AirMiles User Manual

Hands High Software

Contents

Installation

With the release of the Palm III, there are now two programs available for installing PalmPilot software. Below are instructions for installing software using the Palm desktop version 3, and prior versions of the Palm desktop. You can see your Palm desktop version number by choosing "About Palm Desktop" from the Help menu, (or the Apple menu for Macintosh users.)

Palm Desktop 3.0 Installation

Start the Palm Install Tool by either selecting it from the Start menu in the Palm Desktop group, or by clicking the Install button on the left side of your Palm desktop software.

Click the Add button on the right hide side and select the AirMiles.prc file. Click Open, then click the Done button. Next, put your PalmPilot organizer in its cradle and press the HotSync button. Tap the applications button on your PalmPilot, and then tap the AirMiles button to start AirMiles.

Installing with Palm Desktop 2.0 and Earlier

Start the InstApp application that came with your PalmPilot organizer. The InstApp program is located in your Pilot directory where you installed your other PalmPilot software.

If you are using Windows, you may have to locate InstApp using the Windows Program Manager or Windows Explorer. It might not appear in the Start menu or the Pilot program group.

```
┌─────────────────────────────────────────────┐
│ ▢  ═══════════ Pilot Install Tool ═══════ ▤ │
│ ┌───────────────────────────────────────┐   │
│ │  ▱  Select the file to install on your Pilot then press │
│ │  ▨  the "Install" button to prepare for upload during   │
│ │     the next HotSync.                                    │
│ │                                                          │
│ │  File Name  ┌──────────────────┐   ┌─Select...─┐        │
│ │             └──────────────────┘   └───────────┘        │
│ │                                                          │
│ │  User       ┌─My User Name───── ▼─┐                      │
│ │             └─────────────────────┘                      │
│ │                                                          │
│ │                     ┌─Install...─┐   ┌──Exit──┐          │
│ │                     └────────────┘   └────────┘          │
│ └───────────────────────────────────────┘   │
└─────────────────────────────────────────────┘
```

Click the "Select" button and select the "AirMiles.prc" file, and press OK. Then press the "Install" button and quit the application.

AirMiles is now ready to be installed on your PalmPilot organizer. The final step is to put your PalmPilot organizer in its cradle and press the HotSync button.

After HotSync has completed, tap the Applications icon on your PalmPilot. Tap the AirMiles icon to start AirMiles.

Overview

Tracking frequent flyer miles with AirMiles is similar to tracking transactions using a checkbook. As you earn miles through flights, credit card transactions, phone calls, etc., you record the number of miles you earned into AirMiles and they add to your total. Once you have enough miles and redeem them for an award, you record the number of miles for that award, and those miles are removed from your total active miles.

By keeping your mileage entries up to date, you can make sure that your programs are correctly tracking your mileage and awards, and you can make informed decisions regarding services that you are purchasing.

For example, let's say you are in the airport, at the rental car counter. Various rental cars offer mileage for specific airlines. By referring to AirMiles, you can quickly know which program is closest to obtaining an award for you, and use that information in your purchasing decision

List View

The list view gives you an overview of all the transactions you have entered. The drop down menus at the top of the screen let you customize the view by showing only transactions of a particular type, for a particular program, or in a particular year.

List View Screen

Check boxes next to each transaction help you reconcile the transactions against the statements that your receive from your programs. An open check box indicates a transaction that has not been reconciled. A checked box indicates a transaction that is in the process of being reconciled. Transactions that do not have a check box have been reconciled.

The total at the bottom of the screen shows you total miles for checked or unchecked items as an aid to reconciling your statements.

Edit View

The edit view allows you to add and edit mileage transactions. You choose the type of transaction, what program the transaction was for, and add your mileage information.

Edit View Screen

```
┌─────────────────────────────┐
│ AirMiles Edit               │
│ Type:      ▼ Flight         │
│ Program:  ▼ United          │
│ Date:     Mon 9/16/96       │
│ Miles:    500      Segs: 1  │
│ Bonus:    125      (25%)    │
│ Expires:  ☑ 3   years       │
│ Descr.:   Denver to Chicago ▼│
│           --------------    │
│ (Done) (Delete...) (Note...)│
└─────────────────────────────┘
```

Expiration and Bonus information is automatically calculated for you, but you may override the calculation by simply entering your information in the default screen.

Reports

Reports are available from the List View menu.

Mileage Report

```
┌─────────────────────────────┐
│ Mileage Rpt.       ▼ United  │
│ Exp.   Miles   Awards  Balance│
│ 2000  16,032   13,815   2,217│
│ 1999   1,185    1,185       0│
│                              │
│      Total Active Miles: 2,217│
│         Lifetime Miles: 17,217│
│        Lifetime Awards: 15,000│
│ (Done)                       │
└─────────────────────────────┘
```

The Mileage report shows you how many active miles you currently have in each program, when they will expire, and what your program totals are. This report can answer questions like: "How many miles will expire this year if I

do not use them in an award?", and "How many more miles do I need to achieve the next award?" Use this report to plan your strategy for achieving awards.

Flight Report

```
┌─────────────────────────────────┐
│ Flight Rpt.          ▼ United    │
│ Year        Segments       Miles │
│ 1997             17       14,839 │
│ 1996              2        1,120 │
│                                  │
│                                  │
│                                  │
│   Lifetime Segments: 19          │
│      Lifetime Miles: 15,959      │
│                                  │
│ ( Done )                         │
└─────────────────────────────────┘
```

The Flight report shows you flight segments and mileage that come from flight transactions only. Many frequent flyer programs offer special privileges and bonus miles to people who fly a certain number of segments in a year and a certain number of miles. Use this report to plan your strategy for achieving a bonus program.

Getting Started

Setting up Types

Use types to categorize the source of the miles in a transaction. For example, if you had miles from a flight, you would enter those miles with the "flight" type.

AirMiles comes with a predefined list of types that are not editable. This list includes: Awards, Flights, Credit Cards, Phone calls, Rental Cars, Restaurants, Lodging, and Opening Balances.

Predefined Type List
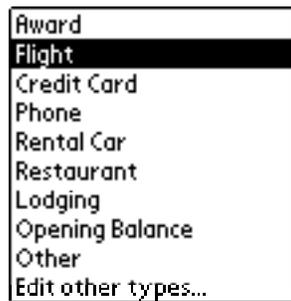
If you have other sources of transactions that you would like to categorize, you can add them to this list at any time, by doing the following:

Tap on the type list, either in the List View or the Edit View.

Choose "Edit other types" from the list that appears. You will then see the following dialog.

Edit Type List Screen
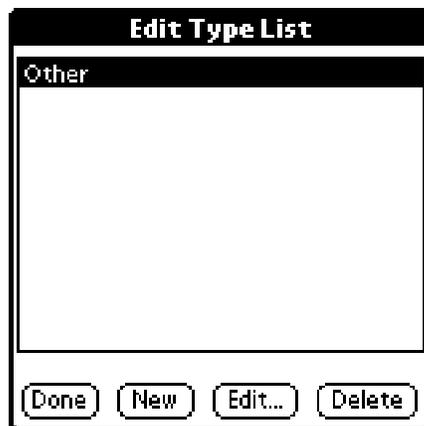
To add a new type, tap the New button at the bottom of the screen. Enter the name of the new type you want to use and tap Done.

Enter New Type

```
┌──────────────────────────────┐
│        Edit Type List        │
│ Enter a new name:            │
│                              │
│ I.............................│
│                              │
│ ( Done )  ( Cancel )      ↑  │
└──────────────────────────────┘
```

To edit a type that you have previously added, tap the type in the type list, then tap the Edit button and change the name to the one you want.

When you have finished entering types, tap the Done button

Setting up Programs

The program list lets you categorize mileage by what award program those miles are for. Programs are normally the names of the airline that you fly with, but may be other names in special circumstances.

AirMiles comes with a predefined list of programs that you can edit or delete at will. To edit the program list, choose "Edit programs" from the program drop-down list in the List View or Edit View.

Edit Program List

```
┌──────────────────────────────┐
│       Edit Program List       │
├──────────────────────────────┤
│ AAdvantage                    │
│ United                        │
│ Continental                   │
│                              │
│                              │
│                              │
│                              │
│                              │
│                              │
│                              │
│                              │
│ (Done) (New) (Edit...) (Delete)│
└──────────────────────────────┘
```

To add a new program, tap the New button at the bottom of the screen.

To edit a program, select the program and tap the Edit button at the bottom of the screen.

10

Edit Program Screen

```
┌─────────────────────────────┐
│ ▐█ Program Details ██▌       │
│                             │
│   Program: .............    │
│                             │
│   Accnt. #: ............    │
│                             │
│ Miles Expire: ☑ 3    years  │
│                             │
│      Bonus: 0 ..... %       │
│ ( Done ) ( Cancel )         │
└─────────────────────────────┘
```

Enter the name of the program in the Program field. This is the name that will appear on the program list.

Enter the account number, or other information into the account field. This information is only for your own reference and is not used by the program in any other way.

If your program miles expire after a given number of years, make sure that the Miles Expire check box is checked and enter the number of years that miles will normally expire in for your program. This information is used as the default value for new transactions. You can override this value for specific transactions in the Edit screen.

If you have achieved a bonus program, enter your bonus percentage in the bonus field. AirMiles will automatically use this value to compute bonuses on "Flight" type transactions. The computed bonus value can also be overridden for individual transactions in the Edit View.

Setting up Opening Balances

If you are like most people, you are already a member of at least one award program. AirMiles can help you start tracking miles for these programs, starting today.

For AirMiles to properly compute your future mileage and awards for programs that you already are using, you must correctly enter opening balances for each program.

The following step by step instructions will guide you through the process of setting up opening balances.

Overview

You will create one opening balance transaction for each year that you have accumulated miles, as listed on your statement.

The current year's balance is the most complicated entry. For this year, you will essentially enter:

• The number of miles that you accumulated this year

• The number of years in which the miles will expire

11

- The number of flight miles earned this year
- The number of non-flight miles earned this year
- The number of segments for the current year

Mileage that you have earned in years previous to the current one are easier, and do not requireyou to distinguish between flight and non-flight miles.

Making a New Transaction

To enter your opening balances, make sure your current program statement is available and do the following:

1) Tap the New button at the bottom of the List View to create a new mileage transaction.

2) Select "Opening Balance" from the type list.

3) Select the program from the program list. If your program is not in the program list, follow the instructions in the previous section to add the program to the program list..

Adding Opening Balance

AirMiles Edit

Type:	▼ Opening Balance
Program:	▼ AAdvantage
Date:	Mon 11/17/97
Miles:	.... Segs: ....
Bonus:	....
Expires:	☑ 3.... years
Descr.:	.... ▼
	....

(Done) (Delete...) (Note...) ↑

Entering the Current Year Balances

Look at your statement and find the number of miles on your statement that qualify for the program's "Gold" or "Premier" type program. This number represents the number of "flight" miles you have recorded for the year. Enter this number in the Miles field in the opening balance.

Find the number of segments on your statement for the bonus program. This will be the number of flight segments you have flown in the current year. Enter this number in the segments field.

Now you need to enter the number of non-flight miles (i.e. from credit cards, bonuses, rental cars, etc.) for the current year. These miles must be entered in the Bonus field in order to differentiate them from the miles that qualify for the "Gold" or "Premier" type program. To compute non-flight miles for the

current year, take the miles you earned this year and subtract the "flight" miles. Enter this value in the Bonus field.

For example, if the number of miles that you earned this year are 10,000, and the number of flight miles for the year are 3,000, you would be left with 7,000 miles, which you would enter into the Bonus field.

As another example, below is an example of an actual statement taken from a popular program.

Current Year's Flight Miles

Total Miles Earned This Year

To create the first opening balance, you would put the current year's flight miles in the Miles field (3,928), and the difference between that and the total miles in the Bonus field (9,483 - 3,928 = 5,555). When you view this transaction in the List View, the total you should see would be 9,483.

You have now entered your current balance for this year. Follow the instructions in the next section for previous years.

Entering Previous Year Balances

For each year prior to the current year, enter a new opening balance transaction. However, unlike the first year transaction, you do not need to compute the flight verses non-flight mileage.

1) Create a new opening balance transaction.

2) Select the program name and choose "Opening Balance" as the type.

3) Find the number of miles that will expire from a previous year.

4) Enter that number in the Bonus field.

5) Enter the date that those miles were recorded. The year is the important information. You can select any date as long as the year is correct.

6) Enter the number of years that the miles will expire in. For example, if the miles were from 1996, and the miles expire in 1999, enter "3" into the Expires field. If the miles will not expire, make sure that the Expires check box is not checked.

Continue to enter miles for each expiring year on your statement. For example, if your statement has a listing for 3 years, you should have a total of 3 opening balance transactions after you have entered them all.

Entering Lifetime Miles

Some programs have special bonuses for people who achieve a certain number of lifetime flight miles. If you are trying to achieve such a goal, you will want to make sure your lifetime miles are correct by doing the following.

1) Tap the done button to return to the list view.

2) Tap the menu button that is in the lower left-hand corner of your PalmPilot screen.

3) Select the Flight report from the Report menu.

The Flight Report

In the flight report, you will see a number for your Lifetime Miles. If this number is not correct, you will need to make an adjusting entry to fix it. Simply enter an opening balance transaction, as described above, for the difference between it and the correct number. Make sure that the date of this transaction is very old, and the expiration years are small so that these miles will be recorded as expired. For example, if the current year is 1997, then enter a date of 1950 and enter 1 as the number of expiration years. Also, be sure and enter these miles in the Miles field and not the Bonus field.

Reconciling Your Opening Balances

As a final step, you should mark all your opening balances as reconciled.

Go to the list view, and check off each transaction you have entered. You may need to choose the correct program from the Program list, and set the type to "All types".

Make sure the checkbox at the bottom of the screen is checked. This will show you a total for the miles that are currently checked.

14

Reconcile Balances

Make sure that this total is correct, and that each entry is correct and checked off.

Finally, tap the menu button at the bottom left hand corner of your PalmPilot screen, choose "Reconcile" from the Options menu, and tap the "Yes" button. This will mark all the items you have checked as reconciled.

Reconcile Screen

You are now ready to enter new miles.

Entering Mileage

Entering Flight Miles

To enter flight miles, click the New button at the bottom of the List View screen.

You will then be presented with the following screen.

Edit View

Choose "Flight" from the Type menu, and choose the program from the program menu. If the program you want to use is not in the list, add a new one by choosing Edit Programs at the bottom of the program list. See Setting Up Programs for more information.

Enter the date that the flight was on. Entering the correct date is very important. The Mileage report uses this date to determine how to apply awards to earned mileage.

Enter the mileage of the flight into the Miles field. You should consult your program provider to find out what mileage you will be credited for a particular flight. Many programs have a minimum amount that you get, even on short flights.

Enter the segments into the Segs field. Many programs provide bonuses and special privileges to travelers who reach a certain number of flight segments in a given year. Consult your flight program for more information.

If your program gives you bonus miles, enter the number of miles in the Bonus field. You can set up the program to automatically compute this number if you would like. See Setting Up Programs for more information.

Enter the number of years before the miles expire in the Expires field. If the miles do not have an expiration date, make sure that the Expires check box is not checked. You can set up the program to automatically enter this information if you would like. See Setting Up Programs for more information.

Finally, add a description of the trip, like the origin and destination, or the purpose. If you frequently use the same description, you can add it to the description list. See Editing the Description List below for more information.

If you would like to add additional comments regarding the flight, like the flight number, tap the Note button at the bottom of the screen and enter your information.

Entering Other Miles

Adding other mileage information is similar to adding flight information. The only difference is that you do not have Bonus miles or Segments to enter.

To enter other types of mileage, tap the New button in the List View, and choose the type from the type list. If you do not see an appropriate type, you can add a new type by choosing "Edit Other Types" at the bottom of the type list. See Setting Up Types earlier in this chapter.

Adding Non-flight Miles

Fill in the rest of the entries shown the same as if you were entering flight information.

Recording an Award

Redeeming an award is similar to entering flight information.

Tap the New button in the List View.

Select "Award" from the type menu, and select the program that the award is for.

AirMiles Edit

Type: ▼ Award
Program: ▼ AAdvantage
Date: ⌈Tue 11/25/97⌋
Miles: ....

Descr.: .... ▼
          ....

(Done) (Delete...) (Note...)

Enter the date on which the award was redeemed. Entering the correct date is very important, as the Mileage report uses this information to determine how to apply awards to earned miles.

Enter the number of miles that the award is worth into the Miles field.

Enter a description of what you earned, like "Free flight", or "First class upgrade", etc.

Editing the Description List

The description list is a drop-down list that you can use to quickly enter information that you enter often.

To edit the description list, first go to the Edit View by tapping the New button, or tapping on an entry in the List View.

Tap the Menu button in the lower left corner of your PalmPilot screen.

Record Edit Options
           | **Edit Description List**   ✎E |

Select Edit Description List from the Options menu.

Edit Desc. List

(Done) (New) (Edit...) (Delete)

To add a new description, tap the New button and enter the description. To edit a description, select the description from the list and tap the Edit button.

Duplicating an Entry

Another way to speed up data entry is to make a duplicate of a transaction you have already entered.

For example, if you fly the same flight on a regular basis, instead of entering the flight information over again, simply select the previous flight, and choose "Duplicate Record" from the Record menu.

The new record will have all the same information that the previous record did, but will have the current date instead of the previous date.

Deleting an Entry

Before deleting a mileage entry, see the warning below.

To delete an entry, first select it from the List View. Then, tap the Delete button at the bottom of the screen.

Warning!!!

Do not delete old records just because they have been used by an award. Every time you use the Mileage report, AirMiles recalculates which awards apply to which programs. Deleting an old transaction could create problems in this report even for awards that are redeemed many years after the mileage has expired.

Reporting

Mileage Report

The Mileage report shows you your current balances for each year on which miles will expire.

To show the mileage report, go to the List View and tap the Menu button in the bottom left corner of the PalmPilot screen. Then choose Mileage Report from the Report menu.

```
Options  Reports
         Mileage Report    /M
         Flight Report     /F
```

Select the program that you want to review from the program menu in the upper right corner of the screen.

Mileage Report
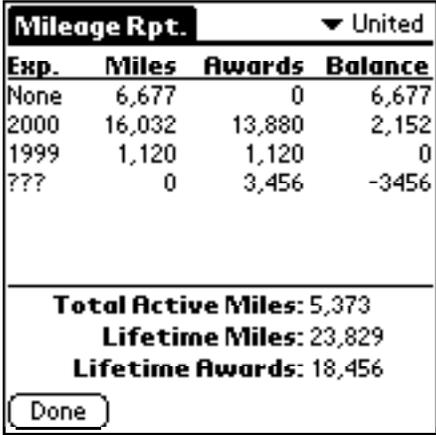
```
Mileage Rpt.          ▼ United
Exp.    Miles   Awards  Balance
None    6,677        0    6,677
2000   16,032   13,880    2,152
1999    1,120    1,120        0
???         0    3,456    -3456



     Total Active Miles: 5,373
        Lifetime Miles: 23,829
       Lifetime Awards: 18,456
( Done )
```

The mileage report has 4 columns.

The Exp. column shows the year for which the miles will expire. If miles do not expire, the word "none" will appear here. If an award was redeemed for which AirMiles could not find corresponding miles to offset the award, you will see a column with "???" as the expiration year.

The Miles column shows you the total miles earned that expire in that year. This includes flight miles, bonus miles and other miles.

The Awards column will show you the total for miles that have been redeemed from the expiration year. Note that one award may redeem miles from more than one expiration year, depending on the size of the redemption and the number of miles available for an award in that year.

The Balance column will show you the difference between the awards and the miles for that year.

At the bottom of the screen, you will see 3 totals. The Total Active Miles shows you the number of miles available for an award. The Lifetime Miles number is the total number of miles accumulated for the selected program. The Lifetime Awards column shows you the total number of miles you have used in awards for the selected program.

How the Mileage Report Works

If there are discrepancies between the mileage report and your statements, it may be helpful to know how the report works to resolve the problem.

The Mileage Report starts with the oldest mileage or award entered for the program selected in the program list and adds its amount to the correct row and column as described below. It does this for each entry in reverse date order.

If the entry is not an award, it adds the miles and bonus to the column that corresponds to the year in which those miles will expire. For example, if the miles will expire in 1999, it adds the miles and bonus to the Miles column in the 1999 row.

If the entry is an award, it looks for miles that can offset the award amount. It starts with the expiration year that corresponds to the year the miles were entered, and proceeds to the next, and next until it finds enough unawarded miles to equal the award amount. It then will add the correct amount to each year's award amount. If AirMiles cannot find enough mileage to equal the award amount, it will put what is left in a row marked '???' in the Exp. column.

Note that since this whole procedure occurs in the order in which records appear by date in the list, it is possible to have plenty of unawarded miles in the list, but still get award miles to show up in a "???" row. The reason is likely that the dates for the award or earned mileage are incorrect. It might be caused by miles that were added after the award date, or miles that expired before the award date.

Flight Report

The flight report shows you the miles and segments that have been used only for flights. Many reward programs offer bonuses and special privileges to people who achieve a certain number of flight miles or awards in a particular year.

To see the Flight report, select Flight Report from the report menu in the List View.

21

Then select the program from the Program list in the upper right corner of the screen.

Flight Report

```
┌─────────────────────────────────┐
│ Flight Rpt.        ▼ United      │
│ Year      Segments        Miles  │
│ 1997           17        14,839  │
│ 1996            2         1,120  │
│                                  │
│                                  │
│                                  │
│ Lifetime Segments: 19            │
│    Lifetime Miles: 15,959        │
│                                  │
│ ( Done )                         │
└─────────────────────────────────┘
```

The three columns you see will show you:

• The year the flights were entered

• The number of segments for that year

• The number of flight miles for that year

At the bottom of the screen, you will see your lifetime segments and lifetime flight miles.

Reconciling

To reconcile your statements, first go to the List View. If you are not in the List View, tap the Done button in the screen you are on until you get to the List View.

Choose the program you are reconciling from the Program list, and choose "All types" from the Type list. Choose "All Years" from the year list.

Find transactions in the list that correspond to transactions on your statement. When your find a transaction, verify that the amount is correct, and check it off if it is. To put a checkmark in a checkbox, tap once on the checkbox. If the amount is not correct, you will need to resolve the issue with your program provider.

If transactions appear on your statement that you have not entered, enter them now. Make sure you check them off after you verify they are correct.

Make sure the check box at the bottom of the screen is checked, then compare the total that appears next to the check mark with the total on your statement. If the totals do not match, review your entries and verify that every transaction you have checked is correct and that all the transactions on your statement have been entered and checked.

If the totals match, choose "Reconcile" from the Options menu. Tap the Yes button, and all the checked items will be marked as reconciled.

23

Backing Up and Restoring Data

Every time you HotSync, the HotSync manager automatically makes a copy of your AirMiles database and puts on your desktop computer.

The name of the backup file is "AirMilDB.PDB". It is located in the backup directory of your user directory. For example, if your PalmPilot software is installed at C:\pilot\ and your user name is Joe Shmoe, the backup file would be:

C:\pilot\jshmoe\backup\AirMilDB.PDB.

It is a good idea to occasionally save a copy of your backup directory in case your hard disk crashes or your PalmPilot organizer has a problem.

Restoring a Backup

On rare occasions, your PalmPilot organizer may have a problem that requires you to reinstall your backup file. Do the following steps in order to reinstall AirMilDB.PDB file.

1) Make a copy of your current AirMilDB.PDB file.

2) If AirMiles is not installed, follow the installation instructions at the beginning of this manual to install AirMiles.

3) Start the InstApp application. This is the same application you used to install AirMiles.

4) Install the AirMilDB.PDB file the same way you would install a PalmPilot application by clicking the Select button, selecting the file, and clicking the Install button.

InstApp Selection
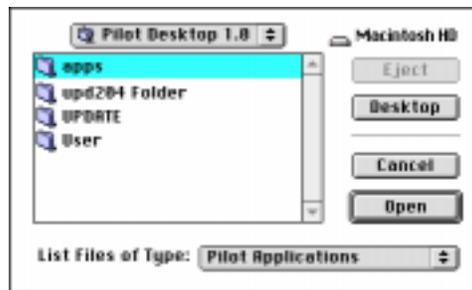
You may have to select "All Files" from the pop up menu at the bottom of the file selection screen in order display the AirMilDB.PDB file in the list.

5) Place your PalmPilot organizer in its cradle and press the HotSync button.

6) Start AirMiles. You should see the new data in the program.

Miscellaneous

Preferences

You can choose to display dates in the list view either by month and date or month and year. To change this option, select "Preferences" from the Options menu and make your choice from the pop-up list.

Preference Screen

AirMiles Preferences

Date: ▼ Month/Day

[OK] [Cancel]

Export

The Export feature uses the MemoPad to let you transfer your data to a word processor or spreadsheet application to further analyze your information.

To Export the information, choose "Export" from the Options menu in the list view. You will see the following screen.

Export Screen

Export to MemoPad

Format: [Text] [CSV]

Content: [All] [Shown]

[Export] [Cancel]
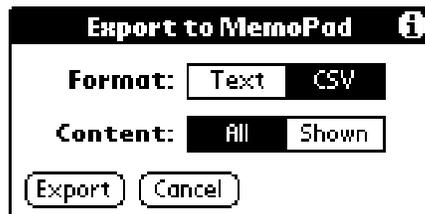
Choose the format for the export from the Format buttons. The "Text" format separates fields with a tab character, and each record is separated with a return. This is a good choice for exporting to a word processor. The "CSV" format separates fields with a comma and each record with a return. This is a good choice for exporting to a spreadsheet.

You can export all your data, or only the data that appears in the list with the current type, program and year selections. Select which one you want and tap the "Export" button.

After you export, the data will appear in the Unfiled category in the MemoPad. To get this information to your desktop, you must first put your PalmPilot organizer in its cradle and press the HotSync button. After HotSyncing, find the information in the MemoPad, and copy and paste it to the program of your choice.

If you are pasting to a spreadsheet program like Microsoft Excel™, you may have to set the program up to correctly interpret the tab or comma separated information. See your user manual for information on converting text to columns in your spreadsheet application.

Find

You can find information in AirMiles, or any other PalmPilot application, by tapping the Find button in the lower right corner of your PalmPilot screen.

Find Screen
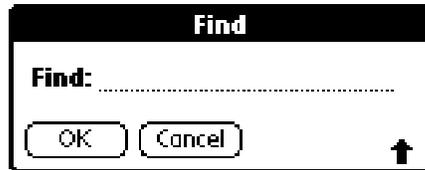
Enter the word or portion of a word you want to find and tap OK.

You will then see a list of all the places where the word you entered can be found. Select an entry and tap the GoTo button to go right to the screen that contains that information.

Reference

List View
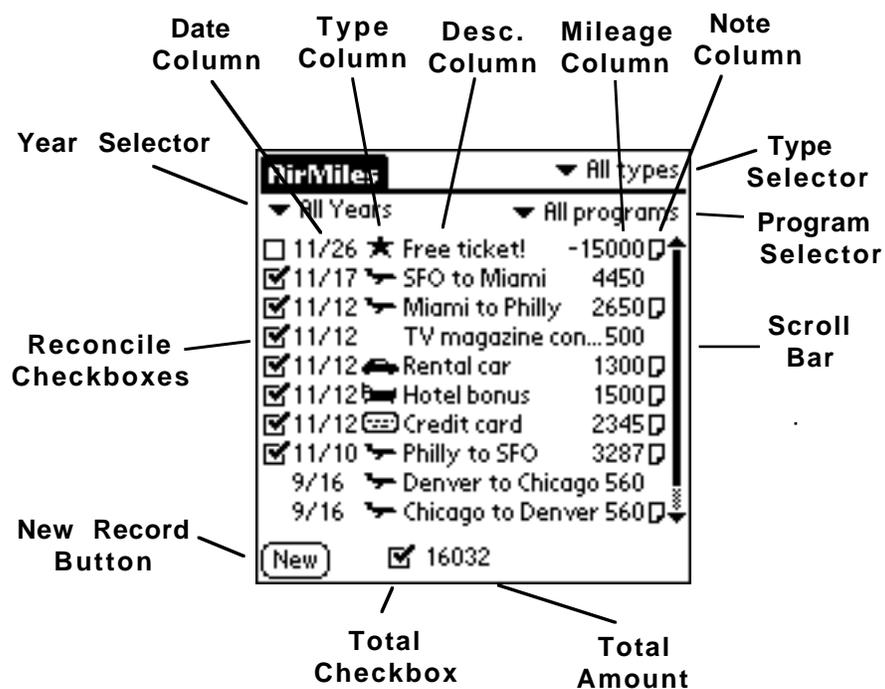
Date Column	The date the transaction was entered.
Type Column	A symbol representing the transaction type. Symbols can be:

★ Award

✈ Flight

▭ Credit Card

☎ Phone

🚗 Rental Car

♨ Restaurant

🛏 Lodging

If no symbol is displayed, it is either an opening balance type, or a type you entered in the Edit Other Types screen.

Desc. Column	The description entered by the user, from the Edit View
Mileage Column	The sum of the Miles and Bonus field from the Edit View
Note Column	A note symbol is displayed if a note is attached to the transaction. You can tap the note icon and jump directly to the note.
Type Selector	Lets you select the type of transaction to display in the List View. Tap the selector to display the choices. The last item in the list, Edit Other Types, lets you add your own types.
Program Selector	Lets you select the program to display
Scroll Bar	Appears when the list is big enough to scroll. tap the up and down arrows to scroll, or tap and drag the bar in the middle. The scroll bar is available on PalmPilot organizers only. Original Pilot users will see scroll buttons in the lower right corner instead.
Total Checkbox	Check this to display the total mileage for checked items. Uncheck this to display the total mileage for items that have a checkbox that is not checked.
Total Amount	The total mileage of either the checked or unchecked items, depending on the state of the Total Checkbox
New Record Button	Tap this to create a new mileage transaction.
Reconcile Checks	An item may be either unchecked, checked, or cleared. A transaction is initially created with an unchecked box. While reconciling, you check the items that appear on your statement. After reconciling, the items will be marked cleared, and will not have a checkbox in this column.
Year Selector	Lets you specify what year to display.

List View Options Menu

|	
	The List View Options menu is available from the list view by tapping the Menu icon in the lower left corner of the PalmPilot screen.
Preferences	Displays the preference dialog, which lets you choose display preferences
Reconcile	Marks all checked items as cleared.
Export	Exports records to the MemoPad
About...	Shows the about dialog

List View Reports Menu

Mileage Report	Shows the Mileage Report, which displays mileage totals for each year by expiratioin date.
Flight Report	Shows the Flight Report, which displays mileage totals for flight transactions only.

Edit View
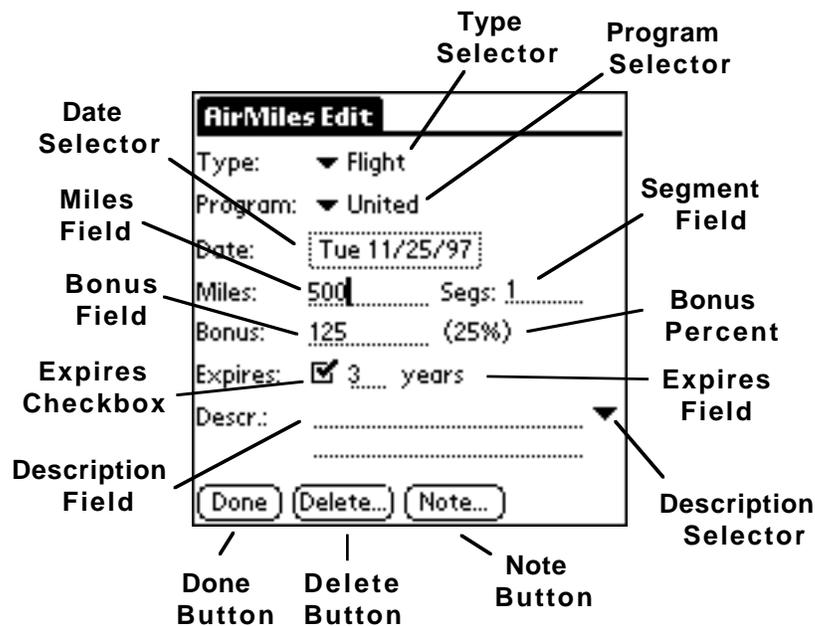
	The Edit View is where you enter and edit mileage transactions. To get to the Edit View, either tap the New button in the List View, or tap on a mileage transaction in the List View.
Type Selector	Tap the Type Selector to specify the transaction type.
Program Selector	Tap the Program Selector to specify the program that the transaction applies to.
Date Selector	The date selector defaults to the current date when you create a new transaction. To change the date, tap the date selector and specify a new date.
Miles Field	Enter the mileage amount in this field. For flight transactions, this should not include bonus miles. Bonus miles are entered in the Bonus field.

|	
Segments Field	Enter the number of segments for a flight in this field. This field is only available for flight and opening balance transactions.
Bonus Field	Enter the bonus amount awarded in this field. Bonus amounts can be calculated automatically by specifying a bonus percentage on the Program Details screen. This field is only available for flight and opening balance transactions
Bonus Percentage	This is the percentage amount assigned to the program in the Program Details screen.
Expires Checkbox	Check this box to indicate that the transaction will expire in the future. Specify the number of years that the transaction will expire in the Expires Field. If the transaction will not expire, uncheck this box. This box is not available for award transactions.
Expires Field	Specify the number of years that the transaction will expire in this field. Transactions will expire on December 31 of the specified year. This field is only visible if the Expires Checkbox is checked.
Description Field	Enter a description of the transaction in this field, like the flight number, credit card name, hotel name, etc. If you have set up the Description List, you can select from a list of descriptions from the Description Selector.
Description Selector	Tap this to choose from a predefined list of descriptions. To add a description, choose Edit Description List from the Options menu.
Done Button	Records the transaction and goes back to the List View. If the transaction does not have any mileage specified in the Mileage field, you will be asked to confirm that you want to enter a transaction with no mileage value.
Delete Button	Deletes the current transaction.
Note Button	Attaches a note to the transaction. A note icon will appear next to the transaction in the List View.

Edit View Record Menu

Delete Record	Deletes the current record.
Duplicate Record	Enters the data currently visible and creates a new transaction that is a copy of the visible transaction. It then sets the date on the new transaction to today's date.

Edit View Edit Menu

Undo	Removes the last edit operation.
Cut	Deletes the selected text and puts it in the Clipboard.
Copy	Copies the selected text to the clipboard.
Paste	Puts the text in the Clipboard at the current cursor location.
Keyboard	Shows the keyboard dialog that lets you type characters into a field using a picture of a keyboard.
Graffiti	Displays help for Graffiti. Note that this option is only available to OS 2.0 users.

Edit View Options Menu

Edit Description List Brings up the Description List dialog, which lets you add, edit and delete items that are in the description list. The description list is the list of items that pop up when you tap the Description Selector.

Edit Description List

The Edit Description List screen lets you add and edit descriptions that will appear in the Description List that pops up when you tap on the Description Selector in the Edit View.

To get to the Edit Description List screen, choose "Edit Description List" from the Options menu in the Edit View

To add a description item, tap the New button. To edit a description item, select it and tap the Edit button. To delete a description item, select it and tap the Delete button. When you have finished, tap the Done button.

Mileage Report

The Mileage report shows you your current balances for each year that miles will expire on.

To show the mileage report, go to the List View and tap the Menu button in the bottom left corner of the PalmPilot screen. Then choose Mileage Report from the Report menu.

The mileage report has 4 columns.

The Exp. column shows the year for which the miles will expire. If miles do not expire, the word "none" will appear here. If an award was redeemed for which AirMiles could not find corresponding miles to offset the award, you will see a column with "???" as the expiration year.

The Miles column shows you the total miles earned that expire in that year. This includes flight miles, bonus miles and other miles.

The Awards column shows you the total for miles that have been redeemed from the expiration year. Note that one award may redeem miles from more than one expiration year, depending on the size of the redemption and the number of miles available for an award in that year.

The Balance column shows you the difference between the awards and the miles for that year.

At the bottom of the screen, you will see 3 totals. The Total Active Miles shows you the number of miles available for an award. The Lifetime Miles number is the total number of miles accumulated for the selected program. The Lifetime Awards column shows you the total number of miles you have used in awards for the selected program.

Flight Report

The flight report shows you the miles and segments that have been used only for flights. Many reward programs offer bonuses and special privileges to people who achieve a certain number of flight miles or awards in a particular year.

To see the Flight report, select Flight Report from the report menu in the List View.

The three columns you see will show you:

- The year the flights were entered
- The number of segments for that year
- The number of flight miles for that year

At the bottom of the screen, you will see your lifetime segments and lifetime flight miles.

Edit Other Types

To get to the edit types screen, tap the type selector on the Edit View or List View, and choose Edit Types from the list that pops up.

This screen lets you add types to the type list and edit the ones you have added. One entry, called "Other", is already added to the list when you start the program. You may delete this item, or add new ones. You are not allowed to edit types that do not appear on this screen.

```
┌──────────────────────────────┐
│      Edit Type List          │
├──────────────────────────────┤
│ Other                        │
│                              │
│                              │
│                              │
│                              │
│                              │
│                              │
│                              │
├──────────────────────────────┤
│ (Done) (New) (Edit...) (Delete) │
└──────────────────────────────┘
```
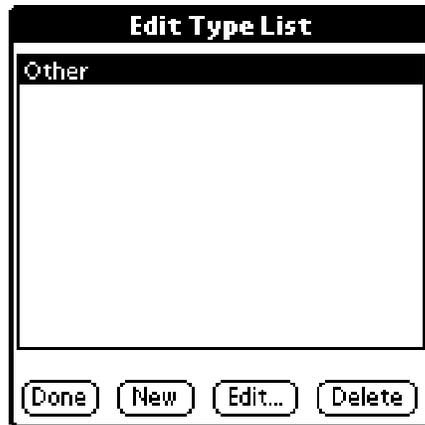
To add a type, tap the New button. To edit a type, select it and tap the Edit button. To delete a type, select it and tap the Delete button. When you have finished, tap the Done button

Edit Programs

The Edit Programs screen lets you add and edit programs to the program list. To get to this screen, choose Edit Programs from the Program selector on the List View or the Edit View.

```
┌──────────────────────────────┐
│     Edit Program List        │
├──────────────────────────────┤
│ AAdvantage                   │
│ United                       │
│ Continental                  │
│                              │
│                              │
│                              │
│                              │
│                              │
├──────────────────────────────┤
│ (Done) (New) (Edit...) (Delete) │
└──────────────────────────────┘
```

To add a program, tap the New button. To edit a program, select it and tap the Edit button. To delete a program, select it and tap the Delete button. When you have finished, tap the Done button.

If you add or edit a program, you will see the following screen

Program Details
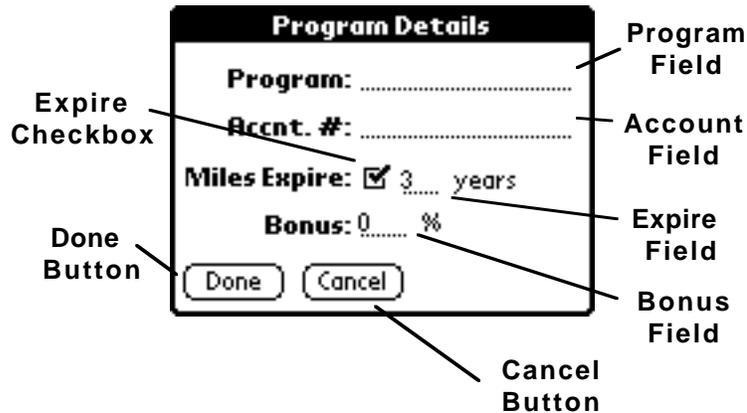
Program Field   Enter the name of the program in this field. This is the name that will appear on the program list.

Account Number   Enter the account number, or other information into this field. This information is only for your own reference and is not used by the program in any other way.

Expires Checkbox   This checkboxes specifies the default for any miles entered for the program. This default appears on the Edit View when you create or edit a transaction. If your program miles expire after a given number of years, make sure that this check box is checked and enter the number of years that miles will normally expire in for your program. You can override this value for specific transactions in the Edit screen.

Expires Field   Enter the number of years that miles will expire in into this field. This field is only available if the Expire Checkbox is checked.

Bonus Field   If you have achieved a bonus program, enter your bonus percentage in the bonus field. AirMiles will automatically use this value to compute bonuses on "Flight" type transactions. The computed bonus value can also be overridden for individual transactions in the Edit View.

Preferences

You can choose to display dates in the list view either by month and date or month and year. To change this option, select "Preferences" from the Options menu and make your choice from the pop-up list.

Export

The Export feature uses the MemoPad to let you transfer your data to a word processor or spreadsheet application to further analyze your information.

To Export the information, choose "Export" from the Options menu in the list view. You will see the following screen.
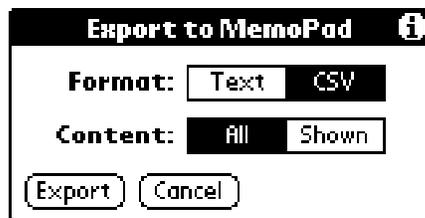
Format
: Lets you select either text or CSV format. Text format has individual fields separated by tabs and is good for importing to Word Processors. CSV separates field with commas and is good for exporting to spreadsheets.

For more information about exporting, see the Export section in the Miscellaneous chapter.