

Group transport manual

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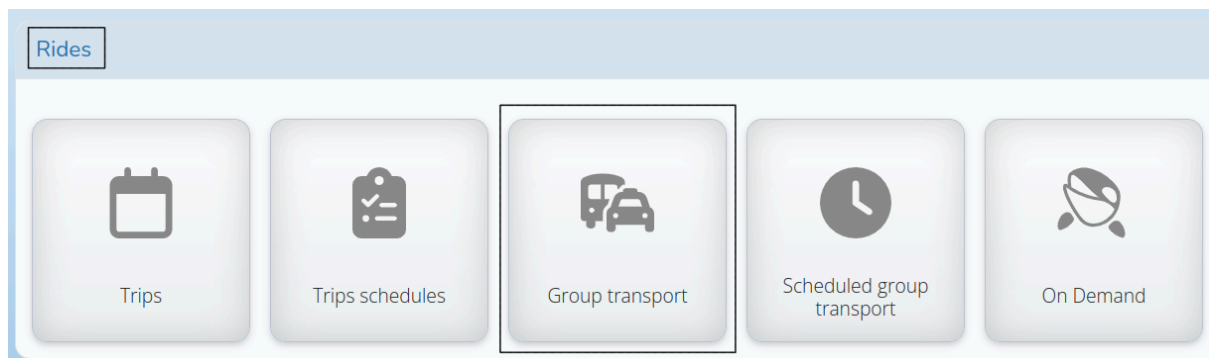
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On the T-Agenda dashboard, click on the “Group transport” tile.
The overview of current trips appears.

Create group transport

Click on the button "+ Create group transport". The "Create group transport" form appears.

Trip information	
Asset location	
Add relation	+
Import relations	
Memos & notes	
Products	
Attachments	
Finish booking	

On the left you will see the different categories of information that can be entered about this group trip.

Trip information

Main trip information

Booking name *
Booking name or description:

Starting date
Main booking starting date:

Booking status
Choose main booking status:

Automatic calculation
Automatic calculation of the dates: ☒ Yes, calculate dates automatically (Recommended)

Company profile
Choose main profile:

Departure location
Where is it used?
Address:

☐ Fixed departure time

Arrival location
Where is it used?
Address:

☐ Fixed arrival time

Bookings memo
Memo:

Booking metadata
Created at:
Updated at:

Main paying relation *
Relation search:
Full name:
Email:
Phone:

Booking requirements
Preferred payment:
Fixed / meter price:
Tax rate:
Hide price?:
Require odometer?:

Choose vehicle & driver
Preferred type of vehicle:
Asset:
Driver:

Illustrative duration and distance
Total duration:
Total distance:

It starts with “Trip information”, which contains the general information about this trip.

Booking name: Give the group trip a name.

Starting date: When does this trip start?

Automatic calculation: By default, the dates and times are calculated automatically. This is also recommended. But it is possible to do this manually. Then select “No, I will set dates manually”.

Departure location: From where does the trip start?

Date of departure: Choose the date when the trip starts.

Departure time: Choose the time when the trip starts.

Fill-in location: On the right, change “Address” to “Trainstation” or “Airport” when necessary. Fill in the flight number if it is an airport. Type part of the address until the correct suggestion appears, then click it.

Fixed departure time: Place a checkmark here if it is a fixed departure time.

Departure memo: Remarks or comments about the departure location.

Arrival location: Where does the trip end?

Fill-in location: On the right, change “Address” to “Trainstation” or “Airport” when necessary. Fill in the flight number if it is an airport. Type part of the address until the

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correct suggestion appears, then click it. The arrival date and time are calculated automatically if you have not changed this option previously.

Fixed arrival time: Place a checkmark here if it is a fixed arrival time.

Arrival memo: Remarks or comments about the arrival location.

Booking memo: Comments about this trip.

Booking status: Choose the status in which this trip is created.

Company profile: Choose the company profile, which is used to create invoices.

Main paying relation: Who is going to pay for this trip?

Search relation: Type part of the name of the relation and click the appropriate suggestion. The fields "Full name", "Company name", "Email" and "Phone" are filled in. If relation information needs to be changed, you must do this in the 'Relations' component.

Booking requirements: What are the requirements of this trip?

Preferred payment: What is the preferred payment? Cash, credit/debit card or invoice.

Fixed / meter price: Is the price fixed or on the meter?

Tax rate: What is the tax rate?

Hide price: Should the price be hidden?

Require odometer: Is the odometer required?

Choose vehicle & driver: What is the preferred type of vehicle, the driver and the vehicle?

Preferred type of vehicle: Choose the type of vehicle, car, bus or touringcar.

Asset: Select the vehicle.

Driver: Choose the driver.

Illustrative duration and distance: What is the estimated duration and distance of the trip?
This data is calculated.

Asset location

Asset location View all locations

Asset stand location Where can I manage locations? Include asset location What does it mean?

No asset selected

Address

Address

Street Number Addition

Postal code City Country

Longitude Latitude

☐ No, do not add asset location at the start

☐ No, do not add asset location at the end

☐ No, do not include start amount in the asset location leg

[Fare settings](#)

Search stand location: Type part of the stand location until the correct suggestion appears. Then click here.

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Or use the “Use asset location data” button to use the stand location of the selected vehicle.

Add asset location at the start?: Do you want to add the vehicle's stand location at the start of the trip? Choose this here.

Add asset location at the end?: Do you want to add the vehicle's stand location at the end of the trip? Choose this here.

Include start fare for the asset location: Do you want to add the start fare to the vehicle location trip, then choose “Yes, add start amount in the asset location leg”.

Add relation



The screenshot shows a web form titled "Add new relation" with a "View all relations" link in the top right. The form is divided into two main sections: "Search relation" and "Create new relation".

- Search relation:** Includes a search bar with the placeholder "Start search by typing...", a "Relation name" field with a person icon and "Name" label, a "Relation email" field with an email icon and "Email" label, and an "Add relation" button at the bottom.
- Create new relation:** Includes a "Create new relation" button at the top, a "Relation company" field with a company icon and "Company Name" label, and a "Relation phone" field with a phone icon and "Phone" label.

Start search by typing...: Type part of a relation name until the correct suggestion appears. Then click here.

Add relation: Click to add this relation to the group trip. Then fill in the form that appears. Enter the information as in “Ride information”.

Individual transports

Pietje Puckerdepuckpuck - Trip information

Luggage
0

Wheelchair
0

Requirements
Select requirements

Address

09/05/2023 04:02 PM

jadelaan 13, Hoofddorp, Hoofddorp

Copy departure Copy arrival

Edit address

Address

09/05/2023 04:27 PM

Pijnackerstraat 5, Amsterdam, Amsterdam

Copy departure Copy arrival

Edit address

+ Add destination

Relation memo
Memo

Relation information

Relation name
Pietje Puckerdepuckpuck

Relation email
tralala@pucker.nl

Address - street
Lalalala Straat

Address - city
City

Relation company
Company Name

Relation phone
924923749379

Address - house number
55

Address - province
Province

Illustrative duration and distance

Total duration
00:25

Total distance
23,0 km

Map overview

Every relation from this group trip appears in this list. Click on the name of the relation to view or change this individual trip.

Click the trash can icon next to the name to remove the relation from the group trip.

Luggage: How much luggage does this relation have?

Wheelchair: Does this relation have a wheelchair?

Supplies: Select the other requirements for this relation from the list.

Date of departure: When does this trip start?

Departure time: What time does this trip start?

Fill-in location: Type part of the address. If this address is the same as the address on the "Trip information" tab, click "Copy departure".

Date of arrival: This is being calculated.

Arrival time: This is being calculated.

Fill-in location: Type part of the address. If this address is the same as the address on the "Trip information" tab, click on "Copy arrival".

Add destination: If this trip has more destinations, click on this.

Relation memo: Comments about this relation.

Relation information: Information about this relation. To change this information you need to go to the "Relation" component.

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Illustrative duration and distance: What is the estimated duration and distance of the trip?
This data is calculated.

Import relations

Import relations from categories

[View all categories](#)

Select	Category	Relations
<input type="checkbox"/>	Crazies	1 Relations

Manage your categories

You will be importing 0 relations.

Some relations could be in multiple categories, so the total number of relations imported may be less than the number of relations in the categories you selected.

Import relations

Import multiple relations from a relation category.

Click the checkbox of the relevant category and click “Import relations”.

Memos & notes

Memos & notes

Public memos

No public memos or notes found.

Add public memo

Private memos

No private memos or notes found.

Add private memo

Driver memos

No driver memos or notes found.

Add driver memo

Take notes for public, private or for the driver. Click the appropriate button to add a memo. Type the memo and click "Add".

Products

Products (1)					View all products
Amount	Product	Price	VAT	Total	Actions
1	Cola	€1.00	9%	€1.09	Remove

Add product

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Add products

#	Product	Amount	Price	VAT	Total
<input type="checkbox"/>	Cola	<input type="text" value="1"/>	1.00	<input type="text" value="9%"/>	1.09
<input type="checkbox"/>	Test Product	<input type="text" value="1"/>	10.00	<input type="text" value="9%"/>	10.90

Currently selected products: 0

Select the products you want to add to the group transport.
You can find all products at [Products](#).

Add custom product

Close

Add selected products

Click “Add product” to add a product. Click the checkbox of the product you want to add. Choose the quantity and change the VAT if necessary. Click “Add custom product” if the product is not listed. Then type a name for the new product. Type a price and adjust the VAT if necessary. Click “Add selected products” when you're done.

Attachments

Files & documents

Name	Type	Preview	Created at	Actions
No files added.				

Open content library

Upload new file

Manage all files

Content library

Choose files to include

0 files selected

#	Name	Type	Preview	Date
<input type="checkbox"/>	Testje	PNG	Preview	2023-05-11 11:02:01
<input type="checkbox"/>	Test 15:45	PNG	Preview	2023-07-18 13:45:07
<input type="checkbox"/>	testje 15:46	PNG	Preview	2023-07-18 13:46:23
<input type="checkbox"/>	Test 15:38	PNG	Preview	2023-07-18 15:38:04
<input type="checkbox"/>	Test 10:00.00	PNG	Preview	2023-07-19 10:08:09
<input type="checkbox"/>	Test File	PNG	Preview	2024-02-06 14:32:01

Showing 1 to 6 of 6 entries

Close

Add selected files

Add any attachments to the group trip here. Click “Open content library” on the right. Check the appropriate attachments and click “Add selected files”. Click "Upload new file" to open the component files with the file upload form. (This opens a new tab.)

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Finish booking

Trip summary

Manage sections (6/6 sections displayed)

Booking price (estimated)
€ 12.20

Duration
00:25

Distance
23.0 km

Custom booking price (optional)
€ 139.00

*Booking will use estimated price, if custom price is not set.

Booking locations (2)

You are able to re-order locations by drag & drop

☐ Fixed departure time
(2023-09-05 16:02)

☐ Fixed arrival time
(2023-09-05 16:27)

Jadelaan 13, Hoofddorp (2023-09-05 16:02)

#1

Pijnackerstraat 5, Amsterdam (2023-09-05 16:27)

#2

Booking information

Edit

Booking status
Confirmed

Fixed / meter price
Fixed price

Hide price?
Yes

Preferred payment
Invoice

Asset
No selected asset

Luggage
0

Selected profile
Rysk Profiel 2

Tax rate
9%

Require odometer?
Yes

Preferred type of vehicle
Car

Driver
No selected driver

Wheelchair
0

Main paying relation

Edit

Full name
Pietje Puckerdepuckpuck

Birth date
Birth date

Email
tralala@pucker.nl

Company Name
Company Name

Street
Lalalala Straat

City
City

Phone
924923749379

House number
55

Postal code
Postal code

Addition
Addition

Booking schedule

Edit

Min. schedule duration
100 seconds required. You are able to [click here](#) to create new schedules.

Memos & notes

Add memo

Min. memo duration
100 characters required. You are able to [add a new memo](#).

Relations rides

Add relation

Pietje Puckerdepuckpuck

0 0

Products

Edit

Cola

€1.09

Update group transport trip

Create duplicate booking

Send to the trip software

Is everything filled in correctly? Check this here. Click “Create group transport trip” to create the trip.

Group transport trip overview

Filters

2024-05-29 00:00 - 2024-06-28 23:59

Active

Select driver

All assets

All places

Search table

100 per page

Active filters: 2

Reset all filters

Use the filters above the table to filter this list.

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Click the date and time filter and choose the period you want to display. The list is adjusted immediately.

Click the status filter and select the status you want to filter by. The list is adjusted immediately.

Click on the driver filter and choose the driver you want to filter by. The list is adjusted immediately.

Click on the vehicle filter and choose the vehicle you want to filter on. The list is adjusted immediately.

Click on the place filter and choose the place you want to filter on. The list is adjusted immediately.

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

Click “Reset all filters” to return to default.

The number of trips displayed is 100 per page by default. To adjust this, click “100 per page” and choose the desired quantity.


Active filters

Under active filters you can see how many filters are currently active. Place your mouse cursor over this text to see the active filters. (This does not work on a touchscreen)

Print current list
















Click the printer icon on the right. The browser opens the screen to start printing. Choose the right printer before printing.

Edit existing trip

Click the time of the trip you want to edit. (You can also click on  at the end of the line.) The group transport form for the trip appears.

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On the left you will see the different categories of information that can be entered about this group trip.

Trip information	
Asset location	
INDIVIDUAL TRANSPORTS	
 Pietje Puckerdepuckpuck	
Add relation	+
Import relations	
Paired company	
Memos & notes	
Products (1)	
Schedule booking	
Attachments	
Review existing legs	
Generate invoice	
Finish booking	
View booking history	
Create similar booking	

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Trip information

It starts with “Trip information”, which contains the general information about this trip.

Main trip information

Booking name * Starting date Booking status

Booking name or description Main booking starting date Choose main booking status

Aa lalala 09/05/2023 Confirmed

Automatic calculation What does it mean? Company profile Modify company profile

Automatic calculation of the dates Choose main profile

Yes, calculate dates automatically (Recommended) Rysk Profiel 2

Departure location Where is it used? Main paying relation * Modify main relation

Address Relation search Create new relation

09/05/2023 04:02 PM Search relation Create new relation

Jadelaan 13, Hoofddorp, NH, Netherlands Address Company Name

Fixed departure time Edit address + Memo Pietje Puckerdepuckpuck Company Name

Email Phone

tralala@pucker.nl 924923749379

Arrival location Where is it used? Booking requirements

Address Preferred payment

09/05/2023 04:27 PM Invoice

Pijnackerstraat 5, Amsterdam, NH, Netherlands Address Fixed / meter price Tax rate

Fixed arrival time Edit address + Memo Fixed price 9%

Hide price? Require odometer?

Yes Yes

Choose vehicle & driver

Preferred type of vehicle

Car Select asset Select driver

Illustrative duration and distance

Total duration Total distance

00:25 23.0 km

Bookings memo

Memo

Booking metadata

Created at Updated at

2023-09-05 14:05:43 2024-05-23 12:17:23

Booking name: Give the group trip a name.

Starting date: When does this trip start?

Automatic calculation: By default, the dates and times are calculated automatically. This is also recommended. But it is possible to do this manually. Then select “No, I will set dates manually”.

Departure location: From where does the trip start?

Date of departure: Choose the date when the trip starts.

Departure time: Choose the time when the trip starts.

Fill-in location: Type part of the address until the correct suggestion appears, then click it.

Check the box “Fixed departure time” if the arrival time should be calculated.

Departure memo: Remarks or comments about the departure location.

Arrival location: Where does the trip end.

Fill-in location: Type part of the address until the correct suggestion appears, then click it. The arrival date and time are calculated automatically if you have not changed this option previously.

Check the box “Fixed arrival time” if the departure time should be calculated.

RYSK IT

Arrival memo: Remarks or comments about the arrival location.

Trip memo: Comments about this trip.

Trip status: Choose the status this trip will be changed to.

Company profile: Choose the company profile, which is used to prepare invoices.

Main paying relation: Who is going to pay for this trip?

Search relation: Type part of the name of the relation and click the appropriate suggestion. The fields “Full name”, “Company name”, “Email” and “Phone” are filled in. If relation information needs to be changed, you must do this in the 'Relations' component.

Booking requirements: What are the requirements of this trip?

Preferred payment: What is the preferred payment? Cash, credit/debit card or invoice.

Fixed / meter price: Is the price fixed or on the meter?

Tax rate: What is the tax rate?

Hide price: Should the price be hidden?

Require odometer: Is the odometer required?

Choose vehicle & driver: What is the preferred type of vehicle, the driver and the vehicle.

Preferred type of vehicle: Choose the type of vehicle, car, bus or coach.

Asset: Select the asset.

Driver: Choose the driver.

Illustrative duration and distance: What is the estimated duration and distance of the ride. This data is calculated.

Asset location

Where is the vehicle that will make the trip?

Search stand location: Type part of the stand location until the correct suggestion appears. Then click here.

Or use the “Use asset location data” button to use the stand location of the selected vehicle.

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Add asset location at the start?: Do you want to add the vehicle's stand location at the start of the trip? Choose this here.

Add asset location at the end?: Do you want to add the vehicle's stand location at the end of the trip? Choose this here.

Include start fare for the asset location: Do you want to add the start fare to the vehicle location trip, then choose “Yes, add start amount in the asset location leg”.

Individual transports

Pietje Puckerdepuckpuck - Trip information

Luggage: 0 Wheelchair: 0 Requirements: Select requirements

Address: 09/05/2023 04:02 PM Jadelaan 13, Hoofddorp, Hoofddorp Copy departure Copy arrival Edit address

Address: 09/05/2023 04:27 PM Pijnackerstraat 5, Amsterdam, Amsterdam Copy departure Copy arrival Edit address

+ Add destination

Relation memo: Memo

Relation information: Modify relation

Relation name: Pietje Puckerdepuckpuck Relation company: Company Name

Relation email: tralala@pucker.nl Relation phone: 924923749379

Address - street: Lalalala Straat Address - house number: 55

Address - city: City Address - province: Province

Illustrative duration and distance

Total duration: 00:25

Total distance: 23.0 km

Map overview: Reload map

Map of Amsterdam area showing a route from Hoofddorp to Amsterdam.

Every relation from this group trip appears in this list. Click on the name of the relation to view or change this individual trip.

Click the trash can icon next to the name to remove the relation from the group trip.

Luggage: How much luggage does this relation have?

Wheelchair: Does this relation have a wheelchair?

Requirements: Select the other requirements for this relation from the list.

Date of departure: When does this trip start?

Departure time: What time does this trip start?

Fill-in location: Type part of the address. If this address is the same as the address on the “Trip Information” tab, click “Copy departure”.

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Date of arrival: This is being calculated.

Arrival time: This is being calculated.

Fill-in location: Type part of the address and click the correct suggestion. If this address is the same as the address on the “Trip information” tab, click “Copy arrival”.

Add destination: If this trip has more destinations, click on this.

Relation memo: Comments about this relation.

Relation information: Information about this relation. To change this information you need to go to the “Relations” component.

Illustrative duration and distance: What is the estimated duration and distance of the trip? This data is calculated.

Add relation

The screenshot shows a form titled "Add new relation" with a link "View all relations" in the top right. The form is divided into two main sections: "Search relation" and "Create new relation".

Search relation: Includes a search bar with the placeholder "Start search by typing...", a "Relation name" field with a "Name" label, a "Relation email" field with an "Email" label, and an "Add relation" button.

Create new relation: Includes a "Create new relation" button, a "Relation company" field with a "Company Name" label, and a "Relation phone" field with a "Phone" label.

Start search by typing...: Type part of a relation name until the correct suggestion appears. Then click here.

Add relation: Click to add this relation to the group trip. Then fill in the above mentioned information on the form that appears.

Import relations

The screenshot shows a form titled "Import relations from categories" with a link "View all categories" in the top right. The form contains a table with the following data:

Select	Category	Relations
<input type="checkbox"/>	Crazies	1 Relations

Below the table, there is a link "Manage your categories", a message "You will be importing 0 relations.", and a note "Some relations could be in multiple categories, so the total number of relations imported may be less than the number of relations in the categories you selected." At the bottom, there is an "Import relations" button.

Import multiple relations from a relation category.

Click the checkbox of the relevant category and click “Import relations”.

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Paired company

Paired company

Select paired company

Choose one pairing company

No pairing company

Update paired company

Do you want to share this trip with a paired company?

Choose one pairing company: Which company do you want to share this trip with?

Update paired company: Click this button to save the selected paired company.

Memos & notes

Memos & notes

Public memos

No public memos or notes found.

Add public memo

Private memos

No private memos or notes found.

Add private memo

Driver memos

No driver memos or notes found.

Add driver memo

Take notes for public, private or for the driver. Click the appropriate button to add a memo. Type the memo and click "Add".

RYSK IT

Products

Products (1)

[View all products](#)

Amount	Product	Price	VAT	Total	Actions
1	Cola	€1.00	9%	€1.09	Remove

Add product

Add products

×

#	Product	Amount	Price	VAT	Total
<input type="checkbox"/>	Cola	<input type="text" value="1"/>	1.00	<div>9%<div>▼</div></div>	1.09
<input type="checkbox"/>	Test Product	<input type="text" value="1"/>	10.00	<div>9%<div>▼</div></div>	10.90

Currently selected products: 0

Select the products you want to add to the group transport.
You can find all products at [Products](#).

Add custom product

Close

Add selected products

Click “Add product” to add a product. Click the checkbox of the product you want to add. Choose the quantity and change the VAT if necessary. Click “Add custom product” if the product is not listed. Then type a name for the new product. Type a price and adjust the VAT if necessary. Click “Add selected products” when you're done.

Schedule booking

Schedule periods

[View all schedules](#)

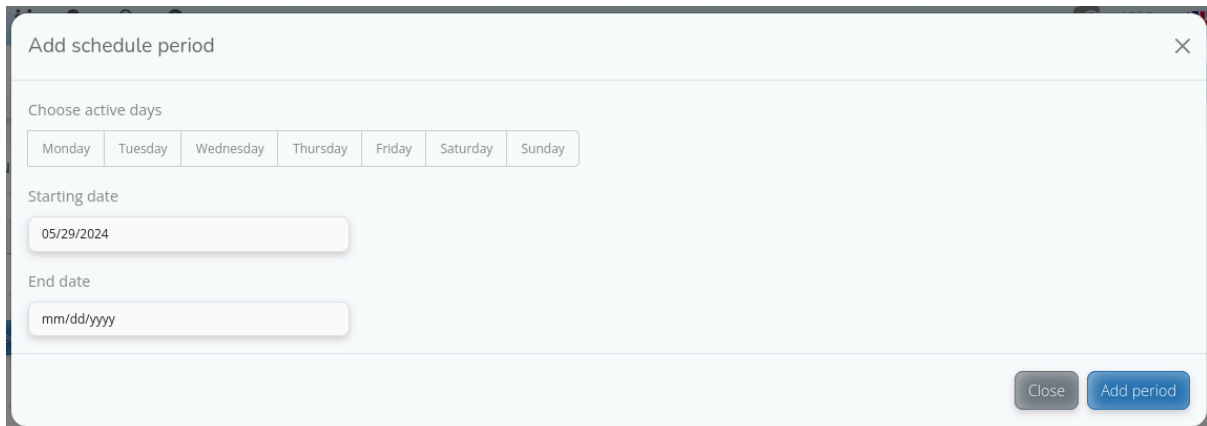
Days	Start date	End date	Status	Actions
No schedule periods added.				

Add schedule period

Update schedule

If this group trip is run more often, you can schedule it here.

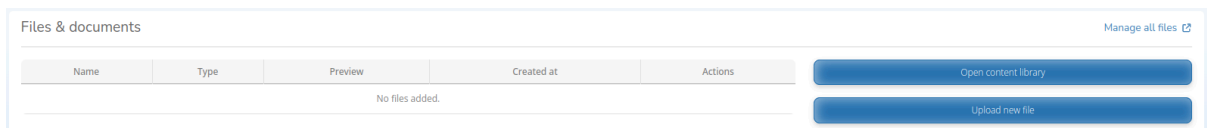
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A dialog box titled "Add schedule period" with a close button (X) in the top right corner. It contains a "Choose active days" section with buttons for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Below this are "Starting date" and "End date" input fields. The starting date field is pre-filled with "05/29/2024" and the end date field is pre-filled with "mm/dd/yyyy". At the bottom right, there are "Close" and "Add period" buttons.

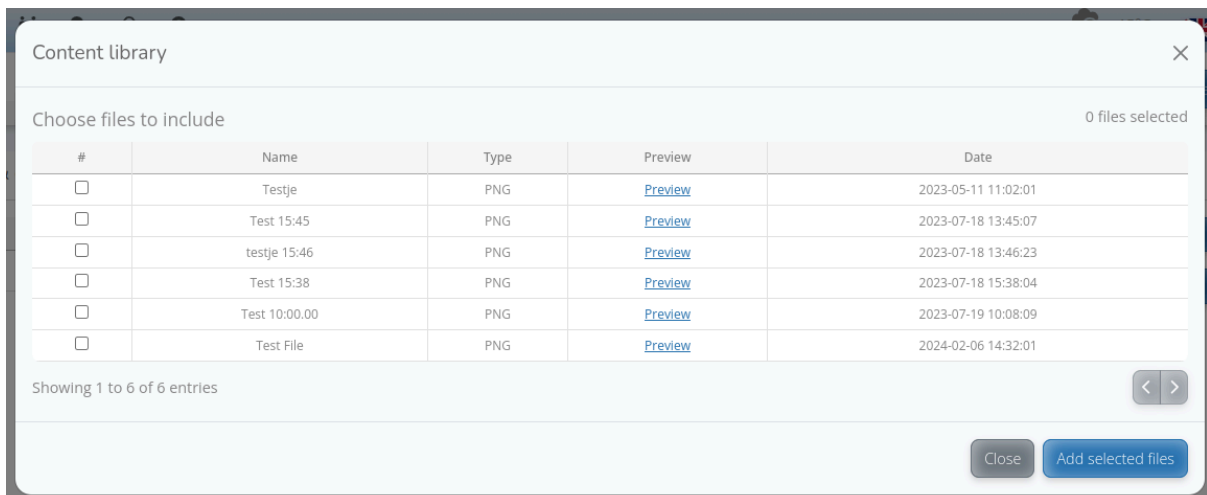
Click "Add schedule period". Choose on which days the trip will take place. Choose when this starts and when it ends. Click "Add period" when you're done. Click "Update schedule" to save the new schedule.

Attachments



A section titled "Files & documents" with a "Manage all files" link in the top right. It contains a table with columns: Name, Type, Preview, Created at, and Actions. Below the table, it says "No files added." To the right of the table are two buttons: "Open content library" and "Upload new file".

Add any attachments to the group trip here.



A dialog box titled "Content library" with a close button (X) in the top right corner. It contains a "Choose files to include" section with a "0 files selected" indicator. Below this is a table with columns: #, Name, Type, Preview, and Date. The table lists 6 entries. At the bottom left, it says "Showing 1 to 6 of 6 entries". At the bottom right, there are "Close" and "Add selected files" buttons.

#	Name	Type	Preview	Date
<input type="checkbox"/>	Testje	PNG	Preview	2023-05-11 11:02:01
<input type="checkbox"/>	Test 15:45	PNG	Preview	2023-07-18 13:45:07
<input type="checkbox"/>	testje 15:46	PNG	Preview	2023-07-18 13:46:23
<input type="checkbox"/>	Test 15:38	PNG	Preview	2023-07-18 15:38:04
<input type="checkbox"/>	Test 10:00.00	PNG	Preview	2023-07-19 10:08:09
<input type="checkbox"/>	Test File	PNG	Preview	2024-02-06 14:32:01

Click "Open content library" on the right. Check the appropriate attachments and click "Add selected files".

Click "Upload new file" to open the component files with the file upload form. (This opens a new tab.)

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Review existing rides

Review existing legs

View all legs

Please note: The data shown is from the current booking. Any unsaved changes made will not be displayed until the booking is saved.

Booking legs

Leg 1

Leg state

Not started

Relation

Pietje Puckerdepuckpuck

Departure location

2023-09-05 16:02:00

Arrival location

2023-09-05 16:27:00

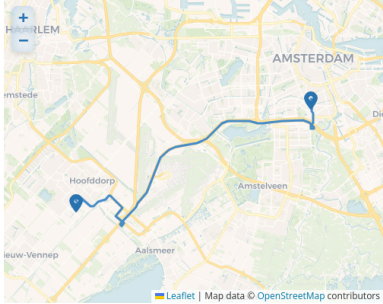
Jadelaan 13, Hoofddorp

Pijnackerstraat 5, Amsterdam

Update leg

Booking map

Reload map



Cancelled booking legs

No cancelled legs found.

Here you can see the rides that are part of this group trip.

Generate invoice

Generate invoice

View all invoices

Booking legs

How we calculate the legs for the invoice

Leg 1

Departure location

2023-09-05 16:02

Arrival location

2023-09-05 16:27

Jadelaan 13, Hoofddorp, NL

Pijnackerstraat 5, Amsterdam, NL

Estimation *

€ 7.20

Duration

00:25

Distance

23,0 km

Relations

1

Invoice details

Edit

Selected profile

Rysk Profiel 2

Paying relation

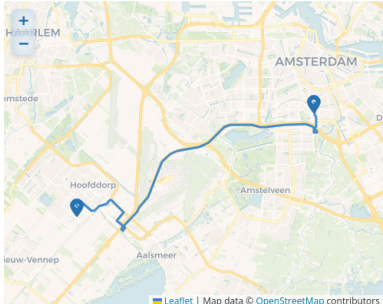
Pietje Puckerdepuckpuck

Tax rate

9%

Booking details

Recalculate & reload map



Already created invoices for booking #G5A01M

#ID	Payment	Profile	Date	Price	Category	Download
#1 - Test invoice	No payment yet.	No profile set.	10-10-2023	€ 0.00	Fare	Download PDF

Generate invoice

Generate an invoice here to send to the paying relation.

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Generate invoice

Invoice reference *

Invoice reference

Invoice date

09/05/2023

Invoice amount

€

139.00

Booking estimation

€

12.20

Close

Generate invoice

Click “Generate invoice”. Enter an invoice name, an invoice date and the price. Then click on “Generate invoice”.

Finish booking

Trip summary

Booking price (estimated)

€ 12.20

Duration

00:25

Distance

23,0 km

Custom booking price (optional)

€ 139.00

*Booking will use estimated price, if custom price is not set.

Booking locations (2)

Fixed departure time (2023-09-05 16:02)

Fixed arrival time (2023-09-05 16:27)

Jadelaan 13, Hoofddorp (2023-09-05 16:02)

#1

Pijnackerstraat 5, Amsterdam (2023-09-05 16:27)

#2

Booking information

Booking status

Confirmed

Selected profile

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Fixed / meter price

Fixed price

Hide price?

Yes

Preferred payment

Invoice

Asset

No selected asset

Luggage

0

Tax rate

9%

Require odometer?

Yes

Preferred type of vehicle

Car

Driver

No selected driver

Wheelchair

0

Main paying relation

Full name

Pietje Puckerdepuckpuck

Birth date

Birth date

Email

traiala@pucker.nl

Phone

924923749379

Company Name

Company Name

Street

Lalala Straat

House number

55

Addition

Addition

City

City

Postal code

Postal code

Memos & notes

Add memo

RYSK IT

NO SCHEDULES AVAILABLE YET.
[Click here](#) to create new schedules.

NO ITINERARIES OR TRIPLEGS AVAILABLE.
You are able to [add a new memo](#).

Relations rides

Add relation

Products

Edit

Pietje Puckerdepuckpuck

0 0 0

Cola

€1.09

Update group transport trip

Create duplicate booking

Send to the trip software

Is everything filled in correctly? Check this here.

Recapitulation (1 legs) ×

Time	Departure	Destination	Duration*	Distance**	Estimation***
16:02 - 16:27	Jadelaan 13, Hoofddorp	Pijnackerstraat 5, Amsterdam	00:25	23 km	€12.20

* Duration is rounded to the nearest minute. Can be different from the actual duration.

** Distance is rounded to the nearest kilometer. Can be different from the actual distance.

*** Estimation is based on the fare settings. Can be different from the actual fare.

Close

Click "View legs recapitulation" to view a recap of the legs. Click "Close" to close it.

Click "Update group transport trip" to save the changes. Would you like to copy this trip?
Then click on "Create duplicate booking".

View booking history

Booking logs

Current state: Confirmed

#	Time	Data	User
1.	23-05-2024 14:17	field: departureTime new: 2023-09-09 16:02:00 old: 2023-09-09 16:05:00	Ans van der Linden via Taxi Agenda
2.	23-05-2024 14:17	field: name new: lalala old: null	Ans van der Linden via Taxi Agenda
3.	23-05-2024 14:17	field: arrivalTime new: 2023-09-09 16:27:00 old: 2023-09-09 16:29:00	Ans van der Linden via Taxi Agenda
4.	10-10-2023 11:54	journal_entry_id: NULL	Ans van der Linden via Taxi Agenda

Leg: Jadelaan 13, Hoofddorp - Pijnackerstraat 5, Amsterdam

Current state: Not started

#	Time	Data	User
1.	23-05-2024 14:17	field: departureTime new: 2023-09-09 16:02:00 old: 2023-09-09 16:05:00	Ans van der Linden via Taxi Agenda
2.	23-05-2024 14:17	field: from_id new: 00004082-2990-4771-b67f-1155080604087 old: c80b0541-5874-48cc-9419-1e1b078f6a0e	Ans van der Linden via Taxi Agenda

Open the history of this group trip in a new tab.

Create similar booking

Make a copy of this group trip. This will open a new tab with a new group trip.

Group transport schedules

11

100 per page

Active filters: 1

Reset all filters

#	Booking name	Time	Departure	Arrival	Paying relation	Active days	Created bookings	Status	Actions
1.	#KTS9NCU	2023-09-15 13:15:00	Kennedyplein 203	Jadelaan 157	<div>Pietje Puckerdepuckpuck</div>	<div>MoTuWeThFrSaSu</div>	<div>13 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
2.	Test rit 5 okt 12:36 #EE4MDW	2023-10-05 12:36:00	Jadelaan 157, Hoofddorp	Diamantstraat 2, Amsterdam	<div>Pietje Puckerdepuckpuck</div>	<div>MoTuWeThFrSaSu</div>	<div>41 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
3.	Test Rit #QIEMR2	2024-03-13 11:14:00	Jadelaan 157, Hoofddorp	Amstelkade 148/A, Amsterdam	<div>Pietje der lalala</div>	<div>MoTuWeThFrSaSu</div>	<div>18 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
4.	Test Rit #YGIASS	2024-02-06 13:06:00	Geerkade 11, Etten-Leur	Luchthavenweg 81, Eindhoven	<div>Piet Puck</div>	<div>MoTuWeThFrSaSu</div>	<div>48 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
5.	#HICVW9	No time set	No departure set	No arrival set	<div>Pietje Puckerdepuckpuck</div>	<div>MoTuWeThFrSaSu</div>	<div>7 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
6.	Test Rit #RBVXSF	2024-02-08 13:06:00	Geerkade 11, Etten-Leur	Luchthavenweg 81, Eindhoven	<div>Piet Puck</div>	<div>MoTuWeThFrSaSu</div>	<div>52 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>
7.	Lalala #59EPXU	No time set	No departure set	No arrival set	<div>Piet Puck</div>	<div>MoTuWeThFrSaSu</div>	<div>8 Bookings</div>	<div>✔</div>	<div><div>DELETE</div><div>CHANGE STATUS</div></div>

If group trips are to be ridden more often, these can be planned. Once you have done this while creating the trip, they will appear in the “Group transport schedules” list.

Filters

Use the filters above the table to filter this list.

Click the status filter and select the status you want to filter by. The list is adjusted immediately.

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

Click “Reset all filters” to return to default.

By default, the number of schedules displayed is 100 per page. To adjust this, click “100 per page” and choose the desired quantity.

Planning list

Click on the trip name in the list to open the group trip in question.

Click on the paying relation name to go to this relation in the “Relations” component.

Click “x Bookings” to see an overview of the trips created by the scheduler.

Click “Delete” to delete the schedule. Confirm the popup by clicking “Delete” again. The current trips are not deleted.

Click “Change status” to change the status of the schedule to active or inactive.