

ETC Best Practices: Complete User's Calendar

WHAT? -

For organizations that have users who do not have email access, ETCs can manually complete their calendars for them.

WHY?

- Gives all employees an opportunity to participate in Wheel Options.

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 **USERS** tab.
 - Search for user by entering their **Email, User Name** (first and/or last), or **Screen Name**
 - At organizational/employer level, you can see a list of all members by selecting **Show all members** near the top of the page. This is not available at the worksite level.
 - Click on the user's **first name** to see their account details.
 - Under Member Details, click **Access User Account** to proxy in as the user.
 - Click **Calendar** from the blue tool bar.
 - Track the trips for the employee.
 - Select the mode from the left.
 - Verify the details of the commute.
 - Click on the day of commute to track the day.

CALENDAR BEST PRACTICE!

For employees without computer access, provide them with a paper calendar that they can submit each week. It allows them to be eligible for weekly prizes and helps you manage the workload!

HELP!

- For more details, visit <http://smartrtransportation.ning.com>.
 - **Quick Instruction:** Page 21 of the Basic Training and Admin
 - **More details and screenshots:** Network Administration Chapter 4 – Helping Members Use Your Network, Page 4.