

Tech Tip Tuesday—September 16, 2025

AUTOMATIC TRAVEL TO (DWELLING) AND TRAVEL FROM (BLOCK TIME)

As we know, dwelling time (garage to door, or the time it takes to get to the first pickup location) and block time (door to garage, or the time it takes to get back after the last drop) can often be important, Even if you aren't charging for this time, it is helpful to dispatch so they don't schedule trips too tightly.

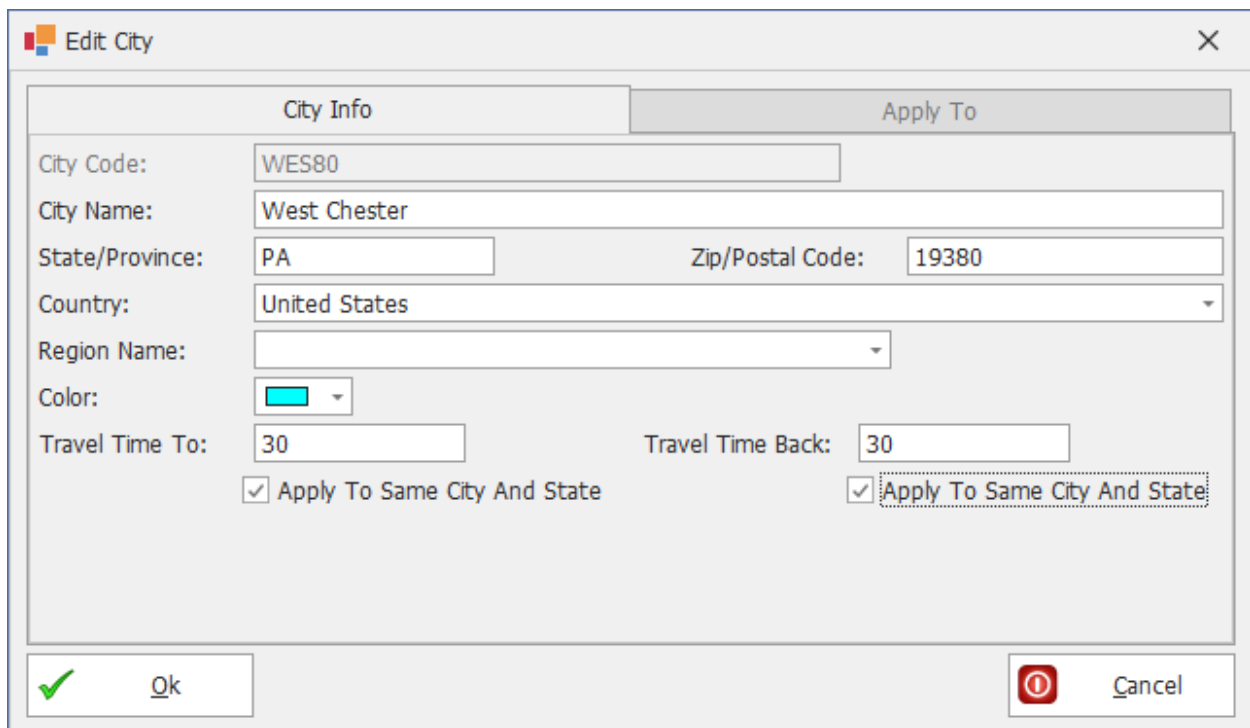
For zoned (flat rate trips), it's easy to put in the dwelling and block time when you set up the zone time (and rate). But what about hourly trips?

If you have already added your cities, then it's easy.

Simply navigate to Maintain...City Codes, and select the General tab. Now pick a city, and click on Edit.

You can now enter the dwelling time and block time (labeled as "Travel Time To:" and "Travel Time Back:") in the appropriate spots. Note that Travel Time is always in minutes.

In our example, we picked West Chester, PA 19380. Since West Chester, PA has multiple zip codes, we checked the boxes "Apply to Same City And State" and it populated the travel times for all the other zip codes in our system for West Chester, PA.



The screenshot shows a dialog box titled "Edit City" with a close button (X) in the top right corner. The dialog is divided into two main sections: "City Info" and "Apply To".

City Info:

- City Code: WES80
- City Name: West Chester
- State/Province: PA
- Country: United States (dropdown menu)
- Region Name: (empty dropdown menu)
- Color: (cyan color swatch)
- Travel Time To: 30
- Travel Time Back: 30
- Apply To Same City And State

Apply To:

- Zip/Postal Code: 19380
- Apply To Same City And State

At the bottom of the dialog, there are two buttons: "Ok" (with a green checkmark icon) and "Cancel" (with a red stop sign icon).

Now when you enter an hourly trip, if this city is added as the first pickup location, it will automatically add the dwelling time (30 minutes, in our example) to the trip; if it is the last drop off, it will add it automatically to the block time. (Note that since you generally don't enter the routing until after the pickup time screen, you will not see it when you first enter your times. But when you save the trip, it will be there).

Date / Time Maintenance

AM PM

September 2025

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Now



View

Pick Up Drop Off

At Garage Time

0 Minutes

09/16/2025 13:30

Dwelling Time

30 Minutes

09/16/2025 13:30

Trip Duration

0 Days

2 Hours

0 Minutes

Block Time

30 Minutes

09/16/2025 16:30

Pick Up

09/16/25 14:00

Tuesday Afternoon

Drop Off

09/16/25 16:00

Tuesday Afternoon

General | PU Time Calc | Flight Information | Holiday Message

Promotion Code

Code: [Dropdown] Occasion: As Directed

Notes: [Text Area]

Note: Time is in 24 hour format

Ok Cancel Hold