N E W S
L E T T E R

EASY TRIP NEWSLETTER

New Easy Trip Web Application

IN THIS ISSUE

We have modified our web site and added information about our new ET Web App and User Testimonials. If your company is interested in having comments added to our testimonial page, please email or fax information to BG Consulting. Our many thanks to those that have responded so far.

Easy Trip Software / BG Consulting
80-Q N Cabrillo Hwy PMB 324
Half Moon Bay, CA 94019

(650) 728-3828   Voice
(650) 728-3840   Fax

support@easytrip.net

www.easytrip.net
www.earlyResponse.net

What's New in Easy Trip

BG Consulting has released a brand new program that works with Easy Trip, over the **Internet**. The ET Web App allows your Dispatchers, Drivers and Customers the ability to access and print their own Reservation Trip Sheets, Manifest, Invoices, and Statements from a web browser on their computer.

More details about this exciting new program can be found on page two of this newsletter.

Custom Features

Any special features or unique functionality an Easy Trip customer may require can be added to our software. **Custom Features** are additions or changes paid for by an Easy Trip customer and provide something useful for just their company. A custom feature will only be accessible for the company that requested the feature and paid for it.

BG Consulting is available to customize ET for any company that has special requirements or would like an existing module or feature enhanced.

National Limousine Association

Member Since 1995

ET Windows Update

All registered Easy Trip Customers are entitled to receive an update to the current version of our Easy Trip program. Updates to Easy Trip are included at no additional cost with your paid Annual License.

To find out what version you have installed, open Easy Trip and click on Help and then About. The current Version is 3.7 and was released in January 2006. Please contact BG Consulting if your company would like an Easy Trip update.

ET Web App

The Easy Trip Web App is a new program and the first of its kind for the Limousine Industry. The ET Web App allows your users to access specific Easy Trip information from any web browser on the Internet. Your dispatchers, drivers, and customers can retrieve and print their own Reservation Trip Sheets, Manifest, Invoices, and Statements from their own computer any time they want.

With the ET Web App your data will remain in your office and the current installation of Easy Trip will not change. Users of the ET Web App will not be allowed direct access to your Easy Trip data.

> The ET Web App provides users you designate, access to Easy Trip from any web browser on the Internet.
>
> They can retrieve and print Reservation Trip Sheets, a Manifest, Invoices, and Statements.

Why do you need this program?

Your **Driver** can log on from their home computer, a laptop at Starbucks, or a computer kiosk at the airport. They can view or print a Reservation Trip Sheet or a Manifest. Drivers will only be allowed to see runs which were assigned to them.

A **Dispatcher** can view any Reservation Trip Sheet, Manifest, Invoice, or Statement, no matter whom it was assigned to or who the Customer is.

Your **Clients** can use the ET Web App to access Easy Trip information and view or print their own Trip Sheets, Manifest, Invoices, and Statements. Clients will only be allowed to view runs for their Customer and Bill To Account numbers.

Details of the Reservation or Invoice will be displayed on the screen as a PDF, which can then be printed locally.

What else can this program do?

Now your customer in Paris can verify their own Reservation, without having to call and wake up your Dispatcher at 2 am. What about a client that continually wants a Manifest for the 20 Reservation group that is coming in on Thursday? Let them print and verify the information at their leisure and from their computer.

The ET Web App has two parts. One part is located on the computer where Easy Trip was installed and the other portion is installed on your existing web site. Again, nothing about Easy Trip will change.

The ET Web App will also allow users of our existing Internet Reservation (Import) module to import directly to Easy Trip, and then accept or deny the new Reservation.

Easy Trip Modules

Archive

The Archive module can be used to back up your Easy Trip data files. The archive can be created on any fixed or network drive on your computer system. This includes a hard disk, zip drive, or memory stick device.

In order for this to be a true backup you must save the 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. A memory stick plugs directly into a USB port, is reasonably priced, and easy to take off-site. The archive file may be copied to a CD after it is 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 precede 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. A progress bar will be displayed on the 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 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.

Auto Email Module (NEW)

The Auto Email module has two different options. Either option can be turned on independent of the other and for each individual Customer.

If "Reservation Trip Sheets" is enabled for the Customer, ET will automatically email a Reservation Trip Sheet when a new Reservation is added. The specific Trip Sheet is selected in the Global Settings.

If the "Full Page Invoice" box is checked, an Invoice is automatically emailed when a Reservation is Posted and the Invoice is generated.

Credit Card Processing

The Easy Trip Credit Card module uses approved credit card software to process your transactions. This module can be used to replace your swipe machine. All credit card information, including the amounts, the customer address, and security code, is entered from Easy Trip and transferred to the Credit Card Software.

When a Deposit or Payment is entered with a payment type of Credit Card, a message will be displayed in ET asking if this entry should be added to the Easy Trip Credit Card Log. Only answer "No" if you do not want Easy Trip to process this transaction.

The Credit Card Log is accessed by clicking on the **$** icon on the tool bar of the Accounts Receivable Search screen.

From the credit card log you can click on the Process button at any time. Easy Trip will use the credit card software to process any pending transactions in the log. Each transaction will be marked as approved or denied as appropriate.

Internet Reservations (Import)

The Internet Reservation Import module allows your clients to book Reservations directly from your Web site. The information from the form on your web site is emailed to your company. Easy Trip reads the saved email and imports the information into a New Reservation.

When the email is imported to Easy Trip the field names on the "form results" must match those in our documentation. When this module is purchased you will be given a list of these field names. These field names do not affect the appearance of your form, which can look however you want.

Vehicle

The Vehicle Module is used to keep track of the specific vehicles in your fleet. Some of the fields available in this module are the vehicle name, model, year, vehicle type, lock code, status, airport permits and expiration dates, vehicle properties, and insurance information.

There is also a field available for the "License Expiration Date" and a check box to indicate if you would like a 30-day warning. If checked this warning will be displayed each time Easy Trip is started and the expiration date is within the 30-day period.

The Vehicle module has a selection to track **Vehicle Repairs**. When a repair or maintenance entry is scheduled and the car is assigned to a Reservation, Easy Trip will display a warning message if the repair date is before today's date. The current vehicle mileage will also be checked for maintenance.

When a Reservation is saved ET will check for Vehicle conflicts with other runs on the same run date and overlapping times. If a conflict exists a warning message will be displayed.

Driver

The Driver Module is used to keep track of the specific drivers in your company. Some of the fields available in this module are the driver name, phone numbers, birth date, next drug test date, license # and license expiration date, and pay rates.

For each Driver you can enter a Driver's Schedule. The purpose of the **Driver's Schedule** is to detail the recurring times on a specific day of the week a driver is unavailable, or a specific date that the Driver is unavailable.

When a Reservation is saved the Driver's Schedule will be checked to ensure availability on the Reservation Date and during the Pick Up and Drop Off times.

When a Reservation is saved ET will check for Driver conflicts with other runs on the same run date and overlapping times. If a conflict exists a warning message will be displayed.

Nextel Paging

Cell phones can receive text messages via email. The length of each message is usually limited to 500 characters. Easy Trip has the capability to send **Email** and **Text Messages**.

You can use our built in email or text messaging to send a message to any cell phone from either option. For Nextel, the "To" part of the email or text message is simply the following:

cell_number@messaging.nextel.com

As an alternative to typing the body of the message with the Reservation information, we have added a semi-custom feature. With "Nextel Messaging" you highlight the Reservation in the Reservation Search screen and then click on the "Nextel Messaging" icon. Easy Trip will automatically look up the cell phone number of the <u>Driver</u> assigned to the run, generate the text message, and send it.

The body of the text message contains the information you have requested. You may select from any of the fields contained in an Easy Trip Reservation. To conserve space each field is separated by a semicolon. Routing Information will increase the length of the message. Longer messages may be split up by your cell phone provider and additional fees may apply.

For a sample of the text layout contact BG Consulting. The actual format of the information sent will be defined by your company.

The cost of this semi-custom feature is a one time fee of $250. If major modifications are requested the pricing may be adjusted and you will be informed before any custom work has been started.

Easy Trip Features

Faxing

Before faxing from Easy Trip you must configure the faxing on each computer. This information about faxing only applies to computers running Windows 2000 or Windows XP. For Windows 98 you will need to use WinFax Pro available from Symantec.

Windows XP Home Edition is known to have networking and faxing issues. We normally do not recommend using XP Home Edition with Easy Trip.

Faxing is set up from the Control Panel in Windows. To ensure Windows faxing is working properly, send a test fax from the Fax Service. For more information refer to **Fax Service Management** in Windows Help.

Once faxing has been configured, you can use the "Fax (Windows 2000 or XP)" selection on the Reservation Trip Sheets, Manifest, and Invoice print screens.

Email

Easy Trip can send and receive Emails <u>without</u> the need for other software such as Outlook or Netscape Email. From Easy Trip an email can be sent with a message in the body and single or multiple attachments can be included. Examples of an attachment are pictures, a Zip file, or a Binary file.

To send or receive an Email you must have an existing account on the Internet and have either Dial-Up access, a cable modem, DSL, or the equivalent. To access your email from Easy Trip first make sure you have a working connection and access to the Internet.

Configuration

Before emailing a Trip Sheet or an Invoice, send a test email to make sure everything is set up and working properly.

Select **Options** and then **Email**. You should then see a list of your existing accounts. If no accounts exist, click on the ADD button.

The values entered for the POP3 (Incoming Email) and SMTP (Outgoing Email) fields must be the values provided by your ISP. Only enter the Authentication information if your ISP requires it. Easy Trip User Accounts must have an Email Address, User Name and Password that corresponds to the same account established by your Internet provider. Test both sending and receiving an email to make sure the SMTP and POP3 values are correct.

To access the information for a specific user click on the SELECT button on the Email User Account Search screen. Only those email messages for the selected User Account will be displayed on the Email screen. Each user account in Easy Trip has its own individual email address book.

Emailing Trip Sheets

When emailing a Reservation Trip Sheet, Invoice, or Manifest, Easy Trip sends the report as an attachment to the email. The attachment is an RTF file which is a format generated by Word. We use this format to maintain paragraph and column spacing.

Word must be installed on your computer to generate the attachment. The receiver of the email will also need Word to properly read the attachment. Text may be included in the body of the email when a Reservation Trip Sheet, Manifest, or Invoice is sent.

Remote Access of Easy Trip

Many companies have mentioned a need for a second office in another city or access to Easy Trip from their home, without affecting the dispatcher in the main office. But how do you share the data between locations? And how can security risks be minimized? Protecting your client's information and credit card numbers from a smart thief, hacker, or just prying eyes is something to seriously consider.

The best way to allow "Remote Access" to Easy Trip is by using **Terminal Services**. Simply put, Terminal Services is a technology that lets you remotely run software which is installed on your Windows 2000 Server, XP Professional, or XP Server computer. Terminal Services needs to be installed and configured before remote access is possible. To connect to your main office where Easy Trip is installed, use Microsoft "Remote Desktop" software. The Internet connection from your remote location is made directly to your office computer. For added security a VPN can be used.

There are other ways to remotely access programs on your office computer from web sites which offer similar services. However, they require you to install special software on your computers, are usually not as fast as using Terminal Services, and web site services are much more costly.

For up two simultaneous users of Terminal Services there are **no fees**, except if a technician is needed for initial configuration. Average pricing for web sites with similar services run about $180 per year.

Remote access to Easy Trip gives you **full access** to the entire program, just like a user in the office. Our ET Web App allows access to specific ET data and does not require Terminal Services, nor is your data exposed on the Internet.

Easy Trip Professional Version $975

Customers • Reservations • Invoicing • Accounts Receivable

Vehicle Scheduler • Reservation Calendar • Faxing • Email

Dispatch • Manifest • Driver Availability • Vehicle Availability

☼ Create your own Account Types, Run Types, Rates, Vehicle Types, **Landmarks**, and more!
☼ **Duplicate** a Reservation for Round Trip, multiple car Runs, or specific days in a Date Range.
☼ Enter unlimited Directions, **Routing**, and Instructions for the Driver.
☼ Print from a variety of styles for Reservation Trip Sheets, Invoices, and Statements.
☼ Reservation History, Special Instructions, Faxing, Text Messaging, and **Email**.
☼ Over **300** built-in Reports!

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

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

◇ **ET Web Application** . . . . $ 500

◆ Accounts Payable . . . . $ 300
◆ Archive . . . . $ 50
◆ Auto Email Invoices . . . . $ 150
◆ Credit Card Processing . . . . $ 400
◆ Farm In & Farm Out . . . . $ 150
◆ Internet Reservations (Import) . . . . $ 150
◆ Multi-User / Network (Includes Security) . . . . $ 650
◆ Security . . . . $ 150
◆ Vehicle . . . . $ 150
◆ Worker / Driver . . . . $ 150

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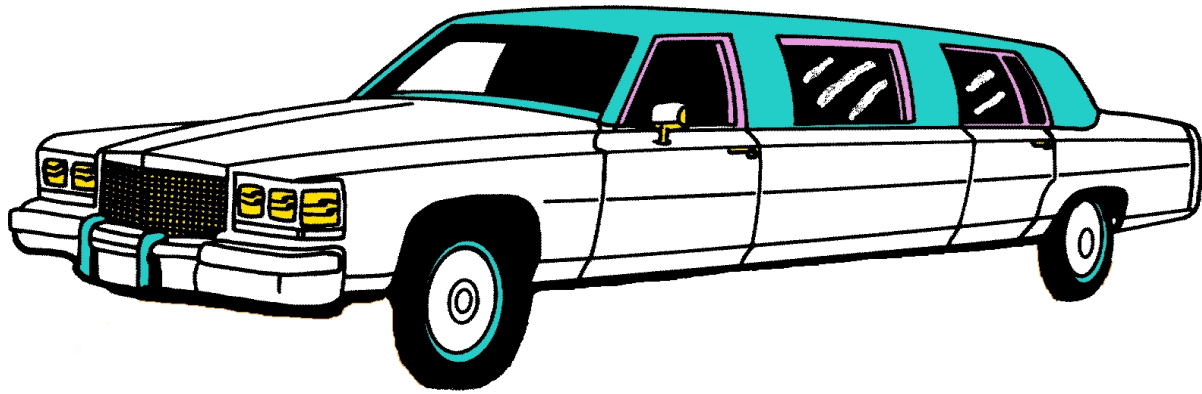
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