

Tech Tip Tuesday—September 23, 2014

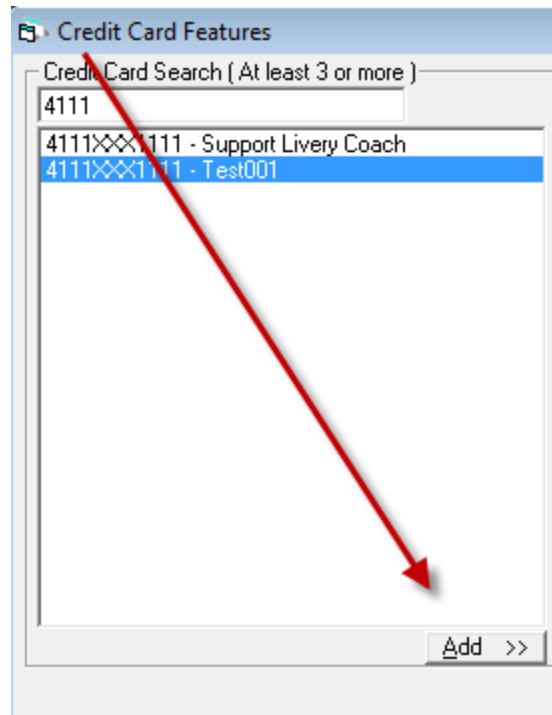
by David Hirsch

Credit Card Features

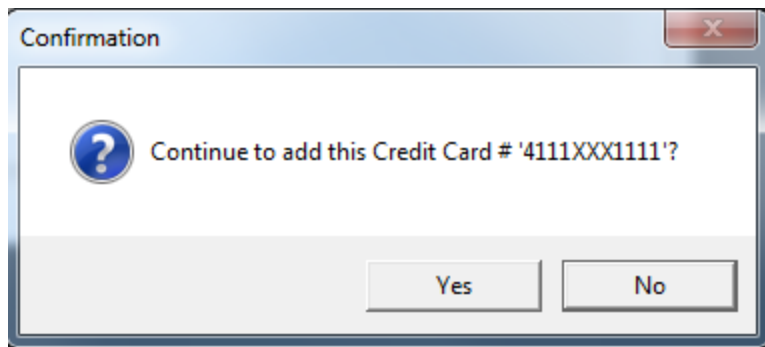
While Livery Coach is very flexible with its profiles so that you can send, for example, confirmations to one email address and receipts to another, occasionally you may have a situation where this can be a bit tedious. For example, maybe you have a number of people who all book from the same company, and they all use the same credit card...and, while they all want their individual confirmations, the bookkeeper wants receipts for any trip booked to that card.

This can be set up in Maintenance...under Maintain...Credit Card Features.

Here you can search for the credit card you are looking for (it must already exist in the payment history of at least one contact in your system). Enter the first few digits, and when it comes up, click on one of the instances and then click "Add".



You will get a confirmation prompt.



Upon clicking Yes, the card will be added. Now all you have to do is add the email address (or fax number) to the relevant field...and be sure to click in the "other" field to save (for example, if you enter an email address, then click in the fax number field to save, and vice versa).

