



Keystone NEWS

June 30, 2007

Volume 2007, Number 2

DO SOMETHING NICE TODAY!

You know that trucking company down the road? You know, they are nice enough, but not so nice that you would want to give them your customer list! Why not do them a favor and tell them about Keystone Systems and your great software?

Remember the reasons you bought your Keystone Systems Transportation Software? You either found us on the Internet and were impressed and curious, or a friend or family member told you about Keystone Systems. The demo and literature gave you a good sense of how the software would work for you, and showed you everything. You talked with us, asked us a few questions, and you could tell we understood the trucking industry and some of the special needs of your own business.

You probably even took us up on the suggestion that you call a few of the forty references we gave you, just to check out the quality of software and support we offer. Remember how you were amazed at how strongly positive the feedback was?

Then you went ahead and took the plunge. You were a little nervous, but you knew you had a full 30-day satisfaction guarantee. If we did not do our job of providing solid software and support, you would be able to get 100% of your money back, without any "training fees" or other costs.

The first few days were still a little scary, but then, as you will remember, it started to click and make great sense. You could see how everything was building on the previous steps, and it all just fit together. The information flowed from the point of entry, everywhere it needed to go.

Now you are managing your fleet or carriers, getting accurate bills out in a timely manner, drivers or carriers are happy because they are getting clear settlement reports that show how they are being paid. Your IFTA report is no longer something you dread. You have the tools to manage and grow your business to the point you want it to be.

So, next chance you get, why not tell those people down the road about your Keystone software. If you prefer, we would be glad to give them a call. In either case, let us know so we can send out a packet of information and follow up to discuss their needs. They will appreciate the favor, and you will get a \$250 credit toward your Management Package bill when they purchase our software!

FUEL SURCHARGE GROUPS ADD CONVENIENCE AND FLEXIBILITY

Fuel surcharges seem to have become a permanent fixture in the transportation industry. We have added another way to streamline maintenance of fuel surcharges. Say you haul for ten government agencies and you charge them the same rate basis, which you call the US GOVERNMENT fuel surcharge rate. When you want to change their rate, you currently have to call up each of these customers to change their special rate. With our new feature, you will be able to change it in one place to update it for all of them.

To set up this new feature, you can go to Setup (SE) program, Lists, Fuel Surcharge Rate, and make a group called USGOV, and enter in the current fuel rate. You can set up as many groups as you need to match your way of doing business. Rates can still be based on miles or percent and you can still have a default method and rate you charge most customers, if that is useful for you.

On each customer record, on the AR Info tab, you will now see a new question called OVERRIDE FUEL GROUP. Just enter their group (USGOV) in that field for each of the ten agencies in our example.

Now, whenever your fuel surcharge rates change, you can go to one screen in the Setup program to update them. You will make a new row for each date when rate changes so you will also be able to see historical rates.

COMPUTERS STOLEN!

Since our last newsletter, we have had one client with twenty users lose ALL their data at the office because several computers, including their server, were stolen during the night! HOW WOULD YOUR COMPANY FARE? They had an external backup hard drive that was taken off site daily for protection. They were safe.

We also talked to a replacement bookkeeper at a company with eight users. She had been on the job for four weeks and still had not done a backup. "I have been shown how to do it, but have not done it yet!" One computer hiccup and the staff will be working overtime all summer long!

There are so many ways to back up, but you need to get one or two of them (DVD, CD, tape drives, USB external hard drives, and USB "thumb drives") and learn how to backup and restore your data!

As you know, we have offered to test a copy of your backup CD, DVD or thumb drive. We have had a few more take us up on the offer, and it still runs about 75% that have been good, readable, complete backups of the correct data files. The rest will soon be in better shape!

PLEASE SEND US A BACKUP COPY OF YOUR DATA TO TEST!

NEW: E-MAIL INVOICES, LOAD SHEETS AND STATEMENTS

You can now easily e-mail your invoices (Trucking or AR) and statements (trucking format) directly from your Keystone Systems software, starting with versions after May 23, 2007. This may allow you to improve cash flow by getting your invoices into your customers' hands that much more quickly. You will also save a little money on

paper supplies and postage, which never hurts! If you scan your other documents, like POD's you can also attach those to the same e-mail.

On the company record, the PEOPLE CONTACT tab, just check the appropriate boxes for E-MAIL STATEMENTS, E-MAIL INVOICES and/or E-MAIL LOAD PRINT for the contacts that will get these forms. You can mark more than one person to receive any form. You will need to enter the e-mail address for

any contact marked for these services.

Also, as a one time setup, you will need to go to the OPTIONS button at the bottom of an invoice, then the INVOICE FORM OPTIONS button, then E-MAIL INVOICES and enter a default SUBJECT and BODY



New e-mail icon at bottom of Order / Invoice screen

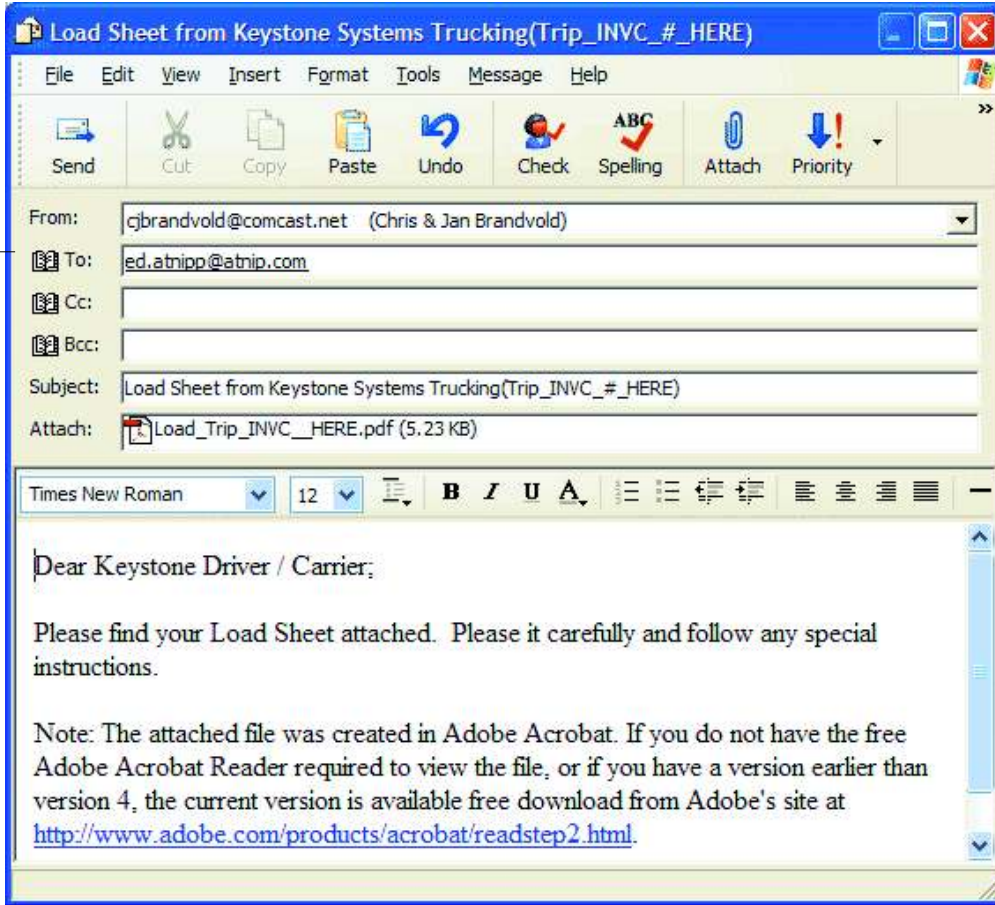
to use when you e-mail an invoice. Repeat the process if you will be sending Load Sheets by e-mail.

Now, when you work with an invoice, you will see a new e-mail icon next to the Print and Review invoice buttons, as shown above. Just click the icon and the computer will create an e-mail to send to the customer.

To do statements, the computer will ask a new question that will allow you to e-mail statements to any company that has a statement e-mail address.

These e-mails will go to your regular e-mail program (Outlook or Outlook Express), and the invoice, Load Sheet, or statement will be attached to the e-mail as a PDF.

We are going to collect your e-mail addresses so that WE CAN USE THIS FEATURE. Marci does not want to fold any more statements!



Driver / Carrier Load Sheet is ready to e-mail

HOLIDAYS

Keystone will be closed:
Wednesday, July 4
Independence Day
Monday, September 3
Labor Day

