

Tech Tip Tuesday— July 7, 2015

by David Hirsch

Expand Summary Section On Open

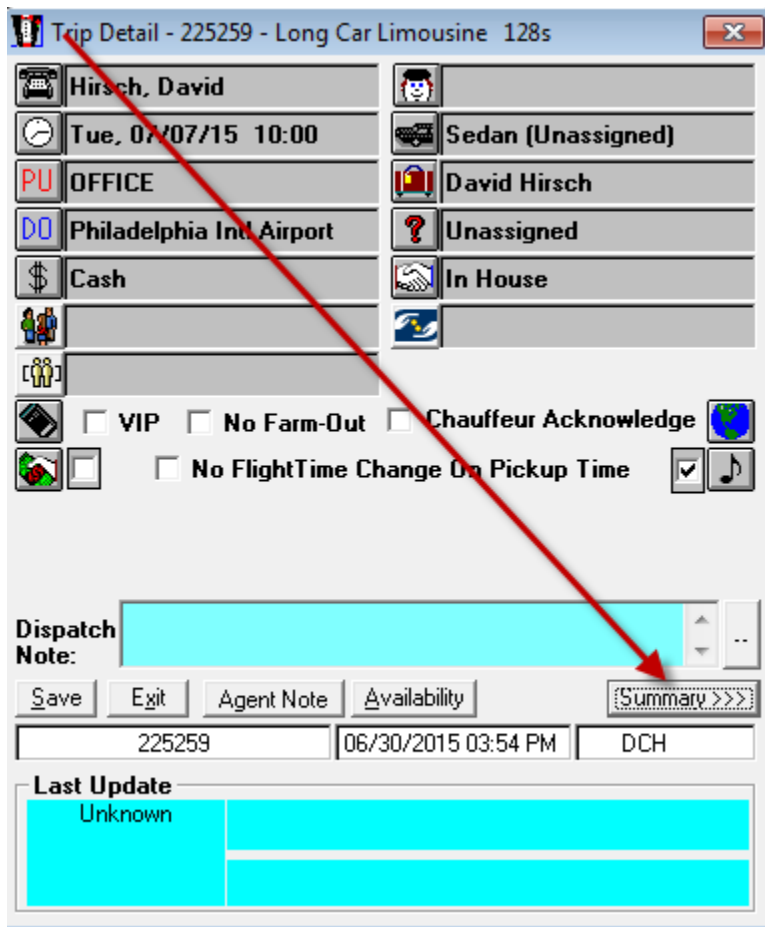
When you open a trip in Livery Coach, there are two sections...the main section where you can click on the buttons to drill down into detail or make changes, and the Summary section, which gives you a summary of the reservation (useful for reading back to the customer).

The screenshot shows a software window titled "Trip Detail - 225259 - Long Car Limousine 128s". The window is divided into several sections:

- Header:** Summary | Option | Features
- Left Panel:** A grid of information including:
 - Name: Hirsch, David
 - Date/Time: Tue, 07/07/15 10:00
 - Vehicle: Sedan (Unassigned)
 - Pickup Location: OFFICE
 - Driver: David Hirsch
 - Drop-off Location: Philadelphia Intl Airport
 - Status: Unassigned
 - Payment: Cash
 - Location: In House
- Form Section:** Includes checkboxes for "VIP", "No Farm-Out", "Chauffeur Acknowledge", and "No FlightTime Change On Pickup Time".
- Dispatch Note:** A text area with a "Save" button.
- Last Update:** A table showing the last update status as "Unknown".
- Summary Section (Expanded):** A table with the following data:

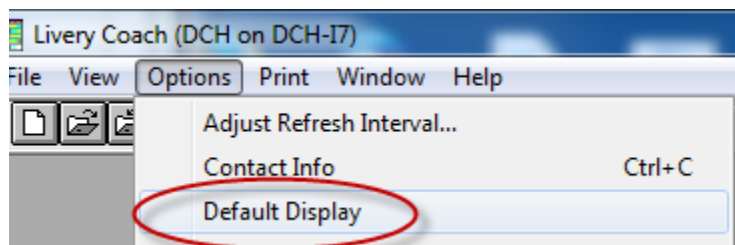
Contact Company	Livery Coach Solutions, LLC
# Of Passengers	1
Passenger Name(s)	David Hirsch (123456) w:(610) 296-7800
Reserv. Date/Time	Tuesday - Jul 07, 2015 10:00
Pick Up	OFFICE:: 1530 McDaniel Drive , West Chester, PA 19380
Drop Off	Philadelphia Intl Airport:: Airport: PHL Terminal: Airline: US Flight #: 781 Time: 13:50 Destination: LAX
Occasion	Airport Drop-Off
Vehicle Type	Sedan (Ordered: Sedan)
Payment Method	Cash
Trip Total Cost	\$ 127.00
Deposit	\$ 0.00
Balance Due	\$ 127.00
Trip Notes	Pillow and blanket on every trip
- Bottom Buttons:** Confirm, Copy Trip Wizard, File Attachment, and an eye icon.

When you open a trip, if the summary section isn't already visible, clicking on the summary button will expand the view and show you the summary.

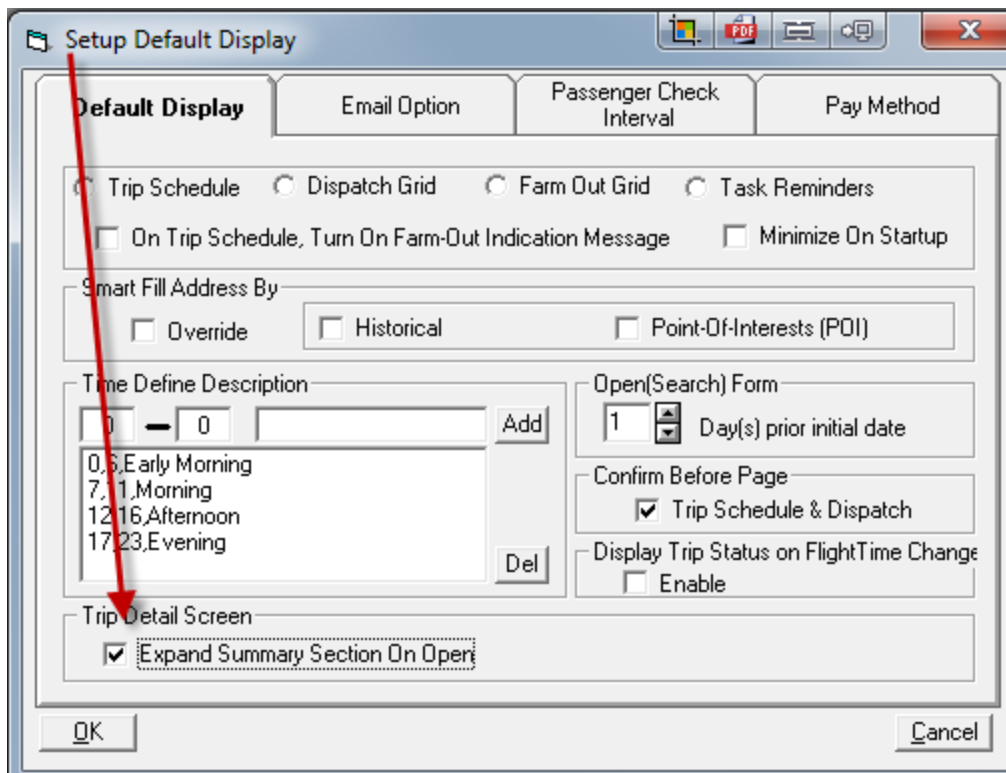


But what if you want the summary screen to always be visible when you open a trip? This is easy.

Simply navigate to Options, Default Display.



At the bottom of the Default Display tab, there is a box that can be checked labeled "Expand Summary Section On Open".



Once checked, when you open a trip, the Summary section will automatically open whenever you open a trip. Saves a step, and a second or two for each reservation.