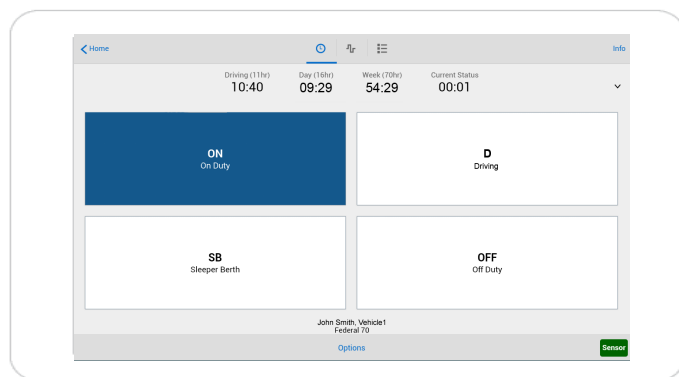


## About Telogis Hours of Service

**Telogis Hours of Service** is part of **Telogis Compliance** and can be accessed via **Telogis WorkPlan**. It allows you to monitor your compliance with federal Hours of Service (HOS) regulations.

## Changing your HOS status

You can manually change your HOS status by tapping on the appropriate status code on the **HOS status** screen:



Your status will change automatically based on the GPS movement detected by your device. E.g. if you are **On Duty** and your vehicle moves, you will automatically switch to **Driving**.

Depending on how your account is set up, you may also automatically switch to **On Duty** when you log in and to **Off Duty** when you log out.

When you change your status, you may be asked to complete or verify an HOS summary and/or to sign your HOS log.



## Checking your remaining allowance

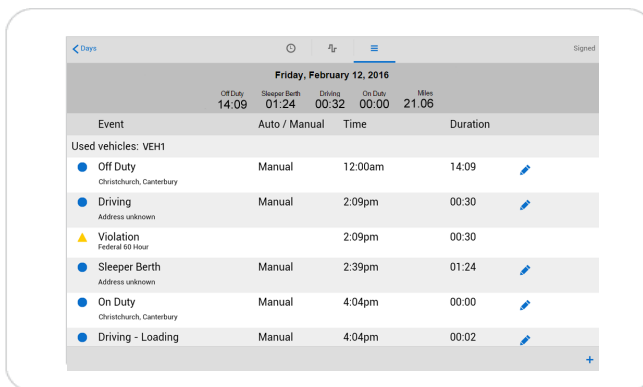
The HOS status clocks on the **HOS status** screen show your remaining driving and on-duty allowance:






Driving (11hr)	Day (16hr)	Week (70hr)	Current Status
05:40	09:29	54:29	00:01

In the example above, you would be allowed to drive for another 5:40 hours without taking a break. You would be allowed to be performing a mixture of on duty and driving tasks for another 9:29 hours. If you stayed on duty or kept driving for longer, you would violate one of the HOS regulations. For the entire week, or cycle, you would be allowed to spend 54:29 hours driving or on-duty.

## Viewing your daily log

1. Tap  to go to the **HOS event list** screen.
2. Tap the  icon next to the day you wish to view.
3. The daily event view opens:



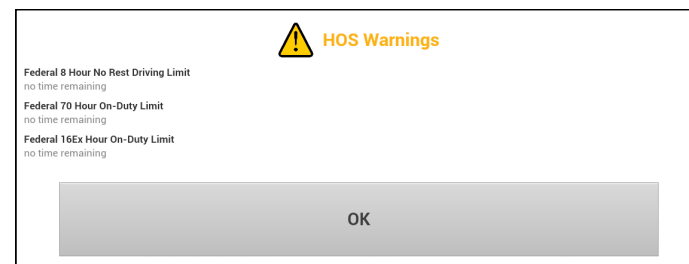
Friday, February 12, 2016				
Event	Auto / Manual	Time	Duration	
Off Duty	Manual	12:00am	14:09	
Driving	Manual	2:09pm	00:30	
Violation		2:09pm	00:30	
Sleeper Berth	Manual	2:39pm	01:24	
On Duty	Manual	4:04pm	00:00	
Driving - Loading	Manual	4:04pm	00:02	

The daily log displays:

- A summary of your time spent in each status
- A summary of your miles driven
- Each status change or violation event (if your account is configured accordingly, you may be able to edit the event)

## Receiving HOS warnings

If you violate one or more of the HOS regulations for the day or week/cycle you will receive an **HOS Warnings** dialog and the back-office will be informed:



## Important notes

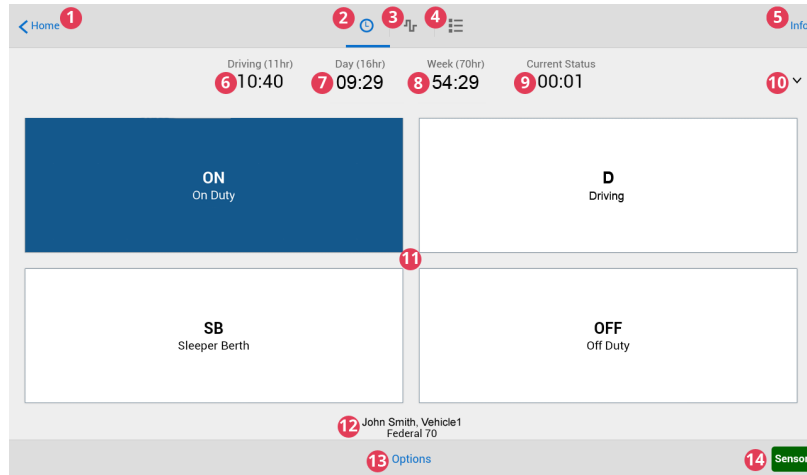
Per FMCSA 395.15, you must have the following in your possession at all times:

- Blank supply of log book(s)
- Instructions on how to operate **Telogis Hours of Service**

If **Telogis Workplan** fails, ensure that you take the following steps:

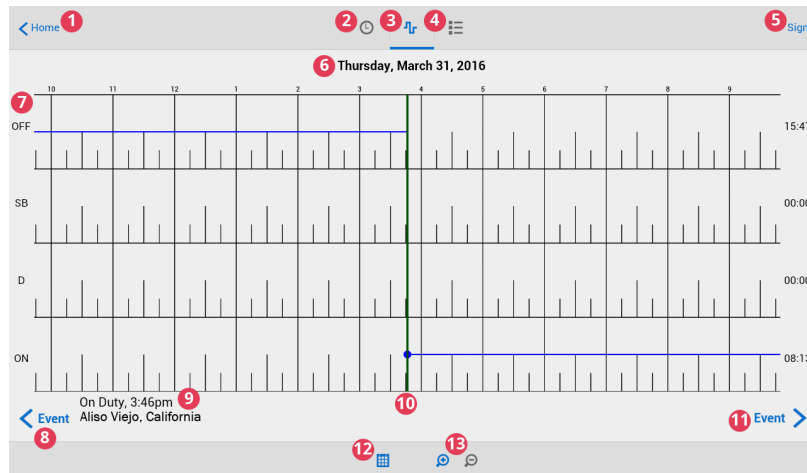
- Call your supervisor immediately
- Obtain a copy of the logs for the past 7 days
- Revert to paper logs until **Telogis Workplan** is restored

**Telogis HOS** supports the 100 air-mile exemption. For more information see the training material.



## HOS status screen

- Home** - Go back to the Telogis WorkPlan **Home** screen.
- HOS status screen** - Current screen.
- HOS graph screen**
- HOS event list screen**
- Info** - View inspector information.
- Driving** - The remaining driving time before you should stop driving to avoid violations.
- Day** - The remaining on-duty or driving time for the day.
- Week** - The remaining on-duty or driving time for the week/cycle.
- Current Status** - The amount of time spent in the current HOS status.
- More detail** - View more detail about the time spent on-duty or driving today and over the past 7 or 8 days, as well as the time remaining for tomorrow.
- HOS status** - Tap the appropriate button to indicate your current status.
- Details** - Driver name, vehicle name and the ruleset currently applied.
- Options** - Enable the 100 air-mile exemption, oilfield options, Personal Conveyance mode or Yard Move mode, or switch your ruleset.
- System status** - Green indicates no problem, red indicates a problem.



## HOS graph screen

- Home** - Go back to the Telogis WorkPlan **Home** screen.
- HOS status screen**
- HOS graph screen** - Current screen.
- HOS event list screen**
- Sign/Signed** - Displays the link **Sign** for you to sign the daily log. Displays **Signed** if the log has already been signed.
- Event date** - The date of the event displayed as the green line in the graph.
- HOS status** - The HOS statuses: Off Duty, Sleeper Berth, Driving and On Duty.
- Previous event** - Display the previous event.
- Event description** - Location, time and description of the event being displayed.
- Current event** - The currently selected event or time displayed as a green line.
- Next event** - Display the next event.
- Calendar** - Change the date shown in the graph.
- Zoom** - Zoom in or out on the graph to view a shorter or longer time period.