

Tech Tip Tuesday—February 3, 2015

by Chip Bowman

Vehicle Assignments

While it is possible that a chauffeur may utilize several different vehicles in a shift, it is more common to see a chauffeur using the same vehicle for an entire day, or sometimes even longer. If this is the case for your business, you may be able to save some time by using the Vehicle Assignments feature.

In Reservations, select Options>Vehicle Assignments

Vehicle/Driver Assignments

Vehicle	Assign Date:	Chauffeurs
MX01	01/31/2015	Bernis Martin
S138		Corey Gordon
S160		Cruz Villasana
S161		Deven Fowles
S163		Edward Westlake
S165		Eugene Coston
S166		Howard Tarantino
S167		James Williams
S168		Jason Nicholas

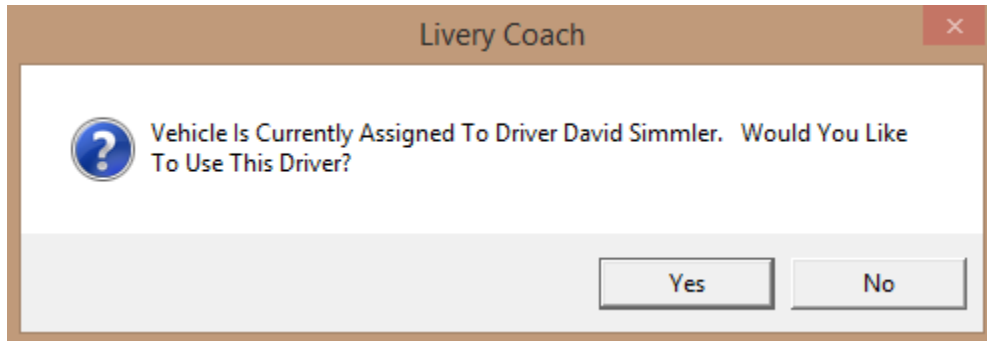
< Remove >

Assignments		
Vehicle	Chauffeur	Expired Date
MB023	Cecil Clark	1/31/2015
S162	David Simmler	01/31/2015

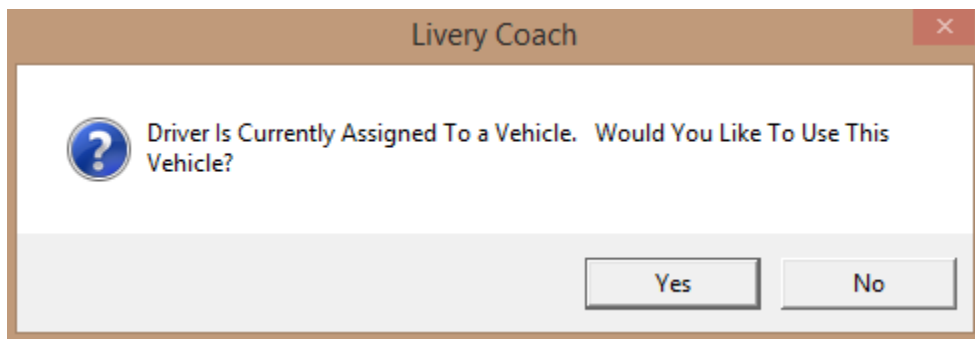
OK Cancel Help

Double click on the vehicle, then double click on the chauffeur. Congratulations, you've just assigned your chauffeur to a vehicle.



Now when you assign that vehicle to a trip you'll receive the following prompt:



Or if you assign the chauffeur to a trip you'll receive this prompt:



Click "Yes" on either one results in both the chauffeur and the vehicle being assigned to the reservation.

Trip Detail - 451651 -	
	52053-Simmler
	5162

A couple things to keep in mind:

- By default vehicle assignments are always for the current day, however you can extend this by selecting the assignment and changing the expiration date.
- While vehicle assignments can minimize errors, if your dispatchers are not paying attention to the prompts it could result in other errors; suppose a chauffeur is assigned to a vehicle for the am shift, he returns the car, and a new chauffeur takes the car for the evening shift. If the vehicle assignment is not changed the earlier chauffeur could be mistakenly assigned to the job.