**Create TXB Order in FMS**

**Procedure Purpose:** Create a TXB (Taxi Booking) order manually in FMS when requested by stakeholders. **User Role:** Fleet Helpdesk

**Steps:**

1. Navigate to **Fleet Management System**.
2. Go to **Order Management** under **Operations Management**.
3. Click **New TX-B**.
4. Fill in the following **mandatory fields**:
   * Client AD number
   * Passenger quantity
   * Pickup time
   * Pickup point
   * Dropoff point
   * *(Optional)* Upgrade card number
   * *(Optional)* Number of luggage, wheelchair access, baby seat, booster
5. Click **Submit**.

**Searchable terms:** book TXB, create taxi booking, add passenger ride, register TXB order, client ride creation

**Create TXR Order in FMS**

**Purpose:** Used by Fleet Regulators when drivers are unable to submit TXR requests via Driver App (DA). **User Role:** Fleet Regulator

**Steps:**

1. Navigate to **Order Management**.
2. Click **New TX-R**.
3. Insert the required information:
   * Pickup point
   * Dropoff point
   * Fleet ID
4. Click **Submit**.

**Searchable terms:** register TXR, emergency ride, ride not from app, ride for driver, TXR manual input

**8.1 Search TXB Orders in Timeline**

**Purpose:** Locate and filter TXB orders in Timeline module **Scope:** TXB orders only

**Steps:**

1. Go to **Fleet Management System > Operation Management > Timeline**.
2. On the left side of the screen, locate the **Order Panel**.
3. Use the **Order No.** search field for direct search.
4. Click **Filter** to use advanced filters like:
   * Order No.
   * Pickup Time
5. Use **Query** to search or **Reset** to clear filters.

**Notes:**

* Filters persist across sessions
* Click **Detail** to preview order info

**Keywords:** search TXB, find booking, locate passenger request, timeline lookup, booking filters

**Filtering Vehicles in Timeline**

**Purpose:** Filter vehicles in the Timeline panel to match criteria **Scope:** TX Vehicles only **User Role:** Schedulers, Regulators

**Steps:**

1. Go to **Fleet Management System > Operation Management > Timeline**.
2. On the **right side**, locate **Vehicle Panel** > **Filter section**.
3. Filters include:
   * Category: Car, Minivan, SUV
   * Fuel Type: Electric, Diesel
   * Fleet No. or Plate ID: Enter and press Enter

**Notes:** Depot code auto-filled by user permissions

**Keywords:** filter vehicle, select van, electric car list, TX fleet ID, timeline vehicle search

**Assigning Orders to Vehicles**

**Purpose:** Assign TXB orders via drag-and-drop or time slot selection **Scope:** TXB Orders only

**Steps:**

1. Access Timeline view
2. In the Order Panel (left), locate **unassigned orders**
3. Confirm vehicle availability in the Vehicle Panel (right)

**Method A: Drag-and-Drop**

* Click and drag order to vehicle timeline slot

**Method B: Time Slot Selection**

* Click empty slot > system suggests orders > choose one

**Confirm Assignment**

* Right-click order > **Confirm**
* Or use bulk confirm with **Confirm All**

**Visual Indicator:**

* Blue = Confirmed
* Pink = Unconfirmed

**Reassign:** Right-click > Reassign > Move > Confirm again

**Keywords:** assign booking, drop order on vehicle, confirm passenger ride, change assigned car

**Assign Dispatch Orders in Timeline**

**Purpose:** Issue staging instructions via dispatch orders **Scope:** TX Vehicles & Drivers

**Steps:**

1. Go to **Timeline** under **Operation Management**
2. Use filters to locate target vehicle
3. Click **Dispatch** under vehicle
4. Choose **Dispatch Order** from dropdown
5. Select POI (staging location)
6. Input Start Time
7. Click **Confirm**

**Keywords:** send to staging area, assign dispatch, set driver POI, issue dispatch task

**Assign Back to Depot in Timeline**

**Purpose:** Return vehicles to base using "Back to Depot" orders **Scope:** TX Vehicles & Drivers

**Steps:**

1. Go to **Timeline**
2. Filter and select target vehicle
3. Click **Dispatch** under vehicle
4. Choose **Back to Depot** from type dropdown
5. Select Depot POI (e.g., FFD1 Depot)
6. Set Return Time
7. Click **Confirm**

**Keywords:** return to base, back to depot order, depot dispatch, end of shift vehicle return