SimpleELog APP User Manual

Contents

1. Login Credentials .................................................................................................................. 2
   1.1 Enter Login Credentials ................................................................................................. 2
   1.2 Forgot Password? ............................................................................................................ 4
2. Menu Navigation .................................................................................................................... 5
3. Driver Mode .......................................................................................................................... 13
   3.1 Select Driver Mode - Default ....................................................................................... 13
   3.2 Select Driver Mode – Personal Use ............................................................................... 15
   3.3 Select Driver Mode – Yard Moves ............................................................................... 16
4. Self Inspect ............................................................................................................................ 17
   The SimpleELog app, allows the driver to self-inspect his cloaked in hours. .................. 17
   4.1 Status Log ..................................................................................................................... 18
   4.2 Change Driver ............................................................................................................... 18
   4.3 Unidentified ................................................................................................................... 19
1 Login Credentials

1.1 Enter Login Credentials

How to enter Login Credentials

1. Enter your user id against.

2. Enter the password against. The entered password will not be displayed.

3. To display the entered password, click on.

4. Check the Remember Me check box, to automatically display the password the next time you login.

5. Click on Login button to login into the ELog app.
6. If the ELog app does not connect automatically, check if the mobile data is enabled.

7. Prompt will be displayed to manually disable the mobile data.

8. Once you have successfully logged in, the VIN number and ELog device name is displayed in green color text.

![ELog Dashboard](image)

| NOTE | Only after successfully logging in, the **Duty of Status** is displayed |

1.2 **Forgot Password?**

   **How to Generate New Password**

   1. Click on **Forgot Password?** link to generate a new password.
2. Procedure to generate new password. Fill the user id, license number or expiry date and click next.

3. License number or expiry date is correct, then it will ask for new password and confirm password.

4. Enter the new password and confirm password and then submit. Once you have submitted new password successfully, password will be updated and you can use the new password for login afterwards.
2 Menu Navigation

Choose anyone option in the dashboard to navigate to the respective screen

- **Home** – To select the Duty of Status and the Driving Mode. You can also view the number of hours driven per day and per week. The Hours of Service per day is displayed in graphical form.

- **Self Inspect** – Click on the Self Inspect option to view pending and certified records. While clicking 'PENDING' option, it will display date wise Pending self inspection records. Select the self inspection pending date and fill the comment's and submit by clicking *Agree* button. Once you have submitted successfully for the Selected date the record will move under certified records.
- **Certify** – Click on the 'Certify' option and select the from date, to date it will list the records for the selected date after that send the records to FMCSA through email along with comment's.
• **Reports** – By clicking Second tab it will display all hours of service records based on the date.

![ELog Dashboard](image)

• **Trip Sheet** - Click on the 'Trip Sheet' option on the home page to view the list of trip/load sheets assigned for the user.
1. Trip sheet list will display along with details of Load number, load date, source and destination.

2. Click on any of the trip sheet record, if exist trip is open should close the trip (Prompt will appear for confirmation).
3. Select the trip and continue to drive for the trip by clicking yes button. Once you have selected the trip that trip information will appear on above the Add Filter option.
3.1 Select Driver Mode - Default

How to select Driver Mode - Default

1. In the ELog Dashboard screen, click on to select the Driver mode.

2. In the Driving Mode dialog box, select Default for On Duty Driving.
3. Once the Driving Mode has been selected, the **Comments** dialog box appears.

4. Enter your comments below **Enter your comments** and click on **Submit** button to record your comments.

5. If you do not want to record your comments, click on **Cancel** button.

6. The selected Driver mode is displayed on the ELog Dashboard.
If you select Default, the Duty of Status dialog box is enabled. You can choose an appropriate option based on the driving situation.

How to select Duty of Status

7. If the Driving Mode is Default, the Duty of Status dialog box appears.

![Duty of Status dialog box]

7. Click on the appropriate Duty of Status.

8. The selected Duty of Status is displayed on the ELog Dashboard.

3.2 Select Driver Mode – Personal Use

How to select Driver Mode – Personal Use

1. In the ELog Dashboard screen, click on to select the Driver mode.
2. In the **Driving Mode** dialog box, select **Personal Use** for personal use driving.

3. Once the Driving Mode has been selected, the **Comments** dialog box appears.

4. Enter your comments below **Enter your comments** and click on **Submit** button to record your comments.

5. If you do not want to record your comments, click on **Cancel** button.

6. The selected Driver mode is displayed on the ELog Dashboard.

   ![ELog Dashboard](image)

   If you select **Personal Use**, the Duty of Status displays **Off Duty Driving** by default. This status remains until the Mode of Driving changes.
7. If you click to change the Duty of Status, a dialog box appears prompting you to first change the mode of Driving.

### 3.3 Select Driver Mode – Yard Moves

**How to select Driver Mode – Yard Moves**

1. In the E-LOG Dashboard screen, click on ![Driver Mode](image) to select the Driver mode.

2. In the **Driving Mode** dialog box, select **Yard Moves** for Yard shuttle services.
3. Once the Driving Mode has been selected, the **Comments** dialog box appears.

4. Enter your comments below **Enter your comments** and click on **Submit** button to record your comments.

5. If you do not want to record your comments, click on **Cancel** button.

6. The selected Driver mode is displayed on the ELog Dashboard.

![](image1.png)

7. If you click to change the Duty of Status, a dialog box appears prompting you to first change the mode of Driving.

![](image2.png)
4 Self Inspect

The SimpleELog app, allows the driver to self-inspect his cloaked in hours.

1. Click on the Self Ins. icon at the bottom of the ELog dashboard to go to the Self Inspect screen.

2. Alternatively, you can directly select the Self Inspect option from the Menu Navigation screen.
4.1 Status Log

1. In the Self Inspect page, click on the Status Log tab to view the status log.

2. Enter the date for which you want to view the status in MM/DD/YYYY and click on Add Filter button.

3. The Status log for the mentioned date is displayed in detail.
4.2 Change Driver

1. In the **Self Inspect** page, click on the **Change Driver** tab to change the service.

2. Select the record and choose any one of the co-driver for the trip, duty status and send request to assign duty status record for the driver.

3. Once request has been accepted by the co-driver, It will reflect in our duty of hours record's.

4.3 Unidentified

1. In the **Self Inspect** page, click on the **Unidentified** tab it will display all unidentified records with recorded date.

2. Select the record and assign the record to another co-driver for the trip.