



RMRCar

Company Car Manager

(for Symbian OS7 UIQ – Sony Ericsson P800/P900)

User Guide



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RMRCar Overview

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 journey distances and fuel quantities, categorize them as business or personal use, and keep notes about trips.

Use **Create new vehicle** to make a file for each of the vehicles you use, and **Open vehicle** to switch between files.

Then use **Add journey** every time you make a trip to log the start and end distances and the journey type. The **Journey notes** feature lets you make additional notes for each journey entry.

The screen shows a cumulative record of the individual journeys, listed with:

- **Date** of journey
- **Symbol** indicating that the entry has notes
- **Start** odometer reading in miles (or kilometers)
- **Finish** odometer reading in miles (or kilometers)
- A multi-value column that can show total **Distance** of the journey, **Usage** category, or number of gallons (or litres) of **Fuel** purchased (configurable in **Preferences** or tap on the column title to cycle round). The screenshots below show each in turn.
- **Trip** description.

The screenshots show the RMRCar software interface with three different views of the journey log. Each view has a toolbar at the top with icons for file operations and a menu bar with 'RMRCar', 'Edit', and '(Debug)'. The bottom of each screen features a button bar with 'ADD', 'DEF', and 'R' buttons, and a status bar showing the time as 10:08 pm.

Date	Start	Finish	Distance	Trip
01 Jun @ \$	8400	8520	120	Head of
03 Jun @	8520	8534	14	Shoppin
04 Jun @	8534	8548	14	Garage
09 Jun @ \$	8548	8684	136	Supplier
10 Jun @	8884	9004	120	Visit clie
12 Jun @	9004	9033	29	Family
16 Jun @ \$	9033	9153	120	Visit clie
17 Jun @	9153	9233	80	new clie
18 Jun	9233	9250	17	repair
22 Jun	9250	9286	36	delivery
24 Jun \$	9286	9298	12	station
25 Jun	9298	9496	198	To head
26 Jun	9496	9506	10	town
28 Jun	9506	9530	24	station
29 Jun	9530	9650	120	Visit clie
30 Jun	9650	9848	198	End mon

Start	Finish	Usage	Trip
8400	8520	Busine	Head of
8520	8534	Privat	Shoppin
8534	8548	Privat	Garage
8548	8684	Busine	Supplier
8884	9004	Client	Visit clie
9004	9033	Privat	Family
9033	9153	Client	Visit clie
9153	9233	Busine	new clie
9233	9250	Busine	repair
9250	9286	Busine	delivery
9286	9298	Busine	station
9298	9496	Busine	To head
9496	9506	Privat	town
9506	9530	Busine	station
9530	9650	Client	Visit clie
9650	9848	Busine	End mon

Start	Finish	UK Galls	Trip
8400	8520	6.00	Head of
8520	8534		Shoppin
8534	8548		Garage
8548	8684		Supplier
8884	9004	5.00	Visit clie
9004	9033		Family
9033	9153	5.00	Visit clie
9153	9233		new clie
9233	9250		repair
9250	9286		delivery
9286	9298		station
9298	9496	8.00	To head
9496	9506		town
9506	9530		station
9530	9650	5.00	Visit clie
9650	9848	6.00	End mon

At the bottom of the screen a button bar has a series of buttons for quick actions (from left to right):

- view journey notes
- **Add** journey entry
- add **Default** journey entry
- **Reconcile** entry
- Go back (curved arrow, only shown in the Filtered screen)
- 4-way scroll arrows.



Below this the bottom bar shows the vehicle name and totals of your business and private mileage usage for the period.



Use the **Filter** option to view only journeys for a particular category or date period. **Statistics** will produce a summary of distances and fuel purchased for each of the usage categories.

There are **Backup** and **Restore** options in the **Data** menu to allow you to keep a copy of your data elsewhere on the system for security, and to restore it if necessary.

The program has many **Preferences** options to configure the Display, Units, Symbols, and Colour configurations. Help information is available throughout the program and from the **(i)** icon on each dialog titlebar.

Moving around entries and files

There are various shortcut methods for moving around the screens.

- Tap on an entry to select it.
- Tap on the Up/Down arrows on the 4-way scroll button to move a screenful at a time.
- Tap on the Left/Right arrows on the 4-way scroll button to cycle round your vehicle files.
- Jog-dial up/down scrolls the highlight.
- Push in jog-dial acts as 'select'.





Registering the program

If you wish to register your copy, which will then give you full access to the program, and no nag screen, the cost is £10 or US\$15. There are several ways to register:

Credit Card:

If you wish to register on-line using a credit card you have 2 options:

PAYPAL:

We now support the PayPal system for transferring of money, as that avoids the \$5 handling charge put on by REGNET. Simply send the money to registrations@rmrsoft.com quoting the program name, RMRCar (UIQ), and we will send the registration code to you within a few hours.

If you are not already signed up for PayPal it is very straightforward. Just go to www.paypal.com and follow the instructions. You even get a \$5 bonus for signing up.

REGNET:

Alternatively, you can register on the WWW through RegNet, the Registration Network (note that paying by this method will involve an extra US\$5 handling charge and if you live in the EU they will also charge VAT). RegNet can be reached by e-mail: orders@reg.net or on the World Wide Web: <http://www.reg.net> or in the USA by calling 1-800-WWW2REG (1 800 999-2734) or the easiest way is by following the links from our Home page at:

<http://www.rmrsoft.com/>

RMRCar (UIQ) has been allocated the RegNet Number **13815** and this should be quoted. The notification tends to get to us within 12 hours and we reply within another 12 hrs.

By Post:

Payment can be made by post as:

- UK cheque in GBP (NO cheques in foreign currencies or on non-UK banks)
- International Bankers Draft in Sterling
- Cash - 'real folding' money in any currency
- US\$ checks (send to the USA address)

Please make any cheques (checks) payable to 'RMR Software' and include a stamped, self-addressed envelope or provide an E-Mail address, and send to either of these addresses:

RMR Software
c/o 46 Mortimer Road
Kempston
Bedford MK42 8RE
ENGLAND

RMR Software
c/o 6000 Natick Court
Burke, VA 22015
USA

We will then send you a unique code to enter with the **Register** menu option, which will allow you unrestricted use of the program.

If you have any questions, we can be contacted at support@rmrsoft.com



Vehicle files

Creating vehicle files

Use **Create new vehicle** to start a separate file for each of your vehicles (up to 10), and enter:

- the vehicle **Name**.
- the registration or licence **Number** of the vehicle for information purposes.
- The **Engine capacity**.
- The **Estimated fuel consumption**.
- An **Initial mileage** odometer reading to set the baseline for the file.

The name will be shown on the bottom bar of the Car screen and used in selection dialogs.

Create new vehicle ⓘ

Name

Reg number

Engine capacity (cc)

Estimated fuel consumption (MPG)

Initial mileage (Miles)

Switching vehicle files

If you have more than one vehicle file, use **Open vehicle** to switch files to view, or tap on the vehicle name on the bottom bar.



Alternatively, tap on the left / right arrow buttons to cycle round them in order.

Updating vehicle files

Use **More > Update vehicle details** to change any of the vehicle settings.

Use **More > Delete vehicle** if you no longer want the vehicle file.

Passwords

Use the **Password** option to protect individual vehicle files if required.

1. Turn **Password set** to On.
2. Enter a character string in the **New password** field.
3. Repeat the password string in the **Confirm** field.
4. Tap done to complete.



Passwords are case sensitive.

With a password set you will be asked to enter the code when starting the program or when switching to the file from an unprotected vehicle file.

To remove a password use the **Password** option again:

1. Enter the **Password** to gain access.
2. Leave **Password set** to Off.
3. Leave the **New password** field and **Confirm** fields blank.
4. Tap done to complete.

Password ⓘ

Password set

New password

Confirm password



Data entries

Entering a journey

Each time you use your car record the details of the journey in *RMRCar*. Use **Add journey** or the **Add** button, and complete the following details:

- **Date**.
- The **Start** odometer reading (miles or Km) at the beginning of the journey.
- The **Finish** odometer reading (miles or Km) at the end of the journey, or the **Elapsed** distance for the length of the journey (the entry option is set in Preferences).
- A description for the **Journey**.
- The type of **Usage**, assigned to the Business or Private category, or others you have created.

Optionally use the **Notes** button:

- To open up a memopad if you wish to add more details about the journey.

Optionally use the **Fuel** button (Gallons / Litres) to specify:

- The amount of any fuel purchased for the journey.

Then tap **Done** to save the journey details to the screen.

Updating journey entries

To change any values for a journey entry first tap to highlight it, and then use **Update journey** or tap on the entry again. The dialogs are similar to those when adding an entry.

Note: You must ensure that the start and finish odometer readings are valid when retrospectively updating, to avoid overlapping the distances between entries.




Use the **Notes** button for a quick method of opening up the extended memopad to view or change the details.

If a journey was entered in error, highlight it and then remove it using **Delete entry**.

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.

- Use **Category > Add category** to create extra user-defined categories as required, perhaps for specific clients. Give them a unique name and specify if they should be counted as 'business related' when expense calculations are carried out.
- Use **Category > Update category** to change the name of a category and whether it is 'business related'.
- Use **Category > Delete category** to remove any not required or entered in error.

 Categories are 'global', so you only need to create them once and they will be available in all car files.

Setting up default journeys

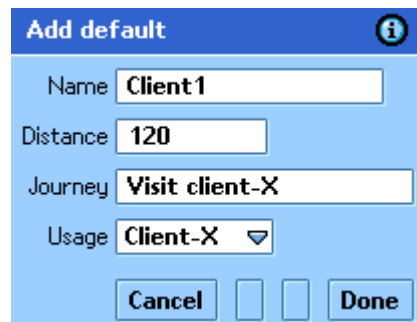
If you find you are often entering the same information for journeys you make regularly, then you should set them up as Default journeys.

Use **Default journeys > Add default** in the **Edit** menu:

- Give the default a unique recognisable **Name**,
- Complete the normal journey details that will not change.

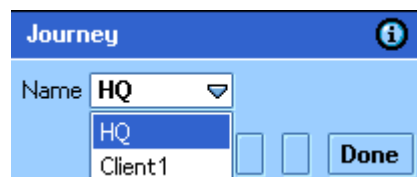
The default journeys will then be available for entering into a vehicle file using the **Advanced > Add default journey** menu option, or simply the **Def** button.

As necessary use the **Default journeys > Update default** option to amend any details, or **Default journeys > Delete default** to remove any defaults you no longer need.



Entering default journeys


When you want to enter a default journey use **Advanced > Add default journey** or the **Def** button. Select the required journey name and all the information is automatically filled in, but can be changed if required.

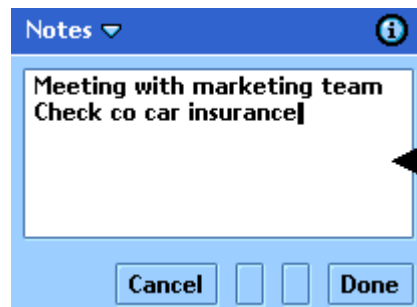


Journey notes

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.

Create Journey notes from the **Notes** button when adding or updating a journey. Alternatively highlight an entry on screen and use the **Journey notes** option from the **Edit** menu, or simply the **Notes** button on the bottom screen bar.

 Entries with journey notes are flagged with a symbol (configurable in Preferences) after the date.





Other functions

Filtering entries

Use the **Filter** option in the **Edit** menu to filter the screen display to show only a particular type or range of journeys.

1. Turn the **Selected** setting on.
2. Specify the **Usage** category you wish to view.
3. Set a **Start** and **Finish date** to limit the date range of entries displayed (this defaults to the full extent of dates in the file).

To clear the filter, use the **Filter** option again and turn **Selected** off, or simply use the 'Go back' button on the bottom screen bar.

Reconciling journey entries

The program allows you to mark journey entries, typically to indicate that you have claimed the expenses.

Highlight the entry and use the **Advanced > Reconcile journey** option to set (or unset) the reconciled flag.



Reconciled entries are flagged with a symbol (configurable in Preferences) after the date.

Statistics

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

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

Note: The estimated fuel consumption is simply calculated 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.

Exporting data

Use **Data > Export report** to save the details from the RMRCar vehicle file as a text file in a <Tab> delimited format.



If a Filter is applied first, only the data that matches the filter criteria will be exported.

The output file will be named by the vehicle file name, and be saved in the \Media Files \Documents \RMRExport folder on your smartphone,



The file can then be used in the built-in applications, or copied from your smartphone with the PC Connect software for use in other PC programs.

Data backup and restore

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

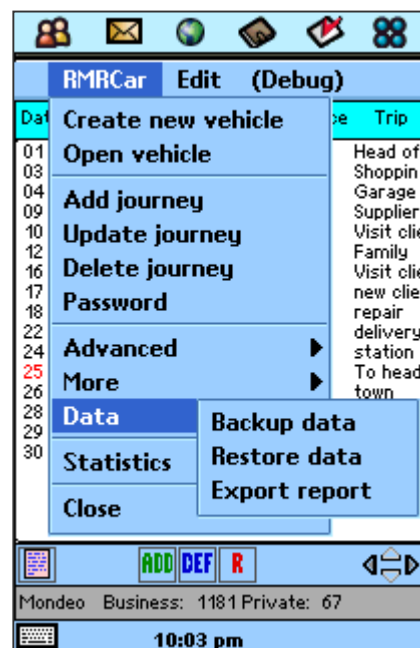
Backup data allows you to keep a copy of your data elsewhere on the system for security.



The set of backed up data files is stored in the \Media Files \Documents \RMRBackups \RMRCar folder on your smartphone, where it can be accessed by the PC Connect software.

If necessary use **Restore data** 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.



Jump to date

Use **Jump to date** to quickly find a particular dated entry in the Car screen. The highlight will move to the nearest entry.

Zoom

Use the **Zoom** facility to set your preferred font size as Small, Medium and Large.

Note: This feature is temporarily disabled because the font feature of OPL has not been implemented yet.



Configuration

Car preferences : Display

Use the **Preferences > Display** options to configure the display:

- **Date format.** Gives a choice of various international date formats.
- **Decimal places** for the fuel amount.
- **Column** allows you to choose which value to display in the second from right column – Usage, Fuel or Distance.



You can also toggle the column to show each of these values in turn simply by tapping the column title.

Car preferences : Units

Use the **Preferences > Units** options to configure:

- **Distance** as miles or kilometres.
- **Consumption units** as gallons (UK or US) or Litres.
- **Distance mode.** Whether you wish to use Start/Finish distances or Elapsed distances in the journey entry dialogs.

Car preferences : Symbols

Use the **Preferences > Symbols** options to configure:

- **Reconcile.** The symbol to indicate a reconciled journey.
- **Notes.** The symbol to show that an entry has a journey note.

Car preferences : Colour

Use the **Preferences > Colour** options to set your colour preferences:

- for the column **Header** bar