

Vanpool Administration

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Introduction

This document provides administrators a reference point as to how to perform vanpool related administration functions using the SmartRideshare system. This document assumes administrators are familiar with basic administration roles, user and administration functionality, the concept of networks and the general capabilities of the system. Reviewers are encouraged to review the manual alongside the product to get the maximum value from this document. It is not a goal of this document to clarify business processes for agencies. Similarly, it is not a goal of this document to exhaustively document every field and every label or message in the context of vanpool administration.

To access the vanpool administration functionality, you must to be a regional administrator with administrative privileges for your regional network.

Structure and Layout

- Structure

This user manual goes over the functions provided to regional agency administrators to manage vanpool programs. The manual is grouped under sections based on functions and reference screens are provided where applicable.

- Navigation

Bread crumbs are provided as a quick reference mechanism to navigate to the appropriate screen. Menu items are shown with a blue background. Links and buttons are shown with an orange background. For example, the image below describes the menu item “Vanpool” and the link “Add New Van to Fleet” which can be found on the page shown by the Vanpool menu option.



- Screen shots

Where applicable, screen shots are provided along with narrative text and callouts.

The screenshot shows a form titled "Vanpool Details". The form contains the following fields and values:

Legacy Vanpool ID: 93911	Vanpool ID: 2692
Contact First Name: John	Contact Last Name: Smithy
Contact Email: zjohn@millworksupply.xom	Contact Phone: 2061112222
Employer: First Ascenty	
<input checked="" type="checkbox"/> Show Vanpool To Searching Users	
<input checked="" type="checkbox"/> Riders Wanted	

A green callout box with a black border and an arrow pointing to the "Show Vanpool To Searching Users" checkbox contains the text: "This is a sample text callout associated with a screen capture."

Figure - Sample screen shot

- Best practices and Considerations

Throughout the manual, best practices and considerations are identified and marked with a blue colored callout. A sample best practices callout is posted below.

BEST PRACTICE – This is a sample best practices note.

Make sure you are in the right application

Multiple administration applications are designed with the familiar look and feel of the ride matching website so administrators can apply their know-how of one application to navigate easily through the other applications. To make sure you are managing the right application for your vanpool program:

1. Check that the heading above the menu is for your regional network
2. Look for the vanpool menu in the menu bar



Figure – Check to make sure you are in the right administration application

Vanpool Program Configuration

To view your current program configuration, go to the **Vanpool** menu and click on the link "View/Modify Vanpool Program Settings".

Allow driver to modify vanpool details

If this option is set to "Yes", then the driver is able to: update the vanpool primary contact information, update the days and times associated with the vanpool and manage the Riders Wanted setting.

Allow driver to update vanpool route

If this option is set to "Yes", then the driver is able to: view/update the route of the van along with all stops.

Allow driver to change profile information

If this option is set to "Yes", the driver can change the first name, last name, phone number, email address, home address, work address and mailing address in the system. If the option is set to 'No', only administrators can edit this information via proxy access.

Remove Riders Wanted setting for the vanpool after N days

The system tracks when a vanpool has been set as Riders Wanted. After the configured number of days, the system automatically removes the Riders Wanted setting for the vanpool. In addition to removing the setting, the system also emails the driver and the vanpool administrator letting them know that the Riders Wanted setting for the vanpool was removed.

Note - If you do not want the system to automatically remove the Riders Wanted setting from a vanpool, set the number of days to 10,000.

Note – The configurations above allow the agency to decide whether the primary driver is permitted to perform the corresponding vanpool operation in the system. The agency administrator can always perform all vanpool operations in the system.

Vanpool
➔
View/Modify Vanpool Program Settings

Vanpool Program Settings

Allow driver to modify vanpool details: Yes No

Allow driver to update vanpool route: Yes No

Allow driver to change profile information: Yes No

Remove Riders Wanted setting for the vanpool after: days

Vanpool administrator email:

Figure – Vanpool program configuration

When 'Allow user to change profile information' is set to 'No', the vanpool passengers and drivers cannot change information on file including first name, last name, email address, phone number, home address, work address and mailing address.

BEST PRACTICE – When possible, allow the driver the ability to update vanpool route. This way, a driver may be able to update their vanpool route self-service without engaging the vanpool administrator. Note - administrators can always update the route via the vanpool administration application.

BEST PRACTICE – When possible, allow the driver the ability to change profile information. This way, a driver may be able to update their profile information without engaging the vanpool administrator. Note - administrators can always update profile information by proxying into the driver's account.

CONSIDERATION – A configuration such as 60 days allows the vanpool to be on the Riders Wanted list for sufficient time (60 days) and also keeps the Riders Wanted list fresh (does not include older than 60 days). Consider this aspect when configuring the Riders Wanted setting higher or lower than 60 days.

Lookup

Vans can be looked up by Van Unit #, Vanpool ID or Legacy Vanpool ID. The Van Unit # is the van number of the van itself, often called the High Occupancy Vehicle (HOV) number. The Vanpool ID is a unique system generated identifier that uniquely identifies a vanpool across all agencies in the system. The Legacy Vanpool ID is carried forward from external systems. The Legacy Vanpool ID is also a unique identifier which identifies a vanpool across all agencies in the system.

Vanpool

Look up a Vehicle/Vanpool using Van Unit #
Van Unit #:
Enter the Van Number that you wish to look up.
[Get Van Details](#)

Look up a Vehicle/Vanpool using Vanpool ID
Vanpool ID:
Enter the Vanpool ID that you wish to look up.
[Get Vanpool Details](#)

Look up a Vehicle/Vanpool using Legacy Vanpool ID
Legacy Vanpool ID:
Enter the Legacy Vanpool ID that you wish to look up.
[Get Vanpool Details](#)

When a lookup is performed for a vanpool which belongs to the agency you are managing – **vanpool administration** links are available so you can manage the vanpool. When a lookup is performed for a vanpool of another agency, the information is available – however no vanpool management links are available. This design is intentional.

Figure – Vanpool look up capability

Vanpool → **Get Vanpool Details**

Van Details

Van Number: 203354	Vehicle Make & Model: Unknown Unknown	Edit Vehicle Details
Seating Capacity: 8	Seating Available: 7	Change Van Unit
Van Status: Operating Vanpool	Agency: King County Metro Transit	

Vanpool Details

Legacy Vanpool ID: 56564	Vanpool ID: 2695	Edit Vanpool Details
Contact First Name: Kathleen	Contact Last Name: Smithe	Manage Vanpool Route
Contact Email: zkzthleen.yennett@gmzil.xom	Contact Phone: 2061112222	Manage Pickup/Drop-off
Employer: Patagonia		Terminate Vanpool

Show Vanpool To Searching Users
 Riders Wanted

The Van Details section has links to manage information about the van. The Vanpool Details section has links to manage information about the vanpool. The Vanpool Members section has links to manage the membership within the vanpool program such as the primary driver, backup drivers and passengers.

Figure – Vanpool look up results and ability to manage vanpools belonging to the agency

Adding a new van

If a van does not exist in the system, the van must be added before it can be assigned to vanpools. To add a new van, go to the **vanpool** menu and click on the link “Add New Van to Fleet”. The only required fields are the Van Number and the Vehicle Provider. If the rest of the fields are blank – the system will default the values to match the values set during data migration.

The screenshot shows a navigation bar with 'Vanpool' and 'Add New Van to Fleet' buttons. Below is the 'Enter Van Details' form with the following fields:

*Van Number:	212121	Vehicle Make:	General Motors
Model:	Caribou	Year:	2017
Fuel Type:	Gasoline	*Vehicle Provider:	King County Metro Transit
Seating capacity:	8	Date Acquired:	8/10/2017

Notes:
Accessibility Description:

Add Van Details

Figure – Adding a new van to the system

BEST PRACTICE – Before adding a van, use the lookup feature to check if the van already exists to avoid duplicate records.

Adding a new vanpool

The steps listed below describe the overall process for adding a new vanpool to the system. In some cases, the users may have already completed some of the steps. For example the driver may have already signed up on the ride matching website and created a trip – if this is the case then there may not be a need to create a new account and/or a new trip.

1. User account for driver

Check if the user account for the driver already exists. You can check if the account exists by using the various options available under the “Users” menu. You can perform a look up using email address, partial name or partial screen name. If the account does not exist, create a new account.

2. Home, work and mailing address for the driver

Proxy into the driver’s account and check if the account has the Home, Work and Mailing addresses configured. You can review the addresses under the **Profile** menu by selecting “My Locations”. If the account does not have all of the addresses configured, add them to the profile.

3. Ensure agency network is in the user’s profile

Select the **Profile** menu and then “My Networks.” This will show networks based on home and work associations. Please note – if you do not see your agency network, the user’s vanpool request

cannot be serviced by your agency. Agency vanpool programs provide a van to users who either live or work in their jurisdiction. If the user neither lives nor works in the region serviced by your agency, the user must apply with a different agency.

4. Trip for the driver

Check if there is a trip created in the driver’s account which will correspond to the vanpool. You can review the trips by selecting “Manage Your Trips” under the “Ride Match” menu. If there is no trip, add a Commute trip.

If the trip is to be marked as an operating vanpool, the trip must have the following criteria:

- The trip should have only vanpool mode selected. If both vanpool and carpool are selected, go to the trip that correlates with the van, and select the “Edit Trip” function. From there you can deselect the carpool option.
- The trip should not already be in a vanpool.

5. Note the Van unit #

Make a note of the van unit # (HOV#) to be assigned to the vanpool. Go to the **Vanpool** menu and use the option “Look up a Vehicle/Vanpool using Van Unit #” to look up the van. The van must exist in the system and must be available (or not be currently assigned to another vanpool). If the van does not exist in the system – you will need to add the van before it can be assigned to a group.

6. Set the user as the primary driver of the vanpool

Pull up the user account via the “Users” menu. Click on the link labeled “Set as primary driver of vanpool”. Fill out the form which comes up including primary contact information, including van unit #, vanpool start date, Legacy Vanpool ID. Once you save the form, the vanpool will be created in the system.

The screenshot shows a navigation bar with 'Users' and 'Get Details' buttons. Below is a 'Member Details' section for Kathleen Smith, including contact information and a link to 'Access User Account'. The 'Account Details' section shows the account is active and provides links for 'Reset Password', 'Unlock User', 'Disable User Account', and 'Deactivate User Account'. At the bottom, a table lists the member's trips.

Start Address	End Address	Route Type	Status
6112 22nd Ave NW Apt C, Seattle, WA 98107, USA	2445 3rd Ave S, Seattle, WA 98134, USA	Recurring	Not in Confirmed Pool

Set as primary driver of vanpool

Figure – Mark as single driver vanpool

Select this link to move user to a single driver vanpool. If this link does not appear, then the trip does not meet the required criteria to be marked as a single driver vanpool. If link is not visible, access the user’s account and ensure the trip meets the required criteria.

Vanpool → **Get Van Details**

Van Details

Van Number: 1111 Vehicle Make: Dodge [Edit Vehicle Details](#)
 Model: Caravan Last Odometer: N/A [Retire Van](#)
 Seating Capacity: 7 Seating Available: 7
 Van Status: Available Agency: Regional Agency

This Van does not have any passengers currently.

Figure – Looking up the status of a van

If the Van Status is “Available” then the van can be assigned to a new vanpool.

Assign user to vanpool

Agency providing van: King County Metro Transit Employer: Patagonia
 Home Phone: 4251112222 Work Phone: 4251112222

Vanpool Primary Contact

Searching users will see the primary contact information on the match list. The vanpool primary contact will be copied on ridematch request emails from searching users to drivers.

First Name: Rodney Last Name: Smith
 Email: zRXT@liq.wz.gov Phone: 2061112222

Schedule and Comments

Select the day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Start Time: 8:00 AM Flexible by: 30 minutes Return Time: 5:00 PM Flexible by: 30 minutes

Other Details

Vanpool actively looking for riders
 Van Unit#: 212121 Vanpool Start Date: 9/1/2018
 Legacy Vanpool ID: 2031123

Continue **Cancel**

Figure – Form to set user as the primary driver

The van unit # entered must be an active van that is not currently assigned to another vanpool. See step number 5 in the section “Adding a new vanpool” and note the van unit # (HOV#) of the van to be assigned to the vanpool before coming to this screen.

CONSIDERATION – If required, the fields in the Vanpool Primary Contact section can be set to reflect agency information. If this is done, the agency is included in correspondence from matched riders and agency administrators can participate in new rider inquiries and rider signups.

Changing a van assigned to a vanpool

If the vehicle assigned to a vanpool changes, then the corresponding change must be recorded in the system. The link to change a vehicle assigned to a vanpool is shown only for vanpools currently in operation. Find this by going to the **Vanpool** menu, selecting the van and clicking on “Get Vanpool Details”. Then click on the “Change Van Unit” link. Select the new van unit from the drop down list and proceed to save the changes.

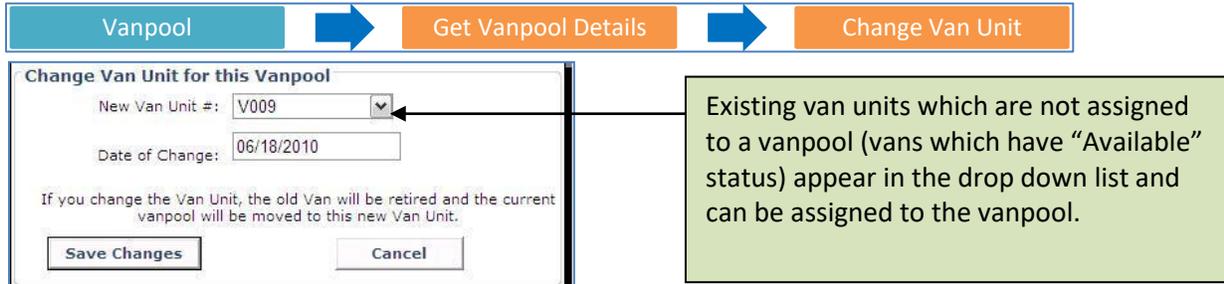


Figure – Changing a van assigned to a vanpool

Changing a primary driver of a vanpool

1. User account for driver

Check if the user account for the new driver already exists. You can check if the account exists by using the various options available under the “Users” menu. You can perform a look up using email address, partial name or partial screen name. If the account does not exist, create a new account.

2. Home, work and mailing address for the driver

Proxy into the driver’s account and check if the account has the Home, Work and Mailing addresses configured. You can review the addresses under the **Profile** menu by selecting “My Locations”. If the account does not have all of the addresses configured, add them to the profile.

3. Ensure agency network is in the user’s profile

Select the **Profile** menu and then “My Networks.” This will show networks based on home and work associations. Please note – if you do not see your agency network, the user’s vanpool request cannot be serviced by your agency. Agency vanpool programs provide a van to users who either live or work in their jurisdiction. If the user neither lives nor works in the region serviced by your agency, the user must apply to a different agency.

4. Add passenger in the current vanpool

From the administration application, pull up the vanpool available under the Vanpool menu and check if the user account corresponding to the new driver is already a passenger in the vanpool. If the user is not in the vanpool, click ‘Add passenger’ to add the user to the vanpool as a passenger.

5. Change driver

You can now change the driver of the van. In the record for the new driver click “Mark as Primary Driver”. Changing the primary driver marks the old driver as a passenger in the vanpool. If the old driver is no longer in the vanpool – then the record can be removed from the vanpool by using the link labeled “Remove Passenger”.

Vanpool Details

Legacy Vanpool ID: 93911	Vanpool ID: 2692	Edit Vanpool Details
Contact First Name: John	Contact Email: zjohn@millworksupply.com	Add Passenger
Employer: First Ascenty		
<input checked="" type="checkbox"/> Show Vanpool To Searching Users		
<input checked="" type="checkbox"/> Riders Wanted		

Vanpool Members

Name: John Smith	Email: zjohn@millworksupply.com
Start Date: 9/1/2018	Phone: 2061112222
Role: Primary Driver	
Pickup At: Vanpool Origin	Dropoff At: Vanpool Destination

[Add Passenger](#)

Use this link to add a passenger or new driver to the vanpool using the screen name.

Figure – The first step when changing the primary driver is to add the new driver to the vanpool as a passenger. Administrators can reassign the primary driver role to an existing passenger in the vanpool.

Add Passenger to Vanpool

Screen Name:

Pickup Location:

Drop-off Location:

Vanpool Join Date:

When a passenger is added to the vanpool, a new vanpool trip will be created for the passenger using the pickup and drop-off locations set here.

Figure – When adding a new passenger to the vanpool, the screen name, pickup location, drop-off location and the join date are required.

Vanpool Members			
Name: Ron Clark	Email: zrhzlverson@xi.kent.wz.us		
Start Date: 9/14/2010	Phone: 4252222222		
Role: Primary Driver			
Pickup At:	Dropoff At:		
<hr/>			
Name: JOHN Clark	Email: zjhjohnson@xi.kent.wz.us	Remove Passenger	
Start Date: 9/14/2010	Phone: 4252222222	Mark as Primary Driver	
Role: Bookkeeper, Passenger			
Pickup At:	Dropoff At:		
<hr/>			
Name: jason Clark	Email: zjroller@xi.kent.wz.us	Remove Passenger	
Start Date: 9/14/2010	Phone: 4252222222	Mark as Primary Driver	
Role: Passenger			
Pickup At:	Dropoff At:		
<hr/>			
Add Passenger			

Figure – When a vanpool has others in the group apart from the current primary driver, the vanpool supports Change Driver and Remove Passenger functionality

These links are visible only for users in the vanpool who are not currently the primary driver. If a primary driver is to be removed from the vanpool – a new primary driver must first be assigned to the vanpool before the old driver is removed.

Changing a vanpool route – add/remove stops

To change or update the vanpool route, go to the **Vanpool** menu and look up the vanpool. Then click on the link “Manage Vanpool Route” You can opt to view Park and Ride locations on the map by checking the box “Show Park and Ride Locations”. Once visible, a Park and Ride location can be selected as a trip origin, destination or stop by right clicking the Park and Ride icon from the map view and selecting the stop type.

If the option “Allow self service vanpool route change” is set to Yes, then the vanpool driver is able to perform these operations by logging into their account.

Vanpool
➔
Get Vanpool Details
➔
Manage Vanpool Route

+ Add Stop
⌵

	Address	
Origin	Vanpool Origin (2101-2199 Hewitt Ave, Everett, WA 98201, USA)	Change
Stop	Everett Station (3201 Smith Ave, Everett, 98201, USA)	⬇️ Move Down
Stop	Everett Memorial Stadium (3900 Broadway, Everett, WA 98201, USA)	⬆️ Move Up ⬇️ Move Down
Stop	Lynnwood Transit Center (20100 48th Ave W, Lynnwood, 98036, USA)	⬆️ Move Up ⬇️ Move Down
Stop	Univ of Washington NE Campus (1013 NE 40th St, University of Washington, Seattle, WA 98105, USA)	✕ ⬆️ Move Up ⬇️ Move Down
Stop	Swedish Hospital (747 Summit Ave E, Seattle, WA 98104, USA)	✕ ⬆️ Move Up
Destination	Vanpool Destination (901 12th Ave, Seattle University, Seattle, WA 98122, USA)	Change

Figure – Changing the route for a vanpool

If instead of the map interface, you know the address of a stop location – enter the address using this button. Make sure you have the zip code.

You can right click on the map interface and choose a location as the origin, an intermediate stop, or the destination. When adding intermediate stops, make sure the order of the stops is the same the order the van travels.

BEST PRACTICE – For vanpools which have long routes, consider adding intermediate stops for ride matching purposes. Riders could join or be dropped off at intermediate stops and these additional stops increase ride matching chances for the vanpool.

BEST PRACTICE – The ride matching algorithms used in the system are high precision. To take advantage of the high precision matching, ensure the origin, destination and stop locations you set up are accurate. You can verify the locations using the interactive map.

Terminating a vanpool

Once a vanpool has folded, the vanpool needs to be terminated from the system. The link to terminate a vanpool can be found by looking up the vanpool. The system requires only the termination date as input. Terminating a vanpool makes the van status available and deletes the vanpool group. Note: that the driver stays active in the system, with Drive as a preference.

Vanpool → Get Vanpool Details → Terminate Vanpool

Terminate this Vanpool
Termination Date:
Terminating a vanpool is an irreversible operation. All membership data, stop locations associated with this vanpool will be removed. You will still have limited access to past ridership data for this vanpool.

Figure – Terminating a vanpool

Riders Wanted Setting

The system can be used to highlight Riders Wanted vanpools to searching users. This setting may be helpful if an agency has a number of matching vanpools of which many may be running full OR not accepting new riders. The Riders Wanted setting allows the matched user to focus on those vanpools in need of riders.

Vanpool → Get Vanpool Details → Edit Vanpool Details

Edit Vanpool Details
Contact First Name: Contact Last Name:
Contact Email: Contact Phone:
Employer:
Select the day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Start Time Flexible by:
Return Time Flexible by:
Notes:

 Show Vanpool To Searching Users
 Riders Wanted

Figure – Marking a vanpool as Riders Wanted

BEST PRACTICE – For vanpools which need riders or are in danger of folding, mark those vanpools as Riders Wanted. Doing so will increase the attention they get from matching riders and hence will increase the chances of new riders joining those vanpools.

Promoting Your Vanpool Program

Network Vanpool Listings Link

The Network Vanpool Listings page displays vanpools for a particular network. With this tool, administrators at different levels - employers, city jurisdictions, agency administrators, etc. can each promote a “current” list of their vanpools in their network. This enables partner agencies and employer networks to join in promoting the vanpool program with accurate and up to date data.

The link can be posted on websites, digital communications such as email and social media posts. For example, a city may host information about vanpools on their website and provide the link to the Network Vanpool Listing customized to all inbound vanpools to the city.

Check this box to see only those vanpools looking for riders

[Show Vanpools](#)

Vanpools to Seattle

**Vanpools actively looking for riders are shown in BOLD and GREEN. [Save as Excel](#)

Origin	Destination	Work Hours	Employer	Name	Email	Phone
Bainbridge Island	Seattle	7:00am - 4:00pm		Penney Smith	zpenney.m.jzyon@yoeing.xom	2061112222
Puyallup	Seattle	8:00am - 4:00pm	TDM Labs	Robert Smith	zroyert.frznklin@seztlexhilwrens.org	2061112222
**Edmonds	Seattle	7:30am - 4:30pm	Acme Company	Robbin Smith	zroyyin.trzver@vz.gov	2061112222
Seattle	Seattle	5:30am - 2:00pm		Poonam Smith	zprinxesspoonzm@hotmail.com	2061112222
**ISSAQUAH	Seattle	6:00am - 2:30pm	TDM Labs	Bill Smith	zjzxhzhis4@hotmail.com	2061112222
Seattle	Seattle	8:00am - 4:30pm	Acme Company	Georgia Smith	zGxONGLET@FHxRx.ORG	2061112222
Woodinville	Seattle	7:00am - 7:30pm		Amber Smith	zzmyer.mzson@seztlexhilwrens.org	2061112222
**Redmond	Seattle	7:30am - 4:30pm	TDM Labs	Robyn Smith	zrosessio@stzryuxks.xom	2061112222
Kent	Seattle	6:00am - 3:00pm		Brandy Smith	zyyzker@xlzssmztes.xom	2061112222
Poulsbo	Seattle	6:30am - 3:30pm		Charlotte Smith		2061112222

Figure – Example of the Network Vanpool Listing for a City Jurisdiction Network (City of Seattle). The city can promote this link on its website, in digital communications or in social media posts.

Creating the Link

Follow these steps in a text editor such as Notepad in Windows or TextEdit on MacOS. Once created, the link can be posted on multiple resources such as website, digital media and communications.

- Construct the base domain link: [http://**domain**.icarpool.com/].
Replace the domain with your iCarpool domain.
For example: http://**rideshareonline**.icarpool.com/
- Append the link path: [**widgets/data/VanpoolNetworkResults.aspx?**]
For example: **http://rideshareonline.icarpool.com/widgets/data/VanpoolNetworkResults.aspx?**
- Append network parameters.
Various network parameters are supported. Multiple parameters may be used in the same link.
When using multiple parameters, insert an ampersand [&] symbol between the parameters.

Important – Be sure to test the link before posting it on your website or in your communications.

Network Parameters

The following table describes the network parameters that are supported. A combination of parameters may be used to provide even more relevant results. For example, consider an employer that has

locations in three cities. The employer may create one master link for all their vanpools and three additional links where each link will list all vanpools for the employer in that city.

city=<cityname>	Replace “cityname” with the name of the city. Example: city=seattle When adding a city parameter, also add the state parameter.
state=<statecode>	Replace “statecode” with the abbreviation for the state. Example: state=wa
emp=<employername>	Replace “employername” with the name of the employer. Example: emp=acme company
net=<vanpoolagencyid>	Replace “vanpoolagencyid” with the network identifier of the agency network in the SmartRideshare system. Example: net=822 If you do not know the network identifier for your agency network, contact your global administrator.
showRidersWantedOnly=<setting>	Replace “setting” with “true” if the link should show Riders Wanted only by default. Replace “setting” with “false” if the link should show all vanpools by default.

Example 1 – City

<http://rideshareonline.icarpool.com/widgets/data/VanpoolNetworkResults.aspx?city=seattle&state=wa&showRidersWantedOnly=False>

The above link displays vanpools from all agencies that are inbound to Seattle, WA. The default view includes both vanpools set as Riders Wanted and vanpools not set as Riders Wanted.

Example 2 – Employer

<http://redmond.icarpool.com/widgets/data/VanpoolNetworkResults.aspx?emp=acme&showRidersWantedOnly=False>

The above link displays all vanpools which have their employer set as “Acme”. The default view includes both vanpools set as Riders Wanted and vanpools not set as Riders Wanted.

Example 3 – Vanpool Agency

<http://kgt.icarpool.com/widgets/data/VanpoolNetworkResults.aspx?net=123&showRidersWantedOnly=True>

The above link displays vanpools from the agency with the network identifier 123. The default view only shows vanpools set as Riders Wanted.

BEST PRACTICE – Create the links for employers and partner agencies such as city jurisdictions and share them with these networks with along with sample communications. The partner agencies and employer networks can then help with marketing your vanpool program in their network.

BEST PRACTICE – When possible, avoid using the “net” parameter which restricts the listing to a particular vanpool agency. This way, the listing will show vanpools from all agencies and the user can select the best vanpool that meets the user’s needs.

Vanpool Seat Finder Widget

Widgets are snippets of HTML code that may be placed on external sites. The SmartRideshare platform widgets allow pulling and displaying data from the SmartRideshare platform on external sites.

The Vanpool Seat Finder Widget shows a list of vanpools in the system based on the origin and destination specified by the user. The results are displayed in real-time, so new vanpools are included in the results and terminated vanpools do not show. The results are also ordered such that the best matches for the user based on the locations come to the top.

Start Show All matching vanpools

End Vanpools wanting riders

[Find Vanpools](#)

List of Matching Vanpools

****Vanpools actively looking for riders are shown in BOLD and GREEN.**

[Save as Excel](#)

Origin	Destination	Work Hours	Employer	Name	Email	Phone
Seattle	Redmond	7:00am - 4:00pm	HOV Inc	Erik Brown	zEs6441@zTL.com	4251111222
**Seattle	Redmond	7:30am - 4:00pm	TDM Labs	Neil Brown	zns603y@ztt.com	4251111222
Seattle	Redmond	8:00am - 4:30pm	ATT	Richard Lee	zRw3882@ztl.com	2061111111
**Seattle	Redmond	8:00am - 5:00pm	Microsoft	Zoe Williams	zzkrumm@microsoft.com	2062221222
Seattle	Redmond	8:00am - 5:00pm	Microsoft	Tia Williams	zTiz@microsoft.com	2062221222
Seattle	Redmond	8:00am - 5:00pm	Microsoft	Tom Williams	ztomun@microsoft.com	2062221222
Seattle	Redmond	7:00am - 5:00pm	Patagonia	Don Smith	zvonjsmith@xomxst.net	2061111222
Seattle	Redmond	8:00am - 5:30pm	Microsoft	Lisa Williams	zlisztoft@microsoft.com	2062221222
**Seattle	Redmond	7:00am - 4:00pm	TDM Labs	Kelli King	zkpleskzx@overizke.org	3061111222
Seattle	Redmond	9:00am - 6:00pm	Microsoft	Klaas Jones	zkizzsl@microsoft.com	4251111222
Seattle	Redmond	6:00am - 4:30pm		Eric Brown	zluwwie@genieinw.com	4251111222
Seattle	Redmond	7:00am - 4:00pm		Dan Lee	zwnzn.pirzino@mewtronix.com	2061111111
Seattle	Redmond	7:00am - 4:30pm		Rob Smith	zroy.hzmm@microsoft.com	2061112222

Figure – Sample output from the Vanpool Seat Finder Widget

Vanpools marked as Riders Wanted are shown prominently in bold and green.

Searching users can filter vanpools actively recruiting riders (vanpools that have been marked as Riders Wanted).

CONSIDERATION – A common situation is when a user calls in to the agency phone lines to receive vanpool match information. Typically, the user is registered using the proxy registration functionality and then match information is provided to the user. The widget provides an alternative to proxy registration and can reduce administrator effort. The administrator could use the widget to find matches for the user, export results to Excel and send it to the user in email or print. Bottomline is the widget can be used by searching users as well as administrators for select scenarios.

BEST PRACTICE – Instead of using paper lists of vanpools at rider recruiting events, use the widget to receive up to date results with the ability to focus on Riders Wanted. The results are personalized with the best matches for the user at the top, can be exported to Excel and sent in email.

Reports

The system provides multiple ready to use reports related to vanpool administration. The reports are found under the Reports menu. Many reports support filter criteria such as date ranges and additional parameters so that relevant data can be gathered. The reports are exportable to Excel and PDF formats for further processing.

List of reports:

1. Vanpool Vehicle Inventory – This report lists all the vehicles in the fleet along with relevant information attached to them.
2. Operating Vanpools – This report provides a list of all the vanpools belonging to the agency including the Van Number, Vanpool ID, Legacy Vanpool ID (GIN), Origin, Destination, Employer and Driver information.
3. Vanpool Start-ups and Terminations – This report provides a list of new vanpool start-ups and vanpool terminations in a given date range.
4. Vanpool Activity – This report provides a list of van unit changes (van switches) and van driver changes.
5. Vanpool Current Status Report – This report provides summary information including number of vanpools and number of “Riders Wanted” vanpools.
6. Vanpoolers Not Logging Trips Report – This report provides a list of vanpoolers who have not logged trips in the calendar from the date set up in the report. This list enables an administrator to target outreach to vanpoolers not logging trips and encourage them to do so.
7. Vanpool Members List Report – This report provides a list of all vanpool members including driver, passenger, backup driver and book keeper. The details include contact information, van number and role of the vanpool member.