



COMMAND CENTER INSTRUCTIONS



Quickride

2017

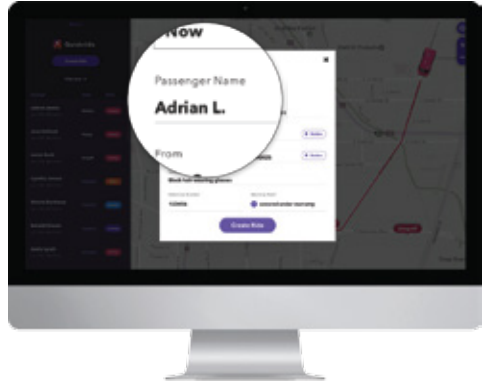
QUICKRIDE SETUP INSTRUCTIONS

01. To install your Quickride command center go to Google Chrome and type in commandcenter.quickride.com

02. your Station ID is:
and your Password is:

03. Once your shuttle drivers are assigned to a particular color which will be done from the app on their phones you can start your day **Creating a ride**

04. To create a new-ride you will select **Create new ride** from the command center



05. You will then enter the **Passenger name** and **Phone number**. (It is important to enter the passenger name and service writers name, and the passenger's phone number so that the driver can contact the appropriate service writer and/or customer. Which the shuttle driver can do from the app on their phone.)

06. You will then enter the location that your customer is traveling **From** and their **Destination**. The **Station** button in purple will always insert your Dealership address.

07. At this point you will enter any **Notes** or **Reference number's** you may have.

08. Press **Create ride** and you are ready to go. The system will then automatically send this ride to the **Shuttle driver** assigned

