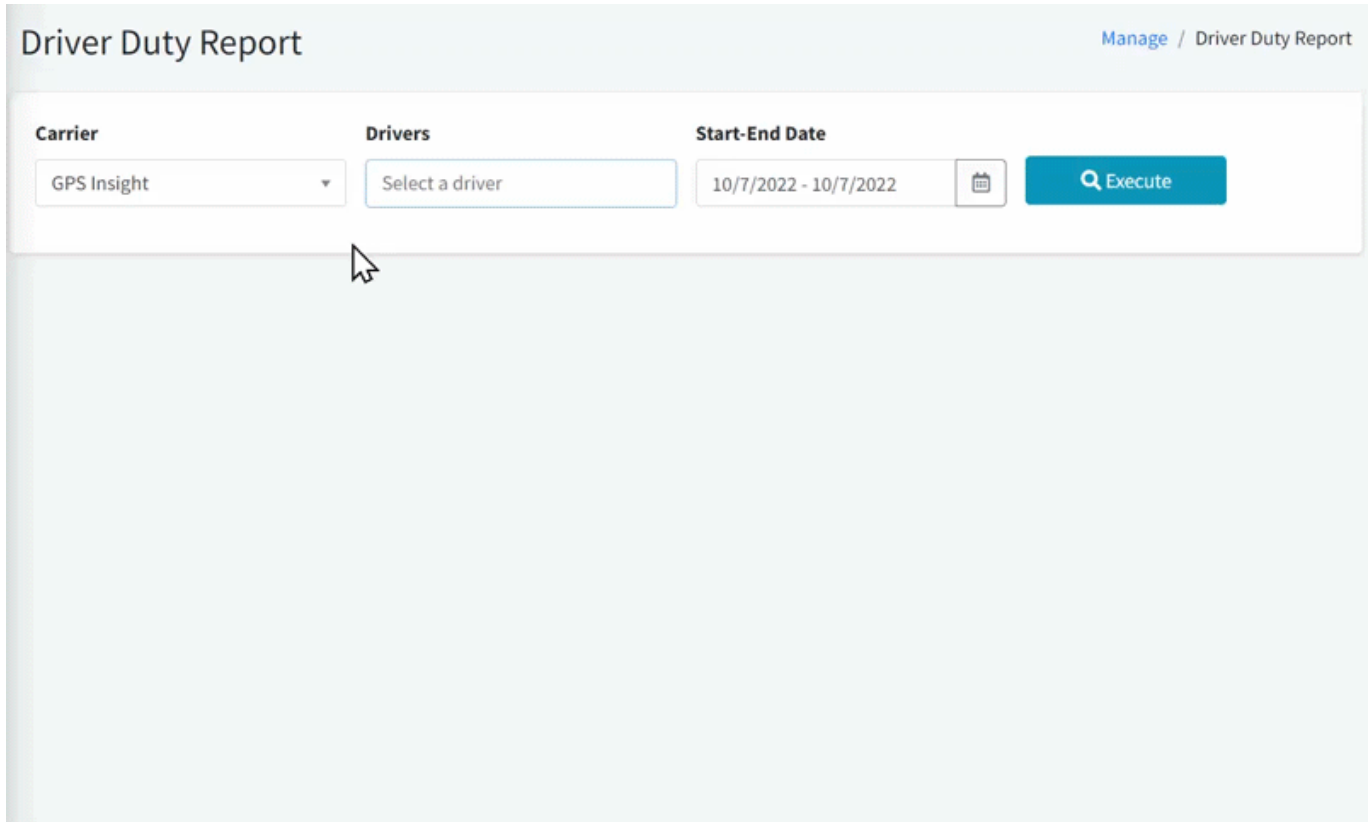# Running the Driver Duty Report

The Driver Duty report tab allows you to run a report that lists how long a driver was in each duty status within a specific date range.

▶ **To view a driver duty report:**

1. In eDash, click the Driver Duty Report tab.

2. Select the appropriate company from the Carrier dropdown list.

3. Select the appropriate driver from the Drivers dropdown list.

4. Select the date range you would like to view from the calendar.

5. Once complete, click **Execute**.

   The Driver Duty Report displays the following information:

- Driver

- Home Base

- Off Duty (Total in hh/mm)

- Sleeper Berth (Total in hh/mm)

- Driving (Total in hh/mm)

- On Duty (Total in hh/mm)

- Personal Use (Total in hh/mm)

1. If you would like to export the report to .xls format, click the .xsl icon.

   The exported report is downloaded as a .xls file.