



CAR*Care*TM

CUSTOMER GUIDE

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Some General Information

Thank you for choosing to install CARCare™... automotive maintenance software that will help you:

- Keep your cars running right by helping you keep up with recommended maintenance.
- Minimize repair costs by avoiding unexpected breakdowns.
- Extend the useful life of your cars.
- Better organize your service receipts and other important information.
- Free up space in your glovebox.

Requirements and Compatibility

CARCare is compatible with all versions of Microsoft® Windows® operating systems from Windows 7 SP-1 forward. We recommend Windows 10 or 11. For the best experience, your computer should offer the following **minimum** features:

- Windows compatible PC with a CPU running @ 1.5 GHz.
- 8 Gb of RAM (*Random Access Memory*).
- 500 Mb Free Disk Space.
- Laser or Ink Jet Printer.
- 1280 x 720 Display Resolution – *Standard 4:3 or 16:9 Aspect Ratio*.
- If you plan to use CARCare in a networked environment, you will need:
 - 1 Gbps (*or faster*) Network Interface Card installed in your PC.
 - Access to a Network File Server.

INSTALLATION

Security and Confidential Information

CARCare does not collect, store, transmit, or otherwise use banking information or any other type of sensitive, confidential financial information

Operating System Permissions

Your Windows user account will need to offer adequate local permissions during installation. We recommend that *Local Admin Permission* be granted.

The other approach will be to log in under your Windows user account and run the ccsetup.exe installer as *Administrator*. You will need to seek assistance from your IT support staff to enter the Administrator password so that the installation may be completed successfully.

Data Backups are Essential!

Your CARCare database file is highly reliable. The actual database is known as a JET database, a very mature, high performance database engine developed by Microsoft Corporation.

Nevertheless, failures can occur. It is for this reason that CARCare features an automatic backup feature. The software will automatically create a backup copy of your JET database file each time you exit the software. Therefore, make sure your backup copies of your CARCare database are stored on external media, such as a USB Drive, external hard drive, or other type of external media. The CARCare backup feature makes all of this very easy.

Make sure you keep track of where your backup copies are stored, and that you can access a backup if/when it is needed.

More information on the automatic backup feature in CARCare can be found in **Chapter 2** later in this document.

Using this Customer Guide

We hope you'll find this document helpful and easy to read and follow. It was written without assuming that you're familiar with the Windows® operating system on your computer, or with computer functions and processes.



When you encounter something essential or of vital importance, you will see a red arrow appear in the left-margin. Please note these arrows to be sure to follow those instructions carefully.

When we refer to files and folders on your computer those items will appear in the **Courier New** typeface, to distinguish those external items from the functions and buttons within CARCare.

While using CARCare, you'll typically see and buttons on most windows. The **OK** button will save any changes you've made to fields on a window since you last opened that window. The **Cancel** button will discard any changes you've made to fields on a window, leaving the record unchanged.

You will often see selections within CARCare appear in **Bold Text**, such as menu options and other items of importance. We do this to emphasize those items.

When we refer you to a menu choice, it will appear as follows:

Help | About...

When you see this, it means to click the **Help** menu, then click on the **About...** option. We use the *pipe* character "|" to separate the menu from its options.

As a *default*, CARCare will request confirmation from you before deleting data. Generally, we recommend that you leave this feature active to avoid accidentally removing data that you meant to keep. Nevertheless, you do have the option of turning-off the confirmation if that works better for you.

Need Help?

If you're having difficulties using CARCare, click the **Help** menu and choose the **Send Support Request Via Email...** option from the main window in CARCare. Describe the issue as best you can. You'll typically receive an email response within 24 hours during business hours. The support office is closed on weekends.

INSTALLATION

Are You Updating Your Existing CARCare Software?

If you already have CARCare installed on your computer and you need instructions for updating your current CARCare software to the latest release, please proceed directly to [page 14](#) in this document.

Installing CARCare

If you already have the latest release of CARCare installed on your PC, you may skip the remaining pages in this chapter, and proceed directly **Chapter 2** starting on page [15](#).

You will be installing the CARCare software product using an installation program. This document will cover the installation process beginning at the point where you download the installer from the carcaresoftware.com Website.

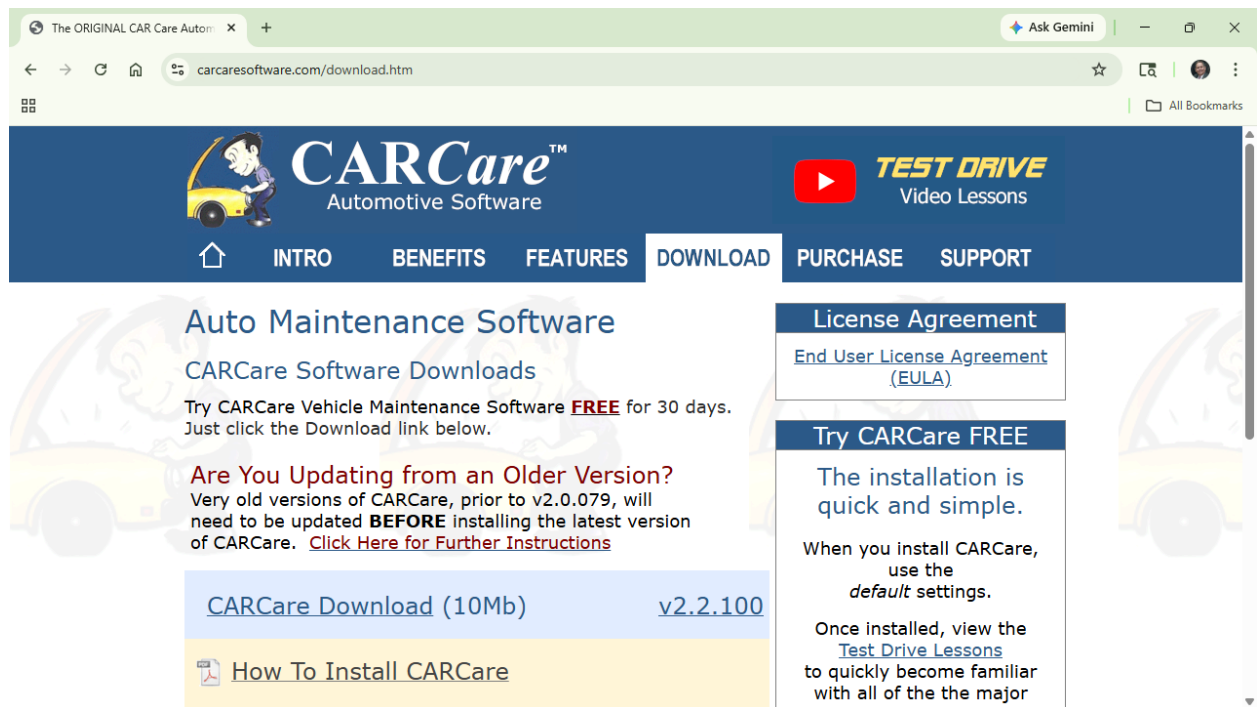
Once you install CARCare on your PC, we recommend that you review all of the various chapters in this **Customer Guide** so that you understand the software features and how best to use these features.

The CARCare Website also features our **CARCare Test Drive Lessons**. This collection of instructional videos will cover many of the features offered by CARCare and will demonstrate how they work. These videos can be beneficial by helping you grasp the basics as you begin to use CARCare.

If you're having difficulties using CARCare, click **Help | Send Support Request Via Email...** from the main window in CARCare. Describe the problem as best you can. You'll typically receive an email response within 24 hours during business hours.

Download

The first step in the installation process is to download the CARCare installer (**ccsetup.exe**) from the **carcaresoftware.com** Website. To do this, click the **Download** tab on the **carcaresoftware.com** Website to arrive at the Download page as pictured below.



Download Page of the carcaresoftware.com Website

Next, click the **CARCare Download** link to begin the download process.

Once you click the download link, your Internet browser will ask if you want to Run the file, Open the file, or Save the file. All Internet browsers are slightly different in this regard. But saving the file into the Downloads folder on your PC is usually implicit with most any browser.

The **ccsetup.exe** file that you will be downloading is small, only about 20 Mb, so the actual download process will only take a few seconds. Once the file has been downloaded you will choose *Open* or *Execute*, whichever option your Internet browser uses.

If you are **updating** an existing CARCare installation, turn to [page 14](#) in this document for further instructions.

INSTALLATION

Running the Installation Wizard

The installer will open and will display a **Welcome** dialog. Click

The **End-User License Agreement** will be displayed. If you accept the terms of the End-User License Agreement, click to continue.

If you do not accept the terms of the End-User License Agreement, click then click to cancel the installation.

After accepting the **End-User License Agreement**, you will see a **Choose Destination Location** dialog. The default location will be the **C:\Program Files (x86)\CARCare** folder on your computer. This is the default and **recommended** location. Click

You are now ready to begin the actual installation process. Click

Once the installation process is complete, you will see an **Installation Complete** dialog, indicating that the process has been completed. Click

Congratulations! CARCare is now installed on your PC.

As a default, your CARCare database file will be located on your computer in the **C:\Users\Public\CARCare** folder on your local disk.

Starting CARCare



A CARCare shortcut was installed on your Windows® desktop during the installation process. This enables you to start CARCare directly from this shortcut. Simply double-click on the icon.

If you do not want the CARCare shortcut on your desktop, delete it and use the **Start | All Programs | CARCare** program group to start CARCare. Simply click the CARCare shortcut.

When you start CARCare it will display an initialization screen with a progress bar, indicating that the system is starting. This will take a few seconds.

Next, a **Tip of the Day** window will appear. The tips will cover some of the features in CARCare, as well as some general information concerning automobile care and maintenance. You may browse through the tips at any time.

Lastly, If any vehicles in your database require your attention, the **CARCare Reminders** window will then appear. Once you close the **Reminders** window, you will see the CARCare main window. You may now begin using the system to perform whatever tasks may be necessary.

We have provided sample data so that you can navigate through the system and visit the various windows and features. At some point you will want to delete the sample vehicles that are displayed. But for the time being, keep the sample data as is. This Customer Guide will refer to some of the sample data. You can delete the sample vehicles at a later time once you have become familiar with CARCare.

If you are evaluating CARCare, any data that you enter during your 30-day trial period is yours to keep. It will remain in your database. Even if your 30-day 'trial' period expires, your data will remain in place.

Close CARCare when it is Not in Use



Close CARCare each time you have finished using it, or at the end of each day. This will avoid the possibility of you experiencing issues due to potential network problems, power interruptions, and/or PC hardware problems.

INSTALLATION

CARCare Network Installation

If you are using CARCare on one (1) standalone PC, you're all set! You can skip all of the technical stuff below and proceed directly to Chapter 2 beginning on [page 15](#).

If you need multiple users to access shared CARCare information, CARCare has you covered, as it is fully multi-user, network aware. In this case you will need to install CARCare on each PC where it is needed, or on a Windows Remote Desktop Session Host, using the **ccsetup.exe** installation program that you downloaded from the CARCare Website. Your CARCare JET database may be moved to a *shared* folder on a network file server.

CARCare will require at least a 100 Mbps *hardwired* network connection from each PC, to the file server where your CARCare database will be stored. These days this won't be much of an issue since most modern networking hardware runs at 1Gbps, sometimes even faster. For use at remote offices, we recommend using a product such as Windows Remote Desktop Services for remote connectivity. This will avoid any potential network bandwidth issues.



A wireless Wi-Fi (e.g., 802.11x) network connection to your CARCare JET database file is **not** recommended. Use a hardwired network connection or run CARCare via remote desktop.

Microsoft OneDrive or similar product **cannot** be used to store to your CARCare JET database file. However, you may use it to store backup copies of your CARCare database file.

You will need to create a shared folder on a file server that you will use to store your CARCare JET database file. We recommend that you name the folder "CARCare" so that it is easily recognizable. You may then copy your current CARCare database file from the **C:\Users\Public\CARCare** folder on your local disk, to the new CARCare folder that you created on your file server.

User Account Permissions



Each user account defined in your Windows operating system must grant **Full Control** to the shared folder on your file server where your CARCare JET database will be stored. This is **essential** in order for CARCare to function. You may need to contact your IT support personnel for assistance.

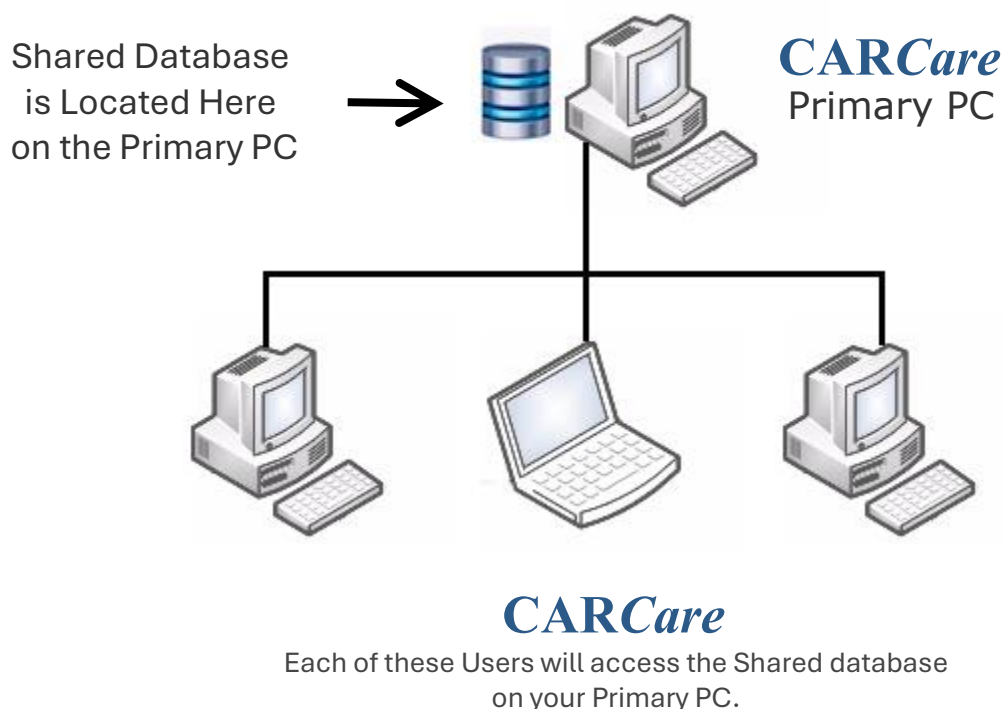
Mapped Drive

Consider defining up a *mapped drive* to the shared database folder so that each end-user can easily identify and access the shared database file on your file server. Use the same mapped drive letter on all PCs, so that all network users can easily recognize it.

CARCare Peer to Peer Network Installation

CARCare with its JET database is quite easy to install and use within a hardwired peer-to-peer networked environment.

In this type of network setup, you will designate one computer to serve as the **Primary PC**. Use Windows networking to *share* the folder (e.g., **C:\Users\Public\CARCare**) that contains your database on your Primary PC. All other users will connect to the *shared* database file located on the Primary PC as pictured below. The Primary PC will need to be *on* and available.



Basic Peer to Peer Network Configuration

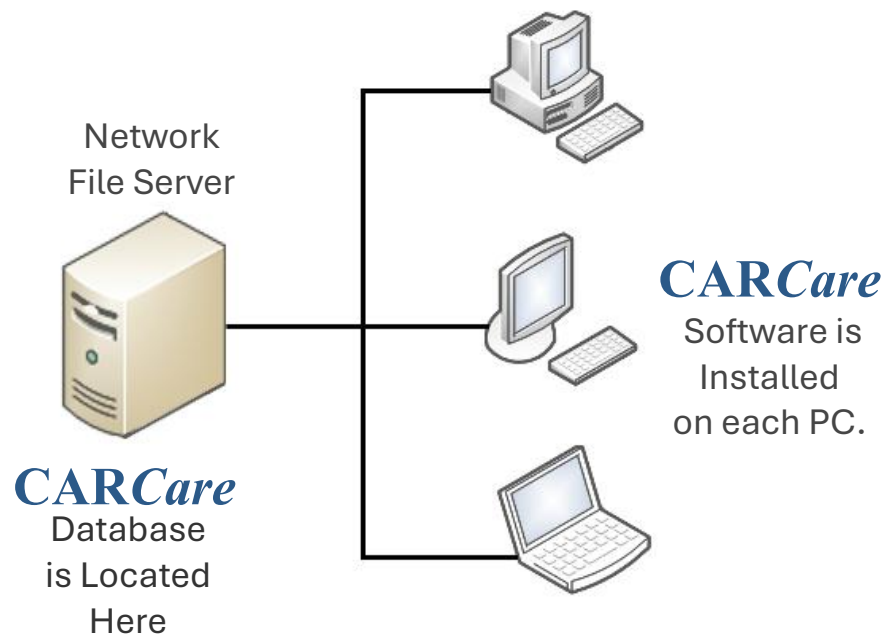
Opening your Database on Your Primary PC

Each user will need to use the **File | Database | Open...** menu function *one time* to open the database on your Primary PC. CARCare will *remember* this new database location between sessions.

INSTALLATION

CARCare Local Area Network (LAN) Installation

CARCare with its JET database is quite easy to install and use within a local area network (LAN) environment. It really is as simple as the diagram below illustrates.



Basic Local Area Network Configuration

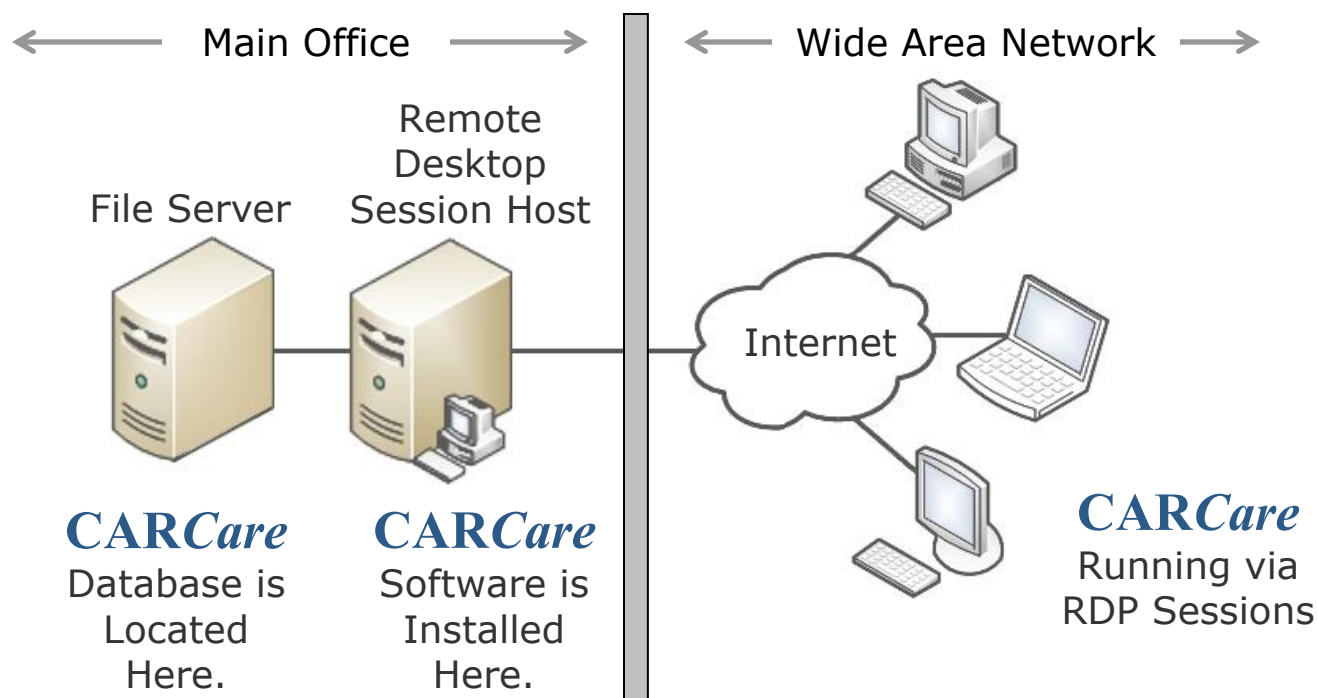
Opening your Database on Your File Server

Each user will need to use the **File | Database | Open...** menu function *one time* to redirect CARCare the database file on your file server.

CARCare will *remember* the location of the last-used database between sessions. This means that you will not need to re-open the database manually each time you start the program. It will be automatic.

Windows Remote Desktop Session Host (RDSH) Installation

The picture below illustrates the basics of this type of configuration and shows you where CARCare and your CARCare database are located.



Remote Desktop Services Configuration

The gray bar in the diagram above represents the boundary between your Local Area Network (LAN) at your main office, and the Wide Area Network (WAN). The left side of the boundary typically represents your main internal network.

Microsoft Remote Desktop Protocol (RDP) client software will need to be installed on each end-user's PC.

INSTALLATION

Virtual Desktop Infrastructure (VDI) Overview

VDI (Virtual Desktop Infrastructure), often referred to as *remote desktop*, is essentially a user's desktop environment running on a server in your datacenter. It is not their actual desktop on their PC... thus the term *virtual*.

A Remote Desktop Session Host (RDSH) is a machine that will host the virtual desktop that includes CARCare client software. So CARCare will execute on the server, not on the end-user's PC. Once again, CARCare is not installed on each end-user's PC.

In a VDI environment, each PC will function as a terminal, sending mouse and keyboard activity from the end-user's PC to the server, and receiving screens and responses back from the server session. There will be no actual data traffic between the CARCare database and the end-user's PC. Rather, data traffic will be confined to high-speed network connections at your main office.

This provides a very responsive user experience, with essentially no concern over WAN (wide area network) bandwidth. The only thing required to use CARCare in this way from any location in the world is an Internet connection.

VDI with a Single CARCare Database

If you plan to use one consolidated CARCare database for all vehicles and/or other assets, there is nothing special that needs to be done, other than setting up your VDI environment. Refer to your IT support personnel for additional information and assistance with the RDSH setup.

VDI with Multiple CARCare Databases

If you plan to use multiple CARCare databases, one for each department, division, location, and/or other organizational entity, you will need to establish an RDSH instance for *each* database and install CARCare and its database file on each instance. This will isolate each database for end-users in each organizational entity. Refer to your IT support personnel for additional information and assistance with the RDSH setup.

Remote Desktop Session Host Installation

Follow the Microsoft documentation and recommendations for the correct procedure to follow to install CARCare on your RDSH server.

On earlier releases of *Windows Terminal Services*, you may see a Control Panel wizard for installing an application on Windows Terminal Server. Refer to your Windows system documentation for the correct procedure to follow.

You may use an alternative approach to perform the installation from a command prompt at your server as follows:

1. Open a command session.
2. Type: **Change User /Install** [↵]
3. Execute the **ccsetup.exe** installer.
4. Type: **Change User /Execute** [↵]
5. Close the command session.

A CARCare registration key will be stored under each user's Windows profile. This means that each user will need to enter their unique registration key *one time* to register the software for their use.

Each person using CARCare will require their own unique registration key.

INSTALLATION

Updating Existing CARCare Installations



Do **NOT** uninstall your existing CARCare software unless we instruct you to do so.

If you have a prior version of CARCare already installed, you will need to update each PC on which CARCare is installed.



If your current version is very old, prior to build 079, read the instructions on the Download page of the CARCareSoftware.com Website very carefully, and follow those steps.

To check your current version, start CARCare and click **Help | About...** You'll see your **build number** on the About... window. Afterwards, close CARCare and continue below.



Recent Enhancement: As of CARCare build 101, the About... window will tell you whether your CARCare version is current.

If you are running CARCare remotely using RDP sessions, you will only need to update CARCare on your Windows Remote Desktop Session Host.

You will need to shut down all CARCare sessions before proceeding with the update process below.

Please follow these steps:

1. Run the **ccsetup.exe** file on each PC (or on your Windows Remote Desktop Session Host). Do not start the latest version of CARCare until the latest release is in-place on all of your PCs where CARCare currently exists, or on your Windows Remote Desktop Session Host.
2. Start one (1) CARCare session. This will allow the software to update its database to the latest format. Follow the on-screen instructions. Do not start any additional CARCare sessions until this process has been successfully completed.
3. That's it. Your update will now be complete!

Having Trouble?



If you're having difficulties using CARCare, we'll be glad to help you. From the main window in CARCare, click the **Help** menu then click the **Send Support Request Via Email...** menu option. Do **not** change the Subject line of the email.

Describe the problem as best you can, then click **Send** in your email program. You'll typically receive an email response within 24 hours during business hours.

Getting Started

In this chapter we're going to cover some initial settings. You need to be aware of these settings, and how and where to go to define them, so that CARCare will work best for you.

CARCare was designed to assist you in managing the care and maintenance of your vehicles. However, you can also track and manage other types of equipment such as electric and IC class palette jacks, compressors, lawn mowers, generators, etc. You can manage and track maintenance for essentially any type of mechanized equipment that requires regular maintenance. For non-vehicular equipment, you will be tracking maintenance by *in-use* hours rather than by distance driven.

As mentioned earlier, CARCare is *Network Aware* and can be used in your networked office environment. A Registration Key will be required for *each person* using CARCare. If you need additional registration keys, you may purchase them on-line at

<https://www.carcaresoftware.com>.

Having Trouble?



If you encounter difficulties that are not addressed within this document, contact us for assistance. We'll be glad to help.

Click the **Help** menu on the CARCare main window and then click **Send Support Request Via Email...** from the main window in CARCare. Do not change the Subject line of your email message. Describe the problem as best you can and then click **Send** in your email program. During weekdays, you'll typically receive an email response within 24 hours.

Additional product information is also available 24 hours a day on the CARCare website at

<https://www.carcaresoftware.com>.

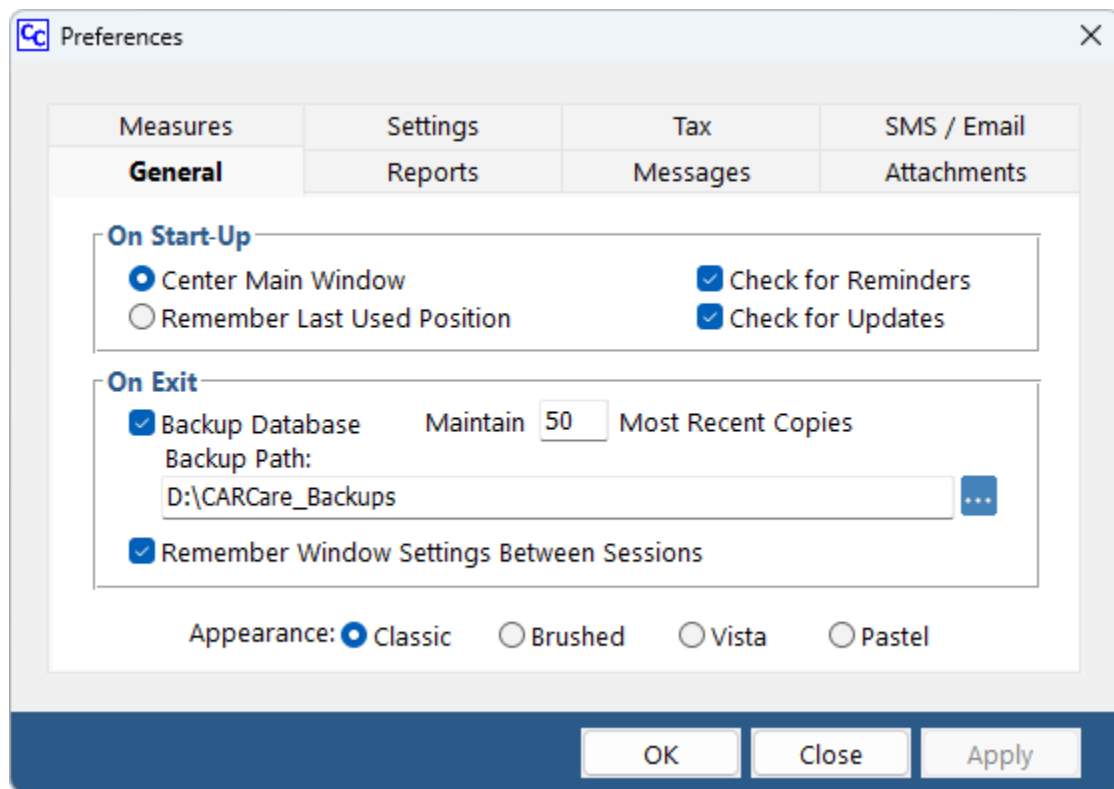
INITIAL SETUP

Defining Initial Customer Options and Preferences

We're now going to go through a series of steps to cover several important setup items on the **Options | Preferences...** dialog.

Preparation:

Start CARCare. If the Tips window appears, close it. If the Reminders window appears, close that window as well. Click **Options | Preferences...**

Step 1: General Tab

The General Tab Under Options | Preferences...

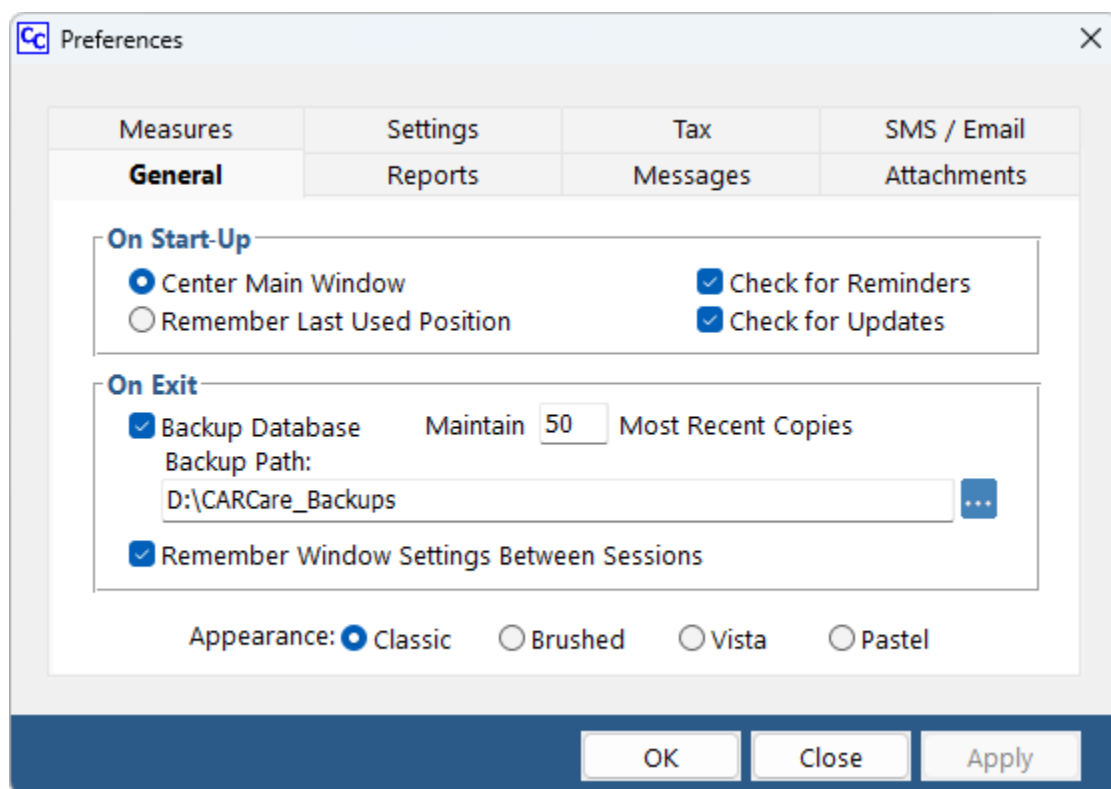
The **Check for Updates** option will automatically check for software updates when they become available. Some of the other settings here are self-explanatory, such as the **Check for Reminders** option in the **On Start-Up** area, we'll skip those for now.

The **On Exit** section is particularly important.

Customer Options and Preferences

Step 1: General Tab

Staying with the **General** tab for the moment, you should **always** have the **Backup Database** box checked. CARCare will maintain up to 99 of the most recent database backups. The default is 32. In the screenshot below, we've chosen 50, which is fine.



The General Tab Under Options | Preferences...

When you arrive at the **General** tab, you may have noticed that CARCare has already set your **Backup Path** to an external storage device on your computer, as pictured above. It does this by examining your computer system looking for a removable storage device. In the above screenshot, CARCare found a USB Drive assigned to drive letter **D :** \ , chose that device, created a folder named **CARCare_Backups** on that device, and set the **Backup Path** in CARCare for you automatically. It does this silently in the background.

If CARCare is unable to locate a removable storage device it will tell you upon startup. You will need to manually take care of ensuring that you have backup copies of your database on hand.

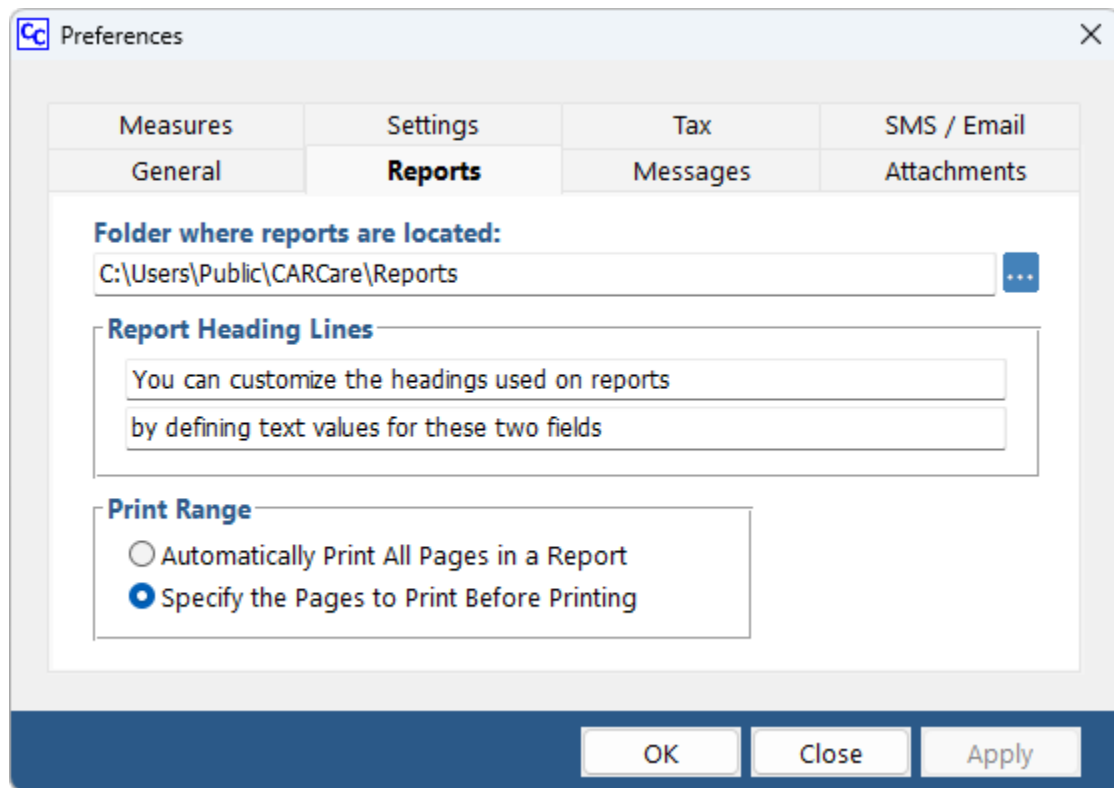


It is essential that you have backup copies of your CARCare database file so that you can recover your data following a hard drive failure.

INITIAL SETUP

Customer Options and Preferences

Step 2: Reports Tab



The Reports Tab Under Options | Preferences...

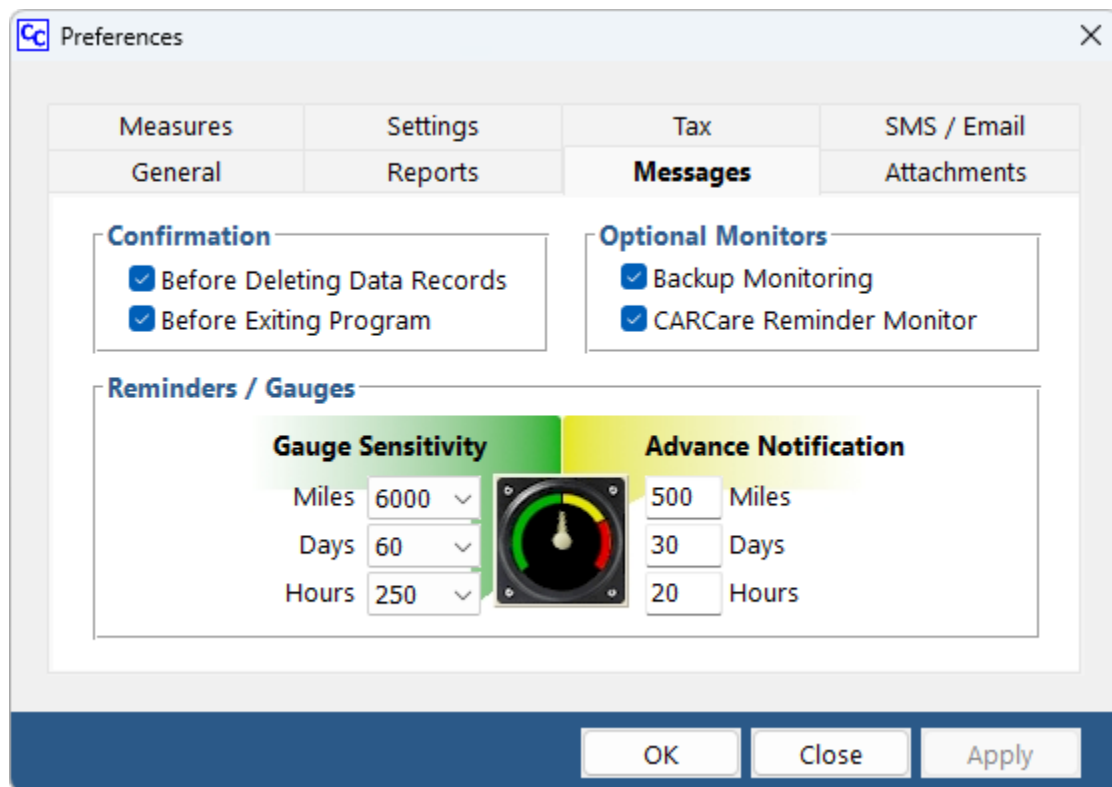
The **Folder where reports are located** will rarely be modified unless you are using CARCare in a networked environment, and your IT support staff requires that this setting be modified. Reports will become unavailable if this setting is incorrect. The default setting is **recommended**.

The **Report Heading Lines** will enable you to customize and personalize report headings to your own liking.

The **Print Range** setting determines whether all report pages will be printed without additional steps, or whether you will be given an opportunity to select specific pages in a report to print. The default setting is **recommended**.

More Customer Options and Preferences

Step 3: Messages Tab



The Messages Tab Under Options | Preferences...

In the **Confirmation** area we recommend that the **Before Deleting Data Records** option *always* be active. The **Backup Monitoring** option is **recommended**, and helps ensure that your Backup Folder is valid, and that a backup copy of your database file is being made each time you exit CARCare. The **CARCare Reminder Monitor** feature will send you email messages containing vehicle reminders, even when CARCare is not open on your PC.

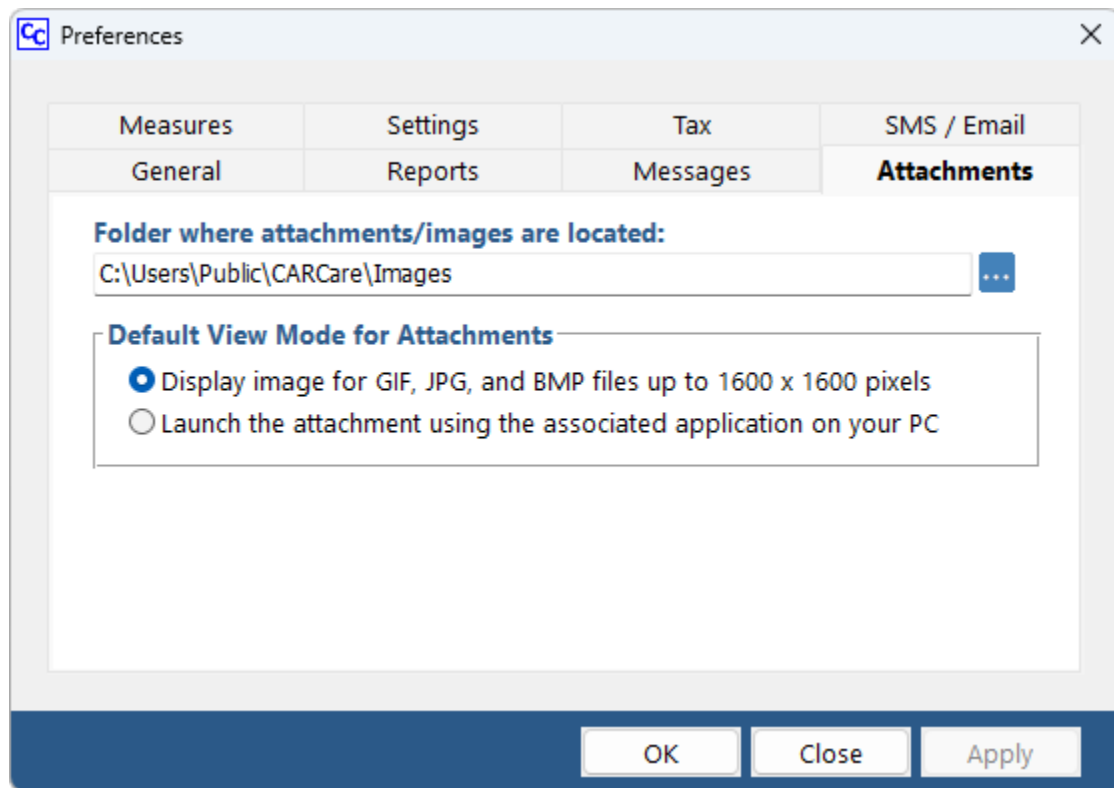
In the **Reminders / Gauges** area, the **Gauge Sensitivity** setting determines how soon a gauge needle begins to deflect clockwise through the green range. If you change these settings and you don't care for the results, set them back to the original default settings noted above.

You also have the ability to set **Advance Notification** values by **Miles**, **Days**, and **Hours**, depending upon how a reminder has been defined. In other words, with the current Miles setting, you will be alerted 500 miles in advance before a PM reminder actually comes due. These settings are handy to avoid missing important maintenance reminders. Adjust them so that CARCare works best for you.

INITIAL SETUP

Even More Customer Options and Preferences

Step 4: Attachments Tab



The Attachments Tab Under Options | Preferences...

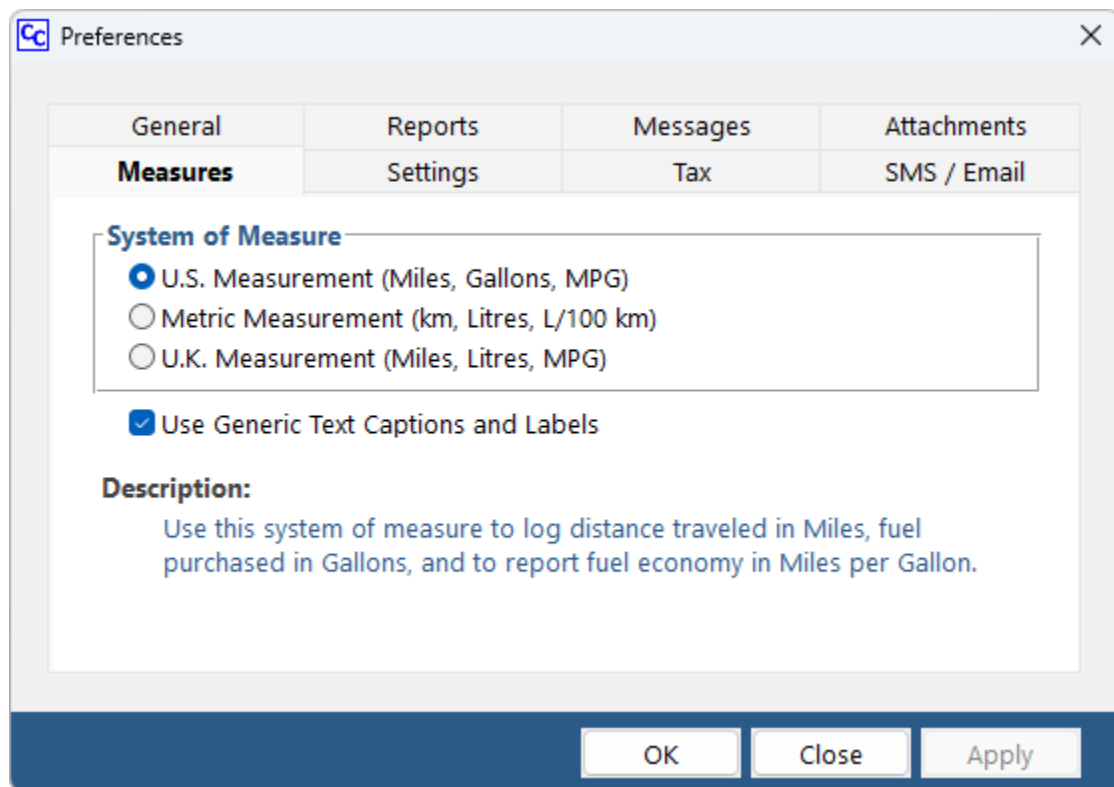
The attachments tab enables you to define where attachments will be located. Attachments are photos and documents that you may attach to a CARCare database record. Some examples would be a picture of your car, a PDF file containing your vehicle title, and a PDF file containing your owner's manual.

The default folder for these types of files is the **C:\Users\Public\CARCare\Images** folder on your PC. This is the *recommended* folder, but you can vary it if you like. However, once you define this folder, **do not move the files** into a different folder, because CARCare will no longer know where your attachments are located.

There are two **View Modes** in CARCare: **Display** and **Launch**. Display may be used with small (1600h x 1600w) GIF, JPG, or BMP images. Launch will use software on your PC to render the attachment on-screen. An example in this case would be an Adobe® PDF document. This is only a *default* setting. You may always set the View Mode on each attachment record.

Yes, Even More Customer Options and Preferences

Step 5: Measures Tab



The Measures Tab Under Options | Preferences...

CARCare supports U.S., Metric, and U.K. systems of measure. It also recognizes and supports most international date/time and currency formats based on your computer's regional settings.

Use the **System of Measure** options to select the system of measure commonly used in your locale. This setting will determine how CARCare will display various measures.

As an example, the Metric Measurement setting will display fuel economy using Litres per 100km (L/100km). In the United States this statistic would be displayed as Miles per Gallon, or MPG.

The U.K. setting is unique in that petrol is dispensed in litres, but MPG is calculated using *Imperial* Gallons. Nothing to be concerned with here --- CARCare handles the math for you.

INITIAL SETUP

Customer Options and Preferences Continued...

Step 6: Settings Tab

The screenshot shows the 'Preferences' dialog box with the 'Settings' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with four tabs: 'General', 'Reports', 'Messages', and 'Attachments'. The 'Settings' tab is active, showing a 'Measures' sub-tab. The 'Settings' sub-tab contains two sections: 'Droplist Text Values' and 'Automatic Order Numbering'. The 'Droplist Text Values' section has two checkboxes: 'Automatically save new text values' (checked) and 'Drop the list when entering a droplist field' (unchecked). The 'Automatic Order Numbering' section has a checkbox 'Automatically generate new order numbers' (checked), an 'Optional Prefix' field with 'CC-' entered, and a 'Last Order Number' field with '100075' entered. Below these sections are two more checkboxes: 'Always Highlight (Select) Field Contents' (checked) and 'Hide Inactive Vehicles' (unchecked). At the bottom of the dialog are three buttons: 'OK', 'Close', and 'Apply'.

The Settings Tab Under Options | Preferences...

The **Droplist Text Values** area enables you to define, to a certain extent, how droplist fields will function. As a *default*, as you type a *new* value into a droplist field, the value that you type will become saved into that droplist for future use. You may disable this if you like.

In the **Automatic Order Numbering** area, CARCare will sequentially create maintenance and accessory Order Numbers as you create those records. You may also optionally define a prefix for each order number. If you change the Last Order Number, do **not** reduce the number because you'll create duplicates as you use CARCare, and you will receive error messages.

As a *default*, CARCare will select/highlight the contents of a field as you tab into that field.

You may also opt to hide inactive vehicles. This would be handy if, for example, you sell a vehicle, but you do not want to permanently delete that vehicle's historic data. If you ever need to refer to the data for that inactive vehicle, simply uncheck the **Hide Inactive Vehicles**.

More Customer Options and Preferences

Step 7: Tax Tab

The screenshot shows the 'Preferences' window with the 'Tax' tab selected. The 'Auto Tax Calculation' section is expanded, showing a checked checkbox for 'Automatically Calculate Tax at 5.00 Percent on...'. Below this, there are four sub-items: 'Labor' (unchecked), 'Miscellaneous' (unchecked), 'Parts' (checked), and 'Accessories' (checked). At the bottom of the section, there are two unchecked checkboxes: 'Lock Tax Rate against manual edits' and 'Lock Tax Amount against manual edits'. The window has a blue header bar with the 'Cc' logo and the title 'Preferences'. The bottom of the window has a dark blue bar with 'OK', 'Close', and 'Apply' buttons.

General	Reports	Messages	Attachments
Measures	Settings	Tax	SMS / Email

Auto Tax Calculation

- ☒ Automatically Calculate Tax at Percent on...
 - ☐ Labor
 - ☐ Miscellaneous
 - ☒ Parts
 - ☒ Accessories
- ☐ Lock Tax Rate against manual edits
- ☐ Lock Tax Amount against manual edits

OK Close Apply

The Tax Tab Under Options | Preferences...

CARCare enables you to define the tax rate in your State or Province. You may then choose what items to tax; Labor, Miscellaneous, Parts, and/or Accessories. The tax will be calculated automatically for you as you add Maintenance and Accessories records.

Use the **Lock Tax Rate** option to prevent unintentional changes to the tax rate. Similarly, use the **Lock Tax Amount** checkbox to prevent unintentional changes to the tax amount.

INITIAL SETUP

The End of Customer Options and Preferences

Step 8: SMS / Mail Tab

The screenshot shows the 'Preferences' dialog box with the 'SMS / Email' tab selected. The dialog has a title bar with a close button. Inside, there are four tabs: 'General', 'Reports', 'Messages', and 'Attachments'. Below these are four sub-tabs: 'Measures', 'Settings', 'Tax', and 'SMS / Email'. The 'SMS / Email' sub-tab is active, showing the 'SMS Text Messaging' section. This section includes a checked checkbox for 'Send me CARCare Reminders as Text Messages', a text field for 'Your Cell No:' containing '1888-888-8888', a dropdown for 'Carrier:' set to 'T-Mobile', and an empty 'SMS API:' field with a menu icon. Below this is another checked checkbox for 'Relay Messages through the SMTP Server Below', with an 'Authenticate' checkbox also checked. The 'Encryption:' section has 'Use TLS' checked and 'Use Implicit SSL' unchecked. The 'Server Name:' field contains 'smtp.whereever.net', the 'Port:' is '587', the 'Email Address:' is 'myemail@whereever.net', and the 'Password:' is masked with asterisks. At the bottom are 'OK', 'Close', and 'Apply' buttons.

The SMS /Mail Tab Under Options | Preferences...

This tab is a work in progress. We are evaluating with several SMS API providers to choose an SMS API method of sending text messages directly without having to go through email.

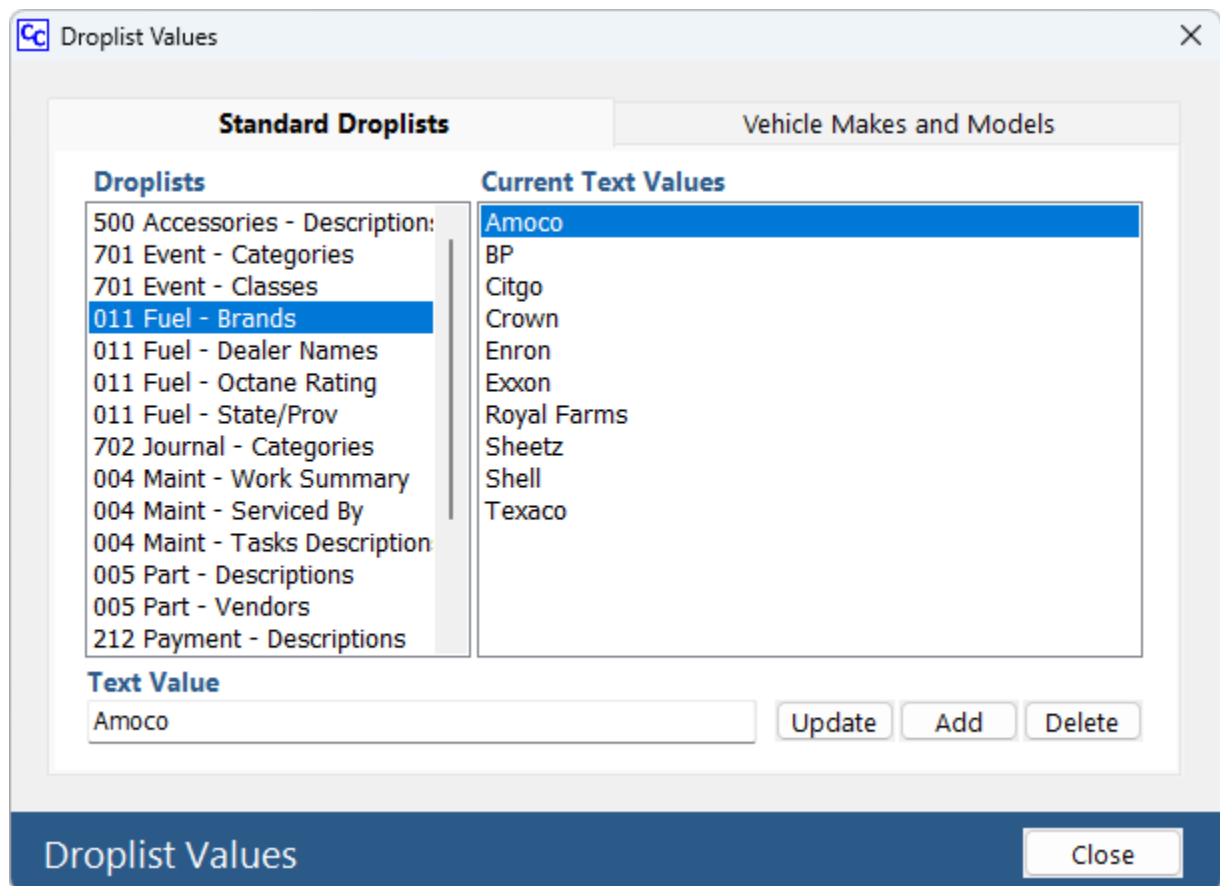
In the meantime, use the **Relay Messages through the SMTP Server Below** option to receive CARCare reminder messages via email. The **Use TLS** option is often required for secure email transmission on port number 587. The **Server Name** is your email server that transmits your email messages. Use **Implicit SSL** with port number 465 with some email systems. Check with your email provider to be sure. If your SMTP Server requires authentication, check the **Authenticate** box and define your **Email Address** and **Password**.

When you click **OK** on the Options | Preferences... dialog, all changes you've made since you last opened this window will be saved. It is not necessary to click **Apply** on each tab. Use the **Apply** button when you intentionally only want to save new values for one or more specific tabs, while discarding changes you've made on other tabs.

Droplist Text Values

As mentioned earlier, CARCare features a number of fields that are **Droplist** fields. A Droplist field enables you to click a down arrow and simply click on a text value to select it using your mouse. The idea here is to save time, avoid unnecessary typing, and to avoid typos.

Click the **Options | Droplist Values...** menu option.



Droplist Values Dialog

The **Standard Droplists** tab lists droplists featured throughout CARCare. Click a droplist on the left to see its contents on the right. To **Add** a new value to a droplist, first select the droplist you need on the left, type a new value in the **Text Value** field, then click **Add**.

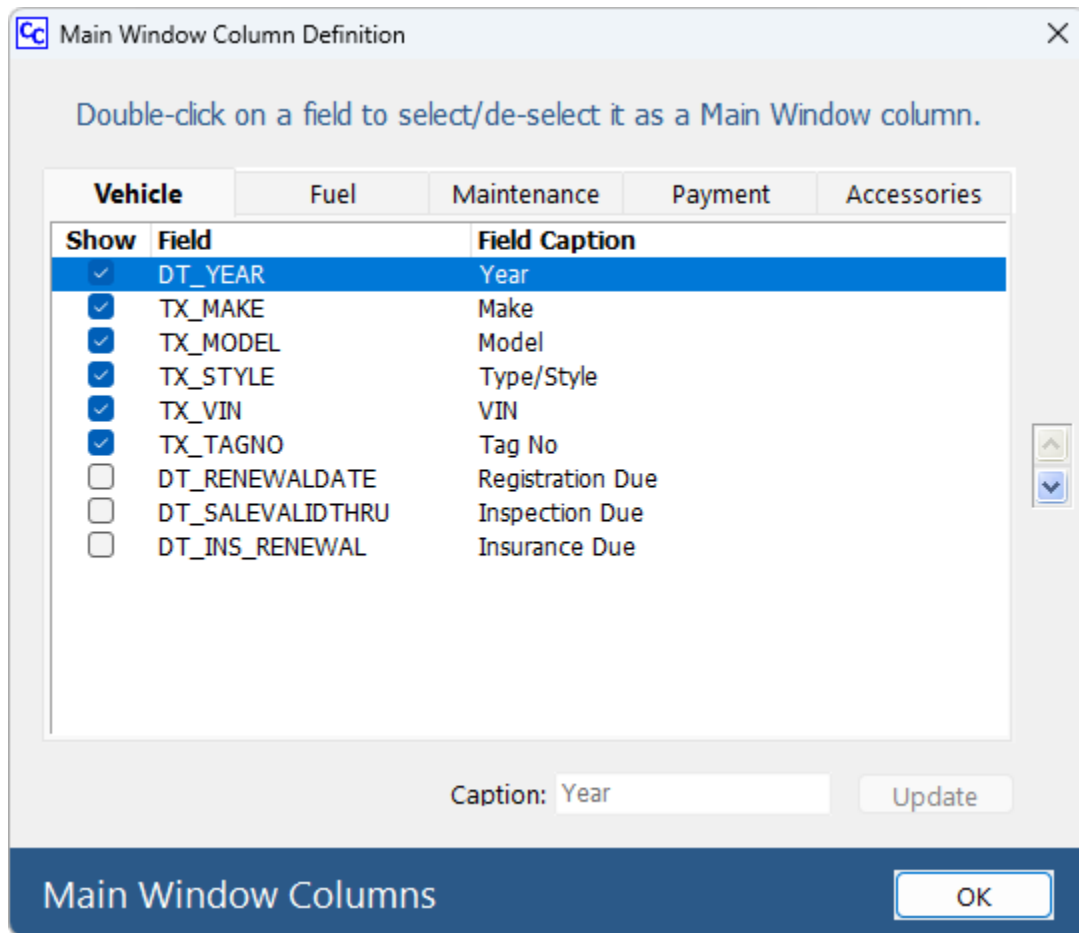
To **Edit** an existing value, highlight it on the right, retype it in the **Text Value** field, then click **Update**. To delete an existing value, highlight it on the right, then click **Delete**.

The **Vehicle Makes and Models** tab associates vehicle model names with the vehicle manufacturer. You select the Manufacturer on the left to update/add/delete models for that manufacturer on the right.

INITIAL SETUP

Main Window Columns

CARCare enables you to adjust the columns of information that are displayed on the main window. To review/adjust these settings, click **Options | Main Window Columns...**



The Main Window Columns Dialog

The five (5) tabs displayed enable you to adjust the **Caption** for certain fields, and to reorder the columns from top to bottom, representing the order from left to right on the main window.

To select a field for display as a column on the main window, double click that field. You will then see a checkmark appear under the **Show** column. To hide a column so that it does not appear on the main window, uncheck it.

To **Edit** a caption, select the field, type a new caption in the **Caption** field, then click **Update**. Some captions are *fixed*, so you will not be able to edit the caption for some fields.

Password Protection

CARCare enables you to define a case-sensitive password made up of up to 12 characters. To do this, click **Options | Password Protection | Set...** Make sure to make a record of your password for future reference. If you forget your password, you will not be able to access your data.

Pane Font

You may change the font used to list data in the various panes on CARCare windows. To do this, click **Options | Pane Font...**

This setting only acts on the lists of data that are displayed in CARCare. It will not affect the font used on various windows and dialogs within CARCare.

Now that you have become familiar with the various options and settings in CARCare, we will now turn to the basics of using and navigating the various windows in CARCare and entering your data.

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Data Entry Tips

In this chapter we'll cover the basics of using CARCare.

The way in which you enter information into CARCare will determine the way it returns information back to you. A computer system is precise. When you request information from CARCare, you get the exact results it finds... nothing more, nothing less.

Here's an example. Let us say you're searching for information for tag number "ABO123." You know the vehicle is in your database. So, you enter "AB0123", but nothing is returned. That's because when the vehicle was entered into your database, it was defined with a vehicle number of "aay bee oh one two three" and you're now searching for "aay bee zero one two three." The point here is to take care when entering data into CARCare, so you're sure to get the results you expect.

Another example deals with leading and/or trailing space characters. Use care to avoid these. If you define a labor description as " Tire Rotation " that description does not equal "Tire Rotation", and it will not be found where you'd expect to find it in a list of sorted entries.

We covered how to manage your droplists in the prior chapter. You will want to periodically review your droplist values to remove duplicates and/or typos that will collect over time.

Some fields in CARCare *require* values. These fields will produce a yellow background (pictured below) as a visual clue that a value is needed. Accurate values will provide the best results. However, if you do not have a valid value at hand, enter something to temporarily satisfy the requirement. You may return later and update the field with an accurate entry.

The screenshot shows a software window titled "Cc Edit Existing Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible". Inside the window, there are several input fields and controls. The "Date" field is set to "4/8/2026" with a calendar icon. The "Type" field has three radio button options: "Loan/Lease", "Insurance" (which is selected), and "Other". The "Description" field is a dropdown menu currently showing "Insurance Premium". The "Total Amt" field is a text box with a yellow background, indicating a required field. Below it is a large "Comments" text area. At the bottom right, there is a "Business Expense" checkbox. The bottom of the window has a dark blue bar with the text "Payment/Fee Record" and two buttons: "OK" and "Cancel".

A Sample Payment/Fee Record

THE BASICS

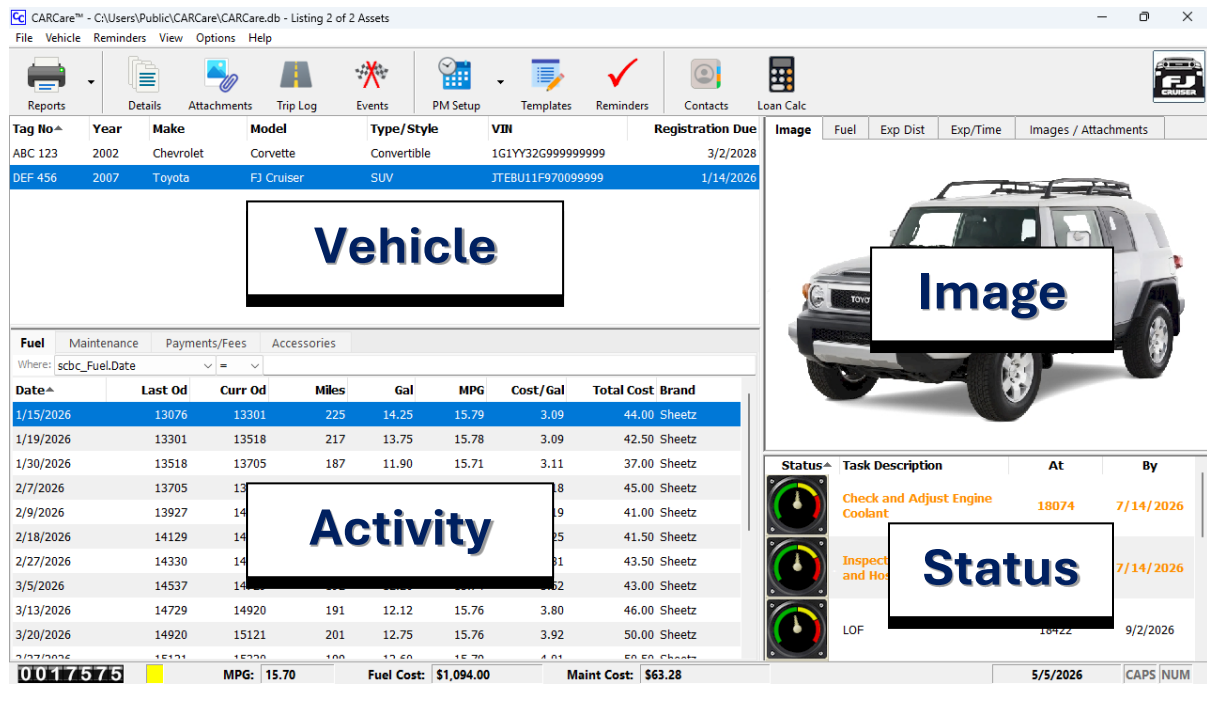
More Detailed Data Entry Tips

Here are some additional tips to follow that will make using CARCare quicker and easier, and that will give you more organized, accurate results.

- **Avoid punctuation characters in data entries.**
Your data entries should consist of numerals, alphabetic characters, spaces, and a period. Avoid punctuation characters such as the hash/pound sign (#), apostrophe (‘), double quotes (“), ampersand (&), and the comma (,). Proper grammar is not critical when working with data.
- **Avoid spaces in Key fields.**
An example of a “Key” field is the VIN for a vehicle. These data values should never contain spaces or any punctuation characters.
- **Keep data entries and terminology brief, concise, and consistent.**
If the topic is “lube, oil, and filter change” consider using “LOF” to describe that item. It takes less time to type, avoids commas, and reduces the chances of a typo.
- **Stay consistent with Character-Case.**
Decide whether to use Mixed-Case Characters, or all UPPER-CASE characters, and remain consistent. CARCare will accept either approach. But your reports will appear better organized and neater if you remain consistent.

The CARCare Main Window

The main window in CARCare is divided into four (4) resizable areas called *panes*. No surprise there since our operating system is named *Windows*. Below is a picture of the main window in CARCare showing the four panes.



CARCare Main Window

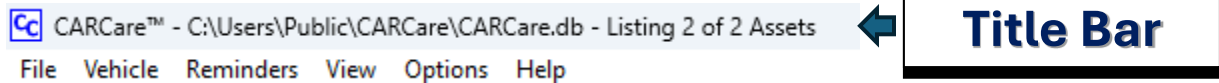
1. The **Vehicle** pane will contain your vehicles and/or various types of equipment that you've entered into your CARCare database.
2. The **Image** pane will contain a photo of the vehicle/equipment as well as several types of graphs for fuel economy and expenses for the currently selected vehicle/equipment.
3. The **Activity** pane contains Fuel, Maintenance, Payment/Fees, and Accessories records for the currently selected vehicle/equipment.
4. The **Status** pane will contain a series of gauge faces for each Preventive Maintenance (PM) reminder for the currently selected vehicle/equipment. The gauge faces give you a visual indication of how soon each PM reminder will come due.

As you click on a vehicle or equipment in the Vehicle pane, information in the Image, Activity, and Status panes will change to show information for that vehicle.

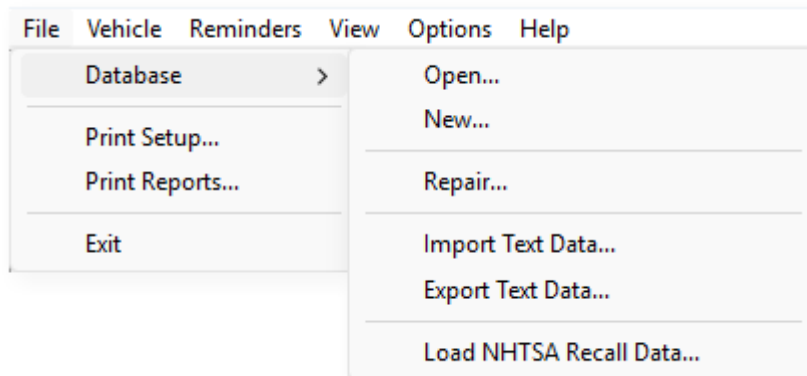
THE BASICS

The Main Window Title Bar and Menus

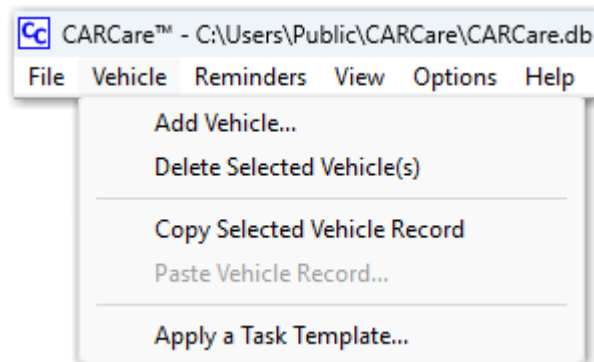
The Title Bar at the top of the CARCare main window will show you the location of your CARCare database file and will show you the number of vehicles in your database. It is important that you know the location of your CARCare database file in the event you need support. So, you need only glance at the Title Bar to know the location of your database file.



Beneath the Title Bar you will see menus similar to other Windows programs.



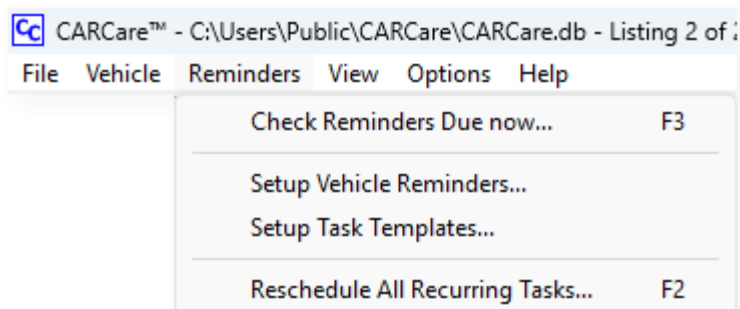
The **File** menu is used to **Open** a database, create a **New** database, **Repair** the current database, **Import** and **Export** text data, and to **Load NHTSA Recall Data**. It also will enable you to adjust your **Printer Setup**, open the **Report Viewer** to run reports, and to **Exit** CARCare.



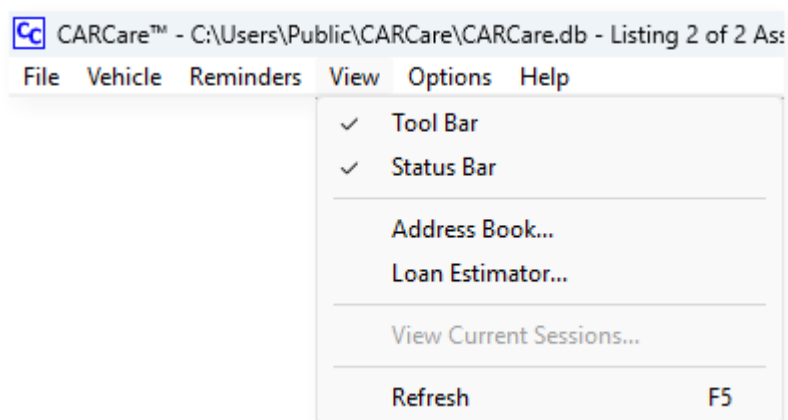
The **Vehicle** menu enables you to **Add** new vehicles and equipment and **Delete** vehicle records when necessary. **Edit** is implicit with a double-click.

You may also **Copy/Paste** vehicle records and **Apply a Task Template** to a vehicle.

The Main Window Title Bar and Menus



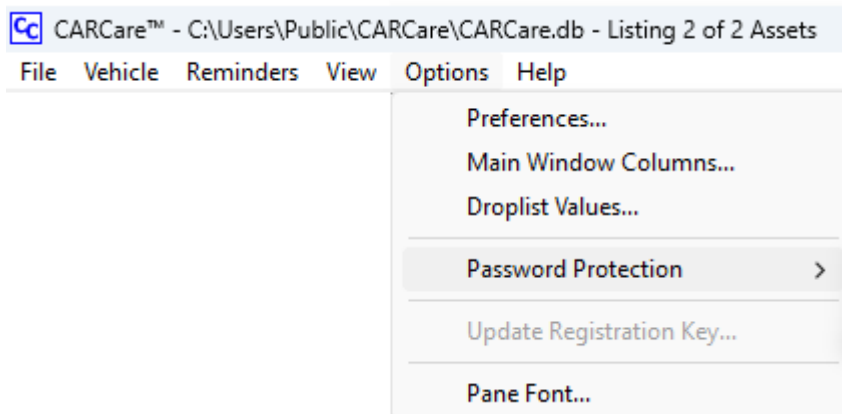
The **Reminders** menu pictured on the left offers functions to **Check for Reminders** that are Due, **Setup Vehicle Reminders**, **Setup Task Templates**, and to **Refresh** all recurring tasks for all vehicles in your database. More information on these items will be covered later in this Customer Guide.



The **View** menu enables you to hide/display the **Tool Bar** and the **Status Bar**. It also enables you to open the **Contacts** window and the **Loan Estimator** window. Lastly, it can be used to **Refresh** the data on the main window in CARCare.

Note: If you hide the tool bar, you will see additional options appear under the **View** menu.

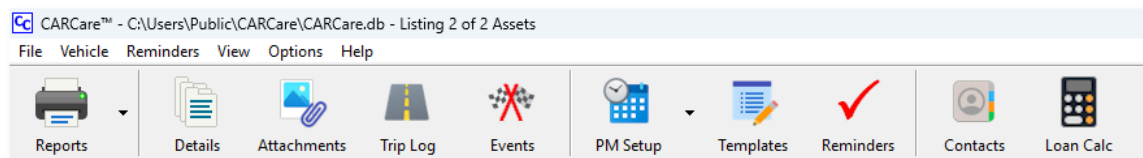
The **Options** menu, pictured below, was covered in Chapter 2 in this Customer Guide. If you are unfamiliar with the Options menu, please refer back to Chapter 2 for additional information.



THE BASICS

The Main Window Tool Bar

The Tool Bar features buttons that will take you directly to various windows in CARCare without having to navigate the menus.



The **Reports** button will open the **Report Viewer** window which is the window that you'll use to preview, print, export, and email CARCare reports.

The **Details** button will open the **Vehicle Details** dialog for the current selected vehicle. The Details dialog will enable you to store a great deal of information about each of your cars. We'll cover the Details dialog later in **Chapter 4**.

The **Attachments** window is where you'll store photos and documents for the currently selected vehicle.

The **Trip Log** enables you to maintain a log of all of the trips you take for the selected vehicle, including both personal trips and business trips.

If you are an auto enthusiast that participates in competitive events, such as car shows and auto-cross events, you'll likely find the **Events** window very convenient. You'll have the ability to record information concerning each of these events.

The **PM Setup** window is where you will apply Templates to your vehicle, as well as review and optionally define **Scheduled Reminders**, and **Recurring Tasks**.

You will use the **Templates** window to define your PM Templates for your cars. A Template is a collection of Recurring Tasks for a specific type, class, or make and model of a vehicle. Templates are fundamental to the system of reminders in CARCare. We'll cover Templates later in **Chapter 5** of this Customer Guide.

The large red checkmark is the **Check Reminders** button. If any reminders are due for one or more vehicles, you'll see those reminders appear on the reminders window.

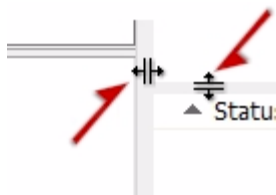
The **Contacts** window will enable you to record names and numbers for people and places that you regularly contact.

The **Loan Calc** button will open the loan estimator window in CARCare. You may find this feature handy if you are considering taking out a bank loan.

Adjusting The Main Window

The main window in CARCare is quite flexible. You will be able to adjust the height and width of the four panes on the main window. You may also adjust the order in which items are displayed, and adjust the width of the columns of information that is displayed.

Resizing Panes



When you place your mouse cursor over the **Splitter** bar between panes, you will see the mouse cursor change to either a North-South cursor, or an East-West cursor. When you see the mouse cursor change, click and hold your left mouse button and slide the splitter to a new location. So, in this way, you may change both the width and height of the four (4) panes on the main window.

Adjusting Column Widths

Date▼	Order	Odometer
3/4/2018	FM-1000211	33
1/30/2017	FM-1000210	3

To adjust the width of columns on the main window, position your mouse over the boundary between two columns. When the mouse cursor changes to an East-West arrow, click and hold your left mouse button and drag the column boundary horizontally left or right.

Adjusting Sort Order

Date▲	Last Od
1/15/202	13076
1/15/2025	130

To change the sort order of any list of information in the four panes, click a column heading. An up or down arrow will indicate the sort order, either ascending or descending. An up arrow will indicate ascending order, and vice versa.

THE BASICS

Adding, Editing and Deleting Data Records

When you right-click your mouse in the **Vehicle** or **Activity** pane, a popup *context* menu will appear. The context menu will offer an **Add** function, and a **Delete** function, as well as other options depending upon the where you right-clicked.

The screenshot shows the CARCare application window titled "CARCare™ - C:\Users\Public\CARCare\CARCare.db - Listing 3 of 3 Assets". The menu bar includes File, Vehicle, Reminders, View, Options, and Help. Below the menu bar are five icons: Reports (printer), Details (stack of papers), Attachments (paperclip), Trip Log (road), and Events (checkered flag with an X). The main area contains a table with the following data:

Tag No^	Year	Make	Model
ABC 123	2002	Chevrolet	Corvette
DEF 456	2007	Toyota	FJ Cruiser
XYZ 888	2019	HONDA	ACCORD

A context menu is open over the table, listing the following options: Add Vehicle..., Delete Selected Vehicle(s), Copy Selected Vehicle Record, Paste Vehicle Record..., and Apply a Task Template...

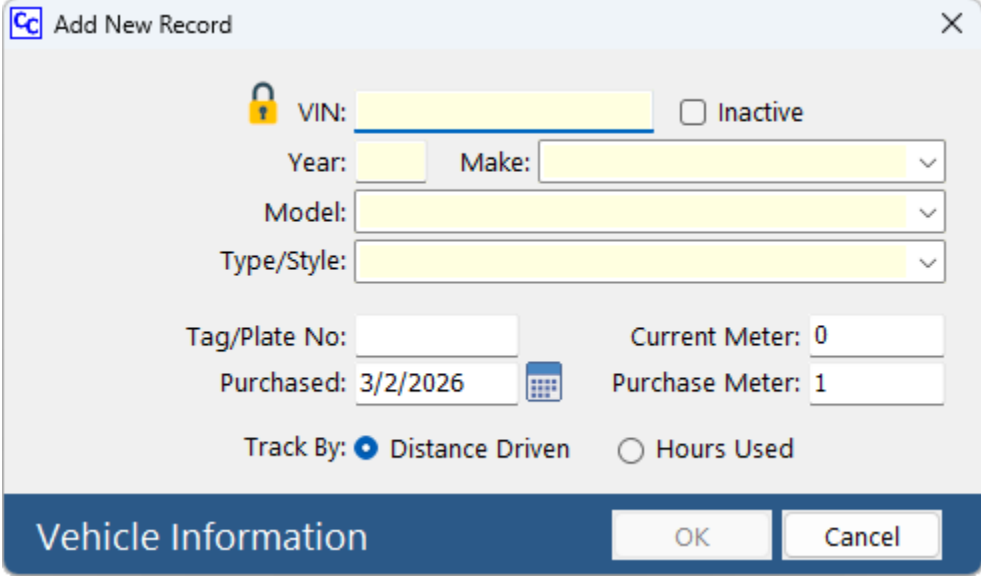
As you'll see in the image to the left, there typically is no **Edit** function in the majority of the context menus. This is because you will simply double-click on a record to display it for editing. Therefore, whenever you double-click on a record, editing is implicit.

If you wish to only view the record without making any changes, simply click **Cancel** once you have viewed the record. Otherwise, make any necessary changes and then click **OK**.

To recap to **Edit** a record, double-click on the record to open it to View and/or Edit it. Use the context menus to **Add** and/or **Delete** data records, as well as perform other actions that the menu may offer.

Adding Vehicle/Equipment Records

In this chapter we'll begin entering your information into CARCare. We'll begin with Vehicle Records. On the main window, right-click in the Vehicle pane and choose **Add Vehicle...**



New Vehicle Record

In the **VIN** field, type the VIN for the vehicle you are adding, then press the **[Tab]** key on your keyboard.

Once you press **[Tab]**, CARCare will attempt to decode the VIN that you've entered. It will also look for any manufacturer recalls for that vehicle. If the VIN is recognized, CARCare will fill-in the **Year**, **Make**, **Model**, and **Type/Style** values for you. If the VIN was not recognized, you will need to manually add those values, pressing the **[Tab]** key to advance from field to field.

In the **Tag/Plate** field, type the tag number on your vehicle. This is the value on the physical plate that is attached to your vehicle, issued by your State or local government.

Enter the **Current Meter** (odometer for a vehicle) and the **Purchase Meter**, the odometer value at the time of purchase.

Click the calendar button  to set the date the vehicle was **Purchased**.

Select **Distance Driven** for the **Track By** value. If this was a piece of equipment, you would set the Track By value to **Hours Used**.

Click **OK** to save your new vehicle record.

ENTERING YOUR DATA

Editing Vehicle/Equipment Records

To Edit a vehicle record, double-click on that record.

Edit Existing Record - Tag No: [XYZ 888] - 2019 HONDA ACCORD PASSENGER C...

  VIN: 1HGCV1F17KA108232 ☐ Inactive

Year: 2019 Make: HONDA

Model: ACCORD

Type/Style: PASSENGER CAR

Tag/Plate No: XYZ 888 Current Meter: 10001

Purchased: 3/2/2026 Purchase Meter: 21

Track By: ☒ Distance Driven ☐ Hours Used

Vehicle Information

Editing an Existing Vehicle Record

Once you double-click on a vehicle record, the record will appear on-screen, similar to the picture above.

You now have the ability to make any necessary changes to the record.

You will notice a **Lock** icon to the left of the **VIN** field. Once you enter a vehicle, the VIN will be protected so that it is not unintentionally changed. If you have a need to edit the VIN, click the Lock icon. This will open the VIN field for editing.

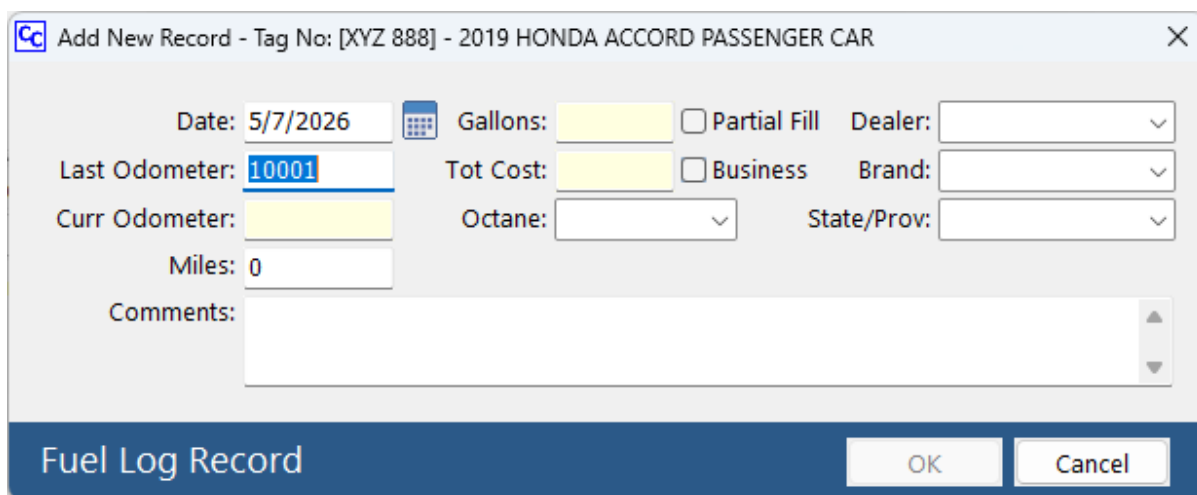
At this point you may click the “**CC**” icon on the left side of vehicle record to set the manufacturer’s logo. Once you do this, you will see the manufacturer’s logo appear on the vehicle record, and on the right-side of the tool bar on the main window once you close the vehicle record. In the picture above, we’ve chosen the Honda logo.

Click **OK** to save the vehicle record with the manufacturer’s logo in place.

Adding Fuel Log Records

Fuel records should be entered in chronological order. Otherwise, CARCare will not be able to handle the Last Odometer value for you. In addition, CARCare fuel data will be most useful when you fill-up your tank each time you purchase fuel. Avoid partial fills if you can.

To **Add** a fuel log record, first highlight the needed vehicle in the **Vehicle** pane, and then select the **Fuel Log** tab in the Activity pane of the main window. Next, right-click beneath the Fuel Log tab and choose **Add Fuel Record...** from the context menu. Your screen will resemble the picture below.



The screenshot shows a dialog box titled "Add New Record - Tag No: [XYZ 888] - 2019 HONDA ACCORD PASSENGER CAR". It contains the following fields and controls:

- Date: 5/7/2026 (with a calendar icon)
- Last Odometer: 10001
- Curr Odometer: (empty)
- Miles: 0
- Gallons: (empty)
- Tot Cost: (empty)
- Octane: (dropdown menu)
- Partial Fill: ☐
- Business: ☐
- Dealer: (dropdown menu)
- Brand: (dropdown menu)
- State/Prov: (dropdown menu)
- Comments: (large text area)
- Buttons: OK, Cancel

Add Fuel Record Window

Set the date of the fuel purchase using the  calendar button then press **[Tab]**.

On the initial fuel record, the Last Odometer value will come from the current odometer on the vehicle record. Afterwards, the Last Odometer value will come from the prior fuel record as long as you enter fuel records in chronological order.

Enter the **Curr Odometer** value, the odometer value on your car at the time of the fuel purchase. Press **[Tab]** to enter the number of gallons purchased. Press **[Tab]**, enter the **Total Cost** for the fuel dispensed, then press **[Tab]** to set the **Octane**. The Octane, Dealer, Brand of fuel, and the State where the fuel was purchased are optional, but will contribute to Fuel Economy reports in CARCare.

If you only topped off your tank with a partial fill, check the **Partial Fill** box. If the fuel purchase was for a business trip, check the **Business** box.

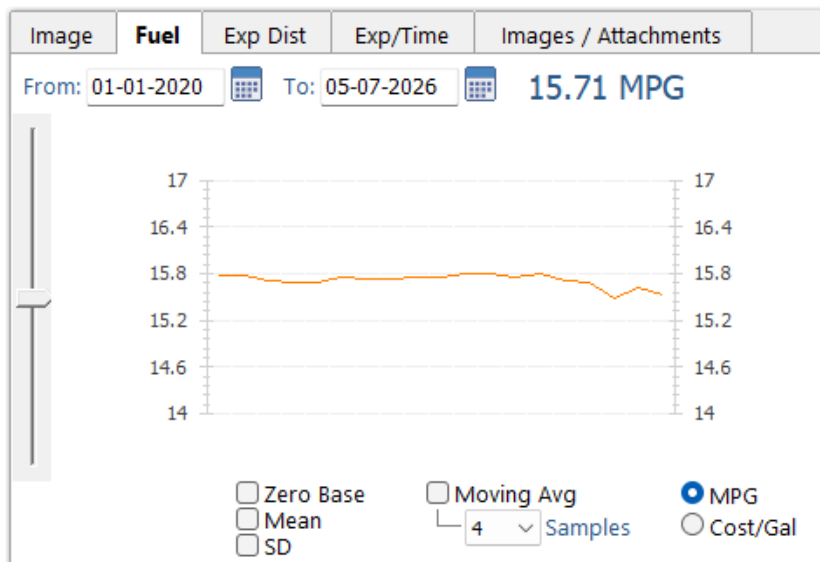
Click OK to save your new Fuel Log record.

ENTERING YOUR DATA

More Information – Fuel Economy Calculations

As mentioned earlier CARCare will work best if you fill your tank each time you purchase fuel. However, a Partial Fill flag is available on each Fuel Log record to accommodate partial fills.

The purpose of the **Partial Fill** flag is to defer a fuel economy calculation until the next fill-up occurs. The distance traveled and the volume of fuel used in these partial fills are still accumulated, but generating a fuel economy calculation is deferred until the next fill-up. This is most relevant when plotting points on the Fuel Economy graph feature in the **Images** pane of the main window, as pictured below. Otherwise, the partial fill values will potentially produce wildly high or low MPG or L/100km calculations.



You can use the **Moving Average** checkbox to plot a moving average to smooth out spikes and dips in the points plotted. However it is best to avoid these irregular spikes and dips. Again, that's the purpose behind the Partial Fill checkbox on each Fuel Log record.

Some reports in CARCare will produce fuel economy stats by brand, dealer, and octane. You may be

asking, "How in the world can CARCare do this since it doesn't know what brand of fuel was in my fuel tank at any point in time?" And some would say trying to do this would be *way over the top*, and it wouldn't offer much realistic value anyway. Fair enough. The reason those reports are in CARCare is based on customer requests. So, we've done our best to accommodate those requests.

Since brand, dealer, and octane values are present in your database, and you utilize those fields, CARCare will accumulate stats for each of these attributes, and the results on fuel economy reports will be reasonably accurate by brand, dealer, and octane. Until we have AI with clairvoyance, that's about the best it's going to get.

At least three (3) fuel log records will be required before the fuel economy graph will appear. Over time, averaging works in your favor. So the fuel economy calculations that CARCare will produce over time will be very accurate.

Adding Maintenance Records

To **Add** a Maintenance record, first highlight the needed vehicle in the **Vehicle** pane, and then select the **Maintenance** tab in the Activity pane of the main window. Next, right-click and choose **Add Maintenance Record...** from the context menu. Your screen will resemble the picture below.

The screenshot shows a software window titled "Add New Record - Tag No: [DEF 456] - 2007 Toyota FJ Cruiser SUV". The window contains several input fields and sections:

- Date of Service:** 5/7/2026 (with a calendar icon)
- Odometer:** 17575
- Order No:** CC-100076
- Work Summary:** A dropdown menu with a yellow highlight.
- Serviced By:** A dropdown menu.
- Full Description:** A large text area.
- Charges Section:** Includes checkboxes for "In-Warranty" and "Mfr Recall". Below these are input fields for Labor (0.00), Misc (0.00), Parts (0.00, checked), Discount (0.00), 5.00 % Tax (0.00), and Order Total (0.00).
- Labor/Tasks Table:** A table with two columns: "Description" and "Price".
- Bottom Bar:** A blue bar with the text "Maintenance Record" and "OK" and "Cancel" buttons.

Adding a Maintenance Record

Set the **Date of Service**, **Odometer** at the time of service, and the **Order No.**

The **Work Summary** field is used to summarize the nature of the service performed within the context of this Maintenance record.

Use the **Full Description** field to elaborate further on the nature of the problem and more details concerning the maintenance that was performed.

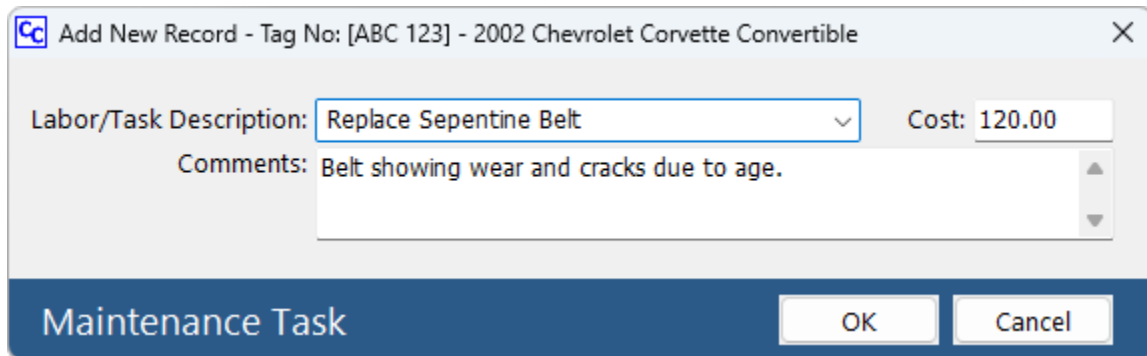
Use the **Serviced By** field to identify the dealer or shop that serviced your vehicle, or "Self" if you performed the work.

More maintenance/service details will be covered on the next page using **Labor/Task** lines.

ENTERING YOUR DATA

Maintenance Records – Adding Labor/Task Records

With the Maintenance record still open from the prior page, select the **Labor/Tasks** tab, right-click in the empty list area and choose **Add Task Record...**



Add a New Maintenance Labor/Task Record

Labor/Task records contain labor information. In the **Task** record above, we're entering a labor **Cost** of \$120.00 with a **Labor/Task Description** for replacing a Serpentine Drive Belt. We've also made an optional **Comment** concerning the condition of the original belt.

Click **OK** to save the Labor/Task record. It will then become a part of the Maintenance record. You would continue in this way to add additional Labor/Task records as needed.

To **Edit** the Labor/Task record, double-click on the record, make your changes, then click **OK** to save your changes.

To **Delete** a Labor/Task record, right-click on the record, choose **Delete Selected Task Record**. Respond to the confirmation prompt.

Maintenance Records – Adding Parts Records

With the Maintenance record still open from the prior page, select the **Replacement Parts** tab, right-click in the empty list area and choose **Add Parts Record...**

CC Add New Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible

Qty: 1 Part No: 5060420 Price Ea: 36.99

Description: Serpentine Belt

Vendor: Local Chevy Dealer In Warr/No Charge: ☐

Notes:

Parts/Materials OK Cancel

Adding A Replacement Parts Record

In the **Parts** record above, we've entered the **Qty**, a **Part No**, a **Price Ea**, and a **Description** of the part.

The **Vendor** would be the shop or dealer name, or "Self" if you purchased the part.

The **In Warr/No Charge** checkbox can be used when you want the price of the part recorded, but you do not want the cost of the part to be added to the parts subtotal on the Maintenance record.

You may also make any **Notes** you care to about the part. Click **OK** to save the parts record.

To **Edit** the parts record, double-click on the record, make your changes, then click OK to save your changes.

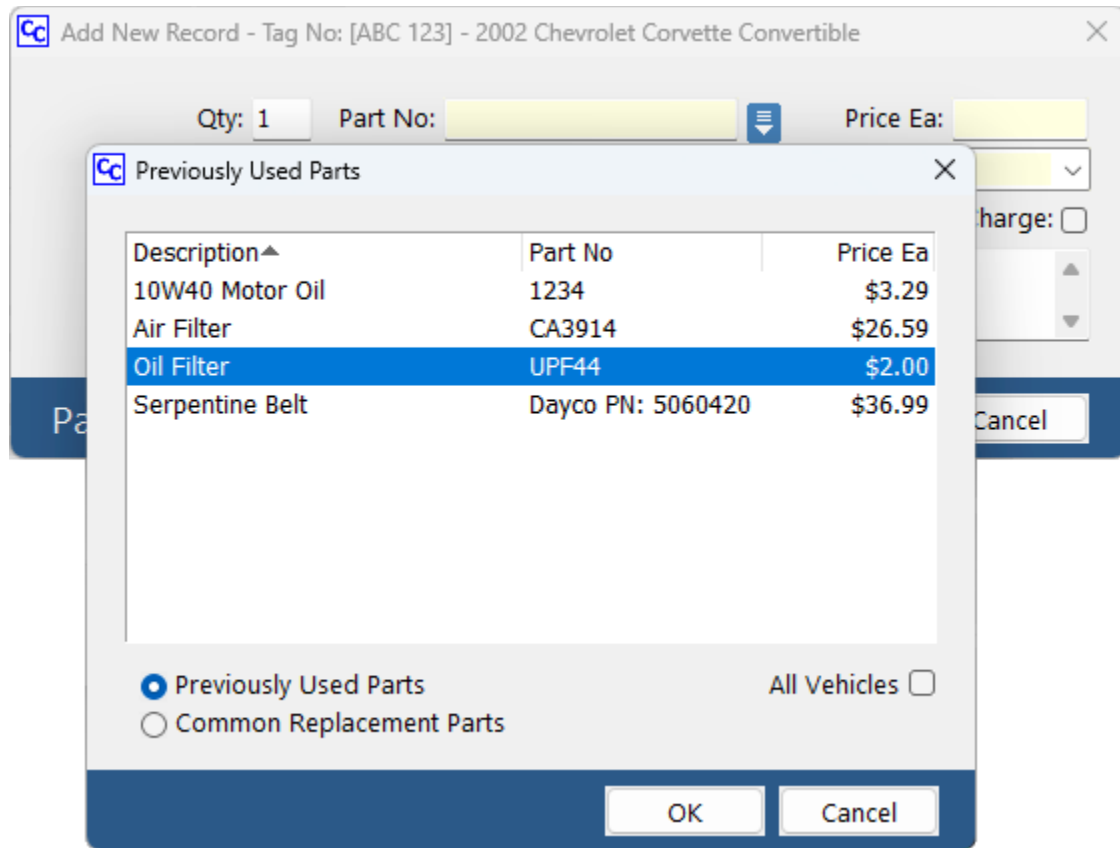
To **Delete** a parts record, right-click on the record, choose **Delete Selected Parts Record** and respond to the confirmation prompt.

ENTERING YOUR DATA

Maintenance Records – Parts Pick List

As you're adding parts to the Maintenance record, click the Parts Pick List button  to access **Previously Used Parts**, or **Common Replacement Parts**.

We'll cover the **Common Replacement Parts** feature once we turn to the Vehicle Details dialog in this Chapter.



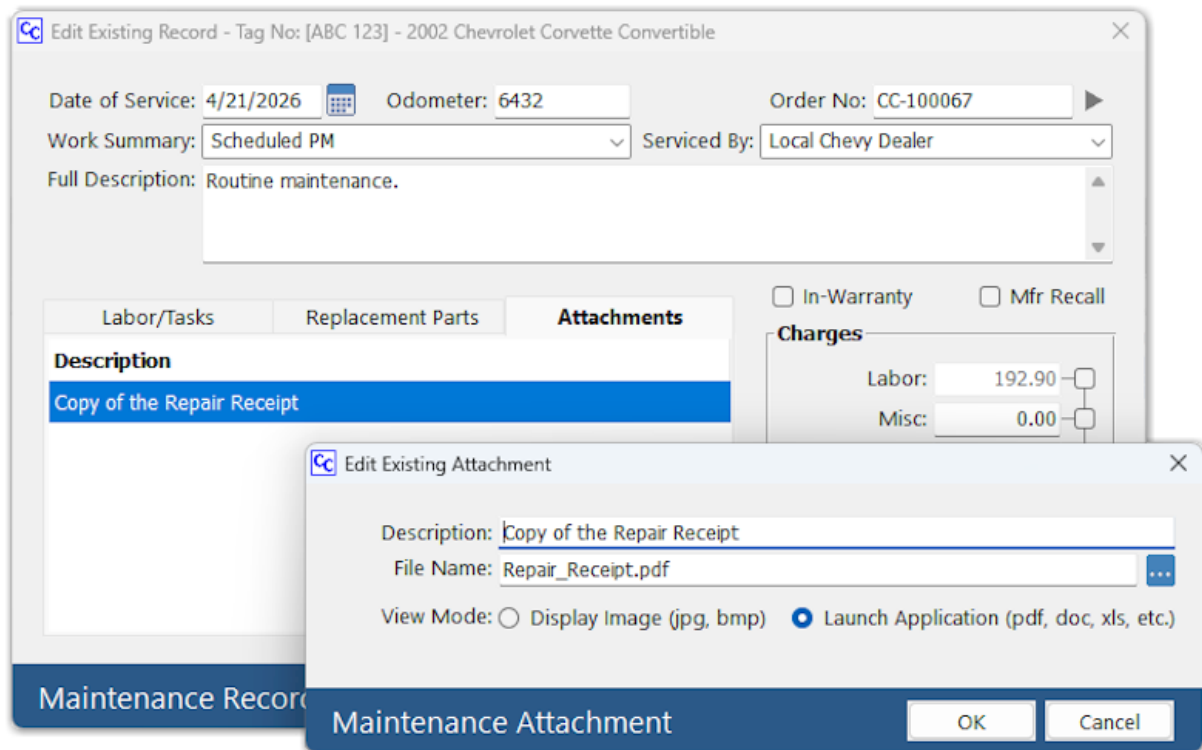
Parts Picklist Dialog

The parts pick list dialog makes it quick and easy to choose Previously Used Parts and Common Replacement Parts, saving time and typing.

The **All Vehicles** checkbox broadens the search for previously used parts by reviewing all replacement parts that have been used on *all* of your vehicles.

Maintenance Records – Adding Attachments

With the Maintenance record still open from the prior page, select the **Attachments** tab, right-click in the empty list area and choose **Add Attachment...** from the context menu.



Adding An Attachment to a Maintenance Record

On the **Maintenance Attachment** window, type a **Description** for the attachment.

Click the , click the Browse ... Button, locate and double-click on the file to select it.

Next set the **View Mode** appropriately and then click **OK**.

You will see the new attachment appear listed under the Attachments tab. To view the attachment, right-click on it and choose **View Attachment...** from the context menu.

ENTERING YOUR DATA

Charges on Maintenance Records

As you add **Labor/Task** records and **Replacement Parts** records to a Maintenance record, CARCare will subtotal those charges for you. You do not manually enter those subtotals. The Order Total is also automatically calculated for you and cannot be manually edited.

Edit Existing Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible

Date of Service: 4/21/2026 Odometer: 6432 Order No: CC-100067

Work Summary: Scheduled PM Served By: Local Chevy Dealer

Full Description: Routine maintenance.

Labor/Tasks	Replacement Parts	Attachments
Description		Price
LOF		\$19.95
Inspect/Replace Wiper Blades		\$12.95
Replace Sepentine Belt		\$120.00
Replace Air Filter		\$40.00

☐ In-Warranty ☐ Mfr Recall

Charges

Labor: 192.90

Misc: 0.00

Parts: 135.21

Discount: 0.00

6.00 % Tax: 8.11

Order Total: 336.22

Maintenance Record OK Cancel

Editing a Maintenance Record

You may manually enter any **Misc** charge if necessary, and a **Discount**. You may also modify the **Tax** and Tax percentage fields, unless you've locked the Tax fields. If you enter a Discount, the value that you enter will be *deducted* from the **Order Total**.

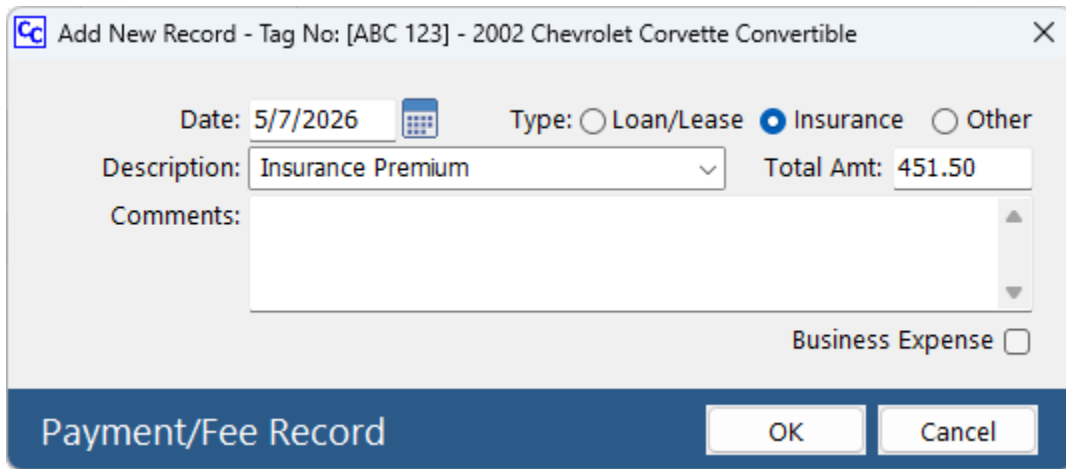
In the Maintenance record above, it is set to automatically tax parts at 6%. If you recall from Chapter 2, the tax percentage and the items to be taxed were defined as default settings on the **Tax** tab under **Options | Preferences...** Since we have not locked the tax percentage or the total tax, those values may be edited. In practice, you may find it best to lock those two fields to avoid unintentional changes unless you purchase parts from different States with different sales tax rates.

To **Edit** a Maintenance record, double-click on it. To **Delete** a Maintenance record, right-click on the record, choose Delete Maintenance Record(s), and respond to the Confirmation prompt.

Adding, Editing, and Deleting Payment/Fees Records

The Payments/Fees tab is designed to allow you to account for expenses that do not involve fuel or maintenance. Examples would include Registration Renewals, Insurance Premiums, and Emissions Test fees.

To **Add** a Payments/Fees record, first highlight the needed vehicle in the **Vehicle** pane, and then select the **Payments/Fees** tab in the Activity pane of the main window. Next, right-click and choose **Add Payments Record...** from the context menu. Your screen will resemble the picture below.



The screenshot shows a dialog box titled "Add New Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible". It contains the following fields and controls:

- Date:** 5/7/2026 (with a calendar icon)
- Type:** Radio buttons for Loan/Lease, Insurance (selected), and Other.
- Description:** A dropdown menu showing "Insurance Premium".
- Total Amt:** 451.50
- Comments:** A text area.
- Business Expense:** A checkbox.
- Buttons:** OK and Cancel.
- Footer:** Payment/Fee Record

Add a Payment/Fees Record

In the picture above, we're recording an Insurance Premium at a cost of \$451.50. The Amount will come from the Vehicle Details dialog, which we'll cover shortly. To save the Payments/Fees record click OK.

To **Edit** a Payments/Fees record, double-click on it. To **Delete** a Payments/Fees record, right-click on the record, choose **Delete Payment Record(s)**, and respond to the Confirmation prompt.

Payments/Fees records will contribute to the Total Cost of Ownership for a vehicle, but will be accounted for independent of fuel and maintenance costs.

ENTERING YOUR DATA

Adding, Editing, and Deleting Accessories Records

The **Accessories** tab in the Activity pane enables you to track the aftermarket parts and accessories that you purchase for your cars.

To **Add** an Accessory record, first highlight the needed vehicle in the **Vehicle** pane, and then select the **Accessories** tab in the Activity pane of the main window. Next, right-click beneath the Accessories tab and choose **Add Accessory Record...** from the context menu. Your screen will resemble the picture below.

The screenshot shows a dialog box titled "Edit New Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible". The dialog is divided into several sections:

- Purchase Date:** A text field containing "5/7/2026" with a calendar icon to its right.
- Description:** A text field containing "Steering Wheel Cover".
- Accessories:** A table with the following structure:

Qty	Item No	Description	Price Ea
- Order No:** A text field containing "CC-100077" with a right-pointing arrow button.
- Vendor:** A dropdown menu showing "Auto Zone" with a downward arrow.
- Business Purchase:** An unchecked checkbox.
- Charges:** A section containing:
 - SubTotal:** A text field with "0.00".
 - 6.00 % Tax:** A text field with "0.00" and a checked checkbox.
 - Total Amt:** A text field with "0.00".

At the bottom of the dialog, there is a blue bar with the text "Accessory Purchase" on the left and "OK" and "Cancel" buttons on the right.

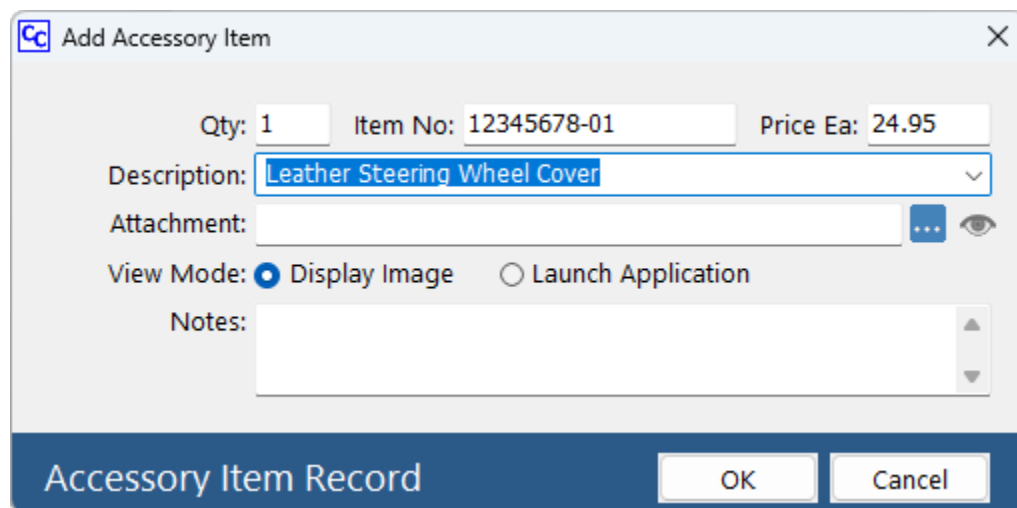
Adding An Accessory Record

An **Accessory** record is similar to a Maintenance record in that there will be multiple individual accessory items recorded within the context of the Accessory record.

In the Accessory record above, we've defined the **Purchase Date**, a **Description**, an **Order No**, and the **Vendor** where we purchased the accessory.

Adding, Editing, and Deleting Accessory Items

With the Accessory record still open, now we'll add the individual accessory items we've purchased. Right-click in the empty list area and choose **Add Accessory Item...** from the context menu.



Adding An Accessory Item Record

To **Add** an Attachment to the Accessory Item, click the Browse  Button, and double-click on the file to select it as an attachment.

To **Edit** an Accessory Item, open the Accessory record and double-click on the Accessory Item to open it for editing, make your changes, then click OK.

To **Delete** an Accessory Item, open the Accessory record, right-click on the Accessory Item you wish to delete, choose **Delete Selected Accessory Item**, and respond to the Confirmation prompt.

ENTERING YOUR DATA

Vehicle Details – Engine/Chassis

We'll now spend quite a few pages explaining the Vehicle Details window, so you may want to grab a coffee, tea, or whatever drink you prefer. Let's begin. Highlight the sample **Corvette** vehicle on the main window and click the **Details** tool bar button.

Vehicle Details

Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase

Code: Serial No:

Power(bhp): Torque: lb-ft ci: Cyls: Block:

Fuel System: Intake:

Comments:

Final Drive Ratio: Diff: Trans Type: Code:

Wheel Size Front: Rear:

Tire Size Front: psi:

Tire Size Rear: psi:

Wheel Lock Code:

Comments:

2002 Chevrolet Corvette

Vehicle Details Dialog – Engine/Chassis Tab

You will use the upper area of the **Engine/Chassis** tab to store specifications concerning the engine, including engine output specs, the engine block and configuration, fuel delivery, and Intake type.

The lower area of the **Engine/Chassis** tab is used to store information about the *driveline* in your car starting with the differential and transmission, followed by wheel and tire size.

Vehicle Details – Body/Trim

The Body/Trim tab is used to store paint code(s) and colors, interior trim code and color, and the codes for the ignition and door keys.

The screenshot shows a software window titled "Vehicle Details" with a close button (X) in the top right corner. Inside the window is a tabbed interface with the following tabs: Common Parts, Parts Used, Notes, Prior Owners, Journal, Insurance, Ext Warranty, Registration, Emissions, Capacities, Engine/Chassis, **Body/Trim**, Recalls, Build Codes, and Purchase. The "Body/Trim" tab is selected and highlighted. Below the tabs, there are several input fields: "Paint Code:" with the value "86U", "Color:" with the value "Magnetic Red", "Interior Code:" with the value "67I", "Color:" with the value "Light Oak", "Ignition Key Code:" with the value "1171G", and "Door Key:" with the value "1175K". Below these fields is a large "Comments:" text area with a vertical scrollbar. On the left side of the text area, there is a spiral notebook icon. At the bottom of the dialog, there is a blue bar containing the text "2002 Chevrolet Corvette" and two buttons: "OK" and "Close".

Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase

Paint Code: 86U Color: Magnetic Red

Interior Code: 67I Color: Light Oak

Ignition Key Code: 1171G Door Key: 1175K

Comments:

2002 Chevrolet Corvette OK Close

Vehicle Details Dialog – Body/Trim Tab

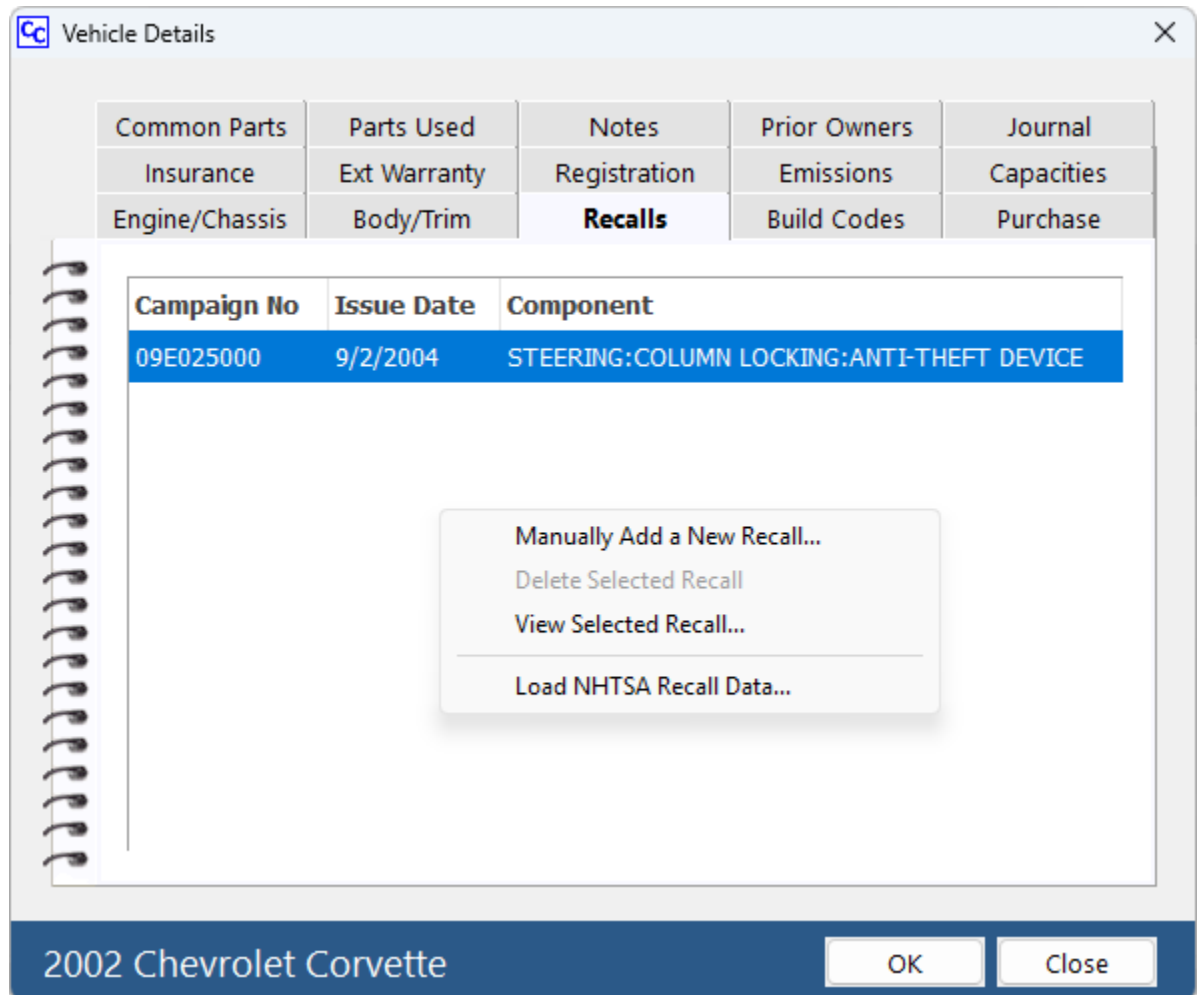
With newer cars, you will be storing the code(s) for the ultrasonic keyfob for your car.

Some modern automobiles also offer features to gain entry in the event your battery has completely discharged, or if there is some other type of malfunction with the keyless entry system. The Comments field is a good place to store instructions for these special cases.

ENTERING YOUR DATA

Vehicle Details – Recalls

Manufacturer Recalls will be listed on the **Recalls** tab. As mentioned in the prior chapter, when you add a vehicle by entering the VIN, CARCare will attempt to decode the VIN. However, it will also look for any NHTSA Recalls that have been issued for your car. So, you may see recalls that you did not know existed for your car.



Vehicle Details Dialog – Recalls Tab

In the above screenshot, we've also right-clicked the mouse to show you that you will also have the ability to manually add a recall record if you like. Official NHTSA Recalls, once loaded, cannot be edited or deleted. However, you will have complete control over any recall records that you've added manually.

Vehicle Details – NHTSA Recall Campaign Record

Pictured below is an official NHTSA Recall Campaign record, to show you how that record will appear. These *official* recalls, once loaded, cannot be edited or deleted.

The screenshot shows a web browser window titled "NHTSA Manufacturer Recall". The header bar is blue and contains the NHTSA logo on the left. To the right of the logo, the following information is displayed: "VEHICLE: 2002 CHEVROLET Corvette", "CAMPAIGN NO: 09E025000", "MANUFACTURER: DOPE, INC.", and "RECALL DATE: 9/2/2004". Below this, the component is listed as "STEERING:COLUMN LOCKING:ANTI-THEFT DEVICE".

The main content area is divided into three sections, each with a blue header:

- DEFECT:** ON CERTAIN PASSENGER VEHICLES EQUIPPED WITH ELECTRONIC COLUMN LOCK SYSTEMS (ECL), WHEN THE IGNITION SWITCH IS TURNED TO "LOCK," THE ECL SYSTEM PREVENTS TURNING OF THE STEERING SYSTEM. WHEN THE VEHICLE IS STARTED, THE ECL UNLOCKS THE STEERING SYSTEM. THE VEHICLE IS DESIGNED SO THAT IF THE COLUMN FAILS TO UNLOCK WHEN THE VEHICLE IS STARTED AND THE CUSTOMER TRIES TO DRIVE, THE FUEL SUPPLY WILL BE SHUT OFF SO THAT THE VEHICLE CANNOT MOVE WHEN THE VEHICLE CANNOT BE STEERED. IF VOLTAGE AT THE POWERTRAIN CONTROL MODULE IS LOW OR INTERRUPTED, HOWEVER, THE FUEL SHUT OFF MAY NOT OCCUR AND THE VEHICLE CAN BE ACCELERATED WHILE THE STEERING SYSTEM IS LOCKED. ALSO WHEN THE CONTROL SYSTEM SHOWS THAT THE ECL IS UNLOCKED AND THE VEHICLE IS BEING DRIVEN, THE LOCK PIN LOCATION CAN VARY. DEPENDING ON THE LOCATION OF THE LOCK PLATE RELATIVE TO THE SWITCH TRANSITION POINT, THERE COULD THEN BE CONTACT BETWEEN THE LOCK PLATE AND PIN CAUSING THE STEERING TO LOCK WHILE DRIVING.
- CONSEQUENCE:** IF THIS OCCURS, A CRASH COULD OCCUR WITHOUT WARNING.
- CORRECTIVE ACTION:** ON VEHICLES EQUIPPED WITH AN AUTOMATIC TRANSMISSION, THE DEALER WILL DISABLE THE STEERING COLUMN LOCK BY REMOVING THE COLUMN LOCK PLATE. WHEN THE IGNITION KEY IS REMOVED, THE TRANSMISSION SHIFTER WILL LOCK BUT THE STEERING COLUMN WILL NOT LOCK. ON VEHICLES EQUIPPED WITH A MANUAL TRANSMISSION, THE DEALER WILL REPROGRAM THE POWERTRAIN CONTROL MODULE, PERFORM A DIMENSIONAL CHECK OF THE COLUMN LOCK AND, IF NECESSARY, REPLACE THE LOCK PLATE. THE STEERING COLUMN ON THESE VEHICLES WILL CONTINUE TO LOCK WHEN THE KEY IS REMOVED. OWNER NOTIFICATION TO OWNERS OF 1997 VEHICLES EQUIPPED WITH AUTOMATIC TRANSMISSIONS BEGAN ON APRIL 26, 2004. OWNERS OF 1998 THROUGH 2004 VEHICLES (EXCEPT 1997-1998 MANUAL TRANSMISSION VEHICLES) WILL BE NOTIFIED BEGINNING ON AUGUST 2, 2004. THE REMAINING OWNERS (1997-1998 MANUAL TRANSMISSION VEHICLES) WILL BE NOTIFIED LATER IN 2004, WHEN PARTS ARE AVAILABLE. OWNERS SHOULD CONTACT CHEVROLET AT 1-800-630-2438.

At the bottom right of the window, there are "Print" and "Close" buttons.

NHTSA Recall Campaign Record

As mentioned earlier, CARCare will search for recalls for your cars as you add them to your database. You may also periodically have CARCare search for any new recalls after the vehicle has been added. To this, click the **File | Database | Load NHTSA Recall Data...** menu item.

An active Internet connection will be required for both a recall search, and for decoding a VIN as you add a vehicle to your database.

The NHTSA Recall Campaign records that CARCare downloads will be based on the Year, Make, and Model of each vehicle in your database. However, some recalls will only pertain to specific VINs. Your dealer will be able to provide additional information.

ENTERING YOUR DATA

Vehicle Details – Build Codes

When a manufacturer builds an automobile, there will be a series of assembly codes that identify certain options for that vehicle. These are called **Build Codes**. Build Codes will be of particular interest to auto enthusiasts that demand knowledge of these codes when selling or purchasing a car.

Vehicle Details

Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase

Code	Description
76T	Light Oak Convertible Top
86U	Premium Magnetic Red Metallic Paint w/ Clear Coat
AG2	Power Seats
AQ9	Sport Seats
G90	3.15 Axle

Add/Edit Build Code

Code:

Description:

2002 Chevrolet Corvette

Vehicle Details Dialog – Build Codes Tab

The way you enter a build code is, you enter the **Code** and **Description**, and then click **Add**. To **Edit** an existing Build Code, select it in the list, modify the Code and/or Description as needed, then click **Update**. To delete a code, highlight it and then click **Delete**.

Once you become familiar with how this tab works, it will become very quick and easy to use.

Vehicle Details – Purchase

Use the **Purchase** tab to record where you purchased your car, and to record loan information if that is relevant.

Vehicle Details

Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase

Purch Date: 3/2/2026 Purchase Price: \$31,500.00

Purch From: John Dough

Address: 123 Anygood St

City, ST, Zip: Anytown, MD 22222

Odometer: 6406 Warranty Expires: 4/7/2026

Comments:

Amt Borrowed: \$20,000.00 Interest Rate: 4.9

Term in Years: 4 Monthly Payment: \$459.68

First Pmt Due: 4/2/2026 Last Pmt Due: 4/2/2030

Lender Name: Any Good Bank Acct No: 12726-872-09

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Purchase Tab

The **Purchase Price** and **Odometer** values are important in terms of other areas of CARCare, so we recommend that you at least define those two values even if you skip the other fields.

If a loan was made, filling out the lower portion of this tab will make entering payment records quicker and easier since the software will know the monthly payment amount.

ENTERING YOUR DATA

Vehicle Details – Insurance

Use the **Insurance** tab to record details converging your auto insurance policy. You may also use the **Auto Reminder** area in the lower right area of this tab to setup insurance premium reminders.

Vehicle Details

Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities

Policy No: 171C-01-61722

Company: AllFarmTrueState

Address: 123 Anygood St

City, ST, Zip: Anytown, MD 22222

Agent: J. B. Goode Phone: 123-456-7890

Premium: \$451.50 Renewal Date: 3/3/2027

Deductable: \$1,000.00

Auto Reminder

☒ Remind Me

Every: 6 Mons

10 Time(s)

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Insurance Tab

If you decide to use the **Auto Reminder** feature, doing so will make entering payment records quick and easy. In that case be sure to define your **Premium** amount so you won't need to enter it manually when completing the insurance reminders.

Vehicle Details – Extended Warranty

Use the **Ext Warranty** tab to record details convering your Extended Warranty for your car.

Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities

Policy/Acct No:	12345-001	Contact:	Mr. Doe
Warr Description:	7 Year / 100K Mile Powertrain Policy	Phone:	111-222-3333
Company Name:	Vette Protect	Purchased:	5/1/2026
Address:	1234 Main St	Expires:	5/1/2033
Address:		Price:	\$3,850.95
City, ST Zip:	Anytown, MD 22222	Deductable:	\$100.00
Comments:			

2002 Chevrolet Corvette

OKClose

Vehicle Details Dialog - Extended Warranty Tab

Storing information on this tab can be convenient for future reference.

ENTERING YOUR DATA

Vehicle Details – Registration

Use the the upper area of this tab to store **Registration** details concerning your State or local government registration for your car. The **Auto Reminder** area of the Registration tab can be used to setup future reminders when registration renewals come due. If you use this feature be sure to define the **Renewal Fee**.

Vehicle Details

Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities

Title No: 7171625341-0984 Renewal Date: 3/2/2028

Reg No: 55949404

State: MD GVW: 0 Fee: \$70.00

Auto Reminder

☒ Remind Me

Every: 24 Mons
4 Time(s)

Safety/Sales Inspection

Cert No: 536-8211 Renewal Date: 3/2/2027

Inspected By: Inspection Pros

Comments:

Auto Reminder

☒ Remind Me

Every: 12 Mons
6 Time(s)

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Registration Tab

The lower area of this tab can be used if your State or local government requires a periodic safety inspection. This is administrative in nature, and often only involves a window sticker and a fee, and therefore does not involve maintenance information. There is an **Auto Reminder** feature for these safety inspections as well.

Vehicle Details – Emissions

The **Emissions** tab enables you to store emissions test results. The **Auto Reminder** area enables you to define reminders for future emissions tests.

Vehicle Details

Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities

Test Date	Valid Thru	Inspected By
3/3/2026	3/3/2028	987324

Next Renewal Date: 3/3/2028

Auto Reminder

☒ Remind Me

Every: 24 Mons
5 Time(s)

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Emissions Tab

To **View/Edit** an existing emissions test record, double-click on it. To **Add** or **Delete** an emissions test record, right-click in the list area.

ENTERING YOUR DATA

Vehicle Details – Emission Inspection Record

When you double-click on an **Emissions Record**, on the Emissions tab of the Vehicle Details window, the **Emission Inspection Record** will appear, similar to the picture below.

Edit Emission Inspection Record

Inspection Date: 3/3/2026	Valid Thru: 3/3/2028	CO ₂ 4.7000 %	☒ Pass
Inspected By: 987324		HC 29.0000 ppm	☒ Pass
Cert. No: 0093873		CO 0.4100 %	☒ Pass
Test Fee: 28.00	☐ Record Expense	NO _x 150.000 ppm	☒ Pass
		O ₂ 0.1800 %	☒ Pass

Comments:

Emission Inspection

Emission Inspection Record

Most jurisdictions test for the five (5) items listed on the right side of the window that make up the components of the vehicle's exhaust gases.

When you are **Adding** an Emissions Inspection Record you have the option of checking the **Record Expense** checkbox. This will cause CARCare to automatically create a **Payment/Fees** record to capture the cost of the inspection **Test Fee**. This is only an option as you are **Adding** the Emission Inspection. Afterwards, the Record Expense checkbox will have no effect.

Vehicle Details – Capacities

The **Capacities** tab is designed to be used to store various specifications and capacities for your car for future reference.

Vehicle Details

Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal
Insurance	Ext Warranty	Registration	Emissions	Capacities

Description	Value/Qty
Engine Oil	5 Qts
Fuel	21 Gals

Add/Edit Capacity

Description:

Value/Qty:

2002 Chevrolet Corvette

Vehicle Details Dialog – Capacities Tab

This tab works similar to the Build Code tab. To record an entry, type a **Description** and a value in the **Value/Qty** fields then click **Add**.

To **Edit** a value, highlight it in the list, make your changes, then click **Update**.

To **Delete** a value, highlight it in the list, click **Delete** and respond to the Confirmation prompt.

ENTERING YOUR DATA

Vehicle Details – Common Parts

The **Common Parts** tab will enable you to store common replacement parts for your car. Good examples would include the oil filter, engine air filter, cabin air filter, wiper blades, and brake pads.

Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal

Description	Part No	Brand
Air Filter	CA3914	Fram
Oil Filter	UPF44	Fram

Add/Edit Part Information

Description: Part No:

Brand: Vendor:

2002 Chevrolet Corvette

Vehicle Details Dialog – Common Parts Tab

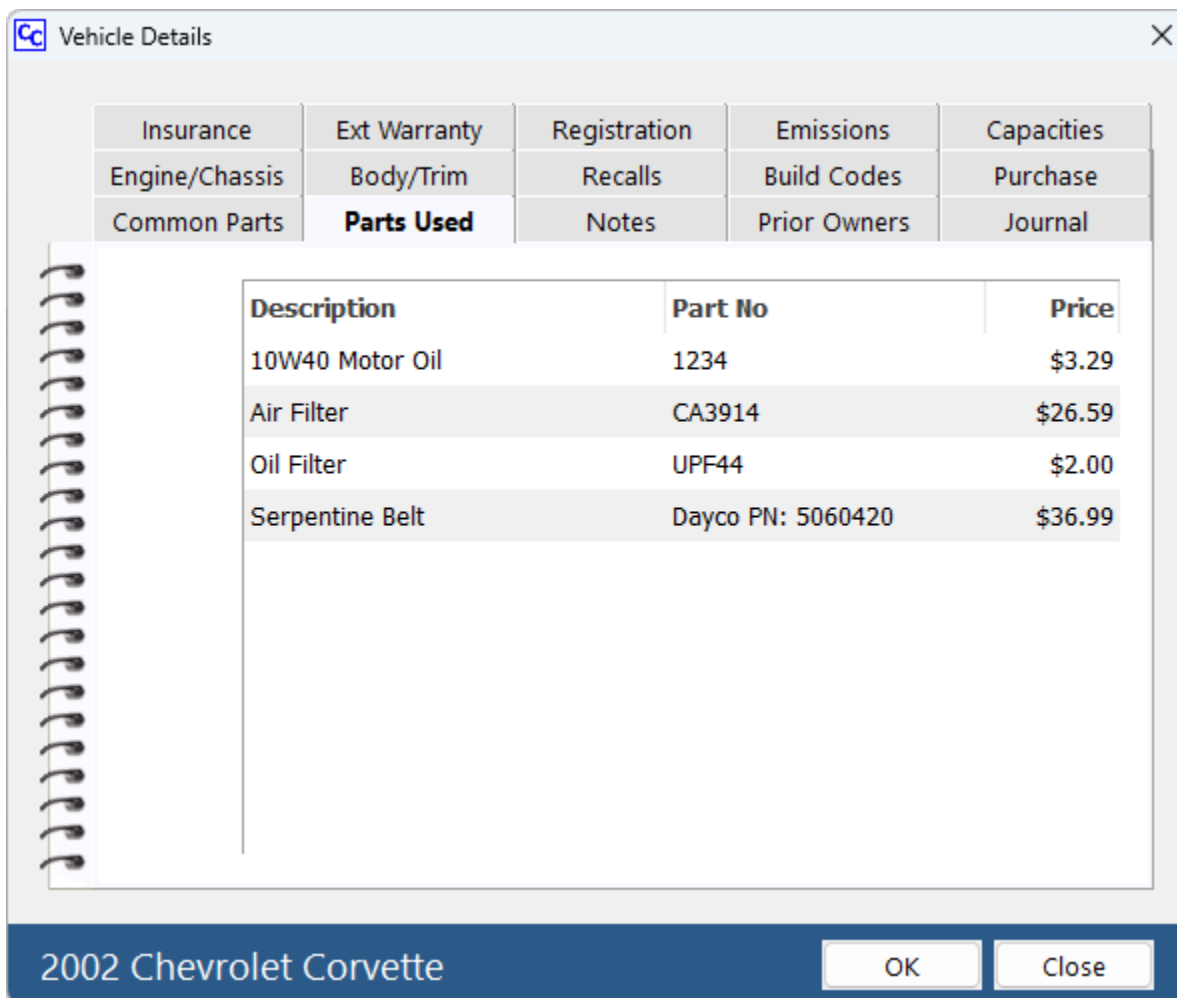
This tab works similar to the Build Code and Capacities tab. To record an entry, type a **Description**, **Part No**, **Brand**, and **Vendor** and then click **Add**. A good example for this tab would be the battery type used in the key fob for your keyless entry system.

To **Edit** a value, highlight it in the list, make your changes, then click **Update**.

To **Delete** a value, highlight it in the list, click **Delete** and respond to the Confirmation prompt.

Vehicle Details – Parts Used

The **Parts Used** tab will list all parts that have been replaced on your car.



Vehicle Details

Insurance	Ext Warranty	Registration	Emissions	Capacities															
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase															
Common Parts	Parts Used	Notes	Prior Owners	Journal															
<table border="1"><thead><tr><th>Description</th><th>Part No</th><th>Price</th></tr></thead><tbody><tr><td>10W40 Motor Oil</td><td>1234</td><td>\$3.29</td></tr><tr><td>Air Filter</td><td>CA3914</td><td>\$26.59</td></tr><tr><td>Oil Filter</td><td>UPF44</td><td>\$2.00</td></tr><tr><td>Serpentine Belt</td><td>Dayco PN: 5060420</td><td>\$36.99</td></tr></tbody></table>					Description	Part No	Price	10W40 Motor Oil	1234	\$3.29	Air Filter	CA3914	\$26.59	Oil Filter	UPF44	\$2.00	Serpentine Belt	Dayco PN: 5060420	\$36.99
Description	Part No	Price																	
10W40 Motor Oil	1234	\$3.29																	
Air Filter	CA3914	\$26.59																	
Oil Filter	UPF44	\$2.00																	
Serpentine Belt	Dayco PN: 5060420	\$36.99																	

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Parts Used Tab

This tab is a **read-only** tab, so there is no feature to update information. The information here comes from replacement parts history that was recorded in your Maintenance records.

The records here will become available on the Parts Pick List dialog as you add parts to a Maintenance record. This is designed to save time and typing as you record new Maintenance records.

ENTERING YOUR DATA

Vehicle Details – Notes

The **Notes** tab is a free-form text box that you can use to store various notes and observations about your car over the life of the car.

The screenshot shows a software window titled "Vehicle Details" with a close button (X) in the top right corner. Inside the window, there is a tabbed interface with the following tabs: Insurance, Ext Warranty, Registration, Emissions, Capacities, Engine/Chassis, Body/Trim, Recalls, Build Codes, Purchase, Common Parts, Parts Used, **Notes** (selected), Prior Owners, and Journal. The "Notes" tab is active, displaying a large, empty text area with a spiral binding icon on the left side. At the bottom of the window, there is a dark blue bar containing the text "2002 Chevrolet Corvette" and two buttons: "OK" and "Close".

Vehicle Details Dialog – Notes Tab

Vehicle Details – Prior Owners

The **Prior Owners** tab provides a way to store information regarding prior owner's of your automobile prior to you purchasing the car.

Purch Date	Purch Type	Owner Name
5/20/2002	Dealer	Joseph Dough
6/4/2012	Private Sale	Cy Cology

2002 Chevrolet Corvette

OK Close

Vehicle Details Dialog – Prior Owners Tab

This tab will be of interest to those that value this type of information, such as collectors that need the prior ownership history of a vintage or historic automobile.

To **Add** a prior owner's information, right-click and choose **Add Prior Owner Record...** To **Edit** a record, double-click on the record, make your changes, then click **OK**.

To delete a prior owner's record, right-click on the record, choose **Delete Prior Owner's Record**, and respond to the confirmation prompt.

ENTERING YOUR DATA

Vehicle Details – Prior Owner’s Record

The **Prior Owners** tab provides a way to store information regarding prior owner’s of your automobile prior to you purchasing the car.

The screenshot shows the 'Vehicle Details' dialog box with the 'Prior Owners' tab selected. An 'Edit Prior Owner Record' sub-dialog is open, displaying the following fields:

- Purch Date: 5/20/2002
- Price: \$57,500.00
- Type: Dealer
- Prior Owner: Joseph Dough
- Phone: 111-222-3333
- Address: 1234 Any St
- Title No: 12345678-01
- City, ST Zip: Baltimore, MD 22222
- Reg No: 9876543-21
- E-Mail: jdough@anywebdomain.com
- Comments: (empty text area)

At the bottom of the 'Edit Prior Owner Record' dialog, there is a 'Prior Owner' label and 'OK' and 'Cancel' buttons. Below this, the vehicle is identified as '2002 Chevrolet Corvette' with 'OK' and 'Close' buttons.

Vehicle Details Dialog – Prior Owner’s Record

In the picture above, we’ve double-clicked on a prior owner’s record to open it to View/Edit it.

Vehicle Details – Journal

The **Journal** tab of the Vehicle Details dialog features a way to add dated and categorized entries concerning your ownership of your car. This tab will accommodate any observations you care to make about your car. It will also be a good spot to make reminder notes to take care of things that aren't urgent, but will need attention in the future.

Vehicle Details

Insurance	Ext Warranty	Registration	Emissions	Capacities
Engine/Chassis	Body/Trim	Recalls	Build Codes	Purchase
Common Parts	Parts Used	Notes	Prior Owners	Journal

Entry Date Description

Add Journal Record

Date: 5/8/2026 Category: Observation

Description: Clear coat peeling on rear trunk lid

Comments: The auto body shop quoted \$1,800.00 to refinish the trunk lid. Will sand, repaint, and will apply new clear coat.

Journal Record OK Cancel

2002 Chevrolet Corvette OK Close

Vehicle Details Dialog – Journal Tab

In the picture above, we've right-clicked and selected **Add Journal Record...** from the context menu.

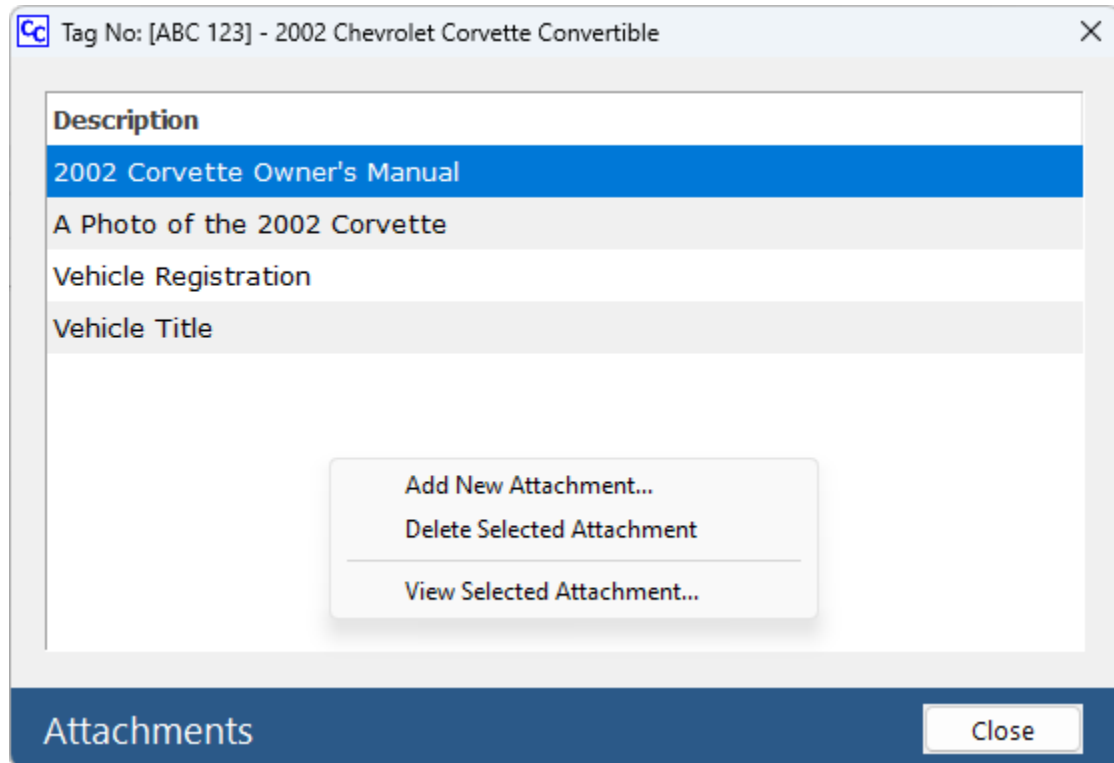
To **Edit** a Journal record, double-click on the record, make your changes, then click **OK**.

To **Delete** a Journal record, right-click on the record, choose **Delete Journal Record**, and then respond to the Confirmation prompt.

ENTERING YOUR DATA

Vehicle Attachments

The Attachments dialog will enable you to *attach* external files to the selected vehicle on the main window. The attachment content is not stored within your CARCare database. Rather, the attachment record consists of a reference to an externally stored file.



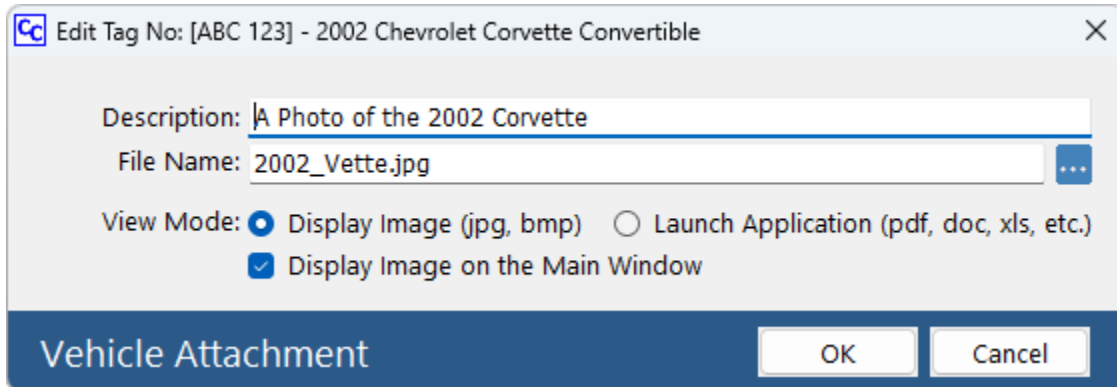
Vehicle Attachment Dialog

In the picture above, we've right-clicked in the list area to show you the menu options that are available. As with other dialogs, the **Edit** function is implicit with a double-click.

The attachments that you create will be conveniently available in the Images pane of the main window, under the **Images & Attachments** tab. You need only double-click on an attachment to view it without leaving the main window.

The Attachment Record

As mentioned on the prior page, an attachment record consists of a reference to an externally stored file. In the sample record below, the filename of the attached file is **2002_Vette.jpg**.



CC Edit Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible

Description: A Photo of the 2002 Corvette

File Name: 2002_Vette.jpg

View Mode: ☒ Display Image (jpg, bmp) ☐ Launch Application (pdf, doc, xls, etc.)

☒ Display Image on the Main Window

Vehicle Attachment OK Cancel

In Chapter 2, we covered a variety of **Options** and **Preferences**, including the folder on your disk where attachments are stored. In actuality, the **2002_Vette.jpg** file is stored in the **C:\Users\Public\CARCare\Images** folder. Since we set the attachments folder to a known location, it is not necessary for the full folder path to appear in the **File Name** field.

Because attachments are stored externally, and only a reference to the file's location is stored in the attachment record, it is essential that the file *is not moved* once the attachment record is in place. Otherwise, CARCare will not be able to locate the attached file for viewing.

Set the View Mode to **Display Image** for small (1600h x 1600w pixel) image files. For larger pictures or any other type of content, always set the View Mode to **Launch Application**.

In the Attachment record above, you will notice a **Display Image on the Main Window** checkbox. This will cause the image to be displayed in the Image pane of the main window. This setting is only valid for image type files (BMP, JPG, or GIF).

ENTERING YOUR DATA

The Trip Log

The Trip Log is designed to enable you to store records of trips you take with your car. This can be handy for record keeping, especially with business related trips.

Date	Business	Category	Trip Cost	Destination
3/9/2026	Yes	Management Seminar	946.65	Philadelphia Marriott
3/19/2026	No	Vacation	1099.45	Hershey Park

Vehicle Trip Log ☐ Personal ☐ Business ☒ Show All

Vehicle Trip Log Dialog

Reports in CARCare will summarize personal trips and business trips.

To **Add** a Trip record, right-click and choose **Add Trip Record...**

As with other dialog in CARCare, to **Edit** a Trip record, double-click on the record, make your changes, then click OK.

To **Delete** a Trip record, right-click on the record, choose **Delete Trip Record**, and then respond to the Confirmation prompt.

The Trip Record

The sample Trip record below shows you the various types of information that are accommodated on the record. In this sample, the **Business Trip** checkbox is checked, meaning that the information on the record, including all expenses, was business related.

Edit Existing Record - Tag No: [ABC 123] - 2002 Chevrolet Corvette Convertible

Departure		Return	Trip Expenses	
Date:	3/9/2026	3/10/2026	Lodging:	665.00
Odometer:	6529	6941	Meals:	197.20
Fuel Gallons:	22.11	18.63 MPG	Fuel:	84.45
Category/Type:	Management Seminar		Maint:	0.00
Trip ID/Destination:	Philadelphia Marriott		Misc:	0.00
Full Description:	Management Seminar. Two fuel purchases made during this trip.		Total:	946.65
			Business Trip	☒

Trip Record [OK] [Cancel]

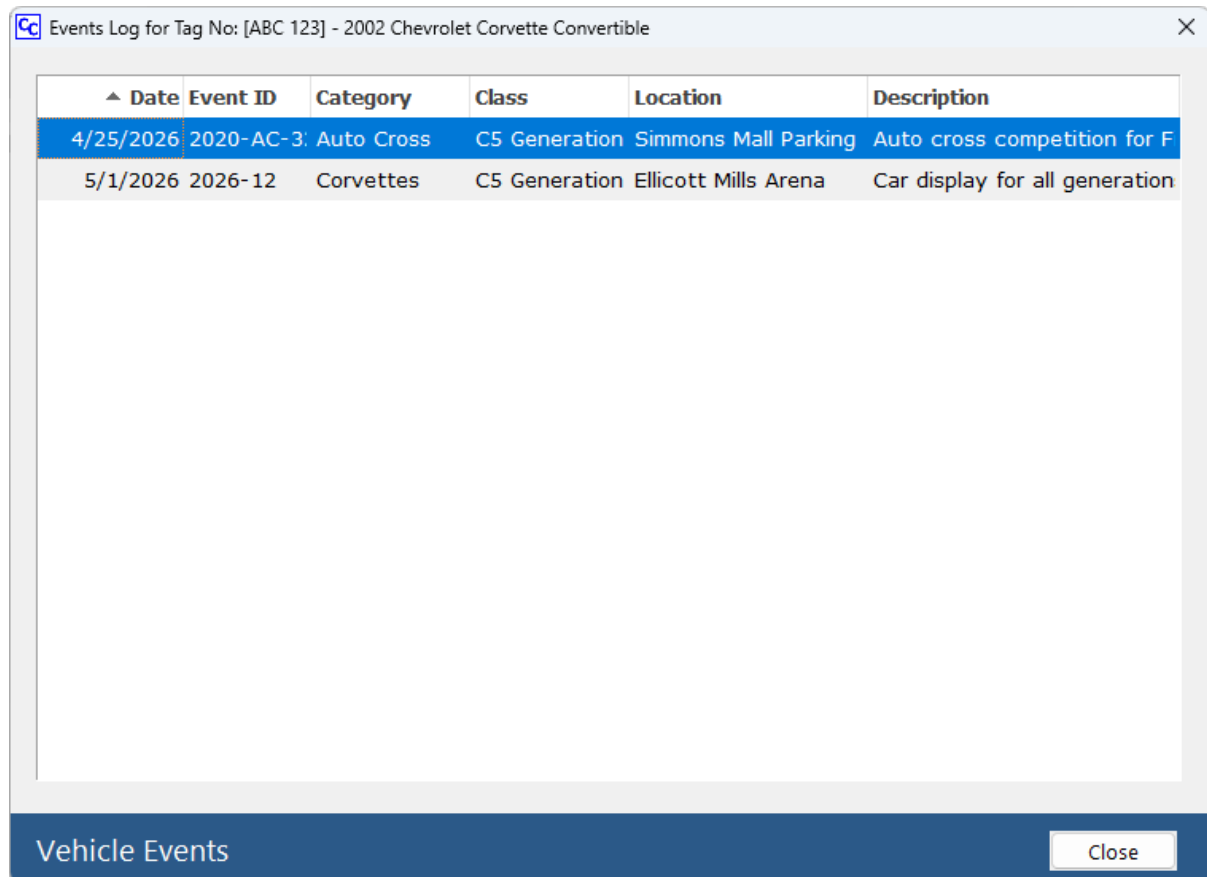
Trip Record Window

You may store any number of Trip records in CARCare.

ENTERING YOUR DATA

Events Log Records

The **Events Log** feature in CARCare will be of interest to those of you that participate in competitive events such as car shows, parades, and/or competitive driving events.



▲ Date	Event ID	Category	Class	Location	Description
4/25/2026	2020-AC-3:	Auto Cross	C5 Generation	Simmons Mall Parking	Auto cross competition for F
5/1/2026	2026-12	Corvettes	C5 Generation	Ellicott Mills Arena	Car display for all generation

Vehicle Events

Close

Vehicle Events Dialog

Reports in CARCare will include Event Log related reports.

To **Add** an Event Log record, right-click and choose **Add Event Record...**

As with other dialog in CARCare, to **Edit** an Event record, double-click on the record, make your changes, and then click OK.

To **Delete** an Event record, right-click on the record, choose **Delete Event Record**, and then respond to the Confirmation prompt.

Overview

Regardless of how well a machine is engineered, any machine will eventually breakdown. Over time, mechanical parts wear out. But as long as the manufacturer's recommended maintenance schedule for your car is followed, your chances of a failure, and finding yourself and your prized car on the side of the road waiting for a tow, are minimized.

One of the main features and benefits of CARCare is its system of Reminders. Reminders will primarily be Preventive Maintenance (PM) related. The idea is for CARCare to help *you* adhere to the manufacturer's recommended maintenance schedule, and the intervals for various types of recurring PM service activities.

Reminders may also be *administrative* in nature. Examples of administrative reminders would include registration renewal reminders, and insurance premium reminders. So administrative reminders do not relate to maintenance or to any type of mechanical service. But due dates are still vitally important. So, from the CARCare perspective, administrative type reminders involve the payment of a fee, and recording the fact that that fee was paid, and when it was paid.

When any reminder comes due, CARCare will display those reminders on the **CARCare Reminders** window. It is from the CARCare Reminders window that you will always complete any reminders that are now due.

TEMPLATES, RECURRING TASKS, AND REMINDERS

Administrative Reminders

In the prior chapter, **Chapter 4**, we covered many features, including the Vehicle Details dialog. If you recall, that tabbed dialog contains the following tabs that will create administrative type reminders for you.

1. The **Insurance** tab enables you to...
 - a. set the next premium **Renewal Date**.
 - b. use the **Auto Reminder** area to...
 - i. check the **Remind Me** box.
 - ii. set the reminder interval to **Every x Months**.
 - iii. set the number of **Times** for future reminders to create.
2. The **Registration** tab enables you to...
 - a. set the next registration **Renewal Date**.
 - b. use the **Auto Reminder** area to..
 - i. check the **Remind Me** box.
 - ii. set the reminder interval to **Every x Months**.
 - iii. set the number of **Times** for future reminders to create.
3. The **Emissions** tab enables you to...
 - a. set the next emissions **Renewal Date**.
 - b. use the **Auto Reminder** area to..
 - i. check the **Remind Me** box.
 - ii. set the reminder interval to **Every x Months**.
 - iii. set the number of **Times** for future reminders to create.

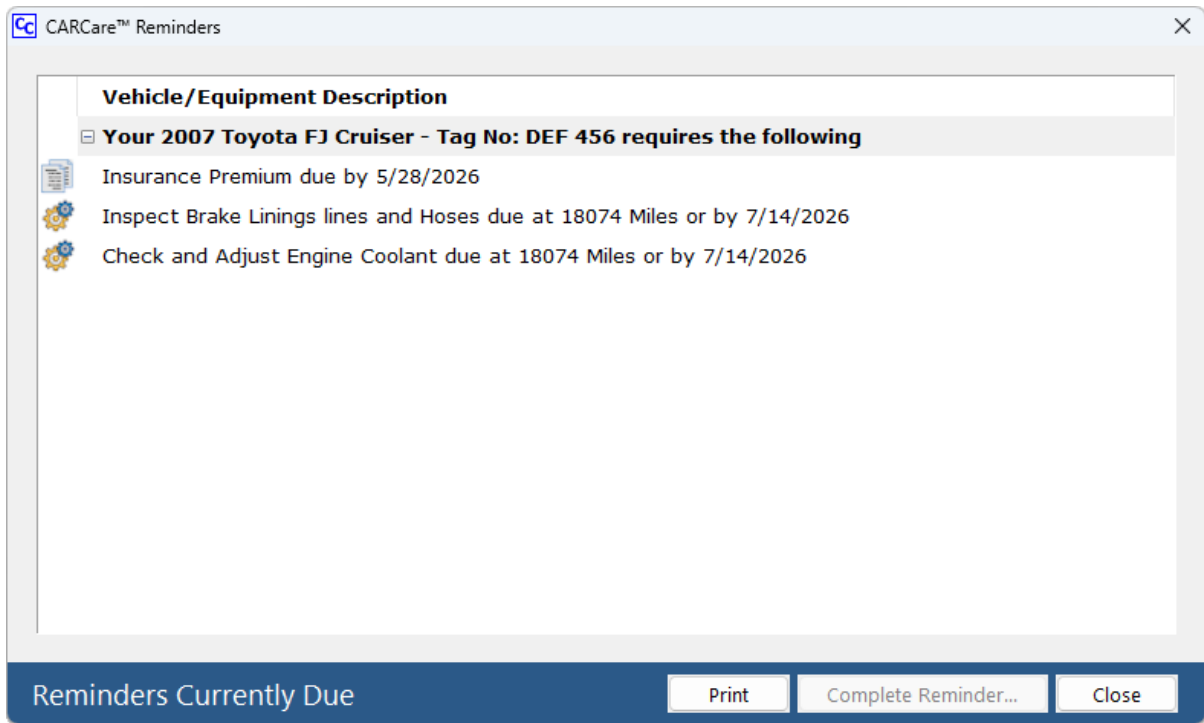
Once you define the values presented above, you need only click the **OK** button on the Vehicle Details dialog. CARCare will setup everything for you.

Administrative type reminders are fairly straightforward, since once you define the parameters listed above, CARCare handles the rest. So, there isn't much more to cover there.

To setup an administrative reminder that will cover you for 10 years, and where the interval is every 24 months, the number of times to be reminded in the future would be five (5).

The CARCare Reminders Window

When reminders come due, including both PM reminders and administrative type reminders, those reminders will appear on the **CARCare Reminders** window. The CARCare Reminders window will list everything that needs to be done for all of your cars. In the picture below, the 2007 Toyota FJ Cruiser requires a brake system service and engine coolant service, both being PM type reminders. There's also an Insurance Premium due reminder for this vehicle.



CARCare Reminders Window

It is from this window that you will **always** complete reminders that are due. We'll cover the reminder completion process a bit later in this chapter. Icons that appear on the CARCare Reminders window will identify the types of reminders as follows.

-  Preventive Maintenance (PM) Reminder
-  Registration Renewal Reminder (*Administrative*)
-  Insurance Premium Renewal Reminder (*Administrative*)
-  Safety/Sales Inspection Renewal Reminder (*Administrative*)
-  Emissions Test Renewal Reminder (*Administrative*)

TEMPLATES, RECURRING TASKS, AND REMINDERS

PM Templates

The reminder system in CARCare may seem complex. It isn't. It's actually quite simple.

PM Templates form the foundation of the PM reminder system in CARCare. A template is a collection of one or more **Recurring Tasks**.

A Recurring Task represents a specific service activity that needs to be performed based on a distance driven interval (*Miles or km*), a time interval (*Days or Months*), or a combination of the two (e.g., *due every 6 months or every 8,000 miles, whichever comes first*). A Recurring Task is defined once and will automatically create reminders. An example of a recurring task would be for a *Tire Rotation* service.

As the odometer value on your vehicles increases, or as time passes, Reminders will eventually come due. You will be completing the reminders as they come due. As you complete a reminder, the Recurring Task will automatically create the next reminder for you, and so on. So, the process is perpetual.

Once a template is created, you will *apply* the template to one or more vehicles. That will kickoff the reminder scheduling process for the vehicle, and the process becomes completely automatic.

Your sample database that came with CARCare contains a few sample templates. You may create your own templates, or modify one of the sample templates to suit your needs.

You may create any number of templates. Each template will accommodate any number of Recurring Tasks. You may also apply more than one Template to a single vehicle. Here's an example of applying more than one template.

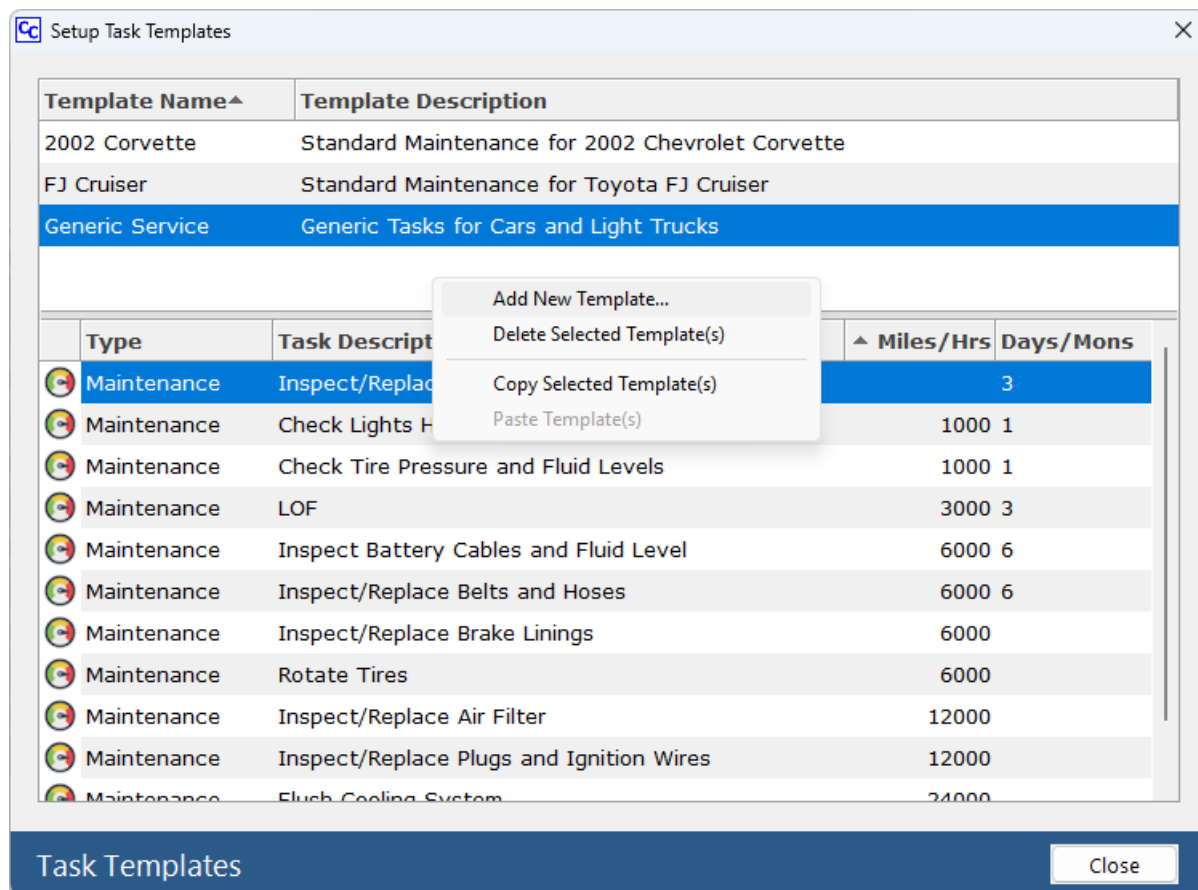
Let's say that you create a 'General' template that will cover monthly reminders to attend to the following monthly checks.

- The **General** template includes the following items to be done every 30 days.
 - Inspect wiper blades.
 - Top-off windshield washer fluid.
 - Check tire tread wear, tread depth and pressure.
 - Check engine oil level.

The General template would then be applied to **all** of your vehicles. Next, you would apply an additional template that would include maintenance items appropriate for a specific make and model of vehicle. This is one approach to using more than one template. The whole system is very flexible.

Creating A Template

We'll now create a new Template. For this process, it doesn't matter which vehicle is selected on the main window. Click the Templates tool bar button. Your screen will resemble the picture below. As you click on a Template, you'll see its Recurring Tasks Listed. We've already right-clicked to view the context menu.



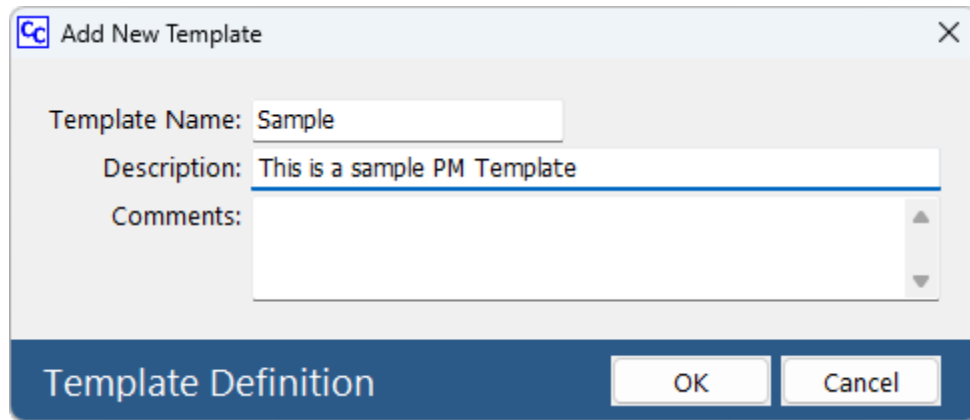
Setup Task Templates Window

Next, we'll click on the **Add New Template...** context menu option to add a new Template.

TEMPLATES, RECURRING TASKS, AND REMINDERS

Creating A Template

Once you click **Add New Template...** from the context menu, a New Template Definition window will appear as pictured below.



Adding a New Template Window

Note: In case you're familiar with data structures, a Template will be a Parent element. Child elements will consist of Recurring Tasks that we'll now add to our new Template

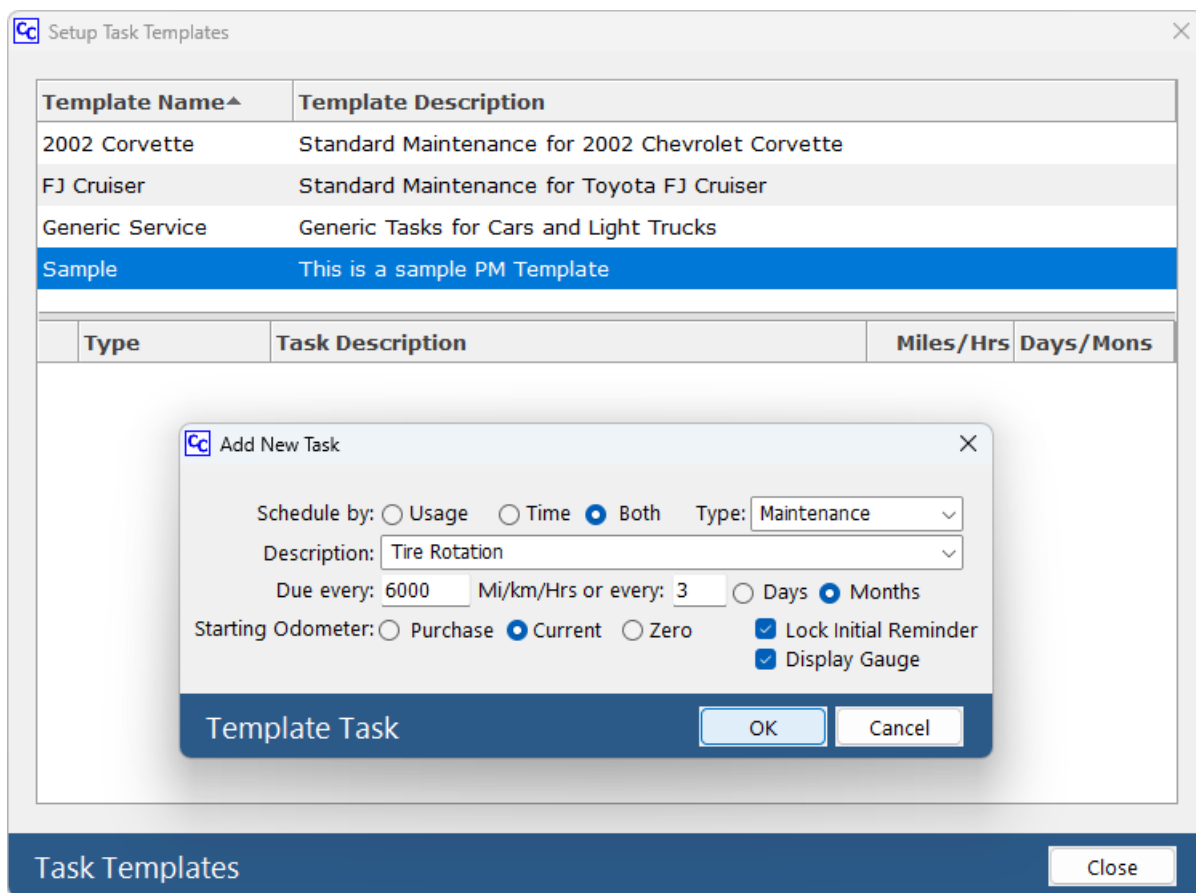
In this example, the **Template Name** is "Sample", and the **Description** will be "This is a sample PM Template." The only value that is of importance is the **Template Name**. The Description and Comments fields may be defined any way that works best for you.

The Template Name must be unique. In other words, there can be no other Template with the same name.

We'll now click **OK** to save our new Template. Once you click **OK**, highlight the new "Sample" Template at the top of the Setup Task Templates window.

Adding a Recurring Task to the New Template

In the picture below, we have selected our new Sample template and we right-clicked in the empty lower list area and chose **Add New Task...** from the context menu. We now have the **Add New Task** window displayed.



Adding a New PM Task

Our new **Recurring Task** will be defined to create “Tire Rotation” reminders that will come due every 6,000 miles or every 3 months, whichever comes first. For PM activity, the **Type** field should *always* be set to “**Maintenance**.”

The **Starting Odometer** setting determines how the initial reminder will be scheduled; 1-based on the **Purchase** odometer, 2-the **Current** odometer, or 3-**Zero**. Although not displayed on the window, these three settings also apply to date. The **Lock Initial Reminder** checkbox should always be checked. The **Display Gauge** determines whether a gauge face will appear on the main window. Click **OK** to save the new **Recurring Task** in our “Sample” Template.

TEMPLATES, RECURRING TASKS, AND REMINDERS

Additional Notes on Recurring Task Settings

Once you apply the Template to a vehicle, Scheduled Reminders will appear in the **Status** pane in the lower-right area of the main window. As a Recurring Task creates the initial reminder for a service activity, you will need to be aware of steps you may need to take to handle the initial reminder. We'll cover a couple different common scenarios.

Adding a New Recurring Task to a Template

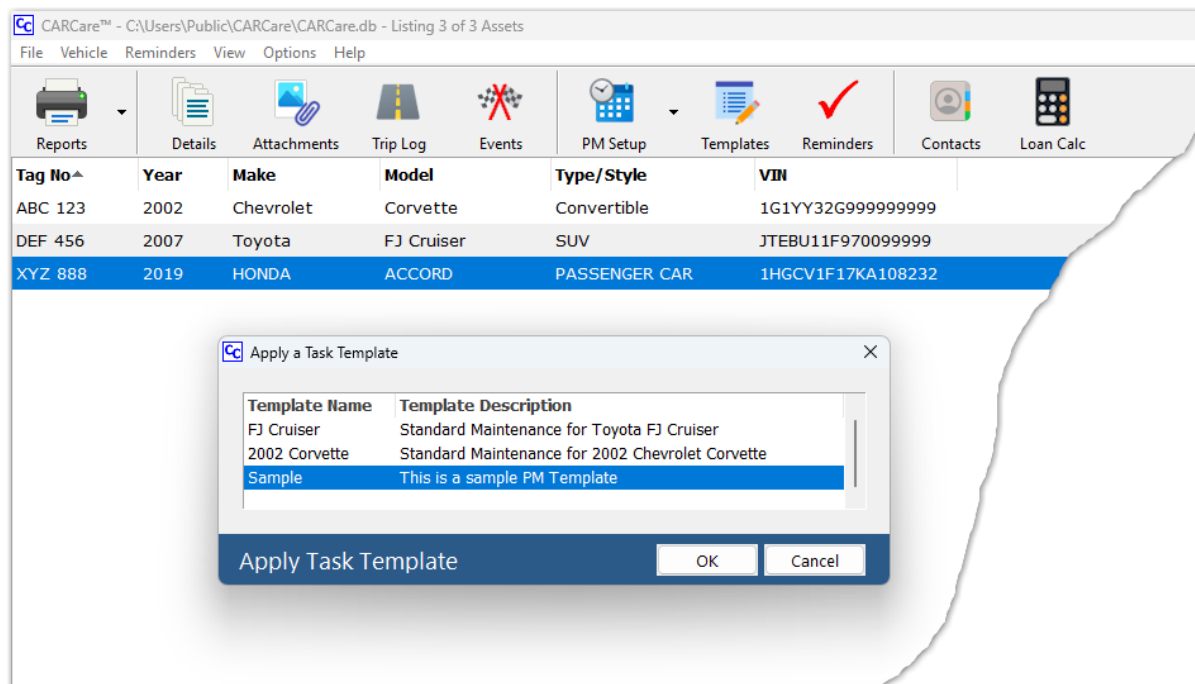
- Scenario:** *I just replaced my wiper blades, but CARCare hasn't scheduled the next wiper blade reminder based on the fact that I just replaced them.*
 - Solution:** Add a Maintenance record with the date and odometer of the recent replacement and ensure that the **Description** on the Labor/Task record is an exact match of the Reminder **Description**. CARCare will reschedule the next reminder.
- Scenario:** *I just replaced my oil filter and motor oil, but CARCare hasn't scheduled the oil change reminder based on the fact that I just replaced them.*
 - Solution:** Add a Maintenance record with the date and odometer of the recent service and ensure that the **Description** on the Labor/Task record is an exact match of the Reminder **Description**. CARCare will reschedule the next reminder correctly.

As you see, both scenarios are similar. With initial reminders, CARCare will be unaware of recent activity. So, you have to tell it about recent maintenance activity. However, once you enter maintenance information for recent work that was performed, CARCare will reschedule things accordingly.

Once service history is in place for work covered by your PM Reminders, everything will be scheduled as you expect. It is only the initial reminders that may require a couple extra steps.

Applying a Template to a Vehicle

Once you have defined your Template(s), you apply the Template to a vehicle. To do this, right-click on a Vehicle listed on the main window and choose **Apply a Task Template...**



Applying a Task Template to a Vehicle

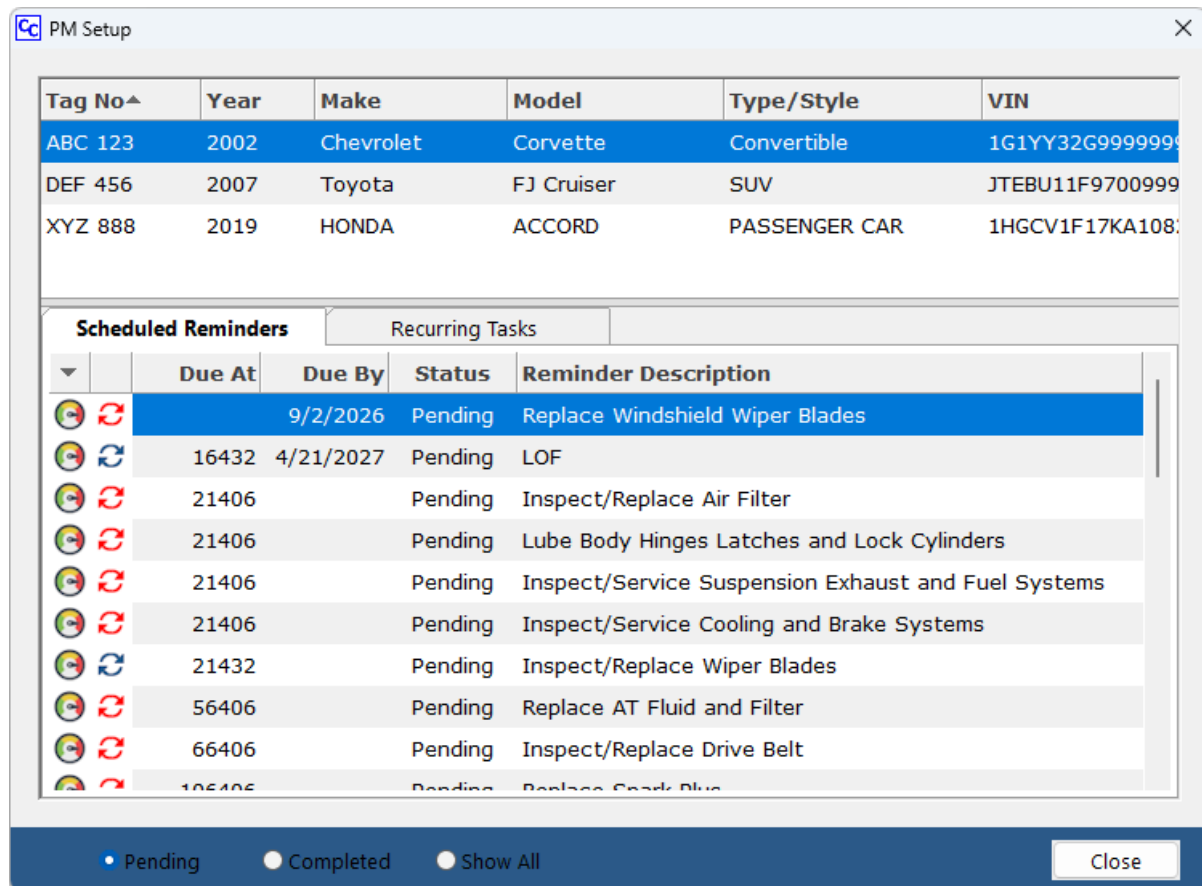
In the picture above, we're applying our "Sample" Template to the 2019 Honda Accord.

Once this is done, the reminder scheduling process will be started. Aside from a few manual steps dealing with the initial reminders and recent work that was performed, CARCare will handle the rest and will remind you when your PM Reminders come due.

TEMPLATES, RECURRING TASKS, AND REMINDERS

The PM Setup Window

From the main window, click the **PM Setup** tool bar button. Your screen will resemble the picture below.



PM Setup Window

Your vehicles are listed at the top. As you select a different vehicle on the top, its **Scheduled Reminders** and **Recurring Tasks** will appear below. The circular, double-headed arrow icon means that the item is under the control of a **Recurring Task**. Items under the control of a Recurring Task *cannot* be modified. The icons in the left margin represent the following...

-  A Gauge Face will appear in the Status pane of the main window.
-  A Recurring Task is in control - work history exists for this reminder.
-  A Recurring Task is in control – no work history exists yet - this is an *initial* reminder.

The PM Setup Window

The best way to handle PM Reminders is by creating PM Templates and applying your templates to your vehicles. One big advantage of using templates is that any change(s) to a template will immediately be pushed to the vehicle(s) that the template was applied to. So, if you want to change the interval on a recurring task that's on a Template, you need only modify that recurring task on the associated Template. The vehicle(s) automatically and instantly get your change(s).

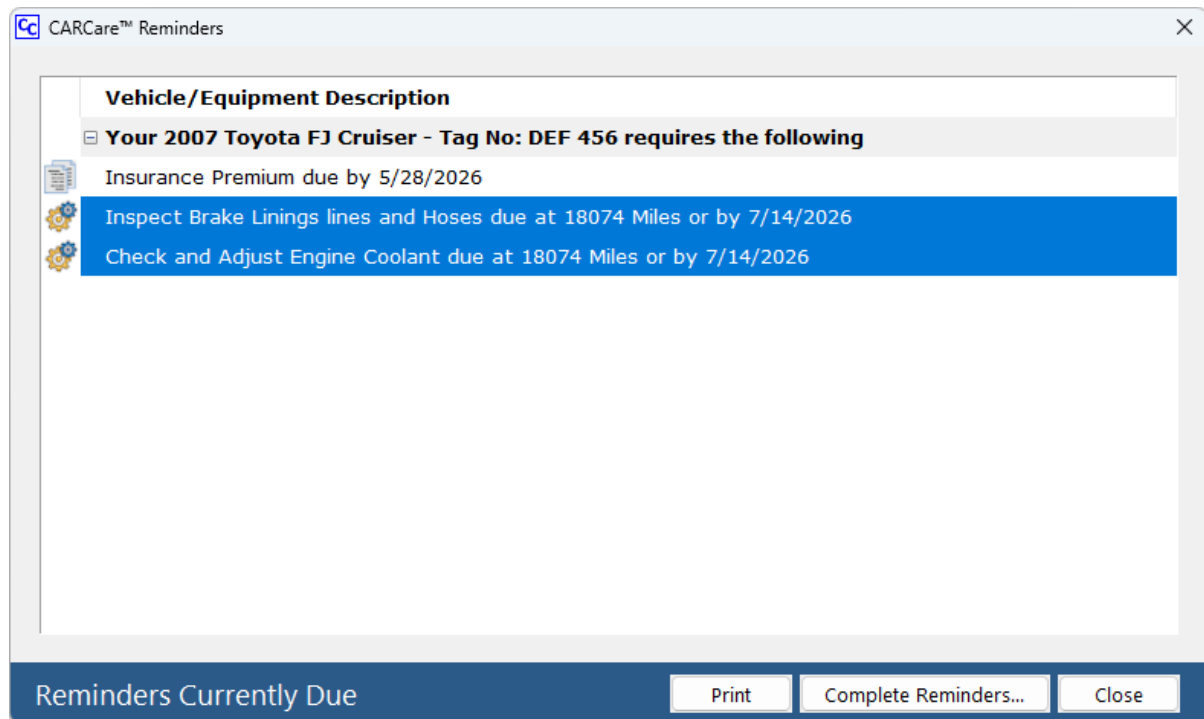
The PM Setup window enables you to manually add **Scheduled Reminders**. This is generally not recommended because once the reminder comes due and you complete it, it will no longer reappear. However, if you want to manually create a Scheduled Reminder for something that will only come due once during the life of a vehicle, you may certainly do that. An example might be entitled, "Consider Vehicle Replacement" that will come due in 10 years.

Scheduled Reminders and Recurring Tasks that are in place as a result of a Template having been applied, cannot be modified using the PM Setup window. If you need to make a change, those Recurring Tasks will need to be modified at the Template level.

TEMPLATES, RECURRING TASKS, AND REMINDERS

Completing Reminders

As mentioned earlier, Reminders that come due will appear on the **CARCare Reminders** window as pictured below.



CARCare Reminders Window

To complete an Administrative reminder that appears on the CARCare Reminders window, such as the Insurance Premium reminder, highlight it in the list and then click the **Complete Reminder** button. Once you do this, a window will appear that you will use to record the additional details. Administrative reminders that you complete will most often open a Payment/Fees window. An Emission Test reminder that you complete will open the Emissions Inspection window.

With PM type Reminders, those will automatically open a new Maintenance record, and *each* reminder that you are completing will appear on the new Maintenance record as new **Labor/Task** records. In the picture above, that's why both PM Reminders have been highlighted. We want both PM reminders to be completed within the context of one (1) maintenance record.



As you are completing reminders, you must NOT change the description that appears on the subsequent records.

Contacts Window

The Contacts window enables you to keep track of important people and places with their addresses, phone numbers, and email addresses. You will use the context menu to **Add** or **Delete** Contacts records.

The screenshot shows the CARCare™ Contacts window. It contains a table with the following data:

Last Name▲	First Name	MI	Company	Home Phone	Work Phone	Cell Phone
Colagie	Cy		ABC Widgets, Inc	222-333-4447	111-222-3336	333-444-5558
Doe	Susan	C	ABC Ferndocks, L	111-222-3333	111-222-3333	111-2222-3333
Doe					3334	333-444-5556
Doe					3333	333-444-5555

An 'Edit Contact Record' dialog box is open, showing the details for the contact 'Doe, Susan C'. The fields are as follows:

- Last Name: Doe
- First Name: Susan
- MI: C
- Company: ABC Ferndocks, LLC
- Address: 4321 Main St
- City, St Zip: Annapolis, MD 21044
- E-Mail: SueDoe@wereever.com
- Website: www.pferndocksllc.com
- Contact Title: The Boss
- Home Phone: 111-222-3333
- Work Phone: 111-222-3333
- Mobile Phone: 111-2222-3333

The dialog box has 'OK' and 'Cancel' buttons. The main window has a 'Close' button at the bottom right.

CARCare Contacts Window

To Edit a contact record, double-click on the record. In the picture above, we have double-clicked on a Contact record to open it for viewing and/or editing.

There is no limit on the number of Contact records you may store.

CONTACTS AND LOAN ESTIMATOR

Loan Estimator Window

The **Loan Calc** tool bar button will be used to open the **Loan Estimator** window in CARCare.

The screenshot shows the CARCare™ Loan Estimator window. At the top, there are input fields for 'Borrowing: 500000', 'at: 3.675 % Interest for: 15 Years', and a resulting monthly payment of '\$3,617.54 Monthly'. Below these fields is a table with 6 columns: 'Pmt #', 'Pmt Amount', 'Principal', 'Interest', 'Prin Balance', and 'Accumulated Int'. The table contains 12 rows of data. At the bottom of the window, there is a blue bar with the text 'Loan Estimator' and three buttons: 'Estimate Loan Payments', 'Print', and 'Close'.

Pmt #	Pmt Amount	Principal	Interest	Prin Balance	Accumulated Int
1	\$3,617.54	\$2,086.29	\$1,531.25	\$497,913.70	\$1,531.25
2	\$3,617.54	\$2,092.68	\$1,524.86	\$495,821.00	\$3,056.11
3	\$3,617.54	\$2,099.08	\$1,518.45	\$493,721.90	\$4,574.56
4	\$3,617.54	\$2,105.51	\$1,512.02	\$491,616.40	\$6,086.59
5	\$3,617.54	\$2,111.96	\$1,505.58	\$489,504.50	\$7,592.16
6	\$3,617.54	\$2,118.43	\$1,499.11	\$487,386.00	\$9,091.27
7	\$3,617.54	\$2,124.92	\$1,492.62	\$485,261.10	\$10,583.89
8	\$3,617.54	\$2,131.42	\$1,486.11	\$483,129.70	\$12,070.00
9	\$3,617.54	\$2,137.95	\$1,479.59	\$480,991.80	\$13,549.59
10	\$3,617.54	\$2,144.50	\$1,473.04	\$478,847.30	\$15,022.62
11	\$3,617.54	\$2,151.07	\$1,466.47	\$476,696.20	\$16,489.09
12	\$3,617.54	\$2,157.65	\$1,459.88	\$474,538.50	\$17,948.97

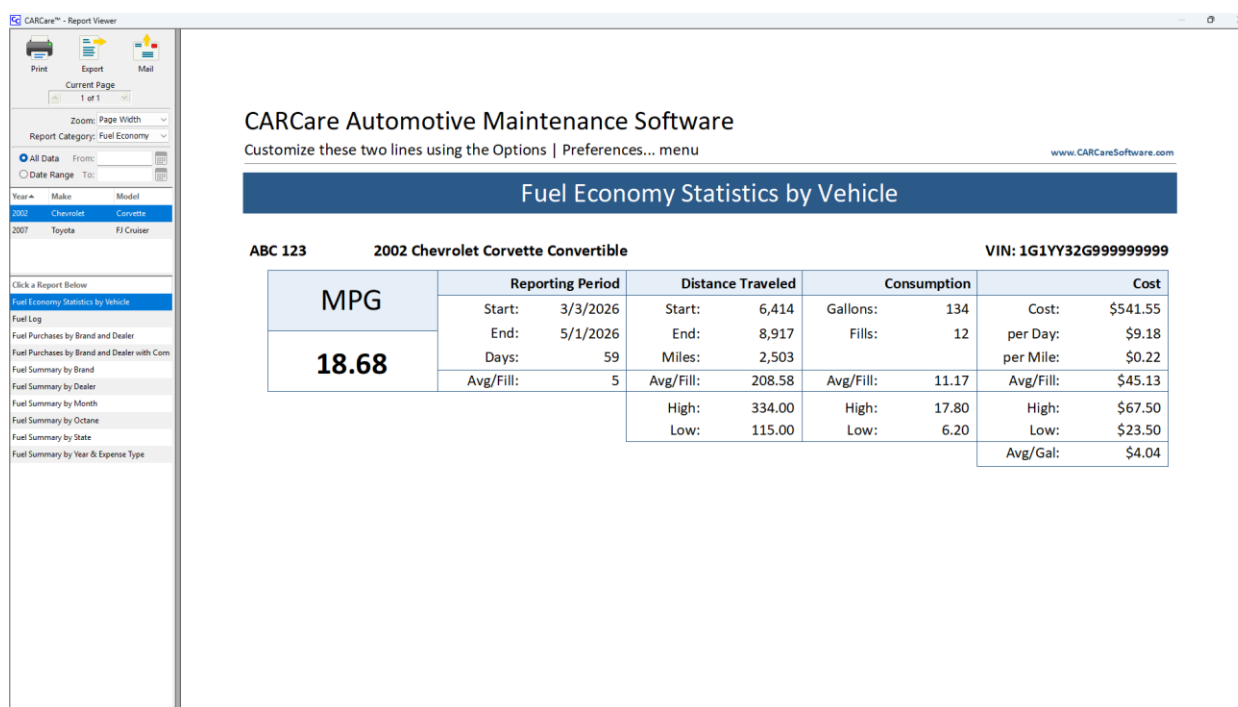
CARCare Loan Estimator Window

In the picture above we've set the **Borrowing** field to \$500,000.00, the **Interest Rate** at 3.675 percent, and the **Loan Term** to 15 years. Once you have entered those three values, click the **Estimate Loan Payments** button to create an amortization table. You may also print the amortization table.

There may be slight variances in the values that the Loan Estimator produces, versus the values that your bank gives you. What your bank gives you will be official. But the values that the Loan Estimator produces will be very close.

Report Viewer Window

Once you click the Reports tool bar button on the main window, the **Report Viewer** window will appear, and will resemble the picture below.



CARCare Report Viewer Window

The large area on the right side of the Report Viewer window is the **Preview Pane**. This is where your reports will be previewed. All reports will produce a preview automatically, so you may skip printing the report unless you need hard copy.

You will use the left side of the **Report Viewer** window to control the reporting process.

The upper-left area of the Report Viewer window is the **Control Pane**. This area enables you to **Print**, **Export** and **Mail** a report, choose a **Report Category**, and to set **Starting** and **Ending** dates for those reports that support a date range.

The center-left area is the **Selection Pane**, where you will select data records for inclusion in a report.

The lower-left area is the **Reports Pane** where you will find the reports available for whatever **Report Category** in the Control Pane has been chosen.

REPORT VIEWER

Report Viewer Window - Control, Selection, and Report Panes

CARCare™ - Report Viewer

Print Export Mail

Current Page
1 of 1

Zoom: Page Width

Report Category: Fuel Economy

☒ All Data From:

☐ Date Range To:

Year▲	Make	Model
2002	Chevrolet	Corvette
2007	Toyota	FJ Cruiser

Click a Report Below

- Fuel Economy Statistics by Vehicle
- Fuel Log
- Fuel Purchases by Brand and Dealer
- Fuel Purchases by Brand and Dealer with Com
- Fuel Summary by Brand
- Fuel Summary by Dealer
- Fuel Summary by Month
- Fuel Summary by Octane
- Fuel Summary by State
- Fuel Summary by Year & Expense Type

The **Control Pane** enables you to **Print**, **Export**, or **Mail** the current report.

To page up and down through a multi-page report, you will use the **[Up]** and **[Down]** buttons in the **Current Page** area, the cursor keys on your computer keyboard, as well as your mouse and mouse scroll wheel.

You may pick a **Zoom** preset, and you will choose a **Report Category**, which will determine the types of reports that will become available in the **Reports Pane**.

Some reports will support a **Date Range** where you will have the option of specifying **From** and **To** dates; to control how much data will be included in a report.

The **Selection Pane** will list data records. In the case of Fuel Economy reports, you will be selecting vehicles for inclusion in the report.

To include more than one vehicle, hold the **[Ctrl]** key on your keyboard to select multiple vehicles for inclusion in the report. Or click, hold, and drag to select *all* vehicles.

Beneath the **Click a Report Below** heading, the **Reports Pane** lists the reports that are available in the current **Report Category**. To run a report, simply click the **Report Name**.

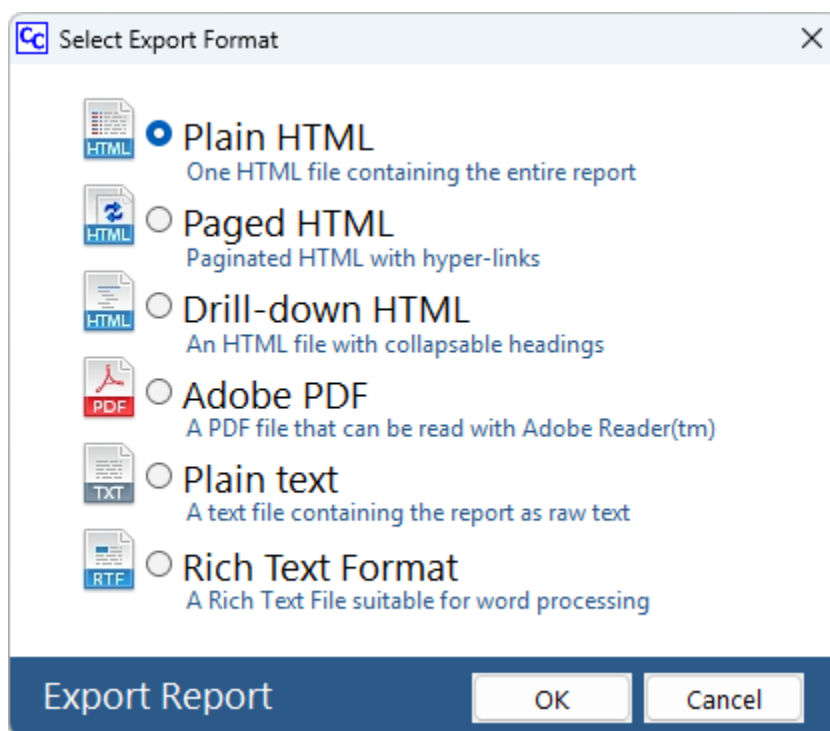
If you adjust the **Date Range** and/or the vehicle(s) selected, click the same Report Name once again to refresh the Preview Pane.

This last step will always be to click the **Report Name** once again to refresh the Preview Pane.

In terms of Zooming in or out, double-click in the **Preview Pane** to Zoom In. Right double-click in the Preview Pane to Zoom Out.

Report Viewer Window - Exporting a Report

When you click the **Export** button in the **Control Pane**, the following **Select Export Format** window will appear.



Report Export Formats

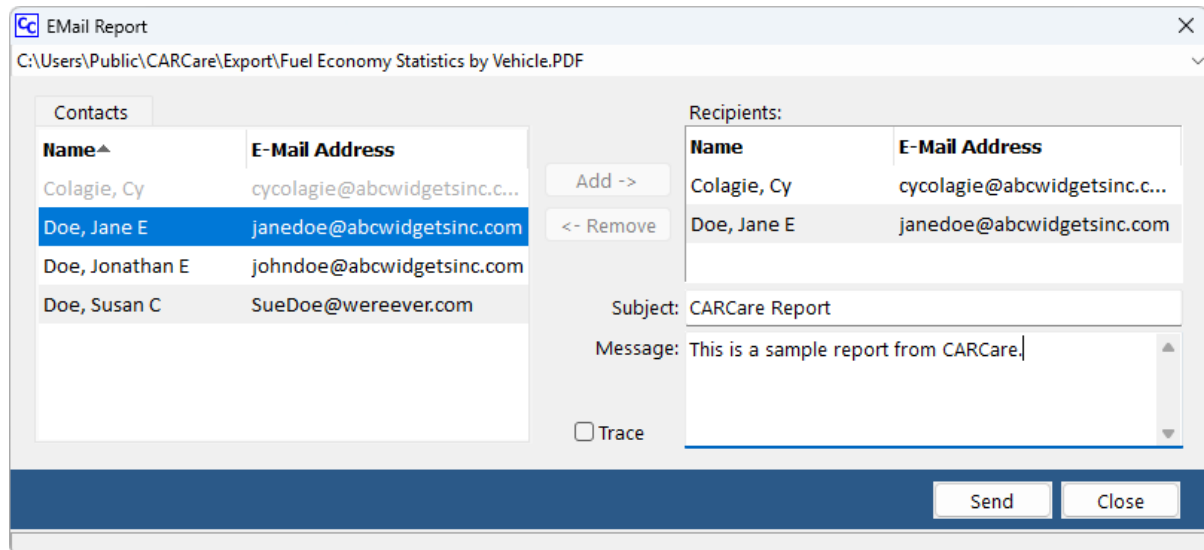
To export the current report, click the **Export** button, select the export format you want to use from the **Select Export Format** window displayed above, click **OK**, then define the **filename** and the **folder** where the exported file should be stored.

The Adobe® PDF format is the most popular since you can then easily email the PDF document that contains your report.

REPORT VIEWER

Report Viewer Window - Emailing a Report

When you click the **Mail** button in the **Control Pane**, the following **Email Report** window will appear.



The EMail Report Window

The email addresses for recipients listed on the left will come from the **Contacts** records you have defined. Each contact record must have an email address defined. Otherwise, they will not appear in the Contacts tab on the left.

Use the **Add->** and **<-Remove** buttons to choose the email recipients. In the picture above we have selected two email recipients, each of which will receive the fuel economy report as a PDF attachment.

Once you have selected the recipients, simply click the **Send** button to send the email.

Once you click the Send button, the status bar at the bottom of the **Email Report** window will indicate whether the email was successfully sent. If the email was successfully sent but the recipient did not receive the email, they will need to check their SPAM/Trash folder in their email software.

In order to use this window to email reports, you will need to have first defined your email settings. These settings can be found on the **SMS / Email** tab under the **Options | Preferences...** dialog in CARCare, which was covered in **Chapter 2** in this document.

General Recommendations for Support

If you encounter difficulties using CARCare, refer to this **Customer Guide**, which is always available under the **Help** menu in CARCare. You'll find that this document is fairly comprehensive and will cover most any aspect of using CARCare.

Also, under the **Help** menu will be the “**Test Drive Videos – How to Use CARCare...**” menu option. These instructional videos will demonstrate most major features of CARCare and are a great way to initially become familiar with the basics of using CARCare. But the Customer Guide will go into much more detail in terms of using CARCare.

Next, check your **Build Number** on the **Help | About...** window in CARCare as shown below.



CARCare About Window Showing the Build Number

When this document was written, CARCare build number was 101 the current release. Compare your build number to the build number pictured on the **Download** page of the **carcaresoftware.com** Website. If your CARCare build number is *less-than* the build number on the Website, update your CARCare software following the steps on [page 14](#).



NEVER uninstall CARCare unless we instruct you to do so.

TECHNICAL REFERENCE

General Recommendations for Support

We periodically update CARCare. So, often times just updating your software may resolve whatever problem you've encountered.

If you have reviewed this Customer Guide, have viewed the CARCare Test Drive lessons on the CARCare Support YouTube® channel, and have checked to be sure that you have the most recent release of CARCare installed but difficulties persist, it's time to send us a **Support Request**.

To send a Support Request, click the **Help** menu then click **Send Support Request Via Email...** from the main window in CARCare and describe the problem as best you can. You'll typically receive an email response within 24 hours during business hours. The support office is closed on weekends. We always appreciate your patience.

If you want to send a support request via email, but CARCare is not at hand, always include your **Build Number** in your email message. The build number is the last three (3) numerals of the full version number. You'll see the full version whenever you click **Help | About...** in CARCare as pictured on the previous page. Here's a breakdown of the full version number.

Sample Full Version Number: 2 . 3 . 101

In the sample version number above, here is what those numbers mean.

- 2 – Is the **Major** version
- 3 – Is the **Minor** version
- 101 – is the **Build Number**

The build number is what we'll need to know. The build number will increase each time we make a modification to the CARCare software. Just checking the build number is a quick way to determine whether you have the latest release.

CARCare Folders

We **always** recommend that you use the *default* folder locations for the CARCare software, the *default* folder location for your CARCare database, and the *default* filename for your database. When you install CARCare, these are the settings that will be in effect following installation.

- Software Location – **C:\Program Files (x86)\CARCare**
- Database Location – **C:\Users\Public\CARCare**
- Database Filename – **CARCare.db**

These are the *default* and **recommended** settings. If you're using CARCare at home, there isn't any significant reason to vary from these settings. Staying with these default settings will make support far easier and quicker. But if you vary from these defaults, you should familiarize yourself with these settings because we will ask for them if/when you contact us for support.

Using CARCare in a Networked Business Environment

If your IT staff has a need to vary from these settings, that is certainly 100% okay. However, it is essential that someone at your company be familiar with the three settings listed above. If you have CARCare installed within a networked environment, your IT support staff should generally be involved with the installation and setup, including where your database is stored, and the database filename, if different from the default filename. This is because your IT support staff will be thoroughly familiar with your computing environment and how best to set up CARCare in that environment.

Operating System Permissions

Your operating system permissions must grant **Full Control** permission to the folder where your CARCare database is stored. This is why the **CARCare** folder is located beneath the **C:\Users\Public** folder as a *default* on your computer.

TECHNICAL REFERENCE

Importing Data

CARCare enables you to import delimited text data into your database. However, unless you have a very large set of records to import (i.e., *at least hundreds or thousands of records*), you may find it far easier and far less time-consuming to manually enter that data through the CARCare user-interface. This is because it will take considerable time and effort to create your import files.

As long as your data does not violate database rules, it will be imported into your database. Therefore, use care when using this feature, and pay particular attention not to import duplicate data. If you do plan to import data, we suggest you consider creating a *practice* database to use while you are becoming familiar with this process. This way you will avoid corrupting your actual data if you make mistakes when creating your import file.

CARCare enables you to import comma-delimited (CSV) text data into six (6) primary tables in your database. There is a limit to the number of data fields that can be imported, and a specific format is required when creating your import file(s). Tables that you may import data into are:

- Vehicle
- Payment
- Maintenance
- Maintenance Tasks
- Parts
- Fuel Log

Numeric data in an import file must contain numeric values only. A value of "\$12,345.67" will be invalid, and must be entered as "12345.67", without commas or any other formatting characters. Commas must not appear within the actual text data when using comma-delimited format. As an example, the value "Baltimore, MD 21061" will be invalid and will not import properly because a comma character appears *within* the actual data value.

When supplying "flag" values, a numeral one (1) or a numeral zero (0) will be required. Do not use the alpha character "O" (oh) to indicate a numeric value of zero.

Records in an import file are processed sequentially from top to bottom. Use care when creating an import file containing 'mixed' record types to make certain that record dependencies are addressed. As an example, if you are importing "Parts" records, the associated "Maintenance" record with its Order No must already exist in your database. The order number is used to relate parts records with the correct maintenance record. The import tables on the next page are listed in an order which should prove trouble-free when importing data.

Importing Data

When you create an import file, you may include different types of records in a single import file. Each physical line in the import file must contain one complete record, and the first value in each line of import data must begin with the database **Table Name**.

Any text value that is not supplied in your import file must appear as properly delimited, empty double-quotes (“”). If a numeric value is not known, enter a zero. Fields must appear in the order listed in the tables below.

Once you import your data you will need to access the imported records through the CARCare program to make whatever adjustments may be necessary, to make certain that your data is accurate, complete, and is what you expect.

Common file types to use when importing data will be comma-delimited or “csv” format, and tab-delimited “txt” files. Following are the record layouts that you will need to follow. In the tables below, the **Pos** column represents the column order from left to right.

Vehicle Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value “scbc_VEHICLE”
2	Year	4	Year of manufacture
3	Make	24	Vehicle manufacturer name
4	Model	24	Vehicle model name
5	Body Style	24	Vehicle style (e.g. Van, Coupe, Pickup, etc.)
6	VIN	24	Vehicle Identification Number
7	Tag No	16	Tag/Plate number

Payment Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value “scbc_PAYMENT”
2	Date	10	Date of Expense
3	Code	1	Expense Code (0=loan/lease, 1=insurance, 2=other)
4	Description	40	Description of the expense
5	Amount	10	Expense dollar amount (numeric value only)
6	Business Flag	1	0=non-business/1=business
7	VIN	24	VIN of vehicle to which the expense was issued

TECHNICAL REFERENCE

Importing Data

Maintenance Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value "scbc_MAINTENANCE"
2	Date	10	Work order date
3	Order No	16	Work order number
4	Odometer	8	Odometer reading at the time of service
5	Description	80	Summary of work performed
6	Vendor	40	Name of the vendor/shop that performed the work
7	Misc	10	Miscellaneous charges (numeric value only)
8	Disc	10	Discount off total price (numeric value only)
9	Tax	10	Tax charge (numeric value only)
10	VIN	24	VIN of vehicle that was serviced

Maintenance Task Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value "scbc_MAINTTASKS"
2	Description	80	Description of labor/task
3	Labor	10	Labor charge (numeric value only)
4	VIN	24	VIN of vehicle that was serviced
5	Order No	16	Maintenance order number (must already exist)
6	Vendor	40	Name of vendor/shop that performed the work
7	Warranty Flag	1	0=no warranty / 1=part performed under warranty

Maintenance Parts Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value "scbc_PARTS"
2	Qty	4	Quantity used (numeric value only)
3	Part No	24	Part number
4	Description	80	Description of the replacement part
5	Price Each	10	Single unit price each (numeric value only)
6	VIN	24	VIN of vehicle on which the part was used
7	Order No	16	Maintenance order number (must already exist)
8	Vendor	40	Name of vendor/supplier of the part
9	Warranty Flag	1	0=no warranty / 1=part replaced while in-warranty

Importing Data

Fuel Log Record

Pos	Field	Max Length	Notes
1	Table Name	n/a	Literal value "scbc_FUEL"
2	Date	10	Date the fuel was dispensed
3	Last Odometer	8	Odometer at prior fueling (numeric only)
4	Curr Odometer	8	Odometer at this fueling (numeric only)
5	Qty	4	Quantity of Gal/L dispensed (numeric value only)
6	Total Cost	10	Total cost of the fuel purchase (numeric value only)
7	Brand	24	Brand of fuel dispensed
8	Dealer	24	Dealer name where the fuel was dispensed
9	VIN	24	VIN of vehicle in which the fuel was dispensed
10	Business Flag	1	0=non-business / 1=business
11	Octane	16	Octane rating or type of fuel

Raw Import Data

Below is a snippet of raw import data, just to show you what is imported. You'll quickly see that trying to create an import file using only a text editor, such as Windows Notepad, would be a maddening process. You'll likely need a powernap after trying to do that, and still there will likely be errors.

```
scbc_vehicle,2026,ford,f-150,pickup,1,XXX 111
scbc_vehicle,2026,chevrolet, tahoe, suv,2,YYY 222
scbc_payment,05/01/2026,2,registration renewal,227,0,1
scbc_payment,05/02/2026,1,insurance premium,555.95,0,2
scbc_payment,05/03/2026,1,insurance premium,666.95,0,1
scbc_maintenance,05/01/2026,888888,12345,Test Maintenance,Auto Zone,10,0,.60,2
scbc_mainttasks,replace oil filter,29.95,2,888888,Napa,0
scbc_mainttasks,replace wiper blades,9.95,2,888888,Advance Auto Parts,0
scbc_parts,5,10W40,Motor Oil,2.99,2,888888,Napa,0
scbc_fuel,05/04/2026,10000,10200,21,84,Exxon,Wawa,1,0,91
scbc_fuel,05/05/2026,11000,11300,20,82,BP,Royal Farms,2,0,89
```

When you prepare your import files, it will be best to use something like Microsoft® Excel®. Once you have your Excel worksheet saved in its native xls/xlsx format, save it a last time as a "csv" file. It will be the csv file that you will import into your CARCare database.

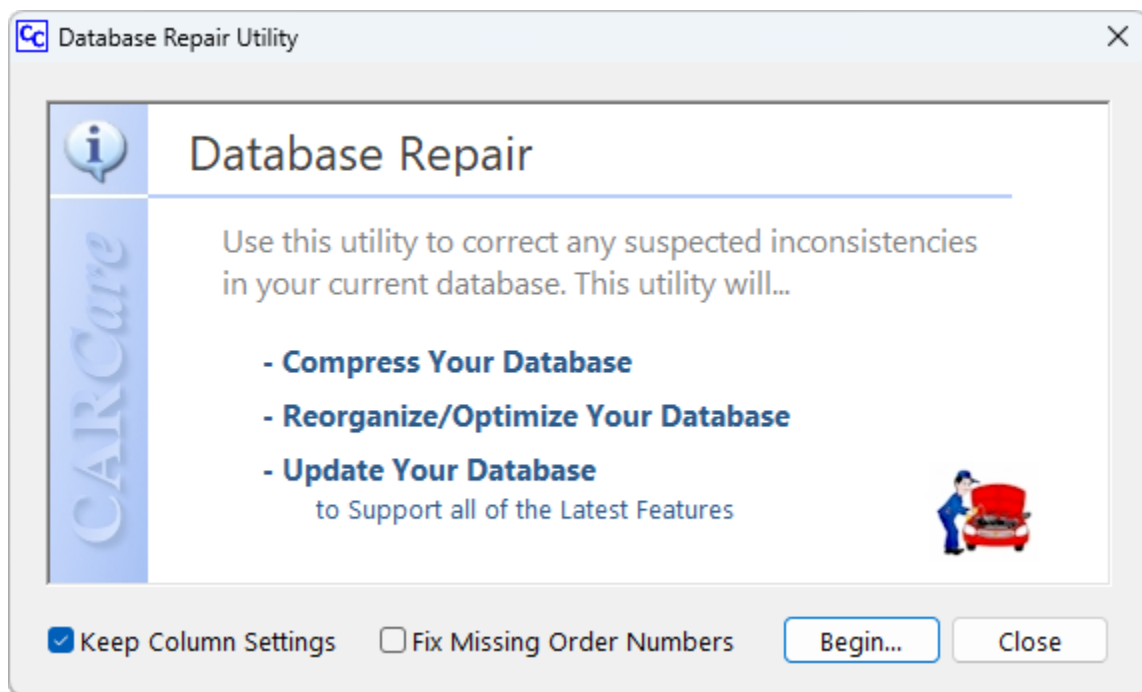
If there are import errors, open the original xls/xlsx, make your corrections and save the updated Excel xls/xlsx file, save it a second time as a csv file, then repeat the import process. You will need to repeat the cycle until the import process is error-free.

TECHNICAL REFERENCE

Database Repair

There are things beyond the control of CARCare that may adversely affect the way your CARCare software and the database operates. Examples would include a power outage while CARCare is open, or a PC malfunction. If you notice something that doesn't appear correct, such as duplicated columns, or incorrect sorting, you will want to run a **Database Repair**.

To run a Database Repair, click the **File | Database | Repair...** menu function from the main window in CARCare. Your screen will resemble the picture below.



Database Repair Window

Uncheck **Keep Column Settings**, check **Fix Missing Order Numbers**, then click **Begin...**

The repair will take a few moments to complete. You'll see a progress bar to give you an indication of how long the repair will take. If your database is very large, this may take a few minutes, but rarely more than 30 minutes. Be patient and do not interrupt this process.

If difficulties persist click **Help | Send Support Request Via Email...** from the main window in CARCare, attach your only your CARCare database file (e.g., **CARCare.db**) to the email, describe the problem as best you can, then click **Send** in your email program. You'll typically receive an email response within 24 hours during business hours.



Do not send us a folder, or more than one file. Send only your database file.

Database Backups

A hard disk or solid-state drive (SSD) failure, although quite rare, does occasionally occur. You'll want to be prepared if this occurs. Recall that each time you exit CARCare, it automatically creates a date-time stamped backup copy of your database.

CARCare will examine your computer system for a removable storage device to use to store the backup copies of your database that it will create. If CARCare finds a removable media device such as a USB Drive, it will pick that device, will create a folder on that device named **CARCare_Backups**, and it will automatically set this as the Backup Folder for you. 90% of the time CARCare will succeed at doing this. However, you'll want to double-check that it *was* successful doing this, and whether the device and folder that it chose are the settings that you want to use.

The reason for all of this is simple. We don't want you to lose your data as a result of a power outage or a computer hardware failure. Your CARCare database file is stored in the **C:\Users\Public\CARCare** folder on your local disk, which is fine and is the *default* and **recommended** setting. If the hard drive in your PC fails, after you replace the hard drive and reinstall CARCare on the new hard drive, you'll then use a backup copy to restore your data.

If you're storing the backup copies of your database on the same hard drive as your live database, and that hard drive or SSD fails, you will have no way to recover your CARCare data. This is why it's essential that the backup copies of your CARCare database are being stored on separate media such as a **USB Drive**, an **External Hard Drive**, or any external storage device.

TECHNICAL REFERENCE

How to Use a Backup Copy of Your Database

A CARCare database backup file will appear as follows:

CARCare.db.yyyymmdd-hhmmss

Where:

yyymmdd is the date (*Year, Month, and Day*) that the copy was made.

hhmmss is the time of day (*Hour, Minutes, and Seconds*) when the copy was made.

If your CARCare database ever becomes damaged or corrupted in some way, you'll locate the most recent backup copy. Then remove the trailing "**.yyymmdd-hhmmss**" characters from the end of the filename. Lastly, place the renamed copy into the **C:\Users\Public\CARCare** folder on your PC, overwriting the damaged database file.

You'll very rarely if *ever* need to do this. But this is how backups are named, and how to use a backup copy should the need arise.

SMS and Email Features

As mentioned previously, CARCare will enable you to email reports, and it has the ability to send you vehicle reminder messages via email even when the CARCare program is not open and running on your computer. This is possible because a small **CARCare Reminder Monitor** program runs continuously on your PC. So, you need not have CARCare open on your PC in order to know when reminders have come due.

 As of July 1, 2026, we are currently evaluating SMS API providers to use with CARCare. The goal is to enable you to receive reminder notices via standard SMS text messages. In the meantime, the CARCare Reminder Monitor will send vehicle reminder notices to you via email.

Refer to **Chapter 2 – Page 24** for additional information concerning the settings you will need to define in order for CARCare to be able to send reports via email, and for you to receive Vehicle Reminders as email messages.

When defining these email settings, keep in mind that many email providers (e.g., Gmail and Microsoft 365) require both SMTP Authentication and TLS on Port No 587 for security and SPAM prevention. Email providers that use Port No 465 will also often require something called **Implicit SSL**, rather than TLS. These two security settings are mutually exclusive. In summary, these two pairings are either:

- **TLS** on Port No **587**
or
- **Implicit SSL** on Port No **465**

If your email system supports **Anonymous TLS**, CARCare will work with that as well. This feature basically enables secure message encryption using TLS *without* having to authenticate to the SMTP server using a Username and Password.

Follow the settings in your email client in order to define these settings in CARCare.

 If you are using a **Gmail** account, the password that you enter in CARCare will **not** be your normal Gmail password. Rather, it will be something called an **App Password**, a 16-character password that is used in combination with two-factor authentication. App Passwords were developed to enable third-party products such as CARCare to send mail in a secure manner to a Gmail recipient.

Defining a Gmail App Password is quite easy to do and the Google® instructions are easy to follow and were well written. Refer to Google® documentation for information on how to generate an App Password for CARCare when using a Gmail account.

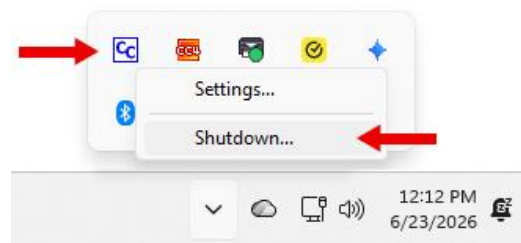
TECHNICAL REFERENCE

Uninstalling CARCare

 **When requesting support, never uninstall CARCare unless we specifically advise you to do so. When updating CARCare to the latest release, do NOT uninstall CARCare first. You will be installing the latest release over your existing installation.**

If you have a need to uninstall CARCare, it's easy to do. The uninstaller will remove the CARCare program and all related software. Follow the steps below.

1. Close the **CARCare Reminder Monitor**
 - a. If you see the CARCare “CC” icon in the Windows Notification Area, right-click on the CARCare icon, choose **Shutdown...**, and answer **Yes** to the confirmation prompt.



2. Double-click on the **CCUninst.exe** program in the **C:\Program Files (x86)\CARCare** folder on your computer. Follow the on-screen instructions. If you see a message concerning unused system components, answer **Yes** to all.
3. Delete the **C:\Users\Public\CARCare** folder on your computer, which is where your CARCare database file and all CARCare related data files are stored. Do not delete this folder unless you have confirmed that you no longer need any CARCare data or any of the files stored in this folder structure.

The three steps above will remove all CARCare software, all CARCare related data, and will remove all CARCare keys/values from the Registry on your computer.

Do's and Don'ts

DO	DON'T
Follow the instructions for installing CARCare on a PC.	Manually copy/move files that are a part of the CARCare software from one PC to another PC.
Follow the instructions for updating your CARCare software.	Do not uninstall CARCare before updating it to the latest release.
Make sure your database backups are being stored on external media such as a USB drive or an external hard drive.	Use the File Database Open... menu option to manually open a backup copy of your database.
Use the CARCare database file as it was intended.	Move your live database file into the Backup Folder where backup copies are stored. The only files that should be stored in the Backup Folder will be backup copies of your CARCare database file.
	Open the CARCare database using any other third-party software product. If you do this, you'll likely destroy the internal structure of the database file.
	Move your live database file onto a cloud server (e.g., <i>Microsoft One Drive, Google Drive, etc.</i>) and attempt open the database on that cloud server.
	Use any type of Windows Compatibility Mode with CARCare.