Carpooling EPFL

fairmove MOBILE APP User Guide - 2023

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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

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**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

In this example: Automatic ride sharing to the EPFL main campus activated for all Tuesdays

Not relevant for EPFL and EPFL Innovation Park
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.