



Fact Sheet 13 – Trip bookings using CARS web portal

Booking a Trip using the web portal

Booking a trip using the web portal is quick and simple.

Log on to the web portal at <https://maps.finance.gov.au/CARS>

The **New Bookings** screen displays.

Mandatory fields are indicated by the red line.

The screenshot shows the 'New Booking' form in the CARS web portal. The form includes the following sections and fields:

- Passenger Name:** 55555 - Mr Test Pax
- Pickup Date & Time:** 16/01/2020 10:10
- Pick Up:** Sydney Domestic Airport - Sydney Airport, Keith Smith Ave, Mascot NSW 2020, A
- Drop Off:** CPO Sydney - CPO, 1 Bligh Street, Sydney NSW, Australia
- End Date & Time:** 0 days, 0 hrs, 0 mins
- Additional Stops:** + Additional Stops (with a red arrow pointing to the link)
- No. Of Vehicles:** 1
- Reference:** Not required
- Email:** test@test.gov
- Mobile:** +61 444 444 444
- Phone:** +61 2 1234 5678
- Adults:** 1 (with 'Not required' text)
- Children:** 0 (with a red arrow pointing to the '+' sign and text: 'When you click on the Children + sign, you will be given options for child seats')
- Suitcases:** 0 (with 'Not required' text)
- Carry On:** 0 (with 'Not required' text)
- Luggage Trailer:** Luggage Trailer
- Pick Up Instructions:** Add pick up instructions
- Drop Off Instructions:** Basement Level 3. Driver to meet Pax in Foyer.
- Special Instructions:** Add Special Instructions
- Flight No.:** QF0511
- Flight Date & Time:** 16/01/2020 10:10

Annotations on the form include:



- A red arrow pointing to the 'End Date & Time' field with the text: 'For a "To Be Advised" trip, enter how long you wish to have the car'.
- A red arrow pointing to the 'Additional Stops' link with the text: 'Click on link to add stops'.
- A red arrow pointing to the 'Children +' sign with the text: 'When you click on the Children + sign, you will be given options for child seats'.
- A red arrow pointing to the 'Select Vehicle' button with the text: 'Click on Select Vehicle to advance the booking'.

The map on the right shows a route from Sydney Domestic Airport (A) to CPO Sydney (B) with an estimated distance of 12.5 km and 34 minutes.

Select Vehicle and Confirm Booking

Select Vehicle

All prices are in Australian dollars (AUD)

	<p>Sedan</p> <p> 👤 max. 4 🧳 max. 3 👜 max. 3 </p>	<p>\$58.80</p>
	<p>People Mover</p> <p> 👤 max. 7 🧳 max. 4 👜 max. 4 </p>	<p>\$83.80</p>

Journey Charges

Base Rate	\$58.80
Total	\$58.80

All prices are in AUD
\$58.80

[Add another booking](#)

OR

[Proceed to next step](#)

'Proceed to next step' will confirm the booking

Estimated charges are displayed.

NOTE:

- Tolls and airport parking fees will be added once the trip is finalised.
- If the trip is provided by a third party on behalf of COMCAR then the applicable rate for that service will be charged for the trip.

The booking is complete. A Trip Reference number is displayed.

Booking Summary

Trip Reference 048986 CONFIRMED

Bill To COMCAR Training Account

Journey	Passenger	Additional Details	Vehicle	Charges
<p>16/01/2020 10:10</p> <p><i>Pick Up at</i> Sydney Domestic Airport - Sydney Airport, Keith Smith Ave, Mascot NSW 2020, Australia</p> <p><i>Drop Off at</i> CPO Sydney - CPO, 1 Bligh Street, Sydney NSW, Australia Basement Level 3. Driver to meet Pax in Foyer.</p>	<p>Mr Test Pax +61 444 444 444 test@email.com</p> <p><i>Flight Info</i> QF0511 BNE -> SYD 16/01/2020 10:10</p>	<p>1 Adults</p>	<p>Sedan</p>	<p>\$58.80</p>

Charges	
Base Rate	\$58.80
Total	\$58.80

All prices are in Australian dollars (AUD)

Tips

- After you **Add Stops** don't forget to click on **Add** so the system saves the stop.
- When typing in the **Flight No.** a drop-down menu will display. Check to make sure you choose the correct time and date.

Flight Info

Flight No.

qf1493



Flight Date & Time

Date

QF1493 SYD → CBR
Arriving CBR @14/08/2019 18:30

QF1493 SYD → CBR
Departing SYD @14/08/2019 17:35

QF1493 SYD → CBR
Arriving CBR @13/08/2019 18:30

QF1493 SYD → CBR
Departing SYD @13/08/2019 17:35

Luggage Trailer