N E W S L E T T E R

EASY TRIP NEWSLETTER

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Celebrating Ten Years of ET Newsletters

IN THIS ISSUE

Backing Up Easy Trip 1
ET Windows Current Version 2
Did you Know you Could 2
Questions and Answers 3
Windows XP Service Pack 4
Adding a Shortcut or Icon 6

EASY TRIP

What's new? We would like to acknowledge that this is our 30th Software Newsletter. BG Consulting will continue to provide our current and future users with computer information and technical software support in this publication. We are looking forward to future years being prosperous in both the transportation and computer industries.

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Backing Up Easy Trip

Every few issues of our Newsletter, we approach the subject of Backing Up your Easy Trip data. It might seem like this topic is unnecessary in 2004, however it is still very relevant. We continue to hear accounts of companies that have not done sufficient back ups and their data is now damaged, destroyed, or permanently lost.

The issue of accurately backing up your business data is not one that companies can ignore, nor is it limited to just the transportation industry. Here are a few thoughts to consider.

- A company was doing their back ups to another folder on the same computer. This was of little use when the computer's hard disk crashed and was not recoverable. There were no other back ups.

- Recently a client accidently deleted a major portion of their data. The good news here is they perform regular back ups, and one had been done within the last 12 hours.

Some businesses think the time involved to set up and do frequent back ups is too much. Please take the time and effort to make sure your company is prepared, just in case something happens to your computer hardware, someone's misfortunate judgement, or at your office.

ET Windows Current Version

All registered Easy Trip Customers are entitled to receive updates to the current version of our Easy Trip program. If your company would like an update, please contact BG Consulting and a CD will be mailed. If you would prefer Easy Trip updates automatically mailed, let us know and we will do so.

To verify what Version of Easy Trip is currently installed, click on the **Help** selection in Easy Trip and then click on the **About** button. The current version will say, "Version 3.5 11:30 am".

Recent Changes

Some of the newer modifications to Version 3.5 include improved searching in the Email Address Book, Email Printing, Credit and Debit Memo printing improvements, improved Accounts Payable reports, Faxing improvements from a workstation using Windows XP, a new Reservation Listing report and two Vehicle Repair reports.

Future Enhancements

New features are currently being added to Easy Trip and will be available later this year. The new enhancements currently in progress include an innovative enhancement to Email, additional features for Canceling Reservations, an Archive Module, several new reports, and a several other items our management team is finalizing.

If your company has other suggestions or new ideas for Easy Trip please write them down and email or fax them to BG Consulting. All submissions will be considered.

Did you Know you Could. . .

New Reservation Listing Report

A new report has been added under Reservation Listings to show all the Runs for one particular Customer that were billed to a different Account.

To view or print this report open the "Print Reports" option and then select the following choices.

Reservations
Reservation Listing
By Bill To # Select / One Acct

When the OK button is pressed on the Select Report window, a new screen will be displayed. Select the **Bill To Account** and the Starting and Ending Dates for the Reservation Listing. When the OK button is pressed, a second screen will be displayed to select the desired **Customer Account**.

Global Settings

In the Global Settings a box labeled **Print Setup** can be found in the middle section of the window. The first entry is called, Default Trip Sheet. This field contains a Windows Drop Down Box with a list of the available Reservation Trip Sheet names. If a Trip Sheet is specified, then it will be initially checked in the Format section when the "Print Reservations" screen is opened.

The default Trip Sheet can be unselected or multiple Trip Sheet formats selected on the Reservation Trip Sheet screen. To remove the default selection choose "** No Default Selected" in the Global Settings.

Questions and Answers

Q: When I attempted to select a report in Easy Trip from **Print Reports** the message listed below appeared. Can you tell me what this means and how to fix it?

"Report file SUSIE.BGC is Missing.
Can Not Run Reports"

A: If you are using the Security Module or Network multi-user Version of Easy Trip, you must Setup and **Restart** the reports for each new user and every time Easy Trip is updated. When new reports are added to the software, the definitions are saved in a master file. In the process of restarting reports the updated information is added to the appropriate user's files.

If the ".BGC" file is missing then the reports have not been setup or configured for this Easy Trip user.

Users, passwords, and setting up reports are done from the Security Program.

How to Setup and Restart Reports

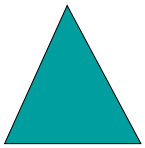
To Setup and Restart reports open the Easy Trip Security Program. There should be an icon for the Security program on your server. The icon should be a traffic stop light. If the icon is missing then find and start the Secw.Exe program in the ET_WIN folder on the server.

From the Security program select File and then Easy Trip User. Highlight a User and click on the EDIT button. Check to make sure the box to the right of "Print/View Reports" is checked.

Now click on the button that says SELECT REPORTS. A new window will be displayed with the main Report Categories. To enable all report categories click on the RESTART button and then click OK.

To disable specific report categories for a User uncheck the box next to the desired menu report category and then click on OK.

Repeat this procedure for every user that needs access to reports in Easy Trip.



Q: Our company would like to know if there is an easy way to assign Vehicles to Runs in the Scheduler.

A: The Scheduler in Easy Trip has a feature called **Drag and Drop** which allows users to drag a Reservation and drop it on a Vehicle. This will automatically assign the Vehicle to the Run.

To drag and drop the Reservation move the mouse on top of a Reservation in the right pane or List View. Click and hold down the left mouse button while you drag the Reservation to the left pane or Tree View. As you drag the Reservation you will see a red sports car displayed on the screen. When you have the desired Vehicle highlighted release the left mouse button. Easy Trip will automatically assign the specified Vehicle to the Run and redraw the Tree View and List View screens.

Posted, Cancelled, or Voided Reservations cannot be dragged or dropped since the information for these runs cannot be modified.

Windows XP Service Pack

A new Service Pack for Windows XP was released in September 2004. A Service Pack is an update that contains all the fixes and enhancements which have been made available since the last Service Pack release. This update is called Service Pack 2 (SP 2) and its main focus is on Security.

There are a number of enhancements in this upgrade that make it very worthwhile to install. This Service Pack includes a Windows Firewall, a Pop-Up Blocker for Internet Explorer, and the new Windows Security Center.

SP 2 is a significant update due to the number and type of security features it adds. The following information was obtained from the Microsoft web site regarding the new Service Pack for XP.

Top Reasons to Install SP 2

1 Protect your PC from harmful attachments

SP2 has added measures to alert users to potentially unsafe attachments which helps to guard your computer from viruses that can spread though IE, Outlook Express, and Windows Messenger.

2 Reduce annoying pop-ups

With XP SP2 a new feature has been added for Internet Explorer. A new Pop-up Blocker has been added to reduce the unwanted ads that appear when visiting many web sites. Although some windows that pop up are harmless there are some that when clicked on will download a file and infect your computer.

SP2 automatically turns on and set the Pop-up Blocker to the medium setting. To change the setting open IE then select the Tools Menu. Point to the Pop-up Blocker and then click on Pop-up Blocker Settings.

3 Firewall protection

The Windows Firewall is not turned on by default in SP 2. A firewall is a protective boundary that monitors and restricts information that travels between your computer and a network or the Internet. The key reason for a Firewall is to prevent someone from outside your company, of taking control of your computer or installing damaging software.

XP computers do not have to use the Windows Firewall. There are many firewall programs to choose from and their features and flexibility may differ. The crucial point is to make sure every computer in your office and home is using a known trusted firewall and the configuration is verified to ensure it is working properly.

4 Take control of your Security Settings

The new Windows Security Center allows XP users to view and manage important security settings. To open the Security Center click on Start, Control Panel, then click on the Security Center icon.

The Security Center checks to make sure you have a software firewall, an option to set up automatic updates, an up to date antivirus program, and configure Internet Options. These options can be turned on or turned off, or set to “not monitored”. Please verify all of these settings very carefully after SP2 has been successfully installed.

5 Protect your Email Address

Several security improvements were made to Outlook Express to help reduce the amount of spam or unwanted emails. The new settings help users avoid viewing offensive content email, reduce the amount of junk email, and lessen the risk of receiving dangerous content that may infect your computer.

Before you Install SP2

1 Perform a full backup of all your personal and business data files. This step is very important and should not be ignored.

During the Service Pack installation most users will need to restart their computers at least twice. If anything unusual were to happen during the upgrade or reboot, a back up could be required.

2 Make sure you are logged onto your XP computer as an Administrator. To determine which permissions you currently have open Control Panel and click on User Accounts.

3 If you use Fast User Switching or multiple users share a computer, be sure all other users are logged off before installing the Service Pack.

4 Microsoft recommends that users review the support information from your computer's manufacturer. Listed below is a web site reference from Microsoft for the major computer Manufacturers.

www.microsoft.com/windowsxp/sp2/oemlinks.mspx

Downloading Service Pack 2

For additional information about the features discussed in this Newsletter and the other enhancements in Service Pack 2, refer to the following Microsoft web site.

www.microsoft.com/windowsxp/sp2

To download Service Pack 2 go to the web site page listed above. There is a section titled "Get Windows XP Service Pack 2" and a link to click on that says, "Windows Update". There is also information in this section on how to order the SP on a CD.

If you order the CD, Microsoft is encouraging users to install the SP and then give the CD to anyone else that is using Windows XP.

After Installing Service Pack 2

Once the Service Pack has been successfully installed take time to review and adjust the default settings for the new **Windows Security Center** and **Windows Firewall**. Access to both of these new features can be found in Control Panel.

If you use Internet Explorer, review the settings for the new "Pop-Up Blocker" and "Manage Add Ons".

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Adding a Shortcut or Icon

The term desktop refers to the main screen on your computer that shows pictures or icons for various programs, folders, or documents.

A shortcut is a special type of file that points to another file or program. Icons, which are small pictures, are used graphically to represent shortcuts.

Clicking on a shortcut icon has the same effect as clicking on the actual file or program it represents. In other words, clicking on a shortcut icon which is linked to a program will open and launch that application.

Users normally have icons on their desktop for My Computer, My Network Places, My Documents, and the Recycle Bin. If these items are not present or were deleted they can be added again from the **Display Option** in Control Panel. For additional information about adding these icons search Windows Help for "Desktop Icons".

> Clicking on a shortcut icon, which is linked to a program, will open and launch that

When Easy Trip is installed, an ET icon is placed on your desktop. If the Security or LAN modules were purchased and installed, an icon for the Security program is also added to your desktop.

If you accidently delete the ET or Security icons, use the following information to add a new one on your desktop. Please make sure your icon is linked to the correct file name as show in Step #3.

Adding an Icon

1 Open up "My Computer".

2 Double-click on a Drive and then select the desired folder.

To add an ET icon, double click on the Drive Easy Trip was installed on and then select the **ET_WIN** folder.

3 Highlight the desired file or program.

To add an ET icon select the file **ETW.EXE**, for Security select **SECW.EXE**

4 Click the Right mouse button.

5 Highlight the item saying "Send To"

6 Highlight and click on the following selection: **Desktop (Create Shortcut)**

Deleting an Icon

When you delete a shortcut icon to a file or program, the original item is not deleted. The file or program still exists on your computer in its original form and location, only the shortcut icon is deleted.

Properties

If you highlight a shortcut icon on your desktop and click the right mouse button, a list of options will be displayed. The last entry is called Properties. Selecting this option will display a new screen containing several tabs. The number of tabs is based on the type of file linked to the shortcut icon.

For the Easy Trip icon the most valuable tab is titled "Shortcut." This tab contains several useful entries, including the field called "Target", which is the file name linked to the shortcut icon.

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

MODULES

Accounts Payable	$ 300
Credit Card Processing	$ 400
Farm In and Farm Out	$ 150
Internet Reservations Import	$ 150
Multi-User/Network (Includes Security)	$ 650
Security	$ 150
Vehicle	$ 150
Worker/Driver	$ 150

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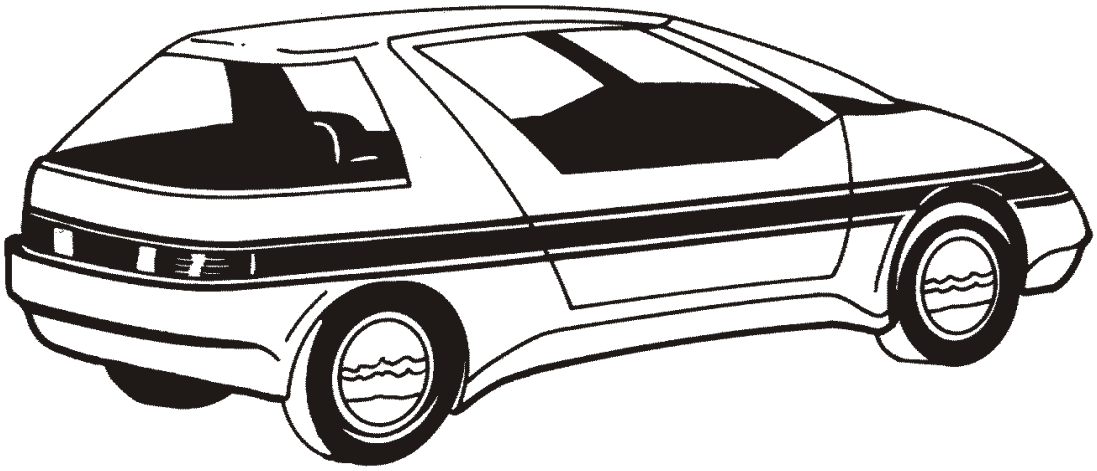

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