



# USER MANUAL

**ONTIME LOGS INC**

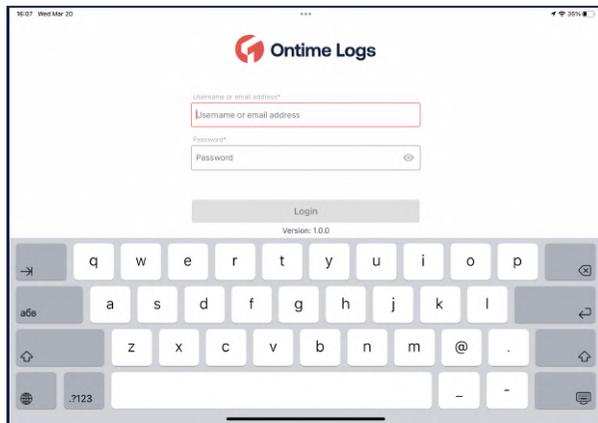
**(202) 985-3333**

1833 East 12th street Apt 2F Brooklyn NY 11229

# APPLICATION GUIDE

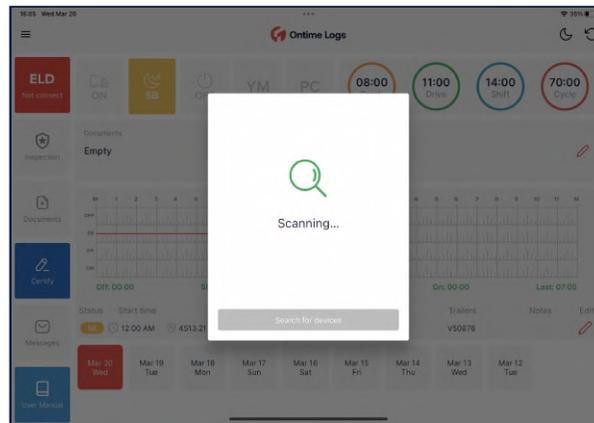
## 1. Log in to application using your username and password.

- If you don't have an ONTIME LOGS account, please, contact your carrier.
- If you don't remember your password, you can reset by clicking "Forgot password?", or contact your carrier.



## 2. Your tablet with ONTIME LOGS application automatically scans for ELD.

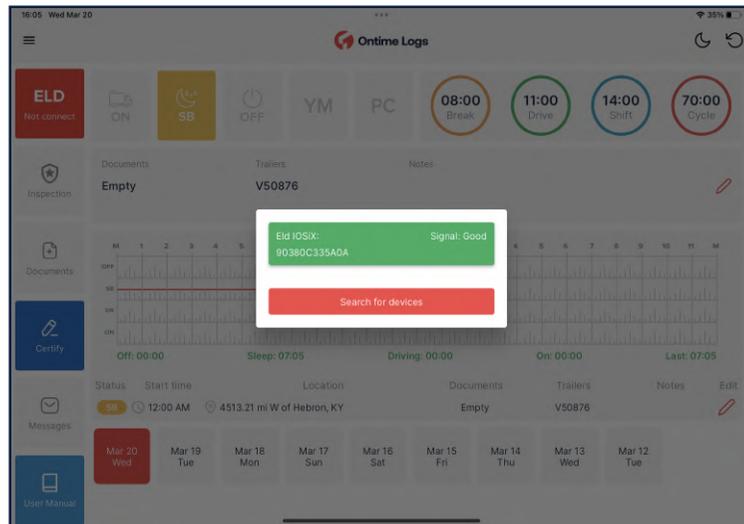
- When you log in to your ONTIME LOGS account, the app starts scanning for available ELD devices automatically.
- And the ELD device lights green, when it is ready to use.



# APPLICATION GUIDE

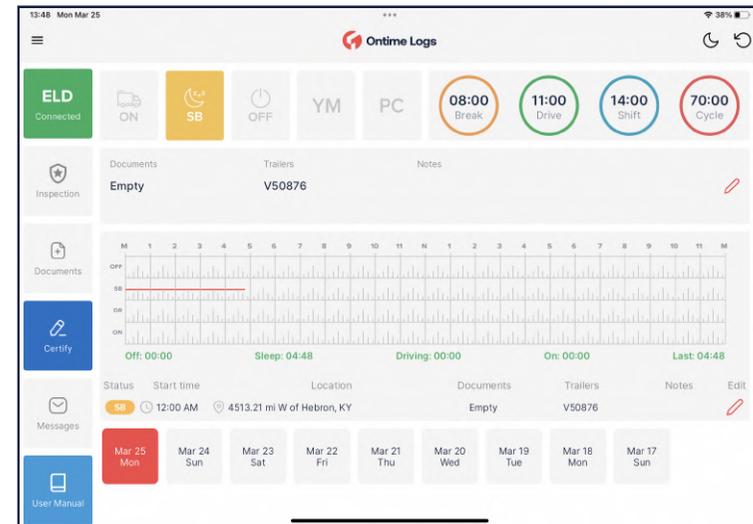
## 3. You should choose your ELD.

- Once the scanning is complete, select your ELD device from the displayed list of results.



## 4. If the ELD is connected to vehicle, you can see green icon on the top left corner of the dashboard.

- If it is not connected, the icon stays red with “ELD not connected” text.



# USING ONTIME LOGS ON THE ROAD

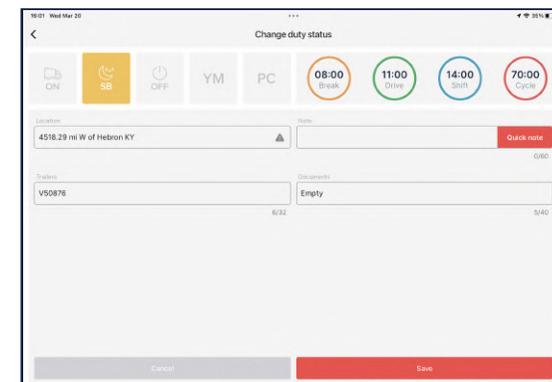
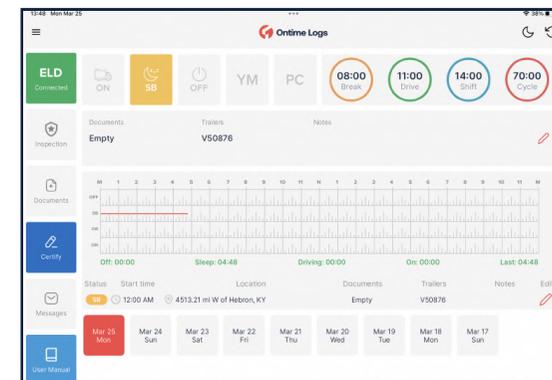
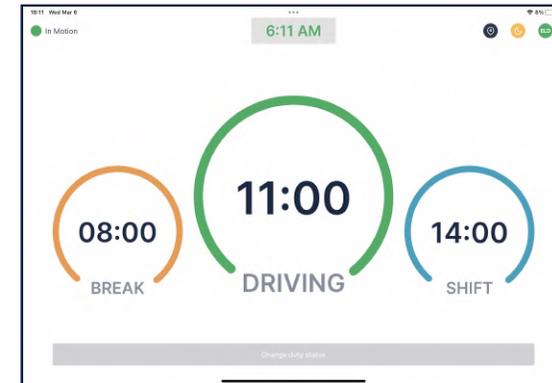
## 1. Once you have connected your mobile device to ELD, your driving time is automatically recorded.

- When your vehicle starts moving and reaches the speed of at least 5 mph, your duty status is automatically set to “Driving”. If the speed of your vehicle goes less than 5 mph, your duty status changes to “On Duty”.

## 2. Choose a status in the main window based on your current situation.

- From the statuses in the main window, select "Off Duty", "Sleep", "On Duty" depending on your situation.

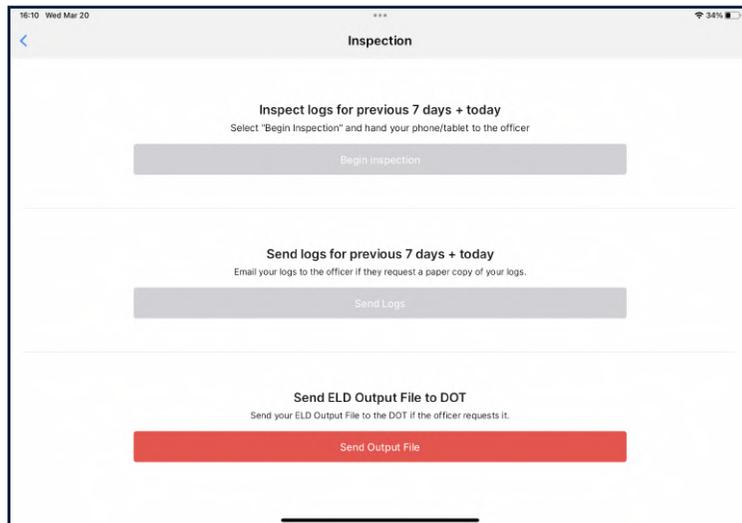
## 3. Fill out location field and put remarks, such as “Pre-trip inspection” or “Coffee break” (if the location field is left empty, it will be automatically set).



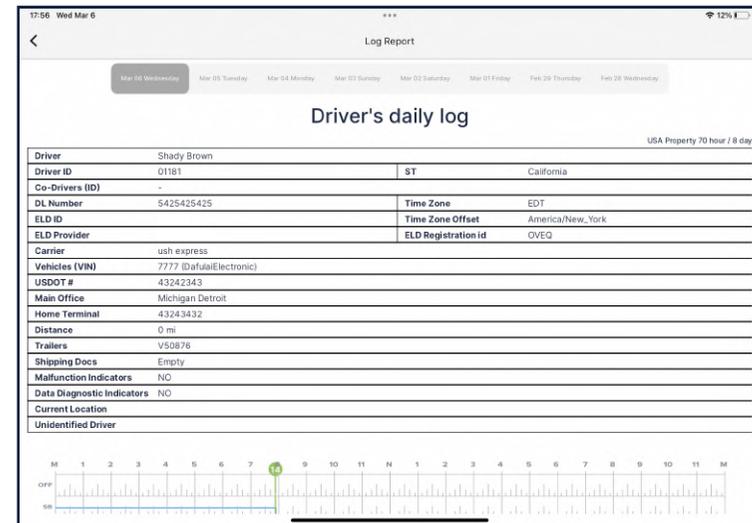
# REVIEW ELD LOGS

Follow the given guidelines to show your records to the officer

1. Tap “Menu” icon on the top left corner and select “Inspection”.

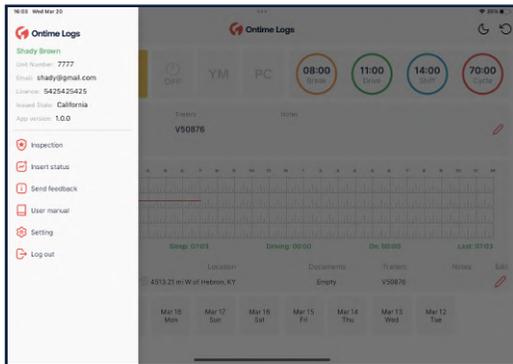


2. Tap “Begin inspection” and show your electronic logbook’s eight-day summary to the officer.

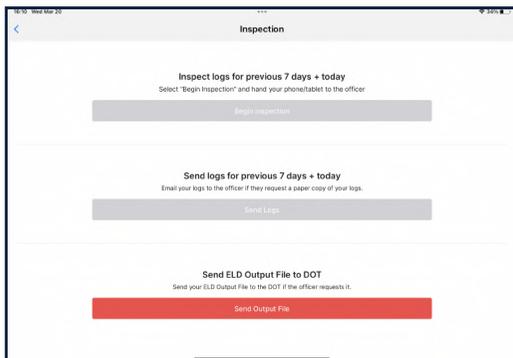


# TRANSFER ELD RECORDS TO AUTHORIZED SAFETY OFFICER FOR INSPECTION

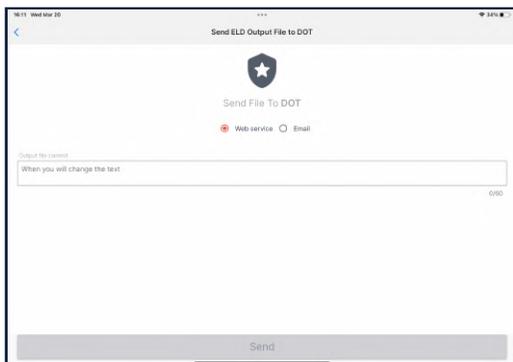
Follow the given guidelines to show your records to the officer



1. Tap “Menu” icon on the top left corner and select “Inspection”.



2. In the pop-up menu, select "Send ELD Output File to DOT" to send your electronic logbook data to the DOT.



3. Afterwards, you should choose one of 2 available options through radio buttons: "Web service" or "Email". As soon as you select the necessary method, write comment down below. After filling out the form, press the "Send" button.

# ELD MALFUNCTIONS

## **395.22 Motor carrier Responsibilities**

A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle and ELD information packet containing the following items: An instruction sheet for the driver describing ELD malfunction reporting requirements and record-keeping procedures during ELD malfunctions.

## **The following instructions are in accordance with the guidelines set forth in 395-34**

A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle and ELD information packet containing the following items: An instruction sheet for the driver describing ELD malfunction reporting requirements and record-keeping procedures during ELD malfunctions.

ONTIME LOGS will monitor and report malfunction data based on section “4.6 ELD’s Self-Monitoring of Required Functions”:

- P** – Power compliance” malfunction,
- E** – Engine synchronization compliance” malfunction,
- T** – Timing compliance” malfunction,
- L** – Positioning compliance” malfunction,
- R** – Data recording compliance” malfunction,
- S** – Data transfer compliance” malfunction,
- O** – Other” ELD detected malfunction.