

## Tech Tip Tuesday—November 19, 2019

### No Tech Tip next week—and Thanksgiving hours

Because of Thanksgiving next week, there will be no Tech Tip. In addition, as previously announced, the Livery Coach offices will be closed on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup>. We will reopen on Monday, December 2, at 9am Eastern Time. As always, emergency support will be available.

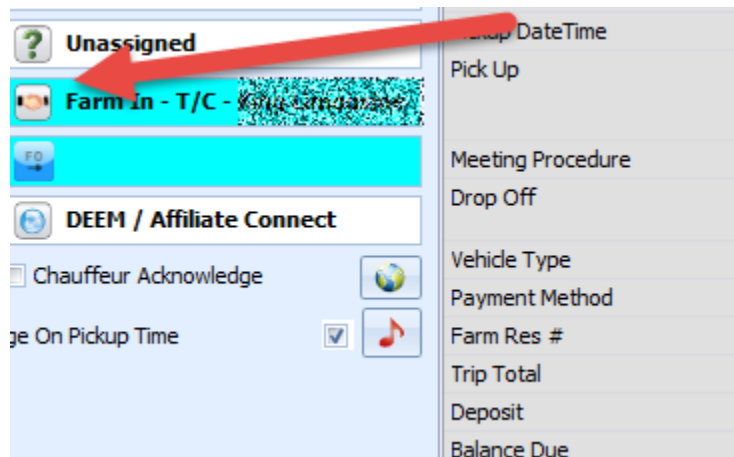
### Farm Out a Farm In

In last week's Tech Tip, we reviewed the pre-requisites in order to enable you to Farm Out a Farm In. The key points are that you have to make sure you are using the PO field for the Farm In reservation number, and that your lcomm is set to populate this field automatically for network reservations (Livery-to-Livery, GNet, Affiliate Connect, etc.)

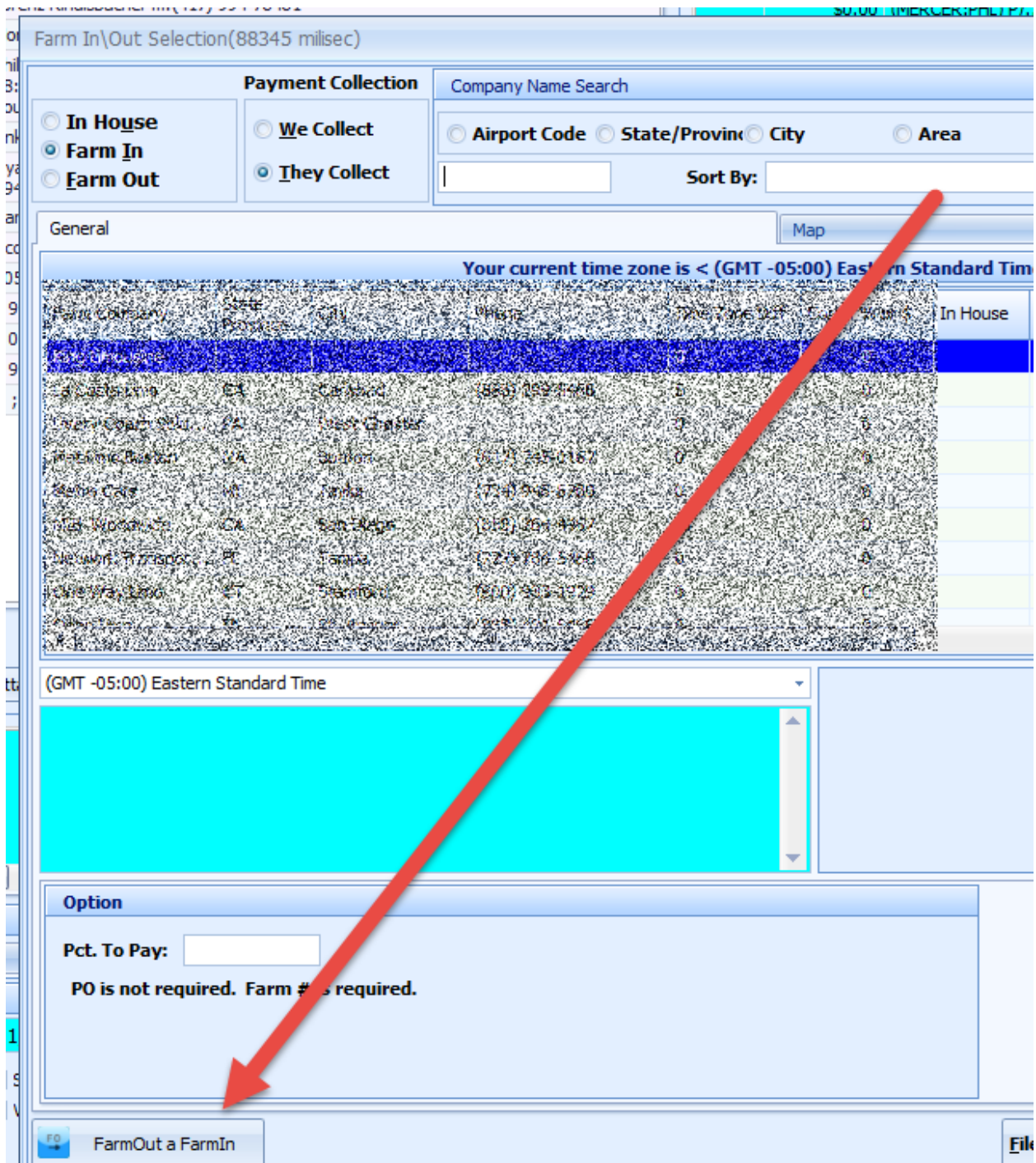
Once this is done, and confirmed with our support team, we can enable this feature for you.

So once enabled...how does it work?

At this point, it's fairly simple. With the trip open, click on the Farm button.

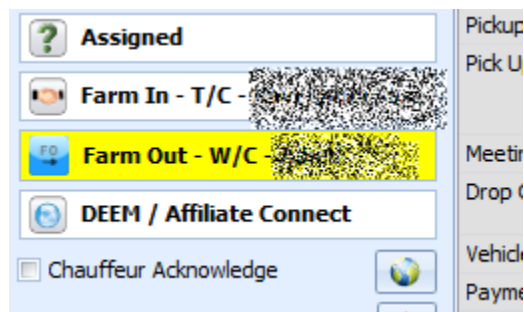


Once the Farm Selection window opens, click on the FarmOut a FarmIn button at the bottom left.



Another copy of the Farm Selection window opens up, and you can select the affiliate you wish to use.

Now, in the trip, you will see that it is both a “Farm In” and a “Farm Out”.



Then you just follow your standard procedures for farming out the trip (if you have the affiliate set for automatic Livery to Livery, for example, it will go automatically).

When you close the trip in TripBook, it will use the QuickBooks Mapping for a Farm Out trip.

If, for some reason, you need to “un-farm” the trip, simply select the FO button in the trip, and then you have the opportunity to bring it back in-house.

