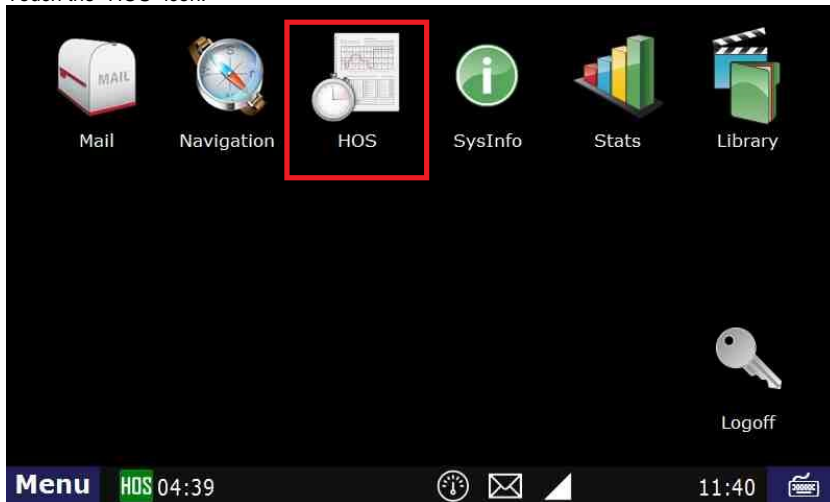


How-to Add a Duty Status

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

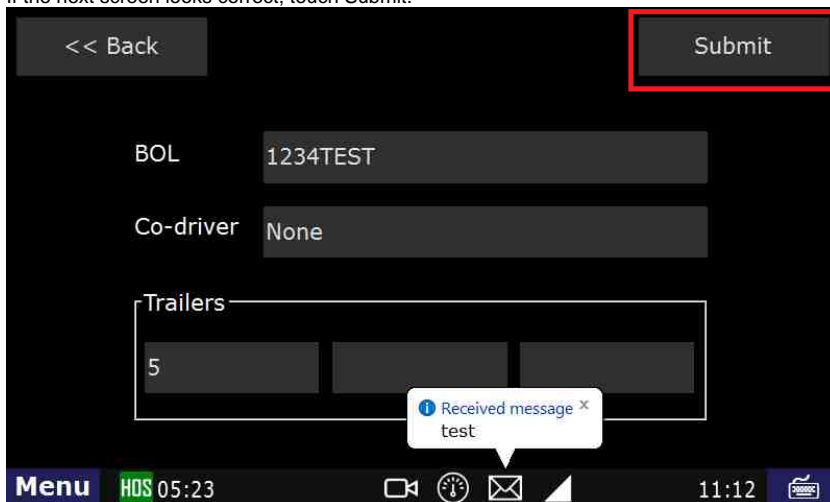
1. Touch the "HOS" icon.



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.

<< 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 05:21 11:15

5. If the summary looks good, hit Submit

<< Back Submit

Time 11:34 More... Trip detail

Status On-duty

Location West Valley City,UT

Remark Unload

Menu HOS 05:02 11:34

B. How-to Add a status from the Log

1. Touch the "HOS" icon.

Mail Navigation HOS SysInfo Stats Library

Logoff

Menu HOS 04:39 11:40

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

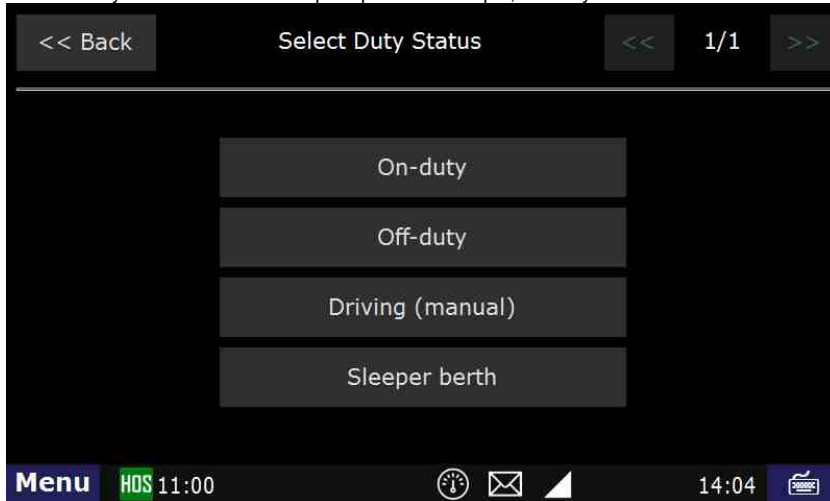
Is this your location: Salt Lake City,UT

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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