



Totally Internet Based Software

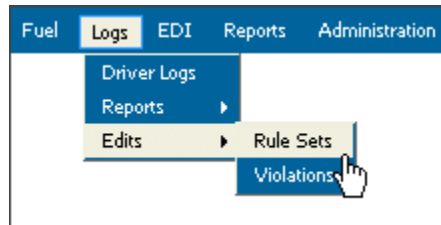
Log Auditing

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Rule Set Setup

The first step to entering logs is creating Rule Sets. Strategy Live comes defaulted with the DOT 70/8 rule set. To enter new Rule Sets go to Logs-> Edits-> Rule Sets.



A new window will open with a list of current Rule Sets.

Number ▲	Name
DOT708	DOT 70/8 (11/14)

You can create a new rule set by clicking the Create button and entering a new Rule Set.

A screenshot of a form titled 'Log Auditing Rules'. The form has several input fields: 'Number' (with a red exclamation mark), 'Name', 'Max Drive', 'Max On Duty', 'Min Sleep', 'Min Split', 'Cumulative Hours', 'Cumulative Days', 'Max MPH', and 'Late Days'. At the bottom of the form are three buttons: 'Create', 'Create and New', and 'Cancel'.

Number – The unique code for the rule set.

Name – The name of the rule set.

Max Drive – The maximum number of hours the driver can drive during the log day.

Max On Duty – The maximum number of on duty and driving hours a driver can log during the log day.

Min Sleep – The minimum number of hours that the driver must log in the sleeper berth during the log day.

Min Split – The minimum number of hours that count toward a sleeper berth split.

Cumulative Hours – The maximum number of hours the driver can log as on duty (on duty plus driving) during the Cumulative Days period.

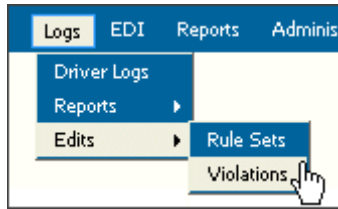
Cumulative Days – The period in days in which the driver accumulates on duty (on duty plus driving) hours.

Max MPH – The maximum average MPH for the log day. (Can be changed to accommodate local conditions)

Late Days – The maximum number of days the driver has to turn in a log before it is considered late.

Violation Setup

Strategy Live has sixteen default violations. To enter additional violations go to Logs-> Edits-> Violations.

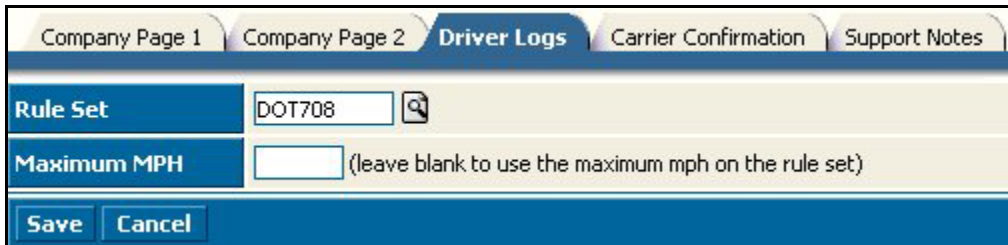


A new window will open listing your violations. Enter new violation type in the text box in the Description column.

Description	Need Hours
Speeding	<input type="checkbox"/>
Drive Time	<input checked="" type="checkbox"/>
On Duty	<input checked="" type="checkbox"/>
Cumulative	<input checked="" type="checkbox"/>
Missing Miles	<input type="checkbox"/>
Log Turned in Late	<input type="checkbox"/>
Log is Missing	<input type="checkbox"/>
<input type="text" value="Missing Date"/>	<input type="checkbox"/>
<input type="text" value="Missing Equipment Number"/>	<input type="checkbox"/>
<input type="text" value="Missing Carrier Name"/>	<input type="checkbox"/>
<input type="text" value="Missing Carrier Address"/>	<input type="checkbox"/>
<input type="text" value="Missing Driver Signature"/>	<input type="checkbox"/>
<input type="text" value="Missing Co-Driver Name"/>	<input type="checkbox"/>
<input type="text" value="Missing Total Hours"/>	<input type="checkbox"/>
<input type="text" value="Missing Shipper Information"/>	<input type="checkbox"/>
<input type="text" value="Vehicle Inspection"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Company Setup

The default Rule Set and Maximum MPH are configured in the company file. Administration-> File Maintenance-> Company. In the Rule Set field, choose the rule set that you wish to use. Leave the MPH blank if you choose to use the setting in the rule set. This configuration will govern all drivers in the company unless there is a custom configuration in the individual driver record. (See Below – Driver Setup) **If all drivers in the company are to use the same rule set it is not necessary to set up the individual drivers. Only when a driver is using a different rule set is it necessary to set up the individual driver.**

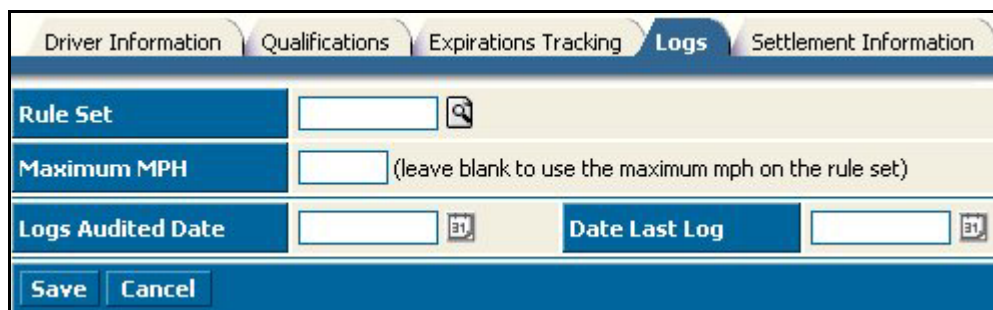


The screenshot shows a software interface with a tabbed menu at the top containing 'Company Page 1', 'Company Page 2', 'Driver Logs', 'Carrier Confirmation', and 'Support Notes'. The 'Driver Logs' tab is active. Below the tabs are two input fields: 'Rule Set' with the value 'DOT708' and a search icon, and 'Maximum MPH' which is empty with the text '(leave blank to use the maximum mph on the rule set)'. At the bottom are 'Save' and 'Cancel' buttons.

Remember to click the Save button to save your changes.

Driver Setup

All drivers will follow the settings in the company unless they have special rule sets in their driver file. **Only configure the rule set on the driver record if the driver uses a different rule set than the company default. (See Above – Company Setup)** Go to the Logs tab in the driver file to setup special rules for each driver.

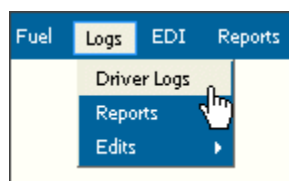


The screenshot shows a software interface with a tabbed menu at the top containing 'Driver Information', 'Qualifications', 'Expirations Tracking', 'Logs', and 'Settlement Information'. The 'Logs' tab is active. Below the tabs are three input fields: 'Rule Set' (empty), 'Maximum MPH' (empty with text '(leave blank to use the maximum mph on the rule set)'), and 'Logs Audited Date' (empty with a calendar icon). To the right of 'Logs Audited Date' is a 'Date Last Log' field (empty with a calendar icon). At the bottom are 'Save' and 'Cancel' buttons.

Remember to click the Save button to save your changes.

Log Entry

Strategy Live makes it easy to enter driver logs. Select Logs-> Driver Logs.



The driver selection window will open. Enter the driver number for the log you want to enter. If you do not enter the date for the log you want to enter, the system will take you to the next log that is due from the driver.

Driver Logs

Driver ! Tractor Date

Click the Continue button to begin entering the log. First enter the number of miles driven for the current log day. You may enter the Co-Driver, Tractor and Trailer. If this log is an Off Duty Log, select Off Duty from the Type of Log drop down menu. The Max MPH field is defaulted to the company Max MPH. You may change this to match the driving conditions for the individual log.

The beginning duty type continues from the previous days log. To change the duty type, click your mouse on the duty time at the time of the change. The total hours for each duty type will be accumulated at the far right side of each duty type.

You may select any violation for the current log by clicking in the small check box to the left of the violation.

You may click anywhere in the remarks section to see a list of check calls and fuel purchases for the driver during the log day. Fuel purchases will all be listed at the beginning of the day because Strategy Live does not track the time on these items.

Driver Logs

Driver Tractor Date

Co-Driver Trailer Type of Log

Rule Set Miles Max MPH

MPH

Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30	Sun 10/31	Mon 11/01	Tue 11/02	Wed 11/03	Thu 11/04
9.75	10.50	4.75	8.00	0.00	10.00	Off Duty	10.25	0.00	--	--	--	--	--	--

Mid-Night

Off Duty

Sleeper

Driving

On Duty

Mid-Night

Remarks

1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
[Duty Type Graph]																							

3.75

8.25

10.25

1.75

24.00

Violation	Hours	Violation	Hours	Violation	Hours
<input type="checkbox"/> Speeding		<input type="checkbox"/> Drive Time		<input type="checkbox"/> On Duty	
<input type="checkbox"/> Cumulative		<input type="checkbox"/> Missing Miles		<input type="checkbox"/> Log Turned in Late	
<input type="checkbox"/> Log is Missing		<input checked="" type="checkbox"/> Missing Date	<input type="text"/>	<input type="checkbox"/> Missing Equipment Number	<input type="text"/>
<input type="checkbox"/> Missing Carrier Name	<input type="text"/>	<input type="checkbox"/> Missing Carrier Address	<input type="text"/>	<input type="checkbox"/> Missing Driver Signature	<input type="text"/>
<input type="checkbox"/> Missing Co-Driver Name	<input type="text"/>	<input type="checkbox"/> Missing Total Hours	<input type="text"/>	<input type="checkbox"/> Missing Shipper Information	<input type="text"/>
<input type="checkbox"/> Vehicle Inspection	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

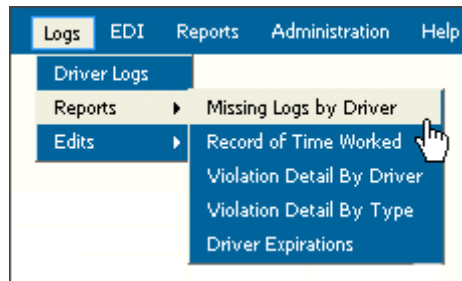
The Audit button will save the log and audit for violations. The save button will save the current log and close the log entry window. The Save & Next button will save the current log and take you to the next log. The cancel button will close the log entry window and discard your changes. You can also click on a date listed in black to go to that day and save the current day that you are editing.

Reports

Strategy Live has several reports that help you manage your driver logs. Each report is simple to run and will be explained on the following pages.

Missing Logs By Driver

The Missing Logs By Driver report displays a list of drivers and the dates for missing logs. To run the Missing Logs By Driver report go to Logs-> Reports-> Missing Logs By Driver.



This will open a new window to enter filter options. Enter the Date range for the report. You may also enter a driver or range of drivers. If you click the Page Break After Each Driver check box, you will get a separate report for each driver. Click the Generate Report button to produce the following report.

Missing Logs by Driver	
Date	10/14/2004 ! [BT] - 10/21/2004 ! [BT]
Driver Number	<input type="text"/> [Q] - <input type="text"/> [Q] Page Break After Each Driver <input type="checkbox"/> [←] [↻] [📁] [✖]
Howard, Curly	
Date	Type of Log On File
<u>10/14/2004</u>	Log is Missing
Mix, Tom	
Date	Type of Log On File
<u>10/14/2004</u>	Log is Missing
Ward, Burt	
Date	Type of Log On File
<u>10/14/2004</u>	Log is Missing
<u>10/15/2004</u>	Log is Missing
<u>10/16/2004</u>	Log is Missing
<u>10/17/2004</u>	Log is Missing

Record of Time Worked

The Record of Time Worked report shows a breakdown of the time worked under each category. To run the Record of Time Worked report go to Logs> Reports> Record of Time Worked.



This will open a new window to enter search options.

Record of Time Worked

Date ! [B1] - ! [B1]

Driver Number [Q] - [Q] Page Break After Each Driver

Enter the Date range you want to run the report for and the Driver Number if you so choose. Click Generate Report once the information is filled in. The report will then pull up on screen.

Record of Time Worked

Date ! [B1] - ! [B1]

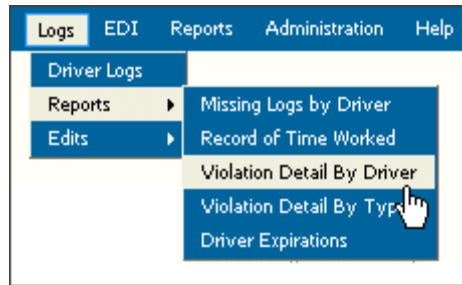
Driver Number [Q] - [Q] Page Break After Each Driver

Fine, Larry

Date	On Duty & On Duty Hours	On Duty Hours Last 8 Days	On Duty Hours Last 7 Days	Hours Available Next Day	Driving Over 11 Hours	Driving After 14 Hours	Excess On Duty
<u>10/15/2004</u>	11.50	18.00	18.00	52.00			
<u>10/16/2004</u>	12.50	30.50	30.50	39.50			
<u>10/17/2004</u>	11.50	42.00	42.00	28.00			
<u>10/18/2004</u>	11.75	53.75	53.75	16.25			
<u>10/19/2004</u>	12.00	65.75	65.75	4.25			
<u>10/20/2004</u>		65.75	65.75	4.25			
					--	--	--

Violation Detail By Driver

The Violation Detail By Driver report shows a breakdown of violations by each driver. To run the Violation Detail By Driver report go to Logs> Reports> Violation Detail By Driver.



This will open a new window to enter search options.

Violation Detail By Driver

Date ! [E] - ! [E]

Driver Number [Q] - [Q] **Page Break After Each Driver**

Enter the Date range you want to run the report for and the Driver Number if you so choose. Click Generate Report once the information is filled in. The report will then pull up on screen.

Violation Detail By Driver

Date ! [E] - ! [E]

Driver Number [Q] - [Q] **Page Break After Each Driver**

Ward, Burt

Date	Start	Stop	Hours	Type of Log On File
10/24/2004	13:45	19:00	4.75	Cumulative
10/25/2004	07:30	17:30	8.75	Cumulative
10/25/2004				Missing Miles
10/26/2004				Log is Missing

Violation Detail By Type

The Violation Detail By Type report shows a breakdown of violations by each type. To run the Violation Detail By Type report go to Logs> Reports> Violation Detail By Type.



This will open a new window to enter search options.

Violation Detail By Type

Date ! BT - ! BT

Driver Number 🔍 - 🔍

Violation Description

Enter the Date range you want to run the report for and the Driver Number if you so choose. Click Generate Report once the information is filled in. The report will then pull up on screen.

Violation Detail By Type

Date ! BT - ! BT

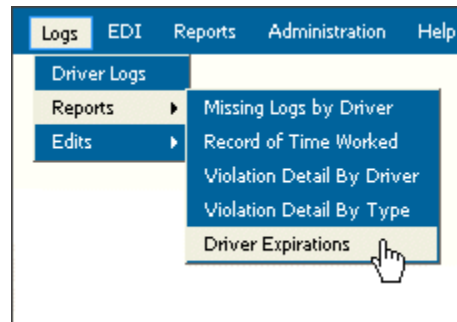
Driver Number 🔍 - 🔍

Violation Description

Date	Start	Stop	Hours	Driver	Type of Log On File
10/24/2004	13:45	19:00	4.75	Ward, Burt	Cumulative
10/25/2004	07:30	17:30	8.75	Ward, Burt	Cumulative
10/25/2004				Ward, Burt	Missing Miles
10/26/2004				Ward, Burt	Log is Missing

Driver Expirations

The Driver Expirations report shows a breakdown of expirations by each driver. To run the Driver Expirations report go to Logs> Reports> Driver Expirations.



This will open a new window to enter search options.

A screenshot of the 'Driver Expiration Report' search form. It features three input fields: 'Number' (with a range separator), 'Name' (with a range separator), and 'Expire Date' (with calendar icons). A 'Status' dropdown menu is on the right. At the bottom are 'Generate Report' and 'Cancel Report' buttons.

Enter the filter options that you want to search for. Click Generate Report once the information is filled in. The report will then pull up on screen.

A screenshot of the 'Driver Expiration Report' results window. It shows the same search form as above, but with a table of results below. The table lists drivers and their expiration dates and types. There are also navigation icons (back, refresh, print, close) on the right side of the form area.

Name	Phone
Bob Dole	
Expires	Type
01/01/2005	License
10/27/1962	Birthday
01/01/2005	Physical
Hank Williams	
Expires	Type
01/01/2005	License
04/06/1966	Birthday
01/01/2005	Physical