

Advance Users -- Start using DDL "Full" Version or Trial Version

Below you will find how to enter and track the following items, from which you will be able to get many different reports.

- Trips
- Manifest
- Revenue – You must set this up.
- Expenses – You must set this up.
- Odometer - Deadhead miles, Loaded Miles
- Fuel Records – Miles per gal, cost per mile.

Before we begin, this is for users who understand windows operating system, (Copy, Paste, Delete, Move, F-Keys, CTRL Keys, Shift Keys, and DDL menu's. See the basic version if you do not. When you see **Bold Lettering** – this means click on that menu item in DDL. In DDL there are almost always 3 to 5 ways to do the same thing; I will be using a combination of **CTRL** Keys and **F**- Keys. Example to open the New Data Record Box (this is where all data is entered in to DDL) you could do it any of the follow ways:

1. Left Click on the New Data Icon on the menu bar.
2. Right Click on the time you want to enter New Data in the grid, and then left click on the **New Data Record** box that appears.
3. Press the **F2** key on the top of the keyboard
4. Hold the **CTRL** key down and press the **N** key on your keyboard – **CTRL-N**
5. Click on **EDIT** on the tool bar, and then select New Data Record.

As you can see you have many choices, and they all do the same thing, Open the New Data Record box so you can enter data in to DDL.

Start DDL –

For advance users we recommend using the open/close system, by default DDL uses a remove type record. Follow the steps below to change from the default to the Open/Close system; you can always change back at any time.

Click on **Settings**, then click on **Log Sheet, Records, Reports, Print, Audit**, then click on **Records/Report Settings...** Located the setting called '**Enable Sample Records**' the check box will have a check mark in it, click to remove this check mark. Then click OK on the top. (You must do this to save any settings) You will now be using

the Open/Closed system). A record will stay open until you do a close record.

While you have this open make sure **you have** a check mark in the following check boxes:

1. Enable Fuel Records/Reports
2. Enable Odometer Records/Reports
3. Enable Expense Records/Reports
4. Enable Revenue Records/Reports
5. Enable Days Out Record/Reports
6. Enable Trip Records/Reports

Start a new Trip at the Last Stop of Old Trip.

Open new Trip **(F2)** Click on the **Trip Tab**. Fill out all the information.

1. Start of the day Click on **Miles Driving Today**, Enter your odometer i.e. 100.4 into the field Odometer **Start of Day**. (Note: if you have been entering your **Odometer End of Day** records, then you can click on the **Search for Odometer** button, DDL will enter the last **Odometer End of Day** odometer record found. At the end of your driving day Enter an **Odometer End of Day** record, i.e. 650.3, Click on Update **Using Odometer Values** button, DDL will do the math and enter 549.9 in the field called Total Miles Driving Today. DDL will round this number off, in this case to 550). Do not confuse the Miles Driven Today with other odometer records; this is just to get the required miles you drove today, as required by FMCSA. We will be entering many more odometer reading, so we can track fuel miles per gal, Trip Revenue per mile, and so on.
2. Open a new Manifest (one for each stop of the trip) **(F2)** Then click on the **Manifest Tab**. If you have several manifests, you will need to create one record for each. I recommend that you number them like so: STOP # 02 – BOL # 12345. Then the next manifest record would be STOP #03 – BOL # 1236780 and so on. Finish completing the rest if the fields.
3. Complete an odometer record (usually will be **Deadhead** in category field). **(F2)** Then Click on the **Odometer Tab**. Fill out all the other fields' information.

4. Complete a Revenue record for each revenue you receive. i.e. Line Haul, FUSU, Outside Lumper. (**F2**) Then click on the **Revenue Tab**.

Special Note: Trip Number and Manifest number have to be the same in other data area, i.e. odometer, revenue, expense, fuel and so on in order for DDL to compile the information under that number i.e. 12345. 12345 is not the same as 12345-Dallas, TX to Fort Worth, TX. DDL would consider this to be different trips. The basic rule is 'Open' the Trip first, Close the Trip last. The other entries do not matter the order they are inputted into DDL

During the Trip:

1. Complete a **Fuel Record**, and an **Expense Records** for fuel. You must set up Expense Categories to add any new expenses. (Note: you will have to have two (2) Fuel Records if you fueled Tractor and Reefer, and you will have two (2) Expense Records. 1 for Tractor and 1 for Reefer. Total of 4 records. Make sure you remove the Taxable from the Reefer. If you do not 'Fill Up' then remove the check mark from Fill up on the fuel record.
2. Complete any other expenses as you go. I.e. Scales, Truck/Trailer Washes, Repairs... etc....
3. Complete an **Odometer record** for each stop. i.e. you have 2 stops then You will still be loaded until trailer is Empty (will still be use **LOADED** the category field)
4. OPTION: If you wish to track speeds in each state. You must complete an odometer record AS YOU ENTER A STATE.
5. We recommend you write CROSS STATE LINE in the field "Custom/Spare" on the odometer record. You can also track PrePass or EZPass the same way.
6. OPTION: Complete an odometer record for each Pre-Pass and EZ Pass you go thru will help you keep your Log on track. (and save you from having to remember all of them). I recommend you write PREPASS OR EZPASS in the field "Custom/Spare" on the odometer record.
7. Close the manifest for each stop above. If you have a claim, then enter it in remarks/comments for this manifest. Click on (**F2**), Now you will see the manifest number you entered at the start of the trip in the 'Open Manifest Window' Highlight the

manifest number that is displayed in the 'open box' The **Close** button will now become active and you can click on it. The information that was entered on the 'open' record will appear, make any changes, or add information as needed, then click on the **ADD RECORD** button to save.

End of Trip:

1. Enter an **Odometer record**. (**EMPTY**) DDL can now calculate the miles from the beginning record (i.e. Deadhead, or Bobtail) to the Empty record)
2. Complete a **Log turn in Record**.
3. Complete any expense records needed i.e. for Lumper's, Tolls, Scales. One Expense record per expense.
4. Close **Manifest Record**. . Click on (**F2**), Now you will see the manifest number you entered at the start of the trip in the 'Open Manifest Window' Highlight the manifest number that is displayed in the 'open box' The **Close** button will now become active and you can click on it. The information that was entered on the 'open' record will appear, make any changes, or add information as needed, then click on the **ADD RECORD** button to save.
5. Close **Trip Record**. Click on (**F2**), Now you will see the Trip number you entered at the start of the trip in the 'Open Trips Window' Highlight the Trip number that is displayed in the 'open box' The **Close** button will now become active and you can click on it. The information that was entered on the 'open' record will appear, make any changes, or add information as needed, then click on the **ADD RECORD** button to save.
6. You can track when you turn in a Trip by entering it in notes. Enter the TRIP PAK#, or TRANSFLO # under notes. Example:
TRIP PAK # PT35-654F-9876-9876

That's it, other things you can track are, speed limits, (must enter an odometer as you enter a state, and set up Speed Limits in the settings) IFTA records. Settlements records off trips

You can now generate over 85 reports on the data you have entered. Go to **REPORTS-MORE REPORTS**. (The more you enter in DDL the more information (Reports) you can generate. (You can view sample reports on our web site. Look for the link on the left side of the page)

You should enter Days out Record when you get home and Depart home. This will allow you to generate a report for taxes on the total Days out for any given period of Time.

Special Note: Please do not confuse the Calculate Button on the Days Out New Data Screen. This calculates from the time you departed this period. I.e... You depart the house at 0600 hrs today. You must complete a Depart record. Then at noon you click on "Calculate Button" it would show 6 hours. This is a great way to know how long since you left the house have you been out.

The above instructions will get you started using advance functions in DDL software, there are many more things DDL will and can help you do. We recommend that you get comfortable doing the basics, then read the help files. DDL uses the same commands in each area, so understanding one will help you understand all. You can enter as much data or as little data that you like. You must enter the required information that FMCSA requires on all logs. (FMCSA DOT require that 11 items must be entered on a log, The 11 items are: FMCSA Safety Regulation Handbook (BIG Green Book) 395.8 (d)

The following information must be included on the 'LOG' form in addition to the grid:

1. Date;
2. Total miles driving today;
3. Truck, or tractor and trailer number;
4. Name of Carrier;
5. Driver's signature/certification;

6. 24-hour period starting time (e.g., midnight, 9:00 a.m., noon, 3:00 p.m.);
7. Main office address;
8. Remarks - You must show at least a CITY and STATE. i.e. Dallas, TX;
9. Name of Co-driver;
10. Total hours (far right edge of grid); and
11. Shipping document number(s), or name of shipper and commodity. (Trip Number are OK)