

DRIVER MONITORING PROGRAM FILE PREPARATION INSTRUCTIONS

Purpose: Use these instructions when creating a Driver Monitoring electronic file for submission to DMV for the Driver Monitoring Program.

Instructions: The Department of Motor Vehicles (DMV) processes Driver Monitoring electronic files with a system that requires very specific file formatting to work correctly. Files must be in text format (also referred to as ascii) containing FIXED WIDTH fields which create 80 character records. A detailed record layout is defined in Figure A below. If you are comfortable with creating fixed width files proceed to Section A - Technical File Layout Information. It contains the information you will need to make your file work correctly with DMV's system. If you require assistance creating fixed width files, go to Section B - Assistance Creating Your Driver Monitoring File. Mail all electronic files, correspondence and inquires to the System Support Group at the address above. Include your Use Agreement Number with all correspondence.

A - TECHNICAL FILE LAYOUT INFORMATION

1. The electronic file you submit should only contain information for drivers to be ADDED to or DELETED from your current driver monitoring list. If this is your first file submission, all records should be formatted as ADDS.
2. All submitted files MUST be fixed width text files containing fields formatted as described below in Figure A. Go to Section B - Additional Assistance To Create Your Driver Monitoring File if you are unfamiliar with creating fixed width files.
3. Copy the file onto a CD, thumb (flash) drive or 3.5" diskette and send to the System Support Group at the address shown above.

Driver Monitoring File Layout (FIGURE A)			
Start Position	Length	Field Contents	Field Requirements/Restrictions
1	12	Customer Number OR Driver License Number	REQUIRED: Do not use dashes (-) or special characters. If the customer number or driver license number is less than 12 characters, the remaining positions must be RIGHT space padded.
13	67	Customer Name and date of birth	OPTIONAL: DO NOT use COMMAS (,) dashes (-) or slashes (/). This information will display on your report from DMV if provided.
80	1	ADD or DELETE INDICATOR	REQUIRED: Enter "D" (upper case) to indicate record should be deleted from your current list. Enter space " " to indicate record should be added to your current list.
Each Record MUST contain 80 characters			

B - ASSISTANCE CREATING YOUR DRIVER MONITORING FILE

B-1 Using DMV's Microsoft Excel file to create your Driver Monitoring File

This section contains directions on how to use the DMV developed DMS 002 Excel spreadsheet which creates a fixed width text file for you. If you do not have Microsoft Excel on your computer, you cannot use DMS 002. Go to section B-2 for instruction on setting up a Driver Monitoring file without the use of Microsoft Excel.

1. To download the Microsoft Excel file to your computer, enter the following web address in your web browser http://www.dmvnow.com/webdoc/citizen/dms002_list.xls or if you are viewing this form online [click here](#).
2. When prompted to "OPEN" or "SAVE" the file, select "SAVE".
3. Select your desired "Save in" location by clicking the down arrow and navigating to a folder on your computer.
 - 3a. Change the filename to something unique to your business and click the "Save" button.
NOTE: The text file generated by the DMS 002 spreadsheet will have the file name you entered.
4. Open the Excel file you saved on your computer.
5. Enter your data:
 - 5a. Enter the driver's Customer Number or Driver License Number in the first available row of Column A. This field should contain no more than 12 characters. Do not enter dashes (-) or special characters (&,%,@, etc.).
 - 5b. Enter the driver's name, date of birth and any other identifying information pertinent to your company. This information is OPTIONAL and will not be used by DMV. You can enter a maximum of 67 characters in this field. Information entered will display on the Driver Monitor Report DMV sends to you.
 - 5c. Enter "D" if you would like to delete the entry from your existing driver monitoring list. Leave this column blank if you are adding this entry to your driver monitoring list.
 - 5d. Repeat 5a, 5b and 5c until all data has been entered.

B - ASSISTANCE CREATING YOUR DRIVER MONITORING FILE (CONTINUED)

6. After all data has been entered, SAVE the worksheet by clicking on "FILE", then "SAVE".
7. Click the "Create My Text File" button on the Worksheet.
 - 7a. A text file will be created and saved in the same directory folder where you saved the DMS 002 excel file (Step 3a).
8. Close Excel.
9. Copy the "TXT" file on a CD, thumb (flash) drive or 3.5" diskette and send to the System Support Group at the address shown on page 1.

B-2 Using a text editor (like Notepad) to create your Driver Monitoring File

Although this is not a DMV preferred method of Driver Monitoring file creation, you can create a file using any text editor like Notepad. Unlike the Microsoft Excel alternative, there are no edits or checks imposed on your data entry. This could result in additional errors or mistakes in the data.

1. Open your text editor (if you are using Notepad, select "Start", "All Programs", "Accessories", then "Notepad").
2. Enter your data:
 - 2a. Enter the driver's Customer Number or Driver License Number. This field must contain no more than 12 characters. Do not enter dashes (-) or special characters (&,%,@, etc.). Press the "tab" key after entering this number.
 - 2b. Enter the driver's name, date of birth and any other identifying information pertinent to your company. This information is OPTIONAL and will not be used by DMV. You can enter a maximum of 67 characters in this field. Information entered will display on the Driver Monitor Report DMV sends to you. Press the "tab" key after entering this information.
 - 2c. Enter "D" if you would like to delete the entry from your existing driver monitoring list. If you are adding this entry to your driver monitoring list there is no need to enter anything. Press the "Enter" key to start input for the next customer number/license number.
 - 2d. Repeat 2a, 2b and 2c until all data has been entered.
3. After all data has been entered, save your input by clicking on "FILE", then "SAVE AS".
4. Copy your file onto a CD, thumb (flash) drive or 3.5" diskette and send to the System Support Group at the address shown on page 1.