

# University of Otago



## Online Booking - User Guide



[supershuttle.co.nz](http://supershuttle.co.nz)

# University of Otago Online Booking System

## 1. Login or Register your details



Enter URL:

<https://www.supershuttle.co.nz/legacy/quickagent/default.aspx?s=UoO>

A screenshot of the supershuttle website's login page. The page has a green background with a white login form. The form includes fields for "Username" and "Password", a "Log In" button, and links for "Register", "Forgot your password?", and "Forgot your username?". A yellow callout bubble points to the "Register" link with the text: "When you first come to this site, you'll need to register here". Another yellow callout bubble points to the "Username" field with the text: "If you have already registered, enter your username and password here". The browser's address bar shows the URL: <https://www.business.supershuttle.co.nz/quickagent/default.aspx?s=UoO>. The footer contains copyright information for 2014 Tourism Transport Limited and links to terms and conditions, website usage policy, and a Facebook icon.

A screenshot of the supershuttle website's registration page. The page has a light blue background with a white registration form. The form includes fields for "User Name:", "Password:", "Confirm Password:", "E-mail:", "Security Question:", and "Security Answer:". A yellow callout bubble points to the "E-mail" field with the text: "Enter your contact and other user details". Another yellow callout bubble points to the "E-mail" field with the text: "You must use your University of Otago email to qualify for this system (i.e. @otago.ac.nz)". Below the form is a CAPTCHA image showing the word "aegst9". At the bottom of the form are "Create user" and "Cancel" buttons. A note at the bottom of the form states: "Please note, you can change your email address in your [contact details](#)." The footer contains copyright information for 2014 Tourism Transport Limited and links to terms and conditions, website usage policy, privacy policy, and a Facebook icon.

# University of Otago Online Booking System



## 2. Select Your Booking method...

The screenshot shows the supershuttle website interface. At the top is a dark blue header with the supershuttle logo. Below the header, a light blue box contains the text: "Hi. There are two methods for you to book online." followed by two numbered options. Option 1 is "1. You can charge back to the University of Otago account (you will need the GL or PL code)" with a button labeled "Account Code" below it. Option 2 is "2. Use a Credit card or bank transfer (Please note: this option does not qualify for UoO corporate discount)" with a button labeled "Credit Card" below it. At the bottom of the page, there is a footer with the supershuttle logo, copyright information "© 2014 Tourism Transport Limited", and links for "Terms & conditions of travel" and "Website usage policy".

After you have setup your personal account, log in and you will land on this page

Use the "Account Code" option wherever possible as this method allows access to UoO's corporately discounted fares ("Credit Card" option doesn't provide for discounting). Please use the following code formats:  
**Cost Centre/Account:**  
**AAC01 (5 Alfa-numeric characters), or**  
**Project**  
**10102001PWG (11 Alfa-numeric characters)**

# University of Otago Online Booking System



## 3. Make Your Booking ...



QuickBook  
0011103  
University of Otago (Dunedin)

### Place To Airport

Please have your uni account code ready (GL or PL)

City:

**Key Information**

Pickup From:

Drop Off To:

Airport Departure Date:

Airport Departure Time (24hr):

Passenger Name:

# of Passengers:

Service Type:  Shared Ride  Exclusive Use

**Other Information**

Extra Items:  (bikes, skis, etc - \$5 per item)

Travellers Cellphone:

Uni Account Code:

Notes:

Pickup Date:

Pickup Time:

Reservation Number:

Fare \$:

Status: **awaiting details....**

Problems? Contact us on 0800 748885  
Minimum notice (before pickup time):

Oversized Baggage or more than two bags per person may incur a \$5 charge per item – paid to the driver

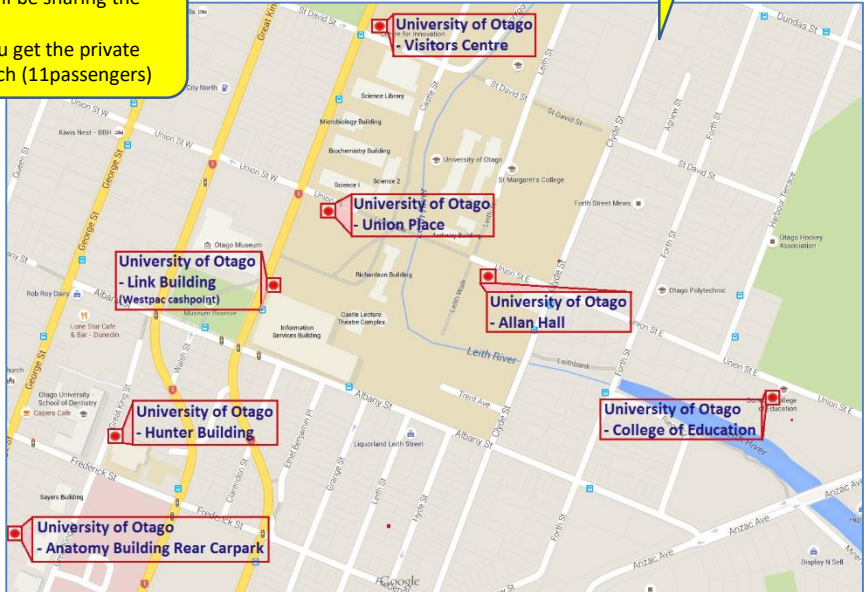
Select the city you require transport for

Enter your pickup & drop-off locations. The address details will auto-populate as you enter 4 or more letters.

Shared Ride – means you'll be sharing the ride with other clients.  
Exclusive Use – means you get the private use of the whole minicoach (11passengers)

When you're happy with the details – push the "Confirm Booking" button to make your reservation

There are 7 University of Otago Dunedin Campus pick-up locations. Select from the "Pickup" or "Drop-off" field list ☺.



# University of Otago Online Booking System



## 4. Your Booking is confirmed 😊 ...

supershuttle™

QuickBook  
0011103  
University of Otago (Dunedin)

### Place To Airport

Please have your uni account code ready (GL or PL)

City:

**Key Information**

Pickup From:

Drop Off To:

Airport Departure Date:

Airport Departure Time (24hr):

Passenger Name:  Required Check-in  
2 hours for international  
45 mins for domestic

# of Passengers:

Service Type:  Shared Ride  Exclusive Use

**Other Information**

Extra Items:  (bikes, skis, etc - \$5 per item)

Travellers Cellphone:

Uni Account Code:

Notes:

Pickup Date:

Pickup Time:

Reservation Number:

Fare \$:

Status: **Booking created RO 5973817.**  
**To cancel or modify please ring 0800 SHUTTLE(748885) and quote this number.**

Problems? Contact us on 0800 748885  
Minimum notice (before pickup time):


Super Shuttle's Reservations system will confirm back to you your booking Reservation Order Number (RO)

You can print or email your Super Shuttle transfer itinerary to yourself or a third party

# Print or email your itinerary



## My Transfer Details



**Client Itinerary**  
Booking Ref: [5973817](#)

---

**Test** : 1 passenger(s)

**Task#:** 1  
**Uplift From:** University of Otago - Allan Hall North Dunedin  
**Pickup Time:** Monday, 31 August 2015 9:30 p.m.

**Dropoff To:** Airport - Dunedin Domestic Dunedin Airport  
**Departure Time:** Monday, 31 August 2015 11:00 p.m.

**Fare Amount:** \$27.00 : Prepaid  
**Service Type:** Shared Ride

**Notes:** notes for driver would appear here  
**Client Reference:** ABC12  
**Contact Number:** 123456789

**Now Servicing Kerikeri / Bay of Islands**

---

### Important Information

---

**Any Questions or Changes?** Please free-phone Supershuttle on **0800-SHUTTLE (0800-748885)** from a New Zealand landline, 09 522 5100 from a New Zealand cellphone or +64 9 522 5100 from an International phone.

The itinerary has all the important information your guest needs to know

# QuickBook Contacts



All bookings and enquiries

<https://www.supershuttle.co.nz/legacy/quickagent/default.aspx?s=UoO>

reservations@supershuttle.co.nz

0800 SHUTTLE (748885)

Key Account Administrator  
Rose Silby

E: [rose.silby@supershuttle.co.nz](mailto:rose.silby@supershuttle.co.nz)  
T: 09-522 5715

Manager, Customer Experience  
Lili Thompson-Pau

E: [lili.Thompson-pau@supershuttle.co.nz](mailto:lili.Thompson-pau@supershuttle.co.nz)  
T: 09-522 5718

Director, Sales & Operations  
Graeme Dobson

E: [graeme.dobson@supershuttle.co.nz](mailto:graeme.dobson@supershuttle.co.nz)  
T: 09-522 5711