

EASY TRIP NEWSLETTER

EASY TRIP VERSION 3.5 RELEASED

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EASY TRIP

What's new? We are releasing an interesting and exciting new update of our Easy Trip software program this month. Please read on for more information regarding what has been added and how your company can be a part of future updates.

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Ideas for Easy Trip

We received many wonderful Easy Trip suggestions at the Limousine Trade Show this year, as well as faxes and emails from our clients. These suggestions and ideas were used to develop our new update, Easy Trip Version 3.5.

Suggestions were submitted from Easy Trip clients in Sacramento (CA), San Francisco (CA), Milan (OH), South Pasadena (FL), and Perth Australia. I would like to personally thank everyone that took the time to contact us with their comments and new ideas.



Member Since 1995

If your company would like to suggest a new feature, report, or an enhancement, we would love to hear about it. Please write down your ideas in as much detail as possible and then fax or email them to BG Consulting.

Not every idea can be included, however all suggestions will be considered. If an idea is specific for just your company, it can be implemented as a custom feature. We look forward to hearing from our customers and future clients.

ET Windows Update Released

BG Consulting is announcing a new release of our Easy Trip program. The new version labeled **3.5**, will be available at the end of May.

To verify what Version of Easy Trip you currently have installed please click on the **Help** selection in Easy Trip and then click on the **About** button.

To receive an update, please contact BG Consulting and a new CD will be mailed to your company. All registered Easy Trip Customers are entitled to receive an update to the current version.

Customer Credit Cards

On the "Additional Credit Cards" selection (located on the Credit Card Tab) the list of credit cards is now sorted by the Card Holder name.

Reservation Search

When the Reservation Search screen is first opened, the **last** Reservation is now automatically selected and highlighted.

A new icon has been added to the Reservation Search screen to open the **To Do List**. Clicking on this icon will display the full To Do List.

Reservation Edit

A new tab has been added to show the **To Do List** for the current Reservation. Only the entries related to the current Reservation will be shown on this tab.

Reservation Trip Sheets

The Reservation Trip Sheet screen has been expanded to include a three-part Tab selection.

Tab Two

Up and Down arrows have been added on the second tab for the **From** and **To Reservation #**. The arrows can be used to increment or decrement the Reservation number.

Tab Three

The new third tab allows Reservations to be batch printed by the **Bill To #**. The batch print may be done for a single Bill To # or a range of Bill To accounts, for the selected date range.

Accounts Receivable

From the AR Payment screen there is a new **View** button. Clicking on this button will display the Invoice details for the currently highlighted Invoice. This is the same View information that is available from the Invoice Search screen.

Driver Schedule

A new selection has been added to the Driver Edit screen. Clicking on the **Schedule button** will display the new Driver's Schedule screen, which shows the times and dates that the Driver is unavailable.

The purpose of the Driver Schedule screen is to detail the recurring times on a specific day of the week a driver is unavailable, or a specific date that the Driver is unavailable.

The Driver Schedule screen contains a separate list for each of the seven days of the week. Each list shows the Start and End Times for when the Driver is **unavailable**.

There is also one more list that shows specific dates and Start/End times that the Driver is unavailable.

When a new entry is added you can specify either **Specific Dates** or the **Weekly Schedule**. If Specific Dates is selected then the date and the starting and ending time of unavailability should be entered. Easy Trip will automatically display this information in the lower list on the Schedule screen.

When Weekly Schedule is selected you need to check the boxes next to the desired days of the week. Multiple days of the week may be selected. Next, enter the starting and ending times of unavailability. Easy Trip will automatically display the schedule information in one or more of the seven day lists.

Schedule Issues

When a Reservation is saved, the Driver's Schedule will be checked to ensure availability on the Reservation Date and during the Pick Up and Drop Off times. If the Driver is unavailable a message will be displayed to allow the user an opportunity to select a different Driver or ignore the issue.

The Driver's Schedule check will only be done if it is enabled in the Global Settings.

Driver Conflict

Each time a Reservation is saved, Driver conflicts are examined. The current Reservation is reviewed against other runs on the same Run Date, with the same Driver, and with overlapping times.

If a conflict exists a message will be displayed to allow the conflict to be corrected or ignored. Prior to this version only Vehicle Conflicts were checked.

Driver and Vehicle conflict checks will only be done if they are enabled in the Global Settings.

To Do List

The **To Do List** is a collection of entries detailing tasks that need to be completed or have already been done. Each entry may contain information linking the item to a specific Reservation # or notations for some pending activity.

To Do List - Explorer Window

The left side of the Window shows the year, month, and calendar dates for entries in the To Do List. The right side is a List View that contains the specific To Do List entries.

The last three icons on the tool bar of the To Do List window may be used to alter the display of the right pane. The options are: Large Icons, Small Icons, and Details. The Details format is the default displayed when the window is opened.

Add / Edit

To add a new entry select the third icon from the left on the To Do List tool bar. Alternatively, right click anywhere in the right pane and select Add.

If a valid Reservation # is entered, then the To Do entry will be visible on the "To Do List" tab on the Reservation Edit screen.

If the Add button is clicked from the "To Do List" tab on a Reservation Edit, then the Reservation # will automatically be added by Easy Trip.

A To Do entry may have an assigned **priority**. The default priority for a new To Do entry is three. There are five levels for the priority field, where one is considered the most important and five is considered the least important. Colored icons are displayed in the List View to indicate the priority.

Completed

To indicate an entry has been completed either delete the entry or edit the entry and check the box labeled "Completed". When an entry has been marked completed the icon will change from a priority number to the letter "D".

Search

To search for a specific calendar date, select the magnifying glass icon on the To Do List tool bar. If entries exist for the search date entered then the date will be highlighted in the left pane and all corresponding entries for that date will be shown on the right side.

Global Settings

Three new settings have been added to enable or disable checking for **Vehicle Conflicts**, **Driver Conflicts**, and **Driver's Schedule** issues. The setting can be enabled by checking the check box next to the associated entry on the Global Settings screen.

If checked, then potential conflicts and/or scheduling issues will be reported whenever a Reservation is saved.

You have EMail

Email

The Email module has been enhanced to accommodate recent changes in ISP **Email Authentication**. Easy Trip now provides data fields on the email configuration screen for a second user name and password for authentication. The check box for authentication should only be checked or enabled if your ISP requires authentication.

Delete Email from Server

On the email configuration screen a new option has been added to "Delete downloaded Emails from Server". If this box is unchecked then emails will be downloaded to your computer, but they will not be deleted from your ISP server.

Check for Email

Another new selection on the email configuration screen is an option to indicate how often to check for and download new email messages.

If this value is set to **Zero** then Easy Trip will not download any new email messages. You may click on the Send/Receive selection to download messages at any time.

Email / Personal Folder

On the right pane of the Email screen is a list of your email messages. New icons have been added under the Status field column. A small open envelope icon or closed envelope icon will be shown to indicate if the email has been read or is unread, respectively.

Right clicking the mouse on an email will show an expanded list of options that include saving the email and toggling the "Read" status.

New Icons

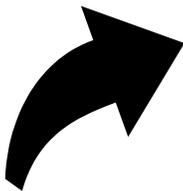
Two new icons have been added to the main Easy Trip tool bar window. There is now an icon showing a pair of car keys for the **Vehicle module** and a picture of two people for the **Driver module**. The new icons will only be displayed if you have the Vehicle or Driver modules.

These seven icons have been enhanced to work from all of the major screens in Easy Trip.

Hot Keys have been added to open the **Manifest** or **Landmark** Options from anywhere in Easy Trip. For the Manifest simply hold down the ALT key and then press the letter M. For Landmarks hold down the ALT key and press the letter L.

Reports

New Reports have been added for Driver Hourly Times and the new To Do List.



Questions and Answers

Q: What is the **Lock Code** on the License Tab in a Vehicle Edit?

A: This field can be used to store the security door lock code for that Vehicle.

Q: Prior to Easy Trip Version 3.5 there was a tab on the Driver Edit screen called **Availability**. It listed the seven days of the week and space for us to type information.

The new Driver Schedule screen is wonderful and it will be very helpful for our company. However, I need to review the old data we had entered. Is this information still available?

A: During the update to Version 3.5 the Driver Availability information was saved to a text file. The file name is called **DrvAvail.Txt** and can be found in the **ET_WIN** folder. You can open this file from Word or Notepad to view or print the information.

The Driver Availability Tab information can be found in a text file named "DrvAvail.Txt" in the ET_WIN folder.

Windows Service Packs

Service Packs are the means by which Microsoft distributes software updates to the Windows operation system. They provide fixes to existing problems or security issues. It is very important to make sure you are running the **most** recent Service Pack (SP) on every computer you use.

The following are the latest Service Packs for the current versions of Windows.

Windows XP	SP 1a	Feb 03
Windows 2000	SP 4	Jun 03

Windows Support

Microsoft was scheduled to discontinue support for Windows 98 and Windows 98 Second Edition as of January 2004. A few months ago they decided to extend support through June 2006.

Microsoft will not publicly release non-critical security patches or hot fixes for Windows 98. If you have any issues you must contact Microsoft directly. They will investigate the problem and attempt to provide an appropriate response.

- No-charge incident support and hotfix support for Windows 98 ended in June 2003.
- Paid incident support for Windows 98 was extended through June 2006.
- Critical security updates will be provided through June 2006 from the Microsoft update web site.

The information listed above was compiled from the Microsoft Windows 98 web site. Although they have decided to continue paid support and critical security issue support, Microsoft is trying to phase out Windows 98.

Based on this information, BG Consulting is encouraging our clients to migrate all their computers to Windows 2000 or Windows XP Professional. We strongly advise that companies do not simply "update" their computers. Please save ALL your information, reformat the Hard Disk, then install a new copy of Windows 2000 or Windows XP Professional. As a reminder, Windows XP Home Edition is not recommended for Business software and should therefore only be used for "Home" applications.

Did you Know you Could. . .

Email From Easy Trip

Easy Trip is capable of sending and receiving Emails without the need for other software such as Outlook or Netscape Email. From Easy Trip Email you can send an email with a message in the body of the text and include single or multiple attachments.

Before emailing an Easy Trip report, send a test email to ensure email is working properly.

When emailing a Reservation Trip Sheet, Invoice, or Manifest, it is sent as an attachment to the email. The attachment is an **RTF file** which is a format generated by Word. We use this format to maintain paragraph and column spacing. You must have Word installed on your computer to generate the attachment. The receiver of the email will also need Word to properly read the attachment. You may include text in the body of the email when you email a Trip Sheet, Invoice, or Manifest.

Before emailing an Easy Trip report, send a test email to ensure email is working properly. Select **Options** and then **Email** to see a list of your existing accounts. If no accounts exist, click on the Add button. The values entered for the POP3 (Incoming Email) and SMTP (Outgoing Email) fields must be the values provided by your ISP. Only enter the Authentication information if your ISP requires it.

Once you have successfully tested your email, you can email your Chauffeur's their Trip Sheets and a Driver's Manifest. Emailing Customer's their Confirmations and Invoices will save on paper, postage, and time.

EASY TRIP WINDOWS SOFTWARE

- ❖ Over **300** built-in Reports!
- ❖ Dispatch By Run Date, Customer, or Driver's Name
- ❖ Manifest, Reservation Explorer (Calendar), Scheduler, Vehicle & Driver Availability

Customers

Reservations

Invoicing

Accounting

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

Reliable and Proven Software that Works!

- * Create your own Account Types, Run Types, Rates, Vehicle Types, **Landmarks**, and more!
- * **Duplicate** a Reservation for Round Trip, Multiple Car Run, or specific days in a Date Range.
- * Enter unlimited **Routing** Itinerary, Directions, and Instructions for the Driver.
- * Print from several different styles of Reservation Trip Sheets, Invoices, and Statements.
- * Reservation History, Special Instructions, Faxing, Paging, and **Email**.

Easy Trip Professional Version	\$ 975
Easy Trip Personal Version	\$ 575

Annual License & Technical Support Fee	
(Includes All Updates, License, and ET Technical Support)	
Professional Version	\$ 300
Personal Version	\$ 200

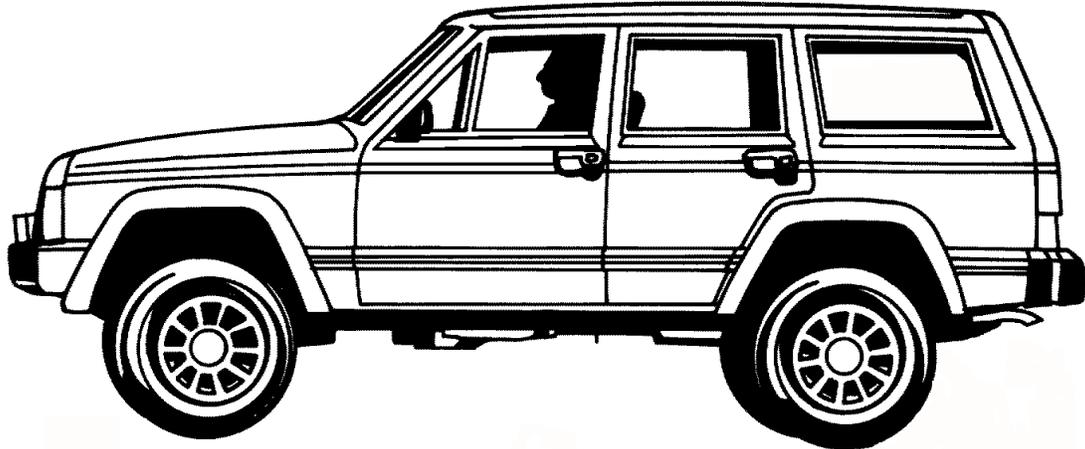
	◆ Accounts Payable	\$ 300
M	◆ Credit Card Processing	\$ 400
O	◆ Farm In and Farm Out	\$ 150
D	◆ Internet Reservations Import	\$ 150
U	◆ Multi-User/Network (Includes Security)	\$ 650
L	◆ Security	\$ 150
E	◆ Vehicle	\$ 150
S	◆ Worker/Driver	\$ 150

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Software Newsletter

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