

**MiX ELD
Driver Guide**



This guide must accompany any MiX Telematics Electronic Logging Device (ELD).

LEGAL NOTICE AND DISCLAIMER

The legislation and rules concerning the installation and operation of GPS driver aids, which includes the MiX Hours of Service Electronic Logging Device (“MiX ELD”), vary between states and countries. You are required to familiarize yourself with the laws of the jurisdiction(s) in which the vehicle will be operated prior to installing and using the MiX ELD.

Applicable laws and regulations place the responsibility on the motor carrier to have electronic logging devices correctly installed. The MiX ELD therefore needs to be installed in a manner that complies with the law and will not cause accidents, property damage, personal injury, or death. The owner of the MiX ELD and the vehicle are responsible for observing safe driving practices. The MiX ELD should be used strictly in compliance with this driver guide.

MIX TELEMATICS DISCLAIMS, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL LIABILITY WHATSOEVER AND HOWSOEVER ARISING AND SHALL NOT BE LIABLE FOR ANY DAMAGES, LOSSES, COSTS OR EXPENSES, WHETHER DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL, ARISING OUT OF ANY ACCIDENT, INJURY OR DEATH OR RELATED TO IMPROPER OR UNLAWFUL USE OF THIS USER MANUAL OR THE MIX ELD.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, MIX TELEMATICS MAKES NO AND EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES (EXCEPT TO THE EXTENT THEY MAY NOT LAWFULLY BE DISCLAIMED), INCLUDING, WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THIS LEGAL NOTICE IS IN ADDITION TO, AND NOT IN SUBSTITUTION FOR, THE WARRANTY DISCLAIMERS AND LIMITATION OF LIABILITY CLAUSE CONTAINED IN MIX TELEMATICS' STANDARD TERMS AND CONDITIONS.

The material in this driver guide is for informational purposes only. The driver guide and the MiX ELD are made available on an “as is” basis. As MiX Telematics is continuously improving and developing its products, MiX Telematics may make changes to the MiX ELD at any time, without prior notice, which may not be reflected in this driver guide. Please contact your nearest MiX Telematics regional sales office if you require any further assistance.

Copyright © 2021 MiX Telematics International (Pty) Ltd. All rights reserved. No part of this driver guide may be reproduced, distributed, or transmitted in any form or by any means without the express written permission of MiX Telematics International (Pty) Ltd.

MiX Telematics is a trademark of MiX Telematics Limited. All rights reserved.

Description: DRIVER GUIDE, MIX TELEMATICS INTERNATIONAL (PTY) LTD.

Table of Contents

1.	Introduction	6
2.	HOS Overview	6
3.	ELD Power Up	9
4.	Log in	10
5.	Home Screen	12
5.1	Indicators on the home screen.....	13
6.	Settings.....	14
6.1	Setting the Audio Volume.....	14
6.2	Setting the Display Brightness	14
7.	Accessing the Hours of Service screen	15
8.	Basic Hours of Service functionality.....	16
8.1	View Available Hours	16
8.2	Setting the Active Driver.....	17
8.3	Changing Drivers	19
8.4	View HOS log.....	21
8.5	Changing your duty status	23
9.	Change operating zone or cycle	25
9.1	Select operating zone / cycle when logging in	25
9.2	Change operating zone / cycle.....	27
	Cannot change your rule set?.....	29
10.	Exempt Drivers	30
11.	Special Driving Conditions	32
11.1	Authorized Personal Use of CMV	32
11.2	Changing status to Yard Moves.....	35
11.3	Forgot to set status to Off-Duty at end of shift	37
11.4	Off-duty deferral.....	37
11.4.1	From the available hours screen:	37
11.4.2	From the Input Data screen:.....	41
	Why am I not able to defer off-duty time?	44
	A driver must apply the following work shift limits in off-duty deferral situations:	45
	How often can you apply the off-duty time deferral?	45
	If you do not use the off duty you deferred on day 1, you will be required to edit your day 1 logs on day 2:.....	46
12.	Exemptions	49
12.1	Adverse driving conditions.....	49
12.2	Emergency driving.....	51
13.	Entering required ELD information	54
13.1	Shipping document ID	54
13.2	Trailer ID (hook and drop)	56
13.3	Change rule set (operating or cycle change).....	58
14.	ELD Summary Screen	59
14.1	Claiming unidentified driving time	60
14.1.1	From the ELD summary screen.....	60
14.1.2	Quick claiming unidentified hours.....	62
14.2	Unassigning unidentified hours.....	64
14.3	Rejecting unidentified hours	65
14.4	Log Editing.....	67
14.4.1	Add a duty status.....	68
	Adding Authorized Personal Use of CMV to the driver log.....	70
	Adding Yard Moves to the driver log.....	71
14.4.2	Edit a duty status.....	73
14.4.3	Delete a duty status.....	74
14.4.4	View annotations	76
14.4.5	Add a cycle change/ rule set change event.....	77
14.4.6	Edit / remove a cycle change/ rule set change event	79
14.4.7	Adding an off-duty deferral event	81
14.4.8	Editing or removing an off-duty deferral event.....	83
14.4.9	Assigning a historical driving period to a co-driver	86
15.	Swap driving time when team driving.....	89
16.	Pending Edits.....	92

- 17. Log Certification 94
- 18. Sending the logs to email 97
- 19. Inspections..... 98
 - 19.1 Roadside Inspections 98
 - 19.1.1 Docking and Undocking the MiX ELD for roadside inspections 103
 - 19.2 Log inspection events from the Inspections tab 104
 - 19.3 View and edit logged inspections 105
- 20. Data diagnostics and Malfunctions 107
 - 20.1 Malfunction code 107
 - 20.2 Data Diagnostic Events 108
- 21. Log out..... 109
- 22. ELD Timeclock..... 110
 - 22.1 Certify logs using Timeclock mode 112
- 23. Timeclock Kiosk 114
 - 23.1 Log into the Timeclock 114
 - 23.2 Change operating zone / cycle 114
 - Cannot change your rule set? 116
 - 23.3 Change duty status..... 116
 - 23.4 Driver certification of RODS..... 117
 - 23.5 Off-duty deferral..... 118

1. Introduction

The MiX Telematics Electronic Logging Device (ELD), when used with the MiX Fleet Manager software, complies with the Federal Motor Carrier Safety Administration (FMCSA) and Canadian Council of Motor Transport Administrators (CCMTA) specifications for acceptance of electronic logging devices.

The MiX Telematics ELD is designed for ease of use to assist the driver in meeting FMCSA and CCMTA, henceforth known as the “Transport body’s” fatigue management regulations. It is a driver’s responsibility to ensure the MiX ELD is used in a legally compliant manner.

The MiX Telematics ELD consists of an in-cab display, an onboard computer, and the MiX Fleet Manager software. The in-cab display and onboard computer connect to the vehicle Engine Control Module, ECM, to automatically measure vehicle motion, distance travelled, vehicle position (via GPS), etc. This information, along with manual input from the driver, is used to create the driver’s record of duty status and to calculate the drivers available driving and work hours. On demand, the in-cab display unit can produce the Hours of Service summary information needed to review compliance during inspection procedures.

NOTE: the MiX ELD in-cab display is a multi-function device i.e., there are other fleet and driver management features available in addition to managing Hours of Service. This driver guide only covers ELD and relevant Hours of Services features.

The information from the onboard equipment is transmitted via cellular data networks to the MiX Fleet Management software. MiX Fleet Manager provides supervisors with real-time access, assuming communication connectivity, to Hours of Service information from their drivers and vehicles. The functions and information within the MiX Fleet Management software allows the supervisor to review, manage and report on driver fatigue management compliance.

2. HOS Overview

HOS Regulations are issued by FMCSA (US) and CCMTA (Canada) and govern the working hours of drivers operating commercial motor vehicles. These regulations are developed and enforced by the Federal Motor Carrier Safety Administration, which is a part of the United States Department of Transportation. The CCMTA is an incorporated body that coordinates matters dealing with the administration, regulation and control of motor vehicle transportation and highway safety. Membership includes representation from provincial and territorial governments as well as the federal government of Canada.

Who must comply?

Hours-of-service regulations apply to commercial motor vehicles (trucks or tractor-trailers) that:

- Weigh (including any load) 10,001 pounds (4,536 kg) or more, or
- Have a gross vehicle weight rating or gross combination weight rating of 10,001 pounds (4,536 kg) or more, or
- Are transporting hazardous materials in a quantity requiring placards.

On-Duty Time

On-duty time with regards to a commercial motor vehicle is defined as all the time spent working for the motor carrier and includes:

- All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless you have been relieved from duty by the motor carrier;
- All time inspecting, servicing, or conditioning any truck, including fueling it and washing it at any time;
- All driving time, as defined in the term *driving time*;
- All other time in or on a commercial motor vehicle other than: (i) Time spent resting in or on a parked vehicle, except as otherwise provided in the regulations; (ii) Time spent resting in a sleeper-berth; (iii) Up to 2 hours riding in the passenger seat of a property-carrying vehicle moving on the highway immediately before or after a period of at least 8 consecutive hours in the sleeper-berth. All time loading, unloading, supervising, or attending your truck; or handling paperwork for shipments;
- All time taking care of your truck when it is broken down;
- All time spent providing a breath, saliva, or urine sample for drug/alcohol testing, including travel to and from the collection site;
- All time spent doing any other work for a motor carrier, including giving or receiving training and driving a company car; and
- All time spent doing paid work for anyone who is not a motor carrier, such as a part time job at a local restaurant.

Driving Time

All time spent at the driving controls of a Commercial Motor Vehicle.

Off-Duty Time

Off-duty time is when a driver is relieved of all duties and responsibilities at work.

Sleeper Berth

Time spent in a berth conforming to the requirements of FMCSA and CCMTA regulations. The Split-Sleeper Berth Exception means the driver can split the number of hours of daily off duty time into sleeper berth periods. The rule applies to drivers of property carrying CMVs equipped with a compliant sleeper berth.

Oilfield Exemption

Specially trained drivers of vehicles specially designed to serve oil wells do not have to include waiting time in their on-duty time.

Cycle

A Cycle is the number of hours and days that make up a driver's weekly aggregate on-duty limit e.g. A 60/70-hour limit based on 7- or 8-day period depending on the rule set applied to a driver. In Canada, drivers can switch between operating cycles (7-day, 14-day, and oil field permits) provided they meet a minimum set of requirements.

Shift

A shift is the period of time that a driver is performing any work activities for a motor carrier that starts after a mandatory rest period when the driver goes on duty and ends when the driver stops for an extended (specified) period of rest, also known as off-duty time.

Daily limit

Daily limits are applicable to the Canadian ELD mandate only and only drivers that are making use of a Canada South rule set. Note that a shift is not the same as a daily limit and drivers in Canada South must comply with both the work shift limits and the daily limits. A day is any 24-hour working period as designated by the motor carrier. Drivers must comply with the daily driving limit (which cannot be more than 13 hours) as well as the daily on-duty limit.

Adverse Driving Conditions

Adverse driving conditions are unexpected driving conditions which were not known or could not have been reasonably predicted before the start of driving. These conditions include snow, sleet, fog, traffic, or shut-down due to an accident. **Rush hour and lack of planning do not count as adverse driving conditions.**

Emergency Driving Exception

The emergency exception can extend driving or on-duty limits. This applies only if further driving is necessary to reach a destination that provides safety for the vehicle's occupants or security for a vehicle's commercial load and can be declared by the transport body or the state.

Off-duty deferral

A driver making use of a **Canada South rule set** can defer off-duty time to the next day, should they meet the minimum requirements.

Exempt Drivers

Drivers who use the timecard exception are not required to keep records of duty status (RODS) or use ELDs. These drivers include drivers who use paper RODS for not more than 8 days out of every 30-day period; drivers of vehicles manufactured before the model year 2000 (as reflected on the vehicle registration); drivers who are required to keep RODS not more than 8 days within any 30-day period; drivers who conduct drive-away-tow-away operations.

3. ELD Power Up

The driver is required to initiate the power-up of the MiX ELD by turning the key to the vehicle battery-on position.

When switched on the MiX ELD will display the following screen, called the [Home](#) screen.




⚠ Important note: The MiX ELD needs to be powered up approximately one minute before the vehicle engine is powered up. This is required for the MiX ELD to record the engine power-up event, which is required ELD information for the driver log. This typically applies to the first vehicle power-up of the day, as the ELD stays active for several hours after vehicle ignition is turned off. The MiX ELD will be ready to use when the screen above is shown.

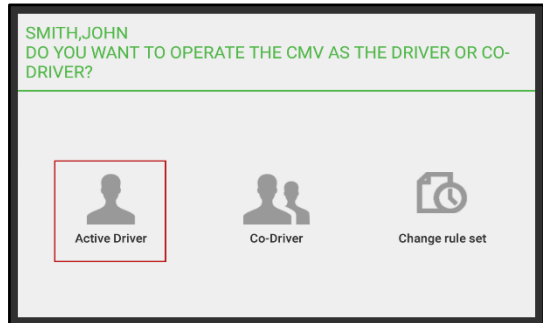
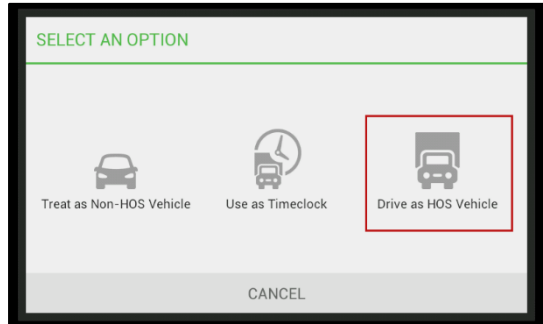
Failure to follow the power-up procedure will result in an engine power diagnostic event being added to the driver's log and driving not being recorded.

It is very important never to switch off your MiX ELD device using the red button at the top. The proper way of shutting down your device is by turning off the vehicle ignition. The MiX ELD will then save and sync all the information properly and power-down according to the configured settings (which can be amended in MiX Fleet Manager.) USING THE RED BUTTON TO SHUT DOWN CAN SEVERELY DAMAGE THE DEVICE.

4. Log in

1. Insert the red HOS driver plug into the dash-mounted plug reader.
2. Tap the relevant option:
 - Drive as HOS Vehicle.
 - Use as Timeclock (if enabled)
 - Non-HOS mode (if enabled – typically applies to vehicles weighing less than the HOS weight limit when the trailer is unhooked).
3. Wait for the HOS synchronization to complete.
4. Choose how you want to be added

 **Please note: if you want to perform a cycle change, it is important to change the rule set before going on duty as the active driver to ensure you comply with the off-duty requirements of your newly selected cycle.**



- **Active Driver**

The active driver is the person who intends to drive the vehicle. *All the information about the trip (e.g., duration, driving time, events) will be associated with the active driver.* When you log in as an active driver, you will automatically be in the On Duty (Not Driving) state.

- **Co-Driver**

The co-driver is the driver who is intending to drive next or later in the shift. *No information about the trip is logged for the co-driver but the status is usually On Duty (Not Driving) unless they are in the sleeper berth while the active HOS driver is driving.*

- **Change rule set**

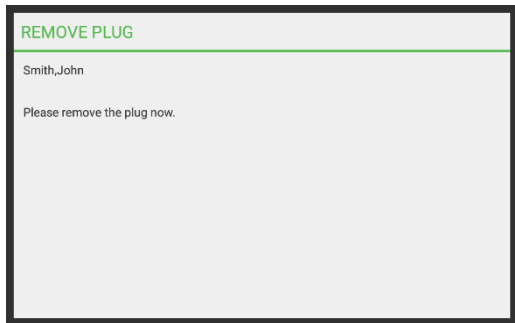
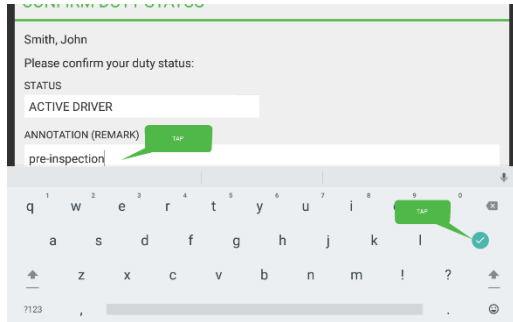
If your administrator has enabled your ELD to make use of multiple rule sets (to switch between operating zones or cycles) you can tap this button to select the rule set that you will be operating in. Read more about this feature in the section on [switching between operating zones and changing cycles](#).

- If you have tapped Active Driver, confirm your duty status, and enter an optional annotation (remark) if required. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing:

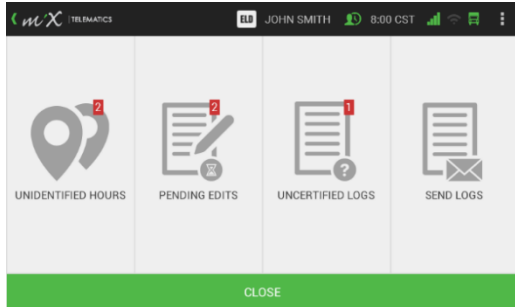


- Tap Save.

- Remove the red driver plug only when prompted.

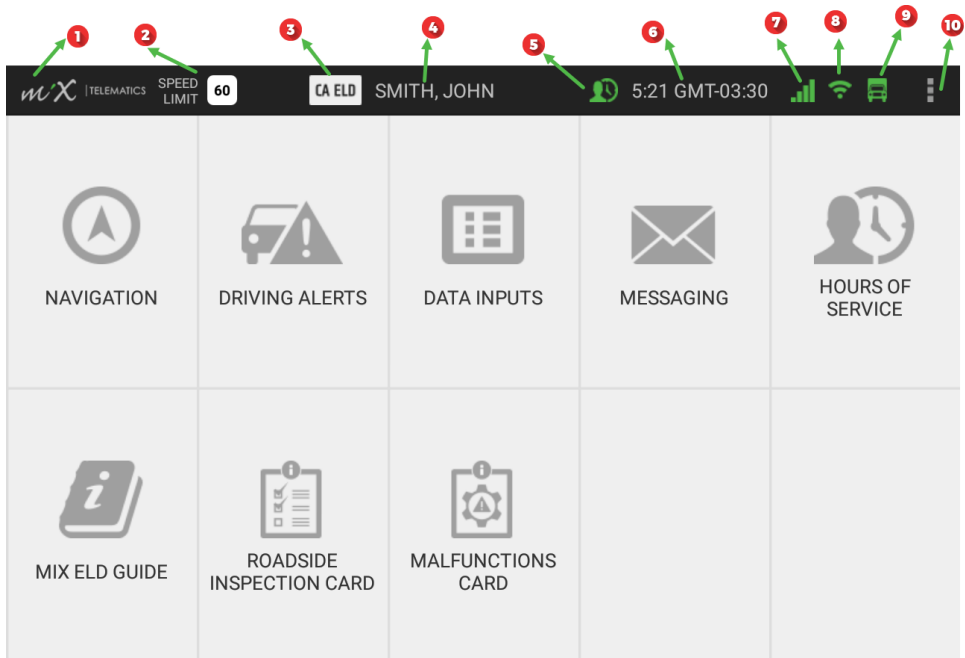


- After logging in and out of the MiX ELD, the ELD summary screen will be displayed showing a quick status overview of the ELD-compliance actions. See the [ELD summary screen](#) section for more details.
- Tap Close to access the [Home screen](#).



NOTE: The driver HOS log is synced with the MiX Fleet Manager system when logging in or out.

5. Home Screen



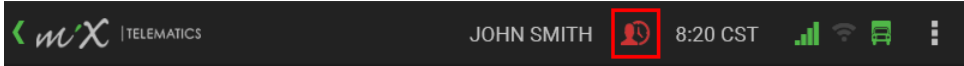
The default landing screen is called the **Home screen** and contains the following:

1. Tapping the MiX Telematics logo will navigate back to the previous screen.
2. The speed limit only displays if Sygic navigation has been enabled.
3. Shows the active ELD monitoring mode according to the selected rule set, e.g., US / Canada for the current active driver or for the previous active driver if no driver is active.
4. Name of the active driver.
5. Driver icon – Shows [data diagnostics error](#) when red.
6. Time and Time Zone.
7. GSM signal indicator.
8. Bluetooth indicator.
9. Truck icon – shows [ELD malfunctions](#) when red.
10. Open the menu to access the ELD device's [settings](#).

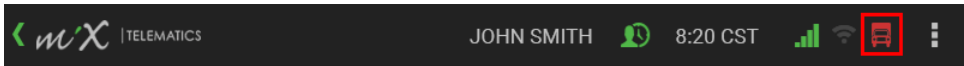
The menu items of all the available and enabled features, e.g., Navigation, Driving Alerts, Hours of Service, Data Inputs, etc. are also displayed here on the home screen. Tap these blocks to open the feature.

5.1 Indicators on the home screen

- When the driver icon in the top banner changes from green to red, it indicates a data diagnostics error.



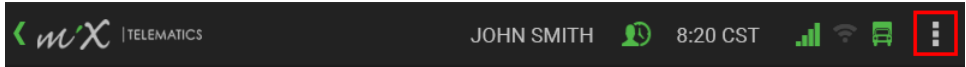
- When the truck icon in the top banner changes from green to red, it indicates an ELD malfunction.



 **NOTE:** When you see an ELD malfunction indicator, immediately revert to using paper logs. For more information, view the [Diagnostics and Malfunctions](#) section at the end of this guide.

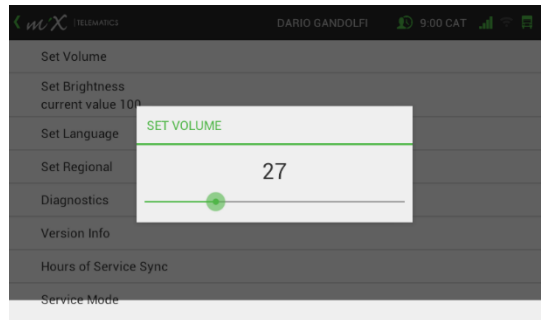
6. Settings

Tap the three white dots in the top right-hand corner on the banner of the home screen.



6.1 Setting the Audio Volume

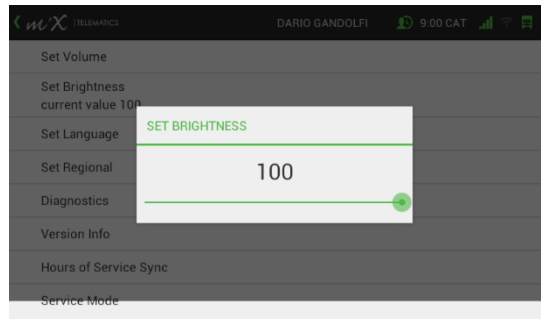
1. Tap Settings.
2. Tap Set Volume.
3. To increase the volume, swipe to the right along the bar.
4. To decrease the volume, swipe to the left along the bar.
5. Tap the MiX Telematics logo to go back.



Audio alerts from the in-cab device are automatically muted when drivers set themselves to the sleeper status. The device will automatically unmute when the vehicle is in a moving state, which is 5mph, according to the ELD threshold.

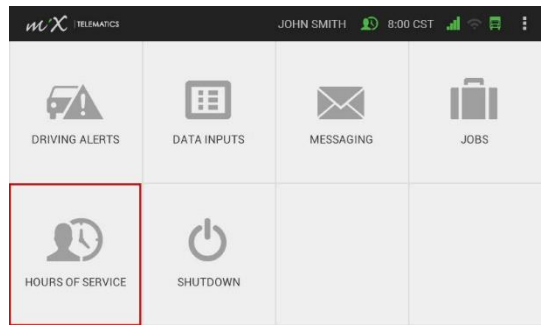
6.2 Setting the Display Brightness

1. Tap Settings.
2. Tap Set Brightness.
3. To increase the display brightness, swipe to the right along the bar.
4. To decrease the display brightness, swipe to the left along the bar.
5. Tap the MiX Telematics logo to go back.



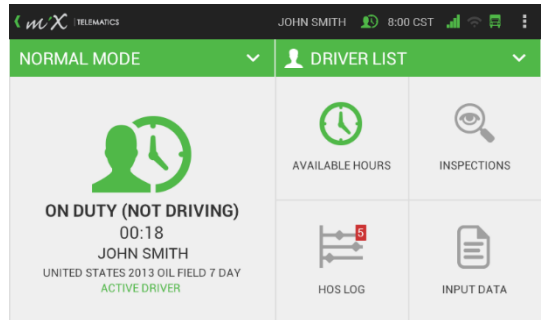
7. Accessing the Hours of Service screen

1. Tap the Hours of Service menu item on your home screen. Please contact your system administrator to enable this option if it is not available.



2. The HOS home screen is where you can change your duty status; view your available hours and your HOS log; input required data and perform inspections. If more than one driver is logged into the MiX ELD or if you are logged into the MiX ELD but have not set yourself to the active driver, you will see the driver list dropdown.

This is also the default screen that will display when you start driving (after 10 seconds).

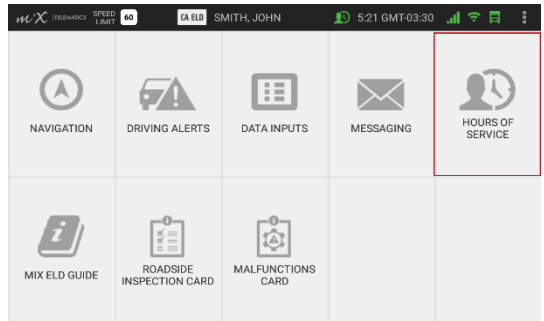


8. Basic Hours of Service functionality

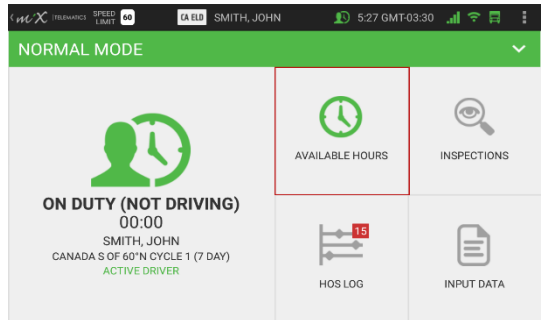
8.1 View Available Hours

You can view the available hours for your cycle, shift or day depending on the relevant rule set you are operating in on the HOS overview screen.

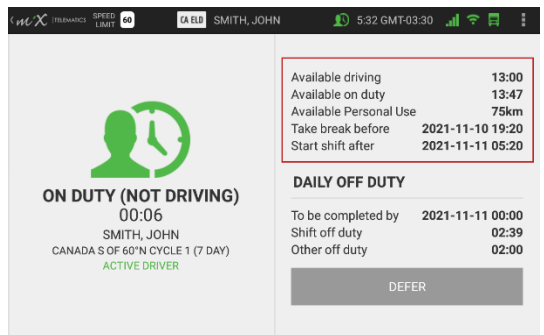
1. Tap the Hours of Service icon on the Home screen.



2. Tap Available Hours.

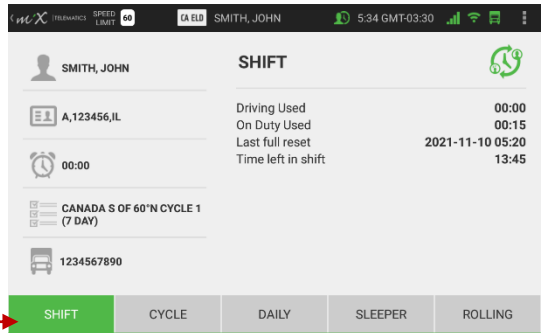


3. You will see a summary of your available driving time, when you must take a break and how much time you have left for personal use of the vehicle, etc. This information all depends on the rule set that you have selected.



4. To view a detailed breakdown of the time left in your cycle, shift and/or day, etc. tap on the summary of the available hours shown on the screen on the left.

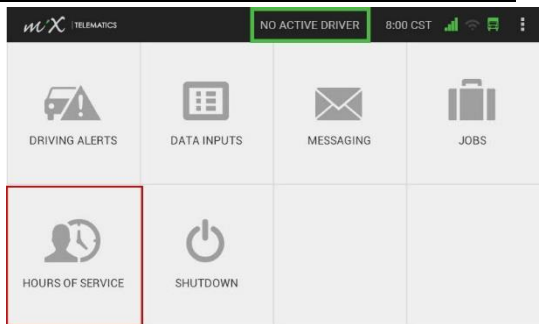
- On this screen you can view the driving used in this shift, the on duty used, when a last full reset took place and how much time is left in your shift. Again, only the information relevant to the selected rule set will be displayed on this screen.
- You can toggle between shift, cycle, daily, sleeper and rolling by selecting and tapping these tabs at the bottom.



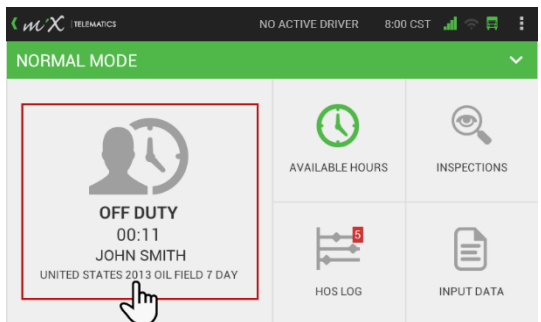
You will only see the daily tab when you have selected a Canada South rule set. When making use of an oil field enabled rule set, cycles are not relevant and will not be shown. The Defer button on the screen above will only be available if you are allowed to defer off duty time (i.e., when making use of a Canada South rule set **and** when you meet the minimum requirements as described in the [section on deferring off-duty time](#) below.

8.2 Setting the Active Driver

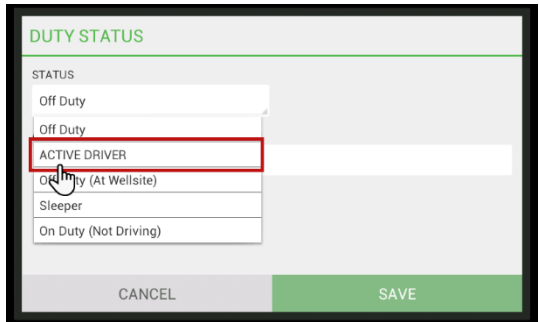
- Tap the Hours of Service menu item on the home screen.



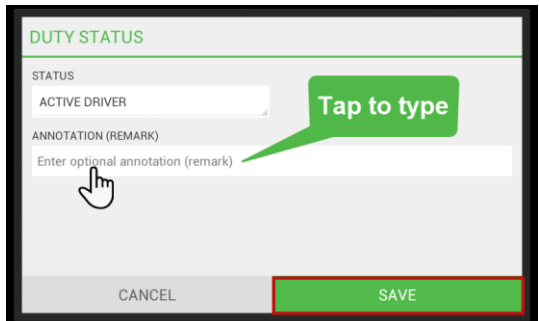
- If only one driver has logged into the MiX ELD with the red driver plug, tap the driver icon on the Hours of Service screen.



3. Select Active Diver from the list of duty statuses.

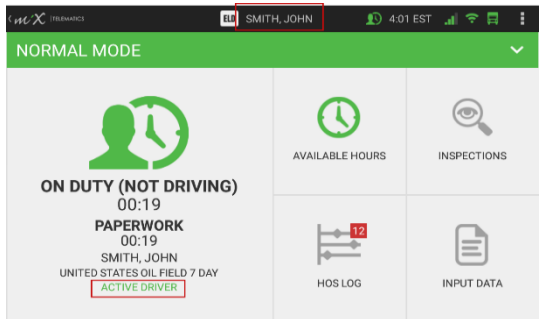


4. Enter an optional annotation (remark)
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing:

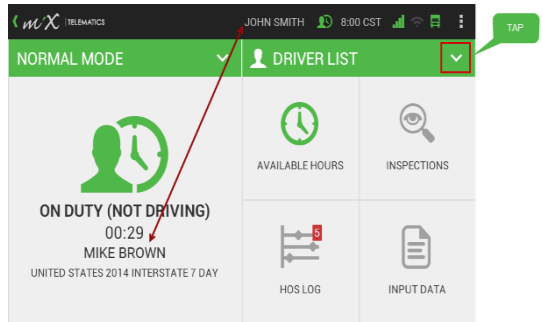


5. Tap Save.

6. The name of the active driver will now be displayed in the top bar.



- When multiple drivers have logged into the MiX ELD, you can tap the Driver List dropdown and select a new driver from the list. Remember to change the duty status of the newly selected driver to "Active Driver" as described in the steps above. This allows drivers and co-drivers to easily swap when a new driving shift starts.



In the example on the screen above, Mike Brown has been selected from the driver list but not set as the active driver and therefore John Smith is still displayed in the top banner, but Mike Brown can now view his available hours and driver logs, etc.

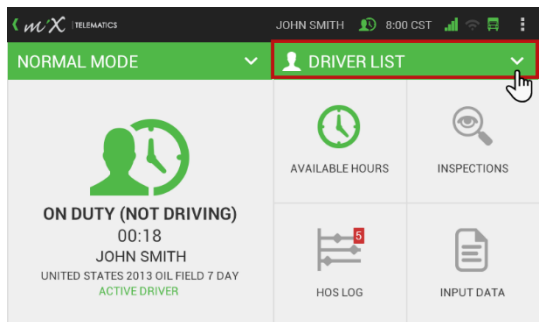
8.3 Changing Drivers

More than one driver can be logged into a vehicle simultaneously. When you set yourself to the **active driver**, it means that all the trip information will be logged against your name as you are the person currently driving. There can also be more than one co-driver logged into a vehicle at the same time. *The co-driver is another HOS driver who is riding in a DOT regulated vehicle and their status is usually On Duty (Not Driving) unless they are in the sleeper berth while the other HOS driver is driving.*

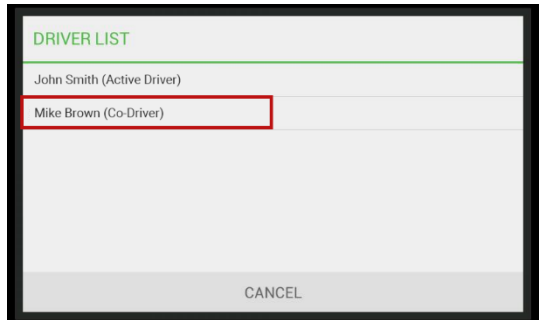
(Tap [Hours of Service](#) on the home screen to access the HOS overview screen.)

- Tap Driver List.

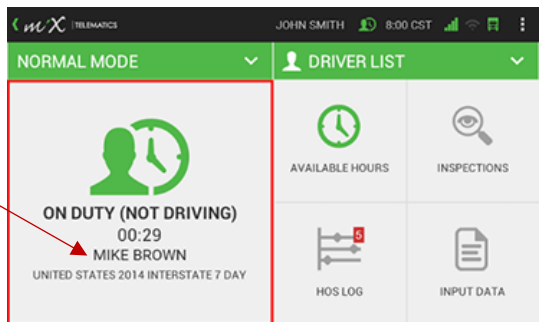
NOTE: This dropdown is only available if two or more drivers have [logged in](#) using the red driver plugs.




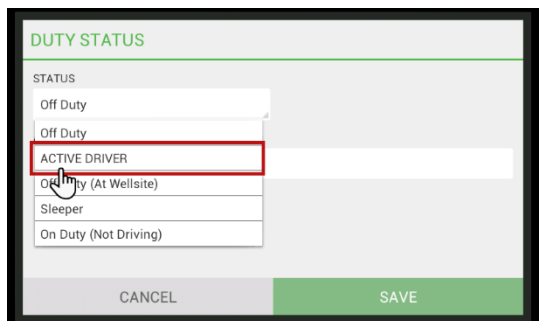
2. Select a new driver from the driver list by tapping the relevant driver name.



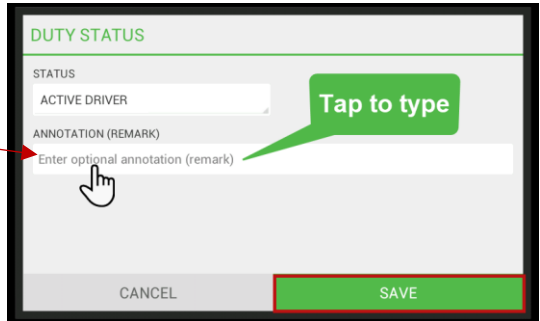
3. Confirm the correct driver has been selected.



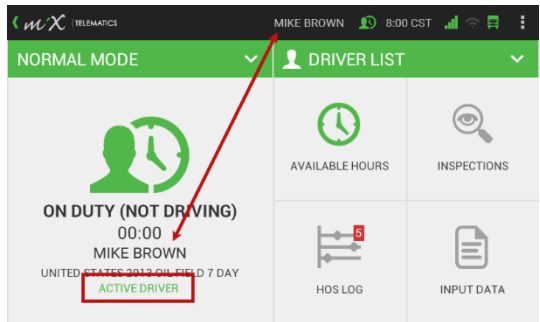
4. If you want to change the status of the selected driver to that of the active driver, tap the driver icon shown above () and select Active Driver from the dropdown list.



- Enter an optional annotation (remark). Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

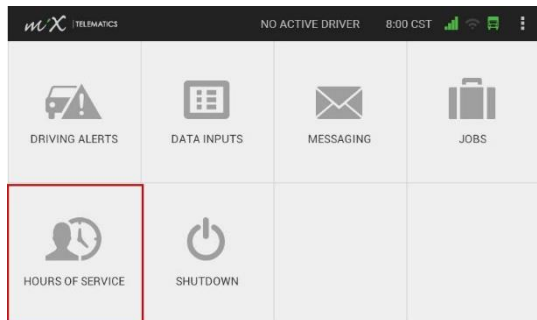


- Tap Save.
- The Active Driver has been changed and the name of the new driver is now displayed in the top bar.

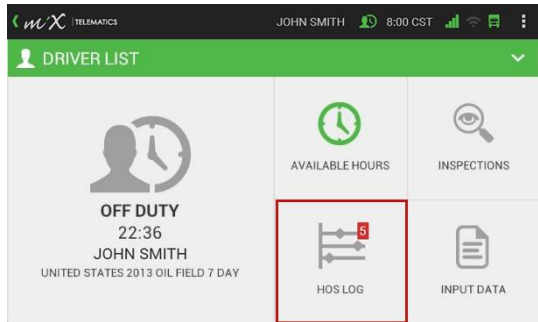


8.4 View HOS log

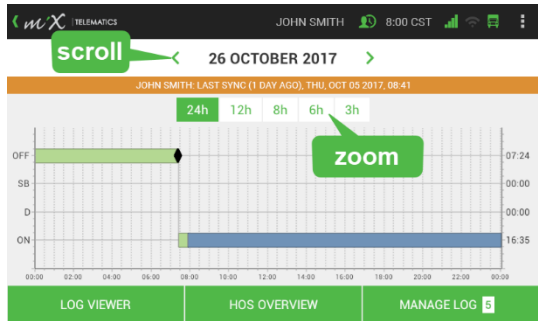
- Tap the Hours of Service icon.



2. Tap HOS Log.



3. Tap the left and right arrows to go back and forth between days.



4. View status changes and the time spent during various duty statuses. (See below for an illustration of the various status depictions.)

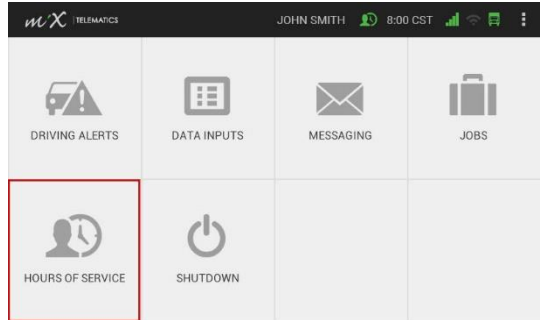
5. Zoom in and out using the hours icons at the top.

Status colour depictions

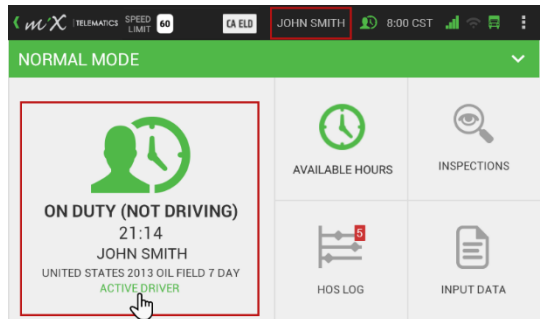
- Recorded by OBC
- Entered on OBC
- HOS Timeclock
- Edited
- Assumed
- Pending removal
- Pending addition
- PC mode
- Yard move
- Log in
- Log out

8.5 Changing your duty status

1. Tap the Hours of Service menu item on the home screen.

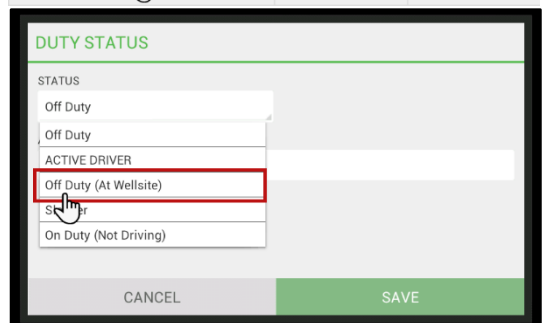


2. Tap the driver icon on the HOS overview screen. (Make sure the active driver displayed in the top banner is correct.)

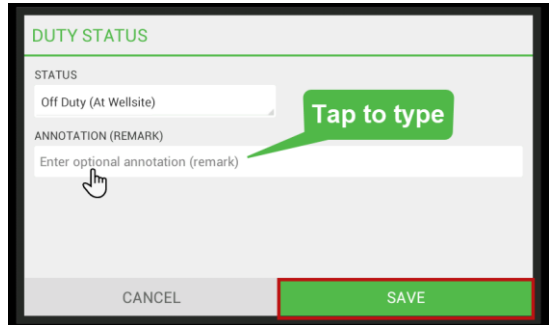


3. Select an applicable HOS duty status.

NOTE: The available HOS duty status options may vary as per your ruleset.

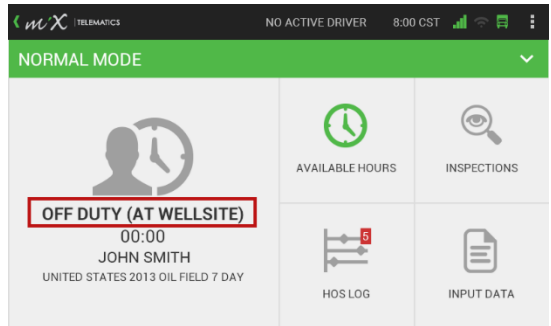


- Enter an optional annotation (remark). Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- Tap Save.

- The duty status has now been changed and will be displayed below the driver icon on the HOS home screen.




When you start driving, and you have been set as the Active Driver **and** your duty status has been set to On Duty (Not Driving), it will automatically change to *On Duty Driving* as soon as you go faster than 5 miles per hour.

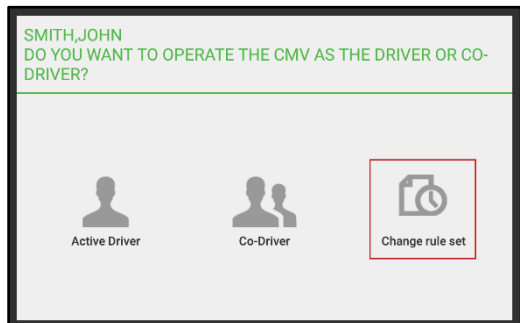
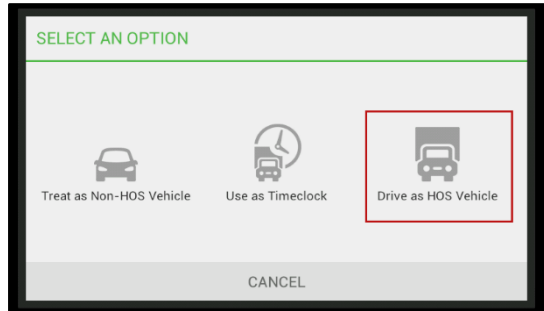
9. Change operating zone or cycle

An admin user in MiX Fleet Manager will choose the rule sets that are available on your MiX ELD. If you are allowed to make use of multiple rule sets to switch your operating zone or your cycle you can do it when logging in using your red plug. It is a good idea to select the operating zone or new cycle that you are going to be working in *before* you log in as the active driver to ensure you comply with the off-duty requirements. You can also change your operating zone (or cycle) when you are the active driver, when you want to cross the border for instance, by editing it under input data as described further below.

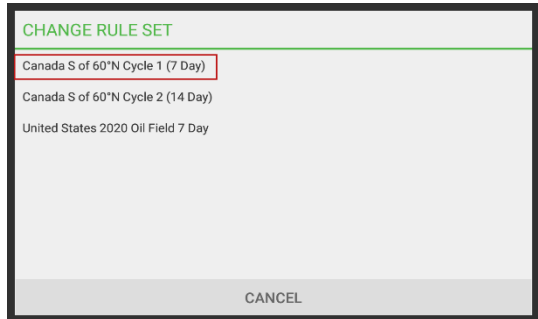
9.1 Select operating zone / cycle when logging in

1. Insert the red HOS driver plug into the dash-mounted plug reader.
2. Tap the relevant option:
 - Drive as HOS Vehicle.
 - Use as Timeclock (if enabled)
 - Non-HOS mode (if enabled – typically applies to vehicles weighing less than the HOS weight limit when the trailer is unhooked).
3. Wait for the HOS synchronization to complete.
4. Tap Change rule set.

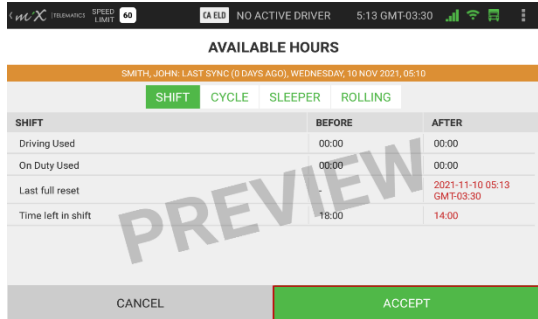
 **Please note: if you want to do a cycle switch, it is important to change the rule set *before* going on duty as the active driver to ensure you comply with the off-duty requirements of your newly selected cycle.**



- Tap a rule set from the list that has been enabled by the fleet administrator for your MiX ELD.



- You will see a preview of the driving used before and after the cycle change, the on duty used before and after, the time since the last full reset and the time left in your shift before and after the change.
- Tap accept to continue or cancel to stay on the currently selected cycle.

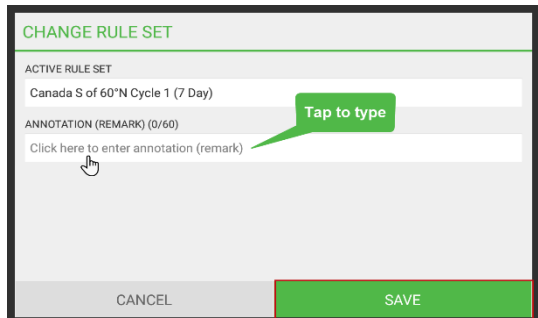


- If you tapped accept you must now enter a mandatory annotation with a minimum of 4 characters and maximum of 60 characters.

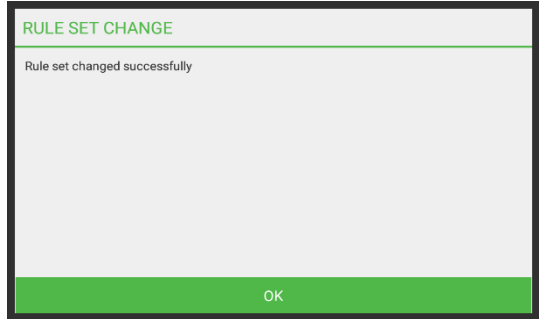
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- Tap Save.



10. Tap OK to confirm the rule set change.



9.2 Change operating zone / cycle

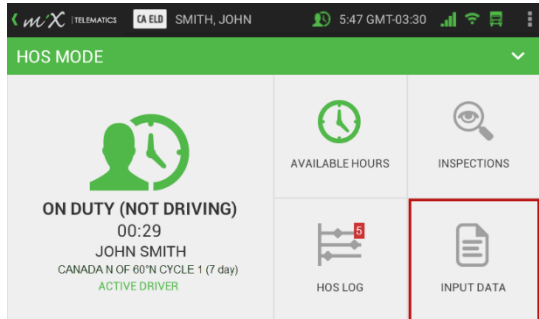
If you want to change your operating zone from US to Canada or vice versa, or if you want to change from a Canada North to Canada South (or vice versa) or change your cycle from a 7 day to 14 day or oil field, etc. you can do this by going to the input data screen.

1. Tap the Input Data icon on the HOS overview screen.

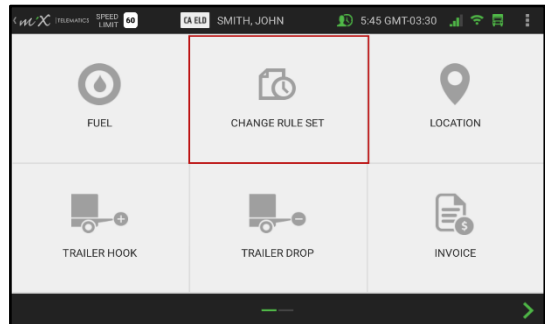


You can get to the HOS overview screen by tapping Hours of Service on the Home screen.

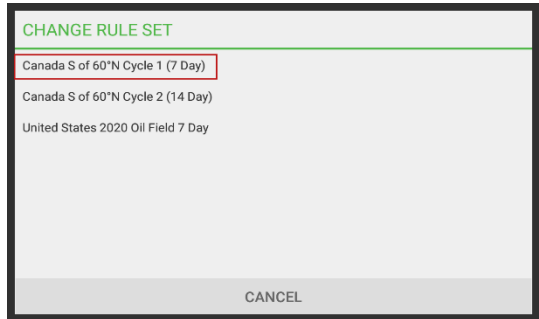
Please note that your status must be set to Active Driver to enter input data.



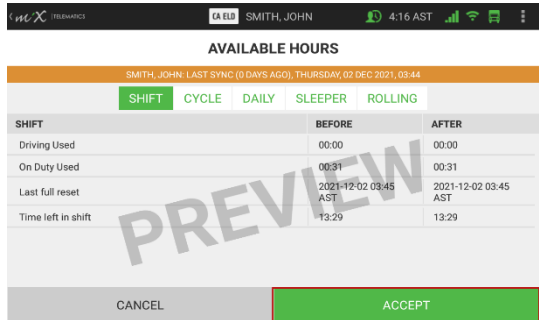
2. Tap Change rule set.



- Tap a rule set from the list that has been enabled by the fleet administrator for your MiX ELD.



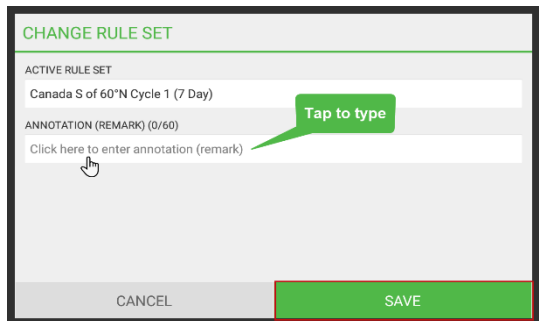
- You will see a preview of the driving used before and after the cycle change, the on duty used before and after, the time since the last full reset and the time left in your shift before and after the change.
- Tap accept to continue or cancel to stay on the currently selected cycle.



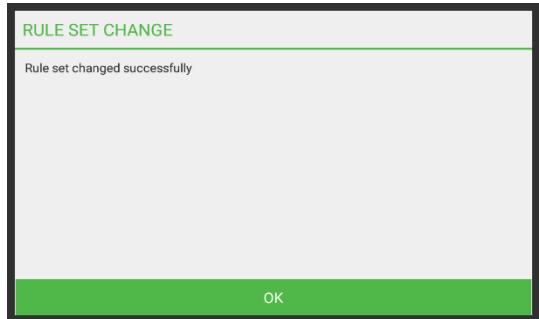
- If you tapped accept you must now enter a mandatory annotation with a minimum of 4 characters and maximum of 60 characters.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- Tap Save.



8. Tap OK to confirm the rule set change.



Cannot change your rule set?

It is important to remember that you need to meet certain legislative off-duty requirements before switching between cycles. (*Operating zone changes do not require any off-duty.*)

If the MiX ELD does not allow you to switch between cycles, make sure that you adhere to the following off-duty requirements:

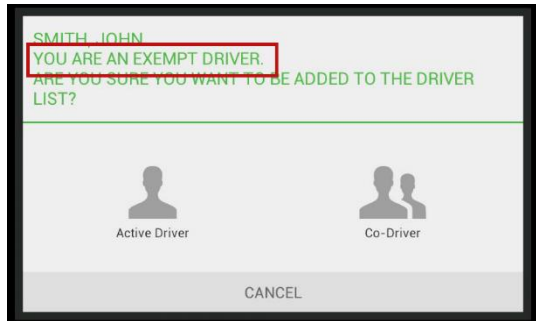
- Changing from 14-day rule set to 7-day requires 72 hours continuous off duty.
- Changing 7 day to 14 day requires 36 hours continues off duty.
- Changing from an Oil field to 7 or 14 day requires 72 hours continuous off duty.
- Changing from 14-day rule set to Oil field (same or different zone) - no off duty required.
- Changing from 7-day rule set to Oil field (same or different zone) - no off duty required.

10. Exempt Drivers

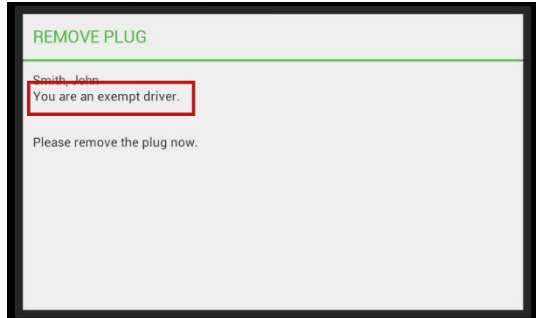
A supervisor or HOS administrator can configure a driver as exempt from HOS management in the MiX Fleet Manager application.

If you are an HOS-exempt driver, the MiX ELD will display a confirmation message when logging on and off using the red driver plug. You will still be able to access some of the features relevant to an exempt driver. Restricted functionality will be indicated as such on the ELD screen.

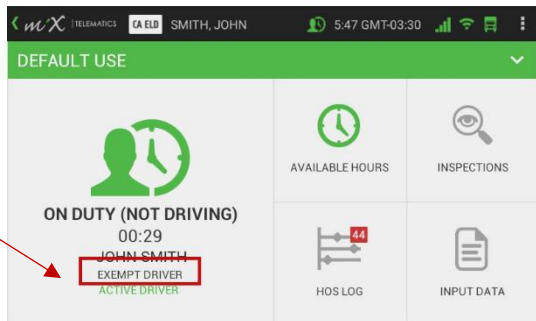
1. Log in using the red driver plug and select whether you want to be added as the Active Driver or the Co-driver.



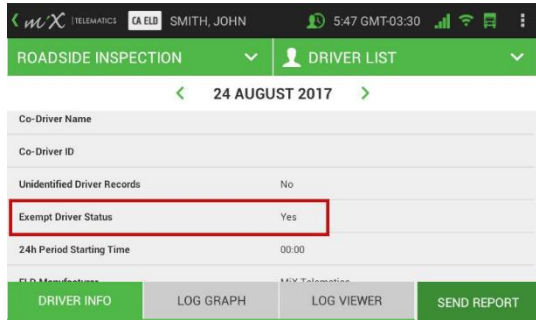
2. Remove the plug when prompted after the synchronization has been completed.



3. The MiX ELD will indicate on the HOS home screen that you are an HOS-exempt driver.



- This will also be indicated on the driver information log when doing a roadside inspection.



NOTE: Functionality not relevant to HOS-exempt drivers will not be available on the MiX ELD.



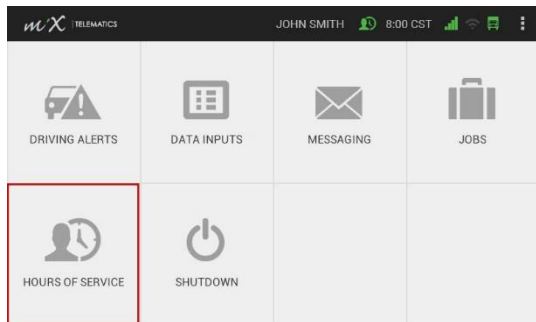
11. Special Driving Conditions

The MiX ELD and the driver both must be enabled to use the special driving conditions. These are specifically shown on the log graph within the Off Duty and On Duty (Not Driving) statuses. You can also add these special driving conditions afterwards when editing your logs. See Log Editing in the [ELD summary screen](#) section.

11.1 Authorized Personal Use of CMV

Authorized Personal Use of CMVs applies when using the vehicle for non-work related purposes, e.g. driving from work to home or to a place of rest. Your fleet administrator must enable the option to use special driving conditions in MiX Fleet Manager.

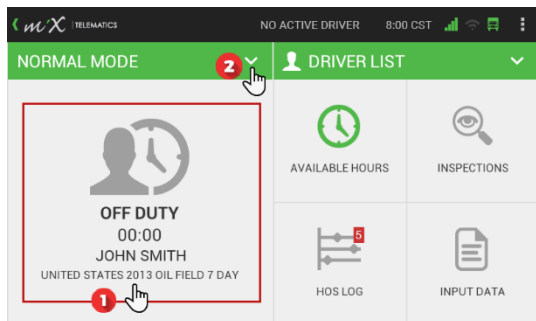
1. Tap the Hours of Service icon on the home screen.



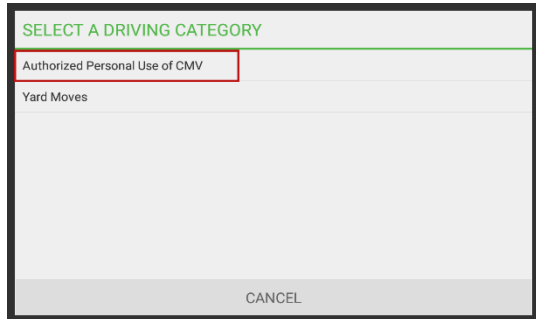
2. Make sure the duty status has been set to Off Duty by tapping the driver icon.

NOTE: The driver's status must be set to Off Duty to be in Personal Use Mode.

3. Tap Normal Mode in the top menu bar.



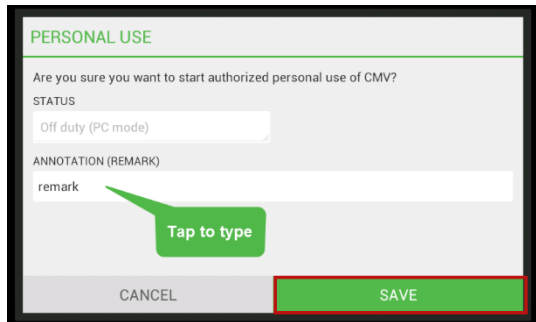
4. Tap Authorized Personal Use of CMVs.



5. Enter a mandatory annotation: minimum of 4 characters and a maximum of 60.

Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

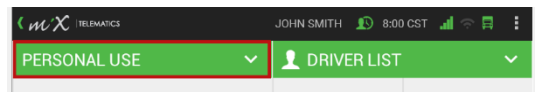
6. Tap Save.



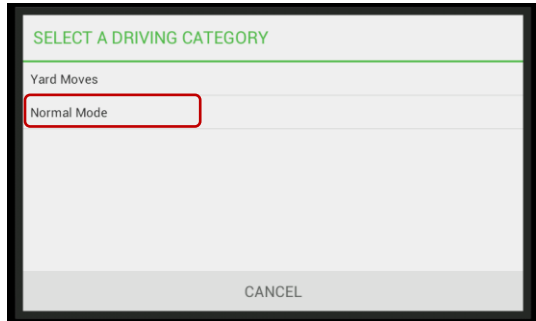
You can now use the vehicle for personal use, which will not count towards your on-duty hours.

Whilst in Personal Use Mode, it will be indicated in the top green banner.

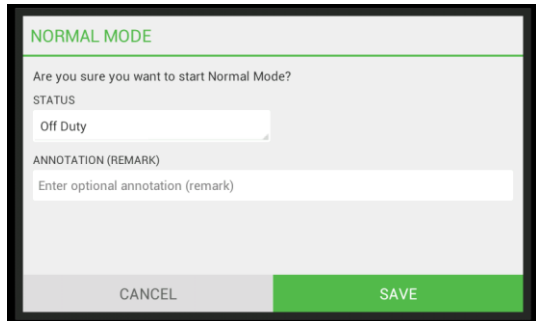
NOTE: You cannot change your duty status while in Personal Use Mode.



- To revert to Normal Mode, tap the Personal Use banner as shown above, and select Normal Mode.

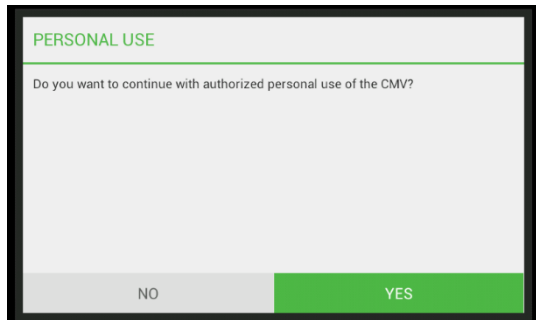


- The ELD will default to an Off Duty state when exiting Personal Use mode but you can set your desired duty status on this screen and add an optional annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- If you have not manually changed back to Normal Mode before turning off ignition, when starting the vehicle after the off-duty period (or the next day), you will be asked if you want to continue with the authorized personal use of CMV.

If you select no, you will be set as the non-active driver and in the Off Duty state.



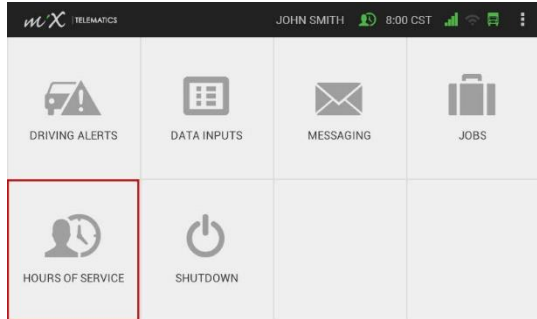

For drivers under US ELD mandate, specific information, e.g., ODO and location information of the vehicle is made less accurate when in Personal Use mode, as required by the ELD mandate.

If you are operating under Canadian ELD mandate, this information must be shown, however. **The personal conveyance will automatically change to a duty status of driving when the 75km daily limit is exceeded when making use of a Canadian rule set. If you have driven in Personal Use mode in the US and you cross the border into Canada (and switch operating zones), the number of miles done in the US will count towards the 75km limit allowed in Canada.**

11.2 Changing status to Yard Moves

Your fleet administrator must enable the option to use special driving conditions in MiX Fleet Manager. Yard moves apply when moving the vehicle around a yard or terminal and not driving on the road.

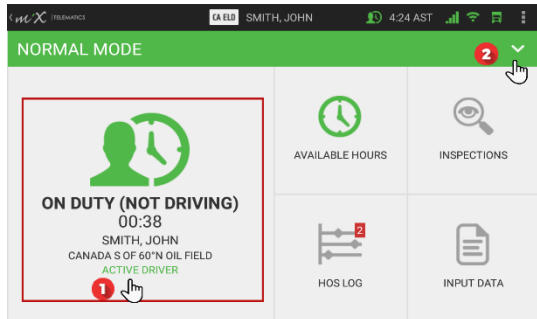
1. Tap the Hours of Service icon on the home screen.



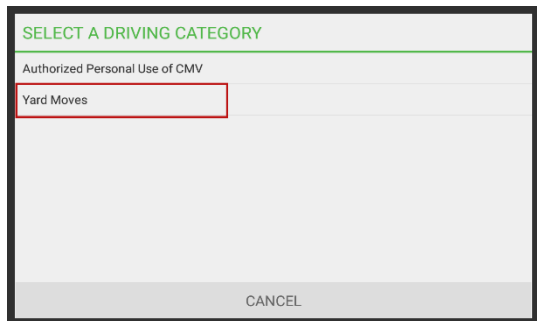
2. Change the duty state to On Duty (Not Driving) by tapping the driver icon.

NOTE: You can only switch to Yard Moves when in the On Duty (Not Driving) duty status.

3. Tap Normal Mode.

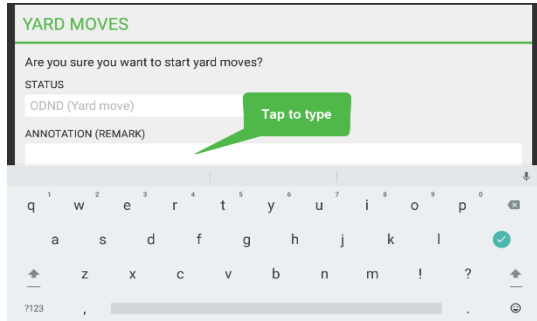


4. Tap Yard Moves.



5. Enter a mandatory annotation: minimum of 4 characters and a maximum of 60.

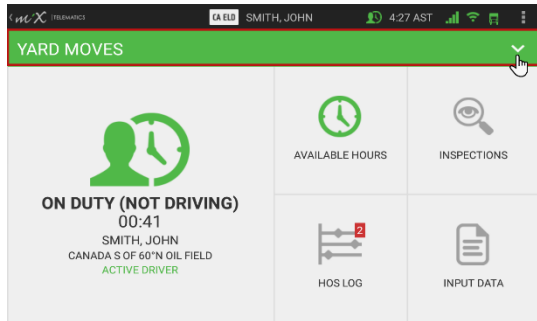
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



6. Tap Save.

You can now move the vehicle while in Yard Moves mode.

7. You can change back to Normal Mode by tapping the dropdown list next to Yard Moves. The work state will also automatically revert to On Duty (Not Driving) if you switch back to Normal Mode.



8. If you have not manually changed back to Normal Mode before turning off ignition, when starting the vehicle after the off-duty period (or the next day), you will be asked if you want to continue in Yard Moves mode.

If you select No, the device will ask if you want to log in as active or co-driver and then ask you to confirm your new duty status.

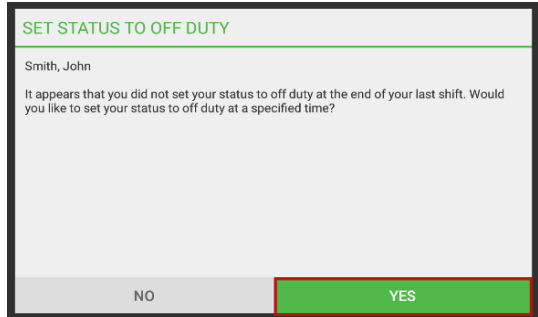


If you are operating under Canadian ELD mandate, your duty status will automatically change to driving if you exceed the allowed 32km/h for a yard move.

11.3 Forgot to set status to Off-Duty at end of shift

If you did not set your status to Off-Duty before logging out or switching off the ignition, the MiX ELD will give you the ability to set the date and time that your previous shift ended when switching on the ELD if it has recorded that you were set to the On Duty status for more than 14 hours.

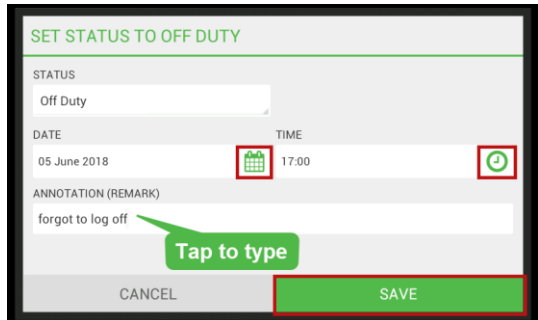
1. Tap Yes if you want to specify the date and time that you went off-duty on your previous shift.



2. Select the date by tapping on the calendar icon and select the time by tapping on the clock. Enter an annotation and tap Save to confirm the added Off-Duty status.

Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

Tap Save.




11.4 Off-duty deferral

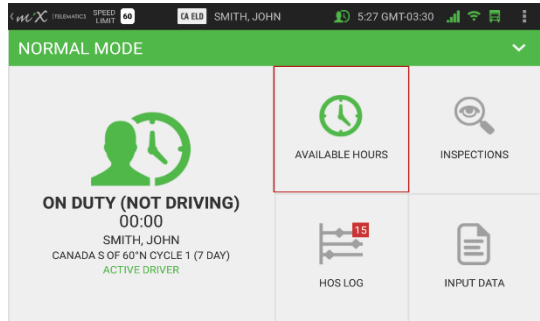
When making use of a Canadian South rule set, drivers can defer a maximum of 2 hours of daily off-duty time of the required 10 hours to the next day when meeting a certain set of requirements. **Note however that the 2 hours cannot be part of the 8 consecutive hours of core off-duty time.**

You can defer off-duty when [viewing your available driving hours](#) or by adding it as input data under exceptions.

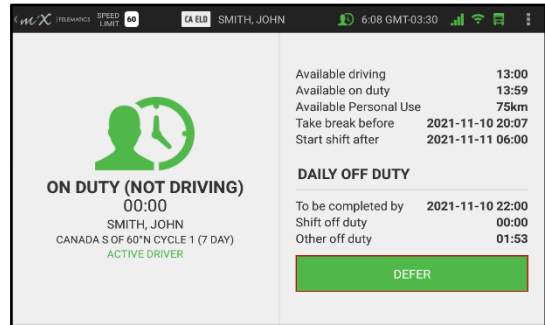
11.4.1 From the available hours screen:

1. Tap the Available Hours icon on the HOS overview screen.

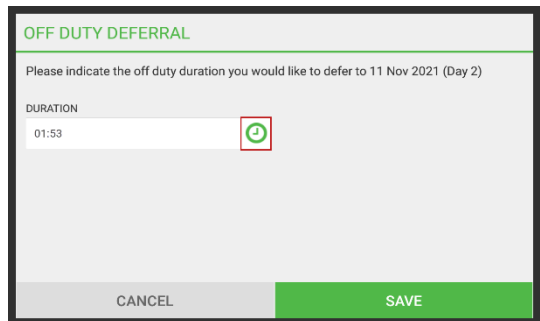
 You can get to the HOS overview screen by tapping Hours of Service on the Home screen.



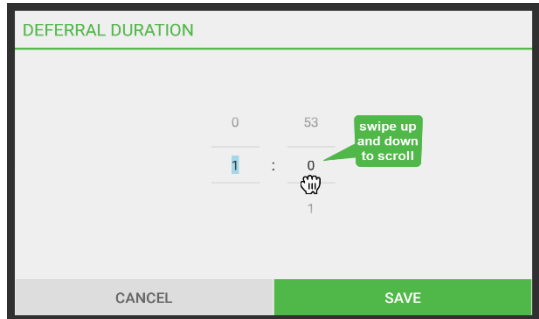
2. Tap Defer at the bottom of the available hours summary screen. Make sure you meet the minimum requirements when deferring off-duty. See the section [below](#).



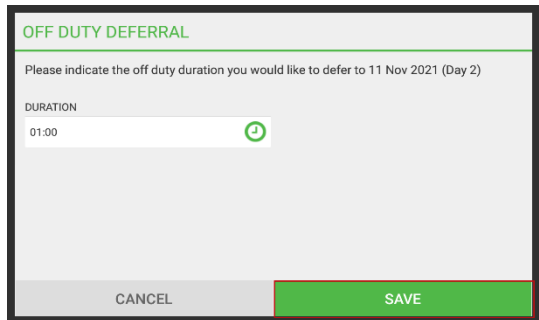
3. The MiX ELD will automatically calculate the amount of off-duty that can defer and show you the available total. You can defer all, e.g., 01:53 as shown on the example, or you can only defer a portion of the available time.
4. Tap the clock icon to choose a different duration.



5. Scroll up and down to change the values. In this example we are only deferring one hour to the next day.
6. Tap Save.



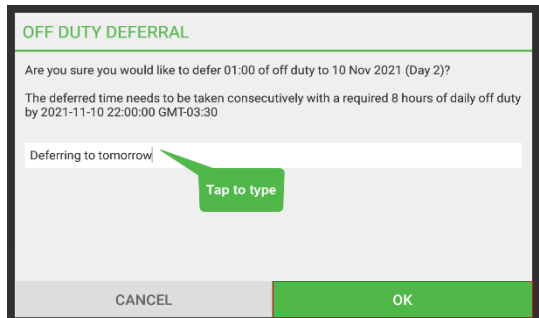
7. Confirm that you want to defer the specific duration to the next day (day 2) indicated at the top of the screen.
8. Tap Save to continue.



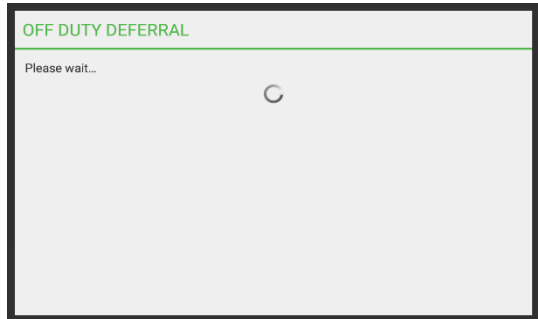
9. Enter a mandatory annotation with a minimum of 4 characters and maximum of 60 characters.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



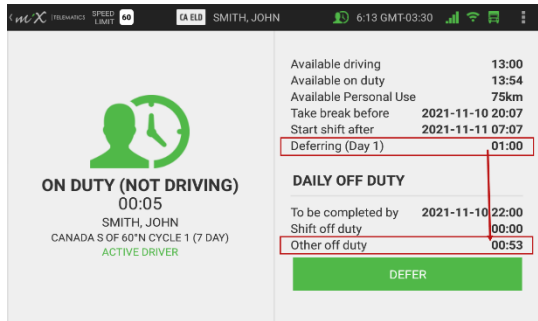
10. Tap OK.



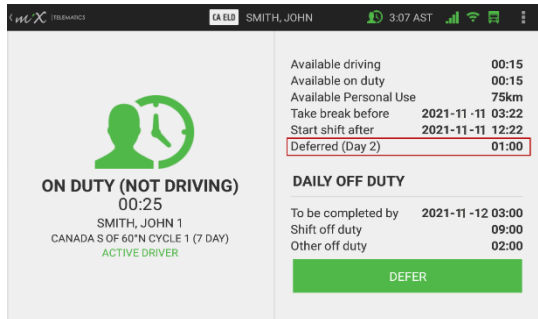
- Wait for the system to move the off-duty to the next day and to calculate the new off-duty requirement for the day.



- You will now see the deferring day (Day 1) on your available hours summary screen. Note the Other off duty has been recalculated.



- The following day you will receive a notification to remind you to take your deferred off-duty on the second day.
- Upon confirmation, the ELD will display the new minimum requirements for the current day (which is known as Day 2).
- See [below](#) for what to do if the amount of off duty you deferred does not match the additional time you used.



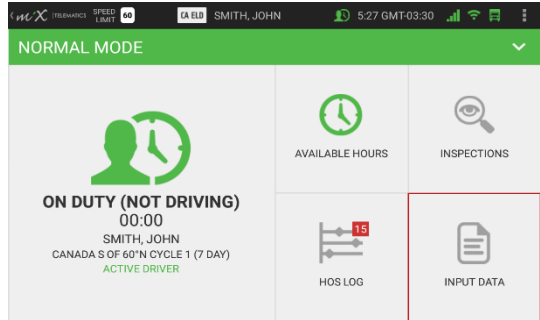
11.4.2 From the Input Data screen:

1. Tap the Input Data icon on the HOS overview screen.

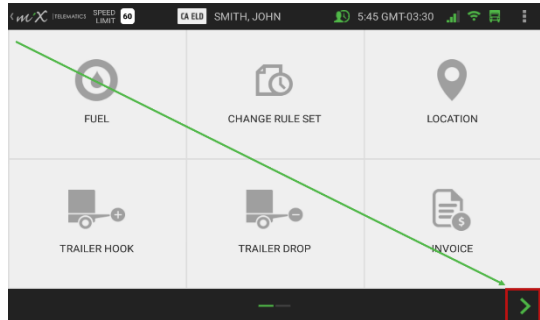


You can get to the HOS overview screen by tapping Hours of Service on the Home screen.

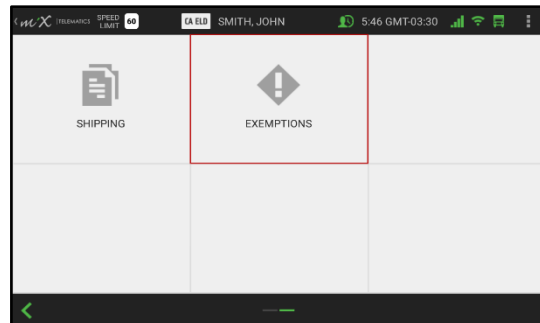
Please note that your status must be set to the Active Driver to add input data.



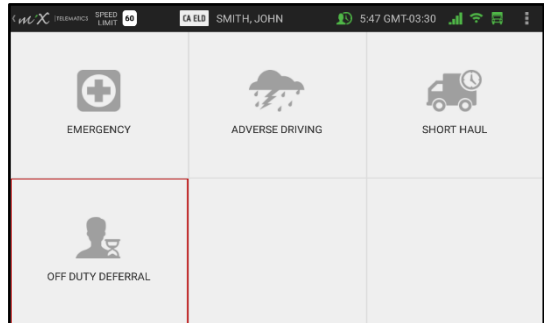
2. Tap the arrow icon to go to the next page.



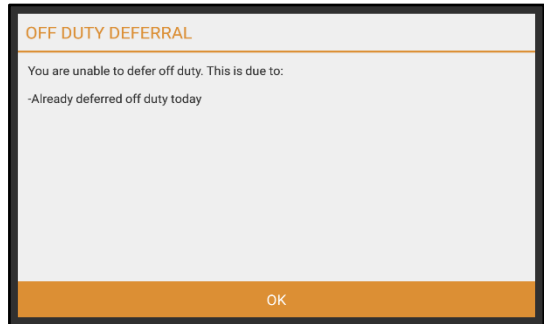
3. Tap Exemptions



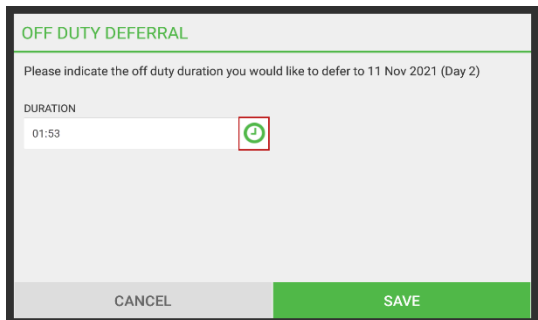
4. Tap Off Duty Deferral.



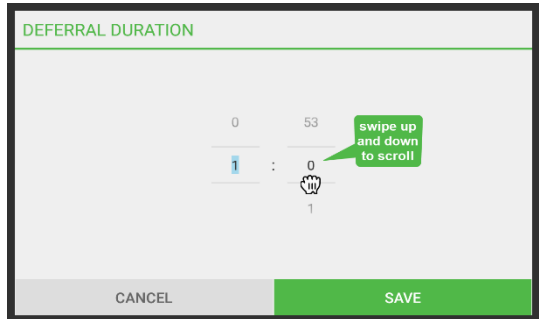
5. The system will not allow you to defer off-duty if you do not meet the minimum requirements to defer off-duty. See [below](#).



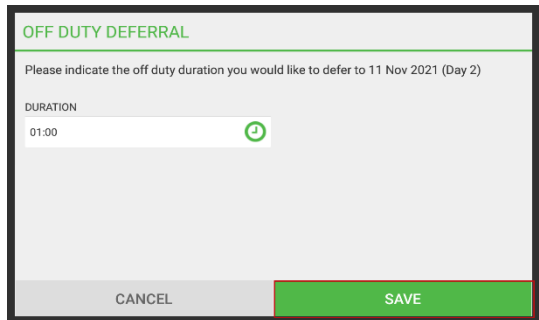
6. The MiX ELD will automatically calculate the amount of off-duty that can defer and show you the total. You can defer all, e.g., 01:53 as shown on the example, or you can only use some of the time. Tap the clock icon to choose a different duration.



7. Scroll up and down to change the values. In this example off- are only deferring one hour to the next day.
8. Tap Save.



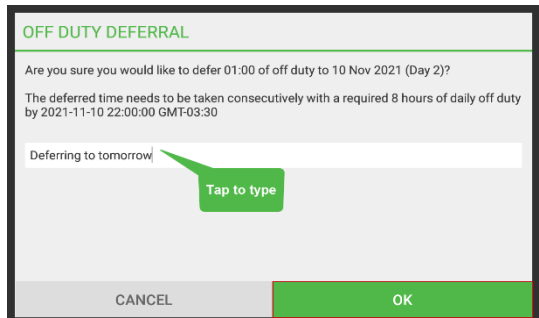
9. Confirm that you want to defer the specific duration to the next day (day 2) indicated at the top of the screen.
10. Tap Save to continue.



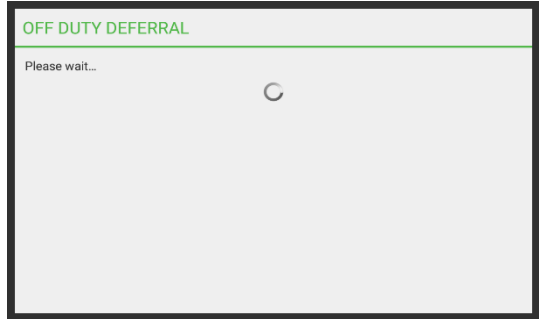
11. Enter a mandatory annotation with a minimum of 4 characters and maximum of 60 characters.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



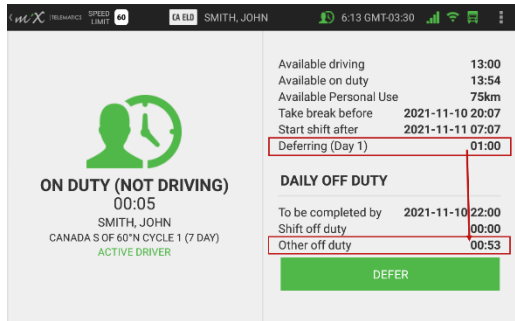
12. Tap OK.



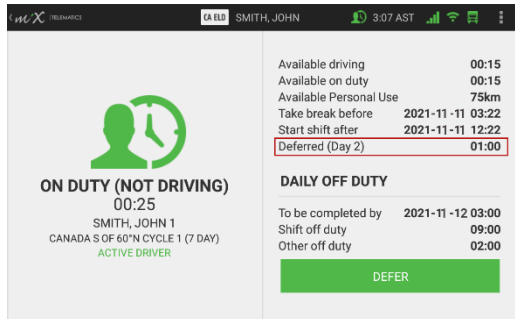
- Wait for the system to move the off-duty to the next day and to calculate the new off-duty requirement for the day.



- You will now see the deferring day (Day 1) on your available hours summary screen. Note the Other off duty has been recalculated.



- The following day you will receive a notification to remind you to take your deferred off-duty on the second day.
- Upon confirmation, the ELD will display the new minimum requirements for the current day (which is known as Day 2).
See [below](#) for what to do if the amount of off duty you deferred does not match the additional time you used.



Why am I not able to defer off-duty time?

Remember that you must meet certain requirements to defer off-duty time:

- You can only defer off-duty *once* a day. Have you already deferred off-duty in the day?

- You can only defer “other off-duty”. Do you have enough off-duty to defer or have you taken it already? The system will not allow you to defer if you have an insufficient amount of off-duty time.
- The off-duty time deferred may not be part of the mandatory 8 consecutive hours of core off-duty time. You must already have completed your 8 hours core off-duty before deferring other off-duty.
- Deferral is not allowed on the next day (day 2) if you already deferred off-duty on day 1.
- You are not allowed to defer off-duty if you have used the split sleeper.
- You are not allowed to defer off-duty if you have already used the adverse or emergency driving exemptions.
- Make sure that the total off-duty time taken in the 2 days is at least 20 hours.
- Off-duty time hours deferred from day 1 must be added to the next 8 consecutive hours of core off-duty time on day 2, for example, if you deferred 2 hours from day 1, you must take 10 consecutive hours of core off-duty time on day 2 (8 hours + 2 hours). ***It is important to note that the deferred off-duty time requirement is different from the regular daily off-duty requirement. Specifically, you must take all 8 consecutive hours of core off-duty time on day 1 and all 10 consecutive hours of core off-duty time on day 2.***
- None of the core off-duty time can count towards the additional 2 hours of off-duty time on day 2. However, the 2 hours of off-duty time (or a portion of the 2 hours) can occur immediately before or after the core rest period.
- Total driving time in the two days must not exceed 26 hours.

Although the deferral applies only to off-duty time, there is an impact on other daily limits. Because you can defer to 2 hours of off-duty time to the next day, you can be on duty for a maximum of 2 extra hours on day 1. This can be driving time or on-duty, not driving. However, as explained above, you cannot exceed 26 hours of driving time in the two days.

A driver must apply the following work shift limits in off-duty deferral situations:

- After 13 hours of driving time in a work shift, a driver must take at least 8 consecutive hours of off-duty time (core rest period) before driving again.
- After 14 hours of on-duty time in a work shift, a driver must take at least 8 consecutive hours of off-duty time (core rest period) before driving again.
- After 16 hours of elapsed time in a work shift, a driver must take at least 8 consecutive hours of off-duty time (core rest period) before driving again.

How often can you apply the off-duty time deferral?

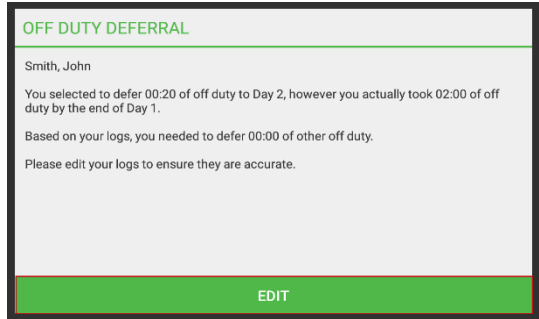
You can use the off-duty time deferral option every second day.

(Ref: Alberta Motor Transport Association, *Alberta Reference Guide for Hours of Service Training Development*, June 23, 2008.)

If you do not use the off duty you deferred on day 1, you will be required to edit your day 1 logs on day 2:

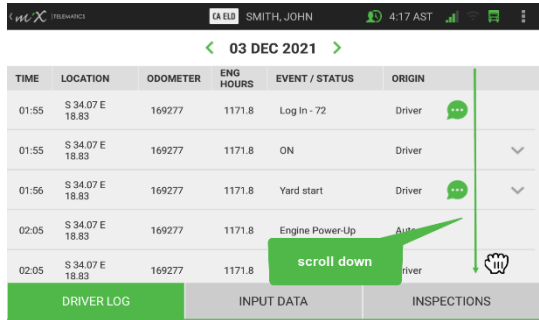
The Mix ELD will guide you to edit your logs if the actual deferred time was not the same as the time that you deferred. You can add, edit, or remove these from the log editing.

1. You will not be able to confirm your day 2 off-duty if it does not match the off-duty that you actually took by the end of Day 1.
2. Click Edit to correct your logs.

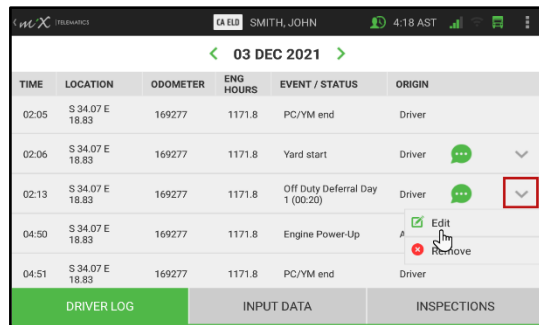


3. This will now open the Log viewer that will display your logs. Scroll down if you do not see your off deferral event.

Note: You need to look for the **Day 1 off-duty deferral event**. You will not be able to navigate away from the Log Viewer screen until you have corrected your logs. Selecting *back* will take you back to the day review screen.



4. Tap the downwards arrow next to the relevant Off Duty Deferral Day 1 event.



5. You can now correct this by changing the duration. Only the amount deferred may be edited. You cannot edit the original date or time.
6. Enter an annotation by tapping in the open space.
7. Tap Save.

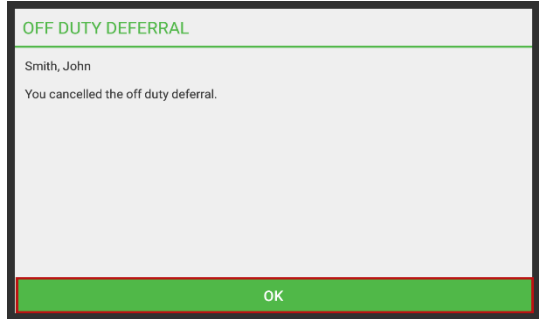
8. A confirmation screen will now show you the new amount of off duty that will be deferred and that you need to take to comply.
9. Tap OK.

10. You will now see the new amended logs. The edited event will be indicated with a red asterisk. If your logs have been corrected, you can now move away from this screen and confirm your day.

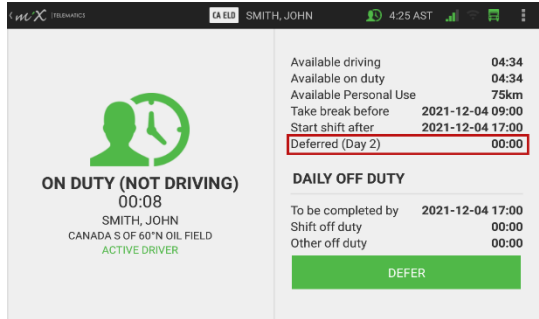
TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
02:05	S 34.07 E 18.83	169277	1171.8	PC/YM end	Driver
02:06	S 34.07 E 18.83	169277	1171.8	Yard start	Driver
02:13	S 34.07 E 18.83	169277	1171.8	Off Duty Deferral Day 1 (00:00) *	Driver
04:50	S 34.07 E 18.83	169277	1171.8	Engine Power-Up	Auto
04:51	S 34.07 E 18.83	169277	1171.8	PC/YM end	Driver

DRIVER LOG INPUT DATA INSPECTIONS

11. In this example the off-duty deferral has been cancelled.
12. Tap OK to continue.



13. The new off-duty duration will now be shown on the available hours screen.
 (If you navigated away from the driver log and the logs are still inaccurate or if the MiX ELD still finds that your deferred duration is invalid, the new values will be updated and you will be prompted to edit your logs as explained above.)



12. Exemptions

The MiX ELD will give you the ability to add the exemptions that can be applied to extend driving time and will also display this confirmation on your available hours screen.

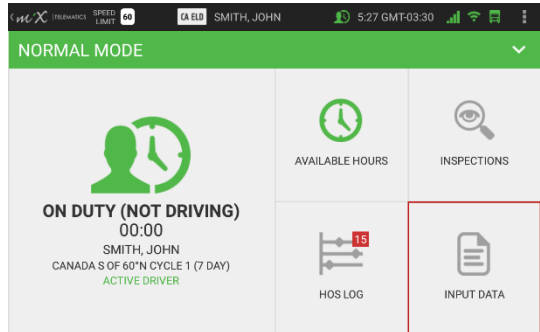
12.1 Adverse driving conditions

You may make use of the adverse driving exemption when you run into unusual road and traffic conditions, like snow, sleet, fog or other adverse weather conditions or traffic due to a crash, etc. Adverse driving conditions do not include situations that you should have known about or that you were able to plan for, e.g., typical heavy morning traffic. The purpose of the adverse driving exemption is to extend driving time only to the point where you can get yourself, passengers and/or load to a safe place (e.g., truck stop) and not to complete your trip.

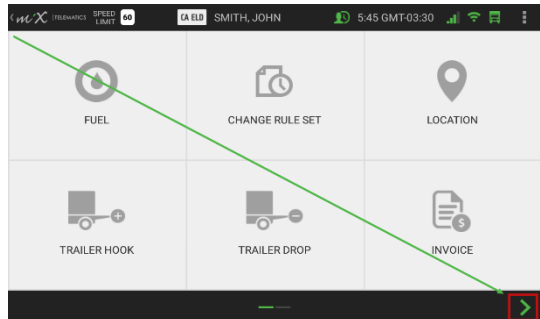
For Canadian drivers, the adverse driving exemption can extend your on-duty shift time up to 2 hours, but your shift length may not extend the 16-hour shift limit. It will end immediately when you go off-duty.

1. Tap the Input Data icon on the HOS overview screen.

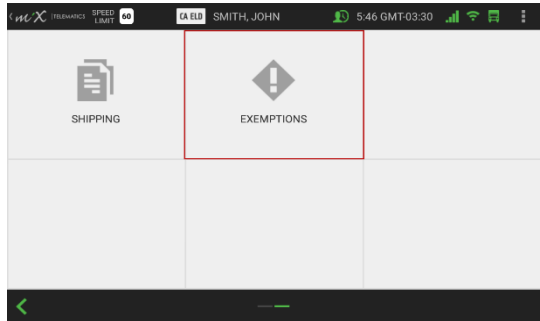
Please note that your status must be set to Active Driver to enter input data.



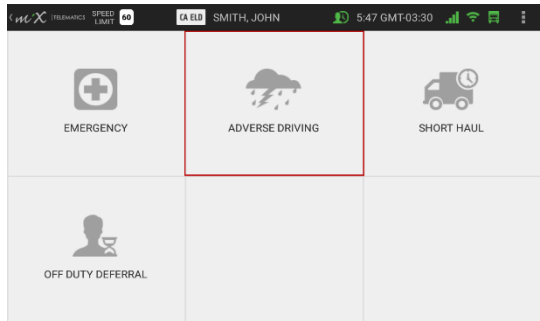
2. Tap the arrow at the bottom to go to the second page.



3. Tap Exemptions.

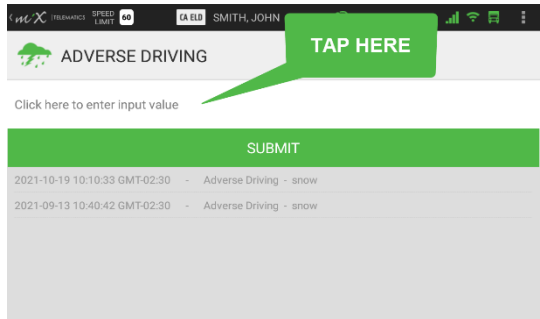


4. Tap Adverse Driving.

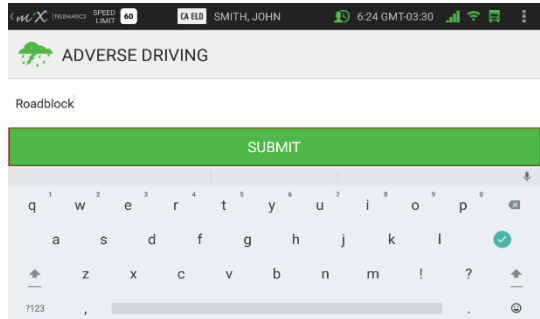


5. Tap in the open space in the text box to enable the keyboard to enter a mandatory reason for making use of the adverse driving exemption. Tap the enter key on your keyboard once you have finished typing.

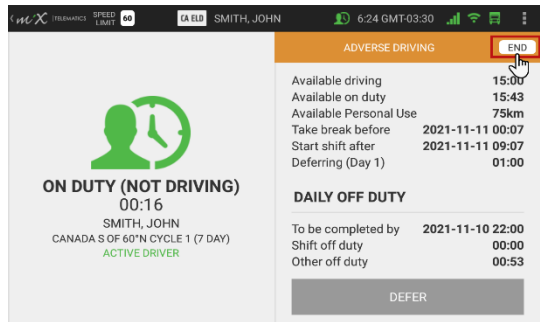
A list of previous adverse driving conditions is shown below the submit button.



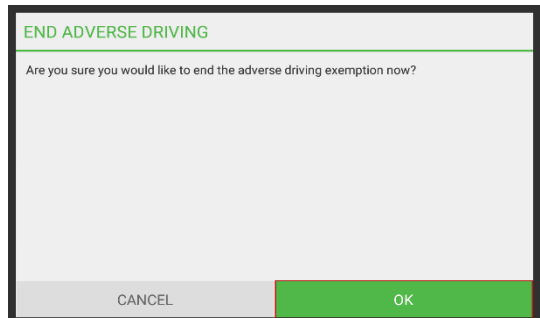
6. Tap Submit.



7. An orange banner at the top will indicate the adverse driving exemption. You will see 2 hours of on-duty and driving time has automatically been added to your shift total while your required off-duty time has been decreased. You can however manually immediately end the adverse driving by tapping the END button on the banner and as soon as you get to a place of safety.



8. Tap OK to manually end the adverse driving exemption.



12.2 Emergency driving

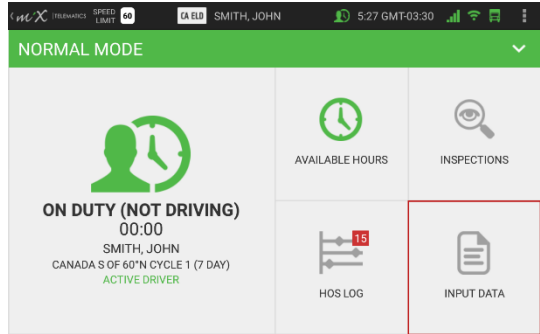
Emergency declarations may be issued by the President, Governors of States, or CCMTA. This driving exemption increases your shift totals by 24 hours for the purpose of providing vital supplies and transportation services to a disaster area. These declarations trigger the temporary suspension of certain federal safety regulations, including Hours of Service, for motor carriers and drivers

engaged in specific aspects of the emergency off- effort and automatically ends when you reach a place of safety and goes off-duty.

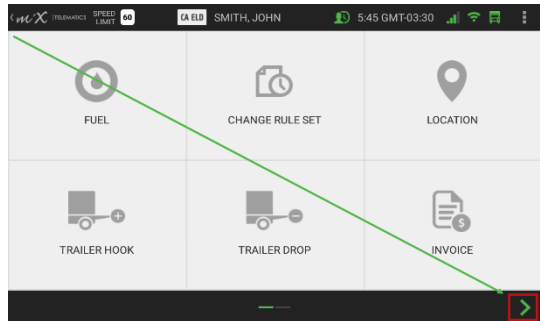
You will have to log this for each day that you are under the emergency exemption.

1. Tap the Input Data icon on the OFF- home screen.

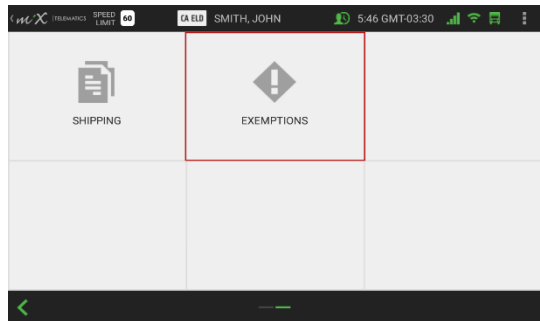
Please note that your status must be set to Active Driver to enter input data.



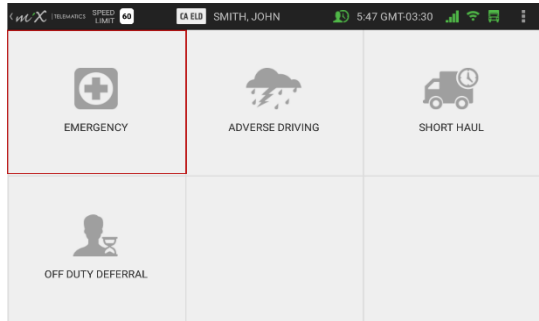
2. Tap the arrow at the bottom to go to the second page.



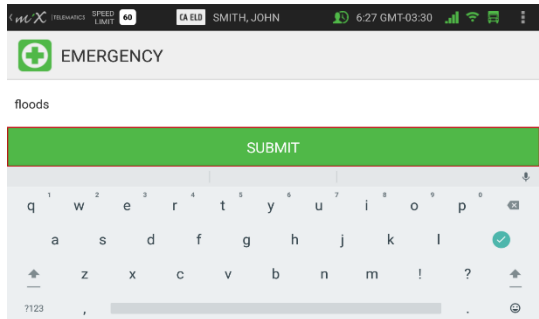
3. Tap Exemptions.



4. Tap Emergency.

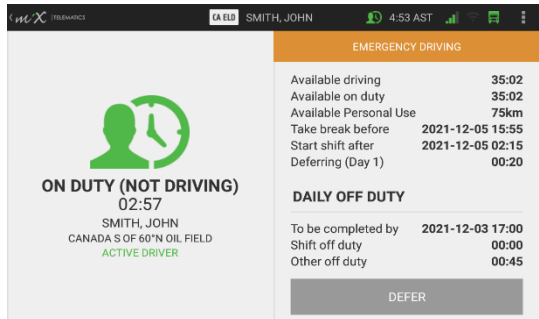


5. Tap in the open space in the text box to enable the keyboard to enter a mandatory reason for making use of the emergency exemption. Tap the enter key on your keyboard once you have finished typing.



6. Tap Submit.

7. An orange banner at the top will indicate the emergency driving exemption. You will see 24 hours of on-duty and driving time has automatically been added to your shift total while your required off-duty time has been decreased.



Remember that you will have to log this for each day that you are under the emergency exemption.

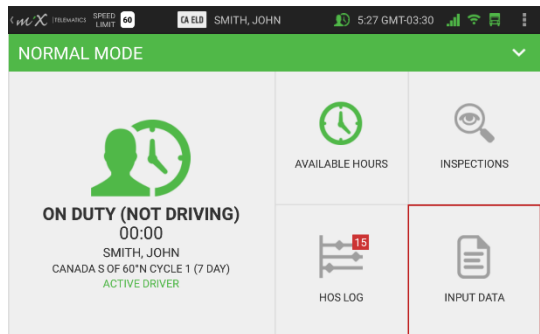
13. Entering required ELD information

13.1 Shipping document ID

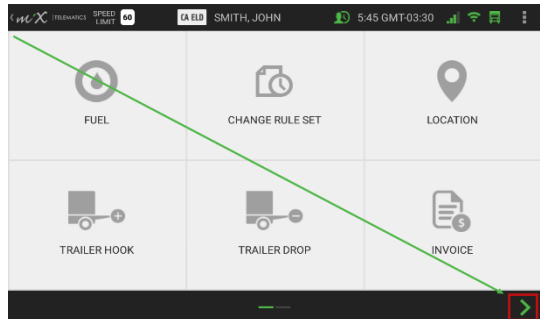
ELD legislation requires that, if relevant, you enter the shipping document information applicable to your shift on the ELD device. This will then automatically be associated with your driver HOS log.

1. Tap the Input Data icon on the HOS overview screen.

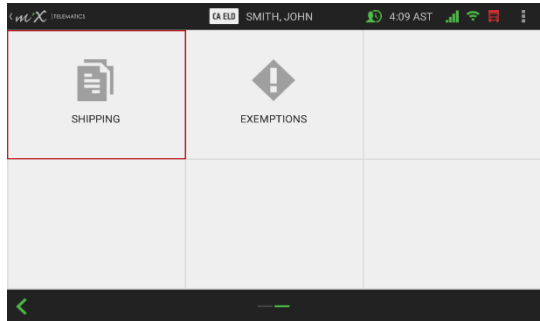
Please note that your status must be set to Active Driver to enter input data.



2. Tap the arrow at the bottom to go to the second page.



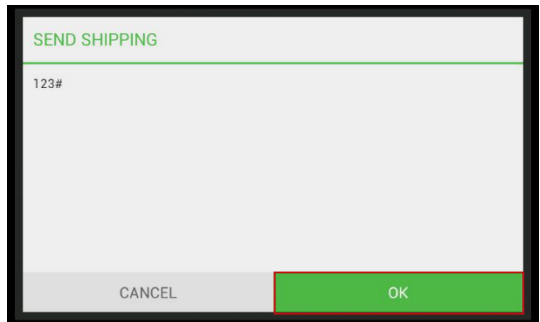
3. Tap the Shipping icon.



4. Input a value and select Submit to enter.

Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

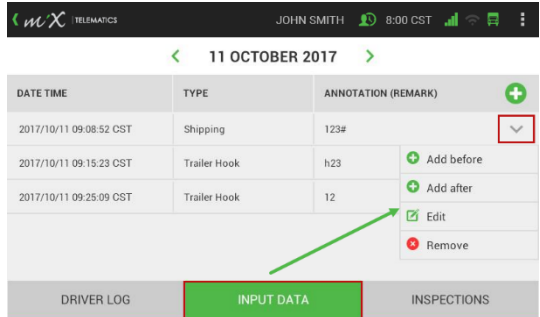
Tap OK to send the shipping document ID input value.



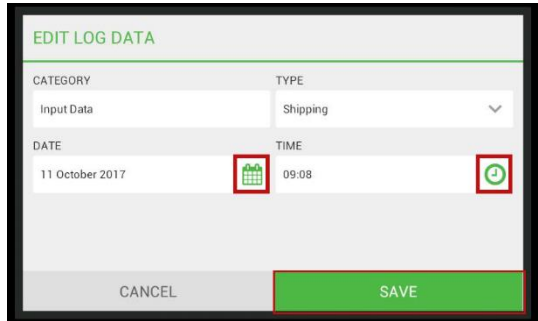
5. You can also view, edit or remove this information by tapping HOS Log > Log Viewer > and the Input Data tab at the bottom of the Log Viewer screen.

6. Tap the downward arrow next to the item you wish to edit or remove and tap the relevant option.

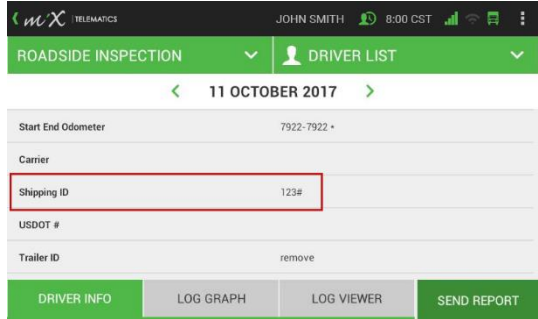
7. To add additional input data select add before or add after the selected row.



8. Change the date by tapping the calendar icon or change the time by tapping the clock icon.
9. When editing or removing the input data you need to supply a mandatory annotation (remark) after tapping Save. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.
10. Tap Save.
11. Any edited input data will be displayed with a red asterisk.
12. You will also see the inputted value for the shipping ID displayed on your roadside inspection report.



DATE TIME	TYPE	ANNOTATION (REMARK)
2017/10/11 09:08:52 CST	Shipping *	123#

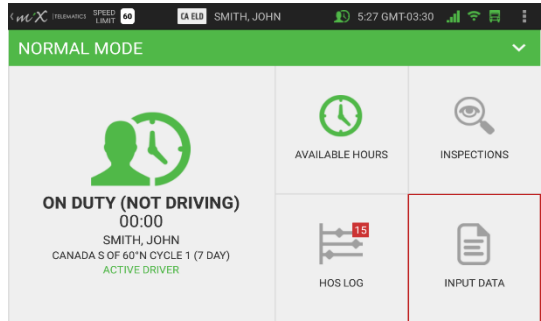


13.2 Trailer ID (hook and drop)

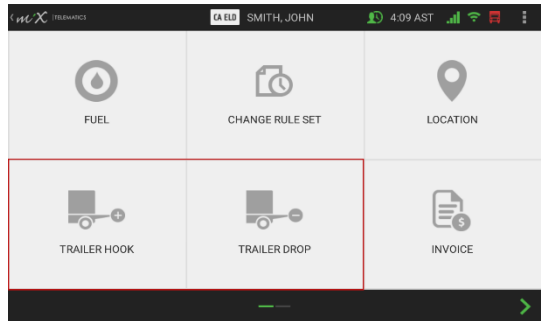
ELD legislation requires that you enter the trailer ID relevant to your shift if applicable when connecting a trailer (trailer hook) or disconnecting a trailer (trailer drop). This will then be automatically associated with your HOS driver log.

1. Tap the Input Data icon on the HOS overview screen.

Please note that your status must be set to Active Driver to enter input data.



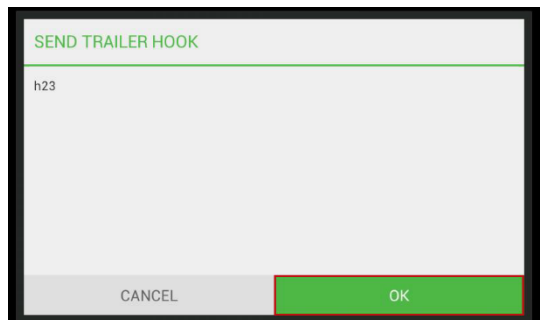
2. Tap the Trailer Hook icon when connecting a trailer or the Trailer Drop icon when disconnecting a trailer.



3. Input a value and select Submit to enter.

Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

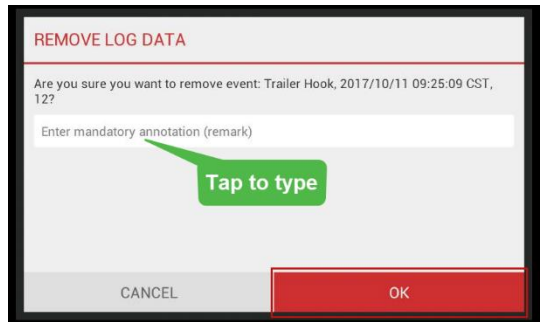
4. Tap OK to send the trailer hook input value.



- You can also view, edit or remove this information by tapping HOS Log > Log Viewer > and the Input Data tab at the bottom of the Log Viewer screen.
- To add additional input data, select the downward arrow and choose Add before or Add after the relevant row or tap the add icon.



- When editing or removing the input data you need to supply a mandatory annotation (remark). Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



- Added data will be displayed on the input data list and edits will be shown with a red asterisk.

DATE TIME	TYPE	ANNOTATION (REMARK)	
2017/10/11 09:08:52 CST	Shipping	123#	⌵
2017/10/11 09:08:52 CST	Trailer Drop	sd145	⌵
2017/10/11 09:15:23 CST	Trailer Hook	h23	⌵

13.3 Change rule set (operating or cycle change)

You can change your operating zone from US to Canada or vice versa when you cross a border or from Canada South to Canada North and vice versa. You can also do a cycle change from 7-day / 14-day or oil field by changing your rule set.

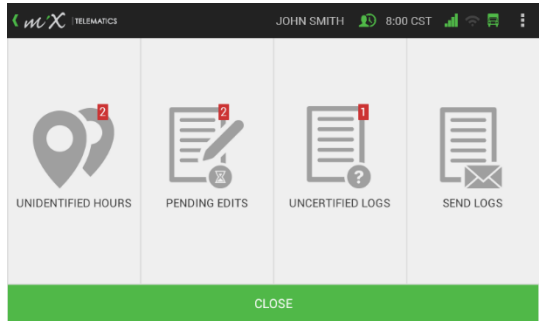
You can do this when logging in to the MiX ELD before setting yourself as the active driver or by tapping the input data button on the HOS overview screen as described in the [section on changing operating zones and cycles](#) above.

14. ELD Summary Screen

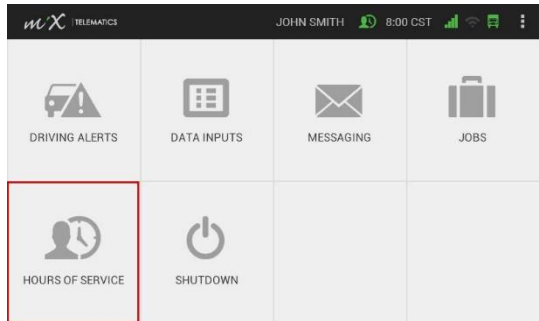
When logging in and out of the MiX ELD, a summary screen will appear showing a quick status overview of the ELD-compliant actions. This will allow you to easily access and review the unidentified hours, pending edits and log certification features. You can also close this page to return at a later stage.

1. You will see this screen when logging in or out by inserting the red HOS driver plug or by following the steps described below.

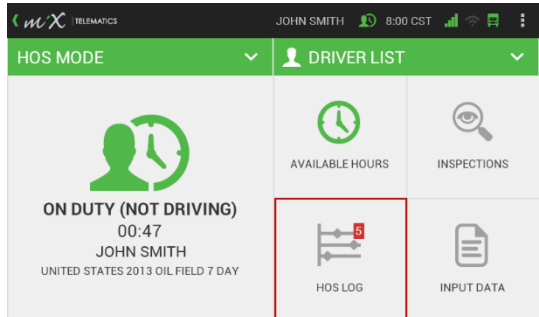
You will see the number of actionable items indicated in a red count next to the menu item.



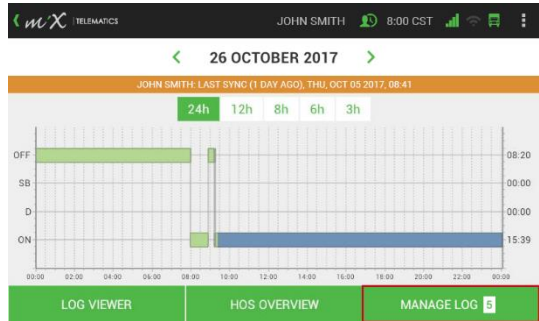
2. If you tapped **Close** on the summary screen, you could return to this screen at a later stage by tapping the Hours of Service menu item on the home screen.



3. Tap HOS Log.



4. Tap Manage Log.



14.1 Claiming unidentified driving time

Unidentified hours are *Driving* and *On Duty (Not Driving)* periods that are not associated with an HOS or exempt driver. When drivers do not log into the MiX ELD using the red plug or forget to set themselves as the active driver, but continue to drive, driving time is being recorded but not associated to anyone.

- These **unidentified hours** are automatically allocated to the Unidentified Driver Profile, which exists on each MiX ELD/vehicle.
- The **Unidentified Driver Profile** is similar to a normal HOS driver in that it is possible to review the logs and log graph.

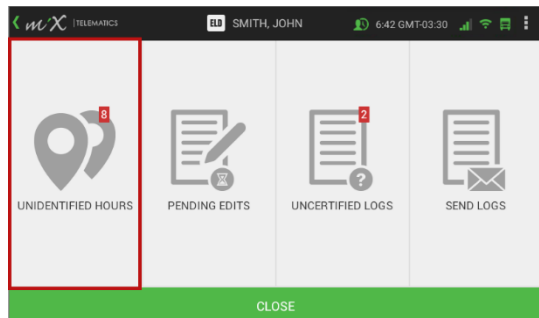
If you forgot to identify yourself as the active driver, claim a specific period of unidentified driving time by:

1. Tapping the relevant trip on the list of unidentified activity displayed on the ELD Summary screen.
2. By using the quick claim feature that prompts you after an unidentified trip took place.

14.1.1 From the ELD summary screen

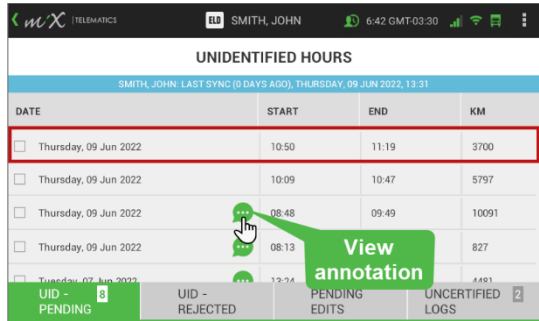
Get to this screen by tapping **Hours of Service > HOS Log > Manage Log**.

1. Tap Unidentified Hours.



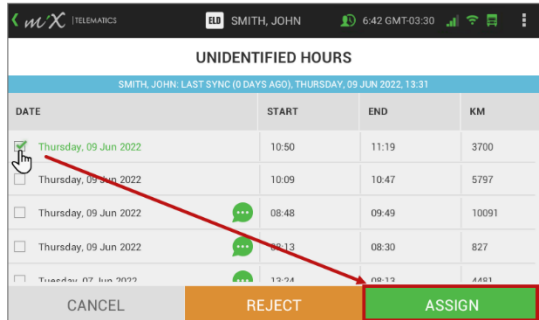
2. You will be presented with a list of all the unidentified activity within the last 7+ 1 days:
 - a. UID – pending
 - b. UID – rejected

Tap the comment icon to view any annotations entered by the administrator in MiX Fleet Manager to view UID entries that you are not supposed to claim.

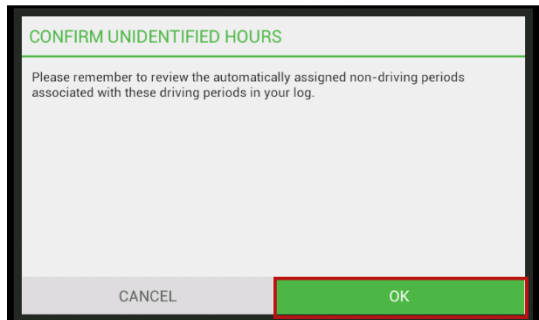


3. Select the relevant unidentified activity by tapping the box next to it. (You can multi-select driving periods if you want to claim more than one.)
4. To add the unidentified hours, tap Assign.

This transfers the time from the Unidentified Driver Profile on the ELD to your driver log.



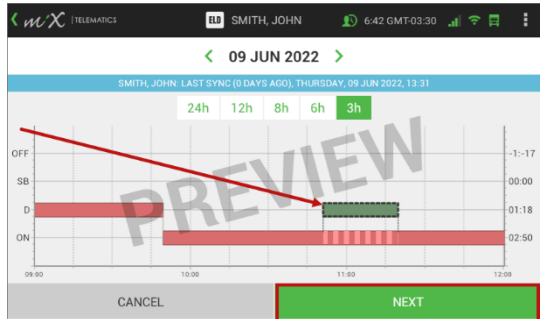
5. Read the reminder to review the automatically assigned non-driving periods associated with these driving periods in your log and tap OK.



- Review the log graph before accepting it.

You can zoom in and out by tapping the hours icons on the timeline above, 24h, 12h, 8h, 6h, 3h

View the added driving period indicated in dark green with the dashed outline.

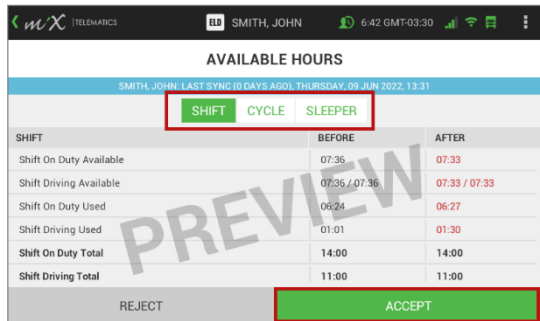


- Tap Next.

- Preview the available hours listing. You can view the available hours for your shift, cycle or sleeper.

Now either Accept or Reject the change.

Tapping Reject will return you to the unidentified hours listing screen.



SHIFT	BEFORE	AFTER
Shift On Duty Available	07:35	07:33
Shift Driving Available	07:36 / 07:36	07:33 / 07:33
Shift On Duty Used	06:24	06:27
Shift Driving Used	01:01	01:30
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

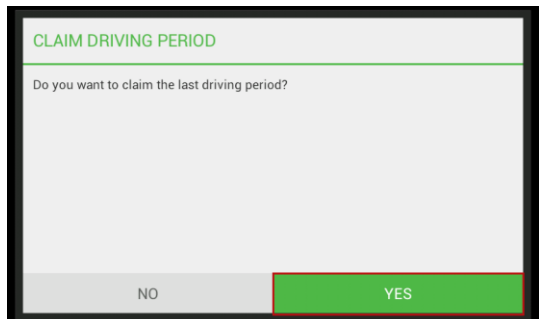
- Tap OK on the following screen to continue.

The claimed driving period can be seen on the log graph indicated in red.

14.1.2 Quick claiming unidentified hours

Even though the MiX ELD displays a warning message if the vehicle starts driving without an identified active driver, it could happen that drivers do not identify themselves before starting a driving period.

- When a vehicle has been driving without an identified active driver and a user logs in or changes the status to the active driver, the MiX ELD will prompt you if you would like to claim the last unidentified driving period. Tap Yes if you want to add the last driving period to your log.



- Preview the log graph and tap Next if you agree with the proposed edits.

You can zoom in and out by tapping the hours on the timeline above, 24h, 12h, 8h, 6h, 3h.



- View your new available hours. You can toggle between shift, cycle or sleeper.

Tap Accept if you want to add the driving period to your driver log.

JOHN SMITH 6:29 BRT

AVAILABLE HOURS

LAST SYNC (3 DAYS AGO), TUE, JUL 11 2017, 09:55

SHIFT	BEFORE	AFTER
Shift On Duty Available	00:00	00:00
Shift Driving Available	00:00 / 00:00	00:00 / 00:00
Shift On Duty Used	00:09	00:10
Shift Driving Used	00:00	00:00
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

REJECT ACCEPT

- You can now confirm and sign off the change by tapping OK.

ACCEPT CHANGES

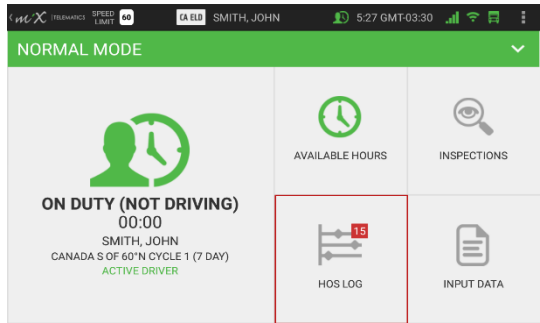
All changes will be accepted. Would you like to continue?

CANCEL OK

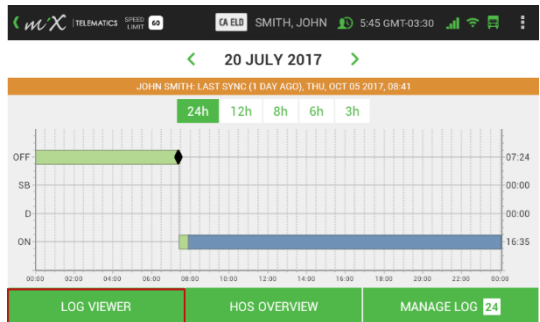
14.2 Unassigning unidentified hours

The MiX ELD will not allow the driving associated with an ELD record to be edited and reassigned, *except* when there is a correction of errors for a driving record that was originally recorded under the Unidentified Driver Profile and assumed by the driver. **The driver account associated with the driving time records may be edited only for the purpose of reassignment back to the unique Unidentified Driver Profile.**

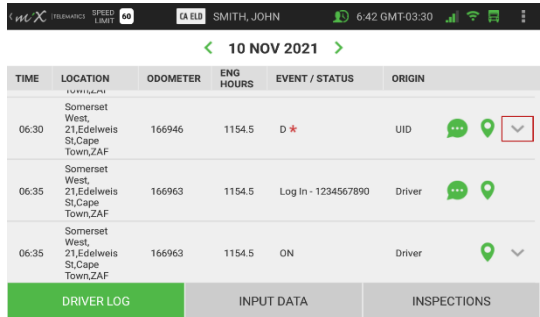
1. You can unassign erroneously accepted UID back to the original UID profile if it was incorrectly claimed or assigned to you by opening your driver log.
2. Tap HOS Log on the HOS overview screen.
(Access this by tapping Hours of Service on the Home screen).



3. Tap Log Viewer.

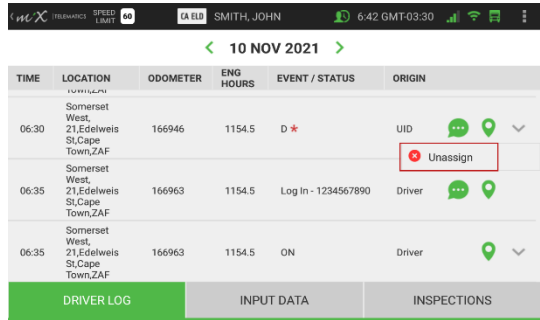





4. Tap the downwards arrow next to the added hours you would like to unassign. The origin will be displayed as UID – indicating that it came from the Unidentified Driver Profile – and a red asterisk will indicate that it was added afterwards.



TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
06:30	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166946	1154.5	D *	UID
06:35	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166963	1154.5	Log In - 1234567890	Driver
06:35	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166963	1154.5	ON	Driver

5. Tap Unassign.

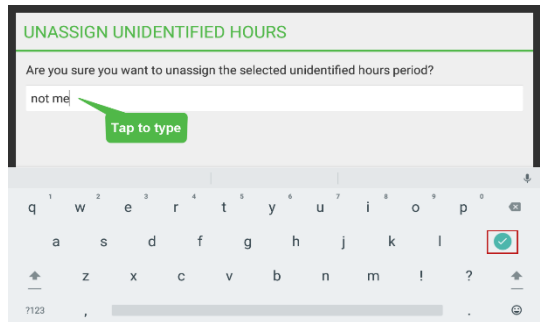


TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
06:30	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166946	1154.5	D *	UID 
06:35	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166963	1154.5	Log In - 1234567890	Driver 
06:35	Somerset West, 21,Edelweiss St,Cape Town,ZAF	166963	1154.5	ON	Driver 

DRIVER LOG INPUT DATA INSPECTIONS


6. Enter an annotation.


7. Tap OK



UNASSIGN UNIDENTIFIED HOURS

Are you sure you want to unassign the selected unidentified hours period?

not me 

q w e r t y u i o p
a s d f g h j k l 
z x c v b n m ! ?

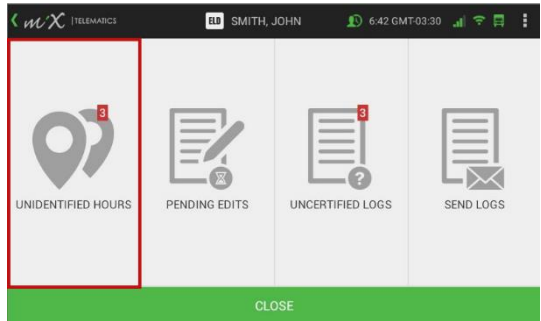
The unidentified driving hours is made available again for assignment via either the MiX ELD if it is within the regulatory defined window or by an admin user in MiX Fleet Manager.

14.3 Rejecting unidentified hours

You can reject unidentified driving hours shown on your MiX ELD, which will then explicitly show as rejected UID on the output file and will be visible during roadside inspection as an annotation under the Unidentified Driver Profile.

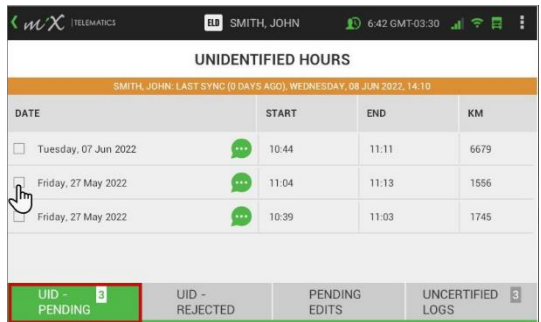
Access the ELD Summary screen by tapping **Hours of Service > HOS Log > Manage Log**

1. Reject UID back to the original UID profile.
2. Tap Unidentified Hours.

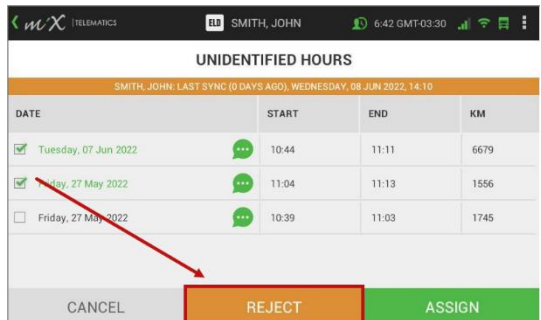


3. You can now tap on the tabs at the bottom to view unidentified hours by:
 - UID – pending
 - UID – rejected

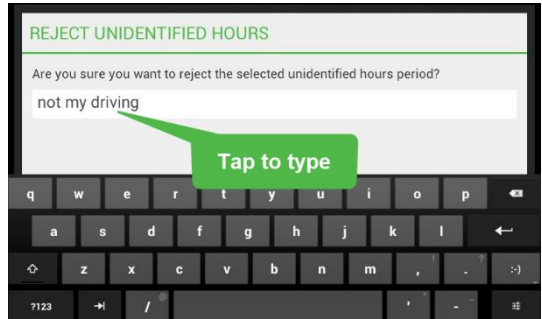
Tap the comment icon to view any annotations entered by the administrator in MiX Fleet Manager to view UID entries that you are not supposed to claim.



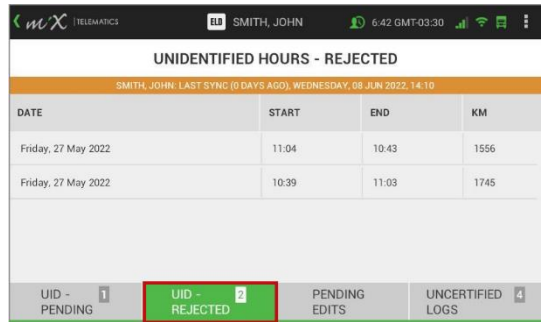
4. Make sure you are on the UID-pending tab.
5. Tap the UID that you would like to reject.
6. Tap Reject.



7. Enter an optional annotation.
8. Tap OK.



9. Tap UID - Rejected to see a list of all the UID you rejected. The rejected UID entry is still available for other logged in drivers to claim and will be visible in the "Unidentified Hours - Pending" tab when they switch to their profiles. If UID is claimed by another driver it will be removed from the rejected list for all drivers.



The rejected UID will be available in the output file and the annotation for the rejected UID will also be shown in the roadside inspection for the UID driver profile.

14.4 Log Editing

The driver has full HOS log management capability on the MiX ELD. Any edits that a driver makes on the MiX ELD are automatically accepted.

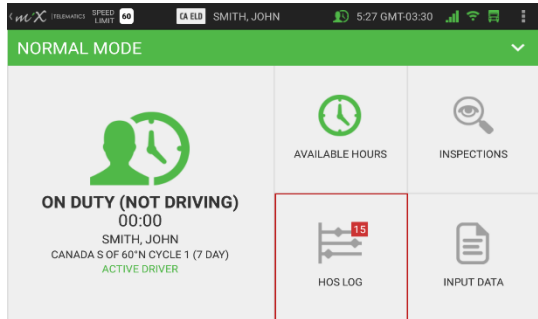
NOTE: A driver's automatically recorded driving time cannot be reduced. (The only exception is when team drivers are swapping driving hours, which is a function that can only be performed on the MiX ELD by *both* the drivers involved).

Supervisors and/or HOS administrators can propose edits to a driver's HOS log from the MiX Fleet Manager application that must be accepted or rejected by the driver from the MiX ELD. These are displayed as pending edits.

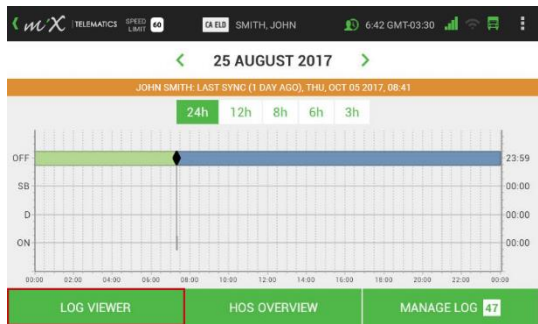
14.4.1 Add a duty status

Add a duty status before or after an existing duty status by tapping the Hours of Service icon on the home screen.

1. Tap HOS Log.

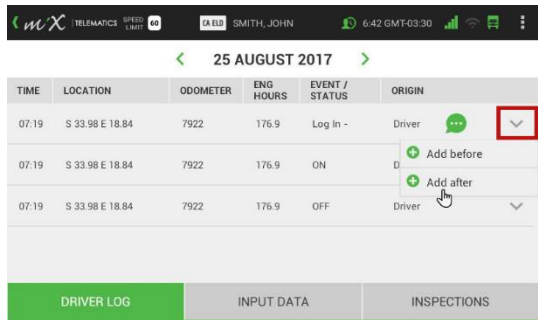


2. Tap Log Viewer.

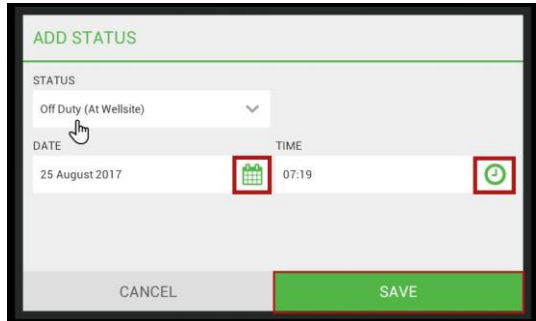


3. Tap the downward arrow next to an existing duty status and select whether you want to add a duty status before or after the selected row.

NOTE: You cannot add a duty status after the current status or after a status that is still in progress.

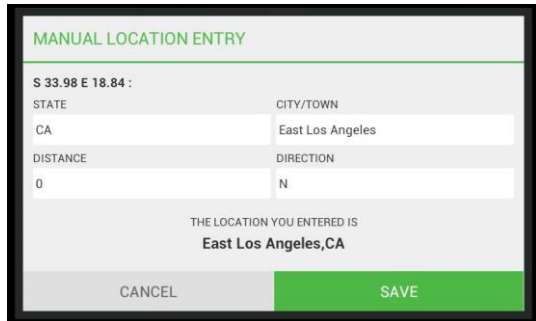


4. Select a status from the dropdown list.
5. Choose a date by selecting the calendar icon.
6. Choose a time by selecting the clock icon.
7. Tap Save.



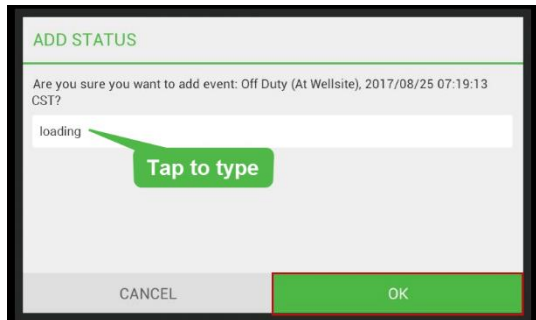
8. If a duty status was added automatically or manually and the position of the vehicle cannot be determined by the ELD, you can add a location manually. The location must be inputted in proximity format.

9. Tap Save.



10. Enter a mandatory annotation.
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

11. Tap OK.



12. You will see the new duty status added to your driver log, indicated with a red asterisk.
13. View annotations (remarks) by tapping the annotation icon.
14. View and edit the manual entry by tapping the manual location icon.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:19	S 33.98 E 18.84	7922	176.9	Log In -	Driver
07:19	East Los Angeles,CA	7922	176.9	OFF*	Driver
07:19	S 33.98 E 18.84	7922	176.9	ON	Driver
07:19	S 33.98 E 18.84	7922	176.9	OFF	Driver

15. You will need to supply a mandatory annotation for editing a location.
Tap the enter key when you are done and OK to save the new location.

Adding Authorized Personal Use of CMV to the driver log

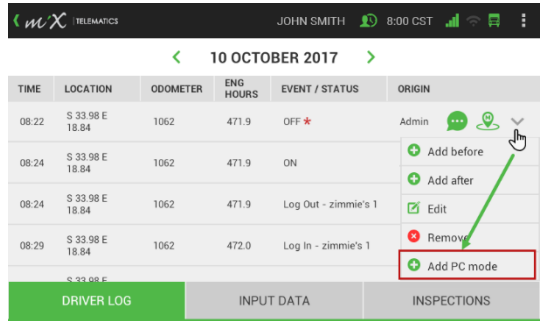
Remember that you can only switch to Personal Use Mode when your duty status has been set to Off-Duty. The Authorized personal use of CMV can thus be set as a sub-state of the Off-Duty status. This means you can only add the Personal Use Mode when tapping an Off-Duty status on the log viewer screen.

Tap Hours of Service > HOS Log > Log Viewer

1. Find the relevant Off-Duty status.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
08:21	S 33.98 E 18.84	1062	471.9	Log In - zimmie's 1	Driver
08:22	S 33.98 E 18.84	1062	471.9	OFF*	Admin
08:24	S 33.98 E 18.84	1062	471.9	ON	Auto
08:24	S 33.98 E 18.84	1062	471.9	Log Out - zimmie's 1	Driver

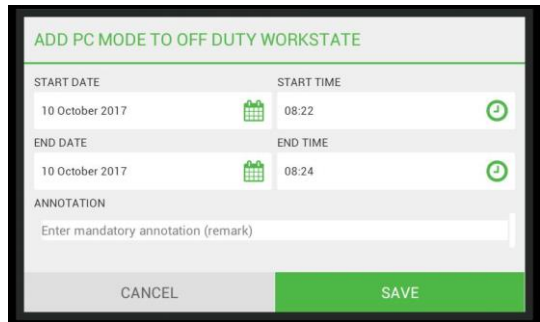
2. Tap the downward arrow next to the duty status and select Add PC mode.



TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
08:22	S 33 98 E 18.84	1062	471.9	OFF *	Admin
08:24	S 33 98 E 18.84	1062	471.9	ON	Driver
08:24	S 33 98 E 18.84	1062	471.9	Log Out - zimmie's 1	Driver
08:29	S 33 98 E 18.84	1062	472.0	Log In - zimmie's 1	Driver

3. Choose a start date and end date by selecting the calendar icons.
4. Choose a start time and end time by selecting the clock icons.

Enter a mandatory annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.



5. Tap Save.
6. The start and end time of the PC mode has now been added to the driver log.



TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
08:22	S 33 98 E 18.84	663	471.9	OFF *	Admin
08:22	S 33 98 E 18.84			PC start *	Driver
08:24	S 33 98 E 18.84			PC/YM end *	Driver
08:24	S 33 98 E 18.84	663	471.9	ON	Auto

Adding Yard Moves to the driver log

Remember that you can only switch to Yard moves mode when your duty status has been set to On Duty (Not Driving). Yard moves can thus be set as a sub-state of the On Duty (Not Driving) status. This means you can only add the Yard moves mode when tapping an ODND work state on the log viewer screen.

Tap **Hours of Service > HOS Log > Log Viewer**

1. Find the relevant On Duty (Not Driving) status.
2. Tap the downward arrow next to the duty status and select Add Yard move.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
08:22	S 33.98 E 18.84	1062	471.9	OFF *	Admin
08:24	S 33.98 E 18.84	1062	471.9	ON	Auto
08:24	S 33.98 E 18.84	1062	471.9	Log Out - zimmie's 1	+ Add after
08:29	S 33.98 E 18.84	1062	472.0	Log In - zimmie's 1	✓ Edit
08:29	S 33.98 E 18.84	1062	472.0	ON	+ Add Yard move
08:29	S 33.98 E 18.84	1062	472.0	ON	Driver

3. Choose a start date and end date by selecting the calendar icons.
4. Choose a start time and end time by selecting the clock icons.

Enter a mandatory annotation. Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

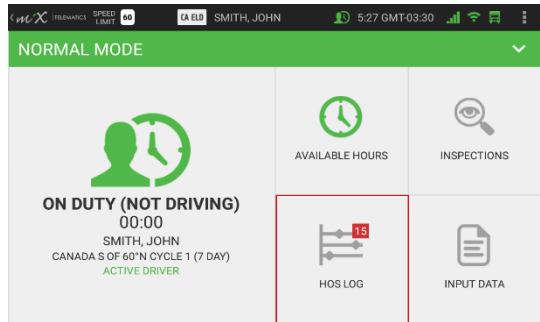
5. Tap Save.

6. The start and end time of the yard move has now been added to the driver log and the added/edited status will be indicated with a red asterisk.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
08:24	S 33.98 E 18.84	663	471.9	Log Out - zimmie's 1	Driver
08:24	S 33.98 E 18.84	663	471.9	Yard start*	Driver
08:29	S 33.98 E 18.84	663	472.0	Log In - zimmie's 1	Driver
08:29	S 33.98 E 18.84	663	472.0	PC/YM end*	Driver

14.4.2 Edit a duty status

1. Tap HOS Log.



2. Tap Log Viewer.



3. Tap the downward arrow next to the duty status that you want to edit.

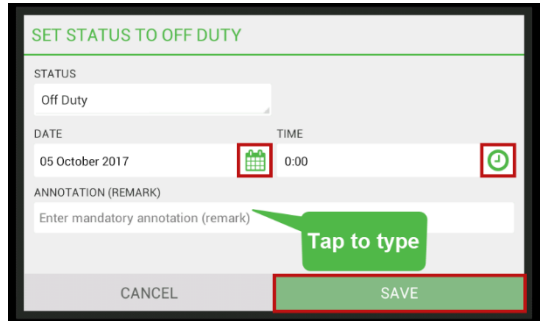
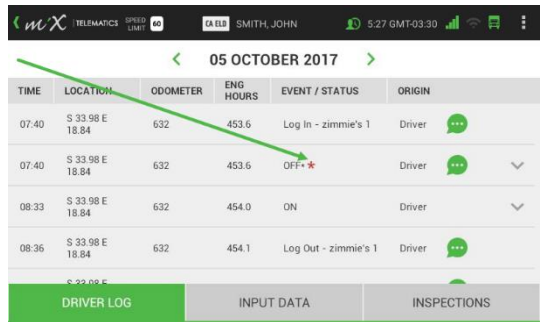


NOTE: You cannot reduce driving time recorded by the OBC (indicated in dark green on the Log Viewer).

The screenshot shows the 'DRIVER LOG' table. The table has columns: TIME, LOCATION, ODOMETER, ENG HOURS, EVENT / STATUS, and ORIGIN. The 'Edit' option in the dropdown menu is highlighted with a red box and a green arrow.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:40	S 33.98 E 18.84	632	453.6	ON	Driver
08:33	S 33.98 E 18.84	632	454.0	ON	Driver
08:36	S 33.98 E 18.84	632	454.1	Log Out	Driver
08:42	S 33.98 E 18.84	632	454.2	Log In	Driver

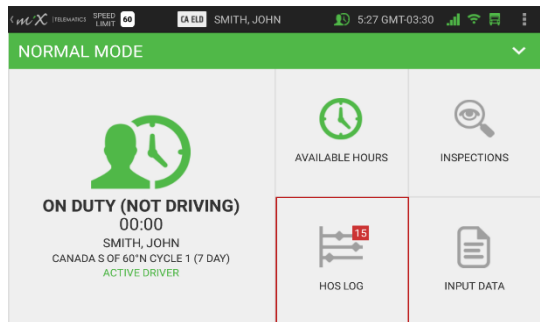
4. Select a status from the dropdown list and/or choose the date and time that need to change.
If you are editing a Yard Moves or PC Mode status you need to supply the start and end date and time.
5. Enter a **mandatory** annotation.
 Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.
6. Tap Save.
7. You will see the edited duty status indicated with a red asterisk.
8. View annotations (remarks) by tapping the annotation icon.

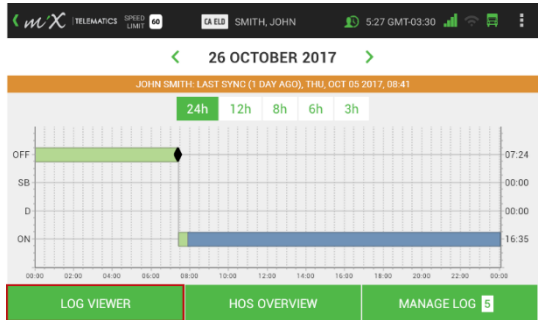
TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:40	S 33.98 E 18.84	632	453.6	Log In - zimmie's 1	Driver
07:40	S 33.98 E 18.84	632	453.6	OFF*	Driver
08:33	S 33.98 E 18.84	632	454.0	ON	Driver
08:36	S 33.98 E 18.84	632	454.1	Log Out - zimmie's 1	Driver

14.4.3 Delete a duty status

1. Tap HOS Log



2. Tap Log Viewer



3. Tap the downward arrow next to the duty status that you want to remove.

NOTE: You cannot reduce driving time recorded by the OBC (indicated in dark green on the Log Viewer).

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
09:19	S 33.98 E 18.84	706	0.1	ON	Driver <input checked="" type="checkbox"/>
09:25	S 33.98 E 18.84	706	0.2	Engine Power-Up	+ Add before + Add after
09:25	S 33.98 E 18.84	706	0.2	D	☑ Edit
09:29	S 33.98 E 18.84	706	0.3	ON	✖ Remove + Add Yard move
S 33.98 E					
DRIVER LOG		INPUT DATA		INSPECTIONS	

4. Enter a mandatory annotation (remark).

Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

5. Tap OK.

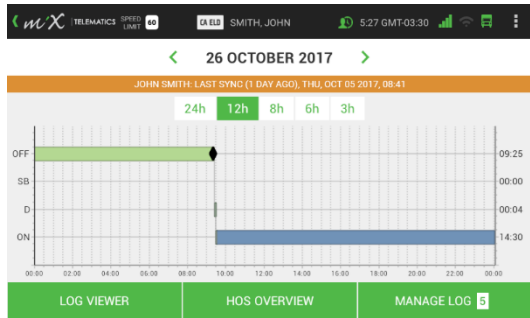
- The duty status has been removed from the MiX ELD and the Driver logs.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
09:25	S 33.98 E 18.84	706	0.2	Engine Power-Up	Auto
09:25	S 33.98 E 18.84	706	0.2	D	Auto
09:29	S 33.98 E 18.84	706	0.3	ON	Auto
09:29	S 33.98 E 18.84	706	0.3	Engine Power-Down	Auto

Diag Event Start - 2 -

DRIVER LOG INPUT DATA INSPECTIONS

- When you look at your log graph, you will see that the duty status has been removed.



14.4.4 View annotations

Add annotations (remark) on any duty status by editing the duty status as described above. The only edits that can be made to automatically recorded driving time are the annotations that can be added.

- View annotations by tapping the icon.

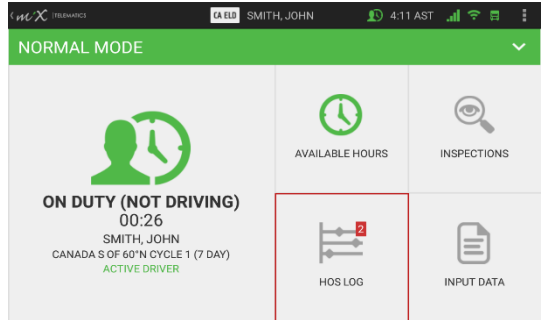
TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
02:40	9.5M ENE Brampton, ON			Log In -	Driver
02:40	9.5M ENE Brampton, ON			Off Duty Deferral Day 1 (00:00)	Driver
02:41	9.5M ENE Brampton, ON			Off Duty Deferral Day 2 (00:00)	Driver
02:41	9.5M ENE Brampton, ON			Log Out -	Driver
05:43	9.5M ENE Brampton, ON			Log In -	Driver

DRIVER LOG INPUT DATA INSPECTIONS

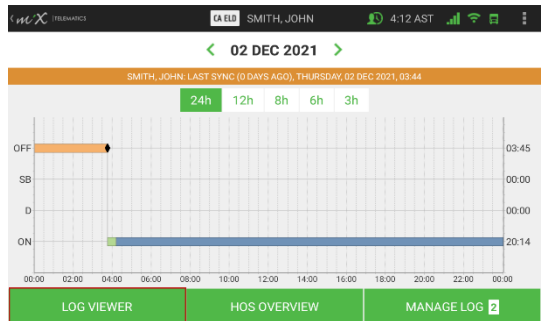
14.4.5 Add a cycle change/ rule set change event

If you forgot to switch your cycle or change your operating zone, you can add an operating zone change or a cycle change event at a particular time to your driver logs. You can also edit an existing rule set change or remove a change by using the Input data tab in the Log Viewer.

1. Tap HOS Log.



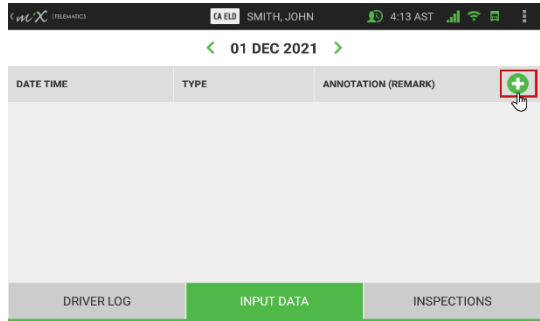
2. Tap Log Viewer.



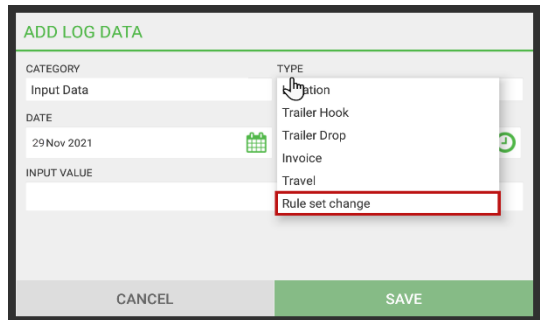
3. Tap the Input Data tab.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
02:40	9.5M ENE Brampton, ON			Log In -	Driver
02:40	9.5M ENE Brampton, ON			Off Duty Deferral Day 1 (00:00)	Driver
02:41	9.5M ENE Brampton, ON			Off Duty Deferral Day 2 (00:00)	Driver
02:41	9.5M ENE Brampton, ON			Log Out -	Driver
05:43	9.5M ENE Brampton, ON			Log In -	Driver

4. Tap the add icon. +



5. Make sure that Input Data is selected in the Category dropdown list. Tap the dropdown list arrow under Type and select Rule set change.

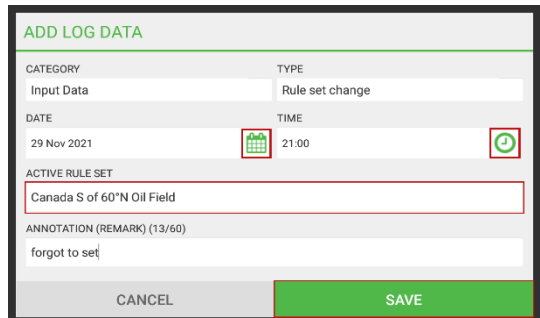


6. Tap the date icon and time icon to select.

7. Choose the new active rule set by tapping the box under Active Rule Set and select your new cycle or operating zone from the list of rule sets available.

Any cycle changes that are added or edited will verify whether you have taken the minimum available off duty at the time the entry is added or edited.

8. Tap Save.



9. If required add a manual location entry.
10. Tap Save.

MANUAL LOCATION ENTRY

STATE	CITY/TOWN
SD	Lake Norden
DISTANCE	DIRECTION
0.0	N

THE LOCATION YOU ENTERED IS
Lake Norden,SD

CANCEL
SAVE

11. You will see a record of all your rule set changes on the input data tab.

mX TELEMATICS LA 110 SMITH, JOHN 4:15 AST

< 29 NOV 2021 >

DATE TIME	TYPE	ANNOTATION (REMARK)	
2021-11-29 06:45:58 AST	Rule set change Canada N of 60°N Cycle 1 (7 Day) to Canada S of 60°N Cycle 1 (7 Day)		+


DRIVER LOG
INPUT DATA
INSPECTIONS

14.4.6 Edit / remove a cycle change/ rule set change event

1. Tap HOS Log.

mX TELEMATICS LA 110 SMITH, JOHN 4:11 AST

NORMAL MODE




ON DUTY (NOT DRIVING)


00:26

SMITH, JOHN
CANADA S OF 60°N CYCLE 1 (7 DAY)


ACTIVE DRIVER




AVAILABLE HOURS



INSPECTIONS

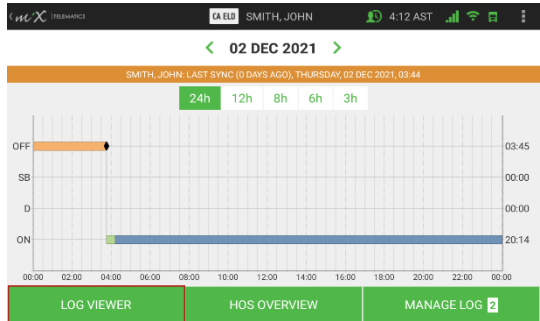


HOS LOG



INPUT DATA

2. Tap Log Viewer.



3. Tap the Input Data tab.

4. Look for the rule set change event that you would like to edit or remove.

DATE TIME	TYPE	ANNOTATION (REMARK)	
2021-11-29 06:45:58 AST	Rule set change Canada N of 60°N Cycle 1 (7 Day) to Canada S of 60°N Cycle 1 (7 Day)		+
2021-11-29 21:00:00 AST	Rule set change Canada N of 60°N Cycle 1 (7 Day) to Canada S of 60°N Oil Field	forgot to set	+

5. Tap the dropdown arrow next to the rule set.

6. Tap Edit if you want to make changes / remove if you want to remove the rule set change event.

DATE TIME	TYPE	ANNOTATION (REMARK)	
2021-11-29 06:45:58 AST	Rule set change Canada N of 60°N Cycle 1 (7 Day) to Canada S of 60°N Cycle 1 (7 Day)		+
2021-11-29 21:00:00 AST	Rule set change Canada S of 60°N Cycle 1 (7 Day) to Canada S of 60°N Oil Field	forgot to set	+

- If you selected edit, you can change the date and time by selecting the calendar and clock items. Change the rule set by tapping the active rule set block and select another rule set.
- Enter an input value. Editing or removing these events require a mandatory comment.
- Tap Save.

- Editing a rule set change event, will amend and display your new available hours.

Deleting a current rule set change event will automatically revert you to the previously selected rule set and show the new available hours.

Available driving	13:00
Available on duty	13:59
Available Personal Use	75km
Take break before	2021-11-10 20:07
Start shift after	2021-11-11 06:00

DAILY OFF DUTY

To be completed by	2021-11-10 22:00
Shift off duty	00:00
Other off duty	01:53

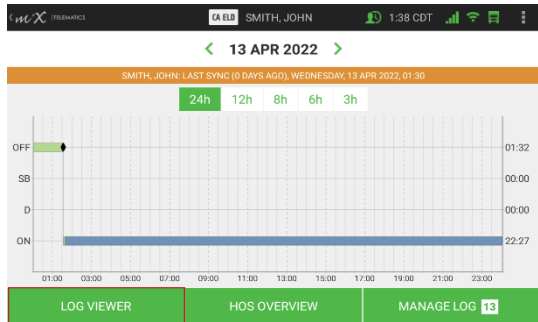
DEFER

14.4.7 Adding an off-duty deferral event

You can insert an off-duty deferral event after the fact (e.g., if you forgot to add it straight away) under the input data tab by adding it as log data. The option can be found in the exemption category.

- Tap HOS Log on the HOS overview screen.

2. Tap Log Viewer at the bottom of the screen to view the HOS logs.



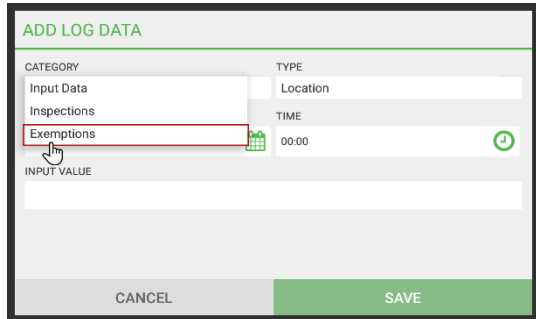
3. Tap the Input Data tab at the bottom.

TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
01:32	S 34.06 E 18.82	175718	1171.8	Log In - 72	Driver
01:32	S 34.06 E 18.82	175718	1171.8	ON	Driver

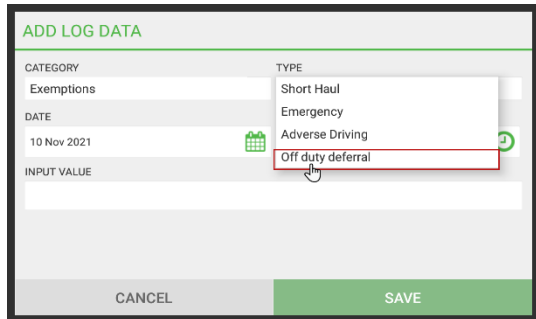
4. To add an off-duty deferral event, click the green + icon.

DATE TIME	TYPE	ANNOTATION (REMARK)

- Tap the box under Category and select Exemptions.

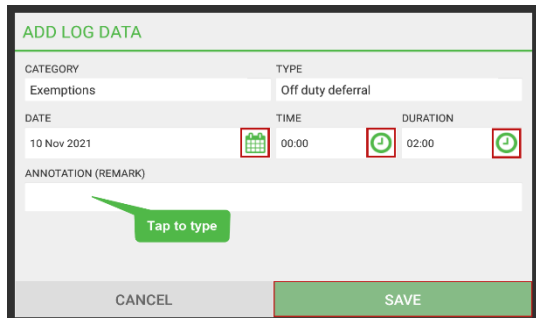


- Tap the box under Type and select Off duty deferral.



- Add a date and time and duration by tapping the calendar and clock icons.

Note: When you add an off-duty deferral input for the current day (today), you will not be allowed to enter more off-duty than what is available. **When you add off-duty deferral for a historic date, you will also not be allowed to enter more than what was available for that specific date and time.**

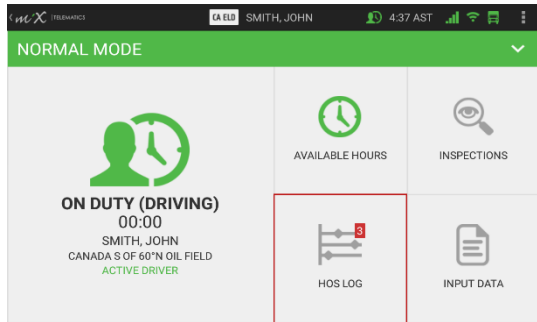


- Tap Save.

14.4.8 Editing or removing an off-duty deferral event

You can edit or remove a previously captured off-duty deferral **Day 1** event. When editing an historic off-duty event, both day 1 and day 2 events will be updated. **Note however that only the Day 1 off-duty deferral can be removed.**

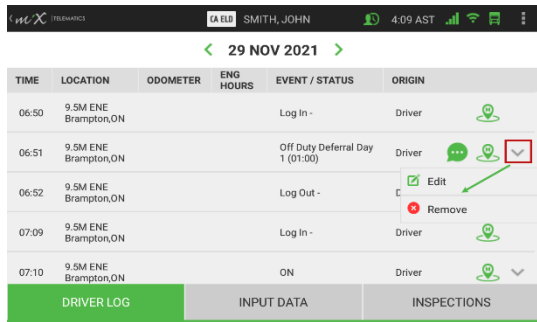
1. Tap HOS Log on the HOS overview screen.



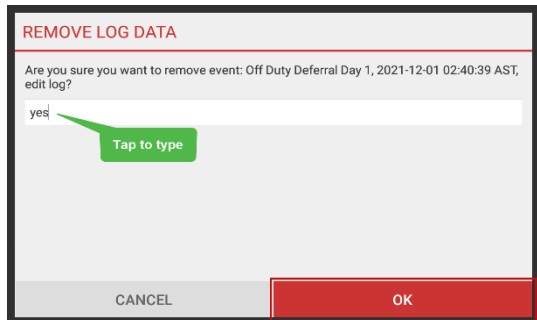
2. On the Driver Log tab look for the relevant **Off Duty Deferral Day 1** event. You can only update Day 1. When editing an historic off-duty event, both day 1 and day 2 events will automatically be updated.

Note however that only the Day 1 off-duty deferral can be removed.

3. Tap the downwards arrow next to the event.



4. If you want to remove the off-duty deferral, tap **Remove**. The corresponding Day 1 and Day 2 events will be removed, and the available hours recalculated upon successful removal.



5. If you wanted to change the event, tap **Edit** on the menu above.
6. Change the date, by tapping the calendar icon.
7. Change the time by tapping the clock icon.
8. Change the duration by tapping the clock icon next to duration.
9. You can change the annotation by tapping the text box.
10. Tap Save.

EDIT LOG DATA

CATEGORY	TYPE
Exemptions	Off duty deferral

DATE	TIME	DURATION
29 Nov 2021	06:51	00:30

ANNOTATION (REMARK)
Deferring for extra delivery

Tap to type

CANCEL SAVE

If you are editing the current day, Day 1 will be updated. If you are editing a previous off duty deferral event, both day 1 and day 2 will automatically be updated. The available hours will also be recalculated accordingly.

14.4.9 Assigning a historical driving period to a co-driver

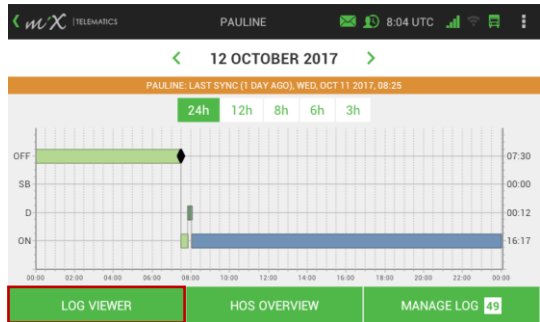
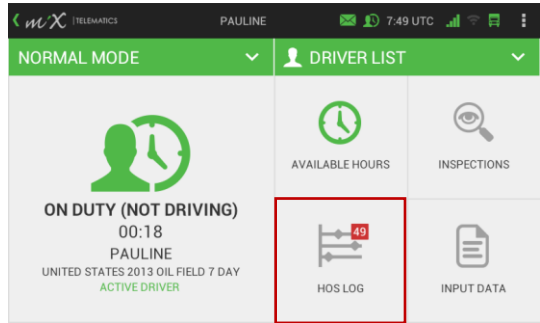
If you forgot to change your status to the active driver whilst driving, you can still assign a historical driving time from yourself to another driver who was logged into the MiX ELD when the specific driving period occurred.

Note that you, as a new active driver can also use the quick claiming feature described in the [Quick claiming unidentified hours](#) section above, immediately after the driving took place to claim a previous driving period. The Log editing however enables you to swap any time while both drivers (or more are logged into the ELD.

1. Both drivers need to be logged in when swapping driving time.
2. The person **assigning** the driving period must tap the HOS Log icon first.

(This is the person who was the active driver whilst the driving took place and who wants to remove the driving period from his/her records.)

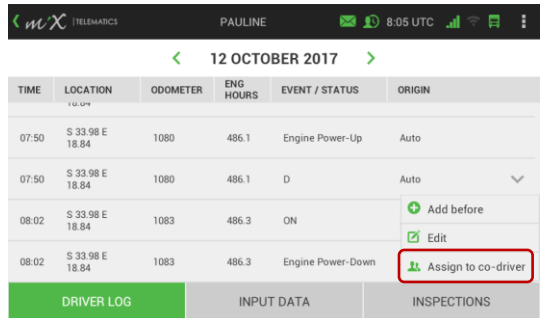
3. Tap Log Viewer.



4. Search for the specific historical driving period that you need to assign to one of the drivers who was logged into the vehicle at the same time the driving occurred.

NOTE: if you were the only driver that was logged in during the driving period the option will not be available in the dropdown list.

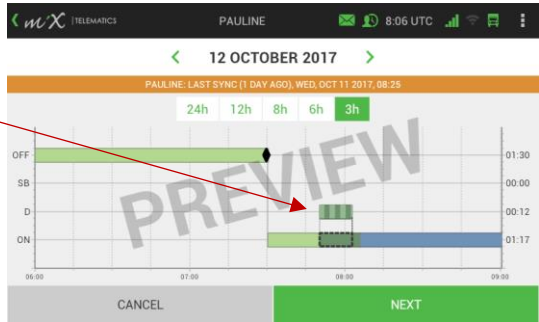
If more than one co-driver was logged in during the specific driving period, a list of the driver names will be displayed.



TIME	LOCATION	ODOMETER	ENG HOURS	EVENT / STATUS	ORIGIN
07:50	S 33.98 E 18.84	1080	486.1	Engine Power-Up	Auto
07:50	S 33.98 E 18.84	1080	486.1	D	Auto
08:02	S 33.98 E 18.84	1083	486.3	ON	+
08:02	S 33.98 E 18.84	1083	486.3	Engine Power-Down	+

5. After tapping Assign to co-driver, you can review a preview of your own log graph indicating the driving period that will be removed.

6. Tap Next.



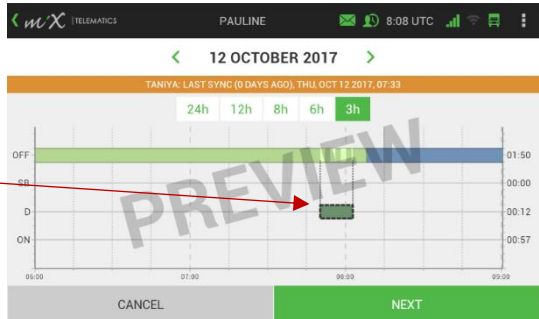
7. You can now view your new available hours.

Tap Accept.

SHIFT	BEFORE	AFTER
Shift On Duty Available	13:23	13:22
Shift Driving Available	07:23 / 10:47	07:22 / 11:00
Shift On Duty Used	00:37	00:38
Shift Driving Used	00:13	00:00
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

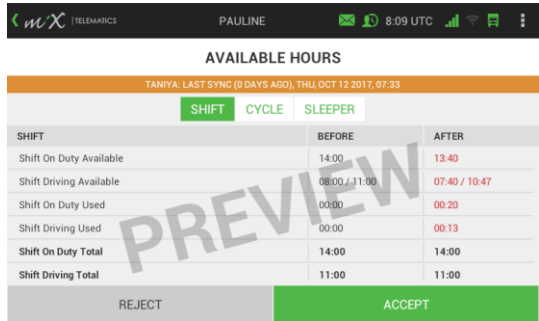
8. A preview of the log graph of the driver who is **claiming** the historical driving period will now be displayed.

The driver who wants to add the driving period to their driving records must now tap Next.



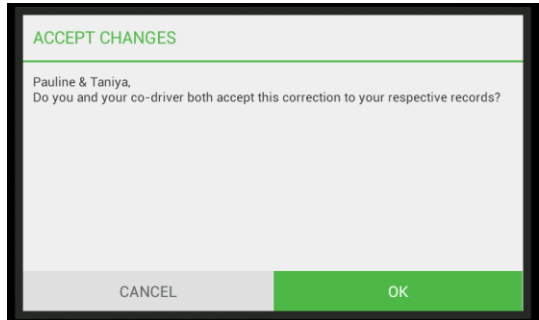
9. You can now view a preview of your new available hours after the historical driving period has been added to your driving records.

Tap Accept to claim this.



SHIFT	BEFORE	AFTER
Shift On Duty Available	14:00	13:40
Shift Driving Available	08:00 / 11:00	07:40 / 10:47
Shift On Duty Used	00:00	00:20
Shift Driving Used	00:00	00:13
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

10. Only if **both** drivers agree with the changes are you allowed to tap OK. This is a signature implying that both drivers are happy with the edits to the driver records.



ACCEPT CHANGES

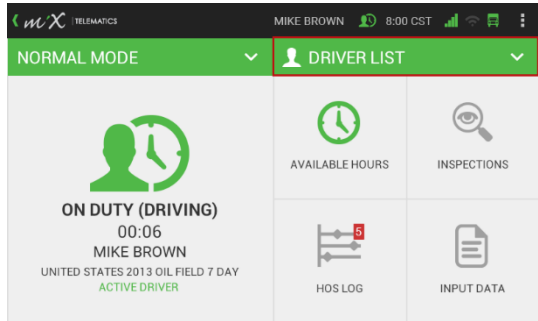
Pauline & Taniya.
Do you and your co-driver both accept this correction to your respective records?

CANCEL OK

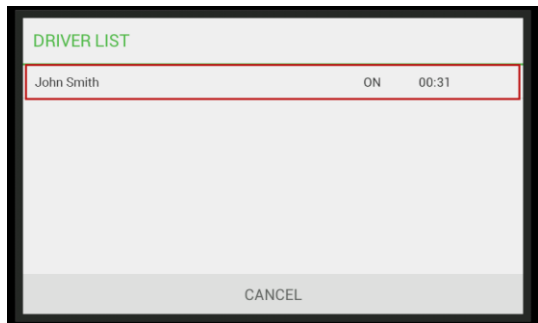
15. Swap driving time when team driving

If you are team driving and both you (the active driver) and another driver (the co-driver) are logged into the MiX ELD simultaneously, you can swap a historical driving period. Thus, if you forgot to change yourself from the co-driver to the active driver, the MiX ELD will ask you if you want to claim the last driving period, right after an active driver swap where both drivers were logged in. **NOTE:** Both drivers must be logged in to perform this operation.

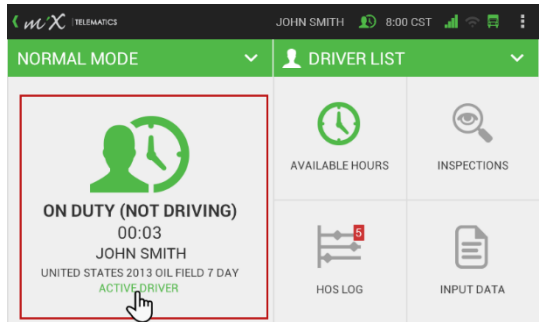
1. Tap the Driver List dropdown on the HOS overview screen.



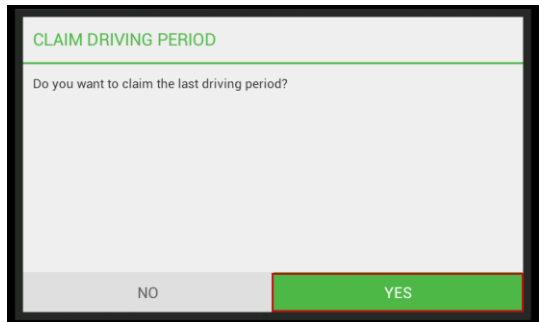
2. Choose the relevant name from the list of drivers.



3. Change your HOS status to Active Driver by tapping the driver icon.

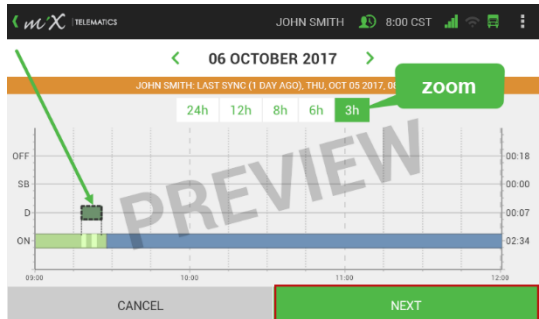


4. You can now claim the last driving period by tapping Yes.

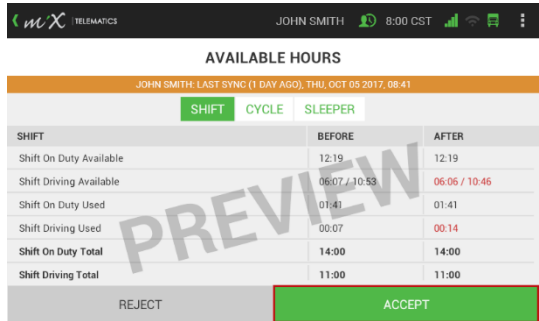


5. A preview will be displayed of the hours that will be added.
Zoom in by tapping the hours icons displayed above.

Tap Next.



- View your available hours. You can toggle between shift, cycle and sleeper using the tabs displayed at the top. Tap Accept to add the hours to your log.



AVAILABLE HOURS

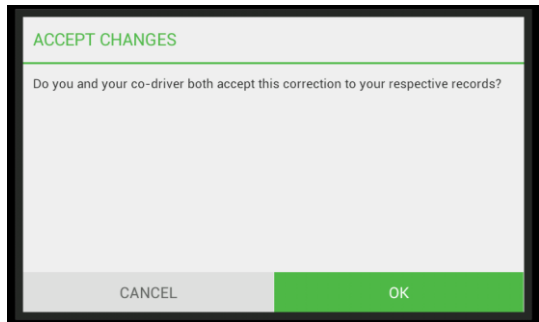
JOHN SMITH LAST SYNC (1 DAY AGO), THU, OCT 05 2017, 08:41

SHIFT CYCLE SLEEPER

SHIFT	BEFORE	AFTER
Shift On Duty Available	12:19	12:19
Shift Driving Available	06:07 / 10:53	06:06 / 10:46
Shift On Duty Used	01:41	01:41
Shift Driving Used	00:07	00:14
Shift On Duty Total	14:00	14:00
Shift Driving Total	11:00	11:00

REJECT ACCEPT

- Both drivers need to accept the changes made to the records. Tapping OK means that **both** drivers have accepted the correction.



ACCEPT CHANGES

Do you and your co-driver both accept this correction to your respective records?

CANCEL OK

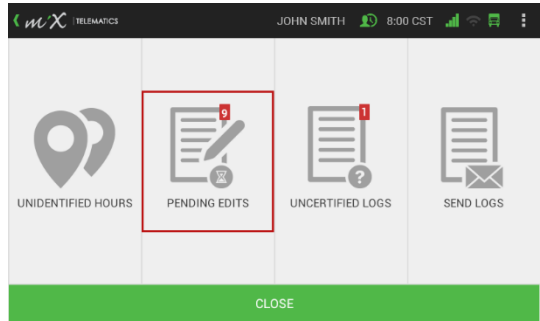
Once confirmed, the driving period will be removed from the previous driver's log and added to the new active driver's log.

16. Pending Edits

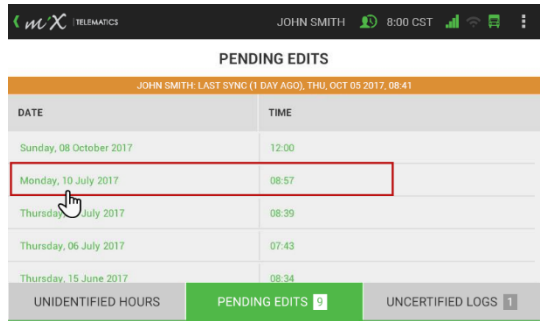
When a supervisor or HOS administrator makes any changes to the driver's log in MiX Fleet Manager, the edit will be sent to you, the driver as a pending edit that you can accept or reject on the MiX ELD.

Go to the ELD Summary screen by tapping **Hours of Service > HOS Log > Manage Log**.

1. Tap Pending Edits on the summary screen.



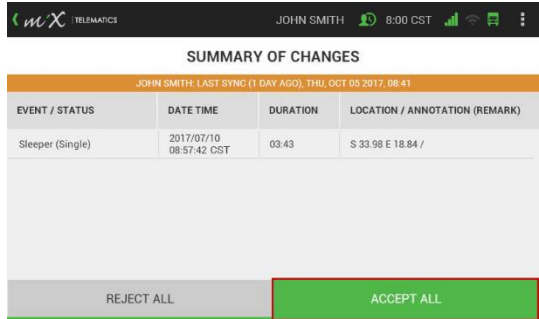
2. Choose the day you would like to review.



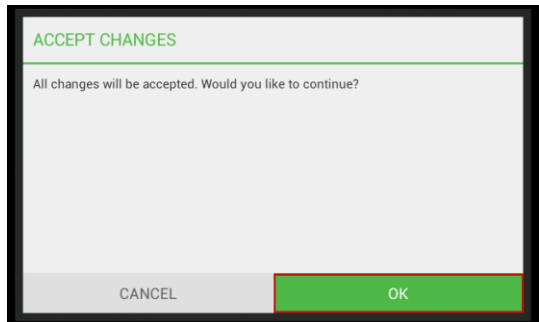
3. Preview the graph with the proposed edits and tap either Next or Cancel to reject the changes. Zoom in or out by tapping the hours shown at the top of the graph.



- You can now either Accept all the changes or Reject all the changes. *Rejected edits will be sent back to the supervisor. You have to supply a reason for any rejected changes.*



- Tap OK to accept all the edits to your log.



You can also access this feature from the Uncertified Logs screen as described in Log Certification below.

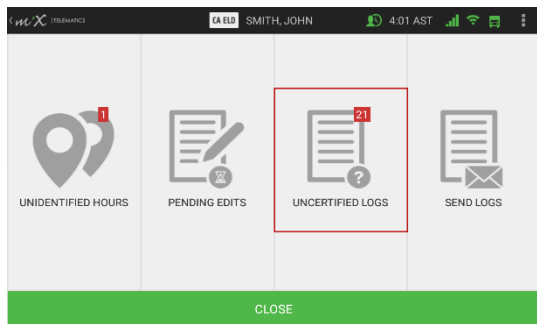
17. Log Certification

HOS drivers are required to certify their logs at the end of each day of work. The ELD solution for log certification is an implicit electronic signature used to indicate acceptance. Certify your logs from the ELD summary screen.

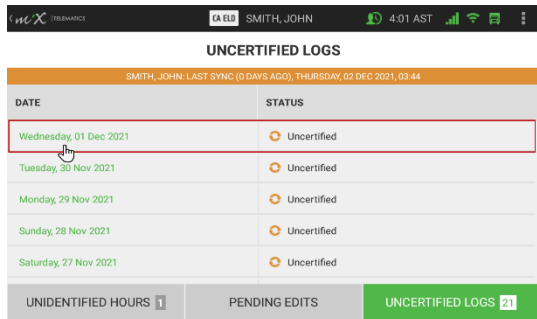
You will need to certify your log whether you have been on duty or off duty.

You can get to this screen by tapping **Hours of Service > HOS Log > Manage Log**

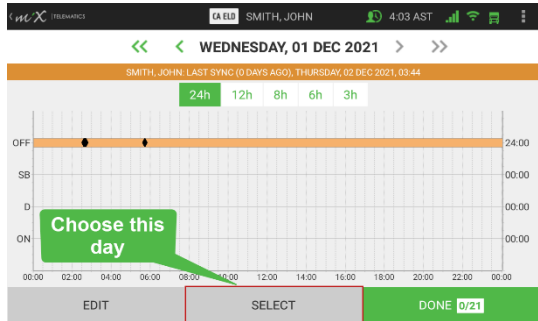
1. Tap Uncertified Logs.



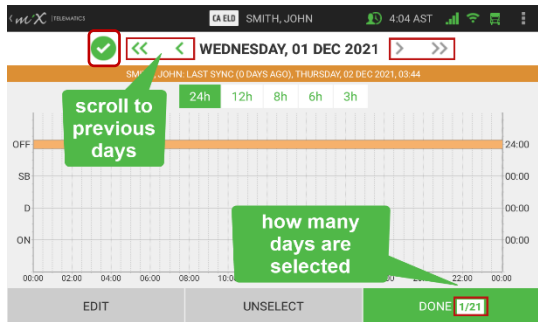
2. Make sure you are on the Uncertified Logs tab.
3. Tap on any day that you would like to view and certify.
 - Certified and not synced will display in the list with a blue icon.
 - Uncertified will display in the list with an orange icon.



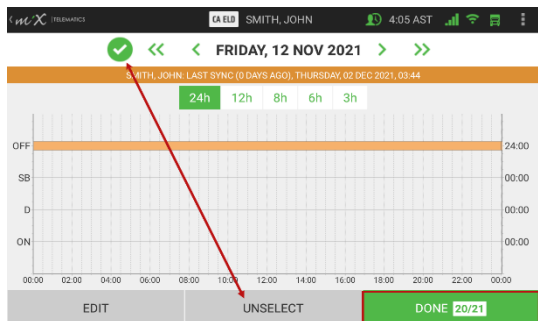
4. Tap Select to choose this day to certify.



5. Now scroll through the days using the green arrows and tap select on each one you want to certify. You can see the total of the selected days on the bottom next to Done.



6. A checkmark will indicate that the day has been selected to be certified. Tap Unselect if you do not want to include the day.
7. After you have scrolled through all the days you want to certify, tap Done.



8. A summary of all the days you are certifying will be displayed.
9. Tap Agree.

Tapping Agree is an implicit electronic signature that means you are accepting your log entries.

CERTIFY LOG

I hereby certify that my data entries and my record of duty status for the following 24 hour periods are true and correct:

- Wednesday, 01 Dec 2021
- Tuesday, 30 Nov 2021
- Monday, 29 Nov 2021
- Sunday, 28 Nov 2021
- Saturday, 27 Nov 2021
- Friday, 26 Nov 2021
- Thursday, 25 Nov 2021
- Wednesday, 24 Nov 2021
- Tuesday, 23 Nov 2021
- Monday, 22 Nov 2021
- Sunday, 21 Nov 2021
- Saturday, 20 Nov 2021

NOT READY
AGREE

10. Any days that have not been certified will be displayed in the list.

mX TELEMATICS
SMITH, JOHN
4:09 AST

UNCERTIFIED LOGS

SMITH, JOHN: LAST SYNC (0 DAYS AGO), THURSDAY, 02 DEC 2021, 03:44

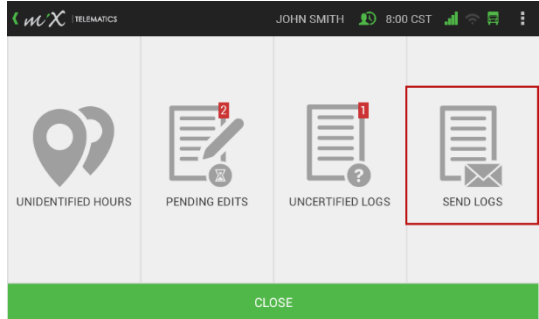
DATE	STATUS
Thursday, 11 Nov 2021	○ Uncertified

UNIDENTIFIED HOURS 1
PENDING EDITS
UNCERTIFIED LOGS 1

18. Sending the logs to email

The ELD summary screen allows you to send the log files to your personal email address. You can get to this screen by tapping **Hours of Service > HOS Log > Manage Log**.

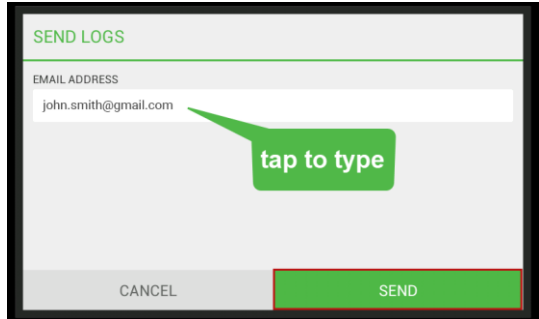
1. Tap Send Logs.



2. Enter an email address and tap Send.

This attaches the output file (CSV file) and the HOS Driver Log Reports (PDF files) for the last 7+1 days (for US) or 14+1 days (for Canada) to the email.

Note: You will not be able to send the logs when your device is not docked and connected to the vehicle.



19. Inspections

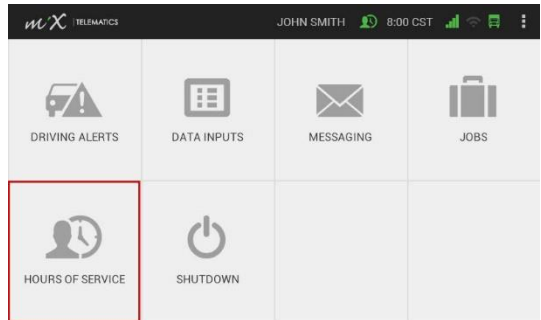
There are two inspection features on the MIX ELD. Users can firstly enter Roadside Inspection mode on the MiX ELD to supply the necessary information for the roadside inspection and secondly, log inspection events.

19.1 Roadside Inspections

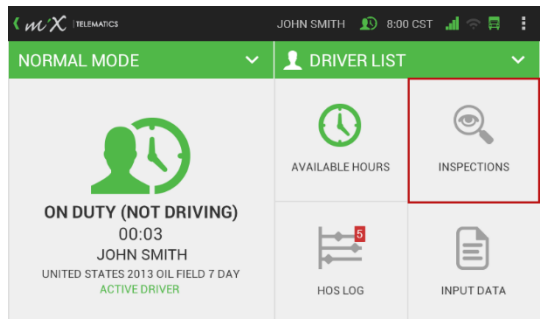
You initiate the Roadside Inspection mode when requested by an authorized law enforcement official to show all the required ELD information, including the header segment, log graph and log listing in table format. When you undock the MiX ELD, the application will automatically enter Roadside inspection mode. **Note however that you must dock the device to start the transfer process because the device needs to be connected to the vehicle in order to get the correct data required to display for your roadside inspection. You will not be allowed to select Roadside Inspection if your device is not docked. You will not be able to send the Roadside Inspection report when your device is not docked.**

When in Roadside Inspection Mode all HOS alerts will be muted. The device will automatically unmute when the vehicle is in a moving state according to the ELD threshold (5mph).

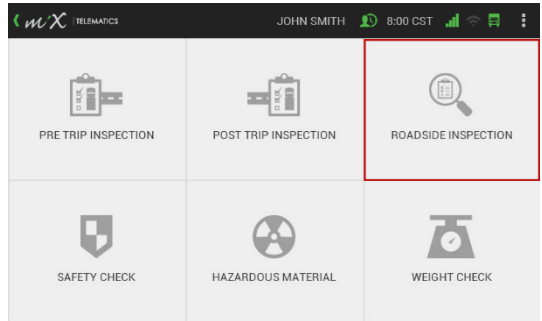
1. Tap the Hours of Service icon.



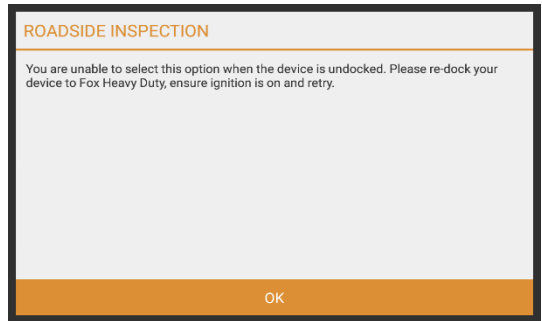
2. Tap Inspections.



3. Select Roadside Inspection.



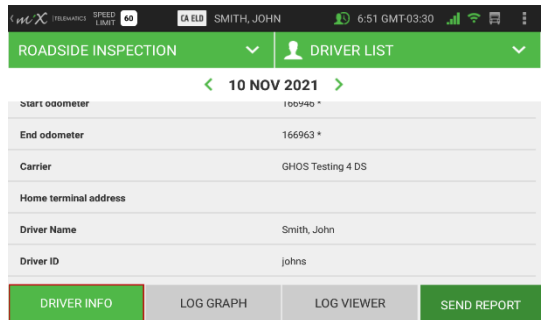
If your device is not docked, you will not be able to open the Roadside Inspection. Redock your device to continue.



4. You can now show the official the required information.

A summary of all your information will be displayed by default but can also be accessed by tapping the Driver Info tab at the bottom of the screen.

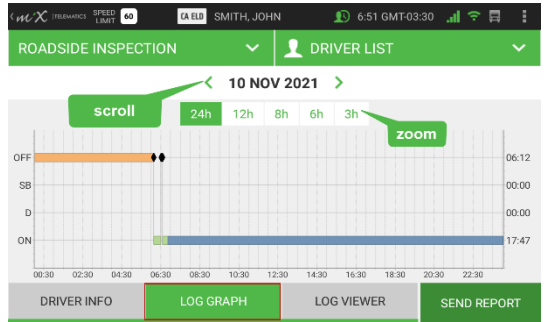
This screen will also indicate if you are an [exempt driver](#).



5. Tap Log Graph to show a visual display of the logs.

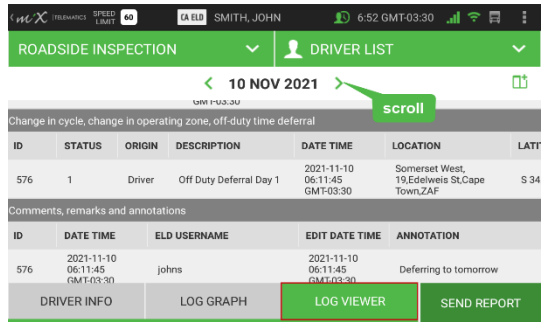
Zoom in and out using the hours icons at the top.

Scroll back and forth using the arrows to select a different day.



6. For a listing of the events or statuses, tap Log Viewer.

Scroll back and forth using the arrows to select a different day.

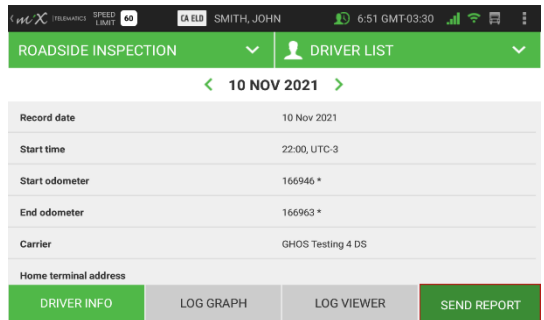


ID	STATUS	ORIGIN	DESCRIPTION	DATE TIME	LOCATION	LAT
576	1	Driver	Off Duty Deferral Day 1	2021-11-10 06:11:45 GMT+03:30	Somerset West, 19,Edelweiss St,Cape Town,ZAF	5.34

ID	DATE TIME	ELD USERNAME	EDIT DATE TIME	ANNOTATION
576	2021-11-10 06:11:45 GMT+03:30	johns	2021-11-10 06:11:45 GMT+03:30	Deferring to tomorrow

7. You can initiate the sending of the output file by tapping Send Report.

Note: Your device must be docked and connected to a vehicle to be able to send a report. You must re-dock your device and ensure your ignition is on when tapping the send report button.



Record date	10 Nov 2021
Start time	22:00, UTC-3
Start odometer	166946 *
End odometer	166963 *
Carrier	GHOS Testing 4 DS
Home terminal address	

8. Select whether the report must be sent via email or the web service code – the optional output file comment, which is a routing code provided by the inspecting officer that could be a minimum of 4 characters and a maximum of 60, can be entered here.



When driving in Canada, you only have the option to enter an email address.

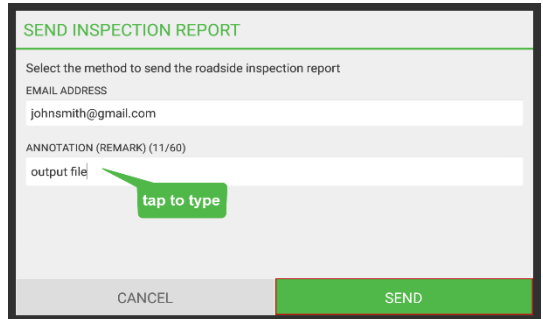
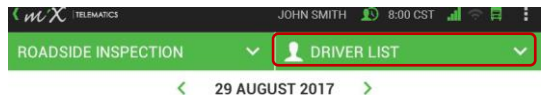
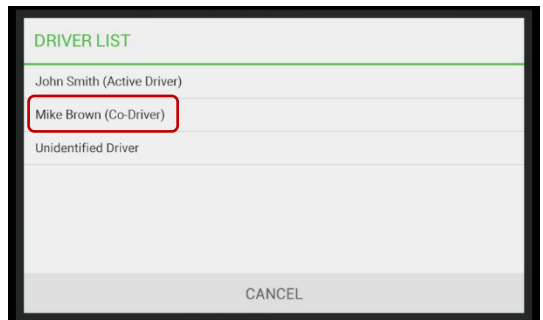
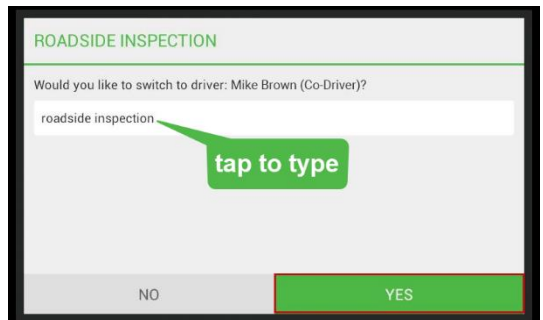
NOTE: if there is no mobile coverage at your current location, the ELD will display a warning that the file could not be sent.

9. Logged in co-drivers can show their driver logs at the same time. Tap the Driver List to view all logged in drivers.

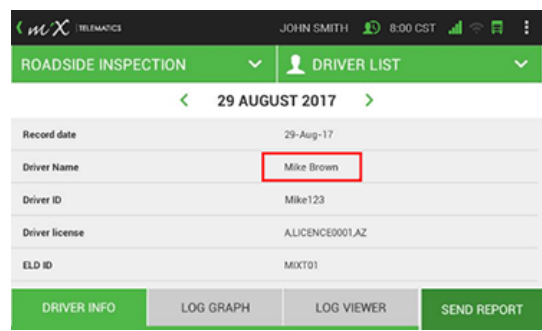
10. Tap the co-driver's name from the driver list to access the relevant logs.

11. Enter an optional annotation.

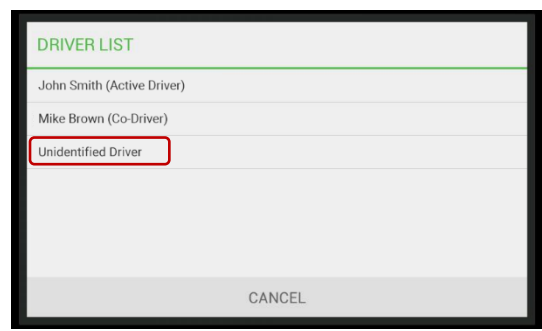
Tap in the open space in the textbox to enable the keyboard and tap the enter key on your keyboard once you have finished typing.

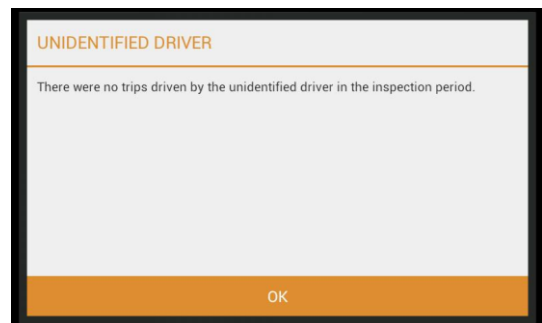
12. The co-driver can now also show the driver info, log graph and log viewer or choose to send a report by tapping the various tabs at the bottom.



13. If required, you can also show the officer the unidentified logs for the vehicle by selecting the Unidentified Driver profile by tapping on the driver list dropdown.



14. The ELD will display a notification if there was no unidentified driving time.



15. You need to exit the roadside inspection by tapping the downward arrow next to the roadside inspection status in the top banner. (You can also tap the MiX Telematics logo icon to exit Roadside Inspection and go back to the previous screen.)



16. Tap Yes and enter an annotation as this will log an inspection event that is recorded in the system for both the active driver and the co-driver.

There are different inspections that can be selected, and events will be logged accordingly:

- Pre-trip inspection
- Post trip inspection
- Safety check
- Hazardous material inspection
- Weight Check



19.1.1 Docking and Undocking the MiX ELD for roadside inspections

When you undock the MiX ELD, the application will automatically open the roadside inspection functionality. It is however important to note that you need to be connected to your vehicle (i.e. docked) to get the latest records to show to the official. The device will therefore not allow you to select Roadside Inspection if you are not docked and connected to the vehicle.

Please note you cannot use the MiX ELD in an undocked state for any other functionality than roadside inspections. If you exit roadside inspections, you will be prompted to dock the MiX ELD before continuing use.

If no driver has been logged into the vehicle and you undock the MiX ELD, the application will ask you to please dock the ELD first.

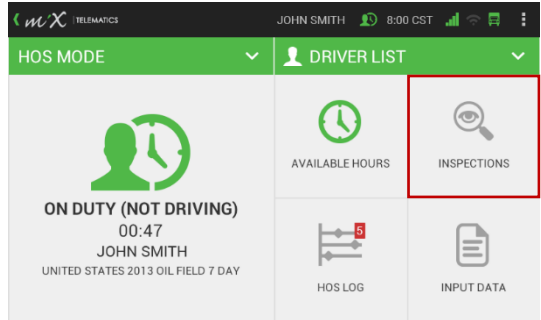
If you did not dock the ELD before driving, the ELD will prompt you to edit the HOS logs and claim the driving time accordingly.

VERY IMPORTANT: IF YOUR ELD IS NOT DOCKED, YOU ARE NOT ELD-COMPLIANT.

It is also important to note that you must be docked to initiate the Roadside Inspection mode to transfer the data correctly and to show the latest information. You cannot initiate the Roadside Inspection or send the Roadside Inspection report when your device is not connected to your vehicle.

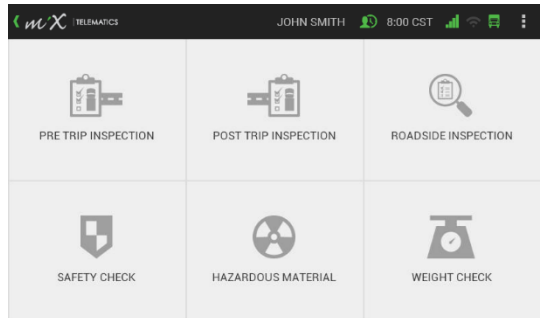
19.2 Log inspection events from the Inspections tab

1. Tap the Inspections icon.



2. Select one of the following:

- Pre-trip Inspection
- Post Trip Inspection
- Roadside Inspection
- Safety Check
- Hazardous Material
- Weight Check



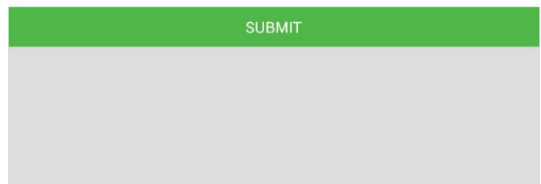
3. Tap on the text bar to activate the keyboard.



4. Type an input value.

Click here to enter input value

5. Tap Submit.

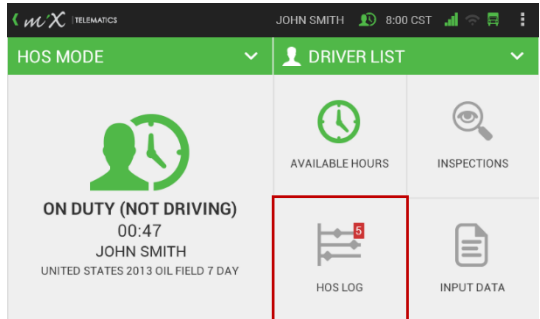


6. Tap OK to send the inspection event.

19.3 View and edit logged inspections

View all inspections that were logged in the Inspections section.

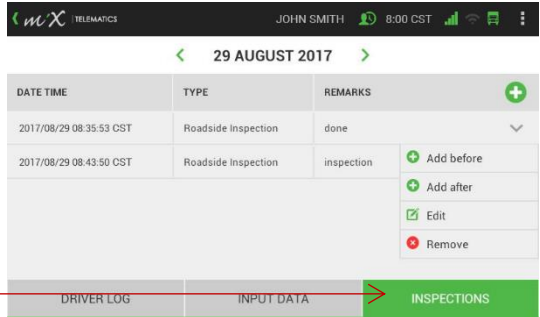
1. Tap HOS Log.



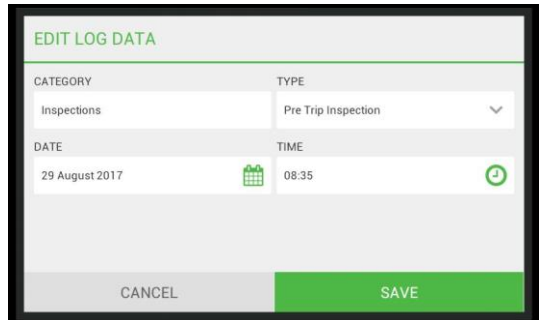
2. Tap Log Viewer.



3. Tap Inspections.
4. View all logged inspections
5. Tap the downward arrow next to the inspection to add an inspection before or after, or to edit or remove the logged data.

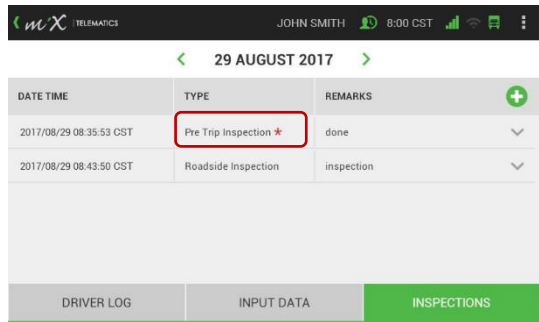


6. Change the category, type or date and time.
7. Tap Save.



EDIT LOG DATA	
CATEGORY	TYPE
Inspections	Pre Trip Inspection
DATE	TIME
29 August 2017	08:35
CANCEL SAVE	

8. The edited inspection will be indicated with a red asterisk.

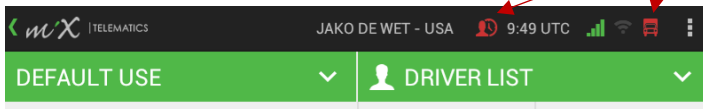


29 AUGUST 2017			
DATE TIME	TYPE	REMARKS	
2017/08/29 08:35:53 CST	Pre Trip Inspection *	done	+
2017/08/29 08:43:50 CST	Roadside Inspection	inspection	+
DRIVER LOG INPUT DATA INSPECTIONS			

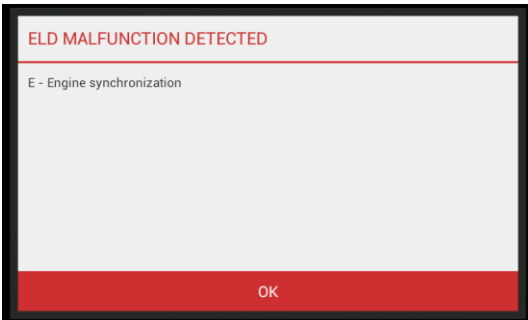
20. Data diagnostics and Malfunctions

Indicators on the ELD screen alert the driver to a data diagnostic event or malfunction on the MiX ELD.

- The diagnostic indication is the driver icon in the top banner on the screen.
- The malfunction indication is the truck icon in the top banner on the screen.



Please note that **only** when you see the ELD malfunction error or the red truck indicator you need to contact your supervisor immediately to log a ticket with MiX Telematics.*Revert to using paper logs in the event of the ELD device hindering the accurate recording of your driver logs.**



*A data diagnostics or red driver icon does not require a ticket to be logged, nor does it require switching to paper logs.

**You should never run on paper logs without logging a request with MiX Telematics for the ELD malfunction.

A list of some of the possible malfunctions that could occur is provided below:

20.1 Malfunction code

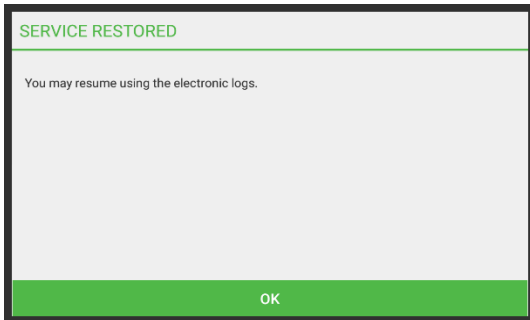
<i>Malfunction code</i>	<i>Malfunction description</i>
P	Power compliance
E	Engine synchronization compliance
T	Timing compliance
L	Positioning compliance

R	Data recovery compliance
S	Data transfer compliance
O	Other ELD detected malfunction

20.2 Data Diagnostic Events

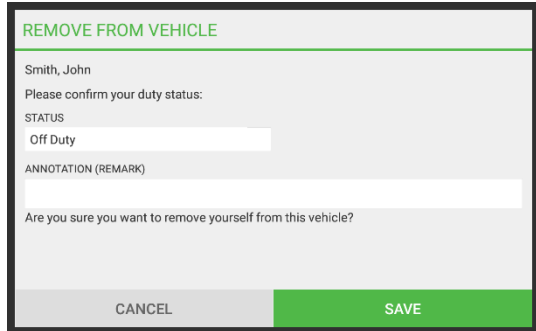
<i>Diagnostic code</i>	<i>Data Diagnostic Event</i>
1	Power data diagnostic event
2	Engine synchronization data diagnostic event
3	Missing required data element data diagnostic event
4	Data transfer data diagnostic event
5	Unidentified driving records data diagnostic event
6	Other ELD identified diagnostic event

The ELD will inform you when it is safe to resume using the electronic logs:



21. Log out

1. Insert the red HOS driver plug.
2. Choose the relevant duty status and enter an annotation if required.
3. Tap Save.



REMOVE FROM VEHICLE

Smith, John
Please confirm your duty status:

STATUS
Off Duty

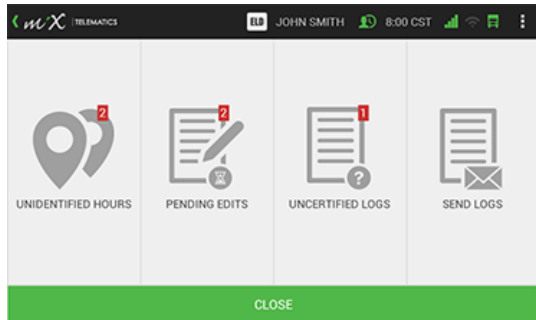
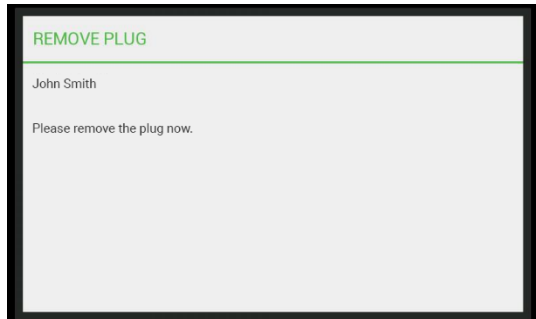
ANNOTATION (REMARK)

Are you sure you want to remove yourself from this vehicle?

CANCEL SAVE

The ELD summary screen will be displayed, showing a quick status overview of the ELD-compliance actions. See the [ELD summary screen](#) section for more information.

4. Tap Close.
5. Wait for the synchronization to complete.
6. Remove red HOS driver plug only after receiving the on-screen prompt.

REMOVE PLUG

John Smith

Please remove the plug now.

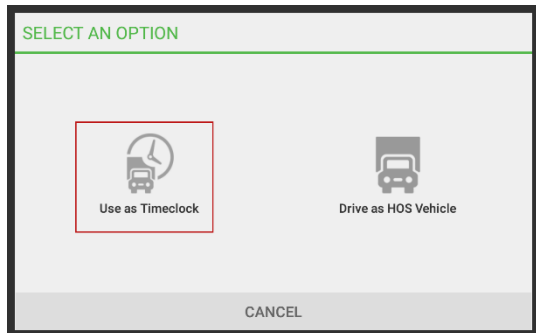
22. ELD Timeclock

The ELD (in-cab device) can be used in Timeclock mode, which means that you can change your duty status without actually logging into the vehicle with the intention of driving. Any changes made on the Timeclock will be synchronized to the red driver plug and to the data center, assuming there is communications coverage.

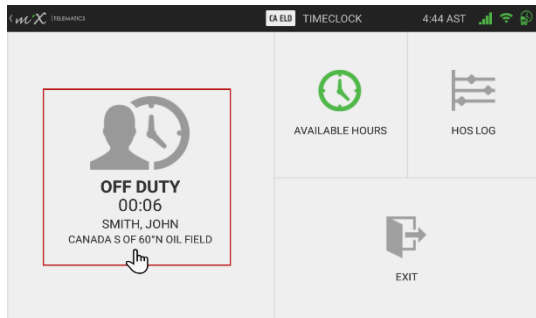
You can use the ELD in Timeclock mode to view your current available hours or change your operating zone or cycle.

To view your current available hours and view or print your log report, you can also log into the [Timeclock kiosk](#).

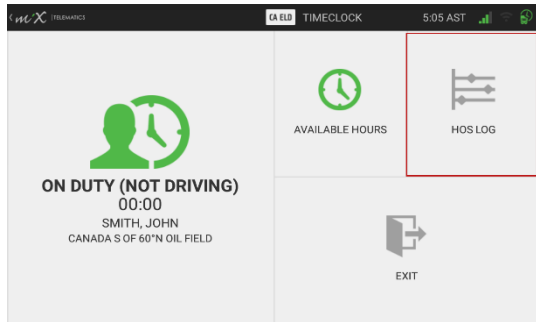
1. Log in using the red driver plug and select Use as Timeclock.



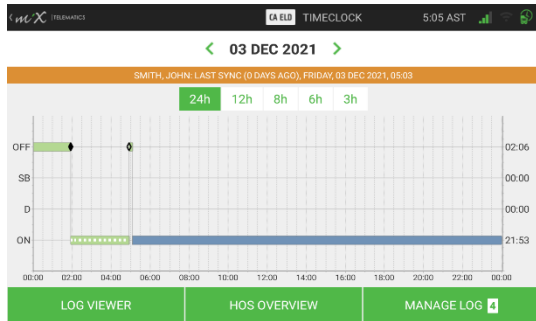
2. Change your duty status by tapping the driver icon.



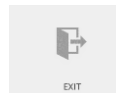
3. Tap HOS log to view your driver log.



4. Tap Manage Log to view the Unidentified Hours, pending edits, uncertified logs and to send your logs.



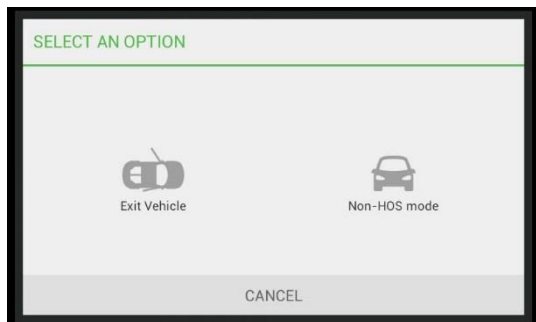
5. To exit the Timeclock functionality, tap Exit.



6. Tap Exit Vehicle or Non-HOS mode.

7. If you select Non-HOS mode, your status will automatically be changed to On Duty (Not Driving).

8. Remove the plug.

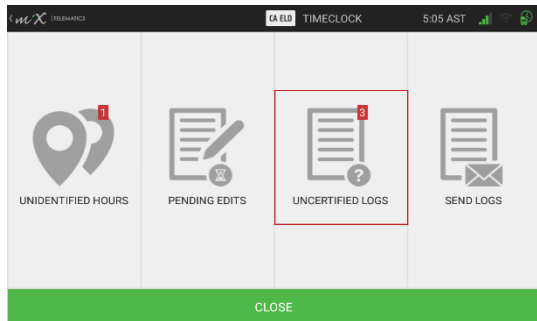


22.1 Certify logs using Timeclock mode

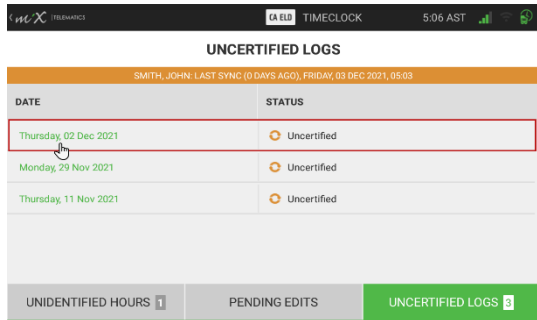
HOS drivers are required to certify their logs at the end of each day of work. The ELD solution for log certification is an implicit electronic signature used to indicate acceptance. Certify your logs from the ELD summary screen.

You will need to certify your logs whether you have been on duty or off duty.

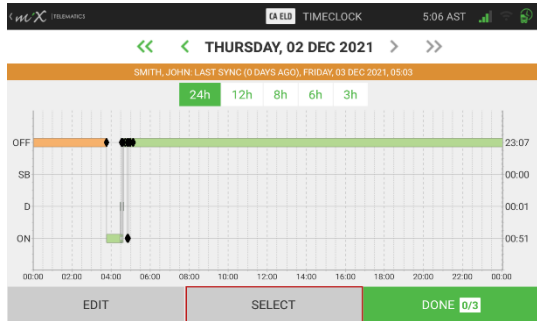
1. Tap HOS Log > Tap the Manage Log tab at the bottom to open this screen.
2. Tap Uncertified Logs.



3. Tap on any day that you would like to view and certify.



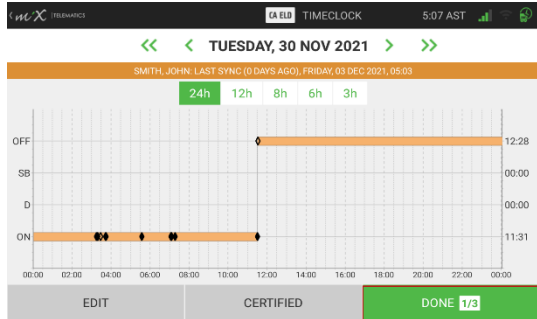
4. Tap Select.



5. Now scroll through the days using the green arrows and tap select on each one you want to certify. You can see the total of the selected days on the bottom next to Done.

6. A check will indicate that the day has been selected to be certified. Tap Unselect if you do not want to include the day.

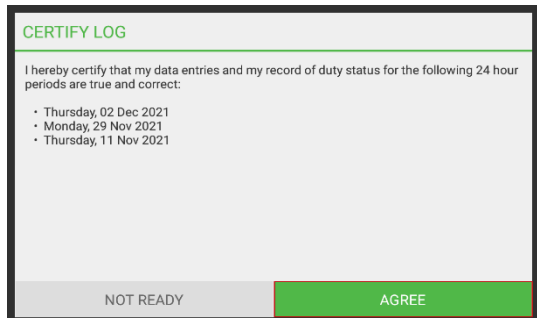
7. After you have scrolled through all the days you can tap Done.



8. A summary of all the days you are certifying will be displayed.

9. Tap Agree.

Tapping Agree is an implicit electronic signature that means you are accepting your log entries.



23. Timeclock Kiosk

The timeclock application on the kiosk allows you to arrive at work, log in at the Timeclock, set your status to on duty not driving, complete all your paperwork, print log reports, etc. while not having to be in the vehicle. You then only need to log in at the vehicle with the intention of driving when you have completed all your work.

Recommended Browser: Google Chrome

23.1 Log into the Timeclock

For drivers making use of a Canadian rule set, the Timeclock will record and log a *log in* event as well as a *log out* event when drivers log in and out of the Timeclock. This event will be associated with the driver, the vehicle and the motor carrier and will be displayed in the driver log.

1. Depending on the settings required by your administrator you will either log in using your driver plug or provide a username and password (if required).
2. Click Sign in.

If you are logging in with an unformatted plug, click Format when prompted to do so, enter your driver ID and password and wait for the HOS synchronization to complete.

mX | TELEMATICS
QA LIVE VEHICLES
Insert driver ID tag or type in driver ID number using keyboard below

Driver ID
HJCA10

Password

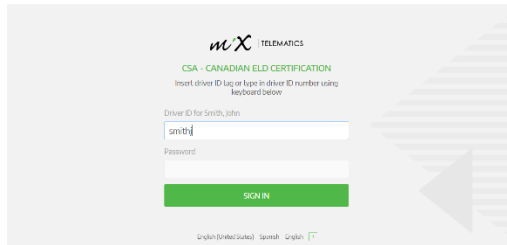
SIGN IN

Created to reflect the plug, installation and format the information. Make sure the plug Timeclock Plug interface Agent is running. Alternatively, click [Here](#) to download the application for installation.

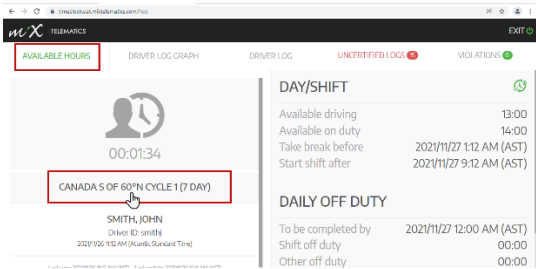
23.2 Change operating zone / cycle

You can change your operating zone from US to Canada or vice versa or your cycle from a Canada North to Canada South (or vice versa) or from a 7-day to -14-day or Oil field if you meet the relevant off-duty requirements.

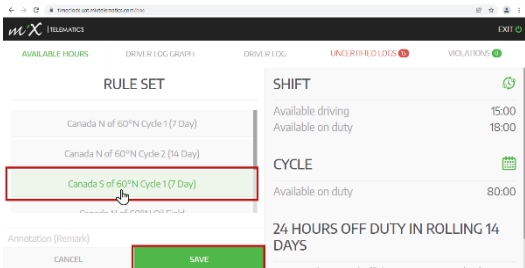
1. Sign into the Timeclock application using the red plug. Rule set changes can only be allowed when signing in using a plug because the rule set changes need to be written to the plug for the sync.



2. Make sure the Available Hours tab is selected at the top.
3. Click on your currently selected rule set to change it.
4. Wait for the synchronization to complete.

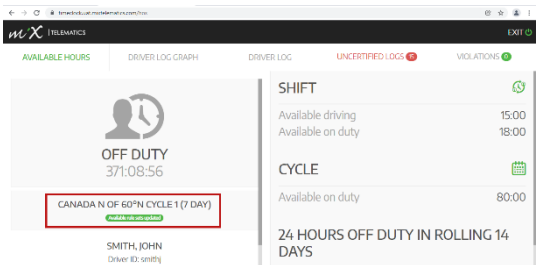


5. Select the new rule set from the list made available to you by the administrator in MiX Fleet Manager.
6. Click Save.



7. Your new rule set will now be displayed.

If new rule sets have been made available to you by the administrator, you will be notified on this screen with the message "Available rule sets updated" as shown on the example.



Cannot change your rule set?

It is important to remember that you need to meet certain legislative off-duty requirements before switching between cycles. *(Operating zone changes do not require any off-duty.)*

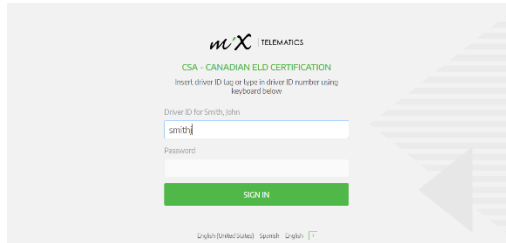
If the MiX ELD does not allow you to switch between cycles, make sure that you adhere to the following off-duty requirements:

- Changing from 14-day rule set to 7-day requires 72 hours continuous off duty.
- Changing 7 day to 14 day requires 36 hours continuous off duty.
- Changing from an Oil field to 7 or 14 day requires 72 hours continuous off duty.
- Changing from 14-day rule set to Oil field (same or different zone) - no off duty required.
- Changing from 7-day rule set to Oil field (same or different zone) - no off duty required.

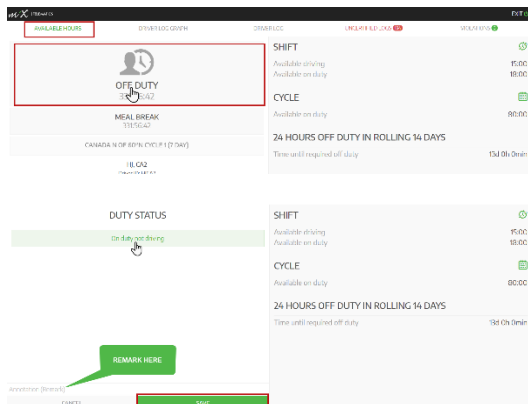
23.3 Change duty status

You can change your status to on duty not driving or off duty using the Timeclock kiosk. If the TimeEntry feature is enabled, you can also sub-statuses.

1. Sign into the Timeclock application.



2. Make sure the Available Hours tab is selected at the top.
3. Click on your currently selected duty status or the driver icon as shown.
4. Change your duty status by clicking on the new status.
5. (Select your sub-status if relevant).
6. Enter an optional annotation (remark).
7. Click Save.



- Your new duty status will now be displayed.

23.4 Driver certification of RODS

- Sign into the Timeclock application using the red plug. Rule set changes can only be allowed when signing in using a plug because the rule set changes need to be written to the plug for the sync.
- Choose the Uncertified Logs tab at the top.
- You can select multiple days to certify by checking the box next to the date of the ROD that you would like to view.
- Click Review:

DATE	STATUS
<input checked="" type="checkbox"/> Tuesday, March 17, 2020	Uncertified
<input checked="" type="checkbox"/> Monday, March 16, 2020	Uncertified
<input checked="" type="checkbox"/> Friday, March 13, 2020	Uncertified
<input type="checkbox"/> Tuesday, March 3, 2020	Uncertified
<input type="checkbox"/> Tuesday, February 25, 2020	Uncertified
<input type="checkbox"/> Monday, February 24, 2020	Uncertified
<input type="checkbox"/> Sunday, February 23, 2020	Uncertified
<input type="checkbox"/> Saturday, February 22, 2020	Uncertified

5. View the ROD per day.
6. Tap Certify.

Note that days containing pending edits cannot be certified using the Timeclock.

The screenshot shows the 'UNCERTIFIED LOGS' screen for the date 3/17/2020. The interface includes a navigation bar at the top with tabs for 'AVAILABLE HOURS', 'DRIVER LOG GRAPH', 'DRIVER LOG', 'UNCERTIFIED LOGS', 'TIME APPROVERS', and 'VIOLATIONS'. Below the navigation bar is a date selector showing '3/17/2020'. The main area contains a grid for tracking driver activities. The grid has columns for hours from 00 to 23 and rows for 'Off duty', 'Sleep', 'Driving', and 'On duty'. A legend below the grid identifies various activity types with colored squares: Absent (blue), Entered on CBC (green), Edited (red), Notified to CBC (purple), HDST (orange), PC Mode (grey), and Timeclock (black). At the bottom of the screen, there are two buttons: 'BACK' and 'CERTIFY'.

23.5 Off-duty deferral

When making use of a Canadian South rule set, drivers can defer a maximum of 2 hours of daily off-duty time of the required 10 hours to the next day when meeting a certain set of requirements. **Note however that the 2 hours cannot be part of the 8 consecutive hours of core off-duty time.**

1. Sign into the Timeclock application.
2. Make sure the Available Hours tab is selected at the top.
3. Click on the green DEFER button as shown below:

The screenshot shows the mX interface with the following sections:

- AVAILABLE HOURS:** OFF DUTY 00:04:31, CANADA S OF 60°N CYCLE 1 (7 DAY), SMITH, JOHN (Driver ID: smith), 2021/11/29 8:50 AM (Atlantic Standard Time).
- DRIVER LOG GRAPH:** (Empty)
- DRIVER LOG:** (Empty)
- UNCERTIFIED LOGS:** (Empty)
- VIOLATIONS:** (Empty)
- DAY/SHIFT:**
 - Available driving: 12:36
 - Available on duty: 12:36
 - Take break before: 2021/11/29 7:27 PM (AST)
 - Start shift after: 2021/11/29 2:45 PM (AST)
- DAILY OFF DUTY:**
 - To be completed by: 2021/11/29 9:00 PM (AST)
 - Shift off duty: 00:00
 - Other off duty: 01:33
- DEFER:** A green button with a clock icon, highlighted by a red box and a mouse cursor.

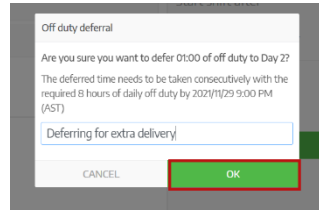
If this button is grey it means that you cannot currently defer off-duty. Refer to the section, [Why am I not able to defer off-duty?](#)

- The available amount will automatically be shown.
- Click on the clock icon to select a new duration.
- Click OK.

The screenshot shows the mX interface with the following sections:

- AVAILABLE HOURS:** OFF DUTY 00:04:31, CANADA S OF 60°N CYCLE 1 (7 DAY), SMITH, JOHN (Driver ID: smith), 2021/11/29 8:50 AM (Atlantic Standard Time).
- DRIVER LOG GRAPH:** (Empty)
- DRIVER LOG:** (Empty)
- UNCERTIFIED LOGS:** (Empty)
- VIOLATIONS:** (Empty)
- DAY/SHIFT:**
 - Available driving: 12:36
 - Available on duty: 12:36
 - Take break before: 2021/11/29 7:27 PM (AST)
 - Start shift after: 2021/11/29 2:45 PM (AST)
- DAILY OFF DUTY:**
 - To be completed by: 2021/11/29 9:00 PM (AST)
 - Shift off duty: 00:00
 - Other off duty: 01:33
- DEFER:** A green button with a clock icon.
- Off duty deferral dialog box:**
 - Title: Off duty deferral
 - Text: Please indicate the off duty duration you would like to defer to Day ??
 - Time to defer: 01:00 (highlighted with a red box)
 - Hour: 01, Minute: 00
 - Buttons: CANCEL, SET (highlighted with a mouse cursor), OK

7. Supply a mandatory annotation/remark.
8. Click OK.



9. You will now be on Day 1 and the Timeclock will show you the new available hours as well as the new off duty totals. You can cancel your off-duty deferral by clicking the orange button as shown below.

AVAILABLE HOURS | DRIVER LOG GRAPH | DRIVER LOG | UNCERTIFIED LOG | VIOLATIONS

OFF DUTY
00:04:31
CANADA S OF 60°N CYCLE 1 (7 DAY)

SMITH, JOHN
Driver ID: smthj
2021/11/29 6:50 AM (Advance Standard Time)
Last sync: 2/27/22 5:54 AM (PST) | Last update: 2/27/22 5:40 AM (PST)

DAY/SHIFT	
Available driving	12:49
Available on duty	12:49
Take break before	2021/11/29 7:41 PM (AST)
Start shift after	2021/11/29 2:45 PM (AST)
Deferring (Day 1)	01:00

DAILY OFF DUTY	
To be completed by	2021/11/29 9:00 PM (AST)
Shift off duty	00:00
Other off duty	00:33

CANCEL OFF DUTY DEFERRAL