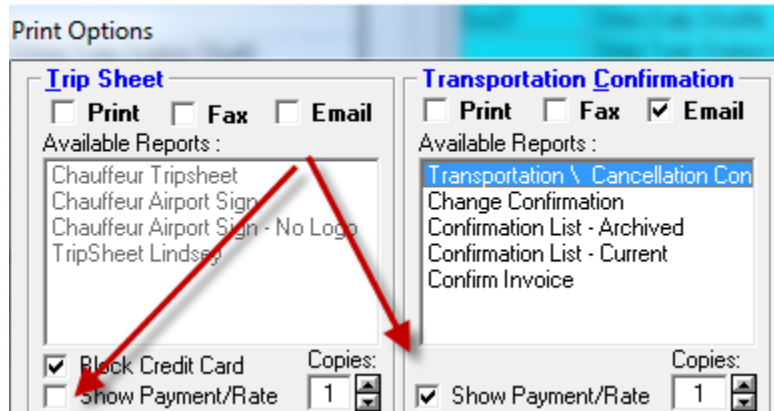


## Tech Tip Tuesday—August 5, 2014

by David Hirsch

### Show/Hide rate on TripSheets and Confirmations

When you go to print a Chauffeur Trip Sheet or a Transportation Confirmation, there are check boxes that determine whether the rate will show or be hidden on the respective documents.

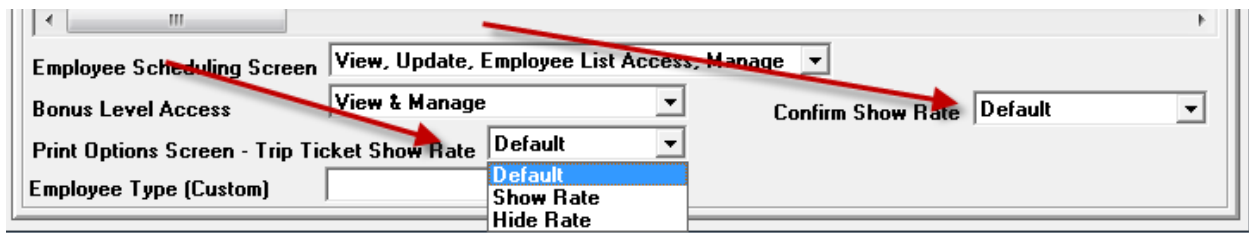


These check marks are what we call “sticky” –which means that once checked, they stay checked (for that user) until unchecked...and once unchecked, they stay unchecked.

However, sometimes people forget—which means that a whole bunch of confirmations are sent with pricing and shouldn't be, or vice versa.

This potential problem can be solved...on a user-by-user basis...by navigating in Maintenance to Maintain...Security.

Select the user for which you want to control the behavior, and click edit. At the bottom of the screen, you will see settings for “Print Options Screen – Trip Ticket Show Rate” and for “Confirm Show Rate” .



Each of these have 3 potential settings...“Default” (which means the check marks are sticky, as discussed above); Show Rate, which means that the box to show rate will be checked every time the window is opened; and Hide Rate, which means that the box will be unchecked every time the window is opened.

By using these options you can prevent users from inadvertently keeping the wrong choices checked.