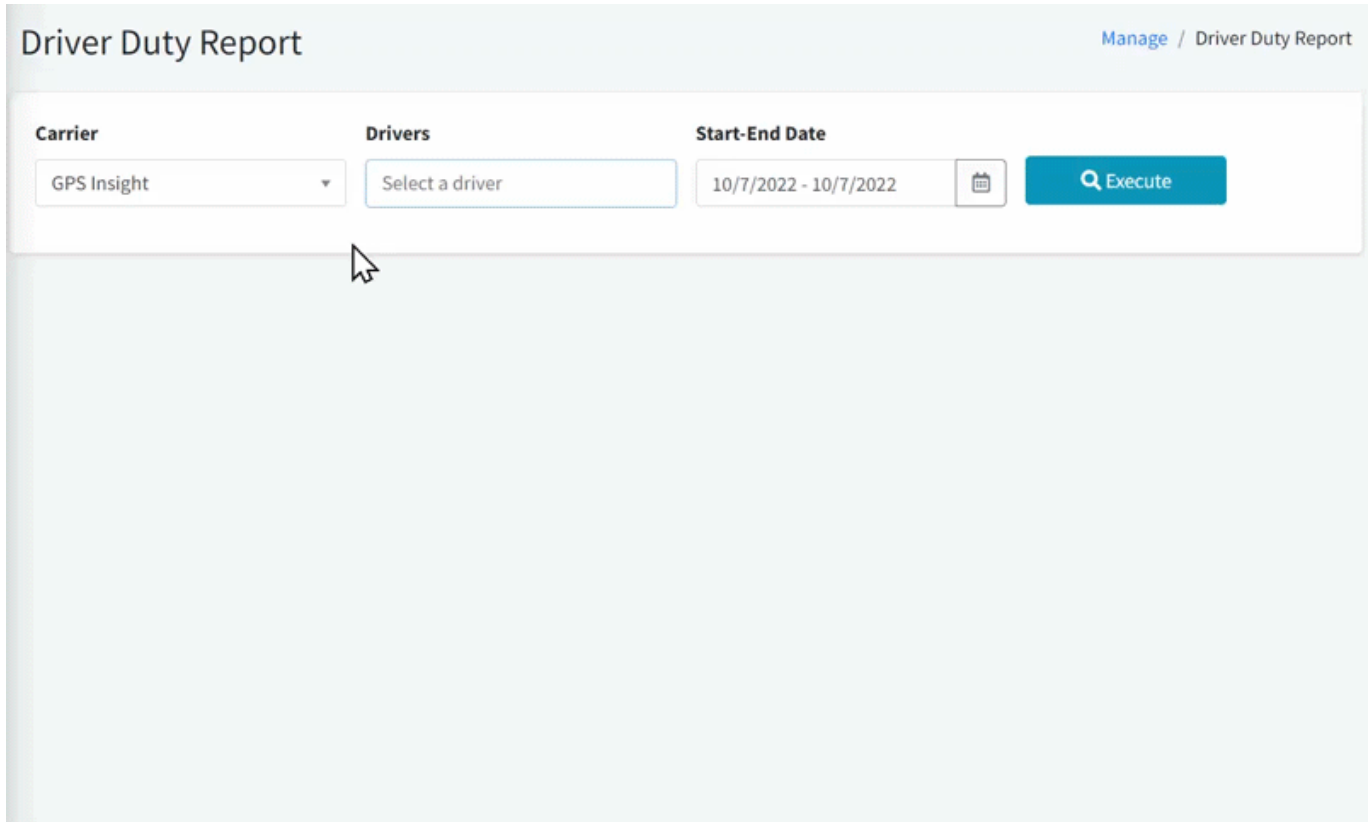


The Driver Duty report tab allows you to run a report that lists how long a driver was in each duty status within a specific date range.

► **To view a driver duty report:**



The screenshot shows the 'Driver Duty Report' interface. At the top, there's a header with 'Driver Duty Report' on the left and 'Manage / Driver Duty Report' on the right. Below this is a form with three main sections: 'Carrier', 'Drivers', and 'Start-End Date'. The 'Carrier' section has a dropdown menu currently showing 'GPS Insight'. The 'Drivers' section has a text input field with the placeholder 'Select a driver'. The 'Start-End Date' section has a date range '10/7/2022 - 10/7/2022' and a calendar icon. To the right of these fields is a blue button labeled 'Execute' with a magnifying glass icon. A mouse cursor is pointing at the 'Select a driver' field.

1. In eDash, click the Driver Duty Report tab.
2. Select the appropriate company from the Carrier dropdown list.
3. Select the appropriate driver from the Drivers dropdown list.
4. Select the date range you would like to view from the calendar.
5. Once complete, click **Execute**.

The Driver Duty Report displays the following information:

- Driver
- Home Base
- Off Duty (Total in hh/mm)
- Sleeper Berth (Total in hh/mm)
- Driving (Total in hh/mm)
- On Duty (Total in hh/mm)

- Personal Use (Total in hh/mm)

1. If you would like to export the report to .xls format, click the .xls icon.

The exported report is downloaded as a .xls file.