AutoTrac for Windows 1.0

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1) Introduction

Welcome to AutoTrac! AutoTrac is a powerful new program that allows you to track vehicle expense and maintenance information, and a complete service history for each vehicle you own. With AutoTrac you

will be able to track expenses as personal or business expenses. You may work on several different files in the same session.

AutoTrac allows you to transfer information to your favorite Windows word processor for final touches before printing. AutoTrac even allows you to transfer this information to a word processor having several documents open!. (*See Section 2.5 and 2.5.1*)

AutoTrac also comes with both a DOS and Windows version of **MaintMinder** , a program that allows you to see which vehicles have upcoming maintenance items due, without the need to run AutoTrac. (*See Sections 6 and 7*).

AutoTrac uses enhanced dialog boxes and controls. These have been made possible with the following excellent programming tools:
Borland Windows Custom Controls (BWCC) by Borland International;

Please note that the file BWCC.DLL must be present either in the AutoTrac directory, in your PATH, or in the Windows\System directory for AutoTrac to properly operate.

1A)   Installing AutoTrac

You must install AutoTrac prior to being able to run the program.

There are 2 steps to the installation process:
1.) Start Windows 3.1. From the File menu, select Run, and type a:\install (or   b:\install).
2.)Select the drive and directory where you want AutoTrac installed.

2)   File Operations

2.1) Creating a new AutoTrac File

To begin a new AutoTrac file, choose File | New from the menu.

This will display the Vehicle Information dialog box. Here you may enter any or all of the information requested. This is simply for your records. However, AutoTrac will use the Year, Make, and Model information, if

provided, when displaying the Expenses and Maintenance Schedule dialogs boxes. If not, the file name will appear in these dialog boxes (*See Section 4 for Expenses and Section 5 for Maintenance Schedule*).

Upon completing the desired information, choose the Ok button, or if you wish to cancel, choose the Cancel button. If you have entered any information, and choose Cancel, you will be asked if you wish to save the information. Choosing Yes or Ok will present the information you entered in the Vehicle Information Window.

Once the Vehicle Information Window is open, the menu changes to allow selection of the Expense, Maintenance Schedule, and Send options. (*See Section 2.5 for Send dialog Box).*

2.2) **Opening AutoTrac Files**

AutoTrac files may be opened by choosing File | Open from the menu, or using the *Shortcut Key*   F3, or the Open speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

The File | Open command displays the Open File Dialog Box that allows you to select a file to open. (*See following Section for Saving Files*).

By default, the Open File Dialog Box displays all files in the working directory with the default extension of ".alg". If you saved your file with a different extension, you will need to type in the correct filename in the entry field. For example "mycar.bob".

Select Ok to open this file. If the file you attempt to open is not an AutoTrac file, you will receive the error message "Not an AutoTrac File!"

AutoTrac can **automatically open single or multiple files** in a number of ways:
1) Starting AutoTrac with the files listed as **command line arguments**. For example, to start AutoTrac, and automatically open the files "mycar.alg" and "mytruck.alg", using the Windows File | Run menu command, type [pathname]AutoTrac.exe mycar.alg

mytruck.alg. If the AutoTrac directory is in your PATH statement, you may start Windows, start AutoTrac and open files with the command : win AutoTrac mycar.alg mytruck.alg.

2) A much easier way is to start AutoTrac , then start Windows' File Manager. Select the AutoTrac file(s) you wish to open from File Manager, and simply **drag and drop** them into the AutoTrac Main Window, or the AutoTrac icon, if minimized..

3) An alternative approach is to use **File | Associate** from Windows File Manager, and associate files with the ".alg" extension with AutoTrac. Then, by simply selecting the file and pressing Enter or double-clicking with the mouse, AutoTrac will be started, and the file will be opened automatically. (*See your Windows manual for details on associating files.*)

2.2.1)   Switching between multiple AutoTrac Files

AutoTrac is a multiple document interface program that allows you to open and work with many files at once. The currently active vehicle is the vehicle displayed in the active Vehicle Information Window (with the title bar or icon highlighted). There are several methods to switch between multiple vehicles:
1. Press Ctrl-F6 to make different vehicles active in turn ;
2. Click with the mouse in the Vehicle Information Window of the vehicle you wish to work with ;
3. Choose the Window option from the menu. A list of the currenly open files is at the end of the drop down menu. Select the desired file.

2.3) Saving AutoTrac Files

To save a currently open file, choose File | Save from the menu, use the *Shortcut Key* F2, or click on the Save speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

This saves the document in the active Vehicle Information Window to

disk. If the document is unnamed (the title bar will display "Untitled.alg"), the Save File As Dialog Box is displayed so you can name the file, and choose where it is to be saved. The default extension is ".alg". This means that the file will automatically be saved with the ".alg" extension unless you specifically type a different extension. For example, if you enter "mycar" (without the quotation marks), your file will be saved as "mycar.alg". However, if you enter "mycar.mom" (without the quotation marks), your file will be saved under that name. (Please note, however, that the File Open dialog box automatically displays only files with the default extension - *See Section 2.2* .)

Once a file has been saved, the title bar in the Vehicle Information Window will display the new filename.

2.4). <u>Saving Files under a New Name</u>

If you wish to rename a file, or save a file under a new name, choose File | Save As from the menu. The File Save As dialog box is displayed. Follow the steps in the previous section for saving the file.

2.5). <u>Printing Files (Sending to Word Processors)</u>

Because there are so many ways to present information about a vehicle, including expenses, maintenance schedules, etc. it was a deliberate design decision not to incorporate a printing option into AutoTrac. Instead, AutoTrac lets you select a Windows word processor to send the information to, allowing you complete freedom as to how to print the information.

To send information to a word processor, choose File | Send from the File Menu, use the *Shortcut Key* F7, or click on the Send speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

This will display the Send dialog box. Simply select the information that you desire to have placed in the word processor (*See Selecting a*

Word Processor later in this section).

When selecting expenses, AutoTrac offers you the option of sending all the expenses incurred for a vehicle, or selectively choosing expenses by year, month, and type (business, personal, or both). If you wish to send all expenses, choose the Send All option under the Expenses section. If you wish to selectively choose expenses, select the Choose button. This displays the Expense Options dialog box. Here you **must** enter the expense year desired. Select the month(s) from the Expense Month(s) section, and the type (business, personal, or both) from the Type section. Choose Ok to close the dialog box.

If more than one instance of the selected word processor is running (i.e., two Notepads each with a different document), or if your word processor has multiple document capabilities and more than one document is loaded, AutoTrac will present you with the Choose Word Processor Document dialog box (*See Section 2.5.2*). Here you may select which document to send the information to, even in a multiple document word processor! Note: if the document you wish to send information to is part of a multiple document word processor, it does **not** have to be the active document. AutoTrac will still send the information to the correct document.

Selecting a Word Processor

AutoTrac places the two standard Windows word processors, Notepad and Write in the Send To drop-down box. Type Alt-S , or click on the down arrow to highlight this box.
Use the up or down arrow keys to select which word processor to send the information to. If you wish to add another word processor of your choice to this list, see the next section (*2.5.1 - Adding Word Processors*)

Important! The word processor you select must be currently running prior to sending information.

2.5.1)   Adding Word Processors

To add an additional word processor to the list of word processors that

appear in the Send To drop-down box, select the box by typing Alt-S, or clicking on the down arrow with the mouse. Be sure the displayed text is 'selected' i.e., is displayed in reverse video. Then type the name of your word processor **as it appears in the title bar _without_ the document name.** For instance Notepad - (Untitled) is entered simply as Notepad; Write - Manual.wri is entered simply as Write, etc. The selected text will be replaced with the text you type in. Then simply choose Ok to continue with sending the vehicle information.

AutoTrac automatically saves the word processor you enter, and it will appear each time you run AutoTrac.

Note: There is currently no option to remove a word processor from this list once it has been entered.

2.5.2)   <u>Choose Document Dialog Box</u>

The Choose Document Dialog Box is displayed if you try to send information to a word processor, and either of the following is true:

1). More than one instance of that word processor is currently running. For example, there may be two Notepads running at the same time.

2). The Windows Word Processor you have added has multiple document capabilities, i.e., more than one document may be opened at the same time (some examples are Microsoft Word, Ami Pro, Microsoft Works, etc.), and you currently have more than one document open.

The Choose Document dialog box will appear and ask you to choose which document to send the information to. Select the correct document (see examples below), and choose Ok.

Examples:
        In the first case mentioned above, perhaps there are two Notepads currently running. One has a file open called "myfile.txt", the other is blank (a new file - "Untitled"). You have chosen to send the information to Notepad. AutoTrac needs to know which Notepad to send the information to. The Choose Document dialog box will have the title "Select Notepad Document" and will list both entries, "myfile.txt", and "untitled". Use the Up / Down arrow keys to select the one to send

the information to and select Ok. AutoTrac will now send the information to the correct Notepad.

In the second example, suppose you have chosen to send the information to Ami Pro. Ami Pro is running with 3 documents open: "one.sam", "two.sam", and "three.sam". The Choose Document dialog box will have the title "Select Ami Pro Document" and will list entries, "one.sam", "two.sam", and "three.sam". Use the Up / Down arrow keys to select the one to send the information to and select Ok. AutoTrac will now send the information to the correct document inside Ami Pro. Note: The document you choose does not have to be the active document. It may even be minimized as an icon. AutoTrac will still send the information to the correct document.

The following Windows word processors have been tested with AutoTrac without problems:
    * Notepad
    * Write
    * Microsoft Word 1.0 and 2.0, and 6.0
    * Microsoft Works 2.0 and 3.0
    * Ami Pro 3.0
    * PFS: WindowWorks 2.0

2.6). **Exit AutoTrac**

To exit AutoTrac, choose File | Exit from the File Menu, use the *Shortcut Key* Alt-X, or click on the Exit speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

If you currently have any unsaved documents, AutoTrac will highlight the Vehicle Information window, and will ask you if you wish to save the document. Select Yes to save, or No to continue.

If you have run AutoTrac Help, it will automatically close when AutoTrac exits.

3.)   __Editing Files__

AutoTrac maintains three separate files for each vehicle : 1) The vehicle information file (the information displayed in the Vehicle Information Window), 2) The expense file, and 3). The maintenance schedule file. To edit the expense and maintenance files, see Sections 4 and 5. The following describes how to edit the vehicle information file.

To edit the vehicle information file, choose Edit | Vehicle Information from the menu, or if you have a mouse, right-click the mouse anywhere in the Vehicle Information Window. This will display the Vehicle Information Dialog Box, which will be filled with the current information from the Vehicle Information Window. Simply make the desired changes and choose Ok. The changes will immediately be reflected in the Vehicle Information Window. However, to make the changes permanent, you will need to save the file. AutoTrac will prompt you to save the file before you use the Expense or Maintenance Schedule, or before you attempt to close the Vehicle Information Window, or exit AutoTrac (*See Section 2.3 - Saving Files*).

4.)   __Entering and Editing Expense Information__

AutoTrac allows you to enter and edit Expense information for your vehicle.

Choose Log | Expenses, or use the *Shortcut Key* Ctrl-L, or click on the Expense speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window). This displays the Expense dialog box. The year, make, and model of the vehicle, if present in the Vehicle Information Window, is presented as the title. If not, the file name is the title.

Note: If you have not saved any changes to the file, you will be prompted to do so prior to being given access to the Expense dialog box.

The fields in the Expense dialog box are shown below. Note that two

fields (Date and Total Cost) **<u>must</u>** be filled in, while others contain optional information or default values.

Date :
This is NOT an optional field. A valid date must be entered.
The current system date is presented as the default date. If this is not correct, enter the date the expense was incurred as either of the following formats:

       MM-DD-YY (01-27-94)
       MM/DD/YY (01/27/94)
       MM,DD,YY (01,27,94)
       Month DD,YY (January 27, 1994)
       Mon. DD,YY (Jan. 27, 94)

Unit Cost:
This is an optional field
Enter the cost-per-item amount. Examples are dollars per gallon of gasoline, price per quart of oil, etc.

Total Cost:
This is NOT an optional field. A total cost must be entered.
Enter the total cost of the expense.

Description:
This is an optional field.
Enter a description of the expense if desired

Location:
This is an optional field.
Enter the location where the expense was incurred. Suggested ideas are: the store where an item was purchased; the service station where expense was incurred, etc.

Mileage:
This is an optional field.
If desired, enter the vehicle mileage at the time of the expense.
<u>Note:</u> If you will be adding the expense to the Service History File, you will be required to supply a mileage.

Choose Expenses Box:
Select the type of expense from the Choose Expense drop-down box.

The *default selection* is "Gasoline". If the type of expense you need is not found, you may add a new expense type by selecting the Add New Category button. This will display the Add
New Category dialog box.
Simply type in the new expense category, choose OK, and the expense will be added to the Choose Expense box.

Expense Type:
This is an optional field, the *default being* "*Personal*".
Choose either the "Personal", or "Business" button depending on the type of expense. AutoTrac will keep track of your expenses as either Business or Personal. When the expenses are sent to a word processor, AutoTrac can send either type, or both, with separate totals and descriptions for each. (*See Section 2.5*)

Add New Category:
As mentioned above, selecting this button will display the Add New Category dialog box. Simply type in the new expense category you wish, and it will be added to the Choose Expense box.
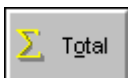
Total Expenses:
If no expense file exists for this vehicle, this button will be inactive, otherwise it will be active. Choosing Total Expenses will display the Total Expenses for this vehicle, displayed as Total Personal Expenses and Total Business Expenses, plus the combined total.
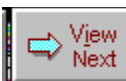Select OK to close this box.

    Editing the expense file.

The following buttons allow you to edit the expenses for the vehicle:

View Previous:
Selecting this button allows you to view and edit previous expenses. Once the first expense has been reached, this button will be dimmed.

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View Next:
Used in conjunction with View Previous, View Next allows you to view and edit the next expense.

Done :
If you are in the middle of viewing expenses, selecting Done Viewing will clear the dialog box and allow you to begin entering new expenses.

Add to Service History:
This will add the applicable information to the vehicle's Service History File. The following information will be added: Date, Expense, and Mileage. The expense will appear as "Replace" when viewing the Service History File.(*see Section 6 - Creating a Service History File)*

5.)   Entering and Editing Maintenance Information

To enter and edit Maintenance Information, choose Log | Maintenance Schedule from the menu, use the *Shortcut Key* Ctrl - M, or click on the Maintenance speed button from the button bar. (AutoTrac automatically displays the command of the button being pointed to, at the cursor location, as well as the status bar at the bottom of the Main Window).

This displays the Maintenance Schedule dialog box. The year, make, and model of the vehicle, if present in the Vehicle Information Window, is presented as the title. If not, the file name is the title.

Note: If you have not saved any changes to the file, you will be prompted to do so prior to being given access to the Maintenance Schedule dialog box.

The fields in the Maintenance Schedule dialog box are shown below.

An explanation of the fields and buttons is as follows:

Miles Driven Per Month:
The default value of 1,000 is presented. Alter this if necessary for your vehicle. Use only whole numbers.

Category Box:
Several Maintenance categories are presented in this drop-down box. The months / miles numbers give suggested values for the number of months or miles between scheduled maintenance. You may alter these default values by selecting the Modify button.
Choose the category that described the maintenance performed on the vehicle. If a category is not listed, you may add a new one with the Add button.

Inspect / Replace:
This field indicates whether the maintenance is an inspection of the item, or a replacement. You may change this setting by selecting the Modify Button.

Date Maintenance Last Performed:
If no maintenance file is available for this vehicle, this field displays the system date as the default. You may change this date by selecting the Modify button (see below). For information on how you may enter dates, see Date under Expense (*See Section 4*).

Add:
This displays the Add New Maintenance Category Dialog Box.
Enter in the new category, the number of months and miles required between maintenance, whether the maintenance requires inspection or replacement of the item, and the date the maintenance was last performed. If you leave the date field blank, AutoTrac inserts the current system date. Choose OK to save this information.
This new maintenance item will now be available for this vehicle only.


Delete:
This will delete the chosen maintenance item(s) from the list box. You will be prompted to confirm that the item(s) is (are) to be deleted. You may select more than one item to be deleted. To select **continuous**

items: with the keyboard, hold down the Shift key, while using the Up / Down arrows to select. With the mouse, hold down the left mouse button, and drag the mouse to select. To select **non-contiguous** items: with the keyboard, highlight the first item, press Shift-F8, use the arrow keys to move to each remaining item you want to select, press the Spacebar to select each item, press Shift-F8 again. With the mouse, select the first item, press and hold down Ctrl while you select each remaining item. Release the Ctrl key.


Modify:
The Modify button brings up the Modify Dialog Box. Here you may change the default values for the number of months and / or miles between scheduled maintenance, whether you prefer the maintenance to be replacement or inspection of the item, or to change the date the maintenance was performed. You may select one, or several items to modify at once. (See above paragraph under "Delete" for steps to select several items) When you select several items to modify, the Modify Dialog Box displays the selections as "First Item ... Last Item". The individual controls are set to the **last** item selected. Changing the
values and selecting OK will change **all the selected items to the new values**.
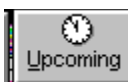
Upcoming:
This will bring up a window displaying all the maintenance that will be due in the next 30 days, including any overdue items.
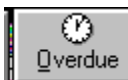
Overdue:
This will bring up a window displaying all the maintenance currently overdue for this vehicle (as of the current system date).

Add to Service History:
This will add the appropriate information to the vehicle's Service History File (*see Section 6 - Creating a Service History File)*

5.1) <u>Using Expenses and Maintenance together.</u>

There will be instances where an expense incurred is a result of maintenance due. For example, purchasing belts, oil, air filters, etc. might be required if you are performing the maintenance yourself. Or perhaps your mechanic has billed you for the scheduled maintenance. In such cases, you would enter the cost of the items, labor, etc. in the Expense box under the appropriate category (or categories), and would **then update** the '*Date Maintenance Last Performed*'   section in the Maintenance Schedule box. This way, you have an effective method for categorizing and tracking vehicle expenses, while keeping track of maintenance performed.

6)   Creating a Service History File
By creating a Service History file, you will be able to print out (via Sending the information to a Word Processor) all the service, maintenance, repairs, etc. that have been performed on your vehicle.

The Service History File records the following information :
The category of the service (i.e. Oil Change, New Tires, Tune-Up...);
The date the service was performed;
The vehicle mileage when the service was performed;
The action taken (Replacement of part(s), or Inspection).

Items may be added to the Service History file from three separate locations:
The Expenses dialog box;
The Add Maintenance Category dialog box (using the Add button in the Maintenance Schedule dialog box);
The Modify Maintenance Category dialog box (using the Modify button in the Maintenance Schedule dialog box);

From all three locations, simply choose the Add to Service History button in these dialog boxes. The appropriate information will be added to the Service History File. When the Service History File is viewed, or sent to a word processor, the items are listed by mileage, with the lowest mileage entries appearing first.

Suggestions:
When adding information to the Service History File using the Modify Maintenance Category dialog box and / or the Add Maintenance Category dialog box, if possible, add the information beginning with the oldest date, and working up to the most recent. Although this will

not affect the way the History File is displayed, it will affect the date and mileage numbers displayed in the Maintenance Schedule dialog box, once you return. This, in turn, will cause the Upcoming and Overdue selections to incorrectly report that
the maintenance is overdue, etc. when it may not be. Of course, you would only need to Modify these categories to reflect the most current date and mileage changes to correct this.

7)   Maintminder DOS Utility Program

Your AutoTrac directory contains the file **Maintmdr.exe** This is the **Maintminder** program. Maintminder is a DOS program that does the following:

* Displays the Year, Make, Model, and License # of vehicles that have any maintenance items upcoming within 30 days of the current date, or maintenance that is currently overdue.

* Prints individual maintenance items that are overdue or upcoming are to the file **MAINTMDR.TXT**   in the AutoTrac directory. The items are listed by vehicle, with the Year, Make, Model, and License # as the heading for each vehicle. You may view this file using the commands "print maintmdr.txt" , "more < maintmdr.txt", or use any DOS text editor. If you switch to Windows after running Maintminder, you can view the file using Notepad by double-clicking (or pressing Enter) on the file Maintmdr.txt from File Manager.

A sample output from Maintminder is shown below:

C:\AUTOTRAC > MAINTMDR

Maintenance due within 30 days for 1990 Honda CIVIC EX 2ABC123

Maintenance due within 30 days for 1995 MAZDA   123CBA

C:\AUTOTRAC > _

A sample printing to screen of a portion of MAINTMDR.TXT is shown below:

```
Maintenance due within 30 days for 1990 Honda CIVIC EX 2ABC123
```

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```
Anti-Freeze          Last Done : 10 - 18 - 1993
Battery              Last Done : 01 - 01 - 1994
Belts and Hoses      Last Done : 07 - 11 - 1993
Brakes               Last Done : 11 - 11 - 1993
Breather Element     Last Done : 01 - 11 - 1993
Charging System      Last Done : 01 - 11 - 1993
Check Fluid Levels   Last Done : 11 - 11 - 1993
Cooling System       Last Done : 01 - 01 - 1993
Differential Fluid   Last Done : 01 - 01 - 1992
Engine Oil           Last Done : 11 - 11 - 1993
Exhaust System       Last Done : 01 - 01 - 1993
Fuel Filter          Last Done : 01 - 01 - 1993
Lights and Bulbs     Last Done : 01 - 01 - 1992
Lubricate Hinges     Last Done : 11 - 11 - 1993
Oil Filter           Last Done : 11 - 11 - 1993
Tire Pressure        Last Done : 11 - 11 - 1994
Wheel Alignment      Last Done : 11 - 11 - 1994
Wiper Blades         Last Done : 11 - 11 - 1994
```

8).   **MaintMinder for Windows - Windows version of MaintMinder for DOS**

MaintMinder for Windows is the Windows companion of MaintMinder for DOS. MaintMinder for Windows updates the file MAINTMDR.TXT and then displays the information seen above in Section 6.

To run MaintMinder for Windows, simply double-click the MaintMinder for Windows icon, or select the icon and press Enter.

To quit MaintMinder, choose File | Exit, or press Alt-F4.