

The following steps walk you through common options available during your shift after you have signed in:

- Adding Remarks
- Taking Exemptions
- Logging Pre- or Post-Shift Hours
- Viewing Diagnostics
- Correcting Missing Data
- Taking a Rest Break

Adding Remarks

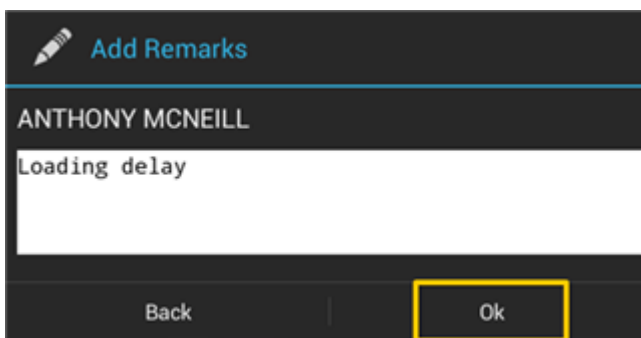
You can add remarks (notes, comments) to your logs, which are viewable on the host website or DOT officials when reviewing your log information.

1. From the Driver Overview screen, tap **Options**.



2. Tap **Add Remarks**.

In the Add Remarks window, type the remark you want to add, and tap **OK**.



The system adds the remark to your log events using the current date and time.

Adding Exemptions

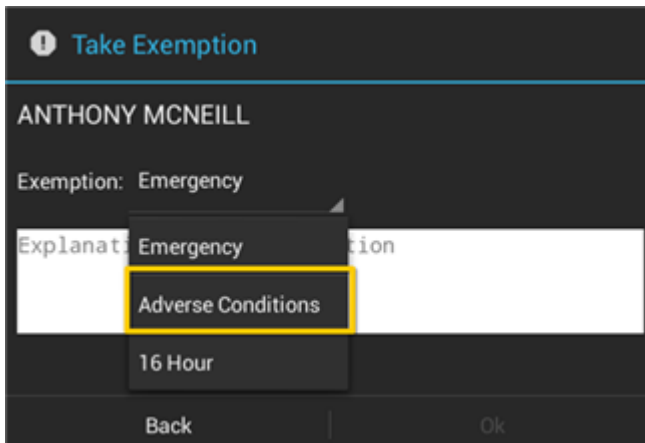
Exemptions are pre-defined exclusions to driving time to account for unexpected events. The following exemption types are available:

- **Emergency** - Exempts you from all driving rules. Typically used in conditions of national states of emergency.

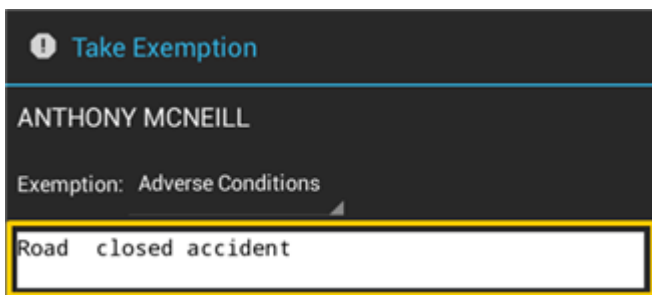
Link: <https://help.gpsinsight.com/docs/aobrd-driver-reference/during-your-shift/> Last Updated: January 29th, 2016

- **Adverse Conditions** – Allows you 2 extra hours of driving time. Typically used for weather or traffic conditions.
- **16 Hour** – Allows you 2 extra hours of On Duty time and requires you to certify the exemption. You may use this exemption up to once a week, but you may not use it in conjunction with the Adverse Conditions exemption.

1. From the Driver Overview screen, tap **Options**.
2. Tap **Take Exemption**.
3. In the Take Exemption window, choose the exemption type.



4. Enter a reason for the exemption (required).



The system adds the exemption to your log events using the current date and time.

Logging Pre- or Post-Shift Hours

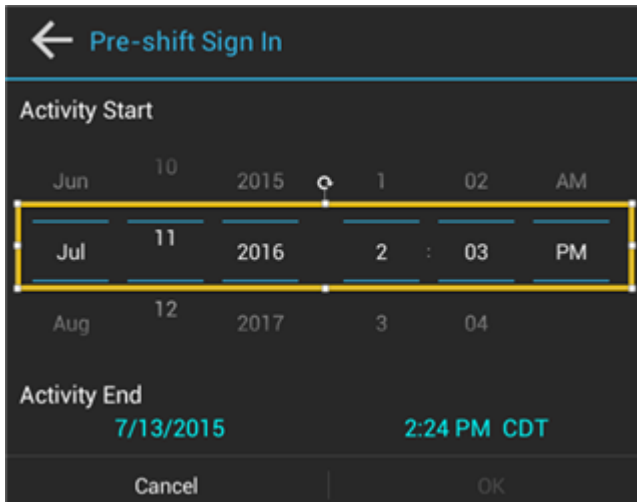
If you worked away from the vehicle (ON DUTY, not DRIVING), you can log appropriate time for this activity.

1. From the Driver Overview screen, tap **Options**.



2. Tap **Pre-Shift** or **Post-Shift**, depending on when the activity occurred.

In the Pre-shift or Post-shift Sign In window, select an Activity Start time.



3. Select an Activity End time, and tap **OK**.

The system adds the activity to your log events.

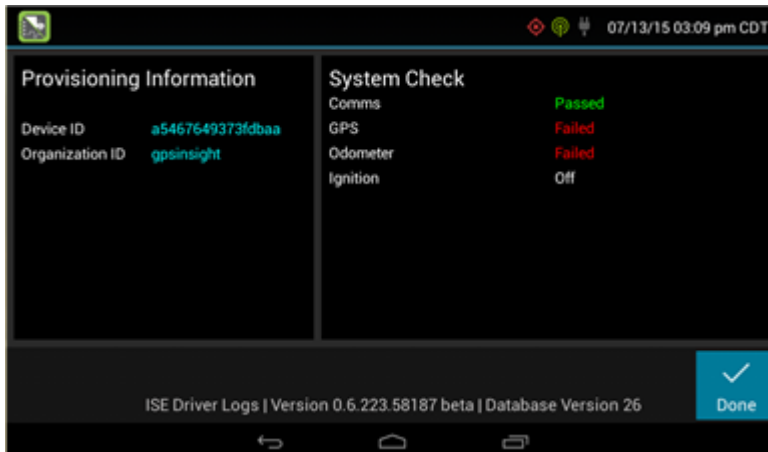
Viewing Diagnostics

1. From the Driver Overview screen, tap **Options**.



2. Tap **Diagnostics**.

The system displays Provisioning Information and System Check for troubleshooting purposes.



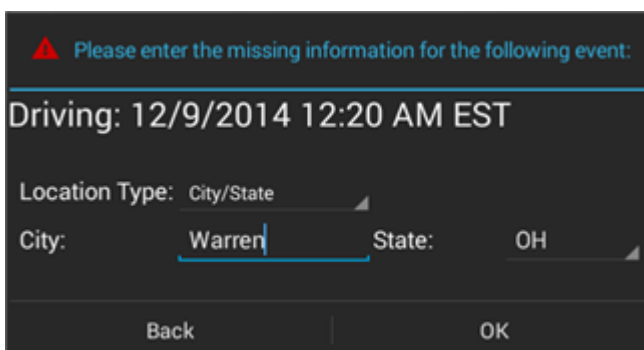
Correct Missing Data

From the Driver Overview screen, the Options button turns red whenever there is missing data in the logs. Missing data may occur if GPS may not have been captured due to your vehicle's location at the time of sign-in, which may have obscured the GPS signal.

1. From the Driver Overview screen, tap **Options** (red).



2. Tap **Missing Data**.
3. In the Missing Data window, enter the missing information for the selected event, and tap **OK**.



The Options button no longer appears red when all missing data has been entered.

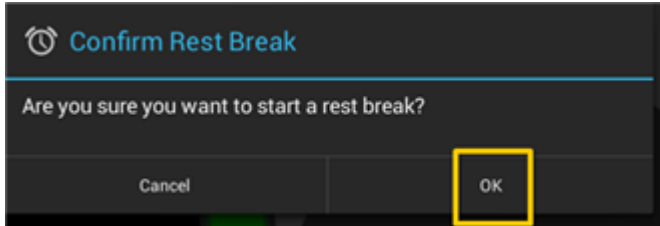
Taking and Ending a Rest Break

A rest break allows you to change your duty status to OFF without signing out of the system.

1. From the Driver Overview screen, tap **Rest Break**.



- When prompted to confirm the rest break, tap **OK**.



The system changes your duty status to OFF.

- When you're ready to resume operation, tap **Stop Break**.



- Choose a status (typically On Duty - Driver) to go back on duty and automatically change to Driver status when the vehicle is in motion.

