

Shaw) Tracking

Hours of Service Driver Manual

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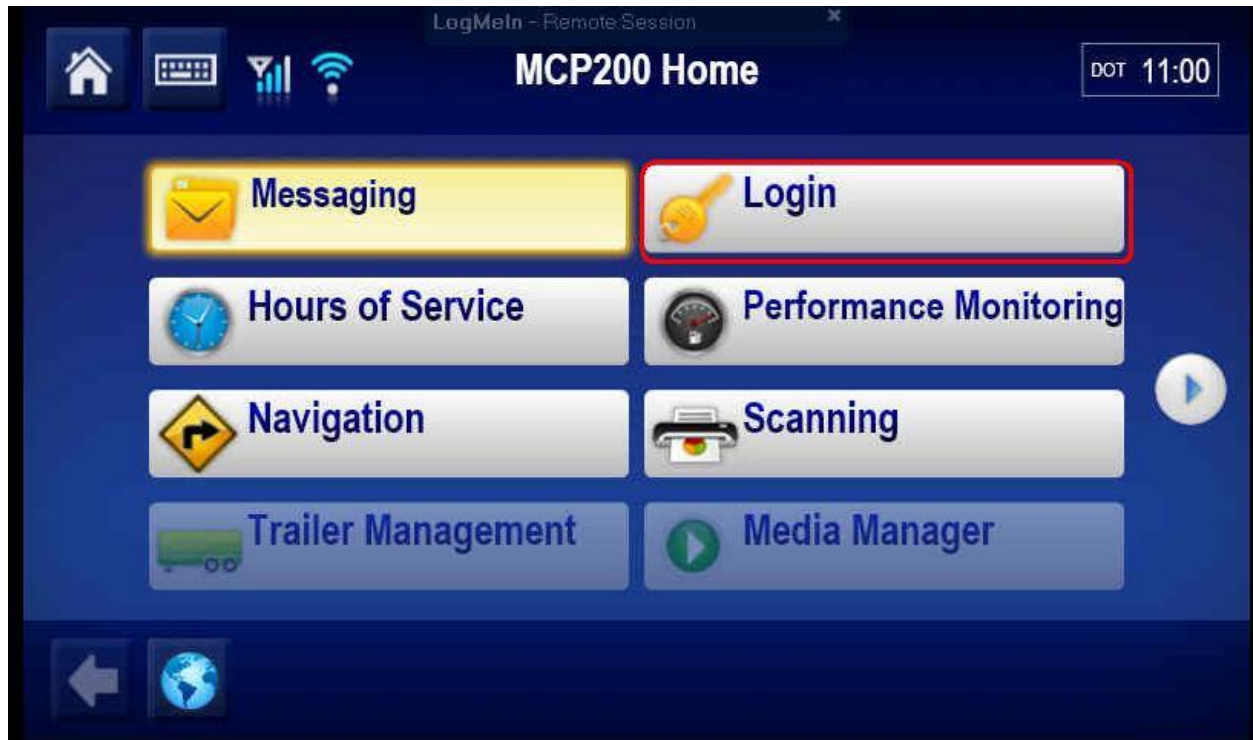
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Section – 1 Driver Login

For the Hours of Service application to work, you must login to the MCP – Mobile Computing Platform (Qualcomm). Once you are logged in, your log history will be downloaded to the unit. The amount of days downloaded to the unit depends on what region or rule set you are operating in. If in Canada, 14 days will be downloaded. If in the USA 7 or 8 days will be downloaded.

- 1) To login, access the home screen by pressing the Home button. Locate the **Login** icon and tap it.



- 2) Enter in your login credentials and tap the OK button. If you don't know your Driver ID and Password, consult your HOS administrator.

LogMeIn - Remote Session

Login

4:33 PM

Enter Driver ID

Driver ID: PETERS

Enter Driver Login Password

Password: ••••••

Make sure you are the Active Driver

Status: ☒ Active ☐ Inactive

OK Cancel

- 3) You may be prompted with this message after pressing the OK button. This message is related to Performance Monitoring. If you are the only person that drives this truck you can select **Yes** to this message. Otherwise select **No**. This message has nothing to do with HOS and it will not affect your logs in any way.

Performance Monitoring

Unassigned Driver Time: 4d2h17m

Do you want to credit this time to your account?

Yes No

Status	Driver Name	Login Time
Active	PETER STERNONK	2/7/2012 4:34 pm

- 4) After the pop-up message clears, you should see your full name with the word Active to the left of your name. At this point you can press the HOME button to exit the login screen. After logging in your log history will be downloaded to the unit. The amount of days downloaded to the unit depends on what region or rule set you are operating in. If in Canada, 14 days will be downloaded. If in the USA 7 or 8 days will be downloaded.



Section – 2 Driver Login: Team Drivers

The Hours of Service application allows two drivers to login. If you are driving in teams it is mandatory that both drivers log into the system.

- 1) Access the home screen by pressing the **Home** button. Locate the **Login** icon and tap it.



- 2) The Team member that is driving the truck should login first. This driver will become the active driver and all drive time will populate onto his or her logs. Driver number 1 enters in their login credential.



3) Now the second driver must login. Tap the **Add** button on the login screen.




The screenshot shows the 'Login' screen with a header bar containing icons for home, keyboard, signal, and Wi-Fi, and a clock showing 'MOT 12:04'. Below the header is a table with three columns: 'Status', 'Driver Name', and 'Login Time'. The table contains one row with the following data:

Status	Driver Name	Login Time
Active	PETER STEMERDINK	2/13/2012 10:05 am

At the bottom of the screen, there are three buttons: 'Logout', 'Change', and 'Add'. The 'Add' button is highlighted with a red box.

4) Enter in the second drivers Driver ID and Password, then Press OK. Note that their status will be put to in-active. This because someone is already logged into the unit as active.

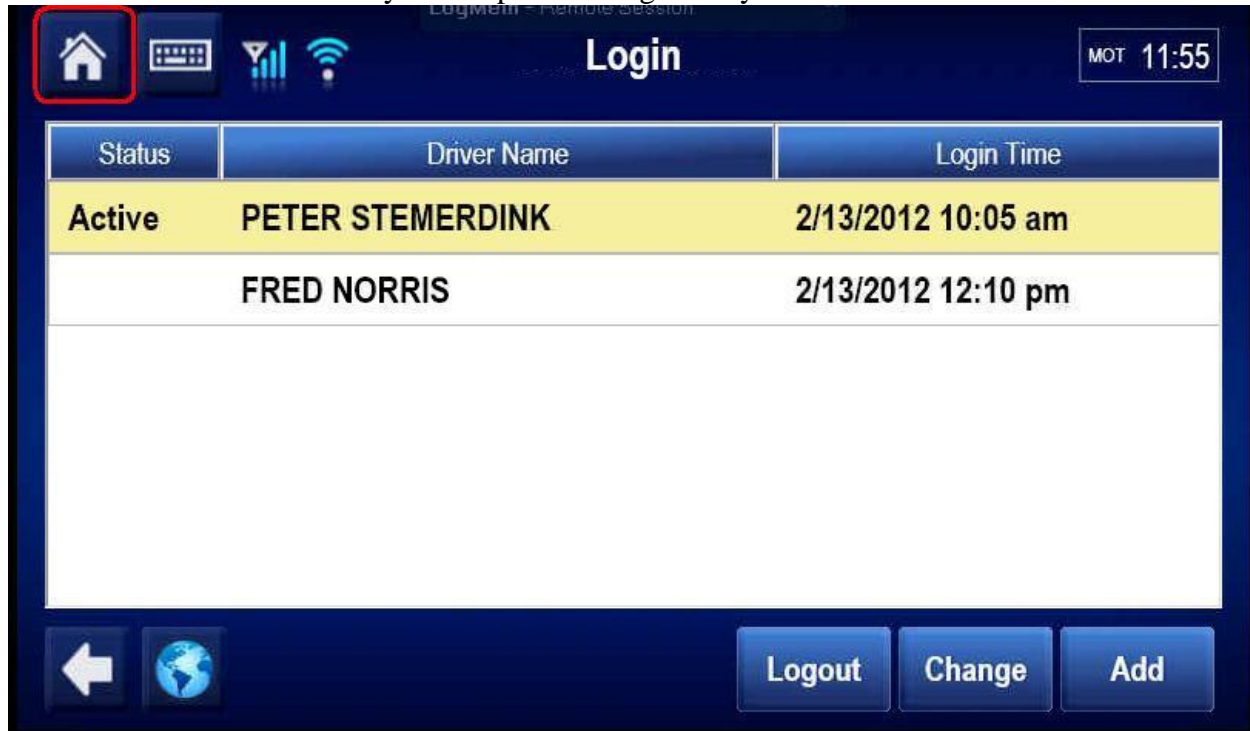


The screenshot shows the 'Login' screen with a header bar containing icons for home, keyboard, signal, and Wi-Fi, and a clock showing 'MOT 11:59'. Below the header is a dialog box with the following fields and options:

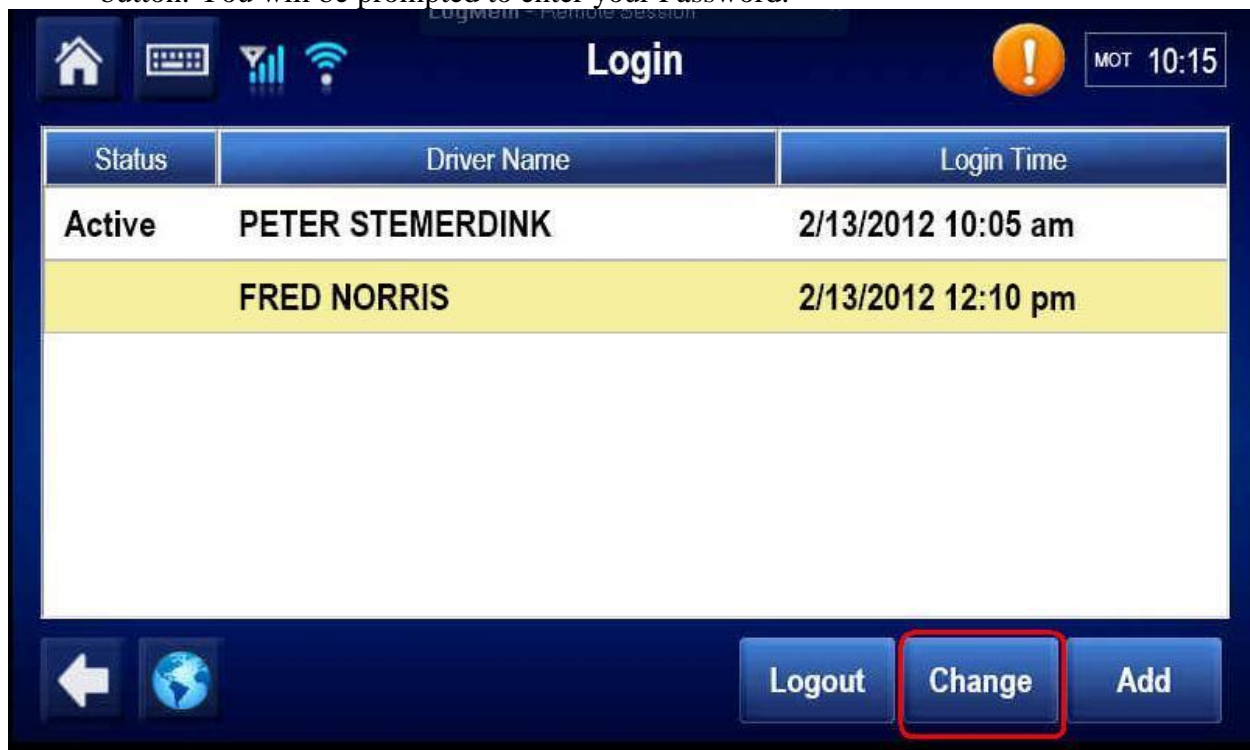
- Enter in Driver ID**: A text field containing 'FREDN'.
- Enter in Password**: A password field with five dots.
- Status will be set to Inactive**: A status selection area with two radio buttons: 'Active' (unselected) and 'Inactive' (selected).

At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

- 5) Now both drivers are “logged in” as shown in screen shot below. Press the **HOME** button and access the Hours of Service application. The Inactive driver should change their status to Off-Duty or Sleeper Birth right away.



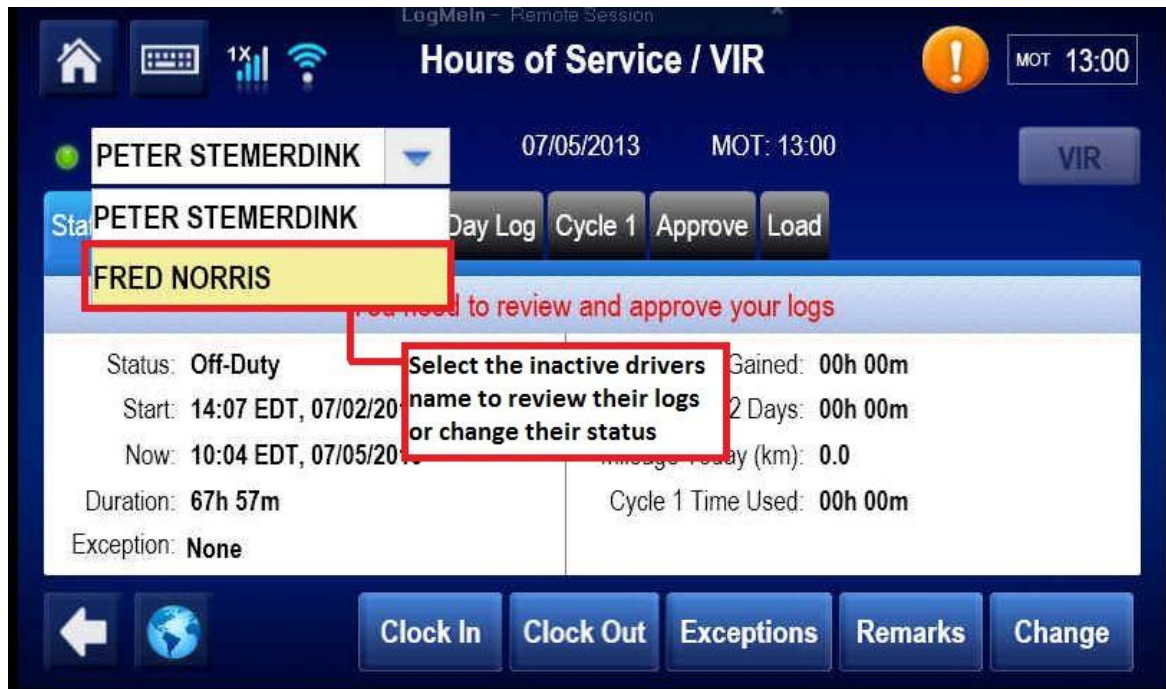
- 6) To change the **Active** driver, select the inactive drivers name and press the **Change** button. You will be prompted to enter your Password.



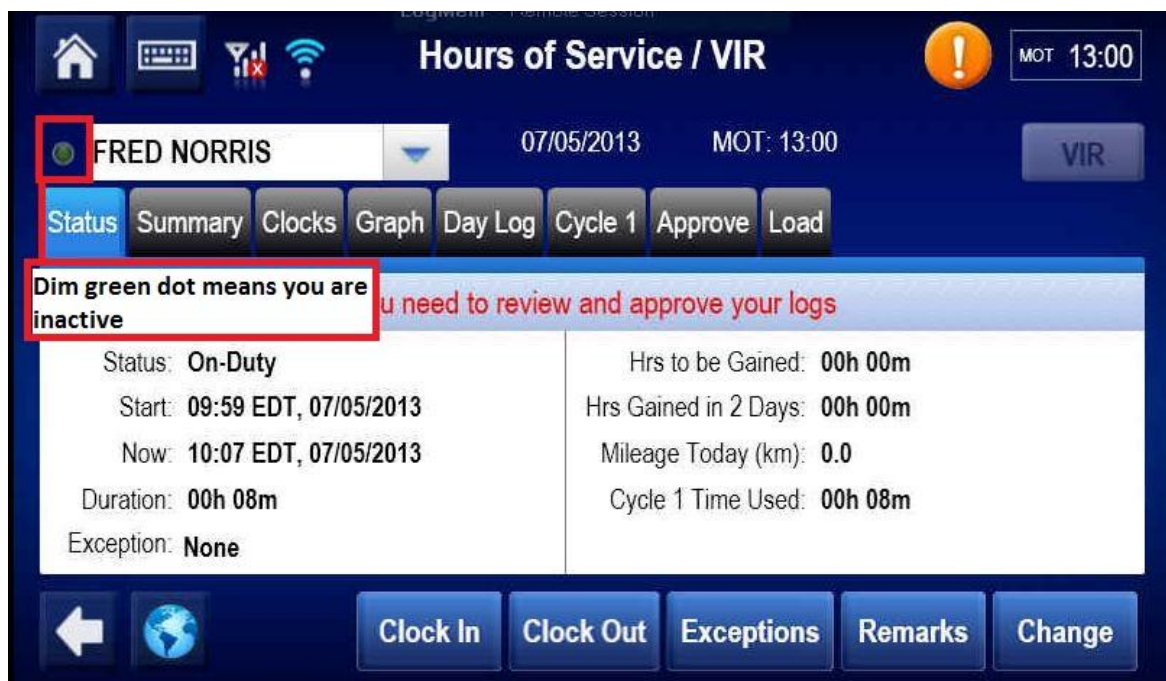
Section – 2.1 Reviewing Team logs

When two drivers are logged into the HOS application, the name shown in the drop down box are the logs you are reviewing or changing.

- 1) To review or change the inactive drivers' logs, select their name from the drop down.



- 2) We are now reviewing the inactive drivers' logs

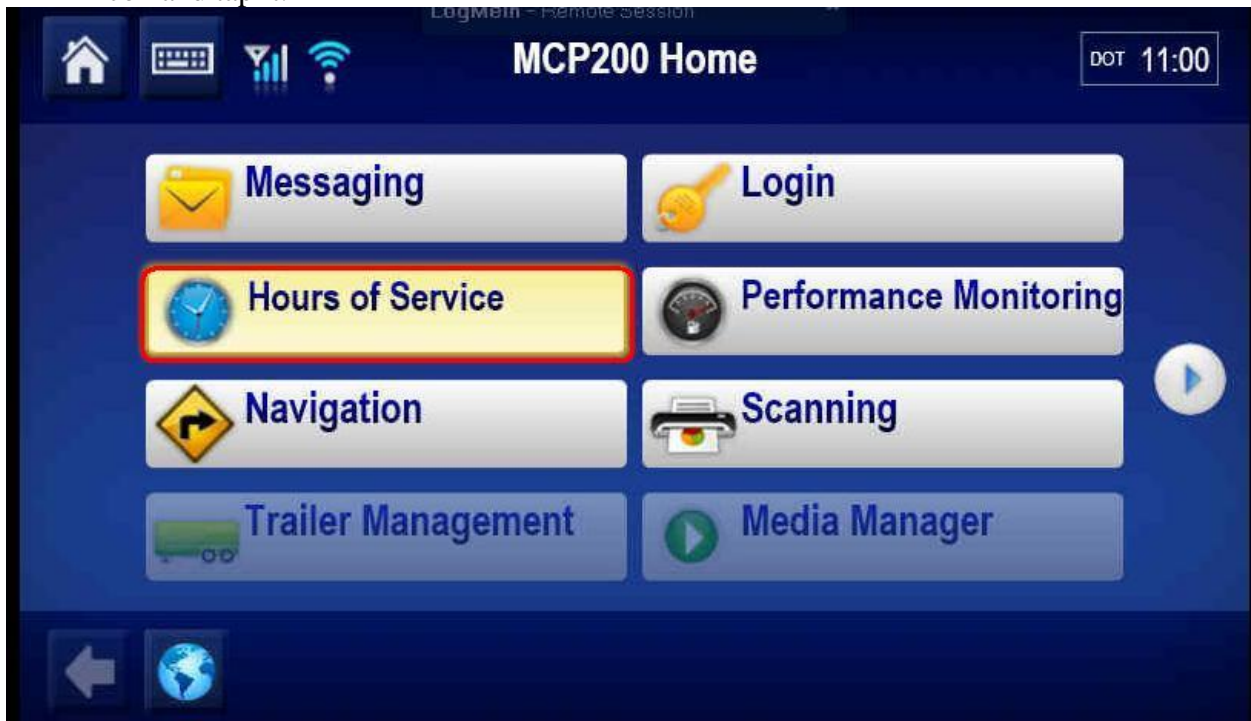




Section – 3 Changing Status

This section covers making a manual status change.

- 1) Access the home screen by pressing the **HOME** button. Locate the **Hours of Service** icon and tap it.



- 2) To change your Status, select the **Status** tab. Tap the **Change** button. In this example, the driver is changing their status from Off-Duty to On-Duty.

LogMeIn - Remote Session

Hours of Service / VIR

! MOT 13:00

PETER STEMERDINK 07/05/2013 MOT: 13:00 VIR

Status Summary Clocks Graph Day Log Cycle 1 Approve Load

You need to review and approve your logs

Status: **Off-Duty** **Your current Status** Hrs to be Gained: 00h 00m
 Start: 14:07 EDT, 07/02/2013 Hrs Gained in 2 Days: 00h 00m
 Now: 10:08 EDT, 07/05/2013 Mileage Today (km): 0.0
 Duration: **68h 01m** **Time in hh/mm you've been in current status** Used: 00h 00m
 Exception: None

To change your status, tap the Change button

← [Globe] Clock In Clock Out Exceptions Remarks **Change**

3) Select your new status and Press **OK**.

LogMeIn - Remote Session

Hours of Service / VIR

! MOT 13:00

PETER STEMERDINK 07/05/2013 MOT: 13:00 VIR

Current Status

Status: **Off-Duty**

Change Status

Change To: ☐ OFF ☐ SB ☐ DRV ☒ **ON** ☐ OFF-DRV

New status selected

Duration: **68h 02m** **Time spent in current status**

Remarks:

← [Globe] **Tap OK when done** **OK** Cancel

- 4) New status will be shown on the Status tab. The duration count will count up from zero.

Hours of Service / VIR

PETER STEMERDINK 07/05/2013 MOT: 13:00

Status Summary Clocks Graph Day Log Cycle 1 Approve Load

You need to review and approve your logs

Status: **On-Duty** — **New Duty Status** Hrs to be Gained: 00h 00m

Start: 10:10 EDT, 07/05/2013 Hrs Gained in 2 Days: 00h 00m

Now: 10:10 EDT, 07/05/2013 Mileage Today (km): 0.0

Duration: **00h 00m** — **Counts up from zero and updates every minute** Time Used: 00h 00m

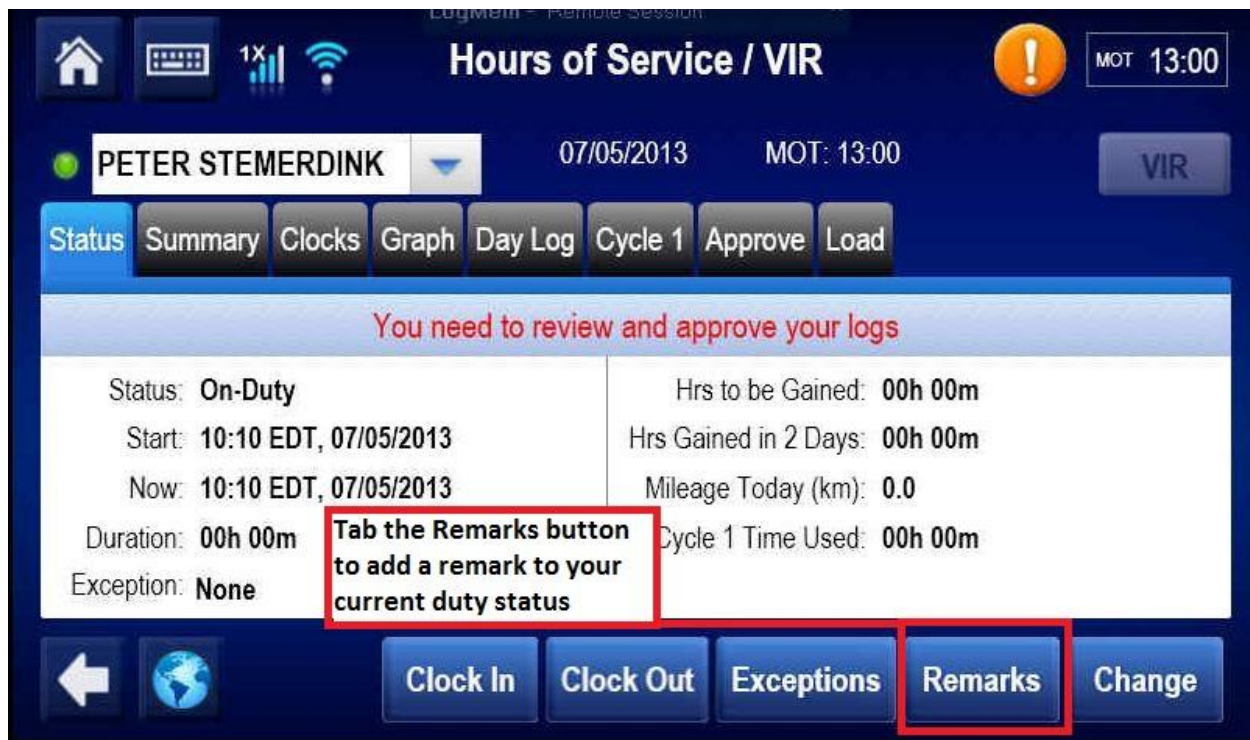
Exception: None

← [Globe] Clock In Clock Out Exceptions Remarks Change

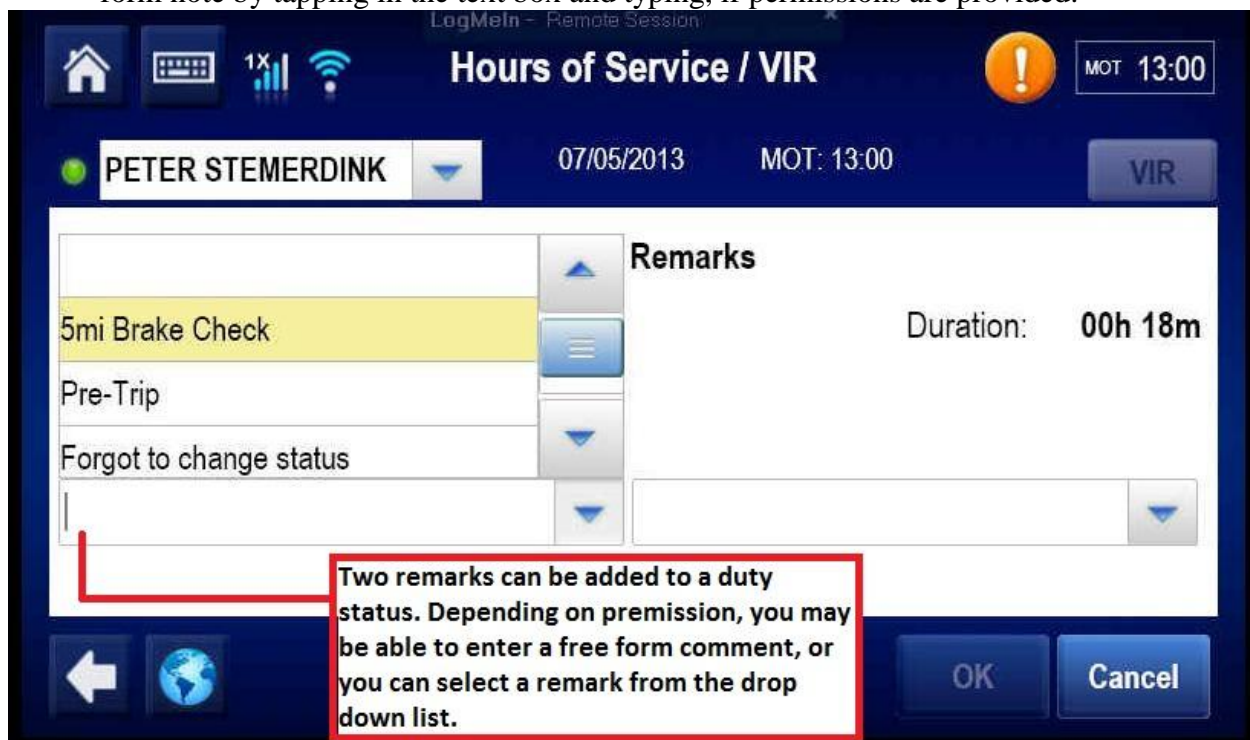
Section – 4 Tagging a Remark (notes) to a Duty Status

The HOS application allows the driver to tag up to two (2) Remarks to every duty status. These remarks can be pre-defined comments, which are set up in software (talk to your HOS administrator) or, you can type in a free form remark (if allowed by your HOS administrator).

- 1) To add a Remark, access the **Status** tab. Remarks can be added in two ways. To add a note to your current status, press the **Remarks** button. You can also add a note when making a duty status change. If adding a Remark under the Status Change screen, you will be forced to change your status when adding a remark. In the following example, the driver is tagging the note Pre-Trip to their current duty status which is On-Duty.



- 2) On the Change Remarks page, we can add a remark. In this example the driver is selecting a pre-defined comment that has been setup in software. You can type a free form note by tapping in the text box and typing, if permissions are provided.



3) Select your comment.

LogMeIn - Remote Session

Hours of Service / VIR

! MOT 13:00

FRED NORRIS 07/24/2013 MOT: 13:00 VIR

Change Remarks

Status: **On-Duty** Duration: **00h 18m**

Remarks:

5mi Brake Check

← [Globe] OK Cancel

4) When the Remark appears in the text box press OK. If you would like to add a second Remark, click in the second text box and enter your Remark, press OK. After pressing OK you'll come back out to the **Status** tab. You may review these remarks under the **Graph** or **Day Log** tabs.

LogMeIn - Remote Session

Hours of Service / VIR

! MOT 13:00

FRED NORRIS 07/24/2013 MOT: 13:00 VIR

Change

Status: **On-Duty**

Remarks:

5mi Brake Check

- Pre-Trip
- Forgot to change status
- Fuel
- Tire check**

← [Globe] OK Cancel

Adding a second Remark to this On-Duty status

Section – 5 Changing your Region

The MCP Hours of Service application tracks the three major rule sets; USA, Canadian Main and Canadian North. It is up to the driver to change their region if they want to be alerted to violations based on the region they are driving in. This section steps a driver through changing their region. The Clocks tab will also display available hours in all rule sets. All rule sets are actively counted down in real time, which make this tab good for forecasting hours if you are crossing into a new region.

- 1) To change your region, tap on the **Clocks** tab then tap on the **Region** button.

LogMeIn - Remote Session

Hours of Service / VIR

! MOT 09:40

FRED NORRIS 08/27/2013 MOT: 09:40

Status Summary **Clocks** Graph Day Log Cycle 1 Approve Load

Green check mark shows your current Region. Tap the Region button to change region.

	USA	✓ CAN Main	CAN North
Rest Break:	03:40	-	-
Driving:	09:34	11:34	13:34
On Duty:	09:40	09:40	13:40
Weekly:	65:40	65:40	75:40
Shift Hours:	-	11:40	15:40

←

Border Region

2) On the Region screen we can – change our Region, Date Format and Distance Units.

LogMeIn - Remote Session

Hours of Service

MOT 13:00

PETER STEMERDINK

02/16/2012 MOT: 13:00

Region

Region: ☐ USA ☒ Can Main ☐ Can North

Date Format: ☒ mm/dd/yy ☐ dd/mm/yy

Distance: ☒ Miles ☐ Kilometers

OK Cancel

3) Select your new Region and tap OK.

LogMeIn - Remote Session

Hours of Service

MOT 13:00

PETER STEMERDINK

02/16/2012 MOT: 13:00

Region

Region: ☒ USA ☐ Can Main ☐ Can North

Date Format: ☒ mm/dd/yy ☐ dd/mm/yy

Distance: ☒ Miles ☐ Kilometers

OK Cancel

Select new region by tapping in the circle. A green dot will appear when selected

When done press OK

- 4) The Region change is now complete. The driver will be notified that they are now governed by the new region. Note the changes. The countdown clock will now say DOT. The Cycle 1 tab will now say 8-days. (these are the default cycles, your unit may display Cycle 2 or 7-Days)

LogMeIn - Remote Session

Hours of Service / VIR

FRED NORRIS 08/27/2013 DOT: 03:38

Note the changes

Status Summary **Clocks** Graph Day Log **8-Days** Approve Load

New Region

	✓ USA	CAN Main	CAN North
Rest Break:	03:38	-	-
Driving:	09:32	11:32	13:32
On Duty:	09:38	09:38	13:38
Weekly:	65:38	65:38	75:38
Shift Hours:	-	11:37	15:37

Border Region

- 5) **Border** button. The **Border** on this page does not need to be used because all State, Provincial and International Border crossings are flagged automatically. If you use the **Border** button you may see 2 border crossing flagged on you graph.

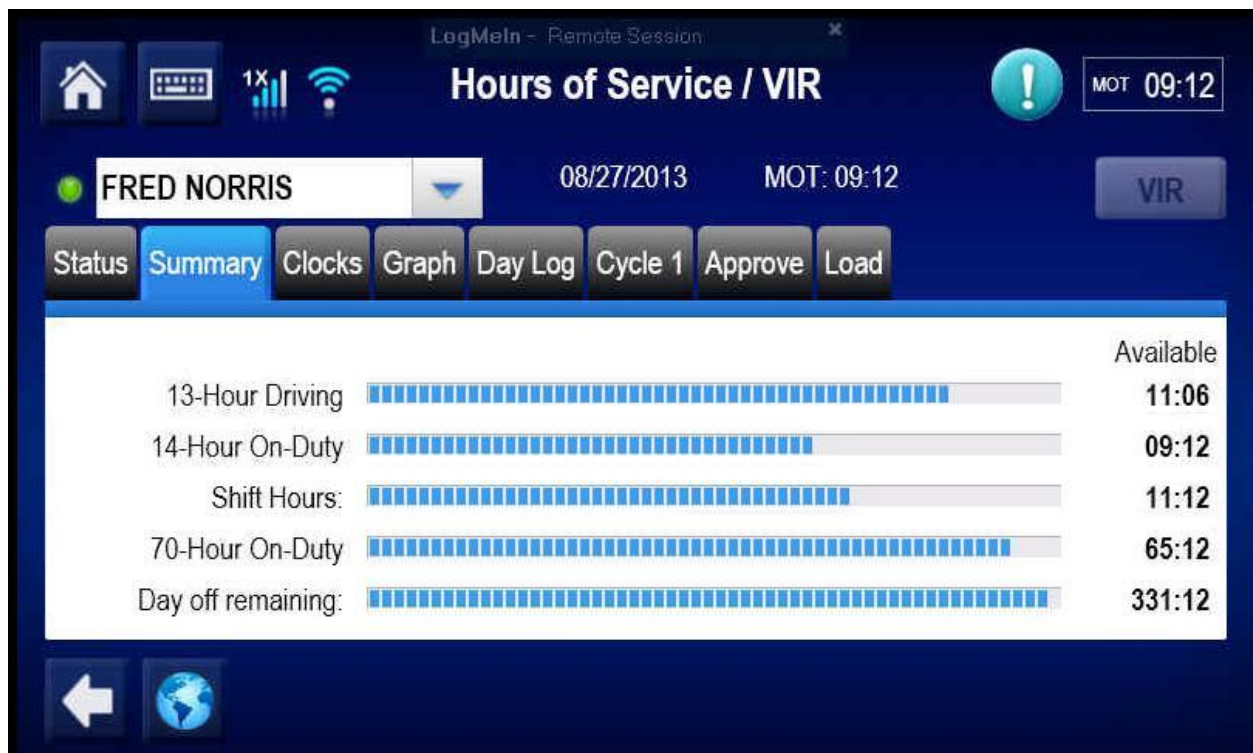


Section – 6 Reviewing Your Logs

In the Hours of Service application there are a number of different places that we can review our available hours and log history. The amount of log history the application displays is dependent on the region you are in. If you have the Canadian region selected - 14 days of history can be displayed. If you have the USA region selected - 7 or 8 days of history can be displayed.

Section - 6.1 Available Hours

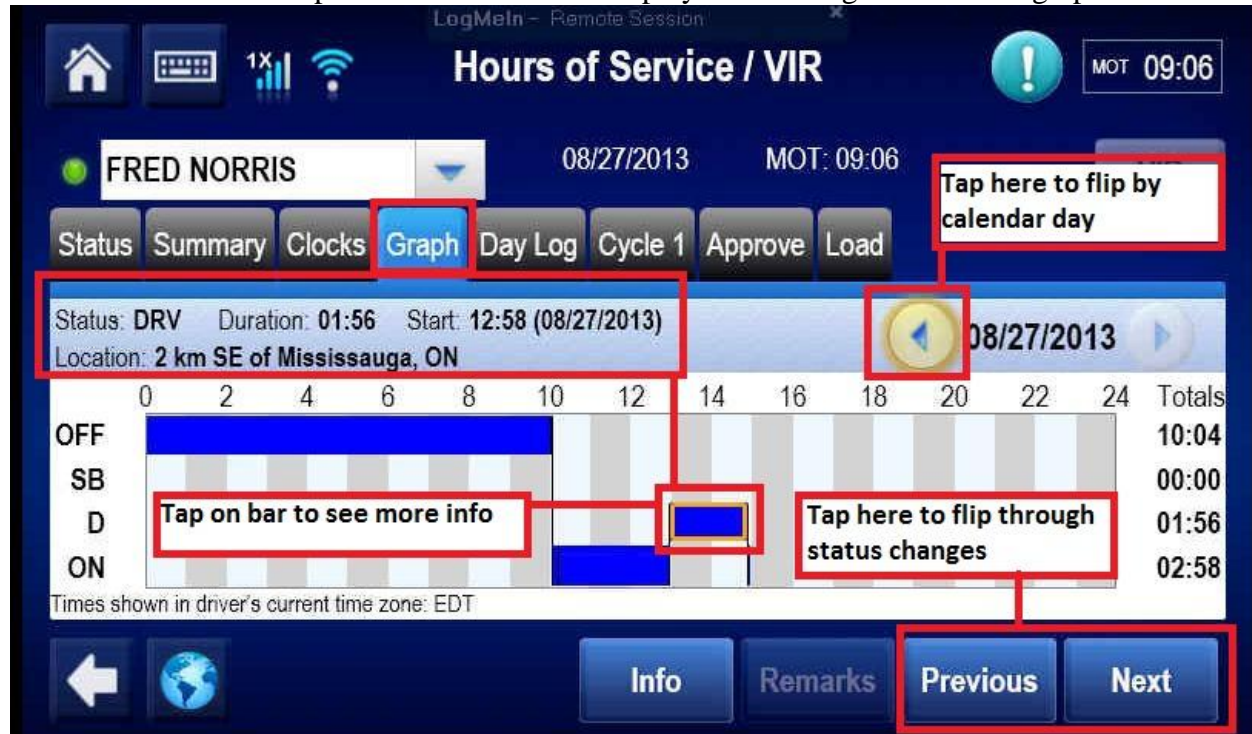
- 1) To view your available hours tap on the **Summary** tab. Here we see available hours in all categories. Again what we see here is dependent on the region we have selected.



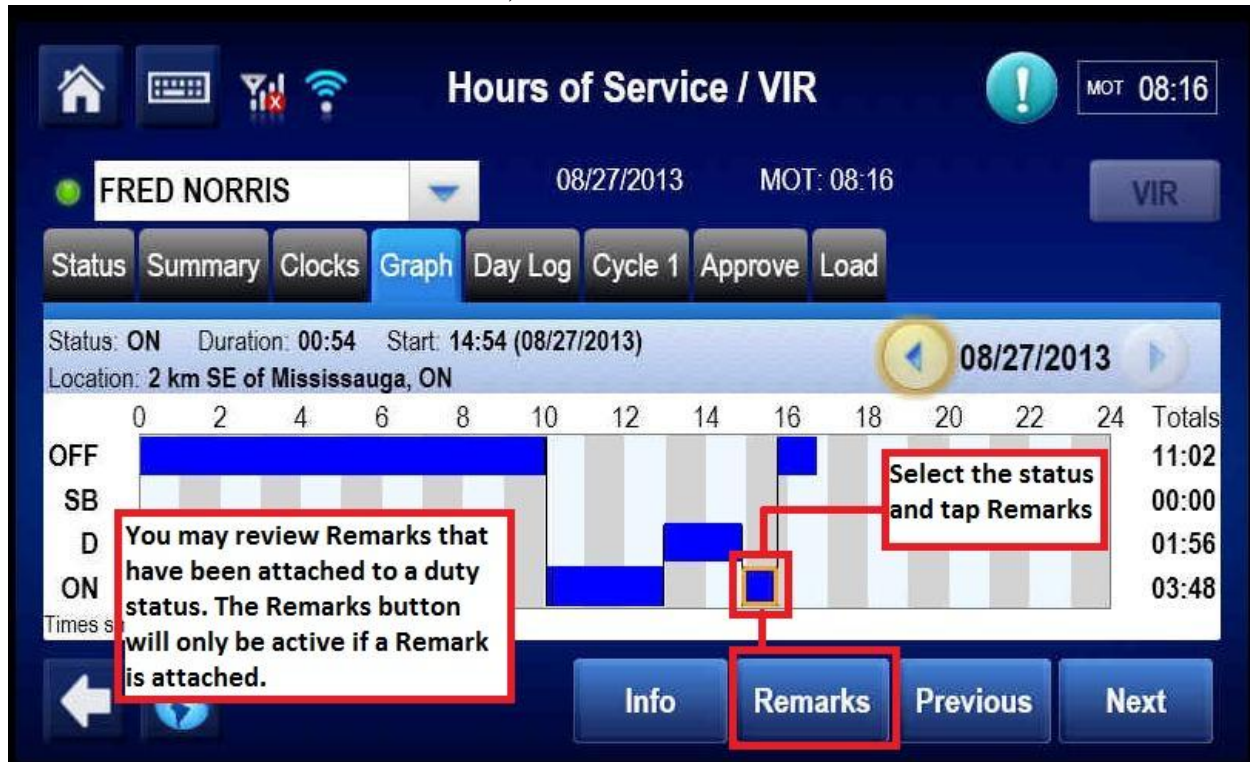
Section - 6.2 Log History Graph

The Graph tab is the where we can review past activity. In order to see past activity, your logs must be downloaded to the unit. The download process may take 3 – 5 minutes. Logs are downloaded after logging in.

- 1) To access the graph, tap the **Graph** tab. To view past days tap the arrow buttons at the top of the page or tap the Previous/Next buttons on the bottom right. Tapping on a bar within the graph will show more information about that status. Total time in Hours:Minutes spent in each status are displayed on the right side of the graph.



- 2) In this example we are reviewing log activity that occurred on the 27th. By tapping on any bar within the graph, we see more information and we can also review any remarks we have attached. To review a note, click on the **Notes** button.



- 3) Here are the attached Notes. Press OK to exit this screen.

Remarks

Status: ON Duration: 0 h 54 m Start: 14:54 (08/27/2013)

Location: 2 km SE of Mississauga, ON

Remark (1): Unloading

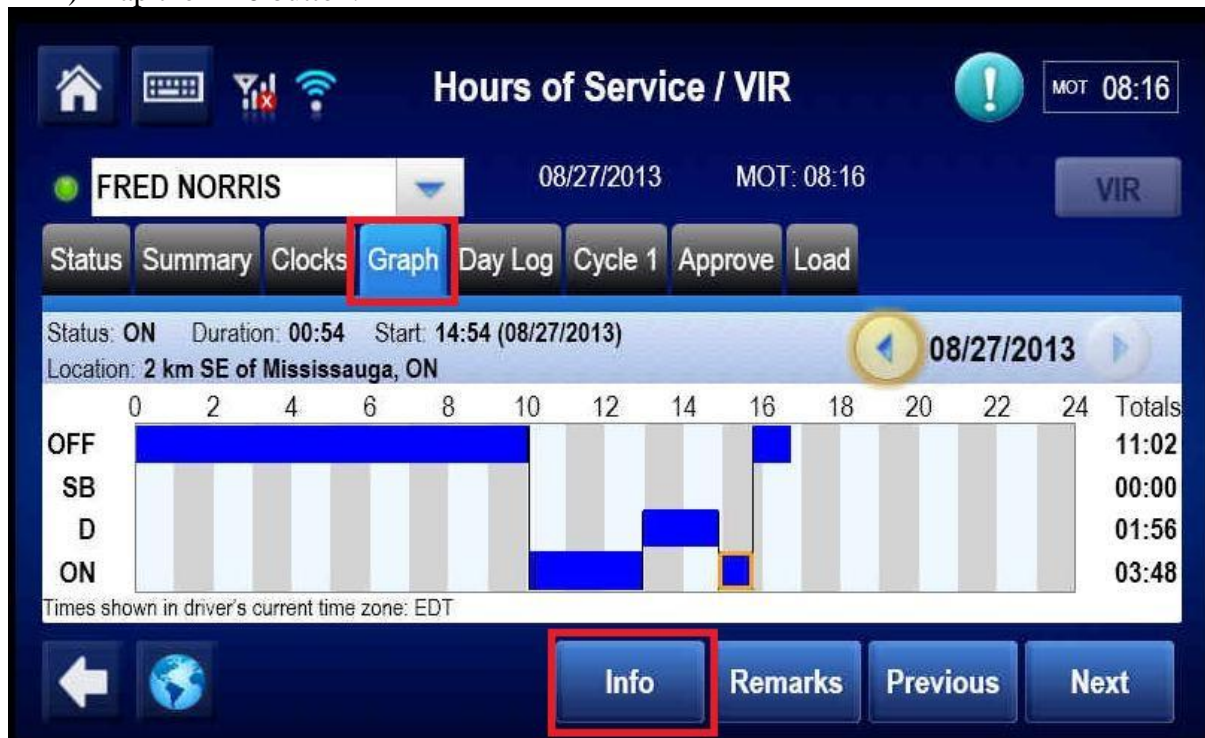
Remark (2):

OK

Section - 6.3 Info button

The **Info** button displays who we are working for. This button appears on the Graph or Day Log screen.

- 1) Tap the **Info** button.



- 2) Press **Done** to exit.

The screenshot shows the 'Info' screen for driver FRED NORRIS. The screen displays the following information:

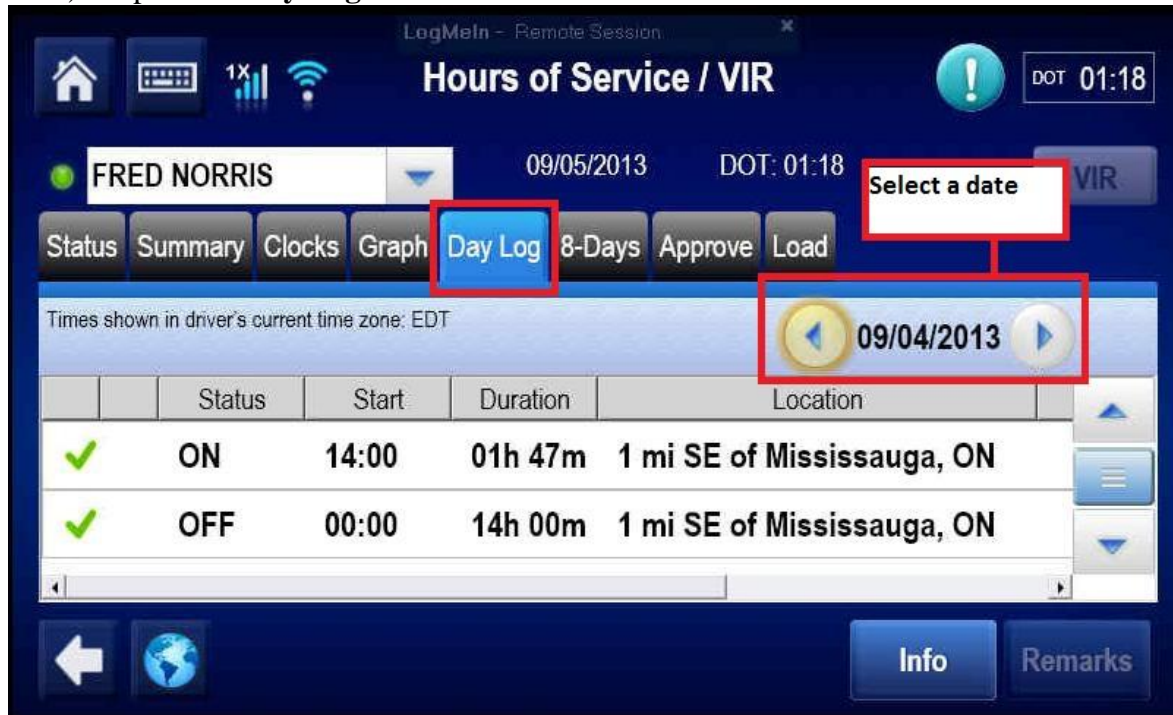
- Date: 08/27/2013
- Start Of Day: Midnight EDT
- Company Name: Tracking Fisheries
- Company Address: 1234 Walleye cr
Gravenhurst, ON L9A 4W3
- Depot Address: First Division | 333 SomeStreet
SomeCity, ON H0H 0H0

The 'Done' button is located at the bottom right of the screen.

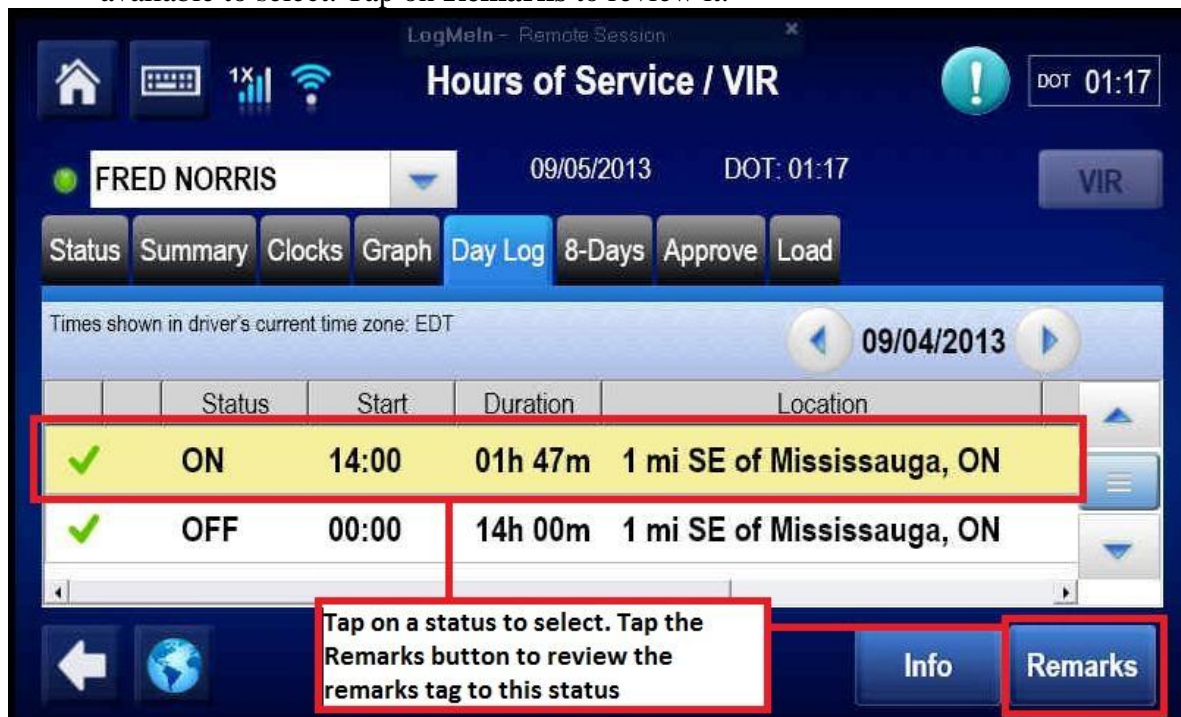
Section - 6.4 Day Log

The Day Log will display a drivers log in a list text format. Here the driver can review log history. 14 days Canadian. 8 Days USA.

- 1) Tap on the **Day Log** tab. Tab the arrows to select a date.



- 2) To review a status tap on it. If a note is attached, the **Remarks** button will become available to select. Tap on **Remarks** to review it.



Section – 7 Faxing your Logs (Cycle Tab)

Under the Cycle Tab we can review Driving and On-Duty history. Total hours spent in each status are displayed by day. Mileage totals are display here also. Under this tab is where you will find the Fax option. This tab will be named according to the Cycle you are running and Rule Set you are governed by. This Tab may be named one of the following; Canadian Rule – **Cycle 1** or **Cycle 2** USA Rule – **7 Day** or **8 Day**.

- 1) Tap on the Cycle tab to access the Fax button. To fax your logs, tap the **Fax** button.

The screenshot shows the 'Hours of Service' app interface. At the top, there's a header with a home icon, a keyboard icon, and signal strength indicators. The title 'Hours of Service' is in the center, with a warning icon and 'MOT 13:00' on the right. Below the header, the user name 'PETER STEMERDINK' is displayed, along with the date '02/20/2012' and 'MOT: 13:00'. A row of tabs includes 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', 'Cycle 1', 'Approve', and 'Load'. The 'Cycle 1' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Date, Mileage (mi), Driving, and On-Duty. The table contains five rows of data for dates from 02/13/2012 to 02/17/2012. Below the table, there are navigation icons (back, home, search) and three buttons: 'Vehicle Info', 'Log Request', and 'Fax'. The 'Fax' button is highlighted with a red box. Below the 'Fax' button, a 'Fax Request' form is displayed. The form has fields for 'Fax #', 'Attention', and 'Region'. The 'Fax #' field contains '555-555-5555', the 'Attention' field contains 'Eric', and the 'Region' field is set to 'Can Main'. A red box highlights the 'Fax #' field with a callout that says 'Enter the Fax number with area code, the person you are sending to and your region. then tap Request'. At the bottom of the form, there is a 'Last Fax Request Sent at:' label. Below the form, there are navigation icons (back, home, search) and two buttons: 'Cancel' and 'Request'. The 'Request' button is highlighted with a red box.

Date	Mileage (mi)	Driving	On-Duty
02/17/2012	0.0	00h 00m	13h 46m
02/16/2012	616.0	08h 47m	11h 38m
02/15/2012	541.0	07h 08m	07h 08m
02/14/2012	0.0	00h 00m	00h 00m
02/13/2012	0.0	00h 00m	04h 32m

Fax Request

Fax #: 555-555-5555

Attention: Eric

Region: Can Main

Last Fax Request Sent at:

Enter the Fax number with area code, the person you are sending to and your region. then tap Request

Cancel Request

- 2) Two other buttons appear on this page. The Vehicle Info button (only shown if in Canadian Rule) will display the Date, your Trucks ID number, Tractor Licence plate number and Start End Odometer. The Log Request button will download a new copy of your logs to your unit. This button would be used if a dispatcher had made an edit to your logs and forgot to send them.

Hours of Service

MOT: 13:00

PETER STEMERDINK 02/21/2012 MOT: 13:00

Status Summary Clocks Graph Day Log **Cycle 1** Approve Load

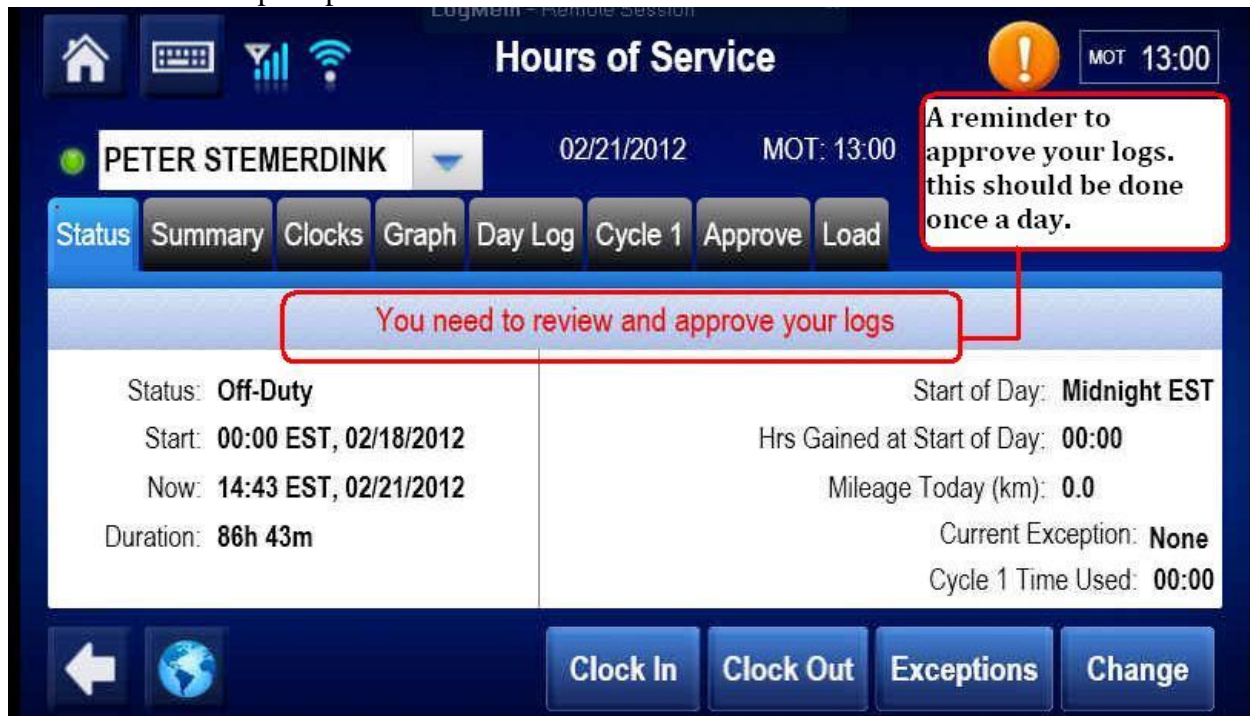
Date	Mileage (km)	Driving	On-Duty
02/20/2012	0.0	00h 00m	00h 00m
02/19/2012	0.0	00h 00m	00h 00m
02/18/2012	0.0	00h 00m	00h 00m
02/17/2012	0.0	00h 00m	13h 46m
02/16/2012	991.4	08h 47m	11h 38m

Vehicle Info Log Request Fax

Section – 8 Approve and Editing

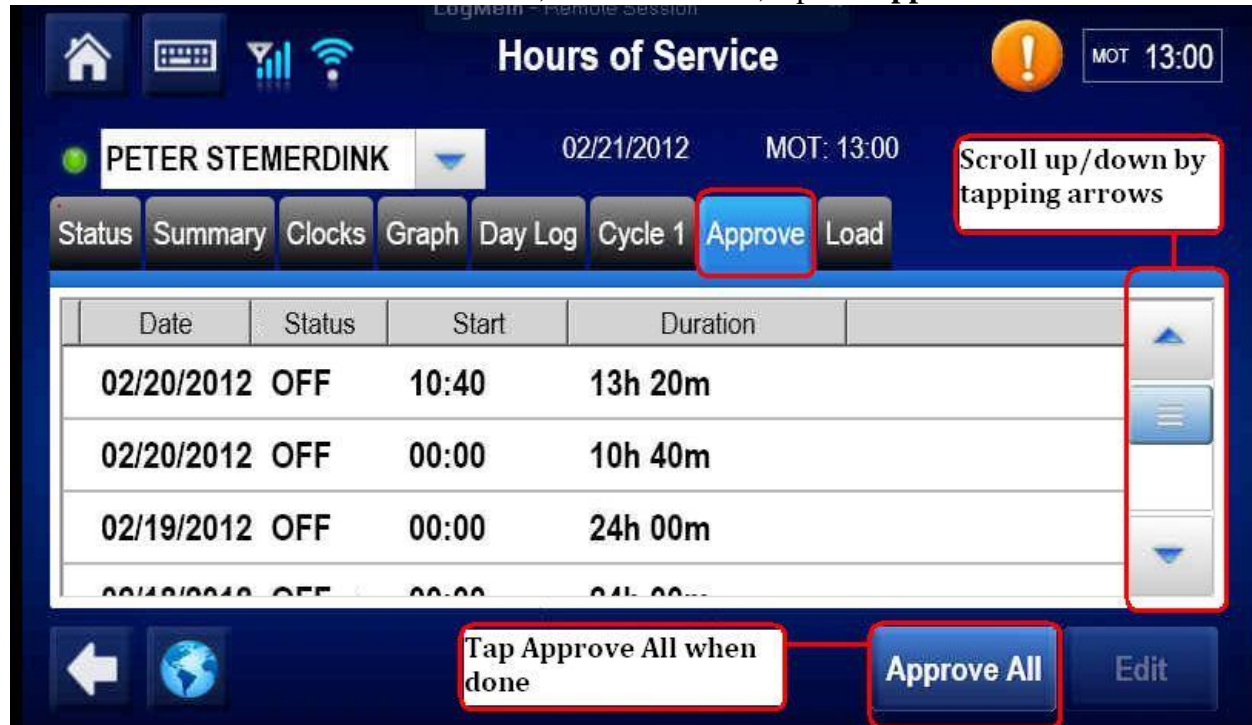
Approving your logs should be done once a day. Depending on your permissions, you may be able to edit your logs. If you do not see the **Edit** button, you do not have the permission to edit. If changes are necessary you must call in to dispatch and have them edit your logs via software. If the button does appear on this page, you be able to edit all statuses but Driving.

- 1) You will be reminded to approve you logs if you have not approved for some time. This reminder or prompt will be seen on the **Status** tab.

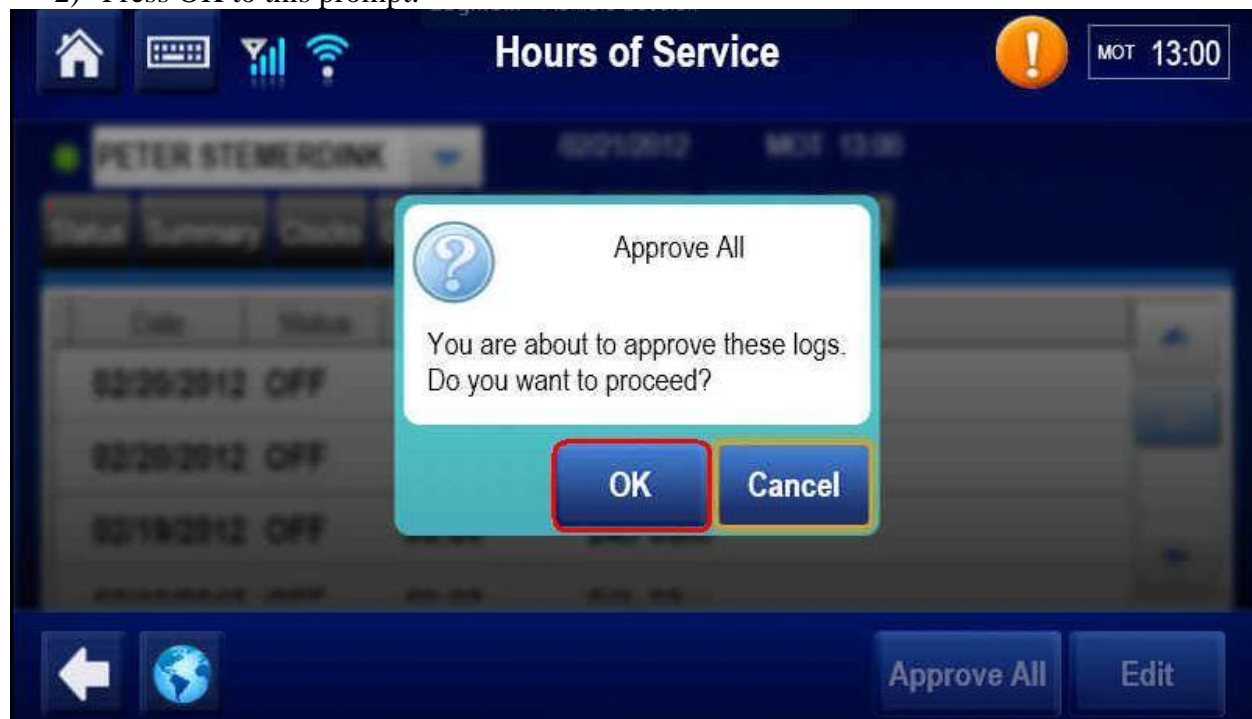


Section – 8.1 Approving

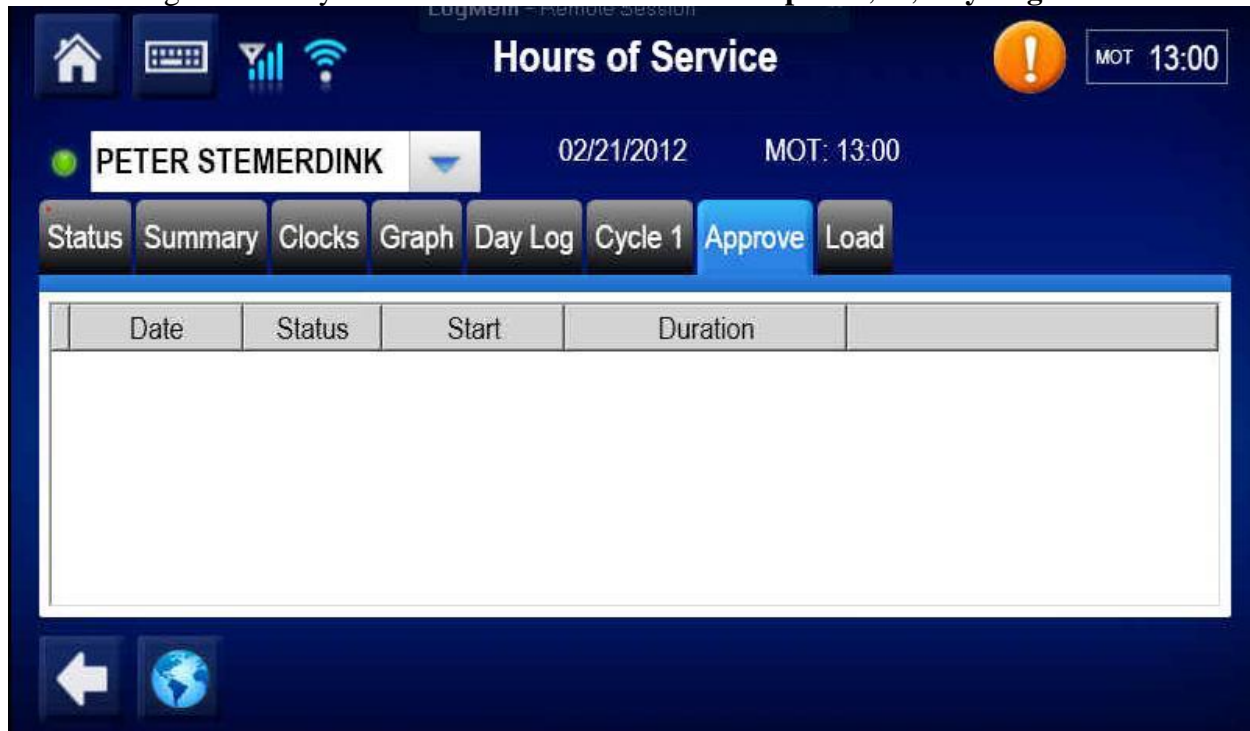
- 1) To approve your logs click on the **Approve** tab. Under the **Approve** tab we see all completed statuses. We are shown the Date the status occurred, the Status, the Start time and Duration. Review the statuses, if all are correct, tap the **Approve All** button.



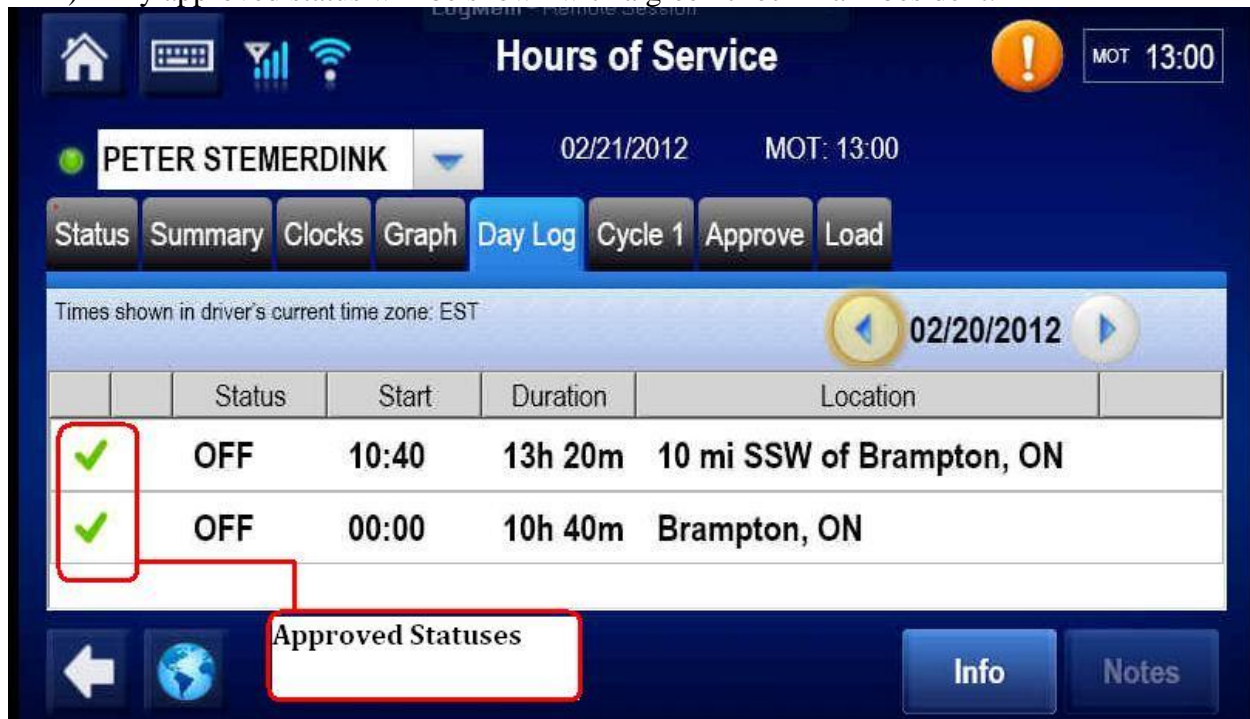
- 2) Press OK to this prompt.



- 3) The completed approved statuses will disappear from this screen. All of these statuses, dating back 14days can still be viewed under the **Graph** tab, or, **Day Log** tab.



- 4) Any approved status will be shown with a green check mark beside it.

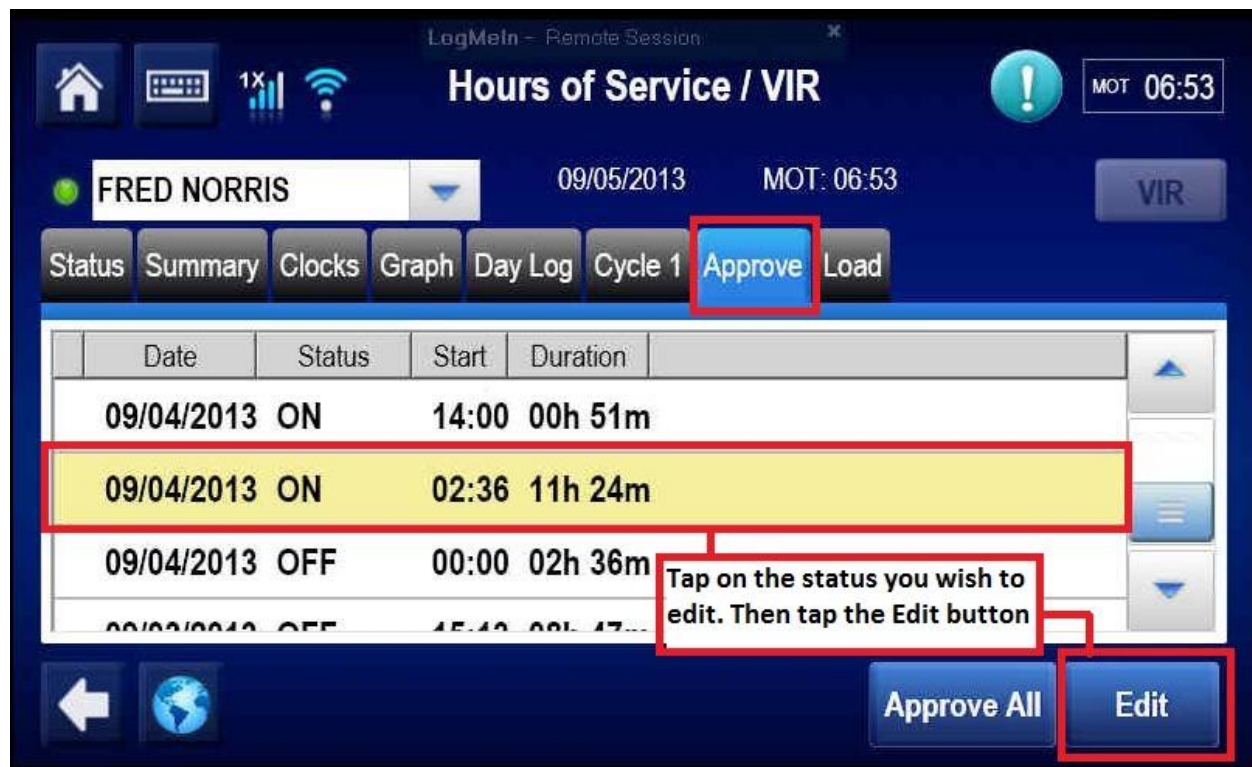


Section – 8.2 Editing your Logs

You can edit your logs if you have the required permission. Talk to your HOS administrator about getting permissions. A driver may edit; On-duty, Off-duty and Sleeper Birth statuses. A driver cannot edit Driving and Off-Duty Driving. A driver can change status to a new status or, they can split the time between two statuses.

In the example below, the driver has forgotten to change their status to off-duty at the end of a shift and they have been left on-duty all night.

- 1) Tap on the **Approve** tab and select the status you wish to edit. Once the status is selected, the **Edit** button will become active. Tap the **Edit** button.



- 2) On the Edit page we can make changes to this status. Select the new status from the drop down box on the Left. The driver can attach a Remark to this duty status if they wish. When making an edit we are also given an option to add an exception (ferry crossing). You may not see an exception here. Again, this all depends on your account permissions.

LogMeIn - Remote Session

Hours of Service / VIR

FRED NORRIS 09/05/2013 MOT: 06:53 VIR

Select the new status

Edit

Original: ON from 02:36 , 09/04/2013 for 11 h 24 m

ON Until 14:00 09/04/13 (11h 24m) ☐ Ferry

OFF

SB

D

ON

Use arrows to scroll up/down the list

Cancel OK

- 3) It may or may not be mandatory for a driver to enter a remark here. If the OK button is not available, your will have to enter a remark. You may enter in two remarks per duty status. Keep in mind this is not a reason why you editing, this is a remark noting your activity during this duty status.

LogMeIn - Remote Session

Hours of Service / VIR

FRED NORRIS 09/05/2013 MOT: 06:52 VIR

Edit

Original: ON from 02:36 , 09/04/2013 for 11 h 24 m

OFF Until 14:00 09/04/13 (11h 24m)

Remarks:

Forgot to change status

A second remark is not mandatory, eventhough this box appears red.

Select your remark from the drop down, or type in a free from remark.

Cancel OK

- 4) After pressing OK you will be asked to enter the reason for the edit. Note, this reason will appear on your paper log. Enter your Edit Reason and press OK.

LogMeIn - Remote Session

Hours of Service / VIR

MOT 06:49

FRED NORRIS 09/05/2013 MOT: 06:49 VIR

Edit Reason

Why are you making an edit?

Forgot to change status

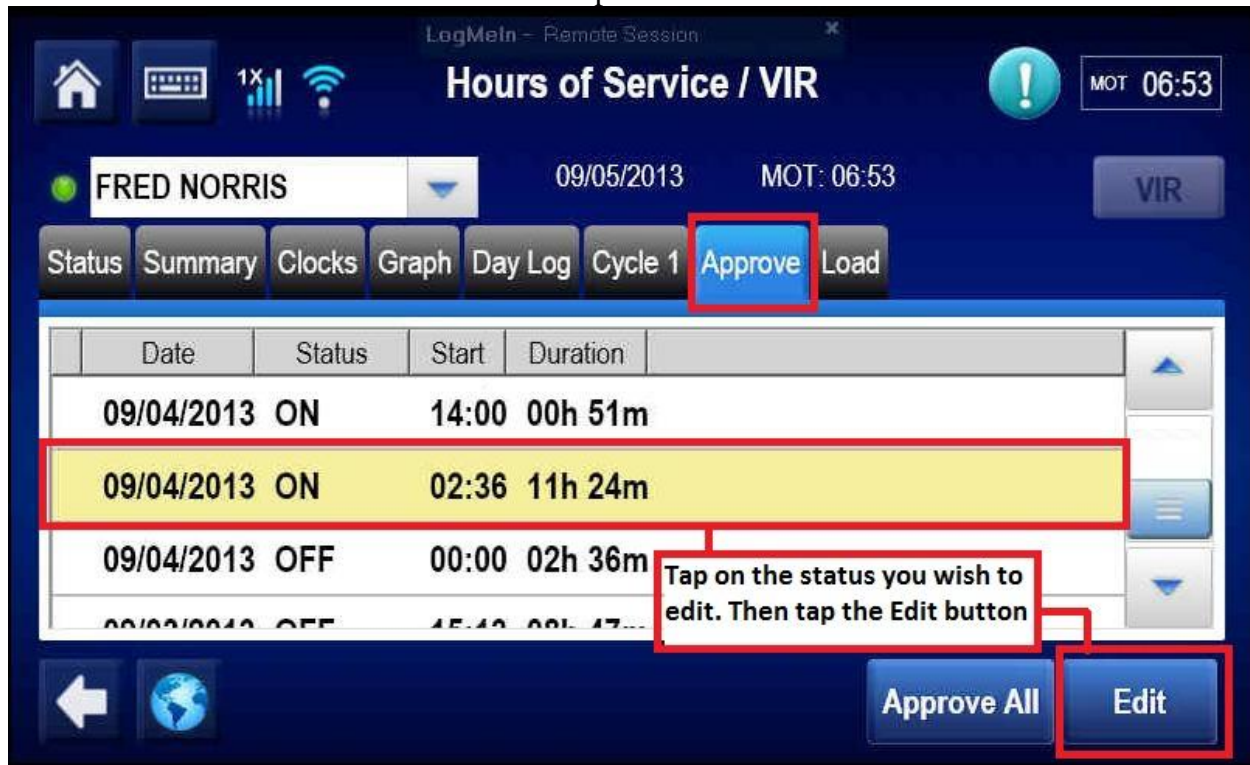
* Changes to USA 34 hour resets due to this edit may not be reflected immediately.

← Globe Cancel OK

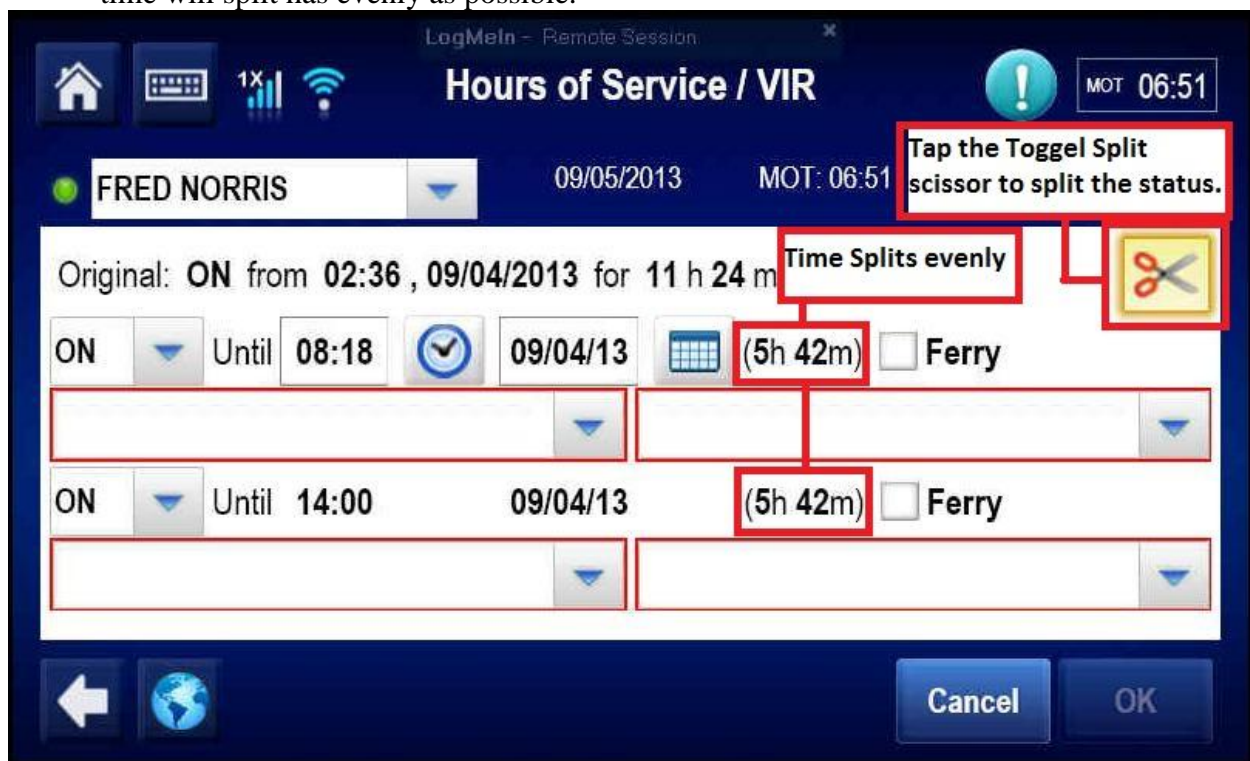
Section – 8.3 Split Status Edit

In this example we will show you how to split time between two statuses.

- 1) Tap on the **Approve** tab and select the status you wish to edit. Once the status is selected, the **Edit** button will become active. Tap the **Edit** button.



- 2) On the Edit screen tap the Toggle Split Scissors. A new drop down will appear and the time will split has evenly as possible.



- 3) Select the new status from the drop down. Then change the time/date to reflect how long you spent in each status. Add your remarks if need and press **OK**.

LogMeIn - Remote Session

Hours of Service / VIR

06:50

FRED NORRIS

Original: ON from 02:36 , 09/04/2013 for 11 h 24 m

ON Until 03:10 09/04/13 (0h 34m) Ferry

Unloading

OFF Until 14:00 09/04/13 (10h 50m) Ferry

Forgot to change status

Select new status

You may add remarks that reflect what was done during the duty-status (not mandatory)

Cancel OK

Time here will adjust automatically to show new time spent in each status

Enter time spent in status

- 4) After pressing OK you will be asked to provide a reason for the edit. Note, this reason will appear on your paper log. If you are done making edits, you can approve all.

LogMeIn - Remote Session

Hours of Service / VIR

09/05/2013 MOT: 06:49

FRED NORRIS

Edit Reason

Why are you making an edit?

Forgot to change status

* Changes to USA 34 hour resets due to this edit may not be reflected immediately.

Cancel OK

Section – 9 Entering Load info

The Driver can enter in load information under the load tab. The load information a driver enters in will appear on the paper copy of their logs. This load information will follow the drivers unique Driver ID and Password. So, your trailer and document information will follow you if you are logging into different trucks.

- 1) Tap on the Load tab. To enter new information, tap the **New Load** button.

The screenshot shows the 'Hours of Service' app interface. At the top, there's a header with a home icon, a keyboard icon, signal strength bars, and a Wi-Fi icon. The title 'Hours of Service' is in the center, and a yellow warning icon with an exclamation mark is on the right next to 'MOT 13:00'. Below the header, the user's name 'PETER STEMERDINK' is displayed with a dropdown arrow, followed by the date '02/22/2012' and 'MOT: 13:00'. A row of buttons includes 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', 'Cycle 1', 'Approve', and 'Load'. The 'Load' button is highlighted with a red box. Below the buttons is a form with labels: 'Load ID:', 'Start:', 'End:', 'B/L #:', 'Trailer 1:', 'Trailer 2:', and 'Trailer 3:'. At the bottom, there are navigation icons (back and globe) and two buttons: 'History' and 'New Load', with the latter highlighted by a red box.

- 2) Enter in your load information. The Load ID field is mandatory. You will not be able to save until something is entered in here.

This screenshot shows the 'New Load' form within the 'Hours of Service' app. The header is identical to the previous screenshot. A red box highlights a message: 'The Load ID field is mandatory. You must enter something here.' The form fields are: 'Load ID:' with the value 'B934' (highlighted by a red box), 'Start:' with '02/22/12' and a calendar icon, 'End:' with '02/24/12' and a calendar icon, 'B/L #:' (empty), and 'Trailer 1:' with '708' (highlighted by a red box). A red box around the date fields is labeled 'Select how long you will pulling this trailer'. A red box around the 'Trailer 1' field is labeled 'Enter Trailer number'. At the bottom, there's a 'Tap OK when done' message in a red box, and 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a red box.

3) You can review past loads by tapping the **History** button.

The screenshot displays the 'Hours of Service' app interface. At the top, there's a header with a home icon, a keyboard icon, and signal strength indicators. The title 'Hours of Service' is centered, and a status bar on the right shows 'MOT 13:00'. Below the header, a user profile section shows 'PETER STEMERDINK' with a dropdown arrow, the date '02/22/2012', and 'MOT: 13:00'. A row of buttons includes 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', 'Cycle 1', 'Approve', and 'Load'. The 'Load' button is highlighted in blue. Below this, a white box contains details for Load ID: B934, Start: 02/22/2012, End: 02/24/2012, B/L #: , Trailer 1: 708, Trailer 2: , and Trailer 3: . Below the white box, there are navigation icons (back and globe) and three buttons: 'History' (highlighted with a red box), 'New Load', and 'Edit'. Below this is another header section identical to the first one. Below the header, the 'Load History' section features a table with the following data:

Start	End	Load ID	B/L #	Trailers
02/22/2012	02/24/2012	B934		708
02/21/2012	02/22/2012	D667		922

At the bottom, there are navigation icons (back and globe) and four buttons: 'Delete', 'Edit', 'Details', and 'Done'.