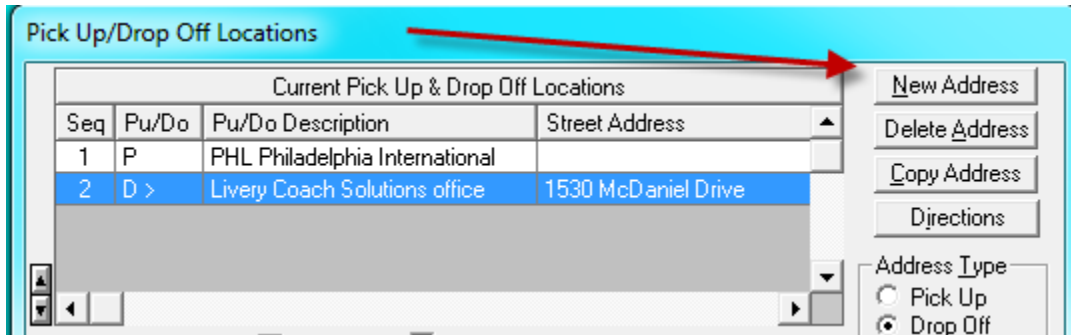


Tech Tip Tuesday— August 25, 2015

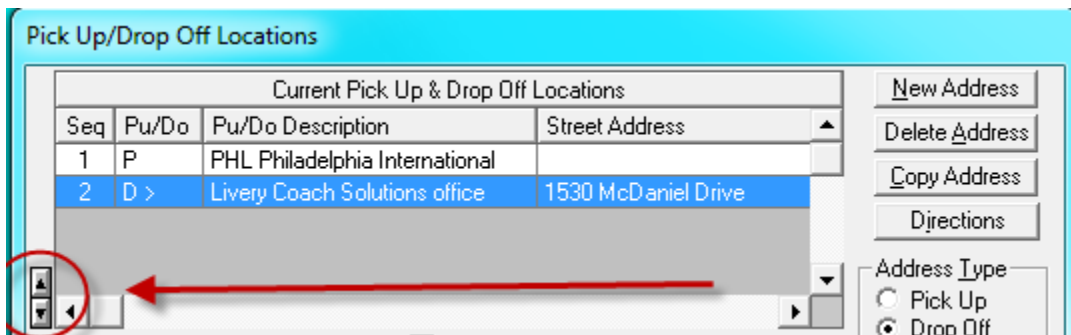
by David Hirsch

Shortcuts in the Pickup/Dropoff screen

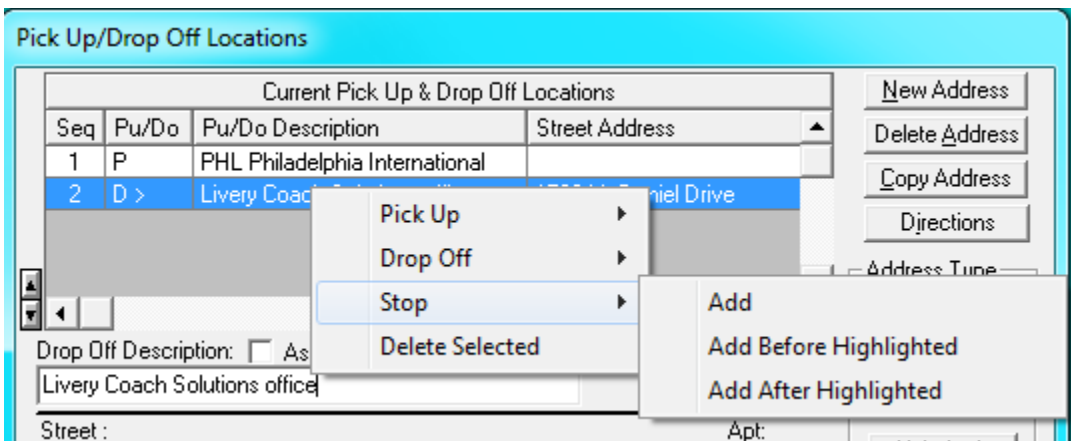
Most if not all of you are aware that when you need to add a new line to the list of Pickups, Stops, and Drops, you can simply click on New Address and add the address (to the bottom).



You can then use the arrow keys at the left to organize the order of your pickup, stops, and drops.



However, there is another way, which can be faster, especially if you want to insert a stop in the middle. Simply right-click on the line adjacent to where you want the insertion (either above or below).



You then have the option to add a line at the end, before the one you picked, or after the one you picked. If you have a trip with lots and lots of stops, this method might be a lot faster than adding it to the end and then having to move it up.