Editing, Approving, and Certifying Logs

Link: https://help.nuvo.solutions/docs/aobrd-driver-reference/editing-approving-and-certifying-logs/ Last Updated: February 9th, 2018

From the Driver Portal, you can access and perform various actions with your Driver Logs. Use the following information and instructional steps to perform advanced actions with Driver Logs from the Driver Portal.

Driver Logs

The Driver Logs screen shows all information that the USDOT and Transport Canada require for your driver record of duty status. This screen also allows you to view, edit, annotate, print and certify your logs without signing into the ELD tablet.

Viewing Your Driver Logs

To view your Driver Logs:

1. Hover your mouse over **HOS**, and click **Driver Logs**.

Note. You can also click on **HOS**, then choose Driver Logs from the Driver Logs screen that appears.

2. Click on the date field, then click a date from the Date menu (or use the Previous and Next Day options to navigate through your available logs).
3. Under Log Format, click on the radio button next to the log format in which you would like have your log display. Log format options are as follows:

Format Type	Description
Driver Default	Displays your logs in the format chosen for your Driver ID. *This format is selected by default.*
US Format	Displays your logs according to the US format.
Canada Format	Displays your logs according to the Canadian format.

4. Click **View Logs** to load the log for the selected day.

   The log is displayed.

Your log report contains the following information:

1. **Date Information**

- The record date and time zone.

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- Time zone offset from UTC.
- The starting time for the 24-hour period.

1. **Certification Information**

   - If the log is certified: Your name and the date (MM|DD|YY) and time (hh:mm|AM/PM|Time Zone) of certification.

2. **Driver Information**

   - Your name (Last, First).
   - Your Driver ID.
   - The multiday basis or cycle you follow.

     Note. Multiday basis is shown when logs are viewed in US format; the cycle is shown when logs are viewed in Canada format.

   - Your driver’s license number and issuing state or province.

     Note. Your full driver’s license number is only visible to you; all other users see only the last 4 digits (e.g., “*******YY27”).

3. **Carrier and Home Terminal**

   - The name of your motor carrier.
   - The USDOT Number of your motor carrier.
   - Your carrier’s main office address.
   - The name of the home terminal to which you have been assigned on the date of the log.
   - The address of your home terminal.

4. **Graph Grid**

   - Graph of all active duty status changes for the 24-hour period beginning at 12:00 AM.
   - Total hours and minutes (hh:mm) in each duty status, shown immediately to the right of the graph.

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5. **Vehicles and other Resources**

   - The Commercial motor vehicle (CMV) you used during the 24-hours period beginning at 12:00 AM.

     Note. If the log is displayed in Canada format and you have at least one **Driving (D)** status in a vehicle for the log date shown, the first odometer reading and last odometer reading recorded while you were on duty and driving will be shown.

   - Total distance driven today (while on duty).

     Note. This total does not include any distance traveled while **Off Duty**, **Personal Conveyance (OFF-PC)** status or any distance traveled in an inactive duty status.

   - Co-drivers.
   - Trailers.
   - Shipments.

6. **Log Events**

   - Chronological listing of all log events occurring on (or extending into) the date of the log.

     Note. Events may be listed that are not part of the current log of record. Use the **Record Status** column to understand the current status of each event.

     Active – This event is part of the current log of record.

     Inactive – Changed – This event is no longer part of the current log of record.

     Inactive – Requested – This event is a change that has been requested by someone other than you; it will not become part of your log of record unless you accept or reject the change.

     Inactive – Rejected – This event is a change that was requested by someone other than you, that you have rejected; it is not part of your log of record.

Managing Log Events

In compliance with USDOT regulations, the HOS application keeps a record of changes made to your log events, including what information was changed, who made the change (you or your fleet administrator), and when the change was made.

Tip! In some cases, edits can be avoided. Before you make any change, be sure of the following:
– You have entered any missing data indicated by the electronic logging device (e.g., recording the

locations of status changes for which GPS was not available).
– Your most recent records have been sent from the ELD (electronic logging device) to the Portal.

If you have verified the need to modify the active log events, keep these points in mind:

- You are required to enter a **Reason For Change** for every change to a log event. Briefly explain why it is necessary to edit the information currently recorded (e.g., Forgot to sign out). The reason you enter will be shown as an annotation to the event.
- You cannot undo a log event once it is **Active**. If you have entered the wrong information, you may edit the log event in order to correct the error; however, each successive change will be reflected in the log history.
- If the change that you are attempting would cause a conflict or loss of data, you may be prompted to confirm the change.

Your Log Changes
When you make a change to your log, the change become effective immediately. For example, when you delete an event, the event is marked as **Inactive – Changed**.

Log Changes from Other Users
When a user, like your fleet administrator, makes a change to your log, the change is marked as **Inactive – Requested** until you accept or reject the proposed change.

For AOBRD users: Requested changes that are submitted to a log within 6 days of the current date will be applied automatically the next time you sign into your device. Any changes submitted to a log that is 7 days or older will not be automatically applied and will require you to log in to the Driver Portal to accept or reject any proposed changes.

Adding a Log Event

To add a log event:

1. View the log for the date for which you wish to add the event.
2. Click **New Status Change**, or **New Exception**.
3. Enter the details for the event. Review all details carefully before saving.
4. Click **Save** to add the event and return to the Driver Logs screen.

Annotating a Log Event

To annotate a log event:

1. In the **Log Events** table, locate the row containing the event you wish to annotate.
2. Click the **Annotate** icon (plus sign) for the event.

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3. Enter the text of the annotation (up to 60 characters).
4. Click **Submit** to save the annotation.

Editing a Log Event
Remember the following when editing an event:

- If the event you are editing spans multiple days, you must view the *first* log for which the event is listed in order to select the event.
- You can change the *start time* of an event but not the *start date* of an event, unless the driver's time zone has changed.
- You cannot specify the *end date or time* of an event. The HOS application calculates the end date and time automatically.

To edit a log event:

1. In the **Log Events** table, click the **pencil icon** or click the link in the **Type/Status** column for the Status Change, Remark, or Exception that you wish to edit.

   A separate page for the corresponding event is displayed.
2. Change the details for the event and review carefully.
3. Click **Save** to save changes and return to the Driver Logs screen.

Accepting/Rejecting a Proposed Edit

To accept or reject a proposed edit:

1. Locate the proposed edit (shown in red) in your list of Log Edits.

   a. To accept, click the green thumbs-up icon.

      The proposed edit is applied to your log and your remaining hours are recalculated accordingly. The original event displays a status of **Inactive – Changed**. Use the annotation icon (plus sign) to add annotations to the log event, if needed.

   b. To reject, click the red thumbs-down icon.

      The proposed edit is updated and displays **Inactive-Rejected** on your log. Use the annotation icon (plus sign) to add annotations to the log event, if needed.

Deleting a Log Event

To delete a log event:

1. In the **Log Events** table, locate the row containing the event you wish to delete.
2. Click the **Delete** icon (trash can) for the event.
3. Enter the reason for deletion. This reason will be recorded as an annotation to the event.
4. Click **Submit** to delete the selected event.

To delete multiple log events:

1. Check the **Allow multi-select** checkbox.
2. In the **Log Events** table, locate the row(s) containing the event(s) you wish to delete.
3. Check the checkbox to the left of each row.
4. Click the **Delete** icon (trash can).
5. Enter the reason for deletion. This reason will be recorded as an annotation to each selected event.
6. Click the **Submit** button to delete the selected events.

> **Note.** If you delete a status change that falls between two other status changes, the prior status will be extended to fill the time. If the prior status was Automatically-recorded **Driving** (D) time, an **On-duty Not Driving** (ON) status will be added to fill the gap.

Certifying Logs

You are the only one who can certify your logs. This action can be performed from your ELD (electronic logging device), or from your Driver Portal using the following process.

To certify a log:

1. Review the uncertified log and click **Certify...** when you are ready to certify the accuracy and validity of the log's contents.

   > **Note.** If there are proposed changes that you have not accepted or rejected, the **Certify...** button is not shown, and instead you will be prompted to review and accept or reject all changes.

   A window prompt appears requesting that you confirm you would like to certify the log for the displayed date.

2. To confirm, click **Agree** or click **Not Ready** to go back to the Driver log.

   If you clicked Agree, you are returned to the Driver Log and the Certify button is now replaced with a

Certified label.

To certify multiple logs:

If you have been off duty two or more full days in a row, you may certify the Off Duty logs all at one time.

1. Review the uncertified log for the last date on which you were Off Duty and click **Certify...** when you are ready to certify the accuracy and validity of the log's contents.

   Note. If there are proposed changes that you have not accepted or rejected, the **Certify...** button is not shown, and instead you will be prompted to review and accept or reject all changes.

   A window prompt appears requesting that you confirm you would like to certify the log for the displayed date range.

2. To confirm, click **Agree** or click **Not Ready** to go back to the Driver log.

   If you clicked Agree, you are returned to the Driver Log and the Certify button is now replaced with a **Certified** label.

   Note. If edits are made to a driver log after you have certified it, you must review the changes and certify the log again.

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