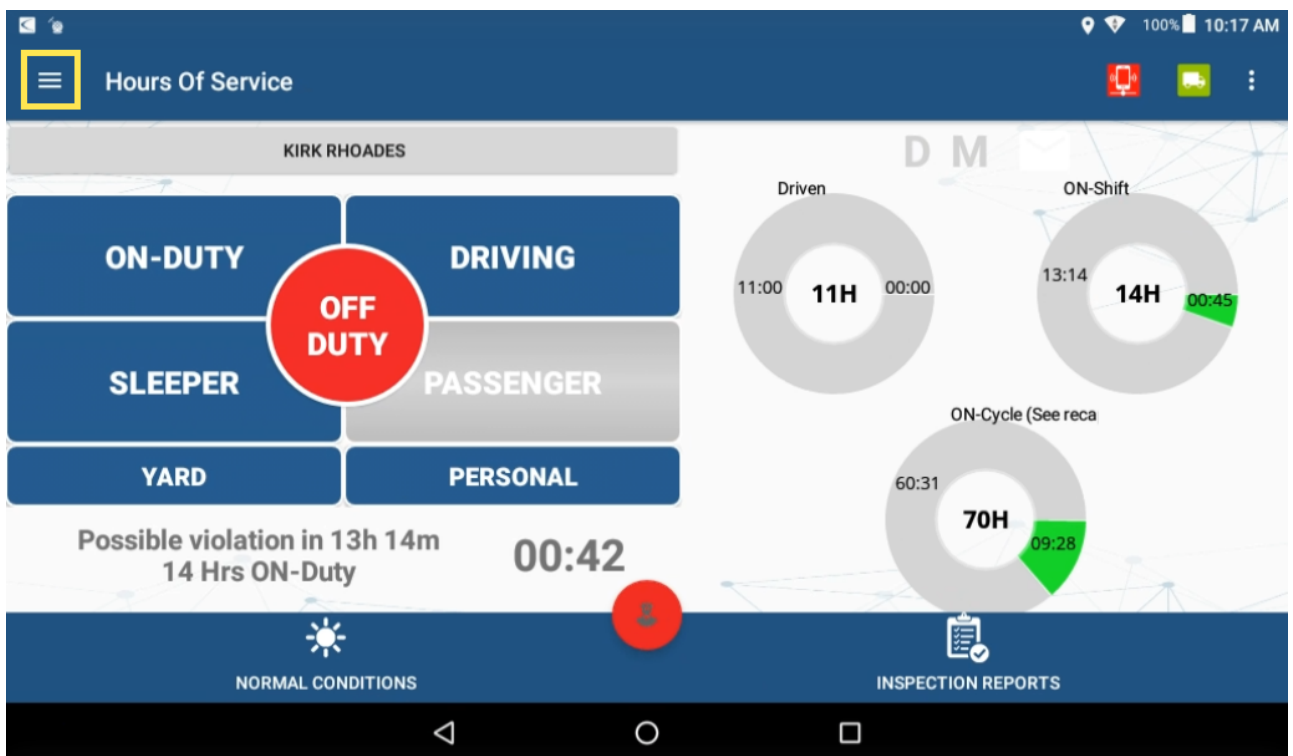# Managing Driver Logs

From the tablet, you can add, edit, delete, certify, and view driver logs from the Logbook.

Adding, Deleting and Editing Logs
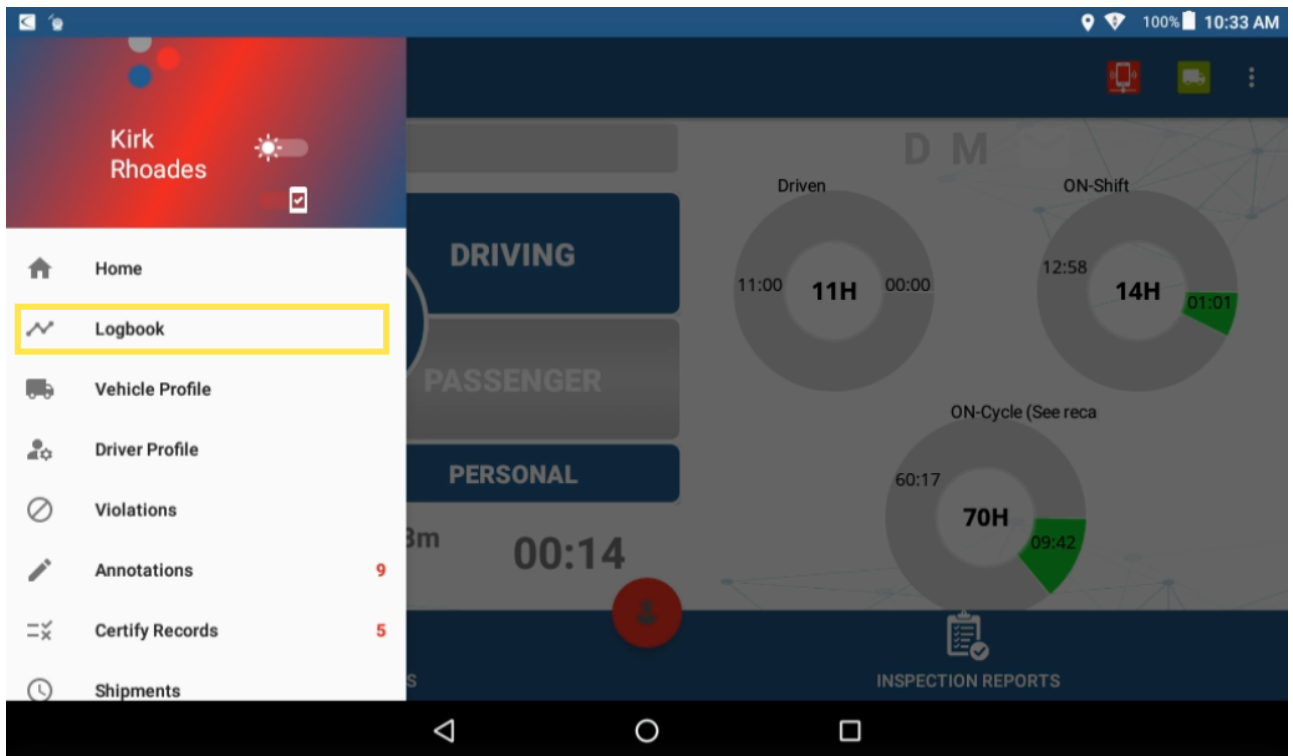
Getting to the Logbook

▶ **Navigating to the Logbook:**
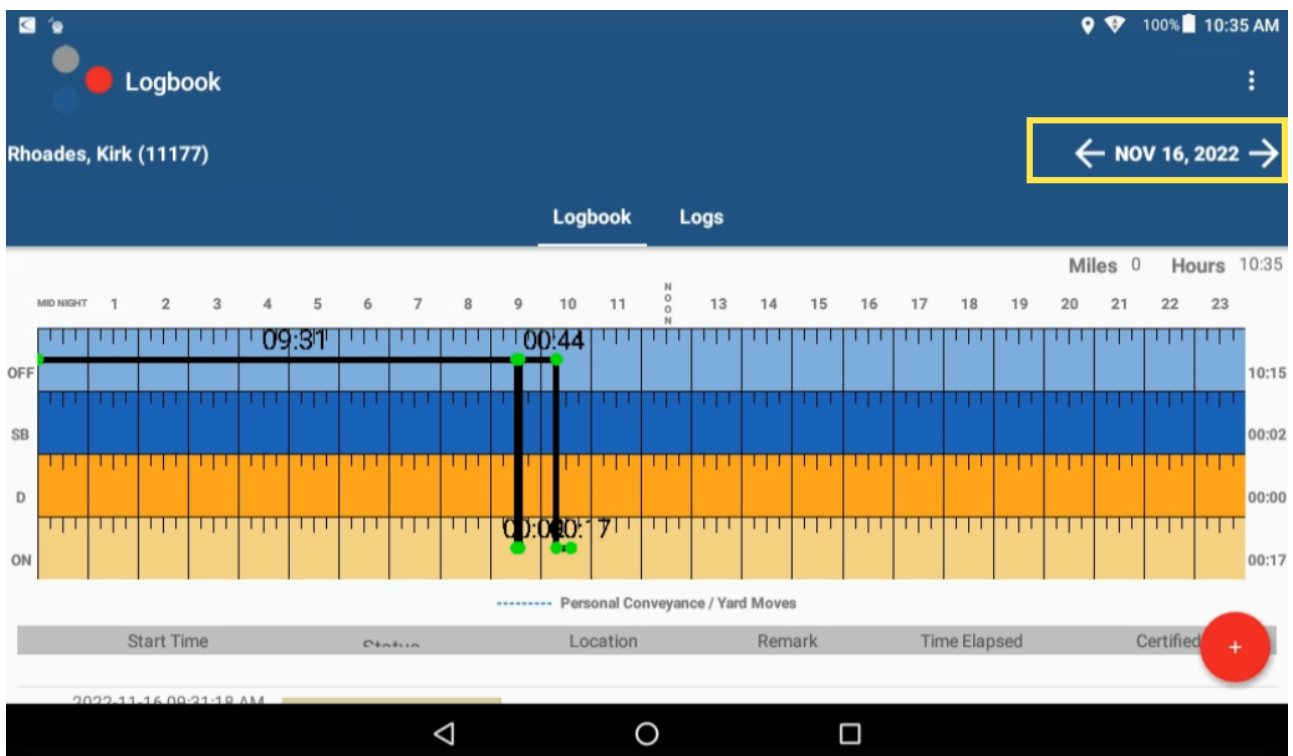
1. From the Home Screen, tap the Menu List icon.

The Menu List expands.

2. Tap **Logbook**.

Managing Driver Logs

The Logbook opens to the log from the current date.

3. Use the back and forward arrows around the date to navigate to the logbook for the day you would like to view and/or edit.

4. Tap the **+** icon (bottom right corner of screen) to expand the action buttons.

5. Use applicable action buttons to make necessary changes then tap **Save & Finish**.
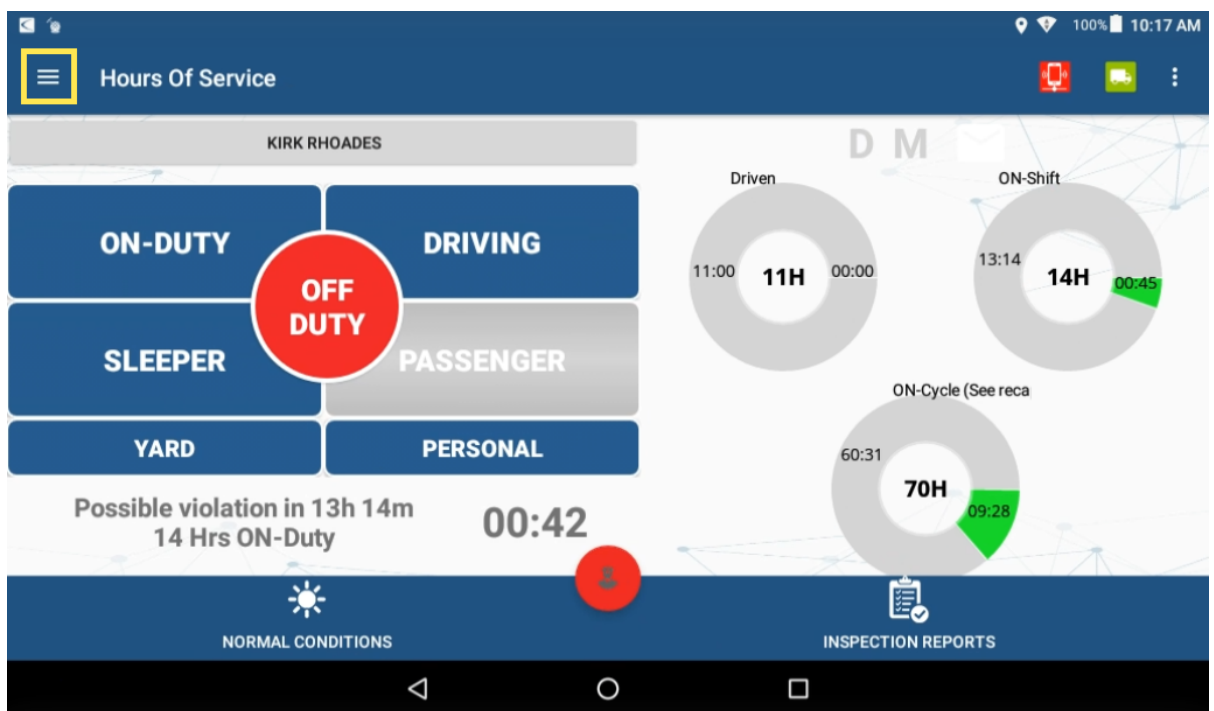
Managing Driver Logs

> 📝 **Note.** Driving time can only be increased on automatically recorded records and deleted, reduced or increased on manually recorded records.
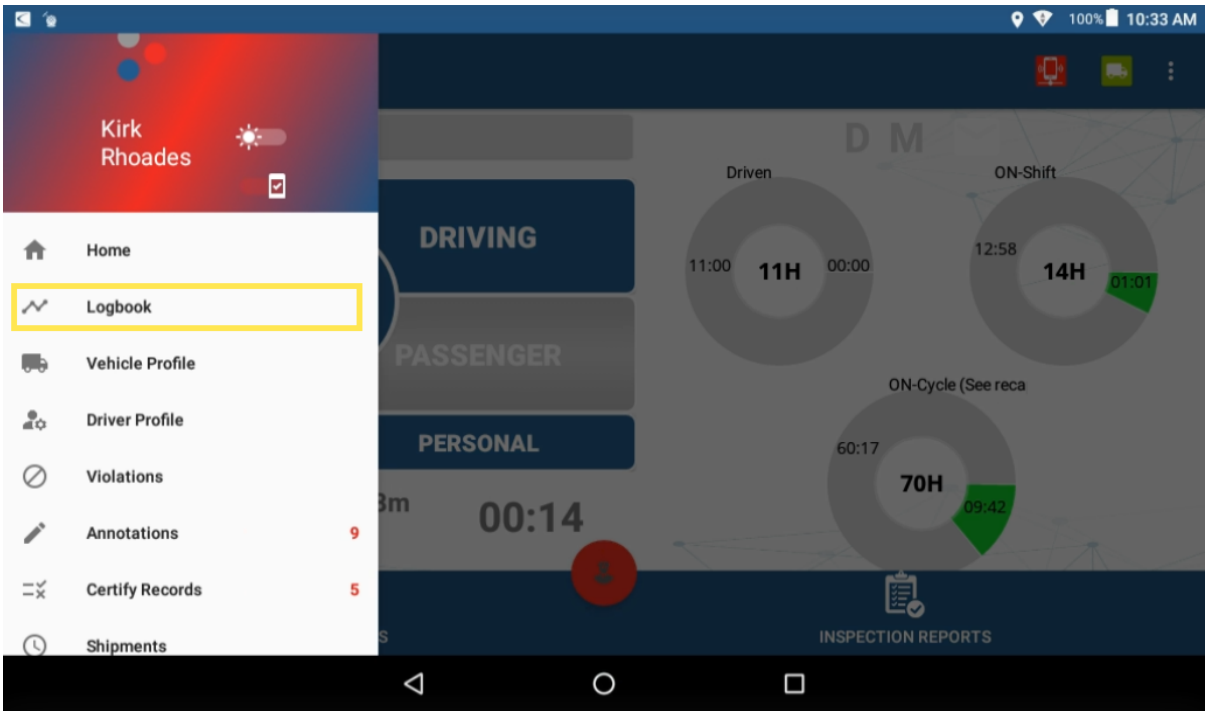
Getting to Logs

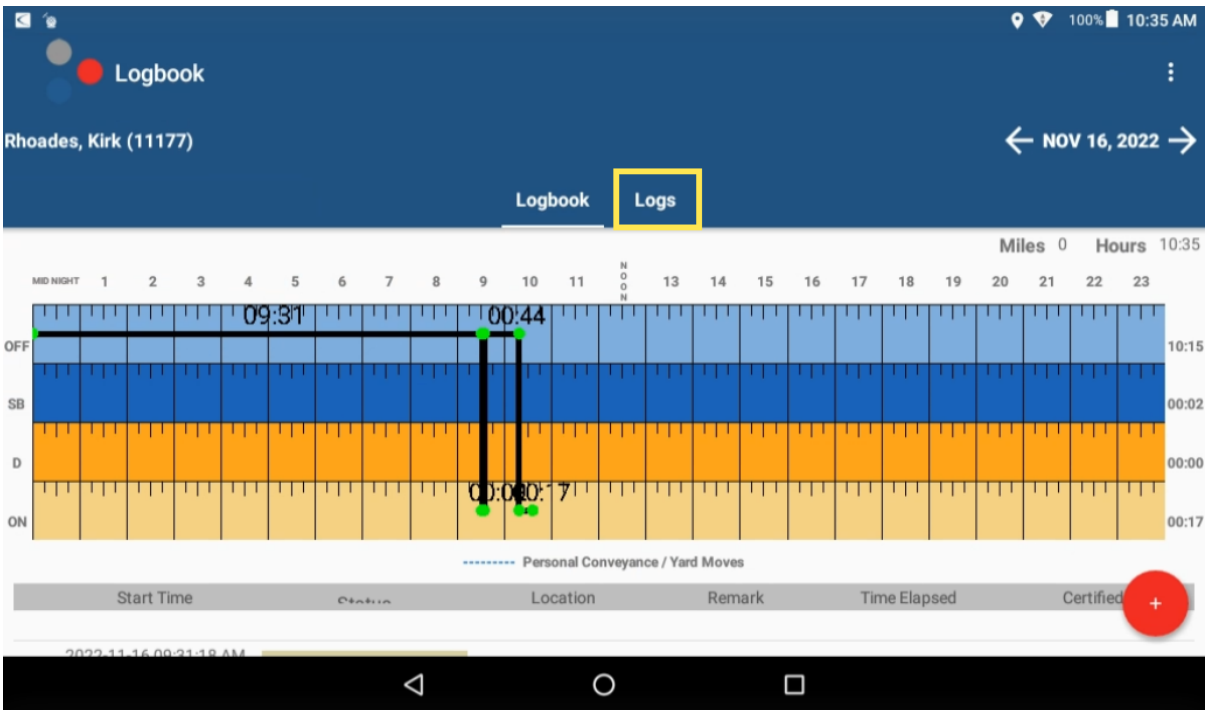▶ **Navigating to Logs:**

1. From the Home Screen, tap the Menu List icon.

The Menu List expands.

2. Tap **Logbook**.

Managing Driver Logs

The Logbook opens to the log from the current date.

3. Tap **Logs** to view a list of log records.
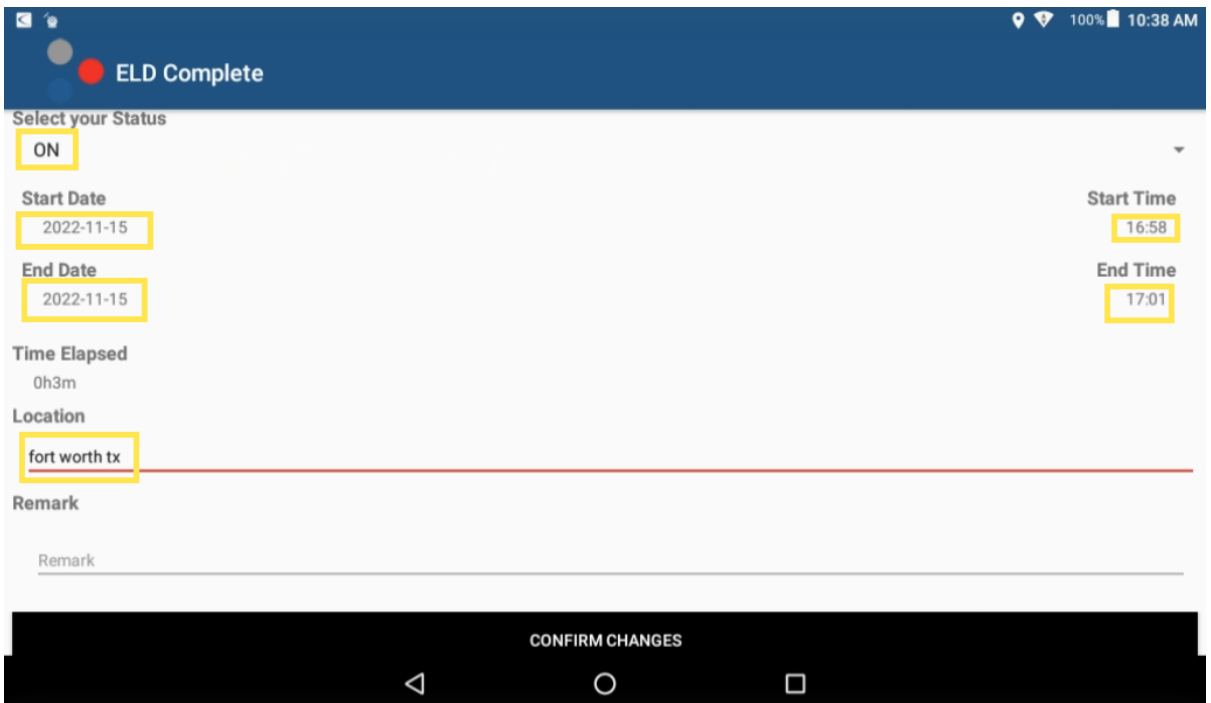
4. Use the editing icons for the date you would like to edit or to add a new log tap **+**.
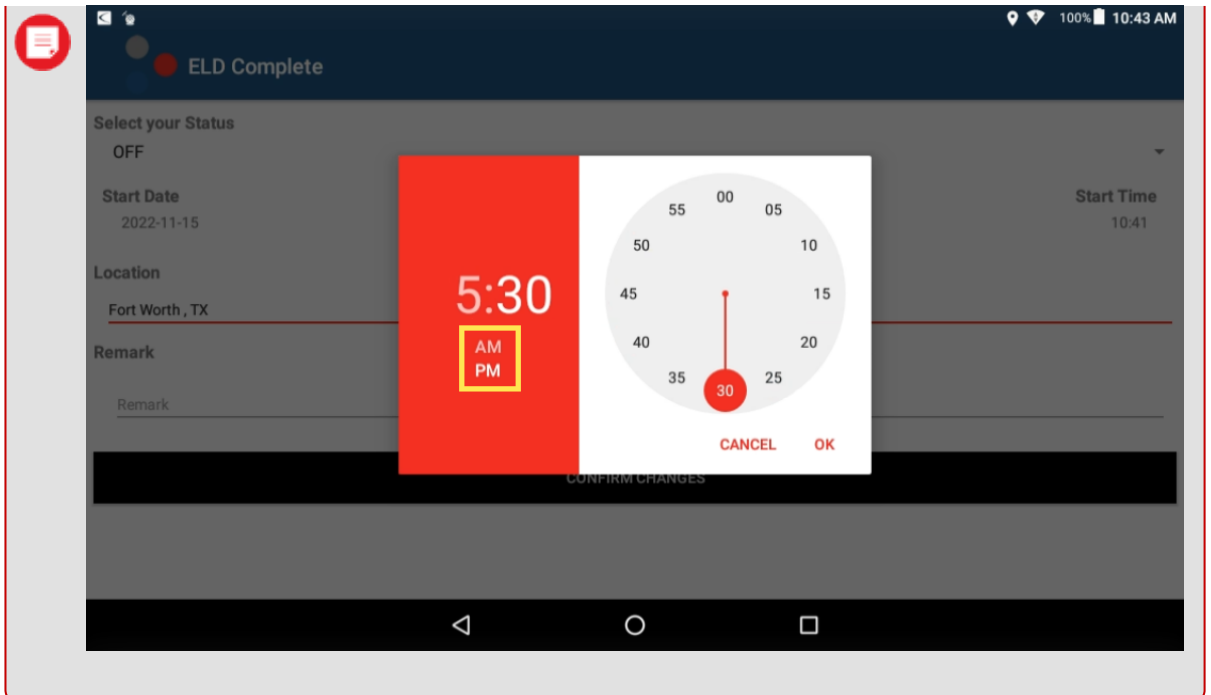
Managing Driver Logs

5. Make the necessary changes, tap on the log status, start/end dates, start/end times, and location to make your changes.

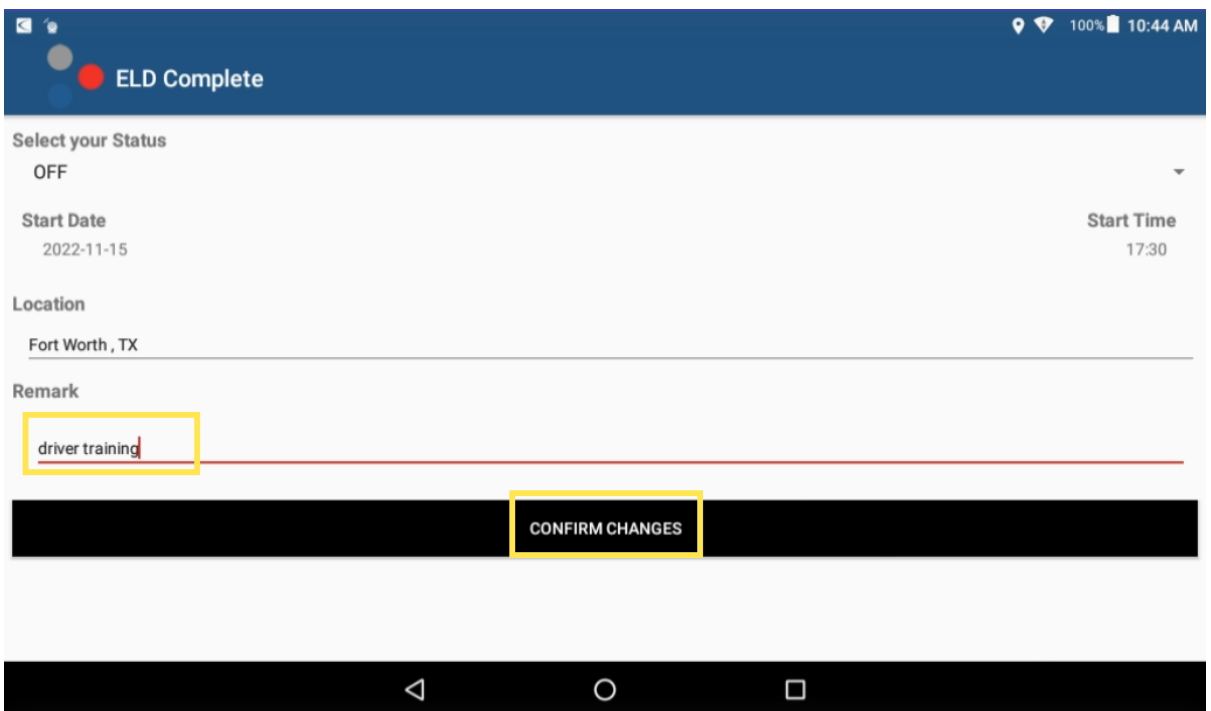**Note.** When adjusting times, please select the hour/minute and ensure that you indicate AM or PM.

6. Enter a remark explaining the reason of the change (mandatory) and then tap **Confirm Changes**.

> **Note.** If you have accidentally recorded driving time, add the following remark: "System or User Error" to the status to avoid having the driving time counted against the Driving windows for the day.

> **Note.** Daily ON-DUTY, cycle ON-DUTY and possible violations will be calculated

> according to the new record change.

Certifying Records

You can certify logs from the tablet.

Certifying Logs

You can certify your logs at any time. At the end of each 24-hour period, the tablet automatically prompts the driver to certify logs for the last 24 hours period. Additionally, during login and logout, the driver is prompted to certify logs.
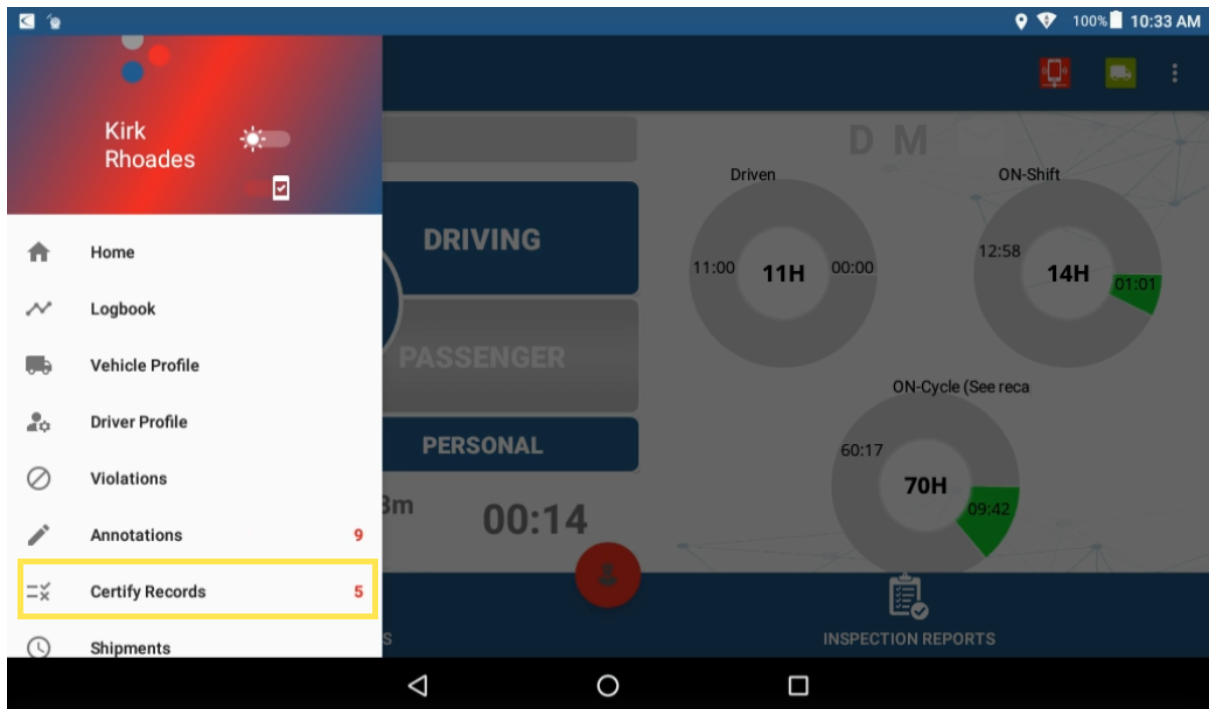
▶ **How to certify logs:**

1. From the Home Screen, tap the Menu List icon.
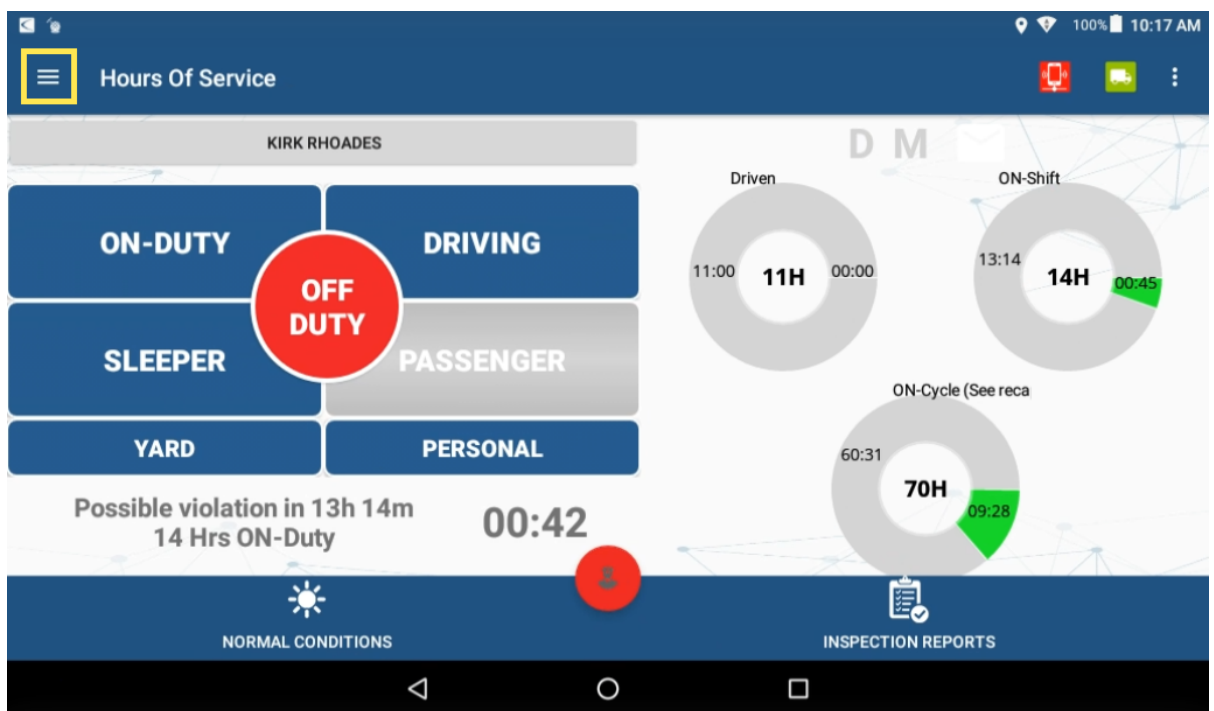
The Menu List expands.

2. Tap **Certify Records**.

3. Select the day or days you would like to certify.

4. Select the 24-hour period you want to certify then tap **CERTIFY**.

5. Agree to the statement prompt.

   The log is certified.