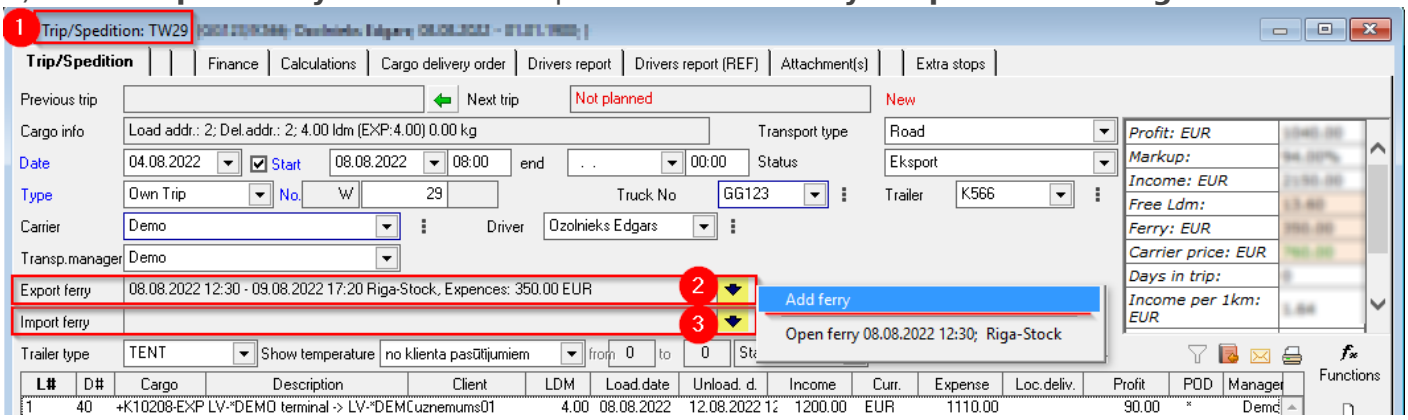
Adding a ferry ticket

> Ferry tickets can be added to a **specific trip** or sold as **a additional service**

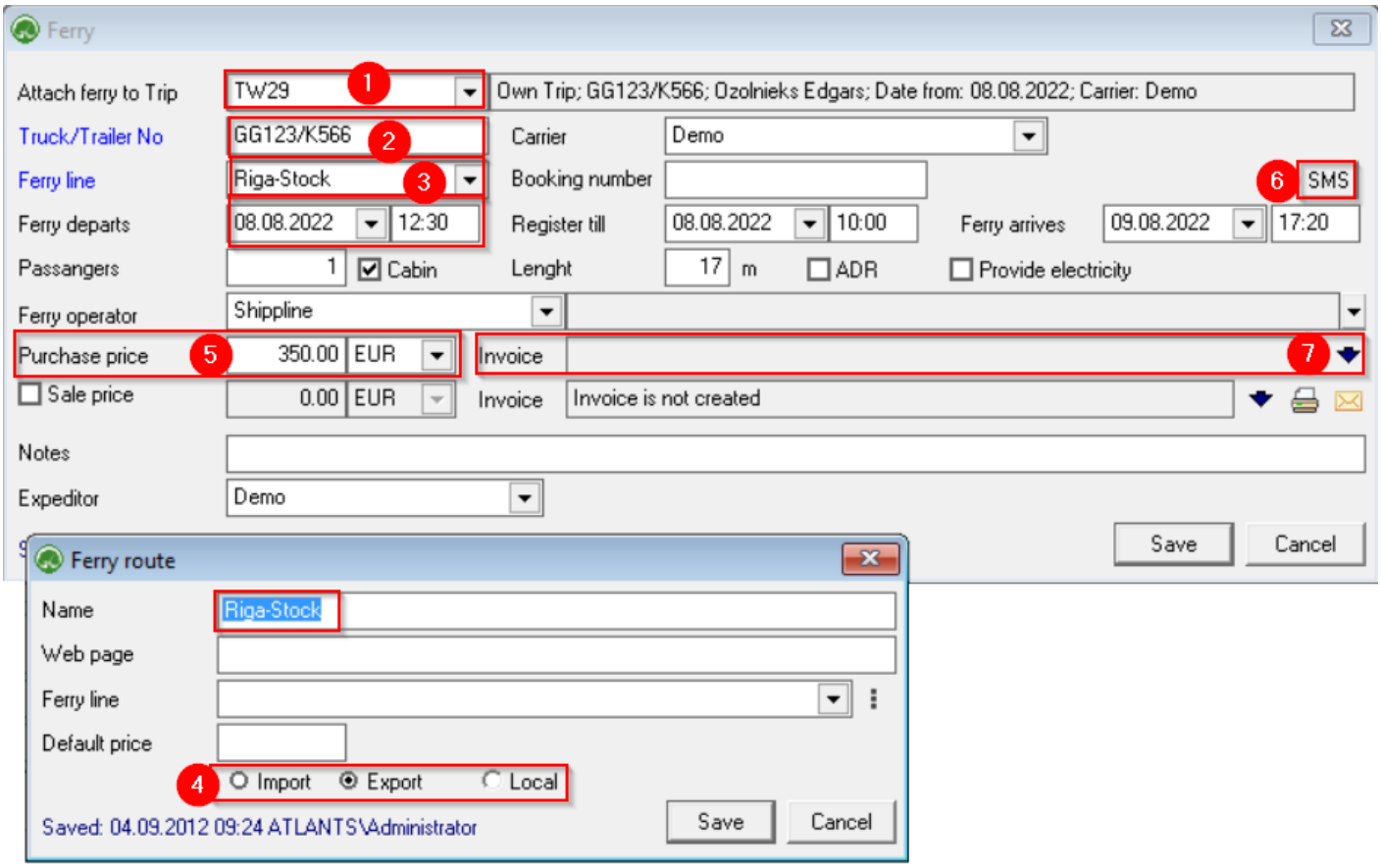
1. Adding a ferry ticket **to a Trip/Spedition**

1) Open the Trip/Spedition to which you need to add ferry tickets;
2) Select **Export ferry** as needed and click to **add ferry** or o**pen an existing** one;
3) Select **Import ferry** as needed and press to **add ferry** or **open an existing** one.



2. Filling in the **Ferry** window:

1) **Attach ferry to a trip** : complete if the ferry tickets are for a specific Trip;
2) **Car/Trailer number: mandatory;**
3) Ferry route: **mandatory**; With a double click, the **Ferry Route** window opens , where you enter the required information. If the information has already been entered, press , and select previously defined ferry;
4) **!!! IMPORTANT:** indicate the direction of the ferry - **Import, Export or Crossing** ;
5) **Sale price:** This window is filled in if the ferry ticket is not attributed to Trip, but is sold as additional service for which an invoice must be issued;
6) **SMS to the driver:**copy Ferry ticket information for sending to the driver (Clipboard)
7) When the **Invoice** for tickets is available, add it by clicking here ;
- The other fields are filled depending on the available information.



[How to add Invoice for Ferry tickets?]

Revision #6
Created 2022-08-24 15:20:44 UTC by Janis Veldre
Updated 2022-10-26 16:56:24 UTC by Janis Veldre