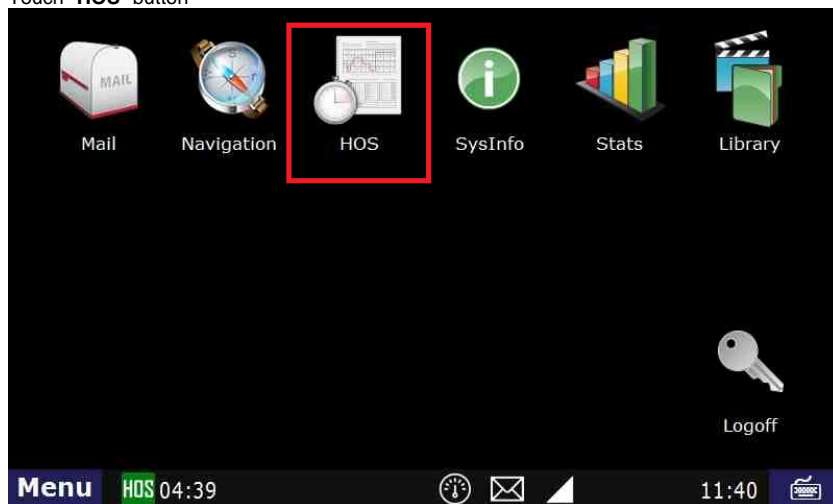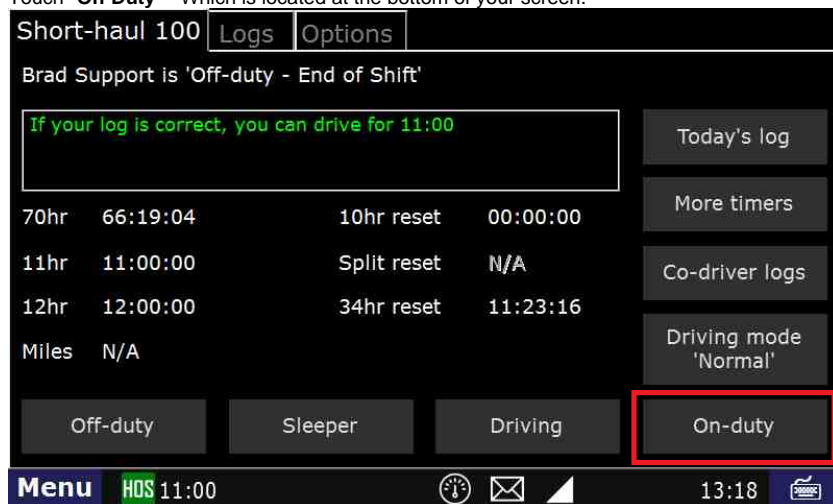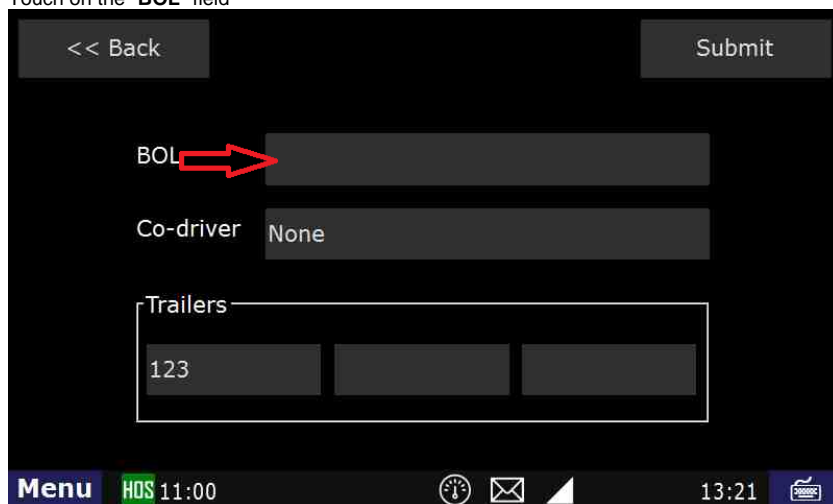## How-to go into On-Duty

Step-by-step guide

1. Touch "**HOS**" button

2. Touch "**On-Duty**" - Which is located at the bottom of your screen.
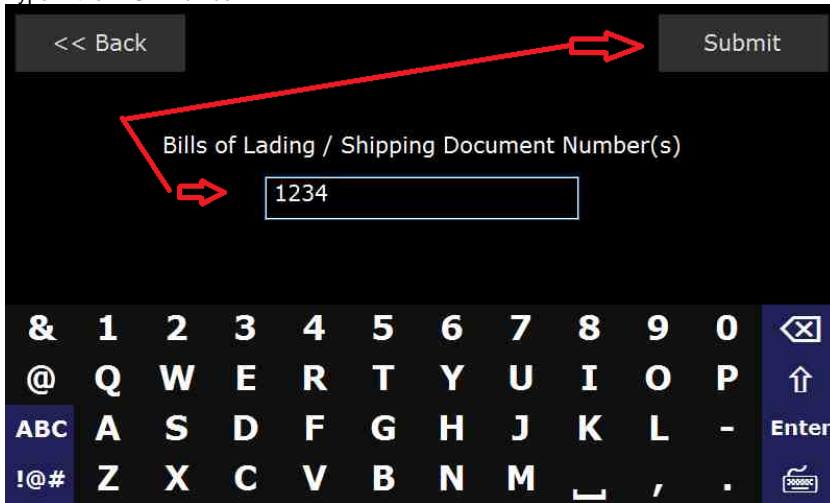

3. Touch on the "**BOL**" field
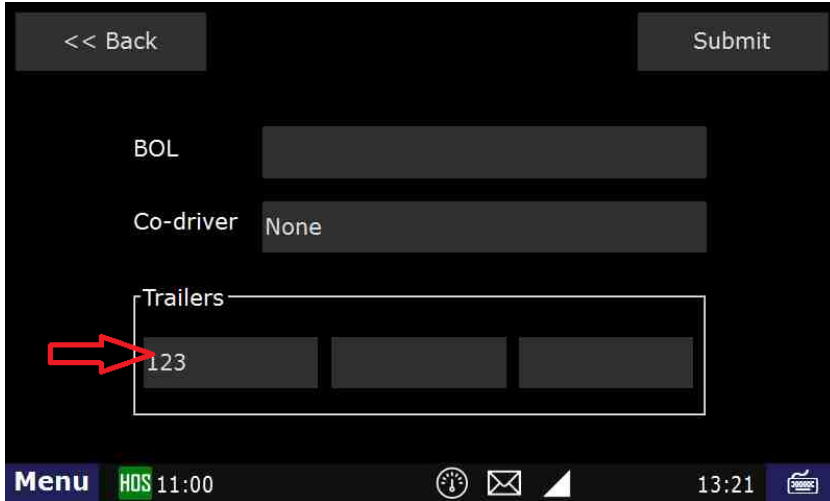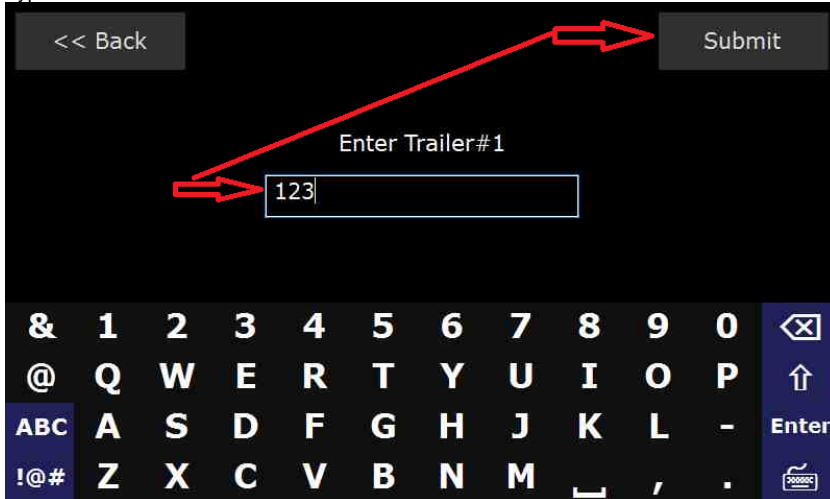
How-to go into On-Duty

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.

How-to go into On-Duty

10. Touch "**Yes**" when asked "Is this the beginning of your shift?" **NOTE:** IF THIS IS NOT the "Beginning of your Shift" you will not see this page. You will be taken the "Select Remark" page. Touch the Remark you would like on your On-Duty status and then Touch "Submit"

11. if this is the beginning of your shift, you will be asked if you want to review the DVIR.
    a. If there are no issues with the truck and trailer, you can tap "**No**" there.
    b. If there is an existing DVIR that you want to review, tap Yes.
    c. If there are issues with the truck/trailer, you will need to create a DVIR. Click Here for instructions.

12. If this is not the beginning of your shift, select a Remark.

How-to go into On-Duty

13. If this is the beginning of your shift. Just hit **Submit** from here

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

15.

You should now be On-Duty.

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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