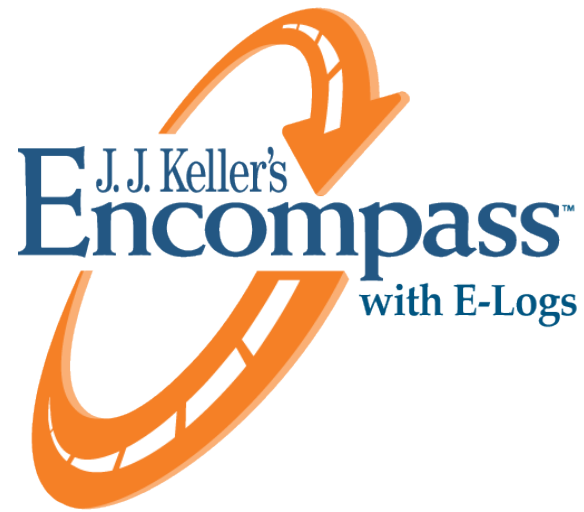


## 2014 - Q1 ENCOMPASS RELEASE BULLETIN



## Table of Contents

2014 - Q1 Encompass Release Bulletin .....	3
Export of Unassigned Log Events.....	4
GPS Coordinates Entry.....	5
Customer Account Number Visibility .....	6
Bin Location .....	7

# 2014 - Q1 Encompass Release Bulletin

## Export of Unassigned Log Events

Easily export all unassigned log events for review by internal stakeholders and/or compliance review officer.

**Manage File Layouts**

The following is a list of predefined file layouts that can be used to export data.

Select **Edit Layout** to modify the file layout to suit your needs. This customized layout can then be saved and used for future exports. (Note: This should be done first to understand the various file layouts that are expected)

Select **Export** to export a file based on the selected file layout.

File Layouts	Name	Description
Export	Accidents/Incidents	All accidents/incidents
Export	Accidents/Incidents	All accidents/incidents
Export	Applicants	All Applicants
Export	DVIRs	All DVIRs
Export	Employee Log	All Employee Logs
Export	Employee Log Violations	All Employee Log Violations
Export	Employee Maintenance	All Employee Maintenance records
Export	Employee Prequalification	All Employee Prequalification records
Export	Employee Training	All Employee Training records
Export	Employees	All employees
Export	Fuel Tax Trips	All fuel tax trips
Export	Part	All parts
Export	Part	All parts
Export	Unassigned Log Events	All Employee Log Unassigned Events
Export	Unit Out of Service	All Unit Out of Service records

**1** **Export Custom - Unassigned Log Events**

**Step 1:** Select the fields within each group that are to be exported.  
\*\* - Field is required for the export to be successful.

**Select Fields**

- \*\* EmployeeLogUnassignedEvent.Id
- \*\* EmployeeLogUnassignedEvent.CompanyKey
- \*\* EmployeeLogUnassignedEvent.CreateDate
- EmployeeLogUnassignedEvent.ChangeDate
- EmployeeLogUnassignedEvent.SubmittedByEmployeeCode
- EmployeeLogUnassignedEvent.SubmittedByEmployeeName
- EmployeeLogUnassignedEvent.KMBObrDeviceId
- EmployeeLogUnassignedEvent.UnitCode
- EmployeeLogUnassignedEvent.UnassignedPeriodType
- EmployeeLogUnassignedEvent.StartTime
- EmployeeLogUnassignedEvent.EndTime
- EmployeeLogUnassignedEvent.TimeZone
- EmployeeLogUnassignedEvent.StartLatitudeDegrees

**Next**

**2** **Export Custom - Unassigned Log Events**

**Step 2:** Review the data types to be exported.

**File Layout**

**Field Name**

- EmployeeLogUnassignedEvent.Id
- EmployeeLogUnassignedEvent.CompanyKey
- EmployeeLogUnassignedEvent.CreateDate
- EmployeeLogUnassignedEvent.ChangeDate
- EmployeeLogUnassignedEvent.SubmittedByEmployeeCode
- EmployeeLogUnassignedEvent.SubmittedByEmployeeName
- EmployeeLogUnassignedEvent.KMBObrDeviceId
- EmployeeLogUnassignedEvent.UnitCode
- EmployeeLogUnassignedEvent.UnassignedPeriodType
- EmployeeLogUnassignedEvent.StartTime
- EmployeeLogUnassignedEvent.EndTime
- EmployeeLogUnassignedEvent.TimeZone
- EmployeeLogUnassignedEvent.StartLatitudeDegrees
- EmployeeLogUnassignedEvent.StartLongitudeDegrees
- EmployeeLogUnassignedEvent.StartLocation
- EmployeeLogUnassignedEvent.EndLatitudeDegrees
- EmployeeLogUnassignedEvent.EndLongitudeDegrees
- EmployeeLogUnassignedEvent.EndLocation
- EmployeeLogUnassignedEvent.DrivingDistance
- EmployeeLogUnassignedEvent.AssignedToEmployeeCode
- EmployeeLogUnassignedEvent.AssignedToEmployeeName
- EmployeeLogUnassignedEvent.IsPersonalTime
- EmployeeLogUnassignedEvent.LastChangedByUser

**Back** **Next**

**3** **Export Custom - Unassigned Log Events**

**Step 3:** Save the file layout for use with other export files.

**Save File Layout**

Name: Unassigned Log Events

Description: All Employee Log Unassigned Events

Make available company-wide:  No  Yes

**Back** **Save File Layout** **Save and Export**

### GPS Coordinates Entry

Landmarks may now be added by entering GPS coordinates, not just address, which is useful for locations that are off public roadways.

The screenshot shows the 'Add Landmark' form in the Encompass system. The form includes a navigation menu at the top with options like Home, Employees, Driver Qualification, Alcohol & Drug, Accident/Incident, Training, and Hours of Service. On the left, there are links for 'Back to Previous Page', 'System Setup Home', 'Export Custom - Unassigned Log Events', and 'Manage File Layouts'. The main form area has a title 'Add Landmark' and a note 'Shaded Fields are Required'. Below this are buttons for 'Save', 'Cancel', and 'Save & Add New'. The form fields include 'Name', 'Icon' (with a 'Choose File' button), 'Show in List?' (checked), and 'Landmark Creation' with two radio buttons: 'Address Entry' and 'GPS Coordinates Entry'. The 'GPS Coordinates Entry' radio button is highlighted with a red box. Below the radio buttons is a section titled 'ENTER ADDRESS' with fields for 'Address', 'City', 'State', and 'Zip Code'. At the bottom of this section are 'Save', 'Cancel', and 'Save & Add New' buttons.

This screenshot shows the 'Add Landmark' form with the 'GPS Coordinates Entry' radio button selected. The 'ENTER GPS COORDINATES' section is highlighted with a red box. This section contains two input fields: 'Latitude' with an example value of 33.809765, and 'Longitude' with an example value of -85.751724. Below these fields are 'Save', 'Cancel', and 'Save & Add New' buttons. The navigation menu at the bottom of the page includes Home, Employees, Driver Qualification, Alcohol & Drug, Accident/Incident, Training, Hours of Service, and Roadside Inspection.

## Customer Account Number Visibility

Customer account numbers now visible on Encompass dashboard, in the upper right corner.

The screenshot displays the Encompass dashboard interface. At the top, a dark navigation bar contains the text "Account Number: 67890" (highlighted with a red box), "Logged into Amy's Test Co", "Setup", "Learning Center", and "Log Out". To the right of this bar is the CSA logo with the tagline "Compliance • Safety • Accountability". Below the navigation bar is a horizontal menu with four tabs: "Driver Management" (highlighted in orange), "Vehicle Management", "Performance Management", and "Compliance Review/CSA". A date bar below the menu shows "Thursday, Mar 13, 2014". The main content area features a sidebar on the left with several menu items. The primary content area displays four alert sections, each with a blue header and an expand/collapse arrow:

- A&D File Alerts**: 5 Drivers With Incomplete A&D Files. Includes a "Customize This Section..." link.
- Accident/Incident File Alerts**: Includes a "Customize This Section..." link.
- Log Checker Alerts**: 6 Drivers With Missing Logs In Last 45 Days, 3 Drivers with Logs. Includes a "Customize This Section..." link.
- Roadside Inspection Alerts**: 2 Drivers with Reports Past Due to State. Includes a "Customize This Section..." link.

### Bin Location

Bin location added to Parts Count Report, when sorted by Part Location, for better viewing of inventory.

**Report Viewer: Parts Count Report**

Email to:  [Send](#) [Address Book](#) [Export To RTF](#) [Export To Excel](#) [Close](#)

Amy's Test Co  
x, WJ 54942

03/13/2014 1:11:24AM  
Page 1 of 1

### Parts Count Report

Sorted By: Part Location | Part Number  
Selection: All Parts

Part Number	Part Description	Bin	Quantity On Hand	Actual Quantity
Location: Main				
123	Windshield Wiper	Test1	4	_____
456	Wiper Blade	Test2	6	_____