

## Manually add a Trip

In this video we will cover how to enter a manual trip. This is often necessary when either the ELD is out of range and doesn't record the state miles or if you have an older truck that is not outfitted for an ELD. To enter a manual trip, Click on the Operations menu and select trips and miles. This opens the trip browser screen. As a quick review of the buttons you see at the bottom of the screen, You see a search button, index button, which lets you change the sort that you want to "search" for, Edit or F2, Add or F4, Delete or F3, Image to view images attached to the trip you are highlighted on, and Get Image to get an image to attach to the trip you are highlighted on.

To add a trip, we will click the Add button or press the F4 function key. The trip number box is blue'd out. It will assign a number when you save the trip. The trip number will be made up of the truck number and the report date. Enter the truck number. If you are unsure of the truck number, you can press F1 and get a list of your trucks. If you need to add a truck, you can press F4 while you are viewing the list to add a truck on the fly. Enter a reference number. There is no hard fast rules, this is for your use. Enter the beginning and ending trip date for the miles you are recording. A trip can be just for one day, or you can enter a week, or a month or even a full quarter of states that the truck has driven through in this trip screen. The reporting date will populated by default, based on the date range you enter. Enter the trucks beginning odometer miles and his ending odometer miles. The beginning may populate automatically, based on the truck's last trip's ending miles. Now we will enter the state breakdown and the miles driven based off of the driver's paper work. This will be done in the lower left hand section of his screen. Click on the Add button. This is a very simple entry screen. Just type in your state abbreviation and the miles driven in that state by this truck for this date range. Click OK. You will see that state recorded and the entry box pops up again for the next state. Repeat the process for each state you are recording. After you click OK for the last state you enter, just click the X in the blank box that pops up.

Now you are ready to add fuel to this trip. If you are not importing fuel and did not enter it manually in the fuel screen, you can add it right here, on the fly. In that same lower, right hand section of this trip screen, click the Add button. Type in the state abbreviation, and the purchase date. The box labeled F is the fuel type, which is typically D for Diesel. T is if it was taxed, Yes or No and B is for bulk, Yes or No. Type in the gallons purchased and the cost. Enter the invoice number and the supplier. In the supplier screen, you can press F1 for a list of valid suppliers and from there F4 if you need to add a supplier on the fly. Click OK to save your fuel purchase. A new blank fuel purchase box will pop up. Repeat your fuel entry for each state, clicking OK to save after each one. When you are done, click the X on the top left of the next blank fuel entry screen that pops up.

If you import fuel from a fuel card for this truck, or if you have done manual entry for fuel, you will just click on the Get Fuel button in the lower right hand section of the screen. It will check the recorded fuel purchases to find a match for this trip's truck number and date range. A list of matching fuel purchases will pop up and you can select the fuel you want to attach to this trip. If no fuel is found, a pop up will appear and alert you. Click OK to save your trip. If the miles you entered for each state do not match the miles from the truck's beginning and ending odometer, you will be asked if you would like to adjust the miles. This will proportionally pad the state miles to equal the odometer miles. Just click the ADJUST button.