

DRIVERS

Description

Driver Codes are used to report loads by driver from the BOL Reports, sales and profitability. They are OPTIONAL. This number can be put on each invoice and/or BOL. The Sales Analysis Generator can be printed by Driver and there is a profitability report by driver in the Bill of Lading module. Letter abbreviations (such as the driver's initials) may be used to describe the Driver and for easy reference. If you are calculating driver commissions, you must enter the correct driver number on each Bill of Lading.

Menu Select

From the Master File Maintenance submenu, select *Drivers*

Add Change Delete Drivers

Driver Report

Quit

Add Change Delete Drivers

The screenshot shows a window titled "Driver File Maintenance" with a standard Windows-style title bar (minimize, maximize, close buttons). The main area contains five labeled input fields: "Driver" with the value "BOB" and a search icon; "Name" with the value "BOB JONES"; "Crate" with the value "10.0000"; "Ctype" with the value "F"; and "Split" which is empty. Below these fields is a row of six buttons: "Edit" (highlighted with a dashed border), "New", "Prev", "Next", "Delete", and "Exit". At the bottom of the window is a scrollable area with up and down arrow buttons.

Driver.

Enter a Driver Number (up to six characters). This could be the driver's initials.

Name.

Enter the driver name.

Crate (Commission Rate).

Commission rate is used in custom commission reports. Leave blank or enter a commission rate (.2000 is 20 percent or 20 cents).

Ctype (Commission Type).

Enter F to calculate commission based on freight.
Enter G to calculate commission based on gallons.
Leave blank for no commission calculation.

Split (Split Load Bonus).

Leave blank for no commission calculation.
Enter the amount of commission paid for each additional trip on a split load.

OPTION BUTTONS. Click on the button or press the underlined letter.

<**Edit**> Click on the field to be changed or Press E or click the Edit button to change a field.

<**New**> Click on New to enter another record.

<**Prev**> Click on Previous to display the previous record.

<**Next**> Click on Next to display the next record.

<**Delete**> Click to Delete to delete this record. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?*' displays. Click the Y button to delete the record or the N button to proceed without deleting.

<**Exit**> Click on Exit to quit file maintenance.

Driver Report

Description:

The Driver Report is a listing of all driver records in the file.

Menu Select:

From the Master File Maintenance submenu, select - *Driver*
From the Driver submenu, select - *Driver Report*.

Enter Fuel Type Report Options:

Output to: *S=Screen* *P=Printer* *F=Text File* *Q=Quit*

Enter The Date.

The current system date displays. Press *enter* to accept the date or enter a report date.
This date has no affect on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Y - print the report using the selected printer or screen.
P - change to a different printer or print option.
N or Q - quit without printing.

Date: 03/24/2006	Petro-Data Demo	Page No.	
Time: 16:09:11	Driver Report 03/24/2006	1	
Driver Code	Description	Comm Rate	Comm Type
1	JOE ROBERTS	0.0000	
BOB	BOB JONES	0.0000	
FG	FRED GARCIA	0.0000	
JR	JOE RHODES	0.0000	
JS	JOE SMITH	10.0000	F
PG	PAUL GARNER	0.0000	

Sample Driver Report