

An aerial night photograph of a complex highway interchange. The roads are illuminated with streetlights, and there are some light trails from vehicles. In the foreground, a modern building with a curved, metallic facade is visible. The overall scene is dark, with the lights providing the main illumination.

# Uptake Electronic Logging Device App

## User Guide

## Version 1.0

Updated February 26, 2018



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## Overview

Welcome to Uptake's Electronic Logging Device App. This user-friendly app allows drivers to quickly and easily track and log their hours.

## Getting Started

### Installation

Download Uptake's ELD App from the App Store (iOS) or from the Google Play Store (Android).

### Credentials

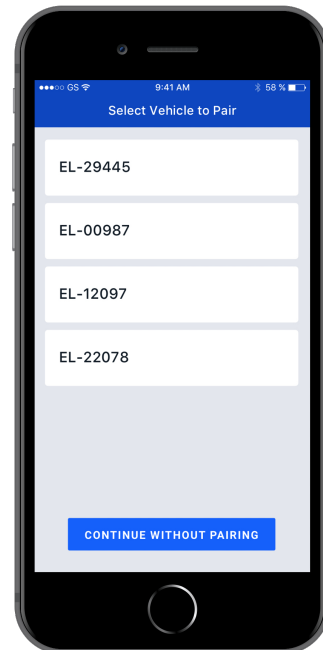
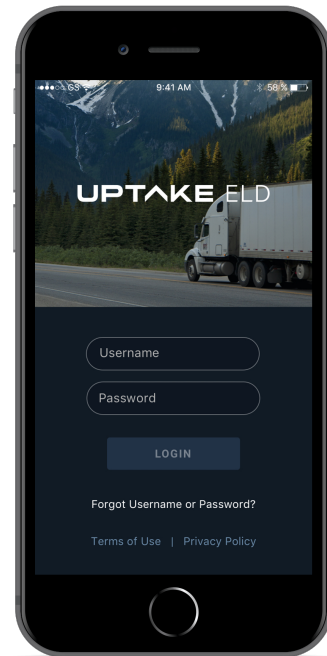
Uptake's ELD App requires both a Username and a Password to log in. Your employer will provide you with your own personal Username and Password to access the app.

### Login

Type in your Username and Password and then tap the "Login" button to access the app.

### Pairing a Vehicle

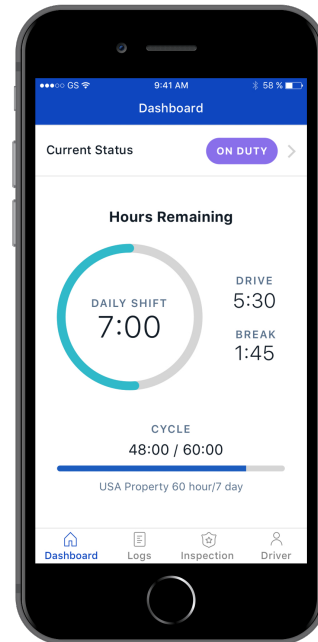
After logging in you will be prompted to pair with a vehicle in the displayed list. Find your vehicle and tap on it to pair, or choose the "Continue Without Pairing" button to access the app without a paired vehicle. You will be able to return to this screen and pair vehicles at any time from the Dashboard.



## Dashboard

The first page displayed after logging in is the Dashboard. This page contains 3 sections:

- Current Status
- Driving Stats
- Cycle



## Current Status

Tap the Current Status section to choose between 6 different statuses:

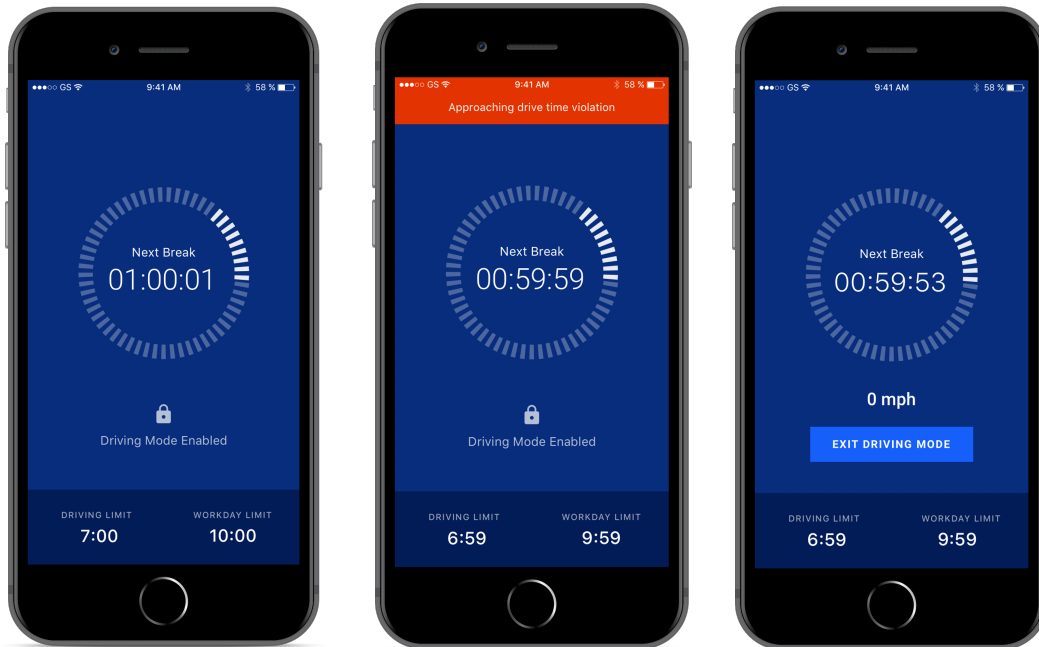
- Off Duty
- On Duty
- Sleeper
- Driving
- Yard Move
- Personal Use

Once a status is selected it will be displayed in the Current Status section of the Dashboard.



## Driving Mode

If your vehicle's speed exceeds 5 mph your status will automatically switch to "Driving," and Driving Mode will be enabled (pictured below). The Driving Mode screen will display, and you will not be able to access the app.



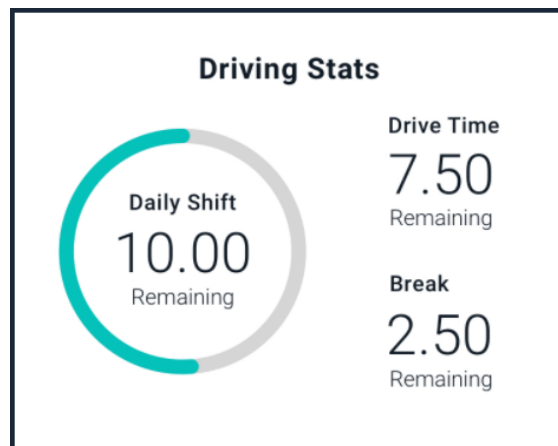
This screen also displays a timer that counts down your maximum driving hours for the day. Once the timer reaches 1 hour the screen will turn red for a few seconds, alerting you that you've almost reached your maximum.

Once your vehicle comes to a stop, the "Exit Driving Mode" button will appear. Tap this button to return to the app.

## Driving Stats

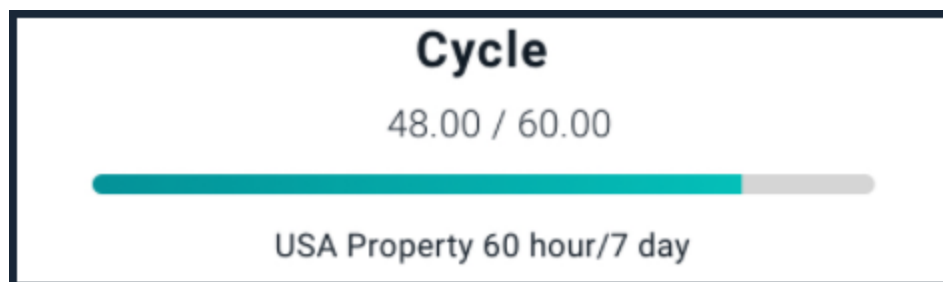
The Driving Stats section of the Dashboard shows you information regarding your driving shift for the day. It is broken up into 3 separate areas: Daily Shift, Drive Time, and Break.

- Daily Shift: Displays the total number of hours remaining in your shift for the day.
- Drive Time: Displays the number of driving hours remaining in your daily shift.
- Break: Displays the number of hours remaining until your next required 30 minute break. (Note: This break is required after 8 hours of logged working time, i.e., On Duty and/or Driving).



## Cycle

The Cycle section of the Dashboard shows you how close you are to reaching the maximum number of driving hours per cycle, displayed as a progress bar.



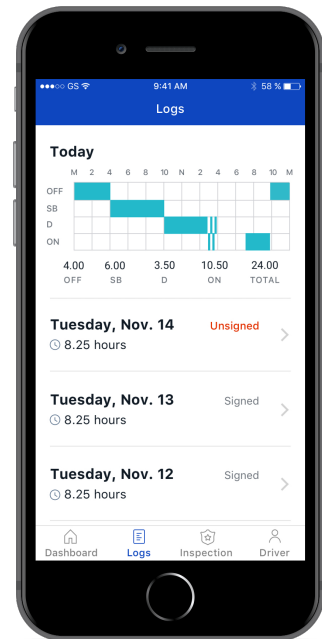
## Logs

Tap the Logs tab at the bottom of the screen next to Dashboard to view your daily worklogs. Your past 7 daily worklogs are displayed below the graph, along with the hours worked each day and whether or not the worklog has been signed.

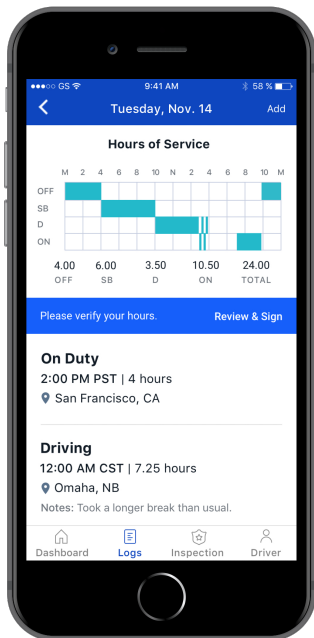
### Today's Log

The top section of the Logs page displays a visual hourly breakdown of your work for the current day, showing hours for 4 different statuses:

- OFF (Off Duty)
- SB (Sleep Break)
- D (Driving)
- ON (On Duty)



Tap on the graph to see the Log Details for the current day:





Below the graph, you will see more detailed information about the hours you have logged. To make any edits:

- Swipe left on the section you wish to change and then tap the “Edit” button that appears (iOS). For Android users, simply tap the section you wish to change.
- This will take you to the Edit Log Details page where you can make changes to the Start Time, Status, Location, and Notes.
- Once you’ve made your changes tap the “Save” button to save your log, or “Cancel” to go back to the Log Details page.

To add another section to the log:

- Tap the “Add” button on the top right corner of the Log Details page (iOS) or the Plus icon at the bottom right of the page (Android).
- This will take you to an empty Edit Log Details page where you can enter your Start Time, Status, Location, and Notes.
- Tap the “Save” button to save your new log section, or “Cancel” to go back to the Log Details page.

After reviewing and updating your daily worklog you must sign it to certify that it’s correct.

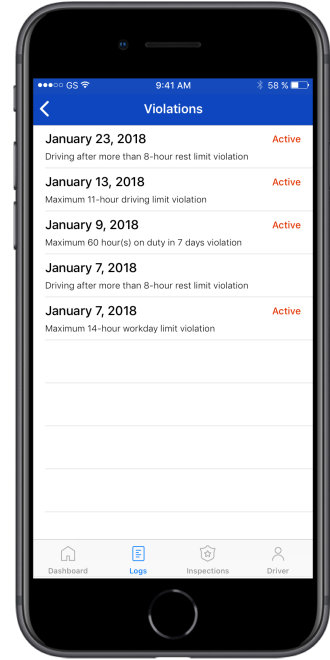
- Tap the “Review and Sign” (iOS) or "Sign Logs" (Android) button below the graph on the Log Details page. This will take you to the Sign Log page.
- Tap the “Accept” (iOS) or "Agree" (Android) button to successfully sign your log, or “Cancel” (iOS) or "Not Ready" (Android) button to go back to the Log Details page.

## Previous Logs

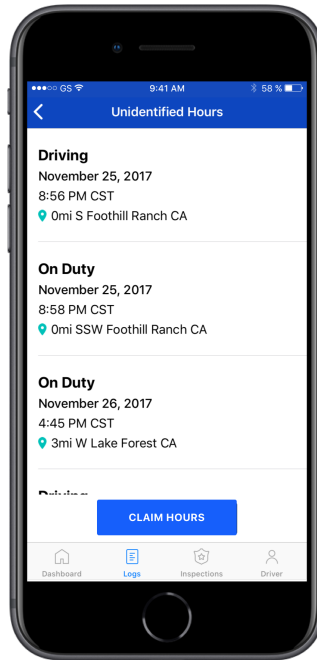
Logs for the past 7 days are also displayed on the main Logs page below the graph. Scroll down and tap on a log to view its Log Details page. If it is unsigned you will also have the option to review, edit, and sign the log.

## Violations and Unidentified Hours

If you have any driving violations or unidentified hours they will appear at the top of the Logs screen. Tap the Violations arrow to see a list of all your driving violations for the past 7 days.



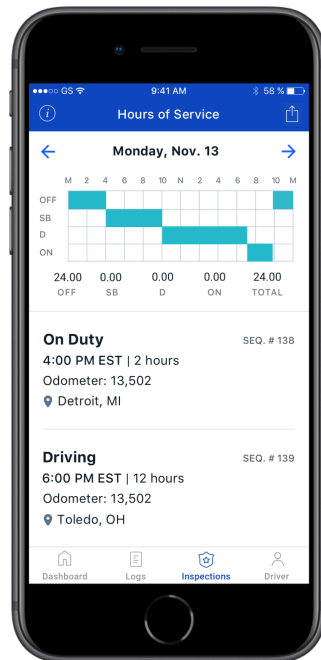
Tap the Unidentified Hours arrow to see a list of all your unidentified hours. Select the ones you would like to claim, then tap the "Claim Hours" button.



## Inspections

Tap the Inspections tab at the bottom of the screen next to Logs to see worklog information for the past 7 days. This display contains more information than the regular Logs page for compliance purposes during an inspection. Use the arrows at the top of the screen to scroll through the past 7 days of worklogs.

Tap the small info button at the top of the page to view even more details about the log. This button will bring you to the Supporting Data page, where you can see more details about the Driver, Carrier, Shipping, Vehicle, and General information.



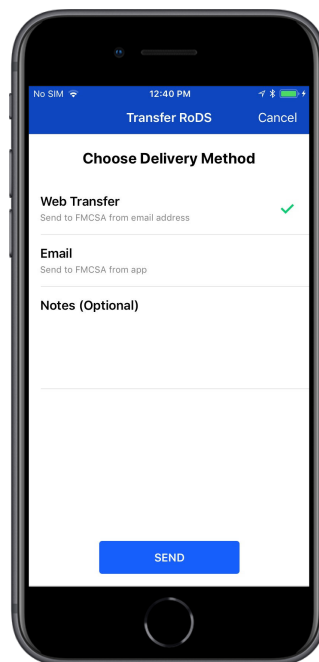


## Roadside Data Transfer

Log data for the past 7 days can also be transferred to the FMCSA at the request of a safety official or law enforcement officer.

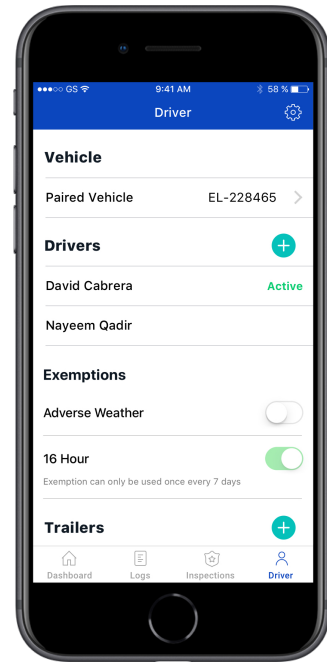
To send log data:

- Tap the arrow button at the top right of the Inspections page.
- Choose either "Web Transfer" or "Email" as the method of log delivery.
- Enter any notes you would like to add (optional).
- Tap the "Send" button again to transfer the log data to the FMCSA, or "Cancel" to go back.



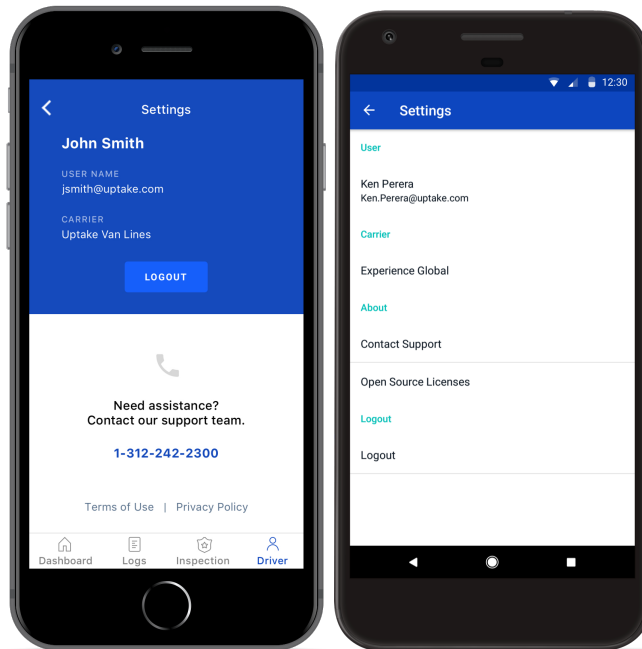
## Driver

Tap the Driver tab at the bottom of the screen next to Inspections to view your driver details. This page will display your paired vehicle, driver, exemptions, attached trailers, and added shipments.



## Account Settings

Tap the gear icon at the top right of the screen to view your account settings, or to log out of the app:

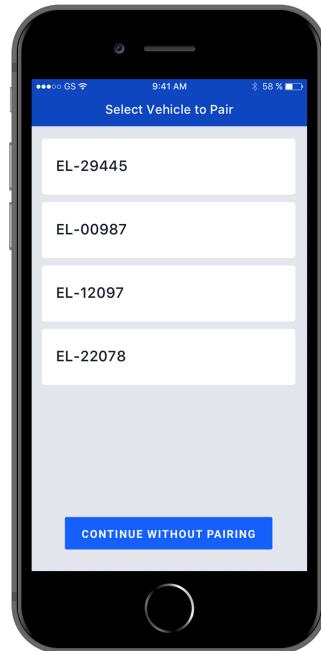


iOS

Android

## Paired Vehicle

Tap the Paired Vehicle section to pair with a different vehicle. Choose the vehicle you wish to pair with from the list, or tap the "Continue Without Pairing" button to return to the app. Once a vehicle is selected, it will also be displayed in the Paired Vehicle section of the Dashboard.



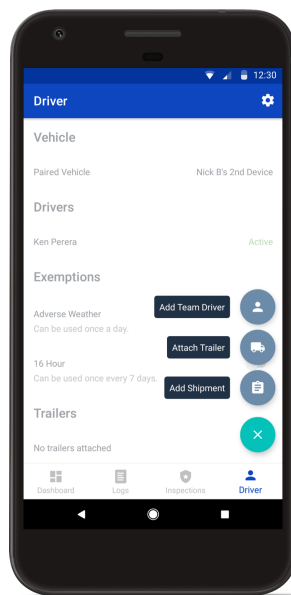


## Driver

The driver section displays the current driver of the vehicle. You have the option of adding a co-driver if you and a partner are taking turns driving.

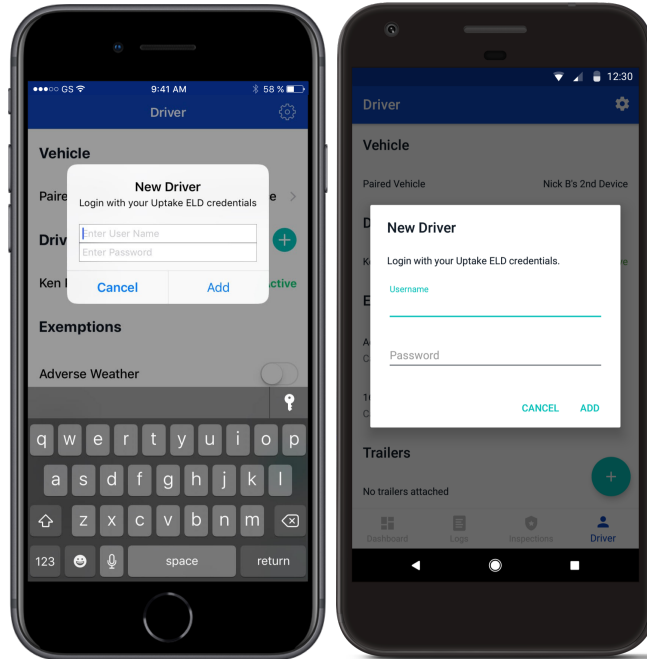
To add a co-driver:

- Tap the Plus icon next to the Driver section (iOS). For Android, tap the green Plus icon at the bottom of the screen. This will display the Add Team Driver, Attach Trailer, and Add Shipment options. Tap the "Add Team Driver" button.



- Enter the new driver's login credentials, then tap the "Add" button to add the new driver or "Cancel" to go back.
- The new driver is now displayed as Active and all hours will now be logged under the new driver.
- To switch drivers, swipe over the driver you'd like to make active and tap the "Make Active" button (iOS). For Android, tap the driver you'd like to make active and tap the "Make Active" button at the bottom of the screen.

- To remove a driver, swipe over the driver you'd like to remove and tap the "Remove" button (iOS). For Android, tap the driver you'd like to remove and tap the "Remove" button at the bottom of the screen.



iOS

Android

## Exemptions

The Exemptions section allows you to temporarily exempt yourself from certain electronic logging rules if you need more time to complete your shift. There are two exemption options available:

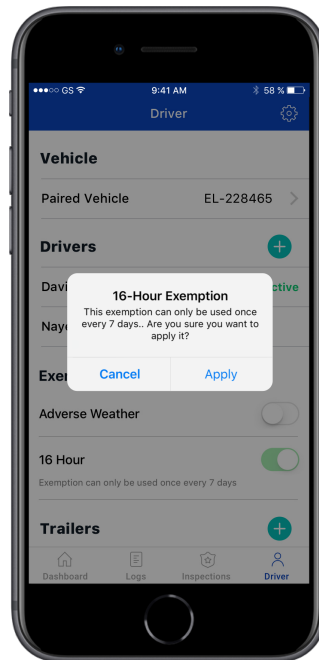
### Adverse Weather

The Adverse Weather exemption can be used when bad weather conditions prevent you from being able to drive safely. The hours logged during an adverse weather exemption will not be counted towards your total drive time. (Note: The Adverse Weather exemption can only be used once per day, and will add a maximum of 2 extra hours of driving time for your daily shift.)

## 16-Hour Short-Haul

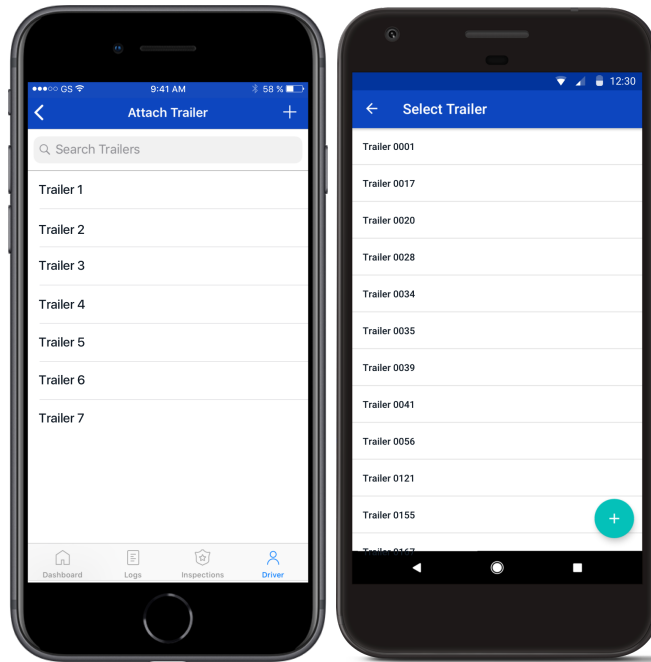
The 16-Hour Short-Haul exemption allows you to extend your driving time for the day to 16 hours without incurring a violation. (Note: Once activated, the 16-Hour Short-Haul exemption cannot be used again until after 7 days have passed, unless a 34 hour reset period is completed where no driving time is logged.)

To turn on an exemption, tap the switch next to the exemption you would like to use. A popup will then ask you if you are sure you would like to apply the exemption. Tap "Apply" to turn on the exemption, or "Cancel" to go back.



## Trailers

The Trailers section shows you which trailer is currently attached to your vehicle. To remove the current trailer, swipe over it and tap the red "Delete" button that appears. To attach a new trailer, tap the Plus icon and choose a trailer from the list (iOS). For Android, tap the green Plus icon at the bottom of the screen and then tap the "Attach Trailer" button that appears, then choose a trailer from the list.

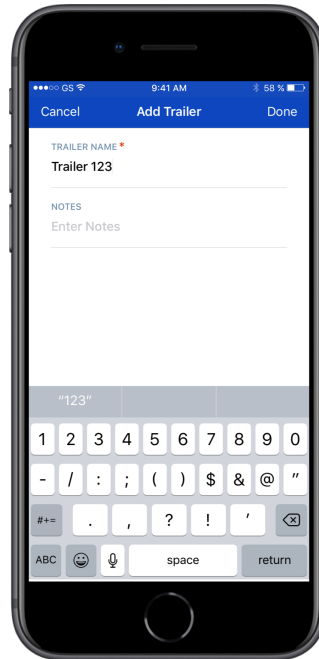


iOS

Android

To add a trailer that is not currently on the list:

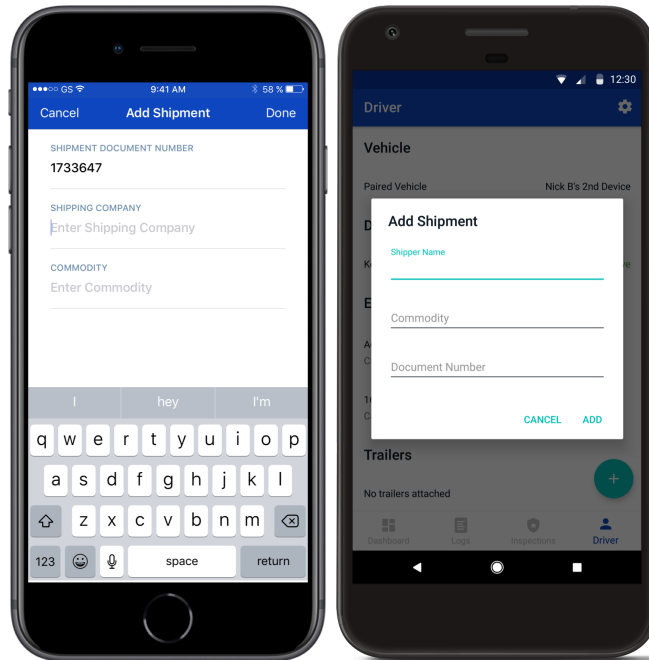
- Tap the Plus icon.
- Type in the name of the trailer and any notes you would like to add.
- Tap the "Done" (iOS) or "Add" (Android) button to add the trailer, or the "Cancel" button to go back.



## Shipments

The Shipments section shows you which shipment you are currently transporting. To remove the current shipment, swipe over it and tap the red "Remove" button that appears. To add a new shipment:

- Tap the green Plus icon (iOS). For Android, tap the Plus icon at the bottom of the screen and then tap the "Add Shipment" button that appears.
- Fill in the Shipment Document Number, Shipment Company, and Commodity fields.
- Tap the "Done" (iOS) or "Add" (Android) button to add the shipment, or the "Cancel" button to go back.



iOS

Android