

Tech Tip Tuesday—April 30, 2024

Entering multiple passengers for a trip

Livery Coach has always recommended entering the names of all the passengers in a trip, rather than just a “lead passenger”. That way both the office and the chauffeur know the names of all the passengers in a trip, so if, for example, one passenger doesn’t show up, you know who is missing.

This is especially useful during large group moves, where the other passengers didn’t necessarily arrange the transportation so they would have no idea who was missing.

It also helps later with Find Trips, so if a passenger calls with an issue or question, you can easily find the trip that passenger was on, even if it was a full coach.

If you are creating your trips using our Group Manifest Import module, then you will automatically have all the passenger names in your trips.

But sometimes you are manually entering trips and need to enter the names manually. Livery Coach has an easy way to enter all those names, which can be made even easier when the booker emails you all the names.

In the Passenger Selection screen of an open trip, note that there is a button labeled “Multi Input”.

The screenshot shows the 'Livery Coach: Passenger Selection' interface. On the left, there is a 'Retrieve By' section with radio buttons for 'Name', 'Phone', and 'Company' (which is selected). Below this is an 'Enter Company Name' field containing 'Philadelphia Phillies' and a 'Retrieve' button. The main area has fields for 'Prefix Title', 'First Name' (containing 'Kyle'), 'Last Name' (containing 'Schwarber'), and 'Suffix Title'. Below these is a 'Current Passenger List' table with columns for 'Passenger Name' and 'Profile'. A 'Multi Input' button is highlighted with a red box. To the right of the table is a 'Passenger Name, Suffix' section with a dropdown menu and a 'Title:' field. At the bottom right, there is a 'Company' dropdown menu.

When you click on that button, it opens a new window where you can easily type all the passenger names, or even paste those names from an external list. The only requirement is that each name be on a separate line, and be in the format FIRST LAST Phone Email. The phone and email fields are not required, but note that if you want to use an email address for a given passenger, you must also have a phone number (or use 0 as a placeholder).

Once complete, simply click Apply.

The screenshot shows the 'Livery Coach: Passenger Selection' window. At the top, it says 'Format: First Last Phone Email' with a help icon. Below this is a text area containing the following text:
Bryson Stott
Alec Bohm 215-555-1111
JT Realmuto 215-555-1112 JT@phillies.com
Trea Turner 215-555-1113 Trea@phillies.com
At the bottom right of the window, there are two buttons: 'Apply' and 'Cancel'.

You will then see all your passengers entered at once (with “Transient” meaning they do not have passenger profiles).

Prefix Title	First Name
<input type="text"/>	<input type="text"/>
Current Passenger List: <input type="button" value="Multi Input"/>	
Passenger Name	
Kyle Schwarber	Profile
Bryson Stott	Transient
Alec Bohm	Transient
JT Realmuto	Transient
Trea Turner	Transient