

## Tech Tip Tuesday—May 6, 2014

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### Don't Display "Active" Trips in TripBook

When you open TripBook, it can display all the current non-canceled trips that exist over whatever date range you have selected. This can be especially handy if you don't practice "active dispatch", where every trip is marked "Done" before you want to close it.

However, the flip side is that, if every trip is visible, it is possible to close an "active" trip, thereby removing it from dispatch and potentially causing a service error.

If you do practice "Active Dispatching" and want to make sure that every trip is marked "Done" before it shows up in TripBook, then there is a setting in System Default Configuration that controls this.

If you check "Not Allow To Close Active Trips" (in Default 1), then trips that are still "active" (e.g. any status other than Done, Late Cancel, or No Show) will not show up in TripBook. (Note that Canceled trips never show up in TripBook.)

