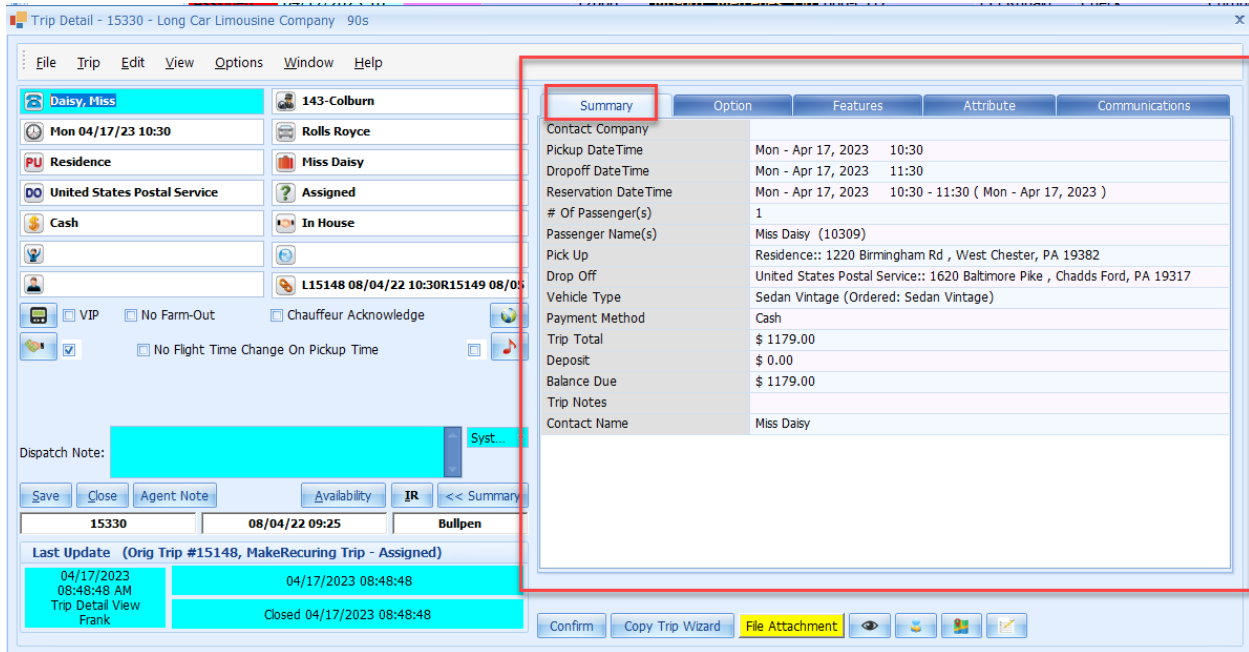


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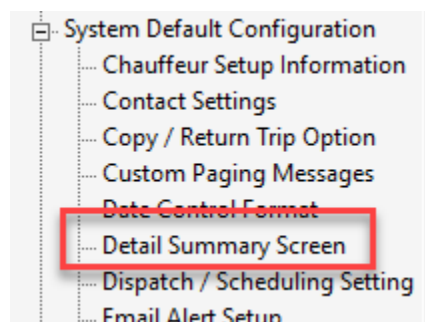
Controlling the Trip Summary Screen

When you open a trip in Livery Coach, to the right of the trip details appears the Trip Summary Screen. Sometimes we refer to this screen as the “read back screen” because it often contains all the information you want to read back to the booker when entering a new trip to make sure you got it right.

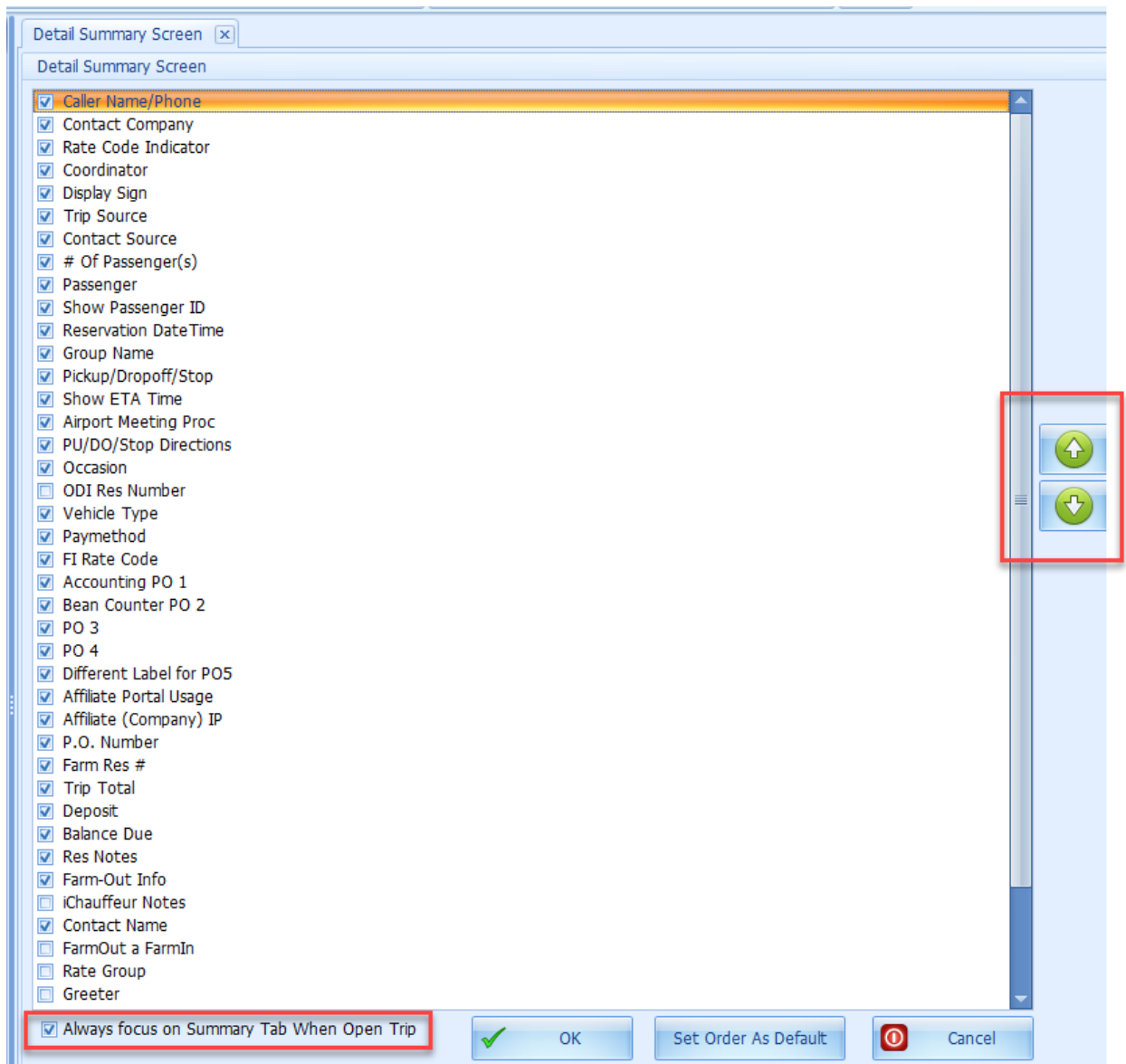


The fields that are shown in this Summary box, and the order in which they appear, are set globally in your system.

To view and/or change these settings, navigate to Setup->Maintain->System Default Configuration->Detail Summary Screen.



From there, you can decide what fields you want to appear (the ones with the checkmark) and which ones not to appear (no checkmark). You can also use the UP and DOWN arrows to move the fields around, and whether the system should automatically open the Summary screen when you open a trip.



When you are happy with your selection, click the OK button to save your settings and exit the window.

CAUTION: if you click on the “Set Order As Default” button, the system will then wipe out your changes and reset the order to the original “Factory Order” which, since you’re in this screen in the first place, is probably not what you want to do. To save your settings, just click the OK button.