

ETC Best Practices: Worksite Network Set-Up

WHAT?

Once an Organization (Employer) has been set-up, worksites need to be added as a child network.

WHY?

- Groups your employees together for reporting and ridematching purposes.
- Run participation reports by individual worksite.
- Employees know who to contact with commute questions.

HOW?

- Log into the administrative panel at <https://wheeloptions.icarpool.com/admin/en/login.aspx> or <https://rideshareonline.icarpool.com/admin/en/login.aspx>.
- Click on the **NETWORKS** tab and select **CHILD NETWORKS**.
- Click on **Add Worksite** in the yellow box.
- Enter **Worksite Details** and **Primary Contact Details** of worksite.

WORKSITE QUICK TIP!

When naming your worksite, list the employer first then the building, business park or campus as it is known to employees. This makes it easier for your employees to choose the correct worksite and makes your reports more accurate.

- ACME Toy Company – Bellevue
- ABC Widget – Columbia Tower
- Global Domination, Corp - HQ

HELP!

- For more details, visit <http://smarttransportation.ning.com>.
 - **Quick Instruction:** Page 7 of the Basic Training and Admin manual
 - **More details and screenshots:** Network Administration Chapter 2 – Creating Your Network, page 14.