



Prearranged.TorontoPearson.com User Guide Company

January 13, 2017

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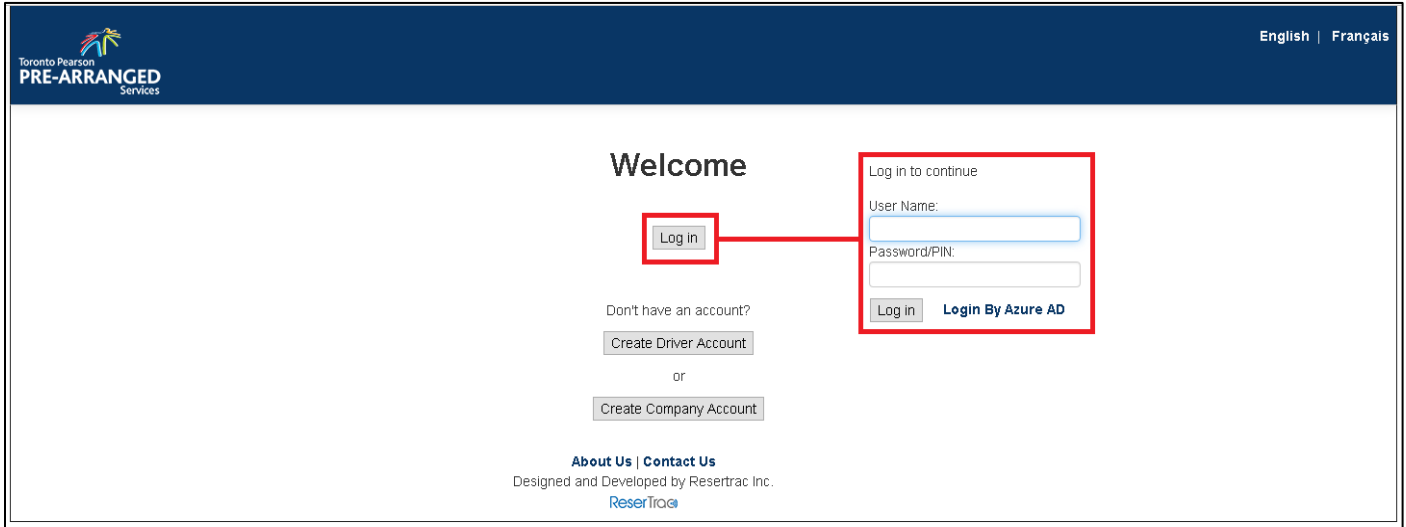
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1. COMPANY – COMPANY (CVO) LOGIN TO SYSTEM

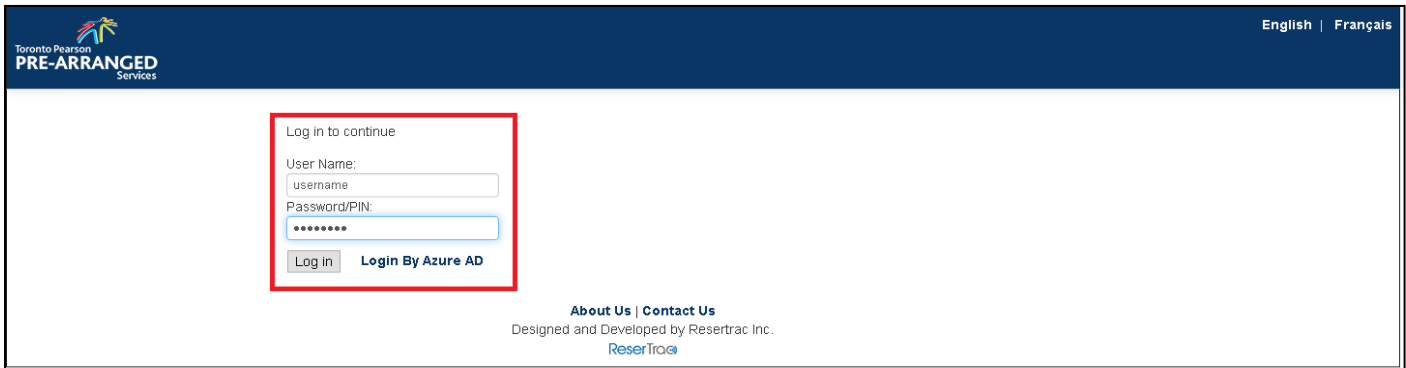
1.1 Introduction

To log into account, proceed to <https://prearranged.torontopearson.com> Web Based Account to activate Toronto Pearson Pre-Arranged Online Services. Utilizing the Log in function is available to existing account holders. A Company may be established by select <Create a Company Account>.

1.1.1 AUTHENTICATION



Enter Username and password. Press <Log In> to activate.



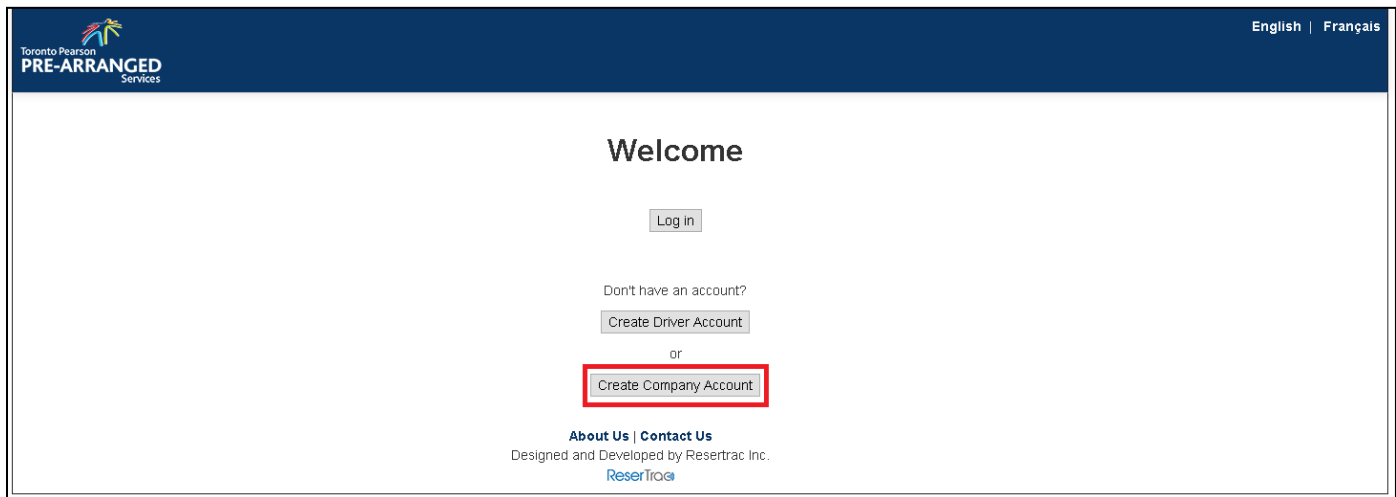
2. COMPANY – COMPANY (CVO) REGISTRATION WITH PRE-ARRANGED SYSTEM

2.1 Introduction

The initial setting up of the Company account can be done on-line and once reviewed and approved, the Dispatcher can activate the account. Otherwise Toronto Pearson Pre-Arranged Services may contact CVO for additional documentation and information.

2.1.1 WEBSITE

User must go to website <https://prearranged.torontopearson.com/> to log into Toronto Pearson Prearranged System. Upon arrival User will have two options, Sign IN or Create a new Company.



If you are creating a new company, then, click on “Create Company Account”, then enter in the require fields. It is important that the email and company name are correct as this will be the way to access the prearranged system. A unique Username must be entered and a temporary password will be sent to this email address. Once complete, press the, <Proceed> button.

A confirmation in red as shown below will indicate that an activation link was sent to the email address. Log onto the email to verify User email address.

Toronto Pearson
PRE-ARRANGED
Services

English | Français

Company Registration

The activation link was sent to your email address.

User Name:

New user must be at least 8 chars.

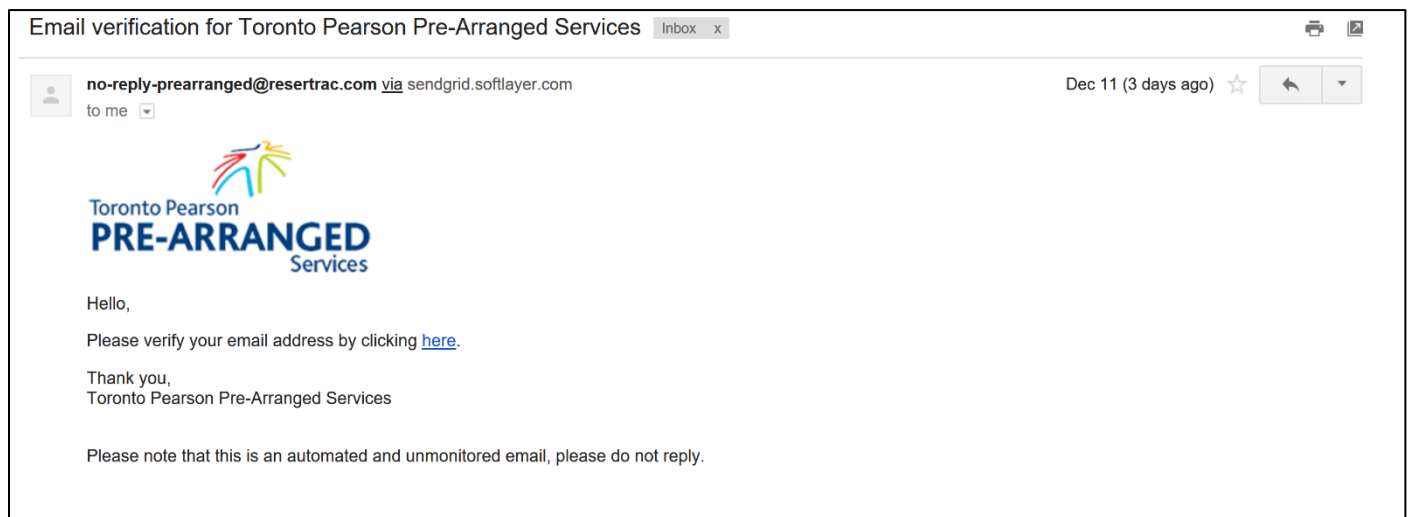
Company Name:

Email Address:

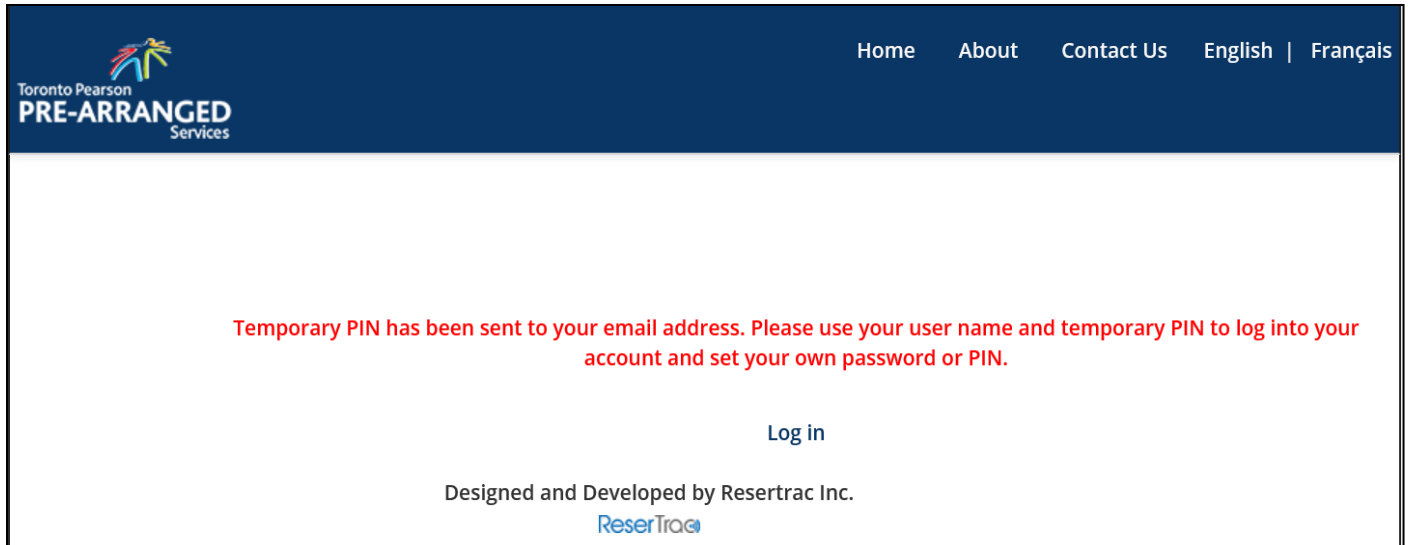
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2.1.2 AUTHENTICATION

An email from the Pre-Arranged System will require User to open the email <Please verify User email Address> and click on the link to verify User email address associated with User account.

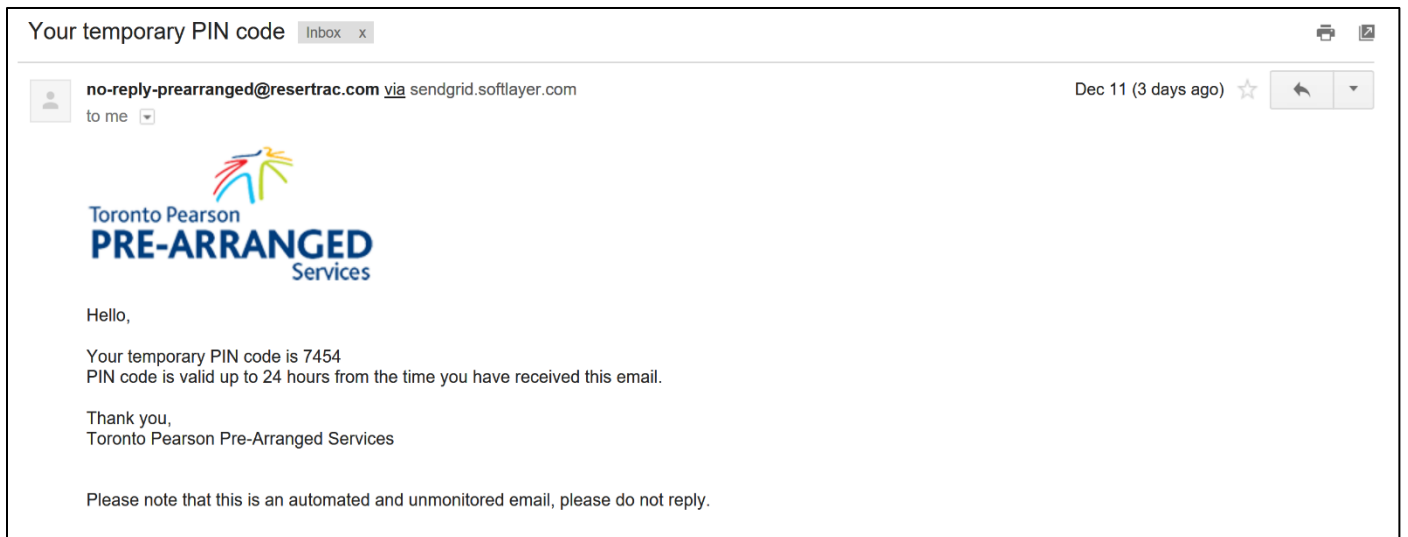


The system screen will be opened indicating that a temporary PIN has been sent to User email. Use User username and temporary password to gain access to the Pre-Arranged System.



The screenshot shows the top navigation bar with links for Home, About, Contact Us, English, and Français. The main content area features a red message: "Temporary PIN has been sent to your email address. Please use your user name and temporary PIN to log into your account and set your own password or PIN." Below the message is a "Log in" button. At the bottom, it says "Designed and Developed by Resertrac Inc." with the ReserTrac logo.

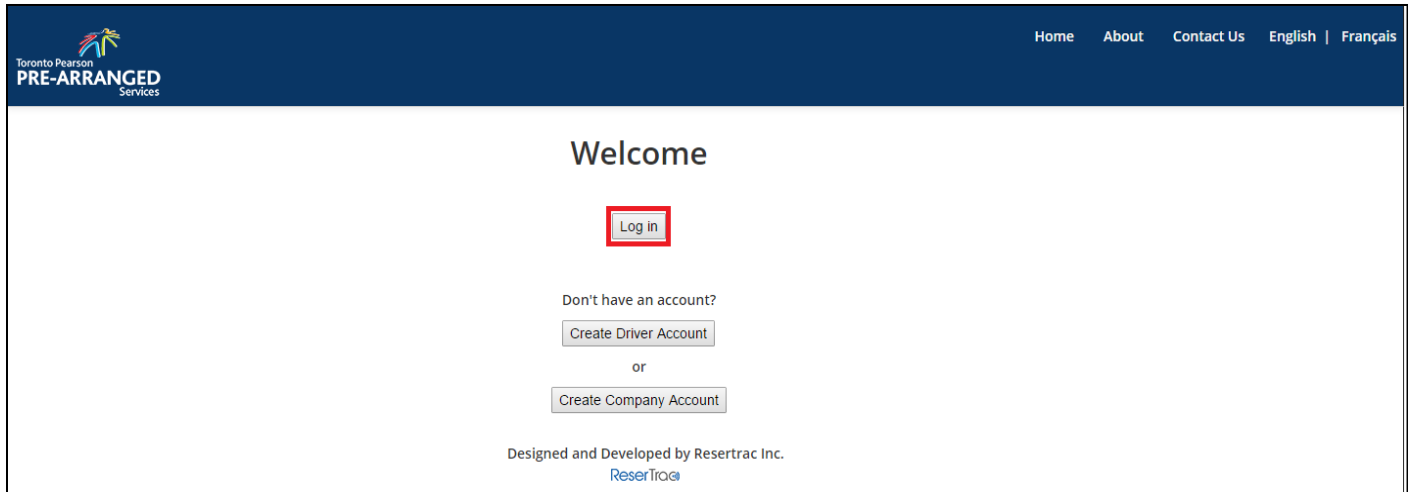
The system will send an email to the email on file as shown below.



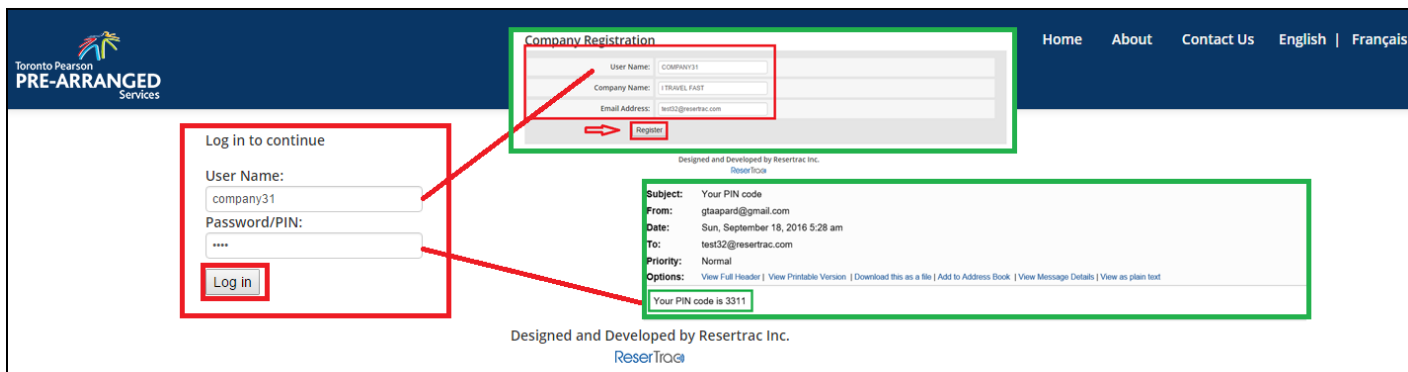
The screenshot shows an email interface with the subject "Your temporary PIN code". The sender is "no-reply-prearranged@resertrac.com via sendgrid.softlayer.com" and the date is "Dec 11 (3 days ago)". The email body contains the Toronto Pearson Pre-Arranged Services logo, a greeting "Hello,", and the message: "Your temporary PIN code is 7454. PIN code is valid up to 24 hours from the time you have received this email." It concludes with "Thank you, Toronto Pearson Pre-Arranged Services" and a note: "Please note that this is an automated and unmonitored email, please do not reply."

2.1.3 LOG IN TO ACCOUNT

Once an account has been established, as previously described in this manual, press on the <Log in> button.



Enter username from the initial account setup and the temporary PIN from the email, if this is the user's first time logging on to User account. If it is not User first time, use the PIN number that is associated with User account. Once entered press <Log In>.



2.1.4 SETTING PIN

When login for the first time, a Change PIN screen will be displayed. Enter the temporary PIN and User new PIN. Don't forget to Retype PIN which must match exactly with the New PIN box. This eliminates errors due to incorrect key strokes. Press the <Submit> button to proceed.

The screenshot shows the 'Change PIN' form for a company profile. The form is titled 'Companies : companyvich : Change PIN'. It contains three input fields: 'Current PIN' with the value '3311', 'New PIN' with the value 'NewPass123', and 'Retype PIN' with the value 'NewPass123'. The 'New PIN' field is labeled '4-digit number'. There are 'Submit' and 'Close' buttons at the bottom of the form. The dashboard header includes the Toronto Pearson logo, a search bar, and language options (English | Français). The user is logged in as 'USEROVICH' and can click 'Sign Out'. The left sidebar shows navigation options: DASHBOARD, BOOKINGS, DRIVERS, VEHICLES, and COMPANIES. At the bottom, there are links for 'About Us | Contact Us' and 'ReserTrac'.

If User PIN has been accepted, User will be presented with the company profile page and above the page in red will state “PIN changed successfully”.

The screenshot shows the 'Change PIN' form after successful completion. The form is titled 'Companies : companyvich : Change PIN'. A green box highlights the message 'PIN/password changed successfully' in red text. The form fields are now empty: 'Current PIN', 'New PIN', and 'Retype PIN'. The 'New PIN' field is labeled '4-digit number'. There are 'Submit' and 'Close' buttons at the bottom of the form. The dashboard header and sidebar are the same as in the previous screenshot. At the bottom, there are links for 'About Us | Contact Us' and 'ReserTrac'.

2.1.5 ADDING COMPANY INFORMATION – FIRST TIME

It is important to update all information in the company profile. This will provide and be required by the Dispatcher before activating User prearranged privileges. The dispatcher will compare the information entered with the Company Documents that must be presented in person (or uploaded online) at the Dispatch Centre. The dispatcher will check the documents if he/she finds anything out of ordinary he/she will contact the company for an explanation. If the dispatcher was not satisfied with the answer, he/she will deactivate the company account until he has received all necessary documents. Once User are ready, Press <Edit>.

Companies Add to Account

Companies: companyvich **Company Profile**

User Name: USEROVICH
Company Name: companyvich
* Email: companyvich@mail.com
* Business Number: 11112223333
* Address Line 1: 1 Mulholland Drive
Address Line 2: ----
* City: Toronto
Province/State: Ontario
Country: Canada
* Postal/Zip Code: M5R1Z1
* Phone Number: 4166669999
Alternate Phone: ----
Fax Number: ----
Contact Name: ----
Internet Address: ----
Attach Company Registration Form: ----
Company Registration Form Expiry Date:
Attach Driver Registration Form: ----
Driver Registration Form Expiry Date:
Attach Vehicle Registration Form: ----
Vehicle Registration Form Expiry Date:
Attach Other Registration Form: ----
Other Registration Form Expiry Date:
* Language: English
Account Balance: \$0.00

Edit Change PIN

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Enter all information into the available tabs and the check box acknowledging Acceptance of the terms and conditions.

Companies Add to Account

Companies: companyvich **Company Profile**

User Name: USEROVICH
Company Name: companyvich
* Email: companyvich@mail.com
* Business Number: 11112223333
* Address Line 1: 1 Mulholland Drive
Address Line 2:
* City: Toronto
Province/State: Ontario
Country: Canada
* Postal/Zip Code: M5R1Z1
* Phone Number: 4166669999
Alternate Phone:
Fax Number:
Contact Name:
Internet Address:
Attach Company Registration Form: Browse...
Company Registration Form Expiry Date:
Attach Driver Registration Form: Browse...
Driver Registration Form Expiry Date:
Attach Vehicle Registration Form: Browse...
Vehicle Registration Form Expiry Date:
Attach Other Registration Form: Browse...
Other Registration Form Expiry Date:
* Language: English
Account Balance: \$0.00
Terms and Conditions: [Toronto_Pearson_Pre-Arranged_Service_Terms_and_Conditions.pdf](#)
 Accept terms and conditions

Submit Cancel

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Once complete, take User documents to the Dispatch Centre for verification and final activation by the Dispatcher, if documents were not uploaded online.

2.1.6 AUTOMATED SYSTEM PROCESS

Once the Dispatcher activates User account an email will be generated and sent to the email on file as shown below.

3. COMPANY – MANAGE COMPANY VEHICLES ONLINE

3.1 Introduction

It is important for dispatch purposes, that a current log of vehicles authorized for passenger pickup related to a company is maintained to all Drivers to access the vehicles.

3.1.1 ADD COMPANY VEHICLES TO ACCOUNT

Access company vehicles through Vehicles menu on the left hand side. Choose and click <Vehicles>. Located in the green frame below is a list of User current vehicles. To the right is the <Register a new Vehicle>. Press this button to gain the new vehicle input screen.

The screenshot displays the user interface for Toronto Pearson PRE-ARRANGED Services. The top navigation bar includes the logo, a search bar, and language options (English | Français). The main content area shows a sidebar menu with options: DASHBOARD, BOOKINGS, DRIVERS, VEHICLES (highlighted with a red arrow), and COMPANIES. The main content area displays 'Companies : companyvich : Vehicles' and 'Vehicles(0)' with a list of letters (A-Z) for filtering. A 'Register New Vehicle' button is highlighted with a red box in the top right corner. The footer contains 'About Us | Contact Us', 'Designed and Developed by Resertrac Inc.', and the ReserTrac logo.

Complete all fields in the Register a new Vehicle page. It is important to select the correct Vehicle Type from the Drop down menu as this will apply to the correct fee schedule. Once all information is complete, press the <Register> button to save and activate User vehicle.

Companies : companyvich : **Register a new Vehicle**

* License Plate No.: ABCD 123

* License Plate Province: Ontario

* Year: 1995

* Insurance Company: INC Company

* Insurance Policy No: 123456789

* Vehicle Type: Sedan

* Make: LINCOLN

Model: TOWNCAR

Municipal License: Toronto (if applicable)

Register

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User will be returned to Company vehicle screen and User vehicle will be added to green selection area below.

Vehicles [Register a new Vehicle](#)

Vehicles(1)

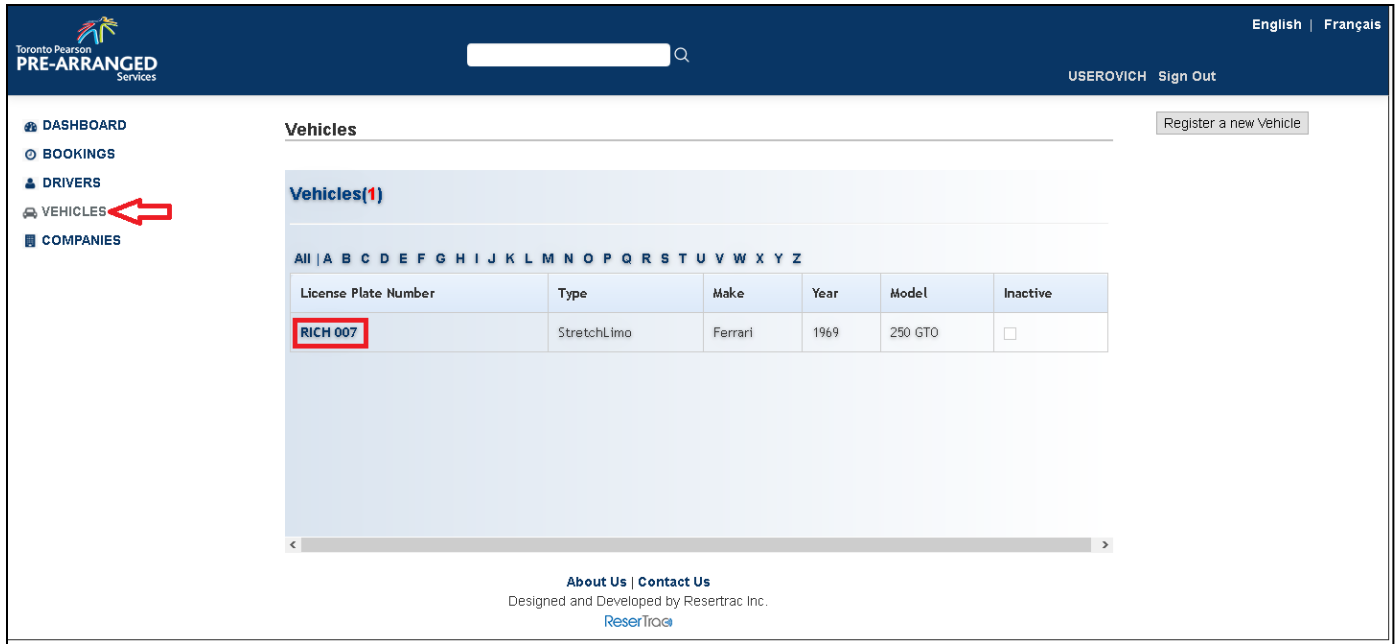
All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

License Plate Number	Type	Make	Year	Model	Inactive
RICH 007	StretchLimo	Ferrari	1969	250 GTO	<input type="checkbox"/>

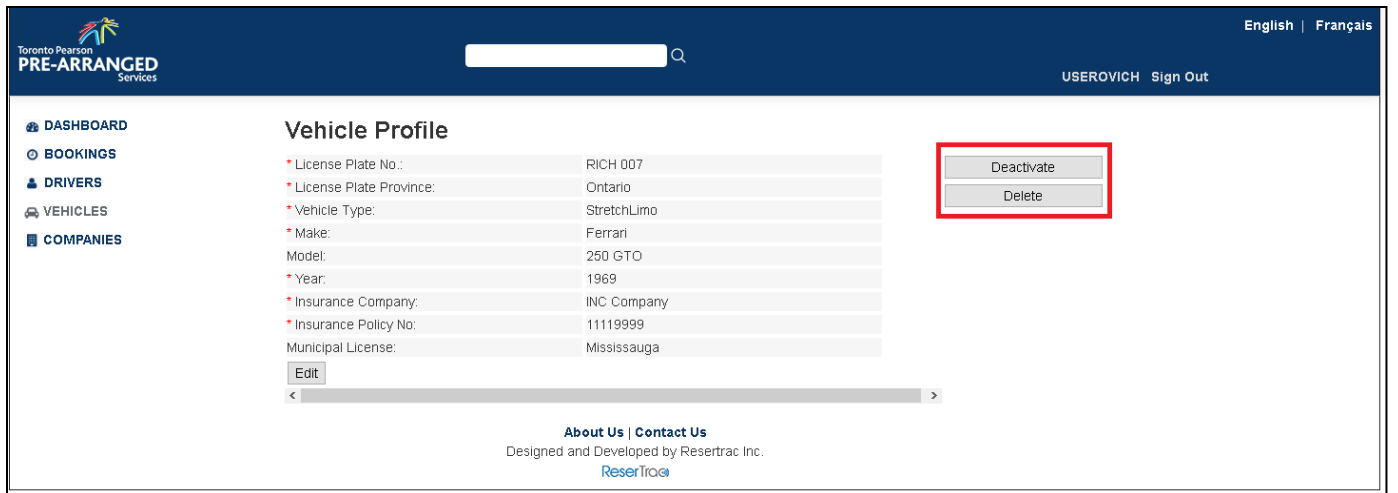
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3.1.2 REMOVING LINKED VEHICLES

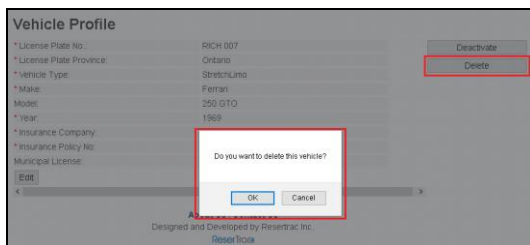
Removing a company vehicle is very similar to adding a new vehicle. Locate the vehicle on the Company Vehicle Screen and click on the actual License Plate number.



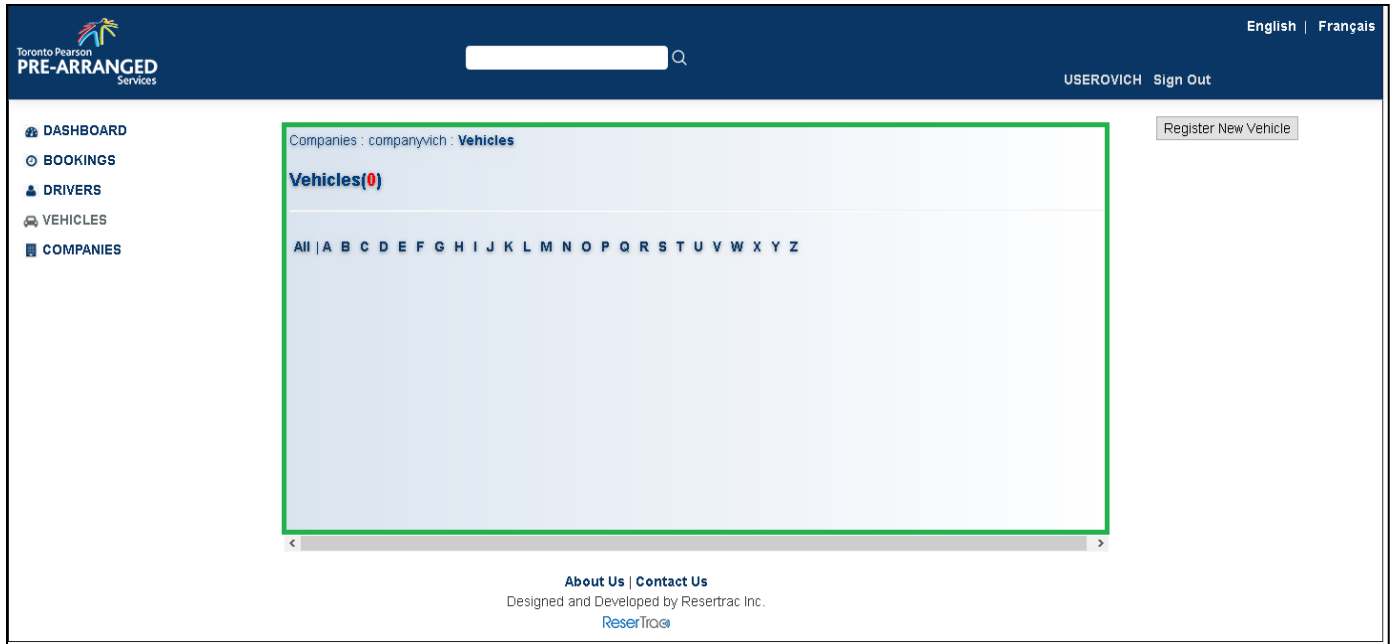
On the right hand side of User screen provides two separate functions. Deactivate which temporary deactivates this vehicle which cannot be used by the drivers or <Delete> which removes the vehicles on a permanent basis. Press the <Delete> button to delete the vehicle.



A confirmation message will appear, once clicking <OK> the vehicle will be permanently deleted.

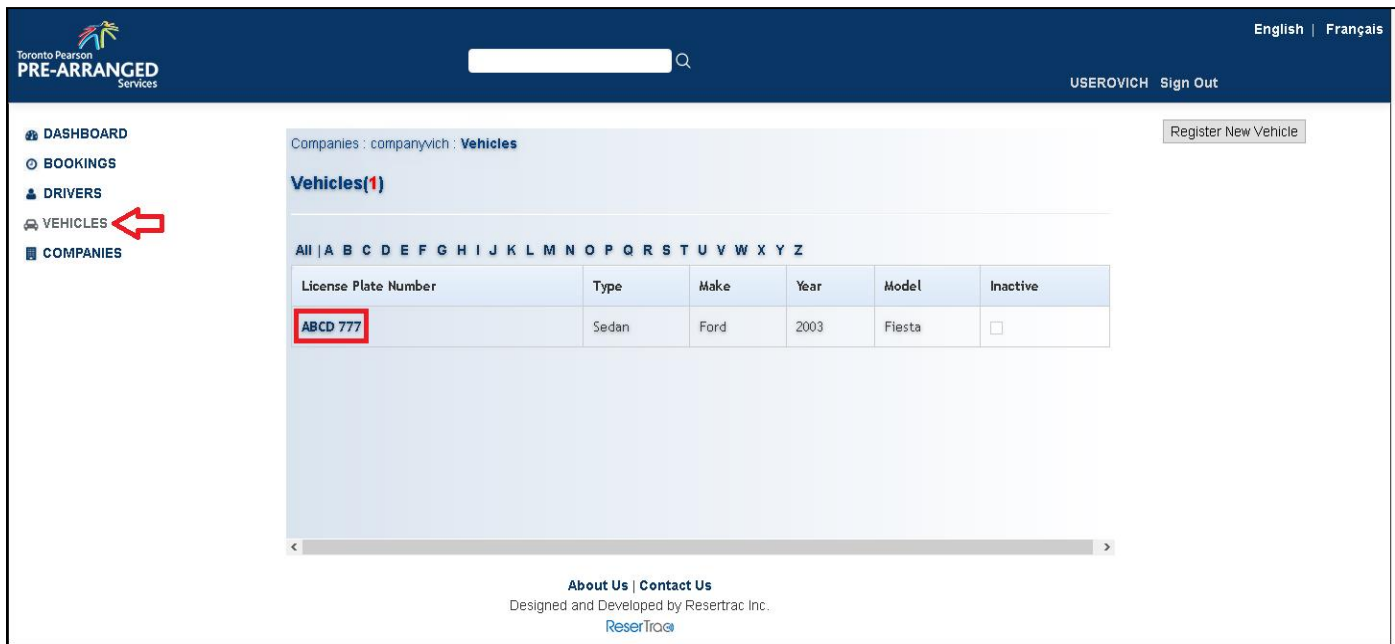


User will be returned to the Company vehicle list and the vehicle User delete will have been removed from the list.

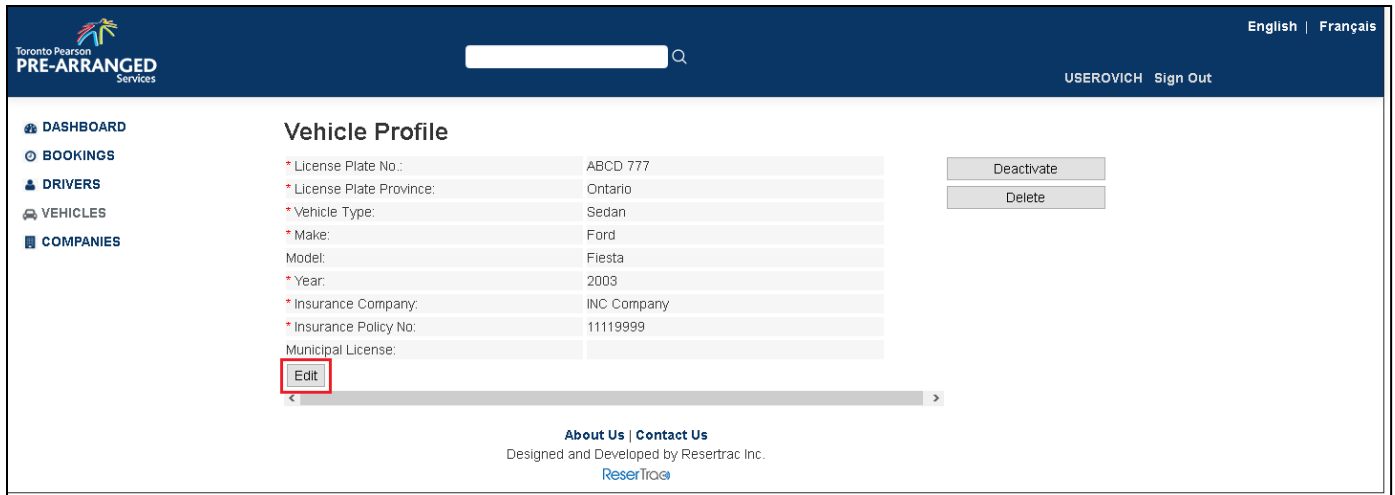


3.1.3 UPDATE VEHICLE INFORMATION

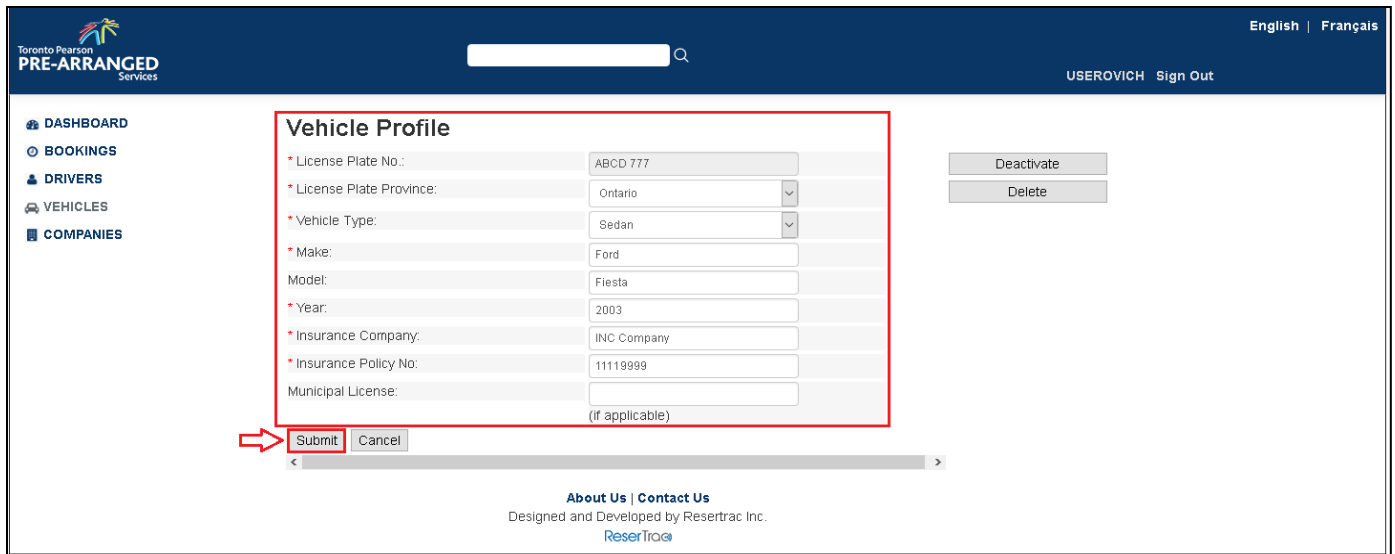
Updating vehicle information is extremely important, including insurance information, in accordance with the Toronto Pearson Pre-Arranged Services terms and conditions. To update vehicle information, click, <Vehicles> from the left-hand menu and locate the vehicle in the list. Click on the actual License Plate Number to view the vehicle information.



Press the <Edit> button below the vehicle information to allow access to the vehicle information.



Update all applicable information and press <Submit>. Note: License Plate No cannot be changed. Any changes to license plate would be considered a new vehicle. If an error has occurred in the license plate entry, vehicle shall be deleted.



3.1.4 AUTOMATED SYSTEM PROCESS

The system will generate an email to the email address on the Company profile regarding any changes to vehicles status as shown below.

Current Folder: INBOX

INBOX

<input checked="" type="checkbox"/>	From	Received	Subject
<input type="checkbox"/>	gtaapard@gmail.com	Sat, 5:38 pm	Vehicle Removed on Sep 17 2016, 20:39
<input type="checkbox"/>	gtaapard@gmail.com	Sat, 5:32 pm	Vehicle Added on Sep 17 2016, 20:33
<input type="checkbox"/>	gtaapard@gmail.com	Sat, 5:32 pm	Vehicle Added on Sep 17 2016, 20:32

←

Subject: Vehicle Added on Sep 17 2016, 20:32
From: gtaapard@gmail.com
Date: Sat, September 17, 2016 5:32 pm
To: test18@resertrac.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)

Hello,

The following vehicle "**LINCOLN TOWNCAR (ABC126)**" has been added to your profile.

Thank you,
 Toronto Pearson Pre-Arranged Services

Please note that this is an automated and unmonitored email, please do not reply.

4. COMPANY – MANAGE LIST OF DRIVERS ONLINE

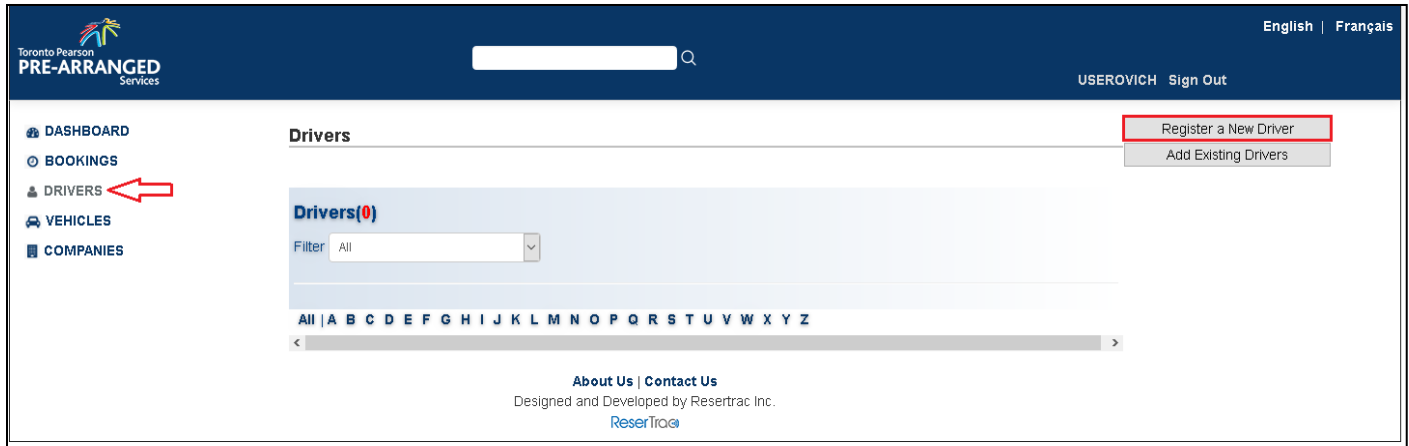
4.1 Introduction

Managing company drivers are extremely important as no driver will be able to book under the Company Name until added to the list of approved drivers. Once drivers have been added to User account, they can process pickups, select vehicles from the company and pay from company account or drivers account.

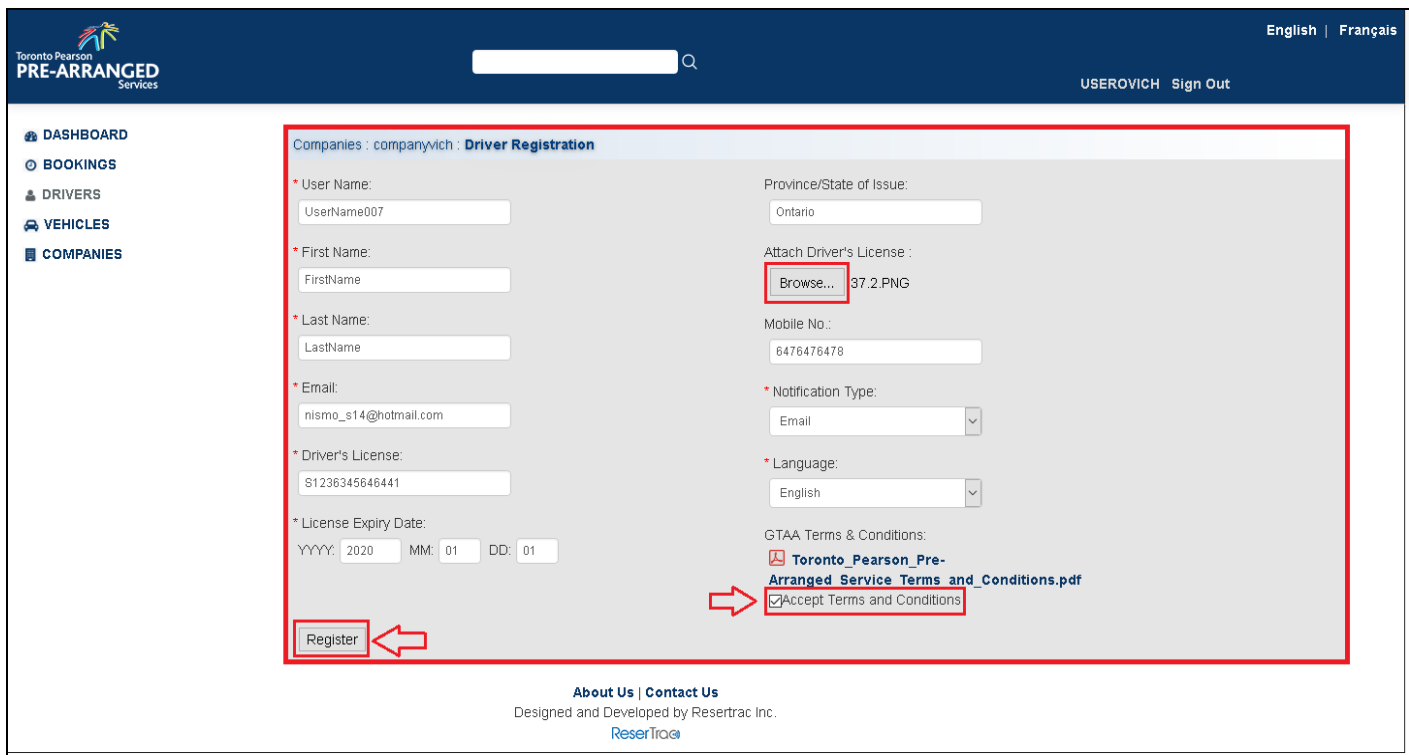
4.1.1 ADDING NEW DRIVER

Prior to adding a new driver to the account, it is imperative that User search to determine if a driver is currently active in the system. See section describing Adding an existing driver. This can be used as a search area.

Click on the <Drivers> selection from the left-hand menu. A list of Company drivers will be displayed. To add a new driver to the system, press <Register a New Driver> located on the right side of User screen.



This should be done in conjunction with User driver. A Unique Username must be created and provided to the driver in order to receive permits. Ensure all information is entered into the available tabs. User must select <Accept the terms and conditions> in order to proceed. A copy of the Toronto Pearson Pre-Arranged Services terms and conditions are available above the accepting the terms checkbox. Once complete click <Register>. Note: A copy of the driver's license is required in electronic form. When User click <Choose File>, standard windows attach file will be displayed.



4.1.2 ATTACH DRIVERS LICENSE

It is important that a copy of the driver's license is attached to the file. The Dispatcher will require this document in order to activate the Drivers Account. Failure to add this file will result in the

driver not being able to access the prearranged system. Attach the file as described in Add new Driver section of this manual.



4.1.3 ADDING EXISTING DRIVER

Click on the <Drivers> selection from the left-hand menu. A list of Company drivers will be displayed. To add an existing driver to User Company, press <Add Existing Drivers> located on the right side of User screen.

Name	Status			
FirstName LastName	Active	Create Booking	Register New Vehicle	Remove from Company
John Doe	Active	Create Booking	Register New Vehicle	Remove from Company

Search and locate the driver. Opposite of the driver will be an <Assign to Company> button. Press this button to link this driver to User Company.

Companies : companyvich : **Assign Existing Driver**

Drivers(94)

Filter: All

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Status	
123456789012345 123456789012345	Email Verification	
Cullitons2 Account	Complete Profile	
Cullitons3 Account Test	Active	Assign to Company
MV Agusta	Active	Assign to Company
Shamsuddin Ahmed	Active	Assign to Company

4.1.4 REMOVING DRIVER FROM ACCOUNT

Click on the <Drivers> selection from the left-hand menu. A list of Company drivers will be displayed. To remove the driver, click on the <Remove from Company> button adjacent to the driver's name.

Companies : companyvich : **Assign Existing Driver**

Drivers(94)

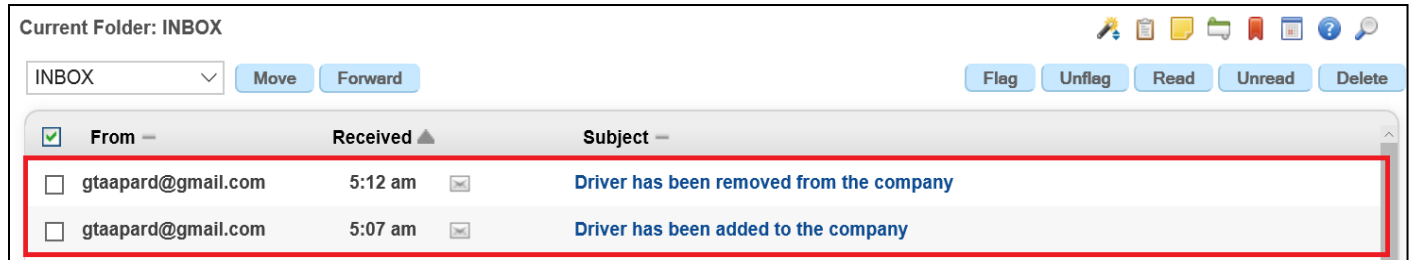
Filter: All

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Status	
123456789012345 123456789012345	Email Verification	
Cullitons2 Account	Complete Profile	
Cullitons3 Account Test	Active	Assign to Company
MV Agusta	Active	RemoveFromCompany
Shamsuddin Ahmed	Active	Assign to Company

4.1.5 AUTOMATED SYSTEM PROCESS

The system will generate an email to both the Company and Driver email on account as shown below.



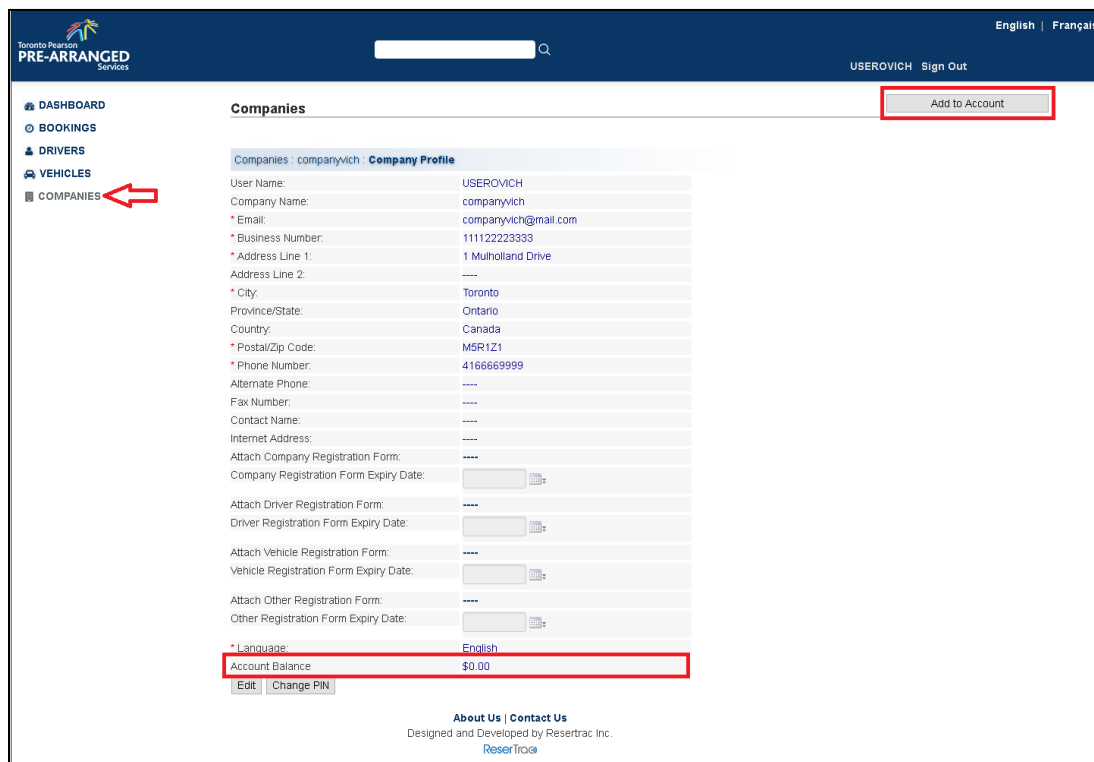
5. COMPANY – ADDING VALUE TO PREPAID ACCOUNT ONLINE

5.1 Introduction

To add funds to the Company Account can be done at the Dispatch office by methods of Cash, Debit or Credit Cards. Companies can also add funds online by credit card which is the recommended method.

5.1.1 ADDING VALUE TO ACCOUNT

To initiate the online value to User account, click <Companies> from the left-hand menu revealing User current balance and the <Add to Account> button on the right portion of the screen. Press to initiate.



Enter the amount User wish to add to the Company account.

Companies : companyvich : **Account Details**

companyvich
Balance: **\$0.00**

Online

* Amount: \$

5.1.2 NEW BALANCE

Enter in Amount and press Continue.

Companies : companyvich : **Account Details**

companyvich
Balance: **\$0.00**

Online

* Amount: \$

Enter in credit card information and Press <Complete>.

Toronto Pearson **PRE-ARRANGED** Services

English | Français

USEROVICH Sign Out

Global Transport Secure Form

Name on Card
Test User

Amount
CAD \$0.11

Credit Card Number
4003000123456781

CVC Number
123 [What's this?](#)

Card Type
Visa

Expiration Date
12 | 2018

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Once approved, the Account Balance will be displayed once "Back to Account" button is clicked and Type of Transaction will be displayed as shown below.

Toronto Pearson **PRE-ARRANGED** Services

English | Français

USEROVICH Sign Out

Companies : companyvich : **Account Details**

\$0.11 was successfully added to the account.

companyvich
Balance: **\$0.11**

Online

* Amount: \$

Type	Date	In	Out
Card	12/13/2016 9:16:46 PM	0.11	

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5.1.3 AUTOMATED SYSTEM PROCESS

System will send email to user about change to prepaid account balance (Electronic Receipt).

6. COMPANY – CREATES NEW SINGLE OR MULTIPLE BOOKINGS

6.1 Introduction

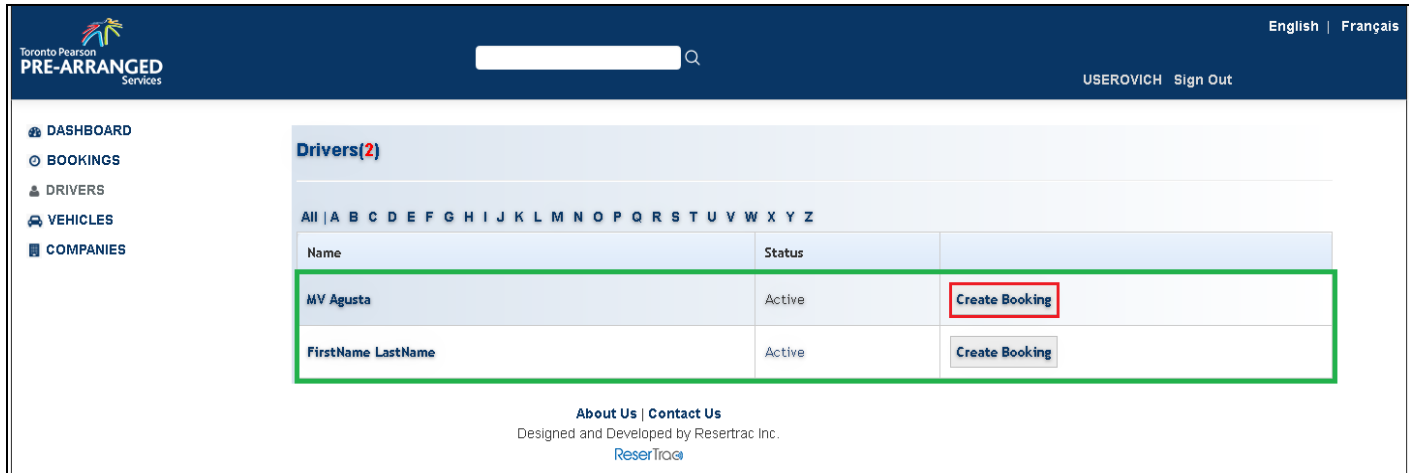
Prior to creating a prearranged booking, drivers and vehicles must be linked to the company and have sufficient funds. Once this is done, the Company may create a permit online.

6.1.1 ACTIVATING BOOKING FORM

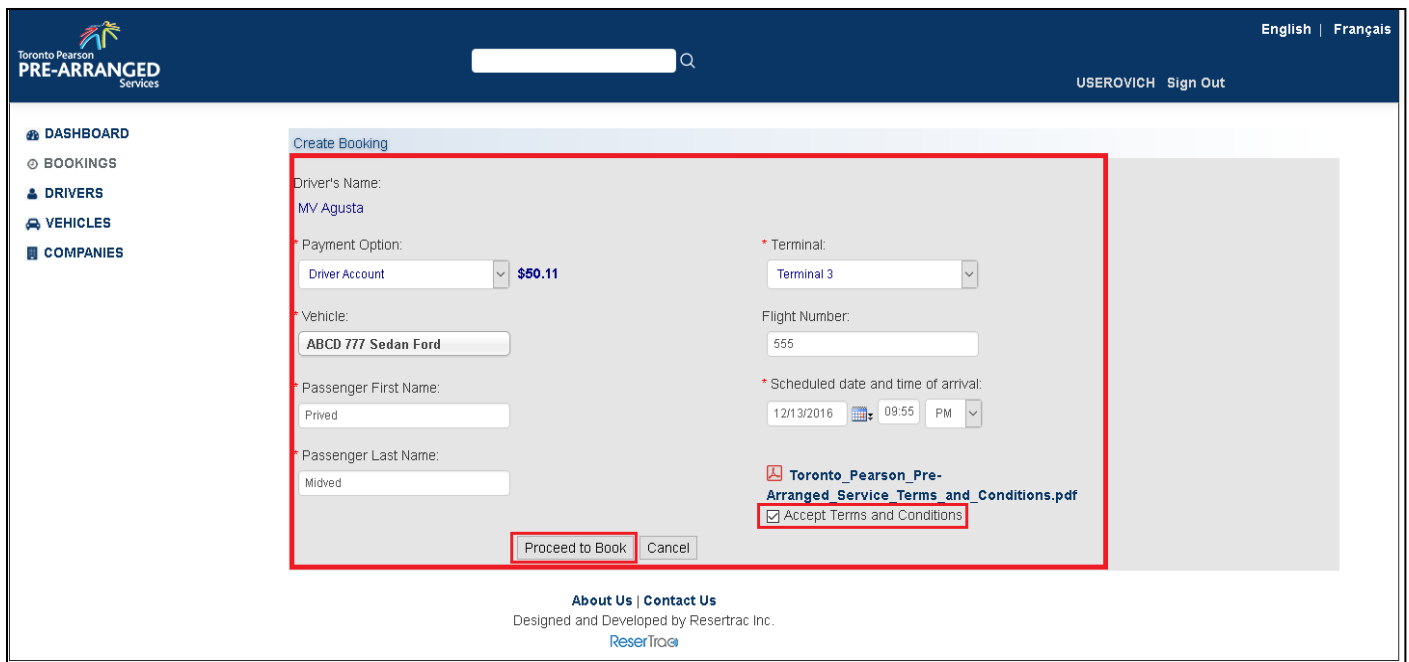
To create a booking/permit, proceed to <Bookings> and click the <Create a Booking> on the right side of the form.

The screenshot displays the Toronto Pearson PRE-ARRANGED Services dashboard. The top navigation bar includes the logo, a search bar, and language options (English | Français). The user is logged in as USEROVICH and can sign out. The left sidebar contains navigation links: DASHBOARD, BOOKINGS (highlighted with a red arrow), DRIVERS, VEHICLES, and COMPANIES. The main content area is titled 'Bookings' and features a 'Create a Booking' button in the top right corner. Below this is a search form with fields for Passenger Name, Driver's Name, Flight No., and Permit No., along with a Search button. At the bottom, there is a 'Bookings List' section with a dropdown menu set to 'Upcoming'.

Select the linked driver that will be performing the pickup and click <Create Booking>.



The Create Booking form will appear, all fields are mandatory except for flight numbers and must be entered. Many fields will be pre-populated based on Driver selected, Payment Options and Vehicles that have been linked to User Company or Driver. Once all fields have been populated; click the checkbox adjacent to “Accept the terms and conditions”. GTAA Prearranged Terms and Conditions are available on the link above. Press <Proceed to Book>” which will then provide an overview of the booking.



Once all information is correct, proceed with <Agree and Book>.

Create Booking

Driver's Name: MV Agusta

* Payment Option: Driver Account **\$50.11**

* Company: companyvich

* Vehicle: ABCD 777 Sedan Ford

* Passenger First Name: Prived

* Passenger Last Name: Midved

* Terminal: Terminal 3

Flight Number: 555

* Scheduled date and time of arrival: Dec 13 2016, 21:55

Total Amount: **\$0.00**

Agree and book Back

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The permit and bookings will appear under the Bookings List.

Bookings Create a Booking

Search

Passenger Name:

Driver's Name:

Flight No.:

Permit No.:

Search

Bookings List Upcoming

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
FSCWH	MV Agusta	ABCD 777	Prived Midved	Terminal 3	21:55	<input type="button" value="Details"/>

6.1.2 PAYMENT OPTIONS

On-line payment can only be done from existing accounts. Under payment options, will be any Drivers Account and Associated Company Account. Choose the applicable payment option. Note: Available funds are shown once selection is made.

Toronto Pearson PRE-ARRANGED Services

English | Français

USEROVICH Sign Out

CREATE BOOKING

Driver's Name:
FirstName LastName

* Payment Option:
[- Select payment option --]
[- Select payment option --]
companyvich Account
Driver Account

* Terminal:
[- Select Terminal --]

Flight Number:
[]

* Scheduled date and time of arrival:
12/13/2016 10:00 PM

Toronto_Pearson_Pre-Arranged_Service_Terms_and_Conditions.pdf
 Accept Terms and Conditions

Proceed to Book Cancel

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Once <Proceed to Book> a confirmation screen will identify the account being used and the amount for pickup that will be applied based on vehicle type.

Toronto Pearson PRE-ARRANGED Services

English | Français

USEROVICH Sign Out

CREATE BOOKING

Driver's Name:
MV Augusta

* Payment Option:
Driver Account \$50.11

* Terminal:
Terminal 1

Company:
companyvich

Flight Number:
454

* Vehicle:
ABCD 777 Sedan Ford

* Scheduled date and time of arrival:
Dec 13 2016, 22:02

* Passenger First Name:
Mike

* Passenger Last Name:
Abramovich

Total Amount:
\$0.00

Agree and book Back

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6.1.3 VEHICLE IDENTIFICATION

Vehicles associated to the Driver Account or Company Account will be displayed for selection. Choose the appropriate vehicle that the Driver will utilize for the prearranged pickup.

Create Booking

Driver's Name: MV Agusta

* Payment Option: Driver Account \$50.11

* Terminal: [- Select Terminal -]

* Vehicle: Choose a Vehicle...
 WQYK 123 Sedan Honda **Driver Vehicle**
 ABCD 777 Sedan Ford **Company Vehicle**

Flight Number: []

* Scheduled date and time of arrival: 12/13/2016 10:05 PM

* Passenger Last Name: []

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Proceed to Book Cancel

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6.1.4 PERMIT GENERATED

Once confirmation has been received, funds debited from the appropriate account, permit is generated and displayed under bookings.

Bookings Create a Booking

Search

Passenger Name: []
 Driver's Name: []
 Flight No.: []
 Permit No.: []
 Search


Bookings List Upcoming

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
FSCWH	MV Agusta	ABCD 777	Prived Midved	Terminal 3	21:55	Details
JMTL6	MV Agusta	ABCD 777	Mike Abramovich	Terminal 1	22:02	Details

6.1.5 EMAIL NOTIFICATIONS

Email notification will be sent to the Company email account and Drivers account. Below are examples of the emails.

Date: Sun, September 18, 2016 10:49 am
To: test18@resertrac.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Unsafe Images](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)


4WNVV


Hello Company18,
A booking was registered on Sep 18 2016, 13:49 for driver "**Driver09First Driver09Last**" on your account with the following permit code: **4WNVV**.

[Click here if the barcode is not displayed](#)

Thank you,
Toronto Pearson Pre-Arranged Services

You are receiving this email because of your relationship with the Toronto Pearson Pre-Arranged Services (PARD) business. This email is coming from an unmonitored alias, so please do not reply.

To: test9@resertrac.com **DRIVER ACCOUNT**
Priority: Normal **EMAIL NOTIFICATION SELECTED ON DRIVERS ACCOUNT**
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Unsafe Images](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)


4WNVV

Hello,

A booking was registered on Sep 18 2016, 13:49 with permit no. **4WNVV**.

[Click here if the barcode is not displayed](#)

Thank you,
Toronto Pearson Pre-Arranged Services

Please note that this is an automated and unmonitored email, please do not reply.

6.1.1 MULTIPLE BOOKINGS

Repeat steps 26.1.1 through 26.1.3 to create another booking.

7. COMPANY – CANCEL PERMIT

7.1 Introduction

Registered bookings may be cancelled on line within the specified time as selected by Toronto Pearson Pre-Arranged Services. Currently it is within 15 minutes time period from the booking permit pickup time and the associated permit fee will be refunded to the Pre-Arranged Driver or CVO account.

7.1.1 LOCATING PERMIT

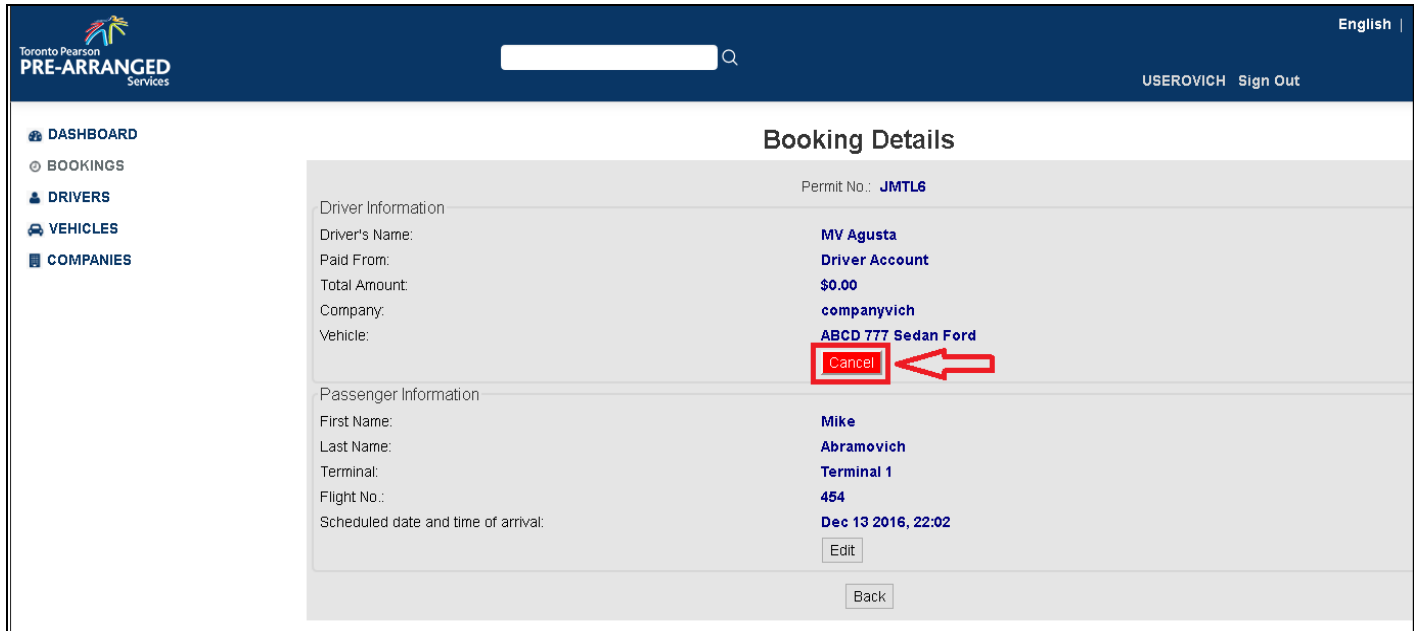
Select <Bookings> under the master window and locate the appropriate permit. Press <Details> to view permit.

The screenshot displays the 'Bookings' section of the Toronto Pearson Pre-Arranged Services web application. The interface includes a search form and a table of upcoming bookings. A red arrow points to the 'BOOKINGS' menu item, and red boxes highlight the 'Details' buttons for two bookings in the list.

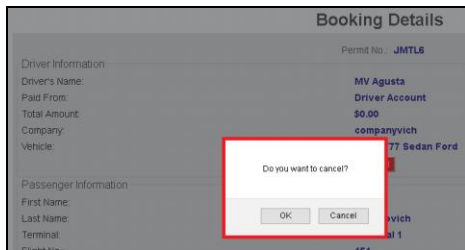
Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
FSCWH	MV Agusta	ABCD 777	Prived Midved	Terminal 3	21:55	Details
JMTL6	MV Agusta	ABCD 777	Mike Abramovich	Terminal 1	22:02	Details

7.1.2 CANCELLING A PERMIT

To cancel a permit press the <Cancel> button as shown in the example below.

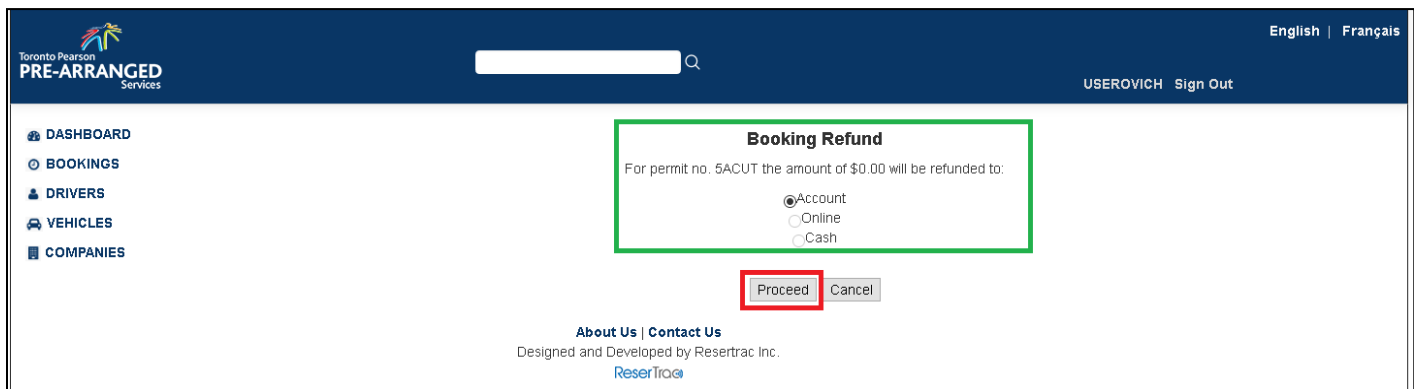


A confirmation will be displayed, press <OK> to Continue.



7.1.3 PAYMENT REFUND OPTIONS

Cancellations processed online can only be refunded to the Driver's or CVO Pre-Arranged Account. Other options are presently not available. Click <Proceed> to continue.



7.1.4 AUTOMATED SYSTEM NOTIFICATIONS

The system will generate an email indicating the permit has been cancelled.

Subject: Booking Permit Cancelled on Sep 18 2016, 14:48
From: gtaapard@gmail.com
Date: Sun, September 18, 2016 11:48 am
To: test31@resertrac.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)

Hello,

The booking permit no. **4XKPE** that was paid from your account has been cancelled on Sep 18 2016, 14:48.

Thank you,
Toronto Pearson Pre-Arranged Services

8. COMPANY – PERMIT UPDATE

8.1 Introduction

It is important to ensure the pickup information is accurate for dispatch purposes and compliance.

8.1.1 UPDATING BOOKING INFORMATION

Locate permit by clicking on <Bookings> in the left-hand menu and viewing available permits from the Booking List. Once located, click the <Details> button.

Bookings Create a Booking

Search

Passenger Name:

Driver's Name:

Flight No.:

Permit No.:

Bookings List Upcoming

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
FSCWH	MV Agusta	ABCD 777	Prived Midved	Terminal 3	21:55	<input type="button" value="Details"/>
JWTL6	MV Agusta	ABCD 777	Mike Abramovich	Terminal 1	22:02	<input type="button" value="Details"/>

The Booking Details form will be displayed. If it is the correct permit to update, press the <Edit> button.

Booking Details

Permit No.: **5ACUT**

Driver Information

Driver's Name: **MV Agusta**

Paid From: **Driver Account**

Total Amount: **\$0.00**

Company: **companyvich**

Vehicle: **ABCD 777 Sedan Ford**

Passenger Information

First Name: **Petia**

Last Name: **Petkin**

Terminal: **Terminal 3**

Flight No.: **454**

Scheduled date and time of arrival: **Dec 13 2016, 22:18**

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Update the appropriate fields and press the <Save> button.

Booking Details

Permit No.: **5ACUT**

Driver Information

Driver's Name: **MV Agusta**
 Paid From: **Driver Account**
 Total Amount: **\$0.00**
 Company: **companyvich**
 Vehicle: **ABCD 777 Sedan Ford**
[Cancel](#)

Passenger Information

First Name: **Petia**
 Last Name: **Petkin**
 Terminal: **Terminal 3**
 Flight No.: **454**
 Scheduled date and time of arrival: **12/13/2016 10:18 PM**

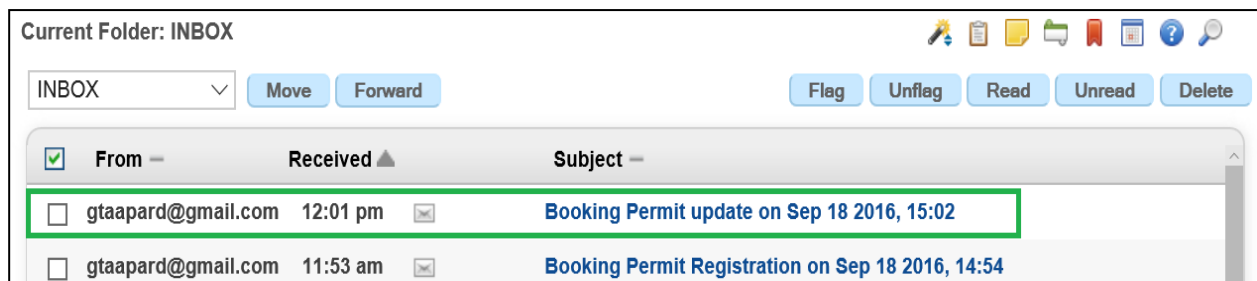
[Save](#) [Don't Save](#)

[Back](#)

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8.1.2 AUTOMATED SYSTEM NOTIFICATIONS

The system will generate an email indicating the Permit information has been updated.



9. COMPANY – DASHBOARD

9.1 Introduction

The Dashboard is used to search for a booking or status of bookings that are delayed, summoned and summoned without acknowledgement. Account Balance and any Notifications will be available from the Dashboard.

9.1.1 LOCATING BOOKINGS

Bookings are visible under the Dashboard and the search field will allow for viewing actions on a permit.

Toronto Pearson PRE-ARRANGED Services

English | Français

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DASHBOARD ←

- BOOKINGS
- DRIVERS
- VEHICLES
- COMPANIES

Dashboard

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
FSCWH	MV Agusta	ABCD 777	Prived Midved	Terminal 3	21:55	Details
JMTL6	MV Agusta	ABCD 777	Mike Abramovich	Terminal 1	22:02	Details
5ACUT	MV Agusta	ABCD 777	Petia Petkin	Terminal 3	22:18	Details

Notifications

Account Balance:\$0.11