

TDY Mileage v1

The easy way to track “In and Around” Mileage

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1. Purpose

This database has a simple purpose. Keep track of my “In and Around Mileage” when I am on TDY. I had a great idea that it would be easier if the database had instincts of a sort and added places and distances as you entered them. So that is what this database does. As you enter more information, it gets easier to use. This is also something that only took a few hours on a night when I should have been in bed. So it looks a little basic and simple, but hey it works anyway. If it isn’t broke, don’t fix it. If you have suggestions for improvements, email me (a link is on the main page).

2. Installation

2a. Install

To say that this is an installation is incorrect. It is just a self-executable RAR file. Just run the “TDY Mileage” file and tell it where to put the two files.

2b. Uninstall

OK, this is simple, there where only two files. This manual and the database. Simple delete them.

3. Using

When you open the database it will automatically open to the “Main” screen. You should enter the basic information at the bottom of screen. This information is used in the heading when you print.

The screenshot shows a Windows-style application window titled "TDY Mileage - [Main : Form]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu is a toolbar with various icons. The main area is titled "TDY Mileage Tracking" and includes the text "Release 1, Dec03" and "Designed by SGT Dickinson, Clifford". There are three tabs: "Mileage Log" (selected), "Distances", and "Print Mileage Log - 30 Day Report". The "Mileage Log" tab contains the text "This is where you enter you mileage log". The "Distances" tab contains the text "If you need to change a distance that you have entered you can do it here". Below the tabs is an "Information" section with "Name:" and "Travel Order:" labels and input fields. There is also an "Options" section with the text "(Unchecked = Yes)" and a checkbox labeled "Display Round Trip Screen". At the bottom of the form are buttons for "Reset - Entire Database" and "Exit". The status bar at the very bottom shows "Record: 1 of 1" and "Form View".

3a. Mileage Log

Click this button and start entering you information. The database will prompt you when it does something or needs something

Date: Input the date

Time: This is the time based on 24hr clock.

Start Location: This is the start location of the trip

End Location: This is the end location of the trip.

The Date/Time combination controls the order that the items are displayed and printed. Including the time allows you to input them in non-sequential order if you have to and still have them appear in the correct order. Or say you just forget to input your return trip from PT one morning. No big deal.

As you enter information you may see the screen “flicker.” It is checking for all of the things listed below.

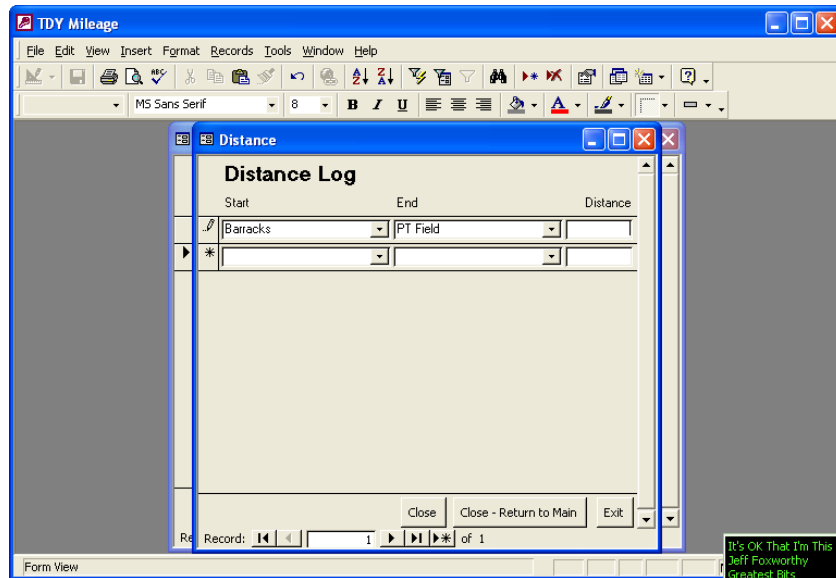
The screenshot shows a software window titled "TDY Mileage". Inside, there's a "Mileage Log" sub-window. The sub-window has a header with the title "Mileage Log" and a table with four columns: "Date", "Time", "Start Location", and "End Location". Below the table, there's a "Record" section with navigation buttons (back, forward, first, last) and a status bar showing "1 of 1". At the bottom right of the sub-window are buttons for "Close - Return to Main" and "Exit". The main window also has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar with various icons.

3a(1). New Location

If you enter a new location the database will show a small screen saying a new location has been added. That location is now included in the drop down list for the Start and End Locations.

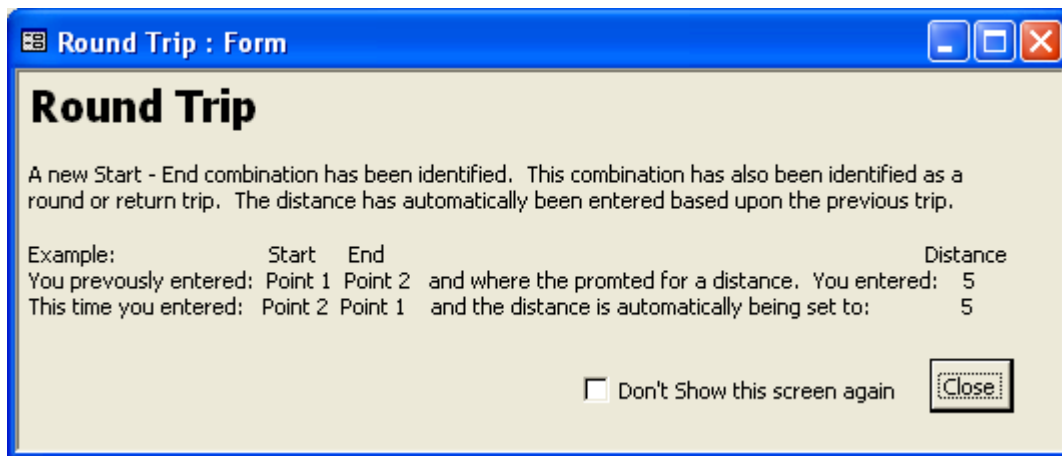
3a(2). New Trip

If you enter a new Start – End combination, this constitutes a new trip. You will automatically be prompted to enter the distance for this trip. Enter the distance of this trip (in miles) and click the “Close” button.



3a(3). New Round Trip

If you enter a Start – End location that you have already input as End – Start this constitutes a Round Trip. A screen will appear saying that the database has already figured this out and input the new trip information. You can turn off this screen by checking the “Don’t Show this screen again” checkbox. If you turn it off, it simply doesn’t show the screen, it still counts that as a round trip and inputs the distance automatically.

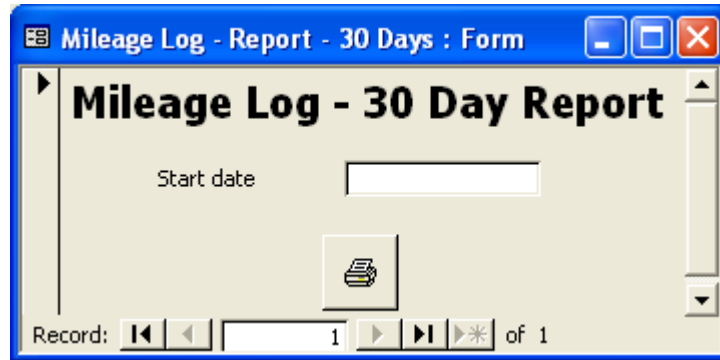


3b. Distance

This allows you to view/edit the distances that you have entered in the database. Care must be taken when editing distantness that are part of a round trip. The database does not automatically re-check to insure that these distances match. I assumed that you knew the distance before you entered the trip and should have no reason to change the distances.

3c. Printing

This prints your mileage log for a 30-day period. The personal information you entered on the main screen is used on the heading of this report. A screen will open prompting you for the start date of the report. Enter the start date and click the printer button.



3d. Reset

This allows you to reset the entire database and use it for your next TDY. You will be prompted to confirm several deletions. Click yes on all of them.

4. Conclusion

This is a simple database that is not designed to do anything more than what it is. It is not like most of my databases that have several uses and can track hundreds of people through a couple dozen areas. This only tracks one person through one TDY. If you have problems there are links to my email and website on the main page.