

## Tech Tip Tuesday—November 13th, 2018

### Was nice to see many of you in Atlantic City

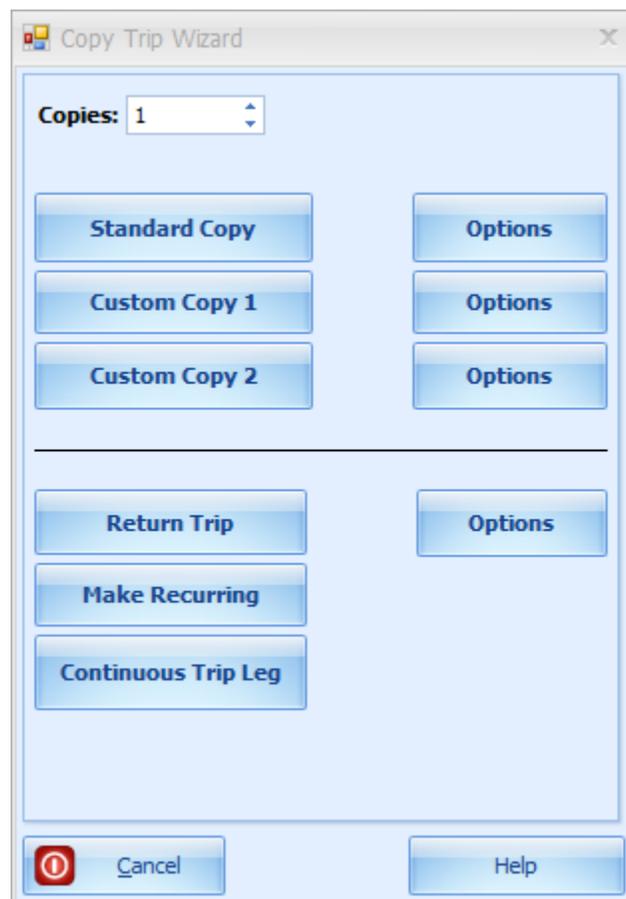
It was good to see so many of you in Atlantic City. If you missed the show, we will of course be exhibiting at the big LCT Show in March 2019 in Las Vegas. We expect to be holding our annual user meeting there as usual—details will be published as the date draws closer.

### Thanksgiving Week Hours

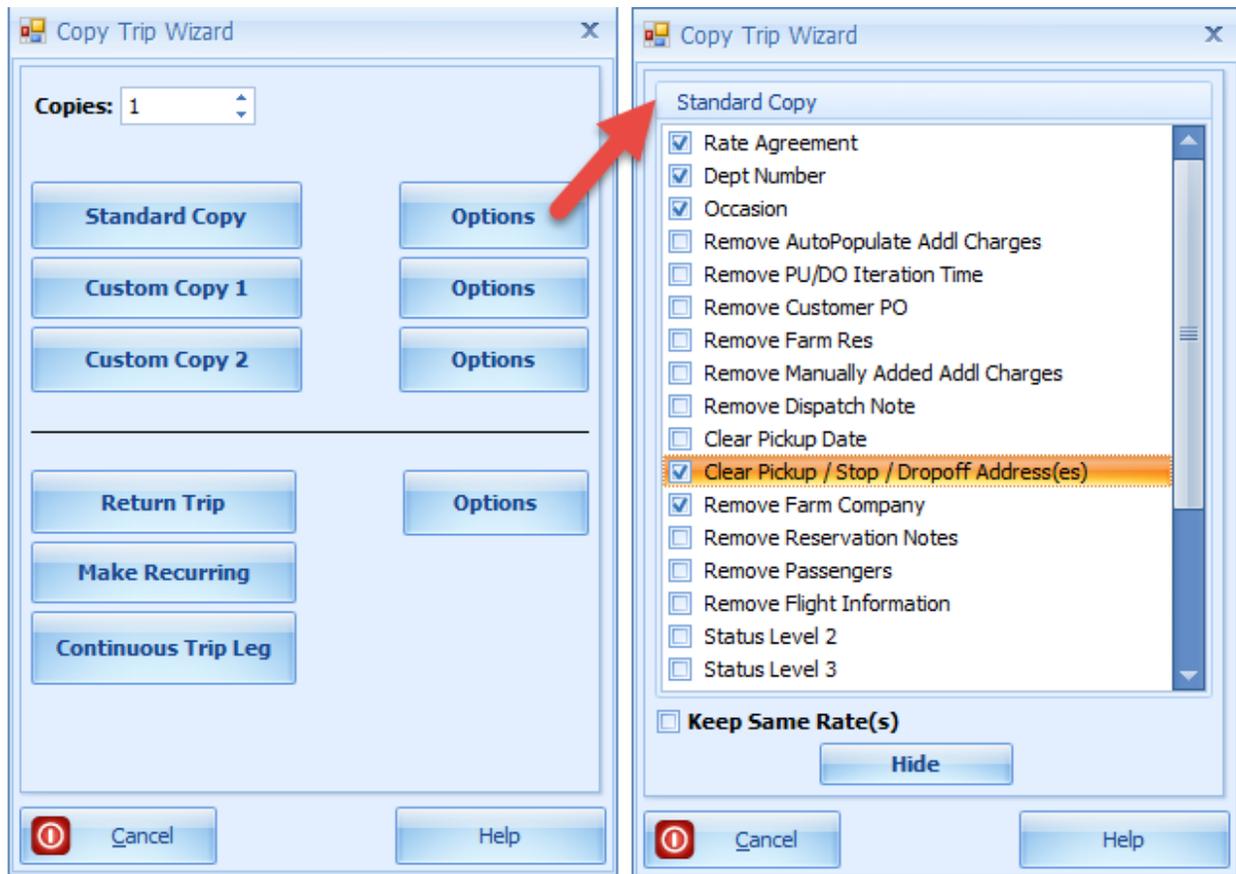
There will also be no Tech Tip next week, because of the Thanksgiving holiday. The Livery Coach office will close on Wednesday, November 21 at 6pm (Eastern) and will reopen on Monday, November 26<sup>th</sup> at 9am (Eastern). Of course, emergency support (if your system is down) is always available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

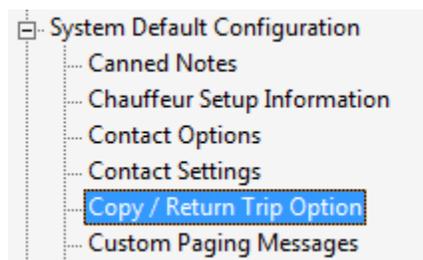


The first three buttons (which by default are labeled “Standard Copy”, “Custom Copy 1”, and “Custom Copy 2” have various options, which can be changed *for that trip only* by clicking the Options button to the left.

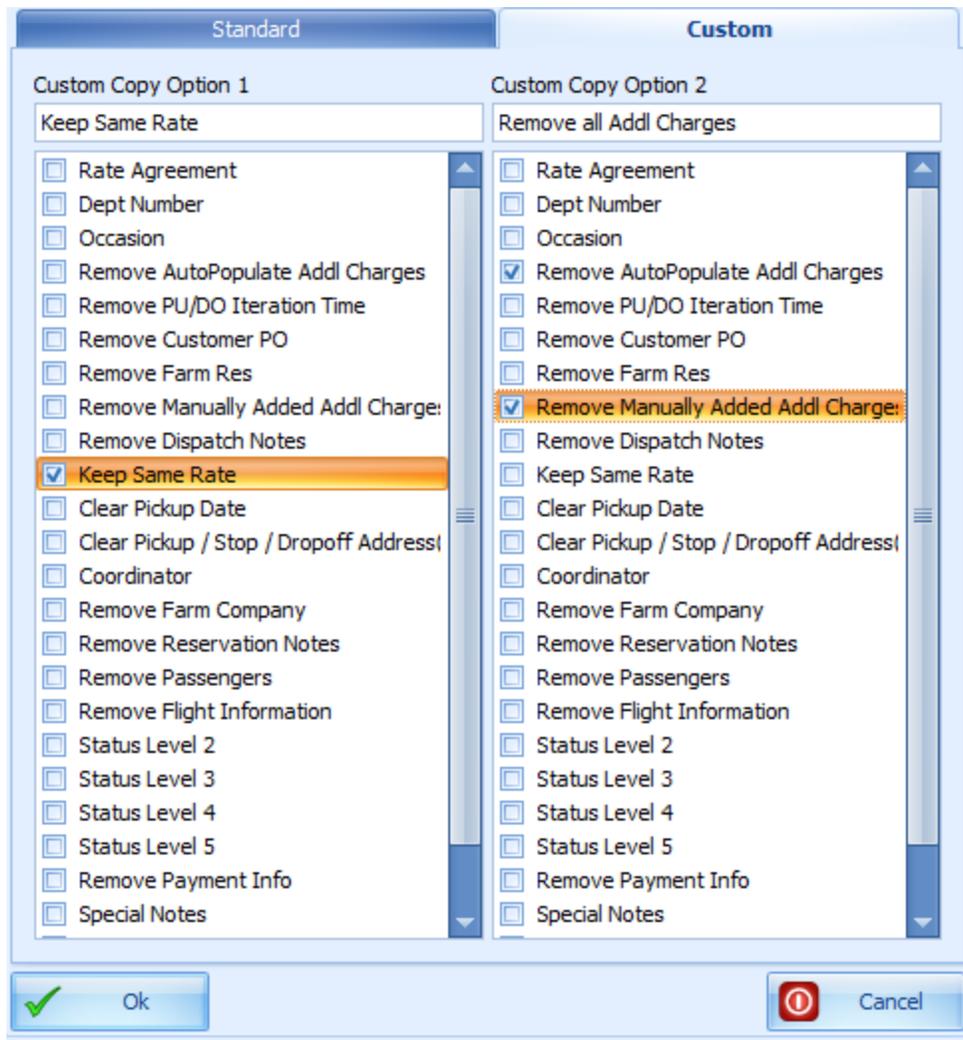


What not everyone may know (and thus the point of this Tech Tip) is that a) these options can be changed, and b) they can also be changed for the Custom Copy buttons (which can be relabeled).

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

<input type="button" value="Standard Copy"/>	<input type="button" value="Options"/>
<input type="button" value="Keep Same Rate"/>	<input type="button" value="Options"/>
<input type="button" value="Remove all Addl Charge:"/>	<input type="button" value="Options"/>

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<input type="button" value="Return Trip"/>	<input type="button" value="Options"/>
<input type="button" value="Make Recurring"/>	
<input type="button" value="Continuous Trip Leg"/>	