

# **LogSCAN Express Quick Start Guide**

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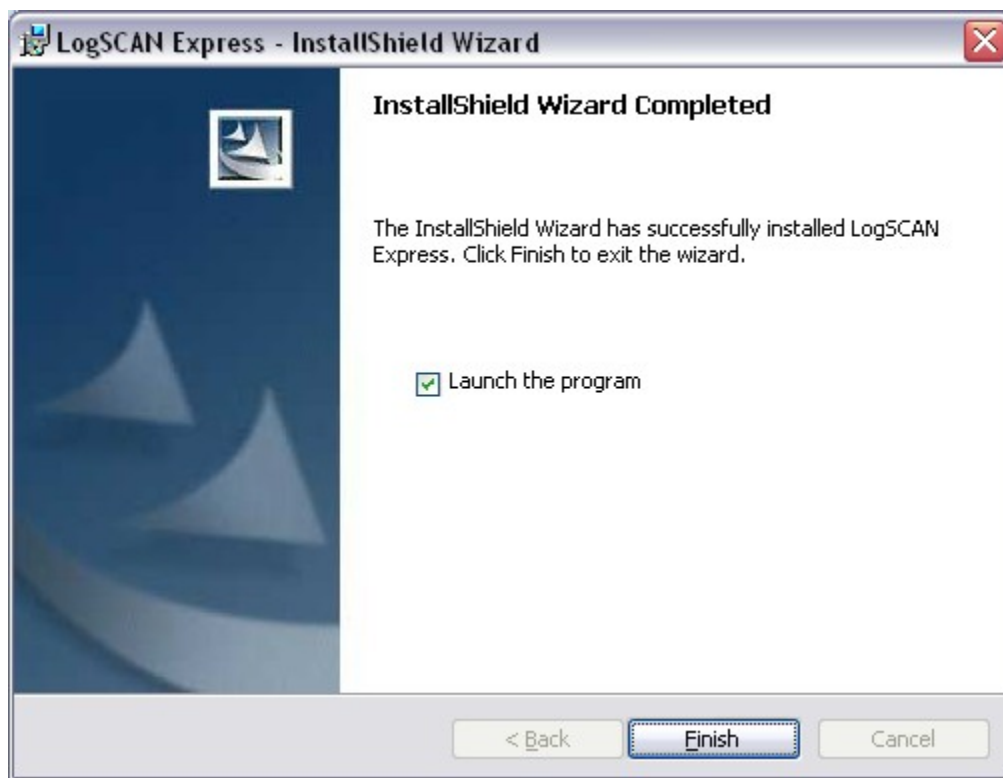
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## LogSCAN Express Quick Start Guide

*\*\* This guide will get you started after the installation. Please see the online help (F1 from the LogSCAN Express main menu) for more detailed instructions and information.*



Click on "Finish" to launch LogSCAN Express:

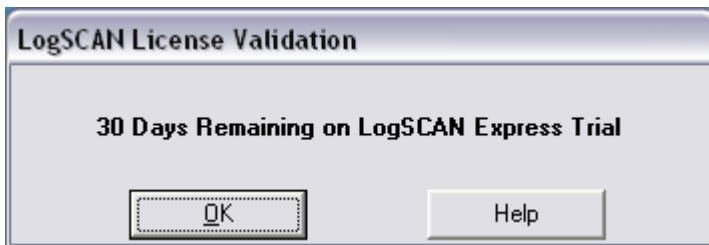




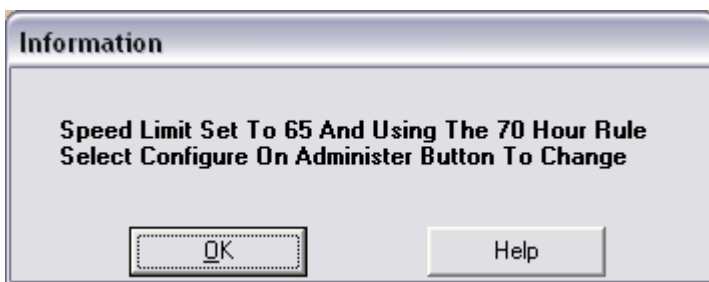
After the installation, you'll need to put in your carrier's name:



Enter your Carrier Name: 



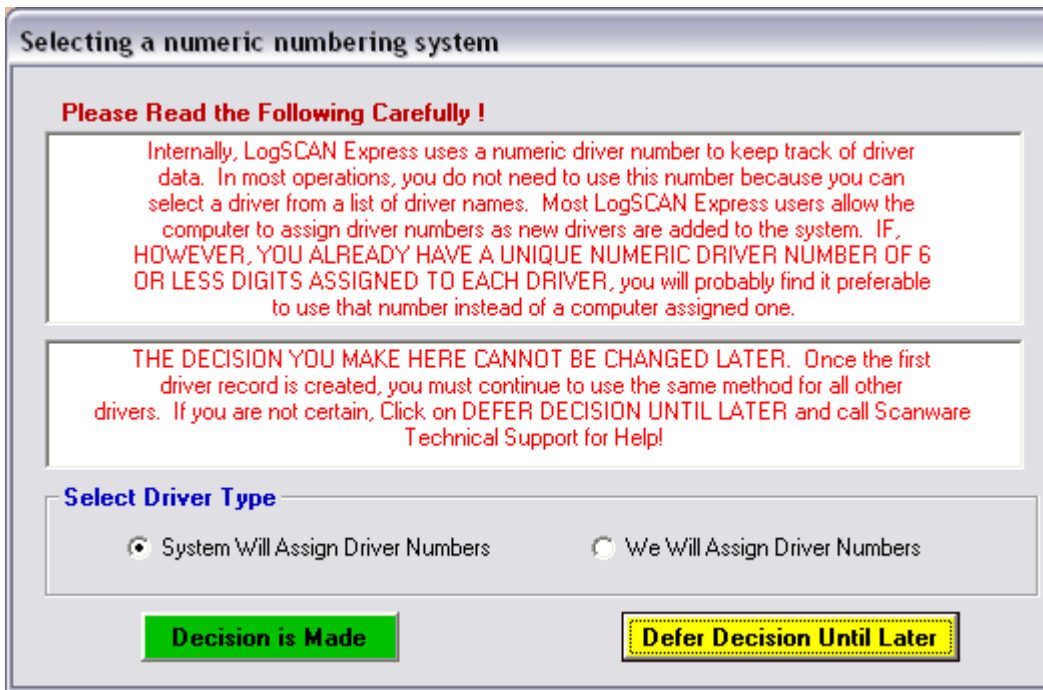
An informational message stating that you're using the 30 day trial version. Click on "OK"



Another informational message stating what rule set you're using and that the high speed limit is currently set to 65 mph. This can be changed in the configuration later to match your own unique situation. Click on "OK"



Let's add a truck driver. Click on the “Drivers” button (circled) from the main menu:



**\*\*PLEASE READ THE RED PRINT IN THIS WINDOW CAREFULLY!\*\*** You can either assign your own driver numbers (they *must* be unique to each individual driver) or let LogSCAN Express assign them for you. Once either option has been chosen, it cannot be changed to the other method later. So it is *very* important that you think about which option is best for your own situation. If you don't care about numbers (you use strictly names for your drivers), pick "System Will Assign Driver Numbers". Click on "Decision is Made" after making your decision out of the two possible options.

Click on "Defer Decision Until Later" if you'd like to research what option is best for your own unique situation. LogSCAN Express will go back to the main menu if this button is selected. Click on the "Drivers" button from the main menu later to get back to this screen so you can make and confirm your decision.

**Maintain Driver Information**

Add New Driver    Driver Number

**Driver**

Report Group     Fleet

Name

Address

Prior Group

Date Changed

Cross Reference

Status

First Log

**Terminated**

Yes     No

Last Log

**Report Missing Logs?**

Yes     No

Speed Limit

Blue speed limit from configuration

**Notices Sent**

**History**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Last xxxxxx	Since Last
Logs Filed														
Days Worked														
Violations														
Speeding														
Missing Data														
Misreads														
Falsified Logs														
Accidents														
Inspections														
Out of Service														

**You May Type 'x' for the Check Digit and the Computer Will Calculate It.**

Send Notice

Notes

OK

OK and Exit

Cancel

The Maintain Driver Information screen. This is where you'll enter, maintain, and update your fleet's drivers.

**Maintain Driver Information**

Add New Driver **Driver Number** 1024 **Enter Drivers First Log Date**

**Driver**

Name \_\_\_\_\_

Address \_\_\_\_\_

Prior Group: xxxxxxxx

Date Changed: 12-12-2001

Report Group: \_\_\_\_\_ Fleet: \_\_\_\_\_

Cross Reference: \_\_\_\_\_

**Status**

**First Log** \_\_\_\_\_

**Terminated**

Yes  No

Last Log: \_\_\_\_\_

**Report Missing Logs?**

Yes  No

**Odometer**

Miles  Kilos

**Speed Limit** \_\_\_\_\_

Blue speed limit from configuration

**Notices Sent**

**History**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Last xxxxxx	Since Last
Logs Filed														
Days Worked														
Violations														
Speeding														
Missing Data														
Misreads														
Falsified Logs														
Accidents														
Inspections														
Out of Service														

**You May Type 'x' for the Check Digit and the Computer Will Calculate It.**

Notes  
OK  
OK and Exit  
Cancel

Click on the “Add New Driver” check box (circled) and it will gray out as shown above. You'll see LogSCAN Express assign a number (this is if “System Will Assign Driver Numbers” was chosen, you will enter your own number if you chose “We Will Assign Driver Numbers” instead).

“Enter Driver's First Log Date” will be highlighted in yellow. Enter the first log that was given to your company or the driver's original hire date, whichever covers the largest date range in the “First Log” text box. You'll receive a “Before Or After Term of Hire” message if a log comes in before this date or after a termination date as a driver wouldn't be submitting logs to a company that isn't their employer at that time.

**Maintain Driver Information**

Add New Driver    Driver Number: 1024    **Enter Driver Name (Required)**

**Driver**

Name: John Smith (circled)

Address: \_\_\_\_\_

Prior Group: xxxxxxxx

Date Changed: 12-12-2001

Cross Reference: \_\_\_\_\_

Report Group: \_\_\_\_\_    Fleet: \_\_\_\_\_

**Status**

First Log: 01-01-2008

**Terminated**

Yes  No

Last Log: \_\_\_\_\_

**Report Missing Logs?**

Yes  No

**Odometer**

Miles  Kilos

Speed Limit: \_\_\_\_\_

Blue speed limit from configuration

**Notices Sent**

**History**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Last xxxxxx	Since Last
Logs Filed														
Days Worked														
Violations														
Speeding														
Missing Data														
Misreads														
Falsified Logs														
Accidents														
Inspections														
Out of Service														

**Notes**

**OK**

**OK and Exit**

**Cancel**

**You May Type 'x' for the Check Digit and the Computer Will Calculate It.**

Enter the driver's name in the "Name" text box (circled). You can see the "First Log" date was entered as 01-01-2008 in this example.

**Maintain Driver Information**

Add New Driver    Driver Number: 1024    **Enter Driver Name (Required)**

**Driver**

Report Group: [ ]    Fleet: [ ]

Name: John Smith

Address: [ ]

Prior Group: xxxxxxxx

Date Changed: 12-12-2001

Cross Reference: [ ]

**Status**

First Log: 01-01-2008

**Terminated**

Yes     No

Last Log: [ ]

**Report Missing Logs?**

Yes     No

**Odometer**

Miles     Kilos

Speed Limit: [ ]

**Notices Sent**

Blue speed limit from configuration

**History**

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Last xxxxxx	Since Last
Logs Filed														
Days Worked														
Violations														
Speeding														
Missing Data														
Misreads														
Falsified Logs														
Accidents														
Inspections														
Out of Service														

**Notes**

**OK**

**OK and Exit**

**Cancel**

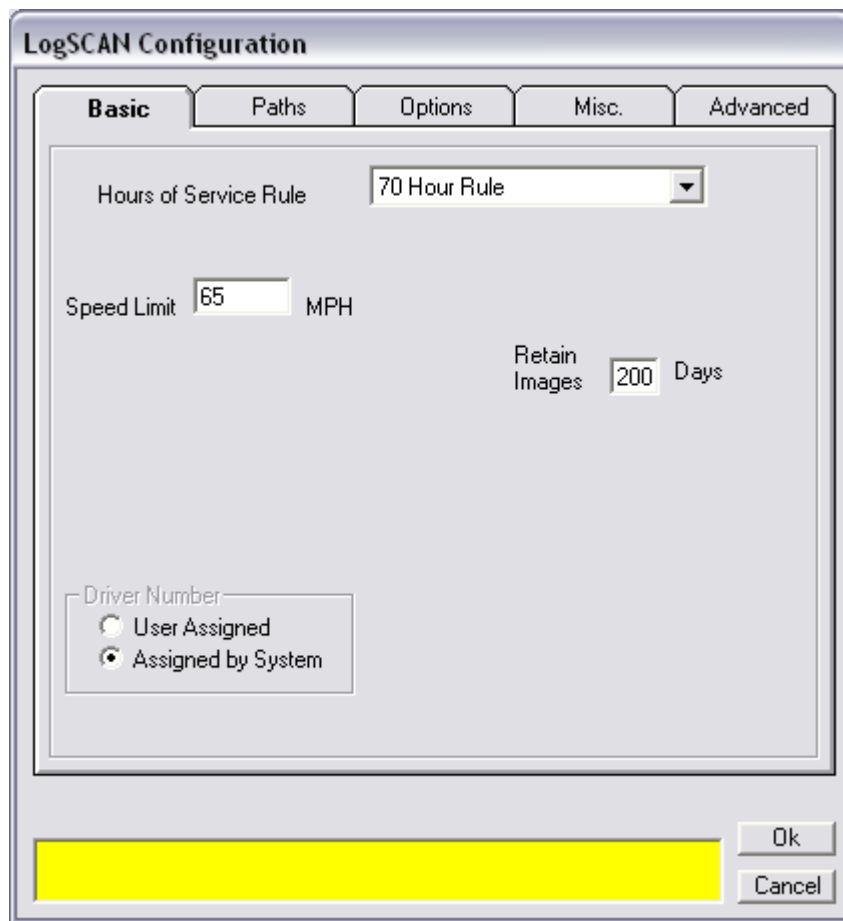
**You May Type 'x' for the Check Digit and the Computer Will Calculate It.**

Add other optional information as desired. Click on “OK” (circled) to save the current driver and clear all of the fields to enter another driver. Start with checking the “Add New Driver” check box to begin entering another driver or simply start typing their name. Click on “OK and Exit” to close this screen and return back to the LogSCAN Express main menu when you're finished.

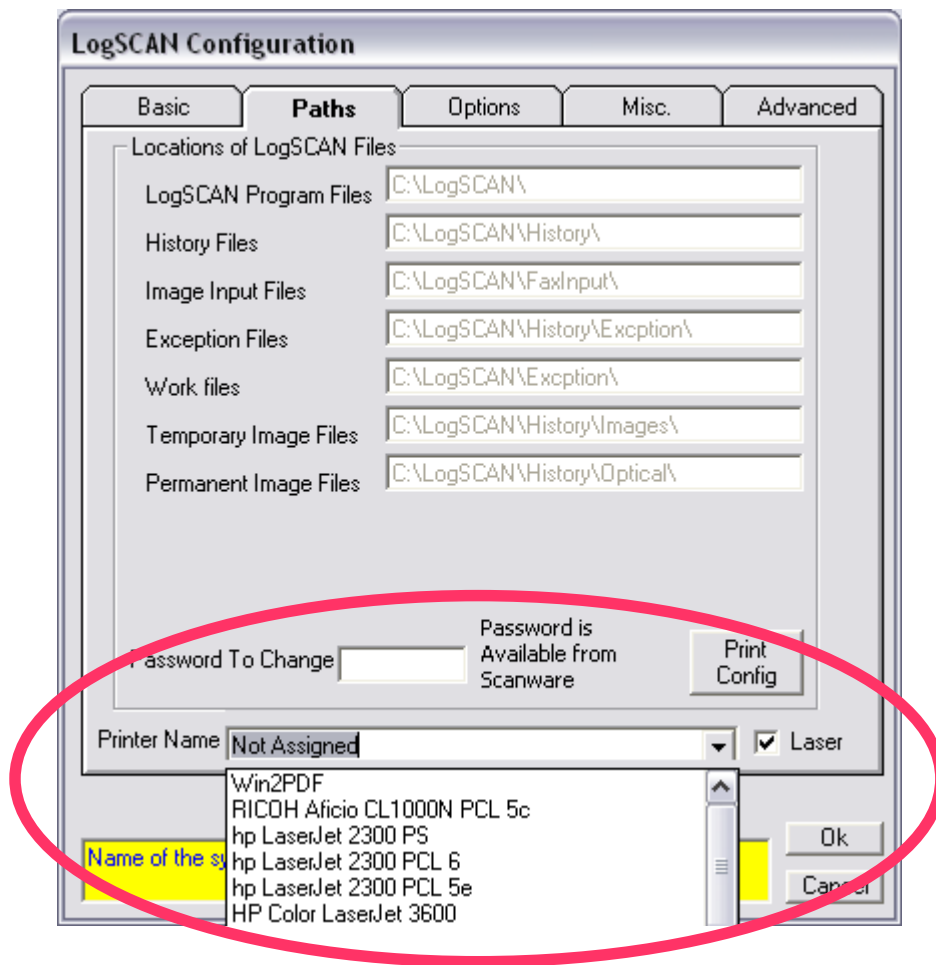


Let's check and adjust the configuration:

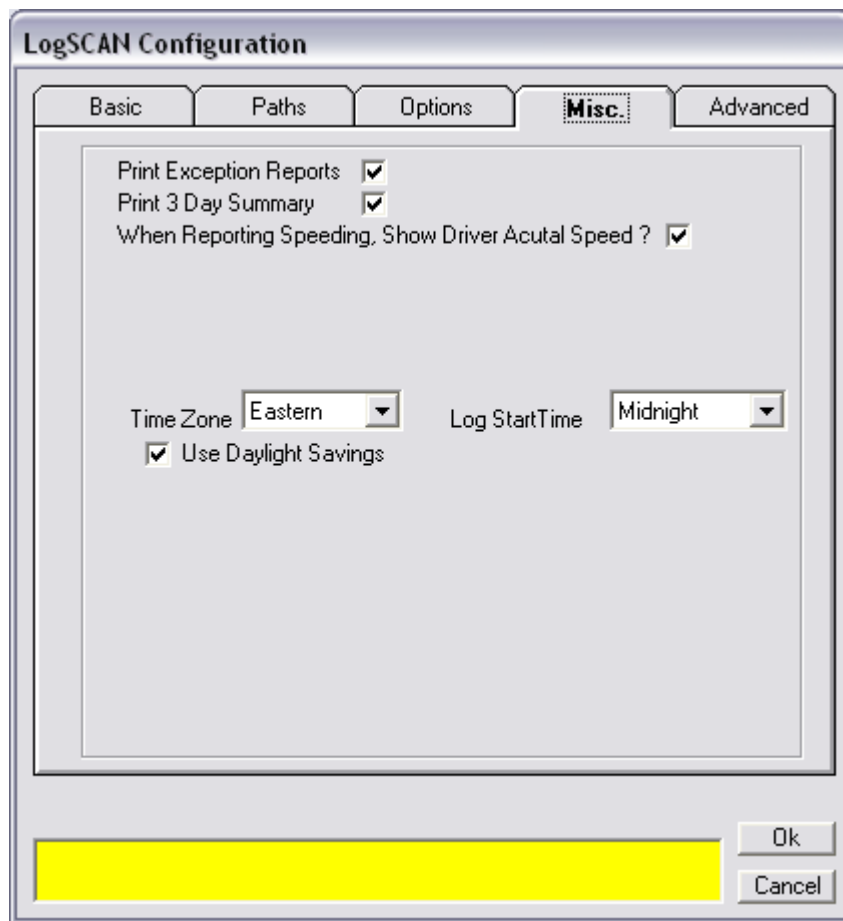
From the LogSCAN Express main menu, put your mouse over the “Administer” button. Two options will show, “Cleanup” and “Configure”. Make sure “Configure” is red and click on this to get to the main configuration screen.



**This is the Basic tab. It is here you can adjust your hourly rule set (normally the 70 Hour Rule for most companies in the United States by default), Speed Limit (the top number before speeding is flagged), and how long for the system to retain log images (the default is a little over 6 months which follows DOT requirements).**



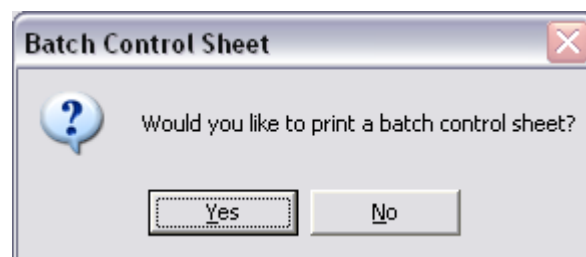
**On the Paths tab you can select your default printer (circled). LogSCAN Express will read through the printer drivers that you have installed on your computer and populate the list so you can select the printer you prefer.**



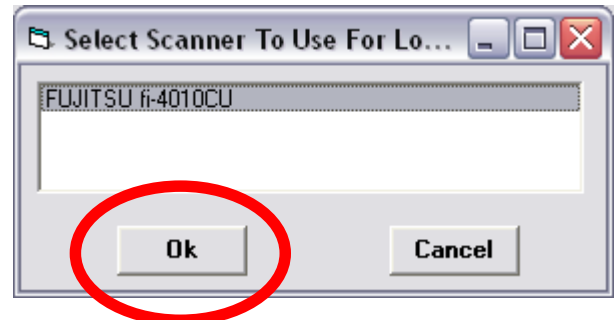
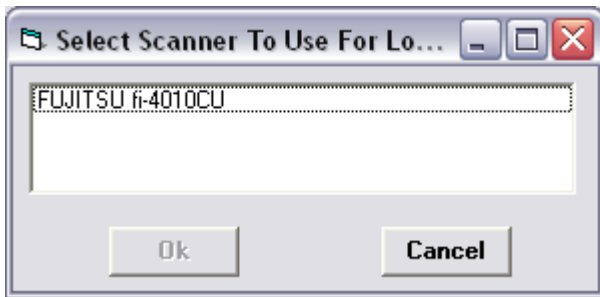
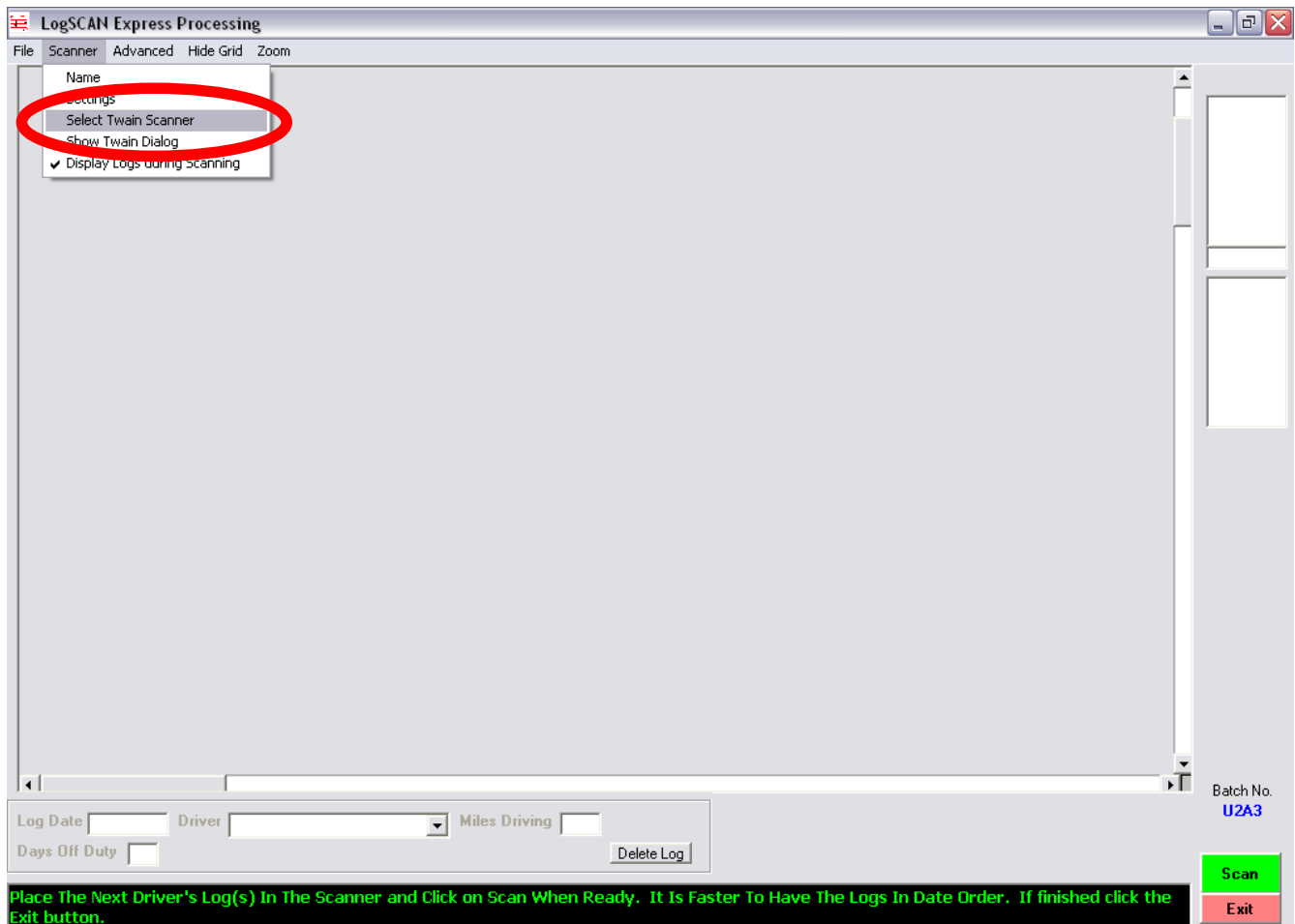
**On the Misc. tab you can select whether to create/print violation reports (un-check this box if you never want any paper violation printouts), include a 3 day summary (for something like a 11 hour violation), and also whether your actual paper logs go from midnight to midnight or noon to noon.**



Let's get some logs into the system. Click on the "Scan" button (circled):

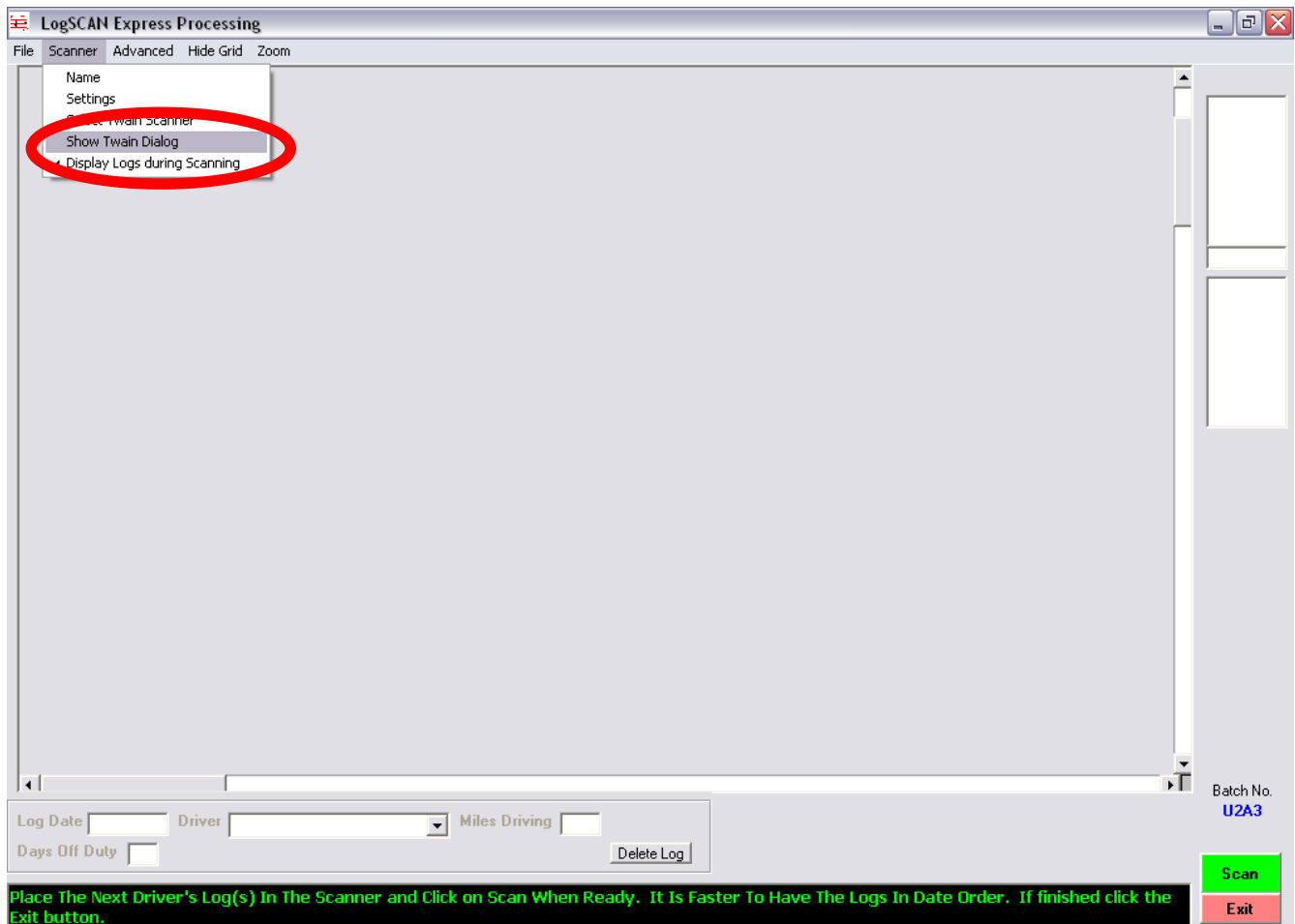


Answer yes or no to this question. A batch control sheet is simply a piece of paper that will have a batch number on it (assigned later when scanning), date and time scanned, plus a month and year and log audited by options that can be filled in later by hand. You *must* have a default printer installed and ready to print if you want to print out this sheet.

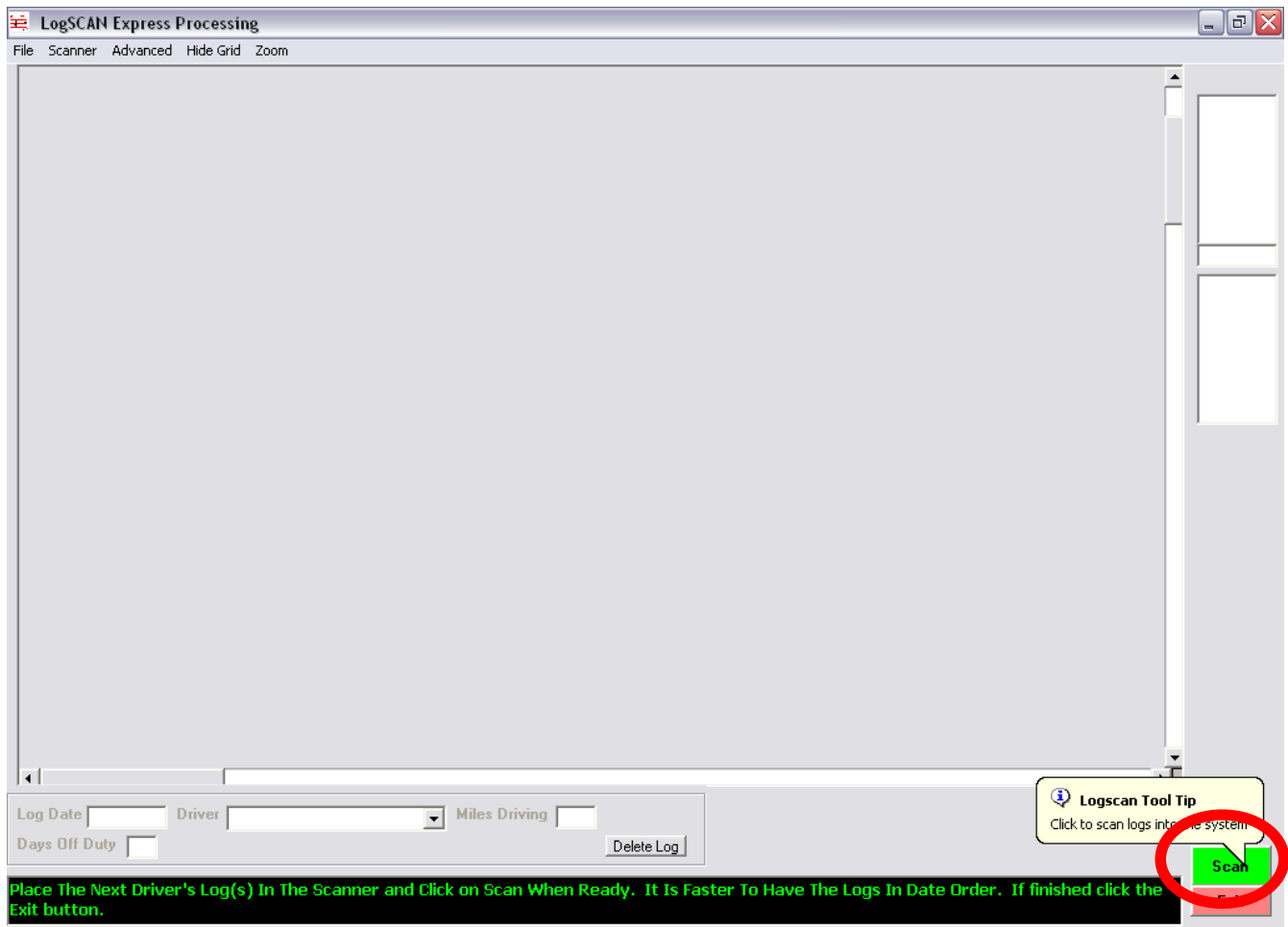


**You'll need to select your scanner. This should already be installed via the manufacturer's instructions using a TWAIN software driver, and you should be able to scan successfully in their bundled software (before using LogSCAN Express). Your scanner must be on and ready when performing this operation so that LogSCAN Express can initialize the scanner you choose.**

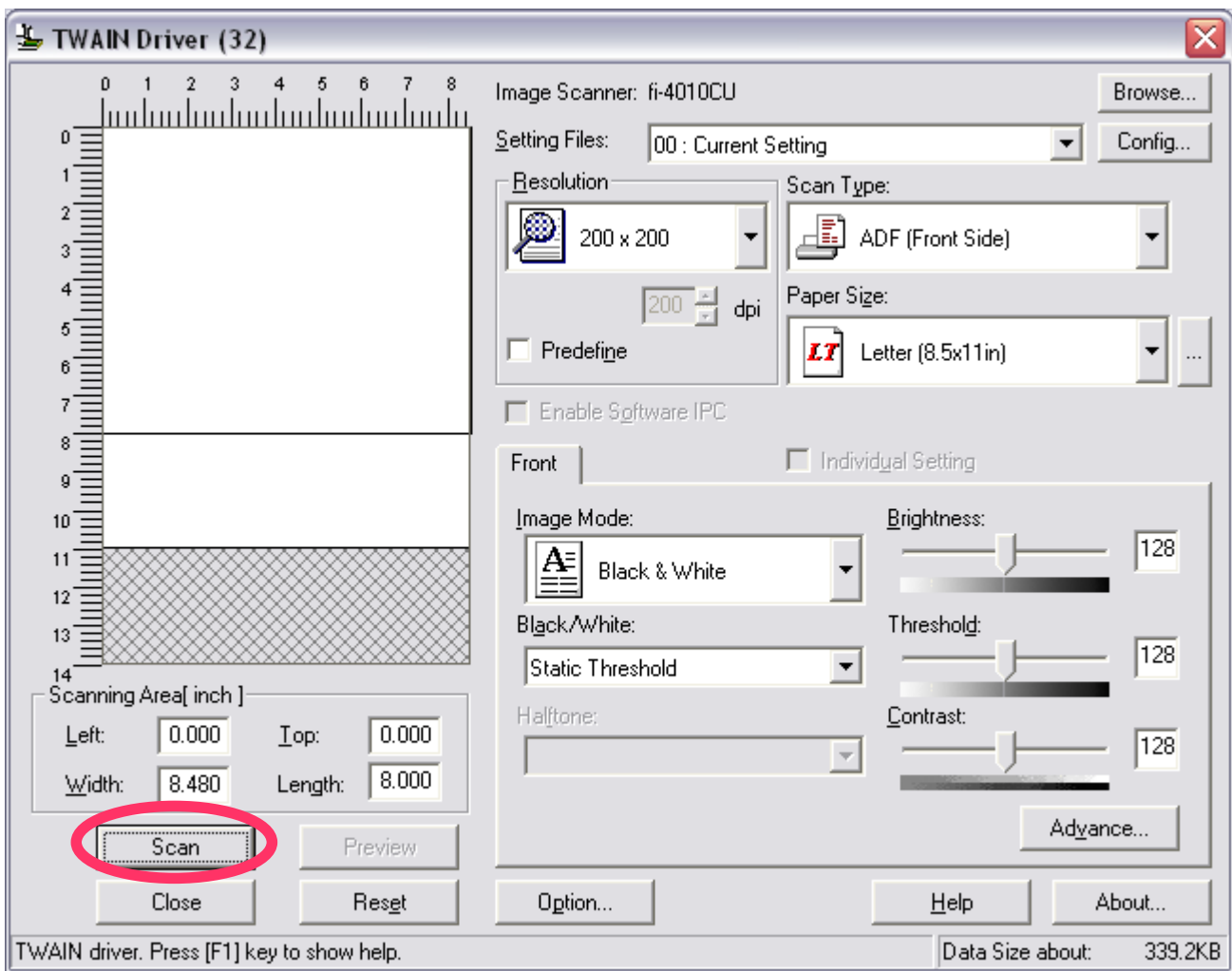
**To choose your scanner in LogSCAN Express, go to “Scanner” at the top of the scan screen and click to bring down the drop down menu. Then click on “Select Twain Scanner” (circled). LogSCAN Express will show you a box with available scanners. Click on the preferred scanner to highlight it. Then click on “Ok” to select (circled) and initialize the scanner. You'll only need to perform this operation after the initial installation of LogSCAN Express or if the scanner happens to change for some reason.**



**Next we'll want to turn on the Twain Dialog. This will show you to what settings the scanner is currently set. You can turn this off later by un-checking this option, or get back in to the scanner driver settings by re-checking the option. Click on "Show Twain Dialog" (circled). Don't be concerned that it doesn't appear to do anything other than check mark the option. The Twain Dialog will show up later during actual scanning.**



**Ok, let's scan a log. Click on the green scan button (circled). Put some logs in the feeder for the scanner according to the manufacturer's instructions (some are paper face up, others are paper face down).**

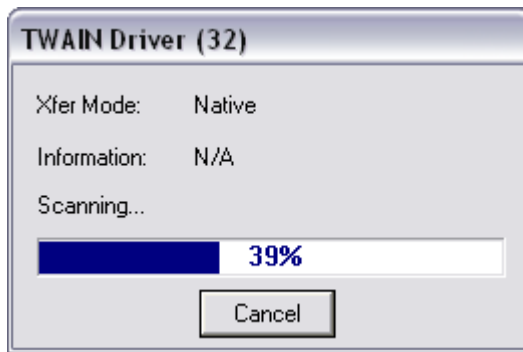


**Remember checking the "Show Twain Dialog" option? This is the Twain dialog (which you can also turn off later by un-checking the option you selected before under "Scanner" and "Show Twain Dialog").**

**\*\*IMPORTANT NOTES\*\* - Your settings should match exactly what's shown above for a successful scan. The only option that you might change later is the Threshold if your images happen to scan too lightly. Then bump the Threshold up a little bit at a time until you get a nice, readable image. You can use a non-ADF (automatic document feeder) scanner but then you will be scanning one log at a time on the flatbed so this really isn't recommended.**

**Also, this example is a Fujitsu scanner twain driver screen. Your screen may look a little different depending on the twain software driver you're using, but you should have these settings available to you. DPI or Image Mode *must* be 200 x 200, Scan Mode *must* be Black and White or Line Art, and Paper Size *must* be 8.5 x 11 (even if your logs are considerably smaller) to receive a successful scan.**

**Click on "Scan" (circled):**



You should see the logs go through the scanner's feeder as this little window (or something similar depending on your scanner make and model) pops up.

LogSCAN Express Processing  
File Scanner Advanced Hide Grid Zoom

C:\LogSCAN\FaxInput\LOG0002.REC Image 1 - (Seq. 1)

**DRIVER'S DAILY LOG**  
(One calendar day - 24 hours)

100108 600 (Month) (Day) (Year) (Total distance today)  
(Use Numbers Only)

600 (Total miles driving today)

Office User Only  (Driver Number) (Co-Driver Number)

TRACTOR NUMBER 1234 TRAILER NUMBER(S) 567

210 If this log covers multiple off-duty days, Enter here the number of days covered starting with the date shown above.

(Name of Carrier or Contract)

(Main Office Address)

Name of Co-Driver

I certify these entries are true and correct

(Driver's signature in full)

MARK 60/90 MPH	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	MID-NIGHT	TOTAL HOURS
1: OFF DUTY																										10.00
2: SLEEPER BERTH																										14.00
3: DRIVING																										-
4: ON DUTY (NOT DRIVING)																										24.00
REMARKS																								(Must be 24)		

Shipping document, manifest number, or name of a shipper and commodity: 9976

NOTE: 1/4 = .25; 1/2 = .5; 3/4 = .75

RECAP  
Copy Yesterday's Rows 2 to 7 to Today in Rows 1 to 6

7 hours Worked Yesterday  
Total Hours Before Today (70 Hour Add Row 1-7 80 Hour Add Row 2-7)

Available Hours Today (70 Hour Subtract Row 8 above From 70 80 Hour Subtract Row 8 above From 80)

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Log Date [ ] Driver [ ] Miles Driving [ ] Days Off Duty [ ] Delete Log

Batch No. U2A3

Scan Exit

Enter Log Date. Acceptable Formats Are: mmddyy, mm-dd-yy, m-dd-yy, mm-dd-yyyy, mm/dd/yy, m/dd/yy, etc.

\*\*Company name censored for confidentiality\*\*

Now you see your first log. If you scanned multiple logs you will see the first one that scanned into your scanner first.

Let's process a log...

LogSCAN Express Processing

C:\LogSCAN\FaxInput\LOG0002.REC Image 1 - (Seq. 1)

### DRIVER'S DAILY LOG

(One calendar day - 24 hours)

100108 600  
 (Month) (Day) (Year) (Total distance today)  
 (Use Numbers Only)

600  
 (Total miles driving today)

Office Use Only

(Driver Number) (Co-Driver Number)

210 + If this log covers multiple off-duty days, Enter here the number of days covered starting with the date shown above.

TRACTOR NUMBER 1234 TRAILER NUMBER(S) 567

Name of Co-Driver: \_\_\_\_\_  
 I certify these entries are true and correct

(Name of Carrier or Consignee) \_\_\_\_\_  
 (Main Office Address) \_\_\_\_\_  
 (Driver's signature in IUI) \_\_\_\_\_

MARK (00/60 MPH)	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	MID-NIGHT	TOTAL HOURS
1: OFF DUTY																										10.00
2: SLEEPER BERTH																										14.00
3: DRIVING																										-
4: ON DUTY (NOT DRIVING)																										24.00
REMARKS																										(Must be 24)

Shipping document, manifest number, or name of a shipper and commodity: 9976

NOTE: 1/4 = .25; 1/2 = .5; 3/4 = .75

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Batch No. U2A3

Log Date 100108 Driver Miles Driving Days on Day Delete Log

Enter Log Date. Acceptable Formats Are: mmddyy, mm-dd-yy, m-dd-yy, mm-dd-yyyy, mm/dd/yy, m/dd/yy, etc.

Scan Exit

Type in the log date (no formatting needed) to match what the driver wrote (circled). Hit the "Enter" key:

LogSCAN Express Processing

File Scanner Advanced Hide Grid Zoom

C:\LogSCAN\FaxInput\LOG0002.REC Image 1 - (Seq. 1)

### DRIVER'S DAILY LOG

(One calendar day - 24 hours)

10 01 08 600 (Month) (Day) (Year) (Total distance today)

600 (Total miles driving today)

210 (If this log covers multiple off-duty days, Enter here the number of days covered starting with the date shown above.)

Office Use Only

(Driver Number) (Co-Driver Number)

TRACTOR NUMBER 1234 TRAILER NUMBER(S) 567

Name of Co-Driver: \_\_\_\_\_

I certify these entries are true and correct

(Name of Carrier or Consignee) \_\_\_\_\_

(Main Office Address) \_\_\_\_\_

(Driver's signature in IUI) \_\_\_\_\_

MARK (0/10 MPH)	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	MID-NIGHT	TOTAL HOURS
1: OFF DUTY																										10.00
2: SLEEPER BERTH																										14.00
3: DRIVING																										-
4: ON DUTY (NOT DRIVING)																										24.00
REMARKS																								(Must be 24)		

Shipping document, manifest number, or name of a shipper and commodity: 9976

NOTE: 1/4 = .25; 1/2 = .5; 3/4 = .75

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Batch No. U2A3

Log Date 10-01-2008 Driver **John Smith** Miles Driving

Days Off Duty

Select a Driver - Use the Drop Down Box or Key Several Characters Of First or Last Name

Scan Exit

Now select your driver from the drop down list (circled). Names are listed both first name first, and last name first:







LogSCAN Express Processing

File Scanner Advanced Hide Grid Zoom

DRIVER'S DAILY LOG (One calendar day - 24 hours)

100108 600 (Month) (Day) (Year) (Total distance today)

600 (Total miles driving today)

210 If this log covers multiple off-duty days. Enter here the number of days covered starting with the date shown above.

TRACTOR NUMBER 1234 TRAILER NUMBER(s) 567

I certify these entries are true and correct

1: OFF DUTY 10.00

2: SLEEPER BERTH 14.00

3: DRIVING 24.00

4: ON DUTY (NOT DRIVING)

RECAP

Yestmday's Rows 2 to 7 10:00 00.00

1 Today in Rows 1 to 6 00.00 00.00

14.00 14.00

Totals 10.00 00.00 14.00 00.00

Shipping document, manifest number, or name of a shipper and commodity: 9976

NOTE: 1/4 = .25; 1/2 = .5; 3/4 = .75

Log Date 10-01-2008 Driver John Smith --1024 Miles Driving 600

Days Off Duty  ReDo

Review Log for Form and Manner Violations, Use Comments to Record Form and Manner Violations, Click Audit Log when complete. If Blue Box Does Not Surround the Grid, Click 'REDO'.

Scan Exit

We clicked on "Ok" and the "Audit Log" button has now become available (circled). Click on this button to audit the log for any violations.

LogSCAN Express Processing

File Scanner Advanced Hide Grid Zoom

100108 600 (Month) (Day) (Year) (Total distance today)

DRIVER'S DAILY LOG (One calendar day - 24 hours)

600 (Total miles driving today)

Office Use Only (Driver Number) (Co-Driver Number)

TRACTOR NUMBER 1234 TRAILER NUMBER(s) 567

210 If this log covers multiple off-duty days. Enter here the number of days covered starting with the date shown above.

I certify these entries are true and correct

(Name of Co-Driver) (Driver's signature in full)

MARK (60% MPH) 1: OFF DUTY 2: SLEEPER BERTH 3: DRIVING 4: ON DUTY (NOT DRIVING)

REMARKS

TOTAL HOURS 10.00 14.00 24.00

RECAP Copy Yesterday's Rows 2 to 7 To Today in Rows 1 to 6

Totals 10.00 00.00 14.00 00.00

Violations on this Log

Violation of the 11 Hour Rule -Today @11:00am for 3:00

Non Violate **Violate** History No Notice Sent

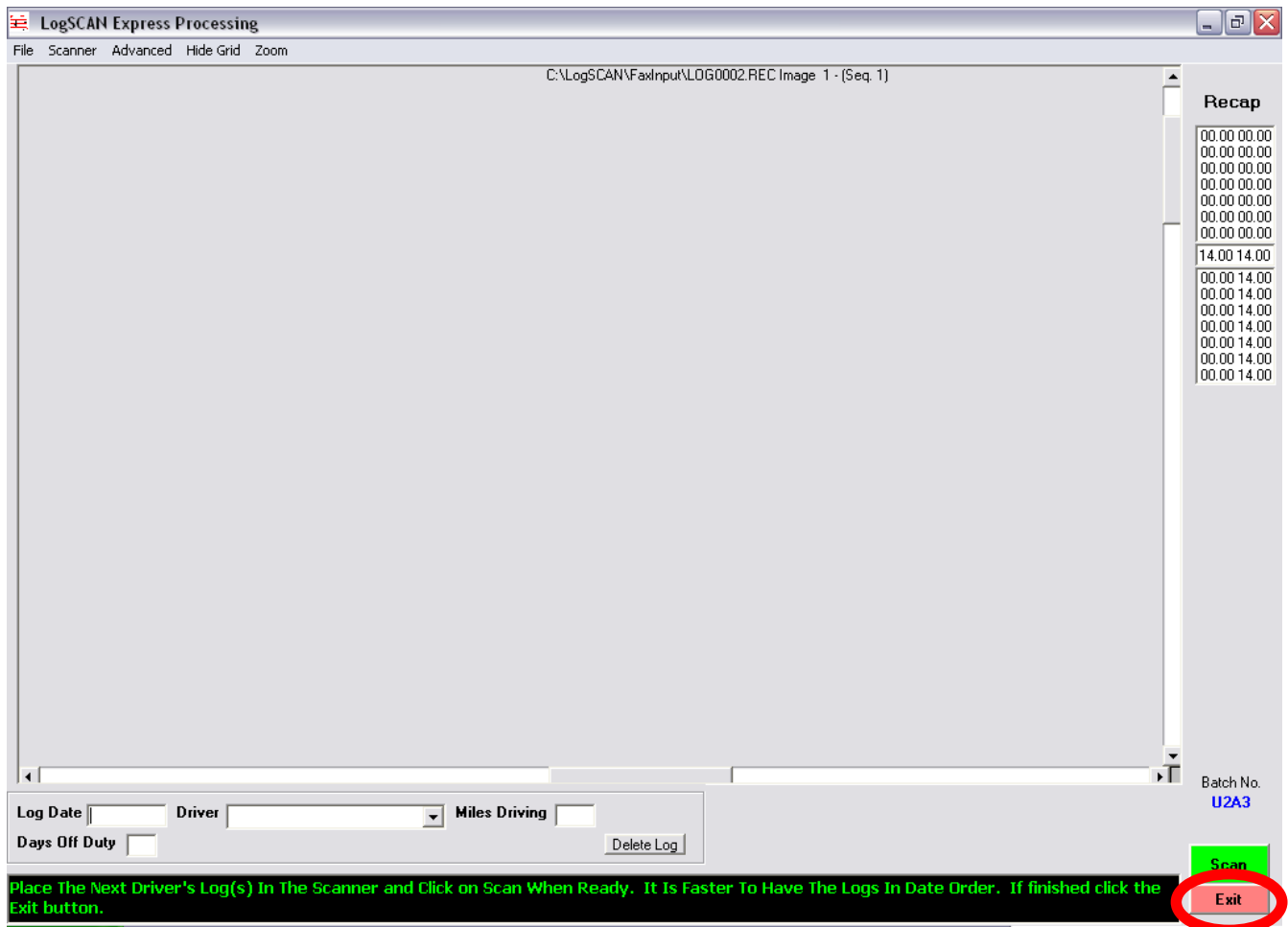
Log Date 10-01-08 Driver John Smith --1024 Miles Driving 600 Re-Check

Days Off Duty ReDo Comments Delete Log

Review Violations Above and Highlight and Non-Violate any to Be Ignored

Scan Exit

We have a violation! Double-check to make sure the grid was read correctly. It was in this instance, so there is a violation. Click on the “Violate” button (circled) to issue the violation.

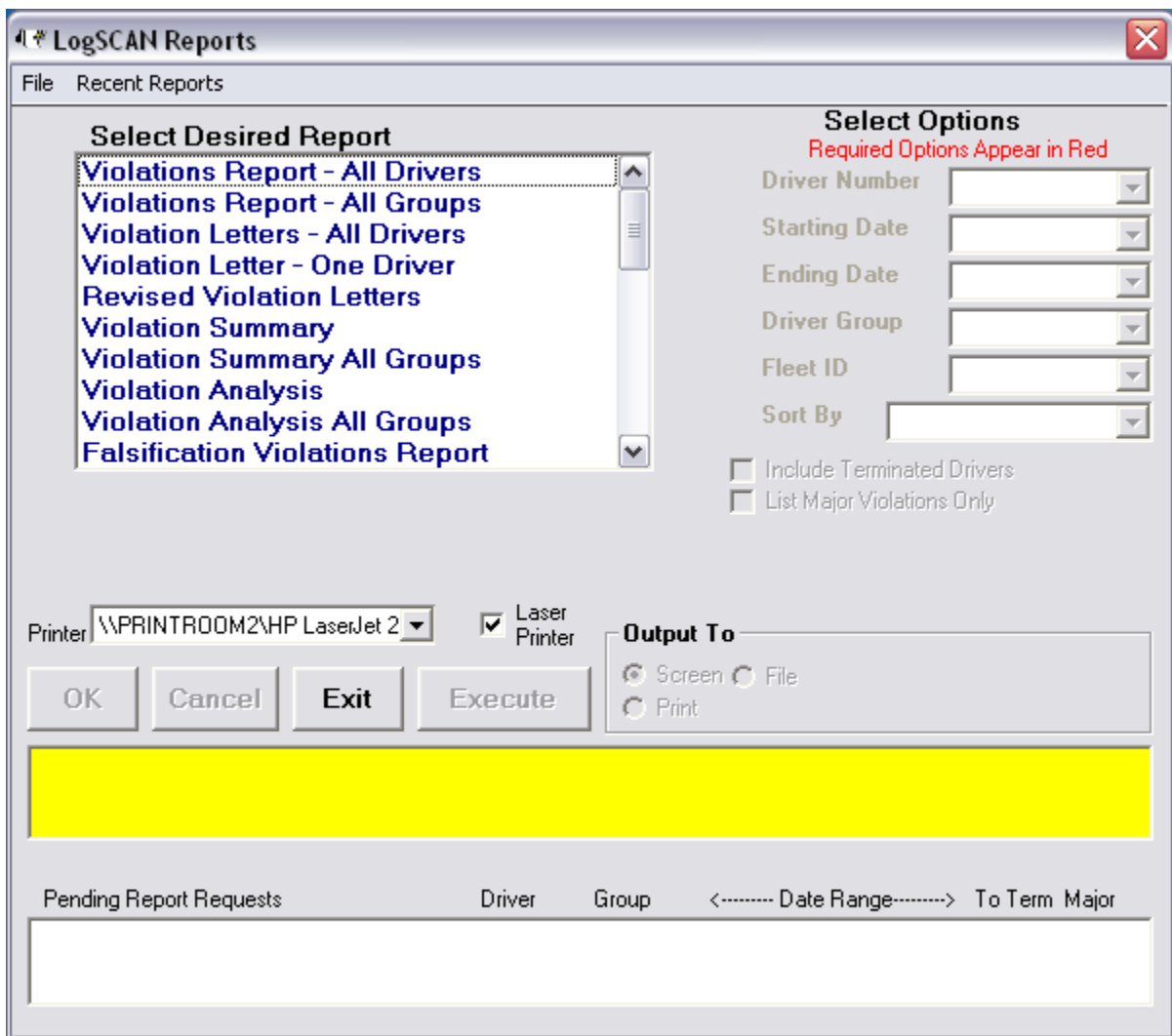


LogSCAN Express will now move on to the next log if one is available. If all of your scanned logs have been processed, you will see the screen above. Click on “Exit” (circled) to go back to the LogSCAN Express main menu to perform other tasks.

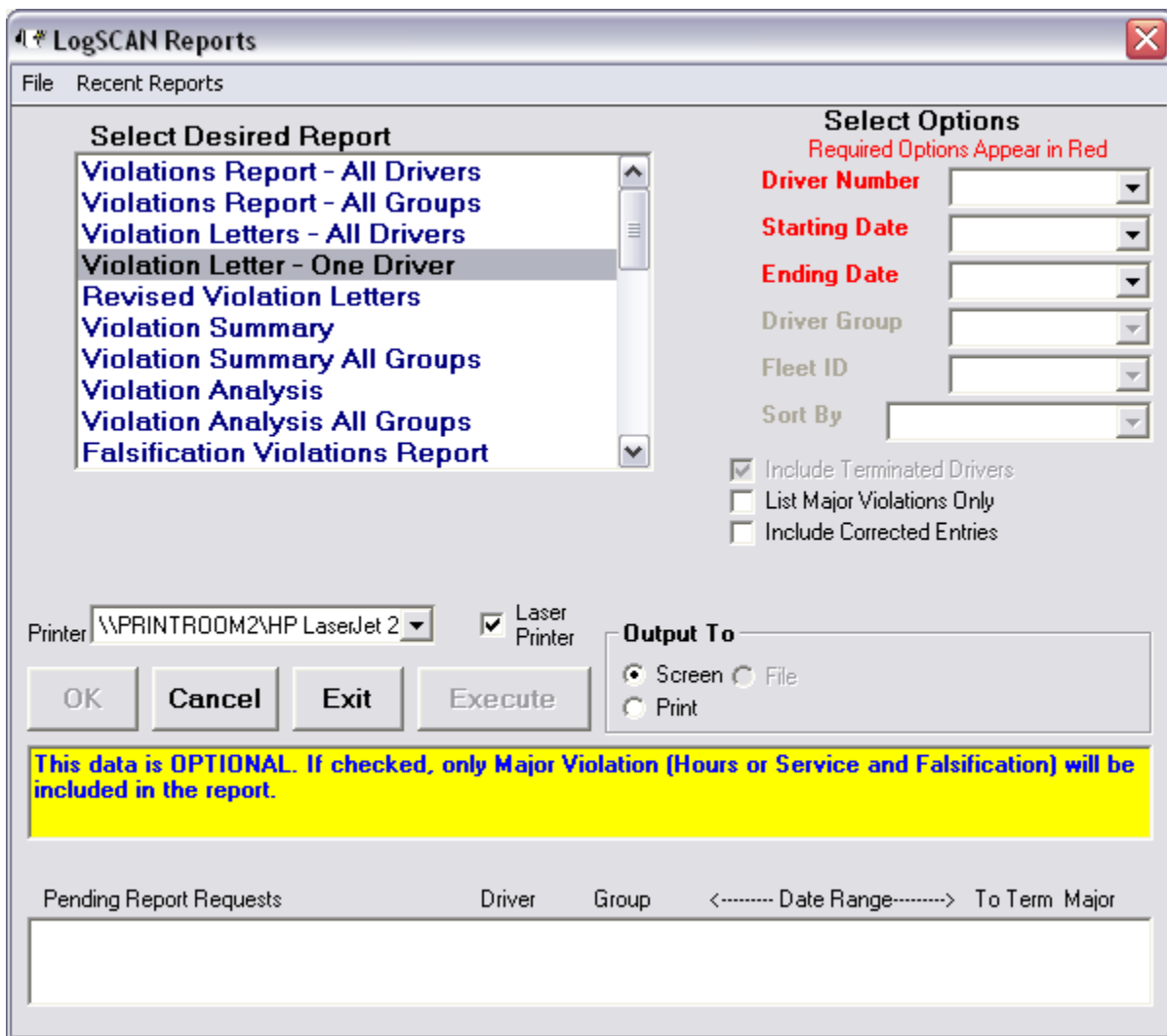
**\*\*IMPORTANT TIP\*\*** - LogSCAN Express doesn't require sorting of your logs. However, since many companies' drivers hand in many of their logs together, LogSCAN Express has the functionality to stay on the same driver and just increment the date field by 1 after starting with the driver's first log in the sequence (so in this example, October 1st). If the logs are in order (e.g. October 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) you'll be able to skip typing in the “Log Date” and “Driver” fields the majority of the time. So think about sorting your logs first or asking your drivers to hand in their logs already sorted. Many of them will already be keeping their logs in order anyway.



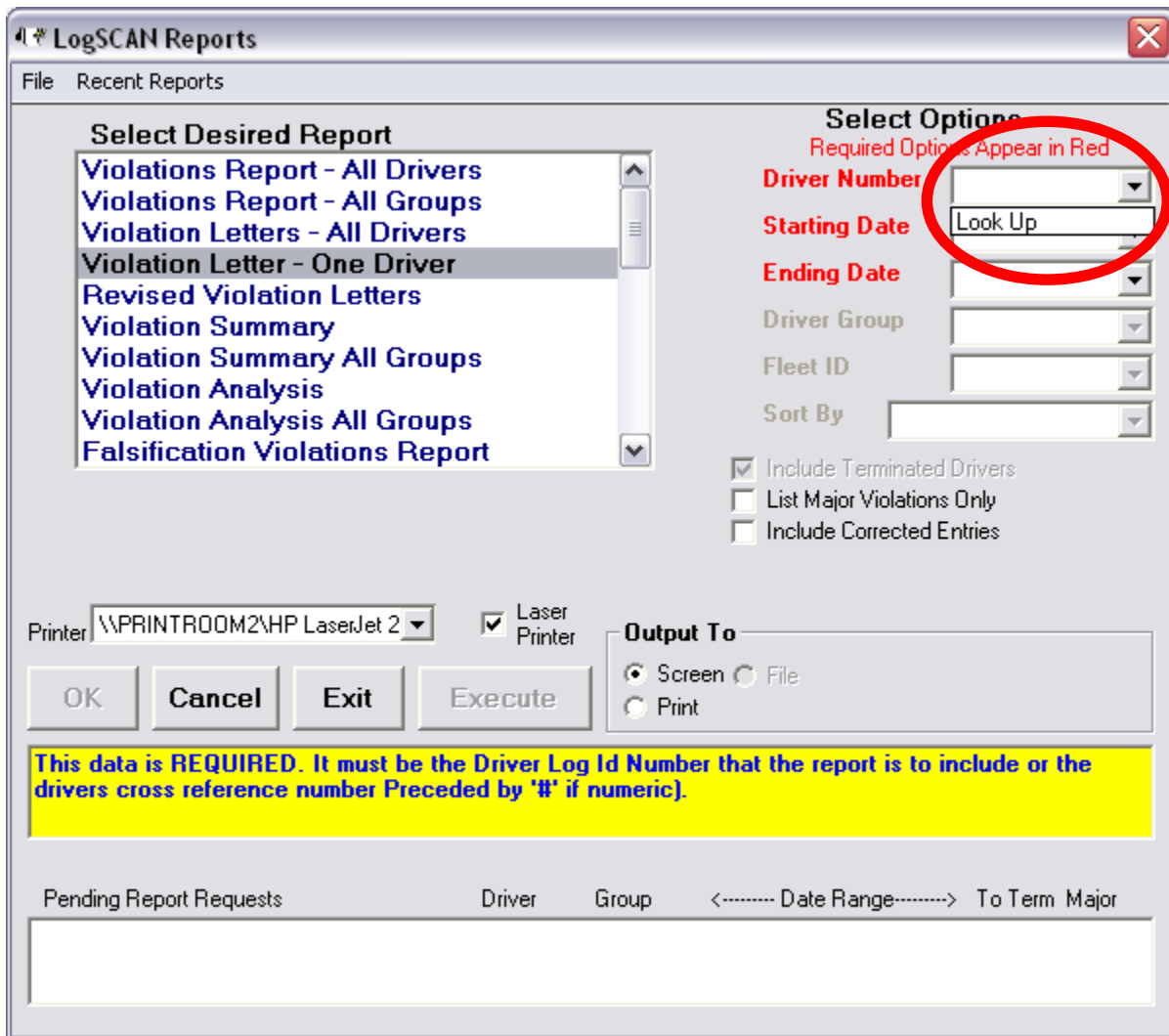
Let's run a report. You'll need to have at least a few logs in and processed to run a report. Click on the "Reports" button:



**This is the main reports screen. Let's run a violation report for John.**



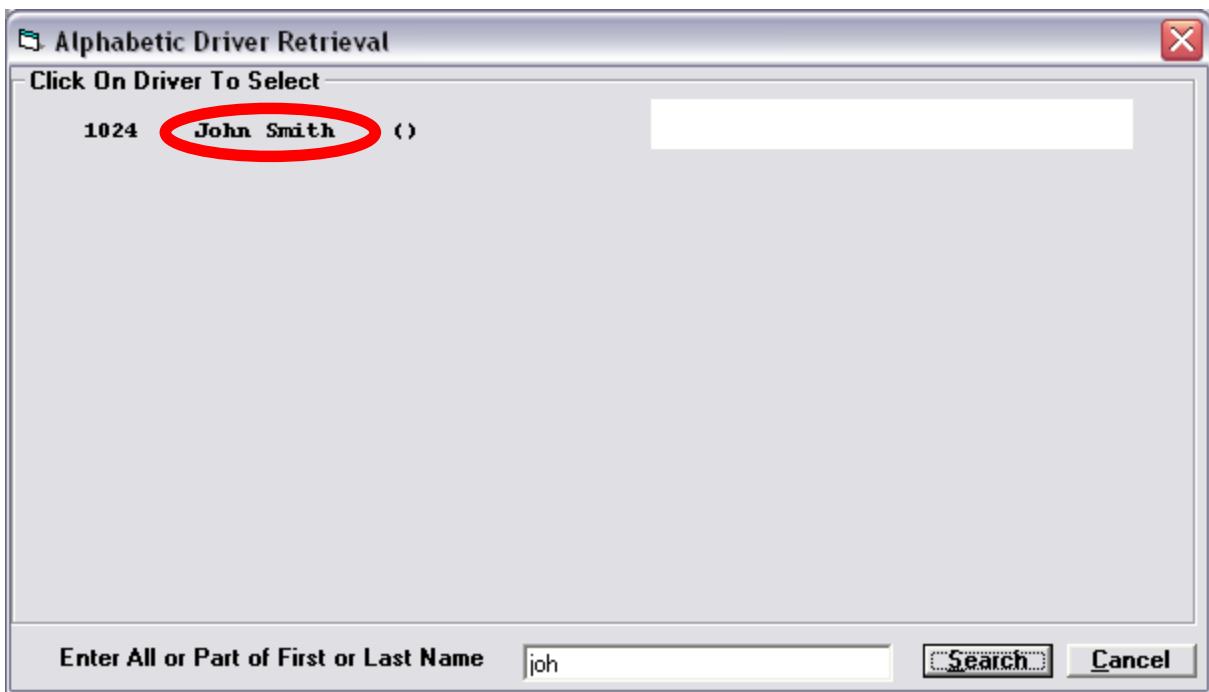
Highlight “Violation Letter – One Driver” (by the way, a Report is just that, a report of the information requested with multiple drivers across the same pages. A Letter is one page per driver in case you'd like to mail that page to the driver).



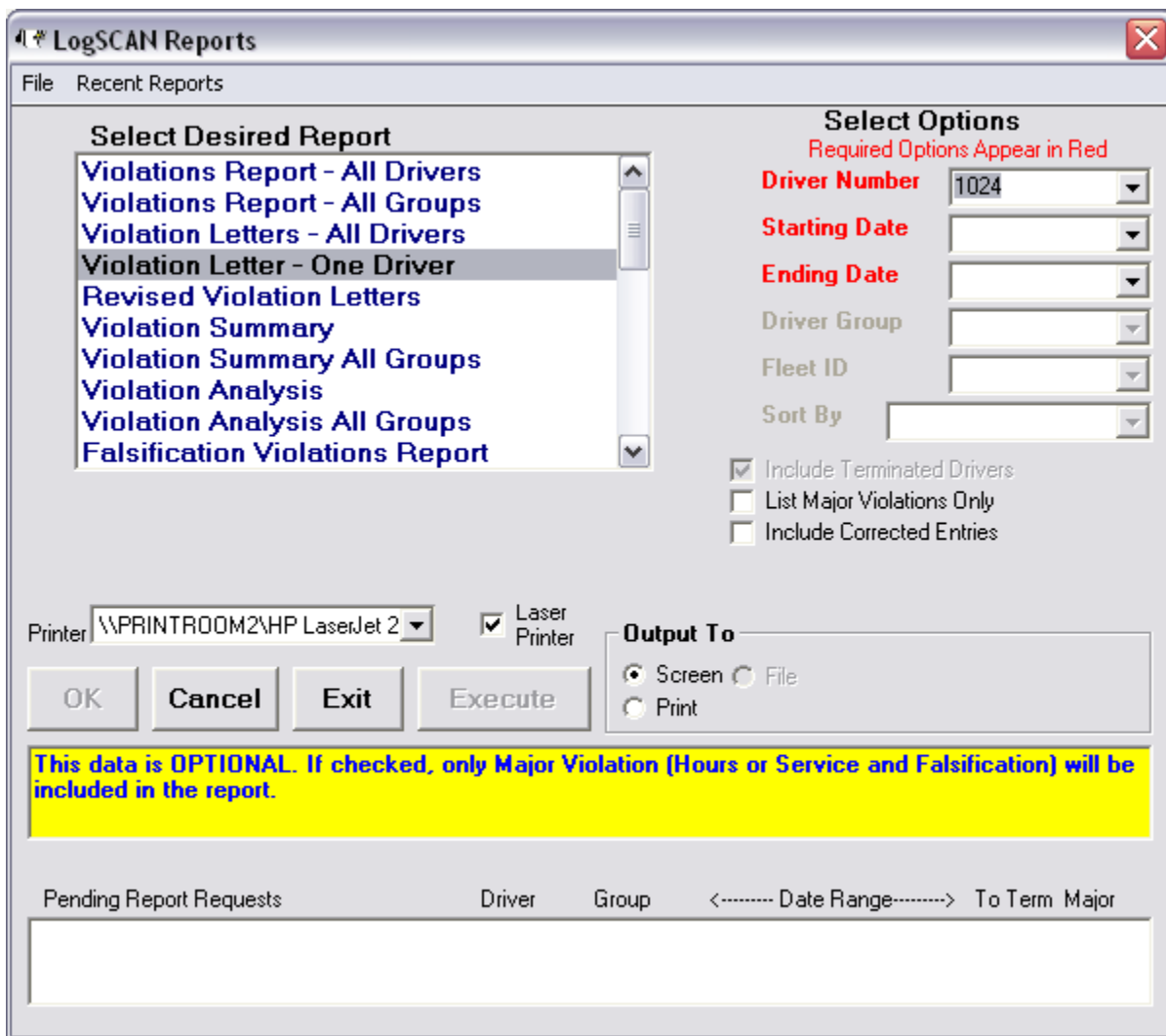
If you're running a report for All Drivers, you won't need to do the next step. But in this case we only want one driver so we need to look him up (circled) by choosing "Look Up" in the Driver Number list box.



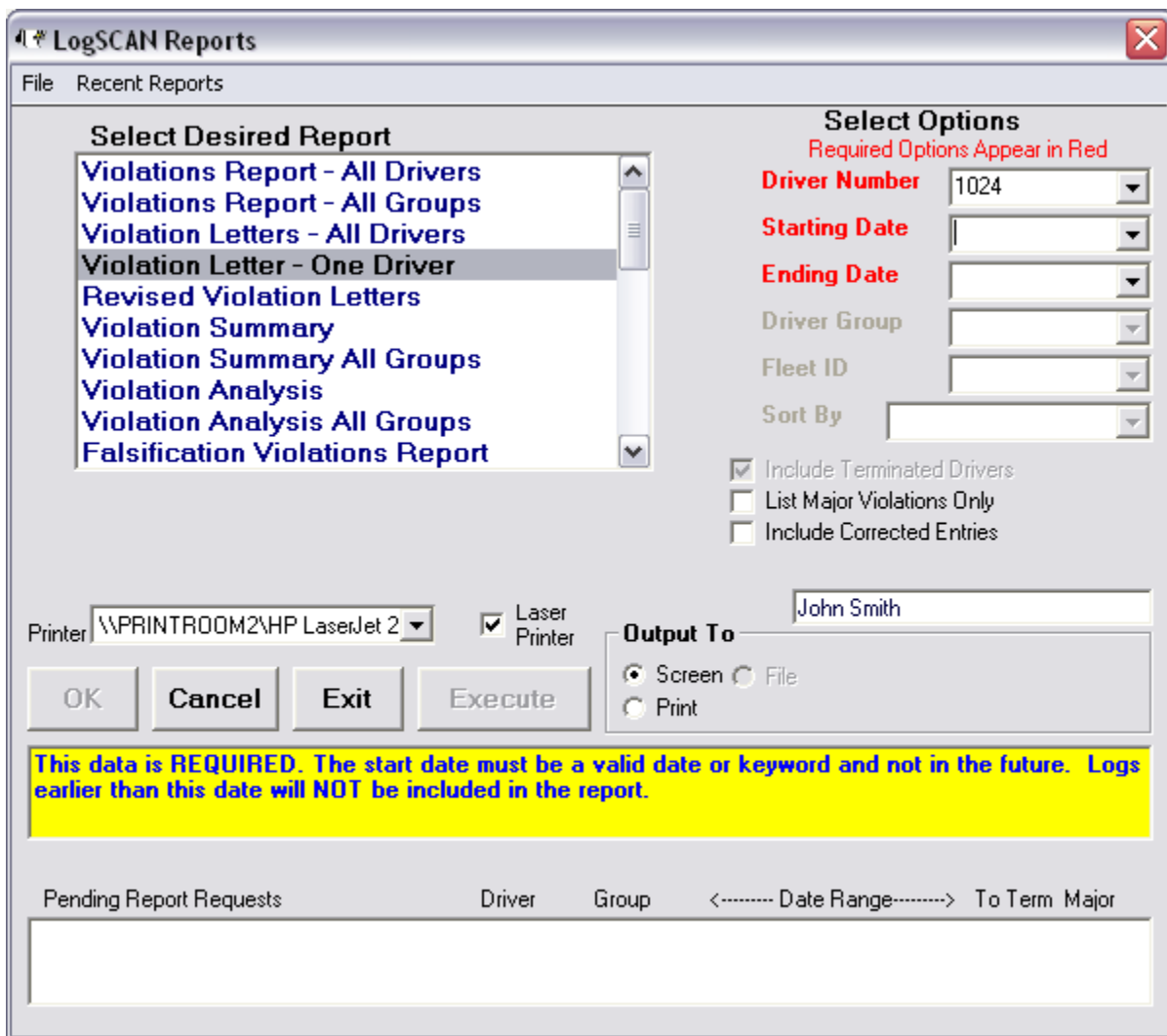
**This window pops up. Type in all or part of the driver's first or last name and click on "Search". We are typing in the beginning of John in this example.**



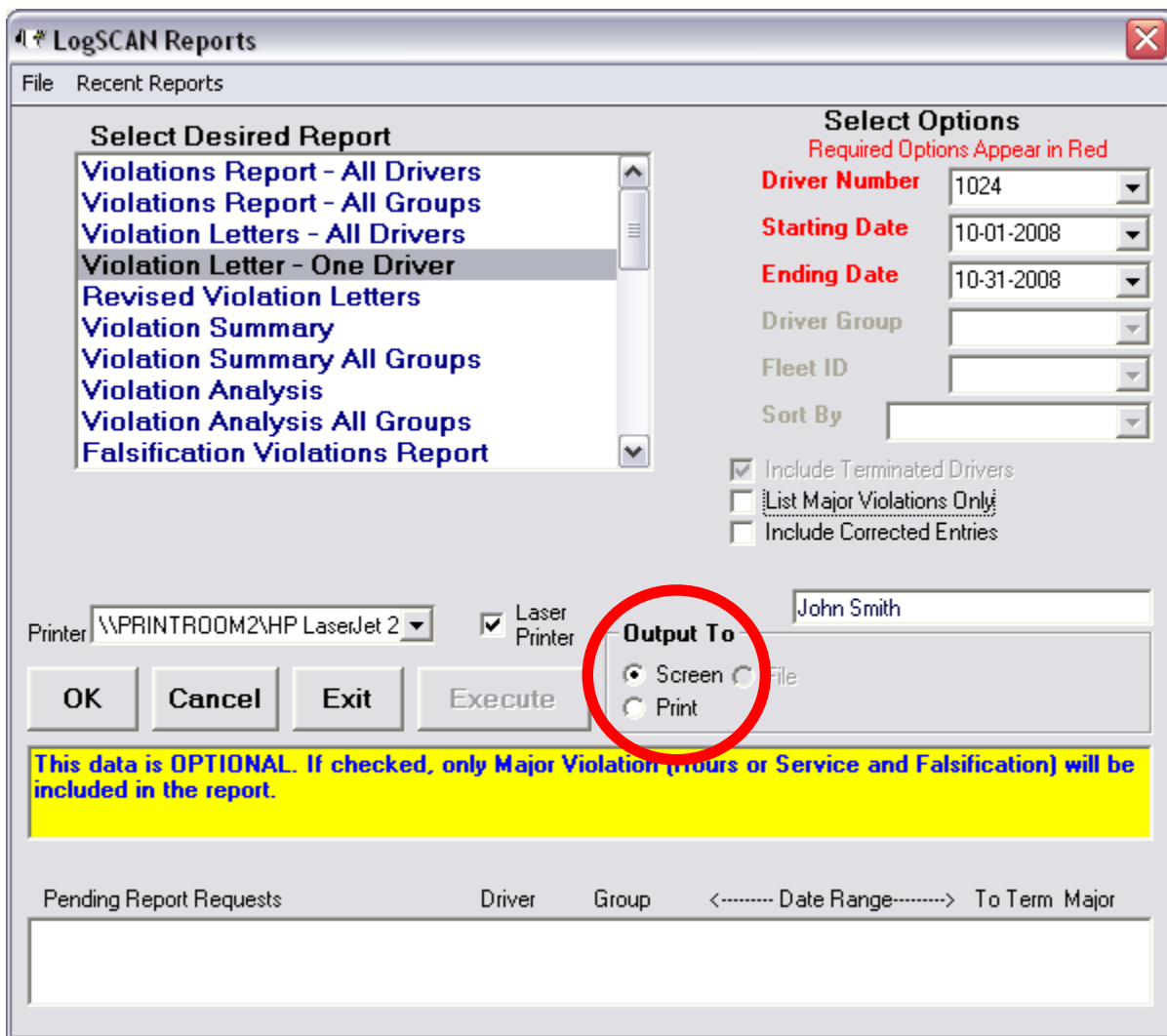
**Found him! Click on the driver's name (circled) to go back to the Reports screen.**



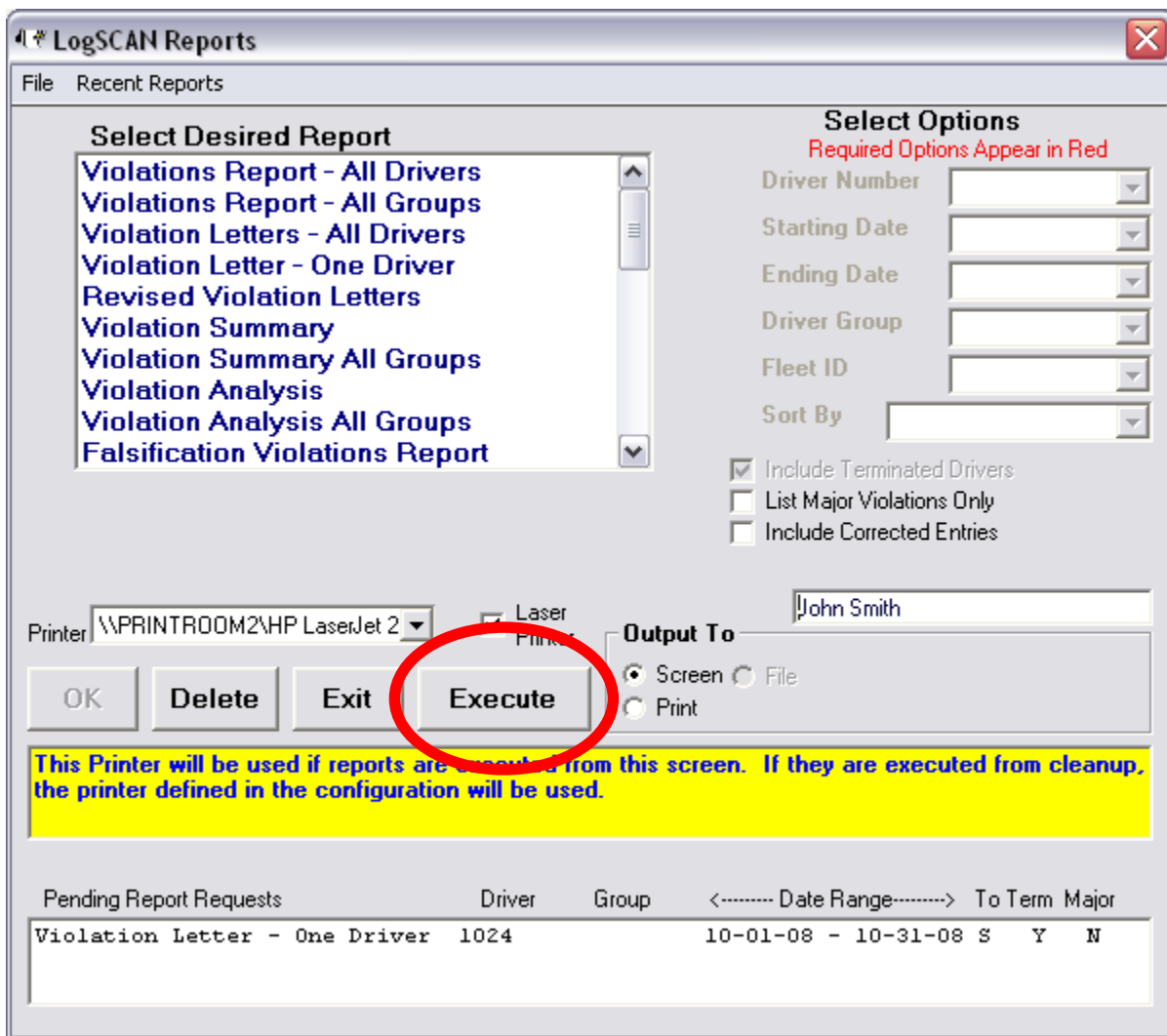
Notice the driver number is now filled in? Hit “Enter”



Now his name is on the lower right hand side. You need to put in the “Starting Date” and “Ending Date” which is the date range that you are asking LogSCAN Express to report back to you. You can either type in the dates such as 100108 (no formatting needed), or select the already available options in the drop down lists. Hit “Enter” after putting in the “Starting Date” and “Ending Date”



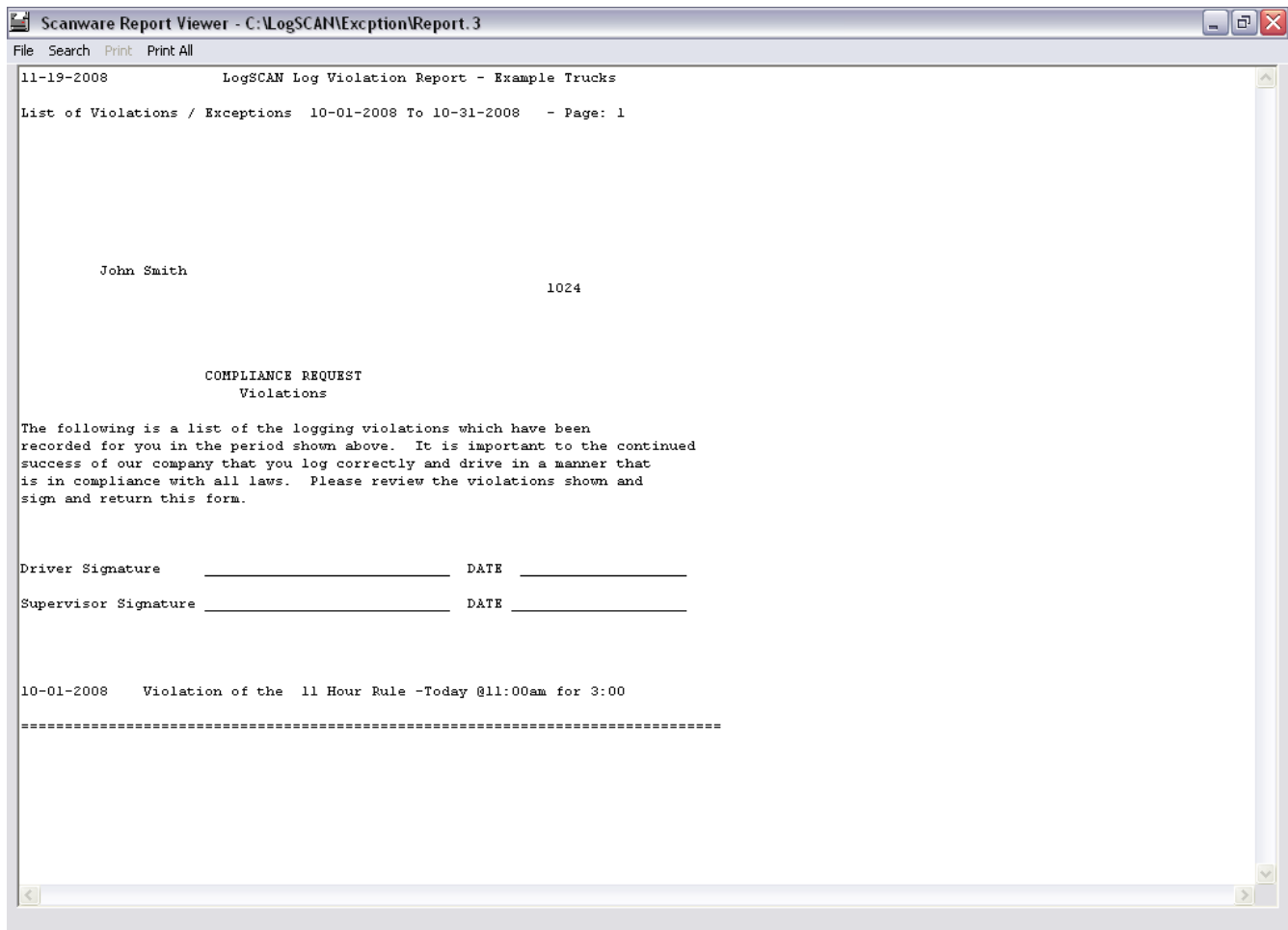
Notice the “OK” button has lit up? If you are fine with putting the report to the screen, then click on “OK”. If not, and you want to print to the printer shown (or to another one as you can also change it here) click on the “Print” option under “Output To” (circled). We’ll leave it on “Screen” for now.



The requested report is now down in the queue. You see here it is the Violation Letter – One Driver #1024 for the date range of 10-01-08 to 10-31-08. It defaults to include terminated drivers (Y) since you specifically requested this particular driver. And you want all violations, not only the major ones so no (N) to Major (violations only).

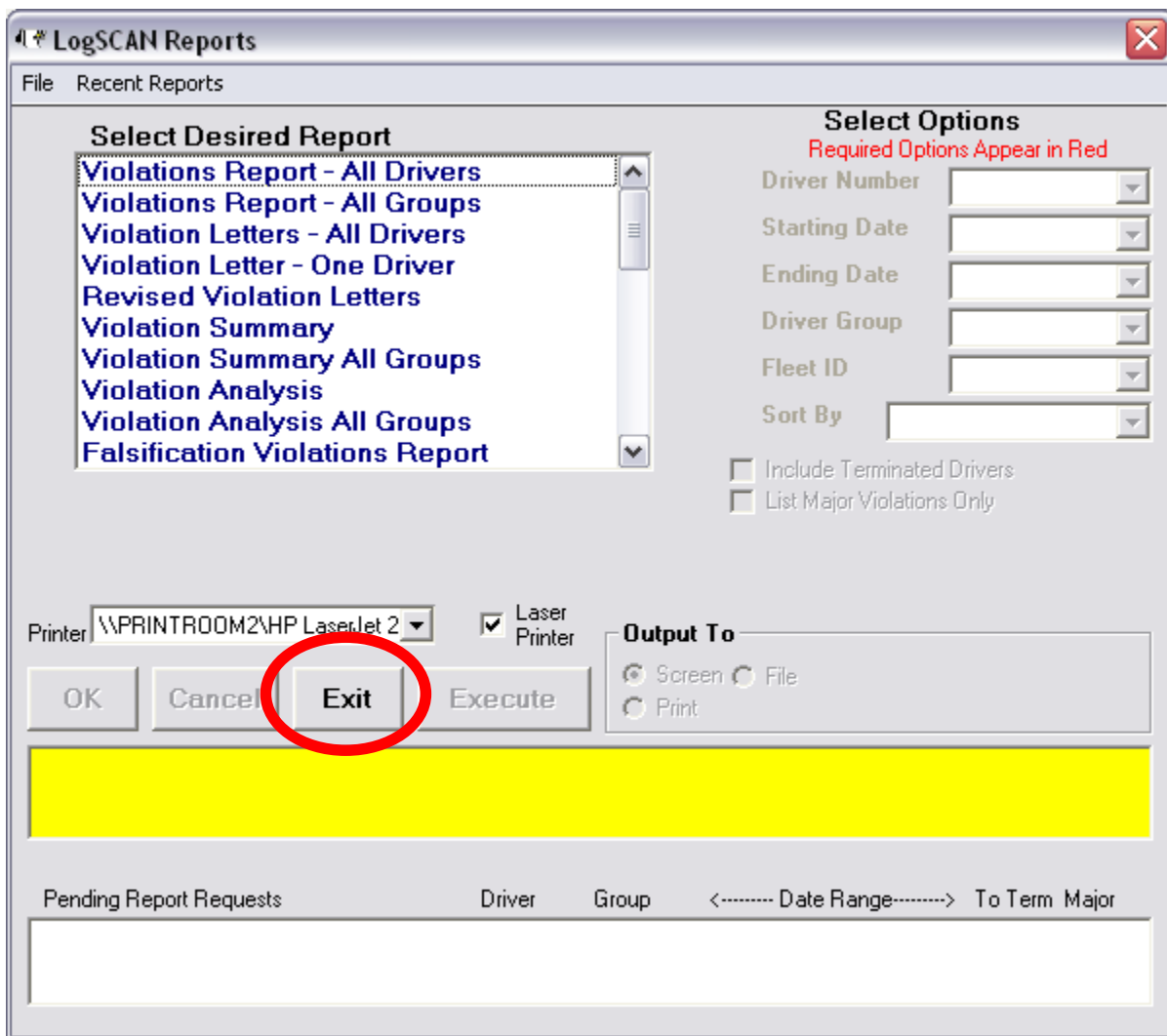
This queue is so you can line up multiple reports and then run them all simultaneously one right after another. Let's run this one report now...

Click on “Execute” (circled):



Well, John's got a violation. Seems he drove a little long right on the 1<sup>st</sup> of October.

Click on "File" and "Exit" to get out of this screen. You can also print from here under "File" and "Print All" if you happen to want to look at the report on the screen first, and then print it all out afterwards.

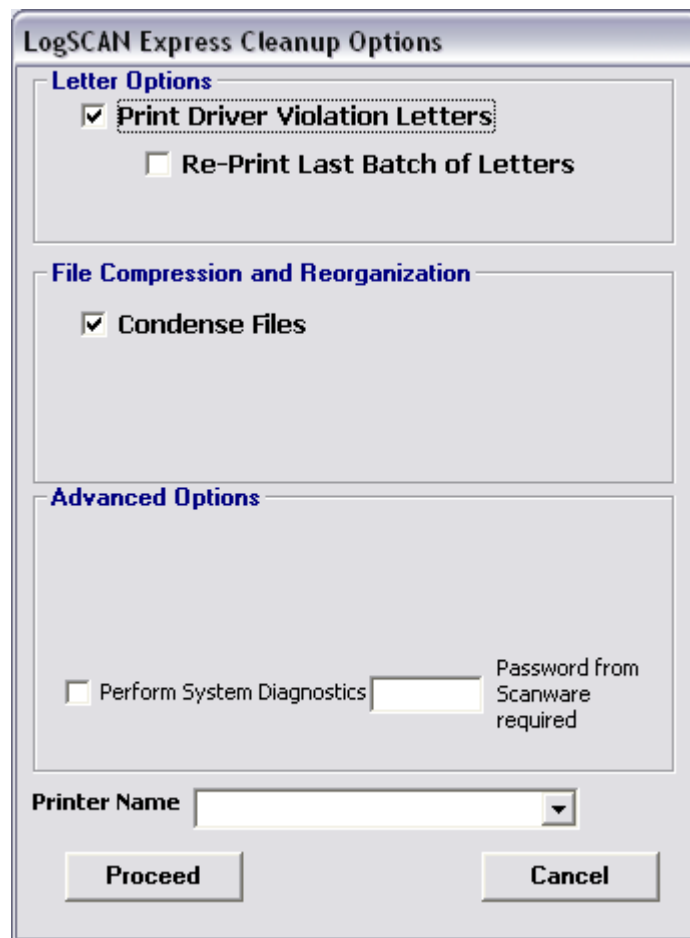


Click on “Exit” to get out of the Reports screen and go back to the LogSCAN Express main menu.



Let's run a "Clean Up". It is highly recommended that this operation is run at *least* once a week (more often won't hurt). It is during this process that violation letters will print out, and LogSCAN Express "cleans up" after itself. Not running a Clean Up for any length of time will leave a lot of unneeded files taking up space on your hard drive and degrade LogSCAN Express's performance.

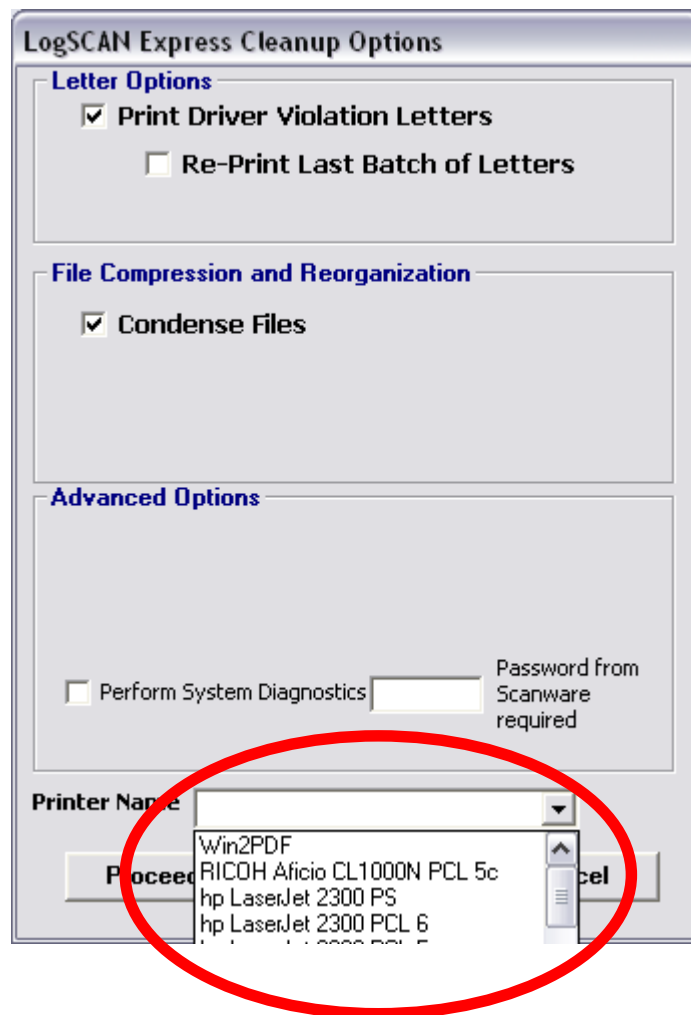
To get into the "Clean Up", hold your mouse over the "Administer" button. The options of "Clean Up" and "Configure" will show. Make sure "Clean Up" is in red and click on this option.



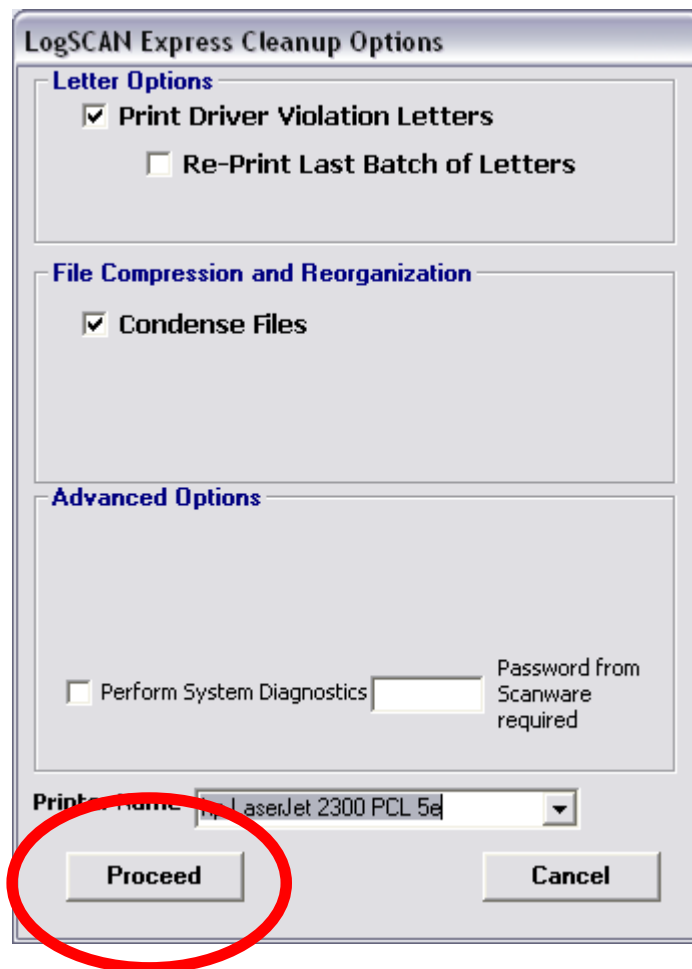
The “Clean Up Options” window pops up. You can see by default that “Print Driver Violation Letters” is checked as is “Condense Files”. These are normally the options that you will want to run during a Clean Up.

**\*\*IMPORTANT NOTE\*\*** - Always make sure that your printer is on and ready with paper etc. before running the Clean Up. There are only two chances to print your driver violation letters before LogSCAN Express assumes they have printed and removes the related print files. Once a print and re-print has been run, these files will no longer be available to print.

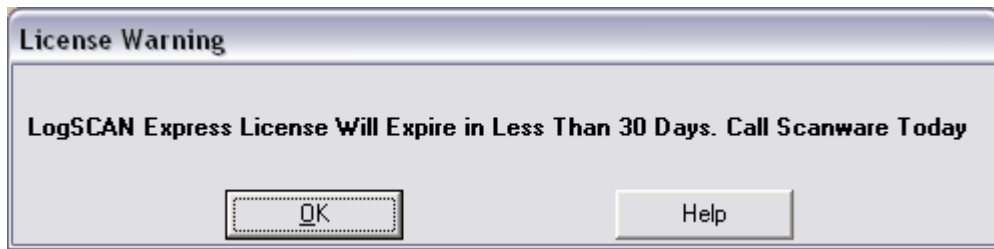
Let's choose the printer...



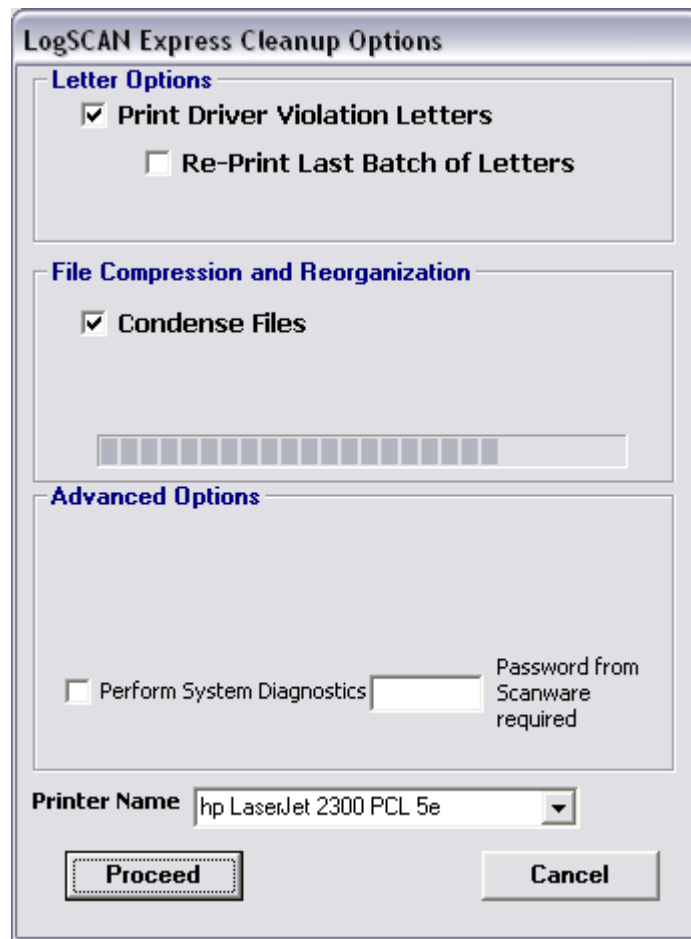
Select the preferred printer by clicking the list box (circled) and selecting the preferred printer.



Now click on “Proceed” (circled):



**Just a friendly reminder that you are using a trial version. A licensed copy won't have this message. Click on "Ok"**



**You'll see a progress bar go by as LogSCAN Express prints out your violation letters, condenses files, and organizes data for future use.**



The Clean Up completes by going back to the main menu. You are ready to start anew. Happy Auditing!

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*\*\*This Quick Start Guide doesn't cover falsification checking due to the many different ways that logs can be checked for falsification. However a brief description of each method is mentioned below. Please search under "Verification" via the Online help (F1 from the main menu) in LogSCAN Express for more details about false log checking and to get nagged a little more...*

## **A Brief Synopsis About Checking for False Logs and Why You Should**

**False log checking sounds like a lot of hocus pocus and voodoo. It's not. And it's vital to your company to make sure your drivers aren't falsifying their logs. The DOT doesn't take very kindly to an accident caused by a driver that was falsifying his logs. This discovery can result in big fines, higher insurance rates, and even jail time. So protect yourself. LogSCAN Express can help you do this.**

**The basic process of falsification checking is this:**

**The driver has created a log and says on that log he or she was doing this particular activity at a particular time and place. You have another time and date stamped piece of paper (or file entry as the case may be) that says the driver was doing this (e.g. purchasing fuel, getting tested, filling out an accident report, etc) at a particular time and place. Now is it around the same time and place, and do they match up? Or does his log say he was asleep in Knoxville Tennessee, when his fuel receipt says he was actually filling up in North Carolina? Quite a discrepancy there isn't there? That would be a false log (which by the way if he had filled it out honestly he's probably drastically in violation of several hourly rules also. Uh oh). This is why many companies are amazed to find some of their best drivers are actually the worst at falsifying their logs. The DOT will check for both violations (and make no mistake, falsification is a violation, the worst one possible from the DOT's point of view and worthy of huge fines and an unsatisfactory rating). So find these drivers first and avoid huge headaches.**

**The simplest way to check in LogSCAN Express is via the "Match Docs" option from the Verification button. You have the receipt in your hand, look up the driver's log and compare hitting the "Match" button. Then mark "Yes, it's false" or "No, it's not false". Pretty simple huh?**

**Another way is to create a list via the "Edit List" option. This is usually used if you have multiple documents to check logs against multiple drivers. You create the list by keying things in first, then "Match" it against the respective driver's logs later, again marking them either false or not false (though the letter you mail to a driver will actually say "Questionable Log Found" but that's just semantics)...**

**Last, but not least, there are files that you can get from entities such as Flying J, Comdata, etc. that have times and dates within the file when something was purchased. You can convert these files to create a list to "Match List" your logs against. This requires much less manual input of data but requires some setup from these respective companies (i.e. downloading the file from some weird place in cyberspace somewhere). Again, after matching you just chose whether the submitted log is "False" or "Not False". You figure out what to do to your driver from there...**