

Jobs Platform QuickStart Guide

Welcome to Quickride!

Use this guide to complete your account setup and access available training and support resources.

Account Setup

- 1 Review this [Setup Checklist](#) to ensure that you have the correct software and hardware to use the Quickride platform, such as mobile phones that meet OS minimums, have Quickride URLs whitelisted, etc..
- 2 Log into your Command Center with the provided admin login. Click on the **Settings** tab in the upper left corner then on **Station Settings**. Complete the **General** and **Hours** tabs. This [Help Article](#) gives additional instructions.
- 3 In the **Settings** tab click on **Users**. Create individual users for each person who needs to access the Command Center or Specialist App. For example, other program administrators, schedulers (BDC reps, service advisors, dispatchers, etc.) and specialists (drivers, mobile mechanics, porters, etc.). This [Help Article](#) gives additional instructions.
- 4 In the **Settings** tab click on **SMS Templates**. Review the message descriptions and text. Edit the messages, as necessary, to ensure each message's wording works for all of your processes. This [Help Article](#) gives additional instructions.
- 5 Once users are created, email your employees their user login credentials. They will need your company's *Station ID*, and the *Username* and *Password* you created for them. [Click here](#) to use a template to send the logins to your employees.

Training & Support Resources

- Schedulers will see a 10-minute step-by-step training pop up when they log in to the Command Center for the first time. This training is also available to you (and to them to re-access) from the **Help Icon** in the bottom right corner of the Command Center.
- This [Specialist App User Guide](#) is a visual guide for your specialists on how to use their Specialist App. Print it out and have them use it as a reference material.
- Visit [Quickride's Help Center](#) for detailed help articles, process tips, and more.

Implementing a new Vehicle Pick-Up & Delivery Process?

Click on the link that describes your use case for a process guide and ideas on how to get started.

[Using a Quickride-Powered Shuttle as the Chase Vehicle](#)

[Using Other Chase Vehicle \(e.g. Company-Owned, Uber/Lyft, etc.\)](#)

[Not Using a Chase Vehicle \(e.g. Flatbed/Tow Truck, Loaner Swap, Dealer Trades, etc.\)](#)