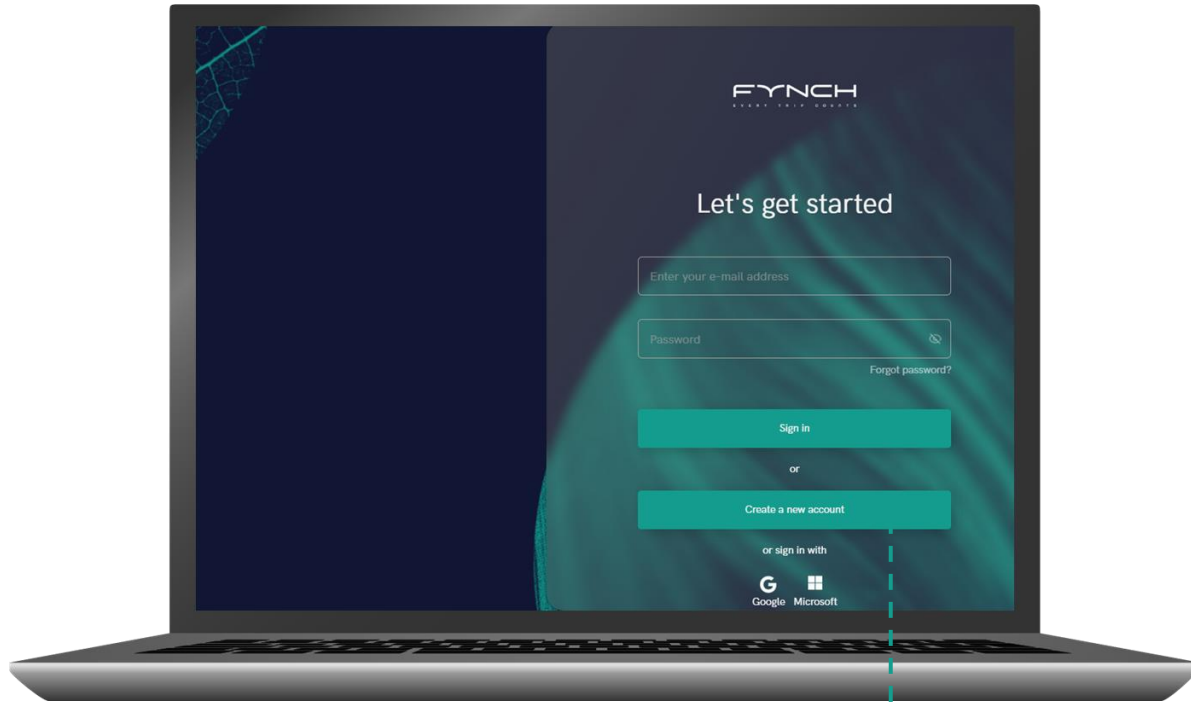


User manual Fynch Questionnaire

FYNCH
EVERY TRIP COUNTS

Create account



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

1

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

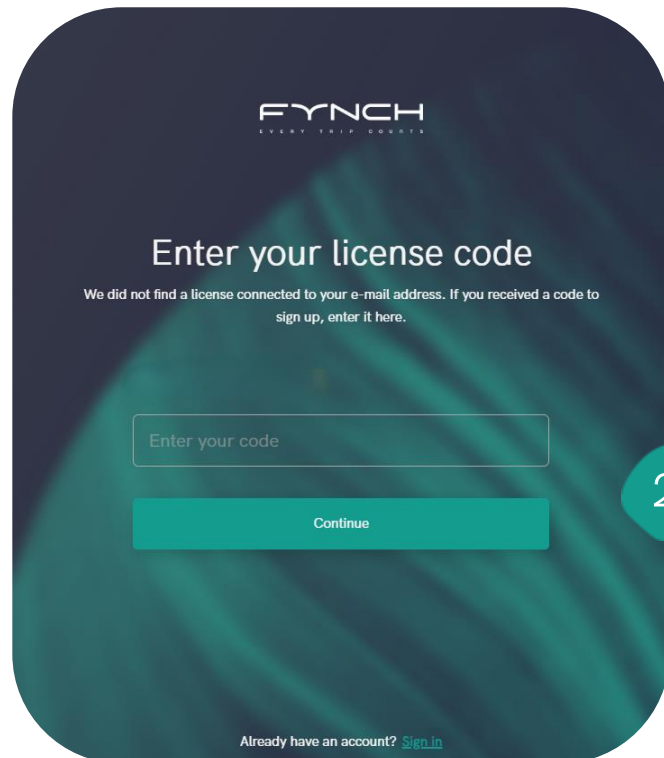
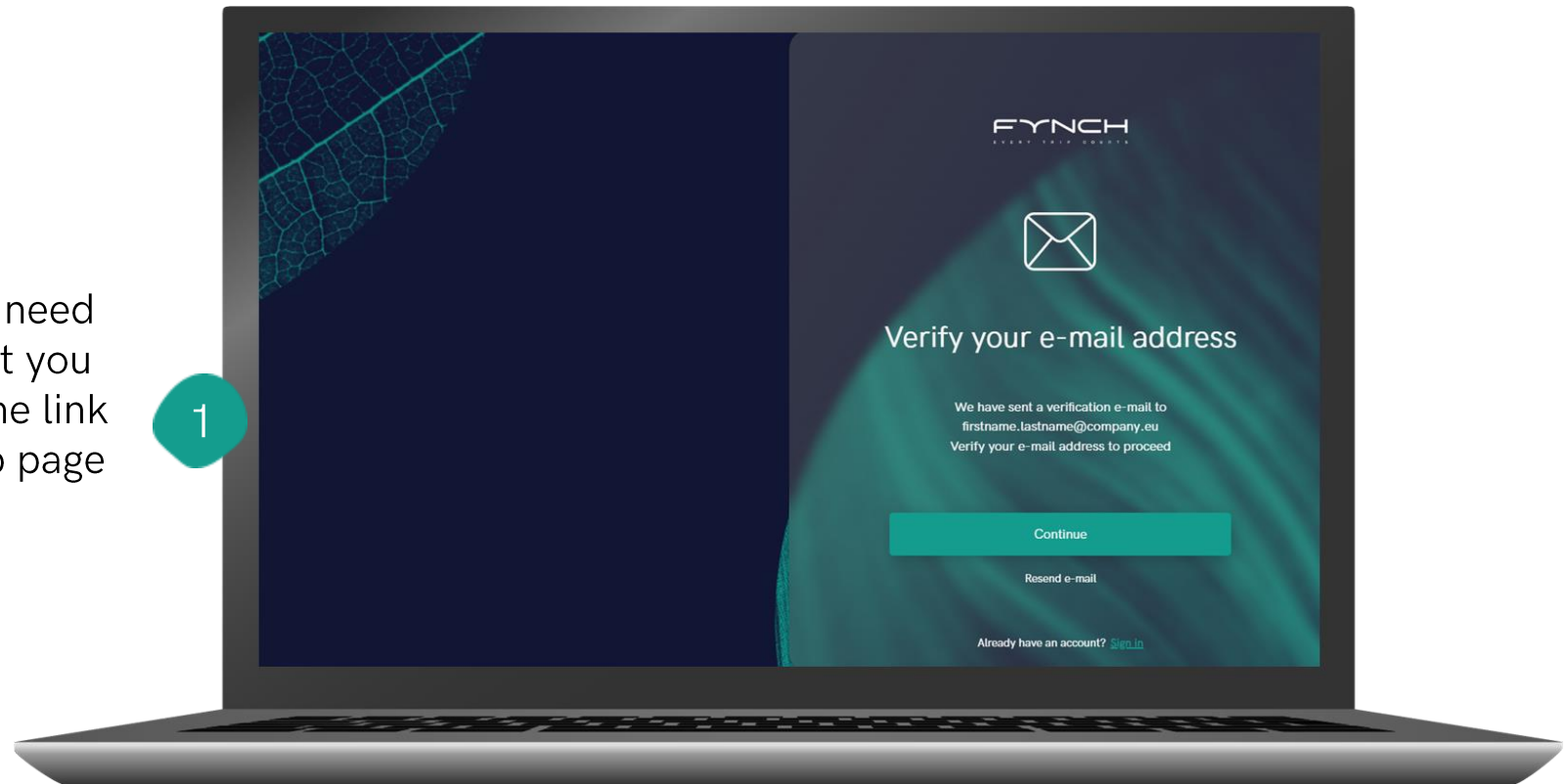
A mobile app screen displaying the FYNCH "Create account" form. The form has a dark blue background with a subtle pattern. At the top, the FYNCH logo is visible. Below it, the text "Create account" is centered. There are two input fields: "Enter your company e-mail address" and "Password". Below these fields is a "Create your account" button. At the bottom, there are links for "or sign up with" followed by Google and Microsoft logos.

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.



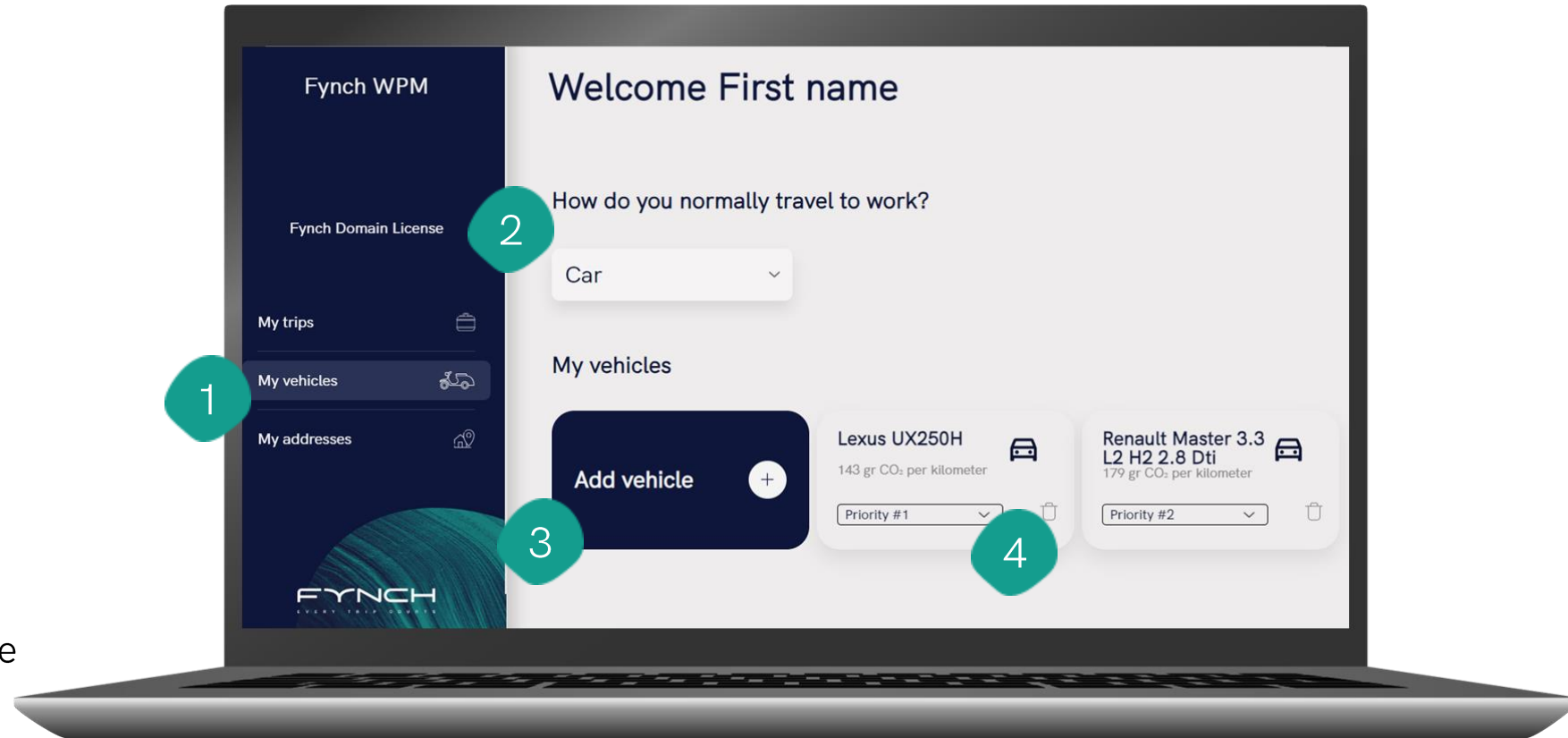
Depending on the license set up, either your e-mail domain is recognized or we ask you to enter a license code. In the latter situation, you should have received a code in your invite. If you did not receive a code, please go back to the sign up page and make sure you create an account using your company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

The screenshot shows the 'My addresses' page in the Fynch WPM application. The left sidebar contains a menu with 'My addresses' highlighted. The main content area is titled 'Welcome First name' and contains three sections: 'Home address', 'Train station', and 'Office address'. Each section has a text input field and a numbered callout. Callout 1 points to the 'My addresses' menu item. Callout 2 points to the 'Home address' input field. Callout 3 points to the 'Train station' input field and the toggle switch below it. Callout 4 points to the 'Office address' input field.

Fynch WPM

Fynch Domain License

My trips

My vehicles

My addresses

1

2

3

4

Home address

Dam Square 1, Amsterdam, Netherlands

Train station

Which train station do you usually travel from when going to work?

Amsterdam Centraal, Stationsplein, Amsterdam, Netherla...

☐ I never take the train to work

Office address

Europalaan 500 3526 KS Utrecht

FYNCH
EVERY TRIP COUNTS

- 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

The screenshot shows the 'my trips' app interface. On the left is a dark blue sidebar with the text 'Fynch WPM' and 'Fynch Domain License'. Below this are three menu items: 'My trips' (with a briefcase icon), 'My vehicles' (with a scooter icon), and 'My addresses' (with a location pin icon). At the bottom of the sidebar is the 'FYNCH' logo with the tagline 'EVERY TRIP COUNTS'. The main content area is light gray and titled 'Welcome First name'. It features a calendar for 'September 2024'. Above the calendar are two buttons: 'Work from home' (with a house icon) and 'Work from office' (with a person icon). Below these buttons is a text instruction: 'Select one of the buttons above to mark days as work from home or work from office. Deselect both buttons to view day details.' The calendar itself has columns for days of the week (Mon to Sun) and rows for dates (1 to 30). Some dates have small colored circles (blue or green) next to them, indicating they have been marked. To the right of the calendar is a large white box with the text 'Enter your office and home working days for the period shown and submit the registration' and a calendar icon. At the bottom right of the main area is a 'Submit registration' button with a right-pointing arrow. Numbered callouts 1 through 5 are placed over the interface to guide the user through the process.

Fynch WPM

Fynch Domain License

My trips

My vehicles

My addresses

FYNCH
EVERY TRIP COUNTS

Welcome First name

1 September 2024

2

3

4

5

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Mon Tue Wed Thu Fri Sat Sun

Work from home Work from office

Select one of the buttons above to mark days as work from home or work from office. Deselect both buttons to view day details.

Enter your office and home working days for the period shown and submit the registration

Submit registration

- 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