Carpooling EPFL

fairmove WEB User Guide - 2023

Contacts of the EPFL fairmove administrators:

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I. Create your fairmove profile

Go to [https://epfl.fairmove.ch](https://epfl.fairmove.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

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**Créer un compte**

Prénom *

Nom *

Adresse email *

Nom de l'entité

Créer compte

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

➢ A welcome email is sent to you

➢ Click on the link in the email to access your fairmove profile

➢ Accept the terms of use and complete your profile → This part has 6 steps
I. Create your fairmove 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 fairmove = current date
  (= the moment you fill in this information)

➢ Save and continue
1. Create your fairmove 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 fairmove 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
I. Create your fairmove profile

4. My address
   ➢ Fill in the requested fields concerning your point of departure (home)
   ➢ Save and continue
1. Create your fairmove 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

Please set your password by clicking on the "Modify" button.
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
➢ You need to have car to your profile in order to chose this option
➢ If you wish to publish automatically your usual trips 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

04.10.2023
II. Publish automatically my usual trips for carpooling

➢ fairmove then indicates that your request is pending for validation by your fairmove 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 this steps:

1. Change your schedule in your profile

2. Notify your fairmove 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)

![Your upcoming activities calendar](calendar.png)

A legend will guide you to understand the symbols

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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.
- 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)
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

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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

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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 (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).
Any questions?

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