



# Web Booker User Guide (BETA)

## Priority Express

V1.1 23 February 2018



A Priority Express Couriers Ltd, Unit 5, St Philips Central  
Albert Road, Bristol, BS2 0XJ  
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E [mail@priorityexpress.co.uk](mailto:mail@priorityexpress.co.uk) W [www.priorityexpress.co.uk](http://www.priorityexpress.co.uk)

Registered in England and Wales No. 2369219

Priority Web Booker takes advantage of the latest technology to provide our customers with a flexible and easy to use on-line booking & parcel tracking system.

There are no costly computer implants or special training requirements – if you have Internet access you can start using the system straight away from the comfort and convenience of your own PC.

Any number of authorised users can have access to the system from within your organisation if you wish.

### Using the System

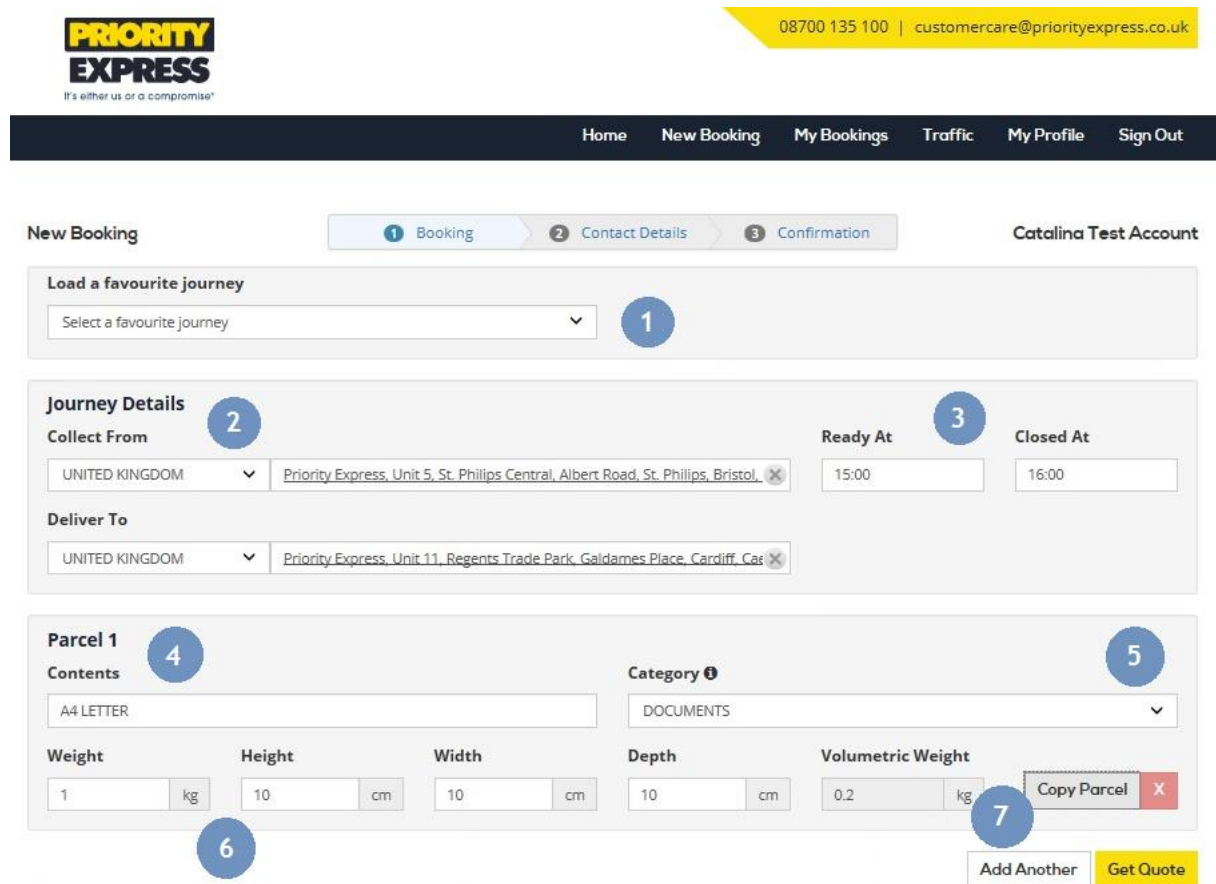
To login to Priority Web Booker browse to **www.priorityexpress.co.uk** and select Book then Priority Web Booker

When prompted enter your username and password and login.

The screenshot shows the Priority Express website interface. At the top left is the Priority Express logo with the tagline 'It's either us or a compromise®'. To the right of the logo is a yellow bar containing the phone number '08700 135 100', the email address 'customer@priorityexpress.co.uk', and a search box labeled 'Website Search...'. Below this is a dark navigation bar with menu items: 'Home', 'Services', 'Quote', 'Book' (circled in red), 'Our Company', 'Help', and 'Contact'. The main content area features a large image of a Priority Express van with a red arrow pointing to the 'Priority Web Booker your package' section. This section includes a 'Reference number...' input field, a 'Track now' button, and a link 'Don't know your unique ref? Click here'. Below this is a 'My Priority' section with a 'piori33' input field, a password field with dots, and a 'Login' button.



Once you have logged in to your Priority Web Booker account select a Favourite Booking or click Home to enter a new booking.



The screenshot shows the 'New Booking' page with the following elements:

- 1**: 'Load a favourite journey' dropdown menu.
- 2**: 'Journey Details' section, including 'Collect From' and 'Deliver To' dropdowns.
- 3**: 'Ready At' and 'Closed At' time input fields.
- 4**: 'Parcel 1' section, including 'Contents' dropdown.
- 5**: 'Category' dropdown menu.
- 6**: Dimension input fields for Weight, Height, Width, and Depth.
- 7**: 'Volumetric Weight' input field and 'Copy Parcel' button.

- 1** Load a favourite journey template for quick bookings or enter a new booking
- 2** The collect from field will be your default collection address. You can delete this and enter a different location for the collect from and deliver to fields. You can enter a company name, street or postcode and use our advanced lookup feature to find the correct collection and delivery locations
- 3** Enter the time goods are ready and the closing time – don't worry about the date just yet as The next step will list all available services and the deadlines for booking.

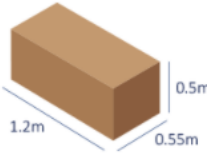
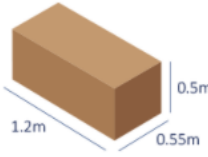
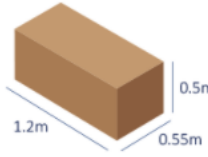



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- 4 The contents field is optional but you can enter details of the goods sent in this field
- 5 The Category field is mandatory – please select a category type from the drop-down list and please also note the list of prohibited and restricted goods (prohibited goods cannot be carried and restricted goods can be carried but only at your own risk).
- 6 Enter the item weight in Kgs and the dimensions in cms – we cannot provide you with relevant services or pricing without this information
- 7 You can click the copy button to add more identical items or click the Add Another button if you want to add more items with different sizes or weights.

Click the Get Quote button and a list of services and prices will be displayed:-

<p><b>Next Day 0900</b> 1 day 2 hours 49 minutes</p>  <p>1.2m 0.55m 0.5m</p> <p>88 GBP <a href="#">Select</a></p>	<p><b>Next Day 1030</b> 1 day 2 hours 49 minutes</p>  <p>1.2m 0.55m 0.5m</p> <p>74 GBP <a href="#">Select</a></p>	<p><b>Next Day 1200</b> 1 day 2 hours 49 minutes</p>  <p>1.2m 0.55m 0.5m</p> <p>61 GBP <a href="#">Select</a></p>	<p><b>Sprinter 313 MWB 1000 Kgs</b> 1 day 2 hours 49 minutes</p>  <p>33 GBP <a href="#">Select</a></p>
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- 8 You can hover your mouse over each service to see any additional information or restrictions which might apply – click Select to choose a service which meets your deadline and budget
- 9 Click Next - your booking is not confirmed at this stage.

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- 1 If you check this box an email confirming the pickup details will be sent to the email contact You may find this useful for collections from other departments in your company or for remote collections
- 2 The earliest available collection date based on the service selected (you can change this to a later date if you wish or get collection the same day by making the ready time earlier)

New Booking 1 Booking 2 Contact Details 3 Confirmation Test Account

**Collection Details**  Receive confirmation of pickup **1**

**Collection Date** **2**  
16 February 2018

**Name** Catalina Test **Email** support@catalina-software.co.uk

**Phone** 0000 0000000 **Mobile** 0000 0000000

**Address** **3**  
Priority Express, Unit 5, St. Philips Central, Albert Road, St. Philips, Bristol, Somerset, BS2 0XJ Edit

**Collection Instructions** **4**  
Please report to reception and ask for Nei

- 3 You can edit the collection address or any of the contact details for the pickup if necessary
- 4 If you have any specific collection instructions you can enter them here.



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- 1 If you check the 'Receive confirmation of delivery' box a Proof of Delivery will be emailed to the sender.
- 2 If you check the 'Receive Expected Delivery Time' an email address is mandatory in the Delivery Details email field. An email will be sent to the receiver confirming an Estimated Time of Delivery. The delivery time window is carrier dependent (please check with your local depot for more details)

**Delivery Details**  Receive confirmation of delivery  Receive expected delivery time

<b>Name</b> 1	<b>Email</b> 2
<input type="text" value="Paul Havill"/>	<input type="text" value="customercare@priorityexpress.co.uk"/>
<b>Phone</b>	<b>Mobile</b>
<input type="text" value="02920 590464"/> 3	<input type="text" value="07739 000000"/>
<b>Address</b>	
<input type="text" value="Priority Express, Unit 11, Regents Trade Park, Galdames Place, Cardiff, Caerdydd, CF24 5PF"/> Edit	
<b>Delivery Instructions</b>	
<input type="text" value="Please deliver to main reception"/> x 4	

Cancel Previous Next

- 3 Unless the Receive Expected Delivery Time box is checked all of the delivery contact details are optional but highly recommended as this will help to ensure error-free service.
- 4 You can enter optional delivery instructions in this field.

Once you have completed the required contact details click Next



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### Review your Booking

You can now review a summary of your booking. If this is a regular shipment you can check 'Save this booking as a favourite' and keep this job as a template for future bookings.

**Review your booking**

**Collection Date**  
26 February 2018

**Collection**  
David Abels, Albion Dockside Estate, Hanover Place, Bristol, Somerset, BS1 6UT

**Delivery**  
A A H Pharmaceuticals Ltd, Unit 2, St. Philips Central, Albert Road, St. Philips, Bristol, Somerset, BS2 0XJ

Save this booking as a favourite

You can also add Increased Transit Liability (ILC) at this point and an order number if required. When you have entered any additional requirements click CONFIRM.





It's either us or a compromise®

**Extras**

Fragile

Security

Increased Liability Cover

£

**Promotional Codes** If you have a promotional code, please enter it below

**Booking References**

**order no**

**Payment Details**

**Type of Payment**

**Price**

Net Price:	74.61 GBP
VAT:	13.07 GBP
<b>Total Price:</b>	<b>87.68 GBP</b>

## View Booking

Your booking is now confirmed and a summary will be displayed for your reference:-

### View Booking

[Edit Booking](#) [Copy Booking](#) [Cancel Booking](#) [Print Booking](#) [Add to My Favourites](#) [Resend/Forward Confirmation](#) [Tracking](#)

### Details of Booking Reference: 2707961

#### Collect From

David Abels, Albion Dockside Estate, Hanover Place, Bristol, Somerset, BS1 6UT, United Kingdom  
**Pickup Time: 14:50**

[♥ Add to Favourite Addresses](#)

#### Deliver To

A A H Pharmaceuticals Ltd, Unit 2, St. Philips Central, Albert Road, St. Philips, Bristol, Somerset, BS2 0XJ, UNITED KINGDOM  
**Estimated Time: 14:50**

[♥ Add to Favourite Addresses](#)

Dependent on the service type a label will also be displayed – you should print the label and attach it to your parcel(s) prior to shipping.



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Label

Document.aspx 1 / 1

CON NUMBER 08400010000042001  
000042

A A H Pharmaceuticals Ltd  
Unit 2, St. Philips Central  
Albert Road, St. Philips  
Bristol  
Somerset

SEND DATE 23/02/18

SPECIAL INSTRUCTIONS

SEND TO 8  
ITEM 1  
WEIGHT 5

PRINT

Navigation: +, -, +, -

Buttons: Edit Booking, Copy Booking, Cancel Booking, Print Booking, Add to My Favourites, Resend/Forward Confirmation, Tracking



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