

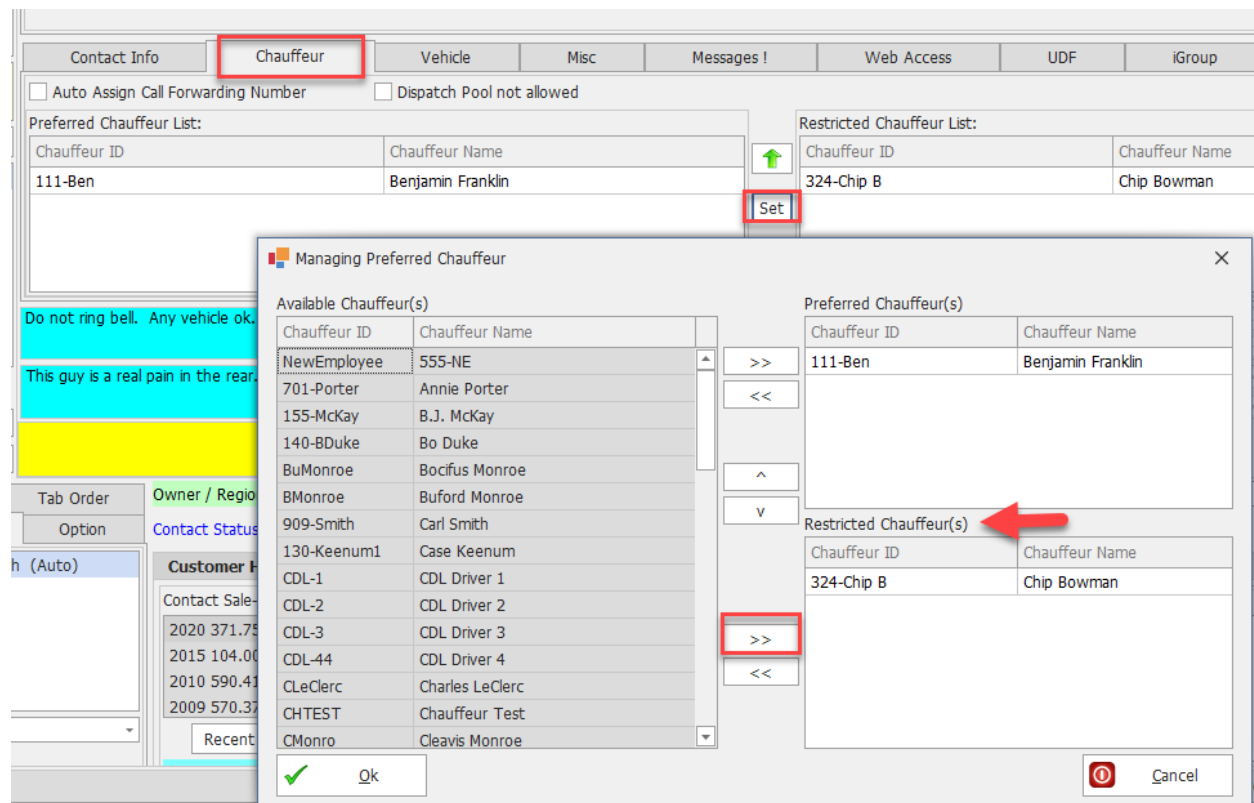
## Tech Tip Tuesday—November 7, 2023

### Chauffeur Restrictions (part 1)—Client or Company

While we'd all like to have a full staff of chauffeurs that can "do it all", that's not generally how it works in the real world. Often you will have to restrict chauffeurs from driving in certain situations, whether it's a particular client or company, or even a vehicle type or occasion.

Livery Coach has all the tools needed to create and enforce these restrictions so you can't inadvertently assign the wrong chauffeur to a trip. In this tip, we will cover restrictions based on client or client company; next week we will cover chauffeur restrictions for vehicle type, occasion, etc.

If you want to restrict a chauffeur from driving a particular contact, simply navigate to the contact, and click the Chauffeur tab and then the Set button in the middle. From the window that opens up, you will be able to move chauffeurs from the Available list to either the Preferred or Restricted lists. The system will take into account the settings for the contact and the passenger(s), and restrictions take precedence over preferences. So if one passenger has a preferred chauffeur but another passenger in the same trip has that same chauffeur restricted, then the chauffeur will be restricted and not able to be assigned to that trip.



If you want to restrict a chauffeur from driving anyone at a particular company, navigate to Setup->Maintain->Company List. Select the company for which you want to add restrictions (or add it if it isn't already there), and then the procedure is similar to that of the contact.

FastLimo	<input type="checkbox"/>	Door to Door
Figgis Investigative Services	<input type="checkbox"/>	System Default
Fox Broadcasting	<input type="checkbox"/>	System Default
Franks Casino and Hotel	<input type="checkbox"/>	Door to Door
Franks Livery	<input checked="" type="checkbox"/>	Door to Door
Google Inc	<input type="checkbox"/>	Door to Door

Preferred List		Restricted List	
Chauffeur ID	Chauffeur Name	Chauffeur ID	Chauffeur Name

**Managing Preferred Chauffeur** X

Available Chauffeur(s)		Preferred Chauffeur(s)	
Chauffeur ID	Chauffeur Name	Chauffeur ID	Chauffeur Name
NewEmployee	555-NE		
701-Porter	Annie Porter		
155-McKay	B.J. McKay		
111-Ben	Benjamin Franklin		
BuMonroe	Bocfus Monroe		
BMonroe	Buford Monroe		
909-Smith	Carl Smith		
130-Keenum1	Case Keenum		
CDL-1	CDL Driver 1		
CDL-2	CDL Driver 2		

Restricted Chauffeur(s)	
Chauffeur ID	Chauffeur Name
140-BDuke	Bo Duke