DriveRight©

Fleet Management Software

Version 3.0

User's Manual

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DriveRight Fleet Management Software Version 3.0 User's Manual

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Introduction

The User's manual is a comprehensive review of all of the functions performed by the DriveRight Fleet Management Software (FMS). The information in this manual is also available by accessing the help file incorporated into the program. We strongly recommend that you use this as a companion to the *DriveRight FMS Getting Started Guide* and the *DriveRight FMS Database Selection Guide* included with your software package.

The Database Selection Guide will help you choose and install the right database for your DriveRight FMS application.

- The Getting Started Guide will walk you systematically through the initial steps of setting up your DriveRight system.
- Once the system is established, this manual and the program help can serve as an ongoing reference.

Welcome to DriveRight Fleet Management Software

The DriveRight Fleet Management Software (FMS) allows you to store, view, and manipulate DriveRight data on your Windows-compatible computer. More specifically, FMS provides tools for sorting, tracking, analyzing and printing data, and viewing and printing reports for a number of individual DriveRight consoles at a number of different locations.

DriveRight FMS features include:

- Tracking drivers, vehicles, locations, and service
- Viewing, graphing, printing and saving "accident log" information
- Multiple user levels
- Tamper logs
- Sorting data and creating reports according to user-defined selection criteria
- Summarize data by day and by trip
- Compare vehicles, drivers, or groups of drivers
- FTP Export / FTP Import data
- Palm download support

What's New for DriveRight FMS 3.0

DriveRight 3.0 is a total redesign of the earlier versions of the software. We designed and developed the software with an aim to provide:

- Robust database server support, to be able to handle large data.
- Flexibility to configure and connect to more than one DataBase Management System (DBMS).

- Better Reports for both viewing and printing.
- Improved Database Browser.
- Better organization of data coming from different locations.
- Improved user interface.

Important Features in DriveRight 3.0

- Flexible Database support for almost any relational database which supports SQL language, and has a OBDC driver.
- Supports the following relational database servers: MySQL, Microsoft SQL Server and Oracle.
- Free support for MS Access and MSDE, which are ideal for small fleets with a single user.
- A location field was added to the database tables to facilitate "rolling up" data which makes it possible to manage data from many locations in one database.
- FTP export and import data through the internet making it easier to move data from one location to another.
- Automatic backup and "zipping" of data with the option of keeping a fixed number of months in the database to help speed up operations.
- The "Add DriveRight" wizard makes adding a DriveRight to the program simpler and less prone to mistakes.
- Elimination of redundant reports and the addition of several new reports.
- Reorganized reports menu with several new and redesigned reports.
- Improved viewing and printing of reports.
- New "usage" report to help trace night and weekend driving.
- Improved exception reports for Excessive Speed, Hard Braking, and Night Driving.
- A "Relationship" report that shows a list of all DriveRights, which vehicles they are assigned to, along with a default driver if one has been assigned.
- Improved browser with user-configurable colors, fonts, and field widths.
- Simplified filter support to make it easier to select what you want.
- Use of standard calendar control for specifying dates.
- Email support for all Excel generated reports.
- Supports Palm PDA download of DriveRight consoles.

Operational differences between DriveRight 3.0 and earlier versions

The operation of DriveRight 3.0 is very similar to 2.x, but there are some fundamental changes that you should be aware of.

- In 2.x the vehicle table contained all the information about a particular DriveRight, in addition to information on the vehicle. However, in 3.0 a new table was introduced, the DriveRights table, which stores DriveRight console information. Vehicle information is stored in the vehicle table, and DriveRight information is stored in the new DriveRights table. In 3.0 , a DriveRight must be "assigned" to a vehicle. When your old data is converted, for each vehicle in 2.x a new DriveRight and vehicle is created in the 3.0 database.

Note: A DriveRight is identified using it's DriveRight ID, and a particular vehicle is identified using it's Vehicle ID.

Note: A "relationship" report was added to the program to help clarify the relationship between vehicles, DriveRights, and drivers.

- The "Set DriveRight" option in 2.06/2.6.1 appears as "View/Set" in the "DriveRight/DriveRight Settings" menu. Unlike 2.06/2.6.1, when changes are made to a DriveRight using this option, they are also stored in the DriveRight table.

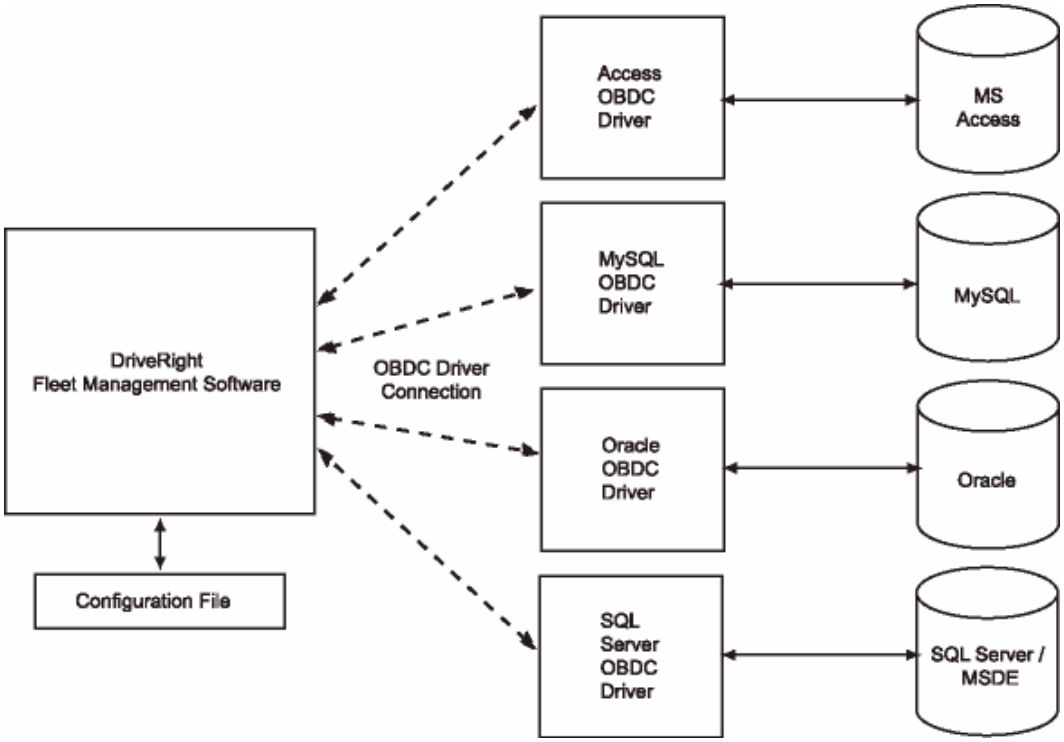
- Adding a new DriveRight to the program can now be done more easily using the Add New DriveRight wizard which steps you through the process and helps clarify where you stand with respect to the calibration of the DriveRight.

- You will also notice that every table now has a "location" field. The location field was added to facilitate "rolling up" of data from many locations so they can be managed in one database.

Architecture

DriveRight Fleet Management Software (FMS) architecture allows the software to be connected to any of the Database Servers we support. The communication between DriveRight FMS and Database is done through an OBDC connection by means of an OBDC driver. Currently DriveRight FMS supports MS Access, My SQL, MSDE, SQL Server and Oracle databases. Other databases may be added in the future.

The following figure illustrates how DriveRight FMS connects to the back-end Database Server.



Note: DriveRight can only be connected to one database at a time.

When DriveRight FMS is opened for the first time, the user is prompted to select the database type to be used for this installation. Based on the user's selection, a connection is established to one of the OBDC drivers. The database type is stored in the configuration file.

Database Selection Guidelines

DriveRight Fleet Management Software (FMS) supports the following databases.

Single-User Databases:

- MS Access (Microsoft Access) (all required software included in DriveRight FMS)
- MSDE (Microsoft Desktop/Data Engine) (all required software included in DriveRight FMS)

Multi-User Databases:

- MySQL (requires software license)
- MS SQL Server (Microsoft SQL Server) (requires software license)
- Oracle (requires software license)

Note: Please refer to the included DriveRight FMS Database Selection Guide for information on choosing and installing a database for your installation.

Setup Overview

The initial setup of your DriveRight FMS consists of the following operations:

1. Database Selection and Installation

You will be asked to select a database when you run the software for the very first time.

2. Installing DriveRight FMS

3. Initial Program Configuration when you first run DriveRight FMS.

Refer to the DriveRight FMS Getting Started Guide for initial program configuration information.

4. Converting DriveRight 2.04, 2.05 & 2.06 Databases

If you have a DriveRight database created using version 2.04, 2.05, or 2.06 of the DriveRight Vehicle Management Software, it needs to be converted for use with DriveRight FMS 3.0.

5. DriveRight FMS Software Setup

Check the following configuration preferences and make any necessary changes:

Set Units - Select your unit preferences for the data displayed in the dialog boxes, database browser, and reports.

Automation Options - If this option is set, you will be prompted to backup data at the intervals specified, and also can set the amount of data to keep in the current database.

Download Options - Use this option to synchronize the DriveRight device date and time with your computer after each download. Also, if a downloaded device is either a 500 or 600 model, you can choose how the software will treat the Driver ID. Once set, this preference will be uniform for all devices.

6. Set Default DriveRight Settings Wizard

The values entered in this setup are used as default settings when you add new DriveRight devices to the database. You can set DriveRight default values using the Default DriveRight Settings Wizard in the Setup Menu. Check the default settings to make sure they suit your application.

7. Select the Serial Port and Test Communications

Use the Serial Port command in the Setup Menu to select the serial port used to connect to a DriveRight console. You can also use the Auto Detect feature in the Serial Port dialog box to test communications with a DriveRight console.

8. Building Your Database Tables

When you add a DriveRight you will need to assign a default vehicle. When you add a vehicle you will need to assign a default driver. So, it is most efficient to add the drivers first, the vehicles second and the DriveRights third.

- The Add New DriveRight command opens a wizard that will guide you through the process of adding DriveRights. It will also allow you to add drivers and vehicles if they are not already in the database.
- If you are adding a new driver, vehicle, and DriveRight, you should add the driver first, the vehicle second, and the DriveRight last.
- If you just want to add a vehicle and you don't yet have a driver to assign, you can select "UNALLOCATED DRIVER".
- If you just want to add a DriveRight and you don't yet have a vehicle to assign, you can select "UNKNOWN VEHICLE".

Important: If you selected either a UNALLOCATED DRIVER or UNKNOWN VEHICLE, you should change them to real entries before actually using the DriveRight in the field and downloading it. Otherwise, the data will be assigned to the wrong entities and will affect the results when you run Reports, etc.

9. Using the Software

You are now ready to start using DriveRight FMS. .

Converting 2.04-2.06/2.6.1 Database to DriveRight FMS Format

A separate conversion utility, OldToNew, has been included with the DriveRight FMS software to allow the conversion of existing DriveRight 2.04, 2.05, 2.06 and 2.6.1 database files for use with DriveRight FMS.

Note: This conversion utility can only be used with databases created by DriveRight 2.04, 2.05, 2.06 or 2.6.1. If you are using an earlier version of the DriveRight software you must first upgrade to one of the supported versions.

Use the following procedure to convert your existing DriveRight database for use with DriveRight FMS:

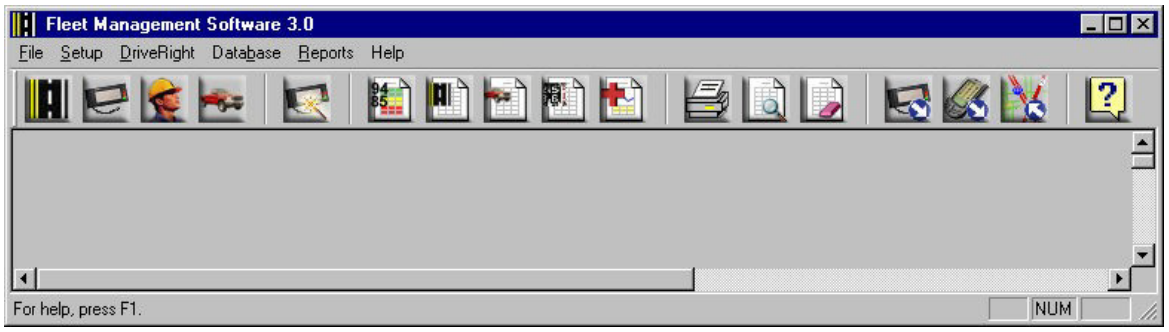
1. Install and run DriveRight FMS before you convert your data to the new format.
2. Verify the current location in DriveRight FMS using the Current Location command in the Setup Menu. This location information will be associated with all the 2.x data when converted into the new database format.
3. To import data to a new location, select the Company Locations command in the Database Menu in DriveRight FMS, then click the Add New button in the Company Locations browse window.
4. Go to Startup>Programs>DriveRight and run OldToNew.
5. To import data, select the location from the drop down list.
6. Click the Browse button to select the old Borland tables directory (By default it is C:\Program Files\DriveRight Software\tables).
7. Click the Convert button to start the conversion. Once the data is converted you will see a success message.

Note: The conversion process can take a long time depending on the size of your 2.x database. You can interrupt the conversion at any time by clicking the stop button, but this is not recommended.

8. All the 2.x data has been converted into the new database format for DriveRight FMS.
9. Go to DriveRight FMS and view various tables using the Database Menu commands to make sure the data has been converted properly.

Tool Bar

The tool bar icons provide quick access to frequently used coammands. Refer to the list below for each icon's function.

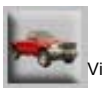


List of Toolbar Icons

View Trips Database

View DriveRight Database

View Drivers Database

 View Vehicles Database

Add New DriveRight Wizard

Driver Performance Score Report

Trip Summary Report

Usage Report

Odometer Report

Accident Log Report

Print

Print Preview

Clear Screen

Download DriveRight

Download Palm

Export GPS Data to Mapping Software

Help Topics

Menu Commands

The main menu commands in DriveRight FMS provide access to program functions:

- File Menu – File-related commands such as backup, restore, import and export.
- Setup Menu – Program setup commands
- DriveRight Menu – DriveRight console commands for adding DriveRights, viewing or changing DriveRight settings, viewing accident and tamper logs.
- Database Menu – Database Table commands to view, add, edit or delete records
- Reports Menu – Create reports
- Help Menu – Access DriveRight FMS program help and view program version info

File Menu

The following commands are available in the File Menu:

- Backup
- Restore
- Import
- Export
- Print
- Print Preview
- Print Setup
- Clear Screen
- Exit

Backup

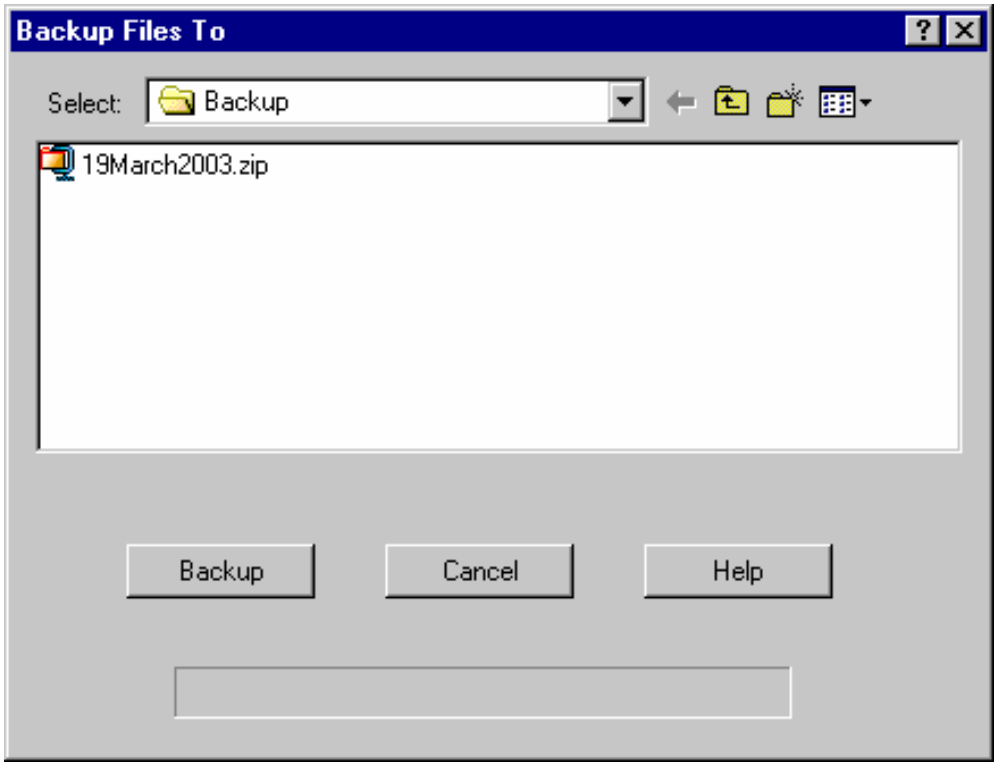
The Backup feature is used to archive old data as a zip file. The backup files are stored in the Backup sub-directory in the DriveRight FMS install directory. The Backup sub-directory is created the first time you back up your data.

The backup zip files are named based on the start and end dates chosen for the backup. For example, if you pick the dates between March 6, 2003 and March 27, 2003, the backup file will be named *6March2003_27March2003.zip*.

You can configure how much data to keep active after a backup by setting up your Automation Option preferences in the Setup menu. Limiting the amount of data in the active database helps prevent the database from growing into an unmanageable size.

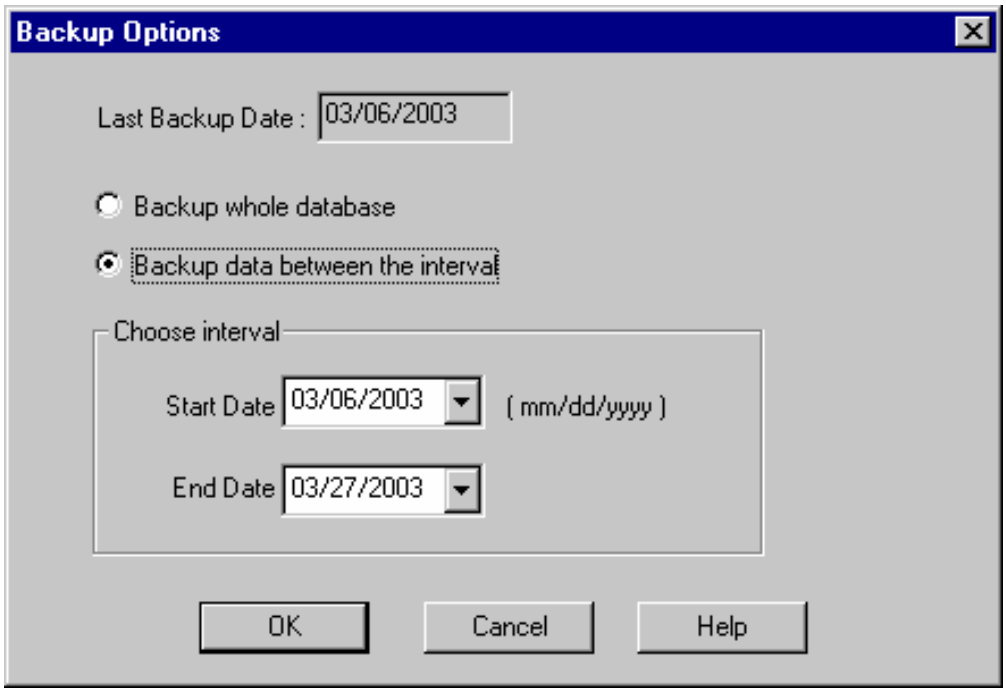
To backup data:

1. Click Backup in the File menu. The Backup Files To dialog box is displayed.



2. From the Backup Files To dialog box select the folder where the backup file will be written. The Backup Options dialog box is displayed.

Note: The Backup Options dialog box will not be displayed the first time you back up DriveRight data.



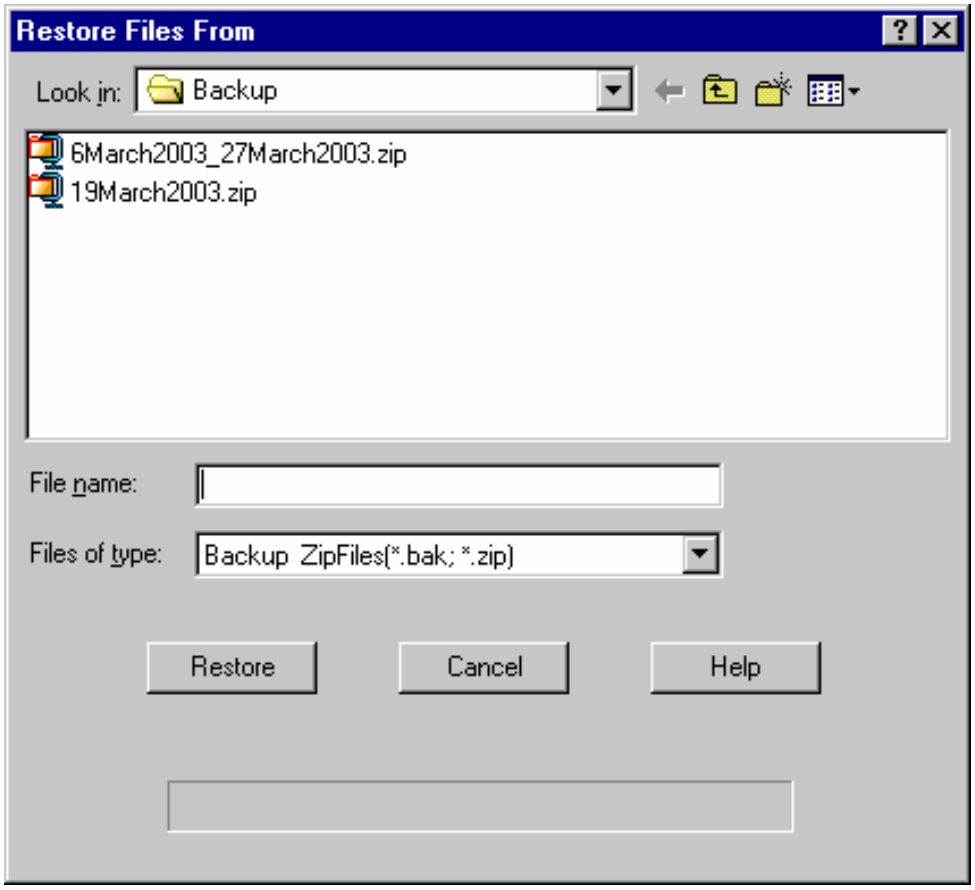
3. In the Backup Options dialog box check your last backup date and specify whether to backup the whole database or only those records falling within a specified time period. The start date will always be initialized to the last backup date.
4. Click OK to initiate the backup or click Cancel to exit the dialog box without backing up your database.
5. When the backup is finished, click OK to return to the program.

Restore

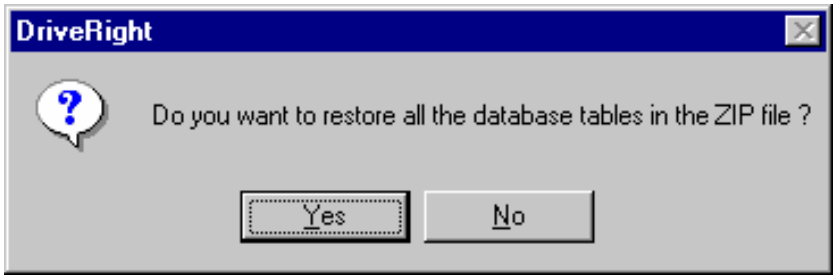
The Restore command is used to get a previously Backed up data back into the active database. In this process you can pick one or more tables to be restored.

To restore data:

1. Click Restore in the File menu. The Restore Files From dialog box is displayed.



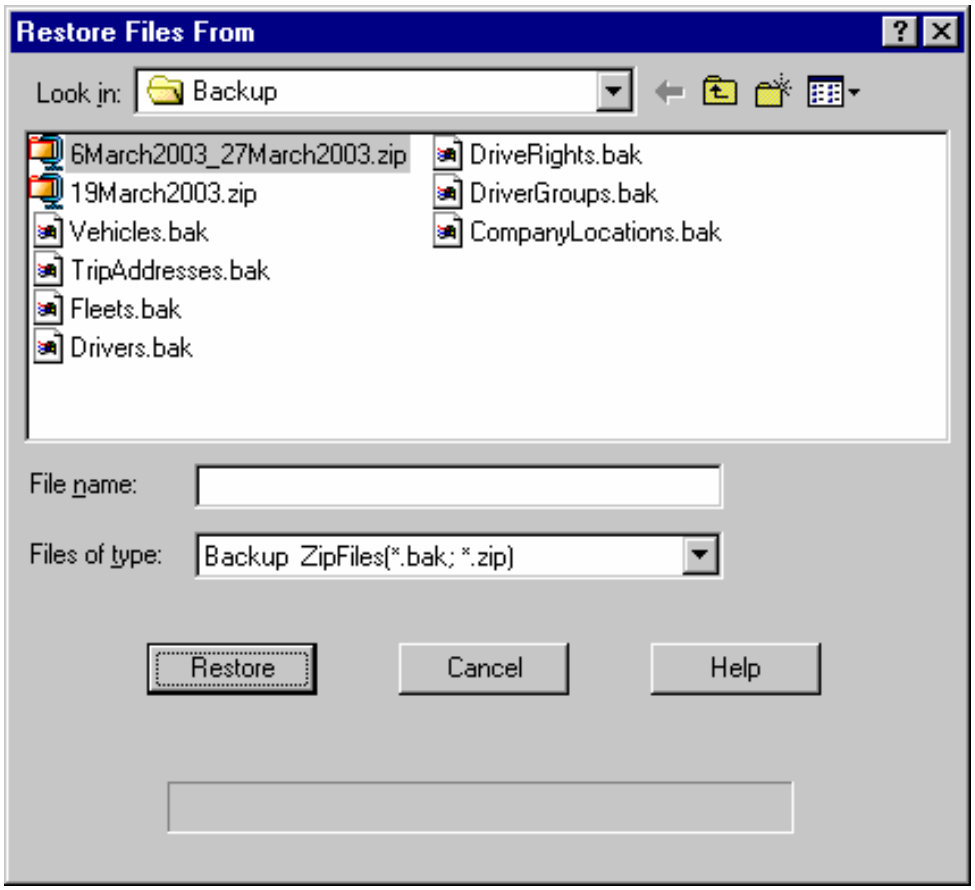
2. From the Restored Files From dialog box select a single zip file to restore, and then click the Restore button. DriveRight FMS unzips the file and displays all the tables in the dialog, and displays the following dialog box:



Note: You can only restore one zip file at a time.

Note: The backup file filename is based on the start and end dates chosen for the backup.

3. You can either restore all the database tables or restore individual database tables. Click Yes in the dialog box to restore all the tables. Click No to restore selected database tables.
4. If you are restoring selected database tables, select each table to be restored. Hold down the Control key on your keyboard to select multiple tables. When you have finished making your selection, click Restore to restore the tables or click Cancel to exit without restoring the tables.



5. When the files have been restored, click OK to return to the program.

Import Menu

Use the Import Menu options to import DriveRight database data into DriveRight.

- Import: FTP Import
- Import: Other Data Commands

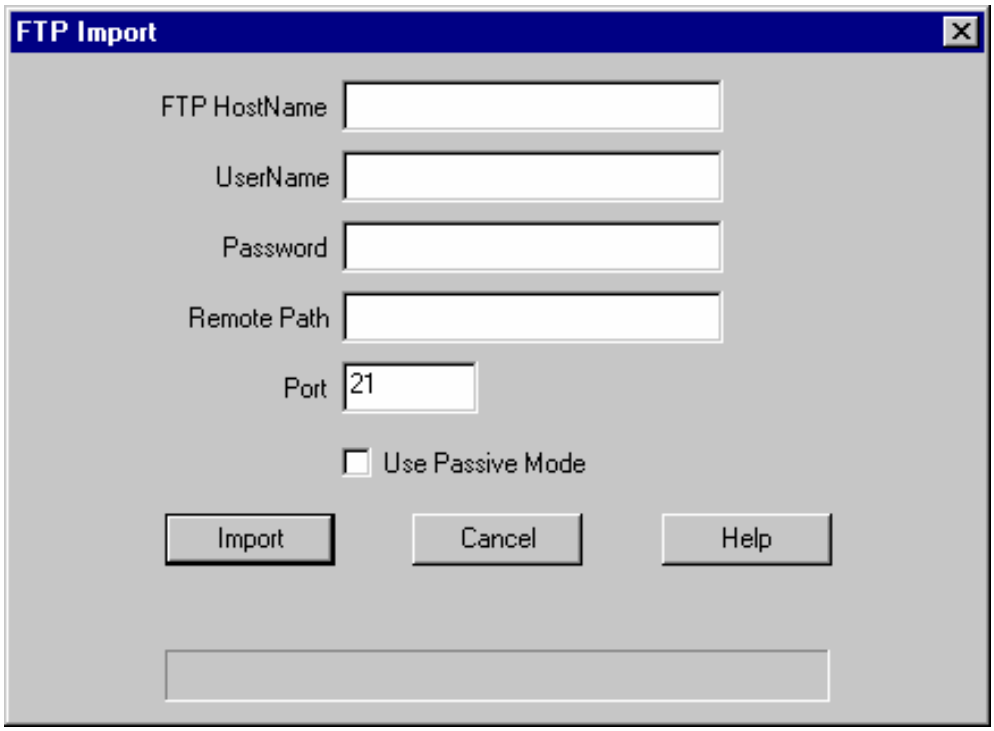
Import: FTP Import

FTP (File Transfer Protocol) Import allows you to import DriveRight data from a remote site. Use this procedure for FTP Import only. Use the Import: Other Import Commands procedure for all other import commands.

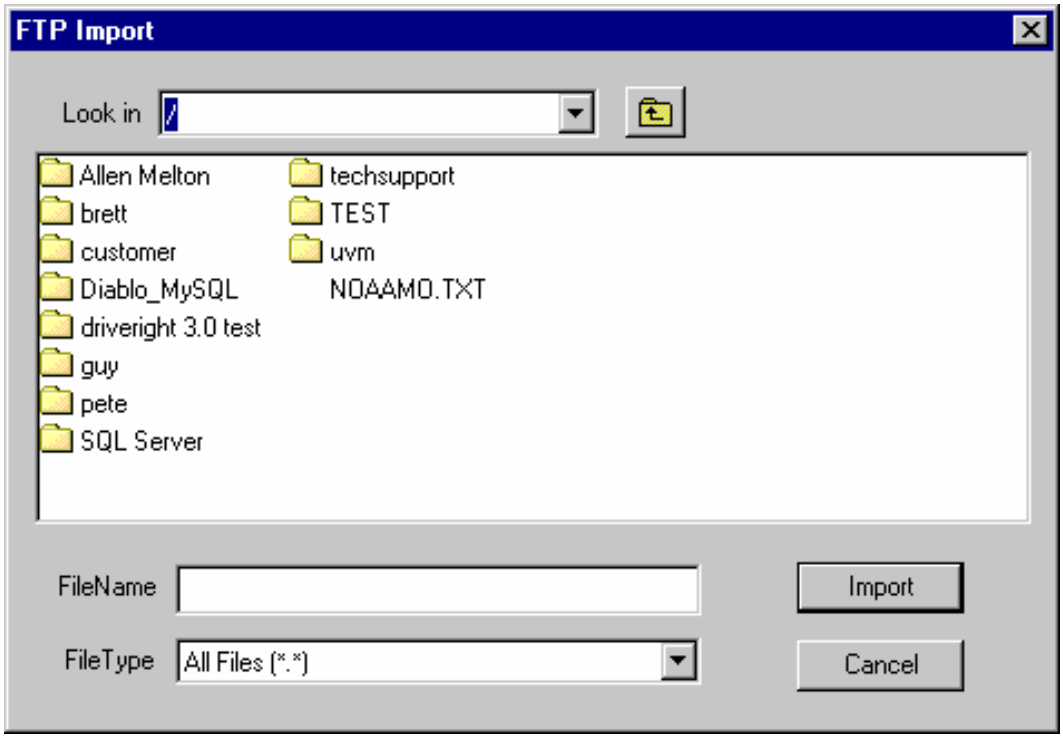
Note: Before you start this operation, contact your systems administrator for your FTP account information.

To use FTP Import:

1. Select the Import command in the File Menu.
2. Select FTP Import from the Import drop-down menu. The FTP Import dialog box is displayed.



3. In the FTP HostName edit box, type the name of the FTP server that you want to import the database tables from. eg: toolbox.davisnet.com
4. In order to access the FTP site you must have a user account on the FTP site. Enter your user name and password in the edit boxes.
5. In the Remote Path edit box, you can enter a specific directory path in the FTP server.
6. Default port for the FTP site is 21. Use the default port unless the FTP site listens on a different port.
7. Default connection to the FTP site is active mode. Some FTP sites allow only passive mode connections.(check the passive mode check box in that case). For details, contact your system administrator.
8. Click the Import button. The following FTP Import dialog box appears, which displays the directories and files located at the specified location on the FTP server.



9. Locate and select the sub-directory named for the DriveRight FMS location from which you want to import the database tables. Click Import to open the directory.
10. Locate and select the zip file containing the database tables you wish to import. Click Import to import the tables.
11. When the files have been successfully imported, click OK to return to the program.

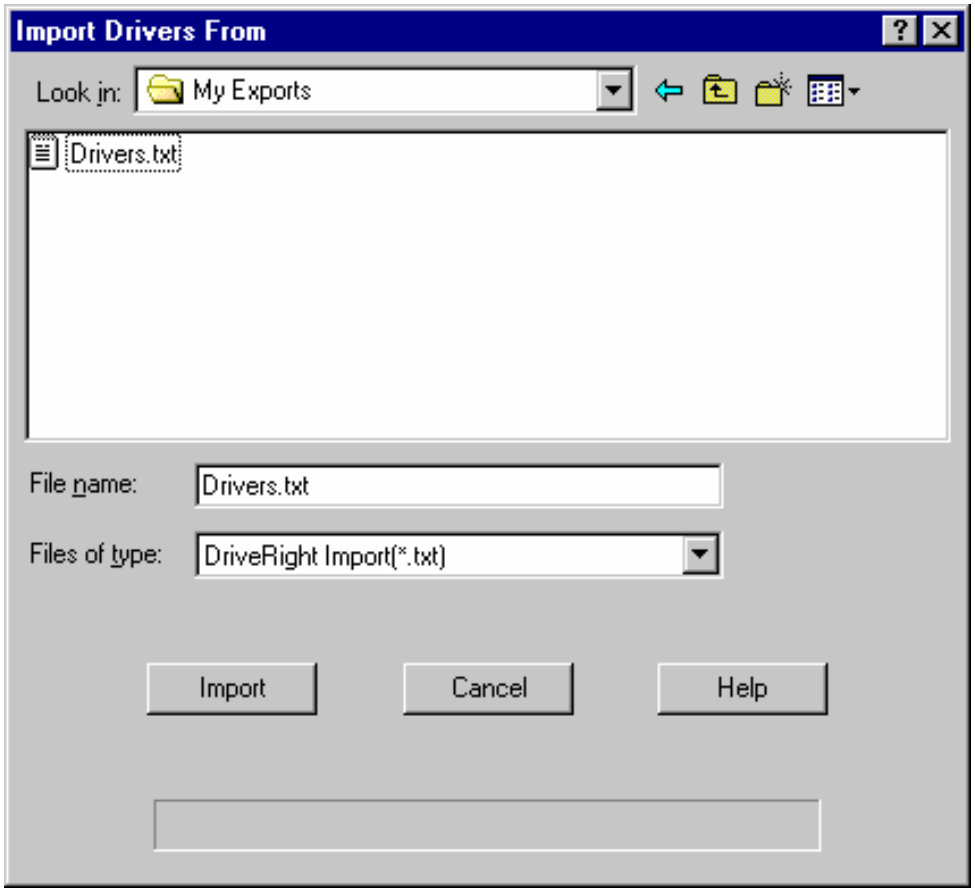
Note: You can quit at anytime during importing by clicking the Cancel button.

Import: Other Import Commands

Use the Import *tables* command to import individual DriveRight Tables into your database. This is the procedure for all import commands except FTP Import.

To import data:

1. Select Import in the File Menu.
2. Select the table you wish to import (Drivers, Vehicles, Trips, etc.) from the list.
3. When the Import dialog box appears, go to the directory where the file to be imported are located. Select the file to be imported and click Import to import the data or click Cancel to exit without importing.



Export Menu

Use the export menu options to export DriveRight FMS data.

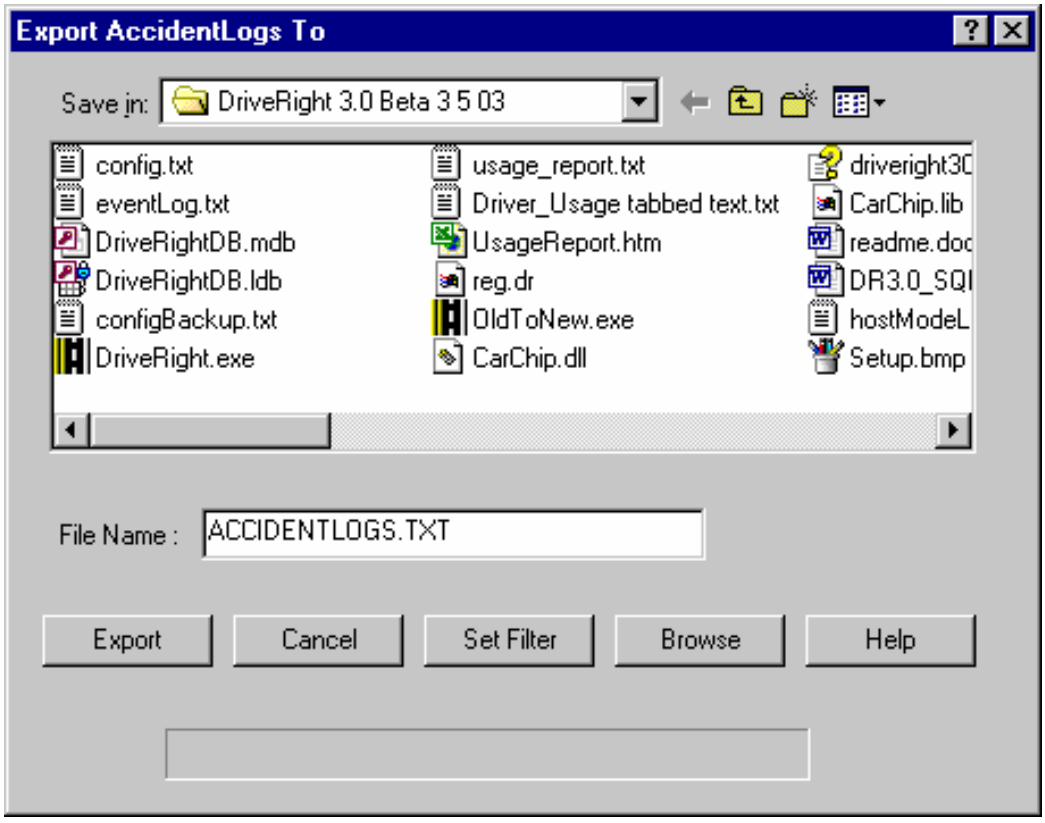
- FTP Export - Use the FTP Export command to export database data to a remote site.
- Export GPS to Mapping Software - Use the Export GPS to Mapping Software command to export GPS data in a format designed to be imported into mapping software.
- Export Accidents to Mapping Software - Use the Export Accidents to Mapping Software command to export accident GPS data in a format designed to be imported into mapping software.
- Other Export Commands - Use the other export commands to export the indicated type of data in a tab-delimited text file.

Export: Accidents to Mapping Software

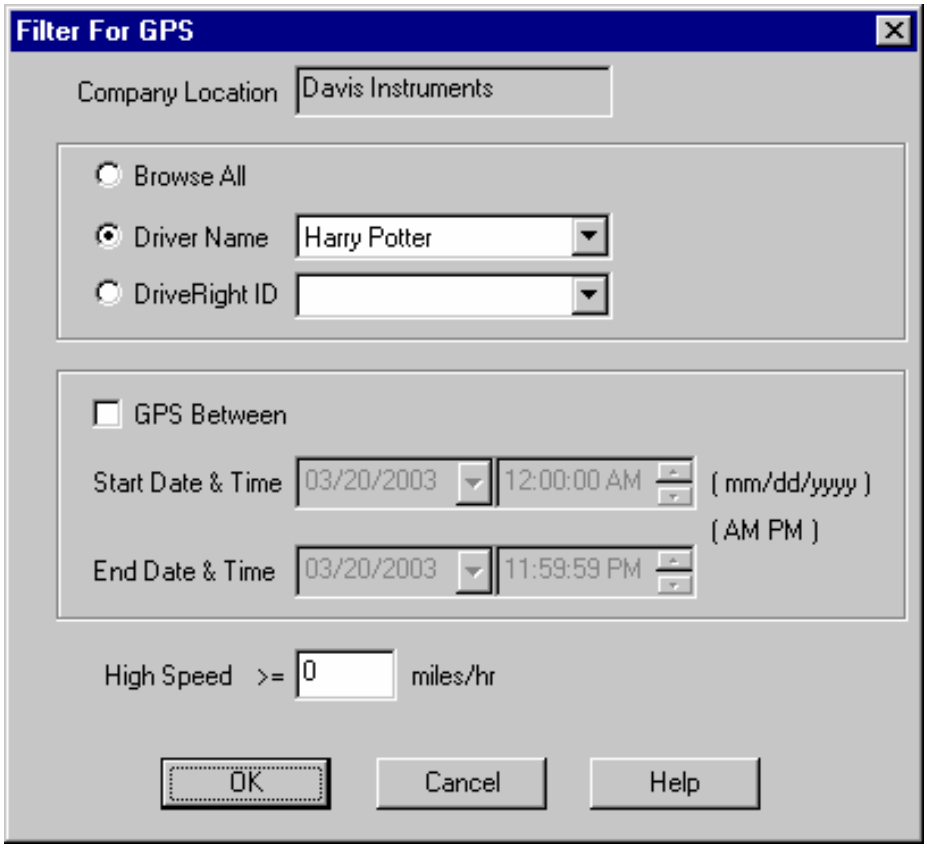
Note: This command is only useful for accidents logged by a DriveRight 600 equipped with the optional GPS module.

To export accident log data:

1. Select Accident to Mapping Software from the Export command in the File Menu. The Export Accidentlogs To dialog box is displayed.



2. Select the file directory in which to save the accident log files.
3. Verify the file name for the accident log file. You can edit the name in the dialog box if desired.
4. To export GPS data for selected drivers or DriveRights, click on Set Filter In the Export GPS To dialog box. The Filter for GPS dialog box appears.



5. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
6. To export data for all drivers and DriveRights, click the Browse All radio button.
7. To export GPS records for a specific driver, click Driver Name and select the driver from the list.
8. To export GPS records for a specific DriveRight, click DriveRight ID and select the DriveRight from the list.
9. To export GPS records for a specific time interval, check GPS Between. Edit the Start Date & Time and the End Date & Time as desired.
10. To export GPS records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
11. Click OK to set the filter or click Cancel to exit without changing the filter. The Export GPS To dialog box is displayed.
12. Click Export to create the accident log data file or click Cancel to exit. If you click OK, the exported Accident Log data will be saved in a file ready to be imported into your mapping software.

To import data into MapPoint:

1. Start the MapPoint application.
2. Select Import Data Wizard from the Data pull down menu.
3. Using the File Dialog find select the ACCIDENTLOGS.TXT file and click on Open.
4. "Tab" should be selected to separate the data. Click Next.
5. All the fields you exported will appear in the next dialog. Column headings are included and should be detected by the program. All the columns should have <Other Data> as their data type except Lat and Long. Check to make sure the Lat and Long were detected correctly. If they are not, correct them. Click Finish.
6. Choose Multiple Symbol and click Next. These instructions show you how to color code accident log points by speed at T0. T0 is the middle point of the accident log.
7. In "Select the data filed or column to map" list, select time_TO. In "Divide the data you chose above by" list,

select <None>. In "Show the data by" list, select Latitude & Longitude. Click Next.

8. Enter the speed divisions you want to use and the color for each division.
9. Click Finish to plot the points.
10. In the left frame, right click on "time_T0 by Latitude & Longitude". Select "Properties". Open the Balloon tab and select time_T0, accidentDateTime and any other fields you want to view.
11. Zoom in enough to see individual points, right click on a point, and pick "Show Information", to look at data for that particular point.
12. MapPoint allows you to navigate around on the map pretty well. Some useful keystrokes are '+' to zoom in and '-' to zoom out. Also, you can draw a box around an area and then click in it to zoom into it. You can scroll the map using your mouse by just positioning the mouse cursor on the side of the map you want to scroll into.

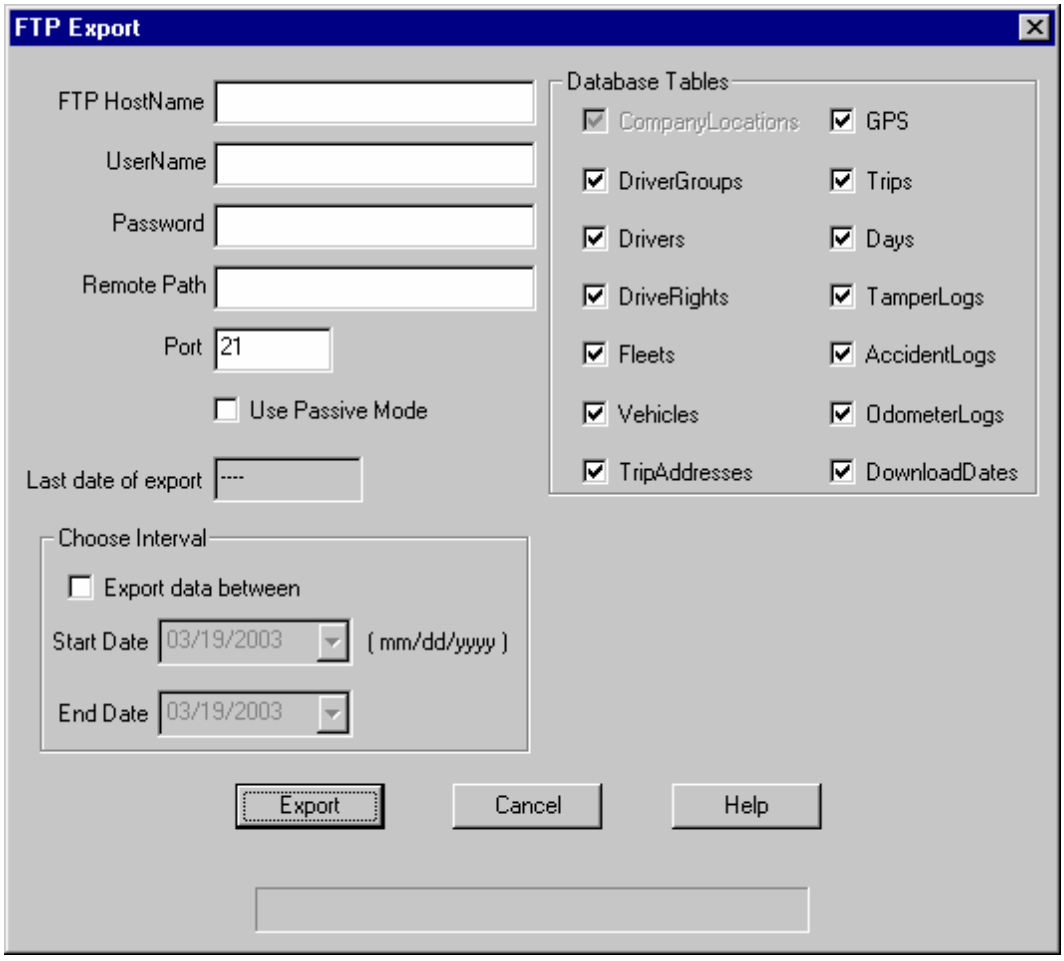
Export: FTP Export

FTP (File Transfer Protocol) Export shows all the available database tables that you want to export to the FTP site. By default all tables are selected. You can un-check the tables that you don't want to export.

> Note: Before you start this operation, contact your systems administrator for your FTP account information.

Steps to follow:

1. Select Export in the File Menu.
2. Select the FTP Export from the menu list. The FTP Export dialog box is displayed.



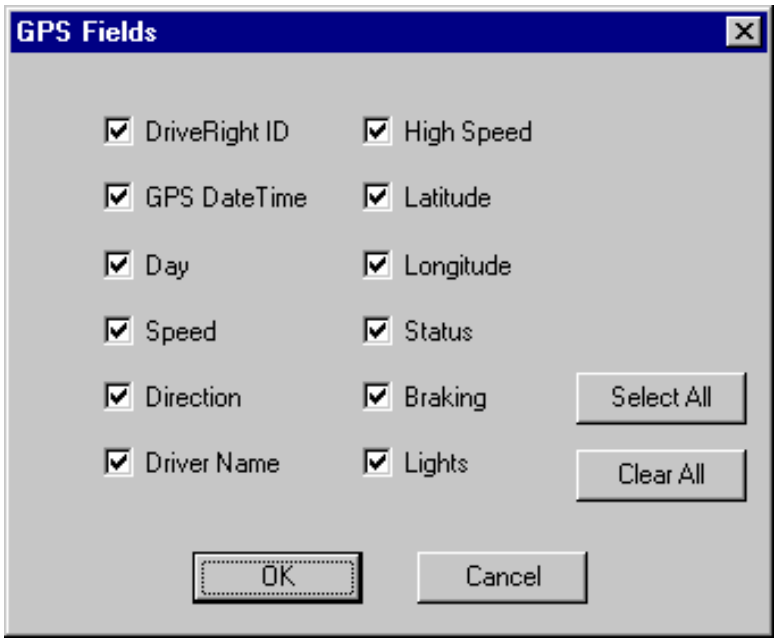
3. In the FTP Host Name box, type the name of the FTP server that you want to export the database tables.
4. In order to access the FTP site you must have a user account on the FTP site. Enter your user name and password in the appropriate boxes.
5. In the Remote Path box, you can enter a specific directory path in the FTP server to which to export your files.
6. Default port for the FTP site is 21. Use the default port unless the FTP site listens on a different port.
7. Default connection to the FTP site is active mode. Some FTP sites allow only passive mode connections.(check the passive mode check box in that case). For details, contact your system administrator.
8. Select the database tables to be exported by clicking the box for each table. Click a second time to de-select the table.
9. If desired, you can export records that are dated within a specified time interval. The default start date for the interval is the last date of export. The default end date is the current date. You can change the start and end dates as required. If you have exported data previously, the last date of export is displayed in the dialog box.
10. Click export button once you are done with the above steps.
11. Application will create a sub-directory with your current location name on the FTP site, if it doesn't already exist, and then exports a ZIP file to the sub-directory. Default name for the export ZIP file is "day" + "month" + "year".zip (20jan2003.zip).

Export: GPS to Mapping Software

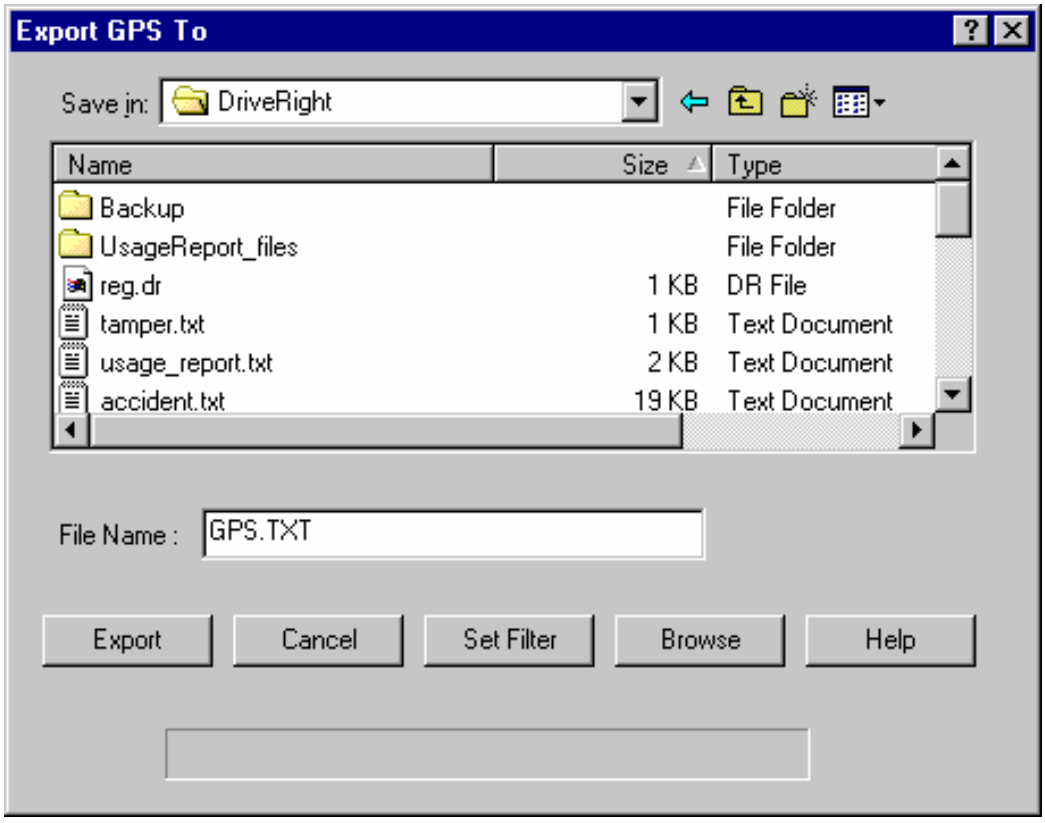
DriveRight can export GPS data to be used for plotting by third party software.

To export GPS data:

1. Select Export in the File Menu.
2. Select GPS to Mapping Software in the drop-down Export menu. The GPS Fields dialog box is displayed.



3. Only the checked GPS fields will be exported. Click on Select All to check all fields. Click on Clear all to clear all fields. Click in the box for each field to toggle the check on and off.
4. Note: These key fields should always be selected: GPS DateTime, Speed, High Speed, Latitude and Longitude.
5. Click OK in the GPS fields box to continue, click cancel to exit. If you click OK, the Export GPS To dialog box is displayed.



6. The default file name is GPS.TXT and the default directory is the DriveRight FMS install directory. You can edit or change the file name directly in the text box. You can also change the directory in which the exported GPS data file will be saved.
7. Click the "Set Filter" button to narrow the selection of GPS data to be exported.
8. Click the Browse button to view the GPS data before you export it.
9. Press OK when you are ready to export the GPS data or click Cancel to exit without exporting data. If you click OK, the exported GPS data will be saved in a file ready to be imported into your mapping software.

To import GPS data into MapPoint:

1. Start the MapPoint application.
2. Select Import Data Wizard from the Data pull down menu.
3. Using the File Dialog find select the GPS.TXT file and click on Open.
4. "Tab" should be selected to separate the data. Click Next.
5. All the fields you exported will appear in the next dialog. Column headings are included and should be detected by the program. All the columns should have <Other Data> as their data type except Lat and Long. Check to make sure the Lat and Long were detected correctly. If they are not, correct them. Click Finish.
6. Choose Multiple Symbol and click Next. These instructions show you how to color code accident log points by speed at T0. T0 is the middle point of the accident log.
7. In "Select the data filed or column to map" list, select highSpeed. In "Divide the data you chose above by" list, select <None>. In "Show the data by" list, select Latitude & Longitude. Click Next.
8. Enter the speed divisions you want to use and the color for each division.
9. Click Finish to plot the points.
10. In the left frame, right click on "highSpeed by Latitude & Longitude". Select "Properties". Open the Balloon tab and select gpsDateTime, highSpeed and any other fields you want to view.
11. Zoom in enough to see individual points, right click on a point, and pick "Show Information", to look at data for

that particular point.

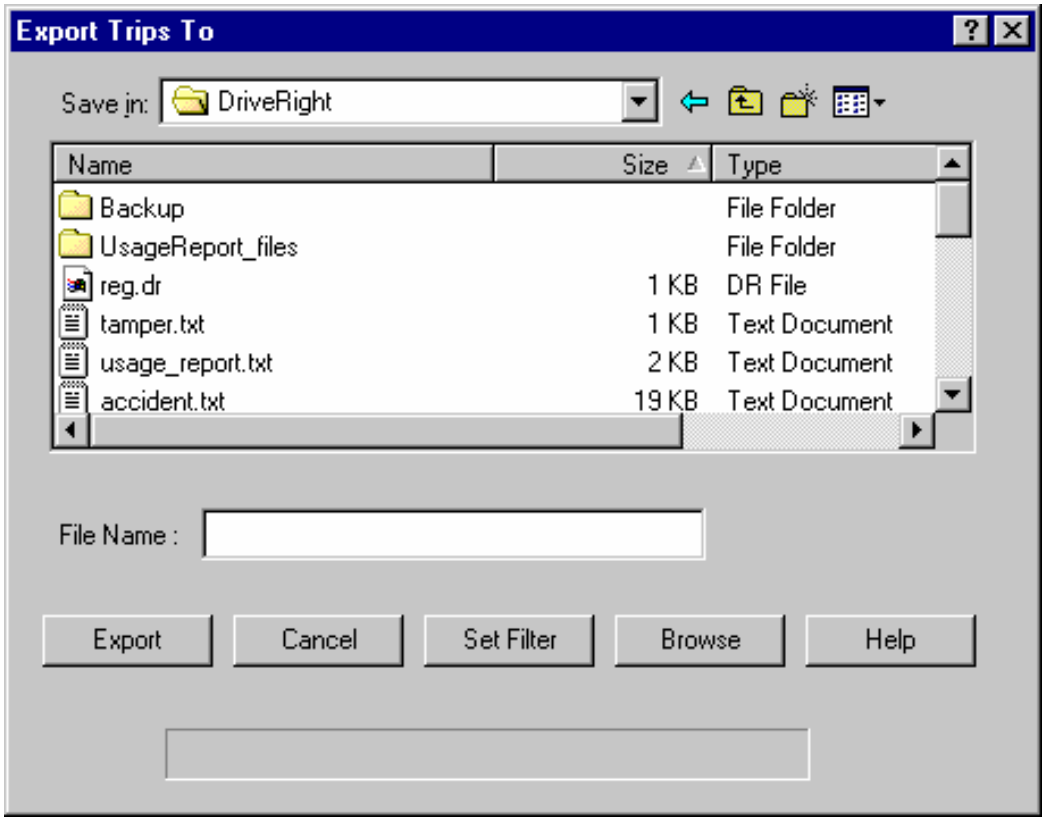
12. MapPoint allows you to navigate around on the map pretty well. Some useful keystrokes are '+' to zoom in and '-' to zoom out. Also, you can draw a box around an area and then click in it to zoom into it. You can scroll the map using your mouse by just positioning the mouse cursor on the side of the map you want to scroll into.

Export: Other Export Commands

Use the Export "data type" command to export the data in the database to a file. The exported files are in a tab-delimited text file format and can be used to exchange information within your company, with your clients, etc.

To export data:

1. Select Export in the File Menu.
2. Select the data type you wish to export (Drivers, Vehicles, Trips, Costs, etc.) from the drop-down menu. The Export "data type" To window is displayed. The Export Trips To window is shown here as an example.



3. Create a name for the file you wish to export on the Export File Name box (for example: Trips.txt).
4. Use the browse function in the Export *data type* To dialog box to select a destination where you wish to place the file.
5. In some cases, you can use the Set Filter option to more specifically specify the data to be exported (for example: export only information related to one driver, or a group, or a period of time, etc.).
6. If you wish you can view the file before exporting by clicking the Browse button. This will give you the opportunity to view the selected records that will be exported.
7. If the data is correct, you can click the Export button to create the export data file.

Print

Use the Print command to print a DriveRight report that is displayed on your screen.

To print:

1. Click Print in the File menu. The print dialog box appears.
2. Select your desired print options.
3. Click OK to print or click Cancel to exit the dialog box without printing.

Note: The Print command is only enabled when a report is being displayed.

Print Preview

To preview a print job:

1. On the File menu, click Print Preview.
2. Use the buttons on the toolbar to look over the page or make adjustments before printing.

Print Setup

To setup your print options:

1. On the File menu, click Print Setup.
2. Select your desired print options.
3. Click OK to save the settings or click Cancel to exit the dialog box without saving.

Clear Screen

Use the Clear Screen command to clear reports from the main program window.

To clear the screen:

1. Click Clear Screen in the File menu. The main program window is cleared.
2. You can also use the Clear Screen icon to clear the screen:

Exit

Use the Exit command to close the DriveRight software.

To exit the software:

1. Click Exit in the File menu. The software quits.

Setup Menu

The following commands are available in the Setup Menu:

- Current Location
- Serial Port
- Users

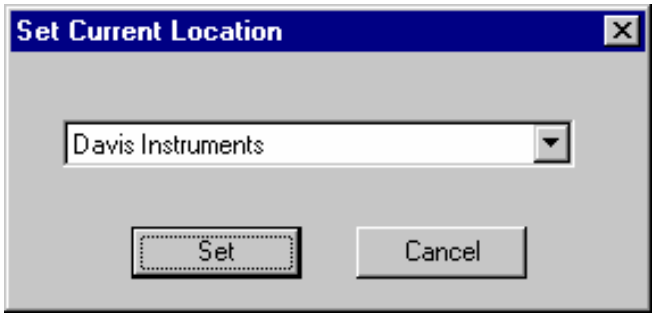
- Host Mode
- Preferences
- Default DriveRight Settings
- Digital Input Labels

Current Location

DriveRight 3.0 allows you to organize your data according to location. All information is stored as part of the Current Location. You need to set Current Location value properly for proper data storage. Once current location name is set, the corresponding location id is stored in all the downloads. All operations like database browsing, reporting, etc, are performed with respect to the current location.

To change the current location:

1. Choose the Current Location command in the Setup Menu. The Set Current Location dialog box is displayed:



2. Select the desired location from the drop-down list.
3. Click Set to change the location or click Cancel to exit without changing the current location.

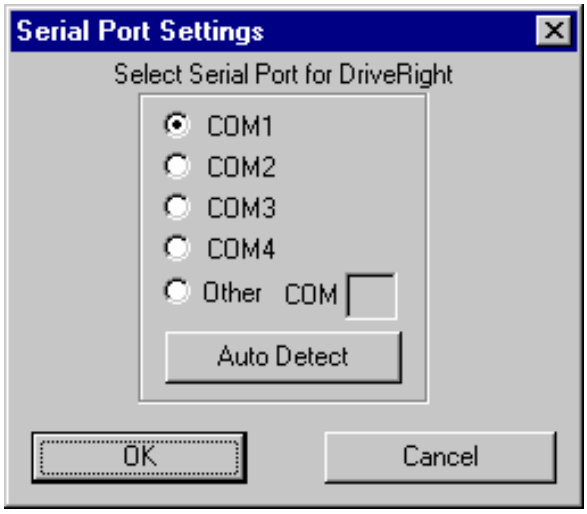
Note: A new location can be added by going to Database->Company Locations, and clicking Add New button in the Browser.

Serial Port

Use the Serial Port command to select the serial port used to connect a DriveRight device to your computer.

To select a serial port:

1. Choose the Serial Port command in the Setup Menu. The Serial Port Settings dialog box is displayed:



2. Select the serial port from the list provided. DriveRight supports COM1 through COM8.
3. If you are not sure which serial port you are using, connect your DriveRight to your computer:

- Press the Mode button on the DriveRight if necessary to make sure it is on.
- Click the Auto Detect button.
- If the DriveRight is found by the software, the following message is displayed and the correct serial port is selected in the dialog box.

4. Click OK to save the serial port selection or click Cancel to exit the dialog box without changing the serial port.

Note: If you are working on a network, ask the network administrator to assist you in selecting the correct serial port.

Users Command Menu

The Users Menu commands allow you to log in and to change your password. If you are the Super User you can also browse the list of registered users.

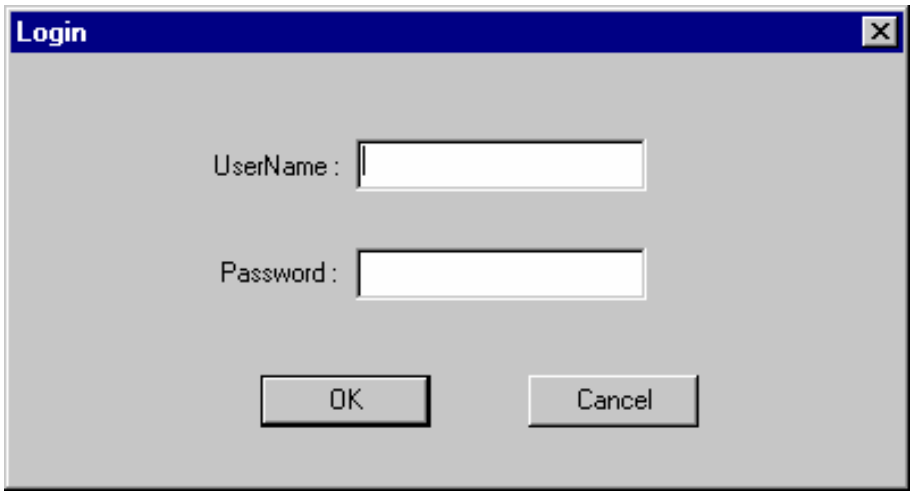
- Login
- Browse/Add Users
- Change Password

Users: Login

The Users Login command allows you to change the User without exiting the program. You must be a registered user to access program functions.

To change the current user:

1. Select Login from the Users command in the Setup Menu. The Login dialog box is displayed.



2. Enter your User Name and Password.
3. Click OK to log in, or click Cancel to exit the dialog box without changing the current user.

Users: Browse/Add

The Users Browse/Add command opens the Users browse window showing you a list of all registered users, including their passwords. From this window you can add new users or edit the privileges of existing users.

Note: You must be logged in as the Super User to access this command.

To open the Users browse window:

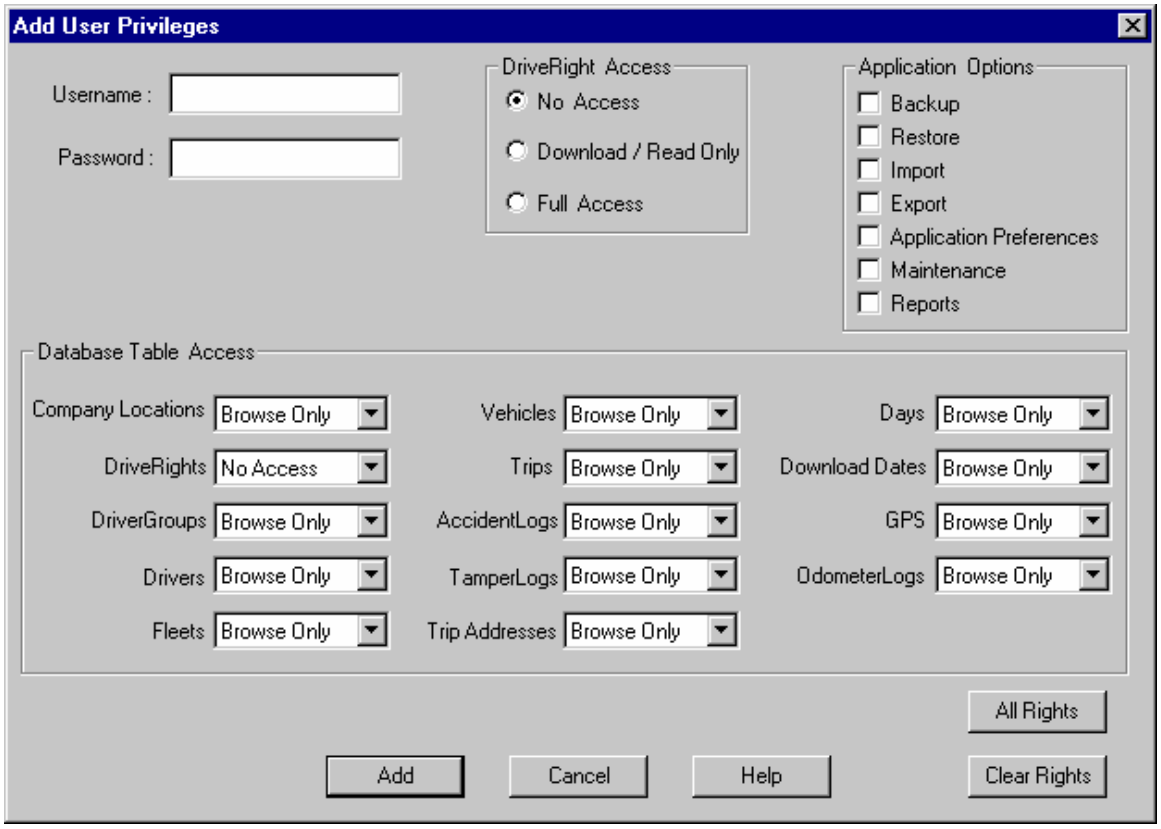
1. Select Browse/Add from the Users command in the Setup Menu. The Users browse window is displayed.
2. Click on Add New to add a new user.
3. To change a user's settings, click on the user in the browse window and then click on Edit.
4. To delete a user, click on the user in the browse window and then click on Delete.
5. To print the browse window, click on Print.
6. Click Close to exit the window, or click on the close icon in the upper right corner of the window.

Users: Add New

When your add a new user to DriveRight FMS, you assign the user name, password, and access privileges.

To add a new user:

1. Select Browse/Add Users from the Users command in the Setup Menu. The Users browse window is displayed.
2. Click the Add New button located in the lower left corner of the window. The Add User Privileges dialog box is displayed.



3. Enter the User Name and Password.
4. Configure the desired access privileges for the new user.

- DriveRight Access allows you to limit a user's access to a DriveRight device via the software.
- Application Options allow you to limit a user's access to individual program functions.
- Database Table Access allows you to limit a user's access to the DriveRight database.

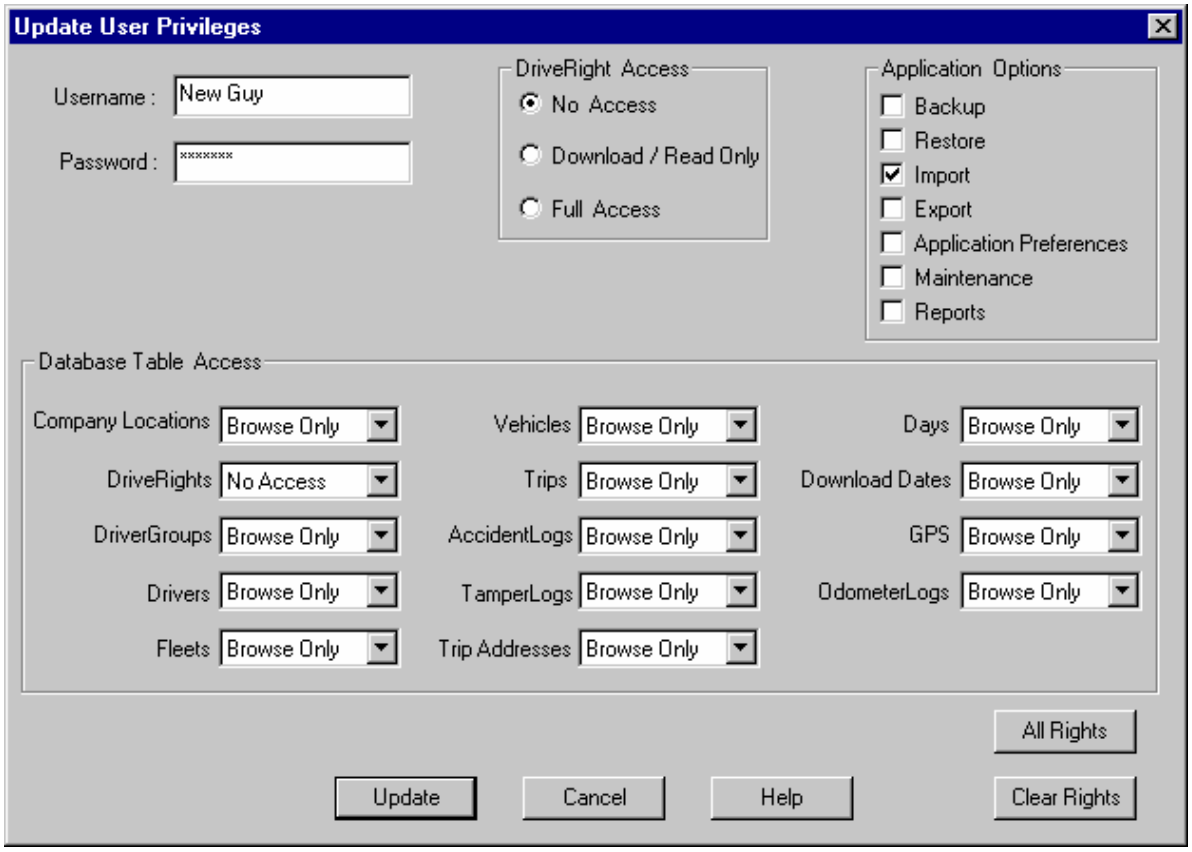
5. Use the All Rights button to grant all privileges to the new user. You can then selectively remove unwanted privileges from the new user before adding the user to the database.
6. Use the Clear Rights button to remove all privileges from the new user. You can then selectively add desired privileges to the user before adding the user to the database.
7. Click Add to add the new user or click Cancel to exit without adding the user.

Users: Edit

Use the Edit command to change user information. User information includes the user name, password and the user's access privileges to functions and data in the software.

To edit user information:

1. Select Browse/Add Users from the Users command in the Setup Menu. The Users browse window is displayed.
2. Click the Edit button located in the lower left corner of the window. The Edit User Info dialog box is displayed.



3. You can change the user name, password and privileges as desired.
   - DriveRight access allows you to limit a user's access to a DriveRight device via the software.
   - Application options allow you to limit a user's access to individual program functions.
   - Database table access allows you to limit a user's access to the DriveRight database.
4. Use the All Rights button to grant all privileges to the user. You can then selectively remove unwanted privileges from the new user before saving the user information.
5. Use the Clear Rights button to remove all privileges from the user. You can then selectively add desired privileges to the user before saving the user information.
6. Click OK to change the user's info or click Cancel to exit the dialog box without changing the user information.

Users: Change Password

The Users Change Password command allows you to change your DriveRight password.

To change the your password:

1. Select Change Password from the Users command in the Setup Menu. The New Password dialog box is displayed.

2. Enter your new password, then retype your new password.
3. If the retyped password doesn't match, you will be prompted to check the retyped password.

Note: In order to change your password the new password and the retyped new password must match exactly.

4. Click OK to change your password or click Cancel to exit the dialog box without changing your password.

Host Mode Menu

Host Mode allows drivers to dial in remotely and download their DriveRight using a modem.

- Host Mode On
- Host Mode Setup
- Remote Modem Setup

Host Mode On

This is the mode that your modem should be in when someone wants to call in from outside to transfer data from one or more DriveRight devices. A dialog box appears indicating that the modem is being initialized. After the initialization has been completed successfully, the other party can call in. When the Host Mode is on, all other software operation are suspended.

Tip: It's a good idea to set a schedule for remote drivers to call into the Host computer. For example, setting the rules to call outside business hours, then leaving the computer in Host Mode as the last task of the day will give drivers flexibility to call in. Alternatively, one computer can be dedicated as the Host, and data can be exported from it periodically to another computer where analysis and reporting are performed.

- The user connects his modem to the DriveRight (showing the CURRENT screen) using the remote download Kit (item #8188, purchased separately).
- The host mode is a well-protected function. You can only communicate as long as a DriveRight is connected to your PC. In all other cases, communication is lost.
- For details on how to install a remote modem to enable it to participate in the Host Mode, please consult the instructions accompanying the Remote Download Kit.
- The History Window displays status information for downloaded DriveRights.

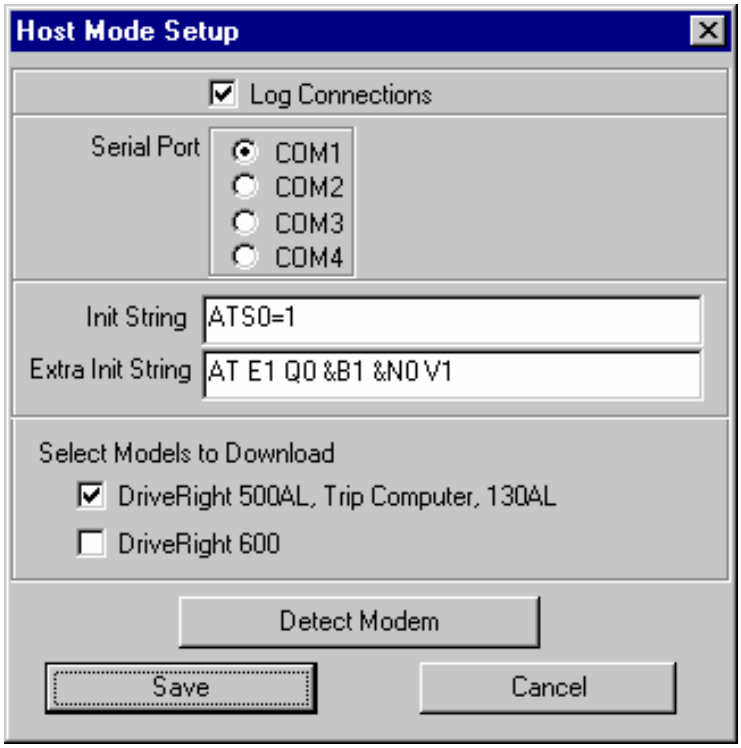
- Hang Up: Generally, you will not need this button because the software will hang up automatically. However, if necessary you can manually hang up the phone using this button.
- Reinitialize Modem: Resets the modem initialization.
- Exit Host Mode: Exit host mode and resume normal program operation.

Host Mode Setup

Host Mode Setup allows you to configure your computer's modem to accept calls.

To be able to communicate with the DriveRight and transfer data over a modem, the communications port should be defined for your modem. Furthermore, set the modem of your PC to Auto-Answer when there is a call. Refer to your modem manual for Auto-Answer.

- Select the COM Port that your modem is connected too.
- The default initialization strings are "AT E1 Q0 &B1 &N0 V1" and "ATS0=3" for string 1 and string 2.
- Click Detect Modem to detect the serial port to which the modem is connected.
- If you are going to download just DriveRight 500 AL and earlier models just check that box. See description below for explanation as to why this is necessary.



Note: Because the DriveRight 500 and earlier versions of DriveRight communicate at 2400 baud and the DriveRight 600 communicates at 19,200 baud, you must configure your computer to communicate with either the DriveRight 600 or with earlier models.

Remote Modem Setup - Using Hyper Terminal

The external modem at the site where the DriveRight is connected is called the "remote" modem. The DriveRight owner, when he wants to download his information, connects the DriveRight to this modem using the interface box and modem adapter included in the Remote Modem Kit. He then turns the modem on, and it will dial the host computer and the download will be initiated. However, before the modem will dial up the host computer and download correctly it must be set up correctly. The following instructions explain how to do this manually for a US Robotics Courier V. Everything modem and the Windows 95 accessory program Hyper Terminal. In addition, the setups for US Robotics 56K Fax Ext are included.

Unfortunately, not all modems have the same command set or act the same way on power up. If you are using a modem other than the one described, read the instructions below and then refer to your specific modem documentation to determine if your modem can be used.

Note: When you are asked to type a command, do not type the quotes. Type all commands in upper case.

1. Take the modem out of the box and check that the DIP switches are set in the following way:

   Switch Number: 1 2 3 4 5 6 7 8 9 10

   Switch Setting: 0 0 0 1 1 0 0 1 0 0

   Note: 0 is short for OFF and 1 is short for ON. These DIP switches only apply to the US Robotics Courier V. Everything modem.

2. Using the Remote Modem Kit, connect the remote modem to a known serial port, and then turn the modem on. Make sure you use the gray phone cable included in the kit to go from your serial port to the modem. The black phone cable included in the DriveRight Software kit will not work for a modem.
3. Run the Hyper Terminal program. You can find the program in the Start menu under Programs/Accessories/Hyper Terminal. Click on one of the phones in the program group to start the program.
4. Select "Properties" from he File menu and make sure you have the correct serial port selected. If you are not sure, you will have to use trial and error. In most cases "Direct to COM1" or "Direct to COM2" should work. The File/Save As command can be used to save these settings under a name of your choice. You then can click on the phone with this name to start Hyper Terminal next time.
5. Type the letters "AT" and press enter. If you get an OK back, you are communicating with the modem. If you do not, type the following commands.

   "ATE1V1Q" and press Enter

   You should now be able to type "AT" and press enter and receive an OK back. You should also be able to see the "A" and the "T" when you type them.

   If the above test fails, check your connections and then try another COM port by changing your selection in the Properties option in the File menu.
6. Enter the following commands to program the modem. You should receive an "OK" after each one of the commands below unless stated otherwise.

   "ATS13=16" and press Enter

   Now, you will program the phone number to be dialed. In the example below, the host computer is connected to 780-6455.

   "AT&Z0=780-6455" and press Enter

   Now the modem will dial this number when it is turned on.

   "AT&W" and press Enter

   This setup is now saved in non-volatile memory which is loaded when the modem is turned on.

   "AT&M4" and press Enter

   This tells the modem to use a standard error detection protocol which should be used to insure the data transfer is done error free.

   "ATE0Q1" and press Enter

   You will not receive an "OK" after this command. "Q1" tells the modem to operate in "quiet" mode. This is necessary so the DriveRight does not interpret any responses from the modem as commands. Note also,

command will no longer be echoed. If you type AT Enter, you will see nothing; however, this is what we want and why we waited to do this on the last step.

7. Exit Hyper Terminal: You are now ready to test your programming. If you have two separate phone lines and the DriveRight software you can completely test your setup. Plug in a working phone line to the remote modem and the "correct" phone line into your computers internal or external modem. The "correct" line is the one belonging to the number you programmed in step 5. Run the DriveRight software and put it in "host" mode by selecting "Host Mode On" in the Setup/Host Mode menu. Connect the DriveRight to be downloaded to the external modem through the interface box and the black cable, not the gray cable you used to program the modem. Turn the modem off and then back on again. The modem should dial the host, the computer should answer the call and download the data. The DriveRight owner knows the download is completed when the CD light goes off. Under any circumstances, the download should be completed in no more than 5 minutes.

Modem Configurations For Testing

Below are the modem configurations for the US Robotics modems used during testing.

FIELD MODEM:

- For DriveRight 500 make sure &N3 (if DriveRight 600 not selected in Host Mode Setup &N0 will also work.)
- For DriveRight 600 make sure &N0 or &N10.

USRobotics Courier V.Everything Settings...

B0 C1 E0 F1 M1 Q1 V1 X1
BAUD=19200 PARITY=N WORDLEN=8
DIAL=TONE ON HOOK TIMER
&A1 &B0 &C1 &D2 &G0 &H0 &I0 &K1 &L0 &M4 &N3
&P0 &R1 &S0 &T5 &U0 &X0 &Y1 %N6 #CID=0
S00=000 S01=000 S02=043 S03=013 S04=010 S05=008 S06=002 S07=060
S08=002 S09=006 S10=014 S11=070 S12=050 S13=016 S14=001 S15=000
S16=000 S17=000 S18=000 S19=000 S20=000 S21=010 S22=017 S23=019
S24=150 S25=005 S26=001 S27=000 S28=008 S29=020 S30=000 S31=000
S32=009 S33=000 S34=000 S35=000 S36=000 S37=000 S38=000 S39=000
S40=000 S41=000 S42=126 S43=200 S44=015 S45=000 S46=000 S47=000
S48=000 S49=000 S50=000 S51=000 S52=000 S53=000 S54=064 S55=000
S56=000 S57=000 S58=000 S59=000 S60=000 S61=000 S62=000 S63=000
S64=000 S65=000 S66=000 S67=000 S68=000 S69=000 S70=000
LAST DIALED #: T293-3529

Switch 4,5, and 8 ON all others off.

FIELD MODEM:

- For DriveRight 500 make sure &N3.
- For DriveRight 600 make sure &N0 or &N10.

U.S. Robotics 56K FAX EXT Settings...

B0 E0 F1 M1 Q1 V1 X1 Y0
BAUD=19200 PARITY=N WORDLEN=8
DIAL=TONE ON HOOK CID=0
&A1 &B0 &C1 &D2 &G0 &H0 &I0 &K1

&M4 &N10 &P0 &R1 &S0 &T5 &U0 &Y1

S00=004 S01=000 S02=043 S03=013 S04=010 S05=008 S06=004

S07=060 S08=002 S09=006 S10=014 S11=070 S12=050 S13=016

S15=000 S16=000 S18=000 S19=000 S21=010 S22=017 S23=019

S25=005 S27=000 S28=008 S29=020 S30=000 S31=128 S32=002

S33=000 S34=000 S35=000 S36=014 S38=000 S39=000 S40=001

S41=000 S42=000

LAST DIALED #: T2933529

SWITCH 4,8 ON all others OFF.

HOST MODEM:

U.S. Robotics 56K FAX EXT Settings...

B0 E1 F1 M1 Q0 V1 X1 Y0

BAUD=19200 PARITY=N WORDLEN=8

DIAL=TONE ON HOOK CID=0

&A1 &B1 &C1 &D2 &G0 &H0 &I0 &K1

&M4 &N0 &P0 &R1 &S0 &T5 &U0 &Y1

S00=004 S01=000 S02=043 S03=013 S04=010 S05=008 S06=004

S07=060 S08=002 S09=006 S10=014 S11=070 S12=050 S13=000

S15=000 S16=000 S18=000 S19=000 S21=010 S22=017 S23=019

S25=005 S27=000 S28=008 S29=020 S30=000 S31=128 S32=002

S33=000 S34=000 S35=000 S36=014 S38=000 S39=000 S40=001

S41=000 S42=000

LAST DIALED #:

SWITCH 3,8 ON all others OFF.

DriveRight Software Host Mode Setup

Inititialization String 1: AT E1 Q0 &B1 &N0 V1

Inititialization String 2: ATS0=3

Preferences Menu

You can set the following program preferences in DriveRight FMS:

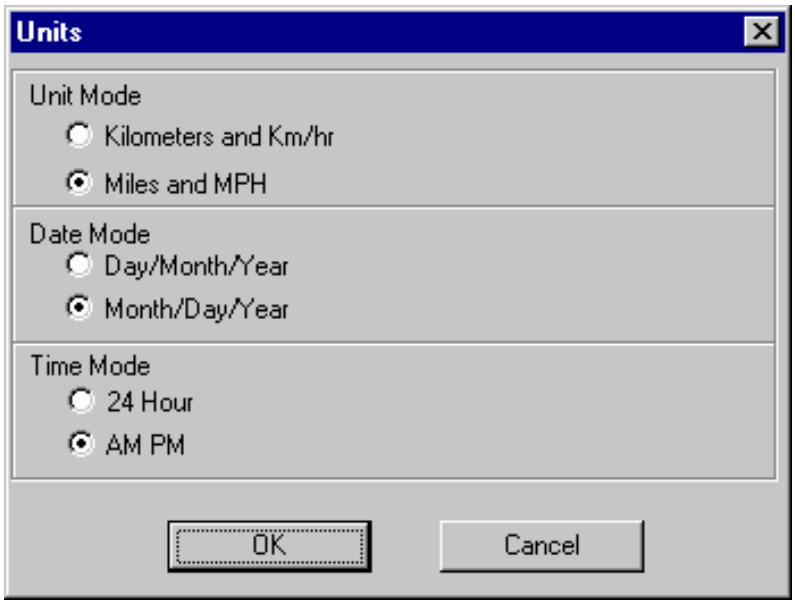
- Units
- Automation Options
- Download Options
- Database Browser

Preferences: Units

The Units dialog box allows you to select the units used for distance and speed, plus the manner in which the time and date are displayed

To set units:

1. Choose **Units** from the **Preferences** command in the **Setup** menu.
   The Units dialog box appears.



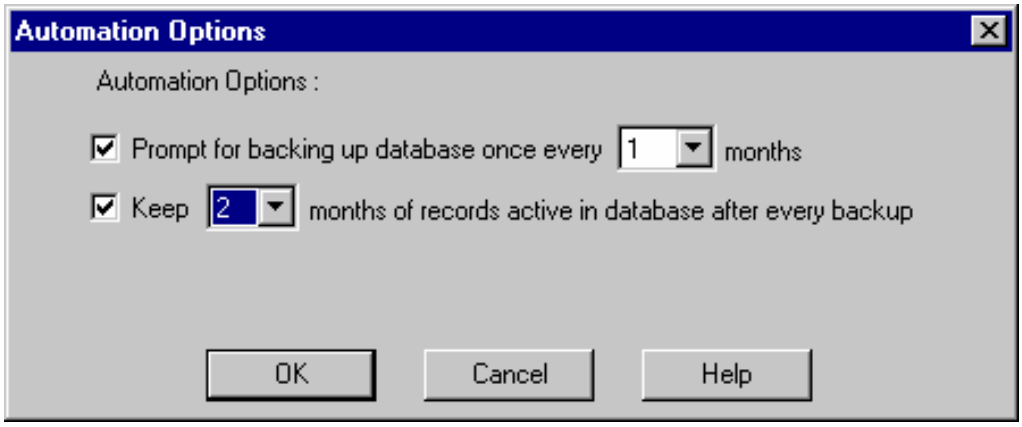
2. Select the desired distance/speed, date, and time options.
3. Choose **OK** when you are satisfied with the settings, choose **Cancel** to exit without changing the settings.

Preferences: Automation Options

Use the Automation Options command to configure your backup prompt and to set the number of months of records to keep in the active database.

To set your download options:

1. Choose **Automation Options** from the Preferences command in the **Setup** menu.
   The Automation Options dialog box appears.



2. Check the box for "Prompt for backing up database once every *X* months " then select the number of months from the drop down list to have DriveRight FMS prompt you when the next backup is due.
3. Check the box for "Keep *X* months of records active in the database after every backup" then select the number of months from the drop down list to keep the selected number of months active in the database after a backup. All data recorded before the specified period of time will be removed from the active database.

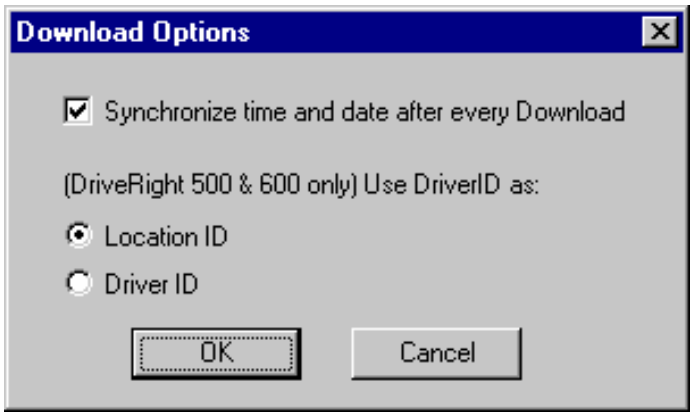
Preferences: Download Options

Use the Download Options command to set up the automatic synchronization of the DriveRight's clock after each download and to determine how the software will handle the Driver ID set in the Trip 500 and DriveRight 600 consoles.

To set your download options:

1. Choose **Download Options** from the Preferences command in the **Setup** menu.

   The Download Options dialog box appears.



2. Select "Synchronize time and date after every download" to have your DriveRight unit's clock automatically reset to match your computer after each download.

   Note: If you choose this option, all DriveRight consoles included remote units downloaded through host mode will be reset to the computer's time and date, even if the remote DriveRight is in a different time zone.

3. If you are using DriveRight Trip 500 or DriveRight 600 consoles, set the DriverID as either the Location ID or the Driver ID.
4. Click **OK** to save the changes, click **Cancel** to exit without saving.

Preferences: Database Browser

Use the Database Browser commands to change the text font and color and the background color used in the Browser windows.

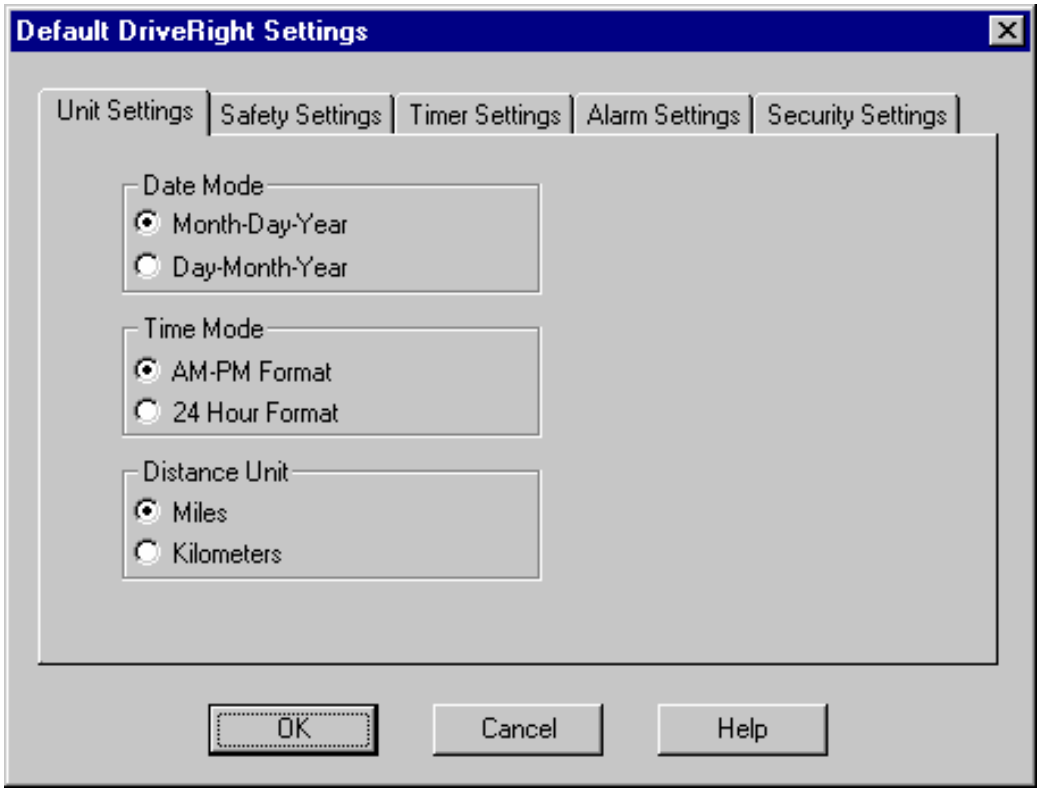
- Text Font and Color
- Background Color

Default DriveRight Settings View/Set

Use the Default DriveRight Settings View/Set command to view or edit the DriveRight FMS default DriveRight console settings..

To view or edit the Default DriveRight Settings:

1. Select Default DriveRight Settings in the Setup Menu.
2. Select View/Set from the list of commands. The Default DriveRight Settings dialog box is displayed.



3. Select a tab to view or edit the following default settings:
   - Unit Settings: Select the date, time and unit modes and click OK.
   - Safety Settings: Enter the speed, acceleration and deceleration limits and click OK.
   - Timer Settings:Enter the trip stop time and driver log out time and click OK.
   - Alarm Settings: Select the alarm mode. Warn if not logged in is an option.
   - Security Settings: Enter the security code (PIN code). Tamper indicator is an option.
4. When your are finished, click OK to save any changes or click Cancel to exit without saving changes.

Default DriveRight Settings Wizard

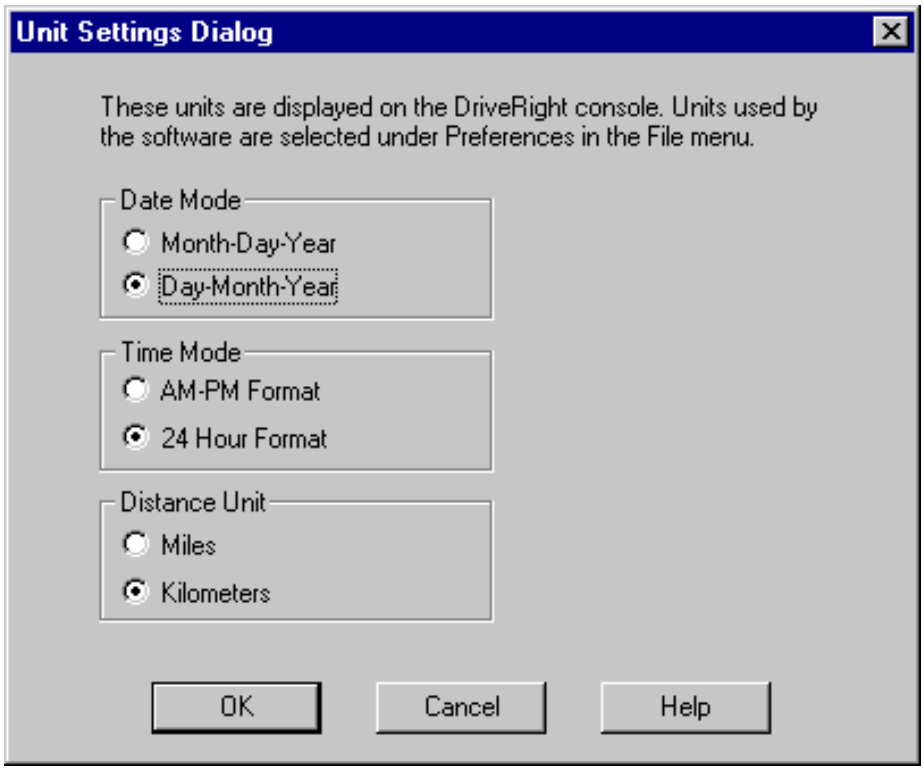
The values entered in this setup are used as default settings when you add new DriveRight devices to the database. If you click this menu option , a dialog box pops up that contains a brief description about the Default DriveRight Settings Wizard.

To edit the Default DriveRight Settings:

1. Select Default DriveRight Settings in the Setup Menu.
2. Select Setup Wizard from the list of commands. The Default DriveRight Wizard dialog box is displayed.

3. If you choose OK, the Default DriveRight Settings Wizard takes you through the dialog boxes listed below:
4. Unit Settings: Select the date, time and unit modes and click OK.

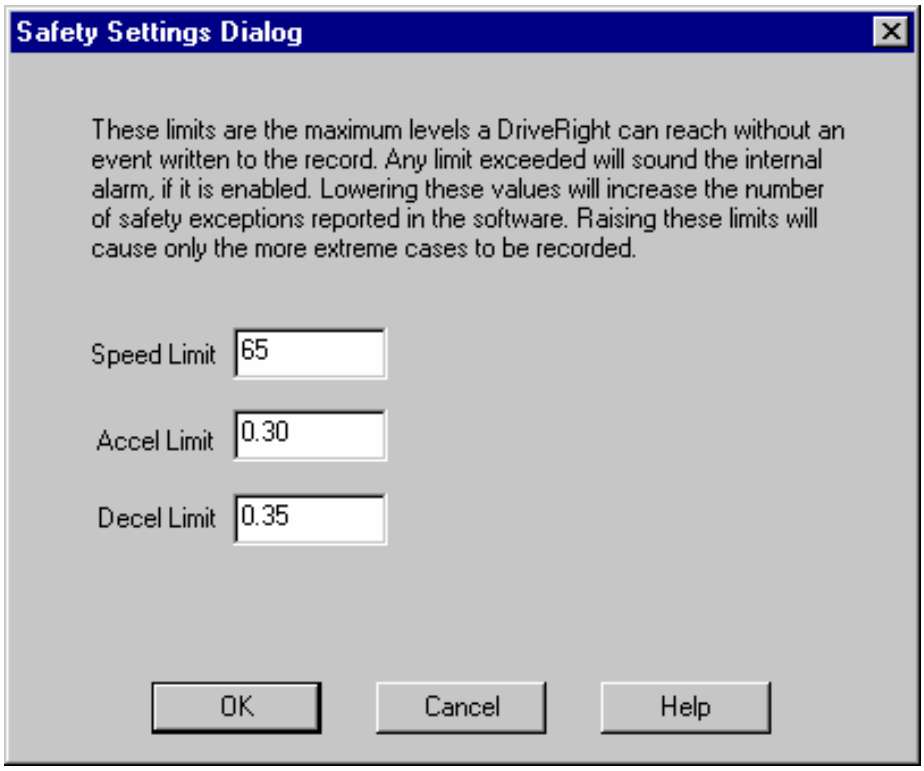
- Date Mode settings control the way month, day, and year are displayed.
- Time Mode settings control the time of day display.
- Distance Unit settings allows you to select miles and miles per hour or kilometers and kilometers per hour as your speed and distance units.



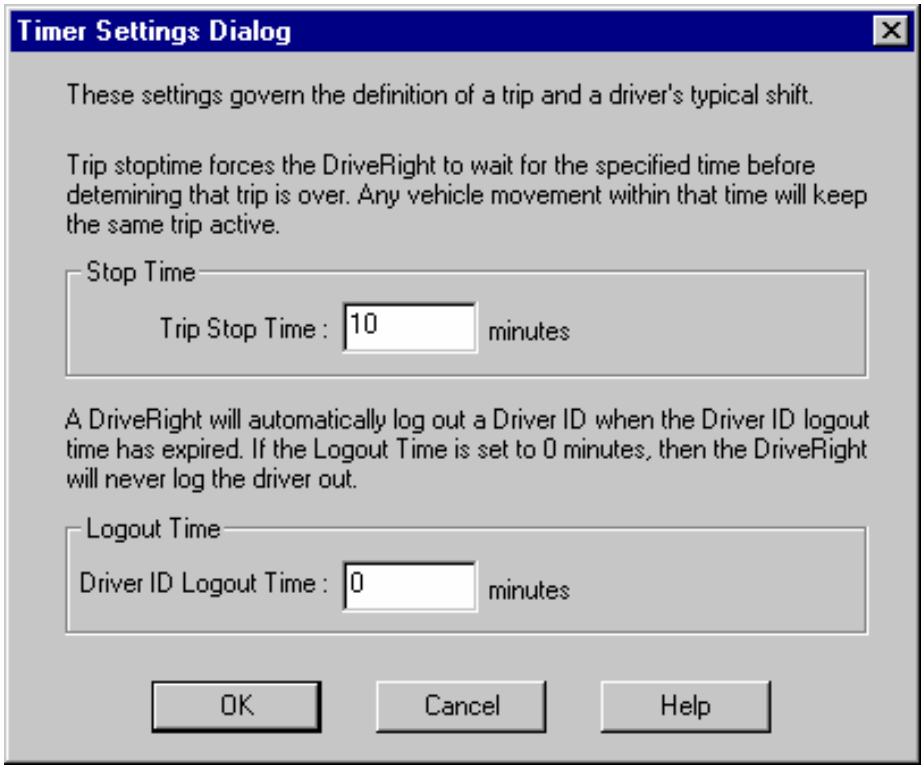
5. Safety Settings: Enter the speed, acceleration and deceleration limits and click OK.

- Set the Speed Limit, which is the maximum allowable vehicle speed.

- Set the Accel Limit, which is the maximum allowable rate of acceleration.
- Set the Decel Limit, which is the maximum allowable rate of deceleration.

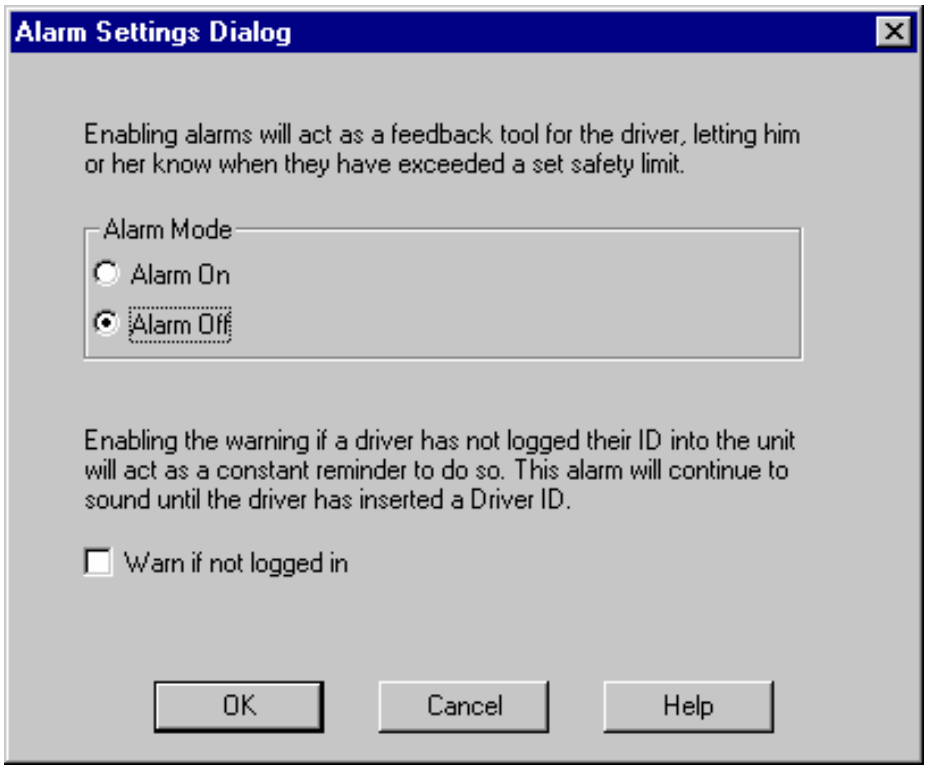


6. Timer Settings: Enter the trip stop time and driver log out time and click OK.
   - Set the trip stop time in minutes. The trip stop time is the number of minutes that elapse after a vehicle stops before the DriveRight stops recording trip data.
   - Set the Driver ID Logout Time in minutes. Use a logout time of "0" to never log out the driver. The Driver ID Logout Time is the number of minutes that elapse after a vehicle stops before the driver is logged out of the DriveRight.



7. Alarm Settings: Select the alarm mode. Warn if not logged in is an option.

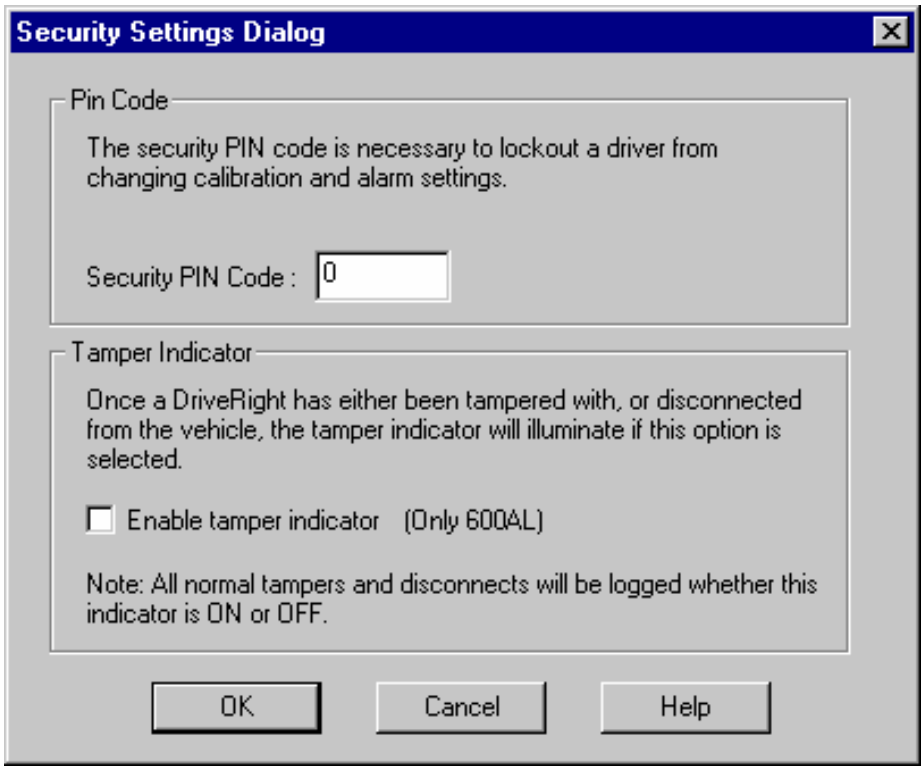
- Set the Alarm Mode to On or Off. This controls audible alarm reporting by the DriveRight device.
- Enable "Warn if not Logged in" to have the DriveRight device give an audible alarm if the vehicle is operated without the driver first entering his or her driver code.



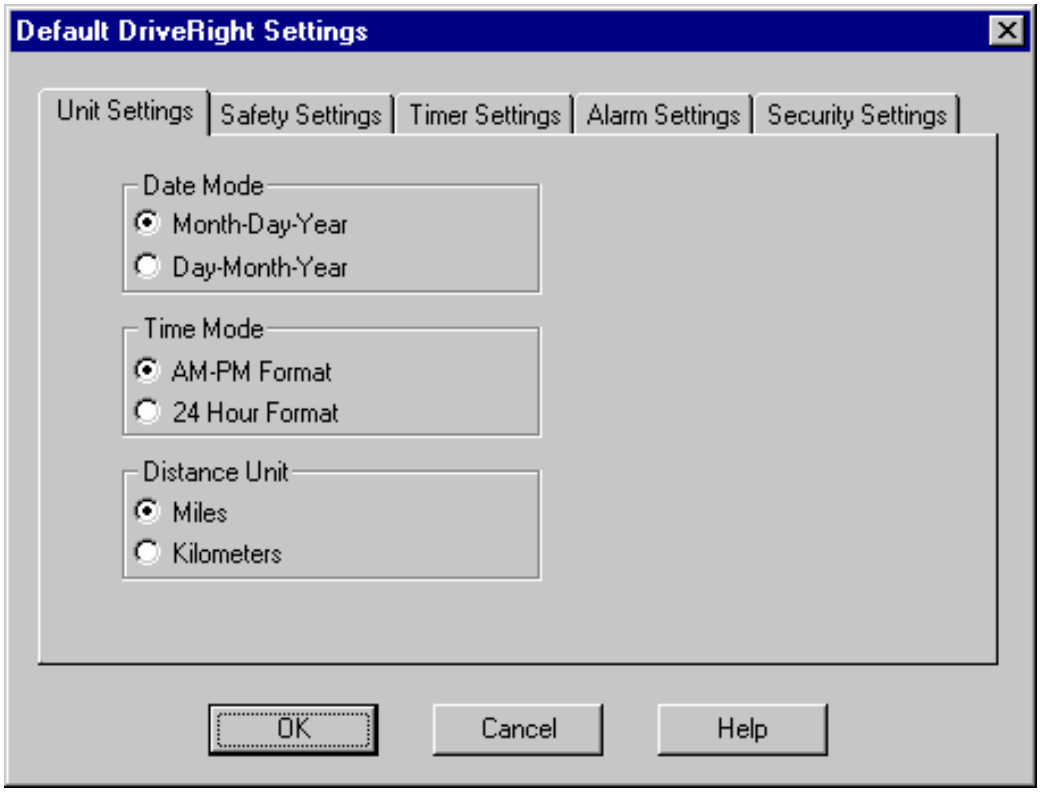
8. Security Settings: Enter the security code (PIN code). Tamper indicator is an option.

- Set the Security PIN Code, which is required to change the calibration and alarm settings at the DriveRight device itself.

- If desired, you can enable the tamper indicator. If enabled, the tamper indicator on the DriveRight LCD screen will be displayed when a tamper event has been detected.



9. Once you are finished with the above five dialog boxes, a tab control dialog box appears with all the above five dialog boxes. You can navigate through them, change any of the settings, and save the settings by clicking OK.

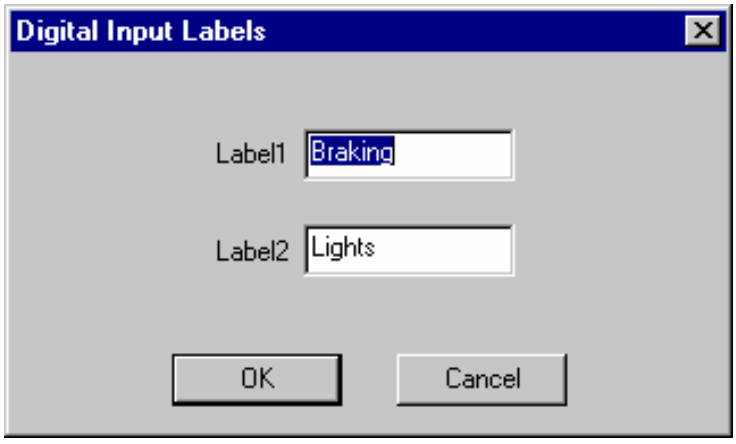


Digital Input labels

You can identify the two digital inputs signals available on a DriveRight 600 using this command. These labels appear on the browse windows and on reports.

To change the digital input labels:

1. Click Digital Input Labels in the Setup menu. The Digital Input Labels dialog box is displayed.



2. Edit the labels used for digital input 1 and digital input 2.
3. Click OK to save the changes or click Cancel to exit without saving the changes.

DriveRight Menu

Use DriveRight Menu commands for functions that require direct communications with the DriveRight console.

> Note: The DriveRight must be connected to your computer with the LCD display on and in the CURRENT mode in order to access the DriveRight Menu commands.

The following DriveRight Menu commands are available:

- Add New DriveRight
- DriveRight Settings
- Download DriveRight
- Download Palm
- Read Accident Log
- Read Tamper Log
- Set Time and Date
- Set Odometer
- Set Service Alarms
- Set Drivers List
- Clear DriveRight

Add New DriveRight Wizard

DriveRight FMS 3.0 includes an Add New DriveRight Wizard to simplify adding DriveRight devices, Vehicles, and Drivers to the database.

To add a new DriveRight device:

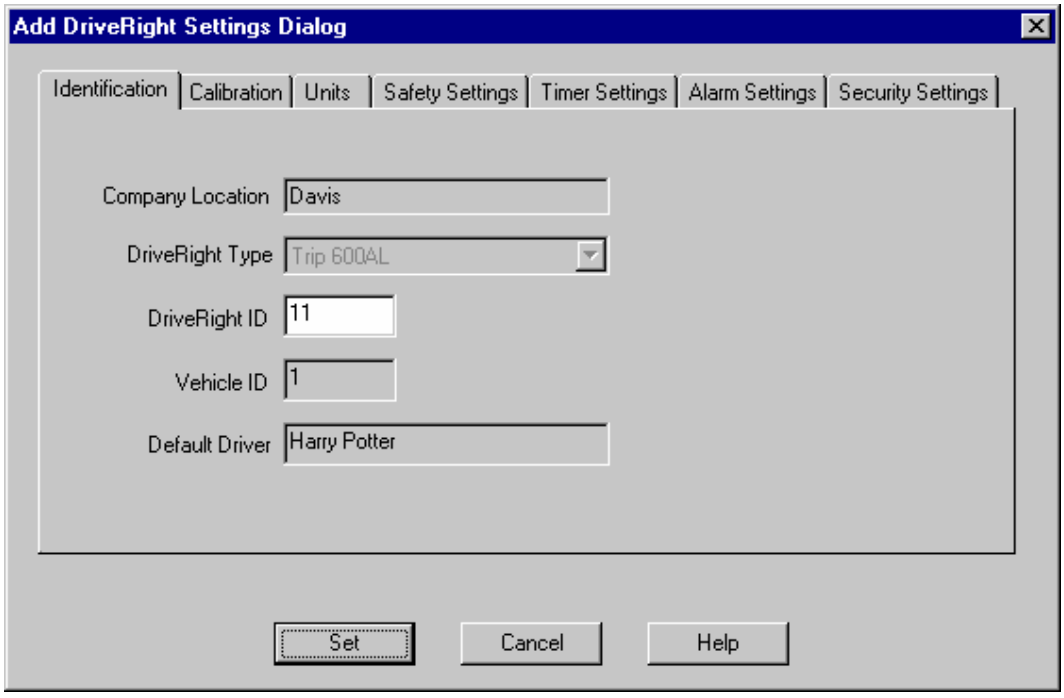
1. Select Add New DriveRight from the DriveRight Menu. The Add DriveRight Wizard - Start dialog box is displayed.

   > Note: The new DriveRight device must be connected to your computer and be turned on before you can add it to the DriveRight FMS database.

2. Click Next to continue or click Cancel to exit the Add DriveRight Wizard.
   If you click Next, the Add DriveRight Wizard - DriveRight ID dialog box is displayed.

3. Click Next to continue or click Cancel to exit the Add DriveRight Wizard.
   If you click Next, the Add DriveRight - Assign to Vehicle dialog box is displayed.

4. Click OK to continue, or click Cancel to exit the Add DriveRight Wizard.
5. If you click Ok, the Add DriveRight Settings dialog box is displayed. The Add DriveRight Settings Dialog allows you to review all of the settings for the new DriveRight, including those settings that are set by the DriveRight defaults.



6. When you are satisfied it is set up correctly, select Set to save the settings. Select Cancel to exit the setup dialog and abandon the DriveRight settings.

Note: If you cancel the setup, you will lose the DriveRight settings but any vehicles or drivers you added to the database will remain.

Add DriveRight Wizard - Start

Make sure the new DriveRight device is connected to your computer and turned on before proceeding.

1. To skip this message in the future, check the "Don't show this dialog again" box.
2. Click Next to continue or click Cancel to exit the Add DriveRight Wizard.

Add DriveRight Wizard - Assign to Vehicle

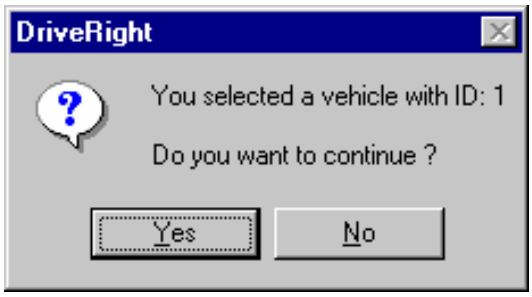
You must assign the DriveRight when you are adding it to the database.

Assign DriveRight to Vehicle Guidelines:

- Both the default vehicle and driver must be in the database before you can successfully add a DriveRight.
- If no vehicles have been added to the database yet, you will be allowed to add a vehicle in the next dialog box.
- If there are no drivers in the database, you will also be allowed to add a driver when adding the vehicle.
- If the vehicle for this DriveRight already exists in the database, highlight the vehicle in the browse window and click Select.

To Assign DriveRight to Vehicle:

1. Press OK to assign the DriveRight to a vehicle or press Cancel to exit the Add DriveRight Wizard.
2. If you press OK, the Vehicles browse window is displayed, which shows all the vehicles in the database.
3. Click on the vehicle you want to assign to the new DriveRight.
4. Click on the Select button in the bottom of the window to assign the vehicle or click Cancel to exit the Add DriveRight Wizard.
5. The following dialog box is displayed:



6. Click on Yes to continue installing the DriveRight with the selected vehicle or click on No to select a different vehicle.

Add DriveRight Wizard - DriveRight ID

A DriveRight ID must be assigned to the new DriveRight device.

1. The DriveRight ID dialog box shows the ID assigned to the DriveRight.
   - You can change the assigned ID by clicking inside the text box and editing the number.
   - Click on Browse DriveRights to view DriveRight ID's in use at the current location.

- Click next to begin adding a new DriveRight to the database.

2. If no vehicles have been added to the database yet, you will be allowed to add a vehicle in the next dialog box.
   - If there are no drivers in the database, you will also be allowed to add a driver when adding the vehicle.
   - Both the default vehicle and driver must be in the database before you can successfully add a DriveRight.
   - If the vehicle for this DriveRight already exists in the database, you will only need to select it from the Vehicle Browse window.

DriveRight Settings

The following commands allow you to view and or change the settings on a DriveRight device:

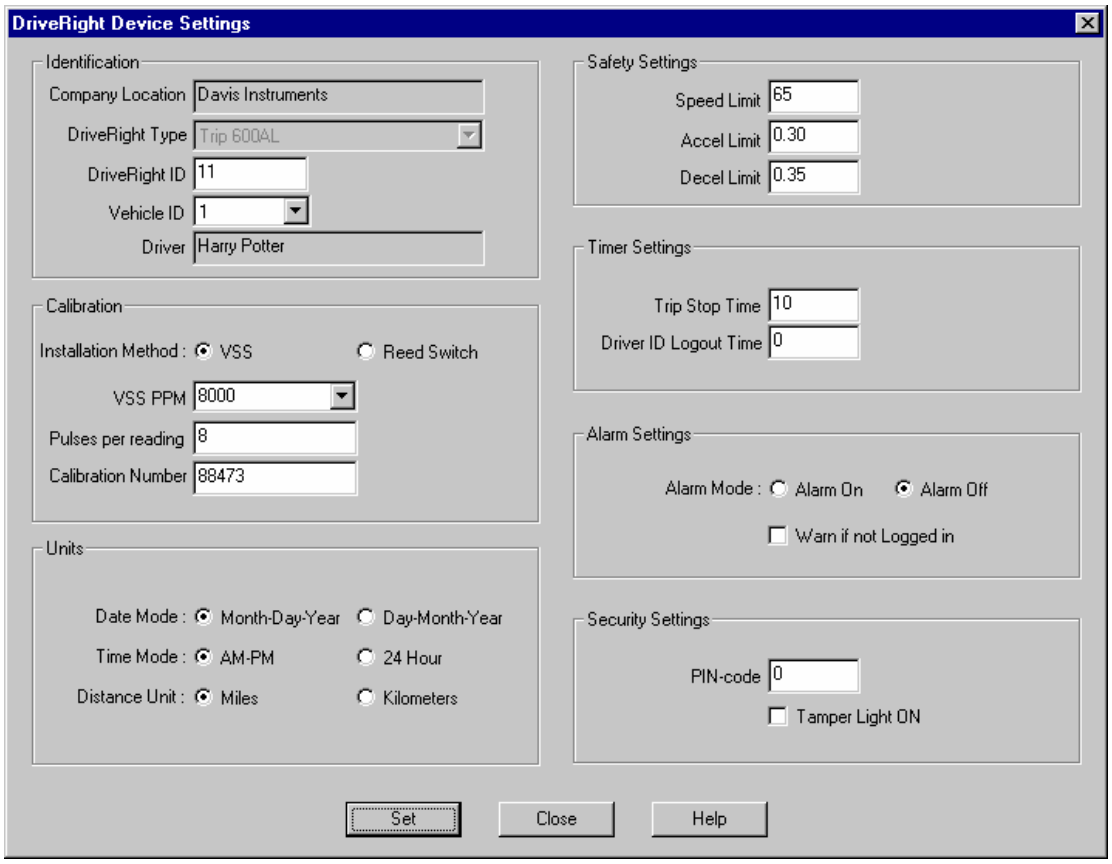
- View/Set
- Restore
- Setup GPS
- Verify DriveRight Calibration

DriveRight Settings: View/Set

Use this command to view and/or modify the DriveRight device settings:

1. Select DriveRight Settings from the DriveRight Menu.
2. Select View/Set from the DriveRight Settings drop down list. The DriveRight Device Settings dialog box is

displayed.



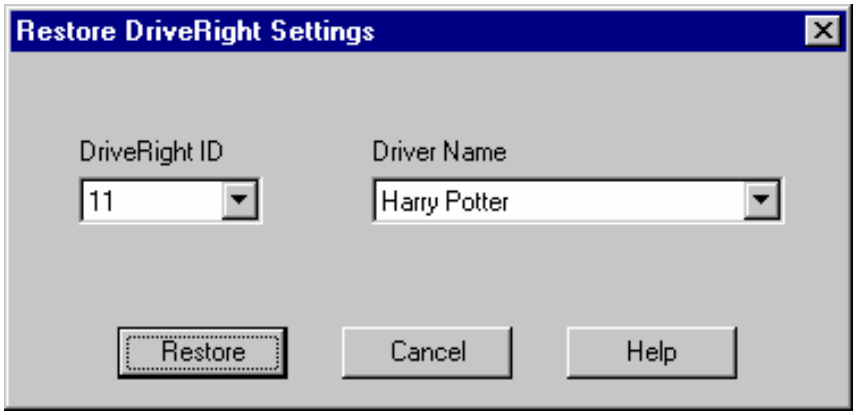
3. Make any desired changes.
4. Click Set to save the changes or click Close to exit without saving.

DriveRight Settings: Restore

Use this command to update the DriveRight device using settings stored in the database:

1. Select DriveRight Settings from the DriveRight Menu.
2. Select Restore from the DriveRight Settings drop down list. The Restore DriveRight Settings dialog box is displayed.

Note: If the DriveRight has already been configured the software will automatically display the existing settings.



3. Select the desired DriveRight ID and driver name from the drop down lists.

   Note: The software will only display DriveRight ID's for DriveRight's of the same type. If a DriveRight 600 is connected to your computer, you will only see ID numbers for other DriveRight 600 devices.

4. Click Restore to save the selected settings to the DriveRight unit, or click Cancel to exit without changing the settings.

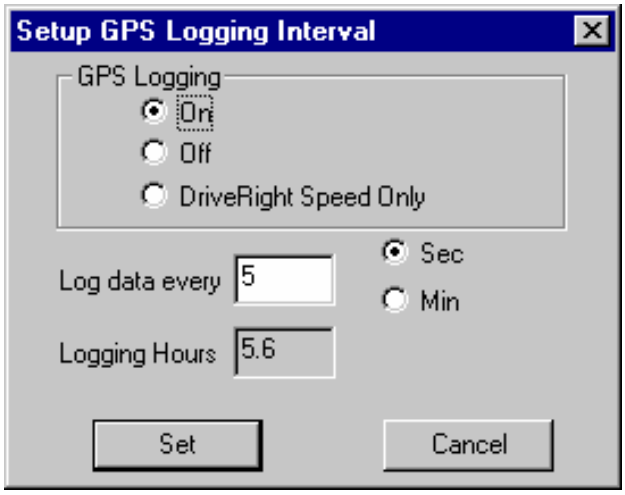
DriveRight Settings: Setup GPS

Use this command to view and/or modify the GPS settings on a DriveRight device.

Note: This command only works with the DriveRight 600.

To setup GPS logging:

1. Select DriveRight Settings from the DriveRight Menu.
2. Select Setup GPS from the DriveRight Settings drop down list. The Setup GPS Logging Interval dialog box is displayed.



3. Set GPS Logging to On, Off, or DriveRight Speed Only.

   - Select On to enable GPS logging.
   - Select Off to disable GPS logging.
   - Select DriveRight Speed Only to log the DriveRight speed without the GPS coordinates. No GPS unit is

required to enable this option.

4. Enter the desired logging interval and indicate a time unit of either seconds (Sec) or minutes (Min). Logging Hours indicates how much data can be stored at the selected interval.
5. Click Set to save the changes or click Cancel to exit without changing the settings

DriveRight Settings: Verify DriveRight Calibration

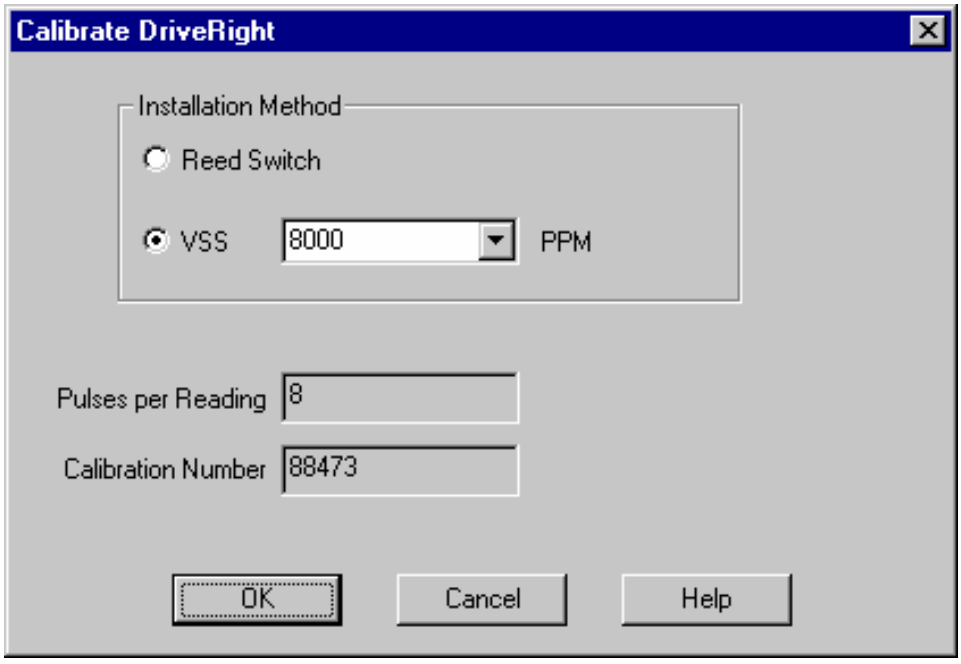
The Calibrate DriveRight dialog box allows you to verify DriveRight calibration settings.

DriveRights can be installed on a vehicle using one of two installation methods:

- VSS (vehicle speed sensor) Installation
- Reed Switch Installation

To verify the DriveRight console calibration:

1. Click on DriveRight Settings from the DriveRight Menu.
2. Select Verify DriveRight Calibration from the drop-down menu. A DriveRight Calibration Message dialog box is displayed.
3. Click OK, Set or Cancel to continue, depending on the displayed message. The Calibrate DriveRight dialog box is displayed.



4. If the DriveRight is using a reed switch for the speed sensor, make sure the Installation Method indicates Reed Switch.

   Reed Switch: If the DriveRight device has been previously calibrated in the vehicle or through the software, then DriveRight FMS automatically calculates the Calibration number for your vehicle. We strongly recommend that you do not change these values. The PPR for a reed switch is always “1”.
5. If the DriveRight is using the vehicle's VSS for the speed sensor, make sure the Installation Method indicates VSS.

   VSS: If the DriveRight device has been previously calibrated in the vehicle or through the software, then DriveRight FMS automatically calculates the VSS PPM (Pulses Per Mile), PPR (pulses per reading) and Calibration number for your vehicle. Otherwise you must specify the PPM for your vehicle. Depending on your

selection, software calculates the PPR (pulses per reading) and calibration values and fills the edit boxes with them.

6. If you are using the VSS, you can adjust the pulses per mile (PPM) from the drop down list or enter the PPM in the edit box if necessary. We recommend that you not change these settings if the DriveRight has been previously calibrated.
7. Click OK to save changes to the calibration, or click cancel to exit without saving changes.

Downloading Guidelines

You cannot download a DriveRight if any of the following conditions exist:

- DriveRight not present in the database.
- DriveRight not assigned to a Vehicle.
- Vehicle associated with this device does not have a default driver.

Unless every thing is configured properly, you cannot download from the device.

Note: The same conditions also apply to Host Mode and Palm Download.

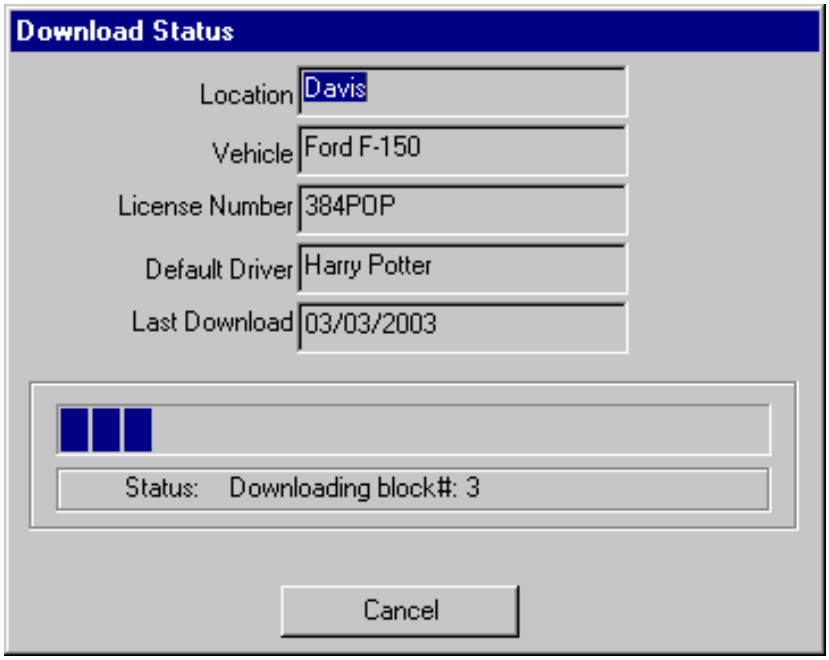
Download DriveRight

The Download DriveRight command transfers trip data from the connected DriveRight device to the DriveRight database.

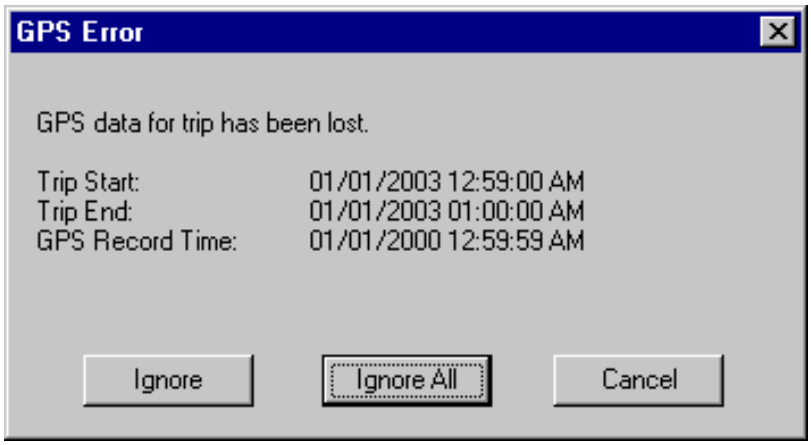
To download your DriveRight:

1. Connect your DriveRight console to your computer and make sure the DriveRight is "awake". Press the MODE key if there is nothing on the LCD display.
2. Select Download DriveRight in the DriveRight Menu. The following Download Status box is displayed:

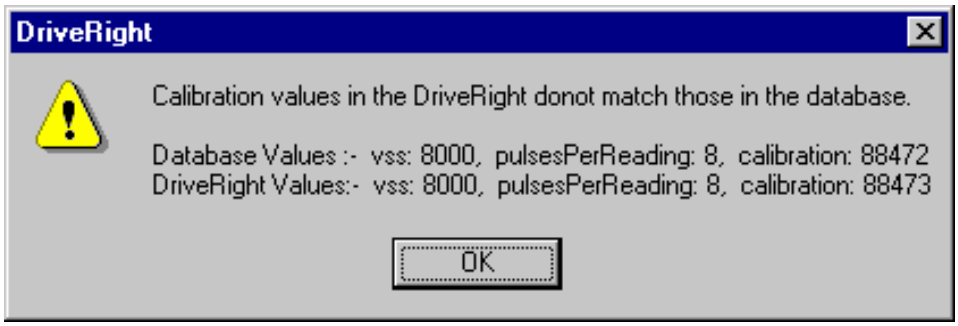
Note: You will see the Cancel button only if you are downloading a DriveRight 600.



3. You may lose GPS data for earlier trips if the DriveRight console is not downloaded for an extended period of time. In this case you will see a warning message similar to this:



4. If the calibration in the DriveRight console does not match the calibration in the database, you will see a warning message similar to this:



5. When the data has finished downloading the following dialog box is displayed:

6. Press Enter or click OK to continue.

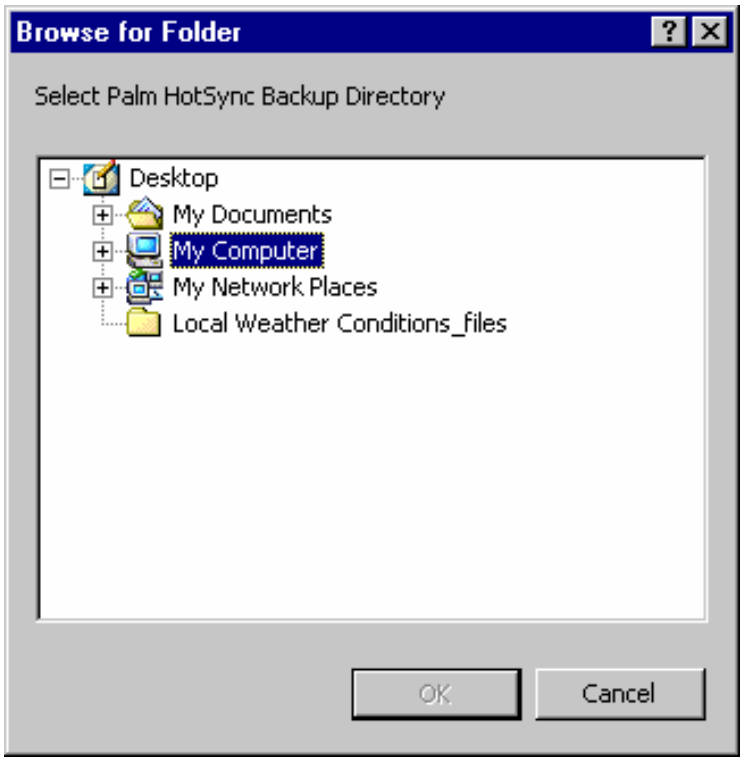
Download Palm

DriveRight 3.0 offers a new feature to download data from multiple DriveRight devices from a Palm device. You will need the DriveRight Palm Download Kit, #8181, in order to use this command.

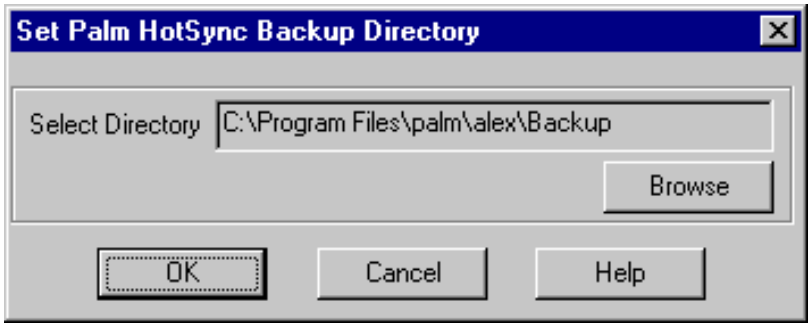
> Note: To download a DriveRight console data into the software using Palm Download, the DriveRight should be present in the database. If you try to download a DriveRight which is not present in the database, you will get an error message.

To download your Palm:

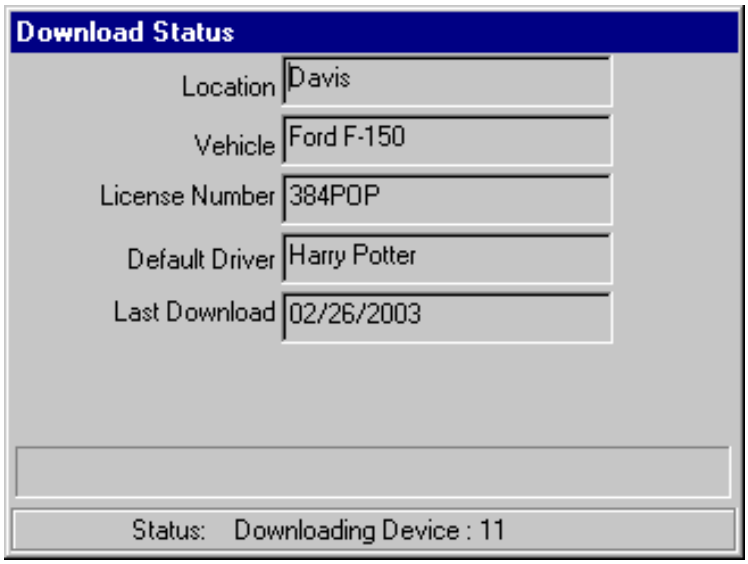
1. Select Download Palm in the DriveRight Menu.
2. The first time you download a Palm, the following dialog box is displayed. Select the directory which contains your Palm backup databases and click OK.



3. Each time after the first time, when you use the Download Palm command, the following dialog box appears showing the selected Palm backup directory.



4. Click Browse to select a different backup directory, click OK to use this displayed directory, or click Cancel to exit.
5. If you click OK the Download Status dialog box is displayed.



6. When the data has finished downloading the Palm Download, Download Successful dialog box is displayed:

7. Click OK to continue.

Read Accident Log

The Read Accident Log command will download accident log data from the connected DriveRight device, convert it to a text file, and display it using MS Notepad.

To read the accident log:

1. Select Read Accident Log in the DriveRight Menu. The accident log is displayed.

Read Tamper Log

The Read Tamper Log command will download Tamper Log data from the connected DriveRight device, convert it to a text file, and display it using MS Notepad. The Tamper Log holds the times and dates when the driver disconnected the DriveRight or tried to change the DriveRight Settings.

Note: There must be a Settings PIN-Code in the unit to enable the logging of disconnect times.

To read the tamper log:

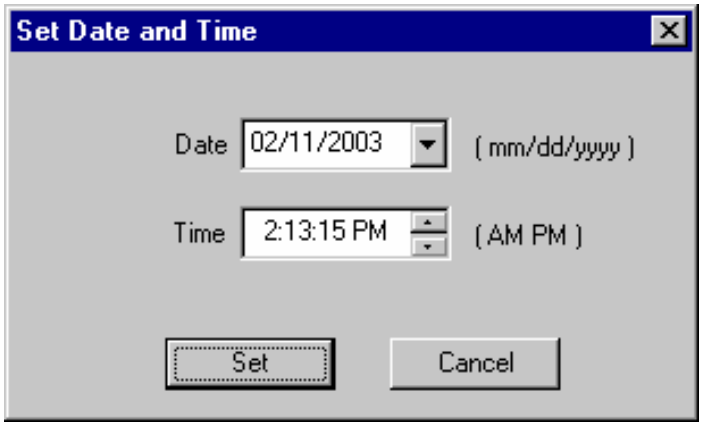
1. Select Read Tamper Log in the DriveRight Menu. The tamper log is displayed.

Set Time and Date

Use this command to set the time and date on a DriveRight device.

To set the time and date on a DriveRight:

1. Select Set Time and Date from the DriveRight Menu. The Set Time and Date dialog box is displayed.



2. Set the Date by either clicking the month, day or year in the edit box and entering the new information, or by clicking on the down arrow and selecting the date from the drop-down calendar.

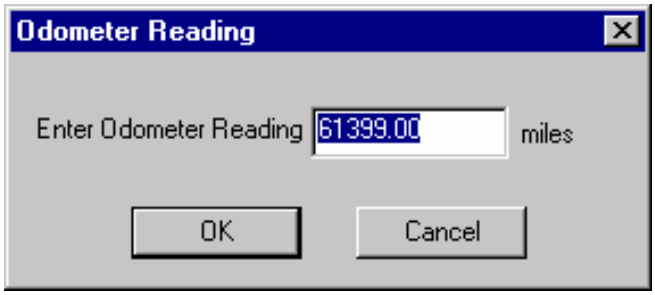
3. Set the time by clicking on the hour, minute or second in the edit box and entering the new time. You can also adjust the time settings up and down using the up and down arrows in the edit box.
4. Click on Set to change the time and date on the DriveRight unit or click on Cancel to exit the dialog box without changing the settings.

Set Odometer

Use this command to set the vehicle odometer reading in a DriveRight device.

To set the odometer in a DriveRight:

1. Select Set Odometer from the DriveRight Menu. The Set Odometer dialog box is displayed showing the current odometer reading.



2. You can now edit the vehicle's odometer reading.
3. Click on OK to update the odometer reading on the DriveRight unit or click on Cancel to exit the dialog box without changing the settings.

Note: When you set the odometer DriveRight FMS updates the current odometer value of the vehicle assigned to this DriveRight and also adds a new entry in the Odometer Logs Table.

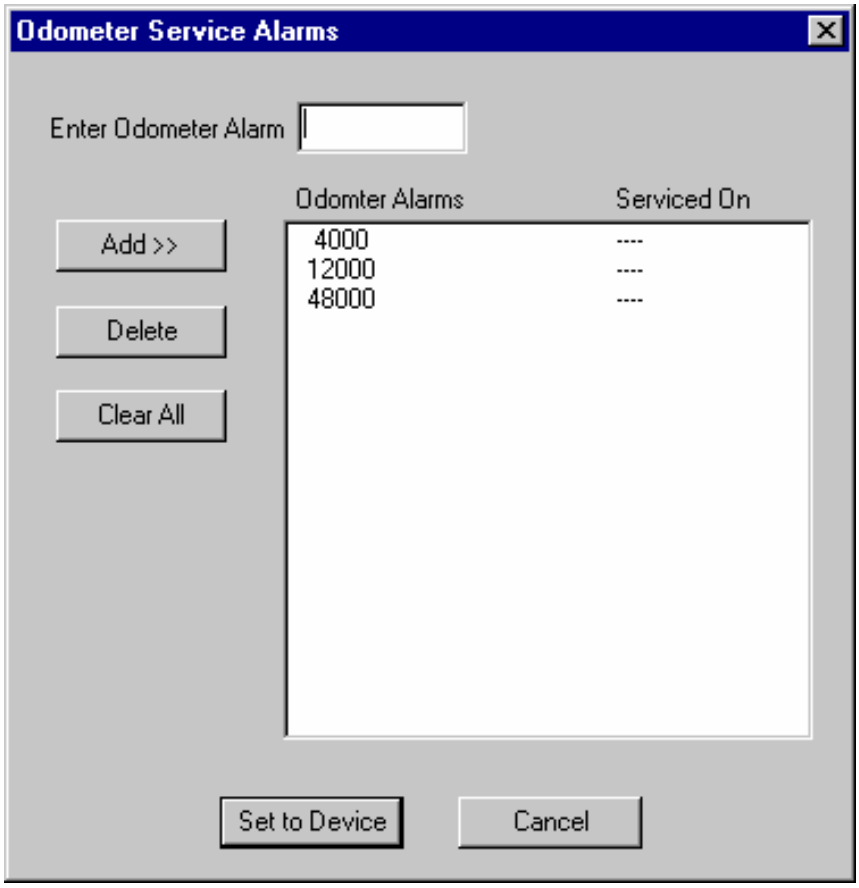
Set Service Alarms

Note: Available for the DriveRight Trip 500 AL only.

Each vehicle needs a service check from time to time. With the Set Service Alarms option you can specify the Odometer Readings on which the vehicle should go in for service. After defining a Service Schedule you can assign it to a vehicle and load it into the DriveRight Trip 500AL using the Set Service Alarms command in the DriveRight menu. As soon as any defined odometer readings are reached, a warning signal is activated in the vehicle indicating the driver to bring his vehicle in for a service check, or call his service center for an appointment.

To set a service alarm:

1. Select Set Service Alarms from the DriveRight Menu. The Set Service Alarms dialog box is displayed.



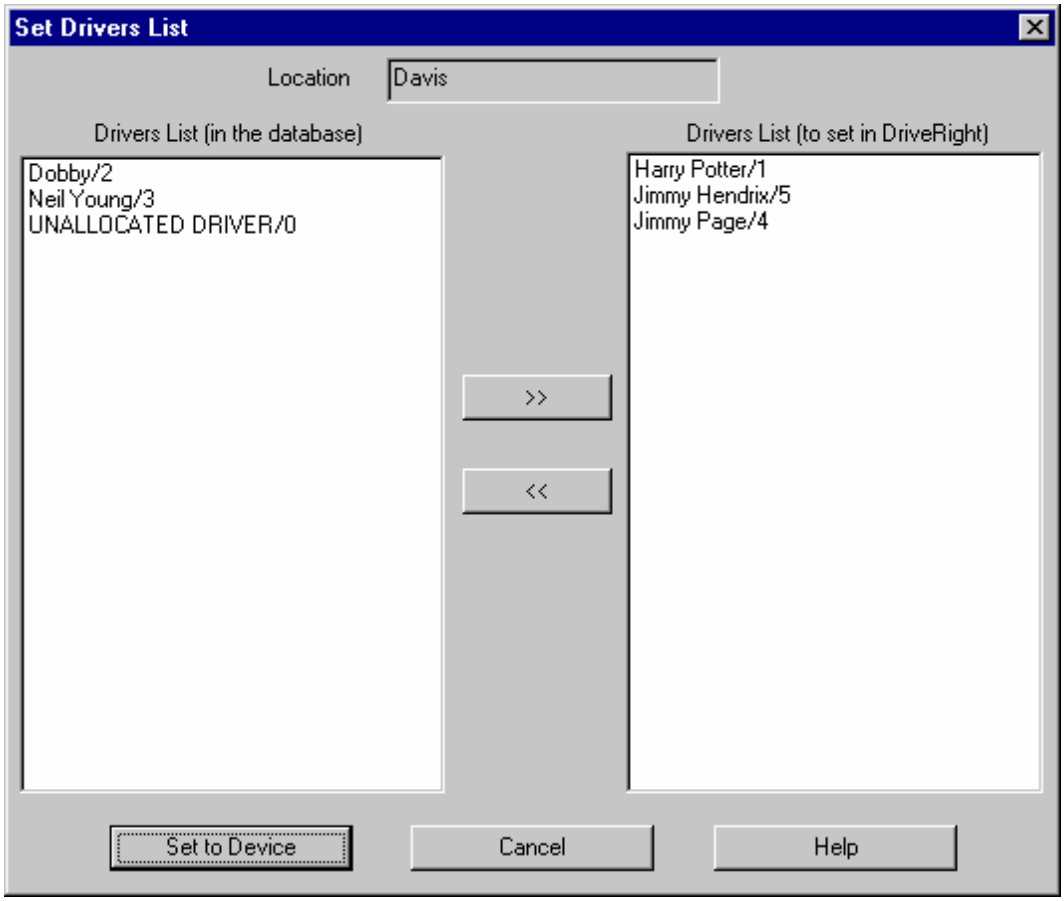
2. Enter the odometer reading for a service alarm.
3. Click the Add>> button to add the service alarm for that odometer reading.
4. Click on an odometer reading to highlight it, then click the Delete button to remove a specific service alarm.
5. Click the Clear All button to remove all service alarms.
6. Click on Set to Device to update the service alarm settings on the DriveRight unit or click on Cancel to exit the dialog box without changing the settings.

Set Drivers List

This is a new feature added in DriveRight 3.0. DriveRight 600 device provides a security feature which lets the operator set up to 100 drivers' codes into the device to have access.

To set the drivers list:

1. Select Set Drivers List from the DriveRight Menu. The Set Drivers List dialog box is displayed. Drivers already assigned to this DriveRight are displayed in the right column. Drivers not assigned to this DriveRight are displayed in the left column.



2. Click on a driver's name to select the driver, the click on the right arrows ">>" to move the driver to the "to set in DriveRight" list.
3. To remove a driver from the DriveRight list, click on a driver's name to select the driver, then click on the left arrows "<<" to move the driver off the DriveRight list.
4. Click on Set to Device to update the drivers list on the DriveRight unit or click on Cancel to exit the dialog box without changing the drivers list.
5. If you click on Set to Device, then you will see the following dialog box if the action is successful. Click on OK or press Enter to continue.

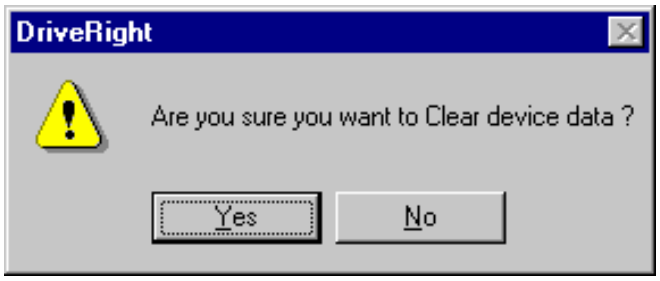
Clear DriveRight

The Clear DriveRight command clears all trip data in the connected DriveRight.

To Clear your DriveRight:

1. Select Clear DriveRight in the DriveRight Menu. The following DriveRight dialog box is displayed:

2. Click Yes to clear the DriveRight device, click No to cancel the command.



Database Menu

Use the Database Menu options to open the browse windows for individual database tables. In the browse window you can view and print records. You can also add, edit or delete records.

Caution: Take extra care before deleting Company Location, DriveRight, Driver or Vehicle records.

The following Database Menu options are available:

- Company Locations
- DriveRights
- Driver Groups
- Drivers
- Fleets
- Vehicles
- Trips
- Accident Logs
- Tamper Logs
- Trip Addresses
- Days
- Download Dates
- GPS
- Odometer Logs
- Maintenance

Company Locations

Use this command to view and edit data for company locations.

Caution: We strongly advise against changing a location name if you use FTP Export/FTP Import, since location name plays a very important role in these operations. In short, if you do any kind of centralized data collection do not alter location name.

To view or edit data for company locations:

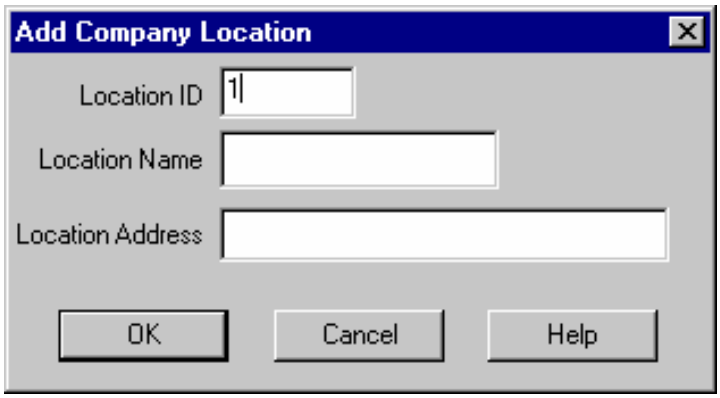
1. Select the Company Locations command in the Database menu. The company locations browse window is displayed.
2. Click the Add New button to add a new company location.
3. Highlight a record in the browse window and click Edit, or double-click a record to update the company location information.
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

Add Company Location

Use the Add New command to create a new company location in the database.

To add a new company location:

1. Select the Company Locations command in the Database menu. The company locations browse window is displayed.
2. Click the Add New button to add a new company location.



3. The next available ID will be automatically assigned. Edit the location ID if desired.
4. Enter the location name.
5. Enter the location address.
6. Click OK to save the new company location or click Cancel to exit without adding a new station.

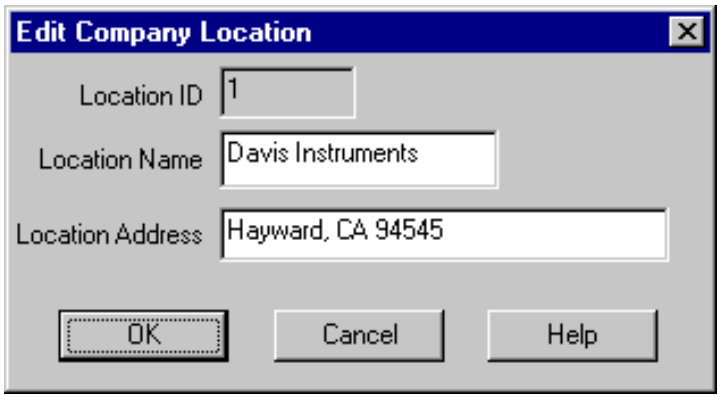
Edit Company Location

Use the Edit command to change the information of an existing company location in the database.

To edit a company location:

1. Select the Company Locations command in the Database menu. The Company Locations browse window is displayed.

2. Click on a record to select it. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit Company Location dialog box is displayed.



4. Edit the location name and address as desired. The location ID can not be edited.
5. Click OK to save the changes or click Cancel to exit without saving.

DriveRights

Use the DriveRights command to view or edit data for installed DriveRight devices.

> Note: You can only change the assigned vehicle when editing a DriveRight record in the browse window.

To view or edit DriveRight data:

1. Select the DriveRights command in the Database menu. The DriveRights browse window is displayed.
2. Highlight a record in the browse window and click Edit, or double-click a record to edit the information for a specific DriveRight device.
3. Highlight a record in the browse window and click Delete to delete that record.
4. Click Close to exit the browse window.
5. Click Print to print the browse window.

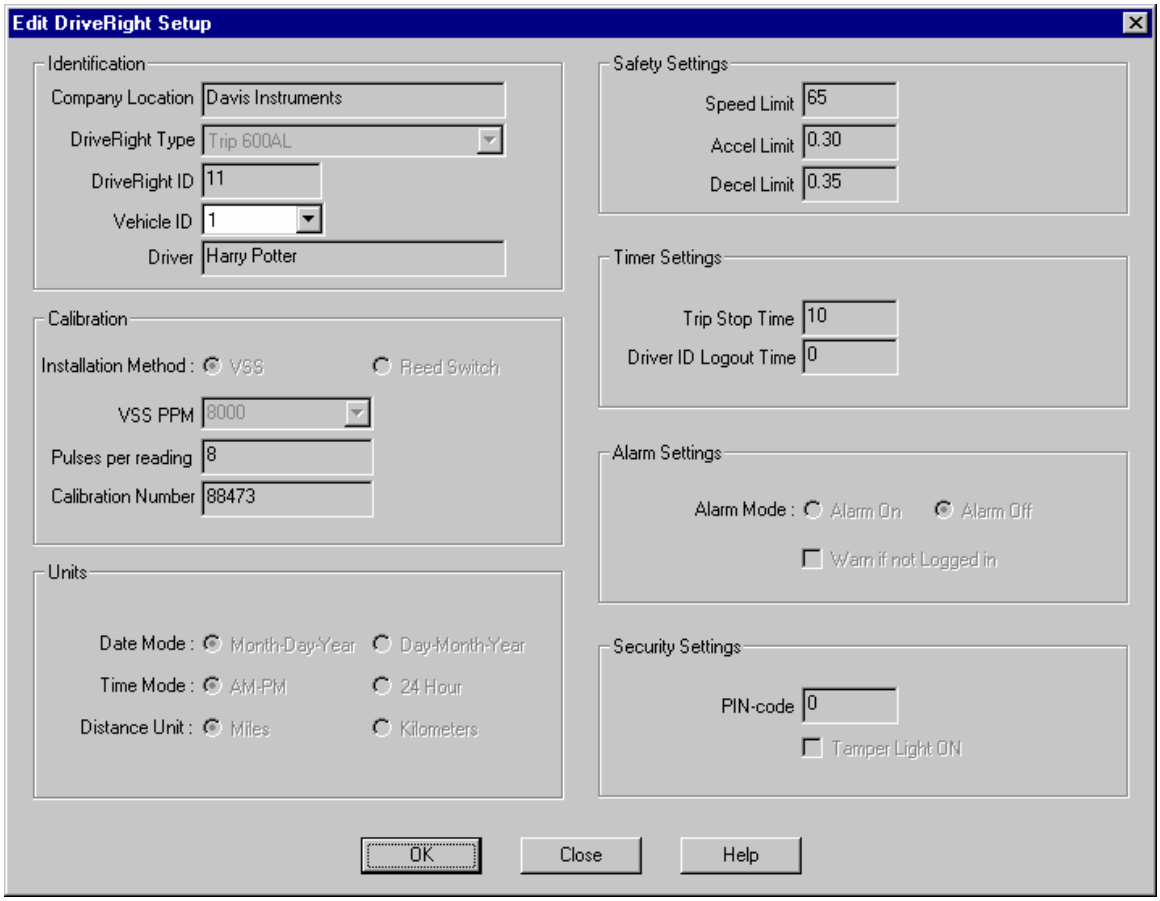
Edit DriveRight Setup

Use the Edit command in the DriveRights browser to view or edit the DriveRight console settings in the database.

> Note: The only setting you can edit from this dialog box is the Vehicle ID. Use the DriveRight Settings Command in the DriveRight menu to edit other DriveRight console settings.

To edit DriveRight settings:

1. Select the DriveRights command in the Database menu. The DriveRights browse window is displayed.
2. Click on a record to select it. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit DriveRight Setup dialog box is displayed.



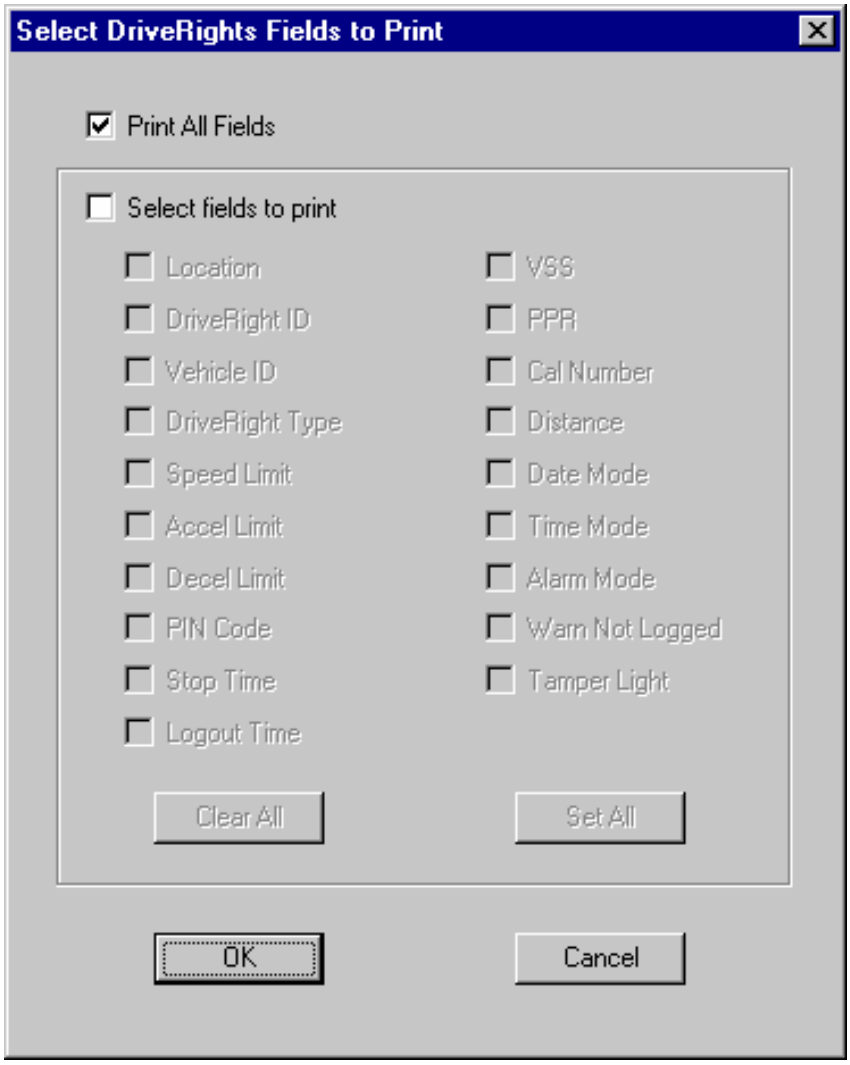
4. You can change the Vehicle ID by selecting a new ID from the drop-down list, if desired.
5. Click OK to save the changes or click Cancel to exit without saving.

Print DriveRights

Use the Print command in the DriveRights browse window to print DriveRight records.

To print DriveRight records:

1. Select the DriveRights command in the Database menu. The DriveRights browse window is displayed.
2. Click the Print button. The Select DriveRights Fields to Print dialog box is displayed.



3. To print all fields in the records, leave the Print All Fields box checked.
4. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
5. You can click Clear All to de-select all fields, or click Set All to select all fields.
6. Click OK to print or click Cancel to exit without printing.

Driver Groups

Use the Driver Groups command in the Database menu to view or edit driver group data.

To view or edit driver group data:

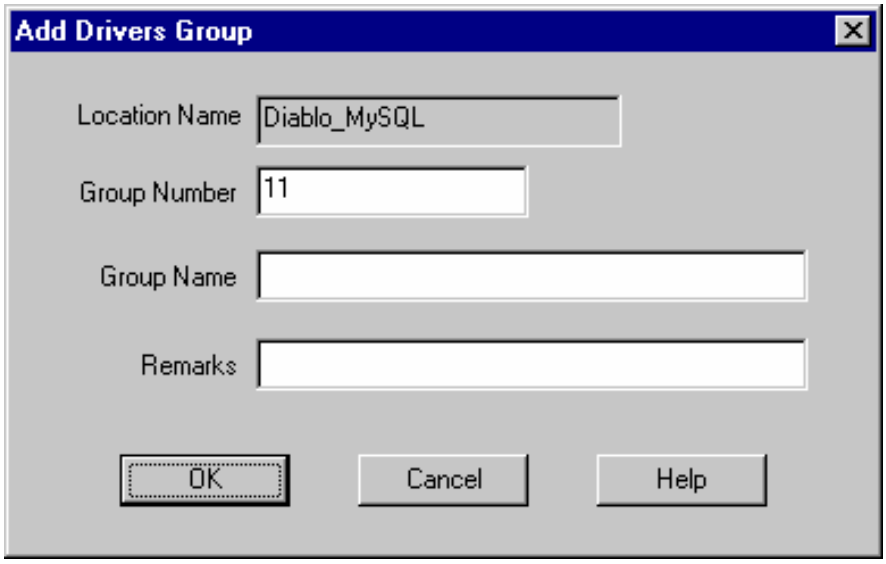
1. Select the Driver Groups command in the Database menu. The Driver Groups browse window is displayed.
2. Click the Add New button to add a new driver group to the database.
3. Highlight a record in the browse window and click Edit, or double-click a record to edit the record.
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

Add Drivers Group

Use the Add New command in the Driver Groups browser to add a new drivers group to the database.

To add a new drivers group:

1. Select the Driver Groups command in the Database menu. The Driver Groups browse window is displayed.
2. Click the Add New button to add a new drivers group. The Add Drivers Group dialog box is displayed.



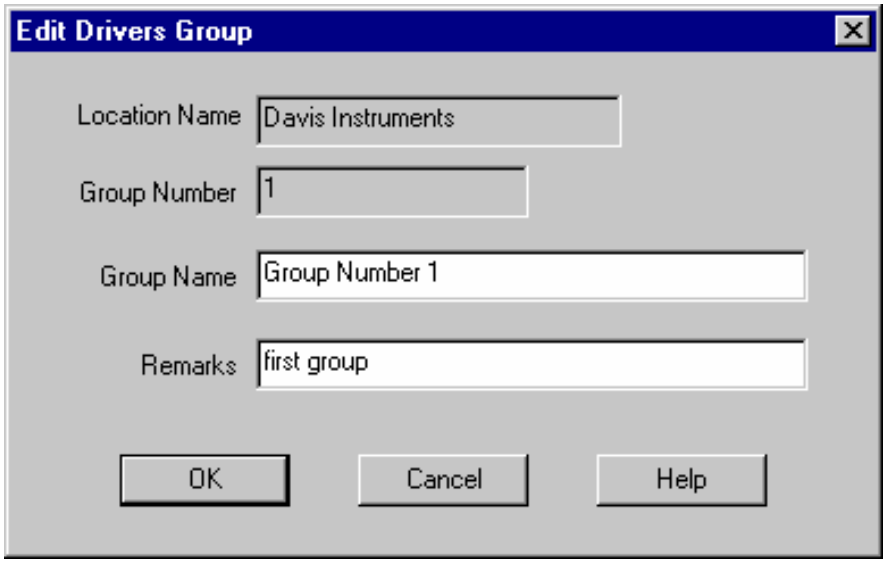
3. Enter the new record information.
4. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Drivers Group

Use the Edit command in the Driver Groups browse window to edit a drivers group record in the database.

To edit a drivers group record:

1. Select the Driver Groups command in the Database menu. The Driver Groups browse window is displayed.
2. Click on a record to select it. The selected record is highlighted..
3. Click the Edit button to edit the selected record. The Edit Drivers Group dialog box is displayed.



4. Edit the record as desired.
5. Click OK to save the changes or click Cancel to exit without saving.

Drivers

Use the Drivers command in the Database menu to view or edit driver data.

To view or edit driver data:

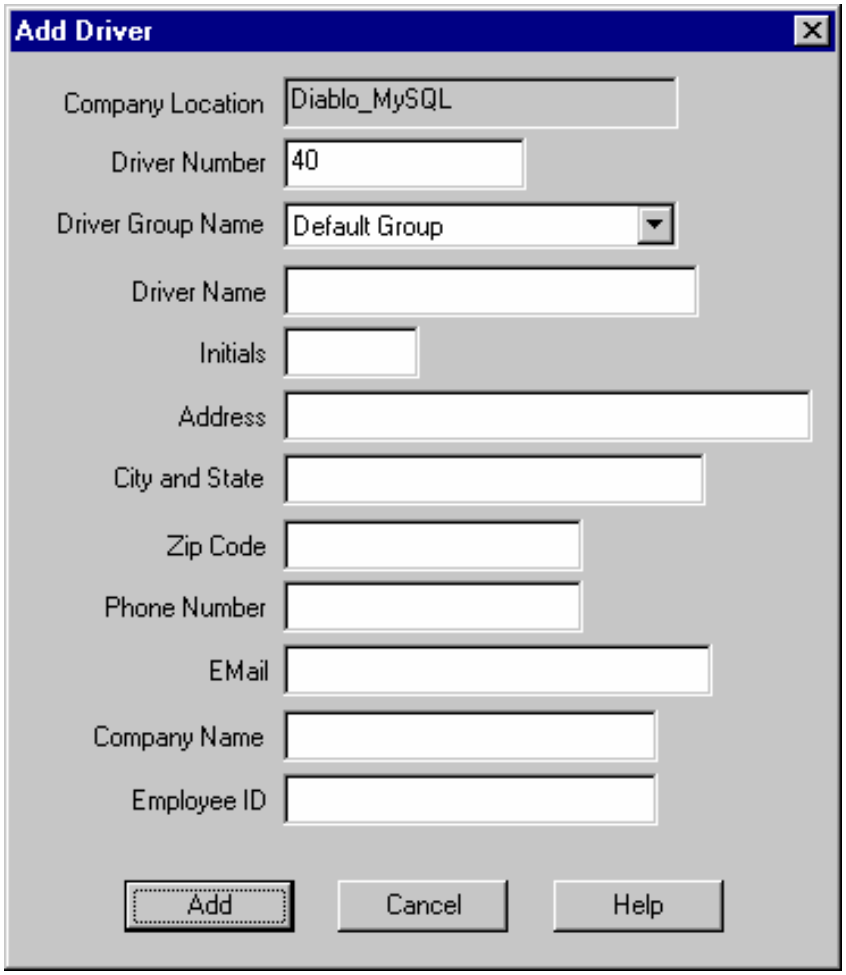
1. Select the Drivers command in the Database menu. The Drivers browse window is displayed.
2. Click the Add New button to add a new driver to the database.
3. Highlight a record in the browse window and click Edit, or double-click a record to edit the record.
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

Add Driver

Use the Add New command in the Drivers browser to add a new driver to the database.

To add a new driver:

1. Select the Drivers command in the Database menu. The Drivers browse window is displayed.
2. Click the Add New button to add a new driver. The Add Driver dialog box is displayed.



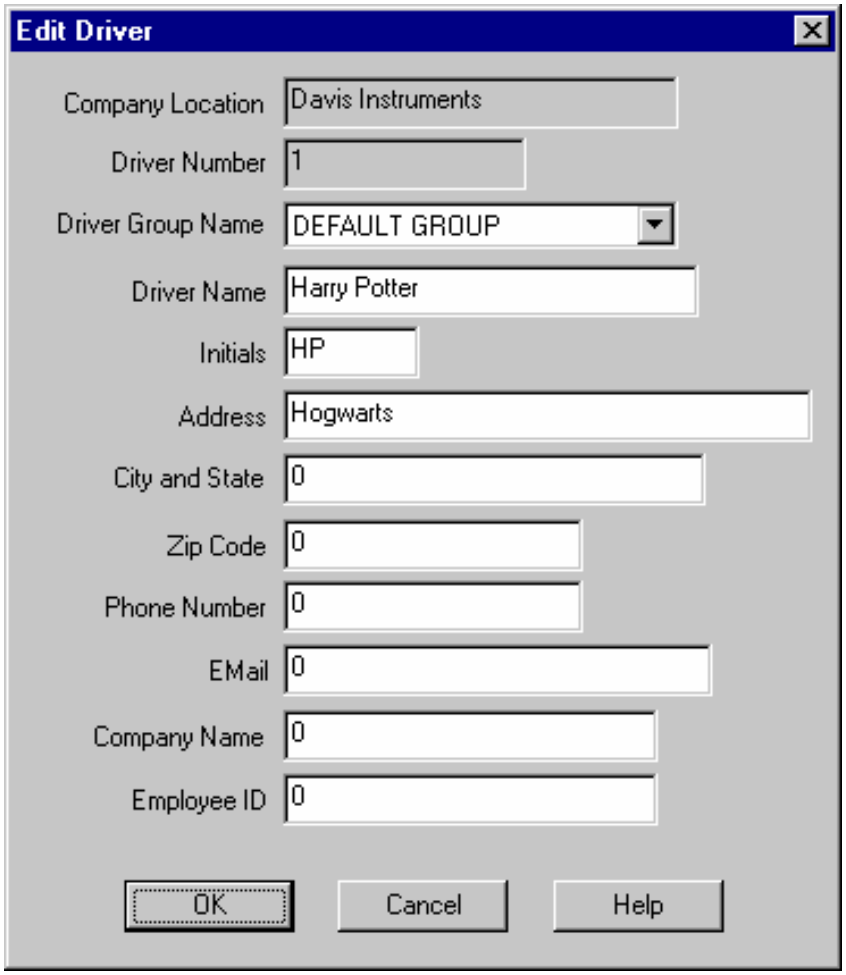
3. Enter the new record information.
4. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Driver

Use the Edit command in the Drivers browse window to edit a driver record.

To edit a driver record:

1. Select the Drivers command in the Database menu. The Drivers browse window is displayed.
2. Click on a record to select it. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit Driver dialog box is displayed.



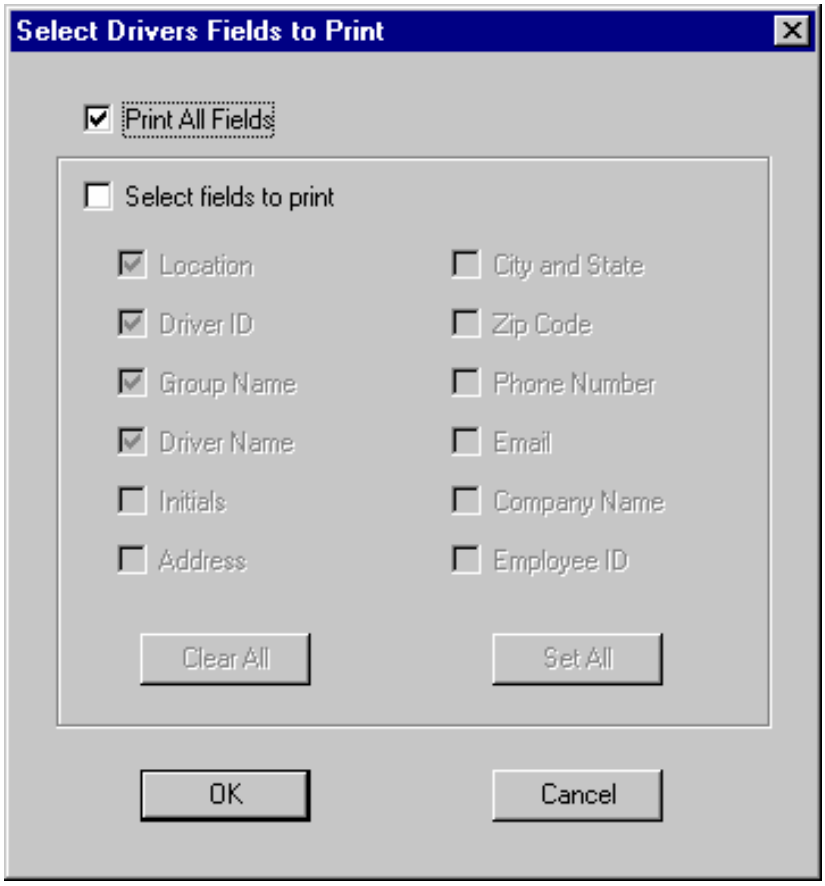
4. Edit the record as desired.
5. Click OK to save the changes or click Cancel to exit without saving.

Print Drivers

Use the Print command in the Drivers browse window to print driver records.

To print driver records:

1. Select the Drivers command in the Database menu. The Drivers browse window is displayed.
2. Click the Print button. The Select Drivers Fields to Print dialog box is displayed.



3. To print all fields in the records, leave the Print All Fields box checked.
4. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
5. You can click Clear All to de-select all fields, or click Set All to select all fields.
6. Click OK to print or click Cancel to exit without printing.

Fleets

Use the Fleets command in the Database menu to view or edit fleet data.

To view or edit fleet data:

1. Select the Fleets command in the Database menu. The Fleets browse window is displayed.
2. Click the Add New button to add a new fleet to the database.
3. Highlight a record in the browse window and click Edit, or double-click a record to edit the record.
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

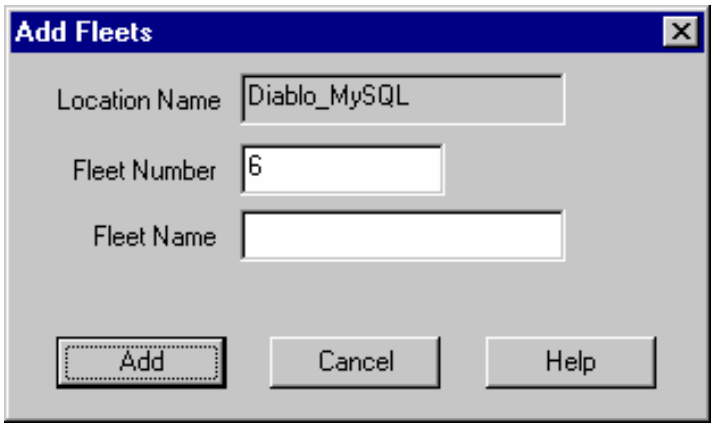
Add Fleets

Use the Add New command in the Fleets browser to add a new fleet to the database.

To add a new fleet:

1. Select the Fleets command in the Database menu. The Fleets browse window is displayed.

2. Click the Add New button to add a new fleet. The Add Fleets dialog box is displayed.



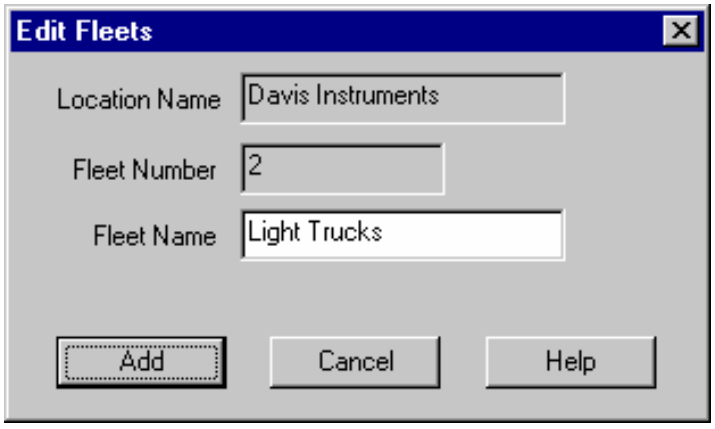
3. Enter the new record information.
4. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Fleets

Use the Edit command in the Fleets browse window to edit a fleet record.

To edit a fleet record:

1. Select the Fleets command in the Database menu. The Fleets browse window is displayed.
2. Click on a record to select it. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit Fleets dialog box is displayed.



4. Edit the Fleet Name as desired.
5. Click OK to save the changes or click Cancel to exit without saving.

Vehicles

Use the Vehicles command in the Database menu to view or edit vehicle data.

To view or edit vehicle data:

1. Select the Vehicles command in the Database menu. The Vehicles browse window is displayed.
2. Click the Add New button to add a new vehicle to the database.
3. Highlight a record in the browse window and click Edit, or double-click a record to edit the record.

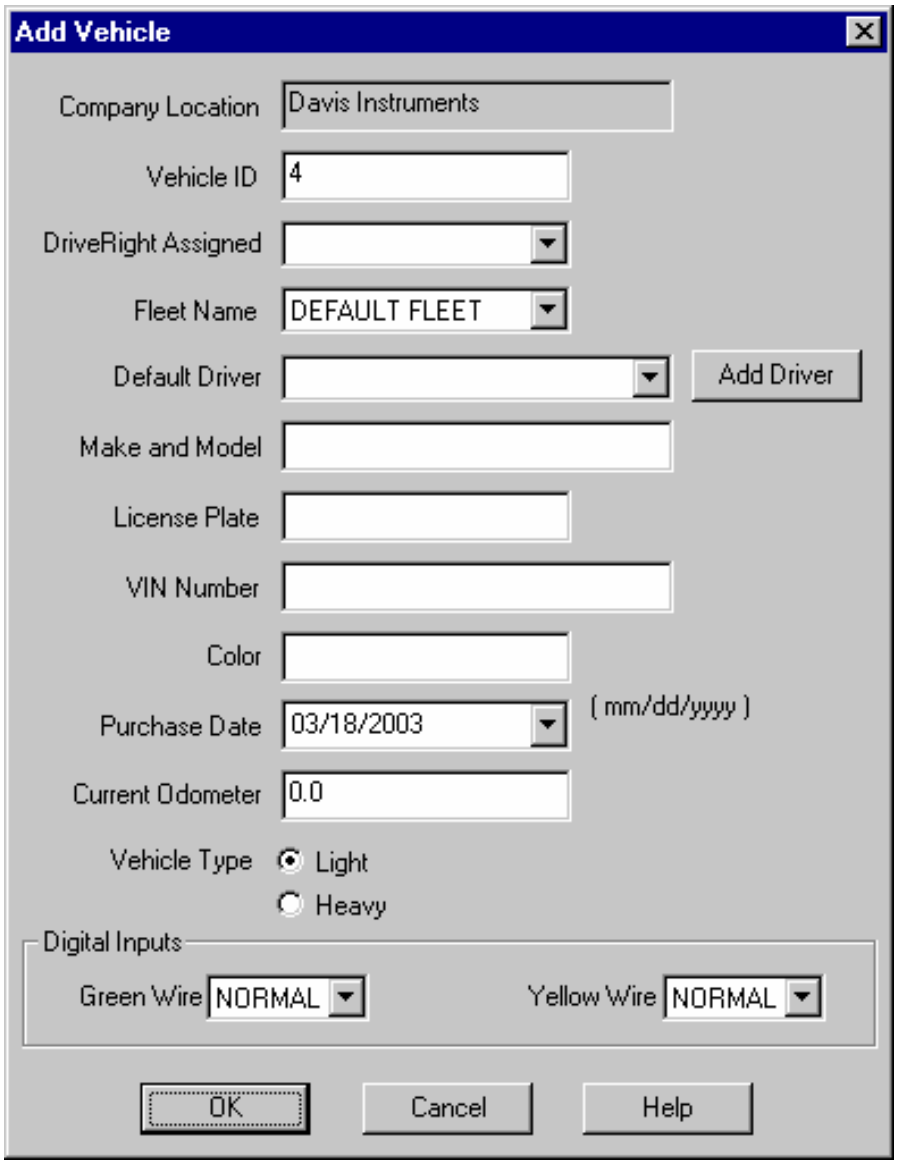
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

Add Vehicle

Use the Add New command in the Vehicle browser to add a new vehicle to the database.

To add a new vehicle:

1. Select the Vehicle command in the Database menu. The Vehicle browse window is displayed.
2. Click the Add New button to add a new vehicle. The Add Vehicles dialog box is displayed.



3. Enter the new vehicle information.

   Note: You do not need to assign the vehicle to a DriveRight console at this point. You will assign the vehicle in the Add New DriveRight Wizard.

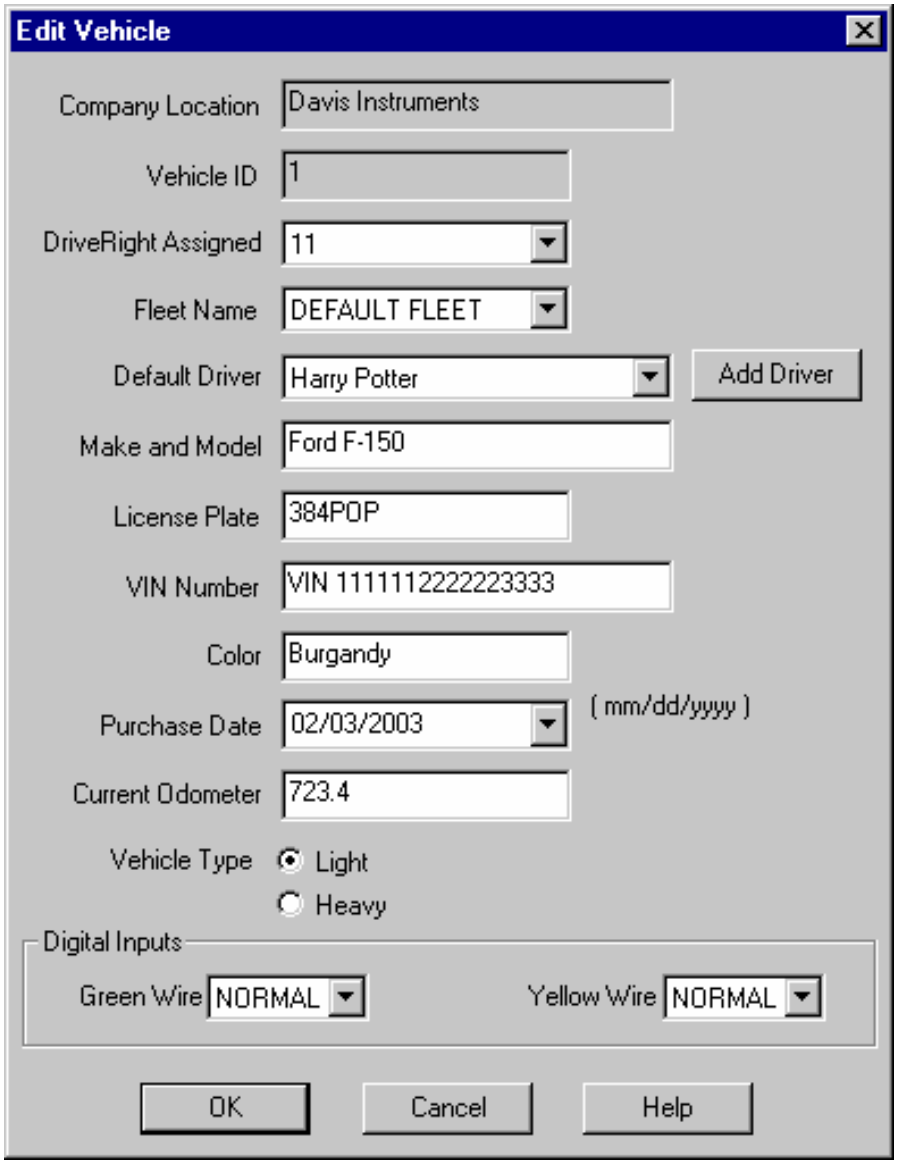
4. Click OK to save the record or click Cancel to exit without saving.

Edit Vehicle

Use the Edit command in the Vehicles browse window to edit a vehicle record.

To edit a vehicle record:

1. Select the Vehicles command in the Database menu. The Vehicles browse window is displayed.
2. Click on a record to select it for editing. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit Vehicle dialog box is displayed.



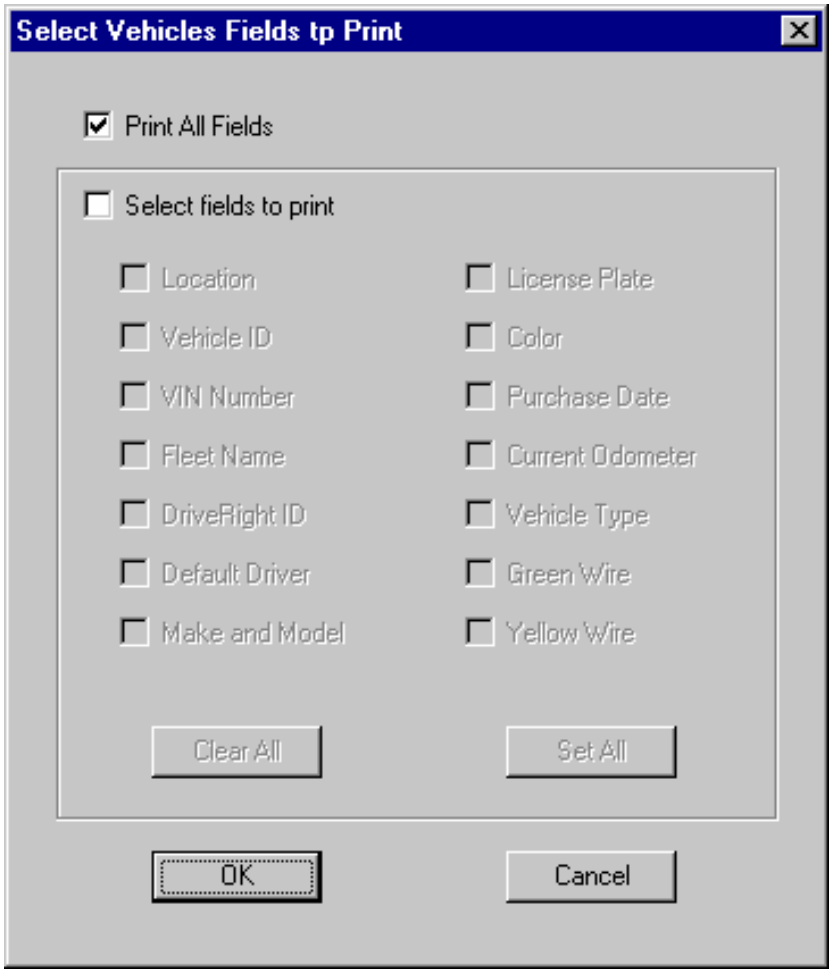
4. Edit the record as desired.
5. If you are changing the Default Driver to a new driver, you can click the Add Driver button to add a new driver the to database.
6. Click OK to save the changes or click Cancel to exit without saving.

Print Vehicles

Use the Print command in the Vehicles browse window to print vehicle records.

To print vehicle records:

1. Select the Vehicles command in the Database menu. The Vehicles browse window is displayed.
2. Click the Print button. The Select Vehicles Fields to Print dialog box is displayed.



3. To print all fields in the records, leave the Print All Fields box checked.
4. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
5. You can click Clear All to de-select all fields, or click Set All to select all fields.
6. Click OK to print or click Cancel to exit without printing.

Trips

Use the Trips command in the Database menu to view or edit trip data.

To view or edit trip data:

1. Select the Trips command in the Database menu. The Filter For Trips dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Trips browse window or click Cancel to exit the dialog box without opening the browse window.
4. Click Add New to create a new record.

5. Click Set Filter to change the filter for the displayed records.
6. Highlight a specific record and click Edit to view or edit that record in the Update window.
7. Highlight a specific record and click Delete to delete the record.
8. Click Close to exit the browse window.
9. Click Print to print the browse window.
10. Click Export GPS to export GPS data from the trips displayed in the browse window.

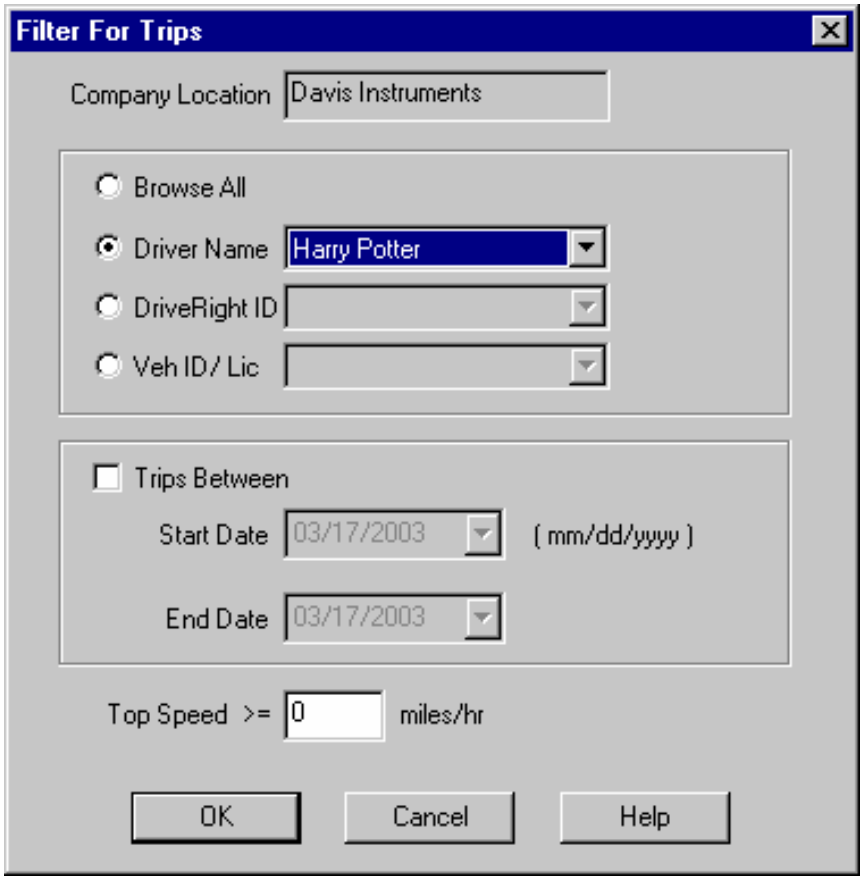
Note: Press Control-D to export GPS data for the entire day of the currently selected record.

Filter for Trips

The Trips filter dialog box is displayed when you select the Trips command in the Database menu or when you select the Set Filter command when you are exporting data. The trips filter allows you to select trip data based on the options you choose in the filter dialog box.

To filter trip data:

1. Select the Trips command in the Database menu. The Filter For Trips dialog box is displayed.



2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Click Veh ID/Lic and select an ID from the drop-down list to select the records for a specific vehicle.
6. Check Trips Between and select a Start Date and End Date to select records for a specific time period.
7. To select records with a high speed over a specified speed, enter a speed in the High Speed >= text box.

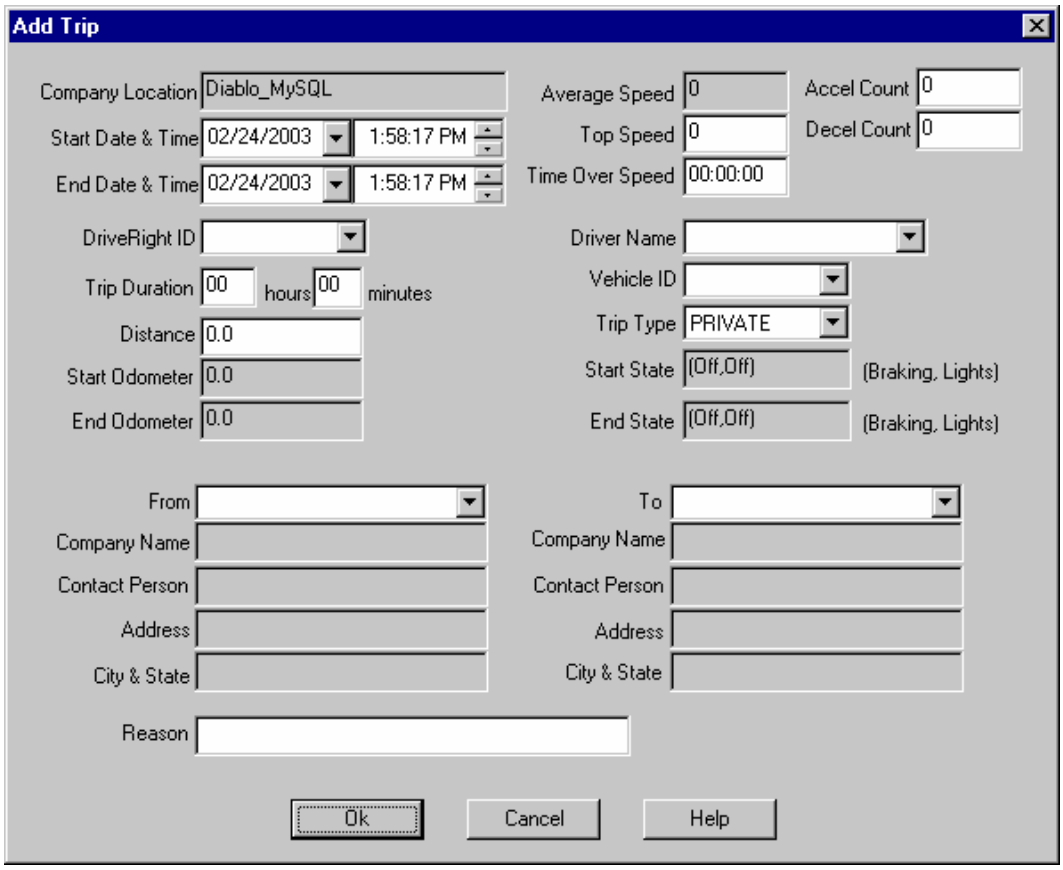
8. Click OK to set the filter or click Cancel to exit the dialog box.

Add Trip

Use the Add New command in the Trips browser to add a new trip to the database.

To add a new trip:

1. Select the Trips command in the Database menu. The Filter for Trips browser is displayed.
2. After selecting your filter options, click OK to display the Trips browser.
3. Click the Add New button to add a new trip. The Add Trips dialog box is displayed.



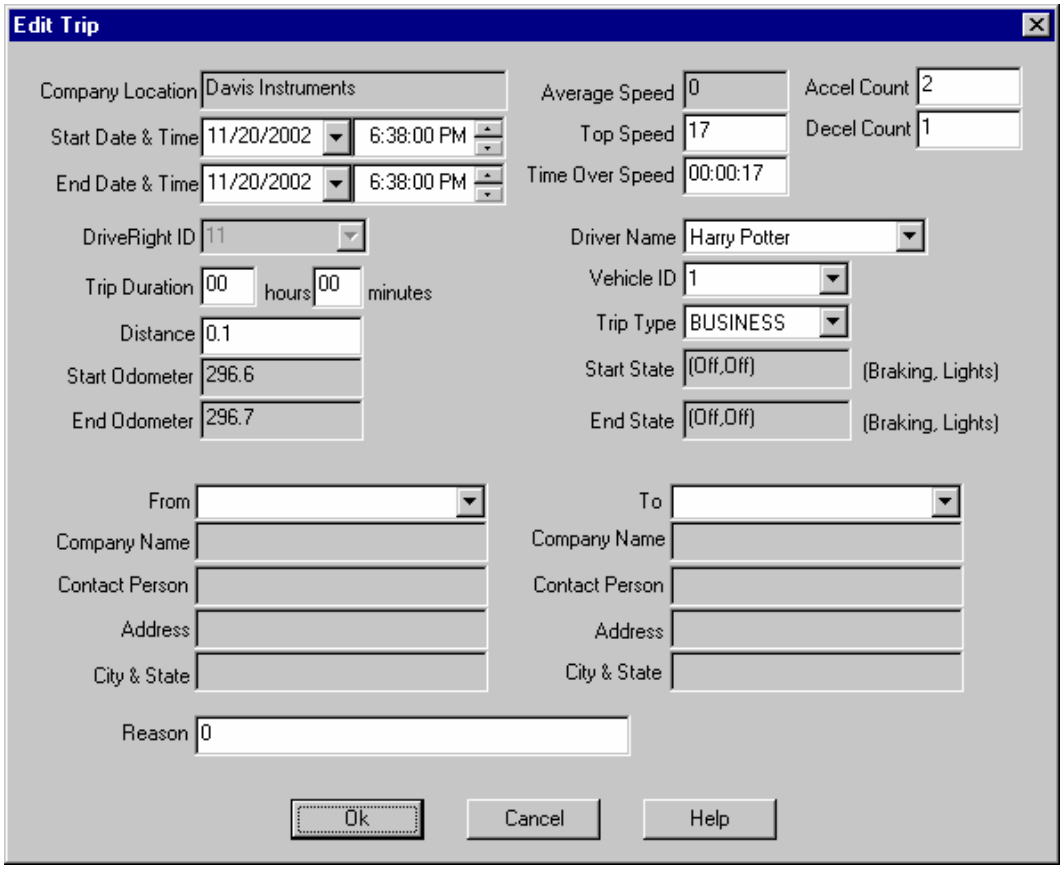
4. Enter the new record information.
5. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Trip

Use the Edit command in the Trips browse window to edit a trip record.

To edit a trip record:

1. Select the Trips command in the Database menu. The Filter for Trips dialog box is displayed.
2. After selecting your filter options, click OK to display the Trips browse window.
3. Click on a record to select it for editing. The record is highlighted.
4. Click the Edit button to edit the selected record. The Edit Trip dialog box is displayed.



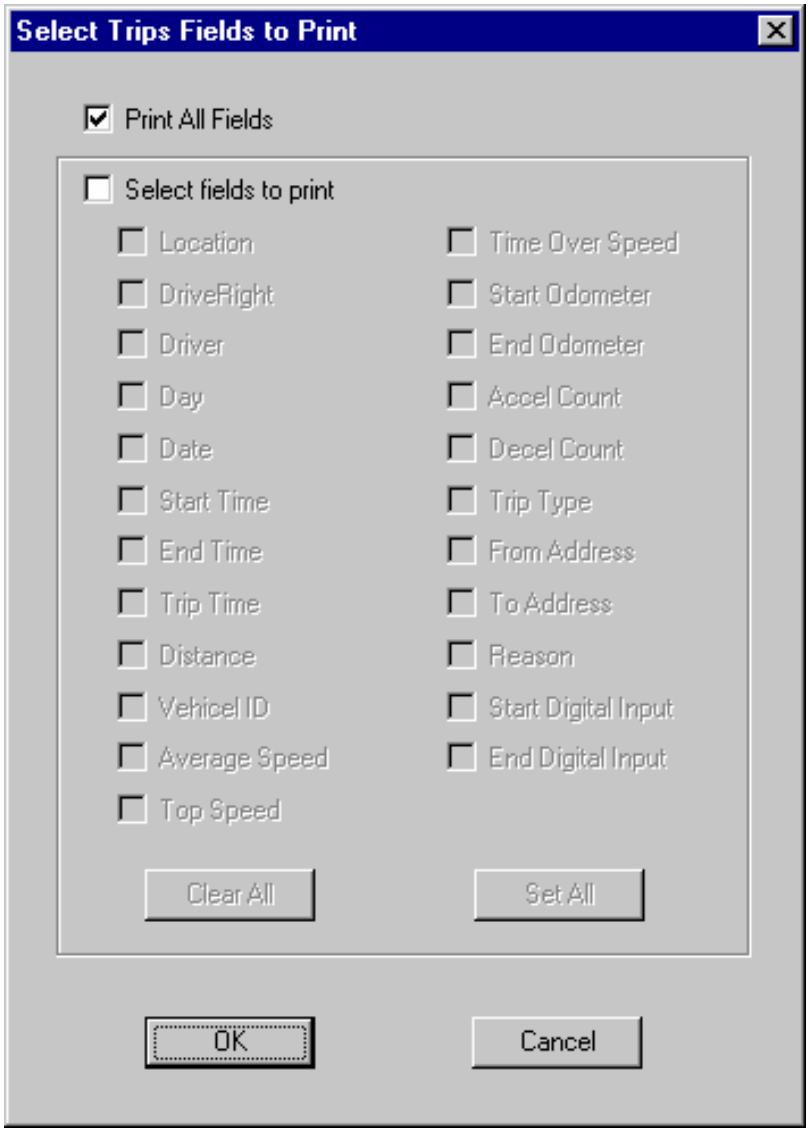
5. Edit the record information as desired
6. Click OK to save the record or click Cancel to exit without saving.

Print Trip Records

Use the Print command in the Trips browse window to print trip records.

To print trip records:

1. Select the Trips command in the Database menu. The Filter for Trips browse window is displayed.
2. After selecting your filter options, click OK to display the Trips browse window.
3. Click the Print button. The Select Trips Fields to Print dialog box is displayed.



4. To print all fields in the records, leave the Print All Fields box checked.
5. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
6. You can click Clear All to de-select all fields, or click Set All to select all fields.
7. Click OK to print or click Cancel to exit without printing.

Accident Logs

Use the Accident Logs command in the Database menu to open the Accident Logs browse window.

To open the Accident Logs browse window:

1. Select the Accident Logs command in the Database menu. The Filter For Accident Logs dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Accident Log browse window or click Cancel to exit the dialog box without opening the browse window.
4. Click Set Filter to change the filter for the displayed accident logs.
5. Highlight a specific accident record and click Edit to view that record in the Update Accident Log window.

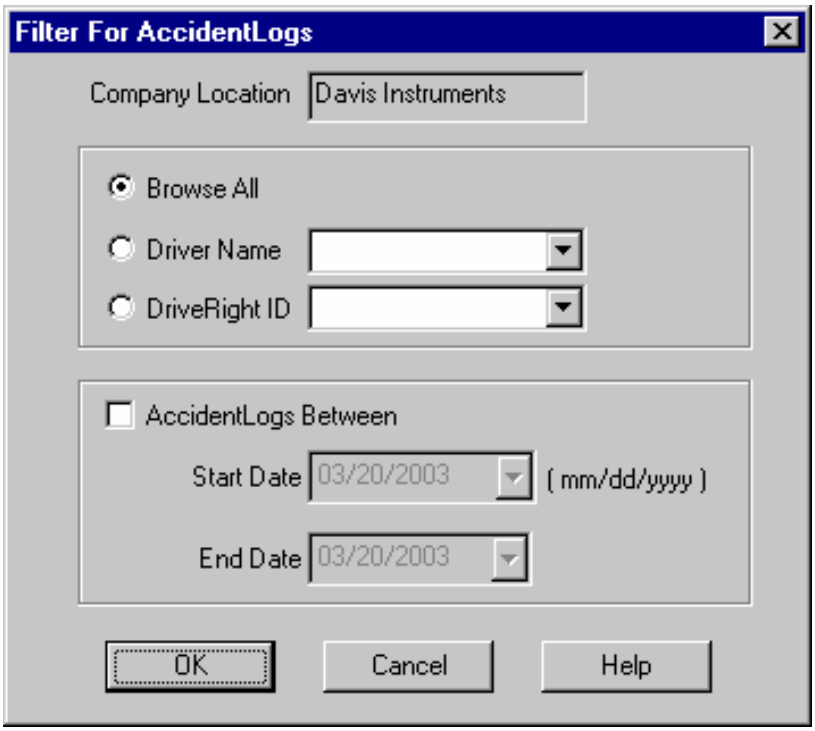
6. Highlight a specific accident record and click Delete to delete a specific accident log record.
7. Click Close to exit the browse window.
8. Click Print to print the browse window.

Filter for Accident Logs

The Filter For Accident Logs dialog box is displayed when you select the Accident Logs command in the Database menu or when you select the Set Filter command when you are exporting data. The accident log filter allows you to select data based on the options you choose in the filter dialog box.

To filter accident log data:

1. Select the Accident Logs command in the Database menu. The Filter For Accident Logs dialog box is displayed.



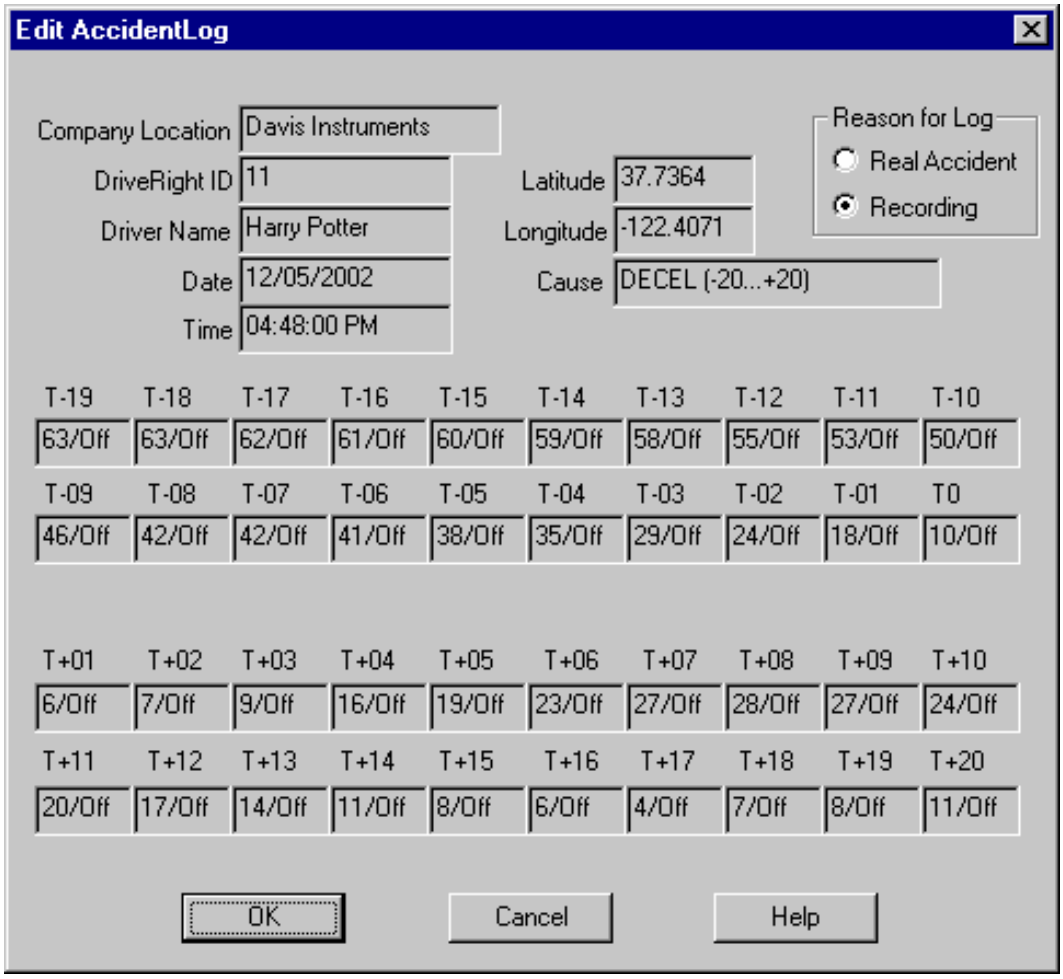
2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Check Accident Logs Between and select a Start Date and End Date to select records for a specific time period.
6. Click OK to set the filter or click Cancel to exit the dialog box.

Edit Accident Log

Use the Edit command in the Accident Log browse window to edit an accident log record.

To edit an accident log record:

1. Select the Accident Logs command in the Database menu. The Filter for Accident Logs dialog box is displayed.
2. After selecting your filter options, click OK to display the Accident Logs browse window.
3. Click on a record to select it. The selected record is highlighted.
4. Click the Edit button to edit the selected record. The Edit Accident Log dialog box is displayed.



5. Enter the Reason for Log if desired. No other part of the accident log record can be edited.
6. Click OK to save the changes or click Cancel to exit without saving.

Tamper Logs

Use the Tamper Logs command in the Database menu to view tamper log data.

To view the Tamper Log data:

1. Select the Tamper Logs command in the Database menu. The Filter For Tamper Logs dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Tamper Logs browser window or click Cancel to exit the dialog box without opening the browser window.
4. Click Set Filter to change the filter for the displayed records.
5. Highlight a specific record and click Edit to view that record in the Update window.

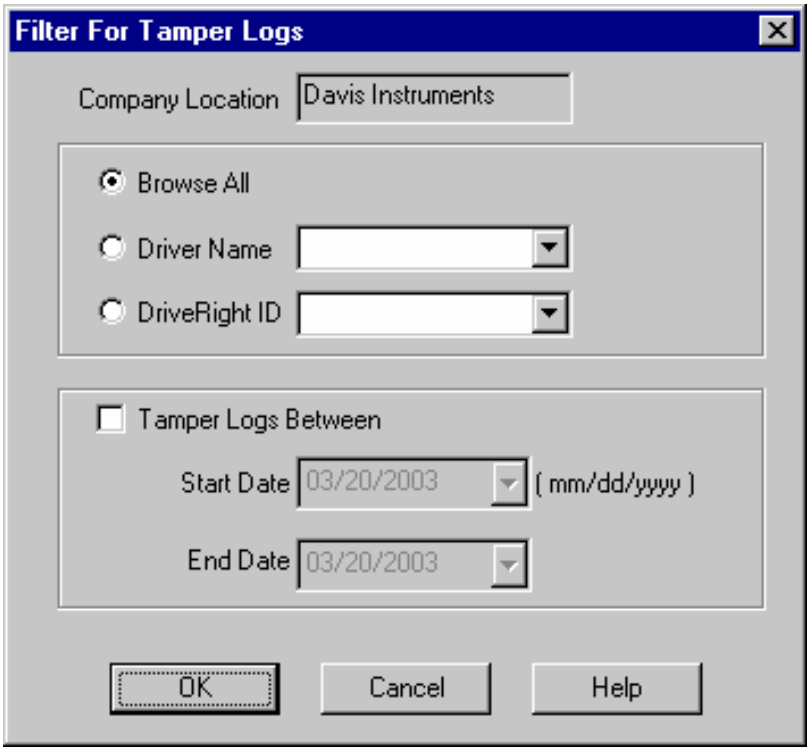
   Note: You cannot edit tamper log data.
6. Highlight a specific record and click Delete to delete that record.
7. Click Close to exit the browser window.
8. Click Print to print the browser window.

Filter for Tamper Logs

The Tamper Logs filter dialog box is displayed when you select the Tamper Logs command in the Database menu or when you select the Set Filter command when you are exporting data.. The tamper logs filter allows you to select tamper log records based on the options you choose in the filter dialog box.

To filter tamper log data:

1. Select the Tamper Logs command in the Database menu. The Filter For Tamper Logs dialog box is displayed.



2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Check Tamper Logs Between and select a Start Date and End Date to select records from a specific time period.
6. Click OK to set the filter or click Cancel to exit the dialog box without opening the browser window.

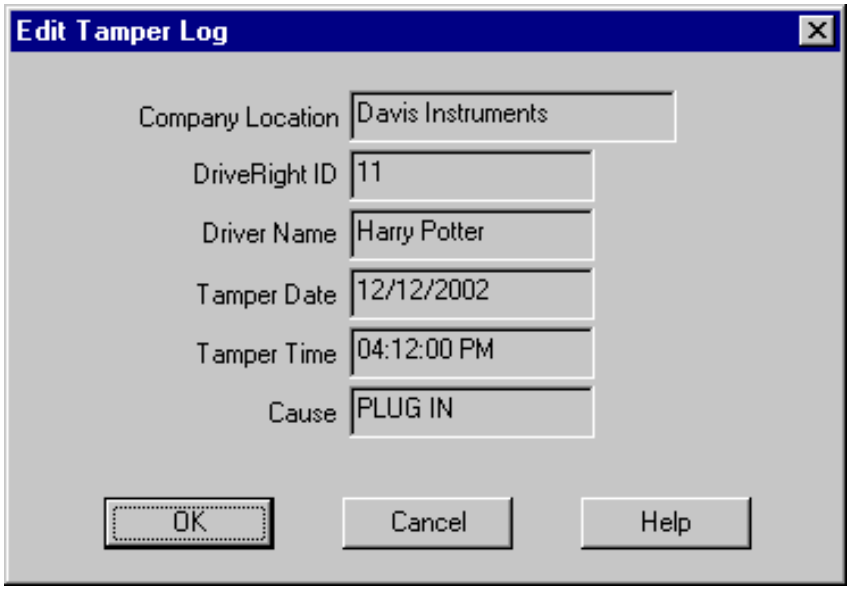
Edit Tamper Log

Use the Edit command in the Tamper Log browse window to view a tamper log record.

Note: Tamper Log records cannot be edited.

To edit a tamper log record:

1. Select the Tamper Logs command in the Database menu. The Filter for Tamper Logs dialog box is displayed.
2. After selecting your filter options, click OK to display the Tamper Logs browse window
3. Click on a record to select it for editing. The selected record is highlighted.
4. Click the Edit button to display the selected record. The Edit Tamper Log dialog box is displayed.



5. Click OK or Cancel to exit.

Trip Addresses

Use the Trip Addresses command in the Database menu to view or edit trip address data.

To view or edit trip address data:

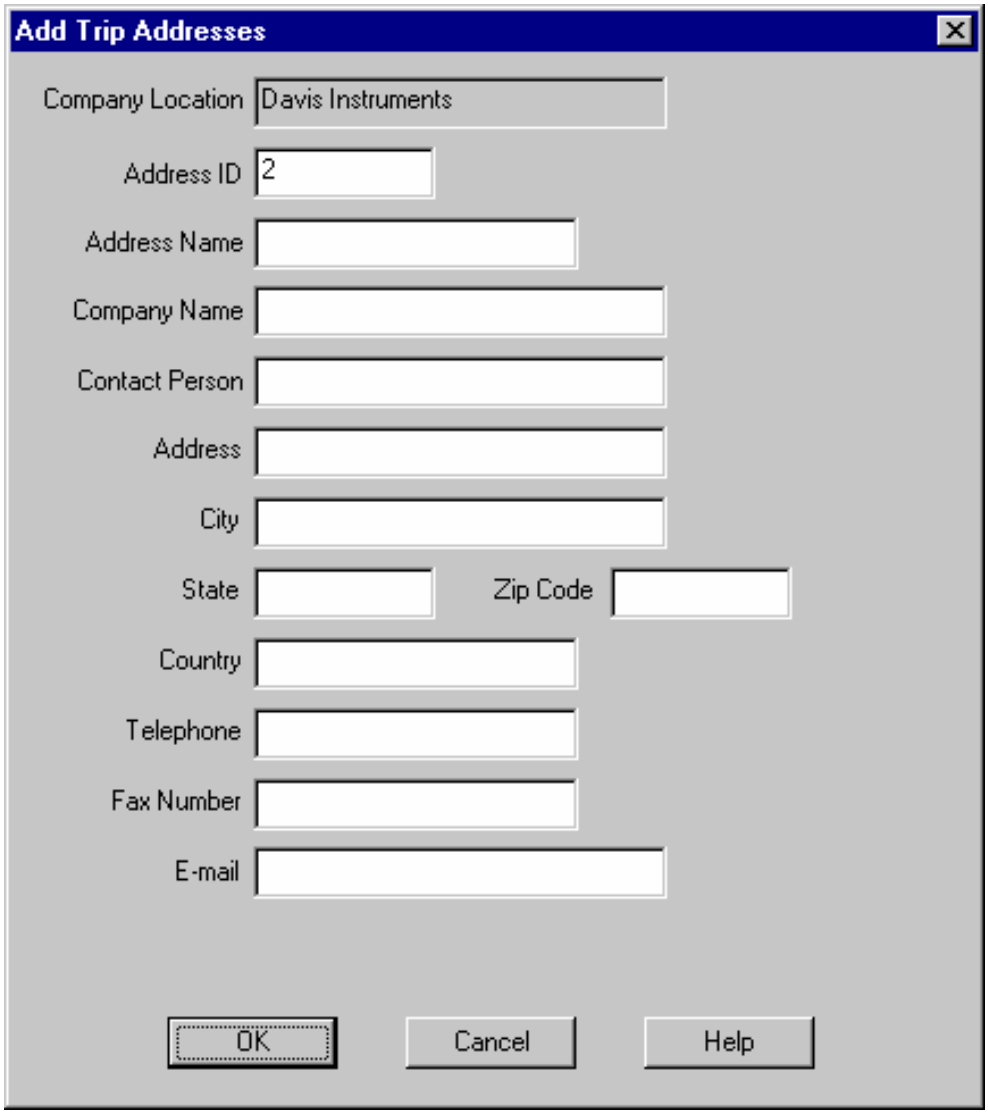
1. Select the Trip Addresses command in the Database menu. The Trip Addresses browse window is displayed.
2. Click the Add New button to add a new trip address to the database.
3. Highlight a record in the browse window and click Edit, or double-click a record to edit the record.
4. Highlight a record in the browse window and click Delete to delete that record.
5. Click Close to exit the browse window.
6. Click Print to print the browse window.

Add Trip Address

Use the Add New command in the Trip Addresses browser to add a new trip address to the database.

To add a new trip address:

1. Select the Trip Addresses command in the Database menu. The Trip Addresses browser is displayed.
2. Click the Add New button to add a new trip address. The Add Trip Addresses dialog box is displayed.



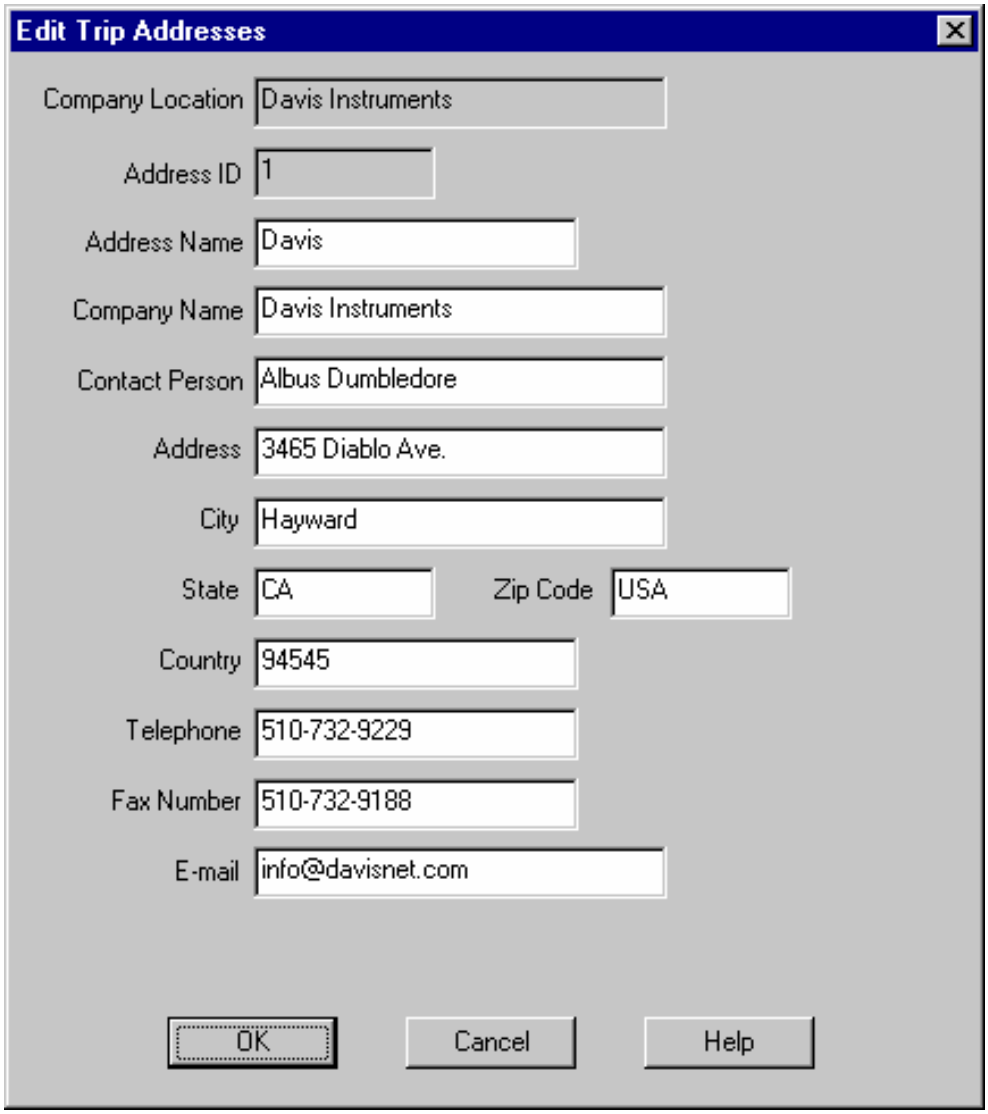
3. Enter the new record information.
4. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Trip Address

Use the Edit command in the Trips browse window to edit a trip address record.

To edit a trip address record:

1. Select the Trip Address command in the Database menu. The Trip Addresses browse window is displayed.
2. Click on a record to select it for editing. The selected record is highlighted.
3. Click the Edit button to edit the selected record. The Edit Trip Addresses dialog box is displayed.



4. Edit the record as desired.
5. Click OK to save the record or click Cancel to exit without saving.

Days

Use the Days command in the Database menu to view or edit day data. Day data summarizes vehicle information by day. As the day data is composed from the trip database in the case of Trip Computer, Trip 500AL or DriveRight 600, you cannot add any data in this dialog. While downloading data from a DriveRight, the day data will be processed and placed into the database.

To view or edit the day data:

1. Select the Days command in the Database menu. The Filter For Days dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Days browse window or click Cancel to exit the dialog box without opening the browse window.
4. Click Set Filter to change the filter for the displayed records.
5. Highlight a specific record and click Edit to view that record in the Update window.
6. Highlight a specific record and click Delete to delete that record.

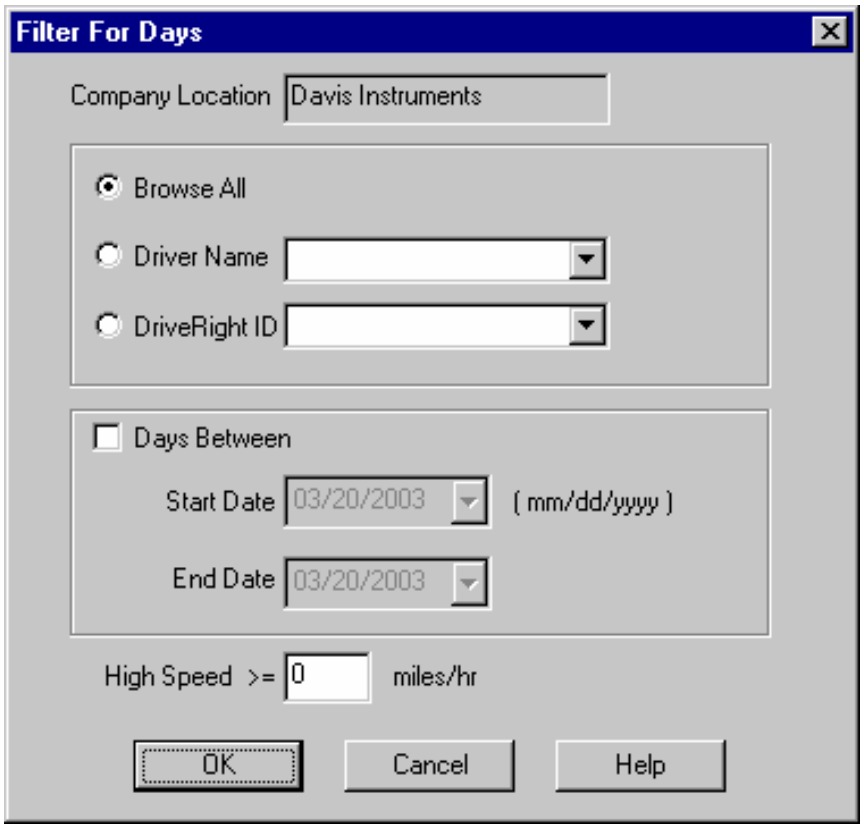
7. Click Close to exit the browse window.
8. Click Print to print the browse window.

Filter for Days

The Filter For Days dialog box is displayed when you select the Days command in the Database menu or when you select the Set Filter command when you are exporting data. The days filter allows you to select data based on the options you choose in the filter dialog box.

To filter days data:

1. Select the Days command in the Database menu. The Filter For Days dialog box is displayed.



2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Check Days Between and select a Start Date and End Date to select records for a specific time period.
6. To select records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
7. Click OK to set the filter or click Cancel to exit the dialog box.

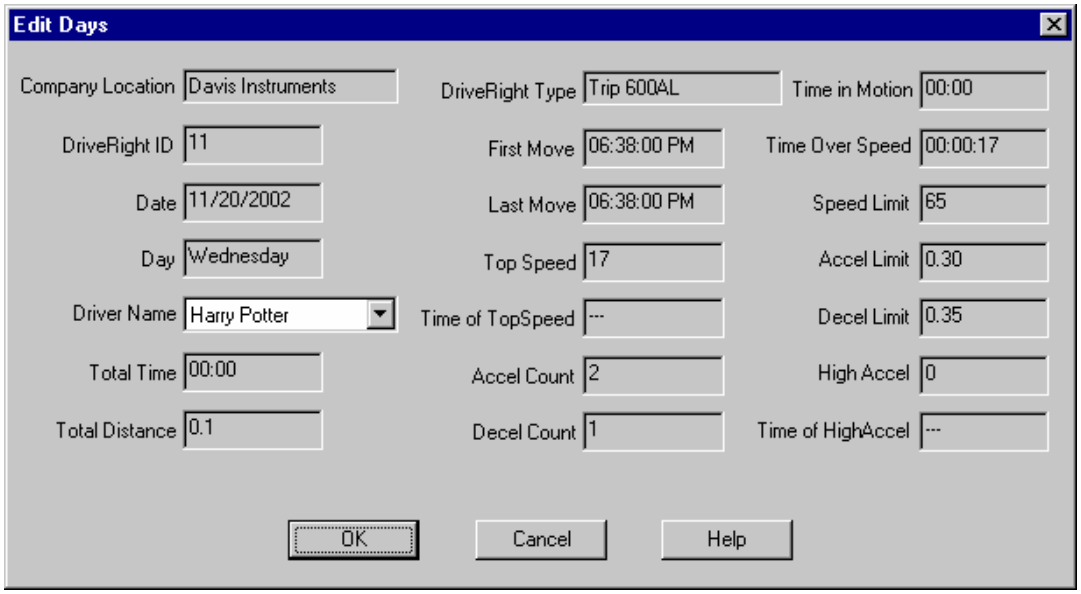
Edit Days

Use the Edit command in the Days browse window to edit a days record.

To edit a days record:

1. Select the Days command in the Database menu. The Filter for Days dialog box is displayed.

2. After selecting your filter options, click OK to display the Days browse window.
3. Click on a record to select it. The selected record is highlighted.
4. Click the Edit button to edit the selected record. The Edit Days dialog box is displayed.



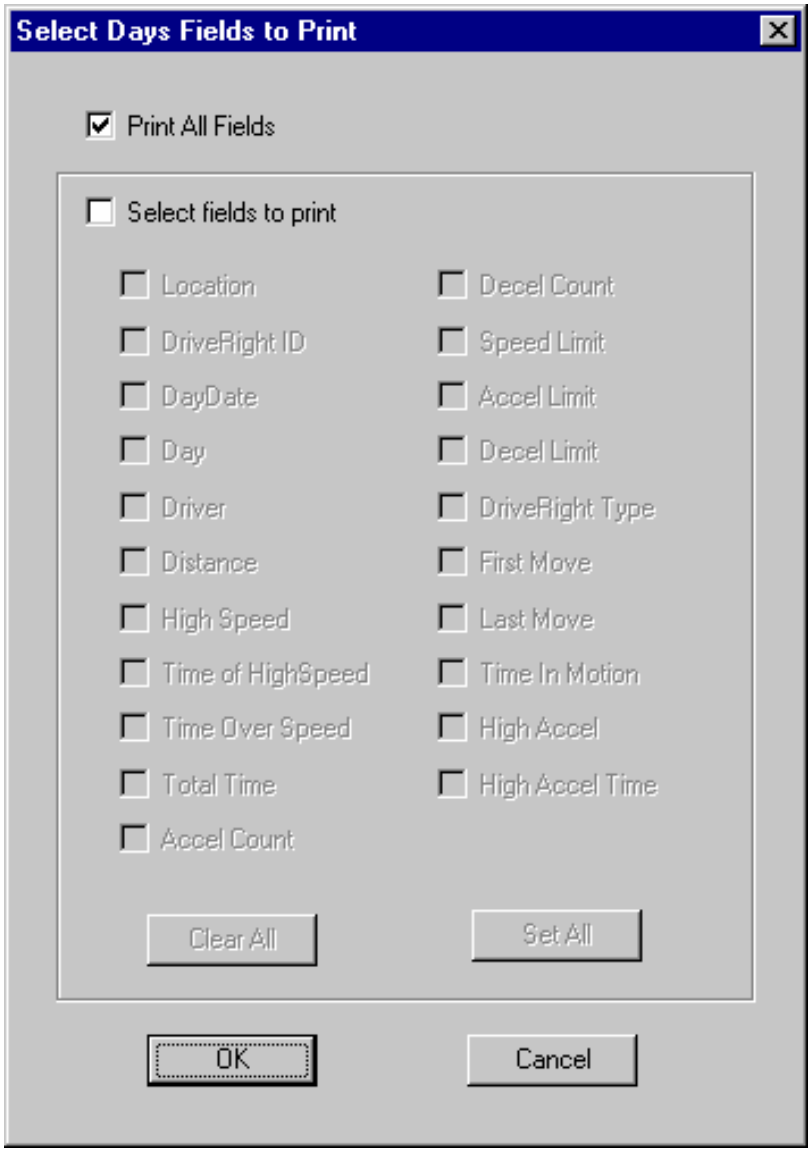
5. Enter the new record information.
6. Click OK to save the changes or click Cancel to exit without saving.

Print Days

Use the Print command in the Days browser to print days records.

To print days records:

1. Select the Days command in the Database menu. The Filter for Days dialog box is displayed.
2. After selecting your filter options, click OK to display the Days browse window.
3. Click the Print button. The Select Days Fields to Print dialog box is displayed.



4. To print all fields in the records, leave the Print All Fields box checked.
5. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
6. You can click Clear All to de-select all fields, or click Set All to select all fields.
7. Click OK to print or click Cancel to exit without printing.

Download Dates

Use the Download Dates command in the Database menu to view or edit the download dates data.

To view or edit the download dates data:

1. Select the Download Dates command in the Database menu. The Filter For Download Dates dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Download Dates browse window or click Cancel to exit the dialog box without opening the browse window.
4. Click Add New to create a new record.

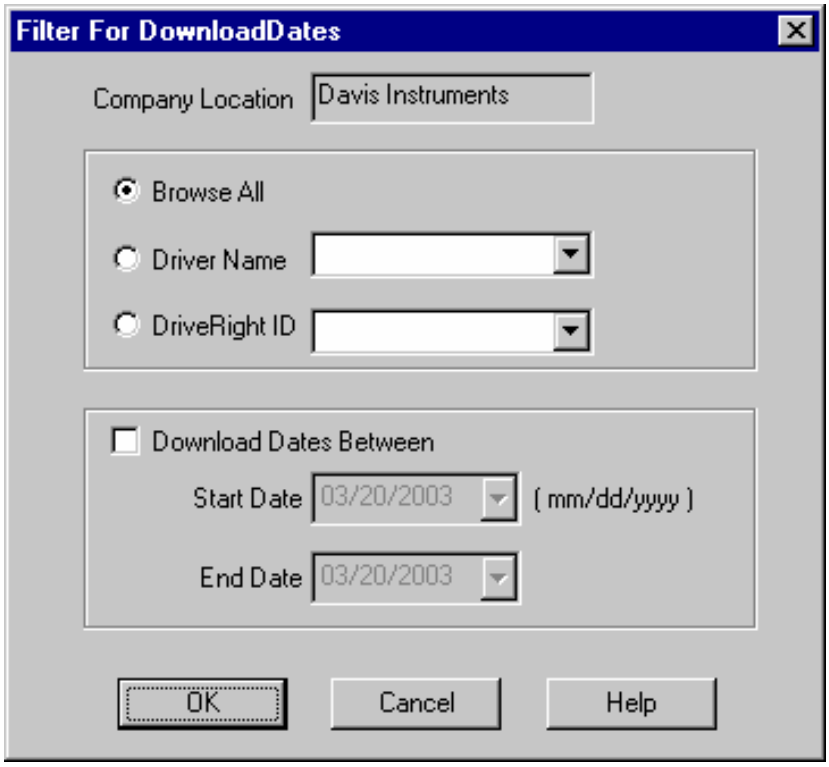
5. Click Set Filter to change the filter for the displayed records.
6. Highlight a specific record and click Edit to view that record in the Update window.
7. Highlight a specific record and click Delete to delete that record.
8. Click Close to exit the browse window.
9. Click Print to print the browse window.

Filter for Download Dates

The Filter For Download Dates dialog box is displayed when you select the Download Dates command in the Database menu or when you select the Set Filter command when you are exporting data. The Download Dates filter allows you to select data based on the options you choose in the filter dialog box.

To filter Download Dates data:

1. Select the Download Dates command in the Database menu. The Filter For Download Dates dialog box is displayed.



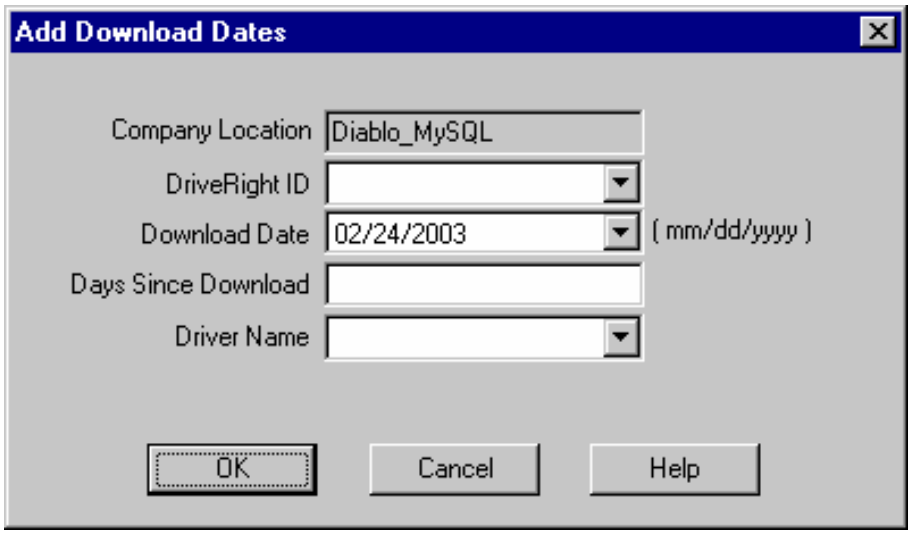
2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Check Download Dates Between and select a Start Date and End Date to select records for a specific time period.
6. Click OK to set the filter or click Cancel to exit the dialog box.

Add Download Dates

Use the Add New command to add a record to the Download Dates database.

To add a new download date:

1. Select the Download Dates command in the Database menu. The Download Dates browse window is displayed.
2. Click the Add New button to add a download date record. The Add Download Dates dialog box is displayed.



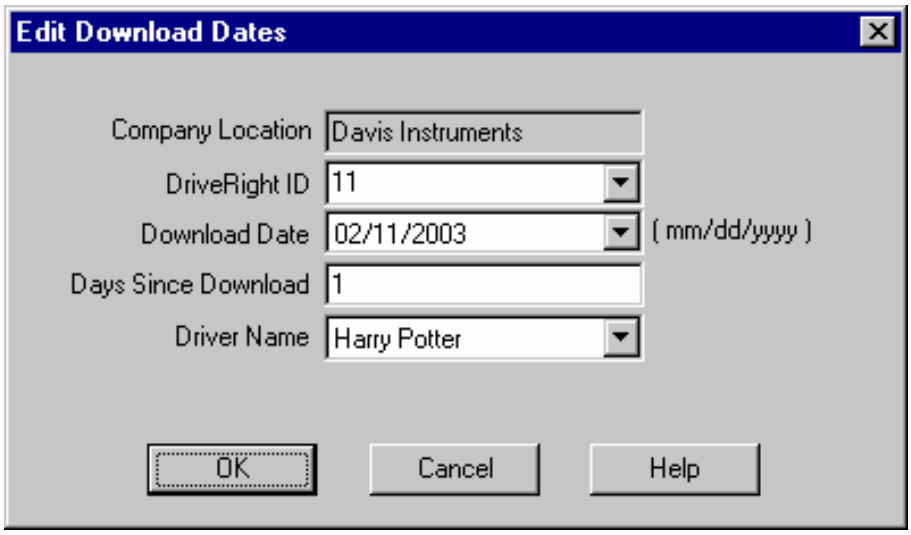
3. Enter the new record information.
4. Click OK to save the new record or click Cancel to exit without adding a new record.

Edit Download Dates

Use the Edit command in the Download Dates browse window to edit a download date record.

To edit a download date record:

1. Select the Download Dates command in the Database menu. The Filter for Download Dates dialog box is displayed.
2. After selecting your filter options, click OK to display the Download Dates browser.
3. Click a record to select it. The selected record is highlighted.
4. Click the Edit button to edit the selected record. The Edit Download Dates dialog box is displayed.



5. Edit the record as desired.

6. Click OK to save the changes or click Cancel to exit without saving.

GPS

Use the GPS command in the Database menu to view or edit GPS data.

To view or edit GPS data:

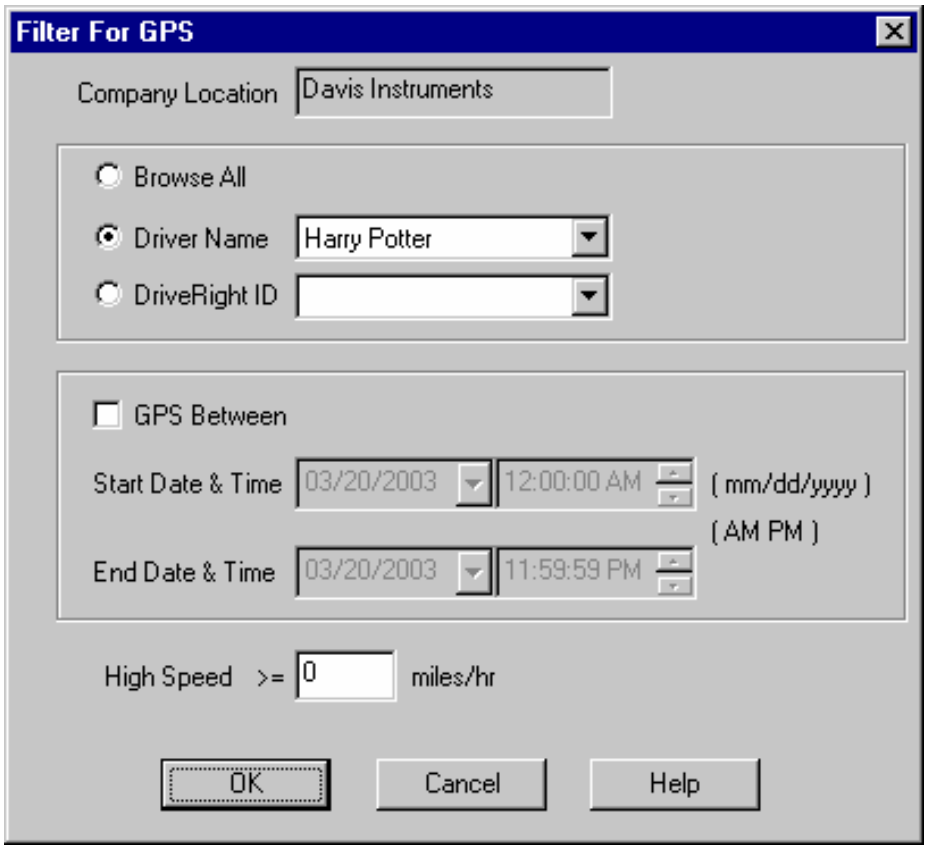
1. Select the GPS command in the Database menu. The Filter For GPS dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the GPS browse window or click Cancel to exit the dialog box.
4. Click Set Filter to change the filter for the displayed records.
5. Highlight a specific record and click Edit to view the selected record.
6. Highlight a specific record and click Delete to delete that record.
7. Click Close to exit the browser window.
8. Click Print to print the browser window.

Filter for GPS

The Filter For GPS dialog box is displayed when you select the GPS command in the Database menu or when you select the Set Filter command when you are exporting data. The GPS filter allows you to select data based on the options you choose in the filter dialog box.

To filter GPS data:

1. Select the GPS command in the Database menu. The Filter For GPS dialog box is displayed.



2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Check GPS Between and select a Start Date and End Date to select records for a specific time period.
6. To select records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
7. Click OK to set the filter or click Cancel to exit the dialog box.

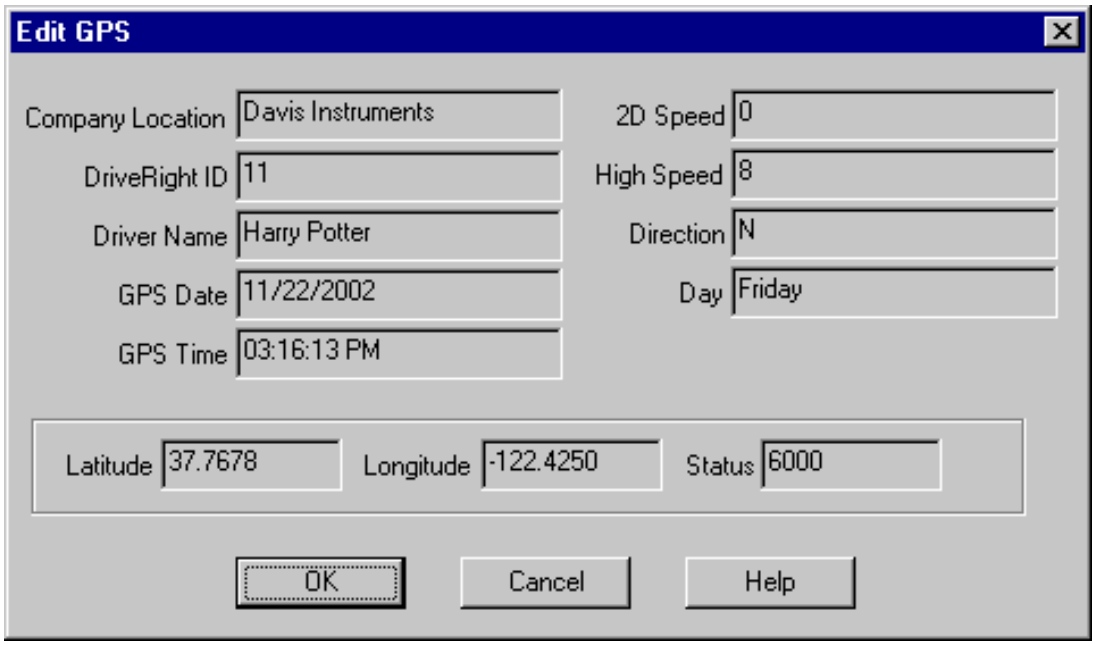
Edit GPS

Use the Edit command in the GPS browse window to view a GPS record.

Note: GPS records cannot be edited.

To view a GPS record:

1. Select the GPS command in the Database menu. The Filter for GPS dialog box is displayed.
2. After selecting your filter options, click OK to display the GPS browser.
3. Click on a record to select it. The selected record is highlighted.
4. Click the Edit button to view the selected record. The Edit GPS dialog box is displayed.



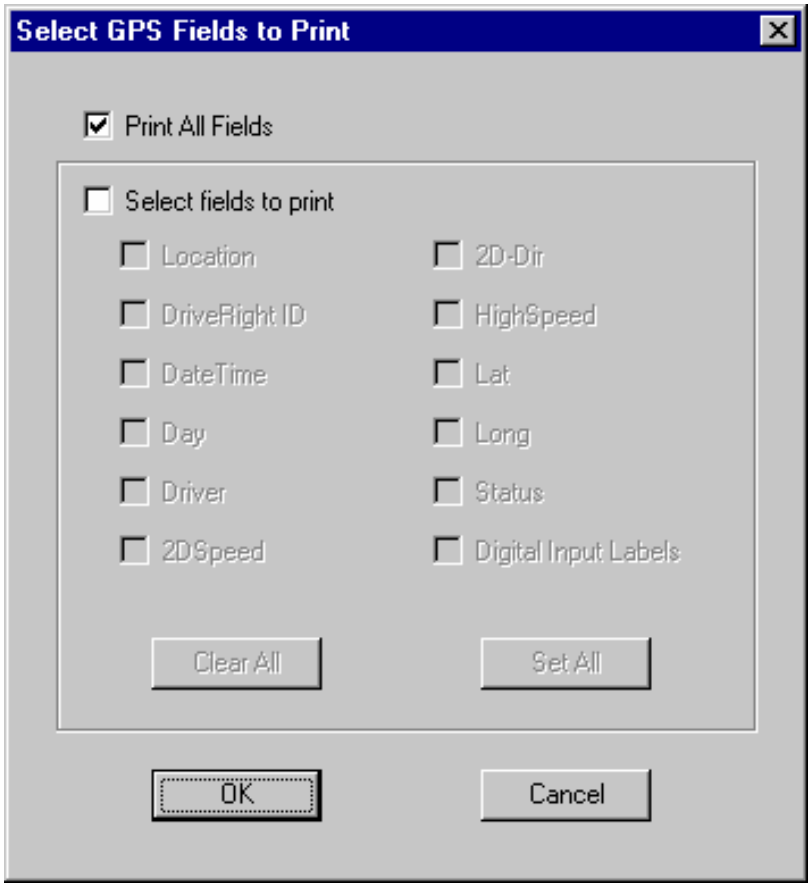
5. Click OK or Cancel to exit.

Print GPS

Use the Print command in the GPS browse window to print GPS records.

To print GPS records:

1. Select the GPS command in the Database menu. The Filter for GPS dialog box is displayed.
2. After selecting your filter options, click OK to display the GPS browse window.
3. Click the Print button. The Select GPS Fields to Print dialog box is displayed.



4. To print all fields in the records, leave the Print All Fields box checked.
5. To print selected fields, check the Select fields to print box, then check each of the fields to be printed.
6. You can click Clear All to de-select all fields, or click Set All to select all fields.
7. Click OK to print or click Cancel to exit without printing.

Odometer Logs

Use the Odometer Logs command in the Database menu to view or edit odometer log data.

To view or edit odometer log data:

1. Select the Odometer Logs command in the Database menu. The Filter For Odometer Logs dialog box is displayed.
2. Select your desired filter options.
3. Click OK to show the Odometer Logs browser window or click Cancel to exit the dialog box without opening the browser window.
4. Click Set Filter to change the filter for the displayed records.
5. Highlight a specific record and click Edit to edit the selected record.
6. Highlight a specific record and click Delete to delete that record.
7. Click Close to exit the browser window.
8. Click Print to print the browser window.

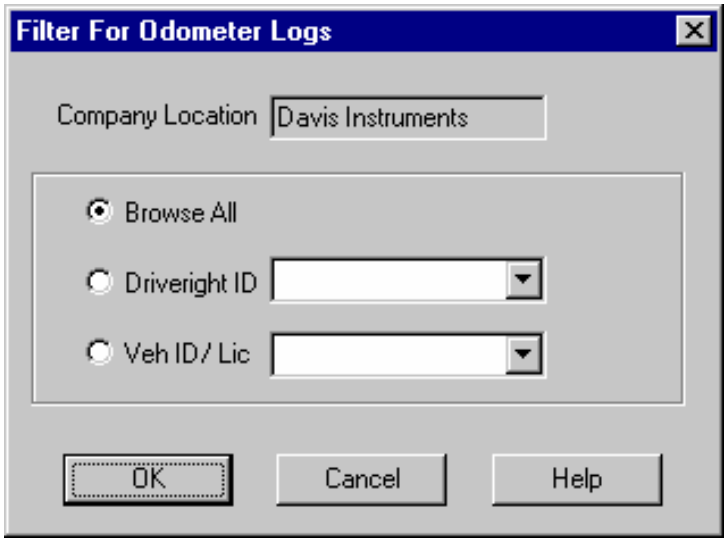
Filter for Odometer Logs

The Filter For Odometer Logs dialog box is displayed when you select the Odometer Logs command in the Database

menu or when you select the Set Filter command when you are exporting data. The odometer logs filter allows you to select data based on the options you choose in the filter dialog box.

To filter odometer log data:

1. Select the Odometer Logs command in the Database menu. The Filter For Odometer Logs dialog box is displayed.



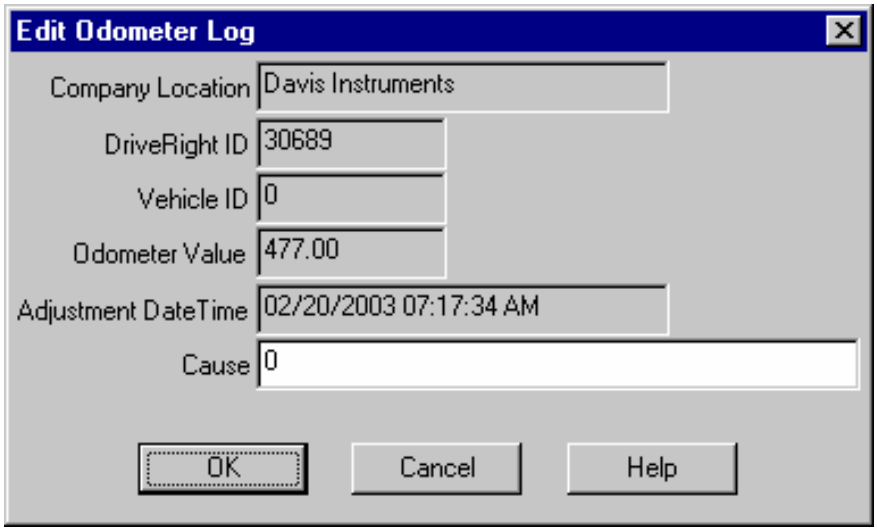
2. Click the Browse All to select all records.
3. Click Driver Name and select a driver from the drop-down list to select the records for a specific driver.
4. Click DriveRight ID and select an ID from the drop-down list to select the records for a specific DriveRight.
5. Click OK to set the filter or click Cancel to exit the dialog box.

Edit Odometer Log

Use the Edit command in the Odometer Logs browse window to edit an odometer log record.

To edit an odometer log record:

1. Select the Odometer Logs command in the Database menu. The Filter for Odometer Logs dialog box is displayed.
2. After selecting your filter options, click OK to display the Odometer Logs browse window.
3. Click on a record to select it for editing. The selected record is highlighted.
4. Click the Edit button to edit the selected record. The Edit Odometer Log dialog box is displayed.



5. Edit the record as desired.
6. Click OK to save the changes or click Cancel to exit without saving.

Maintenance

Use the Maintenance command in the Database menu to delete data from the database. Although there are several opportunities to delete data in other parts of the program, this option is meant to delete large portions of data at once. Use this option carefully.

Note: Before the data is deleted, you will be prompted to confirm the deletion.

To delete data from the database:

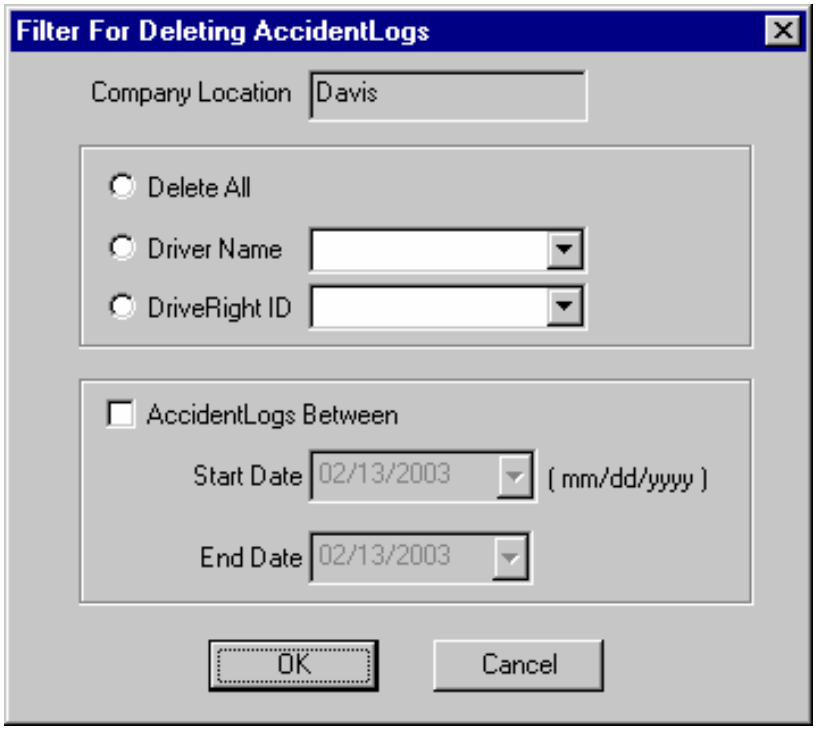
1. Select the Maintenance command in the Database menu.
2. Select the database table to delete records from the drop-down list. A delete filter dialog box appears.
   - Filter For Deleting Trips
   - Filter For Deleting Accident Logs
   - Filter For Deleting Tamper Logs
   - Filter For Deleting Days
   - Filter For Deleting Download Dates
   - Filter For Deleting GPS
   - Filter For Deleting Odometer Logs
3. Enter the filter information for the records to be deleted.
4. Click OK to delete the selected records or click Cancel to exit without deleting records. If you click OK to delete data, you will be prompted to confirm the deletion.
5. To confirm the deletion, click Yes in the message box or click No to cancel and return to the delete filter dialog box.

Filter For Deleting Accident Logs

Use this filter to select Accident Log data to be deleted.

To select Accident Log data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Accident Log in the drop-down menu. The Filter For Deleting Accident Log dialog box is displayed.



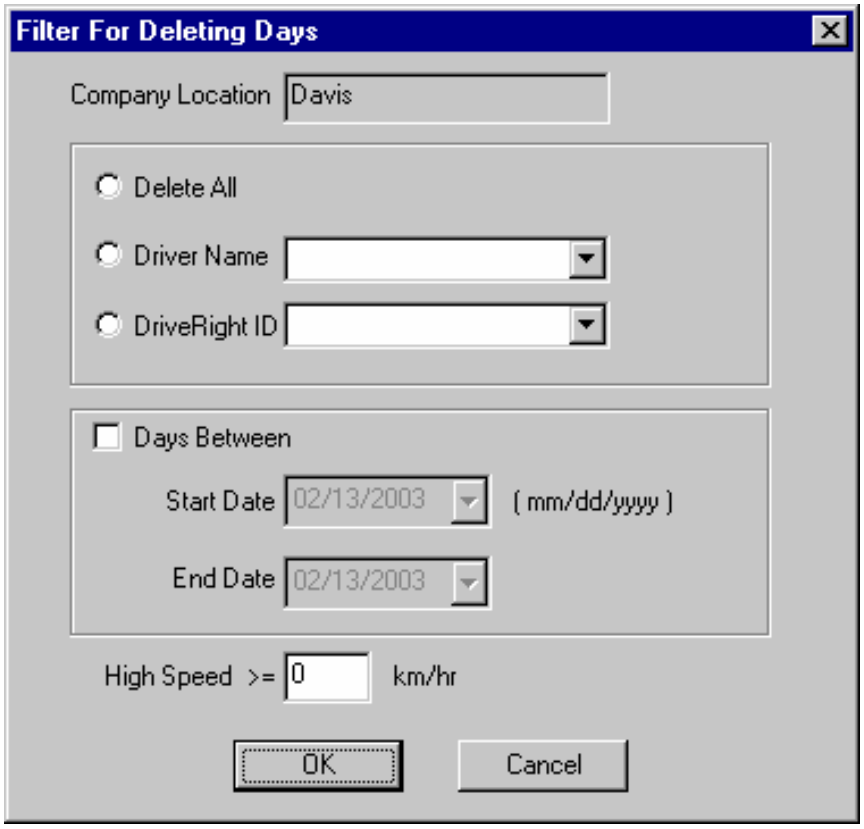
3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Check Accident Logs Between and select a Start Date and End Date to delete records from a specific time period.
7. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting Days

Use this filter to select Days data to be deleted.

To select Days data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Days in the drop-down menu. The Filter For Deleting Days dialog box is displayed.



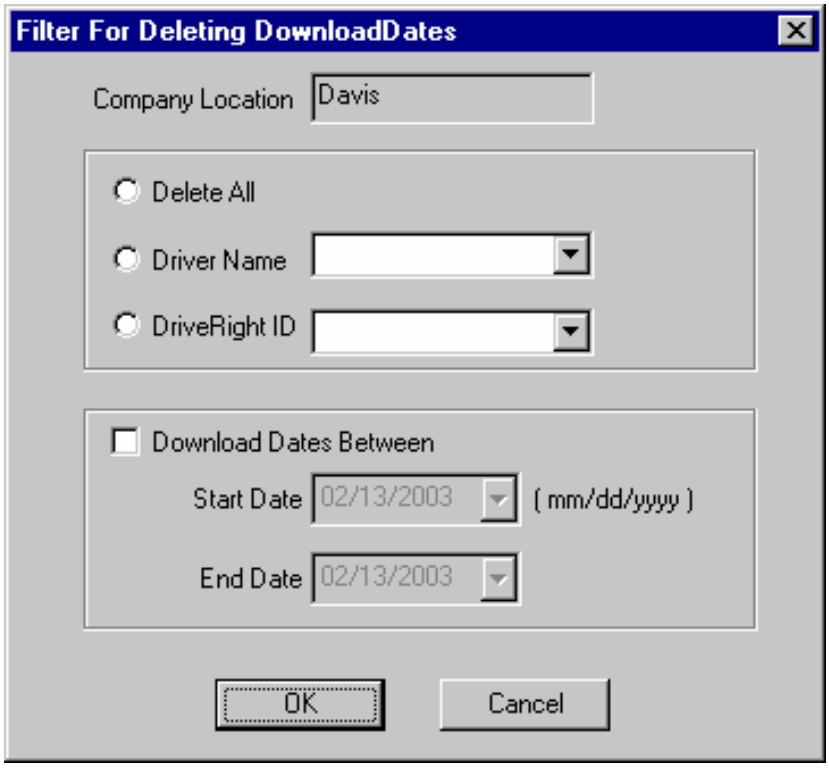
3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Check Days Between and select a Start Date and End Date to delete records from a specific time period.
7. To delete records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
8. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting Download Dates

Use this filter to select Download Dates records for deletion.

To select Download Dates data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Download Dates in the drop-down menu. The Filter For Deleting Download Dates dialog box is displayed.



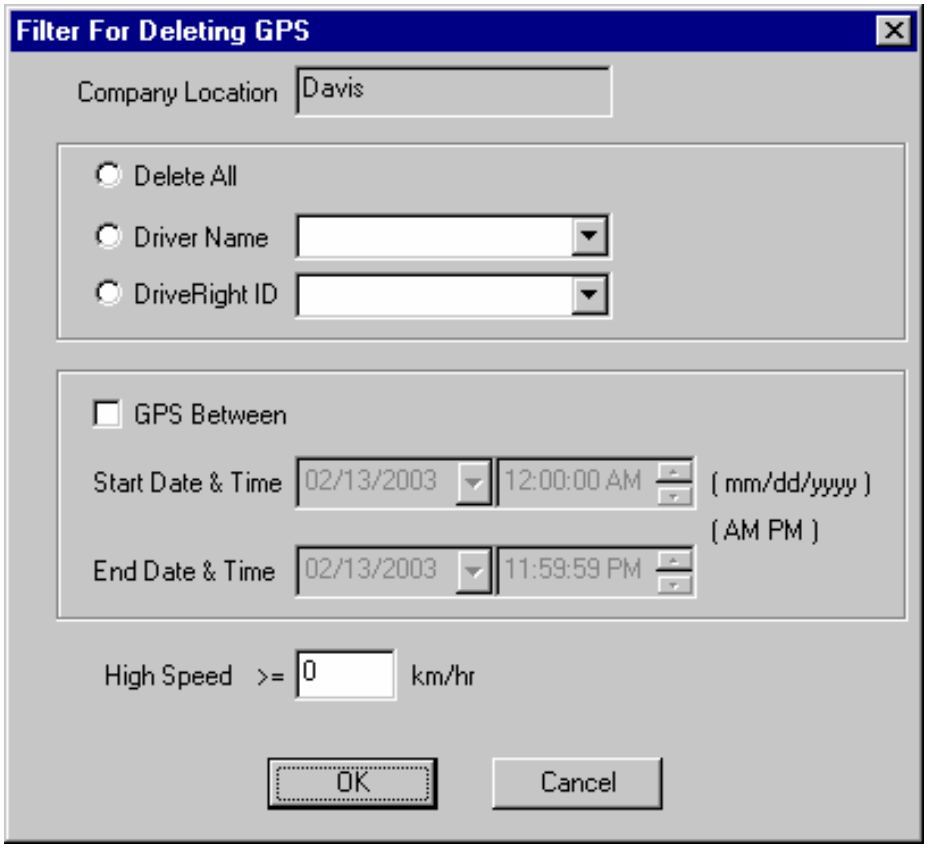
3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Check Download Dates Between and select a Start Date and End Date to delete records for a specific time period.
7. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting GPS

Use this filter to select GPS data to be deleted.

To select GPS data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select GPS in the drop-down menu. The Filter For Deleting GPS dialog box is displayed.



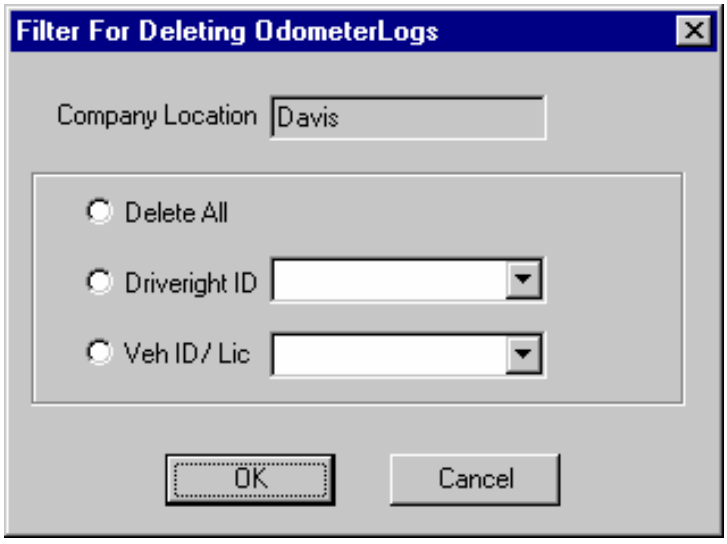
3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Check GPS Between and select a Start Date and End Date to delete records from a specific time period.
7. To delete records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
8. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting Odometer Logs

Use this filter to select Odometer Log data to be deleted.

To select odometer log data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Odometer Logs in the drop-down menu. The Filter For Deleting Odometer Logs dialog box is displayed.



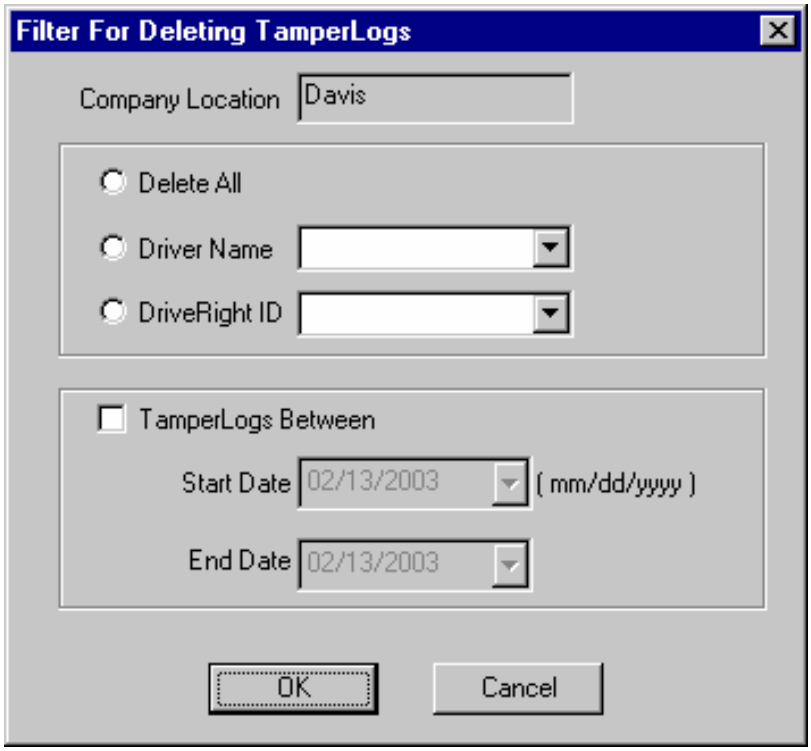
3. Click Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting Tamper Logs

Use this filter to select Tamper Log data to be deleted.

To select tamper log data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Tamper Logs in the drop-down menu. The Filter For Deleting Tamper Logs dialog box is displayed.



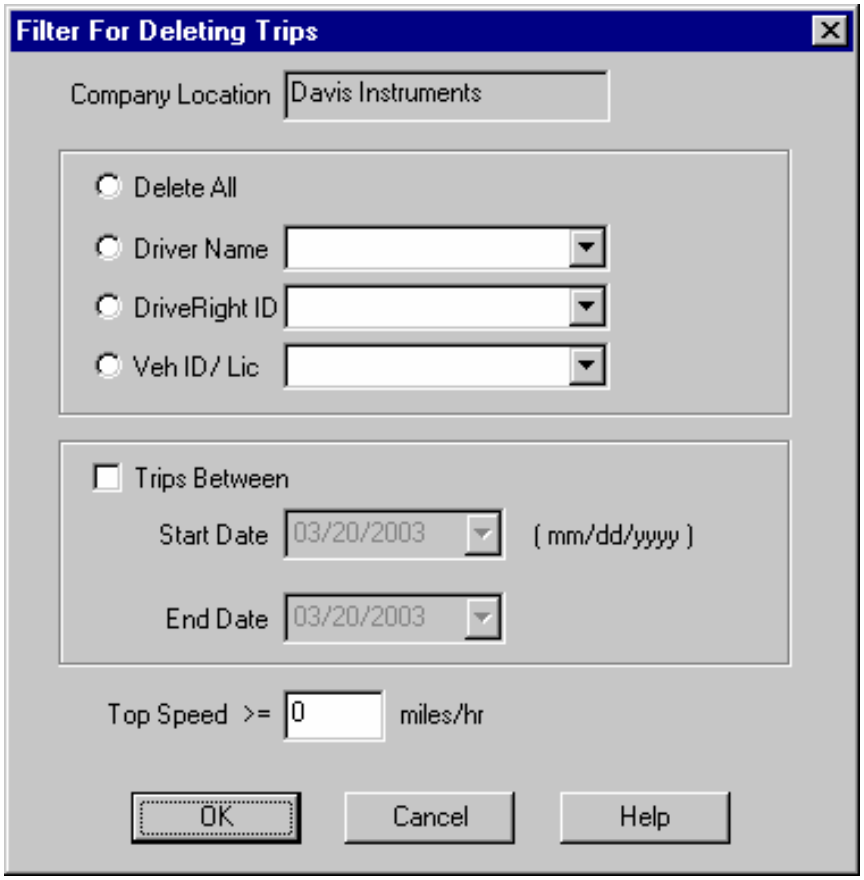
3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Click Veh ID/Lic and select an ID from the drop-down list to delete the records for a specific vehicle.
7. Check Tamper Logs Between and select a Start Date and End Date to delete records from a specific time period.
8. Click OK to delete the selected records or click Cancel to exit the dialog box.

Filter For Deleting Trips

Use this filter to select trip records for deletion.

To select trip data for deletion:

1. Select the Maintenance command in the Database window.
2. Select the Delete Data command and then select Trips in the drop-down menu. The Filter For Deleting Trips dialog box is displayed.



3. Click the Delete All to delete all records.
4. Click Driver Name and select a driver from the drop-down list to delete the records for a specific driver.
5. Click DriveRight ID and select an ID from the drop-down list to delete the records for a specific DriveRight.
6. Click Veh ID/Lic and select an ID from the drop-down list to delete the records for a specific vehicle.
7. Check Trips Between and select a Start Date and End Date to delete records from a specific time period.
8. To delete records with a high speed over a specified speed, enter a speed in the High Speed >= text box.
9. Click OK to delete the selected records or click Cancel to exit the dialog box.

Reports Menu

DriveRight can produce a number of useful reports. The reports can be displayed on the screen or printed.

The following reports are available:

- Accident Log Report
- Driver Performance Score
- Exception Reports
- Database Reports

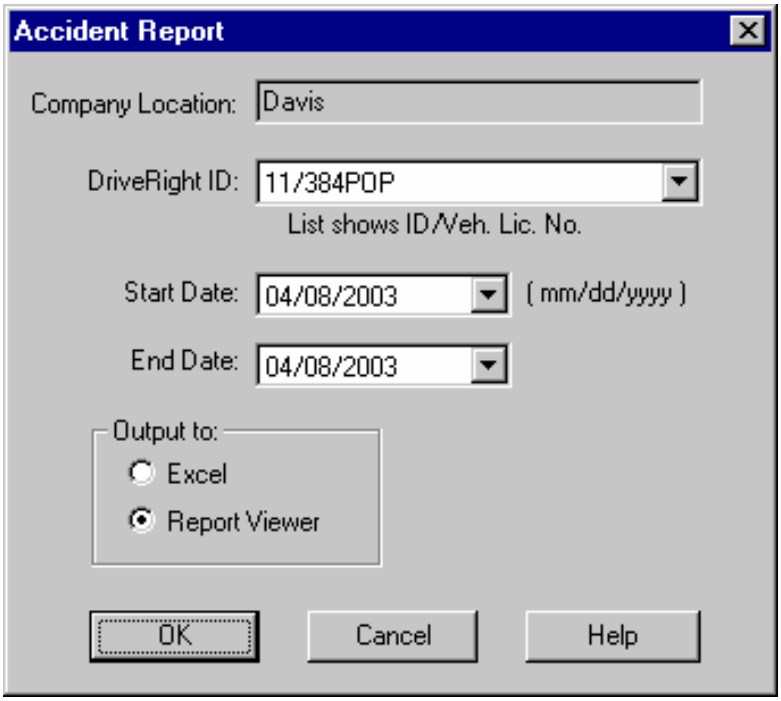
- Usage Report
- Trip Summary Report
- Tamper Logs Report
- Odometer Report
- Relationship Report

Accident Log Report

The Accident Log report allows you to view, print, or export the contents of the Accident Log.

To create an Accident Log Report:

1. Select Accident Log Report from the Reports Menu. The Accident Report dialog box is displayed.



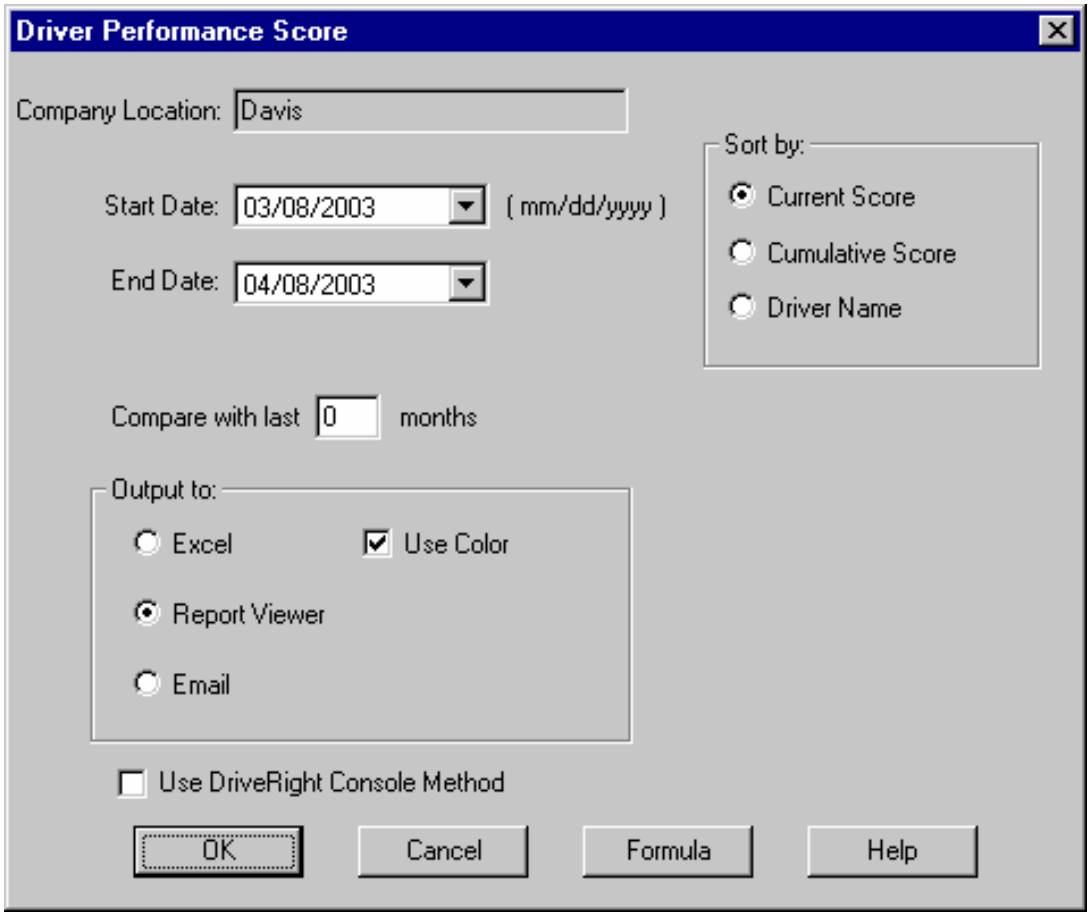
2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the DriveRight ID to be used in the report.
4. Select the Start Date and the End Date for the accident logs to be listed in the report.
5. Select the type of output for the report: Excel or Report Viewer.
6. Click OK to create the report or click Cancel to exit the dialog box.

Driver Performance Score

The Driver Performance Score report allows you to view, print, email, or export the Driver Performance Score.

To create the Driver Performance Score Report:

1. Select Driver Performance Score Report from the Reports Menu. The Driver Performance Score dialog box is displayed.



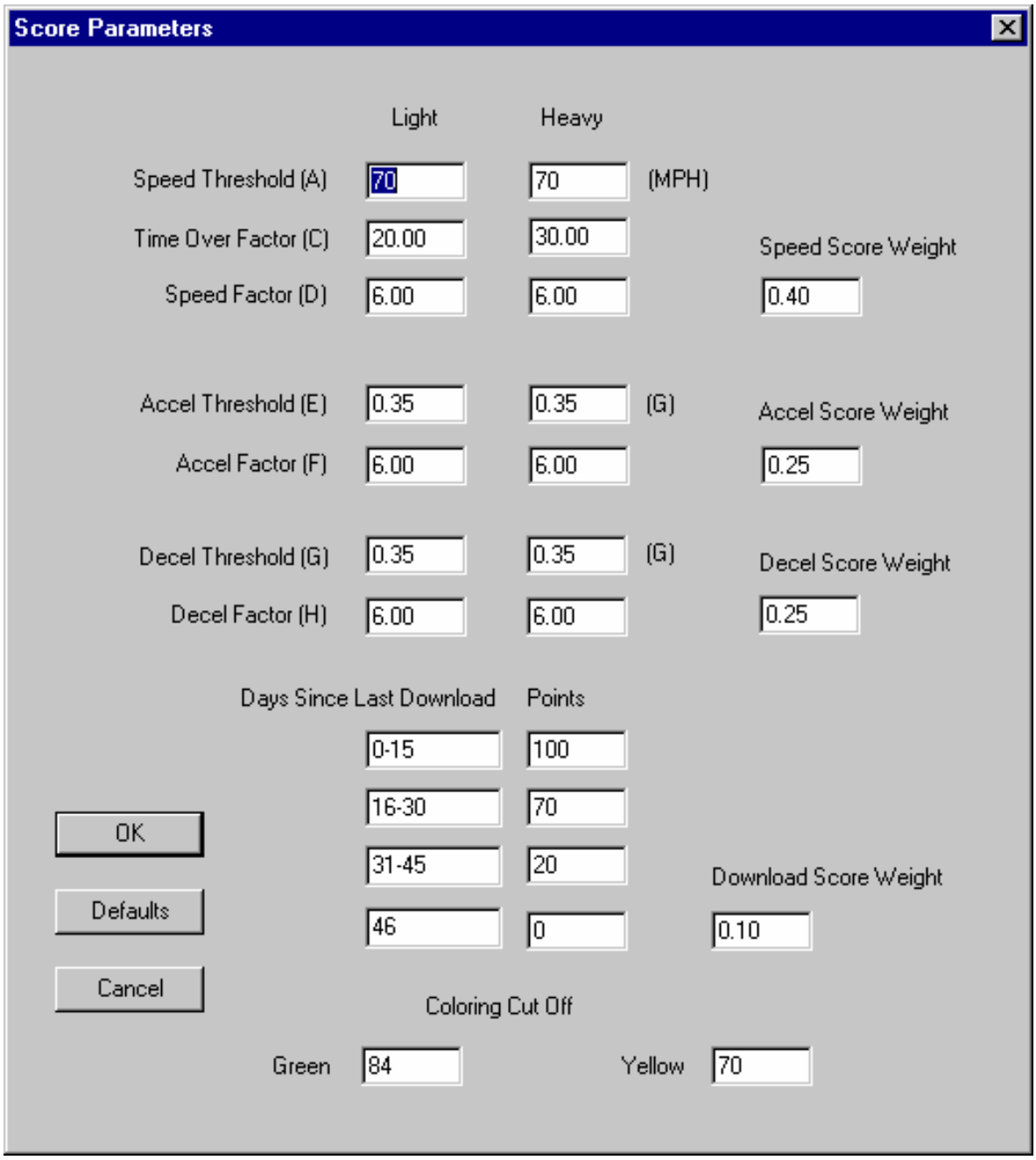
2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Start Date and the End Date for the driver performance data to be included in the report.
4. Use the Sort by options to sort the output by current score, cumulative score, or the driver's name. If you sort by current score and choose "Use Color", the coloring is done based on the current score. If you sort by cumulative score, the coloring is done based on cumulative score. If you sort by driver's name, coloring is done based on the current score.
5. Use the "Compare with last ___ months" text box to enter the number of months back from the start date that you want to include in the calculation of the "cumulative" score. The cumulative score will be calculated from the start date minus X months up to and including the end date.
6. Select the type of output for the report: Excel, Report Viewer, or Email. Click Use Color to enable color printing.
7. Check "Use DriveRight Console Method" box to calculate the Driver Performance Score using the same method used in the DriveRight console. If the box is left unchecked, the "Default Software Method" is used.
8. Click on the Formula button to view or change the Driver Performance Score parameters.
9. Click OK to create the report or click Cancel to exit the dialog box.

Driver Performance Score Formula

Use this dialog box to edit the parameters used in the Driver Performance Score:

To modify the Driver Performance Score parameters:

1. Select Driver Performance Score Report from the Reports Menu. The Driver Performance Score dialog box is displayed.
2. Click on the Formula button in the lower right corner of the Driver Performance Score dialog box. The Score Parameters dialog box is displayed.



3. Edit the parameters as desired.
4. Click on the Defaults button at any time to restore the default parameters.
5. When you are finished modifying the parameters, click OK to save the changes or click Cancel to exit the dialog box without saving any changes.

Exception Reports

Exception Reports can be printed for Vehicles, Drivers, and Trip Addresses.

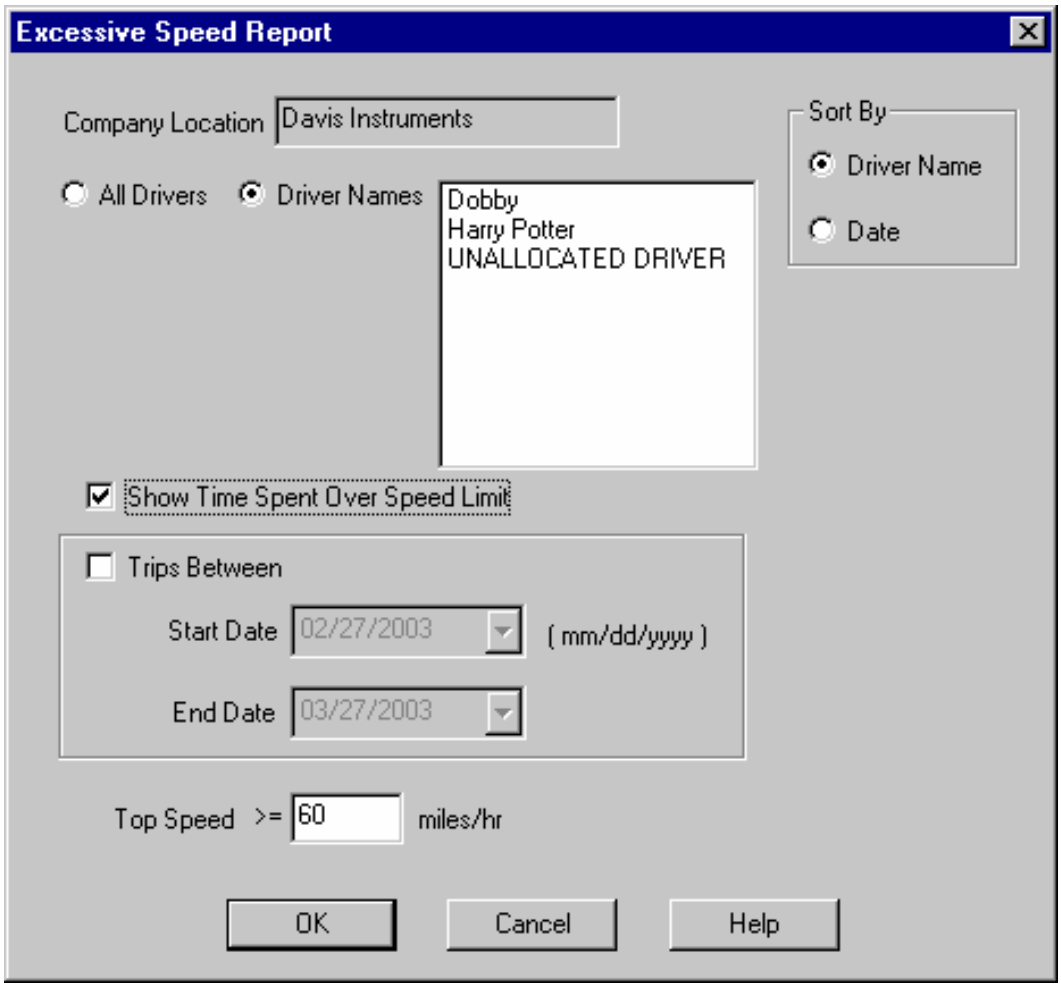
- Excessive Speed Report
- Night Driving Report
- Hard Braking Report

Excessive Speed Report

Use the Excessive Speed Report to identify drivers that exceed a set speed.

To create an Excessive Speed Report:

1. Select Excessive Speed Report from the Exception Reports command in the Reports Menu. The Excessive Speed Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sort By criteria by clicking next to either Driver Name or Date.

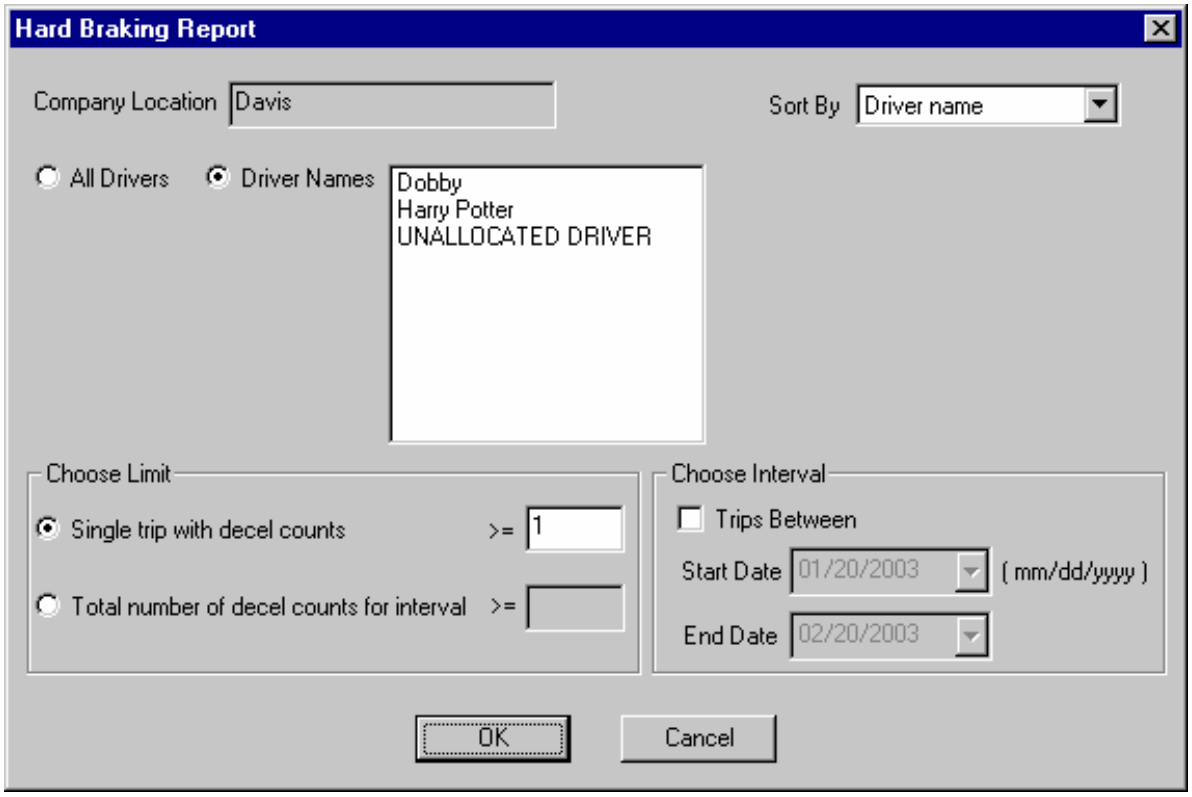
4. Select All Drivers to print the report for all drivers, or select Driver Names to create the report for specific drivers.
5. If you are creating the report for specific drivers, select the driver's name in the list.
   - Click once to select the name and click a second time to clear the name.
   - Multiple drivers can be selected for the report.
6. Select Trips Between to create a report that only lists trips taken between specific dates. If you select Trips Between, then indicate the Start Date and End Date for the reported trips.
7. Enter the Top Speed in the edit box. Trips with speeds in excess of the top speed will be listed in the report.
8. Click OK to create the report or click Cancel to exit the dialog box.
9. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Hard Braking Report

Use the Hard Braking Report to identify drivers that use the brakes excessively.

To create a Hard Braking Report:

1. Select Hard Braking from the Exception Reports command in the Reports Menu. The Hard Braking Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if

necessary.

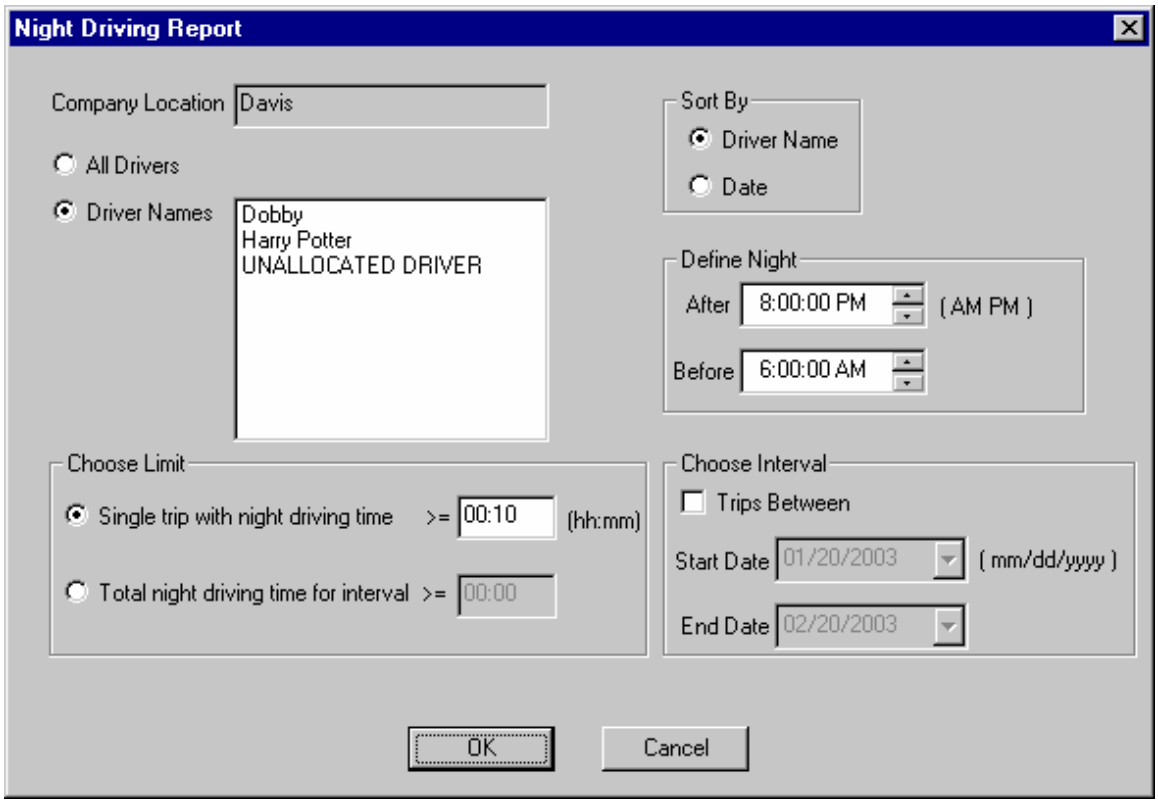
3. Select the Sort By criteria from the drop-down list: Driver name, Date, Decel count and Decel count rate.
4. Select All Drivers to print the report for all drivers, or select Driver Names to create the report for specific drivers.
5. If you selected Driver Names, click on the names of drivers to be included in the report.
   - Click once to select the name. You can click a second time to clear the name.
   - Multiple drivers can be selected for the report.
6. In the Choose Limit box you can configure the report to include all trips with at least the indicated number of deceleration counts or you can include the trips for all drivers that exceed the minimum number of deceleration counts during the chosen date interval.
7. In the Choose Interval box you can set start and end dates for the trips to be included in the report.
8. Click OK to create the report or click Cancel to exit the dialog box.
9. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Night Driving Report

Use the Night Driving Report to list trips that occur during user-defined nighttime hours. Use this report to track unauthorized night driving.

To create a Night Driving Report:

1. Select Night Driving from the Exception Reports command in the Reports Menu. The Night Driving Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sorting criteria by clicking next to either Driver Name or Date.
4. Select All Drivers to print the report for all drivers, or select Driver Names to create the report for specific drivers.
5. If you are creating the report for specific drivers, click on the drivers name in the list.
   - Click once to select the name and click a second time to clear the name.
   - Multiple drivers can be selected for the report.
6. In the Define Night box enter the night times for the report. Night will begin at the After time. Night will end at the Before time.
7. In the Choose Limit box you can configure the report to list trips with at least the minimum amount of night driving time that you specify for a single trip, or you can choose to list trips for drivers with at least the minimum amount of total night driving time during the chosen date interval.
8. In the Choose Interval box you can set start and end dates for the trips to be included in the report.
9. Click OK to create the report or click Cancel to exit the dialog box.
10. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Database Reports

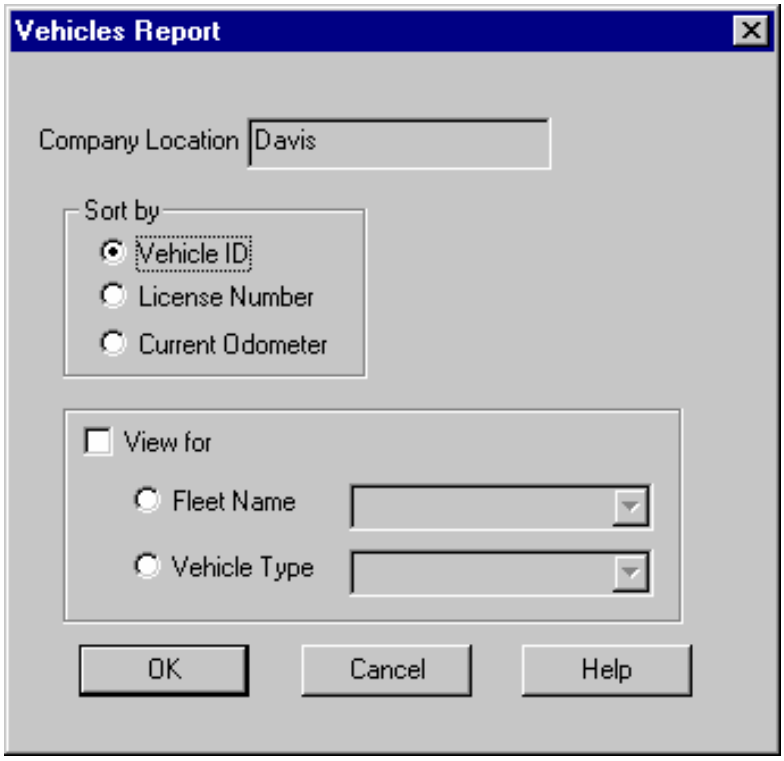
Database Reports can be printed for Vehicles, Drivers, and Trip Addresses.

- Vehicles Report
- Trip Addresses Report
- Drivers Report

Vehicles Report

To print a Vehicles Report:

1. Select Vehicles Report from the Database command in the Reports Menu. The Vehicles Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sorting criteria by clicking next to the desired parameter.
4. Select View for to display vehicles from a specific fleet or of a specific type.
5. Click OK to create the report or click Cancel to exit the dialog box.
6. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Trip Addresses Report

The Trip Addressees Report displays a list of the trip addresses in your database.

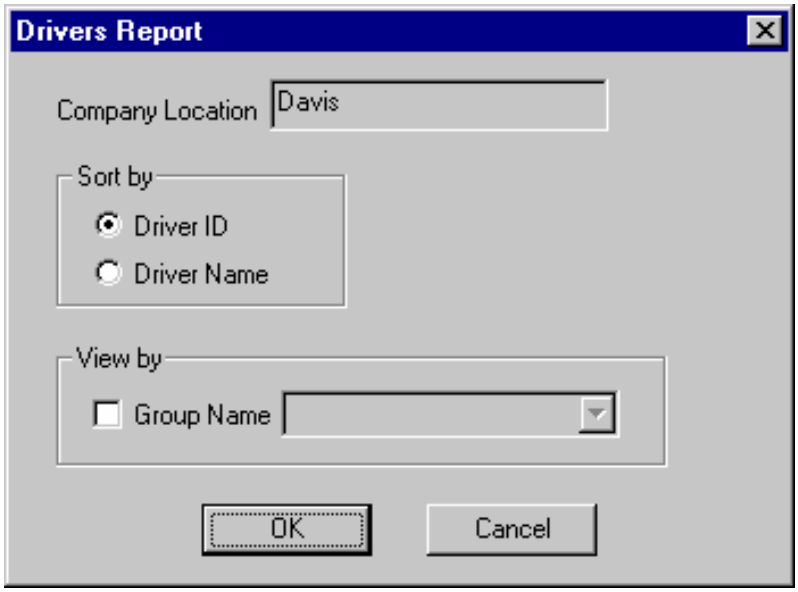
To view the Trip Addresses Report:

1. Select Trip Addresses Report from the Database command in the Reports Menu. The Trip Addresses Report is displayed.
2. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Drivers Report

To print a Drivers Report:

1. Select Drivers Report from the Database command in the Reports Menu. The Drivers Report dialog box is displayed.



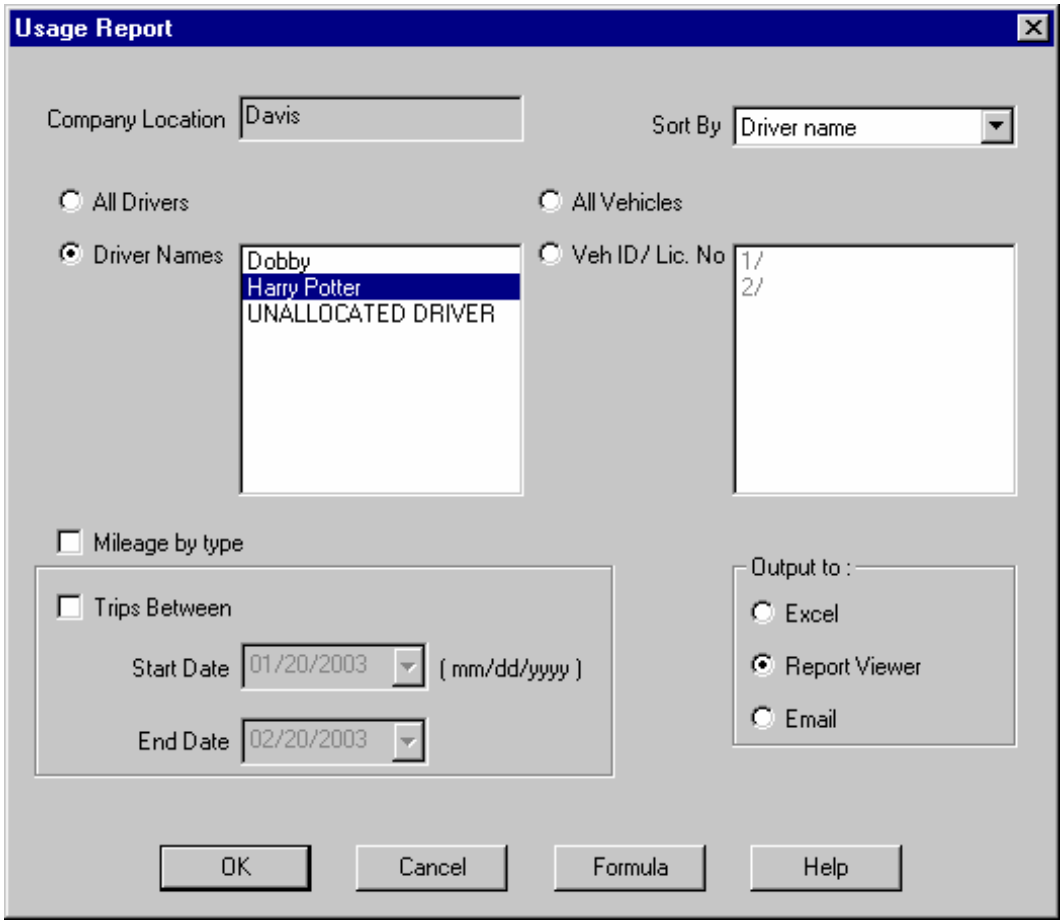
2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sorting criteria by clicking next to the desired parameter.
4. Select View by to display drivers from a specific group.
5. Click OK to create the report or click Cancel to exit the dialog box.
6. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Usage Report

The Usage Report provides a quick and easy-to-read summary of driver or vehicle mileage.

To create a Usage Report:

1. Select Usage Report from the Reports Menu. The Usage Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sorting criteria from the drop-down list.
4. Select All Drivers to print the report for all drivers, or select Driver Names to create the report for specific drivers.
5. If you are creating a report for specific drivers, click on the drivers name in the list.
   - Click once to select the driver and click a second time to de-select the driver.
   - Multiple drivers can be selected for the report.
6. Select All Vehicles to print the report for all vehicles, or select Veh ID/ Lic. No to create the report for specific vehicles.
7. If you are creating a report for specific vehicles, click on the vehicles ID in the list.
   - Click once to select the vehicle and click a second time to de-select the vehicle.
   - Multiple vehicles can be selected for the report.
8. Check Mileage by type to include a breakdown of the trip mileage by type of trip. DriveRight supports the following trip types: business, personal, commute and other.
9. To specify a start date and end date for the report, check Trips Between and then enter the starting and ending dates.
10. Select the type of output for the report: Excel, Report Viewer, or Email.
11. Click on the Formula button to set or change the time definitions for night and weekend driving.

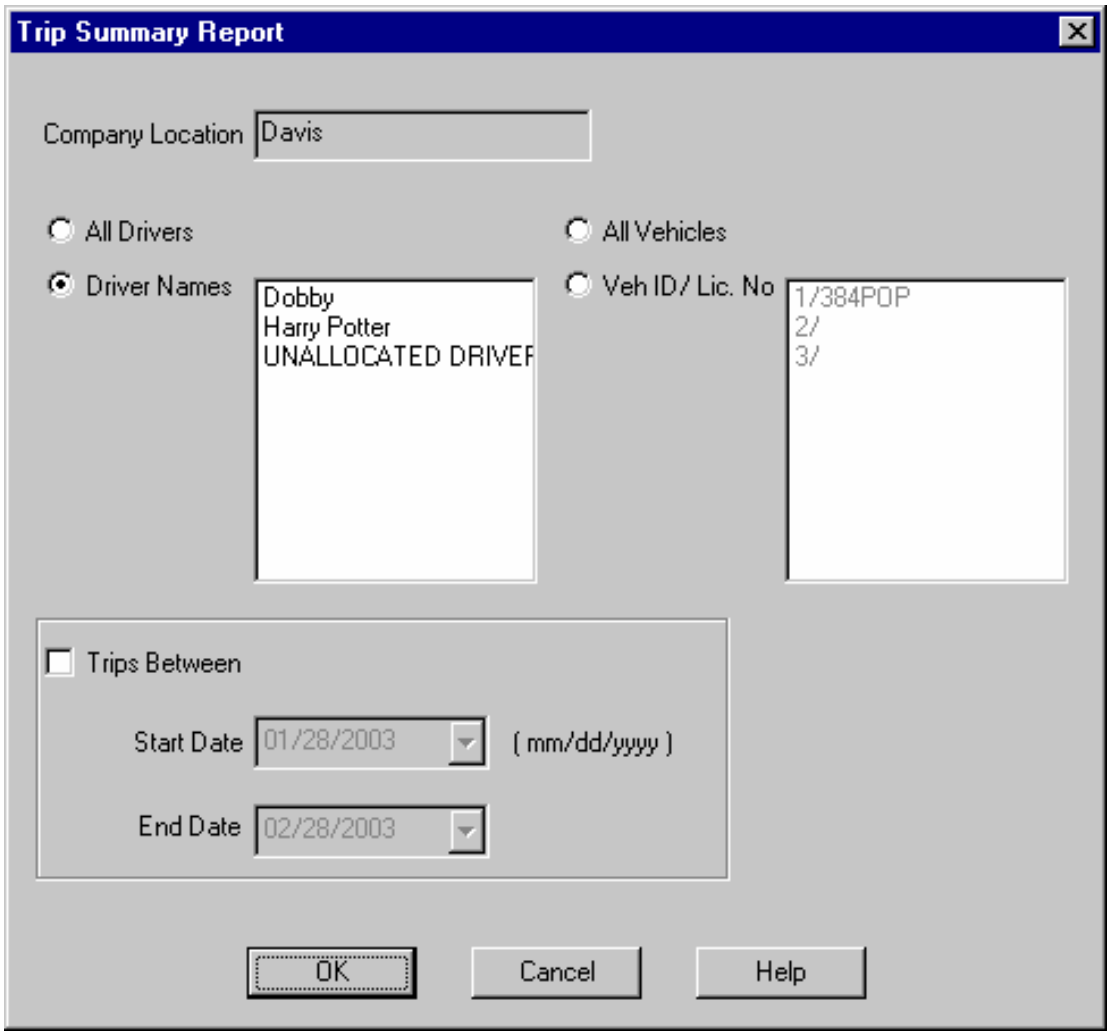
12. Click OK to create the report or click Cancel to exit the dialog box.

Trip Summary Report

The Trip Summary Report provides a quick and easy-to-read summary of trips taken by either drivers or vehicles.

To create a Trip Summary Report:

1. Select Trip Summary Report from the Reports Menu. The Trip Summary Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Select the Sorting criteria from the drop-down list.
4. Select All Drivers to print the report for all drivers, or select Driver Names to create the report for specific drivers.
5. If you are creating a report for specific drivers, click on the drivers name in the list.

- Click once to select the drive and click a second time to de-select the driver.
- Multiple drivers can be selected for the report.

6. Select All Vehicles to print the report for all vehicles, or select Veh ID/ Lic. No to create the report for specific vehicles.

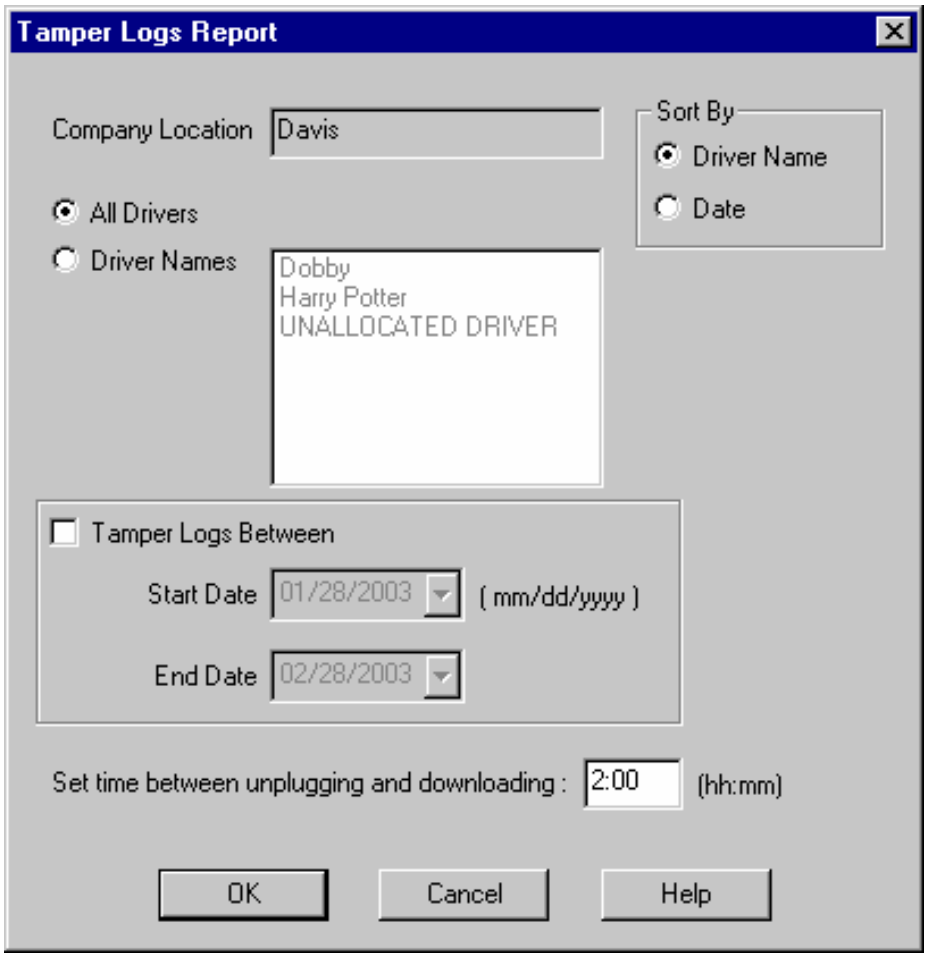
7. If you are creating a report for specific vehicles, click on the vehicles ID in the list.
   - Click once to select the vehicle and click a second time to de-select the vehicle.
   - Multiple vehicles can be selected for the report.
8. To specify a start date and end date for the report, check Trips Between and then enter the starting and ending dates.
9. Click OK to create the report or click Cancel to exit the dialog box.
10. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Tamper Logs Report

The Tamper Logs Report allows you to view the tamper logs for the selected drivers. The report is displayed by the DriveRight FMS Report Viewer.

To view the Tamper Logs Report:

1. Select Tamper Logs Report from the Reports Menu. The Tamper Logs Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.

3. Select the Sort by criteria by clicking next to either Driver Name or Date.
4. Check All Drivers to create an Tamper Logs Report for all drivers in the database.
5. Check Driver Names to create an Tamper Logs Report for specific drivers in the database.
6. If you are creating the report for specific drivers, select the driver name from the list.
   - Click once to select a driver. Click a second time to de-select.
   - Multiple drivers can be selected for the report.
7. Select Trips Between to create a report that only lists trips taken between specific dates. If you select Trips Between, then indicate the Start Date and End Date for the reported trips.
8. Enter the maximum allowable time between unplugging the DriveRight and downloading. Only tampers that exceed this time before download will be included in the report.
9. Click OK to create the report or click Cancel to exit the dialog box.
10. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Relationship Report

The Relationship Report displays the vehicle and default driver assigned to each of the DriveRight devices in your database.

To view the Relationship Report:

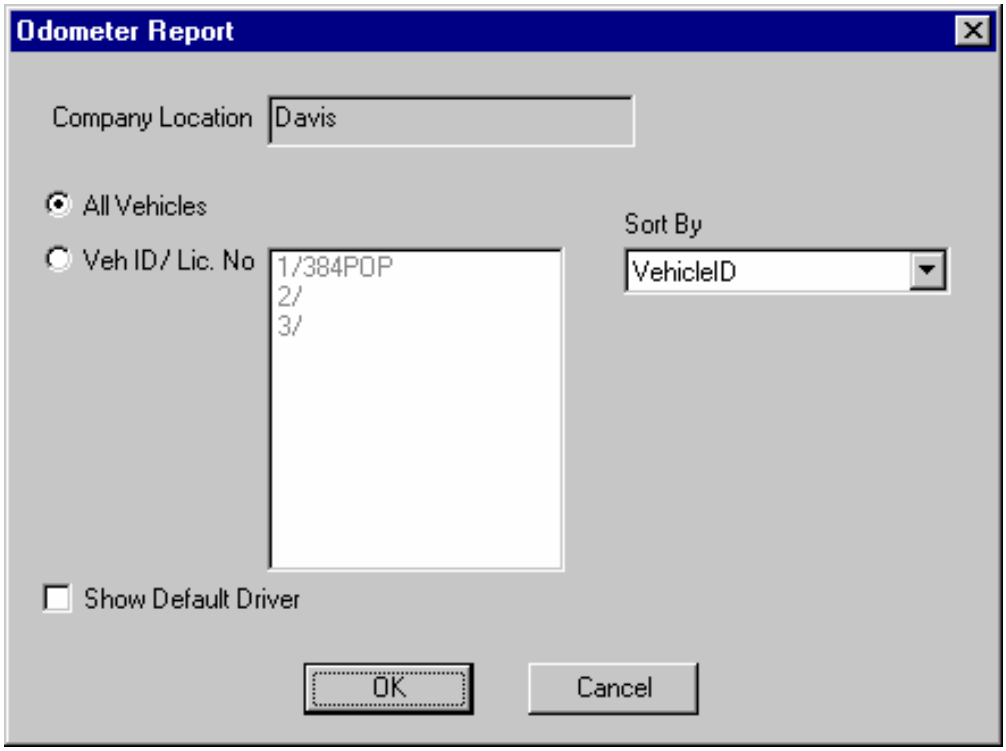
1. Select Relationship Report from the Reports Menu. The report is displayed using the DriveRight FMS Report Viewer.
2. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Odometer Report

The Odometer Report allows you to view the odometer reading for vehicles in the database, as well as the number of days since the last download for that vehicle and the date the last odometer adjustment was made. A report option allows you to included the default driver for each vehicle listed in the report.

To view the Odometer Report:

1. Select Odometer Report from the Reports Menu. The Odometer Report dialog box is displayed.



2. Verify the Company Location. Use the Current Location command in the Setup Menu to change the location if necessary.
3. Check All Vehicles to create an Odometer Report for all vehicles in the database.
4. Check Veh ID/Lic. No to create an Odometer Report for specific vehicles in the database.
5. If you are creating the report for specific vehicles, select the vehicle's ID from the list.
   - Click once to select the vehicle and click a second time to clear the vehicle.
   - Multiple vehicles can be selected for the report.
6. Select the Sort By criteria from the drop-down list: Vehicle ID, License and Odometer.
7. Check Show Default Driver if you want the name of the default driver for each vehicle included in the report.
8. Click OK to create the report or click Cancel to exit the dialog box.
   - If you click OK, the report is displayed using the Report Viewer.
   - You can print the report using the Print command in the File Menu.
9. You can clear the report using the Clear Screen command in the File Menu or by clicking on the Clear Screen icon: .

Help Menu

The following commands are available in the Help Menu:

- Help Topics - Opens the Help Topics window showing the Contents, Index, and Search options.
- About DriveRight FMS 3.0 - Displays the program version information, the release date, and the copyright

information.

Troubleshooting

If you encounter problems installing or using DriveRight FMS, please contact Davis Instruments Technical Support:

- Communication Problems
- Database Connection Problems
- Miscellaneous Problems
- Contacting Davis Instruments

DriveRight Communication Problems

Take the following steps if the software does not communicate with the DriveRight console:

1. Check to make sure the DriveRight console is in the CURRENT mode instead of in sleep mode. If the LCD screen is blank, the console is in sleep mode. Press the MODE key to put the console in active mode..
2. Check that the correct Serial Port is selected.
3. If you have other programs running which use the serial port (such as the Palm HotSync Manager), close those programs and try again.
4. Check if the hardware is ok and that you have a working communication port. If necessary, contact your PC supplier.

Database Connection Problems

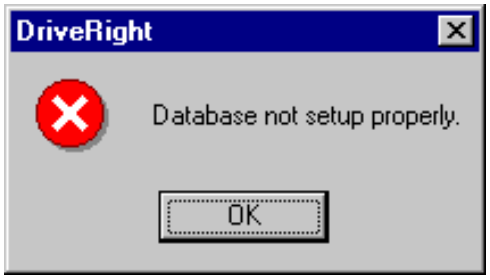
Since DriveRight FMS supports multiple database systems, things could go wrong during database connection due to various reasons.

Database Setup Error

Refer to the instructions in the message box if you get the following error message:

Database Not Setup Properly

Refer to the instructions below if you get the following error message:



- If you are using MS Access: The database does not exist at the specified location.
- If you are using any other database: Either the database server is not running, or you do not have enough permissions to connect. Please refer to database configuration in the DriveRight FMS Database Selection Guide.

Miscellaneous Problems

If you selected the wrong database type during the initial program configuration, you can manually reset the database type in the *config.txt* file and then start over all again.

1. If DriveRight FMS is open, close it.
2. First locate the configuration file *config.txt* present in DriveRight FMS install directory.
3. Open the file (it should come up in MS Notepad), and you'll see the following text near the beginning of the file:

```
##############################################
# this variable represents the database type
# used to store the data
# 0- represents Database connection is not yet configured
# 1- represents MS Access
# 2- represents MySQL
# 3- represents Oracle
# 4- represents MSDE/MS SQL
##############################################
   DATABASE_TYPE=2
```

4. Edit the last line, and replace the number by *0 (zero, not capital O)*. After you edit the variable, the text in the file looks like this:

```
   DATABASE_TYPE=0
```

5. Save the file and close MS Notepad.
6. Run DriveRight FMS again and you will prompted to select the database type. If you need assistance, refer to the database installation instructions in the *DriveRight FMS Database Selection Guide*.

Contacting Davis Instruments

You may contact Davis Instruments for technical support or product information using any of the methods shown below.

Technical Support

Our Technical Support Team is available Monday through Friday, 7:00 a.m. to 5:30 p.m. Pacific Time. Or use our website, fax, fax-back, or email any time day or night.

- Phone Technical Support: 510-732-7814
- Fax Technical Support: 510-670-0589
- Email Technical Support: support@davisnet.com
- Website Support Pages: http://www.davisnet.com/support/index.asp

Note: Our website support section includes manuals for all products, technical notes, spec sheets, installation diagrams, and more.

Other Ways to Contact Davis Instruments

- Sales (US & Canada): 800-678-3669
- Sales (Outside the US & Canada): 510-732-9229
- Fax: 510-670-0589
- Email to our Customer Service Department: sales@davisnet.com
- Email for comments or general information on Davis Instruments: info@davisnet.com
- Website: http://www.davisnet.com/

Copyrights

Copyright Notice

The zipping and unzipping of files during backup/restore, FTP export/import are done using the following utility DLLs: ZIPDLL.DLL and UNZDLL.DLL.

COPYRIGHT STATEMENT FOLLOWS THIS LINE

DriveRight Fleet Management Software Copyright

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2. You may not make changes, decompile, or reverse engineer the software.

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