

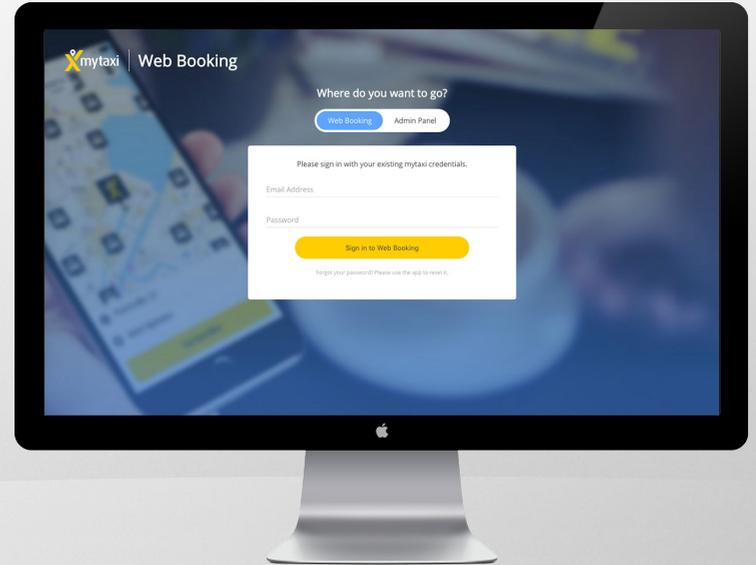
# mytaxi | Business

## WEB BOOKER

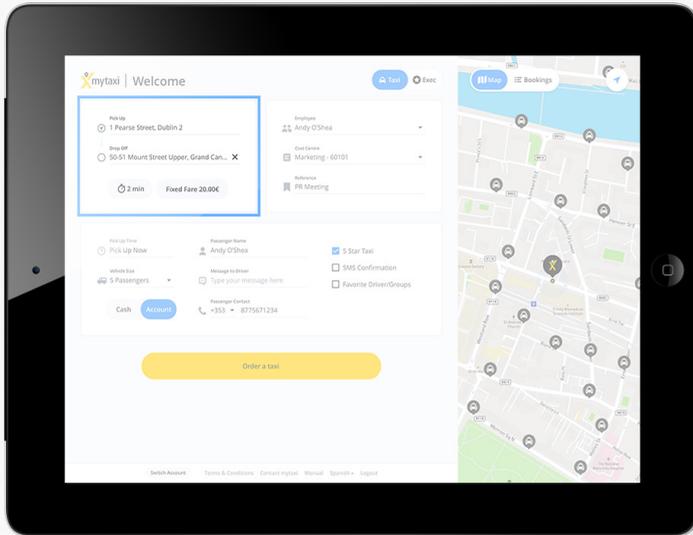
A comprehensive guide on how to use the online booking tool.

## HOW IT WORKS

- » Go to <http://business.mytaxi.com>
- » Choose the “Web Booking” tab option
- » Enter login details
- » Make sure to bookmark this link to the desktops that will be booking taxis
- » Please use Google Chrome where possible



## SET LOCATION

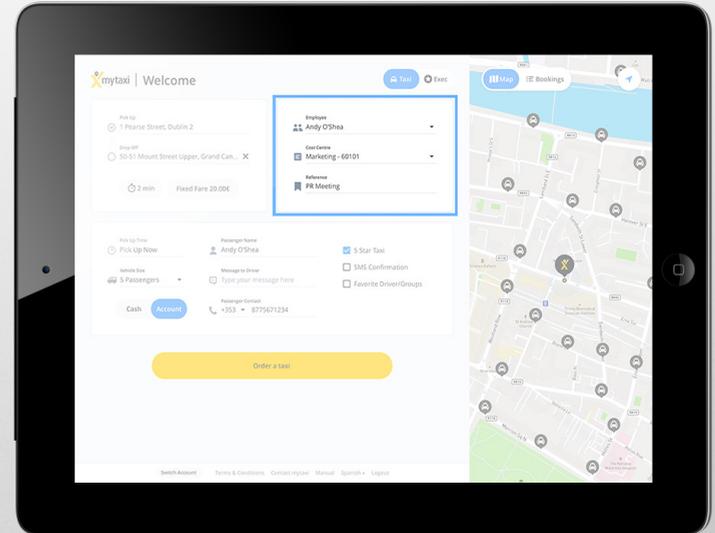


The best way to enter a booking is to start at the top and complete the necessary fields, starting with the pick up and drop off.

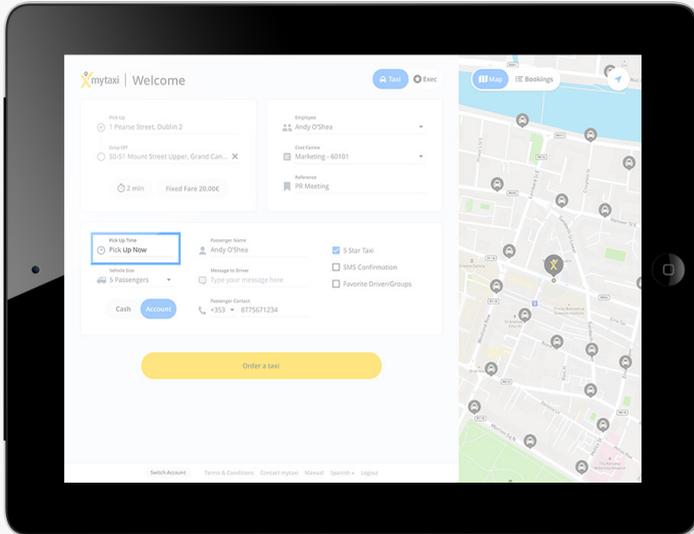
- Click on the Pick Up box to select the location. If you are pre-booking, you will also need to put in the destination but this is not necessary for “on demand” instant bookings
- Google maps will verify that it is a valid address and auto-predict as you type. It will save your last 5 pickup locations to allow to place bookings quickly

## EMPLOYEE DETAILS

- » Complete the employee name field
- » If your company has cost centres set as mandatory you can choose them from the drop down list
- » Similarly, if you need to collect a reference for the journey you can do so by typing it into the reference field underneath, for example “PR Meeting with Client ABC”



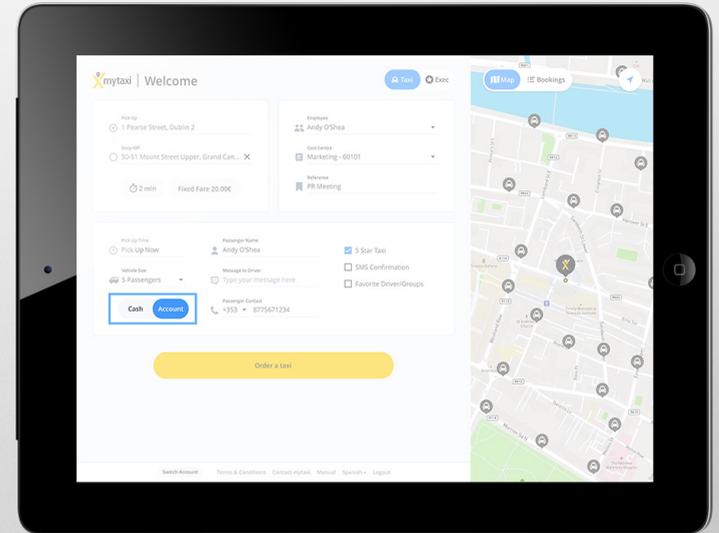
## PICK UP TIME



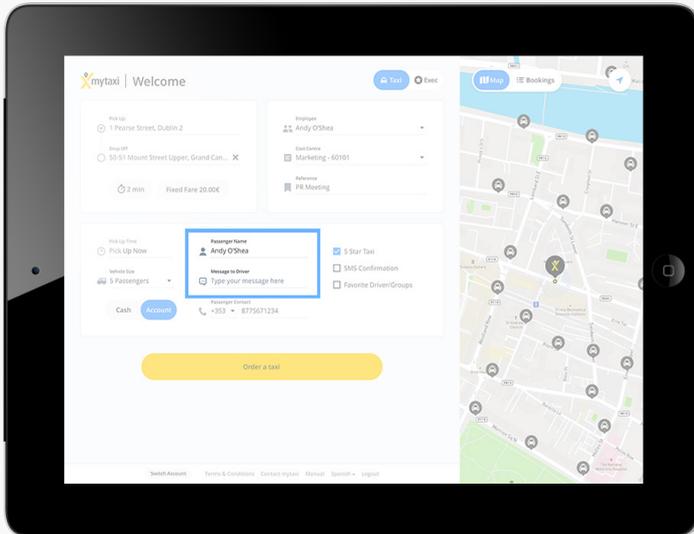
- » Choose “Pick up Now” for an ‘on demand’ immediate hail if you would like the taxi right away. The estimated wait time will be displayed above in minutes, beside the pick up location
- » Choose “Pick Up Later” in you would like to book in advance. Simply select the date and time required

# PAYMENT

- » Select “Account” if the company is paying for the journey
- » Click on the drop down option to select “Cash” if the passenger is paying for the journey themselves



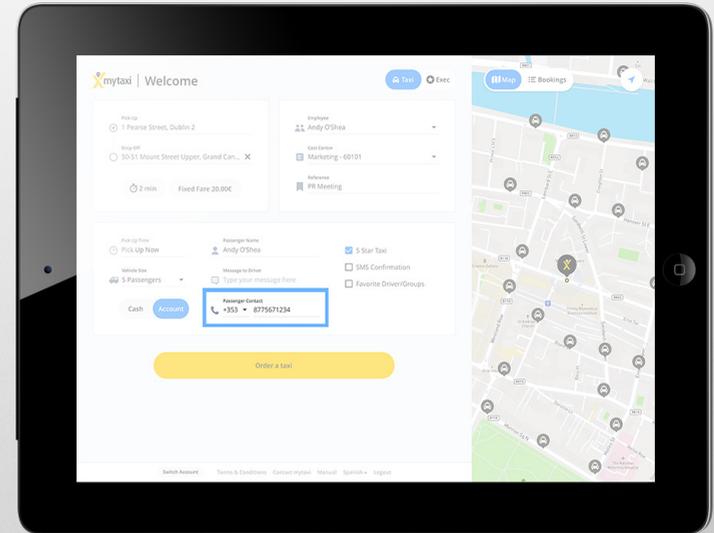
## PASSENGER DETAILS



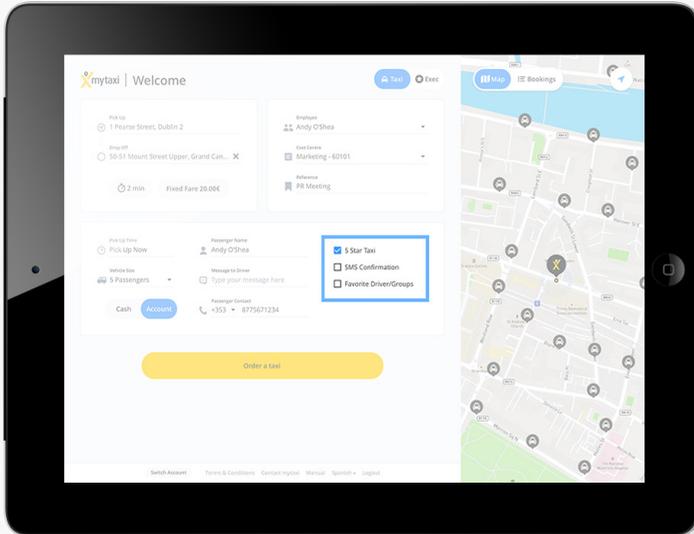
- » Type in the passenger name so the driver can identify the correct passenger
- » Use the “Message to Driver” box to type in any additional information. Eg, to request the driver come into reception if there is no answer from the phone

## CONTACT NUMBER

- » Ensure the country code prefix is correct, to select a different code simply click on the drop down arrow and choose from the list
- » After the country code prefix, be sure to drop the “0” at the beginning of phone numbers. For example, +353 871234567 is correct
- » Please use the passenger’s mobile number where possible so that the driver can notify them directly when they’ve arrived. They will also receive an automated text message



## PREFERENCES

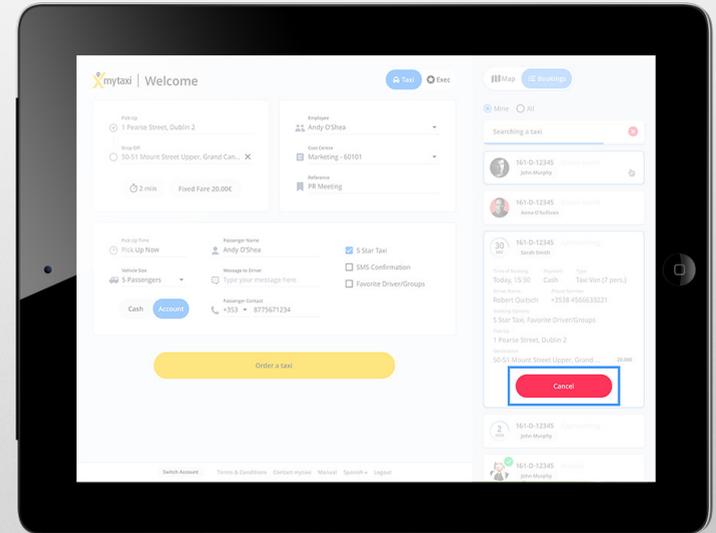


- » Tick “5 Star Taxi” if you would like a higher spec vehicle
- » Tick “SMS Confirmation” if you would like the mobile number on the booking to receive a confirmation text.

Note: Wait times may be longer if your have special preferences

# TRACKING JOURNEYS

- » Upcoming trips will be displayed on the left hand side panel under the “Bookings” tab
- » You can view the booking details and the driver information once a driver has been assigned
- » To cancel or amend a booking, click on the booking itself and hit the red “Cancel” button
- » To view the location of taxis on live journeys, toggle the tab over to the “Map” option





## CONTACT US

### Any questions?

Click on the “Contact mytaxi” link at the bottom of the Online Booker screen to get in touch with any questions or queries.