

Tech Tip Tuesday—January 24, 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

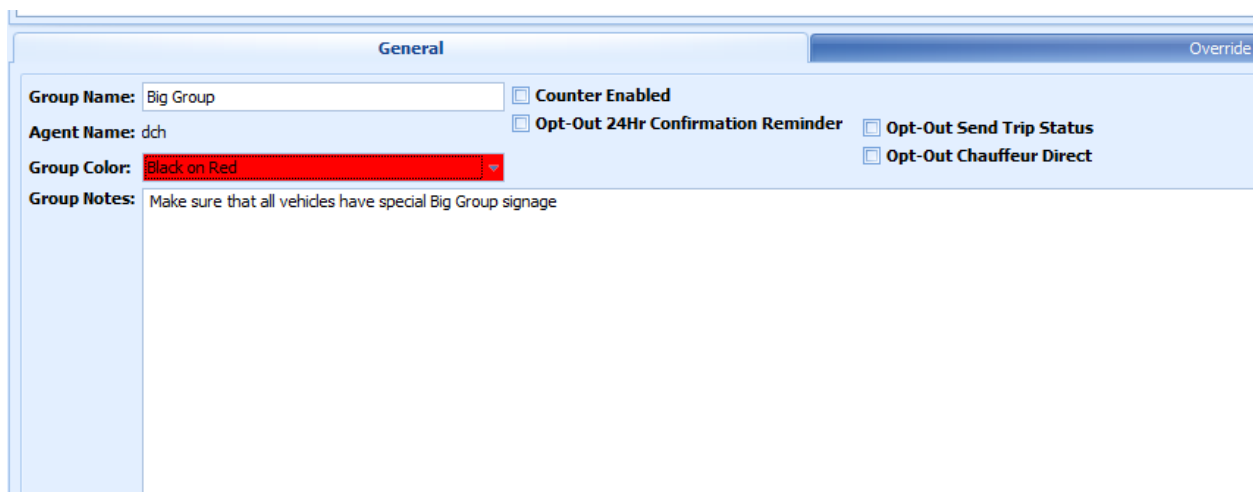
We now have archived Tech Tips available online! Please visit www.liverycoach.com/TechTips/ if you want to see any past tech tip.

Group Name

While many of you know and use Group Name, we recently discovered that this is a feature not known to all users, so we thought a brief summary might be helpful.

Group Name is a label that you can attach to one or more trips so that you know the trips are related. The trips do not need to have any other elements in common (that is, they can be booked by different people with different companies, paid in different ways, etc.) One you have some trips with the same Group Name, there are a few things you can do with them, well, as a group.

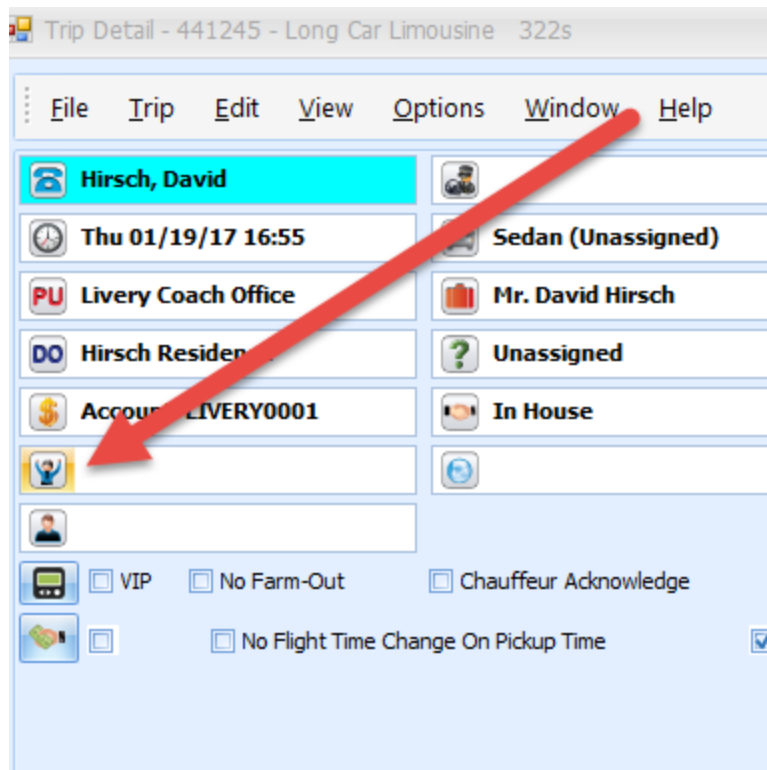
To use a Group Name, you first have to set it up. Navigate to Setup...Group Name, and add a Group Name. You can also color-code this Group Name, and type in some special instructions. If you check any of the "Opt-Out" boxes, then trips with this group will have certain Chauffeur Direct features suspended, despite what the booker preferences are (since your meeting planner might not want to receive 300 24-hour trip reminders, for example). Once you have entered the desired information, be sure and click on Save.



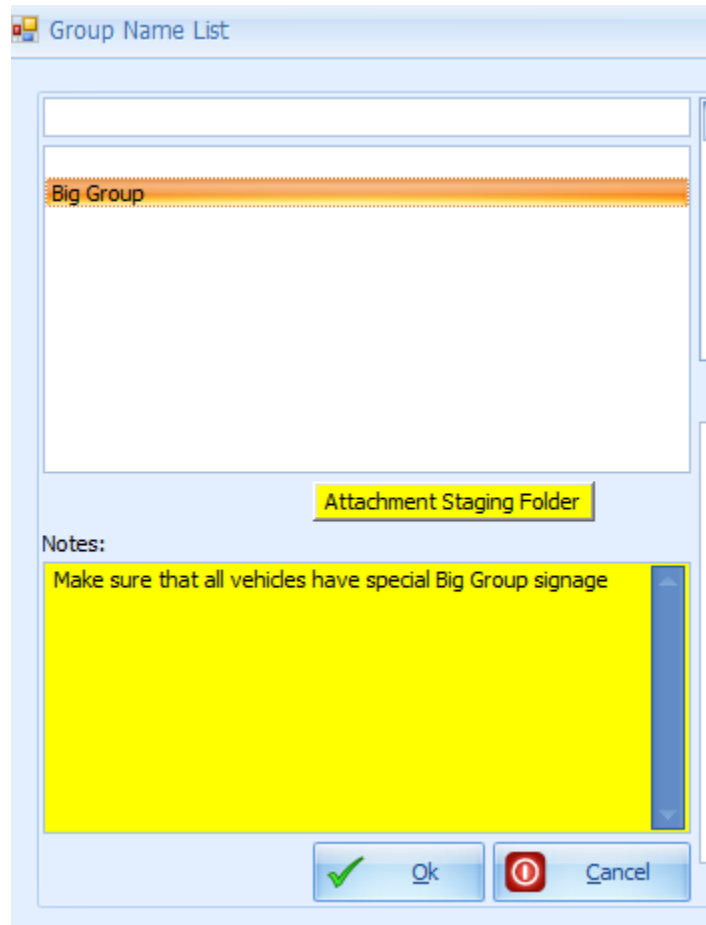
The screenshot shows a software interface with a 'General' tab selected. The 'Group Name' field contains 'Big Group'. The 'Agent Name' is 'dch'. The 'Group Color' is set to 'Black on Red'. There are four checkboxes: 'Counter Enabled', 'Opt-Out 24Hr Confirmation Reminder', 'Opt-Out Send Trip Status', and 'Opt-Out Chauffeur Direct'. The 'Group Notes' field contains the text 'Make sure that all vehicles have special Big Group signage'.

General		Override
Group Name:	Big Group	<input type="checkbox"/> Counter Enabled
Agent Name:	dch	<input type="checkbox"/> Opt-Out 24Hr Confirmation Reminder
Group Color:	Black on Red	<input type="checkbox"/> Opt-Out Send Trip Status
Group Notes:	Make sure that all vehicles have special Big Group signage	<input type="checkbox"/> Opt-Out Chauffeur Direct

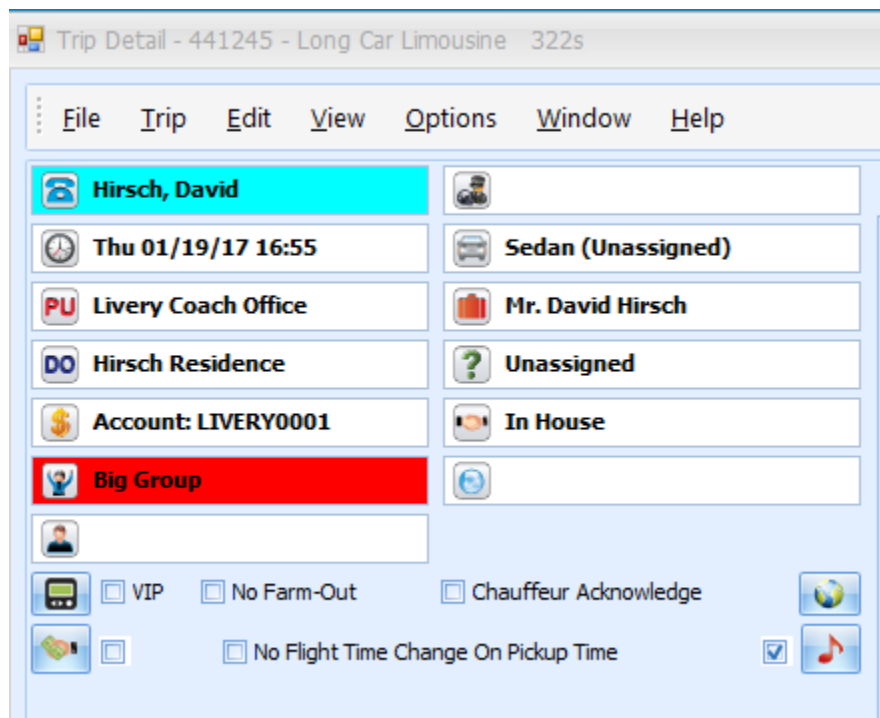
Then, when you have a trip, simply click on the Group Name field (the little man holding up a sign, or cheering, or being held up at gunpoint—whatever it looks like to you...).



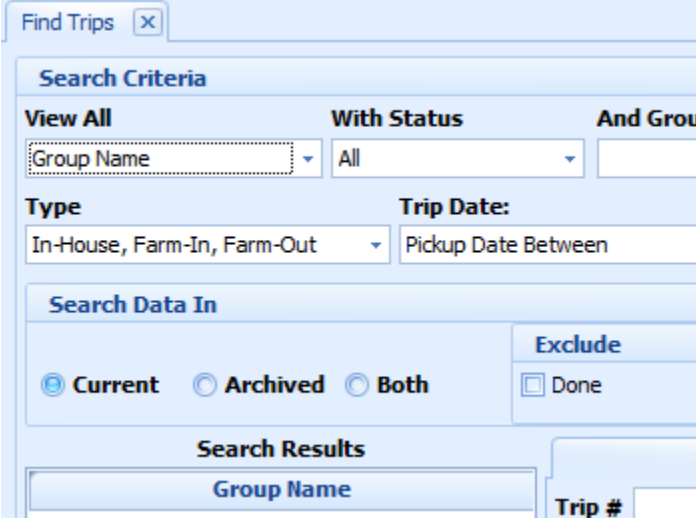
Now select the Group Name from the list. (When you pick it, you see the Notes for the group too.)



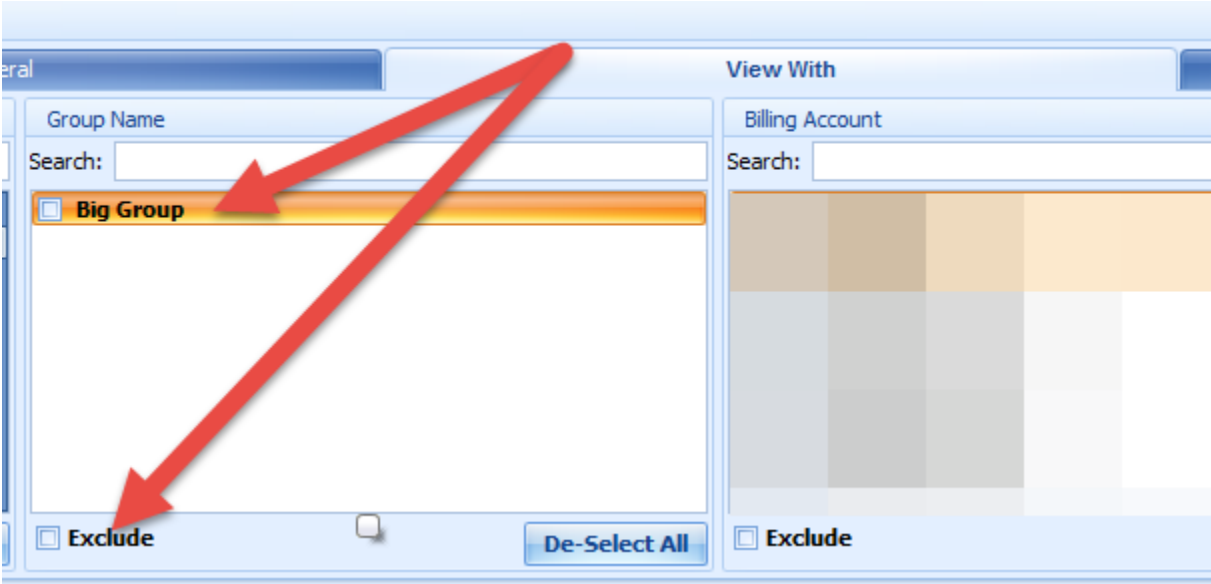
Now a Group Name is attached.



You can now use Group Name as a search field in Find Trips.



You can also set your dispatch grid to only show this group...or to show all trips except this group. If you have a big group and are using a separate dispatcher just to handle this group's trips, this can be handy.



Future Tech Tips will talk more about other features of Group Name.