

# mytaxi | Business

## INTRODUCTION

mytaxi | Hospitality allows hotels, restaurants and venues book hassle-free taxis for their guests.

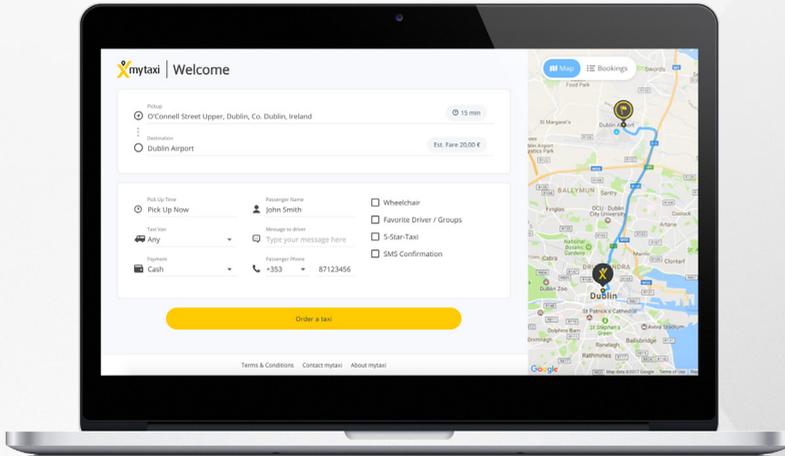
You can book from any desktop easily and track the journey in real-time on the map. It's the ideal tool to enhance your service to your guests.

## HOW IT WORKS

Your Account Manager will send you your own unique URL link to access the Online Booker for your organisation.

Make sure to bookmark this link to the desktops that will be booking taxis.

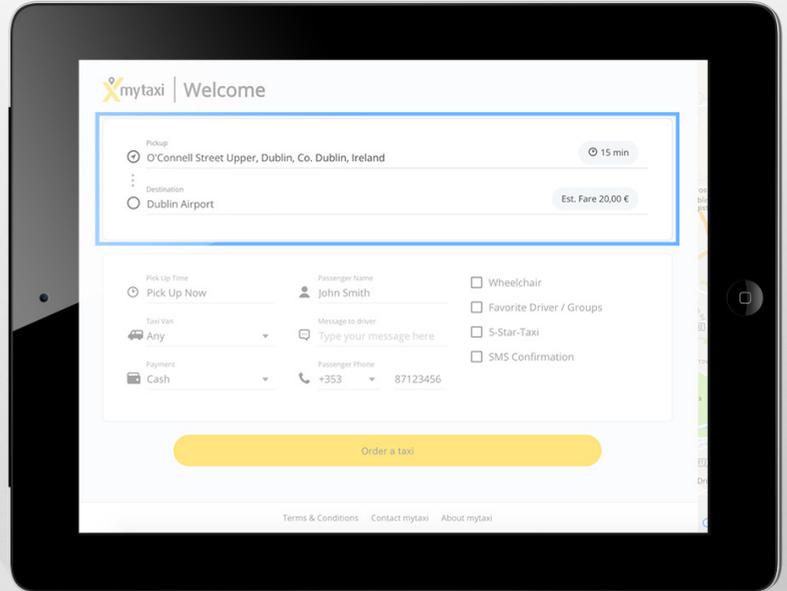
Please use Google Chrome where possible.



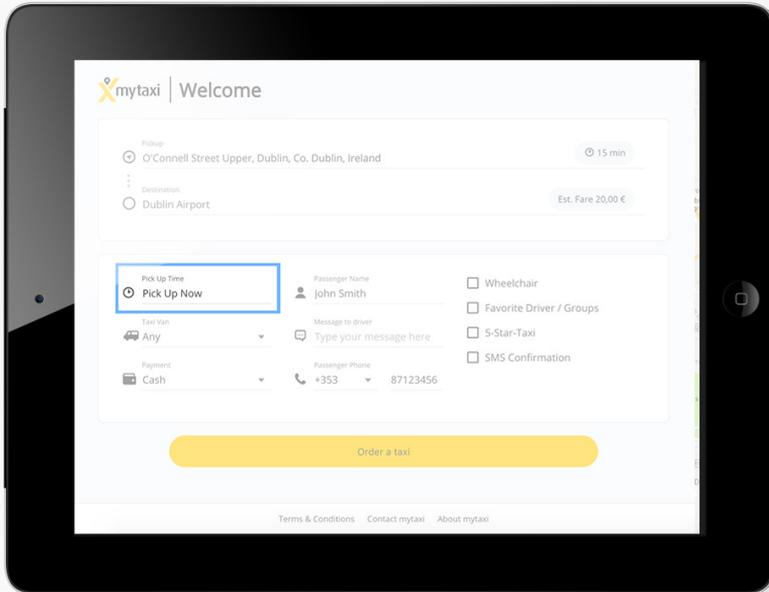
## SET LOCATION

Once your link is opened, you will be met with the Online Booker dashboard. The best way to enter the booking is to start at the top and field in 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 to place bookings quickly.



## PICK UP TIME



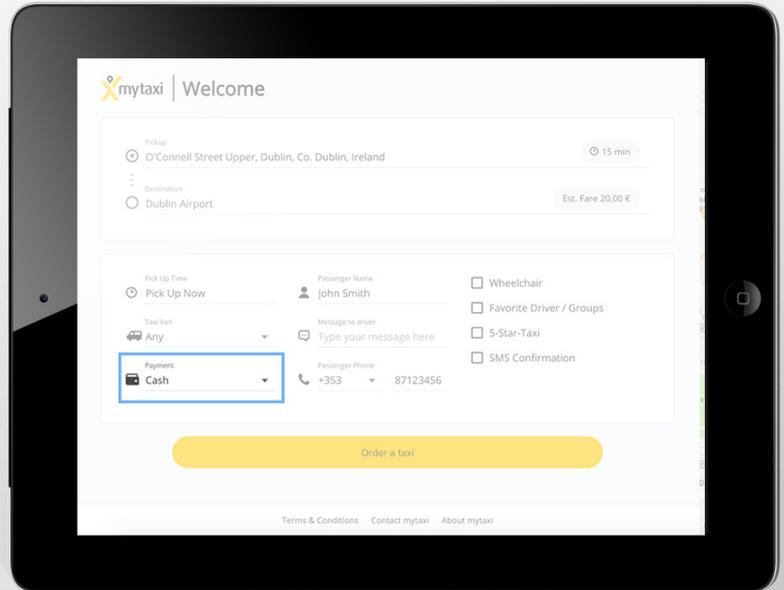
» Choose “Pick up Now” for an ‘on demand’ immediate hail if you would like the taxi right away. The estimated wait time will be displayed above in minutes, beside the pick up location.

» Choose “Pick Up Later” in you would like to book in advance. Simply select the date and time required.

## PAYMENT

You will then need to choose your payment type.

- » The Booker will default to “Cash” but if you need to change it, simply click on the drop down arrow and select the method that is required.
- » Choosing debit/credit card will request a vehicle that it equipped to take card. Please note, this may result in a longer wait time.



## PASSENGER DETAILS

mytaxi | Welcome

Pickup  
O'Connell Street Upper, Dublin, Co. Dublin, Ireland 15 min

Destination  
Dublin Airport Est. Fare 20,00 €

Pick Up Time  
Pick Up Now

Taxi Van  
Any

Payment  
Cash

Passenger Name  
John Smith

Message to driver  
Type your message here

Passenger Phone  
+353 87123456

Wheelchair  
 Favorite Driver / Groups  
 5-Star-Taxi  
 SMS Confirmation

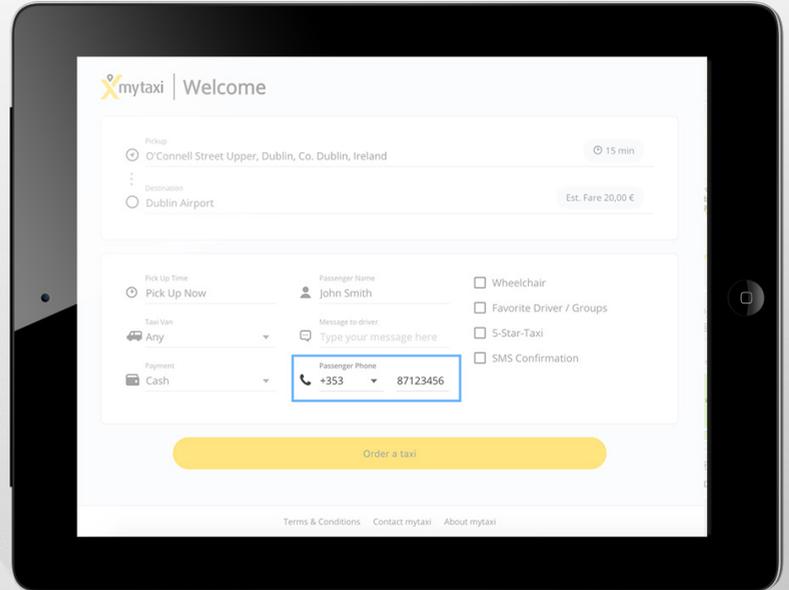
Order a taxi

[Terms & Conditions](#) [Contact mytaxi](#) [About mytaxi](#)

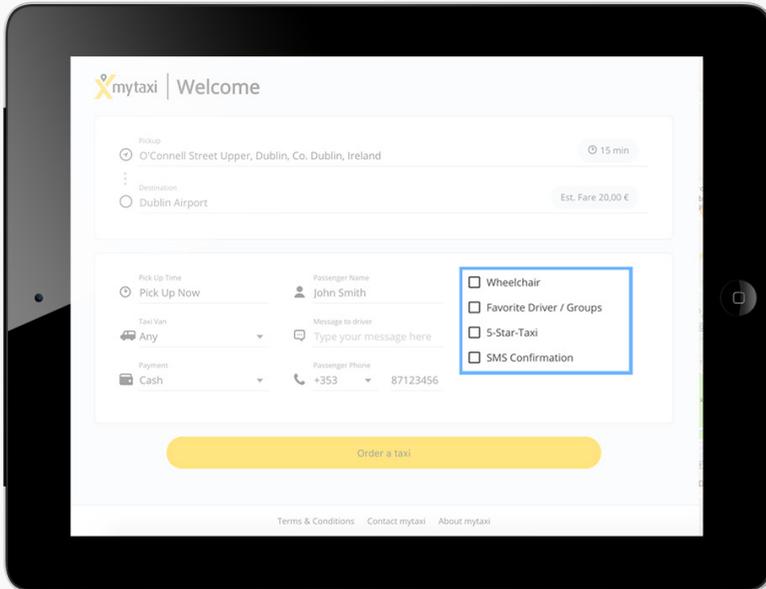
- » Type in the passenger name so the driver can identify the correct passenger.
- » The room number can be typed in this field or in the “Message to Driver” box underneath.
- » The “Message to Driver” field can be used in a number of ways. Eg, to request the driver come into reception if there is no 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

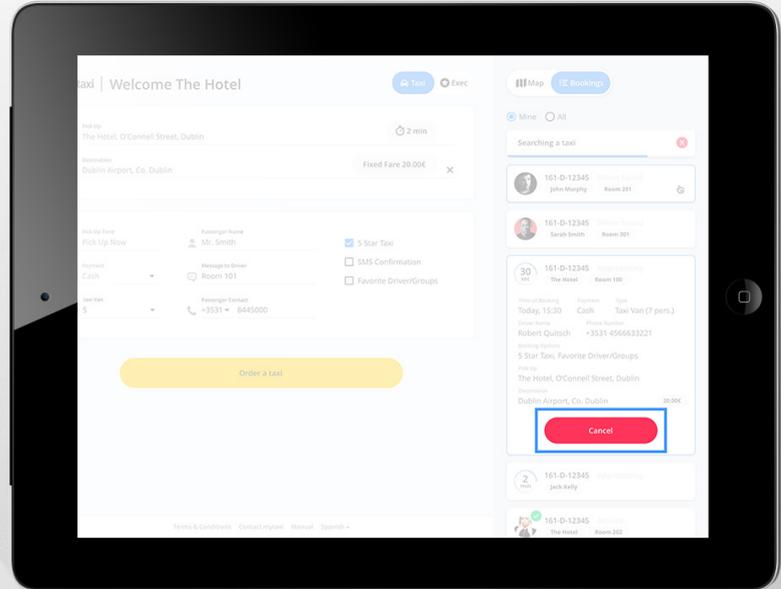


- Additional preferences can be selected on the right hand side.
- Tick “5 Star Taxi” if you would like a higher spec vehicle.
- Tick “SMS Confirmation” if you would like the mobile number on the booking to receive a confirmation text.

Note: Wait times may be longer if you 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.