




Prearranged Trip Management

Prearranged Trips will be used to request future access to the curb. Prearranged Trips must be entered into the system **minimum 60 minutes prior** to anticipated pick up time. Only registered and approved vehicles are permitted to pick up.

Add a Prearranged Trip

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 A screenshot of the GateKeeper Vendor login interface. The page features the 'GateKeeper Vendor' logo at the top. Below the logo, there are two input fields for 'User Name' and 'Password', each with a red asterisk indicating a required field. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located at the bottom of the login area. The background of the page shows a blurred image of a yellow taxi cab.
<p>Under Account select <i>Add Prearranged Registration</i></p>	 A screenshot of the 'Account' menu in the GateKeeper Vendor system. The menu is displayed as a vertical list of options on a dark blue background. The options include: 'Account Details', 'Account Real Event Data', 'Account Trip Data', 'Driver/Vehicle List', 'Add Prearranged Registration' (which is highlighted in a light green color), 'Prearranged Registrations', 'Prearranged Registration Monitor', 'Add Dispatch Operator', and 'Dispatch Operator Account Links'. At the top of the menu, there are two tabs: 'Account' and 'Reports'.



Enter the following information:

- Pick-up Date
- Pick-up Time
- Select Domestic or International
- Airline
- Flight Number
- Licence Plate of Vehicle (assigned to pickup)
- Requested Vehicle Capacity = size of party picking up
- Comments (if applicable)
- Reference # (if applicable)

Uncheck Dispatch Special Request (for taxi only)

Add Prearranged Registration

Account:

Pick-up Date: 11/21/2023

Pick-up Time: __:__:__

Location: Domestic

Airline:

Flight Number:

License Plate of Vehicle:

Requested Vehicle Capacity: 0

Comments:

Reference #:

Dispatch Special Requests: Wheelchair
 Van/Oversize

Save and Enter New Save and View

Select *Save and Enter New* to enter another trip or *Save and View*

Save and Enter New Save and View

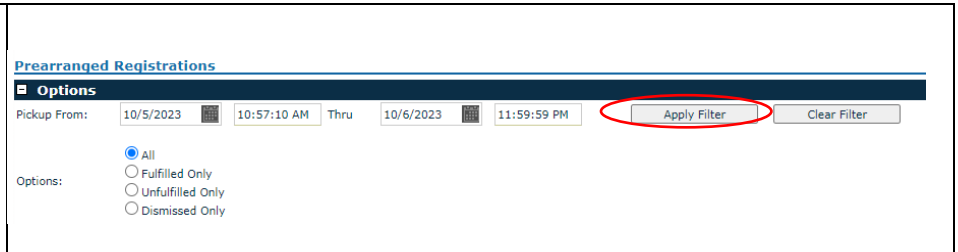

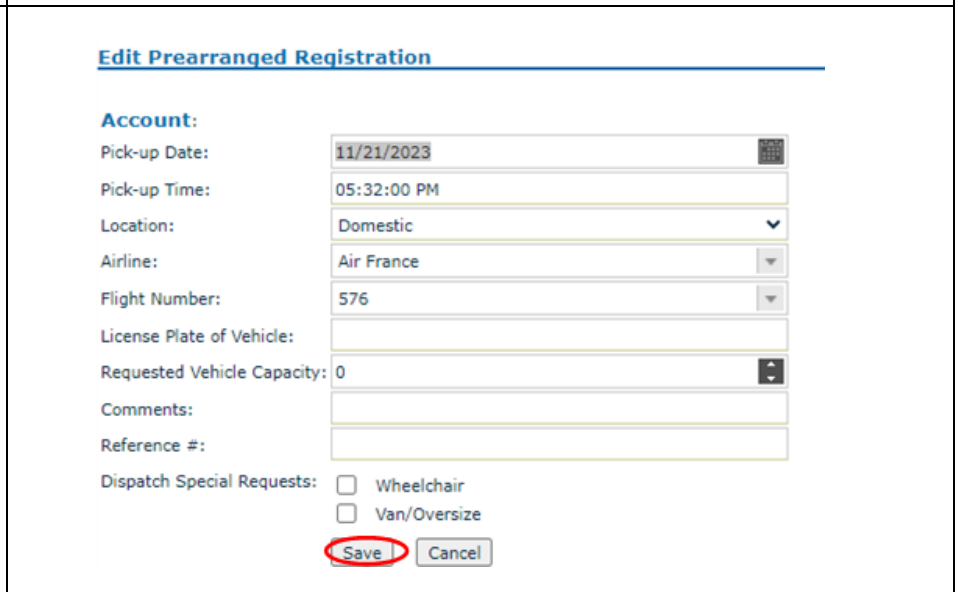


Edit a Prearranged Trip

Edits can only be made if a Prearranged Trip has not been assigned to a location by the GT Dispatcher.

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the 'GateKeeper Vendor' logo at the top left. Below the logo are two input fields for 'User Name' and 'Password', each with a red asterisk indicating a required field. There is a 'Login' button and a 'Forgot Password?' link below the password field. The background of the page shows a yellow taxi cab.</p>
<p>Under Account select <i>Prearranged Registrations</i></p>	 <p>The screenshot shows a dropdown menu for the 'Account' tab. The menu items are: Account Details, Account Read Event Data, Account Trip Data, Driver/Vehicle List, Add Prearranged Registration, Prearranged Registrations (highlighted in green), Prearranged Registration Monitor, Add Dispatch Operator, and Dispatch Operator Account Links. To the right of the menu, there are several links: Retrieve Account Balance, Add Address, Add Driver/Vehicle, Add Insurance, Add Account Contact, and Add Attachment.</p>



<p>Note: If Prearranged trip is not showing, update the date filters and select <i>Apply Filter</i>.</p>	 <p>The screenshot shows the 'Prearranged Registrations' page. At the top, there is a header with the title 'Prearranged Registrations' and a sub-header 'Options'. Below this, there are date and time filters: 'Pickup From: 10/5/2023 10:57:10 AM Thru 10/6/2023 11:59:59 PM'. The 'Apply Filter' button is circled in red. Below the filters, there are radio button options: 'All' (selected), 'Fulfilled Only', 'Unfulfilled Only', and 'Dismissed Only'.</p>
<p>Once Prearranged trip is showing, select <i>Edit</i></p>	 <p>The screenshot shows the 'Prearranged Registrations' table. The table has columns: 'Pick-up Date/Time', 'Facility Name', 'Requested Vehicle', 'Airline', 'Flight Number', 'Location', 'Requested Capacity', 'Special Requests', 'Comments', 'Reference #', 'Dispatched Vehicle', and 'Dispatched At'. A red circle highlights the 'Edit' icon in the first row of the table. Below the table, there is a status bar with 'Last Refresh: 11/21/2023 1:34:39 PM' and 'Automatic Refresh Every 30 Seconds'.</p>
<p>Update required fields and select <i>Save</i>.</p>	 <p>The screenshot shows the 'Edit Prearranged Registration' form. The form has the following fields: 'Account:', 'Pick-up Date: 11/21/2023', 'Pick-up Time: 05:32:00 PM', 'Location: Domestic', 'Airline: Air France', 'Flight Number: 576', 'License Plate of Vehicle:', 'Requested Vehicle Capacity: 0', 'Comments:', 'Reference #:', and 'Dispatch Special Requests: Wheelchair, Van/Oversize'. The 'Save' button is circled in red.</p>



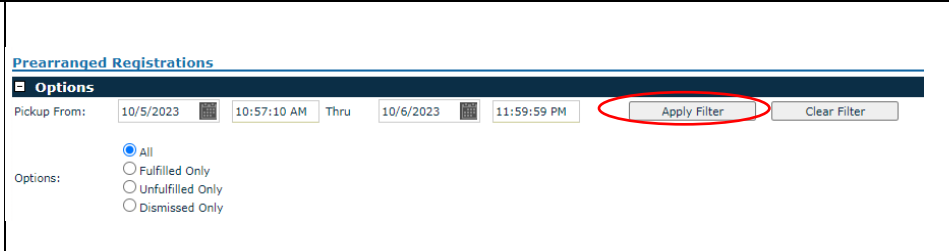
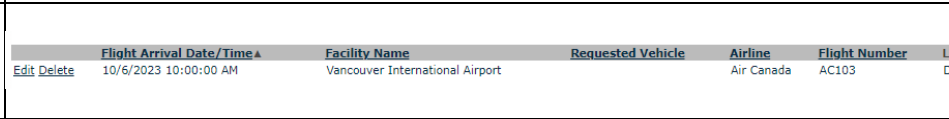
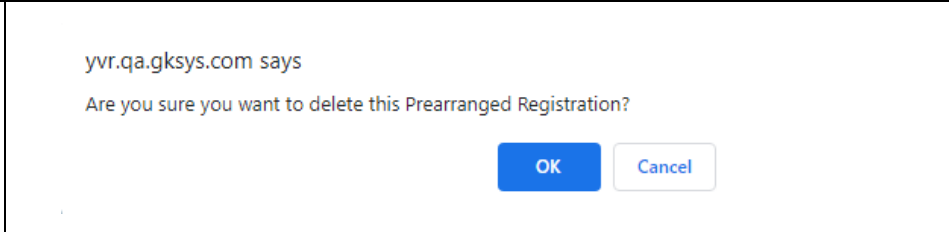
Cancel a Prearranged Trip

Deletions can only be made if a Prearranged Trip has not been assigned to a location by the GT Dispatcher.

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the 'GateKeeper Vendor' logo at the top left. Below the logo are two input fields for 'User Name' and 'Password', each with a red asterisk indicating a required field. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located below the login button. The background of the page shows a yellow taxi cab.</p>
<p>Under Account select <i>Prearranged Registrations</i></p>	 <p>The screenshot displays a dropdown menu for the 'Account' section. The menu items are: Account Details, Account Read Event Data, Account Trip Data, Driver/Vehicle List, Add Prearranged Registration, Prearranged Registrations (highlighted in green), Prearranged Registration Monitor, Add Dispatch Operator, and Dispatch Operator Account Links. To the right of the menu, there are several links: Retrieve Account Balance, Add Address, Add Driver/Vehicle, Add Insurance, Add Account Contact, and Add Attachment.</p>


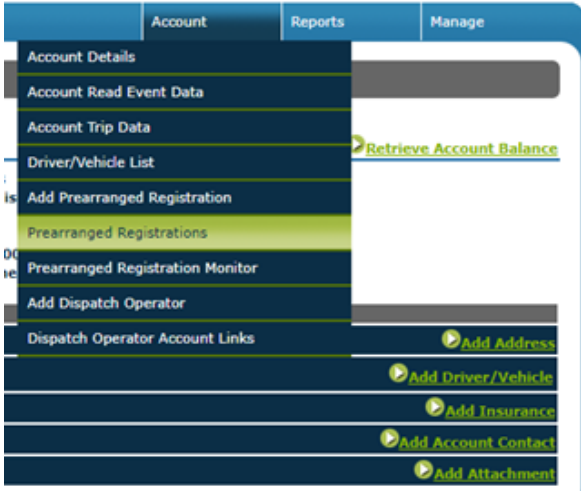



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<p>Note: If Prearranged trip is not showing, update the date filters and select <i>Apply Filter</i>.</p>	 <p>The screenshot shows the 'Prearranged Registrations' interface. Under the 'Options' section, there are date and time filters: 'Pickup From: 10/5/2023 10:57:10 AM Thru 10/6/2023 11:59:59 PM'. The 'Apply Filter' button is circled in red. Below the filters, there are radio button options: 'All' (selected), 'Fulfilled Only', 'Unfulfilled Only', and 'Dismissed Only'.</p>
<p>Once Prearranged trip is showing, select <i>Delete</i>.</p>	 <p>The screenshot shows a table with the following columns: 'Flight Arrival Date/Time', 'Facility Name', 'Requested Vehicle', 'Airline', and 'Flight Number'. A single row is visible with the following data: '10/6/2023 10:00:00 AM', 'Vancouver International Airport', 'Air Canada', and 'AC103'. There are 'Edit' and 'Delete' links for this row.</p>
<p>Select <i>OK</i> on pop up message.</p> <p>Note that only trips that do not have an associated <i>Dispatched At Time</i> can be deleted.</p>	 <p>The screenshot shows a confirmation message from 'yvr.qa.gksys.com' asking 'Are you sure you want to delete this Prearranged Registration?'. There are two buttons: 'OK' and 'Cancel'.</p>



View Prearranged Trips

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the logo at the top, followed by input fields for 'User Name' and 'Password'. Below these fields are 'Login' and 'Forgot Password?' buttons. The background of the page shows a yellow taxi cab.</p>
<p>Under Account select <i>Prearranged Registrations</i></p>	 <p>The screenshot displays a navigation menu with tabs for 'Account', 'Reports', and 'Manage'. The 'Account' tab is active, showing a list of options including 'Account Details', 'Account Read Event Data', 'Account Trip Data', 'Driver/Vehicle List', 'Add Prearranged Registration', 'Prearranged Registrations', 'Prearranged Registration Monitor', 'Add Dispatch Operator', and 'Dispatch Operator Account Links'. The 'Prearranged Registrations' option is highlighted in green. To the right of the menu, there are several action buttons: 'Retrieve Account Balance', 'Add Address', 'Add Driver/Vehicle', 'Add Insurance', 'Add Account Contact', and 'Add Attachment'.</p>
<p>Adjust Pickup from dates and select <i>Apply Filter</i>.</p>	 <p>The screenshot shows the 'Prearranged Registrations' page with a filter section. The 'Options' dropdown is expanded, showing radio button options for 'All', 'Fulfilled Only', 'Unfulfilled Only', and 'Dismissed Only'. The 'All' option is selected. Above the options, there are date and time pickers: 'Pickup From: 10/5/2023 10:57:10 AM Thru 10/6/2023 11:59:59 PM'. The 'Apply Filter' button is circled in red, and a 'Clear Filter' button is also visible.</p>