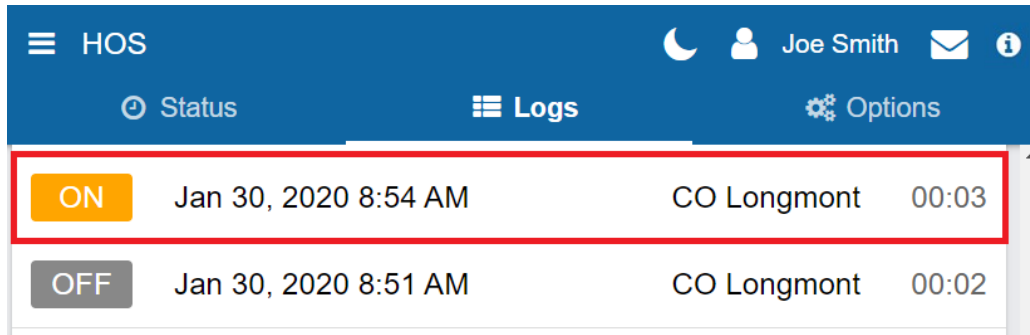


Transflo ELD – Editing Logs

This document provides instructions on how to edit HOS logs within the Transflo ELD app.

Selecting the Log to Edit

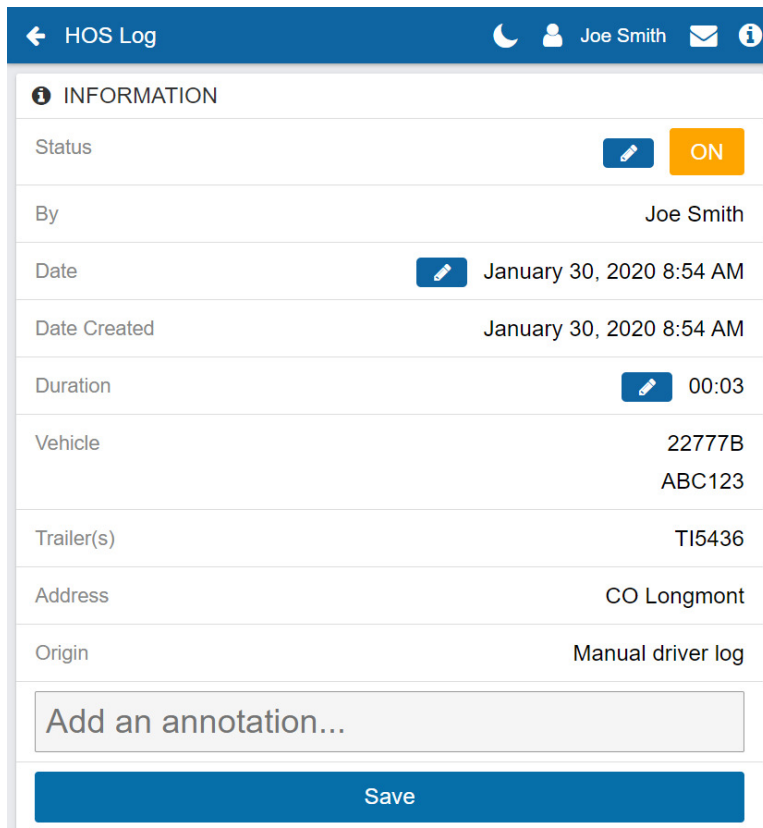
On the **Logs** tab within the HOS section, select the log that needs to be edited:



Status	Date/Time	Location	Duration
ON	Jan 30, 2020 8:54 AM	CO Longmont	00:03
OFF	Jan 30, 2020 8:51 AM	CO Longmont	00:02

Depending on the type of log, you may be able to edit Status, Date, and/or Duration.

Those details that can be edited will be indicated with a pencil button:



Field	Value	Editable
Status	ON	Yes
By	Joe Smith	No
Date	January 30, 2020 8:54 AM	Yes
Date Created	January 30, 2020 8:54 AM	No
Duration	00:03	Yes
Vehicle	22777B ABC123	No
Trailer(s)	TI5436	No
Address	CO Longmont	No
Origin	Manual driver log	No

Add an annotation...

Save



Transflo ELD – Editing Logs

Editing the Log

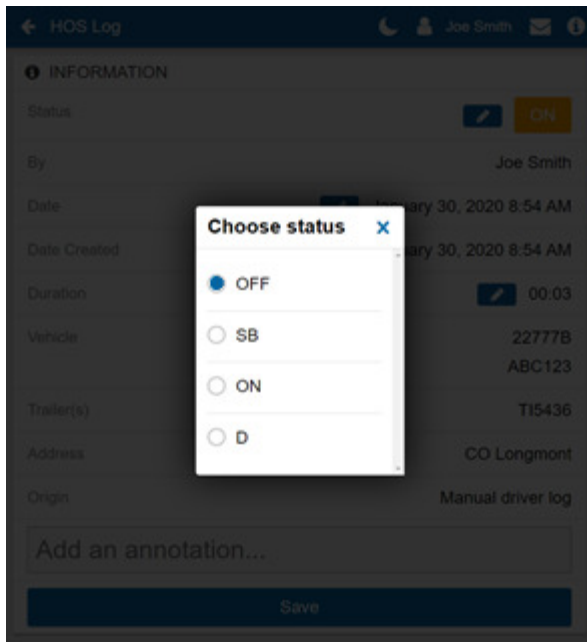
To edit any of the details available for editing, select the pencil icon:





To change the duty status, select the pencil icon next to Status:

i INFORMATION	
Status	 
By	Joe Smith

A small window will pop up, allowing you to select the duty status to which you would like to change the log:

A screenshot of the Transflo ELD app interface. The background shows the 'HOS Log' screen with fields for Status, By, Date, Date Created, Duration, Vehicle, Trailer(s), Address, and Origin. A 'Choose status' pop-up window is overlaid on the screen, displaying four radio button options: OFF (selected), SB, ON, and D. The 'Save' button is visible at the bottom of the screen.

Once you select the desired duty status, the pop-up will close, and the selected duty status will show:

i INFORMATION	
Status	 
By	Joe Smith

Next, add an annotation, explaining the reason for the edit; the system will not allow you to save without an annotation.

Lastly, click the **Save** button to finalize the log edit.

Transflo ELD – Editing Logs

Re-Verifying Edited Logs

You can edit logs even after you previously verified them.

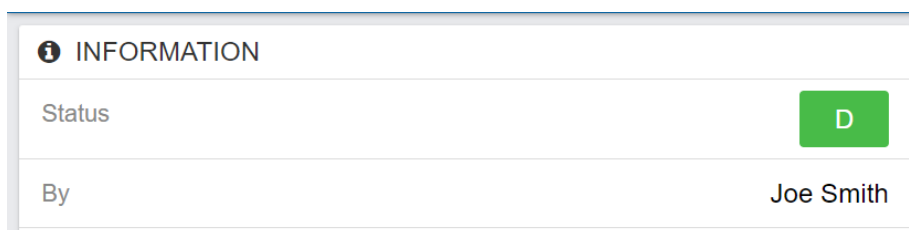
Once you complete the log edit, you will simply need to re-verify your logs for that day.

Editing Automatically Recorded Duty Statuses

Automatic Driving Logs

Per the FMCSA regulation, you are not able to make any edits to an automatically recorded driving log.

When selecting the log, you will notice that no pencil buttons show:

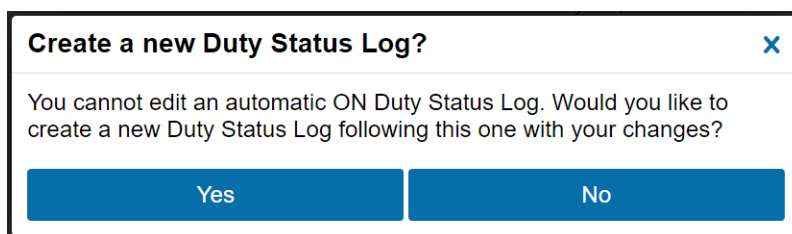


i INFORMATION	
Status	D
By	Joe Smith

Automatic On Duty Logs

Automatically recorded on duty logs, such as those associated with an automatically recorded driving log, can only be edited to a limited degree.

When trying to edit an automatic ON log, the system will prompt you cannot edit an automatic ON log, but that it will add a new log with the selected duty status instead:




Create a new Duty Status Log? ✕

You cannot edit an automatic ON Duty Status Log. Would you like to create a new Duty Status Log following this one with your changes?

When you select **Yes**, the system will reduce the duration of the automatic ON log to 1 second, and then insert a new log with the selected status for the rest of the duration of the automatically recorded ON log.

The system will at that time also add an automatic annotation to the inserted log:

 *Generated for attempting to edit an automatic ON log*

NOTE: When in doubt, please check with your fleet's Safety team if you have any questions on whether you can or should edit your logs.