# **TripMan Elite Standard Features:**





1	Text Msg 🗧 ₹										
	Reservations	Calendar Views	Setup								
R	Reservations	Customers	Dispatch	Vehicles	Drivers	Payroll	Sales	Expenses	Billing	Payments	Reminders

	Res	ervations	Customers	Dispatch /ehicles		oll Sales		g SPayments	minders						
			Locator:		From Date:		To Date:								
		Query	Locator.		1/01/20	2	6/30/2013	Te	oday	X 💀 🚳	😴 🛞	জ্য ব	Search		🔀 Close
	Tag	#	Pickup Dt	Pickup I C P D	# Pax Pickup Phone	Home Phone	Customer	Pickup Location	Driver	Vehicle Type	Total Charge	Total Paid	Balance Due	Run Type	Placed By A
	-	# Xtra	Arr/ Dep	End Time Group	Cell Phone	Work Phone	Passenger	Drop Off Location	Cell	Vehicle Number	roblem Reason	How Paid	PO Number		
		5041	1/03/2012	7:00 AM1 🔂 👸 🌹 🗿	2		Lucille Ball	9110 Wilshire Blvd , Beve	Peter O'Neill		960.00	960.00	0.00		
					Standarc			Disney Land							
		5043	1/04/2012	7:00 AM 📷 👸 🌹 👸	0		Bergan, Edgar	622 N. Canon Dr, Beverly	Peter O'Neill		245.00	245.00			
					Standarc		Ber	rg 1 Dole Dr. Westlake Villag				Credit Card			
		5045	1/04/2012	3:00 PM 🛛 👸 🌹	1		Bertha Bender	776 W Washington Blvd,L	Alex Reiger		155.00	155.00	0.00		
9	_			4:00 PM	Standarc	Be	ertha Bender	8800 Jacaranda Way, Tuc							
8		5044	1/04/2012	5:00 PM 🛛 👸 🌹	0		Shelly Lorna Doone	9 Berkshire Village, San Fr	Alex Reiger		178.00	178.00	0.00		
8	_	_		6:00 PM	Standarc	Sh	elly Lorna Doone	615 N. Faring Rd, Bel Air (							

Browse reservations for any period of time. See whether customer has been invoiced, made payments, driver payroll printed (or emailed) and has been paid. See if reservation is an Airport Arrival, Departure, has extra stops, has been completed or cancelled, just a Quote.

Sort reservations by clicking on the column header. You can also then use your keyboard and enter what you are looking for. Use the Query or Search facilities to search for reservations containing the information you are looking for i.e. last for digits of credit card.

## **Customer Database**

Record customer rates, discounts, driver preferences and multiple credit cards. Add passenger information with multiple credit cards to customers. Record unlimited customer notes in date and time order.

# Vehicles

Charge customer by the hour, by mile, by hour + miles, flat rate or flat + miles by vehicle. Maintain multiple rates per vehicle. Record and track vehicle inspections, maintenance, mileage, etc.

## **Driver/Payroll**

Setup driver payment as a flat rate depending on the trip, by the hour, % of charges or at multiple rates. Pay driver gratuity in addition to rate. Apply deductions. Use Payroll Report to pay your drivers. Auto payroll adjustment when driver receives cash from customer.

## Billing

Print and/or email Invoices. Print multiple trip invoices. Choose from 2 different invoice formats. Print invoices for any period of time. View what reservations billed on a single invoice number. View also by customer. View billed and to be billed.

# Sales

View/print Sales by customer, driver, vehicle, Ad promotion, or by trip location

	From Ce			To Date:															
	5/01	1/2012		6/30/20	13	3	. 0		2		13	2		2			E Export		😢 Close
	Tag Nu	umber Pickup Dt #Pa Anr/Dep	к 🛛 Total Ch	arge Tota	IPaid Ba	lance Due	Pickup End Time	Customer Passenger		Pickup Location Drop Off Location	,	Vehicle Type 🔺				Sales by Custom	er		
		5103/11/2012		8.00	168.00	0.00	7:00 AM	Bonnie Trap	pper 102	27 Union Ave. L	.05 4	Pax Townce		0.00	\$68.00	\$136.00	\$204.00	\$272.00	
		5103/23/2012		6.00	96.00	0.00	4:00 PM	Carla McArt	thur Bro	9 Postem Dr., Los own Durby Rest	aur 6	Pax Townci	Alan Daily		1	-			
		51138/25/2012 Stand	lard	0.00	0.00	0.00	5:00 PMI	arla McArth	nur Hilte	on Hotel 5 N. Faring Bd.	Ro 4	Pax Townsi	Ameche, Don						
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		50535/16/2012 Stand	lard	6.00	0.00	96.00	10:30 PM	Derek Ander	son LAX	<	M	« Mercedes : IERCEDES	Artist, Ansil						
		50957/13/2012 Stand	2	6.00	216.00	0.00	1:45 PM 4:45 PM			90 Tree Lined A e's Restaurant		Pax Townci TOWNLINE	Artut, Anti						
		50915/09/2012		6.00	96.00	0.00	4:00 PM	Doone, Lon	ne 67	La Foyer Blvd.,	Bc 4	Pax Townci	Barres, Theresa						
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		5100/04/2012	11	13.50	0.00	103.50	3:00 PM	John Smith	132	29 Postem Dr.,	Los 3Pa	x Mercedes :	Carla McArthur						
		50785/02/2012		7.18	77.18	0.00		John Smith	670	I Cross Street #1 D First Place, S	anil 4	Pax Townci	Carley Carmichael						
		5112J/25/2012	lard	6.00	0.00	96.00	9:00 AM	ohn Smith	235	00 Ventura Blvd. V 91 Cross Street	Noc 1	Pax Townci	Derek Anderson						
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		51073/07/2012 Stand	lard		36.00	0.00	11:30 AM	Lucile Ball		10 Wilshire Blvg wn Derby Restaur-		Pax Towns: TOWNLIN4	Don Ameche						
							8:00 AM	Pamela W/is Pame	hbon 132 eta w139	29 Postem Dr., 11 Cross Street #1	Los 3Pa	x Mercedes IF BCEDES	Doone, Lorne						
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		51059/04/2012 Stand	11	13.50	0.00	103.50	2:00 PM	atty Duke Patty Pan	102	deo Drive, Beverly 27 Union Ave, I	.05 6	Pax Townci	Oina Lola Bridgeda	-					
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		Stand	lard				7:30 AM	raveler, Phi	ilip 924	Bel Air Rd. Bel Ai	CA 1	TOWNLINE	John Smith				-		
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						*						*	Traveler, Philip						
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Q	by Cu	stomer			<b>X</b> •	by Driver				🪎 by V	/ehicle		Winifred, Opra						
														L		1	1		

#### **Expenses**

Record all company expenses. View and print expenses for any period of time you choose.

## Email

Email customer or driver Trip Sheets, Invoices, Confirmations, Quotes and Cancellations. Build your own HTML email body. Use fonts and colors like a word processing program.

## **Text Messaging**

Send driver text messages. Setup standard messages to choose from with reservation field substitutions.



## **Rate Tables**

Keep rate tables for airport transfers and other trips with specific rates. Keep separate rates for individual customers. Record Add-On charges for airport departure or arrivals. Point to Point rates per vehicle.

## **Credit Card Processing**

Auto sensing of invalid credit cards. Web based credit card processing. Call for Credit Card Processing companies affiliated with.

## Backup

Set up Automatic Backup for your data files. Restore if necessary.

#### Airport Meet & Greet placard

Print out Meet & Greet placard with or without company logo

	From:	5/0	1/2012		æ	To:	6/30/2013	Z	Show Email Re	minders		🚽 Show Text Messa	ge Reminders			
														ading to sort and u		
Tag	Reminder Dt Text EMail	# # Xtra	Pickup Dt Arr/Dep		# Pax	Pickup Phone Cell Phone	Home Phone Work Phone	Customer Passenger	Pickup Location Drop Off Location	Driver Cell	Vehicle Type Vehicle Number	Total Charge Problem Reason	Total Paid How Paid	Balance Due	Run Type	Placed
		P 5108	9/14/2012	1:00 PM			555-1212	Ameche, Don	904 Windinghill Dr., Los Ang		6 Pax Towncar	96.00	0.00	96.00		
	M 1			2:00 PM		995-6378		Ameche, Don								
	8/29/2012	D 5100	8/30/2012	8:00 PM			555-555-4379		Home			98.00	0.00	98.00		
	M 1			9:00 PM	Standard	555-555-9192		Arnold, Edward	LAX							

#### Reminders

Setup email or text message reservation reminders to customers the day of pickup or tomorrow's pickup. Want to remind yourself about things you need to do on a reservation like a follow-up for a wedding party. Set reminders for yourself for individual reservations. Shut off reminder when completed.

## **Export/Import**

Export information from most windows to either a comma delimited file or directly into Microsoft Excel. Import customer information, reservations, customers, passengers, drivers and vehicles from a comma delimited file.

#### **Maps and Directions**

View maps and directions directly from the program.

## **Sales Commissions**

Track sales commissions due referrals.

#### Customization

Configure Invoices and Trip Tickets to show or not show items. Rename your Trip Ticket. Set tax rate. Charge Administrative charges, gas surcharge as % or flat rate. Tax or not tax gratuity. Setup a narrative to print on Invoices for Customers, Farm-In and Farm-Out. Set up Ads to print on your Invoices. Set up phrases to mix and match customer terms and conditions depending on the type of job. Set up credit card charge for customers using credit cards and to exclude credit card charge from driver % of charges.

#### **Microsoft Outlook interface**

Choose to have your customers and reservations transmitted to Outlook.

## Security

Username & password protection per user. Security -limit access to any area of the program per user. Limit access by hiding sections also limit access to viewing, adding records, changing records or deleting records.

#### Reservations

Easy entry reservations. Repeat customer auto-fill with information. One Click Return Trips. Instantaneous rate selection from pre-set rate tables.

#### **Payments**

View payments received for any period of time.



# Calendars

View pending reservations by vehicle and driver

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11 00441 Beverly Hills Holds, 5065 4-304W Verlee, Jules 5053 8 00441 Alan Day 5075	27	28	29	30	31	1	2
			11:00AM Beverly Hills Hotel, \$006	4:30PM Verne, Jules 5063	8.00AM Alan Daily 5075		

# Dispatch

Dispatch Window with flight tracking. Change reservation status. Set driver en-route, arrival and customer pickup, drop-off and no-show time stamps. Print Dispatch log and Driver Day Sheet. Drag & Drop driver/vehicle last minute changes. View reservations by driver and vehicle.



# **Other Add-On Products:**

# **Online Reservation Integration Program**

Integrate your Website Reservation form with TripMan. Program adds reservations received automatically into TripMan as well as notifies you.

# **Internet Portals**

Customer Portal -Assign your customer a username and password. Customer can log onto your computer and view their reservations, add new reservations, add credit card information, check their balance and print their own invoices.

Manager Portal -Assign your managers a username and password. Users can add new, change or delete reservations and customers. This portal can be viewed from any device with an internet browser.

Driver Portal - Assign drivers and farm-out drivers usernames and passwords. Drivers can view their jobs for any one day at a time. They can time stamp.

