

How-to go On-Duty From the HOS Graph

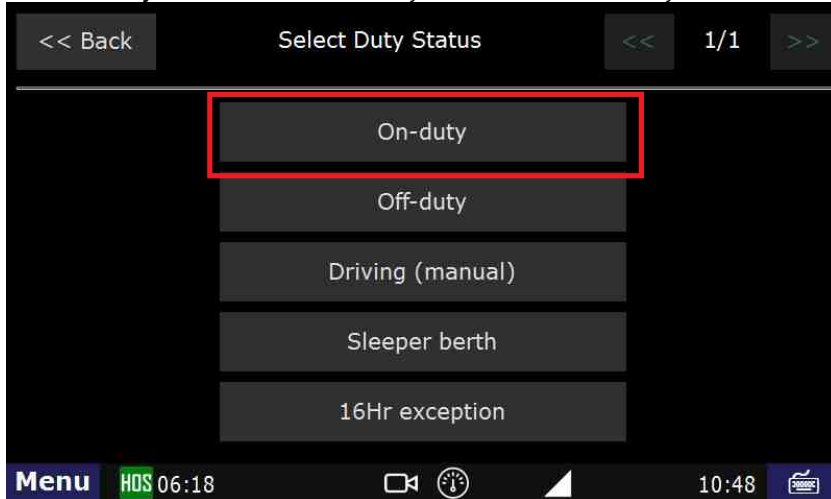
How-to go On-Duty From the HOS Graph

Step-by-step guide

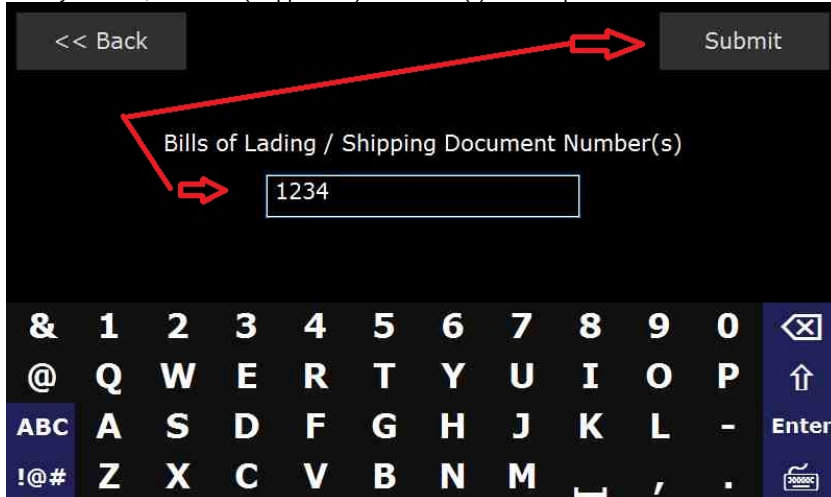
1. From the Graph tab in the HOS application, touch the "Add" button.
 - a. If prompted, enter your location into the location field.



2. Touch "On-Duty" from the list of available duty statuses on the "Select Duty Status" screen.



3. Enter your BOL, Co-driver (if applicable) and Trailer(s) into the provided fields and touch "Submit."



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4. Answer "Is this the beginning of your shift?" with either "Yes" or "No" and follow the prompts.

A screenshot of a mobile application interface. At the top left is a '<< Back' button. The main text asks 'Is this the beginning of your shift?' followed by a note: '*Note: You need to complete a pre-trip at beginning of your shift.' Below the note are two buttons: 'Yes' (highlighted with a red rectangle) and 'No'. At the bottom is a navigation bar with a 'Menu' button, a green 'HQS' status indicator, the time '11:00', and icons for a clock, an envelope, a signal strength indicator, and a battery level indicator. The time '13:29' is also displayed on the right side of the bar.

5. Select from the list of remarks on the "Select Remark" page or choose "Other" to add a custom remark.

A screenshot of a mobile application interface titled 'Select Remark'. At the top left is a '<< Back' button, and at the top right are '>>' and '1/1' buttons. Below the title is a grid of buttons for selecting remarks: 'Beginning of Shift/Pre-trip', 'Fuel Stop', 'Exemptions...', 'Inspection...', 'Mechanical', 'Compliance', 'Load', 'Detention', 'Accident', 'Unload', 'Customer Check In/Out', 'Other', 'Drop and Hook', and 'Training...'. At the bottom is a navigation bar with a 'Menu' button, a green 'HQS' status indicator, the time '06:02', and icons for a camera, a clock, a signal strength indicator, and a battery level indicator. The time '11:04' is also displayed on the right side of the bar.

6. Follow the prompts and touch "Submit."

A screenshot of a mobile application interface titled 'Submit'. At the top left is a '<< Back' button, and at the top right is a 'Submit' button. Below the title are four rows of input fields: 'Time' with a value of '10:58' and a 'More...' button, 'Status' with a value of 'On-duty', 'Location' with a value of 'West Valley City,UT', and 'Remark' with a value of 'Drop and Hook'. At the bottom is a navigation bar with a 'Menu' button, a green 'HQS' status indicator, the time '06:00', and icons for a camera, a clock, a signal strength indicator, and a battery level indicator. The time '11:06' is also displayed on the right side of the bar.

You are now back at the HOS Graph tab and your status is now "On-Duty".

How to add a duty status from the HOS graph

Related articles

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