

## Tech Tip Tuesday—January 17, 2017

### Reminder: Livery Coach User Meeting in Las Vegas

Livery Coach will be having our annual users' meeting in Las Vegas the Sunday before the LCT Show. This year, that means Sunday, March 12, 2017, at 2pm, at the Venetian in Delfino 4106 (Level 4, Foyer West).

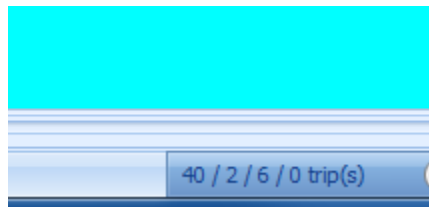
### Reminder: Tech Tip Archive

We now have archived Tech Tips available online! Please visit [www.liverycoach.com/TechTips/](http://www.liverycoach.com/TechTips/) if you want to see any past tech tip.

### Trip Count

At the bottom of the dispatch grid or trip schedule, there is a series of 4 numbers.

This is your Trip Count—it shows how many trips you have. The first number is your total In-House jobs; the 2<sup>nd</sup> is your Farm-In jobs. The third is your Farm-Out jobs, and the fourth is how many Quotes you have.



If you double-click on the numbers, it will open up a box that tells you more about your trip count.

The screenshot shows the 'Trip Counting' software window. The main area displays a table with columns for 'Current Database' and 'Archive Database', each with sub-columns for 'In-House', 'Farm-In', 'Farm-Out', and 'Exclude'. The 'Today' column shows the count for each status. A summary bar at the bottom shows the total counts: 40 In-House, 2 Farm-In, 6 Farm-Out, and 0 Quotes. The status 'Quote' is highlighted in green.

Status Description	Current Database				Archive Database				Today
	In-House	Farm-In	Farm-Out	Exclude	In-House	Farm-In	Farm-Out	Exclude	
Pending	0	0	0		0	0	0		0
Unassigned	0	0	0		0	0	0		0
Assigned	0	0	4		0	0	0		0
Dispatched	22	1	0		0	0	0		1
On The Way	7	0	0		0	0	0		0
Arrived	1	0	0		0	0	0		0
Customer In Car	3	0	1		0	0	0		0
Done	7	1	1		0	0	0		0
Canceled	0	0	0		0	0	0		0
Down	0	0	0		0	0	0		0
FlightTime Change	0	0	0		0	0	0		0
Farm Out - Unassigned	0	0	0		0	0	0		0
No Show	0	0	0		0	0	0		0
Late Cancel	0	0	0		0	0	0		0
Quote	0	0	0		0	0	0		0

Summary: 40 / 2 / 6 / 0 trip(s)

For instance, if you look at the “Today” column on the far right, it shows that one trip was taken today for a pickup today—which is one indication of how busy your dispatchers might be.

It also shows you current vs archive—so if you pick a date in the past, you should have no current trips, since a current trip hasn’t been costed out in TripBook (and you probably haven’t gotten paid).

If your security permits, you can also click on the Revenue tab and see the revenue by vehicle type (by default, only vehicles with trips for that day are shown).

The screenshot shows the 'Revenue' tab in the TripBook software. It features a table with columns for 'Vehicle Type', 'Description', 'Current Count', 'Current Revenue', 'Archive Count', and 'Archive Revenue'. The table lists vehicle types: Luxury Sedan (18 trips, 4,431.65 revenue), Motor Coach (1 trip, 925.00 revenue), Sedan (18 trips, 1,754.18 revenue), and SUV (11 trips, 2,012.05 revenue). A 'Grand Total' row shows 48 current trips and 9,122.88 revenue, with 0 archive trips and 0.00 revenue. To the right of the table are several checkboxes: 'Show All Vehicle Type Revenue', 'Show Only Trip With Vehicle Revenue', 'Apply Farm-Out Payable', and 'Chart View'. A 'Report' button is also present. Below the table, there are radio buttons for 'Vehicle Type' (selected) and 'Payment Type'. At the bottom, there are checkboxes for 'Exclude the following' items: 'Addl Charges', 'Standard Gratuity', 'Special Gratuity', 'Service Charge (Tax)', and 'Trip Discount'. A yellow warning box on the right states 'Cancel, DownTime, and Waiting are not included.'

Vehicle Type	Description	Current		Archive	
		Count	Revenue	Count	Revenue
Luxury Sedan		18	4,431.65	0	0.00
Motor Coach		1	925.00	0	0.00
Sedan		18	1,754.18	0	0.00
SUV		11	2,012.05	0	0.00
-----		-----	-----	-----	-----
Grand Total		48	9,122.88	0	0.00

If you are more concerned about cash-flow, at the bottom you can see revenue by payment type...simply click the radio button.



That switches the view to this:

Payment Type		Current		Archive	
Description	Count	Revenue	Count	Revenue	
American Express	22	4,161.81	0	0.00	
MasterCard	3	293.54	0	0.00	
Visa	10	3,126.85	0	0.00	
Account	13	1,540.68	0	0.00	
=====	=====	=====	=====	=====	=====
Grand Total	48	9,122.88	0	0.00	

Finally, you can do this for any day—or any date range. Simply select the day on the calendar, or click on Date Range, enter your starting and ending date, and click on the Calculate Now button. Note: this is a resource-intensive task, so depending on your selections it might take a little while to run.

Trip Status Count

◀ January ▶      ◀ 2017 ▶

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Calendar       Date Range

Trip Status Count

Start Date

01/01/2017

End Date

01/15/2017

Calendar       Date Range