

## Tech Tip Tuesday—February 4, 2014

by David Hirsch

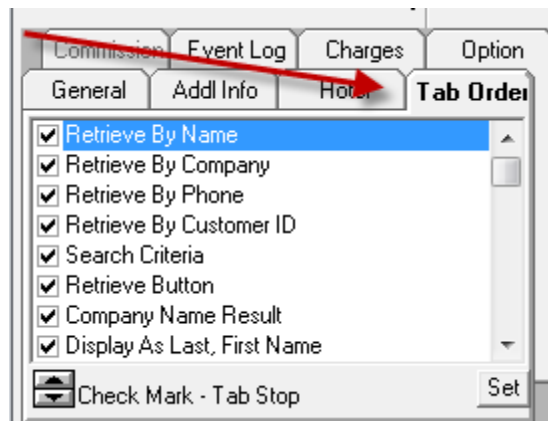
### Tabs

As you have no doubt realized, Livery Coach is designed to be used with a mouse. Indeed, it was the first limousine reservations/dispatch software designed for use on Windows, back in the 1990s.

That said, we know that there are a few places where it might be faster to be able to use tabs (such as filling out the contact record, and entering the routing in a trip).

If you like to use the Tab key in these places, and want to make the experience faster, you can set your tab stops in these two places, so you can skip over the fields you rarely use (such as Suffix Title) and have it go directly to the fields you use all the time.

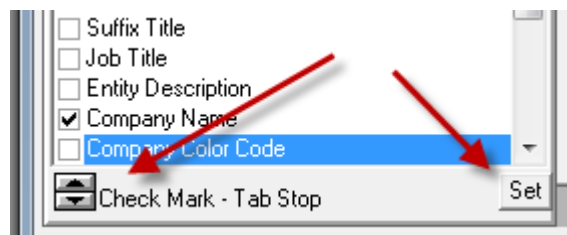
For the contact record, simply open a contact record and go to the bottom left—select the Tab that says “Tab Order”.



The first 20 or so settings (such as “Retrieve By Name”) affect how you look up trips—you can safely ignore these, as you generally wouldn’t want to tab through these fields (too many tabs) although if you want to unclick them you may.

But scroll down to where the contact fields start—the first one is labeled “Prefix Title”. Here you will find the often-used fields, such as First Name and Last Name...and also the lesser ones used (such as Suffix Title). Any fields you want to skip—just uncheck the block.

Also, if you want to re-arrange the order of the tabs, you can use the small up and down arrows to move fields around. When you are all finished, make sure that you click on the SET button to save your changes.



Similarly, there is also a place to set the tab stops in the Pickup/Dropoff screen. Just open that screen on an existing or new reservation, and select the Option button at the bottom. The process is similar.

