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Warranty Menu

From this menu option, you can create, modify and delete warranty information from Vehicle Pro. Saving warranty information can be useful if a part or service becomes defective before the warranty expires. This section can be used to save the date and miles when the warranty expires on as well as documenting where the receipts and warranty papers are kept.

Some examples of warranties could be:

- * from the manufacturer on the transmission,
- * from the local auto parts shop on spark plugs, and
- * from the tire shop on radial tires.

For more information, select a warranty menu item below.

Warranty Data

Adds warranty information to the vehicle's data.

Warranty History

Lists existing warranties that have not expired. Existing warranties can also be edited and deleted.

Notification of Expiring Warranties

Vehicle Pro will notify you of expiring warranties under the **Maintenance/Repairs | Recommended Work...** menu option. An expiring warranty is a warranty that is close to exceeding either the date or miles covered by the warranty. The amount of advanced notice can be changed under the **File | Advanced Notice...** menu option. For Vehicle Pro to correctly determine which warranties are expiring, you must specify the correct current date and odometer reading.

Trip Menu

The Trip Menu allows the user to save and review trip information. This information includes the date, the origin and destination, the miles, beginning odometer reading, the client (business purposes) or purpose (personal use), description and a tax exempt toggle. In this section, the trips can be viewed and totaled as specified within a time period.

For more information, select a Trip Menu item.

<u>Trip Data...</u>	Add trip information.
<u>Trip History...</u>	List, edit, and delete information on individual entries.
<u>Trip Summary...</u>	Create a summary of trips.

Suggestion: The following are examples of ways this section can be used.

- 1) a **businessman/contract employee** can record each trip's date, miles driven, from and to location and include the client's name and a brief description of the job.
- 2) a **volunteer** can record each trip's date, miles driven, from and to location and include the organization's name and a brief description of the activity as well as if the work is tax exempt.
- 3) a **homeowner** may wish to keep track of each trip the vehicle makes which could include vacations, business trips, car pool rides, general driving, etc.

New Vehicle

To set up a new vehicle, select New Vehicle from the File menu. Basic data must be entered to initiate the new vehicle.

Filling In the Vehicle Type Data

The focus should be in the top left corner. After entering the requested data, either tab or use the pointer to move to the next blank. The Vehicle Type data consists of six entries. Each is described below.

- * **Year**
Model year of the vehicle can be entered as 2 or 4 digits. For example, 1992 or 92.
- * **License No.**
License number is a combination of letters and numbers on the license plate. This field can hold 10 characters. Letters are automatically capitalized.
- * **Maker**
Maker of the car.
- * **Model**
Model name.
- * **VIN No.**
Vehicle Identification Number.
- * **Vehicle Style**
Select either car, truck, van or other depending on what type of vehicle you are setting up.

Required Vehicle Type Data

Vehicle Pro requires the license number, maker and model. This information is displayed in the title bar.

Filling in the Purchase Information

The next section is for storing information related to the purchase or lease of the vehicle.

- * **Price**
Purchase price of the vehicle. If the vehicle is leased, zero may be appropriate.
- * **Date**
Purchase date of the vehicle. The field is initially filled with the current date. This date can be changed.
- * **Odometer**
Odometer on the date of purchase.
- * **Seller**
Name of the company or person who sold the vehicle.

Filling in the Insurance Policy Information

The next section is a great place to store information about vehicle insurance. The effective date and payment frequency information is used to alert you when the insurance period is about to end. Each part is discussed below.

- * **Company**
Insurance company name.
- * **Agent**
Insurance company representative that should be contacted in the event of a claim or problem.
- * **Phone #**
Telephone number of the agent to be called.
- * **Policy #**
Insurance policy number.
- * **Effective Date**
Insurance policy effective date. For example, if the insurance is paid in January 1993, the effective date may be 1/8/93.
- * **Paid**
Vehicle Pro uses the policy period of your vehicle's insurance. For example, if your policy is for six months, enter bi-annually. (Vehicle Pro does not attempt to handle multiple payments within

just one policy period.)

Now, you have completed your first screen. The setup for a new vehicle requires a second screen. To accept your current information and continue with the setup, click on **Continue...**. To return to the main screen without creating a new vehicle, click on **CANCEL**. If you click on **CANCEL**, you will need to repeat this section to create your first vehicle.

Menu Location: File | New Vehicle...

Select Vehicle

After clicking on the **Select Vehicle** menu option, a dialog box listing the available vehicles will appear. The left column contains the license number. The right column contains the model type of the vehicle as entered in the vehicle type data section. Highlight the vehicle you wish to switch to and click on the **OK** button. The previous vehicle data is automatically saved. By clicking on the **Cancel** button, you will remain in the previously selected vehicle.

The currently selected vehicle will have the license number, maker and model shown in the title bar.

If no vehicles have been set up in Vehicle Pro, the menu option, **Select Vehicle**, will be grayed out.

The button showing a blue car can be used as a shortcut to the **File | Select Vehicle** menu option. By clicking on the car, the select vehicle dialog box comes up.

Menu Location: File | Select Vehicle...

MPG Menu

MPG Menu allows you to save the fuel usage information. From this menu option, you can create, change, modify and delete MPG information. Saving MPG information can be useful to track the performance of your vehicle. The MPG data can be graphed over time, versus driving conditions and type of fuel. The cost per mile data is informative too.

For more information, select the MPG Menu item.

- MPG Data** Add fuel usage information.
- MPG History** List, edit, and delete information on individual entries.
- MPG Graphs** Create graphs based on MPG information.

MPG cannot be calculated on a partial fill up, however, the average MPG will be calculated on the partial fill ups once a complete fill up has occurred.

Recommendation: For a more accurate MPG calculation, completely fill the fuel tank every time.

Maintenance Menu

The Maintenance Menu allows the user to modify and create a personalized maintenance schedule for the vehicle. Under **Maintenance Data...**, you will create, change, modify and delete maintenance schedule items. Creating a maintenance schedule for your vehicle will be very helpful in reminding you when maintenance is required. The second menu item, **Schedule...** will show the current schedule for the selected vehicle. Under **Recommended Work...**, Vehicle Pro will show the past due or soon due maintenance items for the vehicle based on the current date and odometer reading. The last two menu items, **Export Maintenance Schedule** and **Import Maintenance Schedule**, allow you to use the same schedule on more than one vehicle.

For more information, select the Maintenance Menu item.

<u>Maintenance List...</u>	Modify maintenance schedule.
<u>Schedule...</u>	Show the maintenance schedule.
<u>Recommended Work...</u>	Displays recommended work.
Export Maintenance Schedule	Export the current maintenance schedule.
Import Maintenance Schedule	Import the current maintenance schedule.

Recommended work will be recommended based on the maintenance schedule, the current odometer reading, and current date. To specify the advance notice desired, go to the File Menu under **Advance Notice**.

Work Completed (and Repair) Menu

The Work Completed Menu allows the user to add maintenance and repair work. Like the maintenance schedule, the work is organized by the category and component. This makes it possible for Vehicle Pro to associate a repair with a maintenance item. To enter a repair that does not currently have a maintenance item associated with it and you wish to track it as a maintenance item, you will need to go into **Maintenance/Repairs | Maintenance Data...** and create one. The method to add a component is discussed in Chapter 6. (To enter a repair cost on a repair you do not wish to track, go to the Cost section.)

The menu options available are listed below.

<u>Work Completed...</u>	Add maintenance and repair work done.
<u>Work History...</u>	Lists the work completed. The entries can also be edited, viewed, or deleted from this menu option.

File Menu

From this menu option, you can create, change, modify and delete vehicles from Vehicle Pro. Also, printing reports and handling the advanced notice features of the program are done here.

For more information, select the File menu item below.

<u>New Vehicle...</u>	To create a new vehicle data base.
<u>Select Vehicle...</u>	To select an existing vehicle data base.
<u>Delete Vehicle...</u>	To delete an existing vehicle data base.
<u>Modify Vehicle Data...</u>	To modify an existing vehicle set up data.
<u>Advance Notice...</u>	To specify advance notice criteria for messages.
<u>Print Reports</u>	To print reports.
<u>Printer Setup...</u>	To setup the printer.
<u>Printer Fonts...</u>	To select printer fonts.
Exit	To exit Vehicle Pro.

Warranty Data

The warranty screen consists of four sections. Each is described below.

- * **Warranty on**
Component under warranty.
- * **Expires on - Miles**
Maximum odometer reading when the warranty expires.
- * **Expires on - Date**
Maximum date the warranty expires.
- * **Description/Comment**
Use this area to describe more details about the warranty.

Suggestion: The description area can also specify where the warranty paper work is kept.

Warning: VehiclePro assumes that the warranty is no longer in effect when either the date or odometer reading is reached.

Menu Location: Warranties | Warranty Data...

Print Reports

The Print Reports section allows the user to print a report on the selected vehicle.

For more information about a report to print, select the report below.

<u>Trip...</u>	Select and print a trip history.
<u>MPG...</u>	Print a miles per gallon history.
<u>Maintenance Schedule</u>	Print the current maintenance schedule.
<u>Recommended Work</u>	Print the currently recommended work.
<u>M/R History</u>	Print a maintenance and repair history.
<u>Cost History</u>	Print an individual or a summary cost history.
<u>Warranty...</u>	Print the warranty information.
<u>General Vehicle Info</u>	Print the general vehicle information.

Menu Location: File | Print Reports

Modify Vehicle

In the modify vehicle section, the basic vehicle information can be viewed or edited that was entered when the vehicle was new. The information listed includes year, license number, maker, model, and VIN no. Information about purchase, such as, purchase price, date, odometer and seller will be shown. Insurance company, agent, phone number, policy number, effective date, and payment frequency is listed. The insurance information will be used to give a message in the recommended work screen when the insurance payment will be coming due.

Additional vehicle information is requested when the **Continue...** button is clicked.

Menu Location: File | Modify Vehicle Data...

Warranty History

Warranty history lists all warranties. From this screen, you can edit, delete or view warranty information.

Editing Warranty Information

To change or view the data, highlight the warranty and then click on the **Edit...** button. The warranty entered will be shown in a screen identical to the warranty entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you are through changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of warranties for further browsing.

After highlighting the warranty of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Deleting Warranty Information

To delete a warranty entry, highlight the warranty and click on the **Delete...** button. Vehicle Pro will ask you to verify this decision.

Warning: VehiclePro assumes that the warranty is no longer in effect when either the date or odometer reading is reached.

Menu Location: Warranties | Warranty History...

Add Trip Data

The trip information screen consists of eight fields. Each is described below.

- * **Date**
Enter the date the trip was taken. Vehicle Pro will enter the current date. If this is correct, tab or point to the next field, otherwise, enter the correct date.
- * **From**
Trip origination.
- * **To**
Trip destination.
- * **Miles**
Distance the vehicle traveled in miles.
- * **Odometer**
Odometer reading at the start of the trip.
- * **Client/Purpose**
For business purposes, enter the client's name or business name that is associated with the trip. For personal purposes, enter the reason for the trip.
- * **Description**
For business or personal purposes, enter any additional information for future reference here.
- * **Tax Exempt**
Click on the check box to show a check if the trip can be considered tax exempt.

After completing the trip entry screen, click on the **OK** button to save the data in Vehicle Pro. By clicking on the **Cancel** button, the information will not be saved. If you are entering a series of trips, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Suggestion: Many vehicles will be used for both personal and business use. One helpful suggestion is in the From field, put a B for business trip or P for a personal trip followed by a space and then enter your origination.

Suggestion: For contract employees, the client purpose section can be used to name the client as well as the project. This will come in handy if individual projects need to be billed based on mileage.

Menu Location: Trips/MPG | Trip Data...

Trip History

Trip History lists the trips that have been entered. From this screen, you can edit, delete or view trips.

Editing Trip Information

To change or view the data, highlight the trip by clicking on it and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the trip entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you are finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of trips for further browsing.

After highlighting the trip of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Deleting Trip Information

To delete a trip entry, highlight the trip and click on the **Delete...** button. Vehicle Pro will ask you to verify this decision.

To conclude the viewing of the trips, click on the **OK** button.

Menu Location: Trips/MPG | Trip History...

Trip Summary

After selecting Trip Summary from the menu options, you are ready to modify the date range to meet your needs. The list of trips within the date range will be updated when you tab to the next field. If there are no trips within the range, the Trips within Range list box will be empty.

After selecting the appropriate range, you can be more specific about the trips you want summarized. Highlight the trip you want included in the summary and then click on the **Select** button. This trip will move to the Selected Trips box. Repeat this process for all trips of interest. A shortcut is to double click on the highlighted entry. This will also have the effect of clicking on the **Select** button.

Should you select an inappropriate trip for the summary, highlight the trip in the Selected Trips list box and click on the **Unselect** button. Double clicking on the highlighted entry will have the same effect as unselecting.

To view the summary, click on the **Summary...** button.

The summary screen will show the list of trips with the total miles and total tax exempt miles shown at the bottom. Click on the **OK** button when you are finished viewing.

Menu Location: Trips/MPG | Trip Summary... "Summary..."

Windows Menu

The Windows Menu allows the user to arrange the icons, and tile or cascade graphs. The Close All option will close all the graph windows for the selected vehicle. The current graphs can also be listed under the Window Menu selection.

New Vehicle Set Up Continued

Filling in the Owner/Driver Information

This section is for owner and driver information. If the vehicle is for personal use, use the name and address of the principle driver. If the vehicle is used for a business use, you may modify the entries as described next.

- * **First Name**
First name of the driver.
- * **Last Name**
Last name of driver.
- * **Address**
Address of the person driving. Typing the address is a little tricky. The address needs to be entered like it is on one line. The lines will scroll upwards. Space the address out to look appropriate on the screen.
- * **City**
City name.
- * **State**
State name.
- * **Zip**
Zip code.
- * **Phone No.**
Phone number of driver.

Filling in the Renewal Dates for the License Tag

Enter the month and year the license tag will expire. Vehicle Pro will remind you when the license tag is about to expire or has expired. The month should be entered first followed by the year.

When you have renewed your license, enter the cost in the cost section as discussed in Chapter 8. Vehicle Pro will automatically update the expiration date in this section. Vehicle Pro assumes that the vehicle requires only one license tag annually. If this is incorrect, edit this information through the **File | Modify Vehicle Data** screen that is discussed in Chapter 3.

Filling in the Inspection Date

The use of the inspection date is similar to the license tag. Enter the month and year of the next inspection date. The month should be entered first followed by the year.

When you have renewed your inspection sticker, enter the cost in the cost section as discussed in Chapter 8. Vehicle Pro will update the expiration date automatically. Vehicle Pro assumes that the vehicle requires only one inspection annually. If this is incorrect, edit this information through the **File | Modify Vehicle Data** screen that is discussed in Chapter 3.

Filling in the Manufacturers MPG Estimates

The manufacturers recommended MPG in the city and highway are required entries. If the values are unknown, you should attempt to put in reasonable MPG expectations for the vehicle.

Summary

Accept the current information by clicking on the **OK** button. To return to the previous setup screen, click on **CANCEL** button. After clicking on **OK**, you have successfully set up your first vehicle, Congratulations. You are now ready to move to other features of the program.

Menu Location: File | New Vehicle... | Continue...

Cost Menu

The Cost Menu allows the user to store cost information by date and cost, and has space for comments. The six categories are fuel, inspection, insurance, license, maintenance/repair, and payments. The summary section lists total cost on a monthly basis, by category and provides a grand total for the range of date specified. The cost data can also be graphed.

Maintenance/repair costs can be entered in the maintenance/repair section or in the cost section. For M/R work that should be monitored by a maintenance schedule, put the cost in the Maintenance/Repair section. For costs that should not be associated with a maintenance schedule, put them in the cost section under maintenance and repair costs. However, do not put the same repair cost in both.

For more information, select a cost menu item below.

<u>Fuel</u>	Fuel costs are added and edited.
<u>Inspection</u>	Inspection costs are added and edited.
<u>Insurance</u>	Insurance costs are added and edited.
<u>License</u>	License costs are added and edited.
<u>M/R</u>	Maintenance and repair costs are added and edited.
<u>Payment</u>	Vehicle payments are added and edited.
<u>Summary</u>	Summary of all costs.
<u>Graphs</u>	Graphs of costs.

Current Odometer and Date

Vehicle Pro uses the odometer reading on the main screen in many ways. When you select a vehicle, the odometer reading should be updated for the current vehicle. The odometer reading is very important in determining the current status of the vehicle in respect to the recommended maintenance schedule. An incorrect odometer reading will result in an incorrect recommended maintenance. (The same is true for the date.)

To change the odometer, either point to the field on the title bar or type **Alt O** and then enter the correct odometer reading.

Vehicle Pro uses the current date in many ways. This accuracy of this date is very important in determining the current status of the vehicle in respect to the recommended maintenance schedule. An incorrect date will result in an incorrect recommended maintenance schedule.

To change the date, refer to your Windows documentation for information.

Delete a Vehicle

To remove a vehicle from Vehicle Pro, select the **File | Delete Vehicle** option. A dialog box will list all the vehicles. The left column shows the license number. The right column shows the model. To delete the vehicle, highlight the vehicle and click on the **OK** button. A second dialog box will request you to verify this deletion. By clicking on the **Cancel** button, the vehicle will not be deleted.

Warning: This information will be permanently deleted.

Menu Location: File | Delete Vehicle...

Modify Vehicle Data Continued

Additional basic information can be viewed or edited. The owner and driver information can be updated. The renewal for license tags and inspections will be used to send reminder messages when due dates are near. The MPG (miles per gallon) information for highway and city would be the information provided from the manufacturer.

Menu Location: File | Modify Vehicle Data... | Continue...

Advance Notice

The Advanced Notice Screen is the central location for selecting the amount of advanced notice preferred. For recommended maintenance and warranties, Vehicle Pro will be watching the odometer reading and/or the date to meet the criteria for notifying you on the **Maintenance/Repairs | Recommended Work** menu option.

The recommended maintenance and warranties can be flagged on either time and/or miles criteria. Vehicle Pro will watch to see when either of the criteria are met. The advance notice can be either 2 weeks, 1 month or 2 months, and either 500, 1000, or 2000 miles. This depends on your preference. Insurance, inspections and license tags also have time criteria on their notification.

When selections have been made, click on the **OK** button. These selections will be saved for the currently selected vehicle. By clicking on the Cancel button, the changes will not be saved.

Menu Location: File | Advance Notice...

Maintenance Schedule

The maintenance schedule for the current vehicle will be listed. The dialog box will show the category, component, frequency of service, status, and the last service information for the maintenance item. Under status, the "C" denotes change while the "I" denotes inspect.

When you are done viewing, click on the **OK** button.

To change the data, go to the **Maintenance List** from the Maintenance/Repairs menu.

Warning: The initial schedule presented by Vehicle Pro is a starting point for the creation of the user's schedule. Refer to the vehicle's operating manual for the specific maintenance schedule.

Menu Location: Maintenance/Repairs | Schedule...

Trip Selection for Summary

To select trips, you must first modify the date range to meet your criteria. The list of trips within the range will be updated when you tab to the next field. If there are no trips within the range, the Trips within Range list box will be empty.

After selecting the appropriate range, you can be more specific about the trips you want summarized. To highlight the trip you want included in the summary, click the **Select** button. This trip will move to the Selected Trips box. Repeat this process for all trips of interest. A shortcut is to double click on the highlighted entry. This will also have the effect of clicking on the **Select** button. When finished, click the **Summary...** button to see the totals.

Menu Location: Trips/MPG | Trip Summary...

MPG Data Entry

The MPG entry screen consists of nine fields. Each is described below.

- * **Main Driver**
Main driver who drove the vehicle the most between fill ups.
- * **Date of Fill Up**
Date the vehicle was fueled. Vehicle Pro inserts the current date as a starting point.
- * **Odometer at Prior Fill Up**
Odometer at the last fueling. you should overwrite the odometer reading inserted by Vehicle Pro if incorrect.
- * **Odometer at Fill Up**
Odometer reading at the current fueling.
- * **Gallons**
Number of gallons pumped.
- * **Price of Fuel/Gallon**
Price of fuel.
- * **Type of Fuel**
Type of fuel pumped.
- * **Mainly Driven In**
Environment the vehicle was driven in most, city or highway.
- * **Tank was**
Tank was filled or not filled at the fueling.

After completing the MPG entry screen, click the **OK** button to save the data in Vehicle Pro. By clicking on the **Cancel** button, the information will not be saved. If you are entering a series of MPGs, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Select MPG Data with the Button

A shortcut to bring the MPG data screen up is to click on the red gas can. This is equivalent to **Trips/MPG | MPG Data...** Menu option.

Partial vs. Full Fill Ups

Calculating MPG for fill ups when the tank is completely filled is straight forward. MPG equals the total miles driven by the number of gallons used. Calculating MPG for partial fill ups is more difficult. For example, if you drive 400 miles and use 20 gallons but only put 5 gallons of gas in the tank at the gas station, Vehicle Pro would incorrectly calculate 80 MPG if you select the full fill up option. To correctly calculate the MPG, Vehicle Pro must review the data and calculate the MPG between full fill ups. To continue the example, if 100 more miles was driven and the full fill up option is selected. Vehicle Pro would take the 500 miles and divide by 25 gallons. Then the correct MPG of 20 MPG is calculated. MPG cannot be calculated on a partial fill up, however, the average MPG will be calculated on the partial fill up once a complete fill up has occurred.

Recommendation: For a more accurate MPG calculation, always fill the fuel tank.

Menu Location: Trips/MPG | MPG Data...

MPG History

MPG History lists the MPG data entered. From this screen, you can edit, delete or view the data.

Editing MPG Information

To change or view the data, highlight the entry by clicking on it and then click on the **Edit...** button. The data will be shown in a screen identical to the MPG data input screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you are through changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of MPG data for further browsing.

After highlighting the MPG data of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Deleting MPG Information

To delete a MPG data entry, highlight the trip and click on the **Delete...** button. Vehicle Pro will ask you to verify this decision.

Average MPG Calculation

Average MPG may be calculated for every fill up if all fuelings fill the tank. If partial fuelings occur Vehicle Pro attempts to calculate an average MPG for a series. For an example, see the MPG Data section.

In some cases, MPG cannot be accurately calculated and NA will be shown in the MPG and cost per mile column. This can occur for several reasons. As explained in the example in the MPG Data section, partial fill ups cannot be calculated until the series of fuelings is concluded with a full fill up. When this condition is met, the NA will be replaced with a value. When fueling information is incomplete, Vehicle Pro will also put NA in the table until a MPG and cost per mile can be calculated.

Fuel Cost per Mile

The fuel cost per mile is calculated similarly to the average MPG calculation.

Menu Location: Trips/MPG | MPG History...

MPG Graphs

The graphs provide a visual view of the fuel performance of the vehicle over time. There are three different ways the MPG data can be graphed. You can select one or all from the menu option. If the MPG Graph options are grayed out, there is no data available for graphing for the selected vehicle.

Each graph reacts as an independent window.

The graphs available are:

Time vs. MPG...

City/Highway Driving vs. MPG...

Fuel Type vs. MPG...

Graph Ranges

For all graphs, Vehicle Pro will make a suggestion on the ranges of date and MPG to be viewed. You can overwrite the suggestions. To view the graph selected, click on the Graph button. To cancel and return to the menu options, click on the Cancel button.

Switching Between Line and 3-D Graphs

To switch between line and 3-D graphs, select the graph and then hold the right mouse button down inside the graph area. A menu will appear. Move the mouse to point at line or 3-D option and then release the button and the graph will automatically redraw itself.

Switch Curves Option

On some 3-D graphs, the curves of interest are in the back. To rotate the curve in front, hold the right mouse button down inside the graph area. A menu will appear. Move the mouse to point at the Switch Curves option. After releasing the button, the graph will automatically redraw itself. Repeat the process as necessary.

Menu Location: Trips/MPG | MPG Graphs

Maintenance Data

The Maintenance Menu allows the user to modify and create a personalized maintenance schedule for the vehicle. The maintenance schedule is divided into fixed categories. Each category has a list of components. Highlight the category and the associated component list will appear in the component list box. To add a component, click on the **Add Component...** button. The information to add the component to the maintenance schedule will need to be provided. To remove an unnecessary maintenance component, highlight the category and the component and then click the **Remove...** button. Vehicle Pro will ask you to verify this decision. To edit a component, either highlight the entry and click on the **Edit...** button or double click on the component.

Menu Location: Maintenance/Repairs | Maintenance Data...

Maintenance Schedule: Adding or Editing

To enter a maintenance schedule item, seven fields must be entered.

- * **Component**
The component is the subdivision of the category. For example, under Fluids/Filters, a component could be oil, coolant, windshield fluid, oil filter, gas filter, air filter, etc.
- * **Last service at odometer reading**
Odometer reading at which the last service on this component took place. If the vehicle is new, enter 0, if appropriate.
- * **Last service at date**
Date at which the last service on this component took place. If the vehicle is new, enter the date of purchase, if appropriate.
- * **Status**
At the time the maintenance is required, specify if the component should be inspected or changed.
- * **Miles between maintenance checks**
Number of miles between maintenance needs.
- * **Months between maintenance checks**
Number of months between maintenance needs.
- * **Comment**
Any comment for later reference.

In the case of changing the oil, a frequency of maintenance needs includes the number of months as well as the number of miles. In the case of waxing the vehicle, the specification of the number of miles has no meaning. In this case, enter 0 for miles. Vehicle Pro will ignore this criteria in listing the components needing maintenance at the appropriate time. This also applies to items for which time is not a consideration for maintenance needs. Enter 0 months for those components.

When you are done, click on the **OK** button to save the information. Click on the **Cancel** button to return to the prior screen without saving the information.

Comment: To specify the advance notice desired, go to the File Menu under **Advance Notice**.

Menu Location: Maintenance/Repair | Maintenance Data... "Add Component..." or "Edit..."

Recommended Work

Vehicle Pro scans the database to find which maintenance items you should be notified about on the vehicle. The maintenance items are divided into two sections. The first section contains the maintenance items that are past due. The second section contains the maintenance items that will be due soon. The criteria for the recommendations can be found under the **Advance Notice** menu option. Vehicle Pro provides these sections to help you better plan maintenance activities.

Under the Maintenance Past Due section, the field is divided into component, inspect or change status, last checked on date and/or miles, and overdue by number of days and/or miles.

Under the Maintenance Due Soon section, the field is divided into component, inspect or change status, date and odometer of when the maintenance is to take place, and the date and the odometer of the last maintenance activity.

Two additional sections are on the screen. The Warranties Expiring Soon show warranties that will be expiring soon. The forth section, Reminders, shows when inspections, licenses tags and insurance are due.

Warning: If the current odometer and/or current date is incorrect, the recommended work will be incorrect. It is the user's responsibility to verify this information is correct.

Menu Location: Maintenance/Repair | Recommended Work...

Work Completed Entry

The work completed section has seven fields. Each is described below.

- * **Category**
Select the category of the repair work.
- * **Component**
Component being inspected or repaired. The component is the subdivision of the category. For example, under Cooling System, a component could be Coolant.
- * **Date of work**
Date the repair work took place.
- * **Odometer**
Odometer reading when the repair work was done.
- * **Cost**
Cost associated with the repair work. If more than one component was serviced, divide the cost appropriately.
- * **Work done by**
Name of the garage or the person repairing the vehicle.
- * **Comment**
You can add any pertinent information for later reference.

The maintenance schedule will be updated with the information provided. For example, if the work recommended screen specified that a oil change was due and the work was performed and entered. The recommendation for the next oil change will be after the specified time period or distance stated in the maintenance schedule. When you are finished, click on the **OK** button to save it. Click on the **Cancel** button to return to the prior screen without saving the information.

If the component does not exist, add the component through the **Maintenance Data** menu item. (This will allow VehiclePro to monitor maintenance needs.)

Menu Location: Maintenance/Repair | Maintenance Data... "Add Component..."

Work History

This menu option will allow you to list your repairs and inspections. You can also edit, view, or delete entries.

Editing Work Completed Information

To change or view the data, highlight the entry and then click on the **Edit...** button. The data entered will be shown in a screen identical to the work completed entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list for furthering browsing. When you are done, click on the **OK** button.

After highlighting the entry, double clicking is equivalent to clicking on the **Edit...** button.

Deleting Work Completed Information

To delete an entry, highlight it and click on the **Delete...** button. Vehicle Pro will ask you to verify this decision.

Menu Location: Maintenance/Repairs | Work History...

Fuel Costs

Fuel cost history contains a list of the date and payment. Fuel costs can be entered as a combination of fill ups in the MPG section or in the Costs section. Vehicle Pro simply scans both databases and lists the data in the box. Any cost data from the MPG section must be changed in that section. These MPG costs are marked with an asterisk. The two methods of cost entry are provided for your preference. A combination of methods works as well. Tracking costs in the Costs section also lends itself to monthly entry of gas credit card bills. However, do not enter the same cost in both sections.

Three functions can be used to modify the data as described below.

<u>"Add..."</u>	New costs can be added.
<u>"Edit..."</u>	The highlighted cost can be edited.
<u>"Delete..."</u>	The highlighted cost can be deleted.

Comment: The cost items marked with an asterisk are from the MPG data menu and cannot be edited in the cost section. Those costs can be edited in from the MPG History menu section.

Menu Location: Cost | Fuel...

Fuel Cost Entry

Adding a Fuel Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the fuel.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the fuel cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing a Fuel Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the fuel entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

If the **Edit...** button is grayed out, this information can not be edited in the cost section but can be edited in the MPG section.

Menu Location: Cost | Fuel... "Add" or "Edit"

Inspection Costs

Inspection cost history contains a list of the dates and payments.

As well as viewing the cost history, three functions can be used to modify the data as described below.

<u>"Add..."</u>	New costs can be added.
<u>"Edit..."</u>	The highlighted cost can be edited.
<u>"Delete..."</u>	The highlighted cost can be deleted.

Menu Location: Cost | Inspection...

Inspection Cost Entry

Adding an Inspection Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the inspection.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the inspection cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing an Inspection Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the inspection cost entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Suggestion: The comment section could be used to state where the inspection was done or any unusual costs incurred during the inspection.

Menu Location: Cost | Inspection... "Add" or "Edit"

Insurance Costs

Insurance cost history contains a list of the dates and payments.

As well as viewing the cost history, three functions can be used to modify the data as described below.

<u>"Add..."</u>	New costs can be added.
<u>"Edit..."</u>	The highlighted cost can be edited.
<u>"Delete..."</u>	The highlighted cost can be deleted.

Menu Location: Cost | Insurance...

Insurance Cost Entry

Adding an Insurance Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the insurance.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the insurance cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing an Insurance Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the insurance cost entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Suggestion: Comments of late payments, over payments, or to whom they are paid to, can be placed in the "Comment" section.

Menu Location: Cost | Insurance... "Add" or "Edit"

License Costs

License cost history contains a list of the date and payment.

As well as viewing the cost history, three functions can be used to modify the data as described below.

<u>"Add..."</u>	New costs can be added.
<u>"Edit..."</u>	The highlighted cost can be edited.
<u>"Delete..."</u>	The highlighted cost can be deleted.

Menu Location: Cost | License...

License Cost Entry

Adding a License Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the license.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the license cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing a License Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the license cost entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Suggestion: Comments of late payments, over payments etc. can be placed in the "Comment" section.

Menu Location: Cost | License... "Add" or "Edit"

Maintenance and Repair Costs

Maintenance/Repair cost history contains a list of the date and payment.

As well as viewing the cost history, three functions can be used to modify the data as described below.

<u>"Add..."</u>	New costs can be added.
<u>"Edit..."</u>	The highlighted cost can be edited.
<u>"Delete..."</u>	The highlighted cost can be deleted.

Comment: The cost items marked with an asterisk are from the Maintenance/Repair data menu and cannot be edited in the cost section. Those costs can be edited in the **Maintenance/Repair | Work Completed** menu section.

Menu Location: Cost | Maintenance/Repair...

Maintenance and Repair Cost Entry

Adding a Maintenance and Repair Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the maintenance and/or repair.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the maintenance and repair cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing a Maintenance and Repair Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the maintenance and repair entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

If the **Edit...** button is grayed out, this information can not be edited in the cost section but can be edited in the MPG section.

Suggestion: Use the Work Completed section under the Maintenance/Repairs menu to describe the repairs and costs if future maintenance will be needed. If the cost does not have maintenance schedule associated with it, put the cost in the cost section. The costs from the Work Completed section will be marked with an asterisk.

Menu Location: Cost | Maintenance/Repair... "Add" or "Edit"

Payment Costs

Payment cost history contains a list of the dates and payments. A payment can be your monthly vehicle payment or your monthly rent payment.

As well as viewing the cost history, three functions can be used to modify the data as described below.

"Add..." New costs can be added.
"Edit..." The highlighted cost can be edited.
"Delete..." The highlighted cost can be deleted.

Menu Location: Cost | Payments...

Payment Cost Entry

Adding a Payment Cost Entry

The cost information screen consists of three fields. Each is described below.

- * **Payment**
Cost of the payment.
- * **Date**
Date the cost is associated with.
- * **Comment**
Information for later reference. This could include the method of payment like check, credit card, or cash and to whom the payment was made.

After completing the payment cost entry screen, click on the **OK** button to save the data in Vehicle Pro. To cancel without saving, click on the **Cancel** button. If you are entering a series of entries, click on the **Add Another...** button to save the current entry and clear the screen for the next entry.

Editing a Payment Cost Entry

To change or view the data, highlight the entry by clicking on the cost and then clicking on the **Edit...** button. The data entered will be shown in a screen identical to the payment cost entry screen. When you are through changing or viewing the data, click on the **OK** button. The new information will be saved. If you have finished changing the data and do not want to save it, then click on the **Cancel** button. Either button will return you to the list of costs for further browsing.

After highlighting the cost entry of interest, double clicking on the entry is equivalent to clicking on the **Edit...** button.

Suggestion: Comments of late payments, over payments etc. can be placed in the "Comment" section.

Menu Location: Cost | Payments... "Add" or "Edit"

Cost Summary

In the cost summary section, the total costs and the subtotals of the six categories, fuel, inspection, insurance, license, maintenance/repairs, and payments, can be viewed. The total costs incurred in month are listed on the right.

A range of dates at the top of the screen can be used to specify the months to be viewed and the cost data. The data will be updated when you tab to the next field. The totals at the bottom of the screen will reflect the costs incurred within the date range. If there are no costs within the range, the Summary of costs will be empty.

Menu Location: Costs | Summary...

Cost Graphs

The graphs provide a visual view of the costs associated with the vehicle over time. These costs are plotted on a monthly basis within the monthly range specified. The costs occurring within the month are added together and graphed.

The graphs available are:

Total Monthly Costs...

Payment/Lease Costs...

Insurance Payments...

Monthly Fuel Costs...

Cumulative Maintenance/Repair Costs...

Cumulative Total Costs...

Switching Between Line and 3-D Graphs

To switch between line and 3-D graphs, select the graph and then hold the right mouse button down inside the graph area. A menu will appear. Move the mouse to point at the line or the 3-D option and then release the button and the graph will automatically redraw itself.

Switch Curves Option

On some 3-D graphs, the curves of interest are in the back. To rotate the curve in front, hold the right mouse button down inside the graph area. A menu will appear. Move the mouse to point at the Switch Curves option. After releasing the button, the graph will automatically redraw itself. Repeat the process as necessary.

Menu Location: Costs | Cost vs. Time Graphs

Trip Report

After clicking on **Trip...**, you will be able to select the trips that are needed for the report. The screen is similar to the Trip Summary Selection Screen.

To select trips, you must first modify the date range to meet your criteria. The list of trips within the range will be updated when you tab to the next field. If there are no trips within the range, the Trips within Range list box will be empty.

After selecting the appropriate range, you can be more specific about the trips you want summarized. To highlight the trip you want included in the summary, click the **Select** button. This trip will move to the Selected Trips box. Repeat this process for all trips of interest. A shortcut is to double click on the highlighted entry. This will also have the effect of clicking on the **Select** button. After you are through selecting the trips, the report will print.

Should you select an inappropriate trip for the summary, highlight the trip in the Selected Trips list box and click on the **Unselect** button. Double clicking on the highlighted entry will have the same effect as unselecting.

To print the summary, click on the **Print...** button. To cancel, click on the **Cancel** button.

Menu Location: File | Print Reports | Trips...

MPG Report

After clicking on **MPG...**, a screen requesting the range of dates that the report should contain will be shown. Vehicle Pro recommends the range of data available. If this range is inappropriate, you can change it. To print the report, click on the **Print** button. To cancel, click on the **Cancel** button.

Menu Location: File | Print Reports | MPG...

Maintenance Schedule Report

For a report on the maintenance schedule items, click on the Maintenance Schedule menu option.

Menu Location: File | Print Reports | Maintenance Schedule

Recommended Work Report

For a report showing the information on Recommended Work screen, click on **Recommended Work...** menu option.

Warning: Vehicle Pro uses the current date and current odometer given to determine the recommended work. The date and odometer needs to be checked prior to printing a report; otherwise, the report may be incorrect.

Menu Location: File | Print Reports | Recommended Work...

M/R History Report

To print a report on repairs, select the **M/R History...** menu option. The M/R Print Ranges screen will appear. Vehicle Pro will supply a range that covers the available data. This range can be changed. To print the report, click on the **Print** button. To cancel the report, click on the **Cancel** button.

Menu Location: File | Print Reports | M/R History...

Cost History Report

To create a cost report, select **Cost History...** from the menu options. Vehicle Pro will supply the range of dates for cost data which are available. The date range can be modified. To select the type of cost data to print, click on the check boxes. To print the report, click on the **Print** button. To cancel the report, click on the **Cancel** button.

Menu Location: File | Print Reports | Cost History...

Warranty Report

To select the warranty report, click on the **Warranties...** menu option. The report can be printed three ways. Select the button for all, the current or the expired warranty information. To print, click on the **Print** button. To cancel, click on the **Cancel** button.

Warning: Vehicle Pro uses the current date and current odometer given to determine the existing warranties.

Menu Location: File | Print Reports | Warranties...

General Vehicle Information Report

The general vehicle information will be printed when the **General Vehicle Info** menu option is selected.

Menu Location: File | Print Reports | General Vehicle Info

Printer Setup

To view or change the set up on your printer, select **File | Printer Setup...** option. The orientation of the printout can be portrait or landscape. The specific printer connected to your system, and size and location of the paper can be selected. Dithering and intensity control are located when the **Options...** button is clicked.

The printer setup screens may vary depending on the printer that is setup for the computer.

Menu Location: File | Printer Setup...

Schedule

The maintenance schedule for the current vehicle will be listed. The dialog box will show the category, component, frequency of service, status, and the last service information for the maintenance item. Under status, the "C" denotes change while the "I" denotes inspect.

When you are done viewing, click on the **OK** button.

Menu Location: Maintenance/Repairs | Schedule...

Export Maintenance Schedule

The Export Maintenance Schedule menu item gives you the ability to use the same maintenance schedule on another vehicle. After selecting the vehicle that you want to copy the schedule from, click on the Export Maintenance Schedule menu option. Select the correct directory and give the schedule a file name to be saved under. Click on the **OK** button when you are finished. To use the saved schedule, see the Import a Maintenance Schedule option.

When you are done, click on the **OK** button.

Menu Location: Maintenance/Repairs | Export Maintenance Schedule

Import Maintenance Schedule

A maintenance schedule can be imported into a new vehicle that does not have a maintenance schedule yet. Select the Import Maintenance Schedule menu option and a screen will appear similar to the Export Maintenance Schedule Screen. Select the file of interest and click on the **OK** button. You will need to review each maintenance component and put in the correct date and odometer of the last service. Vehicle Pro comes with a default maintenance schedule for your convenience but you will need to check your manufacturer's recommended schedule and make them match.

Menu Location: Maintenance/Repairs | Import Maintenance Schedule

Printer Fonts

To view or change the font for printing, select **File | Printer Fonts...** option. The fonts listed are the fonts available on your system. The font size is limited by Vehicle Pro to be between 6 and 10. This is done for practicality reasons.

Menu Location: File | Printer Fonts...