

EASY TRIP NEWSLETTER

New Module added to Easy Trip Version 2.7

IN THIS ISSUE

<i>Innovative Reservation Solution</i>	1
<i>ET Windows Version 2.7 Released</i>	2
<i>Did you Know you Could...</i>	3
<i>Monitor Requirements for Easy Trip</i>	4
<i>Questions and Answers</i>	4
<i>"List View" versus a "Grid"</i>	5
<i>What is an Internet Web Page?</i>	6

Innovative Reservation Solution

BG Consulting has added a new module to the Easy Trip Software program. This module combines Easy Trip software with your company's existing internet Web site. Phase One of this module was officially released on September 26, 2001.

The purpose of this new module is to allow your clients to book Reservations directly from your Web site by filling out a form. The completed form is emailed from your site to your company. Easy Trip reads the email and then imports the information into a New Reservation.



What's new? We have released a Working Demo of our Easy Trip Software program as of August 2001. If you would like to receive a copy of this new demo version please visit the Demos and Other Files on our Easy Trip Web site.

For more information about Easy Trip contact:

BG Consulting
80-Q N Cabrillo PMB 324
Half Moon Bay, CA 94019

(650) 728-3828 Voice
(650) 728-3840 Fax

www.easytrip.net
bgeller@easytrip.net

The Working Demo is available from the second selection on this internet page. Please read on for information about our release of Easy Trip Version 2.7, which includes a new module for the Internet.

The purpose of this new module is to allow your clients to book Reservations directly from your Web site by filling out a form.

Documentation is available from BG Consulting regarding the specifications for building the form and how to email the information using *FrontPage* software from Microsoft.

A test Web site has been set up to allow Easy Trip users of this new module an opportunity to see several sample client forms. The forms contain the basic information required to book a new Reservation for local or airport transportation services

ET Windows Version 2.7 Released

In September 2001 BG Consulting released version 2.7 of Easy Trip software for Windows. This release supports our new Innovative Reservation Solution module, which is described on the first page of this newsletter.

The new update for Easy Trip incorporates several features that were requested by our users and a few that were previously available in only our Dos version of Easy Trip.

Customer Edit

The data field for an Email address has been expanded to accommodate longer entries.

Reservation Edit

The words describing the data fields for the Driver's Spot Time, Time Out, Arrived, and Drop Off, and Time In, can now be modified by the user.

To change these words select **Utilities** and then **Charge Screen**. The words for these fields are located on the right under the heading, Reservation. The notation of (TMF Tab 3) in this heading refers to the third tab screen, labeled "Times/Miles/Fuel", on the Reservation Edit screen.

Reservation Trip Sheets

A new option has been added to **Batch Print** Reservations to select a range of Reservation **Numbers** for printing.

The existing **Batch Print** by Reservation **Date** has been enhanced to allow the Reservations to be sorted by Driver, Pick Up Time, or Vehicle.

Reservations that have more than eight lines of Routing Information will now print on two pages. All of the Routing Information will appear on page One with the charges and liability agreement on page Two.

If a second page is required, a message on the bottom of the Trip Sheets will say "Page One of Two" and "Page Two of Two", respectively.

The Reservation Date has been moved on the Customer Confirmation Trip Sheet and the Wedding Trip Sheet. The Date is now in the center of the page just under the title of the Trip Sheet. The font size for the Date has been increased slightly and is also in italics.

Reservation Explorer

A new column for **Driver** has been added to the Reservation Explorer.

If a Vehicle has not been assigned to a Reservation, then the Vehicle Type will appear in the Vehicle column. For readability the Vehicle Type will be displayed with white letters on a blue background.

Another new column has been added to display the Reservation **Run Type**.

Manifest

When printing a Manifest there is a new option if the Format is **Sort by Driver** and All Drivers is selected.

A check box has been added under the option All Drivers that says, **One Driver Per Page**. If this box is checked then all Reservations belonging to a single Driver will be printed on one page. This adds the capability to distribute a Manifest to each Driver that contains only their Reservations.

If the One Driver per Page box is *not* checked then the Manifest will be sorted by Driver with no page breaks between the different Driver's.

Scheduler

A new column for **Driver** has been added to the Reservation Explorer.

If a Vehicle has not been assigned to a Reservation, then the Vehicle Type will appear in the Vehicle column. For readability the Vehicle Type will be displayed with white letters on a blue background.

Credit Card Module Enhanced

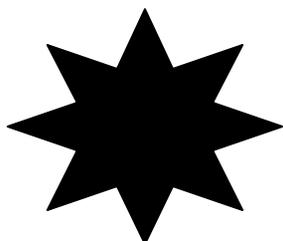
Pre Authorization and Post Authorization transactions have been added to the Credit Card module.

Reports

A new report has been added to print a list of the Customer Email addresses.

Security Program Updated

The Easy Trip Security program has been enhanced to include verification for user access to all current Easy Trip Options, Modules, and Utilities.



Did you Know you Could...

Reservation Edit - Rate Chart

Many Easy Trip clients have expressed that they use only the keyboard and not the mouse, while editing data on the Basic Information Tab on the Reservation edit screen. To move to the next available data field, press the Tab key. To move to the prior data field, hold down the Shift key and then press the Tab key.

After the Pay Type, the next available field is a button labeled ">>", which is located to the right of the words **Rate Chart**. This button is called the More Button, since clicking on it with the mouse will display more information. Here the Rate Chart would be displayed.

To activate and display the Rate Chart you can click the mouse on the More Button. However, to remain on just the keyboard, simply press the **Space Bar** to bring up the Rate Chart. This keyboard action will work on any of the More Buttons, and in fact, all the buttons in Easy Trip.

Flight Information

For Routing with a Category of Airport Information or Return Airport Information, a button is available to select pre-entered flight data. Once the appropriate flight is selected, the data is automatically transferred to the Airport Routing Edit screen. Changes to the Airport Routing information, for the current Reservation, can be made after the flight has been selected.

To populate the Flight Information for Routing, select **Options** and then **Flight Information**. The data that can be associated with a Flight includes the Flight #, Airline, Arrival or Departure, Arrival Airport and Time, Departure Airport and Time.

Monitor Requirements for Easy Trip

Easy Trip Software can be run on any monitor that works. However, if the monitor screen size is too small or the information on the screen is too big, it may be difficult to see an entire window at one time.

Monitors sold today for most computers range in size from 17", 19" or 21". BG Consulting recommends a 19" screen display for Easy Trip Software. The cost for this size monitor is around \$350. Although the 21" monitor is bigger, its quality and clarity are not as good as lower resolutions. Withing the next year or two the price of larger monitors, with higher quality and clarity, will become available at more reasonable prices.

Screen Resolution

The term **screen resolution** refers to a setting that determines the amount of information that appears on your screen. It is measured in pixels.

Low resolution, such as 640 x 480 makes items, words, or images on the screen appear larger.

A Higher resolution, such as 1024 x 768, makes the overall screen area larger, although individual items, words, and images appear small.

Easy Trip was designed to work best with a screen resolution of 1024 x 768, although a higher resolution is fine if you can read the smaller print. A lower screen resolution of 600 x 800 is the smallest that should be selected for Easy Trip.

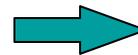
Easy Trip will operate at a lower screen resolution of 640 x 480, but it will be awkward and not possible to see all the data fields at one time on the screen.



How to Check or Change the Screen Resolution

Place your mouse anywhere on the windows desktop, which is the screen with all the icons on it. Click the Right mouse button once. From the list select **Properties** and then click the mouse on the tab labeled **Settings**. Under Screen Area, drag the slider to a higher resolution if needed. Then click on the **Apply** button. Experiment with different screen resolutions until you find the one that works best for your needs.

The type of monitor you have and video adapter in your computer will determine whether it is possible to change your screen resolution. Some older or low end video adapter cards do not support high screen resolutions.



Questions and Answers

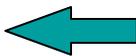
Q: What is the "Standing" column on the Scheduler?

A: The column labeled **Standing** in the Reservation Explorer and Scheduler contains information about whether the Reservation has been Posted, Cancelled, or Voided. If the information is blank then the Reservation is considered Open.

Q: From the Reservation Search Screen I clicked on the Options button. I do not understand what the "Cancel" button means on this screen.

A: The Cancel Button on this screen does not Cancel the Reservation. By clicking on this button the Reservation Options screen will be closed and no action will be taken.

To Cancel the currently highlighted Reservation, click on the Options button on the Reservation Search Screen. Then make sure the circle to the left of the Cancel Reservation is filled selected or filled in. Then click on the Ok button. A window will be displayed with a question to confirm the Cancellation of this Reservation. Answer Yes to confirm the cancellation of this Reservation.



“List View” versus a “Grid”

List View

A List View is a term used to describe rows and columns of information that is displayed using words and images. In Easy Trip there are currently two places that a List View is used. One is in the Reservation Explorer and the other is the Scheduler.

On both List Views each row displayed represents a single Reservation. The image or icon that is displayed is found in the column labeled Status. A red triangle is automatically displayed by Easy Trip if the Reservation has been Cancelled or Voided.

If an existing Status is assigned to the current Reservation, then a square with a maximum five character description will be displayed in this column. The color of the square will correspond to the color assigned to the Status definition. Reservation Status definitions can be modified under the Group Type Options.



A List View in Easy Trip does not have lines for the rows and columns. The information in the List View can be reorganized or re-sorted by clicking the mouse on the title or heading of a column. For instance, to sort the Reservation Explorer by Vehicle click the mouse in the column labeled Vehicle.

In a List View you can right click the mouse while pointing to a Reservation or while the row is highlighted. After the right click a menu of options will be displayed. The options on this menu will be selections such as Reservation Edit or Reservation Print.

Grid

A Grid is also a list or information displayed in rows and columns. In Easy Trip Grids are used on all of the Search screens and have lines between the rows and columns of information.

The rows of information in a Grid cannot be resorted by clicking on the column heading as it can in a List View.

The columns in a Grid can be moved around as needed for readability. However, when the Grid is closed and reopened the columns will return to their original position and order.

Column Resizing

On both the List View and Grids the columns can be resized by using the mouse. As the mouse is moved to the line between the column headings, the mouse indicator will change from a pointer into a horizontal double-headed arrow. Continue to hold down the mouse and drag the column line to the right or left.

Resizing a column will either increase or decrease the width of the column. When the List View or Grid is closed and reopened the columns will return to their original size.

What is an Internet Web Page?

A Web site on the World Wide Web or Internet, is a collection of pages that contain information. Each Web site contains a Home page, which is the first document users usually see when they enter the site.

The pages on a Web site are similar to the pages of a book, where the book can be thought of as the entire Web site.

Creating a Web Site

Microsoft's FrontPage is one of several different software programs that can be used to create and manage the Web pages for an Internet site. The person in charge of developing a Web site is known as the Webmaster.

To set up a Web site there are three main steps:

1. Select and Register a Web site or Domain name. The cost is around \$35 per year.
2. Select a company to Host or house the Web site. The cost can range from \$20 to \$50 per month on average.
3. Create the pages for the Web site and publish them. The cost will vary greatly depending on the experience of the Webmaster and how complicated the Web site is.

Using a software program like FrontPage allows those, which are not familiar with computer programming to design, develop, and publish their own Web sites. It does not take extensive computer training or knowledge to create a Web site. It does require a little imagination and creativity to create an interesting and attractive Web site.

HTML

The acronym HTML stands for **H**yper **T**ext **M**arkup **L**anguage. It is the language used by Web Browsers to determine how to display the information on a web page. Just as with any other language like French or Spanish, HTML it has own syntax and rules that must be followed.

The delightful part about programs like FrontPage is, you do not need to learn HTML. You can edit pages in FrontPage as you would in any standard word processor. A page can contain text, graphics, forms, tables, or other elements as needed. FrontPage then adds the appropriate HTML information as required.

Forms

A form is a type of document that contains blank fields for the user to fill with data. Any type of form can be added to a Web page. A form is a convenient way to acquire information from those that are using your Web site.

A form can be created for the user to request additional information, take a survey, book a Reservation, gather information for a guest book, or anything else that is of value to the owner of the Web site.

The information entered by the user is called the results of the form. The results of the form can be saved on the Web site or potentially emailed to a specific person.

Easy Trip

Easy Trip's new Internet Reservation Import module is designed to take the emailed results of your Reservation booking form, and create a new Reservation. For more information about this new module please visit our web site or contact BG Consulting.

EASY TRIP: Windows Version 2.7 (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, ME, 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 Driver Trip Sheets, Invoices, and Statements.
- U** Reservation History, Special Instructions

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

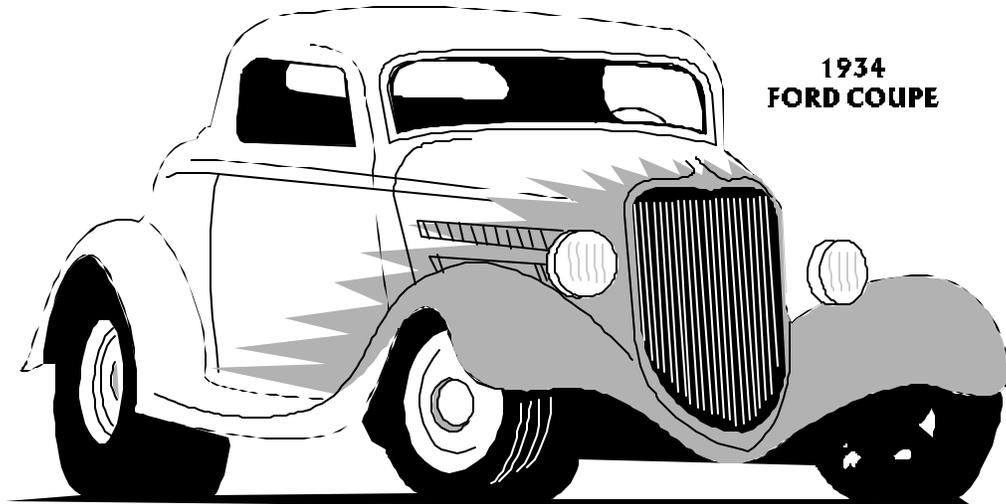
		! Accounts Payable	\$ 300	
M		! Credit Card Transactions	\$ 350	
O		! Farm In and Farm Out	\$ 150	
D		! Internet Reservation Import	\$ 150	(NEW)
U		! Multi-User/Network Version Plus Security	\$ 650	
L		! Security	\$ 75	
E		! Vehicle	\$ 150	
S		! Worker/Driver	\$ 150	
		! Annual License/Maintenance Support Fee	\$ 300	
		Includes Updates and Easy Trip Technical Support		

www.easytrip.net
bgeller@easytrip.net

BG Consulting
 80-Q N Cabrillo Hwy PMB 324
 Half Moon Bay, CA 94019

(650) 728-3828
 (650) 728-3840 Fax

Easy Trip Newsletter - September 2001



**1934
FORD COUPE**

Easy Trip Newsletter

BG Consulting
80-Q N Cabrillo Hwy PMB 324
Half Moon Bay, CA 94019

