EDIT HOURS OF SERVICE - OMNITRACS

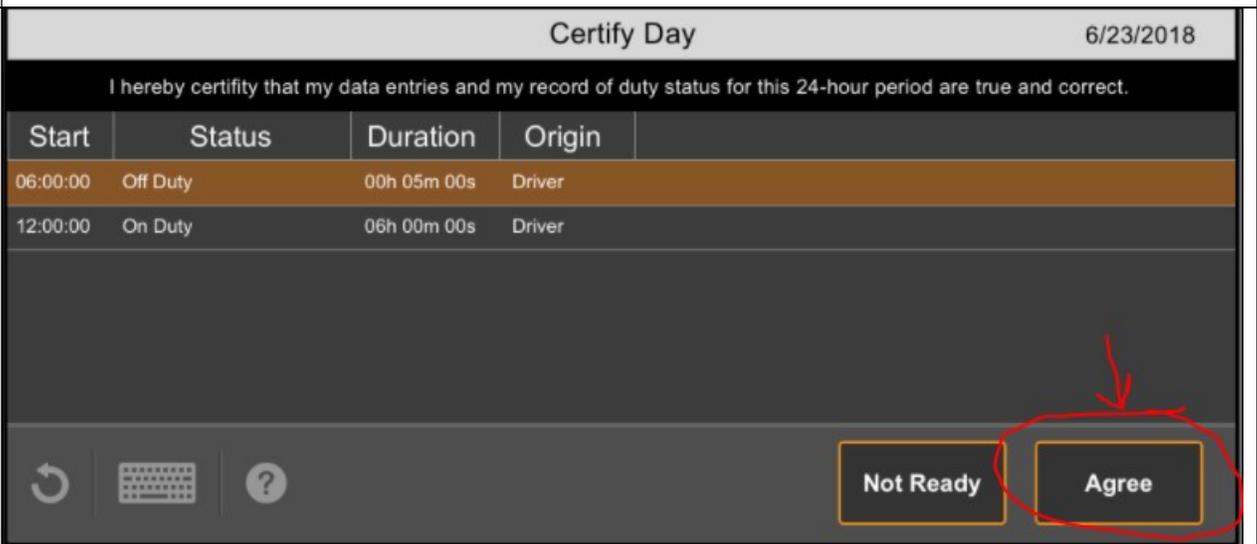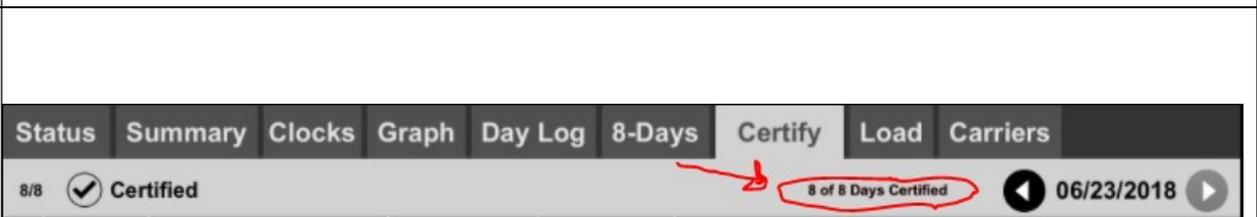|	
1. In the hours-of-service app click [CERTIFY]	DOT: 07h 55m — Hours of Service ● Tom ▼ 06/23/2018 DOT: 07h 55m — WORKFLOW VIR Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers ⚠ You need to review and approve your logs
2. Highlight the event to be edited	Start — Status — Duration — Origin ✔ 06:00:00 Off Duty 00h 05m 00s Driver 12:00:00 On Duty 06h 00m 00s Driver
3. With the event you wish to edit highlighted click the [EDIT] button	↺ ⌨ ? Edit Certify
4. On the edit screen change the original duty status, enter a remark and click the [NEXT] button	**Edit Log** ✂ Split Original: ON from 00:00:00, 06/23/2018 for 24h 00m 00s ON ▼ until 06:00:00 Jun 23 2018 ◀ ▶ with -- ▼ (24h 00m 00s) Location ▼ Remarks: ▼ ▼
5. Enter a reason for edit ("error" is recommended) and click [SAVE]	Reason for Edit 0 / 60
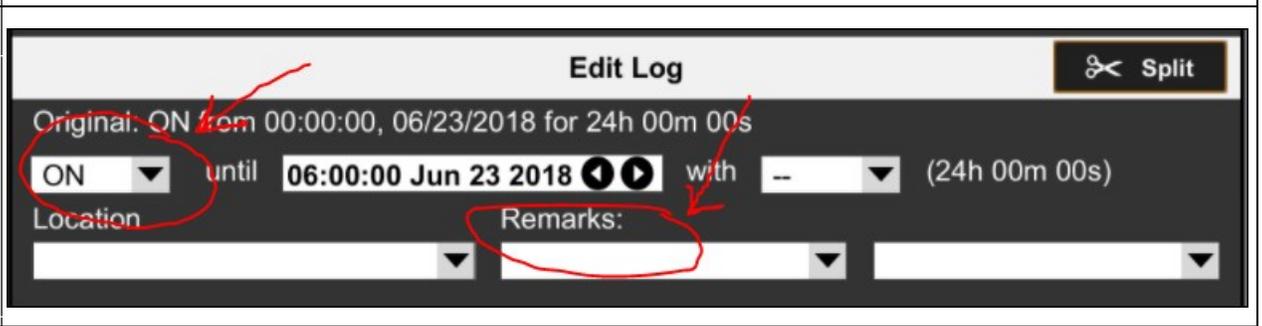
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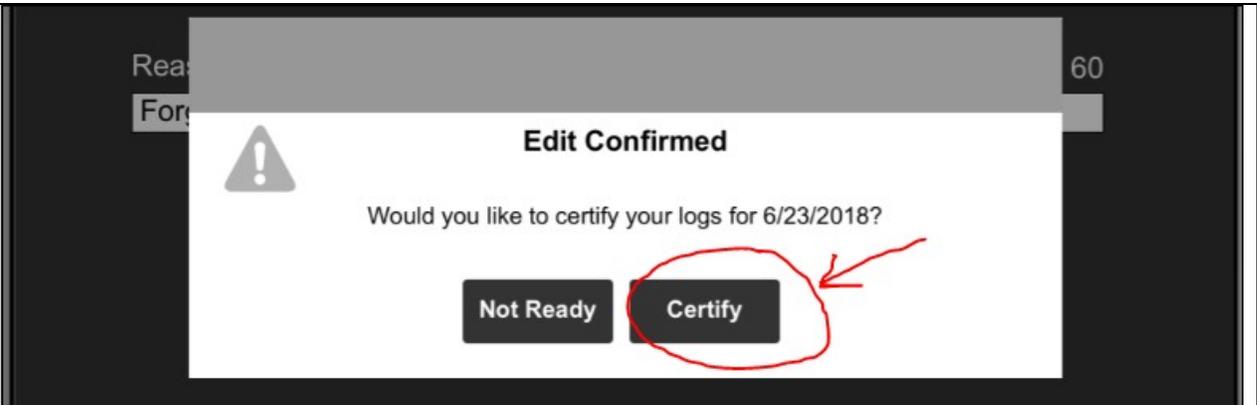
6. Edit is confirmed click [CERTIFY]	**Edit Confirmed** ⚠️ Would you like to certify your logs for 6/23/2018? [Not Ready] [Certify]
7. Review the log if correct click [AGREE] otherwise click [NOT READY] and repeat from step 1	**Certify Day** 6/23/2018 I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct. | Start	Status	Duration	Origin
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06:00:00	Off Duty	00h 05m 00s	Driver
12:00:00	On Duty	06h 00m 00s	Driver	 [Not Ready] [Agree]
8. To ensure FMCSA/DOT compliance return to the certify tab and verify 8 of 8 days are certified	Status Summary Clocks Graph Day Log 8-Days **Certify** Load Carriers 8/8 ✓ Certified 8 of 8 Days Certified ◀ 06/23/2018 ▶
9. Click summary tab to see available hours	Status **Summary** Clocks Graph Day Log 8-Days Certify Load Carriers Available 8-Hour Rest Break .... 7:25 11-Hour Driving .... 11:00 14-Hour On-Duty .... 11:25 70-Hour On-Duty 70:00