




Kids Online Pickup Lane Assistant

**K.O.P.L.A.**

Instruction Manual



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# INTRODUCTION

Welcome to the K.O.P.L.A. Instruction Manual. This manual is designed to guide you through the use and maintenance of the K.O.P.L.A. system. Please read this manual carefully before proceeding to ensure safe and efficient use.

# SAFETY WARNINGS

## Safety Warnings:

Your safety is our top priority. Please read and follow these safety instructions carefully:



Never look at your phone while driving, only look at the application once your car has come to a complete stop.

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Never share your password with anyone.

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# PRODUCT OVERVIEW

## Product Overview:

The K.O.P.L.A.'s purpose is to allow schools to effectively manage the school pickup lane for parents getting their children. The system is web based and utilizes geofencing location. The objectives of our system are to increase organization and optimize the time it takes for each child to be picked up from the carpool lane, and reduce the number of teachers needed to actively identify cars as they come in.



Geofencing to detect guardians as they enter the school's pickup lane.

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Pickup zone direction for more efficient child pick up.

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User-friendly interface with an intuitive display.

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# ACCOUNT CREATION

## Account Creation:

Before using K.O.P.L.A., follow these steps to create an account:



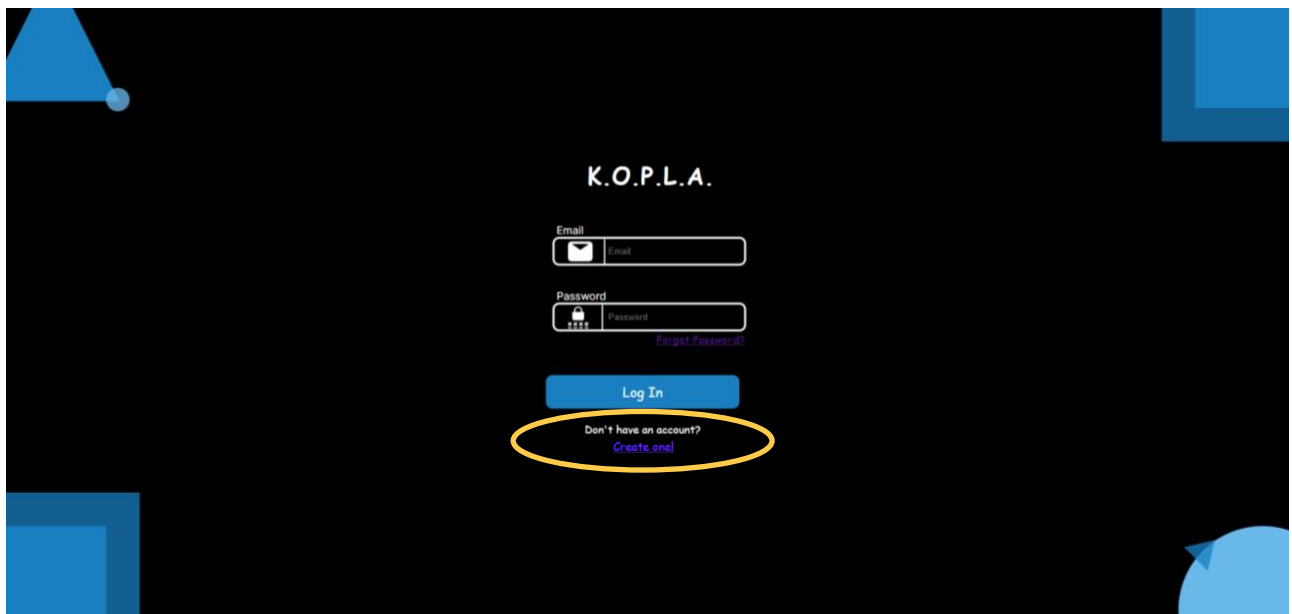
NAVIGATE to the K.O.P.L.A. website.

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CLICK “Create One!” button below login credentials boxes.

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# ACCOUNT CREATION

## Account Creation:

Before using K.O.P.L.A., follow these steps to create an account:



FILL IN account creation information.



SELECT “Parent” in drop-down.



VERIFY your email.



RETURN to K.O.P.L.A. home page and log in.

The screenshot shows a 'Create Account' form on a black background. The form is white with rounded corners and contains the following fields: 'First Name', 'Last Name', a dropdown menu with '\*\*\*\*\*SELECT\*\*\*\*\*' and a downward arrow, 'Email', 'Password', and 'Confirm Password'. Below these fields is a blue button labeled 'Create Account'. At the bottom of the form, it says 'Already have an account?' followed by a purple link labeled 'Sign in'.

# USER OPERATION

## User Operation:

Using K.O.P.L.A. is straightforward. To begin, follow these steps:



LOG IN to the web application.



CLICK "On My Way" before you leave to go pick up the child, when you enter the school's pickup line you will be automatically placed in the queue.



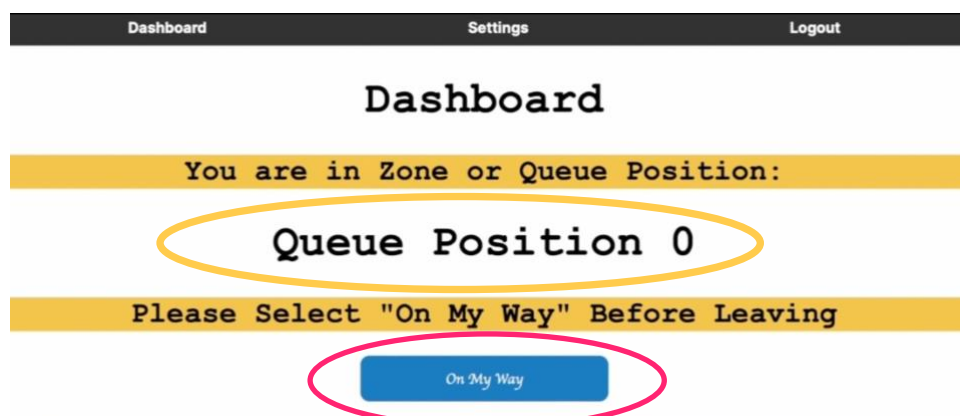
ALLOW location services when prompted.



FOLLOW the queue on your Dashboard and enter into the Pickup Zone the queue directs you to.



RECEIVE your child and exit the school area.





# USER OPERATION – Edit Profile

## Edit Profile:

To edit your profile, follow these steps:



NAVIGATE to the “Settings” tab along the top.



CLICK “Edit Profile” on the left side to edit your name and email address. To update your email, you MUST verify the change from your current email.



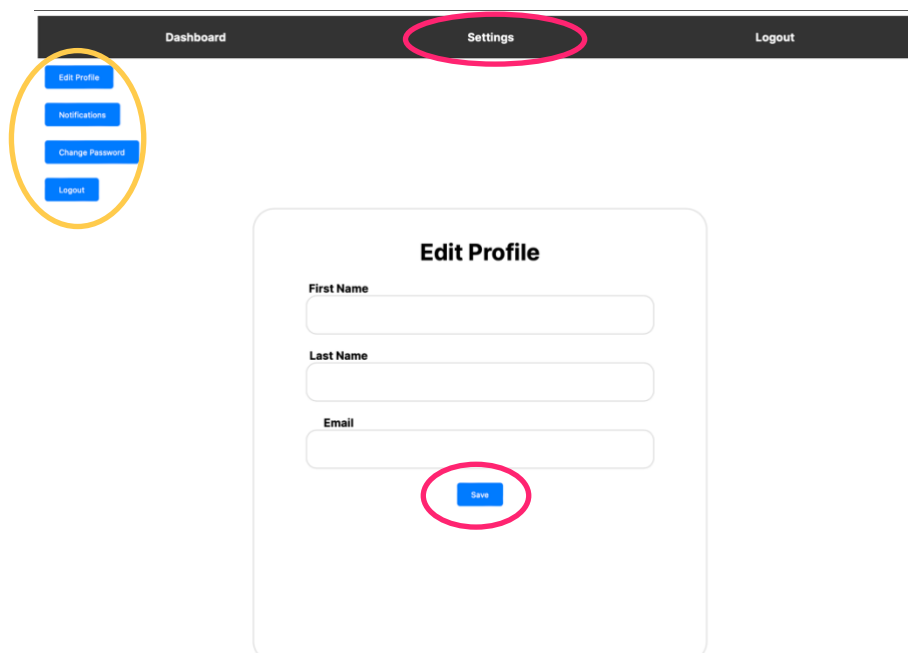
CLICK “Notifications” to update your notification preferences.



CLICK “Change Password” to update your password.



SAVE your changes.



Dashboard Settings Logout

Edit Profile  
Notifications  
Change Password  
Logout

**Edit Profile**

First Name

Last Name

Email

Save

# USER OPERATION – QR CODE

## User Operation:

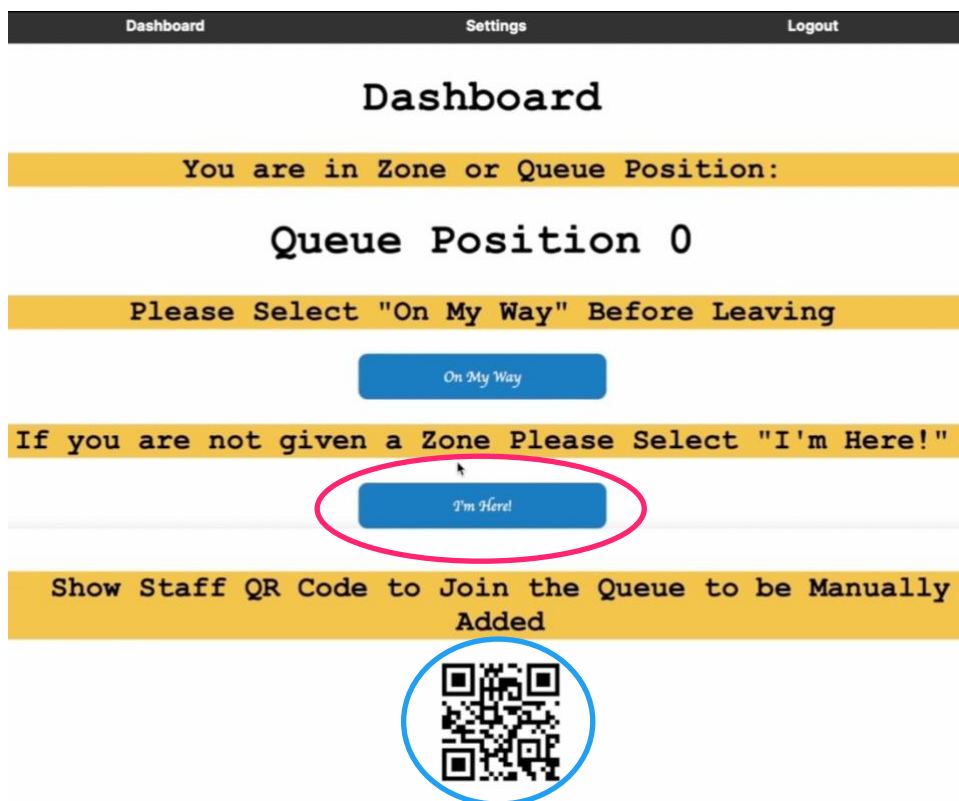
IF your location services malfunction and you do not see yourself added to the queue, please follow these instructions



CLICK "I'm Here!" button.



Show staff the QR code to be added to the queue.



# TROUBLESHOOTING

Guide to help users address common issues.

## Troubleshooting:

If you encounter any issues with K.O.P.L.A, refer to the following troubleshooting guide:

**Issue:** Location Services not working

**Solution:** Please go into your device settings and “allow” use location services for the browser you are using K.O.P.L.A. in

**Issue:** Log In error

**Solution:** Please ensure that you have verified your email address. If problem persists, contact us for support.

# FREQUENTLY ASKED QUESTIONS (FAQS)

Answers to frequently asked questions related to the product/task.

## FAQs:



**Question: How do I know what zone to go to?**

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**Answer:** Navigate to the "Dashboard" tab, follow along with the Queue Position listed at the top of the page, and the Zone will be updated once you are close to the front of the Queue.



**Question: How do I change my password?**

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**Answer:** Navigate to the "Settings" tab, choose "Change Password" along the left side and fill in information to change password.

# CONTACT INFORMATION

## Contact Information:

For any questions, technical support, or assistance, please contact our team:



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K.O.P.L.A