RYSK IT

Manual relation portal

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Log in

LOG IN TO YOUR ACCOUNT

EMAIL

your@email.com

PASSWORD

☐ Remember me

Forgot your password?

→] Log in

Enter your email address and password and click "Log in", the dashboard will appear. (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 from "TaxiData" with the password reset link in it. After clicking that link you will be able to reset your password.

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Select team
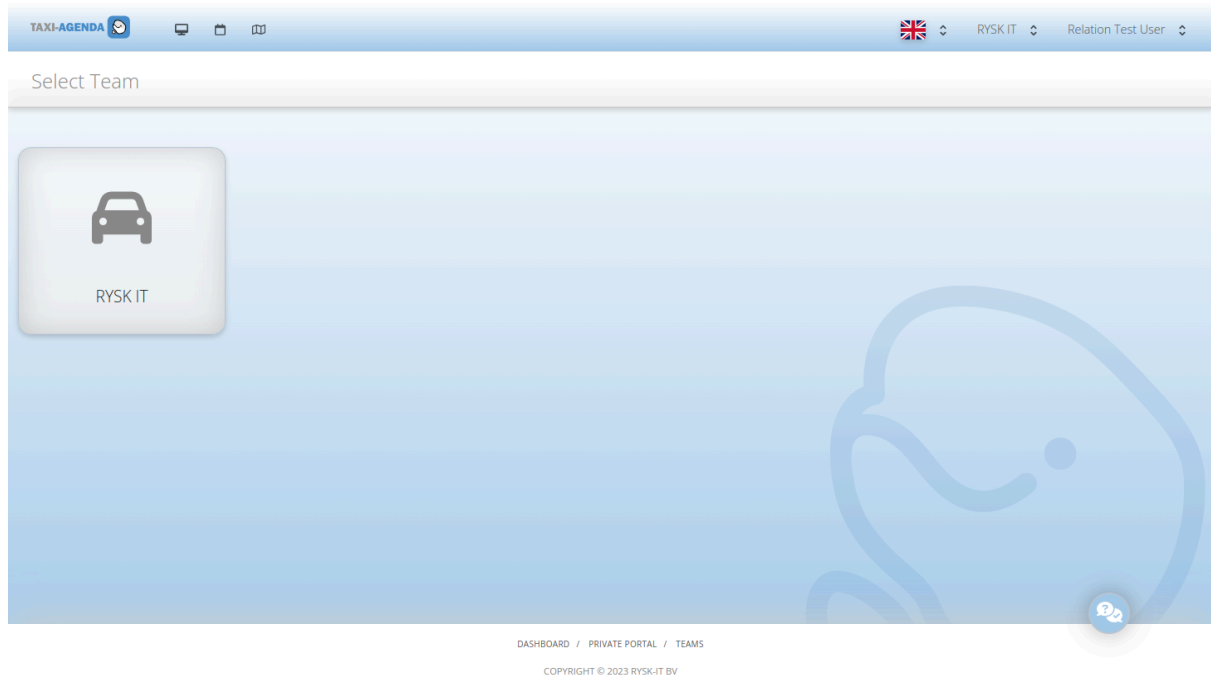
If you are a relation of multiple transport companies then you will see them here. Make your choice to move on. You can always switch again later if needed.

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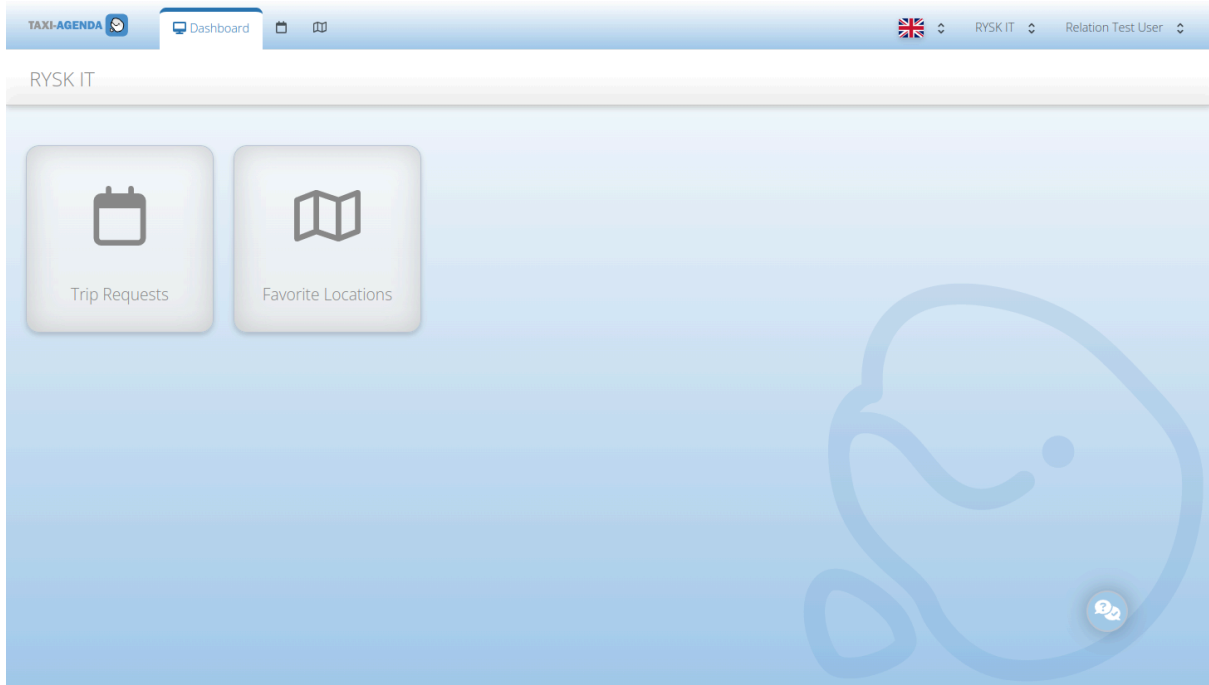
Dashboard

All available components can be found as tiles on the dashboard. Click a tile to go to that component.

Switch transport company

Click in the top right corner on the currently selected company. Then click on the preferred company. Only applicable when you're a relation of 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.

Logging out

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

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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.

Trip requests
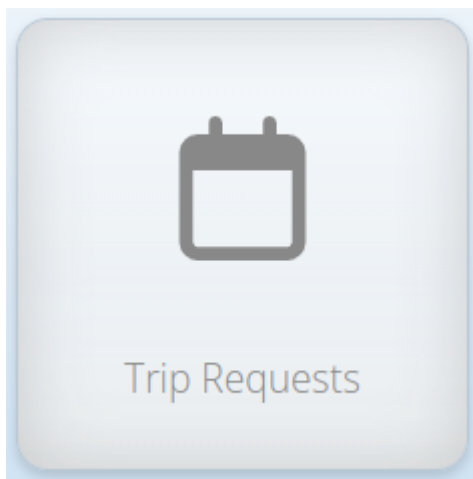
Overview trips

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

Filters

Use the filters above the table to filter the list.

By default there are 30 days of trips shown. To change this click the date and time field. Then click the period you want to view. If you choose "Custom range", you can select the start and end dates. Click on "Apply" to show the selected range.

Click the status filter and select the desired status to filter. The list will change directly.

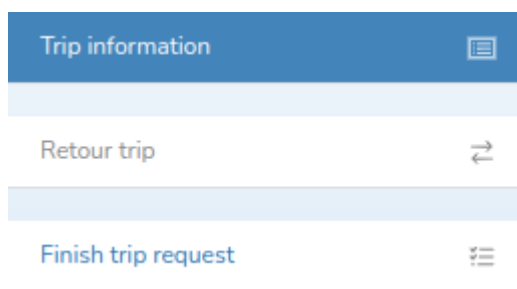Type in the "Search table" field to filter by the typed text.

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Click on "Reset all filters" to reset filters to default.

The amount of trips shown is set to 100 by default. To change this click "100 per page" and select the desired amount.

Create new trip request

Click on "+ Create trip" on the right side. The "Create trip request" form appears. The form is divided by categories. The dark blue category is shown. Click a category to make it visible.

Trip information

Starting date: On what date does the trip start?

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.

Main paying relation: Which relation is going to pay? (This is filled in automatically with your information.)

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Retour trip

Is this a retour trip?

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.

Finish booking

View the summary of the trip. Click on the button "Create trip request" to create a trip request. The new trip will be added to the overview.

Cancel trip request

Click on the times to view that trip. Click on the category "Finish trip request" then click "Cancel the trip request" to cancel the trip. Click "Cancel the trip request" on the popup to confirm.

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Favorite locations
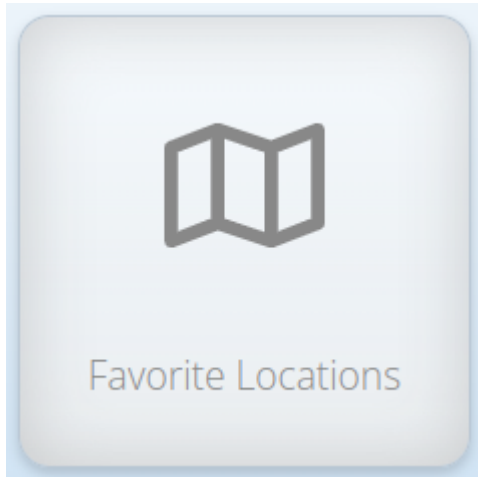
Favorite locations overview

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

Filters

Use the filters above the table to filter the list.

By default the list is filtered by name. To change this click the "Sort by name" selection field and select the desired sorting.

Click the locations filter and select the desired location to filter. The list will change directly.

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

Click on "Reset all filters" to reset filters to default.

The amount of locations shown is set to 100 by default. To change this click "100 per page" and select the desired amount.

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Create new favorite location

Click on "+ Favorite location" on the right side. The "Create location" form appears.

Fill in a name for the location.

Fill in an area reference for the location.

Type an address in the "Address search" field until the right address appears then click it.

All other fields will be filled in automatically.

Click on "Create location" to save.

The location will be added to the overview.

Edit or delete favorite location

Click on the name of the favorite location. The "Update location" form appears. Make any modifications and click on "Update location" to save.

Click on "Delete location" to delete it.