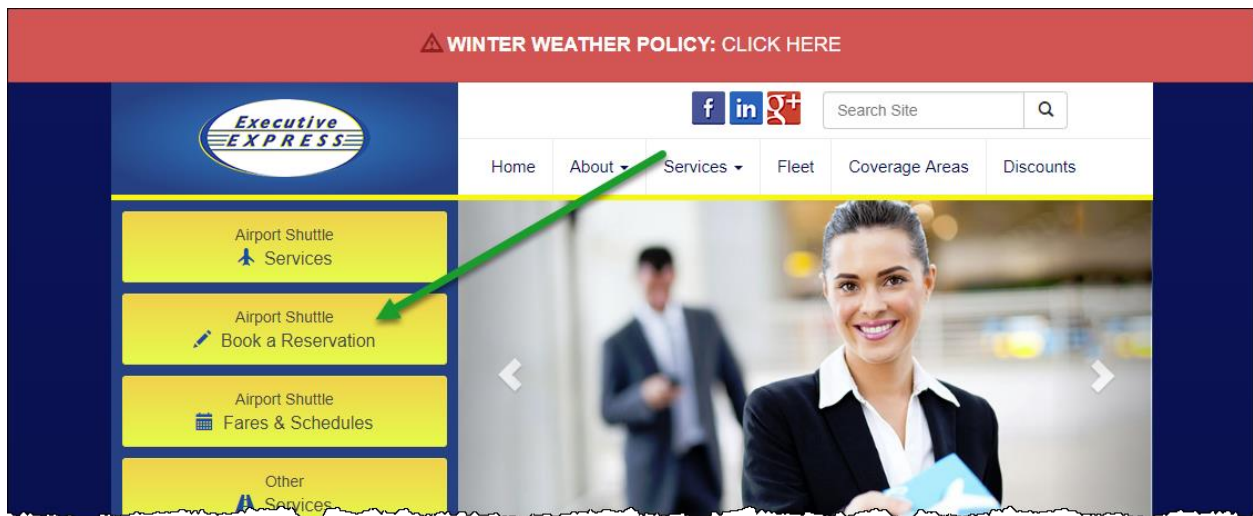


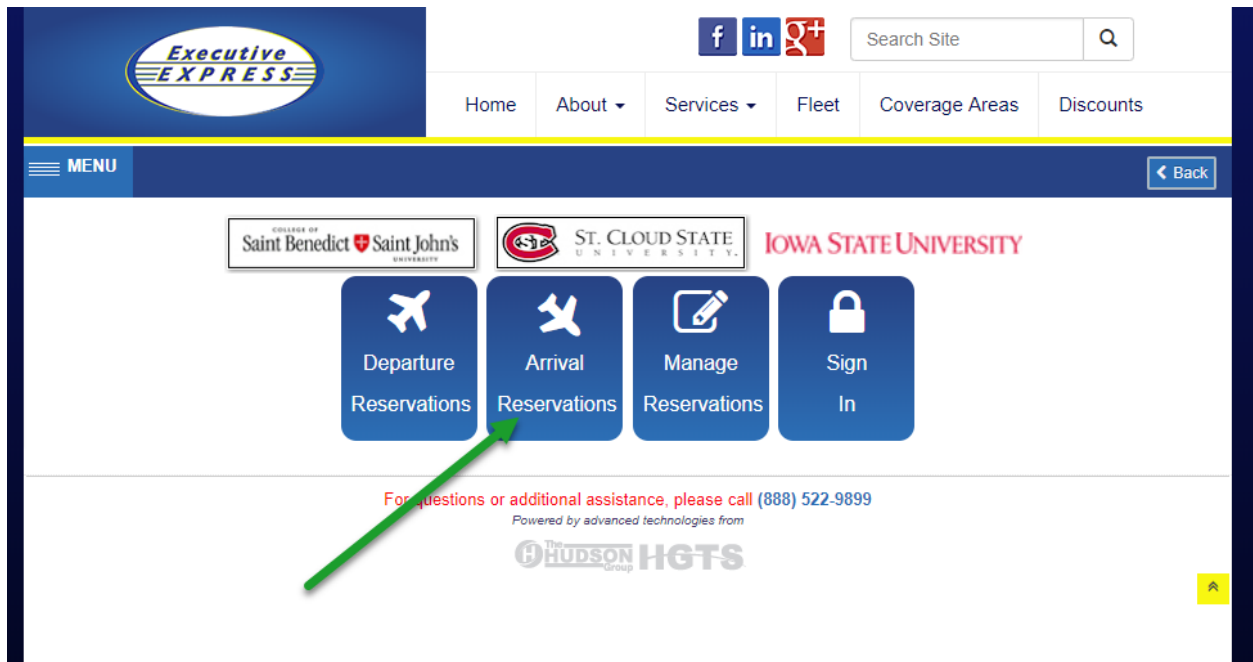
FleetCommander User Conference Shuttle Directions

These are directions on how to make a shuttle reservation. Directions for both round trip and one-way reservations are shown. We'll start with round-trip and then we'll do a one-way.

Go to <https://www.executiveexpress.biz/>. Click on "Airport Shuttle. Book a Reservation."



Click on Arrival Reservations.



Click on Round Trip.

The screenshot shows the Executive Express website interface. At the top left is the Executive Express logo. To the right are social media icons for Facebook, LinkedIn, and Google+, and a search bar. Below these are navigation tabs: Home, About, Services, Fleet, Coverage Areas, and Discounts. A 'MENU' button is on the left, and a 'Back' button is on the right. The main content area has a yellow header with the word 'Arrival' and a sub-header: 'Reservations and quotes for transportation from MSP or DSM airport.' Below this are two buttons: 'One Way' and 'Round Trip'. A green arrow points to the 'Round Trip' button. At the bottom, there is a contact number '(888) 522-9899' and the logo for 'HUDSON Group HGTS'.

Choose Des Moines Airport.

The screenshot shows the 'Check Pickup Availability' form on the website. It features a 'MENU' button at the top left and an 'Open All' button. The form has a yellow header with the title 'Check Pickup Availability'. Below the header, there is a dropdown menu for 'Airport' with 'Des Moines Airport' selected. A green arrow points to this selection. Other options in the dropdown are 'Des Moines Greyhound' and 'Minneapolis St Paul Airport'. Below the airport dropdown is a 'Date' field with '2/12/2019' and a calendar icon. At the bottom, there are two input fields: 'Arrival Flight Time' and 'Flight Type'.

Provide your flight arrival information.

MENU

Open All

Check Pickup Availability

Airport
Des Moines Airport

Arrival Flight

Date
05/21/2019

Arrival Flight Time
2 : 50 PM

Flight Type
Domestic

Airline
If No Flight select No Flight Terminal 1 or 2
AMERICAN AIRLINES

Flight Number
If No Flight enter No Flight
2092

From (city)
If No Flight enter No Flight
Los Angeles CA

For the drop off location, type “gate” in the field. That will bring up “Ames – Gateway Hotel and Conference Center.” Choose that. Indicate the number of adults in your group.

Dropoff location (select only one)

Drop off location
gate
Ames - Gateway Hotel and Conference Center

Passengers 1


Adults
1

Children (6 and under)

Indicate the number of bags.

Luggage / Special options

Total number of bags including carry-ons.
Do not include personal items that will be kept with you.



Pet (in kennel)

Extra/oversized luggage

Provide your departing flight information. Your pick-up location, number of adults, and number of bags should default to your arrival answers. It assumes you'll be leaving from the Gateway Hotel and Conference Center.

Departing Flight

Date
05/24/2019

Departure Flight Time
6 : 30 PM

Flight Type
Domestic

Airline
If No Flight select No Flight Terminal 1 or 2
AMERICAN AIRLINES

Flight Number
8741

Destination City
Los Angeles CA

Pickup location (select only one)

Pickup location
Ames - Gateway Hotel and Confe

Passengers 1

Adults
1

Children (6 and under)
1

Luggage / Special options

Total number of bags including carry-ons.
Do not include personal items that will be kept with you.
1



Click on the Continue button at the bottom right of the page.



For questions or additional assistance, please call (888) 522-9899

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Choose a pick-up time from the list and then click on the Select button.

Executive EXPRESS

Home About Services Fleet Coverage Areas Discounts

MENU Back

Select type of service and Pickup Time

Number of Passengers	1
Traveling from:	Des Moines Airport
Traveling to:	Ames - Gateway Hotel and Conference Center
Flight date:	05/21/19
Flight time:	2:50 PM

Home Pickup

Home Pickup service for 1 passengers

\$53.00

Pickup time: 3:45 PM Drop off time: 4:30 PM


- 3:45 PM
Estimated Drop Off: 4:30 PM
- 45 minutes later 4:30 PM
Estimated Drop Off: 5:15 PM
- 1 hour 45 minutes later 5:30 PM
Estimated Drop Off: 6:15 PM
- 3 hours 15 minutes later 7:00 PM
Estimated Drop Off: 7:45 PM


Price Information

Base Fare	53.00
Total for this portion of the trip	53.00

Select

Do the same for your return to the airport. You'll see that a discount has been applied. The total for the round trip will be \$96.00.





[Home](#)
[About](#)
[Services](#)
[Fleet](#)
[Coverage Areas](#)
[Discounts](#)

MENU
Back

Select type of service and Pickup Time

Number of Passengers	1
Traveling from:	Ames - Gateway Hotel and Conference Center
Traveling to:	Des Moines Airport
Flight date:	05/24/19
Flight time:	6:30 PM

Home Pickup

Home Pickup service for 1 passengers

\$43.00

Pickup time: 4:15 PM Drop off time: 5:00 PM

- 4:15 PM
Estimated Drop Off: 5:00 PM
- 1 hour earlier 3:15 PM
Estimated Drop Off: 4:00 PM
- 2 hours earlier 2:15 PM
Estimated Drop Off: 3:00 PM
- 3 hours 30 minutes earlier 12:45 PM
Estimated Drop Off: 1:30 PM
- 5 hours earlier 11:15 AM
Estimated Drop Off: 12:00 PM
- 6 hours 45 minutes earlier 9:30 AM
Estimated Drop Off: 10:15 AM
- 8 hours 15 minutes earlier 8:00 AM
Estimated Drop Off: 8:45 AM
- 10 hours earlier 6:15 AM
Estimated Drop Off: 7:00 AM

Price Information

Base Fare	53.00
Discount	10.00
Total for this portion of the trip	43.00

Select



You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

Reservation Name ▼

First Name

Last Name

Cell Number
Please note: We do not make international phone calls.
If you do not have a US cell phone,
please enter 555-555-5555 as a substitute number.

Email Address (Confirmation sent here)

Payment Information ▼

A credit card is required to make this reservation

Total Fare 96.00

Payment Type

Credit Card #

Expires: Month/Year
Month Year

Name
(as it appears on credit card)

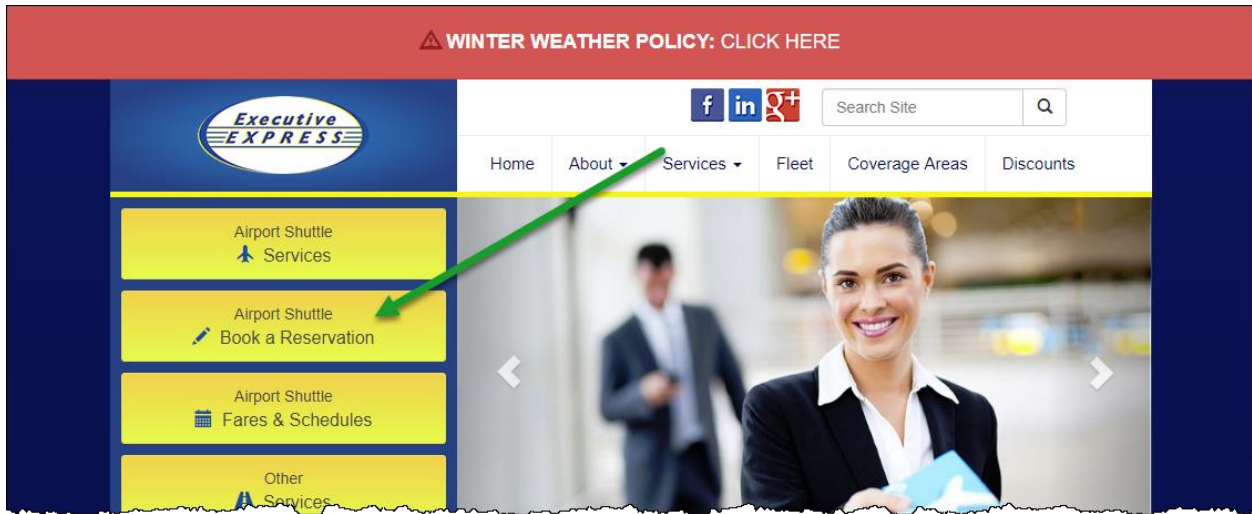
Credit Card Verification Number
(Credit Card Verification Help)

Zip Code of Card Holder

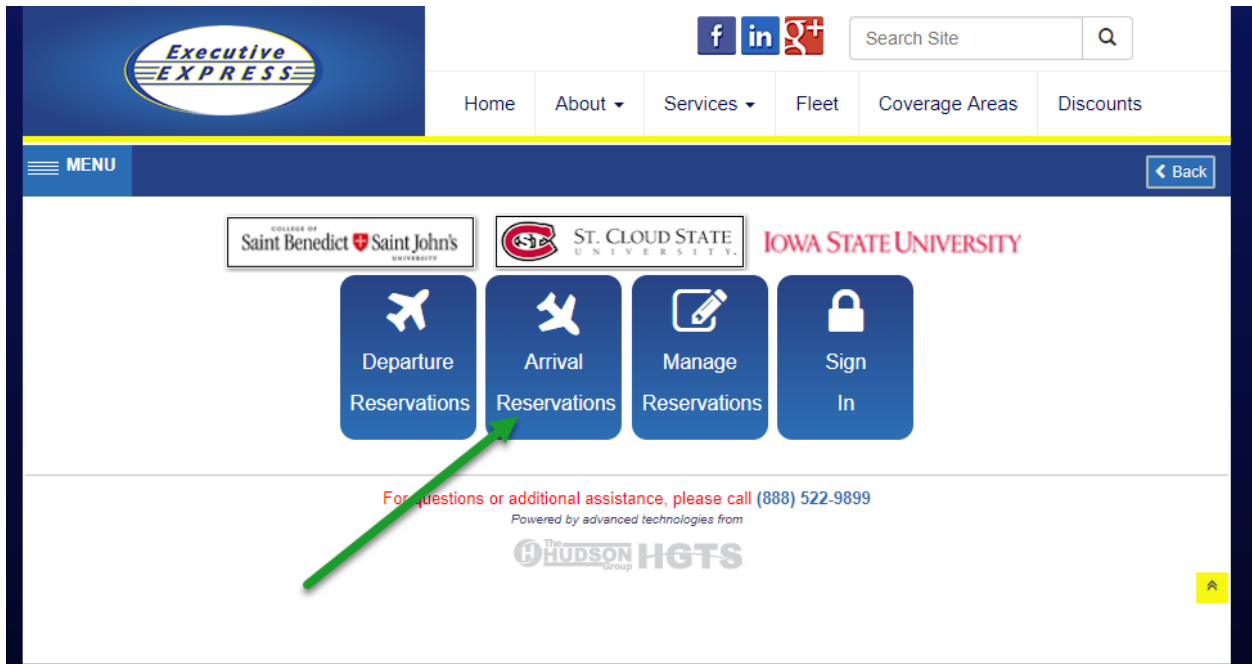
Credit Card Billing Address

From here, complete registration as instructed by the system.

Let's make a one-way reservation. Go to <https://www.executiveexpress.biz/>. Click on "Airport Shuttle. Book a Reservation."



Click on Arrival Reservations.



Click on One Way.

The screenshot shows the Executive Express website interface. At the top, there is a navigation bar with the Executive Express logo on the left and social media icons (Facebook, LinkedIn, Google+) and a search box on the right. Below the navigation bar is a menu bar with options: Home, About, Services, Fleet, Coverage Areas, and Discounts. The main content area is titled 'Arrival' and includes the text 'Reservations and quotes for transportation from MSP or DSM airport.' Below this text are two buttons: 'One Way' and 'Round Trip'. A green arrow points to the 'One Way' button. At the bottom of the page, there is a contact number '(888) 522-9899' and the logo for 'The HUDSON Group HGTS'.

Choose Des Moines Airport.

The screenshot shows the 'Check Pickup Availability' form on the website. The form has a yellow header and a blue background. It includes a 'MENU' button, an 'Open All' button, and a section for 'Check Pickup Availability'. The 'Airport' dropdown menu is open, showing three options: 'Des Moines Airport', 'Des Moines Greyhound', and 'Minneapolis St Paul Airport'. The 'Des Moines Airport' option is selected and highlighted in blue. A green arrow points to this selected option. Below the 'Airport' dropdown is a 'Date' field with the value '2/12/2019' and a calendar icon. At the bottom of the form, there are two input fields: 'Arrival Flight Time' and 'Flight Type'.

Provide your flight arrival information.

MENU

Open All

Check Pickup Availability

Airport
Des Moines Airport

Arrival Flight

Date
05/21/2019

Arrival Flight Time
2 : 50 PM

Flight Type
Domestic

Airline
If No Flight select No Flight Terminal 1 or 2
AMERICAN AIRLINES

Flight Number
If No Flight enter No Flight
2092

From (city)
If No Flight enter No Flight
Los Angeles CA

For the drop off location, type “gate” in the field. That will bring up “Ames – Gateway Hotel and Conference Center.” Choose that. Indicate the number of adults in your group.

Dropoff location (select only one)

Drop off location
gate
Ames - Gateway Hotel and Conference Center

Passengers 1


Adults
1

Children (6 and under)

Indicate the number of bags.

Luggage / Special options

Total number of bags including carry-ons.
Do not include personal items that will be kept with you.

1 ▼ 

▼ Pet (in kennel)

▼ Extra/oversized luggage

Click on the Continue button at the bottom right of the page.



For questions or additional assistance, please call (888) 522-9899

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Choose a pick-up time from the list and then click on the Select button.

Executive EXPRESS

Home About Services Fleet Coverage Areas Discounts

MENU Back

Select type of service and Pickup Time

Number of Passengers	1
Traveling from:	Des Moines Airport
Traveling to:	Ames - Gateway Hotel and Conference Center
Flight date:	05/21/19
Flight time:	2:50 PM

Home Pickup

Home Pickup service for 1 passengers

\$53.00

Pickup time: 3:45 PM Drop off time: 4:30 PM

- 3:45 PM
Estimated Drop Off: 4:30 PM
- 45 minutes later 4:30 PM
Estimated Drop Off: 5:15 PM
- 1 hour 45 minutes later 5:30 PM
Estimated Drop Off: 6:15 PM
- 3 hours 15 minutes later 7:00 PM
Estimated Drop Off: 7:45 PM

Price Information

Base Fare	53.00
Total for this portion of the trip	53.00

Select



You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

Reservation Name ▼

First Name	Last Name
<input type="text"/>	<input type="text"/>

Cell Number
*Please note: We do not make international phone calls.
If you do not have a US cell phone,
please enter 555-555-5555 as a substitute number.*

Email Address
 (Confirmation sent here)

Payment Information ▼

A credit card is required to make this reservation

Total Fare 53.00

Payment Type

Credit Card # <input type="text"/>	Expires: Month/Year <input type="text" value="Month"/> <input type="text" value="Year"/>
Name <small>(as it appears on credit card)</small> <input type="text"/>	Credit Card Verification Number <small>(Credit Card Verification Help)</small> <input type="text"/>
Zip Code of Card Holder <input type="text"/>	Credit Card Billing Address <input type="text"/>

From here, complete registration as instructed by the system.