



DRIVER ORIENTATION • OMNITRACS IVG LTE

WELCOME TO MOREHOUSE

IVG LTE Driver Log Guide

Editing Your Logs the Easy Way

Forgot to go OFF DUTY again? You are in the right place.

Use this packet to choose your duty status, correct common logging mistakes, review your available hours and certify accurate logs.



SAVE → REVIEW → CERTIFY

Always park safely before using your Qualcomm.

Keep this packet in your truck for quick reference.



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DAILY ROUTINE AND QUICK NAVIGATION

Start Here

ALWAYS park safely before using your Qualcomm.

Two steps you must never skip!

Certify your logs EVERY DAY after the final required entry for each log day is complete and correct.

After EVERY log-editing session, review the changes and CERTIFY or RECERTIFY every affected completed date. Saving alone is not the last step.

Morehouse requirement: certification is necessary for our office to complete log updates and corrections.

Uncertified records can hold up that process.

If Safety sends a proposed correction, review it, accept only an accurate change, and certify the corrected date.

Your daily routine

Before driving: log in to your own account, check your name, wait for current logs, review outstanding dates and check available hours.

During the day: change status when your activity changes. Keep fueling, inspections, paperwork and other work ON DUTY.

When finished working: select the correct rest status and confirm it on the screen.

Before signing a day: check the graph, work, rest, load and trailer information. Correct errors, then certify.



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QUICK NAVIGATION

Find the Help You Need

Topic	Page
Daily routine and certification reminders	2
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Find Older Entries

The 'Day Log' tab at the top of the screen shows dates.

'Graph' helps you check the day visually if you are more used to a paper log.

'Certify' lets you review entries, select an eligible entry for Edit, and sign completed dates.

Use the log date and time zone. Check AM or PM. Overnight stops may affect more than one date.



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FIND THE BUTTONS

Choose Your Status



HOME SCREEN • Tap the clock marked Hours of Service.

Change what you are doing now

Hours of Service → Status → Change → Choose status → Remarks Are Required → OK.

If you are still in the wrong status, fix your current status first. This closes the earlier entry. Choose what you are doing NOW; correct the earlier time separately.

Screen label	Use it for
ON DUTY	Work: inspections, fueling, paperwork, repairs, loading duties or required readiness for work.
OFF DUTY	Personal time when relieved of work duties and free to use the time for yourself.
SLEEPER BERTH	Actual rest in the SLEEPER BERTH.
D or Driving	Driving. Vehicle movement is recorded automatically by the ELD.

Turning the engine off does not guarantee OFF DUTY. Always check the status on the screen before vacating your vehicle or going to bed.



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RECERTIFY AFTER EVERY EDIT

Certify Every Day

CERTIFY DAILY. RECERTIFY AFTER EVERY EDIT TO A SIGNED DAY.

Certify means you are signing that the log day is true and correct. Morehouse needs this step completed so office log updates and corrections can be finished.

A saved edit still needs your review and certification.



CERTIFY SCREEN • Wait until the red update message clears. Then use Certify.

1. Review the date. Open Hours of Service → Certify. Review that log day and correct any missing or wrong information.
2. Sign the day. Tap Certify, then Agree when the certification statement appears. Follow the unit's prompts.
3. Check the result. Make sure the date shows certified, such as a check mark. Complete each outstanding date separately. Be sure to click the arrow on the upper right hand side next to the date displayed to review and certify previous days entries.
4. After an edit, do it again. Review and certify each completed date you changed, including both dates when an overnight correction crosses the log-day boundary.

If the day is locked or Edit is unavailable, contact Safety. If logs are still updating, wait 15 minutes; certification does not fix a connection problem.

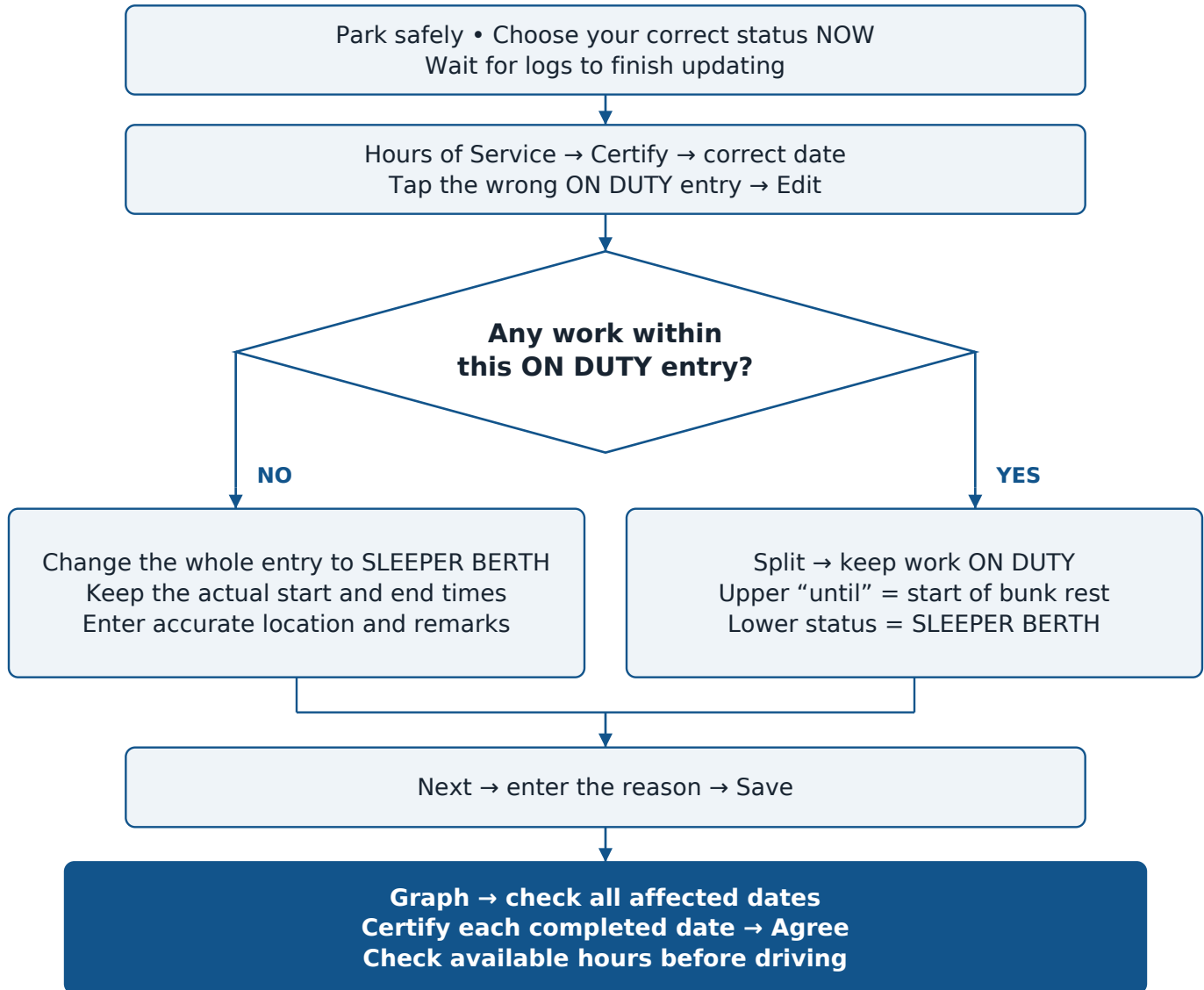
You are not fully certified until the upper left hand side of the screen says 8/8 days certified. Certify each day at the end of your work day!



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DECIDE WHETHER TO SPLIT THE ENTRY

Bedtime Mistake

Situation: You went to bed in the bunk but left your status ON DUTY. Correct only the time you actually rested. Keep all work time ON DUTY.



After every edit: review the graph and certify all affected completed dates. If today is still open, certify it after the final required entry.

If the whole selected entry was rest, change the whole entry to SLEEPER BERTH. If the selected entry includes work, use Split. Do not shorten actual driving.

Continue to page 7 for the screen-by-screen example.



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KEEP ACTUAL WORK ON DUTY AND ACTUAL BUNK REST SLEEPER BERTH

Correct the Bedtime Entry

Example: You parked at 7:00 PM, finished inspection and paperwork at 7:15 PM, and rested in the bunk until 6:00 AM the next day.



SPLIT SCREEN • ON DUTY until 19:15 (7:15 PM), then SLEEPER BERTH until 06:00 (6:00 AM) the next day.

1. Open the entry. Wait for current logs. Go to 'Certify' Tab, select the 'Edit' button on the bottom right, select the incorrect duty status entry and tap Edit.
2. Tap Split. The unit makes two parts, usually at the halfway point. Replace that dividing time with the real time you ended your inspection or ON DUTY time.
3. Keep the work ON DUTY. In the UPPER row, leave the status ON DUTY. Set its "until" time by using the arrows to 7:15 PM in this example.
4. Mark the bunk rest SLEEPER BERTH. In the LOWER row, open the status list and choose SLEEPER BERTH, Nap, etc. Keep its ending time at the actual end of rest: 6:00 AM the next day in this example.
5. Check both parts. Confirm dates, locations and remarks. Work remarks such as "Post trip" belong only on the remarks drop down list. Tap Next when all times and activities are accurate.
6. Enter the reason. Explain truthfully why you changed the record. FTCS means Forgot to Change Status; use that explanation only when it accurately describes the mistake.
7. Finish the correction. Certify or recertify all affected completed dates. After allowing your QC to update, check your real rest and available hours before driving. If the overnight rest appears in separate dates or entries, correct each eligible part. Keep midnight boundaries and actual work times accurate.

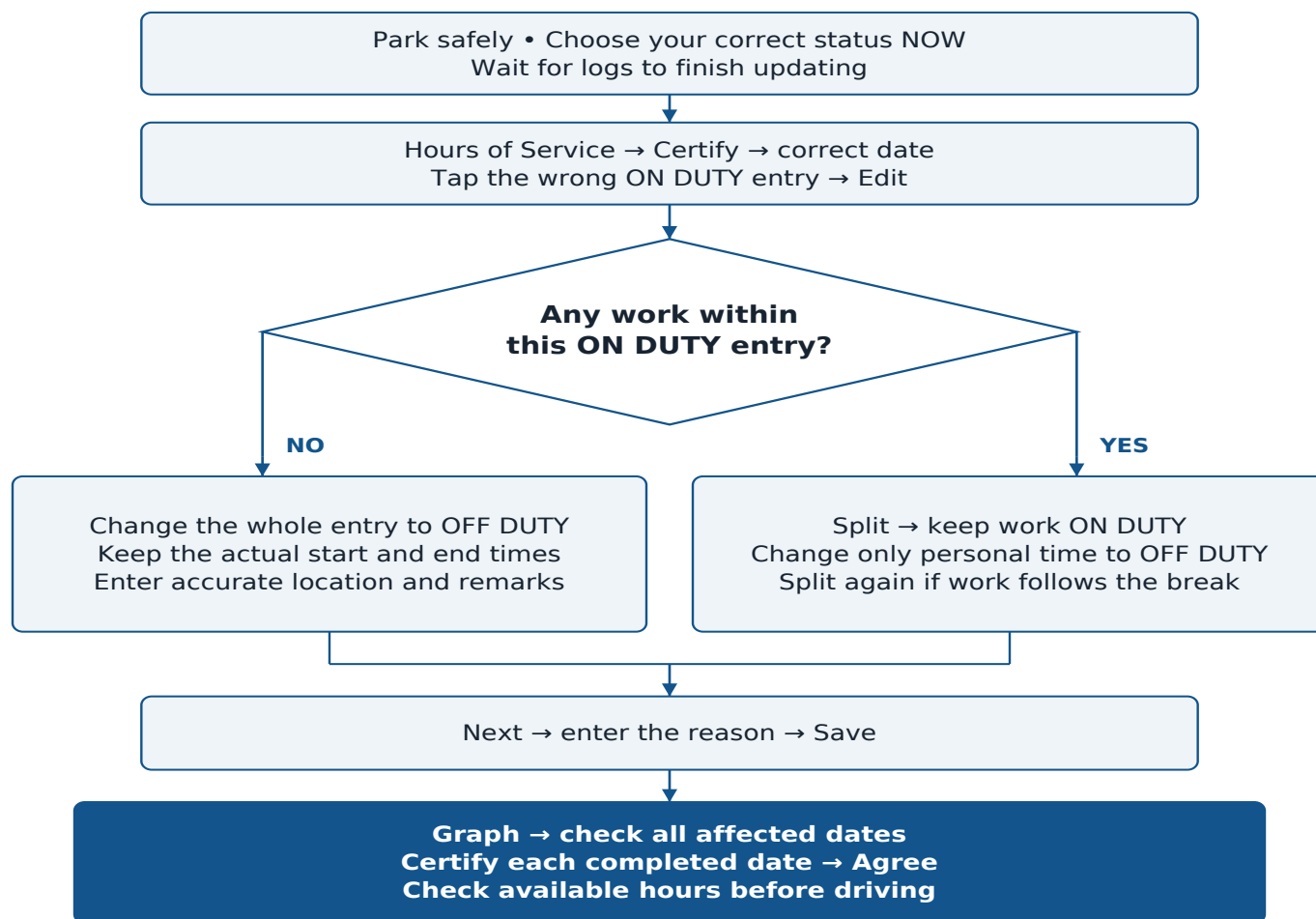


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KEEP FUEL AND OTHER WORK ON DUTY

Restroom or Shower Mistake

Example One: At the end of the day while reviewing your logs and certifying them, you notice a 20-minute personal restroom stop was recorded ON DUTY. You may correct that period to OFF DUTY if you were relieved of work and did no work during it.

Example Two: You stopped for fuel and accidentally left yourself ON DUTY after completing your fuel stop and grabbing a shower. Now you need to edit it to show the fuel stop (ON DUTY) AND the shower (OFF DUTY)



20 minutes is NOT the required 30 minute driving break. It also does not pause the ordinary 14 hour window. Always double check your OFF DUTY and SLEEPER BERTH time before moving your vehicle. If you fueled, inspected, handled paperwork or performed other work during the stop, keep that time ON DUTY. Use the log's time zone and your actual times.

Continue to page 9 for the screen instructions.



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USE THE REAL TIMES AND ACTIVITY

Correct a Personal Stop



EDIT SCREEN • One entry changed to OFF DUTY. Pictured times are examples; use your actual times.

If the whole entry was a restroom stop

Certify Tab → Edit → Select the ON DUTY Dropdown → Choose OFF DUTY → Check actual times and location → Remarks Drop Down → Restroom Next → Reason → Save → Graph → Certify → Agree.

Example: the entire entry is a personal stop from 4:50AM to 4:56 AM. Change only that entry to OFF DUTY.

To record a rest period as it happens

Hours of Service → Status → Change → OFF DUTY → remarks if required → OK. Confirm the status. When rest ends, change to the status matching your next activity. Use OFF DUTY for eligible personal time outside the bunk.

When one entry includes both work and personal time, use Split. Keep the work portion ON DUTY and change only eligible personal time to OFF DUTY. Use your actual dividing time.

After saving, review the graph and certify or recertify every affected completed date.



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CHECK THE COMPLETE PAIR BEFORE DRIVING

Split SLEEPER Rest

Qualifying split SLEEPER rest

One rest period must contain at least 7 consecutive hours in the SLEEPER BERTH.

The other must last at least 2 consecutive hours in OFF DUTY, SLEEPER BERTH, or a continuous combination of the two.

The two periods must total at least 10 hours.

When the pair qualifies, neither rest period counts against the 14-hour driving window. Driving around the paired periods must still satisfy the 11-hour and 14-hour limits.

A split does not reset your weekly hours. A short rest alone does not give you 11 fresh driving hours.

Pair of actual rest periods	Meets the rest lengths
7 hours SLEEPER BERTH + 3 hours OFF DUTY or SLEEPER BERTH	Yes
8 hours SLEEPER BERTH + 2 hours OFF DUTY or SLEEPER BERTH	Yes
7 hours SLEEPER BERTH + 2 hours OFF DUTY	No - totals only 9 hours
6 hours SLEEPER BERTH + 4 hours OFF DUTY	No - no 7 hour SLEEPER BERTH period
20 minutes OFF DUTY + 9 hours 40 minutes SLEEPER BERTH	No - shorter period is under 2 hours

Before using the hours shown

Record every activity accurately, review Graph tab and the available hours, and confirm the paired breaks qualify.

Ask Safety before driving if a split is not recognized or the remaining hours are unclear.

If you forgot to select SLEEPER BERTH

Use the bedtime flowchart to correct eligible non-driving entries. Only choose SLEEPER BERTH for real bunk rest. Save, review and certify affected completed dates. An edit cannot turn work into rest you never took.



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INTERSTATE PROPERTY-CARRYING DRIVERS

Hours of Service Basics

These are the federal rules for interstate property-carrying drivers. Use the duty cycle configured for you by Morehouse. Do not assume an exception applies without checking with Safety.

Check with Safety when you are unsure about HOS rules or an exception.

10 hours of rest

normally take at least 10 consecutive hours OFF DUTY, SLEEPER BERTH, or a continuous combination before driving a new shift. A qualifying split is explained on page 10.

11 hours of driving

maximum after qualifying rest, subject to the other limits.

14 hour window

no driving after the 14th consecutive hour after coming ON DUTY following 10 hours OFF DUTY. Ordinary OFF DUTY stops do not extend it.

30 minute break

before driving beyond 8 cumulative driving hours without a qualifying break, take 30 consecutive minutes with no driving. ON DUTY not driving, OFF DUTY and SLEEPER BERTH can count, including a continuous combination.

70 hour cycle

no driving after 70 ON DUTY hours in 8 days.

34 hour restart

at least 34 consecutive hours OFF DUTY can restart the applicable 7 or 8 day cycle.

Adverse conditions

an eligible, unforeseen adverse-driving situation can allow up to 2 extra hours under the 11 and 14 hour limits. Ordinary predictable traffic does not automatically qualify. Contact Safety before relying on this provision.



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CORRECT THE RECORD TO MATCH WHAT HAPPENED

Accurate and Legal Editing

Correct mistakes to match real activity. Never add rest you did not take, move a break to hide a violation, or remove actual work.

Every correction needs a truthful reason. Use actual dates, times and locations; the original record and edit history remain available.

Keep fuel, inspections, loading work, paperwork and other work ON DUTY. Only use OFF DUTY when relieved of work; only use SLEEPER BERTH for real bunk rest.

Review the graph after editing. Make sure there are no missing activities, incorrect boundaries or work remarks on rest entries.

Certify daily and recertify affected signed dates after editing. Review carrier-proposed edits and accept only accurate changes.

An accurate correction does not erase a real violation. Do not drive until your actual rest and hours allow it; certification is not permission to drive.

Before saving an edit

Check the date, time zone, AM or PM, location, status and remarks. Keep midnight boundaries accurate. If a period includes work and rest, split it at the actual time the activity changed.

Use a truthful reason

Explain why the record needed correcting. For example: "Forgot to change status after completing post-trip; rested in bunk from 7:15 PM to 6:00 AM." Use the reason that matches your situation.

Complete the process

SAVE → REVIEW GRAPH → CERTIFY OR RECERTIFY affected completed dates. If today is still open, certify after the final required entry.

Certification confirms the record is accurate. Check your actual rest and available hours before driving.



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CONTACT SAFETY WHEN THE RECORD OR HOURS ARE UNCLEAR

Troubleshooting

Logs will not update

If the red message says logs are updating and editing or certifying is disabled, wait. If it stays on longer than 15 minutes, contact Safety. Do not guess at missing records or certify data you cannot verify.

Edit or Next is unavailable

Check that the entry is no longer your current status, logs are current, and required fields are complete. A certified or locked entry may need office help. Tell Safety the date, entry, correct times and the message shown.

Safety has sent a proposed edit

Use Review Carrier Edits when prompted. Review the changes. Confirm only accurate changes; reject an inaccurate proposal and enter the reason. Then certify the corrected records when accurate.

Driving time looks wrong or a warning appears

Contact Safety for unidentified driving, another driver's records, PC or Yard Move, persistent warnings, or driving shown after the truck was powered off and stationary. These are not routine ON DUTY to OFF DUTY corrections.

Report all malfunctions promptly and follow Morehouse's malfunction instructions.

Have this information ready

The log date; the incorrect entry; the actual start and end times; the activity you performed; and the exact message shown on the unit.



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USE BEFORE YOU FINISH EACH DAY

Your Final Daily Check

- ☐ My real work and driving are recorded.
- ☐ My OFF DUTY and SLEEPER BERTH times reflect what actually happened.
- ☐ My current rest status is correct.
- ☐ My load, trailer and log dates are correct.
- ☐ I reviewed the graph and any proposed carrier edits.
- ☐ I CERTIFIED every completed date and RECERTIFIED after every edit to a signed day.
- ☐ I confirmed sufficient real rest and available hours before driving again.

SAVE → REVIEW → CERTIFY. Repeat after every editing session.

Sources and scope

Button guidance: Omnitrac's IVG User Manual, 80-JE027-1 Rev. D, June 2018, pp. 19-23 and 29-39, and Morehouse IVG LTE screen photos. Enhanced screens use ADAM as the sample name. Firmware and controls can vary; contact Safety if your screen differs.

Federal references: 49 CFR 395.1, 395.2, 395.3 and 395.30; FMCSA ELD Editing and Annotations FAQs. This packet covers common IVG LTE logging tasks, rather than every exception or diagnostic procedure. Morehouse certification workflow requirements are company instructions.

Federal HOS summary and certification requirements checked October 13, 2026.

Hours of service summary

<https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations>

ELD edits and annotations

https://eld.fmcsa.dot.gov/FAQ/Topics?name=Editing_and_Annotations

Daily certification and recertification

<https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395/subpart-B/section-395.30>