

Welcome to the Quick Booking Guide

This guide will take you through each page of the quick booking process and detail every container within said pages.

First from our dashboard we need to access the quick booking page.

Don't see the quick booking link?

You may not have the permissions to access, your company administrator is in charge of your permissions.



Booking Details

Name,

This will automatically fill from your profile if your name is spelt wrong you will need to get in touch with your company administrator to ensure that your account has the correct details.

Order Number,

If you have the order number that this booking is in reference to you may input it here, this field is not mandatory, you may proceed without having it filled.

Email,

Your email address goes in this field.

Cost Center,

Select the cost center from the drop down that you are allocating this booking to.

Contact No,

Input the contact number for contact

Example: +44 7557 758748

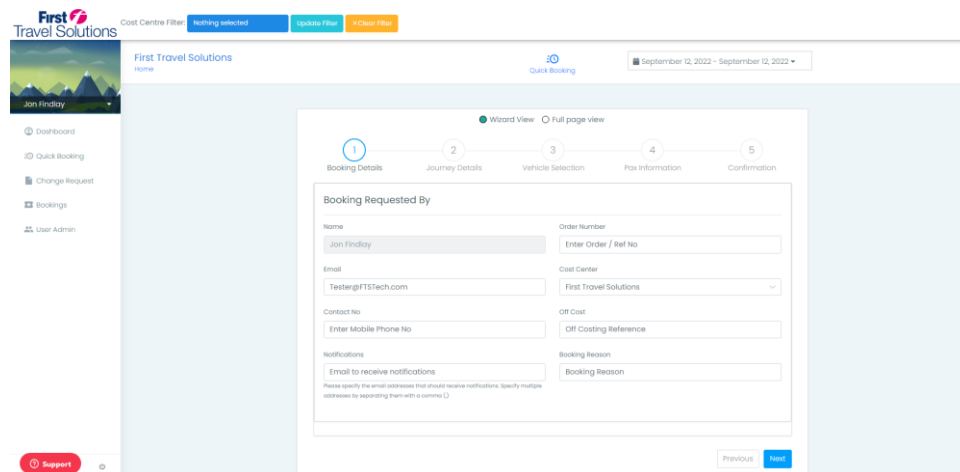
Notifications,

In this section we can assign 1+ email addresses to receive notifications for the booking, commonly we assign the booker and the lead passenger into this section. This can be done by separating the emails with a "," please see an example below

Booker@FTSTech.com,LeadPax@FTSTech.com

Booking Reason,

You may enter the reason for the booking into this section



Journey Details

This is a section of the booking that will change intuitively based on your initial selection of journey type furthermore, your selection of the via option will also change the process.

Journey Type,

This is a dropdown menu that allows for the selection of 3 choices :
One Way,

This selection gives a pickup location and drop-off point and and VIA's as necessary.

Return,

This selection implements a secondary time for a return process to take place.

Hourly,

This selection allows for hourly transportation to take place.

Pickup Location,

You can start typing the address here and the system will intuitively find the address. Please note the address **MUST** have a post code

Drop-off Location

You can start typing the address here and the system will intuitively find the address. Please note the address **MUST** have a post code

Via

When selected this will add an additional location section to allow for an additional stopping point.

ASAP Selection

This is a toggle option meaning if selected it is turned on and deselected it is turned off and will tell the system that this is to be actioned as soon as possible.

Pickup Date / Time

The pickup date / time is as said and needs to be filled out as displayed.

Passengers

This is a dropdown selection that allows you to choose the amount of passengers that the journey will have.

Wait & Return

Selecting this will allow for the journey to have the driver wait and return.

Special Requirements

Special Requirements allows for you to add additional requirements that may be necessary for the trip please see the special requirements below.

Wheelchair

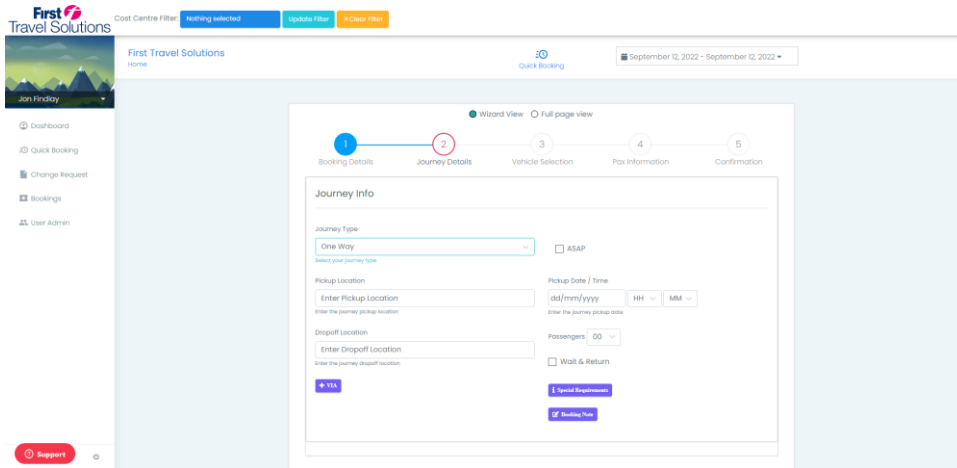
Bicycle

PSVAR

Toilet

Booking Notes

You may also add in some booking notes should you require.



Journey Info

Journey Type

ASAP

Pickup Date / Time

Dropoff Location

Wait & Return

Booking Details
 Journey Details
 Vehicle Selection
 Pass Information
 Confirmation

Journey Info

Journey Type

ASAP

Pickup Date / Time

Dropoff Location

Wait & Return

« September 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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

Wizard View Full page view

1

Booking Details

2

Journey Details

3

Vehicle Selection

Pax

on

Confi

Journey Info

Journey Type

One Way

Select your journey type

ASAP

Pickup Location

Enter Pickup Location

Enter the journey pickup location

Pickup Date / Time

dd/mm/yyyy

Enter the journey pickup date

HH

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18

HH

MM

Quick Booking

Wizard View Full page view

3

Vehicle Selection

4

Pax Information

5

Confirmation

▼

ASAP

Pickup Date / Time

dd/mm/yyyy

Enter the journey pickup date

HH

MM

MM

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18

/view Full page view

3

Vehicle Selection

4

Vehicle Information

ASAP

Pickup Date

dd/mm/yyyy

Enter the journey pickup date

 HH MM

Passengers

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19

Wait & Return

Via Location



Enter the journey via location

Dropoff Location

Enter the journey dropoff location

+ VIA

Special Requirements ✕

Wheelchair Accessible

Toilet Accessible

Bicycle

PSVAR

Close Save

Passengers 00 ▼

Wait & Return

Special Requirements

Booking Note ✕

Close Save

Vehicle Selection

This section of the booking process allows for the selection of vehicles.

Simply select the amount of vehicles you require and select next

The screenshot shows the 'Vehicle Selection' step of a booking wizard. At the top, a progress bar indicates five steps: 1. Booking Details, 2. Journey Details, 3. Vehicle Selection (current step), 4. Pax Information, and 5. Confirmation. Below the progress bar, a 'Total No. Vehicles Selected' field is set to 0. The main area contains a list of vehicle options, each with a car icon, luggage count, passenger count, and a quantity selector:

- Standard Car: Luggage 2, Passengers 4, Qty 0
- Executive Car: Luggage 2, Passengers 4, Qty 0
- MPV (6-8): Luggage 4, Passengers 6-8, Qty 0
- MPV (7-8): Luggage 4, Passengers 7-8, Qty 0
- Minibus: Luggage 4, Passengers 16, Qty 0
- Midi Coach: Luggage 10, Passengers 20, Qty 0
- Coach: Luggage 40, Passengers 40, Qty 0
- Wheelchair Accessible Van: Luggage 0, Passengers 4, Qty 0
- Wheelchair Accessible Coach (PVA): Luggage 40, Passengers 40, Qty 0

At the bottom of the list, there is a small disclaimer: "An important note: PVA's compliance with accessibility, cannot be guaranteed in all circumstances, and in these circumstances, we will not be liable for any booking on external vehicles. Please ensure your contract details are correct within Step 1 of the Booking Wizard, in order for us to make contact in the event of an emergency is required." Below the list are 'Previous' and 'Next' buttons.

Pax Information

Enter the lead passenger information, and mobile number

The screenshot shows the 'Pax Information' step of the booking wizard. The progress bar at the top shows steps 1 through 5, with step 4, 'Pax Information', being the current step. Below the progress bar, the 'Passenger Information' section is displayed. It includes a 'Standard Car' selection with a car icon. Underneath, there are two input fields: 'Lead Pax Details' and 'Mobile'. At the bottom of the form are 'Previous' and 'Next' buttons.

Confirmation

Overview your booking on the confirmation screen, if you are happy select submit booking

Wizard View Full page view

1 2 3 4 5
Booking Details Journey Details Vehicle Selection Pax Information Confirmation

Booking Details

Booker Name: Tester Tester
Booker Email: Test@FTS.Tech
Notifications Email: undefined
Mobile No:
Cost Center: First Travel Solutions
Order Ref:
Booking Reason:

Journey Type: ONEWAY
Pickup Date / Time: 20/11/2022 06:30
Pickup Address: 123 Buckingham Palace Rd, London SW1W 9SR, UK
Drop Off Address: 120 Fenchurch St, London EC3M 5AL, UK

Booking Notes:

Vehicles:
Standard Car x 1

Distance: 6.5 km Duration: 26 mins

Previous [Submit Booking](#)

Any further issues please submit a ticket to our helpdesk

Thank you for your time