

# AutoFile™ Quick Start Documentation

## **Introduction:**

AutoFile™ allows easy management of your vehicle fuel economy, trip miles, service, and other information from any Palm OS handheld or phone and Windows PC. This document provides information on the handheld software, as the PC software has its own complete help file system. You may want to print this document for easier reference.

## **Installation:**

To install the software, download the setup file (usually AutoFilePalm\_Setup.exe) to your PC. Then, double click the .exe setup file to start the PC installer. The installer will install the PC software first. When the software is first run after installing, the handheld software will be installed.

## **Registration:**

The software is initially installed as a trial version. After purchasing, a 5-digit registration code is provided. This 5-digit code is entered in the blank area on the startup screen on the handheld or on the PC software from the Help / Register menu. Once the registration code is entered on either the handheld or PC, the registration code will be transferred to the other version when synced. The registration code unlocks the full version features. No additional installation is required.

## **Getting Started:**

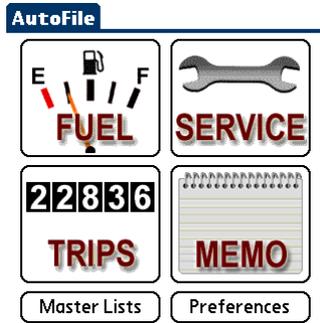
The following screens and descriptions explain many of the features in AutoFile™. The software was designed to be easy and intuitive, so it will be simple to get started. This documentation will help explain some of the advanced features as well.

To start the software on the handheld, tap the AutoFile™ icon. On Palm OS handhelds, this icon may be in the Unfiled category. From the Home (icon) screen on your handheld, tap the drop down list in the upper right corner, then select Unfiled to list any uncategorized icons. A category can be assigned to the icon to make it easier to find. Consult your handheld manual for how to categorize icons.

Once the software is installed, you will want to do these things first:

1. Create at least one vehicle by clicking the Master List button on the main screen.
2. Go into Preferences to setup your preferred units, etc.
3. Go to the Default Services list in the Master Lists to setup your preferred service intervals.

## Main Screen:

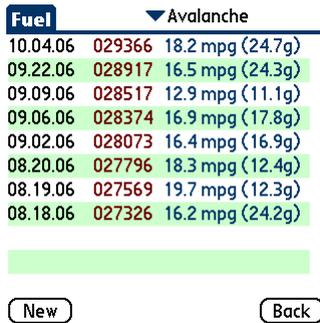


Upon startup, the main screen is displayed. The four topic buttons (Fuel, Service, Trips, Memo) go to data screens for the corresponding topic. The Master Lists button allows the user to edit the list of vehicles and other master lists, while the Preferences button allows the user to configure units, and other preferred settings.

The Memo topic allows for any information to be entered such as insurance information, accident reports, club memberships, etc.

Other topic descriptions follow.

## Fuel List Screen:



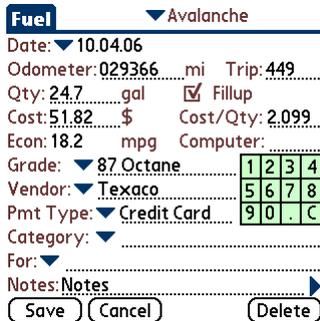
After tapping the Fuel button on the main screen, the Fuel List screen will be displayed showing a list of fuel records for the selected vehicle.

Tap the dropdown arrow in the upper right corner to select a different vehicle.

Data shown in the list includes Date, Odometer, Fuel Economy, and Fuel Qty for that record.

Tap any line to view or edit that record. Tap New to add a new record.

## Fuel Details Screen:



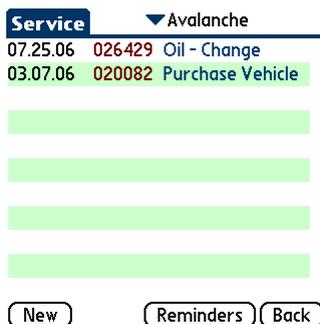
Enter details for any fuel record on this screen. After entering the Odometer value, the Trip field will be calculated from the last fillup Odometer, although it can be manually enter if necessary.

Enter Qty and Cost or Cost/Qty, and the other value will be calculated.

Any new entries not already in the dropdown lists will be automatically added if so specified on the Preferences screen.

The on-screen keypad can be used for quick numerical entries.

## Service List Screen:



After tapping the Service button on the main screen, the Service List screen will be displayed showing a list of service or expense items for the selected vehicle.

Tap the dropdown arrow in the upper right corner to select a different vehicle.

Data shown in the list includes Date, Odometer, and Service/Expense.

Tap any line to view or edit that record. Tap New to add a new record.

Tap Reminders to view, add, or delete any Service Reminders.

## Service Details Screen:

**Service** ▼ Avalanche

Service: ▼ Oil - Change

Date: ▼ 07.25.06

Odometer: 026429 mi

Total: 31.19 \$ Parts: 19.50 \$

Labor: 10.00 \$ Tax: 1.69 \$

Warranty

Vendor: ▼ Dealer

Pmt Type: ▼ Credit Card

Category: ▼ Personal

Desc: GM10-30 Oil, PF46 Filter

Notes:

Save Cancel Delete

Enter details for any Service or Expense record on this screen.

Enter Labor, Parts, and Tax and the Total will be calculated, or just enter the Total value only.

Any new entries not already in the dropdown lists will be automatically added if so specified on the Preferences screen.

The on-screen keypad can be used for quick numerical entries.

## Trips List Screen:

**Trips** ▼ Avalanche

10.19.06	029533	6.0 - Business
10.18.06	029526	7.0 - Personal
10.18.06	029523	3.0 - Personal
10.18.06	029508	15.0 - Business
10.17.06	029504	4.0 - Business
10.17.06	029496	8.0 - Business
10.17.06	029487	9.0 - Business
10.16.06	029482	5.0 - Business
10.16.06	029477	5.0 - Business
10.13.06	029472	5.0 - Business
10.13.06	029467	5.0 - Business

New Back

After tapping the Trips button on the main screen, the Trips List screen will be displayed showing a list of trip records for the selected vehicle.

Tap the dropdown arrow in the upper right corner to select a different vehicle.

Data shown in the list includes Date, Odometer, trip Distance, and Category for that record.

Tap any line to view or edit that record. Tap New to add a new record.

## Trips Details Screen:

**Trips** ▼ Avalanche

Start: ▼ 10.19.06 Time: ▼ 1:55 PM

Start Odometer: 029533 mi

End Odometer: 029539 mi

Distance: 6.0 mi

Why: ▼

Destination: ▼ Post Office

Category: ▼ Business

For: ▼

Notes:

Save Cancel Delete

Enter details for any Trip record on this screen. The Start Odometer will be filled from the End Odometer on the last trip record.

Enter the End Odometer and the Distance value will be calculated.

Any new entries not already in the dropdown lists will be automatically added if so specified on the Preferences screen.

The on-screen keypad can be used for quick numerical entries.

## Master Lists:

**AutoFile**

E F

Vehicle List

- Default Services List
- Oil Grade List
- Fuel Grade List
- Vendor List
- Payment Type List
- Category List
- For List
- Destination List
- Why List

RVICE

MEMO

Preferences

Tap the Master List button to view or edit any Master List.

Master Lists contain commonly used values for all of the dropdown lists. Items entered into the dropdown fields on data records will be automatically added to the proper Master List if specified in Preferences.

The Default Services List can be edited to specify default service intervals used in creating Service Reminders, which is done automatically.

Some lists such as Vendor, For (clients), and Destination allow additional information such as Phone and Address to be saved as well.

## Vehicle Master List:

**Vehicle List**

Name: Avalon  
Year: 2007 Make: Toyota  
Model: Avalon  
Odometer: 000996  
VIN #: .....  
Plate: .....  
Fuel: ▼ 87 Octane Oil: ▼ .....  
Tires: 17in  
Notes: ..... ▶

Setup Services

Save Cancel Delete

The Vehicle Master List can contain any number of vehicles. Information can be saved for each vehicle as shown on the Vehicle details screen.

If a Fuel (grade) value is selected, that value will be the default Fuel Grade entered for Fuel Records.

Tap Setup Services to customize any Default Service for that specific vehicle. If service intervals are not standard, this allows any service to be customized (repeat interval, etc.) for a specific vehicle.

## Default Services Master List:

**Default Services List**

Service: Air Filter - Replace  
 Repeat every 30000 miles  
 Repeat every ..... months  
Repeat from last: ▼ scheduled  
Notes: .....  
.....  
.....

Save Cancel Delete

The Default Services Master List allows the user to setup a list of frequently used service or expense items. A repeat interval can be setup, so that when a service is entered, a reminder will be saved to remind at the correct date or odometer, whichever happens first.

The service reminder can be set based on the actual service date or odometer, or the scheduled service date or odometer (set from the last reminder).

## Preferences:

**Preferences**

Currency Symbol: \$  
Date Format: ▼ mmddyy Sep: ▼ .  
Distance Units: ▼ miles  
Volume Units: ▼ US gal  
Economy Units: ▼ miles/US gal  
 Remind 500 miles before service  
 Remind 14 days before  
 Auto-add to master lists  
 Confirm Delete Operations  
 Backup Databases on Hotsync

Set/Change Password

Save Cancel

The Preferences screen allows many aspects of the software to be customized, including the currency symbol, date format, distance and volume units, reminder intervals, etc.

Change any item in preferences to meet your personal needs.

Tap the Set/Change Password button to set or change the password to gain access to the software.

## AutoFile Desktop:

The Plus version includes PC desktop software to manage information from the PC. The PC software includes all of the features on the handheld software, plus other features specific to the desktop software. Features available only on the desktop software include printing selected records, printing all records, importing records from delimited text files (CSV, etc.), exporting records to a CSV file, and more. Consult the help file on the PC desktop software for further information on the desktop features.

Date	Odometer (mi)	Distance (mi)	Qty (gal)	Economy	Cost (\$)	Cost/Qty
06.20.09	036090	336	12.4	27.1	31.20	2.519
06.03.09	035754	370	14.2	26.1	33.54	2.359
05.30.09	035384	303	12.5	24.2	29.92	2.399
05.22.09	035081	369	16.9	21.8	38.26	2.259
05.16.09	034712	242	9.7	24.9	21.30	2.199
05.11.09	034470	356	14.3	24.9	29.95	2.099
04.29.09	034114	345	13.8	25.0	26.70	1.929
04.18.09	033769	363	13.8	26.3	26.55	1.929
04.09.09	033406	332	13.8	24.1	27.45	1.989
03.26.09	032749	361	13.1	27.6	24.65	1.879
03.19.09	032388	249	9.0	27.7	17.05	1.899
03.19.09	032139	257	10.1	25.4	22.10	2.199
03.16.09	031882	328	12.1	27.1	24.10	1.999
03.16.09	031554	278	9.5	29.3	18.40	1.939
03.15.09	031276	119	5.4	22.0	9.70	1.799
03.11.09	031157	298	13.8	21.6	24.75	1.799
02.20.09	030534	304	12.4	24.5	21.05	1.699
02.14.09	030230	359	14.5	24.8	26.10	1.799
01.21.09	029573	215	7.6	28.3	13.10	1.729
01.17.09	029358	270	13.2	20.5	23.29	1.759
01.05.09	029088	350	13.7	25.5	21.95	1.599
01.03.09	028738	193	7.6	25.4	11.05	1.449
01.01.09	028545	287	11.5	25.0	17.25	1.499
12.26.08	028258	301	11.8	25.5	16.50	1.399

## Conclusion:

If you are just evaluating or have already purchased AutoFile™ – Thanks!

If you have questions about the software, or cannot find an answer to a problem at our site, please email our support staff. We will work hard to resolve your issue and answer your questions.

