

EASY TRIP NEWSLETTER

New Archive Module added to Easy Trip

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What's new? BG Consulting is excited to announce that a new module has been added to Easy Trip. We are confident that this module will be a great asset to all of our customers. Additional information about the new Archive Module can be found in this newsletter.

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Does your company need a Special Feature in Easy Trip?

Easy Trip software was designed and developed by BG Consulting. Like most software programs, it is an application that was created with many companies in mind. Our product was designed to meet the needs of a myriad of companies in the transportation industry.



BG Consulting receives many requests for changes or modifications from its customers. We continue to add these enhancements and reports to Easy Trip as possible. However, not all of these requests can be accommodated since some changes would alter the way Easy Trip works and possibly disrupt how other users expect the software to operate.

For any company that has special requirements or requests, BG Consulting is ready and willing to adapt the program to fit your requirements. We are available to provide a custom version of Easy Trip or to customize a portion of the program as needed. For additional information and the associated fees please contact our office and let us know how we can provide exactly what you want.

ET Windows Update Details

All registered Easy Trip Customers are entitled to receive an update to the current version of our Easy Trip program. Please contact BG Consulting if your company would like to receive a CD with the current version. The updates to Easy Trip are included at no additional cost with your paid Annual License.

Routing Information

The Reservation Routing contains the details for the Pick Up, Stops, Drop Off, or other Driver's Instructions essential for a run.

The value for the **Time** field can be the time associated with the Routing Information but does not necessarily have to coincide with the Reservation Pick Up and Drop Off Times. The time entered can be numbers or letters and does not have to represent a valid 24 hour clock time.

At the request of our customers a new option has been added in the Global Settings to specify that the **Time** field in the Routing Information should accept any value or must be a true **24 hour** clock time.

To force a 24 hour clock time in Routing simply select this option in the Easy Trip Global Settings under "Time on Routing".

Reservation History

The Reservation History in Easy Trip has been enhanced to add an entry when a new Reservation is created. The Date and Time the Reservation was **created** is now included in the history information.

Reservation Trip Sheets

Regulation changes in California by the Public Utilities Commission (PUC) have required BG Consulting to add a new Reservation Trip Sheet to our software. This special Trip Sheet is being required for all "Class A and Class B charter-party carriers".

A new item the PUC is requiring on the Charter Trip Sheet is how the reservation was received. Their documentation says they are looking for whether the reservation information was provided to the transportation company by telephone or written. Easy Trip has a new field on the Reservation Order Info Tab to indicate the **Order Method**. The default for this field is "Telephone".

Text Messaging

Users can now send "Text Messages" directly from Easy Trip. For more information about sending text messages please read the full article in this newsletter.

Questions and Answers

Q: Is there a way to verify the Credit Limit for the Customer before we book their next Reservation?

A: When a Reservation is saved, the Credit Limit for the Bill To Account is reviewed. If the value is zero, then no further checking is done.

If the current Reservation **Total Amount Due** plus the **Existing Balance Due** is over the Credit Limit, a warning message is displayed. The determination of reaching the Credit Limit does not take into consideration other existing unposted Reservations for this Bill To Account.

Text Messaging from Easy Trip

The term **Text Messaging** usually refers to messages that are sent between two mobile devices like a PDA or cell phone. Text messaging is used to send messages that are normally not longer than a few hundred characters.

The capability to send a simple text message from Easy Trip was recently added to our program. The main purpose for adding text messaging to Easy Trip was to allow users to send a message to the Driver's cell phone. The maximum length of the text message will depend on the cell phone provider.

Obtaining the Email Address

To send a text message to a cell phone, you will need to know the "email address" of the recipient. This will consist of two parts. The first part is the cell phone number. The second part is the cell phone provider.

The chart below details the email addresses for the most common cell phone providers.

Sending a Text Message

To send a Text Message click on File and then select "Text Message". A text message can also be sent by using the hot key combination from anywhere in Easy Trip. Simply hold down the **ALT** key and then press the letter **T**.

Once the text message window has been displayed, enter the email address for the text message recipient (Send To), an optional subject, and the text message body. Next, click on the **Send** button. To successfully send a text message there must be a valid email account set up in Easy Trip.

The button labeled ">>", located adjacent to the "Send To" field, can be used to add or select an existing email address from the Text Message Address Book.

For the message, text can be typed in or predefined phrases can be selected. If a second predefined phrase is selected it will be added on to the existing text. Additional text can be added or modified once a phrase has been selected.

Cingular	number@cingularme.com
NextTel	number@messaging.nextel.com
T-Mobile	number@tmomail.net
Sprint PCS	number@messaging.sprintpcs.com
Skytel	pin@skytel.com
Verizon	number@vtext.com

New Module Added to Easy Trip

A new module has been added to the Easy Trip program. It is called the **Archive Module**. The purpose of this new module is to save or back up your Easy Trip data files. The cost for this module is a one time fee of \$50.

How it Works

We are aware that many companies may not be properly backing up their Easy Trip data, so we developed this module to assist our customers. The Archive module knows which files in Easy Trip should be saved in case of a computer failure, theft, or other hardware or operating system problems.

The module does not save all of the Easy Trip files but rather the ones that contain your specific information. If a problem arises you may need a copy of the Easy Trip program files or support files, in addition to your Archive file. The ET program files can be easily obtained from BG Consulting. It is the archive or zip file of your precious data that is needed in case of a computer problem, virus, or other situation.

Archive Module

Cost: \$50

The Archive module produces one compressed ZIP file. The archive file can be created on any available fixed or network drive on your computer system. This includes a hard disk, zip drive, jazz drive, or memory stick device. In order for this to be a true backup you must save this archive zip file to a removable media and it should be moved off-site.

BG Consulting highly recommends using a memory stick or jump drive for your archive. They plug directly into a USB port, are reasonably priced, and very easy to take off-site. If users prefer they may copy the zip file to a CD, after it has been created by the Easy Trip Archive module.

How to Archive

To access the Archive module click on Utilities and select Archive Utility. Please ensure no other users have any copies of Easy Trip open during the Archive process, as some files may not be saved. Easy Trip will give a warning when data files are skipped.

The first time this module is used the initial setup configuration should be verified. Click on File and then select Setup. From the configuration screen users can specify a location for the archive, text to proceed the archive file name, and the format of the archive file name. Click OK to save this information.

To create the Archive click on File and then Archive. If the path or folder for the Archive file does not exist, Easy Trip will ask if it should create the new folder. Answer yes to allow Easy Trip to create the default **ET_ARCHIVE** folder or the path name which was specified on the Archive Setup screen.

All you do now is click on the "Create Archive" button and Easy Trip will do the rest. There is a progress bar on this screen to show the status of which file is currently being added to the archive and how many total files will be added. When the archive is done the list of files archived will be displayed in the center portion of the screen. To return back to the main Easy Trip program click on close, file, and then exit. Just remember to take your removable media or memory stick out of the office and keep it in a very safe place.

Adware Versus Spyware

The following are excerpts from technical articles found in whole or part on the Internet.

Overview

As technology advances and more people come to rely on the Internet for information, fun, and business it seems as if keeping your computer free of advertising has become a daunting task. Most Internet users are aware of viruses and spam, but now we need to understand a new category, that of **Adware** and **Spyware**.

Basically, these are programs that may invade your privacy, contain malicious code, and at the very least can be a nuisance when using a computer connected to the Internet.

Adware

Adware is considered a legitimate alternative offered to consumers who do not wish to pay for software. Programs, games, or utilities can be designed and distributed as freeware. This is software that is free but contains ads. Freeware software is similar to public television with commercials.

There are a growing number of software developers who offer their programs as "sponsored" freeware. Until the program is fully paid for sponsored advertisements will appear while the software is being used.

The advertisements usually run in a small section of the software interface or as a pop-up box on your computer desktop. When you stop running the software, the ads should disappear. This allows consumers the opportunity to try the software before they purchase it.

In many cases adware is a legitimate revenue source for companies who offer their software for free to consumers.

A perfect example of this would be the popular email program, Eudora. You can choose to purchase Eudora or run the software in sponsored mode. In sponsored mode Eudora will display an advertisement window in the program and up to three sponsored toolbar links.

Eudora adware is not malicious. The company claims it does not track your habits or provide any information about you to third party companies. This type of adware is simply serving up random paid advertisements while the program is in use. When you quit the program, the ads will stop running on your system.

Spyware

Unfortunately, some freeware applications which contain adware do indeed track your Internet surfing habits in order to display ads related to you.

When the adware becomes intrusive like this, it is moved to the spyware category and it then becomes something you should avoid for privacy and security reasons. Due to its invasive nature spyware has given adware a bad name, since many people do not know the differences between the two or use the terms interchangeably.

Spyware is considered a malicious program and is similar to a Trojan Horse in that users unwittingly install the product when they install something else. A common way to become a victim of spyware is to download certain peer-to-peer file swapping products that are available.

Spyware works like adware, but spyware is usually a separate program installed unknowingly when other freeware applications are installed. Once installed, the spyware monitors user activity on the Internet and transmits that information in the background to another program or company.

Spyware can also gather information about email addresses and even passwords and credit card numbers. Any **on line software** you use can do the exact same thing.

Because spyware exists as independent executable programs, they can monitor the keys you press, scan files on your computer's hard drive, install other spyware programs, read cookies or change the default home page on your web browser. This is done while consistently relaying your information back to the spyware author who will either use the knowledge for advertising and marketing purposes or sell the information to another company.

Licensing agreements that accompany software downloads sometimes warn users that a spyware program will be installed along with the requested software. Unfortunately most consumers never read the licensing agreement. Sometimes the notice of a spyware installation is often hidden in obtuse, hard-to-read legal disclaimers.

Combating Spyware

It may not be obvious and you may even know spyware has been installed on your computer. Some signs suggesting spyware has been installed include any changes to your web browser that you did not make such as an extra toolbar or a different homepage, changes to security settings or favorites list, pop-up ads which do not relate to the web site you are viewing, or hyperlinks which do not work or redirect you somewhere unexpectedly.

A sluggish computer or your system is taking longer to load your Windows software, is a major sign that your computer may be infected with spyware. This should not be taken lightly or disregarded.

With the increase of spyware comes a plethora of anti-spyware software packages to rid your system of these unwanted and malicious programs. Anti-spyware software works by identifying spyware installed on your system and removing it. Spyware is installed like any other application and will leave traces of itself in the system registry and in other places on your computer. Anti-spyware software will look for evidence of these files and delete them if found. Unfortunately, sometimes the spyware comes back and you must reformat your hard disk to completely get rid of it.

A sluggish computer or your system is taking longer to load your Windows software, is a major sign that your computer may be infected with spyware.

It is important to remember that not all companies who claim their software contains adware are really offering adware. There is always a chance that some adware is really spyware in disguise and that programs with embedded spyware may not state its existence at all.

Always stay on the side of caution and be sure to research licensing agreements that come with freeware. You should become familiar with Internet lists of companies reported to be using spyware.

Anti-Virus programs and firewalls have become a necessity. Anti-spyware software is now becoming crucial to maintaining optimal protection and security on your computers and network.

EASY TRIP WINDOWS SOFTWARE

- ❖ Over **300** built-in Reports!
- ❖ Dispatch By Run Date, Customer, or Driver's Name
- ❖ Manifest, Reservation Explorer (Calendar), Scheduler, Vehicle & Driver Availability

Customers

Reservations

Invoicing

Accounting

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

Reliable and Proven Software that Works!

- * Create your own Account Types, Run Types, Rates, Vehicle Types, **Landmarks**, and more!
- * **Duplicate** a Reservation for Round Trip, Multiple Car Run, or specific days in a Date Range.
- * Enter unlimited **Routing** Itinerary, Directions, and Instructions for the Driver.
- * Print from several different styles of Reservation Trip Sheets, Invoices, and Statements.
- * Reservation History, Special Instructions, Faxing, Paging, and **Email**.

Easy Trip Professional Version	\$ 975
Easy Trip Personal Version	\$ 575

Annual License & Technical Support Fee	
(Includes All Updates, License, and ET Technical Support)	
Professional Version	\$ 300
Personal Version	\$ 200

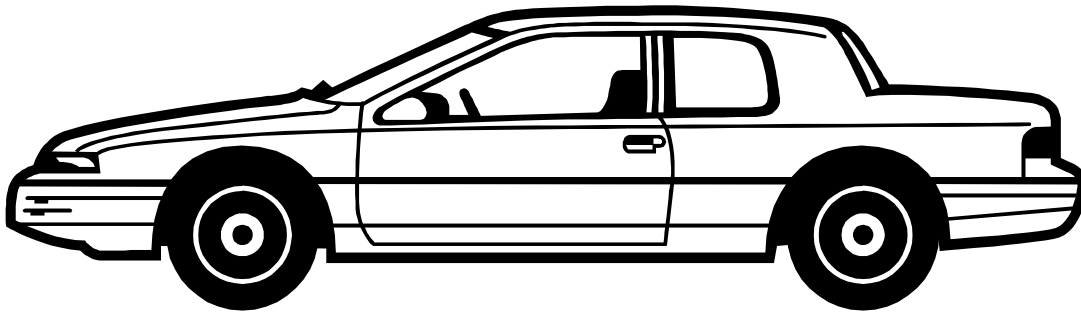
	♦ Accounts Payable	\$ 300
	♦ Archive	\$ 50
M	♦ Credit Card Processing	\$ 400
O	♦ Farm In and Farm Out	\$ 150
D	♦ Internet Reservations Import	\$ 150
U	♦ Multi-User/Network (Includes Security)	\$ 650
L	♦ Security	\$ 150
E	♦ Vehicle	\$ 150
S	♦ Worker/Driver	\$ 150

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Software Newsletter

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