

# **TaxiMATE™ Executive Remote Booker & Website Email Bookings**

- **Welcome To An Overview Of The Email Based TaxiMATE™ Executive - Remote Booker From SoftSol Limited.**
- **A Compact Windows Based PC Booking Software for Special Clients of Private Hire, Chauffeur, Minibus and Airport Transfer Operations.**

# Main Feature

- User friendly screen for your Remote Bookers (Account client PA's, secretaries etc) to easily and consistently generate booking requests to be sent to your TaxiMATE™ Executive office system.
- Completed Booking request is automatically sent to your office as an email that your TaxiMATE™ Executive office system will understand.


# TaxiMATE Executive Remote Booking Request Form 3.19

File Configuration Help

Time

Date  Hour  Min

 Clear

 Send

Customer

  No. Passengers    S Class

A/C  Cost Centre  Ref  

Locations

From	Via 1	Via 2	Via 3	Via 4	Via 5	Via 6	To
Postcode <input type="text" value="BN43 5UA"/> <input type="button" value="Clear"/>							<input type="text" value=""/> <input type="button" value="Clear"/>
Organisation <input type="text" value="Softsol Limited"/>							<input type="text" value=""/>
Building <input type="text" value=""/>							<input type="text" value=""/>
Street <input type="text" value="Buckingham Road"/>							<input type="text" value=""/>
Town/Location <input type="text" value="Shoreham-By-Sea"/> 							<input type="text" value="LHR T4"/> 

**TaxiMATE™ Executive Remote Booking Screen**

Remarks Payment Flight Details

Note for driver

# Website Bookings

TaxiMATE™ Executive can receive booking requests via email (sourced from a website or the TaxiMATE™ Executive - Remote Booker).

Email booking requests – generated from your **Website**. If you already operate a website booking form, SoftSol will free issue the email template for it to generate an email that will enable TaxiMATE™ to import it directly into your TaxiMATE™ office system.

TaxiMATE™ will seamlessly import the email booking request and present it to you within TaxiMATE™.

TaxiMATE™ will automatically populate your TaxiMATE™ booking screen with the booking details for you.

# Remote Booker Bookings

TaxiMATE™ Executive can receive booking requests via email (sourced from a website or the TaxiMATE™ Executive Remote Booker).

Email booking requests – generated by **Remote Booker**. SoftSol will free issue Remote Booker CD's for your account clients. Easy, self installed and fully configurable Remote Booker's will generate booking emails that TaxiMATE™ will import directly into your TaxiMATE™ office system.

TaxiMATE™ will seamlessly import the email booking request and present it to you within TaxiMATE™.

TaxiMATE™ will automatically populate your TaxiMATE™ booking screen with the booking details for you.

# Booking Acceptance



You decide if TaxiMATE™ Executive accepts the received email booking request.

If you accept the booking request, TaxiMATE™ Executive will create a live booking from the request and automatically present it to the Controller on the Main Despatch Screen (just as though you had manually inserted the booking yourself).

Upon acceptance, TaxiMATE™ Executive will then automatically send a confirmation acceptance email of the booking created, back to the email originator.

# Booking Requests

## Booking Requests

Date	Time	Account	Reference	Car	Passenger	#	Requested By	Notes
02/03/17	16:20	1st Advantage		1	Sue Jones	1	DAVID HEAVER	
		From 1st Advantage Insur..., 34, Brighton Road, Crawley To LHR T1						
13/03/17	06:45	1st Advantage		1	Andy Black	1	Alison Abbeys	
		From Nursery Gardens, Wick, Littlehampton To Rockall Avenue, Eastbourne						

Viewing Incoming Email Booking Requests

Credits

490

Refresh

☐ Auto

Accept...

Reply...

Refuse...

Delete...

Close

Time	Date	Hour	Min	Alarm Warning	Repeat
	TODAY	15	35	30	<input checked="" type="radio"/> No <input type="radio"/> Daily <input type="radio"/> Mon-Fri <input type="radio"/> Weekly

Customer	A/C	1st Advantage	...		Andy Cook	#	1	Booked By	Emma Emry
Tel 1	07710 423878	Cost Centre	(none)	Ref			1	MPV	

Where	From	Via 1	Via 2	Via 3	Via 4	Via 5	Via 6	To	Previous...
<input type="checkbox"/> Filter District	Postcode	OX12 0NW	Default	Clear				Default	Clear
	Organisation								
	Building & No.		66						
	Street	Evenlode Close							
	Town/Location	Wantage	Map		LHR T4	Map		Route...	

Duration	Tariffs
Bas	
Mileage	

**View/Accept An Email Booking Request**

Show Fare	Fare
	£ 124.25 <sup>T</sup> A/C £ 149.10 <sup>T</sup>

Fare	Flight Details	Contacts	Extra Charges	Expenses	Payment	Marketing	Remarks
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Driver Notes	Estimated Finish Time
<input checked="" type="checkbox"/> Notes Help with luggage	<input checked="" type="checkbox"/> EFT TODAY

Booking Status	Status	Step Back	Quotation	Print
Car (none)	(none)		<input type="checkbox"/>	Docket Confirmation

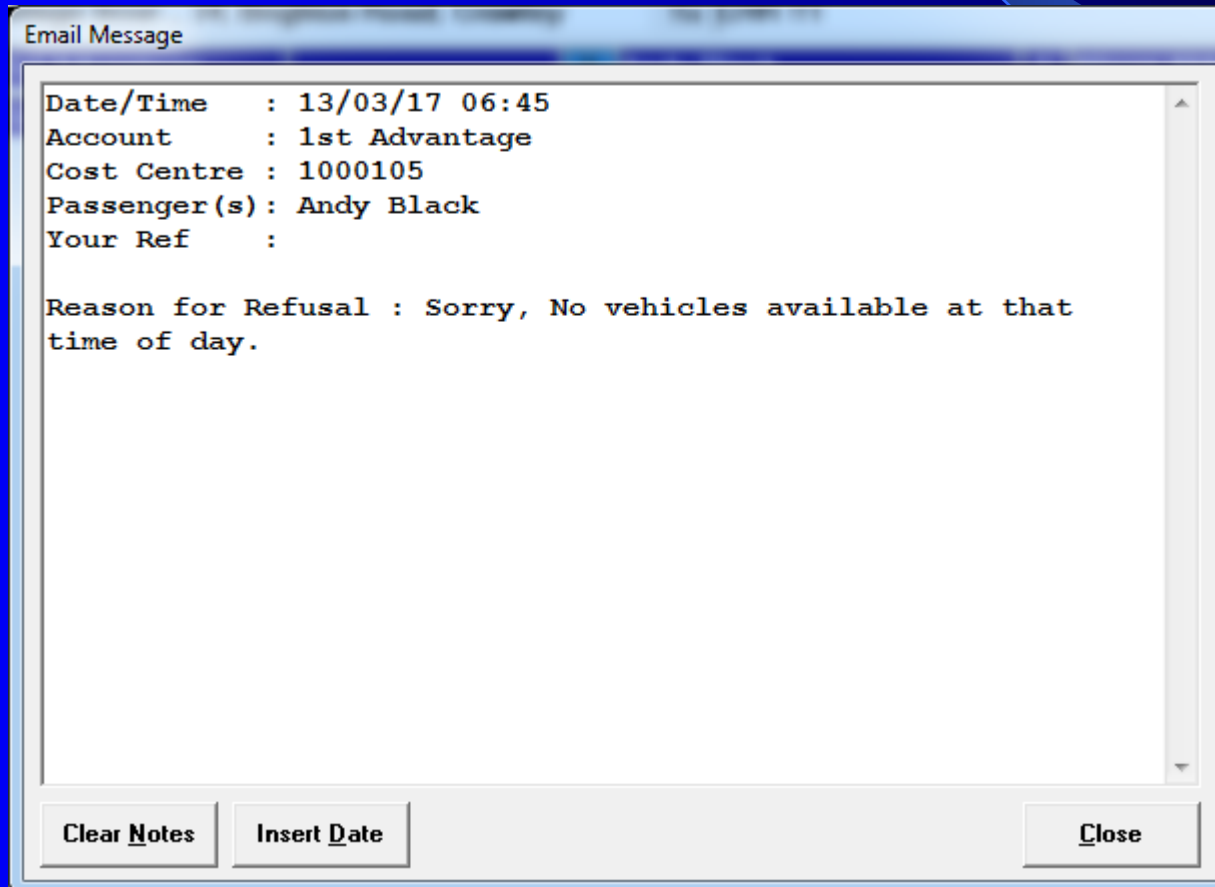
  

Close	Force Done	Export	Delete	Return	Multi-Day	OK
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# Booking Rejection

If you decide to reject the email booking request, you can attach a reason for refusal to the automated message that TaxiMATE™ Executive will send back to the email originator.




The screenshot shows a standard Windows-style dialog box titled "Email Message". It contains a text area with the following information:

Date/Time : 13/03/17 06:45  
Account : 1st Advantage  
Cost Centre : 1000105  
Passenger(s) : Andy Black  
Your Ref :  
  
Reason for Refusal : Sorry, No vehicles available at that time of day.

At the bottom of the dialog box, there are three buttons: "Clear Notes", "Insert Date", and "Close".

# Configurable – Transport Provider

Self configure the name of your transport provider and their email address to send all booking requests to.



The image shows a 'Company Configuration' dialog box with a blue title bar. Inside, there is a section titled 'Supplier Company Details' with a horizontal separator line. Below this, there are two text input fields: 'Organisation' containing 'SoftSol Limited' and 'Email Address' containing 'sales@softsol.ltd.uk'. Below the email field is a checkbox labeled 'Email Login Required' which is currently unchecked. To the right of the input fields is an 'Edit' button. At the bottom of the dialog are three buttons: 'Save', 'Discard', and 'Close'.

Company Configuration

Supplier Company Details

Organisation SoftSol Limited

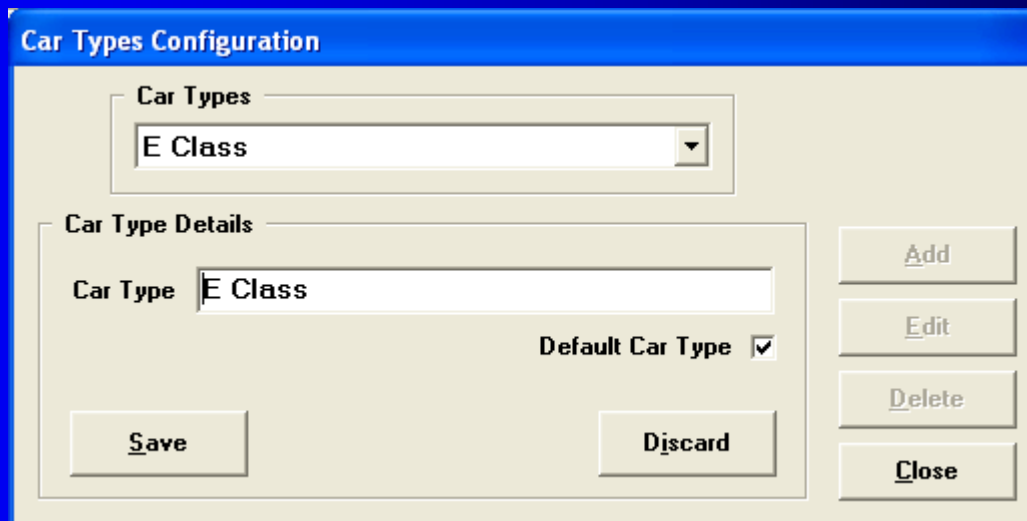
Email Address sales@softsol.ltd.uk

☐ Email Login Required

Save Discard Close

# Configurable – Car Types

Self configure the vehicle types on offer from your transport provider/operator.



The screenshot shows a 'Car Types Configuration' dialog box with a blue title bar. It contains two main sections: 'Car Types' and 'Car Type Details'. The 'Car Types' section has a dropdown menu currently showing 'E Class'. The 'Car Type Details' section has a text field labeled 'Car Type' also containing 'E Class', and a checkbox labeled 'Default Car Type' which is checked. On the right side of the dialog are four buttons: 'Add', 'Edit', 'Delete', and 'Close'. At the bottom left are 'Save' and 'Discard' buttons.

**Car Types Configuration**

**Car Types**

E Class

**Car Type Details**

Car Type E Class

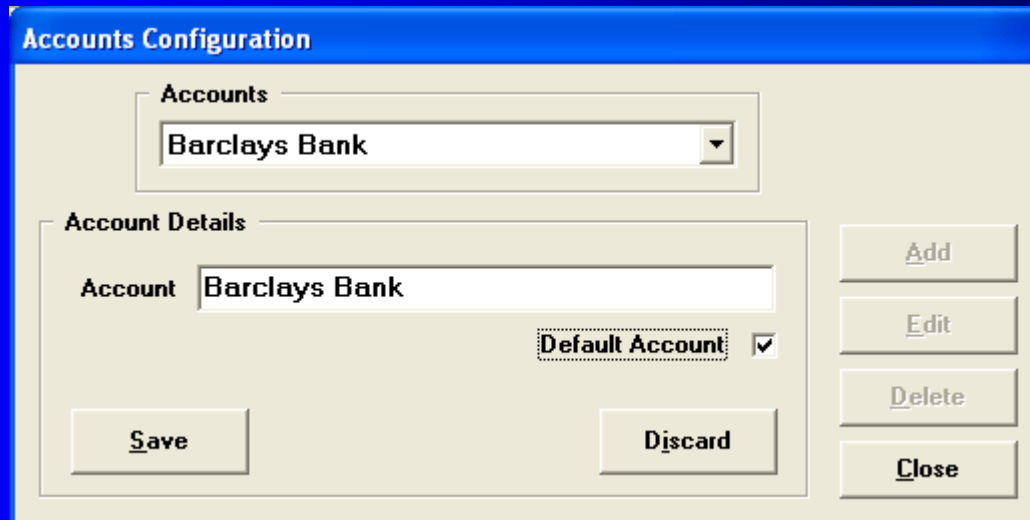
Default Car Type ☒

Save Discard

Add Edit Delete Close

# Configurable - Accounts

Self configure your own company account names that will be referenced within your booking requests.



The image shows a software dialog box titled "Accounts Configuration". It has a blue header bar with the title. Below the header, there are two main sections: "Accounts" and "Account Details".

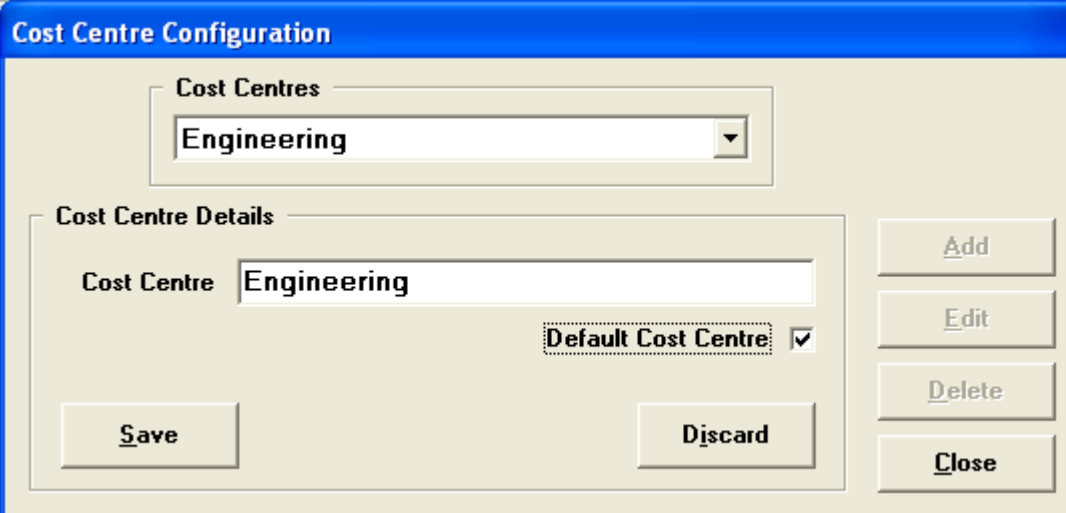
The "Accounts" section contains a dropdown menu with "Barclays Bank" selected.

The "Account Details" section contains a text field labeled "Account" with "Barclays Bank" entered. To the right of this field is a checkbox labeled "Default Account" which is checked. Below the text field are two buttons: "Save" and "Discard".

On the right side of the dialog box, there are four buttons stacked vertically: "Add", "Edit", "Delete", and "Close".

# Configurable – Cost Centres

Self configure any account - cost centres you will need to reference within your booking requests.



The screenshot shows a 'Cost Centre Configuration' dialog box. It has a title bar with the text 'Cost Centre Configuration'. Inside, there are two main sections: 'Cost Centres' and 'Cost Centre Details'. The 'Cost Centres' section contains a dropdown menu with 'Engineering' selected. The 'Cost Centre Details' section contains a text field with 'Engineering', a checkbox labeled 'Default Cost Centre' which is checked, and two buttons: 'Save' and 'Discard'. To the right of these sections are four buttons: 'Add', 'Edit', 'Delete', and 'Close'.

Cost Centre Configuration

Cost Centres

Engineering

Cost Centre Details

Cost Centre Engineering

Default Cost Centre ☒

Save Discard

Add Edit Delete Close

# Configurable - Passengers

Self configure regular passenger details you can recall time and again when constructing their booking requests.

Configuration Passengers

Passenger

David Heaver

Passenger Details

Passenger Name David Heaver

Telephone 07710 423888

Primary Address

Organisation Softsol Limited

Building Office 7

No. 27

Street Buckingham Road

Town/Location Shoreham-By-Sea

Postcode BN43 5UA

Billing

Account SoftSol

Cost Centre Sales

Credit Card

Type VISA

Card #

Code Expiry

Remarks

Driver Notes

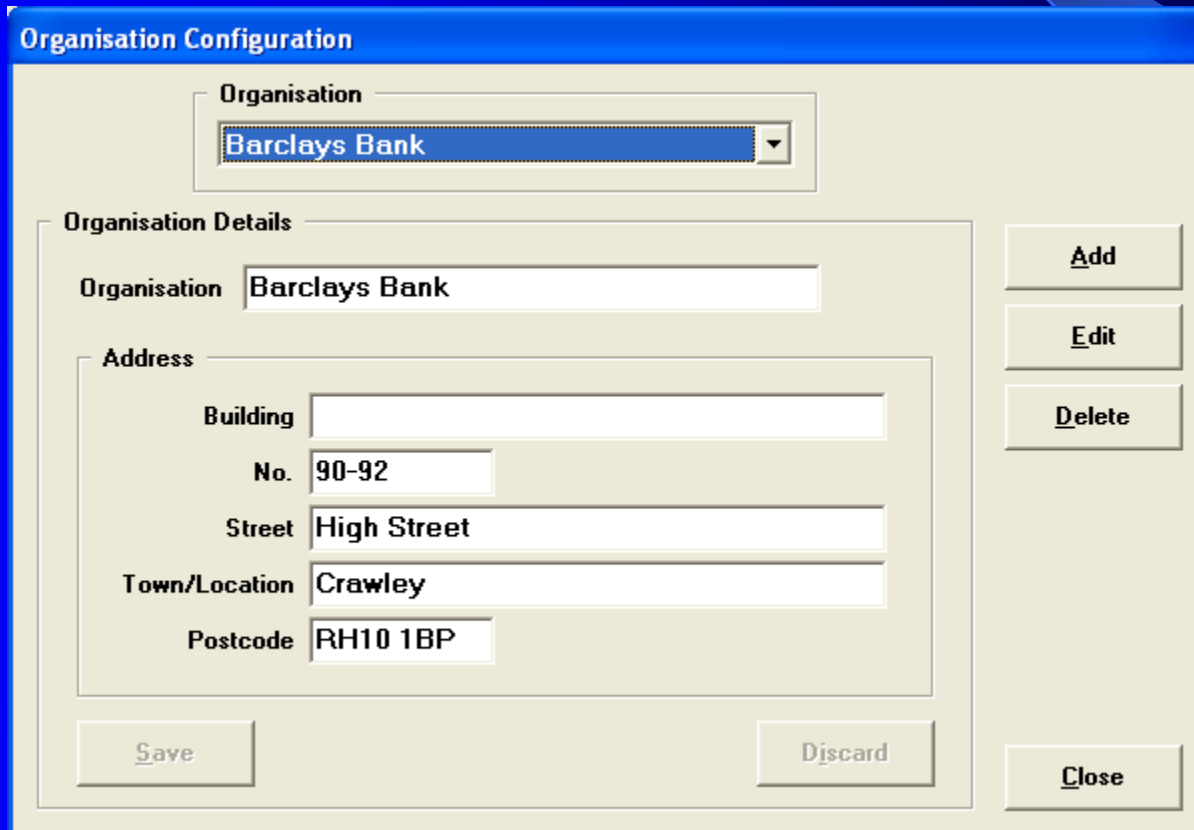
Add

Edit

Delete

# Configurable - Organisations

Self configure pertinent organisations, hotels etc address details that will be frequently referenced within booking requests for your travelling passengers.



The image shows a software dialog box titled "Organisation Configuration". It contains a dropdown menu for "Organisation" with "Barclays Bank" selected. Below this is a section titled "Organisation Details" which includes a text field for "Organisation" (containing "Barclays Bank") and a section titled "Address" with fields for "Building", "No." (containing "90-92"), "Street" (containing "High Street"), "Town/Location" (containing "Crawley"), and "Postcode" (containing "RH10 1BP"). To the right of the "Organisation Details" section are three buttons: "Add", "Edit", and "Delete". At the bottom of the dialog are three buttons: "Save", "Discard", and "Close".

**Organisation Configuration**

Organisation

Barclays Bank

**Organisation Details**

Organisation: Barclays Bank

**Address**

Building:

No.: 90-92

Street: High Street

Town/Location: Crawley

Postcode: RH10 1BP

Add

Edit

Delete

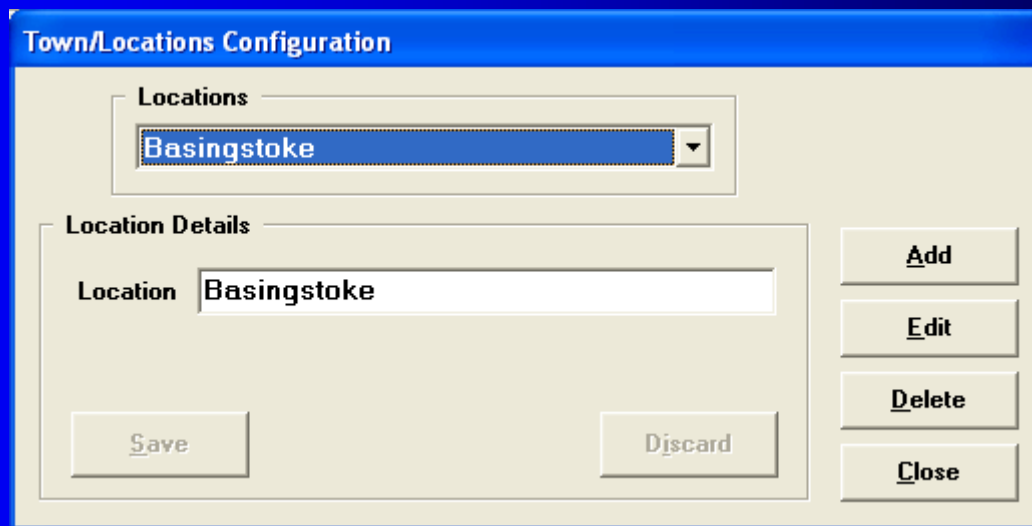
Save

Discard

Close

# Configurable – Towns/Locations

Self configure pertinent towns/location names that will be frequently referenced within booking requests for your travelling passengers.



The screenshot shows a software dialog box titled "Town/Locations Configuration". It has a light beige background and a blue title bar. The dialog is divided into two main sections: "Locations" and "Location Details".

- Locations:** This section contains a dropdown menu with "Basingstoke" selected.
- Location Details:** This section contains a text input field with "Basingstoke" entered.

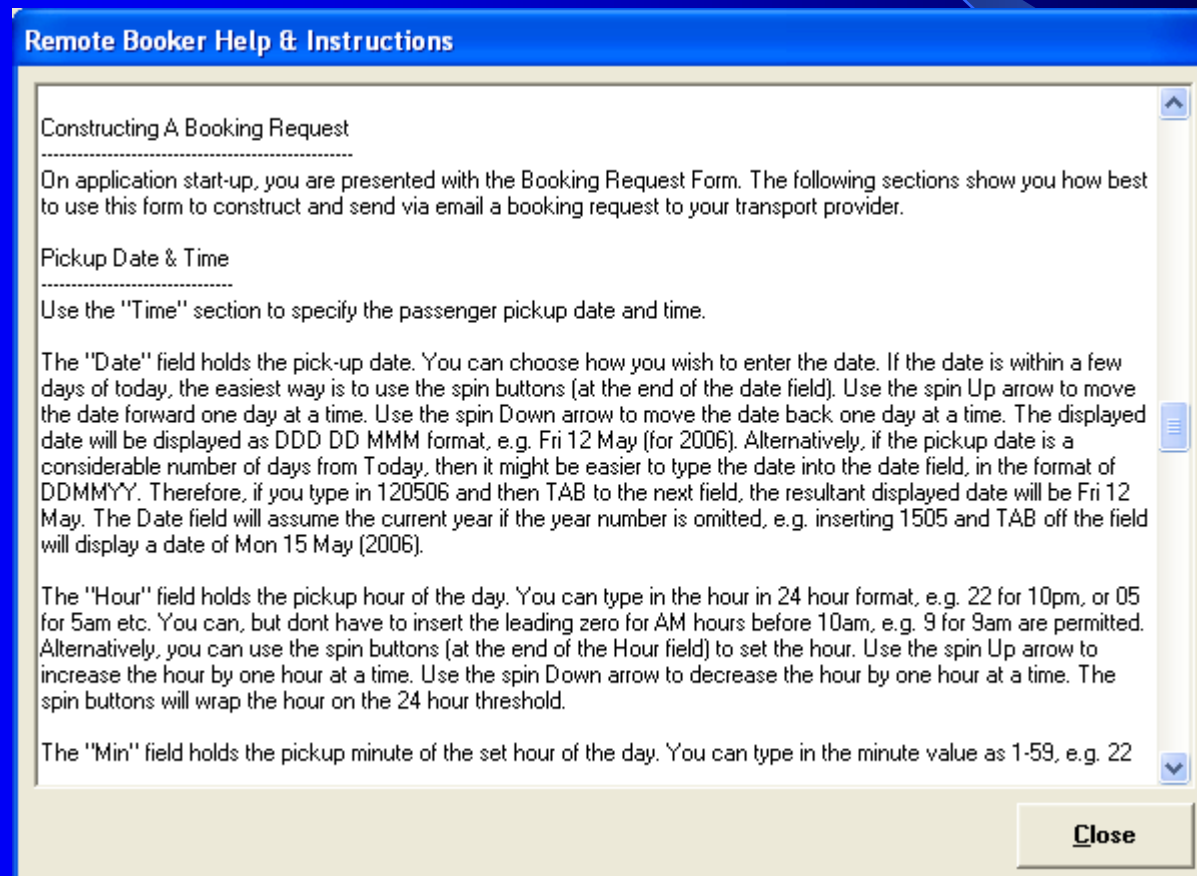
At the bottom of the dialog, there are four buttons arranged in two columns:

- Left column: "Save" and "Discard".
- Right column: "Add", "Edit", "Delete", and "Close".



# Remote Booker – Help & Instructions

Fully featured in-built help and instructions notes on how to use the Remote Booker.



**For more information on  
TaxiMATE™ Executive -  
Remote Email Bookings,  
Call: 0845 074 0545  
email: [info@softsol.ltd.uk](mailto:info@softsol.ltd.uk)**

