

# AutoFile™ Quick Start Documentation

## **Introduction:**

AutoFile™ allows easy management of your vehicle fuel economy, trip miles, service, and other information from any Windows Mobile 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 AutoFileWM\_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:**

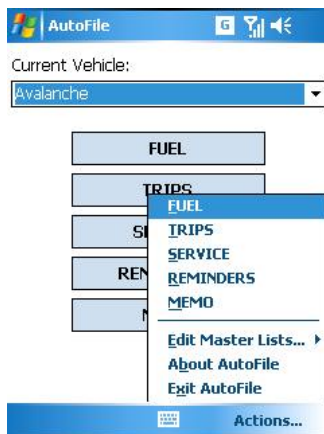
The following screens and descriptions explain many of the features in AutoFile™. The software was designed to be easy and intuitive, so it will be simple to get started. This documentation will help explain some of the advanced features as well. Screenshots were from a touchscreen device, but smartphone screens will be very similar.

To start the software on the handheld, go to the Start menu. If PDACookbook is not there, go to Programs. Tap or select the PDACookbook icon to launch the program. Note that this document may specify a tap, which only applies to touchscreen devices. Smartphone users can navigate and select with the hardware buttons.

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

1. Create at least one vehicle by selecting the Master List menu item 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.

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:

Date	Odo	Econ	Qty
8/19/08	52386	10.2	15.8
8/8/08	52225	11.9	13.6
8/8/08	52225	11.9	13.6
8/8/08	52225	11.9	13.6
8/6/08	52063	15.4	6.4
8/6/08	52063	15.4	6.4
7/24/08	51964	7.6	25.3
7/24/08	51964	7.6	25.3
7/24/08	51771	9.4	27.2
7/24/08	51771		
7/24/08	51771		

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.

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

Use the Actions... menu to view or edit that record. Select Add New to add a new record.

## Fuel Details Screen:

Date: 8/19/08  
Odometer: 052386  
Trip (mi): 161.0  
Qty (gal): 15.847  
 Fillup  
Cost (\$): 56.40  
Cost/Qty: 3.559  
Economy:  
Computer:

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 from the PC.

## Service List Screen:

Date	Odo	Service
5/14/08	47400	Install Air Raid
5/14/08	47400	Install Air Raid
5/14/08	47400	Install Air Raid
5/14/08	47400	Install Gibson C
5/14/08	47400	Install Gibson C
5/14/08	47400	Oil - Change
5/14/08	47400	Oil - Change
5/14/08	47400	Oil - Change
5/14/08	47400	Transmission F
5/14/08	47400	Transmission F
5/14/08	47400	Transmission F
3/7/08	45700	
3/7/08	45700	

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.

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

Use the Actions... menu to view or edit that record. Select Add New to add a new record.

Use the Reminders button on the main screen to view, add, or delete any Service Reminders.

## Service Details Screen:

Service:  
Accessory Belts - Replace

Repeat every (miles):  
1000

Repeat every:  
months

Repeat from last:  
scheduled

Notes:

Save Cancel

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 on the PC.

## Trips List Screen:

Date	Odo	Trip	Cat
10/31/06	29657	4.0	Business
10/31/06	29657	4.0	Business
10/31/06	29657	4.0	Business
10/31/06	29646	11.0	Business
10/31/06	29646	11.0	Business
10/31/06	29646	11.0	Business
10/30/06	29640	6.0	Personal
10/30/06	29640	6.0	Personal
10/30/06	29640	6.0	Personal
10/30/06	29634	6.0	Business
10/30/06	29634	6.0	Business
10/30/06	29634	6.0	Business
10/30/06	29630	4.0	Business
10/30/06	29630	4.0	Business

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.

Use the Actions... menu to view or edit that record. Select Add New to add a new record.

## Trips Details Screen:

AutoFile  
Avalanche Trip Record:  
Start Date: 10/31/06  
Start Time: 11:31 AM  
Start Odo: 029646  
End Date: 10/31/06  
End Time: 11:31 AM  
End Odo: 29657  
Duration: 0  
Distance: 11.0  
Dest: Office  
Save Cancel

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. Enter the End Date and End Time and the Duration will be calculated.

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

## Master Lists:

AutoFile  
Current Vehicle: Avalanche  
FUEL  
TRIPS  
Vehicles  
Oil Grade  
Fuel Grade  
Vendor  
Payment Type  
Category  
For  
Destination  
Why  
Services  
Master Lists...  
Actions...

Use the Actions / Master Lists menu item 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 on the PC.

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:

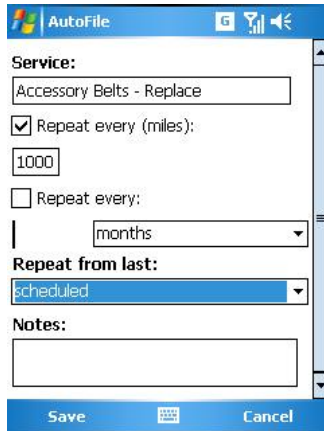
AutoFile  
Vehicle Name: Avalanche  
Year: 2004  
Make: Chevrolet  
Model: Avalanche  
VIN #: 52386  
Save Cancel

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.

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

## Default Services Master List:



The screenshot shows a dialog box titled "AutoFile" with a standard Windows title bar. The dialog is divided into several sections:

- Service:** A text input field containing "Accessory Belts - Replace".
- Repeat every (miles):** A checked checkbox followed by a text input field containing "1000".
- Repeat every:** An unchecked checkbox followed by a dropdown menu currently set to "months".
- Repeat from last:** A dropdown menu currently set to "scheduled".
- Notes:** An empty text area.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

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).

## 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.



