## 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.

Uispatcn Uispatcn F Grid Grid Setup	-arm-Out Contact Links Quick Pager Airport Univer In Grid Info Rate Phone Sign-in List R	eport Settings				
Trip Schedule (11:13:23)	Zone Rates 🗙					*
Profile	Vehicle Type	PriceFormula	Web Visibility	Usage %	Search Chars Limit	Edit – Standard
**Sedan	Sedan		No	100	0	Edit - Grid Format
307	Copy Profile '**Sedan' ×		No	100	0	
						Ron
	Please enter a New Zone Profile Name. This name can not be more than 20 characters in length.					<u>C</u> opy
						Replace With
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	Copy Company Transfers and Rates					
						Delete
	V Ok Ok Cancel					Dates
l l						Kates
						Vendor Rate
						Generate Mappoint
						Data

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
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Web Visibility	Usage % -1	Set Usage % to -1 to hide in i
Service Charge -1	Univ search Tir	positions of the Posta
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	sh oils i
SUV			No	100	o	Edit - 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.

•	Gri	d Format							↔	-		x
V	/iew	Rate	▼ ● From	⊖ To								
			EWR - Newark Airpo	ort [EWR]	Philadelphia Airport [PHL]							
	EWR	- Newark Airport [EW	0.00		300.00							
	Phila	delphia Airport [PHL]	300.00		0.00							
	West	Chester [WC]	330.00		110.00							
	West	tern Main Line [WMain]	325.00		100.00							
		To/Fro Major 2	m rates are not the sar Zone	me.	Apply !	Reverse	Import	Export		×	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.

<b>Gric</b>	l Format			
View	Rate	¥	From	OT
	Rate		VR - Newark Airp	ort [EW
EWR	Duration Distance		.00	
Philad	Dwelling		00.00	
West	BlockTime		30.00	
Mark	and Main Line DMMain]			

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.

View Rate	<ul> <li>✓ ● From ○ To</li> </ul>		Vi	iew Rate	From To	1
	EWR - Newark Airport [EWR]	Philadelphia Airport [PHL]			EWR - Newark Airport (EWR)	Philadelphia Airport [PH
EWR - Newark Airport [EW	0.00	300.00		EWP - Newark Airport (EWP)		300.00
Philadelphia Airport [PHL]	300.00	0.00		Diving - Newark Airport (EWK)	300.00	0.00
West Chester [WC]	330.00	110.00		Philadelphia Airport (PhL)	300.00	0.00
Western Main Line [WMain]	325.00	100.00	· · · ·	West Chester [WC]	330.00	110.00
the first and first said			1	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.