

When the DVIR is complete, tap **Done**. RoadLog displays the **Resources** screen.

Removing a Trailer

To remove a trailer from RoadLog's database, tap **More** from the **Driver Overview** screen. RoadLog displays the **Driver Overview Options** screen.

Tap **Resources**. RoadLog displays the **Resources** screen.

Tap **Trailers**. RoadLog displays the **Current Trailers** List screen showing the attached trailers.

Tap on the trailer you want to remove and then tap **Remove**. RoadLog displays the **Confirm DVIR Data** screen – before removing a trailer, you must perform a post-trip inspection and create a **DVIR** for it.

When the DVIR is complete, tap **Finish**. RoadLog displays the **Current Trailer List** screen, showing the newly added trailer in the Current trailers list.

[For the DVIR procedure see Creating DVIRs.](#)

8. Shipment Documents management

RoadLog allows Drivers to include Shipping Documents such as Bills of Lading, Manifest Numbers, or Pro documents, as part of your data record. Whenever a Shipment Document is added or removed, the Driver must add or remove it from RoadLog's database. RoadLog allows you to assign up to five Shipment Documents per trip.

To add a shipment to RoadLog's database, tap **More** from the **Driver Overview** screen. RoadLog displays the **Driver Overview Options** screen.

Tap **Resources**. RoadLog displays the **Resources** screen. Tap **Shipment Documents**. RoadLog displays the **Current Documents List** screen.

Tap **Add** to add a new Shipment Document for the trip. RoadLog displays the **Add Shipment Document** screen.

Tap on the **Shipment document number** field. RoadLog displays the **Keyboard** screen. Type the first character(s) of the shipment document ID you want to add.

RoadLog uses its auto-complete feature to suggest a Shipment Document number from the available shipment documents in its memory. If the Shipment Document you want to add is different than the suggested one, tap **List** to view other pre-stored Shipment Document numbers matching the typed characters. Pick the correct Shipment Document ID and tap **Go**.

If no list of Shipment Documents has been entered from Fleet Software, or if the Shipment Document you wish to add is not in the stored list, tap **Back** to go to the **Keyboard** screen. Type in the complete document number and then tap **Go** to continue.

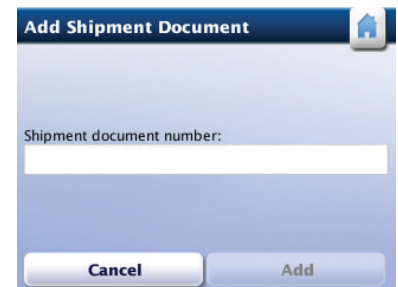
RoadLog displays the **Add Shipment Document** screen. If the ID is correct, tap **Add**. RoadLog displays the **Current Documents List** screen, showing the newly added shipment document.

When the Current Documents List is complete, tap **Done**. RoadLog returns to the **Resources** screen.

To remove a Shipment Document from the **Resources** screen, tap on **Shipment Documents**. Highlight the document you want to remove, and tap **Remove**. When finished, tap **Done** to return to the **Resources** screen.



Current Shipment Documents



Add Shipment Documents



Current Shipment Documents

9. Supporting Documents

RoadLog allows you to create different types of Supporting Documents such as fuel receipts, meal receipts and vehicle wash receipts. Predefined types of Supporting Documents can be created in the Fleet Software and transferred to RoadLog via data upload from the Fleet Key, other Supporting Document types can be created, as needed, in RoadLog.

Supporting Documents are created both automatically by RoadLog as well as manually by the Driver.

Supporting Documents are stored as data records in RoadLog and are also printed out from RoadLog's built-in thermal printer.

Whenever the Driver creates a Supporting Document for the trip, it must be added to RoadLog's database.

Generating a Supporting Document Automatically

RoadLog automatically generates Supporting Documents in the following circumstances:

The Driver performs a roadside inspection.

OR

The Driver performs a post-trip inspection DVIR and reports the defects found.

Generating a Supporting Document Manually

To manually generate a Supporting Document and add it to RoadLog's database, tap **More** from the **Driver Overview** screen. RoadLog displays the **Driver Overview Options** screen.

Tap **Resources**. RoadLog displays the **Resources** screen.

Tap **Supporting Documents**. RoadLog displays the **Supporting Documents** screen.

Tap **Generate Supporting Documents**. RoadLog displays the **Generate Supporting Document** screen.

Tap on the **Activity Type** field. RoadLog displays the **Keyboard** screen.

Type in the first character(s) of the Activity Type you wish to link to the supported document.

RoadLog uses its auto-complete feature to suggest an activity from the available Supporting Documents Activities List in its memory. If the activity you want to add is different than the suggested one, tap **List** to view other pre-stored Supporting Documents activities matching the typed characters.

Tap on the selected activity, and then tap **Go**.

If no list of Supporting Document activities has been entered from Fleet Software, or if the Supporting Document activity you wish to add is not in the stored list, tap **Back** to go to the **Keyboard** screen. Type in the complete Activity Type name and then tap **Go** to continue. RoadLog displays the **Generate Supporting Document** screen. If the Activity Type is correct, tap **Generate**.

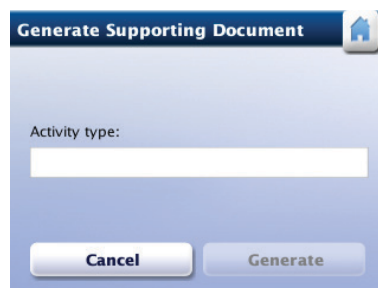
The Supporting Document for the selected Activity Type is added to the RoadLog's database. RoadLog prints the Supporting Document while displaying the **Printing in Progress** screen. Once the printing is complete, the **SD Generation Completed** screen is displayed.

Tap **OK**. RoadLog displays the **Supporting Documents** screen.

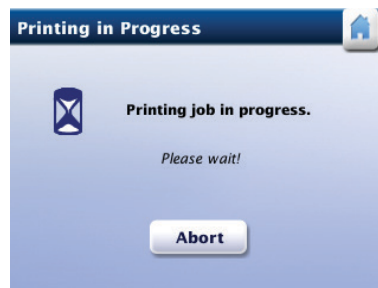
If you want to view the Supporting Documents generated, tap **View Supporting Documents** from the **Supporting Documents** screen. RoadLog displays **View Supporting Documents** screen.



Supporting Documents



Generate Supporting Documents



Printing in progress



View Supporting Documents

Select the Supporting Document you want to view by tapping it. Once a document is selected, tap View Details. RoadLog displays the **View SD Details** screen.

Tap Print to print the Supporting Document details or Back to return to the **Supporting Documents** screen.



View SD Details

10. Vehicle Inspection Reports: Creating DVIRs

Performing DVIRs

RoadLog allows you to create the legally required Driver Vehicle Inspection Reports (DVIR) for the following vehicle assets:

- Tractor inspection
- Trailer inspection

Pre-trip and post-trip inspections can be performed. You can also view the recorded inspection reports.

RoadLog automatically prompts the Driver to perform a pre-trip inspection in the following circumstances:

- A Driver logs in
- A logged-in user changes duty status to Driver
- A trailer is attached to the vehicle

The **Confirm DVIR Data** screen will appear automatically whenever any of the three actions above occurs.

Pre-trip Inspection

You are required to check the safety of the vehicle before driving and to check whether any defects recorded during the previous post-trip inspection have been fixed. You must then record the results of your inspection in a Pre-trip DVIR.

Creating a Pre-trip DVIR

When the Driver logs in and selects the Driving status, RoadLog prompts the user to perform a pre-trip DVIR for the vehicle and current trailer(s). At the start of the pre-trip DVIR, RoadLog displays the **Confirm DVIR Data** screen.

After checking the vehicle location and odometer reading, tap Next to continue with the DVIR pre-trip inspection. RoadLog displays the **DVIR Menu** screen.

Confirm DVIR Data

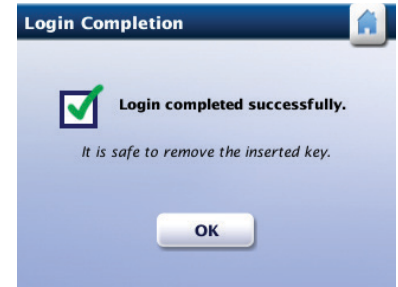
From the **DVIR Menu** screen, follow the DVIR procedure as described in [Creating a Post-trip DVIR](#), below.

Once all pre-trip DVIRs are submitted, the log in process is completed. RoadLog displays the **Login Completion** screen.

Remove the Driver Key and tap **OK**. RoadLog displays the **Driver Overview** screen.



DVIR Menu



Login Completion

Creating a Post-trip DVIR

A post-trip inspection requires that you check Assets (vehicle and current trailer(s)) and sub-assemblies at the end of a trip. If defects are noticed, they must be recorded manually in RoadLog.

RoadLog automatically prompts the Driver to perform a post-trip inspection when:

- A Driver logs out of the system
- Drivers change their status to either Personal Use or Sleeper Berth
- A Trailer is detached from the Vehicle

The post-trip DVIR inspection begins at the **Confirm DVIR Data** screen:

Check the Vehicle location and odometer. Edit the location if required.

Note: If the system is not receiving a clear GPS signal, you may have to enter your location manually.

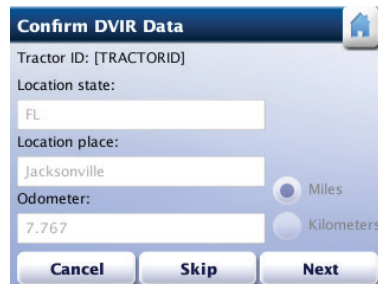
You can enter your location by tapping the **Location** field. When you tap the field, the Keyboard comes up. Type in the location and tap **Go**.

Tap **Next** to continue. RoadLog displays the **DVIR Menu** screen that shows the assigned assets list (vehicle and current trailer(s)).

If you are not detaching any trailers and want to skip the post-trip inspection, tap **Skip**.

Note: If you are detaching any trailer(s), you must perform a DVIR.

Tap **Next** to perform DVIR post-trip inspection. RoadLog displays the **DVIR Menu** screen.



Confirm DVIR Data



DVIR Assets

The **DVIR Menu** screen provides a list of the assigned assets (tractor and current trailer(s)). The Assets in bold text have a viewable DVIR, indicating that a post-trip inspection was already performed.

Assets that are not in bold text do not have reviewable DVIRs. The Driver must select them and create a DVIR:

Use the up and down arrows to scroll through the Asset list.

Tap each unchecked Asset, one at a time, to confirm its status or create a DVIR.

Tap **No Defects** to create a DVIR with no defects for the selected Asset.

Tap **Add Defects** to create a DVIR with defects for the selected Asset.

Tap **Edit Defects** to edit existing DVIR defects previously recorded.

Tap **Skip** to skip the post-trip inspection of the selected Asset.

Tap **Cancel** to end the DVIR.

Note: The **DVIR Carry Over** screen will appear if an Asset defect recorded in the previous post-trip inspection was not corrected during the most recent pre-trip inspection. Use the up and down arrows to scroll through the existing post-trip inspection reports, tap **Next**, and RoadLog will automatically add the previously recorded defects to the current report. RoadLog will then return to the **DVIR Menu** screen.



DVIR Assets



DVIR Carry Over

Assigning Defects to a Part in the DVIR

To create a new DVIR for the selected Asset **from the DVIR Menu screen**, tap **Add Defects**. RoadLog displays the **DVIR Creation** screen listing the predefined parts for this Asset.

Use the up and down arrows to scroll through the parts list. Select the defective part from the list and tap **Edit** to assign defects to it.

Note: Part lists are created in the RoadLog Fleet Software, but you may add another part if it does not appear on your list.



DVIR Creation

To create a new part in the list, tap on the Other Part field. RoadLog displays the **Keyboard** screen. Enter the first letter(s) of the defective component and then tap List. A **Parts List** screen containing the predefined parts that match the typed characters will appear.

If the part you wish to add does not appear in the stored list, enter the part's name in its entirety, and then tap Go. The **DVIR Creation** screen is displayed, highlighting the newly added part.

Once you have selected or added the defective part, tap Edit. RoadLog displays the **DVIR Defect Details** screen.

Use the up and down arrows to scroll through the **DVIR Defects Details** list. Tap on and highlight the defect you want to assign to the selected part.

Note: Defect lists are created in the RoadLog Fleet Software. You may select a defect from the list or add another defect if it does not appear on your list.

To create a new defect in the list, tap on the “Other Defect” field. RoadLog displays the **Keyboard** screen.

Enter the first letter(s) of the defect detail and then tap List. A **Defects List** screen containing the predefined defects for the part matching the typed characters will appear.

If the defect you wish to add is not in the stored list, enter the full name of the defect, and then tap Go. The **DVIR Defect Details** screen, with the “Other Defect” field complete, is displayed. Tap Add to add the new defect to the list.

Once you finish adding new defective part types to the list, tap Done.

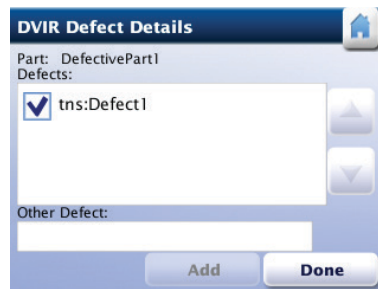
RoadLog displays the **DVIR Menu** screen. Complete your DVIR using the new defect listing(s) you've created.

When all applicable defects for the part have been entered, tap Done. RoadLog displays the **DVIR Creation** screen. Defective parts are now in bold. Repeat these steps for any remaining defective parts.

Perform post-trip inspections for the remaining assets. Once all assets are checked and entries completed, tap Next.



New Part Added



DVIR Defect Details



DVIR Creation

RoadLog displays the **DVIR Summary** screen where you can review each DVIR item. If editing is needed, tap **Back** to return to the **DVIR Menu** screen.

DVIR Summary

To view items listed in the **DVIR Summary** screen, use the up and down arrows to scroll through the assets.

Use the left and right arrows to scroll through the individual **DVIR Summary** for each asset.

Tap **Next** to continue. RoadLog displays **Submit DVIR** screen.

For each Asset, select the appropriate checkbox for **Repaired**, **Repairs not necessary**, **Safe to operate**, or **Unsafe to operate**.

You can add notes by tapping in the **Repair notes** and **Approval notes** fields. When you tap the field, RoadLog displays the **Keyboard** screen. Type in notes and tap **Go**.

Each time you complete a DVIR for an asset, tap **Finish**:

Note: If there are more assets to be reviewed, RoadLog automatically displays the **DVIR Summary** screen for the next asset.

Printing a DVIR

To print a DVIR, tap **More** from the **DVIR Summary** screen, then tap **Print** from the **DVIR Summary (more)** screen.

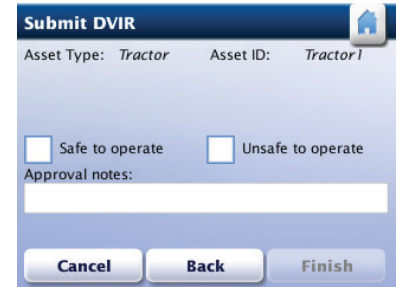
Tap **Report Defects** from the **DVIR Summary (More)** screen to associate a Supporting Document with this DVIR.

To submit each DVIR from the **DVIR Summary** screen, tap **Next**, then tap **Finish** from the **Submit DVIR** screen.

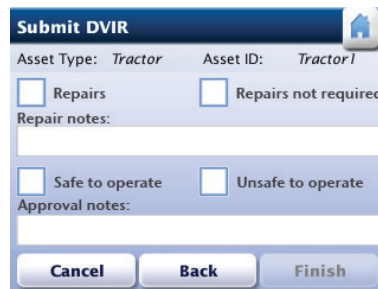
RoadLog prints the DVIR, along with the Supporting Document for this activity. During printing, RoadLog displays the **Printing in Progress** screen. To cancel printing, tap **Abort**.



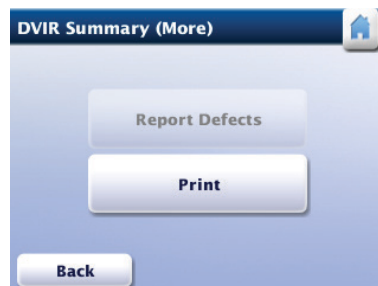
DVIR Summary



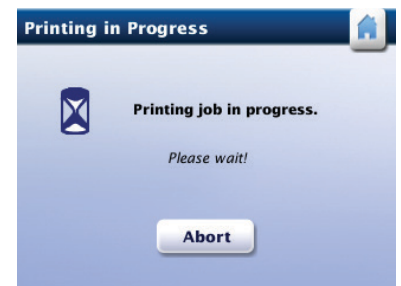
Submit DVIR



Repair Notes/Approval Notes



DVIR Summary (More)



Printing in Progress

Once the printing finishes, the **DVIR Summary** screen will appear.

Tap **Finish** to complete the DVIR.

Viewing Driver Vehicle Inspection Reports (DVIR)

RoadLog allows you to view the most recent Driver Vehicle Inspection Report for each of the assigned assets.

From the **Menu** screen, tap DVIR overview.

Or

From the or **Driver Overview** screen tap View DVIR.

RoadLog displays the **DVIR Summary** screen. To view, Print and Report Defects from the DVIR reports, follow the procedures from DVIR Summary and Printing a DVIR.

For the procedure on printing see [Printing a DVIR](#).



Driver Overview



DVIR Summary

11. Enabling/Disabling Exemptions

According to the US HOS regulations, a Driver is permitted to take exemptions from HOS rules in the following circumstances:

- Emergency conditions
- Adverse driving conditions
- 16-hour extension (This exception is applicable only for property-carrying vehicles)
- 100 mile radius for CDL drivers
- 150 mile radius for non-CDL drivers
- Personal Use

Exemptions are stopped and started by the Driver and may also be automatically deactivated by RoadLog under specific conditions.

To enter an exemption in RoadLog, tap **Driver Options** from the **Driver Overview Options** screen. RoadLog displays the **Driver Options** screen.

Tap **Take Exemption**. RoadLog displays the **Exemptions** screen.

Select the exemption you wish to take from the radio button list.

To add a remark related to the selected exemption, tap on the remarks field. RoadLog displays the **Keyboard** screen.

Enter the remark and tap **Go**. RoadLog displays the **Exemption** screen with the typed remark.

Press **Start** to activate the exemption. RoadLog returns to the **Driver Options** screen.

If you wish to stop a current exemption, tap **Stop**.

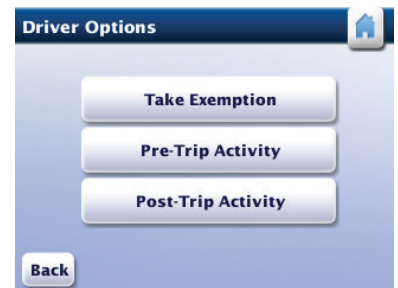
Automatic deactivation of Exemptions

RoadLog will automatically deactivate the exemptions in the following instances:

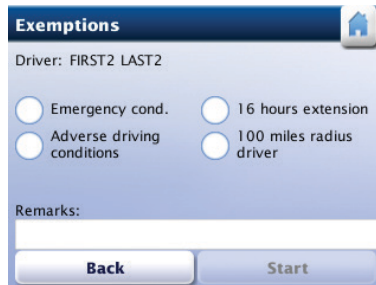
The Emergency exemption will end when the Driver changes duty status to Off Duty or Sleeper Berth.



Driver Overview



Driver Options



Exemptions

The Adverse driving condition exemption will end when the Driver fulfills the HOS daily reset condition.

The 100 and 150 air-miles radius exemptions will end when the vehicle exceeds the prescribed radius, when the Driver logs out, or when the Driver changes duty status to Personal Use.

The 16-hour extension exemption will end when the Driver fulfills the HOS daily reset condition.

Note: The 16-hour exemption is designed for one-day “duty tours.” The duty tour is the interval between the time a Driver comes On Duty and is released from duty on a daily basis. This period begins and ends at the Driver’s normal work reporting location and may only be used following 10 or more consecutive hours off-duty, 10 or more consecutive hours in the sleeper berth, or a combination of 10 or more consecutive hours Off Duty and Sleeper Berth time.

Disabling the 100 or 150 Air-miles Radius Exemptions

The 100 or 150 air-miles radius exemptions can only be disabled automatically by RoadLog in the following circumstances:

- The 100 or 150 air-miles radius is exceeded by the vehicle’s distance traveled.
- The Driver logs out.
- The Driver changes status to Personal Use.

12. Adding a Pre-Trip or Post-Trip Activity

The Driver has the option of extending the On Duty time frame at the beginning of the current log in session by adding a pre-trip activity or at the end of the trip by adding a post-trip activity function.

To add a pre-trip or post-trip activity from the **Driver Overview Options** screen, tap **Driver Options**. RoadLog displays the **Driver Options** screen.

Depending on your choice, tap **Pre-Trip Activity** or **Post-Trip Activity**. RoadLog displays the appropriate screen.

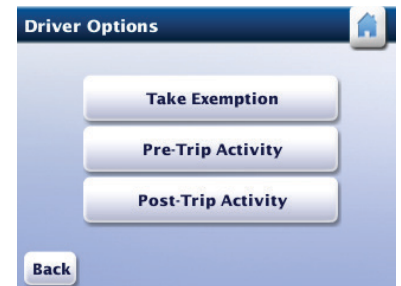
Tap on the arrows for each field to select the Start Date and Start time Hour and Minutes for the Activity using the drop-down menus. Select AM or PM using the radio buttons.

Note: If the entered start time or end time overlaps with a preceding log in session, RoadLog displays the **Invalid Date/Time** screen. Tap **OK**. The **Pre-Trip** or **Post-Trip Activity** screen will be displayed again. Enter a valid start time and tap **OK**. RoadLog displays the **Confirm Pre-Trip** or **Confirm Post-Trip Activity** screen.

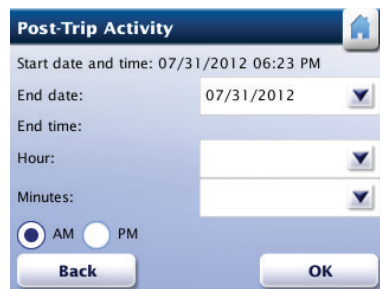
Tap **Yes** to confirm the pre-trip or post-trip activity. RoadLog displays the **Driver Options** screen.



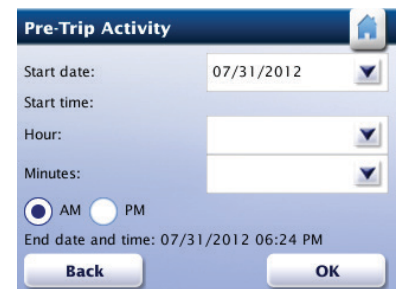
Driver Overview



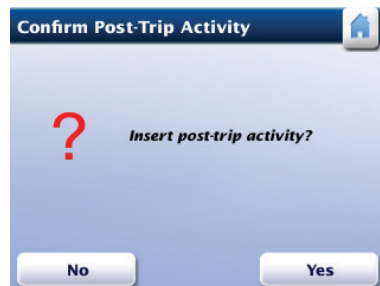
Driver Options



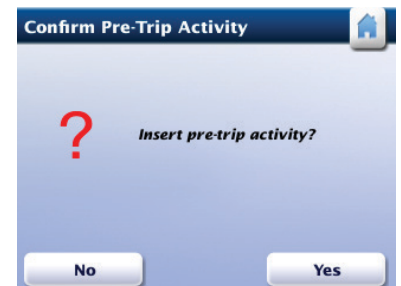
Post-Trip Activity



Pre-Trip Activity



Confirm Post-Trip Activity



Confirm Pre-Trip Activity

13. Performing a Roadside Inspection

RoadLog features a roadside inspection function that allows authorized inspection personnel to retrieve the recorded logbooks of the logged in Drivers' last 7 or 8 days schedule in print or electronic format.

Retrieving and Printing DVIR Reports

To retrieve logbook records from the *Driver Overview Options* screen, tap Roadside Inspection. RoadLog displays the *Roadside Inspection* screen.

Tap DVIR to display the *DVIR Roadside Inspection* screen.

Tap Print. RoadLog prints the last recorded DVIR report for each of the current assets while displaying the *Printing in Progress* screen.

Note: For an explanation of the print out, see DVIR Report printout.



Driver Overview



Roadside Inspection



DVIR Roadside Inspection

Retrieving, Printing and Transferring HOS logs

To perform an inspection of the HOS Logs from the **Roadside Inspection** screen, tap **HOS Logs**. RoadLog displays the **HOS Logs Roadside Inspection** screen.

Using the radio buttons, select the name of the Driver that you'll perform a roadside inspection for.

Tap **USB Transfer** to transfer the HOS Log file to a USB flash drive.

RoadLog displays the **Insert USB Flash Drive** screen.

Insert a USB flash drive into the USB port to perform the RODS data transfer. After the transfer is complete, RoadLog displays the **Data Download Completed** screen.

Note: To enable data transfer, the USB must be formatted in the FAT32 file system.

Tap **OK**, and remove the USB key from the slot.

Note: The file that is transferred in the Roadside Inspection is the RODS data (Record Of Duty Status) text data file. No other data is transferred.

To print the chosen Driver's daily Log from the **HOS Logs Roadside Inspection** screen, Tap **Print**. RoadLog prints the logs for the last 7 or 8 days (based on the Driver's schedule), while displaying the **Printing in Progress** screen.



Roadside Inspection



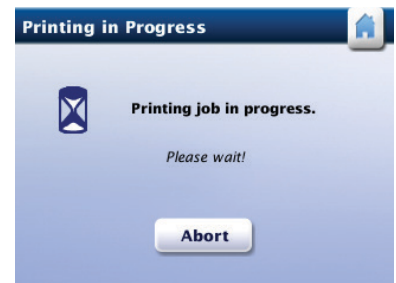
HOS Logs Roadside Inspection



Insert USB Flash Drive



HOS Logs Roadside Inspection



Printing in progress

14. Company Log Out from RoadLog

When a company isn't using a RoadLog, the company should log out. RoadLog data recorded while the company was logged in is not available to other companies that log in afterwards.

Note: Before going on to company log out, all logged-in Drivers must log out from RoadLog, in order to save their RODS data to their Driver Keys. After a company logs out from a RoadLog device, its Drivers can no longer save their RODS data from RoadLog to their Driver Keys.

To log out the company, insert the company's Fleet Key. RoadLog displays the **Fleet Key Options** screen.

Tap **Logout**. RoadLog displays the **Company Logout Options** screen.

Tap **Logout with Data Download** to save company data from RoadLog to the Fleet Key (If RoadLog detects the Fleet Key is full and unable to store additional data, you may only select **Logout without Data Download**). RoadLog displays the **Fleet Key Files Download** screen.

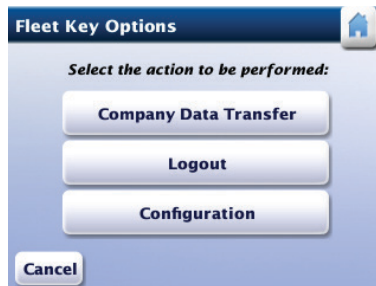
Use the up and down arrows to view the **Fleet Key Files Download** file choices. *It is recommended that you download all files.*

Select the files to be downloaded and tap **Download**. RoadLog displays the **Transfer in Progress** screen during data transfer and the **Data Download Completed** screen when data transfer is complete.

Remove the Fleet Key. RoadLog displays the **Successful Logout** screen.

Tap **OK**. RoadLog displays the **Settings** screen.

Notes: If you try to log out the company while a Driver is still logged in, RoadLog displays the **Driver Logged In** screen.



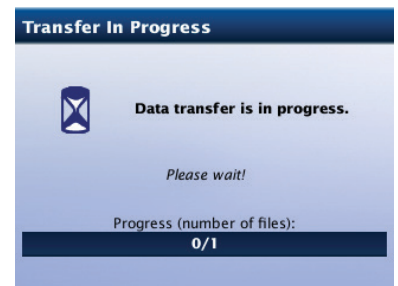
Fleet Key Options



Company Logout Options



Fleet Key Files Download



Transfer in Progress

15. Software Updates

You can update RoadLog's software by transferring an update package from a Driver or Fleet key. See details on how to transfer the update package onto a Driver or Fleet Key in the RoadLog Fleet Software manual: [Transferring an Update to RoadLog](#).

To perform a RoadLog software update, insert a Driver Key or Fleet Key that contains the software update package into the USB port. RoadLog displays the **SW Update** screen.

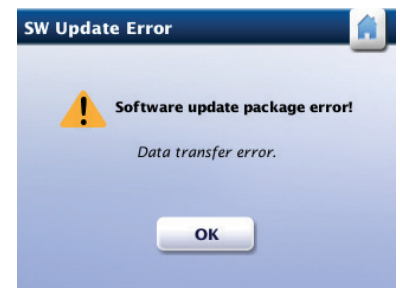
Tap **Install** to start the updating process. Once the installation is complete, RoadLog will automatically reboot and display the start up screen. After RoadLog completes the reboot, the software update becomes effective.

Note: If a data transfer error is detected, RoadLog will display the **SW Update Error** screen. In this case, tap **OK**. If the inserted flash drive is the Driver Key, RoadLog will display the **Driver Key Options** screen. If the inserted flash drive is the Fleet Key, RoadLog will display the **Select Key Role** screen.

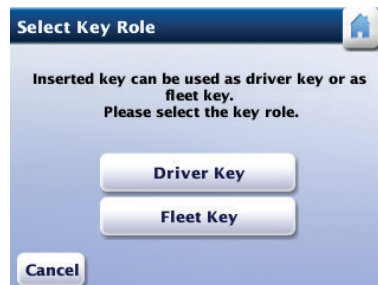
Tap the Home icon or remove the inserted Key to go to the **Driver Overview** screen.



Software Update



Software Update Error





Select Key Role




16. Diagnostic Warning Screens

RoadLog runs automatic diagnostic checks to detect and report failures that affect its performance. When failures are detected, RoadLog displays relevant warning screens.

The warnings RoadLog may issue regarding Driver compliance and device operations are described in the chart below.

Steps you can take to resolve the problems detected are also provided.

Screen	Meaning	Action required
	<p>The daily On Duty time rule has been broken.</p>	<p>Take the required rest time before coming back on duty.</p> <p>Check the <i>Driver Overview</i> screen for the remaining rest time available to you.</p>
	<p>The weekly On Duty time rule has been broken.</p> <p>The week refers to the preceding seven or eight days, depending on the schedule assigned for the Driver.</p>	<p>Take the required rest time before coming back on duty.</p> <p>Check the <i>Driver Overview</i> screen for the remaining rest time available to you.</p>

Screen	Meaning	Action required
	<p>The Driving Time limit has been exceeded.</p>	<p>Take the required rest time.</p> <p>Check the Driver Overview screen for the rest time available to you before Driving again.</p>
	<p>Although the Driver has exceeded the Driving Time limit, the vehicle is still in motion.</p>	<p>Stop the vehicle as soon as possible and take the required rest time.</p>
	<p>RoadLog detects a daily On Duty time violation for this Driver while the vehicle is in motion, or RoadLog detects a weekly On Duty time violation for this Driver while the vehicle is in motion.</p>	<p>Stop the vehicle as soon as possible and take the required rest time.</p>