

What is RoadLog?

RoadLog lets you track mileage on your Palm OS device faster and easier than with a paper logbook. Every time you HotSync, RoadLog produces mileage reports in Excel format aggregated by day, week, month or year that are suitable for expense reports and business deductions.

With RoadLog, there are no complicated procedures for getting your data out of your handheld and into your spreadsheet. Simply track your mileage and HotSync with your desktop computer; then submit your spreadsheets for reimbursement or deduction when it's time. You don't even need Microsoft Excel installed – RoadLog's reports open just fine in OpenOffice.org, Google Docs and many other spreadsheet applications.

System Requirements

RoadLog requires Palm OS 3.5 or later and Windows XP or Vista. That means it should run on any Palm OS device built since 1999.

How and where to get RoadLog

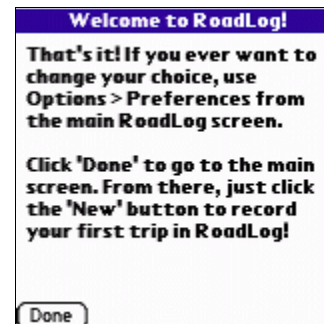
You can purchase (and download a FREE trial of) RoadLog from <http://www.handovation.com/products/palm/roadlog.html>

How to install RoadLog

The RoadLog download is an installer for Windows XP and Vista. After downloading, double-click RoadLogSetup.exe to start the installation process. When the installer has finished, **be sure to HotSync** so the Palm component of RoadLog will be installed to your handheld.

First time use of RoadLog

The first time you use RoadLog, you'll be asked whether you want trips aggregated into Excel reports by day, week, month or year. You'll only see this set of screens once, but you can change the timeframe for mileage reports by using the Preferences dialog. (See [Setting Preferences in RoadLog](#) for more information.)



How to enter a trip in RoadLog

From the summary screen, click the New button to open the New Trip form. You can enter the Date of the trip, where you left From, where you went To, the Reason for the trip, which Car you took, and the odometer reading at the Start and End of the trip. The Distance field is filled in by RoadLog as you enter the Start and End odometer readings.

The first screenshot shows the 'RoadLog' summary screen with a 'New' button at the bottom. The second screenshot shows the 'New Trip' form with the following fields: 'About Trip' (Date: 19/11/08), 'From:', 'To:', 'Reason:', 'Odometer' (Car: My Car), 'Start:', 'End:', and 'Distance:'. The third screenshot shows the same form with data entered: 'From: Home', 'To: Client XYZ', 'Reason: Initial consultation', 'Start: 32768.2', 'End: 32784.6', and 'Distance: 16.4'. Buttons for 'Done', 'Cancel', and 'RndTrip' are visible at the bottom of the form.

You can enter partial trip data and complete your entry later; RoadLog will remember a trip as long as you enter something in at least one of the From, To, Reason, Start or End fields.

The From, To and Reason fields are each limited to 25 characters -- the length that will fit in a one-line text field. This encourages short descriptions and saves storage space, especially for older Palm models. If this limit proves burdensome it will be expanded in future versions of RoadLog; please let us know by emailing support@handovation.com.

How trips are displayed on the RoadLog summary screen

For each trip, the summary screen shows three columns of information: date, trip destination and distance traveled.

Trips are shown in reverse chronological order: the **most recent trip is at the top of the list**. The trips you're most likely to examine, edit and use as the basis for a round trip are always available without having to scroll the list.

Date	Destination	Distance
11/22	Home	19.8
11/19	Company ABC	7.6
11/19	Nick's Restaurant	6.6
11/19	Bank	3.7
11/19	Client XYZ	16.4

The screenshot shows the 'RoadLog' summary screen with a list of trips. The list is ordered from most recent at the top. A 'New' button is visible at the bottom.

How to quickly create a round-trip journey from an existing trip

If you've entered one leg of a trip -- say, from your office to a client's location -- then RoadLog can generate a return trip with four clicks:

From the summary screen:

1. Click the trip that represents the outbound leg of your trip

Date	Destination	Distance
11/19	Client XYZ	16.4
11/19	Home	19.8
11/19	Company ABC	7.6

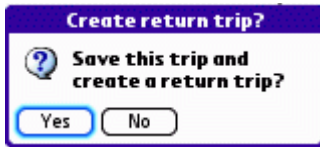
The screenshot shows the 'RoadLog' summary screen with the '11/19 Client XYZ' trip highlighted by an orange box.

2. In the Edit Trip form that appears, click the RndTrip button

The screenshot shows the 'Edit Trip' form with the 'Distance' field set to 16.4. The 'RndTrip' button is highlighted with an orange box.



3. Click Yes to confirm



4. Click Done to save the new round trip and return to the summary screen



That's it! (Though if you need to, you can edit the trip in between steps 3 and 4 above.) Your round trip is captured and will now appear on the summary screen.

Deleting a trip from RoadLog

Deleting a trip takes three clicks:

1. From the summary screen, click on the trip you want to delete.

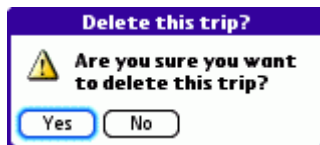


RoadLog		
11/19	Client XYZ	16.4
11/19	Home	19.8
11/19	Company ABC	7.6

2. Click the Del button.



3. Click Yes to confirm.



The trip will be deleted and you'll be returned to the summary screen.



Setting Preferences in RoadLog

To view RoadLog's Preferences, just tap the tab at the top of your Palm screen (it should say RoadLog, or New Trip, or Edit Trip depending on where you're accessing the Preferences from) and choose Options > Preferences.

There are **four preference settings** in RoadLog:

1. **How to aggregate Excel reports:** by day, week, month or year (the default is by week). For weekly, monthly or yearly reports you can choose the start date for each report. The default start date for weekly reports is Sunday; for monthly reports, the first of the current month; for yearly reports, Jan. 1 of the current year. You can change those to whatever you like.
2. **Prefill "Start" field.** RoadLog remembers the last 'End' odometer reading you entered, and will prefill the odometer 'Start' field with that number when you create a new trip. If you choose you can deactivate that feature here.
3. **AutoFill "About Trip" fields.** RoadLog remembers what you wrote in the From, To and Reason fields of your last 100 trips. To save you keystrokes, RoadLog will AutoFill in those fields as you type, just like the native Palm apps. For example, if you had two previous trips, one originating from "Home" and another from "Hospital" then as you type H and O, RoadLog will display "Home" so you can skip to the next field if that's the correct text. If you add an 's' RoadLog switches to AutoFilling "Hospital." If you choose you can deactivate that feature here.
4. **Remember Trip Distances.** If preference #3 (AutoFill "About Trip" Fields) is active, RoadLog remembers the distance traveled on your last 100 trips. If you enter one of those trips again (in the From and To fields) then if you've entered the Start odometer reading RoadLog will automatically compute the End odometer reading based on its known distance (or compute the Start reading if you've entered the End reading). You can edit that distance (for example, if you took a different route) and RoadLog will remember it for subsequent trips. If you choose you can deactivate that feature here.



What RoadLog does when you HotSync

When you HotSync, RoadLog checks your Preferences to determine how you want your Excel reports aggregated (by day, week, month or year). Then it checks your list of trips currently in the Palm device. If there are already Excel reports on your PC that correspond to the timeframe of some of those trips, RoadLog will insert those trips into the right reports, in date-sorted order. For trips that don't have a pre-existing report on the PC, RoadLog will create one and insert the appropriate trips into it.

Note that unlike the summary screen on the Palm, where RoadLog lists trips in reverse order (most recent trip at the top of the screen), in the Excel report the trips are listed in standard chronological order: oldest trip first. That's because on the Palm, you're more likely to need access to the most recent trips (e.g. to create a round trip from one of them). But in a spreadsheet report, you (or your finance department, or your accountant, or the government) is more likely to want the trips in conventional order: from Sunday to Saturday, for example, if you're generating weekly reports.

If the PC tells RoadLog that all data has been transferred error-free, then (and only then) RoadLog clears the summary screen on the Palm device, although it remembers information about your last 100 trips "in the background" to make trips to those destinations easier to enter in future.

All of this usually happens in a fraction of a second, without any intervention on your part (no import macros for Excel; no copying trips from your Palm memos into Excel; no nonsense) and



without needing Excel installed on your PC, which means you can use RoadLog with OpenOffice or Google Docs or other applications that can read .XLS files.

It's worth noting that RoadLog reports are not plain text stuffed into a spreadsheet. The Excel reports that RoadLog generates are properly formatted spreadsheets. For example, individual distances are floating-point numbers and the total distance displayed at the bottom of the report is a formula: the SUM() of all the individual distances in the rows above it. If you decide to insert a trip manually in the spreadsheet, the total distance will update accordingly and the individual cells of inserted trips should be formatted correctly for the data that goes in each column.

How RoadLog protects your data from errors during a HotSync

RoadLog doesn't clear the summary screen of the Palm device until and unless the PC tells RoadLog that all data has been transferred error-free. If there are any errors, including a power loss, RoadLog preserves all your trips on the Palm device and writes information about the error into the HotSync log along with our support email address, support@handovation.com, so you can send us the error message. (See [Troubleshooting error messages in RoadLog](#) for information on how to view the HotSync log and send us the error messages.)

As a final measure of safety, RoadLog also backs up its internal trip database onto the PC so if anything happens to your Palm before you get your RoadLog issue resolved (e.g. losing the device and replacing it) your trips will be restored to your Palm when you HotSync. We have really tried our best to ensure that you never lose any data you enter into RoadLog.

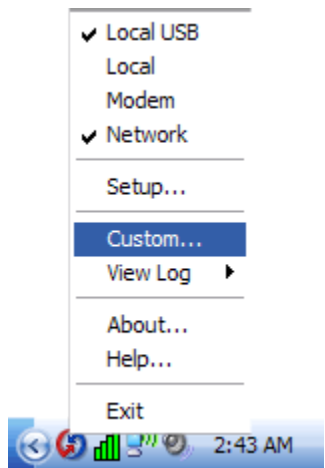
Where are RoadLog's mileage reports stored on the PC?

By default, all mileage reports are stored in My Documents\RoadLog. See [the next section](#) for information on how to change that location.

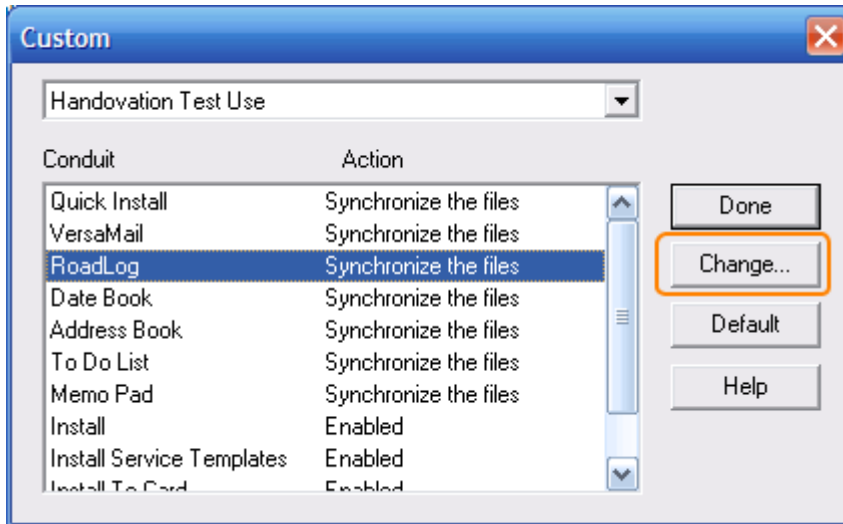
Changing where mileage reports are stored on the PC

To change where mileage reports are stored:

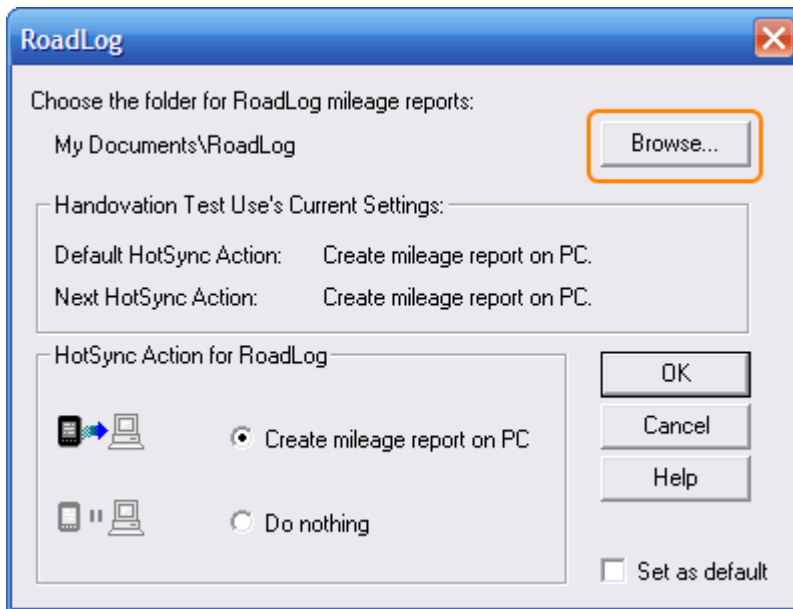
1. Right-click on the HotSync icon in your Windows system tray (usually at the bottom-right of your PC screen, over by the clock) and choose "Custom..." from the menu that comes up.



2. In the dialog box that appears, click on Roadlog and then click the "Change..." button.



3. Click the Browse button and choose the new folder for RoadLog's mileage reports.



4. Click OK to save the changes, then Done to close the Custom dialog

Why doesn't RoadLog sync with Macs?

The short answer is, because we're not Mac developers. RoadLog uses what Palm calls a "generic conduit" for synchronization, meaning it should be relatively straightforward to port from PC to Mac. And the RoadLog application on the Palm device would require no modification. But we are not Mac developers, and so prefer to concentrate our energies on improving RoadLog and bringing other Palm applications to market. (There's also the reality that a lot of Mac users prefer the iPhone, and that the number of Palm vs iPhone users on the Mac platform is likely to shrink over time.)

If there's enough interest from Mac users, we may develop a version of RoadLog that syncs with Mac. If we do, it will be built and supported with the same care as the version that syncs with PCs.



Troubleshooting error messages in RoadLog

If there's an error when you HotSync RoadLog, please send the error message to **support@handovation.com** and we'll help you resolve the problem as quickly as we can.

To view the error messages, right-click on the HotSync icon in your Windows system tray (usually at the bottom-right of your PC screen, over by the clock) and choose View Log from the menu that comes up. (If you have more than one Palm user on your computer, you will have to choose which user's log to view). This will show you the full error log in your web browser.

You should see "RoadLog synchronization failed" in red letters, with the error messages above in blue text. Simply copy and paste those into an email along with your name and send it to us: **support@handovation.com**.

