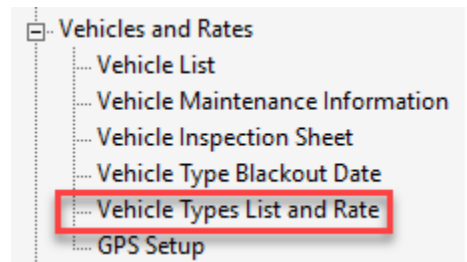


Tech Tip Tuesday—May 2, 2023

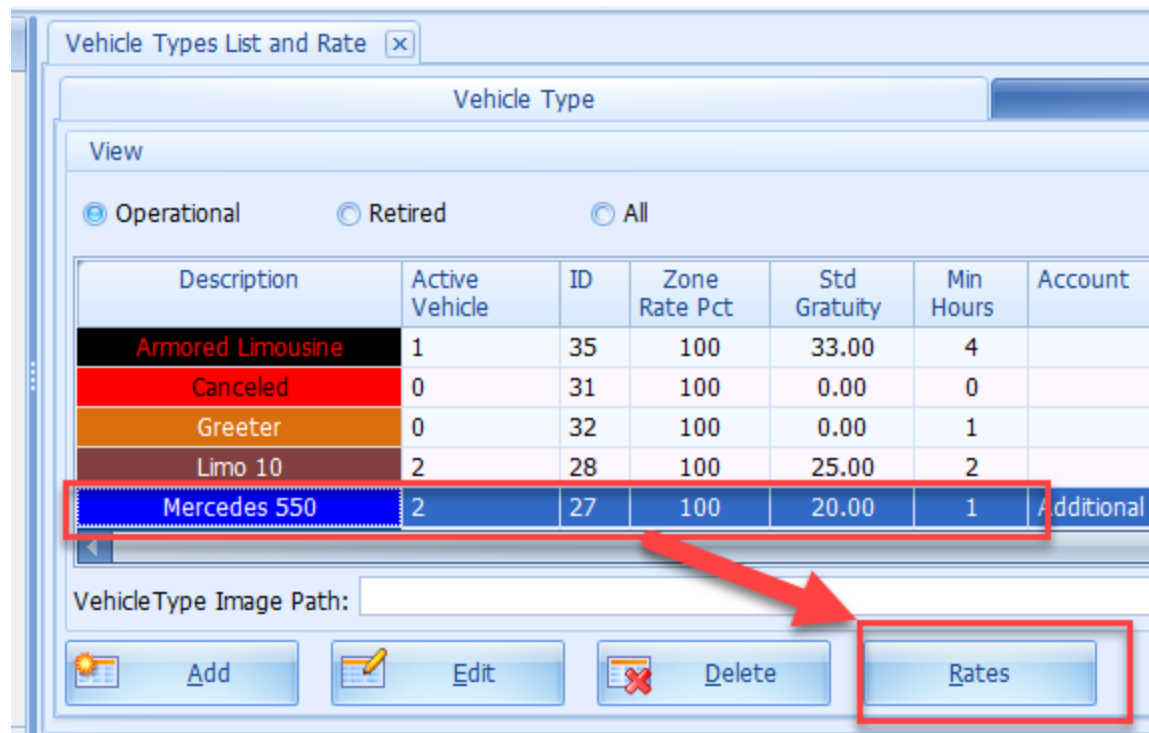
Setting up Hourly Rates and tying to Occasions

Last week we discussed how Hourly and Fixed rates work, including “package” or “hybrid” rates. As promised, this Tech Tip will discuss various ways of pre-setting these rates. For convenience, we will refer to these as “Hourly Rates” even though they could have a fixed component.

Hourly rates are set in the system by Vehicle Type, so to start, navigate to Setup->Maintain->Vehicle Types List and Rate.



Select your vehicle type from the list and click on the Rates button at the bottom.



From the screen that pops up, you see the rates you have already set up in the upper window, and can add new rates, or edit existing rates.

You should always have a STANDARD rate but you can add other rates as needed.

Vehicle Rates - Mercedes 550

Rate Type	Rate	Min Hours	Fixed Rate	Fixed Hours	Apply Rate To	Gratuity	Dwell Min	Block Min
PROM	\$125.00	6.00	\$750.00	6.00	Yes	25	-1	-1
STANDARD (Default)	\$90.00	1.00	\$180.00	2.00	Yes	-1	-1	-1
WEDDING	\$125.00	6.00	\$750.00	6.00	Yes	25	-1	-1

Rate Type: Apply this Rate if Reservation Occasion is same as Rate Type

Hourly Rate: Fixed Rate: Gratuity: (-1 is default. Does not apply to zone trips.)

Min Hours: Fixed Hours:

Save New Delete Set As Default Close

When creating a new rate, there are some important considerations.

The **Rate Type** is a label so you know what the rate was designed for. Note that if you create a **Rate Type** that is named EXACTLY like an Occasion (not case sensitive), and you check the box “**Apply this Rate if Reservation Occasion is Same as Rate Type**”, then when you pick an Occasion when creating a new trip, the system will automatically load the corresponding rate type (and give you a confirmation box.)

Rate Type: Apply this Rate if Reservation Occasion is same as Rate Type

Confirmation

? This Occasion 'Wedding' has a Rate associated with this vehicle type, would you like to apply the Rate for this Occasion?

Yes No

The Fixed Rate and Fixed Hours are the flat-rate portion of the trip...up to the Fixed Hours, the rate would just be the Flat Rate. If you don't want to have a Flat Rate portion, leave both Fixed Rate and Fixed Hours at 0.

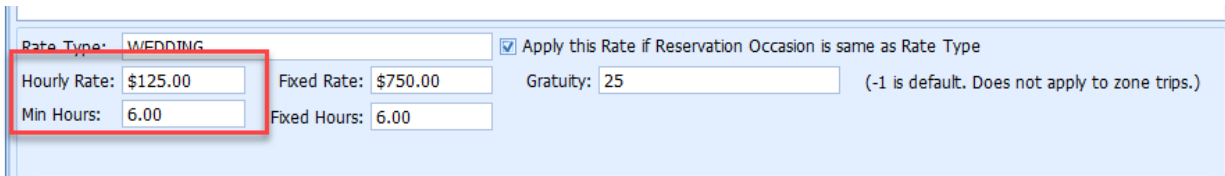
Rate Type: Apply this Rate if Reservation Occasion is same as Rate Type

Hourly Rate: Fixed Rate: Gratuity: (-1 is default. Does not apply to zone trips.)

Min Hours: Fixed Hours:

The Hourly Rate is the rate/hour for the time that goes over the Fixed Hours. (If you set the Fixed Hours at 0, then it will apply to the entire length of the trip.)

The Min Hours is the duration that the system will automatically set a **new trip** if it started out shorter. For example, if you use the Reservation Wizard and don't change the length of the trip in the initial Date/Time screen from the default (typically an hour), then the Wedding rate will change the duration of the trip to 6 hours (as shown below) when you save the trip.



Rate Type:	WEDDING	<input checked="" type="checkbox"/> Apply this Rate if Reservation Occasion is same as Rate Type				
Hourly Rate:	\$125.00	Fixed Rate:	\$750.00	Gratuity:	25	(-1 is default. Does not apply to zone trips.)
Min Hours:	6.00	Fixed Hours:	6.00			

Note that the Min Hours setting is just for convenience when saving a new trip. Once you have saved your trip, you can go and make the duration shorter, which will reduce the total base trip charge. If you want to enforce your minimums, that's what the Fixed Rate and Fixed Hours are designed for. After all, what is a minimum? You typically aren't holding your passengers hostage—if they want a wedding for an hour, that's fine, as long as you get paid as though it were a 6 hour trip, right?

Finally, there is a Gratuity box where you can enter an "override" gratuity which would be in place of the default gratuity for that vehicle type. If you don't want to override the gratuity, then leave this field as "-1" and the Vehicle Type gratuity will apply.