

DRIVER LOGS AND DOT INSPECTIONS

Within each day's log are three tabs: LOG, INFO and DVIR. All entries in the LOG and INFO tabs must be filled out in order to certify logs for that date.

TraceIT recommends that you certify logs at the end of your daily shift. This will prevent the accumulation of uncertified logs, and allow your fleet administrator to make any edits if needed. Fleet administrators cannot make edits to a log until certified for the first time by the driver.

Edit & Add Logs (LOG Tab)

1. Tap the main menu button at the top left of the screen.
2. Select the HOS Logs tab
3. The current day and previous 7 days logs will be displayed here.
 - 3.1. You will have to log in to the web portal in order to view logs older than 7 days.
4. Select the day for which you would like to edit logs, or make additions.
5. Tap on LOG in the daily log view.
 - 5.1. You can edit existing log entries (except automatically recorded Driving time) or add new entries as needed.
 - 5.2. To edit an existing log entry, tap on the entry to be edited to open the edit function.
 - 5.2.1. Depending on the entry and time range you may make necessary edits.
 - 5.2.2. Notes are required anytime a change is made.
 - 5.2.3. Automatically recorded log entries cannot be changed in any way, except to add a note if needed.
 - 5.3. To add a log entry, tap the Add Log button located under the graph.
 - 5.3.1. Complete all sections marked with an *.
 - 5.3.2. Entries that override automatically recorded driving time are not allowed. An error message will display.

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Enter Shipping ID and Company Name

1. Tap the main menu button at the top left of the screen.
2. Select the HOS Logs tab
3. The current day and previous 7 days logs will be displayed here.
 - 3.1. You will have to log in to the web portal in order to view logs older than 7 days.
4. Select the day for which you would like to edit logs, or make additions.
5. Tap INFO in the daily log view.
 - 5.1. The Company Name and Shipping ID will automatically prefill when the information is available.
 - 5.1.1. If the field is blank, or needs to be changed, tap on the box and enter the correct information.
 - 5.1.2. Logs cannot be certified without this information.

Creating a DVIR

1. Tap the main menu button at the top left of the screen.
2. Select the HOS Logs tab
3. The current day and previous 7 days logs will be displayed here.
 - 3.1. You will have to log in to the web portal in order to view logs older than 7 days.
4. Select the day for which you would like to edit logs, or make additions.
5. Tap DVIR in the daily log view.
6. Tap EDIT DVIR to create or edit a DVIR.
 - 6.1. Entries can be added or edited for the current day only.
 - 6.2. To change a DVIR condition from a prior day, create or edit the current day DVIR.
 - 6.3. DVIR can be created for TRACTOR and TRAILER.
 - 6.4. When DVIR is completed, click Save at the top right.

Certify Logs

1. Tap the main menu button at the top left of the screen.
2. Select the HOS Logs tab
3. The current day and previous 7 days logs will be displayed here.
 - 3.1. You will have to log in to the web portal in order to view logs older than 7 days.
4. Select the day for which you would like to edit logs, or make additions.
5. Tap blue Preview & Certify button at the bottom of the daily log view.
6. Review the information on the certification page and check for any errors.
 - 6.1. If you find any errors, tap the back button on the top left of the screen and edit as needed.
 - 6.2. You can email this page as a PDF by clicking on the top right on Email.
7. To complete the certification process, tap the Certify button.
 - 7.1. You may still change log information at any time.
 - 7.2. If you make any changes, you will have to Re-Certify the logs. The process is the same (steps 1 thru 7).
8. Logs can be amended by the fleet administrator only after they have been certified.
 - 8.1. If the logs are amended, the driver must Re-Certify the logs.

DOT Inspection

1. Tap the main menu button at the top left of the screen.
2. Select the HOS Logs tab
3. Tap DOT Inspection at the top right of the screen.
4. Tap Begin Inspection and hand the device to the inspector
 - 4.1. Once in the DOT Inspection phase, the bottom menu bar will disappear.
 - 4.2. The menu will reappear when the back button is tapped.
5. Swipe left or right to view information from desired date.
 - 5.1. Details for the current day, plus the prior 7 days are available.

As always, feel free to contact us at 1-877-872-2311 or support@TracelT.co.