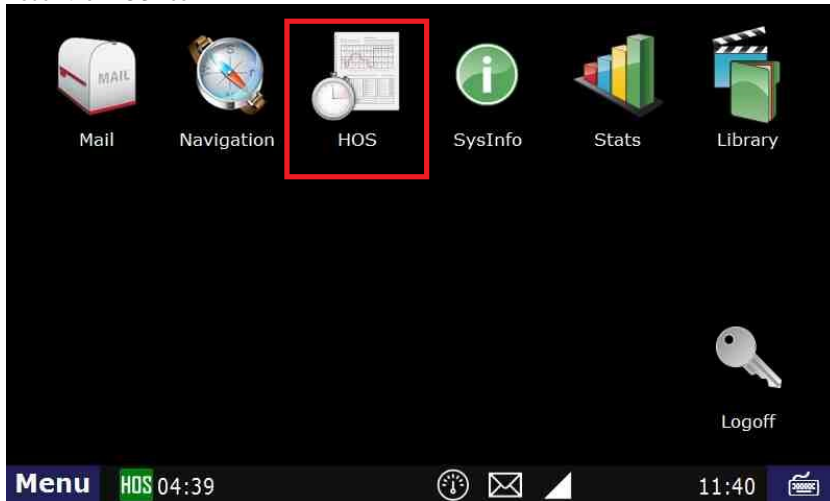# How-to Add a Duty Status

A. How-to Add a Duty Status from the US-8 screen
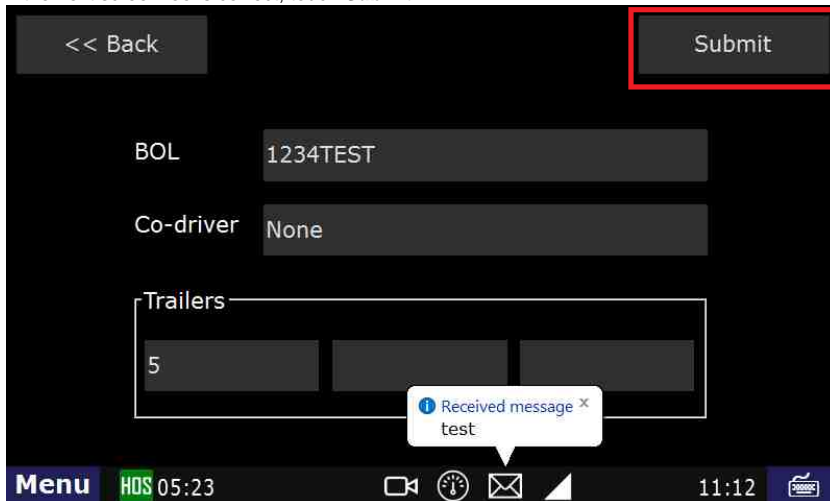
1. Touch the "**HOS**" icon.

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.

5. If the summary looks good, hit **Submit**

B. How-to Add a status from the Log

1. Touch the "**HOS**" 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

Short-haul 100 | Logs | Options
Prev | Next | View
Menu | HOS 11:00 | 13:33

3. Touch the "**Add**" button.

<< Back | Brad Support | << 09/25 >>

Summary | Graph | List | US-8 | Violations | Unassigned

Prev | Next | View | Add | Certify

OF — 24:00
SB — 00:00
D — 00:00
ON — 00:00
Mid. 2 4 6 8 10 Noon 14 16 18 20 22 24:00

00:00:00 Off-duty - End of Shift - Salt Lake City,UT

Menu | HOS 11:00 | 13:36

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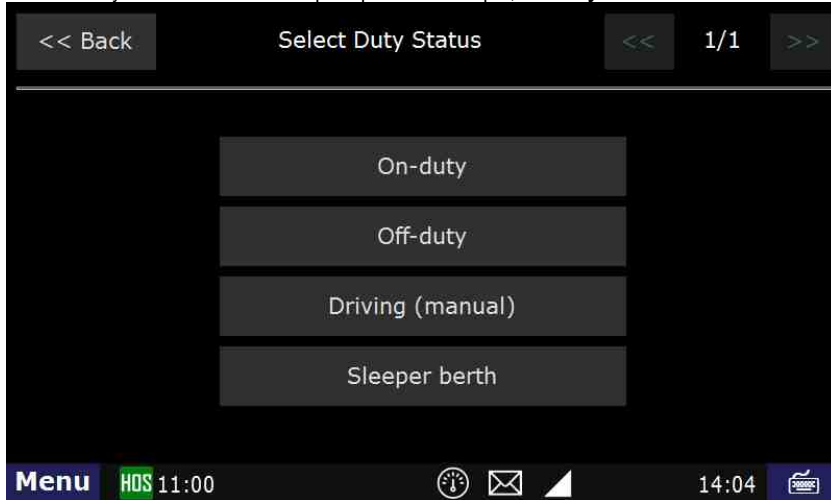
<< Back

Is this your location: Salt Lake City,UT

Yes | No

Menu | HOS 11:00 | 13:59

How-to Add a Duty Status

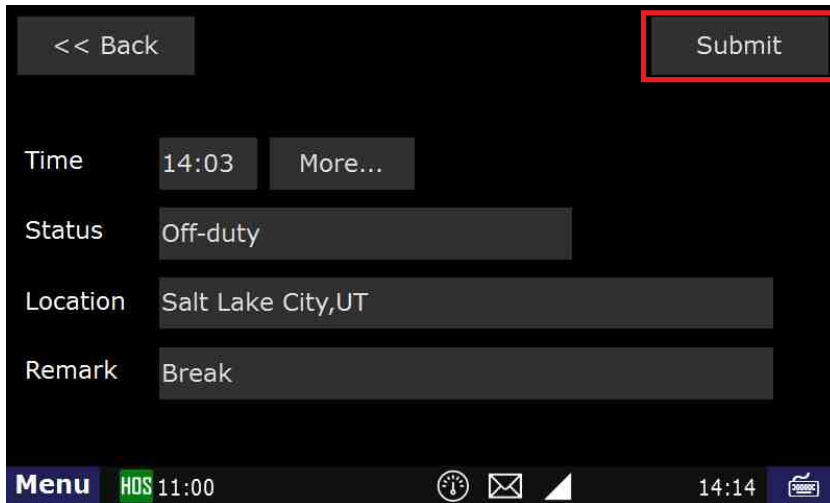5. Select a duty status and follow the prompts. For example, **Off-duty**

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)?

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