

Tech Tip Tuesday—January 15, 2019

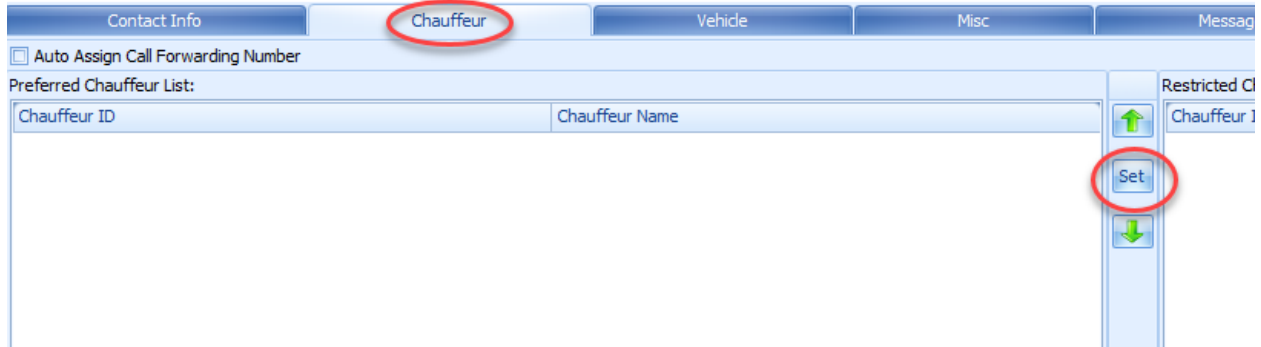
LCT Las Vegas

A continuing reminder that we will be exhibiting at the LCT Show in Las Vegas at the end of March. As usual, we expect to have our user meeting the afternoon of Sunday, March 24th (details will be forthcoming once we confirm the room, etc. with LCT). We also encourage you to participate in the Limo Patriot Ride (www.limopatriotride.com for more details).

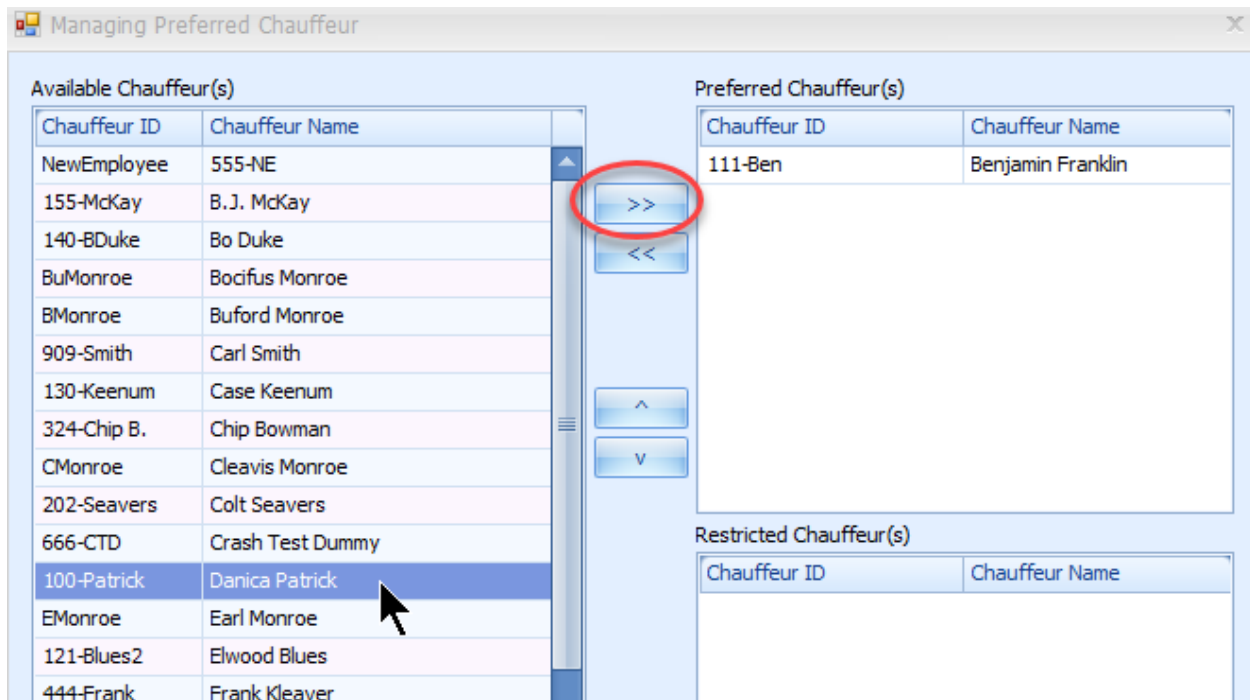
Preferred Chauffeurs

As we all know, sometimes you have a client (or even an entire company) who prefers a certain chauffeur, or a certain set of chauffeurs.

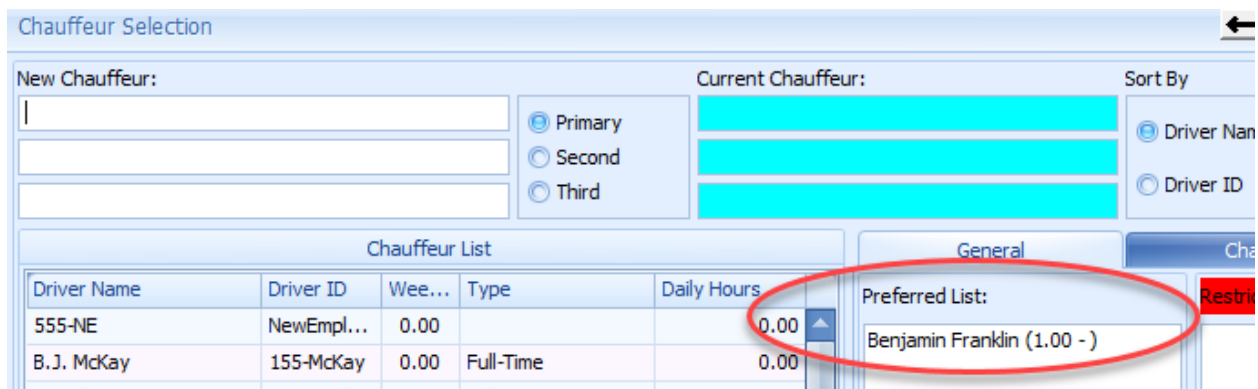
For an individual contact, this is easy. Simply open the Contact profile, select the Chauffeur tab, and click on the Set button.



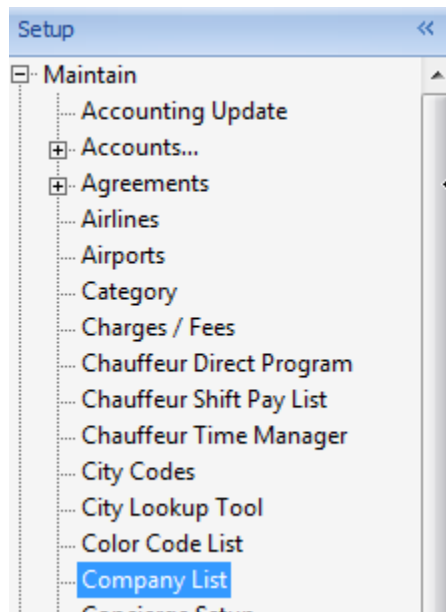
When the Preferred/Restricted window opens, simply select the chauffeur on the left, and click on the upper set of arrows to add the preferred chauffeur to the list.



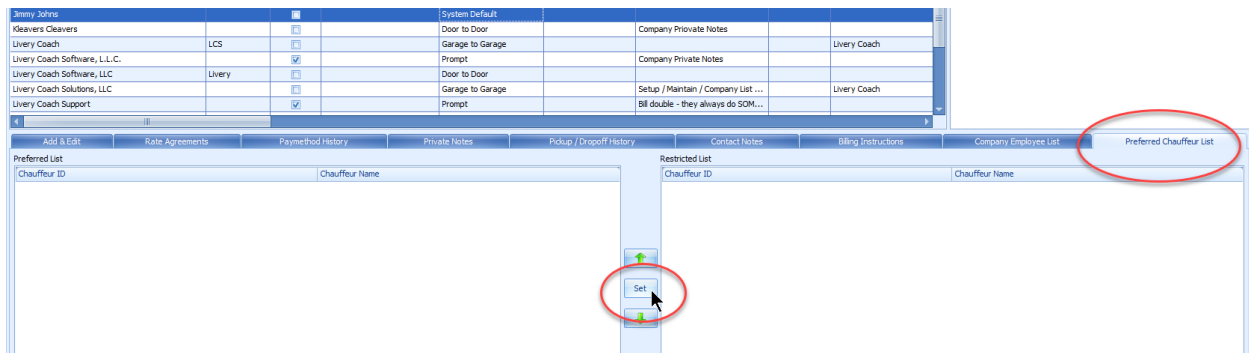
When you go to assign a chauffeur to a trip, the chauffeur will appear in the "Preferred List" column.



If you want to make a chauffeur "Preferred" for an entire Company (client), rather than go through each contact for that company, you can simply navigate to Setup->Company List.



From the Company List, select the desired company, navigate to the Preferred Chauffeur List tab, and select as described above.



Look for a future tech tip on Restricting Chauffeurs.

Spoiler: there are even more ways to restrict a chauffeur from a trip!