

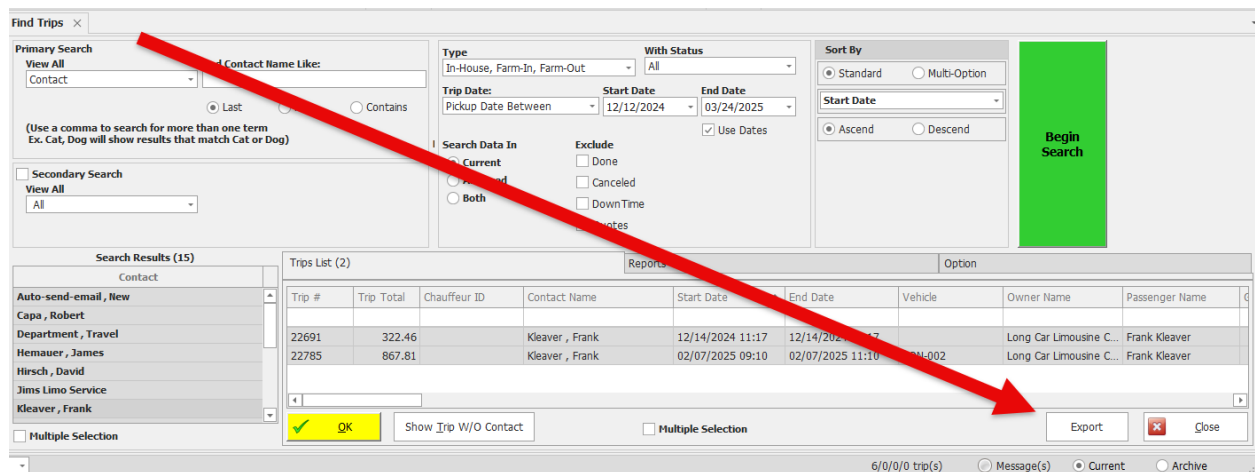
Tech Tip Tuesday—March 25 2025

You can Export the results of Find Trips

We've had previous Tips about the versatility of Find Trips and how it can generate nearly any kind of manifest for you, so you don't have to look for a special report.

But one sometimes-overlooked feature is that, if you have the optional Livery Coach Export Module installed in your system, you can also export the results of Find Trips right to Excel for further manipulation, reporting, or uploading into other systems.

Simply use Find Trips in the normal way. Then, when the results are shown, click on the "Export" button at the bottom.



The screenshot shows the 'Find Trips' application window. A red arrow points from the top-left search area down to the 'Export' button at the bottom right. The interface includes search filters for 'Primary Search', 'Secondary Search', 'Type', 'With Status', 'Trip Date', 'Start Date', 'End Date', 'Search Data In', and 'Exclude'. A 'Begin Search' button is visible on the right. Below the filters is a 'Search Results (15)' list on the left and a 'Trips List (2)' table in the center. The 'Trips List' table has columns for Trip #, Trip Total, Chauffeur ID, Contact Name, Start Date, End Date, Vehicle, Owner Name, and Passenger Name. At the bottom, there are buttons for 'OK', 'Show Trip W/O Contact', 'Multiple Selection', 'Export', and 'Close'. The status bar at the bottom indicates '6/0/0/0 trip(s)' and radio buttons for 'Message(s)', 'Current', and 'Archive'.

Trip #	Trip Total	Chauffeur ID	Contact Name	Start Date	End Date	Vehicle	Owner Name	Passenger Name
22691	322.46		Kleaver, Frank	12/14/2024 11:17	12/14/2024 11:17		Long Car Limousine C...	Frank Kleaver
22785	867.81		Kleaver, Frank	02/07/2025 09:10	02/07/2025 11:10	2025-002	Long Car Limousine C...	Frank Kleaver

This will pop up a box where you can select which fields you would like to export, and then will give you format options (Excel, CSV, or TXT).

If you pick Excel (and have Excel installed on your workstation), then Excel will launch and the cells will be populated with your export results. If you don't have Excel installed, then picking CSV or TXT will open up a box where you can save your results to a file.

If you don't have the Export module and wish to purchase it, please send us a note at support@liverycoach.com and we will get you the details.

Export Options

<input checked="" type="checkbox"/> Trip #	<input checked="" type="checkbox"/> Farm Out Res #	<input type="checkbox"/> Include Stops as Last Columns
<input checked="" type="checkbox"/> Trip Total	<input checked="" type="checkbox"/> Cost-Out Date	
<input checked="" type="checkbox"/> Chauffeur ID	<input checked="" type="checkbox"/> Zone_Profile	
<input checked="" type="checkbox"/> Contact Name	<input type="checkbox"/> Vehicle Type Sent	
<input checked="" type="checkbox"/> Start Date	<input type="checkbox"/> Vehicle Type Ordered	
<input checked="" type="checkbox"/> End Date	<input type="checkbox"/> Status Level 2	
<input checked="" type="checkbox"/> Vehicle	<input checked="" type="checkbox"/> VIP	
<input checked="" type="checkbox"/> Owner Name	<input checked="" type="checkbox"/> Coordinator	
<input checked="" type="checkbox"/> Passenger Name	<input checked="" type="checkbox"/> Pickup Location	
<input checked="" type="checkbox"/> Group Name	<input checked="" type="checkbox"/> DropOff Location	
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Occasion	
<input checked="" type="checkbox"/> Provider	<input checked="" type="checkbox"/> Customer Confirmed	
<input checked="" type="checkbox"/> Sales Rep	<input checked="" type="checkbox"/> Chauffeur Name	
<input checked="" type="checkbox"/> Res Taken Time Stamp	<input type="checkbox"/> Chauffeur Phone	
<input checked="" type="checkbox"/> Farm-Out Company	<input type="checkbox"/> # Passengers	
<input checked="" type="checkbox"/> E-Transaction #	<input type="checkbox"/> Status Level 3	
<input checked="" type="checkbox"/> Contact Company	<input type="checkbox"/> Status Level 4	
<input checked="" type="checkbox"/> Cust PO/FI Res#	<input type="checkbox"/> Status Level 5	

SelectAll De-Select All OK Cancel

Export Type

Excel 2000 or Higher

CSV (Comma delimited) (*.csv)

Text (Tab delimited) (*.txt)

OK Cancel