

Welcome

Thank you for your interest in **LogPak v 3.0!** **LogPak** was designed to assist in every aspect of your driver log auditing management. From every day log entry to analyzing your data and printing statistical reports, **LogPak** is there for you. During this trial period, you will have access to every feature that those who have already purchased the program enjoy. Create a company, enter driver logs and information and print reports - it's all possible with **LogPak v 3.0**.

Although this Quick-Start Guide was developed with the new user in mind, if at any time additional assistance is required, please do not hesitate to call our offices at (800) 321-7826.

About the Demo/Trial Version

- The demo version is yours to evaluate free for 30 days, after which an unlocking key will be required for further use of the software.
- Included in the demo version is a Practice Demo Company. This company has participants, logs, and contact information already entered. It is there for you to “experiment” with in hopes of coming to a better understanding of the program without jeopardizing your actual data.
- Although the Practice Demo Company has already been set up, you are able to enter actual data. In fact, any feature that will be made available to you after purchase is available to you during the free 30-day trial period.
- Feel free to do any of the following during the free 30-day trial period:
 - ▶ Enter companies, participant and logs.
 - ▶ Print reports on your own data, or on the Practice Demo Company
 - ▶ Forecast log schedules to see how violations are calculated and displayed.

Remember, any data that you enter during the trial period will be completely accessible after the trial period is over and you purchase a permanent software license. There will be no need to re-enter any data once the trial is completed.

LogPak Login Screen

LogPak is a password-protected program that can be setup to limit users' access to certain information. Initially, LogPak comes with one existing user entered known as

the MASTER user. This username has a blank password, which means that you do not have to enter a password to initially log-in as this user. The MASTER user will be automatically displayed the first time LogPak is opened. Simply click “OK” at the login screen to enter LogPak.




A Quick Overview of the LogPak Program

Now that you have installed and opened the program, let's take a quick look at some of the global features of the program as well as how **LogPak** is configured.

LogPak's job is to enable you to better maintain and manage your log entry and management processes. To accomplish this, **LogPak** combines effective grouping tools with an easy-to-use interface (data entry screens). This interface simplifies data entry while maintaining data integrity. A general explanation of how the program is initially setup is listed below.

- a. Enter each of your companies that you will be entering logs for as an individual company (if you have more than one).
- b. All of the drivers in each company are then entered as participants
- c. Enter each participants corresponding logs

This list may be somewhat over-simplified, but those are the basic steps required to manage logs and use **LogPak** - it really is that easy! Entering company information, adding each companies drivers as participants, and then entering the logs is all that is

required. Of course there are more advanced user options, but first lets take a look at  a few important features before entering any data.

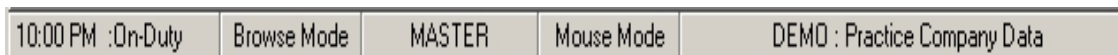
The Five Tabs



Once in **LogPak**, you will see five tabs: **Driver Logs**, **Drivers**, **Violation Codes**, **Group Codes** and **Companies**. Simply click the tab that corresponds with the information that you wish to view or edit.

*Example: if you wish to view driver logs, simply click the **Driver Logs** tab and scroll through the available logs entries. If you wish to enter a new driver, click the **Drivers** tab and enter the appropriate information.*

The Status Bar



The status bar is located along the bottom of the **LogPak** screen. When on the Driver Logs tab, information related to the graphical time and duty status of the current log is displayed in addition to the standard information. The standard information includes: current file mode (browse, edit, or insert), the current user, current data entry mode (mouse or tablet) and the name of the currently active company.

Important!: it is very important to know what the active company is because, if you have more than one company, the correct company must be made active before adding drivers or entering logs for it.

The Navigation Bar



Navigator in Browse Mode



Navigator in Insert Mode

The Navigation Bar is a convenient means by which to add logs/records as well as browse and edit those already entered. It is seen throughout **LogPak** and acts in the same manner in each instance. The navigation bar is a 'VCR-style' control that allows the user to navigate through existing records, enter and delete records and refresh data.

First/Last



The button marked by a triangle pointing to a vertical line to the left/right will take you to the first/last record in the file.

Prior/Next

The button marked by the left arrow will move you back one record and the button marked by the right arrow will move you ahead one record.

Add/Delete



The button marked by a plus (+) symbol will insert a new record into the file and the button marked by a minus (-) symbol will delete the active record. Upon clicking either of these two buttons, the navigation bar will go into insert mode and require you to save or cancel the operation.

Post/Cancel



The button marked by a check mark will save any changes that you made to the record and the button marked with an x will cancel any changes without saving.

Refresh

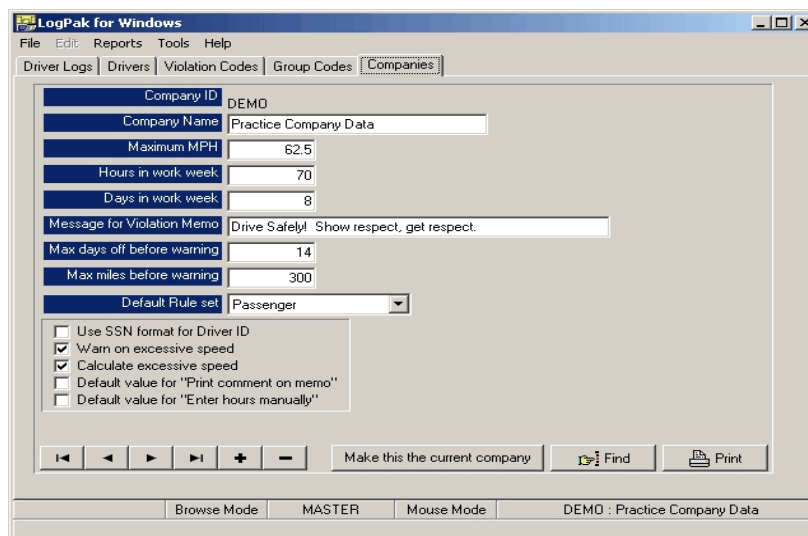


The button marked by the curving arrow would cause the current record to be re-displayed. You would use this button if you suspect that the data you are currently displaying has been changed by another process or user (in a networked environment) since you had initially displayed it.

Entering Data Into LogPak

Companies

Each company that you will be entering logs for in **LogPak** should be entered as an individual company. If you are an individual driver, simply add yourself as the company. To enter a new company, follow these easy steps:



Company ID	DEMO
Company Name	Practice Company Data
Maximum MPH	62.5
Hours in work week	70
Days in work week	8
Message for Violation Memo	Drive Safely! Show respect. get respect.
Max days off before warning	14
Max miles before warning	300
Default Rule set	Passenger
<input type="checkbox"/> Use SSN format for Driver ID	
<input checked="" type="checkbox"/> Warn on excessive speed	
<input checked="" type="checkbox"/> Calculate excessive speed	
<input type="checkbox"/> Default value for "Print comment on memo"	
<input type="checkbox"/> Default value for "Enter hours manually"	

- Click the Companies tab to make it the active tab
- Click the + button on the navigation bar to enter a new record
- Enter a company ID
- Enter all other pertinent information
- Click the check mark button to save the new record

Make this the current company

Important: be sure to click the Make this the Current Company button if you wish to add drivers or enter logs for this new company!

Group Codes

Data in the Group Codes tab is optional. These codes are used to help you to maintain your individual drivers' records by assigning them to various groups. You can create your own group codes based on your company's existing structure or based on your own personal preferences.

Point Value

Violation Codes

Preset violation codes are recorded here. These codes are based on the DOT and FMCSA's hours-of-service, log and driving violations. You can create custom violation codes here based on company specific regulations

Another of LogPak's great features is that it offers you the ability to create your own demerit point system and assign point values to each of the violations. If a driver incurs a violation on his or her log, they will also be assigned the appropriate demerit points.

Drivers

Once a company has been entered into **LogPak**, you will need to enter the drivers for that company. Before you begin to enter drivers, be sure that the correct company is active, so that you don't inadvertently assign drivers to the wrong company. The name of the current company is displayed in the bottom right corner of the status bar. You must enter a driver's information before you can enter logs for that driver. To enter drivers, follow these easy steps:

The screenshot shows the 'LogPak for Windows' application window. The 'Drivers' tab is active, displaying a form for driver 'JACKV'. The form includes fields for Name, Address, City, State, Zip, Phone, Alpha Sort Key, Social Sec #, Birth Date, Other Date, Hire Date, Physical Exam Date, Termination Date, License #, State, Exp. Date, Class, and Group. A 'Notes' field contains the text 'Jack team-drives with Mary'. A 'Rule set' dropdown is set to 'Freight'. A 'Sort Order' section has radio buttons for 'Driver ID' (selected), 'Alpha Sort', and 'SSN'. A 'Terminated' checkbox is unchecked. The status bar at the bottom shows 'Browse Mode', 'MASTER', 'Mouse Mode', and 'DEMO : Practice Company Data'.

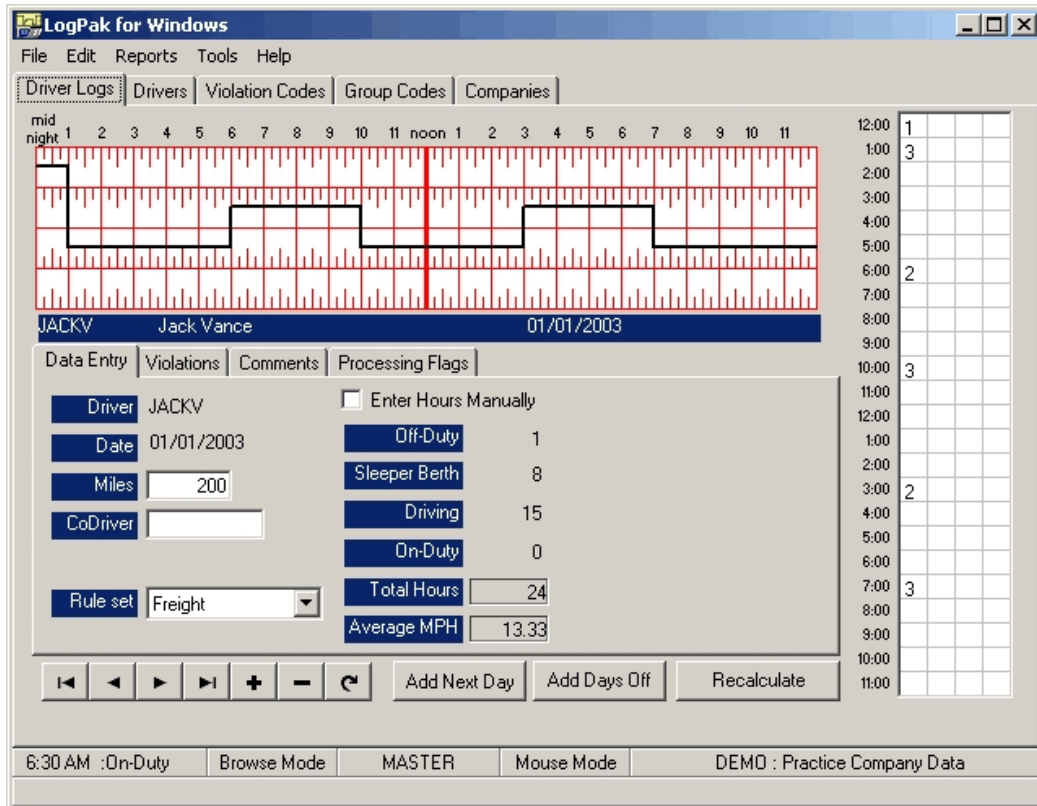
Field	Value
Driver ID	JACKV
Name	Jack Vance
Address	3434 Alastor Lane
City, State, Zip	Lyonesse, PA 16843
Phone	(814)555-1212
Alpha Sort Key	VANCEJACK
Social Sec #	333-33-3333
Birth Date	10/09/1965
Other Date	05/28/2001
Hire Date	09/18/2003
Physical Exam Date	04/13/2004
Termination Date	
License #	R0005965214897
State	PA
Exp. Date	05/28/2006
Class	C
Group	TD- Team Drivers

- Make the correct company active
- Click the Companies tab to make it the active tab
- Click the + button on the navigation bar to enter a new record
- Enter a driver ID (see notes below)
- Enter all other pertinent information
- Click the check mark button to save the new record

Important: the driver ID can be set to automatically use the driver's SSN by checking the 'Use SSN Format for Driver ID' option on the Companies tab. Otherwise, assign driver ID's in a format that you choose.

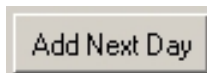
Driver Logs

Once you have entered company information and assigned drivers the company, you can then begin to enter driver logs. To enter logs, first be sure to click the Driver Logs tab to make this the active screen. To enter new logs, follow these easy steps:

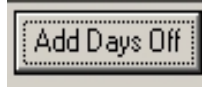


- Make sure that the correct company active
- Click the Driver Logs tab to make it the active tab
- Click the + button on the navigation bar to enter a new record
- Enter the appropriate driver ID of the driver who's log you are entering
- Enter the date of the log and the total miles driven
- Enter the log be either clicking the appropriate time/status point on the graph using the mouse, or by entering the information in the grid on the right using the keyboard
- Click the check mark button to save the new record
- If a violation is incurred, it is clearly marked on the graph by a unique identifier

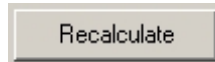
If you are entering multiple, consecutive logs for a particular driver, simply click the Add Next Day button to add the log for the next day. The driver ID and the date of the next day will be automatically entered into the appropriate fields.



To automatically enter day(s) off for a driver, be sure that the most recent log for that driver is active and then click the Add Days Off button. You will be prompted to enter the number of consecutive days off in an input box. Enter the appropriate number of days off and click OK. **LogPak** will automatically enter the logs.



If at any point you make any changes to driver logs, be sure to click the Recalculate button so that the hours will be correctly recalculated.



You will see four additional tabs located on the bottom half of the Driver Logs tab: Data Entry, Violations, Comments and Processing Flags.



Data Entry

When you first enter a log, this is the screen where you enter the Driver ID, date and miles. A total number of hours for each duty status is displayed on the right when the log is entered.

 A screenshot of the "Data Entry" tab. It shows a form with the following fields:

- Driver: SAMB
- Date: 04/03/2003
- Miles: 0
- CoDriver: (empty)
- Rule set: Freight
- Enter Hours Manually: (checkbox, unchecked)
- Off-Duty: 0
- Sleeper Berth: 0
- Driving: 24
- On-Duty: 0
- Total Hours: 24
- Average MPH: 0.00

Violations

Once a log has been entered, if a violation is indicated on the log graph, you can click the violations tab to see the related details.

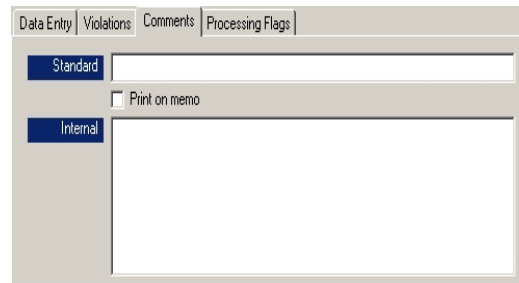
 A screenshot of the "Violations" tab showing a table with the following data:

Code	Desc	Time	Points	Suppress
VML	Preceding log is missing		0	No
V10	10-Hour violation	12:00 am	0	No
V15	15-Hour violation	04:00 am	0	No

 Below the table are four buttons: "Add", "Remove", "Modify", and "Clear All".

Comments

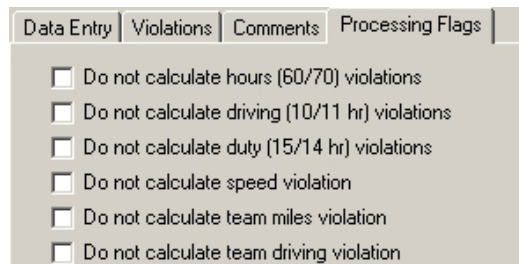
On this tab you can enter any comments that you want to print on various reports, or notes that you wish to not be seen by anyone other than LogPak users.



The screenshot shows the 'Comments' tab selected in a window with other tabs: 'Data Entry', 'Violations', 'Comments', and 'Processing Flags'. There are two text input areas: 'Standard' and 'Internal'. A checkbox labeled 'Print on memo' is located between the two input areas.

Processing Flags

Click any of the Do Not Calculate processing flags that you do not want **LogPak** to calculate violations for.

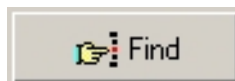


The screenshot shows the 'Processing Flags' tab selected in a window with other tabs: 'Data Entry', 'Violations', 'Comments', and 'Processing Flags'. It contains a list of six checkboxes, all of which are currently unchecked.

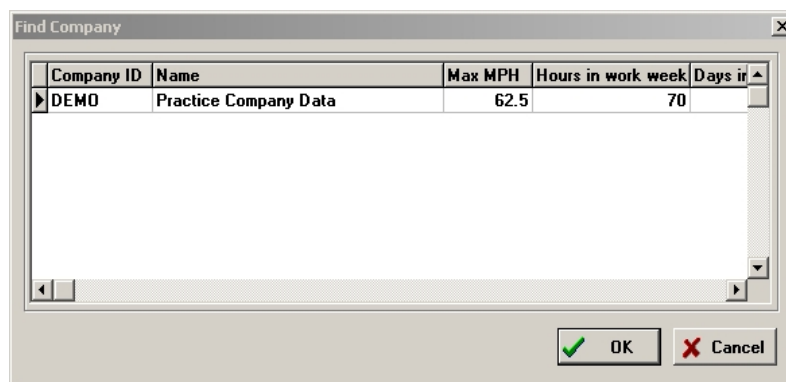
- Do not calculate hours (60/70) violations
- Do not calculate driving (10/11 hr) violations
- Do not calculate duty (15/14 hr) violations
- Do not calculate speed violation
- Do not calculate team miles violation
- Do not calculate team driving violation

The Find Button and Window

You will see a Find button on the Companies, Group Codes, Violations Codes and Drivers tabs. This button looks the same on all four tabs, but it is context sensitive and opens a different find window depending on which tab is currently active. Regardless of which find window is opened, the process for retrieving a record is exactly the same in each. When the find window opens, you will see a list of available records from which to choose. Simply locate the desired record, click it to highlight it and then click the ok button. The information related to that record is then displayed on the screen.



Find Company Window

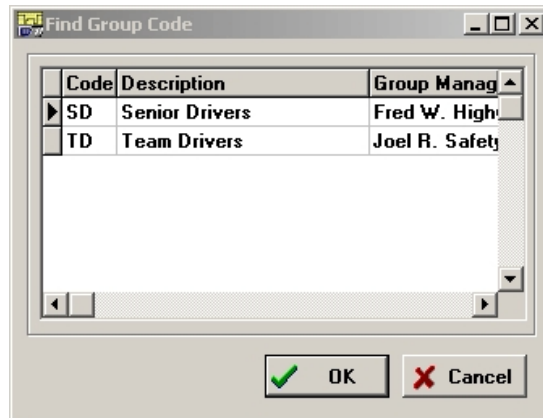


The screenshot shows the 'Find Company' window. It features a table with the following data:

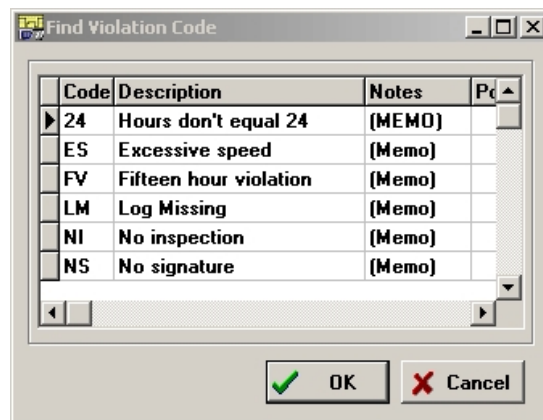
Company ID	Name	Max MPH	Hours in work week	Days in
DEMO	Practice Company Data	62.5	70	

At the bottom of the window, there are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

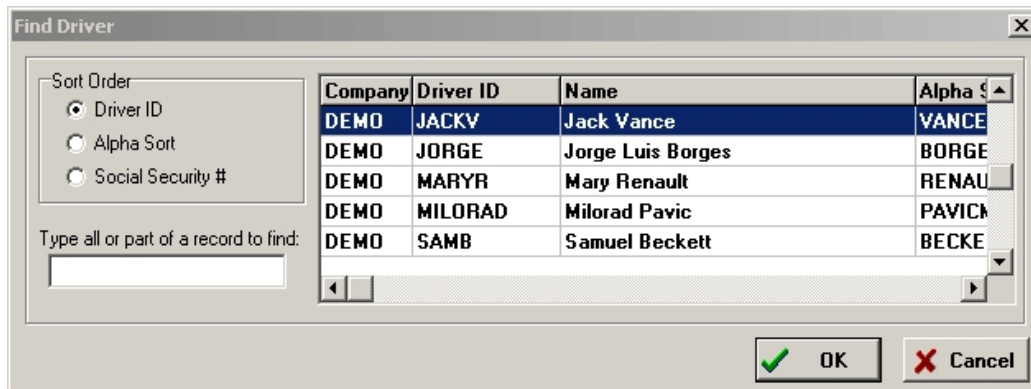
Find Group Code Window



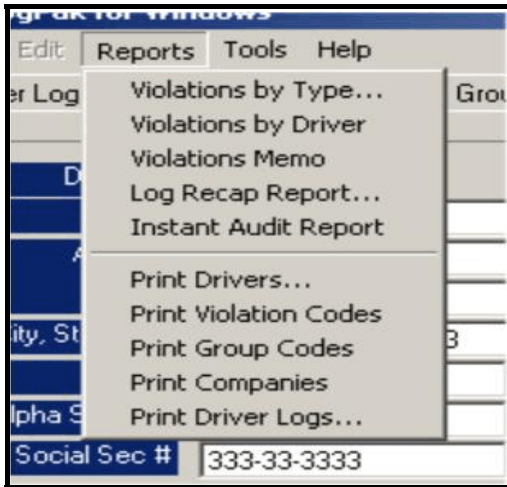
Find Violation Window



Find Driver Window



Reports



The **Reports** menu offers numerous reporting options. Clicking the Reports menu option in the upper left corner will provide the user with access to most **LogPak** reports. Each report has a different function and contains distinct information. A brief description of each report is provided below as well as a general explanation of how to print reports from **LogPak**.

Violations by Type - This report prints a list of violations by type and sorted by driver. It will show you how many instances of a particular type of violation any given driver has received by the date that it was received. There are a number of options from which to choose for the basis of your report. You are given the option to select a date range, one driver or a range of drivers and to report on a single code or a range of codes.

Violations by Driver - This report is similar to the Violations by Type report except that it prints a list of violations by driver and sorted by type.

Violations Memo - This is a driver log audit notification letter addressed to the specified driver listing all of their violations.

Log Recap Report - The Log Recap Report is a summary report of a drivers logs in chronological order. It displays for each day the number of hours driven, the number of hours available along with various other hours and mileage totals. This report can be printed based on parameters such as driver and date range.

Instant Audit Report - This report display a brief summary and description of a drivers violations by date.

Print... - The following 5 options: Print Drivers, Violation Codes, Group Codes, Companies and Driver Logs do just that - they print this information. They print a report based on whatever information is entered in the corresponding tab in LogPak. In example, if chose the Print Drivers option from the reports menu, you would get a summary print out of all of the drivers in LogPak based on the information that is found in the Drivers tab along with pertinent information.

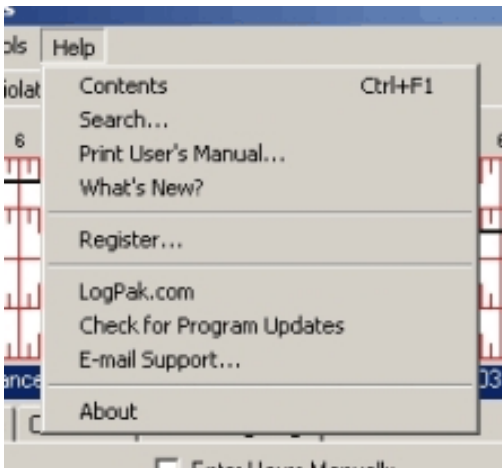
Printing Reports

When you choose to print a report in LogPak, the report will first be printed to the screen. This means that you will see a display of the report on your computer screen instead of it going directly to the printer. This allows you the opportunity to preview the report and ensure that it contains the correct information prior to sending it to the printer to print a hard copy. If the report contains the correct information, simply click the print button on the preview screen and the report will be sent to the printer.



Getting Help - If at any point you are unfamiliar with a particular part of the LogPak interface, simply hit the F1 key to bring up context-sensitive help. This will give you a brief description of what is required for that particular entry screen or focused component.

For more extensive help, there are numerous options to choose from in the **Help Menu**.



Contents - This option will provide you with general information on all areas of the program. Determine the area that you required help in and double-click the book icon next to that area. This will open a more detailed list of help topics from which to choose. Choose the appropriate topic to open its help file.

Search - To find information regarding a specified item, select search and then enter the appropriate word or phrase that you require help with in the entry field. A list of related topics that you can choose from will then be displayed.

Print User's Manual - It is highly recommended that you print this manual! It offers a more comprehensive and detailed guide to LogPak.

What's New? - This will open a Microsoft Word document designed for LogPak version 3.0 users. It covers the changes and enhances made to version 3.0. If you are new to LogPak, you can disregard this document.

Register - It is on this screen that you must enter your unlocking key when you purchase LogPak.

LogPak.com - Takes you to the LogPak website.

Check for Program Updates - Takes you to the on-line updates page to install any updates to the program.

E-Mail Support - This option is useful if you require help related to log violations. It allows you to e-mail copies of any logs in question to a support staff member for review.

About - This window contains information related to the LogPak program. It shows you the location of the application and data, the version that you are running and the program's license expiration date.

Congratulations!

As you can see, LogPak is a very user-friendly program. It is easy to access and intuitive in its operation. Scanlon Associates hope that this guide has assisted in your understanding of LogPak. We realize, however, that this guide may not answer all of your specific questions and invite you to contact our knowledgeable staff during normal business hours (Eastern Time) at 1-800-321-7826 to discuss any questions you may have.

