

Truman Ride Share

User Manual

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1. Homepage

a. Purpose

The Homepage is the first screen users see when visiting the Truman Ride-Share website. It introduces the platform, explains why it exists, and explains what problems it's solving for the Truman community.

b. What You'll See

i. Navigation Bar (Top of the screen)

At the top of the page, the purple navigation bar includes the following:

1. **Homepage** - returns you to this screen from anywhere on the site
2. **Signup** – creates a new user account
3. **Login** – logs into an existing account

ii. Welcome Section (Main Box)

A welcoming message explains the mission behind Truman Ride-Share, especially how it supports students and families by simplifying ride coordination.

iii. "Website Terms & Service" Button

Clicking this button takes you to a page that explains the rules, policies, and user responsibilities for using the platform. It's important to read this before signing up.

iv. Our Solution Box (Lower Section)

A quick summary of what the site offers

1. Secure login and sign-up system

2. User profiles with vehicle information
3. Ride request and offer functions
4. Interactive map to view available rides
5. Notifications for ride updates

c. User Actions Possible Here

- i. Click to Sign Up or Log In (via top right links).
- ii. Review the Terms & Services by clicking the blue button.
- iii. Read about the platform and how it works.
 1. Use this page to understand the purpose behind the website.

d. Helpful Tips

- i. If you're new, start by reading the "**Website Terms & Service**" to understand the rules.
- ii. From the home page, you should click **Signup** in the top menu to get started on creating your account.
- iii. This page doesn't require logging in, so it's safe to explore as a guest.

2. Website Terms and Service

a. Purpose

This page outlines the rules, expectations, and legal terms you must agree to when using Truman Ride-Share. It ensures both users and developers are protected and that everyone understands what they are (and aren't) responsible for.

b. What You'll See

A detailed agreement divided into ten sections

- i. Introduction – Explains that by using the app, you agree to all listed terms.
- ii. Purpose – Clarifies that the app's main goal is to provide a platform for sharing rides within the Truman community.
- iii. Limitation of Liability – The website is not liable for accidents, injuries, payment, or problems that happen during rides. Users take personal responsibility for ride safety.
- iv. No Responsibility Outside the App – Truman Ride Share is only responsible for activity on the platform, and not for what happens once the ride occurs.
- v. Third-Party Services—If the website uses other services like Firebase for login/authentication, users must also agree to the terms of those services.
- vi. Features and Availability—Some advanced features may not be available immediately or at all, but the core functions will always be present.
- vii. User Responsibilities—You must follow local laws and provide accurate information. Misuse of the app can lead to your account being suspended or deleted.

- viii. Modifications to Agreement—The terms can change at any time. You are responsible for checking updates.
- ix. No Guarantee of Service—The app might go offline temporarily or be shut down completely without notice.
- x. Termination—The platform can suspend or delete your account if you break the rules.

c. Actions Available on This Page

- i. Read through the terms before signing up or continuing to use the app.
- ii. Click the “Home” button at the bottom to return to the homepage.

d. Helpful Tips

- i. All users are held accountable to these terms, whether they’re posting a ride or requesting one.

3. Signup

a. Purpose

Create an account to use Truman Ride Share. Strictly limited to current Truman State University students and faculty.

b. What You'll See

- i. "Sign up with Google" button.
- ii. Note that you are only allowed to sign up with ~@truman.edu emails.

c. Actions

- i. Click the button.
- ii. Authenticate with your Truman email.
- iii. Get redirected to the User Agreement and initial profile setup.

d. Helpful Info

- i. Must use ~@truman.edu email.
- ii. Choose the right account if you are logged into multiple Google accounts.
- iii. Sign-up failure? Double-check your email. Try refreshing the page.
Attempt again later.

4. Login

a. Purpose

The Login Page is where existing users access their Truman Ride Share account.

This page ensures only verified Truman State students and faculty can log in by requiring a Truman-issued email through Google authentication.

b. What You'll See

- i. A clean and simple interface with a red button labeled “Login with Google.”

c. Actions

- i. Click the “Login with Google” button.
- ii. This opens a Google sign-in window.
- iii. Choose your ~@truman.edu email.
- iv. You must select your Truman Google account when logging in. Personal Gmail or other domains won't work.
- v. Get redirected to your dashboard.
- vi. Once logged in, you'll be taken to your account's main area, the dashboard.

d. Helpful Info

- i. Use your Truman account only.
- ii. If the login isn't working, try refreshing the page or logging in at a later time.

5. User Agreement

a. Purpose

This pop-up shows the same information as the Terms and Services page. By agreeing to it, you understand what is expected of the service and the users. The only way to use Truman Ride-Share is to complete this. If you proceed to use the platform without accepting the agreement directly, you are still subject to its terms.

b. What You'll See

- i. This will include the same information as the terms and service page.
- ii. There will be a box for the user to click if they agree.
- iii. Once the box has been checked, the user will be able to click the button on the bottom right of the pop-up to continue.

c. Actions Available on This Page

- i. Read through the terms before continuing to use the app.
- ii. Clicking the checkbox.
- iii. If the checkbox is clicked, the button to continue will be operational.

d. Helpful Tips

- i. All users are held accountable to these terms, whether they're posting a ride or requesting one, so keep that in mind.
- ii. If you decide not to accept these terms, then you may close out the page.

6. Profile

a. Finish Profile / Update Profile

i. Purpose

Allows users to complete or modify their personal information. The user can also delete their account if they so choose.

ii. What You Can Do

1. Add or edit the name of the user.
2. Add or edit the contact type and values. Users can choose from email, phone number, social media (ex., Instagram, Snapchat, etc).
Users are not limited to one and can have as many as they desire.
3. Save and exit.

iii. Helpful Info

Please keep this in mind, that the information will be shown to others.

The more accurate the information, the better the interaction between users will be.

b. Add Vehicle / Update Vehicle

i. Purpose

Let drivers enter or change their vehicle information.

ii. What You Can Do

1. Add or edit the make, model, and color of your vehicle.
2. Save and exit.

iii. Helpful Info

Your vehicle info will be shown in your listings. Accurate descriptions help other users feel confident about joining your ride.

c. Read User Agreement

i. Purpose

Allows users to revisit the terms they agreed to during sign-up

ii. What You Can Do

1. Click a button to view the User Agreement.
2. Review platform rules at any time.

d. Delete Account

i. Purpose

Allows users to permanently remove their account and all data.

ii. What You Can Do

1. Click the red “Delete Account” button.
2. Confirm deletion.

iii. Helpful Info

Once deleted, all your posts, history, and requests are permanently removed. This cannot be undone.

7. Ride Listing Page

a. Interactive Map

i. Purpose

Display all ride offers and listings inside an interactive map on the left-hand side of the page. On the right-hand side, a collection of corresponding ride listings and offerings is displayed.

ii. What You Can Do

1. Zoom in and out to find local rides.
2. Hover over a pin to view the poster.
3. Filter listings by type (listings, offerings), favorites, soonest departure, and latest departure.
4. Favorite a ride listing for easy access later.
5. View the poster's profile to learn more about who's offering or requesting the ride.
6. Request to join a ride or accept a ride request, depending on your role.
7. Check ride availability, including the number of open seats and the current waitlist count
8. Click pins to view corresponding ride posting details..

iii. Helpful Info

Colors indicate different types of rides (Green pins are requests, blue pins are offers. The only purple pin indicates Truman State University.)

b. Request a Ride Form

i. Purpose

Allows users to request a ride from others in the community.

ii. What You Can Do

1. Enter your name.

2. Choose a destination and the corresponding time and date of departure.
3. Add time, general pickup notes (include general pickup location), and optional special requests (wants).

iii. Helpful Info

1. You can post a ride up to 3 months in advance.
2. You **must** click “Find Location” after entering the destination—if you skip this, the form will not let you post the ride request.
3. When noting the user's general pickup location, mention the city or something similar. **DO NOT** include personal address, since this information will be public.
4. Any special requests of the user do not need to be done. Feel free to let them know that.

c. Post a Ride Listing Form

i. Purpose

1. Allows users to offer rides to others by posting open seats and travel information.

ii. What You Can Do

1. Enter your name.
2. Choose the destination and departure date/time.
3. Add how many seats are available.
4. Write any notes the riders should know (e.g., pickup spot).

iii. **Helpful Info**

1. You can post a ride up to 3 months in advance.
2. A max of 15 seats allowed per listing.
3. You **must** click “Find Location” after entering the destination—if you skip this, the form will not let you post the ride offer.
4. When noting the user's general pickup location, mention the city or something similar. **DO NOT** include personal address, since this information will be public.

d. **Filters**

i. **Purpose**

1. Helps you narrow down the listings to only what you want to see.

ii. **What You Can Do**

1. Show only ride offerings, requests, or your favorites.
2. Sort by different time criteria soonest departure date and the latest departure date

iii. **Helpful Info**

Filters are especially useful during high-traffic periods, such as holidays, when many listings are active. For the options to only show offerings, requests, or favorites, if the user only wants their favorite posts, they must have offerings, requests, or both checked, along with the favorites option.

8. Ride Post Interaction & Management

a. Offering Listing

i. Purpose

1. Displays ride offers posted by users willing to drive others.

ii. What You Can Do

1. See destination, departure date and time, notes, and available seats.
2. View the posting user's profile by clicking the profile button.
3. Click “Request to Ride” to request to join their ride.

b. Profile (Linked from Listings)

i. Purpose

1. Allows you to learn more about the person offering or requesting a ride.

ii. What You Can Do

1. Click the icon next to a name to view the profile.
2. See the user’s name, vehicle, email, and other contact information.

c. Favorite

i. Purpose

1. Let's the user save a ride listing for quick access later.

ii. What You Can Do

1. Click the star icon on a post.
2. View all favorites from your dashboard.

d. Request to Ride

i. Purpose

1. Let's the user ask to join a posted ride.

ii. What You Can Do

1. Click "Request to Ride" on the listing.
2. Add a message (max 200 characters). This will allow you to send a message that the
3. Confirm the request.

iii. Helpful Info

1. Once confirmed, the ride is added to your favorites, and the driver is notified.

e. Request Listing

i. Purpose

1. Shows ride requests made by users looking for a driver.

ii. What You Can Do

1. See where a user needs to go
2. Read date/time, special notes, and wants.
3. Click "Accept" if the user is willing to drive them.

f. Accept

i. Purpose

1. Let the user take someone up on their ride request as a driver.

ii. What You Can Do

1. Click "Accept" under their listing.

2. Confirm the acceptance (notifies the requester).

iii. Helpful Info

1. Once accepted, the request appears in your favorites and dashboard. You can now message or coordinate directly.

9. Dashboard

a. Recent Listings Section

i. Purpose

1. Displays the five most recent ride offerings and requests posted by all users on the platform.

ii. What You Can Do

1. Toggle between Offerings, Requests, or Both.
2. Click into a listing to request a ride or accept a request.
3. Favorite any post for later viewing.
4. View the poster's profile.

iii. Helpful Info

1. This is a great place to quickly find current rides that might match your travel plans.

b. Your Recent Posts Section

i. Purpose

1. Shows the rides that you posted—either offers or requests.

ii. What You Can Do

1. View your own ride offers and ride requests.
2. Cancel a request or offering if plans change.
3. Use filter tabs to switch between “Your Offerings,” “Your Requests,” or “Both.”

iii. Helpful Info

1. Posts that have been accepted will show a status. Canceled listings disappear after a short time.

c. Favorites

i. Purpose

1. A saved section of listings you've interacted with or bookmarked.

ii. What You Can Do

1. View all posts you've favorited or interacted with.
2. Easily revisit posts to check seat availability or send a follow-up message.

iii. Helpful Info

1. Any listing you interact with (request to ride, accept, or manually favorite) is automatically added to your Favorites tab.

10. Post Management

a. Manage Your Posts

i. Purpose

1. Let you control all the rides you've posted, whether you're offering or requesting

ii. What You Can Do

1. Click "Manage" on any of your posts.
2. View and manage requesters, waitlists, or accepted users.
3. Cancel listings if needed.

b. Your Offerings

i. Purpose

Displays only the rides that you've posted as a driver.

ii. What You Can Do

1. Review your ride offers.
2. Manage seat availability and user requests.
3. Cancel if your plans change.

c. Manage Users

i. Purpose

1. Allows drivers to handle who's requested to join their ride.

ii. What You Can Do

1. Accept users, or leave them on a waitlist

d. Waitlist

i. Purpose

1. Holds users who requested to join your ride but haven't been accepted yet.

ii. What You Can Do

1. View users waiting for a seat.
2. Accept them.

e. Accepted Users

i. Purpose

1. Shows the list of users you've approved to ride with you.

ii. What You Can Do

1. Contact accepted riders.
2. Manage seat availability.

f. Cancel (from Offerings)

i. Purpose

1. Cancel a ride you offered before departure time.

ii. What You Can Do

1. Click the red "Cancel" button.
2. Confirm cancellation.

iii. Helpful Info

Canceling a ride removes it from the system and notifies any pending riders.

g. Your Request

i. Purpose

1. Displays rides you've requested as a rider.

ii. What You Can Do

1. View the status of your ride requests.
2. Cancel them if the user's plans change.

h. Cancel (from Requests)

i. Purpose

1. Let the user withdraw a ride request before it's accepted.

ii. What You Can Do

1. Click "Cancel" under the user's request
2. Confirm to remove it

iii. Helpful Info

1. Canceling before acceptance ensures no confusion with the driver.
Accepted requests may require coordination to cancel.

11. Extra Information

a. No Reply Emails

i. Purpose

1. Clarifies how the platform communicates with users via email.

ii. What You Need to Know

1. Emails from Truman Ride Share are typically automated (e.g., confirmations or updates).
2. You **cannot reply directly** to these emails—responses will not be seen.

b. Automatic Deletion of Posts

i. Purpose

1. Helps keep the platform up-to-date and relevant by removing expired posts.

ii. What You Need to Know

1. Ride requests and offerings are automatically deleted after their scheduled date has passed.
2. This ensures that old, irrelevant rides don't clutter the platform.
3. There's no need to manually remove outdated listings.

c. Automatic Deletion of User

i. Purpose

1. Handles long-term account cleanup and user data management.

ii. What You Need to Know

1. Accounts are automatically deleted after **four years** of inactivity or use.
2. All relevant data of the user will be deleted along with their account.