

EASY TRIP NEWSLETTER

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Eighteenth Edition

Credit Card Module Enhanced in Easy Trip

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What's new? In the past year we have enhanced and added several features to extend the capabilities of Easy Trip beyond just Reservations, Dispatching, and

Accounting. From Easy Trip you can also Fax, Page, and Email. To this growing list, we have added full Credit Card Processing that works with all current versions of Windows.

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Easy Trip Goes International

We have expanded the Windows version of Easy Trip to accommodate the needs and requirements of our International clients. Several enhancements have been made to the program for Telephone Numbers, States, Zip Codes / Postal Codes, and Calendar Dates.

For more detailed information of these changes, please refer to our article about the new features in "Easy Trip Windows Version 2.5 Released".

Credit Card Module Enhanced for Windows 2000

The Windows 2000 version of our integrated Credit Card Module has been tested and official approved. The Credit Card Module works with any version of Windows 95, 98, NT, or 2000. This module is only available with the Windows version of our Easy Trip software.

The Credit Card Module is a software program that we have integrated into Easy Trip. This module provides a seamless and convenient way to process credit card transactions without using a swipe machine. Customer credit card information from Easy Trip is automatically transferred to the Credit Card software. It is then processed using your computer modem and merchant information.

ET Windows Version 2.5 Released!

Easy Trip Software is leading the Limousine and Transportation Industry by adding features that were requested by our clients. As you can see by our list of new enhancements, we are listening to what our clients want and providing the most valuable features to keep Easy Trip a leading edge application.

Faxing from Reservation and Invoices

With our most recent version, you can now Fax Reservations Trip Sheets and Invoices directly from Easy Trip. To use this faxing feature you will need to have WinFax Pro Version 9.0 or later installed on your computer. WinFax Pro can be purchased from Symantec Corporation or at most computer retail stores.

To fax a Reservation Trip Sheet, click the Fax Button in the Destination Box of the print Reservation Trip Sheet screen.

Reservation Edit from Manifest

A small or mini Reservation Edit has been added to the Reservation Manifest, when the destination is set to Screen. This is the same mini Reservation Edit that is available from the Scheduler.

The chart below shows the entries that may be changed from the mini Reservation Edit.

Pick Up (Time)
Drop Off (Time)
of Hours
Driver
Vehicle
Reservation Status

International Version

Calendar Dates

The Easy Trip Windows Version 2.5, has been enhanced to accommodate our new and existing International clients. For countries that use a date format of Day / Month / Year, you can now set your regional settings as desired. Easy Trip will adjust all calendar dates to follow whatever format is specified in your user Window settings.

When the date icon is clicked on, Easy Trip displays a calendar. In countries where Monday is the first day of the week, the calendar in Easy Trip will be adjusted automatically. It will show the week as Monday to Sunday, instead of the US format of Sunday to Saturday.

Users of Easy Trip outside of the US, may change their regional setting to take advantage of this date format.

Zip Codes / Postal Code

Easy Trip can be adjusted to accept either the standard US Zip Code format or no Postal Code formatting. With the US zip code format all zip codes must be entered in the standard five dash four format [99999-9999], and all the characters must be numbers. With no postal code formatting any combination of letters, spaces, and/or numbers can be used.

To select which format to use, proceed to the Global Settings under Utilities. If the box marked "USA Zip code Format" is checked, then all zip codes will follow the US format. Uncheck this box to use no formatting for postal codes.

Phone Numbers

In countries outside of the US and Canada, we found our clients require a variety of different telephone formats and the length of the phone numbers vary. Also, many countries need to keep track of the country code.

The normal length of a US telephone number is ten digits. For our International clients we have expanded the length of phone numbers to eighteen.

For ET clients in countries that require, or would like the extended field size, please contact our office and we will provide you with the necessary update.

States

Most countries use a State with a length of two characters but we have found some, as in Australia, that require three. For clients in countries that require this one character extension, please contact our office and we will provide you with the necessary update.

New Landmark Categories

Three new Categories have been added to Landmarks and Points of Interest. The new Categories are: **Airport**, **Education**, and **Resort**.

Open Reservation Search

There is a new check box on the Reservation Search screen that says, "Show Only Open Reservations". When this box is checked, all Reservations that are Posted, Cancelled, or Voided will not be displayed on the Reservation Search screen Grid. This feature allows you to view only those Reservations that are Open or Unposted.

Credit Card Module

When a Deposit or Payment is entered with a payment type of Credit Card, a message will be displayed asking if this entry should be added to the Easy Trip Credit Card Log.

The Credit Card Log is accessed from the Accounts Receivable Search screen, by clicking on Options and then selecting Credit Card Transactions. The Log can also be reached by clicking directly on the \$ icon located on the tool bar of the Accounts Receivable Search screen.

The Credit Card Log is a typical Search screen that contains a list of all CC transactions. Using the "View By" button the list can be modified to show varies combinations of the Processed, UnProcessed, and Declined transactions.

There is another button that when clicked on, will "Process" all of the UnProcessed pending transactions. To do this, Easy Trip will use your installed modem to dial up your merchant account and automatically send the information. The returned status information from the merchant will then be added to the Credit Card Log by Easy Trip.

2001 LCT Trade Show in Las Vegas

Just a reminder that Easy Trip Software will be at the Limousine and Chauffeur Transportation trade show in Las Vegas, Nevada. The show will be held February 5-7, 2001 at the Venetian Hotel.

This show was a tremendous success at the Paris Hotel last year and rooms went quickly. We suspect the same situation will happen again this year. If you are planning on attending, we strongly suggest booking your room reservation early.

What are ZIP Files?

Definition of an Archive or Zip File

An Archive is a file that contains other files inside of it. Zip files are the most common archive file format and is used to distribute and store a group of files. The files that are stored in a Zip file are usually compressed to make it easier to transport. Zip files are used widely on the internet to save time and space when downloading software and transferring files via E-Mail attachments.

There are many types of Archive formats other than Zip files. Some of the other common formats are ARJ files, LZH files, ARC files, and the CAB format.

The term **Add** or **Zip** means to compress files and add them to an Archive. **Extract** or **Unzip** means to decompress the files inside of an existing Archive and save them as new files outside the archive. Additional files can be added to an existing Archive or to a newly created Archive.

WinZip is a software program that is used to work with Zip files and other types of Archive files. WinZip is not the only program you can use to create Archive files but it is widely used, cost effective, and distributed on many newer computers. A fully functional evaluation of Version 8.0 is available on the internet at www.winzip.com. This version is compatible with Windows 95, 98, NT, and 2000.

The cost of a single computer license for the WinZip software program is \$29 and can be purchased directly from their web site. Information and pricing for a site license also available.

Creating an Archive or Zip File

The first step is to create a new Archive or Zip File. To do this, click on the NEW icon or select File, New Archive. When the dialog window appears, enter any name for the new Archive file.

Once an existing Archive file is open or a new one is created, files can be added to the Archive by clicking on the ADD icon. The files for the Windows version of Easy Trip are located in the **ET_WIN** folder.

In the Add dialog box, select the files you want to add to the Archive. You can also add files to an archive by dragging the files from My Computer or the Windows Explorer and dropping the files on the WinZip window.

When files are added to an Archive, the original files on your hard disk are not deleted or changed.

Sending an Archive or Zip File

Once the Archive or Zip file has been created, it can be sent via email by selecting File, Mail Archive. This feature is built into WinZip to automatically attach the Zip file to your email.

Sending us Your Easy Trip Data

There may be times or special situations that BG Consulting will need to review your Easy Trip files. In these cases we will let you know which files we need you to send us. It is very important to remember that you must Zip the requested data files into one Archive file.

Data files can contain unusual characters that an email program or an ISP might misunderstand. By sending the files in a Zip format we are protecting the files and saving download time.

Questions & Answers

Q: Where do I enter the hours for paying a Driver Hourly?

A: The "Basic Information" Tab on the Reservation Edit Screen contains the Pick Up and Drop off times for the Reservation. These times are used for calculating the Charges when a run is billed Hourly.

To calculate the hours to pay a driver Hourly, the times must be entered on the "Times/Miles/Fuel" Tab. There are five times listed on the left side of this Tab screen. There will be two of these times that are displayed in Blue. These are the two times that must be entered so Easy Trip can calculate the Drivers' total hours. If you wish to change which two times that are used for the hourly calculation, please contact our office and we can send you the appropriate information.

The reason there are two sets of times on two different tabs, is for flexibility in Easy Trip. This gives you the power to bill a Customer in one way and potential pay a Driver in a different way.

Q: What is the proper way to enter a Customer name?

A: Customer names should be entered in the following format:

Last Name (comma) (space) First Name

As an example: **Geller, Barbara**

This format allows you to search by last name for the desired Customer.

Hot tips about the Calendar Icon

In the Windows version of Easy Trip, a small icon representing a desk calendar is located next to all data entry fields that accept calendar dates. There are three different ways to enter the date information. The first method is the most obvious, simply type in a date. The second method requires that some date has been previously entered. If there is an existing date, pressing the "plus" or "minus" keys on the keypad will increase or decrease the calendar date, respectively. The third method is to click on the icon next to the date field.

The new information in this article pertains to using the icon. Once the icon button has been clicked on, a calendar will be displayed. To select a date, highlight the desired date and then press the OK button. This will close the calendar window and automatically place the desired date in the date field entry box.

To move to the prior month on the calendar, click on the arrow to the left of where the month name appears. To move to the next month, click on the arrow to the right of the month. To select a different month click the left mouse button on the current month name. A drop down list will appear and you can highlight or click on the desired month.

The year can be changed by clicking the left mouse button on the current year field. Then use the small up and down arrows, to the right of the year, to choose the desired year.



Did you know you Could...

Print Reservation Trip Sheets

To print a Reservation Trip Sheet, select the "Options" Button on the Reservation Search screen and then select "Print Reservation". A short cut for this procedure is to click on the Printer icon, located on the Tool Bar of the Reservation Search screen. This icon is the second to the last icon. There are a total of eight icons on the Tool Bar of the Reservations Search screen.

Dispatch by Name

The last icon on the Tool Bar of the Reservation Search screen is the Dispatch by Customer Name. Clicking on this icon brings up a Dispatch screen. From here you can enter a Customer name, a date range, and then click on the New Search Button.

Once you have found the desired Reservation you want to edit, click on the Edit Reservation Button on the Dispatch screen. This will close the Dispatch screen and position you on the desired Reservation, on the Reservation Search screen.

Routing, Landmark Information

In the Reservation Routing information, with a routing category selection of Landmark, you can view the Landmarks for just one classification.

To do this, click on the "View By" button on the Landmark Search screen and then select the desired entry. Clicking on the "Ok" button will reduce the list of displayed Landmarks, to only those Landmarks with the selected type of category or classification.

Search Screen Short Cuts

On every Search screen there is a box with rows and columns of information. This box is called a **Grid** in Easy Trip. If you double click the left mouse button on an entry in most Grids, you will automatically be in an Edit. This is the same as highlighting an entry and then clicking on the Edit Button.

Examples of some Search screens where you will be in an Edit would be: Customer Search, Reservation Search, Driver Search, Vehicle Search, and Landmark Search. The following is a list of other Search screens and their default action, when clicking directly on the Grid entry.

Invoice Search	View Invoice
Accounts Receivable Search	Payment
Print Reports (Menu)	Selects Report

Reservation History

When an existing Reservation is edited, some of the old information is saved in the Reservation History. The History information can be used to track the changes that have occurred for a given Reservation.

To view the History from the Reservation Search screen, highlight the desired Reservation, click on Options and then select History. This information can be viewed on the screen or printed.

Reservation Information Saved in History

Reservation #	Reservation Date
Pick Up Time	Drop Off Time
Vehicle Type	

EASY TRIP: Dos Version 2.9 or Windows Version 2.5

Customers

Invoicing

Reservations

Accounts Receivable

- Over **260** 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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