

## Truck Stops Plus...Adding Data Sets

To add your shippers and consignees, company drop lots, company terminals, etc into your Truck Stops Plus template, you will need an Internet connection and if you don't have one, please get one because it is well worth it. You will also need a free copy of Google Earth installed on your computer, which you can download by clicking the following link: [Download Google Earth](#). If you don't have an Internet connection, please see the below paragraph that starts with the word alternatively.

The first step is to create a data set called Shippers and Consignees. To do this, get your final directions either from your company qualcom or otherwise call the shipper or consignee if you have to. Follow the final directions in Streets & Trip until you get to where the shipper or consignee's facility should be located. Next, click the map where you think the shipper or consignee's facility is located and also leave your cursor at that position. Press and hold down the alt and control buttons and press the C key. This will copy the GPS coordinates of where your cursor is located into the Windows clipboard.

Next, open Google Earth. When it opens, in the field where you type in the address, city, and state, right click in that field and choose Paste from the context menu to paste the coordinates into that field. Once you have pasted the coordinates into that field, click the find button. Google Earth will then do its thing, zoom in, and when it is finished you should be able to see the shipper or consignee's location below in the display. If you don't see the facility you are looking for, search for it with Google Earth until you find it. It shouldn't be too far away if the directions are accurate.

Once you locate the facility you are looking for in the display, zoom in and locate the truck entrance. When you find the truck entrance, zoom in a little more, click the pushpin button in Google Earth, a pushpin will appear in the display, drag that pushpin to the truck entrance. When the pushpin has been dragged to the truck entrance, the next step is to copy and paste the pushpin coordinates into Streets & Trips by first highlighting the latitude coordinates in the top field, right clicking them, and then choosing Copy from the context menu, to copy the coordinates into the Windows clipboard.

Next, return to Streets & Trips and click the Route Planner button, the Route Planner pane will appear. Click the "add to route" button, which will bring up the Find dialog box, and then click the lat/long tab. Then in the latitude field, which is the top text field, paste the coordinates into that field by right clicking inside of it and choosing Paste from the context menu. In addition, once the coordinates have been pasted into the correct field, notice the degree symbol at the back of the coordinates won't work in Streets and Trips. Hence, use the backspace button to delete it.

Next, repeat the above process to copy the longitude coordinates from Google Earth into Streets & Trips. Don't forget to use the backspace button to delete the degree symbol. Once that is done, click the OK button in the Find dialog box, the stop will be added to Streets & Trips.

In the event you aren't sure you have located the correct place in Google Earth, you can also use the street level view in Google Earth to get a street level view of the location and you should be able to

determine if it is the correct place or not via the street level view feature in Google Earth.

### **Creating New Data Sets**

But don't stop there, now lets create a new data set, and call it Shippers and Consignees. To do this, click the Pushpin Symbol on the Streets & Trips quick menu near the top left side of the display. Your cursor changes into a small pushpin. Next, place that small pushpin directly on the dot indicated by the stop you just created in Streets & Trips.

After you have placed a pushpin directly on the dot indicated by the stop you just created, right click the pushpin and choose Properties from the context menu. The Properties dialog box appears. Click the "New Data Set" button, the New Data Set dialog box appears. Type in the name of the new data set in the text field and in this case type Shippers and Consignees. When you are finished, click OK. Finally, click the OK button to close the pushpin properties dialog box.

Next, right click the pushpin again and choose Properties from the context menu. The properties dialog box appears. In the "Name" text field, type in the name of the shipper or consignee, the address, and any relevant information like, for instance, if they allow overnight parking, if they are a drop and hook location, or a live load and unload location or both.

Next open the Legends and Overview Pane. Locate the new Shippers and Consignees pushpin data set and double click it to open the properties dialog box. The new Shippers and Consignees data set properties dialog box appears. Under where it says "Symbols," click the down arrow and choose a pushpin symbol you want to use to designate that particular data set.

Next, save the Truck Stops Plus template as a Map Template (.stt) file to make your changes permanent by clicking the File menu and choosing Save As. Then at the bottom center of the Save As dialog box, where it says "Save as type," click the down arrow and select the Map Template (.stt) file type. Then on the left side of the Save As dialog box under where it says "Save in," depending on which Windows operating system you are using, click either My Computer or Computer, double click Local disk (C:), to access the file tree, and then double click the Truck Stops Plus 20xx folder to open it. Inside the Truck Stops Plus 20xx folder locate the Truck Stops Plus 20xx.xx.stt file, click it one time and click the save button. Windows will ask you if you want to replace the current template, answer yes. Congratulations you have just successfully added a new Shippers and Consignees data set to your Truck Stops Plus template.

Okay, from now on to add additional shippers and consignees to your Shippers and Consignees data set, repeat the above instructions, after you have pushpined the precise spot of your shipper or consignee's truck entrance, right click the pushpin and choose Properties from the context menu as you previously did, but this time instead of clicking the New Data Set button, click the down arrow under where it says "Data Set Name" and select the Shippers and Consignees data set from the list of data sets. The new data set you created should be at or near the bottom of the list. After you select the new Shippers and Consignees data set, click the OK button to close the properties dialog box. Notice the pushpin will change to the pushpin symbol you previously selected to use.

Next, right click the pushpin symbol again and choose Properties from the context menu to open

the properties dialog box again. The properties dialog box opens again. Then at the top of the properties dialog box where it says “Name,” type in the name and address of the shipper or consignee and indicate all the relevant information. You can now click OK to close the properties dialog box, as you have just added a new shipper or consignee to your new Shippers and Consignees data set.

Next, save your personalized Truck Stops Plus template as a Map Template (.stt) file per the previous instructions above to make the changes permanent in your personalized Truck Stops Plus template. Indeed, anytime you want to add or delete something permanently into your personalized Truck Stops Plus template, first make the relevant changes you need to make, and then save your personalized Truck Stops Plus template as a Map Template (.stt) file to make the changes permanent.

In addition, now that you are personalizing your Truck Stops Plus template with your shippers and consignees, drop lots, company terminals, etc., you will also want to backup your personalized Truck Stops Plus template file by copying it to a flash drive, thumb drive, portable hard drive, etc. You can even attach it to an email that you can email to yourself to store on your email provider’s website. Indeed, it is a good idea to always save a backup copy so you won’t lose your important data.

Now just don’t stop with Shippers and Consignees, you can also add your company drop lots, company terminals, etc. per the above instructions. You can also add avoid area boxes to force Streets & Trips to do particular things you need it to do such as customizing routes, and then save them permanently in your Truck Stops Plus template as well.

Alternatively, if you don’t have an Internet connection or can’t locate your shipper or consignee location in Google Earth because perhaps the facility is too new, you can leave a GPS trail the first time you go to it, and then at the end of your day, use the GPS trail to pushpin the precise location of the truck entrance in your personal Truck Stops Plus template and then save it like the others.

### **To Retain Your Personal Data Sets When Upgrading to a New Truck Stops Plus Template**

To retain your personal data sets you set up for your own shippers and consignees, drop lots, company terminals, etc. and to also retain all the avoid area boxes you may have also setup in your personalized Truck Stops Plus template, please follow the following instructions.

Before you get started, please make a backup copy of your current personalized Truck Stops Plus template to be on the safe side. Next, start up your current personalized Truck Stops Plus template and open the Legends and Overview Pane. Delete all the POI data sets with the exception of your own personal data sets such as the data sets you created for your shippers and consignees, company terminals, drop lots, etc. To delete the data sets, right click a data set you need to delete in the Legend & Overview Pane, choose Delete from the context menu, Windows will ask you if you are sure you want to delete it, answer yes.

Once all the POI data sets have been deleted from your current personalized Truck Stops Plus template, open up the new Truck Stops Plus template and convert it to the current version of Streets & Trips you are using by saving it as a Map Template (.stt) file per the previous instructions above.

After the new Truck Stops Plus template file has been converted to the version of Streets & Trips you are currently using, open up the Legend and Overview pane. Right click a POI data set, choose Copy from the context menu. Return to your current personalized template (the one where you previously deleted all the data sets), press the control key and while continuing to hold down the control key, press the V key to paste the new updated data sets into your own personalized Truck Stops Plus template.

Repeat this process until you have copied and pasted all the updated POI data sets from the new Truck Stops Plus template into your current personalized Truck Stops Plus template. Once all of the updated POI data sets have been copied and pasted into your current Truck Stops Plus template, the last step is to copy all the hyperlinks from the new Truck Stops Plus template into your current personalized Truck Stops Plus template because for some reason they don't get copied in the first step you just completed.

To do this, in the new Truck Stops Plus template double click a data set in the Legend & Overview Pane to bring up the properties dialog box. When the properties dialog box appears, click the hyperlink tab at the top of the dialog box and then under where it says: "Have Streets & Trips automatically create a set of hyperlinks," copy the hyperlink in the text box below by first highlighting it and then by right clicking the highlighted hyperlink in the text box and choosing Copy from the context menu.

Next, return to your current personalized Truck Stops Plus template and double click the corresponding data set in the Legend & Overview Pane to bring up its properties dialog box. When the properties dialog box appears, again choose the hyperlink tab at the top of the dialog box. Next, click the "Have Streets & Trips automatically create a set of hyperlinks" radio button. Then place your cursor inside the text box below by clicking one time inside the text box. When you see your cursor blinking in the text box, right click inside the text box and choose Paste from the context menu to paste the hyperlink inside the text box. Finally, click the OK button to close the properties dialog box. Repeat this process until you have copied all the hyperlinks from the new Truck Stops Plus template into your current personalized Truck Stops Plus template.

The final step is to make all your changes permanent by saving your current personalized Truck Stops Plus template as a Map Template (.stt) file by following the previous instructions above again.

Congratulations, your current personalized Truck Stops Plus template has now been updated with the latest POI data sets and your own personal data sets and personal avoid area boxes have also been retained.

Good luck and safe driving.