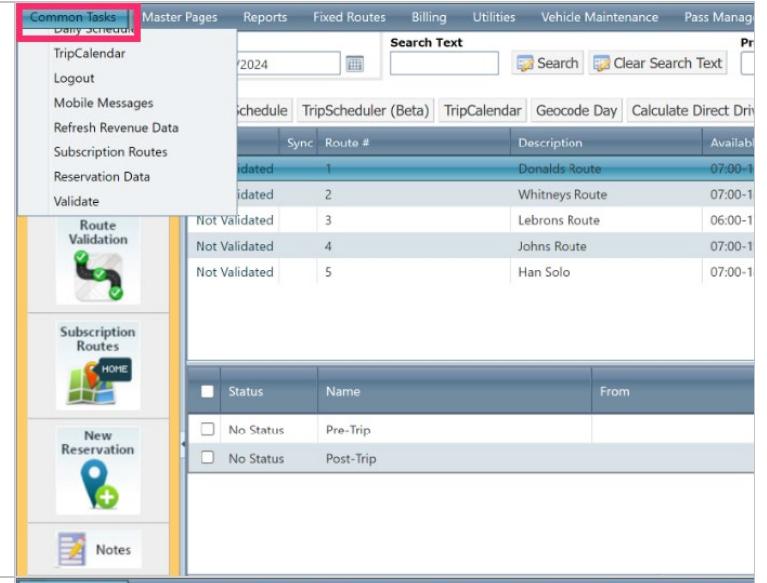


1

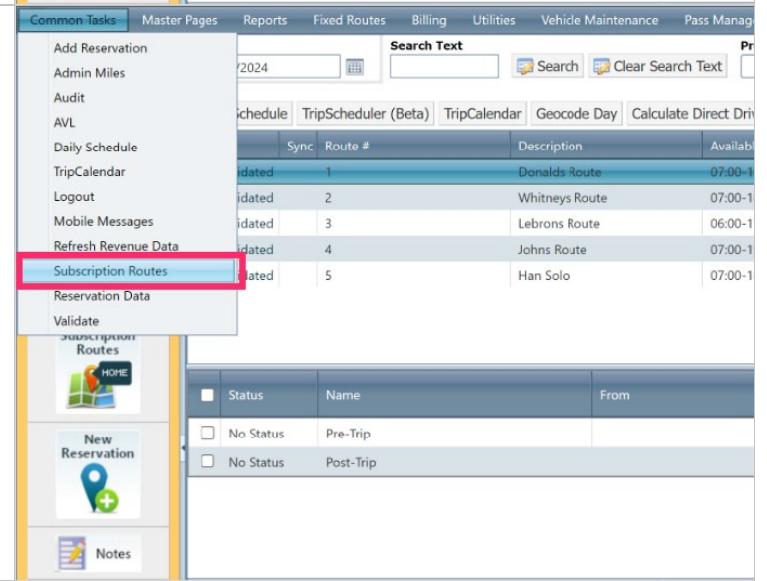
 The first step is to open **CTS Software - TripMaster** and with your mouse, hover over **Common Tasks**



The screenshot shows the CTS Software interface. The left sidebar has a pink box around the 'Common Tasks' section, which includes options like TripCalendar, Logout, Mobile Messages, Refresh Revenue Data, Subscription Routes, Reservation Data, and Validate. Below this is a 'Route Validation' section with a green icon. The main area shows a table of routes with columns for Sync, Route #, Description, and Available. The table contains five rows: 1 (Validated, Donalds Route, 07:00-1), 2 (Validated, Whitneys Route, 07:00-1), 3 (Not Validated, Lebrons Route, 06:00-1), 4 (Not Validated, Johns Route, 07:00-1), and 5 (Not Validated, Han Solo, 07:00-1). Below the table is a section for 'Status' with options for 'No Status', 'Pre-Trip', and 'Post-Trip'.

2

 Click **Subscription Routes**



The screenshot shows the CTS Software interface. The left sidebar has a red box around the 'Subscription Routes' section, which is highlighted in blue. The main area shows a table of routes with columns for Sync, Route #, Description, and Available. The table contains five rows: 1 (Validated, Donalds Route, 07:00-1), 2 (Validated, Whitneys Route, 07:00-1), 3 (Validated, Lebrons Route, 06:00-1), 4 (Validated, Johns Route, 07:00-1), and 5 (Validated, Han Solo, 07:00-1). Below the table is a section for 'Status' with options for 'No Status', 'Pre-Trip', and 'Post-Trip'.

3



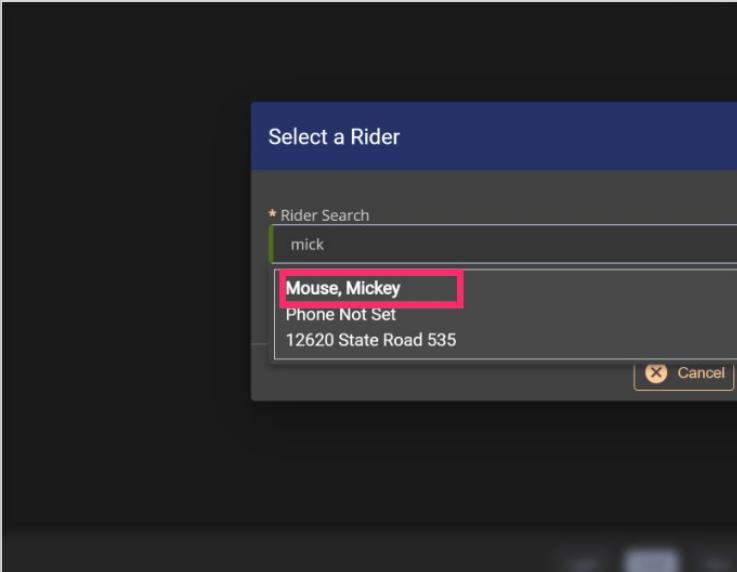
Scroll down and click **New Ride**

| 0 | M, Tu, W, Th, F | 2/2 | 00:00-00:00 (0 min) | | | |
|--------|-----------------|--------------|---------------------|-------------------|------|-----------------|
| 0 | M, Tu, W, Th, F | 2/2 | 00:00-00:00 (0 min) | | | |
| 0 | M, Tu, W, Th, F | 2/1 | 00:00-00:00 (0 min) | | | |
| 0 | M, Tu, W, Th, F | 2/2 | 00:00-00:00 (0 min) | | | |
| | | | | + New Ride | | |
| | Dropoff | Dropoff L... | Priority... | Mob | Acct | Days |
| Center | 07:02 | | | | | |
| | 08:00 | Orlando, FL | 08:00 | A | PP | M, Tu, W, Th, F |
| | 18:00 | | | | | |

4



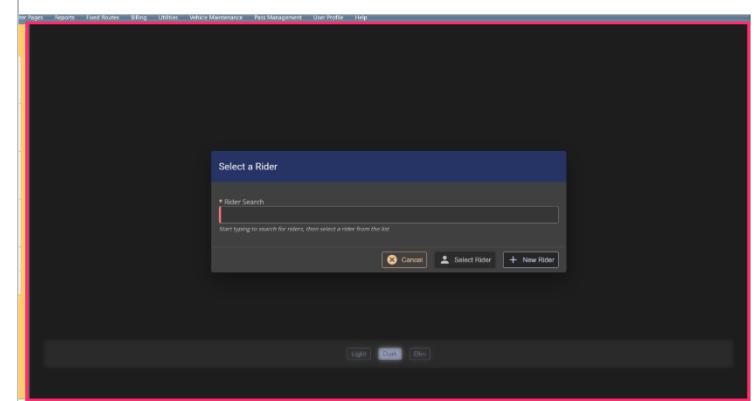
Scroll down and click **Rider Name**



5



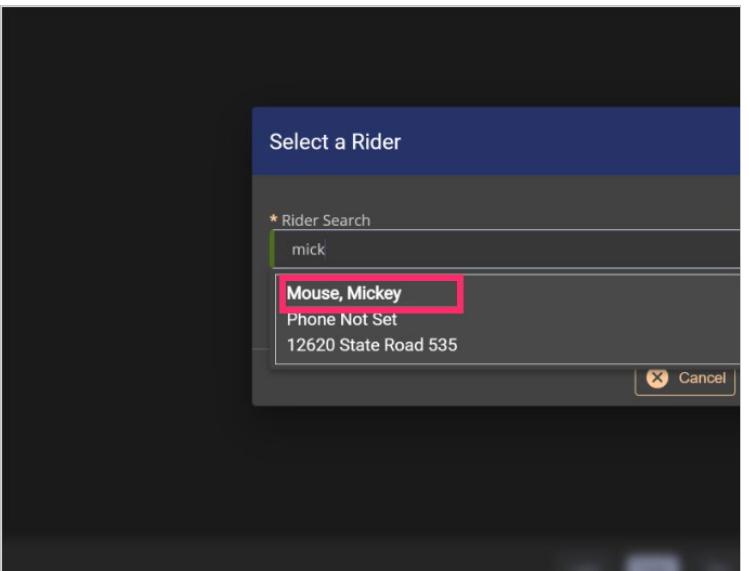
Click in the **Rider Search** box and begin to type in the riders name.



6



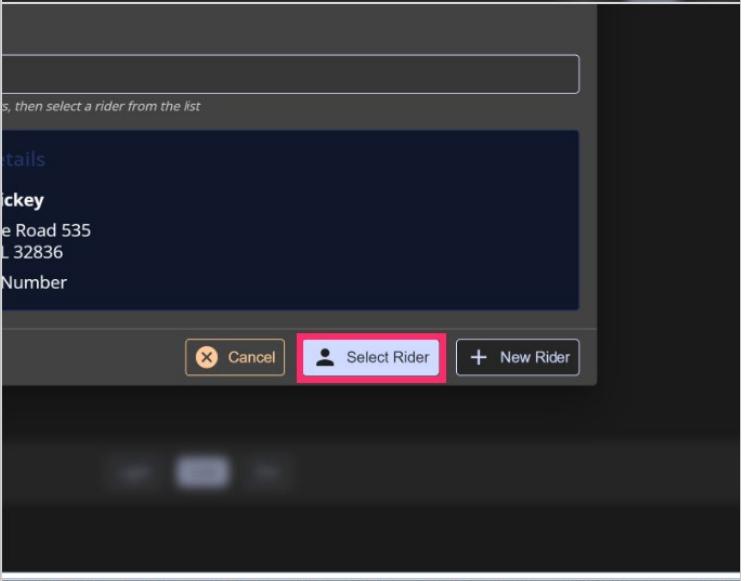
Click **the desired rider**



7



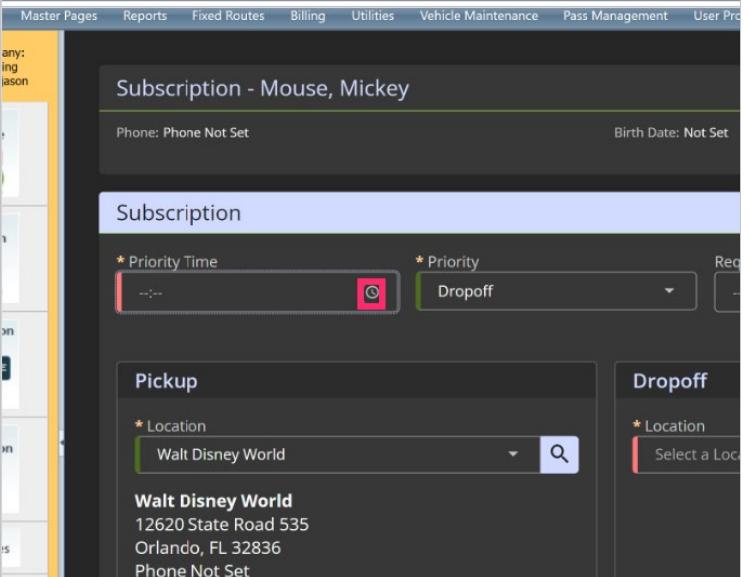
Click **Select Rider** once the rider is selected



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**

Scheduled Time: 00:00

Site Phone: _____ Ext: _____

* Site Code: P - Physician

Subscription Rules

Subscription Route

Holding Pen

Recurrence Schedule

* Recurrence Rule: Weekly

Selected Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Start Date: 01/01/2024

End Date: 01/05/2024

13



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

Phone: Phone Not Set Birth Date: Not Set Special Instructions: Dispatcher Notes: Save and Swap Save and Close

From: Phone Not Set To: Phone Not Set

* Scheduled Time: 00:00

* Scheduled Time: 04:02

Site Phone: _____ Ext: _____

Holding Pen

1 - Donalds Route (M, Tu, W, Th, F) 07:00-18:00
2 - Whitneys Route (M, Tu, W, Th, F) 07:00-18:00
3 - Lebrons Route (M, Tu, W, Th, F) 06:00-17:00
4 - Johns Route (M, Tu, W, Th, F) 07:00-19:00
5 - Han Solo (M, Tu, W, Th, F) 07:00-18:00

Recurrence Schedule

* Recurrence Rule: Weekly

Selected Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Start Date: 01/01/2024

End Date: 01/05/2024

14



Click **Recurrence Rule**

Subscription Routes

New Reservation

Notes

Admin Notes

Help

Site Phone: _____ Ext: _____

* Site Code: P - Physician

Subscription Rules

Subscription Route

2 - Whitneys Route (M, Tu, W, Th, F) 07:00-18:00

Recurrence Schedule

* Recurrence Rule: **Weekly**

Selected Days: Sunday, Monday

* Start Date: 01/01/2024

End Date: 01/05/2024

15

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

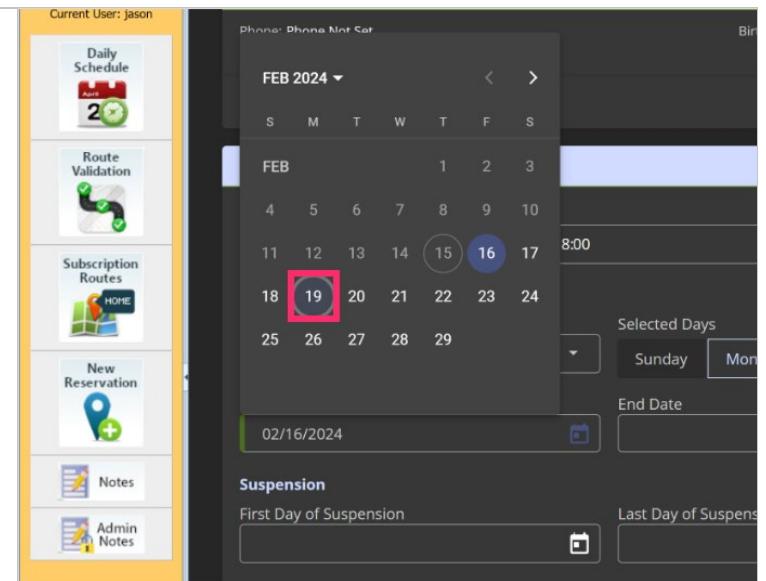
16

Select the days of the week this subscription occurs.

17

The start date can be changed by selecting the calendar.

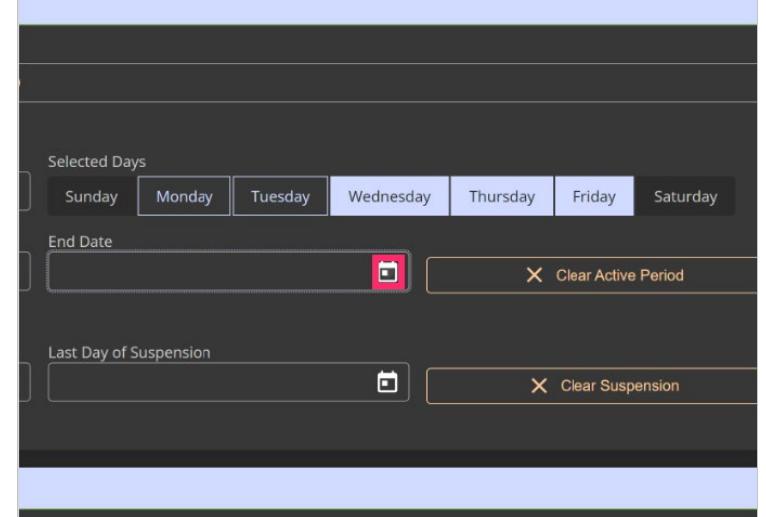
18



19



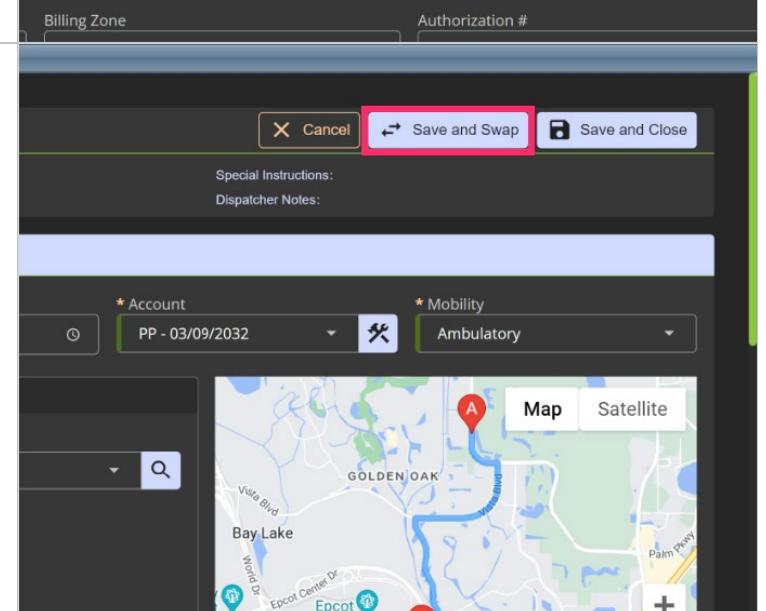
An end date can be assigned to the reservation.



20



Click **Save and Swap**



21



Select the **Priority Time**

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

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 R
Orlando, FL 32821
Phone Not Set

22



Scroll and click **the desired time**

Priority Schedule

Route Validation

Subscription Routes

New Reservation

Notes

Admin Notes

Subscription

* Priority Time 06:02 * Priority Pickup

| Hours | Minutes |
|-------|---------|
| 03 | 00 |
| 04 | 01 |
| 05 | 02 |
| 06 | 03 |
| 07 | 04 |
| 08 | 05 |
| 09 | 00 |

Scheduled time 06:02

Site Phone () - Ext

23



Click **Save and Close**

Cancel Save and Swap

Special Instructions:
Dispatcher Notes:

* Account PP - 03/09/2032 * Mobility Ambulatory

Map Satellite

Kingdom Park B
GOLDEN OAK
Bay Lake Epcot A
Lake Buena Vista



That's it. You're done.

| A | Mouse, Mickey | VISIT Disney WORLD: 12/2020 State Road 535 | 07:00 | Orlando, FL | epcot200 Dr |
|-------------------------|----------------|---|--------|----------------|---|
| A | Post-Trip | | 17:58 | | |
| <hr/> | | | | | |
| 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 He Hanover Re Center:213 Street |