

Carpooling EPFL

fairmove WEB User Guide - 2023

Contacts of the EPFL fairmove administrators :

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- VII. Search for an occasional carpool
- VIII. Accepting or refusing a carpooling request

I. Create your fairmove profile

Go to <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](#)



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 ➡

Votre inscription sur le système fairmove va être validée par l'administrateur·trice. Vous recevrez prochainement un email de connexion. ✕

- 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 ➡

My information

Notifications

Schedule

My address

My vehicles

Security

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

My information

Profile data

First name *

Daniela

Last name *

Test

Email address *

rodriguez@mailinator.ch

Language

English

Cell phone number

+

International format ex 41 79 123 45 67 or 33 6 98 76 54 32.

Site *

EPFL Main campus - Lausanne

Employment contract *

Collaborateur-trice

Registration date on fairmove *

20.06.2023



Entity name

EPFL

Save and continue

I. 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

Notifications

My SMS and Push notifications



Request to join a carpooling trip

☐ SMS ☒ Push ☐ None



Withdrawn from the carpooling trip

☐ SMS ☒ Push ☐ None



New comment for trip

☐ SMS ☒ Push ☐ None

Save and continue

You will receive a notification when someone requests a carpool via the platform

You will receive a notification if your driver removes you from the trip (e.g. if the person no longer plans to go to the site)

You will receive a notification when a team member writes a message on the team chat wall

I. 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

Schedule

Typical work days and schedule

When looking for a carpool, in order to maximise your options, fairpark will also offer you trips from people leaving or arriving up to 30 minutes before or after your time.

<input checked="" type="checkbox"/> Monday	from 08:00	to 18:00
<input checked="" type="checkbox"/> Tuesday	from 08:00	to 18:00
<input type="checkbox"/> Wednesday	Absent	
<input checked="" type="checkbox"/> Thursday	from 08:00	to 18:00
<input type="checkbox"/> Friday	Absent	
<input type="checkbox"/> Saturday	Absent	
<input type="checkbox"/> Sunday	Absent	

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

My address

Pending

We are geolocalising this address.

Country *

Zip code *

City *

Street N° *


☐ Without street n°

Street Name *

Save and continue

I. 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**



Password

Please set your password by clicking on the "Modify" button.

Set up

My vehicle list

Click on "Add" only if you have your own car and want to share your trip to the carpool.

Add



Car

Add a vehicle

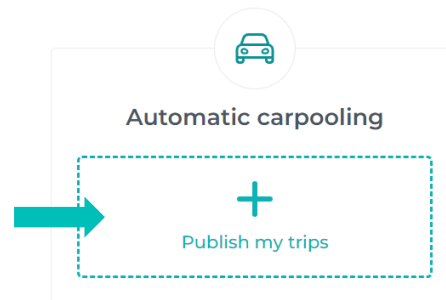
Motorisation *

To be defined

Save

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](#)



New request

Automatic carpooling

Your trips will be automatically published and proposed to carpooling according to your schedule

1 Schedule

Please specify the days for which you wish to propose your trips automatically. Some days may be grayed out. These days have not been checked in your profile under "Schedule". You can change your usual schedule by clicking on the link below.

Monday 08:00 - 18:00	Tuesday 08:00 - 18:00	Wednesday Absent	Thursday 08:00 - 18:00	Friday Absent
Saturday Absent	Sunday Absent			

[Change my schedule](#) [Select all](#)

2 Your request

Reason for request

3 Review your information

📍 1 rue de la servette
1202 Genève
Switzerland
[Edit](#)

🚗 Car : -
[Edit](#)

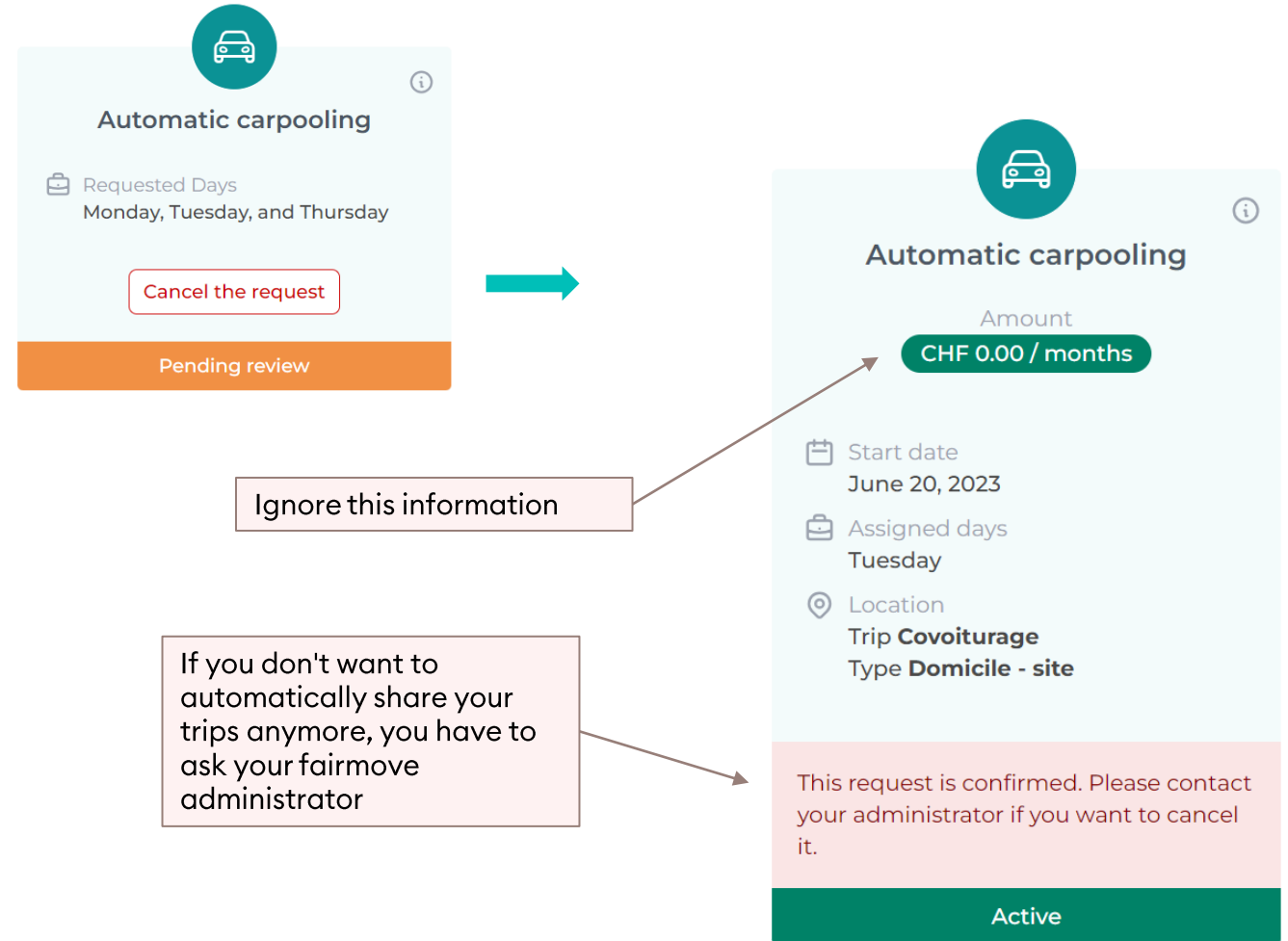
[Confirm](#)

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

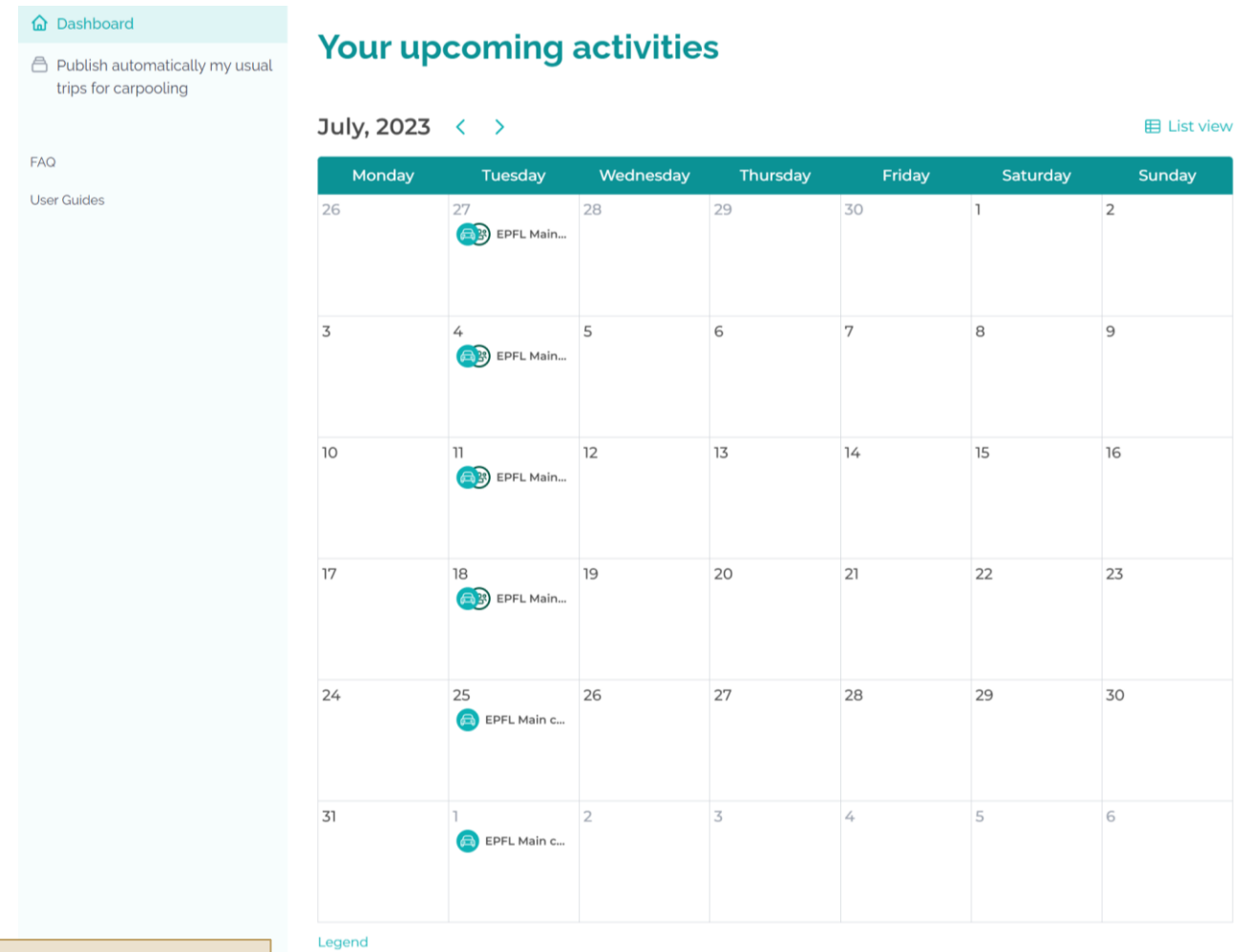
In case of any change in your usual working hours, please follow this steps:

- ⚠ 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)




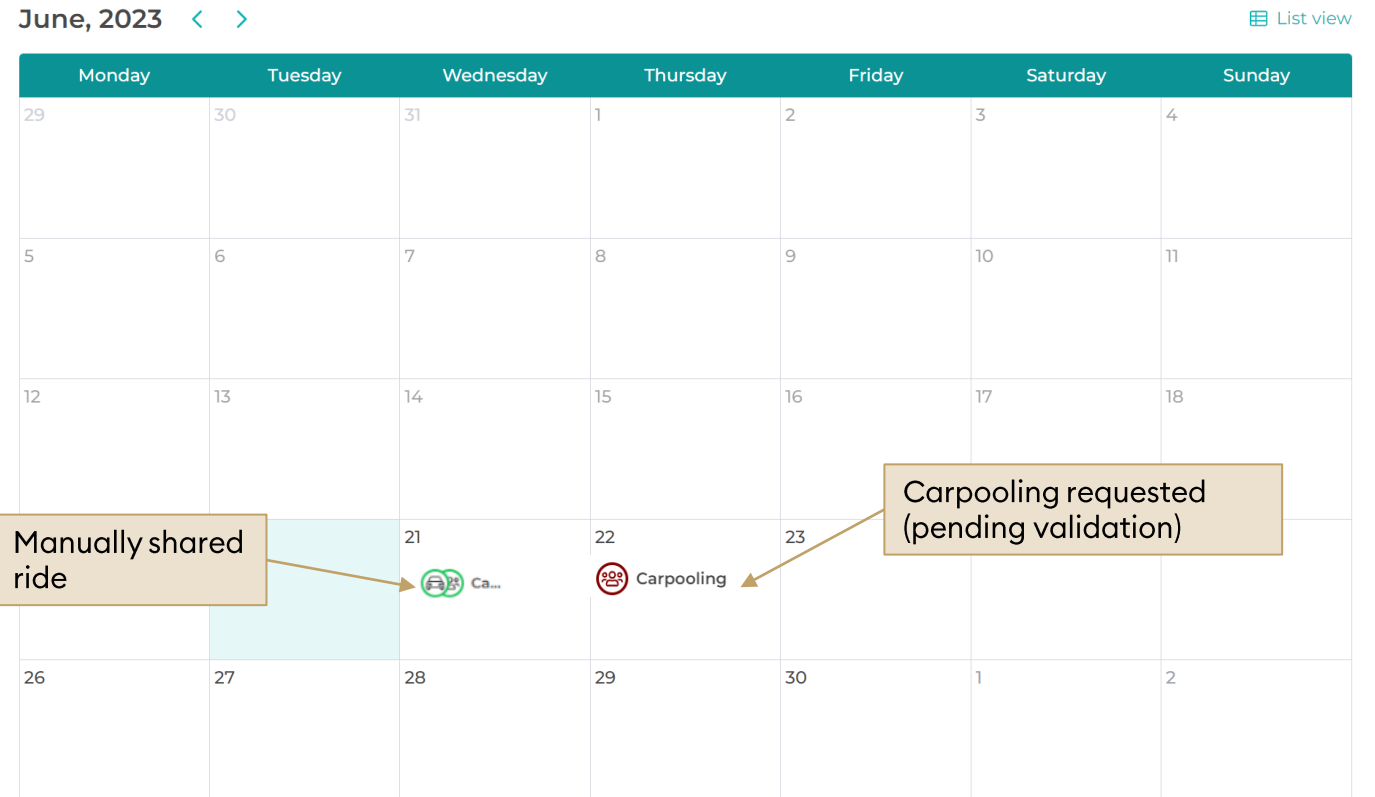
The screenshot shows the Fairmove dashboard. On the left is a sidebar with 'Dashboard', 'Publish automatically my usual trips for carpooling', 'FAQ', and 'User Guides'. The main area is titled 'Your upcoming activities' and shows a calendar for July 2023. The calendar has columns for days of the week and rows for dates. Shared trips are indicated by a car icon with a person on specific dates: 27, 4, 11, 18, 25, and 1 of the following month. A 'List view' link is in the top right. A 'Legend' link is at the bottom of the calendar area.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27 	28	29	30	1	2
3	4 	5	6	7	8	9
10	11 	12	13	14	15	16
17	18 	19	20	21	22	23
24	25 	26	27	28	29	30
31	1 	2	3	4	5	6

A legend will guide you to understand the symbols

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)



Legend

A legend will guide you to understand the symbols


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)



November 01, 2022

Carpooling

 Share my trip ☒

 Look for a shared trip ☐

Entire day
8:00 to 18:00 ☒

Preference

☒ EPFL Main campus - Lausanne

Quota	Avail
∞	400

Consecutive booked days

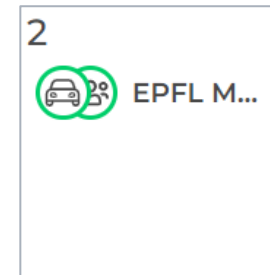
Confirm



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

- 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.





No longer sharing my ride

Add to my calendar

Manage shared trip

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

Shared trip for the **November 02, 2022** ✕

[Information](#) [Map](#) [Passengers](#) [Messages](#)

Departure
My residence ▼

When going (arrival time) *
08:00 🕒

When returning (departure time) *
18:00 🕒

Available seats *
4



☐ Automatically approve passengers' requests




[Save](#)

Change the arrival and departure time





Change the number of available seats (default is 4)

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 carpooling symbol  switches to 
- If your trip was manually published, the symbol  will simply disappear

Automatic carpooling

-  Start date
October 14, 2022
-  Assigned days
Monday, Wednesday, and Thursday
-  Location
Trip Covoiturage
Type Domicile - site
Site EPFL Main campus - Lausanne
-  Rideshare trip
You assignation automatically generates shared trips for the next 30 days. You can always cancel specific days.



No longer sharing my ride this day



Manage shared trip

! 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

The diagram illustrates the process of finding a shared trip. It starts with a calendar day (labeled '2') that has a blue 'Carpool' button. An arrow points to a 'Carpooling' form. The form has two radio buttons: 'Share my trip' (unselected) and 'Look for a shared trip' (selected). Below these are fields for 'From' (Residence) and 'To' (EPFL Main campus - Lausanne). There are also time selection fields for 'Outward' (08:00) and 'Return' (18:00), each with a '± 30 min' range. A blue 'Search' button is at the bottom.

VII. Look for a shared trip 2/2

- Whether your carpool is confirmed or not, by clicking on the corresponding symbol in your calendar,  Carpooling or  Carpooling, 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)

Trip shared with [Sarah V.](#)

Trip on the **2022-11-02** between **thonex** ↔ **EPFL Main campus - Lausanne**

- Arriving at **08:00** at EPFL Main campus - Lausanne
- ← Leaving at **18:00** from EPFL Main campus - Lausanne

[Leave the shared trip](#)

[Details and messages](#)



Shared trip for the **November 02, 2022** ×

Map Passengers Messages

This conversation is not encrypted. Administrators can access it if needed.

System - 31 Oct 2022 à 11:10

randa ahmed fera partie des passagers sur ce trajet.

You - 31 Oct 2022 à 11:13

Hi ! I'll pick you up on Wednesday at HH:MM



Renda Ahmed (Master) - 31 Oct 2022 à 11:14

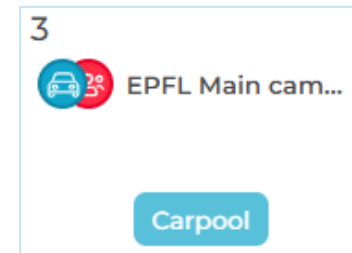
Hi ! That's perfect, thank you !

Enter your comment here

[Send message](#)

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).

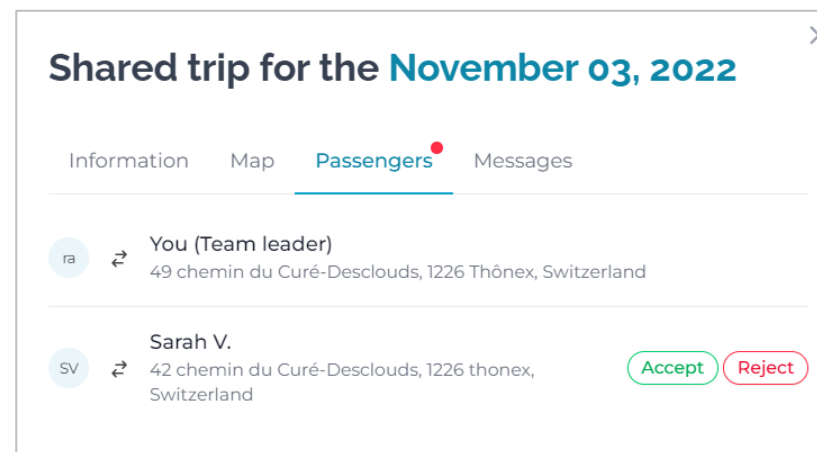


Automatic carpooling

- 📅 Start date
October 14, 2022
- 📅 Assigned days
Monday, Wednesday, and Thursday
- 📍 Location
Trip Covoiturage
Type Domicile - site
Site EPFL Main campus - Lausanne
- 👤 Rideshare trip
You assignation automatically generates shared trips for the next 30 days. You can always cancel specific days.

No longer sharing my ride this day

Manage shared trip



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