



Welcome to Cabonline



CABONLINE



Taxi Kurir
STOCKHOLM

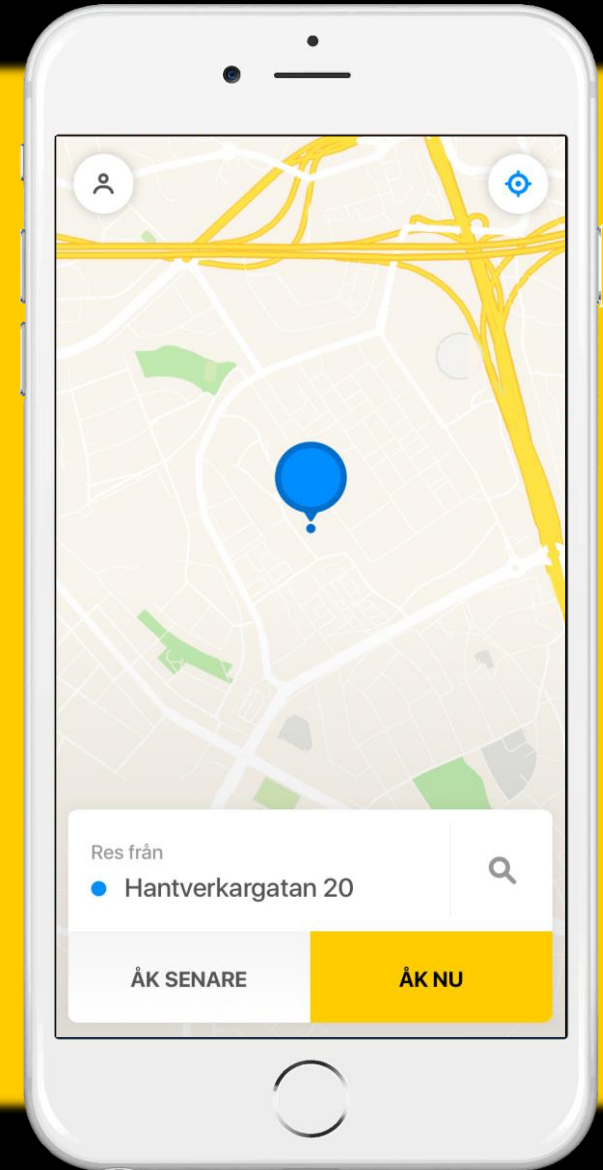
Book through the app

Download the app **Taxi Cabonline** where you find apps.



After downloading and launching the app, you should authorize Cabonline to use location services. This is to simplify your bookings and give you suggestions on addresses near you.

Now it's time to log in. To log in, click on the icon in the upper left corner.

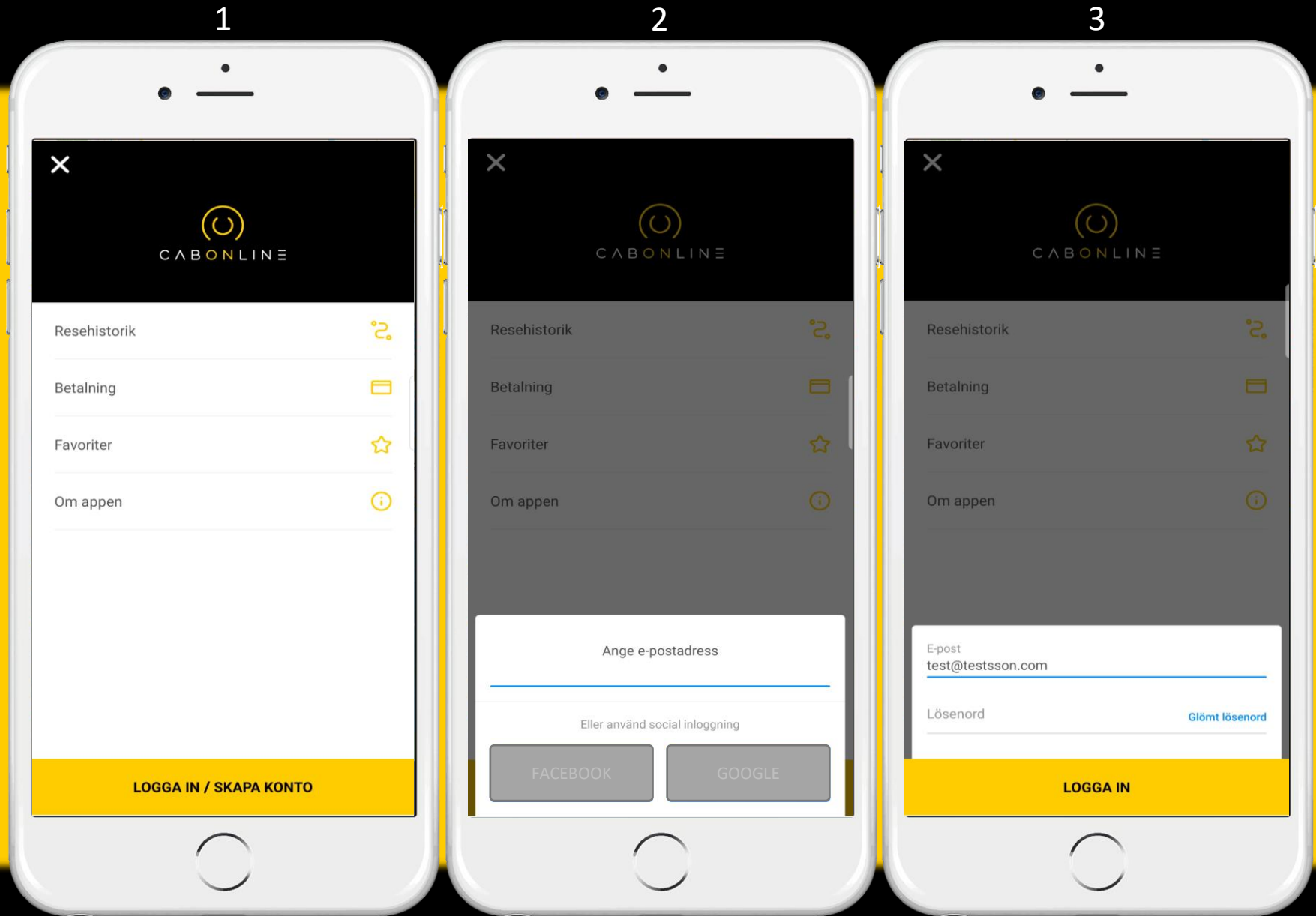


Sign in / Sign up

1. Click on the yellow field at the bottom of the screen - "Login / Create account"
2. Here you enter your company email address.
3. Press "Forgot password". An email will be sent to you with a link to select a password. (Note: Do not reuse your KTH.se password but choose a new password for Cabonline).

This can take a minute. Follow the instructions. Then enter the password you have chosen, to proceed.

Click on "log in".

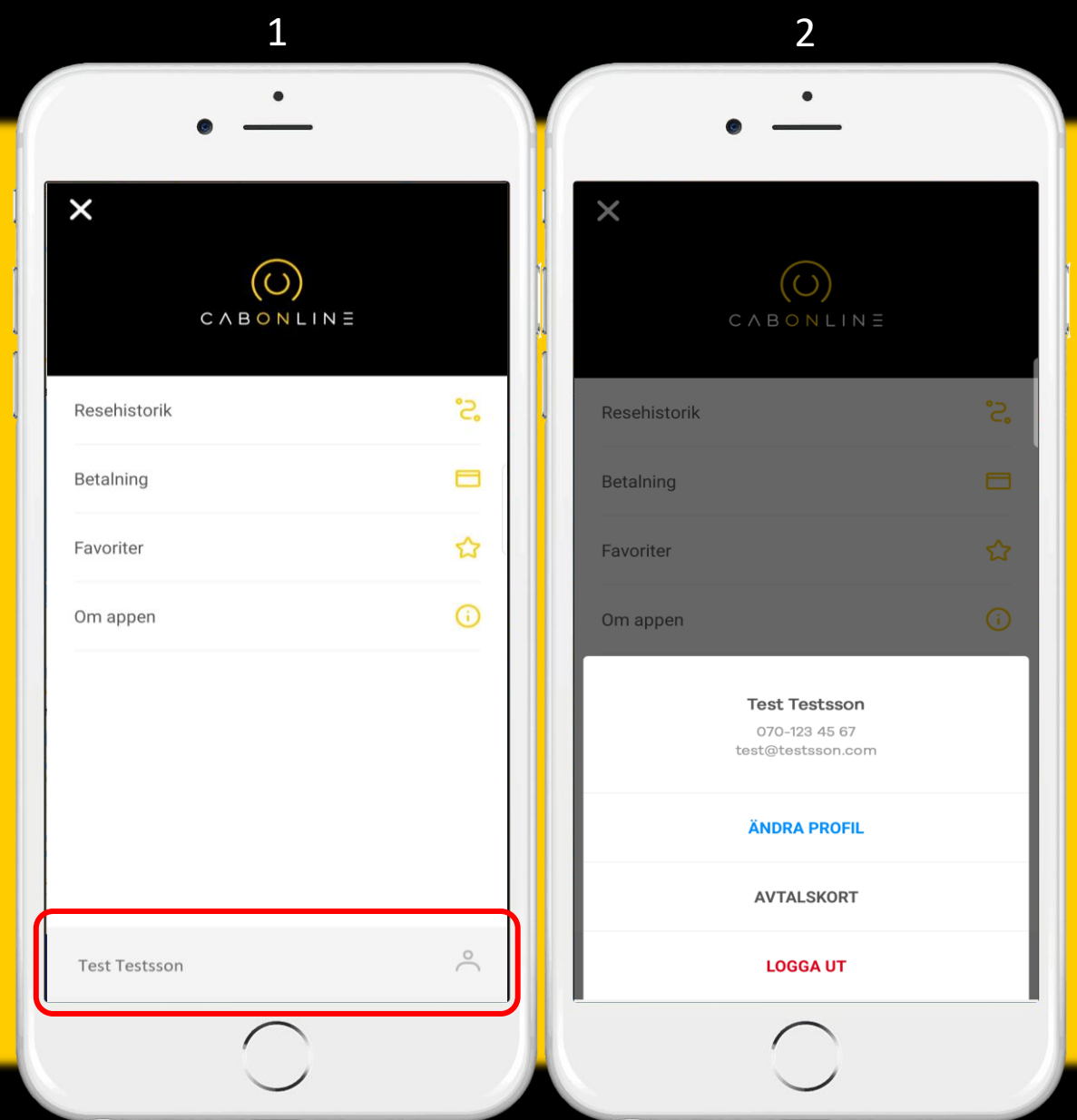


Profile - Update

1. The first thing you do after downloading the app and logging in is to check your mobile number in the app. Click on your name at the bottom.
2. If your mobile number is wrong go to KTH-RES / My profile and update your mobile number. Note that the update can take up to one business day.
3. Close the window by clicking anywhere above the pop-up window.

ATTENTION!

Updates of your personal data (profile) MUST always be done through KTH-RES / My profile NOT in the app.



Menu

Now that you are logged in you can eg. click:

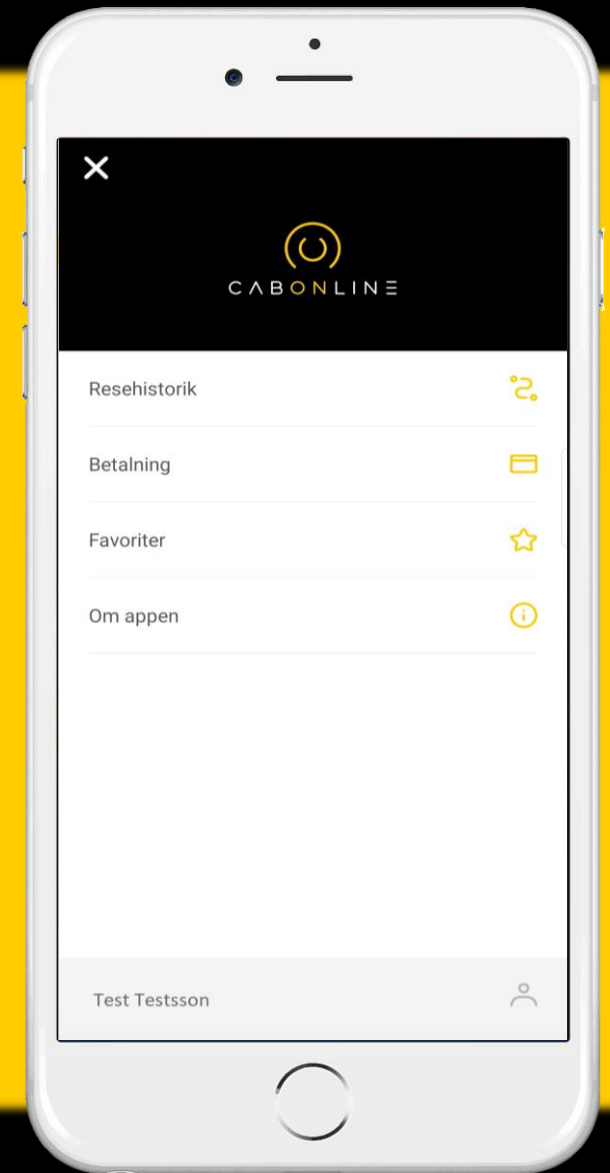
My trips to see your ongoing and previous bookings.

Payment your profile is connected to your travel account with the right cost center, so no expenses need to be made in the car.

Favorites to add favorite addresses that you travel to or from frequently.

FAQ here you will find answers to frequently asked questions in the app.

About the app here you can eg. contact our booking center or turn on and off push notifications and / or text messages for your bookings.



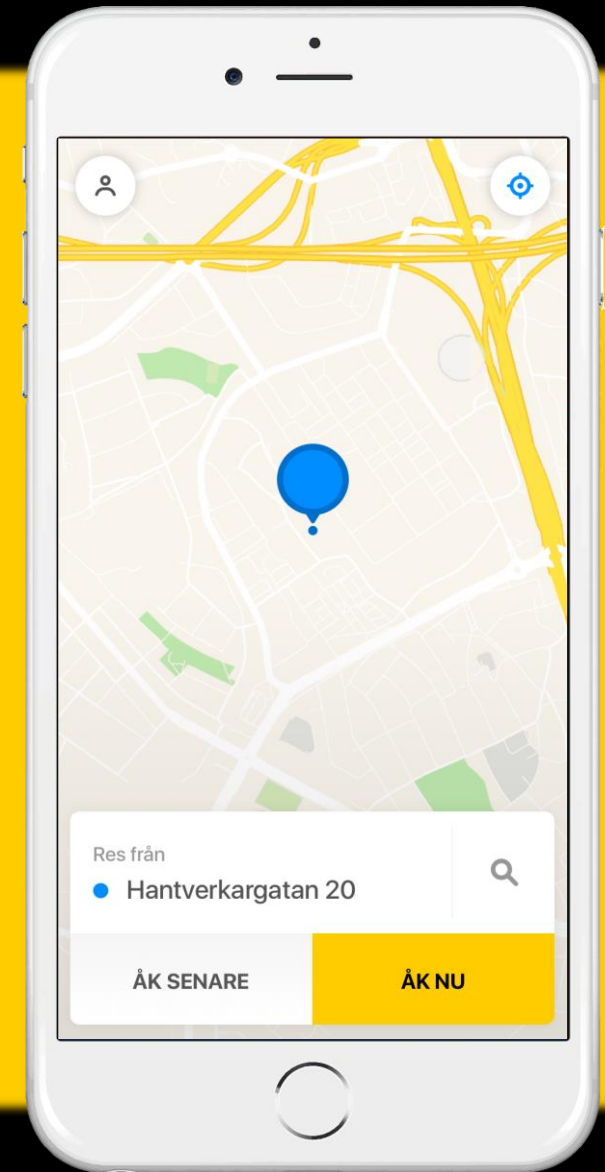
Book a taxi

When you log in, this image will appear, which is the app's home page. Now just start booking!

Either select a point on the map where you are right now, by dragging your finger on the screen. If you have enabled location services, the app will find where you are right now. Keep in mind that the unit must have a clear view of the sky, otherwise you will get an approximate position.

You can click the position icon in the top right corner to restore the map to your existing location. You can also select an address manually by clicking in the field under "travel from".

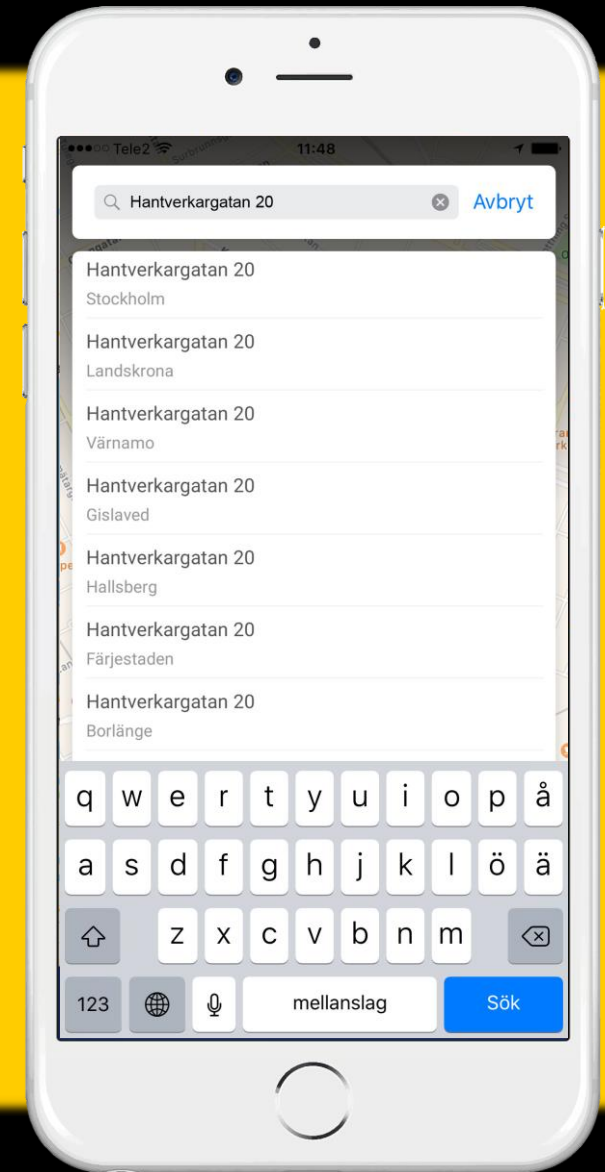
Choose either if you like to "Travel now" or "Travel later".



Book a taxi, continuation...

After clicking on "**travel from**" and choosing an address, the app recommends the address that is geographically closest to you.

Please control that the city is correct if you choose from the list, as the address can be found in several locations in the country.



Book a taxi, continuation...

When you have filled in from-address, you will go to to-address.

A new page will appear with "Where do you want to go?" Enter the address or location you want to go to.

You can also choose from your favorites and recent trips in the list.



Book a taxi, continuation...

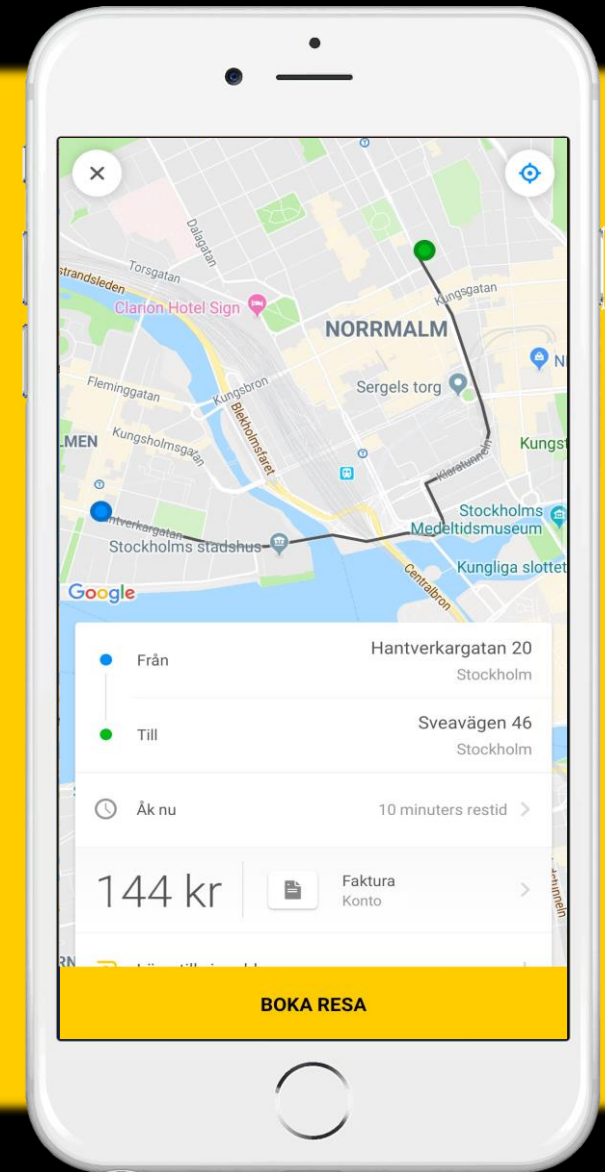
Now you get a summary of your trip. Check that addresses, dates and times are correct.

Has something gone wrong?

Click on each row that needs adjusting to make a quick change.

In this view you also see your fixed price incl. VAT and any applicable travel expenses.

NOTE! If you swipe up the tab with addresses, you can add extra options to your trip.



Book a taxi, continuation...

You have now swiped up the tab and have access to more options.

Via address - adds a pick-up / drop-off address

Traveler (your name & telephone number) - Can be changed temporarily by another traveler

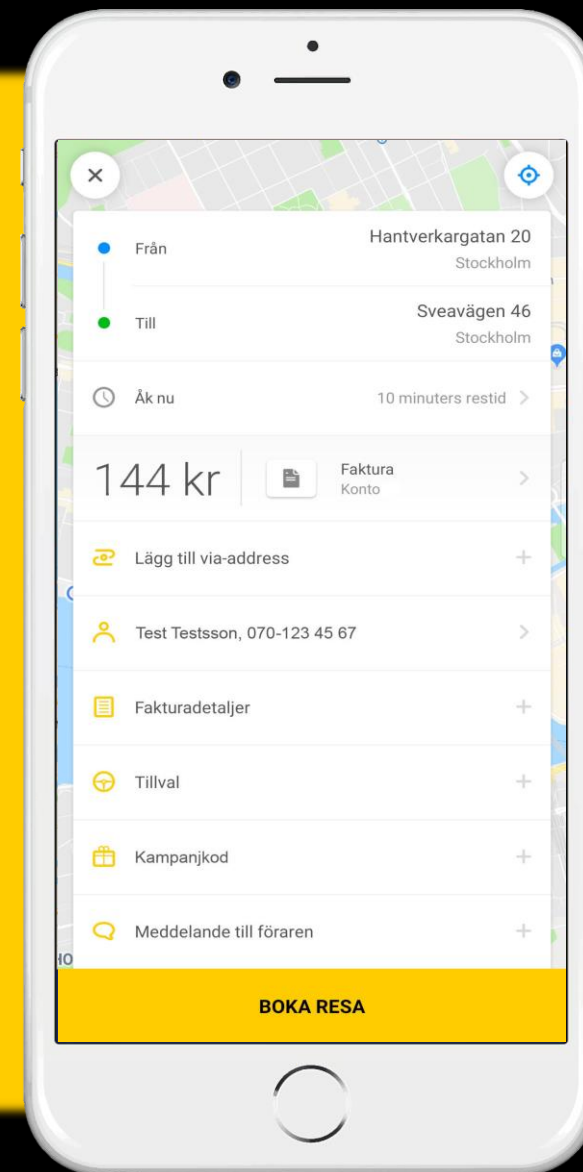
Option - Choose between Environmental car, Combi-vehicle or electric car (subject to availability)

Promo code / Active campaign - Here you see your contract tariff or enter a discount code

Message to driver - Here you can eg. write "I have a red jacket" or "I'm in the corner of ..." to make it easier for the driver to find you.

NOTE! you cannot write special requests here like eg. "I want a big car. Have a dog. Need child seat"
These types of orders need to be handled by an operator.
Please call the booking center on 08-744 95 60.

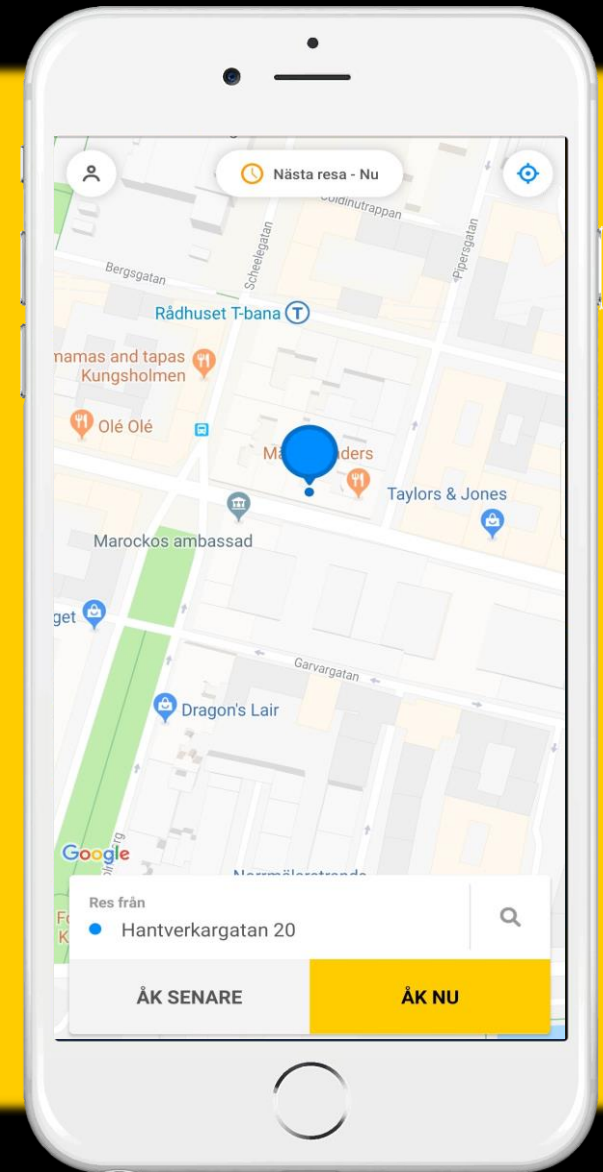
When finished, click "**Book trip**".



Change or cancel your taxi

Your trip is now booked and waiting to be assigned an available vehicle.

To change or cancel your trip, click the booking at the top of the screen.



Change or cancel your taxi, continuation...

From this view you can:

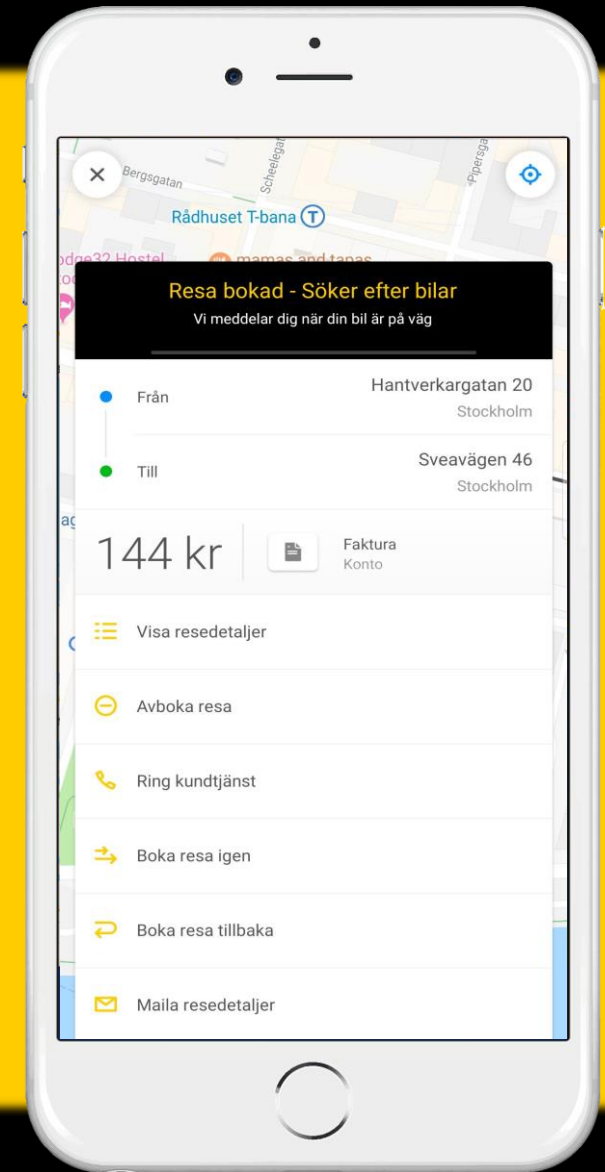
Cancel travel - Possible as long as no vehicle has been assigned the mission.

Call Customer Service - Through this menu you can call to the local booking center for your trip.

Book a trip again - Creates a copy of this booking.

Book a return trip - Creates a booking with reverse addresses.

Email travel details - Email your booking to any email address.



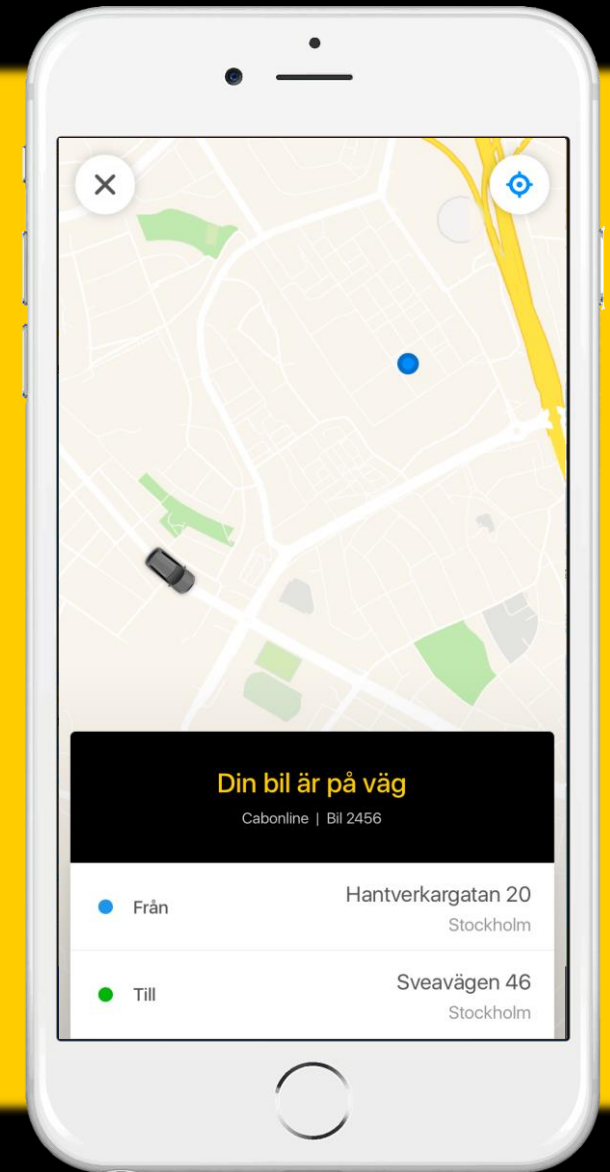
Your taxi trip

Now your car is on the way and you can follow it on the map.

You see which brand and taxi number who will pick you up.

Is the car on the way and you want to cancel your trip? Please contact the booking center immediately! Swipe up on the order to get the phone number of the local booking center.

After completing the travel, you can rate your trip between 1-5, of the driver, the car and the app. You can also write a message and explain your rating.



Book through the web

Go to <https://boka.cabonline.com/en>

Click on "log in" in the upper right corner.

Log in with your login details, same as used in the app.

Here you can place your order, just like in the app.

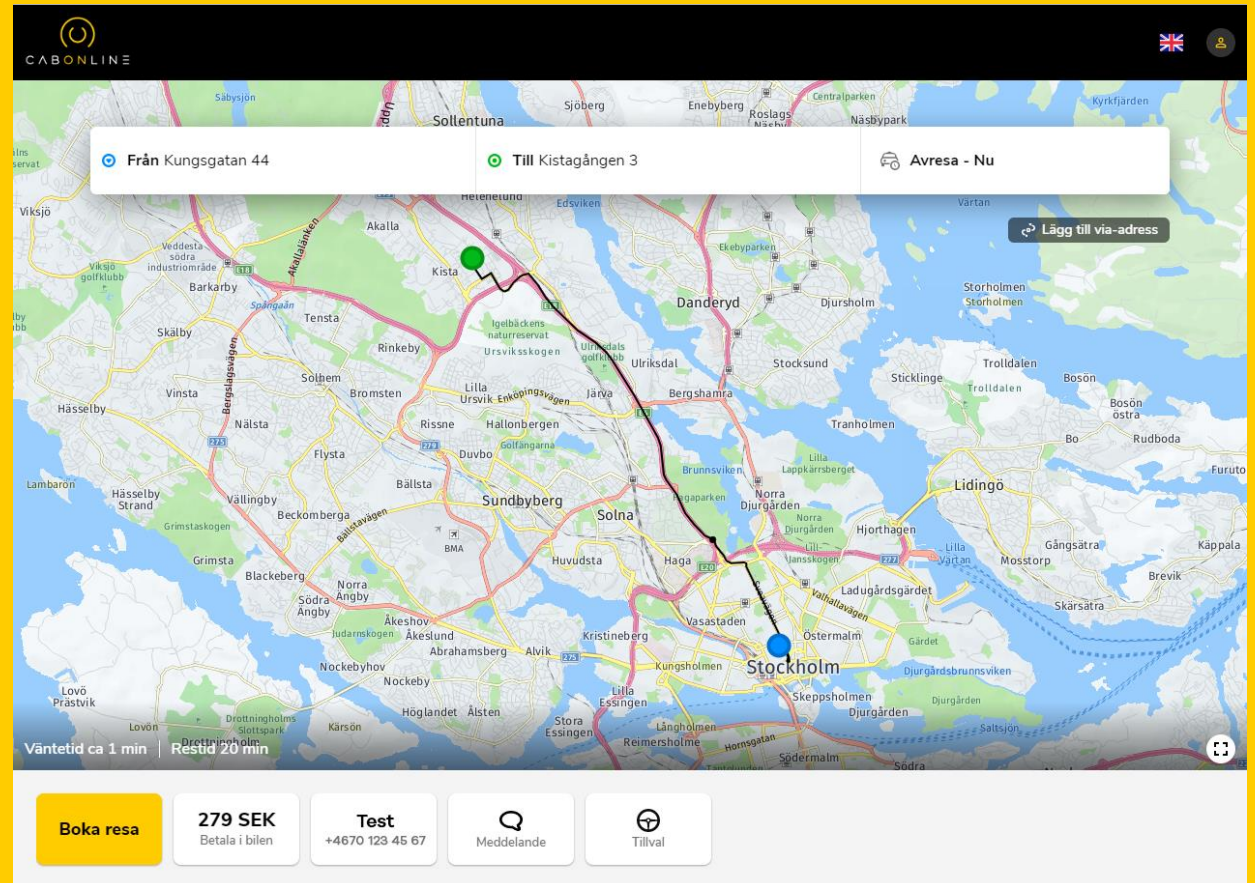
Click:

Car options - to add specific choices to your order

Message - to write a message that only reaches the driver

Traveler (your name) - if you want to book for someone else

Payment / Price - is already set according to the contract



Book by telephone

To book by phone, call: 08-744 95 60

If you call from the mobile number that is linked to your profile, the operator receives your information automatically.

If you call from another telephone number, you must state the mobile number associated with your profile for identification.
Control questions may be asked to certify rights.

The customer must always tell the operator that the trip should be charged by travel account.



Pleasant journey!

Do you have questions or concerns?
Read more at www.cabonline.com/faq



CABONLINE

