



Contractor E-Logs Guide

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INTRODUCTION

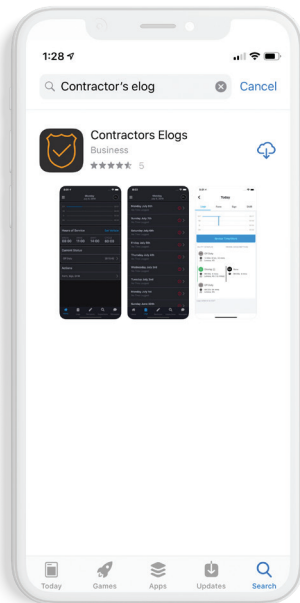
In the crowded field of ELDs, it can be difficult to pick the right solution for your business. Contractor E-logs is designed for mixed fleets. It not only enables compliance, but also has numerous features that allow users to manage vehicle and equipment maintenance, dispatching, job costing, etc. We are always improving and enhancing the entire feature set to make sure our users have the latest in technology to meet their business needs.

Additional information about the Contractors E-Logs app is available through the EquipmentShare Help Center and by contacting Track Support at support@estrack.com

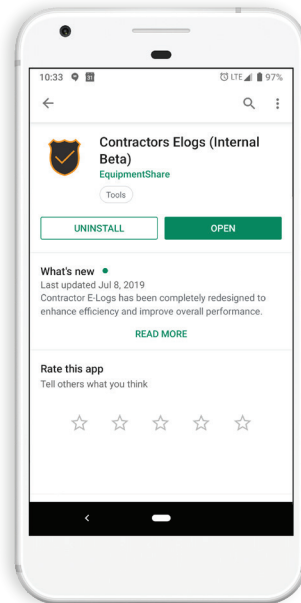
HOW TO DOWNLOAD THE APP

Available on Google Play and the App Store.

Search and download
from the App Store



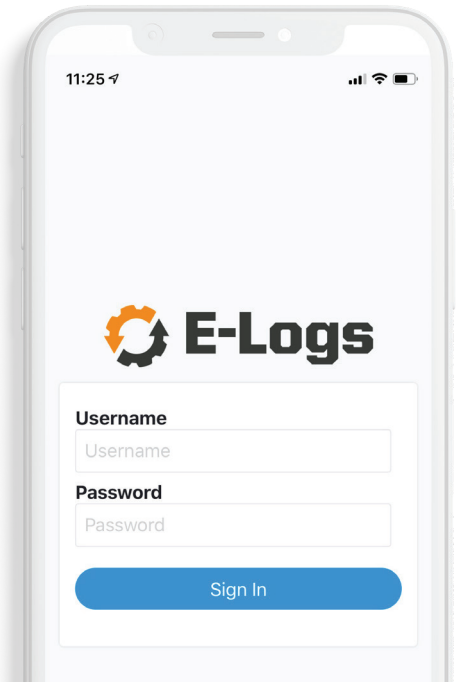
Search and download
from Google Play



SIGNING IN

To sign in, the user can choose their email address or the ID provided by their company. Simply enter the email address or ID in the Username field followed by the password. Select **Sign In** to log into Contractors E-Logs app.

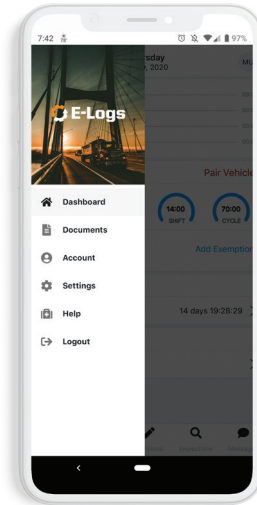
Press Sign In when
completed



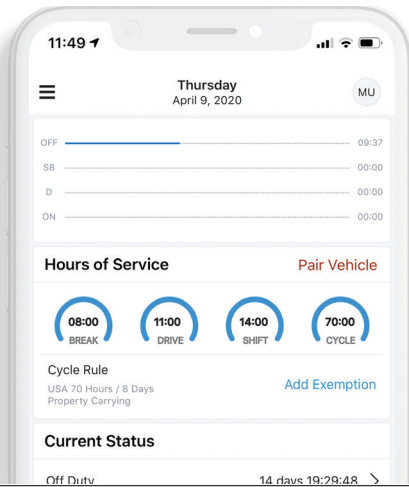
FLYOUT MENU

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.

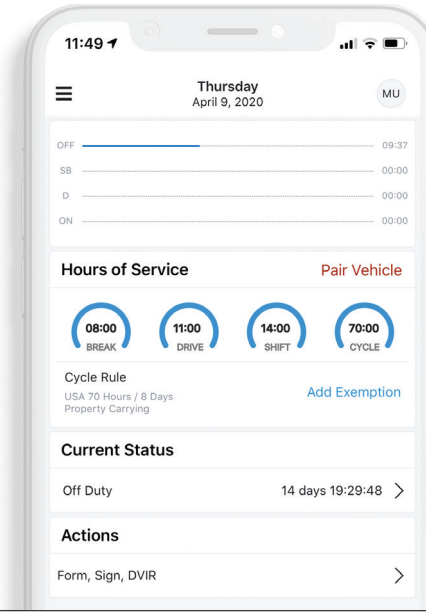


Top Left
Menu Button



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

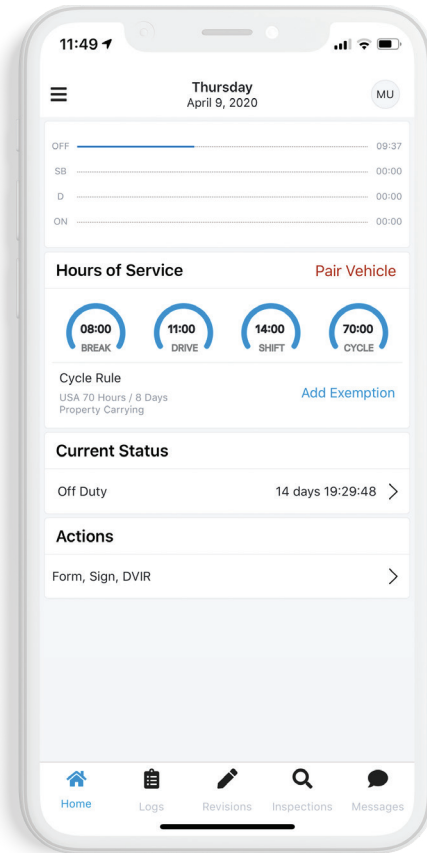
A driver can select a duty status from the home screen. A prompt will confirm if a driver wishes to move to the selected duty status.

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

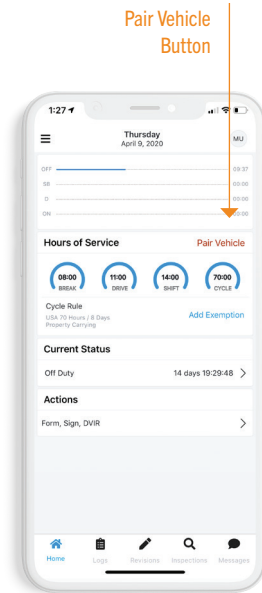
Along the bottom of the **Dashboard** screen is a **Tab Menu** that enables the user to quickly navigate **Home, Logs, Revisions, Inspections, and Messages.**

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



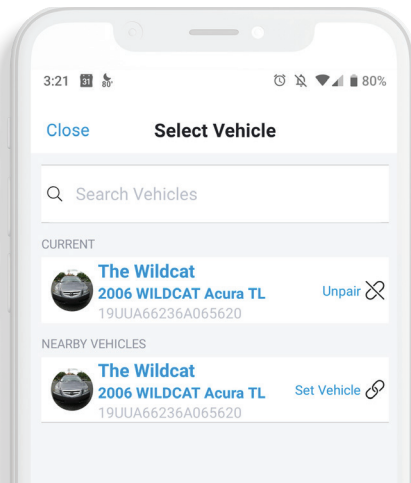
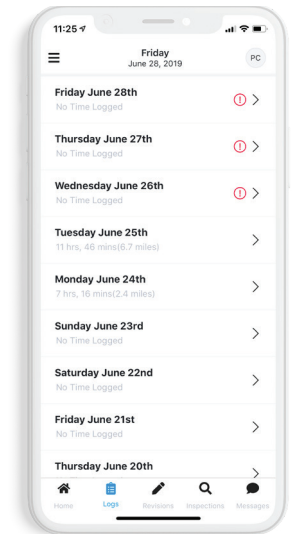
HOW TO PAIR A VEHICLE

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

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.



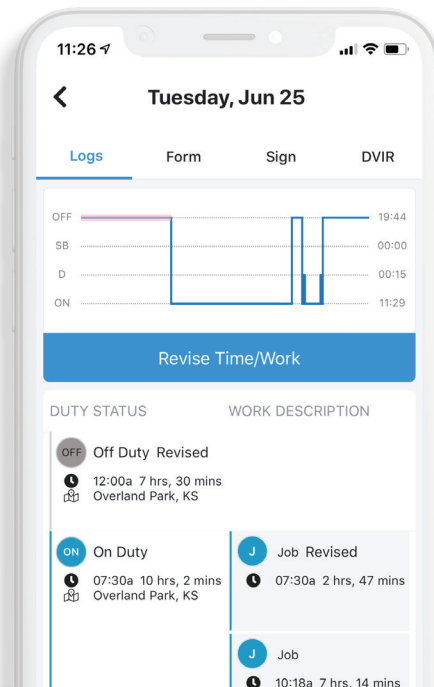
REVISE LOGS

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** and **Work Description**, will display.

NOTE:

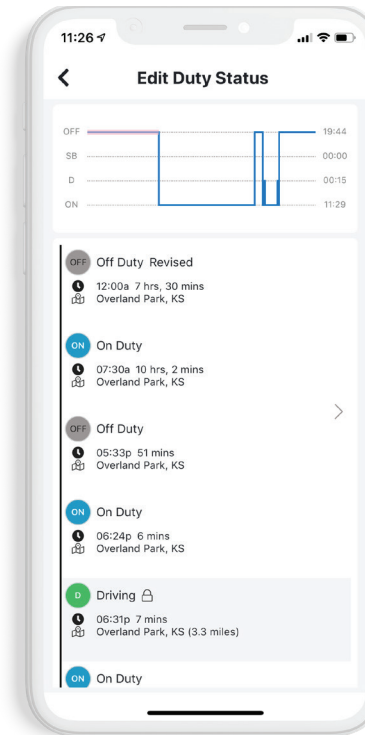
The Work Description is a display-only field on this screen and entered from the Duty Status screen.

Select **Revise Time/Work** to edit the Duty Status.

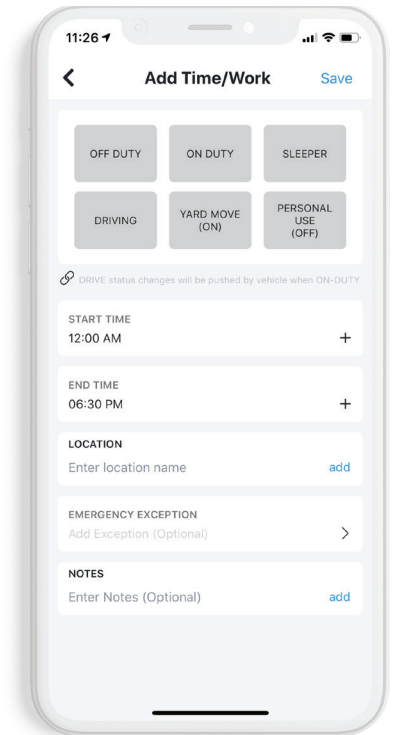


REVISE LOGS CONT.

It is important to note that an edit to a **Driving** status will require an exception selected, or it will move that time to **Unassigned Logs**.



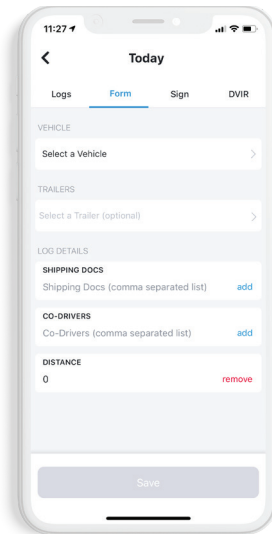
Select the **Duty Status** for revising.



Complete the edits and click **Save**.

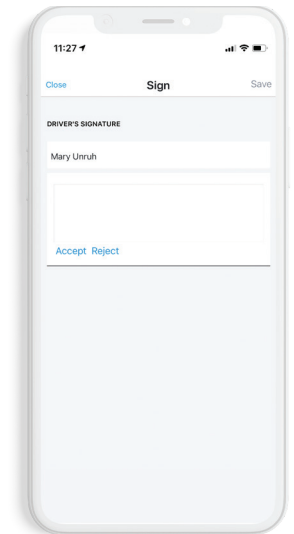
FORM

To complete the log form, select **Form, Sign, DVIR** from **Dashboard**. Select the **Form** tab (across the top). The form's fields will be displayed. Enter all pertinent information and select **Save** to save the form to the log.

A screenshot of a mobile application interface titled "Today". At the top, there are tabs for "Logs", "Form" (which is selected and highlighted in blue), "Sign", and "DVIR". Below the tabs, the form is organized into sections: "VEHICLE" with a "Select a Vehicle" field; "TRAILERS" with a "Select a Trailer (optional)" field; "LOG DETAILS" containing "SHIPPING DOCS" (Shipping Docs (comma separated list) with an "add" button) and "CO-DRIVERS" (Co-Drivers (comma separated list) with an "add" button); and "DISTANCE" (0 with a "remove" button). A "Save" button is located at the bottom of the screen.

SIGN

To certify the logs, select **Form, Sign, DVIR** from **Dashboard**. Select **Sign** tab (across the top). Review the statement and select **Sign Log**. Use your finger to sign within the blank box, click **Accept**, then **Save**.

A screenshot of a mobile application interface titled "Sign". At the top, there are tabs for "Close", "Sign" (which is selected and highlighted in blue), and "Save". Below the tabs, the screen displays "DRIVER'S SIGNATURE" with the name "Mary Utruh" and a large, empty rectangular box for signing. At the bottom of the box, there are "Accept" and "Reject" options.

DVIR (DRIVER VEHICLE INSPECTION RECORD)

New DVIR

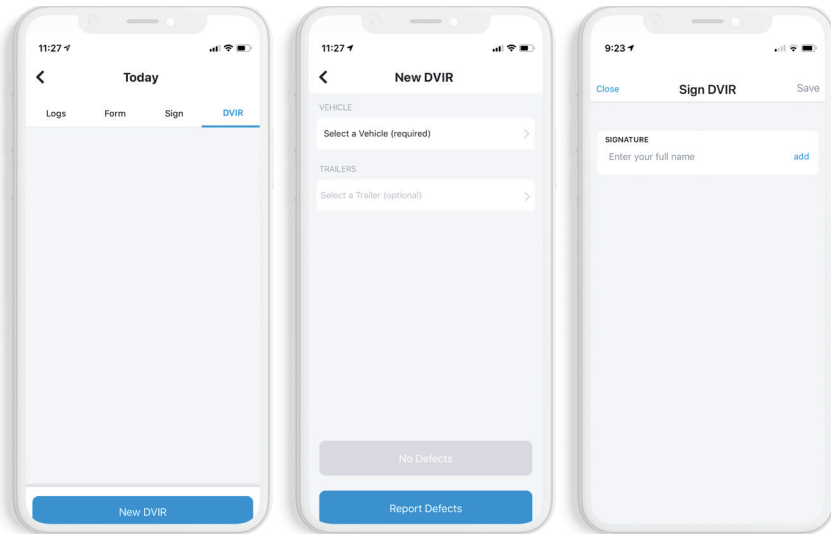
To create a DVIR, select Form, Sign, DVIR from Dashboard, and then select DVIR tab. Click New DVIR.

Report Defects

Select Report Defects for the vehicle and/or trailer if they exist. If they do not, select No Defects.

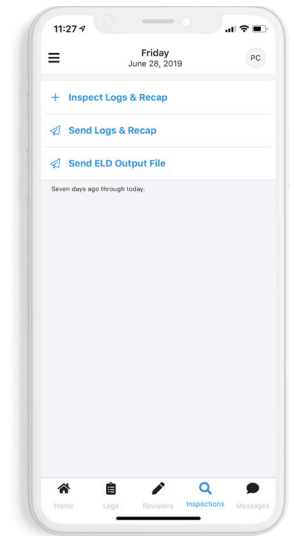
Save DVIR

Once reporting defects is finished, sign the DVIR, and click Save.



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

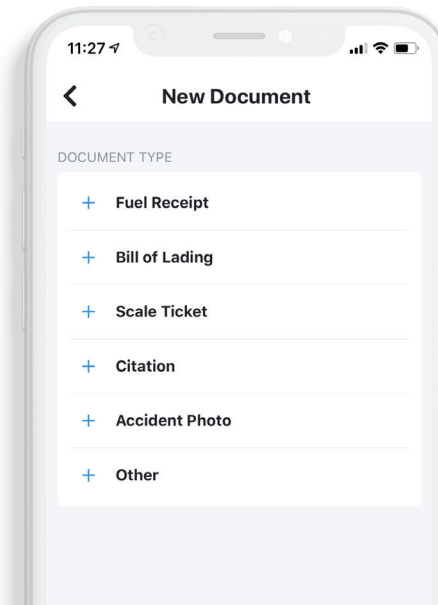
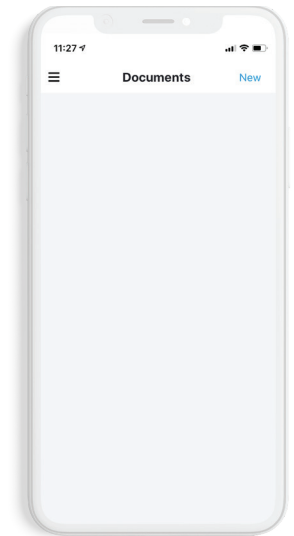
DATA TRANSFER

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 **New**.

New Button

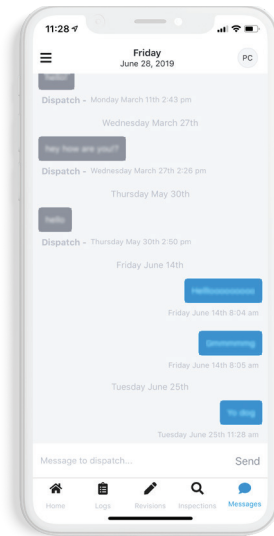


The document types available are:

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

REVISIONS

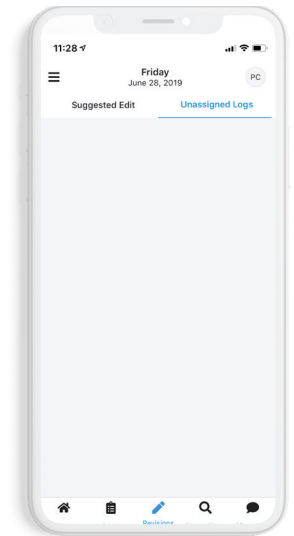
Access **Suggested Edit** and **Unassigned Logs** by selecting **Revisions** from the **Tab Menu** of the **Dashboard**.

Suggested Edit

Edits suggested from an administrator will display for the user's approval.

Unassigned Logs

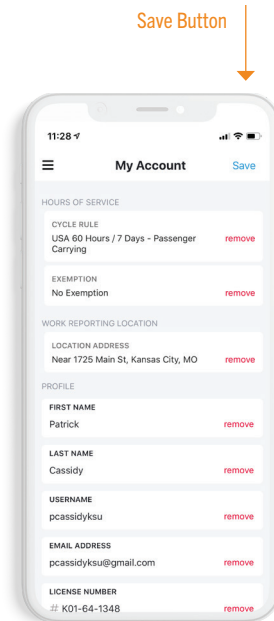
Any unassigned drive time will appear here for review.



Revisions Tab

ACCOUNT

To view and edit account information such as name, username, email address, and license number, select the **Flyout Menu** and then **Account**, or from the **Dashboard**, select the **Profile** icon (top right). Make changes and select **Save**.



SETTINGS

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

Paired Vehicle

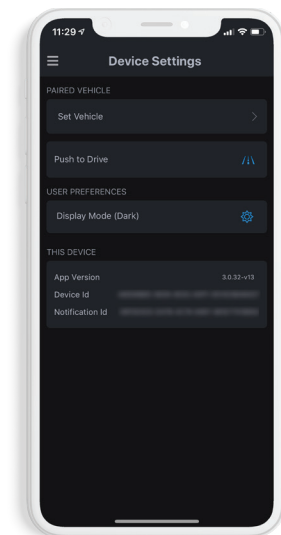
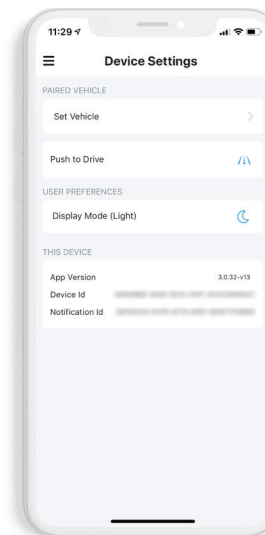
A vehicle can be paired by selecting Set Vehicle and selecting a nearby vehicle or use the search functionality. The Push to Drive feature enables the device's GPS to sync with assets based on location.

User Preferences

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

This Device

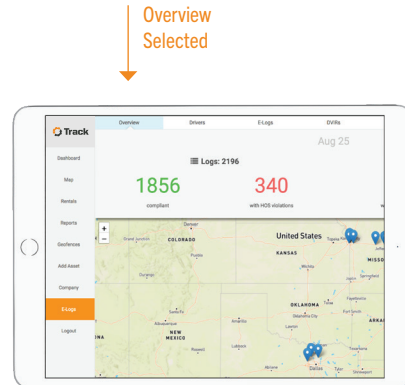
The device's ID, notification ID, and app version can all be found within the This Device section.



ADMINISTRATOR

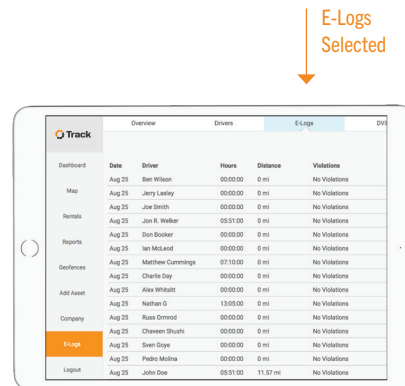
Overview

Within the web application, there is an overview showing the status of drivers and logs.



E-Logs

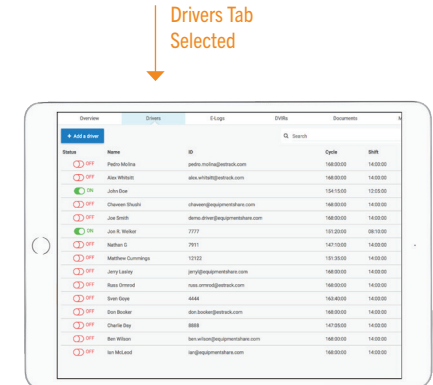
By selecting E-Logs, the administrator can see all logs in date order with the errors or violations.



ADMINISTRATOR CONT.

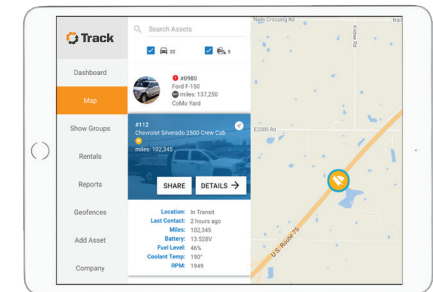
Driver Tab

From the Driver tab an administrator can add drivers, edit driver settings, and view current duty status of each driver.



Sync Error

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 on the right. 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.



Out of Lock Icon

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.



833-37-TRACK
support@estrack.com

02

03

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