Tech Tip Tuesday—December 11, 2018

Livery Coach Holiday Hours

Because of the timing of this year's holidays, Livery Coach will be closed for Christmas on both Monday, December 24th and Tuesday, December 25th, so that our team can enjoy the holiday with their families. We will reopen at the normal time (9am Eastern) on Wednesday, December 26th.

We will be open on New Year's Eve, Monday, December 31st, but will be closing at 5pm Eastern, and will be closed on New Year's Day. We will reopen on Wednesday, January 2, 2019, at 9am Eastern.

As always, emergency support is available 24/7/365.

Group Billing and Date Filtering

As most of us know, Group Billing is very handy when you have customers who don't want individual invoices for every trip.

While some of the applications include Groups or programs where you just invoice the whole thing after the event is done, sometimes you might have a customer who just wants, say, monthly billing.

So imagine a scenario where you want to send the client (or clients) the November invoice(s), but you have already started to close December, so now under the Groups button in TripBook you have a mix of November and December. While you certainly could just click on all the November ones for each customer, if there are a lot of trips and a lot of customers, that could be tedious.

The faster way (and the point of this Tech Tip) is to bring your attention to the fact that you can set a date range filter on your Group invoices, so then all you have to do is select all.

To use the date filter, select the "View Date Range" tab within the Groups section of Trip Book.

Then, make sure you click on "Apply Date Range" to make the filter take effect. Now the trips displayed for the selected group include only those for the applied date range.

