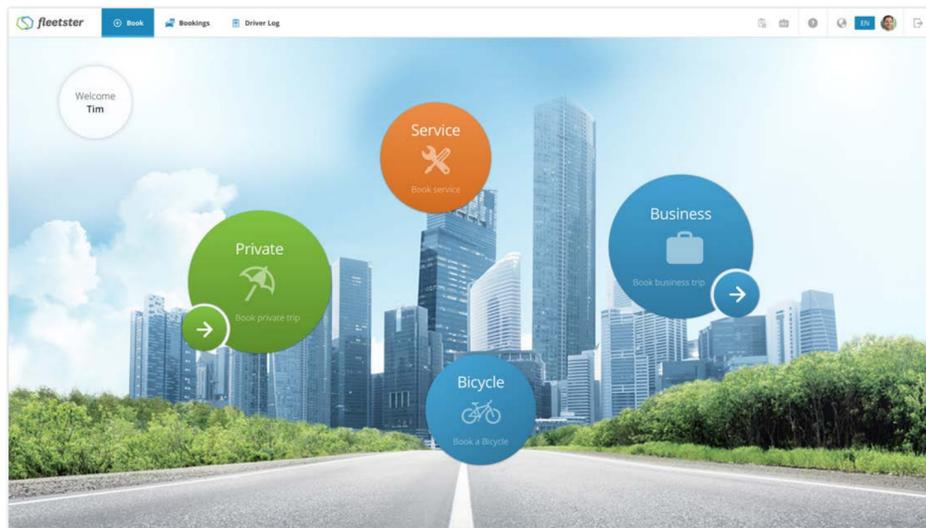


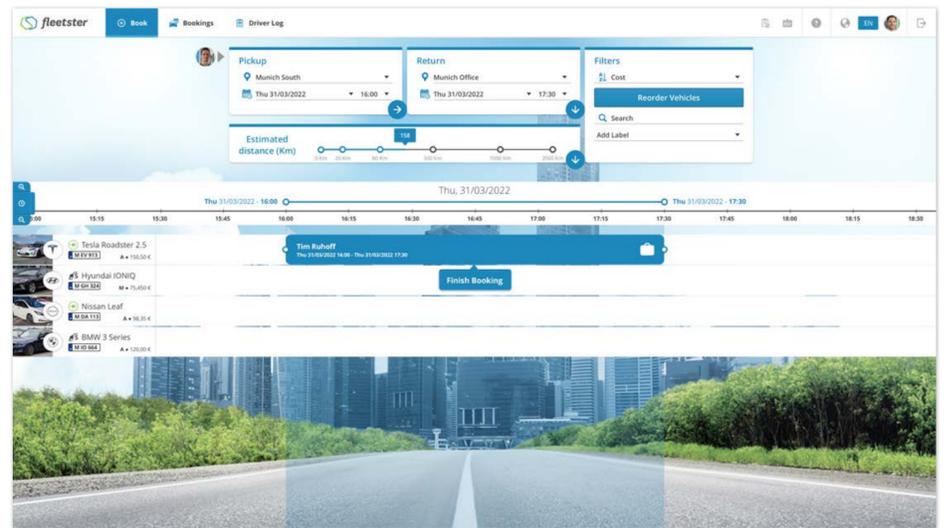
Creating a Booking

You are now ready to create your booking! The web app offers different booking types that can be selected before the actual booking process starts. Make sure to choose the right type of booking and continue. In case of questions, requesting support or feedback is also possible directly through the web app. To create a new booking just follow the steps provided.



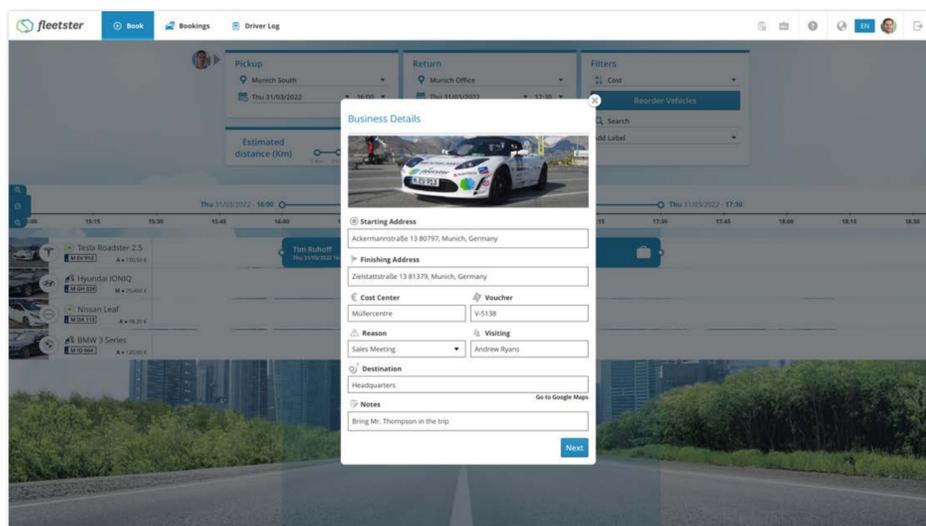
1. Select a Booking Type

Start your booking by choosing the type of booking (Business, Private or Service) and continue.



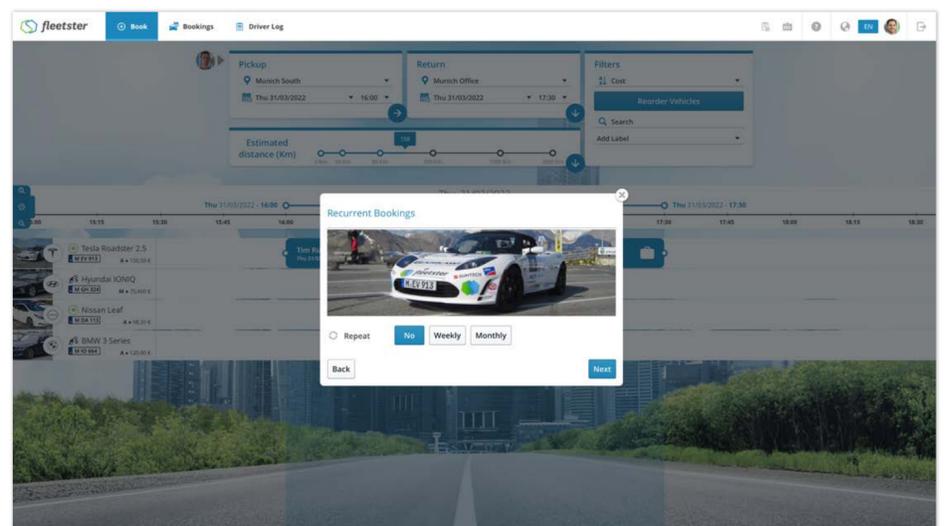
2. Fill in basic information

Fill in the start and end location, start and end time of your booking, and the estimated distance of your trip. Choose a vehicle and driver for this booking.



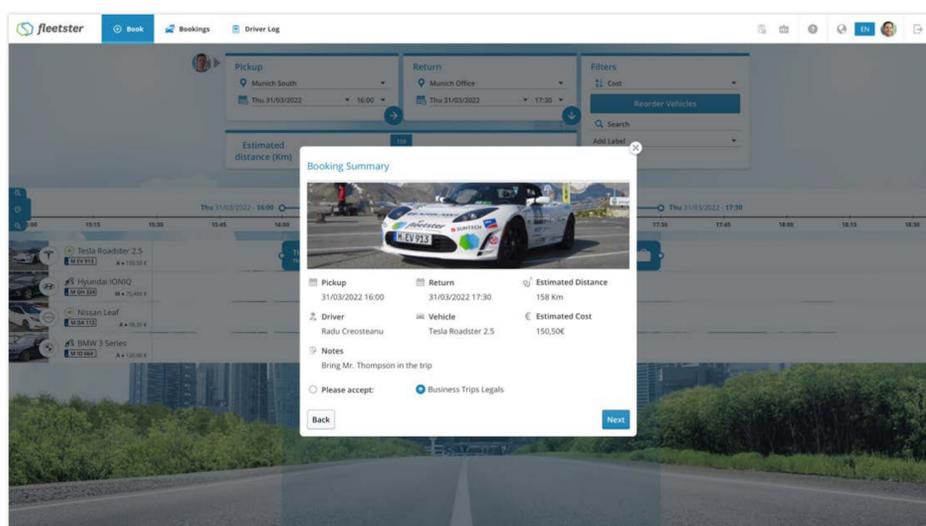
3. Business / Private / Service Details

Write information based on the type of booking that you selected, such as starting and finishing address, the reason for the trip or some notes.



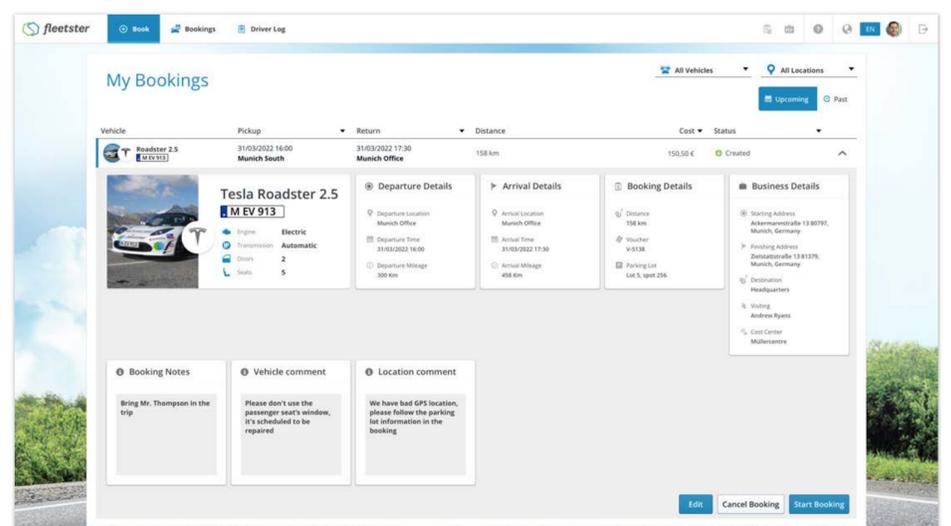
4. Recurrent Bookings

In this step you can schedule this booking so it repeats monthly, weekly, or not at all.



5. Booking Summary

As the final step of your booking, review all the details and tap on FINISH to create the booking.



6. My Bookings

You will be taken to the "My Bookings" page where all your bookings, upcoming and past are located. When you are ready to go, click on "Start Booking", follow the instructions and approach the Key Cabinet.