



Limousine Management Systems
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How to Set Up a Landmark File

SUMMARY

Files can be created for important landmarks and points of interest such as hotels, restaurants, and major pick-up & drop-off points. Fields are available for the address, telephone and fax numbers, e-mail, Web site, cross streets, and type of establishment. This information is accessible for routing from a lookup screen.

HOW TO SET UP A LANDMARK FILE

1. On the upper menu or side icon toolbar click on **Tables** and click on **Landmark**. A window will appear for adding, editing or deleting a landmark file. Click on **Add**.
2. Type in the **Name** of the landmark.
3. Fields are available to enter the **Address, City, State, and Zip**.
4. Enter the **Cross Street, Telephone and Fax**.
5. Enter a **Type Rating** for the landmark such as restaurant or church.
6. Fields are available to enter an **E-mail** address and **Web Site**.
7. Click on **Save** then click on **Close**.

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