

# EROAD

## ELD User Manual

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Self-certified and registered on FMCSA

<https://eld.fmcsa.dot.gov/List>

Device Name: EROAD ELD

Model: Ehubo 2

Software Version: v1.33.104 or higher

ELD Identifier: EROAD1

## LEGAL NOTICE AND DISCLAIMER

The legislation and rules concerning the installation and operation of GPS driver aids such as the EROAD™ Electronic Logging Device (ELD) vary between States. You are required to familiarize yourself with the laws of the jurisdiction(s) in which the vehicle will be operated in prior to installing and using the ELD.

Driving laws place the responsibility on the driver to correctly install and use GPS driver aids. It is, therefore, the ELD's owner's and vehicle driver's sole responsibility to install and use the ELD in a manner that complies with the law and will not cause accidents, personal injury or property damage. The owner of the ELD and vehicle driver are solely responsible for observing safe driving practices.

EROAD DISCLAIMS ALL LIABILITY FOR ANY USE OF THE ELD IN A WAY THAT MAY CAUSE ACCIDENTS, DAMAGE OR VIOLATE THE LAW.

TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL REPRESENTATIONS AND WARRANTIES (EXCEPT ANY WHICH MAY NOT LAWFULLY BE EXCLUDED) ARE EXPRESSLY EXCLUDED, INCLUDING WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THIS LEGAL NOTICE IS IN ADDITION TO, AND NOT A SUBSTITUTE FOR, THE WARRANTY DISCLAIMERS AND LIMITATION OF LIABILITY CLAUSE CONTAINED IN EROAD'S STANDARD TERMS.

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MANUAL,EROAD,EBOX2,ELD DRIVER MANUAL,VER4

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## 1 Introduction

The EROAD™ Electronic Logging Device (ELD) is designed to make your job easier. The EROAD ELD system includes the in-vehicle device and the Depot application. It gives you control to change duty status and manage your logs, among other features.

The EROAD ELD is installed in the cab of the truck. It measures the distance you travel, and captures location [via a global positional system (GPS)], route, and operational data from the truck.

### 1.1 The ELD



There are three indicator lights on the front of the ELD:

- **Green** - Power is ON
- **Yellow** - New message is waiting
- **Red** - Degraded mode, temporary loss of distance calculation

### 1.2 Locating the serial number

The ELD's serial number is under the device. You may need this for technical support or record-keeping.



The records are stored via a cellular data network, which interfaces to EROAD's Depot application. Users can access Depot through a Web browser.

### 1.3 PIT Group verification

EROAD self-certified and registered its in-vehicle, tethered ELD solution with the Federal Motor Carrier Safety Administration (FMCSA) on their public registry: <https://csa.fmcsa.dot.gov/ELD/List> in February 2017.

EROAD also conducted internal testing per the FMCSA's test procedures, which confirms that the EROAD ELD meets the technical specification requirements of 49 CFR Part 395, Subpart B and Appendix A.

EROAD is the first ELD provider to complete an independent test and verification of our ELD solution by PIT Group.

#### Tip



The Glossary has a complete list of acronyms and abbreviations used in this manual.

## 2 Driving Setup

### 2.1 Logging into the ELD

- 1 Locate and tap your name on the Login screen.



- 2 Using the   buttons, find and tap your name.
- 3 Enter your personal identification number (PIN).





#### Note

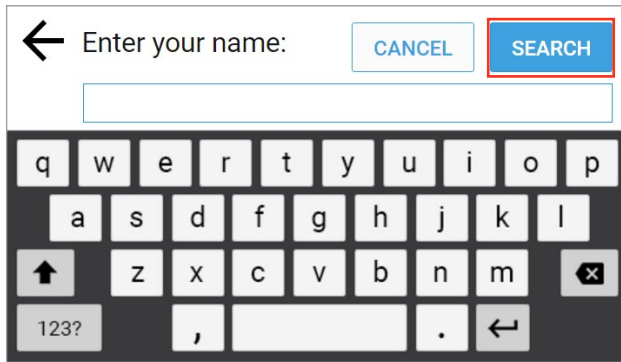
The scrolling feature is not available for organizations with more than 2000 drivers.

The Welcome screen lists your special driving categories. It might prompt you to review unidentified trips, accept edits, or certify your logs.

### 2.1.1 Login name search

If your name appears on the Login screen, tap it and enter your PIN. If not:

- 1 Tap the Search  icon on the Login screen.
- 2 Enter your name in the Name field.
- 3 Tap the Search  button, and then tap on your name when the list displays.

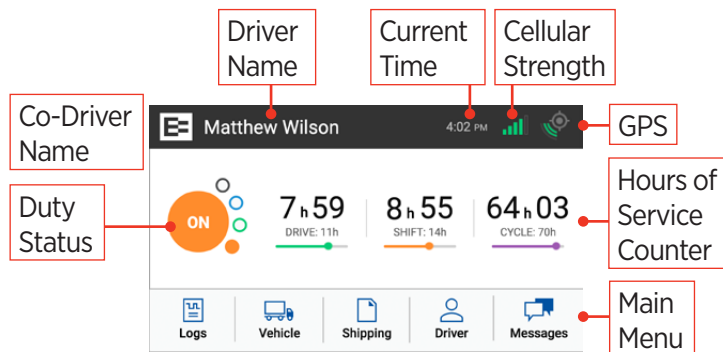


- 4 Enter your PIN. Contact your supervisor or dispatcher if you forgot your PIN or if your name is not on the list.

#### Tip






Driving time is applied to the active driver if the co-driver does not login.

### 2.2 Reviewing the Home Screen



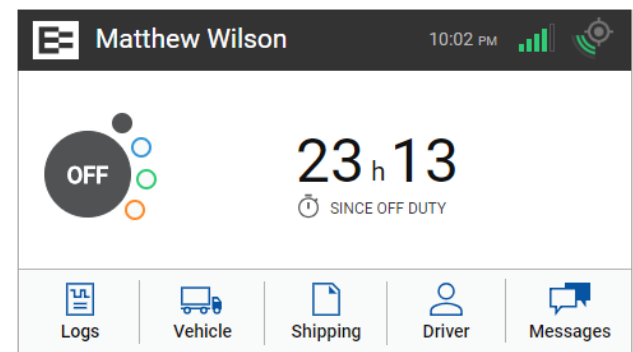
The Home screen is the first screen that appears. The menu options are represented by the five icons on the bottom row of the screen.

There are additional options available under each Main Menu button. Tapping a button directs you to more features and settings.

| Menu  | Description  |
|---|--|
| <br>Logs       | Allows you to see a graphical representation of your duty status for a 24-hour period. You can cycle through previous days to check log history. Additional options include: <ul style="list-style-type: none"> <li>• View/Edit</li> <li>• Hours of Service (HoS)</li> <li>• Certify</li> <li>• Inspection (display or export log data)</li> <li>• Pending Edits</li> <li>• Unidentified (driver)</li> <li>• Issues</li> <li>• Email Logs</li> <li>• All Events</li> </ul> |
| <br>Vehicle    | Allows you to enter fuel quantity, connect or drop trailers, and set the Weight Mile Tax (WMT) configuration (Oregon only).  |
| <br>Shipping   | Allows you to add a shipping document (such as a bill of lading).  |
| <br>Driver    | Allows you to view the active driver. You can view the driver's name, email address and time zone. The ELD lets you add a co-driver or logout using this sub menu.   |
| <br>Messages | Allows you to scroll through the existing messages, as well as send a new message.   |

### 2.3 Off Duty counter

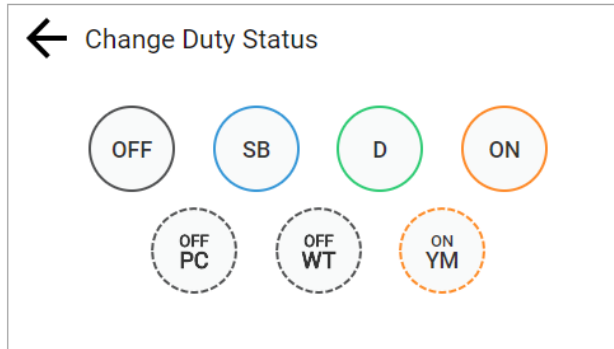
The Off Duty counter shows time spent off duty and helps you monitor rest periods. It switches to the OFF DUTY SINCE (date) display on the Home screen after 99 hours.










## 2.4 Changing your duty status

There are four standard duty status options on the EROAD ELD.

- 1 Tap the Duty Status circle. The Duty Status menu appears.
- 2 Tap the duty status that you want. The Home screen appears with the duty status that you select.




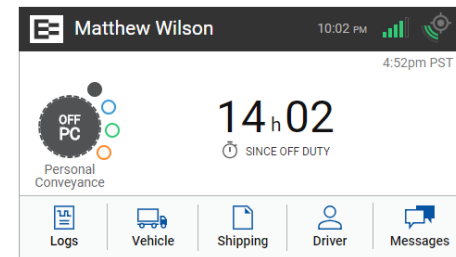
Your carrier might allow you to use the optional statuses (yellow highlight below).

| Duty Status   | Description  |
|---|--|
|  <b>OFF</b>     | Off duty. You are not working.   |
|  <b>SB</b>     | Sleeper berth. Time spent in the berth.  |
|  <b>D</b>      | Driving. Your status changes to <i>Driving</i> as soon as the vehicle is in motion (at least 5 miles per hour).  |
|  <b>ON</b>     | On duty, but you are not driving.  |
|  <b>OFF PC</b> | Off duty/personal conveyance; you are using the truck for personal conveyance. This time counts as Off Duty in your hours of service (optional per your supervisor or dispatcher). |
|  <b>OFF WT</b> | Off duty/wait time; may be used in oil field operations (optional per your supervisor or dispatcher).  |
|  <b>ON YM</b>  | On duty/yard move; you are moving around the yard or off public roads. Your time counts as On Duty in your hours of service (optional per your supervisor or dispatcher).          |

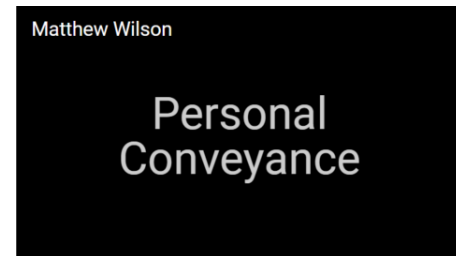
### 2.4.1 Personal Conveyance status

This is a special driving category that might be provided by your supervisor. This duty status counts as Off Duty in your hours of service. You must add a remark in your logs when you use this duty status. [3.7.1 Adding a remark.](#)

- 1 On the Home screen, tap the Duty Status circle. The Duty Status menu appears. (See [2.4 Changing your duty status.](#))
- 2 Tap the OFF - Personal Conveyance  status. The Home screen appears with the changed status.

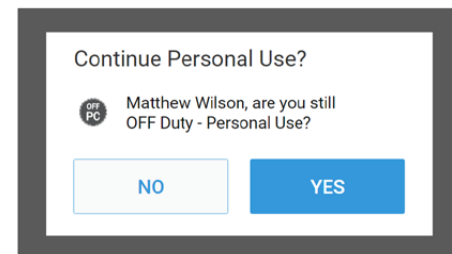



The Home screen changes to a dark background while you are driving the vehicle.



The EROAD ELD is designed to prompt the driver about the **Off-Personal Conveyance** duty status, if the vehicle is shut off while in this status. The Continue Personal Use screen displays when the ignition is activated in the vehicle.


- 3 Tap the **YES** button to continue the **Off-Personal Conveyance** status or tap the **NO** button to end this duty status.



**Note:** Your duty status changes to OFF  duty, if this prompt is ignored.

## 2.5 Yard Moves status

This is a special driving category that might be provided by your carrier for moving material around a yard or via private driveways. Add a remark in your logs when using this duty status.

- 1 On the Home screen, tap the Duty Status circle. The Duty Status menu appears. (See [2.4 Changing your duty status.](#))
- 2 Tap the **On Yard Move**  status. The Home screen appears with the changed status.



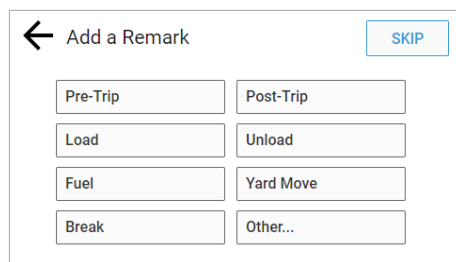
**Note:** Your duty status is set to **ON**  if the engine is powered off while you are in the On Yard Move duty status. The home screen changes to a dark background when you are driving the vehicle.

## 2.6 Using quick remarks

Drivers can use the Quick Remarks feature on the EROAD ELD when logging in and/or when changing duty status. The Quick Remarks screen automatically appears after you select your duty status.

**Note:** Using quick remarks does **not** change your duty status.

- 1 Tap the applicable quick remark button that applies to the duty status you selected or tap the Other  button to add a remark not shown in the list. Tap the Skip  button if you prefer not to use the quick remarks.



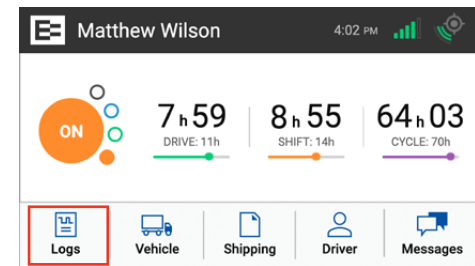
**Note:** Certain status changes require a note: in these cases, the **Skip** button may not appear.

## 2.7 Checking Hours of Service (HoS)

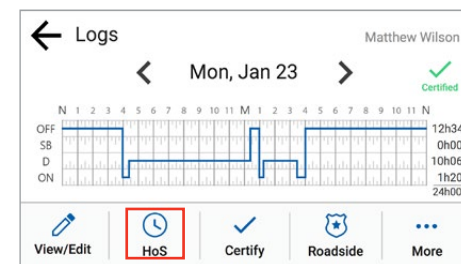
The EROAD ELD provides an electronic method for tracking your HoS in your efforts to comply with federal and state driving and duty-hour requirements. It helps ensure that you are operating safely and efficiently.

Users may tap the counters on the home screen to jump to the HoS screen. The HoS screen provides four views – Summary, Rolling View, Ruleset, and Exemptions. These views are described in more detail in the following sections.

- 1 Tap the **Logs** icon  on the Home screen menu.

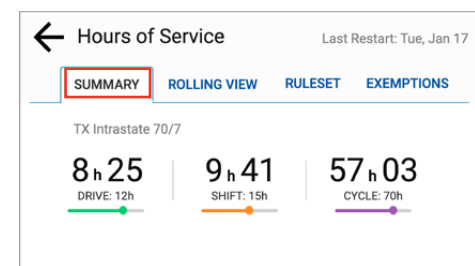


- 2 Tap the **HoS** icon .



## 2.8 Summary

This tab section shows your driving window. The numbers will vary, depending on the selected ruleset. The screen displays the remaining time against each of these limits.

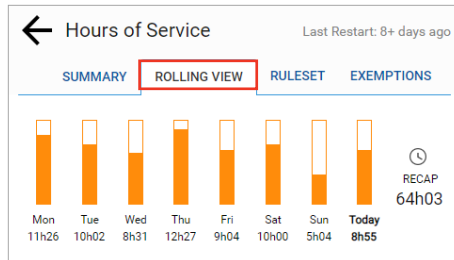


- **Drive** - Displays the remaining driving hours available in the total driving limit for selected ruleset.
- **Shift** - Displays the remaining hours available in your ruleset-specific shift window.
- **Cycle** - Displays the hours remaining in your work week, based on the 60/70-hour duty limits.

## 2.9 Rolling View

This tab section tracks your 7 or 8-day rolling period, lists remaining hours today, and recaps total hours during that period. The bar graph color changes to red if you exceed your required hours of service.

- Tap the **Rolling View** tab to view your rolling cycle.



### Tip

Tap ← at the top of the screen to go to the previous screen.

## 2.10 Rulesets

More than one ruleset might be available depending on your jurisdiction. Example: Drivers operating in Texas may select the Texas Intrastate ruleset option on this screen.






**Note:** Rulesets are remotely enabled by your supervisor or dispatcher before you can select them.

- 1 Click the **Ruleset** tab on the Hours of Service screen.
- 2 Click the applicable ruleset option button. The button turns blue when a ruleset is enabled.



## 2.11 Exemptions

The Exemptions tab includes a list of exemptions or exceptions that your supervisor has made available for you. These items must be first enabled by the supervisor or dispatcher in the Depot application before they are available to drivers on the in-vehicle device. The list of exemptions may include one or more of the following items:

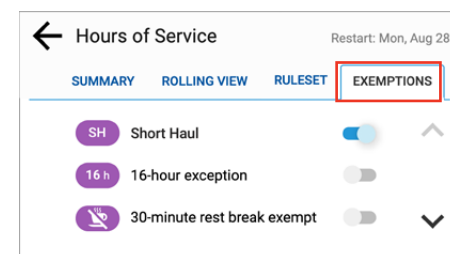
| Exemption Type  | Description  |
|---|--|
|  <b>30-Minute Rest Break</b> | <ul style="list-style-type: none"> <li>• Driver is not prompted to take a 30-minute rest break.</li> </ul>   |
|  <b>16-Hour Exception</b>    | <ul style="list-style-type: none"> <li>• Extends the 14-hr driving window to 16 hrs.</li> </ul>  |
|  <b>Short Haul</b>           | <ul style="list-style-type: none"> <li>• Driver is not prompted to take a 30-minute rest break after eight hours of accumulated drive time.</li> <li>• Change 12-hour shift to 14-hour shift</li> <li>• Provides guidance on 150 air mile radius limit.</li> </ul> |
|  <b>Adverse Conditions</b>   | <ul style="list-style-type: none"> <li>• Extends the driving limit and the shift time limit by two hours.</li> </ul>   |
|  <b>Oilfield</b>             | <ul style="list-style-type: none"> <li>• Provides a 24-hr restart instead of a 34-hr restart for 70/8 day cycle reset calculations.</li> </ul>   |

**Note:** See your supervisor if you have questions about when to use the exemptions.

- 1 Tap the **Exemptions** tab to view the available exemptions.
 

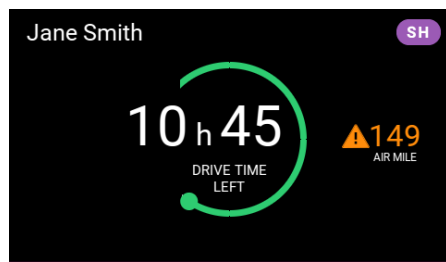
**Note:** Tap the Down ▼ arrow to see additional exemptions in the list, if they are enabled by your supervisor.
- 2 Tap one of the exemptions to enable it. The toggle switch turns blue when it is enabled and the applicable icon appears on the Home screen.

**Note:** Tap an enabled (blue) toggle switch to disable the exemption (shown as gray).





Short Haul Exemption Air Mile warning.



## 2.12 Adding or dropping trailers

The EROAD ELD lets you easily add or drop trailers. You need to enter the trailer number in the EROAD ELD each time you connect a trailer to your vehicle.

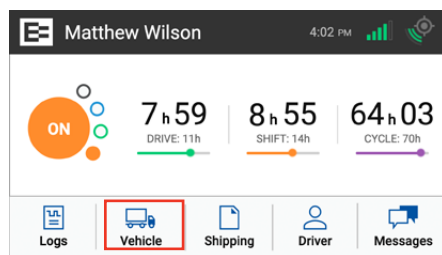
### Note

Performing Pre and Post-trip Driver Vehicle Inspection Reports (DVIR) for both trucks and trailers is possible if your company has DVIR Inspect enabled for your vehicle.

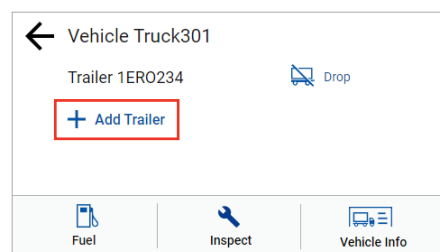
Operation of DVIR Inspect is covered in a separate document – DVIR Addendum to the ELD User Manual – available from EROAD's helpsite.

### 2.12.1 Adding Trailers

- 1 Tap the **Vehicle** icon  on the Home menu.




- 2 Tap the **Add Trailer**  link on the Vehicle screen. The Trailers screen displays a list of trailers previously entered.



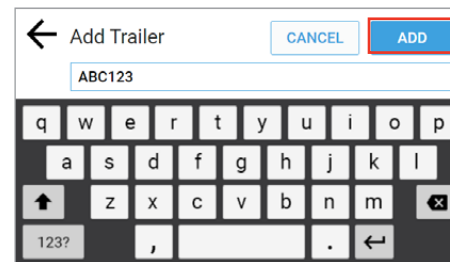
The Connect Trailer screen appears if no trailers are found.

- 3 Enter the trailer ID in the **Add Trailer** field.

- 4 Tap the **Add**  button. The Connected Trailers screen displays a confirmation message.

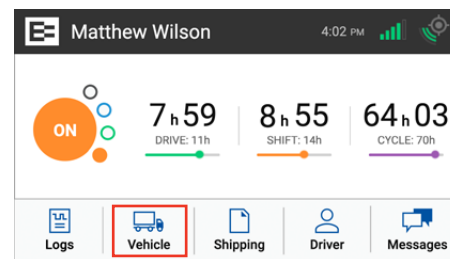
**Note:** You can connect from one up to three trailers.


**Note:** Please consult the separate document 'DVIR Addendum to the ELD User Manual' if DVIR Inspect is enabled and no trailers are showing.

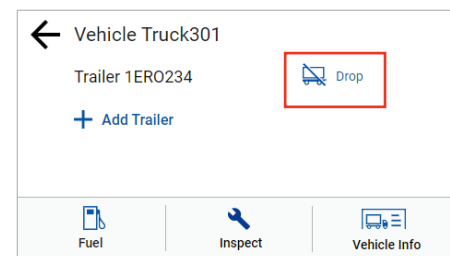


### 2.12.2 Dropping trailers

- 1 Tap the **Vehicle**  icon on the Home menu.




- 2 Tap the **Drop**  icon beside the trailer ID that you want to drop. A confirmation message displays that the trailer number was removed.

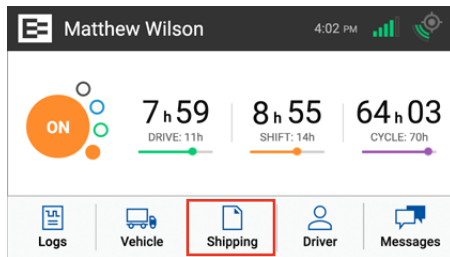


## 2.13 Shipping documents

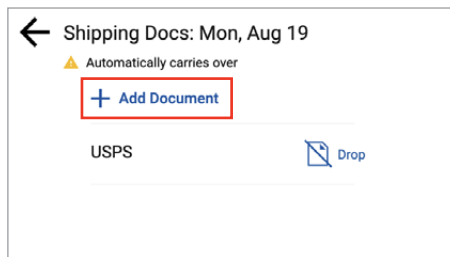
The EROAD ELD allows you to quickly enter a shipping document (such as a bill of lading), entered through the **Shipping** button.


### 2.13.1 Adding a shipping document

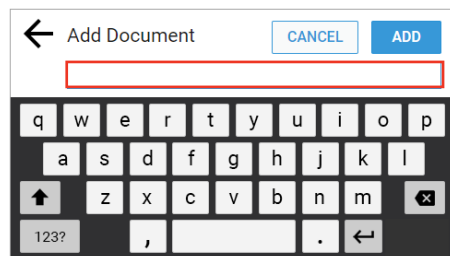
- 1 Tap the **Shipping**  icon on the Home menu. The Shipping Docs screen appears.



- 2 Tap the **Add Document**  icon.



- 3 Enter the document ID in the **Add Document** field.
- 4 Tap the **Add**  button. A confirmation message appears to confirm the update.

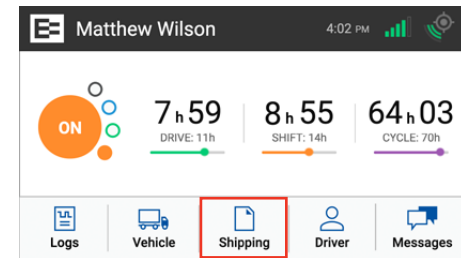


### Tip

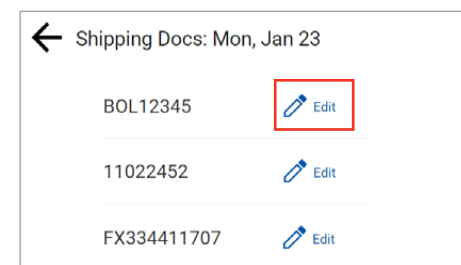
Use the Remarks feature if you want to enter a shipping document on a prior day. You can add a remark to the first ON duty status to include the shipping number.


### 2.13.2 Deleting a shipping document

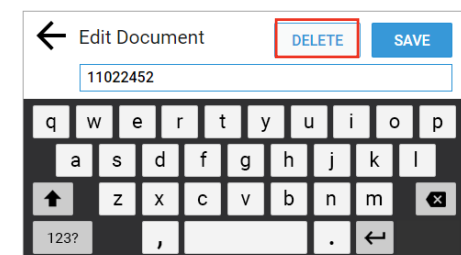
- 1 Tap the **Shipping**  icon on the Home menu. The Shipping Docs screen appears.



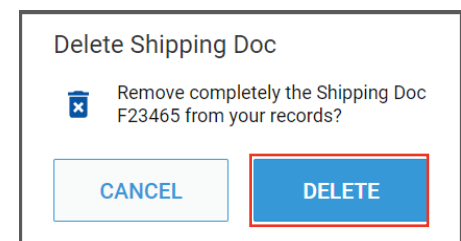
- 2 Tap the **Edit** or **Drop** icon beside the document number that you want to delete.



- 3 Tap the Delete  button on the Edit Document screen.

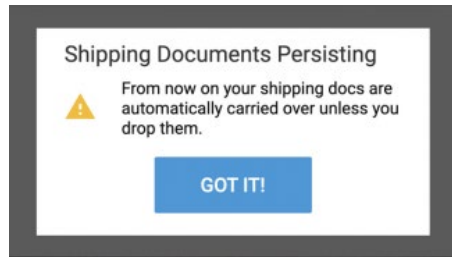


- 4 Tap the Delete  button in the confirmation prompt.

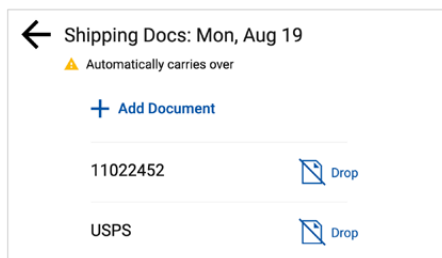


### 2.13.3 Persistent Shipping document

Bills of Lading may be continuous or ongoing. If 'Persistent Bill of Lading' has been enabled for your ELD, the ELD's Shipping Doc **Edit** button will change to **Drop**.



Even though it's persisting, the driver may modify or drop it at any time.

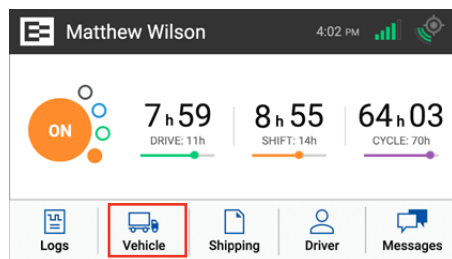



A Shipping Doc's default behavior will be to drop at the end of the day.

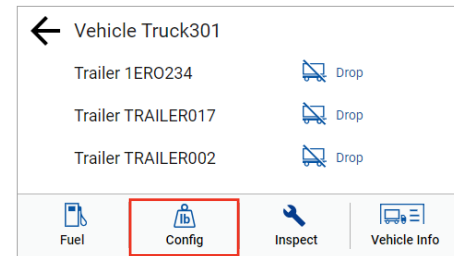
### 2.14 Setting WMT configuration (Oregon only)


The EROAD ELD lets you easily change your vehicle weight configuration for use with Weight-Mile Tax (WMT) reporting. This applies to drivers operating in the State of Oregon.

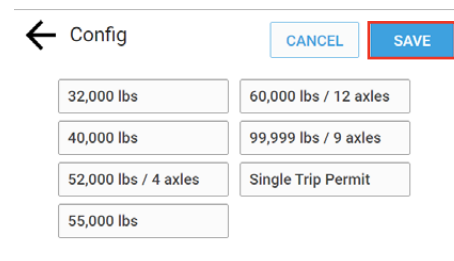
- 1 Tap the **Vehicle** icon  on the Home menu.



- 2 Tap the **Config**  icon on the Vehicle menu. The Config screen appears and lists various configuration weight or single-trip permit options.



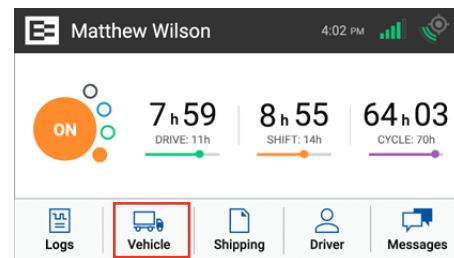
- 3 Tap the configuration button that applies to your trip.
- 4 Tap the **Save**  button.



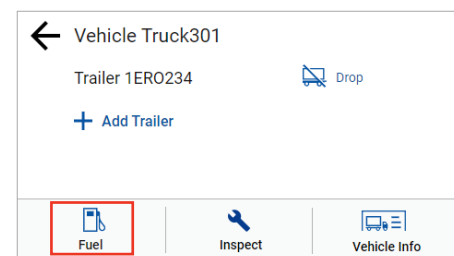
**Note:** The list of available configurations for your vehicle are options that your motor carrier has registered with the DOT. Contact your supervisor if you cannot see the right configuration for your vehicle.

### 2.15 Entering fuel gallons

- 1 Tap the **Vehicle** icon  on the Home menu.

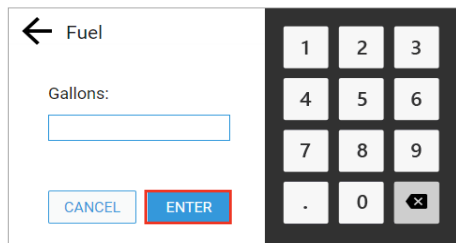


- 2 Tap the **Fuel**  icon on the Vehicle screen.

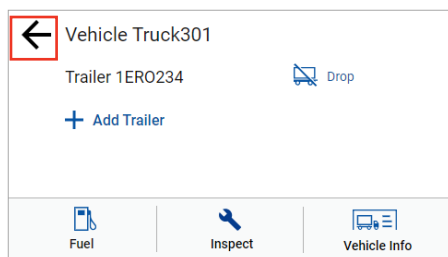


- 3 Enter the number of gallons using the key pad.

- 4 Tap the Enter **ENTER** button.

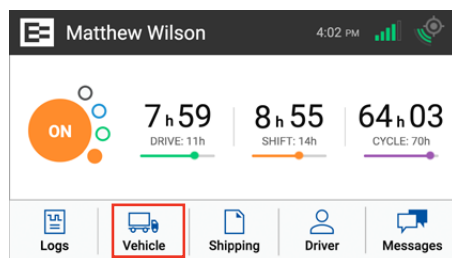


- 5 Tap the **Back** ← arrow to return to the Home screen.

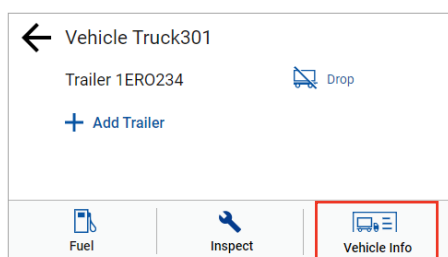


## 2.16 Viewing vehicle information

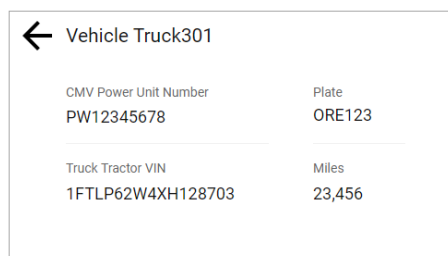
- 1 Tap the **Vehicle** icon  on the Home menu.



- 2 Tap the **Vehicle Info**  icon on the Vehicle screen.



- 3 This screen includes the CMV Power Unit Number, Plate number, Truck Tractor VIN, and number of miles.




**Note:** Contact your supervisor if the power unit number, VIN, or license number does not match your vehicle.

## 3 Everyday Use

Certain tasks are performed daily. This chapter describes how to add a co-driver, change drivers, review and correct logs, insert missing records, add remarks, delete records, certify your logs, and log out of the EROAD ELD.

### 3.1 Driving mode

Your duty status automatically changes to **Driving**  as soon as your vehicle reaches five miles per hour. The ELD driving mode only displays a minimal amount of information, for safety reasons.

#### Caution

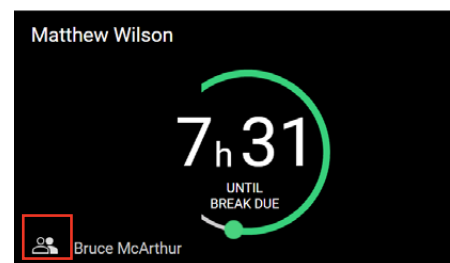
Safety is essential. A driver cannot access any other screen while driving.

A co-driver can view logs while the vehicle is in motion.

#### 3.1.1 Changing views between drivers

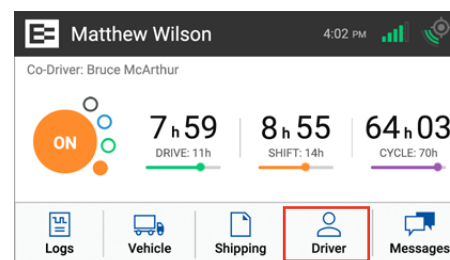
A co-driver can review his/her logs while the vehicle is in motion by changing views between drivers.


- 1 Tap the **Co-Driver**  icon.
- 2 Co-Driver: enter your **PIN** at the prompt. The Home screen displays, where you can view and certify your logs.

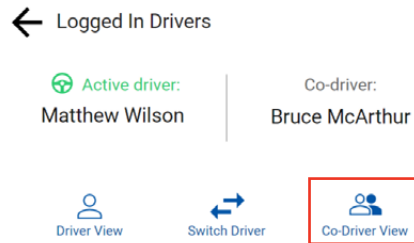


#### 3.1.2 Changing Views - Alternative Process

- 1 Tap the **Driver** icon  on the Home menu.



- The Logged-in Driver screen appears. Tap the **Co-Driver View**  icon.



- Co-driver: Enter your **PIN** at the prompt. The co-driver's driver profile screen displays.


**Note:** This process can be applied in reverse, if you begin from the Co-Driver View.

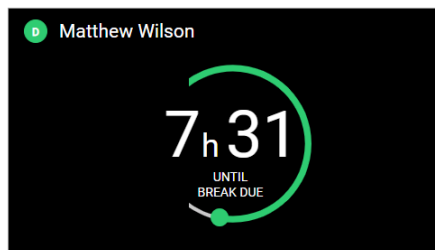
### Tip



EROAD ELD logs are secure and prevent unauthorized access to another driver's logs.

You must enter your PIN number at the prompt, if you begin from an opposite view.

### 3.1.3 Exiting driving mode

- Tap on the **Driving**  duty status icon that appears next to your name when you stop driving.





- Tap the duty status that applies to the change (such as **ON**  or **OFF** ). You are returned to the Home screen.



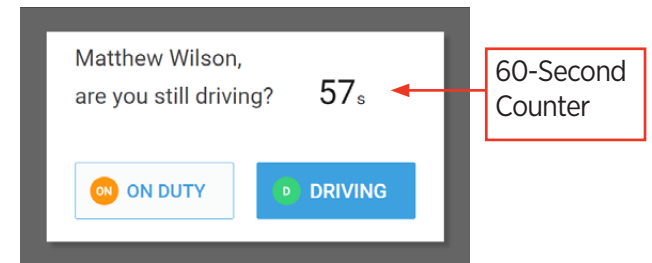
### 3.1.4 Exiting driving mode - Alternative Process

The screen on the EROAD ELD automatically changes if your vehicle is stationary for five minutes. You have 60 seconds to respond to the prompt, otherwise, your status changes to *On*

*Duty*, if you ignore the prompt.

- Tap the **Driving**  button if you are still driving or tap the **ON DUTY**  button if you are not driving.

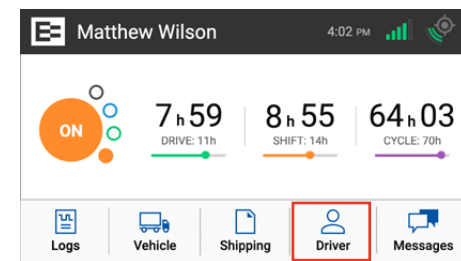
**Note:** Use the duty status icon to change your duty status, if needed. (See [2.4 Changing your duty status.](#))



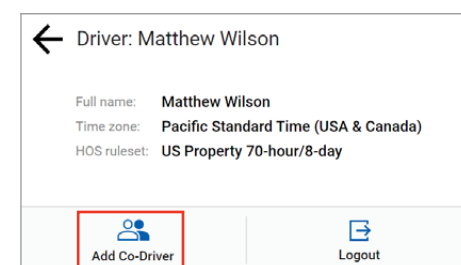
### 3.2 Adding a co-driver

Both the active driver and co-driver must be logged into the EROAD ELD, when driving with a co-driver. Co-driver login can be accomplished using the following steps.

- Tap the **Driver** icon  on the Home menu.



- Tap the **Add Co-Driver**  icon on the Driver menu. The Co-Driver Login screen appears.






- Tap the co-driver's **name**.
- Note:** Tap the **Down**  arrow to see the rest of the list or tap the **Search**  icon to find your name.
- Co-Driver, enter your four-digit **PIN** number.

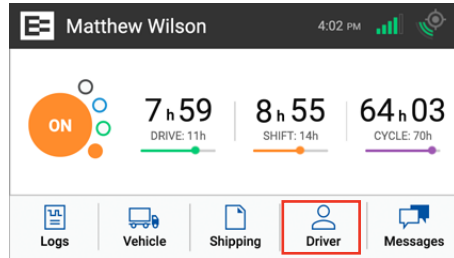
### Tip


Driving time is applied to the active driver if the co-driver does not login

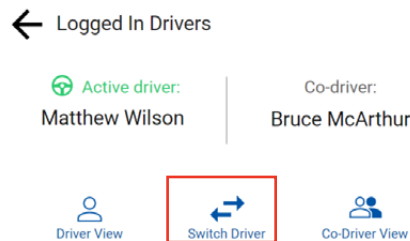
### 3.3 Changing drivers

The Active Driver must change his duty status to *ON Duty* , *Sleeper Berth*  or *OFF*  before changing drivers on the EROAD ELD, when a co-driver is present. Perform the following steps before the vehicle is in motion when you change drivers.

- 1 Tap the **Driver** icon  on the Home menu.





- 2 The Logged In Drivers screen displays the Active Driver's name on the left side and the Co-Driver's name on the right side of the screen. Tap the **Switch Driver**  icon.



- 3 Enter the active driver's **PIN**.
- 4 Tap the **Yes**  button. A confirmation message appears.

**Note:** See [2.1 Logging into the ELD](#) if you made a mistake and recorded driving time for the wrong driver.

### 3.4 Changing vehicles

- 1 Tap **ON**  or **OFF**  at the Home screen in the first vehicle to change your duty status. (See [2.4 Changing your duty status](#).)
- 2 Perform the logout procedure in the first vehicle. (See [3.9 Finishing your day / Logging out](#).)
- 3 Perform the login procedure on the EROAD ELD in the second vehicle and set your duty status.

### 3.5 Viewing and sending messages

Dispatchers can send messages to drivers through Depot. Drivers can view and send messages using the Messages icon on the Home menu. An orange light illuminates on the ELD when a message is unread.

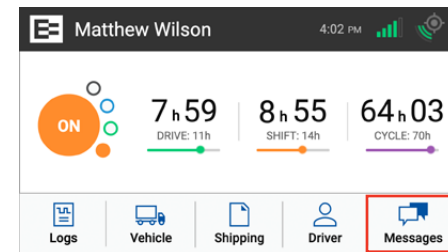
Unread messages are highlighted in orange.

- Read messages are highlighted in gray.
- Replies are highlighted in blue.

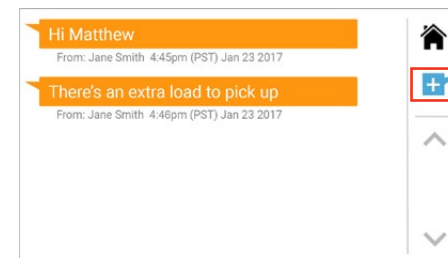
### Caution


The vehicle must be stopped before you reply or send a message.

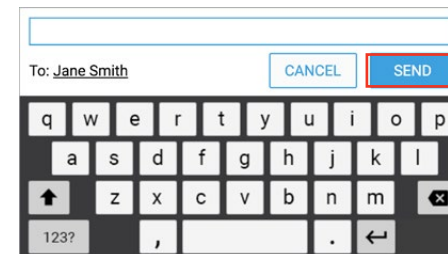
- 1 Tap the **Messages** icon  on the home screen. The alert on the icon indicates a message is unread.



- 2 Tap the **New Message**  button to send a reply.




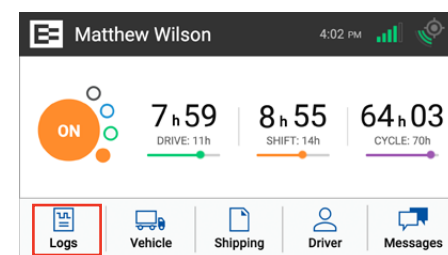
- 3 Enter the message in the text field using the keypad.
- 4 Tap the **Send**  button to send the message.





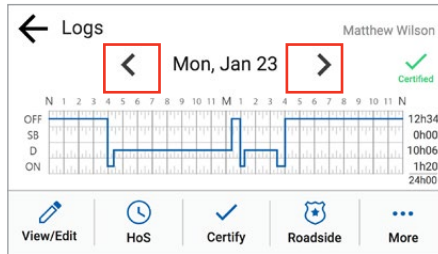
### 3.6 Reviewing logs



The EROAD ELD lets you quickly verify that your logs are accurate and complete.

- 1 Tap the **Logs** icon  on the Home menu. The Logs screen displays activity for the current day.



- 2 Tap the **Left**  arrow by the date to view the previous day. You can view up to seven days of prior activity.
- 3 Tap the **Right**  arrow by the date to return to the current date. Your total hours for each duty status are listed on the right side of the graph.

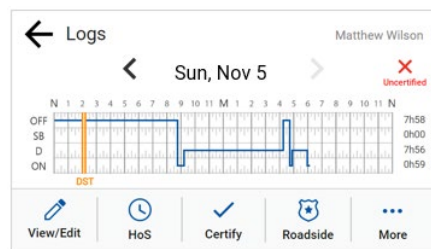


A Certified  icon displays under your name, if the logs have been certified. An Uncertified  icon appears if you still need to certify your logs.


**Note:** See [3.8 Certifying your logs](#).

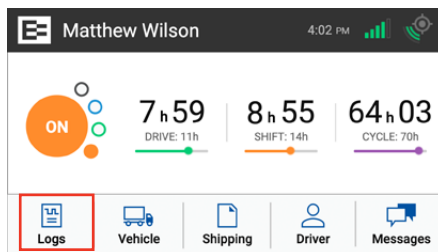
### 3.6.1 Daylight Savings Time

Daylight savings time is automatically applied to the log graph as a vertical orange line with an abbreviation of DST. It is also noted in the events list.

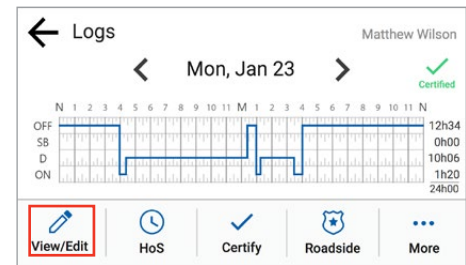





### 3.7 Correcting logs

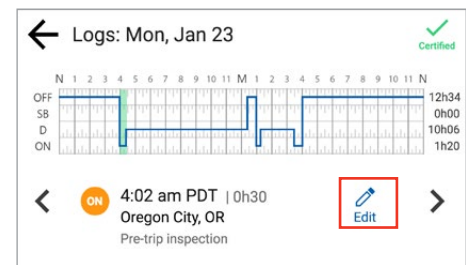
- 1 Tap the **Logs** icon  on the Home menu.



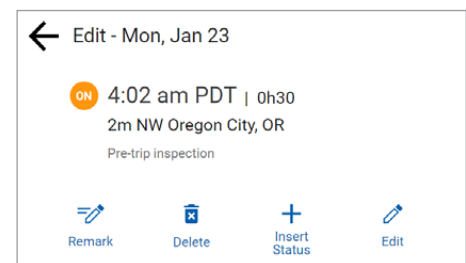
- 2 Tap the **View/Edit**  icon on the Logs screen.



- 3 Tap the **Duty Status** on the graph that you want to correct, or tap the Left  arrow or Right  arrow below the graph to locate the duty status that needs correction.
- 4 Tap the **Edit**  icon on the lower right side of the screen. The selected log entry for that day appears on screen highlighted in green.



There are several menu options on the Edit screen that can be used to modify your logs.










#### Caution

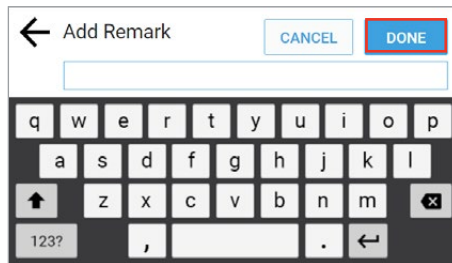
You cannot shorten or edit driving time that was automatically recorded.

#### 3.7.1 Adding a remark


You can use the **Remark**  icon to annotate a duty status. (See [3.7 Correcting logs](#).)









- 1 Tap the **Logs** icon  on the Home screen.
- 2 Tap the **Left**  arrow or **Right**  arrow until you locate the point in your logs where you want to annotate a record.
- 3 Tap the **View/Edit**  icon on the Logs screen.
- 4 Tap the **Edit**  icon on the View/Edit screen. The Edit Summary screen appears.

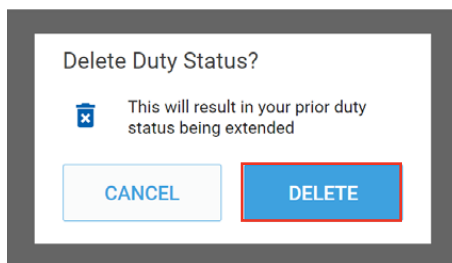
- 5 Tap the **Remark**  icon. The Add a Remark screen appears. ^a
- 6 Enter your comments in the **Add Remark** field.
- 7 Tap the **Done**  button.



### 3.7.2 Deleting a record

You can use the **Delete**  icon to delete a record. Perform the following steps to delete a record. (See [3.7 Correcting logs](#) for illustrations of steps 1 – 4.)


- 1 Tap the **Logs** icon  on the Home screen.
- 2 Tap the **Left**  arrow or **Right**  arrow until you locate the point in your logs where you want to delete a record.
- 3 Tap the **View/Edit**  icon on the Logs screen.
- 4 Tap the **Edit**  icon on the View/Edit screen. The Edit Summary screen appears.
- 5 Tap the **Delete**  icon. The Delete Duty Status prompt appears.
- 6 Tap the **Delete**  button to confirm the action or tap the Cancel  button.

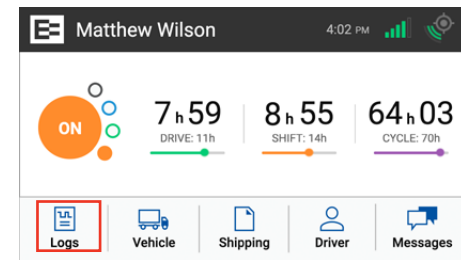





#### Caution

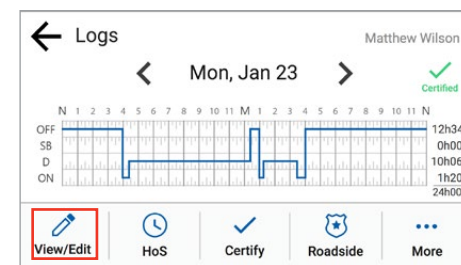
You cannot delete driving time that was not manually entered.


### 3.7.3 Inserting a missing record

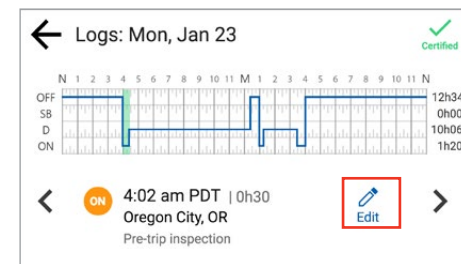
- 1 Tap the **Logs** icon  on the Home screen.



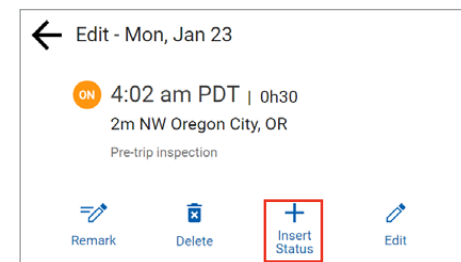
- 2 Tap the **Left**  arrow or **Right**  arrow until you locate the point in your logs where you want to insert a record.
- 3 Tap the **View/Edit**  icon on the Logs screen.



- 4 Tap the **Edit**  icon on the View/Edit screen. The Edit Summary screen appears.



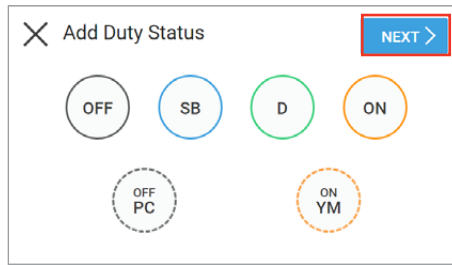
- 5 Tap the **Insert Status**  icon. The Add Status screen appears.





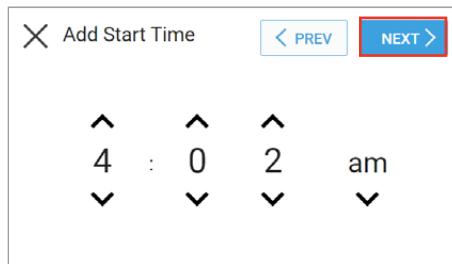
- 6 Tap the duty status that you want to insert.




- 7 Tap the **Next** NEXT button.

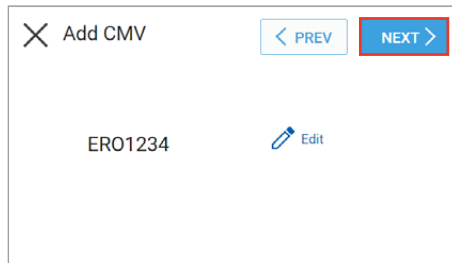


- 8 The Add Start Time screen appears. Tap the **Up**  arrow or **Down**  arrow to set the hour, minute, and AM or PM setting.
- 9 Tap the **Next** NEXT button. The Add CMV screen appears.



- 10 Tap the **Next** NEXT button to confirm the CMV.

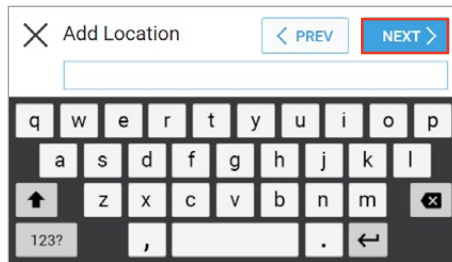
**Note:** You have the option to tap the **Edit**  icon if a CMV change is needed.



- 11 Enter your location in the **Add Location** field.

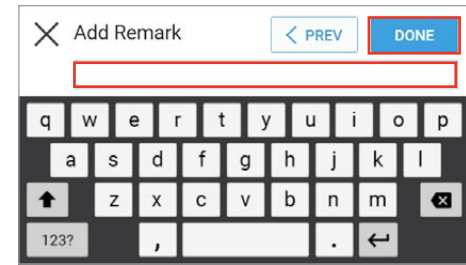
**Note:** This is pre-populated with the current location, but might require correction.

- 12 Tap the **Next** NEXT button. The Add Remark screen appears.

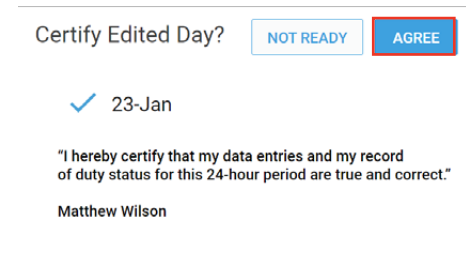


- 13 Enter your reason for inserting the record in the **Add Remark** field.


- 14 Tap the **Done** DONE button.




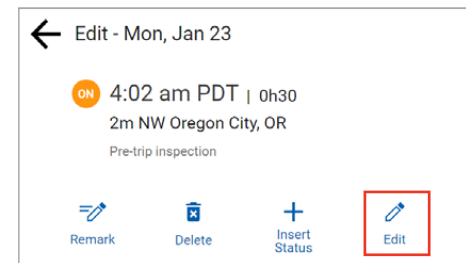
- 15 Tap the **Agree** AGREE button if you are ready to certify or tap the **Not Ready** NOT READY button. The Logs screen appears with a confirmation message.



### 3.7.4 Editing an existing record

You can tap the **Edit**  icon to correct an existing record.

- 1 Complete the steps in [3.7 Correcting logs](#).
- 2 Tap the **Edit**  icon. The Edit Status screen appears. The EROAD ELD allows you to proceed through the Edit wizard to access the following screens: Edit Duty Status, Edit Start Time, Edit CMV, Edit Location, and Add a Remark, in this order.



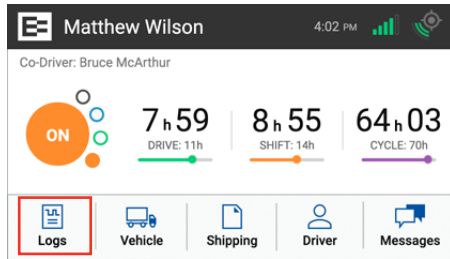
#### Note


You must add a remark when editing your logs to explain the reason for the edit.

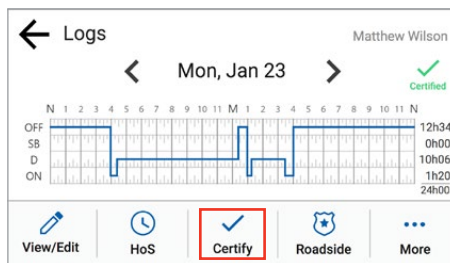
### 3.8 Certifying your logs

It is best to certify your logs at the end of each trip.


- 1 Tap the **Logs** icon  on the Home screen.

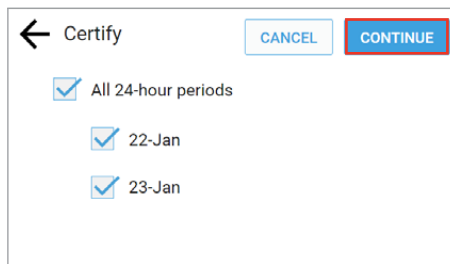




- 2 Tap the **Certify**  icon on the Logs screen. The Certify screen displays.

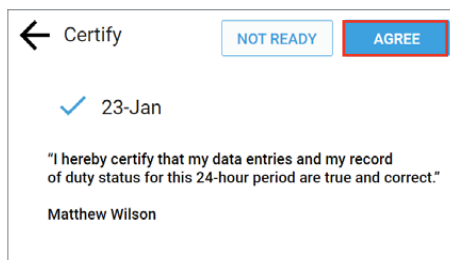


(Optional) Tap a check box (date) only on the Certify screen if you want to disable it because you are not ready to certify that date.

- 3 Tap the **Continue**  button. A confirmation message appears for the selected dates.



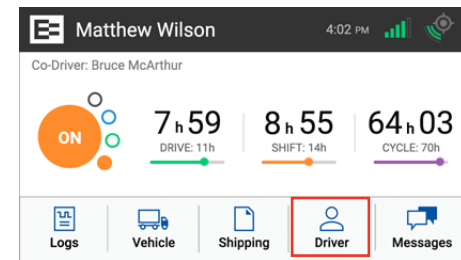
- 4 Tap the **Agree**  button if you are ready to certify those logs or tap the **Not Ready**  button if you need to edit something else. Ensure that your log is true and correct before you certify. A Certification Successful message appears on screen.




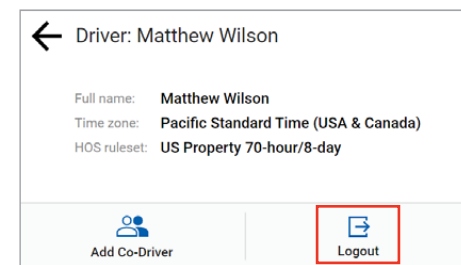
### 3.9 Finishing your day / Logging out

You need to log out when you finish your day to prevent another driver from accessing your logs.

- 1 Tap the **Driver** icon  on the Home screen.



- 2 Tap the **Logout**  icon. The EROAD ELD prompts you to certify your logs if they are uncertified.



#### Caution

Be careful if you use a kill switch. Change your duty status to OFF, logout, then wait 10 seconds for logs to sync before using the kill switch. Otherwise, you might stay in Driving status overnight.

## 4 Advanced Log Edits

This chapter describes how to make corrections that are suggested by your supervisor, swapping driving time, claiming unidentified driving time, and exporting your logs.

### 4.1 Reviewing suggested corrections

Drivers have two ways to view and make corrections that are suggested by the supervisor. A prompt appears when you log into or out of the EROAD ELD or you can review the suggested changes later through the Logs menu.

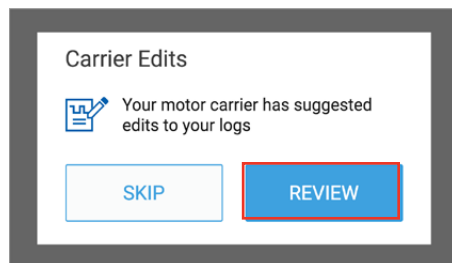
#### Tip

An orange LED illuminates on the top of the ELD when a pending edit is ready to review.

#### 4.1.1 Reviewing suggested edits at login and logout

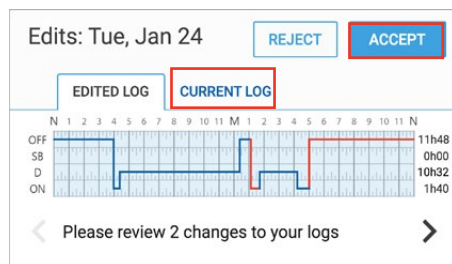
The Carrier Edits screen might appear at login or logout if the supervisor has suggested edits to your logs.

- 1 Tap the **Review** REVIEW button to examine the edited record or tap the **Skip** SKIP button to look at them later.



The Carrier Edits graph screen appears. The edited log is shown on the graph so you can examine the changes.

- 2 Tap the **Current Log** CURRENT LOG tab to view the previously certified day.




- 3 Tap the **Accept** ACCEPT button if you agree with the change or tap the **Reject** REJECT button. The Carrier Edits screen displays a confirmation message when completed. An accepted change updates your log, and you have to re-certify any affected days.

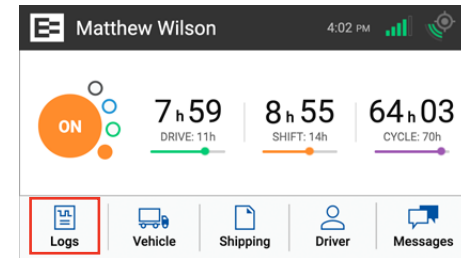
### 4.1.2 Reviewing suggested edits from the Home Page

Do this to review supervisor suggestions if any new edits are made after you logged into the EROAD ELD.

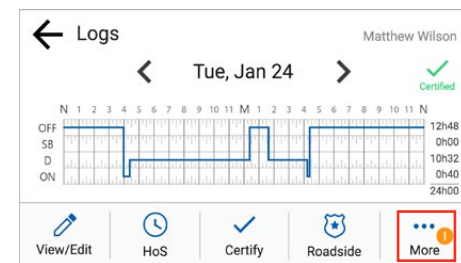
#### Tip

An alert  appears on the Logs icon on the Home screen when there are new edits to review.

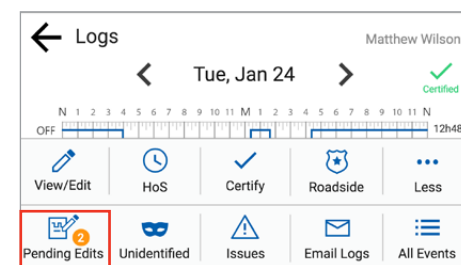
- 1 Tap the **Logs** icon  on the Home screen.




- 2 Tap the **More** More icon on the Logs screen. Notice the alert icon in the following illustration. The Logs menu expands to reveal a second row of menu options.



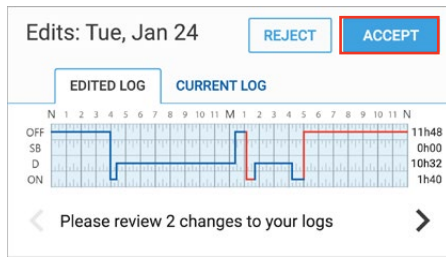
- 3 Tap the **Pending/Edits** Pending Edits icon on the Logs screen. The EROAD ELD contacts Depot to display any pending log edits.



A summary of the changes for the edited day are shown under the Edited Tab when there are pending edits to review. Changes on multiple days are arranged in order from the least recent to the most recently edited day.

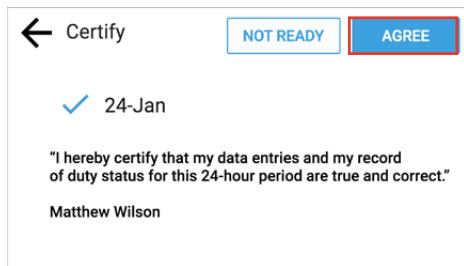
- 4 Tap the **Right Arrow**  to see additional changes in the logs.

- Tap the **Accept**  button if you agree with the change or tap the **Reject**  button. A confirmation message appears when completed.




The Certify screen appears, because you must re-certify the day for the changes that you just accepted.

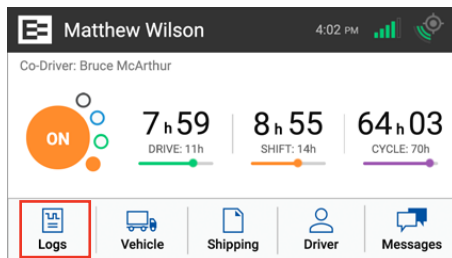
- Tap the **Agree**  button to re-certify the day. The EROAD ELD then synchronizes with Depot. You are prompted to review the next day, if there are other edited days.



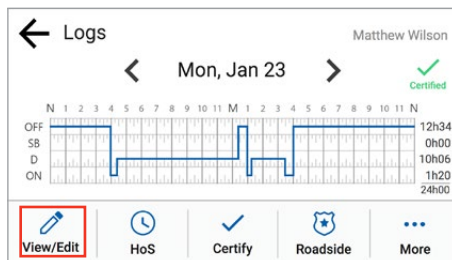
## 4.2 Swapping drive time




The driver and co-driver are responsible for setting status changes. The EROAD ELD lets the co-driver swap driving time on a portion of the log if the active driver forgot to change driving status. The co-driver performs the following steps to swap driving time.

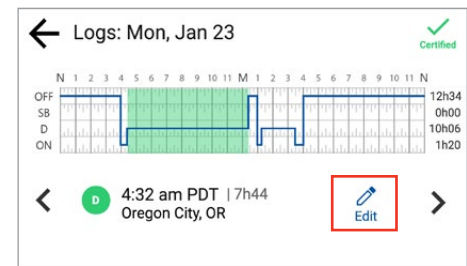
- Tap the **Logs** icon  on the Home screen.



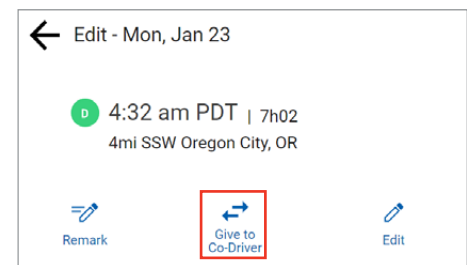
- Tap the **View/Edit**  icon on the Logs screen.



- Tap the **Left**  arrow or **Right**  arrow on the bottom of the screen until you locate the point in your logs where you want to swap the driving time.
- Tap the **Edit**  icon. The Edit screen appears.



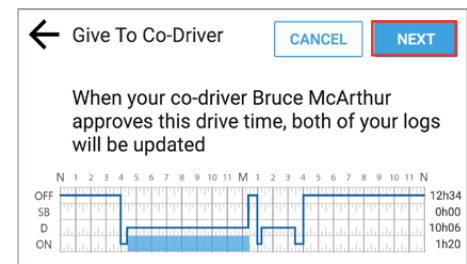
- Tap the **Give to Co-Driver**  icon. The Give to Co-Driver screen appears.



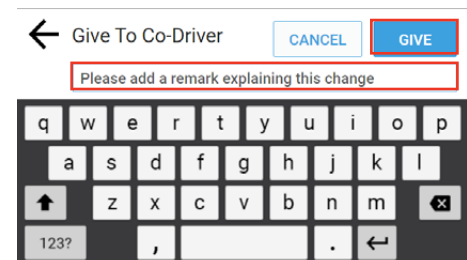
The screen changes to display a graph of the affected area with the future state highlighted in blue on the graph.

**Note:** The previous duty status is applied and replaces the driving time when the co-driver accepts the swap.

- Tap the **Next**  button to initiate the swap or tap the **Cancel**  button.



- Enter a description in the **Give to Co-Driver** field to explain the change.
- Tap the **Give**  button to complete the swap or tap the **Cancel**  button. The swap is recorded as a pending request until the co-driver accepts it.



### Tip

A swap becomes effective when the co-driver accepts the change.

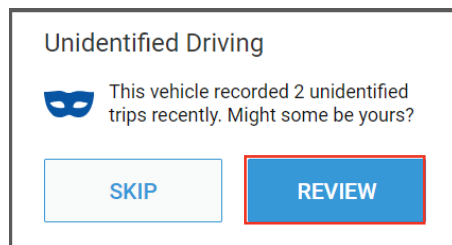
## 4.3 Claiming unidentified driving time

The EROAD ELD automatically records driving time including time frames when the driver did not log in. You can claim unidentified driving time in two different ways, which are described in the following subsections.

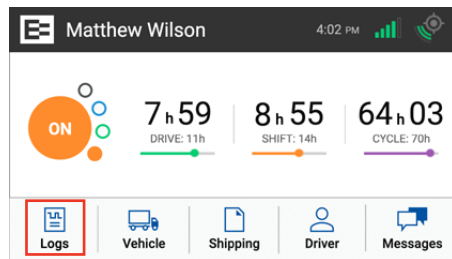
Claiming unidentified trips at login

The following prompt appears just after you log in if there are unidentified trips.

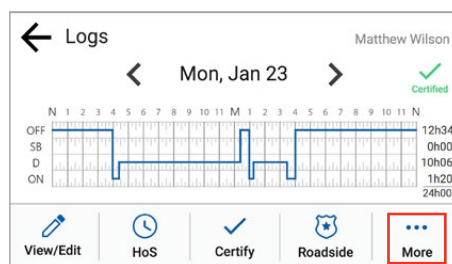
- 1 Tap the **Review**  button. The Unidentified Driving message appears.



- 2 Tap the **Logs**  icon on the Home screen. The Logs screen appears.

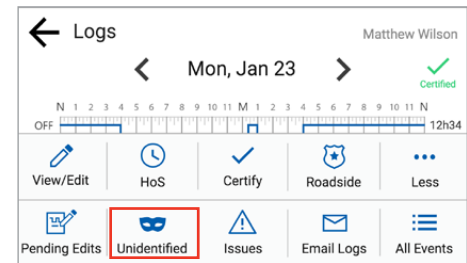


- 3 Tap the **More**  icon on the Logs screen. The Logs menu expands to reveal a second row of menu options.

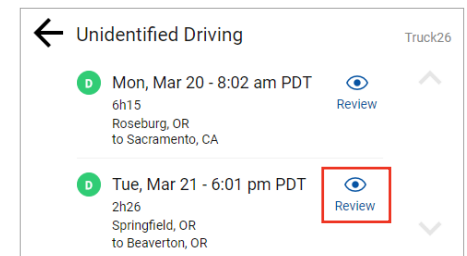


- 4 Tap the **Unidentified**  icon. The Unidentified screen displays the records that need to be claimed.

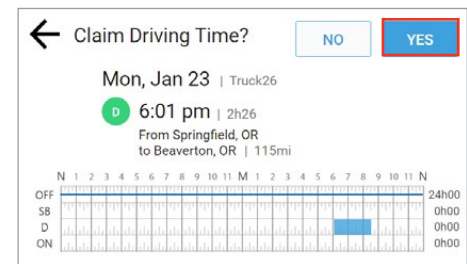
**Note:** An alert icon might appear on the Unidentified icon if your supervisor assigned an unidentified trip to you.



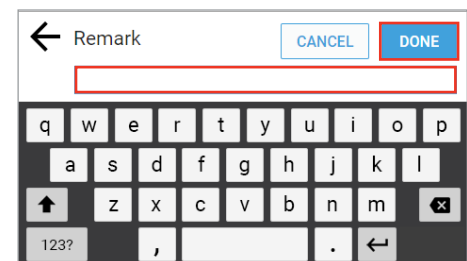
- 5 Tap the **Review**  icon to see details about the driving time. The Claim Driving Time screen appears



- 6 Tap the **Yes**  button to claim this driving time for your logs or tap the **No**  button if this time is not yours. The Claim Driving Time screen updates the graph (highlighted in blue) to display how your logs look after you claim this time.




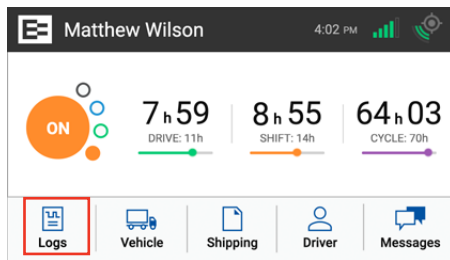
- 7 Enter a detailed description in the **Remarks** field to explain the event.
- 8 Tap the **Done**  button to enter the remark in your record or tap the **Cancel**  button. A confirmation message shows that this time is added to your logs.




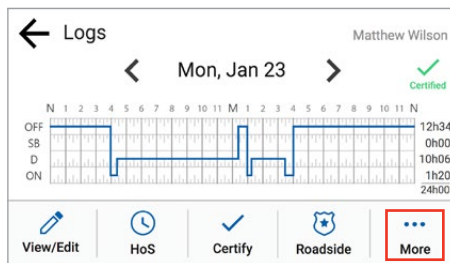
## 4.4 Emailing logs to yourself


**Note:** It is good practice to keep a back-up copy of your logs.

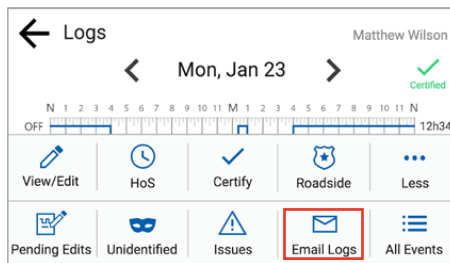
- 1 Tap the **Logs** icon  on the Home screen. The Logs screen appears.




- 2 Tap the **More**  icon on the Logs screen. The Logs menu expands to reveal additional menu options.




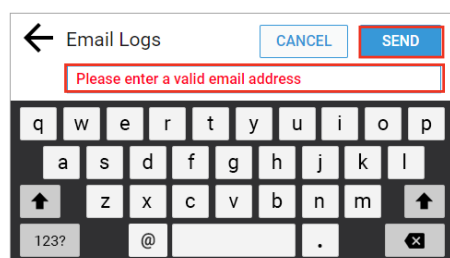
- 3 Tap the **Email Logs**  icon. The Email Logs screen appears.



- 4 Enter your email address in the Email Logs field.

**Note:** This field is pre-populated if your supervisor added an email address to your Driver Profile in Depot. You can press and hold the **Backspace**  key to erase the entire field if you want to enter a different email address.



- 5 Tap the Send  button to complete this action. A confirmation message displays the email address where the logs were sent.

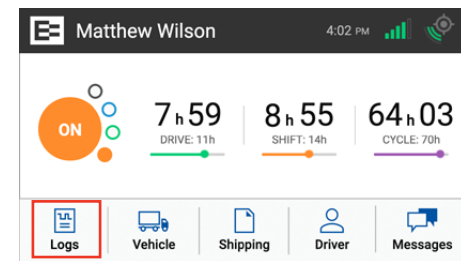



## 5 Roadside inspection

This chapter describes the functions that you perform during a roadside inspection. Change the EROAD ELD to the Inspection mode when a roadside inspection occurs. This must be done before handing the device to the inspector. The inspector can see only the required information when the device is in Inspection mode. The EROAD ELD does not allow the inspector to change your logs. It allows the inspector to either transfer or display your records.

**Note:** The inspector might ask you to power off the ignition, but power is still supplied to the EROAD ELD.

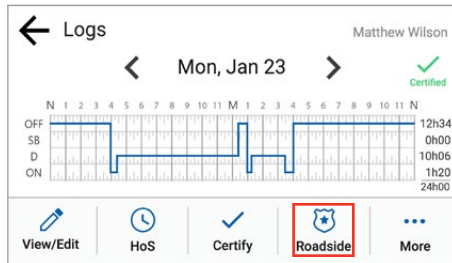
- 1 Change your duty status to **ON**  duty.
- 2 Tap the **Logs**  icon on the Home menu. The Logs screen appears.



- 3 Tap the **Roadside**  icon on the Logs menu. The Roadside Inspection screen appears (See [5.1 Transferring your records.](#))
- 4 Remove the EROAD ELD by loosening the fastener on the mounting arm.



- Hand the device to the inspector along with the visor cards and follow instructions. The inspector might request that you either transfer (export) your records or display the records.



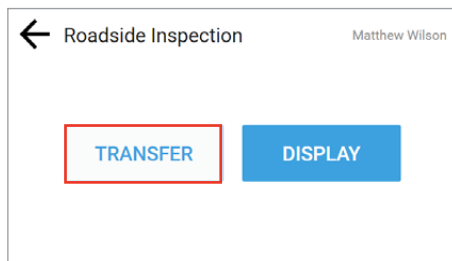
### Tip

Your personal privacy is important. You must enter your PIN to exit the Inspection mode after the inspection is completed.

This is a security feature ensuring the safety official cannot access the rest of your data.

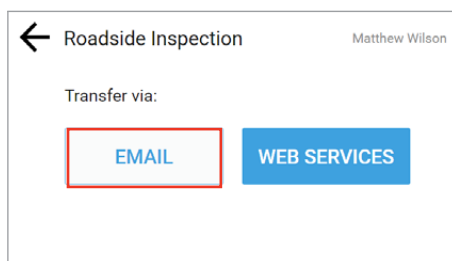
## 5.1 Transferring your records

- Ensure that you have completed the steps described in *5 Roadside inspection*.
- Tap the **Transfer** TRANSFER button on the Roadside Inspection screen. The Roadside Inspection screen changes to offer two transfer options: Transfer and Display, which are described in the following sections.



### 5.1.1 Transfer via email

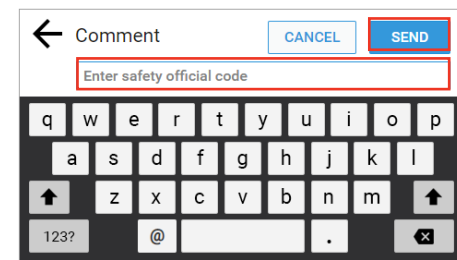
- Perform the steps in section *5.1 Transferring your records*.
- Tap the **Email** EMAIL button. The Comment screen appears. The FMCSA destination email address is preprogrammed in the ELD.



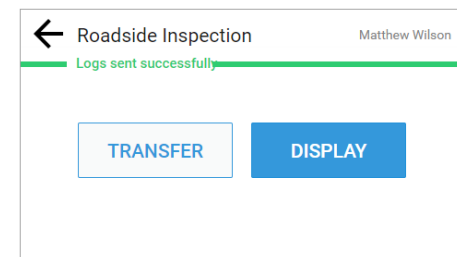
- Enter the safety official's code in the **Comment** field.

**Note:** Never enter an email address or the transfer will not work.

Tap the **Send** SEND button to complete the email or tap the **Cancel** CANCEL button.

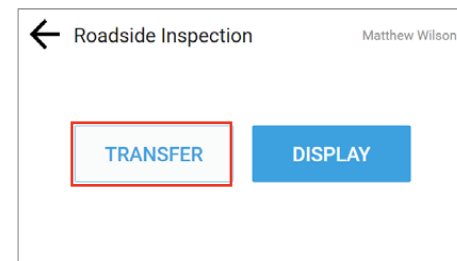


A confirmation message appears (shown in green) indicating the file was transferred successfully.

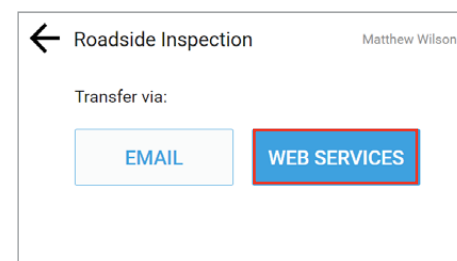


### 5.1.2 Transfer via web services

- Ensure that you have completed the steps described in *5 Roadside inspection*.
- Tap the **Transfer** TRANSFER button.



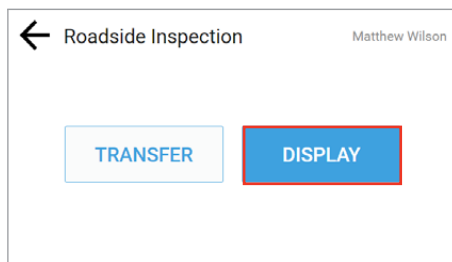
- Tap the **Web Services** WEB SERVICES button.



- 4 Enter the safety official's code in the **Comment** field.
- 5 Tap the **Send** SEND button to complete the transfer or tap the **Cancel** CANCEL button. A confirmation message appears indicating the file was transferred successfully.

## 5.2 Displaying your records

- 1 Ensure that you have completed the steps described in *5 Roadside inspection*.
- 2 Tap the **Display** DISPLAY button. The screen changes to display four tabs of information: Info, Logs, All Events, and Unidentified. These tabs are described in the following subsections.



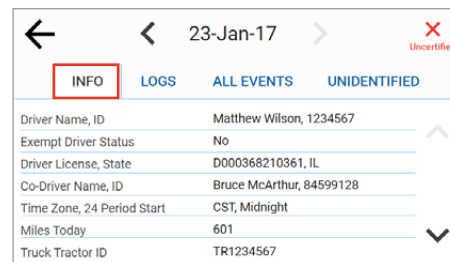
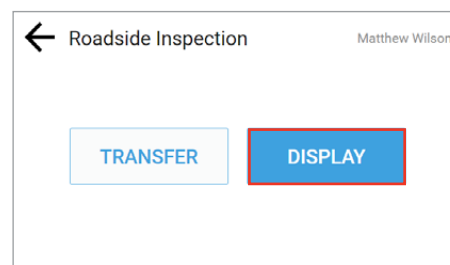
### 5.2.1 Viewing header information

Header information displays a variety of information on driver status, truck and shipping information, and so on. The header information demonstrates that your EROAD ELD logs are compliant with regulations. This information includes:

- Driver Name, ID
- Exempt Driver Status
- Driver License, State
- Co-Driver Name, ID
- Time Zone, 24 (hour) Period Start
- Miles Today
- Truck Tractor ID
- Truck Tractor Vehicle Identification Number (VIN)
- Start - End Odometer
- Start - End Engine Hours
- Trailer ID
- Shipping ID
- Carrier, USDOT Number
- ELD Manufacturer, ID
- Data Diagnostic Indicators
- Unidentified Driver records
- ELD Malfunction Indicators
- Display Date
- Current Location

- 1 Ensure that you have completed the steps described in *5 Roadside inspection*.

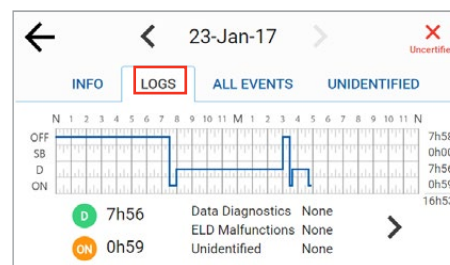
- 2 Tap the **Display** DISPLAY button. The Info INFO tab appears.



- 3 Tap the **Left** arrow < icon beside the date to back up to a prior date or tap the **Right** arrow > icon beside the date to advance to a current date.
- 4 Tap the **Down** arrow ∨ icon on the right side of the screen to see more information or tap the **Up** arrow ∧ icon to move up to the top of the list.
- 5 Tap the **Back** arrow < icon to return to the previous screen.

### 5.2.2 Viewing log graphs

- 1 Ensure that you have completed the steps described in *5 Roadside inspection*.
- 2 Tap the **Display** DISPLAY button. The Info INFO tab displays by default.
- 3 Tap the **Logs** LOGS tab. The log graph illustrates your logs for the last eight days, listing total hours for each duty status. It displays hours while driving, on-duty, Data Diagnostics status, Unidentified hours' status, and ELD Malfunctions, if any.



- 4 Tap the **Right** > arrow to see driver status changes in the log or tap the **Left** < arrow to return to the first (Logs) tab screen. The inspector can see details for each duty status.



- 5 Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

### Tip

The inspector can navigate through the logs for the last eight days by tapping the left or right arrows next to the date at the top of the screen.

### 5.2.3 Viewing all events

The All Events tab displays a list that includes: event time, location, odometer reading, engine, hours, event type, and origin.

Remarks can also be seen from this page

| Time                 | Location               | Odo, Eng Hrs | Event   | Origin |
|----------------------|------------------------|--------------|---------|--------|
| 11:00                | 8mi NE Corvallis, TX   | 39625, 759.7 | Int Loc | Auto   |
| 12:00                | 3mi SE Eugene, TX      | 39672, 760.7 | Int Loc | Auto   |
| 13:00                | 15mi N Roseburg, TX    | 39720, 761.7 | Int Loc | Auto   |
| 14:00                | 18mi N Grants Pass, TX | 39771, 762.7 | Int Loc | Auto   |
| 15:00                | 3mi SE Medford, TX     | 39823, 763.7 | OFF     | Driver |
| Waiting at well site |                        |              |         |        |

- 1 Ensure that you have completed the steps described in *5 Roadside inspection*.
- 2 Tap the **Display** DISPLAY button. The Info INFO tab displays by default.
- 3 Tap the **All Events** ALL EVENTS tab. All the events recorded by the device are displayed, such as login, change in duty status, etc. Malfunctions, if any, are displayed under this tab.

| Time                | Location               | Odo, Eng Hrs | Event    | Origin |
|---------------------|------------------------|--------------|----------|--------|
| 3:56                | 2mi NE Oregon City, OR | 39554, 758.2 | Login    | Driver |
| 3:57                | 2mi NE Oregon City, OR | 39554, 758.2 | Power Up | Auto   |
| 3:58                | 2mi NE Oregon City, OR | 39554, 758.2 | ON       | Driver |
| Pre-trip inspection |                        |              |          |        |
| 4:26                | 2mi NE Oregon City, OR | 39554, 758.2 | D        | Auto   |
| 5:00                | 14mi NNE Salem, OR     | 39581, 758.7 | Int Loc  | Auto   |

- 4 Tap the **Left** ← arrow or the **Right** → arrow to change the date.
- 5 Tap the **Down** ▼ arrow to scroll through the events for the specified date.

- 6 Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

### 5.2.4 Viewing unidentified driving times

The Unidentified tab displays the times when the vehicle was driven without the driver logging into the EROAD ELD.

- 1 Ensure that you have completed the steps described in *5 Roadside inspection*.
- 2 Tap the **Display** DISPLAY button. The Info INFO tab displays by default.
- 3 Tap the Unidentified UNIDENTIFIED tab. This tab displays time, duration, distance, and location for the driving time that is unidentified.

| Time              | Location             | Odo, Eng Hrs | Event    | Origin |
|-------------------|----------------------|--------------|----------|--------|
| 6:01              | 8mi NE Corvallis, OR | 39625, 759.7 | Power Up | Auto   |
| 6:02              | 8mi NE Corvallis, OR | 39625, 759.7 | D        | Auto   |
| Workshop mechanic |                      |              |          |        |
| 6:04              | 8mi NE Corvallis, OR | 39625, 759.7 | Shutdown | Auto   |

- 4 Tap the **Left** ← arrow or the **Right** → arrow to change the date.
- 5 Tap the **Down** ▼ arrow to scroll through the list, if needed.
- 6 Tap the **Back** ← arrow in the upper left corner of the screen to return to the previous screen.

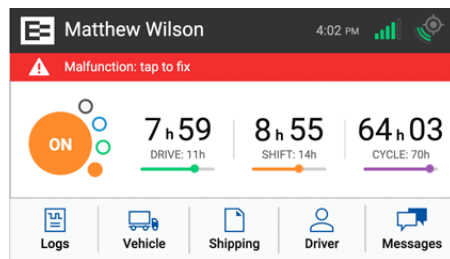
## 6 Issues


The EROAD ELD is fully compliant with the Federal Motor Carrier Safety Administration (FMCSA) requirements. It generates data diagnostic events and malfunctions, if there is missing data or a fault that affects the completeness of the logs or accuracy of the device.

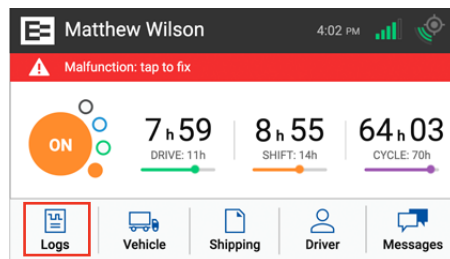
### 6.1 Managing malfunctions


A red banner appears across the Home screen under the driver's name if a malfunction occurs, and a red LED illuminates at the top of the display. You must immediately view malfunction details and work through the faults using the malfunctions visor card.

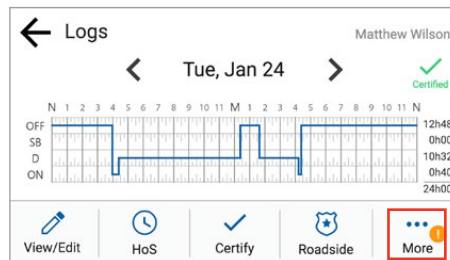
**Note:** Refer to back side of the EROAD Resolving Data Diagnostics visor card that describes malfunctions and recommended actions to remedy specific fault(s).




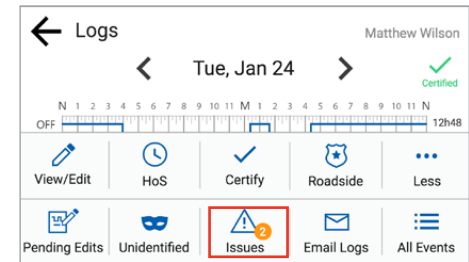
- 1 Tap the **Logs** icon  on the Home screen. The Logs screen appears.




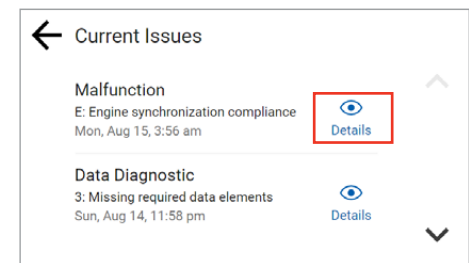
- 2 Tap the **More**  icon on the Logs screen. The Logs menu expands to reveal additional menu.



- 3 Tap the **Issues**  icon. The Current Issues screen appears.



- 4 Tap the **Details**  button to view more information about the malfunction.
- 5 **Note:** Tapping the red banner on the Home screen jumps to the Current Issues screen.



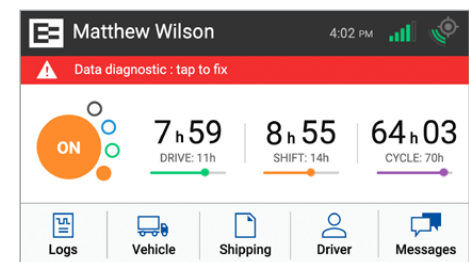
### Note

Refer to the malfunction information on the visor card or contact your supervisor if a malfunction is not resolved.

### 6.2 Resolving data diagnostics

A red banner appears across the Home screen under the driver's name if a data diagnostic issue is present. You must examine your logs and enter the required information to resolve the issue.

- 1 Tap the red banner on the Home screen. Follow the steps in [6.1 Managing malfunctions](#) to view more information about data diagnostic issues.



## 7 Appendix

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This appendix contains supplemental information to aid you in using the EROAD ELD.

### 7.1 Contacting EROAD

Drivers should first contact their supervisor with any questions. Supervisors may contact their EROAD representative, when needed.

#### EROAD, Inc.

7618 SW Mohawk Street

Tualatin, OR 97062

1-855-50-EROAD or 1-503-305-2255

[support@eroad.com](mailto:support@eroad.com)

[www.eroad.com](http://www.eroad.com)

### 7.2 Glossary

| Term                     | Description  |
|--------------------------|--|
| <b>CMV</b>               | Commercial Motor Vehicle   |
| <b>Config</b>            | Configuration  |
| <b>D</b>                 | Driving  |
| <b>ELD</b>               | Electronic Logging Device  |
| <b>FMCSA</b>             | Federal Motor Carrier Safety Administration  |
| <b>GPS</b>               | Global Positioning System  |
| <b>HoS</b>               | Hours of Service   |
| <b>IFTA</b>              | International Fuel Tax Agreement   |
| <b>In-Vehicle Device</b> | EROAD™ Electronic Logging Device system includes the in-vehicle device and the EROAD Depot application |
| <b>Info</b>              | Information  |
| <b>Odo</b>               | Odometer   |
| <b>OFF WT</b>            | Off wait or duty time  |
| <b>PC</b>                | Personal Conveyance  |
| <b>PIN</b>               | Personal Identification Number   |
| <b>SB</b>                | Sleeper Berth  |
| <b>USDOT</b>             | United States Department of Transportation   |
| <b>VIN</b>               | Vehicle Identification Number  |
| <b>WMT</b>               | Weight Mile Tax  |
| <b>YM</b>                | Yard Move  |

### 7.3 Error messages and malfunctions

The following list represents typical error messages that might appear. It is not intended to be all inclusive. Refer to the EROAD ELD visor cards or contact EROAD for more information.

#### 7.4 Message

#### 7.5 Description or Remedy

##### Data diagnostic – Tap to fix

Tap this error message in the red banner on the in-vehicle device and follow the instructions. See [6.2 Resolving data diagnostics](#) for more information and refer to the malfunctions visor card

##### Loss of GPS signal. This will be resolved automatically as soon as there's a GPS signal.

No driver action needed. The EROAD ELD automatically searches for a GPS signal.

##### Missing required data elements. Please enter the missing data.

Tap the **Fix** button and/or tap the **Edit** icon to enter the missing data elements.

##### There are no driver logs available yet, please contact your carrier manager and keep paper logs.

Your login has not been entered in the EROAD Depot application. Use your paper logs and contact your supervisor.

##### **Uncertified icon appears.**

Tap **Logs > Certify** when you are ready to certify your logs. (See [3.8 Certifying your logs.](#))

##### You cannot shorten driving time.

Automated driving time using the Drive, Yard Move, or Personal Conveyance status codes cannot be edited.

**With EROAD, you can have the best of all worlds.**

EROAD's user-friendly ELD is built on the same advanced technology platform as our tax, safety, and fleet management solutions. That means reliability you can count on, and a partner you can trust. With EROAD's ELD, you get compliance today, and can easily upgrade to take advantage of electronic IFTA, driver safety, fuel management and fleet tracking tools.

And with EROAD's best-in-class customer service, you always have access to a responsive, friendly and knowledgeable U.S.-based team as dedicated to your success as you are.

**EROAD.COM**  
**Confidence in every mile.**  
MN000820D (digital)

