

Driver Portal Time Clock

Overview

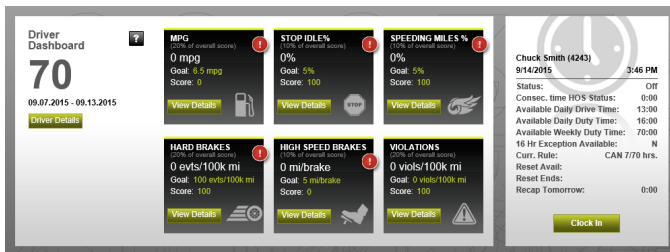
Drivers can use the Driver Portal Time Clock to clock in and out from remote locations.

Drivers can log into Omnitrac's XRS using their Login User Name to access the Driver Portal Time Clock, view their current HOS status, and clock in and out.

This topic describes how to use the Driver Portal Time Clock to log in and out.



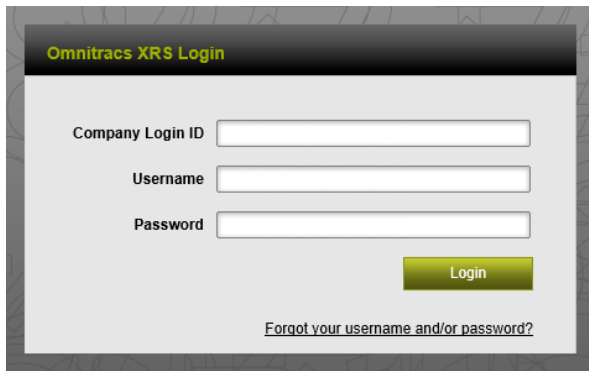
Drivers must have the proper permissions to access and use the Driver Portal Time Clock. For more information, see [Configuring Time Clock Settings](#).



Using the Driver Portal Time Clock to Clock In and Clock Out

Perform the following to clock in or clock out using the Driver Portal Time Clock:

1. If you are not already logged into Omnitrac's XRS, perform the following, otherwise, continue to the next step:
2. Log into Omnitrac's XRS by navigating to Omnitrac's XRS and performing the following on the **Omnitrac's XRS Login** screen:



- In the **Company Login ID** field, type your **Company Login ID**.
- In the **Username** field, type your Driver Login ID.



The Driver Login ID is the ID that should be used to log into the Omnitracs XRS and may be different than the Login ID used to log into Omnitracs XRS Mobile.

- In the **Password** field, type your password.
- Select



to log into Omnitracs XRS as a driver. The **Driver Dashboard** appears

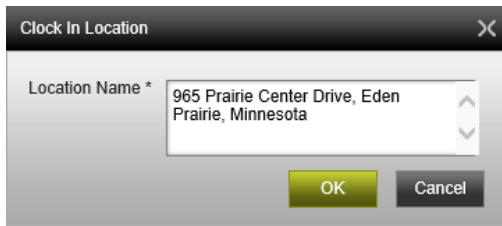


3. Perform one of the following from the Driver Portal Time Clock section of the Driver Dashboard:

- To clock in, select



. The **Clock In Location** window appears.



From the **Clock In Location** window, verify your current location is correct and then select



.The

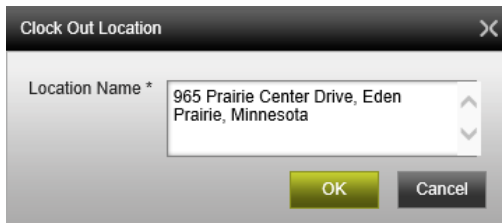


button is now available on the Driver Portal Time Clock.

- To clock out, select



. The **Clock Out Location** window appears.



From the **Clock Out Location** window, verify your current location is correct and then select



. The



button is now available on the Driver Portal Time Clock.