

Tech Tip Tuesday—November 14, 2023

Thanksgiving Hours

Thanksgiving (in the US) is next week! Livery Coach will be open normal hours on Monday and Tuesday (November 20th and November 21st) but will close at 5pm Eastern time on Wednesday, November 22nd.

We will also be closed for Thanksgiving (November 23rd) and the day after (November 24th), reopening on Monday, November 27th at 9am eastern.

As always, emergency support will be available, but please limit your support requests to true emergencies so that our team may enjoy the holiday with their families.

Happy Thanksgiving!

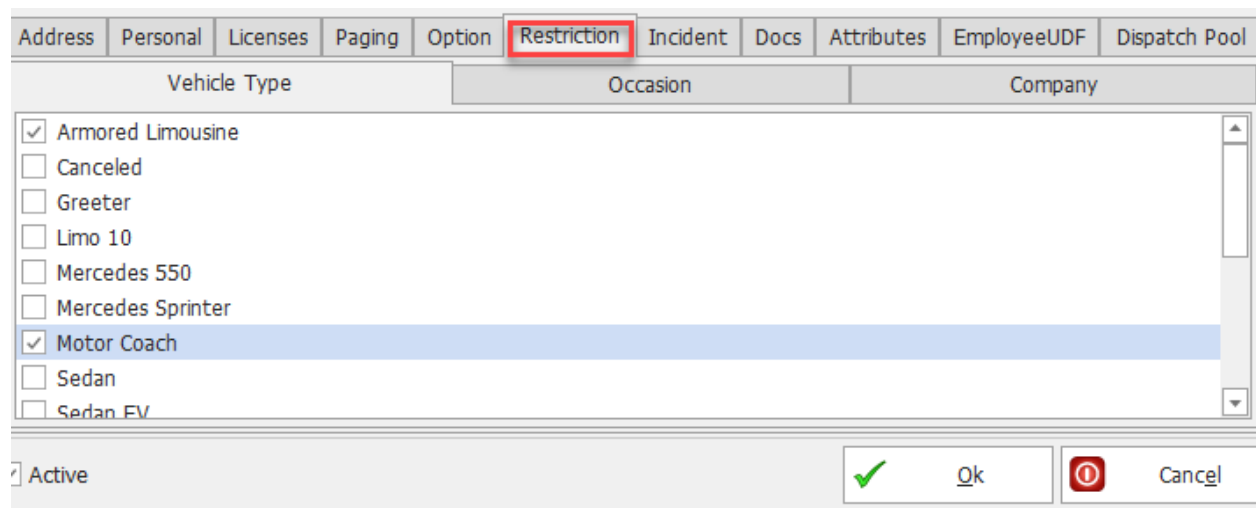
Chauffeur Restrictions (part 2)—Vehicle Type and Occasion (and another method for Company)

Last week we covered how to restrict chauffeurs from driving for particular clients or companies. This week we will cover how to restrict a chauffeur from certain vehicle types (maybe he doesn't have a CDL so can't drive the big stuff), or maybe he isn't a good choice for Proms or Bachelor Parties.

To implement these restrictions, navigate to Reservation->View->Employee List. Select the chauffeur you want to edit, and click on the Edit button. If you don't have an Edit button, that means that you do not have sufficient privileges in the system to Edit chauffeurs, so you will need to talk to whomever manages this.

When the Employee opens, navigate to the Restriction tab, and there you will see a second set of tabs for Vehicle Type and Occasion (and Company).

From there, just click on the Vehicle Type or Occasion tab as desired, and put a check mark in each Vehicle Type or Occasion that you do NOT want that chauffeur to be able to drive.

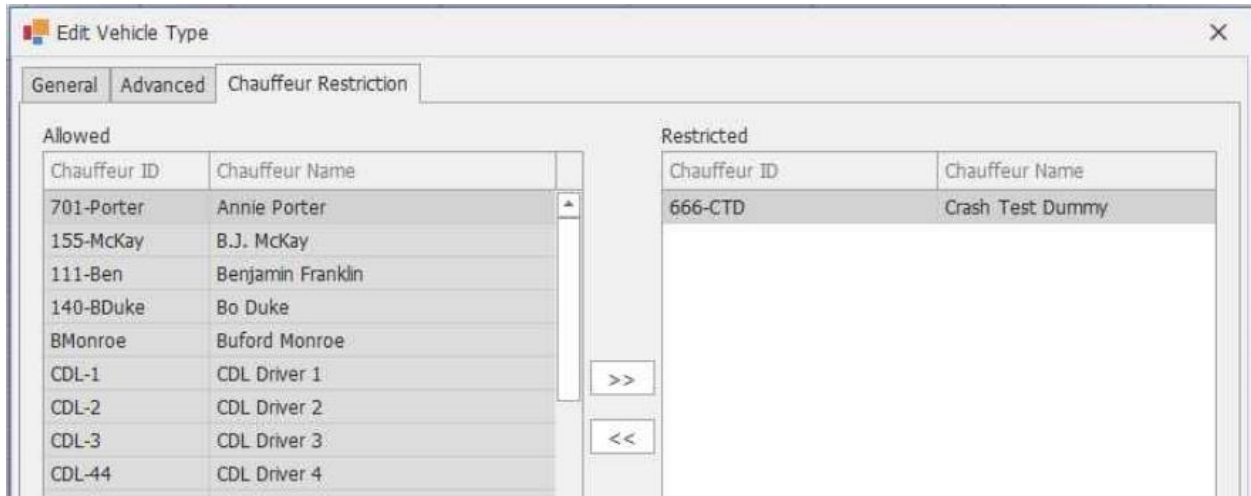


The screenshot shows a software interface with a tabbed menu at the top. The 'Restriction' tab is selected and highlighted with a red box. Below the menu are three sub-tabs: 'Vehicle Type', 'Occasion', and 'Company'. The 'Vehicle Type' sub-tab is active, displaying a list of vehicle types with checkboxes. The 'Motor Coach' item is selected and highlighted in blue. At the bottom of the window, there is a status bar with 'Active' on the left and 'Ok' and 'Cancel' buttons on the right.

Vehicle Type	Occasion	Company
<input checked="" type="checkbox"/> Armored Limousine		
<input type="checkbox"/> Canceled		
<input type="checkbox"/> Greeter		
<input type="checkbox"/> Limo 10		
<input type="checkbox"/> Mercedes 550		
<input type="checkbox"/> Mercedes Sprinter		
<input checked="" type="checkbox"/> Motor Coach		
<input type="checkbox"/> Sedan		
<input type="checkbox"/> Sedan FV		

For Vehicle Type Restrictions, there is also another way to accomplish this, which could be faster if you want to quickly restrict a whole list of chauffeurs from a particular vehicle type (your first Coach, for example).

Navigate to Setup->Maintain->Vehicles and Rates->Vehicle Types List and Rates. Select the desired vehicle type for which you want to restrict chauffeurs, and then double-click, or click on Edit. From there you can navigate to the "Chauffeur Restrictions" tab and restrict your desired chauffeurs.



We covered how to add a Company restriction (via Company List) in last week's Tech Tip, but the Company tab here is an alternate way to do it. If you have already restricted a chauffeur in Company List, you will see that restriction on the Company tab here; likewise, if you do it here, you will see it on the Company List (assuming you have added the Company to the Company List).