

MyMileage Tracker



Instructions

The *MyMileageTracker* desktop application is designed to help you keep track of the journeys of you and/or your clients including the dates on which they occurred, where the journey took place, the distance that was travelled etc.

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1. My Clients

In this pane you will find an alphabetical list of clients to the left of which there are 2 buttons for deleting & editing each client respectively.

1.1. Create a New Client

- To create new clients choose the 'New Client' option in the 'Edit' menu.
- This will open the 'Add Client' box.
- Enter the new client's name in the text field and click OK
- The new client will be added to the client list in the 'My Clients' pane.

If you choose a name that already exists for a client you will be prompted to enter a different one.

1.2. Edit an Existing Client

- To edit the name of an existing client double-click their name or click on the button directly left of it (NOT the one with an 'X' inside) in the 'My Clients' pane.
Alternatively click on the client's name to highlight it and then go to the 'Edit Client' option in the 'Edit' menu.
- This will open the 'Edit Client' box.
- Enter the client's new name and click OK
- The client's new name will be shown in the client list in the 'My Clients' pane.

If you choose a name that already exists for a client you will be prompted to enter a different one.

1.3. Delete a Client

- To remove a client, (and thus all of their journeys) click on the button leftmost of their name (the one with an 'X' inside) in the 'My Clients' pane.
- Click OK to confirm.

2. My Journeys

All the journeys that you record will be chronologically sorted into a spreadsheet of records in this pane. Each record has 2 buttons on the right for editing and deleting.

N.B. this will be empty of course if no journeys have been recorded yet
The number of journeys and their total distance is presented at the bottom of this pane.

2.1. Create a New Journey

To record a new journey click 'New Journey' from the 'Edit' menu to open the 'Add journey' box

N.B. there must be at least one client before you can start recording journeys.

- Select the client of the journey from the drop-down menu and click OK.
- Check the 'Odometer Start' reading¹ - alter its value if necessary and then enter the 'Odometer End' reading for your journey to calculate the 'Odometer Difference'.
- Next check the journey's date² and if necessary alter it by clicking the 'Choose Date' button.
This opens the 'Select a Date' box presenting you with a calendar - use the 'Prev' and 'Next' buttons to find the journey's date and click on it.
- Finally give your journey a description e.g. 'Bath to Bristol' in the box below and click 'OK'.
- A new record for that journey will be entered in the spreadsheet of the 'My Journeys' pane.

If your new journey has not been recorded, check that you aren't using a filter, which may have hidden the data (see section 2.3).

2.2. Edit Journey

- To edit details such as the mileage of an existing journey, click the button directly to the right of the journey's record or double-click the record. Alternatively click on the record to highlight it and then go to the 'Edit Mileage' option in the 'Edit' menu.
- This opens the 'Edit Journey' box.
- Edit the necessary details here as if a new Journey were being created and then click OK.
- The journey's record will be updated in the spreadsheet of the My Journeys pane.

N.B. you cannot change the client of an existing journey.

If your changes have not been made then open the record up for editing again to make sure the details were entered correctly.

¹ The total distance travelled so far for all clients is the default Odometer start value for subsequent 'New Journeys'

² Current date by default

2.3. Filters

To help extract the journeys of interest from this pane, 3 drop-down filter menus are provided for the month, year and/or clients whose journeys you wish to see.

To see the journeys made by an existing client e.g. 'Bob' select the client from the top right drop-down filter menu.

Similarly to see the journeys made in a particular year e.g. 2006 select it after clicking on the top middle drop-down filter menu. Filter the date of the journey further by selecting the 'Month' from the top-left drop-down filter menu.

N.B. the 'Month' filter can only be used when the 'Year' filter is in use too.

3. Features

3.1. Edit Preferences

Key preferences of the Mileage Tracker can be customised here to best suit you or your clients' journeys.

- Go to the 'Preferences' option in the 'Edit' menu to open the Preferences box.
- The drop down menus here allow you to switch the units of your journeys from miles to kilometres, choose the default filters for the 'My Journeys' pane (e.g. if you would like to see only 2006 journeys by default) and/or convert to the date format that suits you.

N.B. the 'Month' filter can only be used when the 'Year' filter is in use too.

3.2. File Save

- To save your journey & client data choose the 'Save' option in the 'File' menu.
- Click Close in the 'Saving' box shown.
- This will record the Mileage Tracker's data into 2 comma separated value files *TrackerClient.csv* and *TrackerJourneys.csv* in your *MyMileageTracker* folder³.

These data files are used to store the details of the journeys and mileage tracker for the application each time it loads.

N.B. These data files can be viewed using standard spreadsheet software⁴ though this is not advised as changes made here may cause a failure in loading the data when the application is next run.

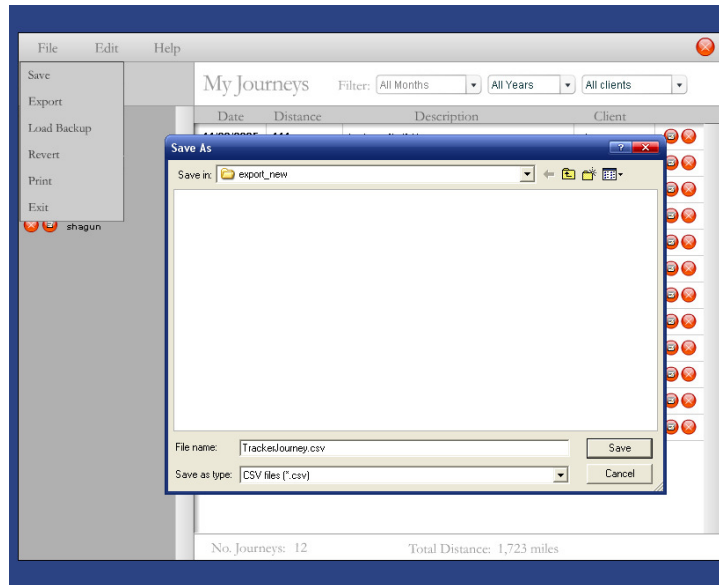
If the 'Saving' box reports that the 'Your data has not been saved' make sure that these data files have not been left open outside of the *MyMileageTracker* application.

³ By default C:\Program Files\Sprite\Mileage Tracker\Data

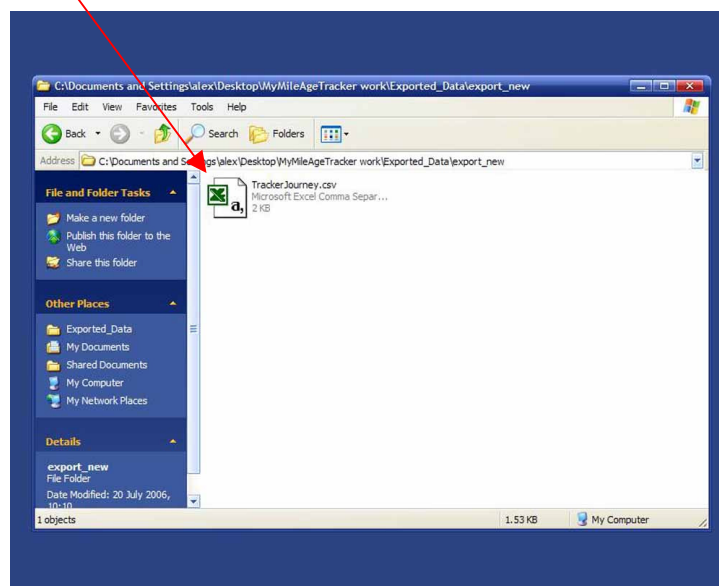
⁴ Microsoft Excel, OpenOffice Calc, StarOffice Calc

3.3. File Export

- To export your journey data choose the 'Export' option in the 'File' menu.



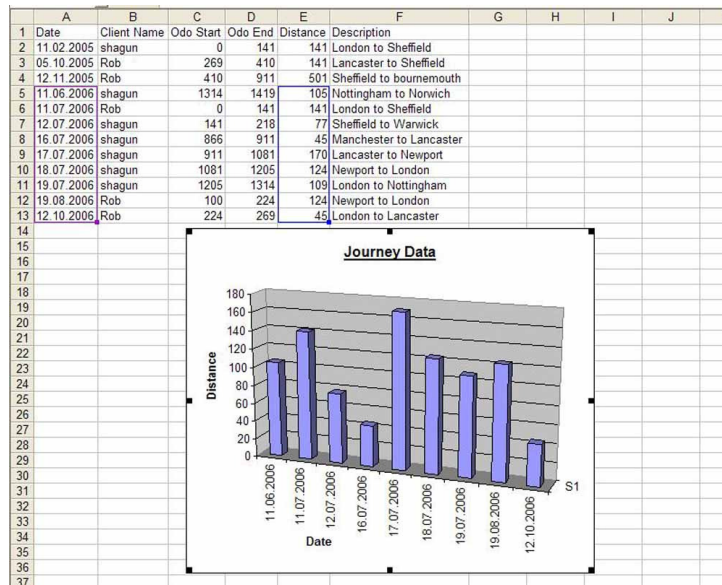
- Browse to the directory on your computer that you would like to export your data to (use the 'Make New Folder' button if necessary to create a new directory for your exports)
- Give your export a filename e.g. 'TrackerJourney' and click Save.
- Now outside of the application navigate to the directory chosen and locate the file.



- Open this using standard spreadsheet software and you will see the Mileage data you have recorded in a detailed, presentable form.
e.g. to archive your journeys or for analysis without the *MyMileageTracker* application.

	A	B	C	D	E	F
1	Date	Client Name	Odo Start	Odo End	Distance	Description
2	11.02.2005	shagun	0	141	141	London to Sheffield
3	05.10.2005	Rob	269	410	141	Lancaster to Sheffield
4	12.11.2005	Rob	410	911	501	Sheffield to bournemouth
5	11.06.2006	shagun	1314	1419	105	Nottingham to Norwich
6	11.07.2006	Rob	0	141	141	London to Sheffield
7	12.07.2006	shagun	141	218	77	Sheffield to Warwick
8	16.07.2006	shagun	866	911	45	Manchester to Lancaster
9	17.07.2006	shagun	911	1081	170	Lancaster to Newport
10	18.07.2006	shagun	1081	1205	124	Newport to London
11	19.07.2006	shagun	1205	1314	109	London to Nottingham
12	19.08.2006	Rob	100	224	124	Newport to London
13	12.10.2006	Rob	224	269	45	London to Lancaster

- Below shows typical use for the exported data, graphing the journey data against the distance travelled.



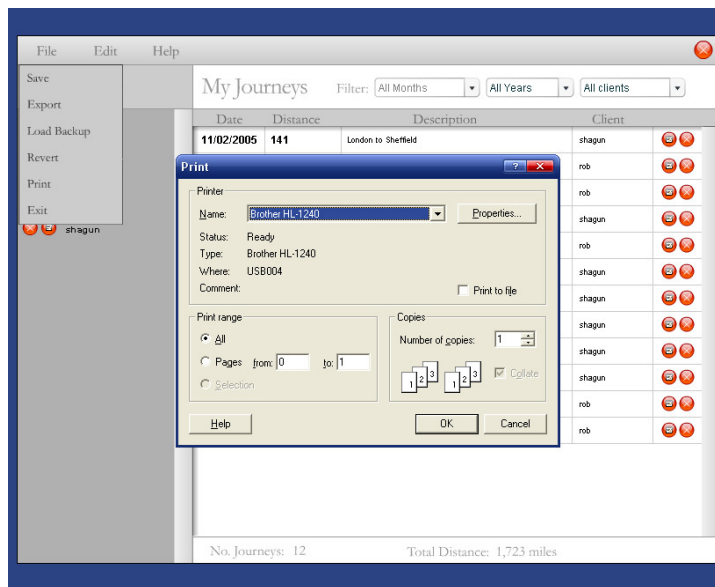
N.B. journeys that *MyMileageTracker* loads are **not** dependent on the exported data. If the 'Exporting' box reports that 'Your data has not been saved' make sure that these data files have not been left open outside of the *MyMileageTracker* application.

3.4. File Revert

- To revert your data to that which was last saved choose the 'Revert' option in the 'File' menu.
- This will open a warning box - click OK or Cancel to confirm or deny the revert action.

3.5. File Print

- To print your journey data choose the 'Print' option in the 'File' menu.
- This will open a window where you can select the printer and edit the preferences for your print job like you would any standard document.



- Click Print when ready.

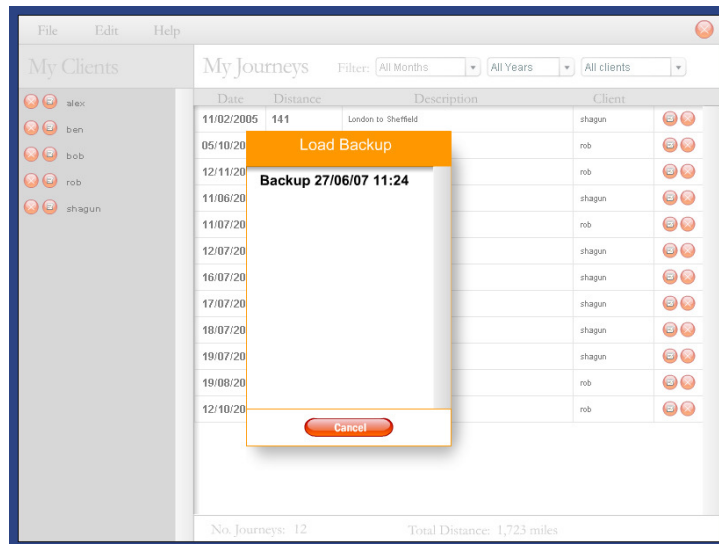
3.6. File Load Backup

(For more information on synchronisation with BlackBerry see section 4).

When data is synchronised from *MyMileageTracker* for BlackBerry the journey data files (.csv) saved in the 'Data' folder will be archived in the 'Backup' folder of the *MyMileageTracker* desktop application.

You may wish to load one of these backups into the desktop application as follows:

- To back up your journey data choose the 'Load Backup' option in the 'File' menu.
- In the 'Backup' box that open select the date of the backup you wish to load from the list and click 'Load Backup' (or click Cancel to quit)
- The confirmation box informs you that the backup data has been successfully loaded and how to proceed.
- You may now continue to use the application with this backup data, choose 'Save' from the 'File' menu to make the changes permanent next time you load the application OR reload the previous data by choosing 'Revert' from the 'File Menu'



4. BlackBerry Synchronisation

MyMileage Tracker can be used in conjunction with the *MyMileage Tracker* for BlackBerry application, to synchronise your journeys.

The most recently saved data either the BlackBerry or in the Desktop application are synced across.

N.B. The data you may have recorded will be backed up in the \Backup\ directory when you synchronise with the BlackBerry, **provided** you have saved your data (See section 3.2) and have quit the application when synchronisation occurs.

To load these backups see section 3.7

4.1. Installing the Sync Manager Add-in

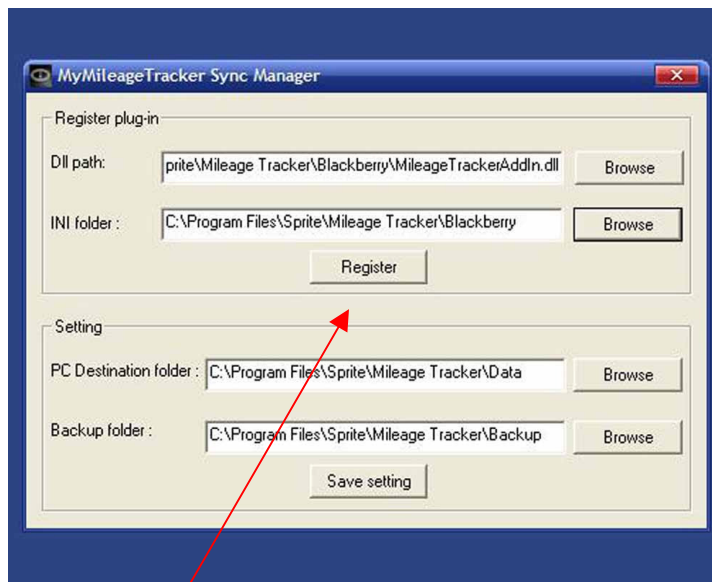
Requirements:

- *MyMileageTracker* for BlackBerry⁵
- BlackBerry Desktop Manager⁶
- USB cable to connect BlackBerry to Computer

You must first install the provided ‘Sync Manager’ Add-in to your BlackBerry to allow you to synchronise the *MyMileageTracker* for BlackBerry data to your desktop version.

Step-by-step instructions on Windows PC:

1. Connect the BlackBerry device to your computer.
2. Register the Add-in by going to the *Start Menu > My Mileage Tracker > Configure Blackberry Add-in*. This launches the ‘MyMileage Tracker Sync Manager’.

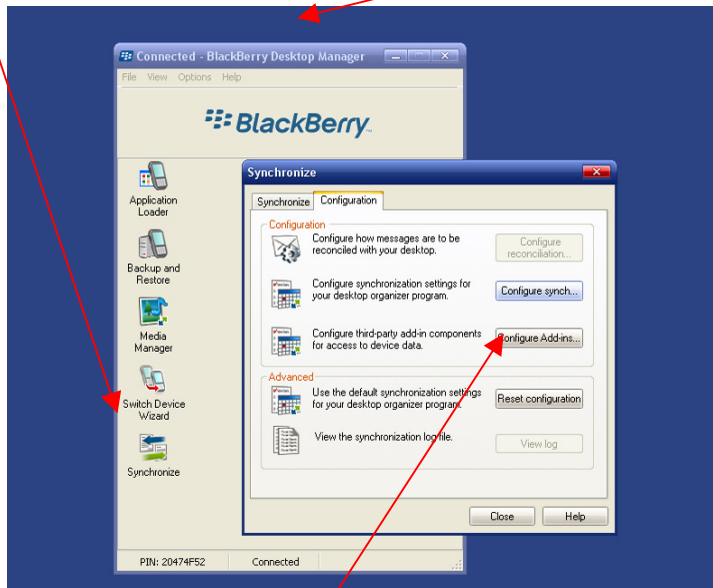


3. Click the ‘Register’ button and then close the Sync Manager.

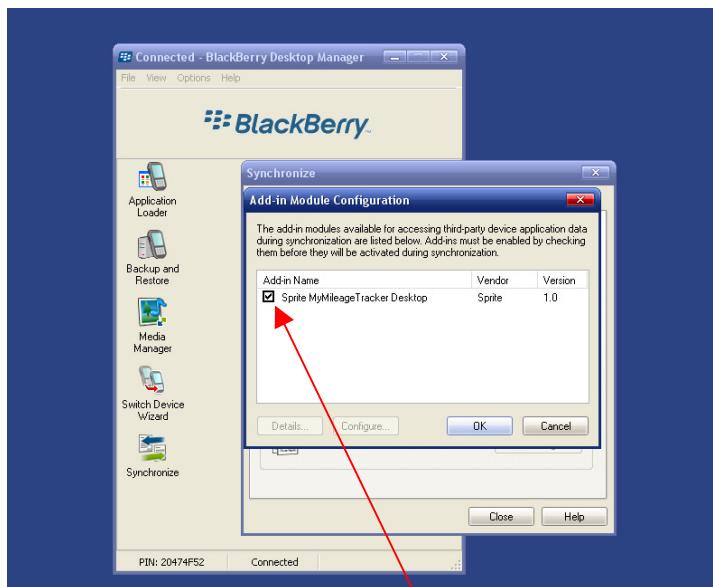
⁵ The BlackBerry version of the application can be obtained from <http://berry.handyx.net/mileage>

⁶ This is software that comes as standard with your BlackBerry and needs to be installed on your computer. Its default location *C:\Program Files\Research In Motion\BlackBerry\DesktopMgr.exe*

4. To run the Add-in open your BlackBerry Desktop Manager and double-click 'Synchronize'.

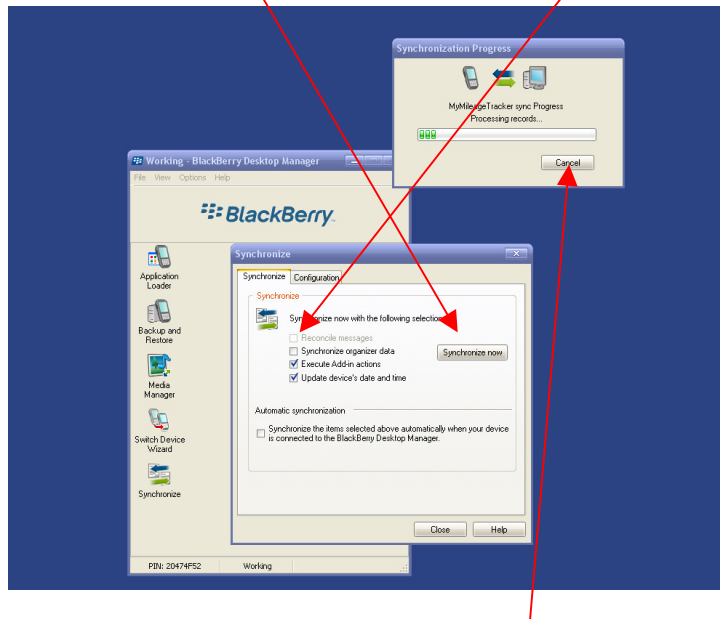


5. Click the 'Configure Add-ins' button.



6. Check the box next to 'Sprite MyMileageTracker Desktop' and click 'OK'.

7. Back in the 'Synchronize' window check the boxes shown and click 'Synchronize now'.

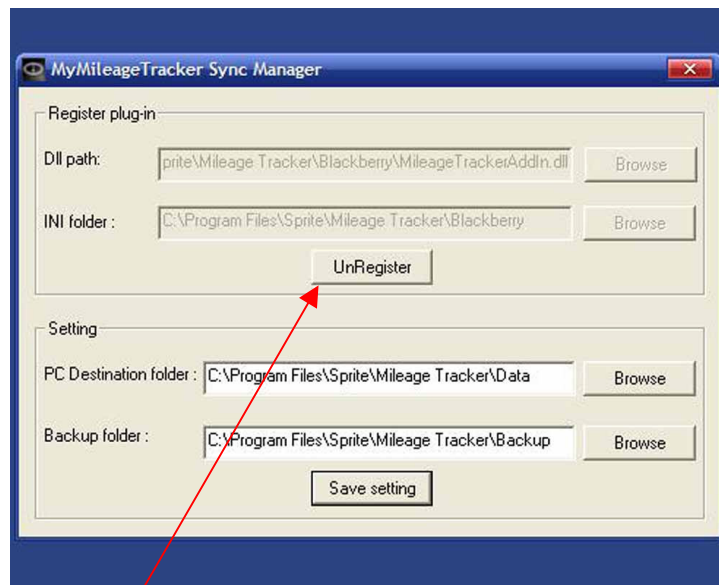


8. Another window will appear with a progress bar of the synchronisation process.
9. When this has completed, click 'Close' on the 'Synchronize' window and exit the *Desktop Manager* application.
10. Launch both device and desktop *MyMileageTracker* applications to confirm the data has been synced (to load the previous data see section 3.4 or if you have saved this new data - section 3.7)

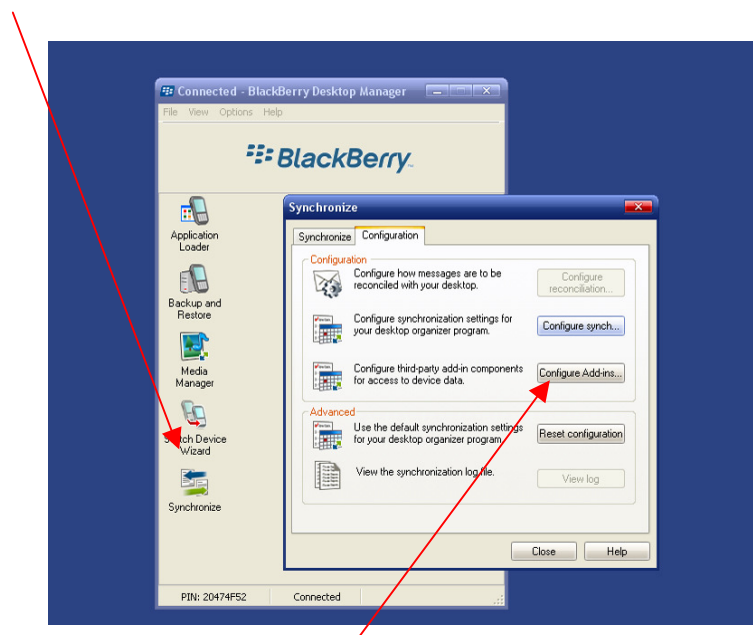
4.2. Uninstalling the Sync Manager Add-in

Step-by-step instructions on Windows PC:

1. Connect the BlackBerry device to your computer.
2. Remove the add-in by going to the *Start menu > My Mileage Tracker > Configure Blackberry Add-in*. This launches the 'MyMileage Tracker Sync Manager'.



3. Click the 'Unregister' button and then close the Sync Manager.
4. Check the add-in has been removed open your BlackBerry Desktop Manager and double-click 'Synchronize'.



5. Click the 'Configure Add-ins' button.

6. The 'Sprite MyMileageTracker Desktop' add-in should no longer be there. Click OK and close the Synchronize window and *Desktop Manager*

