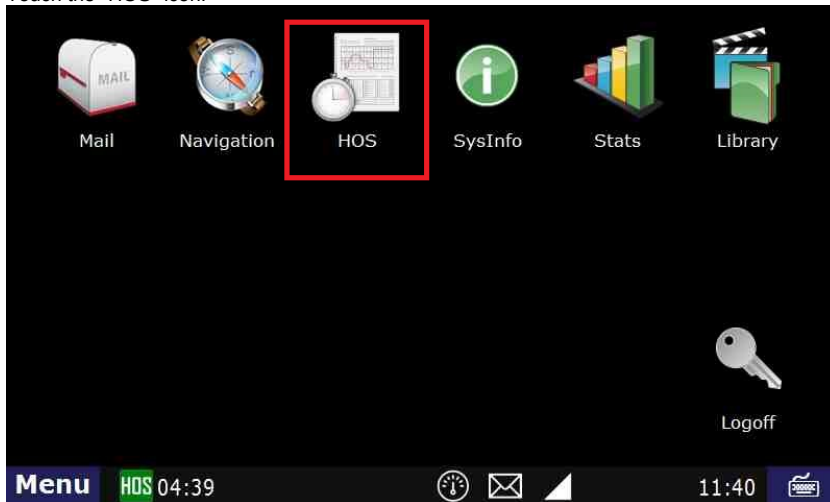


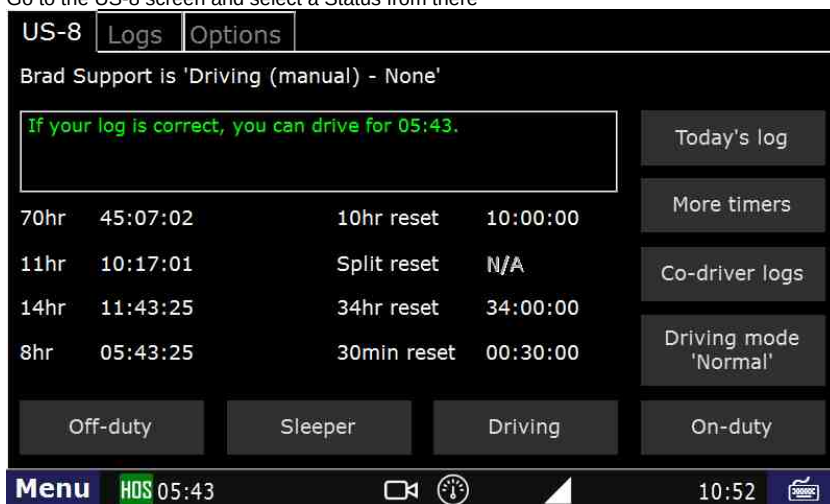
# How-to Add a Duty Status

## A. How-to Add a Duty Status from the US-8 screen

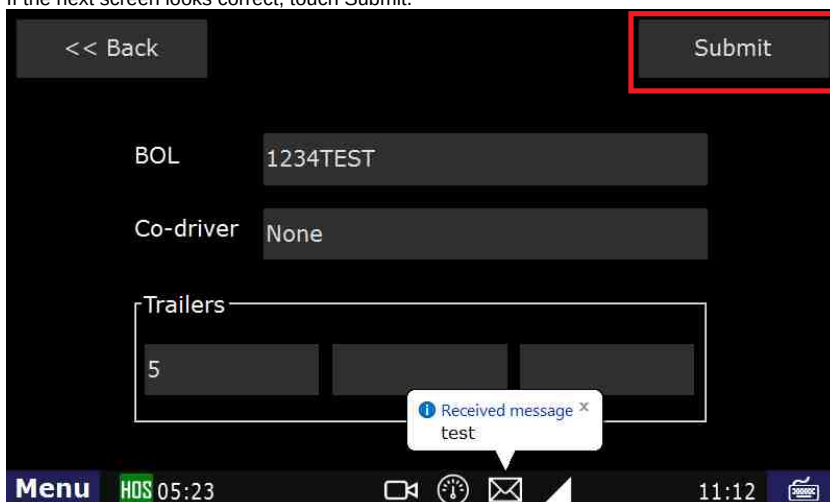
1. Touch the "HOS" icon.



2. Go to the US-8 screen and select a Status from there



3. If the next screen looks correct, touch Submit.



# How-to Add a Duty Status

4. Select a Remark. In this example, we're going to select Unload.

<< Back      Select Remark      <<    1/1    >>

|                             |                       |               |
|-----------------------------|-----------------------|---------------|
| Beginning of Shift/Pre-trip | Fuel Stop             | Exemptions... |
| Inspection...               | Mechanical            | Compliance    |
| Load                        | Detention             | Accident      |
| Unload                      | Customer Check In/Out | Other         |
| Drop and Hook               | Training...           |               |

Menu   HOS 05:21   [Icons]   11:15   [Icon]

5. If the summary looks good, hit Submit

<< Back      Submit

Time    11:34    More...    Trip detail

Status    On-duty

Location    West Valley City, UT

Remark    Unload

Menu   HOS 05:02   [Icons]   11:34   [Icon]

## B. How-to Add a status from the Log

1. Touch the "HOS" icon.

Mail    Navigation    HOS    SysInfo    Stats    Library

Logoff

Menu   HOS 04:39   [Icons]   11:40   [Icon]

2. Touch the "Logs" tab and touch the date of the log that requires an added status. This will bring up the HOS Graph screen.

# How-to Add a Duty Status

| Date    | Miles | Off-duty | S.B.     | Driving  | On-duty  |
|---------|-------|----------|----------|----------|----------|
| 09/27   | 0.0   | 13:20:33 | 00:00:00 | 00:00:00 | 00:13:19 |
| 09/26   | 0.0   | 20:12:38 | 00:06:26 | 00:02:08 | 03:38:48 |
| ✓ 09/25 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| ✓ 09/24 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| ✓ 09/23 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| ✓ 09/22 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| ✓ 09/21 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| ✓ 09/20 | 0.0   | 24:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |

3. Touch the "Add" button.



4. If prompted, enter the location of the duty status.

<< Back

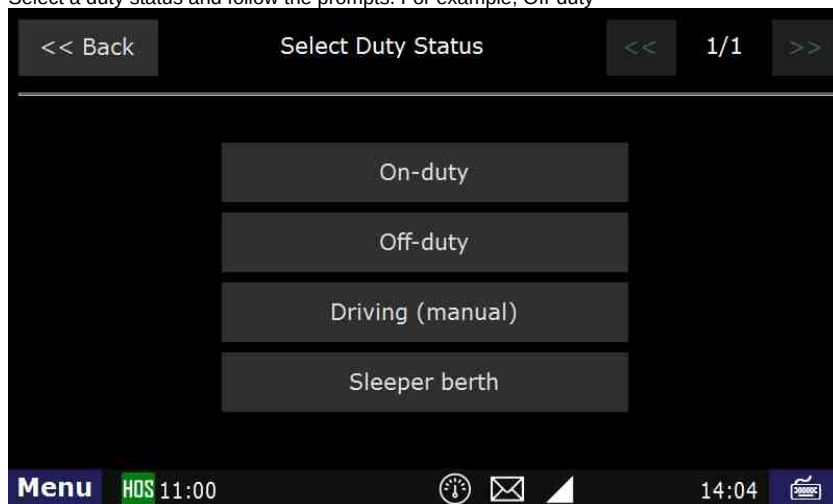
Is this your location: Salt Lake City,UT

Yes No

Menu HQS 11:00 13:59

# How-to Add a Duty Status

5. Select a duty status and follow the prompts. For example, Off-duty



6. Each duty status will have different steps. Please refer to the guides for the specific step if you require further assistance.

7. Choose your remark from the "Select Remark" page if prompted.

8. Answer any question that appears on the screen and answer appropriately. Making sure you touch the button located in the upper left hand portion of the screen.

9. Ensure that you touch the "Submit" button to complete the addition of the new status.

## 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](#)