

strategy

Live!

Totally Internet Based Software

System Setup

Strategy Systems, Inc.
PO Box 2136
Rogers, AR 72757
(479) 271-7400

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Adding Users

Go to Administration > File Maintenance > User Information to add a new user to the system. A list of all of the system's current users will be displayed. Click the create button at the top of the list to enter a new user.

User Information Tab

The User Information tab contains general information about the user and what type of access they have to the Strategy Live system.

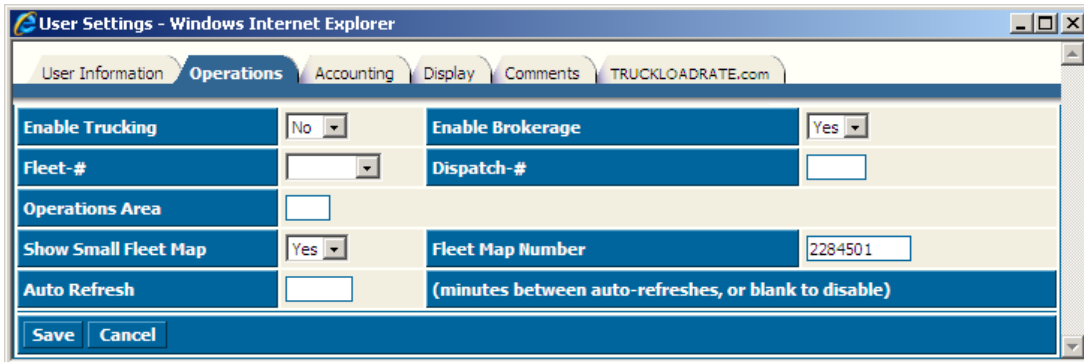
User Information		Operations	Accounting	Display	Comments	TRUCKLOADRATE.com
User Code	TRAVIS	Name	Travis Williams			
Password	Email Address	travis@strategysystems.com			
Telephone	479-271-7400 x109	Fax Number	479-271-7401			
User Group	Admin					
Confirm Cancel?	<input checked="" type="checkbox"/>	Status	Active			
Max Lines	15 (Maximum records on each search screen)					
Auto Logout	At Midnight	Minutes				
Sessions	Single					
Session ID	1442725679 since 08/30/2010 1320 from 192.168.200.4					
Opt Out of Strategy Live Email	<input type="checkbox"/>					
Save Delete Cancel						

Enter the information according to the following field definitions:

User Code:	A user id according to the company's standard convention.
Name:	The name of the user.
Password:	The password that the user will use to access the Strategy Live system.
Email Address:	The email address used to contact the user.
Telephone:	The phone number used to contact the user.
Fax Number:	The fax number used to contact the user.
User Group:	Determines the amount of access the user has to the Strategy Live system.
Dispatch:	Access to dispatch functions, drivers, tractors, trailers, etc.
Billing:	Same access as Dispatch. This user starts on Billing screen.
Agent:	Access to their own loads, carriers, customers, etc.
Admin:	Total system access.
Confirm Cancel:	Checking this box will warn you when you choose Cancel instead of Save.
Status:	Is the user active or inactive.
Max Lines:	The number of lines that will be displayed on a search results list.
Auto Logout:	Determines when and if the system will logout the user.
Minutes:	Determines how many minutes before logout if Minutes of Idle Times is picked.
Sessions:	Users are only allowed to be logged into one session at a time.
Session ID:	The system assigned number, date, time, and IP address that the last access occurred from.
Opt Out:	Check this box if you do not want to receive periodic emails about updates and changes to the system.

Operations Tab

The Operations tab determines if users have access to the trucking functions or the brokerage functions. The fleet map for trucking users is also controlled on this tab.



Enable Trucking	No	Enable Brokerage	Yes
Fleet-#		Dispatch-#	
Operations Area			
Show Small Fleet Map	Yes	Fleet Map Number	2284501
Auto Refresh		(minutes between auto-refreshes, or blank to disable)	

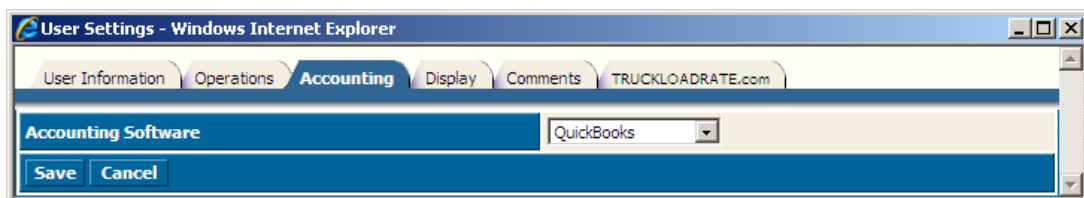
Save Cancel

Enter the information according to the following field definitions:

- | | |
|------------------------------|--|
| Enable Trucking: | Choose Yes to enable trucking or No to disable trucking. |
| Enable Brokerage: | Choose Yes to enable brokerage or No to disable brokerage. |
| Fleet-#: | Allows the user to only view one specific fleet of tractors. |
| Dispatch-#: | Allows the user to only view tractors assigned to their dispatch group. |
| Operations Area: | Allows the user to only view a certain lane. |
| Show Small Fleet Map: | Choose Yes to display the map or No not to display the map on the fleet screen. |
| Fleet Map Number: | Displays the number of the last fleet map generated for this user by Strategy Live. |
| Auto Refresh: | Number of minutes between each refresh of Strategy Live. Leave this blank to disable the auto refresh feature. |

Accounting Tab

The Accounting tab is used to assign the proper accounting software. Simply choose the proper accounting software from the dropdown box.

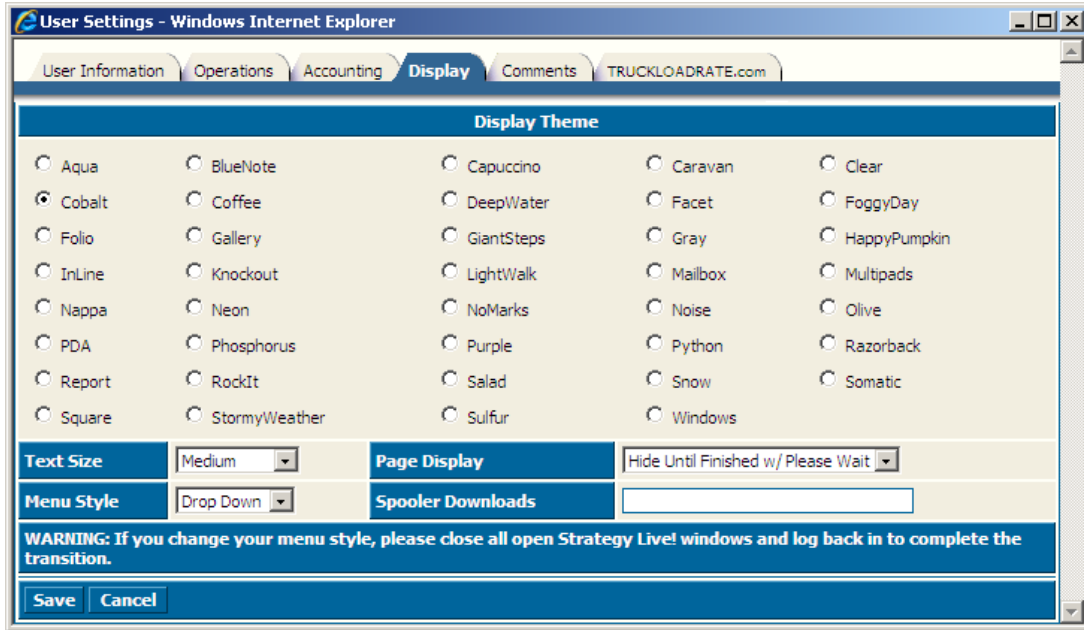


Accounting Software	QuickBooks
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Save Cancel

Display Tab

The Display tab allows users to customize the way they see Strategy Live. Users can change colors, text size and the way menus function.

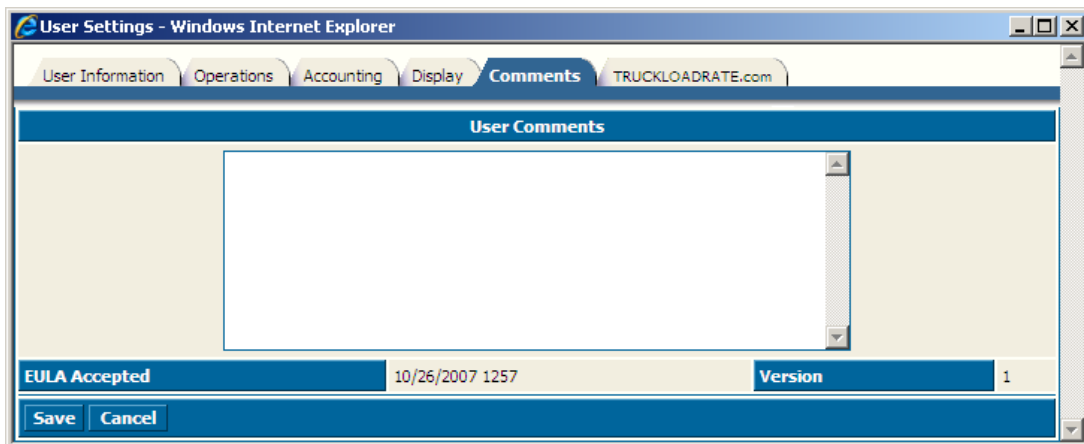


Enter the information according to the following field definitions:

- Display Theme:** Select the radio button next to a display theme to choose that theme.
- Text Size:** Choose the best text size for a user to see.
- Page Display:** Choose what will be displayed while Strategy Live is loading.
- Menu Style:** This determines how the user will navigate through Strategy Live.
- Spooler Downloads:** Strategy live support will use this for special download needs.

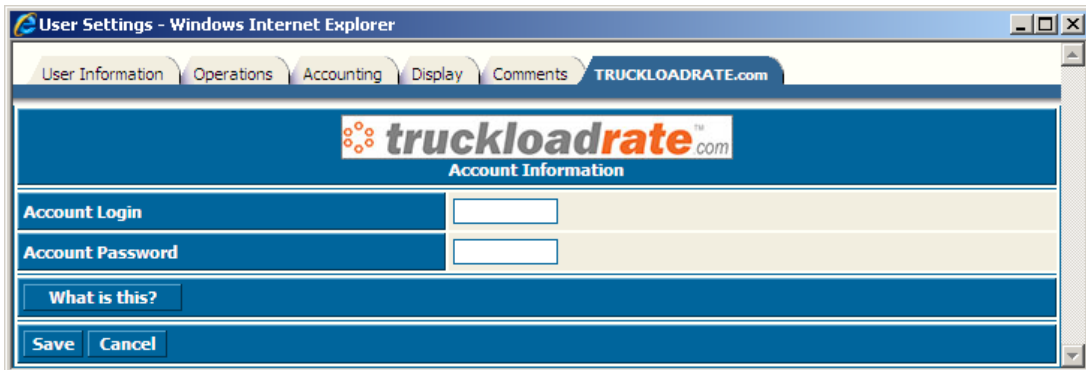
Comments Tab

The Comments tab is used to enter any desired comments about or by the user. This is a free form field and does not have any requirements.



TRUCKLOADRATE.com Tab

The TRUCKLOADRATE.com tab is used to configure the integration with TRUCKLOADRATE.com. Once you have your Account Login and Account Password for TRUCKLOADRATE.com you can enter them here to activate the service.



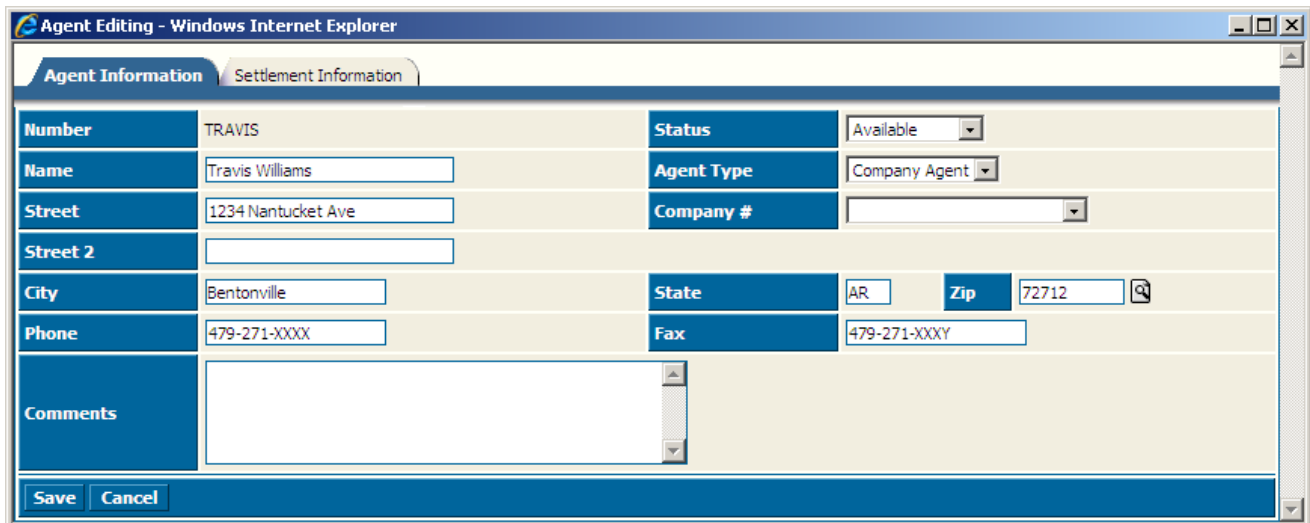
The screenshot shows a web browser window titled "User Settings - Windows Internet Explorer". The browser's address bar shows "TRUCKLOADRATE.com". The page has a navigation menu with tabs for "User Information", "Operations", "Accounting", "Display", "Comments", and "TRUCKLOADRATE.com". The main content area features the "truckloadrate.com" logo and the heading "Account Information". Below the heading are two input fields: "Account Login" and "Account Password". A "What is this?" button is located below the password field. At the bottom of the form are "Save" and "Cancel" buttons.

Adding Agents

Go to Administration > File Maintenance > Agents to add a new agent to the system. A list of all of the system's current agents will be displayed. Click the create button at the top of the list to enter a new agent.

Agent Information Tab

The Agent Information tab contains the contact information for the agent.



The screenshot shows a web browser window titled "Agent Editing - Windows Internet Explorer". The page has two tabs: "Agent Information" (selected) and "Settlement Information". The form contains the following fields:

Number	TRAVIS	Status	Available
Name	Travis Williams	Agent Type	Company Agent
Street	1234 Nantucket Ave	Company #	
Street 2			
City	Bentonville	State	AR
Phone	479-271-XXXX	Zip	72712
		Fax	479-271-XXXY
Comments			

At the bottom of the form are "Save" and "Cancel" buttons.

Settlement Information Tab

The Settlement Information tab contains the tax information and the rate calculation information for the agent.

The screenshot shows the 'Agent Editing - Windows Internet Explorer' window with the 'Settlement Information' tab selected. The form contains the following data:

Number	TRAVIS	Payroll Hold Flag	No
Federal ID-#/SSN			
A/P Information			
Name For 1099		1099?	No
		Days To Pay	30
Settlements			
	Rate	Charge Type	
Sales	5.000	Percent of Profit	
Booking	5.000	Percent of Profit	
Dispatch	5.000	Percent of Profit	

Buttons: Save, Cancel

Adding Companies

Go to Administration > File Maintenance > Company to add a new company. A list of all of the system's current companies will be displayed. Click the Create button at the top of the list to enter a new company.

Company Page 1 Tab

The Company Page 1 tab contains general information about the company.

The screenshot shows the 'Company Editing - Windows Internet Explorer' window with the 'Company Page 1' tab selected. The form contains the following data:

Number	02	Disabled	<input type="checkbox"/>
Company Name	Travis's Brokerage Company		
Address 1	1234 Main Street		
Address 2			
City	Bentonville	ST	AR
		ZIP	72712
Contact	Travis Williams		
Phone Number	479-271-740X		
Fax Number	479-271-740X		

Buttons: Save, Cancel

Enter the information according to the following field definitions:

Number:	A number assigned to the company.
Disabled:	Check this box to no longer use this company.
Company Name:	The name of the company.
Address 1:	The first line of the company address.
Address 2:	The second line of the company address.
City:	The city where the company is located.
ST:	The state where the company is located.
ZIP:	The zip code where the company is located.
Contact:	The contact person for this company.
Phone Number:	The phone number used to reach the company contact.
Fax Number:	The fax number to reach the company contact.

Company Page 2

The Company Page 2 tab contains information that will be on the invoices that are printed using Strategy Live.

Invoice Address Information	
Company Name	Travis's Brokerage Company
Address1	1234 Main Street
Address2	
City	Bentonville
ST	AR
ZIP	72712

Return Address Information	
Company Name	Travis's Brokerage Company
Address Line 1	1234 Main Street
Address Line 2	Bentonville, AR 72712
Address Line 3	
MC Number	
SCAC Code	
Service Description	

Enter the information according to the following field definitions:

- Invoice Address Information:** This section contains the company information that will be printed at the top of the invoices.
- Return Address Information:** This section contains the company's remittance address and some additional invoice detail.

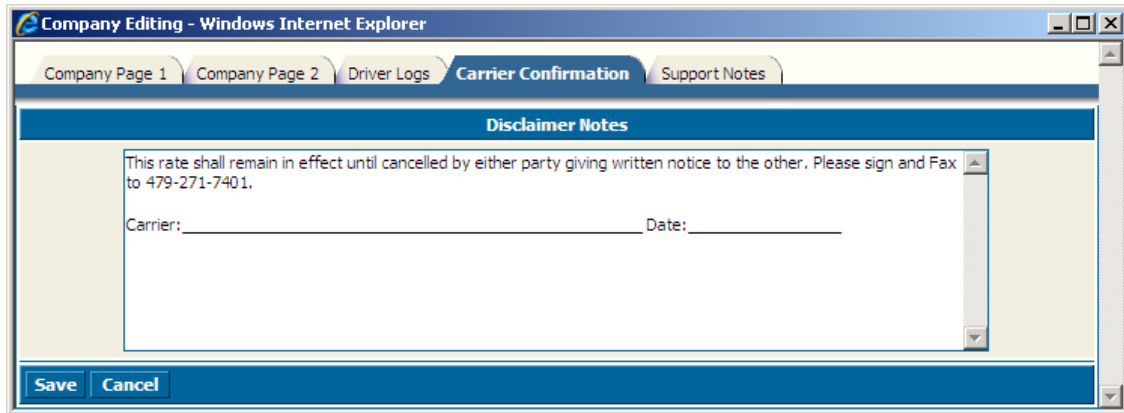
Driver Logs Tab

The Driver Logs tab is where the default rule set and the maximum MPH for the company is entered. This can be overridden on the driver file for individual driver needs.

Rule Set	
Maximum MPH	(leave blank to use the maximum mph on the rule set)

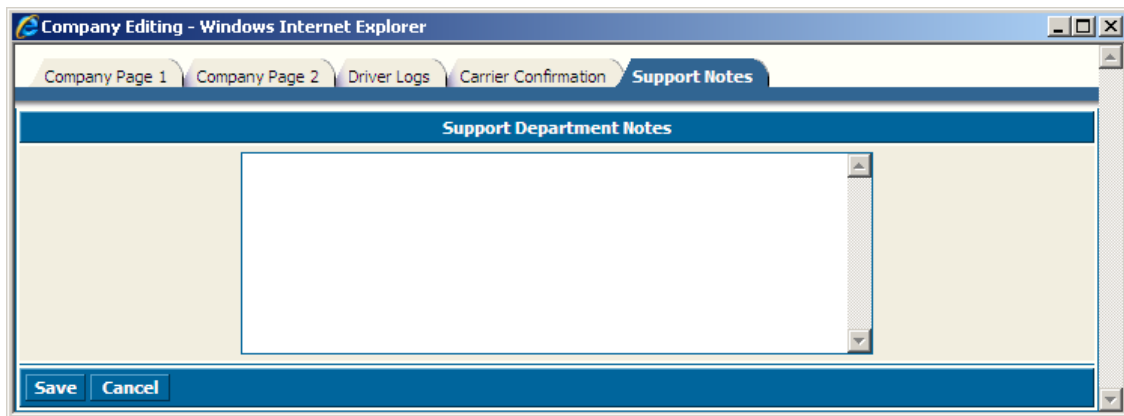
Carrier Confirmation Tab

The Carrier Confirmation tab is where the disclaimer for the confirmation is entered and maintained. Strategy Live has a default disclaimer entered on this tab but all users need to do is make any changes and it will be changed when Create is clicked.



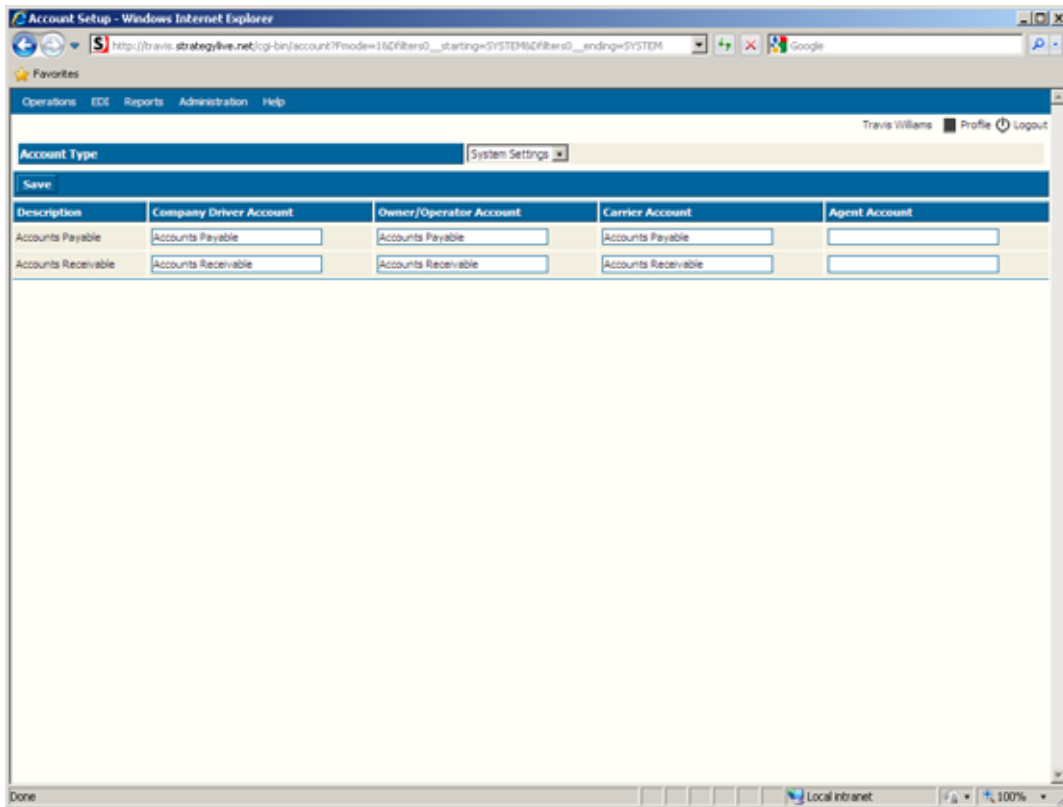
Support Notes Tab

The Support Notes tab is a place for Strategy Live support to leave notes about support issues.



Account Setup

Go to Administration > Account Setup to access the Account Setup area. Strategy Live account names are preset which means you must map the Strategy Live names to the account names in your accounting software. Be sure to set all appropriate account types (System Settings, Invoice Items, Pay Items) by selecting them using the Account Type drop down box.



Adding Customers

Go to Administration > File Maintenance > Customers to add a new customer. A list of all of the system's current customers will be displayed. Click the Create button at the top of the list to enter a new customer.

Customer Information Tab

The Customer Information tab displays the general information about the customer.

Customer Number	10001	Status	Active
Name	Mathews Management Company	Password	1234
Street 1	5454 N Thompson Avenue		
Street 2	Suite 1A		
City, ST	Springdale, AR	Zip	72764
Contact Name	Travis Williams	Country	United States
Contact Phone	479-756-1111		
Fax Number	479-156-1112		
Email Address	travis@strategysystems.com		
Salesman Number	TRAVIS		
Established Date			
Comments	This is a test of the customer comments.		

Enter the information according to the following field definitions:

Customer Number:	The number automatically assigned to the customer by the Strategy Live system.
Status:	Choose Active or Inactive status for the customer.
Name:	The name of the customer.
Password:	The password the customer will use to log into the customer interface.
Street 1:	The first line of the customer's address.
Street 2:	The second line of the customer's address.
City, ST:	The city and state where the customer is located.
Zip:	The zip code where the customer is located.
Contact Name:	The name of the main contact at the customer.
Country:	The country where the customer is located.
Contact Phone:	The phone number used to reach the main contact.
Fax Number:	The fax number used to reach the main contact.
Email Address:	The email address used to reach the main contact.
Salesman Number:	The Strategy Live user responsible for this customer.
Established Date:	The date that the customer began doing business with you.
Comments:	A free form field to enter comments about the customer.

Billing Configuration Tab

The Billing Configuration tab is where the billing information for the customer is stored.

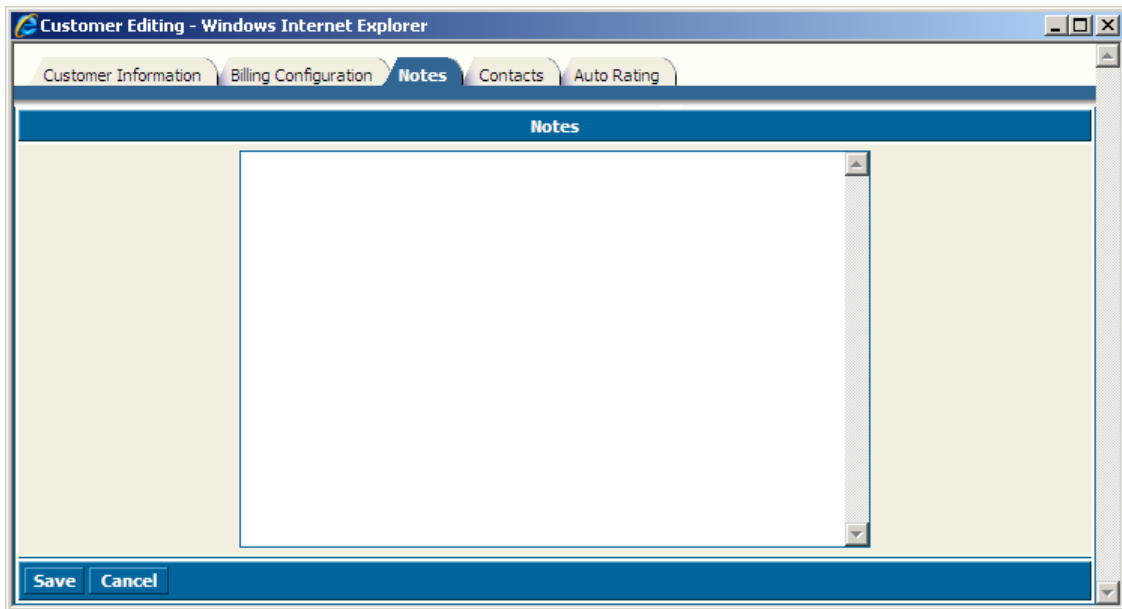
Customer Information	
Customer Number	10001
Remittance Information	
Return address for customer payments, printed on the bottom of the customer invoice.	
Name	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Credit Limit	<input type="text"/>
A/R Balance	1.00
Available Credit	0.00
Days To Pay	30
Hold Flag	No
Bill Miles	Practical
Bill To Customer Code	<input type="text"/> (Leave this field blank unless you need to bill a third party)
Save Cancel	

Enter the information according to the following field definitions.

- Remittance Information:** Enter the address where the customer will send invoice payments. This is only necessary if the address is different than the main company mailing address.
- Credit Limit:** The amount of credit you extend to your customer.
- A/R Balance:** The current balance imported from accounting software.
- Available Credit:** The amount of credit available for the customer.
- Days To Pay:** The number of days the customer has to pay the invoice.
- Hold Flag:** Choose Yes to put a flag on this customer so that they cannot be used or choose No to allow this customer to do business with you.
- Bill Miles:** Choose the mileage type to use when billing the customer.
- Bill To Customer Code:** The customer code of a third party bill to customer.

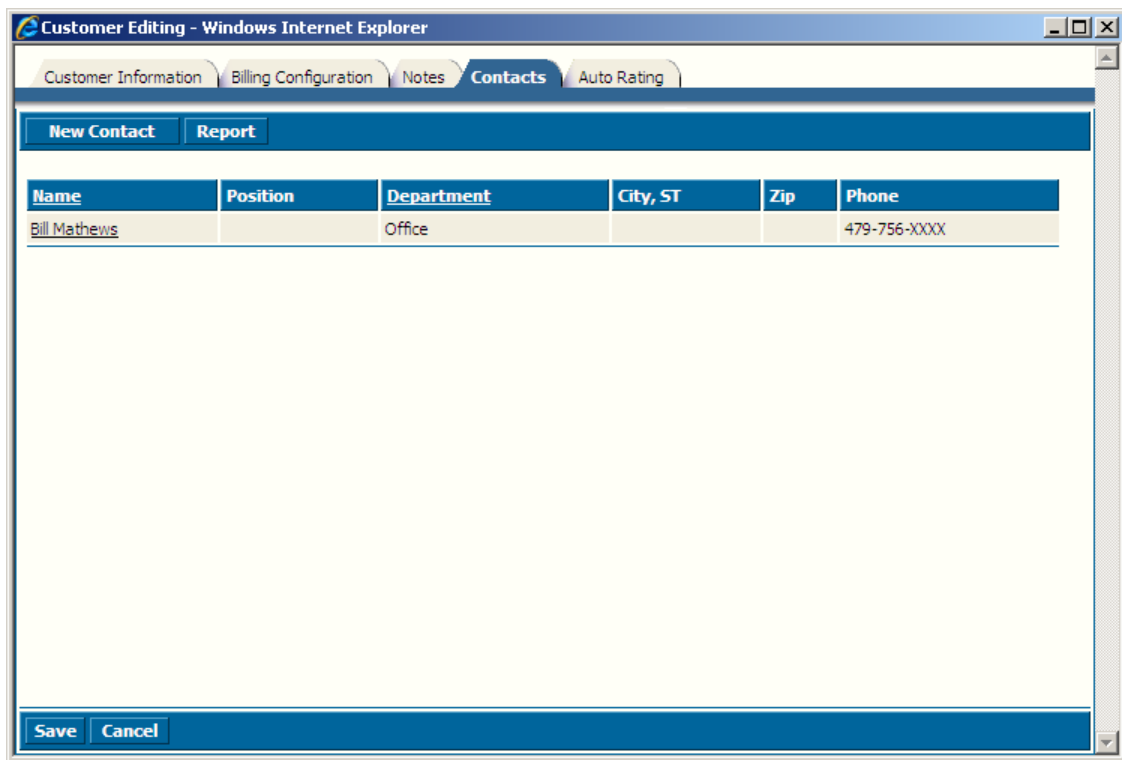
Notes Tab

This is a place for notes about the customer.



Contacts Tab

The Contacts tab is used to store multiple contacts for the customer location. The list displays the contact's name, position, department, city, state, zip, and phone number.



Adding A New Contact

To add a new contact, click the New Contact button located at the top left. It will open a contact information window. Enter all of the known information about the contact and click the Create button.

Auto Rating Tab

The Auto Rating tab is used to store rates that can be added to a load with the click of a button.

The screenshot shows a web browser window titled "Customer Editing - Windows Internet Explorer". The "Auto Rating" tab is selected, showing a form with the following elements:

- A tabbed interface with "Auto Rating" selected.
- A field labeled "Use Rates From Customer" with a search icon.
- Buttons for "Edit Linehaul Rates" and "Add Accessorial Rate".
- A table with the following columns: Type, Description, Calculate, and Rate.
- Buttons for "Save" and "Cancel" at the bottom.

Enter the information according to the following field definitions:

Use Rates From Customer: Enter a different customer number if you wish to use the rates from a different file.

Adding Carriers

Go to Administration > File Maintenance > Carriers to add a new carrier. A list of all of the carriers in the system will be displayed. Click the Create button at the top of the list to enter a new carrier.

Carrier Information Tab

The Carrier Information tab is used to display the general information for the carrier.

Number	00001	Status	Active		
Name	United Transportation	MC #			
Street	7394 S Beach Boulevard	Company #	Travis's Trucking Company		
Street 2		Password	UNITED		
City	Jacksonville	State	FL	Zip	32099
Contact Name	Bob Jones	Phone	904-123-4567	Fax	801-457-6176
Contact 2		Phone 2			
Signed Contract	<input checked="" type="radio"/> Yes <input type="radio"/> No		Email		
Comments					
Equipment	Count	Equipment	Count		
Dry Van	1				

Enter the information according to the following field definitions:

Number:	The number automatically assigned to the carrier by Strategy Live.
Status:	Choose Active to make the carrier, Inactive if the carrier isn't active for you, or hold to block this carrier from being used.
Name:	The name of the carrier.
MC #:	The carrier's MC #.
Street:	The carrier's mailing address.
Company:	Used to assign it to your brokerage company if you have multiple companies setup on Strategy Live.
Street 2:	The carrier's mailing address.
Password:	The password for the carrier to login and use the carrier interface.
City:	The city where the carrier is located.
State:	The state where the carrier is located.
Zip:	The zip code where the carrier is located.
Contact Name:	The name of the main contact at the carrier's location.
Phone:	The phone number used to reach the main contact.
Fax:	The fax number used to reach the main contact.
Contact 2:	The name of the second contact at the carrier's location.
Phone 2:	The phone number used to reach the backup contact.
Signed Contract:	Mark if the carrier has a contract on file with you.
Email:	The email address used to reach the main contact.
Comments:	Free form to enter any desired comments about the carrier.
Equipment:	The type of equipment the carrier has available.
Count:	The amount of equipment the carrier has available.

Expirations Tracking Tab

The Expirations Tracking tab is used to track items that expire on the carrier. Simply select the type from the drop down and enter the information.

Number	00001					
Type	Completed	Expires	Amount	Policy-#	Agency	Phone-#
Cargo Insurance	<input type="text"/>	11/05/2009	<input type="text"/>	ABC1234	Insurance of L	555-555-1234
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

Settlement Information Tab

The Settlement Information tab stores the information about the carrier's settlements.

Number	00001		Edit Rates	
Remittance Name	Settle Tab			
Address	Settle Tab Address			
City	NONE	State	AK	Zip
Federal ID-#	<input type="text"/>	Payroll Hold Flag	No	
A/P Information				
Name For 1099	<input type="text"/>	1099?	No	Days To Pay
				30

Save Cancel

Adding Drivers

Go to Administration > File Maintenance > Drivers to add a new driver. A list of all of the current drivers in the system will be displayed. Click the Create button at the top of the list to enter a new driver.

Driver Information Tab

The Driver Information tab is used to display the general information about the driver.

The screenshot shows the 'Driver Information' tab in a web browser window titled 'Driver Editing - Windows Internet Explorer'. The interface includes several tabs: 'Driver Information', 'Qualifications', 'Expirations Tracking', 'Logs', and 'Settlement Information'. The 'Driver Information' tab is active and displays a form for driver details. The form fields are as follows:

Number	MATTJ	Sex	Male	Status	Available
Name	Matthew Jones	Driver Type	Owner Operator	Employer	
Street	7365 Fast Lane	Company #	Travis's Trucking Company	Smoker	No
Street 2		State	AR	Password	
City	Ft Smith	License State		Zip	72901
License Number		Phone		License Type	
Contact Name		Phone 2		Fax	
Contact 2		Photograph Not Available <i>move your mouse over this box for more options</i>			
Comments					

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Note: You must assign a company # if you have multiple companies setup on your system.

Qualifications Tab

The Qualifications tab is used to store information about the driver's qualifications.

The screenshot shows the 'Qualifications' tab in the same web browser window. The 'Qualifications' tab is active and displays a form for driver qualifications. The form fields are as follows:

Number	MATTJ	Type Of Experience	None
Months Experience		Employment Date	
Application Date		Rehire After Date	
Termination Date		Last Review Date	
Written Test Date		Drug Test	
Alcohol Test			

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Expirations Tracking Tab

The Expirations Tracking tab is used to store the expiration information about the driver.

The screenshot shows the 'Expirations Tracking' tab in a web browser window titled 'Driver Editing - Windows Internet Explorer'. The interface includes tabs for 'Driver Information', 'Qualifications', 'Expirations Tracking', 'Logs', and 'Settlement Information'. The 'Expirations Tracking' tab is active, displaying a table with the following structure:

Number	Completed	Expires
MATTJ		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Logs Tab

The Logs tab is used to set the driver's rule set and MPH if different than the company default. It also tracks the date that the driver's logs were last audited and the date the last log was entered.

The screenshot shows the 'Logs' tab in the 'Driver Editing - Windows Internet Explorer' window. The 'Logs' tab is active, and the form contains the following fields:

Rule Set	<input type="text"/>
Maximum MPH	<input type="text"/> (leave blank to use the maximum mph on the rule set)
Date Last Log	<input type="text" value="06/19/2009"/>

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Settlement Information Tab

The Settlement Information tab is used to keep track of the driver settlement information.

The screenshot shows a web browser window titled "Driver Editing - Windows Internet Explorer" with the "Settlement Information" tab selected. The form contains the following sections:

- Driver Information:** Number (MATTJ), Payroll Hold Flag (No), Federal ID-#/SSN (empty).
- A/P Information:** Name For 1099 (empty), 1099? (No), Days To Pay (empty).
- Mileage Pay:** Mileage Type (Practical), Fuel Chargeback % (empty), Per Loaded Mile (Single: 0.8200, First Seat: 1.0000, Second Seat: 0.5000), Per Empty Mile (Single: 0.8200, First Seat: 1.0000, Second Seat: 0.5000), Perdiem Type (empty), Perdiem Rate (empty).
- Charge-Based Pay:** Table with columns Type, Calc Type, and Rate.

Type	Calc Type	Rate
Line Haul	(dropdown)	(input)
Fuel Surcharge	(dropdown)	(input)
Extra Stops	Flat Rate	20.000
Accessories	(dropdown)	(input)

Enter the information according to the following field definitions:

- Number:** The driver number is displayed here for convenience.
- Name:** The driver name is displayed here for convenience.
- Federal ID-#:** The driver's federal ID number.
- Payroll Hold Flag:** Choose Yes to block settlements or No to allow settlements to this driver.

A/P Information Section

- Name For 1099:** The name to be printed on the 1099 for this driver.
- 1099?:** Choose Yes if this driver receives a 1099 or No if this driver does not receive a 1099.
- Days To Pay:** The number of days before pay is required to the driver.

Mileage Pay Section

This section is to pay the driver according to a per mile rate.

- Single:** The pay rate for single driver.
- First Seat:** The team rate when the driver is driving.
- Second Seat:** The team rate when the driver is not driving.
- Perdiem Type:** Choose Mileage to pay Perdiem by mileage rate or daily to pay Perdiem by a daily rate.
- Perdiem Rate:** The rate you pay per mile or per day. Strategy Live can only calculate based on mileage. Daily per diem will need to be manually entered on a load by load basis.

Charge-Based Pay Section

This section is to pay the driver according to what you bill the customer. The type column is used to identify the pay type.

Line Haul:	The amount to be paid to the driver based on the line haul charge to the customer.
Fuel Surcharge:	The amount to be paid to the driver based on the fuel surcharge to the customer.
Extra Stops:	The amount to be paid to the driver based on the extra stops charge to the customer.
Accessorials:	The amount to be paid to the driver based on the accessorial charges to the customer.

Adding Tractors

To add a new tractor, go to Administration > File Maintenance > Tractors. A list of all of the system's current tractors will be displayed. Click the Create button at the top of the list to enter a new tractor.

Main Tab

The Main tab is where the basic information about the tractor is stored and displayed.

The screenshot shows a web browser window titled "Tractor Administration - Windows Internet Explorer". The application has several tabs: Main, Specifications, Warranty, Maintenance, MobileComm, Settlements, and Notes. The "Main" tab is active, displaying a form for a tractor record. The form fields are as follows:

Tractor Number	0001	Status	Active		
Trailer	0001	Trailer Type	Dry Van		
Current Driver	JOHNS	Name			
Co Driver		Name			
Owner Type	Owner Operator	Owner Code	JOHNS		
Dispatch Number	01	Fleet Number	Fleet 01		
Year	04	Vin Number	ABC123DEF456		
Make	PETERBILT	Model	379		
License State	AR	License Number	890XYZ	Expiration	
NY Permit Number		Last City, ST	Frisco, TX		

At the bottom of the form are three buttons: Save, Refresh, and Cancel.

Enter the information according to the following field definitions.

Tractor Number:	The tractor's number. Only A-Z, a-z, and 0-9 can be used. All other characters will be stripped out when the file is saved.
Status:	Choose Active is the tractor is being used or choose Out of Service is the tractor is not being used.
Trailer:	The number of the trailer that is currently assigned to the tractor.
Trailer Type:	The type of the chosen trailer is displayed.
Current Driver:	The number of the current driver of the tractor.
Name:	The name of the current driver.
Co driver:	The number of the current driver of the tractor.
Name:	The name of the current co driver.
Owner Type:	The type of the person who owns the tractor.
Owner Code:	The code of the owner to be paid if the tractor is leased or belong to an owner/operator.
Dispatch Number:	The dispatch group that the tractor belongs to.
Fleet Number:	The fleet that the tractor belongs to.
Year:	The year model of the tractor.

VIN Number:	The Vehicle Identification Number of the tractor.
Make:	The make of the tractor.
Model:	The model of the tractor.
License State:	The state where the tractor is licensed.
License Number:	The license number of the tractor:
Expiration:	The date the license expires.
NY Permit Number:	The number located on the tractor's NY permit.
Last City, ST:	The last city, ST where the tractor was located.

Specifications Tab

The Specifications tab is used to store and display the tractor specifications. Simply enter the specific information about the tractor. Entering this information is optional.

The screenshot shows a web browser window titled "Tractor Administration - Windows Internet Explorer". The "Specifications" tab is active. The form contains the following fields:

- Tractor Number:** 0001
- Empty Weight:** [Text Input]
- Axes:** [Dropdown]
- Gross Weight:** [Text Input]
- Fuel Capacity:** [Text Input]
- ENGINE INFORMATION:**
 - Engine Year:** [Text Input]
 - Engine Make:** [Text Input]
 - Engine Model:** [Text Input]
 - Engine Mfg Code:** [Text Input]
 - Engine Cylinder:** [Text Input]
 - Engine Horsepower:** [Text Input]
 - Engine Cuin:** [Text Input]
 - Engine Serial Number:** [Text Input]
- BODY INFORMATION:**
 - Body Type:** [Text Input]
 - Body Sleeper:** [Text Input]
 - Body Model:** [Text Input]
 - Body Serial Number:** [Text Input]
- TRANSMISSION INFORMATION:**
 - Tran Type:** [Text Input]
 - Tran Make:** [Text Input]
 - Tran Model:** [Text Input]
 - Tran Mfg Code:** [Text Input]
 - Tran Fwd Gears:** [Text Input]
 - Tran Rev Gears:** [Text Input]
 - Tran Pto:** [Text Input]
 - Tran Serial Number:** [Text Input]

At the bottom of the form are three buttons: **Save**, **Refresh**, and **Cancel**.

Warranty Tab

The Warranty tab is used to display and store the warranty info about the tractor. Simply enter the warranty info before clicking Save. Entering this information is optional.

Tractor Number	0001	
In Service Date	<input type="text"/>	In Service Mileage <input type="text"/>
End of Service Date	<input type="text"/>	
Purchase Date	<input type="text"/>	Purchase Cost <input type="text"/> Purchase Condition <input type="text" value="New"/>
Purchased From	<input type="text"/>	
Description	Warranty Date	Warranty Miles
Tractor	<input type="text"/>	<input type="text"/>
Engine	<input type="text"/>	<input type="text"/>
Body	<input type="text"/>	<input type="text"/>
Transmission	<input type="text"/>	<input type="text"/>

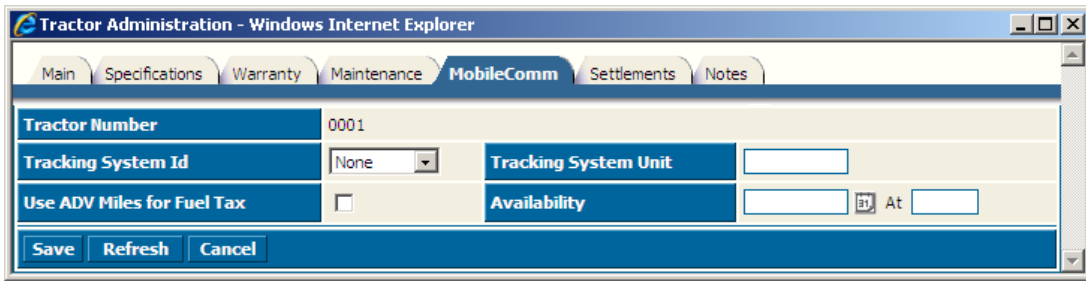
Maintenance Tab

The Maintenance Tab is where you enter the description of the Preventive Maintenance performed, the work order #, the date, and the odometer reading when the P/M was performed. The system will then display the next applicable date and odometer reading.

Description	Work Order #	Last Date	Last Odometer	Next Date	Next Odometer
Oil Change	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Rotate Tires	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

MobileComm Tab

The MobileComm tab is used to setup a mobile communications device for the tractor. This is only used if you have mobile communications available.



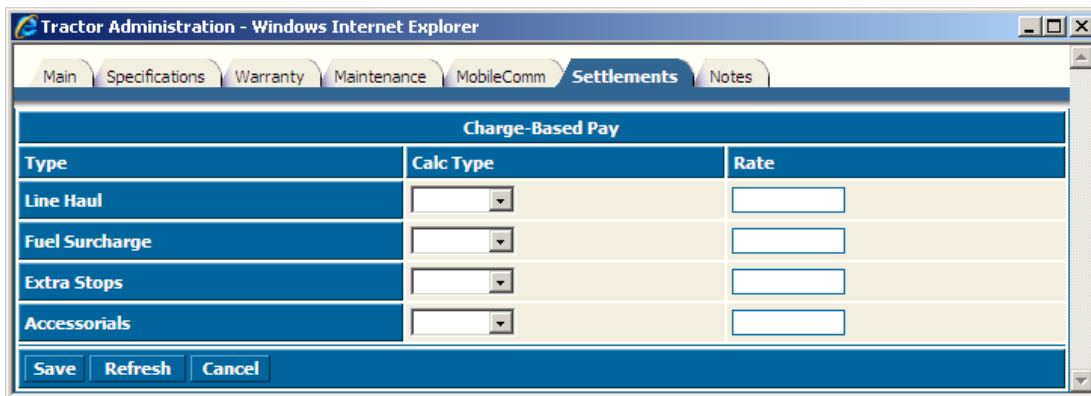
The screenshot shows the 'MobileComm' tab in a web browser window titled 'Tractor Administration - Windows Internet Explorer'. The interface includes a navigation bar with tabs for 'Main', 'Specifications', 'Warranty', 'Maintenance', 'MobileComm', 'Settlements', and 'Notes'. The 'MobileComm' tab is active. Below the navigation bar, there are several input fields: 'Tractor Number' with the value '0001', 'Tracking System Id' with a dropdown menu set to 'None', 'Tracking System Unit' with an empty text box, 'Use ADV Miles for Fuel Tax' with an unchecked checkbox, and 'Availability' with two empty text boxes separated by 'By' and 'At'. At the bottom of the form are three buttons: 'Save', 'Refresh', and 'Cancel'.

Enter the information according to the following field definitions.

- Tractor Number:** Displayed for convenience.
- Tracking System Id:** Choose the proper tracking system from the dropdown box.
- Tracking System Unit:** Enter the tracking system unit's number.

Settlements Tab

The Settlements tab is used to store and display the tractor settlement information.



The screenshot shows the 'Settlements' tab in a web browser window titled 'Tractor Administration - Windows Internet Explorer'. The interface includes a navigation bar with tabs for 'Main', 'Specifications', 'Warranty', 'Maintenance', 'MobileComm', 'Settlements', and 'Notes'. The 'Settlements' tab is active. Below the navigation bar, there is a table titled 'Charge-Based Pay'. The table has three columns: 'Type', 'Calc Type', and 'Rate'. There are four rows of data: 'Line Haul', 'Fuel Surcharge', 'Extra Stops', and 'Accessorials'. Each row has a dropdown menu in the 'Calc Type' column and an empty text box in the 'Rate' column. At the bottom of the form are three buttons: 'Save', 'Refresh', and 'Cancel'.

Enter the information according to the following field definitions.

- Line Haul:** The amount to be paid to the tractor based on the line haul charge to the customer.
- Fuel Surcharge:** The amount to be paid to the tractor based on the fuel surcharge to the customer.
- Extra Stops:** The amount to be paid to the tractor based on the extra stops charge to the customer.
- Accessorials:** The amount to be paid to the tractor based on the accessorial charges to the customer.

Notes Tab

The Notes tab is used to store any notes about the tractor.

Adding Trailers

To add a new trailer, go to Administration > File Maintenance > Trailers. A list of all of the system's current trailers will be displayed. Click the Create button at the top of the list to enter a new trailer.

Trailer Page 1 Tab

The Trailer Page 1 tab is used to store and display the basic information about the trailer.

The screenshot shows a web browser window titled "Trailer Administration - Windows Internet Explorer". The interface has a navigation bar with tabs: "Trailer Information", "Additional Information", "Maintenance", "MobileComm", and "Owner Settlement". The "Trailer Information" tab is active. The form contains the following fields:

Number	0001	Status	Active
Type	Dry Van		
Owner Type	Company	Owner Number	JOHNS
Length Of Trailer	48	Width	
Axes	3	Height	
		Weight	

At the bottom of the form are buttons for "Save", "Delete", "Refresh", and "Cancel".

Additional Information Tab

The Additional Information tab is used to display and store more specific information about the trailer.

The screenshot shows the same web browser window, but with the "Additional Information" tab selected. The form contains the following fields:

In Service Date		In Service Mileage	
Year			
Make		Model	
Purchase Date		Purchase From	
Purchase Price		Purchase Condition	New
Serial Number			
State		Decal Number	
License Number		Expires	

Below the form is a section titled "Notes" with a large text area for input. At the bottom are buttons for "Save", "Delete", "Refresh", and "Cancel".

Maintenance Tab

The Maintenance Tab is where you enter the description of the Preventive Maintenance performed and the date when the P/M was performed. The system will then display the next applicable date.

The screenshot shows the 'Maintenance' tab in the 'Trailer Administration' application. The interface includes a 'View Repairs' button and a 'Current Reefer Hours' field with the value '90'. Below this is a table with five columns: 'Description', 'Last Date', 'Last Hours', 'Next Date', and 'Next Hours'. Each row in the table contains input fields for these values, with small calendar icons next to the date fields. At the bottom of the form are buttons for 'Save', 'Delete', 'Refresh', and 'Cancel'.

Description	Last Date	Last Hours	Next Date	Next Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MobileComm Tab

The MobileComm tab is where you configure your trailer satellite system.

The screenshot shows the 'MobileComm' tab in the 'Trailer Administration' application. It features a 'Number' field with the value '0001', a 'Tracking System Id' dropdown menu set to 'None', and a 'Tracking System Unit' field. At the bottom are buttons for 'Save', 'Delete', 'Refresh', and 'Cancel'.

Number	0001		
Tracking System Id	None	Tracking System Unit	<input type="text"/>

Owner Settlement Tab

The Owner Settlement tab is used to display and store the settlement information about the trailer.

Charge-Based Pay		
Type	Calc Type	Rate
Line Haul	<input type="text"/>	<input type="text"/>
Fuel Surcharge	<input type="text"/>	<input type="text"/>
Extra Stops	<input type="text"/>	<input type="text"/>
Accessorials	<input type="text"/>	<input type="text"/>

Save Delete Refresh Cancel

Enter the information according to the following field definitions.

- Line Haul:** The amount to be paid to the trailer based on the line haul charge to the customer.
- Fuel Surcharge:** The amount to be paid to the trailer based on the fuel surcharge to the customer.
- Extra Stops:** The amount to be paid to the trailer based on the extra stops charge to the customer.
- Accessorials:** The amount to be paid to the trailer based on the accessorial charges to the customer.
- Charge Amount:** Enter the rate to charge.
- Notes:** Enter any miscellaneous notes that need to be remembered for this rate.