

Tech Tip Tuesday—February 6, 2024

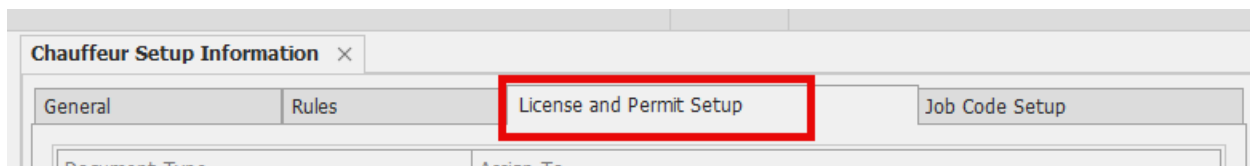
Managing License and Permit expirations (for Vehicles)

In the last Tech Tip, we discussed and provided a solution for managing the variety of different licenses and permits that a chauffeur might need to hold.

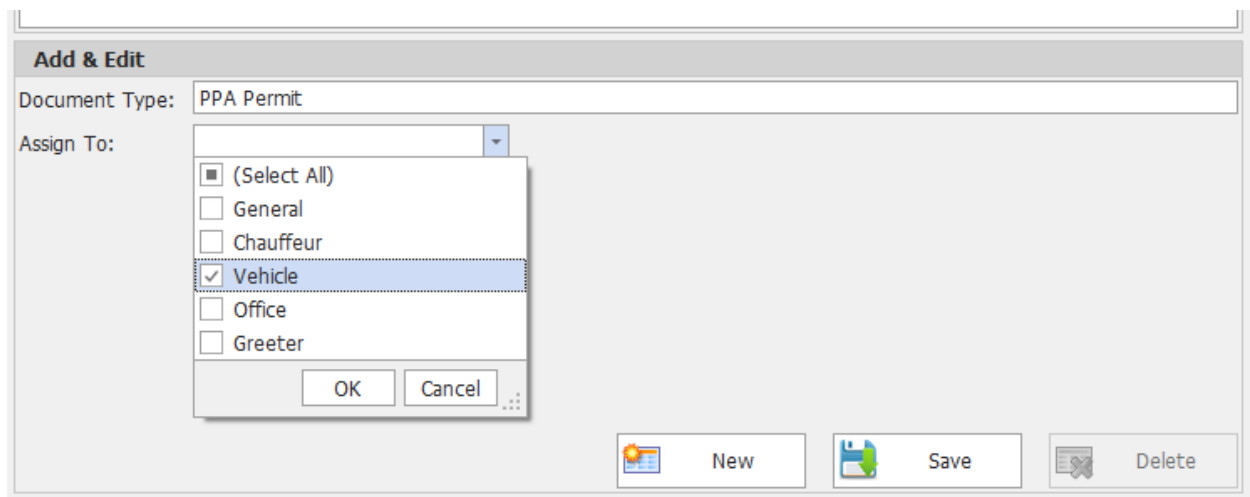
Just like chauffeurs, vehicle licenses and permits have their own challenges, and Livery Coach can help you manage that process too.

To set up your list of all potential licenses and permits, you use the same screen you used to set up Chauffeur Licenses and Permits as explained in last week's Tech Tip (except you assign the licenses and permits to "Vehicle" instead of "Chauffeur").

As a reminder, navigate to Setup->Maintain->System Default Configuration->Chauffeur Setup Information, and select the License and Permit Setup tab.



Then, at the bottom, you can add as many licenses and permits as you might need. Simply type in a short description in the "Document Type" and then select Vehicle under the Assign To drop-down, and then click Save.



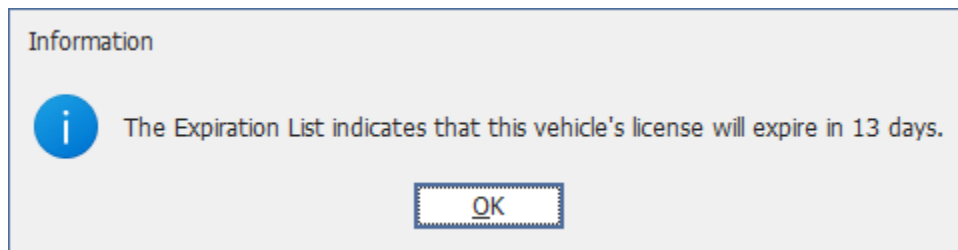
Once you have created your list, then you just need to assign them to vehicles as needed.

Simply navigate to Setup->Maintain->Vehicles and Rates->Vehicle List., select the vehicle, and click Edit (or, just double-click on the desired vehicle).

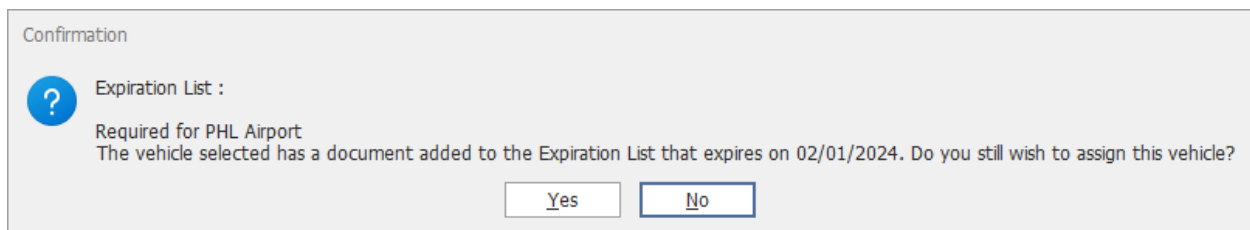
Now navigate to the Other Licenses tab and select a Document Type at the bottom.

Pick an expiration date, and enter a description). You can also choose whether to make this Permit/License “Enforced”.

Now, when the expiration date is within 30 days of the trip date, the vehicle will appear yellow in the selection screen. When you select the vehicle, you will get the warning:



If the document is already expired, the vehicle will still appear in yellow if you have not checked “Enforced”, but you will still get a warning, and see the description of the expired document. You will be able to select the vehicle for the trip.



If you have an expiring document whose date is “Enforced”, then the vehicle appears in red on the selection screen, and you will not be able to select that vehicle for that trip.

Information



Expiration List [ENFORCED]:

Required for PHL Airport

The vehicle selected has been added to the Expiration List and has expired, unable to assign this vehicle.

OK