

Use the instructions provided below to complete the following HOS tasks during your shift:

- Managing the Vehicle ID
  - Managing Unassigned Driving Time
  - Changing Status
  - Managing Rest Breaks
  - Adding/Removing Trailer
  - Adding/Removing Shipment
  - Adding/Removing Personal Conveyance (PC) and Yard Moves (YM) Events
- 
- Requesting Logs
  - Reviewing Logs
  - Logging Pre- or Post-Shift Hours
  - Viewing Diagnostics
  - Correcting Missing Data
  - Correcting Unidentified Driver Events



**Note.** You can perform a **DVIR** during your shift; however, we have included instructions for performing a DVIR in **Ending Your Shift**, as completing a DVIR is a required step during the Sign Out process.

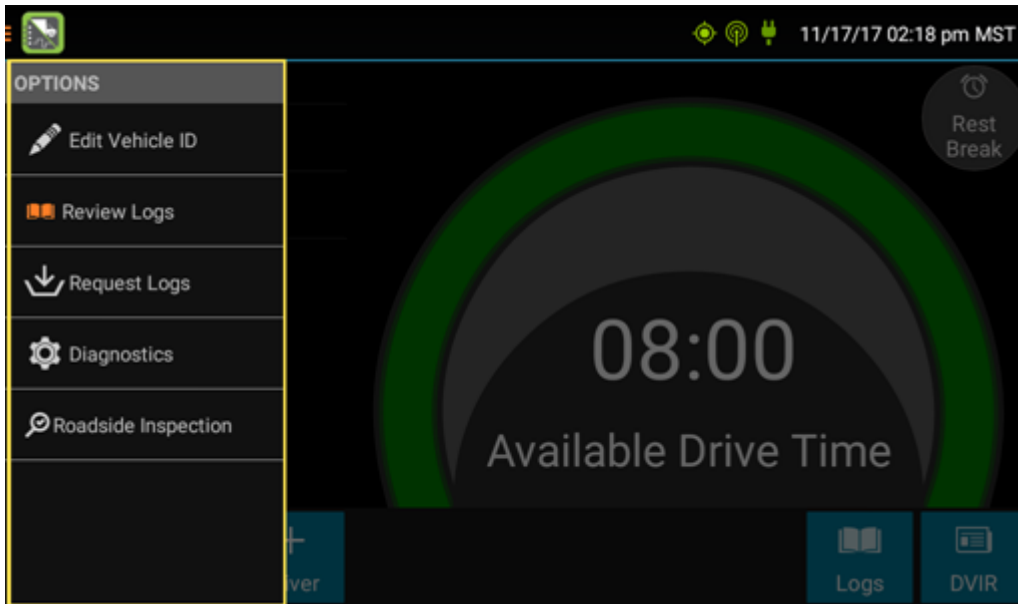
## Managing the Vehicle ID

The **Edit Vehicle ID** option allows you to update the Vehicle ID if the ID has changed since signing in.

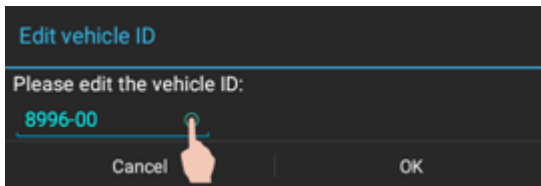
### ► To update your Vehicle ID:

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

The **Options** menu expands.



2. Tap **Edit Vehicle ID**.
3. Tap the Edit Vehicle ID field to expand your keyboard and make your edits.



**Note.** If you do not need to change the vehicle ID, tap Cancel.

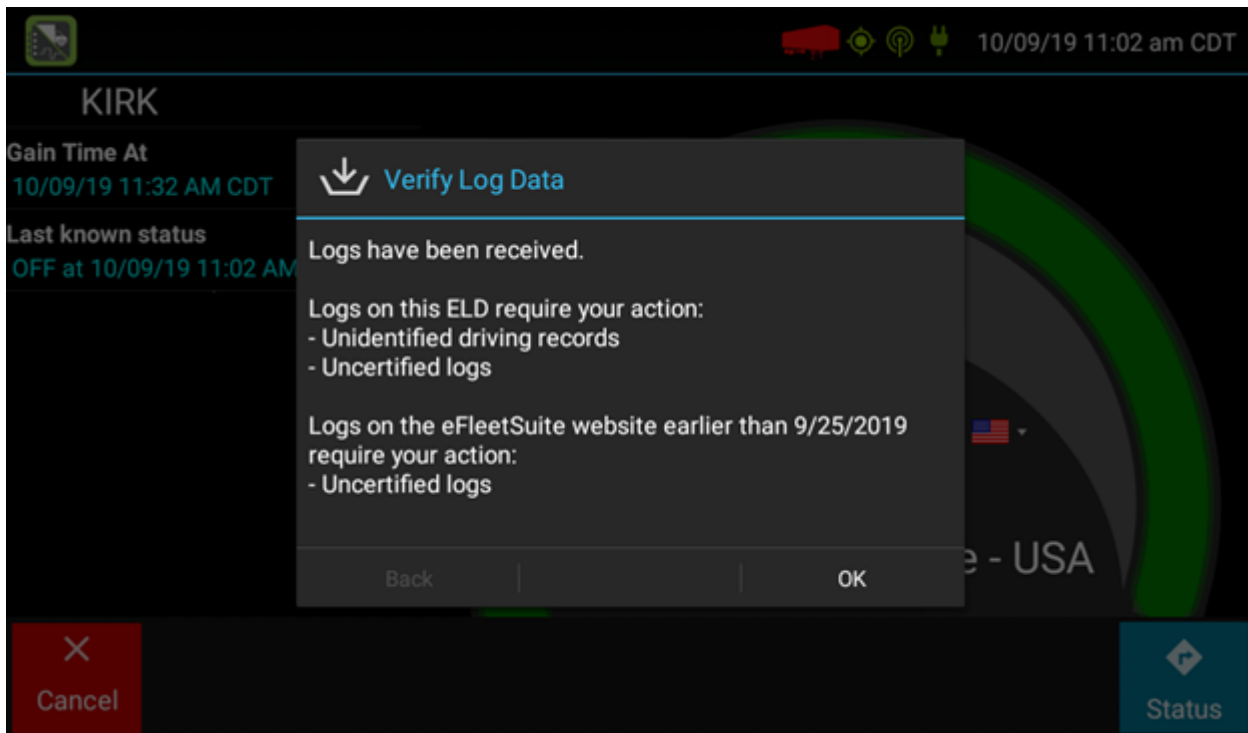
4. When ready, tap **OK** to update the Vehicle ID.

**IMPORTANT!** It is crucial that you verify the Vehicle ID shown or entered matches the Vehicle ID provided by your motor carrier. If the Vehicle ID has changed, you will be prompted to perform a post-trip inspection on the previous vehicle and pre-trip inspection on the new vehicle.

## Managing Unassigned Driving Time

Whenever you log into ELD Connect with Focus, you must review any unassigned driving time.

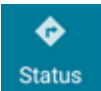
- If the unassigned records do not belong to you, indicate that in the record.
- If driving time logged under this unassigned account belongs to you, add that driving time to your own record.



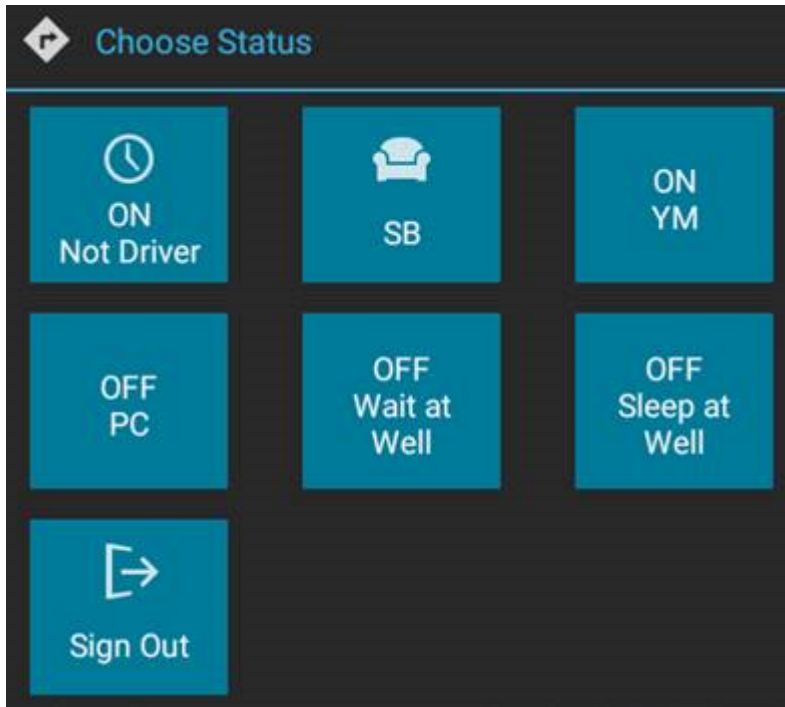
## Changing Status

Your status should always reflect the option that best describes your current activity. If/When your status changes during your shift, make sure to update your status accordingly.

### ► To change your status:

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

The Choose Status window appears, displaying a list of available status options (see reference table below).



2. Tap on the status that best describes your activity.

Your new status is displayed under **Current Status** on the Driver Overview screen.




**Note.** Some status changes may require you to review and/or complete a DVIR.

Use the status options and corresponding descriptions as listed below for reference.

Status	Description
ON Driver	<p>Choose this status when you are on duty and taking control of the vehicle. The logging device will detect when the vehicle is moving* and automatically records your activity as Driving (D) and ON when the vehicle is stopped.</p> <p>*A driving event is reported when the tablet detects movement of <math>\geq</math> 5MPH. After 5 minutes of no movement, the tablet will prompt you to choose whether to stay in Driving status or update to On Duty. If no response after 60 seconds, the tablet will automatically switch to On Duty.</p> <p><i>No other driver may take control of the vehicle until you choose a different status, start a Rest Break, or sign out.</i></p>
ON Not Driver	<p>Choose this status <b>ONLY</b> if you are signing in as the co-driver (i.e., on duty but not in control of the vehicle). This will record your activity as ON. If no one has taken control of the vehicle, the automatic motion detection system will continue to track vehicle movements and report these movements as Unidentified Driver events.</p> <p><b>Note.</b> You should <b>never</b> use this status if you are the only driver on duty.</p>

Link: <https://help.gpsinsight.com/docs/eld-focus-driver-reference/during-your-shift-eld/> Last Updated: September 19th, 2017

Status	Description
SB (Sleeper Berth)	<p>Choose this status when you are beginning a period of rest in the vehicle’s sleeper berth*. This will record your activity as SB.</p> <p><i>*Do <b>NOT</b> move the vehicle while in this status. Moving the vehicle while in this status will place you back into Driving (D) status and affects your driving time. If you need to move the vehicle while you are in this status, update your status to Personal Conveyance (if available).</i></p>
OFF Sign Out	<p>Choose this status when you are relieved of duty and are signing out of the logging device (OFF Sign Out), or if you plan to remain On Duty (ON) but do not plan on using the vehicle (ON Sign Out). This will record your activity as OFF, or On Duty (ON), respectively.</p> <p>To record your status as off duty without signing out of the logging device, see <b>Managing Rest Breaks</b>.</p>
OFF PC	<p>Choose this status if you are relieved from all responsibility for performing work and you are operating the vehicle for your own personal use. This will record your activity as “Authorized Personal Use of CMV (PC).”</p> <p>You will be asked if you would like to update your status from OFF-PC status after the vehicle is turned off then on again. You will be placed back into Driving (D) status if vehicle movement is detected.</p> <div data-bbox="443 1070 1460 1400" style="background-color: #333; color: white; padding: 10px; border: 1px solid #ccc;"> <p> <b>Attention CG1211</b></p> <hr style="border: 1px solid #00aaff;"/> <p>Do you want to continue Authorized Use of CMV (PC)?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>No</span> <span>Yes</span> </div> </div>
ON YM	<p>Choose this status only if you are moving your vehicle on private property (e.g., motor carrier’s yard, truck stops, etc.). This will record your activity as “Yard Moves (YM).” This status is automatically ended as a result of a vehicle ignition cycle or device reboot. You may manually change status back to ON Driver, which results in a vehicle inspection system prompt; however, you may turn your ignition OFF for a few seconds and then back ON to automatically end an ON YM (current status changes from “ON YM” to “ON (D)” with re-ignition) to avoid an extra inspection.</p> <p>Your tablet recognizes administrator-designated company yard locations. While operating the vehicle in this location, you’ll remain in this status regardless of ignition cycles. If you leave this location or your speed surpasses the 20 MPH threshold within the location, your status will automatically switch to Driving (D).</p> <p><b>Tip!</b> Using this status, when applicable, is helpful if you’ve reached an ON duty limit and would like to avoid the system recording a driving violation. Additionally, YM helps save time from the "Driving" line of your log; however, if you don't use most of your "Driving" Time each shift, using this feature may not result in significant time gains on your log.</p>

Status	Description
OFFW	<p>Choose this status when you are waiting at a natural gas or oil well site (US and Canada). This will record your activity as "Off duty, waiting at well site (OFFW)."</p> <p><b>Note.</b> If the system detects vehicle movement, your status is automatically changed to Driving (D). If you are moving the vehicle, remember to reselect the status if applicable.</p>
OFFS	<p>Choose this status when you are resting in other sleeping accommodations (other than the vehicle's sleeper berth) at a natural gas or oil well location (US). This will record your activity as "Off duty, sleeping at well site (OFFS)."</p> <p><b>Note.</b> If the system detects vehicle movement, your status is automatically changed to Driving (D). If you are moving the vehicle, remember to reselect the status if applicable.</p>



**Note.** Regarding **OFFW** and **OFFS** statuses: The "waiting time" provision in Section 395.1(d)(2) is available only to operators of those commercial motor vehicles (CMVs) that are (1) specially constructed for use at oil and gas well sites, and (2) for which the operators require extensive training in the operation of the complex equipment, in addition to driving the vehicle. These status options are only available if your HOS Admin assigns an applicable driver type supporting the provision to your profile.

## Managing Rest Breaks

This option allows you to record off-duty activity during your work shift without signing out.

**IMPORTANT!** Do not move the vehicle while in this status. If you need to move the vehicle for any reason, update your status to Personal Conveyance (if available). This option should only be used if you are returning to duty in the same vehicle before the end of the work shift.



**Note.** For passenger-carrying drivers, use this status whenever you need to record off-duty time. Update your status to Personal Conveyance if you need to move the vehicle while in this status.

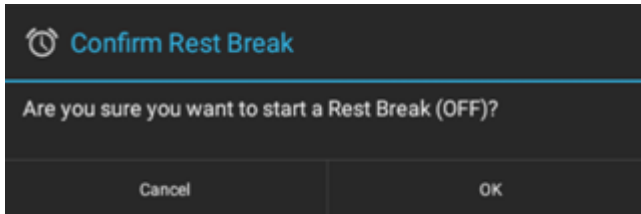
## Beginning a Rest Break

► **To begin a rest break:**

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



The Confirm Rest Break window appears, asking you to confirm you would like to begin a rest break.



2. Tap **OK** to confirm the status change.



**Note.** If you would like to exit the Confirm Rest Break window and not begin a rest break, tap **Cancel**. You will remain in the status you were in before tapping **Rest Break**.

The application records your status as **Off Duty** without signing you out. The application calculates the minimum rest necessary to improve driving time and displays this value in the **Gain Time At** field. Gain Time At and Available Drive Time are both recalculated when the required rest break time is fulfilled.

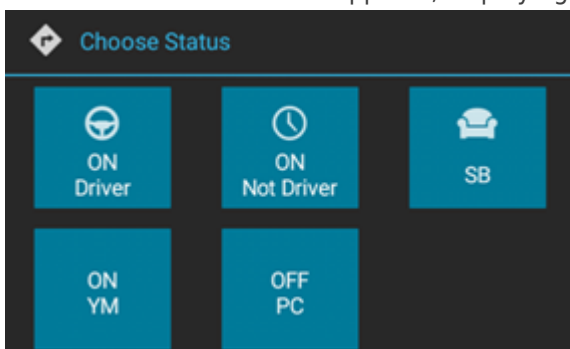
## Ending a Rest Break

### ► To end a rest break:



1. From the **Driver Overview** screen, tap **Stop Break** (  ).

The Choose status window appears, displaying available status options.



2. Tap the status that best describes your current activity.



**Note.** Choosing any option other than **OFF Sign Out** returns you to the Driver Overview screen and causes Gain Time At and Available Drive Time to be recalculated.

## Adding/Removing a Trailer

You can add or remove a trailer at any time during your shift. However, if you are the first driver to sign in during your shift, you may be prompted by the application to review trailers added by a previous driver, and remove or add new resources during the sign-in process. For this reason, step-by-step instructions on adding/removing a trailer are provided in [Beginning Your Shift, Step 5. Add/Remove Trailers](#). Visit the aforementioned article and step for instructions.

## Adding/Removing a Shipment

You can add or remove a shipment at any time during your shift. However, if you are the first driver to sign in during your shift, you may be prompted by the application to review shipments added by a previous driver and remove or add new resources during the sign-in process. For this reason, step-by-step instructions on adding/removing a shipment are provided in [Beginning Your Shift, Step 3. Manage Shipments](#). Visit the aforementioned article and step for instructions.

## Adding/Removing Personal Conveyance (PC) and Yard Moves (YM) Events

### ► To add or edit PC and YM events:

1. Add both an OFF PC or ON YM event at the start of the period and a PC/YM Clear event at the end.
  - Failing to add the PC/YM Clear event will result in the special driving category color coding being applied to all subsequent events on the log grid until another special driving category period is applied or ended.
  - When adding new events, the ON YM option will add both an on-duty status and a Yard Moves special driving category event to the log at the start time selected.
  - Similarly, the OFF PC option will add both an off duty status and an Authorized Personal Use of CMV (PC) special driving category event to the log at the start time selected.
  - If the log already contains an on duty or off duty event at the time selected, only the special driving category event will be added.

### ► To remove PC and YM events:

1. Delete both the OFF PC or ON YM event at the start of the period and a PC/YM Clear event at the end.
  - Deleting a PC/YM Clear event without deleting the OFF PC or ON YM event will result in the special driving category color coding being applied to all future log events.
  - PC and YM special driving category events cannot be edited or added independently of an accompanying off or on-duty status at this time.



Link: <https://help.gpsinsight.com/docs/eld-focus-driver-reference/during-your-shift-eld/> Last Updated: September 19th, 2017


- To change the start time of a special driving category, delete the existing event then add a new PC or YM event at the correct time.


## Requesting Logs

This option allows you to synchronize your electronic records with the HOS Portal at any time during your trip. Common reasons for synchronizing your logs include:

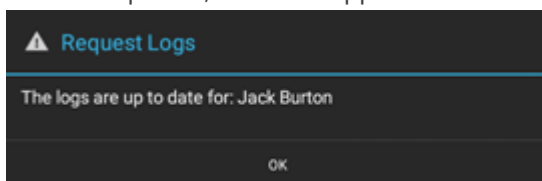
- Download amendments to your logs for the current or previous day(s)
- Download notes for a DVIR after it has been reviewed
- Download inspection checklists and other configuration settings that have changed since you signed in

### ► To request logs:

1. From the **Driver Overview** screen, tap **Options** ().
2. Tap **Request Logs**.
3. Tap **Yes** to confirm the request.

The **Logs Pending** icon (  ) appears in the status bar indicating the device is waiting for driver logs to be synchronized.

Once completed, a screen appears confirming that logs are now up to date and your name.




## Reviewing Logs

This option is visible if you have uncertified logs or if an HOS Admin user (non-driver) has proposed an edit to your log that requires your attention.



**Note.** If you have uncertified logs or proposed edits that require review, you will notice an orange

flag in the upper-left corner of the **Options** ( ) button.

## ► To review logs:

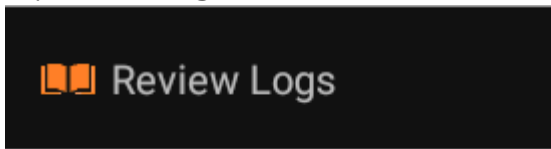


**Note.** Depending on your driver profile type, you are only able to view the previous 7 or 14 days on your logging device. You can review logs, accept/reject HOS Admin user edits, and certify logs from your desktop computer by logging in to the Driver Portal. See [Exploring the Driver Portal](#) for additional information and step-by-step instructions.

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

The Options menu expands.

2. Tap **Review Logs**.

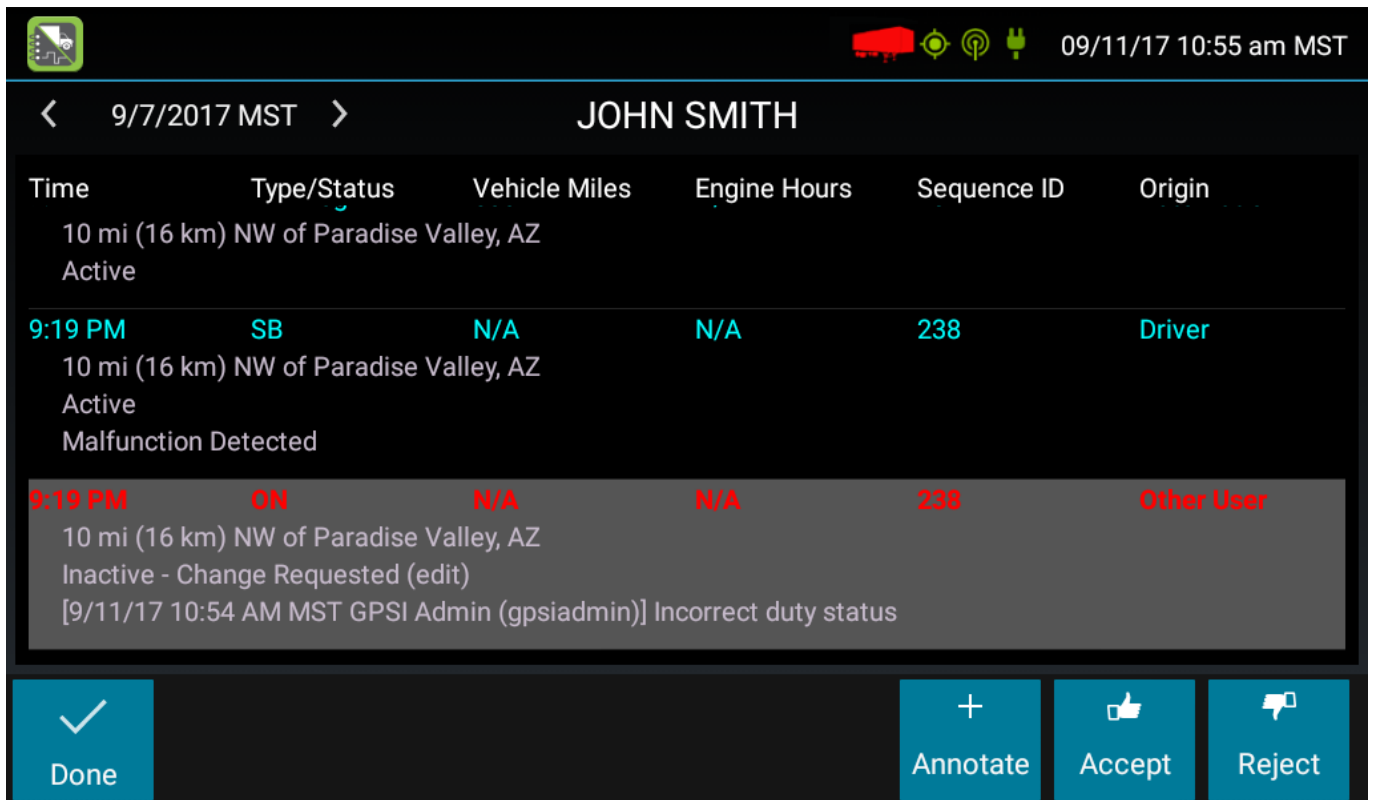


3. Review each uncertified log/proposed log edits.



**Note.** Tap the forward arrow icon to proceed to the next log requiring review and tap the back arrow icon to go back.

If an HOS Admin user (non-driver) has proposed an edit to your log, you will need to Accept or Reject the edit. The proposed edit is shown in red.



4. Tap the proposed event and tap **Accept** or **Reject**. If you would like to add a comment/notes, tap **Annotate**, add your comments/notes by tapping in the text field, then tap **Submit**.
5. Tap **Done**.



**Note.** Edits that have been **Rejected** now appear as **Inactive - Rejected**. Your availability is not impacted and you are not required to re-certify the log (if the log has been previously certified). Edits that have been **Accepted** now appear as an **active event** in your log. Your availability is recalculated accordingly and you are required to re-certify the log (Even if the log has been previously certified). Recertify logs only after all changes have been accepted.

6. If you are ready to certify the log, tap **Certify**.

A window appears asking you to confirm that you certify the accuracy and truth of the data entries and recorded duty status for the listed date.

**IMPORTANT!** You cannot certify your log if any Unidentified Driver events exist. You must review then accept/reject the event(s) to proceed with certifying the log.

7. To confirm, enter your password and tap **Agree**. If you are not ready to confirm, tap **Not Ready**.

If you tapped **Agree**, your log is certified and is shown on the screen. If you tapped **Not Ready**, the log is shown on the screen. Repeat this process for each uncertified log in this section.

## Pre- and Post-Shift Hours

Pre- and Post-Shift Hours are hours worked away from the vehicle (ON DUTY, Not Driving), which can be recorded using the logging device.

### Recording Pre-Shift Hours

This option allows you to record hours worked (ON DUTY, Not Driving) just prior to signing in. This option is enabled for up to 48 hours after the sign in process is complete, if your previous status was OFF Duty.

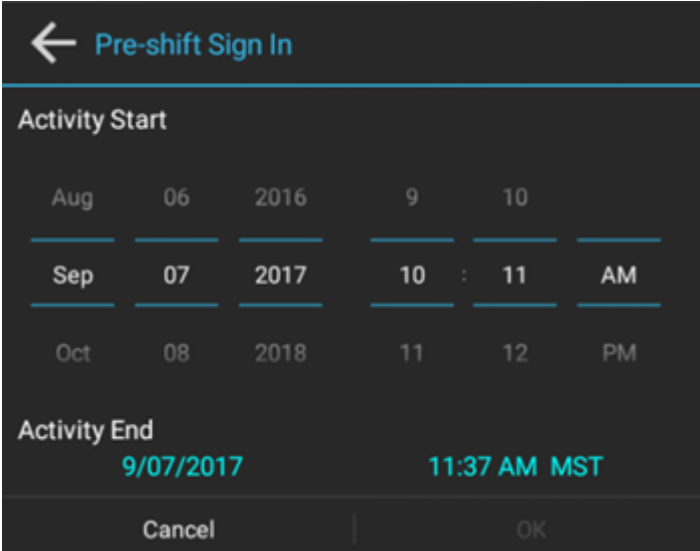
#### ► To record Pre-Shift Hours:

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

The Options menu expands.

2. Tap **Pre-Shift** (.

The Pre-shift Sign In window appears.



The screenshot shows the 'Pre-shift Sign In' window. At the top, there is a back arrow and the title 'Pre-shift Sign In'. Below the title, there are two sections: 'Activity Start' and 'Activity End'. The 'Activity Start' section has a date picker with three rows: 'Aug 06 2016 9 10', 'Sep 07 2017 10 : 11 AM', and 'Oct 08 2018 11 12 PM'. The 'Activity End' section shows the date '9/07/2017' and the time '11:37 AM MST'. At the bottom, there are two buttons: 'Cancel' and 'OK'.

3. Under Activity Start, select the date (month/day/year) and time (HH:MM:AM/PM) the pre-shift activity started, then tap **OK**.



**Note.** To exit out of this window and not enter a pre-shift activity, tap **Cancel**.

Link: <https://help.gpsinsight.com/docs/eld-focus-driver-reference/during-your-shift-eld/> Last Updated: September 19th, 2017

The application will calculate and display the time duration of the pre-shift activity.

4. Review the total time to be added. If you would like to add a note regarding the update, tap the text field under **Annotation** and enter your note.
5. Tap **OK** to record the time.

Your Available Drive Time is recalculated and the Driver Overview screen displays.

## Recording Post-Shift Hours

This option allows you to record hours worked (ON DUTY, Not Driving) just after you last signed out of the application. This option is enabled for up to 48 hours after the sign in process is complete, if your previous status was OFF Duty.

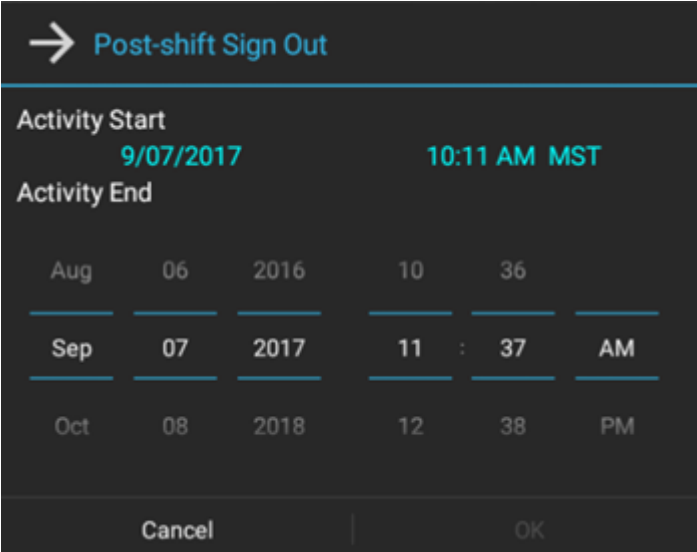
### ► To record Post-Trip Hours:

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

The Options menu expands.

2. Tap **Post-Shift** ().

The Post-shift Sign In window appears.



The screenshot shows a dark-themed window titled "Post-shift Sign Out" with a right-pointing arrow icon. Below the title, there are two rows of text: "Activity Start" followed by "9/07/2017" and "10:11 AM MST", and "Activity End". Below this is a date and time picker grid. The grid has three rows of date options: "Aug 06 2016 10 36", "Sep 07 2017 11 : 37 AM", and "Oct 08 2018 12 38 PM". At the bottom of the window are two buttons: "Cancel" and "OK".

3. Select the date (month/day/year) and time (HH:MM:AM/PM) the post-shift activity began, and then tap **OK**.



**Note.** To exit out of this window and not enter a post-shift activity, tap **Cancel**.

The application will calculate and display the time duration of the pre-shift activity.

4. Review the total time to be added. If you would like to add a note regarding the update, tap the text field under **Annotation** and enter your note.
5. Tap **OK** to record the time.

Your Available Drive Time is recalculated and the Driver Overview screen displays.

## Viewing Diagnostics

This option allows you to view identification information about your device, as well as perform a general system health check.

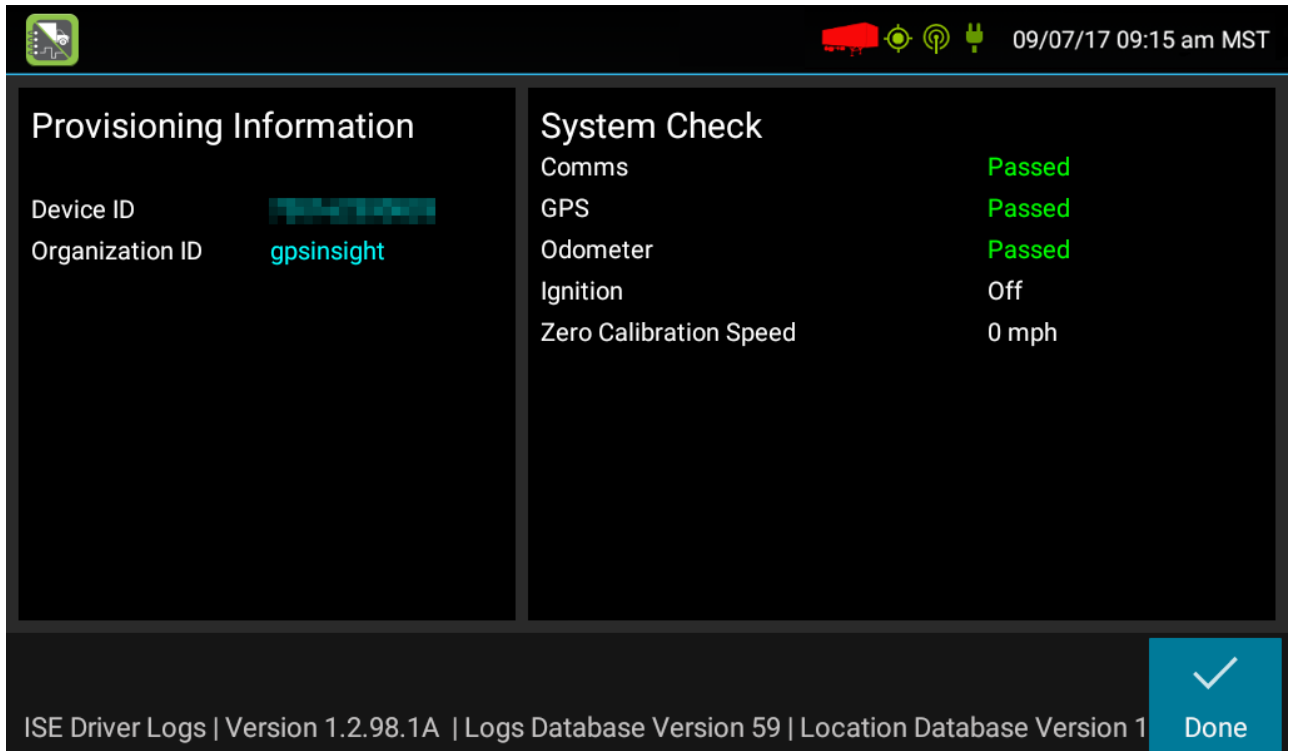
### ► To view diagnostics:

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

The Options menu expands.

2. Tap **Diagnostics**.

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



**Note.** Tap and hold on **System Check** to view system details.

3. Tap **Done** to return to the Driver Overview screen.

## Correcting Missing Data

This option allows you to back-fill information for duty status changes that have been recorded in the past and is only available when required information (typically the vehicle's location) was not available when the duty status change was recorded.

### ► To correct missing data:

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

The Options menu expands.

2. Tap **Missing Data**.
3. Verify the date (month/day/year) and time for each duty status change.
4. Enter the location where the change occurred.
5. Enter a note, and then tap **OK** to document the change.

## Correcting Unidentified Driver Events

Unidentified Driver events occur any time the vehicle is moved without a driver signed in, or if a driver is signed in but is not in **ON Driver**, **YM**, or **PC** status. This option allows you to add driving events to your log that were recorded while no driver was signed in to the device.

**IMPORTANT!** To avoid these events, always make sure to properly sign in to the device before moving the vehicle.

### ► To correct an unidentified driver event:

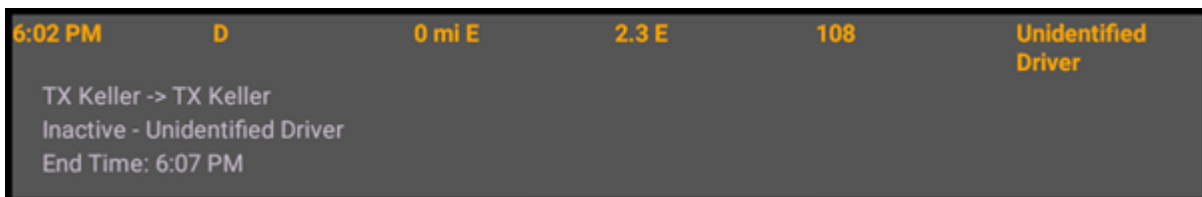
1. From the **Driver Overview** screen, tap **Options** ().

The Options menu expands.

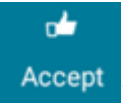

2. Tap **Unidentified Driver**.

The log with the unidentified driver event appears for you to review.

3. Scroll through the entire days log events to manage ALL events in orange.
4. Once all events are managed, tap the HOME button, then the Options button again.
5. If you still see Unidentified Drivers in orange, repeat the steps above for the following day's events that need to be managed.



**Note.** Be sure to closely review the event end times. If the tablet was powered off during an Unknown Driver event, the driving line will be a continuous line until the tablet is powered back on. These types of events should never be accepted. Instead, notate them with details of why it is a bad event: "ELD powered off, this event is not a real driving event." Once noted be sure to press the **Reject** button.

6. When ready, tap **Accept** () or **Reject** ().

If you selected **Accept**, the event is added it to your log and your Available Drive Time is recalculated accordingly. If you selected **Reject**, the event is removed from your view on the device.





**Note.** If a reason for the event is known, add the reason as an annotation before accepting or rejecting the event. An inspecting officer may ask you to explain any Unidentified Driver events during a roadside inspection. If you rejected the event, other drivers and HOS Admin users will be able to view and/or accept/reject, or assign (HOS Admin only) the event.

The application automatically records your status as **ON Duty Not Driver** following the unidentified driver event, and appears on your log with an Origin of Unidentified Driver.

You may use your HOS Driver Portal to correct your log's duty status as needed.

After accepting Unidentified Driver Events you may be required to make additional log edits in order for the ELD to properly calculate your available drive time clock. Always ensure you review your logs again and determine if there are days you might be subject to a violation if stopped during a roadside inspection. Don't wait until that moment to resolve simple Off Duty edits that may be necessary.

If you make the edits on the HOS Driver Portal, remember to download your changes when completed by pressing Options/Request Logs, confirm you want to proceed, only after the new download is complete can you be sure we are providing the accurate Available Drive Times.

If your System admin makes changes to your logs for you, after Requesting Logs, you will also be required to review all the proposed edits and accept/reject before we can provide accurate available drive times.


Remember to recertify your logs when done making changes.

**IMPORTANT!** You cannot retroactively apply Personal Conveyance (OFF-PC) or Yard Moves (ON YM) driving statuses. Be sure you are in the correct status before moving the vehicle.

## ► To reassign an unidentified driver event:

If you have accidentally accepted the unidentified driver event and the driver who should have accepted the event is your co-driver, you can reassign the event to your co-driver.



1. From the Driver Overview screen, tap Logs (  ).
2. Tap on the driving event, and then tap **Reassign**.
3. Enter your password when prompted.
4. Select the co-driver from the list.
5. Enter a note regarding the switch, and then tap **Reassign**.

The co-driver must enter their password to approve the change. Once entered, the driving event is removed from your log and added to your co-driver's log, and Available Drive Time for both profiles is recalculated.



**Note.** If you accidentally reject the event, contact your HOS Administrator after certifying the log.

## More reference materials:

- Out of hours? Check out [Editing, Approving, and Certifying Logs](#).