JUST R!GHT | NATIONWIDE DESTINATION MANAGEMENT

# GroundControl

EVENT TRANSPORT HQ

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## Team Training Guide

Just Right Nationwide Destination Management

groundcontrol.justrightdm.com

# What is GroundControl?

GroundControl is Just Right's internal tool for processing client transportation manifests. It takes messy CSV files from clients, cleans up flight data, assigns vehicles by passenger count, and generates clean exports for Limo Anywhere and internal reporting.

## Getting Started

**Step 1:** Open groundcontrol.justrightdm.com in your browser.

**Step 2:** Click "Sign in with Microsoft" and log in with your Just Right Microsoft account.

**Step 3:** You'll see the main screen with two tabs: Arrivals and Departures.

> 💡 **Tip:** GroundControl uses your Microsoft work account for security. Only Just Right team members can access it.

# Processing Arrival Manifests

When a client sends their arrival manifest CSV, GroundControl will clean it up, group passengers by flight, and assign the right vehicle for each group.

## How to Upload

**Step 1:** Make sure the "Arrivals" tab is selected (it's the default).

**Step 2:** Click "Choose File" and select the client's CSV file. You can also paste CSV data directly into the text area below.

**Step 3:** GroundControl will instantly process the data and show you the results.

## What Gets Cleaned

- **Airline codes:** "United" becomes UA, "jetblue" becomes B6, "Southwest" becomes WN, etc.
- **Airport codes:** "Los Angeles" becomes LAX, "Chicago" becomes ORD, "Vegas" becomes LAS, etc.
- **Flight numbers:** "VS91" becomes VS 91, "JB1826" becomes B6 1826, leading zeros are stripped.
- **Multi-airport origins:** "MFE/IAH" resolves to the connecting hub IAH.
- **Names:** First and Last names are split into separate fields for Limo Anywhere.

> 💡 **Tip:** Look for the ⚠️ corrections banner — click it to see exactly what GroundControl changed.

# Processing Departure Manifests

Departures work the same as arrivals, with one extra step — setting hotel pickup times.

## How to Set Pickup Times

**Step 1:** Switch to the "Departures" tab.

**Step 2:** Upload your departure manifest CSV.

**Step 3:** After processing, you'll see the "Hotel Pickup Configuration" panel.

**Step 4:** Enter how many hours before flight time guests should be picked up (e.g., 2 hours).

**Step 5:** Click "Apply" — pickup times will be calculated and rounded down to the nearest :00 or :30.

### Pickup Time Example

Flight departs at **5:12 PM** with **2 hours** prior:

5:12 PM – 2 hours = 3:12 PM → rounded down to **3:00 PM** pickup

💡 **Tip:** You can click "Adjust" anytime to change the hours and recalculate.

# Vehicle Assignments

GroundControl automatically groups passengers on the same flight and assigns vehicles based on group size:

| Vehicle Type | Passengers | Best For |
|---|---|---|
| **Sedan** | 1–2 | Individual travelers or couples |
| **SUV** | 3–4 | Small groups |
| **Sprinter** | 5–10 | Medium groups |
| **Mini Bus** | 11–25 | Large groups |
| **Motor Coach** | 26–50 | Full delegations |

💡 **Tip:** Passengers are grouped by matching flight number, time, and date. If two people are on AA 1234 arriving at the same time, they get one Sedan together.

# Viewing Your Data

After processing, you can toggle between two views using the buttons above the table:

## Flight Summary

Shows one row per flight with the airline code, flight number, airport, time, date, passenger names, count, and assigned vehicle. This is your at-a-glance view of the full operation.

## Limo Anywhere Preview

Shows one row per passenger — exactly what the export CSV will look like. Use this to verify individual passenger details before downloading.

# Downloading Your Files

Click "Generate Downloads" at the bottom to create both export files:

## Limo Anywhere CSV

A CSV file with one row per passenger, formatted for Limo Anywhere import:

- Separate First Name and Last Name columns
- Separate Airline Code and Flight Number columns
- Airport, Time, Date, Pax Count, Vehicle Type
- Email, Phone, and Notes carried over from the original manifest
- For departures: Hotel Pickup time included

## GroundControl Excel Report

A multi-sheet Excel workbook with:

- **Vehicle Summary** — Numbered list of all vehicles with flight, origin, pax count, and vehicle number (VEH-001, VEH-002, etc.)
- **Full Manifest** — Every vehicle grouped with a banner row, followed by passenger details including email and phone
- **Per-vehicle sheets** — Separate tabs for Sedan, SUV, Sprinter, Mini Bus, and Motor Coach pickups

💡 **Tip:** Share the Excel report with your operations team and the CSV with whoever manages Limo Anywhere.

# CSV File Requirements

GroundControl auto-detects columns by name. Your CSV should include headers like:

- **Name columns:** "First Name" and "Last Name" (or a combined "Name" / "Passenger" column)
- **Flight:** "Flight", "Flight Number", "Inbound Flight Number"
- **Airport:** "Airport", "Origin", "Inbound Origin Airport"
- **Time/Date:** "Arrival Time", "Departure Time", "Inbound Landing" (combined date+time works too)

💡 **Tip:** Don't worry about messy data — GroundControl handles inconsistent airline names, missing spaces in flight numbers, city names instead of airport codes, and more.

# Troubleshooting

### Nothing happens when I upload a file

Make sure the file is a .csv format. If it's an Excel file (.xlsx), save it as CSV first from Excel (File → Save As → CSV).

### Some flights show warnings

This is normal. GroundControl flags auto-corrections so you can verify them. Common corrections include airline name lookups, airport code lookups, and flight number formatting.

### A flight shows no airline code

If the original manifest only had a flight number with no airline (like "2002"), GroundControl can't determine the airline. Check with the client for the missing info.

### The download buttons don't work

Click "Generate Downloads" first — this creates the files. Then click the download links that appear. If using Safari, you may need to allow downloads from the site.

# Quick Reference

**URL:** groundcontrol.justrightdm.com

**Login:** Your Just Right Microsoft account

**Supported files:** CSV (.csv)

**Outputs:** Limo Anywhere CSV + Excel Report

**Vehicle rules:** Sedan (1-2) • SUV (3-4) • Sprinter (5-10) • Mini Bus (11-25) • Motor Coach (26-50)

**Pickup rounding:** Always rounds DOWN to nearest :00 or :30

Questions? Reach out to Scott.