

Tech Tip Tuesday—March 24, 2015

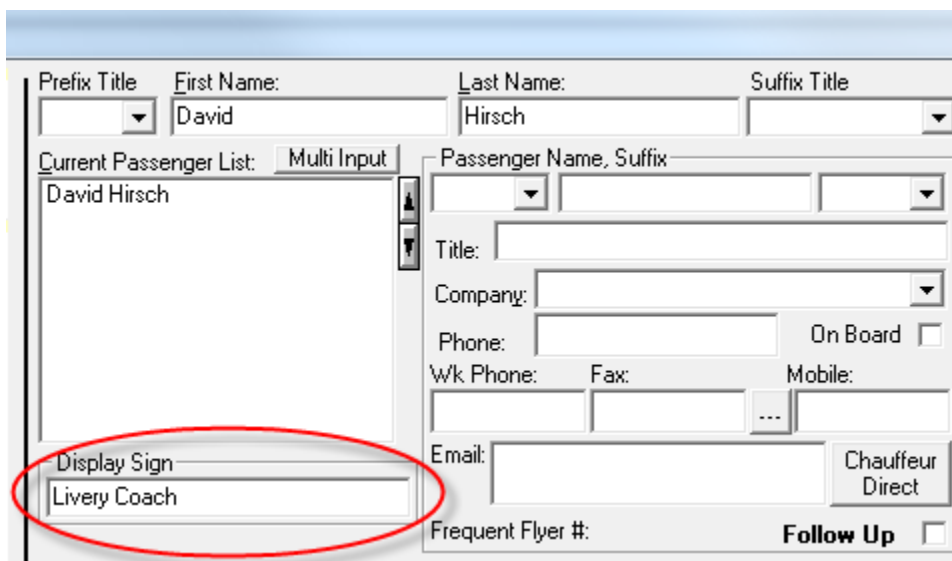
by David Hirsch

Airport Sign

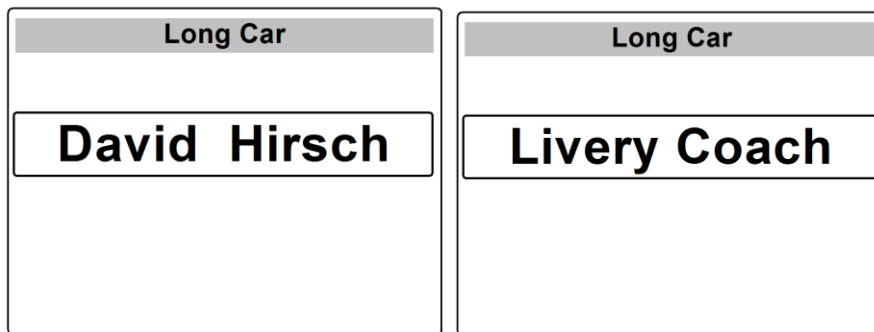
One of the functions of Livery Coach allows you to generate an airport greeting sign (on paper, for those of you not using tablets yet).

By default, the sign shows the full name of all the passengers, but that can be changed.

First of all, if you want the sign to be something completely different, then in the passenger screen on a reservation, just type something in to the “Display Sign” field. In the example, below, the airport sign would just say “Livery Coach”. If the field is blank, it shows the passenger name(s).



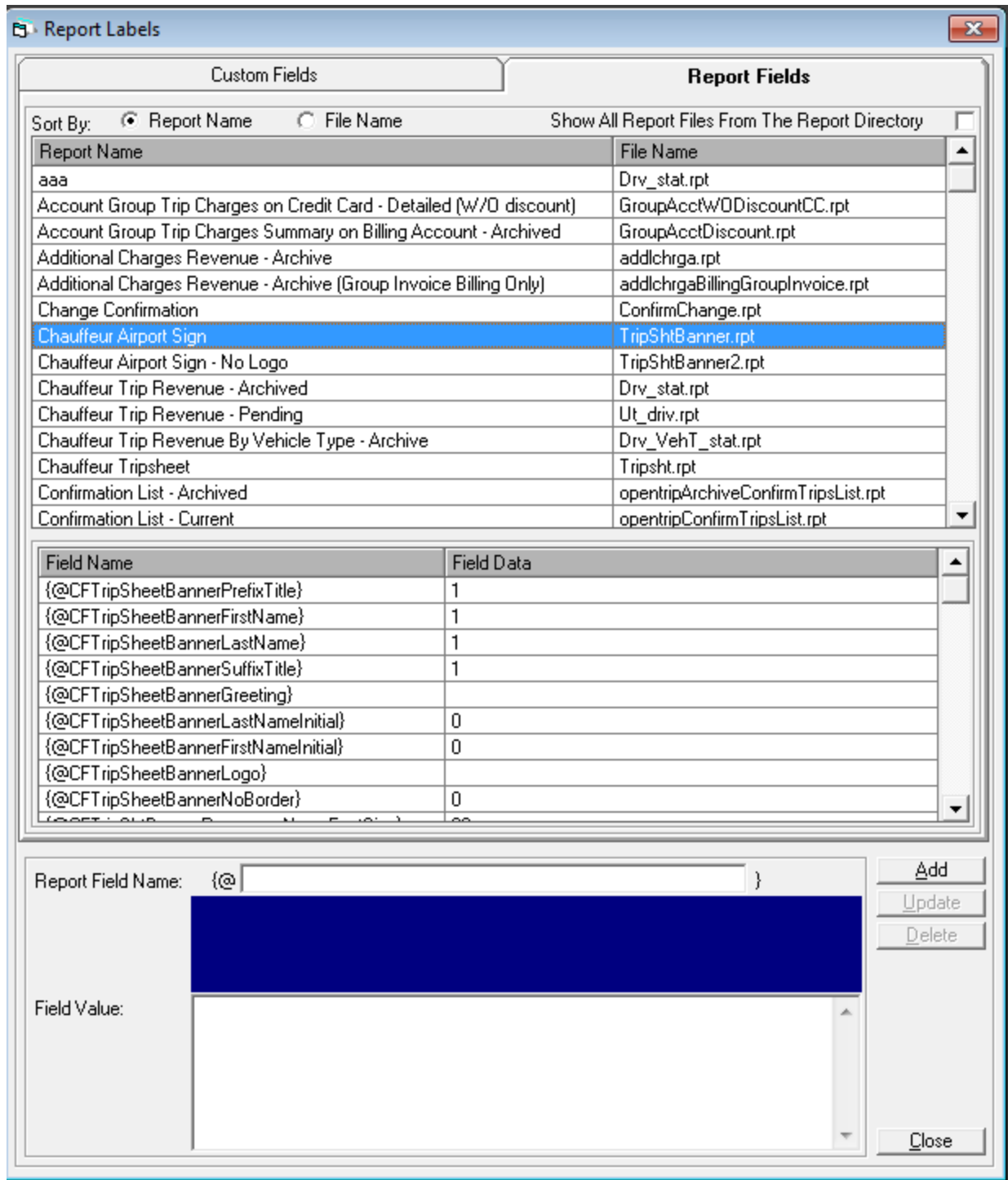
The screenshot shows a software interface for managing passenger information. At the top, there are fields for 'Prefix Title', 'First Name:' (containing 'David'), 'Last Name:' (containing 'Hirsch'), and 'Suffix Title'. Below these is a 'Current Passenger List:' section with a 'Multi Input' button and a list containing 'David Hirsch'. To the right of the list is a 'Passenger Name, Suffix' section with a dropdown menu. Below that are fields for 'Title:', 'Company:', 'Phone:', 'Wk Phone:', 'Fax:', 'Mobile:', and 'Email:'. There are also checkboxes for 'On Board' and 'Chauffeur Direct', and a 'Follow Up' checkbox at the bottom right. A red circle highlights the 'Display Sign' field, which contains the text 'Livery Coach'.



If you don't like the border around the name, or just want last name, or want to make other changes, this can all be done using the Customer Fields (CF) built into the report.

The use of CF's to control formatting and other aspects of reports were covered in a series of tech tips last year, but here's a quick review as it relates to the Airport Sign.

In Maintenance, navigate to Reports...Labels. Then select the "Report Fields" tab, and then "Chauffeur Airport Sign". You will see the middle window fill with fields that can be changed.



To change the look of the sign, simply select the field you want to modify, enter the new value, and click on Add.

Important Note: If you highlight the label again on the Report Fields tab, you will notice that it is still the default—that’s because the Report Fields tab ALWAYS shows the default settings—what is built in to the report. If you select the “Custom Fields” tab, you will see the field you just added.

In the following example, I will change the “greeting” to say “Welcomes”, change the sign to show last name only, and remove the border.

Field Name	Field Data
{@CFtripSheetBannerPrefixTitle}	1
{@CFtripSheetBannerFirstName}	1
{@CFtripSheetBannerLastName}	1
{@CFtripSheetBannerSuffixTitle}	1
{@CFtripSheetBannerGreeting}	1
{@CFtripSheetBannerLastNameInitial}	0
{@CFtripSheetBannerFirstNameInitial}	0
{@CFtripSheetBannerLogo}	
{@CFtripSheetBannerNoBorder}	0

Report Field Name:	{@CFtripSheetBannerGreeting}	<input type="button" value="Add"/>
	<div style="background-color: blue; height: 20px; width: 100%;"></div>	<input type="button" value="Update"/>
		<input type="button" value="Delete"/>
Field Value:	WELCOMES	
		<input type="button" value="Close"/>

Field Name	Field Data
{@CFTripSheetBannerPrefixTitle}	1
{@CFTripSheetBannerFirstName}	1
{@CFTripSheetBannerLastName}	1
{@CFTripSheetBannerSuffixTitle}	1
{@CFTripSheetBannerGreeting}	
{@CFTripSheetBannerLastNameInitial}	0
{@CFTripSheetBannerFirstNameInitial}	0
{@CFTripSheetBannerLogo}	
{@CFTripSheetBannerNoBorder}	0

Report Field Name: { @ CFTripSheetBannerFirstName }

Field Value: 0

Buttons: Add, Update, Delete, Close

Field Name	Field Data
{@CFTripSheetBannerPrefixTitle}	1
{@CFTripSheetBannerFirstName}	1
{@CFTripSheetBannerLastName}	1
{@CFTripSheetBannerSuffixTitle}	1
{@CFTripSheetBannerGreeting}	
{@CFTripSheetBannerLastNameInitial}	0
{@CFTripSheetBannerFirstNameInitial}	0
{@CFTripSheetBannerLogo}	
{@CFTripSheetBannerNoBorder}	0

Report Field Name: { @ CFTripSheetBannerNoBorder }

// 0 - Show Border
// 1 - Hide Border

Field Value: 1

Buttons: Add, Update, Delete, Close

Now, when I run the same sign (without the "Display Sign" override), I can see the effect of my changes.

Long Car

WELCOMES

Hirsch