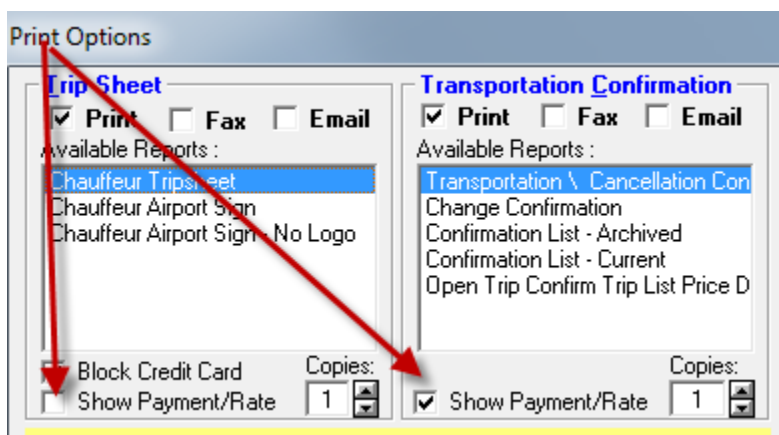


Tech Tip Tuesday—May 27, 2014

by David Hirsch

Printing prices on Trip Sheets and Confirmations

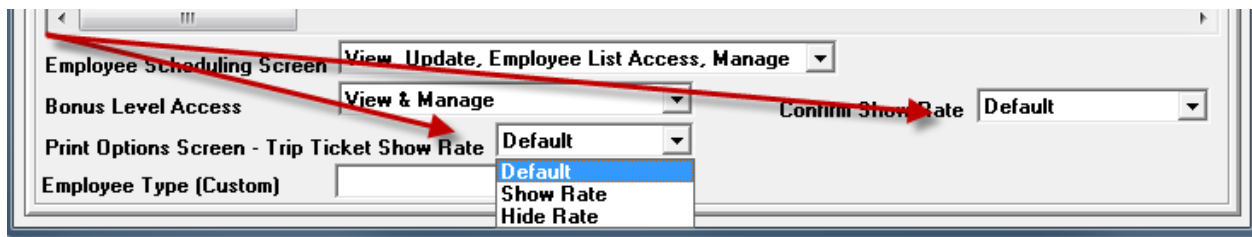
Now and then we get questions about how to show (or hide) pricing on Chauffeur Trip Sheets and Customer Confirmations. The standard way to do this is by checking the relevant block when printing (see below). However, by default, these buttons are “sticky”...which means that, once checked, they stay checked until the user changes them again. That means that there could be a risk that, if an agent changes them to print or email a specific confirmation or trip sheet, he or she might forget and then send all future sheets with the new choices—which might not be the desired outcome.



To avoid this possibility, there is a setting in security (by user) which can set the default.

Go to Maintain...Security... and select the desired user, and click Edit.

At the bottom the the screen, you will see two Print Options...one for Trip Ticket and one for Confirmations.



If the setting is “Default”, that means that the checkmark will stay “sticky”—the system will remember the agent’s choice. But if that user is set to “Show Rate” or “Hide Rate”, then the check mark overrides will automatically reset after each use...so if an agent overrides the setting to show price, for an

example, it would only be for that single confirmation—the agent would not have to remember to “change the setting” back after use—it is automatic.