

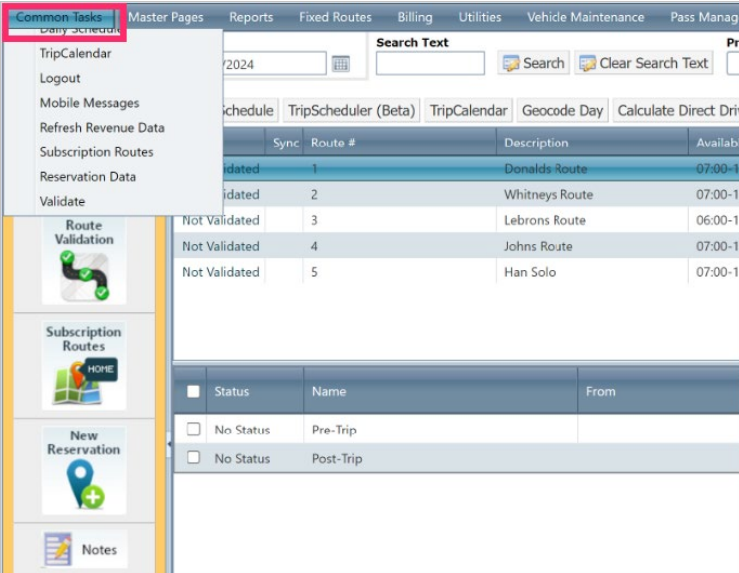
Creating a Subscription Reservation

CTS Software

1



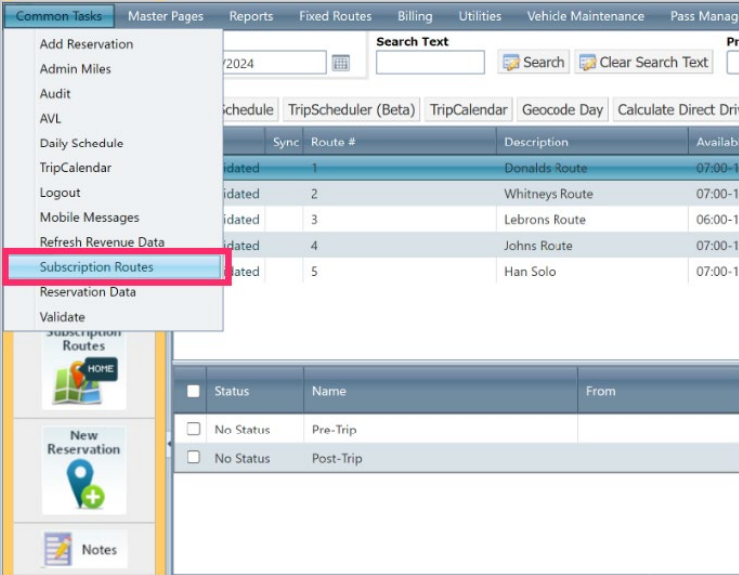
The first step is to open **CTS Software - TripMaster** and with your mouse, hover over **Common Tasks**



2



Click **Subscription Routes**



3



Scroll down and click **New Ride**

	M, Tu, W, Th, F	2/2	00:00-00:00 (0 min)	<a href="#">Edit</a>
	M, Tu, W, Th, F	2/2	00:00-00:00 (0 min)	<a href="#">Edit</a>
	M, Tu, W, Th, F	2/1	00:00-00:00 (0 min)	<a href="#">Edit</a>
	M, Tu, W, Th, F	2/2	00:00-00:00 (0 min)	<a href="#">Edit</a>

[+ New Ride](#)

Dropoff	Dropoff L...	Priority...	Mob	Acct	Days	
07:02						
08:00	Orlando, FL	08:00	A	PP	M, Tu, W, Th, F	<a href="#">Edit</a>
18:00						

4



Scroll down and click **Rider Name**

Select a Rider

\* Rider Search

mick

**Mouse, Mickey**  
Phone Not Set  
12620 State Road 535

[Cancel](#)

5



Click in the **Rider Search** box and begin to type in the riders name.

Select a Rider

\* Rider Search

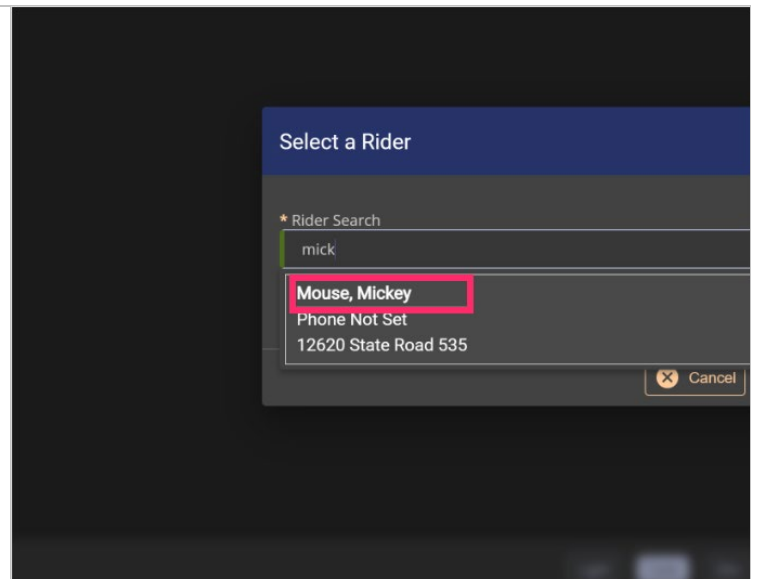
Keep typing to search for riders. When select a rider from the list

[Cancel](#) [Select Rider](#) [+ New Rider](#)

6



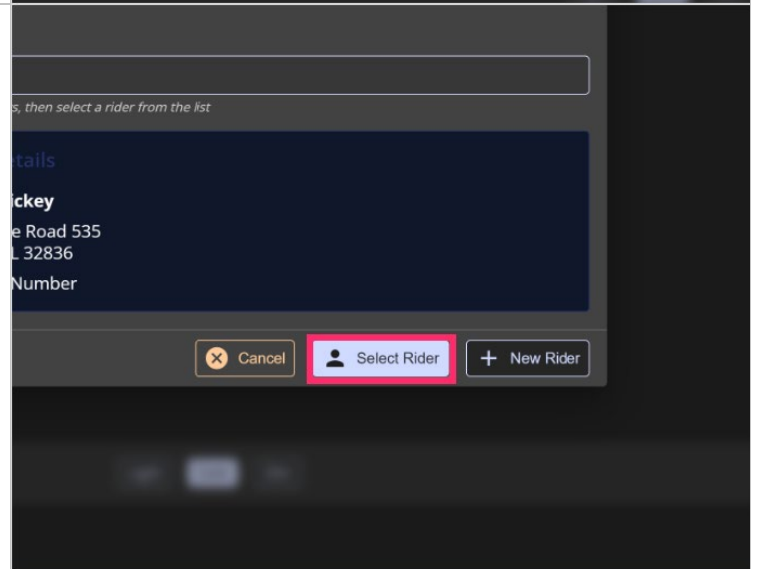
Click **the desired rider**



7



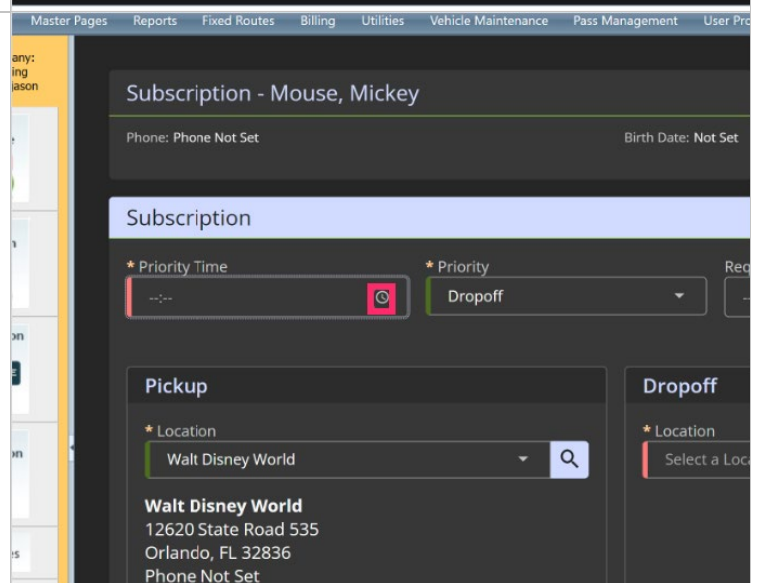
Click **Select Rider** once the rider is selected



8



To enter the priority time click **the clock symbol**



9



Scroll down and click **the desired time**

10



Click **Select a Location**

11



select the desired location or  
enter a new location

12



Scroll down and click **Subscription Route**

Screenshot of the 'Subscription Rules' form. The 'Subscription Route' dropdown is highlighted with a red box, showing 'Holding Pen' as the selected option. The 'Recurrence Schedule' section shows 'Weekly' as the recurrence rule and 'Sunday' through 'Saturday' as selected days.

13



From this drop-down, you can select to add the reservation to the "Holding Pen" or a specific route.

Screenshot of the 'Subscription - Mouse, Mickey' form. The 'Subscription Route' dropdown is highlighted with a red box, showing a list of routes including 'Donalds Route', 'Whitneys Route', 'Lebrons Route', 'Johns Route', and 'Han Solo'. The 'Recurrence Schedule' section shows 'Weekly' as the recurrence rule and 'Sunday' through 'Saturday' as selected days.

14



Click **Recurrence Rule**

Screenshot of the 'Subscription Rules' form. The 'Recurrence Rule' dropdown is highlighted with a red box, showing 'Weekly' as the selected option. The 'Subscription Route' dropdown shows '2 - Whitneys Route (M, Tu, W, Th, F) 07:00-18:00'. The 'Recurrence Schedule' section shows 'Weekly' as the recurrence rule and 'Sunday' through 'Monday' as selected days.

15



From this drop-down, you can select how often this reservation needs to occur.

16



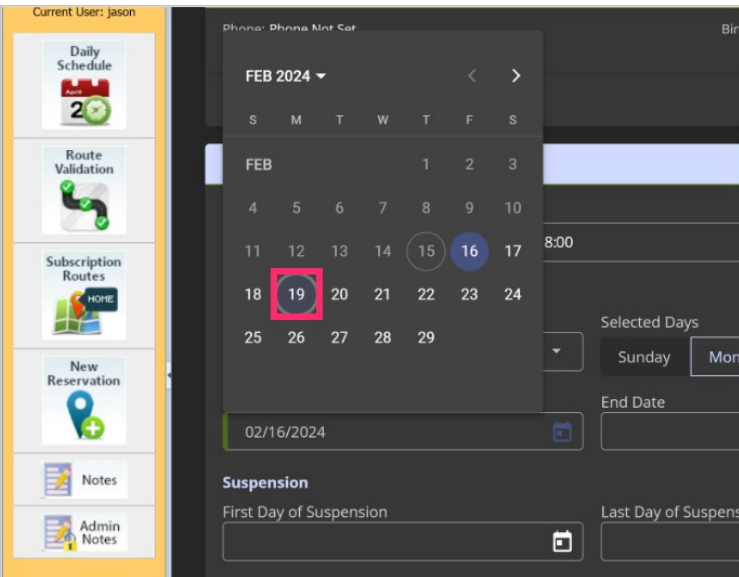
Select **the days of the week this subscription occurs.**

17



The start date can be changed by selecting the calendar.

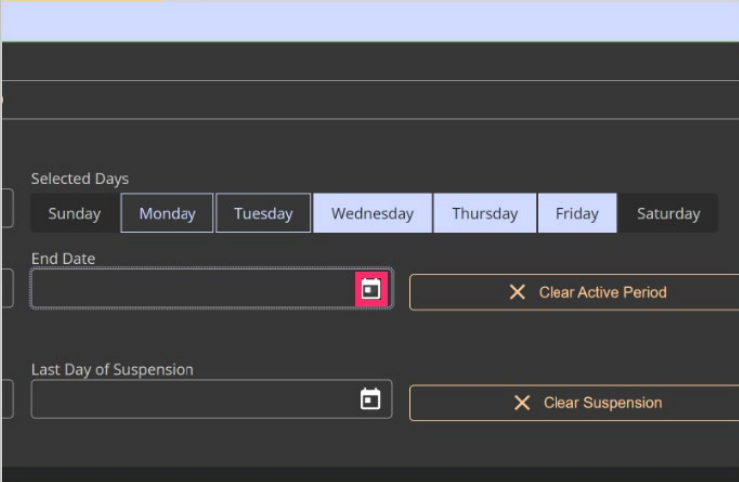
18



19



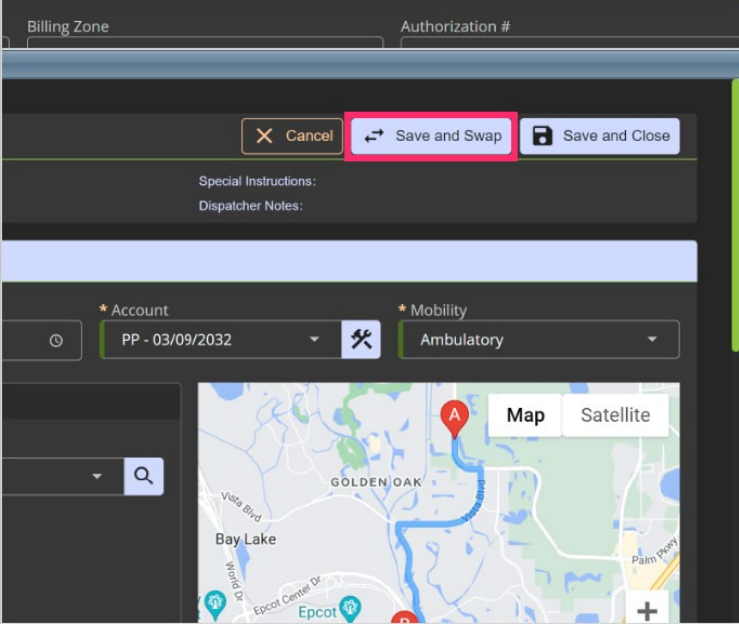
An end date can be assigned to the reservation.



20



Click **Save and Swap**



21

Select the **Priority Time**

Master Pages Reports Fixed Routes Billing Utilities Vehicle Maintenance Pass Management User Profile

### Subscription - Mouse, Mickey

Phone: Phone Not Set Birth Date: Not Set

#### Subscription

\* Priority Time 06:02

\* Priority Pickup

#### Pickup

\* Location Epcot

**Epcot**  
200 Epcot Center Dr  
Orlando, FL 32821  
Phone Not Set

#### Dropoff

\* Location Walt Disney

**Walt Disney**  
12620 State Rd  
Orlando, FL 32821  
Phone Not Set

22

Scroll and click **the desired time**

Phone: Phone Not Set

#### Subscription

\* Priority Time 06:02

\* Priority Pickup

Hours Minutes

03	00
04	01
05	02
06	03
07	04
08	05
09	06

\* Scheduled time 06:02

Site Phone ( ) Ext

23

Click **Save and Close**

Cancel Save and Swap Save and Close

Special Instructions:  
Dispatcher Notes:

\* Account PP - 03/09/2032

\* Mobility Ambulatory

Map Satellite

Kingdom Park Golden Oak Bay Lake Epcot Lake Buena Vista





That's it. You're done.

A	Mouse, Mickey	wait Disney world: 12020 State Road 535	07:00	Orlando, FL	Epcot: 200 Dr
A	Post-Trip		17:58		

OLDING PEN RIDES

Stat...	Name	From	Pickup	Pickup Lo...	
A	Hill, Hank	Hankk home:201 South 3rd Street	00:00	Wilmington, NC	Best Buy:30 Road
SP	Nemoy, Leonard	Lenord House:327 Masonboro Loop Road	09:00	Wilmington, NC	378 South South 16th
A	Manaj, Nicky	Nicky House:300 College Road	09:30	Wilmington, NC	Novant Hea Hanover Re Center:213 Street