

## Fleet File Maintenance Setup

Before you get started with IFTA Manager, it is important to do initial setup and add information like your trucks, fleet types and fuel suppliers. If you provide this information in a CSV format, your TMS Digital techs may be able to import it for you. This video will cover Fleet File Maintenance set up.

Fleets are used to differentiate or group trucks.

Many of our customers use a number to denote a particular fleet. For example, fleet 99 might be company trucks, Fleet 50 might be owner operator trucks and Fleet 45 might be leased trucks. Other customers, such as those who broker and provide fuel tax reporting, might setup the fleets to indicate the Carrier's company and the trucks they run under that carrier.

So let's get started. Simply navigate to the **Setup** menu option and select Fleets. To add a fleet, press F4 or if using a sub-fleet you can INSERT.

Fleet ID will be your fleet grouping. In this example, we will use 99.

Fleet Under can typically be left blank, but if you are using carriers, you will enter a code for the Brokerage company name.

Description is used to describe the grouping for this fleet. In this example, I will put Company for Company trucks.

Fleet Type you will use C for company or O for Owner Operator, Carrier or Other.

Fleet MPG is optional and can be left blank

Click OK to save.