

## Tech Tip Tuesday—March 20, 2018

### Was great to see so many of you in Vegas!

The 2018 LCT Show is now history. We just wanted to thank those of you who attended our user's meeting, and/or stopped by the booth. Many of the tech topics we covered in the user's meeting will be in future tech tips! And remember, you can access a history of previous tech tips at [LiveryCoach.tech](http://LiveryCoach.tech).

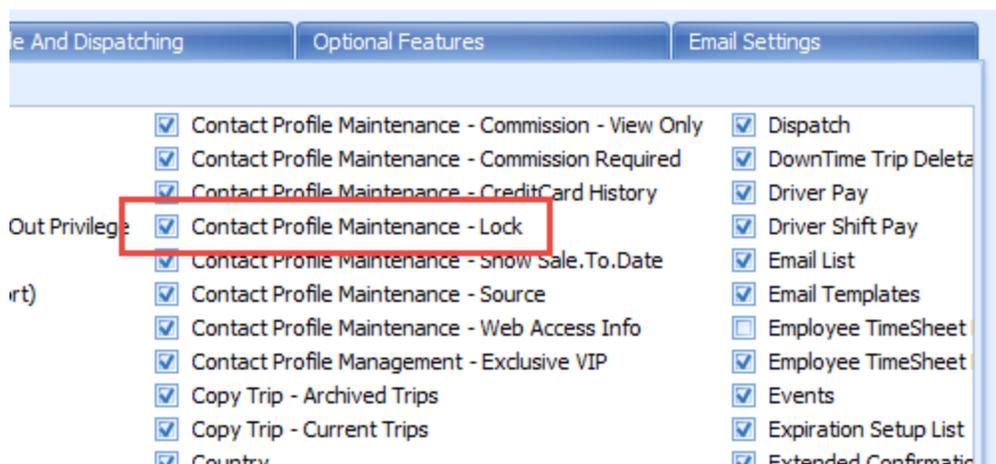
Simply Navigate to Customer Center...User Guides.

### Locking a Contact Record

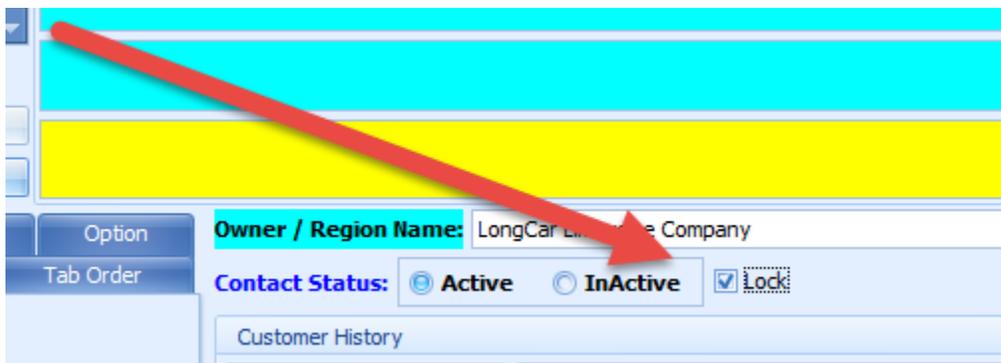
Have you ever had an instance where people inadvertently change a particular contact record that shouldn't be changed? Like the one tied to your incoming DEEM reservations, for example?

Livery Coach has the ability to lock certain contact records, and then only users with the proper security setting are able to change these records.

In Security, the setting is "Contact Profile Maintenance – Lock".



If a user has this setting, then he or she can open up a contact record and check the Lock box towards the bottom of the contact, and then click Update.



Once locked, when a user (without this permission) selects this contact, the Lock button is checked, but greyed out. And, the Update button is also greyed out, so the user can't make any edits to this contact.

