DOT Compliance

Software Solution

User Manual

Revision 3.4.7.33

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System Overview

The Complete DOT Compliance Suite of Applications is being developed to provide all of the tools a Motor Carrier will need to help them achieve and maintain DOT Compliance.

All of the recent changes to DOT Regulations make it difficult for Motor Carriers to keep up, leaving them unprepared for an audit which could easily result in fines, being put out of service or even losing their authority. The resulting penalties could potentially be quite severe.

The goal of Complete DOT Compliance is to make sure all of a Motor Carriers bases are covered. Don't leave anything that has to do with DOT Compliance to chance. Make sure you are using a system that will help you with all aspects of your DOT efforts!

That's where Total DOT comes in. We help you every step of the way!

Although IFTA Fuel Tax Reporting is the first of several modules to be released, some of the other tools that will be released in the near future are:

- Employee DOT Compliance Tracking
- Vehicle Maintenance Tracking
- IRP & HUT Reporting
- Advanced Alerting & Notifications
- DOT Audit Preparedness
- Total DOT Real-Time Consultant
- And much more!

Total DOT Real-Time Consulting is one of the exciting new features we offer our clients.

Using Total DOT, Motor Carriers are able to ask DOT Compliance questions to our Compliance Experts and receive answers directly through the Total DOT Software Interface. An invaluable service we provide our clients at a fraction of what it would cost to use a Safety Company!

Development is an ongoing process and as you can see, there will be tools that will help with every aspect of your DOT Compliance efforts.

We take DOT Compliance very seriously and strive to give our clients every advantage available to make sure they are ready for a DOT Compliance audit today – and tomorrow.

Total DOT – Helping you keep your Drivers and Vehicles on the road - where they belong!

System Dashboard Overview

Please keep in mind that this topic, similar to many topics in this manual will have sections for both Resellers (Top Level Companies) as well as Motor Carriers (End Users).

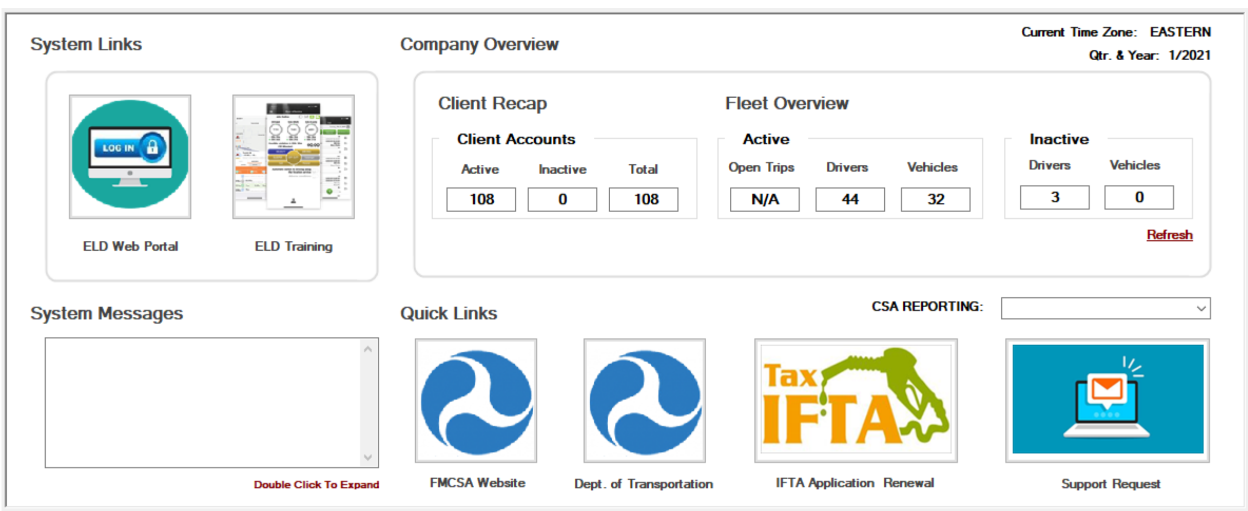
The System Dashboard is the starting page shown when a user logs into the Application. The Dashboard for both types of users is shown below with explanations to follow:

Reseller Dashboard

The Reseller's Dashboard differs only slightly from the Motor Carrier or End User – displaying information to their respective client base.

Information displayed includes:

- Total Number of Client Accounts – both Active and Inactive.
- Cumulative number of Active Drivers and Vehicles for All Clients
- Cumulative number of Inactive Drivers and Vehicles for All Clients



The only difference between the Dashboard for Resellers and Motor Carriers is the Company Overview Section.

All other features are displayed the same – however, not all features are available to Resellers.

The features that are not allowed to be used by Resellers will show the following Message:

"Clone a Motor Carrier to Use This Feature"

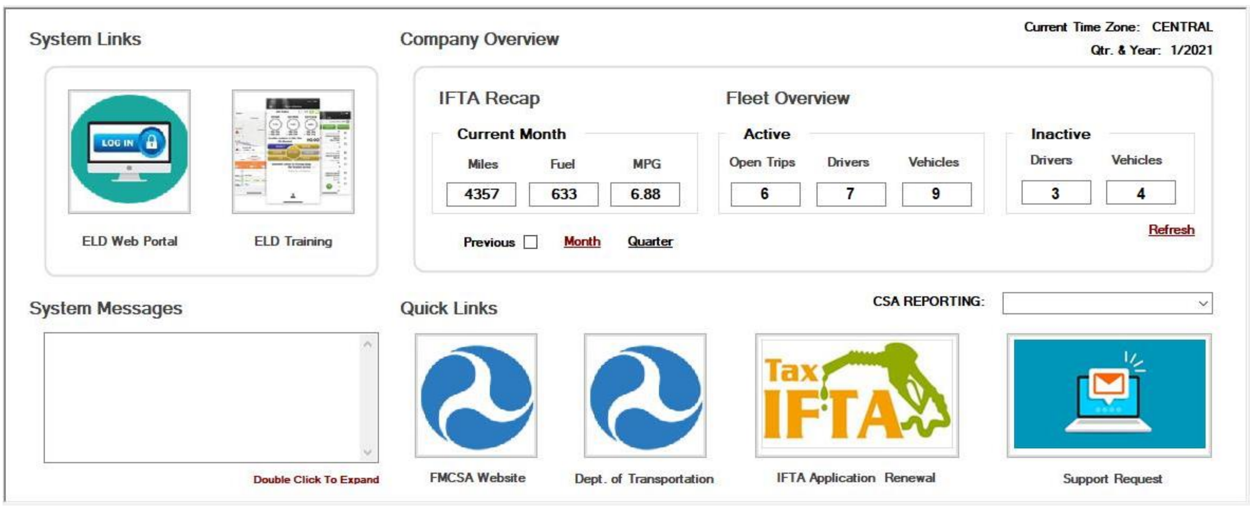
Cloning a Motor Carrier will be explained under Administrative Tools.

System Dashboard Continued

Motor Carrier Dashboard

The Motor Carrier Dashboard contains a host of information relevant to the Motor Carriers operation including:

- IFTA Recap – both Current Month and Quarter as well as Previous Month and Quarter
- Fleet Overview with Active and Inactive Trips, Drivers and Vehicles.



There are also many quick links for system tools that are relevant to the Motor Carrier including:

- ELD Web Portal and ELD Training Website
- FMCSA Website (Generic Link)
- Department of Transportation for the State the Motor Carrier is registered in.
- IFTA Application & Renewal link also for the State the Motor Carrier is registered in.
- A Support Request Link for help with using the Application
- System Messages Queue. Lists messages that are <= 5 days old.
- CSA Reporting tool that will provide Motor Carrier Specific information from the FMCSA Website.

The features on the Motor Carrier Dashboard are mostly specific to the Motor Carrier logged into the Application.

Note:

To use the IFTA Recap feature, simply click on the Month & Quarter links for the current month. For the previous month, make sure before clicking either link, the Previous Checkbox is also checked.

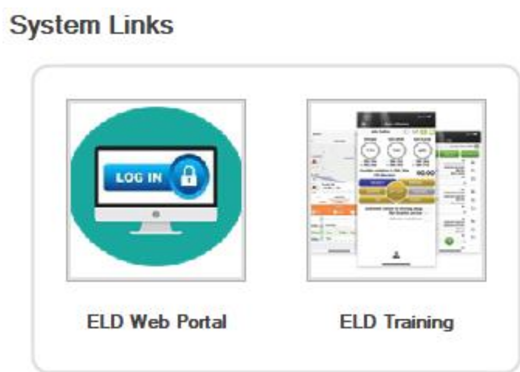
See Below for more information.

System Dashboard Continued

Quick Links

There are several “Quick Links” available from the Dashboard that provide specific Motor Carrier Information.

Below are images of both areas on the Dashboard that provide Quick Links:



System Links provide access to ELD Specific Information. Links to both the Motor Carrier ELD Web Portal as well as links to the ELD Training Website are available.

Quick Links provide a way to get Motor Carrier Specific Information from relevant agency websites such as the FMCSA and State DOT Agencies.

FMCSA Website Link provides access to the Federal Motor Carrier Safety Association Website.

Department of Transportation link provides access to the State Specific DOT Website.

IFTA Application & Renewal Link provides access to the State Specific Department of Revenue.

Support Request will provide access to a Support Request Form system user can submit to request support for use of the application.

System Dashboard Continued

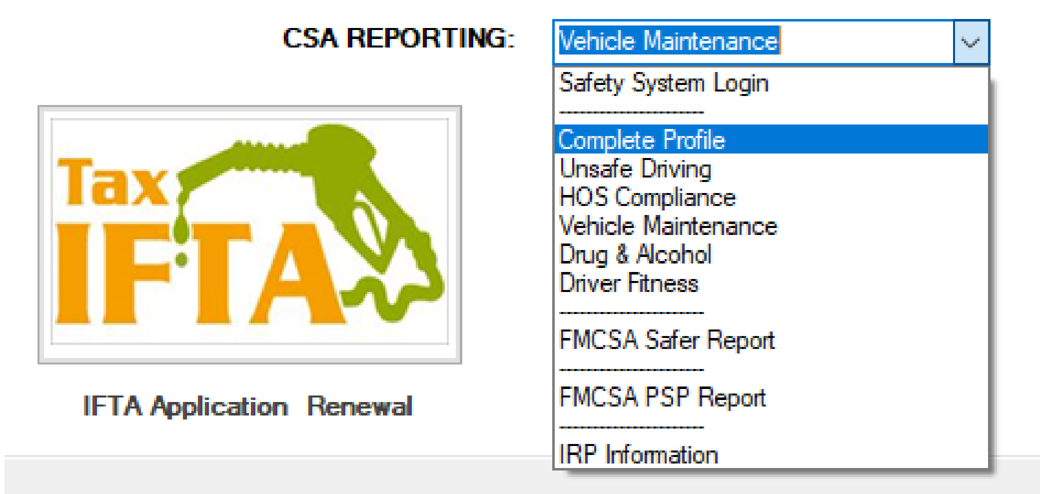
CSA Reporting

CSA Reporting feature provides Motor Carrier Specific CSA Reports used in assessing the Safety Scores of the Motor Carrier.

Resellers must clone a user, and the Motor Carrier cloned must have a valid DOT Number entered into their company profile to use this feature.

The CSA Reporting Feature is located on the Dashboard Page of the Total DOT Compliance Application in the Quick Links section.

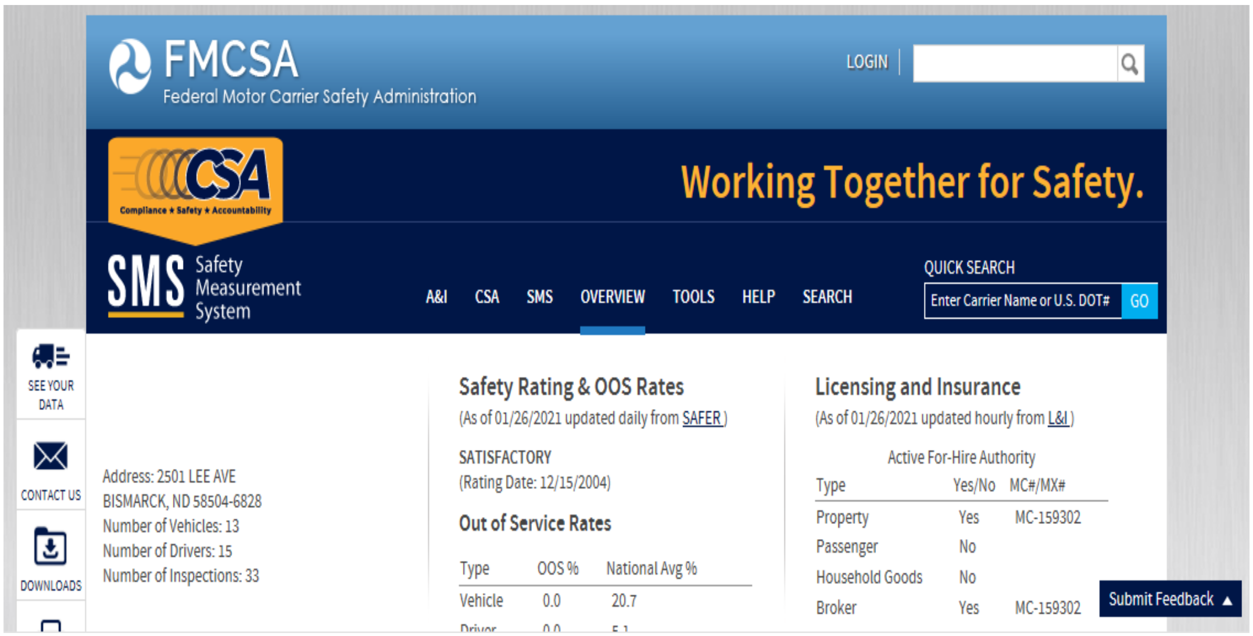
To use this feature, the Motor Carrier must have a valid DOT Number in the system. Simply select the desired Report from the CSA Reporting Dropdown as shown below:



System Dashboard Continued

CSA Reporting continued

Once the report has been selected, the CSA Reporting Window is shown with the selected report as shown below:



All of the FMCSA Supplied Reports are included for selection using this feature which will show all information released by DOT about the Motor Carrier that is inquiring.

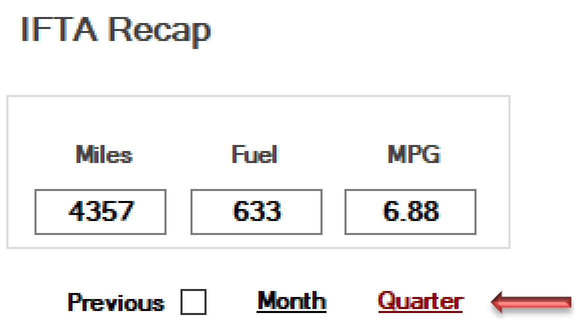
System Dashboard Continued

IFTA Recap

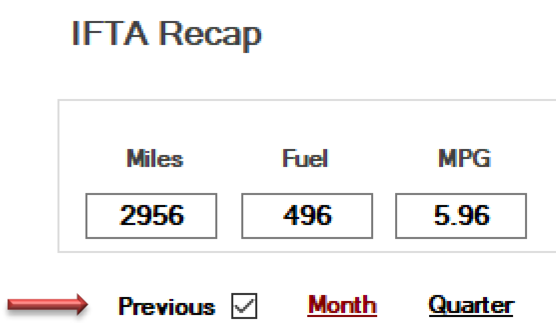
The IFTA Recap Feature available from the Motor Carrier Dashboard provides the user with cumulative Distance Traveled and Gallons Purchased (and entered into the ELD) for the current month and quarter as well as the previous month and quarter.

To use the feature, simply click on the Month / Quarter links below the information fields as shown below:

This will provide Distance / Fuel Purchases captured from the ELD for the Current Month / Quarter.



To obtain Distance / Fuel Purchases captured from the ELD for the Previous Month / Quarter, simply check the Previous Checkbox prior to clicking on the Month / Quarter links as shown below:



The information represented in the IFTA Recap is up to the minute information as is available through the ELD.

Note:

Only Fuel Purchases that were made and input through the ELD will be listed in the Fuel Field above.

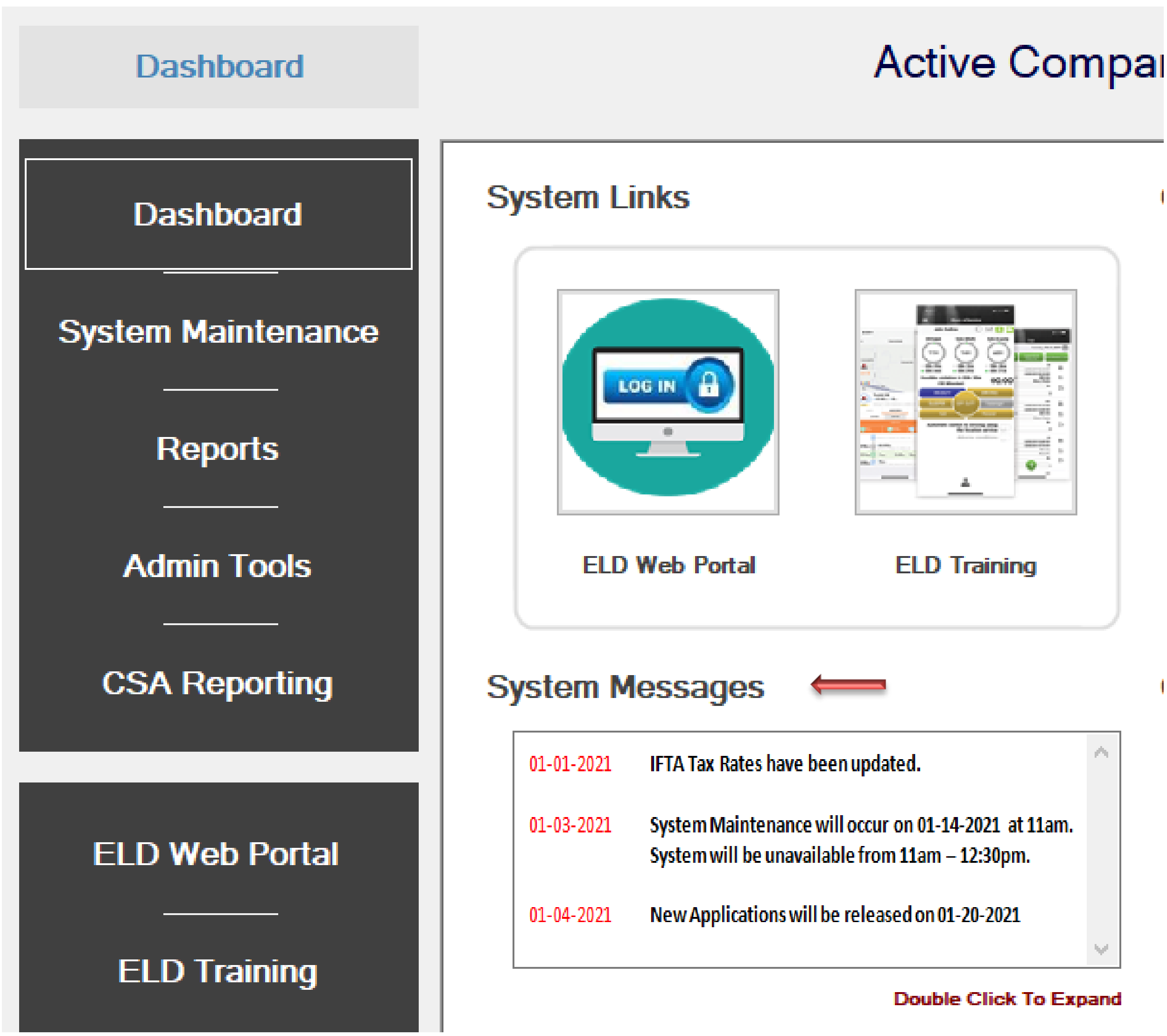
System Dashboard Continued

System Messages

The Total DOT Compliance Software Solution provides a way for Motor Carrier to receive System Wide Messages such as when the IFTA Fuel Tax Rates have been downloaded and installed.

It is also a way for Administrators to send information and messages to Motor Carriers.

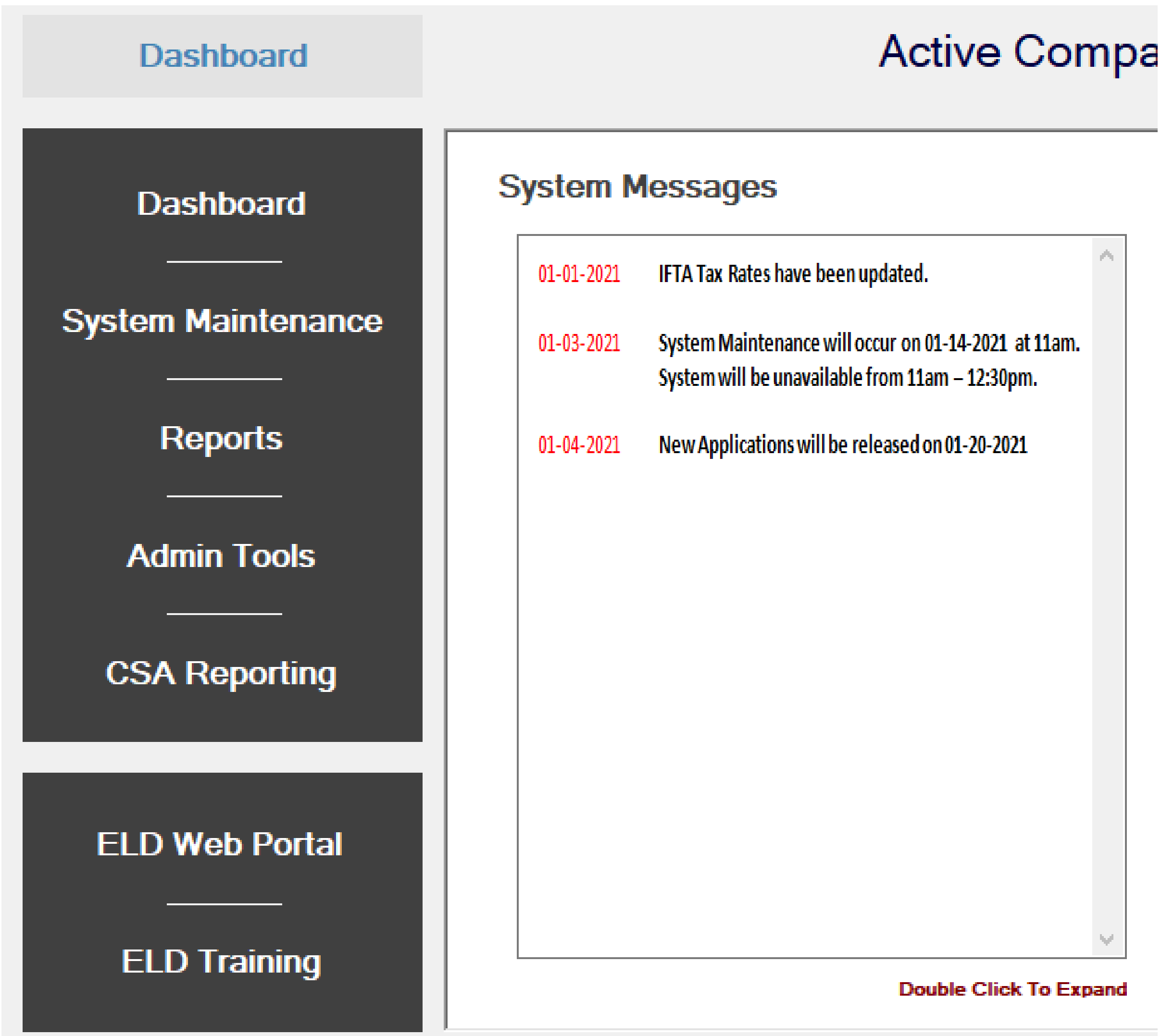
Located on the Dashboard, System Messages is right below the System Links Section.



System Dashboard Continued

System Messages

If there are a lot of messages in the System Messages Field, the User is able to Double Click on the field to expand or contract the section as necessary.   Shown below:



IMPORTANT

Keep in mind that messages in the System Messages Field are permanently deleted after 5 days!

Setup

Overview

As with many of the other features in this Application Suite, there are differences between what a Reseller and Motor Carrier can do with respect to the Setup of their interfaces.

Resellers and Motor Carrier Users alike can import any information contained in the ELD they use.

However, the roles are different between the two types of users.

While the role of the Resellers when it comes to setup are very limited, they also have the ability to Clone a user of any Motor Carrier under their account for greater access to the other functionality pertaining to System Setup.

Below we will explain the differences and responsibilities of each type of user, and how each relates to ready the system for full blown use.

While many of the features of the Setup Function are automated, a Manual system also exists for the best of both worlds.

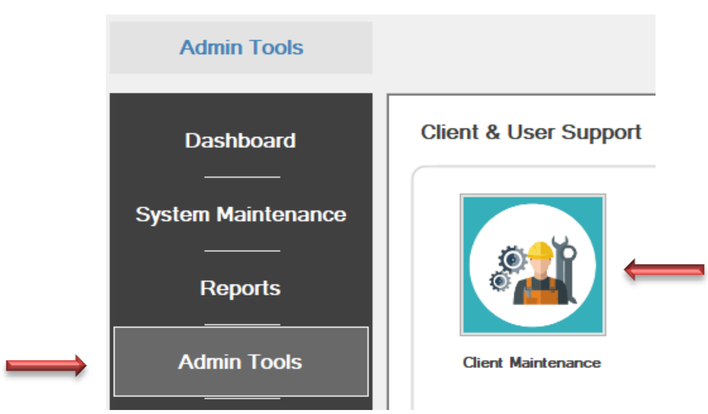
Client Setup

The ability to Setup Clients in the system is a function only available to Resellers.

While Resellers have the ability to manually enter Clients into the system using the Client Maintenance, an Import Feature is also available to automate the process and eliminate duplicate input for those clients using the ELD.

Manual Client Input

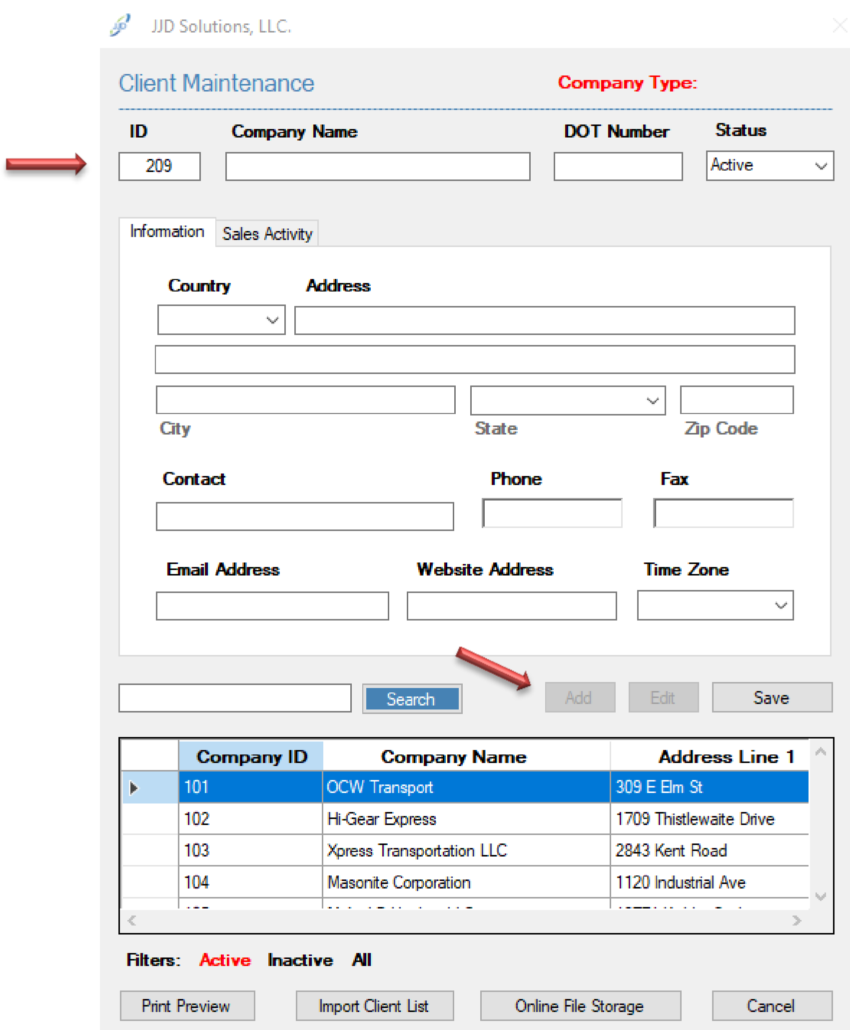
As mentioned above, the Resellers have the ability to manually input Client Information using the Client Maintenance Form that is available by clicking the “Admin Tools” Button on side menu.



Setup continued

Manual Client Input Continued

1. Once the Client Maintenance Form is open, Clients can be manually edited by clicking the “Add” Button to begin the process.

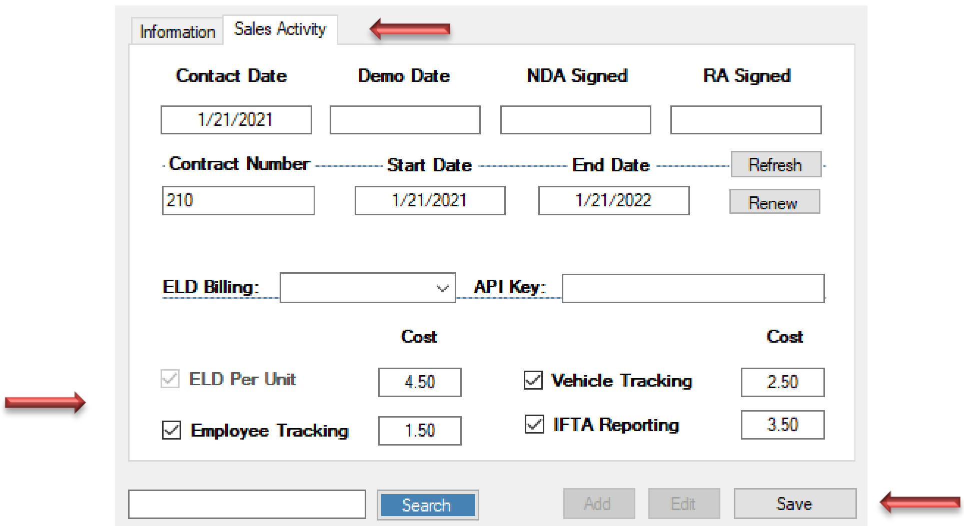


2. Company ID will be automatically filled in for you. Enter all other relevant information on the “Information” tab to continue.

3. When all information has been filled out on the Information Tab, click the “Sales Activity Tab”.

Manual Client Input **Continued**

4. On the Sales Activity Tab you will see the same services and ELD Billing Type selected that the Reseller has set up along with any pricing information entered. You will be able to update ELD Billing Type and Selected Services as well as Per Unit Pricing on this form as well.



Note:

Make sure you enter an API Key for each Client that is manually entered so that information can be pulled from the ELD for Reporting purposes. Reporting and other features will not work without the API Key.

5. Once all relevant information has been entered on the Client Maintenance Form, you must click the Save Button to complete the process.

IMPORTANT

When a Client is manually entered, the system automatically creates Login Credentials for the Admin User for the new Client.

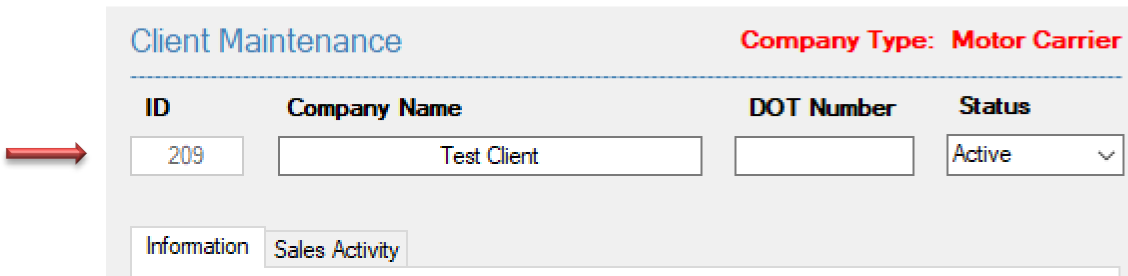
A Main Location is also created from the address that was entered for the Client.

Setup continued

Manual Client Input Continued

6. Once the new Client Record has been created, you can provide the Client with their new Login Credentials.

   To Provide Credentials for the New Client Login, you will need the Client ID for the Client that was just created – this is taken directly off of the Client Maintenance Form. See Below:



   Provide the following for each new client:

   Client ID: 209 (will change for each new client in the system)

   User Name: admin

   Password: admin

   Note:

   The User Name and Password that is created for the new Clients entered into the system will always be the same as above.

   The Client can always change the Password in the User Maintenance Feature. See the System Users section of this Manual for instructions on changing System User Passwords.

Setup continued

Import Client List

The Client Maintenance Form provides an automated feature to import all active ELD Clients directly into the Total DOT Application Data.

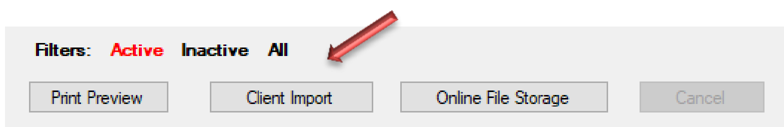
This feature can be used when setting up the system for the first time, or any time that changes have been made to the Client List on the ELD Portal.

IMPORTANT

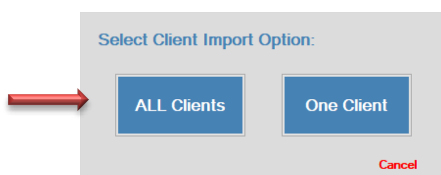
Make sure to set up services you will offer your clients as well as pricing details before importing any of your client-base as these are carried over to each client you import.

The steps to use the Import Client List Feature are as follows:

1. Once on the Client Maintenance Form, click the “Client Import” Button at the bottom of the form as shown below:

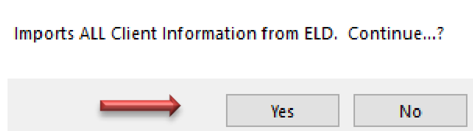


2. Click the option you wish to use for the Client Import from the Option Dialog Box.

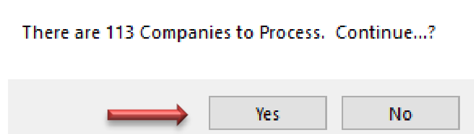


All Clients

1. Click “YES” on the first dialog box that is shown to proceed with Importing ALL Clients.



2. Click “YES” once again on the next dialog box to kick off the import. All clients will now be imported.



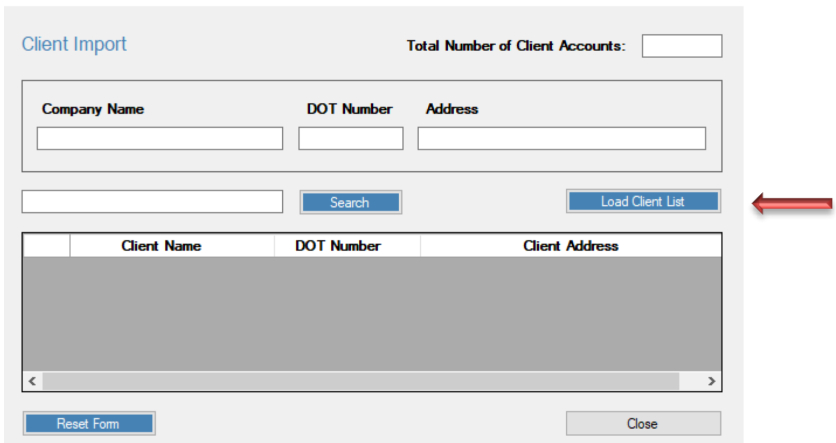
Setup continued

Import Client List continued

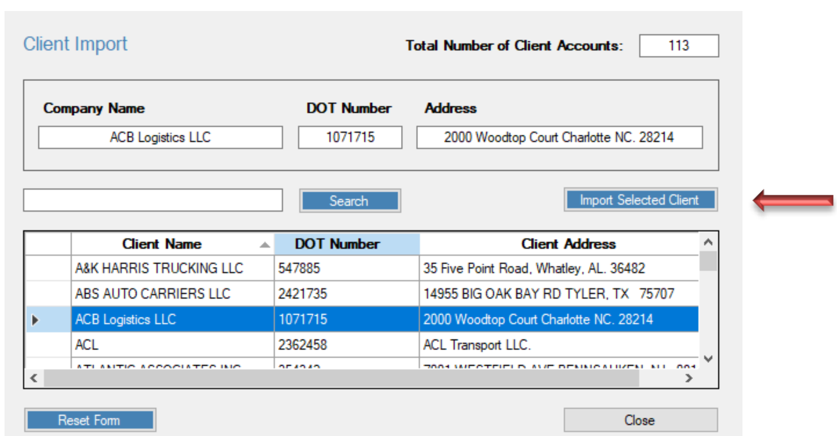
One Client

1. Clicking the “One Client” Option, from the Option Dialog Box, will display the Client Import Form.

   Once on the Client Import Form, click the “Load Client List” button as shown below.



2. Next, select the Client you wish to import from the list in the Data Grid at the bottom of the form as shown, and finally click the ”Import Selected Client” Button.



3. The selected client will now be imported. Repeat this process for each client you need to import.

Setup continued

Import Client List continued

IMPORTANT

When the import process is running, along with importing all Client Demographic Information and any other Client related information that is contained in the ELD, the following will also be created in the Total DOT System:

a. All Services that have been set up in the Reseller Account will be carried over to all new Clients that have been created.
b. The ELD Billing Type will be included in each new Client account as set up in the Reseller Account.
c. New Login Credentials will also be created for each new client with the following information:

Client ID:	### - Each Client ID is Unique.
User Name:	admin
Password:	admin

User Name and Password will always be the defaults. New Users can be added and passwords can be changed.

Look in the System Users section of this manual for instructions.

IMPORTANT

A list of clients that did NOT have an API Key will also be displayed and can be printed using the Client Listing Report Feature on Admin Tools Page. It is imperative all Clients have API Keys entered so reporting and Other System Features will work correctly! You should go into the ELD Portal, create API Keys for the Clients that don't have one, and run the Client Import Feature again.

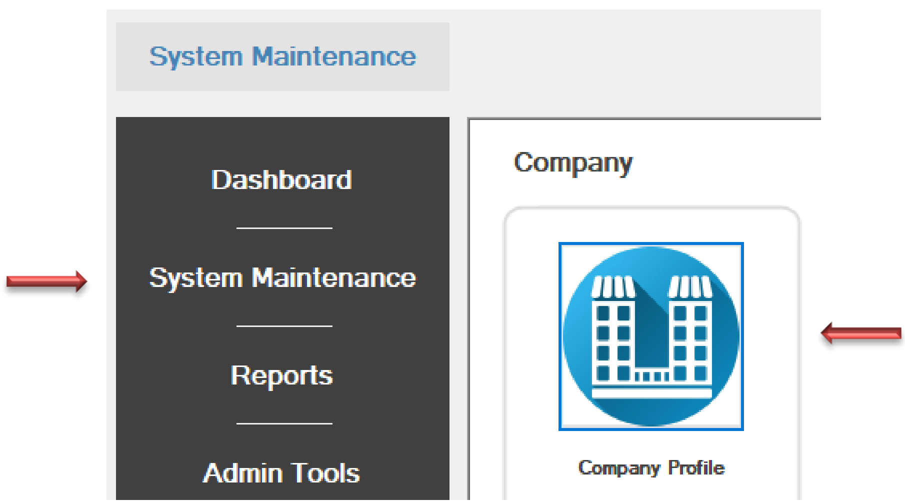
Setup continued

Company Setup

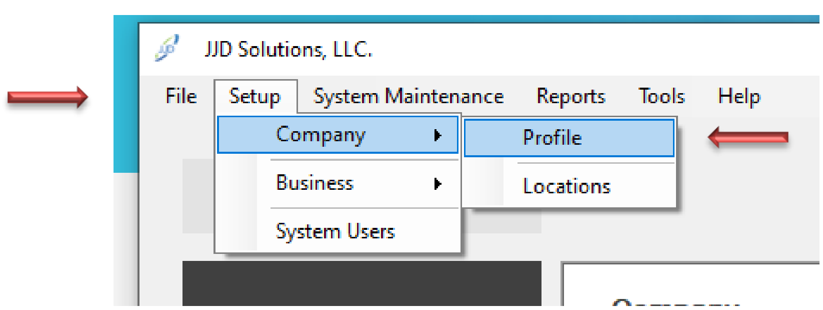
Profile Setup

The Company Setup Feature is to be used by Motor Carriers to be able to make some changes to their Company Information.

The Company Profile Form is what is used to activate the Company Setup Feature and is found by clicking the System Maintenance Button on the left side menu.



The same feature can be found by clicking Setup --> Company --> Profile from the top level menu as shown below:



Once open, the Company Profile allows the Motor Carrier User to make changes to certain Company Information such as Demographic Information on the Information Tab, and Global Settings using the Global Settings Tab.

Setup continued

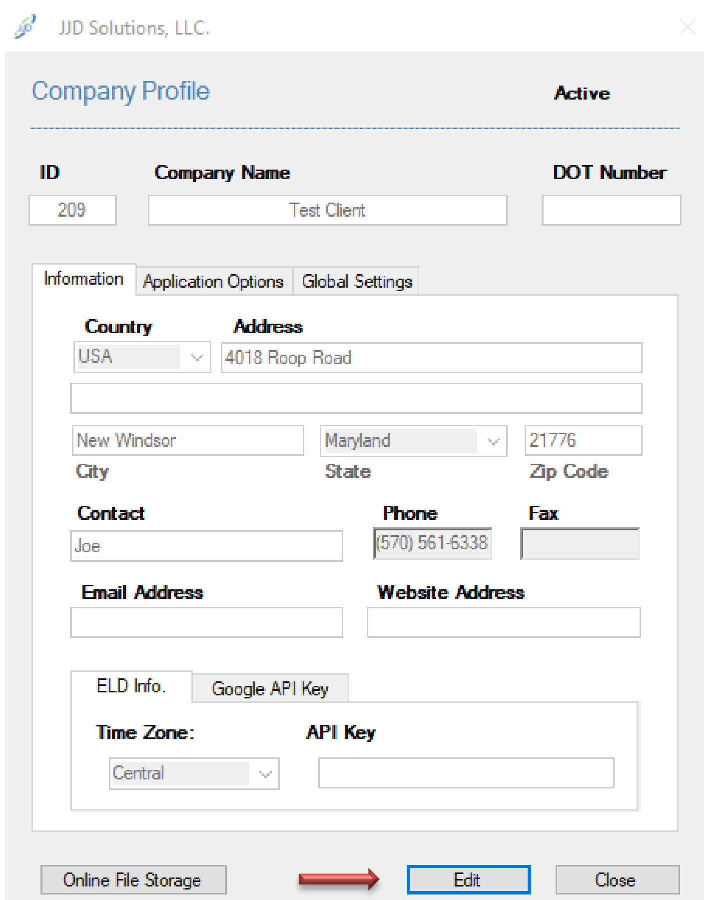
Company Setup --> Profile Setup continued

IMPORTANT

There are certain fields of information that are only able to be changed by contacting your Reseller or Customer Support.

A list of fields that the Motor Carrier can't change is as follows:

- ELD Info. Including Time Zone and API Key. See System Administrator for these values.
- Application Options can only be edited by the Reseller

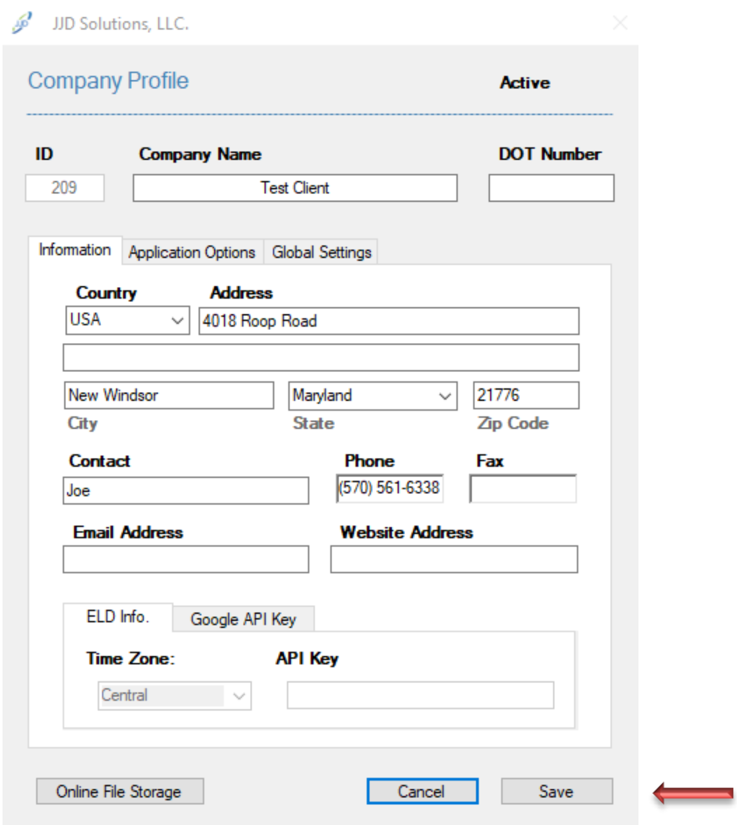


NOTE:

To make changes simply click the EDIT Button as pictured above, make the necessary changes and when finished, click the SAVE Button to complete the function.

Setup continued

Company Setup --> Profile Setup continued



Google API Key

There is another feature in the IFTA Function that will allow the Motor Carrier to calculate State Mileages based on Addresses, Zip Codes, and City Names.

This feature is called the "Distance Calculator and will be discussed in greater detail in the coming sections of this manual.

In order to use the Distance Calculator, the Motor Carrier must sign up for a Google Map API Key. It is available for free and can be obtained by clicking on the following link:

https://console.cloud.google.com/apis/credentials?project=wsdesk-180016&supportedpurview=project

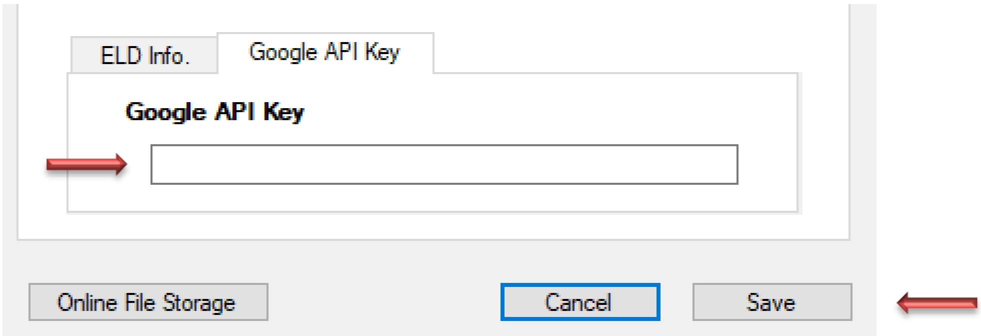
Please note that you need a Google Account to apply for a Mapping API.

Contact Customer Support for help with this feature.

Setup continued

Company Setup --> Google API Key continued

Once the Motor Carrier has acquired the API Key for the Google Mapping Feature of the software, you should copy the new API Key and paste it in the Google API Key Text Field. See Below:



Once a Google API Key has been added to the Company Profile Form, you are now able to use the Distance Calculator Function.

Make sure to always save your work before closing the form.

Global Settings

The Global Settings Tab will show the Distance and Fuel Options, as well as Advanced Alerting Options.

Distance Options include: Miles / Kilometers

Fuel Options include: Gallons / Liters

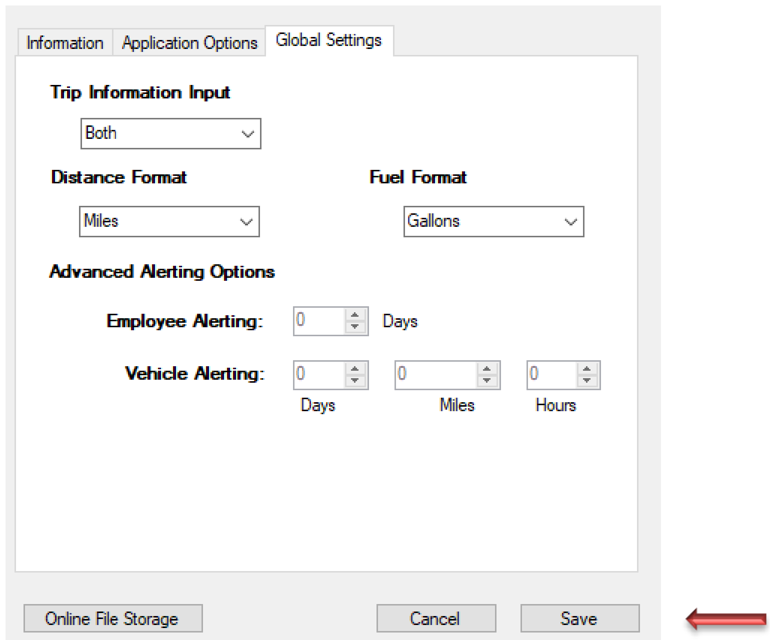
For Advanced Alerting Options, you can simply tell the system how many days in advance to alert for Employee DOT Compliance Expiration Dates.

You can also set the same settings for Number of Days in advance, the number of Miles in Advance and the number of Hours in advance to alert for Vehicle Maintenance issues.

See below for a complete view of the Global Settings Tab:

Setup continued

Company Setup --> Global Settings continued



IMPORTANT

Make sure to click the SAVE Button when you are finished making changes on any of the forms to complete the process.

Online File Storage

Throughout the system, there are Online File Storage links available. These links are available on the Employee Maintenance Form, the Asset Management Form and of course the Company Profile Page.

The Online File Storage Feature provided free online cloud-based storage to use for storing any type of paperwork you may want to backup and keep in a safe place.

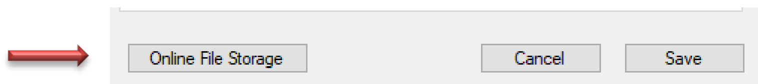
A unique Online File Storage account can only be accessed by admin users and is Motor Carrier specific. Only users internal to YOUR Motor Carrier Company can access YOUR information.

The system is extremely safe, secure and is backed up on a daily basis to ensure data integrity.

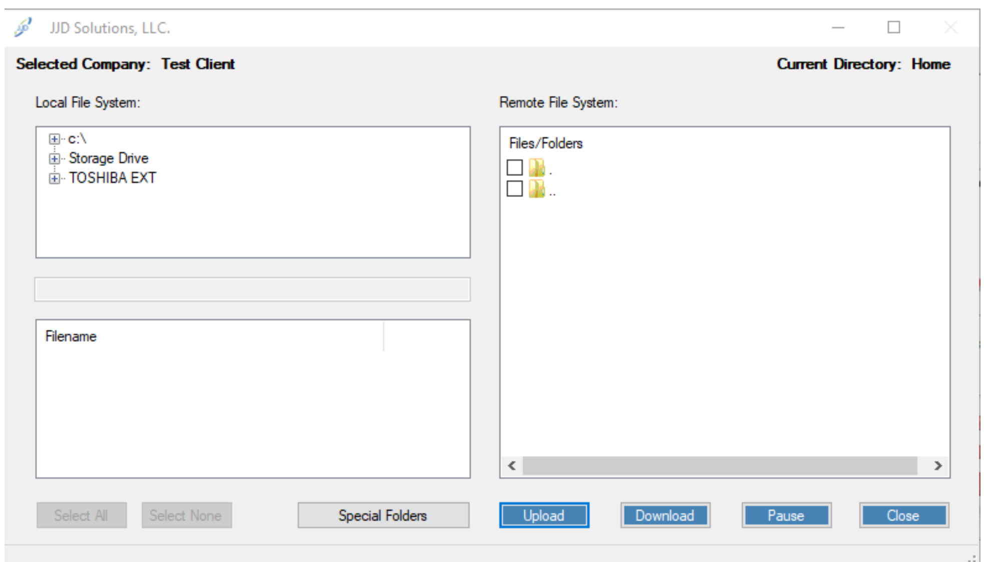
Setup continued

Company Setup --> Online File Storage continued

You can access the Online File Storage Feature anywhere you see the following Button.



Once selected, the Online File Storage Feature main screen will be shown.



There are a number of things you can do with the Online File Storage System.

Each of the features will be explained below:

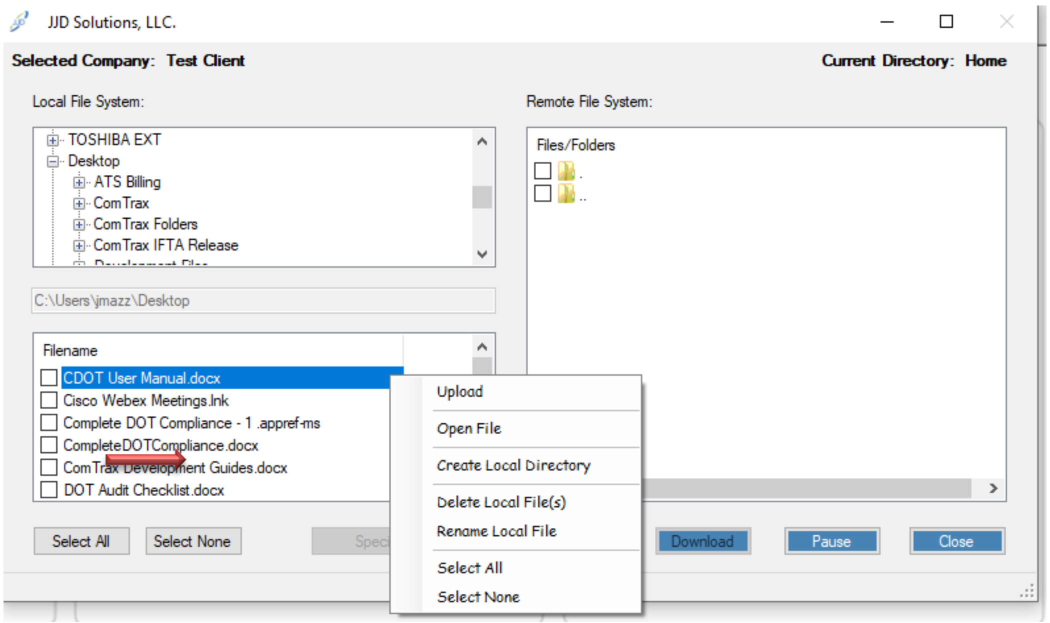
- Create A Folder Structure

  By Right Clicking on either the Local File System or Remote File System area, you can use the drop down menus to create either local or remote folders. See below:

Setup continued

Comany Setup --> Online File Storage continued

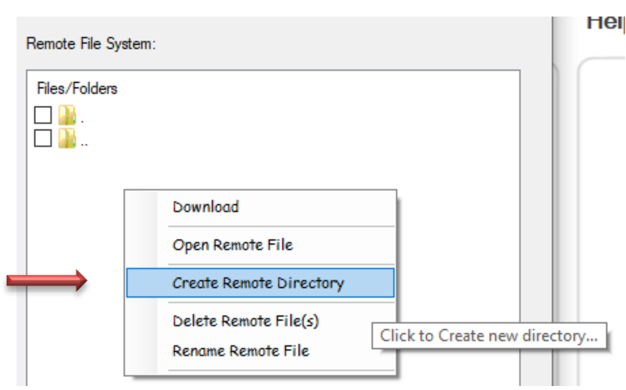
If you right click on the Local File Storage Area, you will get a menu system with features relevant to the Local File System.



There are many features available using the File and Directory Tools available by Clicking the Right Mouse Button over both the Local and Remote File System Areas as shown above.

Creating Local and Remote Folders

Simply click on the desired menu option, and follow the prompts. In the following example, we will create a new Folder in the Remote File System Area.

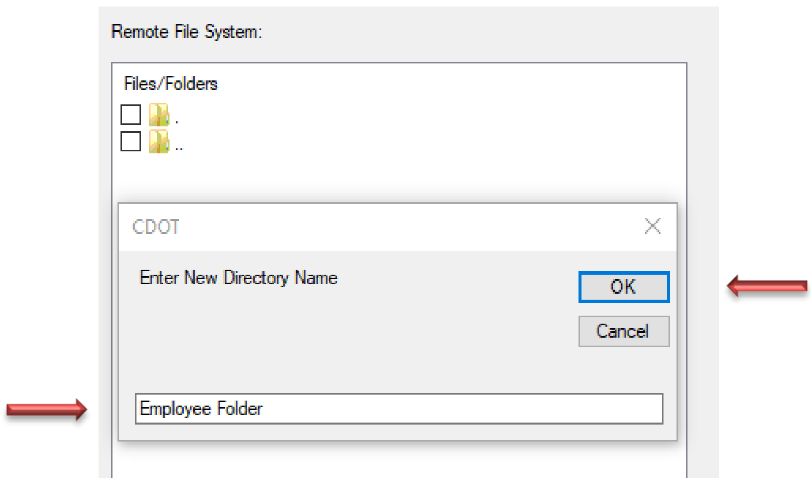


Setup continued

Company Setup --> Online File Storage -->

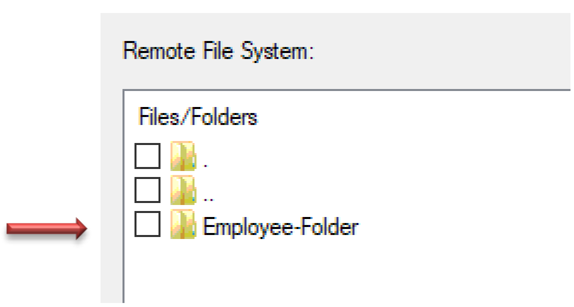
Creating Local and Remote Folders continued

Next, we will supply a name for the new Employee Folder in the pop up dialog box:



When we are finished entering the new Folder Name, click the OK Button to complete the process.

The new folder has now been placed in the Remote File System Area as shown below.

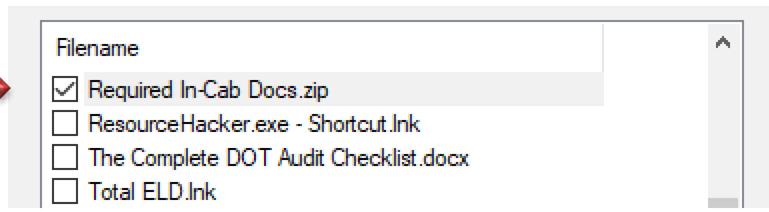


Setup continued

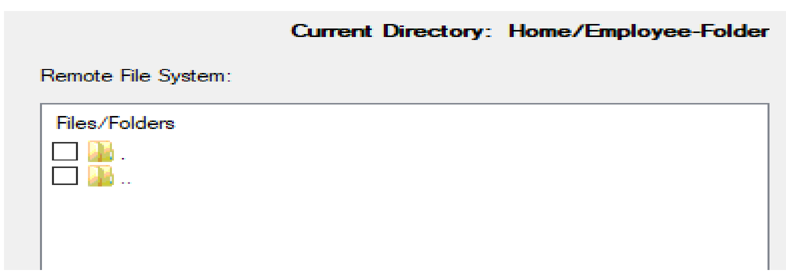
Company Setup --> Online File Storage --> Upload / Download Files

To Upload Local Files or to Download Remote Files, the steps are as follows:

1. Navigate to the desired Local or Remote Files you with to Transfer. Make sure to Check all of the files you wish to transfer as shown below:



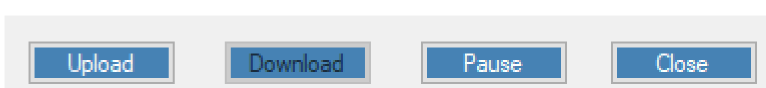
2. Navigate to the desired location on either the Local or Remote File System Area you wish to transfer the files to. In this case we will transfer the selected LOCAL Files to the new Remote “Employee Folder” we created in the previous exercise as shown below:



NOTE:

If Files selected are from the Local File System, the UPLOAD BUTTON will be displayed and if the Files Selected is from the Remote File System, the DOWNLOAD BUTTON will be displayed.

Click the appropriate button that is displayed as shown below:

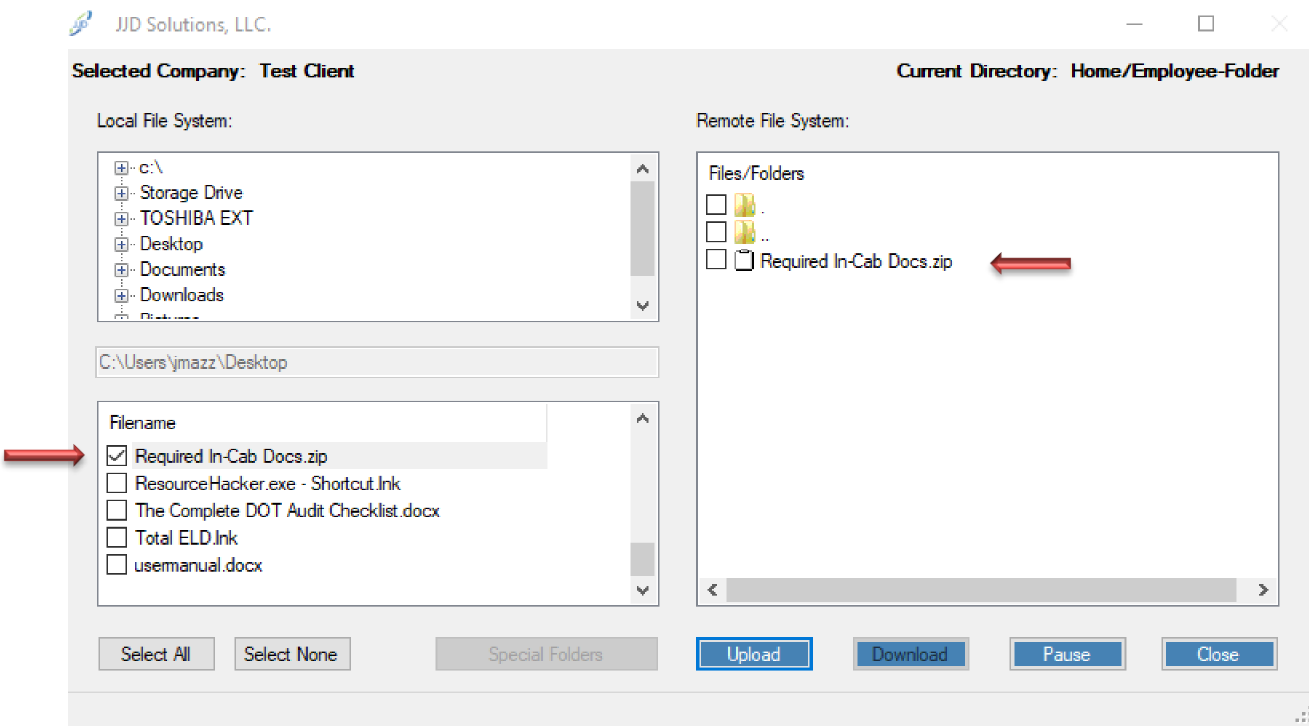


Setup continued

Company Setup --> **Online File Storage** --> **Upload / Download Files** continued

The files will now be copied to the appropriate location.

The Selected Local Files have now been transferred to the new Remote Employee Folder that we created in the previous step – as shown below.



Setup continued

Company Setup --> Locations

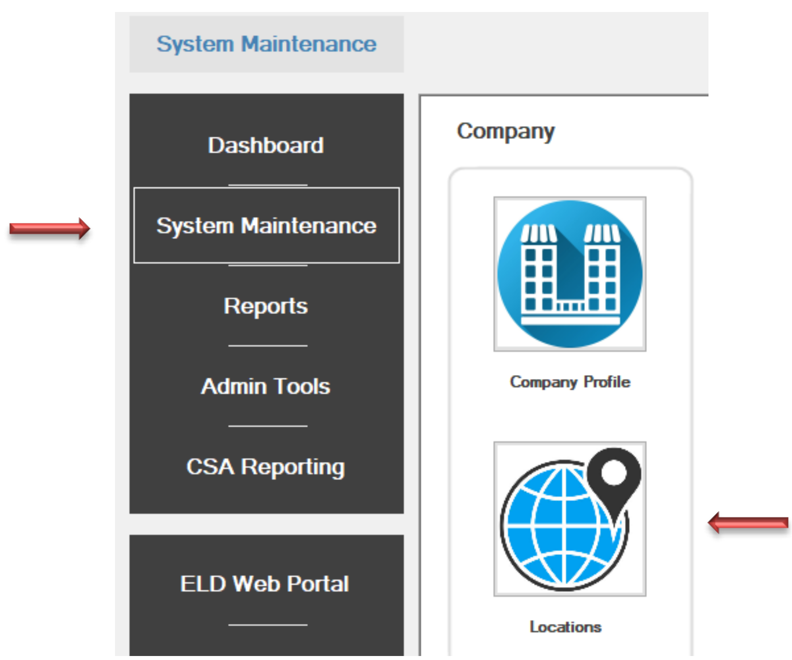
For Motor Carriers with more than a single location, users can be set up with permissions that are location specific.

In order to use this Location Specific Permission Feature, all locations for a particular Motor Carrier must be set up in the system.

If you are a multi-location company, you should enter all locations if you will be tracking vehicles and employees by location.

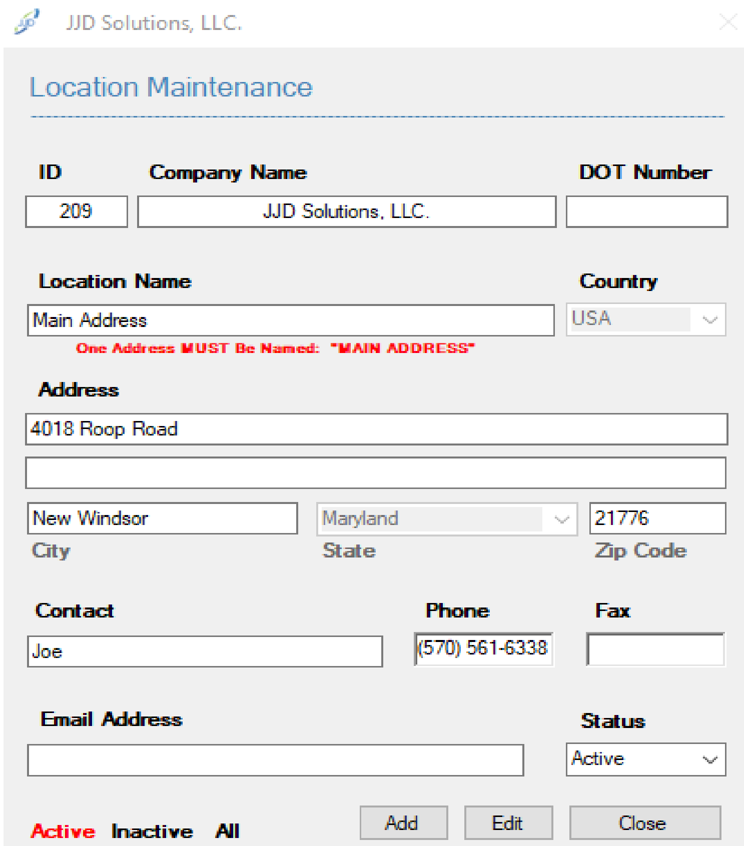
Once all locations have been entered, you can assign the locations to employees and vehicles as necessary.

The Location Maintenance form can be accessed from either the menu at the top of the screen under setup, company, and locations, or by using the System Maintenance Tab and clicking the Locations Menu button.



Setup continued

Company Setup --> **Locations** continued



If adding a new location, provide a name for your new location, such as Main Address, or Arizona Location, enter the location address, city state and zip code, and contact information for that location.

When finished, simply click the save button to complete the process.

If you want to change an existing address, click the edit button to make the required changes, and once again click the save button.

If you need to delete a location, you can once again click the edit button, and set the location status to Inactive.

Click the save button and the company location you have just changes will be placed into the inactive location list.

Setup continued

Business Setup

There are several steps required to fully set up the Total DOT Software Solution. We have gone over several of those steps in previous sections of this manual.

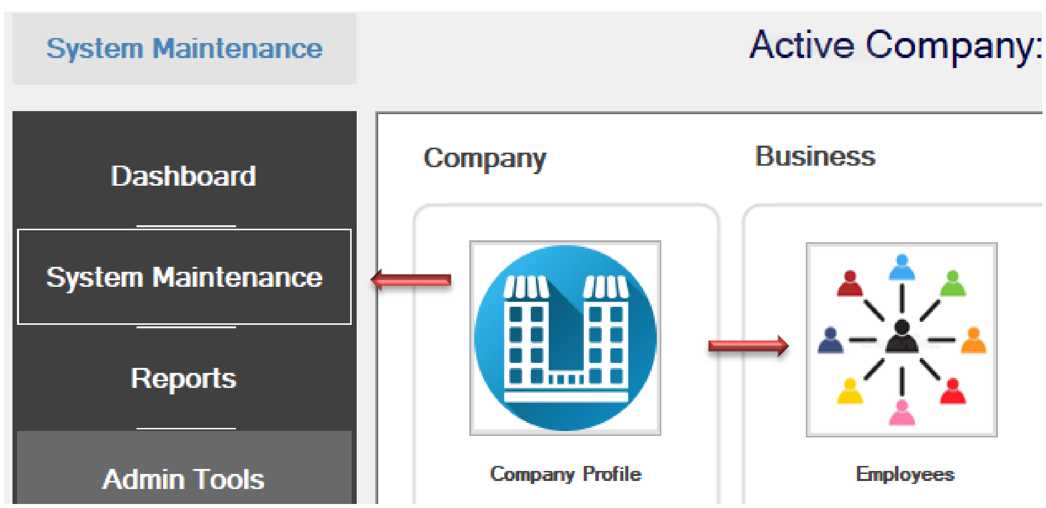
Client and Company were both part of the Setup Process. The next step in setting up the Total DOT System for use is to configure your Business Settings.

Business Setup consists of both Employee (Driver) setup as well as Vehicle (Asset) setup.   We will go over each in the next couple of sections of this Manual.

Employee Setup

Before entering your Employees into the system, make sure your company profile and all locations have been set up correctly. For more detailed information on entering your company profile and locations, see the corresponding help sections of this manual.

You can access the Employees Button by clicking the System Maintenance Menu Item on the Left Side Menu.   You can also use the menu at the top of the screen under Setup, Business and Employees.



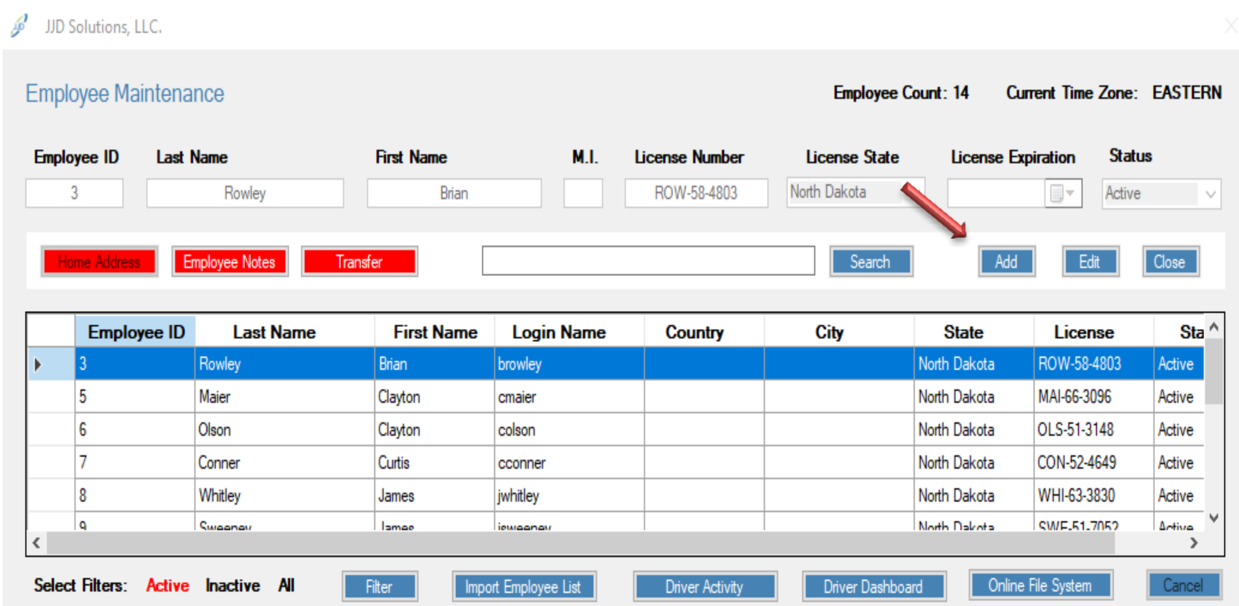
NOTE

An Employee Record should be created for each employee working for the Motor Carrier that is either going to be tracked in the system or not. This will provide a log of all employee actions.

Setup continued

Employee Setup

Once the Employee Button has been clicked, the Employee Maintenance Form will be displayed as shown below:

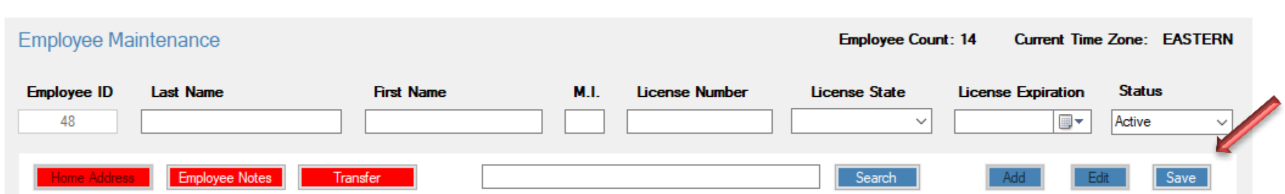


As with most of the Data Input Forms in this system, Employees can either be entered manually, or can be automatically imported from the ELD used by the Motor Carrier. Each method will be described in detail in the sections below.

Manual Employee Data Entry

To use the manual entry system, simply click the ADD Button on the Employee Maintenance Form. See the image above.

Enter required information – make sure to click the SAVE Button when you are finished to save your work. See Below



Setup continued

Employee Setup --> Manual Setup Continued

Note

Employee ID is an Auto Number and is filled in automatically.   This field is not able to be changed and is for internal purposes only.

Home Address is also not able to be used. This feature is for the Employee Compliance Module and will be active once that module has been put into place.

Employee Notes

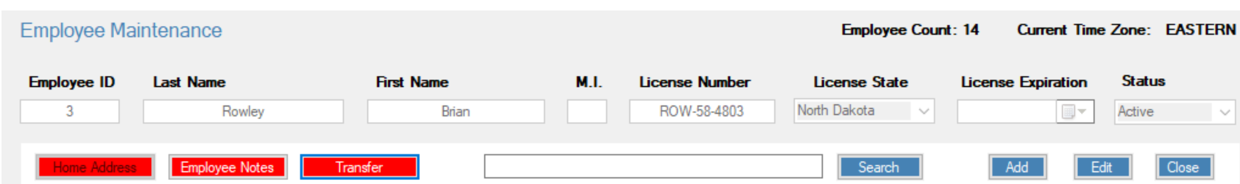
This field is meant to be used to hold any information relevant to the Employee that there isn't already a field for on the Employee Maintenance Form.

Employee Transfer

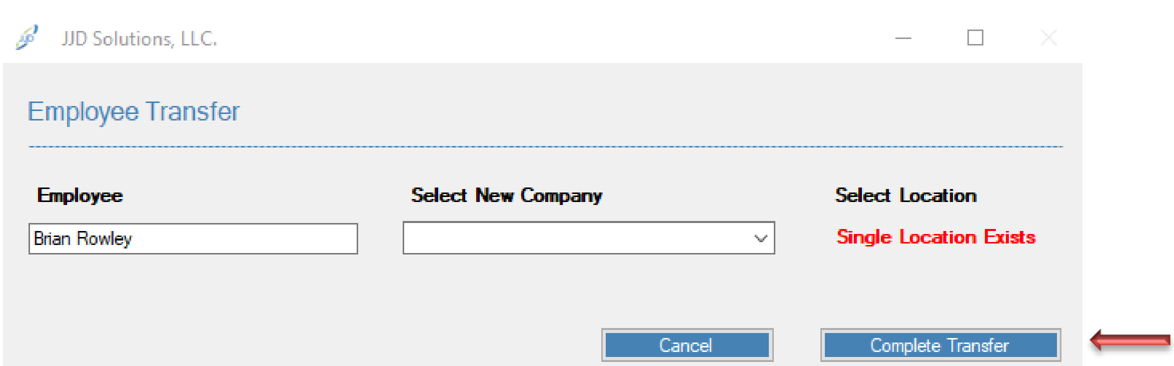
In the Transportation Industry, employee turnover is very common. Employees (especially Drivers) can move frequently between Motor Carriers.

For this reason, the Employee Transfer feature has been put into place. This allows an employee to move – or Transfer – between Motor Carriers, easily using the Transfer Feature.

To use this feature, select the employee that is moving, and click the Transfer Button as shown below.



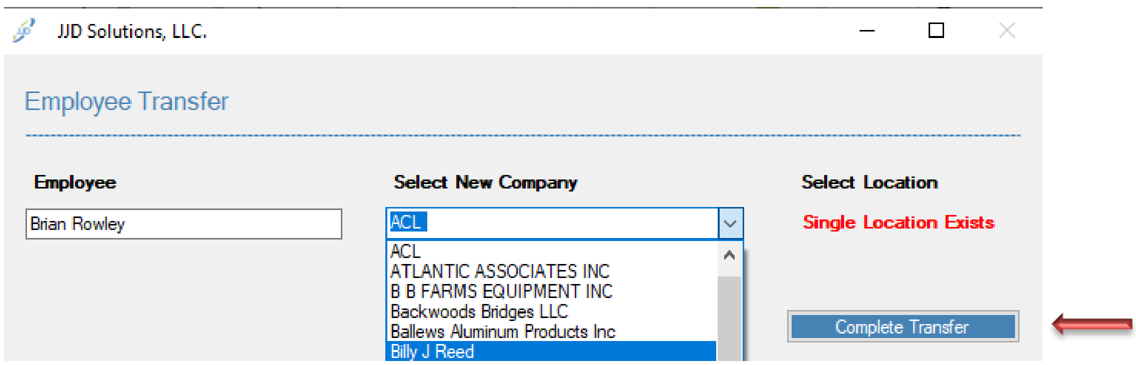
Next, the Employee Transfer form is shown.



Setup continued

Employee Setup --> Manual Setup --> Employee Transfer continued

Find and select the company that the Employee is transferring to from the dropdown list (Select New Company Dropdown) and finally click the “Complete Transfer” button.



When finished, all information is transferred to the new company that has been selected.

The Employee is also set to Inactive Status and will now be shown as an active employee of the newly selected company.

Import Employee List

Along with being able to manually add Employee’s using the Employee Maintenance Form, there is also a feature that allows the Motor Carrier to Automatically Import the Employee Records from the ELD.

To use this feature, click the Import Employee List Button at the bottom of the Employee Maintenance Form as shown below:

IMPORTANT

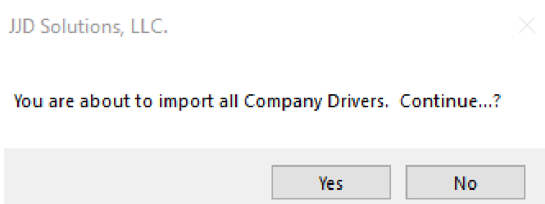
When importing the Employee List – the system automatically creates the following:

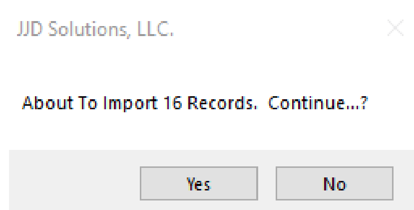
- New Employee entry

Setup continued

Employee Setup --> Import Employee List continued

Accept the next two (2) pop up dialog boxes to be shown:

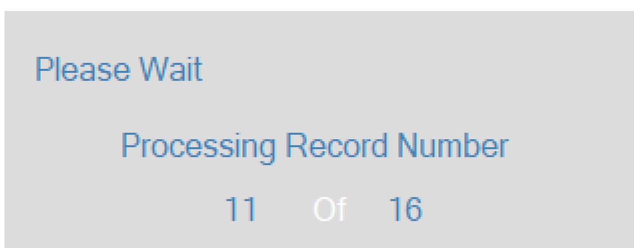




The last dialog box shows how many employee records will be imported.

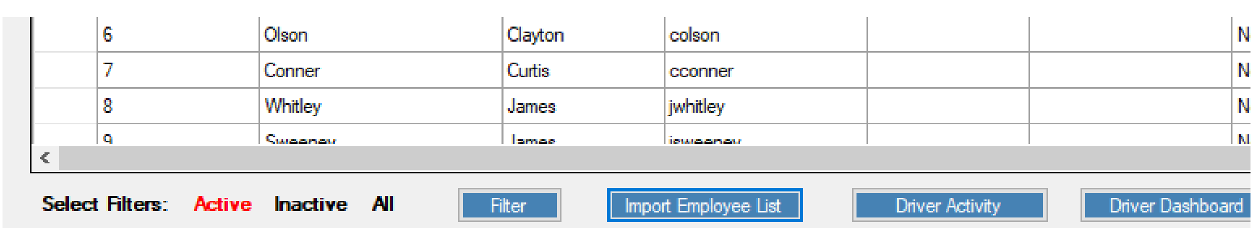
IMPORTANT

This feature will not overwrite any duplicate employee records that may exist in the system. However, if an existing employee record is found not to have an API Key, and the record being imported does, the API Key for that employee will be updated.



You will be shown a window displaying the number of records and the current record being processed. The window will automatically close when the process has been finished.

Once finished, the new records will be shown in the Data Grid.



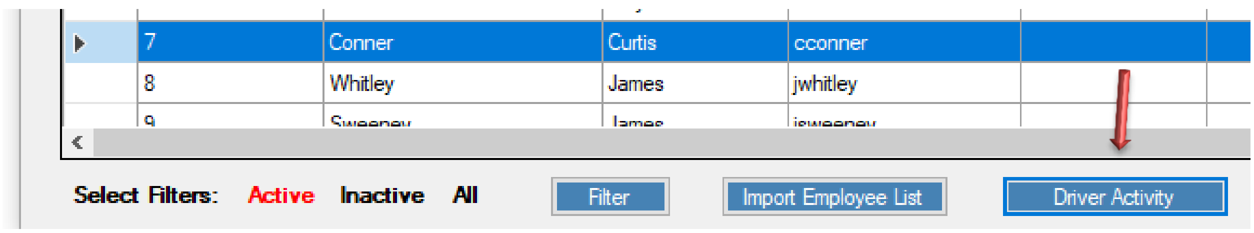
Setup continued

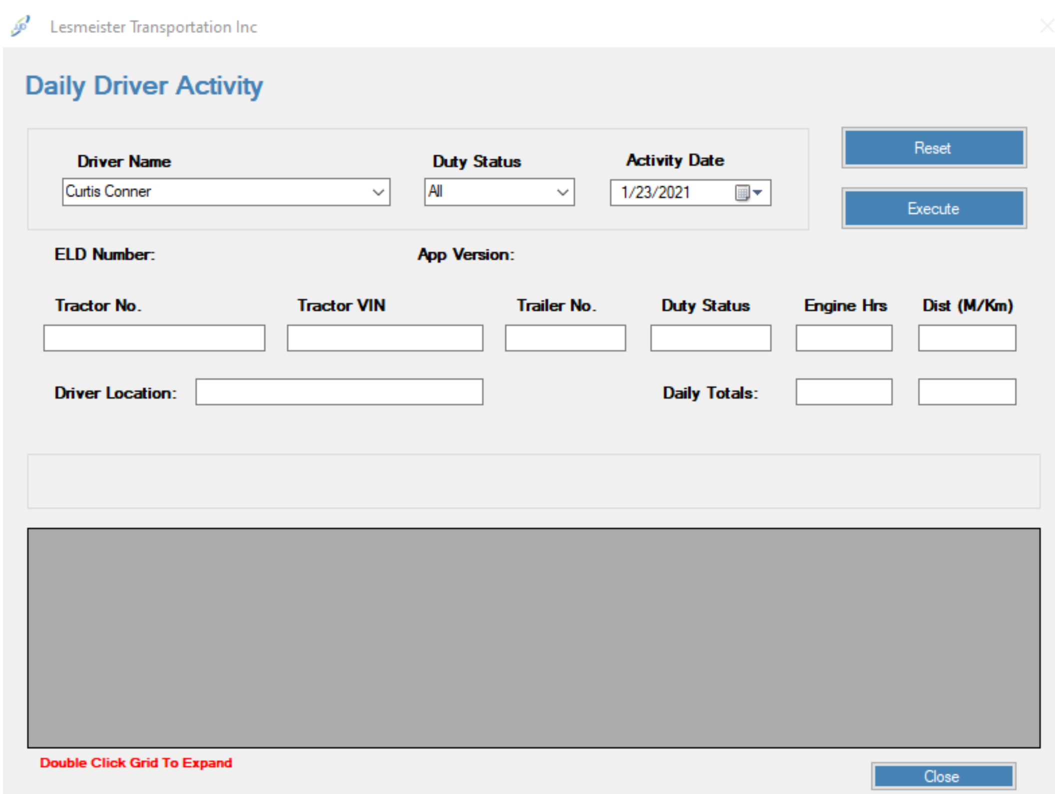
Employee Setup -->

Driver Activity

This feature will show Daily Activity for a Driver on a single day.

When the Driver Activity Button is clicked, the Daily Driver Activity Form will be displayed with the Driver that has been selected on the Employee Maintenance Form.

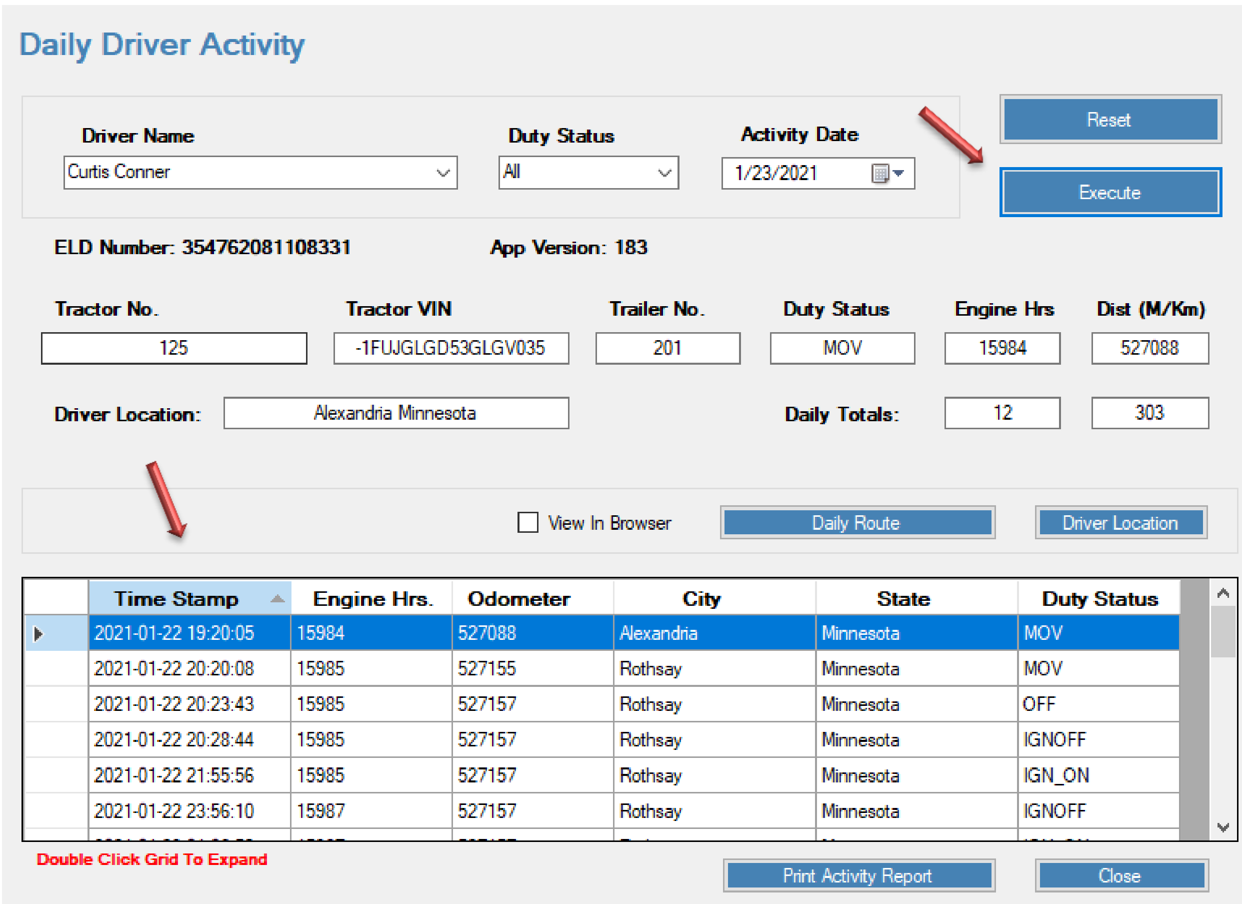




Setup continued

Employee Setup --> Driver Activity continued

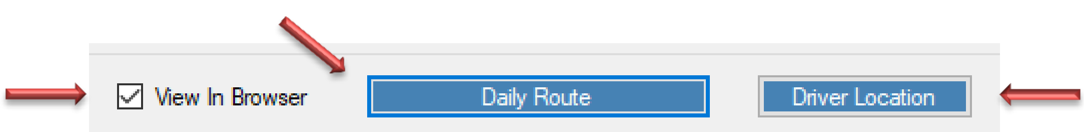
Select the Duty Status you wish to report on and click the EXECUTE Button. Results – if any – will be displayed in the Data Grid as shown below.



Once the results have been displayed in the data grid, there are several other options that will be available.

You can get a visual of the Daily Route the Driver was on that day as well as the driver's current location on a map by clicking the Daily Route or Driver Location Buttons.

If the map does not display correctly for any reason you can also View the map in your Browser by checking the "View in Browser" check box before clicking the Daily Route Button.

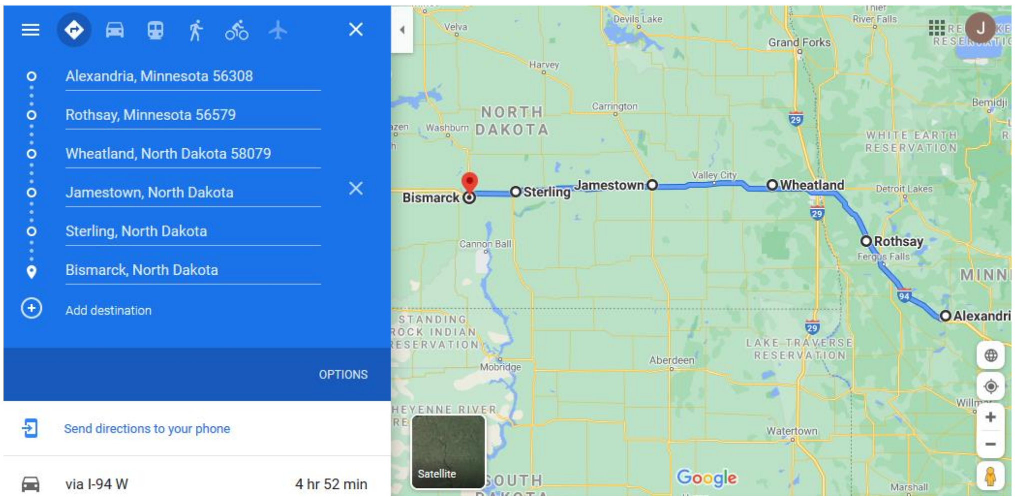


Setup continued

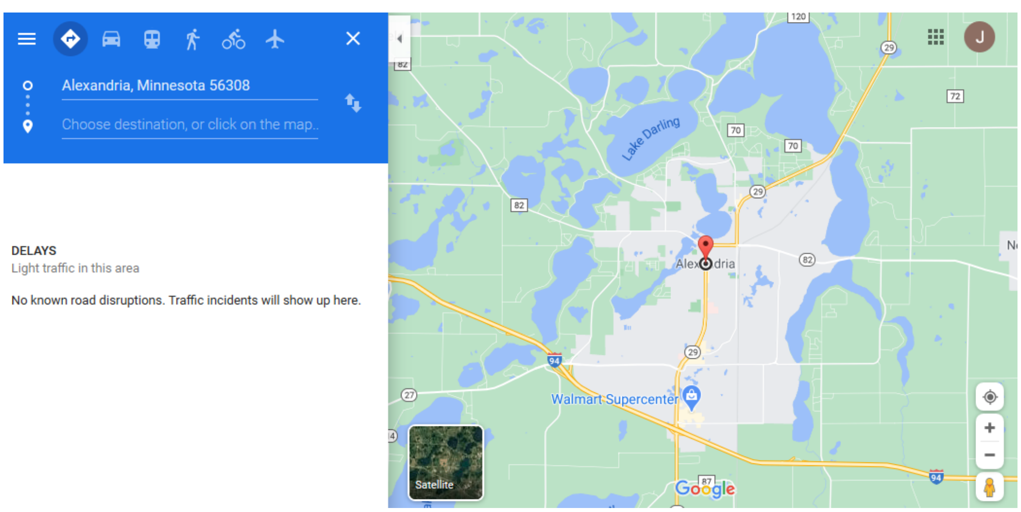
Employee Setup --> Driver Activity continued

The resulting Map Displays are shown:

Daily Route Map



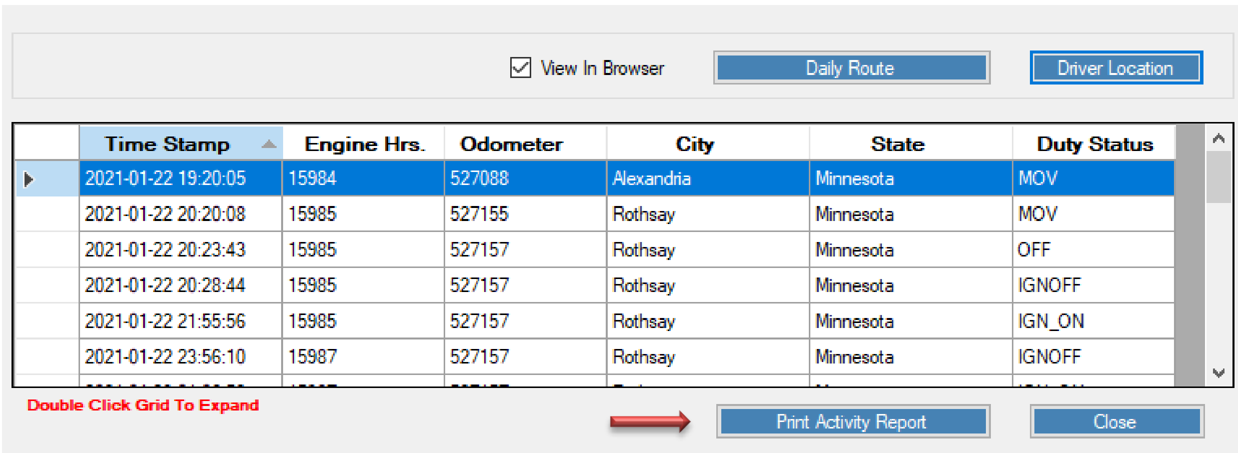
Driver Location Map Plot



Setup continued

Employee Setup --> Driver Activity continued

You are also able to get a printout of the Daily Activity Report by clicking the Print Activity Report Button at the bottom of the form.



Daily Activity Report

JJD Solutions, LLC.

Driver Daily Activity Report

Driver Name
Curtis Conner

State of Origin: Nd

1/23/2021

Vehicle VIN: -1FUJGLGD53GLGV035

ELD Version: 1

Time Stamp	Duty Status	City	State	Latitude	Longitude	Odometer	Eng Hours
2021-01-23 12:17:22	Engine Off	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 12:16:23	Off Duty	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 12:10:00	On Duty	Bismarck	North Dakota	46.79	-100.75	527391	15996
2021-01-23 11:39:36	Moving	Sterling	North Dakota	46.85	-100.24	527363	15995
2021-01-23 10:39:35	Driving	Jamestown	North Dakota	46.89	-98.85	527296	15994
2021-01-23 10:36:49	Engine On	Jamestown	North Dakota	46.89	-98.81	527294	15994
2021-01-23 10:15:22	Engine Off	Jamestown	North Dakota	46.89	-98.81	527294	15994
2021-01-23 10:15:01	Off Duty	Jamestown	North Dakota	46.89	-98.8	527294	15994
2021-01-23 10:10:19	Moving	Jamestown	North Dakota	46.89	-98.7	527290	15994
2021-01-23 09:10:17	Moving	Wheatland	North Dakota	46.88	-97.32	527223	15993
2021-01-23 08:10:14	Driving	Rothsay	Minnesota	46.48	-96.28	527157	15992
2021-01-23 08:10:05		Rothsay	Minnesota	46.48	-96.28	527157	15992

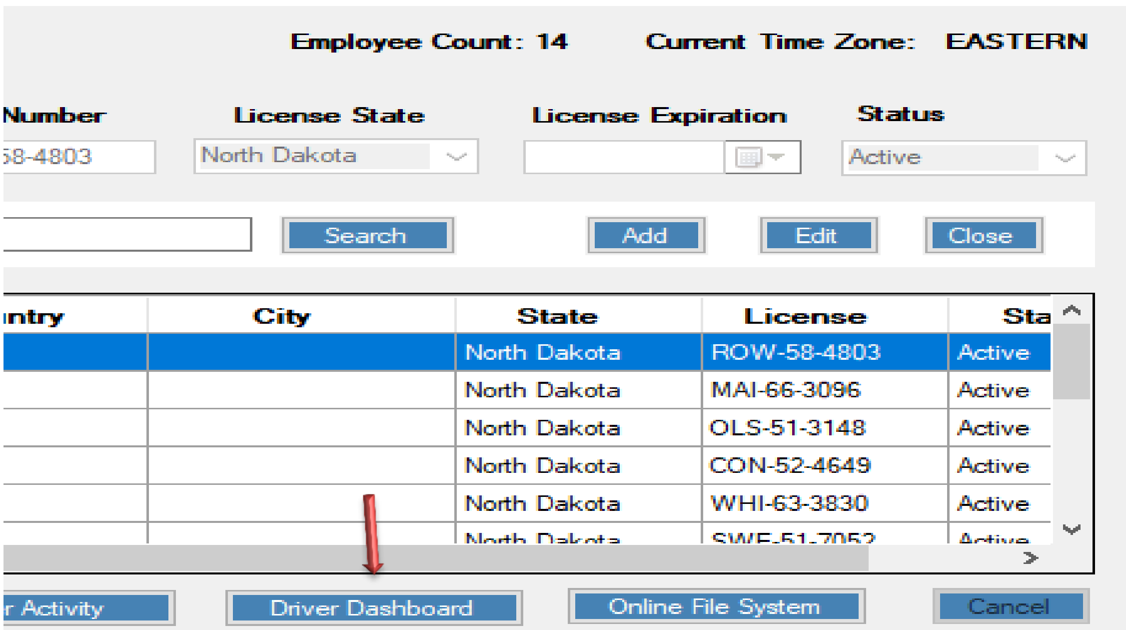
Report Totals -----> **Total Miles:** 303 **Total Hours:** 12 Page 1 Of 3

Setup continued

Employee Setup --> Driver Dashboard

The Driver Dashboard Utility provides a way to view a snapshot of the current state of the Selected Fleet Driver.

The report is available by clicking on the Driver Dashboard Button at the bottom of the Employee Maintenance Form as shown below:

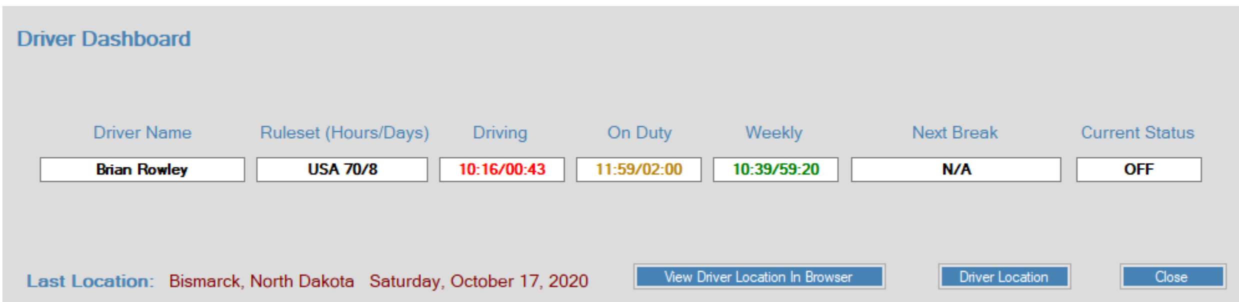


Using this feature, a snapshot of the amount of time the selected driver has spent in each of the available duty statuses, the current state (Duty Status) of the driver as well as the drivers current location which can also be viewed on a map.

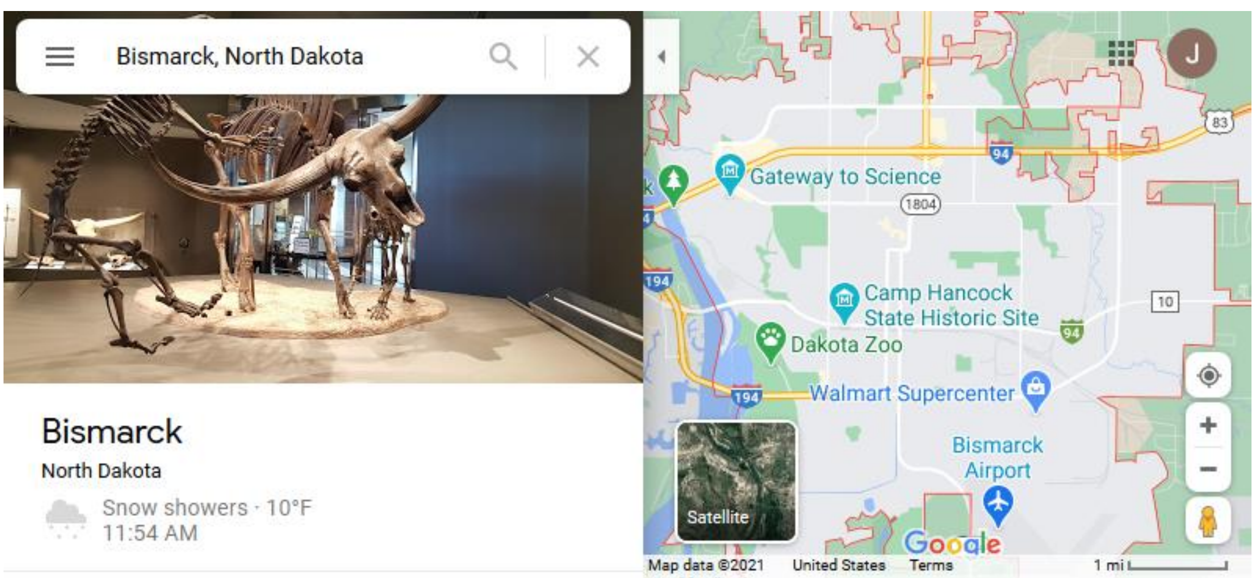
Setup continued

Employee Setup --> Driver Dashboard continued

The Driver Dashboard as displayed for the currently selected driver:



Clicking on either Location button at the bottom of the Driver Dashboard will display the Driver Location in the users default Internet Web Browser:



Setup continued

Assets Setup

Before entering your Vehicles into the system, make sure your company profile and all locations have been set up correctly. For more detailed information on entering your company profile and locations, see the corresponding help sections of this manual.

You can access the Assets Button by clicking the System Maintenance Menu Item on the Left Side Menu.

You can also use the menu at the top of the screen under Setup, Business and Assets.

You will use the Asset Management Form to manage all of your Assets. Assets can be any type of Vehicle or Trailer.

As with many other forms contained in Total DOT, there are two (2) ways Assets can be put into the system.

There is both a Manual input method of entering Assets into the Asset Maintenance Form as well as a more automated "Import" method which will import all of the assets in the ELD you are using into the Asset Maintenance Form.

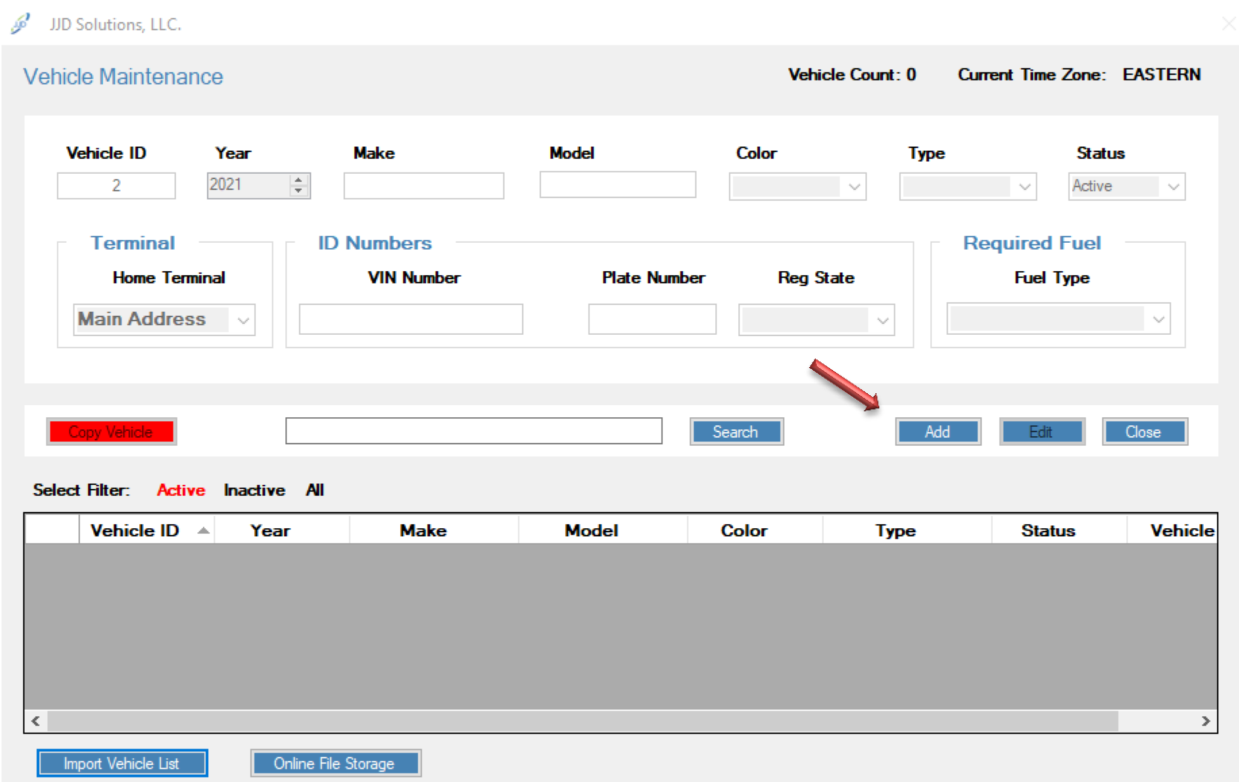
Each will be described on the next few pages of this manual.

Setup continued

Assets Setup continued

Manual Asset Data Input

Once the Vehicle Maintenance Form has been displayed, you can start manually entering your assets by clicking the Add Button. See Below:



NOTE

The Vehicle ID is an Auto-Fill field and can't be edited. It is for internal use only.

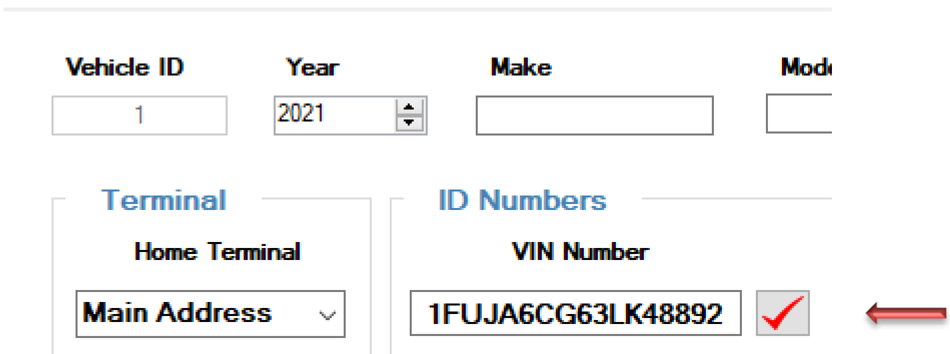
VIN Lookup Feature

At this point you have the option of entering all Asset Information into the fields manually, or you can simply enter the Vehicle Information Number (VIN) into the VIN Number Field and click the Check Mark next to the field to use the VIN Check feature which will find the vehicle specifications for the VIN entered and fill in the appropriate fields – saving you some time.

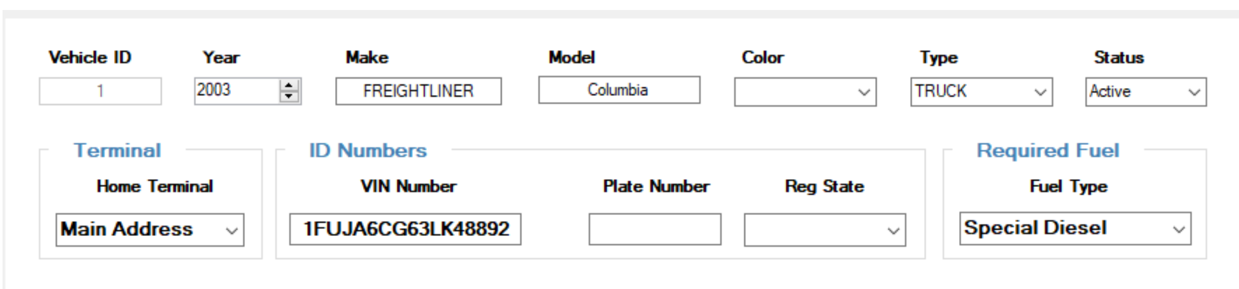
Although there will still be a few fields to fill in, most of the work is done for you!

Setup continued

Assets Setup --> **Manual Asset Data Input** --> **VIN Lookup Feature** continued



Using this method is fast and accurate and provides most of the information you will need to enter into the Vehicle Maintenance Form.



Color, Plate Number and Registration State are not part of the information that is returned using this feature so you will have to enter that information separately.

Once you have finished using the Manual Entry or VIN Lookup Features, remember to Save your new Vehicle by clicking the SAVE Button.

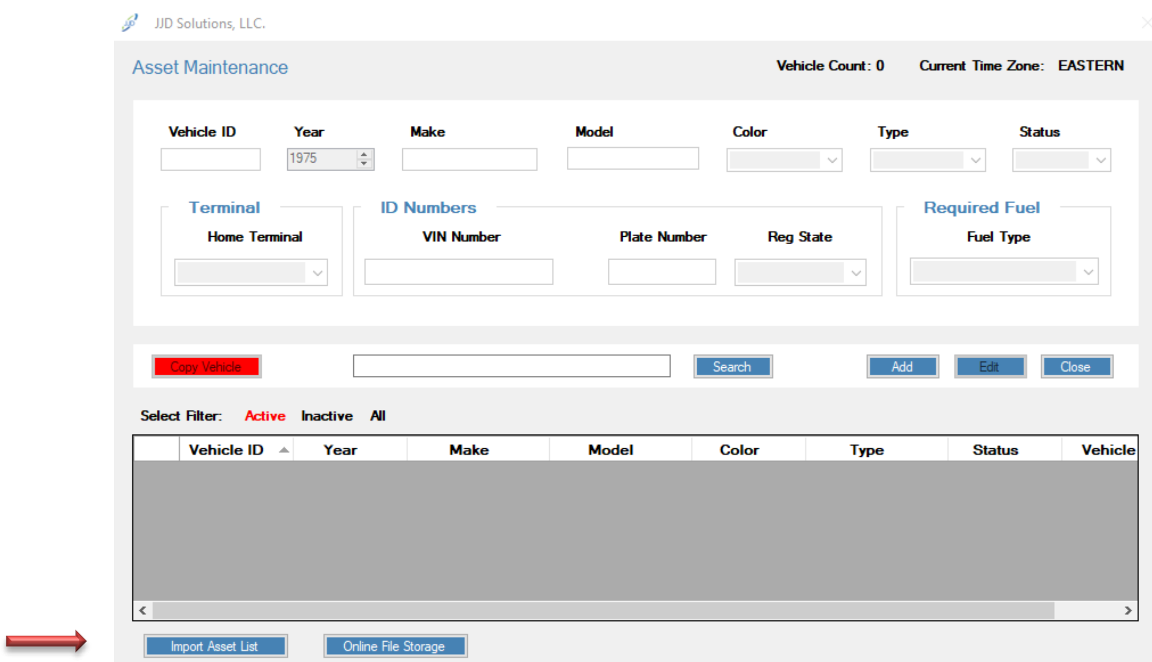
Setup continued

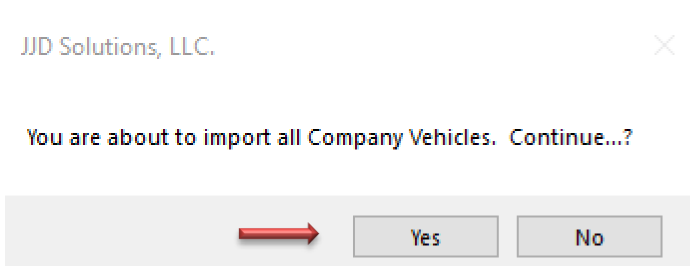
Assets Setup --> **Import Asset Feature**

Along with the ability to manually enter your assets directly into the system using the Asset Maintenance Form, there is also an “Import Asset List” feature.

Using the Import feature, the Asset List contained in the ELD System can be automatically imported into the Asset Maintenance Form.

To use the Import Feature, click the Import Asset List Button on the bottom left hand side of the Asset Maintenance Form and follow the prompts.

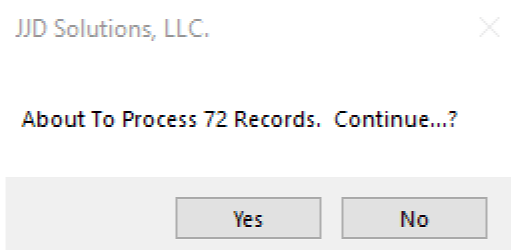


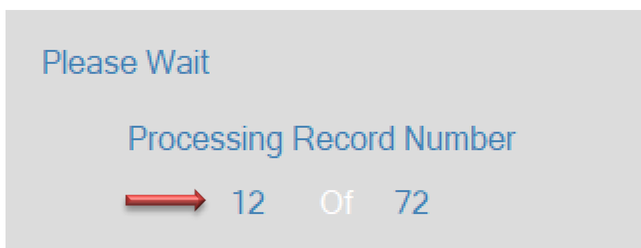


Setup continued

Assets Setup --> **Import Asset Feature** continued

The Dialog Boxes will let the user know exactly how many Assets there are to be imported and will show the import progress on screen until the process is finished.





When the Import Process has finished, the newly added assets will be listed in the Asset Maintenance Data Grid as shown below.

IMPORTANT

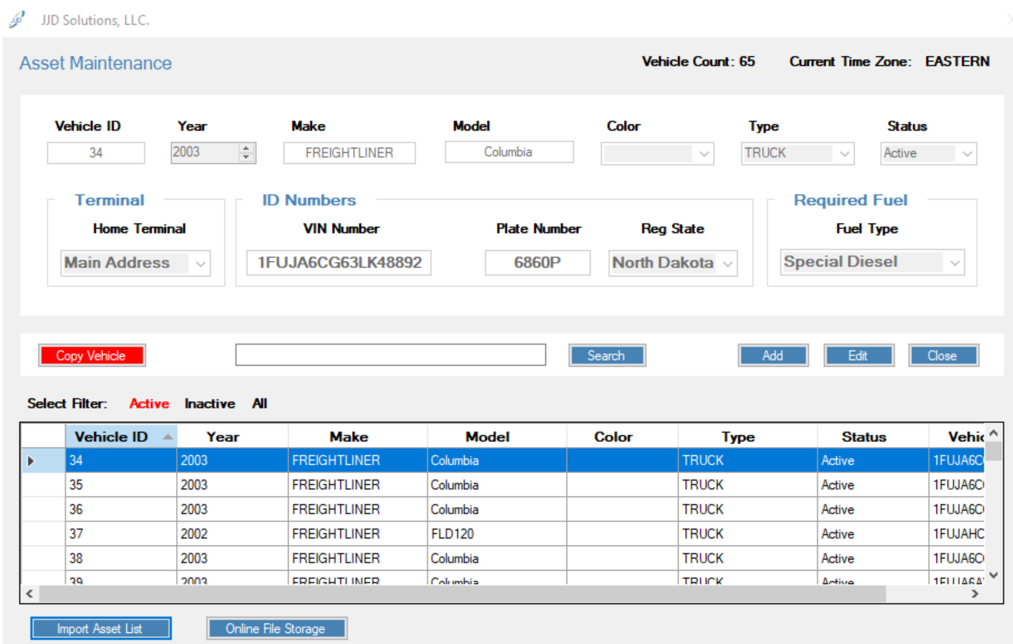
The Import Feature will NOT overwrite any Assets already in the system and is based on VIN Number.

The system will also look for duplicates in the system before adding any Asset into the data tables.

Setup continued

Assets Setup --> **Import Asset Feature** continued

The following example shows the Asset Maintenance Form after the Import Feature has finished importing a list of Assets.



System Users

For people who will need access to the DOT Compliance Applications, a System User Account will need to be created.

The System Users Module is used to define the access and permissions a user will have when logging into the system.

IMPORTANT

It is important to note that company locations must be entered prior to creating System Users as each user will be assigned to a specific location. See the Location Help Video for more information on entering locations into the system.

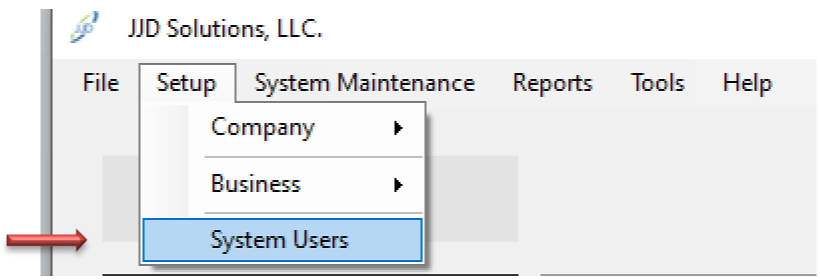
Setup continued

System Users continued

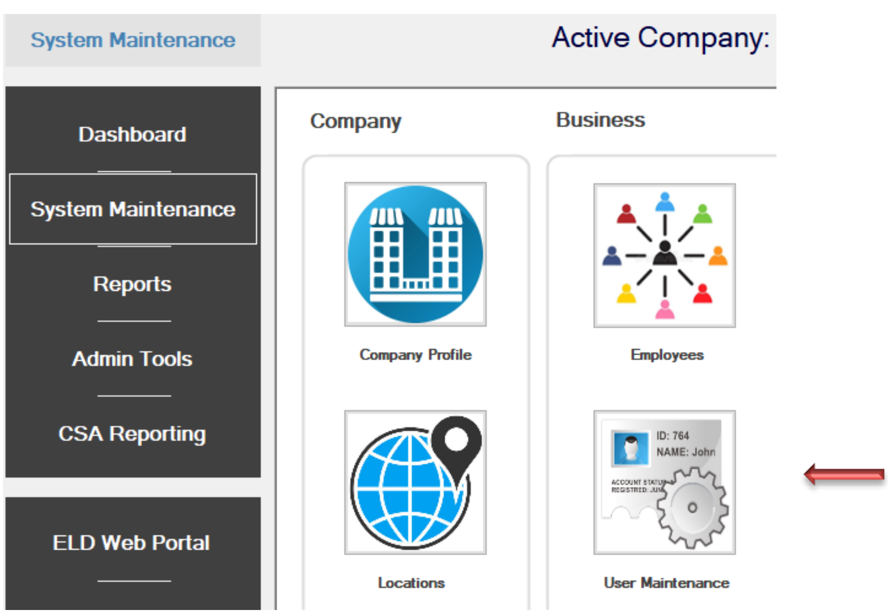
For Resellers Only:

Unless Users are being created for the Reseller, make sure to Clone a Motor Carrier prior to using this feature.

To access this feature, you can select the following from the top level main menu:



The same feature can be accessed by Motor Carrier Users by clicking the User Maintenance Button that is available on the System Maintenance Page.

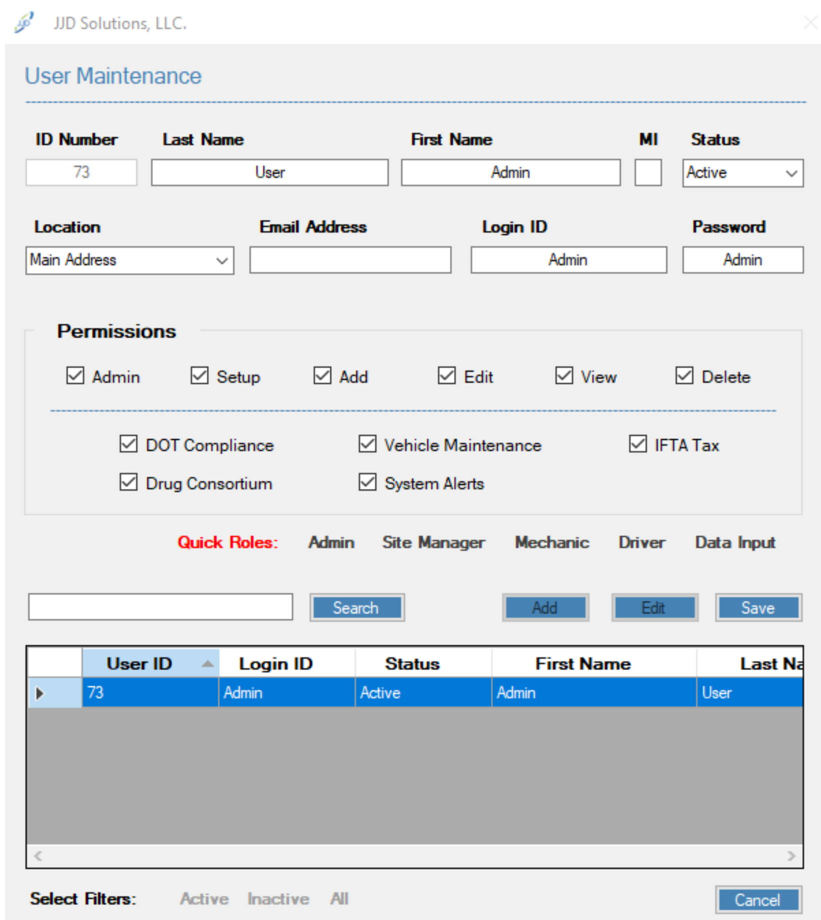


Setup continued

System Users continued

Once the System Users Feature has been selected, the following User Maintenance Form will be shown.

User Maintenance Form

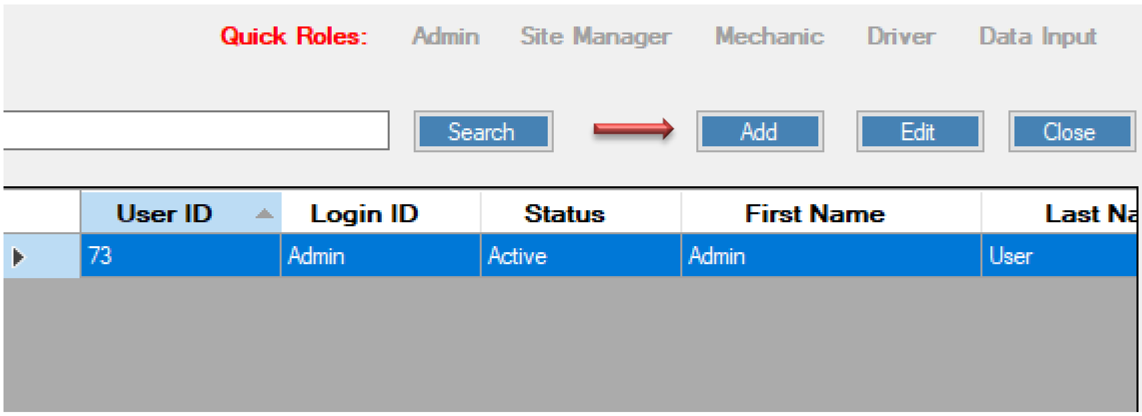


To add a System User, click the Add button above the Grid.

You will notice the system automatically assigns ID Number to each system user. This field can't be overridden and is simply used by the system internally.

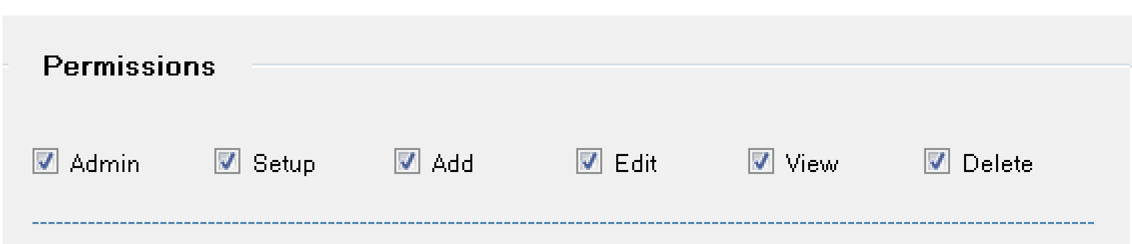
Setup continued

System Users continued



Enter the User Last and First Name, Middle Initial if necessary and select the home location for the employee. Next enter the user s email address, assign a user login ID and assign a user password.

Next add the type of permissions the user will have in the system. Setting user Admin permissions will enable all of the rest of the options and the user will have total control over the system features you will select below.



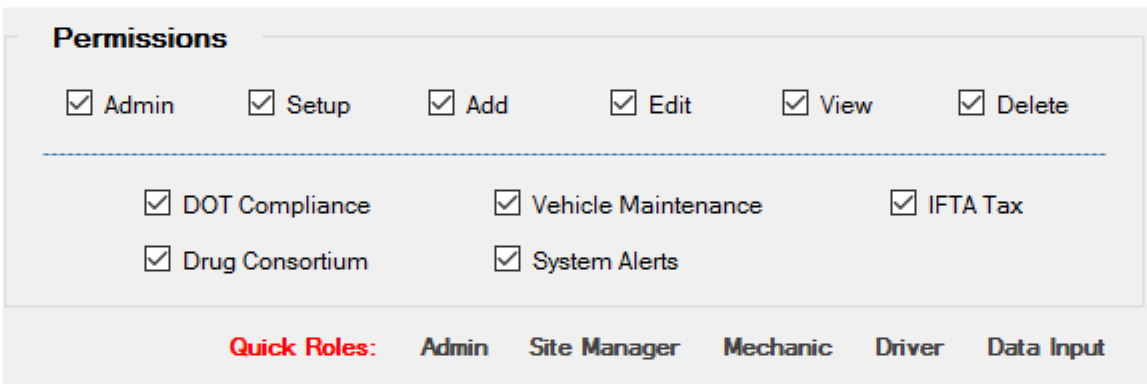
Setup continued

System Users continued

NOTE

If the new Employee User is not given Administrative Permissions, the user will be limited to only working with Employee's and Assets that are specific to their own location. This adds to the scalability of the Total DOT Applications.

Select all system services the user will be granted access for or use the Quick Roles listed below the option set for faster setup.

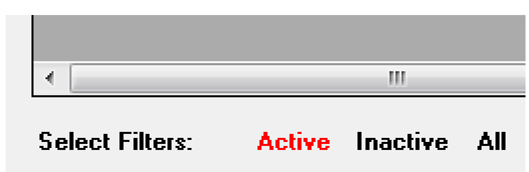


When you are finished adding all information for the user, press the Save button to complete the process.

You can also edit an existing user record by clicking on the Edit button above the grid. Make the required changes and press the Save button to complete the process.

If you are deleting a user or wish to remove a user from the Active listing, edit the record, change the user status to Inactive, and save the record using the save button.

You can view inactive users using the Inactive filter below the grid.



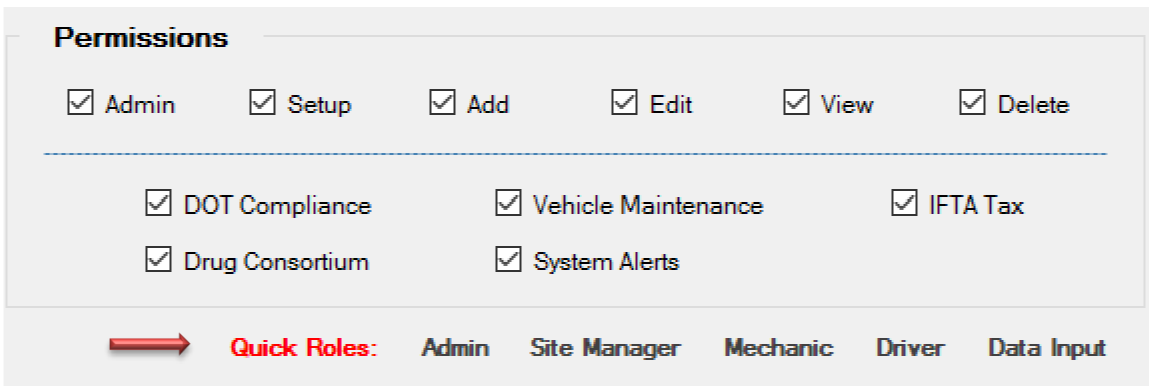
Setup continued

System Users continued

Quick Roles

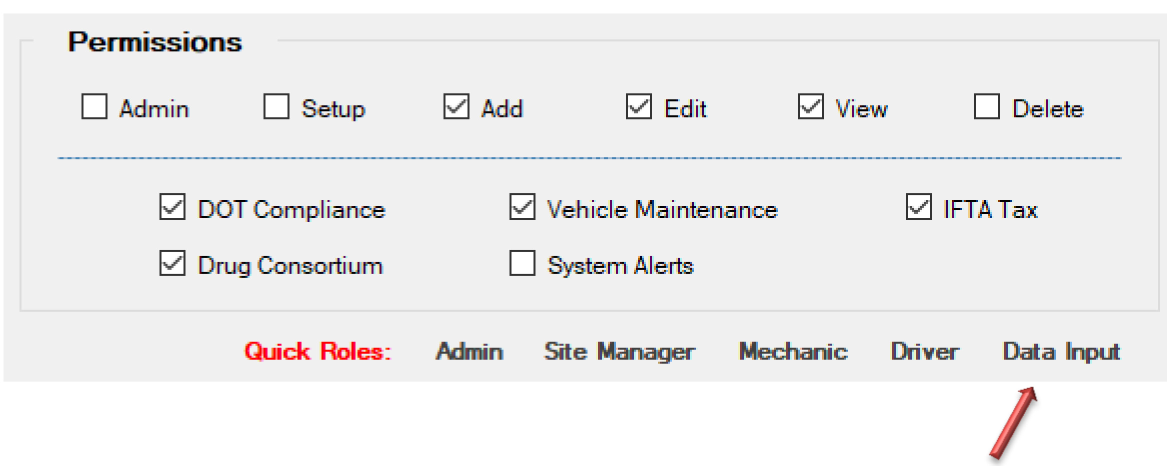
When setting up User Permissions, there are also several pre-defined options available. These pre-defined options are called “Quick Roles”.

See Below:



When setting up User Permissions, simply click on the User Role from the list of available options to automatically set the Permissions to match the selected Role.

Below you will see the Permissions that have been set when the DATA INPUT User Role has been selected.



Admin Tools

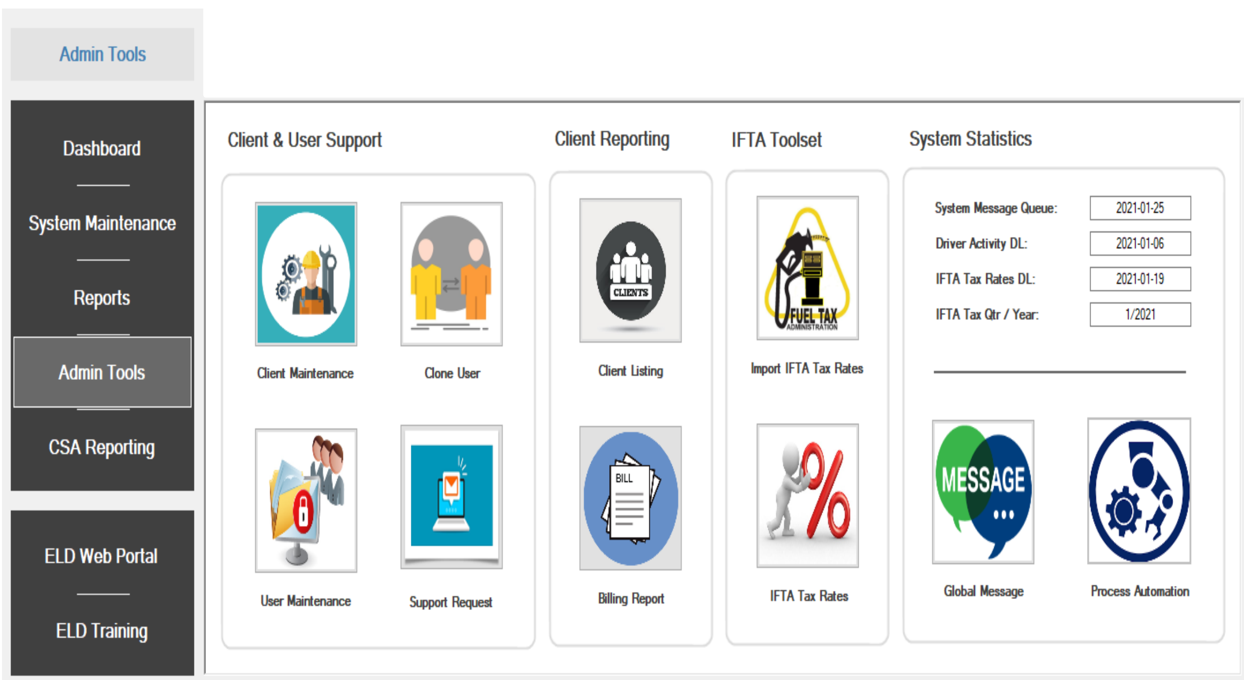
Overview

There are several tools available for Safety Companies or others who provide DOT Compliance Services for their clients.

The Administrative Tool Set is available by clicking on the Admin Tools Menu Item from the Left Side Menu and is shown below.

NOTE

The functions that follow under the Admin Tools Section of the Total DOT Application Suite are only available to Resellers – Users who have the Company ID of “9999”.



Client Maintenance

The Client Maintenance Module allows Resellers to easily integrate Clients into the Total DOT Application Suite.

Using the Client Maintenance Module, Resellers are able to Add and Update Clients as well as control which Features the Clients can have access to.

Admin Tools continued

Client Maintenance continued

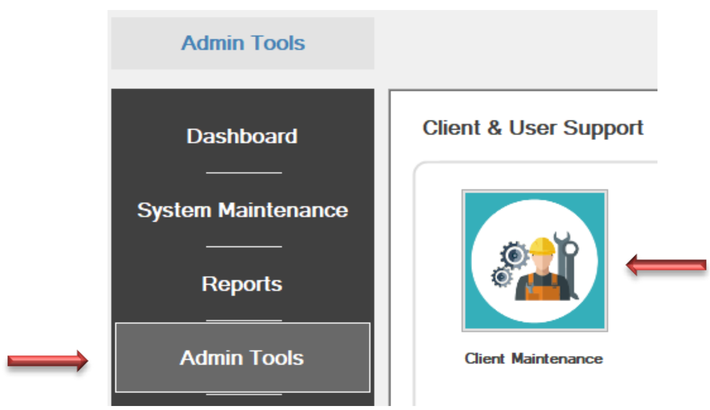
Client Setup

The ability to Setup Clients in the system is a function only available to Resellers.

While Resellers have the ability to manually enter Clients into the system using the Client Maintenance, an Import Feature is also available to automate the process and eliminate duplicate input for those clients using the ELD.

Manual Client Input

As mentioned above, the Resellers have the ability to manually input Client Information using the Client Maintenance Form that is available by clicking the “Admin Tools” Button on side menu.

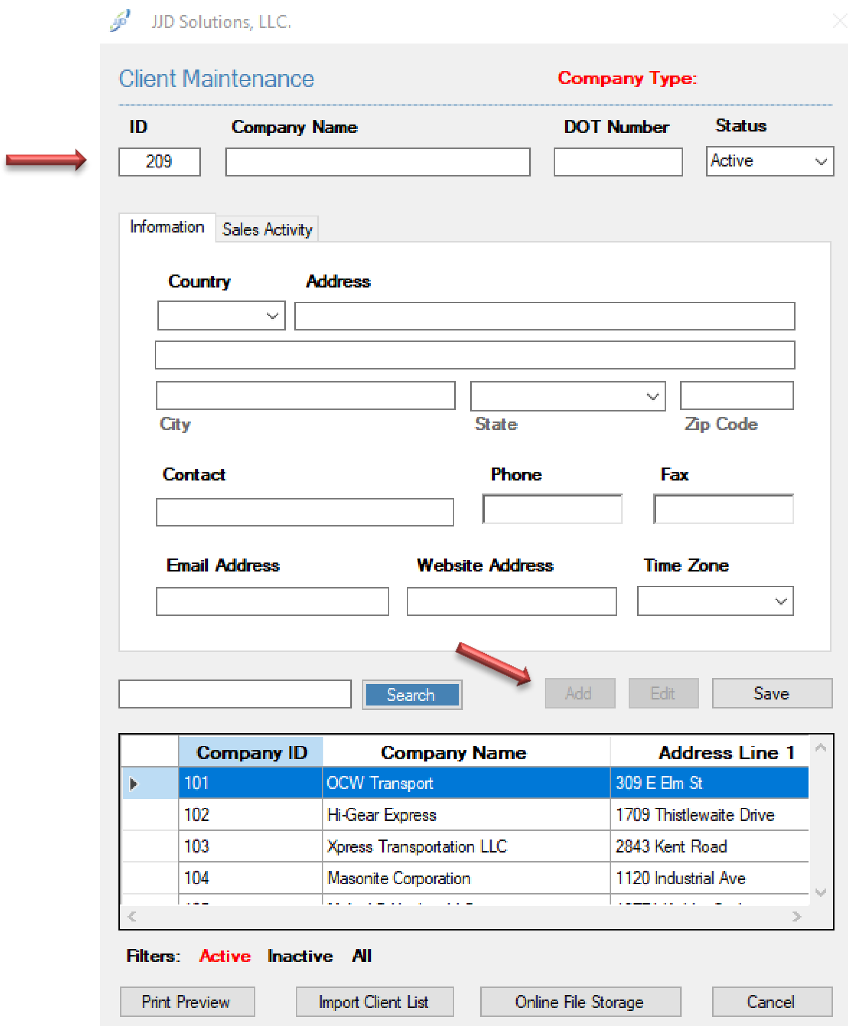


Admin Tools continued

Client Maintenance continued

Manual Client Input

Once the Client Maintenance Form is open, Clients can be manually edited by clicking the “Add” Button to begin the process.



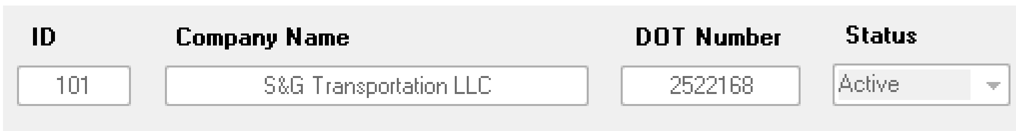
Company ID will be automatically filled in for you. Enter all other relevant information on the “Information” tab to continue.

When all information has been filled out on the Information Tab, click the “Sales Activity Tab”.

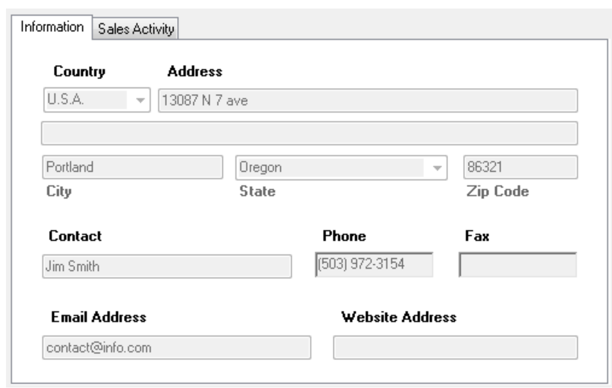
Admin Tools continued

Client Maintenance --> Manual Client Input Continued

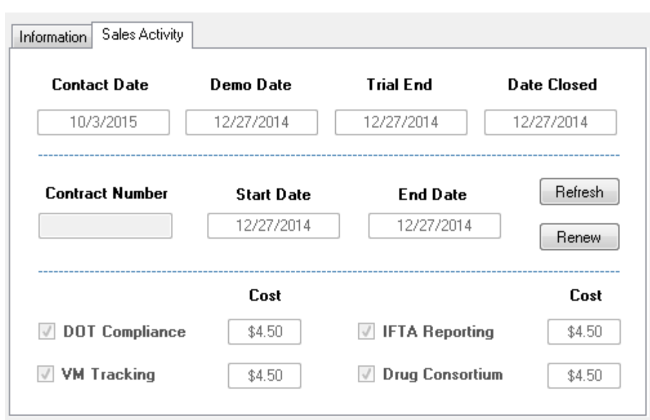
Enter the Company Name and DOT Number. Make sure to enter a valid DOT Number so the company will have access to the CSA Reporting Feature available from the System Dashboard.



Next, enter the Customer Country, Address, City, State and Zip Code as well as any Customer Contact Information.



When adding new Clients, the Services and Costing Information that was set up for the Reseller, will be carried over to the new Client. This information can be adjusted as necessary.



Admin Tools continued

Client Maintenance --> Manual Client Input Continued

You can also enter any contractual information such as contract number, start and end dates if you wish to use these fields. If not, they are optional.

Next and most importantly, select the services you wish to make available for your new client. Please note that unless these options are correctly set, your clients won't have access to services they wish to use in the DOT Compliance Applications.

	Cost		Cost
☑ DOT Compliance	$4.50	☑ IFTA Reporting	$4.50
☑ VM Tracking	$4.50	☑ Drug Consortium	$4.50

You can also enter a price you will be charging your client for the services provided if you wish to be able to calculate invoice totals.

Once all relevant information has been entered, simply click the Save button to complete the transaction.

IMPORTANT

Once entered into the system, you can change customer information by using the Edit button.

If you wish to delete a customer, select the customer from the grid that you wish to delete and once again press the edit button. Set the status to Inactive using the drop down and click the Save button.

To view Inactive Customers, click the Inactive Filter at the bottom of the grid.

You can also reinstate a customer by selecting an Inactive Customer from the Inactive Grid, edit the record and set the Status to Active.

Please note that by setting a customer to Inactive, customer users will not have access to the system.

Useful if you stop providing services for that client.

Admin Tools continued

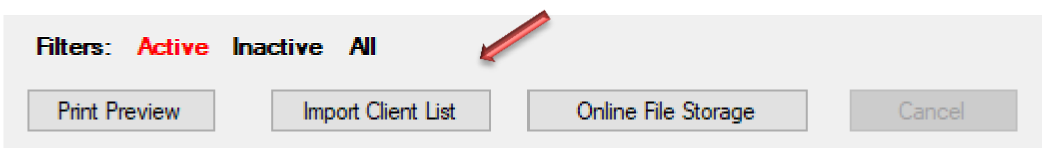
Client Maintenance --> Import Client List

The Client Maintenance Form provides an automated feature to import all active ELD Clients directly into the Total DOT Application Data.

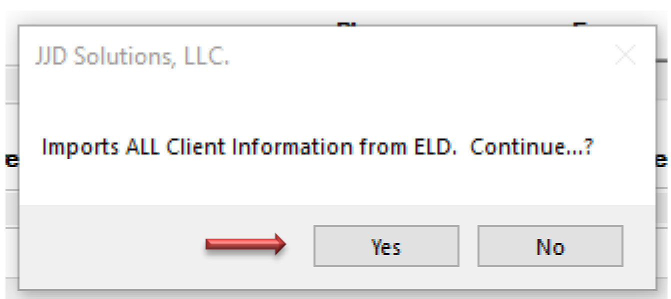
This feature can be used when setting up the system for the first time, or any time that changes have been made to the Client List on the ELD Portal.

The steps to use the Import Client List Feature are as follows:

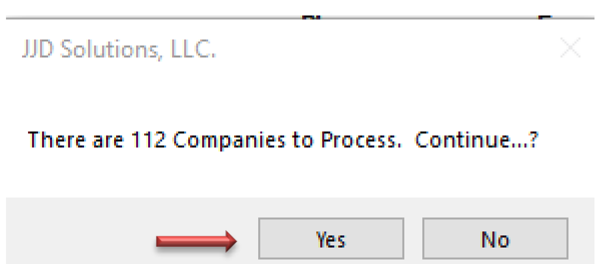
1. Once on the Client Maintenance Form, click the "Import Client List" Button at the bottom of the form as shown below:



2. Accept the following popup message:



3. A final message is show that contains the number of new clients to be imported. Accept the message to begin the process.



Admin Tools continued

Client Maintenance --> Import Client List

The import process will now begin. You will see a message displaying the import process.

4. Once the process has been finished, the Client Maintenance Form will once again be displayed with all Clients that were imported into the system.

   IMPORTANT

   When the import process is running, along with importing all Client Demographic Information and any other Client related information that is contained in the ELD, the following will also be created in the Total DOT System:

   a. All Services that have been set up in the Reseller Account will be carried over to all new Clients that have been created.
   b. The ELD Billing Type will be included in each new Client account as set up in the Reseller Account.
   c. New Login Credentials will also be created for each new client with the following information:

      Client ID: ### - Each Client ID is Unique.
      User Name: admin
      Password: admin

      User Name and Password will always be the defaults. New Users can be added and passwords can be changed.

      Look in the System Users section of this manual for instructions.

   IMPORTANT

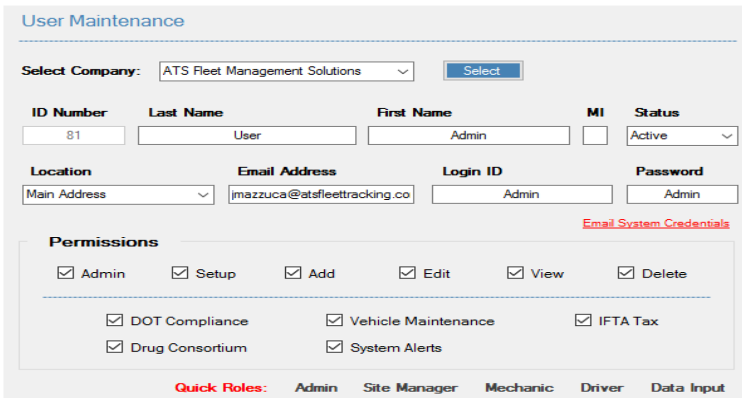
   A list of clients that did NOT have an API Key will also be displayed and can be printed using the Client Listing Report Feature on Admin Tools Page. It is imperative all Clients have API Keys entered so reporting and Other System Features will work correctly! You should go into the ELD Portal, create API Keys for the Clients that don't have one, and run the Client Import Feature again.

Admin Tools continued

User Maintenance

The User Maintenance Module allows you to easily add users for your clients. You can use this screen to add or revoke system permissions, assign rights for system specific features, and even change passwords.

To access the User Maintenance Module, simply click on the User Maintenance Button.



You can Add, Edit or Delete Users using this feature.

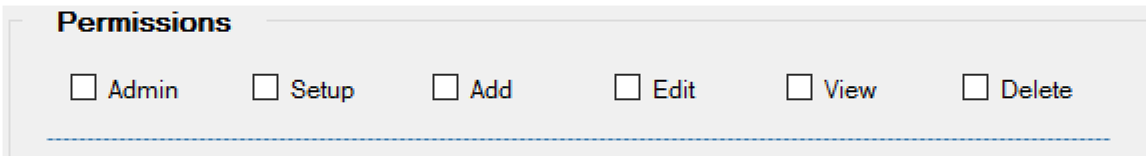
To add a new user, start by choosing a Customer from the drop down list and clicking the Select button.

Next, click the Add button to begin adding a new user to that customer.
The User Number is automatically filled in for you and can’t be changed. It is for internal system use only.
Enter Last Name, First Name and Middle (optional). Click the Location this user will be assigned and enter an Email address if the user has one. Enter User ID and desired Password.

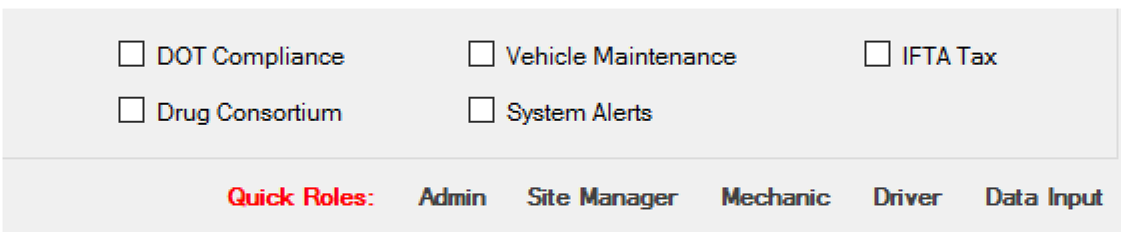
Admin Tools continued

User Maintenance continued

You can then check the options for the types of permission the user will have. You will notice that selecting Admin from the option set will check all boxes for you and provide the user with Administrative System Access.



Once the User Permissions have been set, you can then choose which system features the user will have access to.



When all information has been entered, and all desired options are set you can click the Save button to complete the transaction. You can also use the Quick Roles links to set option sets quicker.

You can edit the user by selecting the user from the grid you wish to work with and press the Edit button. Make the necessary changes and click the Save button to save the changes you have made.

To delete a user or revoke system access, simply change the Status of the user to Inactive.

Select the user from the grid, and click the Edit button. Change the Status to Inactive using the drop down and then click the Save button. The User will no longer be able to access the system.

To reinstate a user account, simply click on the Inactive Filter at the bottom of the grid, select the user you wish to reinstate, Edit the record by clicking the Edit button and change the Status back to Active using the drop down.

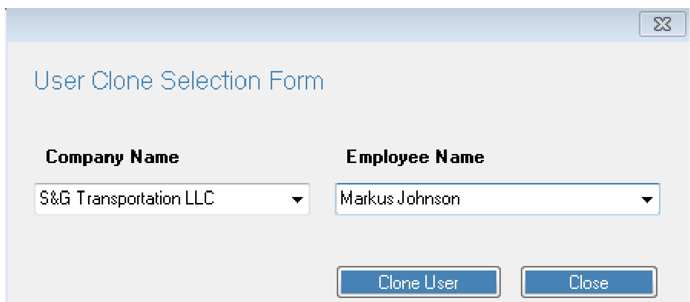
Make sure to save your changes by clicking the Save button.

Admin Tools continued

Clone User

Another powerful feature of the DOT Compliance Application Administrative Tool Set is the Clone User Feature.

Using this feature, Safety Companies can provide their clients with a very high level of customer support. The Clone User feature available by clicking on the Clone User button allows you the ability to access any user of any client to help with troubleshooting and customer support.



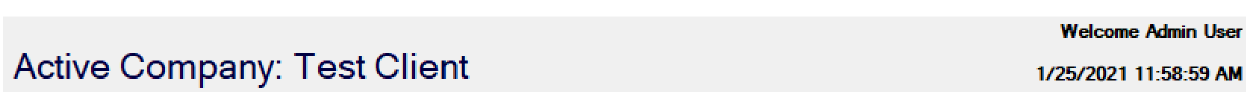
Once a user for a client has been cloned, all screens, features and functions that user has access to will be made available.

If a client has an issue with a certain feature or function, simply clone the user and see exactly what they see.

To use this feature, from the User Clone Selection Form, simply select the Company you want to work with from the Company drop down list.

Next select the Employee you wish to clone and click the Clone User button.

Once the new company and user have been cloned, you can see the active company and user at the top of the screen.



You can now begin to work in the system as the cloned user.

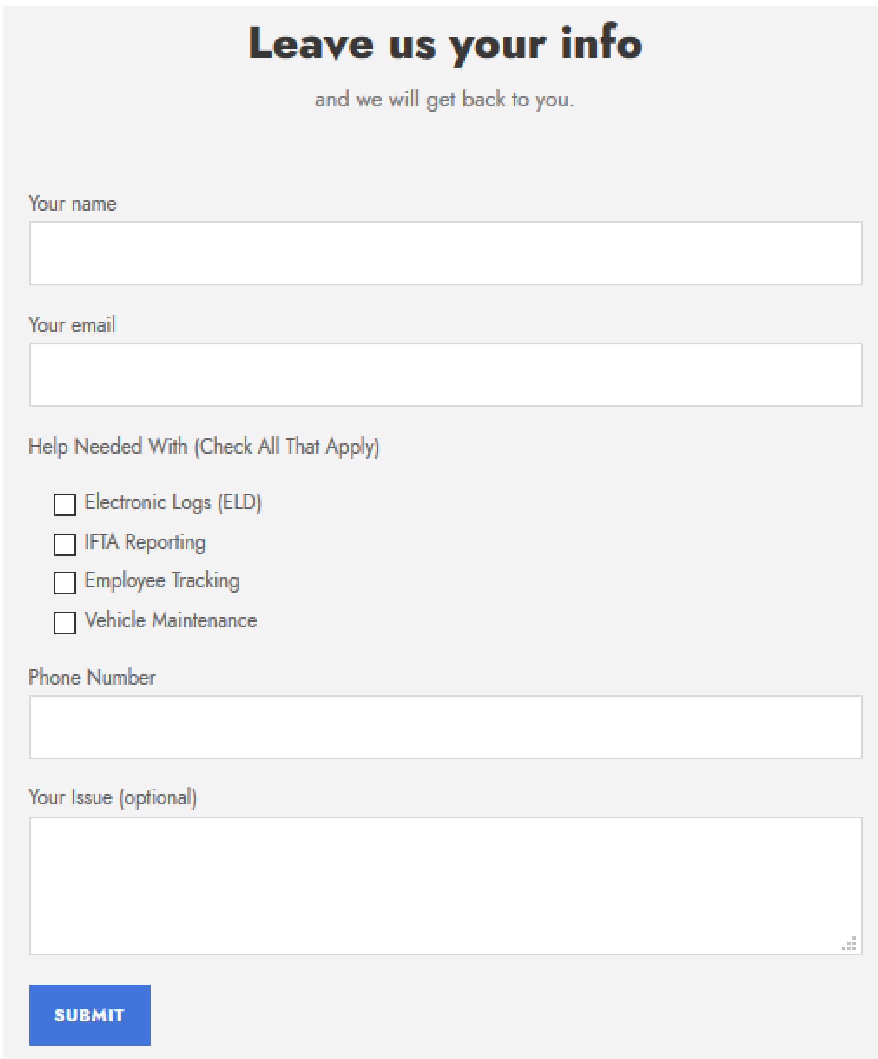
Once you have finished working in the system as the cloned user, you can use the Clone User feature again to change back to your own company and user by repeating the steps above.

Admin Tools continued

Remote Support

This feature simply provides easy access to a Support Request Form that the Motor Carrier can use to request support from our Support Department.

This is a Web Based Form so the users Default Internet Browser will be used to open the form.



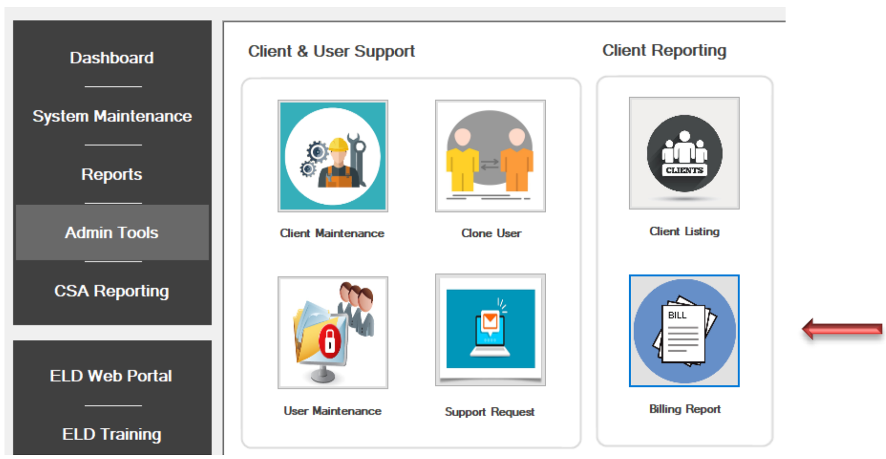
Fill in as much information under “Your Issue” as you possibly can so we can help solve the issue as quickly as possible.

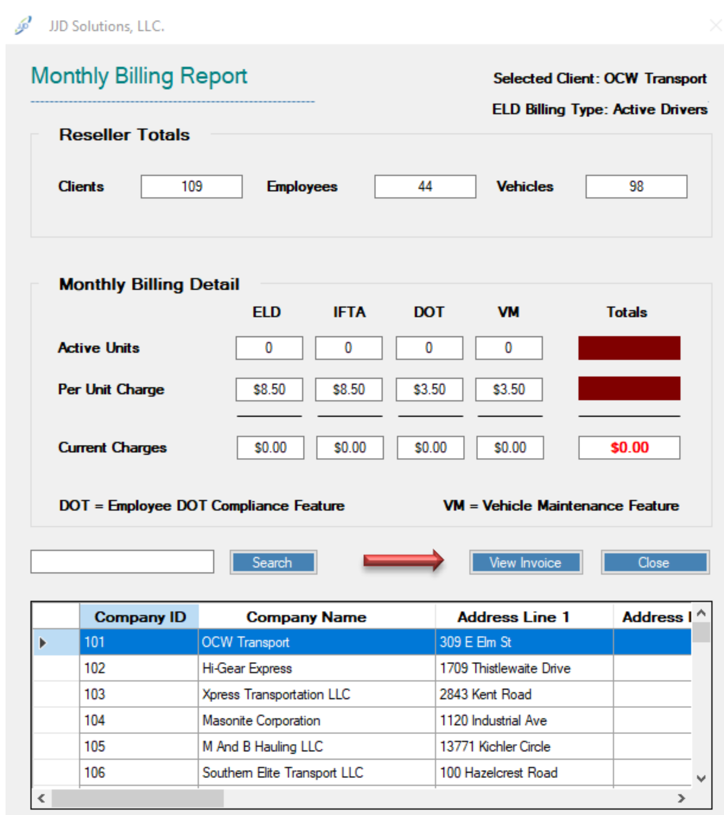
Admin Tools continued

Billing Report

The Billing Report provides Resellers with a snap shot of the Monthly Billing based on Service Charges set up for each Client.

Available from the Admin Tools Page, the Billing Report Button will show the following form:



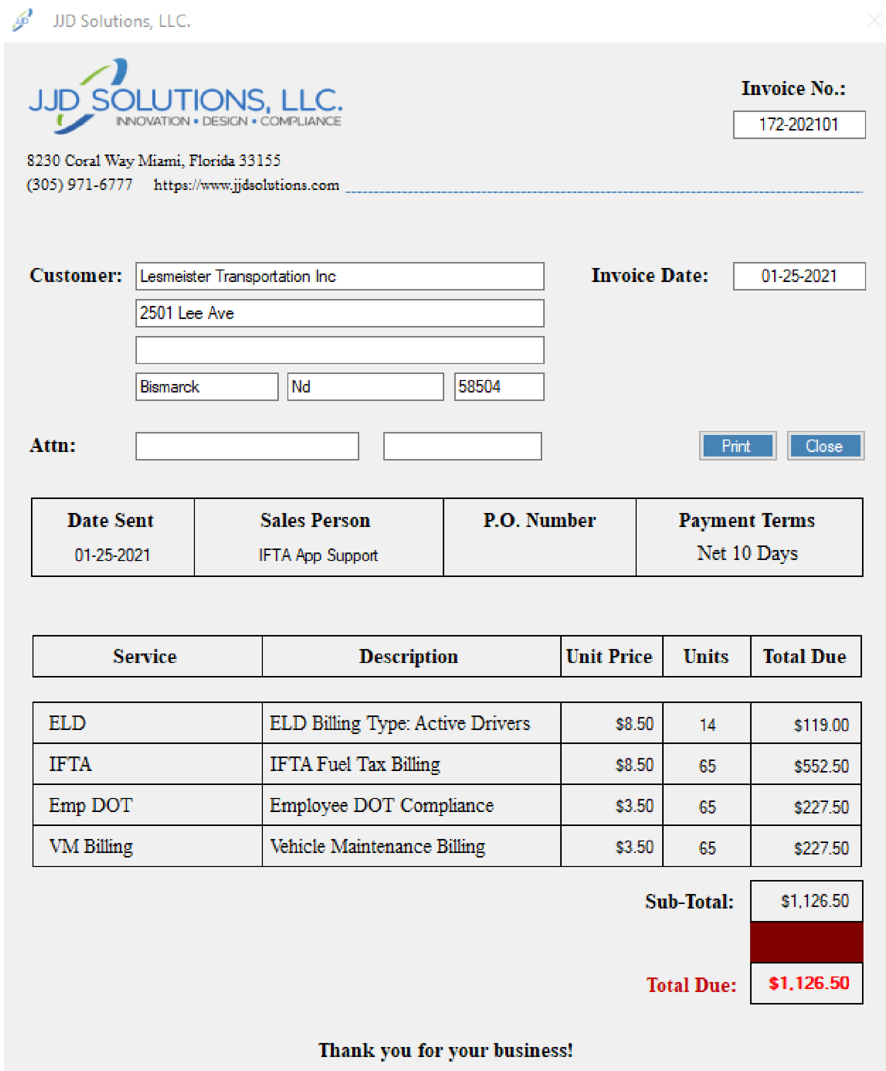


Admin Tools continued

Billing Report continued

Using the Billing Report Form, Resellers are also able to Print Invoices for each Client.

Simply click the View Invoice Button as shown above.



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INNOVATION • DESIGN • COMPLIANCE

8230 Coral Way Miami, Florida 33155
(305) 971-6777 https://www.jjdsolutions.com

Invoice No.: 172-202101

Customer: Lesmeister Transportation Inc
2501 Lee Ave
Bismarck Nd 58504

Invoice Date: 01-25-2021

Attn:

Print Close

Date Sent	Sales Person	P.O. Number	Payment Terms
01-25-2021	IFTA App Support		Net 10 Days

Service	Description	Unit Price	Units	Total Due
ELD	ELD Billing Type: Active Drivers	$8.50	14	$119.00
IFTA	IFTA Fuel Tax Billing	$8.50	65	$552.50
Emp DOT	Employee DOT Compliance	$3.50	65	$227.50
VM Billing	Vehicle Maintenance Billing	$3.50	65	$227.50

Sub-Total: $1,126.50

Total Due: $1,126.50

Thank you for your business!

IMPORTANT

The invoice currently has a Print Button to enable printing of the invoice. An EMAIL Button will soon be available for Clients with an Admin Email Address.

Billing Type is also displayed in the ELD Line above as shown.

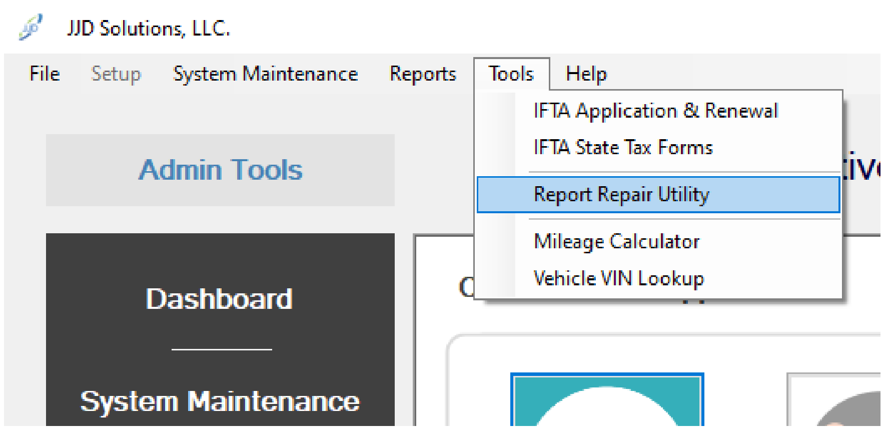
Admin Tools continued

Report Repair Utility

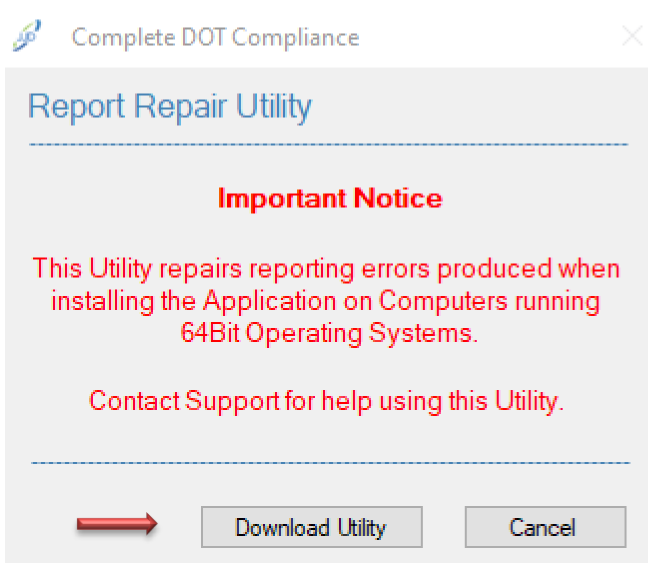
The Total DOT Application set was built using many Windows and Microsoft Library files. Without those library files, users could have trouble printing reports.

If any problems are encountered when trying to print, there is a Report Repair Utility available from the Top Level Menu.

Tools --> Report Repair Utility



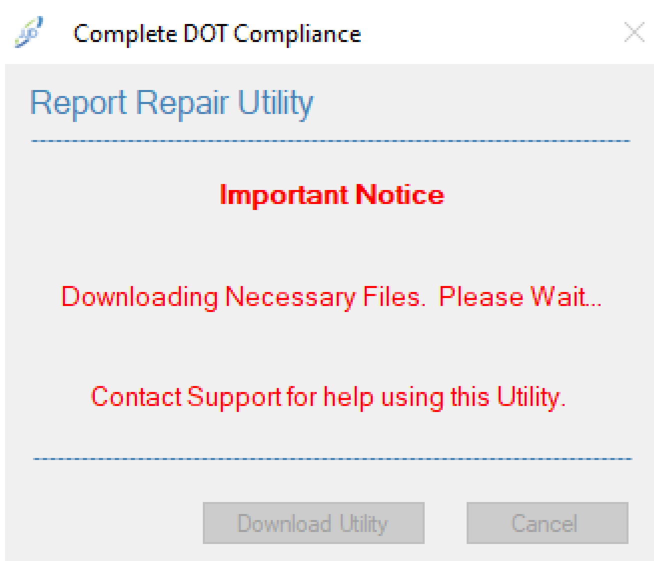
When the menu item is clicked, the following form is displayed.   Click the “Download Utility” to get started.

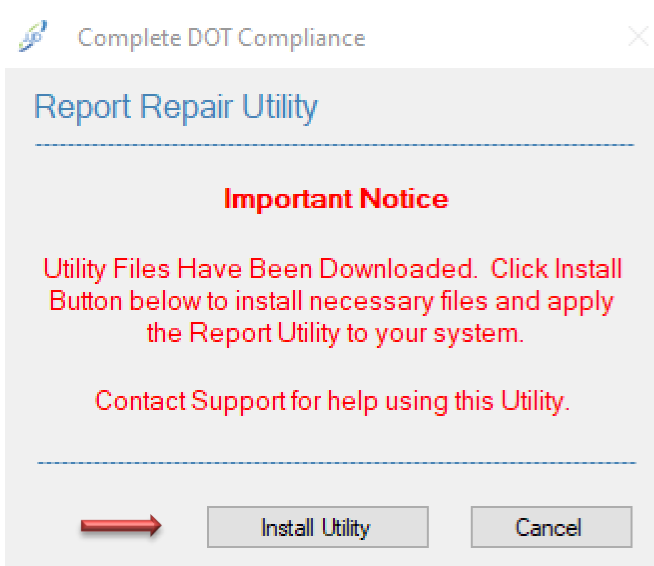


Admin Tools continued

Report Repair Utility continued

The following Messages will be shown as the process downloads the necessary Utility Files and when the process has been finished.





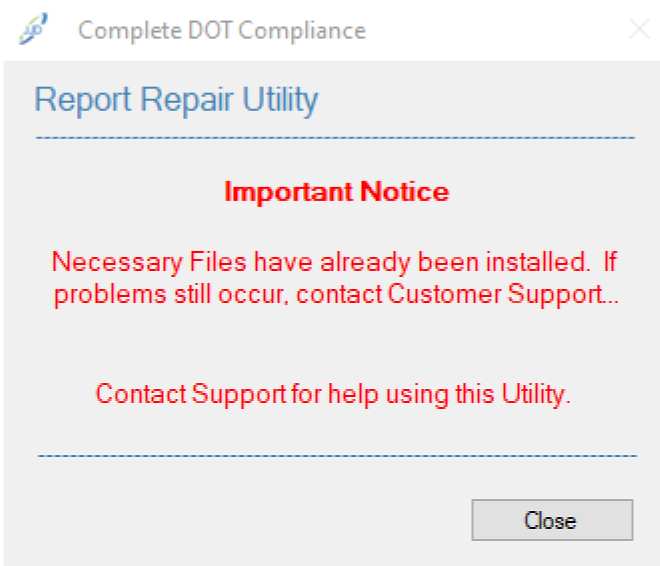
Click the "INSTALL UTILITY" Button to complete the process.

Admin Tools continued

Report Repair Utility continued

Once the required Utility Files have been downloaded and installed, the following message box is displayed.

Simply click the “CLOSE” Button to finish the process and close the dialog boxes.



If the user still experiences any issues when printing reports, contact Customer Support.

Admin Tools continued

Process Automation

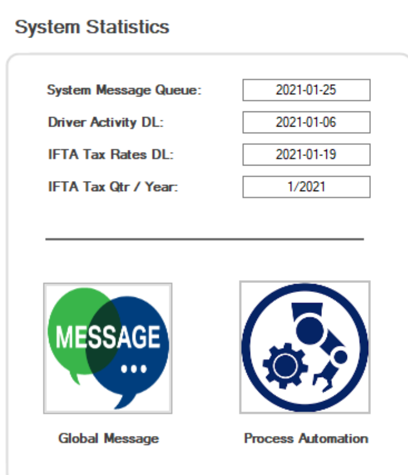
The Process Automation Button which is available from the Admin Tools Form lets you manually kick off the automation that downloads the Driver Activity from the ELD Portal.

In Future Total DOT releases, this feature checks the system for:

- Employee Expiration Dates
- Vehicle Maintenance Expiration Dates
- Incomplete DQ Files
- Preventive Maintenance Items Due
- And much more.

Alerts and Notifications are sent using this feature if necessary.

The Automation Feature is set to run automatically every night at 3am. However, you have the ability to run the automation feature at any time manually by clicking the Process Automation Button available from the Admin Tools Screen.



Note

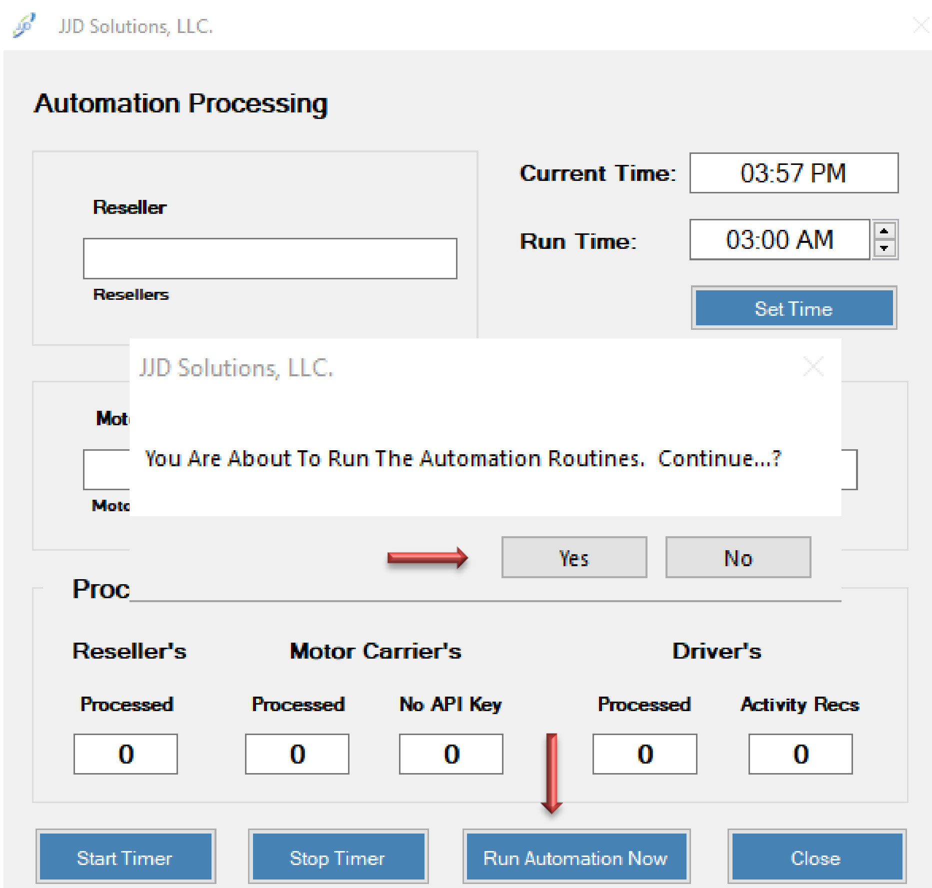
The fields under the System Statistics at the top of the form let users know the last time the automation processes were run.

Admin Tools continued

Process Automation continued

The Process Automation Button which is available from the Admin Tools Form lets you manually kick off the automation that downloads the Driver Activity from the ELD Portal.

The following Automation Processing form is displayed.



To manually run the Automation, click the "RUN AUTOMATION NOW" Button and Click "YES" to continue as shown above.

IMPORTANT

This process is ONLY available to Resellers and should ONLY be used if the process has not been run.

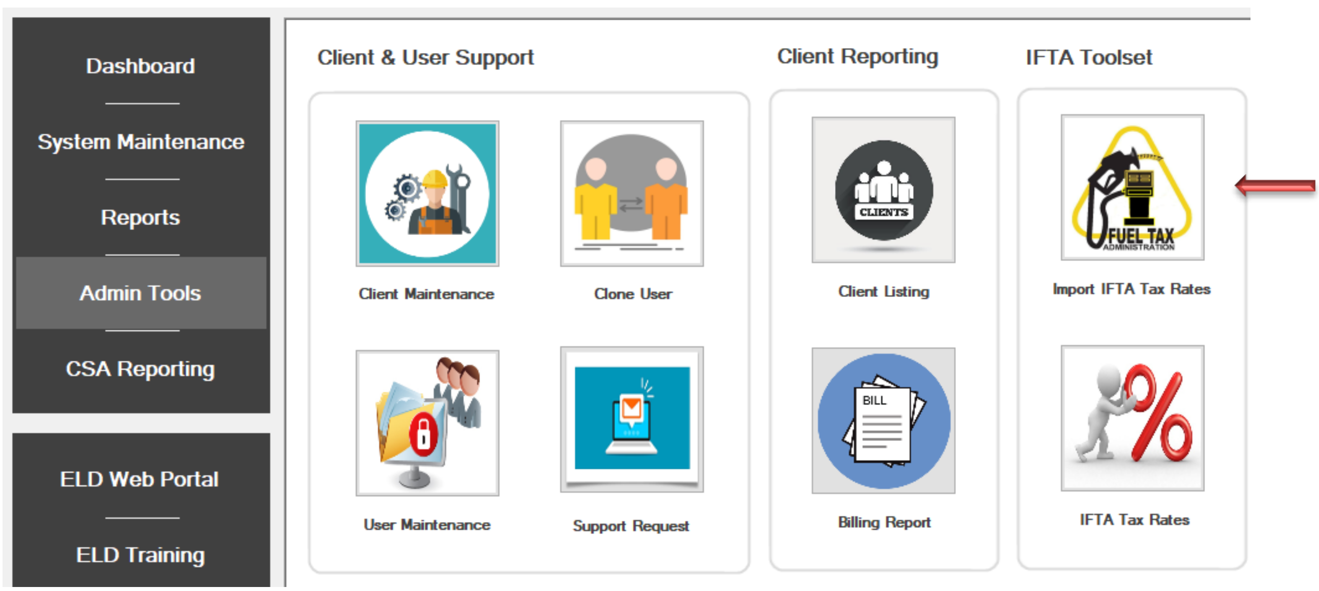
Consult with Customer Support BEFORE using this feature. Failure to comply can result in unnecessary duplication of data which we are NOT responsible for!

Admin Tools continued

Import IFTA Tax Rates

The IFTA Tax Rates Import feature is another advanced automated feature of the Total DOT Application Suite.

To access this Advanced Feature, click the IMPORT IFTA TAX RATES Button that is available from the Admin Tools Form. See below.



Each quarter the system automatically checks for new IFTA Tax Rates and downloads and installs these State Tax Rates as they become available or are released by the IFTA Organization.

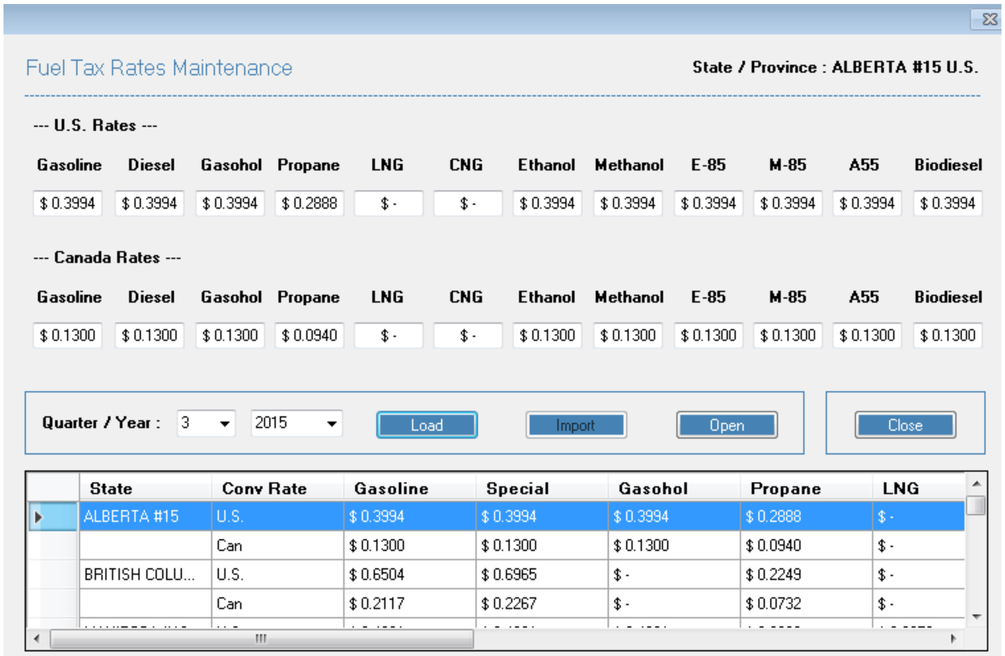
You can view previously installed State Tax Rate lists or check for newly released Tax Rates using this feature.

When you access this feature by clicking on the IFTA Tax Rates Button, a blank form is displayed.

Simply choose the quarter / year you wish to work with and click the Load button.

Admin Tools continued

Import IFTA Tax Rates continued



If the State Tax Rates for the selected Quarter / Year have already been installed, they will populate the grid and upper form.

If the State Tax Rates for the selected Quarter / Year have NOT been installed, you have the ability to check if the new State Tax Rates have been released by the IFTA Organization and install these new rates.

Select the Quarter / Year you wish to check and press the Load button. If the State Tax Rates have been released the form will be populated.

If the State Tax Rates for the selected Quarter / Year have not already been imported, the Import button will be enabled. You have the ability to import the State Tax Rates at this time.

If the State Tax Rates have already been installed, the Import Button will not be available.

Admin Tools continued

Import IFTA Tax Rates continued

IMPORTANT

The IFTA Tax Rates are automatically imported on the 2nd or 3rd of the Last Month of each Quarter.

IFTA Tax Rates won’t be released until that time. The system will automatically download the IFTA Tax Rates at the time of release by the IFTA Organization.

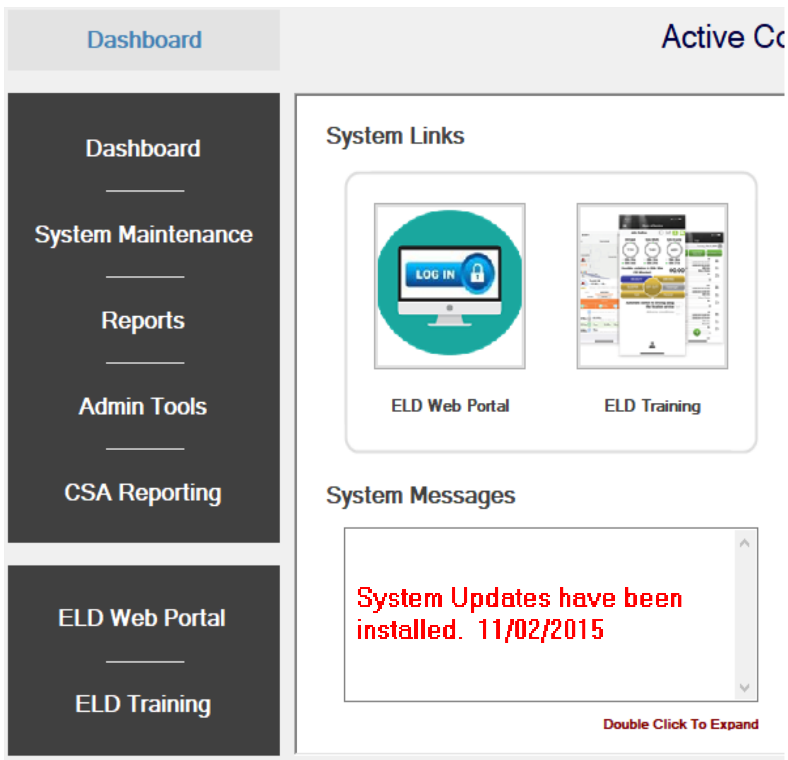
If a user tries to manually install the IFTA Tax Rates and they have not yet been released by the IFTA Tax Organization, an error message will be displayed.

Admin Tools continued

Global Messages

The Global System Message Feature allows Administrative Users to send messages to all Client users of the system.

The messages will be displayed on the System Dashboard under the System Messages Section.

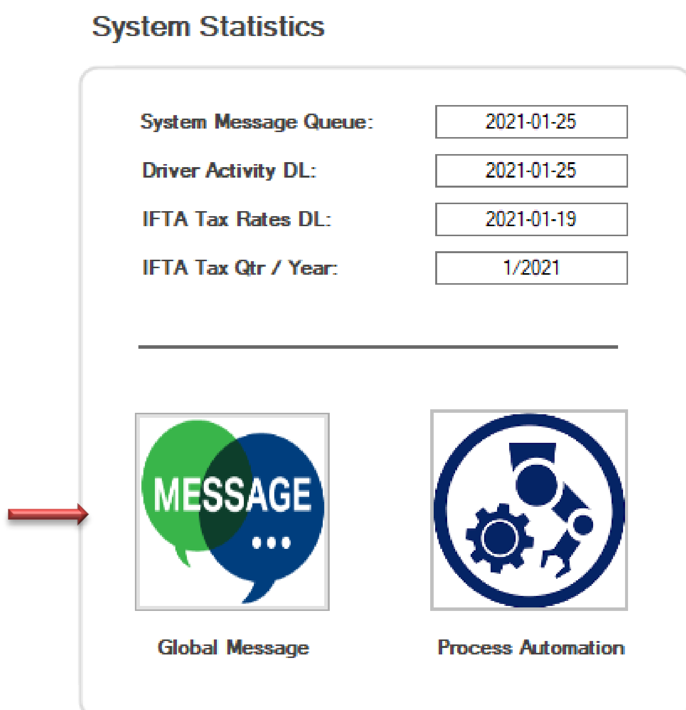


Global System Messages are also used by the system to announce system events such as new system updates that have been released, and also let all users know when time sensitive tasks must be completed like IFTA Reporting and Drug Consortium Selections.

Admin Tools continued

Global Messages continued

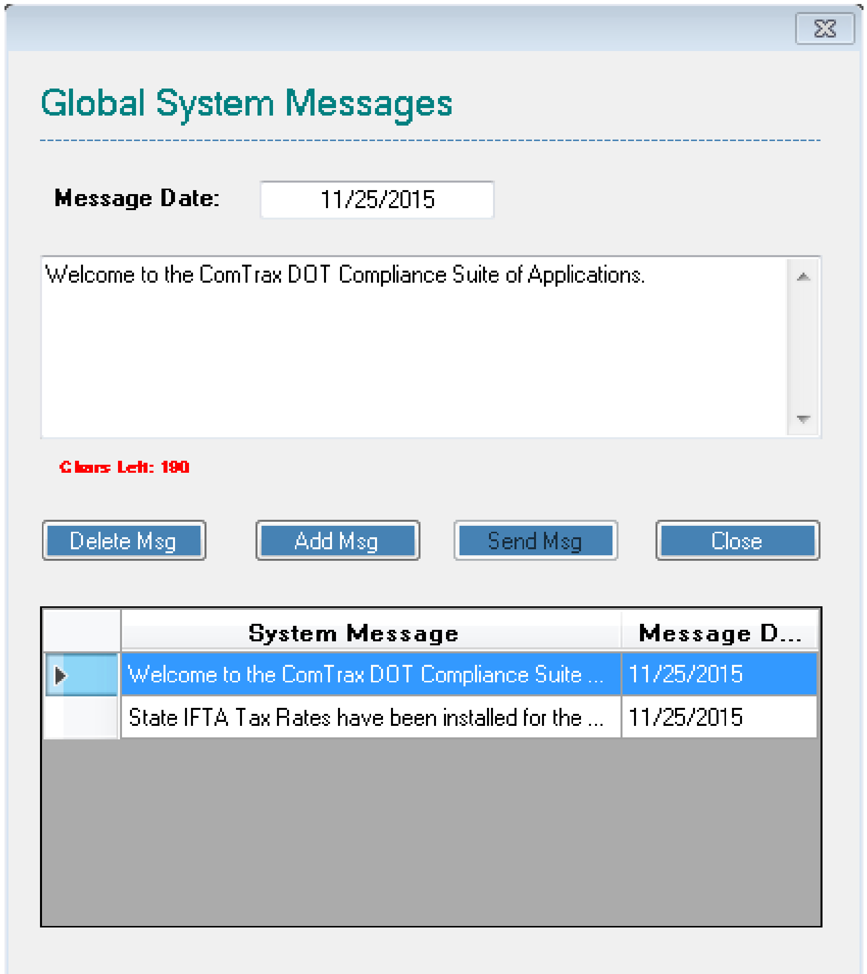
To send a Global System Message to all Clients, click the Global System Message Button on the Admin Tools Screen.



Once the Global System Message form is displayed, you are able to Add, Send and Delete messages from the Message Queue.

Admin Tools continued

Global Messages continued



To add new messages to the queue, simply click the Add Msg button, type your message and then press the Send Msg button.

To delete an existing system message, select the desired message from the grid and click the Delete Msg button.

IMPORTANT

Please note that ALL System Messages are automatically deleted after 5 days by the system.

IFTA Tax Reporting

Overview

The IFTA Fuel Tax Reporting Module contained in the Total DOT Compliance Software Suite is the most complete, comprehensive and user friendly Fuel Tax Reporting Application in the market – saving users valuable time and money.

Users can easily import State Distance Traveled and Fuel Purchases made from the Users ELD.

An IFTA Adjustment feature will also allow the users to quickly enter missing State Distances Traveled and Fuel purchases made that have not been recorded.

There is even a feature that allows the user to calculate Distance Traveled in the case of missing trip detail.

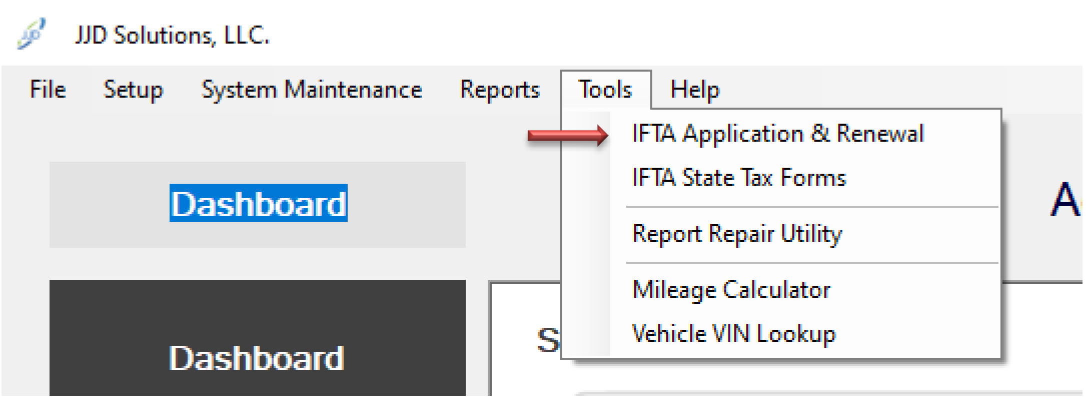
All of these features make the IFTA Fuel Tax Reporting Feature an invaluable addition to the set of tools contained in the Total DOT Compliance Software Suite.

IFTA Application & Renewal

This feature will open the State Department of Transportation Website for the State the Motor Carrier operates under.

The IFTA Application & Renewal Feature is available from both the Top Level Menu:

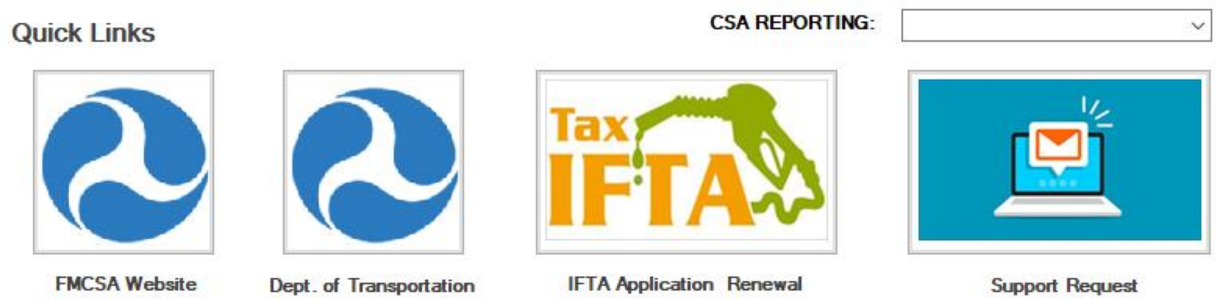
Tools --> IFTA Application & Renewal



IFTA Tax Reporting

IFTA Application & Renewal continued

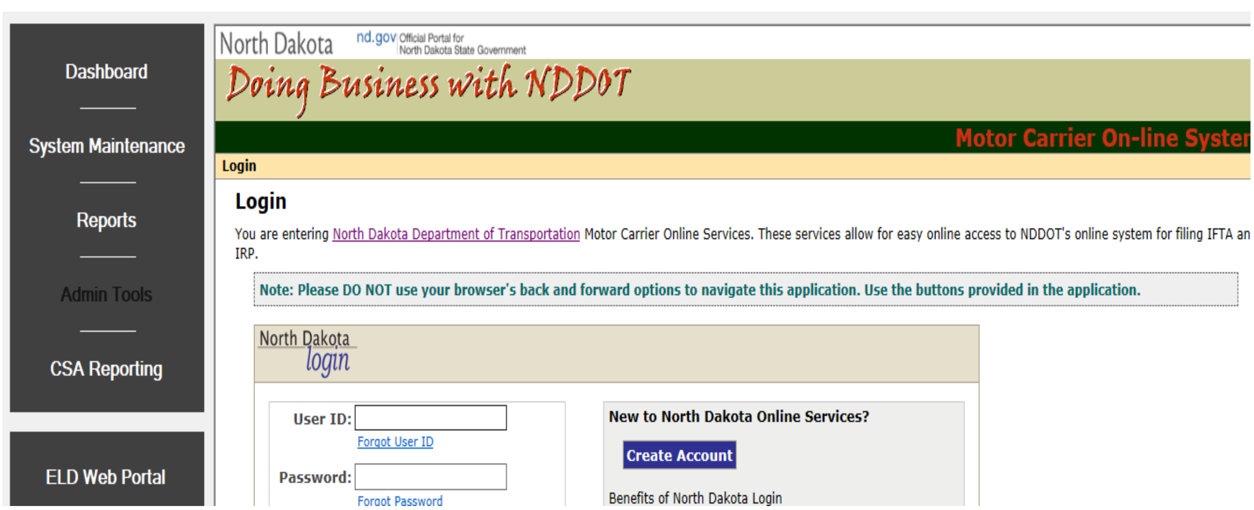
The IFTA Application & Renewal Feature can also be found on the Dashboard under Quick Links as shown below:



IMPORTANT

Resellers must Clone a User prior to using this feature or an error message will be shown.

The IFTA Application & Renewal Feature will navigate the Web Browser on the CSA Reporting Page to the Motor Carriers State Department of Transportation Website.

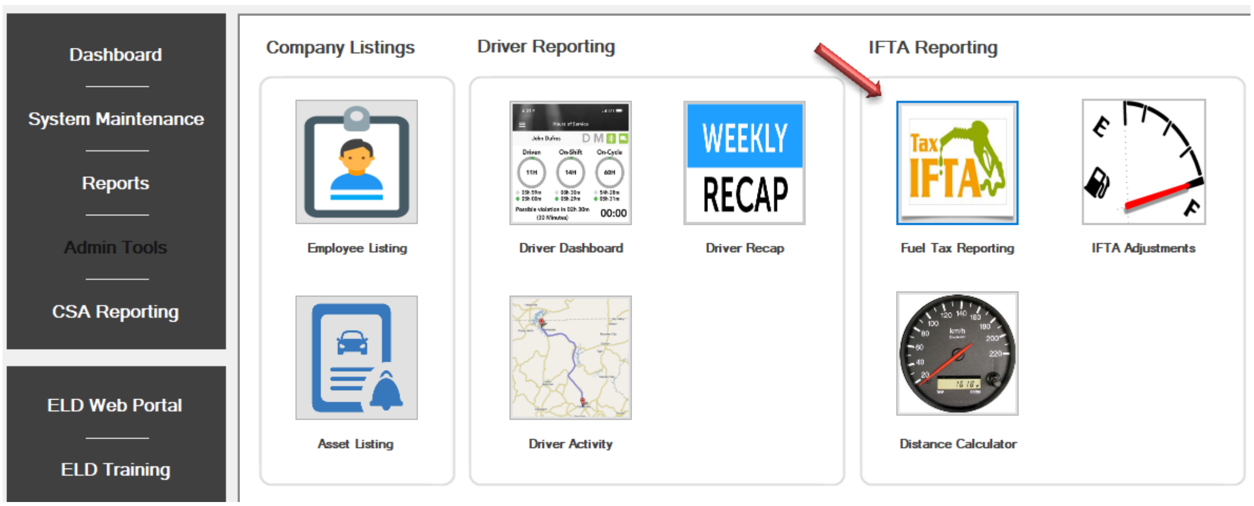


Most States now require Motor Carriers to sign up for an account with the Department of Transportation before using the website.

IFTA Tax Reporting

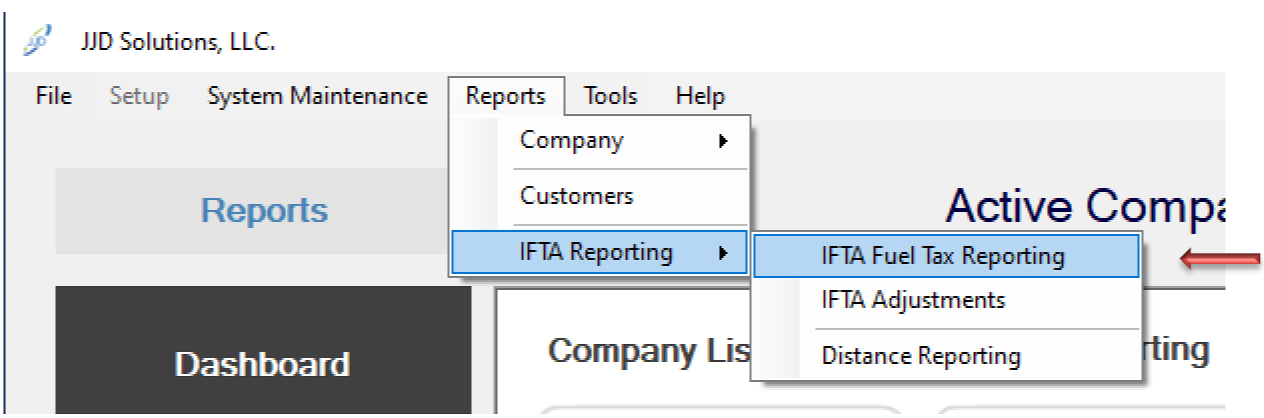
IFTA State Tax Report

The IFTA Fuel Tax Reporting Module is available from the Reports Form as shown below.



The IFTA Fuel Tax Reporting Module is also available from the Top Level Menu:

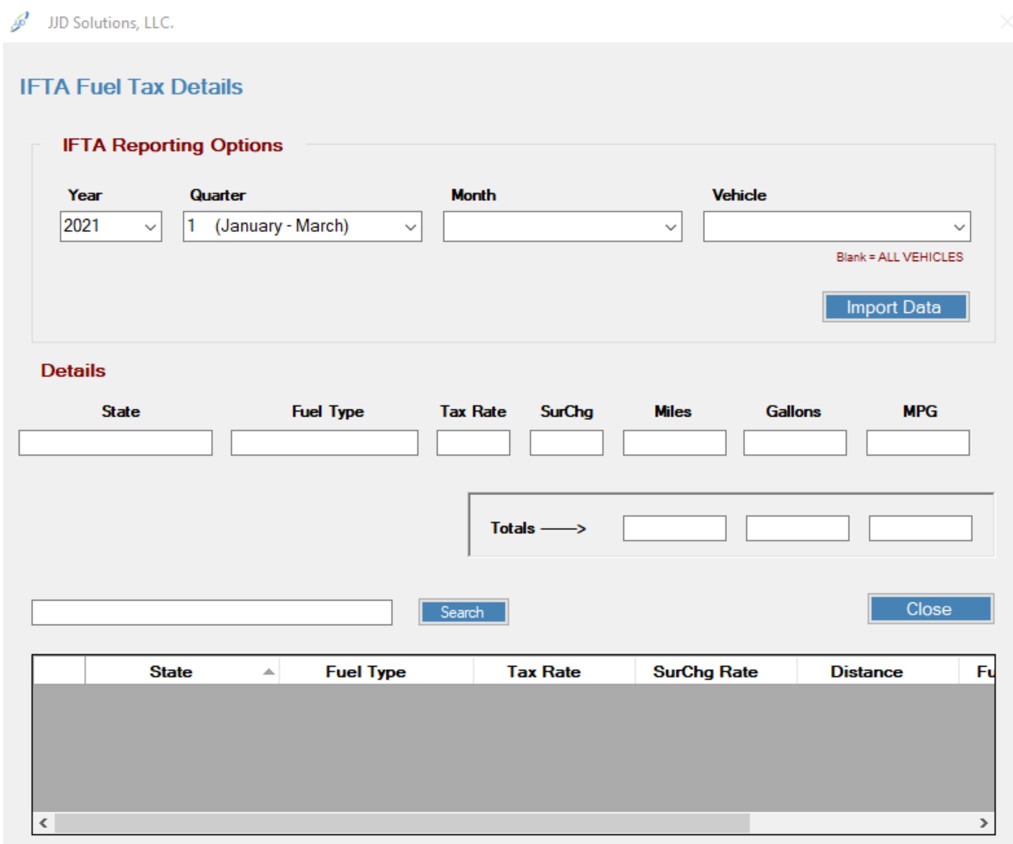
Reports --> IFTA Reporting --> IFTA Fuel Tax Reporting



IFTA Tax Reporting

IFTA State Tax Report continued

Once the IFTA Fuel Tax Reporting Feature has been activated, the following form will be displayed.



Instructions to use this feature are as follows:

1. Select the desired Year and either Quarter or Month.

2. If you wish to print the IFTA Fuel Tax Report for ALL Vehicles, leave the Vehicle Drop down blank. Otherwise select the Vehicle you would like to work with from the Drop Down.

   NOTE

   You can print the report at any time for any month or quarter by selecting the appropriate range from the Options List.

   This will allow the Motor Carrier to check for IFTA Tax Liability and make adjustments accordingly as the fleet goes through the quarter.

IFTA Tax Reporting

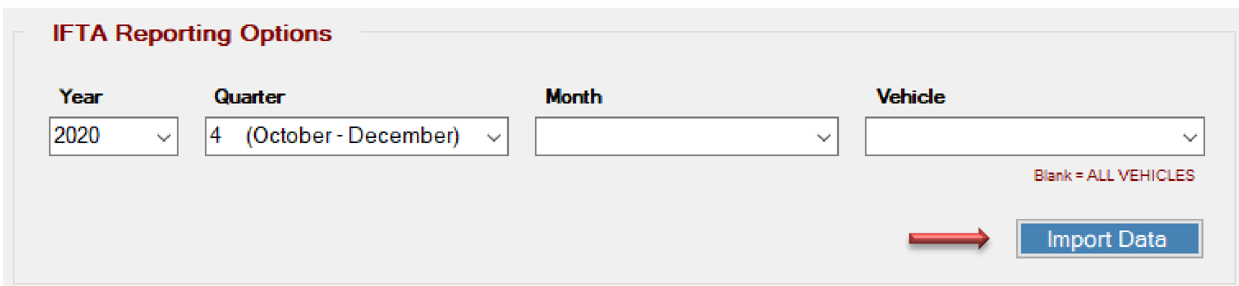
IFTA State Tax Report continued

IMPORTANT

If the Vehicle Drop Down is left blank – this will trigger an IFTA Report Feature to print for the entire fleet of vehicles that the Motor Carrier has.

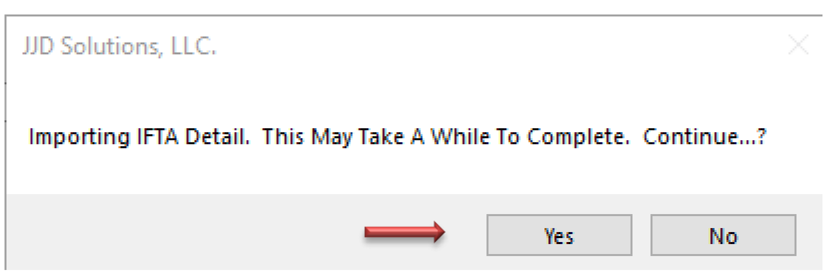
This all-inclusive report is what should be used to file the quarterly IFTA Fuel Tax Report to meet the IFTA Compliance Requirements.

3. Once the desired IFTA Reporting Options have been selected, click the IMPORT DATA Button as shown below.



4. This process can take a while depending on the number of vehicles and the amount of travel each vehicle has done during the time frame selected.

   Click YES to continue on the dialog box that is shown:



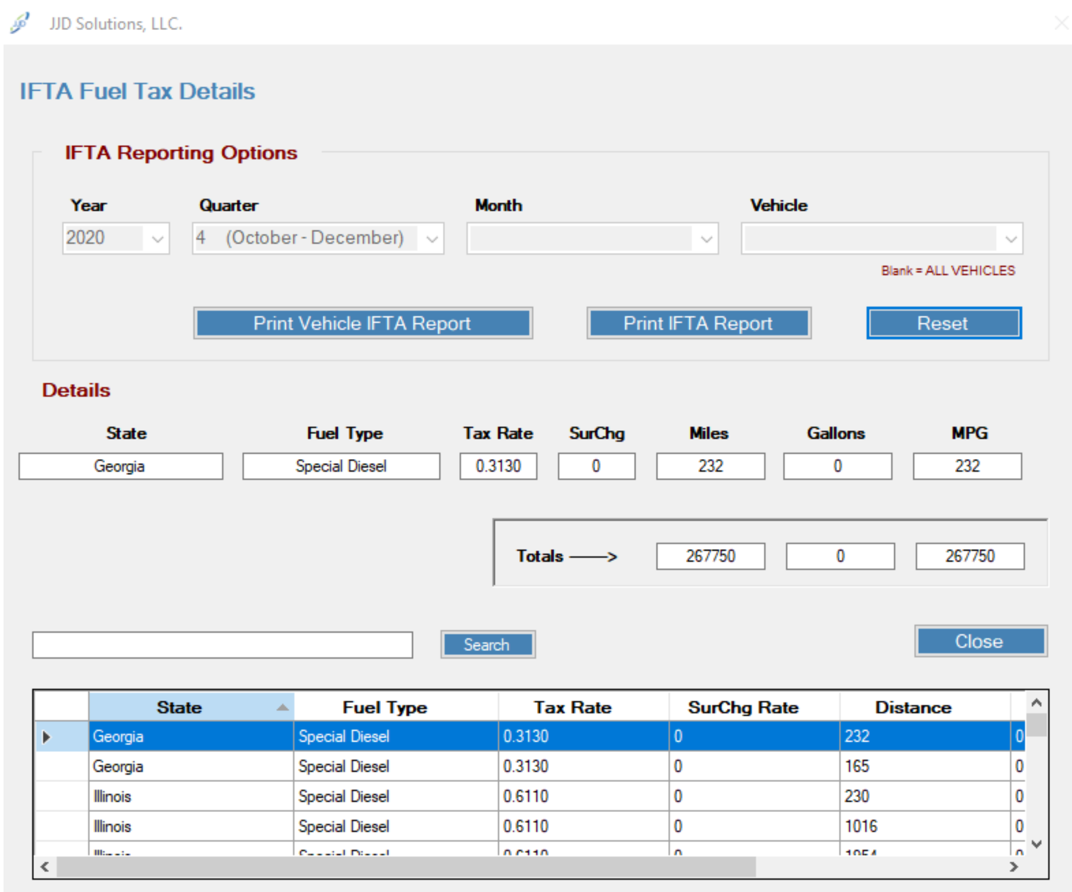
IMPORTANT

If Adjustments are needed, a Vehicle MUST be selected or the feature will be unavailable. We will go over adjustments in the following few pages of this manual.

IFTA Tax Reporting

IFTA State Tax Report continued

5. Once the Import Data Process has finished, the results will be shown under the Details Section and also in the Data Grid at the bottom of the form.



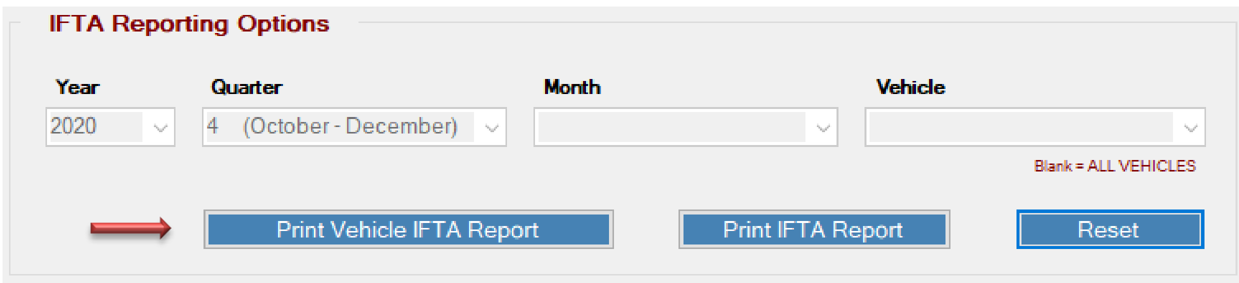
6. There are two (2) options for printing the IFTA Fuel Tax Report at this point.

IFTA Tax Reporting

IFTA State Tax Report continued

To Print a Total Fleet Report, simply click the “PRINT IFTA REPORT” Button.

To print a report for each vehicle in the Motor Carriers Fleet, click the “PRINT VEHICLE IFTA REPORT” Button.



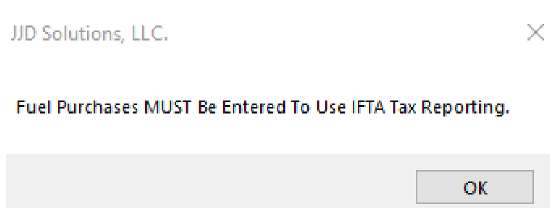
NOTE

The Reset Button will erase all imported data and reset the form to the empty state.

IMPORTANT

Both State Distance Traveled as well as Fuel Purchased MUST be entered in order for the IFTA Fuel Tax Report to print.

In the example above, there are no Fuel Purchases entered. When we try to print the report, we get the following message:



This would mean that the IFTA Adjustments Feature will have to be used.

In that case, the user should click the “RESET” Button to reset the form. Select a Vehicle and import data based on that vehicle to enable the IFTA Adjustments Feature.

IFTA Tax Reporting

IFTA Adjustments

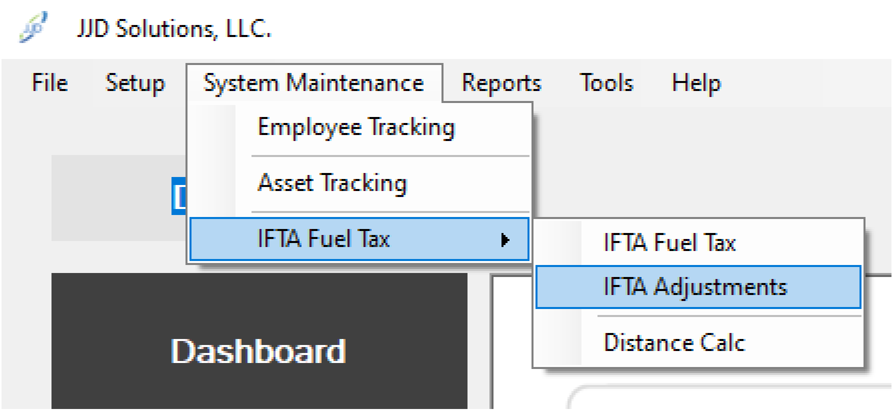
In the last section of this manual, we discussed how to print the IFTA Fuel Tax Report. It was also pointed out that because there was no fuel purchases available, IFTA Adjustments must be made to allow the system to print the IFTA Fuel Tax Report.

This feature will walk through the IFTA Adjustments Feature and will show how this feature will easily allow the input of both missing State Distance traveled as well as Fuel Purchases made that may not have been recorded.

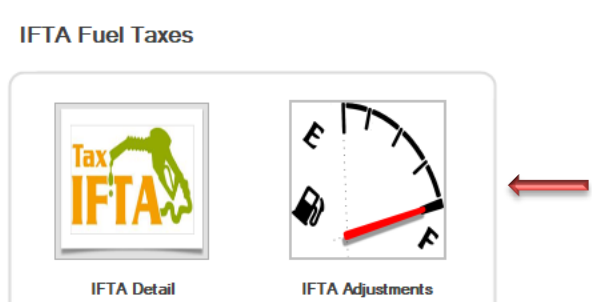
There are three (3) ways to access the IFTA Adjustments Feature.

The first is from the Top Level Menu.

System Maintenance --> IFTA Fuel Tax --> IFTA Adjustments



The Second Way to access the IFTA Adjustments Feature is from the System Maintenance Page under the IFTA Fuel Tax Section.



IFTA Tax Reporting

IFTA Adjustments continued

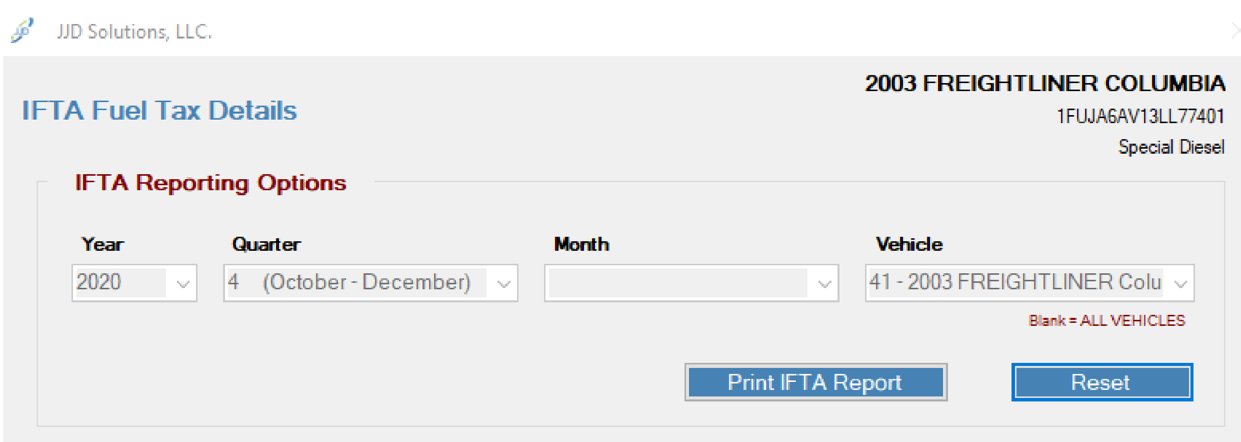
The last method of accessing the IFTA Adjustments Feature is to access it directly from the IFTA Detail Form we discussed in the last section of this manual.

To access the IFTA Adjustments Feature from the IFTA Detail Form is the method we will discuss in this section.

1. Open the IFTA Detail Form by clicking on the IFTA Detail Button that is available on the System Maintenance Form.

2. Select the appropriate Date Options for the Reporting Quarter and Year. Then select the Vehicle that adjustments will be made against.

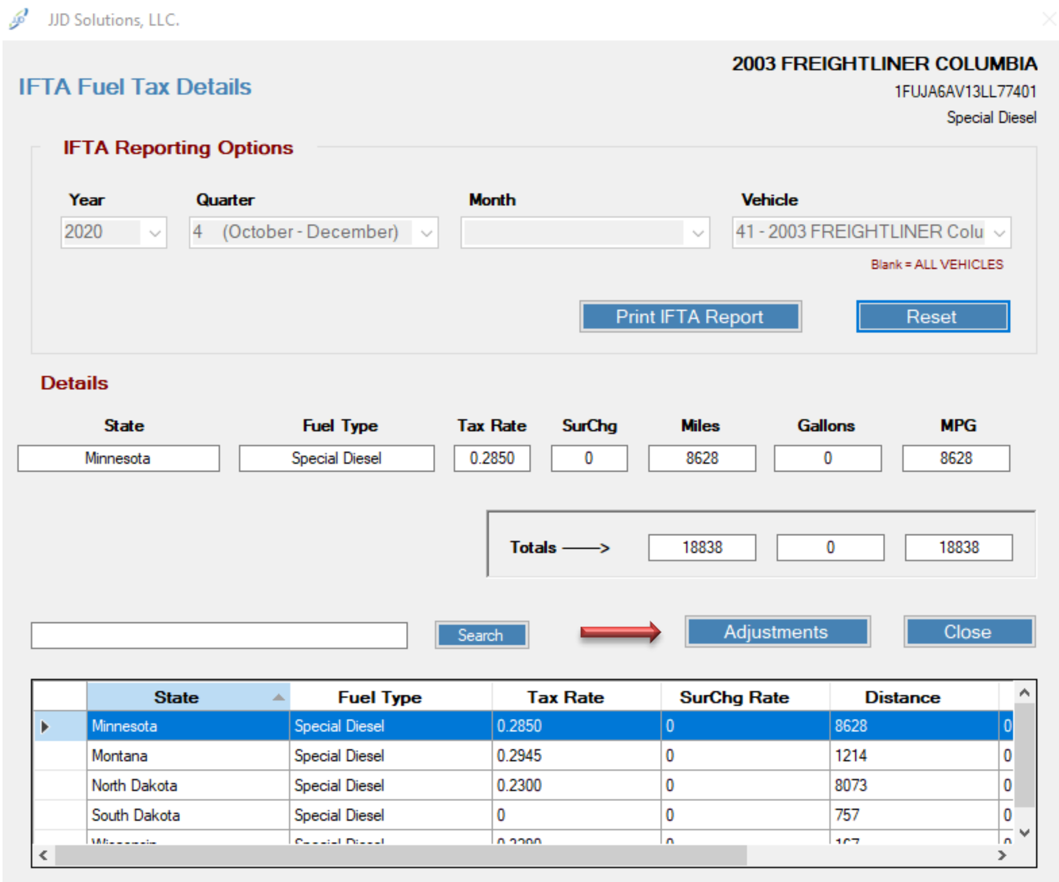
3. Click the IMPORT DATA Button when finished. Make sure to click YES on the next dialog box that is displayed.



IFTA Tax Reporting

IFTA Adjustments continued

When the Import has finished, and because a Vehicle has been selected, the ADJUSTMENTS Button will now be visible.



4. Now that the data has been imported for the vehicle selected in the date specified, Adjustments can now be made.

5. Click the ADJUSTMENTS Button as shown above to start the process.

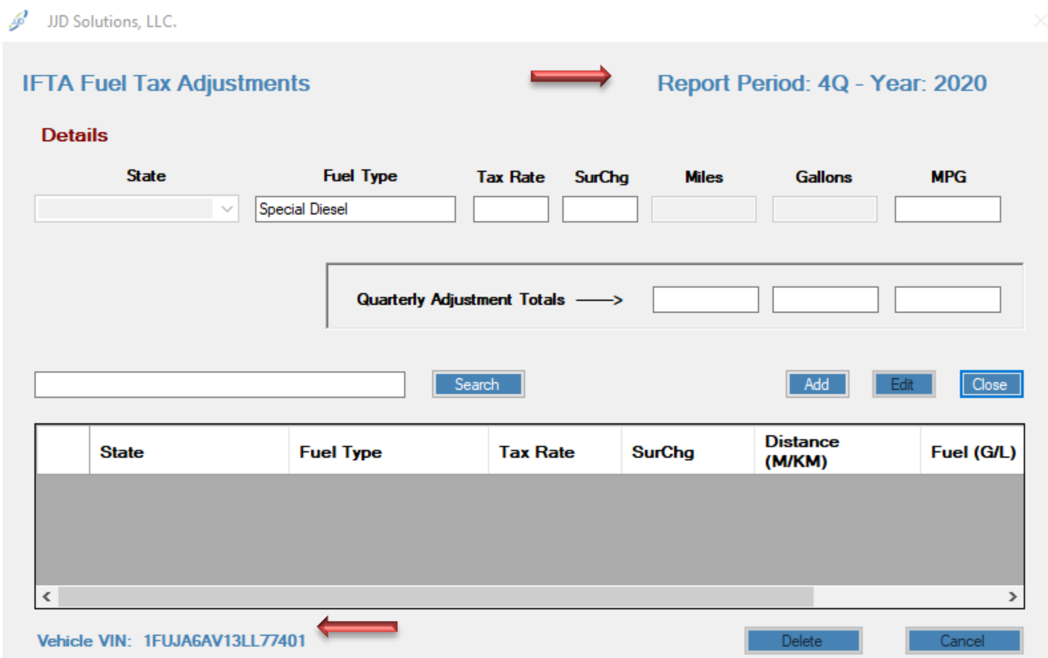
IMPORTANT

The Vehicle along with the Fuel Type will be displayed on the IFTA Fuel Tax Adjustments Form as shown below.

IFTA Tax Reporting

IFTA Adjustments continued

The IFTA Fuel Tax Adjustments Form is now displayed and adjustments can now be made.

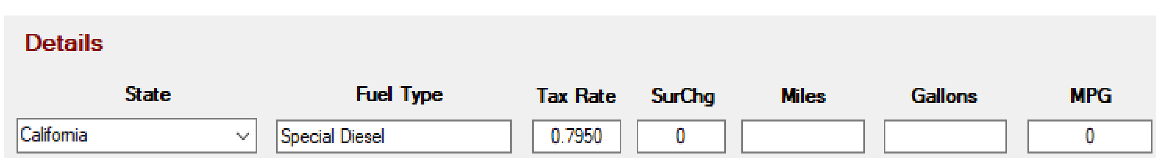


6. To start adding the Adjustments for the selected Vehicle, simply click the Add Button shown above.

7. Select the desired State from the Drop Down List and press the TAB Button to proceed to the next field.

NOTE

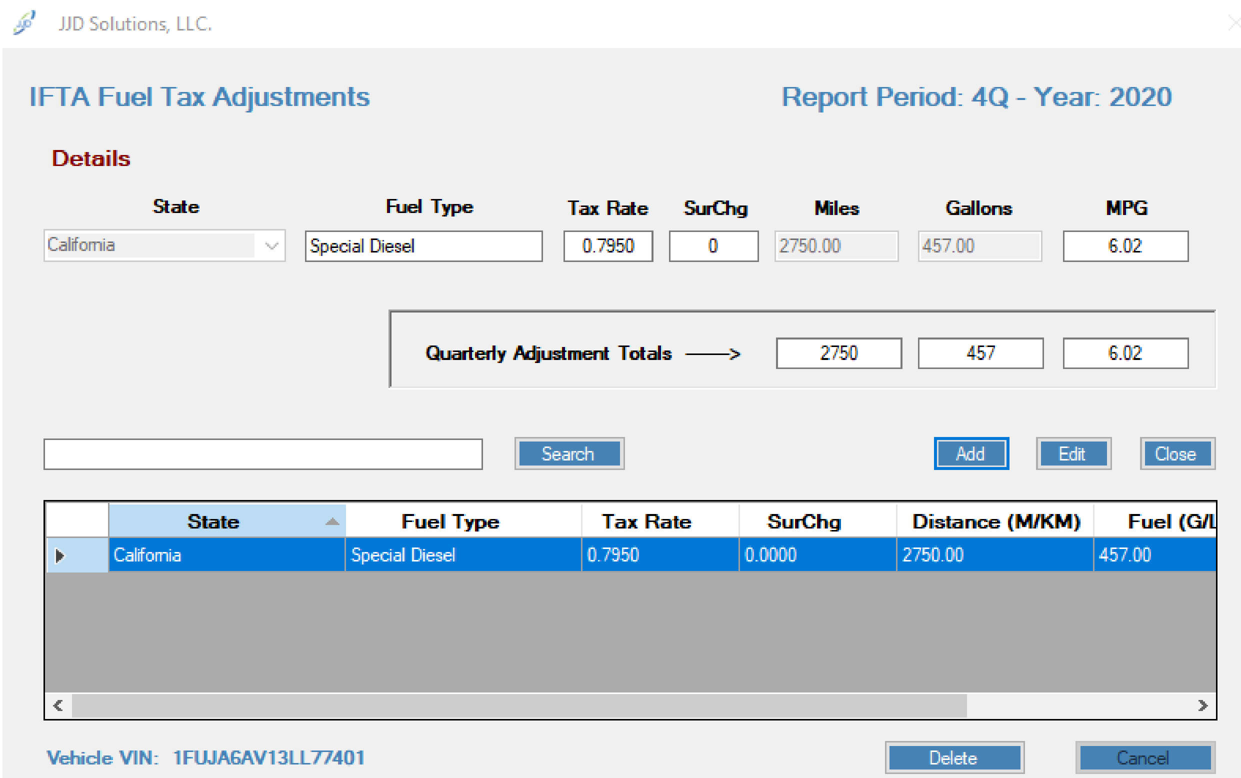
You will notice that the correct Fuel Tax and Surcharge Rates for the selected State have both been filled in.



IFTA Tax Reporting

IFTA Adjustments continued

8. Adjustments for Distance Traveled and Fuel Purchased can now be entered.



9. Click the SAVE Button to complete the process. Repeat the process for each adjustment that is necessary. Click the CLOSE Button when finished.

10. Once the Close Button has been clicked, the system is aware that Adjustments have been made and informs the user that the IFTA Details on the previous IFTA Form can be recalculated.

    Click YES to recalculate the totals on the IFTA Details Form.

IFTA Tax Reporting

IFTA Adjustments continued

Now that adjustments have been made and all Distance and Fuel Purchases have been incorporated, the IFTA Fuel Tax Report can now be printed.

You can now either click the PRINT IFTA REPORT Button on the IFTA Details Form or you can close the IFTA Details Form, reopen the form and enter the Date Options without the Vehicle information to be able to either print a cumulative fleet report or each individual vehicle IFTA Report.

For more information on how to do this, refer to the previous section in this manual – IFTA State Tax Reporting.

The report can be printed or exported into several available formats: PDF, Word, Excel

Once printed, the following shows the completed IFTA Fuel Tax Report.

IFTA Quarterly Report

Quarter / Year: 4-2020

State of Origin: North Dakota

Vehicle ID No.: 1FUJA6AV13LL77401

IFTA Distance: 21588

Fuel Purchased: 457

Fuel Usage: 47.24

State	Fuel Type	Tax Pct	Sur Chg %	Taxable Distance	Taxable Gallons	SurCharge Amount	Tax Paid Gallons	Fuel Tax Assessed	Fuel Tax Paid	Total Fuel Tax Due
California	Special Diesel	0.795	0	2750	58	$0.00	457	$46.11	$363.32	($317.21)
	Group Total :			**2750**	**58**	**$0.00**	**457**	**$46.11**	**$363.32**	**($317.21)**
Minnesota	Special Diesel	0.2850	0	8628	183	$0.00	0	$52.16	$0.00	$52.16
	Group Total :			**8628**	**183**	**$0.00**	**0**	**$52.16**	**$0.00**	**$52.16**
Montana	Special Diesel	0.2945	0	1214	26	$0.00	0	$7.66	$0.00	$7.66
	Group Total :			**1214**	**26**	**$0.00**	**0**	**$7.66**	**$0.00**	**$7.66**
North Dakota	Special Diesel	0.2300	0	8073	171	$0.00	0	$39.33	$0.00	$39.33
	Group Total :			**8073**	**171**	**$0.00**	**0**	**$39.33**	**$0.00**	**$39.33**
South Dakota	Special Diesel	0	0	757	16	$0.00	0	$0.00	$0.00	$0.00
	Group Total :			**757**	**16**	**$0.00**	**0**	**$0.00**	**$0.00**	**$0.00**
Wisconsin	Special Diesel	0.3290	0	167	4	$0.00	0	$1.32	$0.00	$1.32
	Group Total :			**167**	**4**	**$0.00**	**0**	**$1.32**	**$0.00**	**$1.32**
Report Totals :				**21589**	**457**	**$0.00**	**457**	**$146.57**	**$363.32**	**($216.75)**

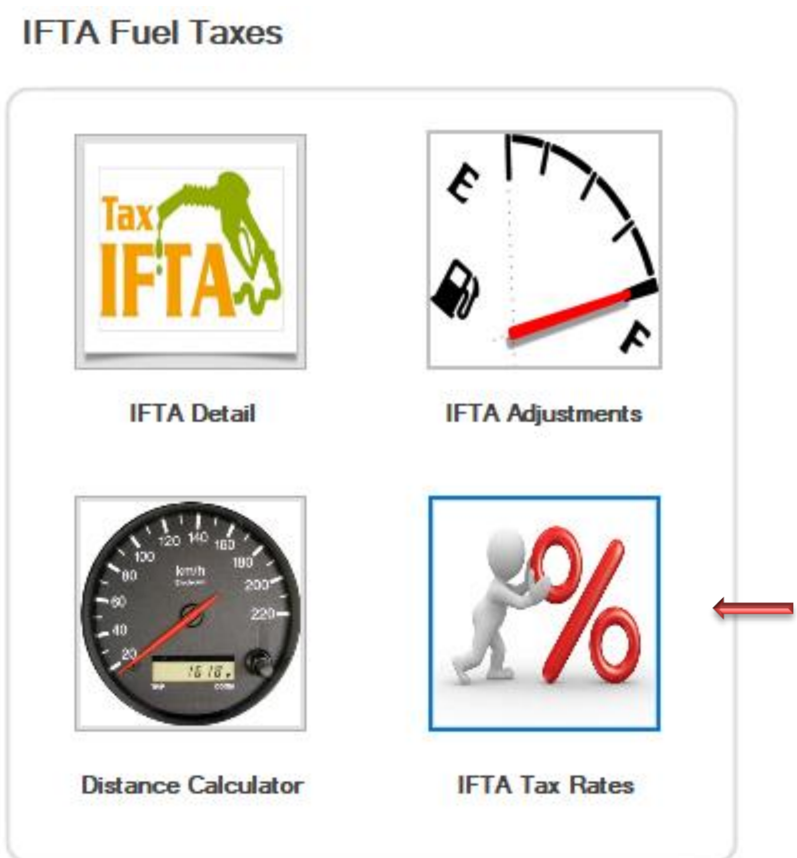
Page 1 Of 1

IFTA Tax Reporting

IFTA State Tax Rates

The IFTA State Tax Rates Feature provides a way for Users of a Motor Carrier to view the current or any other previous tax rate matrix.

Simply click the "IFTA Tax Rates" Button available from the System Maintenance Form to access the feature.



When the feature is activated, the IFTA Organization Website will be shown in the Users default Internet Web Browser.

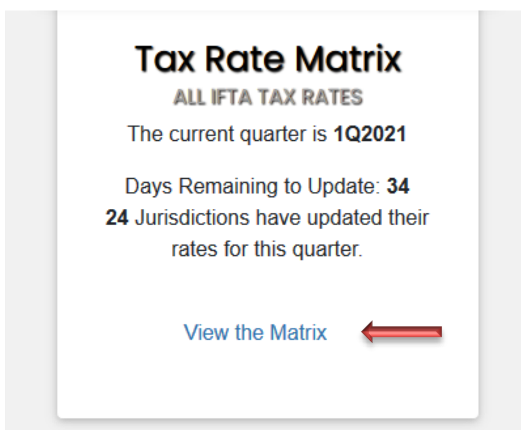
IFTA Tax Reporting

IFTA State Tax Rates continued

The following screen shot is of the IFTA Organization Website which will allow the user to view tax rates for the current quarter as well as any year and quarter from January 1, 2011.

From here, simply click on the Tax Rates link at the top of the webpage as shown above.

Next, scroll down the webpage until the following is shown on the screen and click the "View the Matrix" link as shown below.



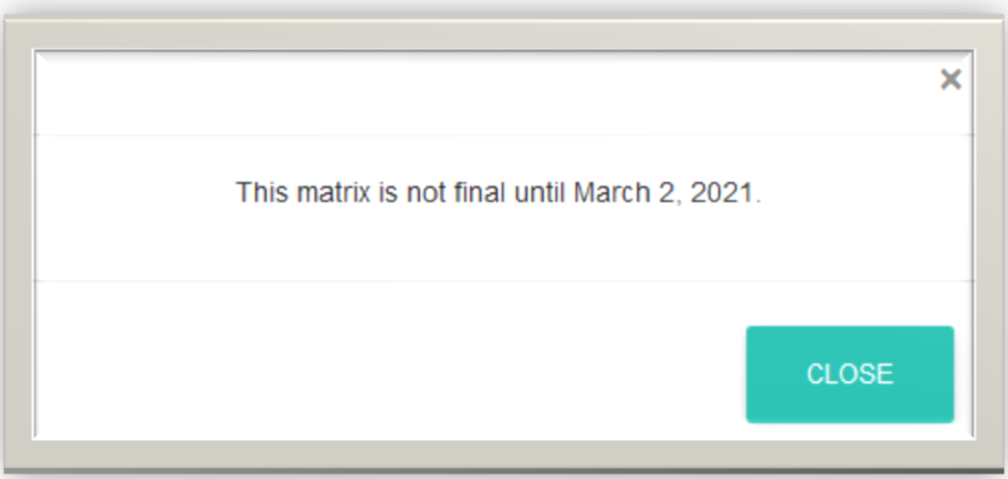
IFTA Tax Reporting

IFTA State Tax Rates continued

On the next page you are brought to, you will see a dropdown where you are able to select IFTA Fuel Tax Rates Matrix for a specific Quarter / Year. Simply select the desired range from the dropdown.

State / Province		Gasoline	Special Diesel	Gasohol	Propane	LNG	CNG	Ethanol	Methanol	E-85	M-85	A55	Biodiesel	Electricity	Hydrogen
ALBERTA (AB) #15	U.S. Can.	0.3700 0.1300	0.3700 0.1300	0.3700 0.1300	0.2675 0.0940			0.3700 0.1300	0.3700 0.1300	0.3700 0.1300	0.3700 0.1300	0.3700 0.1300	0.3700 0.1300		
BRITISH COLUMBIA (BC) #14	U.S. Can.	0.6657 0.2339	0.7181 0.2523	0.6657 0.2339	0.2522 0.0886	0.3042 0.1069	0.2163 0.0760	0.6657 0.2339	0.1241 0.0436	0.6657 0.2339	0.1435 0.0504	0.7181 0.2523	0.7181 0.2523		
MANITOBA (MB) #18	U.S. Can.	0.3985 0.1400	0.3985 0.1400	0.3985 0.1400	0.0854 0.0300	0.2846 0.1000	0.2846 0.1000	0.3985 0.1400	0.3985 0.1400	0.3985 0.1400	0.3985 0.1400	0.3985 0.1400	0.3985 0.1400		
NEW BRUNSWICK (NB)	U.S. Can.	0.4981 0.1750	0.6688 0.2350	0.4981 0.1750	0.3227 0.1134	0.6688 0.2350	0.6688 0.2350	0.5268 0.1851	0.5333 0.1874	0.4981 0.1750	0.6688 0.2350	0.6688 0.2350	0.6688 0.2350		

If the Tax Rates for the selected Quarter / Year have not yet been released, you will see the following message stating when the Tax Rates will become valid.



IFTA Tax Reporting

Distance Calculator

In the event that the Motor Carrier has State Distance (Miles / Km's) missing for any of the trips the fleet has traveled on, the Distance Calculator can provide the user with State Mileages based on the trips stops the fleet has traveled.

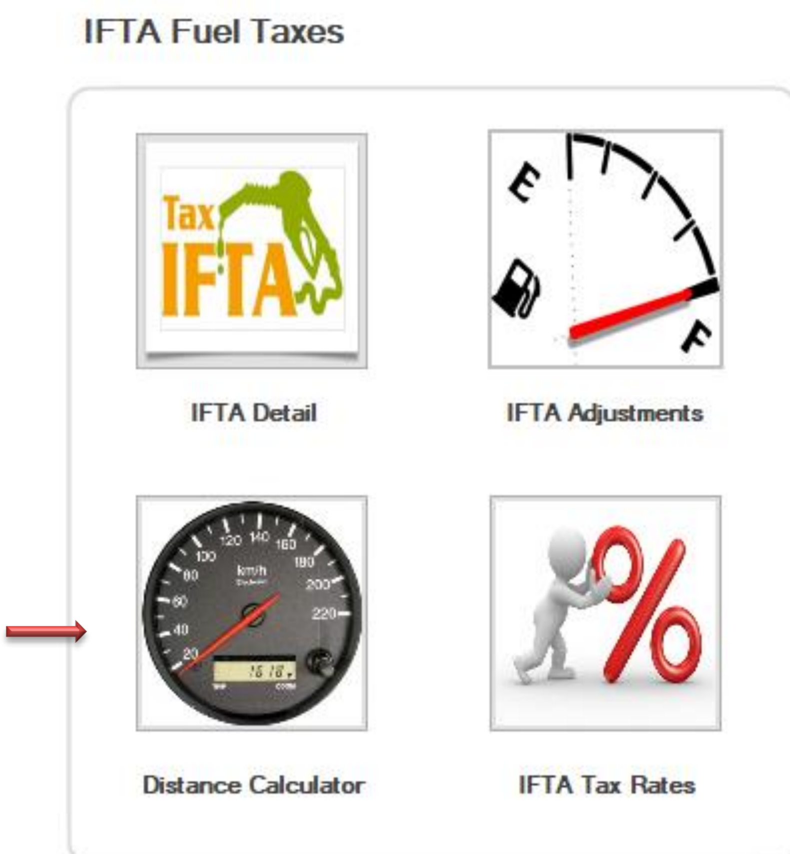
The Distance Calculator can be accessed using the top level menu:

System Maintenance --> IFTA Fuel Tax --> Distance Calculator

Or

Tools --> Distance Calculator

The Distance Calculator can also be accessed by clicking the Distance Calculator Button that is on the System Maintenance Form.



IFTA Tax Reporting

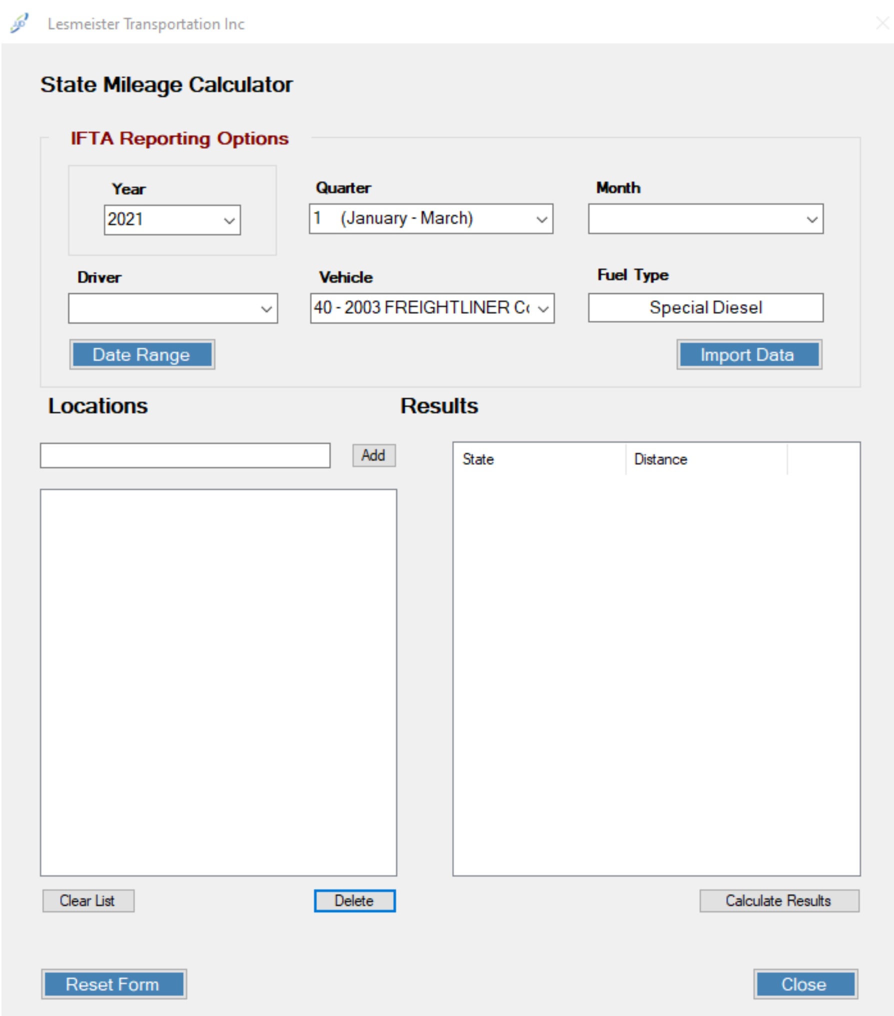
Distance Calculator continued

IMPORTANT

The Distance Calculator (Shown Below) can be used by both Resellers as well as Motor Carrier Users without the need to Clone a User.

However, if using the Distance Calculator without Cloning a User, only part of the feature will be available.

A Reseller will not be able to use the top half of the form (IFTA Reporting Options) which means that the results will not be able to be imported into the IFTA Adjustments.



IFTA Tax Reporting

Distance Calculator continued

The Distance Calculator is an extremely powerful add-on to the Total DOT Compliance Application Suite with many advanced features.

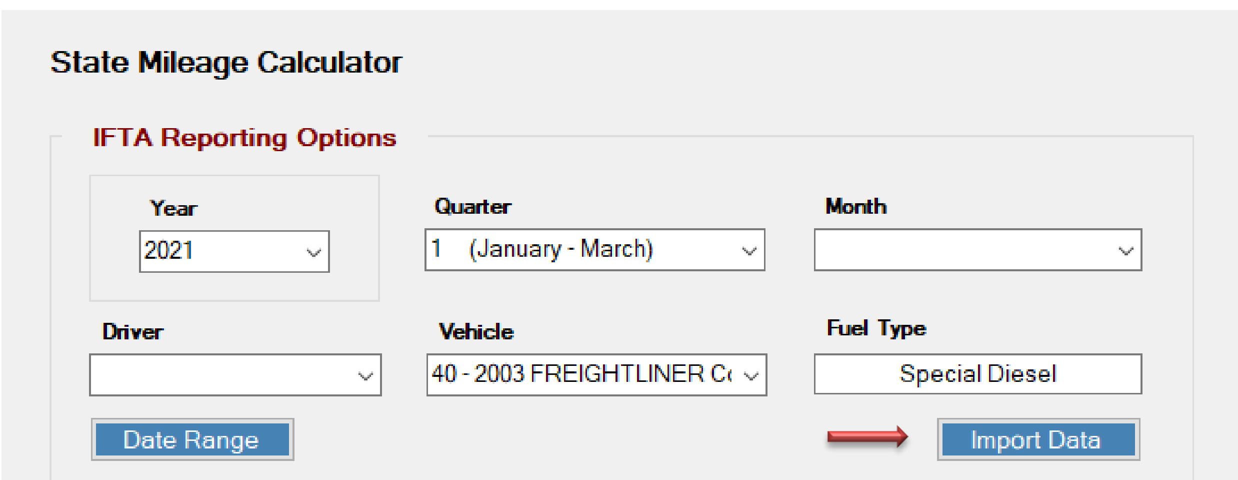
The advanced features in the Distance Calculator have the ability to:

- Can import routes traveled by either a driver or a vehicle.
- Use Quarter / Year OR a Date Range for the import feature
- Use the system as a standalone Distance Calculator without importing data from the ELD.
- Can export the results directly into the IFTA Distance Adjustments for the Vehicle selected.
- Can print a results report for later use.

Import Routes from Motor Carriers ELD:

1. Enter Year / Quarter or Date Range required for the desired data Import

2. Select either a valid driver or vehicle for the import – then click the IMPORT DATA Button.



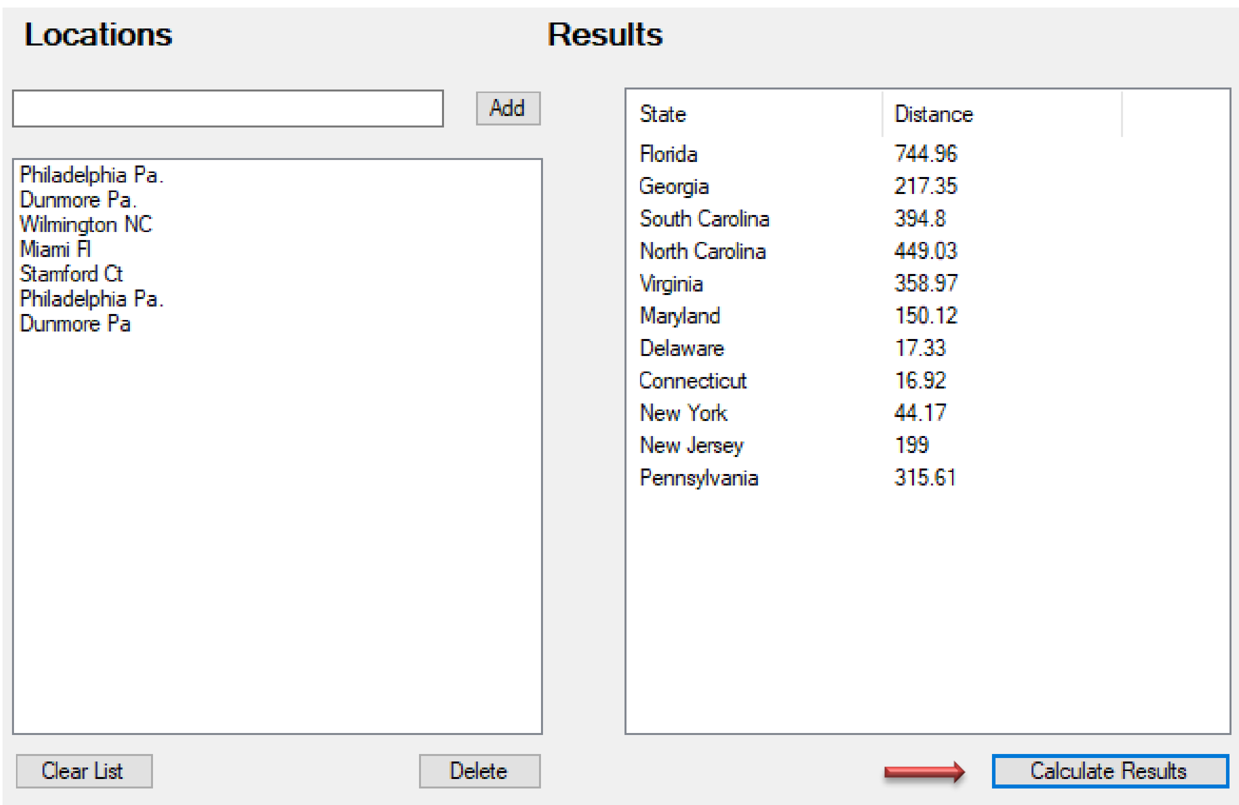
3. Once the Trip Detail has been gathered from the ELD between for the options that have been set, the locations are entered into the appropriate field on the form as shown.

   The Locations can be edited for better accuracy if necessary.

IFTA Tax Reporting

Distance Calculator continued

Locations can be added, edited, deleted, reordered, etc.



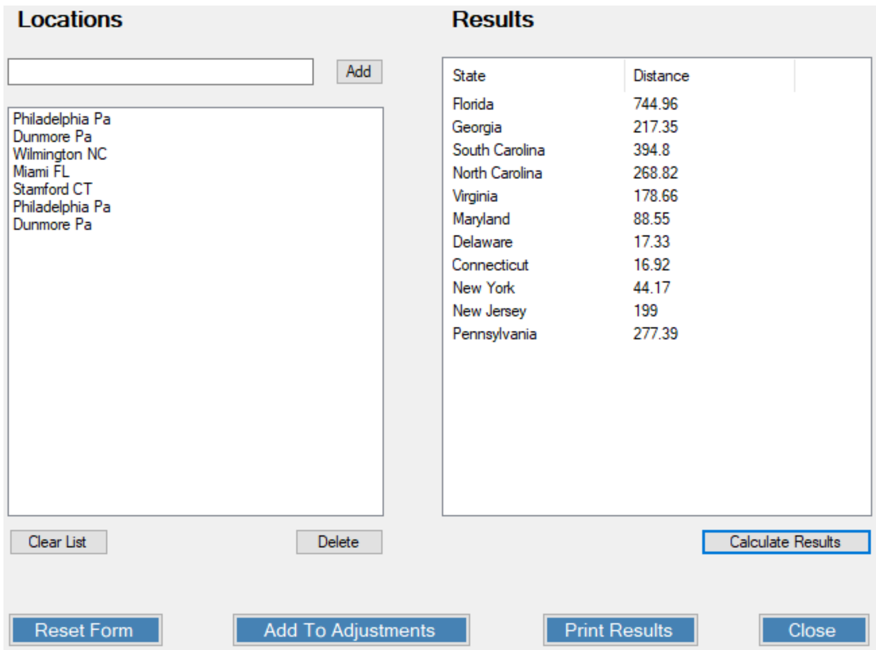
4. When finished adding locations, simply click the Calculate Results under the Results Field as shown above.

   The results will be shown in the Results Field.

IFTA Tax Reporting

Distance Calculator continued

From here, the user has the ability to print the results report or add the results directly to the IFTA Adjustments.



Printed Report

JJD Solutions, LLC.

State Mileage Report

State of Origin: North Dakota

Fuel Type: Special Diesel

Start Date: 1/1/2021

End Date: 3/31/2021

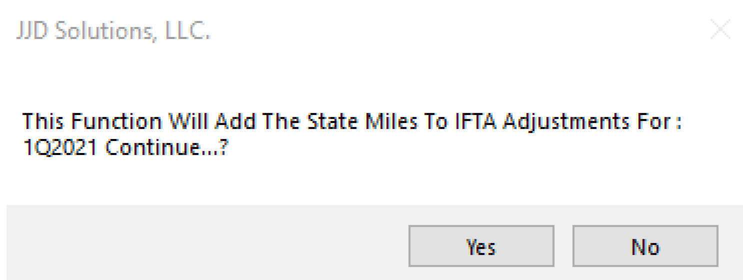
State	Miles
Connecticut	16.92
Delaware	17.33
Florida	744.96
Georgia	217.35
Maryland	150.12
New Jersey	199
New York	44.17

IFTA Tax Reporting

Distance Calculator continued

Along with the ability to print the Mileage Calculation Report, the results are able to be added directly to the Adjustments for the Vehicle Selected.

Simply click the “Add to Adjustments” Button and follow the prompts on screen.



Once the results have been added to the IFTA Fuel Tax Adjustments for the Vehicle, Quarter / Year, the results will be visible on all IFTA Fuel Tax Reports.

IFTA Tax Reporting

VIN Check

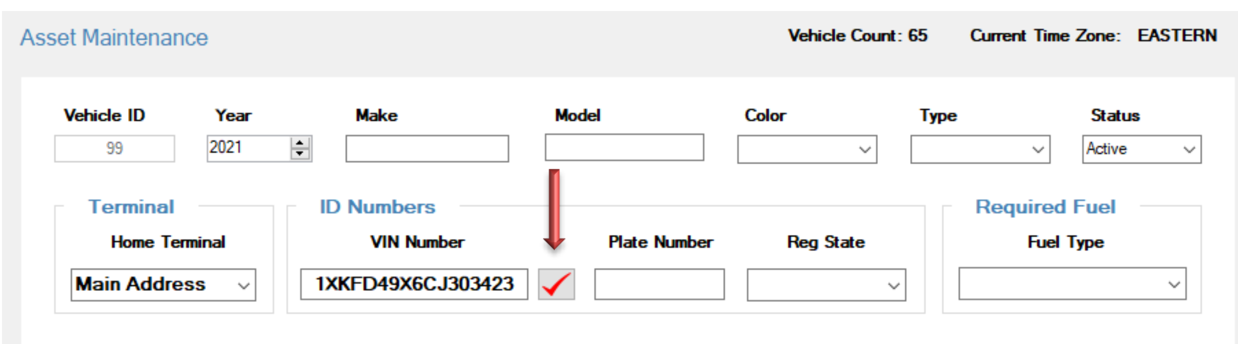
Another Advanced Feature of the Total DOT Compliance Application Suite is VIN Check – the Vehicle Identification Number Checker that not only checks the validity of any VIN Number – but also provides Vehicle Specifications for any Vehicle found by the VIN Check Feature.

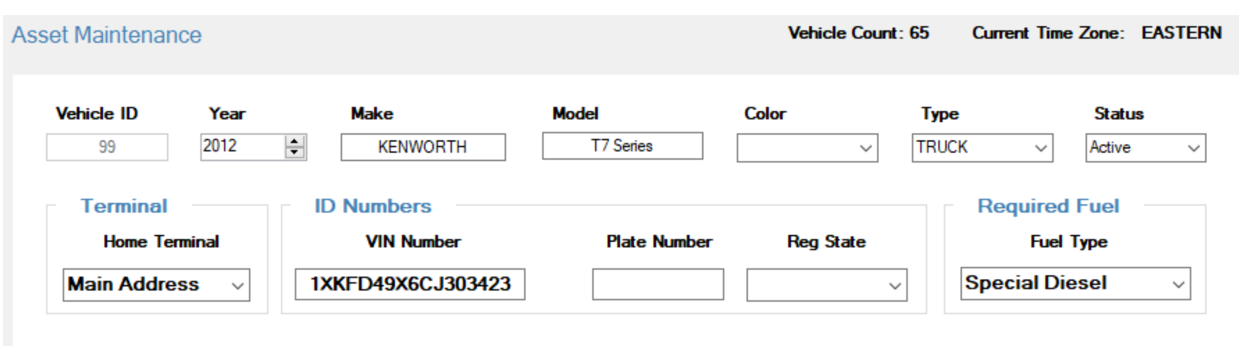
This feature is extremely useful in the Total DOT Compliance Software Solution because it works in conjunction with the IFTA Fuel Tax Module to ensure valid Vehicle Information is entered in the Asset Maintenance Form.

When using the VIN Check Feature, the information returned includes not only Vehicle Year, Make and Model, but also Fuel Type which is critical when calculating the IFTA Fuel Tax Reports as well as many other Vehicle Specification Points.

The VIN Check feature is also used when entering Vehicles manually. The user simply needs to enter the VIN Number when adding a new vehicle, and click the VIN Check Button next to the VIN Field.

The VIN Check Feature then gathers the Vehicle Specifications and fills in the Vehicle Information from the values returned greatly speeding up the Vehicle Input Process.





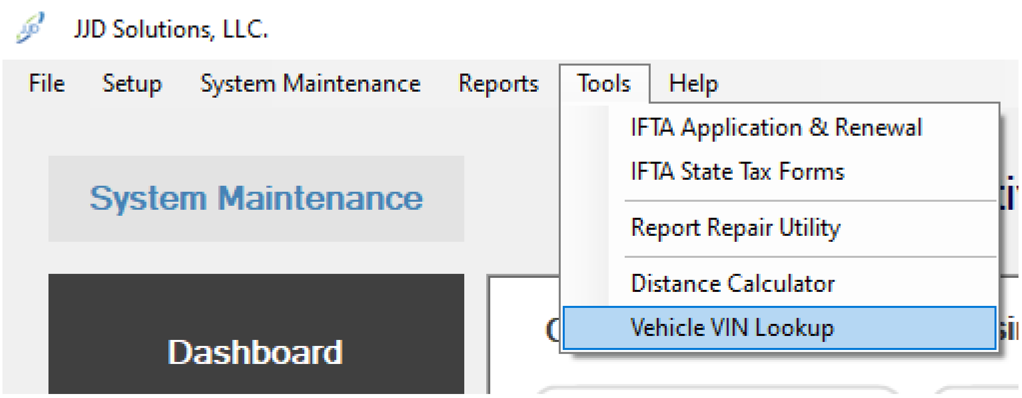
IFTA Tax Reporting

VIN Check continued

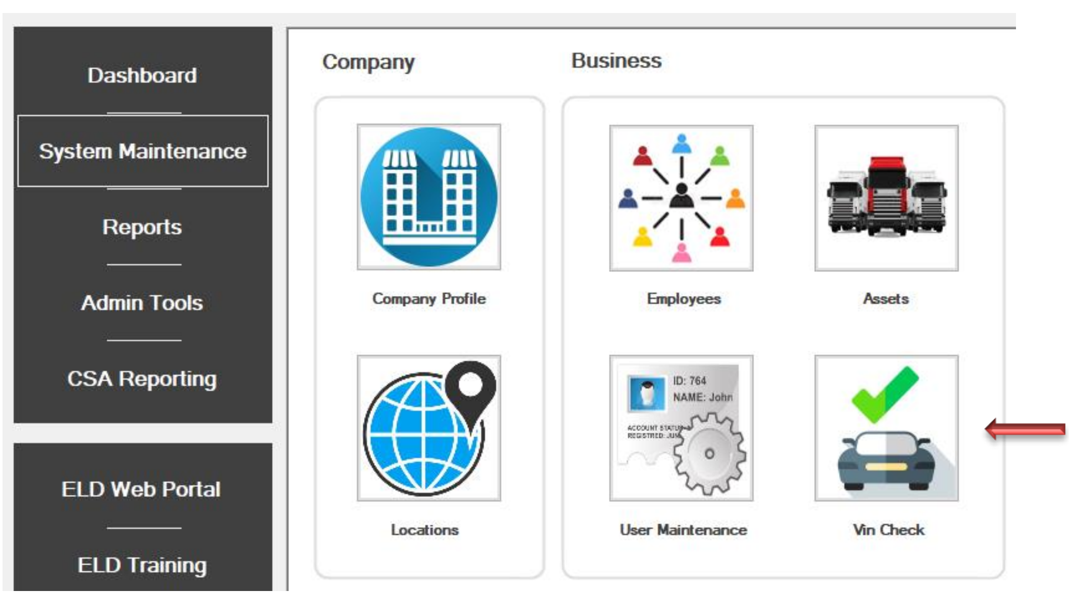
Along with the ability to help with Data Input on the Asset Maintenance Form, the user also is able to use the feature to check the validity of a VIN or look up specifications of any vehicle.

This feature can be accessed using the top level menu:

Tools --> Vehicle VIN Lookup



A user can also click on the Vin Check Button that is accessible on the System Maintenance Form under the Business Section:

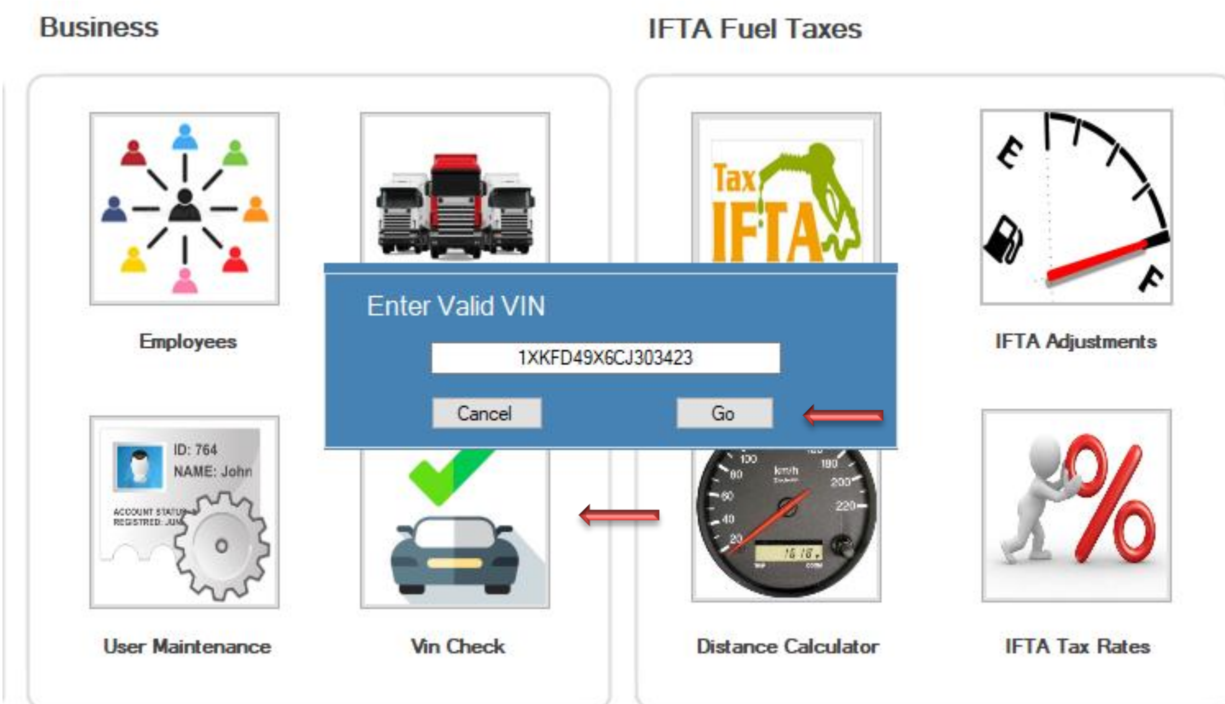


IFTA Tax Reporting

VIN Check continued

To use the advanced VIN Check Feature, click the menu link or use the button shown above.

Once the feature is open, simply enter a VIN Number to check and click the “GO” Button.



The results will be displayed in the users default Internet Web Browser.

See Below

IFTA Tax Reporting

VIN Check continued

VIN Check Results:

VIN	1XKFD49X6CJ303423
Body Class	Truck-Tractor
Brake System Type	Air
Displacement CC	15000
Displacement CI	915.3561614209
Displacement L	15
Drive Type	6x4
Engine Configuration	In-Line
Engine Cylinders	6
Engine HP	400
Engine HP_to	600
Engine KW	298.2800
Engine Model	Cummins ISX
Fuel Type Primary	Diesel
GVWR	Class 8: 33,001 lb and above (14,969 kg and above)
Make	KENWORTH
Manufacturer	KENWORTH TRUCK COMPANY
Manufacturer Id	1032
Model	T7 Series
Model Year	2012
NCSA Body Type	Truck-tractor (Cab only, or with any number of trailing unit; any weight)
NCSA Make	Kenworth
NCSA Model	Medium/Heavy - CBE
Note	47,001-57,000 lbs.
Plant City	CHILLICOTHE
Plant Country	UNITED STATES (USA)
Plant State	OHIO
Vehicle Type	TRUCK

Appendix A

Data Table Definitions

The following few pages outline the Table Structure, and Data Fields along with the Definitions of each Data Field.

Database Structure (Table Outline)

Database Tables

- **Alerts**
- **Automation**
- **Company**
- **Customer**
- **Driver Activity**
- **Employee**
- **Employee Count**
- **IFTA Adjustments**
- **IFTA File**
- **IFTA Report File**
- **Locations**
- **Login**
- **System Log**
- **Vehicles**

Appendix A

Data Table Definitions continued

Alerts Table – This table holds data relevant to the system alerting.

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Id	Integer	7		
2	Event_date	Date			
3	Emp_id	Integer	6		
4	Name	Varchar	50		
5	Alert_type	Varchar	20		
6	Details	Varchar	250		
7	Action	Varchar	250		
8	Close	Integer	1		
9	Company_ID	Integer	6		
10	Location_ID	Integer	6		

Automation Table – Dates the automation has run for each of the automation items.

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Messages	Varchar	30		
2	Driver Activity	Varchar	30		
3	Dashboard	Varchar	30		
4	IFTA Tax Rates	Varchar	30		

Appendix A

Data Table Definitions continued

Company Table – This table holds data relevant to the Resellers and Clients.

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ID	Integer	10		
2	Name	Varchar	50		
3	Address	Varchar	100		
4	Address 2	Varchar	50		
5	Country	Varchar	25		
6	City	Varchar	50		
7	State	Varchar	50		
8	Zip Code	Varchar	15		
9	Contact	Varchar	50		
10	Phone	Varchar	15		
11	Fax	Varchar	15		
12	Email Add	Varchar	50		
13	Status	Varchar	8		
14	DOT Number	Varchar	10		
15	Website	Varchar	70		
16	DOT	Integer	1		
17	Exp Dates	Integer	1		
18	MVR	Integer	1		
19	DA	Integer	1		
20	DQ	Integer	1		
21	VM	Integer	1		
22	PM	Integer	1		
23	WO	Integer	1		
24	IFTA	Integer	1		
25	IFTA No.	Varchar	25		
26	IFTA Expire	Date			
27	ELD	Integer	1		
28	Tax	Decimal	5,2		
29	MInput	Varchar	25		
30	FInput	Varchar	25		
31	DFormat	Varchar	25		
32	FFormat	Varchar	25		
33	DDays	Integer	3		
34	VDays	Integer	3		
35	VMiles	Integer	4		
36	VHours	Integer	3		

Appendix A

Data Table Definitions continued

Company Table – continued

ID Field	Name	Data Type	Length	Unsigned	Allow Null
37	Contact Date	Date			
38	Demo Date	Date			
39	Trial End	Date			
40	Date Closed	Date			
41	Contract No.	Varchar	10		
42	SDate	Date			
43	EDate	Date			
44	DOT Cost	Decimal	5,2		
45	VM Cost	Decimal	5,2		
46	IFTA Cost	Decimal	5,2		
47	ELD Cost	Decimal	5,2		
48	Acct ID	Varchar	25		
49	MUName	Varchar	25		
50	MPWD	Varchar	15		
51	NPWD	Varchar	15		
52	MCDate	Date			
53	CDB	Varchar	35		
54	CUID	Varchar	35		
55	CPW	Varchar	35		
56	DPCT	Decimal	6,2		
57	DAPCT	Decimal	6,2		
58	Billing Type	Varchar	25		
59	APIKey	Varchar	50		
60	Client Type	Varchar	25		
61	TimeZone	Varchar	25		
62	PerUnit	Decimal	5,2		
63	G_API	Varchar	100		

Appendix A

Data Table Definitions continued

Customer Table – This table holds data relevant to the Motor Carrier Customers

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ID	Integer	6		
2	Customer ID	Integer	7		
3	Company ID	Integer	6		
4	Location ID	Integer	6		
5	CName	Varchar	50		
6	Status	Varchar	10		
7	Client Type	Varchar	10		
8	Commodity	Varchar	350		
9	Country	Varchar	5		
10	Address	Varchar	50		
11	Address 2	Varchar	50		
12	City	Varchar	30		
13	State	Varchar	30		
14	Zip Code	Varchar	15		
15	Contact	Varchar	30		
16	Phone	Varchar	16		
17	Email Add	Varchar	50		
18	Notes	Varchar	100		

Appendix A

Data Table Definitions continued

Driver Activity Table – This table holds Driver Duty Status Change Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ELD No	Varchar	25		
2	APP_Version	Varchar	10		
3	Time_Stamp	Varchar	25		
4	Driver	Varchar	50		
5	Co_Driver	Varchar	50		
6	Tractor No.	Varchar	25		
7	Tractor Vin	Varchar	25		
8	Trailer No.	Varchar	25		
9	Engine Hrs.	Integer	10		
10	Odometer	Integer	10		
11	City	Varchar	50		
12	State	Varchar	50		
13	Latitude	Varchar	15		
14	Longitude	Varchar	15		
15	New DS	Varchar	10		
16	OldDS	Varchar	10		

Appendix A

Data Table Definitions continued

Employee Table – This table holds Employee (Driver and Non-Driver) Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ID	Integer	6		
2	Last Name	Varchar	25		
3	MI	Varchar	1		
4	First Name	Varchar	25		
5	DOB	Date			
6	SSN	Varchar	11		
7	Hire Date	Date			
8	Status	Varchar	8		
9	Driver	Integer	1		
10	HOS Name	Varchar	50		
11	Mechanic	Integer	1		
12	Email	Varchar	50		
13	Cell	Varchar	15		
14	Carrier	Varchar	50		
15	Address	Varchar	100		
16	Address 2	Varchar	50		
17	Country	Varchar	25		
18	City	Varchar	50		
19	State	Varchar	50		
20	Zip	Varchar	15		
21	Location ID	Integer	6		
22	Company ID	Integer	6		
23	aType	Varchar	25		
24	eAlerts	Integer	1		
25	tAlerts	Integer	1		
26	Emp ID	Integer	6		
27	Tracked	Integer	1		
28	Trip Admin	Varchar	50		
29	Drug Cons	Integer	1		
30	Fuel Card	Varchar	30		
31	Terminated	Integer	1		
32	Term Reason	Varchar	25		
33	Term Date	Date			
34	Notes	Varchar	250		

Appendix A

Data Table Definitions continued

Employee Count Table – This table holds Number of Employees each client has.

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Company ID	Integer	6		
2	Location ID	Integer	6		
3	Employee No	Integer	6		

IFTA Adjust Table – This table holds Company State IFTA Adjustments Made (Fuel & Mileage)

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Quarter/Yr	Varchar	6		
2	Company ID	Integer	6		
3	Location ID	Integer	6		
4	State	Varchar	50		
5	Fuel Type	Varchar	50		
6	Tax Pct	Decimal	7,4		
7	Surcharge Pct	Decimal	7,4		
8	Miles	Decimal	9,2		
9	Gallons	Decimal	9,2		
10	Vehicle	Varchar	25		

IFTA File Table – This table holds the Quarter / Year of latest IFTA Fuel Tax Download

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Quarter/Yr	Varchar	6		

Appendix A

Data Table Definitions continued

IFTA Report – This table holds IFTA Fuel Tax Report Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Quarter / Yr	Varchar	6		
2	Company ID	Integer	6		
3	Location ID	Integer	6		
4	State	Varchar	50		
5	Fuel Type	Varchar	50		
6	Tax Pct	Decimal	7,4		
7	Miles	Decimal	9,2		
8	Gallons	Decimal	9,2		

Locations Table – This table holds Client Location Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ID	Integer	6		
2	Location Name	Varchar	50		
3	Status	Varchar	8		
4	Country	Varchar	25		
5	Address	Varchar	100		
6	Address 2	Varchar	50		
7	City	Varchar	50		
8	State	Varchar	50		
9	Zip Code	Varchar	15		
10	Contact Name	Varchar	50		
11	Email	Varchar	50		
12	Phone	Varchar	15		
13	Fax	Varchar	15		
14	Cell	Varchar	15		
15	Company ID	Integer	6		

Appendix A

Data Table Definitions continued

Login Table – This table holds Employee Login and Permission Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	ID	Integer	6		
2	Login ID	Varchar	35		
3	Password	Varchar	25		
4	Company ID	Integer	6		
5	Status	Varchar	8		
6	First Name	Varchar	25		
7	Last Name	Varchar	30		
8	Middle Name	Varchar	1		
9	Email Add	Varchar	50		
10	Location ID	Integer	6		
11	Setup	Integer	1		
12	DOT	Integer	1		
13	Veh	Integer	1		
14	IFTA	Integer	1		
15	Admin	Integer	1		
16	DC	Integer	1		
17	Add Records	Integer	1		
18	Edit Recs	Integer	1		
19	Delete Recs	Integer	1		
20	View Recs	Integer	1		
21	Alerts	Integer	1		

System Log Table – This table holds Global Messaging Data.

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Msg	Varchar	250		
2	Msg Date	Date			

Appendix A

Data Table Definitions continued

Vehicle Table – This table holds Asset Detail

ID Field	Name	Data Type	Length	Unsigned	Allow Null
1	Vehicle ID	Varchar	50		
2	Year	Integer	4		
3	Make	Varchar	25		
4	Model	Varchar	25		
5	Color	Varchar	15		
6	Serial No (VIN)	Varchar	30		
7	Plate No.	Varchar	10		
8	Vehicle Type	Varchar	25		
9	Status	Varchar	8		
10	Driver 1	Integer	6		
11	Driver 2	Integer	6		
12	Gross Weight	Varchar	10		
13	Length	Varchar	10		
14	Height	Varchar	10		
15	Wheel Base	Varchar	10		
16	Engine Size	Varchar	10		
17	Cylinders	Integer	2		
18	Trans Type	Varchar	15		
19	Fuel Type	Varchar	25		
20	GVWR	Integer	8		
21	Axles	Integer	2		
22	F Tire Size	Varchar	20		
23	F Tire Pressure	Integer	3		
24	Rear Tire Size	Varchar	20		
25	R Tire Pressure	Integer	3		
26	Odometer	Integer	12		
27	Hours	Integer	12		
28	Company ID	Integer	6		
29	Location ID	Integer	6		
30	Date Added	Date			
31	Driver 1 Name	Varchar	70		
32	Driver 2 Name	Varchar	70		
33	Reg State	Varchar	25		