## **How-to End Your Duty Day (Text Version)**

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## Step-by-step guide

- 1. Ending your shift is accomplished by touching "Off-duty" or Sleeper berth" from the "US-8" or "Logs" tab.
- 2 Touch "End of Shift
- 3. If you need to enter a post-trip inspection (DVIR), touch "Yes" when asked "Enter Driver Vehicle Inspection Report?"
- 4. For instructions on entering a DVIR, Click Here
- 5. Confirm Off-duty or Sleeper Berth, and end of shift, by touching "Submit".
- 6. If your logs are correct and up to date, press "Yes" on the following screen. If not, press "No".
- 7. Your duty day has now ended and your log for the day is certified.
- 8. If you need to go back on-duty after ending and certifying your day, you may select "On-Duty" from the HOS screen and touch "Yes"

## 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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