

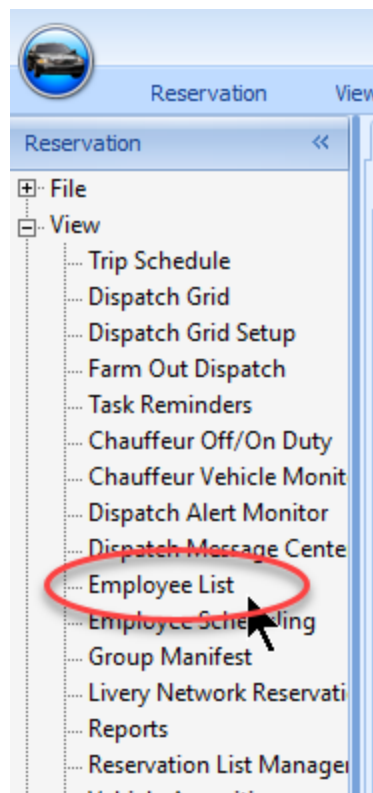
## Tech Tip Tuesday—December 10, 2019

### Employee List

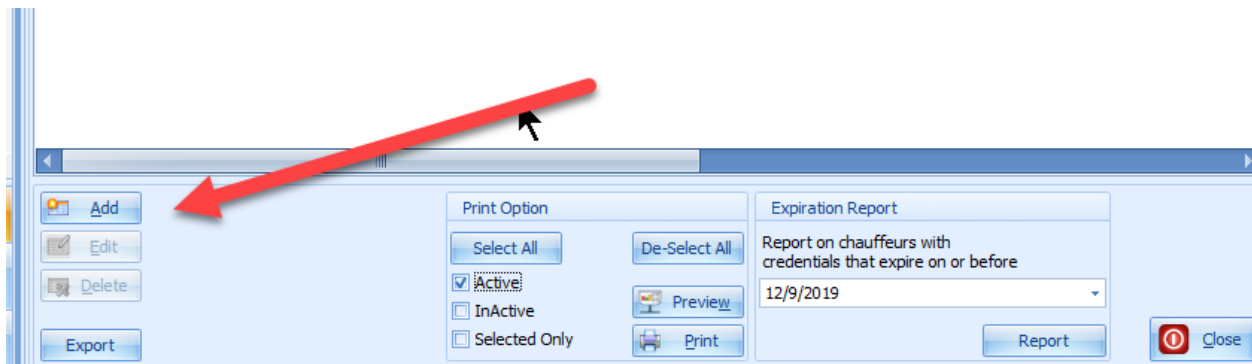
In order to add a chauffeur to Livery Coach, we all know that you add the chauffeur to QuickBooks, or manually in Accounting Update, and then you have the chauffeur ready to assign.

But if you really want more management of your chauffeurs, you need to use Employee List. Employee List is an area where you can add all sorts of other information about your chauffeurs, and use it to refine assignments, etc. We will cover the very basics in this Tech Tip, and in future Tech Tips we will go into some of the functions and capabilities in more detail. If you have already started using Employee List in your organization, then you might find the below just a review—but we need to cover the basics before we can get into some of the details.

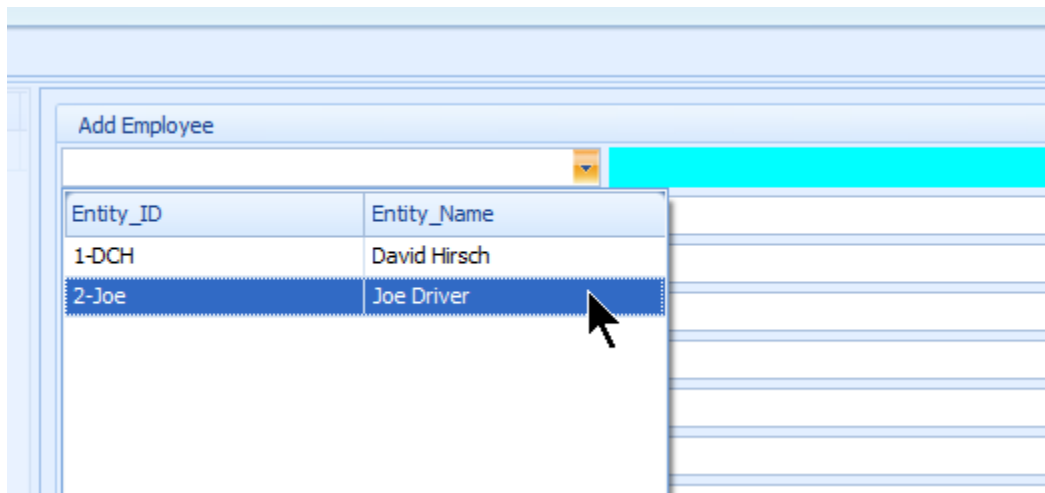
Those of you who already use iChauffeur are familiar with Employee List, since that's where you set the chauffeur passwords, but for those who have never seen it, the menu is below:



Once you are there, if you want to add a chauffeur, simply click on “Add” at the lower left.

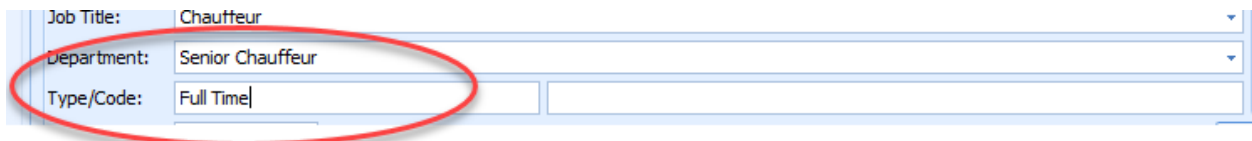


Then, using the drop-down at the top, select the chauffeur for which you want to add to the “Employee List.”



Once you have clicked on the Employee for whom you want to add an Employee List record, the fields will populate (depending on what fields you initially put in QuickBooks.)

You should then select (or add) a “Department”—this could be as simple as “Chauffeur”, or could be a category (“Senior Chauffeur”, or “Bus”, or whatever other classification you choose.)



Optionally, you could also add an “Employee Type”, and this field will populate in the chauffeur selection field as shown in the screen shot below.

Chauffeur Selection(2099 milisec)

New Chauffeur:

Current Chauffeur: David Hirsch

Primary  
 Second  
 Third

Chauffeur List			
Driver Name	Driver ID	Weekly Hours	Type
David Hirsch	1-DCH	0.00	Full Time
Joe Driver	2-Joe	0.00	Full Time

Some of the other fields in Employee List include Hired Date, Notes, a Biography, Emergency Contact info, a photo, license expirations, and many other fields.

As mentioned above, future Tech Tips will delve into further details about how to effectively use some of these features. But for those of you who have never seen Employee List, we wanted to give you an introduction to get you started!