

# EASY TRIP NEWSLETTER

## Is Your Data Backed Up and Secure?

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# EASY TRIP

**What's new?** Ensuring that your computer data is backed up and secure, is just as important and valuable as car insurance and going to the dentist. These are usually subjects we like to avoid but they

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are very necessary to discuss. In past issues of this Newsletter we have provided several articles on why and how to **Back Up**. Please take a few minutes to read the article in this issue regarding the security and reliable of your data.

### Updates to Easy Trip

Easy Trip Updates can be sent via email. If your company would prefer this to a CD, please contact BG Consulting and tell us. The update sent by email is identical to the ET update on the CD.

In order to receive ET updates via Email you should contact your Internet Service Provider (ISP), to make sure you can receive emails with an attachment of at least seven megabytes (7 MB).

Please feel free to contact BG Consulting if you have any questions regarding updates to Easy Trip.

### Easy Trip is Windows Software

We would like to emphasize that the Windows version of Easy Trip is a **real** Windows program. It is a computer application that was designed, developed, and written using current Windows technology and a Windows computer language.

The Windows version of Easy Trip has been tested and functions properly on all current versions of Windows. These include: Windows 95, Windows 98, Windows Millennium, NT, and Windows 2000.

Windows provides features that were not available in the Dos environment. These include: Email, Graphing, Drag & Drop, and the most important one is the capability to do multiple tasks at one time.

## ET Windows Version 2.6a Released

In April 2001 BG Consulting released a new version of Easy Trip for Windows. This update added additional reports, a new time criteria to the Manifest, and several new features to our Credit Card Processing module.

If you have not received your update and would like one, please contact BG Consulting and we will gladly send one out to you.

### Reservation Trip Sheets

Two additional Reservation Trip Sheets (TS) and a Banner Sign have been added to the Print Reports screen in the Reservation module of Easy Trip.

#### Banner / Gate Meet Sign

A new **Banner** or **Gate Meet Sign** has been added in the Reservation Trip Sheet formats. The advantage of this report, versus the one available in the Print Reports section of Easy Trip, is this Banner can be printed for a date range.

An example of the new Banner Sign can be found on the bottom of this page. The Banner Sign consists of:

Four lines of your Company Information  
Customer's Name  
Reservation Information

The line at the bottom of the Banner Sign lists the Reservation #, Run Date, and Pick Up Time.

If the Banner Sign does not contain your company information as you would like it, please contact BG Consulting. We will modify the first four lines at your request and provide you with the necessary update.

#### Half Sheet Trip Sheet

The first new style of Trip Sheet added in this update, is the **Half Sheet Trip Sheet**. This style of Trip Sheet uses one half of a normal 8 ½ by 11 sheet of paper and prints a subset of the information found on the **Standard Trip Sheet**. Paper for this Trip Sheet can be cut to 8 ½ by 5 ½ and used in the normal printer paper tray or a manual feed.

EASY TRIP SOFTWARE  
TRANSPORTATION SERVICE  
OF HALF MOON BAY

WELCOMES  
KATHY BAKER

### Half Sheet / Landmark

The other new TS is the Half Sheet / Landscape. This Trip Sheet is also a subset of the Standard Trip Sheet. It prints in Landscape or sideways on paper cut to 8 ½ by 5 ½. If you view this Trip Sheet on the screen, it will not "appear" sideways, but you will be able to see that the TS is in Landscape or lengthwise on the page.

### Reservation Status

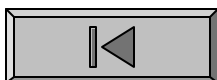
Three new colors have been added to the Reservation Status. They are **Coral**, **Purple**, and **Teal**. The Reservation Status Add and Edit screens have been enhanced to show a sample of each color adjacent to its name.

Colors can be assigned to your defined Reservation Status. These colors are then used on the Reservation Explorer and Scheduler screen as an icon or graph color.

The Reservation Status Add or Edit screen can be opened by selecting Options, Group Types, Reservation Status. Then click on the Add or Edit button. You may need to select a different color setting on your Windows Display Properties to see some of the colors properly.

### Batch Invoices

Invoices can be printed or viewed on the screen by clicking on the Print button located on the Invoice Search screen. There are four different Invoice reports to choose from.



A new check box has been added under the **Full Page Invoice** in the Invoice Reports. If this box is checked, then the Start Date and End Date fields are available to specify a range of dates. All Invoices generated in the specified date range will be displayed or printed as requested in the destination section.

### Manifest Enhancements

The Manifest can be displayed or printed. The format for the screen display is one row and several columns. The data shown includes all the Reservations that satisfy the selected criteria. The printed format contains the same Reservation information. Printing uses three or more lines per Reservation.

#### Time Criteria

The Manifest criteria has been enhanced to include only the Reservations that occur between the specified **Pick Up** and **Drop Off** times, if they are provided.

#### Sort By

The other enhancement is available when the Destination for the Manifest is the Screen. There are presently five buttons that were added to control the **Sort** order of the displayed Manifest information. The default is Pick Up Time. The other options are by: Driver, Customer, Reservation #, and Vehicle.

All of the Sorts, except Customer, reorganize the data by the Reservation Run Date plus the selected item. For example, selecting the Driver Sort reorganizes the data by Reservation Run Date and then by Driver. The Customer Sort is different. It reorganizes the data by the Customer's Name only.



## Credit Card Module Enhanced

The Credit Card module has been enhanced to include Settling of Terminal Based Processors, and to process Credit and Void transactions.

Several new **Reports** have been added to the existing list of Credit Card Reports. These reports are available from the Options button on the Credit Card Transaction Screen. Some of the new Reports include a Summary of Transactions for One Credit Card and a Summary of Transactions for One Bill To Account.

There is a **View By** option that adjusts the Credit Card Log screen to display only a specific range of existing transactions. The criteria of the View By has been enhanced to include an option to show only the Credits and Voids.



## **Memory Requirements for Easy Trip**

Windows software requires more computer memory than Dos applications. In fact, Windows programs are requiring more memory today than they did a few years ago. As new and more sophisticated features have been added to Easy Trip, it too requires more computer memory.

The minimum memory requirement for Easy Trip is 64 MB on each computer. Although Easy Trip will run on computers with less memory, some screens may take several seconds to display. The preferred amount of memory for the Easy Trip Windows program is 96 or 128 MB per computer.

## **Did you Know you Could...**

### Cash Receipts

In the Print Reports section of Easy Trip, Cash Receipts is one of the main categories of available reports. Once this report is selected, you can then specify a criteria of All Payment Types or a specific payment type like Cash, Master Card, or Visa.

The resulting report will be a list of all payments made for the specified payment type in the supplied date range. The report contains information of the date paid, Customer Bill To #, Invoice #, Amount, and the Check # or Credit Card #.

This report can be very useful when you are attempting to track down Credit Card transaction discrepancies.

### Deposit Reports

Another valuable report is for Deposits, which are found under the Reservation reports. There are two types of Deposit reports. One is for Posted Reservations, and a second report is for Unposted Reservations.

The Unposted Reservation Deposit report includes deposits entered for Reservations that have been subsequently Cancelled.

### On Demand Invoice

Under the Reservation Trip Sheet printing option there is a format called **On Demand Invoice**. This selection prints a full page report that is similar to a Full Page Invoice. The heading or title on this report will say, "Temporary Invoice".

An Invoice cannot be printed until the Reservation is Posted or closed out. For most Reservations this is usually not done until after the run has been completed. The On Demand Invoice is easy to provide for clients that need immediate paperwork, usually for business reimbursements.

The reason the word "Temporary" is printed on the On Demand Invoice is to accommodate the times when the run is altered. In this situation the charges on the actual Invoice charges may be different from the Temporary Invoice.

### Home and End Keys

The Home and End keys can be used in any data entry field to move to the beginning or the end of the existing text.



## Questions and Answers

**Q:** I have clients in Canada and need to enter their Postal Codes which contain numbers and spaces. They do not fit the standard US format. Any ideas?

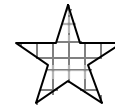
**A:** You can adjust Easy Trip to use the Zip Code field to enter nonstandard Postal Codes. From Utilities select the Global Settings. There is a box on the screen that you can uncheck to remove the USA Zip Code format.

The default is checked, specifying that Easy Trip should use the USA Zip Code format.

**Q:** In the most recent Easy Trip 2.6a update I noticed some blank space at the bottom of the Standard Reservation Trip Sheet. What is this for?

**A:** The Liability Agreement, which normally prints on the bottom of most Reservation Trip Sheets, was expanded to allow for two additional lines.

The Liability Agreements can be modified from Utilities. If too many lines are added, the Reservation Trip Sheet will simply truncate or crop the unusable lines. No damage will be done to the Liability Agreement or the Trip Sheet.



**Q:** How can I find out what has been added to the Windows version of Easy Trip in the last year?

**A:** Our Web Site contains all the information of release dates and what new features have been added to our software. Please visit our site at [www.easytrip.net](http://www.easytrip.net) and click on the following items, from our home page, for additional information.

What's New in ET: This link takes you to a page that shows the released version numbers of Easy Trip. Clicking on one of these entries will display pages with the details of what new features were added in that corresponding ET update.

Release Dates: This link allows you to follow other links to view the actual dates the updated versions of ET were released. Following these links will also lead you to the detailed information of what was added to the ET update.

Demos and Other Files: This link will take you to another page where you can download the latest ET Windows demo. There are also other links on this page for programs such as WinZip.

## Is Your Backed Up Data Reliable?

### Disaster Recovery Plan

What would you do in case of a fire? Call 911. If your car died you would most likely call your mechanic. Does your staff know what to do if your computer failed to operate properly? What if your network failed? What if the printer stopped working? What if Windows would not start?

Natural disasters happen, and having a good recovery plan in place can assist in resuming your business. Not having a plan, of what to do in an emergency, can lead to problems. Hasty decisions are usually reactive and might be incorrect.

My point with all of these questions and comments is partly to scare you. Bad things can happen to good computers. We want to encourage you to be ready with a computer recovery plan, before you need it.

**Bad things can happen  
to good computers.**

### Hardware / Software

When you update any hardware or software on your computer system you need to perform a full back up before the changes are made. This includes but is not limited to: your network, printers, hard disks, new version of Windows, Easy Trip, Word, Office, etc.

If the new hardware or software does not install or update completely without any errors, do not ignore the error. Continuing to use hardware or software after an error has occurred can be dangerous, and may cause additional problems.

### Reliable Back Ups

Are you checking your Tapes, Zip drive media, or CD's? Doing a back up is not enough. The media that back ups are done on can be faulty. Routinely the back up media should be verified against the real data to make sure you are backing up what you intended to save.

### So What Is the Solution?

Part of operating a transportation business is maintaining your vehicles, having good drivers, and ensuring your customers are satisfied. To accomplish this you must service your vehicles, train and pay your drivers, know where to transport your customers to, and then invoice them.

Computerization is the most effective method to oversee your office operations. If you plan ahead, maintaining your computers should not be any scarier than having your vehicles serviced.

The following list contains the key elements you should consider to ensure your computer system stays operational:

- 1) Develop a Computer Disaster Recovery Plan.
- 2) Make sure your hardware and/or software installer does a full back up before any changes are made.
- 3) Do not ignore errors when new hardware or software is installed or updated.
- 4) Ensure someone at your company is performing your back ups on a regular basis.
- 5) Test your back ups occasionally to ensure they are reliable.

EASY TRIP: Windows Version 2.6a or Dos Version 2.9

Customers

Invoicing

Reservations

Accounts Receivable

- Over **280** built-in Reports!
- Dispatch By Run Date, Customer or Driver's Name
- Manifest, Vehicle and Driver Availability, Scheduler, Reservation Explorer

**Multi-User/Network Version** runs on several network systems including:  
**Windows 95, Windows 98, NT, Windows 2000, Novell and Lantastic.**

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

Easy Trip WINDOWS or Easy Trip DOS Program	\$ 975
LIMITED Easy Trip Program	\$ 475

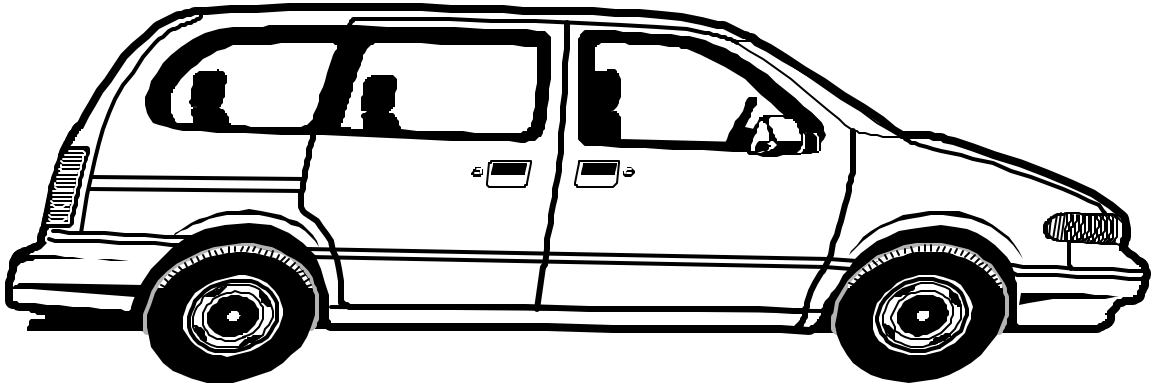
	<b>!</b>	Accounts Payable .....	\$ 300
<b>M</b>	<b>!</b>	Credit Card Transactions .....	\$ 350
<b>O</b>	<b>!</b>	Farm In and Farm Out .....	\$ 150
<b>D</b>	<b>!</b>	Multi-User/Network Version Plus Security .....	\$ 650
<b>U</b>	<b>!</b>	Security .....	\$ 75
<b>L</b>	<b>!</b>	Vehicle .....	\$ 150
<b>E</b>	<b>!</b>	Worker/Driver .....	\$ 150
<b>S</b>	<b>!</b>	Annual License/Maintenance Support Fee .....	\$ 300
Includes Minor Upgrades and Easy Trip Technical Support			

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