

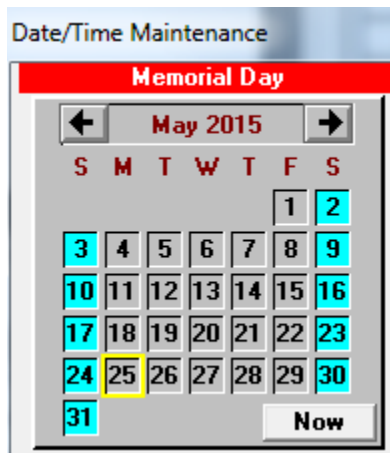
Tech Tip Tuesday— May 27, 2015

by David Hirsch

Holidays

Happy Memorial Day—the official start to summer! (With apologies to our Canadian friends, who had their Monday off a week ago.)

When booking a trip, it can be very helpful to know if the date of the trip is a holiday. This is easy to program in Livery Coach, so when a holiday is selected, the name of the holiday is flashing at the top of the calendar. (Note that the screen shot below does not show the actual flashing!)



To add or edit a holiday, simply navigate to Maintain...Holidays. (Note that you should visit this area at least once a year to update all the holidays—this is not an automatic process).

Also note that each holiday has a start time and an end time—so you can create holidays that only span a portion of a day (such as New Year's Eve.) In addition to entering the description of the holiday, we recently added a Message box so that you can enter special instructions concerning that holiday.

Edit Holiday

Holiday :

From Date/Time : ...

To Date/Time : ...

Message :

The special instructions then appear in the Holiday Message tab of the Date/Time window of a trip.

Date/Time Maintenance

Memorial Day

View: Pick Up Drop Off

Dwelling Time: 120 Minutes
05/25/2015 08:57 PM
 Wakeup Alert

Trip Duration: 0 Days
1 Hours
30 Minutes

Block Time: 20 Minutes
05/26/2015 12:47 AM

Pick Up: 05/25/15 10:57 AM/PM
Monday Evening

Drop Off: 05/26/15 12:27 AM/PM
Tuesday Early Morning

General | Flight Information | **Holiday Message**

Normal rates apply

Ok Cancel Help

Despite the fact that this is called “Holidays”, this feature can be used for other special dates. For example, maybe you are sold out of limousines for a particular weekend. You could set up a holiday with a date range of the weekend, and call the holiday “Limos Sold Out”. Then, when the reservationist tries to book on that date, he or she will be reminded (and can view the Message to see if there are any special instructions). This can also be used for special events (the message might say “6 hour minimum on all trips”).

A final note: by itself, creating and maintaining your holiday list does NOT affect the charges/fees. If you want to charge an extra fee for trips on holidays, that would be automated in Charges/Fees (which will be covered in a future Tech Tip).