

## Newsletter August 2024

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The General Election is on November 5<sup>th</sup>. We urge everyone to get registered and vote early for business-friendly candidates. Explain to your family and friends why this election is crucial to bring back lower prices and social sanity. Then, get them registered and go to the polls.

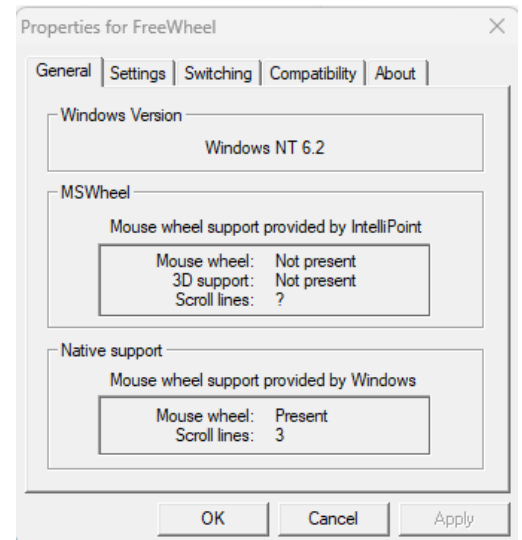
# Dump Truck Software LLC

**Welcome** to our inaugural issue of the Dump Truck System (DTS) newsletter!

The purpose of this document is to share information on new features as well as review other screens and reports users may not be familiar with.

### Free Wheel

The DTS has been designed to be keyboard friendly. Entering freight bills and tickets is faster with the hands on the keyboard. There are some features where a mouse is better suited. For example, when a list of values window is presented it is easier to control the list using the scroll wheel on your mouse. When the DTS was installed, your technician should have installed a program called Free Wheel and placed a shortcut on the desktop. Double-click this icon. The window will appear as shown. Simply click on the [OK] button. If your PC is rebooted, the Free Wheel program must be started again.



### Backing Up Your Data

Backing up the information in the Dump Truck System is a crucial part of your business. In the event of hardware failure, malware, or outright theft of your computer, the DTS can only be restored with the latest backup that often must be retrieved from an off-PC device. This would be a flash drive, external hard drive, or better yet, a cloud backup system like Carbonite.

When a support representative performs an update on your system, we generally run a backup and pull over a copy of the file for future development on your version. When a catastrophic event happens to your system and the system needs to be reinstalled, we ask for your latest backup version. We have seen many times that the backup was not initiated by your office personnel, and we have no other option than to restore from the last backup we performed. It will be nearly impossible to recreate invoices, payments received, edits on freight bills, et cetera from the time of your last backup to the current day.

The DTS can be backed up to a flash drive, a location on another (networked) device, or as we suggest, a licensed copy of Carbonite. Carbonite is recommended as your files are backed up automatically. Go to [Carbonite.com](https://Carbonite.com) for further information. Please contact us to verify that you have a current backup.

### Aging Report by Picking Customers

When producing Amounts Due, Aging Reports, you have the option of selecting a single customer or leaving it blank and viewing all. Now you can select customers to place onto a single report. This new report is available in DTS version 24.17.

Go to the Receivables Menu, click on Receivable Invoices, then select the [Reports...] button. The screen appears as shown. Select the "Through Date:" and click on [Search]. The customers with unpaid invoices dated up to the "Through Date" appear. Click in the XX column for the companies that you would like on the report. If you want all companies, except a few, then click on the [Mark All] button and then de-select the names you do not want. Choose the [Detail] report to see all of the open invoices or the [Summary] button for one line per customer.

