

A Guide to Using the T3 E-Logs App

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INTRODUCTION

T3 E-Logs is your hub for ELD compliance and driver time tracking. Our easy-to-use app can automatically record your drivers' hours and create time cards, daily logs and eRODS. Drivers can use our mobile app to clock in and out of their trips, monitor their time behind the wheel and ensure they safely stay within their hours-of-service limits.

Additional information about the Contractors E-Logs app is available through the EquipmentShare Help Center and by contacting T3 Support at T3support@equipmentshare.com



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HOW TO DOWNLOAD THE APP

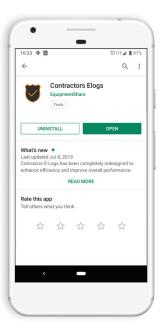
Available on Google Play and the App Store.



Search and download

from the App Store

Search and download from Google Play

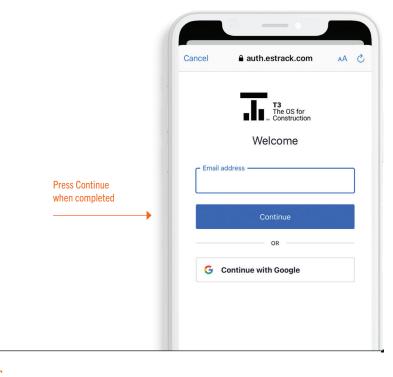




SIGNING IN

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Users will log in using their T3 email address. Login credentials are the same across all of EquipmentShare's applications including T3, Link, and the Rent app.

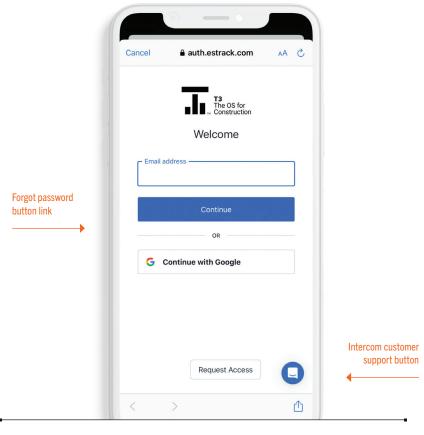


equipmentshare.com

SIGNING IN CONT.

The **"Forgot password?"** button link will send a reset link to the user's T3 email.

Use the **Intercom** link to get in contact with customer support.



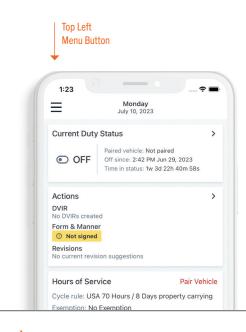


FLYOUT MENU

The Flyout Menu contains the ability to view and add documents, update account and device settings, and log out.

After logging in, a user will see the **Flyout Menu** button on the top left of the screen.





DASHBOARD SCREEN

The **Dashboard** screen allows a user to view their E-Logs activity for the day. The **Current Duty Status** is displayed and can be updated from selecting the current status. The logs are viewable as well as the Hours of Service (**Driving, Shift,** and **Cycle**) remaining. Edit and save a form, sign a log, and complete a DVIR from the **Actions** section of the **Dashboard**.

1:23		-
Ξ	Monday July 10, 2023	
Current Duty	Status Paired vehicle: Not paired Off since: 2:42 PM Jun 29, 2023 Time in status: 1w 3d 22h 40m 58s	>
Actions DVIR No DVIRs create Form & Manne O Not signed Revisions No current revision	r	>
Hours of Ser Cycle rule: US/ Exemption: No	A 70 Hours / 8 Days property carry Exemption	
Break	11:00	3:00 Screen

DASHBOARD SCREEN CONT.

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.

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.

Selecting Exceptions

A driver will select the appropriate exception by selecting the Duty Status tab from the main home view.

1:23		? ■
≡	Monday July 10, 2023	
Current Du	ty Status	>
OFF	Paired vehicle: Not Off since: 2:42 PM Time in status: 1w 3	Jun 29, 2023
Actions DVIR No DVIRs crea	stad	>
Form & Man	ner	
	_	
Revisions No current rev	vision suggestions	
		Pair Vehicle
No current rev Hours of Se Cycle rule: U	ervice SA 70 Hours / 8 Days	
No current rev Hours of Se Cycle rule: U	ervice	property carrying
No current rev Hours of Se Cycle rule: U	ervice SA 70 Hours / 8 Days	
No current rev Hours of Se Cycle rule: U Exemption: N	ervice SA 70 Hours / 8 Days	property carrying
No current rev Hours of Se Cycle rule: U Exemption: N Break	ervice SA 70 Hours / 8 Days	08:00 08:00 08:00
No current rev Hours of Se Cycle rule: U Exemption: N Break Drive	ervice SA 70 Hours / 8 Days	08:00 08:00 11:00 11:00
No current rev Hours of Se Cycle rule: U Exemption: N Break Drive Shift Cycle	ervice SA 70 Hours / 8 Days	08:00 08:00 11:00 14:00 70:00
No current rev Hours of Se Cycle rule: U Exemption: N Break Drive Shift	ervice SA 70 Hours / 8 Days to Exemption	08:00 08:00 08:00 11:00 14:00 14:00 70:00 70:00

TAB MENU

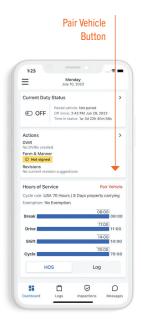
Along the bottom of the **Dashboard** screen is a **Tab Menu** that enables the user to quickly navigate **Dashboard**, **Logs, Inspections,** and **Messages.**

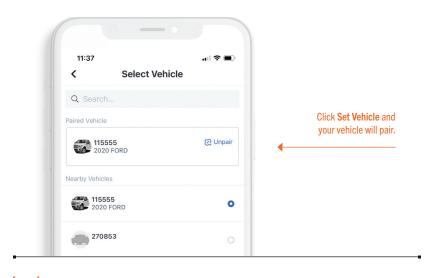
It will be accessible throughout the application session at the bottom of the screen, except when viewing options in the Flyout Menu.



HOW TO PAIR A VEHICLE

From the Dashboard, select **Pair Vehicle.** Select a vehicle from the nearby/suggested list. Click **Set Vehicle.** Your vehicle is connected and ready to log hours.

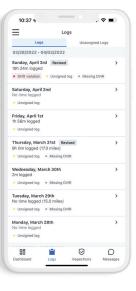


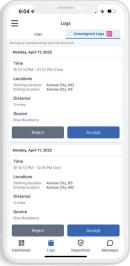


LOGS AND UNASSIGNED LOGS

To view logs, select the **Logs** icon from the **Tab Menu.** Users will see a list of logs, which they can click on to view log details.

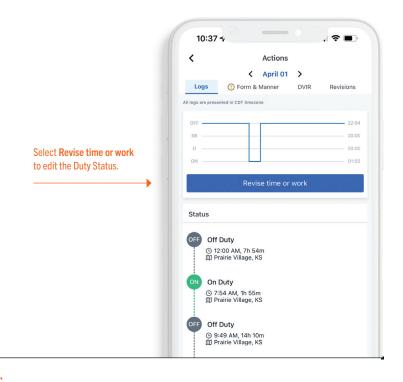
Any unassigned drive time will appear here for review.





REVISE LOGS

To revise logs, select Logs from the Tab Menu. Select the day for editing from the logs list. The current log, as well as Duty Status will display.



REVISE LOGS CONT.

It is important to note that an edit to a **Driving** status will move that time to **Unassigned Logs.**

Stetet a tabus to edit. Off Duty Off Duty Prairie Village, KS On Duty O 7.54 AM, 1h 55m D 761 Duty O 8:49 AM, 14h 10m M Prairie Village, KS	Off Off Duty > © 12:00 AM, 7h 54m Differine Village, KS © N On Duty © 7:54 AM, 1h 55m © Prairie Village, KS Off Off Duty	00:0
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< Rev	lise Time or Wor	ſĸ		
Select Duty Statu	s			
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r≓ SB	₽YM	⊕ PU		
art time must be after 12:0	0 AM and before 11:59	PM		
Start Time		12:00 AM		
End Time				
nd time must be after 12:00	AM and before 11:59	PM		
Location (GPS) Prairie Village, KS		Change		
Emergency exception	in	Add >		
Select a work order				
Work order Select a work order Job Select a job Work code Select a work code				
Select a work order Job Select a job Work code Select a work code Notes		Add		
Select a work order Job Select a job Work code		Add		
Select a work order Job Select a job Work code Select a work code Notes	Save	Add		

Select the **Duty Status** for revising.

Complete the edits and click **Save**.

FORM & MANNER

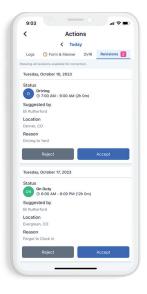
To complete and certify the logs, select **Form & Manner, DVIR** from **Dashboard.** Select the **Form & Manner** tab (across the top). The form's fields will be displayed. Enter all pertinent information and select **Sign and save.** Review the statement and select sign **Log.** Use your finger to sign within the blank box and click **Accept.**

	Not signed
Vehicle(s) driven today Black Betty 2013 Acura TL	
Trailer(s) used today None selected	Add
Shipping docs Add a comma separated li	Add
Co-drivers Add a comma separated li	Add
Distance 3.1	Remove
Sij	gn and save

<	Tod	ay	
Logs	Form	Sign	DVIR
VEHICLE			
Select a Veh	nicle		
TRAILERS			
Select a Trai	ler (optional)		
LOG DETAILS			
SHIPPING DO			
Shipping D	ocs (comma s	eparated list)	add
CO-DRIVERS			
Co-Drivers	(comma sepa	irated list)	add
DISTANCE			
0			remove
_			

REVISIONS

To view suggested revisions, select **Actions** from the **Dashboard.** Select the **Revisions** tab (across the top). Revisions will be from an administrator and will display for the user's approval.



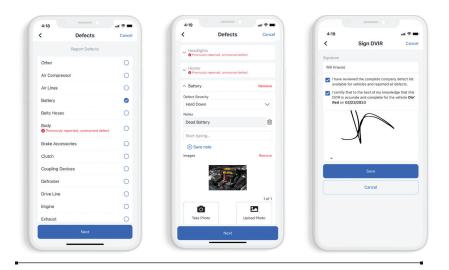
DVIR (DRIVER VEHICLE INSPECTION REPORT)

Click under actions **"Form & Manner, DVIR".** At the top of the screen, click **DVIR.** Click **"create new DVIR".** Select type of DVIR. Select vehicle OR trailer you would like to create a DVIR for. Select either report defects or no defects, click **Next.**

K Actions	K New DVIR Cancel	K New Pre-trip DVIR Cancel
< February 22 >	Please select a DVIR type	Report Defects
Logs O Form & Manner DVIR Revisions	Pre-trip	Report Defects
There are no driver vehicle inspection reports currently available.	Post-trip	No Defects
available.	Incident	1
	General	
Create new DVIR	Next	Next
Create new DVIR	HUN	

DVIR (CONT)

If reporting a defect, select the affected item on the vehicle/ trailer. If there is an existing defect, it will have red text that reads "previously reported, unresolved defect". If this is a new defect, select the severity, make any notes and add pictures if needed or required. Follow the same process above if you need to create a DVIR for your trailer. Once you are done with creating the DVIR's, click **Save.** Click the check boxes, sign and **Save.**



RESOLVING DEFECTS IN MOBILE

Click under actions **"Form & Manner, DVIR"** At the top of the screen, click **DVIR.** Find a DVIR that has your unresolved defect on it, and click **View DVIR.** Click on the defect you would like to resolve. Click **Resolve Issue.** Indicate whether it was resolved or does not need correction. Enter your name or name of technician. Use your finger to sign the box. Accept the signature. Click **Save** at top right.

	ons	< Pre-trip #	#2f297955	< Pre-trip #:	2f297955
		February 23, 2023	Vehicle: Ole' Red	✓ Body	📀 ci
February 23, 2023	Revisions	✓ Body	Closed	∧ Headlights	O Unresc
Pre-trip	#21297955			· · · · · · · · · · · · · · · · · · ·	_
Vehicle: Ole' Red	3 Defects	∧ Headlights	O Unresolved	Defect corrected	⊗ Sar
& Download DVIR	View DVIR →		Resolve issue	O Defect does not need c	orrection
		Defect severity		By signing below, I certify t knowledge this vehicle has	hat to the best of my
		Hard Down		defects present corrected	on 02/23/23.
		Ist available for vehi defects.	est of my knowledge that and complete for the	Will Knause	~
		Driver's signature		n	ν
		Driver's signature		Defect severity	ν
		Driver's signature			u
		Driver's signature		Defect severity	mplete company defec

INSPECTIONS

To begin a roadside inspection, select **Inspections** from the **Tab Menu** of the **Dashboard**. The last 8 days of logs, including the current one, are stored directly on the device.



DATA TRANSFER

According to the ELD rule technical specifications, an ELD must electronically transfer data to an authorized safety official on demand via wireless web services and email. To start a transfer, select **Inspections** from the Tab Menu. **Select Send Logs & Recap** or **Send ELD Output File.** The driver will be prompted to enter an email address to send the current and last 8 days' logs. If an internet connection cannot be established, select **Inspections** and pass the device to the safety official.

DOCUMENTS

To add a document, select Documents from the left Flyout Menu. Select Create New Document.



< Create New Document	
Select a document type	
Accident Photo	>
Bill of Lading	>
Citation	>
Fuel Receipt	>
Scale Ticket	>
Other	>

25

The document types available are:

- Accident Photo
- Bill of Lading
- Citation
- Fuel Receipt
- Scale Ticket
- Other

MESSAGES VIEW AND SEND

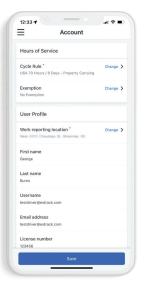
Messages can be sent from the mobile and web application dispatch. To view messages, select **Messages** from the **Tab Menu** on the **Dashboard.** Type a message and click **Send.**



Messages Tab

ACCOUNT

To view and edit account information such as Cycle Rule, Exemption, and Work Reporting Locations. Select the **Flyout Menu** and then **Account.** Make changes and select **Save.**



SETTINGS

Access device settings from the **Flyout Menu** and select **Settings.**

Paired Vehicle

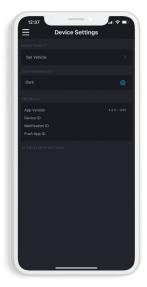
User Preferences

A vehicle can be paired by selecting Set Vehicle and selecting a nearby vehicle or use the search functionality. The user can choose to change the app display from Light (default) to Dark by selecting Display Mode.

This Device

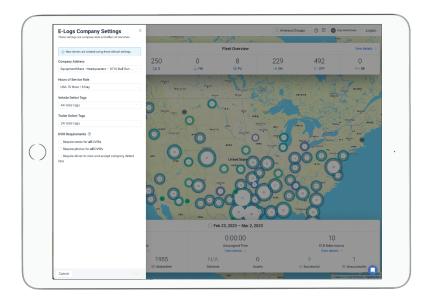
The device's ID, notification ID, and app version can all be found within the This Device section.

-	Device Settings	
PAIRED VEHICLE		
Set Vehicle		
USER PREFERENCE	s	
Light		S
THIS DEVICE		
App Version		4.3.11 - v222
Device ID Notification ID		
Push App ID		
V DEVELOPER S	ETTINGS	



SET UP DEFAULT COMPANY SETTINGS

Navigate to **app.estrack.com/e-logs/.** Login using your T3 credentials. Click **Settings** at the bottom left. Select the **Company Address** and **Hours of Service Rule** from the drop down menu. If no address is available, please contact customer support at 1-888-80-RENTS.



ADMINISTRATOR

Navigation Button

Overview

Administrators can access E-Logs from the universal navigation bar at the top right of the T3 platform. In the navigation bar, you can select from T3's other apps. Select E-Logs.



Logs Tab Selected

Viewing Logs

View your organization's logs by accessing the Logs tab within E-Logs. Administrators can view all logs in date order, by DVIR status, HOS violations and Form & Manner violations, and they can download all of this data in .CSV format.

Create						() Atte	ice/Chicago	S III O COUPARATIAN
10 Fleet	Calendar	III Table		08/94/2021	18/04/2021			d-Download CSV
Ch Loos >	Date 2 T	Driver 1 T	Distance :	Duration :	Exemption :	DVRs :	Issue 1 T	Hate Office 1
Dourrents	10/04/2021	Kilk Zachery 1	10.8	16.8	16.5	N/A	() Not Dynaf	Renal Yard - Austin, Texas
O Messages	13/04/2021	Frank Youn	102.8 mi	thours and 54 minutes	14.8	NW	() Not Synol	Albuquerque, NM - Rental Yan:
	10/04/2021	T/ foung	165.7 mi	6 hours and 11 minutes	14.8	NA	(S Not Signal)	Equipment/have-Streveport
	13/94/2021	Daniel Res	40.1 mi	3 hours and 53 minutes	143	N/A	(i) Not Synol	Renal Yard - Fort Lapton, Colo
	10/04/2021	Kin Woods	85mi	Shours and 13 minutes	14.8	N/A	16.9.	Renal Yard - Antmon, Dilaho
	10/04/2021	Zad-Wood	ых	101	NX	NW	() Not Signal	Renal Navi - Salt Lake Dry, UK
	13/04/2021	Shown Wilson	NX	Thous and 28 minutes	14.3.	N/A	16.9.	Remail Nard - Indianapolis, Indi
	10/04/2021	James Wison	287.5 mi	Thears	168	NVA	16.9	Renal Yard - Monroe, Louisian
	13/04/2021	Chad Niloughty	46.00	6 hours and 22 minutes	14.8	N/A	() Herbywel	Renal Yard - Dullas, Yexan
	10/04/2021	Donald Williams	ня	88	10.5	NA	() Not Signal	Renal Yard - Victoria, Texas
				1 2 3 4 6	1623	> 10/page		
0 Setting								
C) Help								

ADMINISTRATOR CONT.

Drivers Tab Selected

Driver Tab

Administrators can access the Drivers Tab within E-Logs. From the Drivers Tab, you can add drivers, edit driver settings, see current duty status, see current pairing status and view device type. Administrators can also see the version of Contractor E-Logs they're using and view HOS timers.

C-logs								() Americ	wThicage ③	ш	O 100PT	4047314	
do Fleet			۹.			Drive	ers.			1	0 4dd dri 0	ar I	
Co Drives Co Lego + Driffo + Ø Druffo + Ø Dr		548 158 8.0wm Date					3 119 © PU (* ON		268		0		
	Stetus -	Name 1		Ŧ	Hours of Service	Ŧ	Current As	net :	Device Type 1	Ŧ	Oyole :	shin	
	G, 0	Boo Barnell Revisel Vand - Seattle, Washington			UEA 70 Hoar / 8 Day No Exemption		2 111828 Paired since	18.35 AM on 16/4/21	8 Legs 3.3.0 v120 6 X08 34.7.1		68.11	1211	
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	0.0	Ella Delpada Albuquerque, 7011 - Rental Yand			USA TX 70 Hour / 7 Day No Exemption		Paired since	6-29 PM or 1/22/31	E Lege 3.3.0 v120 4 X05 14.4.1		8704	12.04	
	0.0	Josh Xan 1 Bartal Yan	t- Buise, Maño		USA 2016our / 8 Day No Exemption		Paired since	2.59 PM or 1011(21	E Logo 3.3.0 v120 4 X05 15 0.8		6624	1224	
	0.0	Bavid Mart Rental Yan	ires I- Denvel, Colorado		USA 70 wour / 8 Day No Exemption		P 27504 Patred since	4.56 AM == 9/29/21	E Logs 3.3.0 v120 6 K05 14.7.1		66.73	10.19	
	0.0	Daniel Nex Bankid Yan	I - Fort Lapton, Colarada		USA 20 Hour / 8 Day No Exemption		2 114055 Pared since	7.39 AM == 9(27)31	E Lege 3.3.0 v120 6.105.14.4.2		66.79	12.15	
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	Ch 0	Hope Torres Revial Yard - Phoenix, Arizona			USA 2016 our / 8 Day No Exemption				E Lege 3.3.0 v120 6 425 14.4.2		66.03	19,83	
	0.0	Terry Draven Bantal Yand- Charleston, South Carolina		ina	USA 70 Hour / 8 Day No Exemption		♂ 117305 Paired since 7:36.486 on 18/4/21		E Loge 3.3.0 v120 6 X05 14.8.8		65.51	09.51	
	0.0	JR Shacker Rental Yan	ford In Salt Lake Dig Utah		USA TX 70 Hour / 7 D No Exemption	Ŧ	J 42545 Paired since	7.48 AM == 4/3/21	E Logo 3.2.15 x111 4 105 14 8.8		65.41	13.61	

DVIRs Tab Selected

Access your DVIRs via the DVIRs tab within E-Logs.

View reports by type of DVIR (pre-trip, posttrip, general, incident); DVIR status (resolved, unresolved, closed); defect types per vehicle and trailers; and download a report of this data in .CSV format

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				- 19%	1 2 5	4 5 33	> 10/page	v	
	() Settings								
0 Metapa	() Help								

MALFUNCTIONS

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

Power

There is a power issue with the hardware. It is possible that the device is not connected.

Timing

There is a discrepancy in timing between the devices and the vehicle.

Engine Synchronization

The mobile device has lost connectivity to the MC4 vehicle device for over 30 minutes.

Positioning

The GPS connection has been lost for 60 minutes or more.

Data recording

The device cannot retrieve recorded logs.

MALFUNCTIONS CONT.

In the event of any malfunction follow these procedures.

1.

Identify if manual entries can be entered into the tablet interface. If so, then enter each duty change and location (if applicable) into the tablet interface.

2.

If the tablet is inaccessible, then keep RODS on an approved form for the duration of the malfunction.

3.

In all malfunction events, notify your carrier within 24 hours in writing.



(888) 807-3687 T3support@equipmentshare.com