



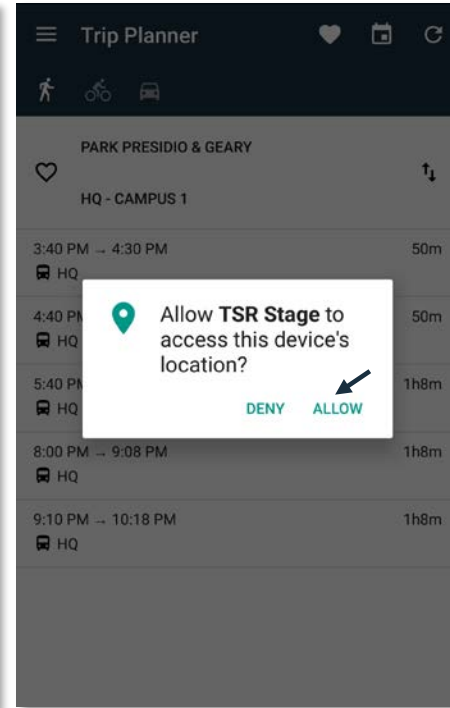
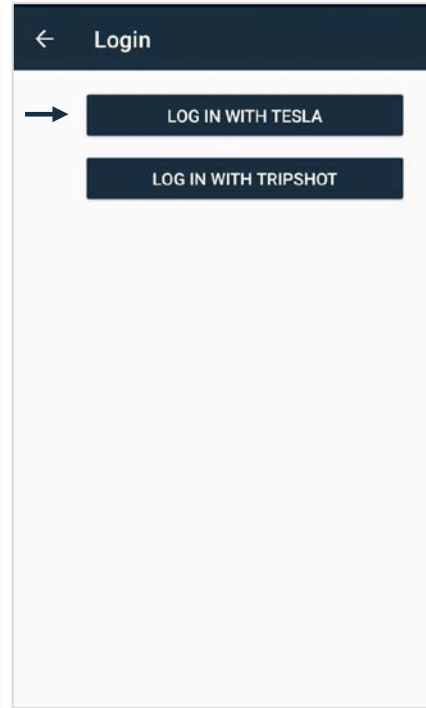
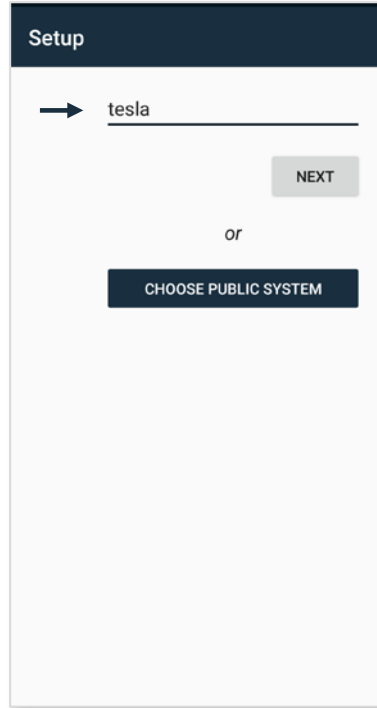
Vanpool

How-To-Guide

Initial Install and Setup

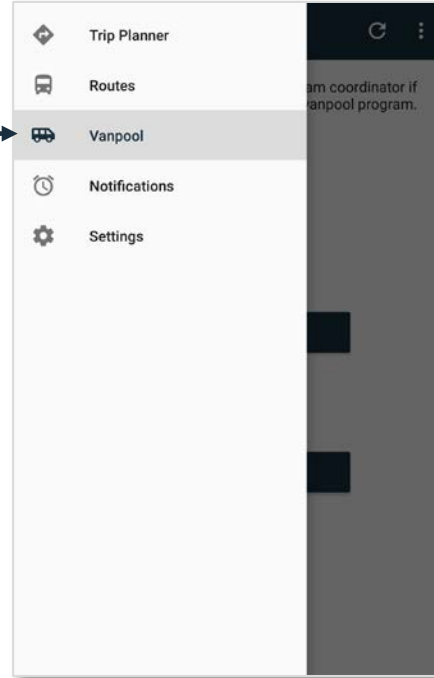
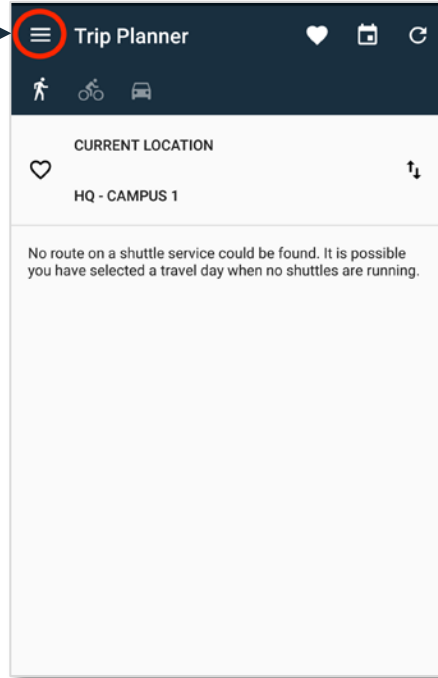
Initial setup only needs to be completed once.

1. Download and install the Tripshot app from the Android Play Store.
2. Open the Tripshot app, for “Company Name” enter “tesla” and select Next.
3. Enter provided Username and Password to Log In. Please get this info from the Transportation team.
4. Accept access to GPS location.



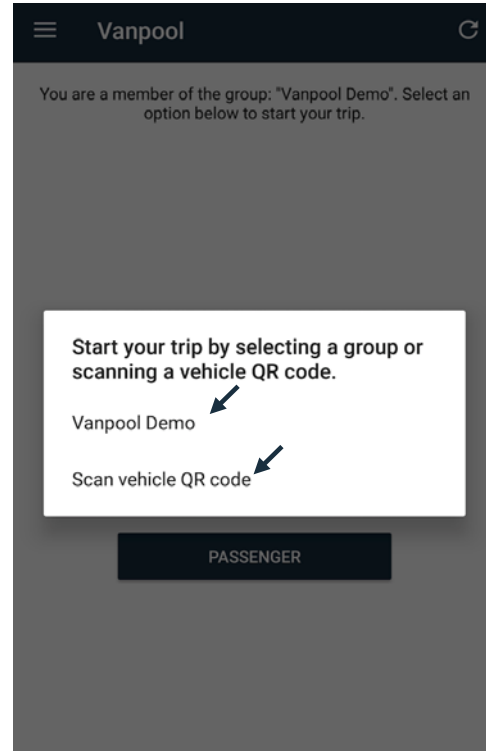
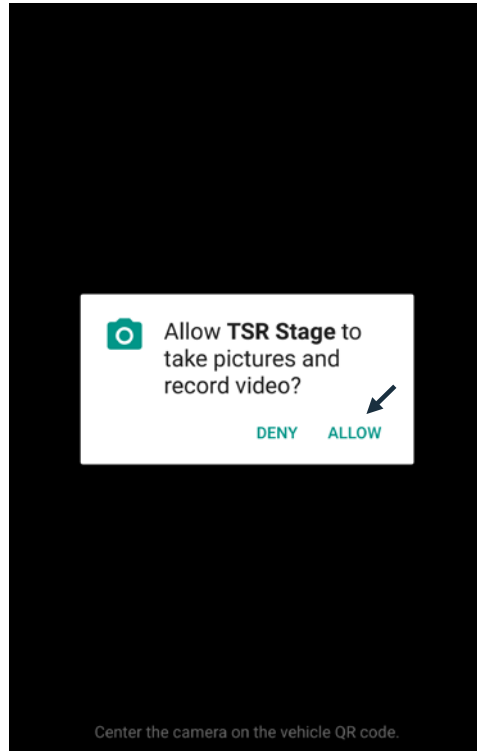
For Vanpool Drivers

1. Track each Vanpool trip (morning and night).
2. Open the Tripshot app, select the menu icon at the top left.
3. Select the Vanpool option from the slide out menu.
4. Select "Driver"



For Vanpool Drivers

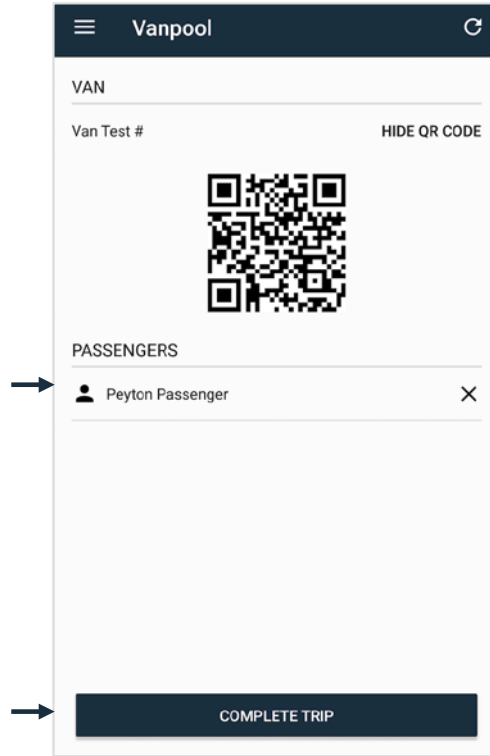
1. Allow Tripshot access to the Camera.
2. Start your trip by selecting a Group or Scanning the Vehicle QR Code.
3. Continue on your trip, pick up your passengers or go to your final destination. As you pick up passengers, you will see them appear in the Passengers list.



For Vanpool Drivers

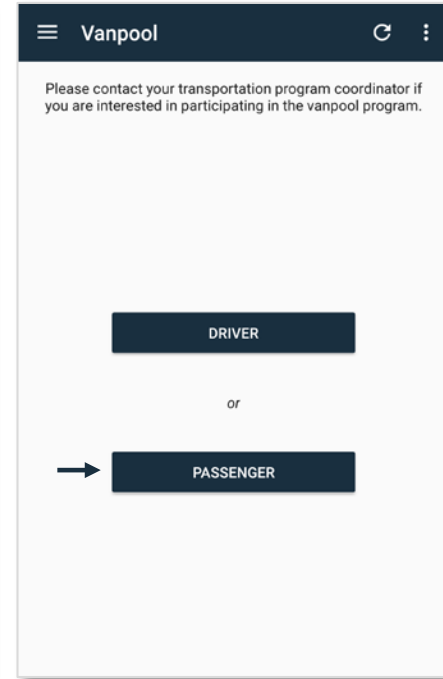
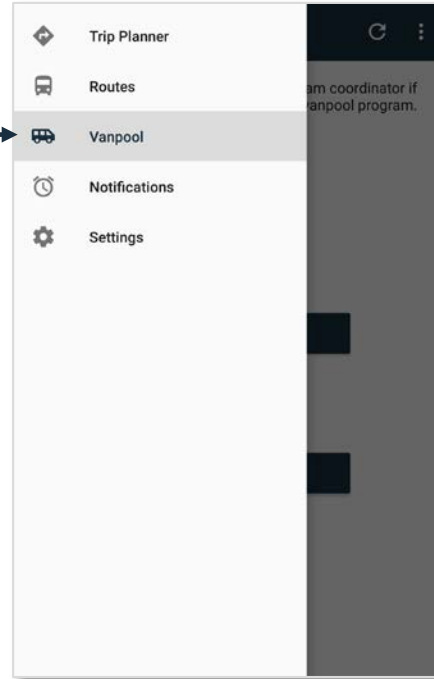
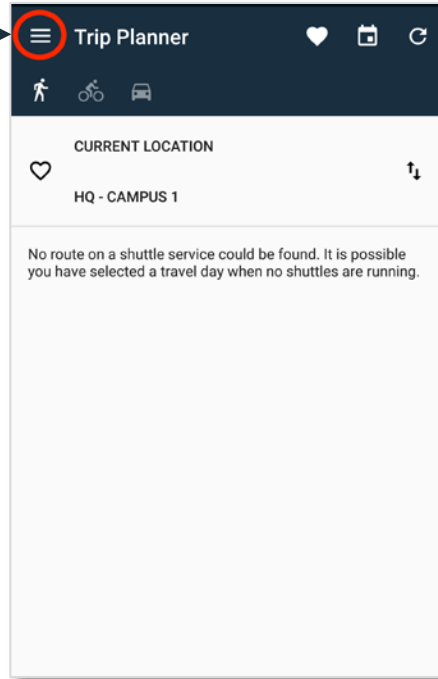
Passengers can be marked as leaving the Vanpool trip (aka dropped off) by:

1. **Driver** can select the 'X' next to the Passengers name
2. **Driver** can swipe to Complete the Trip
3. The **Passenger** can select to be dropped off from the Tripshot Rider App. This can be done by selecting "Leave Trip"
4. When a **Passenger** has reached their final destination, they can slide the bottom to complete the trip.



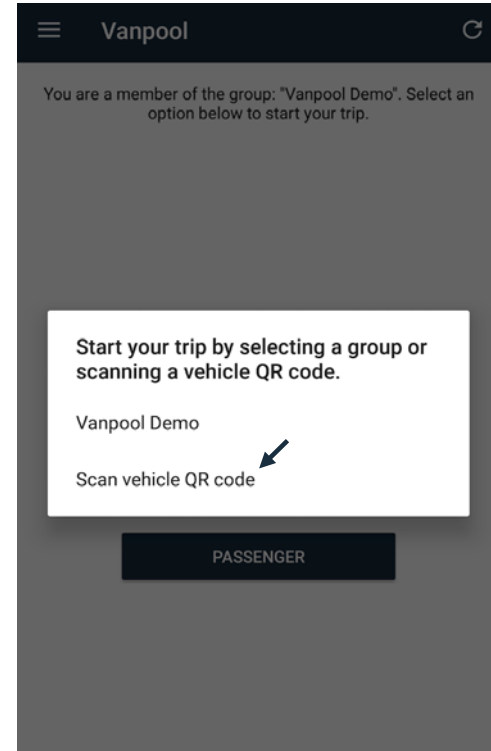
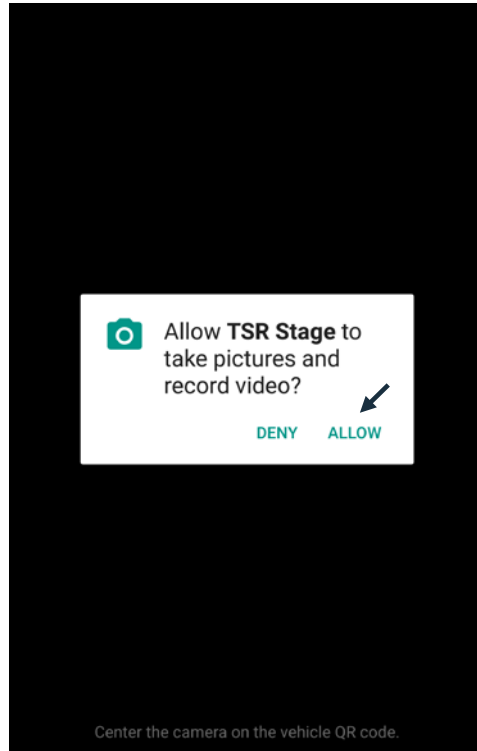
For Vanpool Riders

1. Track each Vanpool trip (morning and night).
2. Open the Tripshot app, select the menu icon at the top left.
3. Select the Vanpool option from the slide out menu.
4. Select "Passenger"



For Vanpool Riders

1. Allow Tripshot access to the Camera.
2. Scan the QR Code using your phone. The QR code should be located in the vehicle or on the drivers device.



For Vanpool Riders

Passengers will see the details of the Trip

Passengers can be marked as leaving the Vanpool trip (aka dropped off) by:

1. The **Passenger** can select to be dropped off from the Tripshot app by selecting "Leave Trip"
2. **Driver** can select 'X' next to the Passenger name.
3. **Driver** can swipe to Complete the Trip.

