

# SDS Mile User's Manual

*SDS Mile is a mileage tracking program. The program records vehicle mileage and odometer readings on destinations, categories and cars. The reported miles are displayed in a day, week and month view. The program also calculates the total reported miles for each day, week, month and destination.*

## Installing - Windows

Execute **sdsmile10.exe** to install SDS Mile on the handheld and the SDS Mile Conduit on the desktop computer. Make a HotSync to finalize the installation.

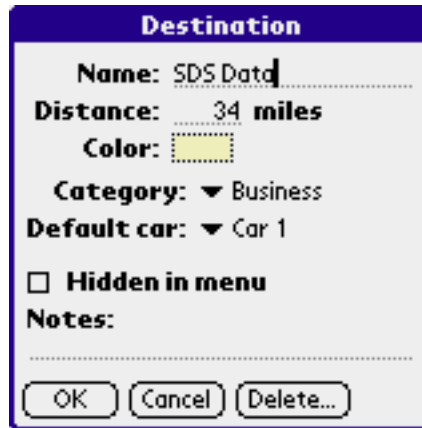
## Installing - Macintosh

Use HotSync to install the file **SDSMile.prc** on your handheld. Double-click **sdsmilecond10.dmg** to mount a disk image with the SDS Mile conduit installer and double-click **SDS Mile Conduit.pkg** to install.

Do not delete any previous version of SDS Mile before installing the new version if you want to import your old data.

## The destination dialog

Tap the **Edit Destinations** button to open a list of destinations. Tap the **New** button to open the Destination dialog window. Enter a name and optionally a distance. You can also enter a default category and a default car for the destination.



The distance, category and car information is used as default values for trips to this destination. It is always possible to change these values in the actual trips. The default information from the destination makes the mileage recording very easy, as most of the trip information will be automatically inserted in a recording.

You can also set a color and some text notes for the destination. The color (only for color enabled Palm devices) is used as the destination background color in the day, week and month views.

## Mileage recording

You can now start the mileage recording. Tap a row in the leftmost column in the week view. A popup menu appears where you can select a destination. If you normally records trips to the same destination each week it is convenient to let the program automatically insert the destinations in the leftmost column. Select "Save as default week" in the options menu to save the current week as a template for all new weeks.



Tap a cell to open the trip dialog. In the trip dialog you enter the information for a trip. The program inserts as much information as possible from the trip destination. Simply tap OK if all the default information is correct. Otherwise update the information:

Enter the trip distance if the destination did not include any distance value or if you want to change the default distance. The program calculates the stop odometer value.

Select a car. The program remembers the last odometer reading for each car and inserts this value in the start field. The program also calculates the stop odometer value.

Update the start and/or stop odometer value if the default values are not correct. The stop and distance values is automatically updated.

Select a category for the trip. The category information is used in the day/week and month view to only show trips assigned to a single category.

## The week view

Tap the week view symbol in the lower left corner to open the week view. The view shows all reported miles for each destination during a week. It is possible to set the first day of week in the preferences.

SDS Mile 2003	Week 24					
	M	T	W	T	F	
Jun	9	10	11	12	13	miles
SDS Data	34	34	34			102
Company A			87	12		99
<b>Total</b>	<b>34</b>	<b>34</b>	<b>121</b>	<b>12</b>		<b>201</b>

Switch week by tapping the week arrows or pressing the scroll buttons. You can also go directly to a week. Tap the “Goto” button and select a week. Use the small scroll arrows to scroll the rows and columns in the week.

Tap a row in the leftmost column to insert a destination, tap a row in a day column to insert a trip and tap a row in the rightmost column to show a popup window with the destination information.

## The day view

Tap the day view symbol in the lower left corner to open the day view. In the day view each trip is shown on a separate row. In the week view and month view multiple trips to the same destination are merged into a single row.

	Odometer	miles
SDS Data	320392 - 320426	34
Company A	320426 - 320513	87

Day total: 121

## The month view

Tap the month symbol in the lower left corner to open the month view. The view shows the total reported miles for each destination and week during a month.

## Navigation

Tap a week number in the month view to open the week view. Tap a date in the week view to open the day view. The Tungsten five-way navigator and Cli+ Jog Dial navigator are possible to use for navigation within a view.

If you assign a hardware button for SDS Mile the hardware button can be used to switch between the day, week and month view.

## Exporting data

SDS Mile includes a conduit for exporting the mileage data to a desktop computer during HotSync. The conduit creates either readable text files or CSV files for import to Excel. The files are created in the directory “SDS Mile” in your Palm user directory in the Palm directory. For example:

C:\Program Files\Palm\UI\SDS Mile\

It is also possible to export the mileage data to a memo in the handheld. Select “Export Week to Memo” in the “Record” menu to create a memo for the current week.

**Export to Memo**

**Export the following fields:**

- Destination
- Date
- Note
- Distance
- Odometer
- Car
- Note
- Category

**Field separator:** ▼ Semicolon

Export Cancel

If you have the Palm program PalmPrint or SCS Print you can print the data from SDS Mile. Select “Print Week” in the “Record” menu to print a week.

## Support

Send questions, suggestions or bug reports to [info@sdsdata.com](mailto:info@sdsdata.com). Visit the SDS Data download page <http://www.sdsdata.com/download.html> to get the latest version of SDS Mile.