



# RMRCar Company Car Manager

(for Symbian OS Series 80  
– Nokia Communicator 9210/9210i/9290 and 9500/9300)

## User Guide



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## RMRCar: Quick start

*RMRCar, Company Car Manager* is designed to allow you to keep track of your usage of a Company vehicle for business expenses or tax purposes. It allows you to record your journeys and any associated fuel purchases, and categorize them as business or personal use. At any time you can then produce a report on the distance covered, time, and the fuel used for a specified period, e.g. for your monthly expenses or annual accounts.

1. Use **File > Create new vehicle** to make a file for each of the vehicles you use. These will appear in your Documents folder.
2. Use **Edit > Add journey** every time you use the vehicle. Enter the start and end distance readings, and associate the journey with a business or personal usage category.
3. The screen will cumulatively list the dates, distances and details of all your vehicle usage. An overall total, and the total of your business mileage/time for the period will be summarised on the bottom line.
4. Use the **Statistics** option to view totals for the month or the year, or use the **Filter** to show the entries for a particular category and precise date range.
5. **Print** a copy of your report, or use the **Export report** option to create a text file of your data for further manipulation.
6. Use the **Edit > Reconcile journey** function to mark the entries as you submit company travel reports.

## Moving around

Use:

- **Up/Down arrow** keys to select entries.
- **PgUp/PgDn** to move a screenful at a time (**Ctrl+Up/Down arrow** on 9300/9500).
- **Home/End** to go to the top or bottom entry in the file (**Ctrl+L/R arrow** on 9300/9500).
- **Ctrl+J** to Jump to a date
- **L/R arrow keys**, or **Ctrl+O** or **Open** menu option to switch between vehicle files (if you have more than one).

**Note:** The joystick/navigation button can also be used instead of the arrow keys.

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## Screen display

The screen shows the name and registration of the car in use, with a cumulative record of individual dates, odometer readings or times of each journey, and any fuel purchased.

The screen lists:

- Date of journey or purchase
- Start odometer reading in miles (or kilometers) (if you are using Distance mode), or Start time (if you are using Time mode)
- Finish odometer reading in miles (or kilometers) (if you are using Distance mode), or Finish time (if you are using Time mode)
- Usage category type for the journey



- Total distance/time of the journey, or number of gallons (or litres) of fuel purchased (configurable in Preferences)
- Symbol indicating that the entry has notes
- Description of the journey.

At the bottom is a running total of the business distance/time covered, fuel purchased, and the period covered by the report.

Use the **File** menu to create, open, update and delete vehicle files. The **Printing** and **Password** options are also in this menu.

Use the options in the **Edit** menu to add, update, delete and reconcile your journey entries.

In the **Data** menu there are **Backup** and **Restore** options to allow you to keep a copy of your data elsewhere on the system for security, and to restore it if necessary. An **Export report** option allows details to be output to a text file.

The **Category** menu has options to add, update or delete the journey classification categories.

The **View** menu has the options to **Switch** between Time and Distance (if you have selected both options in preferences), to **Filter** the screen to only show journeys for a particular category or date period, and to access some **Statistics** on total distances for each of the categories and of fuel purchased. The **Journey notes** feature lets you make additional notes for each journey entry. There are also options for **Switch title** to remove the screen title, and **Full screen** to remove the information and button bars for more screen space. Four sizes of text are available with the **Zoom** option.

Finally, the **Tools** menu has **View preferences** and **General preferences** to set the Display, Symbols, Colour, Usage, Units, Printing and Backup configurations. The **Set up defaults** option allows you to add, update or delete the details of frequently made journeys for default entry. A **Jump to** option allows you to go straight to any dated entry in the file.

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## Managing vehicles

You can create separate vehicle files (up to 10) for each of the company cars you own or use.

Use **Create new vehicle** from the **File** menu to start a new file, and enter the name and registration number of the vehicle. These will subsequently be identified in the title bar. Add further details of the Engine capacity, the Estimated fuel consumption, and the initial odometer reading to set the baseline.

Use **Open vehicle** to switch between vehicle files if you have more than one, or simply use the left / right arrow keys.

There are **Update vehicle details** and **Delete vehicle** options available under the **File > More** menu if you need to change any details or get rid of old files.

Use the **Add to desk** option to put a shortcut of your vehicle file on the desktop.

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## Usage categories

The program operates with two basic usage categories of Business or Private. These allow you to classify your journeys and be able to separate personal from business usage of your company car.



You can also use the **Add category** menu option to create extra user-defined categories as required, perhaps for specific clients, and specify if they should be counted as 'business related' when expense calculations are carried out. These can also be **Updated** and **Deleted**.

**Note:** If a category is changed from business-related to private-related then only journeys in the selected vehicle which were previously entered using this category will be updated retrospectively. Other vehicles will not be updated.

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## Journey entries

### Entering a journey

Each time you use your Company Car you need to enter details of the journey. Use **Add journey** from the **Edit** menu or CBA button, or **Ctrl+A**, or simply the **Enter** key, and complete the following details:

- **Date.**
- A description for the **Journey**.
- The **Start** odometer reading (miles or Km) at the beginning of the journey (if you are using Distance mode)
- The **Finish** odometer reading (miles or Km) at the end of the journey (if you are using Distance mode) or the **Elapsed** distance for the journey length (if this is how you have Preferences set).
- The **Start** time (if you are using Time mode).
- The **Finish** time (if you are using Time mode).
- The type of **Usage** assigned to the Business or Private category, or others you have created.

The CBA gives access to further dialogs for:

- **Notes.** To open up a memopad if you wish to add more details about the journey.
- **Fuel.** If any fuel was purchased, enter the amount.

### Entering default journeys

If you find you are often entering the same information for journeys you make regularly, you can set them up as default entries.

Simply use the **Tools > Set up defaults** options, give each a unique name and enter the standard journey information.

When you want to enter a default journey use **Add default journey** from the **Edit** menu, or the **Default** CBA button, or **Ctrl+G**, or simply the **Shift+Enter** keys instead of the normal Enter. Select the required journey and all the information is automatically filled in.

Use the **Set up defaults > Update entry** option to amend the details, or **Delete entry** to remove any you no longer need.



## Correcting journey entries

You can update or correct any values for an entry. First highlight it and then use **Edit > Update journey**, **Ctrl+U**, the **Tab** key, or tap on the **Update** button on the CBA. The dialog is similar to that when adding an entry.

**Note:** You must ensure that start and finish odometer readings are valid when retrospectively updating, as it is possible to overlap the distances between entries.



Using the **spacebar** is a quick way of opening up the extended memopad to view or change the details.

If a line was entered in error, highlight it and then remove it using **Delete entry**, **Ctrl+D** or the **Del** key.

## Journey notes

The **Journey notes** feature allows you to keep detailed notes for each journey entry. Use this for records of clients visited, reasons for using the company car, or any other information about the vehicle or journey.

Access **Journey notes** using the **Notes** CBA when adding or updating a journey, or by highlighting an entry on screen and then using the option from the **View** menu, or the **spacebar**.

## Reconciling journey entries

The program allows you to reconcile journeys, typically to indicate that you have claimed the expenses.

Use the **Reconcile journey** option from the menu, **Ctrl+R**, single key **R**, or hold **Shift** while using the up/down arrow keys to select multiple entries.

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## Other functions

### Filtering entries

Use the **View > Filter** option to filter the screen display to show only a particular type or range of journeys.

Turn the **Selected** setting on, and specify the **Usage** category you wish to view. In addition, you can filter on a **Start** and **Finish date** to limit the period of entries displayed.

### Statistics

The **Statistics** option provides a screen showing a summary of your company car usage calculated from your data. This can be for a specified month or for all year. Statistics shown include:

- Total distance for the period
- Total Business distance



- Total Private distance
- Total time for the period
- Total Business time
- Total Private time
- Total fuel purchased
- Estimated business fuel
- Estimated private fuel
- Estimated fuel consumption

**Note:** The estimated consumption figures are worked out by dividing total distance by total fuel. This gives you an indication of the accuracy of the estimated value you initially specified in the vehicle details.

## Export report

Use **Data > Export report** to export the full details of vehicle journeys as an ascii text file in Tab delimited or CSV (Comma Separated Variable) formats. This can then be copied from your communicator for use in other PC programs, or used within the built-in applications.



Import the text file into a Word file, select all the text, then use 'Copy & Paste' functions to transfer them into a Sheet file for further manipulation.

In addition to the entry details, this exported report has a title (configurable from **General preferences > Printing**), the vehicle details and the overall total distance and fuel usage and consumption figures.

You can also export the associated **Journey Notes** by setting the option in **General preferences**.

## Backup and Restore

Under the **Data** menu there are **Backup data** and **Restore data** options.

**Backup data** *Shift+Ctrl+B* allows you to manually keep a copy of your data elsewhere on the system for security. The set of backed up data files is stored in the:  
Communicator:\My Files\RMR\Backups\RMRCar\ folder on the 9300/9500, or  
Communicator:\System\Apps\RMRCar\Backup\ on 9210/9290.



Use the **Backup** options in **General preferences** to enable regular automatic backups of your data, or to change the location of the backed up files.

If necessary use **Restore data** *Shift+Ctrl+R* to restore all datafiles in the case of data loss.

**Note:** All current data in the program will be overwritten by restoring the backed up data.



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## Configuring the program

### View preferences

**View preferences** *Ctrl+K* has options for configuring the program display. The following can be set:

For **Display**:

- **Font.** To Arial or Times Roman.
- **Date format.** Gives a choice of various international date formats.
- **Decimal places.** For the fuel amount.
- **Fuel/Distance.** Which value to show in the fifth column.
- **Info Window.** Selectable for the Wide or Narrow views.

For **Symbols**:

- **Reconcile.** The symbol to indicate a reconciled journey (use *Shift+Ctrl+C* to obtain the special characters).
- **Notes.** The symbol to show that an extended note is attached to an entry.

For **Colour**:

- Set your colour preferences for the **Header** window, and the vehicle **Title** when the standard titlebar is off.

### General preferences

**General preferences** *Shift+Ctrl+K* has options for configuring the operation of the program. The following can be set:

For **Usage**:

- Select if you want to use **Distance** or **Time** measurements for journeys (or both).

For **Units**:

- **Distance.** In miles or kilometres.
- **Measure.** As gallons (Imperial or US) or Litres.
- **Distance mode.** Whether you wish to use Start/Finish distances or elapsed distances in the entry dialogs.

For **Printing**:

- **Report title.** The text for the title of the Export/Printed report.
- **Extended notes.** Whether you wish these to be exported/printed.

For **Backup**:

- **Auto** turns on the automatic backup, and sets the frequency to Daily, Weekly or Monthly.
- **Start date** when you want the first backup to run.
- Whether a **Prompt** is required.
- The CBA button marked **Location** can be used to change the location of the Backup files.