How-to Start Your Day (Text Version)

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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)?

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