T3
The OS for
Construction

A Guide to Using the T3 E-Logs App

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Table of Contents

P.06 INTRODUCTION

P.07 DOWNLOAD THE APP

P.08 SIGNING IN

P.10 FLYOUT MENU

P.11 DASHBOARD SCREEN
Selecting Duty Status
Timers
Selecting Exceptions

P.13 TAB MENU

P.14 HOW TO PAIR A VEHICLE

P.15 LOGS AND UNASSIGNED LOGS

P.16 REVISE LOGS

P.18 FORM & MANNER

P. 19 REVISIONS

P.20 DVIR (DRIVER VEHICLE INSPECTION REPORT)

P.22 RESOLVING DEFECTS IN MOBILE

P.23 INSPECTIONS

P.24 DATA TRANSFER

P.25 DOCUMENTS

P.26 MESSAGES

P.27 ACCOUNT

P.28 SETTINGS
Paired Vehicle
User Preferences
This Device

P.29 SET UP DEFAULT COMPANY SETTINGS

P.30 ADMINISTRATOR
Overview
Viewing Logs
Driver Tab
DVIRs

P.32 MALFUNCTIONS

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1:18
TestFlight
E-Logs
Sign In
Actions
February 09
rm & Manner
DVIR
Revisions
ST timezone
06:58
00:00
00:00
17:01
Revise time or work
ff Duty
, 6h 58m
ty, MO
details for this time
On Duty
6:58 AM, 17h 1m
Kansas City, MO
1 Job
View work details for this time
You've reached the end of this duty status

INTRODUCTION

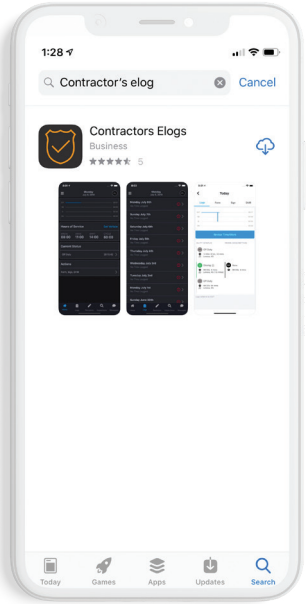
T3 E-Logs is your hub for ELD compliance and driver time tracking. Our easy-to-use app can automatically record your drivers' hours and create time cards, daily logs and eRODS. Drivers can use our mobile app to clock in and out of their trips, monitor their time behind the wheel and ensure they safely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

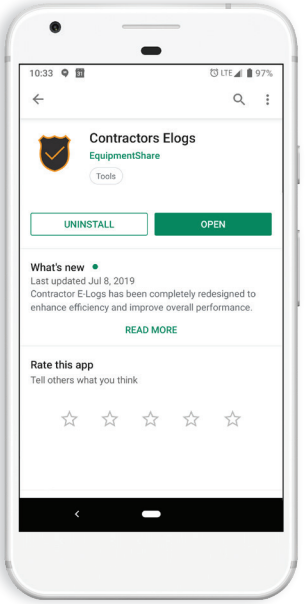
HOW TO DOWNLOAD THE APP

Available on Google Play and the App Store.

Search and download from the App Store

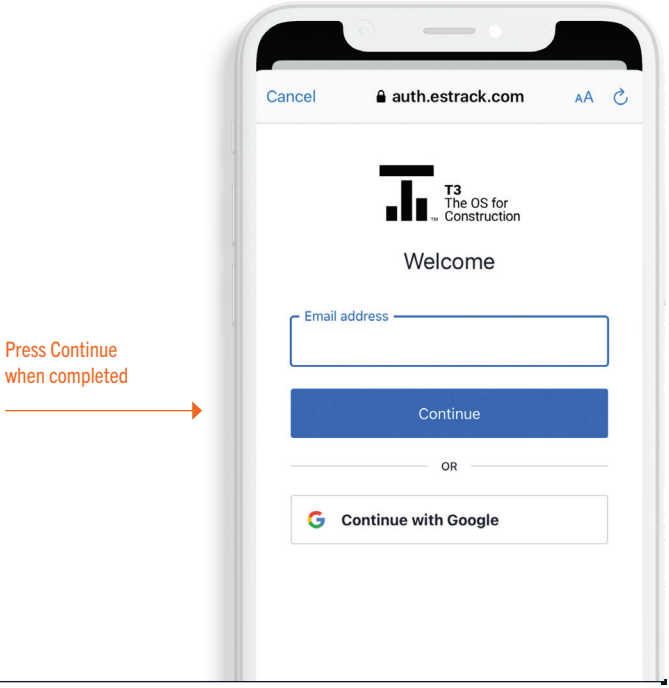


Search and download from Google Play



SIGNING IN

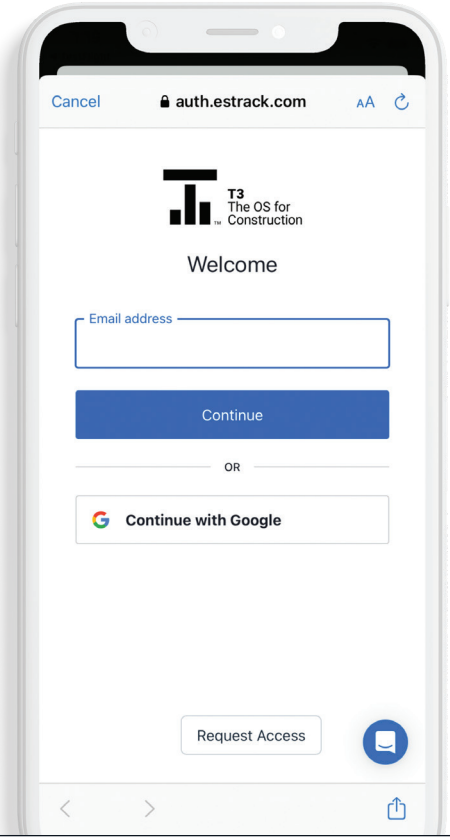
Users will log in using their T3 email address. Login credentials are the same across all of EquipmentShare's applications including T3, Link, and the Rent app.



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.

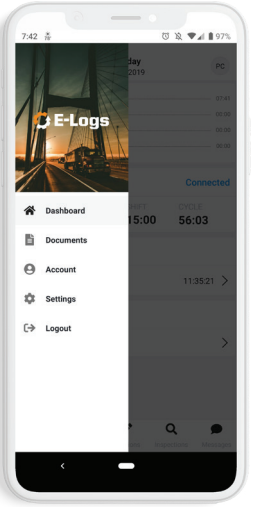


Forgot password button link

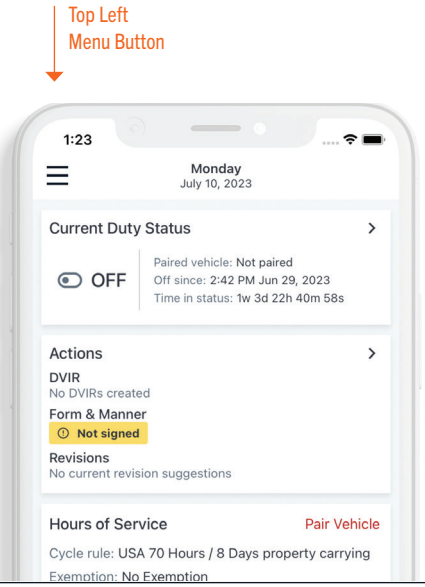
Intercom customer support button

FLYOUT MENU

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

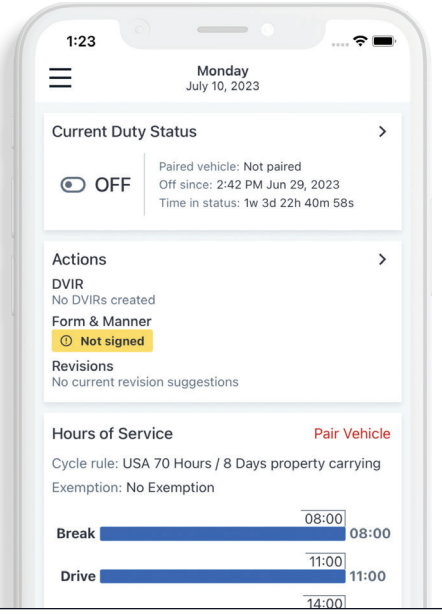


After logging in, a user will see the **Flyout Menu** button on the top left of the screen.



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.**



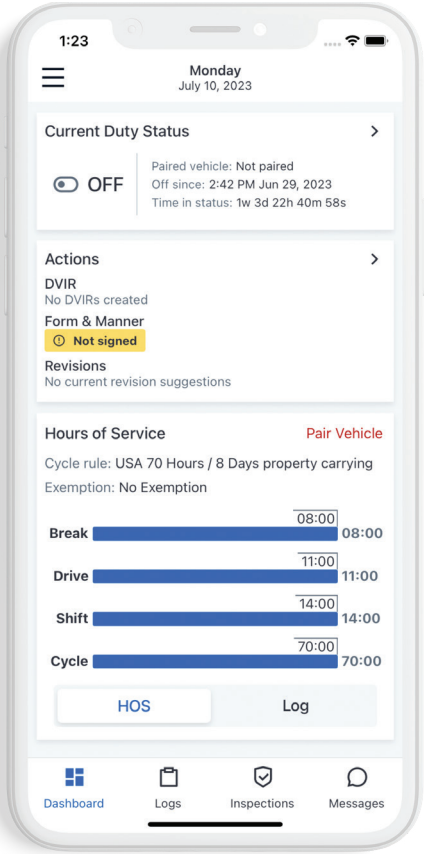
Dashboard Screen

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.

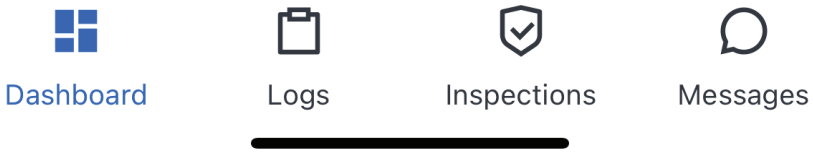
Selecting Exceptions
A driver will select the appropriate exception by selecting the Duty Status tab from the main home view.



TAB MENU

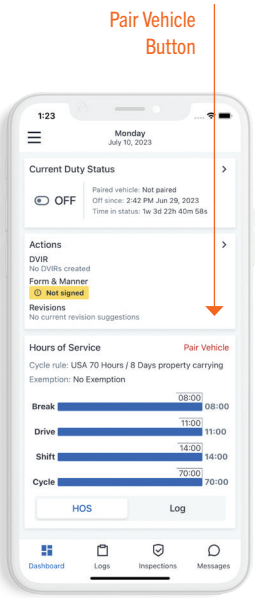
Along the bottom of the **Dashboard** screen is a **Tab Menu** that enables the user to quickly navigate **Dashboard, Logs, Inspections,** and **Messages.**

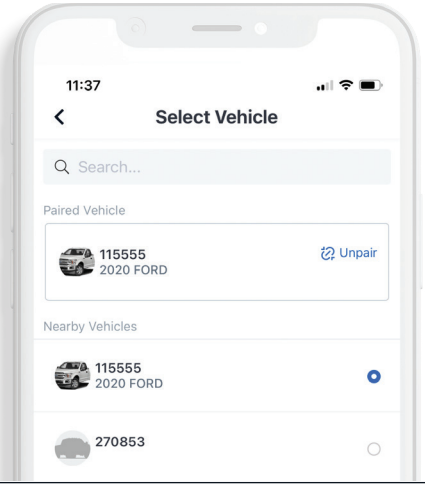
It will be accessible throughout the application session at the bottom of the screen, except when viewing options in the Flyout Menu.



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.

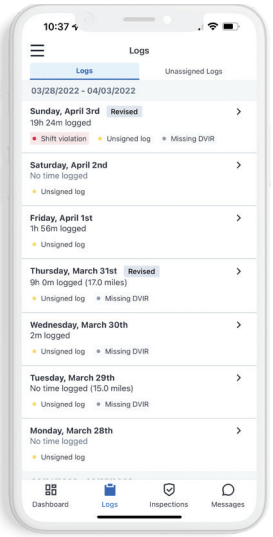




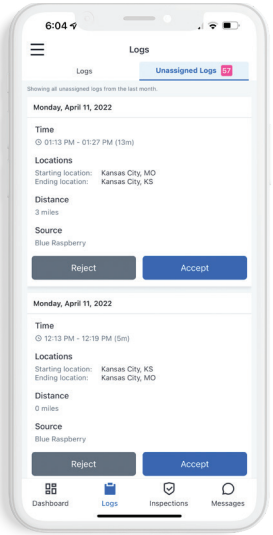
Click **Set Vehicle** and your vehicle will pair.

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.



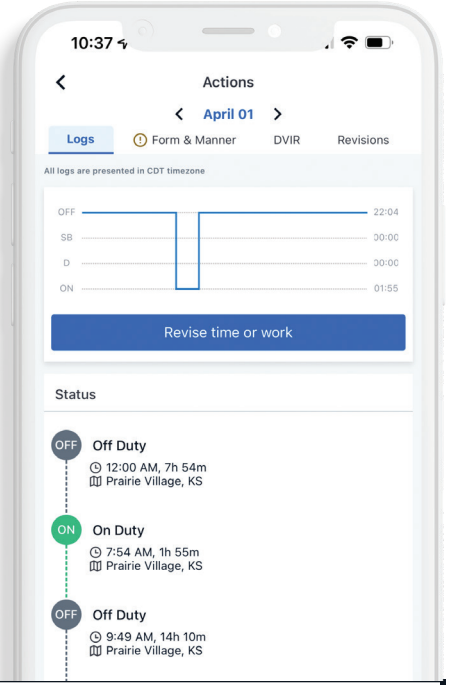
Any unassigned drive time will appear here for review.



REVISE LOGS

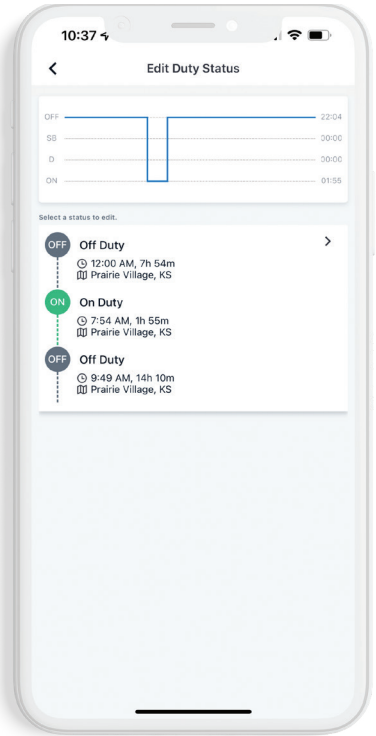
To revise logs, select **Logs** from the **Tab Menu.** Select the day for editing from the logs list. The current log, as well as **Duty Status** will display.

Select **Revise time or work** to edit the Duty Status.

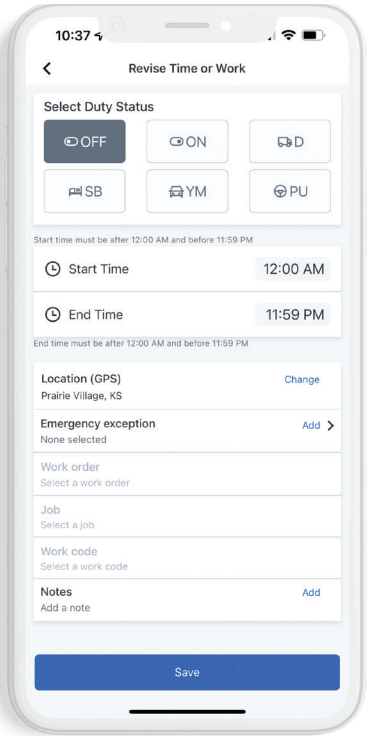


REVISE LOGS CONT.

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



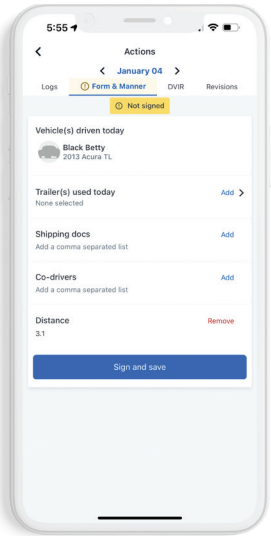
Select the **Duty Status** for revising.

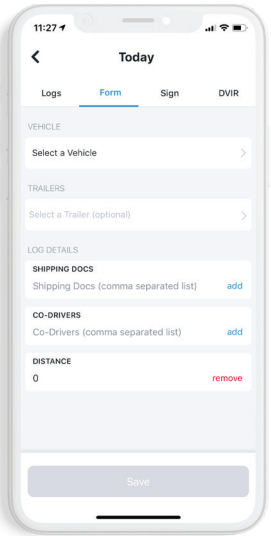


Complete the edits and click **Save.**

FORM & MANNER

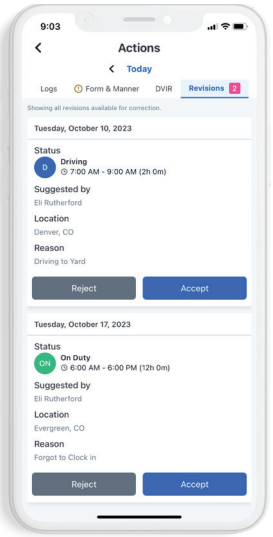
To complete and certify the logs, select **Form & Manner, DVIR** from **Dashboard.** Select the **Form & Manner** tab (across the top). The form's fields will be displayed. Enter all pertinent information and select **Sign and save.** Review the statement and select sign **Log.** Use your finger to sign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





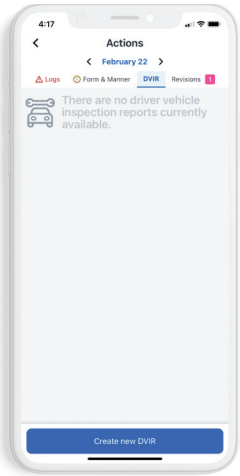
REVISIONS

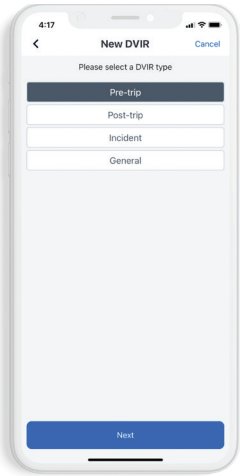
To view suggested revisions, select **Actions** from the **Dashboard.** Select the **Revisions** tab (across the top). Revisions will be from an administrator and will display for the user's approval.

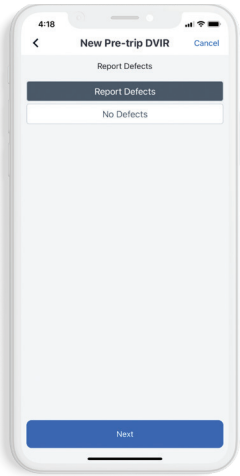


DVIR (DRIVER VEHICLE INSPECTION REPORT)

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.**

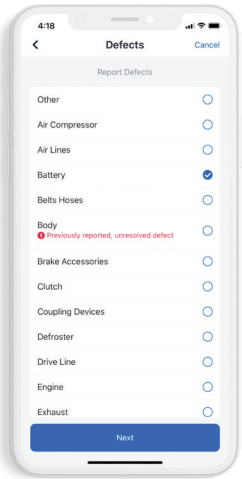


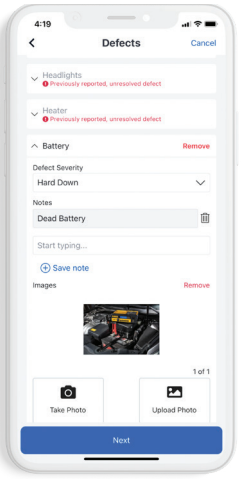


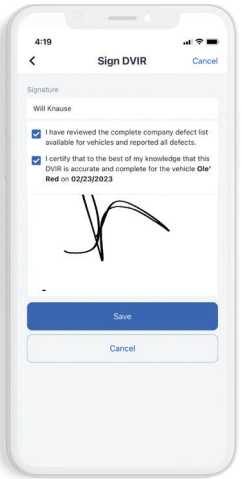


DVIR (CONT)

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.**

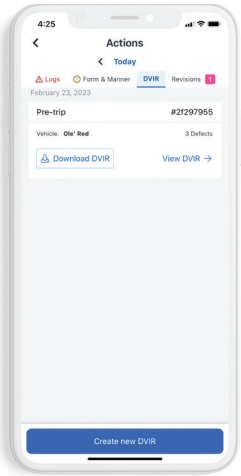


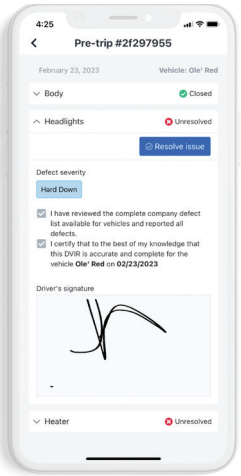


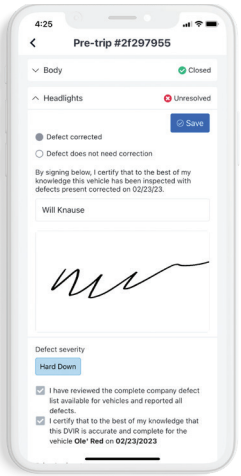


RESOLVING DEFECTS IN MOBILE

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.

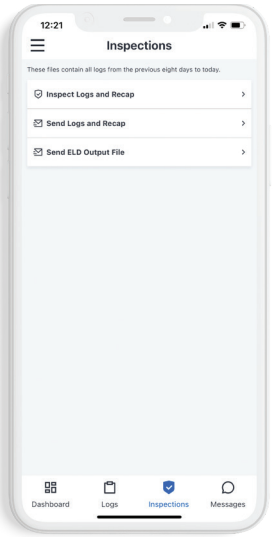






INSPECTIONS

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.



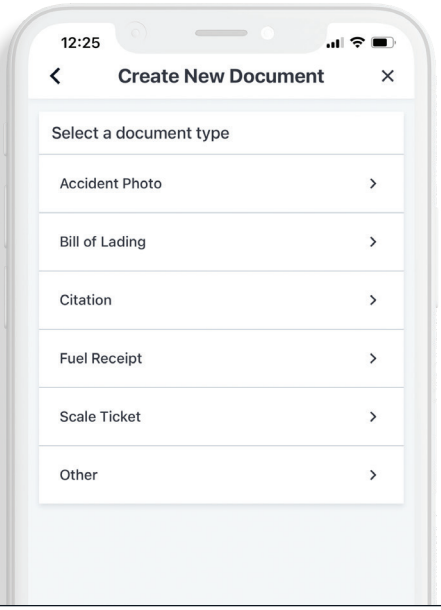
Inspections Tab

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.**



The document types available are:

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

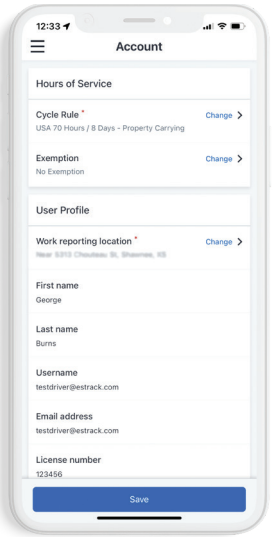
MESSAGES VIEW AND SEND

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.**



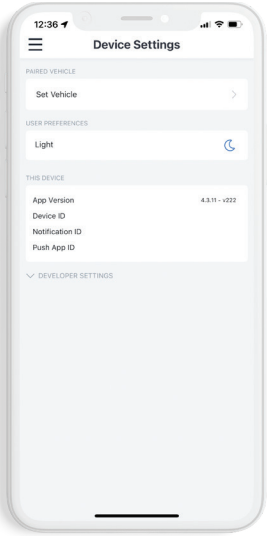
SETTINGS

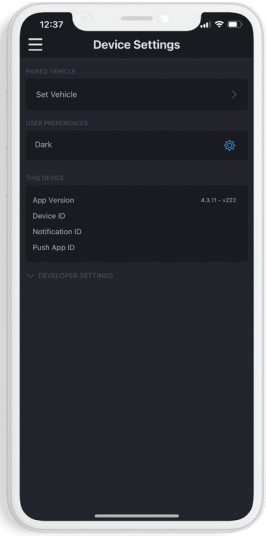
Access device settings from the **Flyout Menu** and select **Settings.**

Paired Vehicle
A vehicle can be paired by selecting Set Vehicle and selecting a nearby vehicle or use the search functionality.

User Preferences
The user can choose to change the app display from Light (default) to Dark by selecting Display Mode.

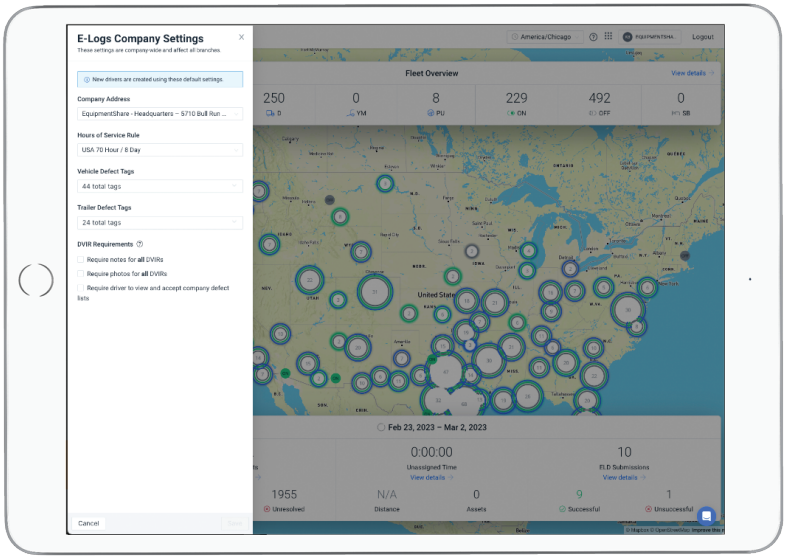
This Device
The device's ID, notification ID, and app version can all be found within the This Device section.





SET UP DEFAULT COMPANY SETTINGS

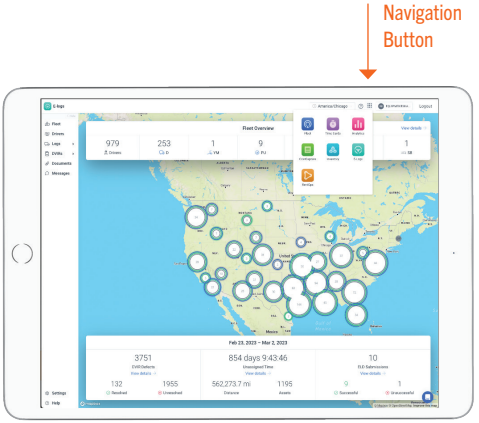
Navigate to **app.estrack.com/e-logs/.** Login using your T3 credentials. Click **Settings** at the bottom left. Select the **Company Address** and **Hours of Service Rule** from the drop down menu. If no address is available, please contact customer support at 1-888-80-RENTS.



ADMINISTRATOR

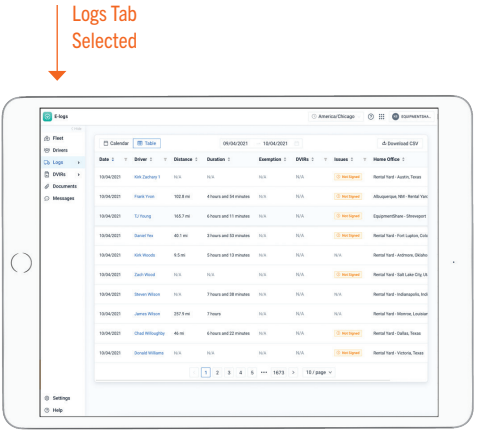
Overview

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.



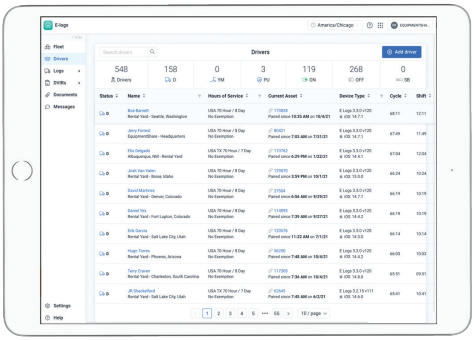
Viewing Logs

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.



ADMINISTRATOR CONT.

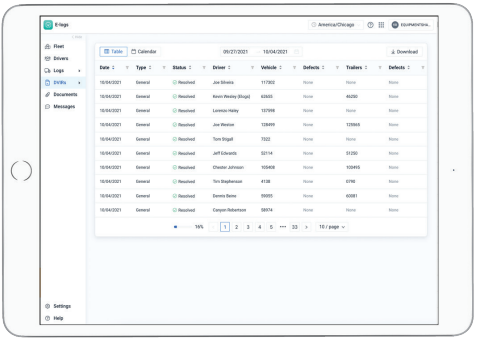
Drivers Tab Selected



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.

DVIRs Tab Selected



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

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

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.

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