CONTRACTOR ELOGS

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Introduction

Elogs has become a crowded field and it can be difficult to pick the right solution that fits your business. Contractor Elogs is designed for mixed fleets. It not only enables compliance but also has numerous features that allow users to manage vehicle & equipment maintenance, dispatch, job costing etc. We are always improving and enhancing the entire feature set to make sure our users have the latest in technology to meet their business needs.
LOGGING INTO THE MOBILE APP

1. Employee ID

When logging in a user can choose to log in with an employee id. Simply select “Employee ID” and enter employee id, DOT number, and password. After fields are filled in press the button that says “Log In”.

2. Email Log in
To log in with your email, begin by selecting “Email Login” – then enter email and password.
The menu button contains quick links to all the features in the application. After logging in a user will see the menu button in the top left of the screen.

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HOME SCREEN

a. Overview:
The home screen allows a user to view and select duty status changes. The Carrier number associated with the account along with the driver name and company will be displayed at the top of the screen. On the right side of the screen a counter will be shown that logs the amount of time a driver has been on the current status. At the bottom of the screen counters will be shown to display Driving, Shift, and Cycle times left.
b. Selecting Duty Status
A driver can select a duty status from the home screen. A prompt will confirm if a driver wishes to move to the selected duty status.

c. Selecting Exceptions
A driver will select the appropriate exception from the main home view.

d. Timers
The timers at the bottom of the screen will display the current HOS status for Driving, Shift and Cycle for the logged in driver.
VIEW LOGS

To view the logs a driver will select “View Logs” from the menu. A list of logs will be shown upon which a driver may select any to view the details.
a. Edit Logs

From the log detail view a driver can select “Edit”. This will bring up the edit view which will allow a driver to enter in duty status changes to edit the log. It is important to note that an edit to a D status will require an exception selected or will move that time to “unassigned driver” logs.
b. Edit Form

To edit the log form, a user can select the “Form” button at the bottom of the screen. The form fields will be displayed. A user can enter all pertinent information and select “Save Form” to save the form to the log.
c. Certify Logs

To certify the logs a user must sign & accept the statement above the signature line.

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Type your full name here

Save Signature
DVIR (DRIVER VEHICLE INSPECTION RECORD)

a. To create a DVIR, select the DVIR button at the bottom of the screen. Then select “Add DVIR”
b. DVIR – choose defects

Select “Choose Defects” for the vehicle and or trailer. If no defects are present the select “No Defects”
ROADSIDE INPSECTIONS

To begin a roadside inspection select Inspection Mode form the menu. Then press “Begin Inspection”. The last 8 days of logs are stored directly on the device with the recap for the current Cycle.
DOCUMENTS

To add a document, select documents from the menu. Press the “Add Document” button. Document types can be Bill of Lading, Fuel Receipt, Accident Photo, Citation, Scale Ticket, and Other.
MESSAGES

Messages can be sent from the mobile application and web application dispatch. To view messages, select “Messages” from the menu.
A user can select “Profile” from the menu and view/update profile settings.
LOGOUT

To Logout, select menu and press the “Logout” button.

ELD data transfer

According to the ELD rule technical specifications, an ELD must support one of two options for electronic data transfer:

1. The first option is a “telematics” transfer type ELD. At a minimum, it must electronically transfer data to an authorized safety official on demand via wireless Web services and email.

   In order to start a transfer select “Begin Inspection” from the menu. Then select “Send Logs”. The driver will be prompted to enter an email to send the current and last 7 days logs.
Within the web application there is an overview showing the status of drivers and logs.

By selecting Logs the administrator can see all logs in date order with the errors or violations.
From the Driver tab an administrator can add drivers, edit driver settings, and view current Duty status of each driver.

If the truck ELD is experiencing a sync error it will display on the map as “out of lock” with the icon in the image below. The logs will be uploaded correctly as soon as connection is reestablished. In the case of a sync error the driver should start to keep paper logs until the connection is restored.
MALFUNCTIONS

1. POWER: There is a power issue with the hardware. It's possible the device is not connected.
2. ENGINE SYNCHRONIZATION: The mobile device has lost connectivity to the MC4 vehicle device for over 30 minutes.
3. TIMING: There is a discrepancy in timing between the devices and the vehicle.
4. POSITIONING: The GPS connection has been lost for 60 minutes or more.
5. DATA RECORDING: The device cannot retrieve recorded logs

Malfunctions will be displayed in a visible banner at the top of the app.
Contact

For support contact: support@machinelink.com