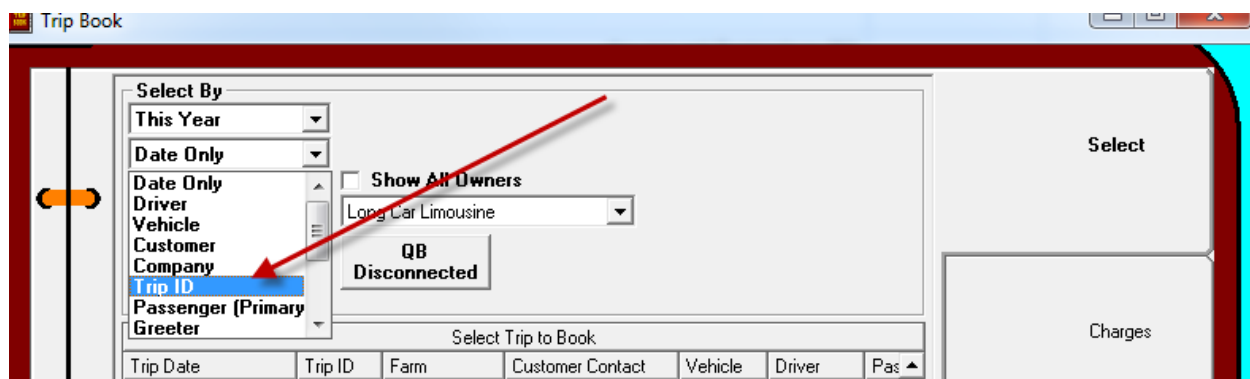


Tech Tip Tuesday—July 22, 2014

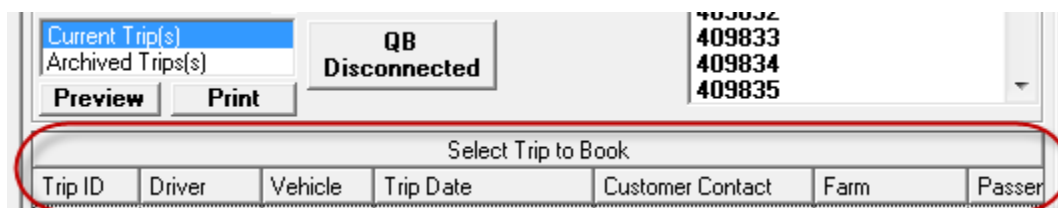
by David Hirsch

Trip Selection in Trip Book...and going back to the Trip Book selection screen

When you first open Trip Book, it defaults to the Select tab, so you can pick the trip you want to process. The selection criteria can be changed in the drop down box—many people pick Trip ID so they can then type in each trip as they pick up the paperwork. But you can also pick whatever you like—maybe you need to close all the trips billed to a particular account because the client needs the bill.



Another feature that people sometimes overlook is the fact that the columns can be sized and arranged...so, for example, if you want the TripID, Vehicle, and Driver all the way to the left—just drag the columns where you want them.



Once you select the job you want to close, review the charges tab, review the driver pay tab, and click process...what happens? Does the system automatically select the next job, forcing you to click back on the Select tab so you can pick the one you want?

If so, this is easy to change. When Trip Book is showing the Select tab, click on the “Save Grid/Tab” button. Then the system will remember (for your userID) that, after processing a trip, you want it to go back to the “Select” tab. (Note that if you click this button while on the Charges, Commissions, or Driver Pay tab, it will then show that tab for the next selected trip).

Trip Book [Window Title Bar]

Select By

This Year [Dropdown]
Trip ID [Dropdown]
All [Dropdown] Show All Owners
Sort Descending [Dropdown] Long Car Limousine [Dropdown]
Current Trip(s) [Dropdown] **QB**
Archived Trips(s) [Dropdown] **Disconnected**
Preview [Button] Print [Button]

Trip ID [Input Field]

- 409828
- 409829
- 409830
- 409831
- 409832
- 409833
- 409834
- 409835

Select [Button]

Select Trip to Book

Trip ID	Driver	Vehicle	Trip Date	Customer Contact	Farm	Passer
[Empty Table Area]						

Charges [Button]
Commissions [Button]
Driver Pay [Button]

Save Grid/Tab [Button] Process [Button] Option [Button] Groups [Button] Credit Card Groups [Button] Exit [Button] Refresh [Button] Help [Button]

Bonus Entity [Form Area]

