Carpooling EPFL

fairpark WEB User Guide (v.3)
October 2022

Contacts of the EPFL fairpark administrators:

Sustainability EPFL
sustainability@epfl.ch

Sustainability EPFL Innovation Park
sustainability@epfl-innovationpark.ch
Contents

I. Create your fairpark profile
II. Share your usual trips automatically
III. Your dashboard
IV. Share a trip occasionally
V. Manage a shared trip
VI. Cancel a shared ride
VII. Search for an occasional carpool
VIII. Accepting or refusing a carpooling request
1. Create your fairpark profile

Go to https://epfl.fairpark.ch and create an account with your professional email.

Se connecter
sur epfl

Adresse email ou login

Mot de passe

Connexion

Mot de passe oublié?
Créer un compte

Créer un compte

Prénom *

Nom *

Email *

Nom de l'entité

Under entity name, you can choose between EPFL and EPFL Innovation Park
1. Create your fairpark profile

- A welcome email is sent to you

- Click on the link in the email to access your fairpark profile

- Accept the terms of use and complete your profile → This part has 6 steps

Votre inscription sur le système fairpark va être validée par l'administrateur-trice. Vous recevrez prochainement un email de connexion.
1. Create your fairpark profile

1. My information

➢ Some fields are pre-filled, but you can change them if necessary

➢ Interface language: you can choose between French or English

➢ Mobile: enter your cell phone number if you want to receive your notifications by SMS

➢ Site = your place of work
  (Help: the EPFL Innovation Park is part of the main EPFL - Lausanne Campus)

➢ Under Employment Contract, select Associate

➢ Registration date on fairpark = current date
  (= the moment you fill in this information)

➢ Save and continue
1. Create your fairpark profile

2. Notifications

- Choose between SMS, Push or None

⚠️ Warning: if you check SMS, you must enter a cell phone number under Mobile in the step My information

- Save and continue
1. Create your fairpark profile

3. Schedule

➢ Check your days of presence on site and indicate your usual working hours of arrival and departure for each day of the week

➢ In case of irregular hours, please indicate your usual hours, you will be able to make individual arrangements with the people who will ask you, if necessary

➢ Save and continue
1. Create your fairpark profile

4. My address

➢ Fill in the requested fields concerning your point of departure (home)

➢ Save and continue
1. Create your fairpark profile

5. My vehicles

➢ If you wish to share your commute, and thus participate in carpooling as a driver as well:
  ➢ Click on Add, choose Car ➔ Car
  ➢ Select your type of Motorization (Thermal, Electric, etc), then Save
➢ If you do not have your own vehicle, skip this step. You can still find carpools simply as a passenger.
➢ Click Next to proceed to step

6. Security

➢ Set a password
➢ Click on Next
II. Publish automatically my usual trips for carpooling

➢ Once you have completed your profile, you will be redirected to the page Publish automatically my usual trips for carpooling

➢ You can choose to automatically share your usual trips on the platform in order to propose them to other users. This has the advantage of not having to manually share your trips on days when you go to EPFL or the EPFL Innovation Park

➢ If you wish to publish automatically your usual trips (you need to have car to your profile first), click on the Publish my journeys button

➢ In the new window that appears:
  1. Choose the days for which your trips will be automatically shared
  2. It is not necessary to enter a text under Your request
  3. Check your address under Review your information

➢ Then click on Confirm
II. Publish automatically my usual trips for carpooling

- Fairpark then indicates that your request is pending for validation by your fairpark administrator.
- Once your request has been accepted, the publication of your trip will appear as active. Your usual trips will now be automatically shared with the other users of the EPFL platform according to your chosen schedule.

In case of any change in your usual working hours, please follow these steps:

1. Change your schedule in your profile
2. Notify your fairpark administrator of this change, in order to update your automatically shared trips according to your new schedule.
III. Your dashboard – automatically shared trips

- By clicking on the Dashboard tab on the left side of your screen, you have access to your calendar.
- If you have chosen to share your usual rides automatically, the symbol appears in your calendar on the chosen days.
- By clicking on the symbol, you can choose:
  1. No longer sharing my ride this day = cancel your ride sharing
  2. Manage shared ride = change the information for this ride (departure and arrival location, schedule and available seats)
- You also have the possibility to:
  - Share occasional trips manually on other days (including weekends) (see p. 14)
  - Search for a carpool as a passenger (see p. 17)
III. Your dashboard - **non** automatically shared trips

- By clicking on the Dashboard tab on the left side of your screen, you can access your calendar
- When you move your mouse over a day in your calendar, a Carpool button appears ➔ Carpool
- By clicking on the button you have the possibility to:
  - Share punctual trips manually (including weekends) (see p.14)
  - Search for a carpool as a passenger (see p. 17)

03.11.2022
IV. Share punctual trip

- Choose a day and click on the Carpool button that appears
- Choose the option Share my trip
- Click on Confirm
- On your calendar, the symbol will appear on the chosen day(s)

- By clicking on the symbol, you can:
  - Cancel your trip → No longer sharing my ride
  - Add the trip to your calendar (e.g. Outlook)
  - Manage shared trip (see p.15)
    - change arrival and departure times, number of available seats, etc.

⚠️ The schedules are indicated by default, you can modify them later (see p.15)!

You have the possibility to share your rides on multiple consecutive days

02.11.2022
V. Manage shared trip

➢ When you share a trip (automatically or manually), the following symbols are displayed:
  ➢ 🚗 = automatically shared trip
  ➢ 🚗 = manually shared trip
➢ By clicking on one of these symbols, various options are offered
➢ Click on Manage shared ride to access and edit your ride details
VI. Cancel shared trip

➢ Click on the carpooling symbol in your calendar 🚙 or 🚗
➢ In the window that opens, click on No longer sharing my ride this day
➢ If your trips are published automatically, you can cancel your trips on multiple consecutive days (e.g. in case of holidays)
➢ Click on Confirm

➢ Your potential passengers of the day will be informed of your cancellation
➢ If you publish your trips automatically, the carpool symbol 🚗 switches to 🚗
➢ If your trip was manually published, the symbol 🚗 will simply disappear
VII. Look for a shared trip 1/2

➢ In your calendar, move your mouse over the day for which you would like to find a carpool and click on the Carpool button that appears

➢ Then choose the option Look for a shared trip

➢ Enter your outward and return times (even if you are only looking for a return trip to EPFL → Domicile!)

➢ Click on Search

➢ A list of carpooling proposals opens
  ➢ You can choose a different carpool for the outward and return trip and you can also choose only the outward or only the return trip!

➢ After making your choice, click on Confirm → Your carpool request is sent

➢ While waiting for a confirmation from your driver, a new Carpool symbol appears in red on your calendar

➢ Once the driver has accepted your request, the Carpool symbol appears in green

02.11.2022
VII. Look for a shared trip 2/2

➢ Whether your carpool is confirmed or not, by clicking on the corresponding symbol in your calendar, or , you have the possibility to Leave the shared trip or to access the Details and messages.

➢ By clicking on Details and Messages a window appears with 3 tabs: Map, Passenger and Messages.

➢ Under Messages you can access the team’s conversation.

⚠️ If you have indicated this day as a work day in your profile (under Schedules), be sure to cancel your ride-share on this day so that you can no longer offer your ride for carpooling (see page 16).
VIII. Accept or reject a carpooling request

- When someone asks you to carpool, a notification is sent to you and the carpool symbol appears in red: 🚗 or 🚗 (depending on whether the trip was manually or automatically published).
- By clicking on the symbol a window opens and you can click on Manage shared trip.
- You will see a red dot on the Passengers tab, by opening the tab you will be able to accept or refuse the carpooling request.
- You can also chat with your carpooler in the Messages section.
- In Map you can consult the location of your carpooler and the suggested trip (if you usually take another route, discuss it with your passenger).

03.11.2022
Any questions?

Your fairpark team is available to help you. You can contact your fairpark administrator directly or ask your questions via the FAQ accessible from your fairpark dashboard.