Tech Tip Tuesday—March 15, 2022

One last time (for those of you who haven't responded)--will you be at our User's Meeting in Las Vegas?

As previously announced, Livery Coach will be exhibiting at the CD/NLA Show in Las Vegas on March 27-30 (less than 2 weeks away!). In conjunction with the show, we will be having our user meeting on Sunday (March 27th) at **4:15pm in Versailles 3/4.** This meeting is open to all Livery Coach clients, and we encourage you to attend, but we need a headcount.

For all of you who have already let us know you are coming (and it's a growing number), thanks! We look forward to seeing you. If you haven't let us know yet, plea RSVP with the names of attendees to news@liverycoach.com. Thanks!

TripBook Trip Info Tab

When you are closing trips in TripBook, often you want to see various notes in the trip, without having to actually open up the trip and poke around.

When you select the trip in Trip Book, take a look at the bottom of the screen where you will find a Trip Info tab.

Deposits Holding Tank (1)	Debug	Ad	lditional Auto Charges Info	Trip Info	Credit Card Fail
Travel To Pickup in 15 minute(s) Travel Back in 50 min Pick Up ==>> 1732 Folke Stone Bed and Breakfast:: 77 Drop Off ==>> Philadelphia International Airport (PHL):: Airport: PHL - Dest: Zone Info: **Sedan : WC -> PHL (55.55) Vehicle Type: Sedan (Ordered: Sedan) - MKZ-002 PRIVATE NOTE >>> Private Notes go Here	7 Copeland School Rd , West Chester, PA		C Trip Notes Again Unices Dispatch Notes Chauffeur Notes Chauffeur Notes Contact Notes Contact - Private Notes Contact - Private Notes Contact - Private Notes	Company Biling Instructions Company Contact Notes Company Contact Notes Common Brinker Holes Common Brinker Holes Common Brinkers	These auto insert notes belong to Chip Corpany Contact Notes *** Company List - Contact Notes tab entry here.

The Trip Info tab gives you a fast way to see what kind of notes are in the selected trip, and to view those notes.

To view the notes, click the dot next to the type of note you want to see. In the screen shot above, Trip Notes is selected, and you can read the Trip Notes in the white box to the right.

If a selection is greyed out (such as Agent Notes), that means that that category of note is not present in the selected trip.

If this isn't good enough and you want to see all the notes at once, or see other information about the trip, then you can click on the Additional Trip Info button.

l Auto Charges Info		Credit Card Fail	Rejection List	
Trip Notes Agent Notes Dispatch Notes iChauffeur Notes Incident Notes	Company Billing Instructions Company Contact Notes Farm - Private Notes Farm - Auto Insert Notes	Company Contact Notes *** Company List - Co tab entry here.	Additional Trip Info Add Agent Note Open Reservation	
Contact Notes Contact - Private Notes Contact - Office Notes	🔿 Farm - Info Notes			

That then will open up a separate floating info window that you can move somewhere else (like on your 2^{nd} screen, if you have one) and then the info on these tabs will automatically update to reflect whatever trip you have selected.

Some of the information on some of the tabs (like Chauffeur Data) deserve (and will get) a Tech Tip on their own, but in this window you can also see other information (depending on tab selected) such as the touch log, status time stamps, a bunch of notes on one screen, etc.

And if you click the "Always on top" check mark at the bottom, the window is less likely to disappear behind another window, so you won't lose it.

	ip Info		· · · · · · · · · · · · · · · · · · ·			
	Trip Log View	Provider	Status Time Stamp	File Attachments Notes	Chauffeur Data	Affiliate
	Payment Method Selecti	on				
	TripBook*Payment					
	DateTime Stamp	Log ID	Category	From Data	To Data	
	01/20/22 09:43:08	John	Payment Method Selection	, PayMethod: 5, CustomerAcct: , AcctName: , AcctAddr1: , AcctAddr2: , AcctCity: , AcctState: ,	, PayMethod: 4, CustomerAcct: He HemCo, AcctAddr1: 111 HemCo Bł	mCo, AcctName:
				AcctZip:	Line 2, AcctCity: MI, AcctState: MI	, AcctZip: 33312
	01/20/22 09:43:09	John	TripBook*Payment	Payment type: 5 , Acct:	PayMethod: 4 , Acct: HemCo	
(Refresh	11052				Close
ľ	<u>Venesii</u>	11052	Always on top			<u>C</u> lose