



LimoLogs

Knowledge Base/Online Help Guide

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Hours of Service (HoS)	Ready for Review, with queries
Fleet	Ready for Review, with queries
Report	Ready for Review
Setup	Not required

Login:

<http://backend.limologs.com/site/login>

joe@dotbuscompliance.com

1234

admin@limologs.com

limologsadmin

Overview

LimoLogs is an electronic logging and fleet maintenance program that has been created specifically for the chauffeured car industry. From the Limologs portal, users can:

- View compliance, HR, and maintenance information at a glance from the [Dashboard](#)
- Manage Employees, Departments, and view incident trends from [HR](#)
- View Driver logs and available hours from [Hours of Service \(HoS\)](#)
- View and manage fleet maintenance from [Fleet](#)
- Generate reports relating to compliance, maintenance, utilization, financials, or HR from [Report](#)
- Admins can manage Drivers, Users, and company portal settings from [Setup](#)

Levels of Access

USERS

Each user is granted role-based access and permissions to their company portal. The following roles are available when creating a user:

- Company Admin
- Manager
- View Only

Additionally, users can be granted:

- Mechanic Permission

DRIVERS

Drivers are created separately and are given restricted access to the portal.

The matrix below provides an overview of the level of access each role is granted.

 Can edit  Info only page  View only  No access

	Company Admin	Manager	View Only	Mechanic	Driver
DASHBOARD					
Admin					
Driver					
Employees					
Fleet					
HR					
Accutrace					
Employee					
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Applicants					
HOURS OF SERVICE					
Driver Logs					
Unassigned Driver Logs					

Available Hours					
Pending Changes					
FLEET					
Accident Reports					
GPS					
Vehicle Inspections					
Work Orders					
Parts					
Vehicles					
Vendors					
Maintenance Intervals					
Body Damage					
REPORT					
Report					
ELD File Output					
SETUP					
Company Info					
Driver					
Users					
Vehicle Class					
Repair Category					
Import & Export					
Fill Logs					
SETTINGS					
Account Settings					

Basic Features

The following features are available from any page. Use the **Header Menu**, **Sidebar Menu**, and **Breadcrumb** to navigate LimoLogs. Skip to [Account Settings](#) to edit your profile or change your password.

Header Menu

☰
⏏
🏠
✕

🏠 Limo and Bus 🏠

☰

Minimize/Maximise Sidebar menu

Click to minimize the sidebar menu. Click again to restore to full size. Refer to [Sidebar Menu](#).

⏏

Full Screen

Click to view LBC Fleet in full screen mode (your web browser menu bars will disappear). Click again (or press ESC) to restore to normal mode.

🏠 ✕

Choose Company

Only available if your login has permissions across multiple companies. Click to select a different company from the drop-down list.

🏠 Limo and Bus

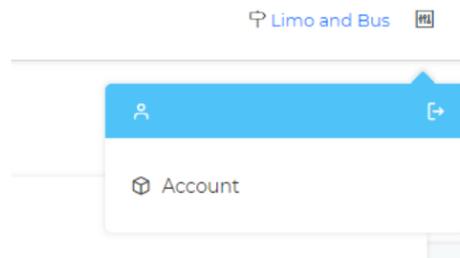
Current Company

Shows which company fleet you are currently viewing.



Settings

Click to access the settings menu:



Click to Logout.



Refer to [Account Settings](#).

Sidebar Menu

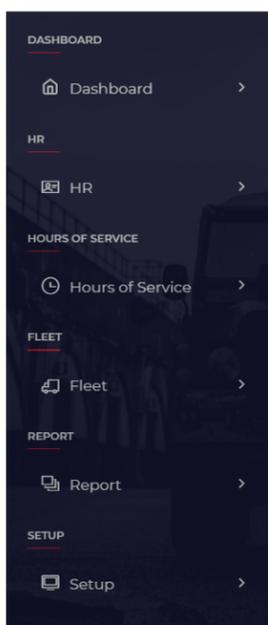
Use the Sidebar menu to navigate to each area of the portal you have access to.



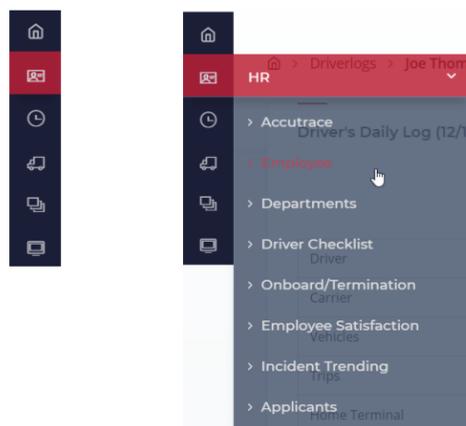
TIP:

If you're using a small screen to view LimoLogs, click the  icon to minimize the sidebar menu.

Maximized



Minimized



Breadcrumb

The Breadcrumb is displayed when viewing any page besides the Dashboard and shows your current location in the portal.

 > [Driverlogs](#) > [Joe Thomas 600848](#)



TIP:

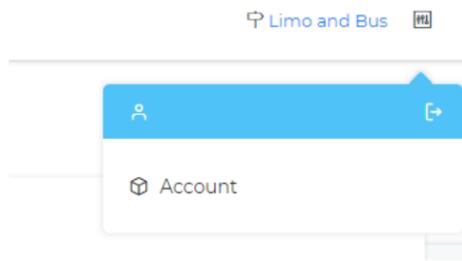
Click any of the Breadcrumb segments to jump back to that area.

I.e. click  to return to your homepage. Or **Driverlogs** to view all Driver Logs.

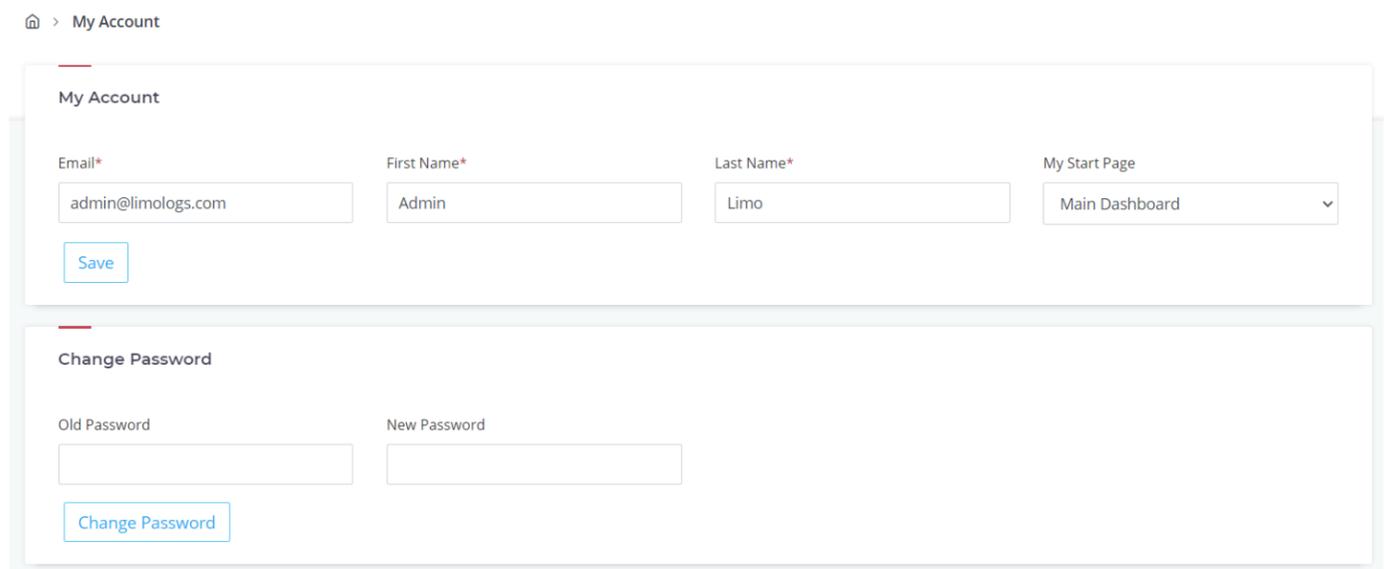
Account Settings

To change your account settings or password:

1. Click the **settings icon** from the Header menu and select **Account**.



2. Edit any of the following as required:

A screenshot of the 'My Account' settings page. At the top, there is a breadcrumb 'Home > My Account'. Below this is a section titled 'My Account' with four input fields: 'Email*' (admin@limologs.com), 'First Name*' (Admin), 'Last Name*' (Limo), and 'My Start Page' (Main Dashboard). A 'Save' button is below these fields. Below that is a section titled 'Change Password' with two input fields: 'Old Password' and 'New Password'. A 'Change Password' button is below these fields.

- a. **Email** - this is the email used to login and for email notifications
- b. **First Name**
- c. **Last Name**
- d. **My Start Page** - select from the drop-down menu to change your homepage

Click **Save**.

3. To change your password, enter your **Old Password**, your **New Password**, and click **Change Password**.

Dashboard

Company Admin	Manager	View Only	Mechanic	Driver
i	i	i	i	???

Admin

The Admin Dashboard features a sidebar with navigation options: Dashboard, Admin, Driver, Employees, Fleet, HR, Hours of Service, and Report. The main content area includes:

- Pending Applicant Tracking:** A row of six cards showing counts for: Phone Interview (1), Interview (0), Decision Made (1), OnBoarding (0), Ready to Start (0), and Quit Process (0).
- Critical Items:** A list of items with filters for All, Driver, Vehicle, and HR. The total count is 1,014. Items include Drug Test, First CMV Operated, Hire Date, Road Cert, Road Test, SH Received, SH Request, and Test Consent.
- SmartBus:** A banner for SmartBus with the tagline "A smart Choice for Student Safety".
- Trakzee GPS Tracking:** A login section for Trakzee account access.
- Upcoming Items:** A section showing "No results found."
- Final Turnover:** A line chart showing turnover rates from April to November, with a peak in April.
- Employee Satisfaction:** A line chart showing satisfaction levels from April to November, with peaks in March and January.
- Incident Tracking:** A line chart showing incident counts from April to November, with peaks in March and January.

On the Admin Dashboard, you'll see the following at a glance:

Pending Applicant Tracking

A summary of the number of applicants across the six statuses. Click any status to open [HR > Applicants](#).

Critical Items

A list of critical items across **Driver**, **Vehicle**, and **HR**. Click a critical item in the list to view the full details.

TIP:

By default, all critical items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter critical items.

The figure to the right of each heading denotes the total number of items in the list.

Trakzee GPS Tracking

Log in to your Trakzee account to view GPS vehicle tracking. The Trakzee integration enables you to use Trackzee without having to leave the LimoLogs portal.

i NOTE:

Trakzee is a separate product supplied by Uffizio and is not included as part of your LimiLogs license.

Upcoming Items

A list of upcoming items across **Driver**, **Vehicle**, and **HR**. Click an upcoming item in the list to view the full details.



TIP:

By default, all upcoming items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter upcoming items.



Final Turnover

Displays the total turnover month-on-month for the past six months.

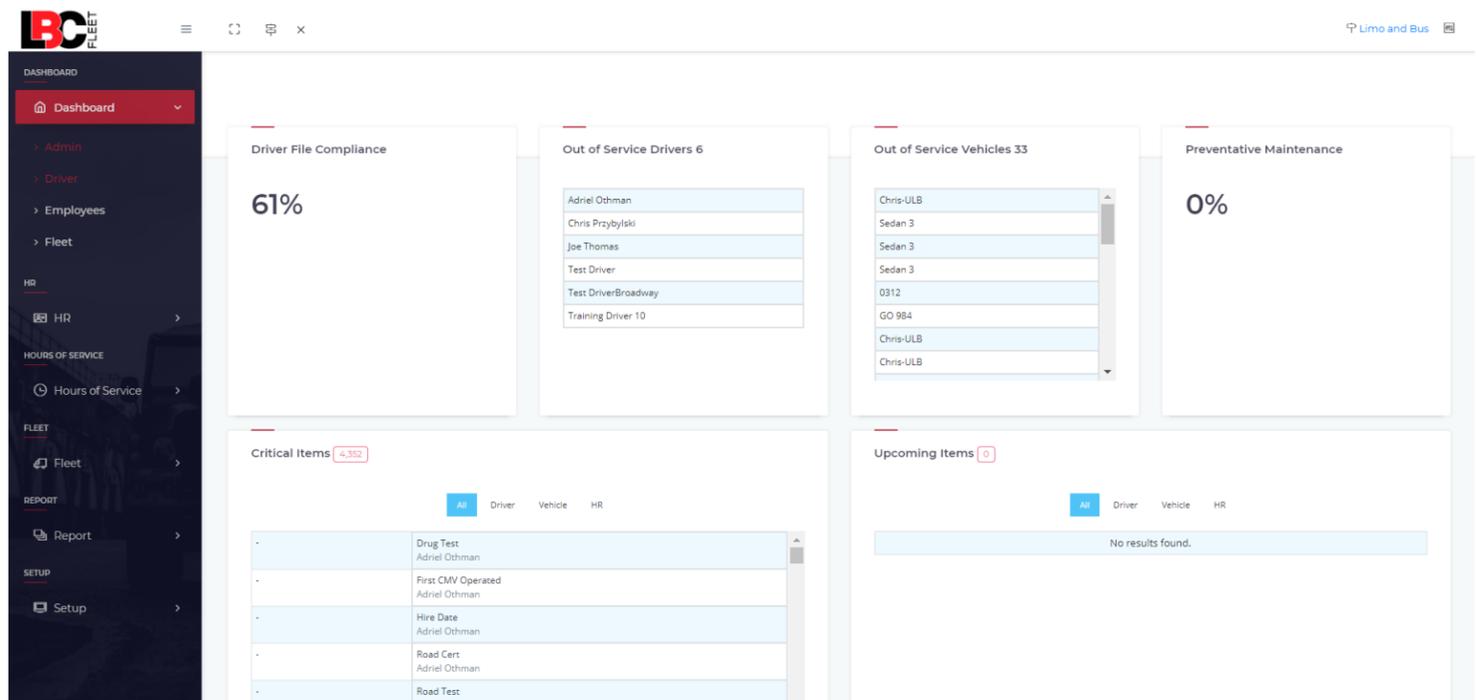
Employee Satisfaction

Displays a summary of Employee Satisfaction feedback for the past six months.

Incident Tracking

Displays the total number of incidents month-on-month for the past six months.

Driver



On the Driver Dashboard, you'll see the following at a glance:

Driver File Compliance

This score summarizes the number of ???. Refer to ???.

Out of Service Drivers

A list of all Drivers currently out of service.



TIP:

The figure to the right of each heading denotes the total number of list items.

Out of Service Drivers 6

Out of Service Vehicles

A list of all Vehicles currently out of service.

Preventative Maintenance

This score summarizes the on-time maintenance percentage. Refer to [Work Orders](#).

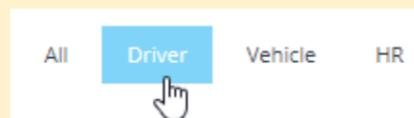
Critical Items

A list of critical items across Driver, Vehicle, and HR. Click a critical item in the list to view the full details.



TIP:

By default, all critical items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter critical items.



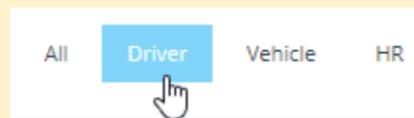
Upcoming Items

A list of upcoming items across Driver, Vehicle, and HR. Click an upcoming item in the list to view the full details.

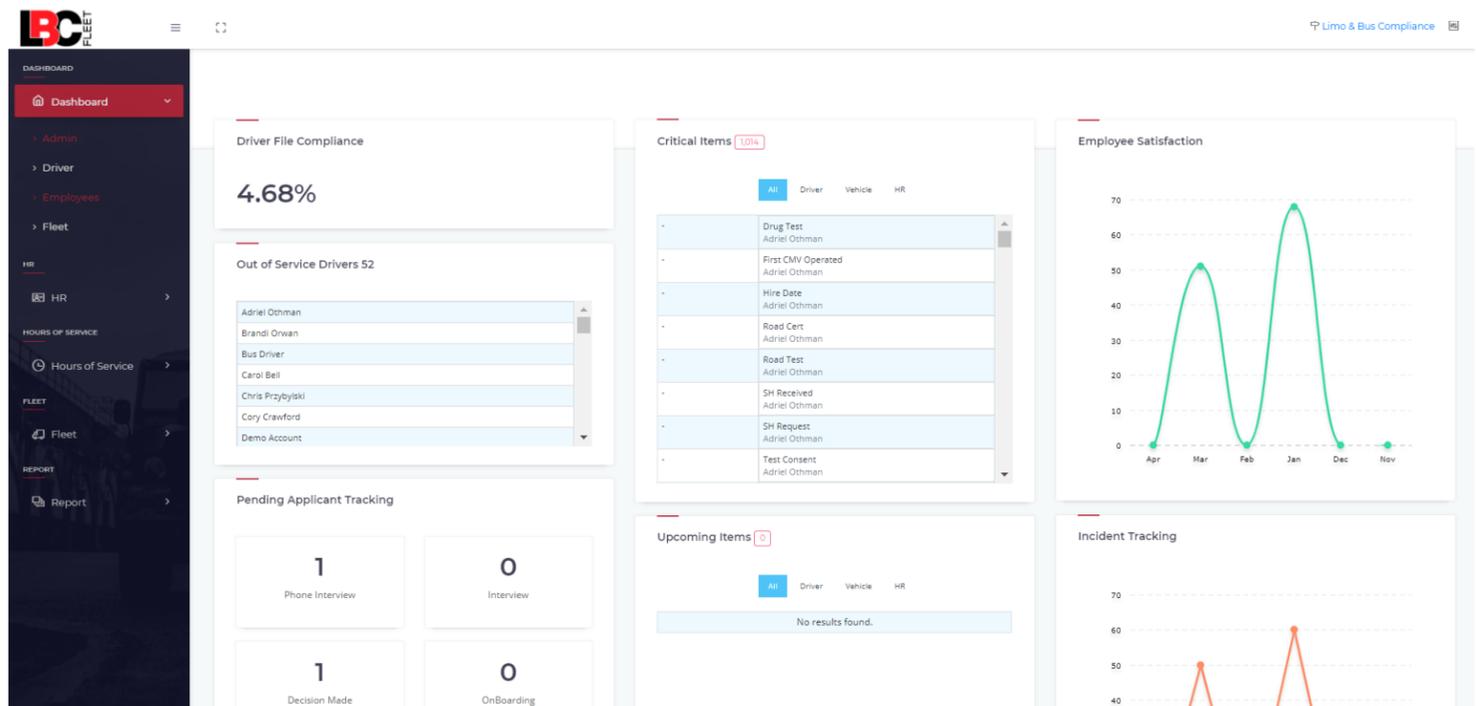


TIP:

By default, all upcoming items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter upcoming items.



Employees



On the Employees Dashboard, you'll see the following at a glance:

Driver File Compliance

This score summarizes the number of ???. Refer to ???.

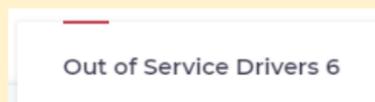
Out of Service Drivers

A list of all Drivers currently out of service.



TIP:

The figure to the right of each heading denotes the total number of list items.



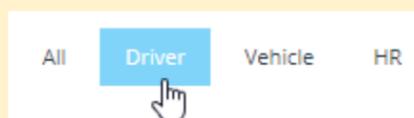
Critical Items

A list of critical items across **Driver**, **Vehicle**, and **HR**. Click a critical item in the list to view the full details.



TIP:

By default, all critical items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter critical items.



Employee Satisfaction

Displays a summary of Employee Satisfaction feedback for the past six months.

Pending Applicant Tracking

A summary of the number of applicants across the six statuses. Click any status to go to [HR](#) > [Applicants](#).

Upcoming Items

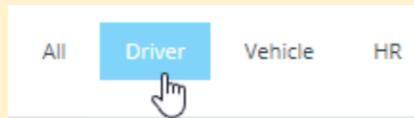
A list of upcoming items across **Driver**, **Vehicle**, and **HR**. Click an upcoming item in the list to view the full details.



TIP:

By default, all upcoming items are displayed. Select **Driver**, **Vehicle**,

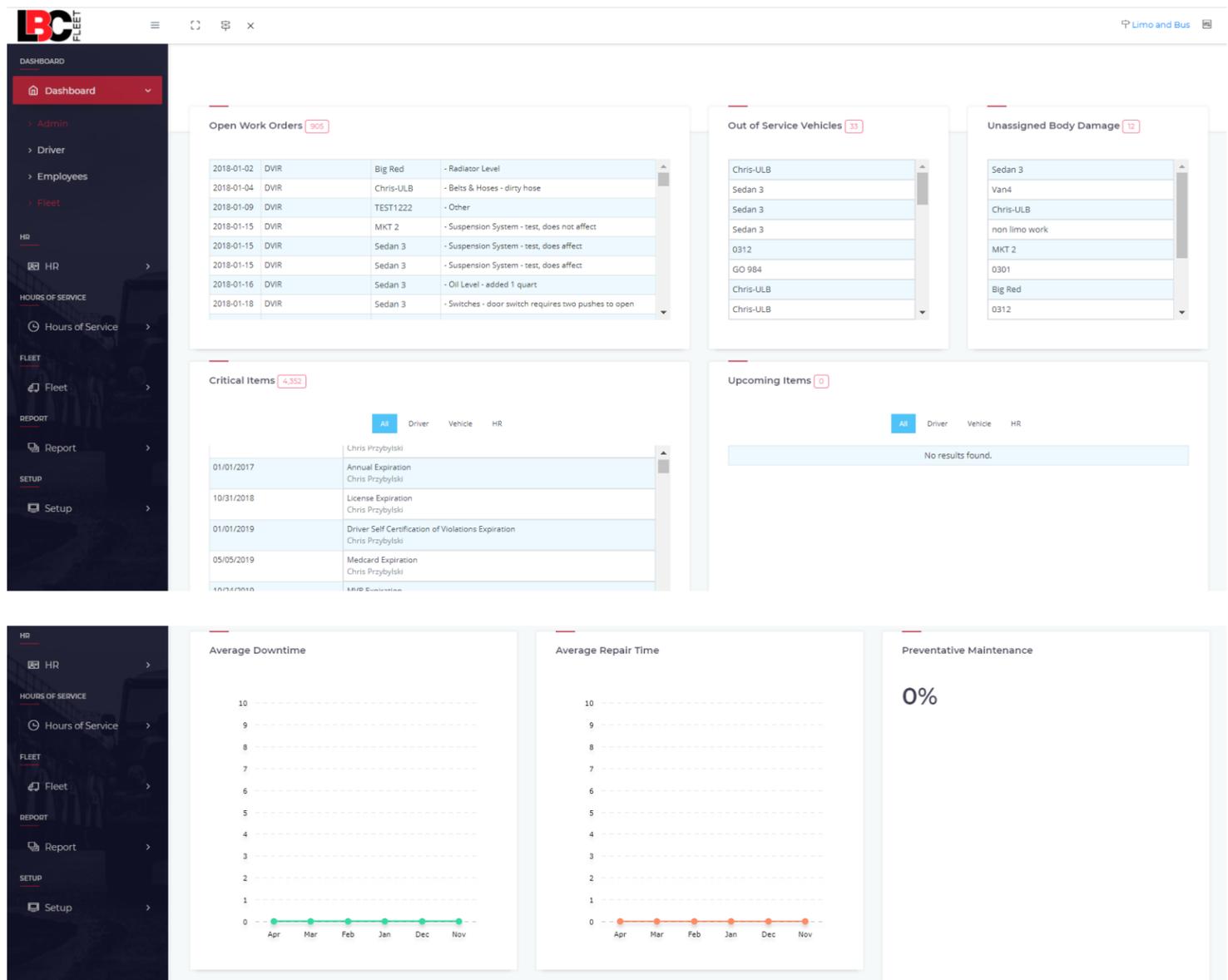
or **HR** to filter upcoming items.



Incident Tracking

Displays the total number of incidents month-on-month for the past six months.

Fleet



The screenshot shows the BC Fleet Dashboard with a sidebar on the left containing navigation options: Dashboard, Admin, Driver, Employees, Fleet, HR, Hours of Service, Report, and Setup. The main dashboard area is divided into several sections:

- Open Work Orders (905):** A table listing work orders with columns for date, type, vehicle, and description. The table contains 8 rows of data.
- Out of Service Vehicles (33):** A list of vehicles currently out of service, including Chris-ULB, Sedan 3, MKT 2, GO 984, and Chris-ULB.
- Unassigned Body Damage (12):** A list of vehicles with unassigned body damage, including Sedan 3, Van4, Chris-ULB, MKT 2, 0301, Big Red, and 0312.
- Critical Items (4,352):** A table listing critical items with columns for date, item name, and driver. The table contains 5 rows of data.
- Upcoming Items (0):** A section showing no results found for upcoming items.
- Average Downtime:** A line chart showing average downtime for the months of Apr, Mar, Feb, Jan, Dec, and Nov.
- Average Repair Time:** A line chart showing average repair time for the months of Apr, Mar, Feb, Jan, Dec, and Nov.
- Preventative Maintenance:** A section showing 0% preventative maintenance.

On the Fleet Dashboard, you'll see the following at a glance:

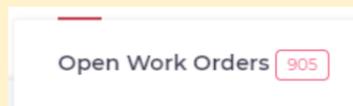
Open Work Orders

A list of all open Work Orders. Click the vehicle name to open the Work Order. Refer to [Open Work Orders](#).



TIP:

The figure to the right of each heading denotes the total number of list items.



Open Work Orders **905**

Out of Service Vehicles

A list of all vehicles currently out of service. Click a vehicle in the list to view the vehicle details. Refer to [Vehicles](#).

Unassigned Body Damage

A list of all vehicles where body damage has been reported, but has not been assigned to the driver responsible. Refer to [Body Damage](#) to assign the damage to the driver responsible.

Critical Items

A list of critical items across **Driver**, **Vehicle**, and **HR**. Click a critical item in the list to view the full details.



TIP:

By default, all critical items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter critical items.



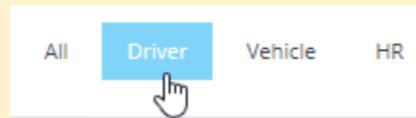
Upcoming Items

A list of upcoming items across **Driver**, **Vehicle**, and **HR**. Click an upcoming item in the list to view the full details.



TIP:

By default, all upcoming items are displayed. Select **Driver**, **Vehicle**, or **HR** to filter upcoming items.



HR

Company Admin	Manager	View Only	Mechanic	Driver
				???

From the **HR** section, users with applicable permissions can:

- Access the Accu-Trace portal (see [Accutrace](#))
- Manage Employees (see [Employee](#))
- Manage Departments (see [Departments](#))
- Manage Driver Checklists for each Vehicle Class (see [Driver Checklist](#))
- Manage compliance items for onboarding/termination of Employees (see [Onboard/Termination](#))
- Input and review Employee Satisfaction ratings (see [Employee Satisfaction](#))
- Input and review Incident Trends (see [Incident Trending](#))
- Manage and track Applicants through the hiring process (see [Applicants](#))

Accutrace

Click to open the Accu-Trace portal in a new tab.

i NOTE:

Accu-Trace is a separate product and is not included as part of your LimiLogs license.

Employee

Use this page to manage your company employees, file HR details, and record disciplinaries and reviews.

Finding an Employee

To search for an employee, enter a term in any of the fields at the top of the Employee table and press **Enter** or click anywhere on the page.

Department	First Name	Last Name	Phone	Email	Status	Actions
<input type="text"/>	<input type="text" value="Joe"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Joe	Mimul		Joe@compliance.com		
	Joe	Thomas		Joe@limologs.com		



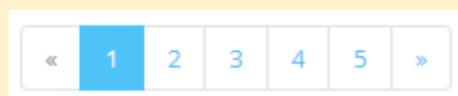
TIP:

To sort employees by a particular column, click the column heading.



TIP:

By default, 20 employees are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all employees on one continuous page.



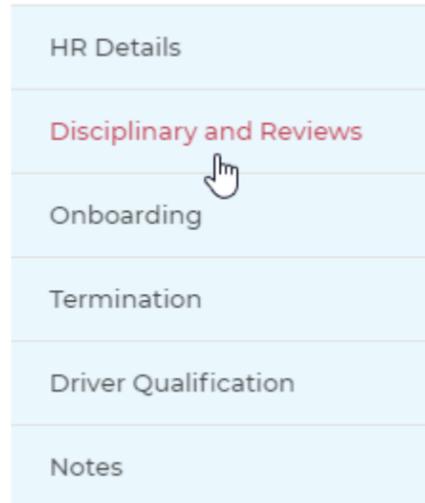
Update an Existing Employee

To update an existing employee:

1. From the **Employee** page, click the **Update** icon to the right of the employee.



2. The employee record will be opened in Edit mode. By default, only the **Overview** section will be expanded, select another section below to edit additional details.



3. Click **Save Changes**.

Create a New Employee

i NOTE:

Creating a new employee automatically creates a LimoLogs user profile for the employee using the email and password entered.

To create a new employee:

1. From the **Employee** page, click the **Create** icon in the top-right corner.



2. The **Add Employee** form will be displayed. Complete the employee details as required.

i NOTE:

Required fields are marked with a red asterisk (*).

3. Click **Save Changes** to save the employee record.

i NOTE:

Additional information such as **Driver Qualification** and **Notes** can only be added once the Employee record is created.

Terminate an Employee

i NOTE:

These instructions enable you to terminate an employee without having to delete their record.

To terminate an employee:

1. From the **Employee** page, click the **Update** icon to the right of the employee.



2. The employee record will be opened in Edit mode. Click **Terminate**.

Terminate

Or, under Status, select **Terminated** and click **Save Changes**.

Status

Active

Select Status

Active

Pending

Suspended

Terminated

Delete an Employee

! WARNING:

This action cannot be undone.

To permanently delete an employee, click the **Delete** icon to the right of the employee.



Departments

Use this page to manage your company departments and set the department review schedule.

Finding a Department

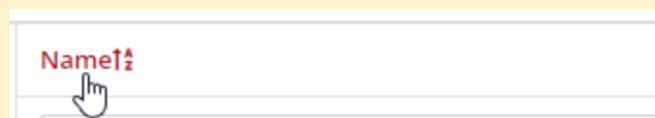
To search for a Department, enter a term in any of the fields at the top of the Department table and press **Enter** or click anywhere on the page.

	Name	Manager	Address	Review Schedule	Actions
<input type="checkbox"/>	Accounts				
<input type="checkbox"/>	Accounts	Example Employee		Annual	 



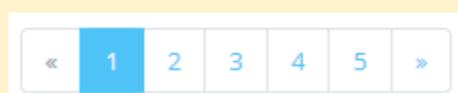
TIP:

To sort departments by a particular column, click the column heading.



TIP:

By default, 20 departments are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all departments on one continuous page.



Update an Existing Department

To update an existing Department:

1. From the **Department** page, click the **Update** icon to the right of the department.



2. The Department record will be opened in Edit mode. Edit the information as required.

A screenshot of the "Edit Department" form. The form has a title bar "Edit Department" with a close button (X). It contains several input fields: "Name*" (text box with "Accounts"), "Manager" (dropdown with "Example Employee"), "Review Schedule" (dropdown with "Annual"), "Address" (text box), "State" (dropdown with "New York"), and "Timezone" (dropdown with "Eastern Time (US & Canada)"). There is a checkbox for "Daylight Saving". Below these are two sections: "Add Review Item" with a text box "Type new item name", a dropdown for weight (set to "0"), and "Reset" and "Save Item" buttons; and "Review Item" which is a table with columns "Name", "Weight", and "Action". At the bottom right are "Close" and "Save" buttons.

Name	Weight	Action



TIP:

Use the **Add Review Item** and **Review Item** sections to specify items to be reviewed at each review interval. The **Weight** for all items should total 100 to ensure the review score is calculated correctly.

A screenshot showing the "Add Review Item" and "Review Item" sections. The "Add Review Item" section has "Type new item name" and a weight dropdown set to "90". The "Review Item" table has two rows: "Performance" with weight "80" and "Attendance" with weight "20". Both rows have a red trash icon in the "Action" column.

Name	Weight	Action
Performance	80	
Attendance	20	

3. Click **Save**.

Create a New Department

i NOTE:

Employees can be assigned to a Department once the Department is created (see [Employee](#)).

To create a new Department:

1. From the **Department** page, click the **Create** icon in the top-right corner.



2. The **Add Department** form will be displayed. Complete the Department details as required.

i NOTE:

Required fields are marked with a red asterisk (*).

i NOTE:

Reviews will be listed in the **Upcoming Items** (or **Critical Items** if not completed in time) on the **Dashboards** based on the **Review Schedule** selected.

3. Click **Save** to save the Department record.

i NOTE:

Additional information such as **Review Items** can only be added once the Department record is created.

Delete a Department

! WARNING:

This action cannot be undone.

To delete an individual Department, click the **Delete** icon in the **Actions** column.



To delete multiple Departments:

1. Manually select the Departments to be deleted using the **Checkbox** icon against each Department.

<input checked="" type="checkbox"/>	Accounts
<input checked="" type="checkbox"/>	HR



TIP:

Use the **Select All Checkbox** to select all Departments (or all Departments currently displayed if you have filtered Departments using the search function).



- At the bottom of the page, click **Delete All**.



Driver Checklist

Use this page to manage Driver checklists for each Vehicle class.

i NOTE:

Vehicle classes are managed by Company Admins in [Vehicle Class](#).

💡 TIP:

To sort Driver checklists by a particular column, click the column heading.



Update an Existing Driver Checklist

To update an existing Driver checklist:

- From the **Driver Checklist** page, click the **Update** icon to the right of the Driver checklist.



- The Driver checklist will be opened in Edit mode. Add new or delete existing checklist items as required.

Edit Checklist Item
✕

Company Name

Vehicle Class

Add/Edit Item

Checklist Items

Item Name	Action
Moist Towelettes	<input type="button" value="✕"/>
Phone Chargers	<input type="button" value="✕"/>
Umbrella	<input type="button" value="✕"/>
New Item	<input type="button" value="✕"/>

! WARNING:

Checklist items cannot be restored once deleted.

Create a New Driver Checklist

i NOTE:

There can only be one checklist per Vehicle class. Adding a new checklist item for a Vehicle class with an existing checklist will add the item to the existing checklist.

To create a new Driver checklist:

1. From the **Driver Checklist** page, click the **Create** icon in the top-right corner.



2. The **Add Checklist Item** form will be displayed.

Vehicle Class*
Audi A6

Title*

Close Save

3. Select the **Vehicle Class** from the drop-down menu.
4. Enter the first checklist item in the **Title** field.

i NOTE:

Additional checklist items can be added once the checklist is created.

5. Click **Save** to save the new checklist.
6. The **Edit Checklist Item** form will be displayed.

Company Name
Limo and Bus

Vehicle Class
Classic Rolls

Add/Edit Item

Type new item here

Save Item Reset

Checklist Items

Item Name	Action
Item 1	

Close

7. To add additional checklist items, enter the checklist item in the **Add/Edit Item** field and click **Save Item**.

Delete a Driver Checklist

! WARNING:
This action cannot be undone.

To delete an individual Driver checklist, click the **Delete** icon in the **Actions** column.



To delete multiple Driver checklists:

1. Manually select the Driver checklists to be deleted using the **Checkbox** icon against each Driver checklist.

<input checked="" type="checkbox"/>	Cadillac XTS
<input checked="" type="checkbox"/>	Chrysler 300

TIP:
Use the **Select All Checkbox** to select all Driver checklists (or all Driver checklists currently displayed if you have filtered Driver checklists using the search function).



Vehicle Class	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Lincoln MKT
<input checked="" type="checkbox"/>	International Mini

2. At the bottom of the page, click **Delete All**.



Onboard/Termination

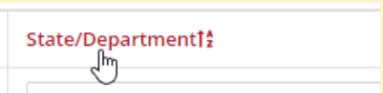
Use this page to manage compliance items (Federal, State, Company, and Department) for the onboarding and termination of Employees.

Finding an Onboard/Termination Entry

To search for an Onboarding/Termination entry, enter a term in any of the fields at the top of the Onboarding/Termination table and press **Enter** or click anywhere on the page.

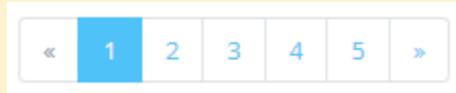
Onboarding/Termination	Category	State/Department	Status	Actions
<input type="checkbox"/>	<input type="text"/>	Alaska	Select	
<input type="checkbox"/>	Onboarding	State	Alaska	Enabled

TIP:
To sort Onboarding/Termination entries by a particular column, click the column heading.



TIP:
By default, 20 Onboarding/Termination entries are displayed per page. Scroll to the bottom of the page and use the pagination bar to

navigate through additional pages.



Click the **All** button to view all Onboarding/Termination entries on one continuous page.



Update an Existing Entry

To update an existing Onboarding/Termination entry:

1. From the **Onboard/Termination** page, click the **Update** icon to the right of the entry.



2. The Onboarding/Termination record will be opened in Edit mode. Edit the information as required.

Option Name	Action
Action Item	



TIP:

Use the **Add Item** and **Checklist Items** sections to specify actionable items for the selected Onboarding/Termination. **Checklist Items** will be listed in **Critical Items** on the **Dashboards**.

3. Click **Save**.

Create a New Onboard/Termination Entry

To create a new Onboarding/Termination entry:

1. From the **Onboard/Termination** page, click the **Create** icon in the top-right corner.



2. The **Add Onboard/Termination** form will be displayed. Complete the Onboarding/Termination details as required.

i NOTE:

The required fields will change based on the **Category** selected.

Add Onboard/Termination ✕

Onboarding/Termination <input type="text" value="Onboarding"/>	Category <input type="text" value="Select Category"/>	Option <input type="text"/>
Company <input type="text" value="Select Company"/>	Status <input type="text" value="Enabled"/>	

3. Click **Save** to save the Onboard/Termination entry.

i NOTE:

Checklist Items can only be added once the Onboard/Termination entry is created.

Delete an Onboard/Termination Entry

! WARNING:

This action cannot be undone.

To delete an individual Onboarding/Termination entry, click the **Delete** icon in the **Actions** column.



To delete multiple Onboarding/Termination entries:

1. Manually select the Onboarding/Termination entries to be deleted using the **Checkbox** icon against each Onboarding/Termination entry.

<input checked="" type="checkbox"/>	Termination
<input checked="" type="checkbox"/>	Onboarding

💡 TIP:

Use the **Select All Checkbox** to select all Onboarding/Termination entries (or all Onboarding/Termination entries currently displayed if you have filtered Onboarding/Termination entries using the search function).

<input checked="" type="checkbox"/>	Onboarding/Termination	
<input checked="" type="checkbox"/>	Onboarding	
<input checked="" type="checkbox"/>	Termination	

2. At the bottom of the page, click **Delete All**.

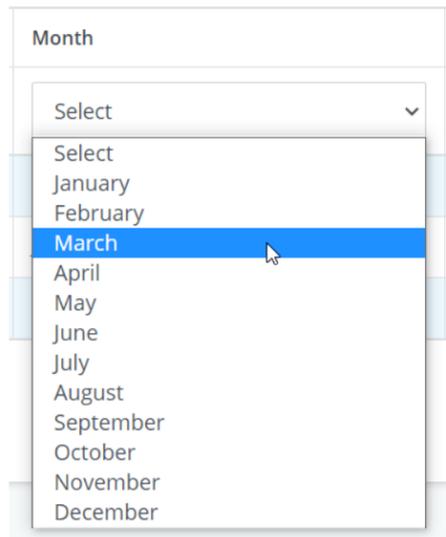


Employee Satisfaction

Use this page to input and review Employee satisfaction ratings.

Review Employee Satisfaction Ratings

To filter Employee satisfaction ratings by Month, select the **Month** from the drop-down menu at the top of the Employee Satisfaction table.



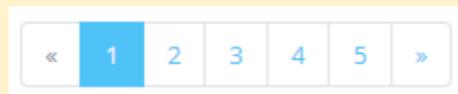
TIP:

To sort Employee satisfaction ratings by a particular column, click the column heading.



TIP:

By default, 20 Employee satisfaction ratings are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all Employee satisfaction ratings on one continuous page.



Add Employee Satisfaction Rating

To add an Employee satisfaction rating:

1. From the **Employee Satisfaction** page, click the **Create** icon in the top-right corner.

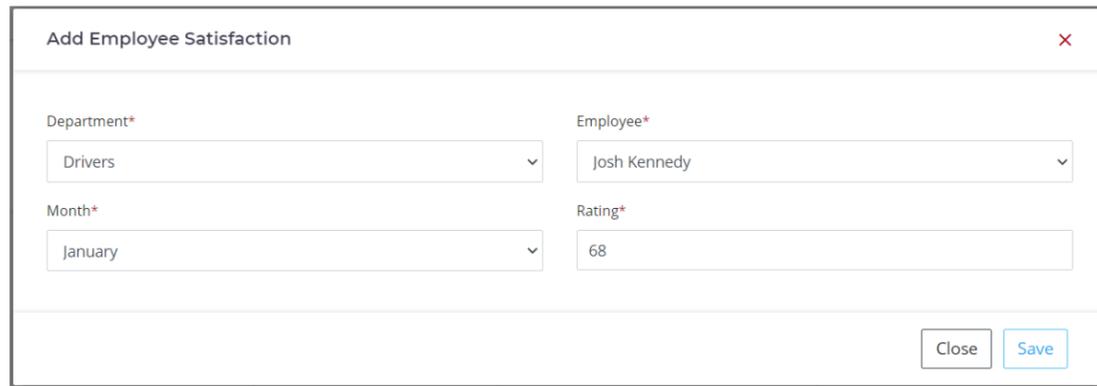


2. The **Add Employee Satisfaction** form will be displayed. Complete the fields:

- a. Select the **Department** from the drop-down menu.
- b. Select the **Employee** from the drop-down menu.
- c. Select the **Month** from the drop-down menu.
- d. Enter the satisfaction **Rating**.

i NOTE:

The rating must be between 1-100.



3. Click **Save** to save the Employee satisfaction rating.

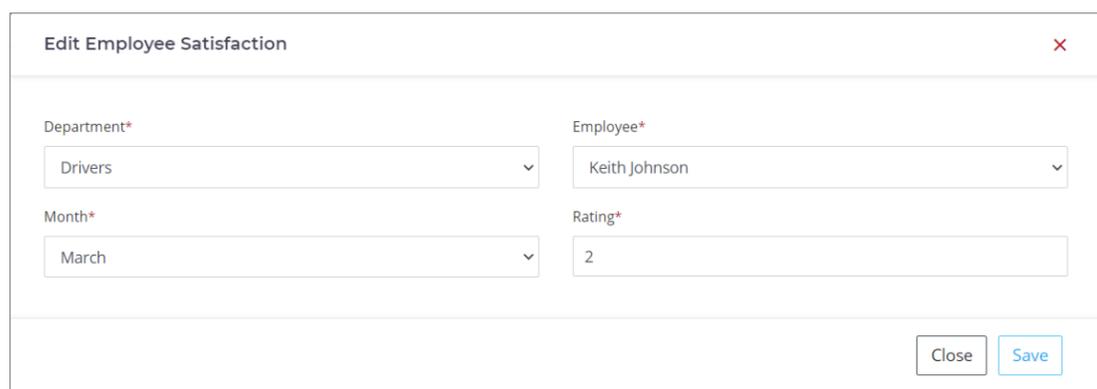
Update an Existing Rating

To update an existing Employee satisfaction rating:

1. From the **Employee Satisfaction** page, click the **Update** icon to the right of the rating.



2. The Employee satisfaction record will be opened in Edit mode. Edit the information as required.



3. Click **Save**.

Delete an Employee Satisfaction Rating

! WARNING:

This action cannot be undone.

To delete an individual Employee satisfaction rating, click the **Delete** icon in the **Actions** column.

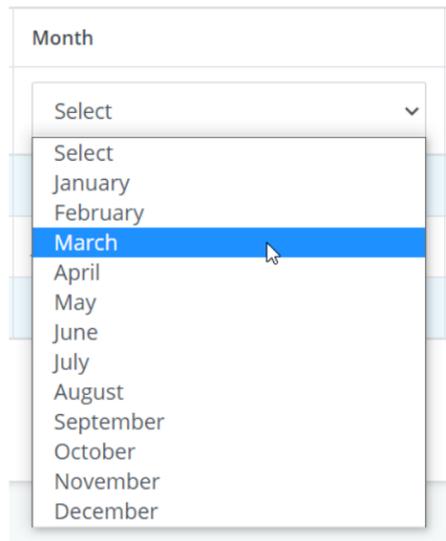


Incident Trending

Use this page to input and review Incident trends.

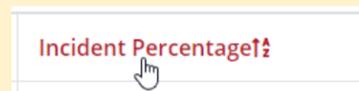
Review Incident Trends

To filter Incident Trends by Month, select the Month from the drop-down menu at the top of the Incident Trending table.



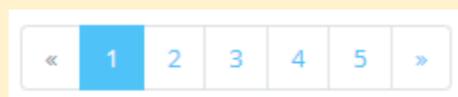
TIP:

To sort Incident Trends by a particular column, click the column heading.



TIP:

By default, 20 Incident Trends are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all Incident Trends on one continuous page.



Add Incident Trend

To add an Incident Trend:

1. From the **Incident Trending** page, click the **Create** icon in the top-right corner.



2. The **Add Incident Trending** form will be displayed. Complete the fields:

- a. Select the **Department** from the drop-down menu.
- b. Select the **Employee** from the drop-down menu.
- c. Select the **Month** from the drop-down menu.
- d. Enter the **Incident Percentage**.

i NOTE:

The Incident Percentage must be between 1-100.

Add Incident Trending
✕

Department*

Employee*

Month*

Incident Percentage*

3. Click **Save** to save the Incident Trend.

Update an Existing Trend

To update an existing Incident Trend:

1. From the **Incident Trending** page, click the **Update** icon to the right of the entry.



2. The Incident Trend record will be opened in Edit mode. Edit the information as required.

Edit Incident Trending
✕

Department*

Employee*

Month*

Incident Percentage*

3. Click **Save**.

Delete an Incident Trend

! **WARNING:**
This action cannot be undone.

To delete an individual Incident Trend, click the **Delete** icon in the **Actions** column.



Applicants

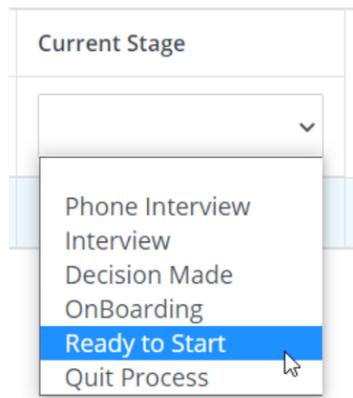
Use this page to manage and track Applicants through the application process.

Review Applicants

To search for an Applicant, enter a term in any of the fields at the top of the Applicants table and press **Enter** or click anywhere on the page.

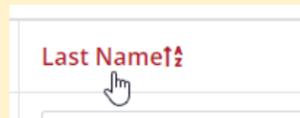
	First Name	Last Name	Phone	Email	Current Stage	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Jones"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Tom	Jones	000-111-2222	tomjones@domain.com	Phone Interview	

To filter Applicants by Current Stage, select the **Current Stage** from the drop-down menu.



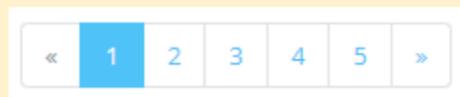
 **TIP:**

To sort Applicants by a particular column, click the column heading.



 **TIP:**

By default, 20 Applicants are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all Applicants on one continuous page.



Add Applicant

To add an Applicant:

1. From the **Applicants** page, click the **Create** icon in the top-right corner.



2. The **Add Applicant** form will be displayed. Complete the fields:

- a. Enter the Applicant's **First Name**.
- b. Enter the Applicant's **Last Name**.
- c. Enter the Applicant's **Email**.
- d. Enter the Applicant's **Phone** number.
- e. Select the **Current Stage** from the drop-down menu.

Add Applicant ×

First Name* Last Name*

Email* Phone*

Current Stage* x ▾

3. Click **Save** to save the Applicant entry.

Update an Existing Applicant

To update an existing Applicant:

1. From the **Applicants** page, click the **Update** icon to the right of the entry.



2. The Applicant record will be opened in Edit mode. Edit the information as required.

Update Applicant ✕

First Name*	Last Name*
<input type="text" value="Tom"/>	<input type="text" value="Jones"/>
Email*	Phone*
<input type="text" value="tomjones@domain.com"/>	<input type="text" value="000-111-2222"/>
Current Stage*	
<input type="text" value="Phone Interview"/>	<input type="button" value="x"/> <input type="button" value="v"/>

3. Click **Save**.

Delete an Applicant

! WARNING:

This action cannot be undone.

To delete an individual Applicant, click the **Delete** icon in the **Actions** column.



To delete multiple Applicants:

1. Manually select the Applicants to be deleted using the **Checkbox** icon against each Applicant.

<input checked="" type="checkbox"/>	Tom
<input checked="" type="checkbox"/>	Scott



TIP:

Use the **Select All Checkbox** to select all Applicants (or all Applicants currently displayed if you have filtered Applicants using the search function).

	First Name
<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Tom
<input checked="" type="checkbox"/>	Scott

2. At the bottom of the page, click **Delete All**.



Hours of Service (HoS)

Company Admin	Manager	View Only	Mechanic	Driver
				???

From the **Hours of Service** section, users with applicable permissions can:

- View, suggest an edit, and export Driver logs (see [Driver Logs](#))
- View and update unassigned Driver logs (see [Unassigned Driver Logs](#))
- View available hours for each Driver (see [Available Hours](#))
- View pending changes by Driver (see [Pending Changes](#))

Driver Logs

The Driver Logs page displays all daily logs entered by drivers.

View Logs

To search for a log, enter a term in any of the fields at the top of the Driver Logs table and press **Enter** or click anywhere on the page.

<input type="checkbox"/>	Date	Driver	Carrier Name!?	Vehicle	Trip	Total Miles	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Chris"/>		<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Nov 09	Chris Przybylski	Limo & Bus Compliance		Passengers	0	
<input type="checkbox"/>	Nov 25	Chris Przybylski	Limo & Bus Compliance		Passengers	0	
<input type="checkbox"/>	Nov 26	Chris Przybylski	Limo & Bus Compliance		Passengers	0	
<input type="checkbox"/>	Nov 27	Chris Przybylski	Limo & Bus Compliance		Passengers	0	

Click the **view** icon in the **Actions** column to view the driver log.



TIP:

By default, logs are sorted by Date (newest to oldest).

Date!?

To sort by another column, click the column heading.

Vehicle!?



TIP:

By default, 20 logs are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.

«	1	2	3	4	5	»
---	---	---	---	---	---	---

Click the **All** button to view all logs on one continuous page.



Suggest an Edit

To suggest an edit to a driver log:

1. Open the driver log in Suggest Edit mode:
 - From the **Driver Logs** page, click the **Suggest Edit** icon in the **Actions** column.



OR

- Open the driver log, and click **Suggest Edit** in the top-right corner.

Suggest Edit

2. Edit the log as required.
3. Click **Save** to save suggested edits.
4. This change will be listed in [Pending Changes](#) for the driver to accept, or decline if incorrect.

Export Logs

To export an individual log in PDF format:

1. Open the driver log.
2. Click **Export As PDF**.

Export As PDF

To export multiple logs:

1. From the **Driver Logs** page, manually select the logs to be exported using the **Checkbox** icon against each log.

<input checked="" type="checkbox"/>	Dec 10	Joe Thomas
<input checked="" type="checkbox"/>	Dec 10	Test Driver
<input checked="" type="checkbox"/>	Dec 09	Joe Thomas



TIP:

Use the **Select All Checkbox** to select all driver logs (or all driver logs currently displayed if you have filtered logs using the search function).

<input checked="" type="checkbox"/>	Date	Driver
	<input type="text"/>	<input type="text" value="joe"/>
<input checked="" type="checkbox"/>	Dec 10	Joe Thomas
<input checked="" type="checkbox"/>	Dec 09	Joe Thomas
<input checked="" type="checkbox"/>	Dec 08	Joe Thomas

2. At the top of the page, click **Export Checked Logs**. A PDF file will be downloaded containing all of the daily driver logs selected.

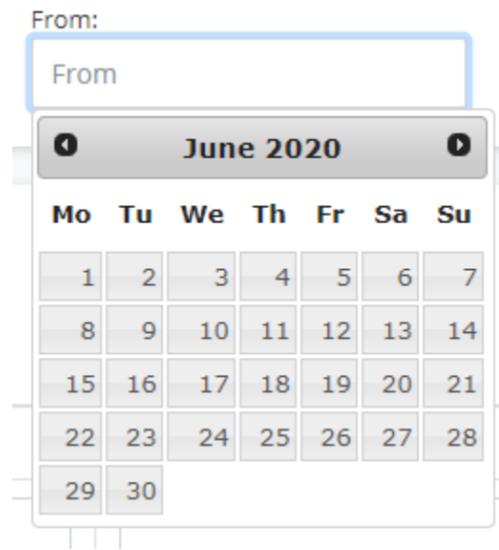
To export multiple logs for a specific driver within a date range:

1. At the top of the **Driver Logs** page, complete the fields:
 - a. Enter the exact **Driver Name** (First Name and Second Name).

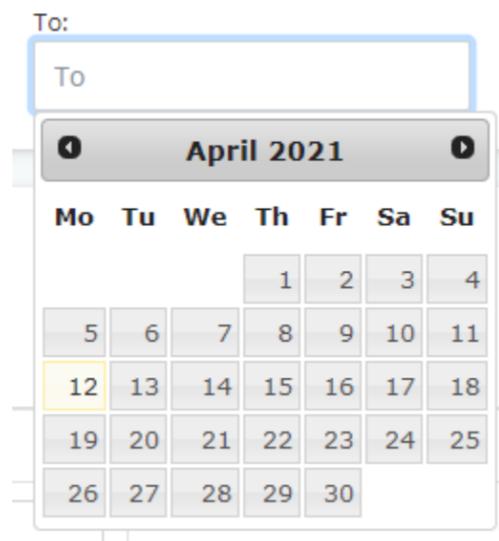
Driver Name:

Joe Thomas

- b. Select the **From** date using the drop-down calendar.



- c. Select the **To** date using the drop-down calendar.



2. Select **Export Date Range**.



3. Enter the email address for the export to be sent to and click **OK**.

COMPANY ADMINS

Delete Logs

! WARNING:
This action cannot be undone and may affect your compliance.

To delete an individual driver log, click the **Delete** icon in the **Actions** column.



To delete multiple driver logs:

1. Manually select the logs to be deleted using the **Checkbox** icon against each log.

<input checked="" type="checkbox"/>	Dec 10	Joe Thomas
<input checked="" type="checkbox"/>	Dec 10	Test Driver
<input checked="" type="checkbox"/>	Dec 09	Joe Thomas



TIP:

Use the **Select All Checkbox** to select all driver logs (or all driver logs currently displayed if you have filtered logs using

the search function).

<input checked="" type="checkbox"/>	Date	Driver
	<input type="text"/>	<input type="text" value="joe"/>
<input checked="" type="checkbox"/>	Dec 10	Joe Thomas
<input checked="" type="checkbox"/>	Dec 09	Joe Thomas
<input checked="" type="checkbox"/>	Dec 08	Joe Thomas

2. At the top of the page, click **Remove Selected**.

Unassigned Driver Logs

The Unassigned Driver Logs page displays all logs that were entered without being assigned to a driver (including those not currently assigned to a driver).

Review Unassigned Driver Logs

To filter unassigned logs, enter the **Vehicle Number**, or select a **Status** or **Driver** using the drop-down menus at the top of the page.

<input type="checkbox"/>	Vehicle No	Start Date	End Date	Status	Driver
	<input type="text" value="BUS"/>			<input type="text" value="Assigned"/>	<input type="text" value="Wilson, Tom"/>

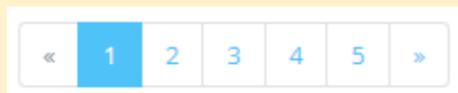
i NOTE:

Unassigned Driver Logs are displayed by **End Date** (newest to oldest).



TIP:

By default, 40 logs are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



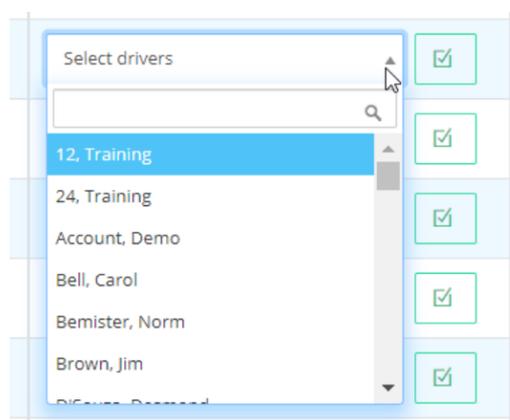
Click the **All** button to view all logs on one continuous page.



Assign a Driver

To assign a driver to a log:

1. Select the **Driver** using the drop-down menu.



2. Click the **Assign** icon to confirm selection.



3. The page will refresh, and the **Status** will update to show **Assigned**. This change will be listed in [Pending Changes](#) for the driver to accept, or decline if incorrect.

COMPANY ADMINS

Delete Unassigned Logs

! WARNING:

This action cannot be undone and may affect your compliance.

1. Manually select the logs to be deleted using the **Checkbox** icon against each log.

<input checked="" type="checkbox"/>	Chris-ULB
<input checked="" type="checkbox"/>	Chris-ULB
<input checked="" type="checkbox"/>	Chris-ULB



TIP:

Use the **Select All Checkbox** to select all driver logs (or all driver logs currently displayed if you have filtered logs using the search function).

<input checked="" type="checkbox"/>	Vehicle No
	<input type="text"/>
<input checked="" type="checkbox"/>	Chris-ULB
<input checked="" type="checkbox"/>	Chris-ULB

2. Scroll to the bottom of the page and click **Delete All**.

 Delete All

Available Hours

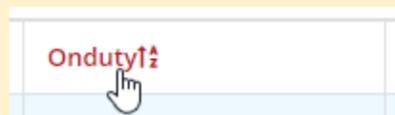
This page displays the available hours for each driver, including the drivers **Current Duty Status**, **Onduty** time, **Driving** time, **Cycle**, and **Last Duty Changed** timestamp.

Driver	Current Duty Status	Onduty	Driving	Cycle	Last Duty Changed
Joe Guinn	On Duty	0 hr 0 min	0 hr 0 min	0 hr 0 min	08/22/2020 22:47:25
Test DriverBroadway	On Duty	0 hr 0 min	0 hr 0 min	0 hr 0 min	09/17/2018 03:33:25
Chris Przybylski	Off-Duty	15 hr 0 min	10 hr 0 min	70 hr 0 min	12/03/2020 18:43:04
Guest LimoLogs	Off-Duty	1 hr 34 min	1 hr 34 min	18 hr 14 min	12/31/1969 16:00:00
Mark Brendle	On Duty	0 hr 0 min	0 hr 0 min	0 hr 0 min	12/31/1969 16:00:00
Marco Sametini	Off-Duty	15 hr 0 min	10 hr 0 min	70 hr 0 min	02/03/2019 16:41:44
Ron Stone	Driving	0 hr 0 min	0 hr 0 min	0 hr 0 min	12/31/1969 16:00:00
Shawn Glasgow	Off-Duty	14 hr 51 min	10 hr 0 min	69 hr 51 min	12/31/1969 16:00:00
Sedan Driver	Off-Duty	15 hr 0 min	10 hr 0 min	42 hr 50 min	12/31/1969 16:00:00
Bus No Air Driver	Off-Duty	14 hr 0 min	11 hr 0 min	70 hr 0 min	02/03/2019 16:41:44
Barry Gross	Off-Duty	14 hr 59 min	10 hr 0 min	69 hr 59 min	12/31/1969 16:00:00
Jamey Bess	On Duty	0 hr 0 min	0 hr 0 min	0 hr 0 min	12/31/1969 16:00:00
John Boone	Off-Duty	7 hr 45 min	2 hr 45 min	29 hr 0 min	12/31/1969 16:00:00
Reginald Boone	Off-Duty	10 hr 41 min	10 hr 0 min	21 hr 2 min	12/31/1969 16:00:00
Mark Conway	Off-Duty	15 hr 0 min	10 hr 0 min	70 hr 0 min	02/03/2019 16:41:44



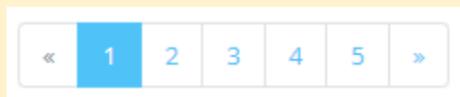
TIP:

To sort drivers by a particular column, click the column heading.



TIP:

By default, 20 drivers are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all drivers on one continuous page.



Pending Changes

This page displays all pending changes to [Driver Logs](#) and [Unassigned Driver Logs](#) which have not yet been accepted or declined by drivers.

To filter pending changes, select a **Driver** or **Status** using the drop-down menus at the top of the page.

Driver	Start Date	End Date	Status	Vehicle
Select Driver			Select Status	
	2017-11-03 05:54:05	2017-11-03 01:00:05	Off Duty	
	2020-07-27 20:23:51	2020-07-27 20:29:27	Sleeper Berth	#20
	2020-11-04 15:47:43	2020-11-04 15:58:19	Driving	
			On Duty	
			Personal Conveyance	Chris-ULB
			Yard Move	
Chris Przybylski	2018-03-16 00:05:55	2018-03-15 19:55:21	Login	6601
guest 3 guest	2018-05-06 04:35:49	2018-05-06 00:00:02	Logout	Chris-ULB
Mohamed Abdel-Moniem	2017-11-12 20:54:06	2017-11-12 15:00:06	Certified Logs	
			Ignition ON	
Jim Brown	2020-11-17 15:17:14	2020-11-17 15:23:10	Ignition OFF	MC6
Training 12	2017-11-03 06:54:05	2017-11-03 02:18:05	Assigned	



TIP:

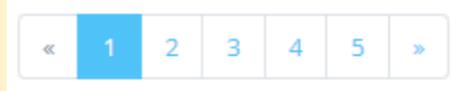
By default, Pending Changes are sorted by change date (newest to oldest)

To sort by a particular column, click the column heading.



TIP:

100 Pending Changes are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Fleet

Company Admin	Manager	View Only	Mechanic	Driver
				???

From the **Fleet** section, users with applicable permissions can:

- View and update accident reports received from Drivers (see [Accident Reports](#))
- View GPS vehicle tracking using the Trakzee integration (see [GPS](#))
- View and export vehicle inspections entered by Drivers (see [Vehicle Inspections](#))
- View, create, update, and export Work Orders (see [Work Orders](#))
- Manage vehicle parts inventory (see [Parts](#))
- Manage vehicles and associated vehicle documents (see [Vehicles](#))
- Manage Vendors (see [Vendors](#))
- Manage maintenance intervals and automatically create Work Orders for each vehicle type (see [Maintenance Intervals](#))
- View and update body damage reports received from Drivers (see [Body Damage](#))

Accident Reports

Use this page to view and update accident reports received from Drivers.

View Accident Reports

To search for an accident report, enter a term in the **Driver** or **Vehicle** fields at the top of the Accident Reports table and press **Enter** or click anywhere on the page.

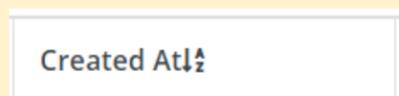
Driver	Vehicle	Citation	Tow	Injury	Death	Cost	Created At	Actions
<input type="text" value="Joe"/>	<input type="text"/>							
Joe Guinn	Big Red	(not set)	(not set)	(not set)	(not set)	0.00	07/01/2019 17:21:06	
Joe Guinn	Big Red	(not set)	(not set)	(not set)	(not set)	0.00	03/24/2019 19:55:21	
Joe Guinn	MKT 2	(not set)	(not set)	(not set)	(not set)	0.00	03/18/2019 16:08:56	

Click the **view** icon in the **Actions** column to view the Accident Report. A PDF copy of the compiled report will open in a new tab.



TIP:

By default, reports are sorted by Date (newest to oldest).

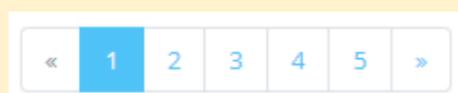


To sort by another column, click the column heading.



TIP:

By default, 20 reports are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all reports on one continuous page.



GPS

Log in to your Trakzee account to view GPS vehicle tracking. The Trakzee integration enables you to use Trackzee without having to leave the LimoLogs portal.

i NOTE:

Trakzee is a separate product supplied by Uffizio and is not included as part of your LimoLogs license.

Vehicle Inspections (DVIRs)

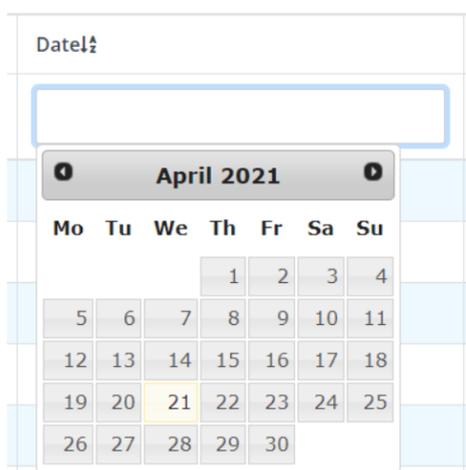
Use this page to view and export Driver's Vehicle Inspection Reports (DVIRs).

View Vehicle Inspections

To search for a vehicle inspection, enter a search term in the **Driver** or **Vehicle** fields at the top of the Vehicle Inspections table and press **Enter** or click anywhere on the page.

<input type="checkbox"/>	Date↓↑	Driver	Vehicle	Issue Reported?	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Scott"/>	<input type="text"/>		
<input type="checkbox"/>	11/29/2018	Scott Woodruff	Test Bus 1		
<input type="checkbox"/>	11/29/2018	Scott Woodruff	MKT 2		
<input type="checkbox"/>	11/29/2018	Scott Woodruff	Van4		

To filter vehicle inspections by Date, select the **Date** from the drop-down menu at the top of the Vehicle Inspections table.



Click the **view** icon in the **Actions** column to view the Vehicle Inspection.



TIP:

By default, inspections are sorted by Date (newest to oldest).

Created At↓↑

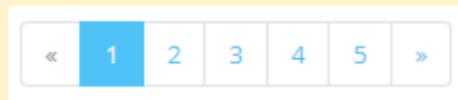
To sort by another column, click the column heading.

Cost↓↑



**TIP:**

By default, 20 inspections are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all inspections on one continuous page.



Export Vehicle Inspections

To export an individual Vehicle Inspection in PDF format:

1. Open the Vehicle Inspection.
2. Click **Export As PDF**.



To export multiple Vehicle Inspections:

1. From the **Vehicle Inspection** page, manually select the Vehicle Inspections to be exported using the **Checkbox** icon against each entry.

<input checked="" type="checkbox"/>	04/01/2021
<input checked="" type="checkbox"/>	03/13/2021

**TIP:**

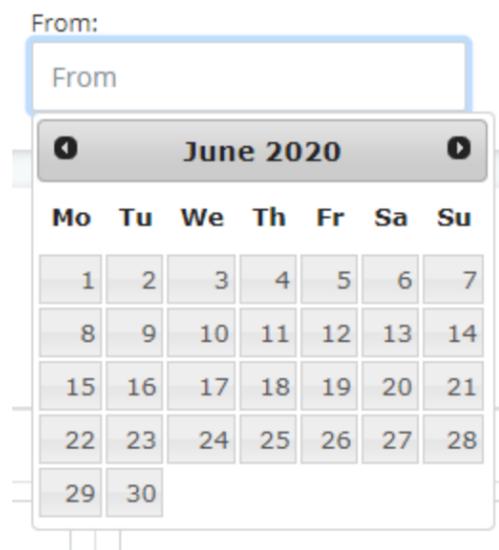
Use the **Select All Checkbox** to select all Vehicle Inspections (or all Vehicle Inspections currently displayed if you have filtered Vehicle Inspections using the search function).

<input checked="" type="checkbox"/>	Date↓↑
	<input type="text"/>
<input checked="" type="checkbox"/>	04/13/2021
<input checked="" type="checkbox"/>	04/01/2021
<input checked="" type="checkbox"/>	03/13/2021

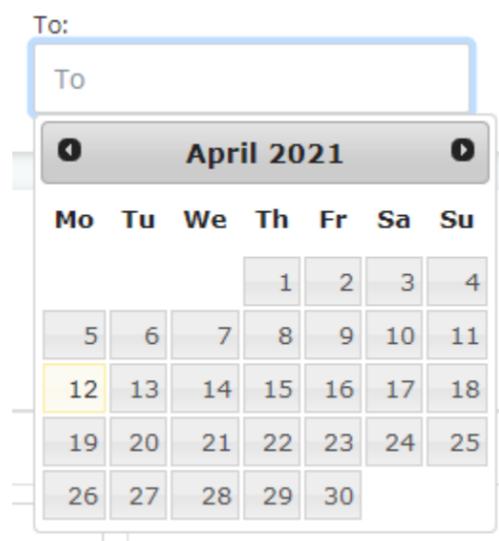
2. At the top of the page, click **Export As PDF**. A PDF file will be downloaded containing all of the Vehicle Inspections selected.

To export multiple Vehicle Inspections within a date range:

1. At the top of the **Vehicle Inspections** page, complete the fields:
 - a. Select the **From** date using the drop-down calendar.



b. Select the **To** date using the drop-down calendar.



2. Select **Export Date Range**.



4. Enter the email address for the export to be sent to and click **OK**.

Delete Vehicle Inspections

! **WARNING:**
This action cannot be undone.

To delete an individual Vehicle Inspection, click the **Delete** icon in the **Actions** column.



To delete multiple Vehicle Inspections:

1. Manually select the Vehicle Inspections to be deleted using the **Checkbox** icon against each Vehicle Inspection.

<input checked="" type="checkbox"/>	04/01/2021
<input checked="" type="checkbox"/>	03/13/2021



TIP:

Use the **Select All Checkbox** to select all Vehicle Inspections (or all Vehicle Inspections currently displayed if you have filtered Vehicle Inspections using the search function).

<input checked="" type="checkbox"/>	Date↓↑
	<input type="text"/>
<input checked="" type="checkbox"/>	04/13/2021
<input checked="" type="checkbox"/>	04/01/2021
<input checked="" type="checkbox"/>	03/13/2021

2. At the top of the page, click **Remove Selected**.

Remove Selected

Work Orders

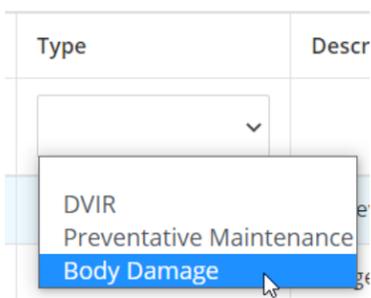
Use this page to view, create, update, and export Work Orders. Work orders can be generated from [Vehicle Inspections \(DVIRs\)](#), [Maintenance Intervals](#), [Body Damage](#), or directly from this page (see [Create a New Work Order](#)).

View Work Orders

To search for a Work Order, enter a search term in the **Vehicle** or **Note** fields at the top of the Work Orders table and press **Enter** or click anywhere on the page.

<input type="checkbox"/>	Date↓↑	Vehicle No.	Type	Description	Repair Category	Note	Cost	Status	Actions
		<input type="text"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value="oil"/>		<input type="text" value=""/>	
<input type="checkbox"/>	Sep 12, 2017	0312	DVIR	Oil Level	(not set)	I added oil	27.00	Closed	
<input type="checkbox"/>	Sep 06, 2017	0312	DVIR	Gauges & Warning Lights	(not set)	Checked oil and changed air filter	133.98	Closed	

To filter Work Orders by **Type**, **Repair Category**, or **Status**, select an option from the drop-down menus at the top of the Work Orders table.



Click the **view** icon in the **Actions** column to view the Work Order.



TIP:

By default, Work Orders are sorted by Date (newest to oldest).

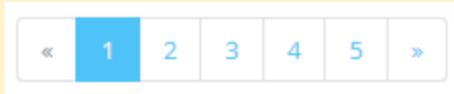


To sort by another column, click on the column heading.



TIP:

By default, 20 Work Orders are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all Work Orders on one continuous page.



Create a New Work Order

To create a new Work Order:

1. From the **Work Orders** page, click **Create Work Order** in the top-right corner.

[Create Work Order](#)

2. The **Create Work Order** form will be displayed. Complete the fields as required including adding a signature.



TIP:

Check **Click here to describe defect(s)** to add details.

[Click here to describe defect\(s\).](#)

Check the appropriate option:

- This defect affects the safe operation of the motor vehicle or is likely to result in its mechanical breakdown.
- This defect DOES NOT affect the safe operation of the motor vehicle and IS NOT likely to result in its mechanical breakdown.

Check the individual points as required and enter comments.

Body

Dent in drivers door.

3. Click **Create** to save the Work Order.

i NOTE:

Additional details can be added to the Work Order once created (see [Update/Process an Open Work Order](#)).

Update/Process an Open Work Order

To update/process an open Work Order:

1. Open the Work Order.
2. The Work Order will be opened in Edit mode. Edit the information as required.



TIP:

Next to **Total Cost**, enter a total figure manually, or click **Cost Calculator**.

[Cost Calculator](#)

The Cost Calculator enables you to add parts that were used in the repair. Once all parts have been added, click **Auto** to

calculate the **Total Parts** cost based on the pricing entered in [Parts](#).

Parts

Bulb 1187	3	
Oil Filer a3449	1	

Oil Filer a3449

Total Parts
\$ 25.47

Enter the **Hourly rate** and total **Labor hours** and click **Auto** to calculate the **Total Labor** cost

Labor

\$ Hourly rate HR Labor hours

Total Labor
\$ 0

Click **Calculate Total** to calculate and automatically add the **Total Cost** to the Work Order.

3. Once a Work Order is complete, click **Complete Work Order** to change the status to Closed.

Export Work Orders

To export multiple Work Orders within a date range in CSV format:

1. At the top of the **Work Orders** page, complete the fields:
 - a. Select the **From** date using the drop-down calendar.

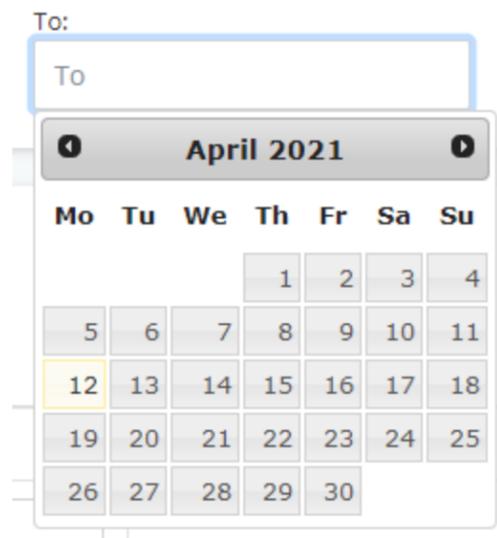
From:

From

June 2020

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- b. Select the **To** date using the drop-down calendar.



2. Click **Export As CSV**. The CSV file will be downloaded.

Export As CSV

To export multiple Work Orders in PDF format:

1. From the **Work Orders** page, manually select the Work Orders to be exported using the **Checkbox** icon against each entry.

<input checked="" type="checkbox"/>	Mar 12, 2021	Big Red
<input checked="" type="checkbox"/>	Mar 11, 2021	Chris-ULB



TIP:

Use the **Select All Checkbox** to select all Work Orders (or all Work Orders currently displayed if you have filtered Work Orders using the search function).

<input checked="" type="checkbox"/>	Date↓	Vehicle No.
		<input type="text"/>
<input checked="" type="checkbox"/>	Apr 21, 2021	6601
<input checked="" type="checkbox"/>	Mar 13, 2021	Big Red
<input checked="" type="checkbox"/>	Mar 12, 2021	Chris-ULB

2. At the top of the page, click **Export As PDF**. A PDF file will be downloaded containing all of the Work Orders selected.

Parts

Use this page to manage vehicle parts inventory.



TIP:

Use the **Parts Inventory** and **Parts Ordering** reports to export a list of current stock, or parts to be ordered by Vendor based on the selected stock levels. Refer to [Report](#).

Finding a Part

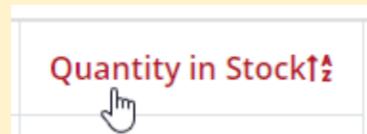
To filter parts, enter a search term in the **Part Name** field or select the **Preferred Vendor** from the drop-down menu at the top of the Parts table and press **Enter** or click anywhere on the page.

Part Name	Description	Preferred Vendor	Price Per Unit	Quantity in Stock	Actions
<input type="text"/>		Auto Zone			
Alternator A123	2001 - 2013 Lincoln Town Car	Auto Zone	12.99	1	+
MKT Headlight	X1245 xenon	Auto Zone	25.64	3	+
Muffler Bearing	Blinker Fluid Bin	Auto Zone	5.00	-3	+



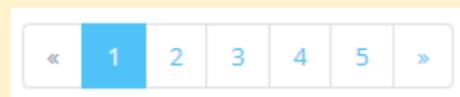
TIP:

To sort Parts by a particular column, click the column heading.



TIP:

By default, 20 parts are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all parts on one continuous page.



Add Stock

To add (book in) stock to the parts inventory:

1. From the **Parts** page, find the part in the list and click the **Add stock** icon in the **Actions** column.



2. The **Add Stock** form will be displayed. Enter the **Price Per Unit** and enter the additional **Quantity** being added to stock.

Add Stock ✕

Price Per Unit*

Quantity in Stock*

i NOTE:

Ensure an accurate price is entered. Prices entered on this page will be used to calculate repair costs for Work Orders.

i NOTE:

Enter the additional quantity being added into stock (not the

total quantity in stock). To adjust an incorrect stock level, edit the **Quantity in Stock** (see [Edit a Part](#)).

3. Click **Calculate** to update stock levels.

Edit a Part

To edit a part, or adjust the stock levels:

1. From the **Parts** page, find the part in the list and click the **Update** icon in the **Actions** column.



2. The **Edit Part Stock** form will be displayed. Edit the details including **Preferred Vendor** or **Quantity in Stock** as required.

Add a New Part

From the Parts page:

- Click the **Upload CSV File** icon to bulk import parts.



- Click the **Add Part** icon to add an individual part.



Delete a Part

! WARNING:
This action cannot be undone.

To delete a Part, click the **Delete** icon in the **Actions** column.



Vehicles

Use this page to manage vehicles and associated vehicle documents.

Finding a Vehicle

To search for a vehicle, enter a search term in any of the fields at the top of the Vehicle table or select the **Vehicle Type** or **Status** from the drop-down menus and press **Enter** or click anywhere on the page.

Vehicle #	Year	Vehicle Type	Current Mileage	Status	Actions
<input type="text"/>	<input type="text"/>	Cadillac XTS <input type="text"/>	<input type="text"/>	<input type="text"/>	
Sedan 3		Cadillac XTS	1234	Enabled	
0301		Cadillac XTS		Disabled	
0312		Cadillac XTS		Disabled	



TIP:

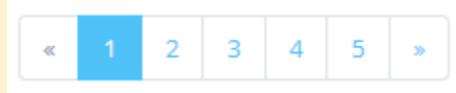
To sort vehicles by a particular column, click the column heading.





TIP:

By default, 20 vehicles are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all vehicles on one continuous page.



Click the **view** icon in the **Actions** column to view the Vehicle.



Scroll down the page to view **Vehicle documents** and **Body Inspection** entries.

Vehicle documents

LogsandDVIRs View Delete
 AutoInsuranceIdCards View Delete

Choose file No file chosen **Upload**

Body Inspection
 Current timezone: US/Arizona

#	Date	Reporting Driver	Comment	Action
1	03/14/2017 14:00:27	Guest LimoLogs	Dent	
2	03/14/2017 16:11:36	Guest LimoLogs	Tyrtu	
3	03/14/2017 16:28:17	Guest LimoLogs	Vygvigu	
4	03/14/2017 16:28:19	Guest LimoLogs	Vygvigu	
5	09/26/2017 17:08:10	Guest LimoLogs	Dent	

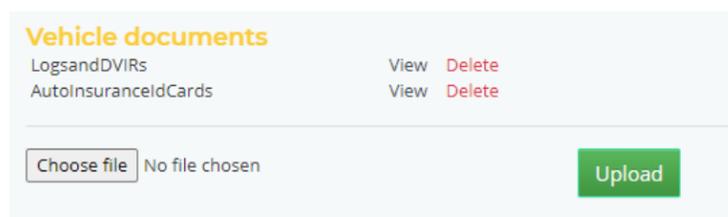
Click the marker to check inspection



Update an Existing Vehicle

To update vehicle documents:

1. From the **View** page, scroll down to **Vehicle documents**.



2. Click **Delete** to delete an existing document, or click **Choose file** and **Upload** to upload a new document.

To edit vehicle details:

1. From the **Vehicles** page, click the **Update** icon to the right of the vehicle.



Or, from the **View** page, click **Update**.



2. The **Edit Vehicle** page will be opened. Edit the information as required.

3. Click **Save**.

Create a New Vehicle

To create a new vehicle:

1. From the **Vehicles** page, click the **Create** icon in the top-right corner.



2. The **Create Vehicle** form will be displayed. Complete the vehicle details as required.
3. Click **Save** to create the new vehicle.

i NOTE:

Additional information such as **Vehicle documents** and **Body Damage reports** can only be added once the vehicle record is created.

Delete a Vehicle

! WARNING:

This action cannot be undone.

To delete a vehicle:

1. Open the vehicle (view).
2. Click **Delete This Vehicle**.

Delete This Vehicle

Vendors

Use this page to manage Vendors used for vehicle repairs and parts.

Finding a Vendor

To filter Vendors, enter a search term in any of the fields at the top of the Parts table and press **Enter** or click anywhere on the page.

Name	Phone Number	Contact Person	Notes	Actions
<input type="text" value="chevy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Super Chevy	555-694-6456	Rick	Best price on alignments	 



TIP:

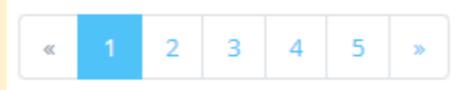
To sort Vendors by a particular column, click the column heading.



TIP:

By default, 20 Vendors are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through

additional pages.



Click the **All** button to view all Vendors on one continuous page.



Edit a Vendor

To edit a Vendor:

1. From the **Vendors** page, find the Vendor in the list and click the **Update** icon in the **Actions** column.



2. The **Edit Vendor** form will be displayed. Edit the information as required and click **Save**.

Add a New Vendor

i NOTE:

Parts can be associated with a Vendor once the Vendor is created (see [Parts](#)).

From the **Vendors** page:

- Click the **Upload CSV File** icon to bulk import Vendors.



- Click the **Add Vendor** icon to add an individual Vendor.



Delete a Vendor

! WARNING:

This action cannot be undone.

To delete a Vendor, click the **Delete** icon in the **Actions** column.



Maintenance Intervals

Use this page to manage maintenance intervals and automatically create Work Orders for each vehicle type.

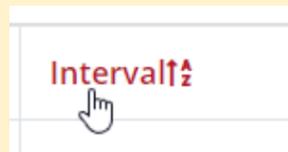
Finding a Maintenance Interval

If many Maintenance Intervals have been created, it may be necessary to search or filter Maintenance Intervals. To filter, select an option from the **Units**, **Vehicle Type**, or **Status** drop-down menus, or enter a search term in **Description** field at the top of the Maintenance Intervals table and press **Enter** or click anywhere on the page.

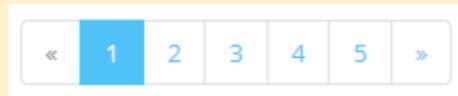
<input type="checkbox"/>	Interval	Units	Vehicle Type	Description	Status	Actions
		<input type="text" value=""/>	<input type="text" value="Cadillac XTS"/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="checkbox"/>	1000	Miles	Cadillac XTS	Verify The interior has no ...	Enabled	

**TIP:**

To sort Maintenance Intervals by a particular column, click the column heading.

**TIP:**

By default, 20 intervals are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all intervals on one continuous page.



Edit an Existing Maintenance Interval

To edit an existing Maintenance Interval:

1. From the **Maintenance Interval** page, find the interval in the list and click the **Update** icon in the **Actions** column.



2. The **Edit Interval** form will be displayed. Edit the information as required and click **Save**.

**TIP:**

Use the **Add/Edit Item** and **Checklist Items** sections to specify items to be reviewed at each interval (these will appear on the Work Order as checkboxes).

Item Name	Action
Example Item 1	
Example Item 2	

Add a New Maintenance Interval

**NOTE:**

Multiple Maintenance Intervals can be created for each Vehicle type.

From the **Maintenance Intervals** page, click the **Add Interval** icon.

**NOTE:**

Review items can be added to the interval once the interval is saved.

Enable/Disable Maintenance Intervals

To enable or disable an individual Maintenance Interval, click the **Disable** or **Enable** icon in the Actions column.

If a Maintenance Interval is currently enabled, the **Disable** icon will be displayed:



If a Maintenance Interval is currently disabled, the **Enable** icon will be displayed:



To bulk enable or disable Maintenance Intervals:

1. Manually select the Maintenance Intervals to be enabled/disabled using the **Checkbox** icon against each Maintenance Intervals.

<input checked="" type="checkbox"/>	1000
<input checked="" type="checkbox"/>	5000



TIP:

Use the **Select All Checkbox** to select all Maintenance Intervals (or all Intervals currently displayed if you have filtered Intervals using the search function).

<input checked="" type="checkbox"/>	Interval
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1000
<input checked="" type="checkbox"/>	5000

2. At the top of the page, click **Enable Checked** or **Disable Checked** as required.

Enable Checked

Disable Checked

Delete a Maintenance Interval



WARNING:

This action cannot be undone. Work Orders will no longer be automatically created for this interval.

To delete a Maintenance Interval, click the **Delete** icon in the **Actions** column.



Body Damage

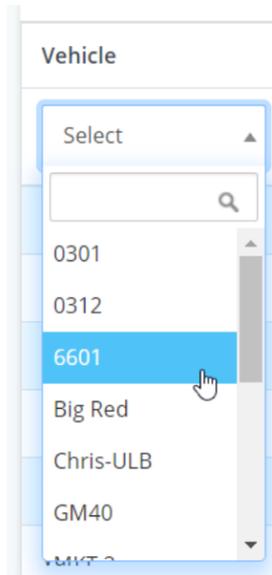
Use this page to view and update body damage reports received from Drivers.

Review Body Damage reports

To search for a Body Damage report, enter a search term in the **Date Reported** or **Last checked by** fields at the top of the Body Damage table and press **Enter** or click anywhere on the page.

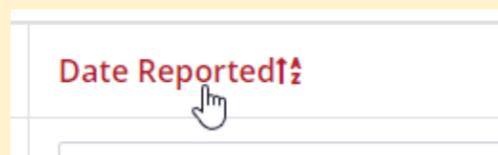
Vehicle	Date Reported	Time Reported	Last checked by	Responsible Party	Actions
Select			joe		
Sedan 3	23/10/2017	21:06:33	Joe Guinn		 
Sedan 3	25/11/2017	02:52:45	Joe Guinn		 
Sedan 3	10/01/2019	00:00:12	Joe Guinn		 

To filter Body Damage reports by **Vehicle**, select an option from the drop-down menu at the top of the Body Damage table.



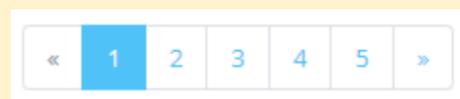
TIP:

To sort Body Damage reports by a particular column, click on the column heading.



TIP:

By default, 20 reports are displayed per page. Scroll to the bottom of the page and use the pagination bar to navigate through additional pages.



Click the **All** button to view all reports on one continuous page.



Update a Body Damage Report

To update a Body Damage report:

1. From the **Body Damage** page, click the **Update** icon to the right of the report.



2. The **Update Body Damage** form will be displayed along with any photos uploaded by the driver. Update the report as required.

Update Body Damage ✕



Vehicle*
Big Red ✕ ▼

Date Reported: 17/10/17 Time Reported: 02:04:35 🕒

Last checked by: Joe Guinn Responsible Party: Select ▼

Close Save

3. Click **Save**.

Delete a Body Damage Report

! **WARNING:**
This action cannot be undone.

To delete a Body Damage report, click the **Delete** icon in the **Actions** column.



Report

Company Admin	Manager	View Only	Mechanic	Driver
i	i	i	i	???

From the **Report** section, users can:

- Generate reports relating to compliance, maintenance, utilization, financials, or HR (see [Report](#))
- Email an ELD report directly to the FMCSA or another recipient (see [ELD File Output](#))

Report

Use this page to generate and view reports relating to compliance, maintenance, utilization, financials, or HR.

 **TIP:**

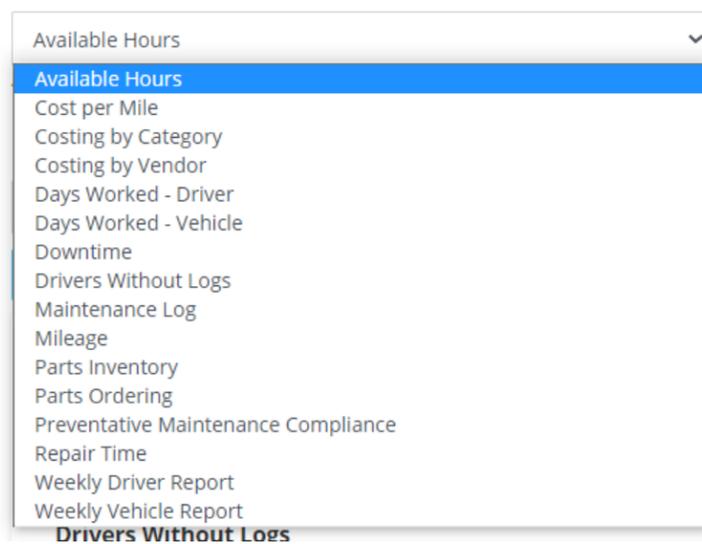
Additional data can be exported from the followings pages:

- **Hours of Service** > [Driver Logs](#)
- **Fleet** > [Vehicle Inspections](#)
- **Fleet** > [Work Orders](#)

COMPANY ADMINS:

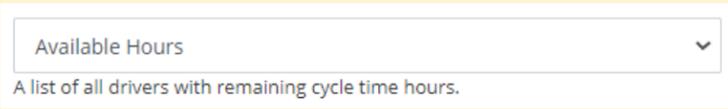
- **Setup** > [Import & Export](#)

1. Go to **Report** > **Report**.
2. Select a report from the drop-down list.



 **TIP:**

An explanation of what data is used to generate the report can be found at the bottom of the screen, or below the dropdown menu once selected.


Available Hours
A list of all drivers with remaining cycle time hours.

3. Some report types require additional parameters to be selected. Complete all required fields.

Select Vehicle ▼

Start Date

End Date

4. Click **Generate Report**. The report will be displayed in a new tab.

i NOTE:
Currently, reports cannot be exported from this page.

ELD File Output

Use this page to generate an ELD (electronic logging device) compliant report and email directly to the FMCSA or another recipient.

1. Go to **Report > ELD Report**.
2. Complete the form:
 - a. Select the applicable **Company** from the drop-down list.

Company

Limo and Bus ▼

- b. Select the report **Start Date** using the drop-down calendar.

Start Date*

01/01/2021

January 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- c. Select the report **End Date** using the drop-down calendar.

End Date*

March 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Recipient

- d. Select a **Driver** from the drop-down list.

Driver

Johnson, Keith ▼

- e. Enter a comment or reference in the **Comment Box**.

Comment Box*

US DOT 4441234

f. Use the radial buttons to select the **Recipient**.

Recipient

FMCSA

Custom

g. Enter the **Email Address** for the report to be sent to.

Email Address*

email@dot.gov

3. Click **Submit** to send the form to the email address entered.

Submit

Setup

Option 1:

Company Admin	Manager	View Only	Mechanic	Driver
	✘	✘	✘	✘

Option 2:

i NOTE:

Only available to **COMPANY ADMINS**.

From the **Setup** section, Company Admins can:

- Edit company information and create new companies (see [Company Info](#))
- Manage Drivers (see [Driver](#))
- Manage portal Users (see [Users](#))
- Manage Vehicle Classes (see [Vehicle Class](#))
- Manage Repair Categories used in Work Orders (see [Repair Category](#))
- Bulk import data and export logs (see [Import & Export](#))
- Fill blank Driver logs (see [Fill Logs](#))

Company Info

Use this page to edit company information and create new companies if required.

Driver

Use this page to manage Drivers.

Users

Use this page to manage portal Users.

Vehicle Class

Use this page to manage Vehicle classes.

i NOTE:

The Vehicle classes set on this page will be available for selection when managing [Vehicles](#), [Driver Checklist](#) and [Vehicle Inspections](#).

Repair Category

Use this page to manage repair categories used in [Work Orders](#).

Import & Export

Use this page to bulk import data (Vehicles, Drivers, Parts) and export logs (Driver, DVIR).

Fill Logs

Use this page to fill blank Driver logs within a date range.

Color scheme



#ff1a23

#000000

#212337

#a62335

#e0e6eb



#eef9ff

#4dc3f7



NOTE:

Example note



TIP:

Example tip



WARNING:

Example warning