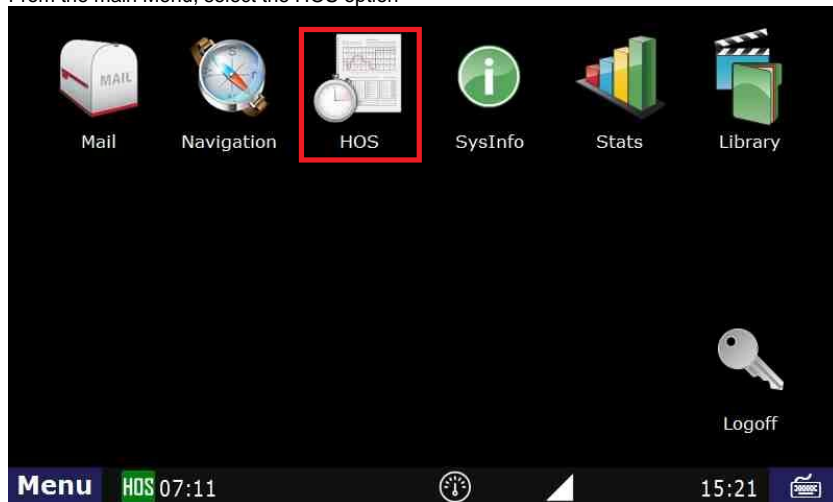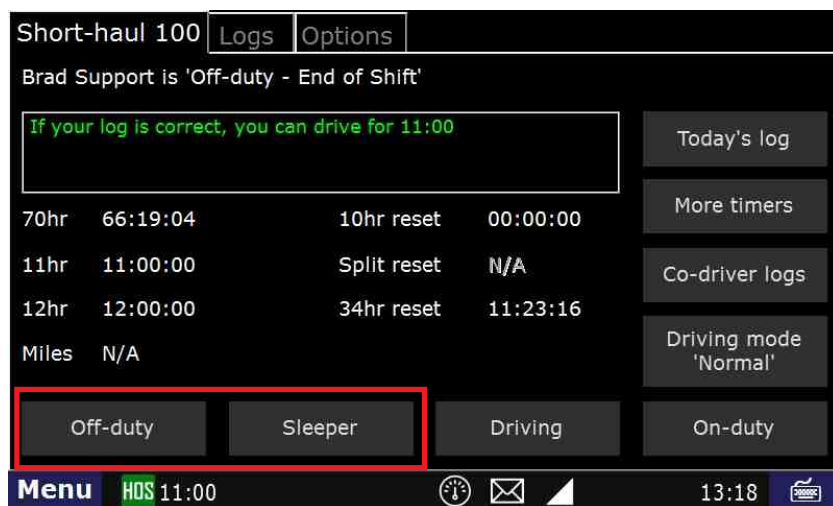# How-to End Your Duty Day

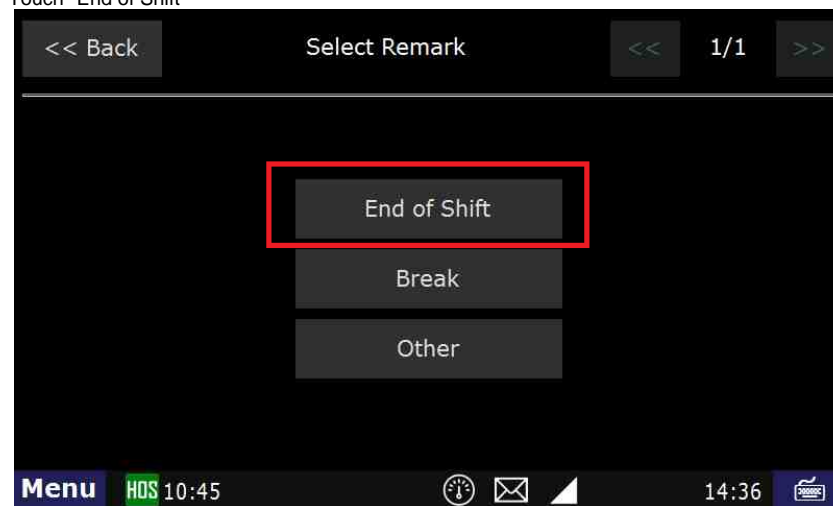## How-to End Your Duty Day

Step-by-step guide

1. From the main Menu, select the HOS option

2. Ending your shift is accomplished by touching "Off-duty" or Sleeper berth" from the "US-8" tab, "Short-haul 100" if you're local.

3. Touch "End of Shift"

4. If you need to enter a post-trip inspection (DVIR), touch "Yes" when asked "Enter Driver Vehicle Inspection Report?"
5. For instructions on entering a DVIR, Click Here

How-to End Your Duty Day

6. Confirm Off-duty or Sleeper Berth, and end of shift, by touching "Submit".

7. If your logs are correct and up to date, press "Yes" on the following screen. If not, press "No".

8. Your duty day has now ended and your log for the day is certified.
9. If you need to go back on-duty after ending and certifying your day, touch Not Ready. If you don't, touch Agree.

    a. There will be one more confirmation screen to ensure that you do not un-certify your logs by mistake.

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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