

Tech Tip Tuesday—December 6, 2022

Boot Camp Update—we have dates and a city!

We are happy to announce that the 2023 Livery Coach User Experience (aka “Boot Camp”) will be held on **Monday, January 30 through Wednesday, February 1, in Phoenix, Arizona.**

The first two days (Monday and Tuesday) will be full days of learning and interaction, and the third day will be morning only with no formal agenda—it is intended for wrap-up and discussions.

We expect to finalize the details with the hotel this week and will announce all the details in next week’s Tech Tip, including exact location, agenda highlights, cost, and registration details.

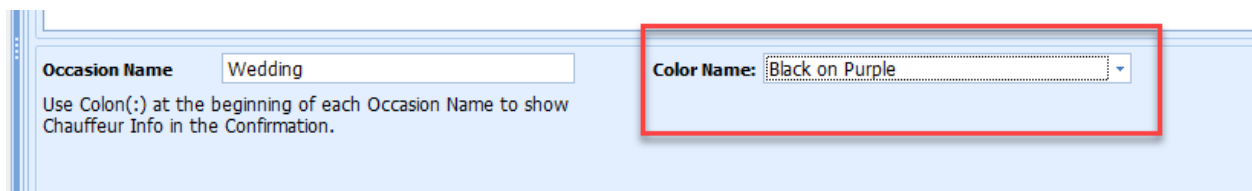
Thank you for your patience and support and stay tuned!

Color-Coding Occasions

A few weeks ago (November 1 Tech Tip) we reviewed how to set up Color Names. As we mentioned then, once you have your colors established, there are lots of helpful ways to use them.

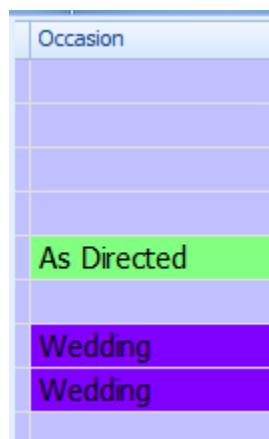
One of those helpful ways is color-coding Occasion.

To set an Occasion color, simply navigate to Setup->Maintain->Occasions. Select the desired Occasion, pick a Color Name in the drop-down (from the ones you previously set up), and then click Save.



The screenshot shows a software interface for managing occasions. On the left, there is a label 'Occasion Name' followed by a text input field containing the word 'Wedding'. Below this, a small instruction reads: 'Use Colon(:) at the beginning of each Occasion Name to show Chauffeur Info in the Confirmation.' To the right of this is a dropdown menu labeled 'Color Name:' which currently displays 'Black on Purple'. A red rectangular box highlights the 'Color Name' dropdown menu.

Once done, the assigned color will show in the Occasion column of your Dispatch Grid.



Occasion
As Directed
Wedding
Wedding

The screenshot shows a portion of a 'Dispatch Grid' table. The first column is titled 'Occasion'. The table contains several rows. One row is highlighted in green and contains the text 'As Directed'. Two other rows are highlighted in purple and both contain the text 'Wedding'. The other rows in the visible portion of the table are empty.