

# EDITING LOGS: OMNITRACS EDU

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RCV #99          05/24/10 07:59 PDT
HOS LOGS          MSG: 1 OF: 2
HOS APPROVE/EDIT LOGS
DRIVER: JDOE
AS OF DATE 05/23   TIME:03:12
PACIFIC DAYLIGHT TIME
START OF DOT DAY:  MIDNIGHT
MILES DRIVEN (DAY):  544
AVAILABLE DRIVING TIME:  03:00
DRIVING TIME (DAY):    08:00
ON DUTY TIME (DAY):    11:00
7 DAY TOTAL TIME:     42:00
    
```

READ-NEXT
READ-PREV
REPLY
CREATE MSG
SEND



```

---DUTY STATUS CHANGES---
DATE  FROM  DATE  FROM
05/22 19:23 1  05/21 06:04 2 S
      15:05 4  05/20 20:05 1
      12:31 3
      11:52 4
      06:10 2
*****
05/19 20:09 1
      17:03 4
      12:15 3
    
```

READ-NEXT
READ-PREV
REPLY
CREATE MSG
SEND

1. In this example, while viewing unapproved logs, you notice a system error. Press REPLY.

**NOTE:** Always use the REPLY button when approving or editing a log. Do not attempt to approve or edit logs by typing the message number.

2. Press N. Press Enter.
3. Type the date (**mm/dd**). Press Enter.
4. Type the time the status began as (**hh:mm**). Press Enter.
5. Type the time the status ended. Press Enter.
6. Type the duty status number (see right). Press Enter.
7. Type a comment to explain the change. Press Enter.
8. Repeat steps 3-7 as needed to correct other log errors.
9. When all edits are completed, press SEND.

**DUTY STATUS #**

1 = Off Duty

2 = Sleeper Berth

3 = Driving

4 = On duty, not driving

5 = Off duty, not driving

```

SND #88          05/24/10 07:59 PDT
HOS LOGS          MSG: 1 OF: 1
HOS APPROVE/EDIT LOGS
I APPROVE MY LOGS: N (Y/N)
IF NOT, EDIT LOGS AS FOLLOWS:
DATE  FROM  TO  DUTY STATUS
05/20 22:00 24:00 2 (1,2,3,4,5)
COMMENT: SLEEPING
05/21 00:00 06:00 2 (1,2,3,4,5)
COMMENT: SLEEPING
049229.7 MI ___/___/___:___:___
    
```

READ-NEXT
READ-PREV
REPLY
CREATE MSG
SEND

Completed Log Edit Macro Form

# EDITING LOGS: OMNITRACS DU

---DUTY STATUS CHANGES---			
DATE	FROM	DATE	FROM
05/22	19:23 1	05/21	06:04 2 S
	15:05 4	05/20	20:05 1
	12:31 1		20:02 4
	11:52 4		13:26 2
	06:10 2		12:32 3
	*****		04:29 4
05/19	20:09 1		04:20 1
	17:03 4		04:15 2
	12:15 3		03:02 4

1. In this example, while viewing unapproved logs, you notice a system error. Press REPLY.

**NOTE:** Always use the REPLY button when approving or editing a log. Do not attempt to approve or edit logs by typing the message number.

2. Press N. Press Enter.
3. Type the date as (mm/dd). Press Enter.
4. Type the time the status began as (hh:mm). Press Enter.
5. Type the time the status ended. Press Enter.
6. Type the duty status number (see right). Press Enter.
7. Type a comment to explain the change. Press Enter.
8. Repeat steps 3-7 as needed to correct all log information.
9. When all edits are completed, press SEND.

**DUTY STATUS #**

1 = Off Duty  
 2 = Sleeper Berth  
 3 = Driving  
 4 = On duty, not driving  
 5 = Off duty, not driving

RCV #99                      05/24/10 07:59 PDT  
 HOS LOGS                              MSG: 1 OF: 1  
 HOS APPROVE/EDIT LOGS  
 I APPROVE MY LOGS: N (Y/N)

IF NOT, EDIT LOGS AS FOLLOWS:  

DATE	FROM	TO	DUTY STATUS
<u>05/20</u>	<u>22:00</u>	<u>24:00</u>	<u>2</u> (1,2,3,4,5)
COMMENT: <u>SLEEPING</u>			

<u>05/21</u>	<u>00:00</u>	<u>06:00</u>	<u>2</u> (1,2,3,4,5)
COMMENT: <u>SLEEPING</u>			

049229.7 MI   /  /  :  :

Completed Log Edit Macro Form