

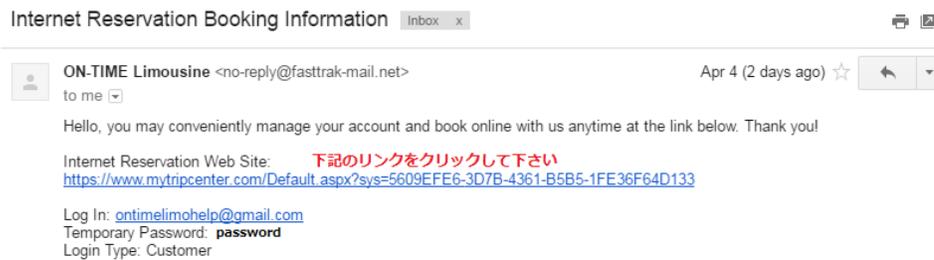
On Time Limousine

Web 予約管理システム操作ガイド

(Ver.1.1 2017.6.)

1 . Log In と Log Out

Webにてご予約をしたいお客様に対して、弊社予約管理システムからお客様に、下記のような Web 予約 LogIn 情報をお知らせする Email が送られます。



送られた Email にあるリンクをクリックし、受信した Email にてお知らせした Log In 情報で当社の Web 予約管理システムに Log In することができます。

1-1. Log In と Log Out

ご登録の Email アドレスとメールで受信したパスワードを入力し、「LOG IN」ボタンを押します。

RESERVATION SYSTEM

LOGIN TYPE:

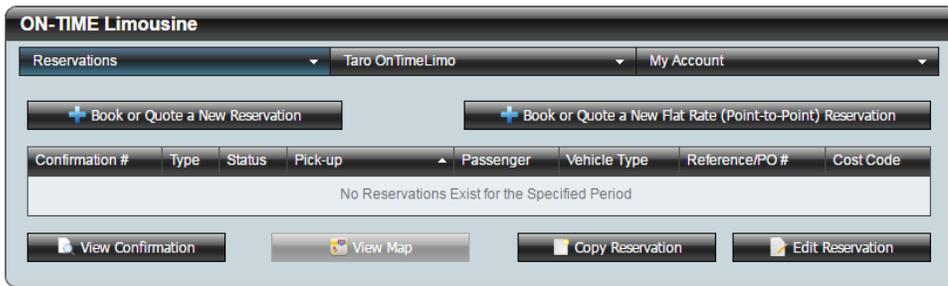
Customer

Corporate Account Manager

Need help logging in?

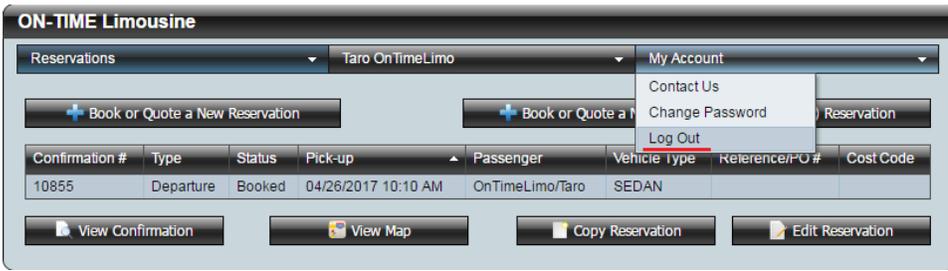
Main:914-337-1108
After Hours:914-224-6552
ontimelimo9@gmail.com

Log In Main 画面が表示されます。



1 - 2 . Log Out

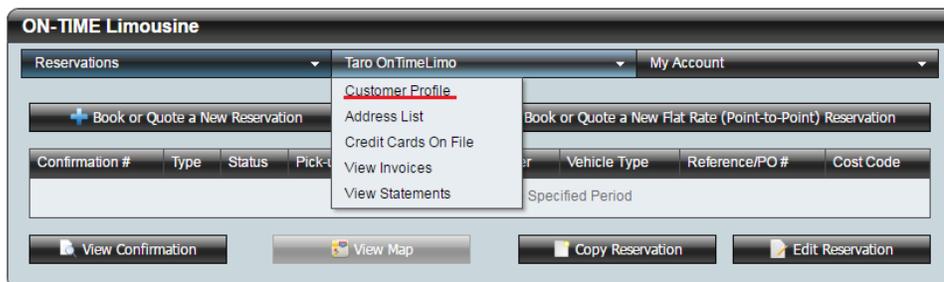
作業終了時など Log Out をしたい時は、画面右の My Account ボタンにカーソルを合わせ、プルダウンメニューから Log Out を選択してクリックします。



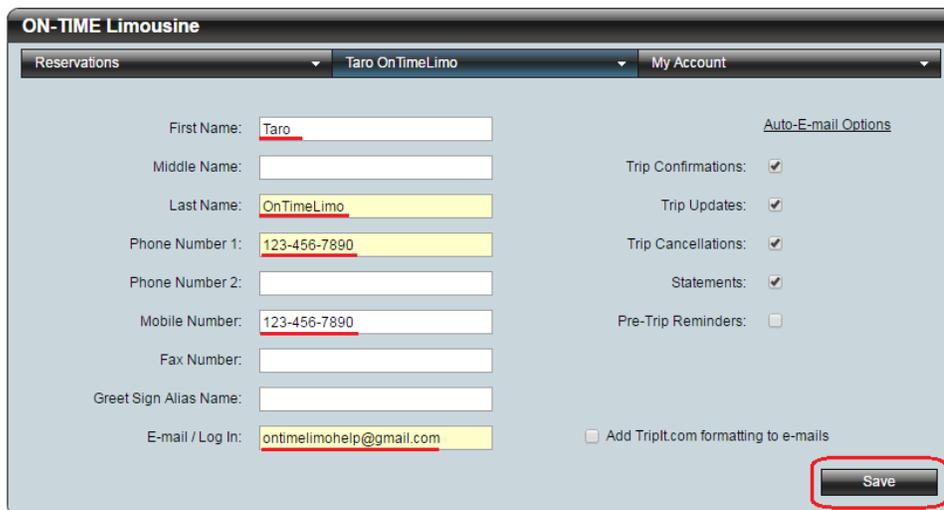
2. お客様情報の登録

2-1. お客様基本情報の登録 (Customer Profile)

Log In Main 画面上部中心お客様お名前のボタンにカーソルを合わせ、プルダウンメニューから Customer Profile を選択してクリックします。



お客様のお名前、ご自宅または会社の電話番号、お客様の携帯電話番号、Email アドレス（予約確認と予約システムの Log In に使用される）を入力し、「Save」ボタンを押します。

The screenshot shows the ON-TIME Limousine Customer Profile form. The form is titled 'ON-TIME Limousine' and has three dropdown menus at the top: 'Reservations', 'Taro OnTimeLimo', and 'My Account'. The form contains several input fields and checkboxes. The input fields are: 'First Name' (Taro), 'Middle Name' (empty), 'Last Name' (OnTimeLimo), 'Phone Number 1' (123-456-7890), 'Phone Number 2' (empty), 'Mobile Number' (123-456-7890), 'Fax Number' (empty), 'Greet Sign Alias Name' (empty), and 'E-mail / Log In' (ontimelimohelp@gmail.com). The checkboxes are: 'Auto-E-mail Options' (checked), 'Trip Confirmations' (checked), 'Trip Updates' (checked), 'Trip Cancellations' (checked), 'Statements' (checked), 'Pre-Trip Reminders' (unchecked), and 'Add Triplt.com formatting to e-mails' (unchecked). A 'Save' button is located at the bottom right of the form.

2-2 ご自宅または会社の住所を登録 (Address List)

Main 画面中心お客様お名前のボタンにカーソルを合わせ、プルダウンメニューから Address List を選択してクリックします。

ON-TIME Limousine

Reservations | Taro OnTimeLimo | My Account

Customer Profile
Address List
Credit Cards On File
View Invoices
View Statements

Auto-E-mail Options

First Name: Taro
Middle Name:
Last Name: OnTimeLimo
Phone Number 1: 123-456-7890
Phone Number 2:
Mobile Number: 123-456-7890
Fax Number:
Greet Sign Alias Name:
E-mail / Log In: ontimelimohelp@gmail.com

Trip Confirmations:
Trip Updates:
Trip Cancellations:
Statements:
Pre-Trip Reminders:

Add Triplt.com formatting to e-mails

Save

表示された画面の「Add」ボタンをクリックします。

ON-TIME Limousine

Reservations | Taro OnTimeLimo | My Account

Address List

Description	Primary	Billing	Street	City	State	Postal Code	Country
No Addresses Found							

Add Edit Delete

お客様が一番良く使われる住所を登録します。支払いに使われるクレジットカードの Billing Address と同じ場合、Billing Address にチェックを入れて、「OK」ボタンをクリックします。

Add Address

Address Type: Residential

Street 1: 123 Main Street

Street 2:

City: Harrison

State: NY

Postal Code: 10567

Country:

Primary Booking Address

Billing Address

OK Cancel

入力した住所が Address List に表示されます。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

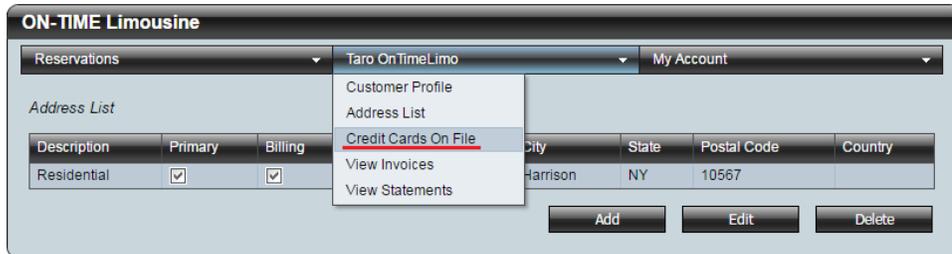
Address List

Description	Primary	Billing	Street	City	State	Postal Code	Country
Residential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123 Main Street	Harrison	NY	10567	

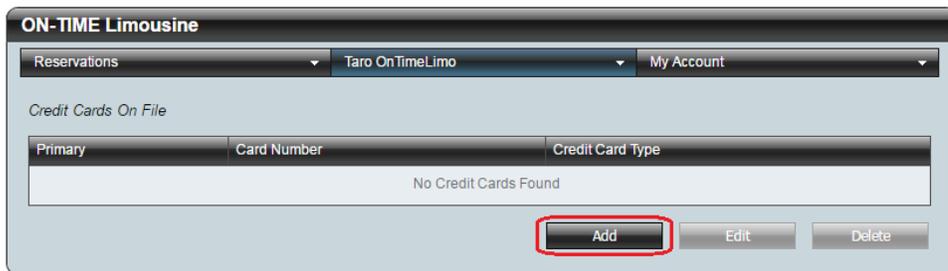
Add Edit Delete

2-3. クレジットカードの登録 (Credit Card On File)

Main 画面中心お客様お名前のボタンにカーソルを合わせ、プルダウンメニューから Credit Cards On File を選択し、クリックします。



表示された画面の「Add」ボタンを押します。



ご利用時にお支払いに使われるクレジットカード情報を入力します。Bill Address は前に登録された住所と同じ場合、(Copy From Address List)右側の三角ボタンを押し、表示された住所一覧から選択します。登録された住所情報が各場所にコピーされます。

Add Credit Card

Name On Card:

Card Number:

Expiration (MM/YYYY):

Primary Credit Card

Billing Address:

Street 1:

Street 2:

City:

State:

Postal Code:

Country:

Classification: Personal Business Any

登録住所を確認し、OK ボタンを押します。

Add Credit Card

Name On Card: Taro OnTimeLimo

Card Number: 4315680353906218

Expiration (MM/YYYY): 8 2018

Primary Credit Card

Billing Address: 123 Main Street

Street 1: 123 Main Street

Street 2:

City: Harrison

State: NY

Postal Code: 10567

Country:

Classification: Personal Business Any

OK Cancel

3. ご予約の作成

3-1. 自宅（会社、ホテル等）から空港までの予約(Departure)

Main 画面左の「Book or Quote a New Reservation」ボタンをクリックするか、その上の「Reservation」選択ボタンにカーソルを合わせて、Book or Quote a New Reservation を選択し、クリックします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Confirmation #	Type	Status	Pick-up	Passenger	Vehicle Type	Reference/PO #	Cost Code
10855	Departure	Booked	04/26/2017 10:10 AM	OnTimeLimo/Taro	SEDAN		
10897	Ground	Booked	04/27/2017 7:00 PM	OnTimeLimo/Taro +1	SEDAN		
10896	Arrival	Booked	04/28/2017 10:20 AM	OnTimeLimo/Taro	SEDAN		

View Confirmation View Map Copy Reservation Edit Reservation

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Book or Quote a New Reservation
Book or Quote a New Flat Rate (Point-to-Point) Reservation
Current Reservations
Past Reservations
Today's Reservations
Tomorrow's Reservations

+ Book or Quote a New Flat Rate (Point-to-Point) Reservation

Passenger	Vehicle Type	Reference/PO #	Cost Code
exist for the Specified Period			

View Confirmation View Map Copy Reservation Edit Reservation

表示された画面中の Departure を選択し、「OK」ボタンを押します。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Quote or Book New Reservation: Select Reservation Type

Standard / Ground Arrival Departure

OK Cancel

表示される画面の Confirmation 部分に、お客様ご希望の Pickup 日時をカレンダーから選択してセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10851: Reservation Details

Pick-up Time/Zone: 04/26/2017 10 10 AM Transportation Co. Local Time (Default)

Passenger Name: Passenger Alias Name: Passenger Mobile #: Ordered By: Reference/PO #: Trip Category:

Total # Passengers: 1 Total # Bags: 0 Add. Reminder E-mail: Ordered By Phone #: Cost Code: Trip Type:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	26	27	28	29	30	1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30	1	2	3	4	5

Today

お客様のお名前、携帯電話番号はご登録情報から自動的にコピーされます。ご確認をして下さい。変更したい場合はその項目を変更してください。ご乗車されるお客様の人数と大きい荷物の数をセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10851: Reservation Details

Pick-up Time/Zone: 04/26/2017 10 10 AM Transportation Co. Local Time (Default)

Passenger Name: OnTimeLimo/Taro Total # Passengers: 1

Passenger Alias Name: Passenger Mobile #: 123-456-7890 Total # Bags: 2

Add. Reminder E-mail: Ordered By: Ordered By Phone #: Cost Code: Trip Type:

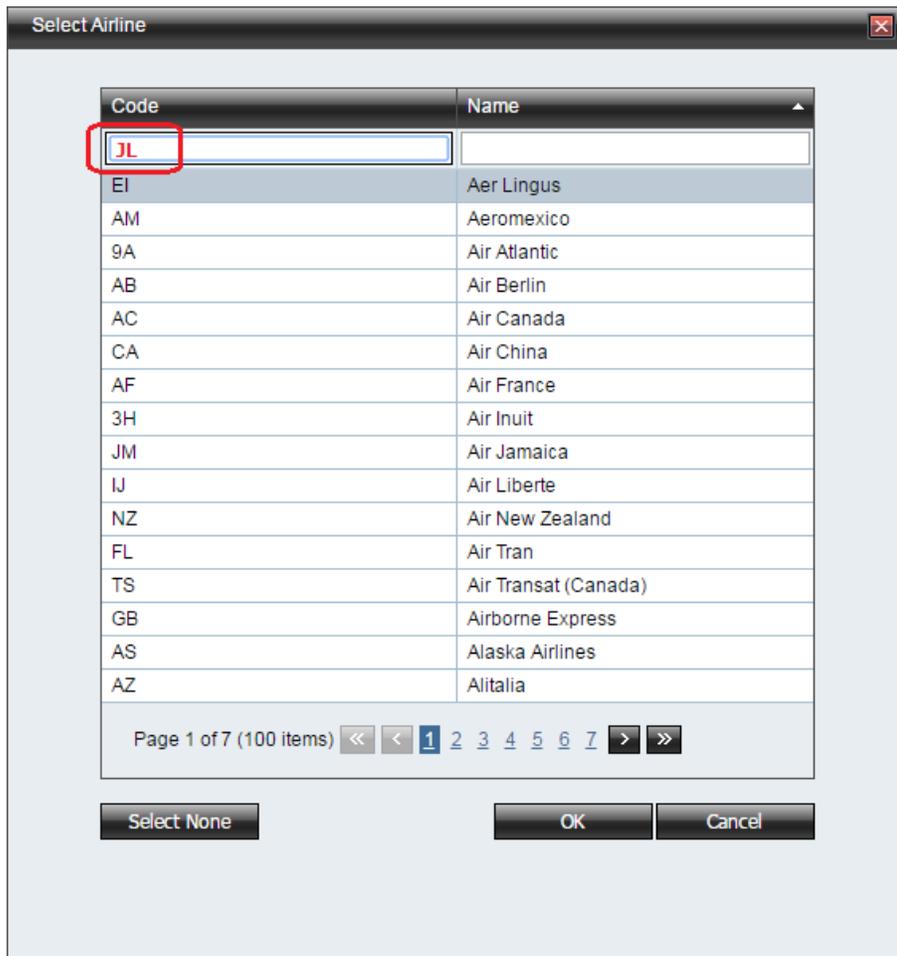
Departure: Picku-up & Drop-off Information の部分に移動し、Pick-up Location に Pick-up の住所をセットします。お客様情報としてシステムに登録されている住所をお使いになる場合、My Addresses の右側の三角ボタンをクリックし、表示される住所リストからお使いになりたい住所を選択します。

選択され住所が正しくセットされたことを確認します。

お客様情報の **Address List** に登録されていない住所をご利用する場合、**My Address** からの選択をせず、画面の赤い枠の中に **Pickup** の住所を手動で入力してください。

画面の右側の **Drop-off Location** の **Airline/Flight#** の **Not Selected** をクリックします。

Code のところに航空会社コードを入力します。例：日本航空 JAL をお使いになる場合は”JL”、全日空 ANA の場合は”NH”を入力します。



The screenshot shows a dialog box titled "Select Airline" with a search field containing "JL". Below the search field is a list of airlines with their codes and names. The "JL" code is highlighted in the search field. The list includes:

Code	Name
EI	Aer Lingus
AM	Aeromexico
9A	Air Atlantic
AB	Air Berlin
AC	Air Canada
CA	Air China
AF	Air France
3H	Air Inuit
JM	Air Jamaica
IJ	Air Liberte
NZ	Air New Zealand
FL	Air Tran
TS	Air Transat (Canada)
GB	Airborne Express
AS	Alaska Airlines
AZ	Alitalia

At the bottom of the dialog box, there are three buttons: "Select None", "OK", and "Cancel".

検索された航空会社を確認して、OK ボタンを押します。



The screenshot shows the same "Select Airline" dialog box. The search field now contains "JL" and the "Japan Airlines" entry in the list is highlighted with a red underline. The "OK" button is also highlighted with a red rectangle.

フライトナンバーを入力し、フライトの出発時間をセットします。

Departure: Pick-up & Drop-off Information

Pick-up Location **Drop-off Location**

My Addresses: (OnTimeLimo/Taro) 123 Main Street

Locations: [Select]

Address 1: 123 Main Street

Address 2:

City/State-Prov: Harrison NY

Postal/Country: 10567

Notes:

Drop-off Location

Airline/Flight #: JL - Japan Airlines 005

Departure Time: 04/26/2017 1:10 PM

Departure Airport: Not Selected

To Airport: Not Selected

Notes:

Departure Airport 右側の **Not Selected** をクリックします。

Departure: Pick-up & Drop-off Information

Pick-up Location **Drop-off Location**

My Addresses: (OnTimeLimo/Taro) 123 Main Street

Locations: [Select]

Address 1: 123 Main Street

Address 2:

City/State-Prov: Harrison NY

Postal/Country: 10567

Notes:

Drop-off Location

Airline/Flight #: JL - Japan Airlines 005

Departure Time: 04/26/2017 1:10 PM

Departure Airport: Not Selected

To Airport: Not Selected

Notes:

Code 欄に出発空港 Code を入力します。例：JFK、LGA（ラガーディア空港）、EWR（Newark 空港）。

The screenshot shows a dialog box titled "Select Airport" with a search field containing "jfk". Below the search field is a list of airports with columns for "Code" and "Name". The first row is highlighted, showing "jfk" in the code field and "John F. Kennedy International Airport" in the name field. The list includes various airports such as GUM, ABI, SPI, ARA, ADS, CAK, ALB, SPG, ABQ, AEX, AGC, APN, AID, ARB, and ANE. At the bottom of the dialog, there are buttons for "Select None", "OK", and "Cancel".

Code	Name
jfk	John F. Kennedy International Airport
GUM	A.B. Won Pat International Airport
ABI	Abilene Regional Airport
SPI	Abraham Lincoln Capital Airport
ARA	Acadiana Regional Airport
ADS	Addison Airport
CAK	Akron-Canton Airport
ALB	Albany International Airport
SPG	Albert Whitted Airport
ABQ	Albuquerque International Sunport Aorport
AEX	Alexandria International Airport
AGC	ALLEGHENY COUNTY AIRPORT
AGC	ALLEGHENY COUNTY AIRPORT - FEDERATED
APN	Alpena County Regional Airport
AID	Anderson Muni-Darlington Field
ARB	Ann Arbor Muniicipal Airport
ANE	Anoka County-Blaine Airport / Janes Field

検索された空港を確認し、OK ボタンを押します。

The screenshot shows the same "Select Airport" dialog box, but now the search field contains "JFK" and the "John F. Kennedy International Airport" entry is selected and highlighted with a red underline. The "OK" button is also highlighted with a red box, indicating it should be pressed to confirm the selection.

To Airport 右側の **Not Selected** をクリックします。

Departure: Pick-up & Drop-off Information

Pick-up Location **Drop-off Location**

My Addresses: (OnTimeLimo/Taro) 123 Main Street

Locations: [Select]

Address 1: 123 Main Street

Address 2:

City/State-Prov: Harrison NY

Postal/Country: 10567

Notes:

Airline/Flight #: JL - Japan Airlines 005

Departure Time: 04/26/2017 1:10 PM

Departure Airport: JFK - John F. Kennedy International Airport

To Airport: **Not Selected**

Notes:

Code 欄に到着空港 Code を入力します。例: HND (東京羽田空港)、NRT (成田空港)。

Select Airport

Code	Name
hnd	
GUM	A.B. Won Pat International Airport
ABI	Abilene Regional Airport
SPI	Abraham Lincoln Capital Airport
ARA	Acadiana Regional Airport
ADS	Addison Airport
CAK	Akron-Canton Airport
ALB	Albany International Airport
SPG	Albert Whitted Airport
ABQ	Albuquerque International Sunport Airport
AEX	Alexandria International Airport
AGC	ALLEGHENY COUNTY AIRPORT
AGC	ALLEGHENY COUNTY AIRPORT - FEDERATED
APN	Alpena County Regional Airport
AID	Anderson Muni-Darlington Field
ARB	Ann Arbor Municipal Airport
ANE	Anoka County-Blaine Airport / Janes Field

Page 1 of 36 (571 items) << < 1 2 3 4 5 6 7 ... 34 35 36 > >>

Select None OK Cancel

表示されたリストから到着空港を選択し、OK ボタンを押します。

Code	Name
hnd	
HND	Haneda Airport (Tokyo)
HND	Henderson Executive Airport

Select None OK Cancel

これで、下記の画面のように Pick-up と Drop-off の情報入力が完了です。

Departure: Pick-up & Drop-off Information

Pick-up Location **Drop-off Location**

My Addresses: (OnTimeLimo/Taro) 123 Main Street
Locations: [Select]
Address 1: 123 Main Street
Address 2:
City/State-Prov: Harrison NY
Postal/Country: 10567

Airline/Flight#: JL - Japan Airlines 005
Departure Time: 04/26/2017 1:10 PM
Departure Airport: JFK - John F. Kennedy International Airport
To Airport: HND - Haneda Airport (Tokyo)

Notes: Notes:

途中で別のお客様を Pick-up する場合、Interim Stops の部分で「Add Stop」ボタンを押し、途中で Pick-up するお客様の住所を入力します。途中での Pick-up がない場合、そのまま次に進みます。

Stop Order	Time	Description	Street	City	State	Postal Code	Country
No Interim Stops Exist							

Move Order Up Move Order Down Add Stop Edit Stop Delete Stop

Billing & Charge Information の部分に表示されているお支払い用のクレジットカードをご確認ください。自動で表示されるのは、Primary として Credit Card On File に登録されているカードです。

The screenshot shows the 'Billing & Charge Information' form. The 'Credit Card' dropdown menu is open, and 'Cust. VISA - XXXXXX6218' is selected and highlighted with a red box. Other fields include 'Payment Type: Collect / Accept Any', 'Vehicle Type: SEDAN', 'Point-to-Point: Fixed Rate Pricing is Available - Click Here', 'Minimum Hrs: 1', and 'Expected Hrs: 1.00'. A note at the bottom states: '*** Pricing does not reflect taxes or other operational charges.' Buttons at the bottom are 'Save & Close', 'Save & Book Again (copies res data)', and 'Close With No Changes'.

Credit Card On File に登録されている別のカードをご利用の場合、Credit Card 右側の三角ボタンを押し、カードを選択してください。

The screenshot shows the 'Billing & Charge Information' form with the 'Credit Card' dropdown menu open. The menu lists three options: '[None]', 'Cust. VISA - XXXXXX6218', and 'Cust. Amex - 3790XX1568'. The 'Cust. Amex - 3790XX1568' option is highlighted with a red box. Other fields and buttons are the same as in the previous screenshot.

Credit Card On File にクレジットカードが登録されていないカードでお支払いしたい場合、「Add Credit Card」ボタンを押し、ご利用になりたいクレジットカードをセットします

The screenshot shows the 'Billing & Charge Information' form. The 'Credit Card' dropdown menu is closed, and the 'Add Credit Card' button is highlighted with a red box. Other fields and buttons are the same as in the previous screenshots.

次は、ご利用になりたい車種の確認です。デフォルトとして、ご利用になる車種がセダンとなっています。他の車種をご利用になりたい場合、画面右側 **Vehicle Type** の三角ボタンを押して、ご希望の車種を選択してください。

Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN

Credit Card: Cust. VISA - XXXXXX6218 Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

 Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

以上でご予約情報の入力を完了します。「Save & Close」ボタンを押して、ご予約情報をシステムに保存します。

Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN

Credit Card: Cust. VISA - XXXXXX6218 Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

 Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

ご予約情報をシステムに保存後、当社システムから自動的に確認書（Booking Confirmation）をご登録の Email に送信されます。必ず内容をご確認下さい。内容に問題があった場合や、ご変更されたい場合は、ご予約の Pick-up 時間の 24 時間前までいつでも可能。

Booking Confirmation (OnTimeLimo/Taro DOS: 04/26/2017 10:10 AM / 10:10) # 10855 Inbox x

JAL Flight 5
Apr 26 - Confirmation #10855

New York City JFK Tokyo HND
1:10 PM ✈️ 4:25 PM

ON-TIME Limousine <no-reply@fastrak-mail.net> Apr 6 (7 days ago) ☆

to me ▾

Please find your booking confirmation attached. Thank you

ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
[914-337-1108](tel:914-337-1108) | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation

Trip Date: 04/26/2017 (Wednesday)

Trip Type:

Trip Category:

Payment Terms: Collect Accept Any

Confirmation #: 10855

Pick-up Time: 10:10 AM / 10:10

Vehicle Type: SEDAN

Customer: **OnTimeLimo/Taro**

Passenger (Total): **OnTimeLimo/Taro (1)**

Passenger Cell #: **123-456-7890**

Corporate Client:

3 - 2 . 空港から自宅（会社、ホテル等）までの予約(Arrival)

Main 画面左の「Book or Quote a New Reservation」をクリックするか、その上の「Reservation」選択ボタンにカーソルを合わせて、Book or Quote a New Reservation を選択し、クリックします。

ON-TIME Limousine

Reservations ▾ Taro OnTimeLimo ▾ My Account ▾

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Confirmation #	Type	Status	Pick-up	Passenger	Vehicle Type	Reference/PO #	Cost Code
10855	Departure	Booked	04/26/2017 10:10 AM	OnTimeLimo/Taro	SEDAN		
10897	Ground	Booked	04/27/2017 7:00 PM	OnTimeLimo/Taro +1	SEDAN		
10896	Arrival	Booked	04/28/2017 10:20 AM	OnTimeLimo/Taro	SEDAN		

View Confirmation View Map Copy Reservation Edit Reservation

ON-TIME Limousine

Reservations ▾ Taro OnTimeLimo ▾ My Account ▾

Book or Quote a New Reservation
Book or Quote a New Flat Rate (Point-to-Point) Reservation

Current Reservations
Past Reservations
Today's Reservations
Tomorrow's Reservations

+ Book or Quote a New Flat Rate (Point-to-Point) Reservation

Passenger Vehicle Type Reference/PO # Cost Code

exist for the Specified Period

View Confirmation View Map Copy Reservation Edit Reservation

表示された画面中の **Arrival** を選択し、OK ボタンを押します。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Quote or Book New Reservation: Select Reservation Type

Standard / Ground Arrival Departure

表示された画面の **Confirmation** 部分に、お客様ご希望の **Pickup** 日時をカレンダーから選択してセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10896: Reservation Details

Pick-up Time/Zone: 04/28/2017 10:20 AM Transportation Co. Local Time (Default)

Passenger Name: Passenger Alias Name: Passenger Mobile #: Ordered By: Reference/PO #: Trip Category:

Total # Passengers: 1 Total # Bags: 2 Add. Reminder E-mail: Ordered By Phone #: Cost Code: Trip Type:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	26	27	28	29	30	31
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30	1	2	3	4	5

Today

お客様のお名前、携帯電話番号はご登録情報から自動的にコピーされます。ご確認をし、変更したい場合はその項目を変更してください。ご乗車されるお客様の人数と大きい荷物数をセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10896: Reservation Details

Pick-up Time/Zone: 04/28/2017 10:20 AM Transportation Co. Local Time (Default)

Passenger Name: OnTimeLimo/Taro Total # Passengers: 1

Passenger Alias Name: Total # Bags: 2

Passenger Mobile #: 123-456-7890 Add. Reminder E-mail: Ordered By Phone #: Cost Code: Trip Type:

Ordered By: Reference/PO #: Trip Category:

Arrival: Pick-up & Drop-off Information の部分に移動し、Pick-up Location の下にある Airline/Flight# の **Not Selected** をクリックし、お使いになるフライト情報を画面から選択してセットします。

Arrival: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: [Select]

Airline/Flight#: **Not Selected** Locations: [Select]

Arrival Time: 04/28/2017 10:20 AM Address 1:

Arrival Airport: **Not Selected** Address 2:

From Airport: **Not Selected** City/State-Prov.:

Postal/Country:

Notes:

Code のところに航空会社コードを入力します。例：全日空 ANA をお使いになる場合は "NH"、日本航空 JAL の場合は "JL" を入力します。

Select Airline

Code	Name
nh	
EI	Aer Lingus
AM	Aeromexico
9A	Air Atlantic
AB	Air Berlin
AC	Air Canada
CA	Air China
AF	Air France
3H	Air Inuit
JM	Air Jamaica
IJ	Air Liberte
NZ	Air New Zealand
FL	Air Tran
TS	Air Transat (Canada)
GB	Airborne Express
AS	Alaska Airlines
AZ	Alitalia

Page 1 of 7 (101 items) << < 1 2 3 4 5 6 7 > >>

Select None OK Cancel

検索された航空会社を確認して、OK ボタンを押します。

The screenshot shows a dialog box titled "Select Airline". It has two columns: "Code" and "Name". The "Code" field contains the text "nh". The "Name" field contains the text "All Nippon Airways". Below the fields, there are three buttons: "Select None", "OK", and "Cancel". The "OK" button is highlighted with a red rectangular box.

フライトナンバーを入力し、フライトの到着時間をセットします。

The screenshot shows a form titled "Arrival: Pick-up & Drop-off Information". It is divided into two main sections: "Pick-up Location" and "Drop-off Location". In the "Pick-up Location" section, the "Airline/Flight #" is set to "NH - All Nippon Airways" and the flight number "110" is entered in a text box. The "Arrival Time" is set to "04/28/2017 10:20 AM". The "Arrival Airport" and "From Airport" fields are both set to "Not Selected". In the "Drop-off Location" section, there are several dropdown menus for "My Addresses", "Locations", "City/State-Prov", and "Postal/Country", all of which are currently set to "[Select]". There are also text input fields for "Address 1" and "Address 2". At the bottom, there are two "Notes" fields with scrollbars.

Arrival Airport 右側の **Not Selected** をクリックします。

This screenshot is identical to the previous one, showing the "Arrival: Pick-up & Drop-off Information" form. In this version, the "Arrival Airport" field, which currently displays "Not Selected", is highlighted with a red rectangular box to indicate the next step in the process.

Code 欄に空港 Code を入力します。例: JFK、LGA (ラガーディア空港)、EWR (Newark 空港)。

The screenshot shows a dialog box titled "Select Airport" with a search bar containing "jfk". Below the search bar is a table of airport results. The first row is highlighted, showing "JFK" and "John F. Kennedy International Airport".

Code	Name
jfk	
GUM	A.B. Won Pat International Airport
ABI	Abilene Regional Airport
SPI	Abraham Lincoln Capital Airport
ARA	Acadiana Regional Airport
ADS	Addison Airport
CAK	Akron-Canton Airport
ALB	Albany International Airport
SPG	Albert Whitted Airport
ABQ	Albuquerque International Sunport Aorport
AEX	Alexandria International Airport
AGC	ALLEGHENY COUNTY AIRPORT
AGC	ALLEGHENY COUNTY AIRPORT - FEDERATED
APN	Alpena County Regional Airport
AID	Anderson Muni-Darlington Field
ARB	Ann Arbor Muniicipal Airport
ANE	Anoka County-Blaine Airport / Janes Field

Page 1 of 36 (571 items) << < 1 2 3 4 5 6 7 ... 34 35 36 > >>

Select None OK Cancel

検索された空港を確認し、OK ボタンを押します。

The screenshot shows the same "Select Airport" dialog box, but now the "JFK" and "John F. Kennedy International Airport" row is selected. The "OK" button is highlighted with a red box.

Code	Name
JFK	John F. Kennedy International Airport

Select None OK Cancel

From Airport 右側の **Not Selected** をクリックします。

Arrival: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

Airline/Flight #: **NH - All Nippon Airways** 110 My Addresses: [Select]

Arrival Time: 04/28/2017 10:20 AM Locations: [Select]

Arrival Airport: **JFK - John F. Kennedy International Airport** Address 1: [Text Box]

From Airport: **Not Selected** Address 2: [Text Box]

City/State-Prov: [Text Box] [Text Box]

Postal/Country: [Text Box] [Text Box]

Notes: [Text Box] [Text Box]

Code 欄に出発空港 Code を入力します。例：NRT（成田空港）、HND（東京羽田空港）。

Select Airport

Code	Name
hnd	
GUM	A.B. Won Pat International Airport
ABI	Abilene Regional Airport
SPI	Abraham Lincoln Capital Airport
ARA	Acadiana Regional Airport
ADS	Addison Airport
CAK	Akron-Canton Airport
ALB	Albany International Airport
SPG	Albert Whitted Airport
ABQ	Albuquerque International Sunport Aorport
AEX	Alexandria International Airport
AGC	ALLEGHENY COUNTY AIRPORT
AGC	ALLEGHENY COUNTY AIRPORT - FEDERATED
APN	Alpena County Regional Airport
AID	Anderson Muni-Darlington Field
ARB	Ann Arbor Municipal Airport
ANE	Anoka County-Blaine Airport / Janes Field

Page 1 of 36 (571 items) << < 1 2 3 4 5 6 7 ... 34 35 36 > >>

Select None OK Cancel

表示されたリストから到着空港を選択し、OK ボタンを押します。

Code	Name
HND	Haneda Airport (Tokyo)
HND	Henderson Executive Airport

Select None OK Cancel

以上で、Pick-up の空港及びフライト情報の入力が完了します。

次に、Drop-off Location の情報をセットします。お客様情報としてシステムに登録されている住所をお使いになる場合、My Address の右側の三角ボタンをクリックし、表示される住所リストから Drop-off の住所を選択します。

Arrival: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

Airline/Flight #: NH - All Nippon Airways 110

Arrival Time: 04/28/2017 10:20 AM

Arrival Airport: JFK - John F. Kennedy International Airport

From Airport: HND - Haneda Airport (Tokyo)

My Addresses: [Select] (OnTimeLimo/Taro) 123 Main Street

Locations: [Select] (OnTimeLimo/Taro) 123 Main Street

Address 1: Address 2: City/State-Prov: Postal/Country: Notes:

選択した住所が正しく画面にセットされたことを確認します。

Arrival: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

Airline/Flight #: NH - All Nippon Airways 110

Arrival Time: 04/28/2017 10:20 AM

Arrival Airport: JFK - John F. Kennedy International Airport

From Airport: HND - Haneda Airport (Tokyo)

My Addresses: (OnTimeLimo/Taro) 123 Main Street

Locations: [Select]

Address 1: 123 Main Street

Address 2: City/State-Prov: Harrison NY

Postal/Country: 10567

Notes:

お客様情報の **Address List** に登録されていない住所をご利用する場合、**My Address** からの選択をせず、画面の赤い枠の中に **Drop-off** の住所を手動で入力してください。

これで、Pickup と Drop-off の情報入力が完了。

Arrival: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: (OnTimeLimo/Taro) 123 Main Street

Airline/Flight #: [NH - All Nippon Airways](#) 110

Locations: [Select]

Arrival Time: 04/28/2017 10:20 AM

Address 1: 123 Main Street

Arrival Airport: [JFK - John F. Kennedy International Airport](#)

Address 2:

From Airport: [HND - Haneda Airport \(Tokyo\)](#)

City/State-Prov: Harrison NY

Postal/Country: 10567

Notes:

途中でお客様を **Drop-off** する場合、**Interim Stops** の部分で **Add Stop** ボタンを押し、途中で **Drop-off** するお客様の住所を入力します。途中での **Drop-off** がない場合、そのまま次に進みます。

Interim Stops

Stop Order	Time	Description	Street	City	State	Postal Code	Country
No Interim Stops Exist							

Move Order Up Move Order Down **Add Stop** Edit Stop Delete Stop

Billing & Charge Information の部分に表示されているお支払い用のクレジットカードをご確認ください。自動で表示されるのは、**Primary** として **Credit Card On File** に登録されているカードです。

Billing & Charge Information

Payment Type: Collect / Accept Any

Vehicle Type: SEDAN

Credit Card: Cust. VISA - XXXXXX6218

Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

Add Credit Card

Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

Save & Close Save & Book Again (copies res data) Close With No Changes

Credit Card On File に登録されている別のカードをご利用の場合、Credit Card 右側の三角ボタンを押し、カードを選択してください。

The screenshot shows the 'Billing & Charge Information' form. The 'Credit Card' field is open, displaying a dropdown menu with three options: '[None]', 'Cust. VISA - XXXXXX6218', and 'Cust. Amex - 3790XX1568'. A red box highlights the downward-pointing arrow on the right side of the dropdown menu. Other fields include 'Payment Type: Collect / Accept Any', 'Vehicle Type: SEDAN', 'Point-to-Point: Fixed Rate Pricing is Available - Click Here', 'Minimum Hrs: 1', and 'Expected Hrs: 1.00'. A note at the bottom states: '*** Pricing does not reflect taxes or other operational charges.' At the bottom of the form are three buttons: 'Save & Close', 'Save & Book Again (copies res data)', and 'Close With No Changes'.

Credit Card On File にクレジットカードが登録されていないカードでお支払いしたい場合、Add Credit Card ボタンを押し、ご利用になりたいクレジットカードをセットします。

The screenshot shows the 'Billing & Charge Information' form. The 'Credit Card' field is set to 'Cust. VISA - XXXXXX6218'. A red box highlights the 'Add Credit Card' button located below the credit card field. Other fields include 'Payment Type: Collect / Accept Any', 'Vehicle Type: SEDAN', 'Point-to-Point: Fixed Rate Pricing is Available - Click Here', 'Minimum Hrs: 1', and 'Expected Hrs: 1.00'. A note at the bottom states: '*** Pricing does not reflect taxes or other operational charges.' At the bottom of the form are three buttons: 'Save & Close', 'Save & Book Again (copies res data)', and 'Close With No Changes'.

次は、ご利用になりたい車種の確認です。デフォルトとして、ご利用になる車種がセダンとなっています。他の車種をご利用になりたい場合、画面右側 Vehicle Type の三角ボタンを押して、ご希望の車種を選択してください。

The screenshot shows the 'Billing & Charge Information' form. The 'Vehicle Type' field is set to 'SEDAN'. A red box highlights the downward-pointing arrow on the right side of the dropdown menu. Other fields include 'Payment Type: Collect / Accept Any', 'Credit Card: Cust. VISA - XXXXXX6218', 'Point-to-Point: Fixed Rate Pricing is Available - Click Here', 'Minimum Hrs: 1', and 'Expected Hrs: 1.00'. A note at the bottom states: '*** Pricing does not reflect taxes or other operational charges.' At the bottom of the form are three buttons: 'Save & Close', 'Save & Book Again (copies res data)', and 'Close With No Changes'.

以上でご予約情報の入力が完了します。「Save & Close」ボタンを押して、ご予約情報をシステムに保存します。

Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN

Credit Card: Cust. VISA - XXXXXX6218 Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

 Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

ご予約情報をシステムに保存後、当社システムから自動的に確認書（**Booking Confirmation**）をご登録の Email に送信されます。必ず内容をご確認下さい。内容に問題があった場合や、ご変更されたい場合は、ご予約の **Pick-up** 時間の 24 時間前までいつでも可能。

Booking Confirmation (OnTimeLimo/Taro DOS: 04/28/2017 10:20 AM / 10:20) # 10896 Inbox x

 **ANA Flight 110**
Apr 28 - Confirmation #10896

Tokyo HND New York City JFK
10:20 AM → 10:05 AM

 **ON-TIME Limousine** <no-reply@fasttrak-mail.net> 12:24 PM (4 minutes ago) ☆

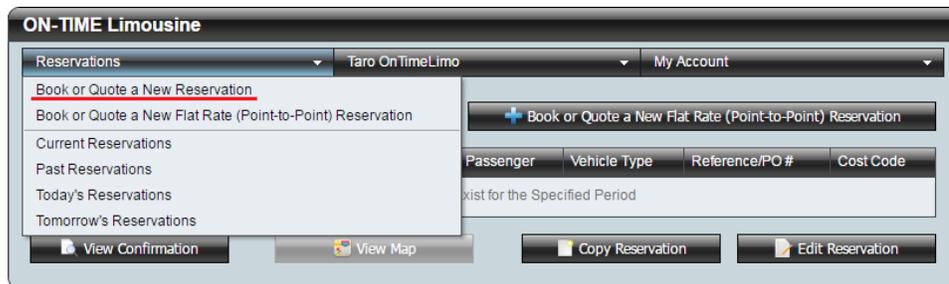
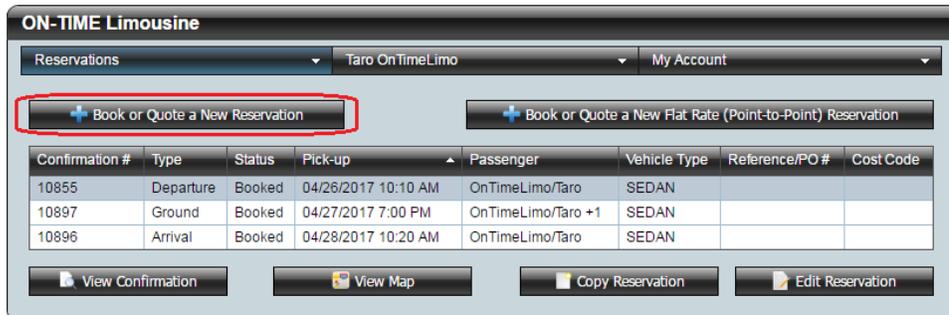
Please find your booking confirmation attached. Thank you
ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
[914-337-1108](tel:914-337-1108) | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation
Trip Date: 04/28/2017 (Friday)
Trip Type:
Trip Category:
Payment Terms: Collect Accept Any

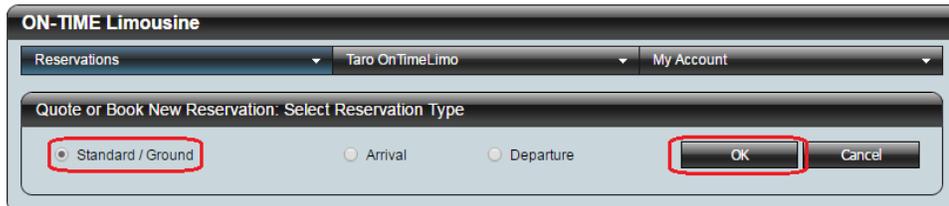
Confirmation #: 10896	Customer: OnTimeLimo/Taro
Pick-up Time: 10:20 AM / 10:20	Passenger (Total): OnTimeLimo/Taro (1)
Vehicle Type: SEDAN	Passenger Cell #: 123-456-7890
Ref. PO / Cost Code:	Corporate Client:
	Fax #:

3-3. 自宅、会社、ホテル等間の予約(Standard / Ground)

Main 画面左の「Book or Quote a New Reservation」ボタンをクリックするか、その上の「Reservation」選択ボタンにカーソルを合わせて、Book or Quote a New Reservation を選択し、クリックします。



表示された画面中の Standard / Ground を選択し、OK ボタンを押します。



表示される画面の Confirmation 部分に、お客様ご希望の Pick-up 日時をカレンダーから選択してセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10897: Reservation Details

Pick-up Time/Zone: 04/27/2017 7:00 PM Transportation Co. Local Time (Default)

Passenger Name: Passenger Alias Name: Passenger Mobile #: Ordered By: Reference/PO #: Trip Category: Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	26	27	28	29	30	1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30	1	2	3	4	5

Total # Passengers: 1 Total # Bags: 0 Add. Reminder E-mail: Ordered By Phone #: Cost Code: Trip Type:

お客様のお名前、携帯電話番号はご登録情報から自動的にコピーされます。ご確認をし、変更したい場合はその項目を変更してください。ご乗車されるお客様の人数と大きい荷物数をセットします。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

Confirmation # 10897: Reservation Details

Pick-up Time/Zone: 04/27/2017 7:00 PM Transportation Co. Local Time (Default)

Passenger Name: OnTimeLimo/Taro Total # Passengers: 2

Passenger Alias Name: Total # Bags: 0

Passenger Mobile #: 123-456-7890 Add. Reminder E-mail:

Ordered By: Ordered By Phone #:

Reference/PO #: Cost Code:

Trip Category: Trip Type:

Standard / Ground: Pick-up & Drop-off Information の部分に移動し、Pick-up Location に Pick-up の住所をセットします。お客様情報としてシステムに登録されている住所をお使いになる場合、My Addresses の右側の三角ボタンをクリックし、表示される住所リストからお使いになりたい住所を選択します。

Standard / Ground: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: [Select] [Select] My Addresses: [Select]

Locations: [Select] Locations: [Select]

Address 1: (OnTimeLimo/Taro) 123 E.58th Street Address 1: [Select]

Address 2: [Text] Address 2: [Text]

City/State-Prov: [Text] [Text] City/State-Prov: [Text] [Text]

Postal/Country: [Text] [Text] Postal/Country: [Text] [Text]

Notes: [Text] Notes: [Text]

選択した住所が正しくセットされることを確認します。

Standard / Ground: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: (OnTimeLimo/Taro) 123 E.58th Str [Select] My Addresses: [Select]

Locations: [Select] Locations: [Select]

Address 1: 123 E.58th Street Address 1: [Text]

Address 2: [Text] Address 2: [Text]

City/State-Prov: New York NY City/State-Prov: [Text] [Text]

Postal/Country: 10123 Postal/Country: [Text] [Text]

Notes: [Text] Notes: [Text]

お客様情報の Address List に登録されてない住所をご利用する場合、My Address からの選択をせず、画面の赤い枠の中に Pickup の住所を手動で入力してください。

右側 Drop-off Location の My Addresses の右側の三角選択ボタンをクリックし、Profile に登録されている住所リストから Drop-off の住所を選択します。

Standard / Ground: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: (OnTimeLimo/Taro) 123 E.58th Str [Select] My Addresses: [Select] [Select]

Locations: [Select] Locations: [Select]

Address 1: 123 E.58th Street Address 1: (OnTimeLimo/Taro) 123 Main Street

Address 2: Address 2:

City/State-Prov: New York NY City/State-Prov:

Postal/Country: 10123 Postal/Country:

Notes: Notes:

選択した住所が正しく画面に表示されることを確認します。

Standard / Ground: Pick-up & Drop-off Information

Pick-up Location Drop-off Location

My Addresses: (OnTimeLimo/Taro) 123 E.58th Str My Addresses: (OnTimeLimo/Taro) 123 Main Str

Locations: [Select] Locations: [Select]

Address 1: 123 E.58th Street Address 1: 123 Main Street

Address 2: Address 2:

City/State-Prov: New York NY City/State-Prov: Harrison NY

Postal/Country: 10123 Postal/Country: 10567

Notes: Notes:

お客様情報の Address List に登録されてない住所をご利用する場合、My Address からの選択をせず、画面の赤い枠の中に Pickup の住所を手動で入力してください。

途中でお客様を Pick-up または Drop-off する場合、Interim Stops の部分で「Add Stop」ボタンを押し、途中で Stop する住所をセットします。途中で Stop しない場合は何もしないでそのまま次に進みます。

Interim Stops

Stop Order	Time	Description	Street	City	State	Postal Code	Country
No Interim Stops Exist							

Move Order Up Move Order Down Add Stop Edit Stop Delete Stop

Add Stop [Close]

My Addresses: [Select] ▼

Locations: [Select] ▼

Type: Stop ▼

Description: Drop Ms. Tanaka, Hanako お客様のお名前 Pick-up または Drop-off

Stop Time: ▼

Street 1: 678 Sunshine Blvd.

City: Yonkers

State: NY

Postal Code: 13569

Stopの住所

Country: _____

OK
Cancel

途中の Stop が追加されたことを確認します。途中で複数の Stop をしたい場合、同じ手順で追加して下さい。複数 Stop が入力された場合、Window の「Move Order Up」と「Move Order Down」ボタンで Stop の順番を変更することもできます。

Interim Stops

Stop Order	Time	Description	Street	City	State	Postal Code	Country
1		Drop Ms. Tanaka, Hanako	678 Sunshine Blvd.	Yonkers	NY	13569	

Move Order Up
Move Order Down
Add Stop
Edit Stop
Delete Stop

Billing & Charge Information の部分に表示されているお支払い用のクレジットカードをご確認ください。自動で表示されるのは、Primary として Credit Card On File に登録されているカードです。

The screenshot shows the 'Billing & Charge Information' form. The 'Credit Card' dropdown menu is open, and 'Cust. VISA - XXXXXX6218' is selected and highlighted with a red box. Other fields include 'Payment Type: Collect / Accept Any', 'Vehicle Type: SEDAN', 'Point-to-Point: Fixed Rate Pricing is Available - Click Here', 'Minimum Hrs: 1', and 'Expected Hrs: 1.00'. A note at the bottom states: '*** Pricing does not reflect taxes or other operational charges.' Buttons at the bottom are 'Save & Close', 'Save & Book Again (copies res data)', and 'Close With No Changes'.

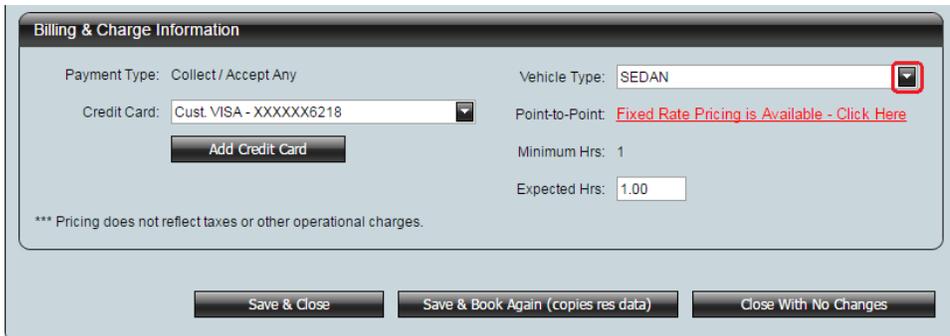
Credit Card On File に登録されている別のカードをご利用の場合、Credit Card 右側の三角ボタンを押し、カードを選択してください。

The screenshot shows the 'Billing & Charge Information' form with the 'Credit Card' dropdown menu open. The dropdown list contains three options: '[None]', 'Cust. VISA - XXXXXX6218', and 'Cust. Amex - 3790XX1568'. The 'Cust. Amex - 3790XX1568' option is highlighted with a red box. The rest of the form is identical to the previous screenshot.

Credit Card On File にクレジットカードが登録されていないカードでお支払いしたい場合、「Add Credit Card」ボタンを押し、ご利用になりたいクレジットカードをセットします。

The screenshot shows the 'Billing & Charge Information' form. The 'Add Credit Card' button is highlighted with a red box. The 'Credit Card' dropdown menu is currently closed and shows 'Cust. VISA - XXXXXX6218'. The rest of the form is identical to the previous screenshots.

次は、ご利用になりたい車種の確認です。デフォルトとして、ご利用になる車種がセダンとなっています。他の車種をご利用になりたい場合、画面右側 **Vehicle Type** の三角ボタンを押して、ご希望の車種を選択してください。



Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN ▼

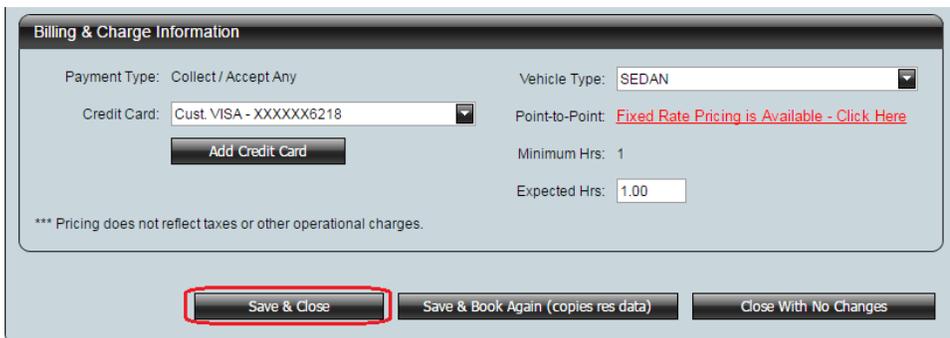
Credit Card: Cust. VISA - XXXXXX6218 Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

 Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

以上でご予約情報入力が完了します。Save & Close ボタンを押して、ご予約情報をシステムに保存します。



Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN ▼

Credit Card: Cust. VISA - XXXXXX6218 Point-to-Point: [Fixed Rate Pricing is Available - Click Here](#)

 Minimum Hrs: 1

Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

ご予約情報をシステムに保存後、当社システムから自動的に確認書（Booking Confirmation）をご登録の Email に送信されます。必ず内容をご確認下さい。内容に問題があった場合や、ご変更されたい場合は、ご予約の Pick-up 時間の 24 時間前までいつでも可能。

Booking Confirmation (OnTimeLimo/Taro DOS: 04/27/2017 7:00 PM / 19:00) # 10897 Inbox x

 **ON-TIME Limousine** <no-reply@fasttrak-mail.net> 6:20 PM (3 minutes ago) ☆
to me

Please find your booking confirmation attached. Thank you

ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
[914-337-1108](tel:914-337-1108) | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation
Trip Date: 04/27/2017 (Thursday)
Trip Type:
Trip Category:
Payment Terms: Collect Accept Any

Confirmation #: 10897	Customer: OnTimeLimo/Taro
Pick-up Time: 7:00 PM / 19:00	Passenger (Total): OnTimeLimo/Taro (2)
Vehicle Type: SEDAN	Passenger Cell #: 123-456-7890
Ref. PO / Cost Code:	Corporate Client:
Ordered By:	Fax #:

Trip Notes: All reservations for this account are dummies. Do Not Send Car for them!
Preferences: This account is for Fujita's Operation Training work.

Trip Routing Information
Pick-up: 04/27/2017 7:00 PM / 19:00 (Thu) - 123 E.58th Street, New York, NY, 10123
1. Stop - Drop Ms. Tanaka, Hanako, 678 Sunshine Blvd., Yonkers, NY, 13569
Drop-off: 123 Main Street, Harrison, NY, 10567

4. 予約の変更

ご予約の内容はご指定の **Pick-up** の 24 時間前であれば、いつでも変更が可能です。
Pick-up の 24 時間以内でご変更したい場合は電話でお願いいたします。

Main 画面のご予約一覧から変更を行います。

ご予約一覧表示画面にいない場合、画面左上の「**Reservation**」→「**Current Reservation**」でご予約一覧を表示させることもできます。

The screenshot shows the ON-TIME Limousine web application interface. At the top, there are three dropdown menus: 'Reservations', 'Taro OnTimeLimo', and 'My Account'. The 'Reservations' dropdown is open, showing a list of options: 'Book or Quote a New Reservation', 'Book or Quote a New Flat Rate (Point-to-Point) Reservation', 'Current Reservations' (highlighted with a red underline), 'Past Reservations', 'Today's Reservations', and 'Tomorrow's Reservations'. Below the dropdown, there are several input fields: 'Phone Number 1' (123-456-7890), 'Phone Number 2', 'Mobile Number' (123-456-7890), 'Fax Number', 'Greet Sign Alias Name', and 'E-mail / Log In' (ontimelimohelp@gmail.com). To the right, under the heading 'Auto-E-mail Options', there are several checkboxes: 'Trip Confirmations' (checked), 'Trip Updates' (checked), 'Trip Cancellations' (checked), 'Statements' (checked), and 'Pre-Trip Reminders' (unchecked). At the bottom right, there is a 'Save' button and a checkbox for 'Add Triplt.com formatting to e-mails' (checked).

但し、**View Confirmation** をしている場合は **Close Confirmation** でご予約一覧表示に戻る必要があります。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Add to Triplt Save as PDF **Close Confirmation**

Page 1 of 1

ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
914-337-1108 | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation
Trip Date: 04/26/2017 (Wednesday)
Trip Type:
Trip Category:
Payment Terms: Collect Accept Any

Confirmation #: 10855 Customer: OnTimeLimo/Taro
Pick-up Time: 10:10 AM / 10:10 Passenger (Total): OnTimeLimo/Taro (1)
Passenger Cell #: 123-456-7890
Vehicle Type: SEDAN Corporate Client:
Ref. PO / Cost Code: Fax #:
Ordered By:
Trip Notes: All reservations for this account are dummies. Do Not Send Car for them!
Preferences: This account is for Fujita's Operation Training work.

Trip Routing Information
Pick-up: 04/26/2017 10:10 AM / 10:10 (Wed) - 123 Main Street, Harrison, NY, 10567
Departure: 04/26/2017 1:10 PM / 13:10 (Wed) - JFK - John F. Kennedy International Airport, Japan Airlines, #005, Haneda Airport (Tokyo)

Estimated Charges

表示されるご予約の一覧から変更したいご予約をクリックして選択し、「Edit Reservation」ボタンを押します。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Confirmation #	Type	Status	Pick-up	Passenger	Vehicle Type	Reference/PO #	Cost Code
10855	Departure	Booked	04/26/2017 10:10 AM	OnTimeLimo/Taro	SEDAN		
10897	Ground	Booked	04/27/2017 7:00 PM	OnTimeLimo/Taro +1	SEDAN		
10896	Arrival	Booked	04/28/2017 10:20 AM	OnTimeLimo/Taro	SEDAN		

View Confirmation View Map Copy Reservation **Edit Reservation**

ご変更の内容を入力し、画面一番下の「Save & Close」ボタンを押して、変更した内容をシステムに保存する。「Close With No Change」ボタンは変更した内容を保存しないでご予約一覧に戻ります。

ご予約の内容を変更された場合、システムからお客様にご予約情報が Update された確認 Email が送信されます。必ずご確認下さい。

Updated Booking Confirmation (OnTimeLimo/Taro DOS: 04/27/2017 7:00 PM / 19:00) # 10897 Inbox x

ON-TIME Limousine <no-reply@fasttrak-mail.net> 10:08 PM (5 minutes ago) ☆

to me ▾

Please find your updated booking confirmation attached. Thank you

TripIt Approved
 Booking confirmation # : 10897
 Booking date : Thursday, April 27, 2017
 Booking site name : ON-TIME Limousine
 Booking site phone : [914-337-1108](tel:914-337-1108)
 Booking site web-page : www.on-timelimo.com

Transport Information [Ground/Ferry]

ON-TIME Limousine
 8 Depot Square #9
 TUCKAHOE, NY 10707
[914-337-1108](tel:914-337-1108) | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation

Trip Date: 04/27/2017 (Thursday)
 Trip Type:
 Trip Category:
 Payment Terms: Collect Accept Any

Confirmation #: 10897
 Pick-up Time: 7:00 PM / 19:00

Customer: **OnTimeLimo/Taro**
 Passenger (Total): **OnTimeLimo/Taro (2)**
 Passenger Cell #: **123-456-7890**
 Corporate Client:
 Fax #:

Vehicle Type: SEDAN

Ref. PO / Cost Code:

Ordered By:

Trip Notes: All reservations for this account are dummies. Do Not Send Car for them!

Preferences: This account is for Fujita's Operation Training work.

Trip Routing Information

Pick-up: 04/27/2017 7:00 PM / 19:00 (Thu) - 1000 5th Ave, New York, NY, 10028

1. Stop - Drop Ms. Tanaka, Hanako, 8 Depot Sq., Tuckahoe, NY, 10707

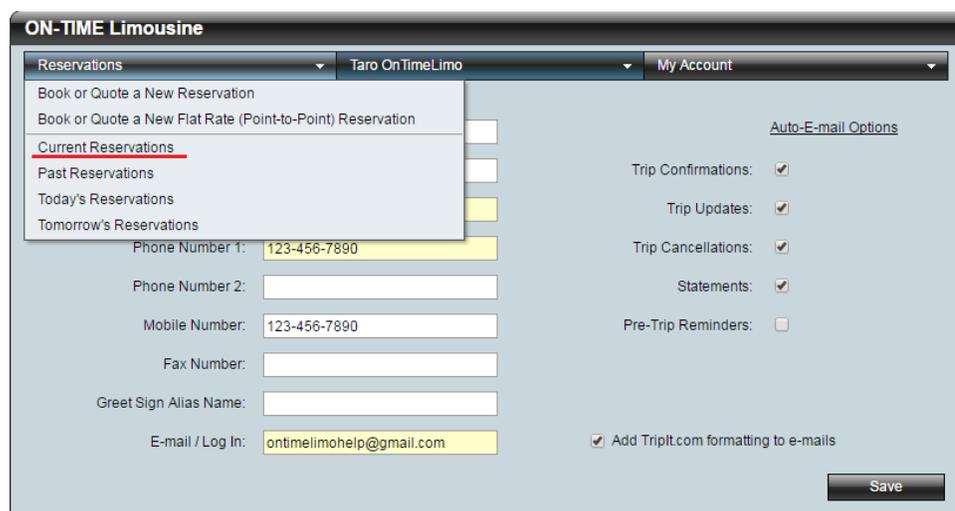
Drop-off: 123 Main Street, Harrison, NY, 10567

5. ご予約のキャンセル（削除）

ご予約の内容はご指定の **Pick-up** の 24 時間前であれば、いつでもキャンセルが可能です。**Pickup** の 24 時間以内でキャンセルしたい場合は電話でお願い致します。重要：一度キャンセルされたご予約は復帰できません。

Main 画面のご予約一覧から予約のキャンセルを行います。

ご予約一覧表示画面にいない場合、画面左上の「Reservation」→「Current Reservation」でご予約一覧を表示させることもできます。



The screenshot shows the ON-TIME Limousine website interface. At the top, there are three dropdown menus: 'Reservations', 'Taro OnTimeLimo', and 'My Account'. The 'Reservations' dropdown is open, showing options: 'Book or Quote a New Reservation', 'Book or Quote a New Flat Rate (Point-to-Point) Reservation', 'Current Reservations' (highlighted with a red underline), 'Past Reservations', 'Today's Reservations', and 'Tomorrow's Reservations'. Below the dropdown, there are input fields for 'Phone Number 1' (123-456-7890), 'Phone Number 2', 'Mobile Number' (123-456-7890), 'Fax Number', 'Greet Sign Alias Name', and 'E-mail / Log In' (ontimelimohelp@gmail.com). To the right, there are checkboxes for 'Auto-E-mail Options': 'Trip Confirmations' (checked), 'Trip Updates' (checked), 'Trip Cancellations' (checked), 'Statements' (checked), and 'Pre-Trip Reminders' (unchecked). There is also a checkbox for 'Add Triplt.com formatting to e-mails' (checked). A 'Save' button is located at the bottom right.

但し、View Confirmation をしている場合は Close Confirmation でご予約一覧表示に戻る必要があります。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Add to Tript Save as PDF **Close Confirmation**

Page 1 of 1

ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
914-337-1108 | www.on-timelimo.com
ontimelimo9@gmail.com

Booking Confirmation
Trip Date: 04/26/2017 (Wednesday)
Trip Type:
Trip Category:
Payment Terms: Collect Accept Any

Confirmation #: 10855 Customer: OnTimeLimo/Taro
Pick-up Time: 10:10 AM / 10:10 Passenger (Total): OnTimeLimo/Taro (1)
Passenger Cell #: 123-456-7890
Vehicle Type: SEDAN Corporate Client:
Ref. PO / Cost Code: Fax #:
Ordered By:
Trip Notes: All reservations for this account are dummies. Do Not Send Car for them!
Preferences: This account is for Fujita's Operation Training work.

Trip Routing Information
Pick-up: 04/26/2017 10:10 AM / 10:10 (Wed) - 123 Main Street, Harrison, NY, 10567
Departure: 04/26/2017 1:10 PM / 13:10 (Wed) - JFK - John F. Kennedy International Airport, Japan Airlines, #005, Haneda Airport (Tokyo)

Estimated Charges

表示されるご予約の一覧からキャンセルしたいご予約をクリックして選択し、「Edit Reservation」ボタンを押します。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Confirmation #	Type	Status	Pick-up	Passenger	Vehicle Type	Reference/PO #	Cost Code
10855	Departure	Booked	04/26/2017 10:10 AM	OnTimeLimo/Taro	SEDAN		
10897	Ground	Booked	04/27/2017 7:00 PM	OnTimeLimo/Taro +1	SEDAN		
10896	Arrival	Booked	04/28/2017 10:20 AM	OnTimeLimo/Taro	SEDAN		

View Confirmation View Map Copy Reservation **Edit Reservation**

画面一番下の「Cancel Reservation」ボタンでご予約をシステムから削除します。「Close With No Change」ボタンは削除をしないでご予約一覧に戻ります。

Billing & Charge Information

Payment Type: Collect / Accept Any Vehicle Type: SEDAN

Credit Card: Cust. VISA - XXXXXX6218 Minimum Hrs: 1

 Expected Hrs: 1.00

*** Pricing does not reflect taxes or other operational charges.

ご予約をキャンセル

ご予約を削除した場合、システムからお客様にご予約がキャンセルされた確認 Email が送信されます。必ずご確認ください。

Booking Cancellation (OnTimeLimo/Taro DOS: 04/26/2017 10:10 AM / 10:10) # 10855 

Inbox x



JAL Flight 5
Apr 26 - Confirmation #10855
New York City JFK Tokyo HND
1:10 PM 4:25 PM

 **ON-TIME Limousine** <no-reply@fasttrak-mail.net> 10:31 PM (13 minutes ago) ☆ 

to me ▾

Please find your booking cancellation confirmation attached. Thank you

ON-TIME Limousine
8 Depot Square #9
TUCKAHOE, NY 10707
[914-337-1108](tel:914-337-1108) | www.on-timelimo.com
ontimelimo9@gmail.com

Cancelled Booking
Trip Date: 04/26/2017 (Wednesday)
Trip Type:
Trip Category:
Payment Terms: Collect Accept Any

Confirmation #: 10855	Customer: OnTimeLimo/Taro
Pick-up Time: 10:10 AM / 10:10	Passenger (Total): OnTimeLimo/Taro (1)
Vehicle Type: SEDAN	Passenger Cell #: 123-456-7890
Ref. PO / Cost Code:	Corporate Client:
Ordered By:	Fax #:

6. 地図でルートの確認

ご予約のルート確認ができます。ご予約一覧から確認したいご予約を選択し、「View Map」ボタンを押します。

ON-TIME Limousine

Reservations Taro OnTimeLimo My Account

+ Book or Quote a New Reservation + Book or Quote a New Flat Rate (Point-to-Point) Reservation

Confirmation #	Type	Status	Pick-up	Passenger	Vehicle Type	Reference/PO #	Cost Code
10855	Departure	Cancelled	04/26/2017 10:10 AM	OnTimeLimo/Taro	SEDAN		
10897	Ground	Booked	04/27/2017 7:00 PM	OnTimeLimo/Taro +1	SEDAN		
10896	Arrival	Booked	04/28/2017 10:20 AM	OnTimeLimo/Taro	SEDAN		
10904	Departure	Booked	04/29/2017 8:08 AM	OnTimeLimo/Taro	SEDAN		

View Confirmation View Map Copy Reservation Edit Reservation

予約した内容が Google Map で表示されます。但し、表示されるのは Google Map がそのときの道路混み具合で選択したもっとも早いルートとなります。

1000 5th Ave, New York, NY 10028

8 Depot Square, Tuckahoe, NY 10707

123 Main St, White Plains, NY 10601

OPTIONS

Add destination

Send directions to your phone

via I-87 N 48 min

48 min without traffic 23.5 miles

DETAILS 必要な時間 距離