



Prearranged.TorontoPearson.com User Guide Driver

January 13, 2017

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1. DRIVER – SELF-REGISTRATION ONLINE

1.1 Introduction

Drivers performing prearranged pickups will be required to access the Pre-Arranged System. The system is available online and drivers must create an account.

1.1.1 WEBSITE

To log into account, proceed to <https://prearranged.torontopearson.com> to activate Toronto Pearson Pre-Arranged Online Services. Utilizing the Log in function is available to existing account holders. A Driver may establish an account by selecting <Create Driver Account>. This is only done during the initial setup of the account

1.1.2 REQUIRED INFORMATION

To activate the drivers account click <Create Driver Account>.

Drivers Registration form must be completed. A unique username and email address must be provided. Press <Register> when complete.

An email will be sent from the system to the email address provided. User must proceed to email address provided to verify User email before proceeding any further.

Toronto Pearson
PRE-ARRANGED
Services

English | Français

Driver Registration

The activation link was sent to your email address.

User Name:
New user must be at least 8 chars.

First Name:

Last Name:

Driver's License:

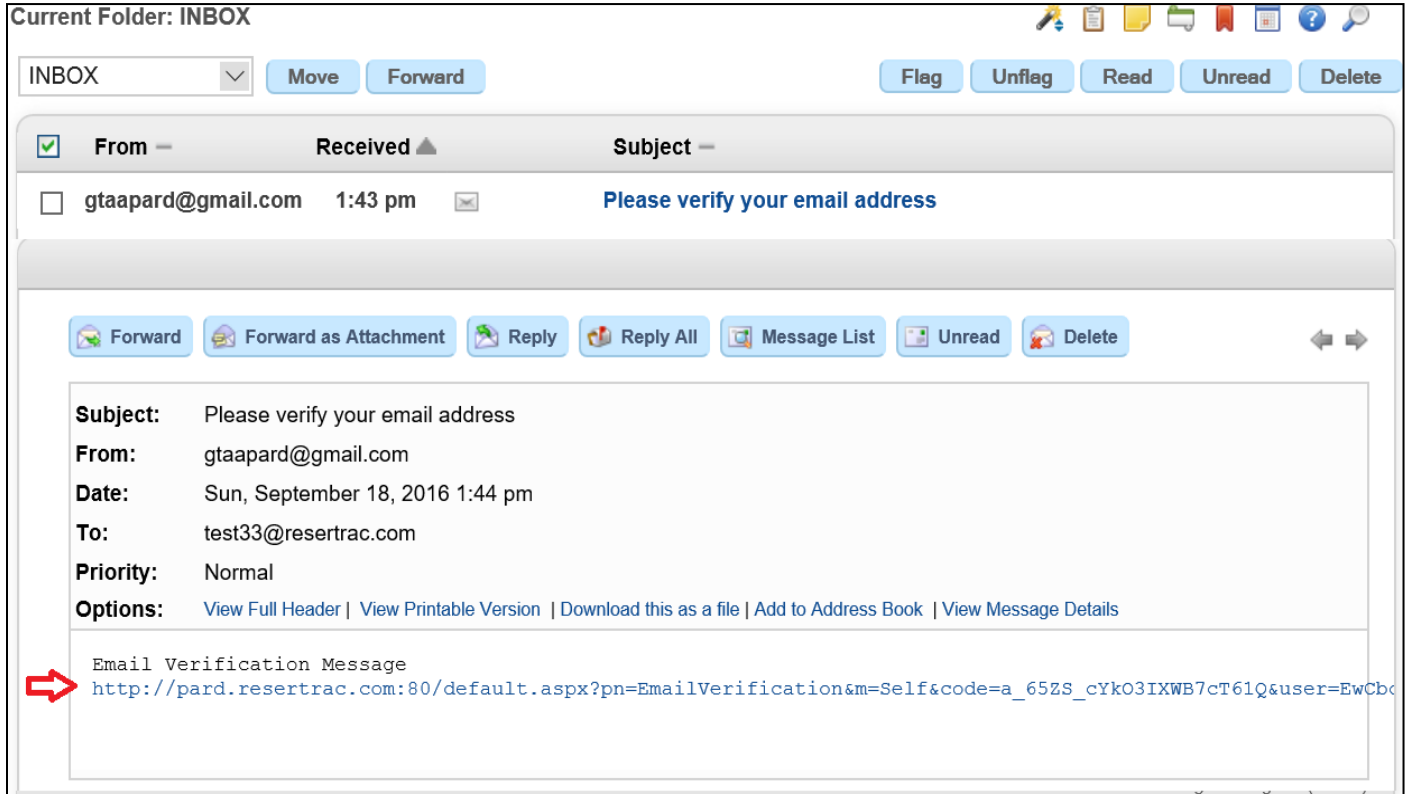
Email Address:

Register

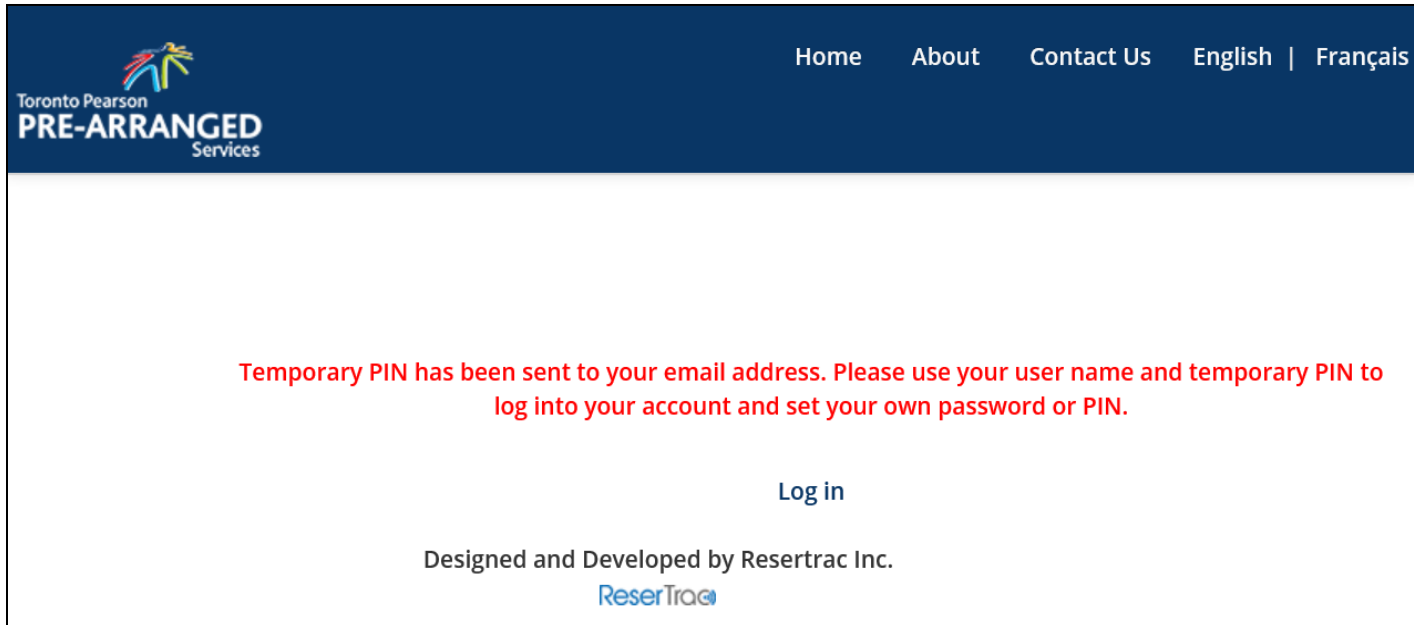
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1.1.3 EMAIL VERIFICATION

Email will be sent to User email address provided. Open the email and click on the "Link" provided to verify User account.

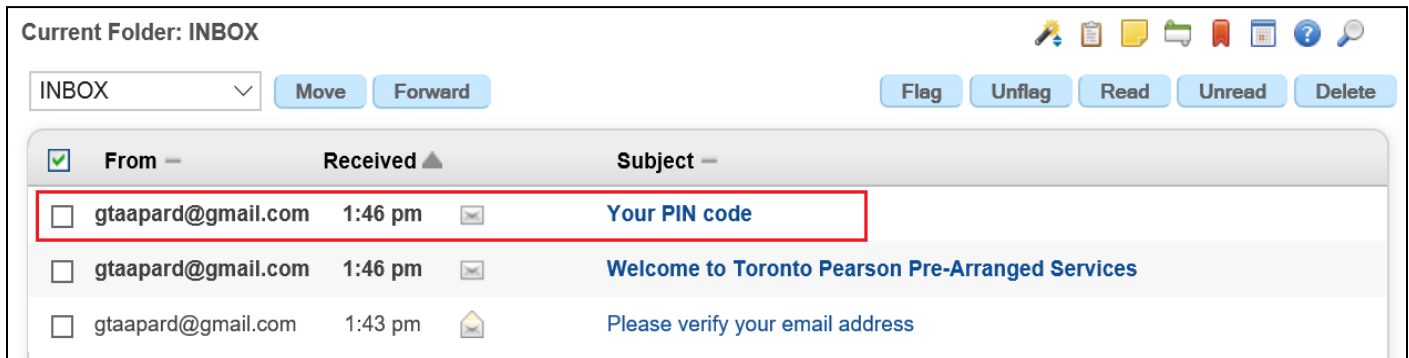


The system will acknowledge User email verification and will send a temporary PIN to gain access to User account.



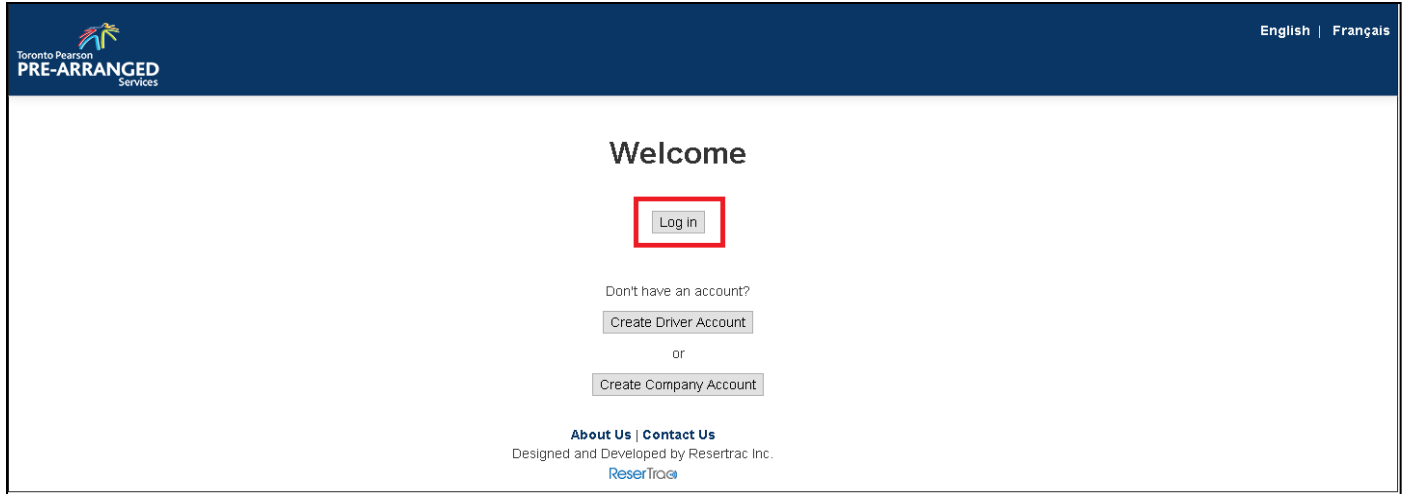
1.1.4 SYSTEM TEMPORARY PIN

Temporary PIN will be email to the email address provided.

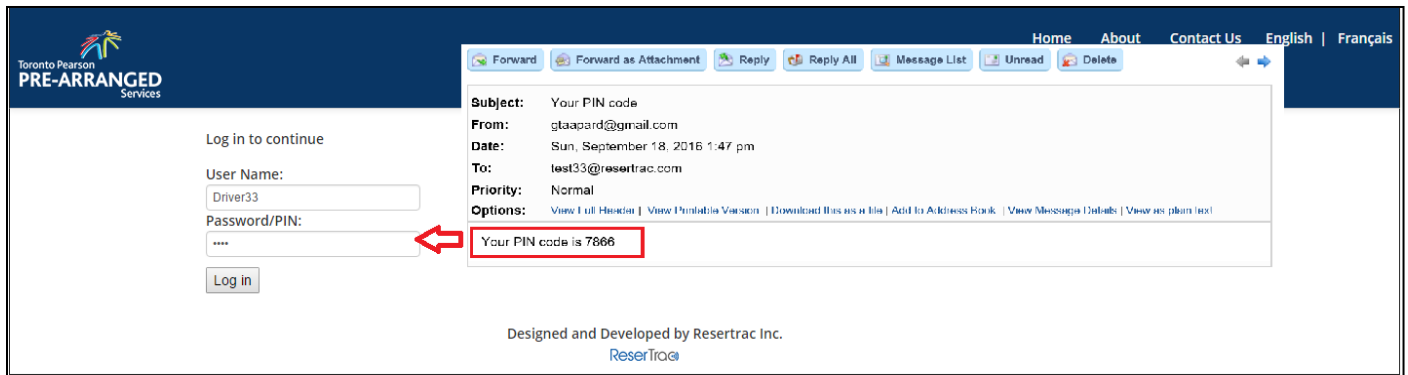


1.1.5 LOGIN TO PREARRANGED SYSTEM

Proceed to the prearranged website by Clicking on <Login> as previously detailed in this manual. Click the <Login> button to display the user login screen.

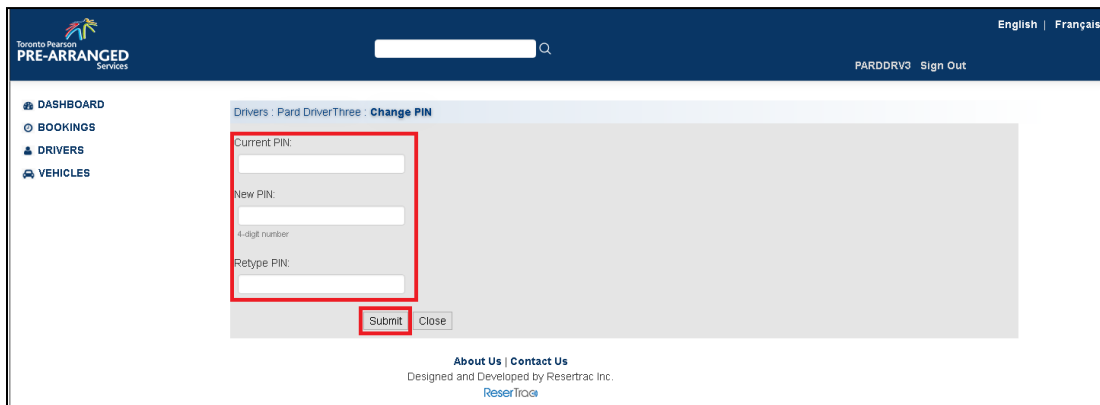


Utilizing the username User created and the temporary password enter the information and click <Log in> to continue.

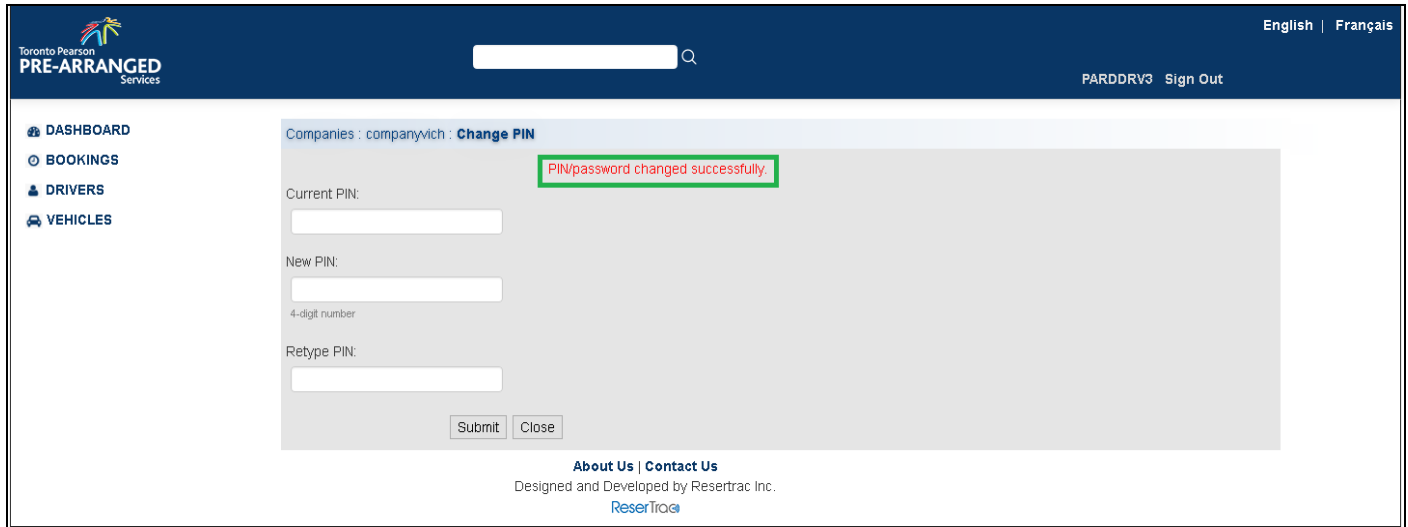


1.1.6 RESET TEMPORARY PIN

Upon successful login, the “Change PIN” will be shown. Enter the temporary PIN into the Current PIN field and choose a new PIN/Password and enter it in the New PIN and Retype PIN again field. Press <Submit> once complete.



The Driver Profile Page will appear and “PIN successfully changed” will appear on the header of the Driver Profile Screen.



1.1.7 UPLOADING REQUIRED INFORMATION & DOCUMENTATION

The Driver Profile screen will be displayed or accessible under <Drivers> left side of screen. Press the <Edit> button to input information.



All information must be entered into the system. Ensure information is correct as the account must be verified by the Dispatcher and missing information will result in rejecting User account. Once Complete click the “Accept terms and conditions” checkbox and <Submit> button. Toronto Pearson Pre-Arranged Services Terms and Conditions is available from the link above.

Drivers : Pard DriverThree : Driver Profile

User Name: PARDDRV3

* First Name: Pard

* Last Name: DriverThree

* Email: parddrv3@gmail.com

Driver's License: S84854438758475

* License Expiry Date: YYYY: 2022 MM: 2 DD: 15

Province/State of Issue: Ontario

Attach Driver's License :

* Mobile No.: 6478307705

* Notification Type: Text Mobile

* Language: English

Account Balance: \$30.00

Available for reschedule:

Terms and Conditions: [Toronto_Pearson_Pre-Arranged Service Terms and Conditions.pdf](#)

Accept terms and conditions

A copy of User Driver's license must be uploaded into the system. A picture can be uploaded by clicking <Choose File> and navigating to the picture that was saved.

Drivers : Pard DriverThree : Driver Profile

User Name: PARDDRV3

* First Name: Pard

* Last Name: DriverThree

* Email: parddrv3@gmail.com

Driver's License: S84854438758475

* License Expiry Date: YYYY: 2022 MM: 2 DD: 15

Province/State of Issue: Ontario

Attach Driver's License :

* Mobile No.: 6478307705

* Notification Type: Text Mobile

* Language: English

Account Balance: \$30.00

Available for reschedule:

Terms and Conditions: [Toronto_Pearson_Pre-Arranged Service Terms and Conditions.pdf](#)

Accept terms and conditions

Notification type is extremely important. Choose the preferred method on how to be dispatched. Ensure Mobile No. is correct as Call Mobile or Text Mobile will be sent to the Mobile number on account. Once complete click the <Submit> Button.

English | Français

PARDDRV3 Sign Out

Drivers : Pard DriverThree : Driver Profile Add to Account

User Name:	PARDDRV3
* First Name:	Pard
* Last Name:	DriverThree
* Email:	parddrv3@gmail.com
Driver's License:	S84854438758475
* License Expiry Date:	YYYY: 2022 MM: 2 DD: 15
Province/State of Issue:	Ontario
Attach Driver's License :	Browse...
Mobile No.:	6478307705
* Notification Type:	Email
* Language:	English
Account Balance	\$30.00
Available for reschedule	<input type="checkbox"/>
Terms and Conditions	<input checked="" type="checkbox"/> Toronto_Pearson_Pre-Arranged_Service_Terms_and_Conditions.pdf
	<input type="checkbox"/> Accept terms and conditions

Submit Cancel

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An overview of User Drivers Account is displayed. Note: User account is currently created, however is inactive and must be activated by the Dispatcher at the Dispatch Centre. Once the information has been verified, User will be notified.

English | Français

PARDDRV3 Sign Out

Drivers : Pard DriverThree : Driver Profile Add to Account

User Name:	PARDDRV3
* First Name:	Pard
* Last Name:	DriverThree
* Email:	parddrv3@gmail.com
Driver's License:	S84854438758475
* License Expiry Date:	YYYY: 2022 MM: 2 DD: 15
Province/State of Issue:	Ontario
Attach Driver's License :	----
Mobile No.:	6478307705
* Notification Type:	Email
* Language:	English
Account Balance	\$30.00
Available for reschedule	<input type="checkbox"/>

Edit

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1.1.8 ACCOUNT APPROVAL & ACTIVATION

Upon being verified by the Dispatcher, the account will be activated and a confirmation email will be sent to the email address provided.

Current Folder: INBOX

INBOX

<input checked="" type="checkbox"/>	From –	Received ▲	Subject –
<input type="checkbox"/>	gtaapard@gmail.com	2:27 pm	Confirmation that your Pre-Arranged Services accou...
<input type="checkbox"/>	gtaapard@gmail.com	1:46 pm	Your PIN code
<input type="checkbox"/>	gtaapard@gmail.com	1:46 pm	Welcome to Toronto Pearson Pre-Arranged Services
<input type="checkbox"/>	gtaapard@gmail.com	1:43 pm	Please verify your email address

Subject: Confirmation that your Pre-Arranged Services account has been fully activated
From: gtaapard@gmail.com
Date: Sun, September 18, 2016 2:28 pm
To: test33@resertrac.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)

Hello,

This email is confirmation that your Pre-Arranged Service account has been fully activated. You may now create bookings, obtain PARD permits and add funds to your PARD stored value account on-line (via credit card) or in person at the Dispatch office. Credit, Debit and Cash are accepted at the Dispatch Office but we recommend on-line transaction to avoid lineups.

Thank you,
 Toronto Pearson Pre-Arranged Services

2. DRIVER – ACCOUNT UPDATE

2.1 Introduction

Drivers must ensure that their account remains up to date to ensure continued availability to the prearranged system.

2.1.1 UPLOADING REQUIRED DOCUMENTATION

To update driver information, close <Drivers> under master window (left side of screen) and select <Edit>.

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PARDDRV3 Sign Out

DRIVERS

Drivers : Pard DriverThree : **Driver Profile** Add to Account

User Name:	PARDDRV3
* First Name:	Pard
* Last Name:	DriverThree
* Email:	parddrv3@gmail.com
Driver's License:	S84854438758475
* License Expiry Date:	YYYY: 2022 MM: 2 DD: 15
Province/State of Issue:	Ontario
Attach Driver's License :	----
Mobile No.:	6478307705
* Notification Type:	Email
* Language:	English
Account Balance	\$30.00
Available for reschedule	<input type="checkbox"/>

Edit

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Update applicable fields and click the check box for "Accept terms and conditions" then <Submit>. Note Dispatcher will review update and re-activate User account.

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PARDDRV3 Sign Out

DRIVERS

Drivers : Pard DriverThree : **Driver Profile** Add to Account

User Name:	PARDDRV3
* First Name:	Pard
* Last Name:	DriverThree
* Email:	parddrv3@gmail.com
Driver's License:	S84854438758475
* License Expiry Date:	YYYY: 2022 MM: 2 DD: 15
Province/State of Issue:	Ontario
Attach Driver's License :	Browse...
Mobile No.:	6478307705
* Notification Type:	Email
* Language:	English
Account Balance	\$30.00
Available for reschedule	<input type="checkbox"/>
Terms and Conditions	<input checked="" type="checkbox"/> Toronto_Pearson_Pre- Arranged_Service_Terms_and_Conditions.pdf

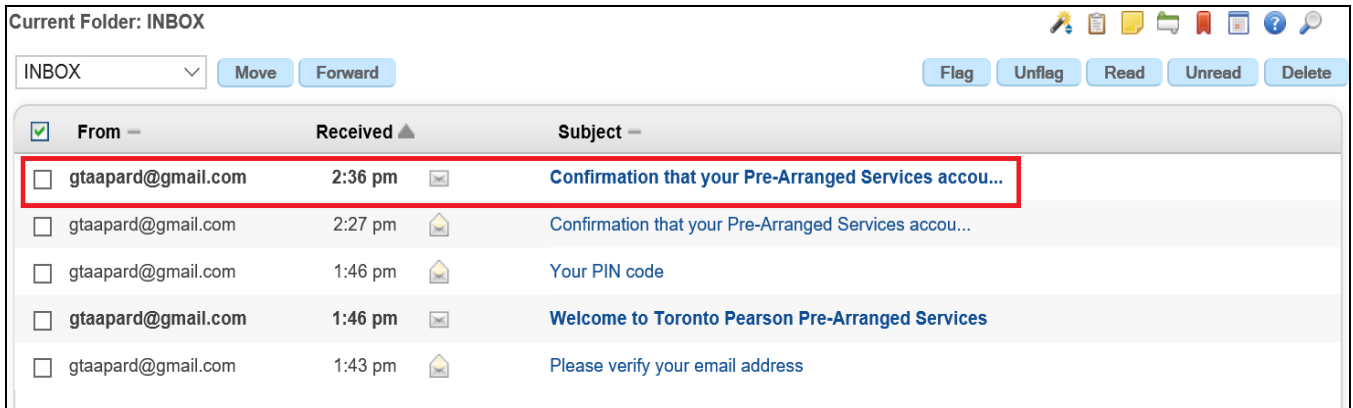
Accept terms and conditions

Submit Cancel

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2.1.2 ACCOUNT APPROVAL ON CHANGES

Once the Dispatcher reviews the changes and activate User account, User will receive an email.



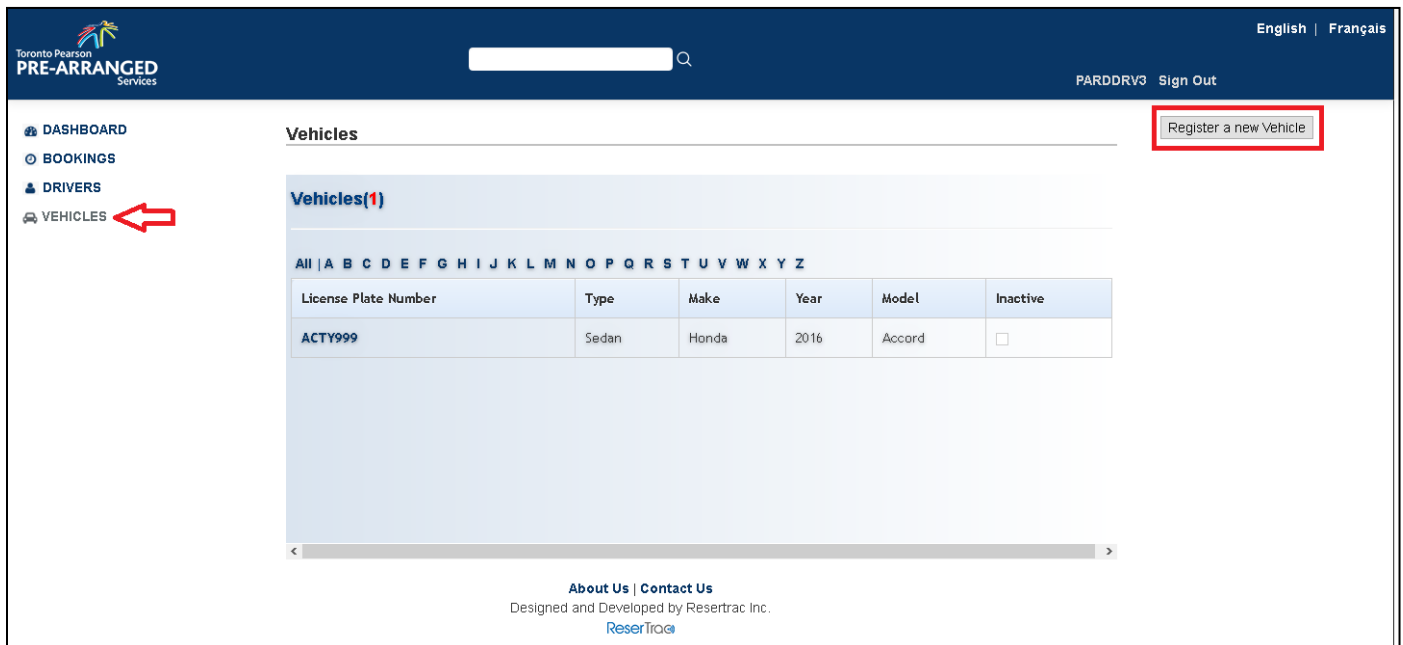
3. DRIVER – MANAGING VEHICLES ONLINE

3.1 Introduction

Drivers that utilize a company vehicle should contact their company to ensure they have been added to the company. Individual Drivers that operate their own commercial vehicle are required to register their vehicle otherwise will not be available at booking.

3.1.1 CREATING NEW VEHICLE

Locate <Vehicles> in the main menu and click. Vehicle associated with the Driver will be displayed. To register a new vehicle in the system press the <Register a new Vehicle> button located on the right portion of the screen.



Register a New Vehicle Screen will be presented. Input all required information and press <Register>.

Drivers : Pard DriverThree : **Register a new Vehicle**

* License Plate No.: PPTP 404

* Year: 2020

* License Plate Province: Ontario

* Insurance Company: INC Company

* Vehicle Type: Sedan

* Insurance Policy No: 123456789

* Make: Ferrari

Municipal License: Mississauga (if applicable)

Model: TOWNCAR

Register

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Upon being successfully registered, the vehicle will be displayed in the Drivers Vehicle profile as shown below.

Drivers : Pard DriverThree : **Vehicles** Register New Vehicle

Vehicles(2)

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

License Plate Number	Type	Make	Year	Model	Inactive
PPTP 404	Sedan	Ferrari	2020	TOWNCAR	<input type="checkbox"/>
ACTY999	Sedan	Honda	2016	Accord	<input type="checkbox"/>

3.1.2 UPDATING VEHICLES

Vehicle information must remain current in order to operate at Pre-Arranged. Locate <Vehicles> from the master window and click on the “License Plate Number” User wish to update.

Drivers

Register a New Driver
Assigned Drivers

Drivers(95)

Filter: All

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Status		
123456789012345 123456789012345	Email Verification		
Cullitons2 Account	Complete Profile		
Cullitons3 Account Test	Active	Create Booking	Register New Vehicle Vehicle List
MV Agusta	Active	Create Booking	Register New Vehicle Vehicle List
Shamsuddin Ahmed	Active	Create Booking	Register New Vehicle Vehicle List

Vehicles

Register a new Vehicle

Vehicles(2)

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

License Plate Number	Type	Make	Year	Model	Inactive
PPTP 404	Sedan	Ferrari	2020	TOWNCAR	<input type="checkbox"/>
ACTY999	Sedan	Honda	2016	Accord	<input type="checkbox"/>

Vehicle details will be shown, press the <Edit> button.

Vehicle Profile

Deactivate
Delete

* License Plate No.: ACTY999
* License Plate Province: Ontario
* Vehicle Type: Sedan
* Make: Honda
Model: Accord
* Year: 2016
* Insurance Company: Aviva
* Insurance Policy No: K7474743
Municipal License:

Edit

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Update appropriate fields and press <Submit>.

Drivers

Filter: All

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Status			
123456789012345 123456789012345	Email Verification			
Cullitons2 Account	Complete Profile			
Cullitons3 Account Test	Active	Create Booking	Register New Vehicle	Vehicle List
MV Agusta	Active	Create Booking	Register New Vehicle	Vehicle List
Shamsuddin Ahmed	Active	Create Booking	Register New Vehicle	Vehicle List

Vehicle Profile

* License Plate No.: ACTY999

* License Plate Province: Ontario

* Vehicle Type: Sedan

* Make: Honda

Model: Accord

* Year: 2016

* Insurance Company: Aviva

* Insurance Policy No: k7474743

Municipal License: (if applicable)

Submit Cancel

Deactivate Delete

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3.1.3 REMOVING LINKED VEHICLES

In the event that a vehicle is to be removed from a Drivers profile, locate <Vehicles> from the master window and click on the "License Plate Number".

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PARDDR3 Sign Out

VEHICLES ←

Vehicles

Register a new Vehicle

Vehicles(2)

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

License Plate Number	Type	Make	Year	Model	Inactive
PPTP 404	Sedan	Ferrari	2020	TOWNCAR	<input type="checkbox"/>
ACTY999	Sedan	Honda	2016	Accord	<input type="checkbox"/>

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Press the <Delete> key to remove vehicle from profile. Deactivate will temporary deactivate the vehicle which cannot be used by the driver or <Delete> which removes the vehicle on a permanent basis.

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PARDDR3 Sign Out

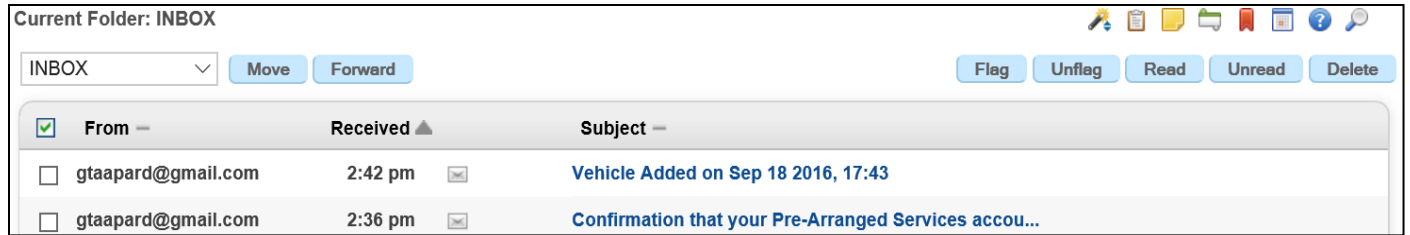
Vehicle Profile

- * License Plate No.: PPTP 404
- * License Plate Province: Ontario
- * Vehicle Type: Sedan
- * Make: Ferrari
- Model: TOWNCAR
- * Year: 2020
- * Insurance Company: INC Company
- * Insurance Policy No: 123456789
- Municipal License: Mississauga

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3.1.4 AUTOMATED SYSTEM PROCESS

A confirmation email will be sent to the email address on file indicating a new vehicle, edit or deleted vehicle has been actioned on the account.



4. DRIVER – ADDING VALUE TO PREPAID ACCOUNT ONLINE

4.1 Introduction

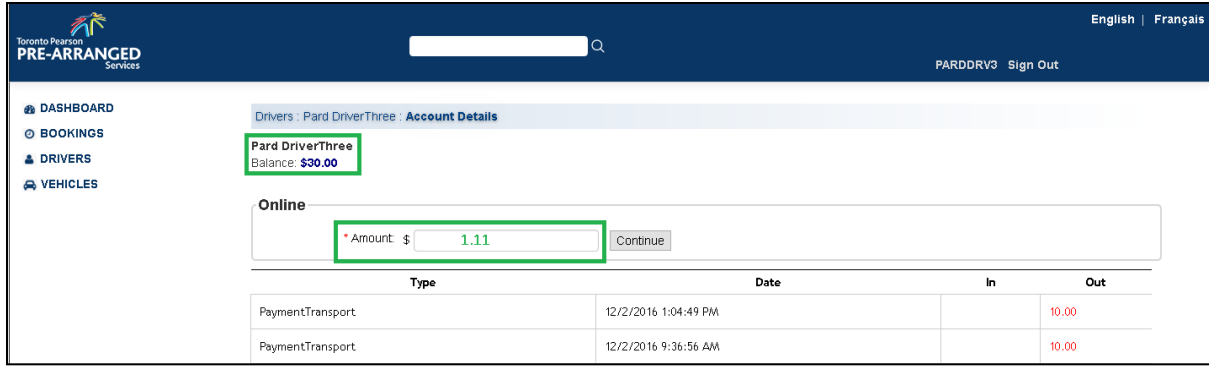
To add funds to the Driver Account can be done at the Dispatch Centre by methods of Cash, Debit or Credit Cards. Drivers can also add funds online by credit card.

4.1.1 ADDING VALUE TO ACCOUNT

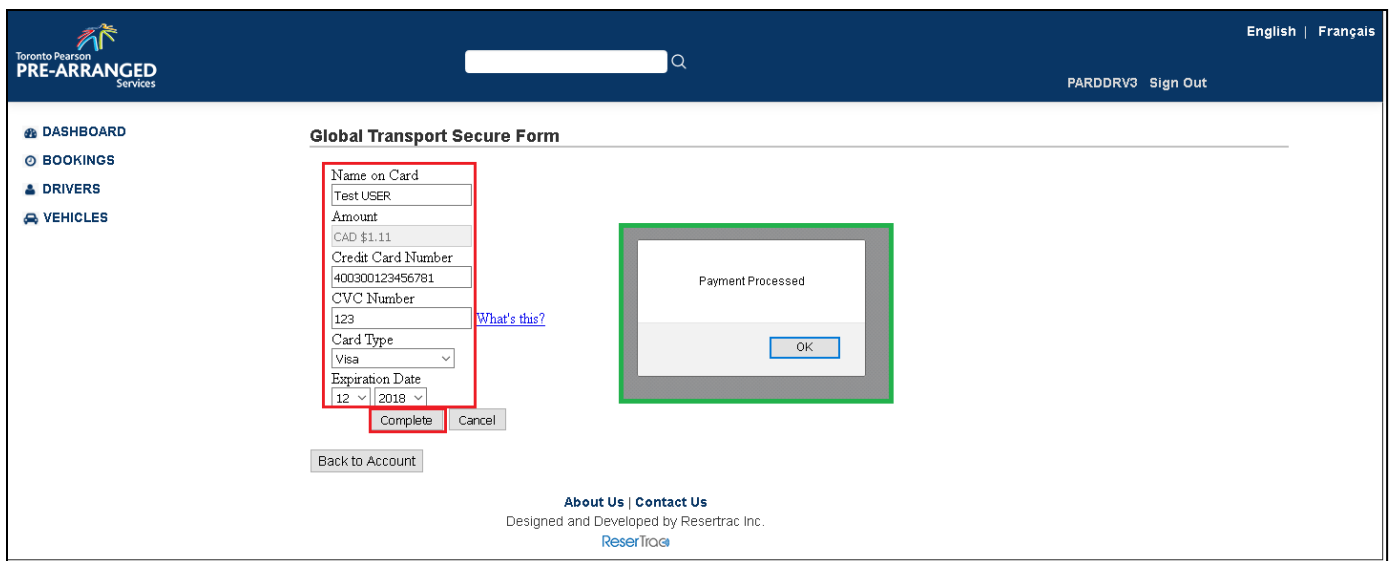
Locate <Drivers> from the master window and click <Add to Account> located on the right side of the screen.



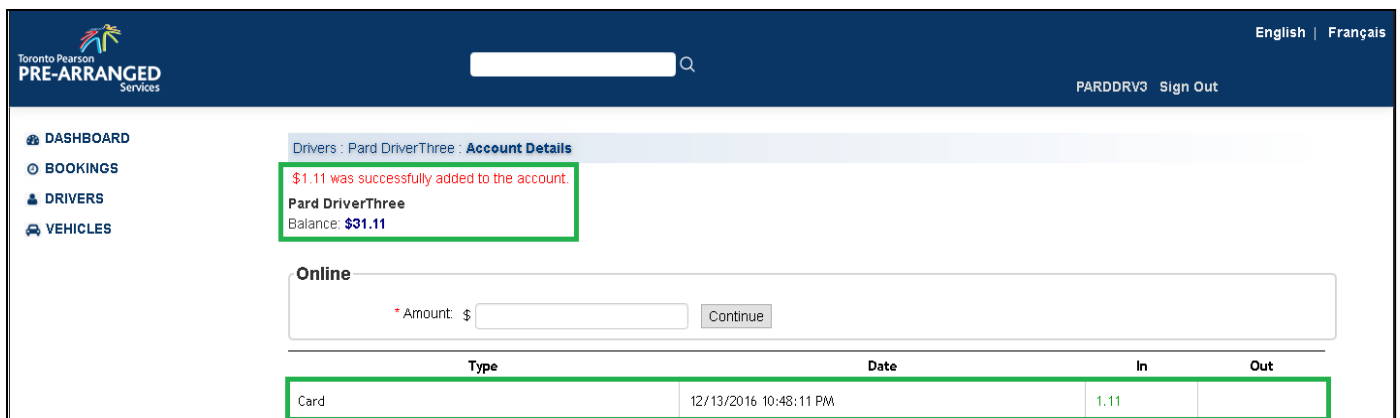
Enter amount User wish to add to User account and press Continue to process payment.



Enter in credit card information and press <Process>. A confirmation screen will appear indicating the status of the payment. If successful, click <OK> and funds will be deposited into User Drivers Account.



The Drivers Account Detail will display the Balance and Account details under transaction “Type” and a deposit “IN” to account and the amount.



4.1.2 NEW BALANCE

The balance on the account can be viewed by clicking <Drivers> from the master window and viewing the “Account Balance” field.

The screenshot shows the 'Driver Profile' page for user 'Pard DriverThree'. The account balance is highlighted in green as \$31.11. The page includes a sidebar with navigation options: DASHBOARD, BOOKINGS, DRIVERS, and VEHICLES. The main content area displays personal and license information, including name, email, license number, and expiry date. At the bottom, there are links for 'About Us | Contact Us' and 'ReserTrac'.

5. DRIVER – CREATES NEW SINGLE OR MULTI BOOKING

5.1 Introduction

To create a permit for pickup, the user must ensure that the Company has linked the users Driver Account to their company profile in order to do a pickup.

5.1.1 ACTIVATING BOOKING FORM

To create a booking, select <Bookings> from the master window and click on <Create a Booking> from the right portion of User screen.

The screenshot shows the 'Bookings' page. A red arrow points to the 'BOOKINGS' option in the left sidebar. In the top right corner, the 'Create a Booking' button is highlighted with a red box. The main area contains a search form with fields for Passenger Name, Flight No., and Permit No., and a 'Bookings List' section with a dropdown menu set to 'Upcoming'.

Complete the Booking form and click on the “Accept the terms and conditions” checkbox and <Proceed to Book>.

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PARDDRV3 Sign Out

DASHBOARD

BOOKINGS

DRIVERS

VEHICLES

[- Select payment option -]

Pavel's Taxi Co Account

Driver Account

Create Booking

* Payment Option: Pavel's Taxi Co Account \$6.00

* Vehicle: PPTP 404 Sedan Ferrari

* Passenger First Name: Tatiana

* Passenger Last Name: Pandovich

* Terminal: Terminal 1

Flight Number: 777

* Scheduled date and time of arrival: 12/13/2016 11:26 PM

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Accept Terms and Conditions

Proceed to Book Cancel

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5.1.2 PAYMENT OPTIONS

Payment Option can be selected from the Company Account if funds are available or Drivers Account.

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PARDDRV3 Sign Out

DASHBOARD

BOOKINGS

DRIVERS

VEHICLES

[- Select payment option -]

Pavel's Taxi Co Account

Driver Account

Create Booking

* Payment Option: Driver Account \$31.11

* Company: Pavel's Taxi Co

* Vehicle: Choose a Vehicle...

* Passenger First Name: Tatiana

* Passenger Last Name: Pandovich

* Terminal: Terminal 1

Flight Number: 777

* Scheduled date and time of arrival: 12/13/2016 11:32 PM

Toronto_Pearson_Pre-Arranged_Service_Terms_and_Conditions.pdf

Accept Terms and Conditions

Proceed to Book Cancel

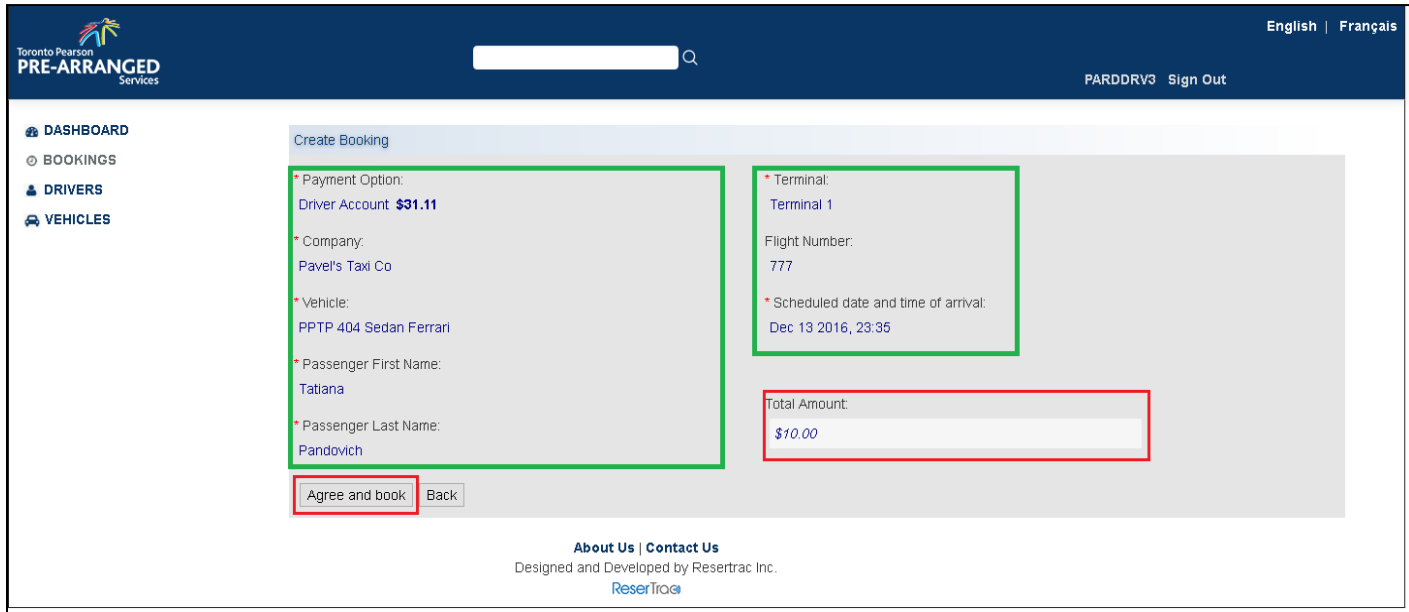
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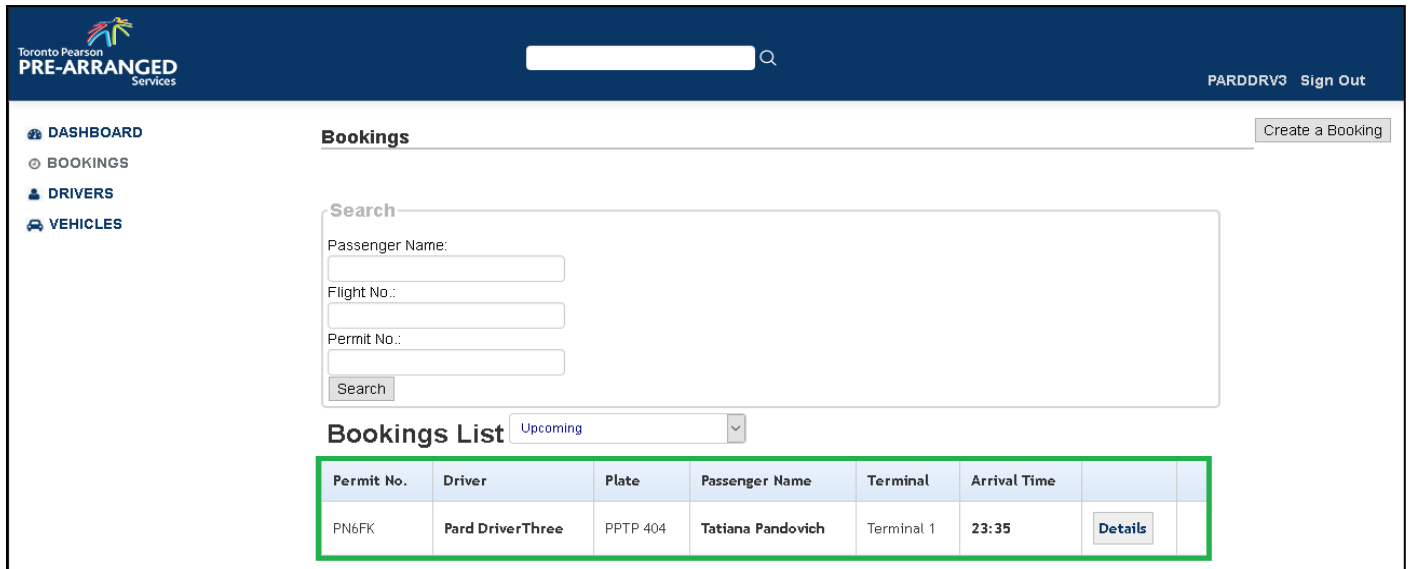
ReserTrac

5.1.3 PERMIT GENERATED

The Create Booking Screen will display a summary of the Booking Screen and identify the Permit Amount. If information is correct, click <Agree and Book>.



The permit is generated and the information displayed under the Bookings List.



5.1.4 EMAIL NOTIFICATIONS

Notification of the permit will be sent to the Driver by email and Notification method selected in the Drivers Account.

5.1.5 MULTIPLE BOOKINGS

Repeat steps 34.1.1 through 34.1.3 to create another booking.

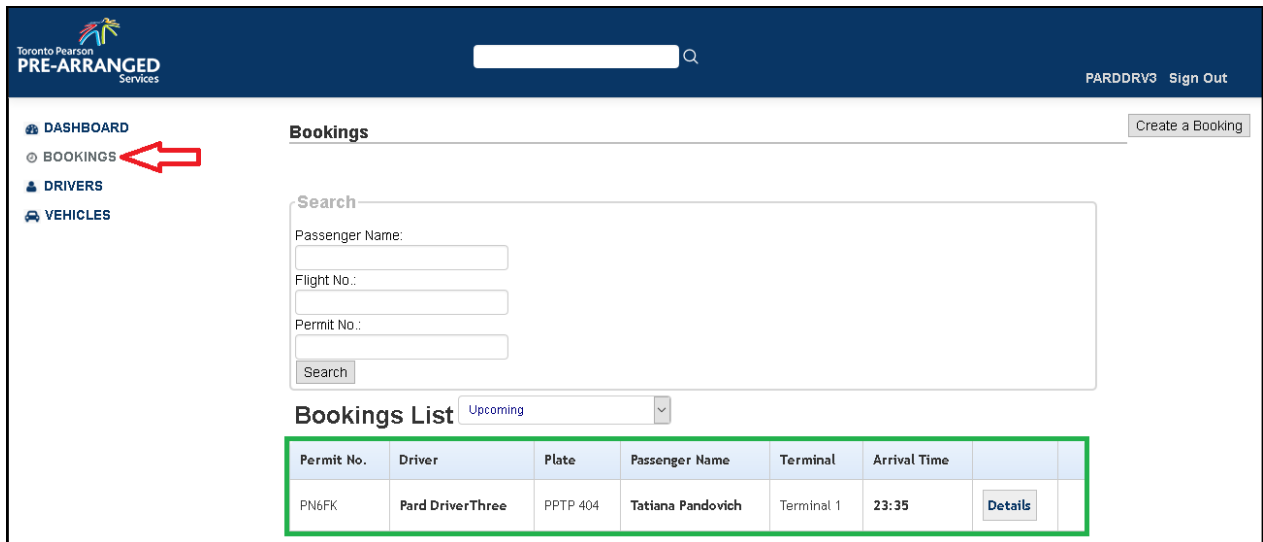
6. DRIVER – CANCEL PERMIT

6.1 Introduction

In the event that a passenger is delayed or cancels the scheduled pickup, the permit can be cancelled on-line within the specified time as selected by Toronto Pearson Pre-Arranged Services. Currently it is within 15 minutes of the pick-up time. A permit can always be cancelled in person at the Dispatch Centre.

6.1.1 LOCATING PERMIT

Select <Bookings> under master window and all bookings will appear under the Bookings List.



The screenshot displays the Toronto Pearson Pre-Arranged Services web interface. The left sidebar contains navigation options: DASHBOARD, BOOKINGS (highlighted with a red arrow), DRIVERS, and VEHICLES. The main content area is titled 'Bookings' and includes a search form with fields for Passenger Name, Flight No., and Permit No., along with a Search button. Below the search form is a 'Bookings List' section with a dropdown menu set to 'Upcoming'. The table below shows a single booking entry with a 'Details' button.

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
PN6FK	Pard DriverThree	PPTP 404	Tatiana Pandovich	Terminal 1	23:35	Details

6.1.2 CANCELLING PERMIT

Click on <Details> to view the permit details.

The screenshot shows the 'Bookings' page in the Toronto Pearson Pre-Arranged Services system. The left sidebar contains navigation options: DASHBOARD, BOOKINGS (highlighted with a red arrow), DRIVERS, and VEHICLES. The main content area is titled 'Bookings' and includes a search form with fields for Passenger Name, Flight No., and Permit No., along with a 'Search' button. Below the search form is a 'Bookings List' table with a dropdown menu set to 'Upcoming'. The table contains one entry with the following details:

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
PN6FK	Pard DriverThree	PPTP 404	Tatiana Pandovich	Terminal 1	23:35	Details

Click on the <Cancel> button.

The screenshot shows the 'Booking Details' page for permit number PN6FK. The page is divided into two main sections: Driver Information and Passenger Information. The Driver Information section includes fields for Driver's Name, Paid From, Total Amount, Company, and Vehicle. The Passenger Information section includes fields for First Name, Last Name, Terminal, Flight No., and Scheduled date and time of arrival. A red box highlights the 'Cancel' button located below the driver information section.

6.1.3 PAYMENT REFUND OPTIONS

The booking refunds will be presented and the amount of the permit will be refunded back to the account that the amount was debited. If the amount was from a company account, the fee will be returned to the company account. Click <Proceed> to continue.

6.1.4 AUTOMATED SYSTEM NOTIFICATIONS

An email will be generated to the Company and Driver account notifying of the cancelled permit.

Current Folder: INBOX

INBOX [Move] [Forward] [Flag] [Unflag] [Read] [Unread] [Delete]

From	Received	Subject
<input type="checkbox"/> gtaapard@gmail.com	Sun, 6:45 pm	Booking Permit Cancelled on Sep 18 2016, 21:46
<input type="checkbox"/> gtaapard@gmail.com	Sun, 6:39 pm	Booking Permit Registered on Sep 18 2016, 21:40
<input type="checkbox"/> gtaapard@gmail.com	Sun, 6:31 pm	Driver has been added to the company

From: gtaapard@gmail.com
 Date: Sun, September 18, 2016 6:40 pm
 To: test33@resertrac.com
 Priority: Normal
 Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Unsafe Images](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)

U4C9C

Hello,

A booking was registered on Sep 18 2016, 21:40 with permit no. **U4C9C**.

[Click here if the barcode is not displayed](#)

7. DRIVER – PERMIT UPDATE

7.1 Introduction

It is imperative that the information contained in the permit is up to date. Any changes to pick up should be updated on the permit.

7.1.1 UPDATING BOOKING INFORMATION

Located <Bookings> under the master window and click <Details> from the appropriate permit.

The screenshot shows the 'Bookings' page in the Toronto Pearson Pre-Arranged Services dashboard. The left sidebar contains navigation links: DASHBOARD, BOOKINGS (highlighted with a red arrow), DRIVERS, and VEHICLES. The main content area has a search form with fields for Passenger Name, Flight No., and Permit No., and a 'Search' button. Below the search form is a 'Bookings List' table with a dropdown menu set to 'Upcoming'. The table has columns for Permit No., Driver, Plate, Passenger Name, Terminal, Arrival Time, and an 'Edit' button. The first row of the table is highlighted, and its 'Edit' button is enclosed in a red box.

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
PN6FK	Pard DriverThree	PPTP 404	Tatiana Pandovich	Terminal 1	23:35	Details

Click <Edit> button to make changes.

The screenshot shows the 'Booking Details' page for permit PN6FK. The page is divided into two main sections: Driver Information and Passenger Information. The Driver Information section includes fields for Driver's Name (Pard DriverThree), Paid From (Driver Account), Total Amount (\$10.00), Company (Pavel's Taxi Co), and Vehicle (PPTP 404 Sedan Ferrari). The Passenger Information section includes fields for First Name (Tatiana), Last Name (Pandovich), Terminal (Terminal 1), Flight No. (777), and Scheduled date and time of arrival (Dec 13 2016, 23:35). A red box highlights the 'Edit' button at the bottom of the Passenger Information section.

Update the information and press <Save>

Booking Details

Permit No.: **PN6FK**

Driver Information

Driver's Name: **Pard DriverThree**
 Paid From: **Driver Account**
 Total Amount: **\$10.00**
 Company: **Pavel's Taxi Co**
 Vehicle: **PPTP 404 Sedan Ferrari**
[Cancel](#)

Passenger Information

First Name: **Tatiana**
 Last Name: **Pandovich**
 Terminal: **Terminal 1**
 Flight No.:
 Scheduled date and time of arrival:
[Save](#) [Don't Save](#)
[Back](#)

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[ReserTrac](#)

7.1.2 AUTOMATED SYSTEM NOTIFICATIONS

An email will be sent to the Driver/Company indicating a permit has been updated.

Current Folder: INBOX

INBOX [Move](#) [Forward](#) [Flag](#) [Unflag](#) [Read](#) [Unread](#) [Delete](#)

From	Received	Subject
<input type="checkbox"/> gtaapard@gmail.com	Sun, 7:05 pm	Booking Permit update on Sep 18 2016, 22:06

Date: Sun, September 18, 2016 7:06 pm
To: test33@resertrac.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Unsafe Images](#) | [Add to Address Book](#) | [View Message Details](#) | [View as plain text](#)

The booking with permit code "KV997", updated.

Terminal = Terminal1
 Flight No# = ac333
 Arrival Time = Sep 18 2016, 23:33

Toronto Pearson Pre-Arranged Services

You are receiving this email because of your relationship with the Toronto Pearson Pre-Arranged Services (PARD) business. This email is coming from an unmonitored alias, so please do not reply.

8. DRIVER – DASHBOARD

8.1 Introduction

The Dashboard provides an overall view to new bookings, search, account balance, notification and status of permits.

8.1.1 LOCATING BOOKINGS

The screenshot shows the driver dashboard interface. At the top, there is a search bar containing 'kv99' and '(PERMIT) kv997'. A red arrow points to the 'DASHBOARD' menu item in the left sidebar. The main content area features a table of bookings and a 'Notifications' section showing an account balance of \$21.11.

Permit No.	Driver	Plate	Passenger Name	Terminal	Arrival Time	
PN6FK	Pard DriverThree	PPTP 404	Tatiana Pandovich	Terminal 1	23:35	Details