EASY TRIP NEWSLETTER

Easy Trip will be at the Trade Show in Las Vegas

IN THIS ISSUE

EASY TRIP

What's new? BG Consulting will be announcing a new version of our Easy Trip program at the show in Las Vegas. We now have a Limited Windows version of ET which sells for under $500. Please refer to Page Six of the newsletter for more details.

For more information about Easy Trip contact:

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Limousine Trade Show in Las Vegas

It is time for the annual Limousine Trade Show, which will be held February 6 - 8 at the Paris hotel in Las Vegas. The show is sponsored by Limousine & Chauffeured Transportation magazine.

Easy Trip Software will be in **Booth 58** at the Trade Show. We hope you visit our booth to say hello, have some M&Ms, and of course check out the features in our software.

For more information regarding the Trade Show please contact Rebecca, at Limousine & Chauffeured Transportation at (310) 533-2557. See you in Las Vegas!

New Phone Numbers for ET

The telephone numbers for Easy Trip Software and BG Consulting have changed. Our mailing address will remain the same.

(650) 728-3828
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Read Me First
(ET for Windows Made Simple)

The Beginning

At first new computer software can seem a little overwhelming. A common question people often ask is, once I purchase the software what should I do?

The purpose of this article is to help answer that question and assist you with getting started with using the Easy Trip program.

The absolute first thing to do, is to install the program. Our Windows software is sent on a CD with a simple and easy installation program. Setup instructions are included, as well as a technical manual for Easy Trip. If you have any questions about the installation of the software, please call our office for technical support.

Once Easy Trip is properly installed, the next step is to start the program. During the installation of ET an icon was added to your desktop and a new program group was added to your Start Menu. You may click on the ET icon on your desktop or click on Start, Programs, select the Easy Trip Software group, and then select Easy Trip.

After the program starts, an introduction screen will appear that has two options, **Windows Menu** and **Original Menu**. Both menus have the exact same options. The difference is only in the layout of the menus themselves. For this tutorial we will use the Windows menu. After clicking on the Windows Menu the screen should look similar to Figure One as shown on the bottom of the next page.

What comes Next

The simple answer to what comes next would be to enter your Customers and Reservations. But that is the technical answer and not the practical solution for this article.

Before you jump in to add your Customers and Reservations there are two sections of the program to look at first, Group Types and the Global Settings. The information in these two sections establishes the default entries that will be used throughout the Easy Trip program.

Group Types can be reached by clicking on Options, and then selecting Group Types. A list of categories will be displayed as shown in Figure Two. Information can be added, edited, and deleted to each of the different groups type categories. Figure Four is a chart that shows which modules in Easy Trip use the group type information. The third column of the chart in Figure Three shows sample data for each category.

So to keep up with this tutorial, from the Group Type screen that should be open, select Account Types and then click on OK. An **Account Type Search** screen will be displayed. Near the top of this screen it says "Search By Account Type". The middle of the screen is the grid area, and this is where the data is displayed. The bottom of the screen will say ADD, EDIT, DELETE, and CLOSE. Once you know these different sections of this one search screen, you will have a good understanding of every search screen in Easy Trip.

To search for an existing entry in the data area, simply type into the field next to the phrase "Search By Account Type". The highlighted line in the data area will move as you type, trying to locate your selection.

To add a new Account Type click on the ADD button. You do not need to search before you add, unless you want to verify if a particular entry already exists in the data. If you need to edit an existing entry, highlight the desired entry and then click on the EDIT button or just double click on the highlighted entry in the data area.

To remove an entry from a category, highlight the desired data and then click on the DELETE button. If, as an example, VISA is deleted from the Credit Card Types, this will not affect Reservations that specified VISA, unless you try to edit the Reservation. When a Reservation that specified VISA as the Credit Card Type is edited, and VISA was deleted from the Group Type category, the Credit Card Type will now be blank.

Now that you are familiar with how to modify the Account Types, proceed with adding information in all of the other group type categories. Once this is done you should review the information in the Global Settings.
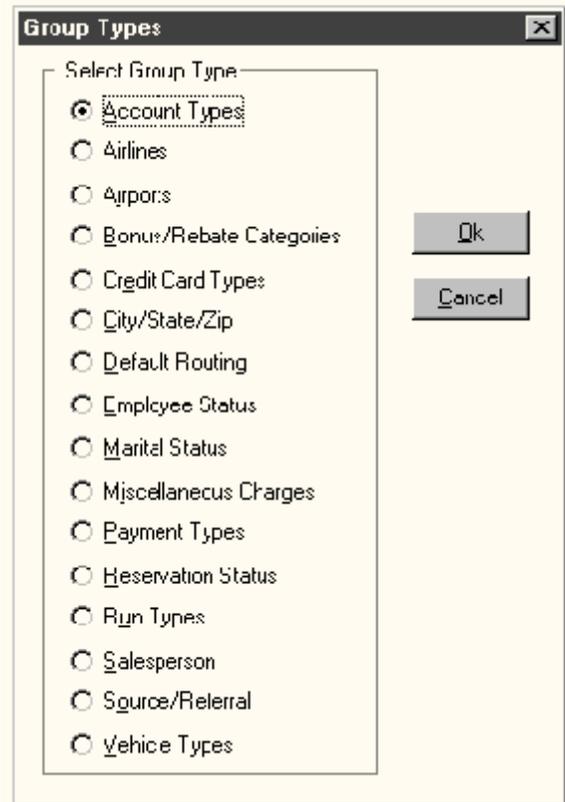
Figure Two
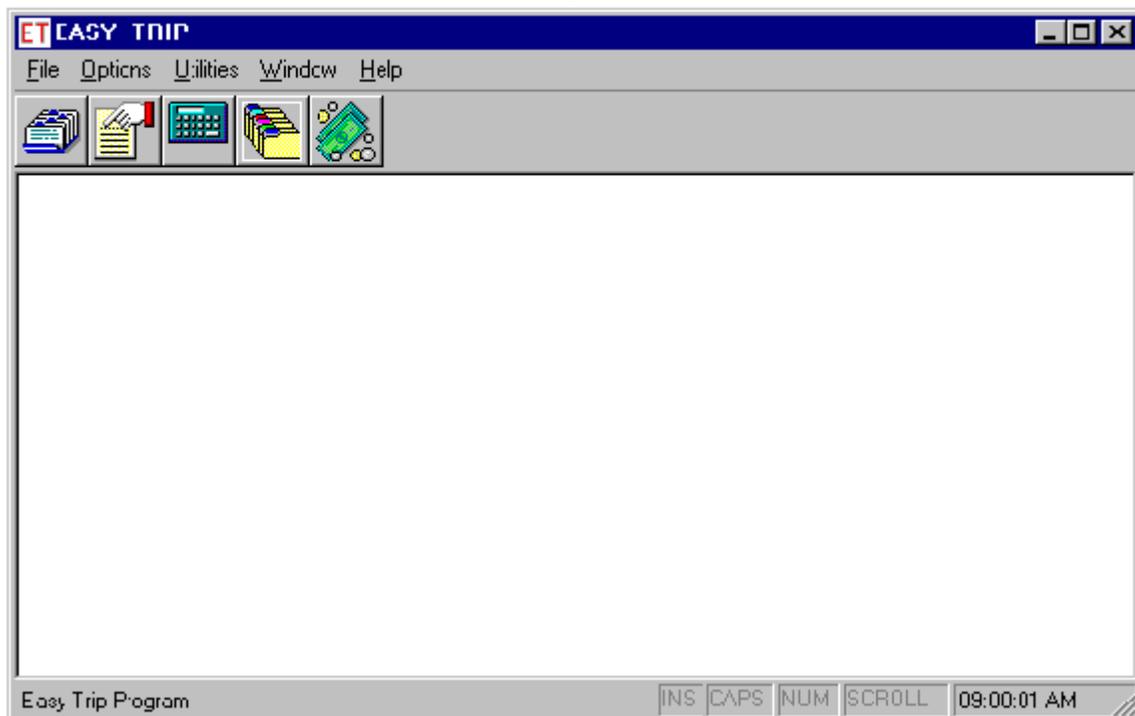
Figure One

CATEGORY	WHERE USED	SAMPLE DATA
Account Types	Customer, Reservation	Corporate, Private
Airlines	Routing	AA, Delta, SW, United
Airports	Routing	SFO (San Francisco)
Bonus Rebate Categories	Rebates	Concierge, Customer, Travel Agency
Credit Card Types	Customer, Reservation	Amex, MC, Visa
City / State / Zip	Throughout Easy Trip	Half Moon Bay CA 94019
Default Routing	Routing	Add Baby Seat, CC on File
Employee Status	Driver	Full Time, Part Time
Marital Status	Driver	Married, Single
Miscellaneous Changes	Reservation	Champagne, Early Morning, Holiday
Payment Type	Customer, Reservation	Credit Card, Complimentary, Invoice
Reservation Status	Reservation, Scheduler	At PU, Confirm Run Date, Get Deposit
Run Type	Reservation	Airport, As Directed, Wedding
Salesperson	Customer, Reservation	Julie, Gary
Source / Referral	Customer	Friend, Yellow Pages
Vehicle Type	Reservation	Limousine, Sedan, Van

Figure Three

Global Settings

The Global Settings can be found under the Utilities option. The parameters and values defined in this area of Easy Trip are used mostly in the Reservation module. For a detailed explanation of each of the Global Setting fields, please refer to the technical manual that was provided with your purchase of the program.

Windows Menu

From the Windows menu as shown in Figure One, click on File and then select Open Module. You should now see a screen similar to Figure Four, which is a list of the basic Easy Trip modules.

There are five icons shown below the Windows menu in Figure One that correspond to the first five modules shown in Figure Four.

For example, clicking on the left most icon in Figure One is the same as clicking on <u>File</u>, <u>Open Module</u>, selecting <u>Customer</u>, and then clicking on <u>OK</u>. Either method will display the Customer Search screen.

Customers

Now that the preliminary information has been added, it is time to add your Customers. Open the Customer Search screen by either method as described in the prior paragraph.

The properties of the Customer Search screen are almost identical to those of the Account Type Search screen, that was explained on page two of this newsletter. One of the key points to remember about any Search screen, is that clicking on the ADD button will display a blank Add screen. From this Add screen, fill in the desired data and then press the OK button to Save the new entry.

The only difference between an Add screen and an Edit screen, is that the Add screen is blank and the Edit screen will display existing information. You may go back and Edit any existing entry in Easy Trip, except for Posted Reservations which can only be viewed.

Reservations

The Reservation Search is once again, the same as the prior Search screens discussed in this article. The important information to learn here, is about adding Reservations. To add a new Reservation click on the ADD button on the Reservation Search screen. When the blank Add screen is displayed you will see several empty fields on the screen. The first place to start is to select a Customer for the new Reservation.
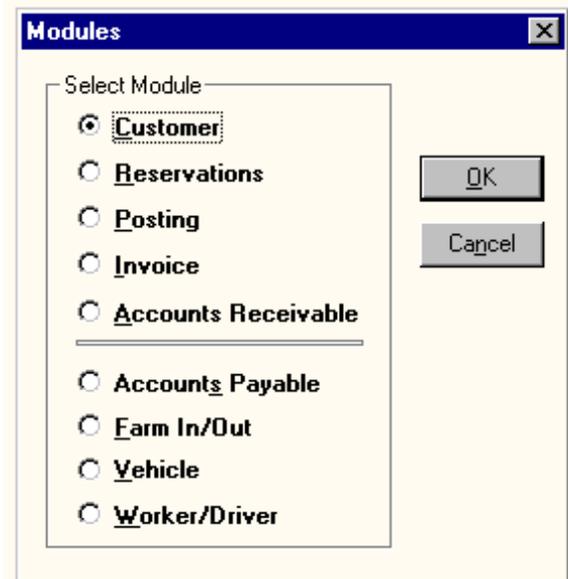
Figure Four

If you look in the upper left area of the Reservation Add screen, you will see a small button directly across from the words **Acct #**. The button will have two **>>** on it. To select an existing Customer simply click on this button. If the Customer does not already exist, you can open the Customer Search screen and Add the new Customer, without even closing the Reservation Search screen or the Add screen.

Once you have the Customer selected, proceed with entering the Run Date and then add any other information that is relative to that Reservation. Fields may be left blank if they are not needed. When you are done, click on the OK button to save the new Reservation. Once the new Reservation is saved, a Trip Sheet can be printed by clicking on the printer icon on the Reservation Search screen.

Now that you have a better understanding of Group Types, Global Settings, Customers, and Reservations, exploring the rest of Easy Trip should seem a lot less scary and hopefully a bit of fun.

New Easy Trip Limited Program

As of January 2000 there are now **four** different versions of the Easy Trip software program. Our newest version is the Windows Limited. The difference between the Full version and the Limited version, is the Limited version does not have Accounts Receivables.

The Limited version is an inexpensive way for smaller or startup companies to acquire software for their business. The Limited version can be upgraded to the Full version at any time, and without the loss of any existing Easy Trip data.

Full Windows	$ 975
Full Dos	$ 975
Limited Windows	$ 475
Limited Dos	$ 475

Questions & Answers

Q: What can the Limited version of Easy Trip do?

A: The Limited version has the same Customer, Reservation and Invoice Modules as the Full version. The Accounts Receivable module that is only available in the Full version is used to keep track of Customer payments, aging, credits, and debits.

What's New in Easy Trip

The Windows version of Easy Trip has been enhanced to allow **Special Instructions** to appear on the Reservation Trip Sheet.

By default, if Trip Sheet (TS) Notes exist for the Customer specified on a Reservation, then the TS Notes will be printed on the Reservation Trip Sheet. Since Trip Sheet Notes are part of Customer, changing the TS Notes on a Reservation, actually changes them for all Reservations for that Customer.

Special Instructions have been added and they belong to only the current Reservation. If you specify that the Special Instructions should be printed on the Reservation Trip Sheet, then the TS Notes will not be used for that Reservation.

To add Special Instructions click on the NOTES button on the Reservation Edit screen. Next, select Special Instructions and then click on the OK button. Enter your information on the "Reservation Special Instructions" screen that is displayed. Before you enter instructions you can click on the "Copy TS Notes" button to copy the existing Trip Sheet Notes into the Special Instructions.

Be sure to specify which Notes should be printed on the Reservation Trip Sheet. The Customer TS Notes will be used if nothing is specified.

This feature will be added to the Dos version of Easy Trip within the next few weeks.

NLA
National Limousine Association

EASY TRIP: Dos Version 2.8a   or   Windows Version 2.3

Customers   Invoicing

Reservations   Accounts Receivable

- Over **250** built-in Reports!
- Dispatch By Run Date, Customer or Driver's Name
- Manifest, Vehicle and Driver Availability, Scheduler

> **Multi-User/Network Version** runs on several network systems including:
> **Windows 95**, **Windows 98, NT, 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 (new)

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	! Multi-User/Network Version Plus Security	$ 650
U	! Security	$ 75
L	! Vehicle	$ 150
E	! Worker/Driver	$ 150
S	! Annual License/Maintenance Support Fee	$ 300
	Includes Minor Upgrades and Easy Trip Technical Support	

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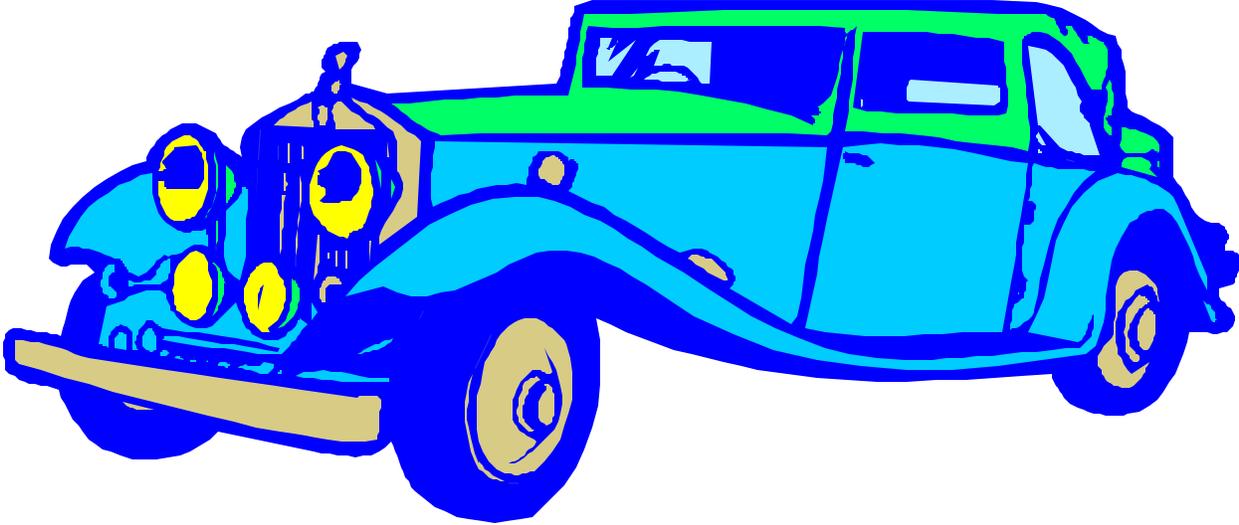
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