How-to Start Your Day

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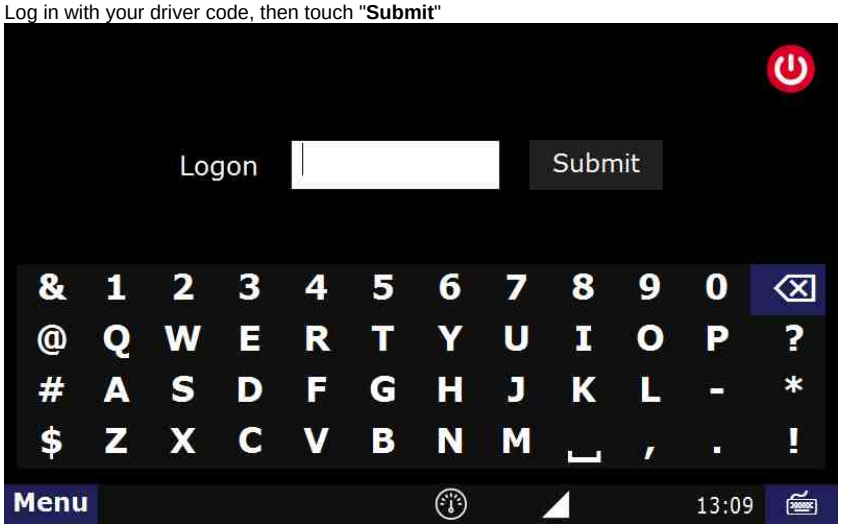
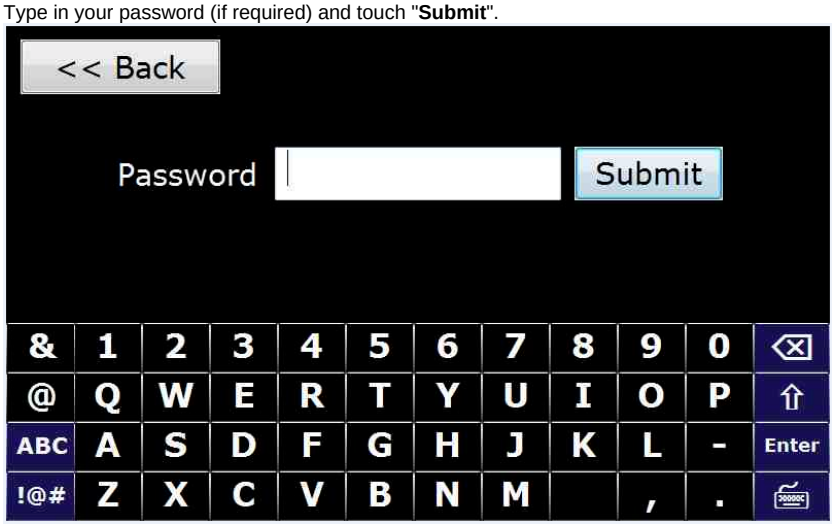
Step-by-step guide

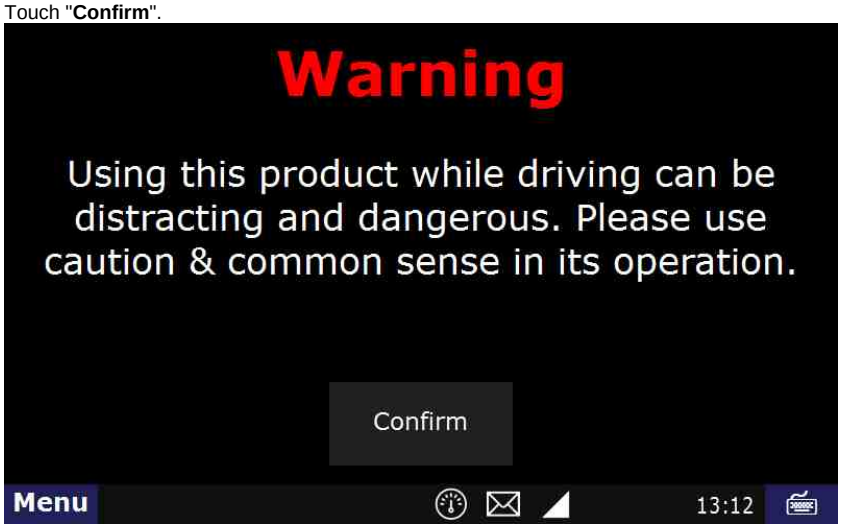
1. Turn on your ignition
2. Log in with your driver code, then touch "**Submit**"



3. Type in your password (if required) and touch "**Submit**".



4. Touch "**Confirm**".



You are now logged in but you are still most likely Off-duty.

Enter an ON-DUTY STATUS

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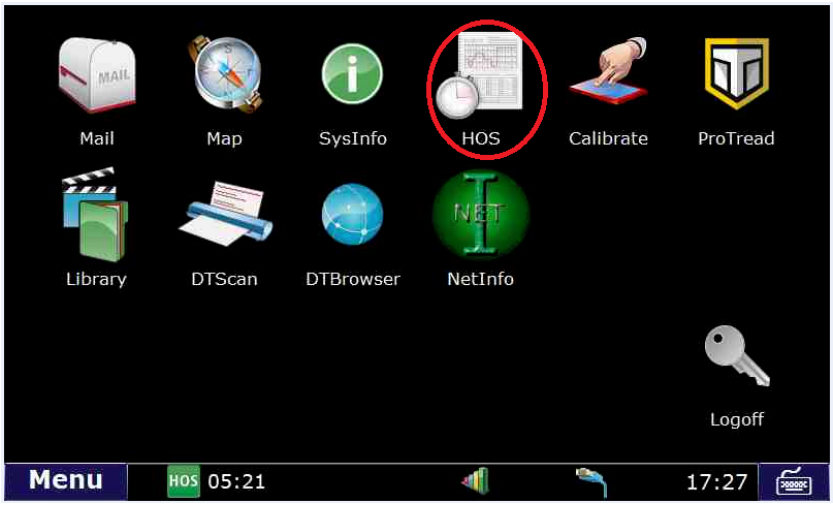
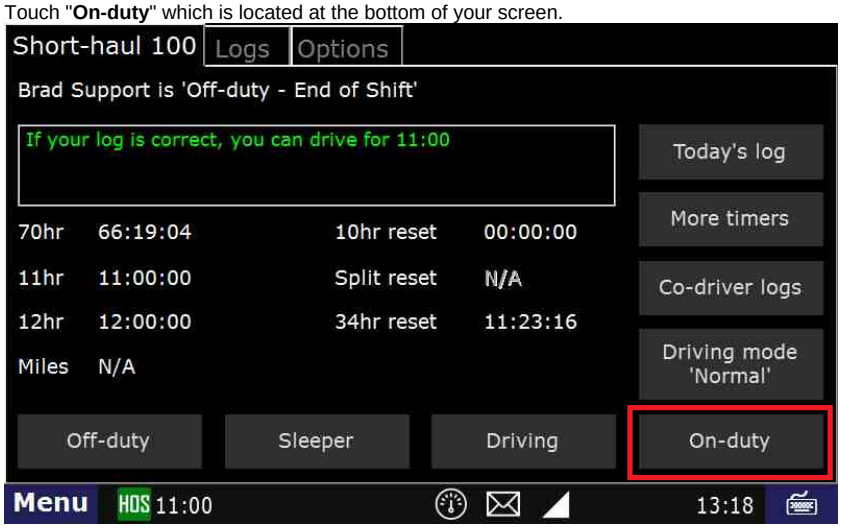
1. Touch the "**HOS**" button.



2. Touch "**On-duty**" which is located at the bottom of your screen.



3. Touch the "**BOL**" field.

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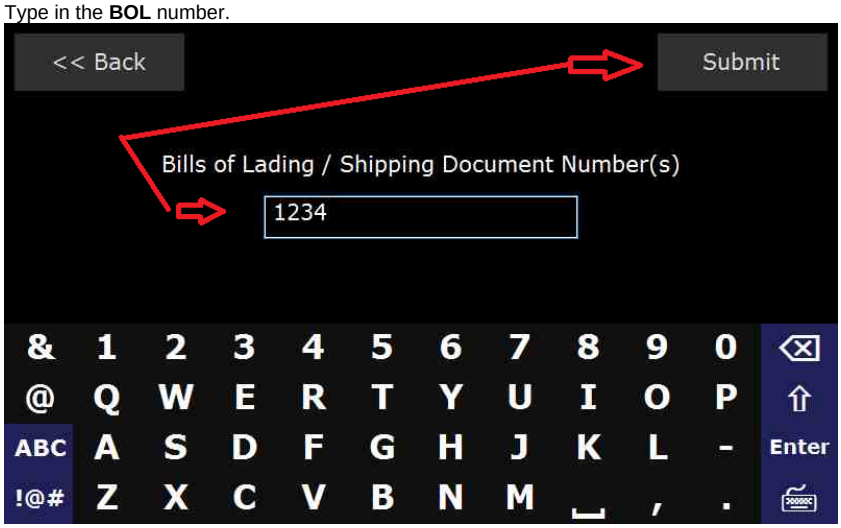
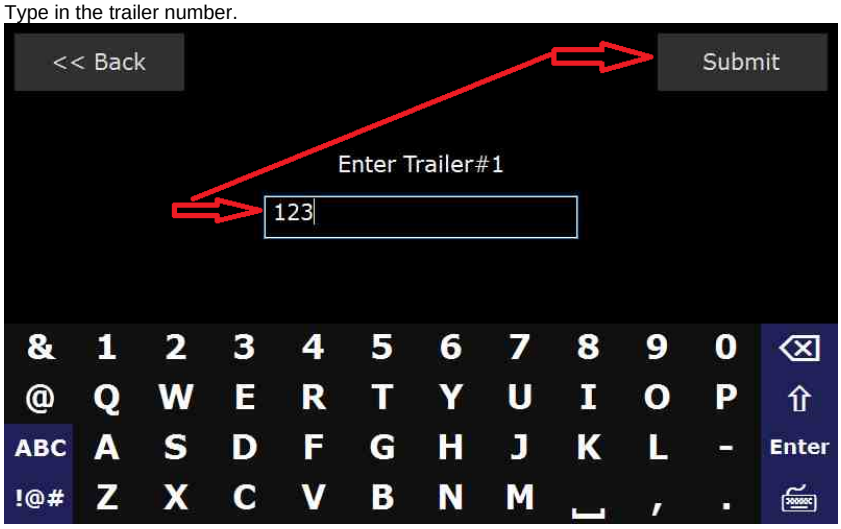
4. Type in the **BOL** number.



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 "**Submit**" again.

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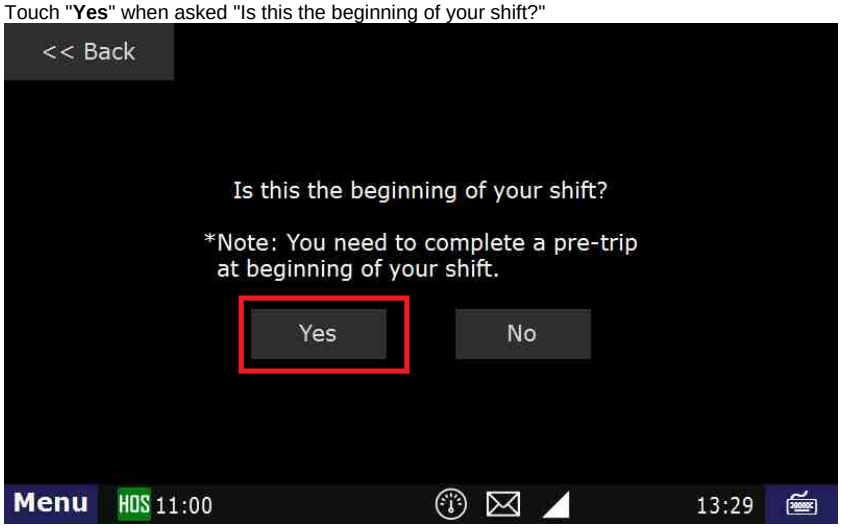
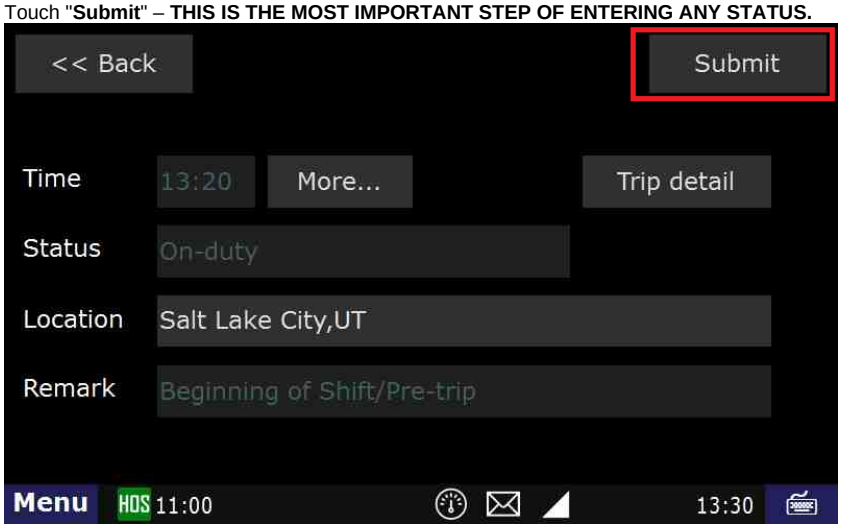
10. Touch "**Yes**" when asked "Is this the beginning of your shift?"



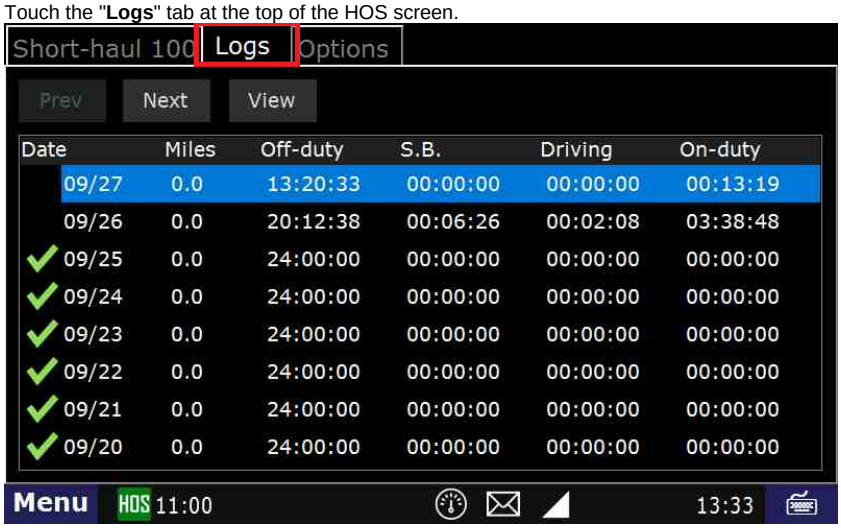
11. Touch "**Submit**" – **THIS IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS.**



12. You are now On-duty.

To Certify Yesterday's Log

1. Touch the "**Logs**" tab at the top of the HOS screen.



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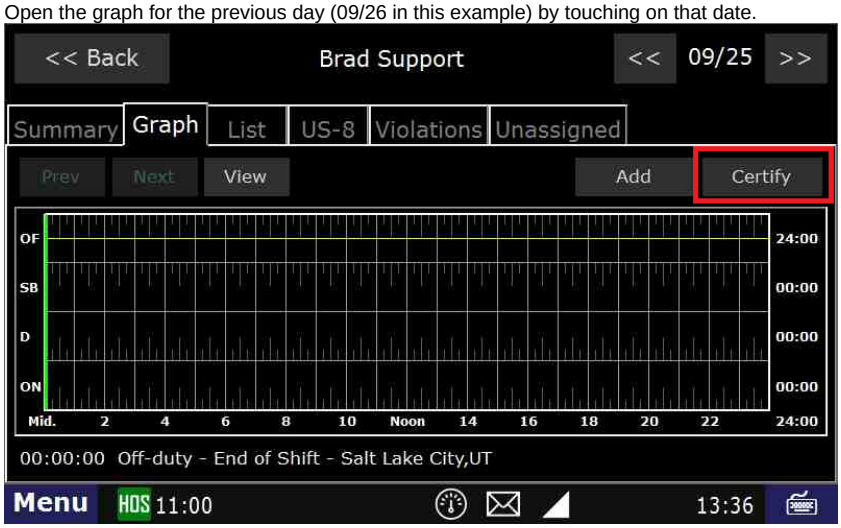
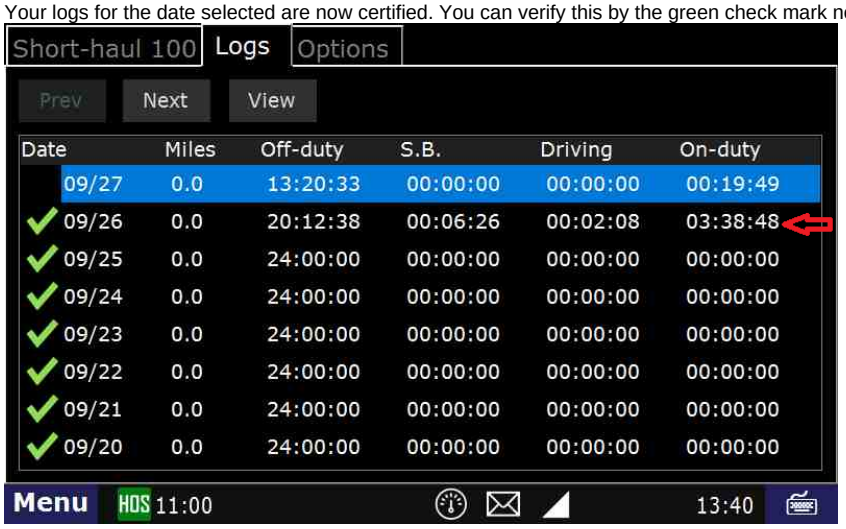
2. Open the graph for the previous day (09/26 in this example) by touching on that date.



3. Touch the "**Certify**" button on the right hand side of the screen.
4. Touch "**Agree**".

5. Your logs for the date selected are now certified. You can verify this by the green check mark next to the date.



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- Who can Certify an HOS log?
- What is Required to Trigger an Auto-Arrival (Workflow)?

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