How to use Rider Log

This app keeps your rider logs on your phone. At the end of the month you turn them into one PDF to hand in.

> Take your time. Nothing gets deleted unless you answer yes to a question first.

Before you start: put it on your home screen

Rider Log works like a regular app once it's on your home screen. Do this first and you won't have to go looking for the link again.

On an iPhone

Open the link in Safari, tap the Share button at the bottom of the screen, scroll down, and tap Add to Home Screen.

On an Android phone

Open the link in Chrome, tap the three dots at the top right, and tap Add to Home screen.

From then on, open it from that icon. Your logs live in the app on your phone, so always coming back the same way keeps them where you can find them.

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1 Fill out a rider

1. Type the student's name and address at the top.
2. Pick the month under Month / Year.
3. In the Daily Log boxes, mark each day you drove them. Use the AM box for morning and the PM box for afternoon. An X is fine.

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2 Save it

Tap Save Entry.

The student's name now appears in the Saved Logs list, further down the screen.

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3 If the form goes blank, nothing is lost

> Your work is safe. A blank form just means the app is ready for the next student. Scroll down to Saved Logs, find the name, and tap Edit. Everything comes back exactly as you left it.

4 Go back to a student later

1. Scroll down to Saved Logs.
2. Tap Edit next to the name.
3. Change what you need, then tap Save Entry again.

5 Sign your name once

Draw your name with your finger in the signature box, then tap Save Signature.

You only do this one time. Your signature goes on every form you print from now on.

Signed it badly? Tap Clear in the signature box, draw it again, and tap Save Signature. The new one takes the place of the old one.

6 Make the PDF to turn in

1. Scroll down to Saved Logs.
2. Tap the small square next to each student you want included.
3. Tap Compile Selected → PDF. The PDF saves to your phone.
4. Tap Share / Email PDF to send it in.

7 Start the next month

Open the student, then tap Start Next Month.

The name and the miles stay. The day boxes empty out. The month moves forward one.

8 Send a student to another driver

Do this when someone else will be driving one of your students.

1. Tap the small square next to that student in Saved Logs.
2. Tap Copy as Text.
3. Open your text messages or email, paste it in, and send.

The other driver taps Paste Text, pastes the message in, and taps Add Riders.

> Marks you already made are never changed by this. If you marked the morning and they marked the afternoon, you both end up with both.

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9 Keep a backup

Once a month, tap Export All Data and save the file somewhere safe, like your email.

That file is what gets your logs back if your phone is lost or replaced.

> Your logs are kept on this phone only. They are not stored anywhere else, so the backup file matters.

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10 If you lose your logs

This is what the backup file is for. A new phone, a lost phone, or logs that have gone missing.

1. Open Rider Log on the phone.
2. Scroll down to Saved Logs, then to Backup & Transfer.
3. Tap Import Data and pick the backup file you saved.

Your students and their day marks come back.

> **Importing adds to what is already there.**
> Marks you have already made are never overwritten, and anything missing is filled back in. Nothing you have logged on this phone gets wiped out by bringing a backup in.

If something looks wrong

Look at the version number at the top of the screen, next to the words Rider Log — a small tag like v1.6.0. Then tell Eric Freeman what the screen said and what you tapped just before it happened.

Call or text 816-408-9019

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