

Mileage Helper V1.0

Getting Start



Fig. 1

- Tap on the menu option and select the category or common places and start build up your own list. The “ALL” and “Unfiled” are used for filter the records, please DO NOT delete it.
- Tap on new to create a new record, you can just put in the start odometer reading (if this is the first record, otherwise it will get the start reading from the last record) and tap OK. When you arrived your destination then just highlighted that record and tap on EDIT to put the odometer ending reading and update other details.

Mileage Helper		
Date ↓ ↑	Time	Mileage
04/10/02	9:11 am	11.5
04/08/02	11:09 am	62.8
04/08/02	8:07 am	36.0
04/07/02	7:45 am	3.0
Recs: 4 Total: 113.3		
From: Unfiled		
To: Unfiled		
Filter	New	Del Edit Show All

Fig. 2

This is the main screen of the program, it is sorted by data (the most recent record show on the top) and you can tap on the arrows toggle the sorting order.

Filter - set up the multiple filters by conditions

New - create a new record

Del - delete the current highlighted record

Edit – modify the current highlighted record

Show All – clear all filters setting and show all records in the database

Recs – show total # of records

Total – show the running total of the mileage

From – display the content of the current highlighted record

To – display the content of the current highlighted record

Details		
Category: ▼ Business		
Date:	04/08/02	
Time	11:09 am	
From:	▼ Office	
To:	▼ Airport	
For:	To New York	
Start	End	Dis.
43338.0	43400.8	62.8
OK	◀▶	▶▶

Fig. 3

This is the detail screen for the record.

Category: select the category (if you leave this field blank, it will put Unfiled for you)

Date: put the date for the current record (automatically fill-in the system date)

Time: put the time for the current record (automatically fill-in the system time)

From: select the start location (if you leave this field blank, it will put Unfiled for you)

To: select the destination (if you leave this field blank, it will put Unfiled for you)

For: just like a notes field for you to put whatever you want

Start- the odometer reading at the beginning of the trip (get the end reading from the last record automatically)

End- the odometer reading at the end of the trip

Dis. – show mileage you are traveled at that trip

Set Filter

Date Range:

From:

To:

Cat.: ▼ All

Places:

From: ▼ All

To: ▼ All

Fig. 4

This screen will let you setup the filters to show only those records met your conditions.

Date Range – Put in from and To Date (if you leave both blank, it will include all date)

Filter examples.

To find all records that is for business

Date Range: blank

Cat: Business

From: All

To: All

To find all the records for last year and only want to see the trip that go to airport

Date Range: Jan 01, 2001 to Dec 31, 2001

Cat. : All

From: All

To: Airport

To find all the records from home to office

Date Range: Blank

Cat.: All

From: Home

To: Office

Purge Records

Purge all records by date:

From: |

To:

Purge all the records by date range.

Export to EXCEL spreadsheet for reporting purpose.

Go to menu and tap on Export to memopad and then follow the steps below.

1. Hotsync your PDA
2. Launch your Palm desktop software
3. Click the Memo Button on the left hand menubar
4. You should see the report called "Mileage Helper Report" being copy over from your PDA
5. Highlighted it and click the top menubar FILE-> EXPORT
6. Give a file name for example : whatever.txt (make sure the file extension is TXT)
7. Set the Export as TEXT (*.txt)
8. Set the range to Current Selected Records
9. Click the button EXPORT
10. Launch the EXCEL
11. Open the report.txt you just export from the memopad
12. The EXCEL TEXT import wizard will comes up, CLICK NEXT
13. Make sure put a check Mark beside the delimiters as "Comma", then click NEXT
14. Click FINISH

If you have any other questions, please submit to
<http://support.pdasoftnet.com>

Thank you very much!