Vehicle Project Planner ©

Version 1.0.1

Welcome to Vehicle Project Planner Version 1.0.1. Vehicle Project Planner was designed to help the weekend mechanic or the professional auto restoration shop track their vehicle projects in a great level of detail. This program was being used to track an actual vehicle restoration project as it was being designed.

What's new in Version 1.0.1?

For starters, the price of Vehicle Project Planner has been reduced from $29.95 to $9.95 (USD).

Based on feedback from users, we decided that our pricing was a bit high, so we reduced it to make it more affordable.

Added a sample project "1986 Ford Mustang"

The biggest change to the software is the addition of a sample project that can be played with and used as an example of how you can use Vehicle Project Planner on your own vehicle project. Based on user feedback, the program was a bit difficult to use without some sample data.

Also included are the categories, parts, vendors, and manufacturers that go along with the 1986 Ford Mustang project. You can use these for your own projects, or change or delete them to meet your own needs.

We have also fixed a few minor bugs

The vendor shopping list report vendor selection screen is now sorted by vendor name.

When the reports option is selected from the menu, the report tab of the reports and graphs window is selected.

Where should I begin?

The best place to start with Vehicle Project Planner Version 1.0.1 is to play with the sample project. Run reports and graphs, take a look at the parts in the project, and just work with the project in general. When you are comfortable with the sample project, you will have a better idea of how to use Vehicle Project Planner with your own project.

Once you are done playing with the sample project, the help file was designed in a step-by-step method that serves not only as a help file, but also as a tutorial on how to use Vehicle Project Planner. You can follow the step-by-step instructions in the help file to set up your project. These instructions will guide you through setting up the program options, setting up categories for your project, setting up your parts, manufacturers and vendors, and adding a new project. They will also guide you through tracking your project. It is *highly recommended* that you at least set up your first project following the steps in this help file. Once you are comfortable with using the program, you can then refer back to the help file as needed.

To get started, select the contents button at the top of this help file, and then click the "Step by

step instructions for using Vehicle Project Planner" booklet.

Other notes

Vehicle project planner also includes a help feature that comes in very handy during use of the program. Whenever you select a menu item on the Vehicle Project Planner menu, you can press the F1 key to get context sensitive help specific to the menu item you have selected. For the main menu items (File, Maintenance, Reports, Graphs, Window, Tools and Help), click the item and hold in the mouse button as you press the F1 key to get context sensitive help. Also, most of the windows in Vehicle Project Planner have a [?] button in the upper right hand corner of the window. When you click this button, your mouse button will change to a pointer with a question mark on it. Just click the field that you want help on, and a box will pop up with brief instructions on what to do with the field.

We hope that your experience with Vehicle Project Planner will be an enjoyable and productive one. If you have any questions or comments about the product, please feel free to visit the Vehicle Project Planner technical support page.

Good luck on your projects!

Vehicle Project Planner Hardware and Software Requirements

The supported operating systems for Vehicle Project Planner are as follows:

    Windows 2000
    Windows 98
    Windows 98 Second Edition
    Windows 98 Millennium Edition

    Vehicle Project Planner can also run on Windows NT, but it is not supported on the NT platform at this time.

As with all software packages, Vehicle Project Planner will perform at it's best with a fast processor and plenty of memory. However, the minimum hardware requirements are as follows:

    Pentium II 133 Mhz processor

    64 Meg ram

    Hard Disk Space:

    Windows 2000   - 66 Meg
    Windows 98   - 107 Meg
    Windows 98 SE - 88 Meg
    Windows 98 ME - 86 Meg

        The above hard disk requirements include 15.4 Meg for the setup program you downloaded from the web, and 16.4 Meg for temporary installation files that can be deleted after installation if you like.

    Internet Explorer Version 5.0 or higher is recommended for use with Vehicle Project Planner to take advantage of web features.

Technical support for Vehicle Project Planner

Technical support is available for Vehicle Project Planner through the Peedle Technologies web site at www.peedle.com/vpp/technical support.htm.

On the web site, you can log potential errors that you may have come across, ask questions or simply make a comment about Vehicle Project Planner.

You can visit our technical support site by clicking the hyperlink above. When you are in Vehicle Project Planner, select *technical support* from the *help* menu, and click the *website* button. Either method will get you to the same place.

How to register Vehicle Project Planner

Vehicle Project Planner is provided with a 30-day trial license when installed. Each time you start the program within the 30-day trial period, you will get the *register Vehicle Project Planner* window.

The *register Vehicle Project Planner* window has a *software code* at the top, as well as a box to fill in a permanent *registration code.* If you wish to continue using Vehicle Project Planner for the 30-day trial, just click the *OK* button. After 30-days, the register Vehicle Project Planner window will come up, but you will not be able to continue to use the program unless you register.

If you wish to register your copy of Vehicle Project Planner, you can do so by using one of the following methods:

Click the *register online* button, which will take you to the Peedle Technologies registration page.

Visit the Peedle Technologies web site from the link above.

Send an email to Peedle Technologies at sales@peedle.com to contact our sales department.

In any of the above cases, you must provide the 16-character *software code* that is provided at the top of *register Vehicle Project Planner* window. Vehicle Project Planner can be registered for $9.95 USD.

Once you have received your 16-character registration code, you will need to enter it into the *registration code* box on the *register Vehicle Project Planner* window to register your copy.

Other notes

Registration of Vehicle Project Planner entitles you to the use of the software for one user on one computer, and bug fixes will be provided through our website. It also entitles you to free technical support via our website.

You can see the current status of your registration or register at any time by selecting *registration* from the *help* menu in Vehicle Project Planner.

Thank you for trying Vehicle Project Planner Version 1.0.1.

Please read the following information carefully. If you do not follow these instructions, it could result in an incomplete installation of Vehicle Project Planner on your system.

Before you start using Vehicle Project Planner for the first time, please spend some time going through the help file for the program. It will provide you with step-by-step instructions on how to get the most out of the program.

What's new in Version 1.0.1?

For starters, the price of Vehicle Project Planner has been reduced from $29.95 to $9.95 (USD).

Based on feedback from users, we decided that our pricing was a bit high, so we reduced it to make it more affordable.

Added a sample project "1986 Ford Mustang"

The biggest change to the software is the addition of a sample project that can be played with and used as an example of how you can use Vehicle Project Planner on your own vehicle project. Based on user feedback, the program was a bit difficult to use without some sample data.

Also included are the categories, parts, vendors, and manufacturers that go along with the 1986 Ford Mustang project. You can use these for your own projects, or change or delete them to meet your own needs.

We have also fixed a few minor bugs

The vendor shopping list report vendor selection screen is now sorted by vendor name.

When the reports option is selected from the menu, the report tab of the reports and graphs window is selected.

We care about your opinion! As you can see from the changes above, we are working to make Vehicle Project Planner an affordable and useful tool that you can use to track your vehicle projects. Please continue to provide us with feedback. Visit us on the web at http://www.peedle.com/vpp/vpp.htm .

Supported Operating Systems & Hardware Requirements

The supported operating systems for Vehicle Project Planner are as follows:

Windows 2000

Windows 98

Windows 98 Second Edition

Windows 98 Millennium   Edition

Vehicle Project Planner can also run on Windows NT, but it is not supported on the NT platform at this time.

Please read the appropriate section below for specific installation guidelines for your operating system.

As with all software packages, Vehicle Project Planner will perform at it's best with a fast processor and plenty of memory. However, the minimum hardware requirements are as follows:

Pentium II 133 Mhz processor

64 Meg ram

Hard Disk Space:

Windows 2000 - 66 Meg

Windows 98   - 107 Meg

Windows 98 SE - 88 Meg

Windows 98 ME - 86 Meg

The above hard disk requirements include 15.4 Meg for the setup program you downloaded from the web, and 16.4 Meg for temporary installation files that can be deleted after installation if you like.

Internet Explorer Version 5.0 or higher is recommended for use with Vehicle Project Planner to take advantage of web features.

Windows 2000 Users

Installing Vehicle Project Planner on Windows 2000 Professional is a standard installation. At the beginning of the installation, you may receive the message This is an older version of Windows Installer. This is only a warning, and you can click OK to continue.

Windows 98, Windows 98 Second Edition, Windows 98 Millennium Edition

The Vehicle Project Planner installation program uses the Windows 2000 Installer software to install the program. If you are installing on Windows 98, the setup program will verify that you have the Windows Installer software loaded on your system, and if you don't, it will install it first. Whether you have the Windows 2000 Installer on your system or not depends on if you have ever installed a software package

that required it.

The installation of the Windows 2000 Installer software will require you to reboot your computer before the installation of Vehicle Project Planner will continue.

Also, as part of installation on Windows 98 machines, Microsoft Data Access Components Version 2.5 will be installed if it has never been installed on your machine before. Again, you will be required to reboot your machine to continue with the installation of Vehicle Project Planner.

Other Notes

If you experience any problems with Vehicle Project Planner, or just want to provide comments about the use of the program or how we might make it better, visit Peedle Technologies on the web at http://www.peedle.com/vpp/vpp.htm .

This copy of Vehicle Project Planner is licensed as a 30-day trial. If you would like to register your copy of the program, you can do so online by visiting http://www.peedle.com/vpp/registration.htm . Peedle Technologies accepts Visa and Mastercard through our secure online shopping cart system, and you will be provided with a permanent registration code via e-mail. The price to register Vehicle Project Planner is $9.95 USD.

Vehicle Project Planner Liscence Agreement

END USER LICENSE AGREEMENT

CAREFULLY READ THE FOLLOWING LICENSE AGREEMENT. YOU ACCEPT AND AGREE TO BE BOUND BY THIS LICENSE AGREEMENT BY CLICKING THE OPTION LABELED "I ACCEPT THE TERMS IN THE LICENSE AGREEMENT" THAT IS DISPLAYED BELOW. IF YOU DO NOT AGREE TO THIS LICENSE, CLICK THE OPTION LABELED "I DO NOT ACCEPT THE TERMS IN THE LICENSE AGREEMENT" AND THIS INSTALLATION WILL BE CANCELED.

LICENSE GRANT

"You" means the person or company who is being licensed to use the Software or Documentation. "We," "us" and "our" means Peedle Technologies LLC.

We hereby grant you a nonexclusive license to use one copy of the Software on any single computer, provided the Software is in use on only one computer at any time. The Software is "in use" on a computer when it is loaded into temporary memory (RAM) or installed into the permanent memory of a computer--for example, a hard disk, CD-ROM or other storage device.

If the Software is permanently installed on the hard disk or other storage device of a computer (other than a network service) and one person uses that computer more than 80% of the time, then that person may also use the Software on a portable or home computer.

TITLE

We remain the owner of all right, title and interest in the Software and related explanatory written materials ("Documentation").

ARCHIVAL OR BACKUP COPIES

You may copy the Software for back-up and archival purposes, provided that the original and each copy is kept in your possession and that your installation and use of the Software does not exceed that allowed in the "License Grant" section above.

THINGS YOU MAY NOT DO

The Software and Documentation are protected by United States copyright laws and international treaties. You must treat the Software and Documentation like any other copyrighted material--for example a book. You may not:

copy the Documentation,

copy the Software except to make archival or backup copies as provided above,

modify or adapt the Software or merge it into another program,

reverse engineer, disassemble, decompile or make any attempt to discover the source code of the Software,

place the Software onto a server so that it is accessible via a pubic network such as the Internet, or

sublicense, rent, lease or lend any portion of the Software or Documentation.

TRANSFERS

You may transfer all your rights to use the Software and Documentation to another person or legal entity provided you transfer this Agreement, the Software and Documentation, including all copies, update and prior versions to such person or entity and that you retain no copies, including copies stored on computer.

LIMITED WARRANTY

We warrant that for a period of 30 days after delivery of this copy of the Software to you:

the media on which this copy of the Software is provided to you will be free from defects in materials and workmanship under normal use, and

the Software will perform in substantial accordance with the Documentation.

To the extent permitted by applicable law, THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, AND WE DISCLAIM ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS, INCLUDING ANY IMPLIED WARRANTY OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, regardless of whether we know or had reason to know of your particular needs. No employee, agent, dealer or distributor of ours is authorized to modify this limited warranty, nor to make any additional warranties.

SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

LIMITED REMEDY

Our entire liability and your exclusive remedy for breach of the foregoing warranty shall be, at our option, to either:

return the price you paid, or

repair or replace the Software or media that does not meet the foregoing warranty if it is returned to us with a copy of your receipt.

IN NO EVENT WILL WE BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING FROM THE USE OR THE INABILITY TO USE THE SOFTWARE (EVEN IF WE OR AN AUTHORIZED DEALER OR DISTRIBUTOR HAS BEEN ADVISED OF THE POSSIBILITY OF THESE DAMAGES), OR FOR ANY CLAIM BY ANY OTHER PARTY.

SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

TERM AND TERMINATION

This license agreement takes effect upon your use of the software and remains effective until terminated. You may terminate it at any time by destroying all copies of the Software and Documentation in your possession. It will also automatically terminate if you fail to comply with any term or condition of this license agreement. You agree on termination of this license to

destroy all copies of the Software and Documentation in your possession.

CONFIDENTIALITY

The Software contains trade secrets and proprietary know-how that belong to us and it is being made available to you in strict confidence. ANY USE OR DISCLOSURE OF THE SOFTWARE, OR OF ITS ALGORITHMS, PROTOCOLS OR INTERFACES, OTHER THAN IN STRICT ACCORDANCE WITH THIS LICENSE AGREEMENT, MAY BE ACTIONABLE AS A VIOLATION OF OUR TRADE SECRET RIGHTS.

GENERAL PROVISIONS

1. This written license agreement is the exclusive agreement between you and us concerning the Software and Documentation and supersedes any prior purchase order, communication, advertising or representation concerning the Software.

2. This license agreement may be modified only by a writing signed by you and us.

3. In the event of litigation between you and us concerning the Software or Documentation, the prevailing party in the litigation will be entitled to recover attorney fees and expenses from the other party.

4. This license agreement is governed by the laws of the state of Michigan.

5. You agree that the Software will not be shipped, transferred or exported into any country or used in any manner prohibited by the United States Export Administration Act or any other export laws, restrictions or regulations.

Setting up program options

Vehicle Project Planner has a few program options that should be set up to match your preferences. To set these up:

Select *Options* from the *Tools* menu. The program options window will come up.

Select the *general* tab.

On this tab, check *open last project used on startup* to tell Vehicle Project Planner to always open the last project that you used when you start up the program.

Select the *sales tax* tab.

On this tab, you will enter a number to represent the sales tax percentage in your state. Doing this will allow Vehicle Project Planner to calculate sales tax on taxable items when needed. Enter the percentage as a whole number, such as a 6 for 6%.

Select the I*nternet browser* tab.

On this tab, you will decide which Internet browser will be used when performing browser based functions, such as looking up a vendor or manufacturer web site. In either case, you must have Microsoft Internet Explorer installed on your system. If you do not have Internet Explorer on your system, visit the Peedle Technologies web site to link to Microsoft's site and download a free copy. The Vehicle Project Planner browser is part of Vehicle Project Planner and will come up within a window inside the program. Internet Explorer will run independently in its own window.

When you have set up all of your program options, click the *OK* button to save your changes.

Setting up categories for your projects

Why use categories to help track the progress of your vehicle projects?

The very first thing that you are going to want to do after you install Vehicle Project Planner is set up the categories that you will divide your projects in to. This step is critical because categories are the way that you can track how much you are spending on your project and what areas are costing you the most. With Vehicle Project Planner, you can set budget amounts for each category, and you will be able to run graphs and reports that show you where your costs are at against your budget.

As of Version 1.0.1 of Vehicle Project Planner, some categories are already set up within the software. These categories were used for the "1986 Ford Mustang" project, but can be used for your project if you like. The categories are listed below:

ACCESSORIES
BODY
BRAKES
COOLING SYSTEM
DRIVE SHAFT/REAR AXLE
ELECTRICAL
ENGINE
ENGINE DRESS UP
EXHAUST
FUEL SYSTEM
GASKETS
GAUGES
IGNITION
INTERIOR
LABOR
OIL SYSTEM
SECURITY
STEERING
SUPPLIES
SUSPENSION
TOOLS
TRANSMISSION
VALVE TRAIN

You can use the default categories for your project, or add and remove categories as you wish. You can make your categories as simple or as complex as you like. Just remember the following:

You must have at least one category (if you do not want to use categories, you could call a category ALL for example).

The categories that you set up only need to be set up once. They can then be used against all projects that you track in Vehicle Project Planner (You do not have to set up separate categories for each project you are tracking.)

The better job you do of setting up your categories, the better idea you will have of where you are spending the most on your project and the better the reports and graphs in Vehicle Project Planner will work. It is not recommended to have only one category. This defeats the purpose of using categories to begin with.

How do I set up categories?

You can bring up the category maintenance window by either selecting *categories* from the *maintenance* menu, or by clicking the *categories* icon on the toolbar.

To add a new category, enter the name of the category in the category field and click the *add* button. If a category with the same name exists, you will be told that the category already exists. You cannot have duplicate categories.

To change an existing category to a different name, click the category in the category list box to bring it into the category field, make your changes, and click the *change* button. Again you cannot change a category to one that already exists, and you will get an error message if you do.

To delete an existing category, click the category in the category list box to bring it into the category field and click the *delete* button. The category will be deleted.

Other notes

You cannot delete a category that has budget amounts set against it.

You cannot delete a category that has parts assigned to it.

You can always change a category to a different name. This change will be reflected in all projects that are currently using the category.

You can always add, delete and change categories at a later time, but it makes the most sense to get your categories set up before you start setting up your projects.

Setting up parts that will be used in your projects

What is a part?

A part in Vehicle Project Planner is any item that you will be using in your project.

Some examples of parts would be:

    Pistons
    Brake Shoes
    Camshaft
    Driveshaft

Basically, any item that you are using in your project that you can associate a cost with is a part.

Labor could also be considered a part, in the case that you are paying someone else to do some work on your car. In this case, there is no physical item associated with labor (let's say the labor is boring out a cylinder block), but there is a cost, so you want to include this in your project as a part.

You can also include parts in your project that don't have a cost (someone gave you a set of cylinder heads, for example). The main purpose of tracking parts is not only to track project costs, but to have a quick and easy reference to all of the parts you used in your project and any pertinent information about each part.

How do I set up parts?

There are two approaches you can take to setting up parts.

The first approach is to try to sit down and determine all of the parts that you will need to complete your vehicle project. In reality, you will not know all of the parts that you will be using to complete the project, but you should have a general idea of what you need. You can always add or change parts later.

Select *parts* from the *maintenance* menu, or click the *parts* icon on the toolbar. The *maintenance* window will come up, and the *parts* tab will be selected.

To add a new part, enter the name of the part in the part name field, and select a category from the category list box. You must select a category that the part falls into in order to add the part. Click the *add* button. If a part with the same name exists, you will be told that the part already exists. You cannot have duplicate parts in the part master list.

To change an existing part to a different name or change an existing part to a different category, click the part in the part list box to bring it into the part name field, make your changes, and click the *change* button. Again you cannot change a part to one that already exists, and you will get an error message if you do.

To delete an existing part, click the part in the part list box to bring it into the part field and click the *delete* button. The part will be deleted.

The second approach to adding parts to Vehicle Project Planner is to add the parts into the part master list as you are adding them to your project. For further instructions on how to do this, see the Project Maintenance help.

Other notes

You cannot delete parts that have been used in any of your projects.

The parts that are added here are available to all projects after they have been added once. When you are adding parts to the part master list, you are not adding them into your project just yet. You are just making them available to all projects.

As you can see, it is important to set up your categories first so that they can be used when you are adding parts.

If you determine that you have not set up a category that the part fits into, you must add a new category through category maintenance before you can add the part.

As of Version 1.0.1 of Vehicle Project Planner, there are 296 parts already set up that were used for the "1986 Ford Mustang" project.

Setting up manufacturers

What are manufacturers?

In Vehicle Project Planner, manufacturers are the companies that make the parts that you are using in your project. An example of a manufacturer could be something like Edelbrock, the company that made the new intake manifold that you just bought. Manufacturers differ from vendors in that even though Edelbrock made the intake that you bought, you probably bought the intake from a performance parts store such as Summit Racing Equipment. A manufacturer could be a vendor also, if you bought your intake directly from Edelbrock. It is important to make the distinction between the two.

How do I set up manufacturers?

You can bring up the manufacturer maintenance window by either selecting *manufacturers* from the *maintenance* menu, or by clicking the *manufacturers* icon on the toolbar.

To add a new manufacturer, enter the name of the manufacturer in the manufacturer name field and click the *add* button. If a manufacturer with the same name exists, you will be told that the manufacturer already exists. You cannot have duplicate manufacturer.

Other information that you may want to include about the manufacturer is the *address, phone number* and *web site.* This way, you have one place to go to look up information about a manufacturer when you need to contact them with a question or technical support. The web site field is handy, since you can click the *website* button and have instant access to the manufacturer on line. Vehicle Project Planner is an excellent resource for keeping track of the various web sites available today.

To change an existing manufacturer to a different name, or to change the address, phone or web site url, click the manufacturer in the manufacturer list box to bring it into the manufacturer field, make your changes, and click the *change* button. Again, you cannot change a manufacturer to one that already exists, and you will get an error message if you do.

To delete an existing manufacturer, click the manufacturer in the manufacturer list box to bring it into the manufacturer field and click the *delete* button. The manufacturer will be deleted.

An easier way to set up a manufacturer

When you are adding parts to your project, you can type in the manufacturer name at that time. If the manufacturer does not exist in the manufacturer master list, it will add it automatically. Just be sure to return to manufacturer maintenance at some point and update the rest of the information such as the address, phone and web site url. For more information on this feature, see the Project Maintenance help.

Other notes

You cannot delete a manufacturer that has been used in a project.

You can always change a manufacturer to a different name. This change will be reflected in all projects that are currently using the manufacturer.

As of Version 1.0.1 of Vehicle Project Planner, there are 96 manufacturers already set up that

were used for the "1986 Ford Mustang" project.

Setting up vendors

What are vendors?

In Vehicle Project Planner, vendors are the companies that sell you the parts that you are using in your project. An example of a vendor could be something like Summit Racing Equipment, the company that sold you the new intake manifold that you just bought. Vendors differ from manufacturers in that even though Summit Racing Equipment sold you the intake that you bought, Edelbrock actually manufactured the part. A vendor could be a manufacturer also, if you bought your intake directly from Edelbrock. It is important to make the distinction between the two.

How do I set up vendors?

You can bring up the vendor maintenance window by either selecting *vendors* from the *maintenance* menu, or by clicking the *vendors* icon on the toolbar.

To add a new vendor, enter the name of the vendor in the vendor field and click the *add* button. If a vendor with the same name exists, you will be told that the vendor already exists. You cannot have duplicate vendor.

Other information that you may want to include about the vendor is the *address, phone number* and *web site.* This way, you have one place to go to look up information about a vendor when you need to contact them with a question or technical support. The web site field is handy, since you can click the *website* button and have instant access to the vendor on line. Vehicle Project Planner is an excellent resource for keeping track of the various web sites available today.

You can check the *order catalog* check box to remind you to order a catalog from this vendor.

To change an existing vendor to a different name, or to change the address, phone, web site url, or order catalog check box, click the vendor in the vendor list box to bring it into the vendor field, make your changes, and click the *change* button. Again, you cannot change a vendor to one that already exists, and you will get an error message if you do.

To delete an existing vendor, click the vendor in the vendor list box to bring it into the vendor field and click the *delete* button. The vendor will be deleted.

An easier way to set up a vendor

When you are adding parts to your project, you can type in the vendor name at that time. If the vendor does not exist in the vendor master list, it will add it automatically. Just be sure to return to vendor maintenance at some point and update the rest of the information such as the address, phone, web site url, and order catalog check box. For more information on this feature, see the Project Maintenance help.

Other notes

You cannot delete a vendor that has been used in a project.

You can always change a vendor to a different name. This change will be reflected in all projects that are currently using the vendor.

As of Version 1.0.1 of Vehicle Project Planner, there are 72 vendors already set up that were used for the "1986 Ford Mustang" project.

Adding a new project to Vehicle Project Planner

What is a project?

A project in Vehicle Project Planner is simply a specific vehicle that you are working on. It doesn't matter if you are doing a complete vehicle restoration from the ground up, or installing a stereo system, the vehicle that you are doing the work on is the project. All parts that you purchase for a specific vehicle will be added to this project.

How do I add a new project?

To add a new project, select *new project* from the *file* menu. If *new project* isn't enabled on the menu, it is because you cannot add a new project if you have a project open (select *close project* from the *file* menu).

On the *Projects* window, the *New Project* tab will be active. The following information needs to be selected or entered to add a project:

Year - Select the year of the vehicle you will be working on or enter it directly into the year field. The year must be entered as 4 digits.

Make - Select the make of the vehicle you will be working on. Vehicle Project Planner comes preloaded with over 100 makes of vehicles. If you cannot find the make of your vehicle on the list, enter it directly in the make field. It will be added to the make list for future projects.

Model - Select the model of the vehicle that you are working on. Vehicle Project Planner comes preloaded with over 800 models of vehicles. If you cannot find the model of your vehicle on the list, enter it directly in the model field. It will be added to the model list for future projects.

Total Budget Amount - The total budget amount field represents the total amount in dollars that you want to spend on your entire project. You cannot key this number in directly. You need to click the *budget by category* button and enter a budget amount for each category that you defined earlier.

Budget by category - Click this button to enter budget amounts for your project. The *enter budget amounts by category* window will come up. Here you will enter the dollar amount for each category in your project that represents the upper amount that you want to spend on the category. You must enter a budget amount for at least one category. If you do not plan on using a specific category in your project, just leave the amount as zero. When you have finished entering your budget amounts, click the *accept budget* button. All budget amounts will be totaled up and returned to the *total budget amount* field on the *new project* tab.

Picture of Vehicle - Enter the path of a bitmap file (*.bmp) that represents a picture of your project vehicle or anything else that you would like to use as the background for your project. Each time you open your project, the wallpaper of Vehicle Project Planner will become this picture. If you would like to search for a bitmap, select the *search* button.

Click the *add project* button to add your new project to Vehicle Project Planner.

Other notes

A project is unique based on the year, make and model of a vehicle. You cannot add this same combination twice.

You must enter a budget amount of at least $1, but again, it will be to your benefit to spend some time determining how much you want to spend on each area of your project. The reports and graphs will be much more meaningful that way, and it will help you keep your costs under control.

Selecting a picture to use for your project is optional.

Opening a project

Now that you have set up your program options, set up your project categories, defined the parts, manufacturers and vendors that will be used in your project, and you have added a new project, you are ready to start using Vehicle Project Planner to make keeping track of your vehicle project a snap!

What is meant by an "open" project?

An open project is simply the vehicle project that you are currently working on. All information that you enter will apply to the currently open project or vehicle. When a vehicle project is open, you can enter information for it and run reports and graphs against it.

Open a project

To open the project that you created earlier, select *open project* from the *file* menu, or click the *open project* icon on the toolbar. The *projects* window will come up, and the *open project* tab will be selected. On this window, you can either click the project that you want to open and click the *open* button, or just simply double click the project you want to open.

After opening a project, you will notice that the project name will appear on the heading of the main Vehicle Project Planner window. This is how you can tell if you have a project open or not. When you don't have a project open, the heading will say "No project open".

Other notes

When you open a project, the project maintenance window pops up automatically so that you can start entering project records.

You can only have one project open at a time.

Maintaining your vehicle project

This section covers the heart of Vehicle Project Planner. This is the spot where you will bring your parts together with manufacturers and vendors, and where you will enter pricing information.

Bring up the project window

The *project window* is where you will spend most of your time in Vehicle Project Planner. To bring it up, select *project* from the *maintenance* menu, or click the *work on project* icon on the toolbar.

The *project window* is divided into five different tabs. Refer to instructions below for each tab.

Part summary

This tab is a list of all parts that have been included in your vehicle project. For a newly added project, this tab will be empty. For a project that has parts added, you can scroll up and down through the parts. If you want to see the detail on a particular part, double click it. It will bring it up on the *part detail* tab as explained below.

Part detail

The part detail tab has all of the information related to a specific part. When you are on the part detail tab, you can make changes to the part information if you like, or you can delete the part from the project. For the specifics on each field, see the *add new part* section below.

Add new part

This is where you will add a new part to be included in your project. You can add parts here whether you have already purchased them or even if they are just wish list. In fact, it you are starting a vehicle project from scratch, it is recommended that you at least go through and add all of the parts that you *think* you are going to use in your project. You do not have to enter manufacturers or vendors at this time. This will act as guide to the parts that you need to start looking for and as you determine the exact parts and pricing, you can update this information later.

Part name - Since you entered all of the parts that you thought you would use in your vehicle project earlier, you can select a part from the drop down list. If you forgot to add a part to the part master list, don't worry! Just enter the new part name, and the part maintenance window will pop up automatically so that you can enter the part now.

Part number - Enter the vendor's (or manufacturer's) part number for this part. This will come in handy later when you are ready to call in your order and make your purchase.

Manufacturer - Select the manufacturer of the part from the drop down list. If you have not entered the manufacturer in the manufacturer list earlier, just type in the new manufacturer name in the box. It will be added automatically. (Don't forget to go back at some point and update the rest of the manufacturer's information through manufacturer maintenance).

Vendor - Select the vendor of the part from the drop down list. If you have not entered the vendor in the vendor list earlier, just type in the new vendor name in the box. It will be added

automatically. (Don't forget to go back at some point and update the rest of the vendor's information through vendor maintenance).

Category - The category of the part will be automatically filled in when you select the part name. If you need to change the category, you must do this through part maintenance.

Quantity - Enter the quantity of the part that you will be purchasing. Keep in mind that the total cost will be calculated by the following formula:

Total cost = (Quantity * Price) + tax amount + shipping & handling

Price(each) - Enter the price of the product each. If you are buying eight pistons, and each one is $50, enter an eight in quantity and 50 in price.

Taxable - Check this check box if the product is taxable.

Tax amount - Sales tax will automatically be calculated based on the percentage that you set up previously in program options.

Shipping/handling - Enter any shipping or handling charges paid to ship the product you purchased.

Total cost - This field is automatically calculated based on the formula above under quantity.

Part selected - Check this check box if you have selected this part to be a part of your project (remember, you might have the same part in the project several times for price comparison. Only check this box when you have decided that you definitely want to use *this* part in the project. This is important for reporting purposes, since the *vendor shopping list* report uses this field to determine what you want to purchase from a vendor).

Forecast part - Check this check box if you want the cost to be included in the various forecast reports and graphs. This allows you to see not only how much you have spent on your project to date, but also how much you think you will be spending in the future.

Part purchased - Check this check box if you have actually purchased the part. By checking this box, this part will be included in any reports or graphs that show actual costs. Also, another field will appear that will allow you to enter the purchase date.

Notes - You can enter any notes that you want regarding the part. This field is useful if you have questions that you want to ask the vendor when you call to order a part, since the notes will show up on the *vendor shopping list* report. This field also shows up on the on the *part search* report.

Search

The search tab is a quick and easy way to find parts that you have added to your project. It does a text search on all of the parts in your project. Search is not very helpful if you only have two or three parts in your project, but it is invaluable when you have many parts.

To use the search tab, just type a few letters or the whole name of a part that you are looking for, and click the *search* button. All parts in your project that match the string that you typed in will show in the *part search results* box. To access the detail on a part, just double click it. It's that easy.

Try this a few times with parts you have added to your project. Matches for your searches will come up in the *part search results* box. Now double click one of the parts. It will take you to the

part detail tab for the part. If there are no matches found for the string that you entered, you will see an item in the *part search results* box that says, "No matches found".

Filter Options

Filter options is another tool in Vehicle Project Planner that allows you find parts in your project quickly and easily. It is a little more advanced than search, however.

First, select the *filter tab* on the project window. To filter out selected records in your project, choose any combination of filters. The default is all parts for a project. But let's say you just want to see the parts that you have in your project for a certain vendor. Select the vendor from the drop down list, and click the *part summary* tab. You will now only see parts on the *part summary* tab that are for the vendor you selected. You can take this down to another level, and select a *status.* For example, you could view parts that are only for a specific vendor, and only the parts for this vendor that have been purchased. You get the idea.

You can select any combination of filters to view your project in a different way. You will also notice that the currently selected filter is listed on the status bar at the bottom of Vehicle Project Planner, so you always know what records you are looking at.

Click the *default* button to set the filter back to all parts for the project.

Note: If you add, delete or change a project record while a filter is applied, it will be placed back to the default, which is all parts for the project.

Other notes

It is important to distinguish between the parts you added earlier through part maintenance, and the parts that are on the project window. The parts you add in part maintenance are available to all projects, and are a master listing of parts available to all projects. The project detail parts are specific to a project, and include more than just a part name and category. They have all of the pertinent information regarding a specific part used in your vehicle project.

By entering all of the parts that you think you will need into your project up front, you can then run a *part search list* report that will tell you all of the parts you are looking for. You can then sit down and flip through magazines or web sites and "fill in the blanks" on the part search report, then update your project later.

You can enter a part as many times as you want per project. This allows you to enter the same part from multiple vendors or manufacturers for comparison shopping. When you decide on the part that you will purchase for the project, you can just mark it as selected, and delete the parts that you aren't going to use.

Running reports and graphs for your project

This section covers running reports and graphs for your vehicle project. The reports and graphs that are available will help you manage your vehicle project and allow you to save time and effort when looking for information related to your project.

How do I run a report?

To run any of the reports in Vehicle Project Planner, you can select *reports* from the menu, or click the *reports* icon on the toolbar. The *reports & graphs* window will come up. If you do not have a project open at this time, you will only see four available reports as listed below. This is because these reports apply to all projects; they are not specific to one project. These four reports are:

Category report

Manufacturer report

Part report

Vendor report

Click on a report name above to see more information about each report.

If you have a vehicle project open, you will see a total of 10 available reports. The four listed above, and six additional reports. The six additional reports are specific to an open vehicle project. These reports include:

Categories over budget

Part search report

Project report

Total cost of project (actual)

Total cost of project (forecast)

Vendor shopping list report

Click on a report name above to see more information about each report.

Other notes about reports

All of the reports listed above include some common features as discussed below:

All reports appear in a window for viewing online.

All reports have a *print* icon in the upper left hand corner of the window. Clicking this icon brings up a standard Windows printer selection form that allows you to select where to print, how many copies, and other standard printer options.

All reports have an *export* icon in the upper left hand corner of the window. Clicking this icon

brings up an export window, which allows you to save your report to a file as html or text.

All reports have the ability to zoom in and out on screen, as well as to flip through the pages.

Based on Vehicle Project Planner user's feedback, more reports will be added in future releases.

How do I run a graph?

To run any of the graphs in Vehicle Project Planner, you can select *graphs* from the menu, or click the *graphs* icon on the toolbar. The *reports & graphs* window will come up. If you do not have a project open at this time, you will not see any available graphs. This is because all of the current graphs in Vehicle Project Planner are specific to an open project.

If you have a vehicle project open, you will see a total of four available graphs. These graphs include:

Budget amount by category

Budget amount vs. actual amount

Budget amount vs. actual amount vs. forecast amount

Budget amount vs. forecast amount

Click on a graph name above to see more information about each graph.

Other notes about graphs

All of the graphs listed above include some common features as discussed below:

All graphs have several options available, including 2 and 3 dimensional graphs, graph rotation, printing of graph, and so on. For complete help on using the graph options, click the *help* icon on the graph itself, or click the button below.

Graph control help

Based on Vehicle Project Planner user's feedback, more graphs and charts will be added in future releases.

Category report

The Vehicle Project Planner *category report* is a listing of all categories that you have added to the *category* master list. It simply lists all of the category names that have been set up and are available to all projects.

This report can be run whether a vehicle project is open or not, since it is not specific to one project.

Manufacturer report

The Vehicle Project Planner *manufacturer report* is a listing of all manufacturers that you have added to the *manufacturer* master list. It simply lists all of the manufacturers available to all projects, their address, phone number and web site address. It is like an address book for manufacturers.

This report can be run whether a vehicle project is open or not, since it is not specific to one project.

Vendor report

The Vehicle Project Planner *vendor report* is a listing of all vendors that you have added to the *vendor* master list. It simply lists all of the vendors available to all projects, their address, phone number and web site address, as well as whether or not you have flagged this vendor to remind you to order a catalog from them. It is like an address book for vendors.

This report can be run whether a vehicle project is open or not, since it is not specific to one project.

Part report

The Vehicle Project Planner *part report* is a listing of all parts that you have added to the *part* master list. It simply lists all of the parts available to all projects, as well as the category that the part has been assigned to.

This report can be run whether a vehicle project is open or not, since it is not specific to one project.

Categories over budget report

The Vehicle Project Planner *categories over budget* report alerts you to any categories within your project where you have spent more money than you have budgeted for. This is based on the budget amounts that you set up when you added the project.

This report shows you the category, the amount you budgeted, the actual amount you have spent on the category, the amount over budget, as well as a total over budget.

The actual amount you have spent on the category is based on parts that have been marked as purchased.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

If your report comes up with no line items, you do not have any categories that are over budget.

Part search report

The Vehicle Project Planner *part search* report is a tool that you can use when you are flipping through magazines or web sites looking for parts. It is basically a list of all parts that you have added to your vehicle project and that you think you will use in your project, but you haven't decided on specific vendor or manufacturer yet.

Only parts that have not been selected, forecasted or purchased will show up on this report.

Example: I know that I am going to eventually need to get a set of cylinder heads for my engine project that I am working on, but I do not know where I will get them or whom I will purchase them from. I don't even know what kind of heads I want. So I simply enter a part detail record with the part name cylinder heads, and nothing else. Now, when I run a part search report, cylinder heads will show up on the report, reminding me as I am looking for parts that I want to get a set of heads.

This report lists the part name, and leaves space for you to fill in the part number, quantity, price, manufacturer, total cost and any notes that you may want to take. You can write the extra information to the report by hand as you are searching for parts, and update the information into Vehicle Project Planner at a later time.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

Project report

The Vehicle Project Planner *project* report is a listing of all data that has been entered for a project. It can be a very large report if you have a lot of part detail for a vehicle.

The intention of this report is to have an easy way to print out all information from a project in the case that you have finished a project and would like to delete it from Vehicle Project Planner. You can print this report to a hard copy and have a permanent record of all the parts used in the project.

This report can also be useful if you just want to browse through all of the information entered for your project.

The report includes all of the information that is seen on the *part detail* tab of the project window.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

Total cost of project report (actual)

The Vehicle Project Planner *total cost of project (actual)* report is probably the single most useful report included with the program. This report tells you how much you have actually spent on your project for each part and gives you a grand total of the amount spent on your entire project.

The report is sorted by category, and gives you a total spent by each category. The budget amount set up for each category is also on the report, so you can see where you are against your budget.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

Total cost of project report (forecast)

The Vehicle Project Planner *total cost of project (forecast)* report is a handy report that not only allows you to see how much you have spent on your project, but how much you think you will spend in the future. This report tells you how much you have forecasted to spend on your project for each part and gives you a grand total of the forecasted amount spent on your entire project.

The report is sorted by category, and gives you a total forecasted to spend by each category. The budget amount set up for each category is also on the report, so you can see where you are forecasted against your budget.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

What is meant by forecasted and how does Vehicle Project Planner come up with the numbers it uses?

Forecasting is a way of trying to determine how much you will spend before you have actually spent money. The way that Vehicle Project Planner knows to include the price of a part in the forecast is when you check the *forecast part* check box on the *part detail* tab of the *project* window.

Forecasting a part only does good if you know what the price of the part is in advance, and have entered this on the *part detail* tab. You would probably want to mark a part as a forecast part if you know how much it is and you know you are going to buy it, you just haven't purchased the part yet.

Vendor shopping list report

The Vehicle Project Planner *vendor shopping list* report is used when you are ready to order parts from a vendor. When you select this report to run, the *vendor shopping list* window will come up, which allows you to select a vendor to run the report for.

What this report shows you is all of the parts for a specific vendor that have been marked as *selected* on the *part detail* tab of the *project* window. The fact that they are marked as selected means that you are ready to purchase them.

This report includes the vendor name, address and phone number so that you have the information handy when you are ready to place your order with them. It also includes the part names, manufacturers, quantities, prices, and part numbers of the parts that you want to order from the selected vendor, as well as any notes that you have added for the parts. The notes feature comes in handy if you have questions that you need to ask or other information that you need to provide to the vendor about the parts you are ordering.

Once you purchase the parts on your vendor shopping list, you will need to mark them as purchased in the *part detail* tab of the *project* window so they will drop off of the shopping list report and show up on your total cost reports.

This report can only be run when a vehicle project is open, since it is specific to the currently open project.

Budget amount vs. forecast amount graph

The Budget amount vs. forecast amount graph is a bar chart of the amounts that you have budgeted for each category vs. the amount that you have forecasted to spend on your project at this point. It is a bar chart by default, but can be changed to a number of other types of charts or graphs. For more information on the options that you have available when viewing a graph, click the graph control help button below.

Graph control help

Other notes

This graph can only be run if you have a project open since it is specific to a project.

Budget amount vs. actual amount vs. forecast amount graph

The Budget amount vs. actual amount vs. forecast amount graph is a bar chart of the amounts that you have budgeted for each category vs. the amount that you have actually spent on your project vs. what you have forecasted to spend on the project. It is a bar chart by default, but can be changed to a number of other types of charts and graphs. For more information on the options that you have available when viewing a graph, click the graph control help button below.

[Graph control help]

Other notes

This graph can only be run if you have a project open since it is specific to a project.

Budget amount vs. actual amount graph

The Budget amount vs. actual amount graph is a bar chart of the amounts that you have budgeted for each category vs. the amount that you have actually spent on your project at this point. It is a bar chart by default, but can be changed to a number of other types of charts or graphs. For more information on the options that you have available when viewing a graph, click the graph control help button below.

Graph control help

Other notes

This graph can only be run if you have a project open since it is specific to a project.

Budget amount by category graph

The Budget amount by category graph is a bar chart of the amounts that you have budgeted for each category. It is a bar chart by default, but can be changed to a number of other types of charts or graphs. For more information on the options that you have available when viewing a graph, click the graph control help button below.

Graph control help

Other notes

This graph can only be run if you have a project open since it is specific to a project.

Editing the properties of a project

At some point, you may find that you want to change the properties of your vehicle project. To do this, select *edit project* from the file menu. A window will pop up with a list of all of the projects that you have added to Vehicle Project Planner. To select a project to edit, double click it or select it in the list and click the *edit* button.

The *edit project* window is exactly the same as the *new project* window. Here, you can change the year, make or model of the vehicle, as well as the location of a file that represents a picture of your project vehicle. If you would like to change your budget information for the project, select the *budget by category* button. The *enter budget amounts by category* window will come up, where you can change your budget amounts. When you have finished making changes to your budget, click the *accept budget* button. When you have finished making changes to your project, click the *change project* button. You will receive a message that you have successfully changed your project.

Other notes

You cannot edit a project if you have a vehicle project open. You must first select *close project* on the *file* menu.

All of the same rules of adding a new vehicle project apply to changing the properties of a project. You cannot change the year, make and model to a year, make and model combination that already exists. You must also have a budget amount greater than zero.

Deleting a project from Vehicle Project Planner

If you decide that you want to delete a project from Vehicle Project Planner, you can do so by selecting *delete project* from the *file* menu. The *project window* will come up with the *delete project* tab selected. You can then double click the project that you want to delete, or highlight the project and click the *delete* button. You will be warned that the delete is permanent and asked if you want to continue. If you choose yes, your project will be **permanently** deleted. If you choose no, you will go back to the *delete project* tab, and the project will not be deleted.

Make sure that you really want to delete a project before you do so. Once you select delete and answer yes to delete the project, it is gone forever!

Other notes

It is a good idea to periodically make a back up of your Vehicle Project Planner directory on your hard drive. If you do this, you could get a project back that you didn't really want to delete. For more information, see the backup and recovery section of this help file.

In most cases, the only reason that you will need to delete a project from Vehicle Project Planner is if you have 99 projects that you are tracking, and you need to add another one.

If you do decide to delete a project, it is a good idea to run and print all of the reports so that you have a hard copy of the project before you delete it.

Closing a project

To close the currently opened vehicle project, select *close project* from the *file* menu. You will need to close a project if you have one open and you need to add a new project, edit an existing project, or delete a project.

You can tell if you have a project open by looking at the top of the main Vehicle Project Planner window. It will say a project name if a project is open, and it will say "No project open" if all projects are closed.

The window menu

The window menu allows you to organize your open Vehicle Project Planner windows.

Select *cascade* to organize all of your open windows in an orderly fashion on top of one another.

Select *arrange icons* to organize all of your open windows that have been minimized to icons.

Select *close all windows* to close all windows in Vehicle Project Planner that are currently open.

Other notes

The window menu also maintains a list of open windows. To bring an open window to the front of the program, select the window name from the bottom of the window menu.

The Vehicle Project Planner toolbar

The Vehicle Project Planner toolbar is simply a collection of icons that represent shortcuts to the menu options.

If you do not want the toolbar to be visible, select the *toolbar* option from the *tools* menu. The check mark will disappear from the *toolbar* option and the toolbar will be hidden.

If you want to show the toolbar, select the *toolbar* option from the *tools* menu, and the toolbar will be visible again.

The Vehicle Project Planner web browser

The Vehicle Project Planner web browser is an internal Internet browser that can be used in place of Microsoft Internet Explorer.

To use the Vehicle Project Planner web browser instead of Internet Explorer, or vice versa, view the help on setting up program options.

Why use the Vehicle Project Planner browser instead of Internet Explorer?

There are a few reasons to use the Vehicle Project Planner web browser instead of Internet Explorer:

The Vehicle Project Planner web browser is simply another child window inside of Vehicle Project Planner, so if you minimize the program, the browser will minimize with it.

Also, if you click the VPP icon on the top of the browser, it will point you directly to the Peedle Technologies home page for Vehicle Project Planner.

Other than that, it is simply a matter of preference as to which browser you want to use with Vehicle Project Planner.

Other notes

Regardless of which browser you choose to use with Vehicle Project Planner, you must have Microsoft Internet Explorer installed on your system.

Exiting Vehicle Project Planner

You can exit Vehicle Project Planner by selecting *exit* from the *file menu,* or clicking the X in the upper right hand corner of the main window. You will always be asked if you are sure you want to exit.

Backup and recovery of your Vehicle Project Planner database

As with any personal computer application, it is recommended that you backup your Vehicle Project Planner data periodically.

The most critical file to backup for Vehicle Project Planner is a file called VPP Database.mdb. This file contains all of the data that you have entered for all of your projects. It is located in the Program Files\Vehicle Project Planner directory on your hard drive (unless you chose a different installation directory during the program install).

You should save the VPP Database.mdb file to a floppy disk or some other offline storage medium periodically. If you run in to problems where you feel you may need to restore a file that you have saved at an earlier point in time, you can do so by copying the saved version of the VPP Database.mdb file back into your Vehicle Project Planner directory, overwriting the existing one. Please be aware that any changes that you have made to Vehicle Project Planner since you saved the database last will be lost.

Other notes

It is highly recommended that you backup your VPP Database.mdb file before deleting a vehicle project, otherwise the project will be gone forever.

If you run into a problem where you feel you may need some help to get back data that you have saved, you can contact Vehicle Project Planner technical support.

Glossary

Index