

# EASY TRIP NEWSLETTER

## Las Vegas Trade Show - Here we Come

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**What's new?** As we begin a new year, it is a wonderful time to think about new features to add to Easy Trip, further enhancing its capabilities and usefulness. Please let us know any ideas or enhancements you may have for Easy Trip for Windows. All information should be submitted in writing and be as detailed as possible. You may fax or email any requests to Easy Trip. This software is for your business so let's add what you need.

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### Limousine Trade Show in Las Vegas

It is once again time for the annual Limousine Trade Show, which will be held February 5 - 7, 2001 at "The Venetian" Hotel in Las Vegas. The show is sponsored in conjunction with the Limousine & Chauffeured Transportation magazine and the National Limousine Association.

Easy Trip Software will be in **Booth 45** at the Trade Show. We have continued our trend to add more new features and enhancements than any other Windows Transportation software product. Please come by our booth so we can demonstrate how valuable Easy Trip software would be for your transportation company.

The Trade Show promises to have lots of informative educational courses for all levels of operators, the traditional NLA dinner special guest speaker Peter Max (who I have heard is a wonderful artist), all the new vehicles, and of course Easy Trip software.



For more information regarding the Trade Show please contact Limousine & Chauffeured Transportation at (310) 533-2410 or (800) 576-8788. See you in Las Vegas!

## ET Windows Version 2.6 Released!

In January 2001 we released a new version of Easy Trip for Windows. BG Consulting has been gathering information and new ideas from our clients. This has enabled us to add several new enhancements to make our ET software even more friendly and beneficial.

Please take a look at the new additions to Easy Trip for Windows. All of our Windows clients are entitled to every update we release.

### Reservation Explorer

We have added a new feature that has been receiving rave reviews from our current ET Windows clients. The Reservation Explorer is accessible from the Options Menu or by clicking on the last icon, on the Tool Bar of the Reservation Search screen. The icon is a picture of a computer screen with a blue background.

The foundation of the new Reservation Explorer in Easy Trip, is the same as the standard Explorer screen found in Windows.

### Windows Explorer

Using the Windows Explorer, you can copy, move, delete, rename and search for files on your computer or network. The left side or pane of the Windows Explorer displays a hierarchical structure of files, folders, and drives on your computer. A hierarchical structure is similar to a family tree.

The left pane of the Windows Explorer is referred to as a **Tree View**.

The right pane displays the contents of the selected resource shown in the left pane. The right pane is called a **List View**.

In the **Tree View** there is a plus sign in the box to the left of the information, if that hierarchal level is collapsed. If the level is expanded, then there is a minus sign next to the information. Clicking on the plus or minus box, will expand or collapse that hierarchical level, respectively.

### Views in the Reservation Explorer

For consistency with Windows, the Reservation Explorer in Easy Trip has implemented the same Views. The left side of the Reservation Explorer is a **Tree View** and the right side is a **List View**.

The **Tree View** in the new Reservation Explorer in Easy Trip contains calendar information. The top level of the hierarchy says, "Reservation Calendar". The second level shows the months and the year. The third level is the weeks of each month and the fourth level, which is the lowest level, contains the specific days of the current week.

As a specific day in the **Tree View** is highlighted, the Reservations for that day are displayed in the List View, located on the right side of the Reservation Explorer.

Just as with the standard Windows Explorer, when you right click the mouse in either the Tree View or the List View panes, a menu of options is displayed. For the Tree View in the Reservation Explorer you will see options to expand or collapse the Tree View. For the List View, the current options are as shown in the listed box below.

Edit Reservation Print Reservation Routing Information
--

### Tool Bar, Sorting, and More

The Tool Bar on the Reservation Explorer screen has three icons or buttons. The icon to the far left is used to close the Reservation Explorer. The other two buttons are the double left and double right arrows.

Clicking on the double left arrow will add a Prior Month to the calendar. This prior month will be placed at the top of the hierarchy of months in the Tree View. For example, if the double left arrow icon were clicked on, in the Reservation Explorer shown below, the month of "October 2000" would be added above "November 2000".

Clicking on the double right arrow will add the Next Month to the Tree View calendar. This new month would be "April 2001", continuing with the example above. If the Reservation Explorer is closed and then reopened, the five original months would be displayed.

The List View shown in the right pane contains the same type of Reservation information as shown in the List View of the Scheduler. If you click the mouse on the words or heading of the column's Res#, Customer Name, Vehicle, Pick Up, or Drop Off, the rows of information will be sorted corresponding to the column selected. For example, to sort the Reservation List View based on the Vehicle name, click the mouse on the word **Vehicle** at the top of the Vehicle column.

The Reservation Status can be assigned on the Driver/Vehicle Tab, while Editing the Reservation. To define your own Reservation Status and colors, select Options, Group Types, Reservation Status. The Status Id is a short abbreviation of the longer Reservation Status information. The Status Id is used on the Reservation Explorer and Scheduler screens.

Examples of some Reservation Statuses are shown in the chart on the next page.

Res Status	Res#	Customer Name	Vehicle	PickUp	Drop...	Standing
	8003	FISHMAN, RITA	CAR_05	12:30	14:00	
MONEY	7937	SHAFF, JAY	CA_CAR_B	14:30	15:30	
	8001	WELLS, LINDA	CAR_01	15:00	15:00	
	7957	COHIN, JOCI	CAR_05	16:45	23:15	
	8002	DIEGO, TIM	CLASSEY	17:40	23:40	
	8004	GABY, DIANE	CAR_02	18:00	23:00	
DATE?	8007	LANCER, HOLLY	CAR_04	20:15	22:15	

### Reservation Status Examples

At DO	At Destination
At PU	At Pick Up
Date?	Confirm Date
Time?	Confirm Time
Liab	Get Parent Liab
Money	Waiting For Deposit

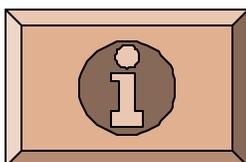
### Reservation Explorer Summary

The Reservation Explorer provides Easy Trip users with a new way to view Reservations on a daily basis. As you are probably aware, over the next few months we will be adding additional features to this Explorer. If you have any ideas for enhancements, please submit them in writing to BG Consulting by fax or email. Our thanks go out to those that have already given us several ideas.

### Customer Search Screens

We made this enhancement based on requests from our clients. In several areas of the Windows version of Easy Trip, a Customer Search screen is displayed to allow you to pick the desired Customer.

A new search criteria has been added to these Search screens, allowing you to search for a Customer by the Account # or the Customer's Name.



### Invoices Per Customer

From the Invoice Search screen you can click on the Print button and select one of four different Invoice reports. The last two reports are as follows:

- Invoices per Customer with Routing
- Invoices per Customer without Routing

If Routing Information is not entered for some of the Reservations for the selected Customer, you must select the second report. Only print the "Invoices per Customer with Routing" if all of the Invoices have Routing information.

The report for "Invoices per Customer without Routing" will include the "From/To Destination" instead of Routing.

A new feature has been added for these two reports. There is now a checkbox that says, **Omit Invoices with Zero Balance Due**. If this checkbox is checked, then only the Invoices with a Balance greater than zero will be included and printed on the report.

### Reservation Trip Sheets

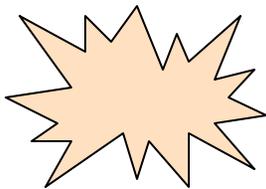
Now this change is sure to make several Easy Trip clients happy. We adjusted the Reservation Trip Sheets and moved the Map Page over to the left. This made room to add the **Customer's Cell Phone** number. The Home and Work phone numbers are taken from the Reservation information. The Fax and Cell phone numbers are retrieved from the Customer's information.



## Payments for Easy Trip

We would like to remind all of our customers that any checks or money orders for Easy Trip, must be made payable by one of the two methods, as shown in the box below. As an alternative we also accept the following Credit Cards: Visa, Master Card, and American Express.

BG Consulting ( or )  
Barbara Geller Consulting



## Did you know you Could...

To accommodate additional fees for a given run, up to four extra charges can be added per Reservation as Miscellaneous Charges.

To add Miscellaneous Charges to any existing Reservation, go to the Miscellaneous Charges Tab. Use the drop down boxes to select an extra charge for this Reservation. The associated dollar amount will automatically be inserted in the amount field. The fee for the Miscellaneous Charge can be modified for this specific Reservation by editing the amount field.

To set up these extra fees click on Options, Group Types, and then select Miscellaneous Charges. An unlimited number of Miscellaneous Charges can be defined in Easy Trip. Examples of Miscellaneous Charges are: Airport Fees, International Pick Up, Gate Meet, Holiday, or Champagne.

## Questions and Answers

**Q:** Can you explain the different types of Notes in the Windows version of Easy Trip?

**A:** There are four different types of Notes in Easy Trip as shown in the chart below.

### For Each Customer

CUSTOMER NOTES  
TRIP SHEET NOTES - Printable

### For Each Reservation

RESERVATION NOTES  
SPECIAL INSTRUCTIONS - Printable

Trip Sheet Notes belong or are associated with a particular Customer. Changing these Notes for one Reservation, will effect all Reservations for that Customer. If you need to modify the notes that should be printed on a specific Reservation, select the **Special Instructions**.

Special Instructions are used for one Reservation and replace the Trip Sheet Notes. To add Special Instructions while Editing a Reservation, click on Notes and then select Special Instructions.

There is a button on the Special Instructions screen that says, **Copy TS Notes**. Clicking on this button will copy any existing Customer Trip Sheet Notes to the current Special Instructions.

From the Special Instructions screen you can also select which Notes to print on a given Reservation.

## Word Search Puzzle



Have some fun and find the words listed below in the Word Search puzzle above. How many "ET"'s can you find?

Calendar  
CreditCard  
Deposit  
EasyTrip  
LasVegas  
LCT  
ListView

NLA  
Notes  
ResExplorer  
Reservation  
Status  
TreeView  
Venetion

EASY TRIP: Dos Version 2.9 or Windows Version 2.6

Customers

Invoicing

Reservations

Accounts Receivable

- Over **270** 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

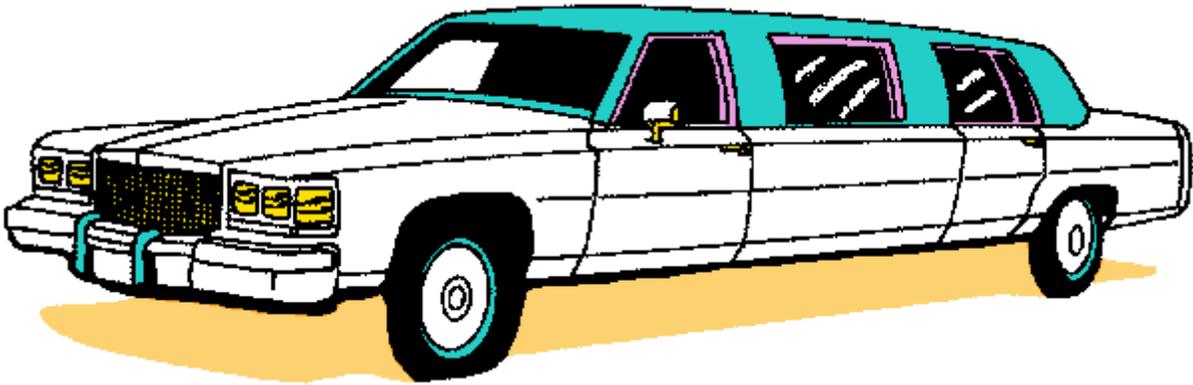
	<b>!</b>	Accounts Payable .....	\$ 300
<b>M</b>	<b>!</b>	Credit Card Transactions .....	\$ 350
<b>O</b>	<b>!</b>	Farm In and Farm Out .....	\$ 150
<b>D</b>	<b>!</b>	Multi-User/Network Version Plus Security .....	\$ 650
<b>U</b>	<b>!</b>	Security .....	\$ 75
<b>L</b>	<b>!</b>	Vehicle .....	\$ 150
<b>E</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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