Editing Driver Logs as a Safety Manager - ELD

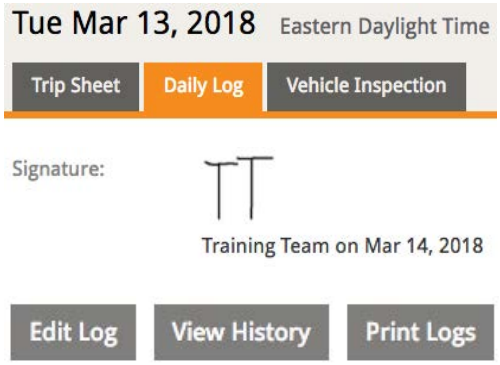
What can be edited?

As a rule of thumb, only the *status* of an existing event can be edited. Non-driving events cannot be converted to driving events, and vice versa. All edits must be completed within 14 days of the log being created.

To edit driver logs, you must be set up as a **Safety Manager**. If you aren't, contact your fleet administrator to assign this role to your profile (or if you are an administrator, assign it yourself by editing your profile).

Training Team Admin, Dispatcher, Driver, Safety Manager

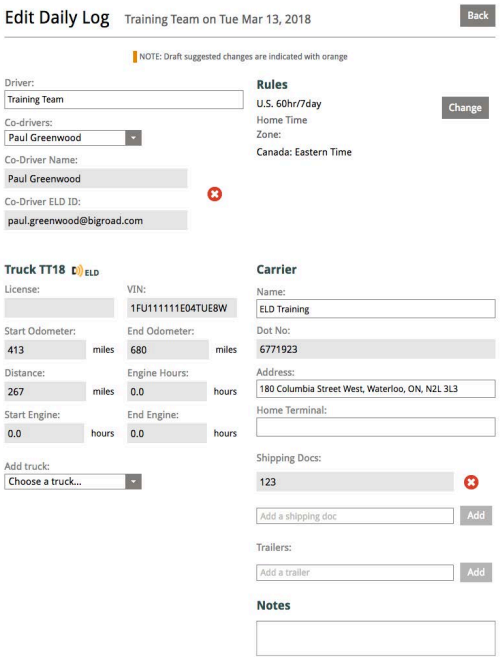
To edit a log:



1. Navigate to the desired day and select the **Daily Log** tab.

2. Confirm the log has been signed; you will not be able to make edits if it is not signed.

3. Select **Edit Log**.



4. The top portion of the log that contains driver, carrier, truck info, etc. is considered the *log header*. The fields in grey cannot be edited (with the exception of *Shipping Docs* and *Trailers*), while the fields in white are open for editing.

   If a change is needed on a field that is restricted for editing, please input a comment in the *Notes* field that details the correction needed and the reason for the correction.

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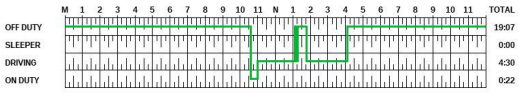
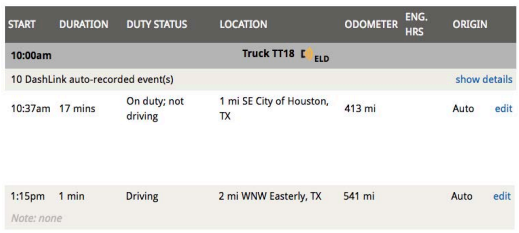
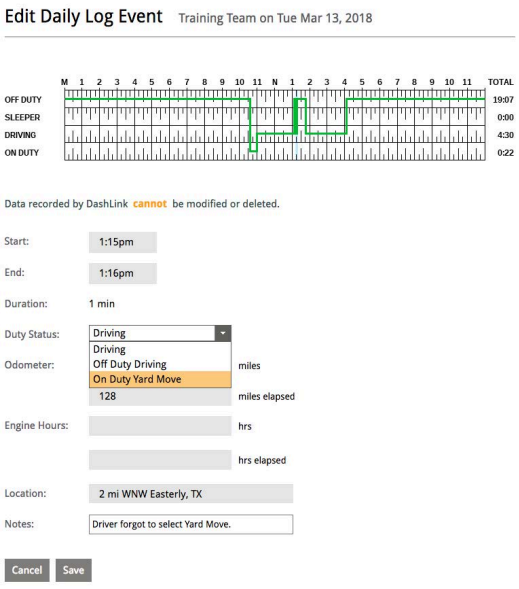


5 The bottom section of the log includes the graph and the event list (all duty status changes for the day).



6 Find the event you want to edit. Select **edit** in blue. This will open up edit mode for the event (see next step below).

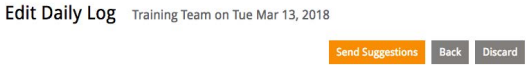
*Let's say our driver forgot to select Yard Move before pulling their truck up to the dock at a customer's location and we need to change this *Driving* event to reflect an *On Duty Yard Move*.



7 Only the fields in white are able to be adjusted; *Status* and *Notes*. All other fields are considered automatically recorded and are restricted for editing.

In this example, we'll adjust the status to show *On Duty Yard Move* and input a note saying "Driver forgot to select Yard Move".

8 Select **Save**.



9 After all edits are complete, select **Send Suggestions** to your driver for review. You will be prompted to input a reason for editing.

The driver will be prompted to accept or reject your edits in the mobile app. Edits will only be finalized on the log when the driver accepts them. If they choose to reject your edits, they will be required to provide a valid reason.

10 A comprehensive editing history is available by selecting **View History** at the top right corner of the log.

How To Guide

Editing Driver Logs as a Safety Manager - AOBRD

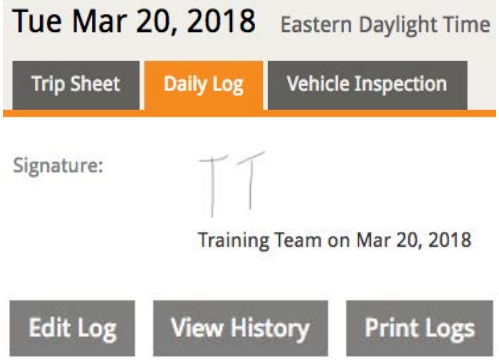
What can be edited?

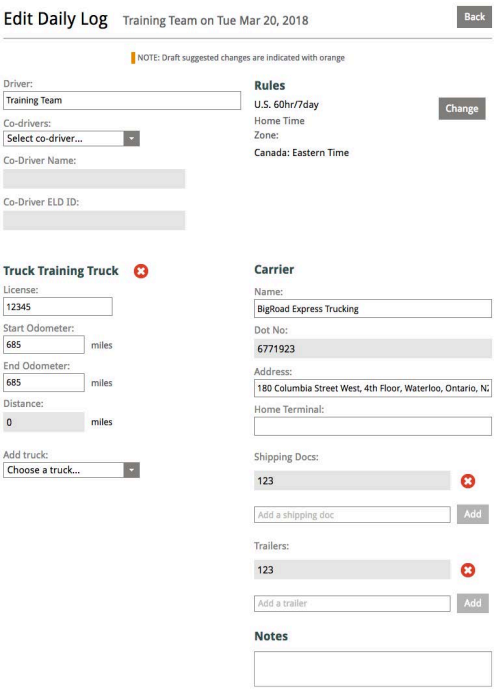
As a Safety manager, you have unrestricted editing abilities on all fields. BigRoad advises against log edits for reasons other than DashLink malfunctions or honest mistakes.

To edit driver logs, you must be set up as a **Safety Manager**. If you aren't, contact your fleet administrator to assign this role to your profile (or if you are an administrator, assign it yourself by editing your profile).

Training Team Admin, Dispatcher, Driver, Safety Manager

To edit a log:





1. Navigate to the desired day and select the **Daily Log** tab.

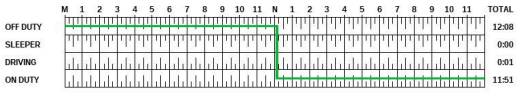
2. Confirm the log has been signed; you will not be able to make edits if it is not signed.

3. Select **Edit Log**.

4. The top portion of the log that contains driver, carrier, truck info, etc. is considered the *log header*. The fields in grey cannot be edited (with the exception of *Shipping Docs* and *Trailers*), while the fields in white are open for editing.

   If a change is needed on a field that is restricted for editing, please input a comment in the *Notes* field that details the correction needed and the reason for the correction.

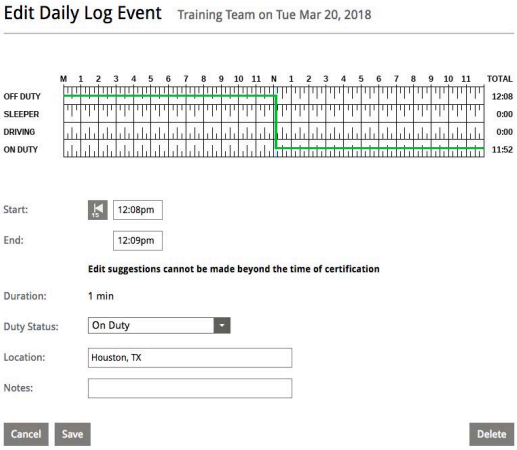
Editing Driver Logs as a Safety Manager - AOBRD



5 The bottom section of the log includes the graph and the event list (all duty status changes for the day).

6 Find the event you want to edit. Select **edit** in blue. This will open up edit mode for the event (see next step below).

*Let's say our driver forgot to select Yard Move before pulling their truck up to the dock at a customer's location and we need to change this *Driving* event to reflect an *On Duty* event.



7 All fields will be open for editing.

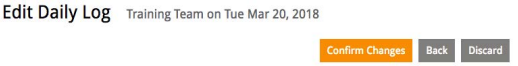
To adjust *Start Time* or *End Time*, use the grey buttons to the side of either field to adjust in 15-minute increments or drop the cursor down in the time field to adjust manually.

To change the *Status*, click on the status bar and select a new status from the drop-down menu. For this example, the new status is *On Duty*.

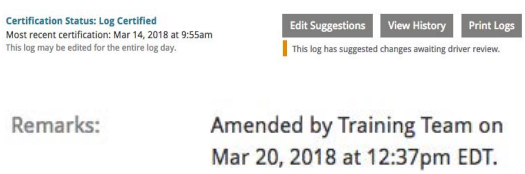
To edit *Location* or *Notes*, drop your cursor down in the desired field and type your changes.

To erase the event from the log, select **Delete**.

8 Select **Save**.



9 After all edits are completed, select **Confirm Changes**. *If you have *Carrier Edit Driver Approval* enabled for your drivers, the orange box will say "Send Suggestions" and your driver will have to approve the edits before they are finalized.



10 A full edit history is available by selecting **View History** at the top right corner of the log (this will not be available to DOT on a roadside inspection). *A comment in the *Remarks* field will appear on the log notating that the log was edited by a Safety Manager. This will be visible to DOT on a roadside inspection.