
CUSTOMER GUIDE: Customer Preferences

Overview

FLEETMATE offers a number of preferences that determine which features are activated, and in some cases, how these features will function. This document discusses the settings available under the **Options | Preferences...** menu.

You may want to start FLEETMATE and click the **Options | Preferences...** menu item so that you can follow along as the various options are discussed.

General Tab

On Program Start

The area entitled On Program Start enables you to determine whether the main window will be **centered** on your screen when the program starts, or whether it will be returned at the **last used position**.

On Program Exit

This area enables you to choose to be offered an opportunity to make a backup copy of your database when you close FLEETMATE, and to determine the maximum number of backup copies to maintain. This feature is designed to enable you to make convenient copies of your database to use in the event data is inadvertently altered or deleted. **This option does NOT eliminate the need to make regular archival copies of your database. Always make regular copies of your database to tape, CD-R/RW, or other removable media to protect you in the event of a disk failure.**

You can also choose to tell FLEETMATE to remember certain screen settings between sessions. As a default these settings will all be saved between sessions.

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Reports Tab

This tab is used to specify the location of your FLEETMATE report definition files. This location will typically be **C:\Program Files\FLEETMATE \Reports**. You may vary this setting if you prefer to keep your reports in a different folder, or located on a central file server. If located on a server, the folder where these file are stored will need to be defined so that the user account has **Full** access to the folder. FLEETMATE performs a variety of operations on these files, and must be allowed to do so by the operating system.

When you print a report, you can tell FLEETMATE to automatically print the entire report, or to prompt you for the specific pages to print. Having the ability to print specific pages can be beneficial particularly when working with lengthy reports.

If you have purchased the optional FLEETMATE Report Designer, and you want to integrate your custom reports for use within the FLEETMATE Report Viewer, check the box labeled **Integrate with Report Viewer**.

Note that custom reports must be specifically designed for use within FLEETMATE, and they need to be located in the same folder as all other base production report definition files. Please refer to the **FLEETMATE Report Designer - Customer Guide** for additional information.

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Messages Tab

This tab is used to control prompts and common messages from FLEETMATE.

Confirmation

You can tell FLEETMATE to prompt for confirmation before deleting data records, and/or before exiting the program.

Reminders

This area enables you to choose to have all reminders that are due, displayed when the program starts. This causes the **Reminders** window to appear on start-up, or whenever you open a different database.

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Images Tab

This tab is used to specify the **default** location for vehicle and maintenance images and attachments. It also enables you to specify the locations of your Personnel and Inventory thumbnail image files.

Default Folder for Images/Attachments

Enables you to tell FLEETMATE where to initially look for images/attachments when you are browsing for the file. This setting relates to Vehicle and Maintenance type image/attachment records.

Personnel Image Storage Folder

Enables you to tell FLEETMATE where your Personnel images are located. All Personnel image files must be located in the specified folder. If you change the physical location of your Personnel images, you will need to update this value, and then run a database repair. Only GIF, JPG, and BMP format files are supported.

Inventory Image Storage Folder

Enables you to tell FLEETMATE where your Inventory images are located. All Inventory image files must be located in the specified folder. If you change the physical location of your Inventory images, you will need to update this value, and then run a database repair. Only GIF, JPG, and BMP format files are supported.

Default Image View Mode

This setting defines the default view mode that will be used as you add new image/attachment records. You can always change the view mode of an image/attachment record.

- The **Display Image** view mode will use the internal FLEETMATE image viewer to display your attachment. In this view mode, the image formats supported are **GIF**, **JPG**, and **BMP**. Note that this feature has an image size limitation of approximately **1600** pixels, for both height and width. To render to a file containing a very large image, use the Launch Application view mode.
- The **Launch Application** view mode will cause FLEETMATE to start the appropriate software on your PC to display your attachment. This option should always be used for any attachment other than a GIF, JPG, or BMP file. It should also be used for very large images (greater than 1600h x 1600w (pixels), since the internal viewer has limitations regarding image size.

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Extended Control Tab

This tab enables you to vary a number of special features and specialized functions and limits.

Drop Lists

Use this area to determine if droplists will automatically 'drop' when you enter a droplist field, and whether or not new droplist values will be added to your database. You can also lock the droplists so that only a selection from existing droplist values is allowed for use on a record.

Route Auto Dates

When you add a new Route record, FLEETMATE will automatically advance to the next date following the date of the last route record entered. These options enable you to instruct FLEETMATE to skip Saturdays and/or Sundays if the next date falls on either or both of these days.

Hide from View

This area enables you to optionally hide **Inactive Personnel** records, **Inactive Vendor** records, **Retired Vehicles**, and/or **Out of Service Vehicles**. Use care when hiding vehicles that are out of service, since you won't be able to bring them back into service unless you can see the vehicle record(s) listed.

Fuel Value Warning Limits

This area enables you to define sanity-checks to help prevent erroneous values from being entered into a Fuel Log record. These limits do not prevent saving a record, but will change the field background color to give you visual feedback that one or more values fall outside of the valid range you have specified.

The **Require Volume and Cost** option will require that a positive numeric value greater than zero exist for fuel volume and for fuel cost. Otherwise, the **OK** button on a fuel record will not be enabled, preventing you from saving the record.

Select Contents when Entering Field

The **Select Contents when Entering Field** option, if checked, will automatically select (highlight) the field contents when tabbing into a field. This enables you to simply type over the existing field contents when updating a record. If this feature is disabled, the cursor will simply appear in the left-most position of a field when you enter the field.

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Mail Tab

This tab enables you to define your identity as the Sender when you use the built-in E-Mail features in FLEETMATE. Enter your Display Name, E-Mail Address, and your Organization Name in the fields provided.

SMTP Settings

This area enables you to select a standard method of sending your E-Mail using the recipient's domain, or to specify a server and port number for sending your E-Mail.

The standard method will transmit your mail via SMTP using the first MX record definition found for the recipient's domain (specified in the email address), and will use port 25 for transmission.

The SMTP server value may be a standard URL (e.g. mail.yourdomainname.com), or you may specify an IP address in dotted-quad octet (111.111.111.111) format if necessary. You can also specify an alternative **port** (usually 25) number to use, and you can specify mail account credentials if your mail server requires authentication. You may need to contact technical personnel at your business for additional information on the correct custom settings to use.

The internal email features in FLEETMATE support encrypted (SSL) mail messages. An option is also available if your mail server requires **Implicit SSL**. For instance, Google[®] Gmail may require this setting on port 465.



Technical Notes:

Most domains will support the internal E-Mail features in FLEETMATE. However, some domains that use a number of approaches to help prevent spam and/or email spoofing may refuse to accept and transmit your mail from FLEETMATE. Also, some anti-spam applications will first require that an acknowledgment be returned before a message will be passed to the intended recipient. The internal features in FLEETMATE **do not** support these approaches.

If you encounter problems sending E-Mail from within FLEETMATE, we recommend that you consult with your IT support professional at your company to see if adjustments can be made to allow you to send E-Mail from within FLEETMATE.

As an alternative, you can always export work orders and reports from FLEETMATE, and attach these exported files to E-Mail messages in a traditional fashion using your corporate E-Mail software.