

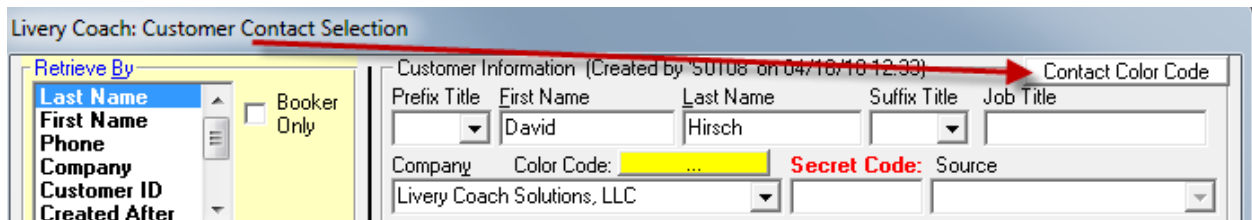
## Tech Tip Tuesday—June 10, 2014

by David Hirsch

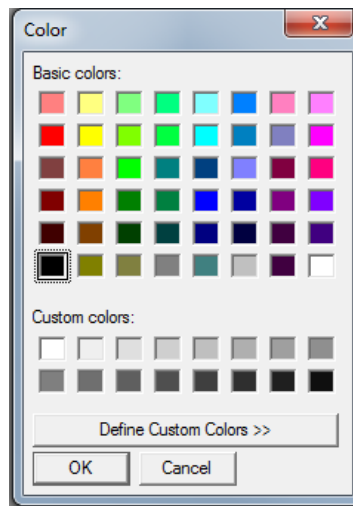
### Color-coding Contacts

Last week we discussed color-coding the company of a contact, so it stands out on the dispatch grid. This week we will cover color-coding individual contacts. This type of color-coding not only shows up in the Dispatch Grid (Customer Name and/or Passenger Name), it also highlights the name right in the contact record itself.

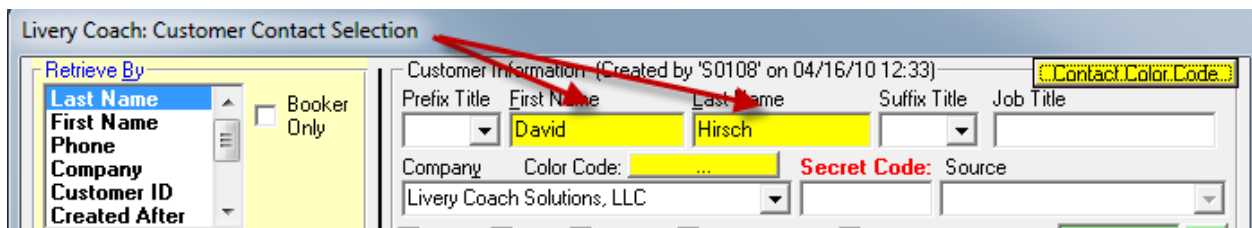
To select a color-code for the contact, click on the “Contact Color Code” button.



You will get the familiar color palate from which you can make your selection.



Once selected, the color will be highlighted in the contact record itself.



Color-coding can be used to tag super VIPs, or people you never turn down, or people you always turn down, or for any other purpose you see fit. And, of course, any reservations with this contact as booker and/or passenger will be appropriately color-coded on the dispatch grid.

| Customer Name | PAX                  |
|---------------|----------------------|
| [Redacted]    | [Redacted]           |
| [Redacted]    | [Redacted]           |
| Hirsch, David | (!) (1) David Hirsch |
| [Redacted]    | [Redacted]           |
| [Redacted]    | [Redacted]           |