

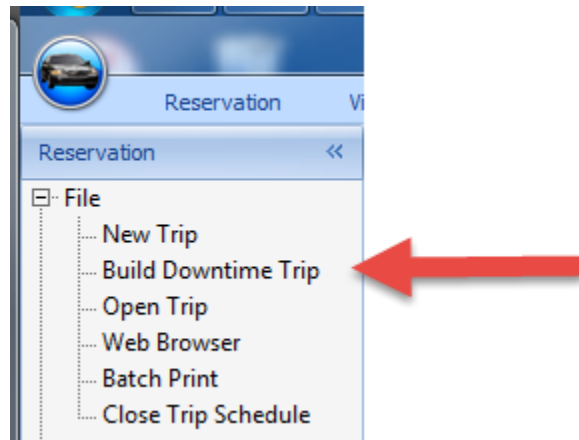
Tech Tip Tuesday—October 3, 2017

Reminder - Fall Show Schedule

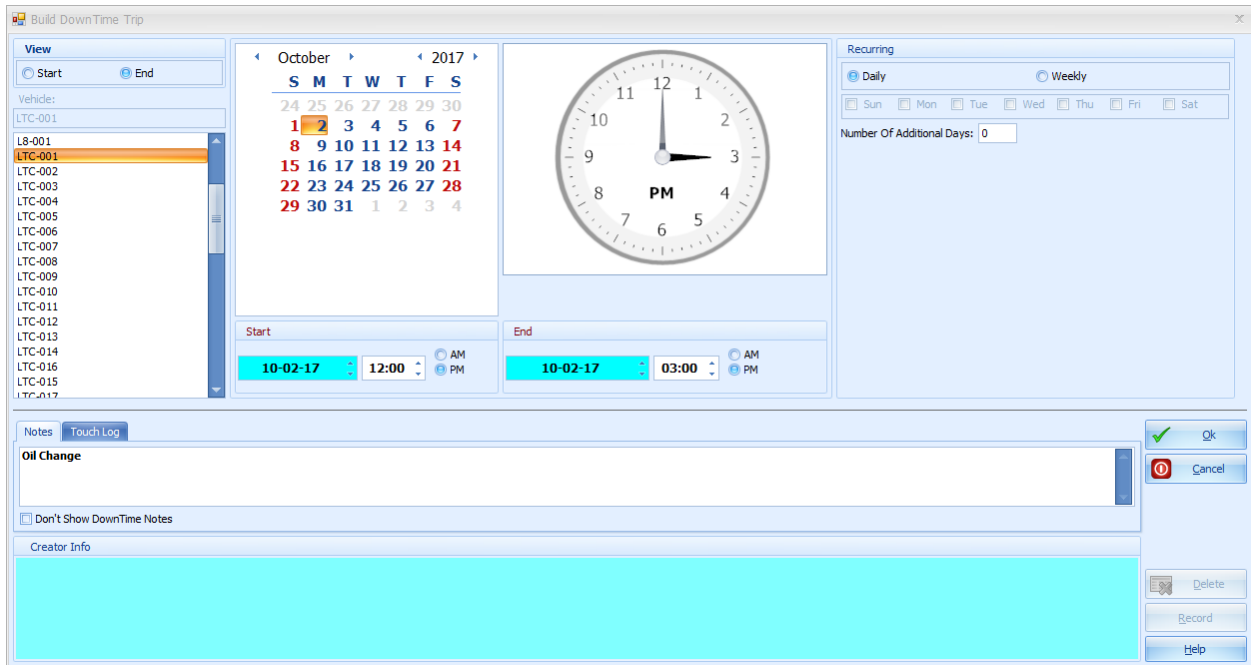
Livery Coach will be exhibiting at the Chauffeur Driven Show (Booth 50) in Orlando (October 22-25) and the LCT East Show (Booth 8) in Atlantic City (November 5-7). We look forward to seeing you there! For those of you planning further ahead, we will also be exhibiting at the LCT Show in Las Vegas in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

Down Time

One feature of Livery Coach is the ability to create a “down time” trip to take a vehicle out of service for a period of time. This feature is available under Reservation...File...Build Downtime Trip.



When you build the downtime trip, you simply select the vehicle, the starting date/time, and the ending date/time. In the Notes field you can enter the reason for the downtime.



Then, if you are using the Trip Schedule screen (remember that from last week?) you can easily see that the vehicle isn't available for a period of time, and why.

Resource Name	Trips	Monday Oct 2, 17																
		08 A	09 A	10 A	11 A	12 P	01 P	02 P	03 P	04 P	05 P	06 P	07 P	08 P	09 P	10 P	11 P	
Sedan (Unass.)	+																	BOSHL:CMDNN
MKZ-001 (444-Frank)	+																	
MKZ-002	+																	
MKZ-003	+																	
MKZ-004	+																	
MKZ-005	+																	
LTC-001	+																	
LTC-002	+																	
LTC-003	+																	
LTC-004	+																	

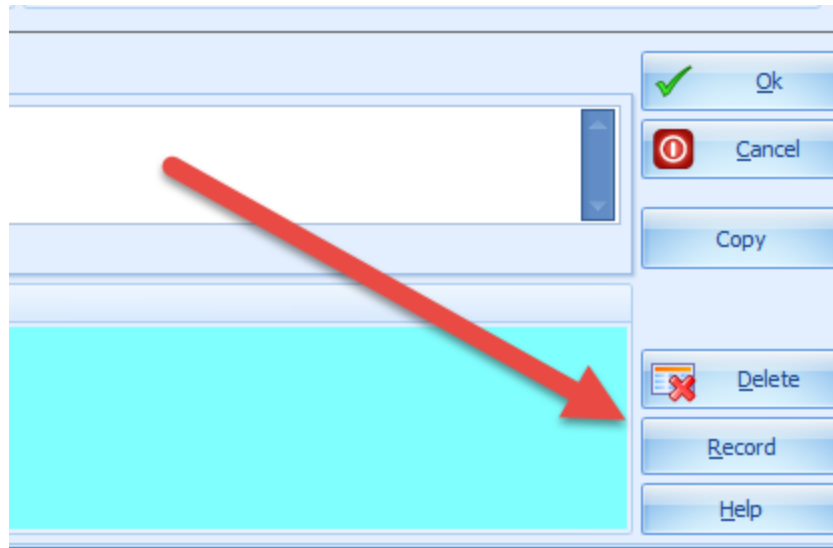
Downtime can be scheduled for any length of time, and can be handy for lots of different reasons. For example, in addition to the maintenance downtime shown in the example, you could put in downtime if you have a chauffeur who has, say, a dentist appointment and will be out for a couple of hours.

We have also seen dispatchers create a short downtime trip at the end of a row to remind them that a chauffeur must be done by a particular time—so don't drag any more trips down into that vehicle, until you have the car back and put a different chauffeur in it.

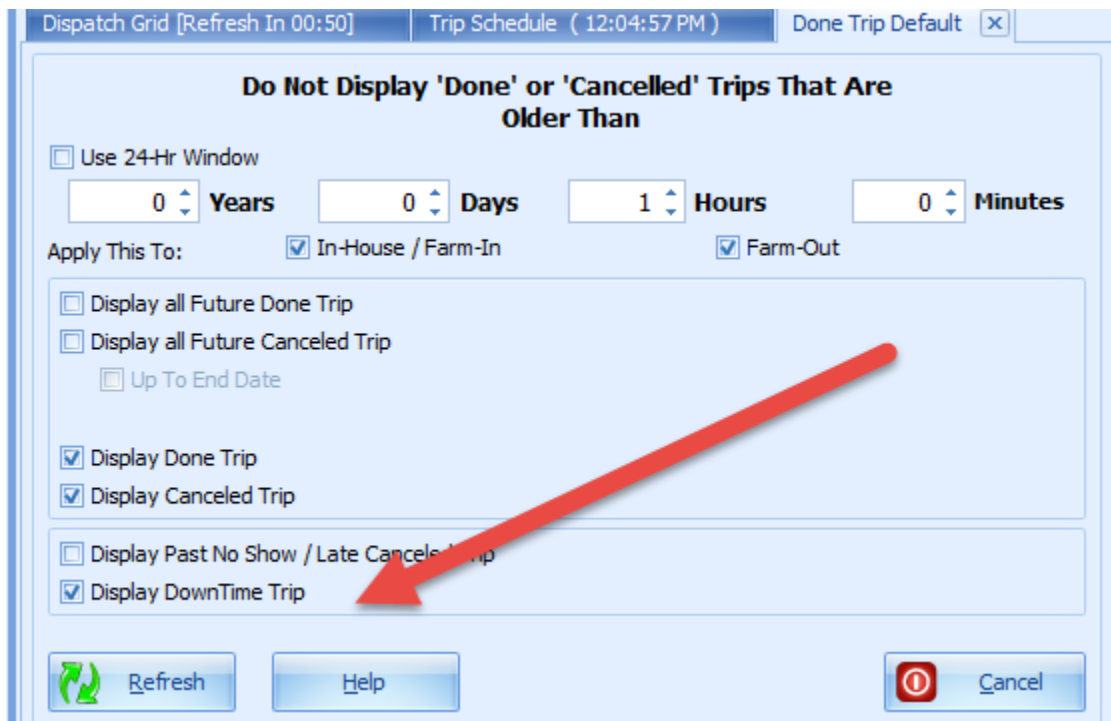
When you buy a new vehicle, you could add the vehicle to your system, but enter downtime until it is actually scheduled to be in service—so when the car arrives, you aren't scrambling to enter it at the last minute so you can use it. (Also lets everyone know the new vehicle is coming, and allows future bookings.)

A downtime trip can be set to recur (either daily or weekly), and the security settings to delete a downtime trip are different than a regular trip.

If you use a downtime trip for a maintenance request, you can then record the downtime trip into the vehicle maintenance records by clicking on the Record button.



Finally, for those of you who prefer the Dispatch Grid, you can show downtime trips there too. Simply navigate to Option...Set Done/Canceled Trip Defaults, and select "Display DownTime Trip".



Status	P/U Time	Act. Flight Time	ETA Arrival	ETA Address	Trip # - Vip	Vehicle	Cha
Down	Mon 12:00 PM...		...		9005917	LTC-001, Sedan	