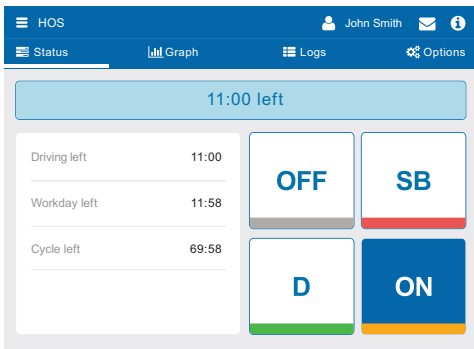
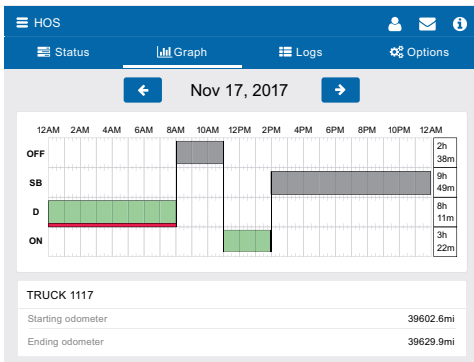




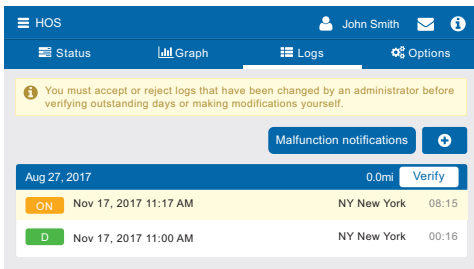
## Page 1 of 2



Status Log



Graph Log



Log Tab

Exemptions

Data Transfer

## Status Log

1. To access HOS, select the **HOS** button on the Dashboard.
2. Change your duty status by selecting: OFF, SB, D, or ON.
3. The values on the left indicate the remaining time for each duty status.
4. The time in the blue bar above the duty statuses shows the remaining driving time. If the bar is red, then the driver is in violation of the rule set.
5. When the vehicle reaches a speed of 5mph, the duty status will automatically switch to **Drive (D)**. When this occurs, the screen will lock. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.
6. If the vehicle remains motionless for **5 minutes**, you will be prompted to change your duty status. If you do not respond within a minute, your status will automatically switch from **Drive (D)** to **ON** Duty. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.

## Graph Log

1. The time to the right of each section of the graph is the total time spent in the respective duty status.
2. To access logs for different days, use the ← or → buttons beside the date.
3. The following are the colors associated with each log type in the graph:

**Unverified Logs** (Gray)

**Verified Logs** (Green)

**Edited Logs** (Yellow)

**Drive Time Violation** (Red)

## Log Tab

1. The Logs tab shows a summary of the record of duty status (RODS) for the past 14 days. It includes: date and time, total distance driven per day, duration spent in each status, location (city, state/province).
2. Click on a log to see additional details. Remarks can be added to the log on this page.
3. Logs can be added manually using the **Add Log** button. If needed, logs can be edited by selecting the pencil icon
4. If you see the **Where was this?**, enter in the appropriate location information of where the log occurred.
5. If a log is highlighted in yellow, it contains edits made by an administrator. Review the changes made to the logs, then select **Accept** or **Reject** to the edits.
6. Click the **Verify** button beside the date that you wish to verify logs for. On the prompt that follows, select Agree to verify that the logs are accurate and true. It is recommended that drivers verify logs at the end of each day.

**CAUTION!** Logs have to be verified within 14 days of their creation.

## Options Tab

### Applying Exemptions

1. Any exemptions available to the driver can be enabled by clicking **Apply** today or **Start**. When the use of the exemption has ended, select **Stop**.

### Transfer Logs at Roadside Inspection

1. Scroll down to Transfer Logs and select **Transfer**.
2. Select between the transfer method of **Email** or **Web Services**.



**Note:** Geotab certifies that the Geotab Drive in-cab solution is compliant with Federal Motor Carrier Safety Regulation 49 CFR §395.20

### Display Logs at Roadside Inspection

1. Scroll down to Compliance Report and select **Generate**.