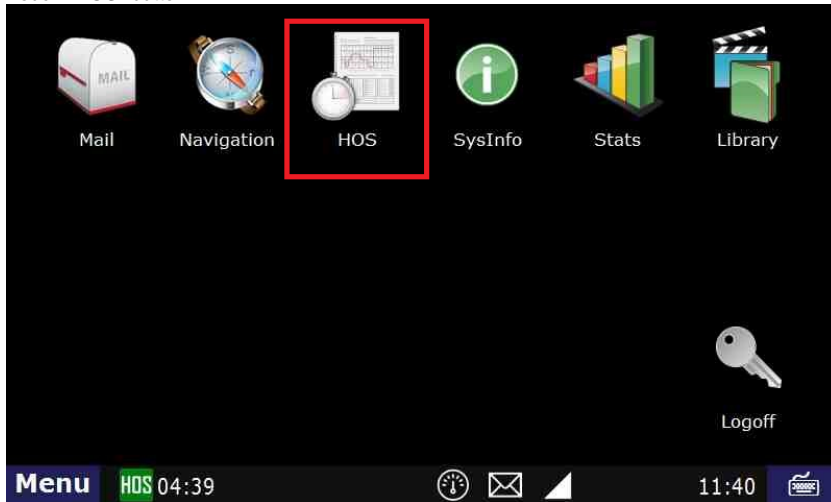


How-to go into On-Duty

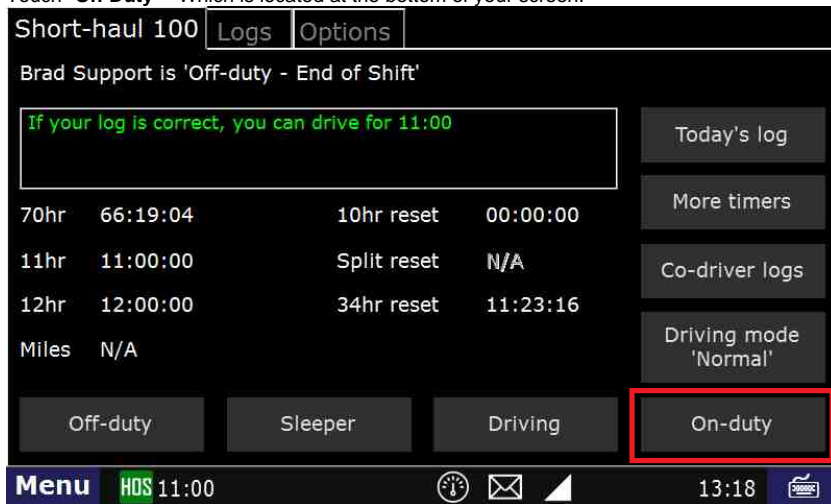
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Step-by-step guide

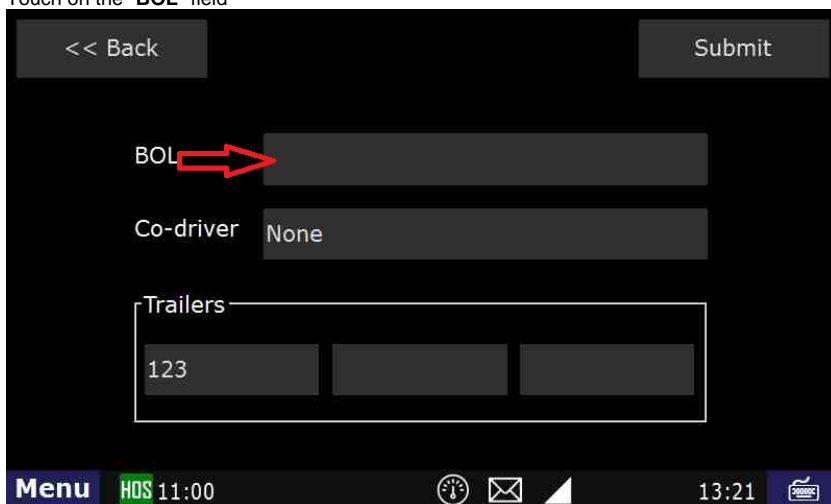
1. Touch **"HOS"** button



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

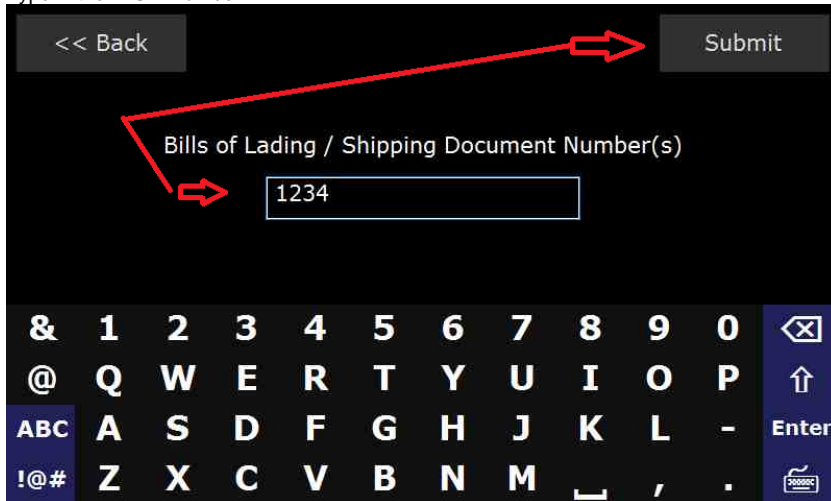


3. Touch on the **"BOL"** field



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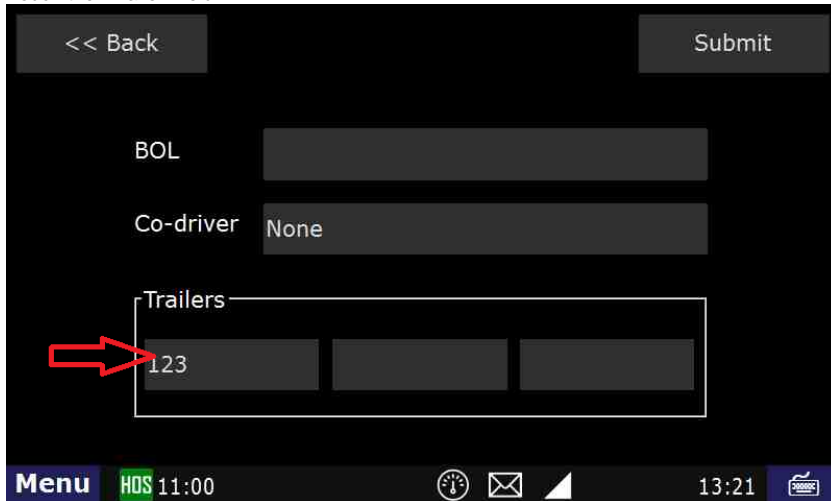
4. Type in the "BOL" number



A screenshot of a mobile application interface for entering a Bill of Lading (BOL) number. At the top, there are two buttons: "<< Back" on the left and "Submit" on the right. Below these buttons is a label "Bills of Lading / Shipping Document Number(s)" with a red arrow pointing to a text input field containing the number "1234". Another red arrow points from the "Submit" button to the same input field. Below the input field is a numeric keypad with letters A-Z and numbers 0-9, along with symbols like "&", "@", "ABC", and "!@#". There are also buttons for "Enter" and a backspace icon.

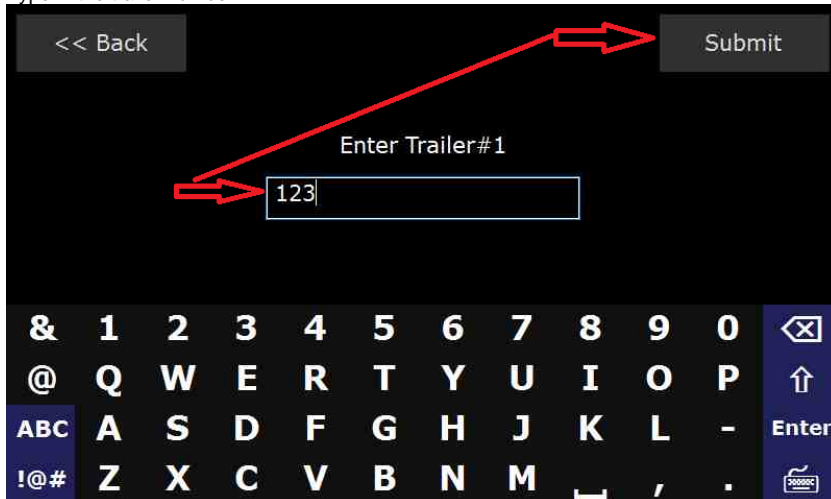
5. Touch "Submit" – **THIS IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS**

6. Touch the "Trailer" field



A screenshot of a mobile application interface for entering trailer information. At the top, there are two buttons: "<< Back" on the left and "Submit" on the right. Below these buttons are three input fields: "BOL" (empty), "Co-driver" (containing "None"), and "Trailers" (containing "123"). A red arrow points to the "Trailers" input field. Below the input fields is a status bar with a "Menu" button, a green "HDS" indicator, the time "11:00", a clock icon, an envelope icon, a signal strength icon, the time "13:21", and a battery icon.

7. Type in the trailer number



A screenshot of a mobile application interface for entering a trailer number. At the top, there are two buttons: "<< Back" on the left and "Submit" on the right. Below these buttons is a label "Enter Trailer#1" with a red arrow pointing to a text input field containing the number "123". Another red arrow points from the "Submit" button to the same input field. Below the input field is a numeric keypad with letters A-Z and numbers 0-9, along with symbols like "&", "@", "ABC", and "!@#". There are also buttons for "Enter" and a backspace icon.

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"

<< Back

Is this the beginning of your shift?

*Note: You need to complete a pre-trip at beginning of your shift.

Yes No

Menu HOS 11:00 13:29

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

<< Back

Review Driver Vehicle Inspection Report?

Yes No

Menu HOS 07:44 08:33

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

<< 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 06:02 11:04

How-to go into On-Duty

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

The screenshot shows a mobile application interface for entering on-duty status. At the top, there are two buttons: "<< Back" on the left and "Submit" on the right. The "Submit" button is highlighted with a red rectangular border. Below these buttons, there are four rows of input fields: "Time" with the value "08:32", "Status" with the value "On-duty", "Location" with the value "Salt Lake City,UT", and "Remark" with the value "Beginning of Shift/Pre-trip". Each row has a "More..." button to its right. At the bottom of the screen, there is a navigation bar with a "Menu" button, a "HOS" indicator, a clock showing "07:39", a camera icon, a clock icon, a signal strength indicator, a clock showing "08:37", and a battery icon.

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

The screenshot shows the same mobile application interface as the previous one, but with different values. The "Time" field now shows "10:58", the "Status" field shows "On-duty", the "Location" field shows "West Valley City,UT", and the "Remark" field shows "Drop and Hook". The "Submit" button is still present and highlighted with a red border. The bottom navigation bar shows a "Menu" button, a "HOS" indicator, a clock showing "06:00", a camera icon, a clock icon, a signal strength indicator, a clock showing "11:06", and a battery icon.

15. **You should now be On-Duty.**

You should now be On-Duty.

Related articles

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- [Who can Certify an HOS log?](#)
- [What is Required to Trigger an Auto-Arrival \(Workflow\)?](#)

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