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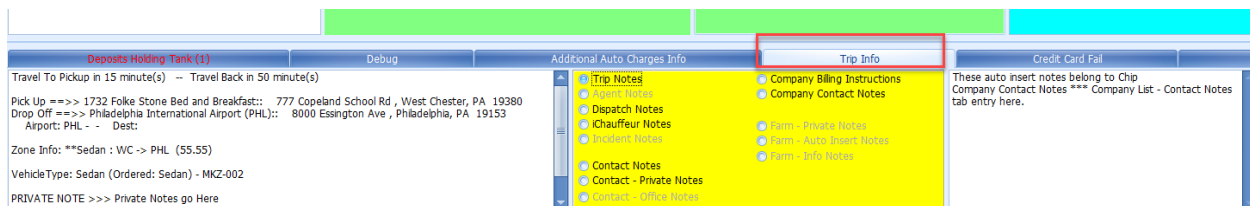
As previously announced, Livery Coach will be exhibiting at the CD/NLA Show in Las Vegas on March 27-30 (less than 2 weeks away!). In conjunction with the show, we will be having our user meeting on Sunday (March 27ᵗʰ) at **4:15pm in Versailles 3/4.** This meeting is open to all Livery Coach clients,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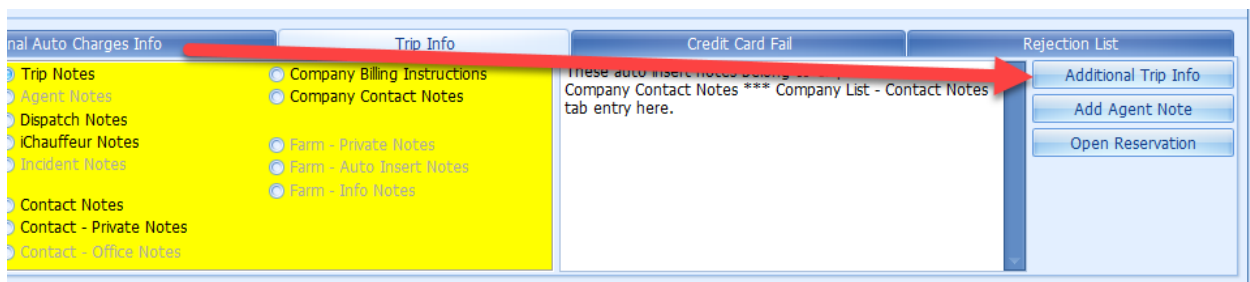


The Trip Info tab gives you a fast way to see what kind of notes are in the selected trip, and to view those notes.

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.

That then will open up a separate floating info window that you can move somewhere else (like on your 2nd 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.