

Tech Tip Tuesday—February 20, 2018

Reminder: Livery Coach User Meeting in Las Vegas—and please RSVP!

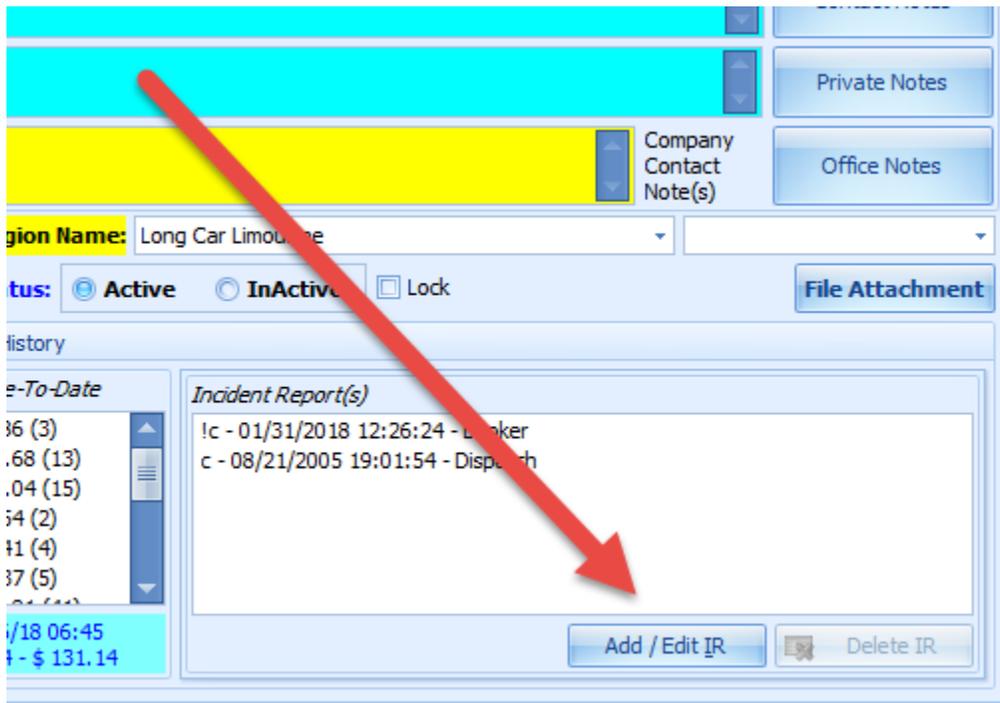
As usual, our annual user meeting will be held before the LCT Show in Las Vegas. This year, the meeting will be on Sunday, March 11th, from 2pm to 4pm in Coral AB in the North Convention Center at Mandalay Bay. This meeting is open to all Livery Coach customers, and we encourage you to attend, but we really need a headcount.

Please RSVP with the names of the attendees to news@liverycoach.com.

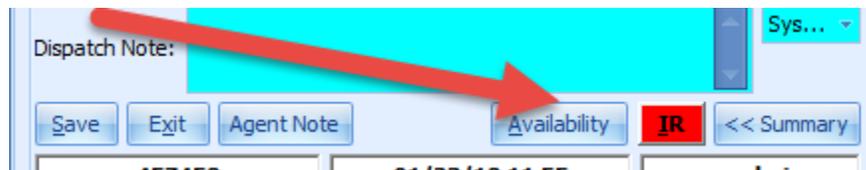
Thanks!

Incident Report (IR) button

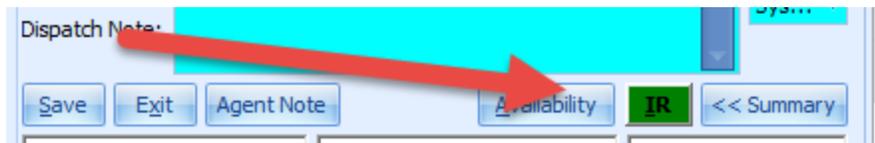
If you want to create an Incident Report from a trip, you simply open the trip, navigate to the contact, and create a new IR.



Once the IR exists on a trip, there will be a red IR button shown when you open the trip.



Once the IR is resolved, the button turns green.



If you want to make the IR button appear all the time, so that you can more quickly add an Incident Report to a trip, there is a setting to accomplish this. Simply navigate to Setup...Maintain...System Default Configuration, and put a check mark next to "Show IR Button on Trip Detail".

Trip Schedule (11:38:33) Reservation Settings [X]

Default Vehicle Type: Sedan

Maximum Trip ID Digits: 123456

Next TripID Sequence: 457767

Trip Duration Rounding By (minutes): 0

Users need Manager Approval to Un-Cancel Trip After 0 min(s)

<input checked="" type="checkbox"/> Reservation Occasion Required	<input type="checkbox"/> Enable Contact Pngr Note Button On T
<input type="checkbox"/> Auto apply Contact Occasion to New Reservation	<input checked="" type="checkbox"/> Disable Passenger Name To Auto Popu
<input checked="" type="checkbox"/> Set Empty New Reservation Date Time	<input type="checkbox"/> Farm Out Option
<input checked="" type="checkbox"/> Apply Pickup Time To Be Same As Flight Time	<input checked="" type="checkbox"/> Auto Populate Zone Location
<input type="checkbox"/> Contact Is Always Passenger	<input type="checkbox"/> Apply Standard Vehicle Type Rate On
<input checked="" type="checkbox"/> Pickup Phone	<input type="checkbox"/> Prompt If Trip Grat Not Equal To Vehic
<input checked="" type="checkbox"/> Flight Info Mandatory For Airport Pickup	<input type="checkbox"/> Show Vehicle Availability only
<input type="checkbox"/> Flight Info Mandatory For Airport Stop	<input type="checkbox"/> Auto Save Reservation On Exit
<input type="checkbox"/> Flight Info Mandatory For Airport Dropoff	<input type="checkbox"/> Make Copy Trip To Unassigned
<input checked="" type="checkbox"/> Set Default To Automatically Insert Contact Notes	<input checked="" type="checkbox"/> Make Return Trip To Unassigned
<input checked="" type="checkbox"/> Copy Group Name To All Trips	<input type="checkbox"/> Show Customer Note Private Note On
<input type="checkbox"/> Trip Schedule Screen - Lock Length of bar	<input type="checkbox"/> Do Not Offer To Change Zone Rate O
<input type="checkbox"/> Also Get Zone Code Based On City and State	<input type="checkbox"/> Prompt override when Farm Agreemer
<input type="checkbox"/> Set time zone based on airport code	<input type="checkbox"/> Enforce Country Selection On 1st Pick
<input type="checkbox"/> Suppress warning when cancelling a trip with a deposit	<input checked="" type="checkbox"/> Warning Airport License Expiration On
<input type="checkbox"/> Popup reminder when saving trips in the Quote Status	<input type="checkbox"/> When trip status is changed to UNASS
<input type="checkbox"/> Use Chauffeur Acknowledge in Trip Detail for acknowledging reservation	<input type="checkbox"/> Mobile phone required for new contac
<input type="checkbox"/> Allow to auto send Receipt as Information on Credit Card Group	<input type="checkbox"/> 1st Pickup must have a Pickup Location
<input type="checkbox"/> Always use first passenger name in subject line of emailed receipt	<input type="checkbox"/> Last DropOff must have a DropOff Loc
<input type="checkbox"/> Auto Apply Reservation Charges From Company Rate Agreement Name	<input type="checkbox"/> Display Caller Info Input Form When C
<input type="checkbox"/> Show Override Search Field In Rate Agreement Selection Screen	<input type="checkbox"/> Allow to auto send farm-out when trip
<input type="checkbox"/> Vehicle Type Selection List - Reverse Order ID	<input type="checkbox"/> Do not automatically add Agent Note
<input type="checkbox"/> Set Trip Source Independent from Contact Source	<input type="checkbox"/> Show warning when flight arrives on a
<input type="checkbox"/> Prompt Agent Note Screen When Trip Status Changed To No Show	<input type="checkbox"/> Enable VehicleType Ordered Free For
<input checked="" type="checkbox"/> Show IR Button on Trip Detail	

Trip Owner Based On : Contact

Now, when you open a trip, the button is ready and waiting, in grey.

