

# ONLINE BOOKING PORTAL

LODDON CARS

# HOW TO BOOK ONLINE THROUGH PORTAL - Search by typing "Loddon Cars" in Google



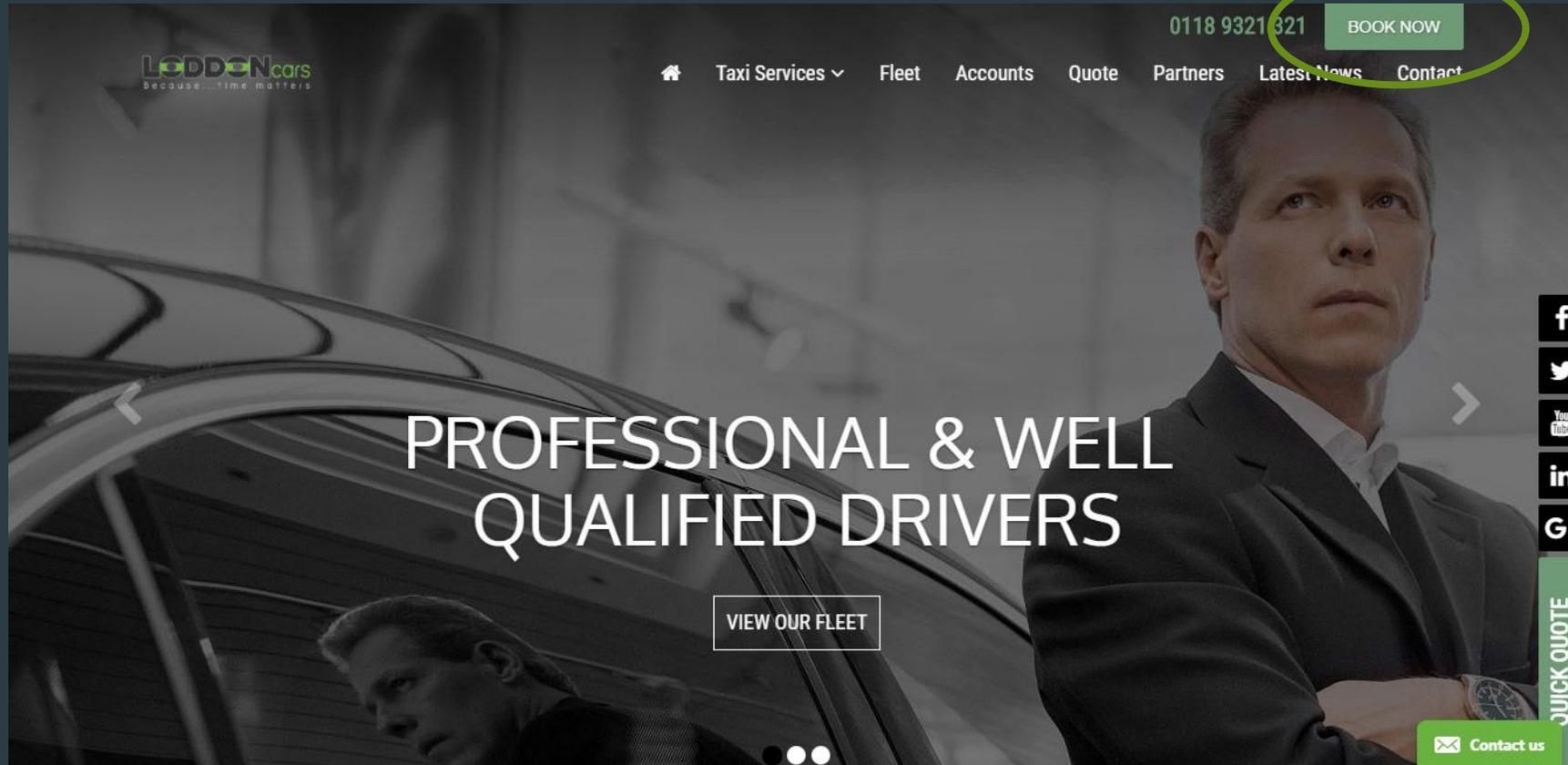
The screenshot shows a Google search for "loddon cars". The search bar contains "loddon cars" and is circled in green. Below the search bar, the first result is "Loddon Cars: Reading Taxis" with the URL "https://www.loddoncars.com/". This result is also circled in green. To the right of the search results is a business profile for "Loddon Cars" in Twyford, England, featuring a car image, a map, and contact information.

Click Google's 1st link



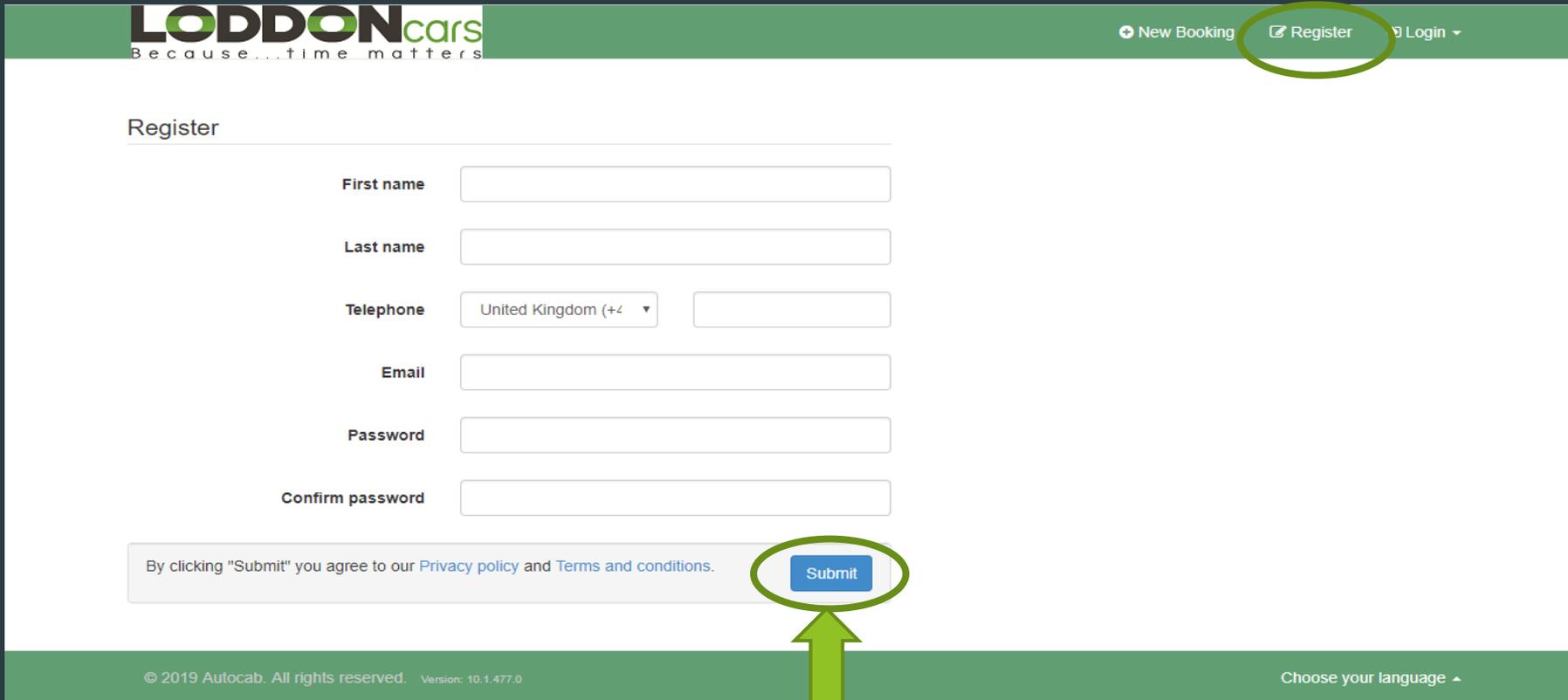
# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 1

Click on 'BOOK NOW' Button



# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 2 (Registration)

Click on 'Register' button to register



The screenshot shows the LODDONcars registration page. The header includes the logo "LODDONcars" with the tagline "Because...time matters" and navigation links for "New Booking", "Register", and "Login". The "Register" link is circled in green, with a green arrow pointing down to it. The main content area is titled "Register" and contains a form with the following fields: "First name", "Last name", "Telephone" (with a dropdown menu set to "United Kingdom (+44)"), "Email", "Password", and "Confirm password". Below the form, there is a disclaimer: "By clicking 'Submit' you agree to our [Privacy policy](#) and [Terms and conditions](#)." The "Submit" button is circled in green, with a green arrow pointing up to it. The footer contains the copyright notice "© 2019 Autocab. All rights reserved. Version: 10.1.477.0" and a "Choose your language" dropdown.

Click on 'Submit' button once all details have been entered

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 3 (Login)

Enter Email Address & Password

Email Address: [booking@loddoncars.com](mailto:booking@loddoncars.com)

Password: \*\*\*

Click on 'Login' Button

The screenshot displays the Loddoncars website interface. At the top, the logo reads "LODDONcars" with the tagline "Because...time matters". Navigation links include "New Booking", "Register", and "Login". A green arrow points to the "Login" link in the top right. Below the navigation is a Google Map of Reading. A login modal is open, featuring a green border and a white background. It contains the following elements:

- Email address:** A text input field with the placeholder "Email address".
- Password:** A text input field with the placeholder "Password".
- Login:** A blue button.
- Forgot Password?:** A link below the login button.

The background booking form includes sections for "Booking", "Journey Details", and "Passenger Details". The "Booking" section has fields for "Pickup date" and "Pickup time", both set to "As soon as possible", and a "Pickup" location field. The "Journey Details" section includes "Number of passengers" (1-8), "Vehicle type" (Any, Saloon, Executive), and "Payment type" (Cash). A "Quick Book" button is located at the bottom right of the booking form.

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Choose your language ▾

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 4 (Enter Booking Details in Booking Form) Part 1a (Short or Long Distance Journeys)

1. Pickup Date
2. Pickup Time
3. Pickup address
4. Drop-off address
5. Passenger's full name
6. Phone No.
7. Email address
8. Driver Notes: Passenger's Flight No., Account Details, Customer Demand & Additional Details i.e. child seat, time of pick up after landing etc.

The screenshot shows the Loddoncars booking portal interface. The 'Booking' form is highlighted with a green border. The form includes the following sections:

- Pickup**: Pickup date (As soon as possible), Pickup time (As soon as possible).
- Pickup**: Address, place name or postcode.
- Dropoff**: Address, place name or postcode.
- Passenger Details**: Full name (Loddon Cars), Phone no. (+4477), Email (bookings@loddoncars.com).
- Driver note (optional)**: Blank.
- Journey Details**: Number of passengers (1-8), Vehicle type (Any, Saloon, Executive), Payment type (Cash, Credit Card).
- Quick Book** button.

- Select
1. Number of Passengers
  2. Vehicle Type
  3. Payment Methods

For faster search results, kindly use CAPS LOCK or write the address in capital letters.

Click 'Quick Book' once all details have been entered

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 4 (Enter Booking Details in Booking Form) Part 1b (Airport Journeys)

1. Click on Airport Booking

2. Enter the time you would like to be picked up by

The screenshot shows the Loddon Cars booking portal interface. The 'Airport Booking' section is highlighted with a green border. The form includes the following fields and options:

- Booking Templates:** A dropdown menu showing 'hotel to airport'.
- Booking Type:** A radio button selected for 'Airport Booking'.
- Pickup date:** A date input field containing '22/03/2019'.
- Pickup time:** A radio button selected for 'As soon as possible'.
- Flight:** A text input field for 'Flight number (BA1386) or Airports (LHR - MAN) or City (London)'.
- Pickup:** A location input field containing 'B (BASE), TWYFORD, TWYFORD, RG10 9NA'.
- Dropoff:** A location input field containing 'HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6'.
- Passenger Details:** Fields for 'Full name', 'Phone no.', and 'Email'.
- Journey Details:**
  - Number of passengers:** A row of buttons from 1 to 8.
  - Luggage:** A dropdown menu showing '0'.
  - Vehicle type:** Radio buttons for 'Any', 'Saloon', and 'Executive'.
  - Payment type:** Radio buttons for 'Cash' and 'Credit Card'.
  - Driver note (optional):** A text input field containing 'Blank'.
- Quick Book >>** A blue button at the bottom right of the form.

4. Select your Passengers

5. Enter luggage Details

6. Select your Vehicle i.e. Saloon, Executive, 6MPV & 8MPV

7. You can write any additional information i.e. stroller, prams, Golf/ Ski Bags etc. so we can send you the appropriate vehicle

3. Enter your Details here:

1. Pick up Date
2. Pick up Time
3. Flight No.
4. Pick up Address
5. Destination
6. Passenger details
7. Cash/ Credit Card Details

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 4 (Enter Booking Details in Booking Form) Part 1c (Airport Journeys)

Step 1: Click on Airport Booking

Step 4: Select the time you want the driver to be inside the arrivals hall by otherwise the standard pickup time is 30 mins after landing

Step 2: Select your Pickup Date

Step 3: Enter your Flight Details

The screenshot shows the Loddon Cars booking portal interface. At the top, there is a navigation bar with 'New Booking', 'My Bookings', and 'Loddon Cars'. Below the navigation bar is a map showing the location of Heathrow Terminal. The main content area is divided into several sections:

- Booking Templates:** A dropdown menu showing 'hotel to airport'.
- Booking Type:** A tab labeled 'Airport Booking' is selected.
- Pickup date:** A field containing '22/03/2019'.
- Pickup time:** A field containing 'As soon as possible'.
- Flight:** A field containing 'Flight number (BA1386) or Airports (LHR - MAN) or City (London)'.
- Pickup:** A field containing 'B (BASE), TWYFORD, TWYFORD, RG10 9NA'.
- Dropoff:** A field containing 'HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6'.
- Passenger Details:** Fields for 'Full name', 'Phone no.', and 'Email'.
- Journey Details:** Fields for 'Number of passengers' (1-8), 'Luggage' (0), 'Vehicle type' (Any, Saloon, Executive), 'Payment type' (Cash, Credit Card), and 'Driver note (optional)' (Blank).

A blue 'Quick Book »' button is located at the bottom right of the form. The footer contains the text '© 2019 Autocab. All rights reserved. Version: 10.1.477.0' and 'Choose your language »'.

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 4 (Enter Booking Details in Booking Form for your Friend / Colleague)

1. Click on Airport Booking

2. Enter the time you would like the driver to be at your pick up address by

3. Enter your Friend / Colleague Details here:

1. Pickup Date
2. Pickup Time
3. Flight No.
4. Pickup address
5. Destination
6. Passenger Details
7. Cash/ Credit Card Details

The screenshot shows the Loddon Cars booking portal. The 'Airport Booking' tab is selected. The form contains the following fields and options:

- Pickup date:** 22/03/2019
- Pickup time:** As soon as possible
- Flight:** Flight number (BA1386) or Airports (LHR - MAN) or City (London)
- Pickup:** B (BASE), TWYFORD, TWYFORD, RG10 9NA
- Dropoff:** HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6
- Number of passengers:** 1, 2, 3, 4, 5, 6, 7, 8
- Luggage:** 0
- Vehicle type:** Any, Saloon, Executive
- Payment type:** Cash, Credit Card
- Driver note (optional):** Blank

A 'Quick Book' button is located at the bottom right of the form. Green arrows and circles highlight the 'Airport Booking' tab, the 'Pickup time' field, the 'Number of passengers' field, the 'Vehicle type' field, and the 'Driver note' field.

4. Select number of Passengers

5. Enter luggage Details

6. Select your Vehicle i.e. Saloon, Executive, 6MPV & 8MPV

7. You can write any Additional Details Here i.e. Hand luggage stroller, prams, Golf/ Ski Bags etc so we can send you the appropriate vehicle

Note: You will receive Confirmation of the journey via your registered email as well as via the email you have used for booking

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 4 (Enter Booking Details in Booking Form) Part 2

The screenshot displays the Loddon Cars website interface. At the top, the logo 'LODDONcars' is visible with the tagline 'Because time matters'. Navigation links include 'New Booking', 'My Bookings', and 'Loddon Cars'. Below the navigation, there are tabs for 'User Profile', 'Favourites', 'Credit Cards', and 'Accounts'. The main content area shows a grid of location cards for Heathrow Airport terminals T1 through T5. A modal dialog box titled 'Add to favourites' is open, highlighting the 'Address' field (B (BASE), TWYFORD, TWYFORD, RG10 9NA) and the 'Favourite name' field (Office Address). The dialog box has 'Close' and 'Save' buttons. A green arrow points from the right towards the dialog box. The footer contains copyright information: '© 2019 Autocab. All rights reserved. Version: 10.1.477.0' and a language selection dropdown.

Add your favourite locations & addresses

# HOW TO BOOK ONLINE THROUGH PORTAL - STEP 5 (Booking Confirmation Form)

**Loddon Cars**

Because... time matters

1 Route and journey details 2 Confirm 3 Booked

**Booking Confirmation** Booking reference 64162812

**Pickup** B (BASE), TWYFORD, TWYFORD, RG10 9NA

**Dropoff** HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6

**Pickup time** 22 March 2019 22:55

Add to favourites Add to favourites

Confirmed Car dispatched Passenger on board Completed

Edit Booking Cancel Booking

Operated by: Loddon Cars 01189 321321

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You can check location of Booking through the above map

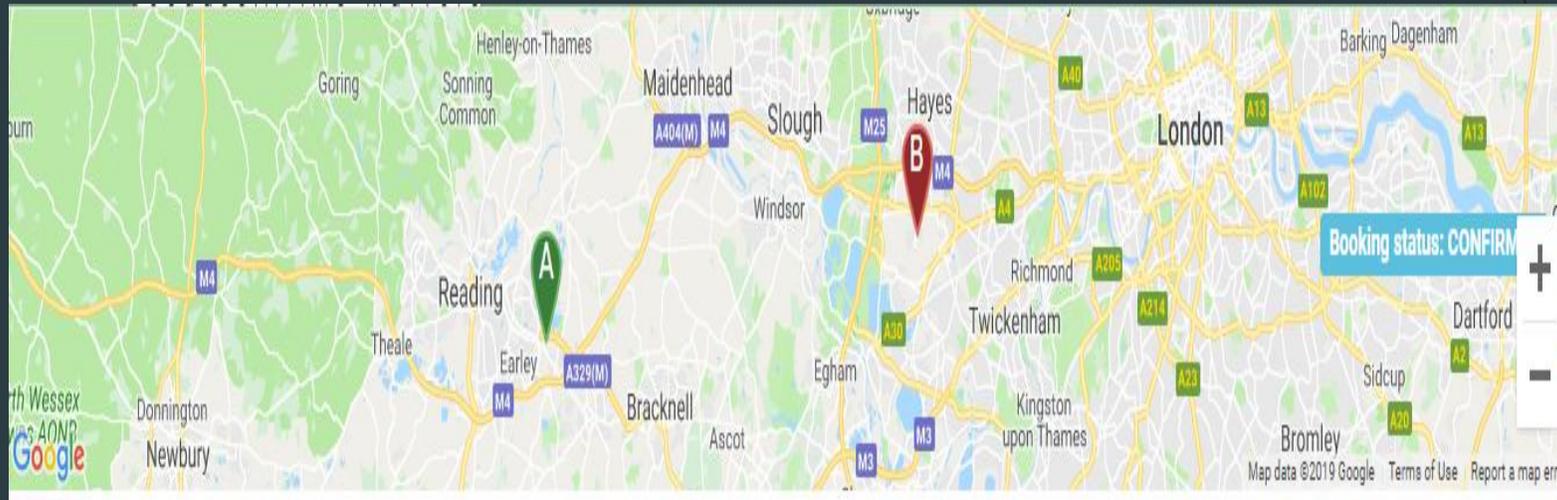
You can Edit or Cancel Booking

You can check the process of your booking

Confirmation of your booking

# HOW TO BOOK ONLINE THROUGH PORTAL (Booking Confirmation Map)

1<sup>st</sup> Method  
(On the top of your screen)



2<sup>nd</sup> Method  
(On the right hand side of your confirmed booking)



**LODDONcars**  
Because...time matters

New Booking | My Bookings | Loddon Cars

Booking date 13 March 2019 13:28 | Booking reference 64163634

<b>Pickup date</b> 14 March 2019 22:55	<b>Passenger</b> Loddon Cars	<b>Number of passengers</b> 1
<b>Pickup</b> B (BASE), TWYFORD, TWYFORD, RG10 9NA	<b>Email</b> bookings@loddoncars.com	<b>Vehicle type</b> Saloon
<b>Dropoff</b> HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6	<b>Telephone</b> +441189321321	<b>Payment type</b> Cash

[View Map](#)

[View Booking](#)

[Cancel Booking](#)

Operated by:  
Loddon Cars  
01189 321321

Confirmed | ... | Car dispatched | ... | Passenger on board | ... | Completed

# HOW TO BOOK ONLINE THROUGH PORTAL -STEP 6 (View, Edit or Cancel all your Bookings)

2. Check your Bookings by Date, Completed & Cancelled Bookings

1. Click My Bookings



**LODDONcars**  
Because...time matters

New Booking My Bookings Loddon Cars

## My Bookings

Bookings listed by date **Open bookings** Completed bookings Cancelled bookings

Search your bookings  Placed  Order by  Direction

**Booking date** 13 March 2019 13:28 **Booking reference** 64163634

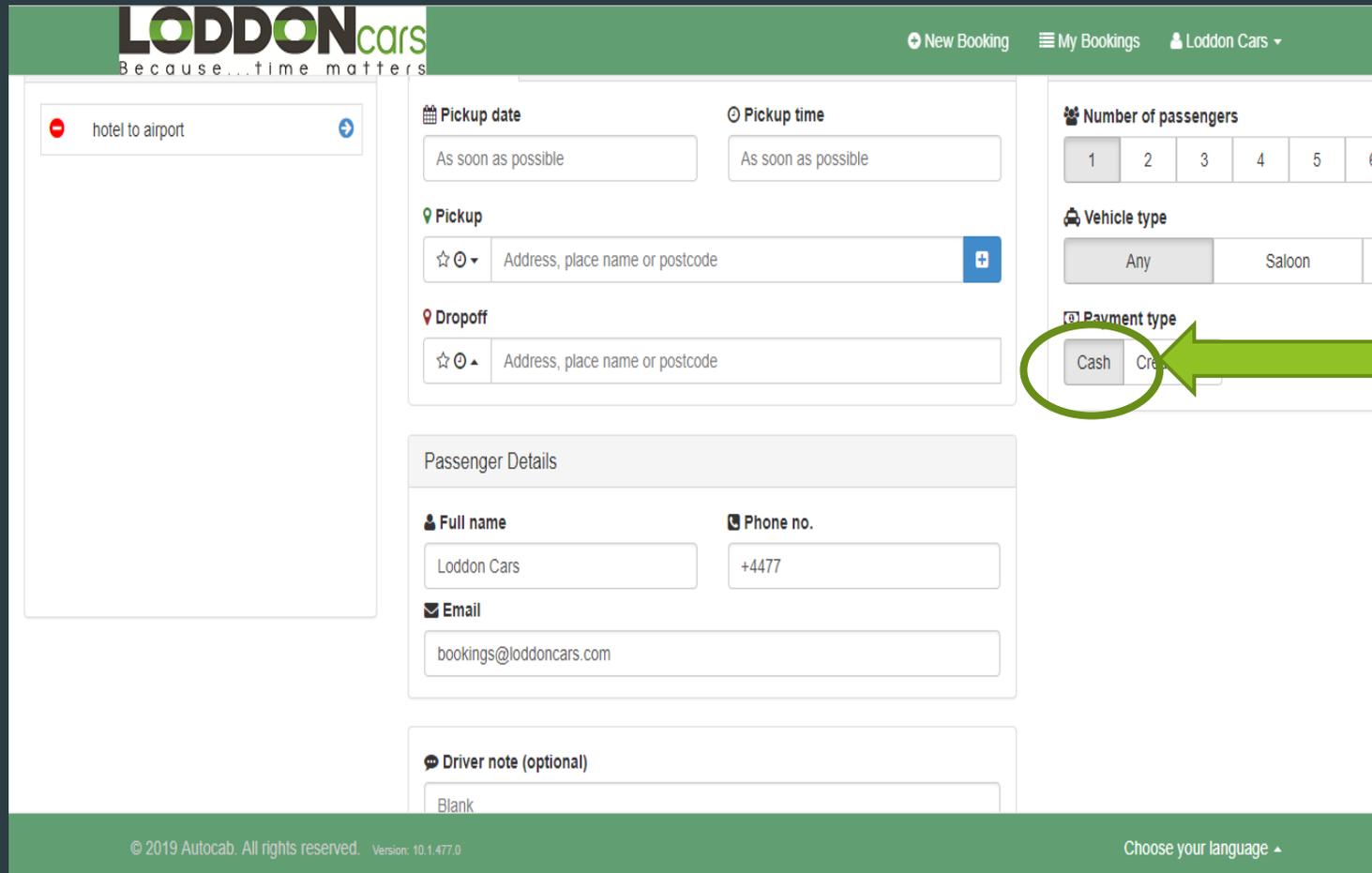
<b>Pickup date</b> 14 March 2019 22:55	<b>Passenger</b> Loddon Cars	<b>Number of passengers</b> 1	<input type="button" value="View Map"/>
<b>Pickup</b> B (BASE), TWYFORD, TWYFORD, RG10 9NA	<b>Email</b> bookings@loddoncars.com	<b>Vehicle type</b> Saloon	<input type="button" value="View Booking"/>
<b>Dropoff</b> HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6	<b>Telephone</b> +441189321321	<b>Payment type</b> Cash	<input type="button" value="Cancel Booking"/>

Operated by:  
Loddon Cars  
01189 321321

Confirmed ... Car dispatched ... Passenger on board ... Completed

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# HOW TO BOOK ONLINE THROUGH PORTAL- Cash Payment



The screenshot displays the LODDONcars booking interface. The header includes the logo "LODDONcars" with the tagline "Because...time matters" and navigation links for "New Booking", "My Bookings", and "Loddon Cars". The main form is divided into several sections: "Pickup date" and "Pickup time" (both set to "As soon as possible"), "Pickup" and "Dropoff" address fields, "Number of passengers" (1-6), "Vehicle type" (Any, Saloon), and "Payment type" (Cash, Credit). The "Cash" option is highlighted with a green circle and a green arrow. Below this is the "Passenger Details" section with fields for "Full name" (Loddon Cars), "Phone no." (+4477), and "Email" (bookings@loddoncars.com). A "Driver note (optional)" field is also present, currently blank. The footer contains copyright information "© 2019 Autocab. All rights reserved. Version: 10.1.477.0" and a "Choose your language" dropdown.

Select 'Cash' for Cash Payment

# HOW TO BOOK ONLINE THROUGH PORTAL- Credit Card Payment (Part 1)

The screenshot shows the Loddoncars booking portal interface. The top navigation bar includes the Loddoncars logo with the tagline "Because...time matters", and links for "New Booking", "My Bookings", and "Loddon Cars". The main booking form is divided into several sections:

- Destination:** A dropdown menu showing "hotel to airport".
- Pickup date and time:** Both set to "As soon as possible".
- Pickup and Dropoff:** Address fields with location icons and a plus sign.
- Number of passengers:** A row of buttons from 1 to 6.
- Vehicle type:** Buttons for "Any" and "Saloon".
- Payment type:** Buttons for "Cash" and "Credit Card". The "Credit Card" button is circled in green, with a green arrow pointing to it from the right.
- Passenger Details:** A section highlighted with a green rounded rectangle. It contains:
  - Full name:** "Loddon Cars"
  - Phone no.:** "+4477"
  - Email:** "bookings@loddoncars.com"
  - Credit Cards:** A blue "Add Credit Card" button.
  - CV2 code:** An empty input field.

At the bottom of the page, there is a footer with "© 2019 Autocab. All rights reserved. Version: 10.1.477.0" and a "Choose your language" dropdown. A green arrow points from the "Add Credit Card" button to the text "Enter credit card details" below the screenshot.

Select 'Credit Card' for credit card payment

Enter credit card details

# HOW TO BOOK ONLINE THROUGH PORTAL- Credit Card Payment (Part 2)

**LODDON CARS**  
Because...time matters

New Booking My Bookings Loddon Cars

### New Credit Card Details

Maestro MasterCard VISA

Credit card number

CV2 code  ?

Expiration date --Select-- --Select--

Name on card  First name  Last name

Billing address

Postcode  --Select--

Description  ?

Close Save

Vehicle type  
Any Saloon

Payment type  
Cash Credit Card

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Add New Credit Card Details

# HOW TO BOOK ONLINE THROUGH PORTAL- My Profile Part 1 (User Profile)

## 2. Click on User Profile

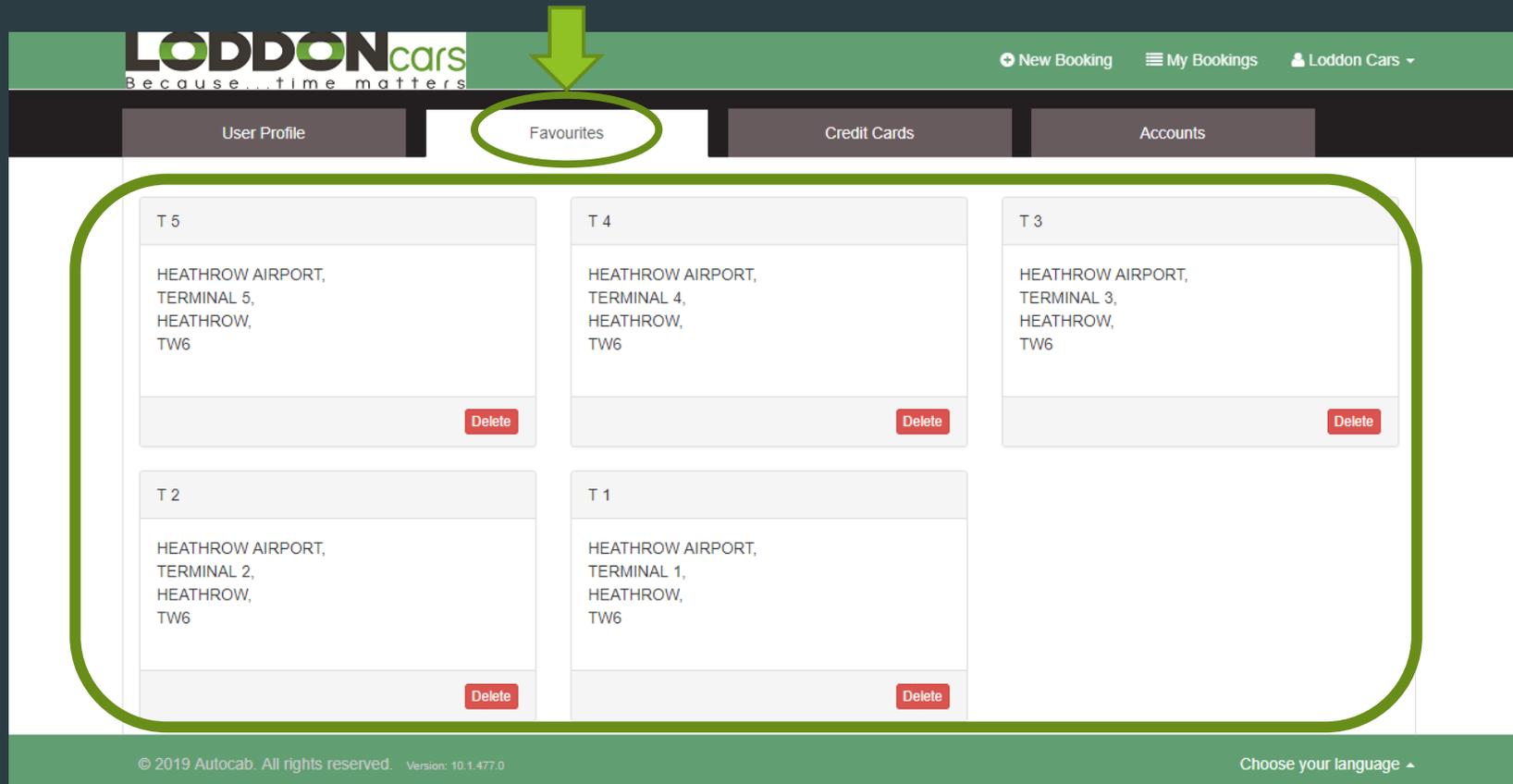
The screenshot shows the Loddon Cars website interface. At the top, there is a green header with the Loddon Cars logo and navigation links: 'New Booking', 'My Bookings', and 'Loddon Cars'. Below the header is a dark navigation bar with buttons for 'User Profile', 'Favourites', 'Credit Cards', and 'Accounts'. A dropdown menu is open under 'Accounts', showing 'My Profile' and 'Log out'. The main content area is divided into two sections: 'Change User Details' and 'Change Password'. The 'Change User Details' section includes input fields for 'Email' (bookings@loddoncars.com), 'First name' (Loddon), 'Last name' (Cars), and 'Telephone' (United Kingdom (+44) 77). It also has checkboxes for 'Passenger Details' and 'Booking templates', both of which are checked. A 'Change details' button is at the bottom of this section. The 'Change Password' section has input fields for 'Current password', 'New password', and 'Confirm new password', with a 'Change Password' button below. A large green arrow points to the 'User Profile' button in the navigation bar. Another green arrow points to the 'My Profile' option in the dropdown menu. A third green arrow points to the 'Change User Details' and 'Change Password' form area.

1. Click on My Profile

3. Enter your Details

# HOW TO BOOK ONLINE THROUGH PORTAL- My Profile Part 2 (Favourites)

Click on Favourites to view your Favourite Locations



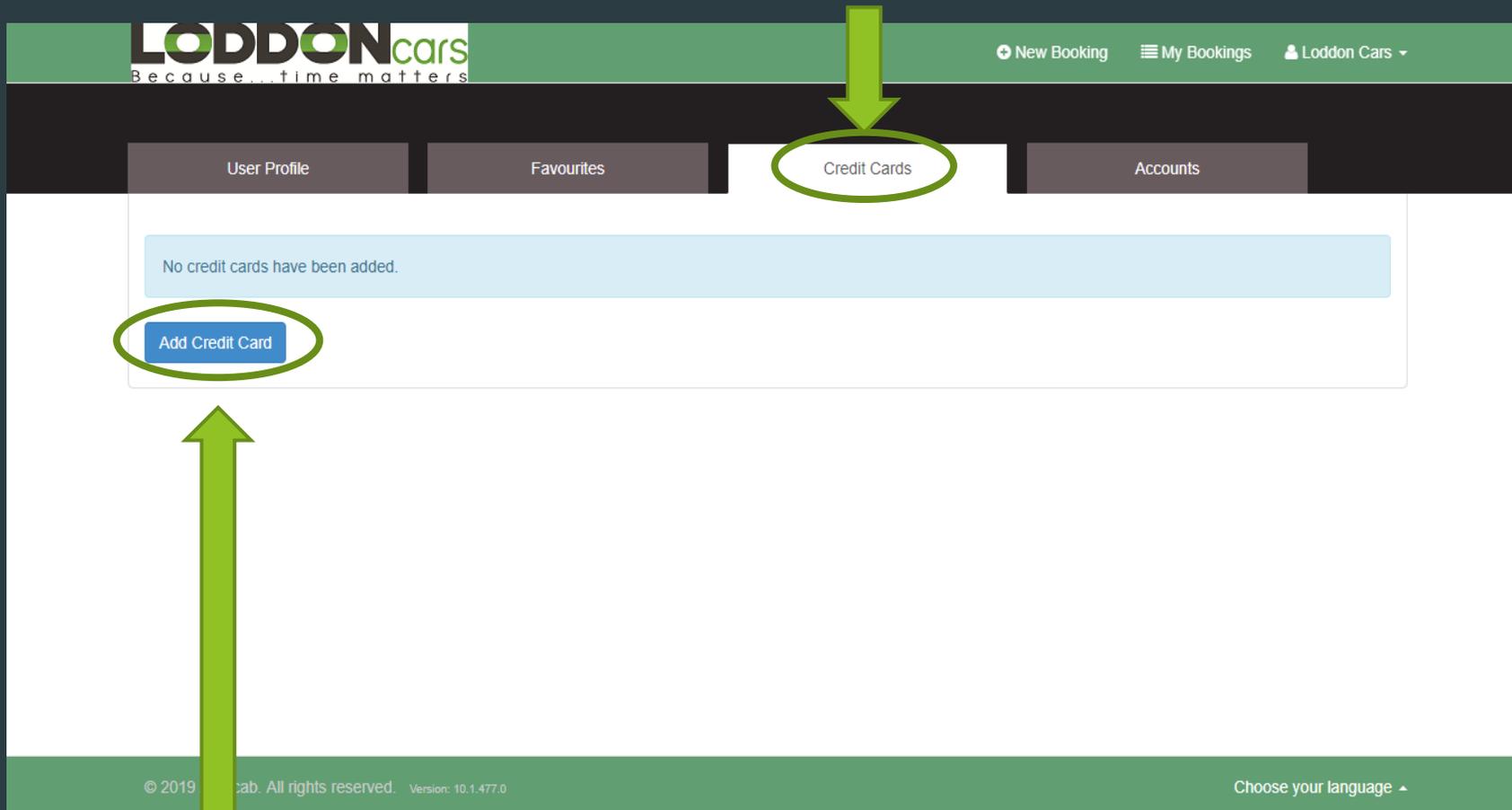
The screenshot displays the Loddoncars website interface. At the top, the logo 'LODDONcars' is visible with the tagline 'Because...time matters'. Navigation links include 'New Booking', 'My Bookings', and 'Loddon Cars'. Below the navigation bar, a menu contains 'User Profile', 'Favourites', 'Credit Cards', and 'Accounts'. A green arrow points to the 'Favourites' menu item. The main content area shows five location cards, each with a 'Delete' button. The cards are labeled T 5, T 4, T 3, T 2, and T 1, representing different terminals at Heathrow Airport.

Terminal	Location	Action
T 5	HEATHROW AIRPORT, TERMINAL 5, HEATHROW, TW6	Delete
T 4	HEATHROW AIRPORT, TERMINAL 4, HEATHROW, TW6	Delete
T 3	HEATHROW AIRPORT, TERMINAL 3, HEATHROW, TW6	Delete
T 2	HEATHROW AIRPORT, TERMINAL 2, HEATHROW, TW6	Delete
T 1	HEATHROW AIRPORT, TERMINAL 1, HEATHROW, TW6	Delete

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# HOW TO BOOK ONLINE THROUGH PORTAL- My Profile Part 3 (Credit Cards)

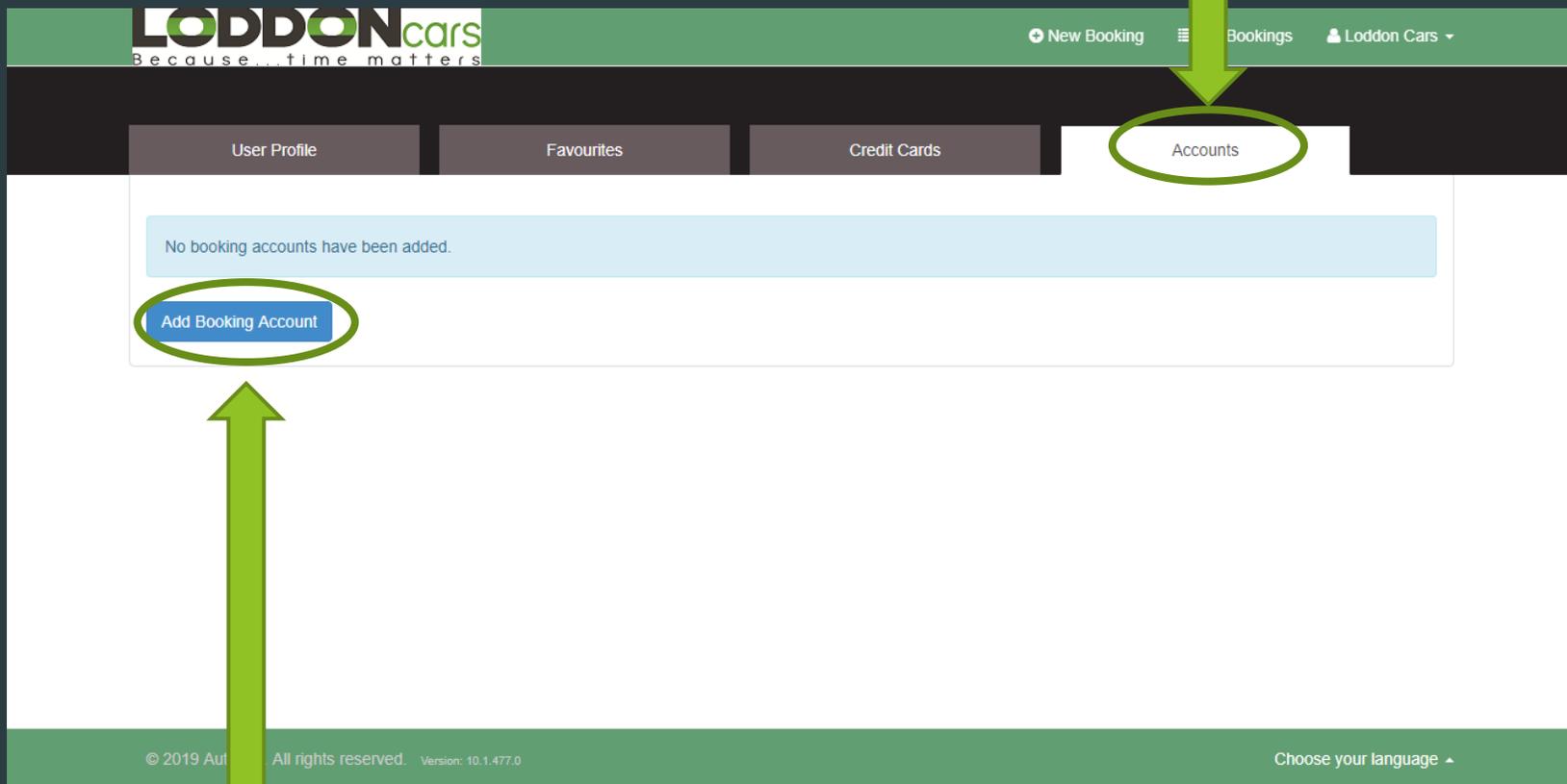
Click on Credit Cards



Click on Add Credit Card to enter your Credit Card Details

# HOW TO BOOK ONLINE THROUGH PORTAL- My Profile Part 4 (Accounts)

Click on Accounts



To register your account on portal, kindly contact our office on 01189 321 321 or drop us an email at [sales@loddoncars.com](mailto:sales@loddoncars.com)

# HOW TO BOOK ONLINE THROUGH PORTAL- Add your Favourite Locations to Booking Templates Part 1

Click on 'My Profile'

The screenshot shows the LODDONcars user profile page. The header includes the logo and navigation links: New Booking, My Bookings, and Loddon Cars. A dropdown menu is open under 'Loddon Cars', with 'My Profile' circled in green. Below the header, there are tabs for User Profile, Favourites, Credit Cards, and Accounts. The 'User Profile' tab is active, showing two main sections: 'Change User Details' and 'Change Password'. The 'Change User Details' section has fields for Email (bookings@loddoncars.com), First name (Loddon), Last name (Cars), and Telephone (United Kingdom (+44) 77). There are also checkboxes for 'Passenger Details' and 'Booking templates', both of which are checked. A 'Change details' button is at the bottom of this section. The 'Change Password' section has fields for 'Current password', 'New password', and 'Confirm new password', with a 'Change Password' button below. A green arrow points to the 'My Profile' menu item. Another green arrow points to the 'Change details' button. A third green arrow points to the 'Change Password' button. A fourth green arrow points to the 'Booking templates' checkbox.

Change Profile Password

Check Booking Templates

# HOW TO BOOK ONLINE THROUGH PORTAL- Add your Favourite Locations to Booking Templates Part 2

The screenshot displays the Loddoncars website interface. At the top, the logo 'LODDONcars' is visible with the tagline 'Because...time matters'. Navigation links include 'New Booking', 'My Bookings', and 'Loddon Cars'. A map of Reading, UK, is shown, highlighting the 'Reading' area with landmarks like 'Royal Berkshire Hospital' and 'University of Reading'. Below the map, the 'Booking Templates' section is highlighted with a green box and an arrow. This section contains a dropdown menu with the option 'hotel to airport'. The main booking form includes fields for 'Pickup date' and 'Pickup time' (both set to 'As soon as possible'), 'Pickup' and 'Dropoff' address fields, 'Number of passengers' (1-6), 'Vehicle type' (Any, Saloon), and 'Payment type' (Cash, Credit Card). The footer contains copyright information and a language selection option.

Add your favourite journeys

The End 😊