

# How-to Start Your Day (Text Version)

## How-to Start Your Day (Text Version)

### Step-by-step guide

1. Turn on your ignition
2. Log in with your driver code
3. Type in your password (if required)
4. Touch "Submit"
5. Touch "Continue"

You are NOW logged in but you are still most likely in Off-Duty

### ENTER an ON-DUTY STATUS

1. Touch HOS button
2. Touch On-Duty - Which is located at the bottom of your screen.
3. Touch on the BOL field
4. Type in the BOL number
5. Touch "Submit" – **THIS IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS**
6. Touch the "Trailer" field
7. Type in the trailer number
8. Touch "Submit" – **THIS IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS**
9. Touch "Yes" when asked "Is this the beginning of your shift?"
10. Touch "Submit" – **THIS IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS**

### TO CERTIFY YESTERDAY'S LOG

1. Touch on the "Logs" tab located at the top of the screen
2. Open the graph for the previous day.
3. Touch on the previous day's date.
4. Touch "Certify"
5. Touch "Yes"
6. Your log for the date selected is now certified. You can verify this by seeing the green check mark next to the date.

### Related articles

- [How does the unit warn for Personal Use limits?](#)
- [How-to send HOS ELD logs to Enforcement Officer for Roadside Audit](#)
- [Why do I see events from other trucks on my log for today?](#)
- [Who can Certify an HOS log?](#)
- [What is Required to Trigger an Auto-Arrival \(Workflow\)?](#)

[Back to The Top](#)  
[Home](#)