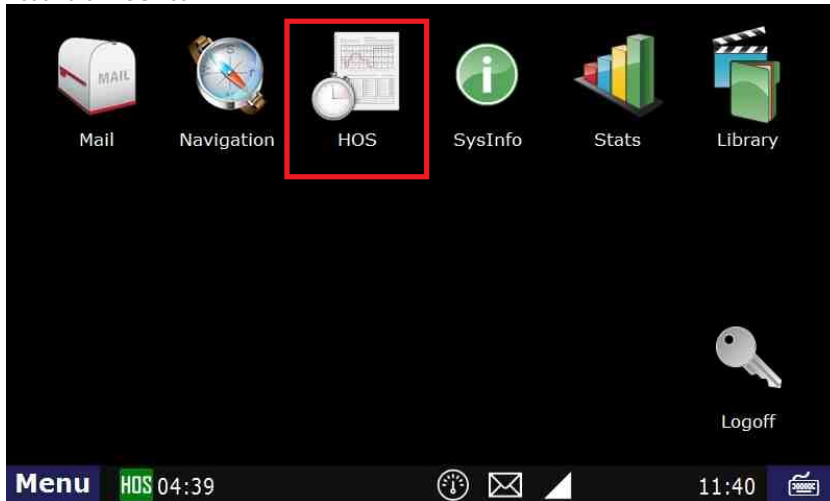


# How-to Add a Duty Status

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

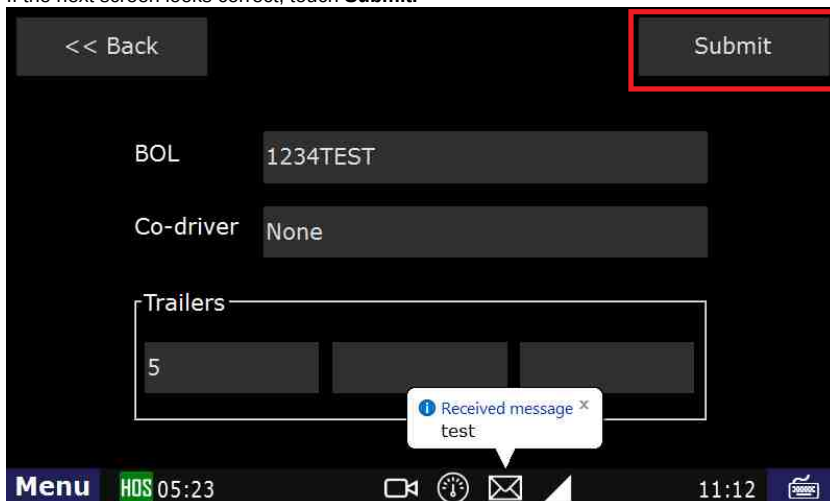
1. Touch the "HOS" icon.



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

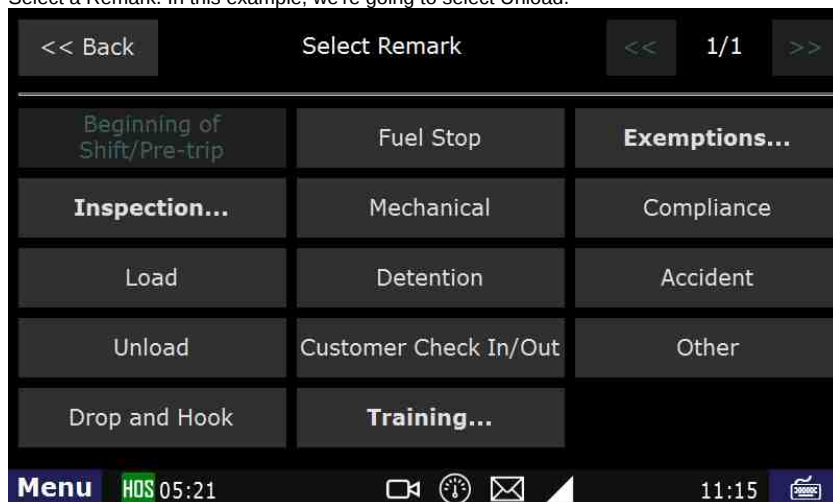


3. If the next screen looks correct, touch **Submit**.

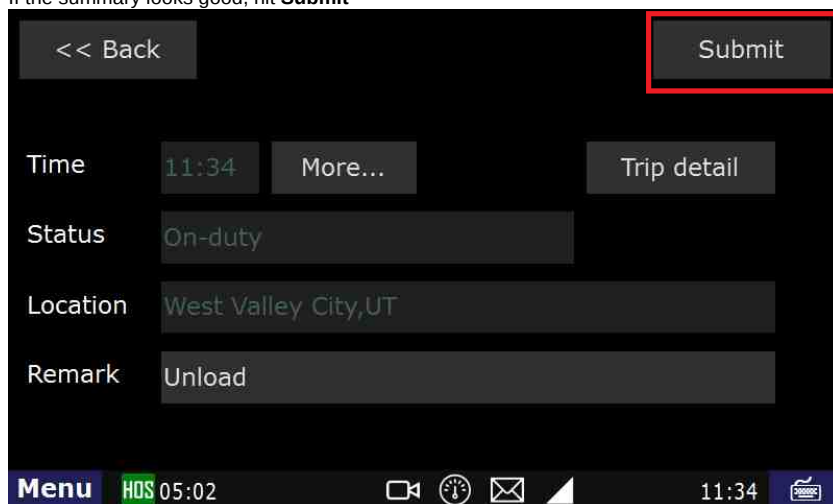


# How-to Add a Duty Status

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

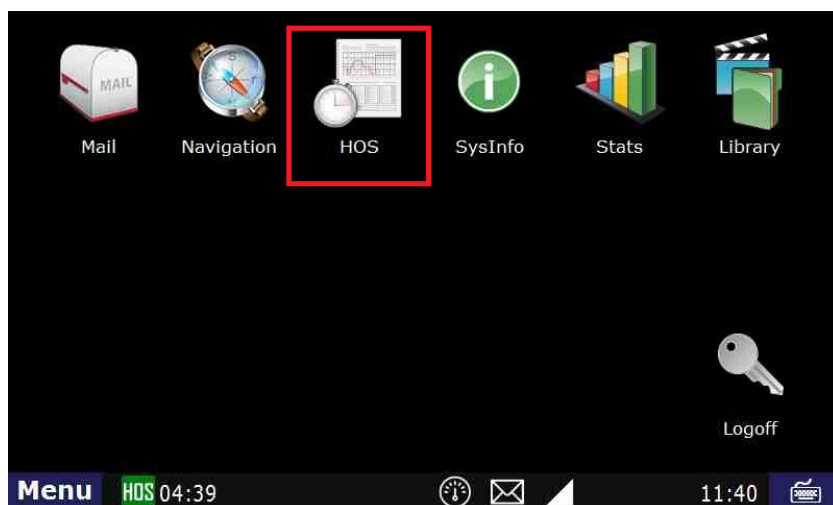


5. If the summary looks good, hit **Submit**



## 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

Short-haul 100 **Logs** Options

Prev Next View

| 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 |

Menu **HQS** 11:00    13:33 

3. Touch the "Add" button.



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

<< Back

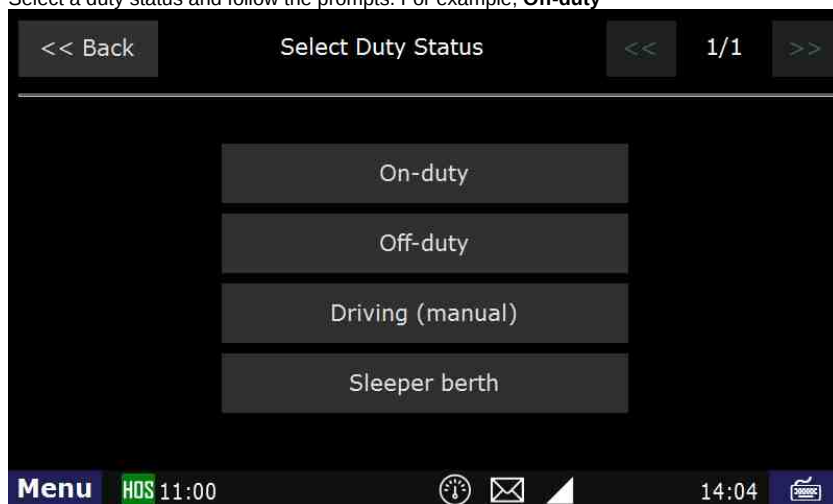
Is this your location: Salt Lake City,UT

**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**

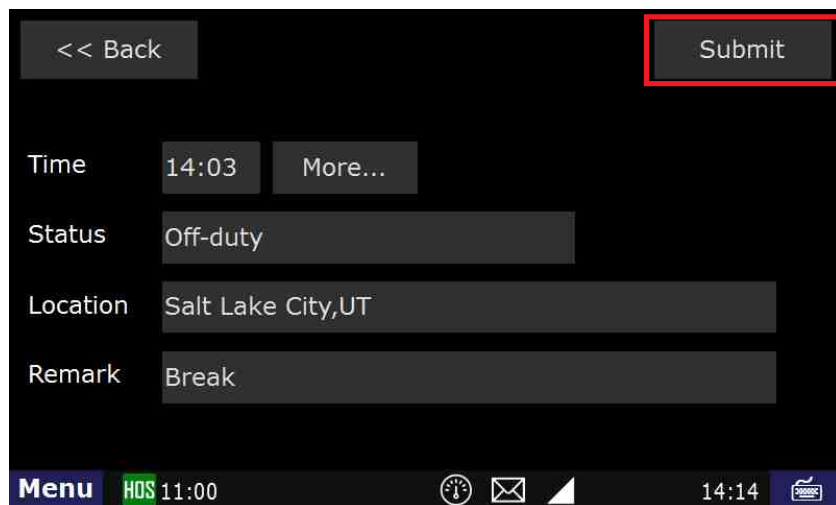


6. Each duty status will have different steps. Please refer to the guides for the specific step if you require further assistance.

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 \(Workflow\)?](#)

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