

Carpooling EPFL

fairmove MOBILE APP User Guide - 2023

fairmove EPFL administrators contacts :

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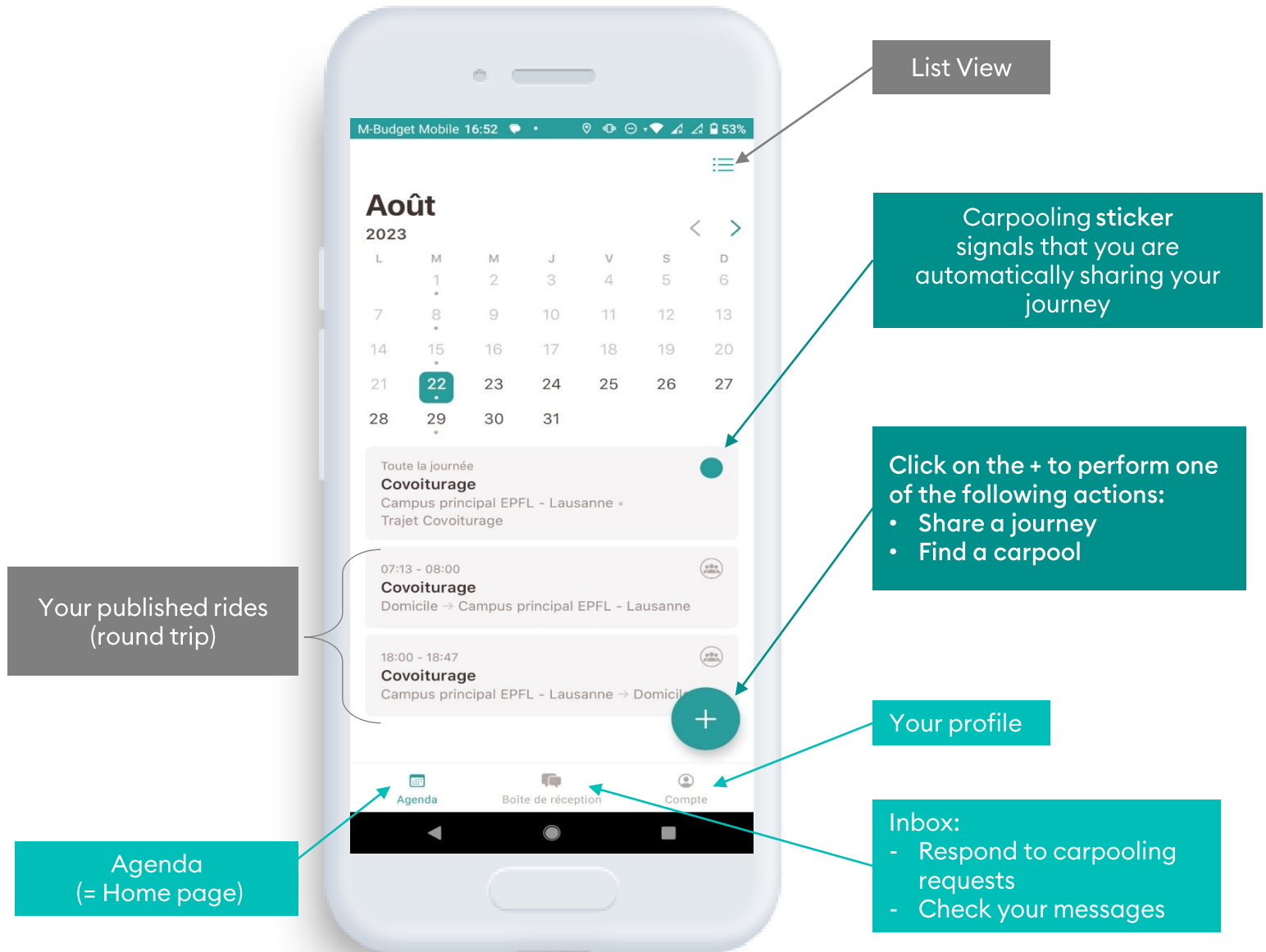
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Contents

- I. General indications
- II. First connection
- III. Find an occasional carpool
- IV. Sharing a ride
- V. Modifying a shared route
- VI. Delete a shared ride
- VII. Accept or decline a carpool request
- VIII. Account and profile

I. General indications

- EPFL's **fairmove** app is for **carpooling** only
- If you share your rides automatically, you can **manage your shared ride** from the App
- Whether you share your journeys or not, you can search for a carpool as a passenger



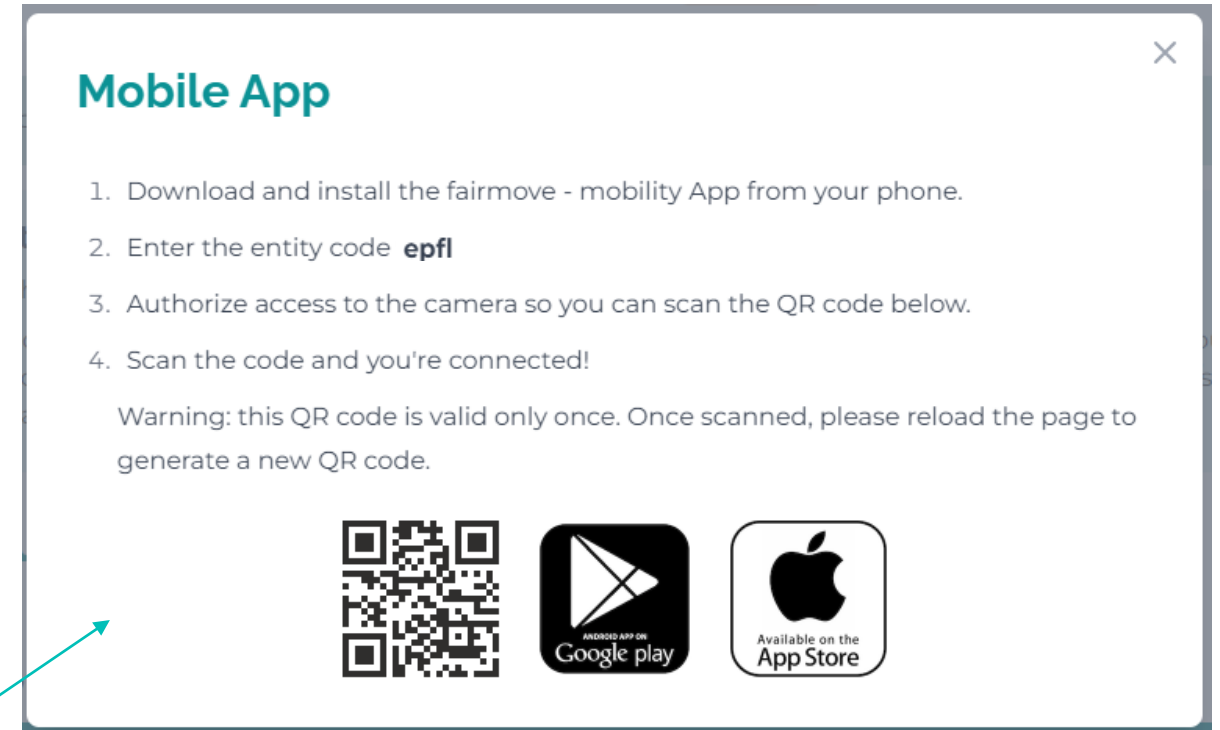
II. First connection

- Open fairmove **WEB** at <https://epfl.fairmove.ch>
- Click on the QR-code symbol at the top right of the web page, next to your name




Please note: this QR-code symbol only appears once your profile has been completed on the WEB platform!

- A new window appears with **login instructions**
- Follow the login instructions to connect to the mobile app



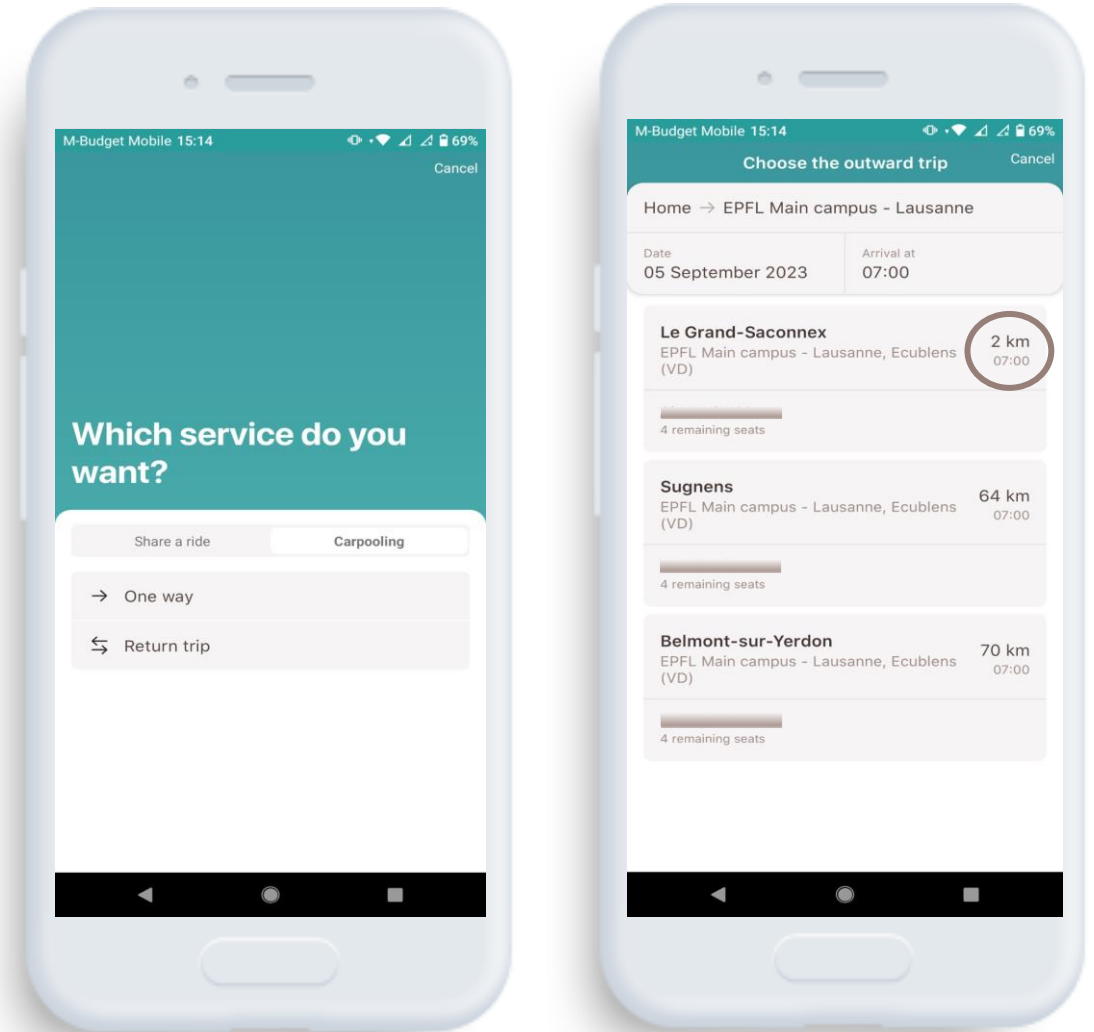
III. Find an occasional carpool (1/2)

- Click on the icon  at the bottom right of your screen.
- 2 actions are then proposed:
 - Share a ride
 - Carpooling
- Choose **Carpooling** and choose between **One-way** or **Return trip**
- Follow the steps:
 1. Confirm day (or choose another day)
 2. Select departure and destination
 3. Choose your time of arrival at and departure from the site
 4. Choose your outward carpool
 5. If applicable, choose your return carpool
 6. Confirm selection



The app suggests **all trips** whose arrival and/or departure times match your search (+/- 30 min).

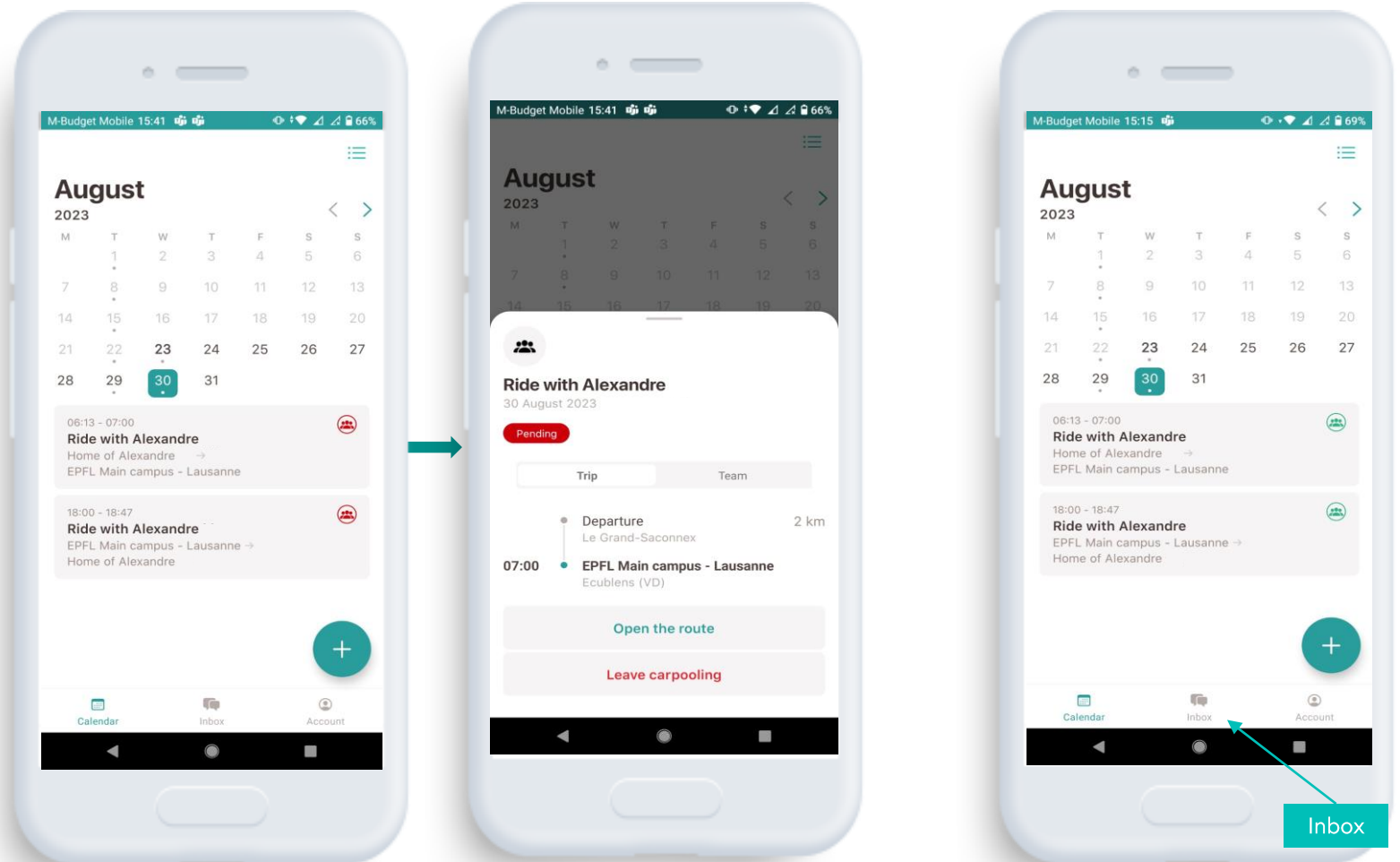
The distance between your home and that of your potential carpooler is indicated on the right. **This distance may be very long!** 

If necessary, change your arrival and departure times to find a carpooler closer to your home.





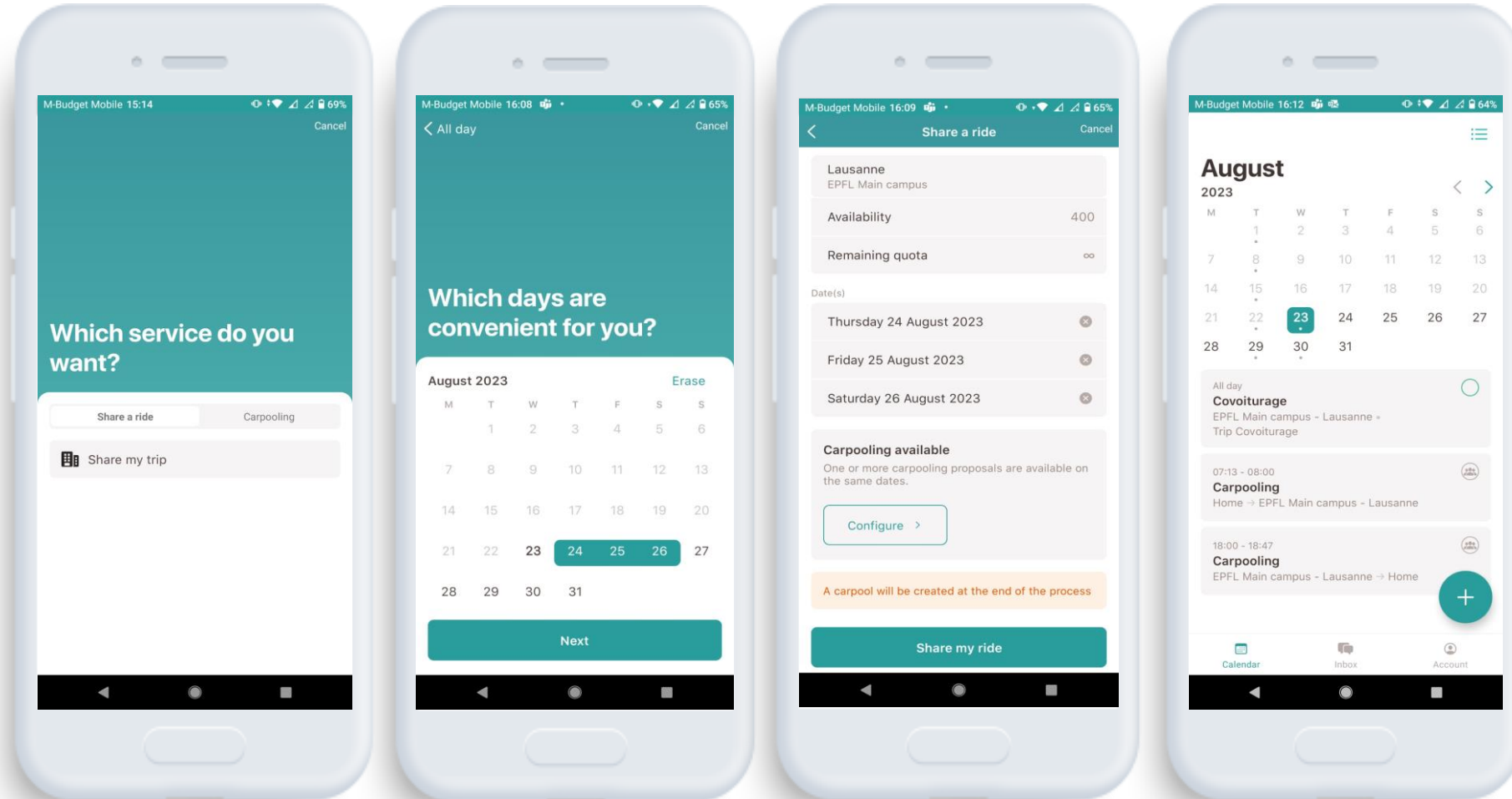
III. Find an occasional carpool (2/2)

- Once your selection has been confirmed, your request is sent
- The request awaiting confirmation, marked by the symbol , appears on your calendar
- By clicking on a ride, you can view the trip details, see the team members or leave the carpool by clicking on **Leave carpooling**
- When your carpooler accepts your request, you will receive a notification and the symbol will turn green 
- You can then exchange messages by clicking on **Inbox**



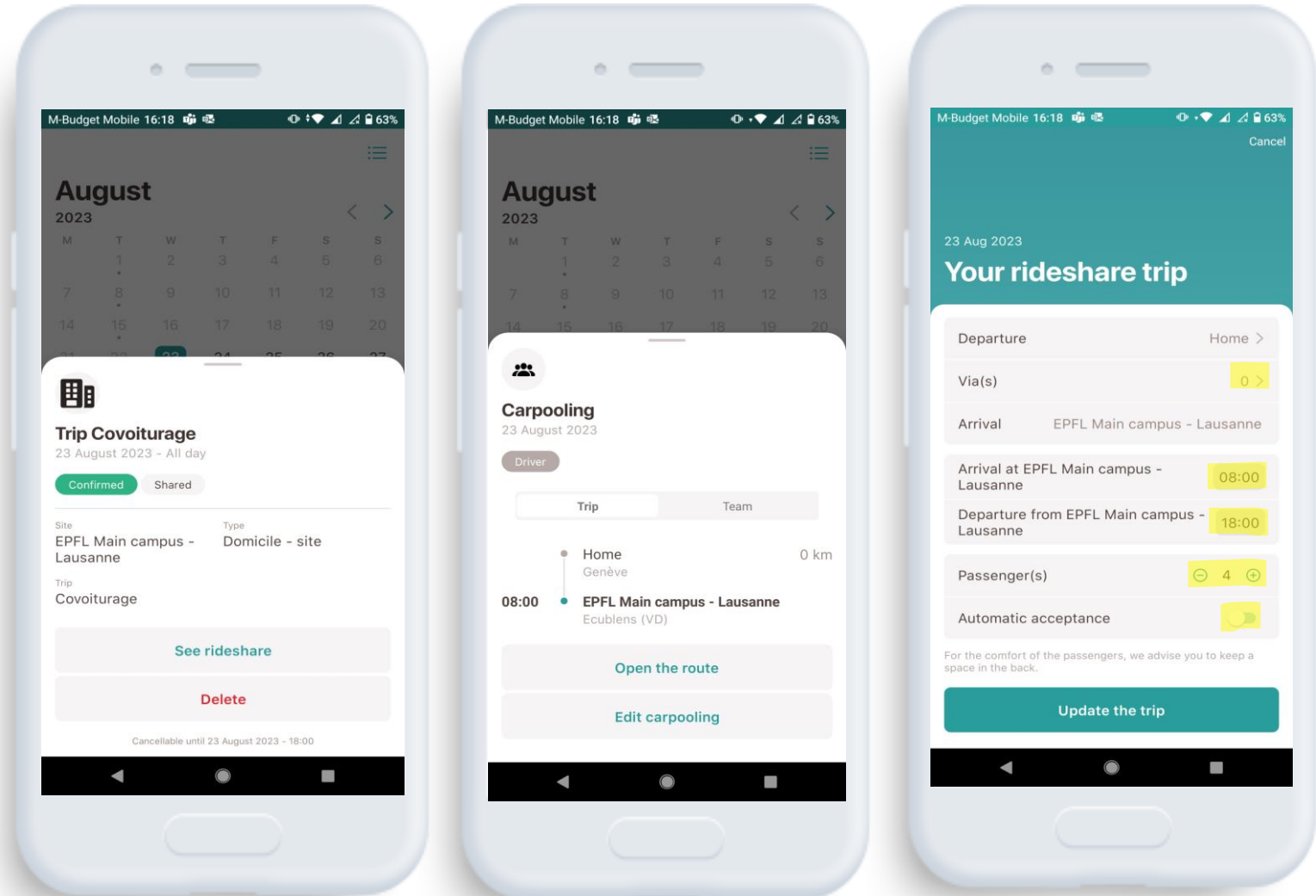
IV. Sharing a ride

- Click on the symbol  from your home/calendar page
- Choose [Share a ride](#), then [Share my trip](#)
- Choose whether you want to share your ride over several days, then click [Next](#)
- In the next step, click on [Share my ride](#)
- Your journeys are then published and offered to other users. They appear with a dot  on your calendar



V. Modifying a shared route

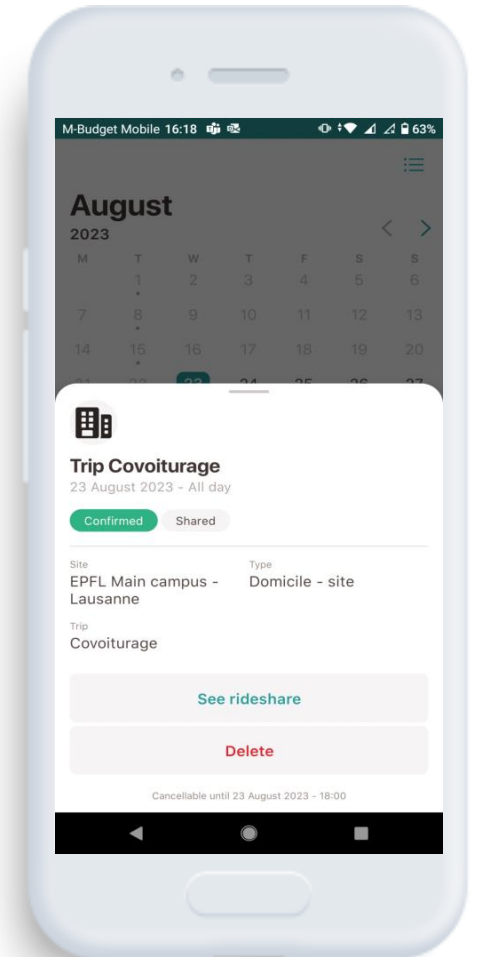
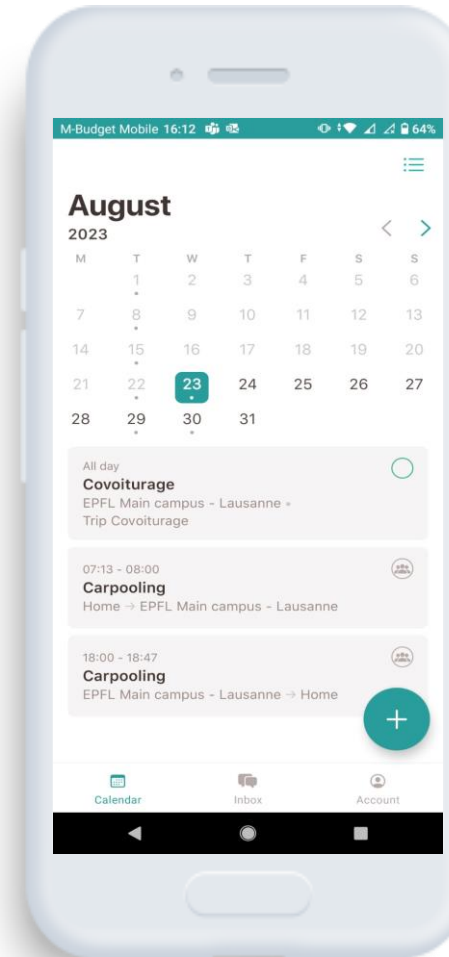
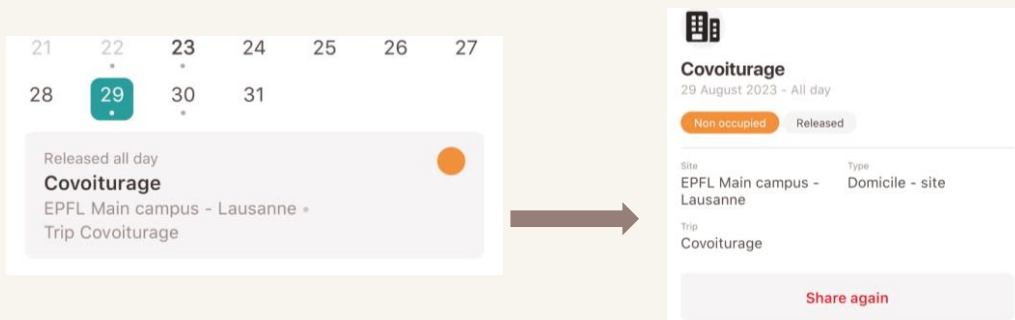
- Click on the route, then on the [See rideshare](#) button
- Two options appear: [Open the route](#) (this allows you to view the route used by the algorithm on Google maps) or [Edit carpooling](#).
- Under [Edit carpooling](#) you can
 - Add a stopover to your route under [Via\(s\)](#)
 - Change departure and arrival times
 - Modify the number of seats available under [Passenger\(s\)](#)
 - Activate [automatic acceptance](#) (with this option you will no longer need to confirm carpool requests)



VI. Delete a shared trip

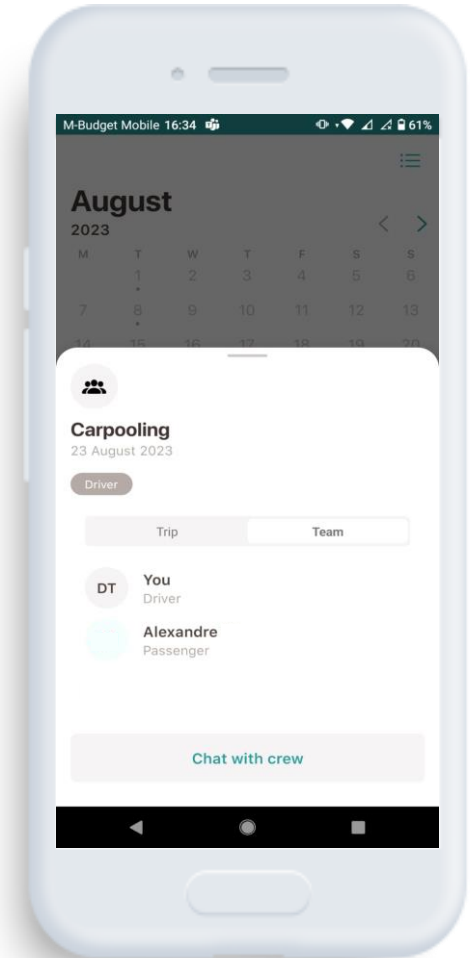
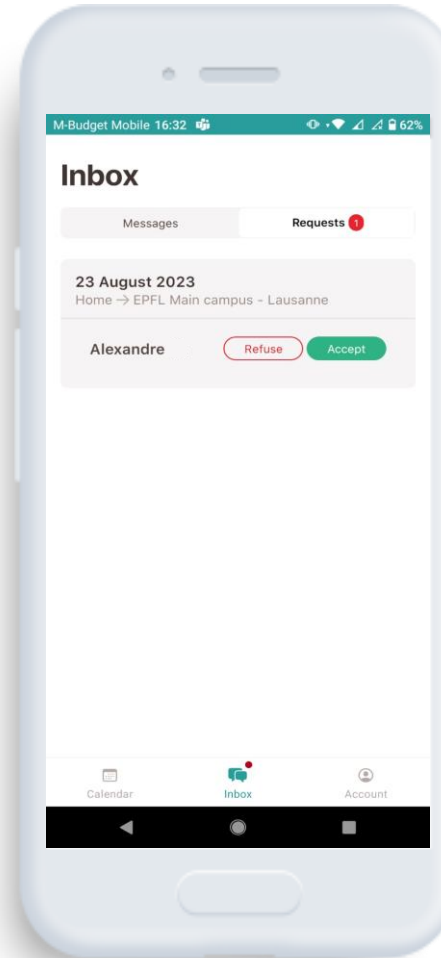
- Click on the ride you wish to delete from your calendar
- Two options are presented:
 - See rideshare
 - Delete
- To delete your shared trip, click on the **Delete** button
- Your route will no longer be offered to other users

- If you automatically shared your trip, an orange dot appears next to the deleted trip.
- By clicking on a route with an orange dot (= automatically shared route that has been deleted) you can share your ride again.



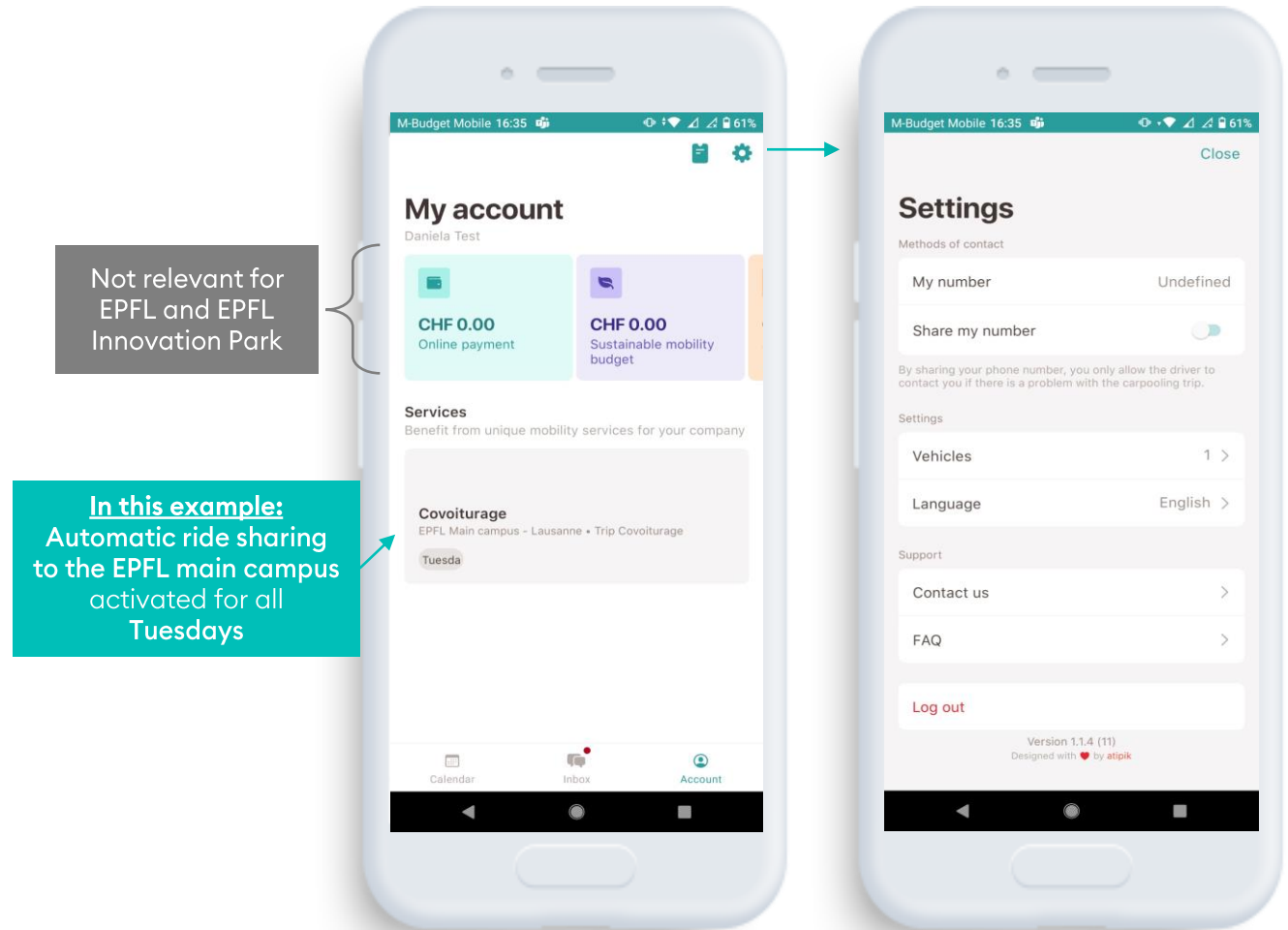
VII. Accept or decline a carpool request

- When a carpool request is made to you, you will receive a notification from the **fairmove** mobile App
- Your pending requests can be found in your **Inbox** under the **Requests** tab.
- Once the request has been accepted, your carpooler will be added to the team for the trip
- You can then consult the team members and chat by message (either via your **inbox** or by clicking on the relevant route in your calendar, then choosing **Team**).



VIII. Account and profile

- If you share your rides automatically, Your "Covoiturage Service" will be visible here, as well as the days for which you share your journeys (for any modification, please contact the fairmove team at EPFL).
- Click on the symbol ⚙️ in the top right-hand corner to modify certain informations:
 - Phone number
 - Activate number sharing
 - Add your vehicles
 - Change language
 - Disconnect



Any questions?

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