

Tech Tip Tuesday—April 7, 2026

Farm Out multiple trips at once

So imagine you've got a bunch of trips entered in your system, but they're all in another city, so you need to farm them all out.

The standard practice used to be to go into each trip, change it from In House to Farm Out, select your affiliate, and away it goes. Trip by trip by trip. That can get tedious, especially if there are a lot of trips.

Now there's an easier way.

Using Find Trips, retrieve the trips you want to farm out. Often this is by Group Name, but you can use any of the tools available in Find Trips to find them.

Then, select the trips you want farm, by clicking the "Multiple Selection" box at the bottom (which enables you to select more than one trip at a time), and highlighting them all using standard Windows selection tools.

For example, you can click on the top trip, then hold the Shift button down and select the bottom trip, and the whole range from top to bottom will be selected.

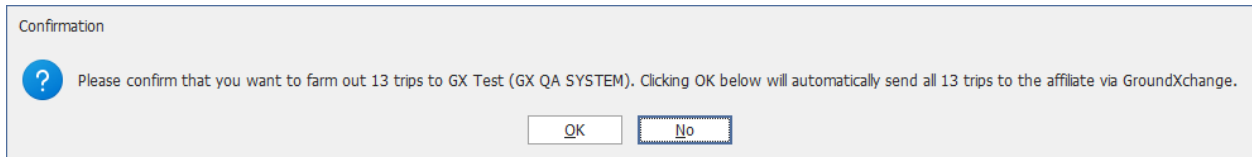
The screenshot shows the 'Find Trips' application window. The search filters are set to 'Group Name: Board' and 'Type: In-House, Farm-In, Farm-Out'. The search results show 13 trips, all with a 'Trip Total' of 284.84 and 'Support, Livery' status. The 'Multiple Selection' checkbox at the bottom is checked, and the 'Farm Out Selected' button is visible.

Trip #	Trip Total	Contact Name	Passenger Name	Start Date	End Date
23479	284.84	Support , Livery	Livery Support	04/03/2026 13:00	04/03/2026 17:00
23480	284.84	Support , Livery	Livery Support	04/04/2026 13:00	04/04/2026 17:00
23481	284.84	Support , Livery	Livery Support	04/05/2026 13:00	04/05/2026 17:00
23482	284.84	Support , Livery	Livery Support	04/06/2026 13:00	04/06/2026 17:00
23483	284.84	Support , Livery	Livery Support	04/07/2026 13:00	04/07/2026 17:00
23484	284.84	Support , Livery	Livery Support	04/08/2026 13:00	04/08/2026 17:00
23485	284.84	Support , Livery	Livery Support	04/09/2026 13:00	04/09/2026 17:00
23486	284.84	Support , Livery	Livery Support	04/10/2026 13:00	04/10/2026 17:00
23487	284.84	Support , Livery	Livery Support	04/11/2026 13:00	04/11/2026 17:00
23488	284.84	Support , Livery	Livery Support	04/12/2026 13:00	04/12/2026 17:00
23489	284.84	Support , Livery	Livery Support	04/13/2026 13:00	04/13/2026 17:00
23490	284.84	Support , Livery	Livery Support	04/14/2026 13:00	04/14/2026 17:00
23491	284.84	Support , Livery	Livery Support	04/15/2026 13:00	04/15/2026 17:00

Then, click on the Farm Out Selected button. The familiar Farm Out selection window will appear where you can pick which affiliate to use for your set of trips. You can only select one affiliate at a time, so if you are splitting your group among several affiliates, you will have to farm each set of trips separately.

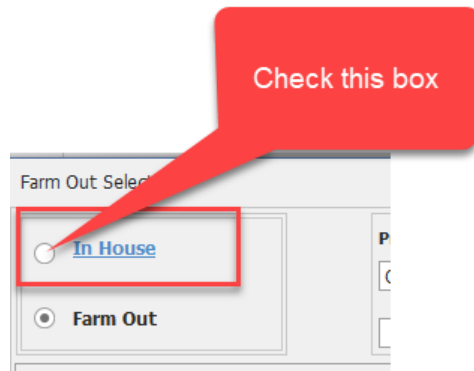
Once you have selected the affiliate and clicked OK, you will get a confirmation popup that tells you exactly how many trips you are about to farm, and how those trips will be delivered to your affiliate (such as email, GNet, GroundXchange, Livery to Livery, etc.)

Note that if it says “via None” it means that you have not set up a delivery mechanism to get the trips to your affiliate, so you should probably click No, go fix your Farm Out Agreement, and try again.



Once you click OK, all the trips will be on their way.

Should you change your mind and need to un-farm them, you go through the same process, except when you click the Farm Out Selected button, you then just select In House on the Farm Out selection screen.



You will get a confirmation box to make sure this is what you want to do. Click OK if you are sure, or No if you need to review again.

