

## TRIP RECORD SUBMISSION

This instruction guide will show you how to connect to the TLC server where you can upload your trip records. This is the submission method preferred by the TLC due to ease of use for bases.

**Please note that you must have an active Internet connection to successfully submit your trip records.**

There are two parts to uploading your trip records.

1. Create a folder that is connected to the TLC server
2. Upload your trip records to the server
  - a. You can upload your trip records manually or you can schedule an automatic upload. This guide contains instructions on how to upload your trip records manually. The TLC cannot help bases schedule automatic uploads.

### Mac OS X Instructions

#### Connecting to TLC Server

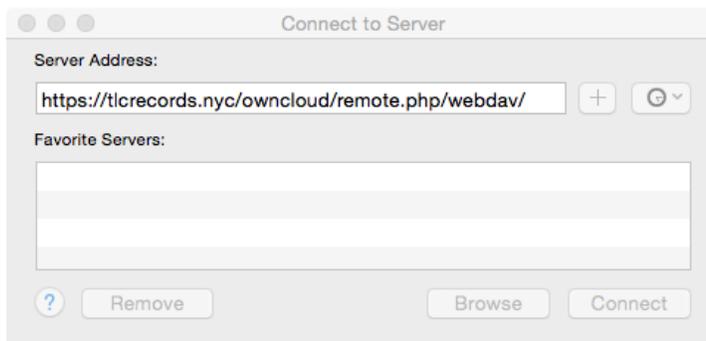
3. In Finder, open the “Go” menu and select “Connect to Server...”



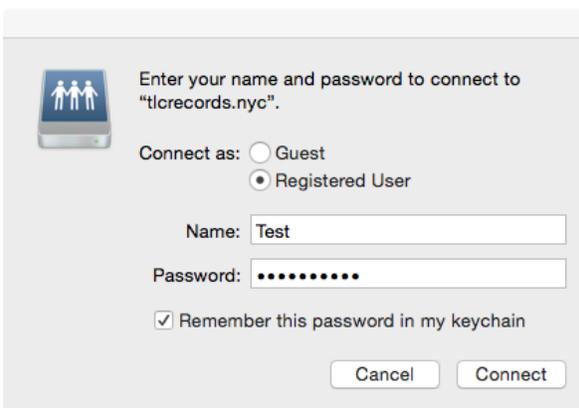
4. In the “Connect to Server” window click on the Server Address field and enter:  
<https://tlcrecords.nyc/owncloud/remote.php/webdav/>

If you do not want to type the server address in the future, click the “+” button to add it to your Favorite Servers. Then click **Connect**.

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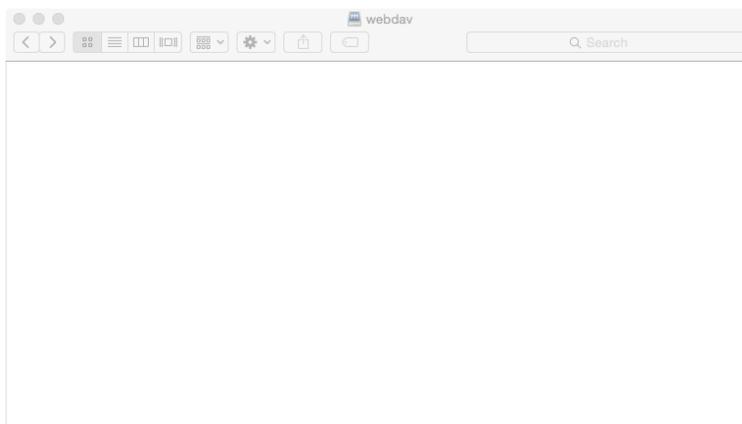


5. Select **Registered User** and enter your user name and password. Your user name and password are the same as the ones you use to make appointments with the TLC online. Check the box that says “**Remember this password in my keychain.**” This will let your computer save and submit your user name and password for you. Otherwise, you will be asked to enter this information each time you log in. If you do not know your user name and password, contact the TLC at 718-391-5501.



### *Uploading Trip Records to TLC Server*

6. The first time you connect, your computer will open a folder called “webdav” where you will upload your trip records.



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7. In another window, find your trip record files and make sure they are named correctly. Your files should be named using the following format:

### CSV File Submission:

If you are submitting trip records in the CSV file format, you must name your file using the following format:

For the main trip record file, type your base license number then underscore; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.csv”.

See the example: **B00000\_20150101-20150228.csv**

For the Vehicle Converter file, type your base license number then underscore; then “vehicles”; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.csv”.

See the example: **B00000\_vehicles\_20150101-20150228.csv**

For the Driver Converter file, type your base license number then underscore; then “drivers”; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.csv”.

See the example: **B00000\_drivers\_20150101-20150228.csv**

### Excel File Submission:

If you are submitting trip records in the Excel file format, you must name your file using the following format:

For the main trip record file, type your base license number then underscore; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.xls”.

See the example: **B00000\_20150101-20150228.xls**

For the Vehicle Converter file, type your base license number then underscore; then “vehicles”; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.xls”.

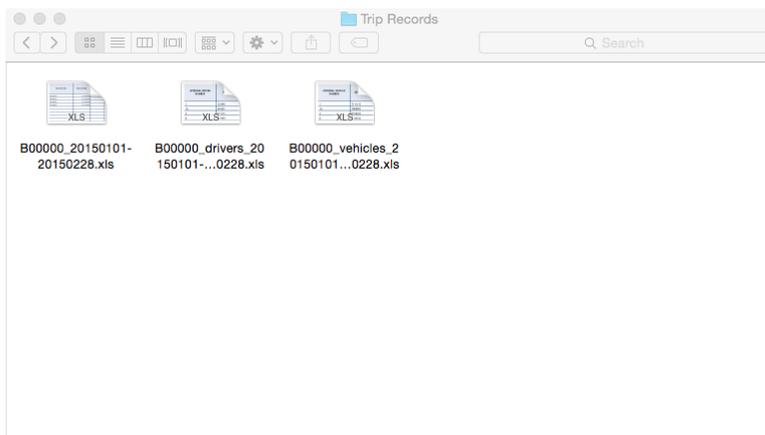
See the example: **B00000\_vehicles\_20150101-20150228.xls**

For the Driver Converter file, type your base license number then underscore; then “drivers”; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and “.xls”.

See the example: **B00000\_drivers\_20150101-20150228.xls**

Please see an example for how this might look on your computer below. NOTE: It is **extremely important** that you name your files exactly as instructed. Failure to do so may prevent the TLC from recognizing that you submitted your trip records.

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8. Once your files are named correctly, click and drag or copy and paste them to the “webdav” folder. Do not submit zip files. If you submit something in error, you can delete that file and submit the correct file. You must leave the correct file in the “webdav” folder for TLC processing.

You will know that they have been uploaded when you see them in the “webdav” folder, like in the example below. Depending on your computer’s settings, the icons may look slightly different, but if your trip records are in the “webdav” folder then you have uploaded them.

**NOTE:** It is **extremely important** that you name your files exactly as instructed. Failure to do so may prevent the TLC from recognizing that you submitted your trip records.

