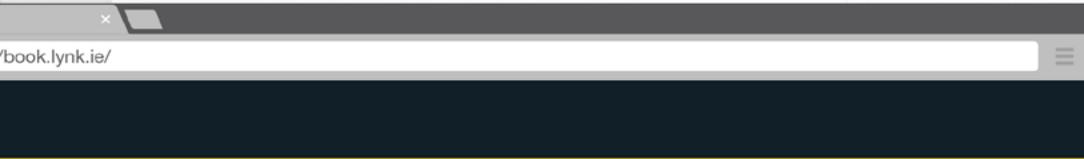




Lynk

Web Booker

The perfect solution for hotels or businesses that have a busy reception/front desk. Easily book, track and pay for taxis from your desktop, tablet or mobile

A screenshot of the Lynk eBooking Login page. The page has a white background with a dark header. The main content area contains a login form with the following elements:

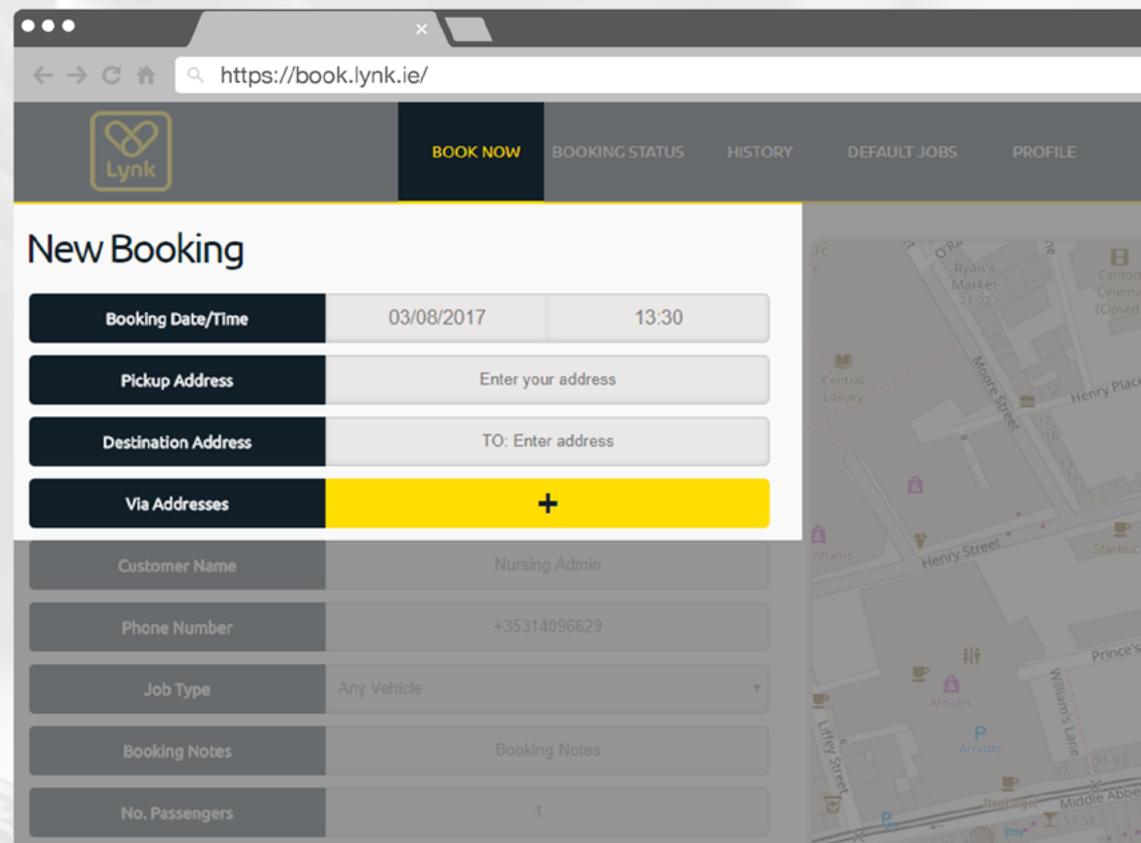
- Header: 'eBooking Login'
- Two tabs: 'REGULAR USER' (highlighted in yellow) and 'CORPORATE USER'.
- Input field for 'Username or email address' with an '@' icon.
- Input field for 'Password' with a lock icon.
- A large black 'Log in' button.
- Links: 'Lost your password?', 'Register', and 'Contact Us'.
- Footer: 'Lynk eBooking'.

Get Set Up

- Save the web booker URL below as a favourite in your web browser (preferably Chrome).
 - To add a favourite, tap the star icon (★) on the top right of the page.
<https://book.lynk.ie/login>
- Alternatively access through www.lynk.ie and the “Book Online” tab.
 - Choose “Corporate User”.
 - Username – Enter your 8 digit ID.
 - Password – Same as 8 digit ID.

Set Time & Location

- Start at the top of the booking form and work your way down.
- Set Date + Time: If you want a taxi for “right away” just skip this option and leave as is.
- Set Pick Up: Your hotel or business will be the default pick up address. To edit, just tap on the field and search your location.



Passenger & Job Details

- Type the “Name” or “Room Number” of the passenger. This is vital so the driver collects the correct passenger.
- Insert a “Contact Number” for the passenger or provide the reception/front desk number.
- Edit the “Job Type” eg. 5 seater, wheelchair accessible.
- Provide a “Booking Note” where possible. Eg. Passenger has luggage in the lobby.

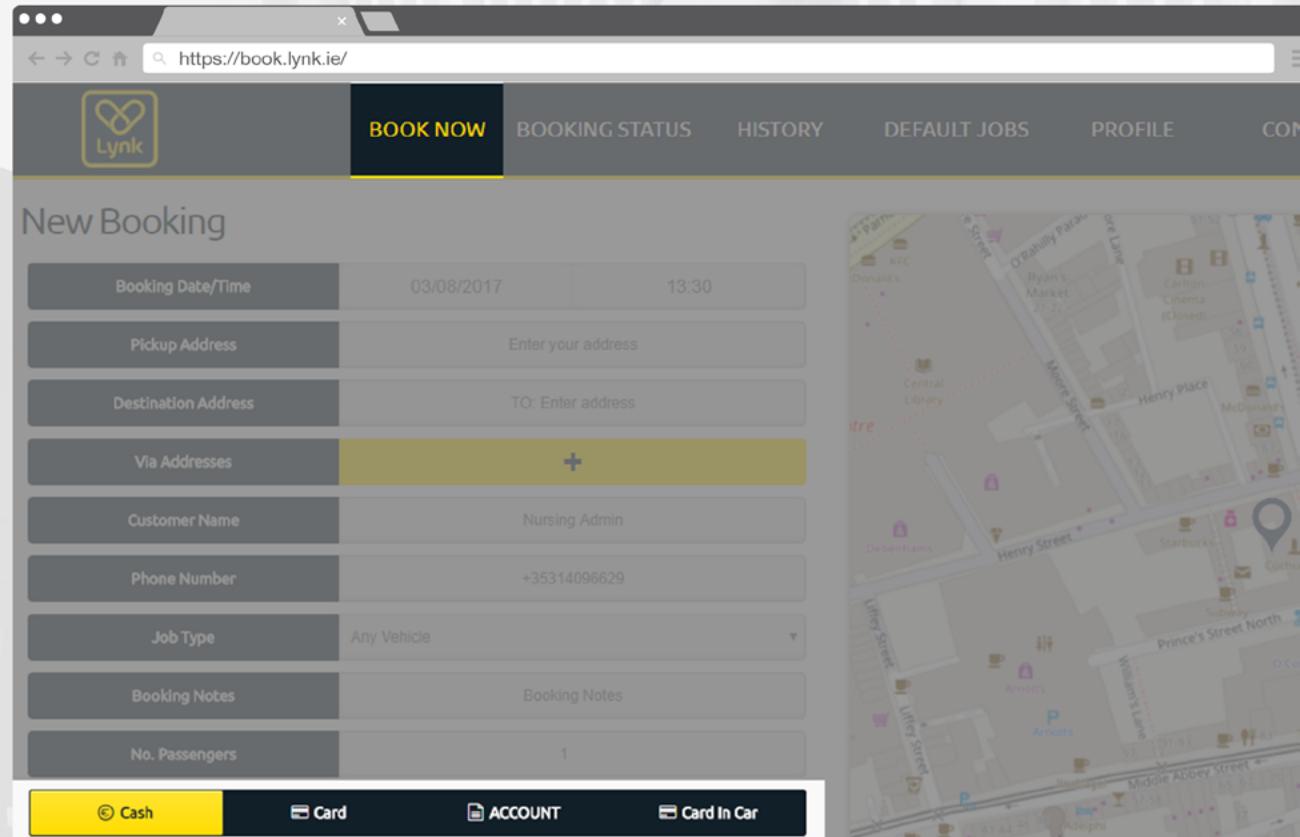
The screenshot shows a web browser window at the URL https://book.lynk.ie/. The page title is 'New Booking'. The form contains the following fields:

Booking Date/Time	03/08/2017	13:30
Pickup Address	Enter your address	
Destination Address	TO: Enter address	
Via Addresses	+	
Customer Name	Nursing Admin	
Phone Number	+35314096629	
Job Type	Any Vehicle	
Booking Notes	Booking Notes	
No. Passengers	1	

A map is visible on the right side of the form, showing the current location and nearby landmarks like Central Library and Ryan's Market.

Payments

- Finally, you will have the option to pay by cash, card or business account (if setup).
- Each web booker will default to “cash” as your payment method. If you want to change your payment type just click another option.

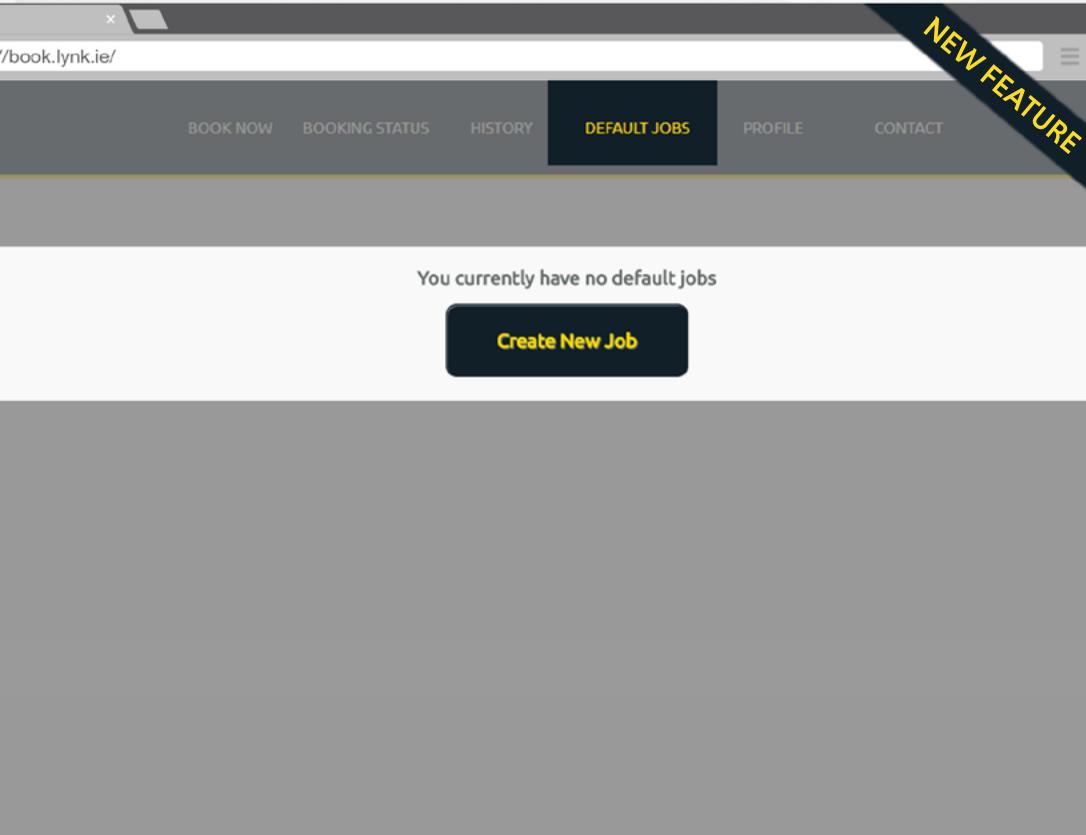


Complete Booking

- Pre-Bookings can be viewed and edited under the “Booking Status” tab.
- Live bookings can also be viewed under this tab. You can track, edit and cancel your bookings from here.
- Your driver details, estimated time of arrivals and map tracking can be located here.

The screenshot shows a web browser window at <https://book.lynk.ie/>. The navigation bar includes 'BOOK NOW', 'BOOKING STATUS' (highlighted), 'HISTORY', 'DEFAULT JOBS', and 'PROF'. Below the navigation bar, it says '4 Live Jobs' and 'Toggle Column Visibility'. The main content is a table with the following data:

	Passenger[s]	Job No.	Status	Booking Date	Pickup
Options	Susanne Kearns	3487551A	Booked	23/03/2017 15:45	6/7 North Fredrick Street Dublin1
Options	Sean Walsh	3511283A	Booked	29/03/2017 15:00	Royal Hospital Kilmainham
Options	Anna Flynn	3547140A	Booked	07/04/2017 16:30	Block A Herberton, James's Walk Rialto Dublin 8
Options	Rachel Kenna	3573824A	Booked	13/04/2017 13:30	Inmo, Whitworth Building, Brunswick St N, Arran Quay, Dublin
Options	Jessy George	3602376A	Booked	21/04/2017 18:00	Dublin Airport, Swords



Create Default Jobs

- Create booking templates for regular bookings. This feature allows you to save time when creating a booking by already having pre-set templates.
- Go to “Default Job” tab and click “New Job”.
- From here you can create a template/default job. Eg. Hotel to Airport.
- This will be the first option available when creating a new booking. You will have a drop down of all saved “Default Jobs”.

Get in Touch

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