EASY TRIP NEWSLETTER

New Version Names for Easy Trip Software

IN THIS ISSUE

What's new?   Managing a business such as a ground transportation service requires reliable and sophisticated Windows software. The days of pencil and paper or a simple spread sheet are long gone. The days of Dos software are almost gone. Easy Trip was the first Windows transportation software to be released and remains the leader in new innovative solutions with superior functionality and reporting.

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Las Vegas - LCT Trade Show

Trade show time is once again upon us. We would like to encourage all our Easy Trip customers and any company that may be looking for transportation software, to visit our booth in Las Vegas. The trade show will be returning to the Paris Hotel this year.

BOOTH 296

The Limousine trade show will be held from March 17 through March 19. For more information about times, events, and purchasing an entrance ticket, please contact Limousine Chauffeured Transportation. They can be reached at (310) 533-2400 or on the Internet at www.lctmag.com.

ET Windows Version Changes

The Version number of the Easy Trip for Windows software program has been changed to **3.0** as of January 2002. We have jumped from 2.7 to 3.0 to avoid any further confusion with our prior Dos versions of Easy Trip.

In addition, the name of our "Fully Integrated Version" of Easy Trip was changed to the Professional Version. The "Limited Version" of Easy Trip was changed to the Personal Version.

ET Windows Update Released

In January 2002 BG Consulting released Version **3.0** of Easy Trip software for Windows. The new update incorporates several features and reports requested by our current clients and a few that were previously only available in our Dos version of Easy Trip.

Trip Sheet Notes & Special Instructions

The limit on the number of characters that can be typed into the **Customer Trip Sheet Notes** or **Reservation Special Instructions** has been increased from 225 to **325** characters. You do not need to count the number of characters typed. Easy Trip will not allow you to enter characters beyond the maximum limit. The font size, on the screen only, has been increased for readability.

Reservation Edit

A new **INFO** button will be displayed on the Driver/Vehicle Tab of the Reservation Edit screen, when the current Run has been previously Farmed In or Farmed Out.

Clicking the mouse on the Info button will display a separate window containing the Agency Name, Address, Phone Numbers, and Agency Notes.

Routing (Driver's Instructions)

The limit on the number of characters that can be typed into the **Other Information** for Routing has been increased from 60 to **75** characters. Just as the Trip Sheet Notes listed above, Easy Trip will not allow you to type beyond the maximum character limit. The font size, on the screen only, has been increased for readability.

The maximum number of characters for **Default Routing** has also been adjusted to match the new increased limit for Other Information.

Reservation Trip Sheets

The new **Confirmation / No Charges Trip Sheet** contains the same information that appears on the Customer Confirmation Trip Sheet, minus the Reservation Charge information. The Liability Agreement that prints on the bottom of this Trip Sheet is called "Confirm.Doc".

The new **Farm Out Reservation Trip Sheet** was designed to assist Easy Trip clients that want to provide a Trip Sheet, without giving Farm Out companies excessive information. The Liability Agreement that prints on the bottom of the Farm Out Reservation Trip Sheet is called "FarmOut.Doc".

Another new Trip Sheet called **Final Reservation Charges** was added to the program. This Trip Sheet was designed as a form that may be given to a Farm Out company that completed the run. The form has blank lines for the Farm Out company to complete and provide the final Reservation charges.

The Liability Agreement that prints on the bottom of the Final Reservation Charges Trip Sheet is called "FinalChg.Doc".

It is not necessary to have the Farm In / Farm Out Module to use any of the new Farm Out Trip Sheets.

* Liability Agreement

To add a new liability agreement proceed to Utilities and then select Liability Agreement. From the Liability Agreement search screen, click the ADD button. Next, enter just the maximum eight character name for the new Agreement. The file extension ".Doc" will be added automatically by Easy Trip.

* Calendar

A **Calendar** has been added to the Reservation Trip Sheets. The Calendar shows a tally of how many runs exist for each day of the month selected. The runs per day are broken down by the type of run. For example, if Run Type is selected then the calendar will show how many Reservations of each Run Type exist per day. The Calendar information may also be viewed for Account Type or Vehicle Type.

To view or print a Calendar, proceed to the Reservation Trip Sheets. Then select the Calendar option for the Range and click the OK button. A new window will be displayed that allows the selection of a specific month, year, and which information "Type" should be tallied on the calendar.

* Selecting Multiple Trip Sheet Formats

A new feature has been added that allows multiple Trip Sheet Formats to be selected at one time. Simply click on all the formats to be viewed on the screen or printed.

* Tagging Reservations

A new option to Tag Specific Reservations has been added to Batch Print by Date and Batch Print by Reservation #. To tag Reservations click on one of the two Batch Print selections, then check the box next to **Tag Specific Reservations**.

After the OK button has been clicked, a new window will be displayed to select or tag Reservations. The title of this window is, "Select Reservations by Tagging". The Reservations in the tag window correspond to those Reservations that match the criteria for the selected Batch. Any Reservation shown on this screen can be tagged or untagged as required.

Reservation Credit Limits

A Credit Limit can be set for each Customer in Easy Trip. Every time a Reservation is saved, i.e. the OK button on the Edit screen is clicked, the credit limit is verified. If the current Reservation balance plus any outstanding Invoices is more than the Customer's credit limit, a warning message will be displayed.

The message indicating the Customer is over their credit limit has been enhanced to show the standard 30/60/90 day aging of the Customer's account.

Posting

A new option has been added when Posting a Reservation and calculating the Driver's Pay by Percentage. The dollar amount the Driver Percentage is based on can now be adjusted for each individual Invoice during Posting.

The default selection for the "Driver's Percentage Based On" can be modified in the Global Settings.

Invoice Payments

A new feature has been added to **Void** an existing Payment. From the Invoice module highlight the Invoice with the desired payment to be voided. Then click the VOID button and select the Modify Payment option.

If multiple payments exist, a search screen will be displayed to select which payment to void. If only one payment exists then the Modify Payment window will be displayed directly.

From the Modify Payment window a new payment may be entered or simply the current payment can be voided.

Manifest

The **Customer Cell Phone** number has been added to the printed Manifest information.

The **State** has been added to Routing Landmark Information when a Manifest is printed.

If a Reservation has been **Farmed Out** the Agency's Name and Phone Number will now appear on the printed version of the Manifest.

Global Settings / Credit Card Numbers

A new Global Setting has been added to stipulate if the full Credit Card # should appear on Reservation Trip Sheets. There is now a selection in Globals to indicate if Easy Trip should, "Show Only the last four digits of the Credit Card #" on Trip Sheets.

Questions and Answers

Q: I have a suggestion for a new Report in Easy Trip. What should I do?

A: Most of the time creating a new Report for Easy Trip will be possible. The key in this determination is whether the data for the report is available.

To submit a suggestion for a new report list the required data fields and fax or email this information to our office. Besides the data fields to appear on the report we also need the criteria. The criteria defines the boundaries. Examples of a criteria would be, a range of Run Dates, an Account Type, or a specific Customer.

If there is an existing report in Easy Trip that is similar please provide it as a reference.

Computer Operating Systems

A very common question from computer users is, "Which Operating System is best for my business computers?". To help answer this question please review the chart on the top of the following page. It shows a brief overview of the Microsoft Operating Systems.

From the information in the chart, the knowledge of several computer experts associated with BG Consulting, and my personal experience in the computer industry for over 20 years, Windows 2000 is the optimum choice today. Keep in mind however that in time this may change.

The new Windows XP operating system released in September 2001, is based on the Windows 2000 platform and technology. XP has the same memory management and security benefits as Windows 2000, and a completely new user interface.

Now you may ask why we have not selected Windows XP as our platform of choice. The key reason is, when a new operating system is released the support programs (called device drivers) for printers, plotters, scanners, video cameras, and other equipment must be upgraded.

Depending on the specific devices or hardware, this can take anywhere from three to six months for vendors to develop and release updates. As an extreme example, when Windows 2000 was released it took one vendor ten months to release a new device driver. This driver was for a common video camera that was being used by our company.

If you are upgrading to Windows XP, it is very important to verify before the upgrade that your devices and equipment are supported properly. It is advisable to contact the vendors of your devices to make sure they have released updates for XP.

DOS	Reduced or very limited support. Microsoft will likely be discontinuing this operation system.
Windows 95	Released in August 1995. Volume licensing discontinued July 2001. Support disappeared for this operating system as December 2001.
Windows 98	Released in June 1998. Support will continue for this platform until 2003.
Windows ME	Windows ME was an upgrade to Windows 98, introduced many new problems. Has potential stability issues. Released in September 2000 and volume licensing was discontinued in April 2001.
Windows NT (Workstation)	Legacy operating system based on OS/2, still widely in use, no support for plug and play. Released July 1996. Support to end in 2003.
Windows 2000	Much better interface, memory management, and increased network security. Released in February 2000 and volume licensing will continue until March 2003.
Windows XP	Based on Windows 2000 technology. Windows XP adds heavy copy protection forcing users to purchase a separate copy for each computer. XP may require reactivation when hardware is changed. If the reactivation is not completed within 30 days, you will not be able to logon onto the computer. Legacy Dos programs may not run under XP. Released in September 2001.

** New Computers

When a new computer is purchased, it will have an operating system installed. For most computers purchased today that operating system will be Windows XP. If a different operating system is needed, you must tell your vendor at the time of purchase so they can configure the computer according to your requirements.

If the computer you are about to purchase comes with Windows XP and all the devices attached work properly, then your decision to stay with XP should be based partly on the user interface or look of the product. The Home Edition is more focused on digital music, digital video, digital photography, and home networking. The Professional Edition of XP focuses on reliability, manageability, and security. For a business environment the Professional Edition is the best choice.

** Network Servers

If your business computers are connected using a Local Area Network (LAN), then you will have a Network Server as the main or master computer. The Server should be your most powerful computer and have an operating system with the best memory management, security, and stability possible.

With the improved memory management and security in Windows 2000 and XP, using either one of these two operating systems on your network Server is a good decision. Upgrading all your existing workstations to Windows 2000 or XP may not be possible, based on your hardware, or practical, based on cost. If you cannot upgrade or run Windows 2000 or XP on your computer workstations, our recommendation is to run Windows 98 Second Edition.

Did you Know you Could...

Using the Space Bar Instead of the Mouse

Some users of Windows software do not like to use the mouse when they enter data. The TAB key can be used to move from field to field on a data window. At times, this can seem easier than reaching for the mouse to click on a field. Occasionally the tab key will not stop on a data field but instead a push button. The normal approach to activate the push button is use the mouse and click on the push button.

The question a few users have asked is how to activate a push button without having to use the mouse. The solution is to press the Space Bar. This will activate the push button in the same manner as using the mouse.

As an example, start from any field on the "Basic Information" window in a Reservation Edit. Use the Tab key to move to the Pay Type. Pressing the Tab key one more time will highlight the push button located to the right of the Rate. The push button has two greater than signs on it (**>>**). It is called a "More Button" because clicking or activating this button will cause more information to be displayed.

To recognize that you are "on" the push button, notice the frame or shadow around the button is heavy than normal. You will also see a dotted box around the words in the push button.

To activate the push button and display the Rate Chart, press the space bar. This same approach, of pressing the space bar, can be used on any of the push buttons in Easy Trip.

CREDIT CARD PROCESSING ANNOUNCEMENT

BG Consulting is pleased to announce the formation of a direct alliance with **Tinadré**, Inc.

Tinadré is a national **Credit Card Payment Service** provider, a member, and a supported vendor of the NLA.

Terry Miller, the National Accounts Manager of Tinadré has been working closely with the Limousine Industry for the past five years. Terry understands the business, has saved many companies a significant amount of money and works diligently to educate customers on the complexities of the Visa/MasterCard regulations essential in making good operational decisions and minimizing risk.

What sets Tinadré apart from other merchant service providers is their high level of ethics and the personalized attention they give to each customer. I can personally attest to this and after experiencing other service providers in the past, I cannot imagine entrusting my business to anyone else.

Partnering with Tinadré affords me the opportunity of referring my customers to a provider that ensures my customers of obtaining not only superior service but special discount pricing.

If you are interested in receiving a quote or having a comparative analysis conducted, on your existing service and rates, please call Terry and mention BG Consulting sent you. There is nothing to lose, and possibly much to gain. **Terry Miller** can be reached at the phone number listed below.

Tinadré, Inc.
(800) 455-8868

EASY TRIP Windows Version 3.0

Customers   Reservations   Invoicing

Accounts Receivable

- Over **285** built-in Reports!
- Dispatch By Run Date, Customer or Driver's Name
- Manifest, Vehicle and Driver Availability, Scheduler, Reservation Explorer, Calendar

> Multi-User/Network runs on: **Windows 95**, **Windows 98**, **ME**, **NT**, **Windows 2000**, **XP**, and **Novell**.

Reliable and Proven Software that Works!

U Create your own Account Types, Run Types, Rates, Vehicle Types, Landmarks, and more!
U Enter unlimited **Routing** Itinerary and Instructions for the Driver.
U **Duplicate** any existing Reservation for Round Trip, Multiple Cars, or by Date Range.
U Print a variety of different of Reservation Trip Sheets, Invoices, and Statements.
U Reservation History, Special Instructions, Faxing, Email.

Easy Trip **Professional** Version	$ 975
Easy Trip **Personal** Version	$ 475

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Annual License / Technical Support Fee Includes Updates and Technical Support	$ 300
Annual License Only Includes Updates and Technical Support by Email	$ 200

	! Accounts Payable	$ 300
M	! Credit Card Processing	$ 350
O	! Farm In and Farm Out	$ 150
D	! Internet Reservation Import	$ 150
U	! Multi-User/Network Version Plus Security	$ 650
L	! Security	$ 75
E	! Vehicle	$ 150
S	! Worker/Driver	$ 150

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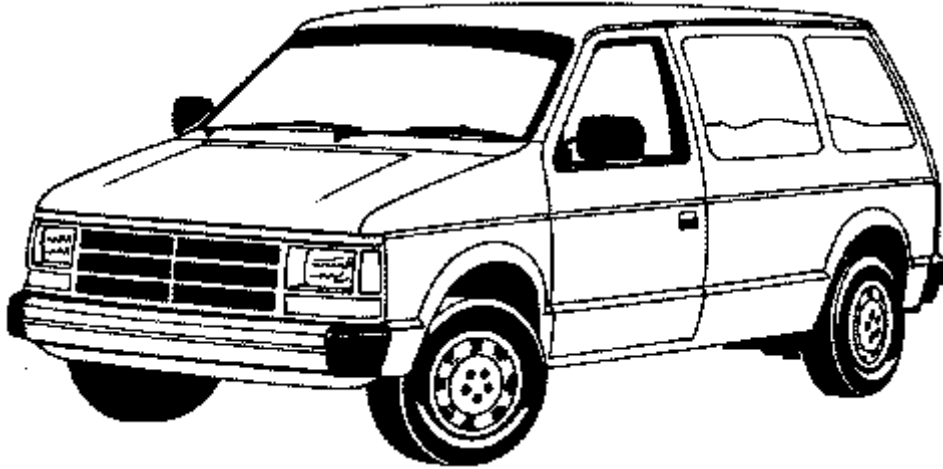
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