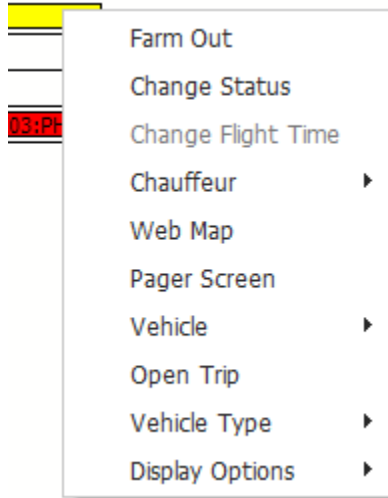


Tech Tip Tuesday—May 14, 2024

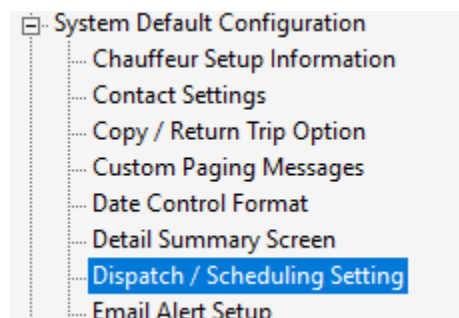
Control the order of items within the right-click menu of Trip Schedule

For those of you who depend on the Trip Schedule (and if you don't use this screen, you really should take a look), there are a lot of different options that can be accessed by right-clicking on a trip.



Depending on the particulars of your business, you might prefer that these choices appear in a different order. For example, you might want Change Status to be at the top so to make using this screen a bit faster.

In order to change the order of this menu, simply navigate to Setup->Maintain->System Default Configuration->Dispatch/Scheduling Setting.



After clicking on that menu, you can access the button labeled "Setup Right Click Menu (Trip Schedule)".

Trip Schedule (09:45:08) Dispatch / Scheduling Setting

Change Trip Status To Unassigned If No Driver Or Vehicle

- When trip status is changed to UNASSIGNED, remove chauffeur and vehicle
- Apply Previous Status On Arrival Time Changed
- Do Not Change Trip Status To Flight Time Change
- Warn when dispatching trip marked Payment Needed
- Display Agent Notes Indicator With TripID In Dispatch Grid
- Display Incident Report (IN) Indicator With TripID On Dispatch Grid
- Append Zip Code To City In PU/DO Info
- Refresh Dispatch / Scheduling Screen After Saving
- Make Trip Row All White If Trip Is VIP
- Hide Current Time Zone Label On Farm-Out Dispatch Grid
- Activate Employee Scheduling List
 - All shifts will be Available except those marked Off Duty
- Do Not Show Chauffeurs With Restrictions When Assigning A Chauffeur To A Trip
- Suppress Time Stamp Window Local Time for Farm-Out Trips
- Prompt override when Farm Agreement Expired
- Warn when Farm Out Company does not list the Vehicle Type Ordered in Vehicle Inventory
- Confirm Before Page Trip Schedule & Dispatch
- Change Trip Status Back To Assigned If There Are Any Major Changes ...

Below <Dispatch Grid - Assign Vehicle, Chauffeur, Status, and Page Out> has more precedence!

When Cancelling A Trip Always remove Chauffeur and Vehicle

Apply This to Late Cancels

Dispatch Grid - Assign Vehicle, Chauffeur, Status, and Page Out

- With Chauffeur Selection
 - With Trip Status Default To: On The Way
 - Page Out As: Email TripSheet
 - Automatically send regardless of how status is set
- First Pickup Address Format: City, State, Zip / PostalCode
- Last DropOff Address Format: City, State, Zip / PostalCode

Dispatch ETA Warning Setup List

ETA Buffer From	ETA Buffer To	Color
-240	-1	Black
0	10	Black
11	240	Black
-240	-1	Black

ETA Format: Estimated Time Arrival [Minutes Early]

Flash Status on Dispatch Grid for trips that are not in the co

Long Trip Duration 0 hours or longer.

Automatically mark Farm-Out On The Way trips to Done

Automatically mark Farm-Out Arrived trips to Done

Automatically mark Farm-Out Customer In Car trips to Done

System

Trip Schedule Tooltip Settings

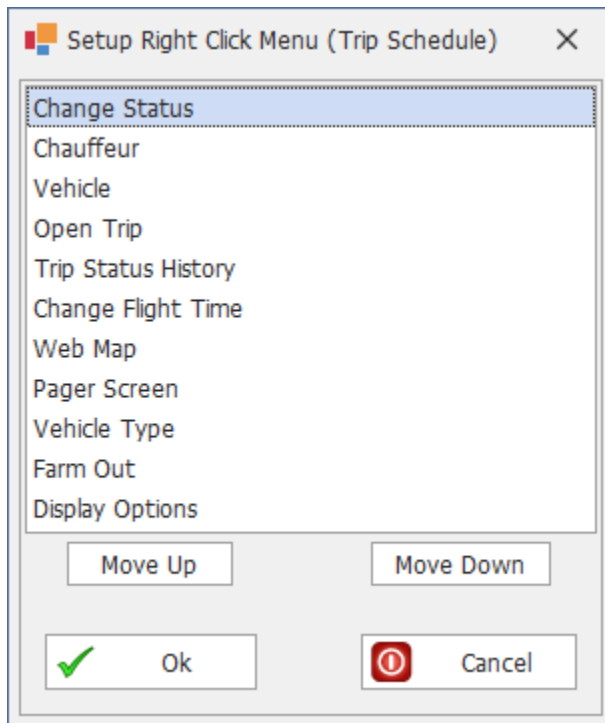
- VIP
- TripID
- Chauffeur Info
- Passenger Info
- Pickup Location

Blink hidden Trip Detail(s) on taskbar after

Do not prompt Driver/Vehicle change on flight time change

Setup Right Click Menu (Trip Schedule)

From here, simply move the menu items up or down until you get them in the order you prefer. Note that this is a GLOBAL setting—it affects all users in your system. When complete, click OK.



To see the new choices, you will have to close the Trip Schedule and launch it again. But now when you right-click on a trip, the menu will be sorted the way you prefer.

