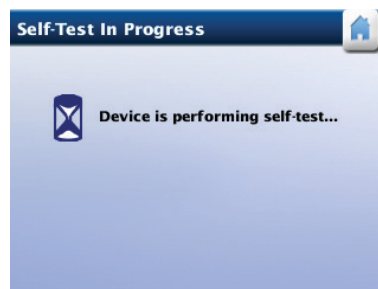

Diagnostics

Diagnostic Status

Diagnostic Events

Self-Test in Progress

About

6.   Daily Operations

Once RoadLog has been installed, the Company has been logged in and first start up procedures have been completed, RoadLog is ready for daily operational use. When you start the engine, RoadLog will automatically go from sleep mode to active mode.

> **Note:** If no Driver is logged in at start up, you'll see the *Menu* screen. From here you can log in, review the DVIR or view the RoadLog settings.

Driver Log In

At the start of each workday, Drivers must log in to RoadLog in order to record their duty status and activities for that day. Drivers can log in automatically with their Driver Key or manually.

Automatic Log In with the Driver Key

To log in to RoadLog automatically, insert your Driver Key into the USB port. RoadLog displays the *Preview Availability* screen. Data displayed includes:

- **Driver:** Name of the Driver logging in.

- **Last status:** Last duty status recorded for the Driver and the date and time when the duty status was set.

- **Driving time left:** Remaining driving time allowed for the Driver.

- **Availability reset:** Time of the day when the HOS calculations will be reset.

> **Note:** If it's your first log in, or RoadLog detects there is not sufficient historical data for HOS availability calculation, RoadLog will not be able to calculate "Driving time left," and it displays the *Not Sufficient RODS Data* screen. It will take a 24 hour period from the first Driver log in for the system to be able to calculate "Driving time left" and "Daily Duty Availability." It will take 34 consecutive hours of "off duty" time to show "Weekly duty availability."

Tap <u>Continue</u> to continue. RoadLog displays the *Initial Status* screen.
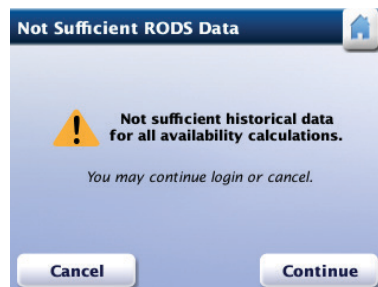
Not Sufficient RODS Data

Enter your Status

Tap the appropriate button for your current status to let the system know if you're coming on as a <u>Driver</u>, going <u>On Duty</u>, going in the <u>Sleeper Berth</u>, or driving for <u>Personal Use</u>.

> **Note:** If you're logging in as a team, one person must select <u>Driver</u> and the other person(s) <u>On Duty</u>. RoadLog will record HOS data for each person based on your duty status selections.

Your next step will depend on whether you are the first Driver to log in and whether there are Trailers and/or Shipping Documents assigned to the vehicle. In either case, you'll need to perform all necessary DVIR procedures when starting your trip.

If you are the first driver to log in as "Driving," and current resources are assigned in RoadLog, you must choose whether to keep or discard the Trailers and/or Shipping Documents that have been assigned as current resources. After making your choices, you'll perform a DVIR.

If Trailers and/or Shipping Documents are already confirmed by a previous Driver, you'll be asked to "Keep the current resources," to confirm that resources have not changed. After confirming the resources, you'll perform a DVIR.

Automatic status updates

Once you've logged in, RoadLog will update your status automatically – there's no need to select a status change from the ***Driver Overview*** options menu.

When you travel over 2 miles, RoadLog will automatically put you in "Driving" (D) status.

When the vehicle is stationary for five minutes, RoadLog will automatically put you in "On Duty" status (ON).

> **Note:** You can manually select "Sleeper Berth" (SB) or "Personal Use" (PS) from the ***Driver Overview*** options menu, whenever the vehicle is not traveling.
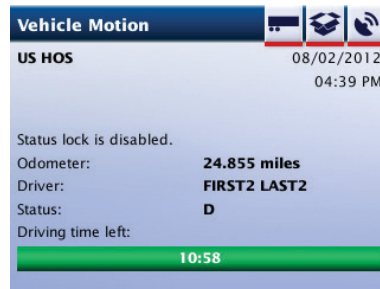

Initial Status

Driver Overview Options

Vehicle motion screen

When vehicle motion is detected, the *Vehicle Motion* screen is displayed regardless of whether or not a Driver is logged in.
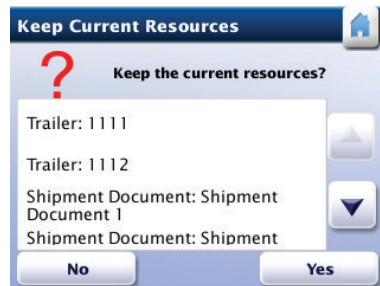
Managing Resources

If current resources are assigned in RoadLog, and you are the first Driver to log in, RoadLog displays *Keep Current Resources* screen that lists the trailers or Shipping Documents as current resources.

If you want to keep current resources, tap Yes. Tap No if you want to discard them.

If you are not the first Driver to Log In:

From the *Driver Overview Options* menu screen, tap Resources. Confirm your **Resources**, including **Assets** (tractor and trailers), **Shipping Documents** (Bills of Lading or Manifest Numbers, Pro, etc.) and **Supporting Documents** (fuel receipts, meal receipts and vehicle wash receipts, etc.), RoadLog displays *Confirm DVIR Data* screen. Confirm your Data, then tap Next.

RoadLog will ask you to perform a DVIR inspection and enter your findings.

If resources such as trailers or Shipping Documents do not exist, you first need to add them.

From the *Driver Overview* options menu screen, choose Resources > Trailers > Add. In the *Add Trailer* screen, tap the Trailer ID field to bring up the Keyboard. Type in your Trailer information and tap Go. Tap Add to save Trailer info.

Follow the same procedure if no Shipment Documents exist. From the *Driver Overview* options menu screen, choose Resources > Shipping Documents > Add. In the *Add Shipping Document* screen, tap the Shipping Document Number field to bring up the Keyboard. Type in your document information and tap Go. Tap Add to save Shipping Document info.

Vehicle Motion

Keep Current Resources

Confirm DVIR Data

Driver Overview options
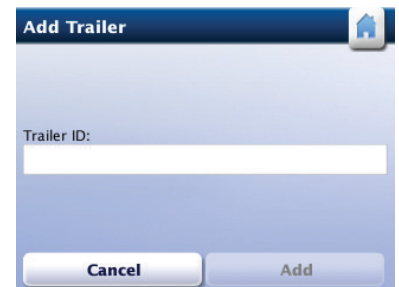
Add Trailer
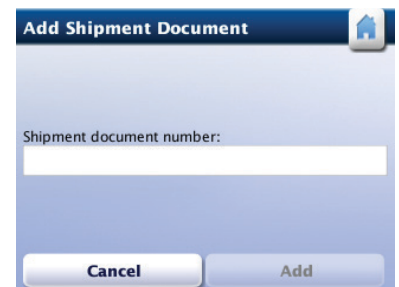
Add Shipment Document

Manual Log In

If the Driver Key is not available, Drivers can log in manually.

> **Note:** This is the EMERGENCY procedure in case the Driver Key is lost or damaged.

To log in manually, Drivers must have already been entered into the Fleet Software, and their identity must have already been transferred from the Fleet Software to RoadLog via the Fleet Key. See Company Data Transfer.

Driver Login

To log in manually from the **Menu** screen tap Driver Login. RoadLog displays the **Driver Login** screen.

Tap the Driver ID field. RoadLog displays the **Keyboard** screen.

Enter your Driver ID and tap Go (note Driver ID is CAP/lowercase sensitive). RoadLog displays the **Driver Login** screen.

Check your entry and tap Login. RoadLog displays the **Preview Availability** screen. You can now follow the same log in steps you would had you logged in with a Driver Key. See Automatic log in with the Driver Key.

Preview Availability

> **Note:** If you select Personal Use from the **Initial Status** screen, and another Driver is already logged under Personal Use, RoadLog displays the **Force Personal Use Driver Logout** screen.

Tap Force Logout to continue log in under Personal Use. The current Personal Use Driver will be logged out from RoadLog.

> **Note:** If five Drivers are currently logged in, and a new Driver attempts to log in, RoadLog displays the **Maximum Logged In Drivers** screen.

Select a Driver to force log out and tap Force Logout to continue log in process. The selected Driver is now logged out.

Maximum Logged In Drivers

Manual Location Entry

During log in, if RoadLog does not receive a sufficiently strong GPS signal, it displays the **Manual Location Entry** screen.

Tap on the <u>Location state</u> field to bring up the pop-up keyboard. Tap the first letter(s) of your current state (the auto complete feature suggests the first state that begins with the typed letters). Tap <u>Go</u> if the suggested state is where you are, or tap <u>List</u> to see other states matching the typed letters. Pick your current state from the list and tap <u>Go</u>.

In Location place, enter the city or town closest to your location, as you did your Location state. When complete, tap <u>Continue</u> to continue the log in process.
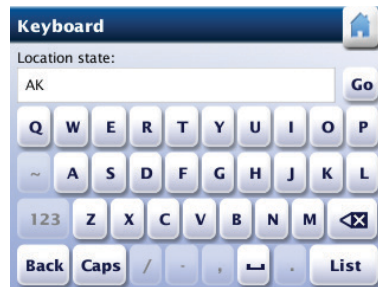
Location entry

Performing DVIRs at Log In and Log Out

At each log in or log out, RoadLog will prompt the Driver to perform a DVIR. In the DVIR process, you will:

Confirm location and odometer reading.

Confirm defects and/or repairs to defects on the vehicle and trailer(s).

Add any defects found during your inspection.

Confirm that there are no defects or need for repairs and that the vehicle and trailer(s) are in good working order.

When logging in, you will be prompted to begin a DVIR after confirming resources. When logging out, you will be prompted to begin a DVIR after viewing your logs.

During roadside inspections, you will be able to print DVIR reports directly from RoadLog's built-in thermal printer, or download and transfer DVIR records via USB.

<u>For procedures on creating and printing DVIRs see Creating DVIRs.</u>

Confirm DVIR Data
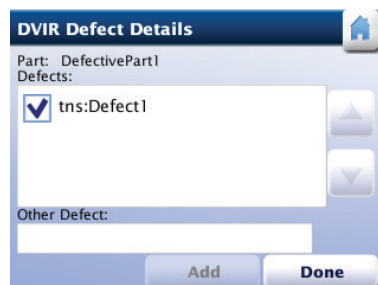
DVIR Defect Details

Driver Overview

The **Driver Overview** screen lets Drivers check the remaining time they're allowed to spend in On Duty or Driver status. Data displayed includes:

- Country used for HOS regulations.
- Driver: Name of the Driver.
- Status: Driver's current duty status.
- Driving time left: Progress bar indicating the remaining driving time allowed for this Driver. When the remaining allowed driving time is less than 30 minutes, the progress bar color will change to red.
- Daily duty availability: Available On Duty time remaining for the current day.
- Weekly duty availability: Available On Duty time remaining for the current week.
- Gain time in: Time the Driver must wait before driving the vehicle.

If there are other Drivers logged in, you can tap Next Driver to display the **Driver Overview** screen for other logged in Drivers.
To view more Driver overview options, tap More. RoadLog displays the **Driver Overview Options** screen.
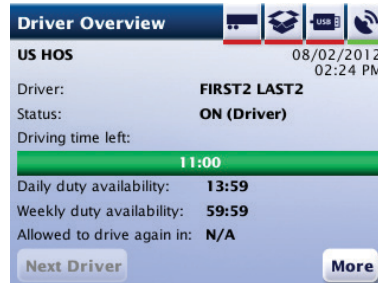
Driver Overview

The Driver Overview Options Screen:

Menu choices from this screen include:
- Change Status: Choose from Driver, On Duty, Sleeper Berth or Personal Use.
- Driver Login: Allows additional Drivers to log in manually. If the fleet manager has entered Drivers in the RoadLog Fleet software and transferred the list into the RoadLog, each Driver entered can log in without their Driver Key by tapping the Driver Login button.
- View Logs: View, edit and print your log.
- Driver Options: Enter Exemptions and Pre-Trip and Post-trip activities.
- Resources: View and edit records for documents, trailers and assets.
- Status Lock: Allows you to disable the automatic switch from "Driving" to "On Duty" whenever t he vehicle stops (see details below).
- Driver Logout: Starts the log out process at the end of the trip.
- View DVIR: View and edit DVIRs.
- Menu: Shows the top-level navigation choices seen after company log in, including Driver Login, Driver Overview and Settings.
- Roadside Inspection: Allows Driver to provide authorized inspection personnel with HOS data, either as a print out or as a download to USB drive.

Driver Overview options

Company Data Transfer

The Fleet Key is used not only to run the Fleet Software but also to transfer company data to and from the RoadLog(s) installed in your vehicle(s). With your Fleet Key you can:

- Download company data from RoadLog to the Fleet Key.

- Update the company tractors and trailers files on the Fleet Key with the tractors and trailers data from RoadLog.

- Update the company assets file on the Fleet Key with assets parts list data from RoadLog.

- Upload the company support data from the Fleet Key to RoadLog.

To perform these transfer functions, insert your Fleet Key into RoadLog. The **Fleet Key Options** screen will be displayed.

Tap Company Data Transfer. RoadLog displays the **Fleet Key Data Transfer** screen.

Download Company Data

To download company data from RoadLog to the Fleet Key from the **Fleet Key Data Transfer** screen, tap Download. RoadLog displays the **Fleet Key Files Download** screen.

Use the up and down arrows to scroll through **Fleet Key Files Download** screens.

From the **Fleet Keys Files Download Company Files** and **Fleet Keys Files Download Driver Files** screens, select the files to be downloaded and tap Download. RoadLog displays the **Transfer in Progress** screen during data transfer and the **Data Download Completed** screen when data transfer is completed.
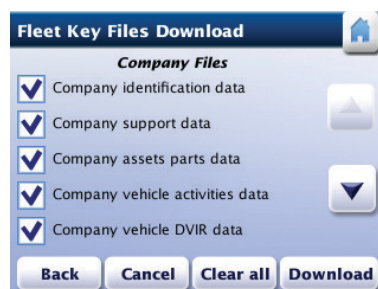
Update the Company Tractors File

To update the company tractors file on the Fleet Key with the tractor data from RoadLog device, tap Update Company Tractors File from the **Fleet Key Data Transfer** screen. RoadLog displays the **Transfer in Progress** screen during data transfer and the **Tractors List Update Completed** screen when the update is completed.

Tap OK. RoadLog displays the **Fleet Key Options** screen.

Fleet Key Data Transfer

Fleet Key Files Download

Tractors List Update Completed

Update the Company Assets File

To update the company Assets file on the Fleet Key with the Assets data from RoadLog, tap Update Company Assets File from the **Fleet Key Data Transfer** screen. RoadLog displays the **Transfer in Progress** screen during data transfer and the **Assets Parts List Update Completed** screen when the update is complete.

Tap OK. RoadLog displays the **Fleet Key Options** screen.


Assests Parts List Update Completed

Upload the Company Support Data Lists

To upload the company support data lists from the Fleet Key to RoadLog from the **Fleet Key Data Transfer** screen, tap Update Company Support Data. RoadLog displays the **Company Support Data Lists** screen.

Use the up and down arrows to scroll through the **Company Support Data Lists** screens.

Select the lists to be uploaded and tap Update. When the upload is completed, RoadLog displays the **Support Data Update Completed** screen.

When all data transfers are complete, remove the Fleet Key from USB port. RoadLog displays the **Menu** screen or **Driver Overview** screen, depending on the log in status.
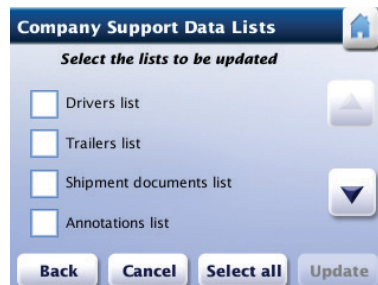
Company Support Data Lists
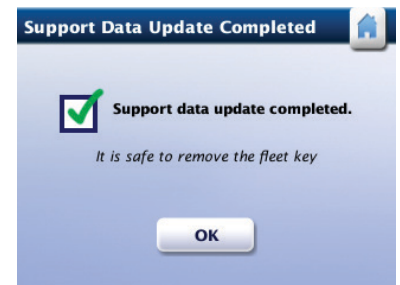
Support Data Update Completed

Data Download to a normal USB Flash Drive

You can download data from RoadLog to a Driver Key, Fleet Key or any regular USB flash drive that has been formatted in the FAT32 file system.

To download data to a normal USB flash drive, insert it into the USB port. RoadLog displays the **USB Flash Drive Options** screen.

Tap Data Download to display the **Download Files** screen.

Select the files to be downloaded by tapping on the corresponding check box. Tap Download to start the data transfer. RoadLog displays **Transfer in Progress** screen during data transfer and **Data Download Completed** screen when the data transfer is complete.

Download Files

Unplug the USB key from the RoadLog and tap <u>OK</u>. RoadLog returns to the *Settings* screen.

> **Notes:** If the inserted USB flash drive is not formatted in FAT32, RoadLog will display the *Unknown USB Device* screen.

If the inserted USB flash drive contains too much data, RoadLog will display the *USB Flash Drive Full* screen.

If an error is detected during data transfer, RoadLog will display the *Data Transfer Failure* screen.

USB Flash Drive Full

Change Status

To change the duty status of a logged in Driver, tap <u>Change Status</u> from the *Driver Overview* options screen.

RoadLog displays the *Change Status* screen.

Tap on the button for the duty status selection. RoadLog assigns the new HOS duty status and goes to the *Driver Overview* screen.
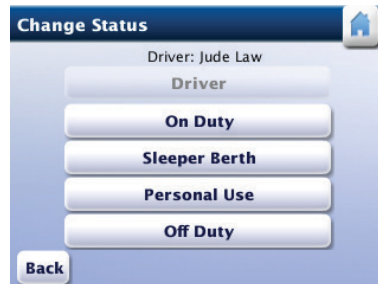
Change Status

Status Lock

RoadLog detects when the vehicle stops and automatically changes the status of the logged in driver to "On Duty."

However, in some situations, such as severe traffic jams, the Driver may want to disable this feature by using the "Status Lock" function. When Status Lock is on, RoadLog will keep the current Driver status as "Driving," even when the vehicle has stopped and the ignition is off.

To enable Status Lock, Tap <u>Status Lock</u> from the *Driver Overview Options* screen.

Driver Overview Options

To disable Status Lock, tap <u>Status Lock</u> again.

Status Lock is automatically disabled when the Driver logs out or RoadLog enters sleep mode.

View Logs (Grid)

RoadLog allows the Driver to view recorded logs for the current as well as each of the past 14 days.

To review your logs from the *Driver Overview Options* screen, tap <u>View Logs</u>. RoadLog displays the *View Logs (Grid)* screen.

> **Note:** The *View Logs (Grid)* screen is displayed automatically when the Driver Key is inserted at log out.

Use the upper horizontal arrows to scroll through the selected day. Use the lower horizontal arrows to scroll through logs recorded for the current and past 14 days.

Use the + and - buttons to zoom in and out on the grid.

Check your logs: Use the arrow buttons at the bottom of the screen to change the selected date (the current and previous 14 days can be selected).

Check recorded logs. If they are correct and you want to complete log out, tap <u>Submit</u> to finish the viewing session. However, you can view additional log information before you log out. Tap <u>More</u> for further viewing options. RoadLog displays *View Logs (More)* screen.

View Logs (Grid)

View Logs (More)

The *View Logs (More)* screen provides access to other screens where you can view Log Details, Log Events and Details on the Company logged in. It also provides links to the *Driver Overview* screen and the *View Logs (Grid)* screen. You can also print Logs from the *View Logs (More)* screen.
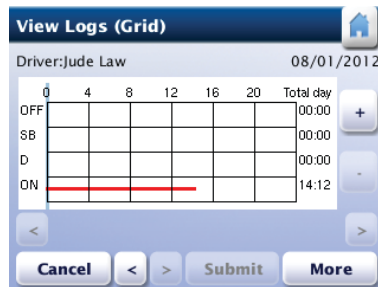

View Logs (More)

View Logs (Details)

RoadLog records and displays details for the Driver's workday.

To view the details from the *View Logs (Details)* screen, highlight any item tap <u>Details</u>. RoadLog displays the *View Logs (Details)* screen.

To review log details, use the up and down arrows to scroll through the list of details. Use the left and right arrows to scroll through recorded logs from the last seven days. Details displayed include:

- Amount of On Duty time for the past 7 days.

- Total distance driven for the current day.

- Companies for which the Driver worked.

  > **Note:** to view Company details, select any one of the Companies and tap <u>Details</u>. RoadLog displays the *Company Details* screen.

View Logs (Details)

- Names of Co-Drivers.
  - Vehicles used by the Driver.

    Note: to view vehicle details, select any one of the vehicle identification numbers and tap Details. RoadLog displays **Vehicle Details** screen.
  - Trailers used by the Driver.
 - Shipment Documents used by the Driver.

View Logs (Events)

RoadLog records a list of events, such as lunch, rest and fueling for the logged in Driver. You can view events and add annotations from the **View Logs (Events)** screen.

To see a list of recorded events from the **View Logs (More)** screen, tap Events View. RoadLog displays the **View Logs (Events)** screen.

From the **View Logs (Events)** screen check the duty status records and events recorded during your log in session.

Use the up and down arrows to view the list of recorded events for the selected day. Use the left and right arrows to scroll through the current and past 14 days' recorded events.

> **Note:** If you want to see details for a highlighted event, tap Details to view the selected record's details. RoadLog displays the **Event Details** screen.
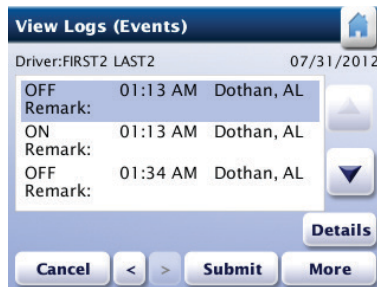
View Logs (Events)

Event Details

To add a remark to a recorded event shown in the **View Logs (Events)** screen, highlight the event. Then tap Details. RoadLog displays the **View Logs (Details)** screen.

Tap on any detail to add a remark. Then tap Details. RoadLog displays the **Event Details** screen. Use the up and down arrows to scroll through the list of details for each event. Select the detail you want to annotate by highlighting and tapping it.

Then, tap in the remark field. RoadLog displays the popup keyboard.

Type in the remark, or annotation, you want to add.

Tap OK on the **Event Details** screen to save your remark. RoadLog returns to the **View Logs (Events)** screen.

When you have reviewed all events and completed all annotations, tap Submit to return to the **Driver Overview** screen.
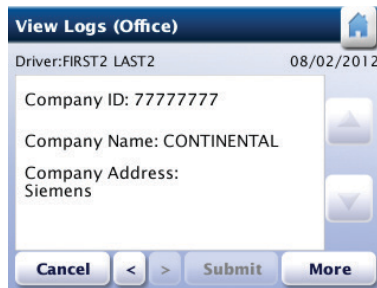

View Logs (Details)

Event Details

View Logs (Office)

From the *View Logs (More)* screen, tap <u>Office</u>. RoadLog displays the *View Logs (Office)* screen showing details for the currently logged in company:
- Company ID number
- Company Name
- Company Address

Tap <u>More</u> to return to the *View Logs (More)* screen, or tap Submit to return to the *Driver Overview* screen.

View Logs (Office)

View Logs (More)

Driver Log Out

At the end of the working day, Drivers must log out from RoadLog. Drivers can log out automatically with their Driver Keys, or they can log out manually on screen.

When logging out automatically, recorded data will be automatically downloaded to the Driver Key. When logging out manually, recorded data is stored in the RoadLog.

Manual Log Out:

To log out manually from the *Driver Overview* screen, tap <u>More</u>.

Tap <u>Driver Logout</u>. RoadLog displays the *Insert Driver Key* screen.

Tap <u>Continue</u>. RoadLog displays the *View Logs (Grid)* screen. Check recorded logs. If they are correct and you want to complete log out, tap <u>Submit</u> to finish the viewing session. However, you can view additional log information before you log out. Tap <u>More</u> for further viewing options.
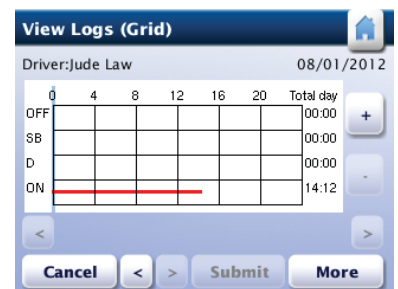
Automatic Log Out with the Driver Key:

To log out automatically with the Driver Key, insert the Driver Key into the USB port. RoadLog displays the *Driver Key Options* screen.

Tap <u>Logout</u>. RoadLog displays the *View Logs (Grid)* screen. Check recorded logs. If they are correct and you want to complete log out, tap <u>Submit</u> to finish the viewing session. However, you can view additional log information before you log out. Tap <u>More</u> for further viewing options.

Insert Driver Key

View Logs (Grid)

Data Download at Driver Log Out

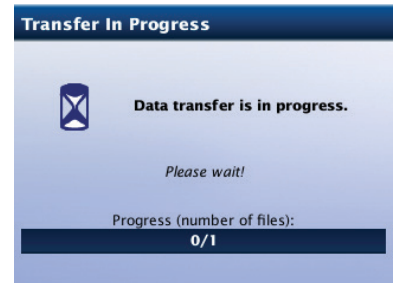At Driver Log Out, RoadLog files are transferred automatically to the Driver Key.

If you are the last logged in Driver, when you log out, RoadLog displays the **Confirm DVIR Data** screen. If you are not the last logged in Driver, RoadLog displays the **Transfer In Progress** screen immediately after you tap Submit.

If you are the last logged in Driver, when you log out, you must perform the DVIR post-trip inspection for current assets assigned to the vehicle, confirming or editing defects. You can print a DVIR report at this time and / or download the data to the Driver Key. For the DVIR procedure see Creating DVIRs.

Data Download without Log Out

Driver data can also be downloaded to the Driver Key without logging out.

Insert the Driver Key. RoadLog displays the **Driver Key Options** screen.

Tap Download Data. RoadLog displays the **Driver Key Files** screen.

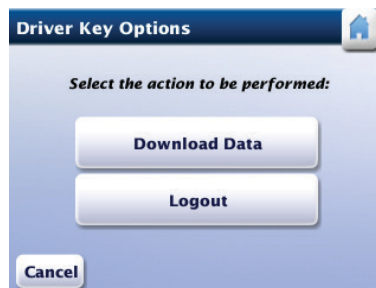Use the Up ad Down arrows to scroll through the list of available files. Tap the check boxes to select the files you want to download.

When your selections are made, tap Download. Roadlog displays the **Confirm Review/Submit RODS** screen. Tap Yes to confirm your choices. RoadLog displays the **View Logs (Grid)** screen.

Tap Submit to initiate file download. RoadLog displays the **Transfer in Progress** screen while transferring the data and the **Data Download Completed** screen when it is finished.

Tap OK. RoadLog returns to the **Driver Overview** screen.

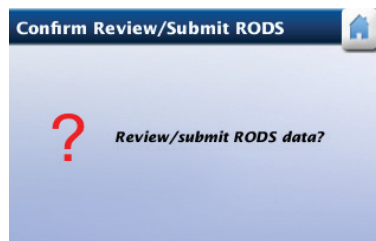After the download the Driver will remain logged in to RoadLog.

Printing Logs

To print the current HOS Daily Log from the **View Logs (More)** screen, tap Print. When completed, RoadLog returns to the **View Logs (Grid)** screen.

Note: In addition to viewing logs as part of the log out, you can also view logs anytime from the **Driver Overview Options** screen. Tap View Logs. RoadLog displays **View Logs (Grid)** screen.

Confirm DVIR Data

Transfer in Progress

Driver Key Options

Driver Key Files

Confirm Review/Submit RODS

7.   Trailer management

Whenever a trailer is attached or detached from a vehicle, the Driver must add or remove it from RoadLog's database. RoadLog allows you to assign up to three trailers per vehicle.

When attaching a trailer, the Driver must perform a pre-trip inspection and DVIR.

When removing a trailer, the Driver must perform a post-trip inspection and create a DVIR.

For the DVIR procedure see Creating DVIRs.

Adding a Trailer

To add a trailer to RoadLog's database, tap More from the **Driver Overview** screen. RoadLog displays the **Driver Overview Options** screen.

Tap Resources. RoadLog displays the **Resources** screen.

Tap Trailers. RoadLog displays the **Current Trailers List** screen showing any previously attached trailers.

Tap Add button to add a new trailer. RoadLog displays the **Add Trailer** screen. From the **Add Trailer** screen, tap the Trailer ID field to bring up the Keyboard. Type the first digit(s) of the trailer number you want to add.

If a list of trailers has been entered from the Fleet Software, RoadLog suggests a trailer number matching the digits typed. If the trailer number you want to add is different than the suggested one, tap List to view other pre-stored trailer numbers matching the typed characters. Pick the correct trailer number from the list and tap Go.

If no list of trailers has been entered from Fleet /Software, or if the trailer you wish to add is not in the stored list, tap Add from the **Current Trailers** screen. RoadLog displays the **Keyboard** screen.

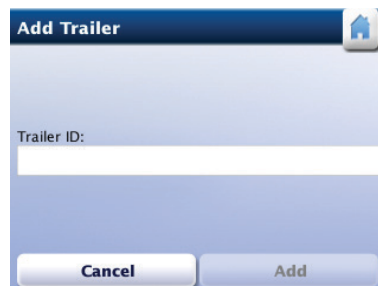Type in the Trailer ID for the trailer you want to add, then tap Go. RoadLog displays the **Add Trailer** screen. If the ID is correct, tap Add. RoadLog displays the **Confirm DVIR** screen - each time you add a trailer, you must perform a DVIR.

Resources

Current Trailers

Add Trailer