

ComIT

Solutions

ODO

User Manual

Version 2.2

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OVERVIEW

ODO has been specifically designed so that you (the user) can keep a day-to-day record of trip details to and from clients. ODO provides an accurate and efficient method logging vehicle usage that may be used to generate reports for invoicing and TAX purposes, or exporting to other systems.

This software is ideal for individuals or companies that maintain vehicle log books for business travel purposes.

QUICK START

1. Install the software following the installation instructions
2. Start ODO on your Palm device
3. When using ODO for the first time your **MUST** ensure you have set up your User ID on the Preference form. You can leave this as default (“ODO”), but if you change the User ID after you have entered records that have not been synched then you **WILL** loose them.
4. Set-up the Client, Type, Destination, Why and Car list with your required data
5. Enter you ODO records
6. Perform a Hotsync to transfer your data to the PC
7. Open up the PC application to review your data and confirm the synch operation

Each new entry will default to the current date and last entered ODO and Car. To change the date, click on the **Start Date** field. A calendar will appear so that a specific date can be chosen.

Start Time and **End Time** default to current time. To change, click on the time fields. A Time select form will then be displayed for you to choose from. Total hours for this trip will be calculated automatically.

To change the **Start** and **End ODO** click on the odometer reading and enter the required figures. Note you can use the Page up and Down buttons to scroll through the numbers.

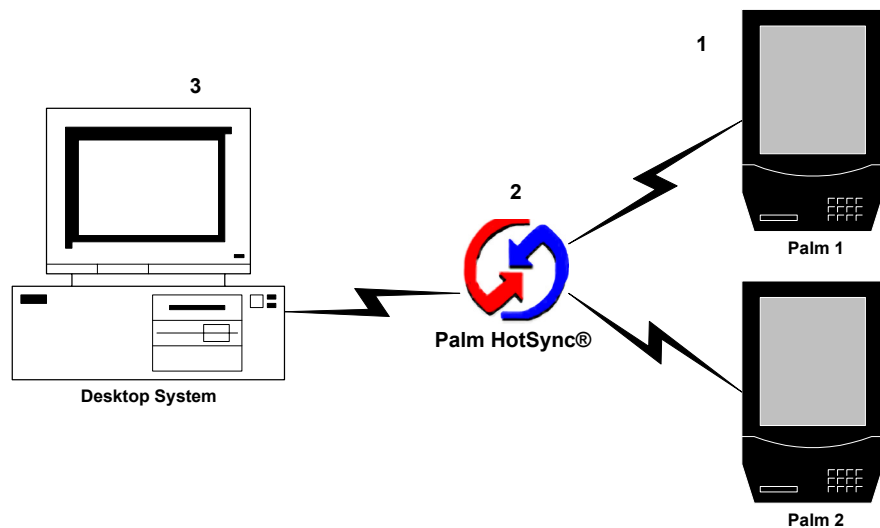
Select or enter the require client, destination etc.

Further notes can be written on the lines provided. You are now ready to save this ODO entry. The record is automatically saved when you exit ODO, use a menu item or create a new record.

ARCHITECTURE

The ODO application has three components as shown below.

1. Palm application
2. Synchronisation conduit
3. PC Access database



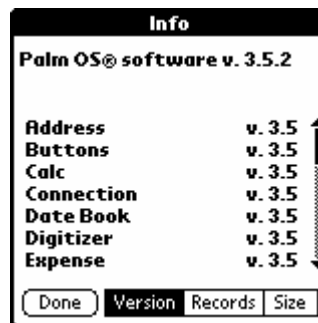
ODO entries can be made either on the Palm, the PC or both. When the Palm is synchronised using Hotsync manager the new or changed entries will be transferred between each system.

ODO is designed to be multi user, i.e. one PC may be used to synchronise multiple Palm devices. This allows a number of users to enter vehicle log data remotely on their Palms and synchronise to a central database. Consolidated reporting can then be performed from the centralised PC Access database through the user-friendly PC application.

SYSTEM REQUIREMENTS

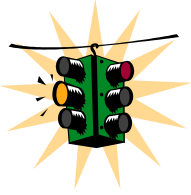
PC ODO requires Windows 95, 98, ME, 2000, NT or XP. Hotsync manager must also be installed and configured correctly.

PALM ODO is compatible with all devices running Palm OS 3.0 and above. This includes the Palm III, IIIx, V, Vx, Tungsten T, T3 and many more. Basically if you have a recent Palm PDA then ODO will run on it. To determine your OS version click the Info menu item from the Home page on your Palm. When the info page is shown click the Version option. Your OS version will be displayed at the top of the screen.



ODO is not compatible with the original Pilot 1000 or Pilot 5000.

INSTALLATION



If you have installed a previous version of ODO PC then please ensure you perform a synch and backup your Odo.mdb. You will also need to re-enter your serial key so sure you have it before upgrading.

New Upgrade Serial Key

Users upgrading from a version prior to V2 will require a new serial key. Existing V2 and above users do not require a new key.

When purchasing the upgrade you will be required to supply your **Hotsync User** name to generate your upgrade key. **Note:** The registration name is case sensitive so please ensure you enter it carefully.

After receiving your Upgrade key and entering it into your PDA you will be provided with your full serial key. Please ensure you record this for future reference as you will need it to reinstall.

Upgrade and New Installation Procedure

REQUIREMENTS Prior to installing ODO the PC must have the following software installed:

1. Palm HotSync® manager with a cradle connecting to the Palm.
2. Windows 9x, NT, 2000, XP or later. Mac is not supported for the PC application.

EXTRACTING THE This step is required for all installations.

SETUP FILES

1. Download the ODOSetup.zip file to a temporary directory.
2. Unzip ODOSetup.zip to a temporary directory
3. In explorer locate the directory where you extracted the files.

PC INSTALL This step is required if you wish to use the PC application to synchronise ODO with your PDA.

1. If you are an existing ODO user then please first perform a sync and backup your odo.mdb file (just in case!)
2. Locate the Setup.exe file and run it.
3. If you are upgrading please select the **Repair** option, otherwise follow the prompts.
4. Setup will prompt for an installation directory. We recommend using the default.
5. Once Setup is complete you may need to reboot your PC. Please do so before running ODO PC.
6. **IMPORTANT!** Please remember to install the ODO.prc to your Palm before entering / modifying any data on your PC.

The PC Application is now installed. You may start the application by clicking START\All Program\ODO PC\ODO PC.

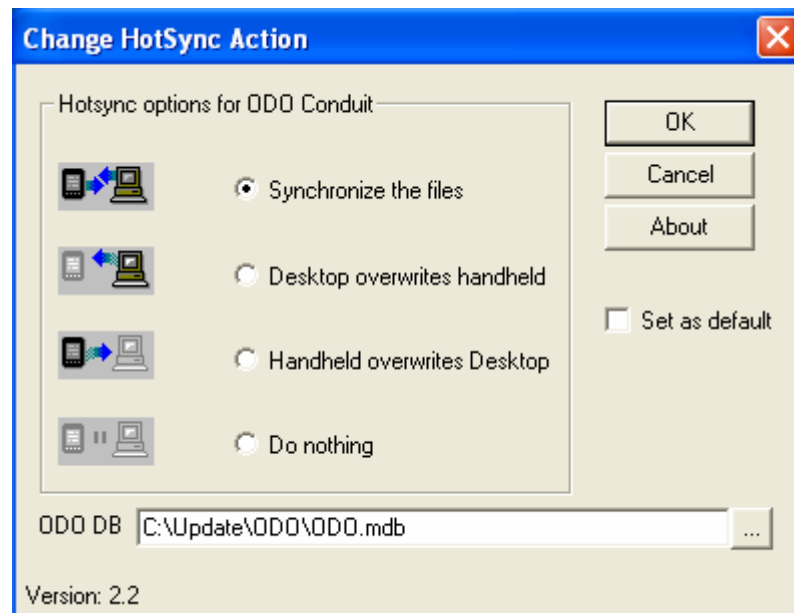
PALM INSTALL

1. In Explorer locate the Odo.prc file in the installation directory.
2. Double click on the Odo.prc file.
3. You may be prompted to select the user of the palm to install to, if so select the appropriate user and click 'OK'.

4. You **MUST** install ODO to the main memory of your PDA. ODO will not run from a memory card
5. Click 'Done' when the Install Tool window appears.
6. Perform a Hotsync to install ODO to your PDA.
7. Enter your serial key or select register later.
8. If upgrading please perform a Desktop Overwrites Handheld sync for ODO to refresh your data on your PDA.
9. Set your ODO UserID on your PDA **BEFORE** entering any data

CONDUIT CONFIGURATION The ODO Conduit is a small application which interfaces with Hotsync to synchronise the ODO records during the HotSync process. This application is installed when you run Setup.exe. After running this file you will notice an ODOCond entry under the Hotsync Custom menu option.

If you wish to change the location of the ODO database, first copy the Odo.mdb file from the install location to the desired directory. To update the Conduit location, open up the Hotsync Custom dialog by right clicking on the Hotsync icon and selecting Custom. Click on the ODOCond entry and press Change. Click the ellipse button next to the ODO DB path and select the Odo.mdb file from your new location.



Press OK to save your changes.

Multi User Install

ODO may be configured for multiple users in a number of different ways. Two standard methods are outlined below

MULTIPLE USERS VIA A SINGLE PC Many PDA's can be synced to the same PC using the standard Hotsync install. Each PDA must have a unique Hotsync User ID to ensure each is synced correctly. To configure ODO on a single PC for multiple users perform the following:

1. Perform a standard PC install of ODO
2. Install ODO to each PDA
3. Set the ODO User ID on each PDA
4. Enter data via each PDA and perform a sync for each PDA
5. All data should now be consolidated within ODO PC

***MULTIPLE USERS VIA
SHARED NETWORK***

If each PDA is to sync via a separate PC then the ODO.mdb can be placed on a shared network drive accessible via each PC. To configure ODO for a distributed install perform the following:

1. Perform a standard PC install of ODO on each PC
2. Install ODO to each PDA
3. Copy a ODO.mdb file to a shared network drive.
4. Delete all other copies of the ODO.mdb file for each PC
5. Configure the ODOCond to point to the Shared copy of ODO.mdb
6. Set the ODO User ID on each PDA
7. Enter data via each PDA and perform a sync for each PDA
8. All data should now be consolidated within ODO PC

STARTING ODO

Once ODO is installed on your Palm a new Icon will appear as below.



Click on this icon to start ODO on your Palm.



TIP *If after synchronising your Palm you cannot see the icon, try selecting the “All” category from the top right hand side of the screen. If the icon is still not displayed then the application has not been installed correctly. Please repeat the Palm Install procedure again.*

REGISTRATION ODO is a licensed application. To purchase please go to www.handango.com and type ComIT in the search field. When paying the small licence fee you must register your copy receive a serial key. **When registering you will be required to supply the registration name displayed in the middle of the form when you start the application.** This (Emulator as shown in the form below) will be used to create your serial key.

TRIAL You may use the ODO application for a trial period to assess its performance. Whilst in trial mode the application is fully functional for a limited time though the number of entries has been limited. Once either the trial period or record limit is reached no more records can be entered or edited. To start the trial click on the *Register Later* button shown below. Note, whilst in trial mode the Register form will appear each time you start the application.

Registration Form

Enter Registration No ⓘ

When purchasing ODO please quote the following Registration code to receive your serial key.

Emulator

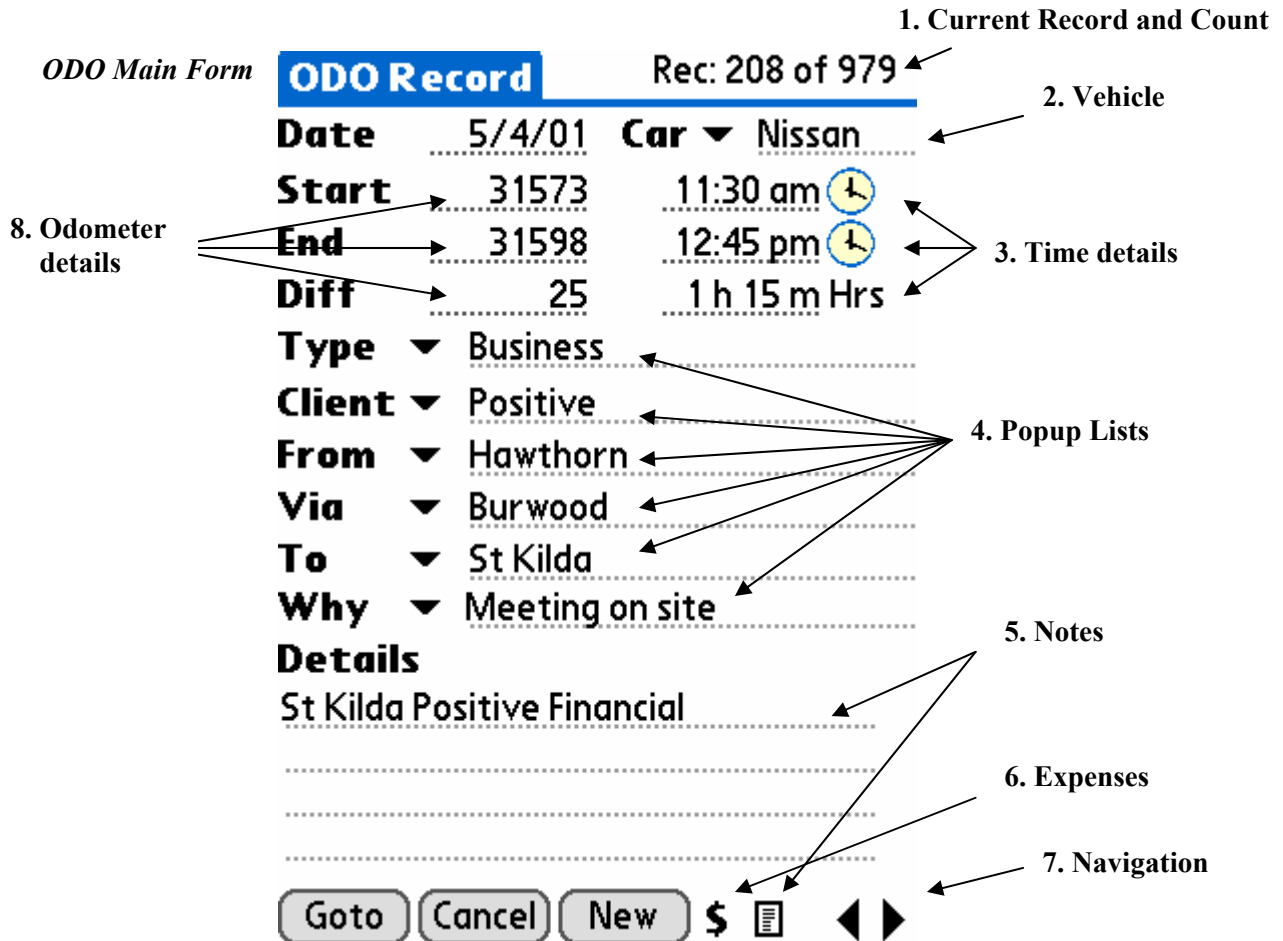
Serial Key **0000000000000000**...

Trial: 14 days or 50 records

The text at the bottom of the form displays the number of days and records left in the trial.

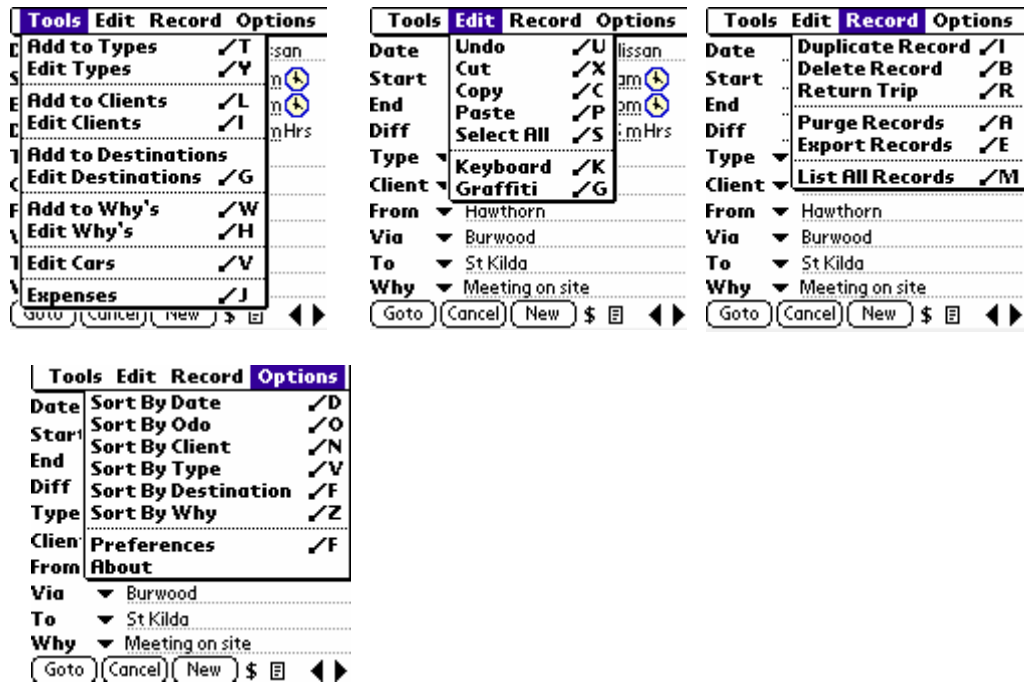
GETTING STARTED

OVERVIEW Get familiar with the Main form and feature buttons on the screen, as this will help to understand how to create your first ODO entry.



1. This displays the current record number and the total number of records entered. In this particular example, we are looking at record 208 out of a total of 979 records.
2. Each ODO record can be associated with a vehicle. Either enter a vehicle or select one from the list.
3. The Date, Start and End time and duration for this trip.
4. The triangles represent drop down lists. When clicked a list of possible selections will appear for you to choose from. Either select an entry from the list or enter the details directly.
5. Click the Notes icon to enter details about the trip.
6. Click the Expense icon to enter expense details
7. These arrows are used to navigate through your records. Alternatively use the page up and down buttons on your organiser.
8. The Start, End and Diff fields record the odometer readings relating to the trip.
9. The **Goto** button allows you to navigate directly to a different set of records. This may be time, client or other depending on the current sort order.
10. The **Cancel** button cancels any changes made to the current record.
11. The **New** button creates a new blank record. Navigating past the last record also creates a new blank record if **Auto New** is selected in the Preferences.

MENUS ODO has a number of menus that can be accessed by clicking on menu icon in the bottom left hand corner. These menus provide access to other forms and functions within ODO.

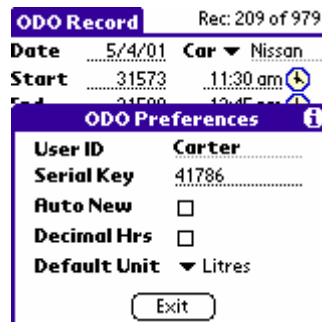


The menus shown above are from the main form. Sub sets of these menus are available on other forms.

The functionality of each menu item is described later in this document.



USER ID IMPORTANT. Each ODO application requires a unique User ID in order to synchronise data with a PC. When using multiple Palm devices with a single PC database, the user ID also determines which records get transferred to the Palm. **YOU MUST SET THE USER ID BEFORE ENTERING RECORDS.** To set the User ID click the Preferences menu item under the Options menu. Set the User ID and click exit.

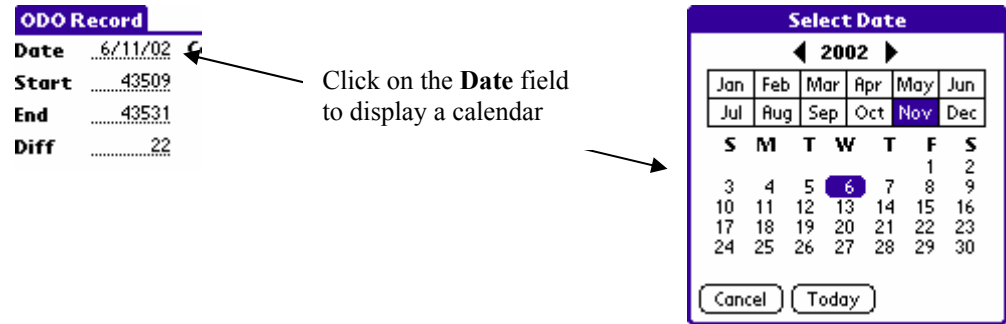


When entering ODO information on the PC please ensure you use the same User ID, otherwise your data will not be transferred to your PDA.

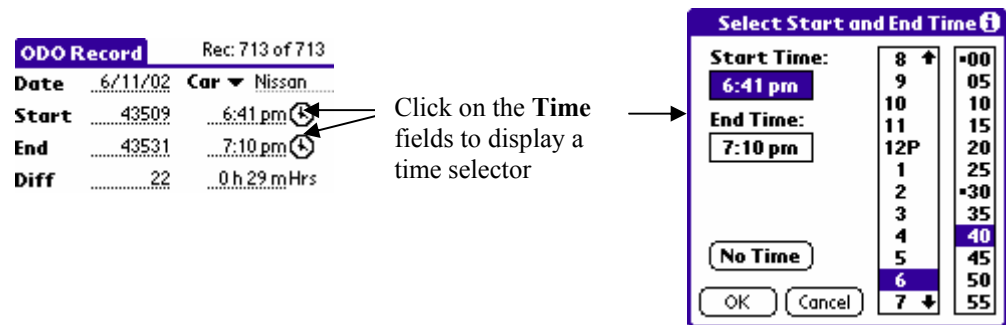
AUTO NEW If you select Auto New a new record will be created when you navigate past the last record. Otherwise a message will be displayed.

ENTERING DATES & TIMES

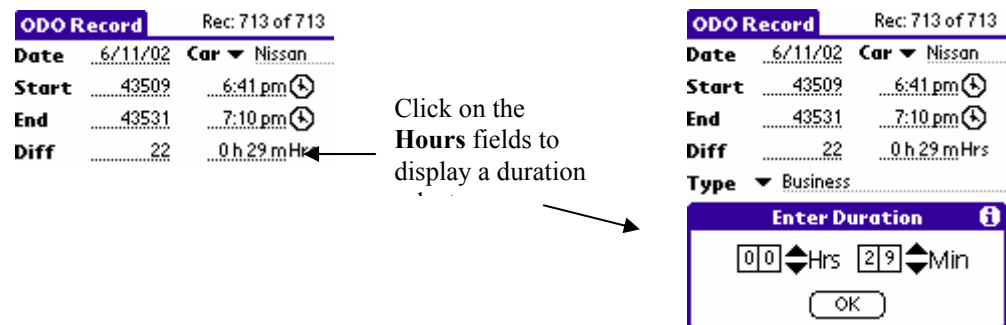
Dates and times are easily entered using the custom Date and Time entry forms as shown below. To enter a date simply click on the date field and a calendar will appear. When you select the required date the **Date** field on the ODO record will be updated.



Similarly if you click on either the **Start Time** or **End Time** fields a time selector form will appear.



When entering times on the time selector form, first click on Start Time and set the required time. Then click on End time and select the required time. If you change the start time the end time will be adjusted by the same amount.



After you have selected the **Start** and **End Time** the **Hrs** field will be automatically updated. If you tap on the **Hours** field you can manually enter the required duration, this will set the **End Time** accordingly.

Alternatively you can use the Time short cut buttons to set the **Start** or **End Time** to the current time.

ENTERING ODOMETER READINGS

When you create a new ODO record the **Start** and **End** odometer readings are set to the last enter odometer value for the selected Car. i.e. your current odometer reading. You can change these by clicking on either the **Start**, **End** or **Distance** readings to display the odometer entry form below



This form allows you to quickly enter your odometer reading in one of three ways:

Either:

1. Use the plus and minus buttons to set the required ODO reading.
2. Use the Page up and Page down buttons to increase or decrease the odometer reading.
3. Tap on the number and then enter the require reading using the Graffiti number pad.



TIP If you tap on a number the reading increases or decreases from that point when using the Plus or Minus, or the Page buttons.

Once you have entered the desired reading click **OK**, or **Cancel** to discard your changes. The ODO record is then updated with the new value and the **Distance**, or **End ODO** automatically calculated.

ENTERING CLIENTS, TYPES, DESTINATIONS ETC.

ODO allows you to maintain multiple lists which can be associated with each ODO record. These are Clients, Types, Destinations, Why's and Cars. The use and maintenance of each list all operate in the same way.

LIST SELECTION To associate an ODO record with one of the lists simply click on the drop down list arrow next to field. Clicking the **Destination** list will display a list similar to the one below.

ODO Record		Rec: 209 of 979
Date	5/4/01	Car ▼ Nissan
Start	31573	11:30 am ↕
End	31598	12:45 pm ↕
Diff	25	1 h 15 mHrs
Type	▼ Business	
Client	▼ Positive	
From	▼ Hawthorn	↑
Via	▼ Kew	
To	▼ Moorabin	
Why	▼ Pt Melbourn	
	▼ Richmond	
	▼ Southbank	↓

Goto (C)

If there are more entries than can appear in the initial list, up and down arrows appear to allow you to scroll through the list.

When you select the required entry the ODO record will be updated with your selection



TIP *If you wish to cancel your selection simply tap in an area away from the list.*

MANUAL ENTRY The use of lists is entirely optional. ODO does not enforce list selection for any data entry. If you wish to enter data directly simple click on the required field and enter your data.

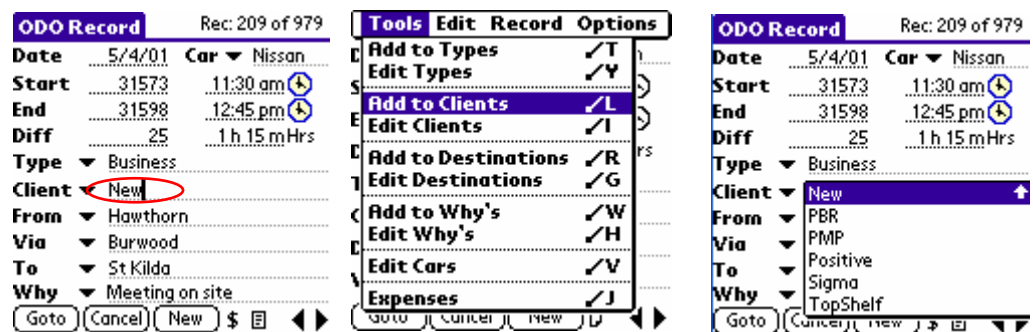
LISTS

The five lists in ODO (Clients, Types, Destinations, Why's and Cars) provide an efficient way to enter data constantly. Each list can be maintained independently and is specific to each user, i.e. when multiple ODO PDA's are synchronized to the same PC each user can maintain his/her own lists. Alternative lists can be shared across multiple users by specifying the Shared option against each list item (See the ODO PC User manual for details).

The values in each list can be updated or deleted at any time either on the PC or Palm without affecting any existing ODO records. Changes will automatically be synchronized between the PC and Palm.

Creating List Entries on the Fly

ODO provides an easy way to add entries to any list on the fly (excluding Cars). Simple click on the required field, say Clients. Type in the new client name and select the **Add to Clients** menu option under the **Tools** menu.



The new client will then appear in the list selection. This technique can be used to add Clients, Types, Destinations and Why's. Cars must be entered via the list maintenance form **Edit Cars**.

Note if you try and enter a value that already exists in the list then you will be prompted with the message below:



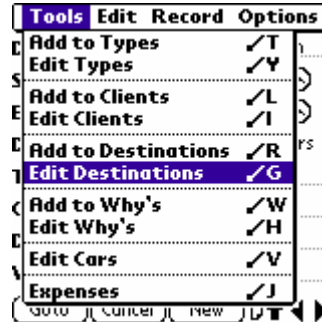
If you try to enter an invalid value, i.e. blank, you will be prompted with an Invalid Record message:



In each case the value will not be added to the list.

Editing Lists

The values in each list may be updated, deleted or created by using the Edit List function. To edit the contents of each list, select the required menu item under the tools menu. E.g. to edit the **Destinations** list select **Edit Destinations**.



The contents of the list will be displayed similar to below:



EDIT EXISTING To edit an existing entry first select the entry in the list and click **Edit**. The form below will be displayed allowing you to edit the selected entry



Once you have completed your changes click Save, or Cancel. If your edited value is the same as an existing list value then a **Record Already Exists** error will be displayed and your changes discarded

DELETING A LIST ITEM To delete an existing list item simply select the required item and click **Delete**. The item will be deleted immediately.

NEW ITEM To create a new item in a list simply click **New**. The form below will be displayed where you can enter the new list item.



To confirm the new list item click **Save**, otherwise **Cancel** to discard.

ODO LIST

This form displays a list of all ODO records and can be viewed by clicking on the **List All Records** menu item under the **Records** menu.

ODO List Form

Date	Start	Stop	Hrs	Begin	End
10/22/01	11:12 am	11:33 am	0.35	34540	34549
10/22/01	12:00 pm	12:10 pm	0.17	34549	34551
10/22/01	5:00 pm	5:15 pm	0.25	34551	34553
10/25/01	8:00 am	8:08 am	0.13	34553	34555
10/25/01	7:07 pm	7:15 pm	0.13	34555	34557
10/26/01	8:05 am	8:40 am	0.58	34557	34577
10/26/01	2:05 pm	2:35 pm	0.50	34577	34600
10/29/01	1:12 pm	1:45 pm	0.55	34600	34623
10/29/01	5:01 pm	5:01 pm	0.00	34623	34647
10/30/01	8:07 am	8:39 am	0.53	34647	34661

Navigation buttons: Exit, Left Arrow, Right Arrow, Up Arrow, Down Arrow

Use the scroll bar or up and down navigation buttons to scroll through the list. Use the left and right navigation buttons to scroll across the ODO records and display additional columns. Drag the column separators to resize the columns.

You have the choice of sorting this listing by *Date, ODO, Client, Type, Destination and Why* by using the **Options** menu function. To display a particular record in detail click required row. This will open up the ODO main form and display the selected record.

CUSTOMISING ODO LIST

Since each ODO record contains many fields it is not possible to fit all fields in the ODO list at one time. ODO allows you to customise the list to select which fields are displayed and the column width of those fields. To customise the list click the **Set Columns** menu item under the **Display** menu. This will show the form below.

Field	Width	Field	Width
<input checked="" type="checkbox"/> Car	40	<input checked="" type="checkbox"/> Type	30
<input checked="" type="checkbox"/> Date	40	<input checked="" type="checkbox"/> Client	40
<input checked="" type="checkbox"/> Start	35	<input checked="" type="checkbox"/> From	40
<input checked="" type="checkbox"/> Stop	35	<input checked="" type="checkbox"/> Via	40
<input checked="" type="checkbox"/> Hours	20	<input checked="" type="checkbox"/> To	40
<input checked="" type="checkbox"/> Begin	45	<input checked="" type="checkbox"/> Why	40
<input checked="" type="checkbox"/> End	45	<input checked="" type="checkbox"/> Details	99
<input checked="" type="checkbox"/> Dist	20		

OK

To ensure a column is displayed in the ODO list form check the tick box next to the required column. Next set the required column width for each column, acceptable values are 0 – 99 pixels. On most devices each character is approximately 5 pixels. Thus 40 = 8 characters (depends on character size, ie. '1' is less than 'O').

Alternatively you can drag the column separators in the **ODO List View** to resize the columns. Click **OK** to save your changes, the ODO List form will now be displayed with your new settings.

SORTING

When reviewing ODO entries it is often necessary to navigate between records in different orders. I.e. To review trips on a particular day you would require the records in date order. Alternatively to review what you have done for a particular client you would require the records in client order.

To facilitate this ODO records can be sorted in six ways:

1. Date order
2. ODO order
3. Client order
4. Type order
5. Destination order
6. Why order

To sort the records use the sort menu commands under the Options menu on the ODO main form and List form. Whist the records are being sorted a message will appear on the screen as below.

The screenshot shows the ODO Record form with the following fields and values:

ODO Record		Rec: 209 of 979
Date	5/4/01	Car ▼ Nissan
Start	31573	11:30 am ↻
End	31598	12:45 pm ↻
Diff	25	1 h 15 mHrs
Type	Sorting Data...	
Client		
From	▼ Hawthorn	
Via	▼ Burwood	
To	▼ St Kilda	
Why	▼ Meeting on site	
Goto Cancel New \$ [] <>		

Note: if you have a large number of records (1000 +), sorting may take a few seconds.

Once the sort is complete the first record will be displayed. Use the **GOTO** button to navigate to the required entry.

GOTO

It is often necessary to navigate directly to a particular record or group of records. One method is to use the List form to scroll to the required record and then display it. The **Goto** button provides an alternative method.

The **Goto** button displays either a calendar, a list or an odometer entry form depending on the current sort order. If the sort order is by date then the calendar is displayed. If the sort order is by ODO then an odometer entry form is displayed, otherwise a list is shown displaying all possible values based on the current sort order. I.e. if the sort order is by Clients, then a list of clients is displayed.

GOTO DATE



GOTO ODO



GOTO CLIENT, TYPE ETC



Selecting a date or an odometer will navigate to the first occurrence of the selection. If no occurrence is found then the next record after the selection is displayed. If the selection is before or after all ODO records then the first or last records is displayed respectively.

Similarly selecting a value from the list will navigate to the first occurrence of that value. If the value is not found then the next record after the selection is displayed.

RECORD DUPLICATION

Often when travelling to and from client sites you record the same trip information each time, with only the date and odometer readings updated. ODO provides a simple way to repeat any previous trip.

First locate the previous ODO record you wish to repeat, then click on the **Duplicate Record** menu item under the **Record** menu.



A new ODO record will be created with the following details:

- Date and Start time set to the current date and time
- End time set to Start time + trip duration
- Start ODO set to last ODO entered
- End ODO set to Start ODO + trip distance
- All other details copied from original record

To use the duplicate record feature effectively duplicate the required record at the beginning of your trip. You can then update the time and distance if required at the end of your trip.

Similarly you can automatically create a **Return Trip** record based on an existing record. To use this feature first create the outbound record and record the distance and travel time. When commencing the return trip simply click the **Return Trip** menu item under the **Record** menu. This will create a new record with the following details:

- Date and Start time set to the current date and time
- End time set to Start time + trip duration
- Start ODO set to last ODO entered
- End ODO set to Start ODO + trip distance
- From and To locations reversed
- All other details copied from original record

DELETE RECORD

Delete record does exactly that, it deletes the current ODO record. Simply select the required record to delete from the main form and click the **Delete Record** menu item under the **Record** menu. A confirmation will be displayed, click OK to confirm the delete or Cancel to discard.

PURGE RECORDS

Multiple records can be deleted from ODO using the Purge function. Simply select the **Purge Records** menu item under the **Records** menu to display the purge records form below.

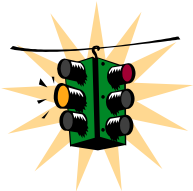
Purge Filter

Select the start and end dates to purge records between

Start Date 14/12/02.....

End Date 14/12/02.....

Select the Start and End date range to delete the records from and press **Purge**.



WARNING. ONCE RECORDS HAVE BEEN PURGED THEY CAN NOT BE RECOVERED. PURGING RECORDS ON YOUR PDA WILL ALSO REMOVE THEM FROM YOUR PC.

EXPORTING RECORDS

ODO records can be exported to the Memo pad. To export your data select the **Export Records** menu item under the **Records** menu to display the form below.

Export Filter

Select the start and end dates to export records between

Start Date 14/12/02.....

End Date 14/12/02.....

Export ▼ Both

Select the date range you wish to export records from and select the required Export option from the Export list. Due to size limitations in the Memo records, multiple entries may be created to store the exported data.

Exporting data does not delete the data from ODO.

ENTERING EXPENSES

Expenses related to travel can be recorded using the Expense form as shown below. To access this form either select the **Expenses** menu item on the **Tools** menu, or click the \$ next to the **New** button.

EXPENSE FORM

The screenshot shows the 'Expenses' form with the following fields and values:

- Date:** 7/29/03
- Car:** Nissan
- Odo:** 50957
- Amount:** 52.00
- Cat:** Petrol
- Pay:** Master card
- Client:** (empty)
- Qty:** 62.27
- Unit:** Litres
- Fill Up:**
- Rebate:**

At the bottom, there are buttons for 'Done', 'Cancel', and 'New', along with a double arrow navigation button.

By default expenses are separated into Petrol related and other, though you may add as many categories as you like. When selecting the Petrol category the **Qty** and **Fill Up** options are displayed to records the volume of fuel purchased. Any other category will hide these options.

The date and drop down lists function the same as in ODO main form. List selections can be added on the fly using the menu options.

The screenshot shows the 'Tools Record' menu with the following options:

- Add to Categories:** C
- Edit Categories:** A
- Add to Payments:** P
- Edit Payments:** Y

To enter the amount and qty simply click on the field and a numerical key pad will be displayed as shown below. Enter the required number and click **Enter** to save.

The screenshot shows the 'Enter number' keypad with the following elements:

- Input field:** 52.33
- Buttons:** 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, .
- Control buttons:** Delete, Enter

SUPPORT

ODO has been thoroughly tested on multiple Palm devices. If in the unlikely event you experience a problem please first ensure you have followed the installation and setup instructions. If the problem persists please email all bugs and support related enquires to

support@comit.com.au

and include ODO Support in the email header.

To assist us we will require the following information:

1. Registration No or serial key, purchase date and contact details
2. Palm OS version
3. Your PC windows version
4. A detailed description of the problem. If it is bug related, an example of the operations performed which caused the problem.

FAQ

UNABLE TO GET REFERENCE TO DAO OBJECT

This is caused during the install when the DAO components can not be found.

Please try the following:

1. Download and install DAOTest from www.comit.com.au/support.htm
2. Try the ODO Setup again
3. If still no joy, in the install for ODO there is a DAOLicence.reg file. Please double click on this file and click yes to update your registry. This file creates a licence key for DAO which some times does not get installed if your have MS Project installed. Try setup again.
4. If still no joy install MFC and restart. Try setup again.

If after the above you are still experiencing problems please contact support@comit.com.au

WHY DOES HOTSYNC CONSISTENTLY FAIL?

1. First off, have you installed the ODO Conduit? It should be installed when you run the Setup.exe file. To check right click on your Hotsync icon and select Custom. If installed you should see an ODOCond entry. If it is not there then run Setup.exe.

2. Is the Conduit configured to look at the right database? From the hotsync custom menu select ODOCond and click change. Ensure the path at the bottom of the form points to the ODO.mdb file and that the file is actually there.

3. Did you enter the same User ID on the Palm as you use on the PC? The ODO user ID is located under Options/Preferences. This ID determines which records get transferred between your PC and Palm. When entering records on the PC please ensure you either type in the ID correctly or select it from the list box.

4. Have you converted the ODO.mdb database from Access 97 format? If so the conduit is probably coming up with an Unrecognised Database format error. If you have already entered data the only way to fix this is to convert the ODO.mdb file back to Access 97. To do this open up the ODO.mdb file in your version of Access, click Tools, Database Utilities, Convert Database, To Previous version. Save the database under a new name. Close Access and rename the ODO.mdb file to something else (ODO2000.mdb). Then rename the newly created database to ODO.mdb, this database should now be in Access 97 format.

If you have not entered any data simply reinstall the database using the ODODB.exe file. Note you must enter the correct location to your existing odo.mdb file when prompted.

It is not necessary to convert the database in order to use it under 2000. Please review the FAQ for Access 2000.

INSTALL ODO ON A NEW PC

To migrate your ODO data from an existing PC to a new PC you must perform the following steps:

1. Perform a Hotsync and make sure all your data is on your

- existing PC
2. Locate the ODO.mdb database file and copy to a safe location
3. Install the same version of ODO on your new PC. Note it **MUST** be the same version
4. Copy the ODO.mdb from your old PC to the new PC install directory (c:\Program Files\ODO PC by default) replacing the existing ODO.mdb file
5. Open ODO on your New PC, if prompted for the database location browse to the install directory and select the ODO.mdb file.
6. Check that your data is visible
7. Perform a Hotsync and check the Hotsync log for any errors

INSTALL ODO ON A NEW PDA To migrate your ODO data from an existing PDA to a new PDA you must perform the following steps:

1. Perform a Hotsync and make sure all your data is on your PC
2. Delete ODO from your existing PDA (required for licensing and conduit conflict issues)
3. Click the Start\App Programs\ODO PC\Install Palm App menu item
4. If prompted select the appropriate user for your new PDA
5. Perform a Hotsync on your new PDA
6. Open ODO on your new PDA and enter your serial key. If you are using a different Hotsync profile you may need a new serial key. Contact support for a new key and supply the new registration name.
7. Set the ODO UserID to the UserID used in your existing ODO entries (check the PC app for confirmation)
8. Set the ODO Conduit to perform a once only Desktop Overwrites Handheld sync
9. Perform a Hotsync
10. Open ODO on your new PDA again and check your data is there.

If you have any problems check the Hotsync log for any errors and make sure you have set the User ID correctly.

HOW DO I USE ODO WITH ACCESS 2000 AND ABOVE

The ODO.mdb file **MUST** be in Access 97 format for the conduit to work correctly. Since you can not modify the database with later versions you must create a new Access database in Access 2000 (or above). Then Link all the tables (except the ODOCond) to the new DB. Remember to Link, not Import. You can then view/edit all your data through the new Access 2000 DB and create queries and reports as required.

CAN I USE EXCEL INSTEAD OF ACCESS?

ODO uses an optimised two way synchronisation routine which requires complicated data manipulation. I.e. during any single sync updates, deletions and additions may have occurred on both the PC and the Palm. In order to process these ODO uses a technique called double buffering where a separate copy of the data is maintained in the Access database. This complexity does lead to significant performance gains (we synchronise a 10,000+ record DB in less than 20 seconds) but does unfortunately mean that it can not easily be achieved in Excel. However, if your aim is to simply extract and use the data on the PC (not to update) then you can import it into Excel or any other ODBC compliant application. To do so open a new excel sheet. Click Data, Get External Data, New Database Query. This should open MS Query. On the Databases tab select

MS Access Database and OK. Browse to the location of your ODO.mdb file and open it. You will be prompted to select the data to include in your query, click on ODO and click the right arrow button. Click next three times and then select return data to Excel and click finish.

You should now see all your data entered on your Palm. If required you can also import the other tables, though these are just lookups. The ODOCOND table is the double buffer mentioned earlier.

Alternatively simply use the ODO PC application to export the ODO data into an Excel or CSV format suitable for Excel.

We have also released a free export utility (DBExport V1) which will take all the data from the ODO (and Times) database and export it to a CSV format suitable for Excel. You can find this utility on Palmgear and Handango. If you wish to use this utility please ensure you have MDAC2.6 installed (see the DBExportReadme file).

PURGING RECORDS If you have MS Access you can delete a range of records by performing the following query

```
DELETE FROM ODO WHERE ODO.StartDate < #M/D/YYYY#
```

Where M = Month No, D = Day No and YYYY = Year.

PLEASE NOTE ONCE DELETED YOU CAN NOT RECOVER THESE RECORDS! We recommend making a backup of your odo.mdb file should you require these records in the future.

ODO PC 1.5 and above includes a purge function which can be used to achieve the same results.

WHY DOES SETUP FAIL TO RECOGNISE DAO EVEN AFTER I HAVE INSTALLED DAOTEST SUCCESSFULLY? There is a bug in the self-registration function of the MS DAO DLL which does not always create the required licence key in the registry to support ActiveX scripting. To work around this install DAOLicence.reg by double clicking on the file. Set-up should now install correctly.

WHY ARE THERE MORE RECORDS ON MY PC THAN MY PALM? There are a number of reasons why you may have different record counts on your Palm to the PC, some by design and some caused by incorrect use.

ODO is designed to consolidate multiple Palms to one database. To do so each Palm must have a unique ODO User ID which is attached to each ODO record. When you sync, only records with the same User ID's are transferred to and from your PC. If either your Palm or PC User ID's have been changed after entering records it is possible some ODO records have been created under different ID's, thus when you sync you are only synchronizing your current User ID's records. This would explain why there are more records on the PC than on the Palm.

If you operate your ODO system with only one User you can verify this by either reviewing all your ODO records on the PC and looking for different ID's or running the following query against your Access database:

```
Select Distinct ID from ODO
```

This query will list all the unique ID's used against your records.

If you have used multiple ID's, then performing a Handheld overwrites Desktop sync will not fix this problem. It will only replace records with the same User ID as currently used on the Palm. To fix you must first perform a sync and ensure all the records from your palm are correct on the PC. Then update all ODO records on the PC to the current Palm User ID either by manually modifying them or running the following query:

Update ODO Set ID = 'Enter Your User ID here between the quotes'

Then perform a Desktop overwrites Handheld sync. This will copy all the PC records back to the Palm with the new User ID's where appropriate. Your Palm and PC should now be in sync.

Other causes would be where you have manually modified the User ID or the RecID on the PC after synching with the Palm. This would effectively have the same effect as changing the Palm User ID and cause the records not to be copied to the Palm. To Fix follow the same procedure above.

If you have manually modified the ODOCond table then you will most likely loose sync between the data on the Palm and PC. Again the best way to fix this is to ensure the PC data is correct and perform a Desktop overwrites Handheld sync.

Finally if there is a problem with the ODO Conduit this could cause loss or corruption of data. Currently we are not aware of any such problems but you can review your Hotsync log to verify this. If the conduit is working correctly you should see OK ODOCond in your log file. Otherwise forward the log file to support@comit.com.au and we'll investigate.

WHY ARE THERE MORE RECORDS ON MY PALM THAT MY PC?

Have you changed your user ID on your Palm after entering records?. ODO is designed to be multi user, i.e. many Palm devices can synch to the same Access database. This is facilitated by recording the User ID against each record. The User ID should not be changed after you have started entering data. If you change the user ID after entering records then you will only synchronise those records created with the new ID.

To resolve this you can either:

A) Change the User ID back to the original name (assuming you have not entered any new records with the new ID) and perform a Handheld overwrites Desktop. All your records should now be in synch.

or

B) Note: you will need Access or another ODBC tool to perform this process. First Perform a Handheld overwrites Desktop. This will copy all the Handheld records to the ODOCond table. If the User ID on the Palm is different that against the ODO records then these records will not be copied to the ODO table and you will have to do this manually. To do so first delete all existing records in your ODO table using the query below, replace YourID with your current ODO User ID, and Your OLD ID with the previous User ID

```
UPDATE ODOCOND SET ID = "YourID"
```

```
WHERE ID ="Your OLD ID"
```

Next perform an update query on the ODOCond table to set the UserID to the same as that on the Palm, use the query below replacing YourID with your current user id (leave the quotes)

```
UPDATE ODOCOND SET ODOCOND.ID = "YourID"
```

Then append all records to the ODO table using the query below:

```
INSERT INTO ODO (ID, StartDate, StartTime, EndTime, Hours,
StartODO, EndODO, Distance, Type, Client, To, Reason, Details,
RecId, Car, From, Via )
SELECT ODOCOND.ID, ODOCOND.StartDate, ODOCOND.StartTime,
ODOCOND.EndTime, ODOCOND.Hours, ODOCOND.StartODO,
ODOCOND.EndODO, ODOCOND.Distance, ODOCOND.Type,
ODOCOND.Client, ODOCOND.To, ODOCOND.Reason, ODOCOND.Details,
ODOCOND.RecId, ODOCOND.Attributes, ODOCOND.Car, ODOCOND.From,
ODOCOND.Via
FROM ODOCOND
WHERE ((ODOCOND.ID)="YourID");
```

All your records will now be in the ODO table. Check the data and when satisfied make a backup of the ODO.mdb file (just in case) and perform a desktop overwrites handheld synch. All your ODO records should now be in sync.

As long as you do not perform a Desktop overwrites Handheld before getting the records into the ODO table you should not lose your data.

***I HAVE REINSTALLED
PALM DESKTOP AND
NOW MY RECORDS ARE
NOT BEING SYNCED***

When you reinstall Palm Desktop unless you select "Keep existing Conduit settings" you effectively overwrite the ODO conduit entry, thus removing it from Hotsync. The easiest way to resolve this issue is to:

1. Make a copy of your ODO.mdb file to a temp directory
2. Uninstall ODO PC
3. Reinstall ODO PC from your original setup files (only the PC component, not the Palm)
4. Replace the odo.mdb file in the install directory with the one copied previously
5. Perform a Hotsync

Your PC and Palm should now be in sync.

***WHY ARE MY RECORDS
NOT SYNCING FROM
MY PC?***

Please check the following:

1. Have you installed the ODO Conduit? Look in the Hotsync custom screen for an entry called ODOCond. If not please reinstall ODO PC.
2. Are you using the same version of ODO on your PC and PDA?
3. Is it configured to point to your odo.mdb file?
4. Are there any records in the odo.mdb file?
5. Are you using the same ODO UserID on both your PC and PDA?
6. Are there any errors in the Hotsync log file?

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