

Tech Tip Tuesday—May 14, 2019

A Note About Security

As you know, Livery Coach has varying levels of security for different users in order to allow access to different functions and features. It is your responsibility to maintain the appropriate level of access for your staff—you know who you want to have what access.

Our support techs have reported that quite often we get calls, usually from a user without access to a specific area, asking us to go in and grant him or her access to that area.

Obviously, since we don't know why that user didn't have access in the first place, we are unable to help. Please encourage your staff to come to you or whomever in your organization you have granted authority, to review the security settings and grant the requested access if appropriate.

Thank you for your understanding.

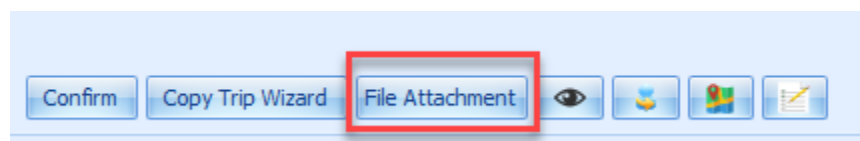
File Attachments

We were recently surprised to discover that not everyone knows about file attachments, so we thought a review would be in order.

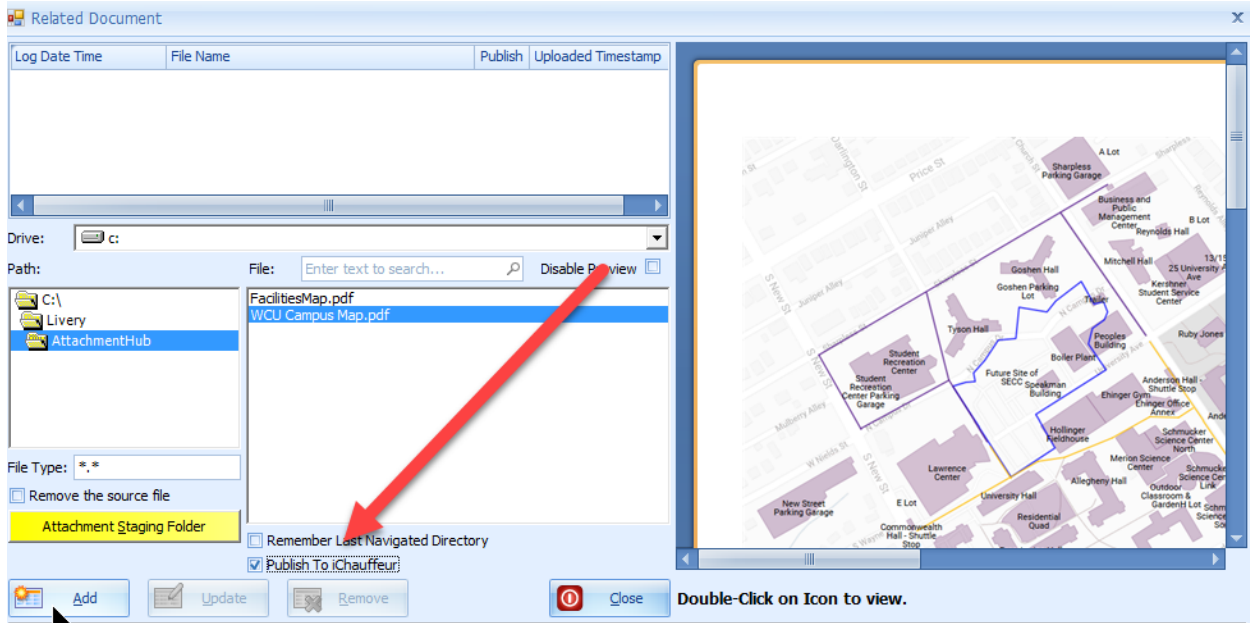
In Livery Coach, there are quite a number of places that you can attach files for future reference.

You can attach documents to vehicles, chauffeurs, affiliate agreements, points of interest, and trips.

To attach a file to a trip, simply click open the trip and click on the File Attachment button, then select the file (for example a pdf the client emailed you with a special facilities map or other instructions).



When you attach a file to a trip, you also have the option of publishing that file to iChauffeur, so that when your chauffeur gets the trip, he or she can view the attachment. Simply click on “Publish to iChauffeur”.



When the chauffeur views the trip on the mobile device, a paperclip icon will appear to show that there is an attachment. Clicking on the paperclip will open up the attachment (in a separate browser window).



In your Locations (Points of Interest), you can also add a File Attachment to a POI...and then, when the location is selected for use within a trip, it will automatically attach itself to the trip, and publish to iChauffeur.

Edit Location

Location Information

Category: **HOTELS - LOCAL**

Name: **Desmond Hotel**

Street: **1 Liberty Boulevard**

City: **Malvern** State/Province: **PA** Zip/Postal Cd: **19355**

Country: Phone: **(610) 296-9800**

Verified

File Attachment Ok Verify Cancel

Detail Info Terminal Hub Area

Directions

Airport Code: Intl Airport Code Search: Note: Select the airport code ONLY if the location is an airport.

Group Manifest Location Sub Location Display In Website Location List

When displaying your Vehicle List in Maintenance, you can attach documents to each vehicle (such as registration, insurance card, etc.) for easy reference.

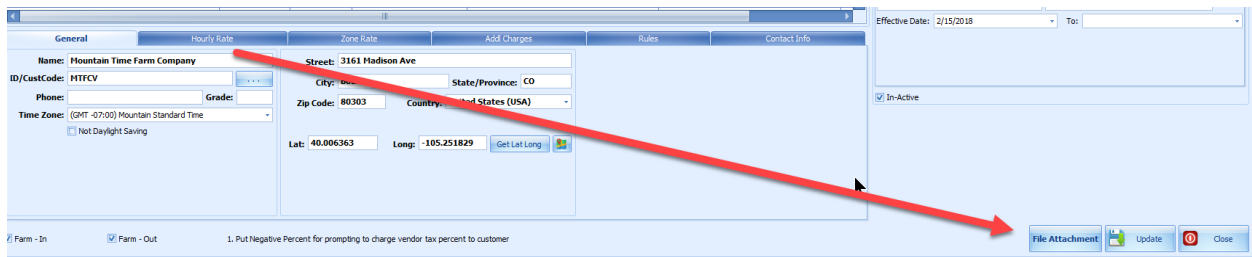
Vehicle List

Description	Max PAX	Vehicle Type	Vehicle Description	Vehicle Type Max PAX	Starting Odometer	Year	License Plate	Pager ID	Email	Vehicle Status	Amenities	Loan #	Direct Connect
CH-001	3	Vintage Sedan		2	166387	1956	CV 56612			Operational	These are the amenities		
LG-001	6	Limo 6		6	8	2015	LM-OMG181			Operational			
LB-001	10	Limo 8		10	10686	2008	LM-21688			Operational		EF#9539	EF#9539
LCT-020	6	Sedan		3	0	2010	LM-25569			Operational	Do not use this vehicle for long distance trips.		
LTC-001	6	Sedan		3	0	2010	LM-25876	1112223344		Operational			
LTC-002	6	SUV		7	0	2010	LM-25716			Operational	Trunk Lock broken remotely.		
LTC-003	6	Sedan		3	10		LM-25571			Operational			
LTC-004	6	Sedan		3	62165	2008	LM-25578			Operational			123
LTC-005	6	Sedan		3	0	2010	LM-26715			Operational			
LTC-006	6	Sedan		3	10	2010	LM-25572			Operational			
LTC-007	6	Sedan		3	56927	2008	LM-26269			Operational			
LTC-008	6	Sedan		3	0	2011	LM-25670			Operational			
LTC-010	1	Sedan		3	0	2010	LM-21693			Operational			
LTC-011	6	Sedan		3	0	2011	LM-26717			Operational			
LTC-012	6	Sedan		3	43244	2008	LM-26332			Operational			
LTC-013	6	Sedan		3	0	2010	LM-24996			Operational			
LTC-014	6	Sedan		3	0	2011	LM-26718			Operational			
LTC-015	6	Sedan		3	0	2011	LM-26349			Operational			
LTC-016	6	Sedan		3	0	2010	LM-24607			Operational			
LTC-017	6	Sedan		3	0	2010	LM-25570			Operational			
MB-001	4	Mercedes		3	28	2015	LM-288976	8005550101	mb001@test.com	Operational			
MB-002	4	Mercedes		3	28	2015	LM-30098			Operational			
MC57-001	57	Motor Coach		57	0	2011	BA-53491			Operational	Seating for 57 Passengers		
MC57-002	57	Motor Coach		57	52	2015	BA-D485			Operational	Seating for 57 Passengers		
MC2-001	4	Sedan		3	22	2011	LM-26493	4041234567		Operational			
MC2-002	4	Sedan		3	0	2011	LM-26494			Operational			
MC2-003	4	Sedan		3	0	2015	GM-LX			Operational			
MC2-004	6	Sedan		3	4	2015	LM-26680			Operational			

Report Operational Not In Service Retired

Amenities Report File Attachment

If you want to attach a file to a Farm Agreement (such as an insurance cert, etc.), simply navigate to Agreements...Farm In/Out Only, select the desired affiliate, and then click on the "File Attachment" button at the lower right.



Finally, if you want to have file attachments (such as driver's license or CDL Medical Card) to chauffeurs, navigate to Employee List, select the desired employee, and click edit. Then in the Docs tab, you can browse for a file and attach it to the employee.

