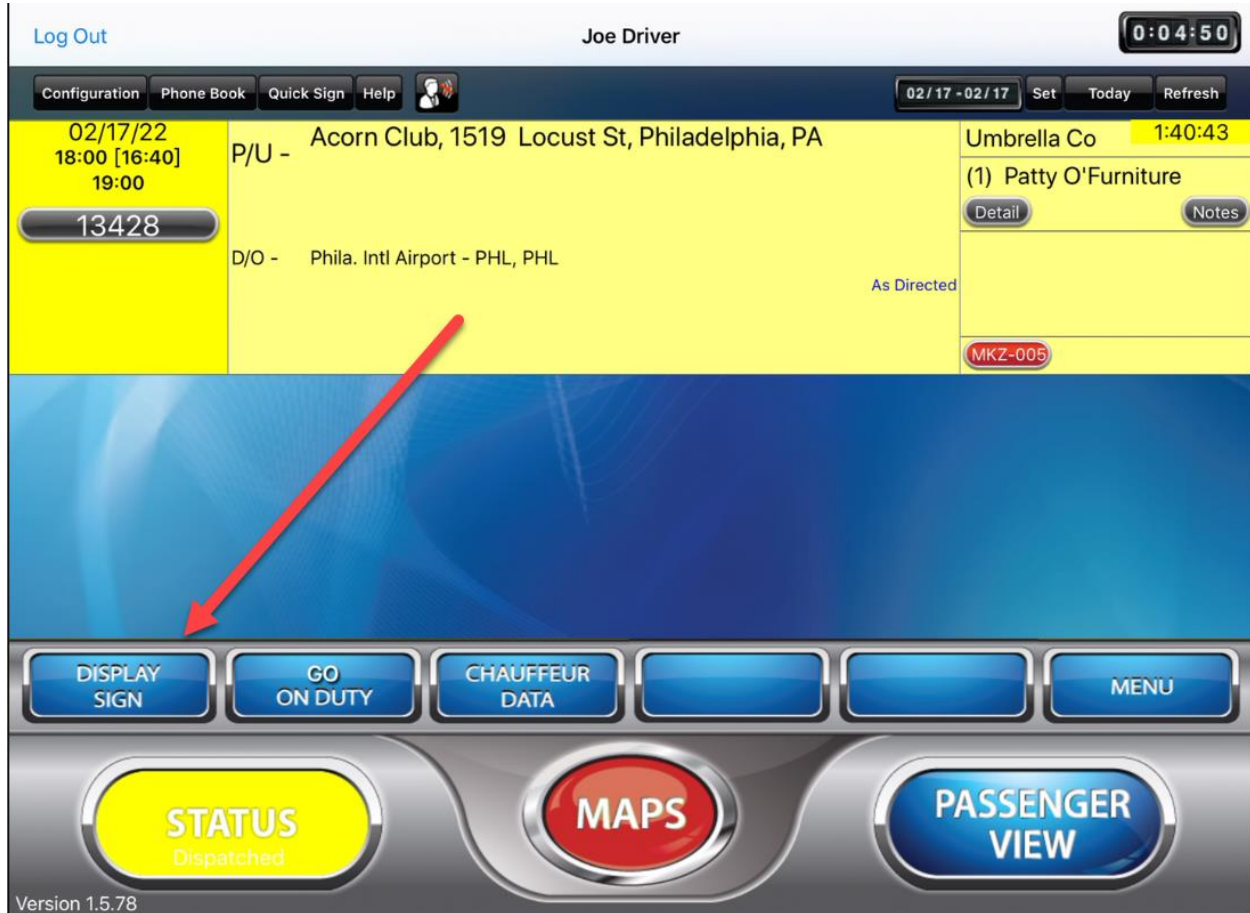


## Tech Tip Tuesday—February 22, 2022

### Airport Signs

While everyone who uses iChauffeur is (or should be) aware of the Display Sign feature, we wanted to highlight some of the flexibility and options with the sign.

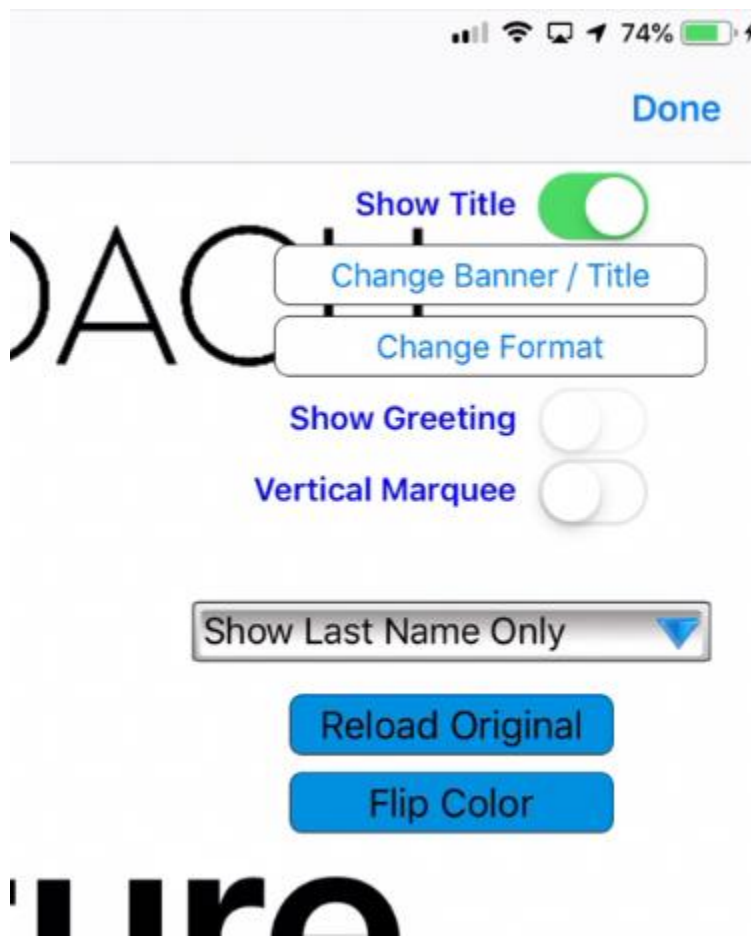
Generally, the sign is accessed by selecting the trip and then clicking on the Display Sign button.



Once clicked, the sign immediately comes up. But note that, at the upper right, there is an Edit button.



Clicking the Edit button brings up a whole host of options:



Starting from the top...if you turn off “**Show Title**”, then it turns off the company name or logo at the top of the sign.

**Change Banner/Title** gives you the ability to select a different company name or logo at the top—that of the company, or the affiliate, or what have you. There will be a separate Tech Tip in the future that covers all the different options available for uploading and automating logos.

**Change Format** allows you to select from among the following:

**Regular Format** has the company name/logo at the top and the name lower.

**Fading Format** alternates the company name/logo and the passenger name.

**Large Title Format** makes the company name/logo a bit larger.

The *Show Greeting* switch will show the text you have added under the Report Label for CFTripSheetBannerGreeting, such as “welcomes” or “is looking for”. If you haven’t added any text to this field, then this button will be disabled.

{@CFTripSheetBannerGreeting}	welcomes
Report Field Name: {@ CFTripSheetBannerGreeting }	
Field Value:	welcomes

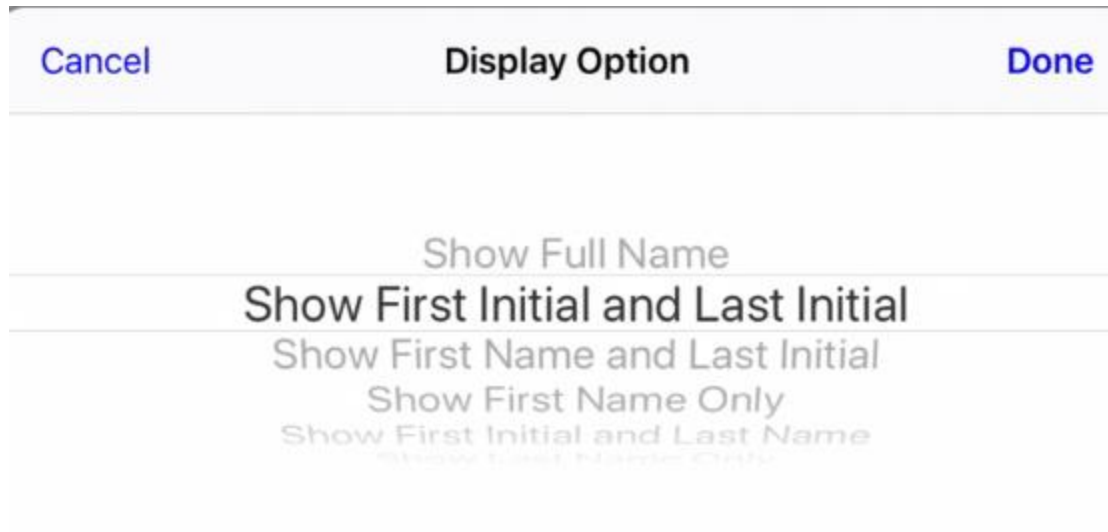


welcomes

Ms. Patty O'Furniture

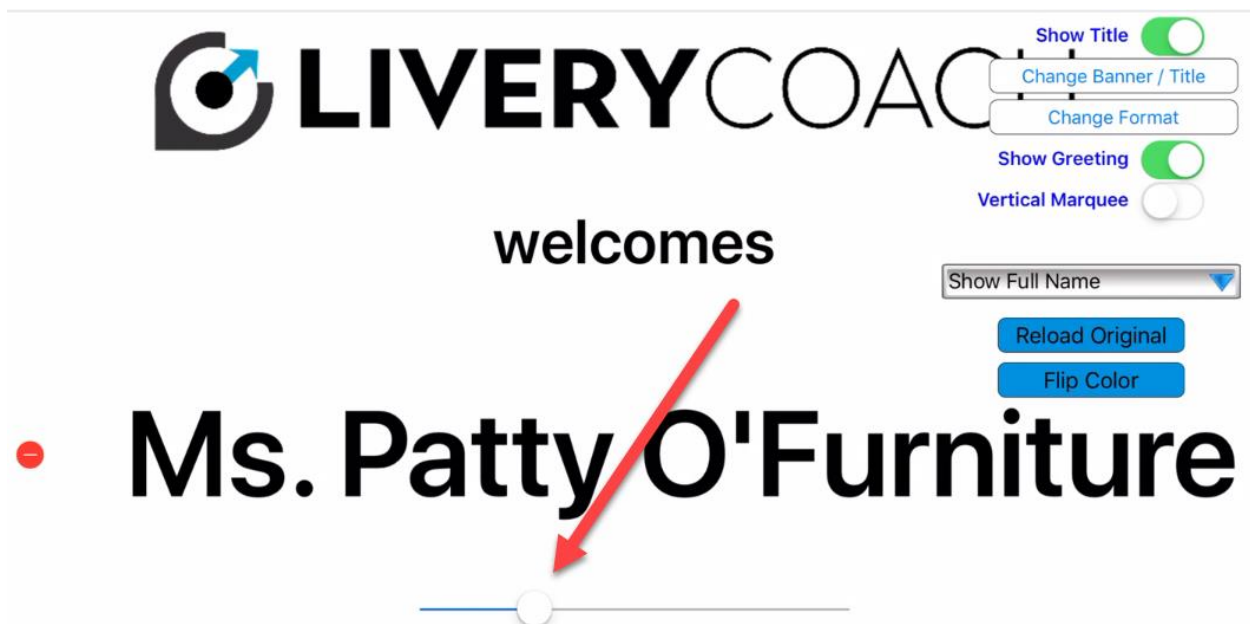
The **Vertical Marquee** option is only applicable when there is more than one passenger name in trip. In that case, when turned on, it will scroll the list of names from top to bottom.

The Display Option allows you to select what portion of the name you want to display, from Full Name to just initials to various combinations in between.



Below that, you have the options to **Reload Original**, which basically means start over, and also **Flip Color**, which reverses the black text on a white background into white text on a black background.

If your passenger has a name that is too long to fit on the screen, the sign will automatically scroll from left to right. The slider button below the name allows you to resize the name, and if you make it small enough to fit, it will stop the scrolling. This is also good for short names, since you can make them bigger.



The red dot to the left of the name allows you to delete the name—this is useful, for example, if you have 2 names but only want to show one. You can simply delete the 2<sup>nd</sup> name from the sign. If you “Reload Original”, or reload the sign from the trip, it will restore the name.

Finally, if your chauffeur is at the airport and needs to create a sign “on the fly” and there is no trip, then they can just click on the “Quick Sign” button and create a new sign from scratch.

