

Edonna's LogBook

User's Guide

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About Edonna's Log Book

Edonna Products and Services, Inc. would like to thank you for purchasing one of our programs. When we build a program, we try to look at it from the end users prospective. We build it so things are consistent throughout the program, making it an easier learning curve. To get a better understanding how this program will help you, please read this manual before entering any information into the program.

With Edonna's Log Book you can easily enter your logs, inspection reports. The program will automatically do your monthly recap summary on either 70 hours / 8 days or 60 hours / 7 days. You can also print out the logs, inspection reports, monthly summary, drivers log summary and drivers log violations reports

We are always looking for ways to improve our programs and take all recommendations seriously. Please feel free to let us know of anything, that you may feel would improve the program. You can also let us know of any programs that you would like to see us make.

Installation

Check system requirements and as with all new programs you should backup your computer before loading the program. Check your short date style to make sure it is set to MM/DD/YYYY. To do this 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. Make sure your screen resolution is set at 800 x 600 pixels. To do this click on Start, Settings, Control Panel, double click on Display, click on the Setting tab. On the bottom right side of the form you will see Screen Area. Make sure it's set to 800 x 600 pixels. If it is not, drag the slide to the right or left until it reads 800 by 600 pixels. Click Apply, OK, then click on File and close. You should then shut down your computer wait 20 seconds and start it back up again.

Before inserting the CD write down the number that is on it. You will need it when installing the program. Insert the CD, it will automatically start. If your autorun feature is turned off, Click on Start, Run and type in D:\Setup.exe (D being your CD-ROM drive letter) then click OK. The setup program will now start. If you have the single user version, follow the single user version only. If you have the network version, skip over to the networked version installation.

Single User Version Installation

At the setup screen, click on Install Program. The program will start to load, fill in the required fields when asked. After the program loads, you should reboot your computer.

When you first enter the program you will have to fill in your company information (name, address, etc.) This information is used in the program and on your logs, inspection reports and monthly summary so please make sure it is correct before saving it. Before entering any information you should read everything in this manual.

Once you start putting in your information, backing up your data is the most important thing you can do after entering it. This will save you hours if not day's worth of headaches and extra work if your computer crashes

Networked Version Installation

At the setup screen, load the Data file first on the server or the computer that is going to store your data file. Make sure you write down what computer and drive you loaded the data file on. When you load the application file you will need to know the path to the data file. If you are going to use the computer that has the data file on it as a workstation you will load both the data and application files on it. To load the application file, it will be necessary to take the CD out and put it back in after you load the data file. When you install the application file an ODBC Microsoft Access Setup box will appear. Click Select, the screen you should be looking at now will be broken down into 5 white boxes. There will be three small ones and two large ones. Read the following for local drives and network drives.

Local Drive (data file on same computer that you are loading the application file).

In the big box on the right side, double click on the first folder. Move down till you see the folder EdonnaLogsNH and double click on it. In the big box on the left you will see a file named EdonLogH.mdb, click on it and then click on OK. You will now be back at the ODBC Microsoft Access Setup box, click OK again. The program will continue loading.

Networked Drive (data file on a different computer than the one you are loading the application file).

In the lower right hand corner of the screen you will see Drives, click on the down arrow and select the drive where you loaded the Data file. If you do not see the networked drive listed where the Data file was loaded, click on the Network button. Click on the down arrow next to Path, you should see the network drive here. If you do not, type in the path for the server exactly as it should be (ex: \\YourServerName\Cdrive). Before you click on OK, make sure you click Reconnect at logon so there is a check mark in it. You should now see the network drive listed when you click on Drives, select it now. In the big box on the right side, double click on the first folder. Move down till you see the folder EdonnaLogsNH and double click on it. In the big box on the left you will see a file named EdonLogH.mdb, click on it and then click on OK. You will now be back at the ODBC Microsoft Access Setup box, click OK again. The program will continue loading. Do this for every workstation that you are loading the application file on. After the program loads, you should reboot your computer.

When you first enter the program you will have to fill in your company information (name, address, etc.) This information is used in the program and on your logs, inspection reports and monthly summary so please make sure it is correct before saving it. Before entering any information you should read everything in this manual.

Once you start putting in your information, backing up your data is the most important thing you can do after entering it. This will save you hours if not day's worth of headaches and extra work if your computer crashes.

System Requirements

- Microsoft Windows XP, 98, 2000, ME, NT 4.0 (or later)
- Pentium microprocessor 166 or higher (450 or higher recommended)
- Hard disk with a minimum of 75 megabytes of space
- VGA or higher-resolution screen supported by Microsoft Windows
- Screen resolution set at 800 x 600
- 48 MB of RAM (128 MB recommended)
- Internet Explorer 4.01 or later
- CR-ROM disc drive
- A mouse or other pointing device

First Things First

When you first enter the program you will be asked for your company information. 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 Lists and choose Drivers. A form will come up where you can add your drivers.

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

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

Although you can enter this information "On the Fly" it will be easier for you to do this before entering any other information. When in a field that uses lists, if you want to type in something that is not in the list and you don't want to add it to the list, press F2 so the list is not showing and then type in what you want.

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.

Last Seven Days

Here you enter the hours of service for the last seven days for new and intermittent drivers

To access these, click on System on the Menu Bar.

We want to take this time, to stress to you how important it is for you to back up your data daily. Backing up your data is the most important thing you can do after entering your data.

Key Features

Buttons

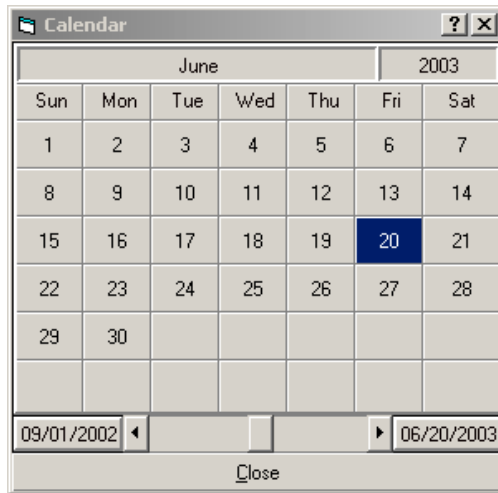
Button names basically explain what each button will do on each form.



Depending on what you are doing with the record, certain buttons will be turned on or off. All of the Buttons have Hot Keys. They allow you to use your keyboard instead of your mouse. Just hold down the ALT key and press the respective letter or number that is underlined.

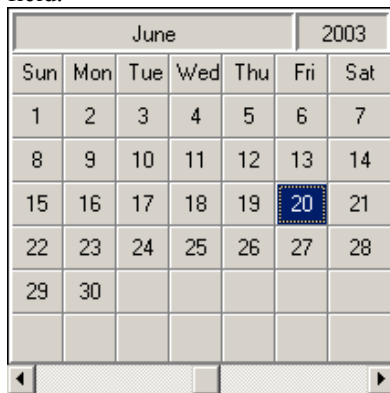
Calendar – Main

You can access a monthly calendar by clicking on System from the Menu Bar and then Calendar. Clicking on the left arrow will move the calendar back one month, clicking on the right arrow will advance the calendar one month. You can move from year to year by moving the slide bar or clicking on the space in between the arrows. The date on the left is the current date as programmed into your computer, the date on the right is the selected date on the calendar. If you click on these dates, the calendar will move to those dates.



Calendar - Pop Up

On date fields throughout the program if you click the arrow to the right of the field or press the F2 key, a calendar will pop up where you can select the date you want. If you have a date in the field already, clicking on the small up or down arrows will move the date forward or backwards respectively. When the calendar is visible you can use the arrow keys on your keyboard to move from day to day and month to month. Pressing the PageUp or PageDown keys will move from year to year. Clicking on the date or pressing the Enter key on the selected date will put that date into the selected field.



Dates

On date fields you can:

Enter the dates in MM/DD/YYYY or MM/DD/YY format.



Click on the large down arrow and choose a date from the calendar or press the F2 key to access the calendar.

Once a date is entered, you can use the small up or down arrows to move the date either up or down respectively.

Check your short date style to make sure it is set to MM/DD/YYYY. To do this 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. You should then shut down your computer wait 20 seconds and start it back up again.

Drop Down Fields

These fields have a down arrow on the right side of the field.



These fields take data from other parts of the program so you do not have to keep typing the same information over and over again.

You can access the information by:

- Clicking on the down arrow and choose from the list
- Press the down arrow key to scroll through the list
- Hold down the ALT key and press the down arrow key
- Press the first few letters of an item in the list to go to that item
- You can add items to these fields by choosing <Add Item> from the list

Getting Help

If you want to get help on a particular part of the program you can:

- Click on Help and go to that part of the help file
- Click on the question mark on the top right hand corner and position it on the field in question and click again

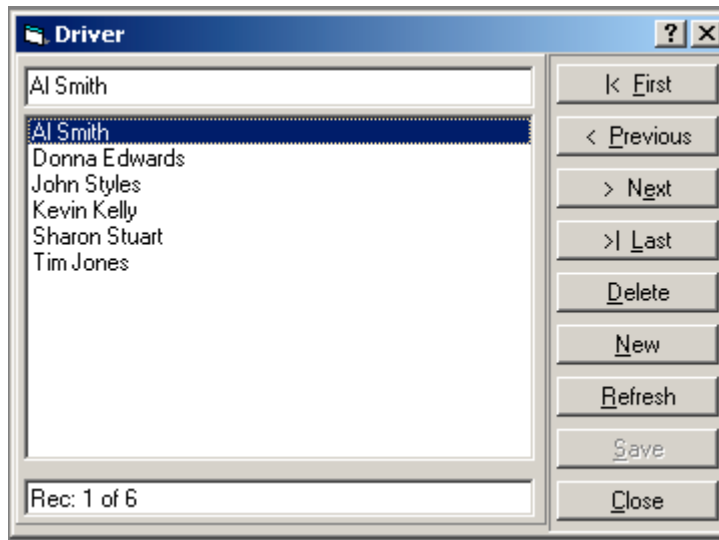
- When in certain fields, press the F1 key

Hot Keys

On the forms, certain fields and buttons have a letter or number that is underlined, these are Hot Keys. They allow you to use your keyboard instead of your mouse. Just hold down the ALT key and press the respective letter or number.

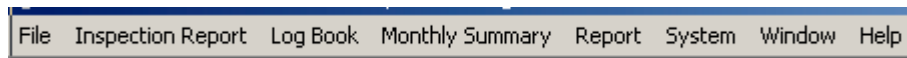
Lists

Allows you to enter information once and use it over and over again, saving you a lot of time typing. Press the F2 key to open the list when in a Drop Down Field, press it again to close the list. To add items to the list either choose <Add Item> when list is open or click on System on the Menu Bar then Lists and then choose the list that you want. A form will come up where you can add or delete items from that list.



Menu Bar

The menu bar is at the top of the Main form. The items are:



File

This allows you to access the Printer Setup. Here you can change your printer and printer settings. You can also exit the program.

Inspection Report

This will open up your Inspection Report form for your vehicles.

Log Book

This will open up your Log Book form.

Monthly Summary

This will open up your Monthly Summary report.

Report

This will where you can print the drivers log summary and the drivers log violations reports

System

This will do the following:

About

This shows license information, version number and also has a System Information button that you can use to get information about your computer.

Calendar

Here you can access a monthly calendar. Clicking on the left arrow will move the calendar back one month, clicking on the right arrow will advance the calendar one month. You can move from year to year by moving the slide bar or clicking on the space in between the arrows. The date on the left is the current date as programmed into your computer, the date on the right is the selected date on the calendar. If you click on these dates, the calendar will move to those dates.

Compact and Repair

This will compact and repair the database if it gets corrupted. You can run this about once a month to compact the database to get rid of wasted space within the database. When you do Compact and Repair a backup copy named LogComp.mdb will be created.

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.

Last Seven Days

Here you enter the hours of service for the last seven days for new and intermittent drivers.

Lists

Here you can add, delete or update items that are in your lists throughout the program.

Delete Records

Here you delete all records for all drivers between dates that you choose.

Refresh All Logs

Will refresh all your logs after you update to another version number.

Window

If you have more than one form opened, you can automatically position the forms on the screen. You can also switch from one opened form to another.

Help

Here you can access the Help file.

Printer Setup

From the Menu Bar click on File then Printer Setup. Here you can change your printer and printer settings.

Records - Deleting

The delete button on each form will delete the current record. You will get a warning before the record is actually deleted. To delete all the records for all the drivers for certain dates, click on System on the Menu Bar and then click on Delete Records.

Records - Entering

Click on the button on the Menu Bar for the form that you want. To enter a new record, click on the New button. This will put you in the enter mode, when finished entering the information, click the Save button.

Records - Updating

Select the record you want to change from the left side of the form, go to the field you want to update and make the changes. Then click the Save button. On the Inspection Report and Log Book form, first click on the driver and then choose the date you want to update.

Shortcuts

When in drop down fields you can press the F2 key to make the field drop down and close up

When in date fields, press the F2 key to access the calendar

Use the Hot Keys (hold down the ALT key and then press the underlined letter or number on the button or field you want) instead of using your mouse

Press the F3 key to go to the list box from any part of the form

Press the F4 key to go to the date list box from any part of the form

Press the F5 key when in the Log form to go to remarks from any part of the form

Open the inspection report form right after entering your log (keep the log book form open). Select the driver you want, click the New button and click the Log Defaults button. The information on the top of the Log Book form will be copied over to the Inspection Report form.

If you have more than one form opened at once, click on Windows on the Menu Bar and then Cascade. It will make it easier for you to switch from form to form

When you have a question about a certain field, click on the question mark on the top right hand corner and position it on the field in question and click again

To copy something: highlight what you want to copy and hold down the CTRL key and press the C key. This will put it in Windows clipboard where you can paste it in other places

To Paste what's in the clipboard: go to the field where you want to paste it and hold down the CTRL key and press the V key

To Cut something out and put it into Windows clipboard: highlight what you want to take out and hold down the CTRL key and press the X key. This allows you to paste it somewhere else using the CTRL-V keys

The most important shortcut is to backup your data daily. This will save you hours if not days worth of headaches and extra work if your computer crashes

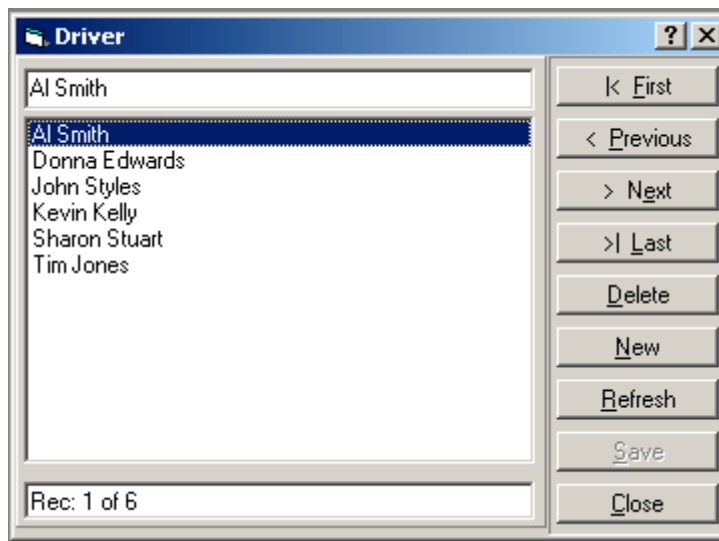
Lists

Saving Time with Lists

Lists are where you setup the information once and use it over and over again, saving you typing and most of all, it will save you time. Below are the lists that can be setup:

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

Although you can enter this information "On the Fly" it will be easier for you to do this before entering any other information. When in a field that uses lists, if you want to type in something that is not in the list and you do not want to add it to the list, press F2 to close the list and then type in what you want.



Inspection Report

Inspection Report				
Drivers	Inspection Dates	Month Day Year	Time	
Al Smith	06/20/2004	06/20/2004	5 pm	
Donna Edwards	06/19/2004	Tractor / Truck #	Trailer Number's	
John Styles	06/18/2004	101 Demo	485123	
Kevin Kelly	06/17/2004	Name of Carrier or Carriers	Home Terminal Address	
Sharon Stuart	06/16/2004	Air Port Express	Oakhurst NJ	
Tim Jones	06/15/2004	Name of Driver	Mileage	
	06/14/2004	Al Smith	154789	
	06/13/2004			
	06/12/2004			
	06/11/2004			
Tractor \ Truck			Trailer	Condition \ Fixed
<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Front Axle	<input type="checkbox"/> Safety - Spares Bulbs & Fuses	<input type="checkbox"/> Brakes	<input type="checkbox"/> Vehicle(s)
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Fuel Tanks	<input type="checkbox"/> Safety - Head Light	<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Condition is Satisfactory
<input type="checkbox"/> Battery	<input checked="" type="checkbox"/> Horn	<input type="checkbox"/> Speedometer	<input type="checkbox"/> Coupling Devices	
<input type="checkbox"/> Body	<input type="checkbox"/> Lights - Head \ Stop	<input type="checkbox"/> Starter	<input type="checkbox"/> Coupling - King Pin	
<input type="checkbox"/> Brakes - Accessories	<input type="checkbox"/> Lights - Tail \ Dash	<input type="checkbox"/> Steering	<input type="checkbox"/> Doors	
<input type="checkbox"/> Brakes - Parking	<input type="checkbox"/> Lights - Turn \ Flashers	<input type="checkbox"/> Suspension System	<input type="checkbox"/> Hitch	
<input type="checkbox"/> Brakes - Services	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Tachograph	<input type="checkbox"/> LandingGear	<input type="checkbox"/> All Defects Have Been Corrected
<input type="checkbox"/> Clutch	<input type="checkbox"/> Muffler	<input type="checkbox"/> Tires	<input checked="" type="checkbox"/> Lights	
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Tire Chains	<input type="checkbox"/> Roof	
<input type="checkbox"/> Defroster \ Heater	<input type="checkbox"/> Radiator	<input type="checkbox"/> Transmission	<input type="checkbox"/> Suspension System	
<input type="checkbox"/> Drive Line	<input type="checkbox"/> Rear End	<input type="checkbox"/> Wheels \ Rims	<input type="checkbox"/> Tarp	<input type="checkbox"/> Defects Need To Be Fixed For Safe Operation
<input type="checkbox"/> Engine	<input type="checkbox"/> Reflectors	<input type="checkbox"/> Windows	<input type="checkbox"/> Tires	
<input type="checkbox"/> Exhaust	<input type="checkbox"/> Safety - Fire Extinguisher	<input type="checkbox"/> Windshield Wipers	<input type="checkbox"/> Wheels \ Rims	
<input type="checkbox"/> Fifth Wheel	<input type="checkbox"/> Safety - Reflective Triangles	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
<input type="checkbox"/> Frame & Assembly	<input type="checkbox"/> Safety - Flags \ Flares \ Fuses			
Remarks	Air horn stopped working Right blinker on trailer out			
Delete	Close	Log Defaults	New	Print
			Refresh	Save

To enter a new Inspection Report, click on Inspection Report on the Menu Bar, select the driver from the driver's list on the left and then click on the New button. The date will automatically default to today's date (you can change it) for the first record for each driver. After the first date is entered the date will default to the next date in the date list for each driver. Continue to enter the information on the top of the form and then put a check mark in any item that needs to be fixed. If an item that needs to be fixed is not shown, put a check mark next to Other and explain what it is in the remarks box. In the remarks box you can also put in an explanation of exactly what is wrong for all other items.

For a shortcut in entering the information on the top of the form do the following:

Open the inspection report form right after entering your log (keep the log book form open)

Select the driver you want

Click the New button

Click the Log Defaults button

The information on the top of the Log Book form will be copied over to the Inspection Report form.

When the inspection report is printed there will be a spot for the drivers and mechanic's signature and date.

Log Book

The screenshot shows the Edonna's Log Book application window. At the top, there are fields for Drivers (Al Smith selected), Log Dates (06/20/2004), Month/Day/Year (06/20/2004), and Vehicle Number (101 Demo). Below these are fields for Total Miles Today (450), Name of Driver (Al Smith), Name of Carrier (Air Port Express), Main Office Address (Oakhurst NJ), and Home Terminal Address (Oakhurst NJ). Further down, Pro/Shipping # (423218), From (Oakhurst NJ), and To (Washington DC) are visible. The main part of the screen is a 24-hour log grid with columns for hours 1-11, Noon, 1-11, and Mid Night. The grid shows four rows: 1: Off Duty (orange bars), 2: Sleeper Berth (white), 3: Driving (orange bars), and 4: On Duty (orange bars). A recap box on the right shows: Recap - 70 Hrs / 8 Days, Total Hrs On Duty Last 7 Days Incl Today: 35.75, Hrs Available Tomorrow (70 - last 7 days): 34.25, Total Hrs On Duty Last 8 Days Incl Today: 35.75. A remarks table at the bottom left has four entries:

#	Time	Remarks
1	06:00 am	Oakhurst NJ - safety check
2	11:00 am	Washington DC
3	2:00 pm	Newark DE
4	6:30 pm	Oakhurst NJ - safety check

At the bottom of the window are buttons: Delete, Clear Log, Close, Defaults, Log It, New, Off Duty, Print, Recap, Refresh, Remarks, and Save.

To enter a new Log, click on Log Book on the Menu Bar, select the driver from the driver's list on the left and then click on the New button. The date will automatically default to today's date (you can change it) for the first record for each driver. After the first date is entered the date will default to the next date in the date list for each driver. Finish entering the information on the top of the form. Next click on the Log It button. To enter your hours do the following:

- Press 1 to log Off Duty hours
- Press 2 to log Sleeper Berth hours
- Press 3 to log hours driving
- Press 4 to log on duty hours

As you enter your log your hours will be added up for you on the right side of the form.

Click on the Remarks button to enter the remarks section. The # field will be filled in for you. Here you can enter the time and location of change of duty status. You can enter as many as you like here but only the first 30 will print out on the printed log and the printing order is based on the # field. If needed you can change the # field to print out the way you want.

If you are off duty for the full day, click on the Off Duty button to have it filled in for you.

If you want to clear the whole log grid, click the Clear Log button. You can also use the backspace key to erase log entries or use your mouse and click the spot on the log grid where you want the correct entry to be made.

To get a recap of total hours on duty and hours available, click on the Recap button.

When you save your logs, it will check the logs based on what you have checked in the Company Default form. The whole log grid must be completed and your hours must add up to 24 hours unless your working on the current day. It will also check if you are over the 11 or 14 hour limit or if you went over your hours of service, an arrow will show you the start of each violation.

To see previous logs, select the driver you want from the driver's list and then select the date you want from the log date list.

When the log form is printed there will be a spot for the drivers signature.

Monthly Summary

Drivers Monthly Summary - 70 Hours / 8 Day

Choose Year: 2004 2003

Choose Month: January February March April May June July August September October November December

Columns:
 1: Hours Worked Each Day (lines 3 + 4 on logs)
 2: Total Hours On Duty Last 7 Days (34 Hour Reset Is Included)
 3: Hours Available Tomorrow (70 hours - column 1)
 4: Total Hours On Duty Last 8 Days (34 Hour Reset Is Included)

Driver: **Al Smith**

First Part of Month					Second Part of Month				
Date	1	2	3	4	Date	1	2	3	4
-7	10.00				13	3.75	45.00	25.00	54.75
-6	9.00				14	14.50	59.50	10.50	59.50
-5	14.00				15	0.00	44.25	25.75	59.50
-4	15.00				16	0.00	0.00	70.00	0.00
-3	10.00				17	10.00	10.00	60.00	10.00
-2	12.00				18	10.25	20.25	49.75	20.25
-1	0.00	70.00	0.00		19	0.00	20.25	49.75	20.25
1	0.00	0.00	70.00	0.00	20	11.75	32.00	38.00	32.00
2	12.25	12.25	57.75	12.25	21	M/L			
3	8.00	20.25	49.75	20.25	22	M/L			
4	16.25	36.50	33.50	36.50	23	M/L			
5	15.50	52.00	18.00	52.00	24	M/L			
6	9.75	61.75	8.25	61.75	25	M/L			
7	0.00	61.75	8.25	61.75	26	M/L			
8	15.25	77.00	-7.00	77.00	27	M/L			
9	2.00	66.75	3.25	79.00	28	M/L			
10	M/L				29	M/L			
11	10.00	27.25	42.75	27.25	30	M/L			
12	14.00	41.25	28.75	41.25					

Buttons: Close, Print

Your monthly summary will give the following (based on your company defaults):

Hours of Services (70 hours / 8 days)

- Hours Worked Each Day (lines 3 + 4 on logs)
- Total Hours On Duty Last 7 Days
- Hours Available Tomorrow (70 hours minus hours worked)
- Total Hours On Duty Last 8 Days

Or Hours of Services (60 hours / 7 days)

- Hours Worked Each Day (lines 3 + 4 on logs)
- Total Hours On Duty Last 6 Days
- Hours Available Tomorrow (60 hours minus hours worked)
- Total Hours On Duty Last 7 Days

All you have to do is click on Monthly Summary on the Menu Bar, select the driver, month and year

that you want the report for. The program will do the rest. The year will default to the current year with the previous year on the right. The month will default to the current month.

If a log is missing, the day will show M/L for missing log. When a driver goes over the hours or service limit or has no hours available tomorrow, column 3 and 4 will be red for that day.

If the driver has no logs for the previous month, you will be asked if you want to get the hours from the hours entered in the Last Seven Days database.

Reports

This is where you can print out your drivers log summary and log violations reports. All you have to do is choose the driver, year, month and which report you want. The years will show the current and previous year. When you select the month, the start and end dates are filled in for you. If you want the report for a limited time frame, simply change the starting or ending dates.

Your logs, inspection reports and monthly summary are printed right from their forms and not here.

Contacting Edonna Products and Services, Inc.

Edonna Products and Services, Inc.
 P.O. Box 370
 Oakhurst, NJ 07755-0370

www.edonna.com

Technical Support

You can contact out technical support via phone or email. In order to get technical support you must be a registered user. Please provide the following information when contacting technical support:

- Your name, company name, address, (street, city, state and zip / postal code) and phone number
- Number on the program CD
- Exact product name and version number (version number can be found by clicking on System and then About in the program)
- Type of operating system you are using
- Complete description of problem you are having and steps to reproduce it

- Exact error number and error message you received when you experienced the problem
- What part of the program you were in when you experienced the problem
- What was the last thing you did before you experienced the problem

Technical support phone number

(732) 918-6198

Technical support e-mail address

tech@edonna.com

Upgrades

You can download upgrades at our web site www.edonna.com

Sales

You can contact a sales representative for the latest information on upgrades, prices and any of the other products we offer.

Sales phone numbers

(800) 846-1802
(732) 918-8195

Sales e-mail address

sales@edonna.com

Program Feedback

We are always looking for ways to improve our programs and take all recommendations seriously. Please feel free to let us know of anything, that you may feel would improve the program. You can also let us know of any programs that you would like to see us make. You can write or email us at:

Edonna Products and Services, Inc.
P.O. Box 370
Oakhurst, NJ 07755-0370
www.edonna.com

E-mail us at

ELBFB@edonna.com

Backing Up Your Data

Once you start putting in your information, backing up your data is the most important thing you can do after entering it. This will save you hours if not day's worth of headaches and extra work if your computer crashes. If you do not know how to do a backup, click on Start, Help, Index tab then type in Backup in the space provided and click on Display. The help file will show you what has to be done.

For single user versions

The data file you want to backup is C:\EdonnaLogsNH\EdonLogH.mdb (C being the drive you loaded the program on).

For networked versions

The data file you want to backup is :\\EdonnaLogsNH\EdonLogH.mdb. It will be on the server or computer that you loaded the data file on.

Double check to make sure you are backing up the correct file. One thing you do not want to do is find out you were backing up the wrong file when you need it. If your computer crashes, the backup utility has a restore program in it. Since each utility is a little different, click on Help in the backup utility and go to the contents menu and double click on the Restore book. Here you will find out how to restore your files.

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