

Tech Tip Tuesday—January 12, 2016

by David Hirsch

Address History

When you book a trip and get to the screen where you enter the routing, there is a history of previous places that the booker (or passenger) has been to. Note that you can “Show History By” either Passenger or Contact, by checking the appropriate button.

Pu/Do Description	Street	City
Phila. Intl Airport - PHL		Philadelphia
Celebrity Limousine		Malvern
Martinez Residence		Malvern
John F Kennedy Intl Airport		Jamaica
Hirsch Residence		Berwyn

How does this data get there? Every time a trip is booked and then archived (processed in TripBook), it creates history in all the contacts associated with that trip (the booker and passengers).

Over time, especially if minor changes are made to the routing, some profiles can become cluttered with near-duplicates of the same place. Also, if a customer moves, you might want to delete the references to his or her old address in the profile.

While there was always the ability to delete historical entries in the Pickup/Dropoff screen while booking a trip, this can be tedious and slow.

The faster way is to edit all the address history directly from the contact, using the MultiEdit button.

When a profile is open, click on the PU/DO History tab to access the Pickup/Dropoff address history.

Primary Address | Other Address(es) | Payment History | **PU/DO History** | Agent Company

Street | Apt

Once the tab is highlighted, click on the Multi Edit button.

Results after deletion:

Contact Address History

Pu/Do Description	Street	Apt	City	State	Zip	Phone
Cedar Hollow						
Cedar Hollow						
John F Kennedy Intl Airport			Jamaica	NY	11430	80053825
▶ Phila. Intl Airport - PHL			Philadelphia	PA	19153	80094354
Borgata Casino Hotel and Spa						
Martinez Residence						
Residence						
127 Fairfax Ct Phoenixville						
Hirsch Residence						
Livery Coach Solutions office						
Albertos Restaurant						
Diane Vacation Home						
Meyer Residence						
Celebrity Limousine						
Celebrity Limousine						
Livery Coach Software						
Allaire Limousine						
Atlanta Hartsfield Airport						
Asheville Regional Airport						
8216 Winnetka AVE Winnetka						
Erich Home						
Martindale Residence						
St Francis in The Fields						
Trump Taj Mahal						

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Delete

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