

## 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

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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?

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Register

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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

Destination

From Address

To Address

to Date

up Date

Recurring

Additional Information


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!"

Where do you want to go?

Message [X]

 User Registered Successfully

Close

**Pickup** From Address

**Destination** To Address

Depart At Time

**Pickup Date** Pickup Date

Additional Information

Round Trip

Recurring

Book Trip

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Portal

**C1009820 / MicroMOO01!**

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

Log In X

Login ID

Password

Need help logging in?

[Let's Go!](#)

[Register](#)

Pickup

From Address

Destination

To Address

Pickup Date

Pickup Date

Additional Information

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**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

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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 <a href="#">Additional Information</a> <a href="#">Book Trip</a>

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Member  
Portal

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

Error message

Click on additional information and provide funding source.

Close

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

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

Pickup Date: 01/04/2023

Additional Information

Round Trip  Recurring

Book Trip

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Member  
Portal

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

Additional Information

**Funding Source**

**Trip Purpose**

**Alternate Phone**

Pickup

40 Village Green, Windsor, VT 05089, USA

Destination

3189 U

Trip Date

04/2023

Additional Information

Recurring

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	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

[Additional Information ▾](#)

Round Trip       Recurring


[Book Trip](#)

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Member  
Portal

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

Message X

 Trip booking is in progress.  
please wait

Close

Where do you want to go?

Pickup	Destination	Depart At	Pickup Date	
40 Village Green, Windsor, VT 05089, USA	3189 US-5, Windsor, VT 05089, USA	2:00 PM	01/04/2023	<a href="#">Additional Information</a>


Round Trip       Recurring      [Book Trip](#)

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

Message X

 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

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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**

From Address To Address Depart At Trip Time Trip Date

Round Trip  Recurring

Additional Information ▾

Book Trip

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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**

Recurring

[Book Trip](#)

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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 do you want to go?

Pickup

Destination

Start Date

3189 US-5, Windsor, VT 05089, USA

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

01/04/2023

Additional Information

Message

Trip booking is in progress. please wait

Close

Round Trip

Recurring

Book Recurring Trip

5:45 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 5:45 PM Return Time 5:45 PM Return Time 5:45 PM Return Time

No Of Weeks Starting on Ending on  
- 4 + WED 01/04/2023 WED 02/01/2023

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

There is a planned maintenance scheduled for Consumer Portal, Details available in your Service Desk

Message

**i** Trip has been requested with booking id 'T15806908'. Pending Confirmation.

Close

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

Enter a location Enter a location Depart At hours Minutes AM

RoundTrip  Recurring

Required Information


Book Trip



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Message [X]

 Trip booked successfully with booking id 'R1311433'.

Close

Pickup

Destination

Trip Date

From Address

To Address

Depart At

Trip Time

Trip Date

Additional Information

Round Trip

Recurring

Book Trip

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Portal

20. The Trip booking confirmation will pop up.

There is a planned maintenance scheduled for Service Desk.

Error message

⊗ This location is outside the service boundaries for the funding source selected. Select a location within the service boundary or select a new funding source. For further assistance 802-460-7433

Close

When go?

**Pickup** 65 State St, Windsor, VT 05089, USA

**Destination** Enter a location

**Pickup Date** Minutes AM Pickup Date

Required Information

Recurring

Book Trip



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### 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.

## MICROMOO Transit

Daily Trips

Recurring Trips

Search:

Show 10 ▾ entries

Travel Date	Pickup Time	Trip Time	From	To	Booking ID	Operator	Action
04/09/2024	05:30 PM Pending Confirmation		65 STATE ST , WINDSOR, VT 05089	2725 US-5 NORTH , WINDSOR, VT 05089	T15799985 ONE WAY[Cancelled]	MicroMOO	
04/09/2024	04:00 PM Pending Confirmation		65 STATE ST , WINDSOR, VT 05089	2725 US-5 NORTH , WINDSOR, VT 05089	T15806908 ONE WAY[Cancelled]	MicroMOO	
04/09/2024	03:00 PM ETA: 03:02 PM		65 STATE ST , WINDSOR, VT 05089	2725 US-5 NORTH , WINDSOR, VT 05089	T15806913	MicroMOO	Action ▾
04/09/2024	04:00 PM Pending Confirmation		2725 US-5 NORTH , WINDSOR, VT 05089	65 STATE ST , WINDSOR, VT 05089	T15806914	MicroMOO	Action ▾