

Tech Tip Tuesday—October 19, 2021

Show Wrap Up

It was good to see many of you in Dallas last week, and we hope everyone made it home eventually. For those of you who missed it, the dates and location of the next show have been announced (March 27-30 at the Paris Hotel and Casino in Las Vegas). We don't yet have plans other than exhibiting, but it's likely we will have a user meeting there should there be enough interest. So please let us know if you plan on attending that show. (And no hurry, since it's nearly 6 months away—we will ask again as it gets closer).

Vaccinated Chauffeurs as an Attribute

Back in March, we had a series of Tech Tips outlining the new Chauffeur and Vehicle Selection screens, and also explaining our new Attribute feature.

Since it's somewhat timely, we thought we'd take this Tech Tip to illustrate a current real-world example of how you can use this.

We've gotten a few calls recently from clients who have customers who insist on having a vaccinated chauffeur. Now, if all your chauffeurs are vaccinated, that's easy. But for those of you who have a mix of vaccinated and non-vaccinated chauffeurs, how do you make sure you are honoring your customer requirements?

The first thing you will need to do, if you haven't already, is set your system to use the new Chauffeur Selection Screen (by telling the system not to use the "Legacy" Chauffeur Selection Screen).

Navigate to Maintain->System Default Config->General Settings and make sure that the box is unchecked. Then click OK.

General Settings

System Setting System Label

Imaging Internet URL For Address Location - URL separated by ;;; (3 semicolons)

http://maps.google.com/maps?q=<Address>&btnG=Search

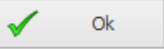
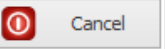
Currency Symbol ⌵ \$

Date Format ⌵ mm/dd/yyyy Use Military Time

Time Zone ⌵ (GMT -05:00) Eastern Time (US & Canada)

Default State Cd PA Default Country USA ⌵


Reservation Touch Log
 Apply Gratuity to QuickRate
 Enable Livery Coach Software update system
 Apply Tax to QuickRate
 Disable Reservation Popup Message Internal Setting
 Use Legacy Incident Report
 Use Legacy Print Option
 Use Legacy Quick Rate
 Use Legacy Chauffeur Selection Screen
 Use Legacy Vehicle Selection Screen

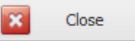
 Ok
  Cancel

Now you will need to navigate to Setup->Maintain->Attributes, click New at the bottom, then type in the description, make sure that the "Attribute Type" is set to Chauffeur, and then click Save.

(Note that there is no need to click the NON button unless you anticipate that you might get specific requests for a NON-vaccinated chauffeur.)

Description: Vaccinated NON Attribute Type Chauffeur ⌵

 New
  Save
  Delete

 Close

Once you have the Vaccinated attribute set up, you can now apply it to all your vaccinated chauffeurs. While there are a few ways to do this, one way is to just click the Chauffeur Attributes tab, move the “Vaccinated” selection from the left to right, and then click SET.

Entity ID	Entity Name
100-Joe Drive	100-Joe Drive
1-DCH	Hirsch

Available Chauffeur Attributes

- Smoker
- Speaks Mandarin
- Speaks Spanish
- Taller than 6 feet

Selected Attributes

- Vaccinated

>>

<<

Set

Note that you can also do this in Employee List (and while you are there, upload a copy of the vaccination card under the Docs tab if so desired).

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

Available Attributes

- Smoker
- Speaks Mandarin
- Speaks Spanish
- Taller than 6 feet

Selected Attributes

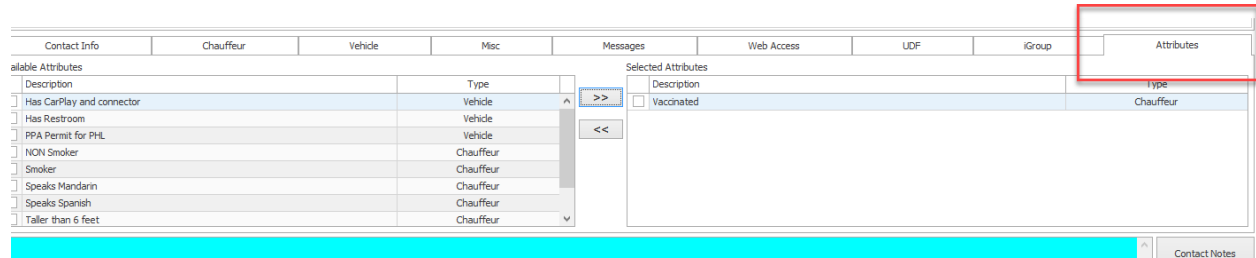
- Vaccinated

>>

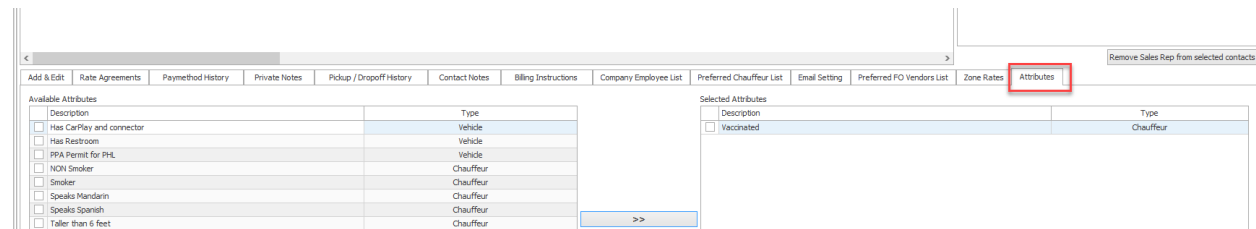
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Once your vaccinated chauffeurs have been identified, you can now indicate which Contacts or Companies require a vaccinated chauffeur.

In the Contact record, it's the Attributes tab all the way to the right.

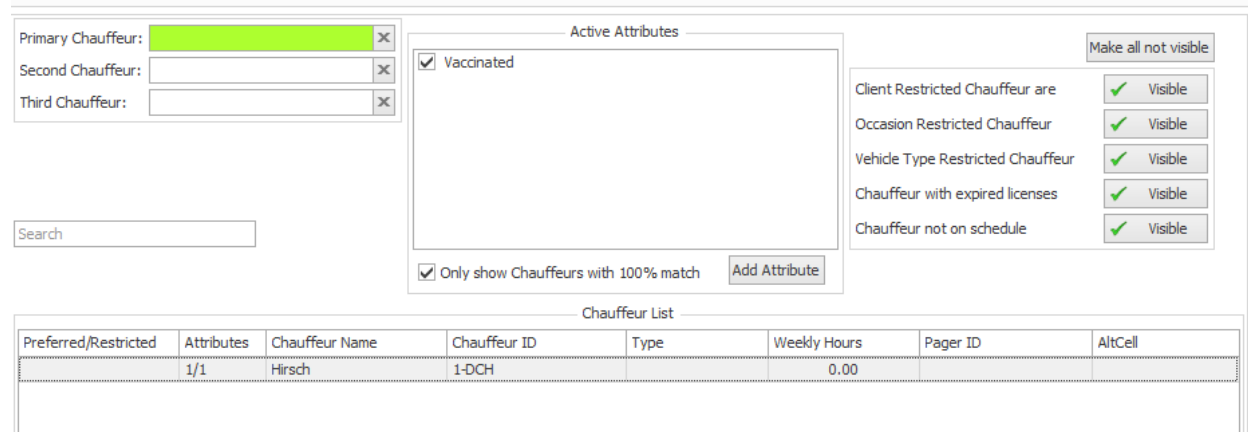


In Company List, it's also the tab all the way to the right (and don't forget to click SET when done).



Now, when you open a trip to assign the Chauffeur, it's easy to select one that matches the Attribute, and if you have "Only show Chauffeurs with 100% Match" checked, you won't even see the unvaccinated ones for these trips.

Chauffeur Selection



Important Note:

We are not attorneys, and this is not legal advice. That said, it has been brought to our attention that disclosing an employee's vaccination status without permission of the employee could be an ADA violation. We suggest that you obtain each chauffeur's written permission before disclosing their status to clients. Please consult with your local counsel for advice.

Here are a few links for further reading:

<https://www.kollmanlaw.com/covid-19/disclosing-employees-covid-19-vaccine-status/>

<https://www.lcwlegal.com/news/requesting-proof-of-employees-vaccination-confidentiality-requirements-use-and-disclosure-of-employee-vaccination-information/>