

ETC Best Practices: See Who Qualified

WHAT?

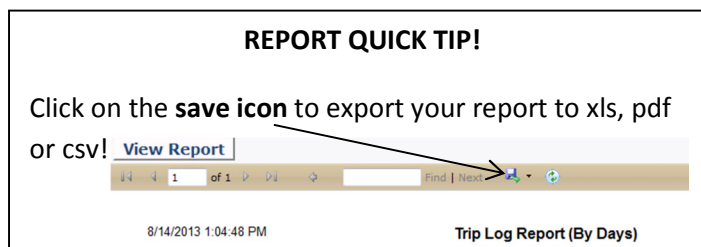
See who in your Organization/Employer or Worksite qualified to be entered into the Wheel Options drawing.

WHY?

- Distribute Amtrak coupons to qualified participants.
- Congratulate employees who gave up driving alone during Wheel Options.
- Let management know how great your employer/worksite did during the promotion.

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 **REPORTS** tab.
- Under User Reports, click on **Trip Log Report (days)**.
- Enter **Worksite Details** and **Primary Contact Details** of worksite.
 - Enter 10/1/2013 under **Start Date** and 10/31/2013 under **End Box**.
 - Enter 6 under **Minimum Days (Optional)**.
 - In **Modes** list, unselect Other, Drive Alone and Did Not Work.
 - In **Purpose** list, select only Commute.
 - Click **View Report**.



HELP!

- For reporting assistance, contact your Wheel Options Administrator.