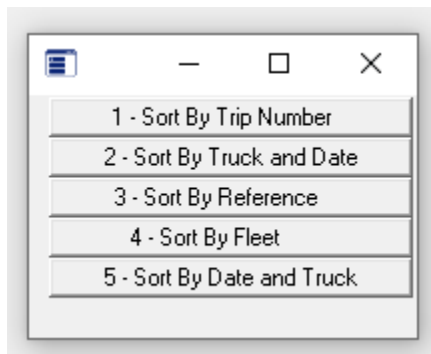


## POST REPORTED TRIPS

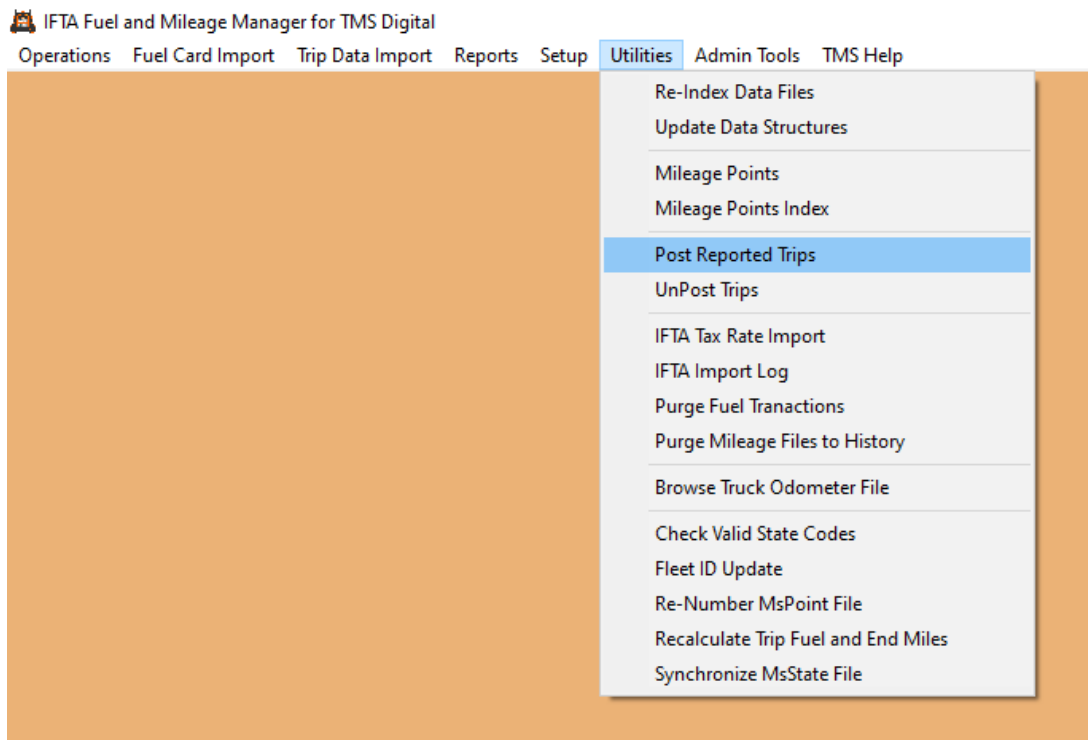
One of the very cool options in IFTA Manager is the ability to keep your Trip browser nice and neat. After a few quarters or years when the trips start to scroll down the screen you might decide there is too much clutter. Of course you can always change indexes to sort and search in numerous ways.



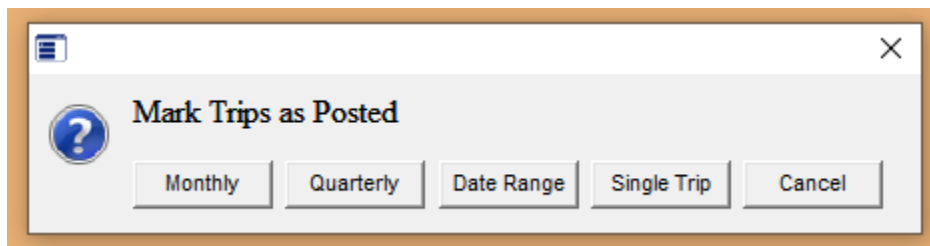
But you can also “clean up the clutter” by POSTING reported trips to remove them from your view. Don’t worry! They are still there and you can bring them back into view by using the SHOW ALL button at any time. Notice the POSTED column on the far right.

TRIP	TRUCK	REF	BDATE	EDATE	BEGMILES	ENDMILES	RDATE	TRIPGAL	Total Miles	MPG	FLEET	POSTED
103117220131	103117		01/01/22	01/31/22	0.0	3961.2	2201	672.57	3961.2	5.9	225	/ /
103123220131	103123		01/01/22	01/31/22	1031044.0	1037624.0	2201	1122.93	6580.0	5.9	225	/ /
1031242112	103124	108621670	12/01/21	12/31/21	646119.3	655253.7	2112	0.00	9134.4	0.0	225	05/09/22
1031242201	103124	108621670	01/01/22	01/15/22	646119.3	649662.7	2201	1531.98	3543.4	2.3	225	05/09/22
1031242202	103124	108621670	02/01/22	02/28/22	646119.3	655253.7	2202	0.00	9134.4	0.0	225	/ /
103127220131	103127		01/01/22	01/31/22	0.0	5777.7	2201	1075.87	5777.7	5.4	225	/ /
1031302112	103130	108618889	12/01/21	12/31/21	621434.6	626874.1	2112	0.00	5439.5	0.0	225	05/09/22
1031302201	103130	108618889	01/01/22	01/15/22	621434.6	623414.2	2201	697.68	1979.6	2.8	225	05/09/22
1031302202	103130	108618889	02/01/22	02/28/22	621434.6	626874.1	2202	0.00	5439.5	0.0	225	/ /
103133220131	103133		01/01/22	01/31/22	652280.0	664218.0	2201	1818.41	11938.0	6.6	225	/ /

The POST and UNPOST options are on the UTILITIES menu.



You have multiple choices for posting or unposting.



Even though you can view posted trips using the show all button you cannot edit a posted trip. This is actually a great idea, since you have already reported these trips to IFTA, but never fear, as usual, we have you covered if you really really need to edit a trip. That is where the UNPOST option comes into play. You can unpost, edit and repost!

