

Samsara – Print Log History (Per Diem)

There is a video that accompanies these instructions. It is located on the Driver Instructions page (same place as this document).

Note that only 6 months of HOS is kept by Samsara. So, to have a complete year, this process must be completed multiple times throughout the year. In theory, it can be done only twice. But it's best to do it at least quarterly to ensure there are no gaps.

- 1. Log into the Samsara Driver Portal.**

There is a link on the [ergontrucking.com](https://cloud.samsara.com/signin_driver) page. Go to Current Drivers at the top right, and then click on the Samsara logo. The link is: https://cloud.samsara.com/signin_driver (for further instructions, go to the Samsara Driver Web Portal Login Instructions on the Driver Instructions page.

- 2. Enter *ergontrucking* (no space between ergon and trucking) as the Fleet ID and click *Sign In***

- 3. Enter the same username and password used on the tablet to log into the app**

The username for most is first 4 letters of last name and first 3 letters of first name. The password is last 4 digits of SSN.

- 4. Click on the HOS tab at the top**

- 5. Change the date range**

Click the calendar icon at top left (defaults to Last 7 Days). Scroll to the left to click on the first day in the desired range. Then, scroll back to the right to click on the last day in the desired range.

- 6. Click the button with 3 dots (...) at top right and select *Print***

- 7. Print to an actual printer, or change the Printer to “Microsoft Print to PDF” and save to a location where it can be recalled later**