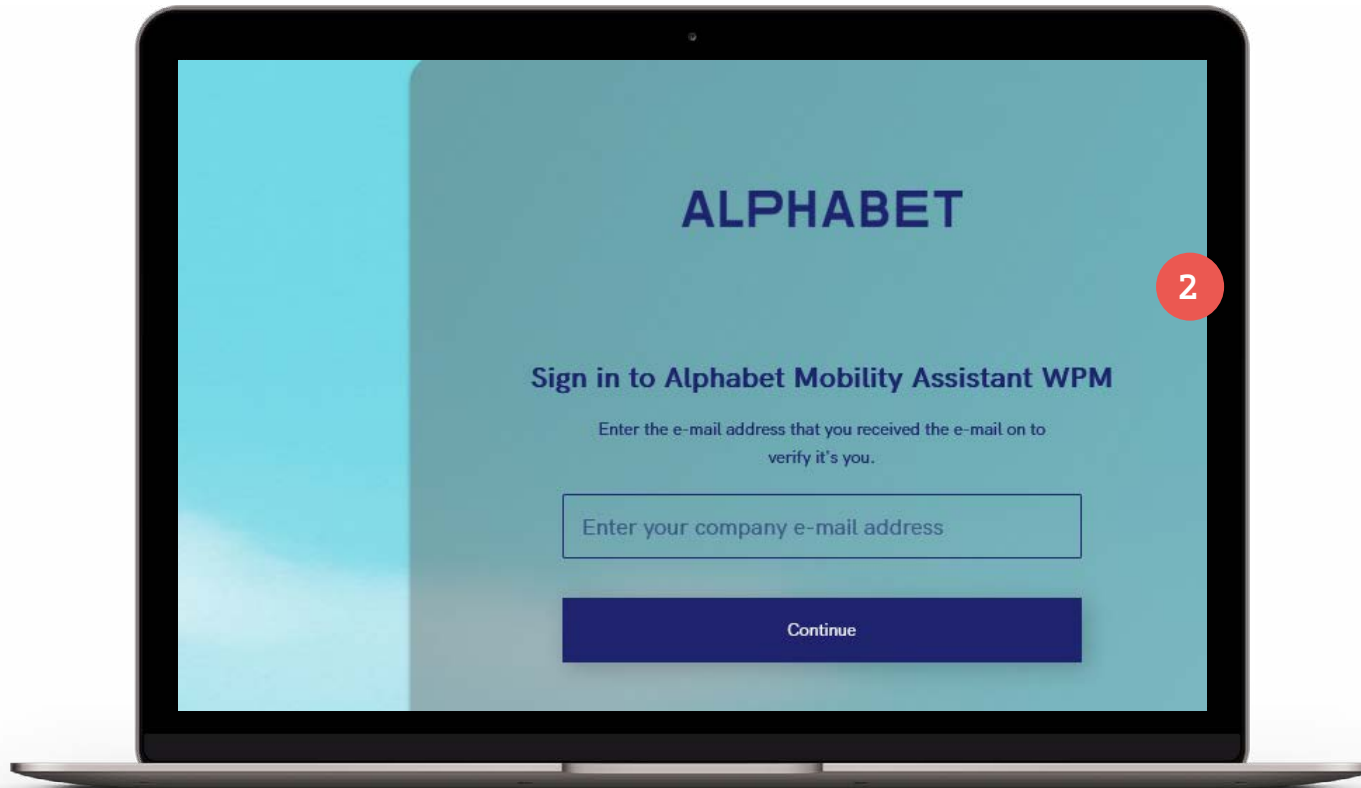


ALPHABET

# User manual Alphabet WPM

Questionnaire

# Create account



- 1 Please click on the sign-in button in the e-mail you have received from us.
- 2 Enter the email address where you received the login link, then click **Continue**.  
Link expired? Click **Request a new link** and follow the steps again.

Didn't receive an email? Check your spam folder just in case.



- 3 If your employer has set Google or Microsoft as your login method, you'll be prompted to log in using that option.



# Questionnaire

In this questionnaire, we ask you to register your travel behavior for one month. You can find which month is asked of you at the top of the page after signing in.

Before you can start your registration, we need some information from you:



where you travel from and to



what mode(s) of transport you use



# My vehicles

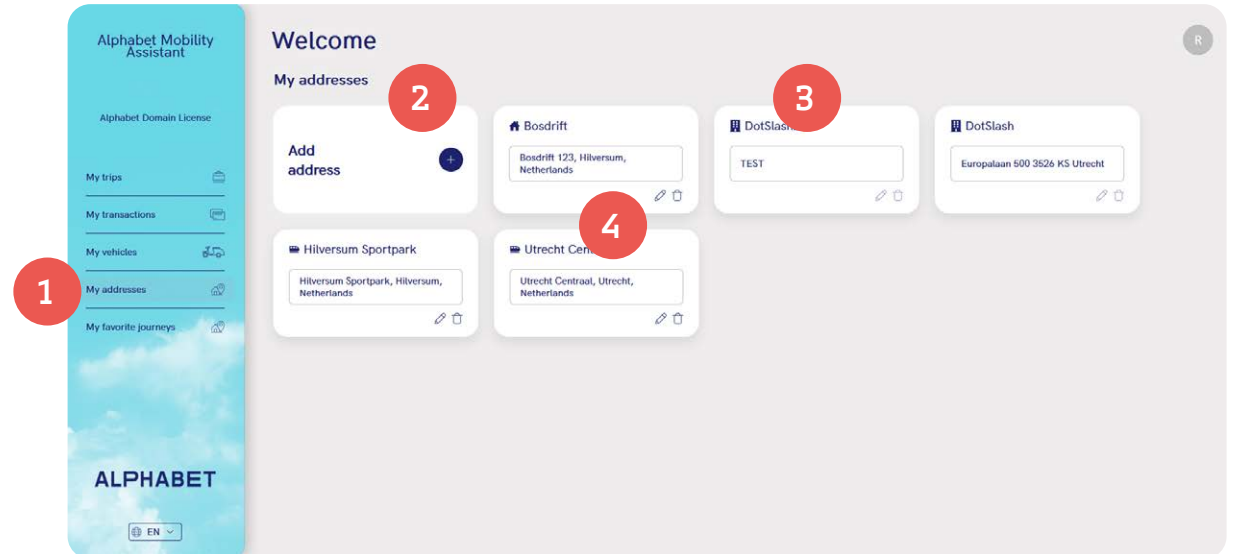
- 1 Use the button in the menu to navigate to **My vehicles**.
- 2 Select the mode of transport you normally use to travel to work. We need this information to enable **Office day** on the **My trips** page.
- 3 Do you normally use a car, bicycle, motorbike or moped to travel to work? If so, we ask you to also add your personal vehicle. With this information, we know which fuel type is connected to your trip. If you are adding a car, you can also add your license plate, and we will automatically collect your car details.
- ! If you have multiple vehicles of the same type, you can add them all. Use the Priority selection to set the vehicle you normally use for commutes as **Priority #1**.

The screenshot displays the 'My vehicles' section of the Alphabet WPM app. On the left, a sidebar menu contains 'My trips', 'My vehicles' (highlighted with a red circle 1), and 'My addresses'. The main content area shows a welcome message 'Welcome John' and a question 'How do you normally travel to work?' with a 'select' dropdown (circled 2). Below this is the 'My vehicles' section with an 'Add vehicle' button (circled 3). A modal form titled 'Add vehicle' is open, featuring fields for 'License plate (optional)', 'Name your vehicle', 'Mode of transport' (dropdown), and '0 CO<sub>2</sub> emissions gr/km', with a 'Save' button at the bottom.



# My addresses

- 1 Here you'll find a collection of the addresses you use for your registrations. It's helpful to add the addresses to this page before you start creating your favorite journeys. This way, you can continue effortlessly!
- 2 Click the plus sign "+" and add your home address so we can accurately generate your journey to and from work.
- 3 You can also find the office address of the organization you work for here. This is based on the information provided by your employer and therefore cannot be deleted.
- 4 Do you ever travel to work by train? Enter your usual departure station here. If you continue your journey by another mode of transport after your train journey, also add your final destination.



# My favorite journeys

- 1 Go to **My favorite journeys** in the left menu.
- 2 Click on the plus sign "+" to add a favorite journey.
- 3 Here you can give your trip a name and select the destination. Is your outbound journey different from your return journey? Then check **My return journey is different**.
- 4 Add the segments of your journey and select which mode of transport you will use.
- 5 If you indicate that your return journey is different from your outward journey, you can also enter this later. This makes the registration even more effective!

**Note:** Don't forget to save the trip.

The image illustrates the process of adding a favorite journey in the Alphabet Mobility Assistant app. It consists of several overlapping screenshots:

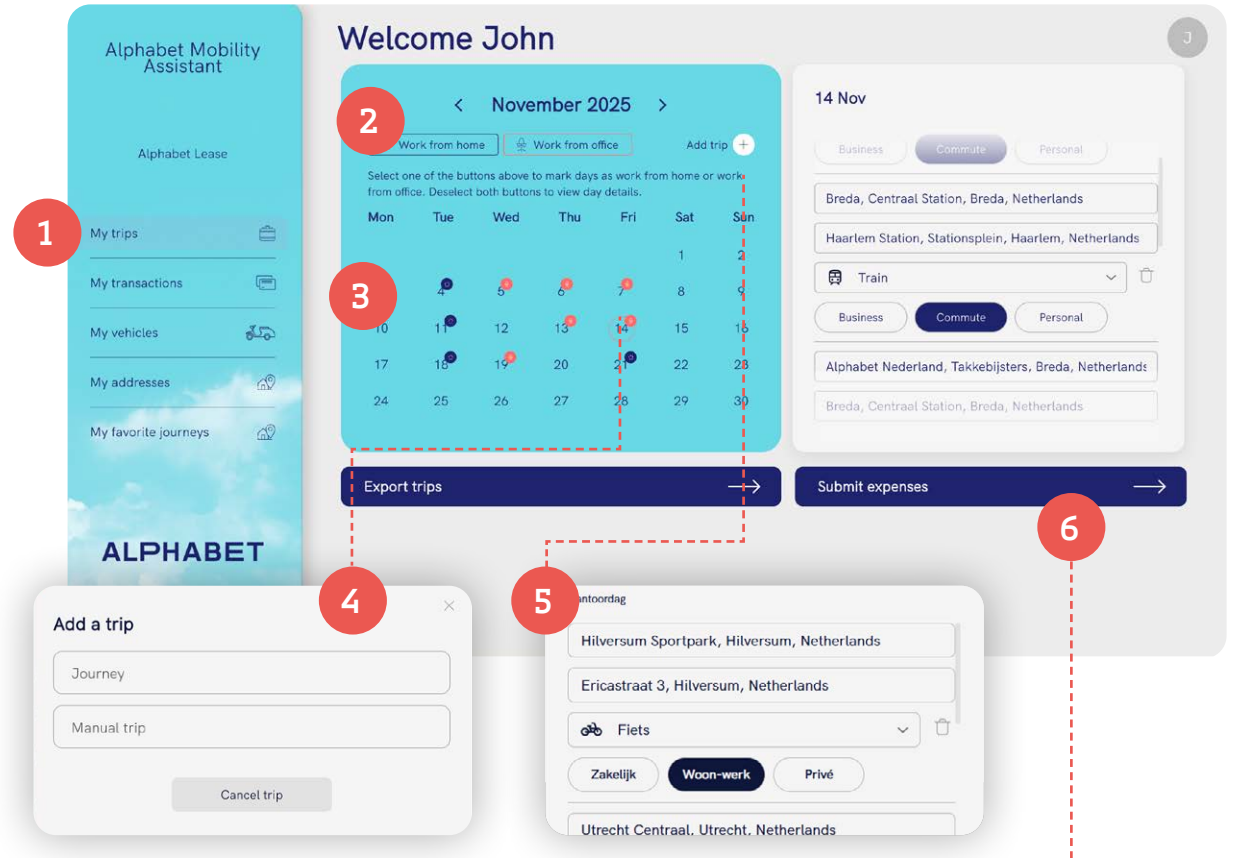
- Step 1:** The main menu on the left, with 'My favorite journeys' highlighted.
- Step 2:** A 'Welcome John' screen with a '+' button to add a new journey.
- Step 3:** A dialog box titled 'Name your favorite journey' with a text input field, 'Select objective' (Business, Commute, Personal), and a checkbox 'My return journey is different'.
- Step 4:** An 'Edit your favorite journey' screen showing a list of journey segments: Train (116.90 km, 1h 57 min), Public tra... (4.94 km, 25 min), and Alphabet Netherlands.
- Step 5:** A 'Name your return journey' screen with a text input field, a dropdown for 'Select modality', and a list of return journey segments: Alphabet Netherlands and Home.





# My trips

- 1 Click on **My trips**. Here, you can manage your trips and work from home days
- 2 Click the **Work from home** button and then select all days you worked from home this month. You can do the same thing with the Work from office button, which automatically creates 2 commute trips on the selected day.
- 3 In the calendar, you can view which days you have already marked as work from home or work from office.
- 4 Click on any day in the calendar to view the day details. View all trips that have been registered on this day and edit the mode of transport if necessary.
- 5 Click here to manually add a (business) trip.



Did you complete your registration for this month? If so, click here to submit your expenses. **Please note:** after submitting, you cannot edit your registration anymore!



ALPHABET

Alphabet Mobility Assistant