



The Favourites Function on the CARS Online Portal



Booking a Trip using the Favourites Function

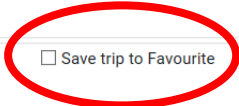
The Favourites Function allows you to save regular trips, making it quick and easy to place repeat bookings.

You can create a Favourite when making a regular booking on the CARS Online Portal.

Select Vehicle

All prices are in Australian dollars (AUD)

	People Mover max. 7 people max. 4 luggage max. 4	\$84.70
	Sedan max. 4 people max. 3 luggage max. 3	\$59.70



Just after you select a vehicle when making a booking you will see a **Save trip to Favourite** check box. After ticking/checking the box you can name your particular trip whatever you wish, for example *"CBR Hotel to Reps"*. Once you have confirmed the trip it will now be saved in the system as a Favourite.

The next time you make a booking, a **Pick a Favourite** box will appear under the default **Passenger Name**.

Click on the Favourite Trip you wish to book and the Pick Up, Drop Off, any stops and instructions will all populate automatically.

You will still need to put in a date and time for Pick Up and any flight details if needed.

You can have as many Favourites as you wish.

There is also the ability to delete Favourite Trips by clicking on the X in the New Booking Screen.