

How-to go On-Duty From the HOS Graph

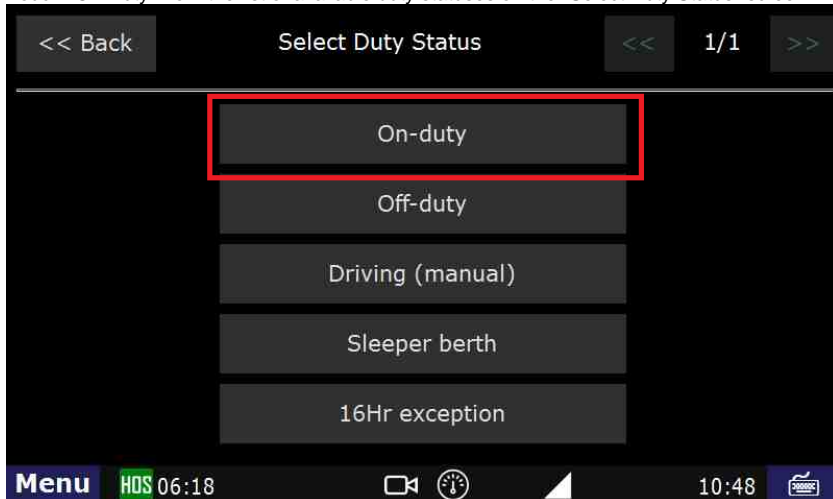
How-to go On-Duty From the HOS Graph

Step-by-step guide

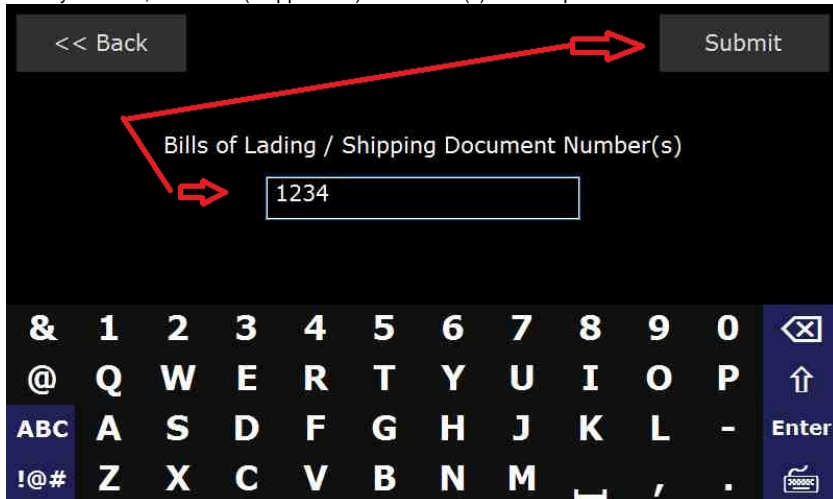
1. From the Graph tab in the HOS application, touch the "Add" button.
 - a. If prompted, enter your location into the location field.



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 button labeled '<< Back'. The main text asks 'Is this the beginning of your shift?'. Below this is a note: '*Note: You need to complete a pre-trip at beginning of your shift.' At the bottom are two buttons: 'Yes' (highlighted with a red rectangle) and 'No'. The bottom status bar shows 'Menu', 'HOS 11:00', various icons, and the time '13:29'.

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'. It has a top bar with '<< Back', 'Select Remark', '<<', '1/1', and '>>'. Below is a grid of buttons: '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...'. The bottom status bar shows 'Menu', 'HOS 06:02', various icons, and the time '11:04'.

6. Follow the prompts and touch "Submit."

A screenshot of a mobile application interface titled 'Submit'. It has a top bar with '<< Back' and 'Submit'. Below are four rows of input fields: 'Time' (10:58, with a 'More...' button and a 'Trip detail' button), 'Status' (On-duty), 'Location' (West Valley City,UT), and 'Remark' (Drop and Hook). The bottom status bar shows 'Menu', 'HOS 06:00', various icons, and the time '11:06'.

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