Getting Started with ELog-Pro

**Important:** Per FMCSA rules, this guide must be kept in the vehicle at all times.

📞 855 438 4771  🌐 nationalfleettracking.com
# Table of Contents

**Before You Start Driving**

Login to the ELog-Pro App.......................................................................................................................... 3  
Single Driver................................................................................................................................................ 3  
Team Driver................................................................................................................................................. 3  
Support Personnel....................................................................................................................................... 4  

**Use ELog-Pro On The Road**

Using the Dashboard ................................................................................................................................... 6  
Additional Information (Trailer & Manifest numbers, etc).............................................................................. 7  
Changing Duty Status (RODS)..................................................................................................................... 8  
Personal Conveyance/Yard Moves............................................................................................................... 9  
Viewing Your Logs.................................................................................................................................... 10  
Certifying Your Logs.................................................................................................................................... 15  
Editing Your Logs.........................................................................................................................................16  
Sending Your Logs - DOT Inspection...........................................................................................................17  
Sending Your Logs - Driver Copy.................................................................................................................18  
DVIR ............................................................................................................................................................19
Before You Start Driving
Logging Into ELog-Pro App

Launch App. Login screen will appear. Every driver must be setup on the server by an administrator. If you do not have login credentials, please contact your dispatch to acquire them. If they do not know, they may contact our support team and we’ll be glad to help!

Single Driver

On the login screen, enter your Driver ID, and then your Password. Then press login. If you enter the credentials correctly, you’ll be taken to the eLogPro Dashboard.

Team Driver

To sign in as a team, you’ll need to switch Team Driver to “ON” by tapping the “OFF” button. Once you’ve turned it on, log into Driver 1 using their credentials, and then it will allow Driver 2 to sign in with their credentials. Once the team has logged in, you will be taken to the eLogPro Dashboard.
Support Personnel

If you are a part of a carrier’s support personnel you will need to be setup in Fleet Track Pro as such. All support personnel, i.e. exempt drivers, mechanics, etc. must have a username and password.
Use ELog-Pro On The Road
Using The Dashboard

The Dashboard is the “Home” of this application.

- Confirm your name and Driver’s License
- See your current Duty Status
- Send your logs
- View Logs
- See Daily Drive time remaining
- See Daily Duty time remaining
- See Weekly Duty time remaining
- See Hours of Service
- Do your DVIR
- View Messages from Dispatch
- Change App Settings
The driver is required to enter additional information into the ELD. This information is entered by clicking on the settings button on the Dashboard.

This information includes:

- Trailer Number(s)
- Manifest Numbers(s)
- Vehicle Number

To enter the information just click on the field and enter the data in the pop up screen. Then press OK.
Changing Duty Status (RODS)

Click on the “HOS” button to change your duty status. Tap on the correct duty status, or if you tapped the “HOS” button by accident, tap the Cancel Button.

When the driver exceeds 5 MPH, the duty status will automatically change to Driving. If you stop for 5 minutes, the ELD will prompt the driver if they would like to change their status, if there is no response after 1 minute then it will automatically put the driver into ON duty status. While in motion, you will not be able to access your logs or any other part of the app.
Personal Conveyance - Yard Moves

If the company allows Personal Conveyance, the driver will be able to choose “Authorized Personal Use of CMV” from the Duty Change screen.

If the company allows Yard Moves, the driver will be able to choose “Yard Moves” from the Duty Change screen.

If your company has not enabled this for your account you will not have the options shown.
At any point the vehicle is not in motion you may view your last 7 days and current RODS. From this same screen, you can edit, verify, or send your logs.

Your RODS are separated into several sections that will be discussed on the following pages. The sections are:

- **Header**
- **Graph**
- **Detail**
- **Unassigned**
- **Certified**

**Viewing Your Logs**
To access the header section click on the "plus" sign in the bar labeled Header.

This section contains information such as:
- Record Date
- Driver's License Number and State
- Home Time Zone
- Tractor VIN
- Start & End Odometer Readings
- Start & End Engine Hours
- Miles Today
- As well as other information
The Detail section of your logs will include all duty status changes made by the driver as well as statuses created by the ELD. Each record will display the following information:

- Time
- Location
- Odometer
- Engine Hours
- Event Type
- Origin
- Status

Duty Status, Login or Logout, Engine Start/Stop, Etc

Driver, Automatic

Active, Inactive - Changed
The Unassigned section will show any "Unassigned Drive Time" records for the current period. Unassigned Drive Time is time the ELD detected the vehicle driving with no logged in driver.

Note: If you begin to drive the vehicle and are not logged into the ELD it will alarm and notify you to stop and log in. Once you stop and log in you will be able to assume the unassigned drive time record that was created.
This section will show the date/time that you certified or recertified the current period as true and correct. If you have to make changes to certified logs you can but will be required to recertify them.
To certify your logs, click on the day you want to certify. Once you have checked the logs and insured they are accurate click on the "Verify" button at the top of the screen. Read the statement and click on Agree.
Editing Logs

To edit logs click on the period you wish to edit and then click on the "Edit" button at the top of the screen. Click on the record you wish to edit and then fill out the form that pops up. Then click on "Save Changes".

If you need to insert a record (e.g. You forgot to change your status to Sleeper the night before.) click on the "Insert" button and fill in the form that pops up. Then click on "Save Changes".
When you have to have a DOT Roadside Inspection, there are a few options.

Click on View Logs and show the officer the logs on the screen. This would be done in the same way that you view your logs.

If the officer would like you to transfer the logs to him electronically follow these instructions.

**Bluetooth**
1. Click on the Send Logs Button
2. Enter a comment (if requested by the inspecting officer).
3. Click the "SEND TO DOT" button.
4. Choose Bluetooth
5. A list of available Bluetooth devices will pop up. Choose the officer's device and click on submit.

**USB**
1. Connect the USB drive using the included OTG cable
2. Click on the Send Logs Button
3. Enter a comment (if requested by the inspecting officer).
4. Click the "SEND TO DOT" button.
5. Choose USB
6. A list of available drives will pop up. Choose the USB drive and click on submit.
If you would like to have a copy of your logs independant of your Carrier's copies you can send the logs to yourself. To do so click on the "Send Logs" button and enter your email address in the space provided and then click on "Driver Copy". Your logs will be emailed to you as a PDF file.
Select the DVIR button to do your pre trip or post trip.

Every vehicle inspection report is defaulted to pass. If you need to fail an item simply select which category it fits under, enter notes, and record failure or repair.

Once your pre trip or post trip is complete, simply click the "View Inspection" button, verify everything is correct and then press the "Send Inspection" button.