



# RMRCar Company Car Manager

(for Palm™ OS)

## User Guide



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## RMRCar

RMRCar 'Company Vehicle Monitor' allows you to keep track of your usage of a number of company vehicles, perhaps for business records or tax purposes. Journeys with distances and times can be logged, allocated to categories, and classified by personal or business use to keep totals for each.

For each vehicle there are 2 screens:

- An Entries screen for entering and viewing journey details.
  - An Archive screen for viewing completed vehicle records reconciled from the main screen.
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### Program Setup

When you start the program for the first time you will be taken through set up screens for:

- New vehicle

Then configure the program display and operation with:

- Preferences

These are also accessible at any time from the menus, and are described below.

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### Preferences

The Menu **Options > Preferences** allows you to specify the date format as DD/MM/YY or MM/DD/YY. Note that this will initially be set to the System setting on your Palm.

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## Entries screen

The Entries screen is where you manage vehicle files, and enter and view journey entries with dates and distances or times. At the bottom of the screen, running totals of the personal or business categories are shown for the period covered by the file.

The first column shows the date, the second the status of the reconciled flag and the third the details of the entry. You can tailor the rest of the screen display to your requirements. Tap on the column heading titles to select which of the recorded details are displayed:

- The fourth column can display various types of information relating to the journeys – Category, Remarks, Start and Finish (in Distance or Time depending on what is shown in the last column).
- The last column can display Distance or Time.

If you have more than one Vehicle file switch between them using the file selector at top right.



RMRCar				
▼ Saab				
Entries				
Archive Rec Def				
Date	R	Details	Category	Miles
09/24		Dulles Ai...	Business	33
09/24		Return	Business	38
10/07		Shopping	Personal	75
10/14		Annapolis	Personal	60
10/30		Work	Project	200
11/02		Richmond	Project	200
11/06		Confere...	Business	30
11/08		Party	Personal	100
11/12		New York	Business	500
			Business	1001

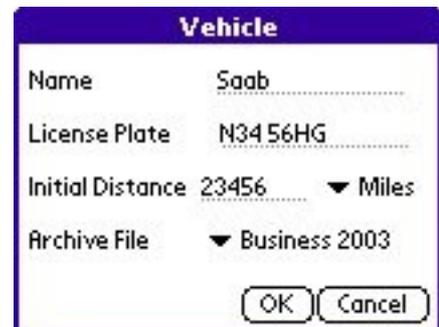
The total entries in the file are buffered for speed of display on screen. To move around the entries:

- tap the **S** button to jump to the Start of the file (earliest entry)
- tap the **↑** button to display the previous display buffer
- tap the **↓** button to display the next display buffer
- tap the **E** button to jump to the End of the file (most recent entries).

## Vehicle files

You can maintain up to 10 journey files for different vehicles as required.

- Use the menu option **Entries > Add Vehicle** to create vehicle files. Enter the name, licence plate and initial (current) odometer reading as a baseline, and specify whether you want to record distances in miles or kilometers. You can also associate this vehicle with a specific Archive file to save having to select it each time.
- Use the Menu option **Entries > Update Vehicle** to amend any of the vehicle details or change the distance units.
- Use the Menu option **Entries > Delete Vehicle** to remove vehicle files if you no longer have the vehicle or need to keep records.



Vehicle	
Name	Saab
License Plate	N34 56HG
Initial Distance	23456 Miles
Archive File	Business 2003
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Switch vehicle files using the dropdown selector at top right of the screen.

## Categories

The program has two pre-defined usage categories – Business and Personal. These allow you to separate your types of journey and classify them by vehicle usage, and to maintain running totals for each.

In addition you can add extra categories, for example by company name if you need to maintain journey records for particular client accounts.

Use the Menu option **Options > Categories** to see the Category dialog. From here you can create, update or delete extra categories.

- To add a category, just tap the **Add** button. Give it a name and tick the box if it is to be included in the Business related total.
- Tap the **Update** button to rename a category. Note that you will manually need to update any journey entries assigned to the category.
- Tap the **Delete** button to remove categories if no longer needed.

Note that the same categories apply to all vehicle files.

## Add Journeys

After each journey in the vehicle enter the details in the Vehicle file by selecting the menu option **Entries > Add Entry** then:

- select the Date
- select the Distance units as Miles or Kilometers
- add a Description of the journey
- assign the journey to a Category according to the type of use, either Business or Personal, or to any others you have created
- add any other notes in the Remarks field
- select the start and finish times of the journey
- enter the Previous and New distances from the odometer readings before and after the journey.

The journey will be displayed on screen with the calculated distance or time. Tap the middle column title to cycle through display of the other entry details and the final column to toggle between distance and time.

- Use the menu option **Entries > Update Entry** to modify any of the journey details.
- Use the menu option **Entries > Delete Entry** if you need to remove an entry.

## Default entries

If you have journeys you make regularly that have the same description, distance or category then they are best setup as Default Entries.

Use the menu option **Options > Defaults** to access the Defaults dialog. From here you can **Add**, **Update** or **Delete** default entries.

To create a default entry simple tap the **Add** button. Give it a recognisable name, complete the details that will never change, and save it.

Note that the Time and Distance are set as single figures rather than as Start & Finish times. Also, the Palm OS has a limitation that times of less than 1 hour cannot be applied if you are using the am/pm time format in System Settings.

Tap the **Update** or **Delete** buttons to change or remove any default transactions.

Then use the menu option **Entries > Add Default Entry** (or the **Def** button on the top right of the screen) to quickly recall it, when the entry details screen will be pre-filled with the details.

## Reconcile and Archive Entries

Each month, or at the end of the recording period for the vehicle, or on claiming the expenses, you can mark the journey entries as reconciled. Highlight each entry in turn as you check them off, then tap the **R** button or use the menu option **Entries > Reconcile Entry** option to mark them with the ® symbol.

Then use the menu option **Entries > Archive Entries** to move all reconciled details to a consolidated Archive history file for future reference (you must have created the archive file beforehand). This file can then be viewed from the **Archive** screen button.

Note that, if required, the Archive entries dialog gives the additional flexibility of:

- Archiving or Removing (deleting) the entries
- Selecting the required Archive file
- Acting on only the Reconciled entries, or All entries
- Only acting on entries for a specific date period.

## Archive screen

This screen allows you to view the journey entries previously archived from Vehicle files. It is similar to the Entries screen, except that you cannot edit the entries.

To create a new archive file use the menu **Options > Create Archive** in the main Entries screen, or **Archive > Add** in the Archive screen, and give it a name. You can use one archive to accumulate all vehicle records, or create an archive file per year, or create as many files as you wish to manage different vehicles. The **Archive** menu options in the Archive screen also allow archive files to be Renamed or Deleted.



Switch Archive files using the drop down selector at top right of the screen.

The window at the bottom of the screen show totals of business or personal journey Distances.

Similarly to the main Entries screen, the third column can show various settings for the entries, including Category, Remarks, Start and Final Distance or Time, while the fourth column can show Distance or Time. Tap the column titles to select which you want.

The total entries in the archive file are also buffered for speed of display on screen. To move around the entries:

- tap the S button to jump to the Start of the file (earliest entry)
- tap the Prev button to display the previous display buffer
- tap the Next button to display the next display buffer
- tap the E button to jump to the End of the file (most recent entries)



Date	Details	Category	Miles
11/13	<Saab>		
09/24	Dulles Airp...	Business	33
09/24	Return	Business	38
10/07	Shopping	Personal	75
10/14	Annapolis	Personal	60
10/30	Work	Project	200
11/02	Richmond	Project	200
11/06	Conference	Business	30
11/08	Party	Personal	100

## Additional Functions

### Statistics

Use the menu option **Options > Statistics** to see a breakdown of the journeys.

### Reset start date

Use **Options > Reset Start** in the Archive screen if the data file becomes too large, to delete entries earlier than the specified date.



### About

Use **Options > About** to obtain contact details for RMR Software and information about the program.

### Register Program

Use the **Register** button on the About screen to enter your personal registration code to allow full use of the program without data restrictions. This function is also available from the opening 'nag' screen.

## Backup and Restore

All the databases produced by RMRCar are automatically backed up to the PC/Mac during a hot-sync operation. Therefore there is no requirement for backup and restore options within the program. The databases can be found in the C:\Program Files\Palm\<Hot-sync name>\Backup directory. Rather



than have all the information in one single large database, the program stores it in a number of smaller databases so that a selective restore is possible. The databases are as follows:

- RMRCarData.PDB The main file containing information on Vehicles
- RMRCarSettings.PDB Preference Data
- RMRCarCategories.PDB Category Data
- RMRCarDefaults.PDB Defaults Data

Then for each vehicle (called xxxxx)

- RMRCarxxxx.PDB

Then for each Archive file (called xxxxx)

- RMRVxxxx.PDB

To restore any of these databases, just double click on the PDB file and it will be installed on your machine at the next hotsync.