



Guide for Vanpool Employer Sponsor

As an employer sponsor of vanpools at your worksite, this guide provides step-by-step instructions to use the new Metro Vanpool Program website. This website is linked to the Ridematch.info so you can find passengers to fill empty seats and create wait lists for your vanpools. Many employers already use Ridematch.info for AVR surveys and have an account set up with that website. If you have a Ridematch.info password, you will use the same login for the Metro Vanpool website. If you don't have an account at Ridematch.info follow the create a password instruction on page 3.

All Metro Vanpool Applications and Participant Agreements will be done on-line. The Metro Vanpool website will help you manage your vanpools. In addition to allowing you to complete monthly reports, it provides status of new vanpool applications, report completion status and history for each vanpool, and access to manage passenger lists, routes, and schedules. To use the Metro Vanpool website, you will need an account.

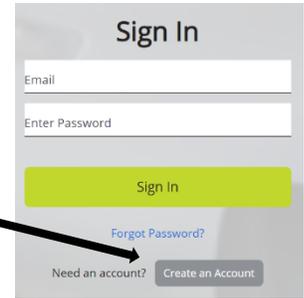
Table of Contents

Create a password.....	3
Sponsor Role.....	4
View or Edit Monthly Report (Desktop View).....	5
Create a New Monthly Report In (Desktop View).....	9
View or Edit Monthly Report (Mobile View).....	13
Create a New Monthly Report (Mobile View).....	17
How to Update Passenger Lists, Routes, Contact Information, and Find Riders.....	21
Roster/Wait list to Add or Delete a Passenger.....	23
Stops/Routes.....	24
Rider Search.....	25
How to Access Reports.....	25
Switching Roles and Returning to the Home Page.....	27

Creating a Password

Open this link to sign into your Metro Vanpool account:
<https://metrovan.ridematch.info/rp2/SignUp/SignIn>

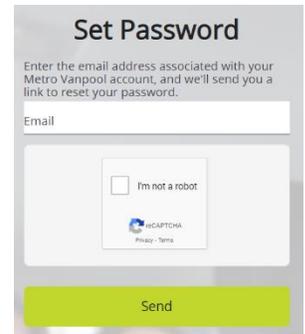
If you don't have an existing account, you can create one here.



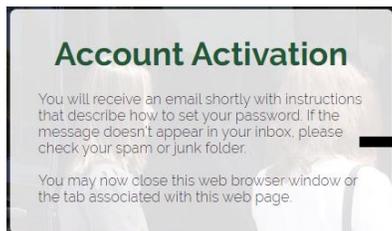
The 'Sign In' form contains two input fields: 'Email' and 'Enter Password'. Below the fields is a green 'Sign In' button. At the bottom, there are two links: 'Forgot Password?' and 'Need an account? Create an Account'.

If you forgot the password to your Metro Vanpool/Ridematch.Info account, click **Forgot Password**, enter the email you use to sign into Metro Vanpool/Ridematch.info, check the "I'm not a robot" box, and click **Send**.

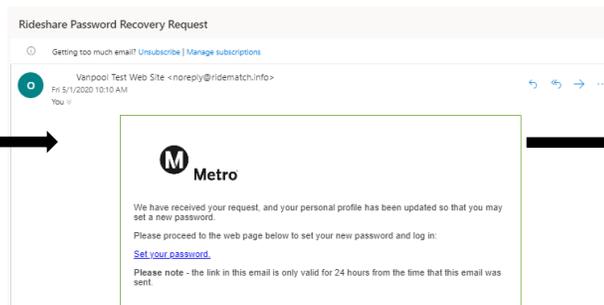
You will receive an email to **set a password**. When creating a new password, it is acceptable to reuse the password you used previously.



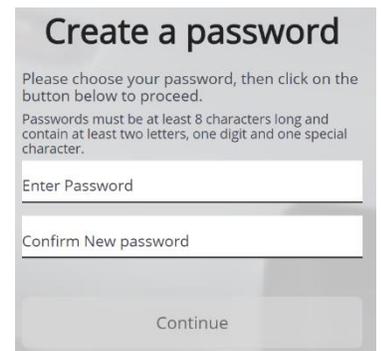
The 'Set Password' form includes an 'Email' input field, a checkbox for 'I'm not a robot', and a reCAPTCHA widget. A green 'Send' button is at the bottom.



Account Activation
You will receive an email shortly with instructions that describe how to set your password. If the message doesn't appear in your inbox, please check your spam or junk folder.
You may now close this web browser window or the tab associated with this web page.



Rideshare Password Recovery Request
Getting too much email? [Unsubscribe](#) | [Manage subscriptions](#)
Vanpool Test Web Site <noreply@ridematch.info>
Fri 5/1/2020 10:10 AM
You
**Metro**
We have received your request, and your personal profile has been updated so that you may set a new password.
Please proceed to the web page below to set your new password and log in:
[Set your password.](#)
Please note - the link in this email is only valid for 24 hours from the time that this email was sent.



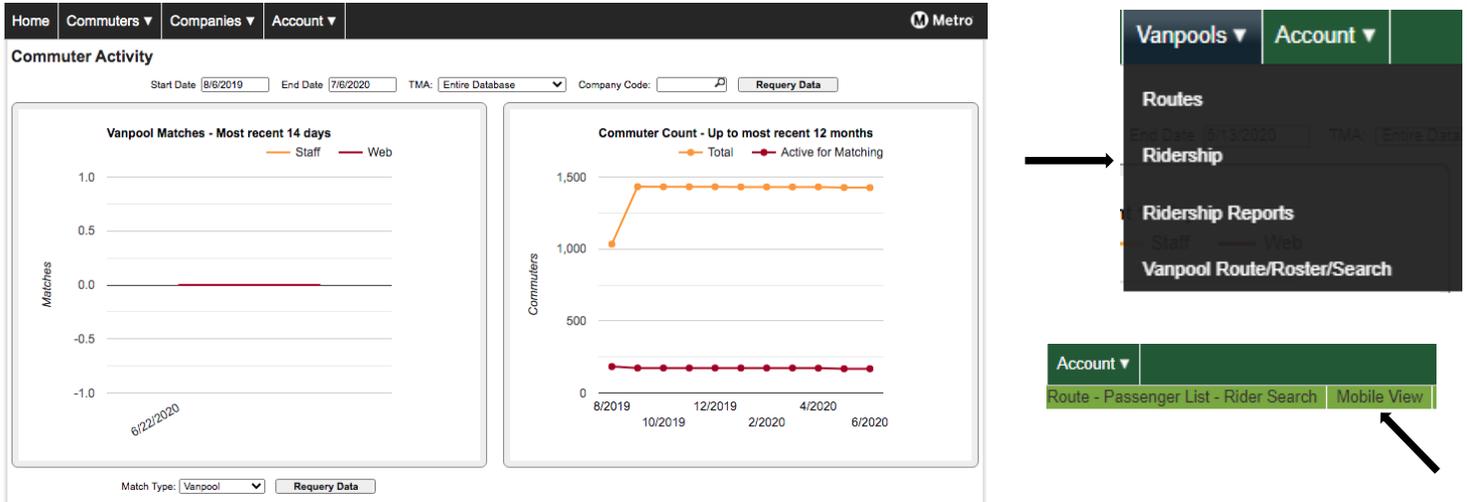
Create a password
Please choose your password, then click on the button below to proceed.
Passwords must be at least 8 characters long and contain at least two letters, one digit and one special character.
Enter Password
Confirm New password
Continue

Requesting the vanpool sponsor role

Once you have created your profile, you may request the role of vanpool sponsor by contacting Metro Vanpool at vanpool@metro.net.

Sponsor Role

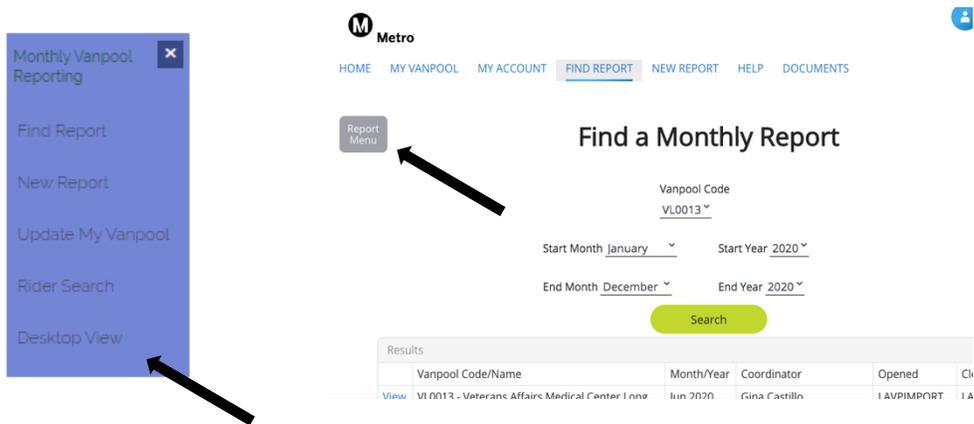
If your profile also has the employer role, when you sign-in for the first time, you will see the **Commuter Activity** page. This is currently the **Desktop View**. If your profile also has the commuter role, you may go to the **Mobile View**, click the **Vanpools** tab and select **Ridership** from the drop-down menu. Select the **Mobile View** tab at the top right.



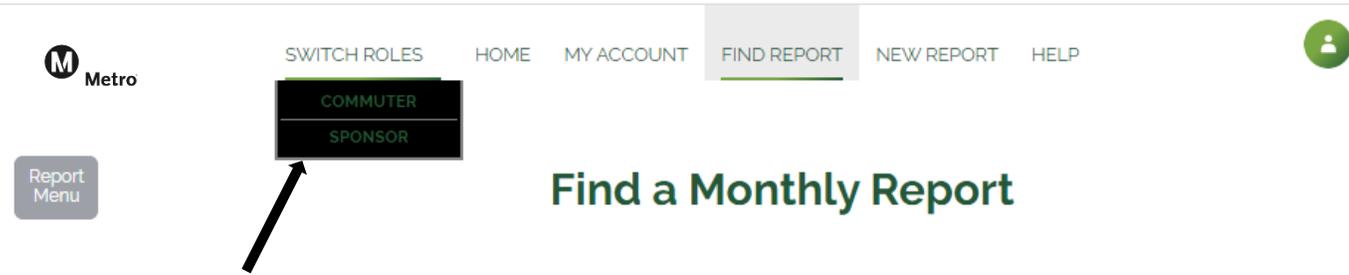
If your profile does not have the employer role, then you will go directly to the Mobile View.

The first page you will see when you go to the **Mobile View** is the **Find a Monthly Report**.

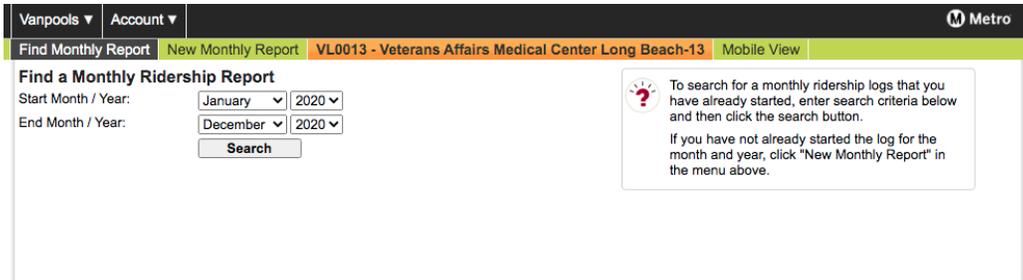
NOTE: You can access all your vanpools and report in this **Mobile View** OR you can choose the **Desktop View** which is the preferred view by clicking on **Report Menu** and selecting **Desktop View**.



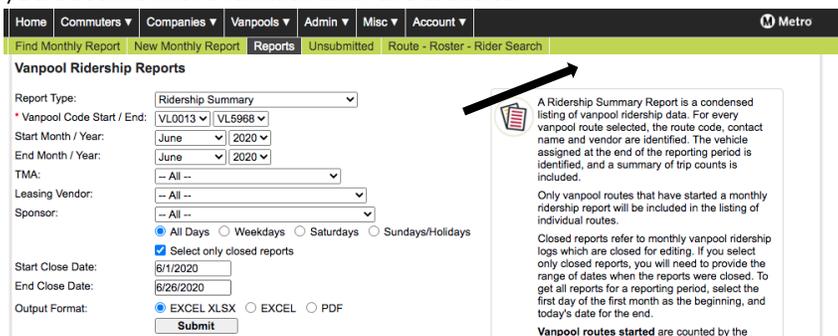
You can also access the **Desktop View** by hovering over the **Switch Roles** tab and selecting **Sponsor**.



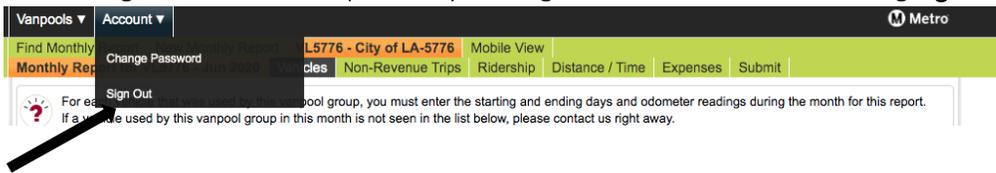
This is the **Desktop View** where you can access all your vanpools and complete monthly reports.



You can navigate back to **Mobile View** very easily. Navigating between **Mobile View** and **Desktop View** will be helpful as you become more familiar with the website.

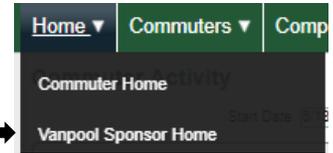
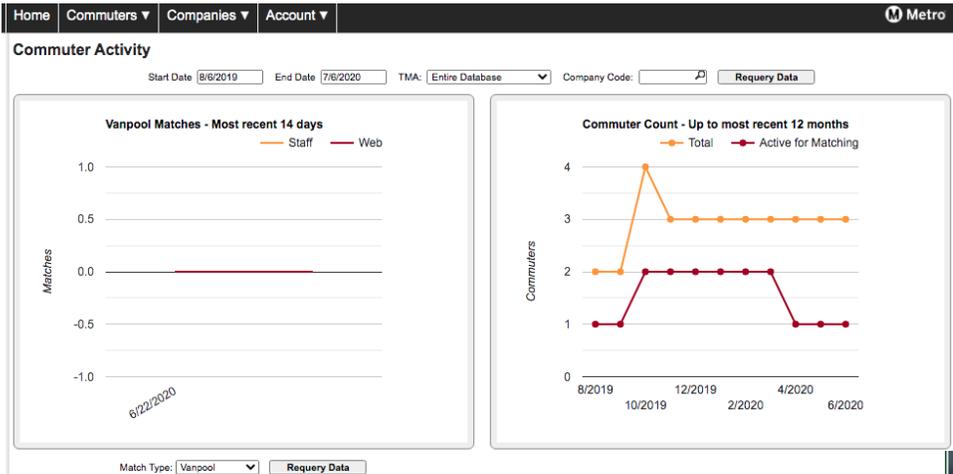


You can sign out from Desktop View by clicking the **Account** tab and selecting **Sign Out**.

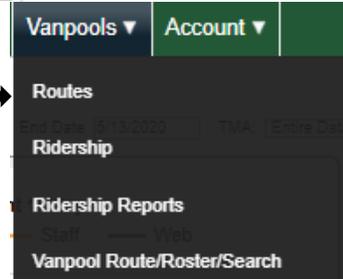


Option One – View or Edit Monthly Report from the Desktop View

When you sign-in for the first time, the **Commuter Activity** page will be the first page. If you would like to view or edit monthly reports from **Desktop View**, continue on with the steps on the next page. If you would like to see the **Mobile View**, click the **Home** tab, select **Vanpool Sponsor Home**, and refer to **Option Two** on page 13.



Click the **Vanpools** tab and select **Ridership** from the drop-down menu.

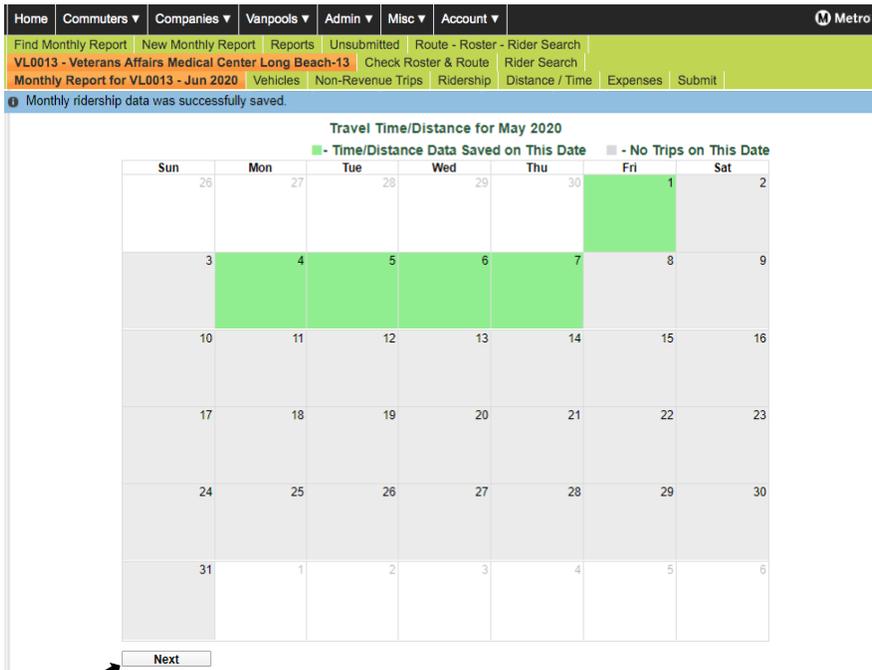


Select the Start Month and the End Month and click **Search**. You will only be able to View the Closed account and Edit the Open account. Select **View** or **Edit** on the vanpool that you would like to access.

View	Vanpool Code/Name	Month/Year	Coordinator	Opened	Closed	Open	Delete
View	VL0013 - A1428 - Veterans Affairs Medical Center Long Beach-13	Jun 2020	Gina Castillo gina.castillo@med.va.gov	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete
View	VL0023 - A1516 - JPL-23	Jun 2020	James Chaffee jim.chaffee@jpl.nasa.gov	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete
View	VL0025 - A1425 - The Aerospace Corp.-25	Jun 2020	Greg Papazoglou gregpapazoglou@msn.com	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete
View	VL0039 - A1492 - Lockheed Martin-39	Jun 2020	Nicholas Zazzarino nick.zazzarino@lmco.com	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete
View	VL0052 - A1417 - Raytheon-52	Jun 2020	Victor Andrade v Andrade@raytheon.com	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete
View	VL0063 - A1446 - Raytheon-63	Jun 2020	Larry Higa larry_higa@raytheon.com	LAVPIMPORT 6/26/2020 12:12 AM	LAVPIMPORT 6/26/2020 12:12 AM	Open	Delete

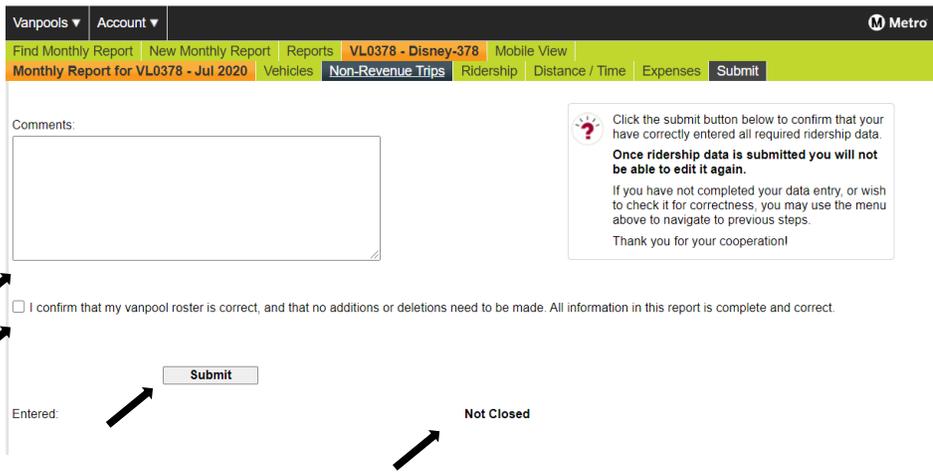
Enter the end odometer reading of the van on the last day of the month when the group arrived at their final destination. Click **Save** and then click **Next**.

Year	Make	Model	Leasing Vendor	Vehicle ID	Seats	Start Day	End Day	Start Odometer	End Odometer	Miles
2019	FRD	Transit	ENTNTD	7RN6KV	8	1	30	100.0	100.0	0.0

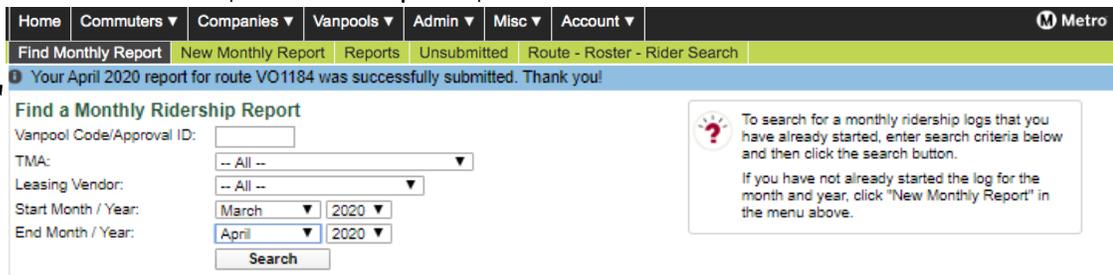


Click on the **Expense Type** drop-down menu, enter the **Fuel Type** and enter the **Quantity**. Use “1” for all Quantity except for fuel. Enter the **Total Cost** of the expense and click **Add**. Click **Save** and when you have entered all your expenses click **Next**. You will see the blue confirmation banner at the top when you click **Save**. If you made an error, click **Delete** and re-add the expense you wanted to correct.

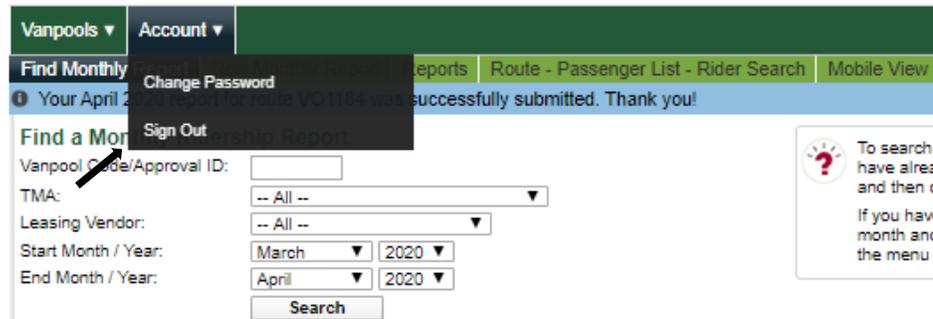
Click on the confirmation of using one van or if you had a van switch and used more than one van during the reporting month. Click on the confirmation indicating your passenger list is correct and click **Submit**. Once you submit a monthly report, you will not be able to edit this report.



A blue banner will appear to confirm that you have successfully reported for this group. You can enter your van number to find the next vanpool group or enter the Start Month and End Month and click **Search** to view your entire vanpool fleet. Select the next vanpool with an **Open** report.

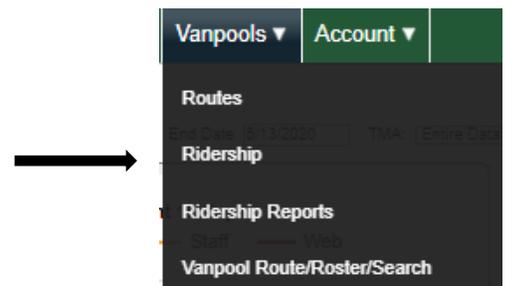


When you are done, click the **Account** tab at the top select **Sign Out**.



How to Create a New Report in the Desktop View

Click on the **Vanpools** tab and select **Ridership** from the drop-down menu.



Then, click the **New Monthly Report** Tab. Use the drop-down menu to select the Month and Year and the next drop-down menu to select the van ID that you would like to report for. Your selection will view in a blue highlight and click on the **Open** button.

Enter the end odometer reading of the van on the last day of the month when the group arrived at their final destination. Click **Save** and then click **Next**.

The top banner will show that the odometer was entered successfully. Click **Next** so that you can move to the passenger participation report.

Go to the top of the report and select the ride code that will apply to everyone on this day and when a pop up comes up to confirm click **OK**. Once populated go to change the days that individuals did not ride with the **D** code. Continue to report each day until all participation is reported for the entire month. Click **Next** which will bring you to a calendar. Green squares represent the days that have been reported. Remember to click **Save** if any changes were made. Click **Next**, to bring you to the **Expense** report.

Home Commuters Companies Vanpools Admin Misc Account Metro

Find Monthly Report New Monthly Report Reports Unsubmitted Route - Roster - Rider Search
 VL0013 - Veterans Affairs Medical Center Long Beach-13 Check Roster & Route Rider Search
 Monthly Report for VL0013 - Jun 2020 Vehicles Non-Revenue Trips **Ridership** Distance / Time Expenses Submit

Use the form below to record the daily 'ride code' for each commuter.
 The 'ride code' is a single character code that indicates if and how the commuter utilized the vanpool on a given day. See below for a list of valid codes.

Ride Codes

I Inbound O Outbound 2 Round Trip H Holiday D Did Not Ride X Not in Vanpool Group

Name	Role	City / State / Zip	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su
Set everyone on this day to the code you enter here.			<input type="text"/>																														
Charlie Coordinator	Rider	Orange, CA 92865	2	D	D	2	2	2	2	2																							
Passenger John	Rider	Long Beach, CA 90815	2	D	D	2	2	2	2	2																							
Tracy McConnell	Rider	Garden Grove, CA	2	D	D	2	2	2	2	2																							
Passenger Patricia	Rider	CA	2	D	D	2	2	2	2	2																							
Passenger Patrick	Rider	Long Beach, CA 90804	2	D	D	2	D	2	2	2																							

Save Next

After inputting the Ridership, you will be directed to the **Travel Time/Distance** calendar view for the month you are reporting for. If you want to make changes, you can click the back button on your browser. If no changes need to be made, click **Next** to proceed to the **Expense** reporting section.

Home Commuters Companies Vanpools Admin Misc Account Metro

Find Monthly Report New Monthly Report Reports Unsubmitted Route - Roster - Rider Search
 VL0013 - Veterans Affairs Medical Center Long Beach-13 Check Roster & Route Rider Search
 Monthly Report for VL0013 - Jun 2020 Vehicles Non-Revenue Trips Ridership Distance / Time Expenses Submit

Monthly ridership data was successfully saved.

Travel Time/Distance for May 2020

■ Time/Distance Data Saved on This Date ■ No Trips on This Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Next

Click on the **Expense Type** drop-down menu, enter the **Fuel Type** and enter the **Quantity**. Use "1" for all Quantity except for fuel. Enter the **Total Cost** of the expense and click **Add**. Click **Save** and when you have entered all your expenses click **Next**. You will see the blue confirmation banner at the top when you click **Save**. If you made an error, click **Delete** and re-add the expense you wanted to correct.

Home Commuters Companies Vanpools Admin Misc Account Metro

Find Monthly Report New Monthly Report Reports Unsubmitted Route - Roster Rider Search
 VL0013 - Veterans Affairs Medical Center Long Beach-13 Check Roster & Route Rider Search
 Monthly Report for VL0013 - Jun 2020 Vehicles Non-Revenue Trips Ridership Distance / Time Expenses Submit

Expense has been added

Expenses for April 2020
 Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas

New Expense

Expense Type: [Dropdown] Quantity: [0] Total Cost: [0] Comments: [Text Area] Add

My Expenses

Expense Type	Quantity	Total Cost	Comments
Fuel	GA - Gasoline	85.00	\$328.32

Save Next Delete

Click on the confirmation of using one van or if you had a van switch and used more than one van during the reporting month. Click on the confirmation indicating your passenger list is correct and click **Submit**. Once you submit a monthly report, you will not be able to edit this report.

Home Commuters Companies Vanpools Admin Misc Account Metro

Find Monthly Report New Monthly Report Reports Unsubmitted Route - Roster Rider Search
 VL0013 - Veterans Affairs Medical Center Long Beach-13 Check Roster & Route Rider Search
 Monthly Report for VL0013 - Jun 2020 Vehicles Non-Revenue Trips Ridership Distance / Time Expenses Submit

Comments: [Text Area]

Click the submit button below to confirm that you have correctly entered all required ridership data. Once ridership data is submitted you will not be able to edit it again. If you have not completed your data entry, or wish to check it for correctness, you may use the menu above to navigate to previous steps. Thank you for your cooperation!

The same vehicle was used for this entire reporting period.
 Multiple vehicles were used during the course of this reporting period.
 I confirm that my passenger list is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

Submit

Entered: celinetran19@gmail.com 4/20/2020 3:17 PM
 Edited: lianek@ci.garden-grove.ca.us 5/5/2020 4:54 PM

Not Closed

A blue banner will appear to confirm that you have successfully reported for this group. You can enter your van number to find the next vanpool group or enter the Start Month and End Month and click **Search** to view your entire vanpool fleet. Select the next vanpool with an **Open** report.

Home Commuters Companies Vanpools Admin Misc Account Metro

Find Monthly Report New Monthly Report Reports Unsubmitted Route - Roster - Rider Search

Your April 2020 report for route VO1184 was successfully submitted. Thank you!

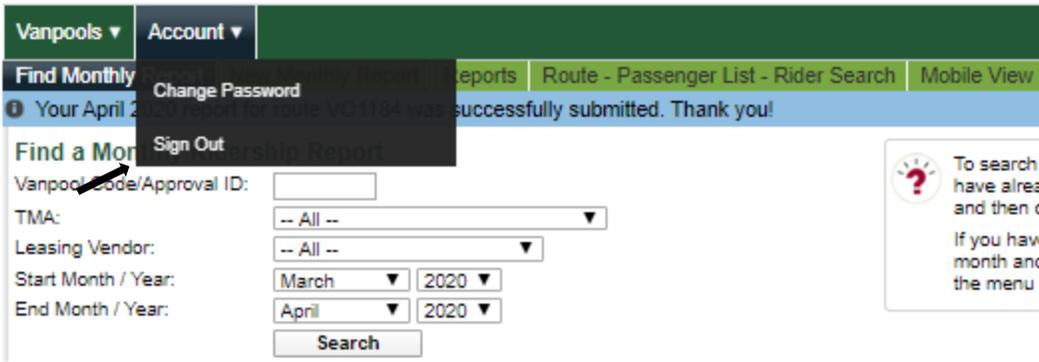
Find a Monthly Ridership Report

Vanpool Code/Approval ID: [Text Field]
 TMA: -- All -- [Dropdown]
 Leasing Vendor: -- All -- [Dropdown]
 Start Month / Year: March 2020 [Dropdown]
 End Month / Year: April 2020 [Dropdown]

Search

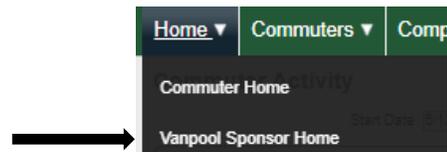
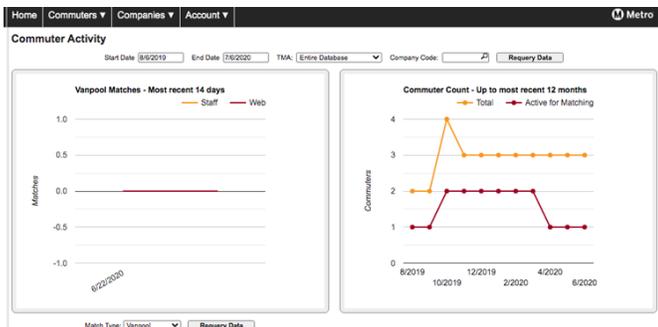
To search for a monthly ridership logs that you have already started, enter search criteria below and then click the search button. If you have not already started the log for the month and year, click "New Monthly Report" in the menu above.

When you are done, click the **Account** tab at the top select **Sign Out**.



Option Two - View and Edit a Monthly Report from the Find a Monthly Report View

When you sign-in for the first time, the **Commuter Activity** page will appear. To go to the **Mobile View**, click the **Home** tab, select **Vanpool Sponsor Home**.



STEP ONE – Filter your search

The first page you will see in the **Mobile View** is the **Find a Monthly Report** page which provides an overview of the report status for all your vanpools.

Click the drop-down menu under **Vanpool Code** to filter the search for a specific vanpool.

Report Menu

Find a Monthly Report

Vanpool Code 

Start Month Start Year

End Month End Year

Results					
	Vanpool Code/Name	Month/Year	Coordinator	Opened	Closed
View	VO1070 - City of Garden Grove - Ronald Doscher	Jan 2020	Ronald Doscher rond@ggpd.org	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM
View	VO1071 - City of Garden Grove - Shan Lewis	Jan 2020	Shan Lewis shantl@ci.garden-grove.ca.us	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM
View	VO1184 - City of Garden Grove - Andrew Ornelas	Jan 2020	Andrew Ornelas ornelasa85@gmail.com	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM

To view all vanpools, do not enter a vanpool code. Monthly Reports can also be filtered for a specific month or a range of months.

After selecting a vanpool or all vanpools and the month(s) click **Search** to see the vanpool information and the report status.

STEP TWO – View a Monthly Report

View a monthly report by clicking **View** on the left column. If the Closed column is populated, the report for that month was submitted and no further changes can be made. If the Opened column is blank, a report has not been started for the month. If the Closed column is blank, the report has not been completed or submitted.

Results					
	Vanpool Code/Name	Month/Year	Coordinator	Opened	Closed
 View	VO1070 - City of Garden Grove - Ronald Doscher	Jan 2020	Ronald Doscher rond@ggpd.org	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM
View	VO1071 - City of Garden Grove - Shan Lewis	Jan 2020	Shan Lewis shantl@ci.garden-grove.ca.us	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM
View	VO1184 - City of Garden Grove - Andrew Ornelas	Jan 2020	Andrew Ornelas ornelasa85@gmail.com	IMPORT 2/25/2020 4:40 PM	IMPORT 2/25/2020 4:40 PM

STEP THREE – Edit a Monthly Report

Edit will appear next to vanpool with unsubmitted reports. Click **Edit** to complete or change information to submit the monthly report.

Report Menu

Find a Monthly Report

Vanpool Code

Start Month Start Year

End Month End Year

- VO1070
- VO1071
- VO1184
- VO1185
- VO1186
- VO1187

Results	Vanpool Code/Name	Month/Year	Coordinator	Op	Order	Closed
View	VO1070 - City of Garden Grove - Ronald Doscher	Jan 2020	Ronald Doscher rond@ggpd.org	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1071 - City of Garden Grove - Shan Lewis	Jan 2020	Shan Lewis shanl@ci.garden-grove.ca.us	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1184 - City of Garden Grove - Andrew Ornelas	Jan 2020	Andrew Ornelas ornelasa85@gmail.com	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1185 - City of Garden Grove - Celestino Pasillas	Jan 2020	Celestino Pasillas celp@ci.garden-grove.ca.us	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1186 - City of Garden Grove - Joshua Arionus	Jan 2020	Joshua Arionus joshaa@ci.garden-grove.ca.us	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1187 - City of Garden Grove - Alejandro Valenzuela Sr.	Jan 2020	Alejandro Valenzuela Sr. alexgg003@icloud.com	IMPORT 2/25/2020 4:40 PM		IMPORT 2/25/2020 4:40 PM
View	VO1071 - City of Garden Grove - Shan Lewis	Mar 2020	Shan Lewis shanl@ci.garden-grove.ca.us	shanl@ci.garden-grove.ca.us 4/20/2020 2:03 PM		shanl@ci.garden-grove.ca.us 4/20/2020 3:11 PM
Edit	VO1184 - City of Garden Grove - Andrew Ornelas	Mar 2020	Andrew Ornelas ornelasa85@gmail.com	ornelasa85@gmail.com 4/20/2020 3:13 PM		

Ridership – Once you hit **Edit** a calendar will appear, this is **Month View**. The green squares represent the days that ridership was reported. By clicking on the day of the week you can report daily participation and follow the instructions on the bottom of the page to bring you back this page **Month View**. Click [▶](#) at the bottom of the calendar to move to the expense report.

Report Menu

Ridership for March 2020

Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas
Select a day to enter or confirm your daily ridership.



▶

Ridership for Monday 3/2/2020

Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas
 Confirm travel time/miles and select which riders rode in/out for the day

Travel Time to Work (minutes)	Travel Time from Work (minutes)
<input type="text" value="60"/>	<input type="text" value="60"/>
Distance to Work (miles)	Distance from Work (miles)
<input type="text" value="34"/>	<input type="text" value="34"/>

(Select All)

Name	Rode In / Out
Raymond Buchler Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Edgar Cano Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Albert Carrisoza Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Mauricio Garcia Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Vidal Jimenez Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Andrew Ornelas Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Minh Tran Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>



Tip: To view your Monthly Ridership Calendar at any time, click the **"Month View"** button at the bottom of page.

Once you are done completing the reporting for the day, click **"Save and Continue."**

If you are reporting at month end and you have finished logging all your daily passenger trips, click **"Month View"** and then click  at the bottom of the calendar to move to the expense report.

- Expenses** – Enter all the expenses incurred during the month for the vanpool regardless of how or who paid for them.
- Select the **Expense Type**, enter the **Quantity**, **Total Cost**, and click **Add**.
 - Comments** –add any comments you believe may be of assistance Metro Vanpool regarding the expense type.
 - If you made an entry error, click **Delete** to remove the entry and re-enter the expense (an entry cannot be edited once it has been saved).
 - Once you have entered all your **Expenses** for the current reporting month, continue by clicking .

Expense Type

- Fuel
- Cleaning
- Tolls
- Parking
- Other

Report Menu

Expenses for March 2020

Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas
 Add each vanpool expense for the month. Enter '1' for quantity for all expenses except fuel.

Expense Type	Quantity	Total Cost	Comments	
<input type="text" value="Fuel"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text"/>	<input type="button" value="Add"/>

My Expenses

Expense Type	Quantity	Total Cost	Comments	
Fuel GA - Gasoline	15.00	\$49.94		<input type="button" value="Delete"/>
Fuel GA - Gasoline	16.00	\$49.33		<input type="button" value="Delete"/>
Fuel GA - Gasoline	16.00	\$44.73		<input type="button" value="Delete"/>

Tip: Enter "1" in quantity for all expenses except Fuel. Fuel expenses must include the gallons purchased in quantity.

Ending Odometer – Click **Edit** to enter the **End Odometer** for the month. Click  when you are done.



Report Menu

Ending Odometer for March 2020

Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas

Click Edit and enter the ending odometer for the month. If the vehicle you used is not in this list, contact us right away.

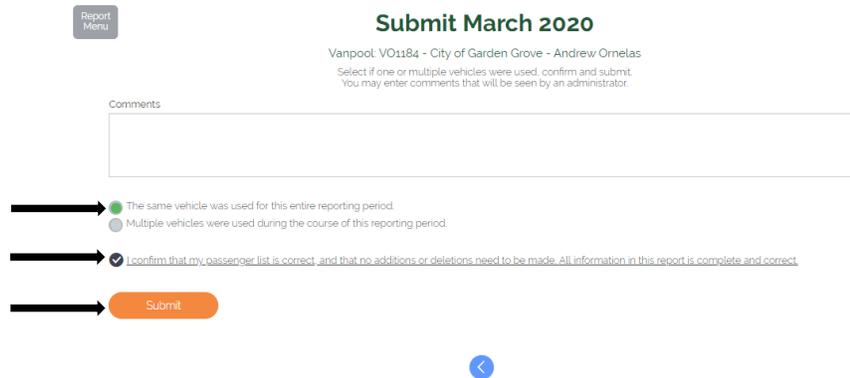
Search for a Vehicle

	Vehicle	Start / End Date	Start / End Odometer (Miles)	
 Edit	ENTNTD 70P5W5 2018 Nissan C2500	3/1/2020 3/31/2020	22 500 478	Delete

Submit – When all Passenger Trips, Expenses, and Vehicle information are reported and verified, confirm the number of vehicles used during the report month and confirm that the report information is complete and accurate.

- Comments – Enter any comments or concerns you wish to share with Metro Vanpool about this reporting month, such as information regarding a vehicle change during the period.
- Confirm the report is correct. Use  to review your entries and edit if necessary.
Important – *Once submitted, the report will be locked for review and you will not be able to make further changes.*
- If you receive an error message, please correct the errors noted so the report can be submitted. Contact Metro Vanpool If you can't correct the errors, or if you submitted the report and then found that changes are required.
 - Contact Metro at vanpool@metro.net or 213-922-9200.
 - After correcting any errors, click **Submit**.



Report Menu

Submit March 2020

Vanpool: VO1184 - City of Garden Grove - Andrew Ornelas

Select if one or multiple vehicles were used, confirm and submit.
You may enter comments that will be seen by an administrator.

Comments

The same vehicle was used for this entire reporting period.

Multiple vehicles were used during the course of this reporting period.

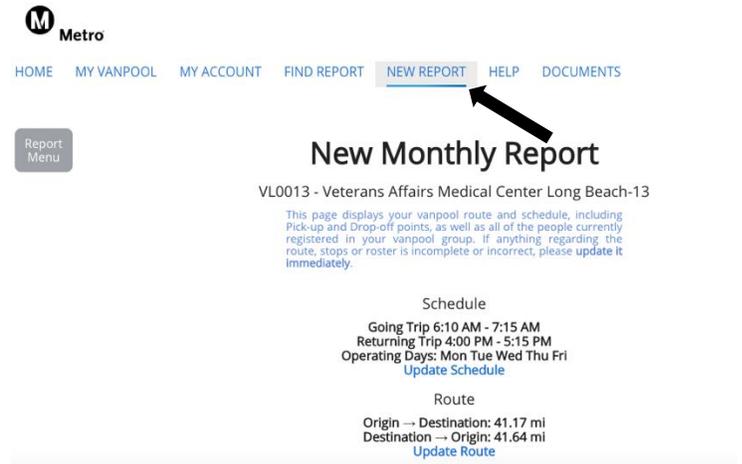
I confirm that my passenger list is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

 **Submit**



How to Create a New Report in the Mobile View

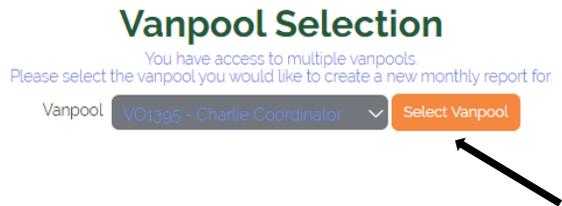
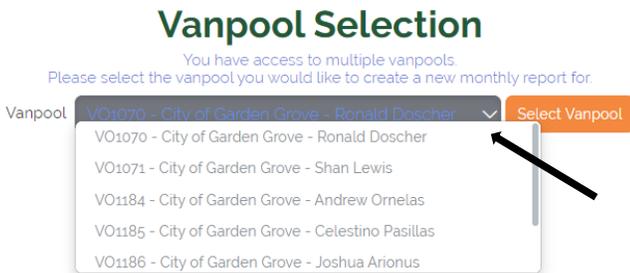
Click on **New Report** on the menu bar to begin a new report.



STEP ONE – Select the van you want to create a new report for.

Click the down arrow to select the vanpool you would like to create a new monthly report for from the drop-down menu. When you have made your selection, click **Select Vanpool**.

HOME MY ACCOUNT FIND REPORT **NEW REPORT** HELP



STEP TWO – Confirm the chosen van’s schedule, route to work, and passenger list.

If a passenger is missing, or if there are people on the passenger list that are no longer part of that vanpool group, update the passenger list. A new passenger will be emailed a participant agreement and you will not be able to finish the report until it has been signed.

After reviewing the information and making any necessary corrections, click the checkmark box “I confirm that all of the information above is correct about this route.”

Select the month and year from the drop-down menu to indicate the report you would like to start and click **Create**.

Report Menu

New Monthly Report

VO1395 - Charlie Coordinator

This page displays your vanpool route and schedule, including Pick-up and Drop-off points, as well as all of the people currently registered in your vanpool group. If anything regarding the route, stops or passenger list is incomplete or incorrect, please **update it immediately**.

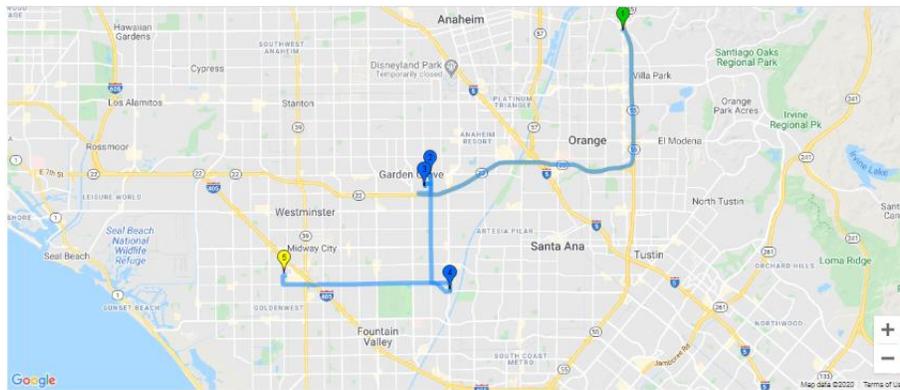
Schedule

Going Trip 5:30 AM - 6:00 AM
Returning Trip 3:30 PM - 4:00 PM
Operating Days: Mon Tue Wed Thu Fri
[Update Schedule](#)

Route

Origin → Destination: 20.23 mi
Destination → Origin: 19.66 mi
[Update Route](#)

Name	Type	Address
1 Route Origin	Origin	2555 N Tustin St. Orange, CA 92865
2 Pick up Passenger Patricia	Pick-up	University Drive and, CA-73, Irvine, CA 92617
3 Pick up Passenger Pete	Pick-up	University Drive and, CA-73, Irvine, CA 92617
4 Pick up Passenger John	Pick-up	University Drive and, CA-73, Irvine, CA 92617
5 Route Destination	Destination	7301 Center Ave, Huntington Beach, CA 92647



Passenger List

[Update Passenger List](#)

Name, Role	Pick-up	Drop-off
Charlie Coordinator, Rider, Coordinator	2555 N Tustin St. Orange, CA 92865	7301 Center Ave, Huntington Beach, CA 92647
Passenger John, Rider	University Drive and, CA-73, Irvine, CA 92617	7301 Center Ave, Huntington Beach, CA 92647
Tracy McConnell, Rider	University Drive and, CA-73, Irvine, CA 92617	7301 Center Ave, Huntington Beach, CA 92647
Passenger Patricia, Rider, Reporter	University Drive and, CA-73, Irvine, CA 92617	7301 Center Ave, Huntington Beach, CA 92647
Passenger Patrick, Rider	2555 N Tustin St. Orange, CA 92865	7301 Center Ave, Huntington Beach, CA 92647

The wait list for this vanpool route is currently empty.

Your previous monthly report has incomplete vehicle usage data. It is best to finish this before starting a new report. [Click here to update the vehicle data](#)

I confirm that all of the information above is correct about this route

Create a new report for **May** 2020

[Create](#)

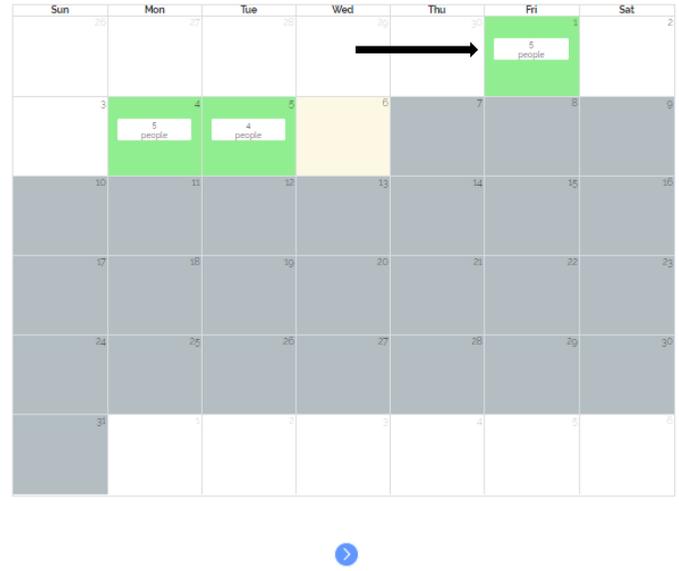
STEP THREE – Select the first day the group started riding in the van for the month.

Report Menu

Ridership for May 2020

Vanpool: VO1395 - Charlie Coordinator
Select a day to enter or confirm your daily ridership.

Days that have been reported for are highlighted in green. The current day is highlighted in pale yellow. Future days in the month are shaded in gray and cannot be reported for yet.



STEP FOUR – Complete the **Ridership** log for each day the van was in use.

Report Menu

Detours? Update the travel time and distance to work and from work.

Travel Time to Work (minutes)
30

Distance to Work (miles)
20.23

Ridership for Friday 5/1/2020

Vanpool: VO1395 - Charlie Coordinator
Confirm travel time/miles and select which riders rode in/out for the day

Travel Time from Work (minutes)
30

Distance from Work (miles)
19.66

(Select All)

Name	Rode In / Out	
Charlie Coordinator Rider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Passenger John Rider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tracy McConnell Rider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Passenger Patricia Rider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Passenger Patrick Rider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Ridership Save and Continue Month View

Click **Save Ridership** if you are reporting just for that day.

Click **Save and Continue** if you are ready to report for the next day. (Note: You cannot report for future days.)

Click **Month View** to see an overview of report for the month. Reported days will be highlighted green.

Click who rode to work in **Rode In** and who rode home in **Rode Out**

When you are on the **Month View** page, click the blue arrow  below the calendar to enter the van expenses (i.e. fuel, cleaning, tolls, or parking – all expenses must be entered regardless of who pays them).

STEP FIVE – Enter the **Expenses** for the month. For fuel, you will also enter the total gallons of fuel purchased.

Expenses for May 2020
Vanpool: VO1395 - Charlie Coordinator
Add each vanpool expense for the month. Enter '1' for quantity for all expenses except fuel.

Expense has been added

Expense Type: Quantity: Total Cost: \$ Comments:

Expense Type	Quantity	Total Cost	Comments	
Fuel - GA - Gasoline	20.00	\$75.00		<input type="button" value="Delete"/>
Cleaning	1.00	\$5.00		<input type="button" value="Delete"/>

Tip: Enter “1” in quantity for all expenses except Fuel.

- e. **Comments** –add any comments that may be of assistance Metro Vanpool regarding the expenses.
- f. If you saved your entry and you made an entry error, click **Delete** to remove the entry and re-enter the expense (the system does not have the ability to edit an entry once it has been saved).
- g. Once you have entered all your **Expenses** for the current reporting month, continue to the **Ending Odometer** page by clicking [>](#).

STEP SIX – Enter the **Ending Odometer** miles for the report month.

Click **Edit** to enter your ending odometer miles and confirm that the vehicle information is correct.

Ending Odometer for May 2020
Vanpool: VO1395 - Charlie Coordinator
Click Edit and enter the ending odometer for the month. If the vehicle you used is not in this list, contact us right away.

Vehicle	Start / End Date	Start / End Odometer (Miles)
ENTNTD 7QNF75 2020 Chevrolet	5/1/2020 5/31/2020	0 0 0

Enter the odometer miles taken when the vehicle is parked at the home end on the last commute day of the month.

If more than one vehicle was assigned to this vanpool during a reporting month, complete the odometer information for the vehicle that was in that vanpool’s possession on the last day of the report month. If this report does NOT show the vehicle currently assigned to that vanpool, or if they were assigned a new or loaner vehicle on the last day of the reporting month, please email vanpool@metro.net.

Final Step – Submitting the monthly report.

When all Passenger Trips, Expenses, and Vehicle information have been reported and verified for the month, confirm the number of vehicles used during the reporting month, and confirm that the report information is complete and accurate.

- d. **Comments** – Enter any comments about this reporting month, such as information regarding a vehicle change during the period.

- The same vehicle was used for this entire reporting period.
- Multiple vehicles were used during the course of this reporting period.
- I confirm that my passenger list is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.
-



Before you click submit, use to review your entries carefully and edit if necessary.

Important – Once submitted, your report will be locked, and you will not be able to make further changes.

If you receive an error message and the System is unable to submit your report, please correct the errors noted. If you are having trouble correcting the errors, or if you submitted the report and then found that changes are required, contact Metro Vanpool to re-open your report at vanpool@metro.net or 213-922-7003. After correcting any errors, click **Submit**.

Congratulations! You have submitted your Metro Vanpool monthly vanpool report. You will receive an email from Metro Vanpool confirming receipt of the report. Metro Vanpool staff will review your report and may contact you with questions.

How to Update Passenger Lists, Routes, Contact Information, and Find Riders

If you are in the **Mobile View**, click the **Report Menu** on the top left corner and select **Update Vanpools** from the selection menu. You will be directed to the **Find a Vanpool** page in the Desktop View.

Monthly Vanpool Reporting ×

Find Report

New Report

Update Vanpools ←

Rider Search

Desktop View

Report Menu

If you are already in **Desktop View**, click the **Vanpools** tab and select **Routes**. You will be directed to the **Find a Vanpool** page.

Home Commuters Companies Vanpools Admin Misc Account

Find Vanpool New Vanpool Reports

Find a Vanpool

Vanpool Code / Approval ID / Name:

Vanpool TMA:

Vanpool Sponsor:

Leasing Vendor:

Vehicle ID:

Contact Name/Email:

Coordinator Name/Email:

Rider Name/Email:

Origin:

Destination:

Start Date on or after:

Include Inactive Vanpools

STEP ONE – Search for a specific vanpool by putting “VL” before their vanpool code/ID, enter any other filters needed, and click **Search**.

To view a list of your entire fleet, leave the Vanpool Code/Approval ID blank and click **Search**.

Home Commuters Companies Vanpools Admin Misc Account

Find Vanpool New Vanpool Reports

Find a Vanpool

Vanpool Code / Approval ID / Name:

Vanpool TMA:

Vanpool Sponsor:

Leasing Vendor:

Vehicle ID:

Contact Name/Email:

Coordinator Name/Email:

Rider Name/Email:

Origin:

Destination:

Start Date on or after:

Include Inactive Vanpools

STEP TWO – Click **Edit** once you have found the vanpool you want to view.

Displaying 1 to 1 out of 1 total results

Sort: [Code](#) [Vanpool Name](#) [Contact Name](#) [Leader Name](#)

Code	Vanpool Name	Contact Name	Leader Name
VL0013	A1428 Veterans Affairs Medical Center Long Beach-13	Gina Castillo	

STEP THREE – Use the top menu tabs to view and make updates to the selected vanpool.

Home Commuters Companies Vanpools Admin Misc Account

Find Vanpool New Vanpool VL0013 A1428 - Veterans Affairs Medical Center Long Beach-13 Edit Roster / Wait List Stops / Route Rider Search

Documents Match Restrictions Notes Copy Delete Leasing Vendor Confirm Approval Reports

Monthly Report / Vehicle Assignment

Most recent report: 6/2020

Most recent vehicle: ENTNTD: 7RN6KV Seats: 8

Vanpool Approval ID: A1428

Code:

* Name: Veterans Affairs Medical Center Lc

TMA:

Sponsor:

Leasing Vendor:

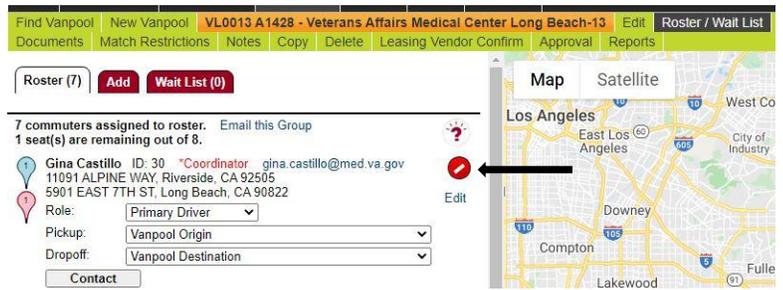
Application Status:

Origin

I. To add or remove a passenger, click the **Roster/Wait List** tab.

There are three tabs within this section, (1) Roster, (2) Add, and (3) Wait List.

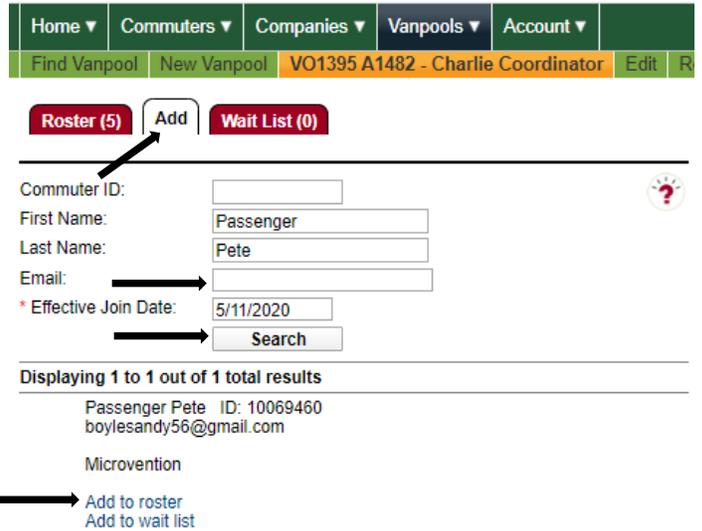
In the **Roster** tab, click the **red button** to remove a commuter and click **OK** to the pop-up if you are sure you want to remove them.



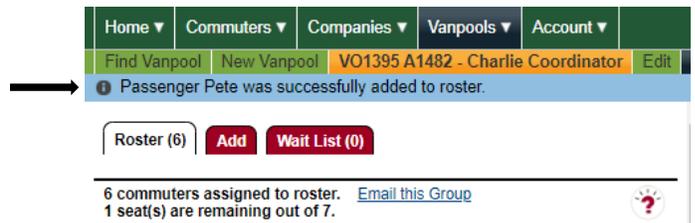
To add a passenger to the selected vanpool, click the **Add** tab. Enter the passenger's commuter ID (if you know it), first and last name, and email. Click **Search** to look them up.

An email must be entered if it was not autopopulated, click **Add to roster** to add them to the vanpool roster or **Add to wait list** if the vanpool is already filled up.

Click **OK** to the pop-up message to confirm the action. Then, the Roster tab will appear with a blue banner confirmation that the update was saved.



Are you sure you wish to add Passenger Pete to the vanpool roster?



Vanpool Passenger List		5 of 6
Name / Email	Status	
Charlie Coordinator celine-tran@outlook.com	Coordinator Participation Agreement Signed	
Passenger John thuanhau734@yahoo.com	Participation Agreement Signed	Remove
Tracy McConnell teatmcconnell@gmail.com	Participation Agreement Signed	Remove
Passenger Patricia mcconnelltracy73@yahoo.com	Reporter Participation Agreement Signed	Remove
Passenger Patrick scollins@octa.net	Participation Agreement Signed	Remove
Passenger Pete boylesandy56@gmail.com	Participation Agreement Not Yet Signed	Remove

Add new member to vanpool

Save and Go Back Save and Continue

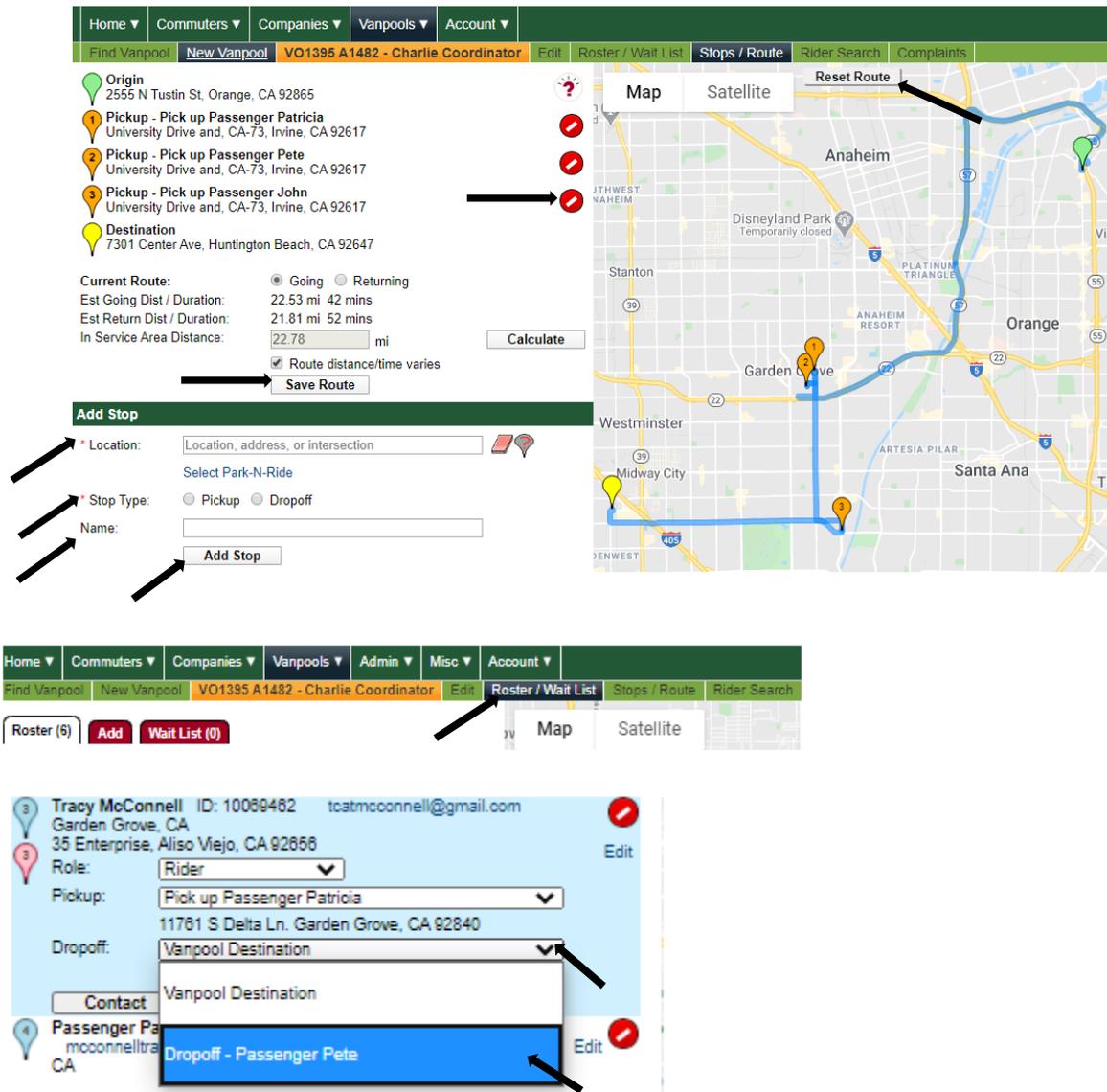
Please note that when you add a passenger to the roster, they will be **emailed** a request to sign their **Participant Agreement** before they show up on your roster for passenger trip reporting.

II. To add or a remove a stop or fix a route, click the **Stops/Routes** tab.

Add Stop: Enter the location (address), select the type of stop being added, give it a name (i.e. – Dropoff - Passenger Peter), and click **Add Stop**. Don't forget to click **Save Route**. Once you add the route, go back to the **Roster/Wait List** tab and select the passenger and use the drop down menu and select the stop you just created to reflect where the passenger is dropped off stop. The same applies for the Pickup stop.

Remove Stop: Find the stop you want to remove and click the **red button** to delete the stop. Click **OK** to the pop-up message to confirm. Click **Save Route**.

Edit Route: If the route on the map provided does not reflect the vanpool's true route, click and drag the blue route to reflect the vanpool's actual route to work. Click **Reset Route** if you need to start over. Use the **+** and **-** button to zoom in and out for an accurate view. Click **Save Route** when you are done



III. To search for more riders nearby, click the **Rider Search** tab. Input filters to narrow down your search results and click **Search**.

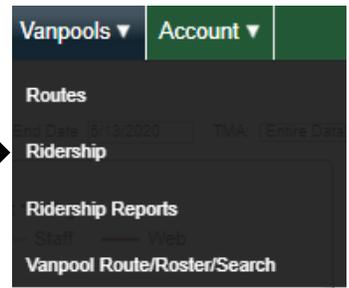
The screenshot shows a navigation bar with 'Home', 'Commuters', 'Companies', 'Vanpools', and 'Account'. Below it are buttons for 'Find Vanpool', 'New Vanpool', and 'VO1395 A1482 - Charlie Coordinator'. The search filters include:

- Use each commuter's selected time flexibility
- Override commuter's selected time flexibility
- * Time Window: Flex Time
- * Orig radius: mi
- * Dest radius: mi
- Include commuters that are already vanpool members
- Include commuters that are already carpool members
- Include commuters on the wait list whether or not they match the search criteria

A 'Search' button is located below the filters. Below the search button are links for 'Export results to Excel spreadsheet' and 'Email this list', and a status message 'Displaying 1 to 64 out of 64 total results'.

How to Access Reports

In the **Desktop View**, click the **Vanpools** tab and select **Ridership** from the drop-down menu. Click the **Reports** tab to see the Vanpool Ridership Reports page.



Then, select the **Report Type** to find the report you want from the drop-down menu. Select all vanpools by selecting the first vanpool from the top of the dropdown list in the first box and the last vanpool from the dropdown list in the second box. Select the month and year. To see vanpools with submitted reports select only closed reports. To see vanpools that have not submitted reports do not check the Select only closed reports box. Click **Submit**.

The screenshot shows the 'Vanpool Ridership Reports' page. The left sidebar has a 'Ridership Summary' dropdown menu. The main content area includes:

- Report Type:
- * Vanpool Code Start / End:
- Start Month / Year:
- End Month / Year:
- TMA:
- Leasing Vendor:
- All Days Weekdays Saturdays Sundays/Holidays
- Select only closed reports
- Start Close Date:
- End Close Date:
- Output Format: EXCEL XLSX EXCEL PDF

A 'Submit' button is located below the output format options. A 'Metro' logo is visible in the top right corner. A help box on the right side of the page provides information about the Ridership Summary Report.

All reports can be opened as an excel spread sheet or a PDF by selecting the report type at the bottom of the page.

Select only closed reports by clicking the box or leave blank it to review all vans.

Summary Ridership Report

Regional Ridematching Services

Summary Ridership Report

TMA: Orange County TA Sponsor: City of Garden Grove Provider: Enterprise Start Route: VO1070 End Route: VO1187

From March 2020 To March 2020

Vanpool Routes (per these selections) Started: 0 Terminated: 0

Days In Reporting Period: 31

4/22/2020 9:27 AM

Van Code	Closed	Date	Vanpool Name	Coordinator	Provider	Unit Id	One Way Trip Count	Ridership Code Counts							Participants			
								B	H	V	S	J	A	E	FT	PT		
VO1071	Yes	04/20/2020	City of Garden Grove - Shan Lewis	Shan Lewis	ENTNTD	7RR9T2	82	0	0	0	0	0	0	0	0	0	7	0
VO1185	Yes	04/20/2020	City of Garden Grove - Celestino	Celestino Pasillas	ENTNTD	7NKJUM	164	0	0	0	0	0	0	0	0	7	0	
VO1186	Yes	04/20/2020	City of Garden Grove - Joshua	Joshua Arionus	ENTNTD	7NLJCD	70	0	0	0	0	0	0	0	0	5	0	
VO1187	Yes	04/20/2020	City of Garden Grove - Alejandro	Alejandro Valenzuela Sr.	ENTNTD	7PT51X	212	0	0	0	0	0	0	0	0	7	0	
Totals:							528	0	0	0	0	0	0	0	0	26	0	

Ridership Code Key

- B Did not ride due to business requirement
- H Holiday
- V Vacation
- S Sick
- J Jury Duty
- A Alternate Work Schedule

Ridership Detail Report

Tip: When you select the tab at the bottom, the next vanpool group will appear.

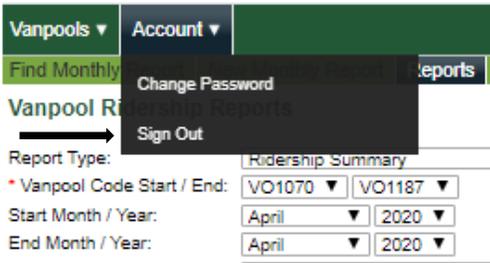
Regional Ridematching Services												
Summary Vanpool Vehicle Usage Report												
From March 2020 To March 2020												
Days In Reporting Period: 31												
4/29/2020 5:29 PM												
Vehicle	Provider	Sponsor	TMA	Vanpool Code	Vanpool Name	# Trips		Mileage		Start	End	
						Revenue	Non Rev.	Total	Revenue	Non Rev.	Odometer	
7NKJUM	ENTNTD	GARDEN	OCTA	VO1185 A1337	City of Garden Grove - Celestino Pasillas	36	0	1908	1908	0	5942	7850
7NLJCD	ENTNTD	GARDEN	OCTA	VO1186 A1338	City of Garden Grove - Joshua Arionus	30	0	360	360	0	11515	11875
7PT51X	ENTNTD	GARDEN	OCTA	VO1187 A1339	City of Garden Grove - Alejandro Valenzuela Sr.	40	0	1400	1400	0	30	1430
7RR9T2	ENTNTD	GARDEN	OCTA	VO1071 A1286	City of Garden Grove - Shan Lewis	18	0	702	702	0	35	737

Expense Detail Report

Regional Ridematching Services
Expense Detail Report
Sponsor City of Garden Grove Assigned To: Managed By:
From March 2020 To March 2020
4/29/2020 5:32 PM

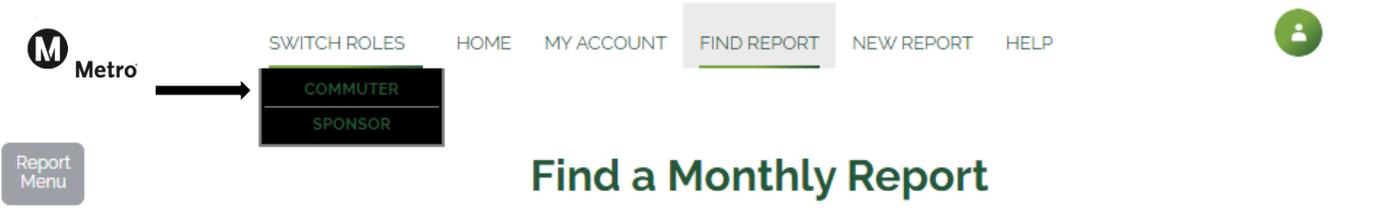
Van Code	Approval ID	Vanpool Name	Assigned To:	Year	Month	Expense Type	Fuel Type	Quantity	Cost	Comments
VO1071	A1286	City of Garden Grove - Shan Lewis		2020	March	Fuel	GA	13	\$44.22	
VO1071	A1286	City of Garden Grove - Shan Lewis		2020	March	Fuel	GA	16	\$54.00	
VO1071	A1286	City of Garden Grove - Shan Lewis		2020	March	Fuel	GA	12	\$42.00	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	17	\$54.86	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	16	\$54.08	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	16	\$52.29	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	17	\$53.72	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Tolls		1	\$3.90	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Tolls		1	\$1.48	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	17	\$53.53	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	15	\$42.29	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	15	\$40.67	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	15	\$41.01	
VO1185	A1337	City of Garden Grove - Celestino Pasillas		2020	March	Fuel	GA	16	\$44.80	
VO1186	A1338	City of Garden Grove - Joshua Anonius		2020	March	Fuel	GA	13	\$43.00	
VO1186	A1338	City of Garden Grove - Joshua Anonius		2020	March	Fuel	GA	16	\$50.00	
VO1187	A1339	City of Garden Grove - Alejandro Valenzuela Sr.		2020	March	Fuel	GA	111	\$367.65	
									\$1043.50	

When you are done with the report you can log out by clicking the **Account** tab and selecting **Sign Out**.



Switching Roles and Returning to the Home Page

Go back to **Mobile View**. If you have a RideMatchinfo.com account or if you are a **Coordinator** or a **Rider** on a vanpool you will have more than one role in the Metro Vanpool website. You will see your roles when you first sign in by hovering over the **Switch Roles** tabs. It is only in the **Mobile View** that you can switch between roles and will be granted different access.



The **My Account** tab will allow you to update your personal profile, change your password, find rideshare matches for yourself, show you the wait lists that you are on, and delete your account. Only Metro can delete or add you as a **Sponsor**.

