

Tech Tip Tuesday—March 24, 2020

April Support Payments

Just a final reminder for those of you who have support payments due April 1—if you have not contacted us to make changes in your plan, we will run your payment as usual to your card on file, and will credit 20% of that payment towards future training/consulting, as outlined in last week's Tech Tip. If you need more information, or need to make a change, please contact Caralyn at Caralyn@liverycoach.com or (610) 296-7800 x7007.

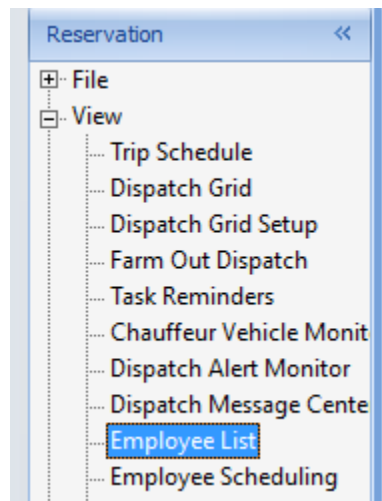
Suspending Vehicles and Chauffeurs

During this difficult time, we know that many of you are taking vehicles off the road and laying off chauffeurs. Below we will outline a few different ways to do this in Livery Coach, so you will be ready to bring them back to service quickly and easily when the time comes.

Chauffeurs:

The fastest and simplest way to remove chauffeurs from your system is to go into Employee List and mark them Inactive.

Navigate to Reservation->View->Employee List



Select the desired Chauffeur, and then Uncheck the “Active” box at the bottom. This will make the chauffeur no longer appear to be selected, but will not affect existing trips, TripBook (for existing trips), or driver pay. Then, when the chauffeur comes back as business returns, simply reverse the process and you are ready to go.

Edit Employee

700-Kramden Ralph Kramden

First Name:

Middle Name:

Last Name:

Display Name:

Display Phone:

Password:

Job Title:

Department:

Type/Code: 700

Hired Date:

Duty:

Notes:

No image data

Address Personal Licenses Paging Option Restriction Incident Docs Attributes

Address 1 Address 2

City State/Province Zip/Postal Code

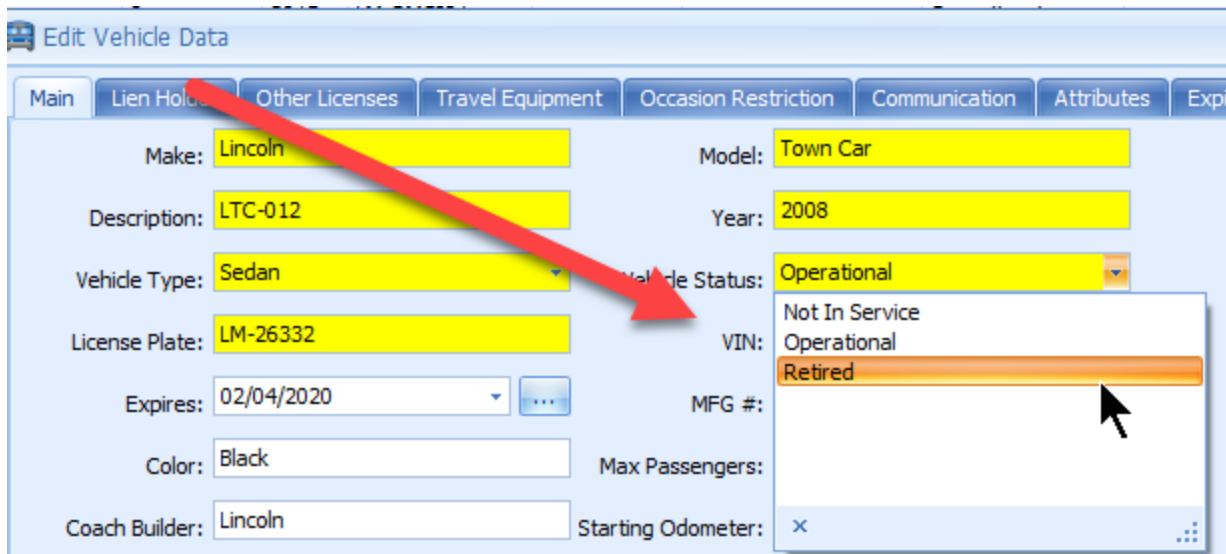
Country Home Phone Fax

Mobile: Pager #:

Active

Vehicles:

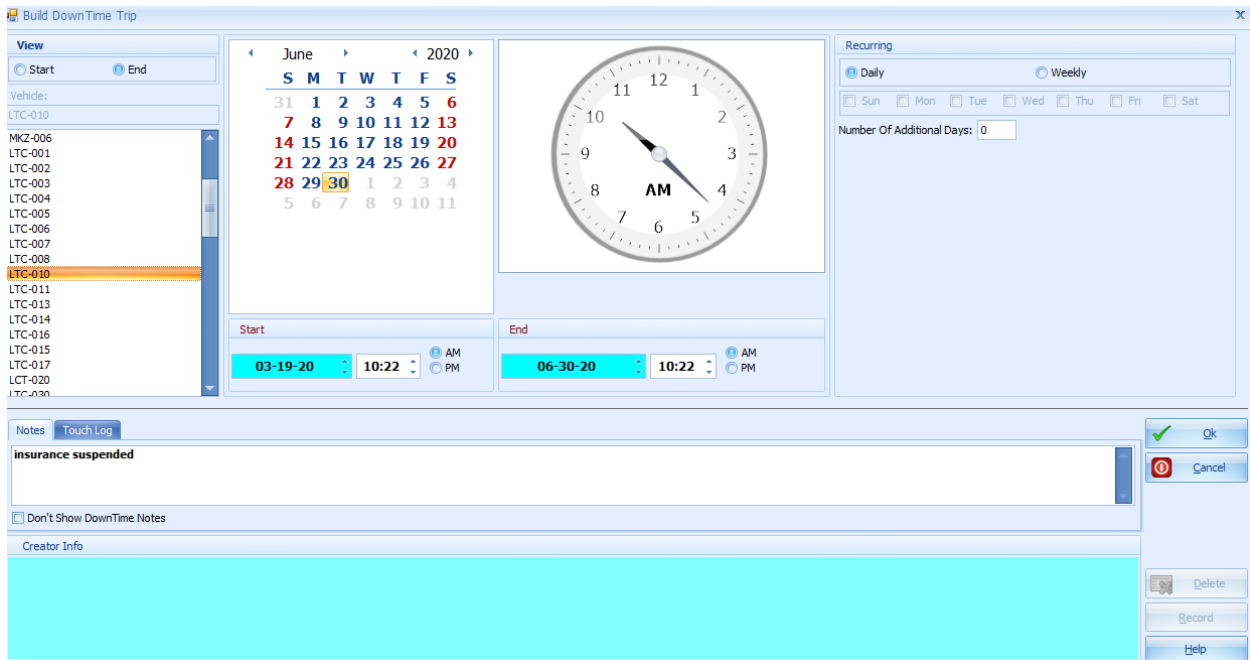
If you are removing vehicles, either temporarily or permanently, our first choice would be to Retire the vehicle. Simply go to Setup->Maintain->Vehicles and Rates->Vehicle List and select the vehicle you want to retire. Double-click (or click Edit at the bottom of the page) and select Retired from the drop-down.



Note that you cannot retire a vehicle if it has current trips, so you will need to first move those trips to another vehicle, if applicable.

As an alternative, you can also mark the vehicle "Not In Service". This will remove it from the vehicle selection from within a trip, but keep it on your Trip Schedule (but in Red), and still allow you to drag trips to it (which you might not want).

Another way is to just create a "Downtime" trip, which will block out the vehicle for the length of the downtime. Select Reservations->File->Build Downtime Trip, select the desired vehicle, the start and end date, and then enter an appropriate note.



If none of these options work for you, the final suggestion is to go change the Max Passengers to 0 (same screen where you make it Retired). This will not affect any trips you already have in the vehicle, but will inhibit using that vehicle for new trips. It will still appear as a choice, however.