Tech Tip Tuesday—November 13th, 2018

Was nice to see many of you in Atlantic City

Copy Trip Wizard

It was good to see so many of you in Atlantic City. If you missed the show, we will of course be exhibiting at the big LCT Show in March 2019 in Las Vegas. We expect to be holding our annual user meeting there as usual—details will be published as the date draws closer.

Thanksgiving Week Hours

There will also be no Tech Tip next week, because of the Thanksgiving holiday. The Livery Coach office will close on Wednesday, November 21 at 6pm (Eastern) and will reopen on Monday, November 26th at 9am (Eastern). Of course, emergency support (if your system is down) is always available 24/7.

Copy Trip options

When you have an existing trip and want to make a copy (or a return), you start out by clicking on the

Copy Trip Wizard Button

which opens up the Copy Trip Wizard screen.



The first three buttons (which by default are labeled "Standard Copy", "Custom Copy 1", and "Custom Copy 2" have various options, which can be changed *for that trip only* by clicking the Options button to the left.

🖳 Copy Trip Wizard 🛛 🗙	🖳 Copy Trip Wizard 🗙 🗙
Copies: 1 ‡	Standard Copy
Standard Copy Options Custom Copy 1 Options Custom Copy 2 Options Return Trip Options Make Recurring Continuous Trip Leg	Rate Agreement Dept Number Occasion Remove AutoPopulate Addl Charges Remove PU/DO Iteration Time Remove Customer PO Remove Farm Res Remove Manually Added Addl Charges Remove Dispatch Note Clear Pickup Date Clear Pickup / Stop / Dropoff Address(es) Remove Farm Company Remove Passengers Remove Flight Information Status Level 2 Status Level 3
O Cancel Help	O Cancel Help

What not everyone may know (and thus the point of this Tech Tip) is that a) these options can be changed, and b) they can also be changed for the Custom Copy buttons (which can be relabeled).

Simply navigate to Setup->System Default Configuration ->Copy/Return Trip Option.



On the Standard tab, you can set the global defaults for both the Standard Copy Option, and the Return Option. If you select the Custom tab, you can then set the options for the two Custom copy options, including the button labels (so you remember what you did). An example is below.



Now, when you select Copy Trip Wizard from a trip, you will see the new button labels.

🖳 Copy Trip Wizard	x
Copies: 1	
Standard Copy	Options
Keep Same Rate	Options
temove all Addi Charge:	Options
Return Trip	Options
Make Recurring	
Continuous Trip Leg	
O <u>C</u> ancel	Help