

## *Dispatch Screen Functionality*

- This Should be The Screen The System Opens Up To.
- This Screen is Very Similar to The Reservations Screen, but It should ONLY Show The Jobs For That Calendar Date.
- Bookings Should be Listed In Order By Passenger Pick Up Time
- It Should Be In Grid / Spreadsheet Format, and ONLY Show the Following Fields from the New Reservation Form:
  - Passenger First Name
  - Passenger Last Name
  - Passenger Phone Number
  - Passenger Pick Up Date
  - Passenger Pick Up Time
  - Vehicle Type
  - Number Of Passengers
  - Number Of Luggage
  - Pick Up Information (Include Flight Information if applies)
  - Drop Off Information (Include Flight Information if applies)
- When You Click On The Booking, it should Open Up The Entire Reservation In the New Reservation Form, allowing me access everything about the Reservation and Edit the Reservation and Save the Edit the Reservation
- Each Booking should also have Command Icons for me to do the Following Functions:
  - Mark Paid
  - Mark Picked Up
  - Mark Completed
  - Mark Cancelled
  - Duplicate Job
  - Assign Driver
  - Assign Affiliate
  - Re-Initiate Job (If Job was marked Cancelled or Completed, it will make that Job Active again)
  - Send E-Confirmation
  - Mark Confirmed
  - Print Reservation In PDF Format
  - Email Reservation In PDF Format
  - Delete Reservation
- I Should be able to Click Multiple Bookings and Execute a Command (i.e mark multiple Completed, Confirmed, etc..)
- The Bookings that are listed on this Screen Should be Color Coded By Time & Action; Which should be as follows:
  - All Bookings that Day Should Be Highlighted In Green
  - All Bookings that Have a Passenger Pick Up Time that is within The Hour Should Turn Yellow
  - All Bookings that Have a Passenger Pick Up Time that is within 30 Minutes Should Turn Orange
  - All Bookings that Have a Passenger Pick Up Time that is within 15 Minutes Should Turn Red
  - All Bookings that Have A Passenger Pick up Time which is 5 Minutes or Less Should Be Red & Flashing
  - All Bookings that Have Been Marked “Picked Up” Should Turn Blue
  - All Bookings that Have Been Marked “Completed” Should Have “No Highlight”
  - All Bookings that Have Been Marked “Cancelled” Should Turn Gray

## Reservation Screen Functionality

- This Screen Should Show ALL The Jobs In The System
- Bookings Should be Listed In Order By Passenger Pick Up Date & Pick Up Time
- It Should Be In Grid / Spreadsheet Format and Show All the Fields from the New Reservation Form, except:
  - Credit Card Information
  - Payment Breakdown, Just The “Total Due”
- When You Click On The Booking, it should Open Up The Entire Reservation In the New Reservation Form, allowing me access everything about the Reservation and Edit the Reservation and Save the Edit the Reservation
- Each Booking should also have Command Icons for me to do the Following Functions:
  - Mark Paid
  - Mark Picked Up
  - Mark Completed
  - Mark Cancelled
  - Duplicate Job
  - Assign Driver
  - Assign Affiliate
  - Re-Initiate Job (If Job was marked Cancelled or Completed, it will make that Job Active again)
  - Send E-Confirmation
  - Mark Confirmed
  - Print Reservation In PDF Format
  - Email Reservation In PDF Format
  - Delete Reservation
- I Should be able to Click Multiple Bookings and Execute a Command (i.e mark multiple Completed, Confirmed, etc..)
- The Bookings that are listed on this Screen Should be Color Coded By Time & Action; Which should be as follows:
  - All Bookings that Have Not Been Marked “Confirmed” at least 1 Hour Before Passenger Pick Up Time Should Be Turn Yellow; Once Marked Confirmed Should Turn Green.
  - All Bookings that Have Not Been Marked “Picked Up” By Passenger Pick Up Time Should Turn Red & Flashing
  - All Bookings that Have Been Marked “Completed” Should Have “No Highlight”
  - All Bookings that Have Been Marked “Cancelled” Should Turn Gray

## *New Reservation Screen Functionality*

- This Screen Should Be In Form View
- You can Remove The Following From This Form:
  - Alias Company Field
  - Client Reference / PO# Field
  - Secondary Rate Section
- Change “Consider Base Location” to: Route Information. Make the heading looking like “Pick Up Details”.
- In the Route Information Section your Gonna Double That Section so One Will Show The Pick Up Route Information & One Will Show the Drop Off Route Information
- When You Click On: Airport, Cruise Terminal, Bus Station, Rail Station it should give you a Drop Down Menu that allows you to choose from Any of those locations that are already in the Data Base which should autopopulate. It Should also give an option to Manually Enter The Information even though one of those clicked in case there is a Location that’s not in the system but falls under one of the Categories.
- When I Choose Airport, it should give me additional Fields to Enter Airline Name & Flight Number
- When I Choose Cruise Terminal, it should give me an additional Field to Put In Cruise Ship Name
- When I Choose Bus Station, it should give me a additional Field to Put In Bus Line Name
- When I Choose Train Station, it should give me additional fields to Put In Train Line & Train Number
- Each Booking should also have Command Icons for me to do the Following Functions:
  - Mark Paid
  - Mark Cancelled
  - Duplicate Job
  - Assign Driver
  - Assign Affiliate
  - Re-Initiate Job (If Job was marked Cancelled or Completed, it will make that Job Active again)
  - Send E-Confirmation
  - Mark Confirmed
  - Print Reservation In PDF Format
  - Email Reservation In PDF Format
  - Delete Reservation