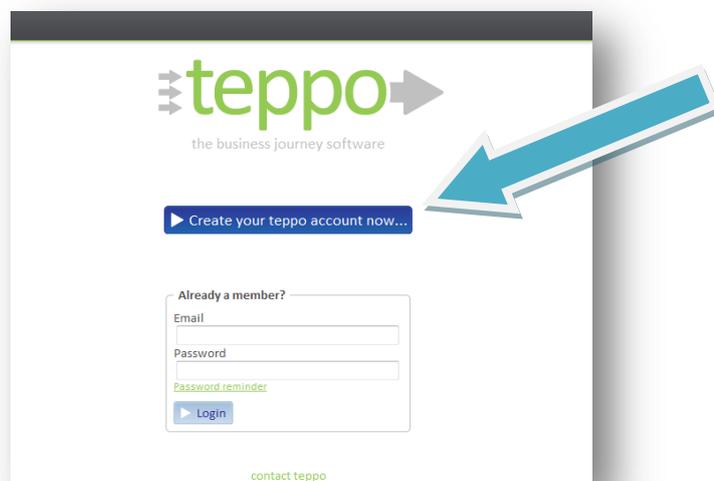


user instructions

step one: registration

In order to use the system you must first create a teppo account by completing a short registration form on www.teppo.co.uk by clicking on “create your teppo account now...”



Welcome! Please [login](#) or [sign up](#)

teppo the business journey software

1. Register yourself » 2. Register a journey » 3. Activate account » 4. Search for matches

We just need a few simple details, then you'll be ready to start finding matches

First name: (visible to members)

Surname:

Email: @

Choose a password:

Allow other members to contact you by telephone: (optional)

Year of birth: Who will see my age?

You must be 18 or over to register

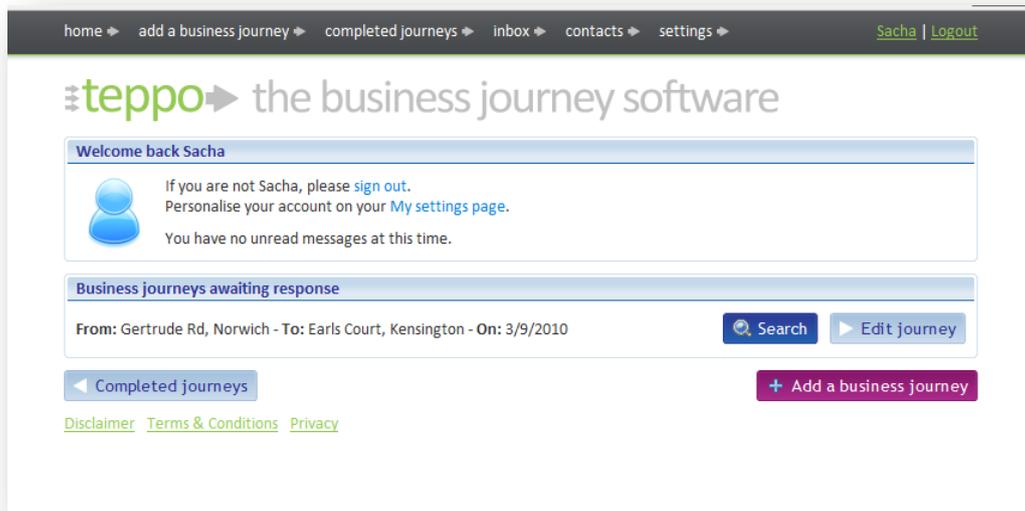
Gender: (visible to members)

Contact me about potential matches by email: (optional) What does this mean?

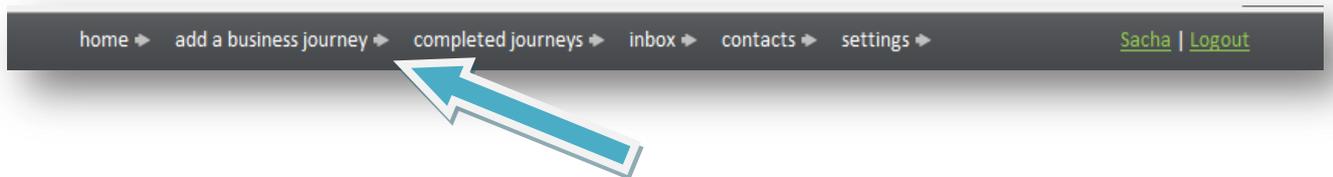
I agree with the [Terms and Conditions](#):

Complete all sections of the registration form, registering with your work email and confirming whether you work for Stirling University.

Once you have set up an account and every time you login you will come to your teppo home page which will look like this;



step two: add a business journey



Using the top navigation click on “add a business journey” when you would like to plan your next business meeting / trip. Then complete the following form.

Please provide details about your business trip

Journey details

Going from: Enter a location Use a suggested location
Please select

Going to: Enter a location Use a suggested location
(e.g. postcode, street or town) [] , United Kingdom

Would you be happy to share this journey with others: Yes by car

Leaving: Day: 3 Month: September Year: 2010 Time: 08:00

Is this a return journey? yes no

Return journey starts: Day: 3 Month: September Year: 2010 Time: 17:30

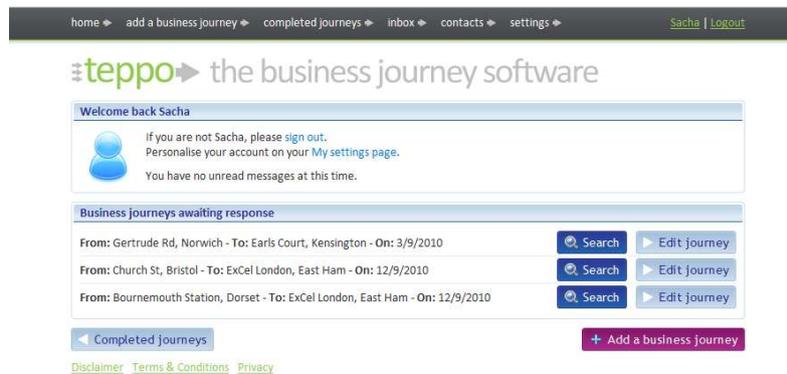
Journey time flexibility: +/- 15 min

Comments: Please add any relevant additional information here (e.g. client reference, account chargeable or type of vehicle used.)

How would you normally make this journey? Please select

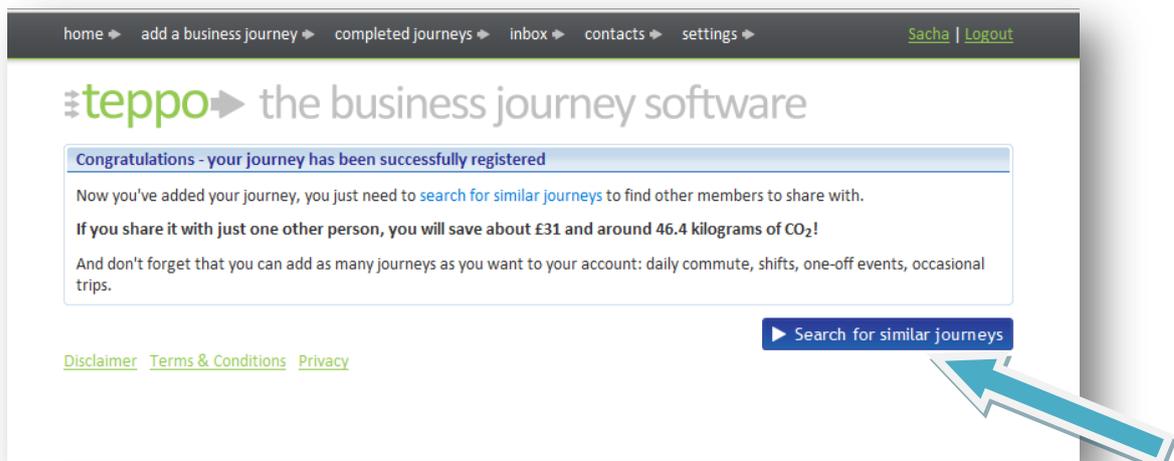
Create journey

If you do not want to share, you have all done and no further action is required until after you have completed your trip to confirm that the trip was made and the number of miles travelled. An email reminder will be sent to ask you to complete this process.



step three: sharing your journey

When you have completed the journey form you will be asked whether you would like to search for similar journeys to see if it is possible to share, so that costs and carbon can be reduced. Click on "search for similar journeys".



You will then be presented with other people undertaking similar journeys to see if sharing is possible. Click on "find out more" to see the details of the trip and make contact with the potential sharer. An email can then be sent direct to the person via their teppo account. (See below)

Map of search results

Good news! We've found 1 journeys within your private group(s) that might be suitable for you to share. If you want some further options though, you can always try [adjusting your search](#).



Displayed results

A seeking a lift

List of search results



Cecilia is seeking a lift.
From Doman Road, NR1 - to London, London
Travelling for a shift/occasionally

[+ Find out more](#)

Gender: **Female**
Age: **25-40**
Smoker? **No**
Common groups: **Liftshare Travel Plan Group**

Last contacted: **02/09/2010**
What is your shift pattern? **pleaseselect**

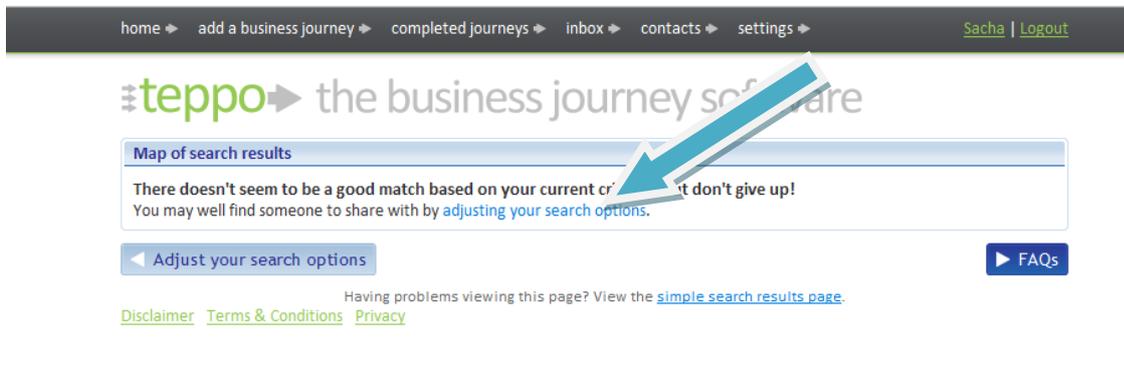
About this journey

Type of journey: **seeking a lift**
From: **Doman Road, NR1**
To: **London, London**
Comments: **I just go to London once every couple of months or so. If my trip coincides with another member's, it would be nice to share!**
Last updated: **11/03/2010**

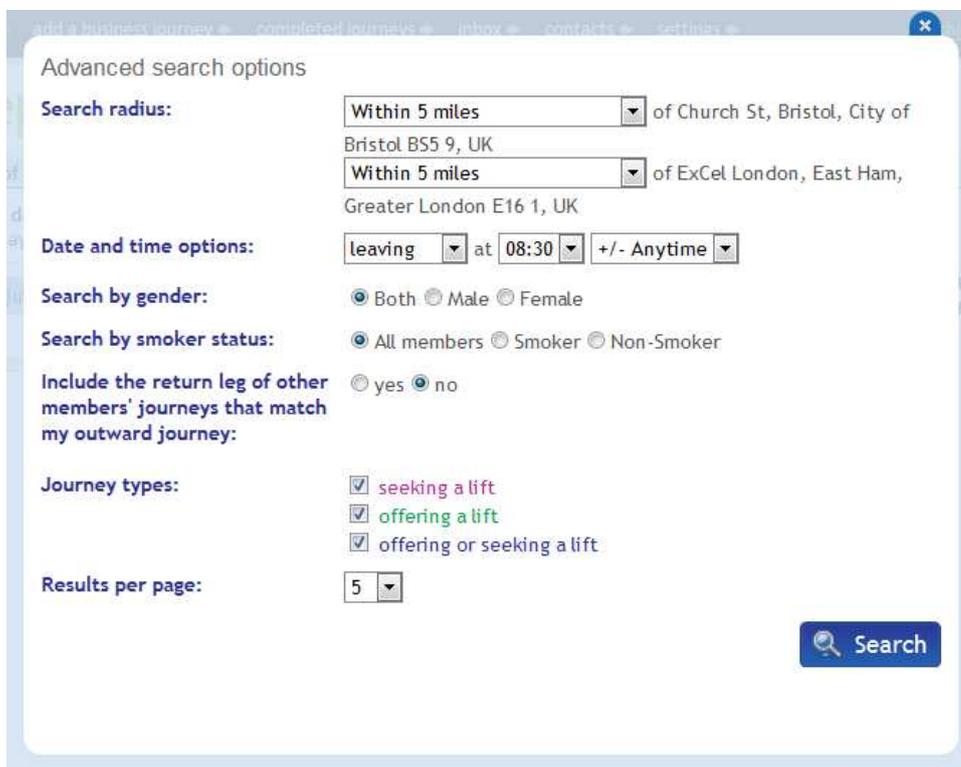
[Contact](#)



If there is no one that matches your requirements this screen will appear.



You can then press on “adjusting your search options” to expand your search and re-search.



If for example you originally said that you would ‘share by taxi’ you can expand your search to include people seeking or offering a lift as well.

step four: completed journeys

When you have completed your business trip you can either logon to the site and click on “home”, a reminder will also be sent to your work email to help you remember.

The screenshot shows the top navigation bar of the teppo website with the following links: home, add a business journey, completed journeys, inbox, contacts, settings. The user is logged in as 'Sacha' and can click 'Logout'. Below the navigation bar is the teppo logo and the text 'the business journey software'. A welcome message for 'Sacha' is displayed, along with a notification that there are no unread messages. A section titled 'Business journeys awaiting response' lists three journeys with buttons for 'Made journey', 'Did not make journey', 'Search', and 'Edit journey'. A blue arrow points to the 'home' link in the navigation bar. Another blue arrow points to the 'Edit journey' button for the second journey in the list. A purple button labeled '+ Add a business journey' is also visible.

Click to confirm that you “made journey” or that you “did not make journey”. And complete the following form confirming method of transport used and how many miles were actually completed. The system calculates this for you. Then press “submit” and you are all done! **PLEASE NOTE A RETURN JOURNEY WILL BE LISTED AS TWO LEGS – SO YOU WILL BE REQUIRED TO COMPLETE BOTH, IN ORDER TO RECORD THE CORRECT MILEAGE.**

The screenshot shows the 'Please complete a record for this journey' form. The form fields are: From: Great Yarmouth, Norfolk, UK; To: Norwich, Norfolk; On: Day: 3, Month: December, Year: 2010; How did you travel?: By car (single occupancy); Distance of this journey: 21 miles (one way). Below the form is a map showing the route from Great Yarmouth to Norwich. A blue arrow points to the 'Submit' button at the bottom right of the form. A 'Back to list of pending journey records' button is located at the bottom left.

step four: completed journeys with via points

If you made any detours on the either leg of the journey this can be recorded by dragging the purple line to anywhere you went away from the original route. The system will automatically be able to record the difference in mileage for you.

From:

To:

On: Day: Month: Year:

How did you travel?

Distance of this journey: miles (one way) (Drag the route below to adjust your journey and mileage)



Map data ©2010 Tele Atlas - Terms of Use

From:

To:

On: Day: Month: Year:

How did you travel?

Distance of this journey: miles (one way) (Drag the route below to adjust your journey and mileage)



Map data ©2010 Tele Atlas - Terms of Use

The new route and mileage can then be recorded by pressing submit.

step five: review all business trips

You can review your journeys and how many miles have been completed on the “completed journeys” tab of the tool bar.

home ► add a business journey ► completed journeys ► my ► contacts ► settings ► [Sacha](#) | [Logout](#)

teppo the business journey software

Please choose a date range:

Start date: End date: [View date range](#)

Completed records (13/06/2010 - 13/12/2010)

Origin	Destination	Date of journey	Miles travelled	Mode of travel	Shared journey	No of people in car	Update
Gertrude Rd, Norwich, Norfolk NR3 4, UK	Attleborough, Norfolk	19/8/2010	17	by car-sharing (driver)	✓	2	Edit
Gertrude Rd, Norwich, Norfolk NR3 4, UK	Pendigo Way, Bickenhill, Solihull B37 7, UK	19/8/2010	155	by car-sharing (driver)	✓	2	Edit
Gertrude Rd, Norwich, Norfolk NR3 4, UK	Earls Court, Kensington, Greater London SW5 9, UK	2/9/2010	120	by car-sharing (passenger)	✓	1	Edit
Bournemouth Station, Dorset	Earls Court, Kensington, Greater London SW5 9, UK	3/9/2010	103	by taxi (single occupancy)	N/A	N/A	Edit
Church St, Bristol, City of Bristol BS5 9, UK	Sandstone Ln, East Ham, Greater London E16 3, UK	12/9/2010	150	by car (single occupancy)	N/A	N/A	Edit
Holdenhurst Rd, Bournemouth BH8 8, UK	Sandstone Ln, East Ham, Greater London E16 3, UK	12/9/2010	180	by car (single occupancy)	N/A	N/A	Edit
Bournemouth Station, Dorset	Norwich, Norfolk	12/11/2010	227	by car-sharing (passenger)	✓	3	Edit

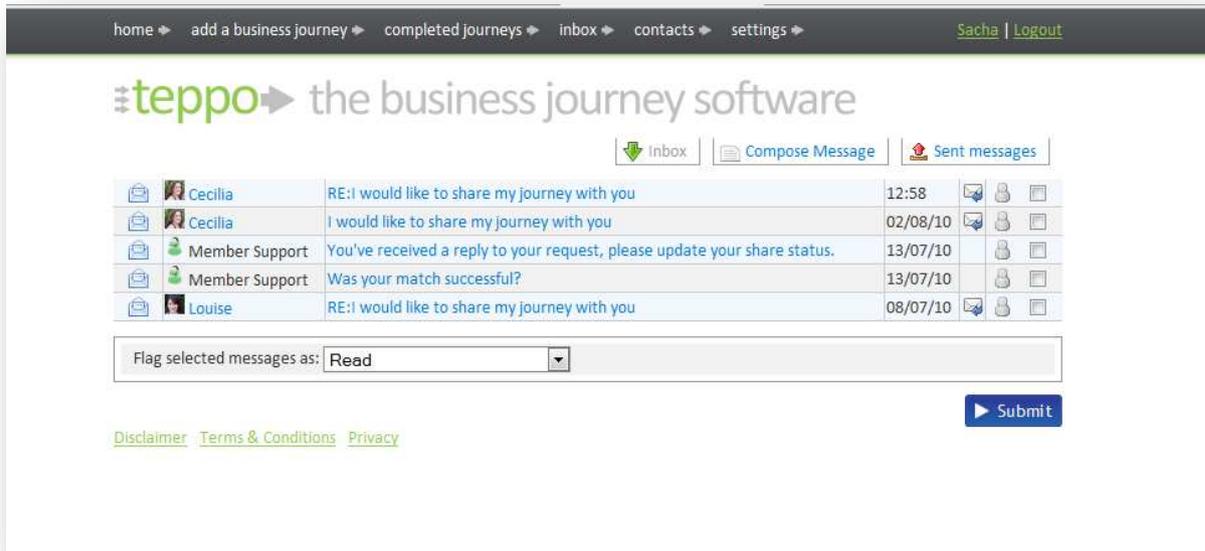
[Back to home](#) [+ Add a missing journey](#) [Add a future journey](#)

- 1) The completed journeys can be searched by date range using the ‘choose a date range’ section at the top of the page.
- 2) Each journey can also be edited after completion, should this be required.
- 3) If for any reason a journey was not recorded before it was undertaken it can be added retrospectively using the ‘add a missing journey’ tab.

need help? contact teppo support

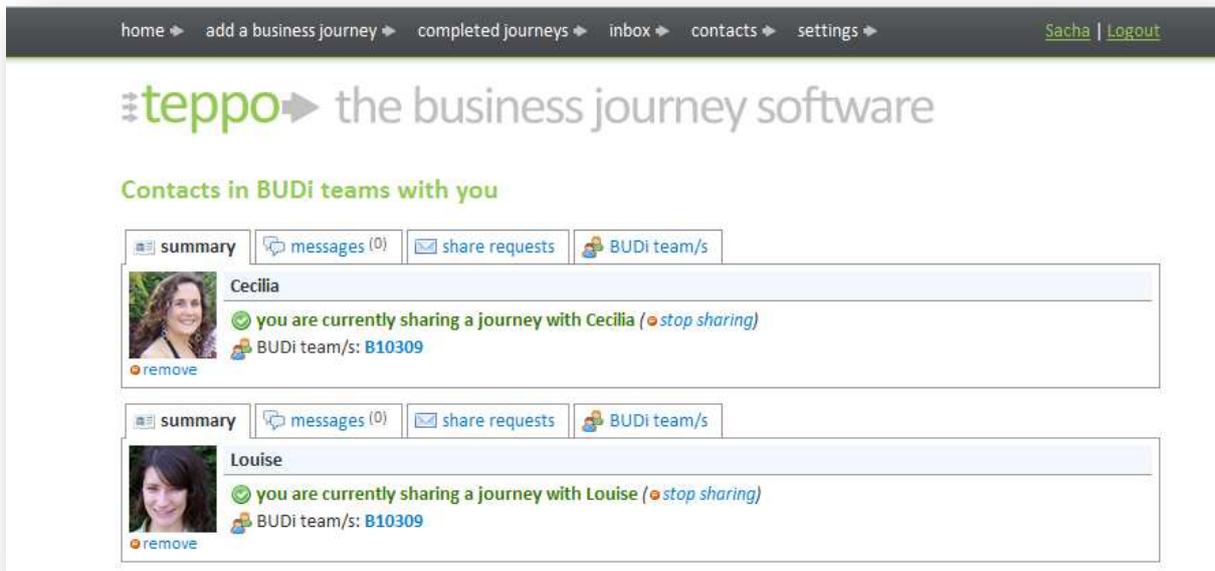
Anytime you need some help with teppo simply click on ‘Contact teppo support’ at the bottom of any screen on the teppo website.

inbox: keeping in touch with potential sharers



In the "Inbox" you can see your correspondence with people who are looking to share with.

contacts: keeping in touch with potential sharers



The contacts section remembers all the people you have got in touch with about sharing and who you have shared with in the past.

settings: your personal information

You can adjust your setting adding as much information as you like through the “settings” tab. If you decide to add your postcode we would recommend that you use your work address, however this is not mandatory.

home ➤ add a business journey ➤ completed journeys ➤ inbox ➤ contacts ➤ settings ➤ Sacha | Logout

teppo the business journey software

My Settings

My Picture: + Upload a friendly photo of yourself!

First name: Sacha

Surname: Billett

Email: Changing your email will require re-activating your account. sacha@liftshare.com

Telephone:

Contact method: Telephone: Message: Both:

Postcode: NR3 4RY

Receive our newsletter:

▶ Manage my groups Show advanced settings

✖ Remove my account Update my settings

[Disclaimer](#) [Terms & Conditions](#) [Privacy](#)

If you wish to change your password, this can be done by press on “show advanced settings” at the bottom of the screen. When you have finished changing / updating your settings press the “update my settings” tab to complete.