

E-LOG USER GUIDE

03/23/2018



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Driver

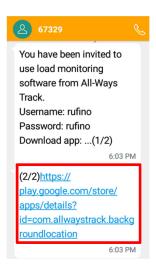
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1. Download the App.

- Driver receives from Dispatcher two Text messages, first with User and Password, a second text with a Link to download the All-Ways Track E-Log App from Play Store.
- Select link from Text 2/2



- Driver select INSTALL and waits for the App to complete Download.
- Note: Is required select ALLOW the App knows location of device as well as enable Bluetooth.

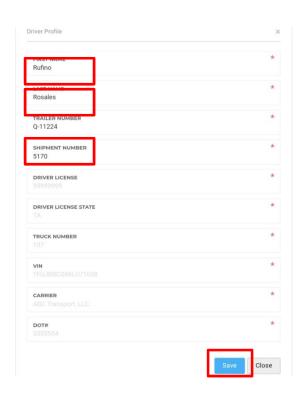


- Driver must enter LOGIN and PASSWORD.
- Select SIGN IN.



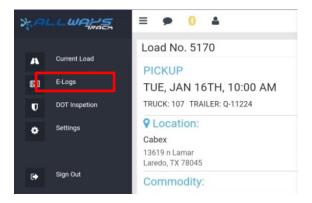
2. Driver Profile.

- When Driver receives the Current Load from Dispatcher, needs to enter 3 following fields:
 - **✓ FIRST NAME**
 - ✓ LAST NAME
 - ✓ SHIPMENT NUMBER
- Select SAVE.
- ✓ Note: Rest of Fields (Trailer #, Driver License & State, VIN, Carrier, DOT #) must be thrown automatically when receive the Current Load.
- ✓ Note: If any of these fields does not exist is because they were not entered in Drivers or Trucks Catalog and legend of CALL DISPATCH appear.



3. Starting use the E-log

Select E-Logs.



• Full screen E-Log is displayed.



4. ELD Indicator Lights.

- ✓ DRIVING / Available Driving Time (Restricted to a maximum of 11 hours).
- ✓ BREAK / Available Driving Time before 30 minutes BRAKE (Restricted to a maximum of 8 continuous hours of Driving and a BRAKE at least of 30 minutes).
- ✓ SHIFT / Available Time to end Journey (Restricted to 14 hours).
- ✓ 70/8 CYCLE Hours left / Available Time before start 34 hours Rest Period.



Available Driving Hours when you return for 34 hours under OFF DUTY.

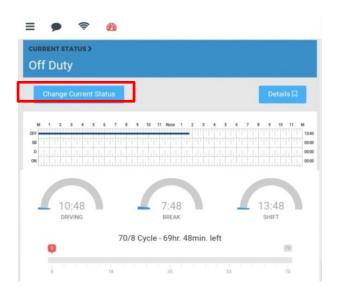


• Available Driving Hours after having driven for a while.

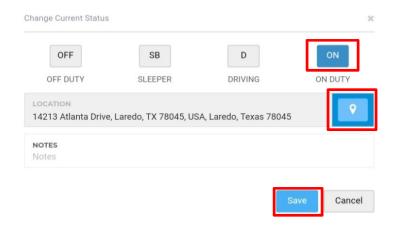


5. Change my Status now.

- CURRENT STATUS Screen is displayed.
- Select CHANGE CURRENT STATUS.

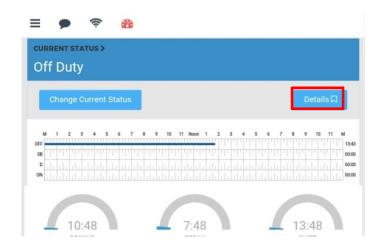


- Select a STATUS you need to change.
 - ✓ OFF .- Off Duty.
 - ✓ SB.- Sleeper Berth.
 - ✓ D.- Driving.
 - ✓ ON.- On Duty.
- Select LOCATION.
- Add a comment if is necessary just in field NOTES.
- Select SAVE.



6. Create a DVIR (Pre-Trip).

To access DVIR, select Tab DETAILS.



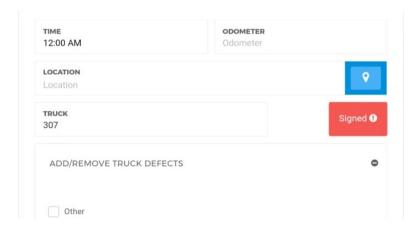
Select DVIR.



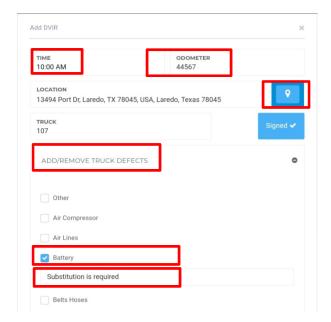
Select ADD DVIR



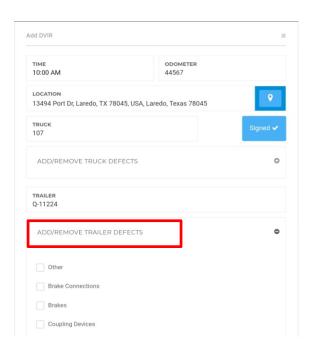
• DVIR Screen is displayed.



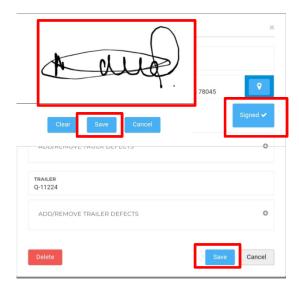
- Set TIME, ODOMETER and LOCATION.
- Select ADD/REMOVE TRUCK DEFECTS.
- Select those TRUCK DEFECTS that you found during Inspection and write comments. NOTE: Write in detail the defect found.



- Select ADD/REMOVE TRAILERS DEFECTS.
- Select those TRAILERS DEFECTS that you found during Inspection and write comments.



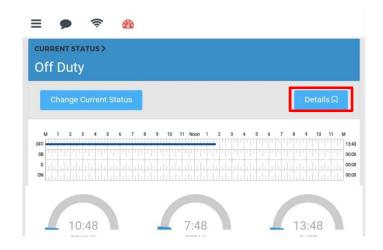
- Select SIGN and make your SIGNATURE in the box.
- Select SAVE for Signature.
- Select SAVE for DVIR.



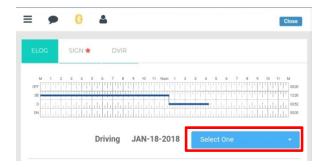
7. Add a Remark.

Allows to include a Comment or Clarification and this will be displayed with a vertical amber line.

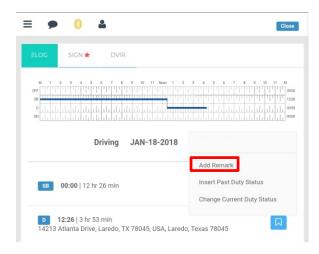
• Select DETAILS.



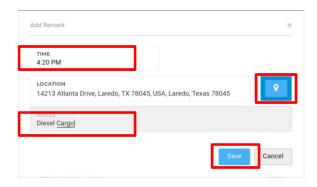
• Go to SELECT ONE.



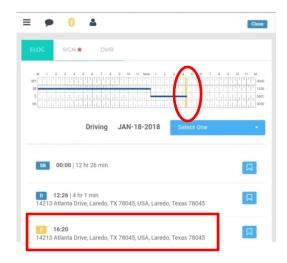
• Select ADD REMARK.



- Set Time, confirm a Location and write a comment or clarification just in the field NOTES.
- Select SAVE.

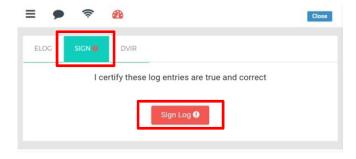


• E-Log screen with a Amber mark is displayed, indicating below event under symbol R.

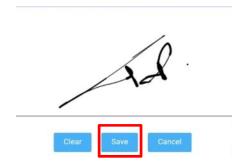


8.- Signing the E-Log at the end of journey.

- Go to DETAILS
- Select SIGN.
- Select SIGN LOG



- With your finger make your SIGNATURE making sure you don't do it outside the box.
- Select SAVE.

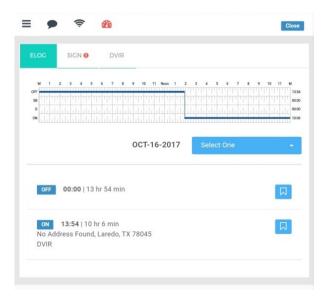


9.- How can I see E-Logs from previous days.

 To check previous E-LOGS, find section LAST 14 DAYS just bellow of 70/8 Cycle, choose the day you want to review and select List symbol.

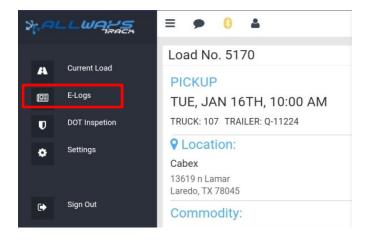


• Selected E-Log screen is displayed.

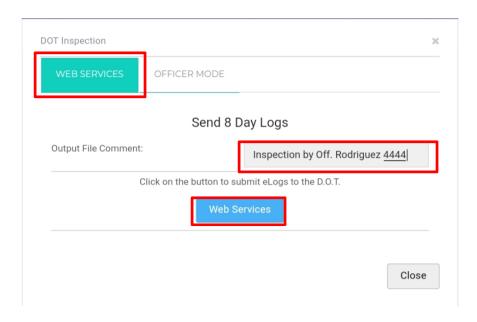


10.- Transmit 8 day logs to the DOT.

- Go to MENU.
- Select DOT INSPECTION.



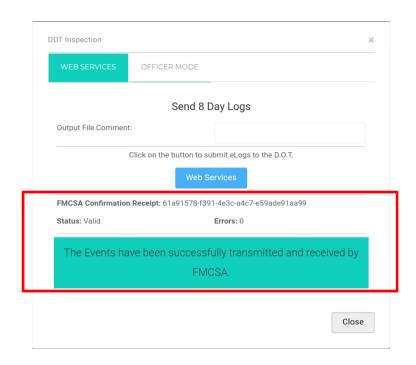
- Select WEB SERVICES Tab.
- Input a comment just in the field OUTPUT FILE COMMENT.
- Select WEB SERVICES Button for Transmission.



- Result of Transmission is shown and indicates :
 - ✓ FMCSA CONFIRMATION RECEIPT
 - **✓ STATUS**
 - **✓ ERRORS**

As well as the legend THE EVENTS HAVE BEEN SUCCESSFULLY TRANSMITTED.

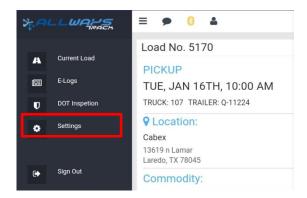
• Note: In case there are errors in Transmission, these would be clearly described.



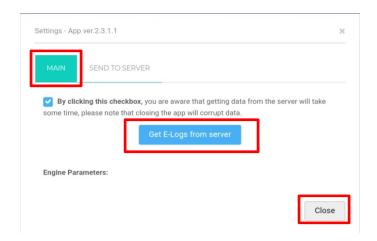
11.- Recovering E-Logs from Server.

In case of having made any Update in the App, it will be necessary recover E-logs from server.

- Go to MENU.
- Select SETTINGS.

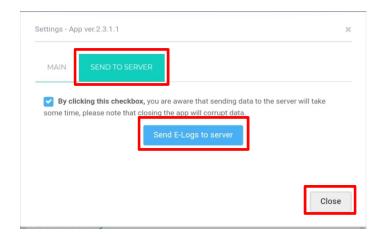


- Select MAIN.
- Enable Checkbox that indicates: BY CLICKING THIS CHECKBOX.
- Select GET E-LOGS FROM SERVER.
- Close for return to E-Log.



12.- Sending E-Logs to Server.

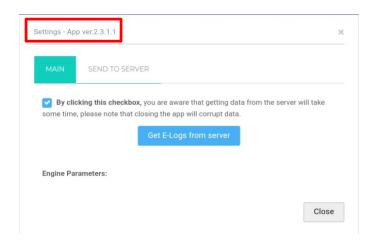
- Select SEND TO SERVER.
- Enable Checkbox that indicates: BY CLICKING THIS CHECKBOX.
- Select SEND E-LOGS TO SERVER.
- Close for return to E-Log.



13.- How can I know which version I am using

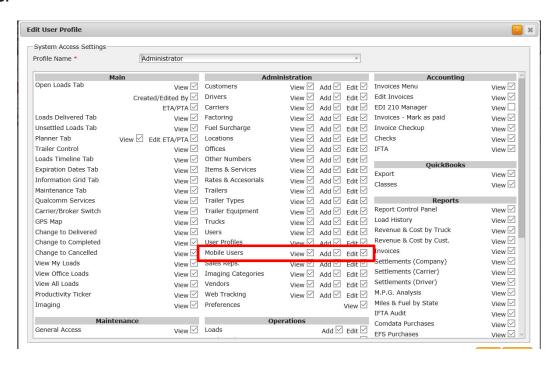
- Go to MENU.
- Select SETTINGS.

It is displayed in the upper left corner of the screen

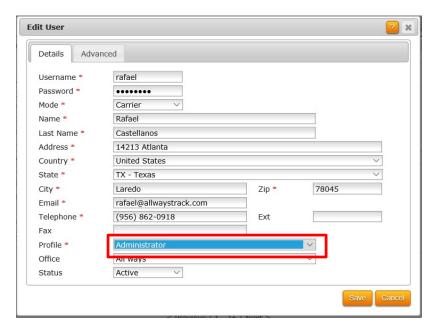


14.- How to update the USER PROFILE assigned to USER who will use MOBILE USERS Tab.

Make sure that USER PROFILE assigned to Users has the Privileges enabled for MOBILE USERS.

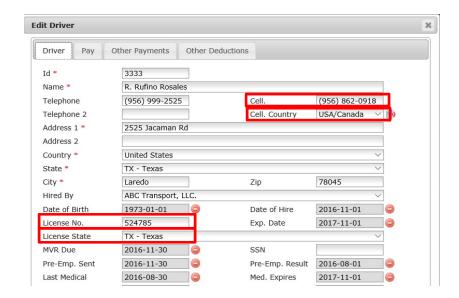


Update USER as soon as you change USER PROFILE.

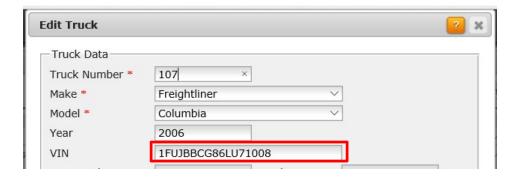


15.- How to enter Drivers in Mobile Users.

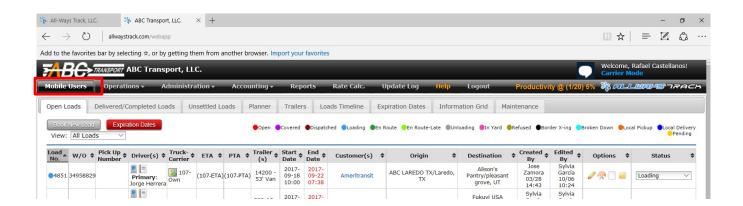
- Make sure the Driver is registered in DRIVERS Catalog and has filled next fields :
 - ✓ Cell
 - ✓ Cell Country
 - ✓ License No
 - ✓ License State



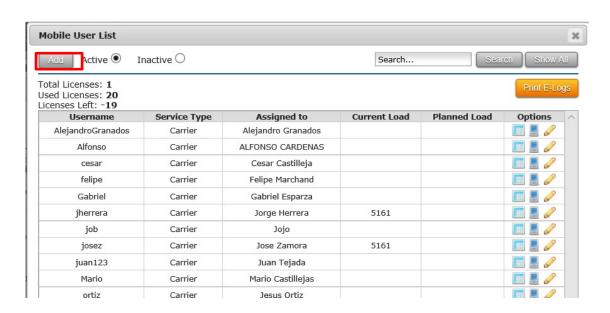
Go to TRUCKS Catalog and make sure the VIN has filled.



Go to MOBILE USERS.



Select ADD.



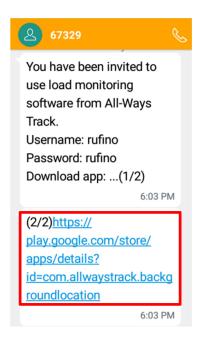
- Fill each of fields with Red Asterisk.
- Username and Password should not have blank spaces.
 - ✓ Note: Both must have at least 4 (four) characters.
- Driver field must be called from Catalog.
- Make sure that Checkbox "Send credentials upon savings" is enabled.
- Select SAVE.
 - ✓ Note: CURRENT LOAD and PLANNED LOAD fields are not filled.



- Confirmation screen is displayed.
- Select OK.



- Driver receives two Text messages, first with User and Password, a second text with a Link to download the App from Play Store.
- Select link from Text 2/2.

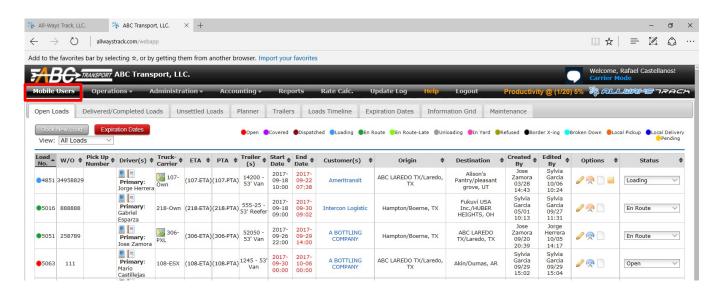


- Driver select INSTALL and waits for the App to complete Download.
- Note: Is required select ALLOW the App knows location of device as well as enable Bluetooth.

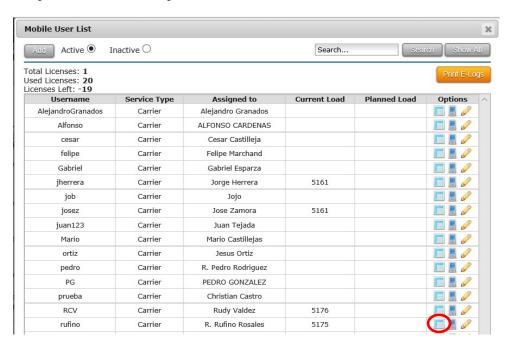


16.- How can I see Drivers E-logs.

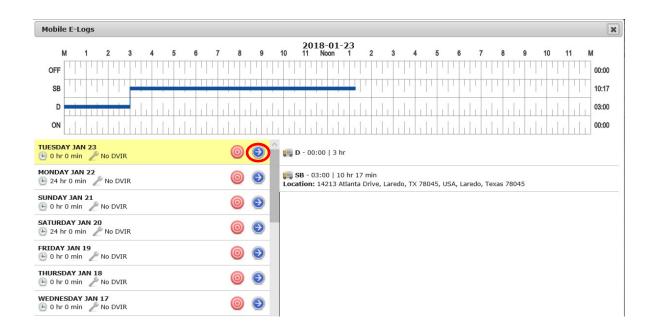
Go to Mobile Users.



Select Driver you wish to check just in OPEN E-LOG WINDOW.

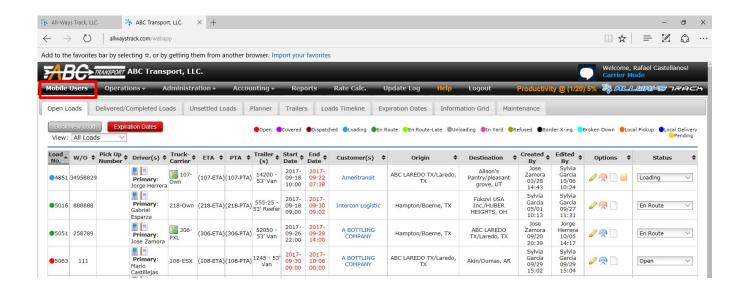


- Mobile E-Logs screen is displayed and shows Current E-LOG and Previous days.
- Select Arrow symbol for open day you wish to check.

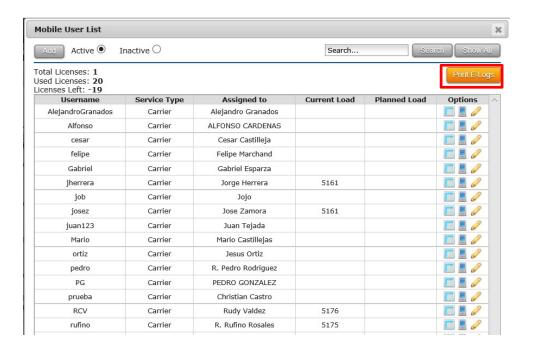


17.- How can I print E-Logs from Mobile Users.

Go to Mobile Users.



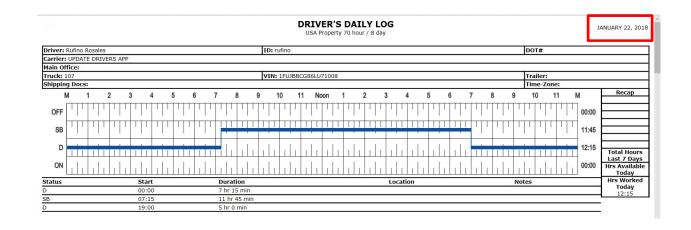
Select PRINT E-LOGS.

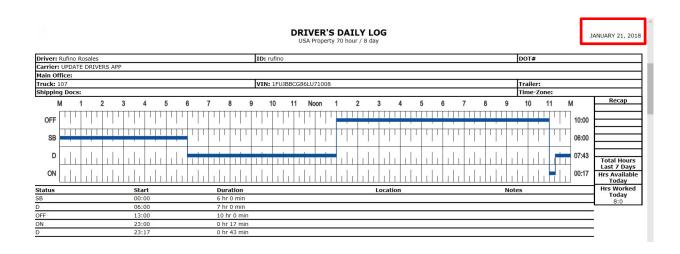


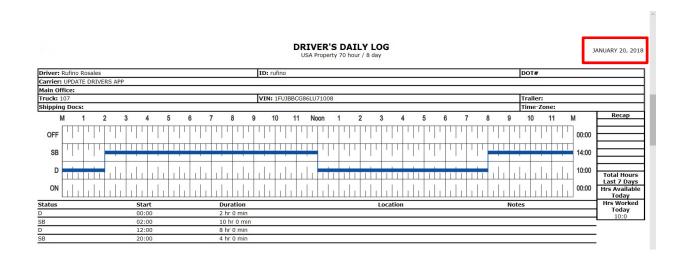
- Select DRIVER
- Set the Time Period.
- Select OPEN REPORT.

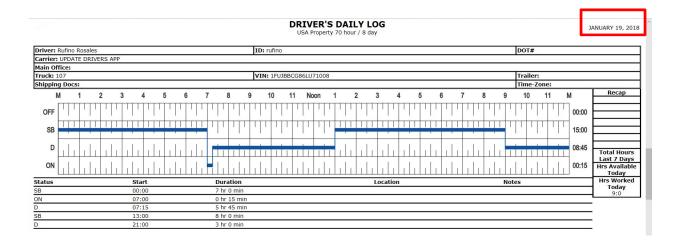


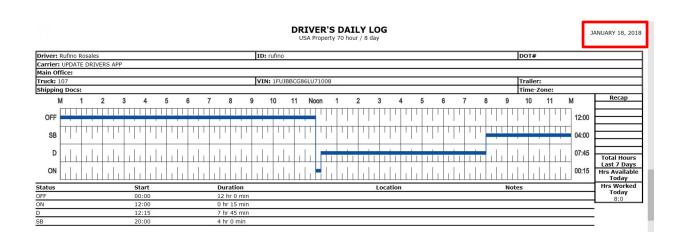
Driver's daily Log screen for each day of period are displayed.

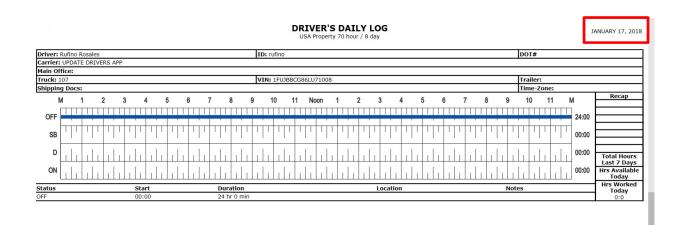


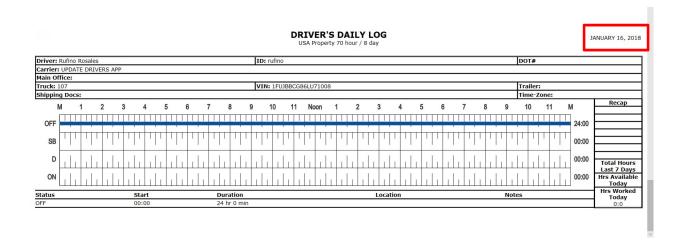






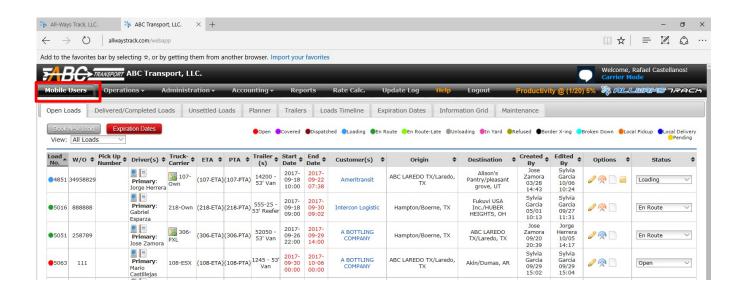




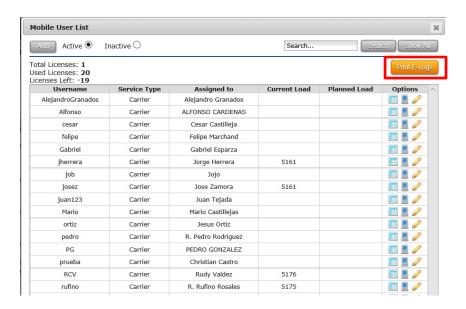


18.- How can I Send to DOT the E-Logs from the Dispatch Software.

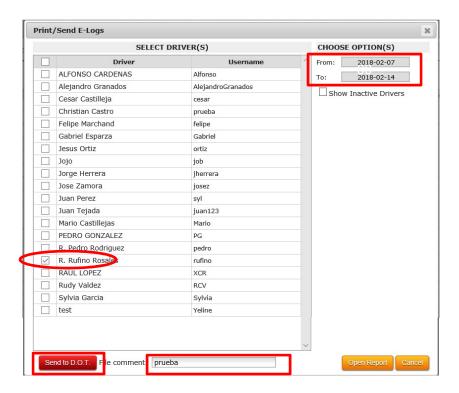
• Go to Mobile Users.



Select PRINT E-LOGS.



- Select DRIVER.
- Set the Time Period.
- Enter any key, code or comment from Inspector.
- Select Tab SEND TO DOT.



- Result of Transmission is shown and indicates STATUS and ERRORS as well as the legend THE EVENTS HAVE BEEN SUCCESSFULLY TRANSMITTED.
- Note: In case there are errors in Transmission, these would be clearly described.

