Logging In

1. Enter your username and password. If you face difficulties logging in, contact your manager.
2. Select your vehicle. If you’re unable to locate any nearby vehicles, use the provided field to search by vehicle name, T7 device serial number, VIN, or license plate. If you have no vehicle available to you, press the No Vehicle button to continue into the App without an active vehicle.
3. Select an existing trailer. If you are unable to locate a trailer, search for it by trailer name in the provided field. (See Selecting Assets for instructions on adding a new trailer or shipment.)

Verify Logs

1. If you have unverified logs, you will be ask to verify them by day before proceeding. Select Verify next to the log creation date.

Claim Unassigned Logs

1. If the vehicle has been driven before without a driver logged in, it will have created unassigned logs. You will be asked to review these logs and claim the ones belonging to you by selecting the Assign to me button.
2. You can select Skip, if this step if you do not believe any unassigned logs belong to you.

DVIR

1. You may be prompted to perform a DVIR inspection for the selected assets. For DVIR instructions, see the Driver’s Guide to DVIR.
2. If DVIR is not needed, select Skip.

Co-Driver(s)

1. To add a co-driver, click on the User Options at the top of the screen, then select Add a driver. The co-driver will be asked to log in.
2. Once the co-driver has logged in, the wheel icon will indicate which driver is currently responsible for operating the vehicle.

Data Diagnostics/Malfunctions & Other Settings

1. If a warning message is displayed at the top of your screen stating, “Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details,” then select the red bar. For more instructions on this, review the Data Diagnostic & Malfunctions Guide.
2. Also, select the information panel at the top right hand corner to verify there are no warning message. If one occurs, select the question mark for help text.

Selecting Assets

1. Modify vehicle, trailer, or shipment information by selecting the Vehicle, Trailer and Shipments Configuration button from the Dashboard.
2. To select an existing trailer, select Attach.
3. To switch to a different vehicle, select the Change button and complete the DVIR workflow for the new vehicle.
4. To add a new trailer or shipment, select the New button beside the appropriate asset type, name the asset, and click Add.
5. Similarly, select to detach a trailer or shipment when it reaches its destination.

CAUTION! Claiming unassigned logs belonging to other drivers will cause your logs to be inaccurate.
Status Log
1. To access HOS, select the HOS button on the Dashboard.
2. Change your duty status by selecting: OFF, SB, D, or ON.
3. The values on the left indicate the remaining time for each duty status.
4. The time in the blue bar above the duty statuses shows the remaining driving time. If the bar is red, then the driver is in violation of the rule set.
5. When the vehicle reaches a speed of 5mph, the duty status will automatically switch to Drive (D). When this occurs, the screen will lock. If this doesn’t occur, check the Information Panel to see if there are any connection errors.
6. If the vehicle remains motionless for 5 minutes, you will be prompted to change your duty status. If you do not respond within a minute, your status will automatically switch from Drive (D) to ON Duty. If this doesn’t occur, check the Information Panel to see if there are any connection errors.

Graph Log
1. The time to the right of each section of the graph is the total time spent in the respective duty status.
2. To access logs for different days, use the ← or → buttons beside the date.
3. The following are the colors associated with each log type in the graph:
   - Unverified Logs (Gray)
   - Verified Logs (Green)
   - Edited Logs (Yellow)
   - Drive Time Violation (Red)

Log Tab
1. The Logs tab shows a summary of the record of duty status (RODS) for the past 14 days. It includes: date and time, total distance driven per day, duration spent in each status, location (city, state/province).
2. Click on a log to see additional details. Remarks can be added to the log on this page.
3. Logs can be added manually using the Add Log button. If needed, logs can be edited by selecting the pencil icon.
4. If you see the Where was this?, enter in the appropriate location information of where the log occurred.
5. If a log is highlighted in yellow, it contains edits made by an administrator. Review the changes made to the logs, then select Accept or Reject to the edits.
6. Click the Verify button beside the date that you wish to verify logs for. On the prompt that follows, select Agree to verify that the logs are accurate and true. It is recommended that drivers verify logs at the end of each day.

Options Tab
Applying Exemptions
1. Any exemptions available to the driver can be enabled by clicking Apply today or Start. When the use of the exemption has ended, select Stop.

Transfer Logs at Roadside Inspection
1. Scroll down to Transfer Logs and select Transfer.
2. Select between the transfer method of Email or Web Services.
   - Note: Geotab certifies that the Geotab Drive in-cab solution is compliant with Federal Motor Carrier Safety Regulation 49 CFR §395.20

Display Logs at Roadside Inspection
1. Scroll down to Compliance Report and select Generate.