



## Group Management CSV Import Help File

For Fasttrak cloud staff receiving .CSV manifests from Destination management clients for import

The screenshot shows the 'Add Group' application window. The title bar reads 'Add Group' and the subtitle is 'Vehicle Assignment / Reservation Creation (Batched)'. The window is divided into several sections:

- Group Information:** Contains fields for 'Group Name' (set to 'TEST GROUP'), 'Vehicle Type' (set to '<None>'), 'Contact 1', 'Contact 2', and 'Notes'. A yellow callout '1' points to the 'Notes' text area.
- Assignment Mode:** Two radio buttons: 'Assign Passengers in standard mode' and 'Assign Passengers in batch mode (default)'. A yellow callout '2' points to the 'Assign Passengers in batch mode (default)' radio button.
- Buttons:** 'Import Passengers' (callout '3'), 'Verify All Flights' (callout '4'), 'Adjust Time for Verification (when no Flight Time is specified)' (checkbox), and 'Update Pickup time to the Verified Arrival time. (Arrivals Only)' (checkbox).
- Group Passengers:** A large empty table area with the instruction 'Drag a column header here to group by that column'. A yellow callout '7' points to the table header area.
- Bottom Bar:** Contains buttons for 'Grid Export' (callout '7'), 'Remove Passenger from Group Reservation', 'Download Import Template' (callout '5'), 'Help Document' (callout '6'), 'Add', 'Edit', 'Delete', 'OK', and 'Cancel'.

The following describes the functions as numbered above:

1. Group Name (Sony, IBM, Intel, etc.) required and most common or likely vehicle type can be selected from the dropdown.
  - a. Contacts, Phone numbers and notes are for reference only for the specified group
2. Standard mode radio button and Batch Mode (new default)
  - a. Standard mode is our traditional method of dragging one (or more than one) into a vehicle type container and then booking those as group reservations. - This traditional method will be abandoned in the next release. We wanted to provide enough time and experience with the new batch method of booking group reservations.
  - b. Batch mode will now be the default standard going forward and using a slightly different way of helping the user select arrivals from departures, selecting venues with proper addresses in order to price and properly map group orders. This method also allows the setting of the ordered by contact, ordered by phone, reference PO & cost code, booking source, Trip categories and trip type
3. Import passenger button – Launches a form that aids in importing a customer .csv manifest. A sample template is available that will **AUTO-MAP your fields** to the internal required database fields. Users have a choice of importing the manifests as received from customers as long as the data from the sample template is represented in the customer .csv then manually map their client manifest to the internal database fields needed for proper booking.
4. Verify flight Area (after import) – update the flight pick up time for arrivals or set the pickup time for arrivals and departures based on the flight time included in the manifest.
5. Download Template – Button to download the sample template that will AUTO-MAP if used and includes the field that are available for booking.
6. Help Document – Launch this document for review of forms and procedures for managing groups.
7. Grid Export button – Exports the contents of the imported orders if the destination planner requests a confirming manifest of what is in your system.

### Button 3 – Above IMPORT PASSENGERS

Step one in importing is to make sure your customers manifest is in sufficient order and complete data for import or the import will fail. Below is a sample of some departures that have been transferred from our customer’s excel manifest into our template. The column names are important to remain static or UNCHANGED if you wish to have the system AUTO-MAP the manifest column names to our internal designation for a successful import. This can save 10-15 minutes per manifest. (Above is an example of a successful import with auto-mapping)

After getting your manifest in the template we provide, browse to the .CSV file and click upload. The HAS COLUMN HEADERS needs to remain checked when using our template, then Click the IMPORT RECORDS at the bottom right.

After click the Import Records button, a prompt will appear to perform a check of your import manifest data

Corporate Group Passenger Import

Passenger Import

Choose a CSV file to import passengers from, then click the Load CSV File button. The contents of the file will be displayed in the grid below for review. If your CSV file contains column headers in the first row, check the Has Column Headers box before using the Load CSV File button.

\*\*\* Comma Separated Value, or CSV, format files can be created using virtually any spreadsheet program by using the File/Save As option. \*\*\*

Import from CSV file:   Has Column Headers

First Name	Last Name	Num Passenger	Pickup Date (or Date and Time)	Pickup Time	Pickup Location	Dropoff Location	Booking Category	Flight Time	Flight Type	Flight Number	Airline	Flight City (origin/destination)	Notes
Phil	Orlando											LGA	
Brian	Holland											EWR	
Thomas	Banks											EWR	
John	Sherman											BOS	
Thomas	Tomchak											EWR	
Ed	Foss											PHX	
Ed	Smith											ATL	

FASTTRAK

FASTTRAK will now run a check to make sure data will be imported properly. Are you sure you want to import passenger records now?

Field Mapping

To import passengers, you need to map the information in your import file to the fields in the FASTTRAK system.

CSV field:  FASTTRAK field:

Mappings:

- First Name --> First Name
- Last Name --> Last Name
- Num Passengers --> Num Passengers
- Pickup Date (or Date and Time) --> Pickup Date (or D
- Pickup Time --> Pickup Time
- Pickup Location --> Pickup Location
- Dropoff Location --> Dropoff Location
- Booking Category --> Booking Category

\* Last Name and Pickup Date are required FASTTRAK fields and must be mapped \*

### Managing your Manifest after IMPORT

Edit Group

Group Information  Vehicle Assignment / Reservation Creation (Batched)

Group Name:  Notes:

Vehicle Type:

Contact 1:  Phone:

Contact 2:  Phone:

Assign Passengers in standard mode

Assign Passengers in batch mode (default)

Adjust Time for Verification (when no Flight Time is specified)  hours

Update Pickup time to the Verified Arrival time. (Arrivals Only)

Group Passengers

Drag a column header here to group by that column

Name	Booking ...	Pick-up Date	Pick-up L...	Drop-off...	Flight Ti...	Flight Time	Flight Type	Airline	Flight #	Flight Ve...	Confirma...	Vehicle
Anderson/Kip		02/15/2017 ...	THE WESTI...	PHX	13:50	02/15/201...	Departure	AA	4363			
Apfelbaum/...		02/15/2017 ...	THE WESTI...	PHX	8:25	02/15/201...	Departure	DL	350			
Banks/Thomas		02/15/2017 ...	THE WESTI...	PHX	18:03	02/15/201...	Departure	UA	3526			
Bappert/Mike		02/15/2017 ...	THE WESTI...	PHX	17:00	02/15/201...	Departure	UA	220			
Berg/Chris		02/15/2017 ...	THE WESTI...	PHX	17:43	02/15/201...	Departure	DL	4524			
Bohnet/Jack		02/15/2017 ...	THE WESTI...	PHX	10:55	02/15/201...	Departure	AA	638			
Brown/Tom		02/15/2017 ...	THE WESTI...	PHX	15:27	02/15/201...	Departure	AA	2086			
Bull/Christie		02/15/2017 ...	THE WESTI...	PHX	15:12	02/15/201...	Departure	DL	1647			
Burke/Bryan		02/15/2017 ...	THE WESTI...	PHX	15:20	02/15/201...	Departure	AA	3671			
Cain/Ryan		02/15/2017 ...	THE WESTI...	PHX	15:12	02/15/201...	Departure	DL	1647			
Carroll/Mark		02/15/2017 ...	THE WESTI...	PHX	17:30	02/15/201...	Departure	AA	627			
Casey/Dan		02/15/2017 ...	THE WESTI...	PHX	15:12	02/15/201...	Departure	UA	3467			
Charlton/Sc...		02/15/2017 ...	THE WESTI...	PHX	16:25	02/15/201...	Departure	UA	709			
Chiavarone...		02/15/2017 ...	THE WESTI...	PHX	15:30	02/15/201...	Departure	AA	1879			
Cohen/Steve		02/15/2017 ...	THE WESTI...	PHX	16:25	02/15/201...	Departure	UA	709			

From the above form, you can verify flights for all arrivals and departures. If managing flight crews and the manifest has pickup times but no flight arrival times, the controls on the upper med-right can verify flight based on your information less 1 or 2 hours. If desired it can also set the scheduled flight time in the manifest.

## Transferring manifest orders to reservations

Manifests include text items for a destination venue for example. The system sees that only as text. The Area on the left allows the user to select a VENUE from your internal venue list that will have the correct address for google mapping, driver apps, drivers web-applications and auto-pricing if needed.

The **RED outlined** area below must contain the following:

- A section of the customer for which the orders are being made.
- Vehicle Type for the Selected items
- Venue selection for mapping
- Overrides for Trip Type and Pick-up time if needed
- To ensure proper document distribution, select an ORDER by Contact & insert Phone
- Optional Fields:
  - Reference PO & Cost Code Fields
  - Booring Source
  - Trip Category & Trip Type

**Group Details (Red Outlined Area):**

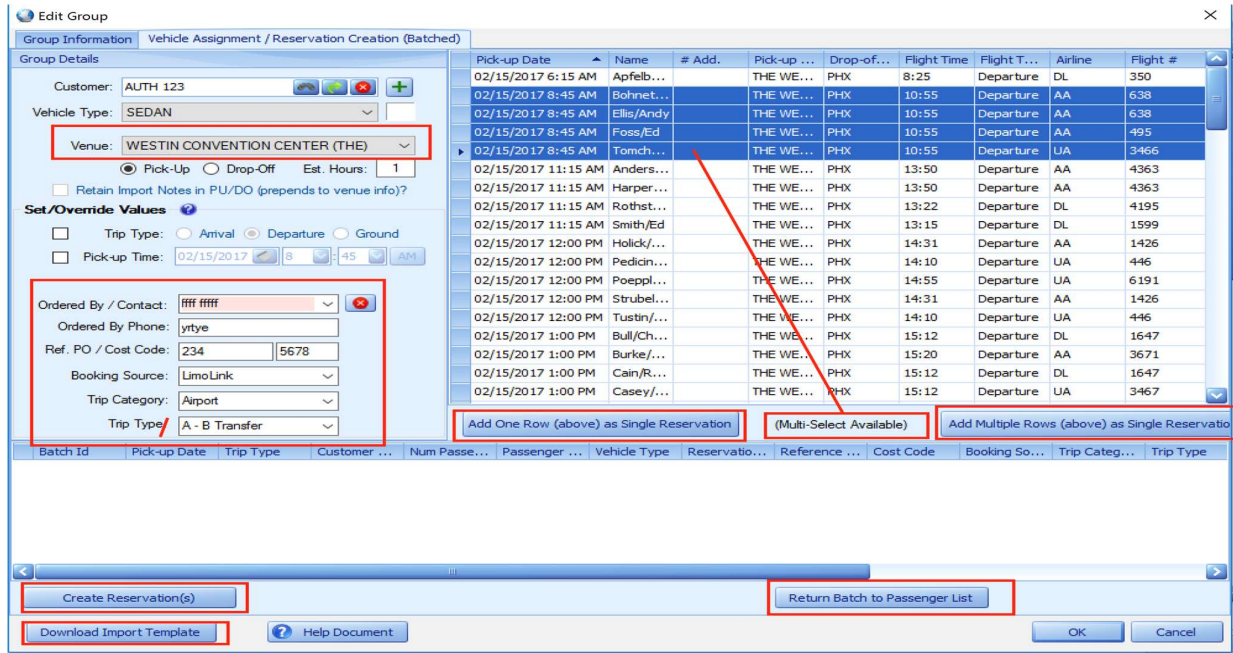
- Customer: <Select>
- Vehicle Type: [Dropdown]
- Venue: <None>
- Pick-Up  Drop-Off Est. Hours: 1
- Retain Import Notes in PU/DO (prepends to venue info?)
- Set/Override Values**
- Trip Type:  Arrival  Departure  Ground
- Pick-up Time: 02/15/2017 11:15 AM
- Ordered By / Contact: [Dropdown]
- Ordered By Phone: [Text]
- Ref. PO / Cost Code: [Text]
- Booking Source: Boston Coach
- Trip Category: Airport
- Trip Type: A - B Transfer

Pick-up Date	Name	# Add.	Pick-up ...	Drop-of...	Flight Ti...	Flight T...	Airline	Flight #
02/15/2017 6:15 AM	Apfelba...		THE WE...	PHX	8:25	Departure	DL	350
02/15/2017 8:45 AM	Bohnet/...		THE WE...	PHX	10:55	Departure	AA	638
02/15/2017 8:45 AM	Ellis/Andy		THE WE...	PHX	10:55	Departure	AA	638
02/15/2017 8:45 AM	Foss/Ed		THE WE...	PHX	10:55	Departure	AA	495
02/15/2017 8:45 AM	Tomchak...		THE WE...	PHX	10:55	Departure	UA	3466
02/15/2017 11:15 AM	Anderso...		THE WE...	PHX	13:50	Departure	AA	4363
02/15/2017 11:15 AM	Harper/L...		THE WE...	PHX	13:50	Departure	AA	4363
02/15/2017 11:15 AM	Rothstei...		THE WE...	PHX	13:22	Departure	DL	4195
02/15/2017 11:15 AM	Smith/Ed		THE WE...	PHX	13:15	Departure	DL	1599
02/15/2017 12:00 PM	Holick/Sc...		THE WE...	PHX	14:31	Departure	AA	1426
02/15/2017 12:00 PM	Pedcini/...		THE WE...	PHX	14:10	Departure	UA	446
02/15/2017 12:00 PM	Poepplo...		THE WE...	PHX	14:55	Departure	UA	6191
02/15/2017 12:00 PM	Strubel/...		THE WE...	PHX	14:31	Departure	AA	1426
02/15/2017 12:00 PM	Tustin/Wil		THE WE...	PHX	14:10	Departure	UA	446
02/15/2017 1:00 PM	Bull/Chri...		THE WE...	PHX	15:12	Departure	DL	1647
02/15/2017 1:00 PM	Burke/Br...		THE WE...	PHX	15:20	Departure	AA	3671
02/15/2017 1:00 PM	Cain/Ryan		THE WE...	PHX	15:12	Departure	DL	1647
02/15/2017 1:00 PM	Casey/Dan		THE WE...	PHX	15:12	Departure	UA	3467

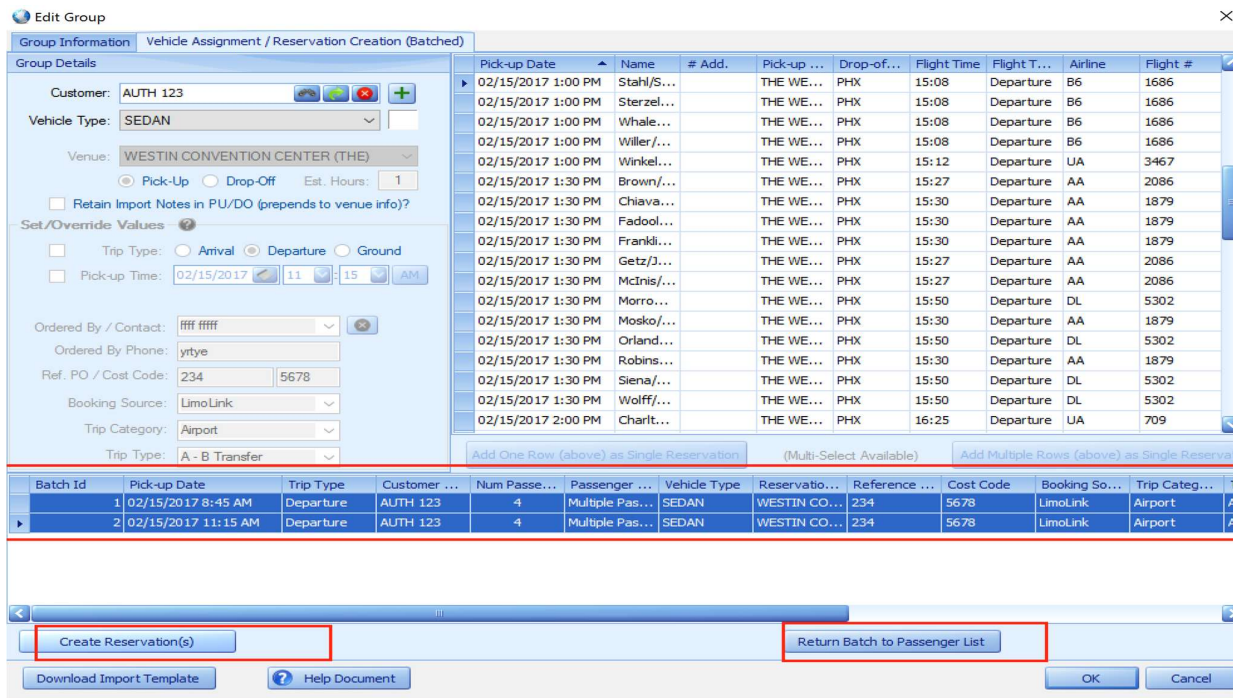
Buttons at bottom of table: Add One Row (above) as Single Reservation, (Multi-Select Available), Add Multiple Rows (above) as Single Reservation

Buttons at bottom of interface: Create Reservation(s), Return Batch to Passenger List, Download Import Template, Help Document, OK, Cancel

**Managing manifest orders into single or multiple passenger into a single order.**



Use the buttons at the bottom of the upper right grid, to add one row as a SINGLE reservation or select multiple rows and click the add MULTIPLE passengers in a single group reservation. See Below



At the bottom, you can return the orders to the upper grid or on the left batch process all bottom grid group reservations into your main dispatch screen.

The system will tell you the number of orders you have left to combine and process.

**FASTTRAK**  
 There are 80 unassigned passengers. Would you like to continue and create reservations without them anyway?  
 Yes No

Pick-up Date	Name	# Add.	Pick-up ...	Drop-of...	Flight Time	Flight T...	Airline	Flight #
02/15/2017 1:00 PM	Stahl/S...		THE WE...	PHX	15:08	Departure	B6	1686
02/15/2017 1:00 PM	Sterzel...		THE WE...	PHX	15:08	Departure	B6	1686
02/15/2017 1:00 PM	Whale...		THE WE...	PHX	15:08	Departure	B6	1686
02/15/2017 1:00 PM	Willer/...		THE WE...	PHX	15:08	Departure	B6	1686
02/15/2017 1:00 PM	Winkel...		THE WE...	PHX	15:12	Departure	UA	3467
02/15/2017 1:30 PM	Brown/...		THE WE...	PHX	15:27	Departure	AA	2086
02/15/2017 1:30 PM	Chiava...		THE WE...	PHX	15:30	Departure	AA	1879
02/15/2017 1:30 PM	Fadool...		THE WE...	PHX	15:30	Departure	AA	1879
02/15/2017 1:30 PM	Frankli...		THE WE...	PHX	15:30	Departure	AA	1879
02/15/2017 1:30 PM	Getz/J...		THE WE...	PHX	15:27	Departure	AA	2086
					15:27	Departure	AA	2086
					15:50	Departure	DL	5302
					15:30	Departure	AA	1879
					15:50	Departure	DL	5302
					15:30	Departure	AA	1879
					15:50	Departure	DL	5302
					15:50	Departure	DL	5302
					16:25	Departure	UA	709

Buttons: Create Reservation(s), Return Batch to Passenger List, Download Import Template, Help Document, OK, Cancel

The orders will then appear on the main dispatch grid with the group ICON representing they were imported and batched from a manifest.

**FASTTRAK CLOUD Ultimate+**  
 ABC Limo Company, LLC February 15, 2017 5:18 AM

Sch. PU	Sch PU Tm	FLT Status	EST HRS	EST END D...	Px eMail	Drv. Dispth Status	Trip Type	EST END Tm	C...	Bk'd Origin	Status	Veh Type	Custom
02/13/2017...	12:00 PM		60.00	02/16/2017 1...				12:00 AM	56744	FASTTRAK	Booked	SEDAN	Morrisor
02/15/2017...	6:00 PM		1.00	02/15/2017 7...				7:00 PM	56802	FASTTRAK	Booked	SEDAN	A/BRIAN
02/15/2017...	6:15 AM		1.00	02/15/2017 7...			A - B Transfer	7:15 AM	56803	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	8:45 AM	Scheduled	1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56804	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56815	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56816	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56817	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56818	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	8:45 AM		1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56825	FASTTRAK	Dropped	SEDAN	123/AU
02/15/2017...	8:45 AM		1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56847	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	4:00 PM		1.00	02/15/2017 5...				5:00 PM	56848	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	12:04 PM		1.00	02/15/2017 1...				1:04 PM	56849	FASTTRAK	Booked	SED - S-Class	A/BRIAN
02/15/2017...	8:45 AM		1.00	02/15/2017 9...				9:45 AM	56853	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	2:00 PM		1.00	02/15/2017 3...				3:00 PM	56854	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	11:15 AM		1.00	02/15/2017 1...				12:15 PM	56855	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	3:00 PM		2.00	02/15/20...			A - B Transfer	5:00 PM	56861	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	8:45 AM		2.00	02/15/2017 1...			A - B Transfer	10:45 AM	56862	FASTTRAK	Booked	SEDAN	123/AU
02/15/2017...	11:15 AM		2.00	02/15/2017 1...			A - B Transfer	1:15 PM	56863	FASTTRAK	Booked	SEDAN	123/AU

Version: 20.17.0114.1 | Internet Bookings | Vehicle License Expiration | Driver License Expiration | Server: Azure Cloud User: eddie mccooy 18 Row(s), \$6848.03

## Group Reservation represented after booking

Edit Reservation - Confirmation # 56862 - Booked - Created By eddie mccooy @ 02/15/2017 5:16 AM

Change Customer: 123/AUTH  
123@123.com

Reservation Type: Ground | Arrival: | Departure: | Time Zone: Local

Company: Auth.net TEST | Phone #: 11aa | Passenger: 4 Passengers | # Pass: 4 | Bags: 0

Pick-up Time (Local): 02/15/2017 8:45 AM Wed  
Estimated End (Local): 02/15/2017 10:45 AM Wed

**Pick-up:**  
WESTIN CONVENTION CENTER (THE) - AZ-Hotel  
Address 1: 2348 E cinnabar  
Address 2:  
City / State-Prov.: Phoenix AZ  
Postal Code / Country: 85028

**Drop-off:**  
See passenger information below for detail.

Airline / Flight or Tail #: American Airlines (... 638)  
Departure Time: 02/15/2017 10:55 AM  
Departure Airport: PHX - Phoenix Sky Har...  
Connecting Airport: PHX - Phoenix Sky Har...

Base Pricing Information:  
Pricing Plan: Default Pricing  
Vehicle Type: SEDAN  
Zone / Fixed Rate Pricing: City Zone 1 -> Phoenix Sky Harbor Intl

Hourly Rates: Min. 2, Est. 2, Rate 109.00, Subtotal 218.00  
Additional Charges 1: 0, 0, 0.00, 0.00  
Additional Charges 2: 0, 0, 0.00, 0.00

Detail Pricing Information:  
Bottle of Water (\$5 each) Rate: 5.00 Subtotal: 5.00  
Additional Gratuity Rate: 0.00 Subtotal: 0.00  
Misc. Rate: 0.00 Subtotal: 0.00  
STOPS Rate: 0.00 Subtotal: 0.00  
Airport Fee Rate: 5.00 Subtotal: 5.00  
Fuel Fee Rate: 9.99 Subtotal: 9.99  
Toll Rate: 0.02 Subtotal: 0.02  
Driver Gratuity Rate %: 10 Subtotal: 22.80

TOTAL: 229.01

The order post the venue with addresses and the flight information contained in your manifest. This will auto-price to your zones, if any.

Below, are the passengers listed separately in the passenger list.

Edit Reservation - Confirmation # 56862 - Booked - Created By eddie mccooy @ 02/15/2017 5:16 AM

Change Customer: 123/AUTH

Add Reservation Passenger or Stop

Customer Addresses | Reservation Venues | Passengers

Name	Description	Address 1	City	State	Postal Code	Country
1130-The Restarau...	AZ-Restaurant	455 N. 3rd St	Phoenix	AZ	85004	
5th & Wine	AZ - Restaurant	7051 E. 5th Ave	Scottsdale	AZ	85251	USA
A Different Point of...	AZ - Restaurant	11111 N. 7th St.	Phoenix	AZ	85022	USA
Ak-Chin Pavillion	AZ - Entertainment...	2121 N. 83rd Ave.	Phoenix	AZ	85035	USA
Ak-Chin Southern ...	AZ-Golf Courses	48456 Arizona 238	Maricopa	AZ	85139	
Alliance Beverage ...	AZ - Corporate	1115 N. 47th Ave.	Phoenix	AZ	85043	
Alliance Medical Gr...	AZ - Misc	10232 S. 51st ST	Phoenix	AZ	85044	
Aloft - Phoenix	AZ-Hotel	4450 E. Washingto...	Phoenix	AZ	85034	USA
Aloft - Tempe	AZ-Hotel	951 E. Playa Del N...	Tempe	AZ	85281	USA
Aloft - Tucson Univ...	AZ - Hotel	1900 E. Speedway ...	Tucson	AZ	85719	
Amara Desert-Sed	AZ - Hotel	100 Amara Lane	Sedona	AZ	86336	

Select address/passenger from the top section and click [Add Selected Item as Passenger/Stop] to update reservation.

Add Selected Item as Passenger/Stop

Date	Type	Name	Address 1	City	State	Postal	Notes	...
02/15/2017 8:45 AM	Passenger	Bohnet/Jack					Pick-up: THE W...	1
02/15/2017 8:45 AM	Passenger	Ellis/Andy					Pick-up: THE W...	2
02/15/2017 8:45 AM	Passenger	Foss/Ed					Pick-up: THE W...	3
02/15/2017 8:45 AM	Passenger	Tomchak/Thomas					Pick-up: THE W...	4

These changes will NOT be saved until you click OK on the reservation form.

**Group passengers represented on the main dispatch Grid.**

FASTTRAK CLOUD Ultimate+  
 Menu **Booking & Logistics** Customers & Corp. Clients Employees, Affiliates & Agents Vehicles & Maint. Costing & Invoicing Wages & Commissions Reports & Stats

ABC Limo Company, LLC February 15, 2017 5:19 AM

Grid View | View on Left | Status Highlight Off | Hide Dropped Jobs | Hide Quotations  
 Edit Booking | Arrival | Map Booking | Send SMS TXT/E-Mail | Grid & Timeline | View on Top | Grid Export | Hide Cancelled Jobs | Search  
 Delete Selected | Departure | Res. Notes | View Changes | Visual Dispatch | Hide Current Status | Show All Columns | Hide No-Show Jobs | Clear Search

Reservations Dispatch Views Vehicle / Driver Status Grid Tools

SMS Texts | Week | Day | Today | Wed Feb 15 12:00 AM | -12 | 02/15/2017 | 12:00 | PM | +12 | Thu Feb 16 12:00 AM | Now | Day | Week | Trip Details

Drag a column header here to group by that column | Update Multiple Jobs | Customize

	Sch. PU	Sch PU Tm	FLT Status	EST HRS	EST END D...	Px eMail	Drv. Dispth Status	Trip Type	EST END Tm	C...	BK'd Origin	Status	Veh Type	Cus
	02/15/2017...	8:45 AM	Scheduled	1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56804	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56815	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56816	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56817	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	11:00 AM		1.00	02/15/2017 1...				12:00 PM	56818	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	8:45 AM		1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56825	FASTTRAK	Dropped	SED4W	123/
	02/15/2017...	8:45 AM		1.00	02/15/2017 9...			A - B Transfer	9:45 AM	56847	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	4:00 PM		1.00	02/15/2017 5...				5:00 PM	56848	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	12:04 PM		1.00	02/15/2017 1...				1:04 PM	56849	FASTTRAK	Booked	SED - SClass	A,BR
	02/15/2017...	8:45 AM		1.00	02/15/2017 9...				9:45 AM	56853	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	2:00 PM		1.00	02/15/2017 3...				3:00 PM	56854	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	11:15 AM		1.00	02/15/2017 1...				12:15 PM	56855	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	3:00 PM		2.00	02/15/2017 5...			A - B Transfer	5:00 PM	56861	FASTTRAK	Booked	SEDAN	123/
	02/15/2017...	8:45 AM	Scheduled	2.00	02/15/2017 ...			A - B Transfer	10:45 AM	56862	FASTTRAK	Booked	SEDAN	123/

Additional Passengers/Stops

Date	Type	Name	Address 1	City	State	Postal Code	Country	Notes	Order
02/15/2017 8:45 AM	Passenger	Bohnet/Jack						Pick-up: THE WESTLI...	1
02/15/2017 8:45 AM	Passenger	Ellis/Andy						Pick-up: THE WESTLI...	2
02/15/2017 8:45 AM	Passenger	Foss/Ed						Pick-up: THE WESTLI...	3
02/15/2017 8:45 AM	Passenger	Tomchak/Thomas						Pick-up: THE WESTLI...	4

Version: 20.2017.0114.1 | Internet Bookings | Vehicle License Expiration | Driver License Expiration | Server: Azure Cloud User: eddie mccooy | 18 Row(s), \$6848.03

Click the PLUS (+) sign at the far left of the grid to expand the group passenger list. From this view, edits can be made.

Using the Group Management drop down, you can select to move passengers from one group to another and to add additional passengers when notified without to back to the original manifest