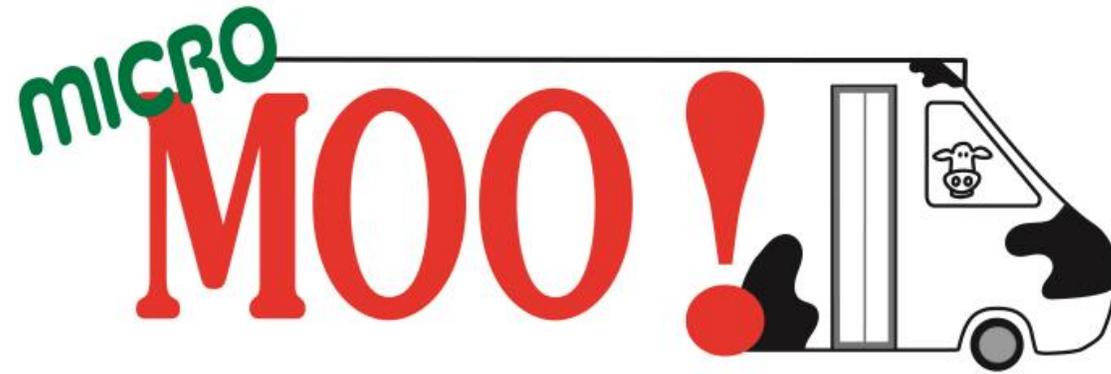


How to Book A Ride Online



Log In

Login ID

Password

Need help logging in?

Let's Go!

Register

Pickup

From Address

Destination

To Address

Pickup Date

Pickup Date

Additional Information

Recurring

Book Trip

Mobilizing the world.
One community at a time.

Discover
Member
Portal

1. Open the following URL -
<https://cp-micromoo.qryde.com/cp>

Log In

Login ID

Password

Need help logging in?

Let's Go!

Register

Pickup

Destination

Pickup Date

Recurring

Additional Information ▾

Book Trip

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Member
Portal

2. Click on "Register", to register on the consumer portal, (can be already registered on Rydelog). But it is mandatory for Rider to register themselves before booking trip from Consumer Portal

Consumer Registration

First Name

Last Name

Date of Birth

Email ID

Contact Number

Wheel Chair

Home Address

User ID

Confirm Password

Password

[Let's Go!](#)

3. Following Window appears, which request rider to enter the following details as shown here.

Discover
Member
Portal

1

QRyde/Rydelog is the name of the MicroMOO software.
If you are already registered on QRyde/Ridelog

Fill out First name, Second name and Date of Birth, and it will automatically fetch details, like address and client ID from Rydelog. **MAKE SURE YOU WRITE DOWN YOUR USER ID.**

Then fill in the password and re –enter Password and confirm the same.

2

If you are not already registered on Rydelog

Fill in your First name, Second name and Date of Birth, it will show that you have not been registered on QRyde/Rydelog before, and then have to fill in all the details.

Once putting all the personal information. The system will automatically generate the Client ID. **MAKE SURE YOU WRITE DOWN YOUR USER ID.**

Then one has to just fill-in the password and re –enter Password and confirm the same.

And the account is created.

Consumer Registration

First Name **Last Name**

Date of Birth **Email ID**

Contact Number **Wheel Chair**

User ID Automatically filled

Password **Confirm Password**

Let's Go!

Pickup

From Address

Destination

To Address

to Date

up Date

Additional Information

Recurring

Book Trip

Discover Member Portal

4. These details are filled in for a rider who has not been registered on Rydelog. A Client ID is automatically created. Fill in the desired Password. And click "Let's Go!"

Message X

 User Registered Successfully

Close

Pickup **Destination** **Pickup Date**

From Address To Address Depart At Time Pickup Date

Round Trip Recurring

Additional Information ▼

Book Trip

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Discover
Member
Portal

C1009820 / MicroMOO01!

5. There will be a pop-up notification on the Portal, saying "User Registered Successfully"

Where do you want to go?

Pickup

Destination

Pickup Date

From Address

To Address

Pickup Date

Additional Information

Need help logging in?

Let's Go!

Register

Recurring

Book Trip

Mobilizing the world.
One community at a time.

Discover
Member
Portal

C1009820 / MicroMOO01!

6. Login with the credentials created.
(sample credentials are shown),
then click on the "Let's Go!"

Where would you like to go?

Pickup **Destination** **Trip Time** **Trip Date**

From Address To Address Arrive By Trip Time Trip Date

Round Trip Recurring

Additional Information

Book Trip

Mobilizing the world.
One community at a time.

Discover
Member
Portal

7. Once logged in, this screen will appear with the username on the extreme top right.

Where would you like to go?

| Pickup | Destination | Pickup Time | Pickup Date |
|--|-----------------------------------|-------------------------------------|------------------------------------|
| 40 Village Green, Windsor, VT 05089, USA | 3189 US-5, Windsor, VT 05089, USA | Depart At 2:00 PM | 01/04/2023 |
| | | <input type="checkbox"/> Round Trip | <input type="checkbox"/> Recurring |

Additional Information

Book Trip

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One community at a time.

Discover
Member
Portal

8. To booking a one-way trip, add the following information
Pickup, Destination, Pickup time, Pickup Date

Error message [X]

⊗ Click on additional information and provide funding source.

Close

Where do you want to go?

Pickup: 40 Village Green, Windsor, VT 05089, USA

Destination: 3189 US-5, Windsor, VT 05089, USA

Depart At: 2:00 PM

Pickup Date: 01/04/2023

Additional Information

Round Trip Recurring

Book Trip

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One community at a time.

Discover
Member
Portal

9. Riders cannot book a trip without entering **“Additional Information”** which includes **Funding Source and Trip Purpose.**

Additional Information

Funding Source
Micromoo

Trip Purpose
Medical

Alternate Phone
Alternate Phone (optional)

Close

Pickup
40 Village Green, Windsor, VT 05089, USA

Destination
3189 U

Trip Date
04/2023

Additional Information

Book Trip

Discover
Member
Portal

One community at a time.

10. Add the "Funding Source" and "Trip Purpose" and then click on "Close" once done.

Where would you like to go?

Pickup 40 Village Green, Windsor, VT 05089, USA

Destination 3189 US-5, Windsor, VT 05089, USA

Pickup Time Depart At 2:00 PM

Pickup Date 01/04/2023

Round Trip

Recurring

Additional Information

Book Trip

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One community at a time.

Discover Member Portal

11. Once "Additional Information" has been added click on "Book Trip"

Message X

Trip booking is in progress.
please wait

Close

Pickup 40 Village Green, Windsor, VT 05089, USA

Destination 3189 US-5, Windsor, VT 05089, USA

Pickup Date 01/04/2023

Round Trip Recurring

Additional Information

Book Trip

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One community at a time.

Discover
Member
Portal

12. The software takes a few seconds to book the trip. A pop-up up notification comes up, stating "Trip booking is in progress. Please wait."

Message X

i Trip booked successfully with booking id 'T24024466'.

Close

Pickup **Destination** **Trip Date**

From Address To Address Depart At Trip Date

Round Trip Recurring

Additional Information

Book Trip

Mobilizing the world.
One community at a time.

Discover
Member
Portal

13. The trip booking confirmation will pop-up which will also show the Trip ID.

Hi HBSSE TEST ▾

- My Trips
- Profile
- Log Out

Where would you like to go?

Pickup

Destination

Trip Time

Trip Date

Additional Information ▾

Round Trip

Recurring

Book Trip

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Discover
Member
Portal

14. There are options like **My Trips, Profile and Logout** available in the drop down menu at the top right corner

MICROMOO Transit

Daily Trips >Recurring Trips

Search:

Show 10 entries

| Travel Date | Pickup Time | Trip Time | From | To | Booking ID | Operator | Action |
|-------------|-------------|-----------|--------------------------------------|-------------------------------|----------------------|----------|--------|
| 01/04/2023 | 02:00 PM | | 40 VILLAGE GREEN , WINDSOR, VT 05089 | 3189 US-5 , WINDSOR, VT 05089 | T24024466 ONE WAY | MICROMOO | Action |

First Previous 1 Next Last

Cancel

15. BY clicking on “My Trips”, riders can see the trip details. If you want to cancel click on Action.

Profile



Name : HBSSE TEST

User ID : C1009820

Email : hbsse.test@testmail.com

Contact No. : 2222222222

...

Edit

16. Click on "Profile" to view and edit rider details.

Where would you like to go?

| Pickup | Destination | Pickup Time | Pickup Date |
|-----------------------------------|---------------------------------------|---------------------|-------------|
| 3189 US-5, Windsor, VT 05089, USA | 36 Park Rd #1, Windsor, VT 05089, USA | Depart At ▾ 5:00 PM | 01/04/2023 |

[Additional Information ▾](#)

Round Trip

Return Time

Recurring

[Book Trip](#)

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One community at a time.

[Discover Member Portal](#)

17. To book a round trip check the option box and add on the return info.

Where would you like to go?

Pickup

3189 US-5, Windsor, VT 05089, USA

Destination

36 Park Rd #1, Windsor, VT 05089, USA

Pickup Time

Depart At 5:00 PM

Start Date

01/04/2023

Additional Information

Round Trip

Recurring

Book Recurring Trip

7:00 PM

Day Of Week

Select the day(s) of the week you would like to book a recurring ride.

Sun Mon Tue Wed Thu Fri Sat

Pickup Time

5:00 PM 5:00 PM 5:00 PM

Return Time

Return Time 7:00 PM Return Time 7:00 PM Return Time 7:00 PM

No Of Weeks

- 4 +

Starting on

WED 01/04/2023

Ending on

WED 02/01/2023

18. For recurring trips, check the box and fill in the days, number of weeks, start on and end on.

When... go?

Pickup 3189 US-5, Windsor, VT 05089, USA

Destination 36 Park Rd #1, Windsor, VT 05089, USA

Start Date 01/04/2023

Additional Information

Message

Trip booking is in progress. please wait

Close

Round Trip 5:45 PM

Recurring

Book Recurring Trip

Day Of Week
Select the day(s) of the week you would like to book a recurring ride.

Sun **Mon** Tue **Wed** Thu **Fri** Sat

Pickup Time: 5:00 PM

Return Time: 5:45 PM

No Of Weeks: 4

Starting on: WED 01/04/2023

Ending on: WED 02/01/2023

19. The software takes a few second to book the the trip. A pop-up notification comes up, stating "Trip booking is in progress. Please wait."

Message X

 Trip booked successfully with booking id 'R1311433'.

Close

Pickup **Destination** **Trip Date**

From Address To Address Depart At Trip Date

Round Trip Recurring

Additional Information

Book Trip

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One community at a time.

Discover
Member
Portal

20. The Trip booking confirmation will pop up.

MICROMOO Transit

Daily Trips >Recurring Trips

Search:

Show 10 entries

| Travel Date | Pickup Time | Trip Time | From | To | Booking ID | Operator | Action |
|-------------|-------------|-----------|--------------------------------------|-----------------------------------|----------------------|----------|--------|
| 01/04/2023 | 02:00 PM | | 40 VILLAGE GREEN , WINDSOR, VT 05089 | 3189 US-5 , WINDSOR, VT 05089 | T24024466 ONE WAY | MICROMOO | Action |
| 01/04/2023 | 05:00 PM | | 3189 US-5 , WINDSOR, VT 05089 | 36 PARK RD -1 , WINDSOR, VT 05089 | T24024467 | MICROMOO | Action |
| 01/06/2023 | 05:00 PM | | 3189 US-5 , WINDSOR, VT 05089 | 36 PARK RD -1 , WINDSOR, VT 05089 | T24024468 | MICROMOO | Action |
| 01/09/2023 | 05:00 PM | | 3189 US-5 , WINDSOR, VT 05089 | 36 PARK RD -1 , WINDSOR, VT 05089 | T24024469 | MICROMOO | Action |

First Previous 1 Next Last

21. Riders can see all the recurring trips on the "My Trips" option. To cancel a trip on a specific dayclick Action.