FOR ADMINS

The Logs page provides the ability to view all of your driver's daily driving logs and documentation. This tab also allows you to create, update, and delete records as needed in addition to printing driving logs. Any changes made within this tab are updated and synced in near real time to the VisTracks Android app for the affected driver.

The Logs page can be manually refreshed using the Refresh button within the site header.

A. Filtering the Logs table and Grid Chart
    Filter by Driver
        Click on the Select Drivers drop-down list.

        Select the driver's name in the drop-down list. Drivers are grouped by their respective terminals. If a driver has an alias or Driver ID, it is shown before his/her name.

The Logs page will then be updated to only show the specific results which fall under the applied filter.

Enable Filter by Driver ID

When an account has drivers with Driver IDs, this option will be available and checked by default. When this option is not available or is unchecked, the Select Drivers drop-down list will show all drivers.

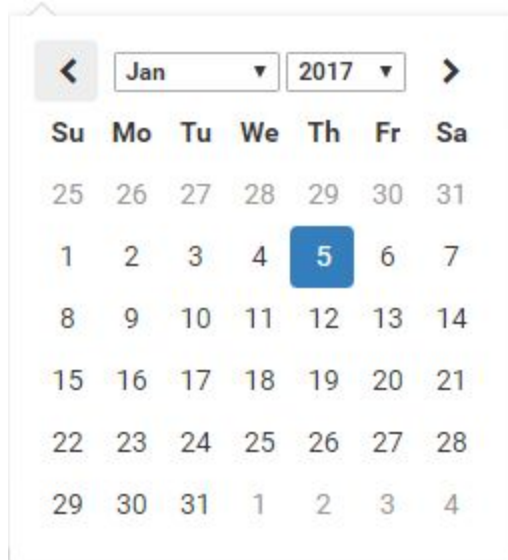Click on the Filter by Driver ID option to toggle the list into the driver IDs.

The Select Drivers drop-down list will then be updated to show the driver IDs and names of the drivers with aliases.

Filter by Date

Click on the Date Picker.

The Logs page will then be updated to only show the specific results which fall under the applied filter.

Filter by Event Type

By default, all Secondary Events are not displayed in the logs data table. These secondary events include: MalTimeClear, DiagMissingClear, DiagSync, PowerOff, DiagMissing, MalSync, ClearYM, MalSyncClear, MalRecord, ClearPCYM, MalPos, ClearPC, MalPowerClear, DiagSyncClear, MalTime, MalPosClear, DiagUnidentified, PowerOn, ClearPCorYM, MalPower. Only Primary or Driving Events are shown by default. These events include: OnDuty, Remark, SleeperBerth, Certify, OffDuty, YardMoves, WaitingAtSite, Login Driving, PersonalUse, OnRoad, Logout, PowerOffRP, PowerOnRP, Inter, InterRP.

Definitions for each type of events are explained in section E: 9

Click on the Show All Events option to toggle the display of Secondary Events. Unchecking the option will filter back to Primary or Driving Events.

The Logs page will then be updated to only show the specific results which fall under the applied filter.

B. Current Log Information

On the left side, the current log and the associated records with it are summarized. They are categorized by Driver Information, Carrier Information, Vehicle Information and Resources. The only editable information are Co-Driver(s) and Trailers Used.

Driver Information ✏️

Driver ID

DRV-01

Driver Name

ACCOUNT DRIVER JR

Carrier Information

Carrier Name

Carrier 1

Main Office

505 Michigan Ave. Chicago IL 60611

Home Terminal

505 Michigan Ave. Chicago IL 60611

Vehicle Information

Vehicle Driven

* Vehicle1

Total Mileage

278 Mi

Resources

Co-Driver(s)

James Smith

Trailers Used

*Trailer1

Shipments

01

Editing the Current Log

Click on the Edit button below the Log Information.

The Driver Log Form dialog will appear.

Fill in the fields you want to update.

Click on the Save button to save the new Log information.

Or click X to discard the changes you made.

C. Current Log's Grid Chart

The Grid Chart is the visual representation of the series of events that have occurred over the current log period. Events are recorded as lines on the grid chart with respect to the time it occurred, ended and its duration. Below are the contents of the Grid Chart.

Header

The Start Time of Day of the Current Log.

12AM

The Cycle used by the driver.

US70hr8days

Grid Chart

Contains the line over time representation of the events. The line color varies per the following conditions:

Solid Green is the default line color.

Solid Red lines denote violations that occur under the US Region.

Solid amber lines denote violations that occur under the Canada Region.

Dashed amber lines denote Personal Conveyance events.

Dotted amber lines denote Yard Moves events.
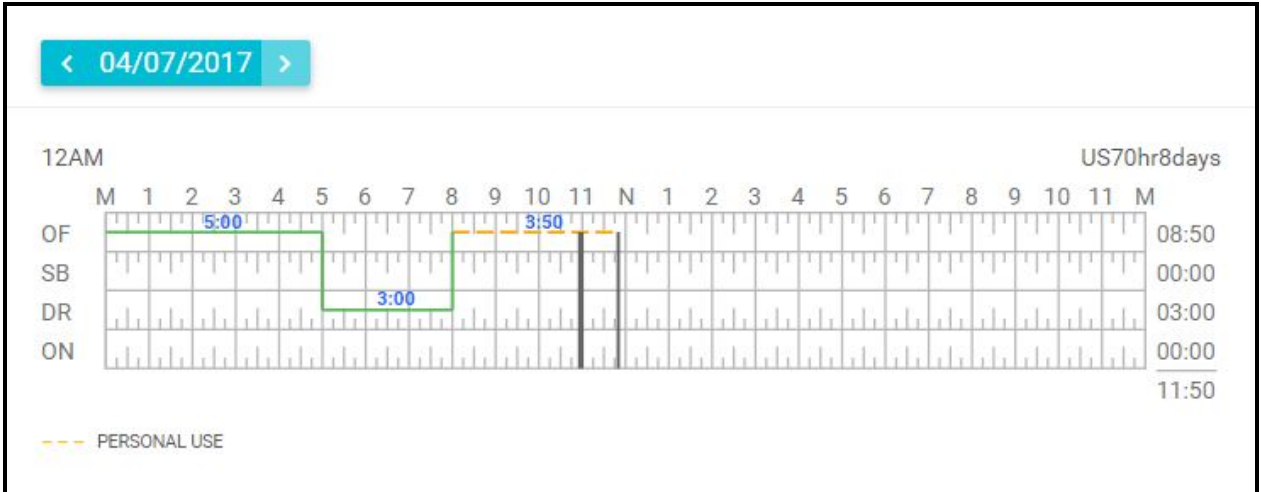
Click anywhere on the Grid Chart to zoom in.
Hover over a specific event to highlight it and the its corresponding event in the Events History List below the Grid Chart.
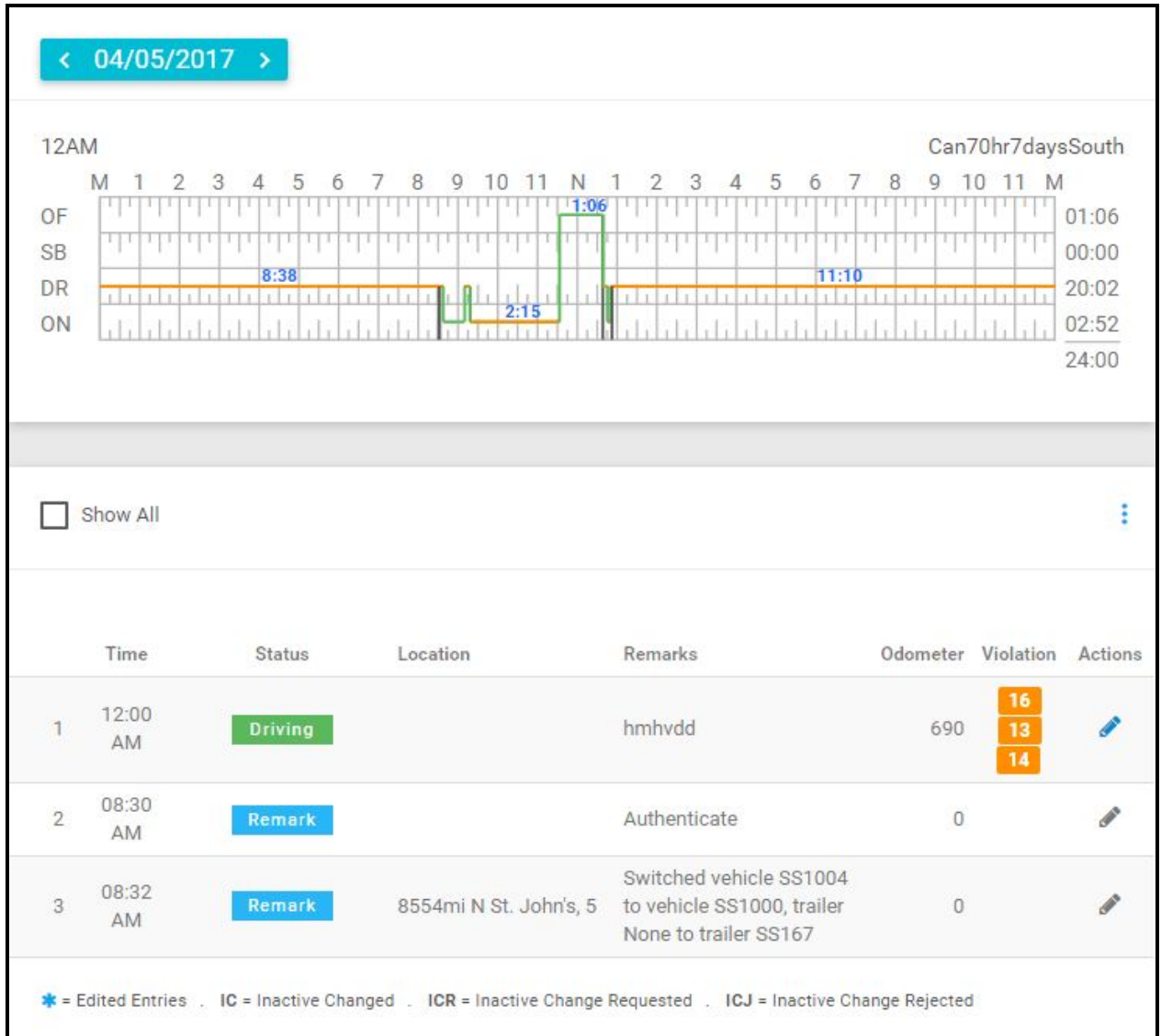
Footer

Exceptions for the current log.

Events History table

Multiple Edit

You can edit multiple driver history records for a driver one at a time.

Also this allows you to use a single reason for all the edit made.

Click on the Multiple Edit button.

The Multiple Edit Log dialog will display.

Multiple Edit   ✕

| Select Reasons | ▾ | | | | Add Status |

Select the records which need updating.

Date	Time	Status	Location	Note	Odometer
2017-04-05	09 : 10 : AM	DRIVING ▾	8554mi N S	Automatic	179
2017-04-05	11 : 33 : AM	ON DUTY ▾	8554mi N S	Delivery	186
2017-04-05	12 : 50 : PM	OFF DUT ▾	8554mi N S	End of duty	186

SAVE   CLOSE

Select a single Reason for Edit for all the edits you will make.

| Select Reasons | ▲ |

Select Reasons

Driver Not Logged On

ELD Device Failure

Engineers Road Test

Incorrect Data Entered

Incorrect Status Selected

You can also add statuses in addition to editing multiple statuses by clicking on the Add Status button. This will automatically create a status row in the bottom.
Editing a log entry

  ■ Modify the Date by clicking on the field

- ■
- ■ Modify the Time by clicking on the field

- ■
- ■ Modify the Status by clicking on the field.

- ■
- ■ Fill in or Modify the Location field Input Location.

- ■
- ■ Fill in or Modify the Notes field Notes Location.

- ■
- ■ Fill in or Modify the Odometer field.

- ■

Saving the modified log entries

- ■ Before saving you can uncheck the options on the left of the entries that you don't want to update.
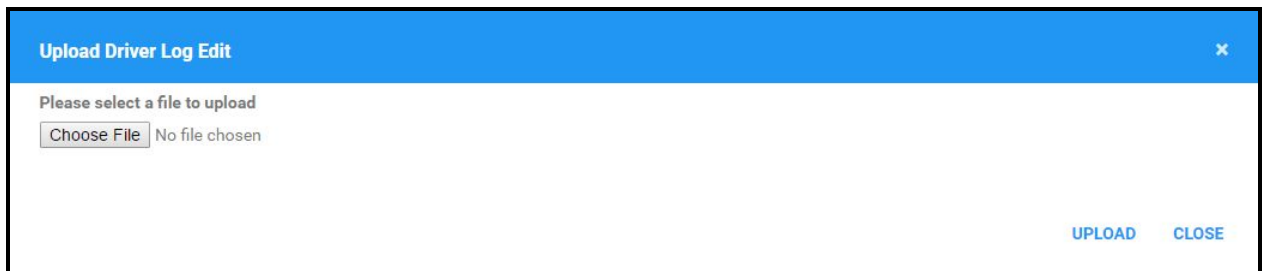
■ Click on the Save button to successfully save the changes you made to the log entry.

SAVE

■

Upload Driver Log Edit Form

Click on the Upload Form button.

⬆ Form

The Upload Driver Log Edit pop-up dialog will then show.

Upload Driver Log Edit ✕

Please select a file to upload

Choose File | No file chosen

UPLOAD   CLOSE

Click on the Choose File button to browse for the file to upload.

Choose File

Note: You can only upload a single file.
Click on the Upload button to successfully upload the form. Click Close to cancel the upload.

UPLOAD   CLOSE

After uploading the file, you will then see this button replacing the Upload Form button.
Click on the View Form button to view the uploaded file (can be .pdf, .jpg, .doc, .csv).

PDF View

Add Shipment

Click on the Shipment button.

🚚 Shipment

The Shipment Dialog pop-up dialog will then show. Fill up the Shipping Number field.

Click on the Save button to successfully save the shipment. Click X to disregard the edit.

Add Remark on the Log Entry
Click on the Remark button.

The Add Remark Dialog pop-up dialog will then show. Fill up the fields.

Enable the Off Road or the Toll Road button to indicate that the driver has entered the specified road and to exclude the accumulated miles from the IFTA calculations. A Note of "Off Road" and "Start Toll Road" will automatically be generated, when enabling the corresponding option. Disable the checkboxes to indicate that the

driver has resumed driving in a normal road. A Note of "On Road" and "End Toll Road" will automatically be generated, when disabling the corresponding option.

☐ Off Road	☐ Toll Road

Click on the Save button to successfully save the shipment. Click X to disregard the edit.
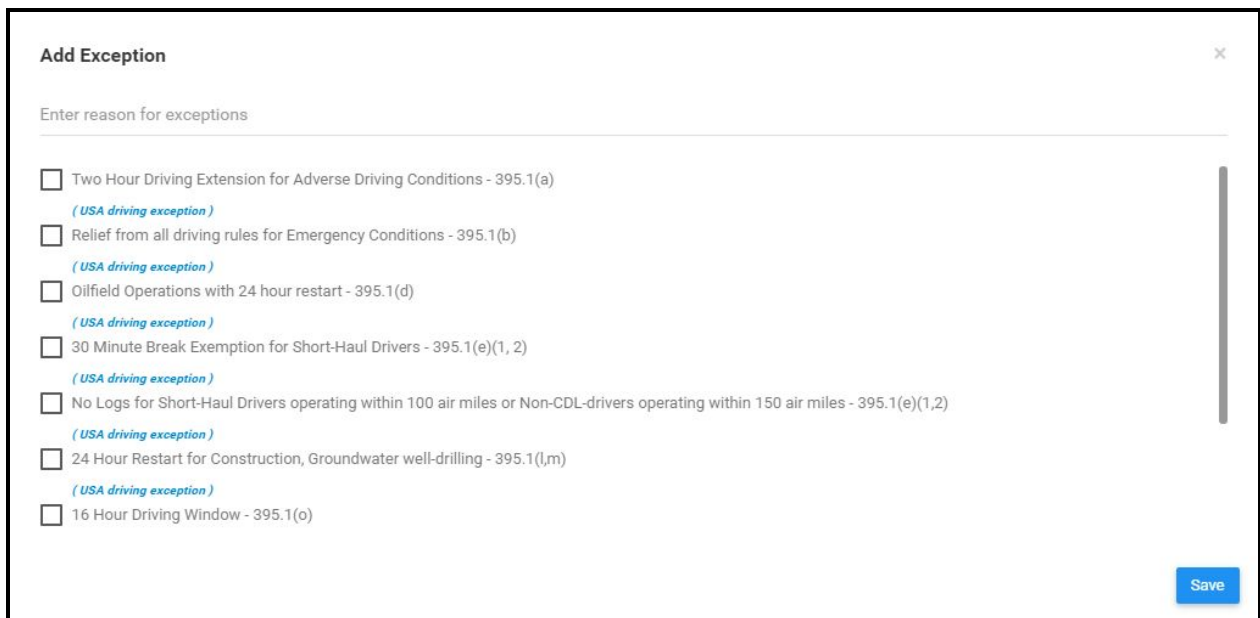
SAVE   **CLOSE**

Add Exceptions

Click on the Exceptions button.

⚠ Exceptions

The Add Exceptions Dialog pop-up dialog will then show. Check the exception(s) you want to add.

Add Exception   ✕

Enter reason for exceptions

☐ Two Hour Driving Extension for Adverse Driving Conditions - 395.1(a)
  (USA driving exception)
☐ Relief from all driving rules for Emergency Conditions - 395.1(b)
  (USA driving exception)
☐ Oilfield Operations with 24 hour restart - 395.1(d)
  (USA driving exception)
☐ 30 Minute Break Exemption for Short-Haul Drivers - 395.1(e)(1, 2)
  (USA driving exception)
☐ No Logs for Short-Haul Drivers operating within 100 air miles or Non-CDL-drivers operating within 150 air miles - 395.1(e)(1,2)
  (USA driving exception)
☐ 24 Hour Restart for Construction, Groundwater well-drilling - 395.1(l,m)
  (USA driving exception)
☐ 16 Hour Driving Window - 395.1(o)

                                                                                                    Save

Fill up the text field for the custom Reason for Exceptions.

Enter reason for exceptions

Click on the Save button to successfully save the shipment. Click Close to disregard the edit.
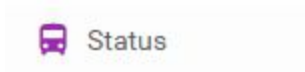
SAVE   **CLOSE**

The checked exceptions will then be added on the events history list as a Remark event stating "Exceptions Added: [List of exceptions]".

Add Single Status

Click on the Status button.

🚌 Status

The Create Status Dialog pop-up dialog will then show.

Create Status ✕

Date

04/26/2017

Time

10 : 57 : AM

Status

OFF DUTY ▼

Odometer

0

City

City

State

Select State/Province ▼

☐ Personal Conveyance ☐ Yard Moves

Note

Note

Reason for Edit

Select Reasons ▼

SAVE   CLOSE

Select the Time for the status.

11 : 05 : AM

Select the Status from the drop-down list.

OFF DUTY

OFF DUTY

SLEEPER

DRIVING

ON DUTY ND

Add a value for the Odometer field. This is required for Driving events.

Odometer

Fill in the City field. This is required to enable the State field.

City

City

Select the name of the State from the drop-down list.

You can check the following options to enable special driving events.

- Personal Conveyance - Once checked the Yard Moves checkbox will be disabled. Selection of this option will be recorded within the events history.

- Yard Moves - If this is enabled, the status will be set to Off Duty automatically and will disable the Personal Conveyance check box. Selection of this option will be recorded within the events history.

Note:

- These events can also be cleared from the portal, disabling these options will record the following in the events history list accordingly: ClearYM/IC and ClearPU/IC.

Fill in the Note field.

Note

Note

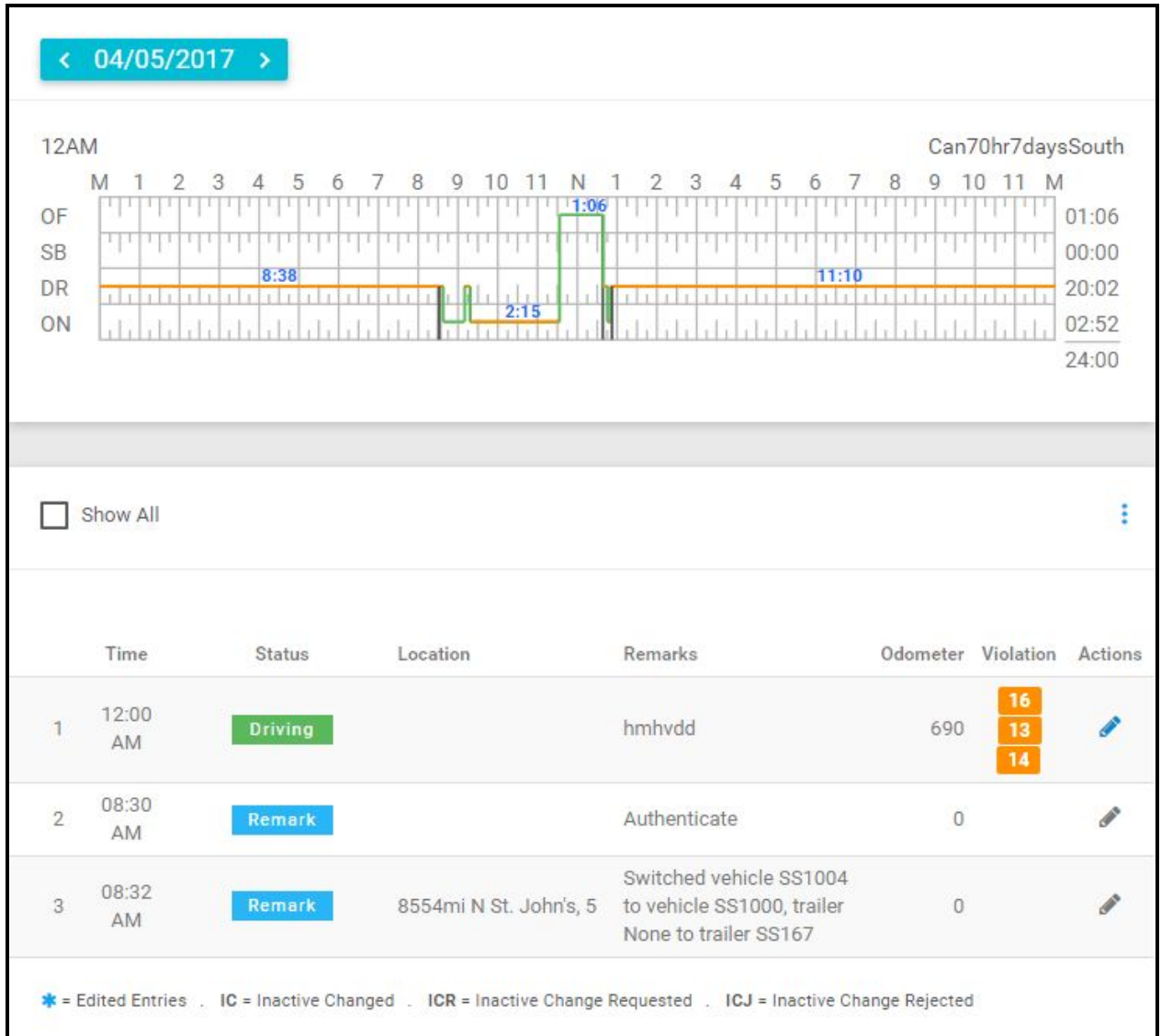Select a Reason Code from the drop-down list.

Click on the Save button to successfully add the status. Click Close to disregard the edit.
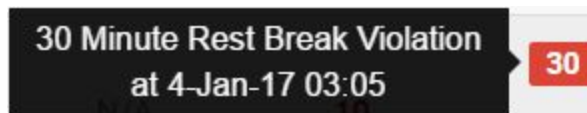

The Status will then be added on the events history list.

Events History List

Hover over a specific entry to highlight it and the its corresponding event in the Grid Chart below the Events History List.

‹ 04/05/2017 ›

	Time	Status	Location	Remarks	Odometer	Violation	Actions
1	12:00 AM	Driving		hmhvdd	690	16 13 14	✏
2	08:30 AM	Remark		Authenticate	0		✏
3	08:32 AM	Remark	8554mi N St. John's, 5	Switched vehicle SS1004 to vehicle SS1000, trailer None to trailer SS167	0		✏

✱ = Edited Entries . IC = Inactive Changed . ICR = Inactive Change Requested . ICJ = Inactive Change Rejected

Hover over a Violation Icon to show its description.

Click on the Edit Status icon.

The Update Status dialog will then show. Modify the fields as you would do in Adding Single Status.

Update Status ×

Date

2017-05-24

Time

10 : 00 : PM

Status

DRIVING ▼

Odometer

690

City

1mi NW Birmingham

State

Alabama ▼

☐ Personal Conveyance   ☐ Yard Moves

Note

Automatic Transition

Reason for Edit

Driver Not Logged On ▼

SAVE   CLOSE

Click on the Save button to successfully update the status. Click Close to disregard the edit.

SAVE   CLOSE

The Status will then be modified on the events history list with an (*) to denote that this event has been modified.

Events Legend

When the Motor Carrier requests an edit or add on the driver's records electronically, it informs the driver by displaying the Pending Request(s) dialog in the app. Modified events marked with an (*)

cannot be edited unless accepted by the driver on the HOS Application.

However in the portal, the added or edited event displays on the Events History with these marks

✱ = Edited Entries . IC = Inactive Changed . ICR = Inactive Change Requested . ICJ = Inactive Change Rejected

- ■ Inactive Change Request (ICR) - means the the requested event still needs an approval from the driver.
- ■ Inactive Change Rejected (ICJ) - means that the requested edit has been rejected by the driver.
- ■ Inactive Change (IC) - means that these events have been edited and replaced by the driver in the app, hence they are inactive.

Note: When the Motor Carrier requests an edit or add on the driver's records electronically, the driver must first review and accept the changes for them to apply to apply to the Certified Logs. If this does not appear after the Motor Carrier has made the edit, the driver should log out and back into the ELD.