

Company Contacts and Personnel

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|--|--|
| Company Name (as displayed to customers): | |
| Company Address (as displayed to customers): | |
| Company Main Phone (for Quickride use): | |

| Role | First & Last Name | Job Title | Direct Phone | Email Address |
|--------------------------|-------------------|-----------|--------------|---------------|
| General Manager/Owner | | | | |
| Primary Point of Contact | | | | |
| Accounts Payable Contact | | | | |

| | | |
|----------------------------------|--|--|
| Number of Administrators | | People who oversee Quickride use at the company; it's recommended to keep to 3 people or fewer |
| Number of Schedulers | | People who need to create/ schedule jobs for customers or dispatch jobs |
| Number of Specialists | | People who perform the jobs |
| Total # of People to be Trained* | | Sum of Admins, Schedulers, and Specialists (*By Quickride training, if applicable. Otherwise, train internally.) |

Account Settings

| Hours of Operation | | | | | | | Jobs Uses | | |
|--------------------|-------|--------------------------|--------------------------|-----|--------------------------|--------------------------|--------------------------|--|--|
| Day | Start | AM | PM | End | AM | PM | No Service | Which purpose(s) will you use Quickride for? | |
| Monday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Select all that may apply: | |
| Tuesday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Dealer Trades | <input type="checkbox"/> Off-site New/Used Vehicle Test Drives |
| Wednesday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Fleet Services | <input type="checkbox"/> Mobile Mechanic Services |
| Thursday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Loaner Delivery/Pickup | <input type="checkbox"/> Parts Pickup/Delivery |
| Friday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Off-site New/Used Vehicle Sales | <input type="checkbox"/> Vehicle Pickup/Delivery |
| Saturday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Other | |
| Sunday | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service Radius (in miles) | |

Getting Started Checklist

Complete these items as soon as possible to allow your company to get started with Quickride as quickly as possible!

| Command Center | Phones | Training | Admin Setup |
|---|---|--|---|
| <p>IT allows / verifies that Quickride domains and subdomains can be accessed by company's systems:</p> <ul style="list-style-type: none"> <input type="checkbox"/> goquickride.com commandcenter.gquickride.com passenger.gquickride.com api.gquickride.com p.gquickride.com <input type="checkbox"/> Command Center users have access to the Command Center from a computer, laptop, or tablet <input type="checkbox"/> Internet browser pop-up blocker is disabled for Command Center the first time users log in | <p>Verify that each service vehicle or specialist has a supported smartphone, either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Android phone with OS version 4.2 or higher (OS version 7.0 or higher recommended) <input type="checkbox"/> OR <input type="checkbox"/> iPhone with iOS version 12.0 or higher (latest iOS version recommended) <input type="checkbox"/> Each phone has a data plan (5 GB recommended) <input type="checkbox"/> Phone charger for each phone <input type="checkbox"/> Phone dash mount for each service vehicle or specialist | <p>If your team is taking Quickride webinar training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training participants have access to a computer with speakers OR a computer and a phone that everyone can see and hear <input type="checkbox"/> Make sure specialists bring their phones with Quickride downloaded on them to training <p>Whether the team is taking Quickride webinar training or not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Download the Quickride Specialist App on each service vehicle or specialist smartphone and check settings | <p>Once given admin access to your live Command Center, complete the following setup tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In "Users", create users for each associate who needs to access either the Command Center or Specialist App, including admin users for other admins. <input type="checkbox"/> In "Station Settings", enter your service radius and operating hours or verify that they are correct. <input type="checkbox"/> In "SMS templates", verify that each text message's wording is to your liking or customize it to work all for your processes. |