

The Driver Portal allows you to manage your duty status without logging into a device, and perform other tasks such as log edits, resolving conflicts, and certifying logs right from your desktop computer.

Signing In

► To sign in to the Driver Portal:

1. Visit: <https://eld.gpsinsight.com/eFleetSuite/Login.aspx>
2. Enter your Organization ID in the **Organization ID** field.
3. Enter your Driver ID in the **User ID** field.
4. Enter your password in the **Password** field.
5. Click **Sign In**.

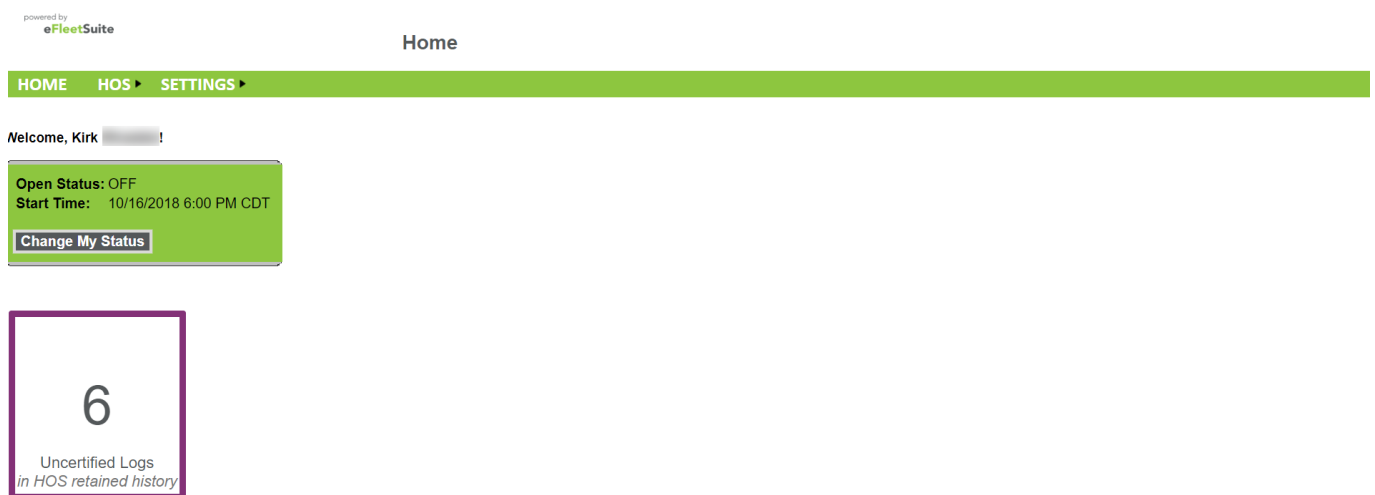


Note. If you did not receive a password from your administrator, tap Sign In without entering a password.

Exploring the Home Screen

The Driver Portal Home screen displays a current count of your uncertified logs (in the last six months) and allows you to manage your duty status without signing in to an electronic logging device.

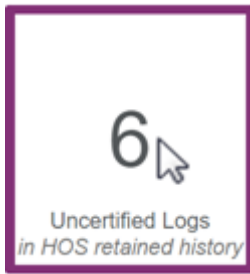
[Help Sign Out](#)



The screenshot shows the Driver Portal Home screen. At the top left, it says "powered by eFleetSuite". The main heading is "Home". Below this is a navigation bar with "HOME", "HOS", and "SETTINGS". A welcome message reads "Welcome, Kirk [redacted]!". A status box displays "Open Status: OFF" and "Start Time: 10/16/2018 6:00 PM CDT", with a "Change My Status" button. A large box in the center shows the number "6" and the text "Uncertified Logs in HOS retained history".

► To view your uncertified logs:

1. From the home screen, click on the Uncertified Logs Summary Box.



The Uncertified Logs Report screen appears and a summary of your Uncertified Logs is displayed, including the date time window, count of uncertified logs, and specific dates corresponding to your uncertified logs.

powered by
eFleetSuite

Uncertified Logs Report

HOME **HOS** ▶ **SETTINGS** ▶

Dates: 4/17/2018 ... to 10/17/2018 ...

View

Uncertified Logs for [redacted], Kirk from 4/17/2018 to 10/17/2018

Count: 6

[10/11/2018](#) [10/16/2018](#)
[10/12/2018](#)
[10/13/2018](#)
[10/14/2018](#)
[10/15/2018](#)



Note. You may adjust the date fields and click **View** to expand your results to a greater span of time.

2. Click on a date.

[10/11/2018](#)


3. The uncertified log for the selected date appears.

powered by **eFleetSuite**

Driver Logs

HOME HOS > SETTINGS >

Date: 10/11/2018 < Previous Day Next Day >

Log Format:
 Driver Default
 US Format
 Canada Format

[View Logs](#) [Print](#)

[Certify...](#)

Record Date: 10/11/2018 CDT
Time Zone Offset: UTC-05:00
24-Hour Starting Time: 12:00 AM

Carrier: GPS Insight, LLC
USDOT Number: -
 7201 E Henkel Way
 Fljr 4
 Scottsdale, AZ 85255
Home Terminal: Fort Worth TX

Driver: Kirk
Driver ID: 1117
Multiday Basis: 8 Days
License State: TX
License Number: 26483727
ELD Provider: GPS Insight
ELD Registration ID: VYPF
ELD Identifier: GPSI01

Vehicle IDs / VINs Total Distance Driven Today: 0 mi (0 km)

8496-01

Resources [Edit](#)

Co-Drivers (IDs)
None

Trailers
TR123

Shipments
1335643

Active Log [View Proposed](#)

Log Events [Delete](#) [Change Vehicle](#) [New Status Change](#) [New Exception](#)

Hide history Hide malfunctions and diagnostics Allow multi-select

Type / Status	Seq ID	Origin	Record Status	Start	End	Details	Vehicle ID	Distance Driven	Vehicle Miles	Engine Hrs	Conflicts
OFF	896	Driver	Active	10/10/2018 3:56 PM	10:00 AM	TX Keller (Fort Worth Yard) Data Diagnostic Event Detected	8496-02		0 mi E	0.3 E	
ON	10381	Driver	Active	10:00 AM	2:53 PM	FORT WORTH, TX (Home Depot)			N/A	N/A	
[10/11/2018 4:48 PM CDT Kirk (1117)] Forgot to sign in											
ELD Login	25	Automatic	Active	2:53 PM	-	TX Keller (Fort Worth Yard)	8496-01		296 mi T	251.3 T	
ON	26	Driver	Active	2:53 PM	3:56 PM	TX Keller (Fort Worth Yard)	8496-01		0 mi E	24 E	
Remark	N/A	Automatic	Active	2:57 PM	2:57 PM	(Fort Worth Yard) INSPECTION COMPLETED: 8496-01			N/A	N/A	
Driver Log Certification	27	Driver	Active	2:59 PM	-	Certified log date 10/10/2018	8496-01		N/A	N/A	
Remark	N/A	Automatic	Active	3:02 PM	3:02 PM	(Fort Worth Yard) INSPECTION COMPLETED: TR123			N/A	N/A	
OFF	28	Driver	Active	3:56 PM	4:27 PM	TX Keller (Fort Worth Yard)	8496-01		0 mi E	24.8 E	
ELD Logout	29	Automatic	Active	3:56 PM	-	TX Keller (Fort Worth Yard)	8496-01		296 mi T	252.4 T	
Remark	N/A	Automatic	Active	3:56 PM	3:56 PM	(Fort Worth Yard) INSPECTION COMPLETED: 8496-01, TR123			N/A	N/A	
ELD Login	30	Automatic	Active	4:27 PM	-	TX Keller (Fort Worth Yard)	8496-01		296 mi T	252.9 T	
ON	31	Driver	Active	4:27 PM	4:45 PM	TX Keller (Fort Worth Yard)	8496-01		0 mi E	25.6 E	
Remark	N/A	Automatic	Active	4:27 PM	4:27 PM	(Fort Worth Yard) INSPECTION COMPLETED: 8496-01, TR123			N/A	N/A	
Remark	N/A	Automatic	Active	4:44 PM	4:44 PM	(Fort Worth Yard) INSPECTION COMPLETED: 8496-01, TR123			N/A	N/A	
ELD Logout	32	Automatic	Active	4:44 PM	-	TX Keller (Fort Worth Yard)	8496-01		296 mi T	253.2 T	
OFF	10380	Driver	Active	4:45 PM	10/16/2018 11:42 AM	FORT WORTH, TX			N/A	N/A	

^ Indicates this value not included in Total Distance Driven Today

You may use the instructions provided below (under "To certify a log") to certify your log.

► To update your status:

Once you have successfully signed in, the Home screen appears and displays your open status and the corresponding start time (date and time) of your current open status.

1. From the home screen, click **Change My Status**.

The Change My Status screen appears.

2. Choose an applicable status from the Change My Status To drop-down menu.
3. Enter your current city.
4. Choose the current state from the State/Province drop-down menu.
5. Click **Save** in the upper-right corner to update your status.

The Home screen appears with your updated status, indicating your changes have been recorded.

Exploring the HOS Screen

From the HOS screen, you can access the Conflict Report, view your logs, print multiple logs, and change your status.

Conflicts Report

The Conflicts Report allows you to view and address active conflicts over a selected date range – this includes conflicts such as a missing location or a missing odometer.

► To view/edit conflicts:

1. From the HOS screen, click **Conflict Report**.
2. From the Conflicts Report page, click on the date fields and choose the date range you want to view.
3. Click **View**.

Any logs containing conflicts within the selected date range appear.


3. Click on the date of the log to see the log details.

The Driver Log page appears, displaying the selected log.

4. From the Driver Log page, scroll down and locate the conflict – the Conflict Type is displayed in the last column.
5. Click the pencil icon to the left of the conflict to view the event details.
6. Update any missing or incorrect information.
7. Enter a Reason for Change.
8. Click **Save**.


Driver Logs

The Driver Logs screen allows you to view, edit, and certify your record(s) of duty status.

 **Note.** Per regulation, driver logs are only available in the Driver Portal for 6 months.

► 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.
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 logs for the selected day.

The log is displayed.


Viewing Your Driver Log

The Driver Logs page displays your driver, carrier, terminal information, duty-status grid graph, applicable resource(s) (e.g., trailers and vehicles) and log event details.

If a log has not been certified, a Certify option above the left corner of the Log details is displayed. If there are proposed edits to your log that you have not accepted or rejected, the Certify option is unavailable.

► 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.

All proposed edits from your fleet administrator appear in the Log Events section in red, with a Record Status of Inactive - Requested. It is your responsibility to accept or reject any edits to your log.

▶ 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.

Exploring the Settings Screen

The Settings screen allows you to adjust user preferences as to how the HOS Portal displays information.

▶ To view/edit user preferences:

1. From the Home screen, hover your mouse over **Settings** and click **User Preferences**.



Note. You can also click on **Settings**, then click **User Preferences** from the Settings screen that appears.

The User Preferences screen appears with adjustable display preference options.

Maximum rows per page

This preference limits the number of rows that is displayed in a table at one time. Available options you can choose from include: 10, 20, 50, or 100.

Time zone for reports

This preference determines which time zone is applied to the reported times included on your log. Choose from

the following options:

- Atlantic
- Eastern
- Central
- Mountain
- Pacific

Adjust for DST: Select if Daylight Saving Time is observed for your selected time zone.

Name style for reports

This preference determines how your name is displayed in the Portal and in printed reports. Choose from the following options:

- **Name Only:** Displays your first and last name only.
- **Name with ID:** Displays your first and last name followed by your ID.



Note. If you select Name with ID, use caution to protect your ID from unauthorized distribution.

Units for Distance/Odometer

This preference sets the unit measurement used when displaying or entering odometer readings or distance traveled. Choose from miles or kilometers.

Change My Password

This button allows you to change your password. You are required to enter your current password in order to make a change, in addition to your new password (enter a second time to confirm the password in the Confirm Password field). Click **Save** to save your new password or click **Cancel** to return to the User Preferences screen.



Tip! If you do not remember your current password, please contact your fleet administrator for further assistance.