

Hours of Service Driver Portal

The Hours of Service Driver portal allows drivers using the Qualcomm Hours of Service application to log onto a web site and download their Hours of Service logs. Drivers can log onto the Driver portal site with the same unique Driver ID and Password they use to log into the MCP on-board (Qualcomm unit). Drivers must log on and save their logs at least once every 6 months. All Hour of Service records are purged after 6 months.

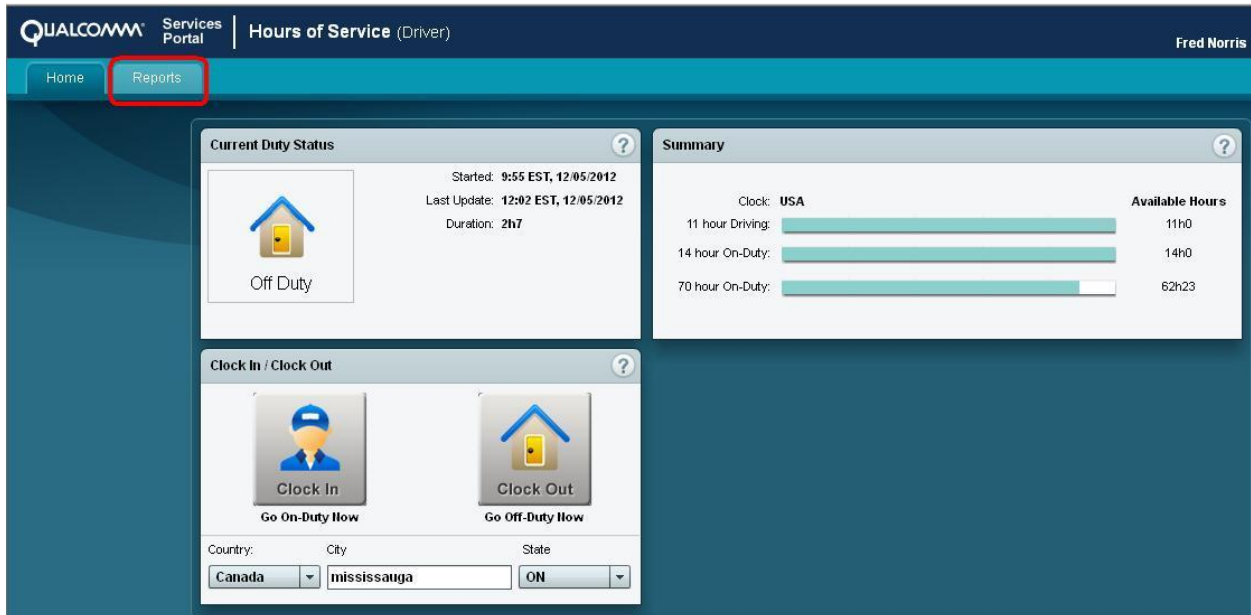
Link to the Hours of Service (Driver) - <https://hosdriver.myshawtracking.ca/dhm/>

- 1) Obtain the Direct URL link provided by your companies Hours of Service portal administrator.
The link provided in this document is not the Direct link and will require you to enter your companies name. If you don't know what to enter here, contact your HOS portal administrator.
We recommend you save this link to your browsers favourites menu.
- 2) Once you gain access to the site, you will be asked to enter in your log in credentials.
 - a. You will be asked for the following:
 - i. Company Name – if you do not know this, contact you HOS administrator
 - ii. Driver ID – enter the same ID you use to log into the Qualcomm
 - iii. Password - enter the same Password you use to log into the Qualcomm
 - iv. Last Name – Your last name as it appears on the Qualcomm once you are logged in

The screenshot shows a login form titled "Log in to view your Hours of Service logs" on a dark blue background. The form contains four input fields: "Company Name" with the value "Tracking Sales", "Driver ID" with the value "fredn", "Password" with the value "*****", and "Last Name" with the value "norris". To the right of each field is a descriptive text: "(The company name provided by your company)", "(Type the driver ID you use on your mobile unit)", "(Type the password you use on your mobile unit)", and "(Type the last name you see after you login to your mobile unit)". Below the fields is a blue "Login" button. At the bottom of the form, it says "By clicking on the Login button, I agree to the [terms of use](#) for this site."

Once logged in, you will now have access to printing or saving your Hours of Service Driver Logs. The Home tab will show you your current status. If your company allows it, you will have the option to Clock-in/Clock-out.

- 3) Click on the **Reports** Tab.



QUALCOMM Services Portal | Hours of Service (Driver) Fred Norris

Home Reports

Current Duty Status

Started: 9:55 EST, 12/05/2012
Last Update: 12:02 EST, 12/05/2012
Duration: 2h7

Off Duty

Summary

| Clock: USA | Available Hours |
|------------------------|-----------------|
| 11 hour Driving: 11h0 | 11h0 |
| 14 hour On-Duty: 14h0 | 14h0 |
| 70 hour On-Duty: 62h23 | 62h23 |

Clock In / Clock Out

Clock In: Go On-Duty Now
Clock Out: Go Off-Duty Now

Country: Canada City: mississauga State: ON

- 4) Enter in a date range and rule set, then click Run Report. Note: the computer must have Adobe Acrobat Reader to generate the report. If the report doesn't come up click the Adobe Acrobat Reader link.



Driver Log Report

Select date range:

From: 11/25/2011 To: 12/09/2011

The date range is limited by the amount of data available.

Select log format:

USA

Run Report

Select the format to print as a reference in the report.

If your report does not display, you may need to install [Adobe Acrobat Reader](#).

5) You can now Print or Save the report to your computers hard drive.

Report: Fred Norris (Cycle 1)

Carrier: Tracking Sales

Main Office: ShawTracking Sales Demo account.
2055 Flavelle Bld
Mississauga, ON
L5K 1Z8
HOS Demo Account

Depot Location: First Division | 333 SomeStreet
SomeCity, ON
H0H 0H0

[Click here to save or print](#)

11/30/2012 Start of Day: Midnight Eastern

Document(s): Off Duty: 21h40
Trailer(s): Sleeper Berth: 0h49
Tractor(s): STEMTRUCK, RICKI200 Driving:
Co-Driver(s): On Duty Not Driving: 1h31
Edits: 1 Total Hours On Duty Today: 1h31
Sensor Failures: 4 Total Hours On Duty for Week: 1h31
Off-Duty Deferral: None Distance Driven (km): 0

00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 00

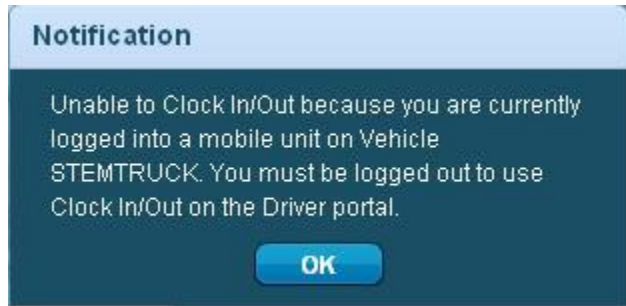
Fri 11-30 14h41 42 6h59 1h18 21h40 Off 00h49 Sleep 00h00 Drive 01h31 On

| Start Time | Duration | Activity | Location | Flags* | Comments |
|------------|----------|-----------|-----------------------------|--------|-----------|
| 00:00 | 14h41 | Off-Duty | 14 km SSW of Brampton, ON | E | e |
| [00:00] | [14h41] | [On-Duty] | [16 km SSW of Brampton, ON] | [C] | |
| 14:41 | 0h13 | On-Duty | 16 km SSW of Brampton, ON | | Fuel |
| 14:54 | 0h07 | Sleeper | 16 km SSW of Brampton, ON | S | |
| 15:01 | 1h18 | On-Duty | 16 km SSW of Brampton, ON | S | Unloading |

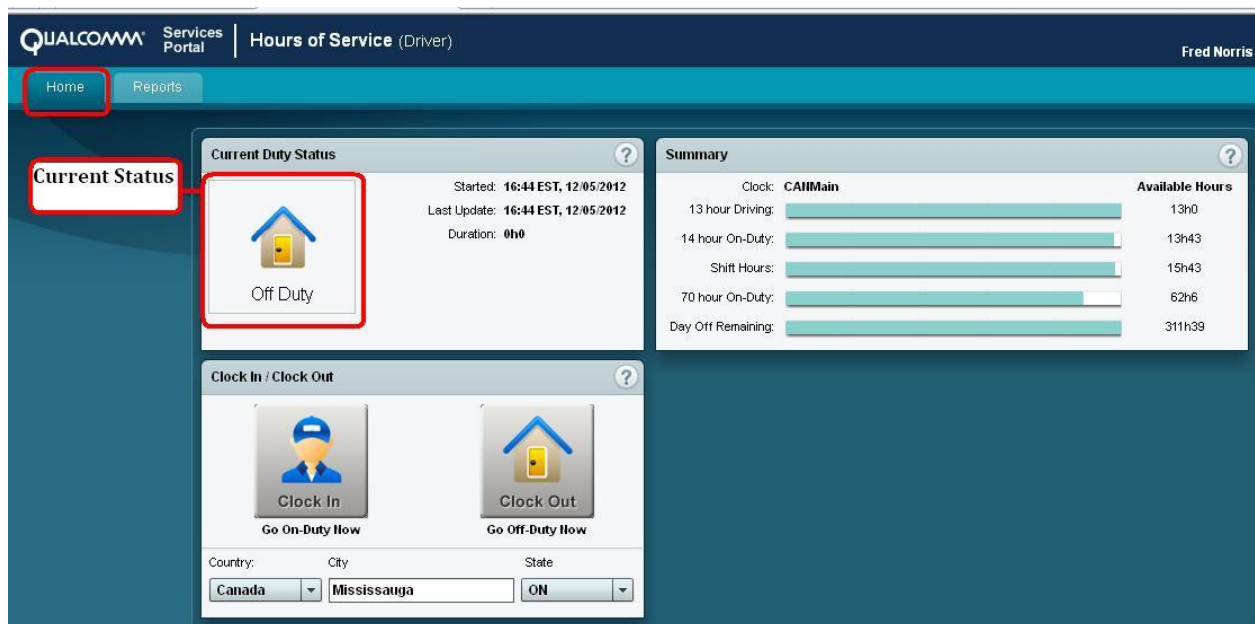
Clock-in/Clock-out

Clock-in/Clock-out allows a driver to electronically log working on-duty hours. This is necessary if a driver cannot access a MCP but, they need to log on-duty time. If you do not see the Clock In/Clock Out option, talk to your HOS administrator.

Note – You must be logged out of the MCP to use this feature. If you are logged in and you try to Clock In, you will see this error message pop-up



- 1) Click the Home Tab.
- 2) Note your current duty status. If you are logged into you will not be able to use this feature.



- 3) Enter in your Country, City and Province or State.
- 4) To log On Duty time click the Clock In button.

The screenshot shows the 'Current Duty Status' section with a user icon and the text 'On Duty'. A red box highlights the 'On Duty' icon, and a red arrow points to a text box labeled 'New duty status'. The 'Summary' section shows a clock set to 'CAHMain' and a table of available hours. The 'Clock In / Clock Out' section has two buttons: 'Clock In' (with a user icon) and 'Clock Out' (with a house icon). A red box highlights the 'Clock In' button, and a red arrow points to a text box labeled 'Click Clock In'. Below the buttons are input fields for 'Country' (Canada), 'City' (Mississauga), and 'State' (ON). A red box highlights these fields, and a red arrow points to a text box labeled 'Enter Country, City and State'.

Current Duty Status

Started: 16:27 EST, 12/05/2012
Last Update: 16:41 EST, 12/05/2012
Duration: 0h14

Summary

Clock: CAHMain

| | Available Hours |
|--------------------|-----------------|
| 13 hour Driving: | 13h0 |
| 14 hour On-Duty: | 13h46 |
| Shift Hours: | 15h46 |
| 70 hour On-Duty: | 62h9 |
| Day Off Remaining: | 311h42 |

Clock In / Clock Out

Country: Canada City: Mississauga State: ON

- 5) At the end of your shift login to the Driver portal again and click Clock Out.

The screenshot shows the 'Current Duty Status' section with a user icon and the text 'Off Duty'. A red box highlights the 'Off Duty' icon, and a red arrow points to a text box labeled 'New duty status'. The 'Summary' section shows a clock set to 'CAHMain' and a table of available hours. The 'Clock In / Clock Out' section has two buttons: 'Clock In' (with a user icon) and 'Clock Out' (with a house icon). A red box highlights the 'Clock Out' button, and a red arrow points to a text box labeled 'Click Clock Out'. Below the buttons are input fields for 'Country' (Canada), 'City' (Mississauga), and 'State' (ON).

Current Duty Status

Started: 16:44 EST, 12/05/2012
Last Update: 8:52 EST, 12/06/2012
Duration: 16h8

Summary

Clock: CAHMain

| | Available Hours |
|--------------------|-----------------|
| 13 hour Driving: | 13h0 |
| 14 hour On-Duty: | 14h0 |
| Shift Hours: | 16h0 |
| 70 hour On-Duty: | 62h6 |
| Day Off Remaining: | 295h31 |

Clock In / Clock Out

Country: Canada City: Mississauga State: ON

Browser Requirements

This application requires **Microsoft Internet Explorer 7, 8, or 9**.

This application does not support other browsers, and may not work correctly with them.

Scheduled Downtime

We periodically schedule downtime between 10:00 PM and 3:00 AM Pacific time.

Qualcomm provides its customers with reasonable notice of these scheduled downtimes.

Unscheduled Downtime

In extreme cases, QES may suspend the application to perform emergency repairs. In these cases we apologize for any inconvenience this may cause your company.