

## Tech Tip Tuesday—October 1, 2019

### Find Contacts created after a particular date

Sometimes you might have a reason to find a contact that you know was just created. Or maybe you want to see all the new contacts you have added to your system this month. Luckily, this is quite easy.

Simply open the Contact Info, and select the “Created After” button.

Then, type in the date in the form “MM/DD/YYYY”. The results will be all the contacts you have added to the system since (and including) that date.

The screenshot shows the 'Livery Coach: Customer Contact Selection' interface. On the left, under 'Retrieve By', the 'Created After' radio button is selected and circled in red. Below it, the 'Enter Created After' text box contains the date '09/25/2019', also circled in red. A 'Retrieve' button is to the right of the text box. The search results area shows a single result: 'Guy, New'. On the right side, the 'Customer Information' section shows details for a contact named 'New Guy' from 'NewCo', with a 'Psngr' (Passenger) status. The 'Primary Address' section is empty. The 'Contact Info' section shows 'Phone / Email' and 'Email Address' tabs, with 'E-Mail' selected in the phone list.

### Fall Show Plans

Livery Coach will be exhibiting at the Chauffeur Driven Show in Boston in October. Please stop by and say hello (Booth #18, just as you walk in the door). We will also be participating in a Technology Panel (10am Tuesday October 15<sup>th</sup>), and will have an informal User Meeting that afternoon (4:30pm to 6pm). If you are planning on attending the User Meeting in Boston, can you please let us know (send a note to [caralyn@liverycoach.com](mailto:caralyn@liverycoach.com)). Thanks!

Livery Coach will also be participating in a Technology Panel at the LCT East Show in Atlantic City on Tuesday, November 5<sup>th</sup>, at 9am. At this time we do not plan on having a booth at this show.