EASY TRIP NEWSLETTER

Email added to Easy Trip Windows

IN THIS ISSUE

EASY TRIP

What's new? You can check our web site to find the current status of new features in Easy Trip and when our next release is due out. We have recently updated the "What's New" pages and our Home Page. Please take some time to visit our web site and then add your ideas, comments and questions on our updated Messages and Discussion page.

For more information about Easy Trip contact:

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Easy Trip is Looking Into the Future

BG Consulting has been looking at the recent enhancements to our Easy Trip software and the increase in our client base. We have decided to expand our operations. Over the past three months we have retained the services of several new computer programmers and have hired new staff to assist with sales and technical support.

In the latest release of the Windows version of Easy Trip we have added full Email capabilities. This will open up our software program to additional Internet enabled enhancements.

We were one of the very first companies to release a Windows software product for the transportation industry, and we intend to stay a leader. We are looking at what new features will benefit our clients and ways to make Easy Trip even more powerful. With the addition of new staff members to assist with technical support, we are able to handle the expanded number of ET users and new clients.

If you have any suggestions or comments for new or enhanced features for Easy Trip, please write them down and submit them via email or fax. We want to know what our clients would like Easy Trip to be in the future.

ET Windows Version 2.4 Released

BG Consulting has released a new version of Easy Trip in May of this year. All current users of the Windows version of Easy Trip are entitled to receive this update. If do not have the current version and would like a copy please let us know and we would be more than happy to mail it to you.

If you are unsure of which version you have, click on **Help** and then select **About**. The version number of Easy Trip will be displayed in the Help About Box.

EMAIL FOR EASY TRIP

Email can now be <u>Sent</u> or <u>Received</u> directly from within the Easy Trip software program. To send or receive Email from Easy Trip you must have an account on the Internet and Dial-Up access.

To access your email from Easy Trip use your dial up connection to connect to your Internet access provider. Once you are connected, you can then send or receive your email from Easy Trip.

Easy Trip has been designed to allow multiple email user accounts to be entered. Each user account that is added to ET corresponds to a unique email address and may have a different password and ET email address book. An example of an email user account is bgeller. The email address for this user would be bgeller@easytrip.net.

When Email is selected from Options, you must then select a user account. Once a user such as bgeller is selected, only the emails for that user will be displayed.

Attachments can be sent with any Email. Examples are: a picture, a zip file, or any binary file.

PRINTING TRIP SHEET FROM THE MANIFEST

You can now Print a Reservation Trip Sheet from the Manifest Screen. Trip Sheets can also be printed from the Vehicle Scheduler, the Reservation Search Screen, and the Reservation Search Screen Options Button.

PRINT MULTIPLE COPIES

A counter has been added to the Reservation and Invoice Print Dialogs to specify how may copies of Reservations and Invoices should be printed. The default is one copy.

NEW RESERVATION TRIP SHEET

A New Reservation Trip Sheet has been added to Easy Trip. The <u>Trip Sheet with No Charges</u> shows the same information as the standard <u>Reservation Trip Sheet</u>, except that all of the client charges have been removed.

SPECIAL INSTRUCTIONS

Special Instructions have been added to Easy Trip and can be printed on the Reservation Trip in lieu of Customer Trip Sheet Notes.

Where as the Trip Sheet Notes are associated with a specific Customer, Special Instructions are part of the current Reservation.

Once Special Instructions have been selected, the Customer Trip Sheet Note information can be copied into the Special Instructions and then modified as needed. Changing the information on the Special Instructions for the current Reservation, does not effect the information in the Customer Trip Sheet Notes.

RESERVATION NOTES

The following words or phrases have been added to the Reservation Edit screen: RES, CUST, TS / SI. These phrases will appear in blue and they indicate if Reservation Notes, Customer Notes, or Trip Sheet / Special Instruction Notes exist for the current Reservation.

MANIFEST

The Manifest has been enhanced when the Destination of Screen, is selected. There are two new options available from this screen. One button is the Print Reservation and the other is the Routing Information. These selections are the same options that are available from the Reservation Search screen.

ADD/EDIT RESERVATION

To select a Customer for a new or existing Reservation, click on the **>>** button (which is also called the more button) next to the Acct # field. A window will be displayed with a Search screen of existing Customers. If the desired Customer is not found on this screen, you can now click on the new Add New Customer button or the One Time Customer button.

Clicking on the Add New button will bring up the standard Customer Add Screen. Using this approach to Add a Customer is the exact same as going to the Customer module and selecting Add Customer.

The One Time Customer button allows you to add a Customer for only the current Reservation. If "One Time Customer" is selected, no Customer Account # will be generated and the Customer will not be available or visible in the Customer Search Screen. The Customer Account number will say "Blank".

CHARGE SCREEN SETTINGS

Another new feature that was added to Easy Trip allows users to modify the words that appear on the Reservation Charge screen. The phrases or words for the Charge Screen can be modified from Utilities.

To modify the Charge Screen phrases click on **Utilities** and then select **Charge Screen**. The default or standard phrases will be displayed on the left, and the user defined phrases will appear on the right side of the screen. Any changes made to the user defined phrases will be reflected on the Reservation Charge screen, Trip Sheets, and Invoices.

A sample of the Charge Screen Settings is shown in Figure One below. In this example, the words State Fee were replaced with Fuel Surcharge.
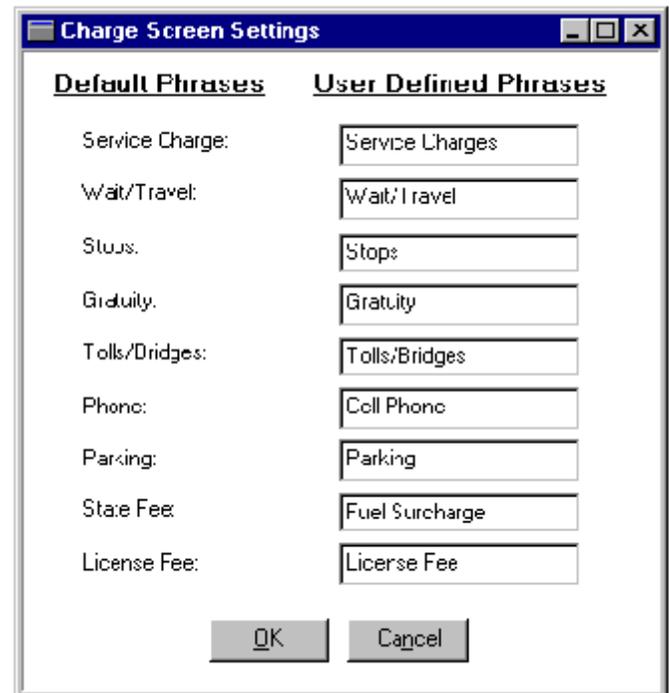
Figure One

ACCOUNTS RECEIVABLE PAYMENTS

Check boxes have been added to the Accounts Receivable Payment Entry screen. Specific Invoices can be paid by adding a check mark in the box associated with the Invoice. This feature allows you to mark only the desired Invoices as paid. The total amount of the Invoices that are checked must equal the dollar amount of the payment entered. If not Easy Trip will display a warning message.
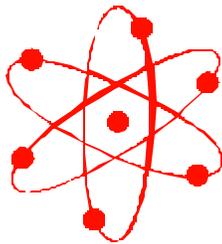
Questions & Answers

Q: What happens to a Reservation when an Invoice is Voided?

A: When an Invoice is Voided the associated Reservation is automatically Cancelled by Easy Trip.

Q: I Voided an Invoice because it was incorrect. Is there a simple way to copy or change the old Reservation? Do I need to reenter the entire Reservation again?

A: The Reservation that was Cancelled, when the Invoice was Voided, can be duplicated just like any other existing Reservation. To duplicate a Reservation go to the Reservation Search screen and click on the Options button, then select Duplicate Reservation. An exact copy of the Reservation currently highlighted will be added using the next available Reservation number.

How to Print a Manifest to the Screen

When the Manifest is selected from Options, a dialog screen is displayed with several different options. One of these options is the Destination or output for the Manifest. The two choices are the Screen or the Printer. The information displayed on the Manifest when the destination is the Screen, is not the same format or layout as when the Manifest is Printed.

If you would like to display the printed format on the screen, you can do this by first selecting Printer as the destination for the output of the Manifest. Once the other parameters are entered and the Ok button is clicked, a new dialog box will be displayed to confirm the output of the Manifest. The default on this screen with be the Printer. If you want the output to go to the Printer simply click the Ok button. To display the Printed Manifest on the Screen, change the output on this second dialog to the Screen and then click the Ok button.

Once the Printed Manifest is displayed on the screen, you can review the information or click on the Printer icon to send the screen information to the printer. There are several other options available from the Printed Manifest, including exporting the information to another format, to be used in Word or Excel documents.

Easy Trip Support Policies

We would like to remind our customers that technical support hours for Easy Trip software is available from 8 am to 5 pm (PST) Monday to Friday. You may call our customer service number, send a fax, or email your questions or comments. The phone numbers and email addresses are as follows:

> Customer Service
>   (650) 728 - 3828
>
> Fax Number
>   (650) 728 - 3840
>
> Email Address
>   bgeller@easytrip.net

BG Consulting is here to provide you with support to understand and utilize the features and components in our Easy Trip software program. On-site technical support of Easy Trip and data examination or correction issues (caused by computer malfunctions or lack of proper back ups) are available for additional fees.

If you need technical support with your computer network, printer installation, driver files, Zip Drive, or other programs like PcAnywhere, you will need to contact the appropriate vendor for their assistance.

Our company is committed to providing superior support for our Windows and Dos versions of the Easy Trip software programs.

Backing Up Your Data

We have discussed backing up your data in several issues of our ET Newsletter. This topic however is so important, we believe it deserves to be mentioned again.

Data that changes on a constant basis should be backed up on a daily basis. To accurately back up data you cannot be using or inside the program you want to back up data for. We suggest using a Zip Drive, CD, or tape unit to back up your Easy Trip data. Zip Drives are simple to use and the disks can be removed to store them off site. Burning a CD that contains your back up data, has become cost effective and is very reliable. Tapes drives on the other hand are being phased out. They tend to break and they are very time consuming to use.

So why are we so concerned that you are backing up your data? In the last month we have dealt with three different transportation companies that would have been much happier if they had maintained current and accurate backups. One of the companies transferred their Easy Trip data from an off site computer to the office using PcAnywhere. The problem was, the off site data was three days older than the office copy of Easy Trip.

> So why are we so concerned that you are backing up your data?

The sad and frustrating part was the client did not have a recent back. If a good back up had existed, they could have restored the Easy Trip data from the back and things would have been much smother. What they ended up doing, was reenter three days worth of information.

The other two companies that ran into troubles both had computer hard disk related problems. These companies suffered a partial loss of data since they did not have any recent backups.

So how do we say this any stronger? Please back up your Easy Trip data on a regular basis. You should also check your back ups occasionally to make sure they are working. Here is an easy check list for you to follow.

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1) Do regular back ups.

2) Store your back ups off site.

3) Label your back ups.

4) Do not overwrite your back ups immediately. Save five to ten days worth of data before you reuse the media.

5) Do regular back ups.

6) Test your back ups, run a compare, or look at your Zip Disk or CD. Make sure you have valid data on your back up media.

7) Make sure no one is using Easy Trip when you back it up.

What is the Security Module?

The Security module is used to limit access to specific areas of Easy Trip, to monitor which user created or changed a Reservation, and to maintain temporary files when ET is used a network.

Our Security module is required if you are using Easy Trip on a network, Lan, or the multi-user version. When a new user is added in the Security program, a unique Station Id number is also created. This Id number is used in the Easy Trip program to maintain temporary files for things like Dispatch, Manifest, Scheduler, and Reports.

If an Easy Trip user needs to use multiple computers at the same time, create and use different user accounts and passwords.

If someone attempts to run Easy Trip on two computers at the same time, with the same user Id (i.e., the same user account and log on password), it may create a conflict and cause data errors to occur. If an Easy Trip user needs to operate multiple computers at the same time, create and use different user accounts and passwords on each machine.

It is not necessary to use the Security module if you are running Easy Trip on one computer in a single user environment. The only reason to use Security in this situation, is to limit access and force users to log into ET to use the program.

The functionality of the Security module is the same in the Windows and Dos versions of Easy Trip. If the Security module is purchased, and then later the Network / Lan module is added, you will receive a credit of $75 toward the Network module.

EASY TRIP: Dos Version 2.9   or   Windows Version 2.4

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, 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 (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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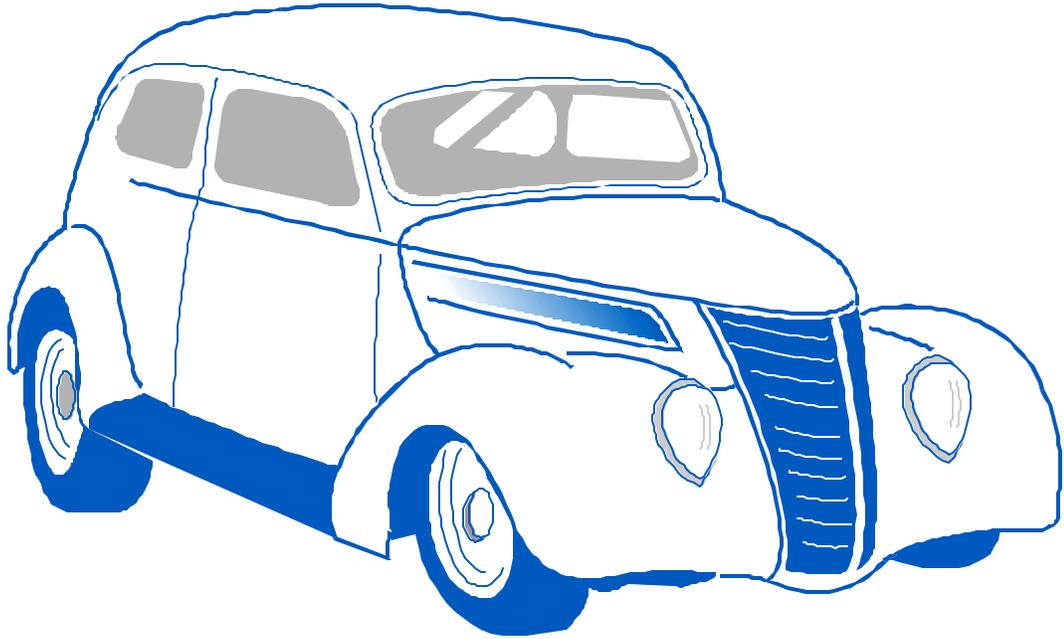
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