

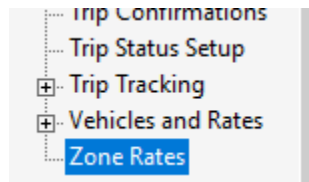
## Tech Tip Tuesday—February 15, 2022

### A Quick Way to See/Edit Zone Prices

In a Tech Tip earlier this year, we reviewed how to easily apply a price increase to all your Zone prices.

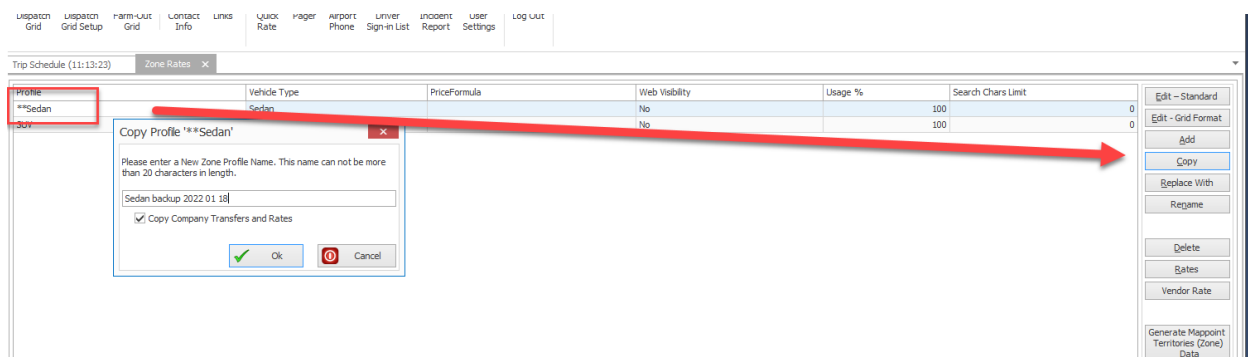
This week, we'll talk about a fast and easy way to see and/or edit some of those individual prices, using a built-in grid that looks a little like Excel.

We start by navigating to Setup->Maintain->Zone Rates.



As always, before we start changing any prices, we strongly recommend that you make a copy of the zone profile you want to change. This ensures that if something goes wrong, you can easily get back to where you started.

To make a copy, click on the desired Profile, then the Copy button, then create a name for your copy.



Once it is copied, since this is for your use only (and not to be used for reservations), you should hide the copy so it's not available. Simply click on your new copy (make sure you have it selected, as your list may have resorted after the copy and is no longer at the bottom), and then change the "Usage %" to -1.

Trip Schedule (11:13:23) Zone Rates X

Profile	Vehicle Type
**Sedan	Sedan
SUV	
Sedan backup 2022 01 18	

Option

☐ Web Visibility

Service Charge -1

Usage % -1

Only search first 0

Set Usage % to -1 to hide in  
positions of the Postal

**Note:** To change a Vehicle Type, highlight a profile and right-click ( No n

Now that you have a safe copy tucked away in your system, go back and select the original zone profile you wish to edit. Then, click the **Edit – Grid Format** button.



**Grid Format**

View: Rate  ☒ From ☐ To

	Rate	
	Duration	
EWR	Distance	0.00
Philad	Dwelling	00.00
West	BlockTime	30.00
Western Main Line [WMain]		325.00

A few key points: first of all, you can actually edit your rates right from this grid. Just click in the box and change the number to what you want it to be.

Second, note that if the box is red, that means that your rate TO and rate FROM are different. IN the screen shot below, the rate from Western Main Line to EWR is \$325, but the rate from EWR to Western Main Line (or, in other words, FROM EWR to Western Main Line) is \$350. So both are red so you know they are different.

	EWR - Newark Airport [EWR]	Philadelphia Airport [PHL]
EWR - Newark Airport [EWR]	0.00	300.00
Philadelphia Airport [PHL]	300.00	0.00
West Chester [WC]	330.00	110.00
Western Main Line [WMain]	325.00	100.00

	EWR - Newark Airport [EWR]	Philadelphia Airport [PHL]
EWR - Newark Airport [EWR]	0.00	300.00
Philadelphia Airport [PHL]	300.00	0.00
West Chester [WC]	330.00	110.00
Western Main Line [WMain]	350.00	100.00

For completeness, here's what the rates look like with the Standard view:

**Edit Zone to Zone Information** ✕

*WMain To EWR*

Rate / Time (Mins):

Distance (Miles):

Dwelling:  Block:

*EWR To WMain*

Rate / Time (Mins):

Distance (Miles):

Dwelling:  Block:

If you are entering entirely new zones from scratch, the Standard view is probably more suitable. But for a glance at your rates, or to tweak some of them, the Grid view lets you see lots of rates at once, and adjust as you see fit.