

## **Edonna Log Book - First Things First**

After loading the program but before going into it, please take a few minutes to get the basic part of the program setup.

Please check to make your date format is set to MM/dd/yyyy. To check it, please do the following:

### **XP**

Click on Start, Setting, Control Panel, double click on Regional Settings, click on the Date tab. If the short date style is not set to MM/dd/yyyy, click on the down arrow and select it from the list. Then click on Apply, OK, File and Close.

### **Vista**

Click on Start, Setting, Control Panel, double click on Regional and Language Options, Click on the Customize this format button click on the Date tab. Under Date Formats, click on the down arrow on the Short Date, select MM/dd/yyyy, Then click on Apply, OK, OK, and then close the Control Panel.

When you first enter the program you will be asked for your company information. For the one driver version enter your name and address here (please do not put in your company name and address here). Make sure this information is correct before saving it because it is used throughout the program, on your logs, inspection reports and monthly summary.

You next have to enter your drivers in the Drivers lists. The drivers you enter here are used throughout the program. To do this, click on System on the Menu Bar then Drivers \ Co-Drivers. A form will come up where you can add your drivers. Click on the New button to add a new driver.

After you do this, enter information into all the other lists. Below are the lists that can be setup:

- Carriers
- Drivers / Co-Drivers
- From
- Home Address
- Main Office
- To
- Vehicles

Next you want to set up the following

### **Company Defaults**

Here you setup your company defaults that are used throughout the program.

### **Driver Defaults**

Here you setup driver defaults that are used throughout the program. When entering new logs, this will allow you to click on the Defaults button and the information entered here will basically fill in the top of the log for you. This only has to be setup once and saves you a lot of time when entering logs.

This is just a short summary of what has to be done before entering any logs, please read the manual to find out how to get the most out of the program.