



Welcome to your EWD!

The EWD's main aim is to make the task of logging trips easy and accurate. This may require some minor changes to the way you've handled paper-based trip logs in the past, but on the whole, the EWD will keep things tidy and timely.

Speaking of 'Timely'...

Your timestamps will use the base location of the driver. For example, if your base is in South Australia within Australian Central Daylight time (ACDT) and you travel over a timezone, the EWD still logs your time against ACDT.

Key difference between WWD and EWD

- WWD: Record work and rest time in 15-minute blocks
- EWD: Record work and rest time in 1-minute blocks (time is counted to the last full minute)

When you first switch to the EWD, you are required to carry your past 28 days of WWD records with you.

When you first switch from a WWD to an EWD you should not try and account for the rounding differences of the EWD in the WWD or vice versa. You should make your final entry in the WWD using 15-minute rounding. When you start using the EWD it will automatically start applying one-minute rounding.

Getting Started

Drivers who are enabled for EWD on the Core360 back-office solution interact with our EWD mobile application via their compatible Android or iOS device. The EWD application can be downloaded by the drivers directly from the respective app stores.

For devices running Android Operating System, the App requires a mobile device which is able to run the Android Mobile Operating System 8.x or above. As future versions of the Android Operating System are released, EROAD may not continue to support superseded versions of the Android Operating System.

For devices running Apple Operating System, the App requires a mobile device which is able to run the Apple Mobile Operating System iOS 11 or above. As future versions of the Apple Mobile Operating System are released, EROAD may not continue to support superseded version of the Apple Mobile Operating System. EROAD will however, support the App on the most recent version of

the Apple Mobile Operating System and the most recently superseded version of the Apple iOS Operating System.

In order for the EWD app to work correctly, it's important that you accept the location services as well as enable notifications.

- Location services will allow the app to auto fill the location of your activities for you. This can be manually entered and overridden should the need arise.
- Notification services will enable the app to push notifications to your device to alert you to when to take your next rest break, or any system issues that may arise such as connectivity.

iOS devices

- From the Home screen: **Settings > Notifications > EWD > Allow Notifications**. EROAD advises you enable all visual and sound alerts, and that you change the Banner Style to Persistent, unless otherwise advised by your company.
- From the Home screen: Settings > EWD > Location. Set to While Using the App, or Always. Your company should advise on this setting.
- On the same Location screen: Enable Precise Location.

Android devices

When using the EWD app for the first time, you'll get a pop-up from it requesting access to Location Services. Accepting this means location fields in the app can be automatically filled in, based on the device's GPS system.

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Installation and setup of EWD equipment

Install your EWD equipment in accordance with the steps in the Installation Manual.

Once this is complete ensure that your display interface is mounted in an acceptable location for drivers to view alerts while moving, and also where authorized officers will be able to see it from outside of the vehicle.

Real-time clock and time counting

All records will be created using the time zone of the driver's base location. In addition, a key difference between WWDs and EWDs is that when using an WWD you are required to record your work and rest time in 15-minute blocks. EWDs do not round time in 15-minute blocks, they round time in one-minute blocks (time is counted to the last full minute).

When you first switch from a WWD to an EWD you should not try and account for the rounding differences of the EWD in the WWD or vice versa. You should make your final entry in the WWD using 15-minute rounding. When you start using the EWD it will automatically start applying one-minute rounding.

Global Navigation Satellite System (GNSS)

As required the geolocation is captured for each driver activity using GNSS. When the Driver requires a human readable form of the address, the app requests the Coretex Geolocation service to return a human readable reverse geocoded street address. Drivers can overwrite or correct the address above as required.

The original GNSS latitude and longitude is automatically recorded along with the automatically generated geolocation and any subsequent changes if modified by the driver.

Odometer

When prompted, drivers are required to enter and verify odometer readings in the app against work and rest changes. The resolution of data entry for odometer entries is one (1) kilometre.

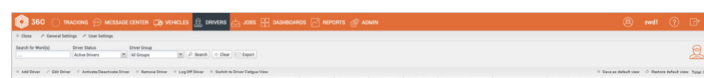
The odometer reading is a required field whenever the driver changes status to/from work activities. The value of the odometer will be automatically filled in if the data is

available from an in-vehicle telematics unit, otherwise the driver must enter it manually.

Back Office Guide

Setting up a driver (360)

For a driver to make use of the EWD app, the driver first has to be created in Core360. Only back office administrators and supervisors who have access to Core360 can create a driver profile in the system. To do this navigate and select the **Drivers** tab at the top of the web page. This will open the **Drivers** page. Below the Search box you will find the **Add Driver** button. Clicking this will launch a window where you will be able to create/edit a driver.



All mandatory fields are indicated with a red *. Each of these fields are important, but most critical is the **Driver Base Time**. All work rest rules for a driver's activity are based on this time, so it must be set correctly to avoid a driver getting false violations.

Division and Terminal are departments within your organisation that are setup externally to this process and apply to the whole organisation, not just the driver. Note that only a division is compulsory, a terminal is optional. The Home Terminal Address will be pre-filled based on the first two selections and will be used as the base location of the driver. For help setting up the Division and Terminal please reach out to your EROAD support person for additional assistance.

To enable a driver for EWD, navigate to **Settings** and tick the **EWD Enabled** check box. You will notice the username field is now filled in, using the driver's license number. This will be the username the driver will use to log into the app. It must be unique for all drivers. In addition to the username displaying, there are now additional fields to be completed. Included are the **Set Password** button and the **Primary Rule set** drop down selection.

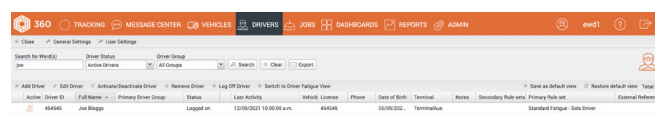
You will need to create a temporary password which the driver will use on logging in for the first time. This password can be changed in the app by the driver at a later time.

In the EWD system, a work rest option is known as a **rule set**. You must set the drivers primary work rest option/rule set. A driver can have multiple secondary rule sets but will default to the primary.

Additional rule sets can be given to a driver by dragging the rule sets from right **Available** to left **Enabled**. Available rule sets are setup at company level by EROAD. Please contact support if you wish to have additional rule sets made available.

Viewing a driver's logs

As a supervisor you can view all driver activities, current status, distance traveled, and more. This can be accessed via **Core360 > Drivers**.



Double clicking on a driver's name will bring up the **Edit Driver** screen, now with additional menu items. Two key items are **Events** and **Driver Logs**.

Events lists all the activities the driver has completed along with the date and time. Driver Logs provides a consolidated view of total time spent in an activity per day. These summaries use only certified log data.

General	Email Logs	From Date	13/09/2021	To Date	13/10/2021	Search
Settings	Date	Hours Worked	Driving	On Duty	Off Duty	Vehicle
Driver Group	25/09/2021	07:00	00:00	07:00	17:00	0.0 km
Events	24/09/2021	07:00	00:00	07:00	17:00	0.0 km
Driver Score Events	23/09/2021	12:00	00:00	12:00	12:00	0.0 km
Alerting	22/09/2021	15:00	00:00	15:00	09:00	0.0 km
Attributes	16/09/2021	00:00	13:11	13:11	10:49	0.0 km
Checkdate	15/09/2021	09:30	00:25	09:55	14:05	EWD002

To review driver logs, in more detail, for any driver or date, click on the Driver Hours/EWD option. From here you can filter by Driver and Date to see a summary view for day for each driver.

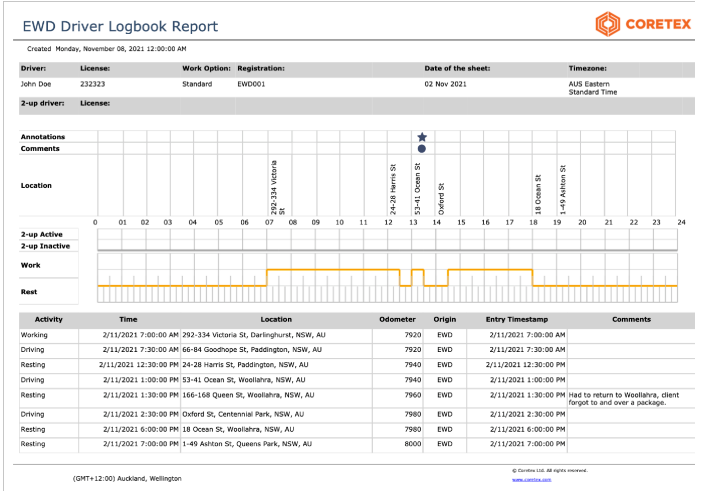
360	TRACKING	MESSAGE CENTER	VEHICLES	DRIVERS	JOB	DASHBOARD	REPORTS	ADMIN
Clear	General Settings	User Settings	Driver Manager	Driver Hours/EWD	in	Date To	Search	
View Log	Only show days with no events	Only show days with events	Hours Worked	Driving	On Duty	Off Duty	Distance	Time Log
14/09/2021	45445	Joe Bloggs	00:00	00:00	00:00	24:00	0.0 km	00:00
13/09/2021	45445	Joe Bloggs	00:00	00:00	00:00	24:00	0.0 km	00:00
12/09/2021	45445	Joe Bloggs	00:00	00:00	00:00	24:00	0.0 km	00:00

In this view you can double click on a row to open a new window displaying either a graphical or tabular view of the drivers activities carried out for that given day. Clicking on Show All Events will display additional driver activity such as Login and Logout. The report can also be printed from here.

360	TRACKING	MESSAGE CENTER	VEHICLES	DRIVERS	JOB	DASHBOARD	REPORTS	ADMIN
Driver Log View	Driver: Joe Bloggs - 45445	Date: 12/09/2021	Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney	Print				
REST	DRIVE	ON DUTY	Distance Travelled: 0 km					
Event Type	Event Type	Location	Vehicle	Odometer	Comment	Created Date		
12:00:00 AM	Logout					2021/09/09 23:32:53		
00:30:00 AM	Driving	44 Spylarum rd, Marcellville, NSW, 2204	ENR003	12.3 km		2021/09/14 08:50:22		

Reporting - Driver Logbook Report

The Driver Logbook Report is the same report that an officer would receive when requesting a transfer from the Drivers EWD app. Reports can be accessed from the Reports menu. From the list of reports open the Driver Logbook Report.



Driver login

Each driver is issued credentials by their back-office personnel when first registered as an EWD user within the Core360 back-office solution. These credentials include the set-up of a Unique Driver Identifier (UDI) in the following format SOI-XXXXXXYYYYMMDD constructed in accordance with NHVR EWD specification:

- **SOI:** State of issue where your licence was obtained
- **XXXXXX:** The first 5 characters of your licence number
- **YYYYMMDD:** Date of birth.

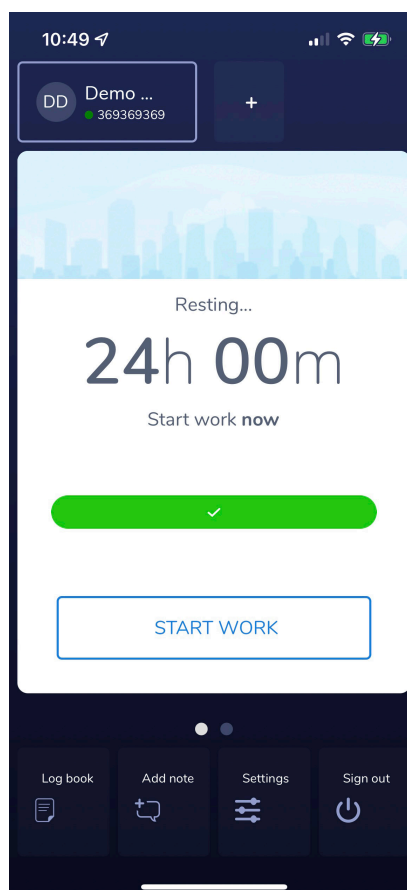
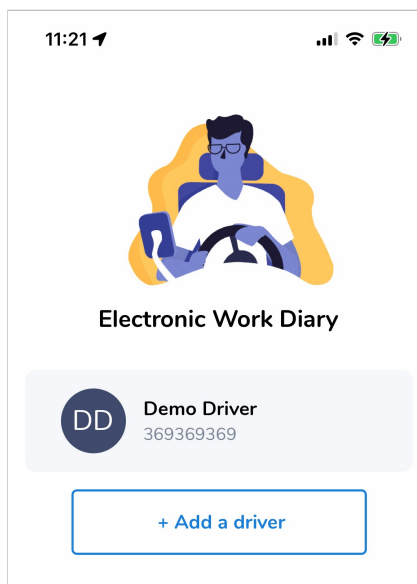
This ID will be the same across all EWD providers.

It's the driver's responsibility to ensure any changes to these details get reported to all record keepers, so the ID can be updated across all systems.

Using the issued credentials, drivers can sign into the EWD app to access their own logbook. An internet connection is required for first-time login, after which driver credentials are stored in an encrypted local datastore on the device to support offline login.


1. From the Home screen: Tap the **EWD** app icon. The app opens, ready for you to sign in.
2. Enter the username and PIN issued to you by your company.
3. First Time Only: If this is your first time using the EWD, check the box **Changing from a paper (WWD) to an electronic diary (EWD)**
4. **Sign In.** Mostly you'll see the Start screen showing you to be on Rest.

'Mostly?': In rare cases, you might sign out of the app before finishing your day. So when you log back in, you'll be greeted with a dial that is still counting time against whatever state you left the app in. See *Troubleshooting*.



The Home Screen

From the Home screen you can:

- See how much time you have to work; see how much time you have left on Rest
- Change your status between Drive, On Duty, and Rest.
- Add a 2-Up Driver with the "+" button
- Finish your work day
- Switch to Dark Mode  for driving at night. This setting is not dynamic and is only saved for as long as you are logged in.
- Access Logbook, Add Note, Settings, and Sign Out functions.

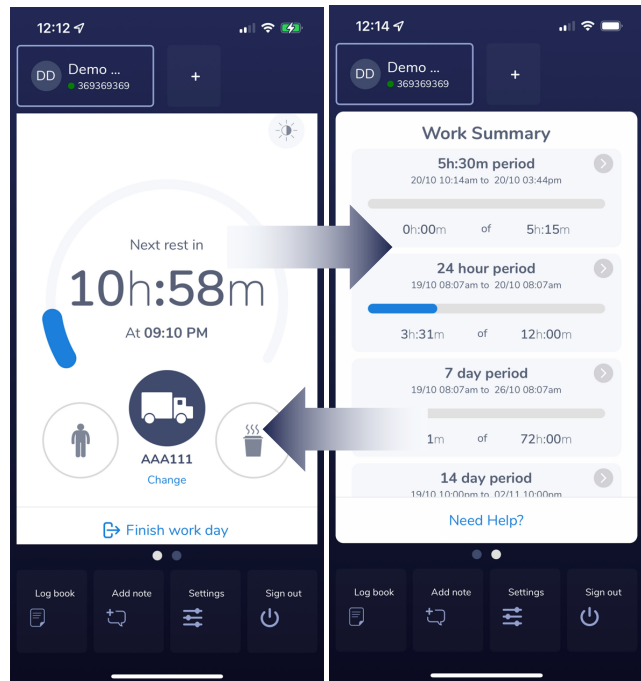
When On Duty or Driving, the dial will display:

- BLUE, as long as you are compliant
- ORANGE as you near the end of shift and are due a break
- RED if you are in a possible violation and your attention is required.

Work Summary

By swiping - left from the Home screen, you can access the Work summary.

This screen shows how the driver is tracking against the various maximum working time limits and minimum rest time limits applicable to the selected work rest option (e.g. over 24-hour, 7-day, 14-day periods etc). It helps the driver in better planning when to rest based on the journey they intend to undertake in their workday and the activities they have already undertaken.



Starting an Activity

1. The initial Resting... timer/bar appears after you've stopped work for the previous day.
2. Tap Start Work. You'll see the Start An Activity screen.
3. Unless the details have been automatically loaded for you, enter the correct details.

If Location services are operating, dates and locations will be filled in for you. You may need to select your vehicle and enter its odo reading, or add a new vehicle to your list.

You'll see numerous tags on this screen for administrative purposes. You can't change these, but if you note any tags are incorrect, tap **+Add Note**, and document it.

4. Tap Start. Your shift starts with EWD in an active state, like Drive or On Duty. This is the Home Screen.

Changing Activity Status

Your current status is shaded on the Home Screen.

To change status:

1. Tap one of the other icons. The **Start An Activity** screen appears. (Tap X, top-right of screen, to Cancel.)
2. Enter/Update relevant details.
3. Tap **Start**. You're returned to the home screen with a new status, and a dial that counts UP for Rest time, or DOWN UNTIL NEXT REST for work activities.

On Duty is to be selected for any task relating to the use of the vehicle beyond driving, including activities such as:

- inspection, servicing or repair work
- attending to the load or to passengers
- loading and unloading
- cleaning or refuelling
- recording information in a work diary or other document
- performing marketing tasks
- supervising or helping another person performing any of these tasks.

Resting

Rest time is measured in blocks, always counting towards the smallest block of rest first. The dial will begin counting down toward your 15-min rest block.

If you rest longer than the current block, the countdown re-allocates your rest time to the next largest block size: 30-min, 60-min, 7-hour.

Example 1

From the start of your shift you've driven for 5h15m continuously. By law, you're required to take a 15-minute break.

You take a break for 40 minutes. **You've satisfied the 30-minute requirement for an 8 hour drive period.** The leftover 10-minutes is discarded; it can't be used for any other break time.

Example 2

From the start of your shift, you've driven for 2 hours continuously. You then take a 14-minute break, and go back to work.

This does not qualify as a 15m rest break. This break is logged, but not long enough for compliance reasons. **You will need to take another break for at least 15m continuously in this 5h15m block** before you can drive to the next 8-hour duration block.

Example 3

You're aiming to drive a full 11 hour shift today, which will require 3 x 15m breaks.

You decide to drive for 5 hours, break for 15m, drive for 2 hours, break for 30m, and drive for the remaining 3h15m.

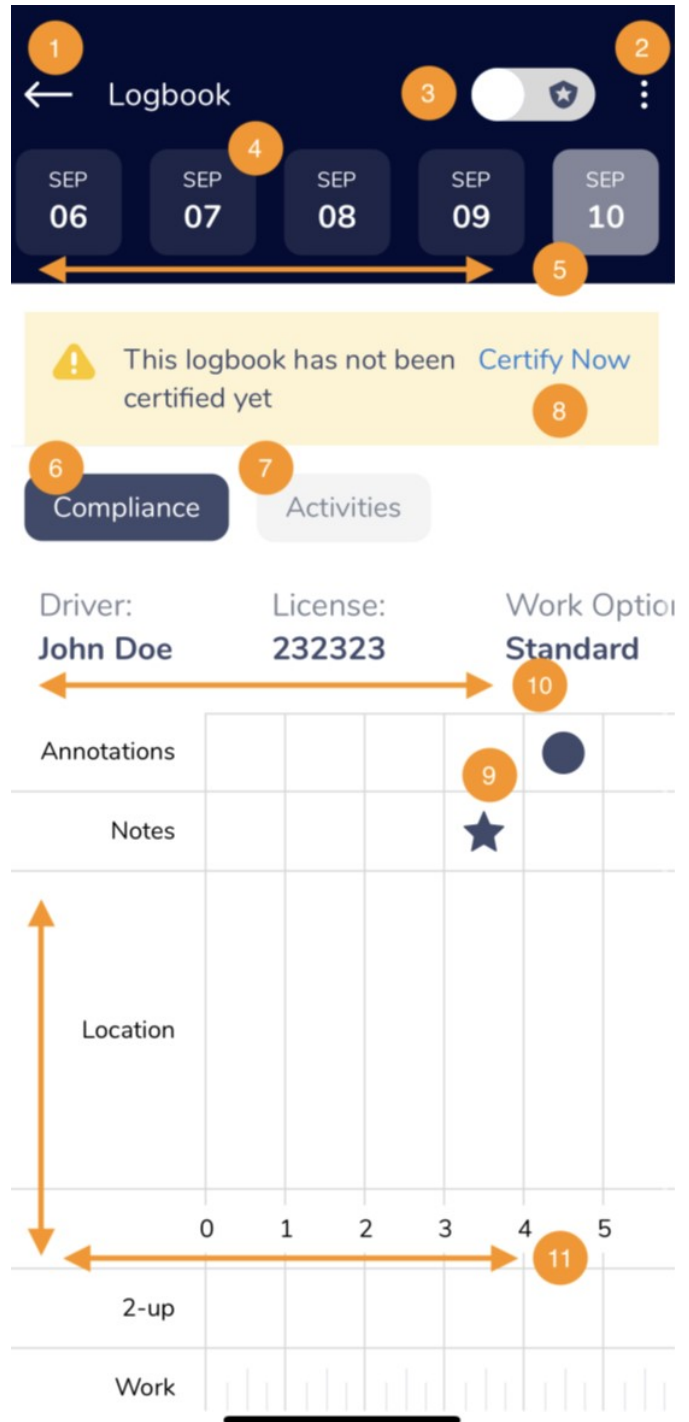
This strategy is perfectly fine. Joining the last two rest-breaks together in this timeframe maintains compliance.

Logbook view

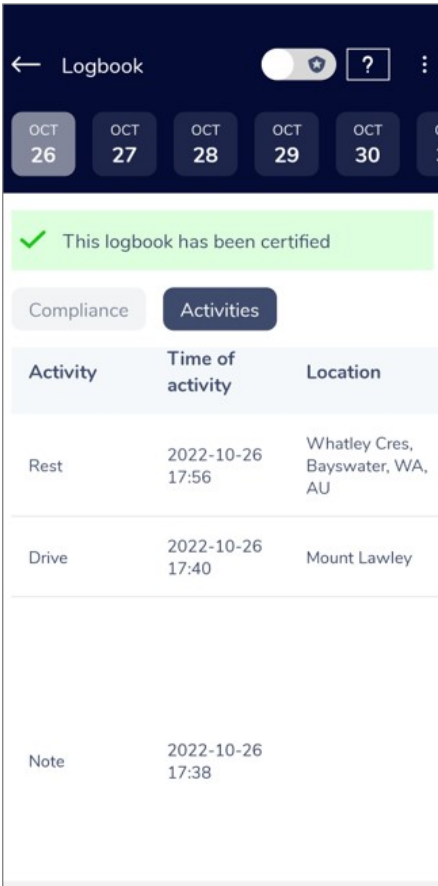
When selecting "Log book" from the bottom left button on the Home screen, a graphical view of the last 28 days of record plus the current day is accessible. This view is the same as your paper work diary, and contains the same information in the same format.

1. **Back** - Use the back button to return to the Home screen where you were previously.
2. **Meatball menu** - Tapping the three dots will open a slide out menu from the bottom of the screen. This menu contains the Edit Logbook & Share functionality.
3. **Compliance view toggle** - Enables up the officer view of the logbook - see Compliance view description below.
4. **Calendar** - The highlighted day represents the currently selected date.
5. Swipe right and left to access more calendar days.
6. **Compliance** tab shows the graphical view of the logbook as per the screenshot below.
7. **Activities** tab shows a list of all activities for the selected day. This view is just a list, any edits will need to be done via point 2 - the menu.
8. **Certification prompt** - this will only be present if there are activities for the selected day and those activities have not yet been certified.
9. The **star** represents that you have made a **comment** on your logbook or where you have made corrections to the time of an activity's commencement after the initial creation, the location name, or the work and rest option. The **dot** indicates that an officer made an **annotation** on your logbook.
10. Tap and hold the screen here to scroll through all the **driver details**. Details include: Driver name, Licence, Work option, Date of sheet, Drivers time zone. Additionally if there is a second driver in a 2-up arrangement, their details will be displayed below the main driver.
11. Tap and hold the sheet to scroll up and down and left to right to see all data on the sheet.

Touching / clicking on any 'star' flag or work activity in the graphical view will automatically open the Activities tab at the location of the given activity.



The Activities tab shows a List view of the same information presented on the graphical view with additional details such as time, location, odometer and work rest option at the activity start.



<div style="background-color: #e0ffe0; padding: 5px; display: inline-block;"> ✔ This logbook has been certified </div>							
Activity	Time of activity	Location	Odometer	Work and Rest Option	Origin	Entry timestamp	Note
Rest	2022-10-26 17:56	Whatley Cres, Bayswater, WA, AU	10575	Standard	EWD	2022-10-26 17:56	
Drive	2022-10-26 17:40	Mount Lawley	10575	Standard	EWD	2022-10-26 17:47	error

Records from other EWD apps

All records within the last 28 days that may exist under your Unique Driver Identifier (UDI) in other certified EWD apps will be synced to the EWD app when you sign in and have Internet connectivity. These records will be visible in the logbook and flagged as 'External' under the Activity tab.

Drivers who change from BFM to Standard Hours, or vice versa, must not drive a fatigue-regulated heavy vehicle unless:

- * the driver is compliant with all the work and rest requirements of the new work and rest option (i.e. Standard Hours), or
- * the driver has had 48 continuous hours of rest.

Changing Work Rest Option / ruleset

The EWD app supports the following rulesets:

- Standard Solo (with two-up option)
- Standard Bus
- Basic Fatigue Management Solo (with two-up option)

The driver profile created in the Core360 back-end solution by the record keeper includes the work rest option(s) (and accreditation details) applicable to the specific driver. When the driver first logs into the app, the assigned rulesets are downloaded and cached on the device. The initial download action requires internet connectivity, but once the rules are cached on the device all work rest option calculations can be performed even if the device is "offline".

The driver's active work rest option is displayed on the 'Start an Activity' screen.

On first daily login (or when the driver opens the app if the driver is already logged in at the start of the day), the driver is prompted to confirm their Driver profile and default settings. This includes confirming the work rest option to be active for future activities amongst the options configured by the record keeper.

Should the driver need to change their work rest option later during the day, the driver profile remains accessible through the 'Setting' tab.

Driver profile	
Driver name	Richard Boulud
Licence number	123WALIC
Driver UDI	WA-WALIC-19790716
Base location	MHVR, Sydney, Australia, New South Wales, 1111
Time zone of base location	Australia/Sydney (UTC +11:00)
Record keeper location	
Active work/rest option	Basic Fatigue - Solo Driver
Accreditation Number	987654

Adding / removing a 2-up Driver

To set up a 2-up arrangement, both drivers must operate from the same EWD device.

To add a driver in a 2-up arrangement:

1. At the top of the Home Screen, **tap +**. You see a list of pre-entered drivers if any were used before.
2. Either:
Tap one of the existing drivers who will be prompted to enter their PIN to login.
 OR:
Tap Add A Driver. The 2nd driver should enter their login and PIN. Their details will be stored in the Driver list for future use.
3. Tap **Sign In**. The new driver will appear at the top of the Home Screen.

In 2-up driving, always be mindful of whose time is being logged. For example, if you go on Rest, that doesn't mean both Drivers go on Rest.

Upon successful authentication, the second driver is added to the primary driver's session. The work rest option automatically considers the work and rest limits applicable under two-up arrangement as opposed to the solo arrangement for the work option each driver operates under (whether Standard or BFM).

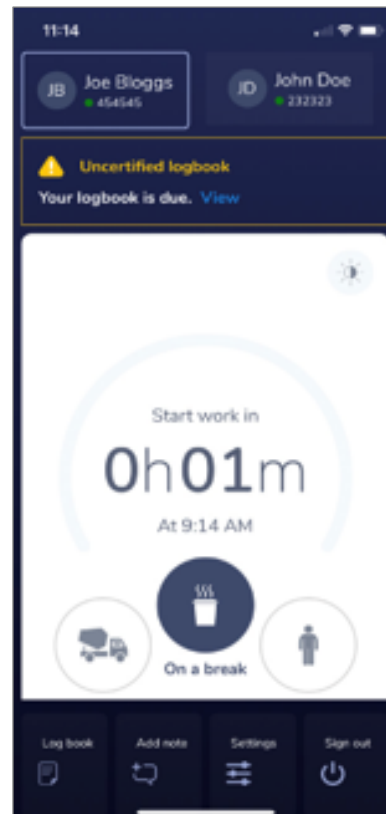
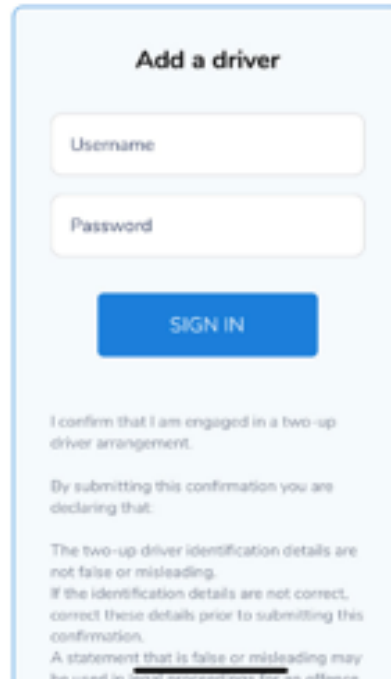
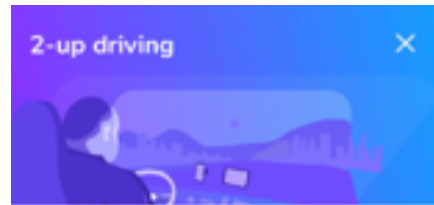
The primary driver cannot access or make changes to the secondary driver's logbook in any way. Should the secondary driver wish to access their records, they can activate themselves as the primary driver. To do so, they need to re-authenticate. Once done, they become the primary user of the app and can only make changes to their own logbook.

To remove a driver in a 2-up arrangement:

1. Tap on the non-active driver.
2. Scroll down to Remove [other drivers name] from 2-up driving.

This will now place you back in a solo arrangement.

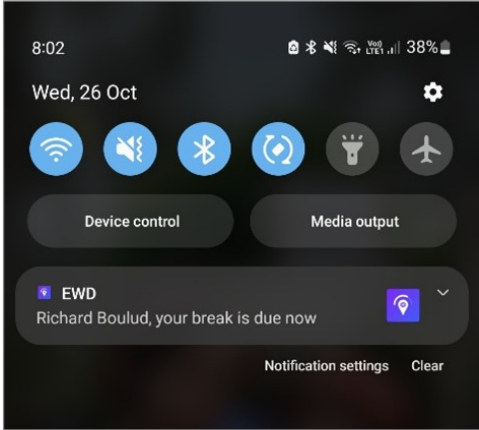
The other driver will still be in a 2-arrangement until they log in and complete the same steps to place themselves in a solo arrangement.



Warnings and Alerts

The EWD solution continually monitors driver fatigue using its internal clock, presenting drivers with warnings as they approach breaches of work and rest time limits applicable to their work rest options.

Drivers are warned by app notifications 30 minutes and 15 minutes before a break is required, at the time when a break is due, and lastly when a break is overdue.

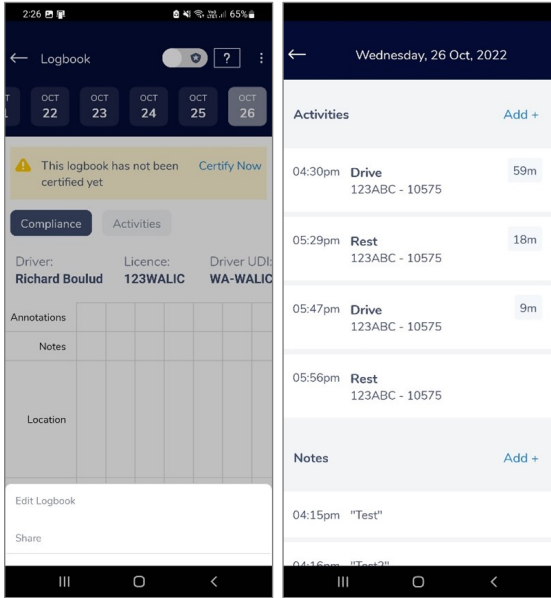


In addition, the app driver dashboard (home screen presented to the driver directly after login) shows progress of activity against the applicable drive and rest time limits and applies a colour coding as the driver approaches a potential breach or is in breach.

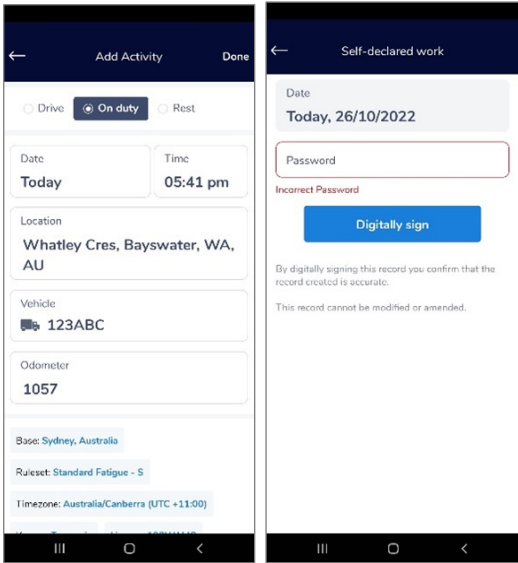


Additions and corrections

By selecting the top-right drop-down menu icon in the logbook view the driver is given the option to edit the entries if the selected day. All activities and notes entered for that day are then displayed.



New work and rest activities can be added from the date and time of the last certified entry within the last 28 days, following a similar process as when going through 'Start activity' from the main screen. The driver will be prompted to enter their password to digitally sign-off the activity being added.



The start date, start time, location, vehicle registration, odometer can be edited for any existing uncertified work and rest activity. The driver is requested to provide a reason for the edit.

chronological order from the older edit needed.

The screenshot shows the 'Drive' screen in the EROAD EWD app. At the top, there is a dark blue header with a back arrow on the left, the word 'Drive' in the center, and 'Done' on the right. Below the header are several input fields:

- Date:** A dropdown menu currently showing 'Today'.
- Time:** A dropdown menu currently showing '05:47 pm'.
- Location:** A text field containing 'Whatley Cres, Bayswater, WA, AU'.
- Vehicle:** A text field containing a license plate icon followed by '123ABC'.
- Odometer:** A text field containing the number '10575'.
- Reason for editing (required):** An empty text field.

 At the bottom of the screen, there are two informational fields:

- Base:** A blue pill-shaped field containing 'Sydney, Australia'.
- Ruleset:** A blue pill-shaped field containing 'Standard Fatigue - S'.

Existing uncertified work and rest activities can be deleted to the exceptions of the active activity, any uncertified activity entered previously through the 'Edit logbook' function, and any external activity (fetched from other EWD providers). The driver is requested to provide a reason for the deletion.

The end time of an activity cannot be modified; however, a new activity can be started at that specific time to shorten the duration of the previous activity.

If the driver needs to delete an active work activity, the first step will be to create a rest activity after which the work activity can be deleted through the 'Edit logbook' function.

Through the 'Edit logbook' function, also, new notes can be added, and existing notes can be modified (including setting up a date and time in the past).


The EWD app will automatically recalculate time counters and update non-compliances based on the latest entries and the applicable rulesets. When editing past entries, it is recommended that the driver makes edits in a



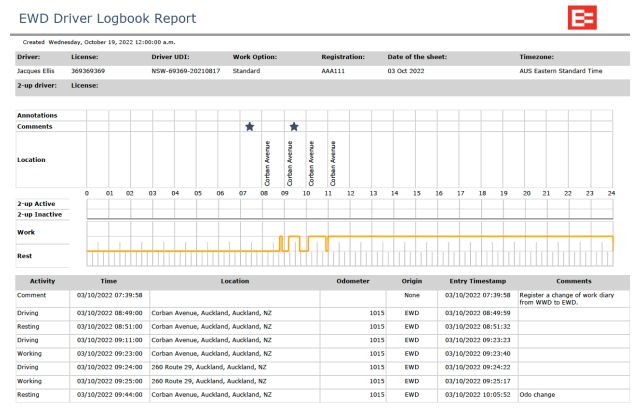
Sharing your workday

You're able to send a PDF of your EWD records for the last 28 days via email.

To send a snapshot of your daily logs to an email address:

1. Tap . The Share option appears.
2. Tap **Share**.
3. Fill in the appropriate fields.
4. Tap **Send**.

A PDF is created, ZIPPED and emailed, similarly to the Report transfer function available to enforcement officers under the Compliance View as described further down.



Logbook confirmation / certification

Certifying your logs is a statement where you confirm that your EWD record is true and correct.


The driver can certify their record for the day by selecting 'Certify now' in the logbook view, or by selecting 'Finish workday' on the main screen or under the 'Sign out' menu on the main screen.

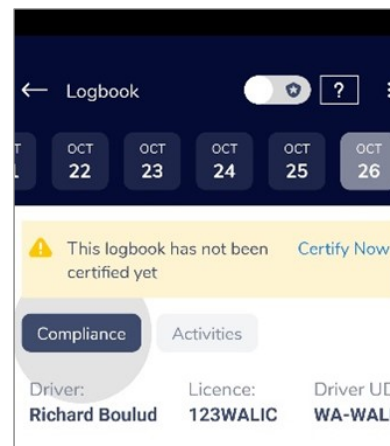
Following either option, the driver will be required to enter their password to confirm the record certification.

To finish your work day, it is recommended to:

1. Change your status to **Rest**.

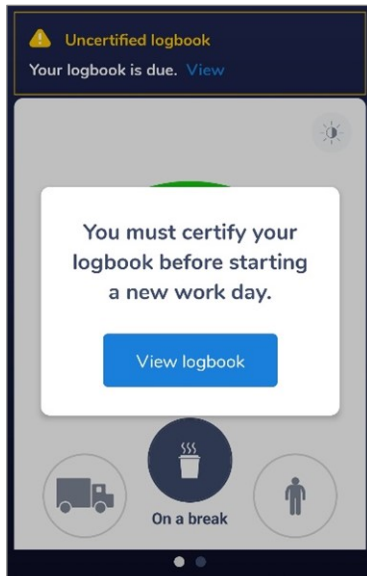
Finishing your work day does NOT reset your Drive or On Duty dials.

2. Tap **Finish work day**. The Finish Working Day screen appears.
3. Check the details and update if necessary.
4. Tap **Next**. The Record of Duty Statuses (RODS) grid appears.
5. Review your shift details. Usually no editing will be required and you can move to Step 7.
6. (If required) To edit an activity:
 - a. Tap . The Edit Logbook option appears.
 - b. Tap **Edit Logbook**. A daily status list appears.
 - c. Tap **+Add above** to add a new status to the end of your workday, or tap **+Add below** to add a note.
 - d. Edit the desired status.
You must add a short note saying why this change was required.
 - e. When finished, tap **Done**.
7. Tap **Certify Now**. The Certify logbook screen appears.
8. Enter your PIN, then tap Certify this logbook.



Certification is the last thing you need to do following a shift. No need to Sign out, unless you're changing mobile devices.

In the event that some past entries older than 24 hours have not been certified, the driver will be notified upon login. The driver will be unable to create a new activity on the current day until such past entries have been certified.



By selecting 'View' in the 'Uncertified logbook' notification, the app will automatically display the graphical view of the day with the oldest uncertified entry for the driver consideration. If there are uncertified entries older than 24 hours spanning several days, the driver will be required to certify each day before being allowed to create new entries on the current day.

You do not need to certify days that do not have any activities associated to them (except if you edited some of your past activities on these days).

Compliance View

If you get stopped by an enforcement officer for a roadside check:

1. Open the EWD.
2. Open Compliance View by toggling the switch in the top right of the screen. This prevents the officer from making accidental changes to your activity log.
3. Hand your device to the officer.
4. When your device is returned, re-toggle the switch in the top right corner of the screen and re-enter your password to go back to the logbook view. Once compliance view is entered, you are required to enter your password to exit from Compliance view. Again, this is to prevent an authorised officer from accessing other areas of your logbook which they are not permitted to access.

When Compliance View is first opened, the enforcement officer can see a summary of driver activity in graph form, similar to the graphical view of the logbook described before. The enforcement officer can scroll to select any day within the last 28 day period.

Compliance View displays the following driver details:

- Driver name
- Driver license number
- Vehicle registration
- Driver base
- Base time zone
- Work and rest hours option and accreditation number where applicable

If using two-up mode Compliance Mode will show:

- Driver name
- Driver license number
- State/territory of license issue
- Work and rest hours option

Annotations

Authorised officers can create annotations from the roadside graphical view by tapping the 'Add Annotation' button. These annotations can be applied against any activity in the past 28-day period by configuring the date and time of the Annotation Flag.

The Annotations Tabular View contains a clear listing of all officer annotations that have been entered with a scroll

function as required, and is ordered in reverse chronological order by time of annotation flag. As well as this, it contains the following information:

- Annotation flag as a time reference defined by the authorised officer as appropriate to the comments in the annotation
- Time of intercept as a time reference defined by the authorised officer for the beginning of the intercept
- Location name of the intercept place as entered by the authorised officer
- Annotation made by the authorised officer

Investigation aid

The Investigation Aid Tabular View shows a tabular summary of calculations of potential non-compliance for the clear viewing of authorised officers. Multiple rows are displayed, and scrolling is available where required. The tabular view is ordered in reverse chronological order by time. This view can be accessed by selecting Investigation Aid in the top menu.

The Investigation Aid Tabular View shows all calculated potential non-compliances in the last 28-day period and be assessed against each option in each rule set applied through this period. The calculations apply the constraints defined in each work and rest hours option. The Investigation Aid Tabular View displays the following information:

- Date and time
- Work and Rest Option – applied for potential non-compliance.
- Period of Time – applied for potential non-compliance.
- Work or Rest – period applied for potential non-compliance from either: Work or Rest

Potential Non-compliance Level - level of severity reached from either:

- Minor
- Substantial
- Severe
- Critical

Driver details

The driver details tab presents an overview of the Driver as well as the Two-up driver details. These details include:

- Driver name
- Licence
- Registration number
- Driver base location
- Record location
- Work rest option
- Time zone the record is being calculated in

System

Contains information about the Coretex EWD system details. This includes:

- Name of EWD system approval holder, as registered with the NHVR
- EWD system name
- EWD system version number

Report transfer

The compliance view provides options for authorised officers to transfer a report of relevant information available in compliance view at the time of inspection. This report does not include the investigation aid information.

The report includes:

- A summary of driver details showing the same information present in compliance view
- A summary of EWD system details showing the same information present in compliance view 28 individual 24-hour views of work graphs as present in compliance view
- A tabular view of driver work and rest changes for the past 28 days showing the same information present in compliance view
- A tabular view of authorised officer annotations made on the driver's record for the past 28 days showing the same information present in compliance view

The report is clear and able to be interpreted in accordance with the Heavy Vehicle National Law Act 2012 when printed on standard A4 paper. If no information is available for a given graph or tabular view, it retains the view in the report to show that no information exists. In two-up arrangements, the report only includes

information relating to the driver selected by the authorised officer.

Reports are transferred by email. EWD automatically generates a report file which is then sent to the officer's email.

To do this, tap the Report Transfer button on the compliance page and complete the required fields.

The screenshot shows a mobile application interface for 'Report Transfer'. At the top, there is a dark blue header bar containing a left-pointing arrow, the text 'Report Transfer', and a 'Send' button. Below the header, there are four distinct input fields stacked vertically. The first field is labeled 'Date Range' and contains the text '11/10/2022 - 07/11/2022'. The second field is labeled 'Email' and is currently empty. The third field is labeled 'Subject' and contains the text 'EWD - Richard Boulud - 07/11/2022'. The fourth field is labeled 'Message' and is also empty.

Settings

Driver profile

Your Driver Profile shows basic info about your identity and operating conditions. It's important that you revise this information.

If some fields are outdated, entering new info will TEMPORARILY correct it, but permanent corrections should be passed on to your company ASAP.

Change password

Change password allows you to reset your password.

On first login, your supervisor will provide you with a temporary password, which is recommended you change as soon as possible to a secure and unique password. This is particularly important where you may be sharing a device with another driver.

Passwords must conform to the following password strength guidelines:

- Minimum 8 characters
- At least one uppercase letter
- One lowercase letter
- One number/digit
- One special character
- Must not contain the username.

Send us feedback

If you have any suggestions for improvement or would like to share any feedback, using the Send us feedback feature, will allow us to hear directly from you.

Diagnostics

Diagnostics indicates the last sync time of your data to the server as well as how many events have not been synced. 0 is best – that means all your activities have been sent – but you may have been operating offline/ out of cellular/ WiFi coverage, and some events might be queued for when you get within coverage again.

Manage Vehicles

Used for adding new vehicles for you to access with this device, or removing some vehicles to keep your lists short. Only a registration plate number is required.

Clear my notifications

EWD sends you alerts if you are approaching a potential time violation.

Signing Out

Signing out is used when switching to a new device. This may be necessary if your new vehicle has its own dedicated EWD device, or the device needs to be reset for a software update.

To sign out:

1. Tap **Sign out**. A re-confirmation box with YES/NO choices appears.
2. Tap **YES**. You'll be signed out of the app and returned to the Login screen.

Troubleshooting

Power issue

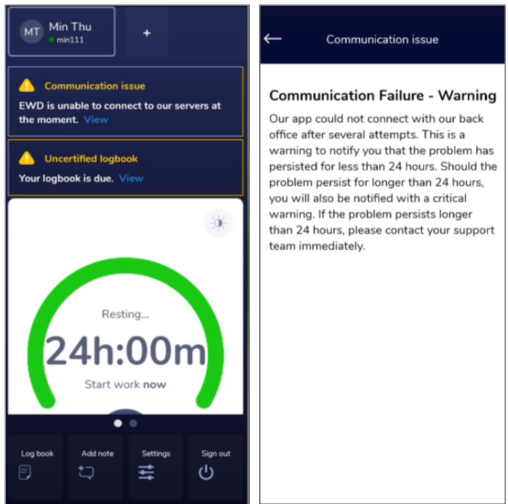
Ensure your device is either charged or receiving power from a reliable source.

It is recommended to keep the mobile device on which the EWD app is running powered at all times.

Communications issue

If the EWD device isn't able to connect via cell or WiFi, you'll be notified that your device can't sync with your company network. You're still able to use it from day-to-day, week-to-week, offline. When your device reconnects with a service, your logs will be sent and synced with the back-office.

If the EWD app fails to connect to our backend servers 2 or more times *within 24 hours* then you will receive the following warning by notification and will have access to additional details.



If the EWD app fails to connect to our backend servers 2 or more times *for more than 24 hours* the criticality of the warning will be escalated.

Calculation Failures

Very rarely an event or the app can become corrupt and will therefore prevent the app from accurately calculating the rest requirements. In this instance, all activity and driver logs will function correctly and as expected. Just the visual rest gauge will be incorrect and should not be used to determine break requirements.

Reinstalling the app should resolve the issue and the missing event will be visible.

If the problem persist the supervisor will need to get into contact with their EROAD customer support team, who will bring the issue to the development team.

Log in issues

3. Passwords. The supervisor will need to reset the password via the Core-360 back office software.
4. For any time out errors, force close the app and try again.
5. Something has gone wrong with your app, and it's recommended to reinstall the app. If the problem persists inform your supervisor.

Accreditation issue

Your record keeper is responsible to maintain its fatigue accreditation with NHVR.

In the event where the EWD app notifies you that your accreditation is about to expire or has expired, contact your record keeper to ensure the accreditation number is updated appropriately in the Core 360 back-end platform.



Common Oversights

Because logging time is still done manually, you may make one or two mis-entries or mis-steps.

Signing Out before certifying your logs

Usually you don't have to sign out. Finish your day, certify your logs, go home. Only sign out if you're switching devices.

Forgetting to switch states from Drive to Rest to Drive

This is a habit you'll develop. For the most part: before driving, go on Drive. Before leaving the cab, go on Rest or On Duty.

Driving too long; Resting too quickly

The biggest contributor to road accidents is fatigue. Operating hour restrictions exist so you don't become a danger to others (and yourself) on our roads. EWD is accurate to the minute. If you're required to take a 30-minute break, a 29-minute break is NOT 'close enough'.