

## Tech Tip Tuesday—April 2, 2024

### Field Labels

Over the years, Livery Coach has added lots of different specialized fields in the system to store data, based on various customer requests. Often when a customer comes up with a new requirement, there is often already a field that would be perfect for that use, although it might be labeled differently than what the customer was looking for.

We've also had other comments over the years about vocabulary or even spelling (do you spell it "Canceled" or "Cancelled"?).

As a result, Livery Coach has a whole screen where you can customize these labels for your system so they use the words and spelling that you prefer.

To get to this screen, navigate to Setup->Maintain->System Default Configuration->General Settings and then select the "System Label" tab.

Here you will find labels for everything from Tax and Gratuity (and however you want to spell Canceled/Cancelled) as well as all the Purchase Order (PO) fields, Airport Meeting Procedures, and more.

Now you don't have to train your agents to remember that "UDF1" is "Cost Center" for example—you can just label that field directly.

General Settings X

System Setting	System Label
<b>Tax Label:</b> State Tax:	
<b>Gratuity Label:</b> Gratuity-	
<b>Special Gratuity:</b> Special Gratuity:	
<b>Canceled:</b> Canceled	
<b>Chauffeur:</b> Chauffeur	
<b>24-Hour Reminder:</b> 24-Hour Reminder	
<b>PO 1:</b> Accounting PO 1	
<b>PO 2:</b> Bean Counter PO 2	
<b>PO 3:</b> PO 3	
<b>PO 4:</b> PO 4	
<b>PO 5:</b> Different Label for PO5	
<b>Special Requests:</b> iChauffeur Notes	
<b>Hotel:</b> Casino	
<b>Employee Timesheet Labels</b>	
<b>Penalty Hours:</b> Premium Hours	
<b>Employee List Labels</b>	
<b>EmployeeUDF1:</b> Venmo	<b>EmployeeUDF4:</b> EmployeeUDF4
<b>EmployeeUDF2:</b> EmployeeID	<b>EmployeeUDF5:</b> EmployeeUDF5
<b>EmployeeUDF3:</b> Twitter	
<b>Airport Meeting Procedure</b>	
<b>AMP1:</b> Baggage	<b>AMP4:</b> See Notes
<b>AMP2:</b> Limo Area	<b>AMP5:</b> Curbside
<b>AMP3:</b> Will Call-modified2	<b>AMP6:</b> Customs

 Ok  Cancel