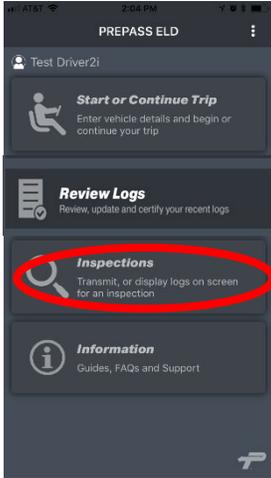# Did you forget to change your duty status?
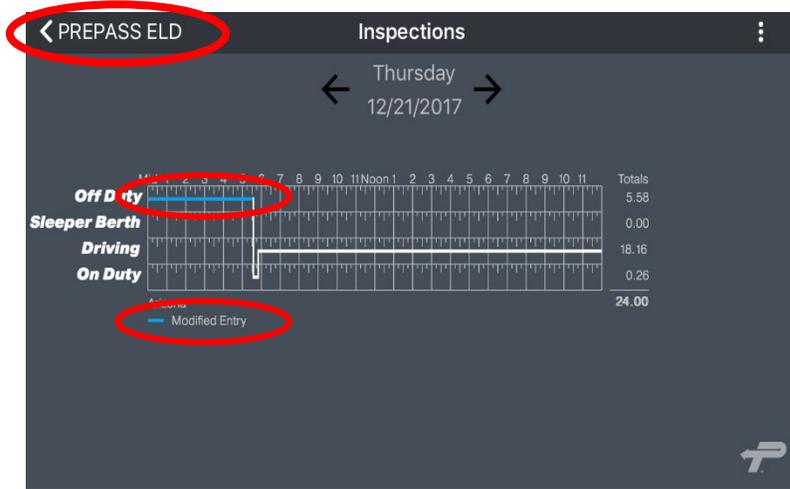
If you forget to change your duty status, you can amend your driver logs.
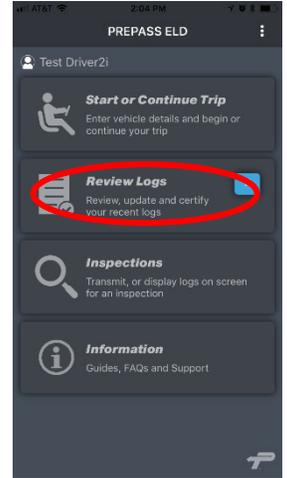
Please note: Manual entries must include notes. Inspection officers will examine manual entries closely because those entries won't show odometer and engine hours for the time(s) that the manual events occurred.
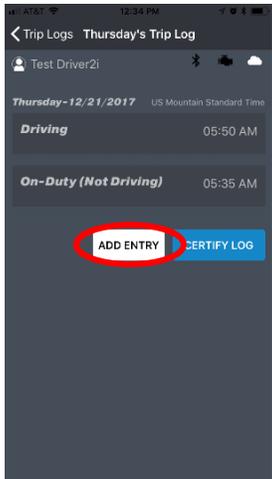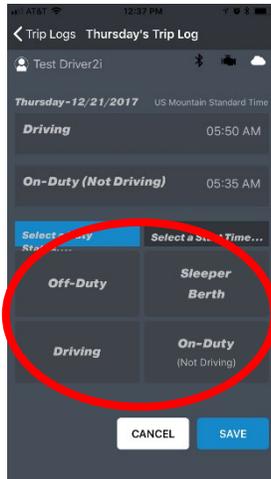

On the **Home** screen, tap **Inspections**.

Find the log you need to edit. Tap **<PREPASS ELD** to return to the **Home** screen to add a manual driver log entry.
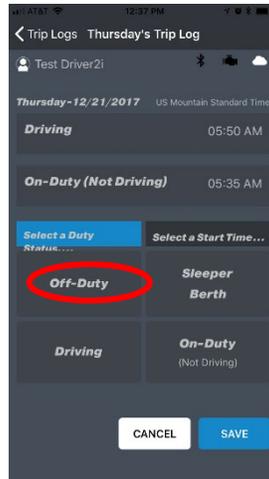

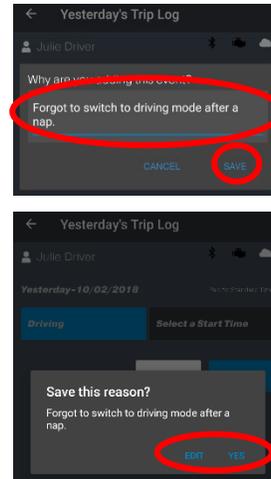On the **Home** screen, tap **Review Logs.**
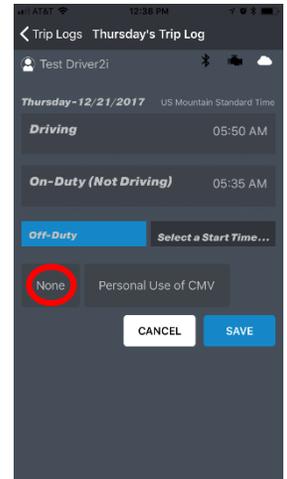

Tap **ADD ENTRY**.
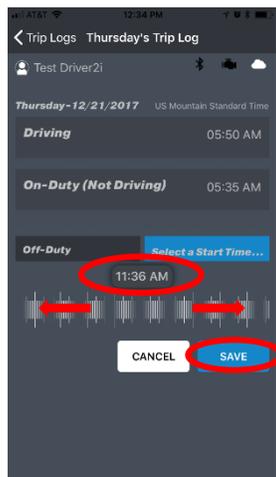

The Duty Status options appear.
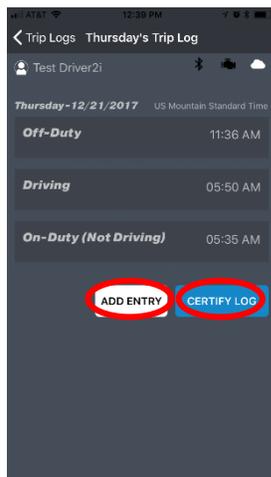

Tap the correct (1 of 4) Duty Status.

Add notes (required). Tap **SAVE**. Then tap **YES** to confirm or **EDIT** to go back and edit the notes.
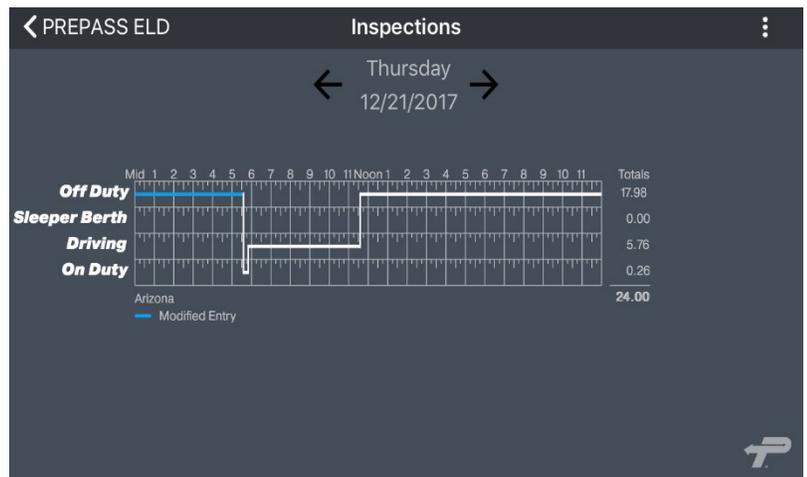

If you have special permissions, tap the correct one (see page 2 for more info). Otherwise, tap **None**.
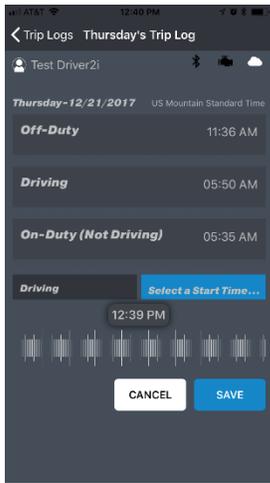

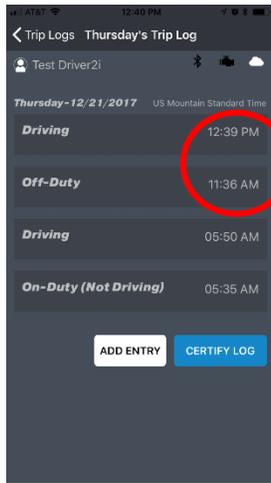Select the correct **Start Time**. Tap **SAVE**.

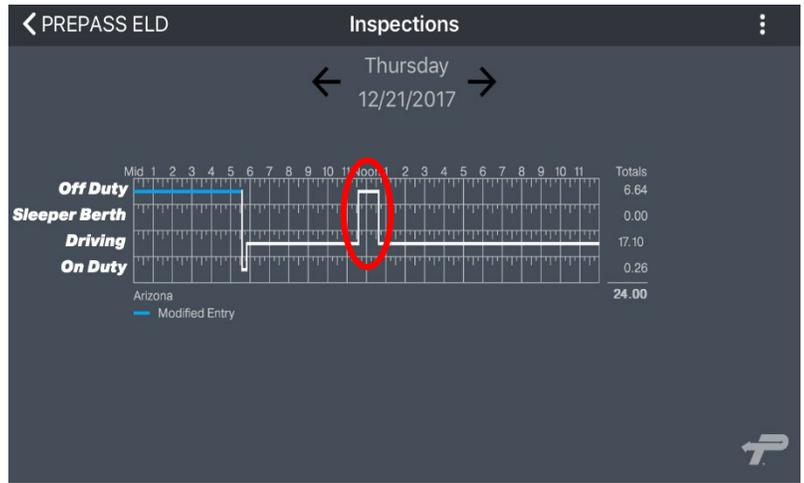To add another edit, tap **ADD ENTRY**. Otherwise, tap **CERTIFY LOG**.

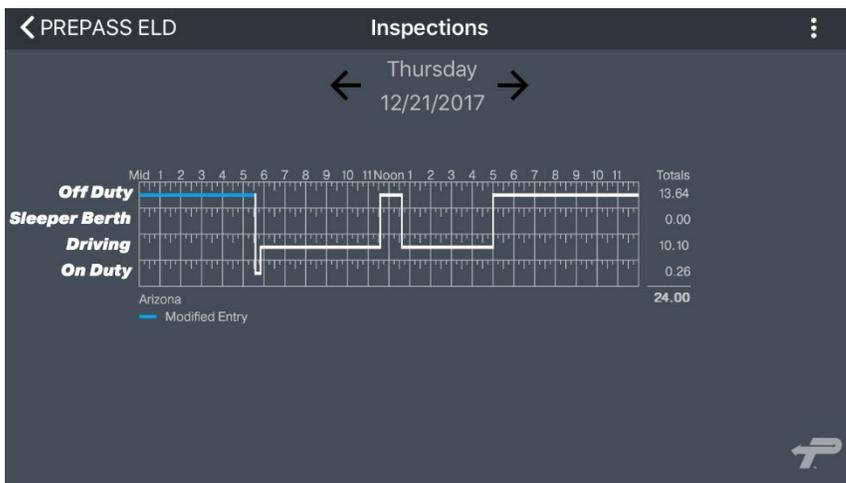

Review the edited log.

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To add another duty status, repeat the previous steps.

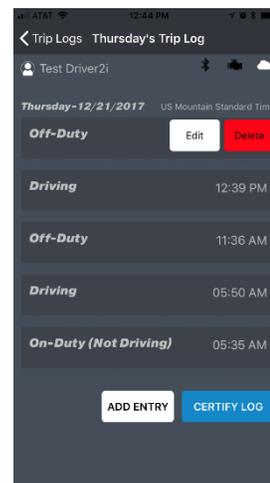Example: Displays a one-hour **Off-Duty** break status on trip timeline.

Example: Displays a one-hour **Off-Duty** status on trip log graph screen.

Editing Log Entries

You <u>cannot</u> amend automatic duty status events that were added by the ELD software. You can add manual entries between automatic status events to adjust your daily log as needed.

To edit and delete <u>manually entered</u> duty status events, tap the event, select edit and then either select a new status and time or delete the entry.
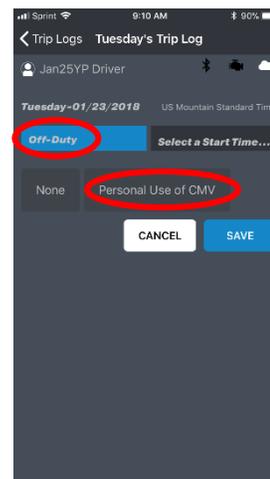
Basic Log Example

This image is an example of a very basic log.
To view your log graphs, tap **Inspection** on the application **Home** screen.

Automatic ELD events are stamped with Time, General Location, Odometer and Engine Hours when connected with the vehicle.

It is critical to change your duty status in the application every time your duty status changes. All logs start with the <u>last known duty status</u> that was recorded.
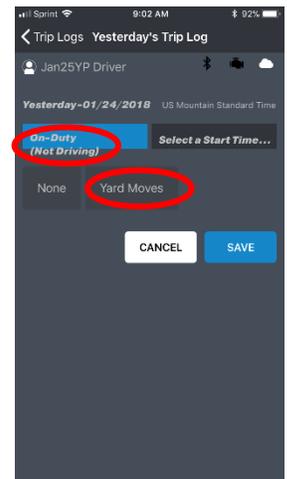
Manual entries that are created when the application is disconnected from the vehicle will not record miles, hours or location information. Be as accurate as possible and record detailed notes when making manual entries.

Personal Use Option

If you have Personal Use special permissions, tap **Off-Duty.**

Then tap **Personal Use**.

Yard Moves Option

If you have Yard Moves special permissions, tap **On-Duty (Not Driving)**.

Then tap **Yard Moves.**