

Tech Tip Tuesday—September 27, 2022

New (Optional) Screen for sending Confirmations and Receipts

We are all familiar with the “standard” screen that pops up when you click Confirm in a Reservation. It’s divided into 3 sections, with the Chauffeur section on the left, the Customer section in the middle, and the Farm Out Section, if applicable, on the right. (If the trip isn’t farmed out, this is greyed out.)

Print Options

Trip Sheet

☒ **Print** ☐ Fax ☐ Email

Available Reports:

- Chauffeur TripSheet
- Chauffeur Airport Sign
- Chauffeur Airport Sign - No Logo

☒ Block Credit Card ☐ Show Payment/Rate

Copies: 1

Transportation Confirmation

☒ **Print** ☐ Fax ☐ Email

Available Reports:

- Transportation \ Cancellation Confirmati
- Change Confirmation
- Confirmation as Invoice

☒ Show Payment/Rate

Copies: 1

Farm Confirmation

☐ Print ☐ Fax ☐ Email

From:

To:

Email Body Message:

Farm Notes:

Save Farm Notes to Trip ☒

Available Reports:

- Farm Out Request for Charges
- Farm Out Confirmation
- Farm Out Change Confirm

Override Fax Nbr:

Email:

Email CC:

Email BCC:

Auto Farm-Out Fax For Charges: Get Set Copies: 1

Format Type: Default

Send Printouts To

Brother MFC-7360N Printer ☐ Print Duplex

Preview Send Cancel

But we’ve also got a new screen, which you might like better. If you want to try it out, simply navigate to System Default Configuration->General Settings, and UN-check the “Use Legacy Print Option” (which is the one above, for people who don’t want to change).

Dispatch Grid [Refresh In 01:00] General Settings [X]

System Setting System Label

Imaging Internet URL For Address Location - URL separated by ;;; (3 semicolons)

`http://maps.google.com/maps?q=<Address>&btnG=Search`

Currency Symbol \$

Date Format mm/dd/yyyy ☐ Use Military Time

Time Zone (GMT -05:00) Eastern Time (US & Canada)

Default State Cd PA Default Country USA

☒ Reservation Touch Log ☒ Apply Gratuity to QuickRate

☒ Enable Livery Coach Software Update System ☐ Apply Tax to QuickRate

☐ Disable Reservation Popup Message Internal Setting ☐ Use Legacy Incident Report

☐ Use Legacy Print Option ☐ Use Legacy Quick Rate

☒ Use Legacy Chauffeur Selection Screen

☒ Use Legacy Vehicle Selection Screen

Ok Cancel

Do keep in mind that this is a GLOBAL setting, so it affects all your users. But feel free to give it a try, and of course, we always welcome feedback.

Confirmation Options

Document Type

☒ Trip Confirmation
☐ Farm Confirmation
☐ Trip Sheet

Confirm Method

☒ Email
☐ Print
☐ Fax

Choose Document(s)

Transportation \ Cancellation Confirmation
Change Confirmation
Confirmation as Invoice

☒ Show Payment/Rate

File Attach

Add File

Email Subject

☐ Use This Subject Only

Email Body

Templates

Stored Notes

Select Recipients

Email Address	Role	Auto
@gmail.com	Contact	Y

To

CC

BCC

Email Format

Default

From

reservations@

Confirmation History

Cancel

Send

Do you use an overnight service?

Sometimes we get questions about overnight answering services and whether we know or can recommend anybody. Since we're not in the dispatch and reservation business directly, we don't have any direct experience.

If any of you use a service you like (or have had an experience you didn't like), or any other information you'd like to share, feel free to let us know!

We can either mention it in a future Tech Tip, or just keep the referral private but give it to other customers if they ask us. And if you do let us know, please also let us know if we can share your name.

Thanks!