

TripMan Elite Standard Features:



The screenshot shows the TripMan Elite software interface. At the top, there is a navigation menu with icons for Reservations, Customers, Dispatch, Vehicles, Drivers, Payroll, Sales, Expenses, Billing, Payments, and Reminders. Below the menu is a search bar with fields for 'Query' and 'Locator', and a date range from 1/01/2012 to 6/30/2013. The main area displays a table of reservations with columns for Tag, # Xtra, Pickup Dt, Pickup End Time, I C P D, # Pax, Pickup Phone, Home Phone, Customer Passenger, Pickup Location, Driver Cell, Vehicle Type, Total Charge, Total Paid, Balance Due, Run Type, and Placed By.

Tag	# Xtra	Pickup Dt	Pickup End Time	I C P D	# Pax	Pickup Phone	Home Phone	Customer Passenger	Pickup Location	Driver Cell	Vehicle Type	Total Charge	Total Paid	Balance Due	Run Type	Placed By
	5041	1/03/2012	7:00 AM 1:00 PM	1 0 0 0	2			Lucille Ball	9110 Wilshire Blvd - Bever	Peter O'Neill		960.00	960.00	0.00		
	5043	1/04/2012	7:00 AM 8:00 AM	1 0 0 0	0			Bergan, Edgar	622 N. Canon Dr, Beverly	Peter O'Neill		245.00	245.00	0.00		
	5045	1/04/2012	3:00 PM 4:00 PM	1 0 0 0	1			Bertha Bender	776 W Washington Blvd, L	Alex Reiger		155.00	155.00	0.00		
	5044	1/04/2012	5:00 PM 6:00 PM	1 0 0 0	0			Shelly Loma Doone	9 Berkshire Village, San Fr	Alex Reiger		178.00	178.00	0.00		

Browse reservations for any period of time. See whether customer has been invoiced, made payments, driver payroll printed (or emailed) and has been paid. See if reservation is an Airport Arrival, Departure, has extra stops, has been completed or cancelled, just a Quote.

Sort reservations by clicking on the column header. You can also then use your keyboard and enter what you are looking for. Use the Query or Search facilities to search for reservations containing the information you are looking for i.e. last for digits of credit card.

Customer Database

Record customer rates, discounts, driver preferences and multiple credit cards. Add passenger information with multiple credit cards to customers. Record unlimited customer notes in date and time order.

Vehicles

Charge customer by the hour, by mile, by hour + miles, flat rate or flat + miles by vehicle. Maintain multiple rates per vehicle. Record and track vehicle inspections, maintenance, mileage, etc.

Driver/Payroll

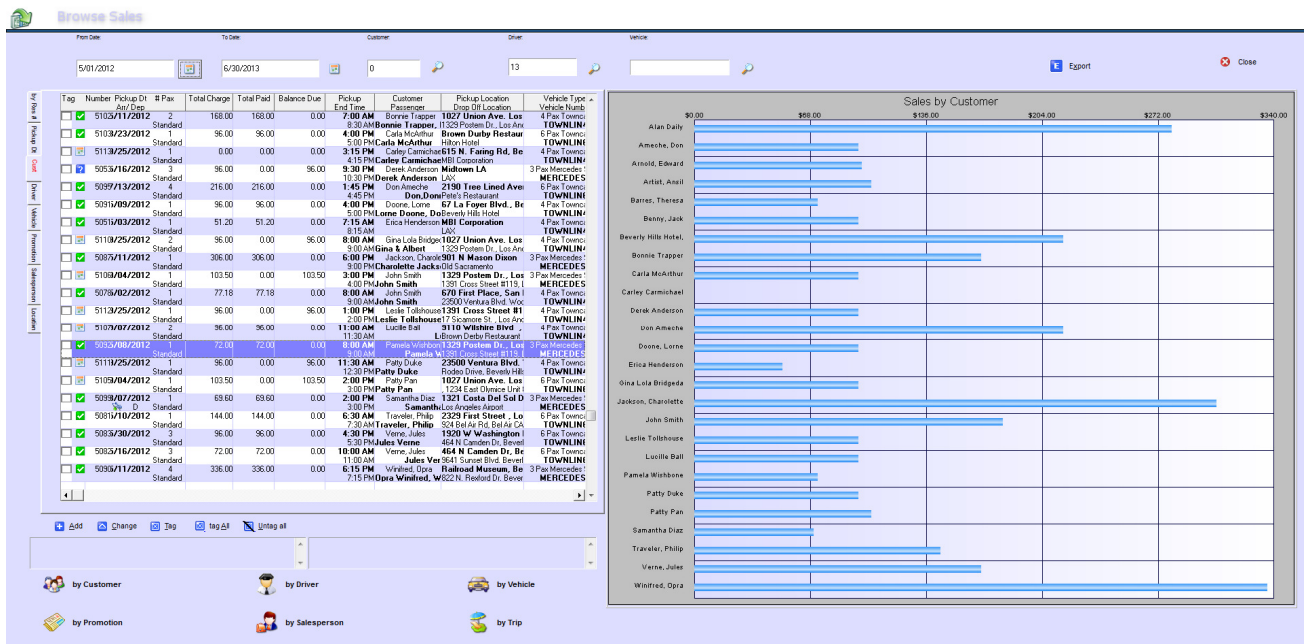
Setup driver payment as a flat rate depending on the trip, by the hour, % of charges or at multiple rates. Pay driver gratuity in addition to rate. Apply deductions. Use Payroll Report to pay your drivers. Auto payroll adjustment when driver receives cash from customer.

Billing

Print and/or email Invoices. Print multiple trip invoices. Choose from 2 different invoice formats. Print invoices for any period of time. View what reservations billed on a single invoice number. View also by customer. View billed and to be billed.

Sales

View/print Sales by customer, driver, vehicle, Ad promotion, or by trip location



Expenses

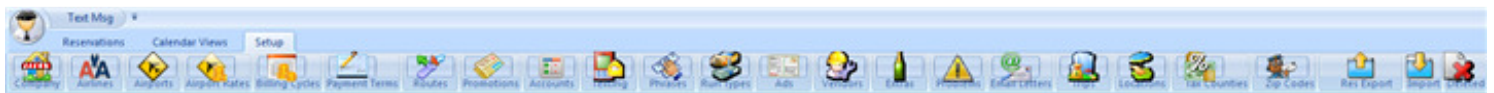
Record all company expenses. View and print expenses for any period of time you choose.

Email

Email customer or driver Trip Sheets, Invoices, Confirmations, Quotes and Cancellations. Build your own HTML email body. Use fonts and colors like a word processing program.

Text Messaging

Send driver text messages. Setup standard messages to choose from with reservation field substitutions.



Rate Tables

Keep rate tables for airport transfers and other trips with specific rates. Keep separate rates for individual customers. Record Add-On charges for airport departure or arrivals. Point to Point rates per vehicle.

Credit Card Processing

Auto sensing of invalid credit cards. Web based credit card processing. Call for Credit Card Processing companies affiliated with.

Backup

Set up Automatic Backup for your data files. Restore if necessary.

Airport Meet & Greet placard

Print out Meet & Greet placard with or without company logo

Browse Reminders Close

From: 5/01/2012 To: 6/30/2013 Show Email Reminders Show Text Message Reminders

Click on column heading to sort and use as lookup.

Tag	Reminder Dt	#	Pickup Dt	Pickup	# Pax	Pickup Phone	Home Phone	Customer	Pickup Location	Driver	Vehicle Type	Total Charge	Total Paid	Balance Due	Run Type	Placed
Text	EMail	#	Arr	End Time		Cell Phone	Work Phone	Passenger	Drop Off Location	Cell	Vehicle Number	Problem Reason	How Paid			
	5/13/2012	1	5/14/2012	9:00 PM	3	555-555-1212	555-555-1212	Amesche, Don	984 Wilmington Dr., Los Ang		6 Pax Towncar		98.00	0.00	98.00	
	5/29/2012	1	5/30/2012	2:00 PM Standard	1	995-6173	555-555-4379	Amesche, Don	LAX				98.00	0.00	98.00	
	6/1/2012	1	6/2/2012	9:00 PM Standard	1	555-555-9192	555-555-9192	Arnold, Edward	Home LAX							

Reminders

Setup email or text message reservation reminders to customers the day of pickup or tomorrow's pickup. Want to remind yourself about things you need to do on a reservation like a follow-up for a wedding party. Set reminders for yourself for individual reservations. Shut off reminder when completed.

Export/Import

Export information from most windows to either a comma delimited file or directly into Microsoft Excel. Import customer information, reservations, customers, passengers, drivers and vehicles from a comma delimited file.

Maps and Directions

View maps and directions directly from the program.

Sales Commissions

Track sales commissions due referrals.

Customization

Configure Invoices and Trip Tickets to show or not show items. Rename your Trip Ticket. Set tax rate. Charge Administrative charges, gas surcharge as % or flat rate. Tax or not tax gratuity. Setup a narrative to print on Invoices for Customers, Farm-In and Farm-Out. Set up Ads to print on your Invoices. Set up phrases to mix and match customer terms and conditions depending on the type of job. Set up credit card charge for customers using credit cards and to exclude credit card charge from driver % of charges.

Microsoft Outlook interface

Choose to have your customers and reservations transmitted to Outlook.

Security

Username & password protection per user. Security -limit access to any area of the program per user. Limit access by hiding sections also limit access to viewing , adding records, changing records or deleting records.

Reservations

Easy entry reservations. Repeat customer auto-fill with information. One Click Return Trips. Instantaneous rate selection from pre-set rate tables.

Payments

View payments received for any period of time.

Browse Payments Close

From: 5/01/2012 To: 9/30/2012 Show Email Reminders Show Text Message Reminders

Click on column heading to sort and use as lookup.

Res #	Current Invoice Num	Date	Payment Type	Amount	Payment Date	Paid From	Paid To	Check Card Number
5071		5/1/2012	Credit Card	51.70	5/1/2012	Customer	Erica Henderson	Company Us
5075	312	6/26/2012	Check	144.00	5/07/2012	Customer	Alan Daily	Company Us
5076	311	6/26/2012	Check	136.00	5/07/2012	Customer	Alan Daily	Company Us
5076	308	5/07/2012	Credit Card	77.48	5/01/2012	Customer	John Smith	Company Us
5080	312	6/26/2012	Credit Card	72.00	5/10/2012	Customer	Barros, Theresa	Company Us
5081			Check	144.00	5/02/2012	Customer	Traveler, Philip	Company Us
5082	54	8/04/2012	Credit Card	72.00	5/10/2012	Customer	Verne, Jules	Company Us
5083	312	6/26/2012	Credit Card	96.00	5/24/2012	Customer	Verne, Jules	Company Us
5085	312	6/26/2012	Check	72.00	5/10/2012	Customer	Beverly Hills Hotel,	Company Us
5086	0	8/02/2012	Credit Card	72.00	5/17/2012	Customer	Beverly Hills Hotel,	Company Us
5087			Check	306.00	5/02/2012	Customer	Jackson, Charlotte	Company Us
5090			Credit Card	250.00	5/02/2012	Customer	Winifred, Digna	Company Us
5091			Credit Card	96.00	5/07/2012	Customer	Doone, Lorne	Company Us
5092	8/06/2012		Check	72.00	5/01/2012	Customer	Pamela Wishbone	Company Us
5095	8/14/2012		Check	216.00	7/13/2012	Customer	Don Amesche	Company Us
5096	8/14/2012		Check	36.00	7/13/2012	Customer	Beverly Hills Hotel,	Company Us
5097	8/14/2012		Check	36.00	7/13/2012	Customer	Beverly Hills Hotel,	Company Us
5099	8/14/2012		Check	89.60	7/13/2012	Customer	Samantha Diaz	Company Us
5101			Check	96.00	7/13/2012	Customer	Benny, Jack	Company Us

Other Add-On Products:

Online Reservation Integration Program

Integrate your Website Reservation form with TripMan. Program adds reservations received automatically into TripMan as well as notifies you.

Internet Portals

Customer Portal -Assign your customer a username and password. Customer can log onto your computer and view their reservations, add new reservations, add credit card information, check their balance and print their own invoices.

Manager Portal -Assign your managers a username and password. Users can add new, change or delete reservations and customers. This portal can be viewed from any device with an internet browser.

Driver Portal - Assign drivers and farm-out drivers usernames and passwords. Drivers can view their jobs for any one day at a time. They can time stamp.

