## 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.

dule (11:13:23	3) Zone Rates ×				
	Vehicle Type	PriceFormula	Web Visibility	Usage % Search Chars Limit	Edit – Standard
1	Sedan		No	100	0 Edit - Grid Forma
_	Copy Profile '**Sedan' ×		No	100	0
					Add
	Please enter a New Zone Profile Name. This name can not be more				<u>С</u> ору
	than 20 characters in length.				Replace With
	Sedan backup 2022 01 18				Rename
	Copy Company Transfers and Rates				
	V Ok Ocancel				Delete
					<u>R</u> ates
					Vendor Rate

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) Z	one Rates 🗙	
Profile		Vehicle Type
**Sedan		Sedan
SUV		
Sedan backup 2022 01 18		
Option		
Web Visibility	Usage % -1	Set Usage % to -1 to hide in I
Service Charge -1	Univ search Tir	
Note: To change a Vehicle	e 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**.

Zone Rates >

Profile	Vehicle Type	PriceFormula	Web Visibility	Usage %	Search Chars Limit	Edit – Standard
**Sedan	Sedan		No	100	0	
SUV			No	100	o	<u>E</u> dit - Grid Format
Sedan backup 2022			No	-1	0	<u>A</u> dd
						<u>C</u> opy

Once the Grid Format opens, you get...well, a grid.

iew Rate	✓ ● From	⊖ To				
	EWR - Newark Airp	port [EWR]	Philadelphia Airport [PHL]			
EWR - Newark Airport [E\			300.00			
hiladelphia Airport [PHL]	300.00		0.00			
Vest Chester [WC]	330.00		110.00			
Western Main Line [WMai	n] 325.00		100.00			
To Fer	om rates are not the sa			everse Import		Close

In the screen shot above, you can see the "From" rate (but also swap the grid to show the rate in the other direction), and with the drop-down you can also change the view to show Duration, Distance, Dwelling, or BlockTime.

Grio	l Format		
View	Rate	~	● From O T
	Rate		VR - Newark Airport [EW
	Duration		
EWR	Distance		.00
Philad	Dwelling		00.00
West	BlockTime		30.00
Weet	ore Main Line DVMain]		

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.

/iew Rate	✓ ● From ○ To			View Rate	From To	1
	EWR - Newark Airport [EWR]	Philadelphia Airport [PHL]			EWR - Newark Airport [EWR]	Philadelobia Airport [PHL]
EWR - Newark Airport [EW	0.00	300.00		EWR - Newark Airport [EWR]		300.00
Philadelphia Airport [PHL]	300.00	0.00			300.00	
West Chester [WC]	330.00	110.00				0.00
Western Main Line [WMain]			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	EWR To WMain
	by >>>
Rate / Time (Mins): 325.00 120	Rate / Time (Mins): 350.00 150
Distance (Miles): 100	Distance (Miles): 100
Dwelling: 0 Block: 100	Dwelling: 100 Block: 0

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.