



APEX CONNECT

Electronic Log Book

User manual

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Install the Apex Connect Electronic Log Book

1. For Android phones and tablets download the App from Google Play Store
2. Open the Apex Connect Electronic Log Book

Login to the Apex Connect Electronic Log Book

1. Enter your login details and tap **CONNECT**

Read the login details from your email. If you don't have login details yet, or you've forgotten them, contact your Carrier administrator.

2. Allow Apex Connect app to access device's location
3. Enter your trip details:
 - **Vehicle ID** - Enter vehicle ID. As soon as you start typing in this field list off available vehicles will be displayed
 - **Trailer ID** - Enter trailer ID. As soon as you start typing in this field list off available trailers will be displayed
 - **Shipment ID** - Enter shipment ID
 - Tap **SAVE**, when you entered all pertinent information
 - Tap **CLEAR** to clear all entered values
4. If the driver did not certify all the daily logs, the app will prompt the driver regarding uncertified logs along with the option to certify the relevant days
 - Tap **DETAILS** to show log detail
 - Tap **CERTIFY** to certify log
 - Tap **DISMISS** to dismiss log certification for now

After successfully login & entering trip details, the Dashboard page is open. Now you need to connect to your vehicle.

5. Tap **NOT CONNECTED** icon to connect to your vehicle

Please ensure that Bluetooth is enabled on your device before you connect to Apex Connect app. If Bluetooth is not enabled, Apex Connect will ask you to turn on Bluetooth.

6. Tap **CONNECT** to establish connection with the vehicle

7. An icon will change upon successful connection

Start Driving

Once you've completed all of the pre-trip tasks in this section, you're ready to drive.

1. Tap on **DUTY STATUS** button to change current duty status
2. Select a duty from the list. Insert Remark and tap **SET STATUS**
3. When your vehicle is moving at **5 MPH** or greater, your duty status will automatically switch to Driving, in accordance with the LED mandate
4. When the vehicle stops you will be back to Dashboard screen and you will be able to change your duty status by tapping current duty status icon and selecting some other stats
5. If your vehicle has stopped moving for five minutes you will be prompted with a question if you would like to change your duty status. If you ignore the question for one minute, your duty status will be changed to On Duty

Data Transfer

1. From your Dashboard view, tap the hamburger icon to open main navigation menu
2. Tap **DOT Inspection**
3. Tap **START REVIEW** for visual inspection
4. Tap **DATA TRANSFER** to send the Output File to DOT Officer via the FMCSA web service
5. Tap **EMAIL LOGS** in order to transfer the log information via email
6. Enter any remark supplied by the DOT Officer and finish the process by tapping **SUBMIT**

Data Transfer

1. From your Dashboard view, tap the hamburger icon to open main navigation menu
2. Tap Driving Crew, here you can see crew members, add new Co Driver or delete existing
3. Tap on **ADD CO-DRIVER**, to add Co Driver
4. Enter Co Driver Email and Password and tap **CO-DRIVER SIGN IN**
5. Tap on **SET AS DRIVER** to make Co Driver to become Driver
6. Tap on **REMOVE CO DRIVER** to remove Co Driver from the crew members