BePooler

Move together

Mini Handbook

Download the App

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ANDROID APP ON Google play

Visit the website www.bepooler.com

Write an email to support@bepooler.com

How to sign up

Travel as a Rider

Travel as a Driver

How to Access ATM Parks

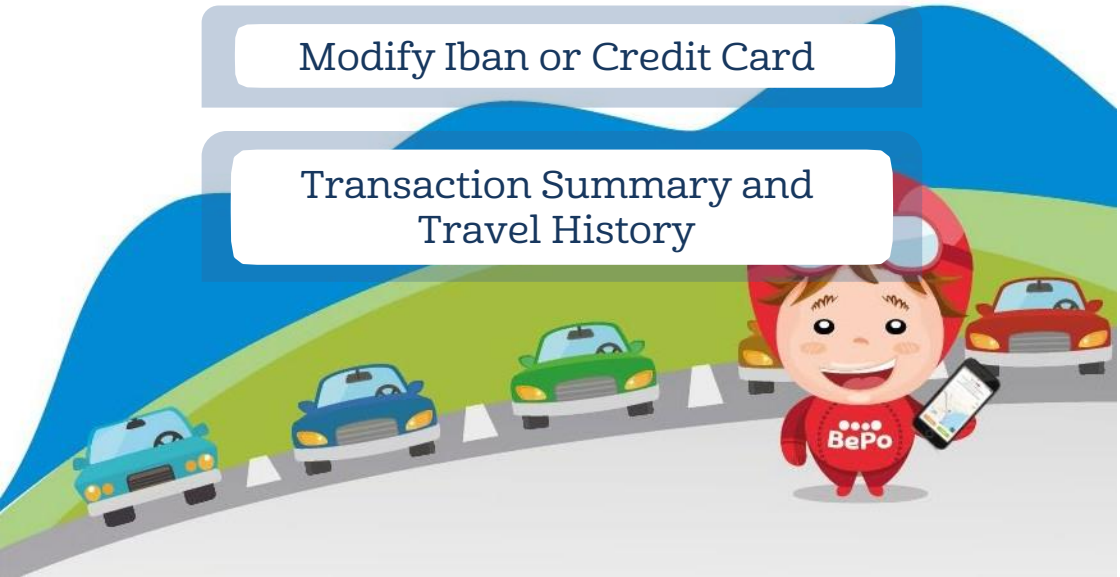
How to use the Maps

How to use the Chat

How to manage trips

Modify Iban or Credit Card

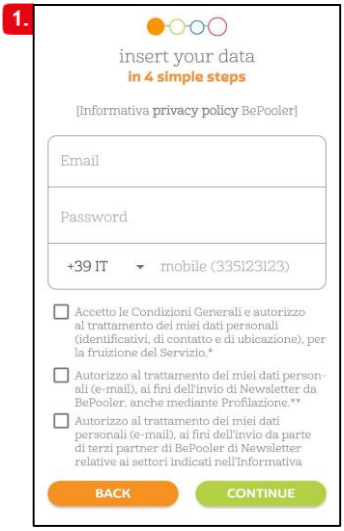
Transaction Summary and Travel History



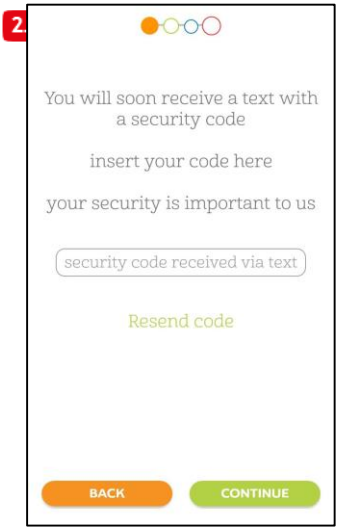
How to sign up

Click on «sign up».

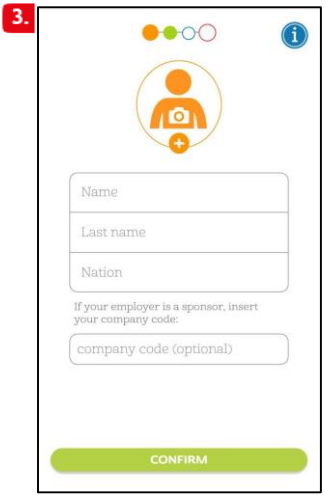
1. Enter your company email, create a personal password and insert your phone number. Check «I accept the Terms and Conditions of Use» and click «Next»



2. Wait for the text message with the verification code then enter it and click «Continue»



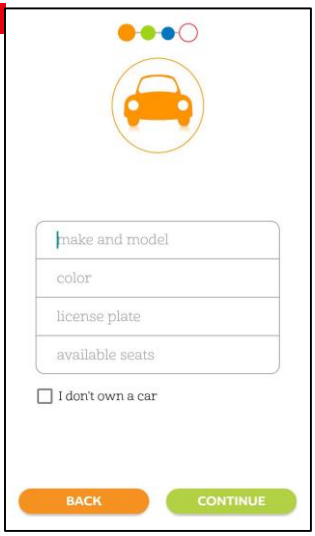
3. Enter your name and last name. The company code is **bridgetc.**
click «Next»



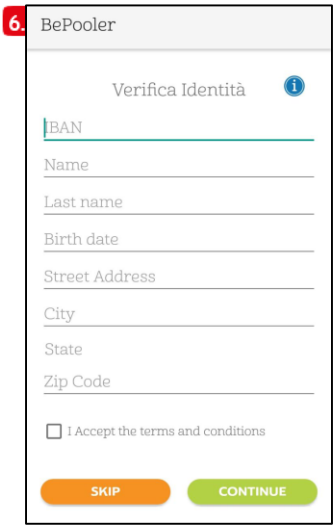
4. Now, enter you credit card.
It's necessary to set your trips.
Add:- card number
- expiration date
- CVC code

How to sign up

5. Enter the details pf your private car:
brand, model, color, number of seats.
If you want to use the App only as a rider, check the option «I don't own a car».

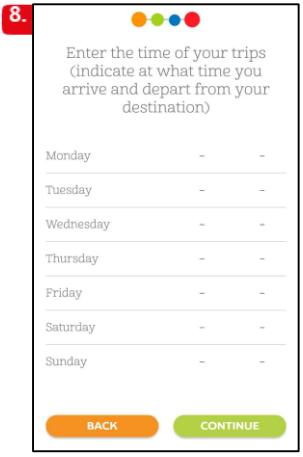


6. Enter your bank account information now. Remember that the Iban is composed by 27 characters (Italy) or 21 characters (Switzerland).
Thanks to this information you can collect the refunds from your riders.
Click «Next



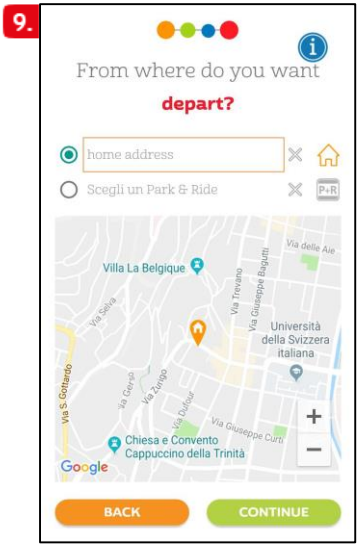
7. Send the photo of an identity document (choose between identity card, driving license or passport)
PS: the identity verification takes place within 48 hours from the insertion of the identity card.
Click «Next»

8. Plan your Weekly Trips.
Enter the times you want to arrive at work and the times you plan to leave for each single day.
PS: you can repeat your schedules automatically throughout the week. Click «Next»

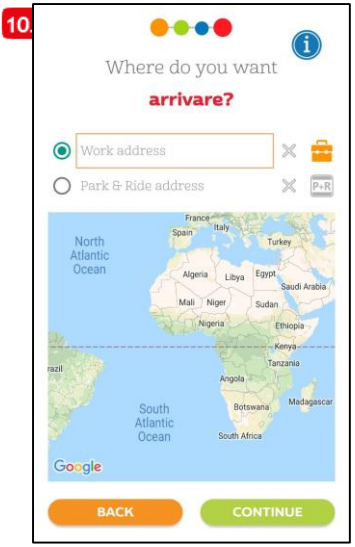


How to sign up

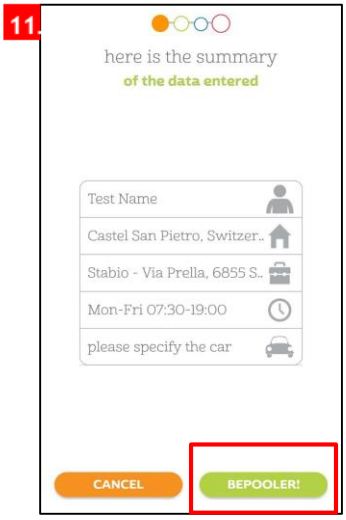
9. Enter the address from which you are going to go to work (e.g. your home) by selecting the "home address" item.
If you do not find your address on the street, use the map and select the place of departure by selecting it directly on the map.
Click «Next»



10. Enter the address of your workplace so you can share trips with your colleagues. If you have already entered the Sponsor Code this field may have been filled in automatically.
Click «Next»



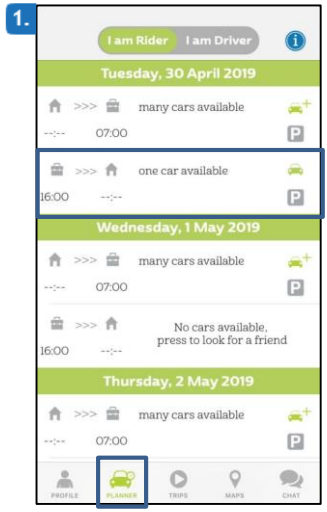
11. Your registration is now complete!
Click on “BePooler” and start your experience with us!



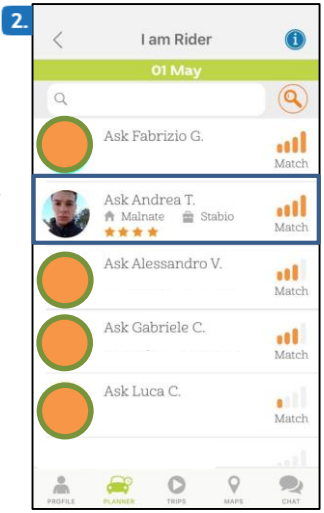
Travel as Rider

Search for a compatible trips with your home-work itinerary

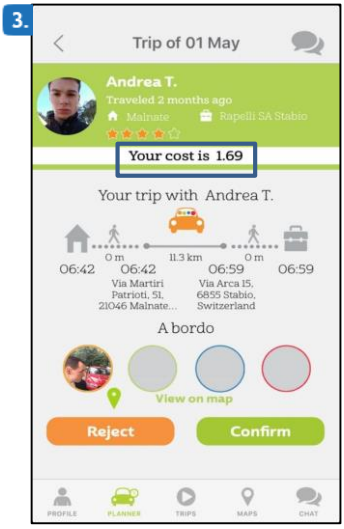
1. Go to «Planner» section to consult the list of trips available and compatible with your itinerary.
In each trip option you will find the arrival time and number of cars available.



2. By selecting the ideal trip option, you will switch to the drivers available list that match with the place of departure and arrival.



3. Click on a user to verify if the trip meets your requirements.The app will show you the repayment to give to the driver.
«Ask for a ride» if the trip meets your requirements
.

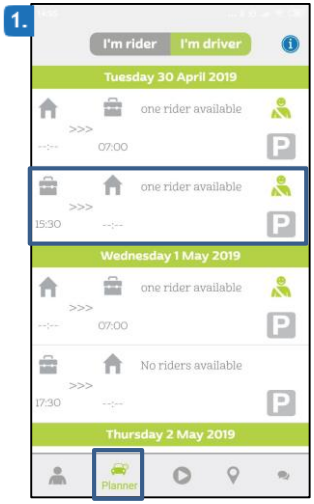


4. Requests will remain visible in the "Waiting for Ok" status in the Planner tab until accepted by the Driver. Once the request is accepted, you will receive a confirmation notification and you will see the trip in the "Rider" status. NB: The Orange icon identifies standard trips, while the blue identifies Friendly Trips where the rider only pays the platform fee.

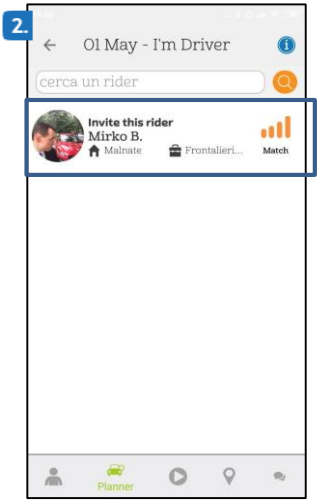
Travel as Driver

Ricerca i Rider compatibili col tuo itinerario casa - lavoro - casa per offrire passaggi.

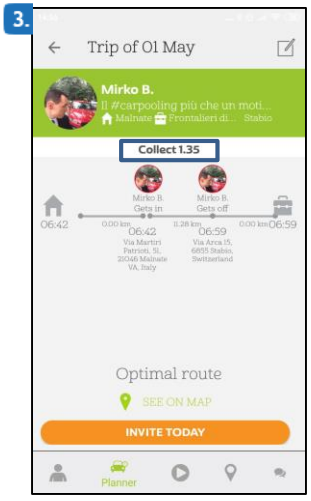
1. Go to «Planner» section to consult the list of trips available and compatible with your itinerary.
In each trip option you will find the arrival time and number of riders available.



2. By clicking on the desired day all avaible passengers will appear with the percentage of match, in addition to the place of departure and arrival.



3. Click on the rider to check out if the travel meets your needs. The app will show you how much you will receive from the rider.
Click “invite today” and wait for the rider’s answer.

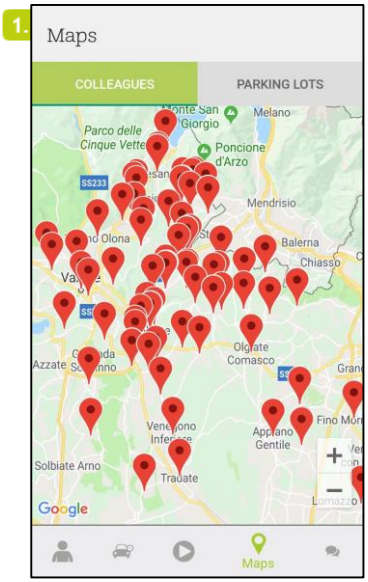


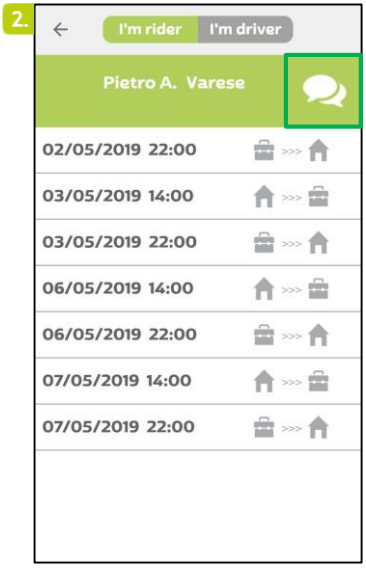
4. > Requests will remain visible in the "Waiting for Ok" status in the Planner tab until accepted by the Rider. Once the request is accepted, you will receive a confirmation notification and you will see the trip in the "Driver" status. NB: The Orange icon identifies the standard trips, while the blue identifies the Friendly Trips for which the travel refund is not envisaged.

How to use the maps

1. In the Maps area, click on the indicators to view the Users' Start addresses. Select those in the area closest to your place of departure.

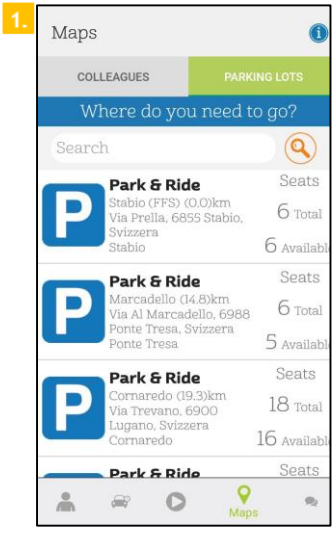
2.Check the Travel Planning of Users and send the Travel request to those who travel with features compatible with yours or contact them via Chat to try to arrange with them.





Legenda parcheggi

1.From the «Maps» section (in «parking lots», you can check in real time the reservable parking.



2. From the «Planner» you can monitor the available parking lots.
The dots near the parking areas can be of 3 colors (green - yellow - red).

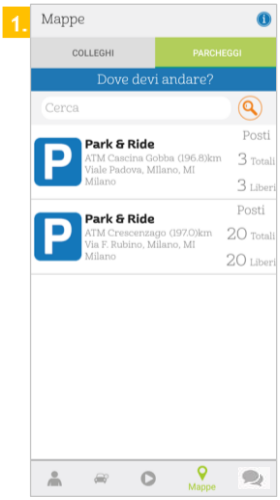
Green: Parking still available
Yellow: Hurry up! Parking are running out
Red: Oops! Parking are all busy.

How to Access ATM Parks

To access a car park made available by the Municipality of Milan it is necessary to send BePooler the following Documents:

- Vehicle registration document (with evidence of the Euro Class of the vehicle, and the expiry of the revision);
-Driving license
- Insurance

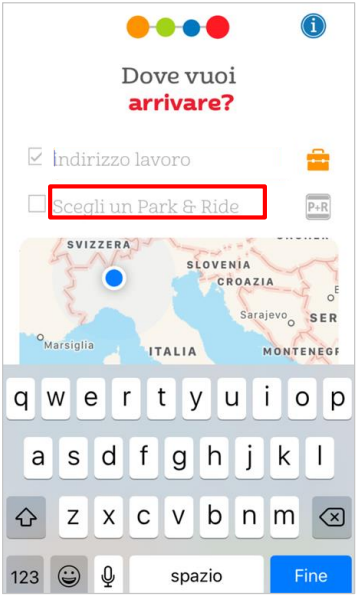
1.From the "Maps" section in the Parking tab, you can monitor the Reserved Parking in real time



2. **From the «Planner» you can monitor the available parking lots.**
The dots near the parking areas can be of 3 colors (green - yellow - red).

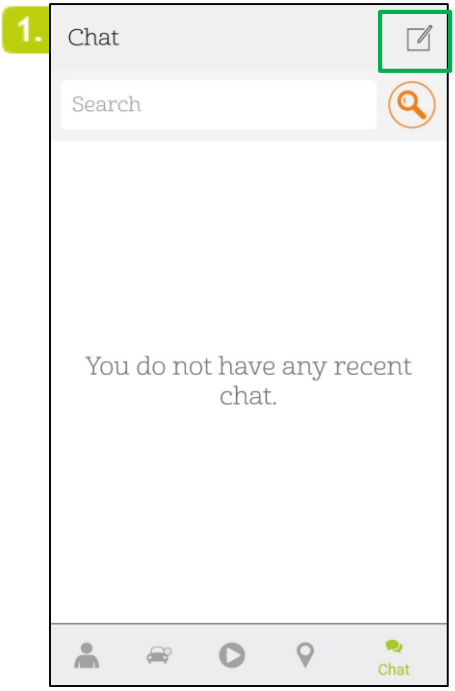
Green: Parking still available
Yellow: Hurry up! Parking are running out
Red: Oops! Parking are all busy.

1.You can select an ATM parking as a destination from the Profile section under Where to Arrive - Park & Ride

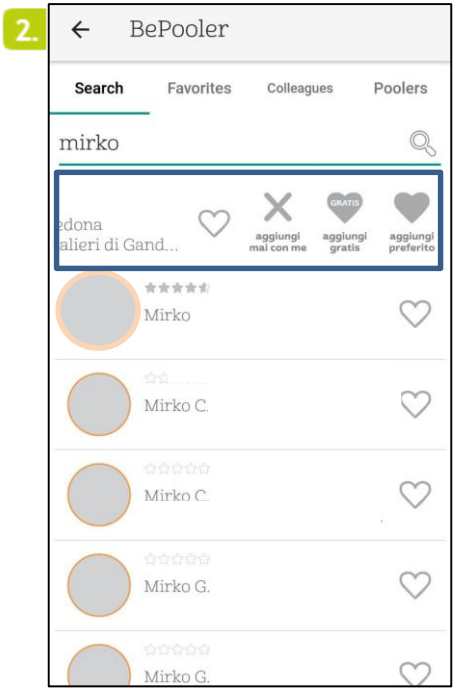


How to use the chat

1. Go to the Chat area and click on the pencil icon, on the next screen you can search and contact other Users.
Click on «Search» to find a specific User.

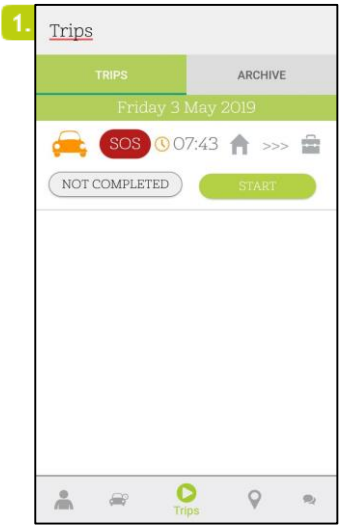


2. Swipe left on the name of a user to mark it as a favorite or add it to your black list.



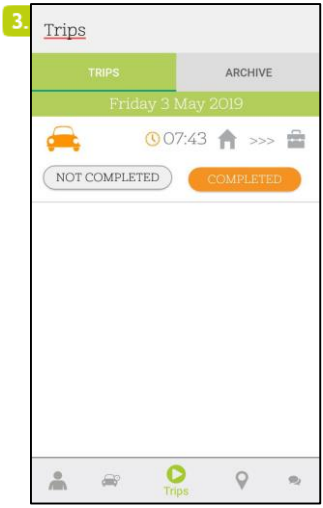
How to Manage trips

1.In the «Trips» section, clicking on «start» you can start your trip. The screen will show you the parking lot that was assigned to you.
PS: For a correct operation it's preferable to keep the app active during the trip.

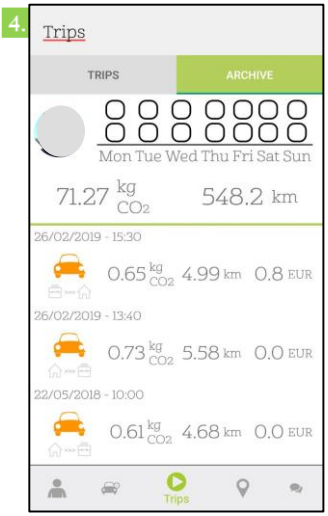


2. The app will remind you time and place of meeting, additionally a push notification, the same day, it will warn you that your trip is about to start.
ATTENTION: the "SOS" key is used to contact Assistance in the event of an EMERGENCY.
Eg: the Driver does not show up at the appointment. Click the SOS button

3. When the trip is over, click on «completed». You will find the list of your trips in the section: «archive».



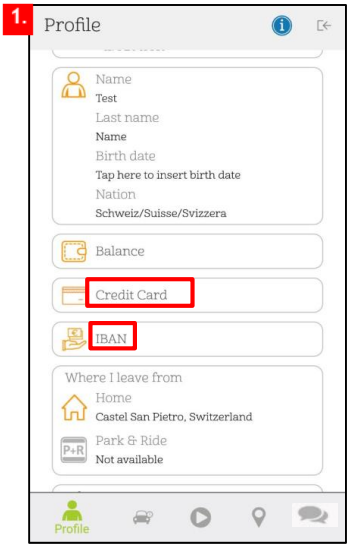
4. From «archive» you can find your last 30 trips.

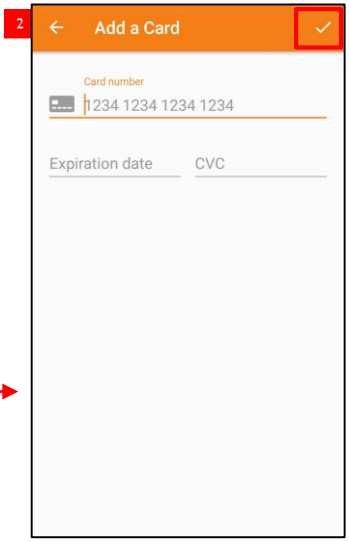


Modify Iban or Credit Card

1. From the "Profile" area select "Credit Card" to add or change the cards associated with your profile.
The "IBAN" item allows you to update the data of your Current Account

2. Once you have added a credit card, you can always verify the one in use by checking which of the cards inserted in your profile has a check mark





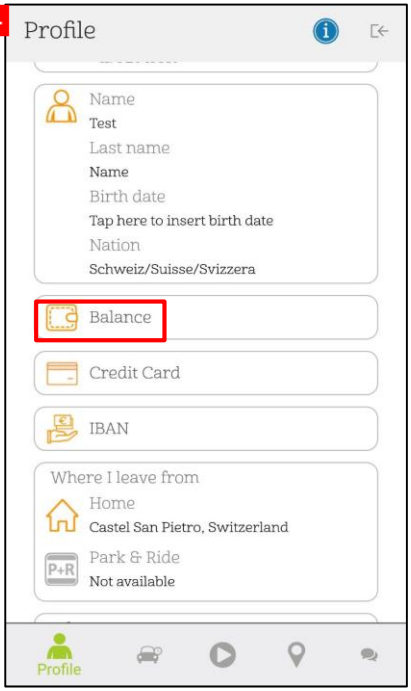
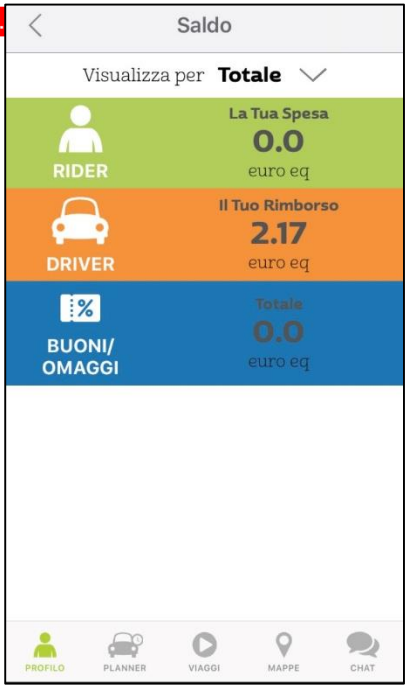
3.To modify the Iban, select the item from the Profile and the icon « ✎ ».
Then proceed with entering the new 27/21 digit code.
ATTENTION: the new Iban replaces the previous one

Transaction Summary and Travel History

1.In the «Profile» area, by selecting the "balance" item, you can access to the summary of your transactions.

2. In the Balance you will be able to see the expense figures and the collected figures.
Your expense: total spent like Rider
Your Those: total collected as a Driver
Coupons / Tribute: any vouchers accumulated

1.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