

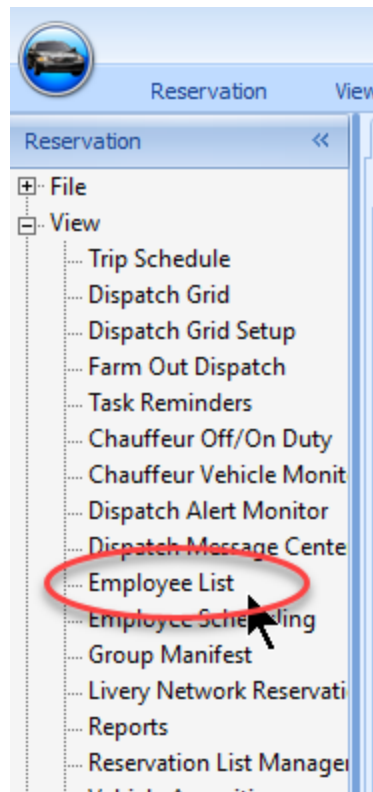
Tech Tip Tuesday—October 13, 2020

Employee List—Alert Message/Suspend Chauffeur

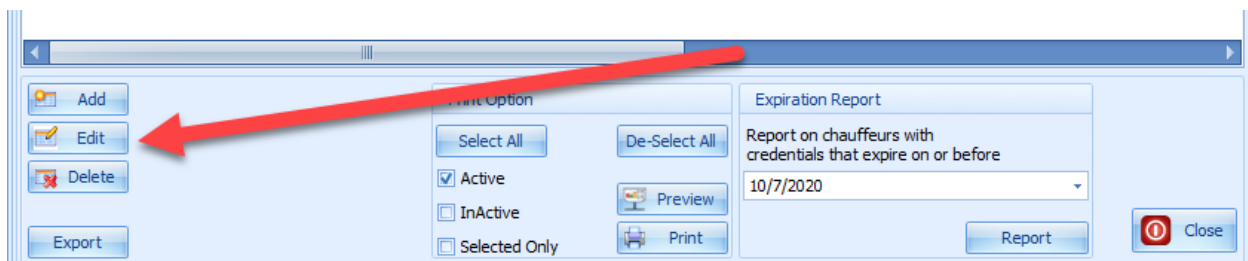
Back in December of last year, we had a Tech Tip that gave an overview of Employee List.

In this Tech Tip, we'll cover how you can make a message pop up for your dispatcher every time a trip is assigned to that chauffeur—or even make it impossible to assign that chauffeur to a trip in the first place.

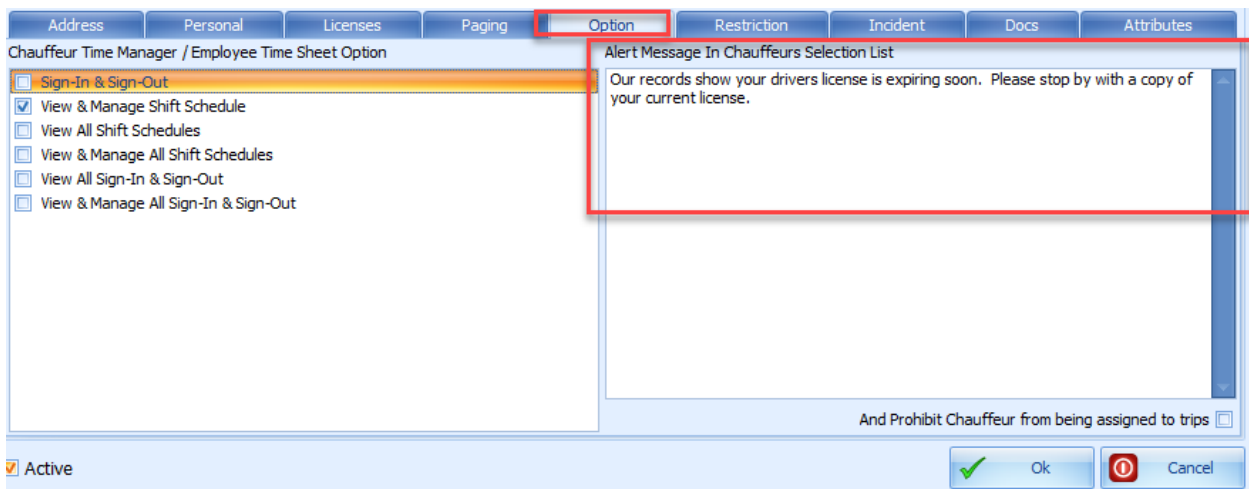
As a reminder, you get to Employee List through the menu below:



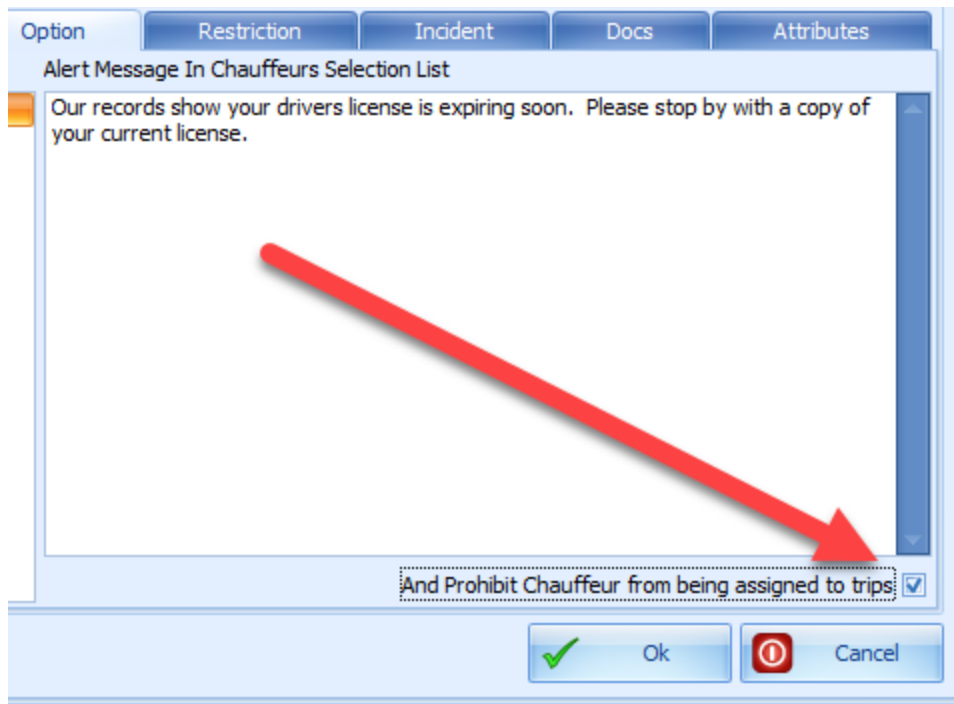
Once there, select the chauffeur you want to add the note or suspend, and click on Edit.



Navigate to the Option tab, and in the right box, type in the message you want to appear.



If you want to completely restrict the chauffeur from being able to be assigned any trips, then check the box at the bottom right of this window.



Now, when your dispatcher attempts to assign that chauffeur to a trip, the message will pop up.

Chauffeur Selection(14122 milsec)

New Chauffeur Name:

Current Chauffeur Name:

Sort By: Chauffe
 Chauffe

Primary
 Second
 Third


Chauffeur Name	Chauffeur ...	Type	Wee...	Daily Hours
United States Secret S...	000-USSS		0.00	0.00
Danica Patrick	100-Patrick	Full-Time	0.00	0.00
Jeff Bezos	102-JBezos		0.00	0.00
Mario Kart	102-Mario		0.00	0.00
Benjamin Franklin	111-Ben		0.00	0.00
Elwood Blues	121-B			
Bo Duke	140-B			
B.J. McKay	155-M			
Toonces The Cat	200-T			
Colt Seavers	202-S			
Chip Bowman	324-C			
Tim Hamaier	400-Tim		0.00	0.00

General

Preferred List:

Restricted

Warning

 Our records show your drivers license is expiring soon. Please stop by with a copy of your current license.

After clicking OK, the dispatcher can then assign the chauffeur if not prohibited. If prohibited, the chauffeur appears in red on the list, the message still pops up, but can't be assigned.