

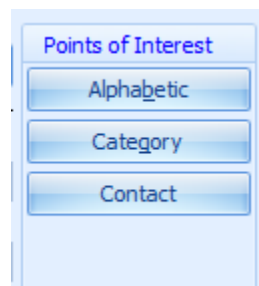
## Tech Tip Tuesday—September 19, 2017

### Reminder - Fall Show Schedule

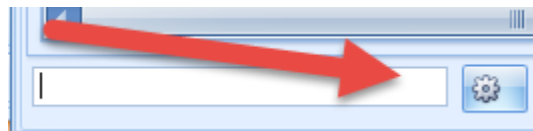
Livery Coach will be exhibiting at the Chauffeur Driven Show (Booth 50) in Orlando (October 22-25) and the LCT East Show (Booth 8) in Atlantic City (November 5-7). We look forward to seeing you there! For those of you planning further ahead, we will also be exhibiting at the LCT Show in Las Vegas in March 2018.

### Points of Interest Search

As many of you know, in the Pickup/DropOff section of a trip, there are buttons to easily access the Points of Interest, either Alphabetically, by Category, or by Contact (which searches another contact's history for locations.)

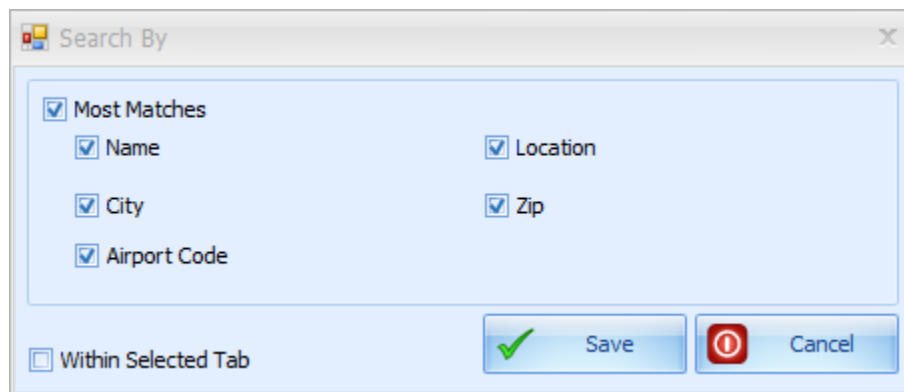


What you may not have noticed is that, when you click either Alphabetical or Category, there is a small gear icon to the right of the search bar.



What this gear does is open the search preferences settings, so that you can control what fields are searched when you start typing something into the white search field.

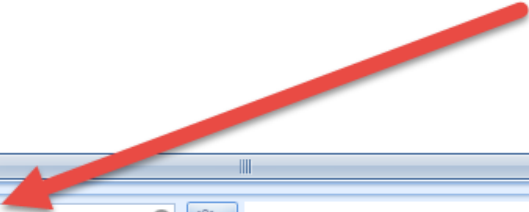
To start, we suggest clicking all the fields, except for the “Within Selected Tab” as shown below.



Now, when you open the Points of Interest window, you don't even need to select a tab--just start typing what you are looking for.

In the example screen below, when we type “jfk” it returns all the points of interest where “jfk” is found, regardless of the tab. Search is not case sensitive.

All	Airports	Airports - FBO	Airports - Intl	Airports - North America	Airports by Airport Code	All	Bed and Breakfast
Name	Location	Phone	City	State / Province			
John F Kennedy Intl Airport	Jamaica	8004474747	Jamaica	NY			
Sheraton at JFK	151 Baisley Blvd, Queens	7184891000	Queens	NY			
Holiday Inn @ JFK	144 135th Ave, Queens	0000000000	Queens	NY			
Ramada Plaza at JFK	Building 144, Jamaica	7189959000	Jamaica	NY			
Milk House	1617 JFK Blvd, Philadelphia	2676066757	Philadelphia	PA			
Crowne Plaza JFK Airport	15120 Baisley Blvd, Jamaica	2122767539	Jamaica	NY			
Table 31 @ Comcast Center	1701 JFK Boulevard, Philadelphia	2155677111	Philadelphia	PA			
Marriott Courtyard New Yo...	145-11 North Conduit Avenue, Jamaica	7188482121	Jamaica	NY			



The screenshot shows a software application window with a search bar at the bottom containing the text "jfk". The search results are displayed in a table with columns for Name, Location, Phone, City, and State / Province. The search is case-insensitive and returns results from all tabs, as indicated by the red arrow pointing to the search bar.