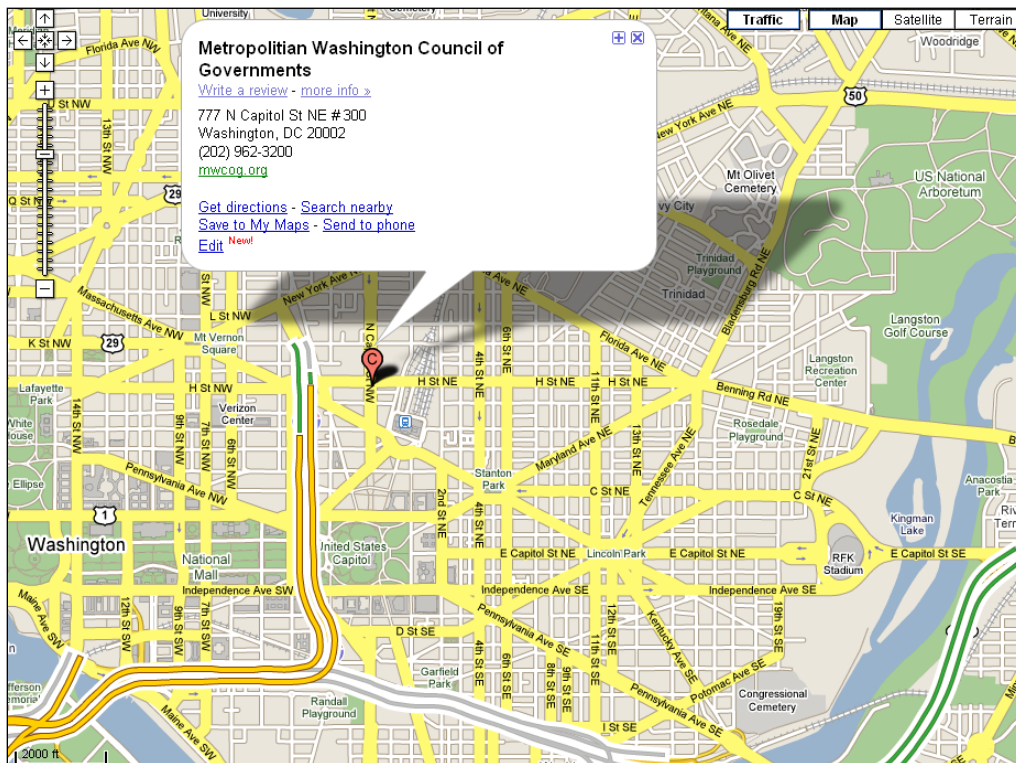


Commuter Connections Web-Based TDM System ADMINISTRATION MANUAL

Version 2.1

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Developed by Base Technologies
www.basetech.com



NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD, 777 NORTH CAPITOL STREET, N.E., SUITE 300,
WASHINGTON, DC 20002-4239
THE COMMUTER INFORMATION SOURCE FOR MARYLAND, VIRGINIA AND THE DISTRICT OF COLUMBIA

WWW.COMMUTERCONNECTIONS.ORG 1-800-745-RIDE

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The **Commuter Connections Web-Based TDM** System is a web based application designed to assist Commuter Connections Staff and Jurisdiction administrators with the day to day operations of their commuter programs. The software offers online ride matching, car and vanpool administration, report functions, and commuter administration.

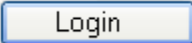
The Software is freely available to the public and accessible from any internet capable computer. Designated administrators of the system will be able to perform any operations for the general public who do not have access to the internet.

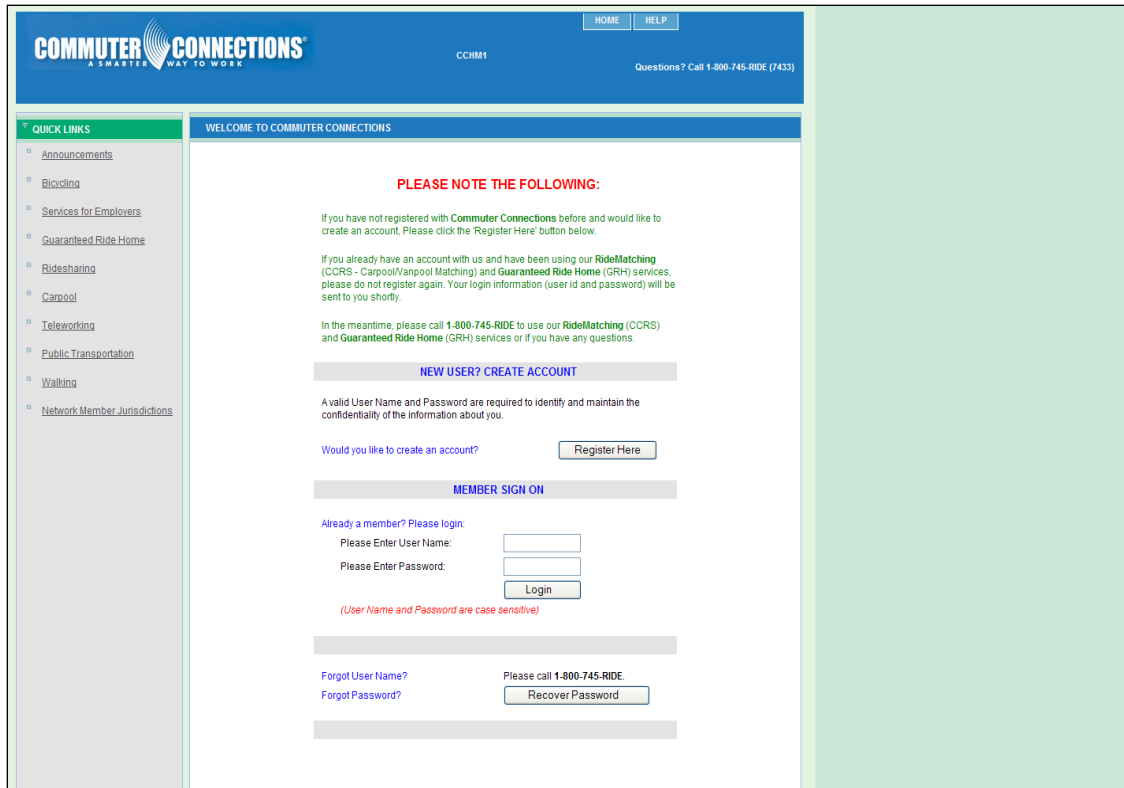
This manual is designed to assist administrators with the core functionality of the system.

It is important to note that the look and feel of the web application is the same for both the general public and administrators.

When the software system is deployed to each jurisdiction, all administrators will be provided a unique login to access the TDM application. Due to the sensitive nature of the information contained in this application, this login should be kept secured and not given out to any other users.

1. LOGGING IN

1. Open a browser and enter the URL <https://tdm.commuterconnections.org> in the address bar and click the 'Enter' key.
This will be the URL administrators use to access all modules of the TDM Software System.
2. The Commuter Connections TDM application **Login page** is displayed below.
3. Enter your Username and password and click 



2. GENERAL INFORMATION AND NAVIGATION

Upon logging in the **Home Page** will open. On the **Home Page** you may select from the following choices: *System Admin, Rideshare Admin, Commuter Admin, Pool Admin, GRH Admin, Special Events, Employer Admin, and Reports.*

To access any of these, click on the desired tab. See picture below

COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

HOME LOG OUT HELP

SYSDMHM1

Welcome SYSTEM ADMIN
Questions? Call 1-202-962-3333

SYSTEM ADMIN RIDESHARE ADMIN COMMUTER ADMIN POOL ADMIN GRH ADMIN SPECIAL EVENTS EMPLOYER ADMIN REPORTS

SYSTEM ADMINISTRATION

EDIT MY PROFILE
MANAGE ADMIN
MANAGE LOGIN INFO
TRANSIT REQUESTS
EMAILS LOG MONITOR

PROCESS QUEUES

NEW REGISTRATIONS (5)
NEW SPECIAL EVENTS (0)

SYSTEM ADMINISTRATION

Welcome to the Commuter Connections TDM Software System Administrative Pages.

By accessing these pages on behalf of your agency or organization, you agree and are being made aware of the following:

The only permitted use of information provided by any persons applying for ridematching through any client site that uses the Commuter Connections TDM Software System shall be for the provision of free ridematching services and that the confidentiality restrictions enumerated in COG's Rules of Procedure with regards to re-distribution or copying of data will be observed.

COG/TPB STAFF CLIENT MEMBERS (Please Click Here)

A. COG/TPB staff, in administering the Commuter Connections software and database, shall:

1. Provide client members the Commuter Connections TDM Software software for ridematching purposes and provide access to the master database for each client member, except when software or hardware maintenance is necessary.
2. Notify software users in advance of any upcoming hardware or software maintenance.
3. Notify all software users when the server or master database is not accessible or online application on the Commuter Connections website is not functional.
4. Staff the 1-800-745-RIDE and 202-783-POOL lines for a minimum of 7 1/2 hours per day Monday through Friday, excluding COG holidays. An answering machine will be used to answer the telephone after hours and during staff breaks.
5. Maintain the Commuter Connections website ridematching application, process applications received on a daily basis, and provide daily notifications of applications received to clients for their follow up.
6. Forward calls and hard copy applications received from the public to the local client serving the home jurisdiction of the caller.
7. Enter into the ridematching system requests for ridematching received by telephone at the time of the call, and from applications received by mail within 1 business day from receipt. Produce and mail or email match letters for each applicant on the following day following applicant data entry, unless a member requests that no mailing take place.

System Admin: This is for System Administrators only. The System Administrator feature is designed with the following capabilities: *Edit My Profile, Manage Admin, Manage Login Info, Transit Requests, and Emails Log Monitor. It also has the capability to Process Queues; New Registrants and New Special Events.*

Rideshare Admin:

- Perform ridematches
- Email or print match letters
- View ridematch history

Commuter Admin:

- Add new commuters to the system
- Review existing commuter information
- Change user names and passwords for commuters
- Add/Remove commuters from programs

Pool Admin:

- Manage pools
- Add a new pool
- Add/Remove members to a pool
- Update pool information

GRH Admin:

- Process registrants
- Create trip requests
- Process trip requests
- Process invoices and vouchers

Special Events:

- Process new events
- Manage events
- Find event matches

Employer Admin:

- Manage employers
- Add employers
- Merge employers

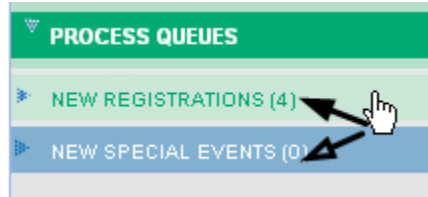
Reports:

- Run reports

3. PROCESS QUEUES

Queues can be processed from all admin roles.


1. Select either New Registrations or New Special Events. A number will be listed in parenthesis if there items sitting in the queue.



2. Select the commuter or special event. In this case we are selecting a commuter.

A screenshot of a web application form titled "SEARCH COMMUTER". The form has a "Select Commuter from List:" label and a dropdown menu. The dropdown menu is open, showing three options: "NITA MAGOO - 660830", "JIM JAMES - 660811" (which is highlighted), and "JOHN SANDERS - 61 2264". Below the dropdown, there are several input fields: "Commuter Id:" with the value "660811", "User Name:" with the value "jjames321", "First Name:" with the value "JIM", "Last Name:" with the value "JAMES", "Email Address:", "Home Phone Number:", and "Zip Code:" with the value "22903". At the bottom of the form, there are two buttons: "Review Commuter Info" (which is highlighted with a yellow border) and "Back to Search".

3. The review commuter or review event will display.

- For commuter select the appropriate status and click  and it will remove from the pending queue.

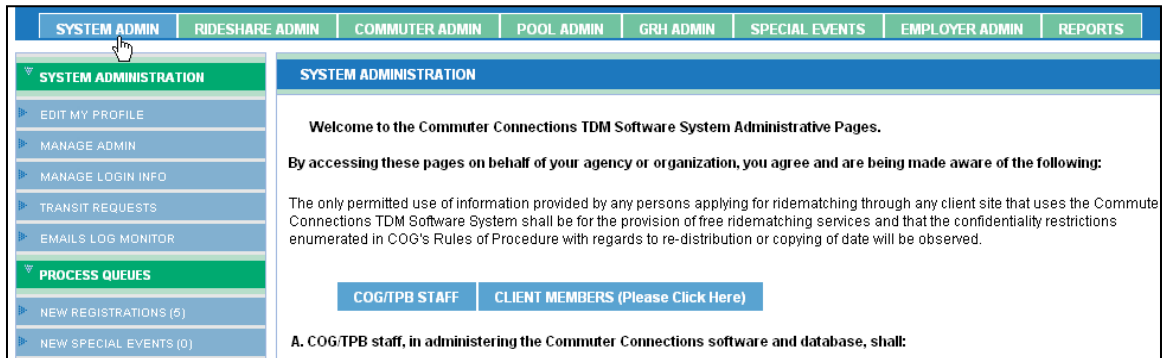
A screenshot of a web application form titled "COMMUTER ADMINISTRATION - REVIEW COMMUTER INFO - UPDATE MEMBER INFORMATION". The form has a blue header bar with the text "COMMUTER ADMINISTRATION - REVIEW COMMUTER INFO - UPDATE MEMBER INFORMATION". Below this, there are several fields: "ACCOUNT INFORMATION" with the value "660811", "APP FORM:" with the value "C1000", "Commuter Id:" with the value "660811", "GRH Registration Id:" with the value "660811", "Commuter CCRS Id:" with the value "660811", "Commuter Status:" with a dropdown menu open, "Date of Original Entry:", and "Date Last Updated:". The dropdown menu for "Commuter Status:" is open, showing six options: "New Registrant" (highlighted), "Active", "Inactive", "New Registrant", "Under Review", and "Deleted". At the bottom of the form, there is a checkbox labeled "Share my name with other registered" which is checked.

- For events approve or reject the event and it will move from the pending queue.

4. SYSTEM ADMINISTRATION

The system administration module can only be accessed by System Administrators.

Click System Admin tab and a menu bar displays with the following: *Edit My Profile, Manage Admin, Manage Login Info, Transit Requests, Emails Log Monitor and Processing Queues.*



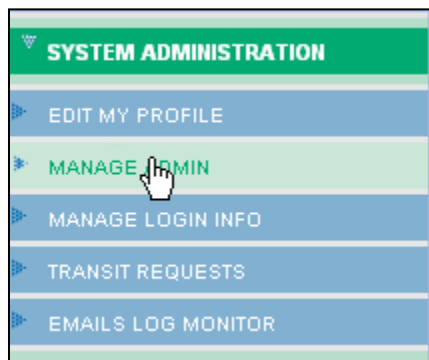
4.1 Edit My Profile

This is to edit your profile only, not another commuter. For further information on editing profiles refer to Commuter Administration section.


4.2 Manage Admin

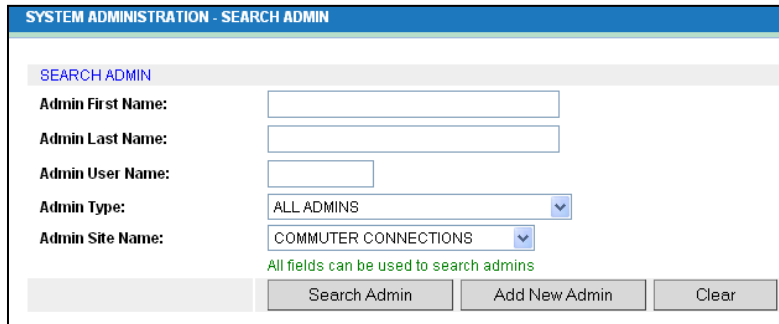
Manage Admin allows you to search and or add new administrators to the system. It also allows you to update admin information and credentials.


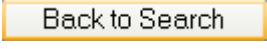
- Click Manage Admin.

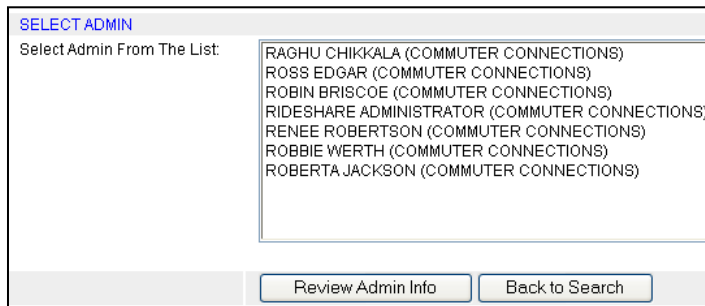



4.2.1 Search and Edit Admin Info

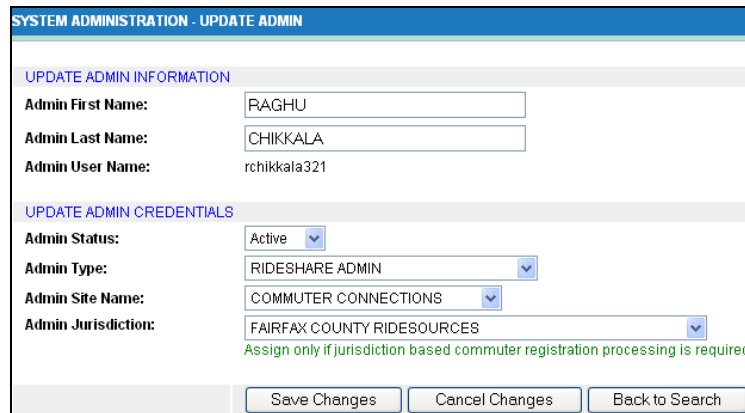
1. Enter search criteria and click .



2. The Select Admin page displays with a list of potential matches. Select your desired Admin and click . If your search did not produce your desired match, click  and repeat your search. The less information you enter the broader the search.



3. You may update admin information and credentials from this page. After updating the information click .



4. Click  to return to search page.

4.2.2 Add New Admin

1. Click .
2. Complete all fields and click .

3. A confirmation displays showing the Admin was created successfully. You will need to manually give the new Admin their username and password.

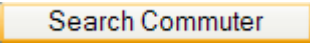
5. RIDESHARE ADMINISTRATION

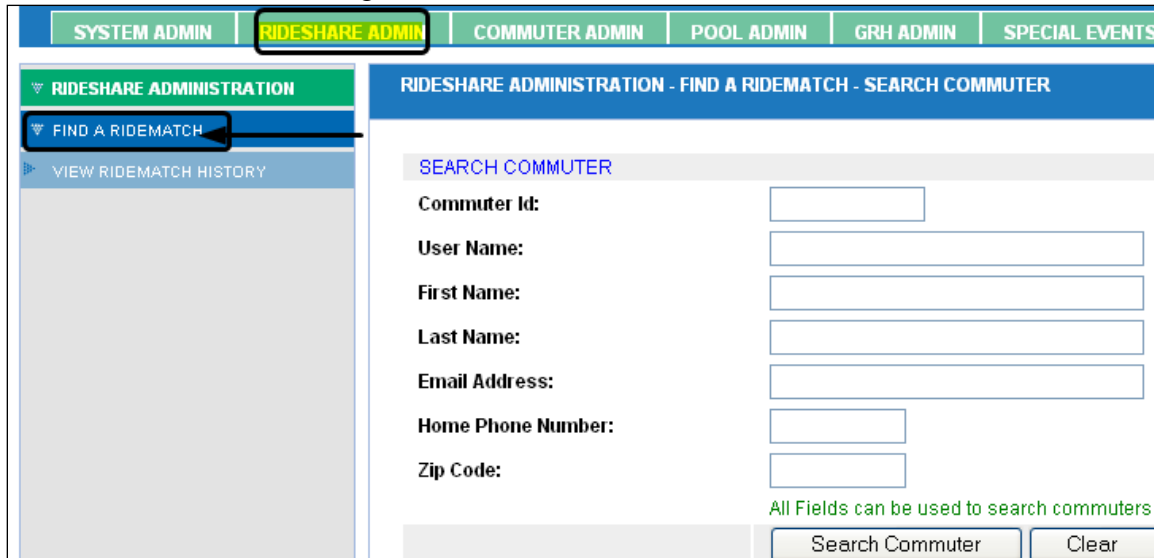
To access the Rideshare Administration Module, login to the TDM software System using your administrator user name and password.

If your administrator account allows access to this module, the appropriate tab will be displayed at the top of the screen. Clicking this tab will bring up the rideshare administrator's module. In general, only modules which you have unique access rights to will be displayed after logging into the system.

The rideshare administration module allows you to perform a ride match for any Commuter registered in the CCRS program. Once the match has been completed, you will be able to email, print or fax the Commuters match letter.

5.1 Performing a Ridematch for a Commuter

1. To request a ride match click the **“Find a Ridematch”** tab on the left navigation menu. Clicking this will display the **Search Commuter** screen. You may search for a commuter using any of the fields shown on the screen below.
2. After entering the search fields click 



SYSTEM ADMIN | **RIDESHARE ADMIN** | COMMUTER ADMIN | POOL ADMIN | GRH ADMIN | SPECIAL EVENTS

RIDESHARE ADMINISTRATION

FIND A RIDEMATCH

VIEW RIDEMATCH HISTORY

RIDESHARE ADMINISTRATION - FIND A RIDEMATCH - SEARCH COMMUTER

SEARCH COMMUTER

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

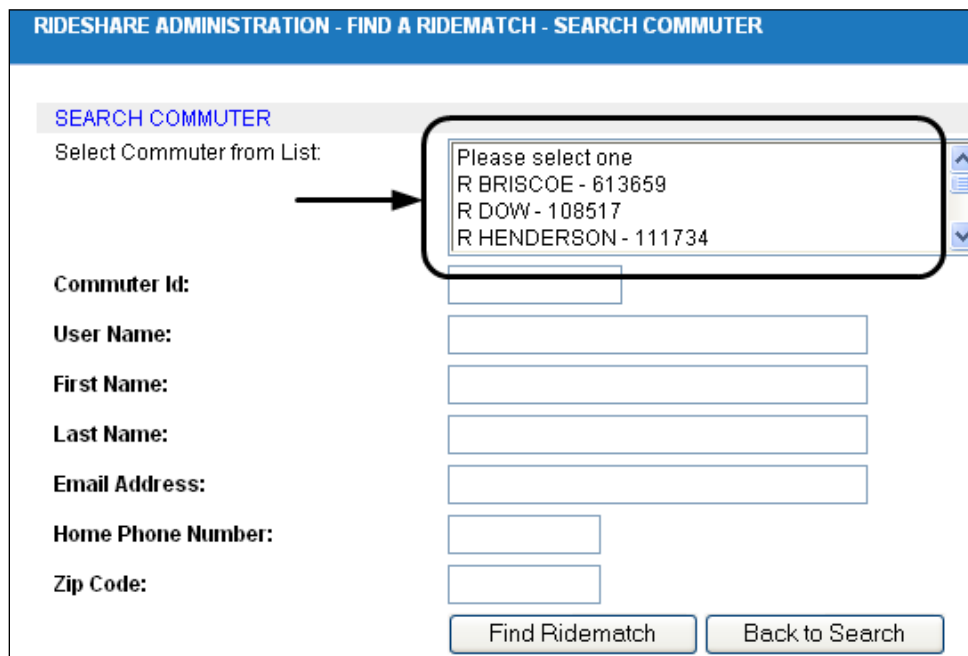
Home Phone Number:

Zip Code:

All Fields can be used to search commuters

Search Commuter Clear

3. Select a commuter from the list and click 



RIDESHARE ADMINISTRATION - FIND A RIDEMATCH - SEARCH COMMUTER

SEARCH COMMUTER

Select Commuter from List:

Please select one
R BRISCOE - 613659
R DOW - 108517
R HENDERSON - 111734

Commuter Id:

User Name:

First Name:

Last Name:


Email Address:











Home Phone Number:

Zip Code:

Find Ridematch Back to Search

- The Ridematch Request or address profile page displays showing the default start and destination addresses that have been established at registration. Click **Continue**.

Click on  to correct the location manually by pointing the address on the map. [New](#)

ADDRESS TYPE - NAME	ADDRESS	VIEW	START	DESTN.	DELETE
WORK -	155 HOLIDAY DRIVE SOLOMONS MD 20688	 	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ALTERNATE START -	1000 CHESAPEAKE BEACH VIL CHESAPEAKE BEACH MD	 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALTERNATE START -	NORTH BEACH NORTH BEACH MD	 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALTERNATE START -	DUNKIRK DUNKIRK	 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALTERNATE START -	CHESAPEAKE BEACH CHESAPEAKE BEACH MD	  <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- The Ridematch Request page displays. Verify the information is accurate and click **Submit Request**.

RIDESHARE ADMINISTRATION - RIDEMATCH REQUEST

COMMUTER INFORMATION

Commuter Name: R C BRISCOE
Commuter Id: 613659
Commuter CCRS Id: 613659

SEARCH CRITERIA

Work Schedule: : : To: : :

Flexible To Arrive Before: Minutes And Arrive After: Minutes

Flexible To Leave Before: Minutes And Leave After: Minutes

Starting Address: CHESAPEAKE BEACH CHESAPEAKE BEACH MD
 Destination Address: 155 HOLIDAY DRIVE SOLOMONS MD 20688

Search Radius Around Origin: miles
 Search Radius Around Destination: miles

I Prefer to match with: commuters.

OTHER INFORMATION

Special Instructions:

* Required Fields

- You will receive a message Do you want to display the non-secure items? Click Yes.

7. The Match Criteria page displays with the following options: *View Map, View Match List, View/Email Match Letter, View Direction and Modify Search.*

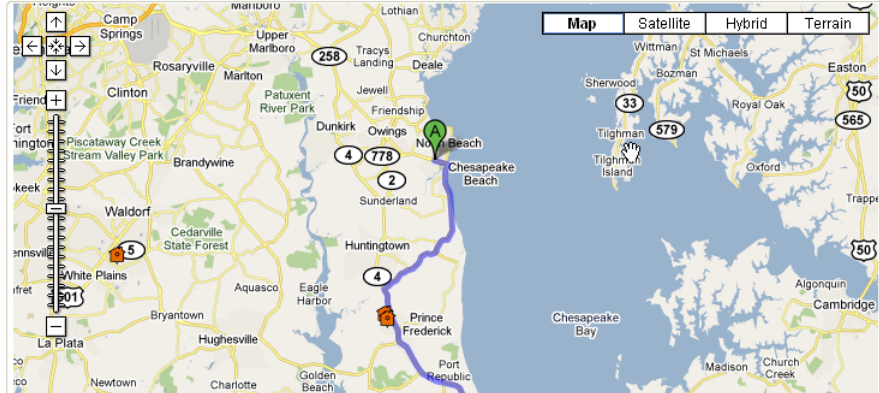
RIDESHARE ADMINISTRATION - RIDEMATCH RESULTS

MATCH CRITERIA

Commuter Name: R BRISCOE
Starting Address: CHESAPEAKE BEACH CHESAPEAKE BEACH MD
Destination Address: 155 HOLIDAY DRIVE SOLOMONS MD 20688
Radius for Search Criteria: 1 miles around origin and 1 miles around destination.
Work Schedule: 06:00:AM to 03:30:PM
Flexible To Arrive: 120 minutes before or 120 minutes after
Flexible To Leave: 120 minutes before or 120 minutes after

VIEW MAP
VIEW MATCH LIST
VIEW / EMAIL MATCH LETTER
VIEW DIRECTIONS
MODIFY SEARCH

RIDEMATCH MAP



5.2 View Ridematch History

1. Click View Ridematch History.

RIDESHARE ADMINISTRATION - VIEW RIDEMATCH HISTORY - SEARCH COMMUTER

VIEW RIDEMATCH HISTORY

SEARCH COMMUTER

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

Home Phone Number:

Zip Code:

All Fields can be used to search commuters

Search Commuter
Clear

2. Search commuter by completing any of the search criteria and click **Search Commuter**.
3. Select commuter from commuter list box and click **View Match History**.

SEARCH COMMUTER

Select Commuter from List:
 R DOW - 108517
 R HENDERSON - 111734
 R JACKSON - 114162

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

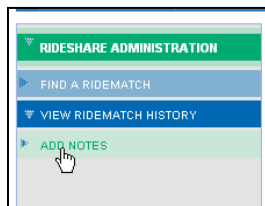
Home Phone Number:

Zip Code:

4. Commuter Ridematch History screen displays.

5.3 Add Notes

Add Notes is available after locating a commuter.



- Once you have clicked a pop-up displays allowing you to add notes and view notes created on this commuter.

ADD NOTES

Date Entered: 07/30/2010
 Commuter Id: 654146
 Commuter Name: TOM POLLERY
 Follow Up Required By: Date: (MM/DD/YYYY) Time:
 Contact Method: Mail
 Status:
 Enter Notes:

NOTES HISTORY

Date Entered	Entered By	Follow up Required By	Contact Method	Status	Notes

6. COMMUTER ADMIN

The commuter admin is the module that administrators will be able to access all commuter information as well as direct links to perform ride matches for any commuter registered in the CCRS program.

This page allows administrators do the following:

Add new commuters to the system

This allows administrators to assist commuters who would like to register but do not have access to an internet enabled computer.

Review existing commuters' information

Administrators can update or change any information in a commuter's record. This includes home and work addresses and publicly available information.

Change user name and passwords for commuters

User names and password can be instantly changed should the need arise.

Add/Remove commuters from the programs

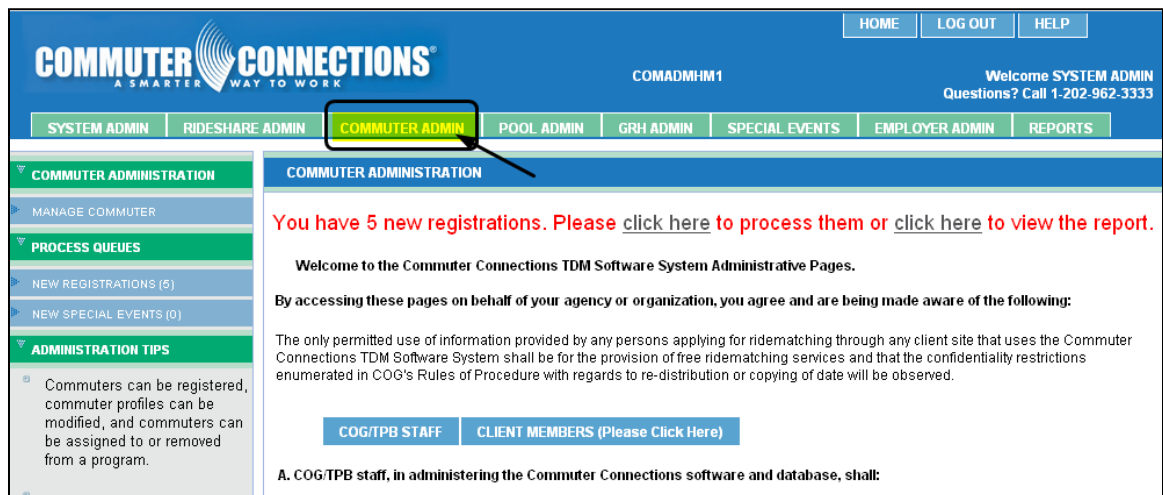
An administrator can allow commuters to join a ridesharing or GRH program using this module.

Generate commuter reports

Reporting functions are available to all administrators from a single report module.

6.1 Add Commuters

1. Click Commuter Admin from the top menu bar.



The screenshot shows the Commuter Connections TDM Software System Administrative Pages. The page has a blue header with the logo "COMMUTER CONNECTIONS A SMARTER WAY TO WORK" and the user ID "COMADMHM1". The header also includes links for "HOME", "LOG OUT", and "HELP". Below the header is a navigation menu with the following items: "SYSTEM ADMIN", "RIDESHARE ADMIN", "COMMUTER ADMIN" (highlighted with a yellow box and a black arrow), "POOL ADMIN", "GRH ADMIN", "SPECIAL EVENTS", "EMPLOYER ADMIN", and "REPORTS". The main content area is titled "COMMUTER ADMINISTRATION" and contains the following text:

You have 5 new registrations. Please [click here](#) to process them or [click here](#) to view the report.

Welcome to the Commuter Connections TDM Software System Administrative Pages.

By accessing these pages on behalf of your agency or organization, you agree and are being made aware of the following:

The only permitted use of information provided by any persons applying for ridesharing through any client site that uses the Commuter Connections TDM Software System shall be for the provision of free ridesharing services and that the confidentiality restrictions enumerated in COG's Rules of Procedure with regards to re-distribution or copying of data will be observed.

[COG/TPB STAFF](#) [CLIENT MEMBERS \(Please Click Here\)](#)

A. COG/TPB staff, in administering the Commuter Connections software and database, shall:

2. The **Search Commuter** page will display.

COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

HOME LOG OUT HELP

COMADMCS1 Welcome COMMUTER ADMIN
Questions? Call 1-202-962-3333

COMMUTER ADMIN REPORTS

COMMUTER ADMINISTRATION - MANAGE COMMUTER - SEARCH COMMUTER

MANAGE COMMUTER

SEARCH COMMUTER

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

Phone Number:

Zip Code:

All Fields can be used to search commuters

Search Commuter Add Commuter Clear

3. To add a new Commuter click **Add Commuter**

4. After clicking the **Add Commuter** button, the **Commuter Registration Form** displays. Enter the commuter information for all the required fields marked with an asterisk and click **Submit Form**. A confirmation displays.

COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

HOME LOG OUT HELP

COMADMCS1 Welcome COMMUTER ADMIN
Questions? Call 1-202-962-3333

COMMUTER ADMIN REPORTS

COMMUTER ADMINISTRATION - MANAGE COMMUTER - COMMUTER REGISTRATION FORM

MANAGE COMMUTER

MEMBER INFORMATION

APP FORM:

First Name: * MI:

Last Name: *

User Name: Example: johnDoe1 * Must be 8 to 12 alphanumeric characters

Password: Example: doe4john2 * Must be 8 to 12 alphanumeric characters

Confirm Password: * Must be same as Password

Password Recovery Question: * What is your favorite color?

Password Recovery Answer: * blue

CONTACT INFORMATION

I prefer to be addressed as: Mr Miss Ms Mrs

E-mail Address: user@domain.com

Confirm E-mail Address: user@domain.com

Home Phone Number: 111 -222 -3333

Cell Phone Number: 111 -222 -3333

Work Phone: 111 -222 -3333 Ext: 1212

HOME ADDRESS

Address Type: Home Address

Street Address: 123 Main St Apt #: 10

City: McLean

State: VIRGINIA Zip Code: 22101

Home Jurisdiction: FFX- Fairfax County

COMMUTE INFORMATION

Current Commute Mode: VRE/Metrorail

How did you learn about us? Voice Mail Messages

JOIN PROGRAMS

Select Programs: Guaranteed Ride Home (GRH) Rideshare (CCRS)

* Required Fields

Submit Form Clear Form

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE • Suite 300 • Washington, DC 20002
Phone: 1-800-745-RIDE • Fax: 202-962-3210 • E-mail: pdematching@mmcog.org

invalid certificate

6.2 Review and Edit Commuter Info

1. Click the **Manage Commuter** tab on the left side of the screen; the **Search Commuter** page will display.
2. Locate your commuter and click **Review Commuter Info**.

COMMUTER CONNECTIONS[®]
A SMARTER WAY TO WORK

HOME LOG OUT HELP

COMADMCS1 Welcome COMMUTER ADMIN
Questions? Call 1-202-962-3333

COMMUTER ADMIN REPORTS

COMMUTER ADMINISTRATION - MANAGE COMMUTER - SEARCH COMMUTER

SEARCH COMMUTER

Select Commuter from List:

- 2 LEVERING - 116608
- 3 LEVERING - 116895
- 4 LEVERING - 116896
- A AKINMUFIMI - 101018

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

Phone Number:

Zip Code:

Review Commuter Info Back to Search

3. The Update Member Information page will display. The Review Member Information bar on the left expands. The following options are available: *Member Information, Commute Information, Employer Information, Work Schedules, Program Association, Add Notes, and Information Request*. To edit any of the member information click the desired tab, make the change, and click **Save Changes**.

COMMUTER ADMINISTRATION - REVIEW COMMUTER INFO - UPDATE MEMBER INFORMATION

ACCOUNT INFORMATION

APP FORM: LQ002

Commuter Id: 609038

GRH Registration Id: 609038

Commuter CCRS Id: 609038

Commuter Status: Deleted

Date of Original Entry: 03/04/2009

Date Last Updated: 04/01/2010

Share my name with other registered commuters

First Name: ALONSO * MI: F

Last Name: CASTAÑO *

- **Member Information:** This page contains all commuter account information, home address, mailing address, and contact information.
- **Commute Information:** This page contains all commute information and carpool/vanpool preferences.
- **Employer Information:** This page contains all employer information. You may update employer information on this page by clicking **Update Employer**, search for the employer, selecting the employer from a list and click **Update Employer Info**.

If the employer is not in the system you may add the employer. It is important to search for the employer first.

- **Work Schedules:** This page contains work schedules including arrival and departure times.
- **Program Associations:** This page contains information on joining programs such as GRH and CCRS.
- **Add Notes:** You may add notes here on the commuter you are working with.
- **Information Request:** This page contains additional commute information and the ability to request information for the commuter.
- **Ridesharing:** You may also complete ridematching from here, refer to ridematching section for more information.

7. POOL ADMINISTRATION

The Pool Admin module allows administrators to create new carpools and vanpools, and/or remove Commuters from existing pools and change pool information. To access the Pool Admin module, login to the TDM Software system and click the Pool Admin button.

7.1 Managing an Existing Pool

Click the **Manage Pool** tab on the left side of the menu, a page will display consisting of options to **Search Pool** and **Add New Pool**.

- The Pool type can be *Carpool*, *Vanpool*, *Transit* or *Other* which can be selected from the dropdown list as shown below.

1. To manage an existing pool, enter the pool name in the designated field and click **Search Pool**. You may also search for a pool using a Commuter's name.

COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK

POOLADMP51

Welcome POOL ADMIN
Questions? Call 1-202-962-3333

POOL ADMIN

POOL ADMINISTRATION

MANAGE POOL

POOL ADMINISTRATION - MANAGE POOL - SEARCH POOL

SEARCH POOL

Pool Name:

Pool Type:

First Name:

Last Name:

City:

Zip Code:

All fields can be used to search pools

2. After searching for a pool a list of all pools that a Commuter is a member of will display.
3. When the pool you would like to manage is displayed, select it from the dropdown and click **Review Pool Info**.

COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK

POOLADMP51

Welcome POOL ADMIN
Questions? Call 1-202-962-3333

POOL ADMIN

POOL ADMINISTRATION

MANAGE POOL

POOL ADMINISTRATION - MANAGE POOL - SEARCH POOL

SELECT POOL

Select Pool From The List:

103954 - BTA_9693 -
104024 - HFD_632 -
104072 - MONT_10913 -
104084 - MONT_11301 -
104087 - MONT_11504 -
104119 - MONT_12176 -
104152 - MONT_1867 -
104201 - MONT_9163 -
104353 - SSG_626 -
100867 - MONT_8453 -

7.2 Updating Pool Information

Once the pool is selected a screen with Pool information will display. This screen can be used to update various pool information like the *Pool Type*, *Pool Status*, *Pool and Size*.

POOL ADMINISTRATION - MANAGE POOL - UPDATE POOL

UPDATE POOL INFORMATION

App Form:	<input type="text" value="SRIDE"/>	Created On:	04/14/2008
Pool ID:	101578	Pool Name:	SSG_6370
Pool Type:	<input type="text" value="Carpool"/> ←	Pool Max. Size:	<input type="text" value="4"/> ←
Pool Status:	<input type="text" value="ACTIVE"/> ↓ ←	Pool Current Size:	<input type="text" value="1"/>
Parking Space #:	<input type="text" value="1045"/>	Pool Start Date:	<input type="text"/>

UPDATE MEMBER INFORMATION

Select	Id	Member Name	Date Added	Days Pool Used	Primary Contact	Pool Preference
<input type="radio"/>	620098	JOHN CARLILE	11/13/2009	5	Y	Driver

7.3 Adding or Removing a Member to a Pool

1. Click Add New Member

POOL ADMINISTRATION - MANAGE POOL - UPDATE POOL

UPDATE POOL INFORMATION

App Form: Created On: 04/14/2008
Pool ID: 101578 Pool Name: SSG_6370
Pool Type: Pool Max. Size:
Pool Status: Pool Current Size:
Parking Space #: Pool Start Date:

UPDATE MEMBER INFORMATION

Select	Id	Member Name	Date Added	Days Pool Used	Primary Contact	Pool Preference
<input type="radio"/>	620098	JOHN CARLILE	11/13/2009	5	Y	Driver

2. After clicking **Add New Member**, the **Add New Member** will display.

3. If the member is not listed, click **Back to Search** and search for the commuter you would like to add by completing any one of the search fields.

4. Click **Search Commuters**.

COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

POOLADMMMC1

Welcome POOL_ADMIN
Questions? Call 1-202-962-3333

POOL ADMIN

POOL ADMINISTRATION - MANAGE POOL - ADD NEW MEMBER

POOL INFORMATION

AppForm: 104072 Created on: 04/14/2008
Pool ID: 104072 Pool Name: MONT_10913
Pool Type: Other Pool Maximum Size: 2
Pool Status: Inactive Pool Current Size: 0

SEARCH COMMUTERS
Please search for the commuter.

First Name:
Last Name:
Email Address:
Phone Number:
Zip Code:

- The results of the search will display with the following details: *No. of Days Pool Used, Pool Preference and Primary Contact*. Select the commuter and click **Add Member**.

COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK

POOLADMINC1

Welcome POOL ADMIN
Questions? Call 1-202-962-3333

POOL ADMIN

POOL ADMINISTRATION - MANAGE POOL - ADD NEW MEMBER

POOL INFORMATION

AppForm: 104072 Created on: 04/14/2008
 Pool ID: 104072 Pool Name: MONT_10913
 Pool Type: Other Pool Maximum Size: 2
 Pool Status: Inactive Pool Current Size: 0

SELECT COMMUTER

Please select the commuter, member information/preferences and click on 'Add Member' button.

COMMUTER CONNECTIONS - 600753
 K CONNECTIONS - 99011011

No of Days Pool Used: 5
 Set as Primary Contact: Yes
 Set Pool Preference: Driver

Add Member Back to Search

- The Updated information of the new Member is shown below. The new member can be removed from the list by clicking the radio button next to the commuter and clicking **Remove Member**.

COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK

POOLADMPU1

Welcome POOL ADMIN
Questions? Call 1-202-962-3333

POOL ADMIN

POOL ADMINISTRATION - MANAGE POOL - UPDATE POOL

UPDATE POOL INFORMATION

App Form: 104072 Created On: 04/14/2008
 Pool ID: 104072 Pool Name: MONT_10913
 Pool Type: Other Pool Maximum Size: 2
 Pool Status: Inactive Pool Current Size: 1
 Parking Space #:

Save Changes Cancel Changes Back to Search

UPDATE MEMBER INFORMATION

Select	Id	Member Name	Date Added	Days Pool Used	Primary Contact	Pool Preference
<input type="radio"/>	600753	COMMUTER CONNECTIONS	09/12/2008	5	Y	Driver

Add New Member Update Member Remove Member Clear

7.4 Add a New Pool

1. Select **Manage Pool** tab located on left side menu bar.
2. Click **Add New Pool**.

POOL ADMINISTRATION - MANAGE POOL - SEARCH POOL

SEARCH POOL

Pool Id:

Pool Name:

Pool Type: All

Pool Status:

Pool Creation Date: To

First Name:

Last Name:

City:

Zip Code:

All fields can be used to search pools

3. The Enter New Pool Information screen will display. Complete the information in the following fields: *Pool Type, Pool Maximum Size, Pool Status, and Parking Space # (if applicable)*. Click **Create Pool**.

COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK

POOLADMPC1

Welcome POOL ADMIN
Questions? Call 1-202-962-3333

HOME LOG OUT HELP

POOL ADMIN

POOL ADMINISTRATION - MANAGE POOL - CREATE POOL

ENTER NEW POOL INFORMATION

App Form:

Pool Id: 151261

Pool Name: POOL_151261 (Modify this to give a name to the pool)

Pool Type: Carpool

Pool Maximum Size:

Pool Status: Active

Parking Space #:

4. Your new Pool is created.

You may now add Commuters to your carpool by clicking add new member. This will bring up the familiar Search Commuter screen. You should enter the Commuter's information in this screen and click **Search Commuter**. This will bring up the **Select Commuter Screen**. Refer to 6.1.2 for more information on Adding Commuters to a Pool.

Note: When adding members make sure to set the Driver/Passenger option and number of days the pool is used.

7.5 Adding Notes

- To add Notes click 'Add Notes' tab located on the left side menu bar.

The screenshot shows the 'COMMUTER CONNECTIONS' web application interface. The top navigation bar includes 'HOME', 'LOG OUT', and 'HELP' buttons. The user is logged in as 'POOLADMIN1'. The main content area is titled 'POOL ADMINISTRATION - MANAGE POOL - UPDATE POOL'. The left sidebar menu has 'ADD NOTES' highlighted with a blue circle and an arrow. The main content area displays 'UPDATE POOL INFORMATION' with the following fields:

App Form:	<input type="text"/>	Created On:	04/14/2008
Pool ID:	104072	Pool Name:	MONT_10913
Pool Type:	Other	Pool Maximum Size:	2
Pool Status:	Inactive	Pool Current Size:	1
Parking Space #:	<input type="text"/>		

At the bottom of the form are three buttons: 'Save Changes', 'Cancel Changes', and 'Back to Search'.

- A popup will display allowing the user to add notes on a Pool.

The screenshot shows a 'NOTES HISTORY' table with the following data:

Date Entered	Notes

8. GRH ADMIN

The GRH Program is a free service that provides peace of mind to commuters during unexpected emergency situations. The service provides a specific amount of ride homes to commuters participating in the program. There are some restrictions to using the GRH program and they are in the Participation Guidelines.

Within the GRH Admin module has the following options: *Process Registrants, Create Trip Requests, Process Trip Requests, Process Invoices, Process Vouchers, OTE Registration and Review Rides Available.*

The screenshot shows the main interface of the GRH Admin module. At the top, there is a navigation bar with tabs for SYSTEM ADMIN, RIDESHARE ADMIN, COMMUTER ADMIN, POOL ADMIN, GRH ADMIN (which is highlighted), SPECIAL EVENTS, EMPLOYER ADMIN, and REPORTS. Below this is a sidebar menu for GRH ADMINISTRATION with options: PROCESS REGISTRATIONS, CREATE TRIP REQUESTS, PROCESS TRIP REQUESTS, PROCESS INVOICES, PROCESS VOUCHERS, OTE REGISTRATION, and REVIEW RIDES AVAILABLE. The main content area is titled 'GUARANTEED RIDE HOME ADMINISTRATION' and contains a welcome message: 'Welcome to the Commuter Connections Guaranteed Ride Home Program Administrative Pages!'. Below the welcome message, there is a section titled 'I. Guaranteed Ride Home Procedures and Reminders' with two sub-points: 'a. Proper phone answering prompt: "Good morning/Good afternoon. Commuter Connections Guaranteed Ride Home program. How can I help you?"' and 'b. Procedure for requesting clarification regarding trip approvals/denials: i. Order of COG staff to contact regarding clarification regarding trip approval/denial questions:'.

8.1 Process Registrants & Create Trips

1. Click **Process Registrants**. Enter search criteria and click **Process Queue**.

The screenshot shows the 'PROCESS REGISTRATIONS' page within the GRH Admin module. The sidebar menu is expanded to show 'PROCESS REGISTRATIONS' as the selected option. The main content area is titled 'GUARANTEED RIDE HOME ADMINISTRATION - PROCESS REGISTRATIONS - COMMUTER SEARCH'. It features a 'SEARCH REGISTRATIONS' section with the following fields: 'Registration Date' (with a date range from 07/01/2010 to 07/30/2010 and a MM/DD/YYYY format hint), 'Registration Status' (a dropdown menu set to 'All'), 'Commuter Id' (a text input field), 'Commuter First Name' (a text input field), 'Commuter Last Name' (a text input field), and 'Commuter Email' (a text input field). Below the search fields is a 'SORT REGISTRATIONS' section with a 'Sort By' dropdown menu set to 'Registration Date'. At the bottom of the search area, there is a 'Process Queue' button and a 'Clear' button. A black arrow points to the 'Process Queue' button. A green note at the bottom right of the search area states 'All fields can be used to search'.

2. Select commuter and click **Process Registration**.

3. The registrant process page displays. Enter information click **Create Trip Request**.

- The Create Trip Request page displays. Enter reason for Ride Request and click **Submit Trip Request**.

RIDE INFORMATION

Ride Request Date: 07/30/2010 **Time:** 4:42 PM

Reason For Ride Request: Child Care Conflict *

Special Instructions:

COMMUTER RIDE SUMMARY (*Excluding current ride request)

Rides Allowed	Rides Requested*	Rides Completed
4	0	0

* Required Fields

Submit Trip Request Back To Search

- The Process Trip Request page displays. Click **Process Trip Request** or if changes need to occur click **Back to Request**.

GUARANTEED RIDE HOME ADMINISTRATION - TRIP REQUEST CONFIRMATION

Request for ride home has been submitted successfully. You may continue processing the request and arrange a 'Process Trip Request'.

TRIP REQUEST DETAILS

Commuter Name: DENISE HINER

Work Phone: 202-466-8888 Extn:

Cell Phone: --

Email: DHINER@FLATHERPERKINS.NET

Ride Request Date: 07/30/2010 **Time:** 4:42 PM

Reason For Ride Request: Child Care Conflict

Special Instructions:

COMMUTER RIDE SUMMARY (*Including current ride request)

Rides Allowed	Rides Requested*	Rides Completed
4	1	0

Process Trip Request Back To Request

6. The Process Trip Request page displays with Trip Request Details. You must Add Leg to plan the trip.

TRIP REQUEST DETAILS			
Authorization #:	A384735	Authorization Date:	07/30/2010
Commuter Name:	DENISE HINER	Commuter Id:	112946
Work Phone:	202-466-8888 Extn:	Supervisor's Name:	BRUCE PERKINS
Cell Phone:	--	Supervisor's Phone:	202-466-8888 Extn:
GRH Status:	Re-registrant	Registration Date:	07/01/2008
Rides Available:	<input type="text" value="4"/>	Expiration Date:	06/30/2009
Request Date:	<input type="text" value="07/30/2010"/>	Time:	4:42:PM
		Request Status:	<input type="text" value="Requested"/>
Trip Request Reason:	Child Care Conflict	One Time Exception:	<input type="text" value="No"/>
	Click on 'View Location' links below to view the nearest Enterprise Locations.		
Work Address:	888 17TH ST NW WASHINGTON DC 20006	View Location	
Home Address:	9613 LOW MEADOW DRIVE GAITHERSBURG MD 20882	View Location	
Special Instructions:	<input type="text"/>		
Charge No Show Fee:	<input type="checkbox"/> Check here to charge one trip, if a GRH Member is late for his/her taxi.		
<input type="button" value="Save Changes"/>		<input type="button" value="Cancel Changes"/>	
TRIP PLANNER		TRIP DATE: 07/30/2010	
Trip is not planned for this request. Click on 'Add Leg' button to create a ride leg.			
<input type="button" value="Add Leg"/>			

7. Enter the information and click **Save Leg(s)**. You may also add another or delete a leg. To delete, select the leg and click **Delete Leg**.

TRIP PLANNER		TRIP DATE: 07/30/2010	
<input type="checkbox"/> LEG #:	1	LEG ID:	384735-15
		LEG STATUS:	<input type="text" value="Requested"/>
Provider Name:	<input type="text" value="Alexandria Yellow"/>	Estimated Distance in Miles:	<input type="text"/>
Pickup Location:	<input type="text" value="888 17TH ST NW WASHINGTON DC"/>	Pickup Time:	<input type="text"/> : <input type="text"/> : <input type="text" value="AM"/>
Drop-off Location:	<input type="text"/>	Drop-off Time:	<input type="text"/> : <input type="text"/> : <input type="text" value="AM"/>
<input type="button" value="Add Leg"/>		<input type="button" value="Save Leg(s)"/>	
		<input type="button" value="Delete Leg"/>	
Created New Leg Successfully.			

8.2 Process Invoices and Vouchers

Click Process Invoices on the left side. You may search by trips or invoices.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES

[SEARCH TRIPS / INVOICES](#)

Provider Name: Alexandria Yellow

Ride/Invoice Date: 07/01/2010 to 07/30/2010

Commuter First Name:

Commuter Last Name:

Commuter Id:

User Name:

Trip Authorization #:

Trip Reason:

[SORT TRIPS / INVOICES](#)

Sort By: Provider Name

8.2.1 Searching Invoices

1. Enter the search criteria and click **Search Invoices**.
2. Select your invoice and click **View Invoice Details**.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES - INVOICES LIST

[SELECT INVOICE](#)

Select	Invoice Id	Invoice Number	Provider Name	Date Submitted	Amount
<input checked="" type="radio"/>	100279	sd23245	Alexandria Yellow	07/02/2009	\$45.00
<input type="radio"/>	100280	1000	Alexandria Yellow	10/16/2009	\$23.00

3. The Invoice Details page displays.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES - INVOICE DETAILS									
INVOICE DETAILS									
Invoice Number:	1000	Date Submitted:	10/16/2009						
Invoice Amount:	\$23.00	Date Received:	10/16/2009						
Invoice Id:	100280	Invoice Status:	Submitted						
PROVIDER DETAILS									
Provider ID:	100001	Provider Name:	Alexandria Yellow						
Provider Type:	Cab Services								
RIDE LEGS ASSOCIATED TO THIS INVOICE									
	Ride Date	Ride Time	Status	Leg #	Commuter Name	Miles	Amount	Proc Date	
1	10/16/2009	4:32:PM	Invoiced	384725-58	JOHN GAMBLE	0	\$23.00	10/16/2009	
<input type="button" value="Back to Queue"/> <input type="button" value="Back to Search"/>									

4. To process click the Leg # and the Process Invoices page displays.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES - PROCESS RIDE LEG									
COMMUTER DETAILS									
Commuter Name:	JOHN GAMBLE	Commuter Id:	107729						
Home Phone:	703-777-1358	Work Phone:	202-722-2000 Extn: 31						
Home Address:	946 RHONDA PLACE SE LEESBURG VA 20175								
Work Address:	2002 11TH STREET NW WASHINGTON DC 20001								
PROVIDER DETAILS									
Provider ID:	100001	Provider Name:	Alexandria Yellow						
Provider Type:	Cab Services								
RIDE DETAILS									
Authorization #:	A384725	Ride Reason:	Child Care Conflict						
Ride Date:	10/16/2009	Ride Time:	4:32:PM						
Ride Leg:	8	Ride Status:	Processed <input type="button" value="v"/>						
Ride Origin:	2002 11TH STREET NW WASHINGTON DC								
Ride Destination:	HOME								
Ride Amount:	\$ 23.00 <input type="text"/>								
PROCESSED BY: sysadmin					PROCESSED ON: 10/16/2009				
<input type="button" value="Back to Invoice"/> <input type="button" value="Back to Queue"/>									

8.2.2 Processing Invoices

1. From the Process Invoices search page, enter data and click **Search Trips**.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES

SEARCH TRIPS / INVOICES

Provider Name: Alexandria Yellow

Ride/Invoice Date: 08/01/2010 to 08/02/2010

Commuter First Name:

Commuter Last Name:

Commuter Id:

User Name:

Trip Authorization #:

Trip Reason:

SORT TRIPS / INVOICES

Sort By: Provider Name

2. The Process Invoices page displays. Click the leg # of the trip you would like to process.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES - SELECT TRIPS

PROCESS RIDE LEG(S)

There are no processed ride leg(s) to create invoice. To process, click on the links provided for Leg #s.

	Provider Name	Ride Date	Time	Status	Leg #	Commuter Name	Amount
<input type="checkbox"/>	Alexandria Yellow	08/22/2010	4:12:PM	No Show	384728-93	D CROSS	\$5.00

- The Process Invoice page displays. Enter the ride amount and ride status and click **Save Changes**. This will process the invoice.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS INVOICES - PROCESS RIDE LEG

COMMUTER DETAILS

Commuter Name:	D CROSS	Commuter Id:	106541
Home Phone:	301-805-7171	Work Phone:	301-405-5936 Extn:
Home Address:	12714 KESWICK BOWIE MD 20715		
Work Address:	3120 BSB #296 STE Univ. of MD COLLEGE PARK MD 20742		

PROVIDER DETAILS

Provider ID:	100001	Provider Type:	Cab Services
Provider Name:	Alexandria Yellow		

RIDE DETAILS

Authorization #:	A384728	Ride Reason:	Missed Pool
Ride Date:	06/22/2010	Ride Time:	4:12:PM
Ride Leg:	3	Ride Status:	Processed <input type="button" value="v"/>
Ride Origin:	UNIV. OF MD COLLEGE PARK MD 20742		
Ride Destination:	KESWICK BOWIE MD 20715		
Ride Amount:	\$ <input style="width: 100px;" type="text" value="5.00"/>		

PROCESSED BY: sysadmin
PROCESSED ON: 08/02/2010

8.2.3 Process Vouchers

- Select Process Vouchers from the menu bar on the left.

GRH ADMINISTRATION

- PROCESS REGISTRATIONS
- CREATE TRIP REQUESTS
- PROCESS TRIP REQUESTS
- PROCESS INVOICES
- PROCESS VOUCHERS
- OTE REGISTRATION

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS VOUCHERS

SEARCH RIDES

Provider Name:	<input style="width: 90%;" type="text"/>
Ride Date:	<input style="width: 20%;" type="text" value="08/01/2010"/> to <input style="width: 20%;" type="text" value="08/02/2010"/>
Commuter First Name:	<input style="width: 90%;" type="text"/>
Commuter Last Name:	<input style="width: 90%;" type="text"/>
Commuter Id:	<input style="width: 60%;" type="text"/>
User Name:	<input style="width: 60%;" type="text"/>
Trip Authorization #:	<input style="width: 60%;" type="text"/>
Trip Reason:	<input style="width: 90%;" type="text"/>

2. Enter search criteria and click **Search Trips**.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS VOUCHERS

SEARCH RIDES

Provider Name:
 Ride Date: to
 Commuter First Name:
 Commuter Last Name:
 Commuter Id:
 User Name:
 Trip Authorization #:
 Trip Reason:

SORT RIDES

Sort By:

3. Select the desired voucher from the Process Vouchers list and click **Create Voucher**.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS VOUCHERS - SELECT TRIP

SELECT TRIP

Select	Ride Date	Ride Status	Auth #	Commuter Id	Commuter Name	Provider Name	Leg #
<input checked="" type="radio"/>	08/31/2009	Completed	A384724	600684	H. PAUL MOON	Enterprise Rent-A-Car	384724-13

4. Enter voucher detail information and click **Submit Voucher**.

GUARANTEED RIDE HOME ADMINISTRATION - PROCESS VOUCHERS - CREATE NEW VOUCHER			
VOUCHER DETAILS			
Voucher Number:	Not Assigned	Date Recieved:	08/02/2010 MM/DD/YYYY
Voucher Status:	New	Date Approved:	08/02/2010 MM/DD/YYYY
Voucher Amount:	\$ <input type="text" value="45"/> 45 or 45.65	Date Submitted:	08/02/2010 MM/DD/YYYY
COMMUTER DETAILS			
Commuter Name:	CHERYL HOWARD	Commuter ID:	112359
Home Phone:	301-514-8861	Work Phone:	-- Extn:
Home Address:	6370 CLARIDGE DR N FREDERICK MD 21701		
Work Address:	1299 PENNSYLVANIA AVENUE NW WASHINGTON DC DC 22205		
PROVIDER DETAILS			
Provider Name:	Metro	Provider ID:	100008
Provider Type:	Cab Services		
RIDE DETAILS			
Authorization #:	A381928	Ride Reason:	OT
Ride Date:	08/07/2008	Ride Time:	9:30:PM
Ride Leg:	381928-64	Ride Status:	Completed
Ride Origin:	METRO CTR		
Ride Destination:	SHADY GROVE		
<input type="button" value="Submit Voucher"/>		<input type="button" value="Back to Queue"/>	

5. A message stating *Submitted Voucher successfully* displays at the bottom of the page.

9. SPECIAL EVENTS

The Special Events module allows commuters to find ridematches to special events in their area.

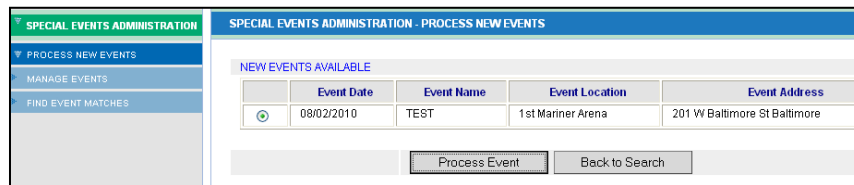
9.1 Process New Events

When events are added by a lower level admin they need to be approved before a commuter can register.

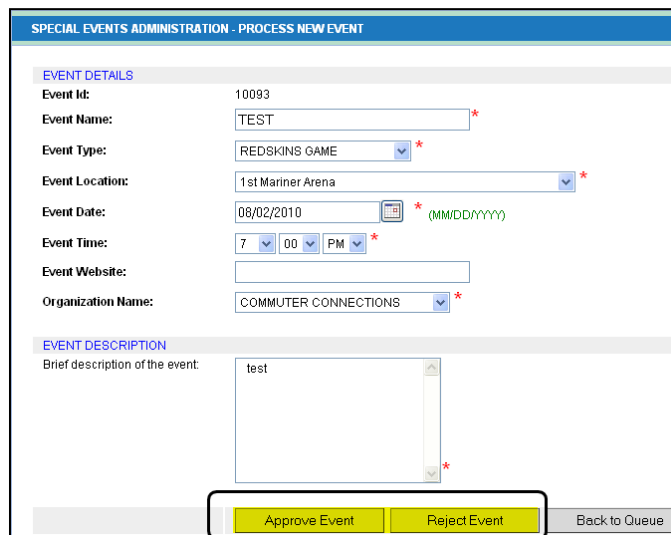
1. Select Process New Events on the right side menu bar.



2. Select the event you would like to process by clicking in the radio button and click **Process Event**.



3. The Process New Event page displays. Select **Approve Event** or **Reject Event**. A confirmation message displays. Once the event is approved it will be available to commuters.

A screenshot of the "SPECIAL EVENTS ADMINISTRATION - PROCESS NEW EVENT" page. The page displays the following form fields:

- EVENT DETAILS**
- Event Id: 10093
- Event Name: TEST *
- Event Type: REDSKINS GAME *
- Event Location: 1st Mariner Arena *
- Event Date: 08/02/2010 * (MM/DD/YYYY)
- Event Time: 7:00 PM *
- Event Website: *
- Organization Name: COMMUTER CONNECTIONS *
- EVENT DESCRIPTION**
- Brief description of the event: test *

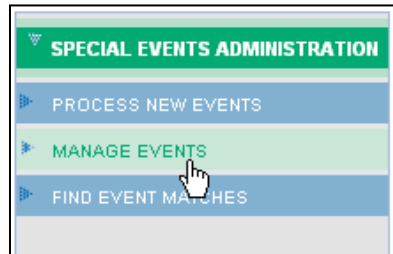
At the bottom of the page are three buttons: "Approve Event", "Reject Event", and "Back to Queue".

9.2 Manage Events

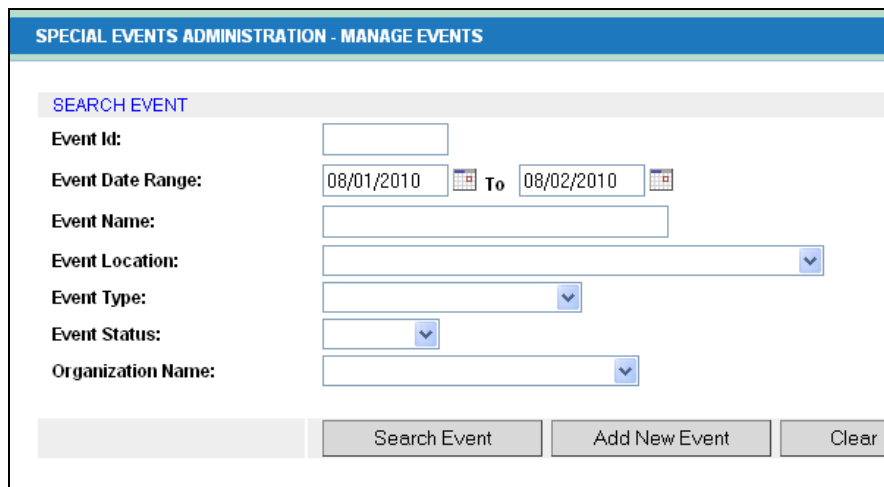
Manage Events allows you to Search, Edit and Add new events.

9.2.1 Searching and Editing Events

1. Click Manage Events.

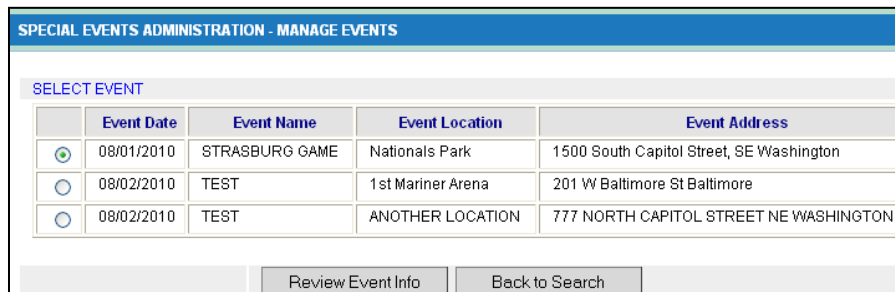


2. The Search screen displays. Enter information on the event you are searching and click **Search Event**.

A screenshot of the "SEARCH EVENT" form. The form includes fields for "Event Id:", "Event Date Range:" (with a date range of 08/01/2010 to 08/02/2010), "Event Name:", "Event Location:", "Event Type:", "Event Status:", and "Organization Name:". Below the form are three buttons: "Search Event", "Add New Event", and "Clear".

Event Id:	Event Date Range:	Event Name:	Event Location:	Event Type:	Event Status:	Organization Name:
<input type="text"/>	08/01/2010 To 08/02/2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Select the desired event and click **Review Event Info**.

A screenshot of the "SELECT EVENT" table. The table has columns for "Event Date", "Event Name", "Event Location", and "Event Address". The first row is selected, indicated by a green circle in the first column. Below the table are two buttons: "Review Event Info" and "Back to Search".

	Event Date	Event Name	Event Location	Event Address
<input checked="" type="radio"/>	08/01/2010	STRASBURG GAME	Nationals Park	1500 South Capitol Street, SE Washington
<input type="radio"/>	08/02/2010	TEST	1st Mariner Arena	201 W Baltimore St Baltimore
<input type="radio"/>	08/02/2010	TEST	ANOTHER LOCATION	777 NORTH CAPITOL STREET NE WASHINGTON

4. The Event Info page displays. You can update the event here by changing information and clicking **Update Event**.

SPECIAL EVENTS ADMINISTRATION - UPDATE EVENT

EVENT DETAILS

Event Id: 10090

Event Name: STRASBURG GAME *

Event Type: NATIONALS GAME *

Event Location: Nationals Park *

Event Date: 08/01/2010 To

Event Time: 1 00 AM *

Event Status: ACTIVE *

Event Website:

Organization Name: COMMUTER CONNECTIONS *

EVENT DESCRIPTION

Brief description of the event: test *

Update Event Back to Queue

9.2.2 Add Events

1. From the Manage Events page click **Add New Event**.

SPECIAL EVENTS ADMINISTRATION - MANAGE EVENTS

SEARCH EVENT

Event Id:

Event Date Range: 08/01/2010 To 08/02/2010

Event Name:

Event Location:

Event Type:

Event Status:

Organization Name:

Search Event Add New Event Clear

2. The Create Event page displays. Enter the information and click **Create Event**.

SPECIAL EVENTS ADMINISTRATION - CREATE EVENT

EVENT LOCATION

Event Location:
Add New Location

EVENT DETAILS

Event Name: *

Event Type: REDSKINS GAME *
Event Date: 08/02/2010
Event Time: 1 00 AM *
Event Status: ACTIVE
Event Website:
Organization Name: COMMUTER CONNECTIONS *

EVENT DESCRIPTION

Please provide a brief description of the event: *

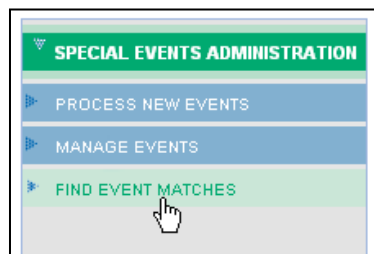
Create Event Cancel

3. A confirmation will display on the bottom of the screen. If the event doesn't require approval it will be available to commuters for special event ridematching.

9.2.3 Event Matching

You may find matches for commuters just as you did in the ridematching section.

1. Click **Find Event Matches**.



2. Enter commuter information and click **Search Commuter**.

SPECIAL EVENTS ADMINISTRATION - SEARCH COMMUTER

SEARCH COMMUTER

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

Home Phone Number:

Zip Code:

All Fields can be used to search commuters

3. Select commuter from list if search returns more than one commuter. Click **Find Event Matches**.

SEARCH COMMUTER

Select Commuter from List:
ALAA ELSAKHAWI - 106375
ALAA ELSAKHAWI - 380908
ALAIN DEVERGIE - 106482

Commuter Id:

User Name:

First Name:

Last Name:

Email Address:

Home Phone Number:

Zip Code:

- Select the event the commuter would like to find a ridematch by clicking in the radio button. Set the radius around start address and click **Find Matches**.

STEP 1: SELECT THE EVENT

The events available are displayed below. You may select an event as a destination point. This event will be added to the commuter's event profile.

DATE	EVENT NAME	EVENT LOCATION	VIEW	SELECT
08/03/2010	THE LAST LECTURE	American University 4400 Massachusetts Avenue NW Washington DC	<input checked="" type="checkbox"/>	<input type="radio"/>
08/04/2010	BLONDIE CONCERT	State Theatre 220 N. Washington St Fall Church VA	<input checked="" type="checkbox"/>	<input type="radio"/>

STEP 2: SELECT STARTING ADDRESS

The commuter's address profile is shown below. By default, park and ride lots close to home and work addresses are displayed in the address profile. You may select any of the locations as a starting point.

TYPE	ADDRESS NAME	ADDRESS	VIEW	SELECT
HOME		4901 SEMINARY RD ALEXANDRIA, VA 22311	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
WORK		7950 TYSONS CORNER CENTER MCLEAN VA 22102	<input checked="" type="checkbox"/>	<input type="radio"/>
PARK&RIDE	WASHINGTON-LEE	N. QUINCY ST. & N. 15TH ST. ARLINGTON VA	<input checked="" type="checkbox"/>	<input type="radio"/>
PARK&RIDE	EAST FALLS CHURCH METRO STATION	I-66 & NORTH SYCAMORE ST ARLINGTON VA	<input checked="" type="checkbox"/>	<input type="radio"/>
PARK&RIDE	BALLSTON PUBLIC PARKING GARAGE	N. GLEBE ROAD. & RANDOLPH ST. ARLINGTON VA	<input checked="" type="checkbox"/>	<input type="radio"/>
PARK&RIDE	FOUR MILE RUN	COLUMBIA PIKE & FOUR MILE RUN DR. ARLINGTON VA	<input checked="" type="checkbox"/>	<input type="radio"/>
PARK&RIDE	HUNTINGTON METRO STATION	HUNTINGTON AVE & FENWICK DR FAIRFAX VA	<input checked="" type="checkbox"/>	<input type="radio"/>

STEP 3: FIND MATCHES

Select the radius around the start address and click on the 'Find Matches' button to view the matches for the event.

Search Radius Around Start Address: miles

- A map with possible matches appears. Refer to Ridematching section for more details on ridematching.

10. EMPLOYER ADMIN

Employer Administration allows you to manage employers and their locations. It has the capability to merge employers in efforts to delete any duplicate employer information.

- Select Employer Admin from the menu bar to access the Employer Admin module. To manage Employers, select Manage Employer from the menu bar on the left side.

The screenshot displays the Commuter Connections web application interface. At the top, the logo reads "COMMUTER CONNECTIONS A SMARTER WAY TO WORK". The user is logged in as "EMPADMHM1" and is greeted with "Welcome SYSTEM ADMIN Questions? Call 1-202-962-3333". A navigation menu includes "SYSTEM ADMIN", "RIDESHARE ADMIN", "COMMUTER ADMIN", "POOL ADMIN", "GRH ADMIN", "SPECIAL EVENTS", "EMPLOYER ADMIN" (highlighted with a mouse cursor), and "REPORTS".

The left sidebar contains a tree view with "EMPLOYER ADMINISTRATION" expanded, showing "MANAGE EMPLOYER" (indicated by a blue arrow) and "EMPLOYER OUTREACH (ACT)". Below this are "PROCESS QUEUES" with "NEW REGISTRATIONS (5)" and "NEW SPECIAL EVENTS (0)".

The main content area is titled "EMPLOYER ADMINISTRATION" and contains the following text:

Welcome to the Commuter Connections TDM Software System Administrative Pages.

By accessing these pages on behalf of your agency or organization, you agree and are being made aware of the following:
The only permitted use of information provided by any persons applying for ridematching through any client site that uses the Commuter Connections TDM Software System shall be for the provision of free ridematching services and that the confidentiality restrictions enumerated in COG's Rules of Procedure with regards to re-distribution or copying of data will be observed.

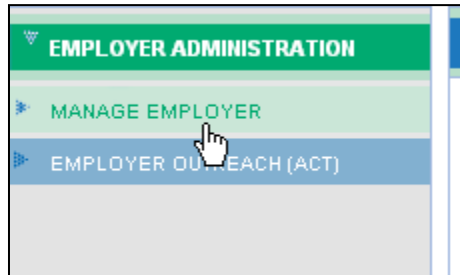
Buttons for "COG/TPB STAFF" and "CLIENT MEMBERS (Please Click Here)" are visible.

A. COG/TPB staff, in administering the Commuter Connections software and database, shall:

1. Provide client members the Commuter Connections TDM Software software for ridematching purposes and provide access to the master database for each client member, except when software or hardware maintenance is necessary.
2. Notify software users in advance of any upcoming hardware or software maintenance.
3. Notify all software users when the server or master database is not accessible or online application on the Commuter Connections website is not functional.
4. Staff the 1-800-745-RIDE and 202-783-POOL lines for a minimum of 7 1/2 hours per day Monday through Friday, excluding COG holidays. An answering machine will be used to answer the telephone after hours and during staff breaks.
5. Maintain the Commuter Connections website ridematching application, process applications received on a daily basis, and provide daily notifications of applications received to clients for their follow up.
6. Forward calls and hard copy applications received from the public to the local client serving the home jurisdiction of the caller.
7. Enter into the ridematching system requests for ridematching received by telephone at the time of the call, and from applications received by mail within 1 business day from receipt. Produce and mail or email match letters for each applicant on the following day following applicant data entry, unless a member requests that no mailing take place.
8. Each month, purge the database on the COG server of applicants whose expiration date has been reached. At least 15 days prior to the purge, a letter will be mailed or emailed to each commuter with an expiration date in the purge month offering to update the commuter's record. A listing of commuters with expiring records will be sent to each client site 30 days prior to the purge, or sooner.

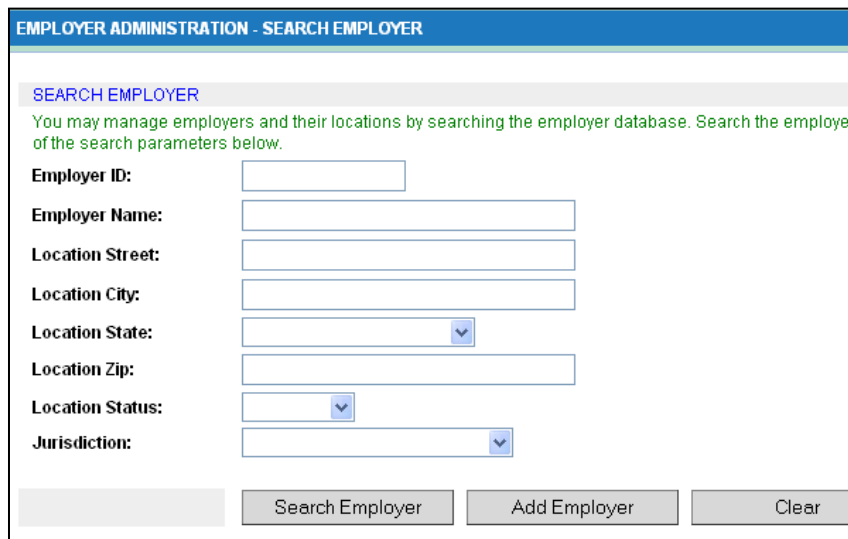
10.1 Manage Employers:

1. Click Manage Employer



2. Search for employer by entering any of the following information; *Employer ID, Employer Name, Street, City, State, Zip, Location Status, or Jurisdiction*. Click **Search Employer**.

Note: The less search information you enter will yield more results.

A screenshot of a search form titled "EMPLOYER ADMINISTRATION - SEARCH EMPLOYER". The form has a blue header bar with the title. Below the header, there is a section titled "SEARCH EMPLOYER" with a sub-header "SEARCH EMPLOYER" and a green instruction: "You may manage employers and their locations by searching the employer database. Search the employer of the search parameters below." The form contains several input fields: "Employer ID:" (text box), "Employer Name:" (text box), "Location Street:" (text box), "Location City:" (text box), "Location State:" (dropdown menu), "Location Zip:" (text box), "Location Status:" (dropdown menu), and "Jurisdiction:" (dropdown menu). At the bottom of the form, there are three buttons: "Search Employer", "Add Employer", and "Clear".

- Select the employer by clicking in the radio button beside the desired employer, then click **Review Employer**.

Note: If the desired employer is not listed click *Return to Search* and broaden your search criterion.

If you are looking to *Merge Employers*, refer to section *Merge Employers*.

- To **manage** the employer information and locations, select the employer and click on the 'Review Employer' button.
- To **clean up** the employer, select the duplicate or incorrect employer and click on the 'Merge Employer' button.
- To **delete** any obsolete employers (with no employees associated), click on the 'x' button next to the employer.

SELECT EMPLOYER				
select	Emp Id	Employer Name	Employees	Employer Locations
<input type="radio"/>	520036	BASE TECHNOLOGIES, INC	12	<ul style="list-style-type: none"> ▪ BaseTech HQ 1749 OLD MEADOW ROAD, STE 500 MCLEAN VA 22102

Review Employer
Merge Employer
Back to Search

- Once you have selected the employer a screen will open and you may *update employer name, add a new location, merge location, review location, or go back to Search feature.*

EMPLOYER ADMINISTRATION - REVIEW EMPLOYER

EMPLOYER INFORMATION

Employer Id: 540441

Employer Name: *

Created on 08/18/2006 and Last Updated on 08/18/2006

Update Name
Back to Search

EMPLOYER LOCATIONS

Select	Location Id	Location Address	Status	Employees
<input type="radio"/>	16344537	777 N CAPITOL ST NE, STE 300 WASHINGTON DC 20002	A	12
<input type="radio"/>	6440016	CPAS 777 NORTH CAPITOL ST NE, 300 WASHINGTON DC 20002	A	24

Add New Location
Merge Location
Review Location

- To *update the name*:
Change the employer name and click **Update Name**.

EMPLOYER INFORMATION	
Employer Id:	520036
Employer Name:	BASE TECHNOLOGIES, INC *
Created on 09/27/2007 and Last Updated on 03/01/2010	
<input type="button" value="Update Name"/> <input type="button" value="Back to Search"/>	

- To *Add a new location*:
Click , enter new location and click *Save Location*.
Note: This location will be associated with the location you just located.
In this example if you add a new location it will be associated to Base Technologies, Inc Employer ID 520036

EMPLOYER INFORMATION	
Employer Id:	520036
Employer Name:	BASE TECHNOLOGIES, INC
NEW LOCATION INFORMATION	
Location Name:	<input type="text"/>
Location Street:	<input type="text"/> *
Location Suite:	<input type="text"/>
Location City:	<input type="text"/> *
Location State:	<input type="text"/> ▼ *
Location Zip:	<input type="text"/> *
Location Status:	ACTIVE ▼
Jurisdiction:	<input type="text"/> ▼
* Required Fields	<input type="button" value="Save Location"/> <input type="button" value="Back to Employer"/>

- To **Merge a Location**:

1. Select the location you would like to merge and click **Merge Location**. This will be the “incorrect or bad” location you would like to remove.

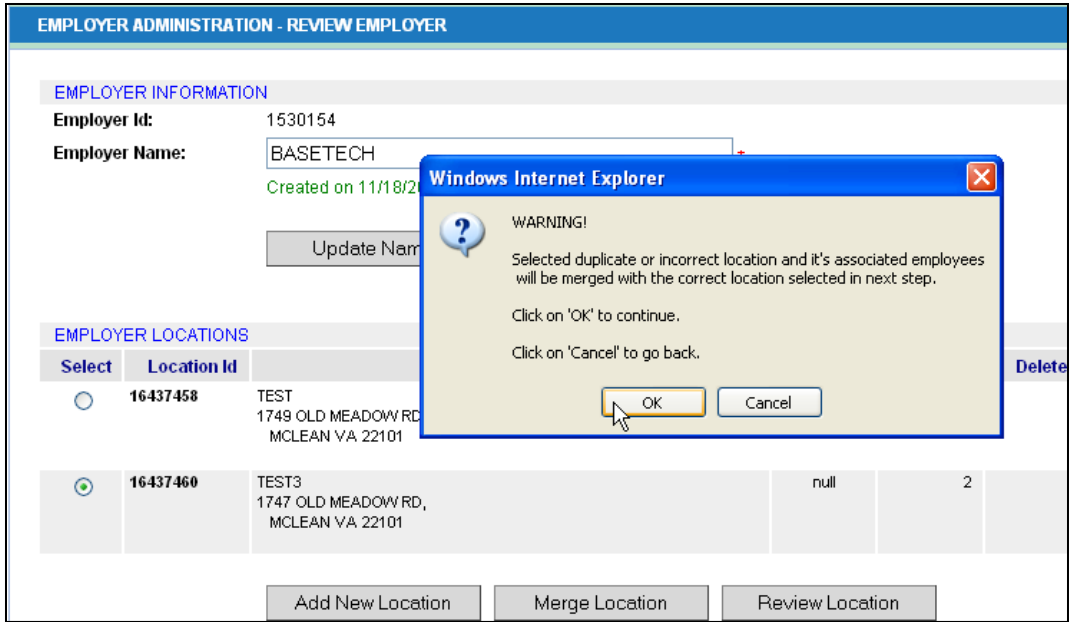
Note: Merge Location is an option when there is multiple location ID’s for a single employer.

If there are no employees associated with an employer, a **red X** will appear in the Delete column. If the employer location is incorrect and needs to be removed, click the **red X** and it will be deleted.

The screenshot displays the 'EMPLOYER ADMINISTRATION - REVIEW EMPLOYER' page. Under 'EMPLOYER INFORMATION', the Employer Id is 1530154 and the Employer Name is 'BASETECH'. Below this is a table titled 'EMPLOYER LOCATIONS' with columns: Select, Location Id, Location Address, Status, Employees, and Delete. Three rows are shown, each with a radio button in the 'Select' column. The first row (Location Id 16437460) has 2 employees. The second row (Location Id 16437459) has a null status and 0 employees, with a red 'X' in the 'Delete' column. The third row (Location Id 16437458) has 1 employee. Annotations with arrows point to the radio button for 16437460 and the red 'X' for 16437459. Buttons for 'Update Name', 'Back to Search', 'Add New Location', 'Merge Location', and 'Review Location' are visible.

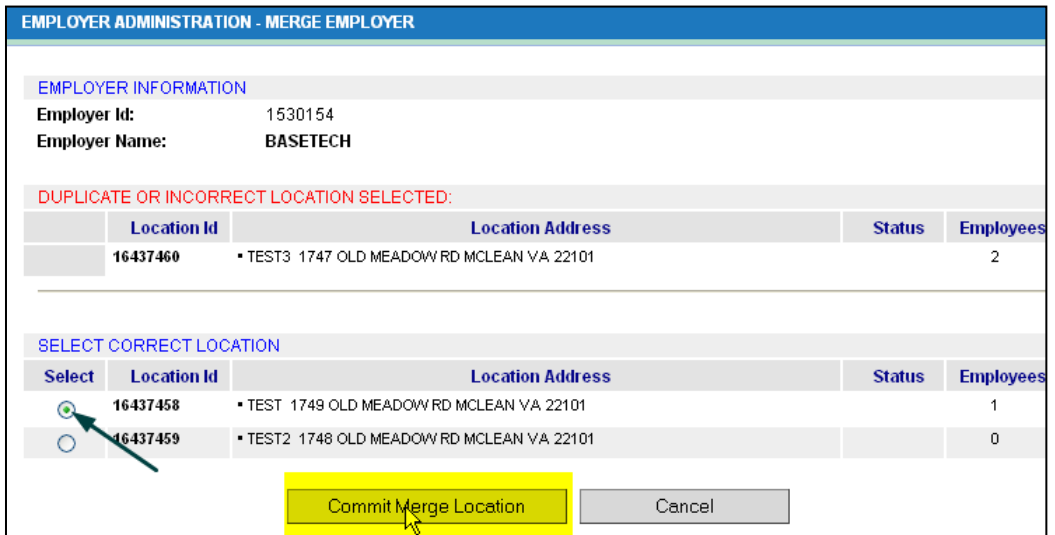
Select	Location Id	Location Address	Status	Employees	Delete
<input checked="" type="radio"/>	16437460	TEST3 1747 OLD MEADOW RD, MCLEAN VA 22101		2	
<input type="radio"/>	16437459	TEST2 1748 OLD MEADOW RD, MCLEAN VA 22101	null	0	X
<input type="radio"/>	16437458	TEST 1749 OLD MEADOW RD, MCLEAN VA 22101		1	

- After selecting the incorrect employer you would like to merge, a pop-up displays stating “The selected duplicate or incorrect location and its associated employees will be merged with the correct location selected in the next step”. Click **OK**.



- The merge employer page displays asking you to select the correct location you would like to merge the employer you selected in step 2.

Select the correct location and click **Commit Merge Location**. The system will ask you Are you sure you want to merge, click **OK**.



- The merger is complete and the review employer page displays showing the merge has taken place.

Note: You will notice the number of employees has increased because all the employees merge as well.

EMPLOYER ADMINISTRATION - REVIEW EMPLOYER


EMPLOYER INFORMATION

Employer Id: 1530154
 Employer Name: *

Created on 11/18/2010 and Last Updated on 11/18/2010

EMPLOYER LOCATIONS

Select	Location Id	Location Address	Status	Employees	Delete
<input type="radio"/>	16437458	TEST 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	null	3	



- To review a current location; locate the employer and its location using the search feature, select the location by clicking in the radio button of the desired location and click . A screen will open allowing you to update and edit the employer information. Once you have completed your update click **Update Location**.

EMPLOYER INFORMATION

Employer Id: 520036
 Employer Name: **BASE TECHNOLOGIES, INC**

LOCATION INFORMATION

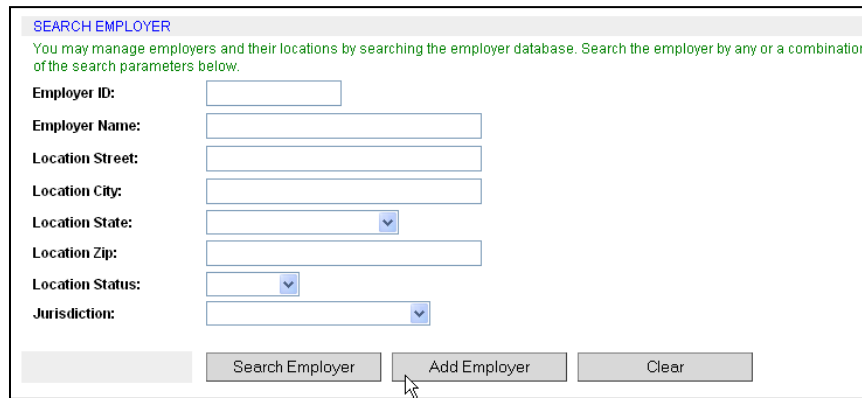
Location Id: 6419628
 Location Name:
 Location Street: *
 Location Street 2:
 Location Suite:
 Location City: *
 Location State: *
 Location Zip: *
 Location Status: *
 Jurisdiction:

* Required Fields

10.1.1 Add Employer:

Employers can be added from the search screen.

1. Click **Add Employer**.



SEARCH EMPLOYER
You may manage employers and their locations by searching the employer database. Search the employer by any or a combination of the search parameters below.

Employer ID:

Employer Name:

Location Street:

Location City:

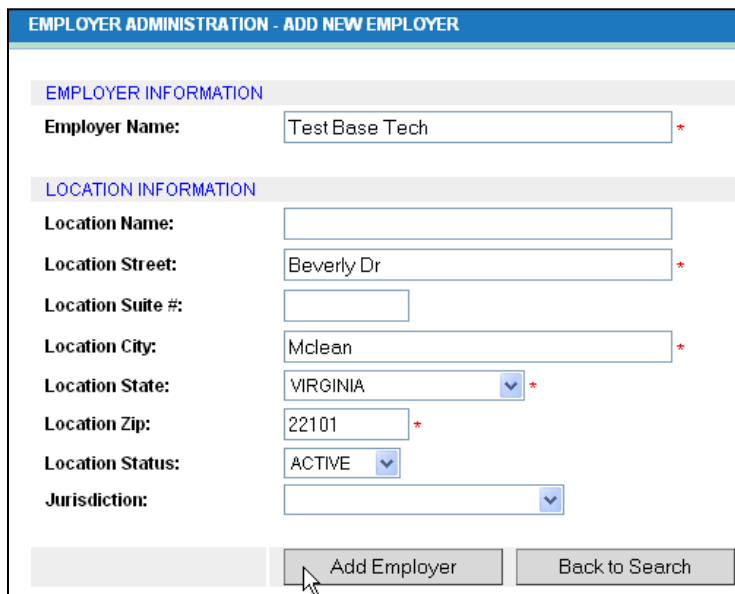
Location State:

Location Zip:

Location Status:

Jurisdiction:

2. Enter employer information in the Add New Employer page and click **Add Employer**.



EMPLOYER ADMINISTRATION - ADD NEW EMPLOYER

EMPLOYER INFORMATION

Employer Name: *

LOCATION INFORMATION

Location Name:

Location Street: *

Location Suite #:

Location City: *

Location State: v *

Location Zip: *

Location Status: v

Jurisdiction:

10.1.2 Merge Employers:

The Merge Employer function allows you to clean incorrect employer data by merging them.

1. Search the employer that needs to be merged or “cleaned up”.
2. A list of all criteria you searched for will display.

EMPLOYER ADMINISTRATION - SEARCH EMPLOYER

- To **manage** the employer information and locations, select the employer and click on the 'Review Employer' button.
- To **clean up** the employer, select the duplicate or incorrect employer and click on the 'Merge Employer' button.
- To **delete** any obsolete employers (with no employees associated), click on the 'x' button next to the employer.

SELECT EMPLOYER

select	Emp Id	Employer Name	Employees	Employer Locations	Delete
<input type="radio"/>	1530152	BASETECH	2	• 1749 OLD MEADOW RD, 500 MCLEAN VA 22101 • BASE TECHNOLOGIES 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	
<input type="radio"/>	1530154	BASETECH	3	• TEST 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	

3. Select the employer you would like to merge by clicking in the radio button next to the employer. This is the employer that will be removed once you merge. Click **Merge Employer**.

EMPLOYER ADMINISTRATION - SEARCH EMPLOYER

- To **manage** the employer information and locations, select the employer and click on the 'Review Employer' button.
- To **clean up** the employer, select the duplicate or incorrect employer and click on the 'Merge Employer' button.
- To **delete** any obsolete employers (with no employees associated), click on the 'x' button next to the employer.

SELECT EMPLOYER

select	Emp Id	Employer Name	Employees	Employer Locations	Delete
<input type="radio"/>	1530152	BASETECH	2	• 1749 OLD MEADOW RD, 500 MCLEAN VA 22101 • BASE TECHNOLOGIES 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	
<input checked="" type="radio"/>	1530154	BASETECH	3	• TEST 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	

- A warning message appears stating “Selected duplicate or incorrect employer, its locations and associated employees will be merged with the correct employer selected in the next step.” Click **Ok**.
- The search employer screen appears displaying the incorrect or duplicate employer you selected. Search for the employer you would like to merge with and click **Search Employer**.

EMPLOYER ADMINISTRATION - MERGE EMPLOYER

DUPLICATE OR INCORRECT EMPLOYER SELECTED:

Employer Name	Employer Locations	Status	Employees
ID: 1530154 BASETECH	• ID: 16437458 (TEST) 1749 OLD MEADOW RD MCLEAN VA 22101	A	3

SEARCH CORRECT EMPLOYER
Search the correct employer where the duplicate or incorrect employer displayed above will be merged.

Employer ID:
Employer Name:
Location Street:
Location City:
Location State:
Location Zip:
Location Status:
Jurisdiction:

- The list of employers containing the criteria you searched will display.

EMPLOYER ADMINISTRATION - MERGE EMPLOYER

DUPLICATE OR INCORRECT EMPLOYER SELECTED:

Employer Name	Employer Locations	Status	Employees
ID: 1530154 BASETECH	• ID: 16437458 (TEST) 1749 OLD MEADOW RD MCLEAN VA 22101	A	3

SELECT CORRECT EMPLOYER

select	Employer Name	Employer Locations	Status	Employees
<input type="radio"/>	ID: 1530152 BASETECH	• ID: 16437452 (BASE TECHNOLOGIES) 1749 OLD MEADOW RD MCLEAN VA 22101	A	0
<input type="radio"/>	ID: 16437453 BASETECH	• ID: 16437453 1749 OLD MEADOW RD MCLEAN VA 22101	A	2

- Select the employer by clicking in the radio button and click **Commit Merge Employer**. You will get a message asking if you want to complete the merger, click **OK**.

EMPLOYER ADMINISTRATION - MERGE EMPLOYER

DUPLICATE OR INCORRECT EMPLOYER SELECTED:

	Employer Name	Employer Locations	Status	Employees
<input type="radio"/>	ID: 1530154 BASETECH	<ul style="list-style-type: none"> ▪ ID: 16437458 (TEST) 1749 OLD MEADOW RD MCLEAN VA 22101 	A	3

SELECT CORRECT EMPLOYER

	Employer Name	Employer Locations	Status	Employees
<input checked="" type="radio"/>	ID: 1530152 BASETECH	<ul style="list-style-type: none"> ▪ ID: 16437452 (BASE TECHIOLOGIES) 1749 OLD MEADOW RD MCLEAN VA 22101 ▪ ID: 16437453 1749 OLD MEADOW RD MCLEAN VA 22101 	A	0
<input type="radio"/>			A	2

8. You have merged employers. The Review Employer page displays with the employer information and other locations.

EMPLOYER ADMINISTRATION - REVIEW EMPLOYER

EMPLOYER INFORMATION

Employer Id: 1530152

Employer Name: *

Created on 11/18/2010 and Last Updated on 11/18/2010

EMPLOYER LOCATIONS

Select	Location Id	Location Address	Status	Employees	Delete
<input type="radio"/>	16437458	TEST 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	null	3	
<input type="radio"/>	16437453	1749 OLD MEADOW RD, 500 MCLEAN VA 22101	null	2	
<input type="radio"/>	16437452	BASE TECHNOLOGIES 1749 OLD MEADOW RD, 500 MCLEAN VA 22101	null	0	X

- If you would like to merge locations select the location you would like to merge by clicking in the radio button, then click **Merge Location**.
- If there are no employees associated to the employer you may delete the alternate location by clicking on the **red X**.

11. REPORTS

Reports are fun from the Reports module.

1. Select the desired report from the dropdown.

ADMINISTRATION REPORTS - REPORT QUERY

SELECT REPORT

REPORT NAME: GRH ID Card Report

REPORT DESCRIPTION: GRH registered and registered report for ID CARDS

SET REPORT FILTERS

To add report filter(s), select the filter from the list, add a condition, enter the value and click on 'Add Filter' button. You may repeat this to add multiple filters. For a range, select 'Between' condition and enter two comma separated values. For multiple values, select 'in' condition and enter comma delimited values. For any other condition enter a value. If no filters are used, a default report is generated.

FILTER NAME:

FILTER CONDITION:

FILTER VALUE(S):

AND date_eligible!= to_date("test", "mm/dd/yyyy")

2. Add the Parameters by entering the Filters and click **Add Parameter**.

SET REPORT FILTERS

To add report filter(s), select the filter from the list, add a condition, enter the value and click on 'Add Filter' button. to add multiple filters. For a range, select 'Between' condition and enter two comma separated values. For multiple condition and enter comma delimited values. For any other condition enter a value. If no filters are used, a default generated.

FILTER NAME:

FILTER CONDITION:

FILTER VALUE(S):

AND date_eligible!= to_date("test", "mm/dd/yyyy")

3. After adding all parameters click **Run Report**.

Note: Some reports have the option to select data to display or select sort order.