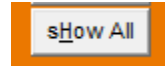


## HOW TO MAKE FILE MAINTENANCE ITEMS "INACTIVE"

See each section below for directions. On each of these browsers there is a SHOW ALL button which allows you to see inactive items. This button is also a toggle so when you hit it a second time it goes back to viewing only active items. When you open a browser it will default to active only.



### DRIVERS

To make a driver inactive you need to fill in the termination date AND change the driver type to I

**Edit Driver ID: 6666 - Sunny Kerr**

Name	Sunny Kerr	Status	P	Terminal		
Address	123 Elm	Driv Type	P	Dispatcher	SRO	
City/State/Zip	Murphysboro IL 62966	PR Empl #	123456	DL Agent	1	
Phone	- -	Cell		Account		
EX Field		Tickets		Accidents		
Born	//	SSN #	- -	Vio Date	//	
Hired	03/10/05	License #		Lic ST	IL	
Terminated	//	Expires	06/01/13	Waiver Date	//	
Physical Exam Expires	06/01/13	MVR Exp Date	06/01/08			
Current Location	AARAOK ADA	OK 74820	Zone	OK	Available Hours	0

### TRUCKS

To make a truck inactive you need to fill in the service ended date. It will go inactive the day after the service ended date.

**Edit Truck ID: 6**

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Description	Test for weight	Disp	SRO	Terminal		Status	A
Make		Model		License #		Exp	12/31/26
Year		License St	IL	Fleet	99	Fee	0.00
Serial #		AP Vendor Number	OWOP	PR Dept			
Lessor		Service Began	10/23/23	Serv Ended	//		
Weight	0	Purchase Date	//				
EOBR - Type		Ave Cost/Mile	0.0000				
Purchase Cost	0.00	Hub - Began	0	Last	0		
Present Value	0.00						
Insured For	0.00						

## TRAILERS

To make a trailer inactive you need to fill in the service ended date. It will go inactive the day after the service ended date.

Edit Trailer ID: 5

Description	CHICAGO TRAILER	Status	A	Equip Type	TE
Make		Type	TA	Aether Enabled?	N
Model		Door Type		Tire Size	
Year		Length		Weight	0
Serial #		Width		Lessor	
Reefer Ser #		Height		Terminal	CHI-misc
License #		Exp	/ /	Location	CATACH CHICAGO IL 60633 Zone 606
Vendor #		Fleet #	74	Purchase Date	/ /
Dispatcher	MDJ	Accumulated Miles	378218	Service Began	11/18/11
Service Ended	/ /	A Service Interval-Miles	0	Days	0
		B Service Interval-Miles	0	Days	0

## SHIPPERS

To make a shipper inactive and no longer show on the browser, change the Y in the active field to N

Edit Customer ID: CHICAG - SHIPEDIT1

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Company	Chicago test company	Active?	Y
Address 1			
Address 2			
City/State/Zip	CHICAGO IL 60601		
Country			