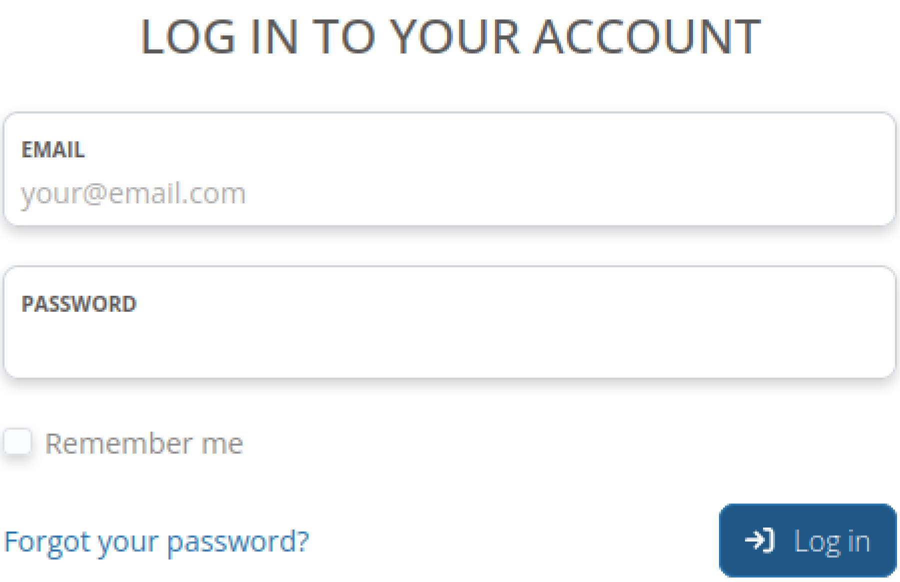
RYSK IT

Manual T-Agenda V2

RYSK IT

Log in



Enter your email address and password and click “Log in”. If you want to stay logged in you can enable “Remember me”. This uses a cookie to remember your credentials. If cookies are removed you will be logged out.

Forgot your password?

Did you forget your password? Then click the “Forgot your password?” link. Enter your email address and click “Email password reset link”. You will receive an email with the password reset link in it. After clicking that link you will be able to reset your password.

Dashboard

All available components can be found as tiles on the dashboard. Click a tile to go to that component. The tiles are divided by categories.

Quick access

The first category on the dashboard is “Quick access”. These tiles can be modified to your most used components. Click on to the right of the text “Quick access”. The dashboard preferences appear. You can modify your preferences for the dashboard here.
You can disable the whole “Quick access” part. Next to this option switch off the switch. (Gray).
The next setting has a long list of components. Drag the components you want on “Quick access” to the left column. Drag them in the preferred order. When a component is in the left column it will turn light blue in the right column. To remove a component from the left column click the on the right side of that component.
If you leave the left column empty the default components will be shown under “Quick access”.

Click “Update settings” when you’re done.

Switch company

Click in the top right corner on the currently selected company. Then click on the preferred company. Only applicable when you’re connected to multiple companies. Otherwise you’ll only see one.

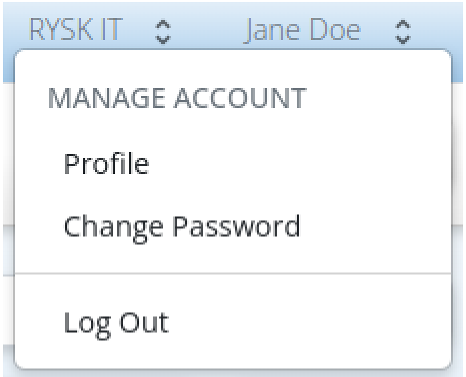
Switch language

Click on the currently selected language flag in the top right corner. Then click on the preferred language.

Company information

Click in the top right corner on the currently selected company. Then click on “Company settings”. The “Company information” form appears with the information of the current company filled in. Fill in any missing information in the fields if needed and click on “Modify company”.

Logging out

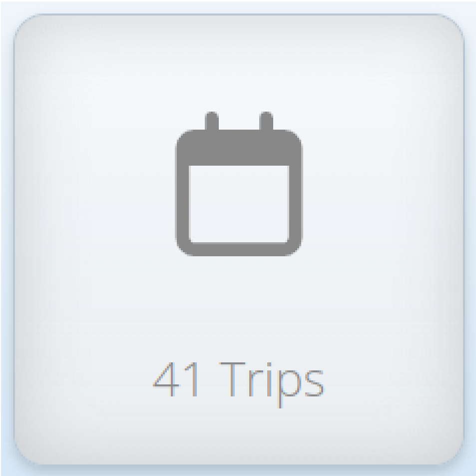


Click on your name in the top right corner. Then click on “Log out”.

Change password

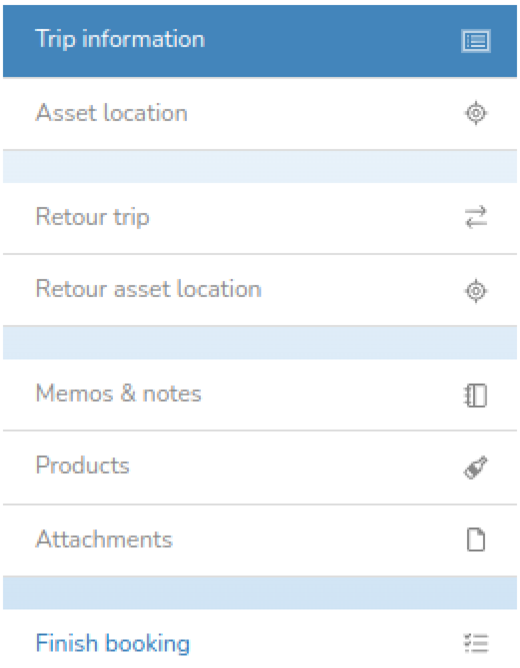
Click on your name in the top right corner. Then click on “Change password”.
The “Update password” form appears. Type your new password of at least 8 characters in the “Password” field and confirm it in the “Confirm password” field. Click on “Update password” when you’re done. Your password is changed.

Trips



Create new trip

When on the “Trips overview” page click “+ Create trip” on the right hand side. The “Create trip” form appears.
The form is divided by categories. The dark blue category is shown. Click a category to make it visible.



Trip information

Booking name: A name for the trip.
Starting date: On what date does the trip start?
Automatic calculation: Are the dates calculated automatically or are you entering them manually?
Travelers: How many travelers are there?
Luggage: How much luggage is there?
Wheelchair: How many wheelchairs are there?
Requirements: Are there any other requirements?
Locations:

- **Date:** What is the departure date from this location?
- **Time:** What is the departure time from this location?
- **Fill-in location:** Fill-in a part of the address until the right address appears in suggestions. Select that suggestion. If the address is a train station or airport, select it at the right side by clicking "Address". Fill-in a flight number when it's an airport.
- **Edit address:** Click this button if you want to view or modify the address.
- **+ Memo:** Click this button to add a memo to this location.

+ Add destination: Click this button to add more destinations to the trip.
Bookings memo: Add a memo to the whole trip.
Booking status: In what status will this trip be created?
Company profile: With what profile will this trip be created. This is used to create invoices.
Main paying relation: Which relation is going to pay?

- **Search relation:** Type a part of the name or email from the relation until the right suggestion appears and select it. Does the relation not exist yet or do you want to create a one time relation, then click on the button "Create new relation".
  One time relation: Is this a one time relation?
  First name: The first name.
  Last name: The last name.
  Email: The email address.
  Phone number: The phone number.
  Company name: The company name.
  Click on “Create new relation” when you're done.

Booking requirements: What are the trip requirements?

- **Preferred payment:** How is the relation paying?
- **Fixed price / meter price:** Fixed or meter price?

Tax rate: What is the tax rate?
Hide price: Should the price be hidden?
Require odometer: Is the odometer required?

Choose vehicle & driver: With what vehicle and which driver is this trip driven?
Preferred type of vehicle: With what type of vehicle will there be driven?
Asset: With what vehicle will there be driven?
Driver: Which driver will drive?

Asset location

Where is the vehicle before the trip is started?

Asset stand location: Search for a stand location of the vehicle. These are taken from the component "Locations". Type a part of the name of the location until the right suggestion appears and select it.

Use asset location data: Click this button to use the location data of the selected vehicle.

Address: The address is filled in automatically when selecting a stand location.

Include asset location: Will the stand location be added to the trip calculation?
Add asset location at the start?: Will the stand location be added at the start of the trip?
Add asset location at the end?: Will the stand location be added at the end of the trip?

Include start fare for the asset locations: Will the start fare of the stand location be added to the trip?

Retour trip

Is this a retour trip?

Retour booking name: What is the trip called?

Locations:
Date: What is the departure date of this location?
Time: What is the departure time of this location?
Fill-in location: Fill-in a part of the address until the right address appears in suggestions. Select that suggestion. If the address is a train station or airport, select it at the right side by clicking "Address". Fill-in a flight number when it's an airport.
Copy address: Copy the address of one of the first trips.
Edit address: Click this button if you want to view or modify the address.

+ Memo: Click this button to add a memo to this location.
+ Add destination: Click this button to add more destinations to the trip.
Bookings memo: Add a memo to the whole retour trip.
Choose vehicle & driver: With what vehicle and which driver is this retour trip driven?
Preferred type of vehicle: With what type of vehicle will there be driven?
Asset: With what vehicle will there be driven?
Driver: Which driver will drive?

Retour asset location

Where is the vehicle before the retour trip is started?
Asset stand location: Search for a stand location of the vehicle. These are taken from the component "Locations". Type a part of the name of the location until the right suggestion appears and select it.
Use asset location data: Click this button to use the location data of the selected vehicle.
Address: The address is filled in automatically when selecting a stand location.
Include asset location: Will the stand location be added to the trip calculation?
Add asset location at the start?: Will the stand location be added at the start of the trip?
Add asset location at the end?: Will the stand location be added at the end of the trip?
Include start fare for the asset locations: Will the start fare of the stand location be added to the trip?

Memos & notes

Public, private and driver memos and notes about this trip.
Add public memo: Click this button to add a public memo.
Write a memo: Write a memo.
Add public memo: Click this button to save the memo.
Add private memo: Click this button to add a private memo.
Write a memo: Write a memo.
Add private memo: Click this button to save the memo.
Add driver memo: Click this button to add a driver memo.
Write a memo: Write a memo.
Add driver memo: Click this button to save the memo.

Products

Add products to the trip.

Add product: Click this button to add a product to the trip.

- ☐**:** Click the checkbox to select the product.
- **Amount:** Type the amount of this product.
- **VAT:** How much VAT is on the product?
- **Add custom product:** Is the product not in the list then click this button.
  - **Choose name:** Type a name for the product.
  - **Amount:** Type the amount of this product.
  - **Price:** What does the product cost?
  - **VAT:** How much VAT is on the product?
- **Add selected products:** Click this button to add the products.

Attachments

Add attachments to the trip.

Open content library: Open the content library to select files.

- ☐**:** Click in the checkboxes to select files.
- **Add selected files:** Click this button to add the files.

Upload new file: Click this button to upload a new file. This opens a new tab with the component "Files".

Finish booking

View the summary of the trip. Enter a price at "Booking price" if needed. Click on the button "Create trip" to create a confirmed trip. If the trip isn't confirmed yet, click the button "Create unconfirmed booking". The new trip will be added to the overview.

Overview trips

Filters

Use the filters above the table to filter the list.

By default the trips of the next 30 days are shown. To change this range click the date and time field and select the preferred range. If you choose “Custom range” you can select the start and end dates. Then click “Apply”.

Click on the status filter and select the status you want to filter. The list will be modified directly.

Click on the driver filter and select the driver you want to filter. The list will be modified directly.

Click the asset filter and select the asset you want to filter. The list will be modified directly.

Click the places filter and select the place you want to filter. The list will be modified directly.

If you have third party connections you can filter them by selecting the preferred third party or third party connection.

Type in the field “Search table” to filter by the typed text.

Click “Reset all filters” to go back to default.

The standard amount of trips is 100 per page. Click “100 per page” and select the desired amount to change this.

Quick filter

With the quick filter you can quickly set filters. Click “Quick filter” and choose the preferred option. Other filters will be reset.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Print current list

Click the printer symbol on the right side. The browser will open the print window. Select the right printer before you start printing.

Trip statuses

4 rows are used for the status

First initial state	Driver / Vehicle	In use	FInished

Multiple colors are used

	Grey, the status is not relevant for this state
	Yellow, keep attention
	Orange, warning, it needs attention in the short term, it will have consequences on the schedule.
	Red, danger, the dispatcher should really take attention or action.
	Blue, info, something is going to happen with a state, in a positive way.
	Woohoo, everything is fine!

	TripState new, this will normally never happen.
	TripState pending, action should be required from dispatcher. This can be a trip from an external connection that requires confirmation or from a booking portal

	TripState rejected, this is a rejected trip from a private bookingPortal or external TOMP-API communication. It means that the external party rejected a trip offer. Dispatcher should take the next step: make a new offer or cancel the trip.
	TripState confirmed without a driver/vehicle combination attached.
	TripState confirmed with a driver/vehicle attached.
	TripState release, this is technically the same as cancelled.
	TripState expired, this is an offer (pending) that has expired. Dispatcher should take the next step: make a new offer or cancel the trip.
	TripState conditional confirmed, this trip is waiting on confirmation from the other party in case of an offer. This needs attention because it will involve the schedule on that time for available drivers and vehicles
	TripState cancelled **Remark**: we can use different colors when a driver/vehicle is attached, because in that case it was already scheduled. Orange = driver/vehicle attached, without driver/vehicle: grey.
	TripState started, without an attached vehicle/driver. It's red because it's not attached to a driver. It cannot be finished. Red is blinking.
	TripState started, a driver is currently executing this booking.
	TripState finished, booking has finished all legs.

Some extra attention statuses

	Trip not started on the first departureTime. Orange is blinking
	Trip not finished on the last arrivalTime. Orange is blinking

View trip details

Click the departure time (first column) to open trip details.

View trip rides

Click the amount of rides to open a list of rides within the trip.

View relation details

Click the relation name to open the details.

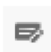
View asset details

Click the asset id to open the details.

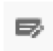
View driver details

Click the driver name to open the details.

Quick edit

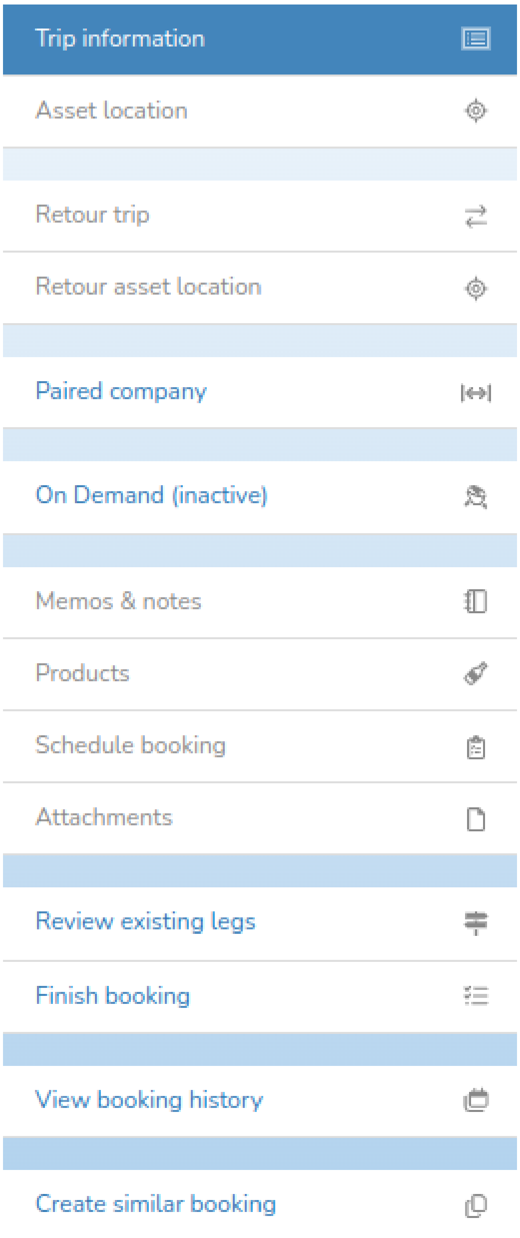
You can quickly edit the driver and/or the asset. Click the  icon on the right side. Select the driver and/or the asset and click "Update booking".

Mass quick edit

You can change the driver and/or the vehicle for multiple trips at the same time. Click the checkboxes of the trips you want to edit. The  icon appears at the top of the list. Click this icon and select the driver and/or the vehicle. Click “Save” to save the changes.

Edit existing trip

In the Trips overview click on the times (first column). The form appears.
The form is divided by categories. The dark blue category is shown. Click a category to make it visible.



Trip information

Booking name: A name for the trip.
Starting date: On what date does the trip start?
Automatic calculation: Are the dates calculated automatically or are you entering them manually?
Travelers: How many travelers are there?
Luggage: How much luggage is there?
Wheelchair: How many wheelchairs are there?

Requirements: Are there any other requirements?

Locations:

Date: What is the departure date from this location?

Time: What is the departure time from this location?

Fill-in location: Fill-in a part of the address until the right address appears in suggestions. Select that suggestion. If the address is a train station or airport, select it at the right side by clicking "Address". Fill-in a flight number when it's an airport.

Edit address: Click this button if you want to view or modify the address.

+ Memo: Click this button to add a memo to this location.

+ Add destination: Click this button to add more destinations to the trip.

Bookings memo: Add a memo to the whole trip.

Booking status: In what status will this trip be created?

Company profile: With what profile will this trip be created. This is used to create invoices.

Main paying relation: Which relation is going to pay?

Search relation: Type a part of the name or email from the relation until the right suggestion appears and select it. Does the relation not exist yet or do you want to create a one time relation, then click on the button "Create new relation".

One time relation: Is this a one time relation?

First name: The first name.

Last name: The last name.

Email: The email address.

Phone number: The phone number.

Company name: The company name.

Click on “Create new relation” when you're done.

Booking requirements: What are the trip requirements?

Preferred payment: How is the relation paying?

Fixed price / meter price: Fixed or meter price?

Tax rate: What is the tax rate?

Hide price: Should the price be hidden?

Require odometer: Is the odometer required?

Choose vehicle & driver: With what vehicle and which driver is this trip driven?

Preferred type of vehicle: With what type of vehicle will there be driven?

Asset: With what vehicle will there be driven?

Driver: Which driver will drive?

Asset location

Where is the vehicle before the trip is started?

Asset stand location: Search for a stand location of the vehicle. These are taken from the component "Locations". Type a part of the name of the location until the right suggestion appears and select it.

Use asset location data: Click this button to use the location data of the selected vehicle.

Address: The address is filled in automatically when selecting a stand location.

Include asset location: Will the stand location be added to the trip calculation?

- **Add asset location at the start?:** Will the stand location be added at the start of the trip?
- **Add asset location at the end?:** Will the stand location be added at the end of the trip?

Include start fare for the asset locations: Will the start fare of the stand location be added to the trip?

Retour trip

Is this a retour trip?

Retour booking name: What is the trip called?

Locations:

- **Date:** What is the departure date of this location?
- **Time:** What is the departure time of this location?
- **Fill-in location:** Fill-in a part of the address until the right address appears in suggestions. Select that suggestion. If the address is a train station or airport, select it at the right side by clicking "Address". Fill-in a flight number when it's an airport.
- **Copy address:** Copy the address of one of the first trips.
- **Edit address:** Click this button if you want to view or modify the address.
- **+ Memo:** Click this button to add a memo to this location.

+ Add destination: Click this button to add more destinations to the trip.

Bookings memo: Add a memo to the whole retour trip.

Choose vehicle & driver: With what vehicle and which driver is this retour trip driven?

- **Preferred type of vehicle:** With what type of vehicle will there be driven?
- **Asset:** With what vehicle will there be driven?
- **Driver:** Which driver will drive?

Retour asset location

Where is the vehicle before the retour trip is started?
Asset stand location: Search for a stand location of the vehicle. These are taken from the component "Locations". Type a part of the name of the location until the right suggestion appears and select it.
Use asset location data: Click this button to use the location data of the selected vehicle.
Address: The address is filled in automatically when selecting a stand location.
Include asset location: Will the stand location be added to the trip calculation?
Add asset location at the start?: Will the stand location be added at the start of the trip?
Add asset location at the end?: Will the stand location be added at the end of the trip?
Include start fare for the asset locations: Will the start fare of the stand location be added to the trip?

Paired company

Do you want to share the trip with a paired company?
Choose one pairing company: What paired company do you want to share this trip with?
Update paired company: Click this button to save the selected paired company.

On Demand

Do you want to put the trip on On Demand?
Price for On Demand booking: Type a custom price.
Put on On Demand: Enable the switch to put the trip on On Demand.
Update On Demand: Click this button to save it.

Memos & notes

Public, private and driver memos and notes about this trip.
Add public memo: Click this button to add a public memo.
Write a memo: Write a memo.
Add public memo: Click this button to save the memo.
Add private memo: Click this button to add a private memo.
Write a memo: Write a memo.

Add private memo: Click this button to save the memo.

Add driver memo: Click this button to add a driver memo.

Write a memo: Write a memo.

Add driver memo: Click this button to save the memo.

Products

Add products to the trip.

Add product: Click this button to add a product to the trip.

☐**:** Click the checkbox to select the product.

Amount: Type the amount of this product.

VAT: How much VAT is on the product?

Add custom product: Is the product not in the list then click this button.

Choose name: Type a name for the product.

Amount: Type the amount of this product.

Price: What does the product cost?

VAT: How much VAT is on the product?

Add selected products: Click this button to add the products.

Schedule booking

Is this trip going to be driven more often?

Add schedule period: Click this button to add a period.

Choose active days: Click the days the trip needs to be driven.

Starting date: From which date does the trip need to be driven?

End date: From which date does this trip end?

Add period: Click this button to add the period.

Update schedule: Click this button to save the schedule

Attachments

Add attachments to the trip.

Open content library: Open the content library to select files.

☐**:** Click in the checkboxes to select files.

Add selected files: Click this button to add the files.

Upload new file: Click this button to upload a new file. This opens a new tab with the component "Files".

Review existing legs

Review the legs within this trip. Not saved changes will not be shown.

Finish booking

View the summary of the trip. Enter a price at "Booking price" if needed. Click on the button "Create trip" to create a confirmed trip. If the trip isn't confirmed yet, click the button "Create unconfirmed booking". The new trip will be added to the overview.

View booking history

View the trip history. This will open a new tab.

Create similar booking

Create a second similar trip. This will open a new tab.

On Demand

Overview On Demand trips

When a trip can’t be driven by the company which created it then it can be placed on On Demand for another company to take over the trip. These trips will appear in this overview.

Filter list

Click on “All places” and select a place. All trips with this place will be shown.
Click on “All companies” and select a company. All trips of this company will be shown.
You can also filter the range of postal codes. Type the 4 digits of the lowest postal code behind “Postal code” and behind “->” the highest. All trips within that range will be shown.
Type anything in the “Search” field to search all On demand trips. Only trips containing the entered text will be shown.

The overview is opened with all On Demand trips that aren’t claimed yet. If you want to view the list of claimed trips you can click on “Claimed list” on the right hand side. If you want to view the hidden trips you can click on “Hidden list” on the right hand side.

Claim trip

Click in the list of trips on “INFO” on the right hand side of the wanted trip. Then click on “CLAIM OFFER”.

Settings

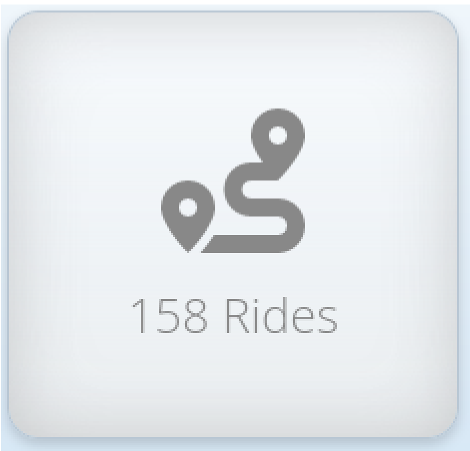
In the overview click “Settings” on the right hand side. The settings form will appear. You can change On Demand related settings here.

In the field “Notification email for On Demand” you can enter an email address where you want to receive these notifications.
If you want to receive an email when one of your trips is being claimed, put a checkmark next to “Notifications when your trips are claimed”.
If you want to receive an email when a trip within a postal code area is created, put a checkmark next to “Notifications for new trips in following postal codes”. And fill in the 4 digits of the postal codes.
Click on “Add more ranges” if needed.
Fill in a postal code under “Notification for specific postal code” when you want to receive an email when a trip is created with this specific postal code.
Click on “Add more postal codes” if needed.

In the “List of transport companies” you can set which companies have priority over the trips you put on On Demand. When you set a company on “Enabled” (Blue) then that company can claim your On Demand trips. When you enable “Priority” (Blue) these companies will have priority over the other enabled companies. You can filter the list by entering text in the “Search specific company ...” field.

At the top of the list in the “Priority companies expiration (in hours)” field you can set how many hours the priority will be valid. When this time has passed the other enabled companies can claim the trips.
When you’re done click on “Update settings”.

Rides



Overview rides

By default the rides of the next 30 days are shown. To change this range click the date and time field and select the preferred range. If you choose “Custom range” you can select the start and end dates. Then click “Apply”.

Click on the status filter and select the status you want to filter. The list will be modified directly.

Click on the driver filter and select the driver you want to filter. The list will be modified directly.

Click the asset filter and select the asset you want to filter. The list will be modified directly.

If you have third party connections you can filter them by selecting the preferred third party.

Type in the field “Search table” to filter by the typed text.

Click “Reset all filters” to go back to default.

The standard amount of rides is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Edit existing ride

In the Rides overview click on the departure time (first column). The edit ride form will appear.
Click on a field you want to change. Select or type the changed information. When done click “Update ride” at the bottom of the form.
Clicking “Show trip” will show the trip of which this ride is part of.

Create new ride

It is not possible to create a ride as they are part of a trip. Create a trip to create rides.

Relations

Relations overview

All relations of the selected company (visible in the top right corner) are shown.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by state click “Active” and select the state.

To filter by category click “All categories” and select the category.

With “Search table” you can search all relations. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of relations is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

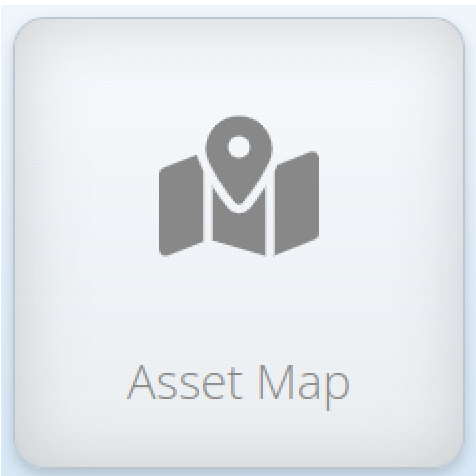
Edit relation

Click in the relation overview on the name of the relation you want to modify. The form appears with the information of the relation already filled in.
On the left side you see 3 categories. Main information is active (blue).
Click on the right side on “Upload photo” when you want to add a picture of the relation.
Select on the right side if needed a category the relation is part of.
Click “Update relation” when you’re done.
If you have access to “Vektis” then this will be the second category. Click this category if you want to make any modifications. The Vektis information appears. Fill in any missing information or edit them. Click “Update vektis information” when you’re done.
The third category is “Relation bookings”. Here you’ll find the trips of this relation.

Create new relation

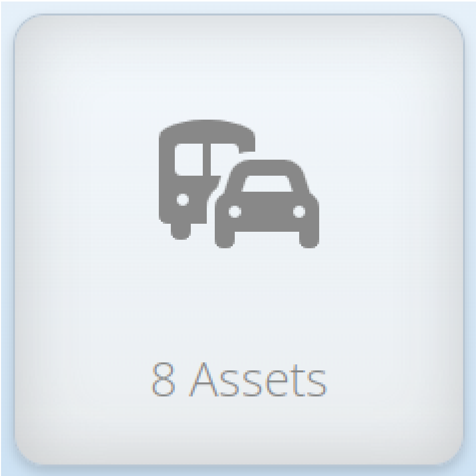
Click “+ Relation” on the right hand side. The “Create relation” form appears. Fill in the fields.
Click on “Upload photo” when you want to add a picture of the relation.
Select if needed a category the relation is part of.
Click on “Create relation” when you’re done.

Asset map



All deployed assets are visible on this map.

Assets



Assets overview

All assets of the selected company (visible in the top right corner) are shown.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by state click “Active” and select the state.

With “Search table” you can search all assets. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of assets is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

To disable an asset click the switch under active. Blue is enabled, gray disabled.

Click the name of an asset to view it.

Edit asset

Click in the asset overview on the name of the asset you want to modify. The form appears with the information of the asset already filled in. Make any wanted modifications.
Click on “Upload photo” or “Upload PDF” to link a photo or a PDF to the asset.
Click “Update asset” when you’re done.

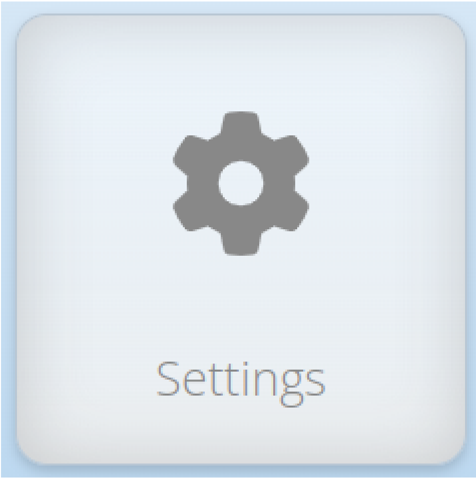
Create new asset

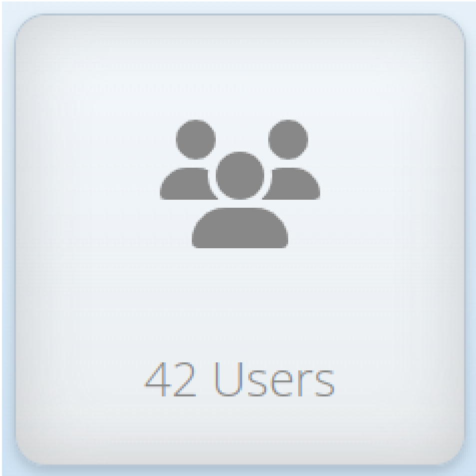
While in “Assets overview” Click “+ Create asset” on the right hand side. The “Create asset” form appears. Type the license plate number in the “License plate” field. Then click on “RDW” to fill in some of the other fields. Fill in the rest of the fields.
Click on “Upload photo” or “Upload PDF” to link a photo or a PDF to the asset.
Click on “Create asset”. The new asset will appear in the overview.

Subclasses

Subclasses are used when an asset has “Other” as class. Create subclasses by clicking “+ Create subclass” in the subclasses overview. Fill in the fields and select an icon. Click on “Create subclass” when ready. The new subclass will be shown in the overview.

Users





Users overview

All users of the selected company (visible in the top right corner) are shown.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by state click “Active” and select the state.

To filter by role click “All roles” and select the role.

With “Search table” you can search all users. Type in the field and the result will be shown directly.

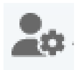
Click “Reset all filters” to reset all filters to default.

The standard amount of users is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

User roles

	Relation
	Driver
	Dispatcher
	Administrator
	Super administrator

Deactivating user

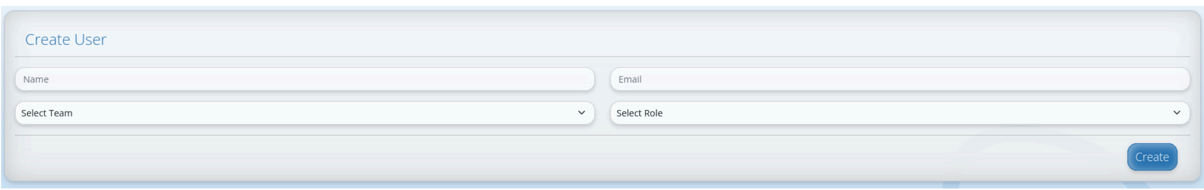
To deactivate a user, preventing them from logging in, click the switch under ‘Active’. Blue is active grey inactive.

Edit user

To edit a user click their name. Make the needed modifications and click on “Save”.

Create new user

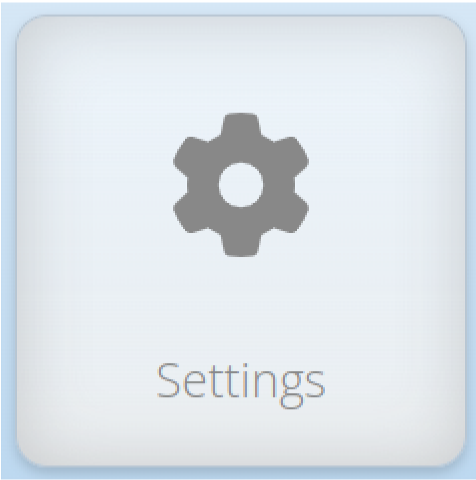
Click “+ User” on the right hand side. The “Create user” form appears.

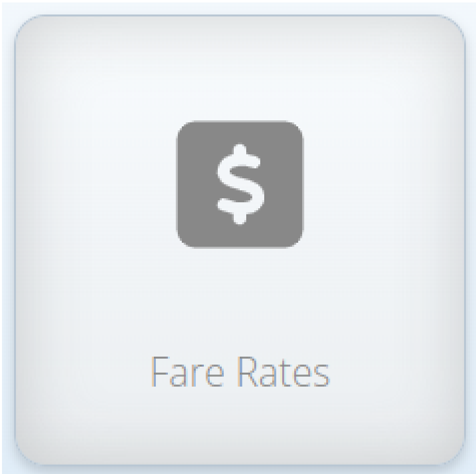


Type the user’s name in the Name field and a valid email address in the Email field. This email address is used to log in.
Select the team, the company, the user is part of. Then select the role the user has in that team.
Click “Create user” when done.

The new user has to use “Forgot your password?” to create a password.

Fare rates





Set your fare rate rules here.

Fare rate rules overview

All fare rate rules of the selected company (Visible in the top right corner) are shown here.

The standard amount of fare rates is 100 per page. Click “100 per page” and select the desired amount to change this.

Edit fare rate rule

Click in the fare rate rules overview at the end of the line of the fare rate rule you want to modify on “Edit”. The form appears with the information of the fare rate rule already filled in. Make any wanted modifications and click “Update rule”.

Create new fare rate rule

Click on “+ Fare rate rule” on the right hand side. The “Create rule” form appears.
On the left side are 4 categories related to this rule. “Ride type” is selected.
Select what type trip this rule is about under “Type”. The description is to the right.

Enter the amount of cents.
Click the category “Start”. Fill in the needed fields.
Click the category “Periods”. Select on what days this rule applies. And select for what period. Click the date and time field and select the dates. Click “Add period” to add this period to the list.
Click the category “Classes”. Select the asset classes this rule applies to.
Click “Create rule” when you’re done. The new rule will be added to the overview.

Basic fare rates

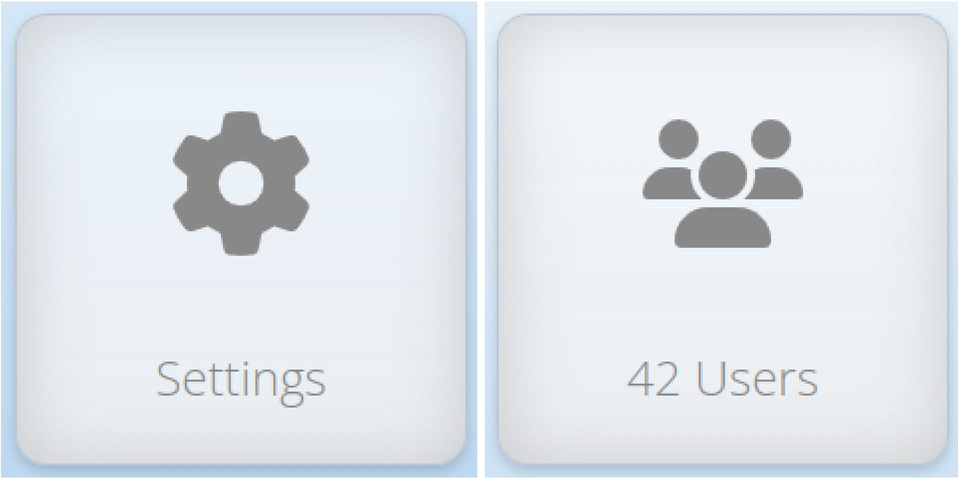
All basic fare rate rules of the selected company (Visible in top right corner) are shown here.

Click “+ Basic fare rate rule” on the right side. The “Create basic rule” form appears.
On the left side there are 6 categories that apply to this rule. “Info” is selected.
Fill in the fields.
Click the category “Single day tariff”. Then fill in the needed fields.
Click the category “Multi day tariff”. Then fill in the needed fields.
Click the category “Transfer tariff”. Then fill in the needed fields.
Click the category “Assets”. Select the assets on which this rule applies to. Use the ctrl-key to select multiple assets.
Click the category “Extra”. Then fill in the needed fields.
Click “Create rule” when you’re done. The new basic rule will be added to the overview.

Basic fare rates

Enter here the default fare rates. These are used to calculate trip rates.

User relations



Let your relations create their own trip requests. Give them access to their own private portal.

User relation overview

All user relations of the selected company (visible in the top right corner) are shown.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by state click “Active” and select the state.

With “Search table” you can search all user relations. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of user relations is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Deactivating user relation

To deactivate a user relation, preventing them from logging in, click the switch under ‘Active’. Blue is active grey inactive.

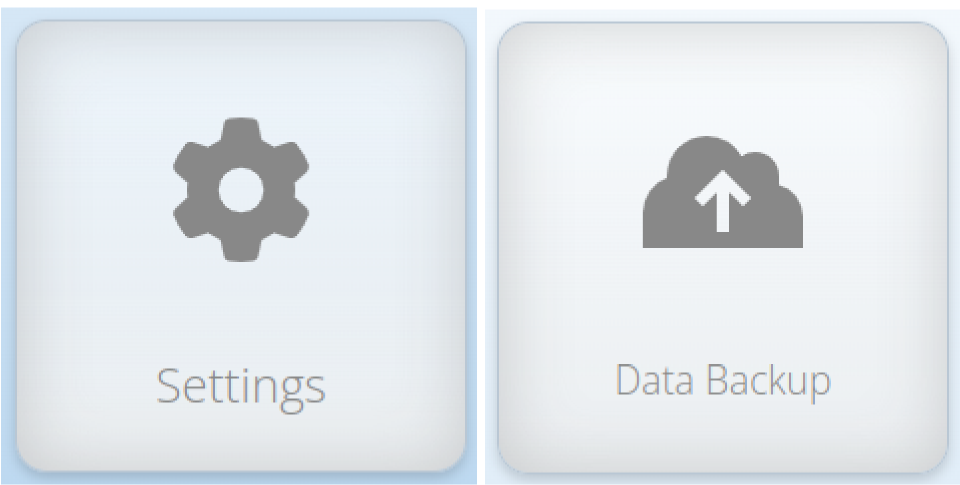
Edit user relation

To edit a user relation click their name. Make the needed modifications and click on “Update relation”.

Create new user relation

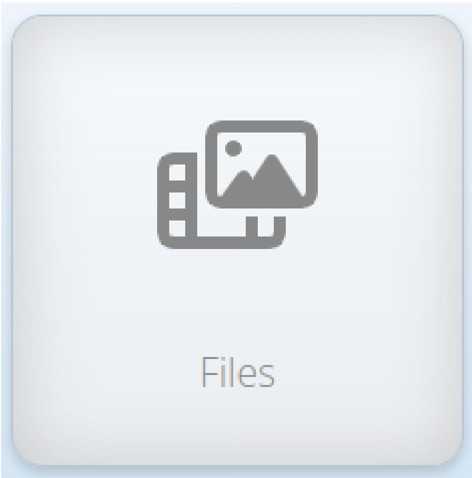
On the “User relations overview” page click “+ User relation” on the right hand side. The “Create user relation” form appears.
Type a part of the name or email of the relation in the “Select relation” field and select the right suggestion. Do the same for “Select user”. Put checkmarks for the rights you want to give the relation. Make sure at least “Read” is checked. Select a start date and an end date. Put a checkmark for “Active”. Click “Add relation” if you want to add more periods. Click “Create relation” when done.
The relation has to use [“Forgot your password?”]() to create a password.

Data backup



Create a backup of all your company data.
Select the components you want to backup in the list and click “Backup”. When the backup is finished you can download it by clicking “Download backup” on the right hand side.

Filemanager



Files overview

All files of the selected company (visible in the top right corner) are shown.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by tag click “All tags” and select the tag.

To filter by file type click “All files” and select the file type.

With “Search table” you can search all files. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of files is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Upload new content

Click “Upload content” on the right hand side. The “Add file” form appears. Fill in a name for the file. Add your own tags if needed. Click the large square with “Upload file” and select the file you want to upload. Make sure the file is of one of the accepted formats. Click the blue button with “Upload file” when you’re done. The new file will appear in the overview.

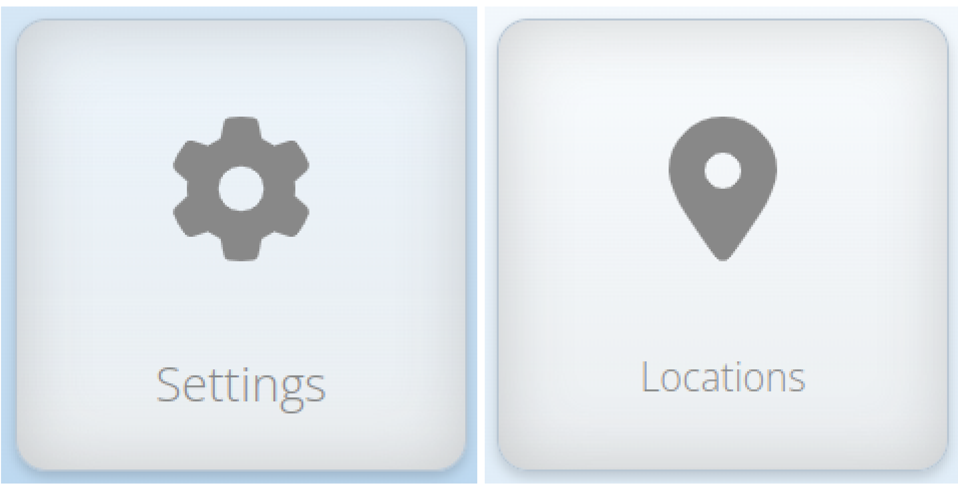
Edit file

Click on the file name to edit it. The update file form appears. Make the needed modifications and click on “Update file”.

Delete file

To delete a file click “Delete” on the right hand side of the file you want to delete. Click on the popup on “Delete” to confirm.

Locations



Locations overview

All locations of the selected company (visible in the top right corner) are shown here.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

To filter by type click “All locations” and select the type.

With “Search table” you can search all locations. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of locations is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Create new location

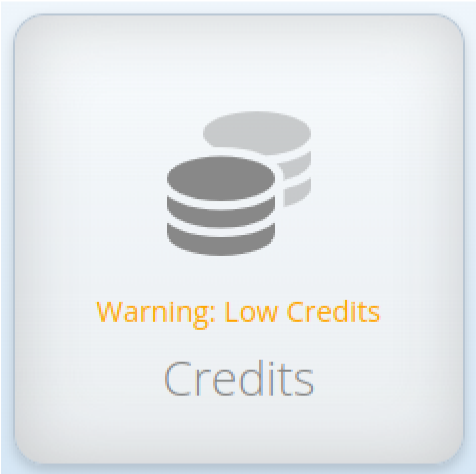
Click on “+ Location” on the right hand side. The “Create location” form appears. Fill in the fields. Click “Create location” when you’re done. The new location will be added to the overview.

Edit location

Click the name of the location you want to edit. The “Update location” form appears. Make the required changes and click on “Save”.

Planboard

Credits



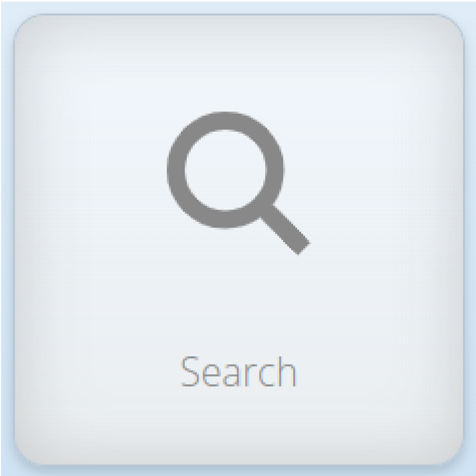
Purchase credits. They are used within T-Agenda for On Demand etc.

Vouchers can be found here too. Click on “Claim” on the right side of the voucher you want to claim. Confirm on the popup by clicking on “Claim” again. The credits will be added to your total.

Purchase credits by selecting an option and clicking on “Order credits”. This will send you to Mollie to handle the payment. Follow the steps on Mollie. When everything is done the chosen amount of credits will be added to your total.

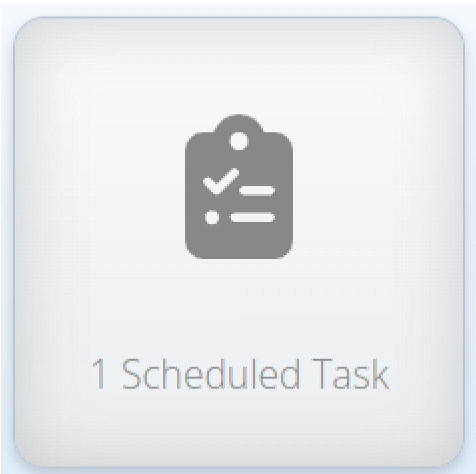
RYSK IT

Search



Search through the whole web application. Type what you want to search in the “Search” field and click on “Search” on the right side. All relations, trips, quotes and group transports containing your keyword will be shown.

Scheduled tasks



Create new scheduled task

On the “Scheduled tasks overview” page click on “+ Schedule task” on the right hand side. The “Create scheduled task” form appears.

Give the scheduled task a name.

Select the days. Blue is selected.
Fill in the amount of days ahead.
Fill in the amount of travelers.
Fill in the amount of luggage.
Select requirements when needed.

Type a departure and a destination address. When you start typing you will see suggestions. Click the right one.
Fill in the times.
Click on “+ Open memo” to add a memo.
Click on “+ Add destination” to add extra destinations.
Type if needed a Memo for the full trip.

Select the period when the trip needs to be driven. Use the date selection tool by clicking on the date. Then click on “Add period”. The Period will appear in the list at the bottom.

Search for an existing relation by typing the first letters of the name or email in the “Search relation” field. Click on the right suggestion to fill in the other fields. Doesn’t the relation exist yet, leave the “Search relation” field empty and type in the Email and Phone number manually.
Click “Recalculate” to calculate the price of the trip.
If the price is fixed you can click “Fixed price” it will turn blue. You can then modify the price.
Select cash or invoice. Blue is selected.
Select the asset type. Blue is selected.
Select an asset from the list.
Select a driver from the list.
When you’re done click on “Create scheduled task”. The new task will appear in the Scheduled tasks overview.

Scheduled tasks overview

All scheduled tasks appear here.

To filter by state click “All scheduled tasks” and select the state.

With “Search table” you can search all scheduled tasks. Type in the field and the result will be shown directly.

The standard amount of scheduled tasks is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

View relation details

Click the name of a relation to view the details.

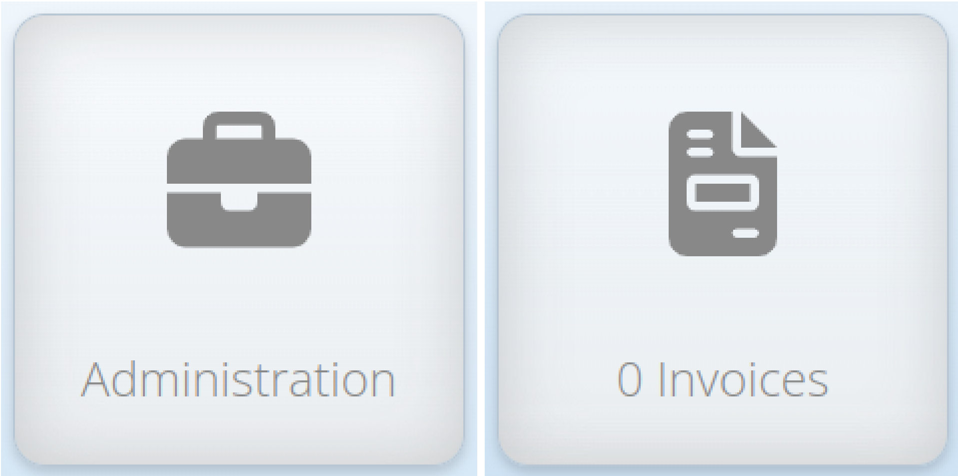
Edit scheduled task

Click in the overview on the name of the scheduled task you want to edit. The “Edit scheduled task” form appears with the information of the scheduled task filled in. Make any necessary changes and click “Update scheduled task”.

Delete scheduled task

Click in the overview on “delete” on the right hand side of the scheduled task you want to delete. Confirm on the popup by clicking “Delete”.

Invoices



Create new invoice

Click “+ Invoice” on the right hand side. The “Create invoice” form appears.
Search a relation by typing a part of their name in the “Search relation” field. Click the right suggestion.
Click “Search bookings”.
Select on the right side the trips to add to the invoice.
Select a profile by clicking on “Select profile”.
Type a reference for the invoice.
Change the date or the country if needed.
Select a category.
Do you want to add a custom item, click then on “+ Add custom item”. Fill in the fields on the popup and click “Add item”.
Click “Create invoice” when you’re done. The invoice will be added to the overview.

Overview invoices

All invoices appear here. Click under “Download” on “Rides” or “Specification” to download a pdf.

By default the list is sorted by newest invoice. To change this click on “Newest invoices” and select the desired sorting.

To filter by profile click “All profiles” and select the profile.

To filter by relation click “All relations” and select the relation.

To filter by category click “Select category” and select the category.

To filter by payment state click “All payments” and select the payment state.

With “Search table” you can search all invoices. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of invoices is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

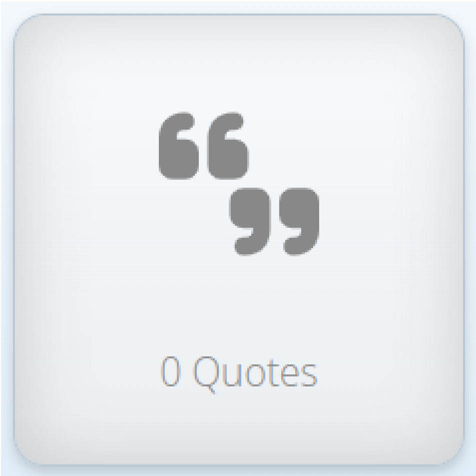
“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

Click “Change payment” on the right side to change the state of the payment.

View invoice

Click the name of the invoice you want to view. The invoice appears. Click “Send invoice” to email the invoice to the relation.

Quotes



Create new quote

On the “Quote overview” page click “+ Quote” on the right hand side. The “Create quote” form appears.
Select an asset. The first address fields appear. Start typing an address until the right address appears in the suggestions. Click that address.
Select on the popup the right date and fill in the time using the selection tool. Click outside the popup when you’re done.
The second address fields appear. Repeat the previous steps until all addresses of this trip are filled in.
At the top fill in the amount of travelers. And under each address fill in the amount of luggage. When needed, select the requirements. Click an address line to unfold it.
Fill in the waiting time if needed. If needed add a memo by clicking “+ Memo”.
Fill in a memo for the whole trip if needed.

Enter under “Ride information” extra notes if needed. Click on a note line to unfold it. Click “+ Add memo”, type your text in the field and click “Save”.

Add under “Products” products if needed. Select an existing product or choose “Custom product” to create a new one.
Click “+” at the end of a product line to save. A new line appears. Click “X” to remove the line and product from the quote.

Select attachments if needed. Click “Filemanager” to unfold it. Click “Add attachment” of the attachment you want to add to the quote.
If you want to upload an attachment click “Upload your attachments” and select your attachment.

Select on the right hand side under “Calculation” a relation and a profile. If needed, create a new profile by clicking “+ Add profile”. The profile is used to create the quote.

Assign a user to this quote. Type a part of their name in the “Assign a user” field and click the right suggestion.

If needed, create a memo for the relation by clicking “Relation memos”. Click “+ Add memo”. Type your text and click “Save”.

Under “Relation” fill in the information of the selected relation.

When you’re done you can create a PDF by clicking “Preview PDF”. Click “Create quote” to save the quote. The quote appears in the quotes overview.

Overview quotes

All quotes will appear here.
View rides by clicking on the amount of rides.
Click the name of a relation to view the details.
Click the name of an asset to view the details.

Filters

Use the filters above the table to filter the list.

By default the trips of the next 30 days are shown. To change this range click the date and time field and select the preferred range. If you choose “Custom range” you can select the start and end dates. Then click “Apply”.

Click on the status filter and select the status you want to filter. The list will be modified directly.

Click the asset filter and select the asset you want to filter. The list will be modified directly.

Click the places filter and select the place you want to filter. The list will be modified directly.

Type in the field “Search table” to filter by the typed text.

Click “Reset all filters” to go back to default.

The standard amount of quotes is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

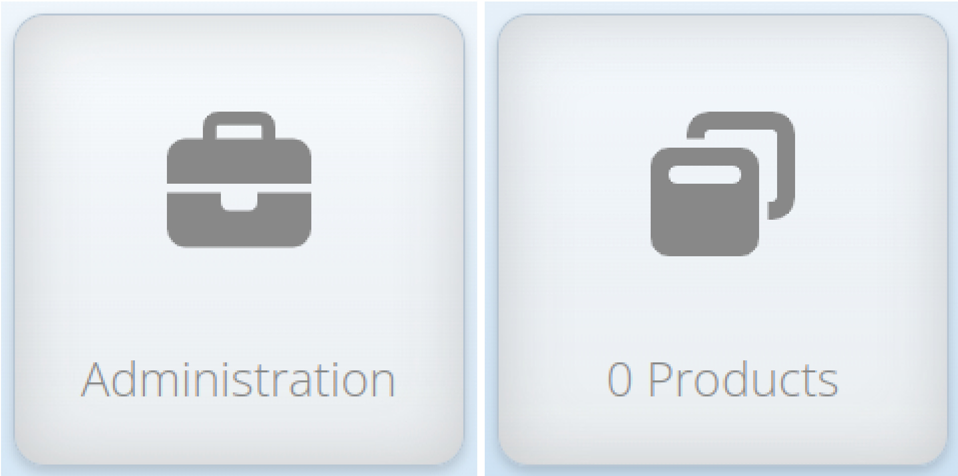
Print current list

Click the printer symbol on the right side. The browser will open the print window. Select the right printer before you start printing.

Edit quote

Click in the overview on the time (first column) of the quote you want to edit. The “Edit quote” form appears with the information of the quote filled in. Make any modifications and click on “Update quote”. With “Send quote” you can send the quote to the relation.

Products



Create new product

On the “Products overview” page click “+ Product” on the right hand side. The “Create product” form appears.
Fill in the required fields. Click “Create product” when you’re done. The product will appear in the overview.

Overview products

All products appear here.

By default the list is sorted by name. To change this click on “Sort by name” and select the desired sorting.

With “Search table” you can search all products. Type in the field and the result will be shown directly.

Click “Reset all filters” to reset all filters to default.

The standard amount of products is 100 per page. Click “100 per page” and select the desired amount to change this.

Active filters

“Active filters” shows the amount of filters there are currently active. Put your mouse cursor on this text to highlight the active filters. (This doesn’t work on touchscreens)

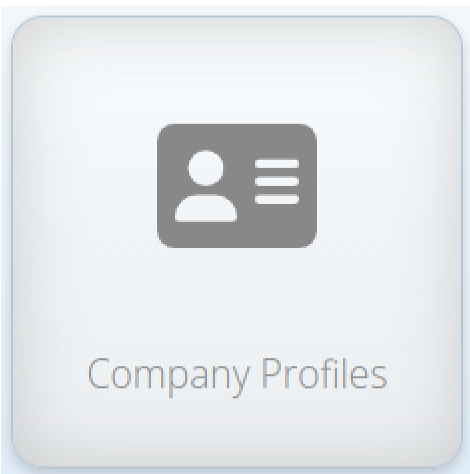
Edit product

Click in the overview the name of the product you want to edit. The “Update product” form appears with the information of the product filled in. Make the needed changes and click “Save”.

Delete product

Click “Delete” in the overview on the right hand side of the product you want to delete. Confirm on the popup by clicking “Remove”.

Company profiles



Company profiles overview

All company profiles appear here.

With “Search table” you can search all company profiles. Type in the field and the result will be shown directly.

Click on “Show all hidden profiles” to show all hidden profiles.

Click on “Show all visible profiles” to go back to the list with visible profiles.

Click on the name of the profile to view or modify it.
Click on “x Invoices” to view a list of invoices belonging to this profile.

Click “Preview logo” to view the logo.

Click “View PDF” to view the PDF.

Create new company profile

On the “Company profiles overview” page click “+ Create company profile” on the right hand side. The “Create company profile” form appears. Fill in the fields. Click “Upload logo” and select the logo you want to use. Click “Upload PDF” and select the PDF file you want to use. Click “Create company profile” when you’re done. The new company profile will be shown in the overview.

Edit company profile

Click in the company profile overview on the name of the company profile that you want to edit. The “Update company profile” form appears with the information of the profile filled in. Make the needed changes and click “Update company profile”.

Hide company profile

Click in the company profile overview on “Hide” on the right hand side of the profile you want to hide. Click on the popup on “Hide” to confirm.