

Client Taxi Record Screen

Created in November 2024

[Home](#) > [Client Management \(Search Client\)](#) > [Taxi Record](#)

Business Purpose:

The [Client Management – Taxi Record](#) page displays a tabular listing of the client's taxi records.

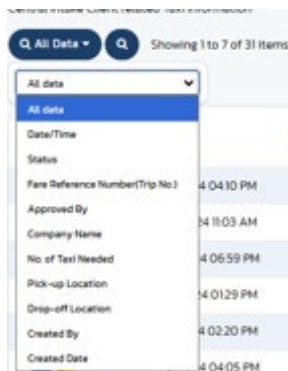
How to:


1. Click on the **Taxi Record** Navigator. [Client Management – Taxi Record List](#) page will open.
2. **Client No, First Name, Last Name, DOB, Age** fields are displayed.

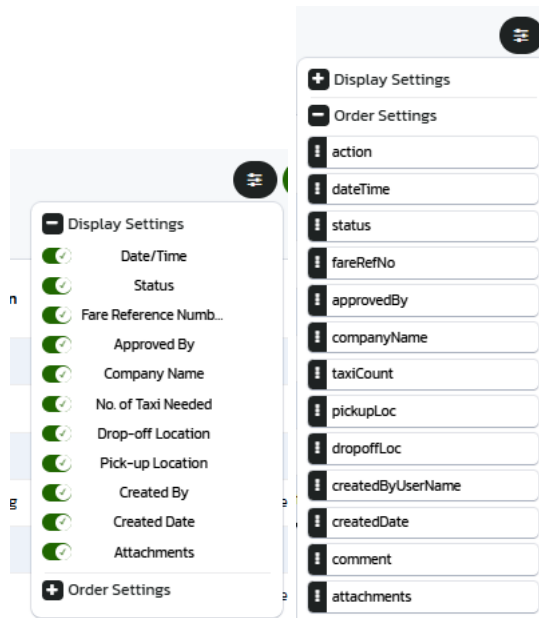
Client Details				
First Name	Last Name	Date of Birth	Age	Client No
Erin	Brooks	1976/01/15	48	21318

3. [Back to Client Search](#), [Help](#), [Add New](#), [Excel](#) and [Reload](#) buttons.
 - [Back to Client Search](#) - When clicked, this button returns to the [Search - Client Management](#) page where the client search is performed.
 - [Help](#) - When clicked, this button opens the Help .pdf file for the current page in a new window.
 - [Add New](#) - When clicked, this button starts a new taxi record and navigates you to the [Client Management – Create Taxi Record](#).
 - [Excel](#) - When clicked, this button downloads an Excel file with client taxi records information.
 - [Reload](#) - When clicked, this button refreshes the “Taxi Record List” page with a new record if available.
4. For each taxi record, the following fields are displayed: [Actions](#), [Date/Time](#), [Status](#), [Fare Reference Number \(Trip No.\)](#), [Approved By](#), [Company Name](#), [No. of Taxi Need](#), [Pick-up Location](#), [Drop-off Location](#), [Created By](#), [Created Date](#), and [Attachments](#).

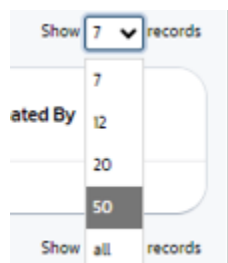
5. Other than the **Actions** column on the table, each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Created Date**, the taxi records are then sorted in ascending order, the record with the oldest created date first.)
6. The **Actions** column shows whether the taxi record is **View** (👁️) only or can be **Updated** (🔑).
7. The taxi list table allows users to filter the list using various filter criteria and a search text box, making it easier to find specific records.



8. **Display and Order Settings**  - When this button is clicked, the dropdown list options are displayed for users to customize the display and order of fields to suit preferences and improve data accessibility.



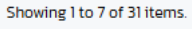
9. Show drop-down list options from 7 to 50 rows and Show All.



10. Page numbers and arrows are displayed at the top and bottom of the table. Clicking on a page number or arrow will take the user to the next or previous page.



Important Notes:

1. The total number of records is shown at the top of taxi list table  .
2. For approved or declined taxi records, the **Status** can be “*Approved & Closed*” or “*Declined and Closed*”.
3. For in-flight taxi records, the **Status** can be “*Record in Progress*” or “*Submitted for Approval*”.