

EASY TRIP NEWSLETTER

New Reservation Routing Screens

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What's new? At the Limousine Trade show in Las Vegas several companies gave us suggestions and ideas regarding new features for Easy Trip. We are pleased to say that all of the items requested are now part of our new Easy Trip Windows Version 3.1, which was released this May. Specific details of the new enhancements are in this newsletter.

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Easy Trip Security Module

The Multi-User or Network version of Easy Trip includes a program called **Easy Trip Security**. This program can also be purchased separately and used with the single user version of Easy Trip.

With the Multi-User version, each person using Easy Trip must have their own unique User Name and Password.

The purpose of the Security program is to set up Users, Passwords, and access rights to the different modules and features in Easy Trip. For companies with the Multi-User or Network Version, the Security Program must be used. On a network each person that is going to use Easy Trip must have their own unique User Name and Password.

The **single user** version of Easy can only be installed on one computer in the office. Different people can use this version, but not at the same time. If the Security module has been purchased then a password to use Easy Trip will be required.

The **multi-user** or Network version is installed on the main computer or server in the office and can be used on any number of workstations connected to the network. There are **no** additional fees charged when more workstations are added to the Easy Trip multi-user version.

ET Windows Update Released

In May 2002 BG Consulting released Version **3.1** of Easy Trip for Windows. If you have not received your update and would like one, please contact BG Consulting and an update will be mailed to your company.

Reservation Routing

The Reservation Routing screens have been redesigned. When Routing is opened there is now a **List View** on the top half of the new screen and an **Edit** window on the bottom half. A heavy line exists between the two screens that can be moved up or down to resize the two windows.

The advantage of the new screen design is that you can easily see all the Routing Information while editing the current line.

To Add a new line of Routing Information click the ADD button on the very bottom of the two windows. The top window will turn gray. To save the information, click the OK button. The new Routing Information will be displayed on the top List View window and highlighted.

To Edit simply scroll through and highlight the desired line in the List View. Then click the mouse on any field in the lower Edit window. To save the new information, click the OK button. The List View will be updated and the lines resorted as needed.

For clarity the lower Edit window background color will be displayed in a light turquoise or cyan color. The background color of the List View is white when the List View is accessible and turns gray when the Edit screen is active.

Manifest

The selection criteria for the Manifest has been enhanced. The box titled **Format** has been divided into two different boxes titled **Format** and **Sort Order**. The Format selections are Trips for ONE Day or Date Range of Trips. The Sort Order selections are Sort by Pick Up Time, Sort By Driver, or Sort by Vehicle.

If the Sort Order of **Driver** is selected the box titled **All / One Driver** becomes accessible. A new selection in this box has been added to **Tag Drivers**. With any of the three selections of All Drivers, One Driver, or Tag Drivers, there is a check box that may be filled in to print each Driver's Manifest on a separate sheet of paper.

Driver Module

The Tabs on the Driver Edit screen have been changed. There is now a Tab labeled **Rates-Flat/Hr** and another called **Rates-Percent**.

The default **Pay Type** for a Driver is selected on the **Rates-Percent** Tab.

When the default Pay Type for the Driver is FLAT, the amount entered in the "Flat Wage" field on the **Rates-Flat/Hr** Tab will be used as the Driver's pay. Driver's Pay is calculated when Posting the Reservation. This flat amount will automatically be filled in for the Driver's Pay, but can be overwritten during Posting.

If the default Pay Type for the Driver is PERCENTAGE, then the value entered on the **Rates-Percent** Tab in the field "Percent" will be used to calculate the Driver's Pay during Posting.

The value entered on the **Rates-Percent** Tab in the field "Gratuity", will be used to calculate the Driver's Gratuity during Posting. The Driver's Gratuity does not have to equal the Invoice Gratuity.

Driver's Pay and Gratuity

The Pay Type, Driver Gratuity percentage, Flat Wage amount, Percent amount, or Hourly amount, can be entered for each individual Driver. The values for the Driver Pay will be transferred automatically when Posting a Reservation. The pay type, gratuity, or pay amounts can be modified for any Reservation as needed during Posting.



Accounts Receivable

The Accounts Receivable Statements can now be printed in the sort order of Customer Account # or Customer Account Name.

Both the **Statement** and **Outstanding Invoices** can be printed for specific Customers. To select which Customer Accounts you want Statements for, check the box labeled "Tag Specific Customer Accounts". When the OK button is clicked, a new Tag window will be displayed.

To tag a Customer Account double click the mouse in the box adjacent to the Customer. To untag or deselect the Customer Account, double click the mouse again in the box. There are buttons on the bottom of the screen to Tag or UnTag all of the Customers in the list.

Easy Trip Price Adjustment

The following prices will be adjusted as of **August 1, 2002**

Program / Module	Currently	New Price
Easy Trip Personal Version	\$475	\$575
Security Module	\$ 75	\$150
Credit Card Processing Module	\$350	\$400
Upgrade from Personal to Professional Version	\$500	\$400

Computer Information 101

We have published many articles in our Easy Trip Newsletters over the past few years to give companies basic information about maintaining their computers and software programs. This computer information applies to Easy Trip and any other software applications your company uses on a regular basis or to oversee business operations.

Transportation companies know how important it is to maintain their vehicles.

Most everyone knows that you have to add fuel or a vehicle will not operate. Transportation companies know how important it is to maintain their vehicles. Routine oil changes, tire rotations, good brakes, and all the other requirements to keep a vehicle in good working condition, are very important. Running a transportation service is difficult if your vehicles are not ready to roll.

Do you take care of your computers? When was the last time you checked to make sure your Anti-Virus software had the most current virus definition list? When was the last time you ran a full scan on your computer?

Do you take care of your computers?

Do you back up your Easy Trip data daily or weekly? When was the last time you verified the information on your back up tape or CD to ensure you are backing up what you intended to back up? Are your back ups stored in a safe place?

Changing the oil on a car every 3000 miles is insurance. I believe someone might say that as long as there is oil in the engine, the car is fine. Are you willing to take that risk with your vehicles?

Backing up your data and preventing a virus from attacking your computer is also insurance. There is a good chance that at some point your computer may fail to operate, be lost in a theft, or damaged in a natural disaster.

Please take some time today to check your computer so it stays in a good working condition. Then check your back ups. If your computer dies, a back up of your current information could save your business.



Questions and Answers

Q: I printed an Invoice and selected the **File** as the destination location. How do I go back and print to the Printer?

A: The file is usually saved in the **ET_WIN** folder. When the report is generated, the location and name of the file can be changed to a different folder or drive on your computer.

There are several different formats the file can be saved as. The most common format is **Rich Text Format**. If you use this format, you should change the extension of the file to **.RTF** when it is saved. An RTF file can be printed or viewed in Word, or sent as an email attachment.

If another format is selected you may need to adjust the file extension. Some formats may remove the tabs and spacing which can make reading the report difficult or awkward.

Reservation Trip Sheets

Easy Trip currently has thirteen different styles of Reservation Trip Sheets that may be printed, viewed on the screen, faxed, or saved to a file. Trip Sheets can be printed for a range of dates, a range of Reservation #'s, or one specific Reservation.

In addition, just specific Reservations can be tagged (or selected) from a list of those that fall into either the date range or Reservation # range.

Liability Document

Some Reservation Trip Sheets (TS) have a **Liability Document** that can be printed on the bottom portion of the page. The chart in the next column shows each TS and its corresponding Liability Document. If None appears next to the TS, then no Liability Document is printed on that TS.

None	No Document printed
User Defined	See "Explanation"
Doc Name	Document Name

Explanation

For a TS with the word **USER DEFINED** the Liability Document printed, is the document name listed in the "Liability Form" field. This field is found in the Customer module on the "Printing" Tab. To print the document specified, on the TS, the field labeled "Print Liability" must also be checked.

For Trip Sheets using User Defined, it is possible to have a different document for each Customer. If a One Time Customer is selected for the Reservation, then the values for these two fields are obtained directly from the Global Settings.

Document Name

For Trip Sheets with a specific Liability Document name listed in the chart, the option to print the document is determined by the value of the check box in the field labeled "Print Liability. This field is found in the Customer Module on the "Printing" Tab.

Creating the Liability Document

To view the contents of a Liability Document or create a new Document, select Utilities and then Liability Agreement. A list of existing documents will be displayed. There is no restriction as to how many Liability Documents may be added.

<u>Trip Sheet Selection</u>	<u>Liability Doc</u>
Airport Trip Sheet	* None
Banner / Gate Meet Sign	* None
Customer Confirmation	USER DEFINED
Confirmation / No Charges	Confirm.Doc
Farm Out Trip Sheet	FarmOut.Doc
Final Reservation Charges	FinalChg.Doc
Half Sheet Trip Sheet	* None
Half Sheet / Landscape	* None
No Charges on Trip Sheet	USER DEFINED
On Demand Invoice	* None
Standard Reservation TS	USER DEFINED
TS with Company Logo	USER DEFINED
Wedding	Wedding.Doc

Thank You and General Information

At the Limousine and Chauffeur Trade show in Las Vegas Easy Trip clients once again assisted at our booth. They helped by talking with potential customers, handing out demos, and making sure there was plenty of candy available.

I would like to express a very personal THANK YOU to **Aspen/Aplus Transportation** in South San Francisco, CA. Owner Larry Charlton and his son Ryan Charlton both did a wonderful job. Their time, effort, and devotion to Easy Trip is amazing.

Bob Kitco, owner of **Limousine Associates** in Cincinnati, Ohio was also a tremendous help at our booth. He knows the benefits of Easy Trip and is always generous in promoting our software.

General Information and Reminder

When we receive a fax, especially a question about Easy Trip, we like to respond with a phone call or a fax. Unfortunately it is very difficult to do this when the Company Name and/or phone number are not on the fax.

Please list your Company Name and Phone Number on your Faxes.

To help us get back to you, please let us know your name and phone number. Sorry to anyone we have not called or faxed back.



Member Since 1995

Did you Know you Could...

Printing a Rate Chart

The Rate Chart is used to select the appropriate fee for the Service Charge field on a Reservation. Rates are divided into three Charge Types: **Flat**, **Hourly**, and **Mileage**.

Flat Rates depend on three factors: Account Type, Vehicle Type, and the From/To Destination.

Hourly or Mileage Rates depend on the Account Type and Vehicle Type. For these two categories the From/To Destination is replaced with the Vehicle Type.

To view and modify the Rate Chart, select Options and then Rate Chart. To print a Rate Chart for the currently displayed "**set of rates**", click on the PRINT button.

What is a "Set of Rates"?

For a given Account Type, Vehicle Type and From/To Destination there is a specific Flat Rate. This Rate would be different if, for example, the Account Type were changed. A "set of rates" are the rates for one Account Type, Vehicle Type and From/To Destination combination.

It is more convenient and efficient to establish a few basic "set of rates" that can be used for all your Customers. If you need to adjust the rates for a special client, it is advisable to enter a standard percentage discount for that Customer.

As with all the reports in Easy Trip, they can be viewed on the screen, printed, or saved to a file.

EASY TRIP Windows Version 3.1

Customers

Reservations

Invoicing

Accounts Receivable

- Over **285** built-in Reports!
- Dispatch By Run Date, Customer or Driver's Name
- Manifest, Vehicle and Driver Availability, Scheduler, Reservation Explorer, Calendar

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

Reliable and Proven Software that Works!

- U** Create your own Account Types, Run Types, Rates, Vehicle Types, Landmarks, and more!
- U** Enter unlimited **Routing** Itinerary and Instructions for the Driver.
- U** **Duplicate** any existing Reservation for Round Trip, Multiple Cars, or by Date Range.
- U** Print a variety of different of Reservation Trip Sheets, Invoices, and Statements.
- U** Reservation History, Special Instructions, Faxing, Email.

Easy Trip Professional Version	\$ 975
Easy Trip Personal Version	\$ 475

Annual License / Technical Support Fee	\$ 300
Includes Updates, Easy Trip Technical Support, and Easy Trip License (Annual Support for Personal Version is \$200 per year)	

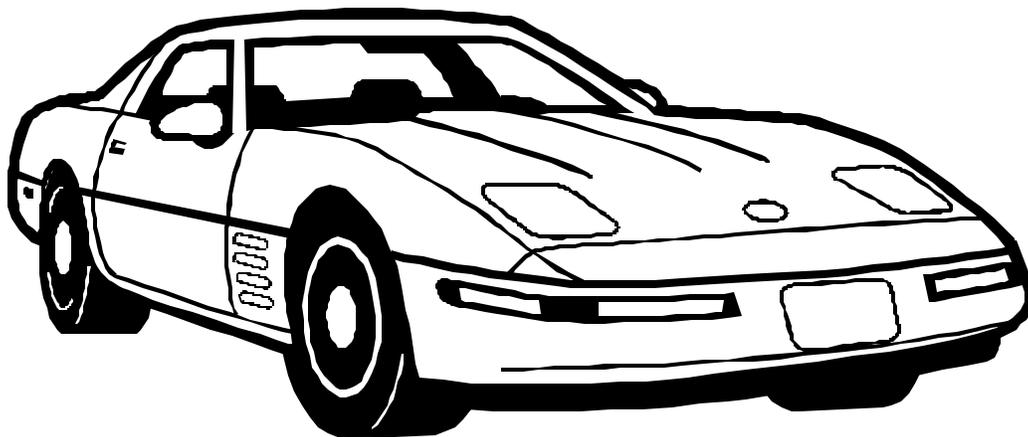
M	!	Accounts Payable	\$ 300
O	!	Credit Card Processing	\$ 350
D	!	Farm In and Farm Out	\$ 150
U	!	Internet Reservation Import	\$ 150
L	!	Multi-User/Network Version Plus Security	\$ 650
E	!	Security	\$ 75
S	!	Vehicle	\$ 150
	!	Worker/Driver	\$ 150

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