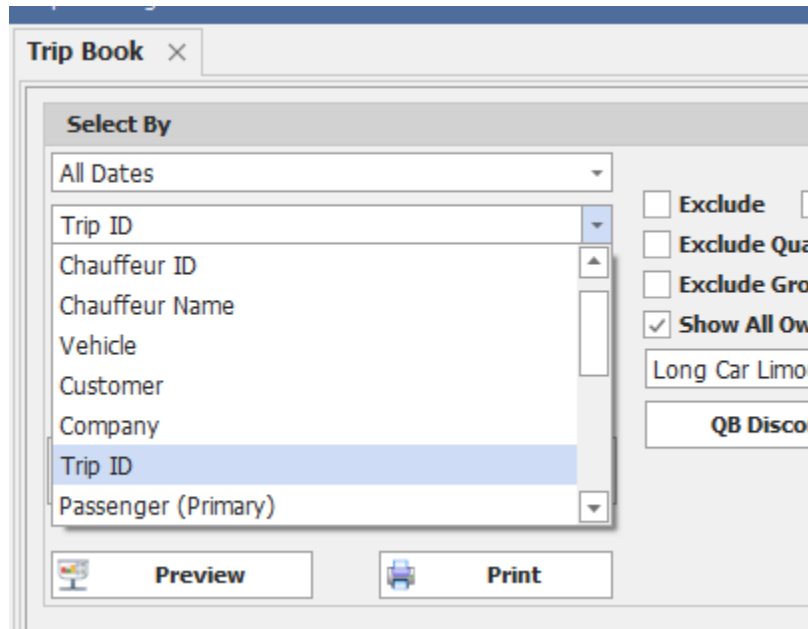


## Tech Tip Tuesday—February 11, 2025

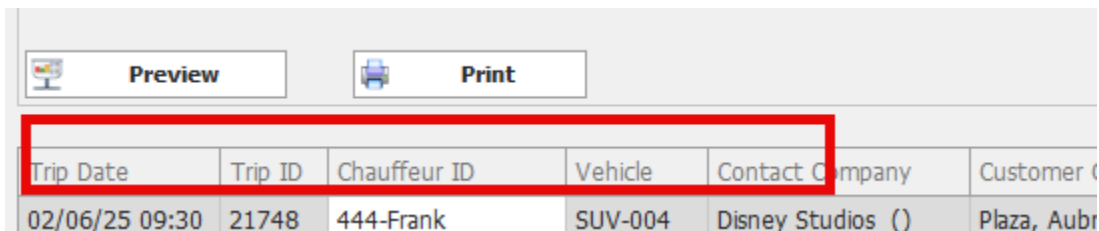
### Trip Selection in Trip Book...and going back to the Trip Book selection screen

When you open Trip Book for the very first time, the screen defaults to the Select tab Select tab, so you can pick the trip you want to process. There is also quite a variety of selection criteria, so that you can quickly find the trip or set of trips you want to process.

It used to be common for many people to pick Trip ID, so they could just type in the number of each trip as they pick up the paperwork. These days, fewer people use physical paper anymore, so you might just want to show all trips. But you can use the selection criteria to quickly just close all the trips for a given customer or company (maybe they are in a hurry to get an invoice). Other choices include Chauffeur ID, Chauffeur Name, Vehicle, etc. So feel free to pick whatever works for you, which might be different at different times.



Another feature that people sometimes overlook is the fact that the columns can be sized and arranged...so, for example, if you want the Trip Date, Chauffeur ID, and Vehicle all the way to the left—just drag the columns where you want them.



Trip Date	Trip ID	Chauffeur ID	Vehicle	Contact Company	Customer
02/06/25 09:30	21748	444-Frank	SUV-004	Disney Studios ( )	Plaza, Aubr

Once you select the job you want to close, review the charges tab, review the chauffeur pay tab, and click process...what happens? Does the system automatically select the next job, forcing you to click back on the Select tab so you can pick the one you want?

If so, this is easy to change. When Trip Book is showing the Select tab, click on the "Save Grid/Tab" button. Then the system will remember (for your userID) that, after processing a trip, you want it to go back to the "Select" tab. (Note that if you click this button while on the Charges, Commissions, or Chauffeur Pay tab, it will then show that tab for the next selected trip).

The screenshot shows the 'Trip Book' application window. At the top, there's a 'Select By' section with a dropdown menu set to 'Today' and another set to 'Date Only'. Below these are checkboxes for 'In-House', 'Farm-In', and 'Farm-Out', all of which are checked. To the right, there are more checkboxes: 'Exclude', 'Only Show De', 'Exclude Qualified Auto-Close', 'Exclude Groups', and 'Show All Owners' (checked). A text field contains 'Long Car Limousine Company' and a button labeled 'QB Disconnected' is visible. Below the filters, there are radio buttons for 'Current Trip(s)' (selected) and 'Archived Trip(s)'. There are also 'Preview' and 'Print' buttons. The main area contains a table with the following data:

Trip Date	Trip ID	Chauffeur ID	Vehicle	Contact Company
02/10/25 09:30	21751	444-Frank	SUV-004	Disney Studios ( )
02/10/25 11:00	20992	11-Ben	CON-002	Atlanta Braves ( )
02/10/25 12:30	22062	444-Frank	SUV-004	Disney Studios ( )
02/10/25 14:00	22374	444-Frank	SUV-004	Disney Studios ( )

A large red arrow points from the top of the table area down to the 'Save Grid/Tab' button at the bottom of the window. Other buttons at the bottom include 'Column Visibility', 'Auto - Close', 'Process', and 'Option'.