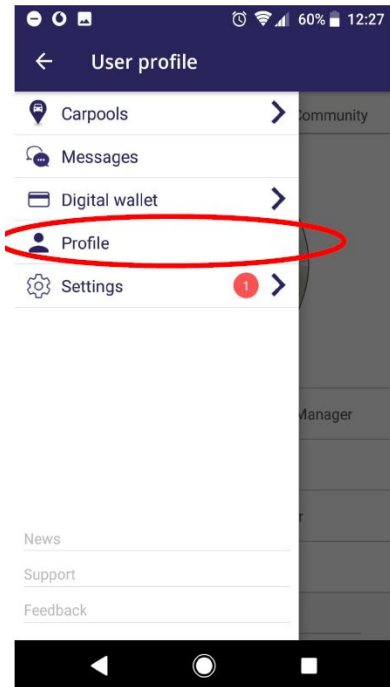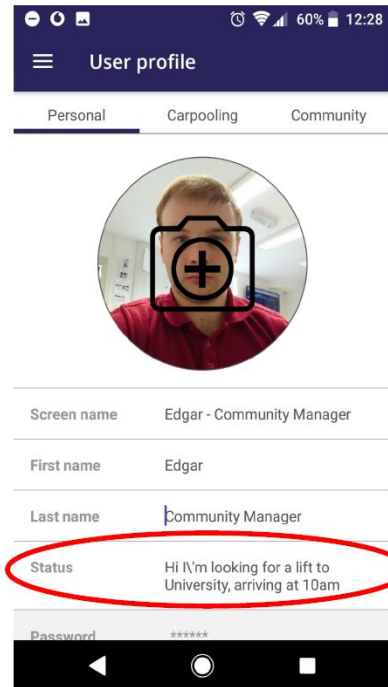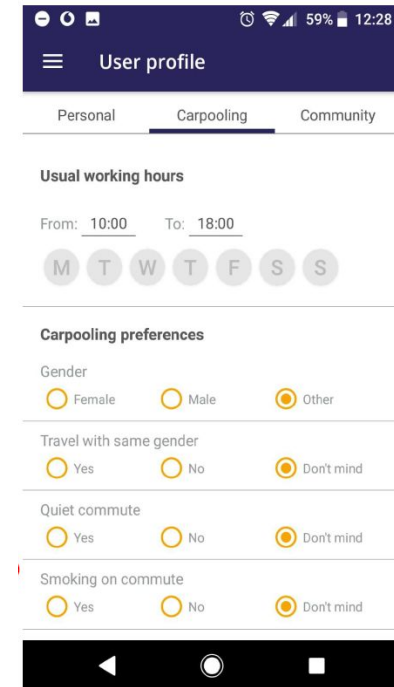## FAXI user guide

Updating user profile

Your status will appear beneath your profile and you can put some information regarding yourself, travel patterns and requirements.

Personal tab; input the information required.

- The screen name is how you will be identified on the app to others, you may wish not to use your full name.

- Set your role (driver/passenger) so other car poolers can identify what sort of journey you're looking for or offering.
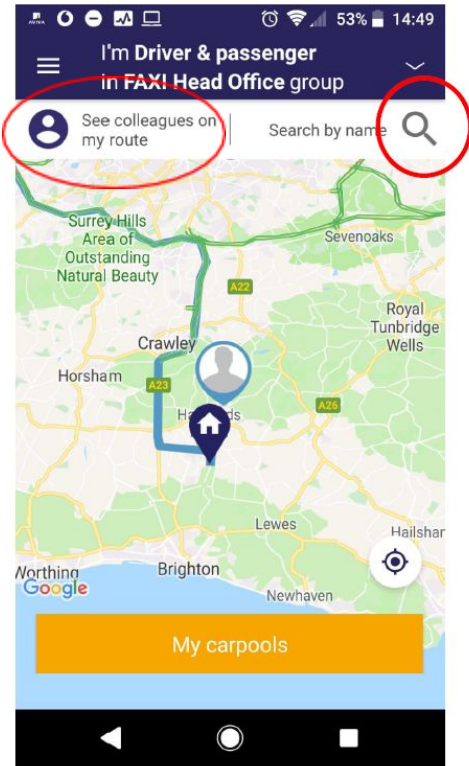
Carpooling tab; set your preferences for carpooling, including:

- Days at work
- Usual working hours
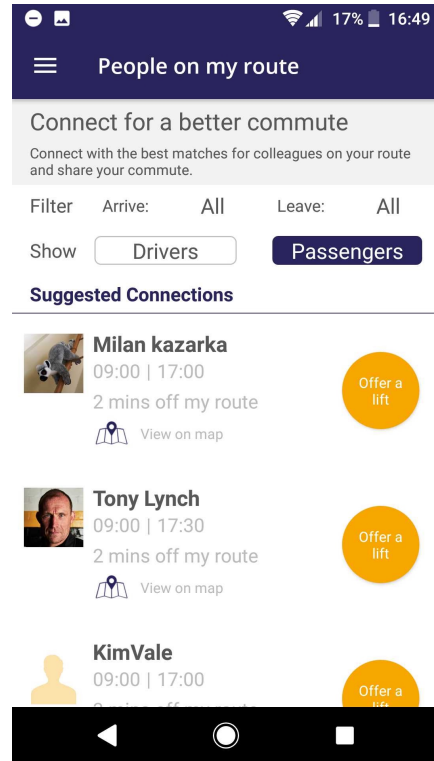- Gender preferences for carpool, 'quiet' carpool or smoking/non-smoking

Finding a carpool
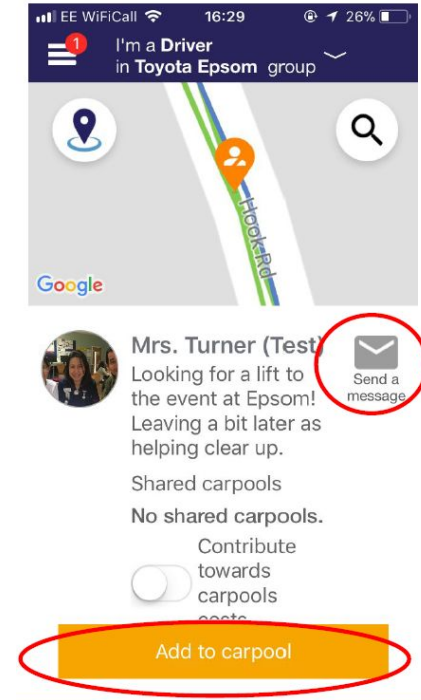
Click on the 'Find a carpool' section

If you already know the person you are looking to add to your carpool, touch on the little magnifying glass in the top right hand side of the screen and enter their screen name.

Tap the 'see colleagues on my route' to find people to carpool with

You will be provided with Smart Passenger Suggestions based on your location which you can filter by time
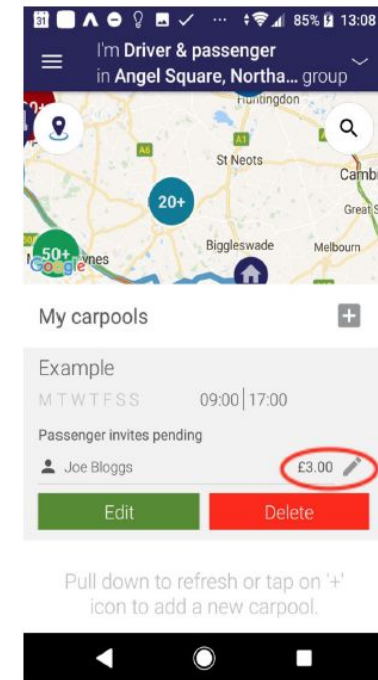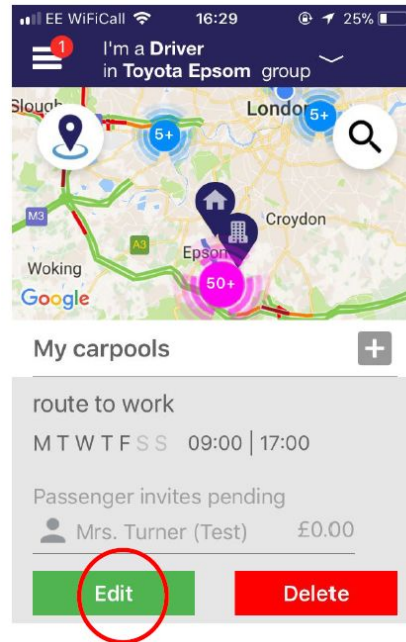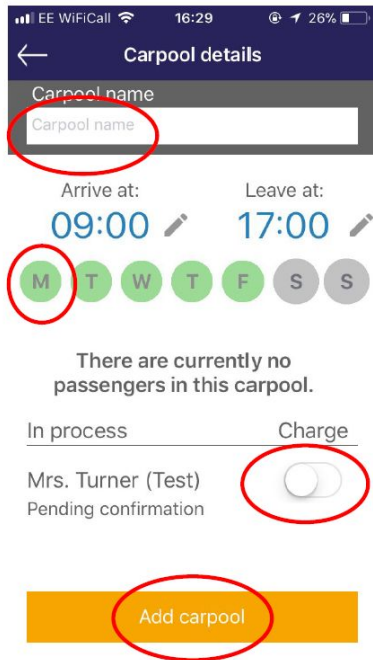
Offer a lift to passengers and request a lift from drivers

You can see their profile, message them and see how well they suit you to carpool with

Once you have decided you want to carpool with them, tap Add to Carpool

Creating a carpool

When you have found someone you want to share with you'll be prompted to create a carpool.

Set the name of the carpool, the days and the times you are going to carpool

You can choose to charge them by flicking the switch

Tap Add carpool once you are happy with the carpool details
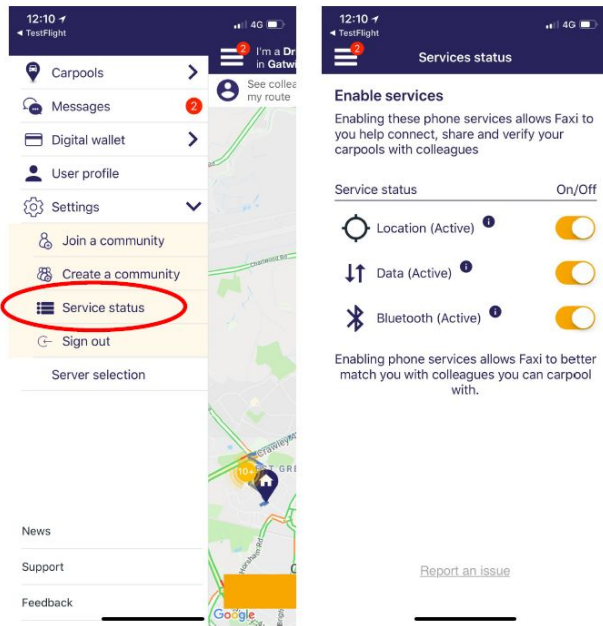
An invite has been sent to the passenger for them to accept

If you want to change any of the details of the carpool, just tap on the carpool and hit edit

You can add or remove as many people as you with from your carpool

You can edit the contribution, if you want to charge more or less than Faxi's recommended amount of 10p per mile
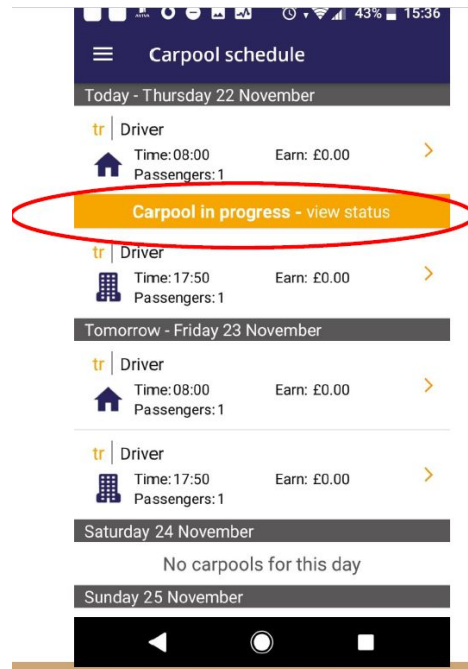
How to register a journey

On the day of your journey the following settings will need to be enabled

- Location – ON
- Data – ON
- Bluetooth – ON

The faxi app uses very small amounts data and Bluetooth. It also uses Bluetooth low energy which has been designed specifically to provide considerably reduced power consumption. It uses less energy than WiFi and what is required to check for the best phone signal, which all phones do all of the time. Your Bluetooth will only be used periodically as it is required.
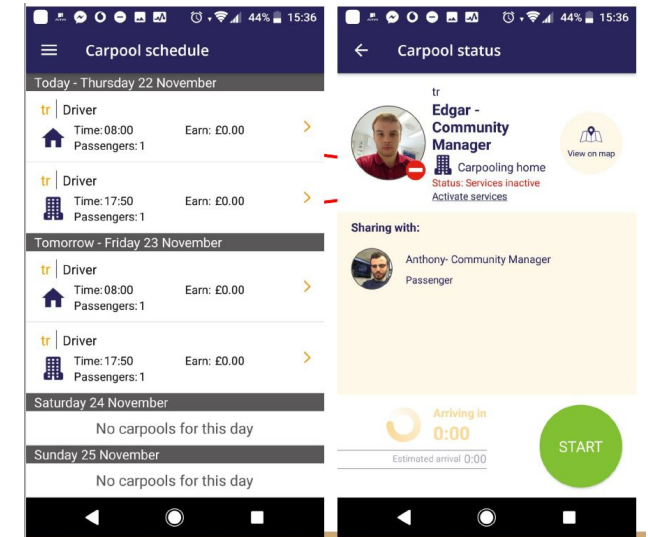
Important: on iphones make sure that FAXI 'always' has access to the location

Your journey will automatically start based on the time you set your carpool. To see it in progress, click carpool schedule in the 'carpools' section.

You should see your carpool say carpool in progress. This means it has kicked off automatically. If not, check you have all the correct settings on and manually start the carpool.

If for whatever reason the faxi application has not started automatically, you can manually start it, by going to the Carpool Schedule option in your menu, selecting on the carpool you want to run, and then hitting the start button.

When you are carpooling, Faxi technology will detect you picking up your passengers without you having to touch anything.

Once you have reached the destination, your journey will be marked as complete and you will receive a notification confirming your journey.