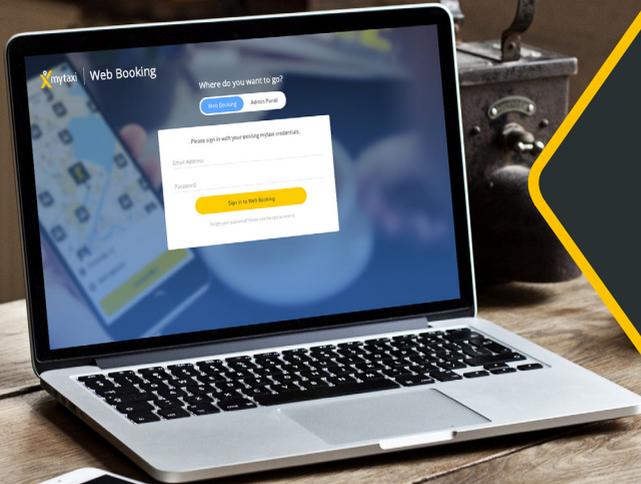




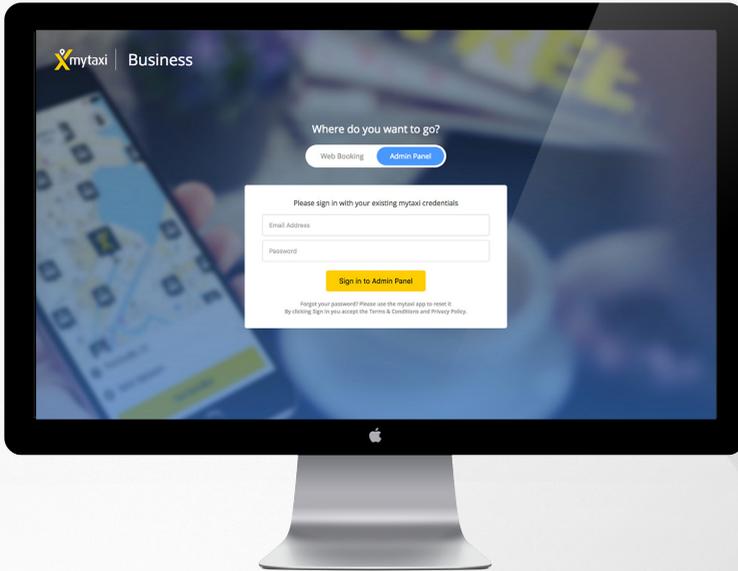
mytaxi | Business

ADMIN PANEL

A comprehensive guide on how to use the administration dashboard.



GETTING STARTED



To login to your mytaxi | Business account, visit <https://business.mytaxi.com>.

Select the “Admin Panel” tab. There is also the option to select “Web Booking” to access the online booking tool from here.

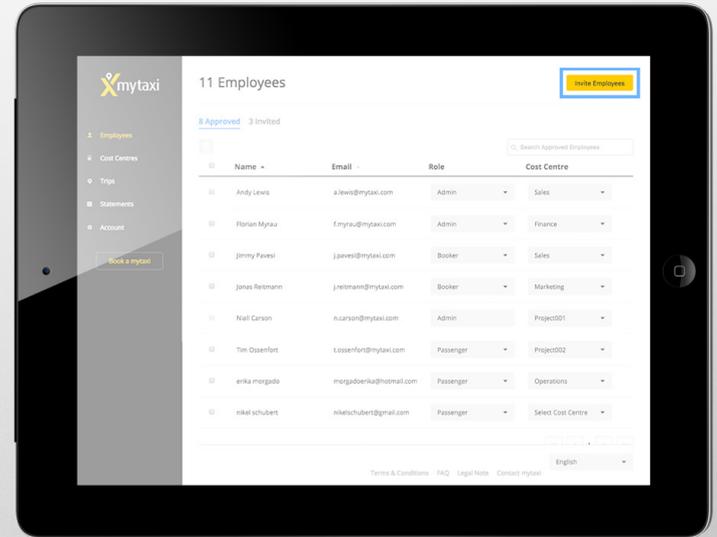
Enter your username and password to access your mytaxi | Business account dashboard.

MANAGE EMPLOYEES

Employees associated with your mytaxi | Business account will be able to book taxis and assign their trips to cost centres if applicable. Visit the employees section by clicking 'Employees' on the left hand side menu.

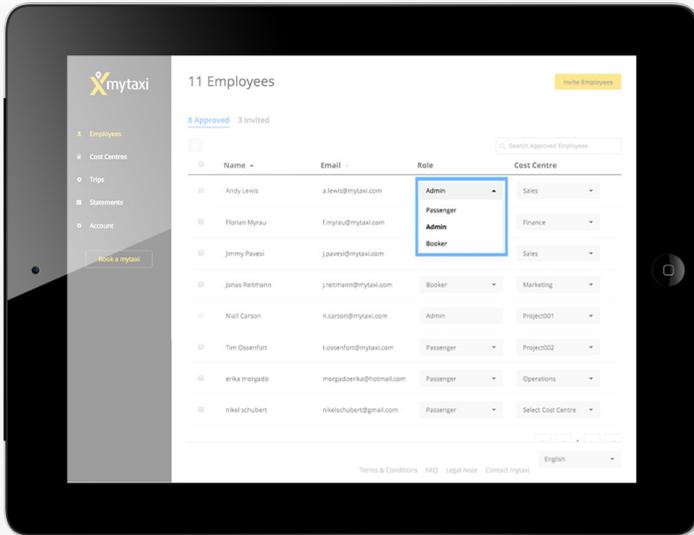
Inviting New Users

- » Click the "Invite New Employee" button in the top right
- » Enter the email address and "Save".
- » You can paste a list of email addresses if needed
- » The employee will be sent an email to activate themselves
- » Once activated, they will appear in the "Approved" list. Those who have yet to activate will remain on the "Invited" list until they do



EMPLOYEE STATUS

You can change the role of each employee.

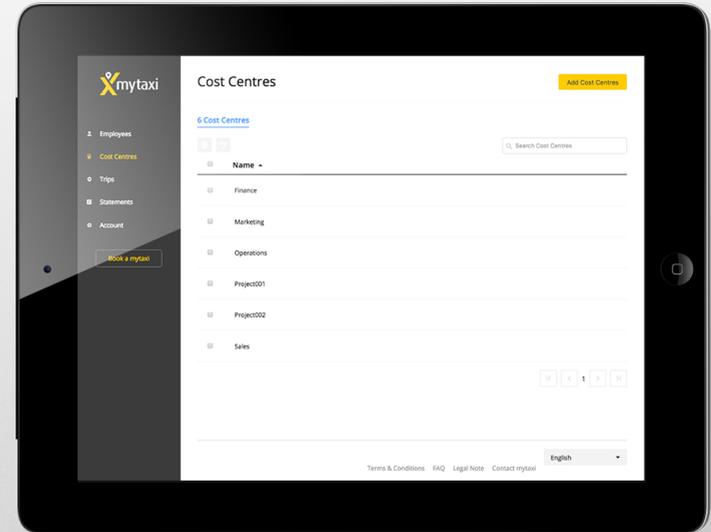


- » **Admin:** Access to this Admin Panel, the Online Booker and to book on the business account through the app
- » **Booker:** Access to the Online Booker and to book on the business account through the app
- » **Passenger:** Can book on the business account through the app only

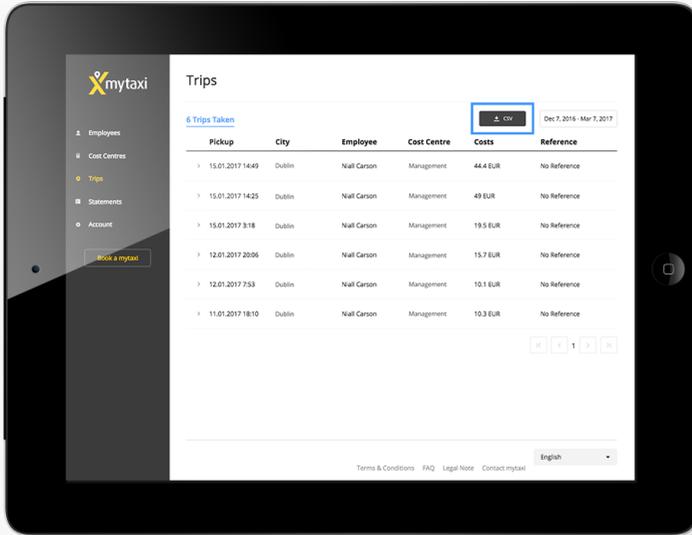
MANAGE COST CENTRES

You can also assign each employee to a specific pre-loaded cost centre by clicking on the drop down menu to the right on the “Employees” page.

- » Then select the second option on the left hand side menu, “Cost Centres”
- » Click Add Cost Centres in the top right
- » Type or paste in your cost centres, press enter and “Save”



TRIP HISTORY



The screenshot shows the mytaxi Business interface on a tablet. The left-hand side menu is visible, with 'Trips' selected. The main content area displays a table titled 'Trips' with the following data:

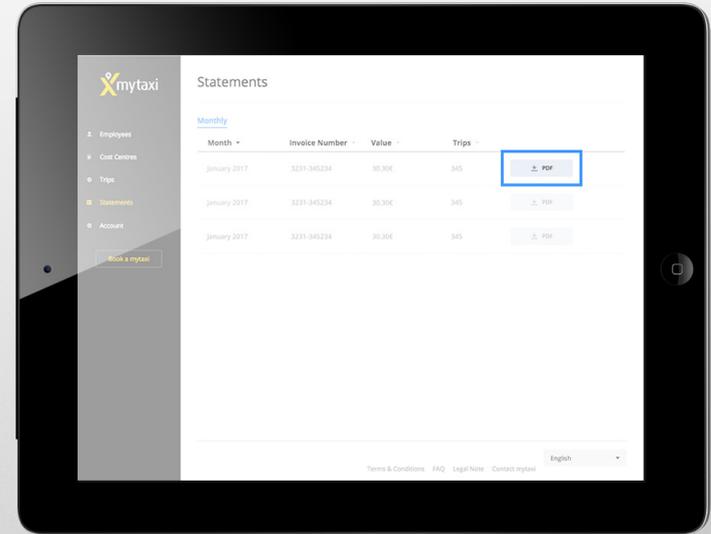
Pickup	City	Employee	Cost Centre	Costs	Reference
> 15:01:2017 14:49	Dublin	Niall Carson	Management	44.4 EUR	No Reference
> 15:01:2017 14:25	Dublin	Niall Carson	Management	49 EUR	No Reference
> 15:01:2017 3:18	Dublin	Niall Carson	Management	19.5 EUR	No Reference
> 12:01:2017 20:06	Dublin	Niall Carson	Management	15.7 EUR	No Reference
> 12:01:2017 7:53	Dublin	Niall Carson	Management	10.1 EUR	No Reference
> 11:01:2017 18:10	Dublin	Niall Carson	Management	10.3 EUR	No Reference

At the top right of the table, there is a date range filter 'Dec 7, 2016 - Mar 7, 2017' and a 'CSV' icon highlighted in a red box. At the bottom of the page, there are links for 'Terms & Conditions', 'FAQ', 'Legal Note', and 'Contact mytaxi', along with a language dropdown menu set to 'English'.

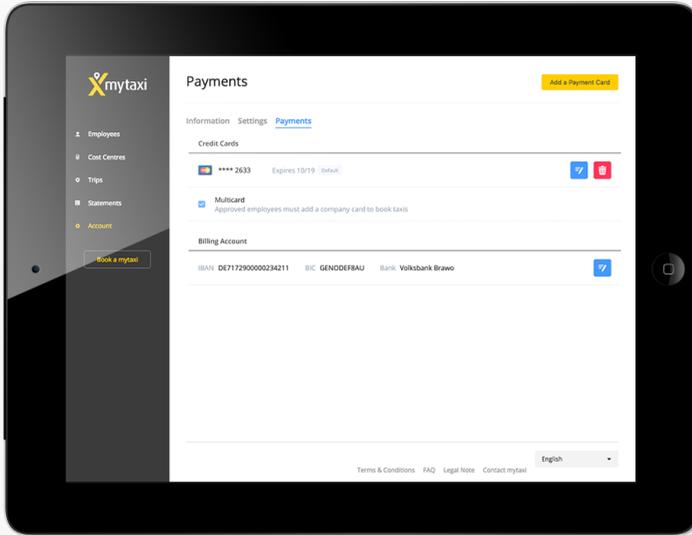
- » Select “Trips” from the left hand side menu
- » Set the date range for the trip details you would like to view
- » Click on the “CSV” icon to download the file to your desktop
- » The file will have itemised detailed on each of the trips in the date range selected

STATEMENTS

- » Select “Statements” from the left hand side menu
- » A summary of monthly trip history will be displayed
- » Click on the “PDF” icon to download an invoice to your desktop



ACCOUNT SETTINGS



- » Information: Update your account information, eg. Address, company registration number etc.
- » Settings: Option to set references as mandatory, ie. Employee must type in a references before they are permitted to book on the account via their app
- » Payment: Click on the blue icon to add or edit a company card.

Tick “Multicard” if all your employees have their own individual corporate cards.

Get in touch to check eligibility for a Billing Account.



ANY QUESTIONS

Check out the FAQs link across the bottom of the dashboard screen.

For queries, click on the “Contact mytaxi” link at the bottom of the screen and a member of our customer support team will be able to assist.