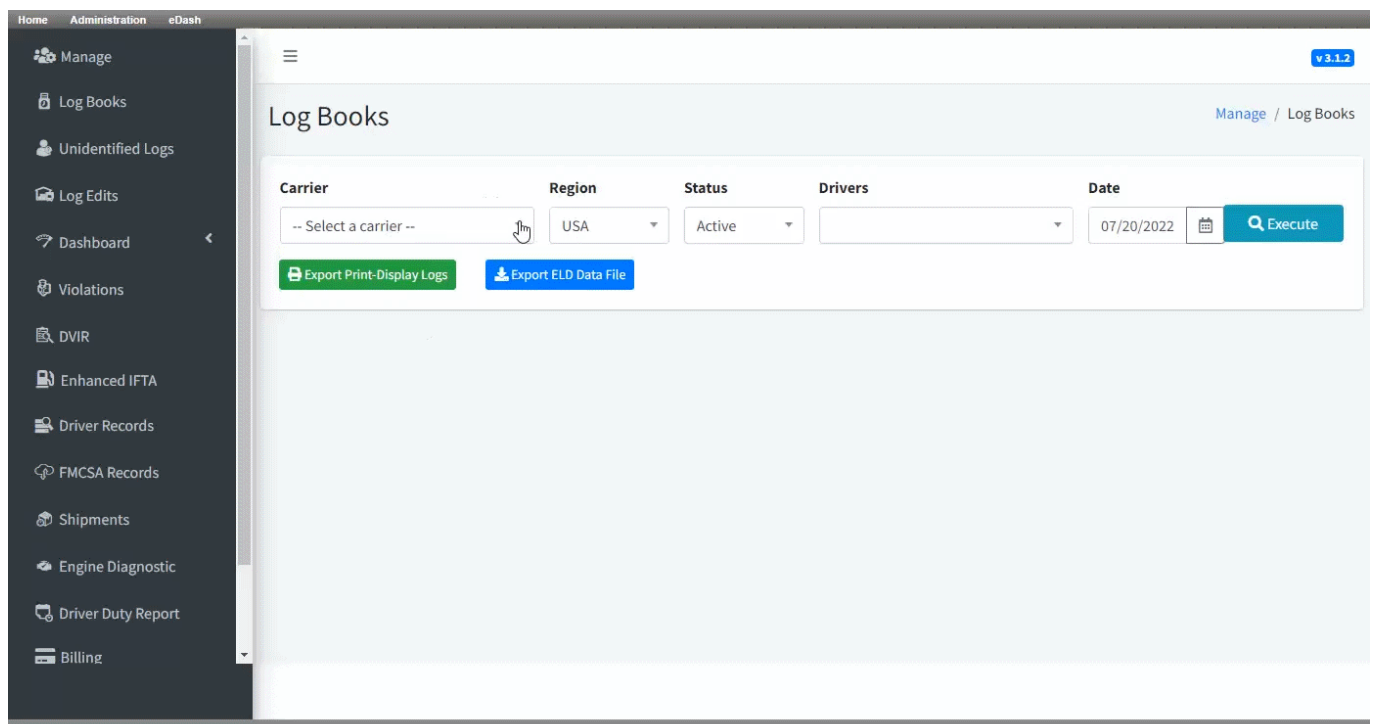


The Log Books tab gives you the ability to view all of your driver's daily driving log details. This tab also allows you to download, view and print records as needed, along with exporting ELD data files for troubleshooting purposes or FMCSA regulations.

## Viewing Daily Driver Logs

### ► To view daily driver logs:


1. In eDash, click the Log Books tab.
  2. Select your company from the Carrier dropdown list.
  3. Select the appropriate region/country from the Region dropdown list.
  4. Select the status (Active, Inactive or All) from the Status dropdown list.
  5. Select the appropriate drivers from the Drivers dropdown list.
  6. Select the date you would like to view from the calendar.
  7. Once complete, click **Execute**.
  8. The driver log results will appear with driver and vehicle details, log grid, and log changes.
- If you see dots on the log grid, you can click on them to view specific details on driver whereabouts.
  - **Blue Dots:** Manual Driver Duty Status Changes
  - **Black Dots:** Automatic ECM Duty Status Changes


















The screenshot shows the eDash application interface. On the left is a dark sidebar with navigation links: Home, Administration, eDash, Manage, Log Books, Unidentified Logs, Log Edits, Dashboard, Violations, DVIR, Enhanced IFTA, Driver Records, FMCSA Records, Shipments, Engine Diagnostic, Driver Duty Report, and Billing. The main content area is titled 'Log Books' and includes a breadcrumb 'Manage / Log Books'. Below the title is a form with five dropdown menus: Carrier (showing '-- Select a carrier --'), Region (showing 'USA'), Status (showing 'Active'), Drivers (empty), and Date (showing '07/20/2022' with a calendar icon). To the right of the Date dropdown is a blue 'Execute' button with a magnifying glass icon. Below the form are two buttons: 'Export Print-Display Logs' (green) and 'Export ELD Data File' (blue). The bottom of the interface shows a version number 'v3.1.2' in the top right corner.

## Editing Daily Driver Logs

### ► To edit daily driver logs:

1. Click the edit icon (  ) next to the driver duty status at the bottom of the driver's log.  
The Edit Log window will appear.
2. In the Edit Log window, you can change Status, Start Date, Location, and Remarks.
3. Once complete, click **Save**.

LOGS <span>+ Add Event</span>								
Time (CDT)	Status	Location	Odometer (Miles)	Distance (Miles)	Duration (hh:mm:ss)	Certified (CDT)	Remark	Actions
09/07/2022 01:25:45 PM	D	Fort Worth , TX	40559	1	00:10:12	09/07/2022 07:05:24 PM		 
09/07/2022 01:35:57 PM	ON	Fort Worth , TX	40560		04:40:45	09/07/2022 07:05:24 PM		  
09/07/2022 06:16:42 PM	D	Fort Worth , TX	40560	3	00:05:32	09/07/2022 07:05:24 PM		 
09/07/2022 06:22:14 PM	ON	Fort Worth , TX	40563		00:34:16	09/07/2022 07:05:24 PM		  
09/07/2022 06:56:30 PM	D	Fort Worth , TX	40564	4	00:08:07	09/07/2022 07:05:24 PM		 
09/07/2022 07:04:37 PM	OFF	Fort Worth , TX	40568		19:48:28	09/07/2022 07:05:24 PM		  

4. The driver will receive a notification that you've made a change to their log.  
From here, the driver must review the suggested change and approve it.
5. If the driver approves the edit, the system will update the change. If declined, the edit will be removed.

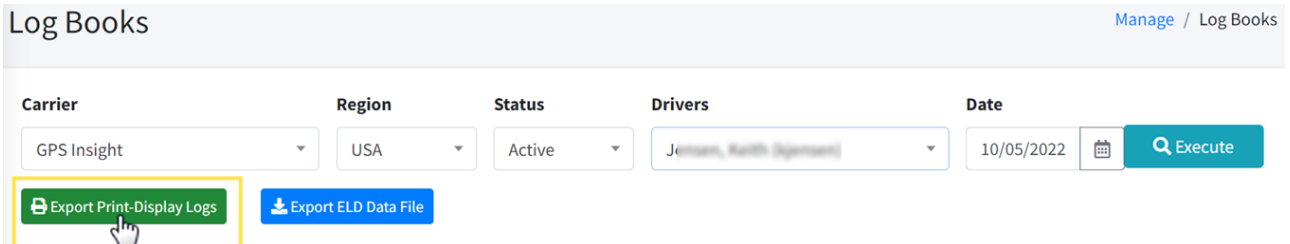


**Note.** ECM Duty Status changes cannot be edited.

## Exporting & Printing Multiple Logs

### ► To export and print multiple logs:

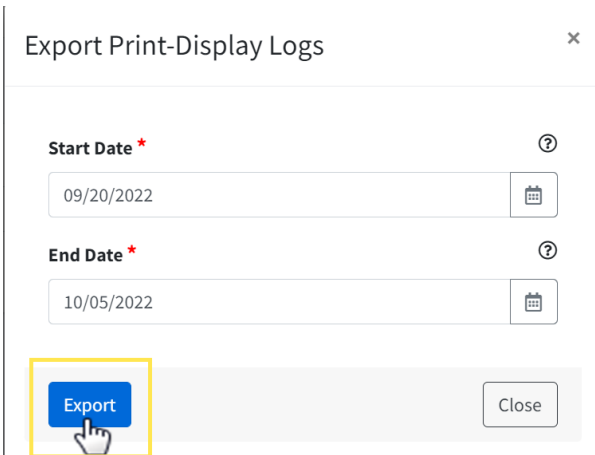
1. Click **Export Print-Display Logs** at the top of the driver's log.



The screenshot shows the 'Log Books' interface. At the top, there are filters for Carrier (GPS Insight), Region (USA), Status (Active), Drivers (Jensen, Keith (Agent)), and Date (10/05/2022). Below these filters, there are two buttons: 'Export Print-Display Logs' (green) and 'Export ELD Data File' (blue). The 'Export Print-Display Logs' button is highlighted with a yellow box and a hand cursor.

The Export Print-Display Logs window will open.

2. Select the Start Date and End Date in the appropriate fields.
3. Click **Export**.



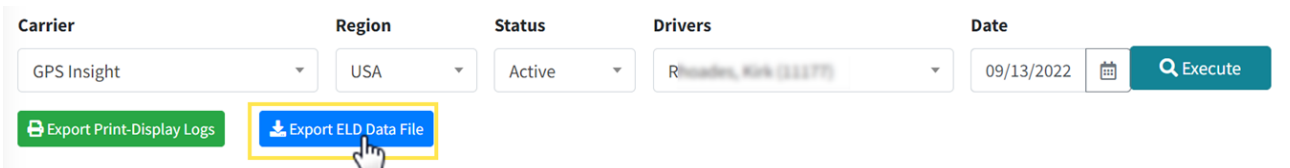
The screenshot shows the 'Export Print-Display Logs' window. It has a title bar with a close button (X). Inside, there are two date selection fields: 'Start Date' (09/20/2022) and 'End Date' (10/05/2022). Below these fields, there is a blue 'Export' button and a grey 'Close' button. The 'Export' button is highlighted with a yellow box and a hand cursor.

4. The selected logs will open in a PDF document that you can download and print.

## Exporting ELD Data Files

### ► To export ELD data files:

1. Click **Export ELD Data File** at the top of the driver's log.



The screenshot shows the 'Log Books' interface. At the top, there are filters for Carrier (GPS Insight), Region (USA), Status (Active), Drivers (Riosader, Mark (31177)), and Date (09/13/2022). Below these filters, there are two buttons: 'Export Print-Display Logs' (green) and 'Export ELD Data File' (blue). The 'Export ELD Data File' button is highlighted with a yellow box and a hand cursor.

The Export ELD Data File window will open.

2. Select the Start Date and End Date in the appropriate fields.
3. Enter a comment in the Comment field.

4. Select the Appropriate action from the Action dropdown list. Actions include:

- **Save:** To save the file to a CSV or Excel spreadsheet
- **Export to FMCSA:** The data file will be sent to FMCSA

5. Click **Export**.

Export ELD Data File

Start Date \*

10/05/2022

?

End Date \*

10/05/2022

?

Comment \*

Request

?

Action \*

Export to FMCSA

?

Export

Close

6. If you clicked Save in the Actions dropdown list, the file will open in Excel.