

IFTA Truck File Maintenance

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.

So let's get started. Simply navigate to the **Setup** menu and select Trucks.

Press F4 to add a new truck. Key in your truck ID and click OK.

Enter the truck's description. Next enter the state the truck is licensed in and then the fleet ID.

Notice that the fleet ID field is cream colored. If you press F1 here, you will get a list of valid fleets. If the fleet you are searching for does not exist, you can press F4 to add the fleet "on the fly".

The truck screen can be very involved. If desired you can input three screens of information, as well as a fourth screen of optional custom fields. Our TMS Digital programs are integrated and other modules including our Dispatch, Tickets, Maintenance and Driver Safety programs can all share the truck file. But for this IFTA Manager tutorial, all you really need is the truck ID, truck description, fleet and the state the truck is licensed in.

Click the Save or OK button and you are done!