



User Manual
Corporate Travel Solution
for SPOC



1. INTRODUCTION

This manual consists of the help on various functionalities for the SPOC in the porta. This process will be used by different spocs who would be booking the cabs on behalf of employees who would be travelling

There are 4 modules in the SPOC portal based on the type of service to be done. They are-

- a) Dashboard
- b) Taxi Bookings
- c) Bus Bookings
- d) Taxi Invoicing
- e) Bus Invoicing

The above mentioned processes will be taken one by one in detail in the subsequent sections. The user manual will provide a step by step process of how to execute the different processes.

2. SPOC LOGIN

Open Link :<http://business.taxivaxi.in/>

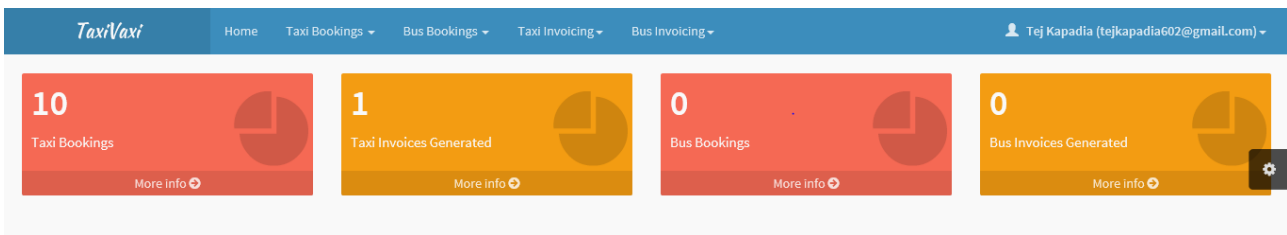


2.1 SPOC Login Page

Step	Action
(1)	Enter User ID , Password and then click 'Sign Me in'

MainPage

On login-in , the user would see the following page.



The main page is further divided to following sub modules. Detailed description of these submodules are given in subsequent topics.

- Dashboard
- Taxi Bookings
- Bus Bookings
- Taxi Invoicing
- Bus Invoicing

Dash Board



This option would give a snapshot following.

- Taxi Bookings
- Taxi Invoices generated
- Bus Bookings
- Bus Invoices generated



10

Taxi Bookings

More Info

1

Taxi Invoices Generated

More Info

0

Bus Bookings

More Info

0

Bus Invoices Generated

More Info

- On clicking booking options , admin can see all all the current, past bookings.

[ADD New Booking](#)

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)	Invoice	Details	Cancel
TVTCS225	Radio	Sector 44, Gurgaon,	Indira Gandhi Intern	01 Mar 2016 - 01:34 pm	02 Mar 2016 - 10:00 am	● Pending	● Accepted	Approver 1			
TVTCS224	Outstation	Mehrauli, New Delhi,		01 Mar 2016 - 12:04 pm	09 Mar 2016 - 12:00 pm	● Pending	● Pending				
TVTCS223	Local	Medicity, Gurgaon, H		01 Mar 2016 - 12:03 pm	02 Mar 2016 - 12:00 pm	● Pending	● Pending				
TVTCS222	Radio	388, Delhi - Jaipur	Mehrauli, New Delhi,	01 Mar 2016 - 12:02 pm	01 Mar 2016 - 09:00 am	● Pending	● Pending				

Invoice – On clicking invoice icon , detailed invoice can be seen.

TVTCS203 Local Ashok Vihar, New Del
28 Feb 2016 - 11:34 am 09 Apr 2016 - 11:33 am
● Accepted Approver 1
● Assigned ● Active

[Click Here](#)

Invoice : TVTCS203

Car Model	
Package Name	8 Hrs/ 80 Km
Pickup Date	09 Apr 2016
Pickup Time	11:33 am
Drop Date	09 Apr 2016
Drop Time	12:00 am
Total Hous Done	12
Extra Hours	4
Extra Hours Charge (@Rs125/Hour)	500
Start Km	100
End Km	100
Total Kms Done	0
Extra Kms	0
Extra Kms Charge (@Rs11/Km)	0
Package Base Rate	1400

SERVICE USER MANUAL
Add New Bookings



CORPORATE TRAVEL

ADD New Booking

- On clicking on the above, spoc can create a booking on behalf of employee travelling.
- The booking can be created for Radio Taxi, Local Package, Outstation and Bus as mentioned below.

Form New Booking

Tour Type

Radio Local Outstation Bus

Pickup Location *

Pickup Location

Drop Location *

Drop Location

Pickup Date and Time *

2016-06-14 11:13:13

No of Passengers * 1

Employee 1

Employee Name/Employee ID

Select

+91

Contact No

Assessment Code * TEST1234

Reason for Booking/ Details of Co-Passengers *

Apply for Approval and Book

- SPOC enters the above form and create the booking. Fields marked * are mandatory.
- Once the booking is created, the booking goes for approval.
- Once Approved, the cab is booked and details shall be shared to Spoc and Passenger Employees through email and SMS.



Approval Status for bookings

The color legends clearly depicts the status of particular booking.


Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)
● Pending	● Accepted	Approver 1
● Pending	● Pending	

SERVICE USER MANUAL
Delete bookings



CORPORATE TRAVEL

TVTCS225	Radio	Sector 44, Gurgaon,	Indira Gandhi Intern	01 Mar 2016 - 01:34 pm	02 Mar 2016 - 10:00 am	Pending Accepted	Approver: Click Here
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We can delete an entry by clicking . The action pops up the confirmation page accepting which rejects / cancels the booking.

Confirm This Action ×

Are you sure you want to reject this booking?



Close Yes


SERVICE USER MANUAL

Detail of Bookings



CORPORATE TRAVEL

TVTCS224 Outstation Mehrauli, New Delhi, 01 Mar 2016 - 12:04 pm 09 Mar 2016 - 12:00 pm Pending Pending [Click here](#)  

We can see the detailed information about the booking on clicking  .

Booking Details: TVTCS225

Booking Reference No	TVTCS225
Tour Type	Radio
Pickup Location	Sector 44, Gurgaon, Haryana, India
Booking Date	01 Mar 2016 - 01:34 pm
Pickup DateTime	02 Mar 2016 - 10:00 am
Status	Pending
Assessment Code	Skoda Event
Reason for Booking	Praveen wanted to travel to Pune and hence a drop to Airport

Spoc Details

Passenger Name	Neeraj Tayal
Passenger Contact Email	neeraj.tayal@gmail.com

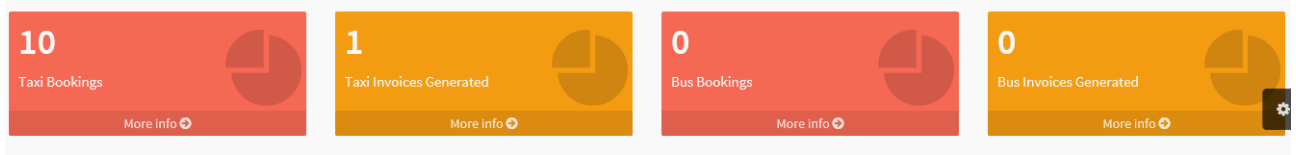
Passenger Details

Passenger 1 Employee Id	110030
Passenger 1 Name	Vinod
Passenger 1 Contact Email	vinod@taxivaxi.com

Driver Details

Driver Name	
Driver Contact No	

Taxi Invoices Generated



On clicking above option , admin can see all all the invoices generated.

INVOICES

ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS203	28 Feb 2016 - 11:34 am	09 Apr 2016 - 11:33 am	360368/Neeraj Tayal	Local	Ashok Vihar, New Delhi, Delhi, India	Rs.2310

Following functions are provided on this page:-

1. Search – SPOC can search the invoices on the basis of name entered.
2. Details – Whenever the user clicks on amount under details column , he can see the detailed information about the invoice.

INVOICES

ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS203	28 Feb 2016 - 11:34 am	09 Apr 2016 - 11:33 am	360368/Neeraj Tayal	Local	Ashok Vihar, New Delhi, Delhi, India	Rs.2310

Note: A red box highlights the 'Rs.2310' amount with the text 'click here' and an arrow pointing to it.

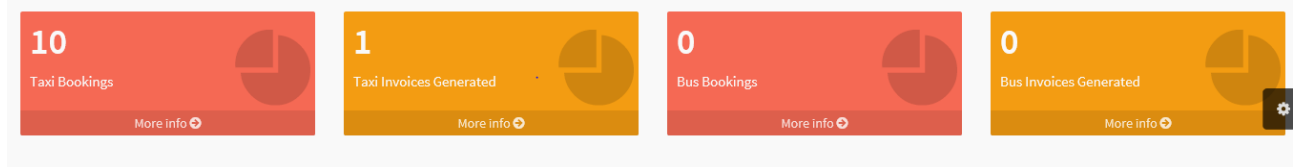
Invoice : TVTCS203

Car Model	
Package Name	8 Hrs/ 80 Km
Pickup Date	09 Apr 2016
Pickup Time	11:33 am
Drop Date	09 Apr 2016
Drop Time	12:00 am
Total Hous Done	12
Extra Hours	4
Extra Hours Charge (@Rs125/Hour)	500
Start Km	100
End Km	100
Total Kms Done	0
Extra Kms	0



Bus Bookings

Bus Bookings work exactly similar to Taxi Bookings only the fields mentioned here are a bit different than the taxi bookings.



On clicking on Bus Bookings, following information is obtained with the mentioned fields.

ID	Pickup City	Drop City	Bookings DateTime	Requested Pickup DateTime Range	Gender	Bus Type Requested	Bus Type Assigned	Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)	Details	Cancel
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Bus Invoicing

Bus Invoicing works exactly in the similar way as the Taxi Invoicing mentioned above.



Taxi Bookings: Active Bookings

This option shows all the bookings that are currently active for a SPOC. The functionalities are same as explained above in Dashboard which are namely search , add new booking, delete bookings.

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)	Invoice	Details	Cancel
TVTCS225	Radio	Sector 44, Gurgaon,	Indira Gandhi Intern	01 Mar 2016 - 01:34 pm	02 Mar 2016 - 10:00 am	Pending	Accepted	Approver 1		Q	X
TVTCS224	Outstation	Mehrauli, New Delhi,		01 Mar 2016 - 12:04 pm	09 Mar 2016 - 12:00 pm	Pending	Pending			Q	X
TVTCS223	Local	Medicity, Gurgaon, H		01 Mar 2016 - 12:03 pm	02 Mar 2016 - 12:00 pm	Pending	Pending			Q	X
TVTCS222	Radio	388, Delhi - Jaipur	Mehrauli, New Delhi,	01 Mar 2016 - 12:02 pm	01 Mar 2016 - 09:00 am	Pending	Pending			Q	X



Archived Bookings

The dashboard features a blue navigation bar with the following tabs: Home, Taxi Bookings (selected), Bus Bookings, Taxi Invoicing, and Bus Invoicing. Below the navigation bar, there are five summary cards:

- Active Bookings:** 10
- Archived Bookings:** (Menu item)
- Cancelled/Rejected Bookings:** (Menu item)
- Taxi Invoices Generated:** (Menu item)
- Bus Bookings:** 0

Each card includes a 'More info' link with a right-pointing arrow.

Archived Bookings gives the details of all the bookings prior to a specific date. After certain days, all the bookings are moved to Archived Bookings and all the bookings can be tracked anytime from here.

Taxi Archived Bookings

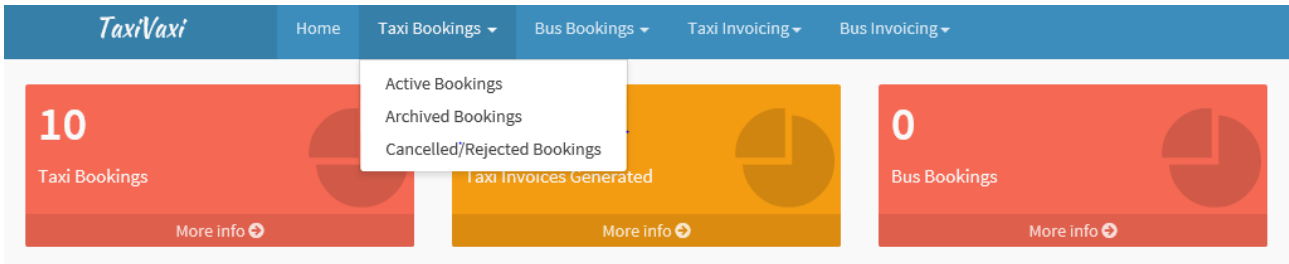
[ADD New Booking](#)

Show entries Search:

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)	Details	Cancel
TVNIKON5218	Local	Malviya Nagar, New D		08 Jun 2016 - 04:21 pm	09 Jun 2016 - 04:20 pm	Assigned	Accepted	Approver 1	Q	X
TVNIKON5216	Radio	Qutub Minar, New Del	Connaught Place, New	08 Jun 2016 - 04:16 pm	08 Jun 2016 - 04:14 pm	Assigned	Accepted	Approver 1	Q	X

Showing 1 to 2 of 2 entries Previous Next

Cancelled / Rejected Bookings



This option shows all the bookings which are cancelled by SPOC or rejected by the approvers.

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Taxivaxi Status	Approver Status	Self Status	Details
TVTCS224	Outstation	Mehrauli, New Delhi,		01 Mar 2016 - 12:04 pm	09 Mar 2016 - 12:00 pm	Pending	Pending	Cancelled	

The functionalities of different options are same as explained in above sections.

Bus Bookings

Bus invoicing consists of following:

- Active Bookings
- Archived Bookings
- Cancelled/Rejected Bookings

The functions of all these are similar to the Cab Bookings as mentioned above.

Taxi Invoices

Taxi Invoices consists of the following functions:

- New Invoices: Unbilled
- Invoices: Cleared for Billing
- Invoices: Cleared for Billing by Admin
- Billed Invoices: Unpaid
- Paid Invoices

New Invoices: Unbilled

New Taxi Invoices:Unbilled						
Show <input type="text" value="10"/> entries					Search: <input type="text"/>	
Booking ID	Booking DateTime	Pickup DateTime	Tour Type	Pickup Location	View Invoice	Clear for Billing

SPOC can see the invoices raised by TaxiVaxi and verify them and clear for Billing.

Invoices: Cleared for Billing

Invoices which are cleared for Billing by SPOC comes here.
Admin verifies them here and clear it for billing.

Invoices: Cleared for Billing by Admin

All the invoices which are cleared by Admin comes in this section.
Once they are cleared by Admin, TaxiVaxi raises bills for the company.

Billing Invoices: Unpaid

Bills raised by TaxiVaxi for the invoices cleared for billing by Admin comes under this section.

Paid Invoices

Bills paid by the company comes under this section.

Bus Invoicing

Bus invoicing works exactly in the similar way as the taxi invoicing.