

Quick Guide to Shuttel

You can use this Quick Guide to help you perform your most frequent actions in Shuttel.

We focus on the following actions:

1. Enter journey with your own transport 2
2. Register home-working day 5
3. Enter home-working day and recurring journeys for one month together 6



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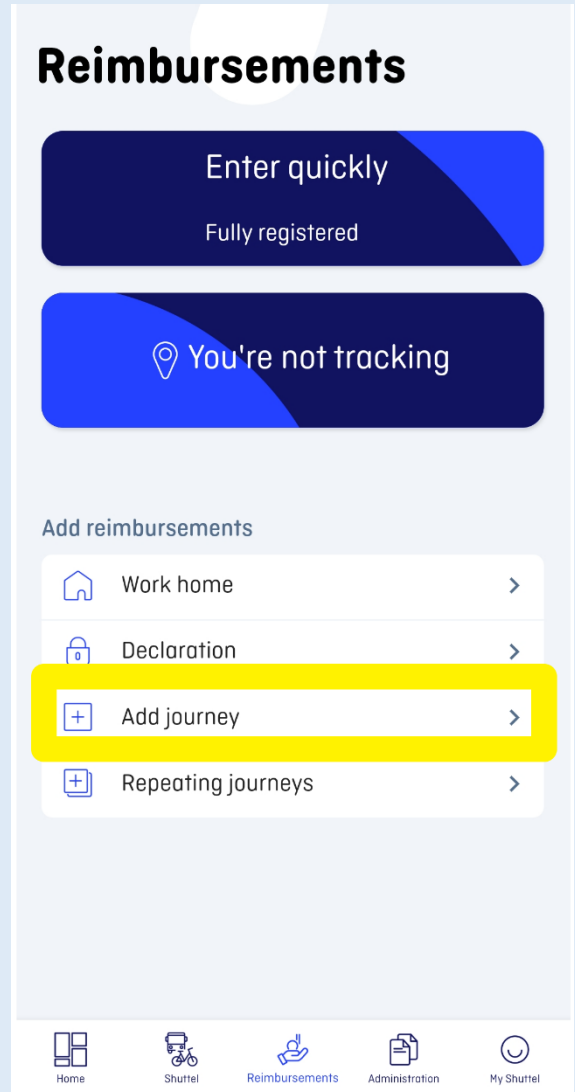
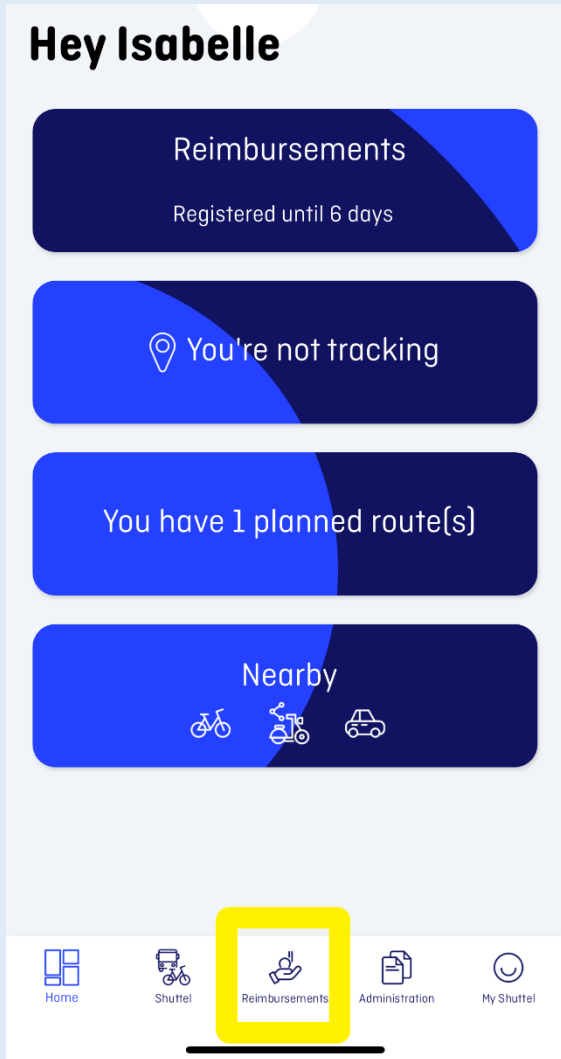
Shuttel

1. Enter journey with your own transport

Step 1. Open the Shuttel app.

Step 2. Click on Reimbursements at the bottom of your screen.

Step 3. Click on 'Add journey'.



Step 4.

- Enter your departure location at FROM. This is your home address.
- Enter your work location at TO.
- Then select whether the purpose of your journey was Business or Commuting.
- Select the vehicle you used for this journey. You will then have to select an emission type from the dropdown menu for your vehicle.
- If necessary, change your departure time. The system's default setting is 08.00.

If you used more than one vehicle and your journey was more than 10 kilometres (e.g. 2 kilometres by bike and then a further 10 kilometres by car), you should register this as just one journey and select the vehicle that was used most; so in this example, you would select Car. This will ensure you receive the correct reimbursement.

If you used more than one vehicle and your journey was less than 10 kilometres, you can register the different parts of your journey separately, if you wish. Because your total journey was less than 10 kilometres, there will be no reimbursement.

The screenshot shows the 'Add journey' screen of a mobile application. At the top, the time is 09:45 and the battery is at 78%. The screen has a blue header with a back arrow and the title 'Add journey'. Below the header are two input fields: 'FROM Specify location' and 'TO Specify location'. A 'Distance' field is partially visible below the 'TO' field. The 'Select travel purpose' section has three buttons: 'Business' (dark blue), 'Commute' (blue), and 'Personal' (light blue). The 'Select vehicle' section has seven buttons: 'Walking' (with a person icon), 'Bike' (with a bicycle icon), 'Scooter' (with a scooter icon), 'Car' (with a car icon), 'Motor' (with a motorcycle icon), 'Other' (with a motorcycle icon), and 'Add +' (with a plus sign). The 'Enter departure and arrival times' section has three rows: 'Departure' with a date selector 'Oct 29' and a time selector '08:00', 'Arrival' with a date selector 'Oct 29' and a time selector '09:00', and 'Return' with a toggle switch that is currently turned off.

- Click on Return if you made the same journey in reverse in the afternoon.
- If this is your usual commuting route, click on Recurring. This makes the journey a 'favourite'.
- Finally, click on SAVE at the bottom of the page.

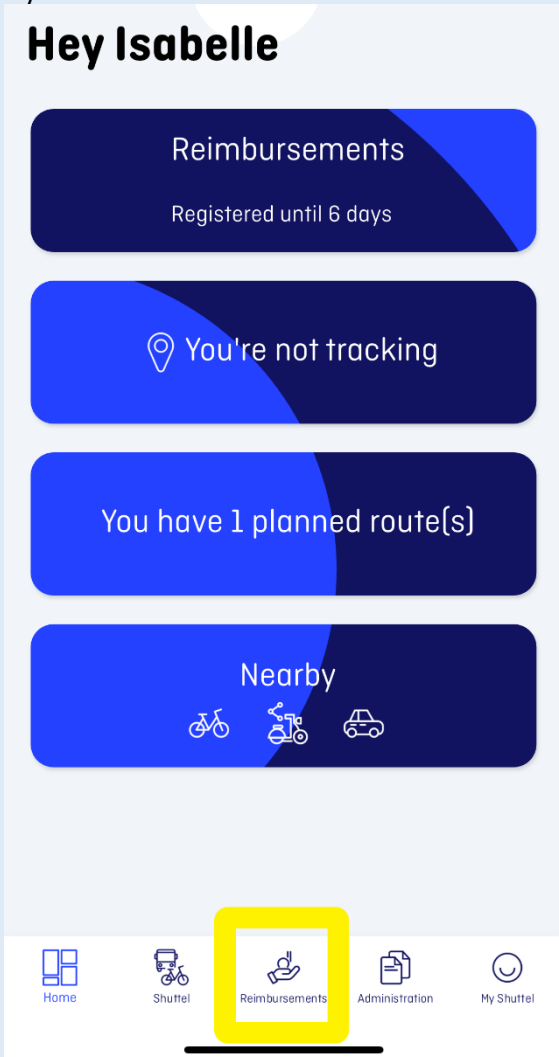
Step 5. Your registered journey can now be found in your Administration.

The screenshot shows the 'Add journey' screen in a mobile application. At the top, the status bar displays '09:45', '5G', and '78%'. The app header is blue with a back arrow and the title 'Add journey'. Below the header are seven transport mode buttons: 'Walking' (with a person icon), 'Bike' (with a bicycle icon), 'Scooter' (with a scooter icon), 'Car' (with a car icon), 'Motor' (with a motorcycle icon), 'Other' (with a bicycle icon), and 'Add +' (with a plus sign icon). The 'Enter departure and arrival times' section contains three rows: 'Departure' with a date selector 'Oct 29' and a time selector '08:00'; 'Arrival' with a date selector 'Oct 29' and a time selector '09:00'; and 'Return' with a toggle switch that is currently turned on. Below this is the 'Recurring' section with a toggle switch that is currently turned off. The 'Remarks' section features a text input field with the placeholder 'Place your comment here' and a character count '0/100' at the bottom right. At the very bottom of the screen is a large, rounded 'SAVE' button.

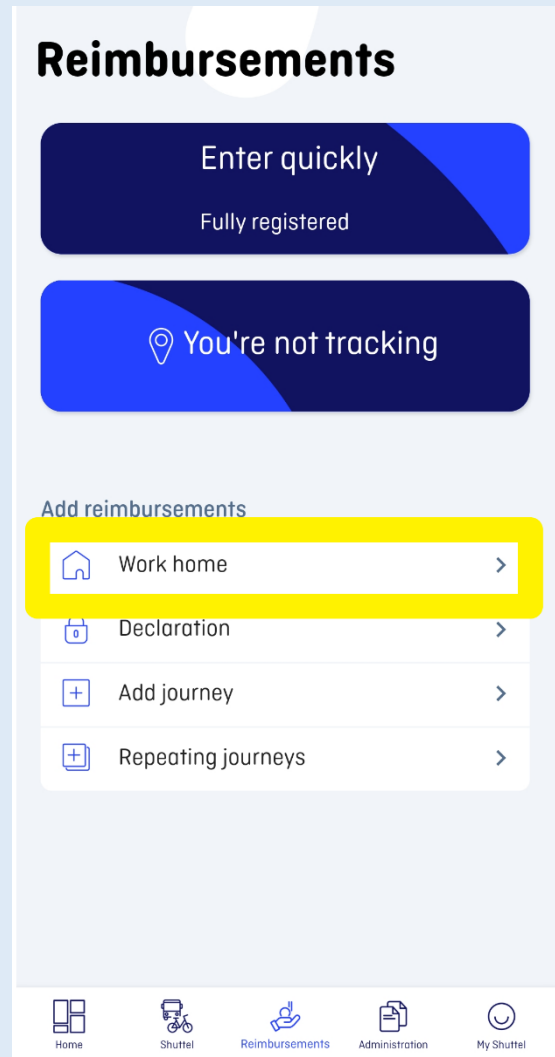
2. Register home-working day

Step 1. Open the Shuttel app.

Step 2. Click on Reimbursements at the bottom of your screen.



Step 3. Click on 'Home-working'.

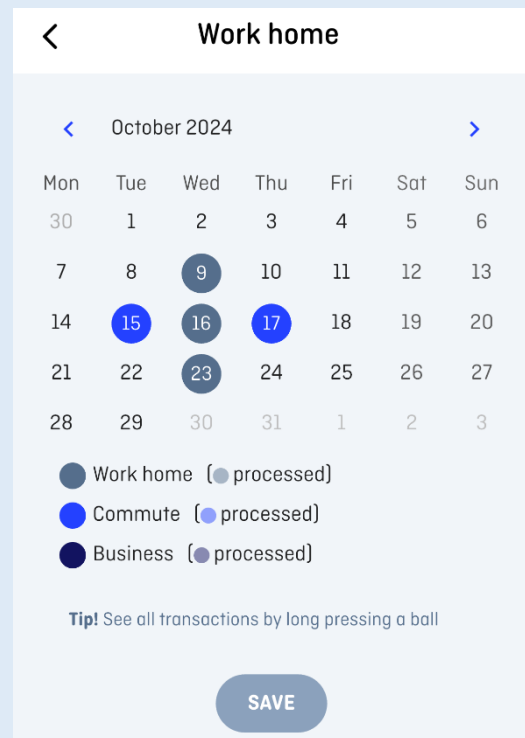


Step 4. Select your home-working days by clicking on the date. The date will be marked in grey for a home-working day.

Step 5. Click on SAVE.

Please note:

It is not possible to receive a reimbursement for commuting and working from home on the same day.



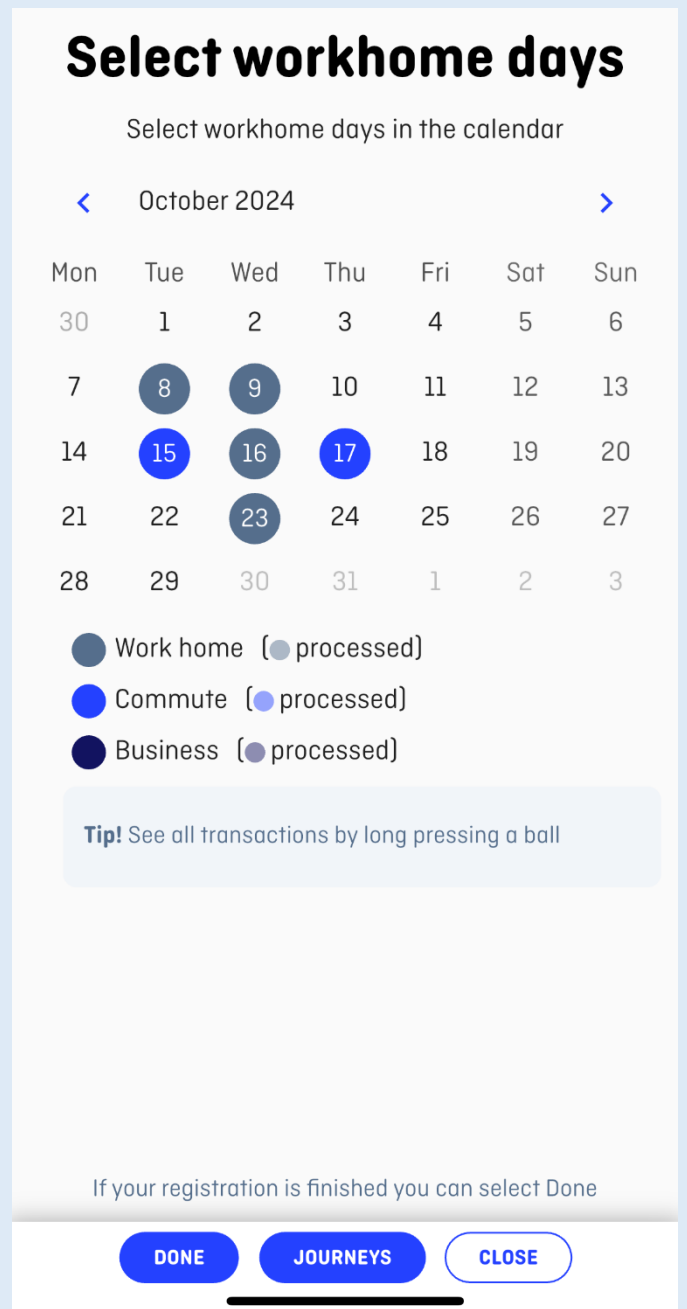
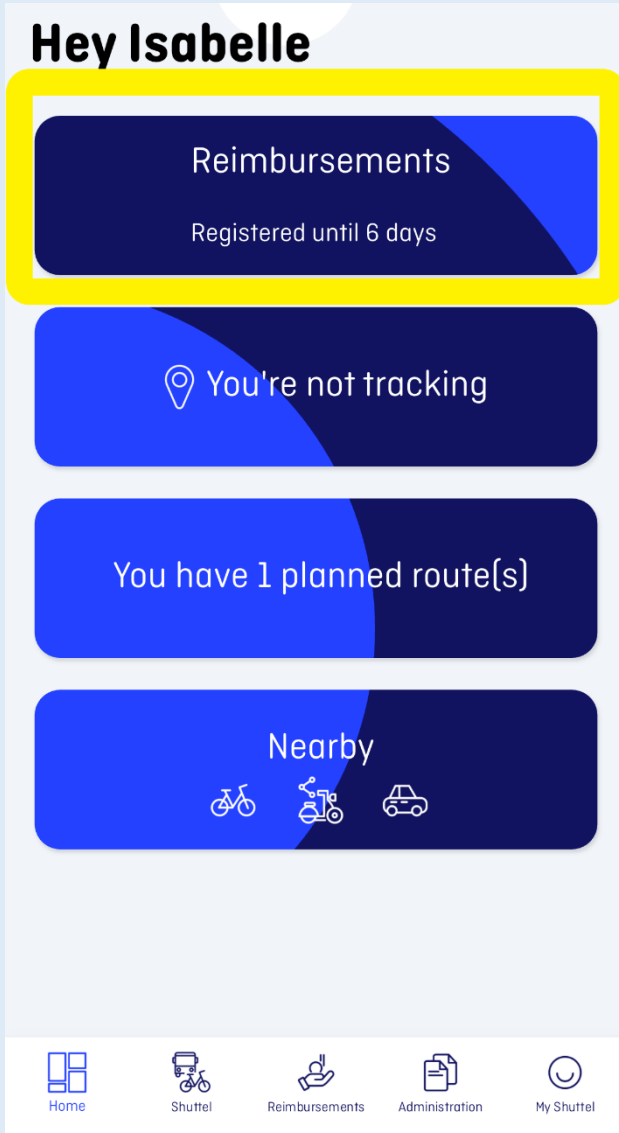
3. Enter home-working day and recurring journeys for one month together

Step 1. Open the Shuttel app.

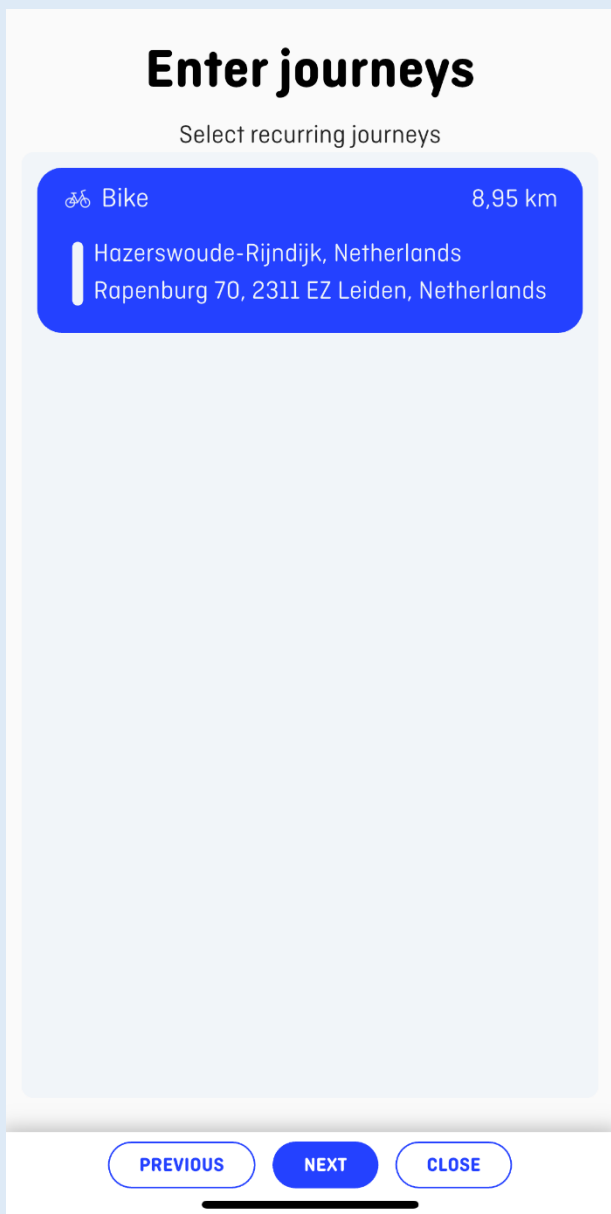
Step 2. Click on Reimbursements at the top of your screen.

Step 3. Select your home-working days by clicking on the date. The date will be marked in grey for a home-working day.

Step 4. Click on JOURNEYS to also register your recurring journeys for that month and continue to step 5. If you have no journeys to register, click on DONE.



Step 5. Select your recurring journey and click on NEXT.



Step 6. Select the days on which your journey took place by clicking on the date. The date will be marked in blue for a commute.

Step 7. Click on FINISH. You have now entered your home-working days and recurring journeys for that month.

Please note:

It is not possible to receive a reimbursement for commuting and working from home on the same day.

