

Tech Tip Tuesday—March 16, 2021

Attributes (Part 1)

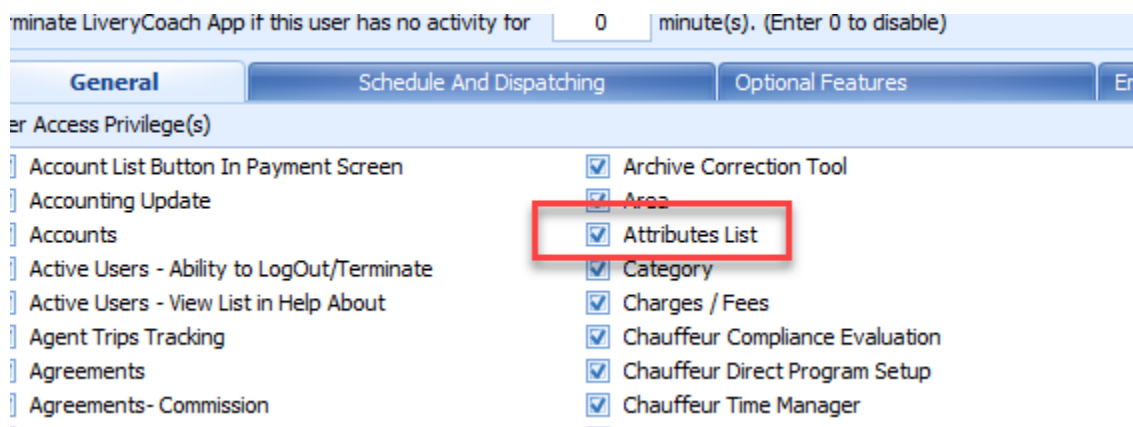
One of the key strengths of our industry is the way we accommodate special requests for our customers. While sometimes these requests are simply amenities that can be added to a trip, more often they are requests or requirements for a chauffeur or a vehicle with certain special attributes.

While we have always had the ability to mark chauffeurs restricted or preferred for particular clients, we've now created the Attributes function to offer even more control over chauffeur and vehicle selection for particular trips.

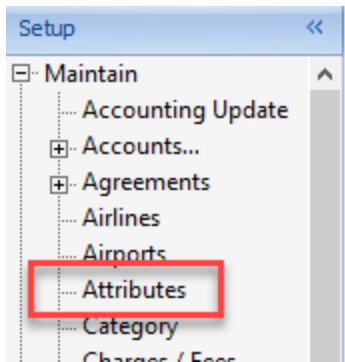
In this Tech Tip, we will cover what Attributes are, and how to set them up for chauffeurs and vehicles. In a future Tech Tip, we'll learn how to assign Attributes to trips (both manually and automatically). As a reminder, last week we covered the new [Chauffeur Selection and Vehicle Selection](#) screens that will enable use of Attributes.

Some uses for Attributes can range from a chauffeur with a particular 2nd language to a vehicle with a partition to even a chauffeur with a particular security clearance or a vehicle with a proper permit or license. You can even set chauffeur attributes up like "knows NYC" or "good with elderly"—the possibilities are endless.

Before you start, you will need to check your Security setting to make sure you have permission to create Attributes—it's a separate permission that needs to be assigned.

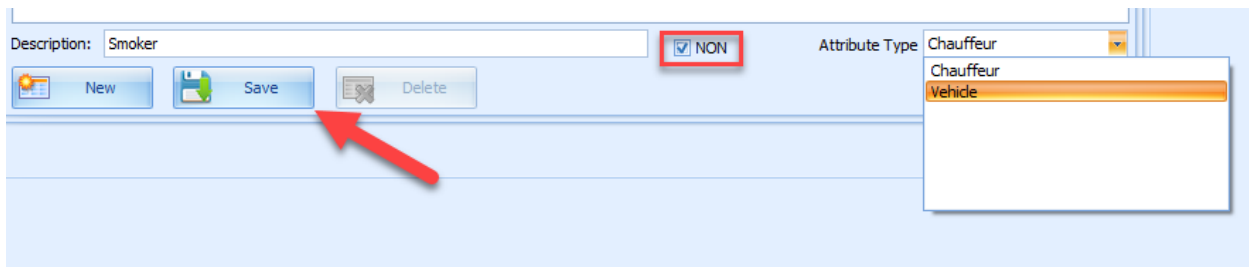


Once you've got the proper permissions (and, if you made a change, have logged out and back in to Livery Coach), you will navigate to Setup->Maintain->Attributes.



Once there, at the bottom, you can create a new Attribute by typing the name of the Attribute in the Description box and using the Drop-down to pick whether the Attribute is a Chauffeur Attribute or a Vehicle Attribute.

Additionally, there is an optional "NON" button. This should be checked when you are adding an Attribute that you might want to use to find a chauffeur or vehicle that does NOT have this Attribute. The most obvious example would be a Chauffeur Attribute "Smoker". Rather than having to create both a "Smoker" Attribute and a "Non-Smoker" Attribute and assign one or the other to every single chauffeur, instead you could just create the "Smoker" Attribute with the NON box checked, and you would be able to search for chauffeurs who do NOT have the "Smoker" Attribute assigned (and are thus assumed to be non-smokers).



Once you have clicked Save, it will appear on the top list of Attributes.

To clear the Description box to enter another Attribute, simply click New and repeat the process. To edit or Delete an existing Attribute, select it from the top list, make changes as appropriate, and then click Update or Delete as desired.

Below is a sample screen shot showing a small sample of potential Chauffeur and Vehicle Attributes.

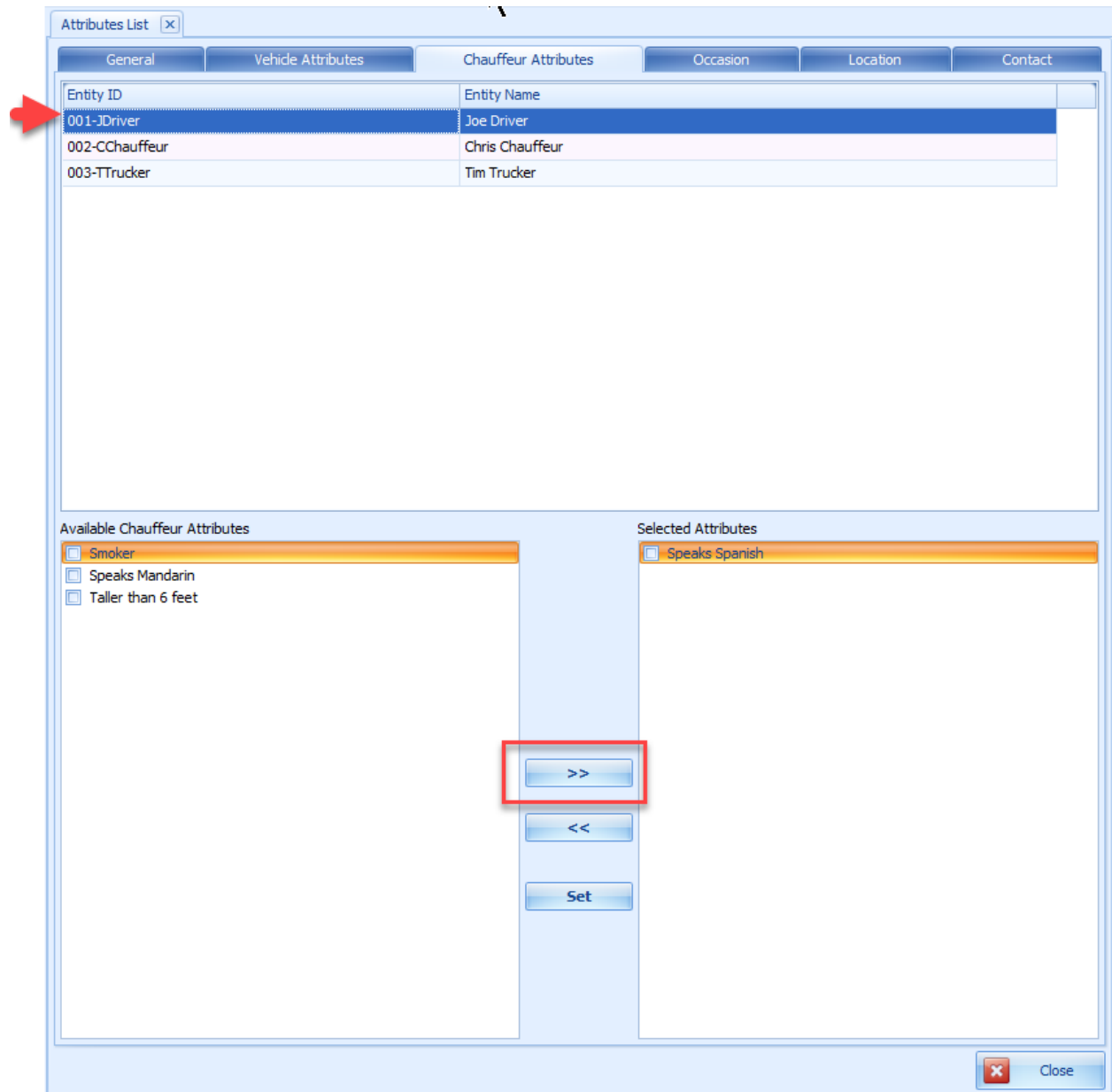
 A screenshot of the 'Attributes List' window. It has tabs for 'General', 'Vehicle Attributes', 'Chauffeur Attributes', 'Occasion', 'Location', and 'Contact'. The 'Vehicle Attributes' tab is active. Below the tabs is a table with columns for 'Description', 'NON', and 'Attribute Type'.

Description	NON	Attribute Type
Smoker	<input checked="" type="checkbox"/>	Chauffeur
Speaks Spanish	<input type="checkbox"/>	Chauffeur
Speaks Mandarin	<input type="checkbox"/>	Chauffeur
Taller than 6 feet	<input type="checkbox"/>	Chauffeur
Has Restroom	<input type="checkbox"/>	Vehicle
Has CarPlay and connector	<input type="checkbox"/>	Vehicle
PPA Permit for PHL	<input type="checkbox"/>	Vehicle

Now that we have some Attributes set up, what's next? Well, we can assign the Chauffeur Attributes to Chauffeurs and the Vehicle Attributes to Vehicles. (We will cover the other tabs in a future Tech Tip).

These assignments can be done from this screen, or from the Employee List screen (for Chauffeurs) or the Vehicle List (for Vehicles). That way, you can limit access for the actual Attribute list to only some of your employees, but let others handle the actual assignments, as appropriate.

From the Chauffeur Tab on the Attributes screen, simply select the desired Chauffeur and then the desired Attributes (by putting a check in the box), and the >> button to move the Attribute from the left to the right.



The Vehicle Attributes tab works in a similar fashion.

Attributes List [x]

General Vehicle Attributes Chauffeur Attributes Occasion Location Contact

Description	Vehicle Type Description
Chrys 115	Sedan
Chrys 215	Sedan
Exped 115	SUV
Limo 108	Limo 8 pass
MKT 116	Sedan
Rental Car	Sedan
Sprinter Limo 115	Bus

Available Vehicle Attributes

- Has CarPlay and connector
- Has Restroom

Selected Attributes

- PPA Permit for PHL

>>

<<

Set

The alternate place for Chauffeurs is in Employee List. Select a Chauffeur and navigate to the Attribute tab.

Edit Employee

003-TTrucker **Tim Trucker**

First Name: Tim
Middle Name:
Last Name: Trucker
Display Name: Tim Trucker
Display Phone:
Password:
Job Title: Chauffeur
Department:
Type/Code:
Hired Date: 02/12/2021

Clear Picture

No image data

Duty: Notes:

Address Personal Licenses Paging Option Restriction Incident Docs **Attributes**

Available Attributes
 Speaks Mandarin
 Speaks Spanish
 Taller than 6 feet

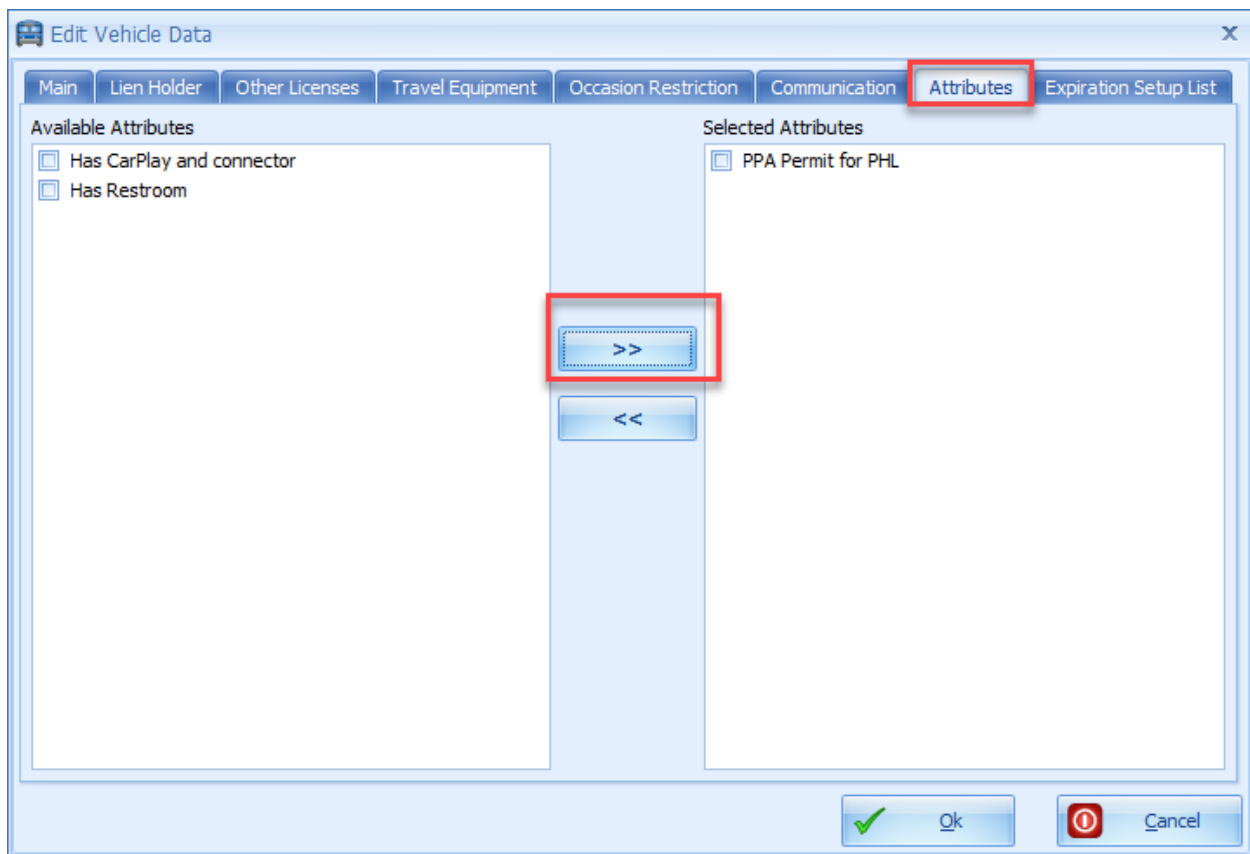
Selected Attributes
 Smoker

>>
<<

Active

Ok Cancel

And finally, when you select a Vehicle in Vehicle List, there is also an Attribute tab.



In a future Tech Tip, we'll cover the technical details about how you can configure Attributes to automatically apply to certain kinds of trips, and also how to use Attributes in trips to make the proper Chauffeur and Vehicle selections.