

Editing Your Driver Logs - 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 a log:

- 1 Click Logs**
- 2 Click View Logs.**
- 3 Navigate to the desired day and select the Log portion.**
- 4 Select an event to edit. It will turn blue. Click on Edit.**
***If you have already signed your log, you will need to un-sign it before completing this step. Scroll to the bottom of your log and select Edit Daily Log underneath your signature. This will un-sign the log so that you can make edits.**
- 5 From the drop-down menu, select a new status. In this example, we are editing a *Driving* event, so the options are *Off Duty Driving* or *On Duty Yard Move*. We cannot change this to a non-driving event, such as *Off Duty* or *Sleeper*.**
All other fields such as Start & End Time, Odometer, Engine Hours, and Location are considered automatically recorded and cannot be adjusted.
- 6 Notes are required by FMCSA for all log edits. Input your note and select Save.**

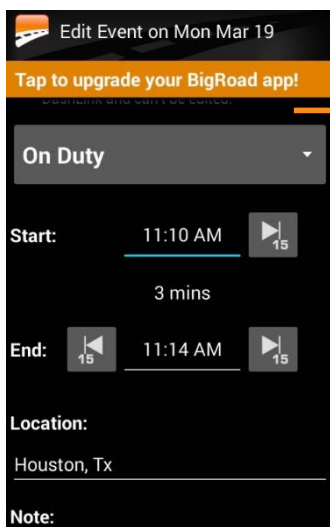
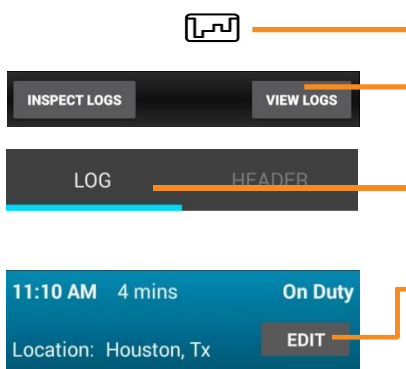
Don't forget to sign your log after all edits are complete!

Editing Your Driver Logs - AOBRD

What can be edited?

As a rule of thumb, editing of *driving* events is restricted to only the Location and Notes fields. Any further edits to driving events must be completed by the fleet's safety manager. Any *non-driving* events (On Duty, Off Duty, etc.) can be fully edited so long as they do not interfere with existing driving events. All edits must be completed within 14 days of the log being created.

To edit a log:



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- 2 Click View Logs
- 3 Navigate to the desired day and select the Log portion.
- 4 Select an event to edit. It will turn blue. Click on Edit.

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- 5 To change the Status, click on the drop-down menu and select a new status.

To adjust the Start or End Time, use the buttons to the side of the time field to adjust in 15-minute increments or click down on the time field to adjust it down to the minute.

To change the Location or add a Note, drop the cursor in either field and type your changes.

To remove the event from your log, select Delete.
- 6 Select Save.

Don't forget to sign your log after all edits are complete!