

Tech Tip Tuesday—June 24, 2014

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Some more things you can change with CF Variables

Last week we introduced the concept of CF Variables—ways you can change the wording on selected reports (such as Confirmations). Our example was changing the wording of “Gratuity” on the Trip Confirmation

This week we will explore further some of the most often used variables and fields.

For example, on the confirmation, besides the Gratuity, you can also change the “Cancellation Policy” wording (many people change this to “Terms & Conditions”) as well as some of the other text.

Some of the fields are set to “0” or “1” which usually means “hide” or “show” (but read the description of the variable carefully—some are reversed).

The “CFShowDepositList”, if changed from 0 to 1, will show all the deposits (down payments) you have taken on a trip. The “CFShowPUDODirections” will show if you have any directions in a trip.

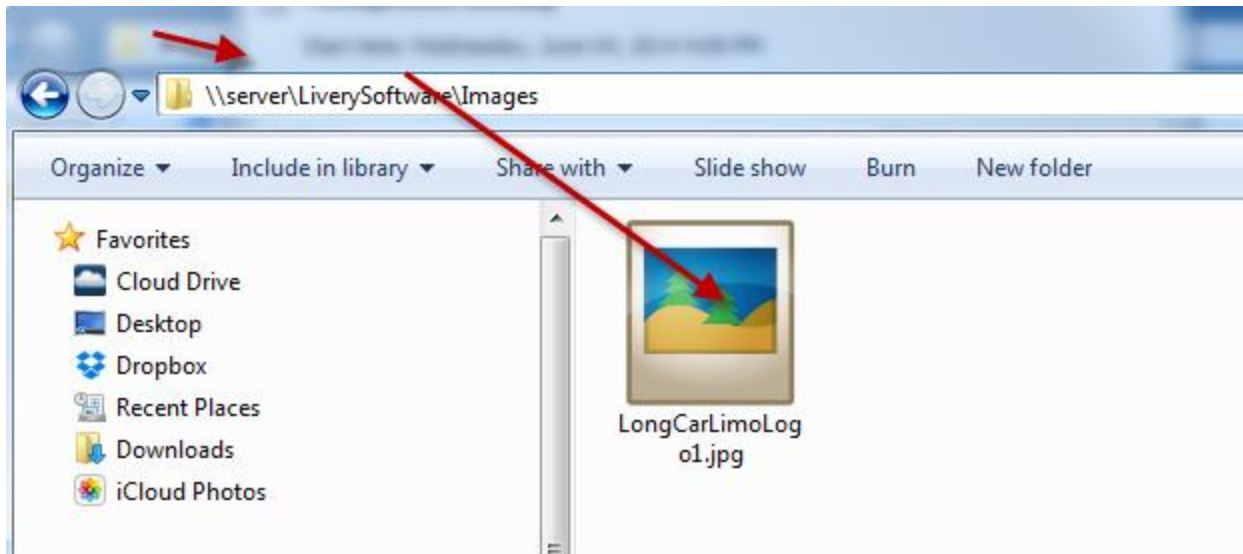
The “CFConfirmNotesFontSize”, which is set by default to “9”, can be changed if you want to print of the Trip Notes to be larger or smaller. If you want to hide the notes completely, simply change the CFConfirmShowResNotes to 0.

CF variables can also be used to put your logo on confirmations, receipts, etc.

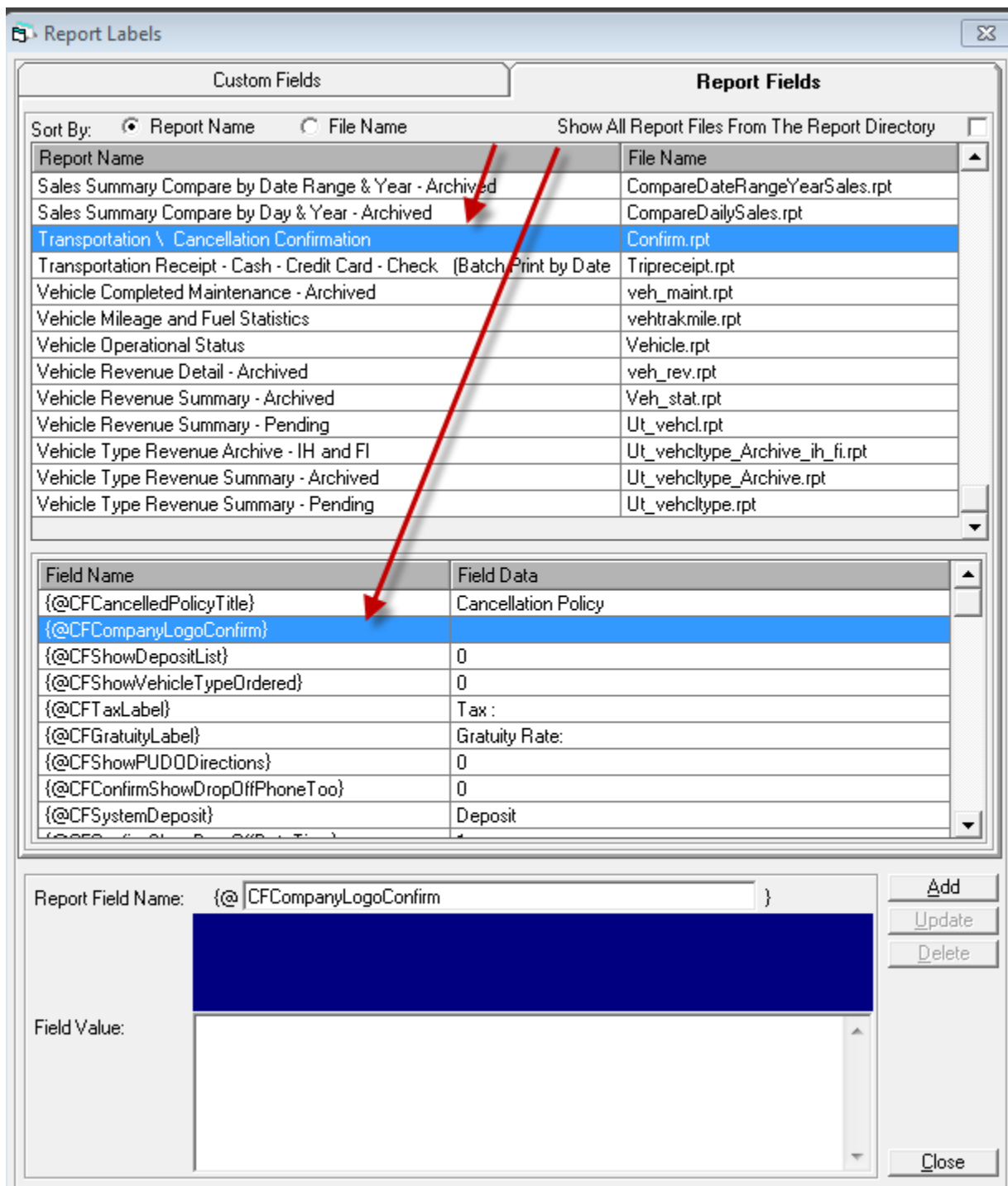
In order to do this, you first need the logo in a jpg of an appropriate size. Then, put it somewhere on your server (accessible by all workstations—we recommend creating a directory under [\\liverysoftware](#) called “images” or “graphics”).

Then, look for the CF variable that refers to an image, and point it to the proper path on the server. Here is an example of how to put your logo on a confirmation.

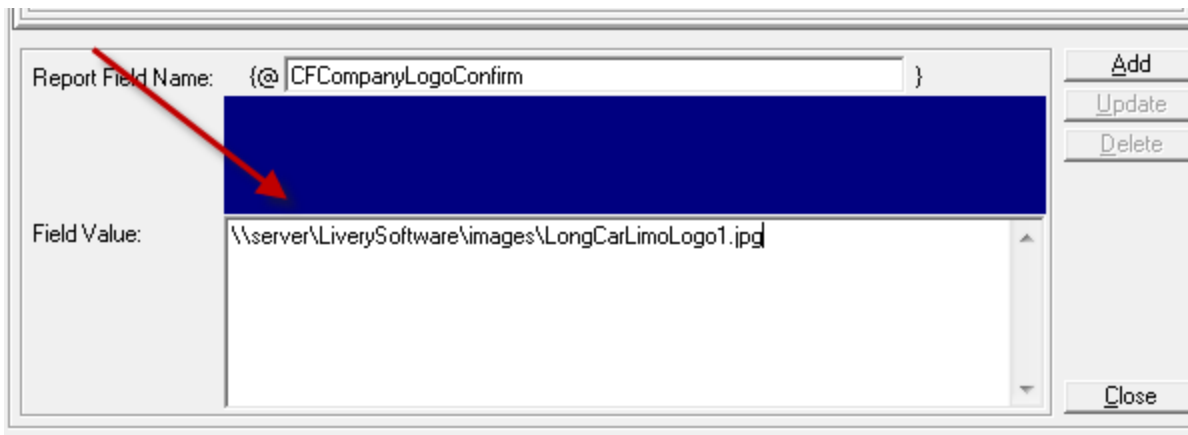
Suppose you have a logo the proper size for your confirmation, and you have already put it in the directory you created—in our example below, the logo file is called “LongCarLimoLogo1.jpg” and it is on the server, in the Images directory.



So now I go to Report Fields, select Transportation \ Cancellation Confirmation, and then highlight "CFCompanyLogoConfirm".



Now, in the field value, type in the path to that logo:



Once you click on “Add”, you will see the variable set on the “Custom Fields” tab, and your logo will appear on your confirmation.

