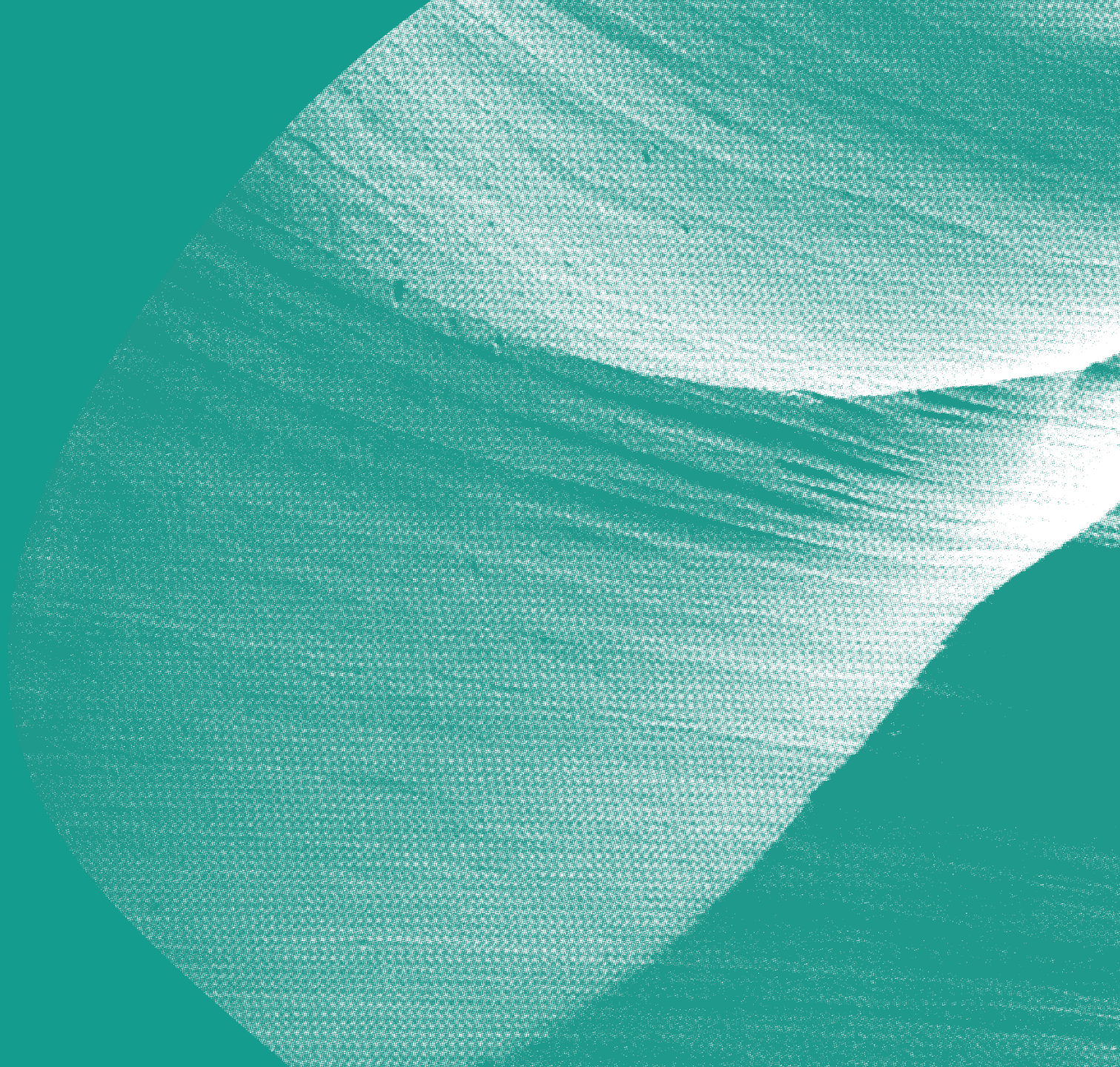
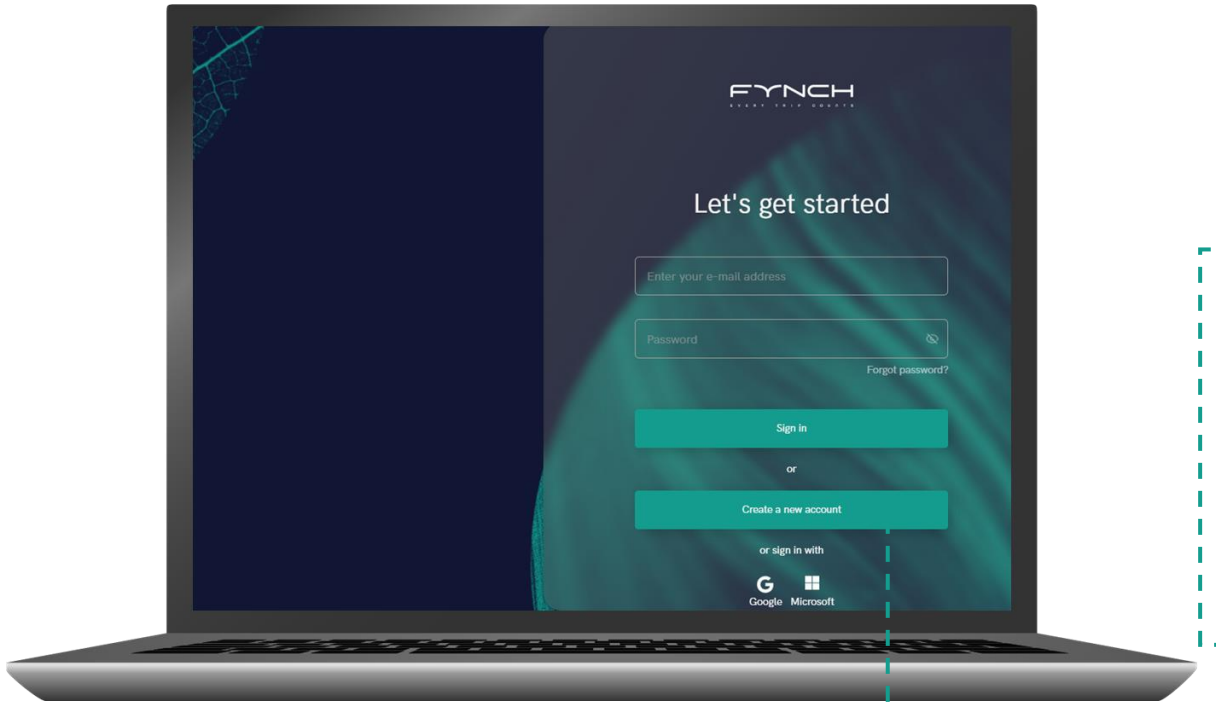
User manual Fynch Questionnaire

FYNCH

EVERY TRIP COUNTS



Create account



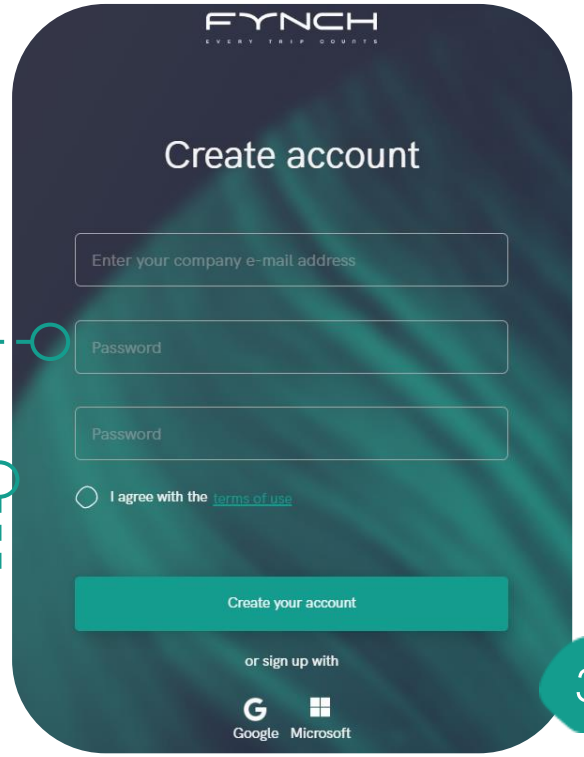
1

Stay on this page to sign in or choose *Create new account* to sign up.

2

Enter your company e-mail address and create a password. Make sure the password meets the following requirements:

- 8 characters or more
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character

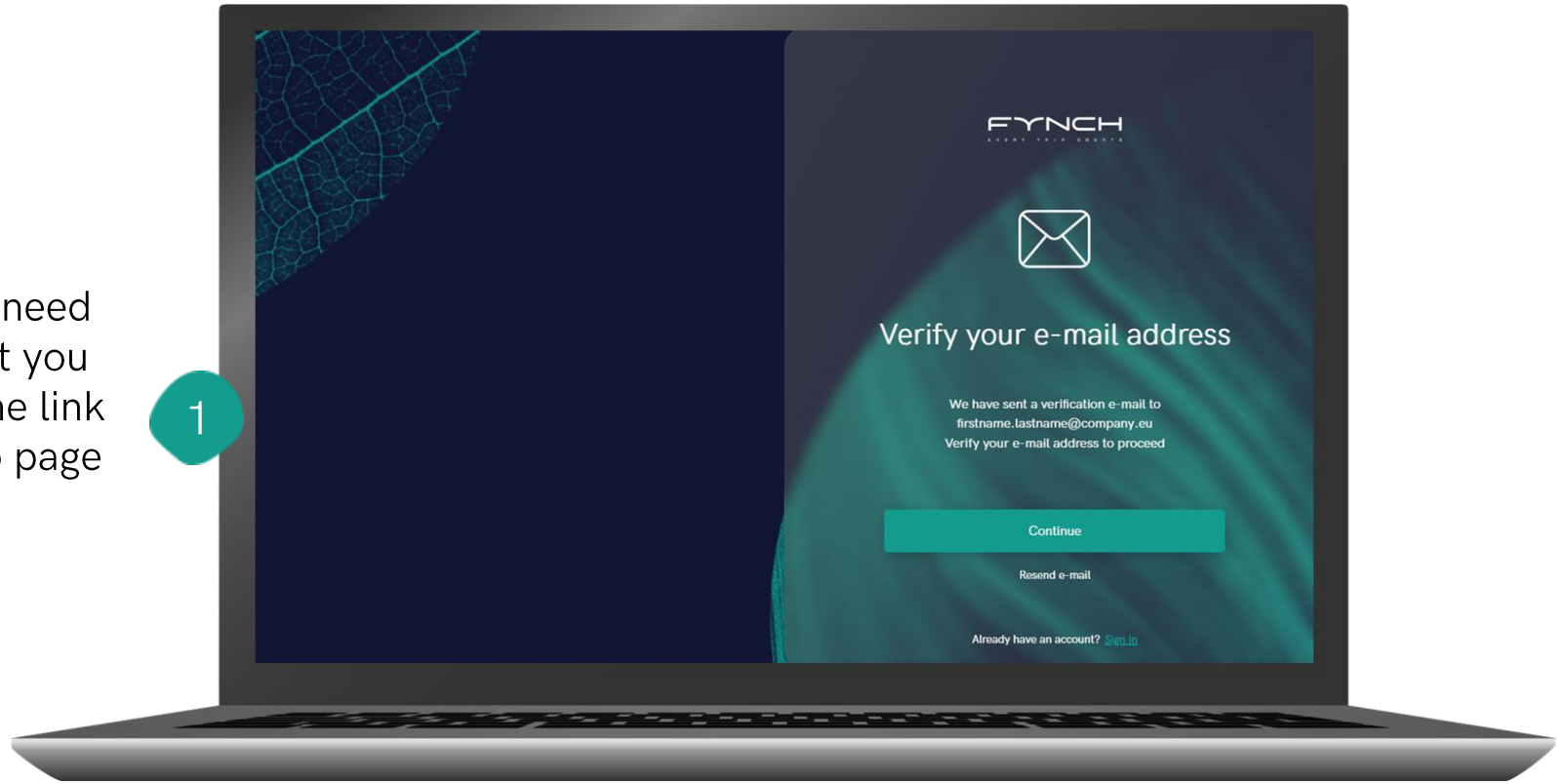


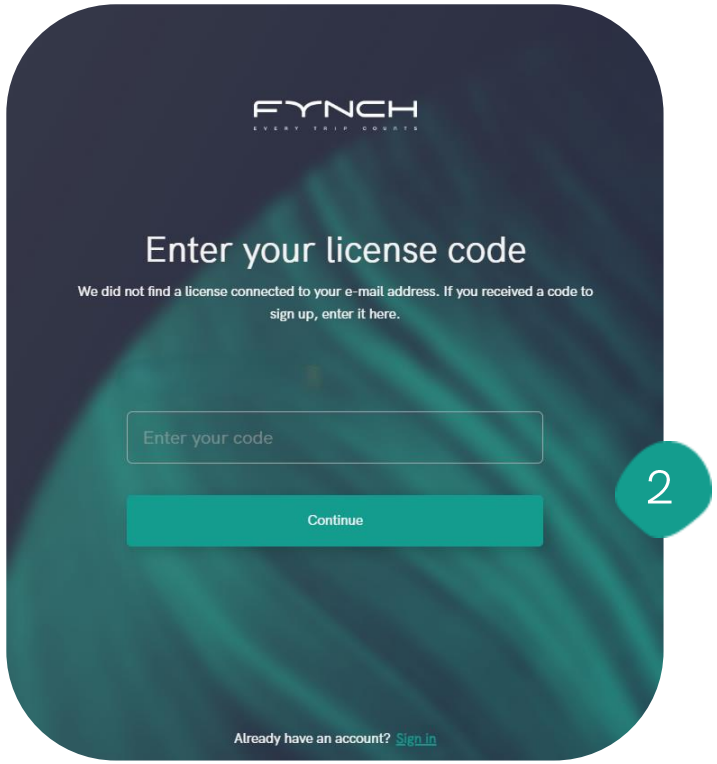
3

It is also possible to use the buttons to directly sign up using your (company) Google or Microsoft account. If this doesn't work, your employer has most likely not allowed this functionality, and you should use the e-mail address and password fields to create your account.

Create account

If you did not use sign up with Google, you need to verify your e-mail address. We have sent you an e-mail on the provided address. Click the link in the e-mail and then Continue on the web page to proceed.





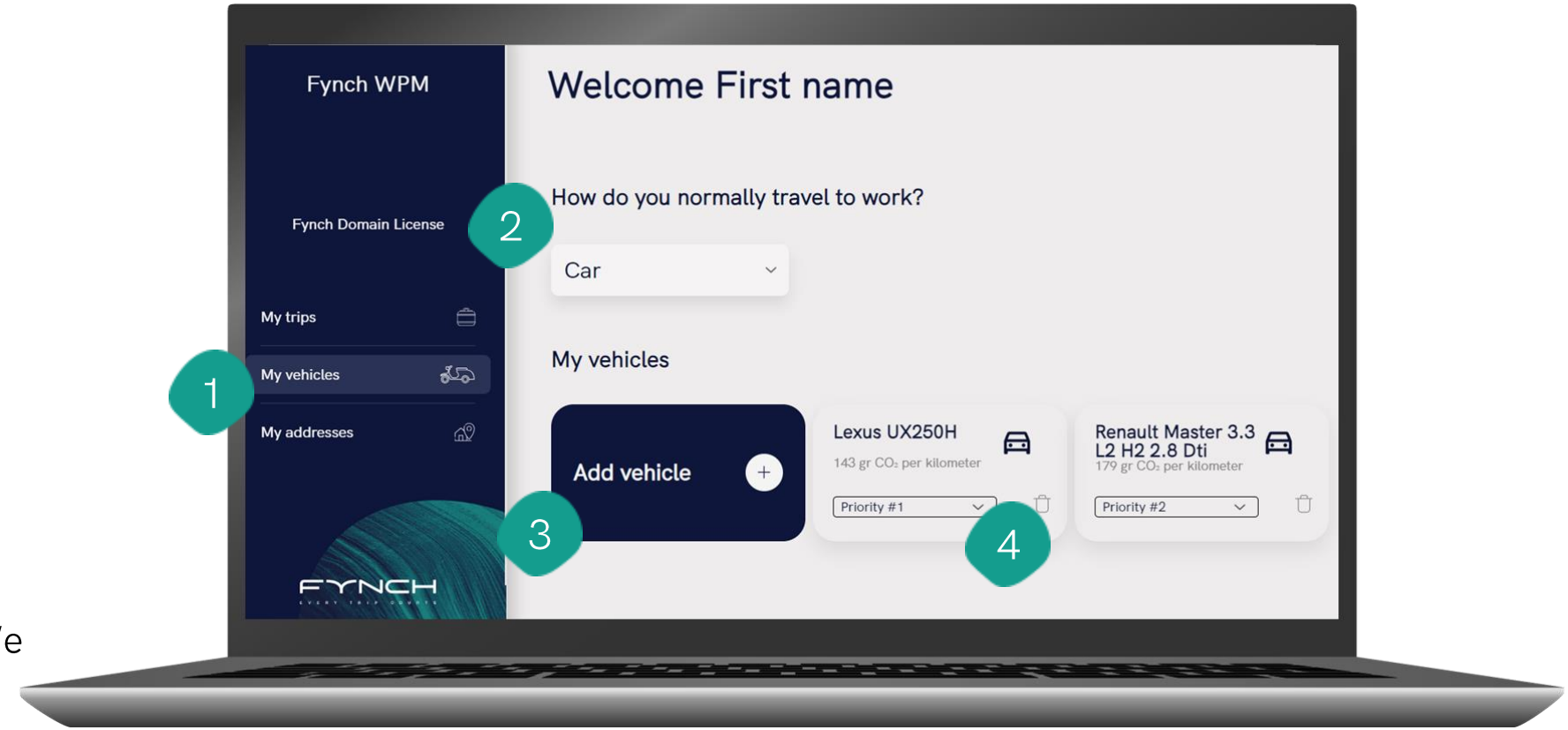
2

Depending on the license set up, either your e-mail domain is recognized or we ask you to enter a license code. In the latter situation, you should have received a code in your invite. If you did not receive a code, please go back to the sign up page and make sure you create an account using your company e-mail address.

In this questionnaire, we ask you to register your travel behavior for one month. You can find which month is asked of you at the top of the page after signing in.

Before you can start your registration, we need some information from you: where you travel from and to, and what mode(s) of transport you use.

My vehicles



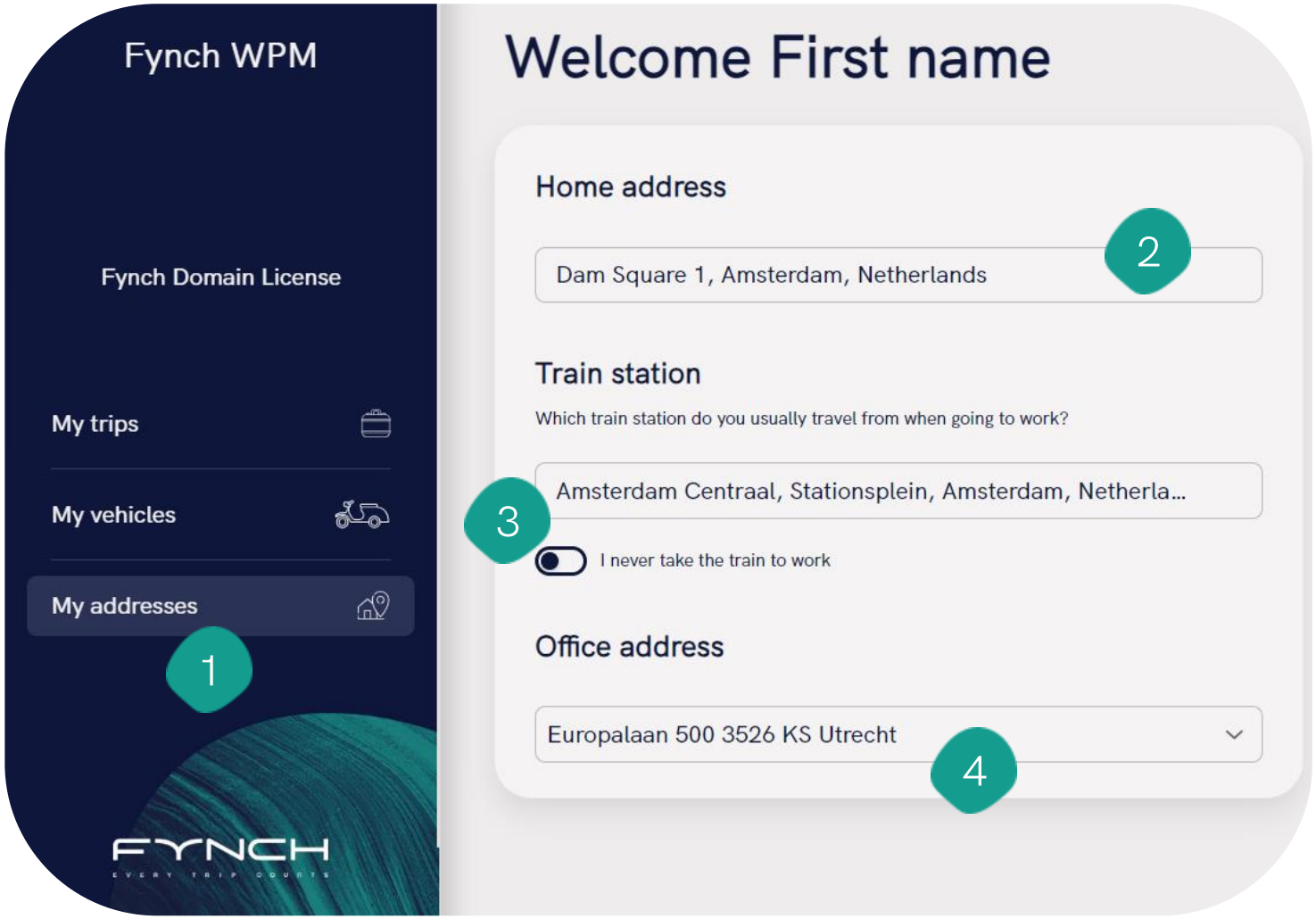
1. Use the button in the menu to navigate to *My vehicles*.

2. Select the mode of transport you normally use to travel to work. We need this information to enable *Office day* on the *My trips* page.

3. Do you normally use a car, bicycle, motorbike or moped to travel to work? If so, we ask you to also add your personal vehicle. With this information, we know which fuel type is connected to your trip. If you are adding a car, you can also add your license plate, and we will automatically collect your car details.

4. If you have multiple vehicles of the same type, you can add them all. Use the *Priority* selection to set the vehicle you normally use for commutes as *Priority #1*.

My addresses



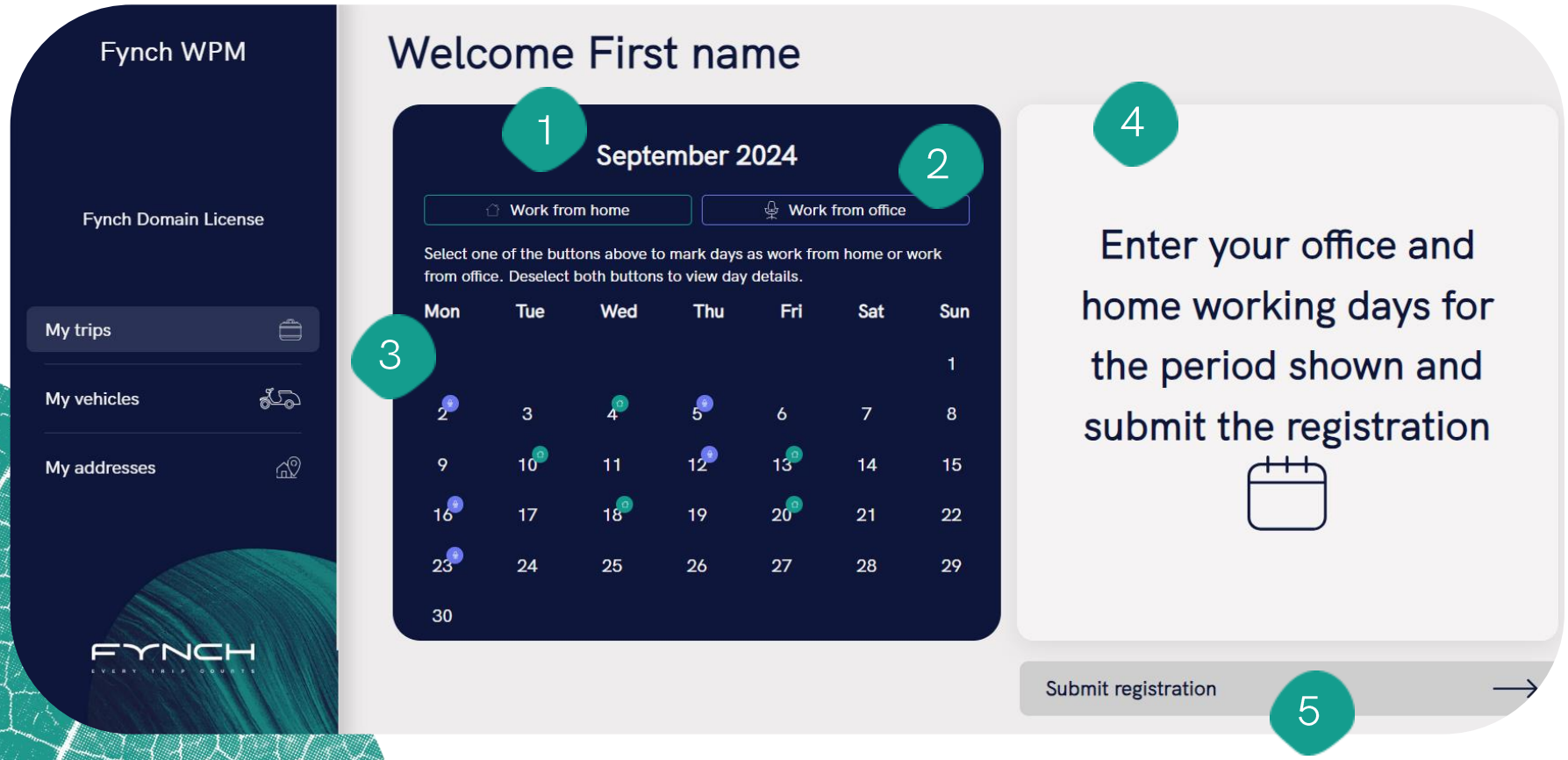
1. Click the button in the menu to navigate to *My addresses*. The information on this page is required to use the *Office day* button on the *My trips* page.

2. Use the search functionality to add your home address here.

3. Do you (sometimes) travel to work by train? If so, enter the train station that you usually get on the train here. If you never use the train, you can use the toggle to indicate this.

4. Select your normal office address or work location from the list. All commutes that are generated with the *Office day* functionality are between your home address and the selected work location.

My trips



1. Time to register your travel behavior! Here, you can see the month for which your information is requested. Make sure to register truthfully, even if your travel behavior was abnormal.

2. Select the *Work from home* button and select all days you worked from home. You can do the same with the *Work from office* button, which generates 2 commute trips for that day based on the information you provided.

3. You can view which days you have already marked as work from home or work from office in the calendar.

4. Click on a day in the calendar to view the day details. You can change the mode of transport of your commute trip here if necessary.

5. Once you have completed your registration, click this button to submit your information. You will receive an e-mail confirmation, and no further action from you is required!

FYNCH
EVERY TRIP COUNTS