

Shift Employee Transport process

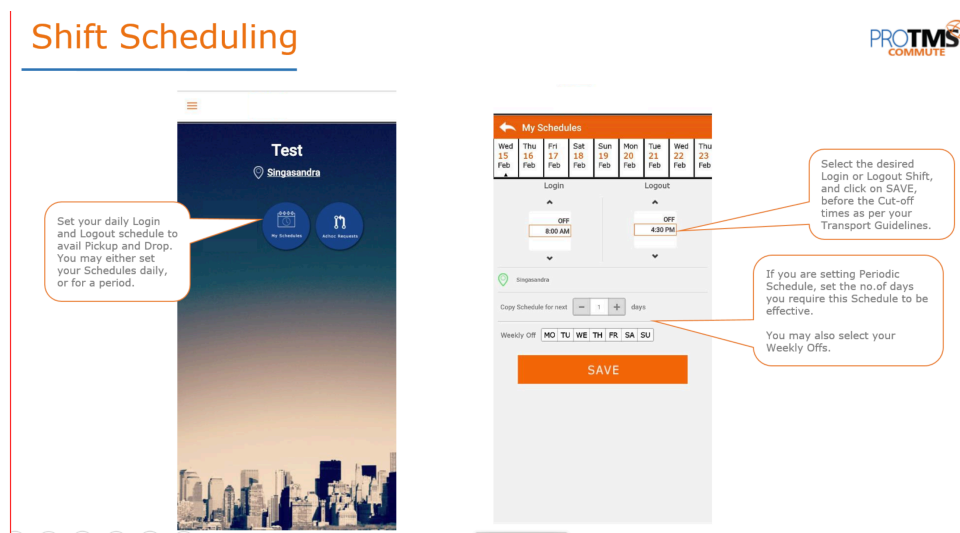
Employees can book the morning or night shift transport service for office transport through mobile application. Here's a step-by-step process that can be followed:

Step 1: User Registration

- Sign Up/Login: Employees need to provide the address details for registration in the application in the data sheet provided by the transport team. (Registration process will take 24 hrs). Once the registration is complete employee can start using the Transport application using their employee ID as the Login ID.

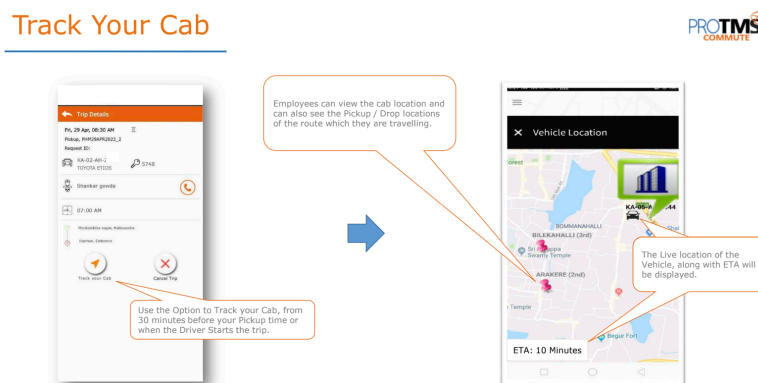
Transport Scheduling

- Set your daily Login and Logout schedule to avail Pickup and Drop. You may either set your Schedules daily, or for a period.
- schedule your transportation 1 day prior to the start of your login & log out.
- Follow the screenshot instructions to use this feature every day using mobile application.



Tracking the cab:

Real-time tracking of the shuttle's location and estimated time of arrival is enabled.

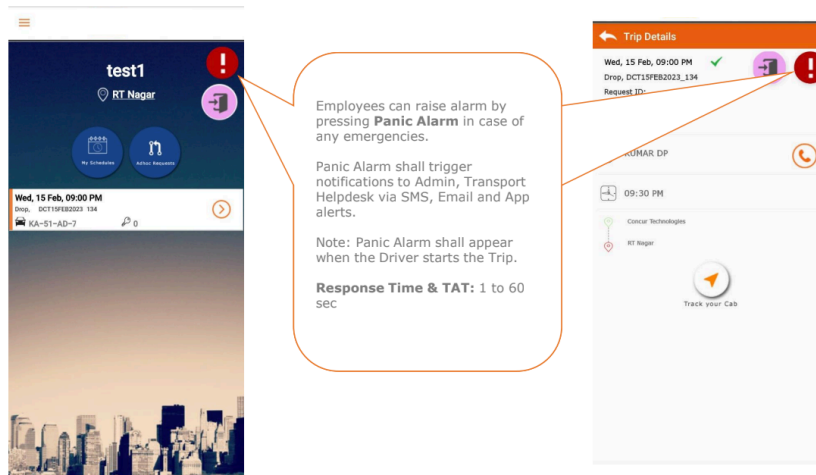


Panic Alarm:

Employees can raise alarm by pressing Panic Alarm in case of any emergencies.
Panic Alarm shall trigger notifications to Admin, Transport Helpdesk via SMS, Email and App alerts.

Note: Panic Alarm shall appear when the Driver starts the Trip.

Panic Alarm



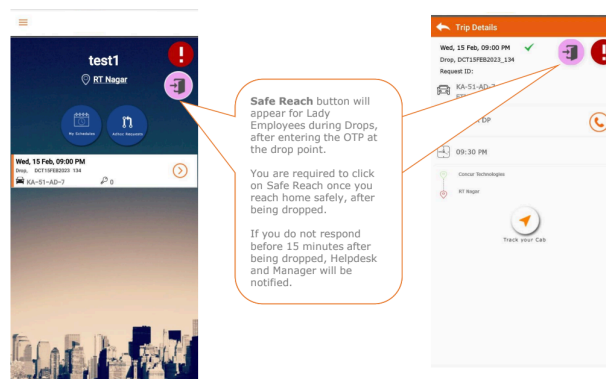
Safe reach:

Safe Reach button will appear for Female employees during Drops, after entering the OTP at the drop point.

Female Employees are required to click on Safe Reach once you reach home safely, after being dropped.

If female employee did not respond before 15 minutes after being dropped, Helpdesk and Manager will be notified.

Safe Reach



- Cancel your travel schedule, before the cut-off time (4 hours)
- Don't press the PANIC button without any reason.
- Please read out the OTP to the Driver to confirm your boarding.
- You may confirm you boarding the cab, only at the time of boarding/de-boarding the cab.
- Don't share the OTP over the call/ SMS to the driver, as we authenticate the boarding of the employee from the OTP punch.
- Post-trip, rate the trip to improve the quality of the service
- You can use Call Transport Desk & Call Emergency Number from the employee mobile application.

Note:

Cabs are only to commute from home-office-home.

Any change in address, keep Vidya Bheemaiah to make updates in the system.