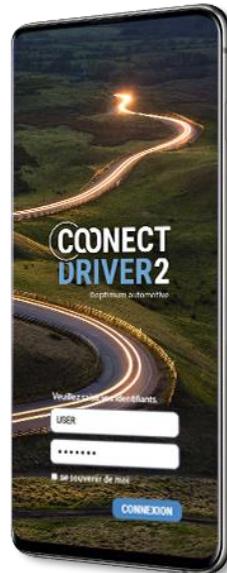


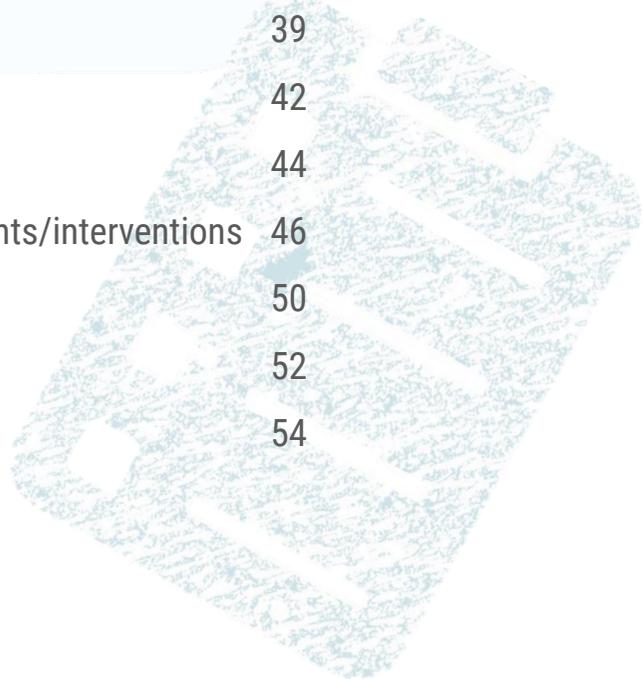
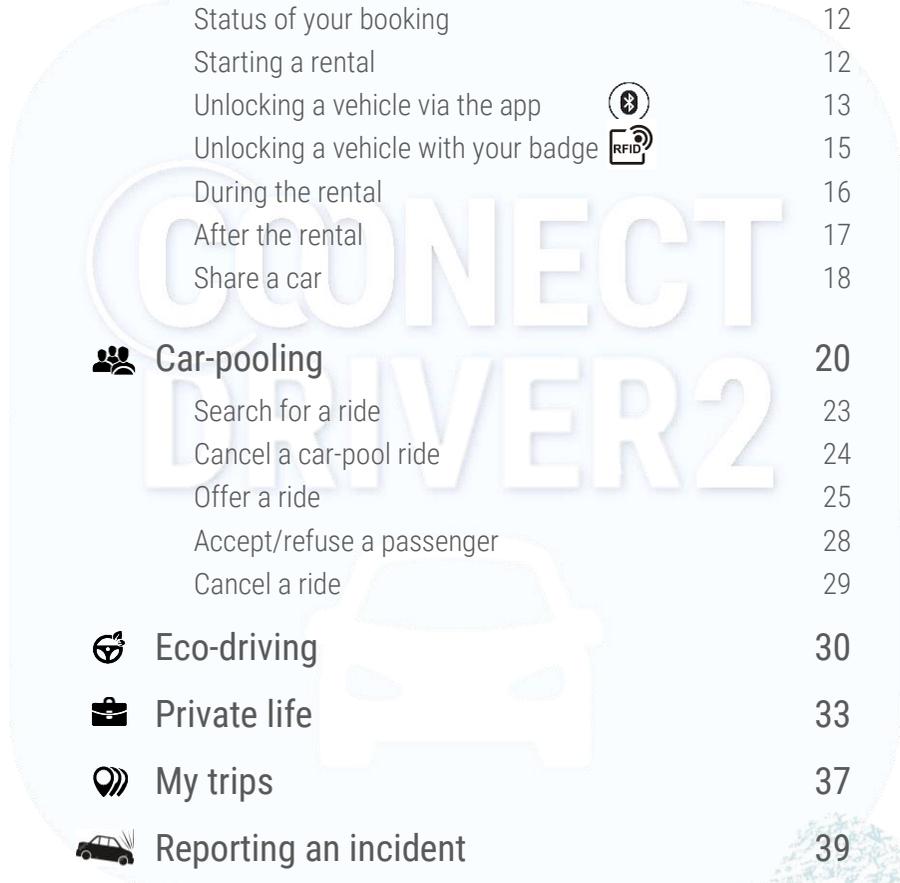


CONNECT DRIVER2

user guide



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The multi-service mobile application for Drivers

COONNECT DRIVER 2 is a unique mobile application designed for Drivers, offering all the services subscribed to by your company.

Each service is accessed via a tab in the application's menu.

- 1 To access a service, tap it in the menu.
- 2 To access the menu, swipe from left to right or select  if you are on a service page.
- 3 To close the menu, swipe left or select .
- 4 Tap to logout and exit the application.
- 5 Access your account's settings.
- 6 Depending on which colour your Manager has chosen, the application's appearance may differ from the screen copies shown in this Guide.





Company's driver convention approval (optional)

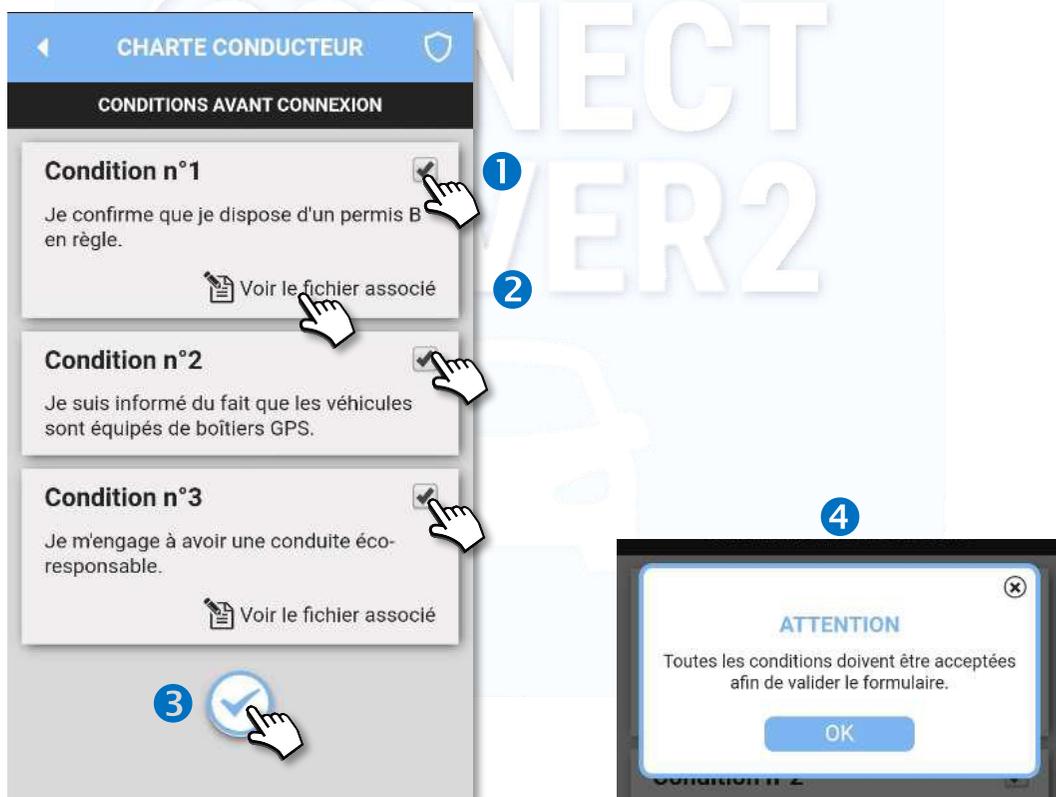
Your organization may require you to regularly accept the Driver's Convention it has drawn up.

If so, you will need to agree to the conditions it requires (1 to 3) before you can browse the mobile application.

You may be asked to accept these conditions on a regular basis, or when the documents have been updated. In this case, the page will be displayed when you log into the application and you will have to accept the conditions again.

To accept the conditions:

- 1 Check the box (es).
- 2 You can click on the documents to read them.
- 3 Validate.
- 4 If you forgot a box, an error message will appear. Click all the boxes and validate.





CONNECT DRIVER2

emergency calls



EMERGENCY CALLS

3 pre-recorded emergency numbers

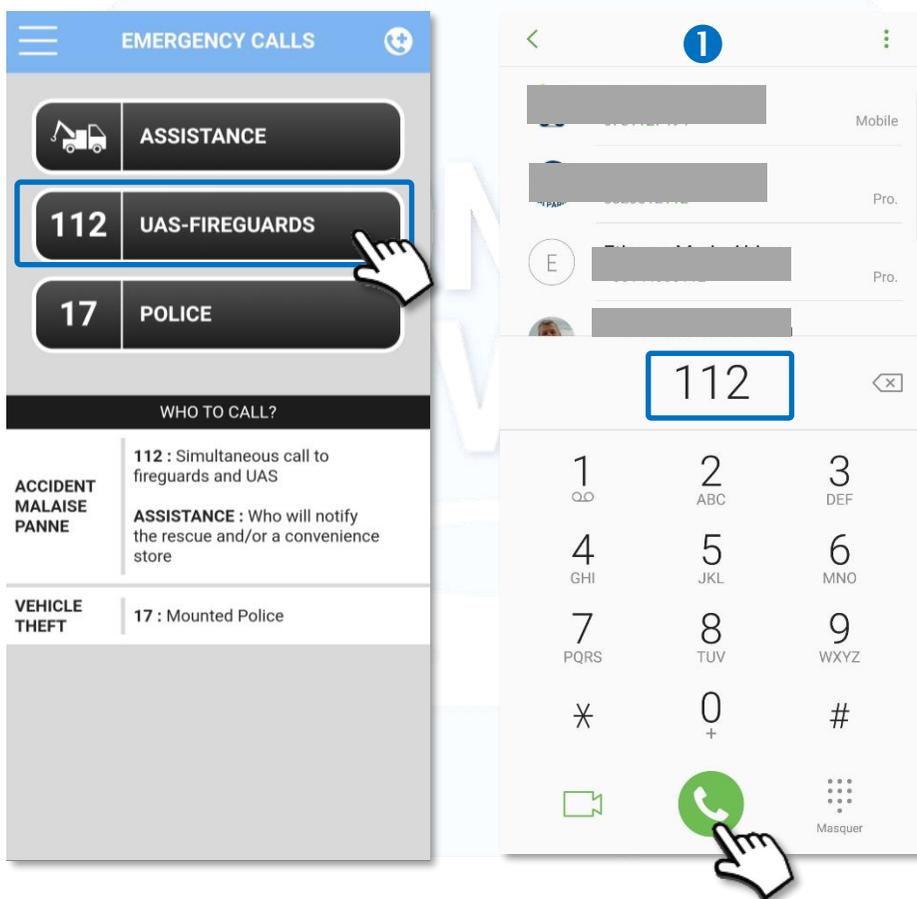
Three numbers have been pre-recorded. Select one of the three numbers:

ASSISTANCE: the number recorded by your organisation’s administrator or manager.

EMERGENCY: 112, the European emergency number (combining 15 and 18 for France).

POLICE: 17 (in France).

- 1 The number is dialled using the keypad. Confirm to make the call.





CONNECT DRIVER2

car sharing

CAR SHARING

Book a vehicle and manage your bookings.

The application enables you to book vehicles and extend or cancel your bookings.

You can also record the vehicle's initial (collection) and final (return) condition and report incidents during your rental.

Homepage

- 1 The homepage displays your **bookings/FUTURE rentals**.
- 2 To display the details of this booking, tap the thumbnail.
- 3 Tap to **CANCEL** the booking: you can cancel a one-off booking or a series of bookings (regular booking).
- 4 Tap to **CHANGE** the booking.
- 5 Tap to **START** the rental. Possible only if you are in the booking time range.
See section: "Start the rental"
- 6 Tap to **END** the booking. Possible only if you are in the booking time range.
See section: "During the rental".
- 7 Tap to **EXTEND** the booking. Possible only during a rental AND if no one has booked the vehicle after you.
- 8 Another tab enables you to see your **PAST rentals**.
- 9 To display the **DETAILS** of this booking, tap the thumbnail.
- 10 For past and future bookings: the booking type is represented by a specific icon.
- 11 You can report an incident and see the vehicle initial conditions: see Section: "Start the rental"

The image shows two screenshots of the Car Sharing app. The left screenshot displays the 'MY RESERVATIONS' screen with a list of bookings. The right screenshot displays the 'MY RESERVATION' details screen for a specific booking.

1 TO COME UP / PAST tabs

2 Vehicle thumbnail

3 CANCEL button

4 UPDATE button

5 START OUT button

6 FINISH button

7 UPDATE button

8 PAST tab

9 Vehicle thumbnail

10 Booking type icon

11 INCIDENTS AND REQUESTS FOR INTERVENTION button

Make a booking (see next page)

Functions unavailable before the rental

- Standard booking in which I am the driver.
- Booking in which I am the driver of a pool vehicle.
- Seat booking in a pool vehicle in which I am a passenger/car-pooler.

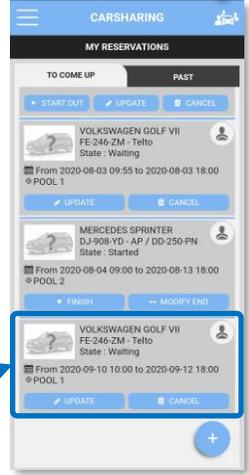
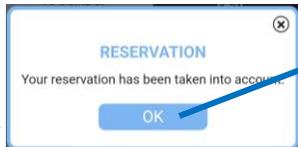


CAR SHARING

Book a vehicle (one-off booking)

Tap the **+** icon. The booking form is displayed:

- 1 Select your rental start and end DATE and TIME. Leave the slider on ONE-OFF RIDE.
- 2 Select the NUMBER OF PASSENGERS (in addition to you).
- 3 Select the distance you're expecting to ride.
- 4 Enter the mid-route DESTINATION of your ride. Required if the wording appears.
- 5 Enter the ADDRESS.
- 6 Tap the MAGNIFYING GLASS. (Tap the pointer to enter the address where you are now).
- 7 A pointer appears on the map. Specify the address and begin again if the location is wrong. Tap the pointer to display a popup containing the address and a selection button.
- 8 Tap SELECT if it matches the address you want.
- 9 The address has been entered in the form.
- 10 Tap to filter the vehicle list to display only the vehicles with the equipment you need (optional criterion).
- 11 Select the POOL you want (in this example, only one is available: DGA ASS-PPE). You can display these pools in alphabetical or order or by closeness (based on your mobile phone's GPS position, meaning its GPS location option must be active).
- 12 Tap NEXT.
- 13 Select the VEHICLE you want.
- 14 Enter the REASON or ASSIGNMENT justifying the booking. This information may be required or optional depending on what your Manager has chosen.
- 15 Accept the booking terms and conditions (optional according manager's decision. Not display here).
- 16 Tap RESERVE. The booking appears on your homepage (FUTURE RESERVATIONS).

CAR SHARING

Make a regular vehicle booking

Tap the **+** icon. The booking form is displayed:

- 1 Drag the ONE-OFF RIDE slider to REGULAR RIDE.
- 2 Select the **week DAYS** on which you want to book the vehicle.
- 3 Select your rental start and end **TIMES**.
- 4 Choose the regularity of the booking ("1" for every week, "2" for every second week, etc.).
- 5 Select the regular booking's start and end **DATES** (from the first to last booking).

Next select the other settings, which are identical to those for a ONE-OFF booking (see previous page):

- ✓ Number of **PASSENGERS** (in addition to you).
- ✓ Choose from economical vehicles.
- ✓ Mid-route **DESTINATION** of your ride. Required if the wording appears.
- ✓ **Equipment** (optional criterion).
- ✓ **POOL**
- ✓ Tap **NEXT**.
- ✓ Select the **VEHICLE** you want.
- ✓ Enter the **REASON** or **ASSIGNMENT** justifying the booking. This information may be required or optional depending on what your Manager has chosen.
- ✓ Accept the booking **terms and conditions**.
- ✓ Tap **RESERVE**. The booking appears on your homepage (**FUTURE RESERVATIONS**).

The image shows two screenshots of the 'RESERVE' app interface. The left screenshot shows the 'RESERVATION CRITERIA' screen with a red 'X' over the 'SINGLE PATH' option and a blue arrow pointing to the 'RECURRENCE PATH' option. The right screenshot shows the 'RESERVE' screen with the 'RECURRENCE PATH' option selected and various booking details filled in, including days of the week, times, and dates. Numbered callouts 1 through 5 are placed around the right screenshot to correspond with the instructions.

1 select : SINGLE PATH

2 select : RECURRENCE PATH

3 FROM 12:00 TO 15:00

4 Every : 1 week(s)

5 FROM Thu Sep 10, 2020 TO Thu Oct 8, 2020

Expected mileage: 0-50 km

Number of passengers: 1

Destination: (Optional)

Equipments: (None)

ALPHABETICAL ORDER BY PROXIMITY

POOL 1

POOL 2

CANCEL FOLLOWING

CAR SHARING

Book a vehicle via the booking calendar

Tap the **+** icon. The booking form is displayed:

- 1 Drag the slider to **CALENDAR**.
 - 2 Select your rental start **DATE** and **TIME**.
 - 3 Do as before for the **NUMBER OF PASSENGERS**, the **DESTINATION**, **MILEAGE** and **EQUIPMENT**(optional).
 - 4 Select the **POOL** you want (in this example, only one is available: DGA ASS-PPE). You can display these pools in alphabetical or order or by closeness (based on your mobile phone's GPS position, meaning its GPS location option must be active).
 - 5 Tap **NEXT**.
 - 6 The **POOL's** booking **CALENDAR** is displayed. To display another **POOL's** calendar, go back to the previous page and select the Pool you want.
Rotate your phone to display the calendar horizontally.
- The coloured boxes represent **bookings**. The darkest colour represents **YOUR** bookings: .
The **WHITE** boxes represent available **time slots**.
- 7 To see the name of the employee who booked the vehicle for a given time slot, tap the appropriate coloured box.
To scroll the times **to the right**, swipe the screen.
 - 8 To book a vehicle, tap the available (white) boxes for the vehicle you want. Each box represents a half-hour.
 - 9 Tap the icon to **CONFIRM**.
 - 10 The vehicle appears on the **confirmation page**. Accept the terms and conditions if required (they may not be displayed).
 - 11 Tap **RESERVE**. The booking appears on your homepage (**FUTURE RESERVATIONS**).

- DELETE the time slot selection
- SCROLL the vehicles UPWARDS
- SCROLL the vehicles DOWNWARDS
- CONFIRM the booked time slots



CAR SHARING

Status of your booking

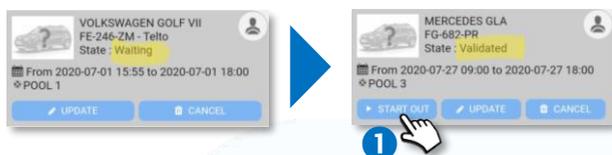
Depending on the setting chosen by your Manager, bookings may require approval before they can be confirmed.

Only confirmed bookings can be started.

Check the status of your FUTURE bookings on your homepage:

PENDING booking = not confirmed and cannot be started but can be edited and cancelled.

CONFIRMED booking = can be started, edited and cancelled.



Start a rental

A rental begins automatically in most cases (key cabinet, badge on the windscreen or unlocking of vehicle doors via the mobile app). However, you can start a rental manually by **tapping the BUTTON 1** (if you collected the keys from a counter or an unlocked key cabinet)

See the car-poolers/passengers

Your bookings may include passengers/car-poolers who are searching for an identical ride with the same times as yours.

Every booking type is represented by a specific icon. **2**

3 Tap the booking to display its details. The contact details of the passenger(s) are displayed.

4 Tap or to call or send an SMS message to a car-pooler.

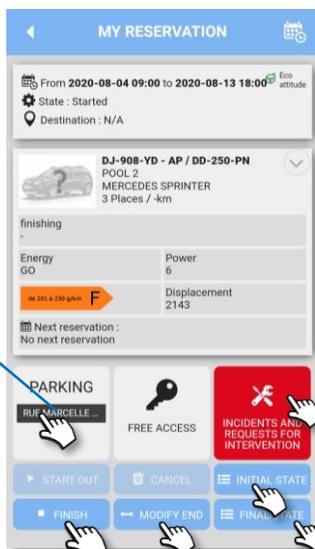


2 Booking types

- Standard booking in which I am the driver.
- Booking in which I am the driver of a pool vehicle.
- Seat booking in a pool vehicle in which I am a passenger/car-pooler.

Functions available during a rental

Tap the booking concerned. The booking details are displayed:



Booking information

Vehicle information

If applicable, the booking following yours

PARKING
NIVEAU / -1
PARKING PLACE : 2

Parking place: in Car park or location (if vehicle tracking is activated)

Close/end the rental
Modify rental's end

Report an INCIDENT

Collection condition
Return condition

See next page

CAR SHARING

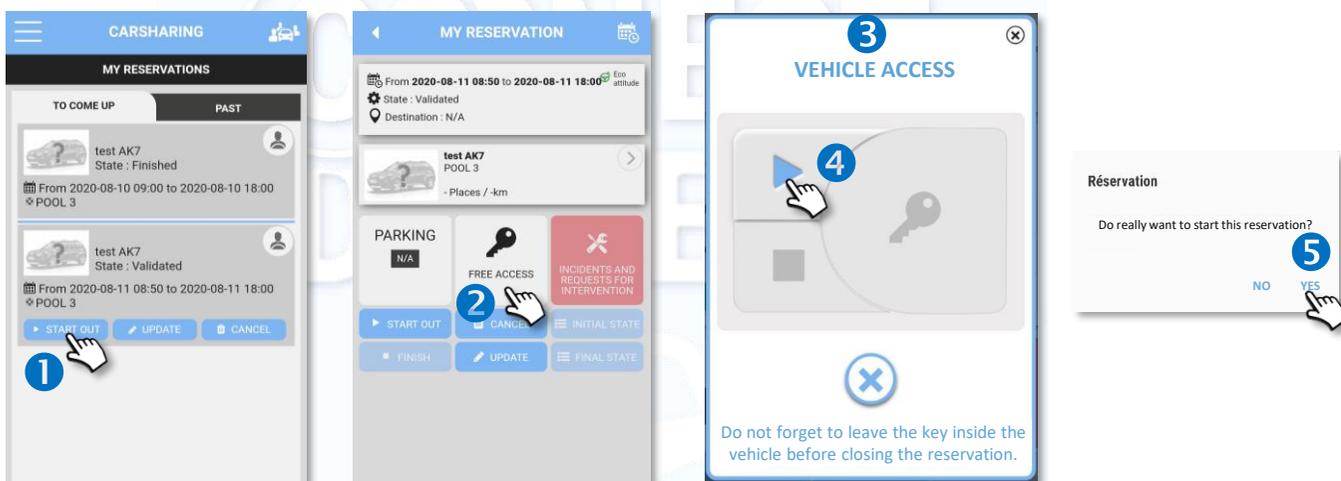
Unlock the vehicle by using the mobile app (if option enabled)

If a vehicle is fitted with a special telematics unit for unlocking the doors by using your smartphone's Bluetooth port, you can start and close a booking directly from the mobile application by unlocking and locking the vehicle's doors.

The vehicle is started either by using the physical key generally found in the glove compartment or by pressing the vehicle's START/STOP button.

Unlock the vehicle and start the rental

- 1 Tap your current booking
Approach the booked vehicle.
- 2 Tap the vehicle access **button** to display the controller.
- 3 A window is displayed on your screen.
- 4 Tap the  button to unlock the vehicle's doors and start the booking. Confirm. 5



During the rental

- ✓ If there is a physical key in the vehicle: use the key to unlock and lock the vehicle and start the vehicle throughout the rental period. **Do not use the mobile application.**



The software versions of compatible mobile phones are as follows:



אנדרואיד

v8 and later



iOS 8 and later



The Bluetooth system works UNDERGROUND without a GSM network signal if you downloaded the booking before the GSM signal was lost.



If applicable, remember to leave the vehicle's physical key in its glove compartment at the end of the rental.



Locking the vehicle by using the key/remote control can be cancelled only by using the key/remote control itself.



CAR SHARING

Lock the vehicle by using the mobile app (if option enabled)

Open and close the doors during the rental

- ✓ **If there is a physical key in the vehicle:** use the key to unlock and lock the vehicle and start the vehicle throughout the rental period.

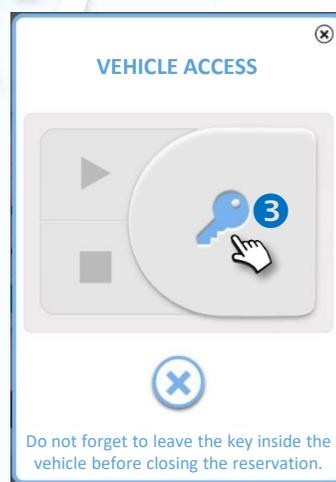
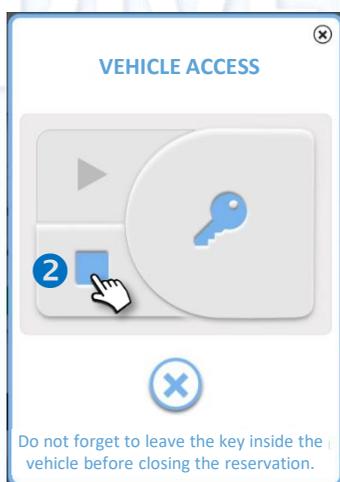
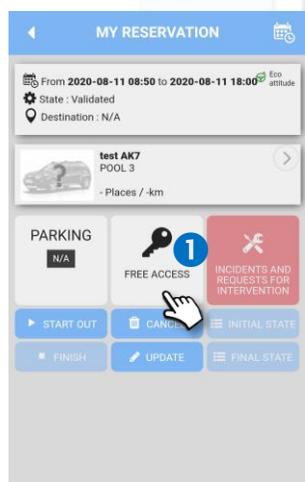
Lock the vehicle to close the rental

Remember to leave the key in the glove compartment or, if applicable, in the place provided (a secure, code-locked box, for example). Get out of the vehicle and close its doors.

- 1 In the mobile application, open your current booking and tap the vehicle access **button**.
- 2 The window is displayed. Tap to LOCK the doors and CLOSE the booking. Confirm.

If you have forgotten an object inside the vehicle or forgot to leave the key inside the vehicle, you can still unlock the doors during a certain time (set by your fleet manager), generally 15 minutes.

- 3 Tap to unlock the doors and lock them again.





Unlock/lock the vehicle by using an RFID badge (if option enabled)



If a vehicle is fitted with a badge reader behind the windscreen for unlocking the doors, you can start and close a booking directly with this badge by unlocking and locking the vehicle's doors.

The vehicle is started either by using the physical/electronic key generally found in the glove compartment or by pressing the vehicle's START/STOP button.

Unlock the vehicle and start the rental

- ✓ Place your badge on the reader located behind the windscreen.
- ✓ The doors are unlocked. Use the key found in the glove compartment to start the vehicle.



During the rental

- ✓ **Unlock and lock the vehicle's doors by using the key. Do not use the badge.**
- ✓ You can also use the badge, but do not leave the key inside the vehicle.

Lock the vehicle and close the rental

- ✓ Leave the key inside the vehicle.
- ✓ **Place your badge on the reader; this will lock the doors and close the rental. The rental will be closed the last time you use your badge on the vehicle – either before the time your booking ends, or within the period allowed after your booking ends.**
- ✓ After a certain time set by your manager (approximately 15 minutes) after the time your booking ends, you will no longer be able to unlock the vehicle.



Remember to leave the vehicle's physical key in its glove compartment at the end of the rental.

THE BADGE MUST BE USED ONLY TO START AND CLOSE THE BOOKING

CAR SHARING

Functions available during a rental

To display the details of the operation, tap the button concerned.



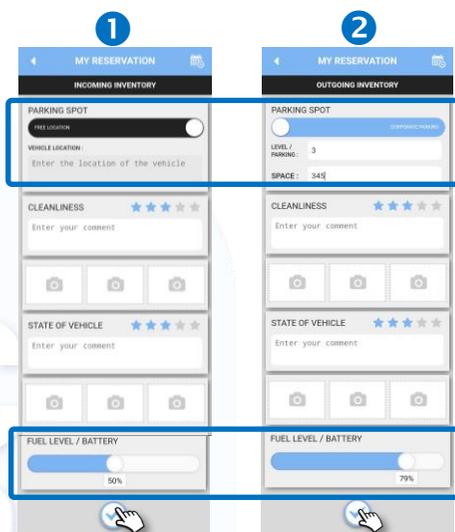
INITIAL 1 and FINAL 2 condition

Enter the information in the form, including the parking location and the fuel level (or the charge level for electric vehicles) for the next driver.

Entering the condition details avoids later discussions regarding liability for any damage, tiresome searching for the vehicle in the car park or unpleasant surprises regarding the fuel level.

You can enter the condition from your computer, after you have returned the vehicle.

Remember to **CONFIRM** what you have entered:



Reporting an incident 3

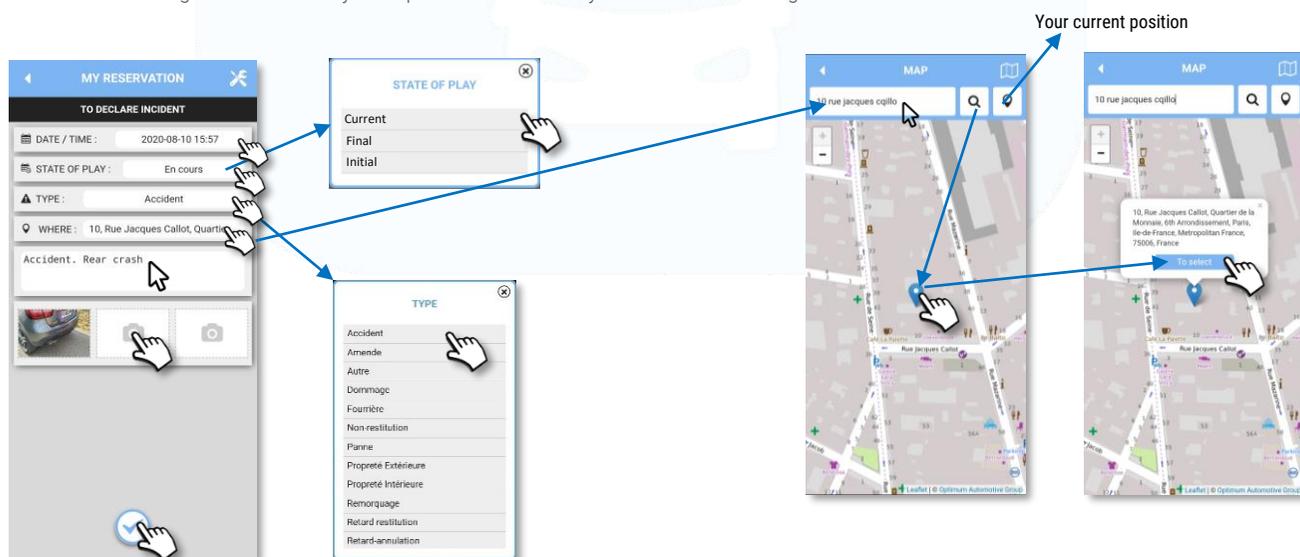
Incidents such as breakdowns, accidents, impounding and punctures can occur while you are using the vehicle.

You can report an incident during or after your rental, either by using the mobile application or via the web from your computer.

Fill in all required fields. If necessary, take photographs.

Remember to **CONFIRM** what you have entered:

An email containing the contents of your report will immediately be sent to the Manager.



Close/end a rental manually 4



You are immediately sent an email summarising your rental.

Placing the badge on the windscreen or returning the key to the secure cabinet automatically ends the rental.

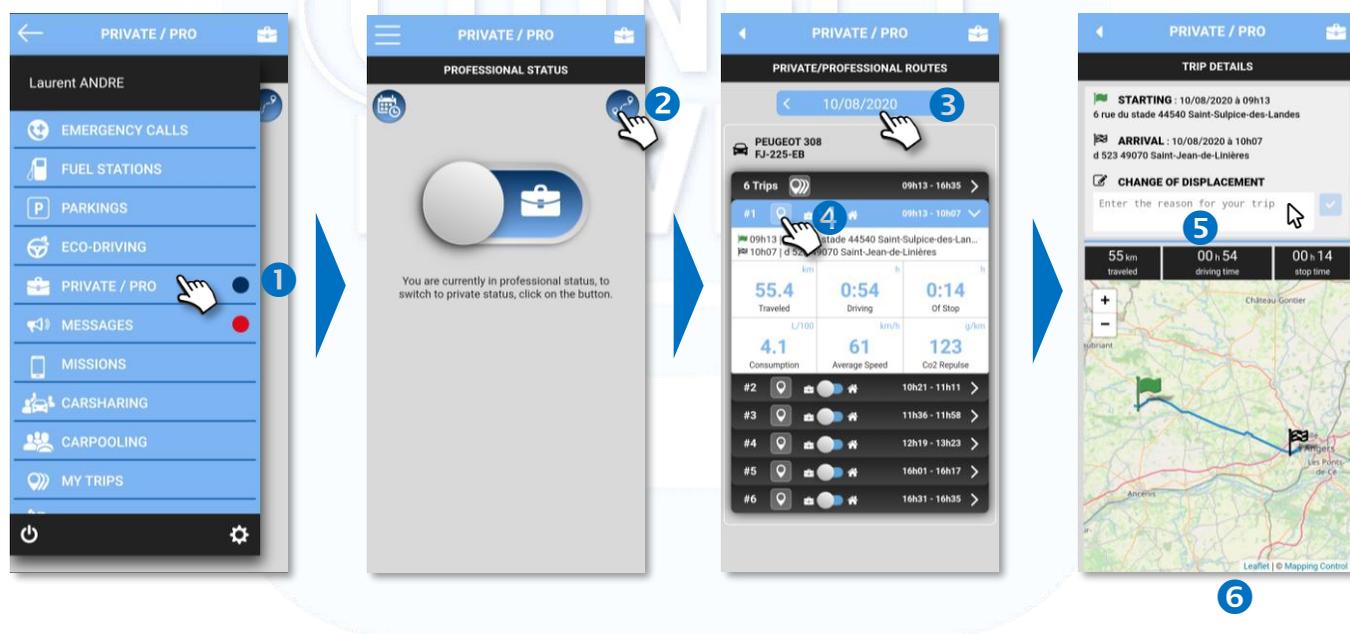
CAR SHARING

Functions available after a rental

Add/Change the reason for the booking or the type of assignment:

- 1 Select PRIVATE/PRO in the service menu.
- 2 Tap TRIPS.
- 3 Select the day you want.
- 4 On the trip concerned, tap
- 5 Enter the reason for the trip in the appropriate space.
- 6 Remember to CONFIRM what you have entered:

The reason is recorded in the mobile and web application.



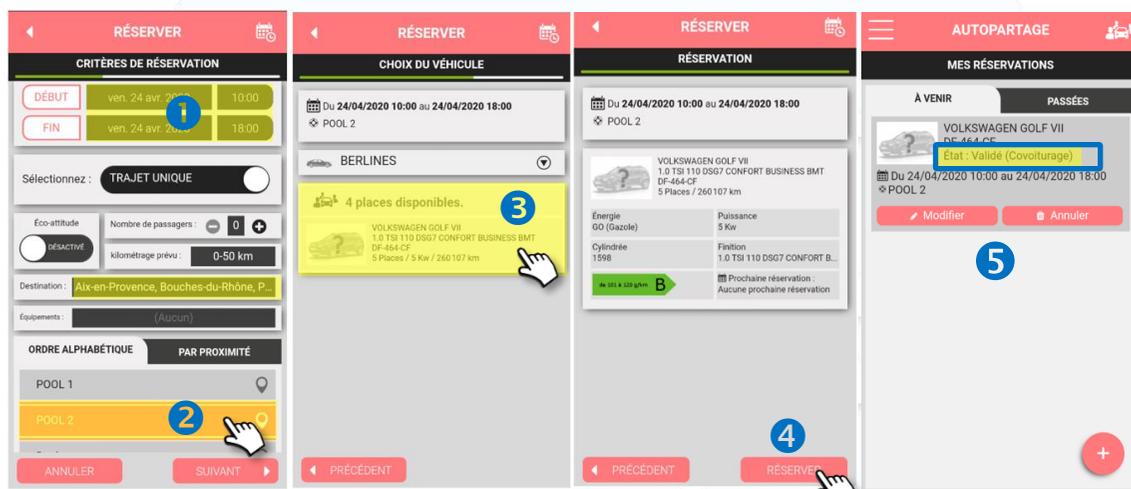
CAR SHARING

Car-pooling within Car sharing

REMINDER: Car-pooling is possible, recommended or required depending on what the fleet manager chooses and how he or she configures the settings in the application.

EXAMPLE 1: POOL in which Car-pooling is REQUIRED

- 1 Make a standard vehicle booking.
- 2 Select the pool you want.
- 3 The application proposes a booked vehicle in which car-pooling seats are still available. Tap the vehicle to see the details.
- 4 Tap BOOK.
- 5 Your seat is booked. The word "Car-pooling" is displayed.



EXAMPLE 2: POOL in which Car-pooling is NOT MANDATORY

- 6 Make a standard vehicle booking. Select the pool you want.
- The application proposes several vehicles:
 - 7 Some available for booking,
 - 8 Some already booked in which car-pooling seats are still available.
- 9 Tap the vehicle to see the details.
- 10 Tap BOOK.
- 11 In this example, your seat is booked. If you were booking a vehicle, the vehicle would be booked (standard procedure).

Your seat is always booked. It does not need to be approved.





CAR SHARING

See the contact details of the driver/car-sharer

- 1 Tap the booking to see his or her details.
- 2 The driver's name is displayed.
- 3 You can call or send him or her an SMS message directly by tapping the appropriate icon.



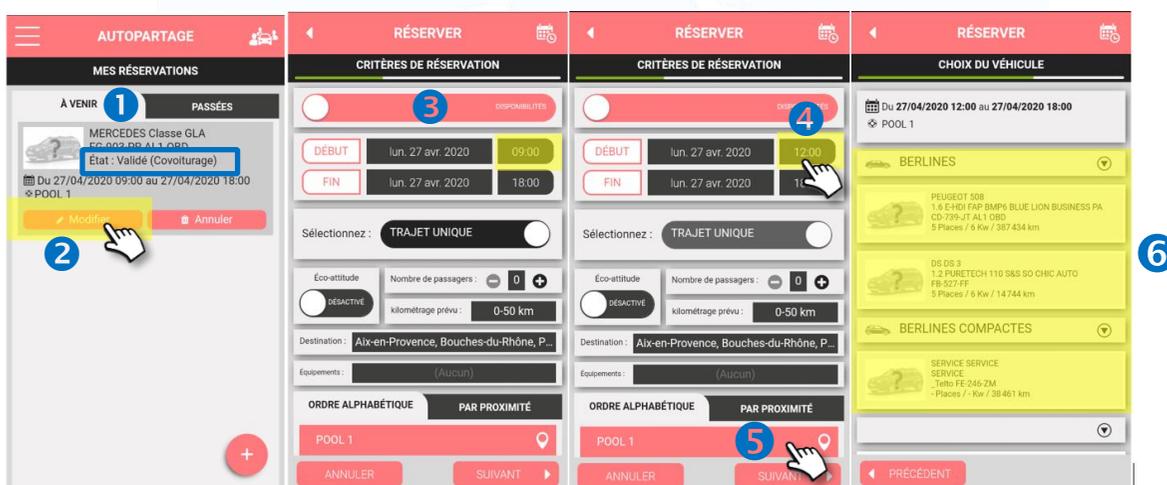
Change a Car-pooling seat

So long as the vehicle booking has not started, you can change your seat booking.

- 1 Display your future bookings.
- 2 In the booking concerned, tap **CHANGE**.
- 3 You are directed to the standard booking process with your existing search criteria.
- 4 You can change them. In this example, search from 12:00 p.m. instead of 9:00 a.m.
- 5 Select your pool.
- 6 You are proposed vehicles either for booking or for a car-pooling seat if any exist. Make your choice.

If you are not satisfied with any of the proposed vehicles, tap **CANCEL** to leave your current car-pooling seat booking unchanged.

If you choose to book a vehicle or a car-pooling seat in another vehicle, your previous car-pooling seat will be cancelled. The booker will be informed by email.



Cancel a Car-pooling seat

So long as the vehicle booking has not started, you can cancel your seat booking.

- 1 Display your future bookings.
- 2 In the booking concerned, tap **CANCEL**.
The booker will be informed by email.





CONNECT DRIVER2

CONNECT
DRIVER2

Expérience collaborative

car-pooling

CAR-POOLING

Offer or search for car-pooling seats between home and work

From the application, you can offer and search for car-pooling seats and manage your rides and car-sharers.

Certain settings are managed by your Manager and may require you to do certain things:

- ✓ Sign the General Conditions of Use;
- ✓ Sign the Car-pooling Charter;
- ✓ Manually or automatically accept passengers (car-poolers);
- ✓ Not monetise rides;
- ✓ Not monetise a company car.

In this case, you cannot change these functions.

Logging in for the first time

The first time you login to the car-pooling service, you will certainly have to do certain things before you access the service:

- ✓ Sign the Car-pooling Charter (if demanded by the Manager);
- ✓ Sign the General Conditions of Use (if demanded by the Manager);
- ✓ Fill in your profile: personal details, preferences and vehicle(s).

1 Complete your profile by filling in all the fields and adding a photograph.

2 Select your on-board preferences.

If you are recorded in the web application and you have been allocated a vehicle or have a company vehicle, this will appear automatically.

3 Add a vehicle for car-pooling.

4 Select the passenger confirmation mode.

5 Accept the Terms Of Use.

6 Accept the User Charter.

7 Tick the box
8 Save.

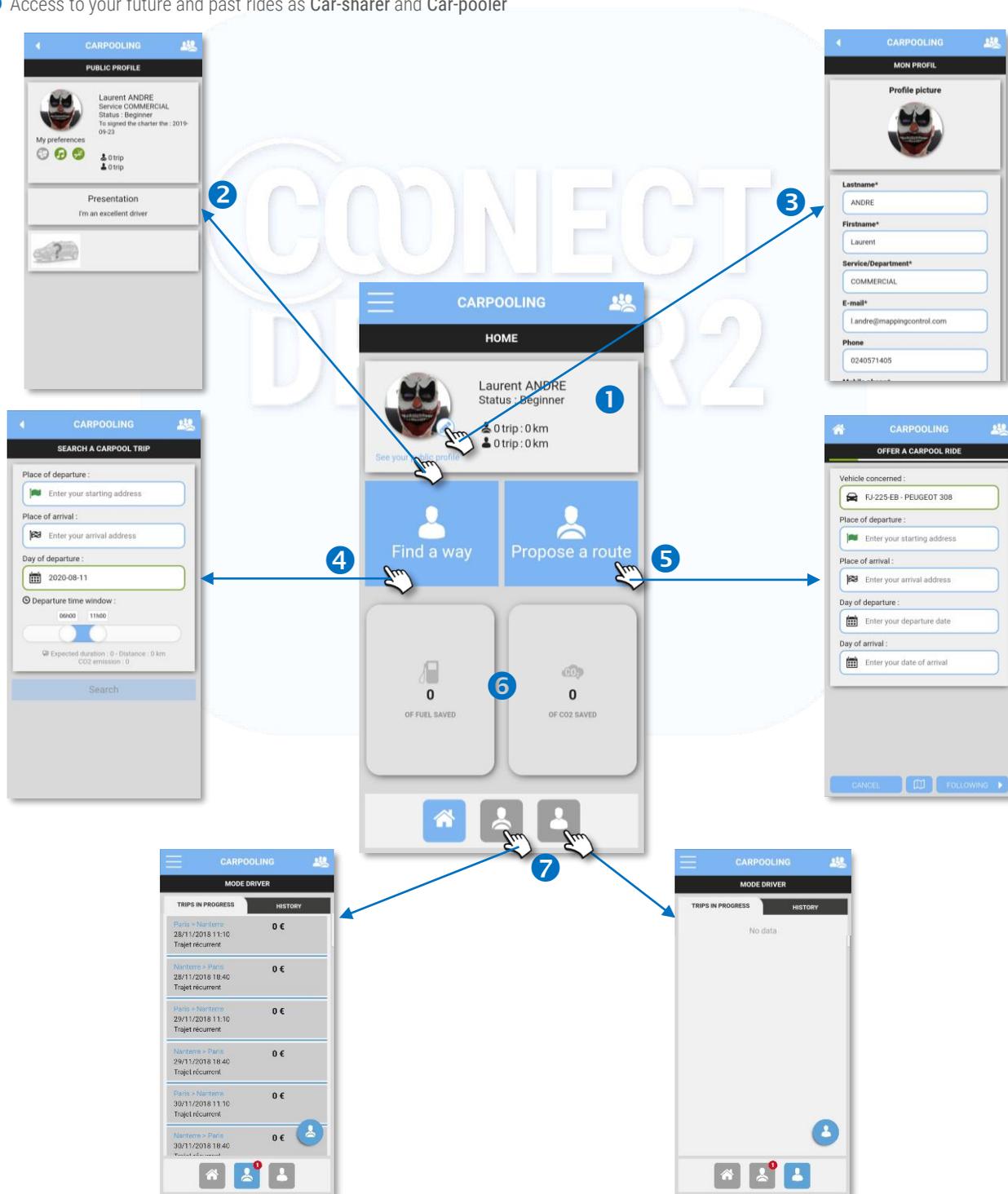


CAR-POOLING

Homepage

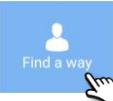
The homepage represents your dashboard in which you see complete, up-to-date information:

- 1 Summary of your profile: status, number of rides and distance travelled as Car-sharer (driver) and Car-pooler (passenger).
- 2 Access to your public profile, as other users see it.
- 3 Access to your profile to update it if applicable.
- 4 Access to the ride search form.
- 5 Access to the ride offer form.
- 6 Statistics on the fuel savings and CO2 emission savings you have made through car-pooling.
- 7 Access to your future and past rides as Car-sharer and Car-pooler



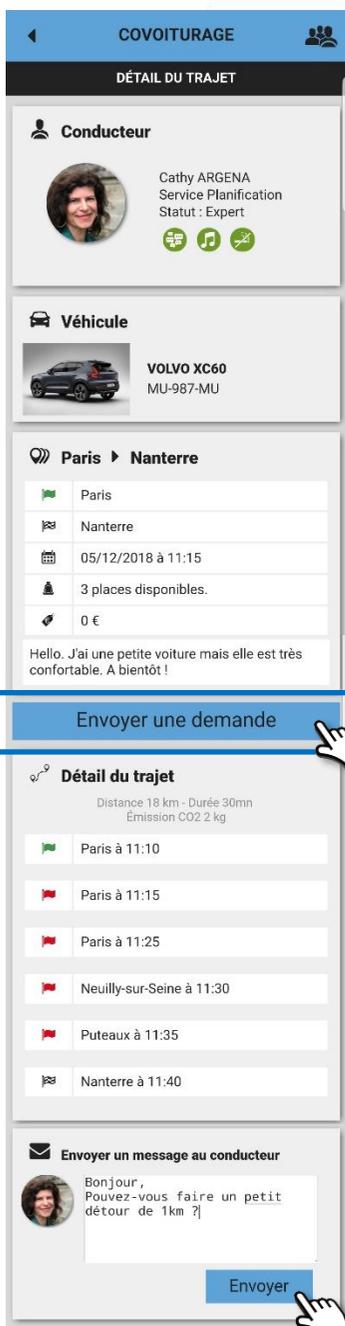
CAR-POOLING

Search for a ride



Tap the SEARCH FOR RIDE button. The form is displayed on the screen:

- 1 Enter your departure town.
- 2 The application proposes several choices. Tap the town you want.
- 3 Tap the cross to empty the field.
- 4 Do the same for the destination town.
- 5 Select your departure date.
- 6 Select the departure time range you want.
- 7 Tap to launch the SEARCH.



Information regarding the Driver

Information regarding the Vehicle

Information regarding the Ride

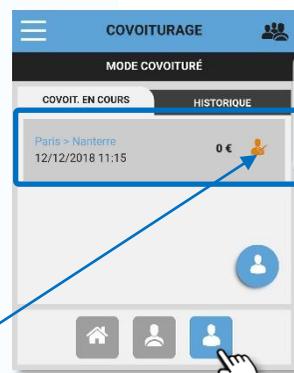
Tap here to send a request to the Driver, who will receive a notification and an email.
In your application, your request awaiting a reply.

Details of the complete Ride with its steps and Car-poolers already recorded for these steps (in this case, there are no car-poolers)

Enter your message to the Car-sharer if you want to ask him or her a question. He or she will receive it as an email and reply to it.



One or more rides are listed (in this case, only one). Tap the ride to display its details.



- Pending
- Accepted
- Refused or cancelled

Whatever the Car-sharer replies, you will receive an email and a notification.

If he or she accepts, agree to the details together.

Have a good trip!

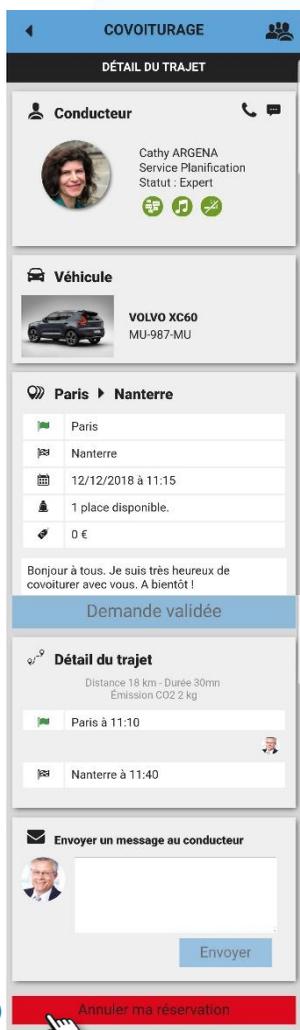
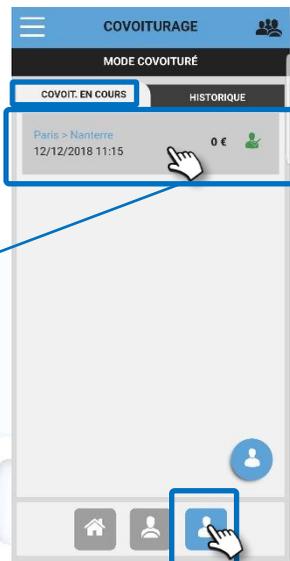
CAR-POOLING

Cancel your ride (Car-pooler mode)

Display the CAR-POOLER page:



- 1 Tap the ride concerned.
The ride details are displayed.
- 2 At the bottom of the screen, tap CANCEL MY BOOKING.
The Car-sharer will be automatically informed that you have cancelled your ride.



CONNECT DRIVER 2



The Car-sharer will be automatically informed of your reply.



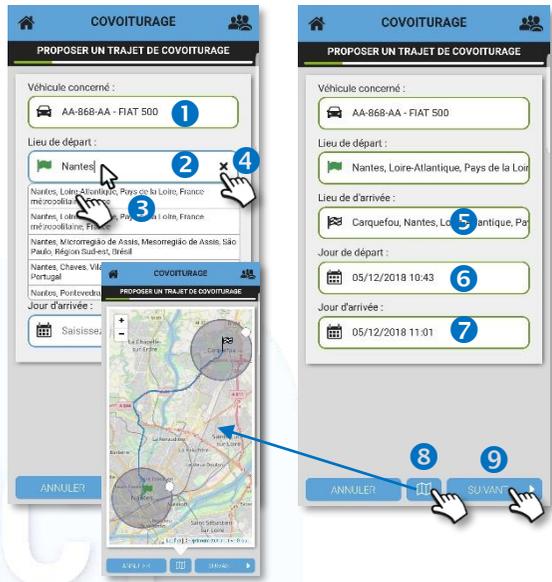
CAR-POOLING

Offer a ride (1 / 3)

Tap the OFFER A RIDE button. The form is displayed on the screen:

The ride

- 1 Select the vehicle concerned (if you have recorded several).
- 2 Enter your departure town.
- 3 The application proposes several choices. Tap the town you want.
- 4 Tap the cross to empty the field.
- 5 Do the same for the destination town.
- 6 Select your departure date and time.
- 7 Select your arrival date and time (the application displays a theoretical arrival time).
- 8 At every step in the form, you can display/hide your ride on the map.
- 9 Tap NEXT to continue to the next step.



Ride details

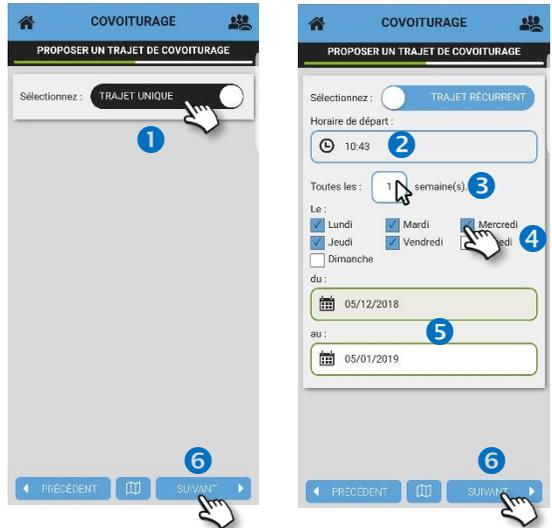
- 1 Tap if you want to add a step to your journey. If not, tap NEXT.
- 2 A new form is displayed for the step.
- 3 Enter the name of the step's town.
- 4 Tap the cross to delete the step.
- 5 The application displays a theoretical departure time for the step. You can change it.
- 6 Create as many steps as you want. The times adapt automatically.
- 7 Tap NEXT to continue to the next step.



One-off or regular ride

If it is a one-off ride, tap NEXT. 6

- 1 If it is a regular ride, drag the slider to display a new form.
- 2 You can no longer change the departure time. If applicable, go back to the previous step.
- 3 Choose the regularity of the ride ("1" for every week, "2" for every second week, etc).
- 4 Select the days of the week for this ride.
- 5 Select the regular ride's start and end date (from the first to the last ride).
- 6 Tap NEXT to continue to the next step.



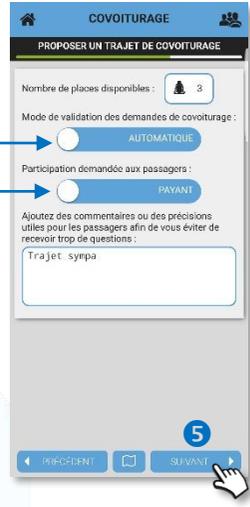
CAR-POOLING

Offer a ride (2/3)



Ride details

- 1 Define the number of **passenger seats** available when the ride departs.
- 2 Determine your method of confirming requests from your Car-poolers (passengers): **MANUAL** or **AUTOMATIC** by dragging the slider. Your Manager may have locked this method. The application informs you of it when you tap.
- 3 Determine whether you ask for a financial contribution from your Car-poolers (passengers): **FREE** or **PAYING** by dragging the slider. Your Manager may have locked this method. The application informs you of it when you tap.
- 4 Add a **comment** regarding this ride if you want.
- 5 Tap **NEXT** to continue to the next step.



Financial contribution

- 1 In **PAYING** mode, determine the contribution amount for each step.
- 2 Tap **NEXT** to continue to the next step.

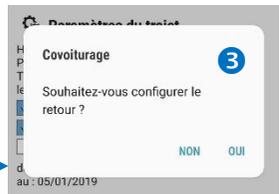


Route summary

The complete summary of your ride is displayed.

You cannot change anything on this page.

- 1 Tap **BACK** to change the details of the ride.
- 2 Click **NEXT** to confirm the ride.
- 3 The application then asks you whether you want to set up the **RETURN** ride.
 - ✓ **YES**: your rides are recorded and you access the form for setting up the RETURN ride (see next page)
 - ✓ **NO**: your rides are recorded and you go back to the homepage.





CAR-POOLING

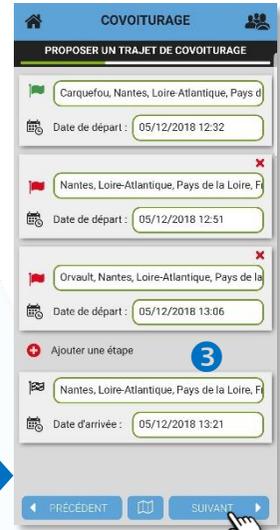
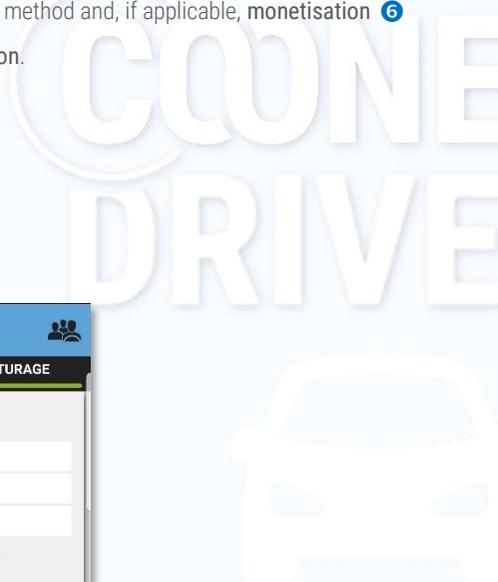
Offer a ride (3/3)

Set up the RETURN ride

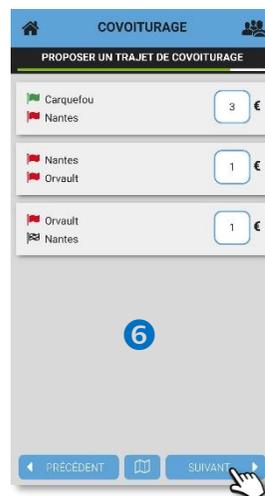
The application repeats all the details of the OUTWARD journey, step by step, and offers a return on the same day, starting an hour after the outward ride arrives.

The application offers you the same phases for setting up your return ride as on the OUTWARD ride. Change the information as you want, including the times:

- 1 Departure and destination towns
- 2 Departure and arrival days and times
- 3 Any steps and their times
- 4 If applicable, regular ride and regularity
- 5 Number of seats, acceptance method and, if applicable, monetisation
- 6 Summary for final confirmation.



The RETURN ride(s) is/are recorded and appear in your account.



CAR-POOLING

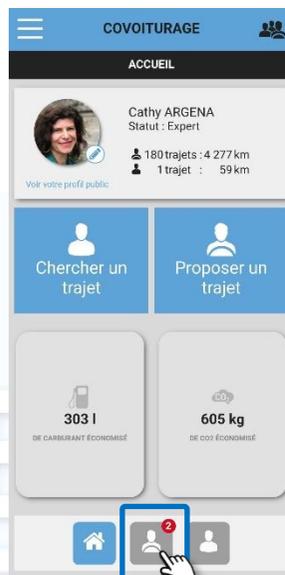
Accept/refuse a request from a Car-pooler (Car-sharer mode)

On your homepage:

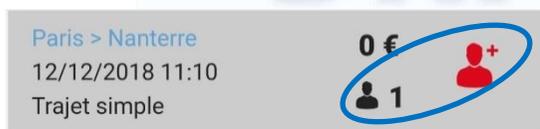
- 1 A red dot shows that you have received a request and you must reply. Tap the CAR-SHARER page.
- 2 Browse the list of current rides. The ride concerned has a red icon
- 3 The icon indicates that this ride already has a Car-pooler (passenger). Tap the red icon to display the details of the ride.
- 4 The details of the ride concerned are displayed. Among other things, you see the step(s) in which you already have a Car-pooler on board.
- 5 In the last section, "PASSENGERS", you see the new request from Thomas MARTIN. Tap:

to ACCEPT the request

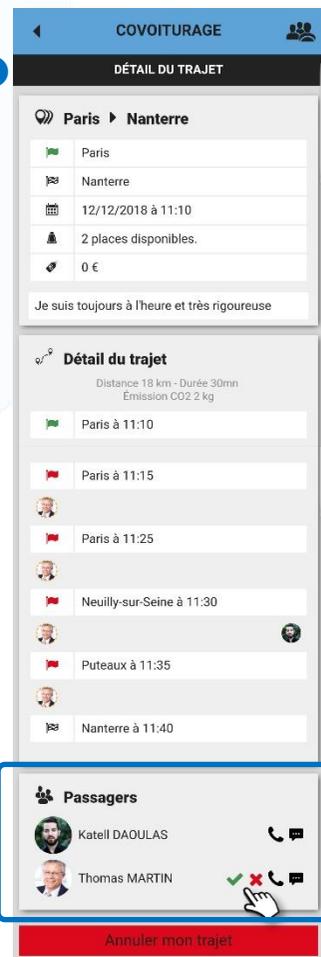
to REFUSE the request.



Depending on your reply, the status of the ride will change as follows:



The Car-pooler will be automatically informed of your reply.



5

CAR-POOLING

Cancel a ride that you have offered (Car-sharer mode)

Display the CAR-SHARER page:

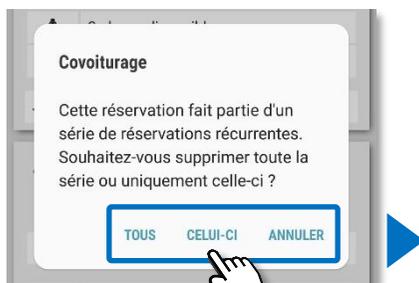
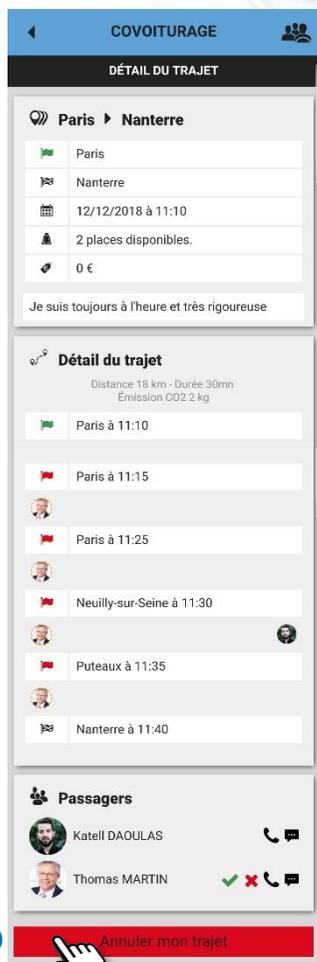
- 1 Tap the ride concerned.
- 2 The ride details are displayed.
- 3 At the bottom of the screen, tap CANCEL MY RIDE.

If this ride is one of a series of rides (regular ride), the application offers to cancel either:

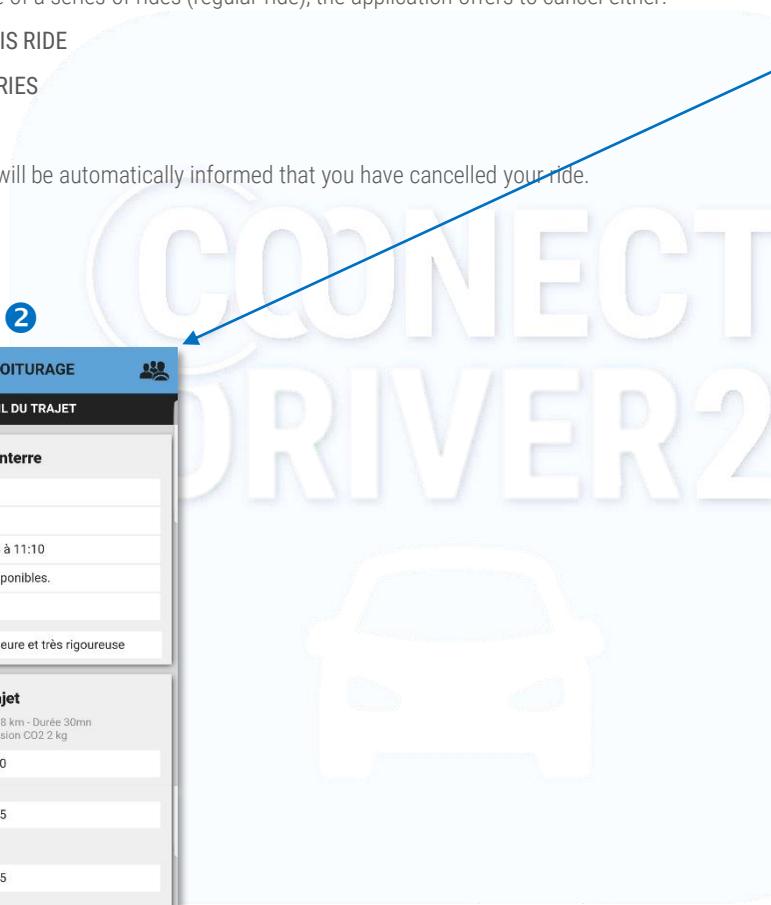
- ✓ Only THIS RIDE
- ✓ THE SERIES

- 4 Tap your choice

The Car-sharer will be automatically informed that you have cancelled your ride.



The Car-sharer(s) will be automatically informed that you have cancelled your ride.





eco-driving

ECO-DRIVING

Analysis of your driving: score, performance, ranking and challenges

This section contains a cumulative analysis of your driving during the current day, week and month, regardless of which vehicle you drove: allocated vehicle, assignments, car-sharing, etc.

There are four tabs at the bottom of the screen, represented by icons indicating the following information:

- SCORE:** score and eco-events
- STATISTICS:** rides, distance, fuel consumption and CO2 emissions
- RANKING:** in the company, in the driver group and trend.
- CHALLENGES:** my ranking and score in current and past challenge(s)

MY SCORE

TODAY CURRENT WEEK CURRENT MONTH

90

YOUR AVERAGE

3.7 vs 4.0 l/100 121 vs 99 g/km

VIOLENT ACCELERATION 0

BRUTAL BRAKING 0

SUDDEN TURNS 248

CONGRATULATIONS! Your driving is very satisfying and allows you to reduce the risk of accidents and achieve real fuel savings while increasing the life of your brakes and tires.

from 90 to 100 from 50 to 89 from 0 to 49

100 is the score that corresponds to perfect driving

Eco-driving score for the period and dot colour key

MY STATISTICS

TODAY CURRENT WEEK CURRENT MONTH

3 TRIPS 83 km TOTAL DISTANCE

61 km/h AVERAGE 1h 21mn DRIVING TIME

3.6L CONSUMPTION 10 kg CO2 REJECTED

Statistics for the selected period

ECO-DRIVING

Analysis of your driving: score, performance, ranking and challenges



RANKING: this screen shows your ranking in your company but also in your driver group defined by your manager.

GROUP GLOBAL Drag the slider to switch between your ranking in the company (OVERALL) and your ranking in your GROUP.

GROUP! GLOBAL

The colour of the circle around your photograph indicates the trend in your ranking (likewise in the TREND section):

- Unchanged ranking 96 vs 96
- Higher ranking: you are getting better! 92 vs 91
- Lower ranking: you are getting worse! 77 vs 92



- Tap to display the score for the current day, week or month.
- Tap to switch from your OVERALL ranking to your GROUP ranking.
- Your ranking
- Your ranking represented in stars (from 1 to 5*). In this case: $74/233 = 32\% = 3^*$
- Trend in your ranking for the current period compared with the previous period or the previous two periods (day, week or month depending on your selection at the top of the screen)



CHALLENGES:

When any challenges in which you participate are organised, you will find them in this section. When you select a challenge, your ranking is displayed. The podium (i.e., the top 3) are displayed, along with the two drivers above and below you.

- Your ranking and your statistics
- Your score
- Number of hard accelerations
- Number of hard brakings
- Number of sudden changes of direction



CONNECT DRIVER2

private life



Set your application to Private (or Pro) mode

You can instantly set your application to "private life" mode for as long as you want.

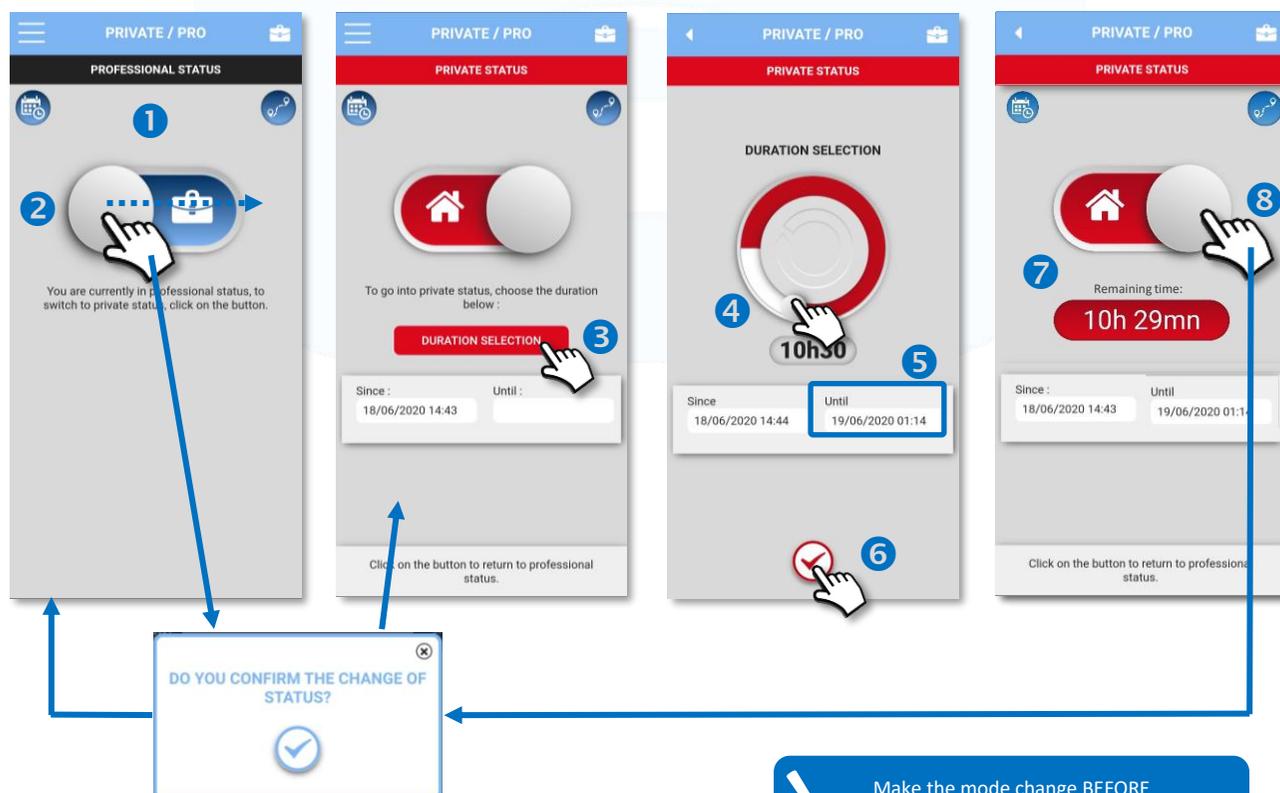
This will disable the tracking of your vehicle. When calculating "benefits in kind" for the drivers concerned, the distance will switch to private mode.

The following procedure also applies when you are in Private mode (weekend, evening, vacation, etc.) and you want to switch to Professional mode (in an emergency, etc.).

- 1 The current status is displayed on the screen but also in the menu (coloured dot).
For example, the driver is in PROFESSIONAL mode in this case.
- 2 Drag the slider to switch to PRIVATE mode. Confirm.
- 3 Tap SELECT LENGTH.
- 4 Select the length of the private period (from 15 minutes to 48 hours). The period is displayed on the screen: 5
- 6 Confirm.
- 7 The current mode is now PRIVATE. The remaining time is displayed on the screen.
- 8 To return to PROFESSIONAL mode, drag the slider and confirm. You will return to PRO mode.

The process is the same if you begin in PRIVATE mode and want to switch to PROFESSIONAL mode for a set time:

- ✓ Drag the slider (RED → BLUE).
- ✓ Select the length of time.
- ✓ Confirm.



! Make the mode change BEFORE you begin your trip. During the trip, the change will only be effective starting from the next trip. **!**



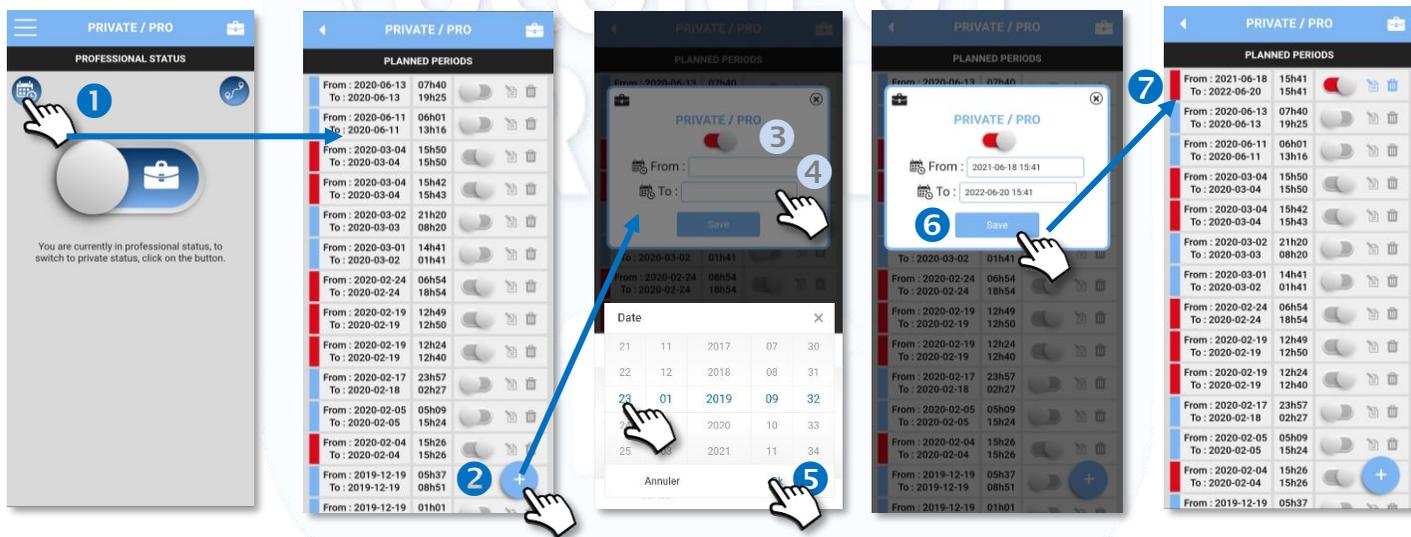
Set a future period to Private (or Pro) – for example, for vacation

You can schedule a “private” period for a longer period that you choose – for a vacation, for example.

This will disable the tracking of your vehicle. When calculating “benefits in kind” for the drivers concerned, the distance will switch to private mode.

The following procedure also applies when you are in Private mode (weekend, evening, vacation, etc.) and you want to switch to Professional mode.

- 1 Tap the icon to access the scheduled periods page.
- 2 Tap the icon to schedule a new period.
- 3 The slider is set to “Private”. Drag the slider if you want to set a period to “Professional”.
- 4 Tap the empty “Start date” field.
- 5 Select the period’s start date and time and then tap OK.
- 4 The date and time are displayed. Now tap the empty “End date” field. Do the same for the period’s end date and time and then tap OK.
- 6 The period’s start and end date and time are displayed. SAVE.
- 7 The period is displayed.



Change a scheduled period

Drag the slider to change the status of the scheduled period:



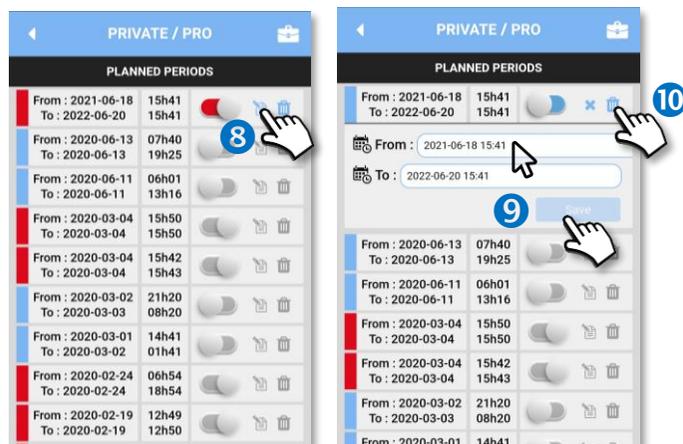
Or 8 tap the icon to change the period’s dates/times.

- 9 Make the changes and confirm them by tapping SAVE

Tap to cancel your change and return to the list

Delete a scheduled period

- 10 Tap the icon to delete the period.



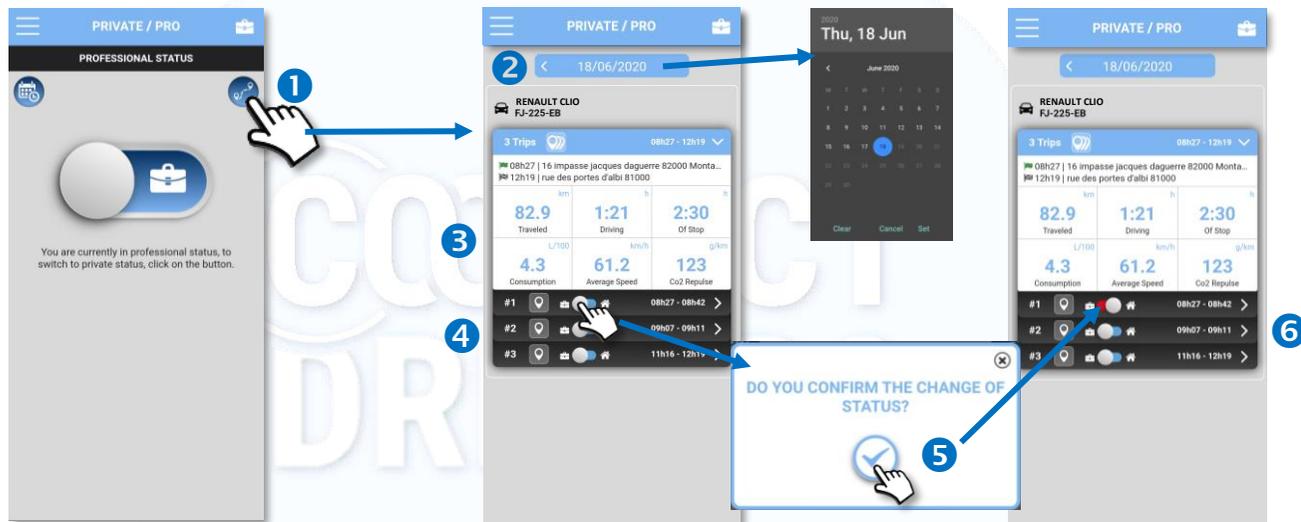
When a period has past, it is greyed out and you can no longer change or delete it:



Change the status of your trips afterwards

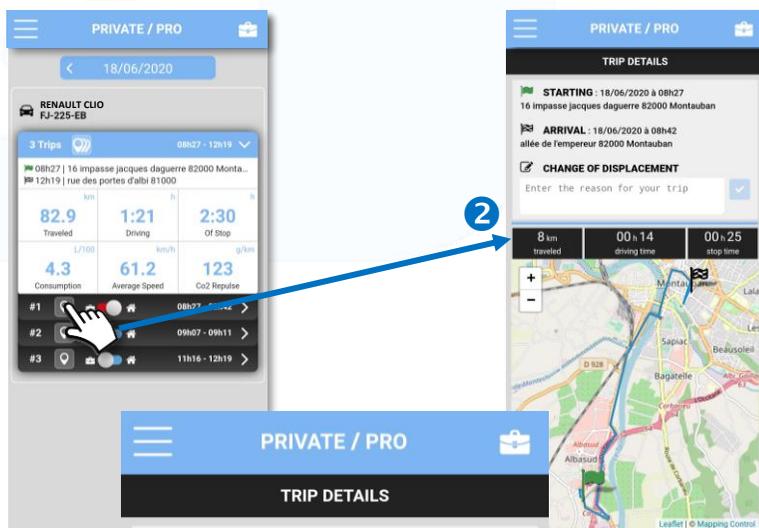
To change the status of a trip afterwards:

- 1 Tap the TRIPS icon.
- 2 Select the date of your trip by using the arrows or tapping the date (this will open a calendar).
- 3 The day's trips appear.
- 4 Drag the slider of the trip that you want to change. Confirm: 5
- 6 The trip's status changes.



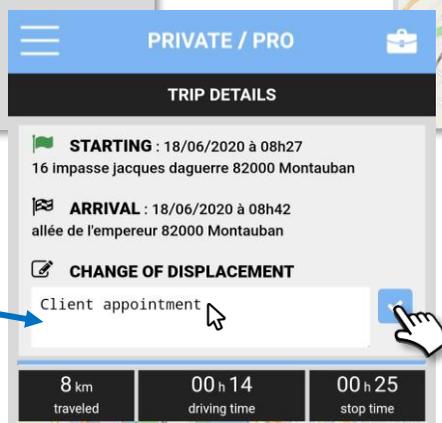
To display the details of a trip:

- 1 Tap the icon.
- 2 The trip's details are displayed:
 - ✓ Departure date, time and address
 - ✓ Arrival date, time and address
 - ✓ Distance, driving time and length of the stop
 - ✓ Route on the map



To add the reason for or nature of a trip:

Enter your text in the space provided
Save by tapping





CONNECT DRIVER2

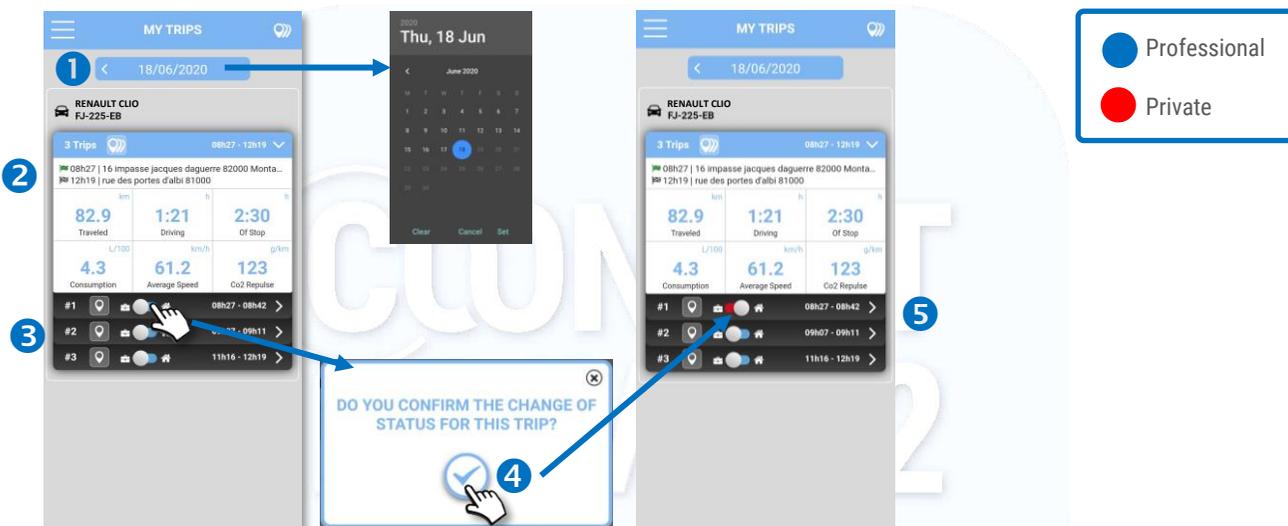
my trips

MY TRIPS

Find my previous trips
Change their status (private/pro) afterwards

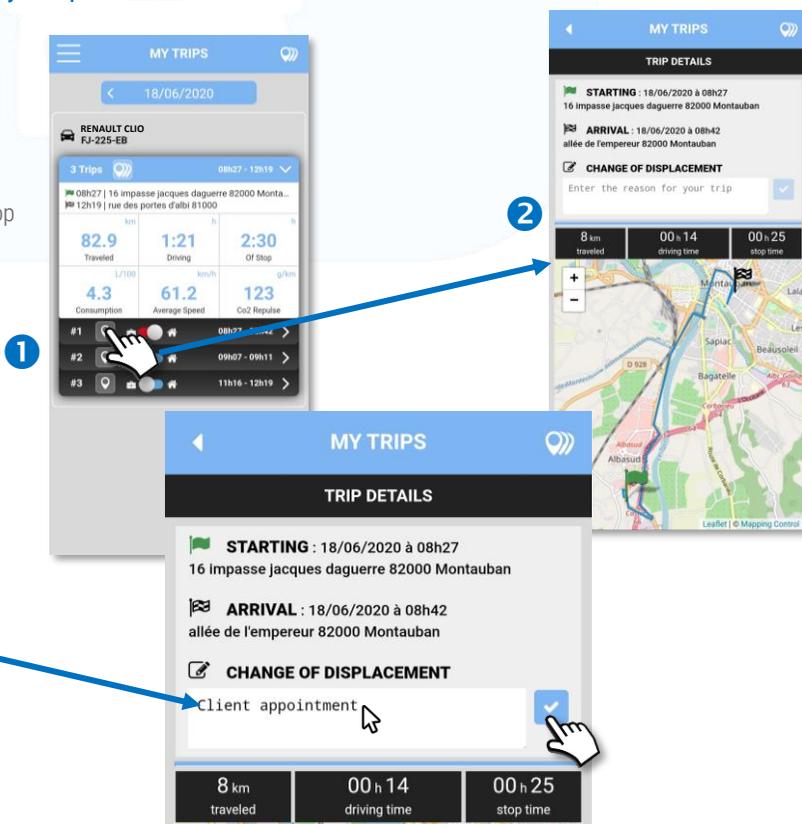
To change the status of a trip afterwards:

- 1 Select the date of your trip by using the arrows or tapping the date (this will open a calendar).
- 2 The day's trips appear.
- 3 Drag the slider of the trip that you want to change. Confirm: 4
- 5 The trip's status changes.



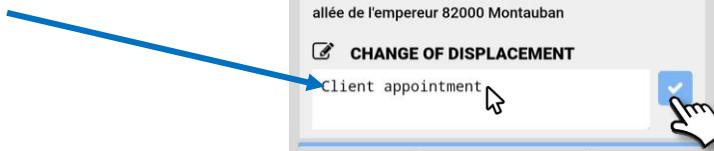
To display the details of a trip or all of a day's trips:

- 1 Tap the or icon.
- 2 The trip's details are displayed:
 - ✓ Departure date, time and address
 - ✓ Arrival date, time and address
 - ✓ Distance, driving time and length of the stop
 - ✓ Route on the map



To add the reason for or nature of a trip:

Enter your text in the space provided
Save by tapping





reporting an incident

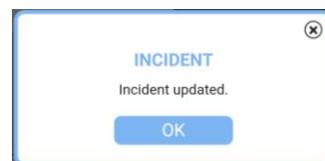
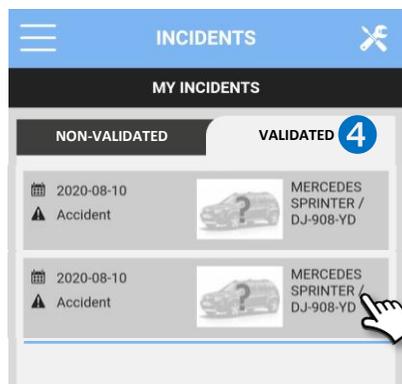
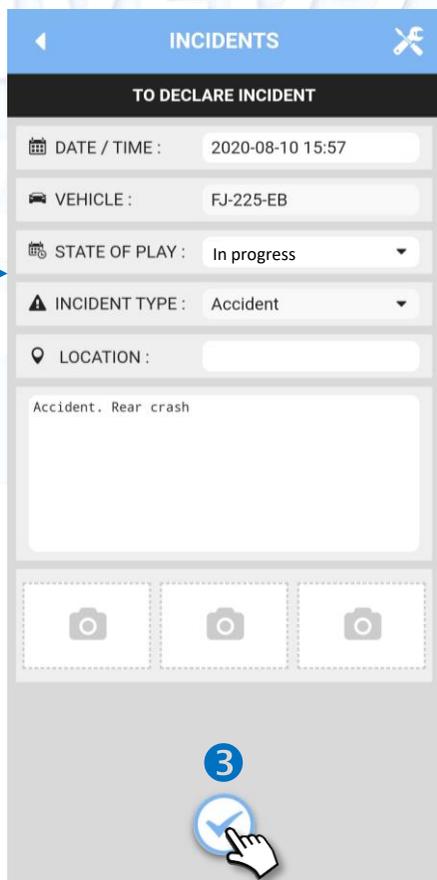
INCIDENTS

Report an incident to your organisation

The INCIDENTS page gives you access:

- ✓ to incidents that have been reported but not yet validated by your manager
- ✓ to incidents that have been validated by your manager
- ✓ to the online reporting of an incident.

- 1 The **NON-VALIDATED** tag displays the incidents you have reported but which have not yet been validated by your manager.
- 2 You can modify them: click on **MODIFY**.
- 3 Change the desired information and **SAVE**. Your manager will see your modifications.
- 4 The **VALIDATED** tab shows the incidents validated by your manager. You can click on it to view them but you can no longer modify them.



INCIDENTS

Report an incident to your organisation

Report an incident:

1 Click on and fill in the form on the screen.

2 VEHICLE: this displays the vehicle assigned to you.

VEHICLE:

VEHICLE: No vehicles found

Several vehicles are assigned to you. Please select the vehicle concerned by the incident:

VEHICLES ASSIGNED

Test Renault VF1RFED086576716

CD 739-JT AL1 OBD

No vehicles are assigned to you. **You cannot report an incident.**

3 STATUS: select IN PROGRESS, INITIAL or FINAL.

4 TYPE OF INCIDENT: select the type.

5 LOCATION: click on the empty field. The map is displayed:

6 Click on if you are at the site of the incident: the address appears. Click on the cursor and confirm by clicking on To select

7 Or: Enter the address of the incident. Click on and click on the cursor corresponding to the desired place. Confirm by clicking on To select

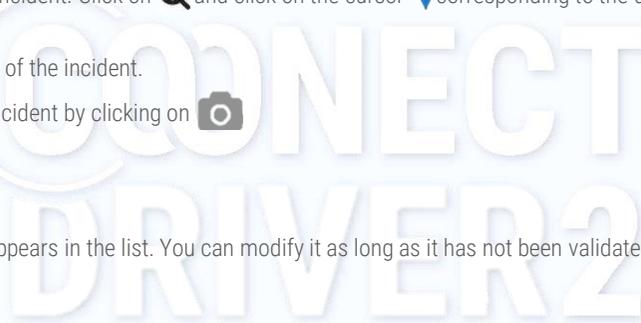
8 Describe: the circumstances of the incident.

9 You can add photos of the incident by clicking on

10 Click to **save** your incident

11 Click on **OK** to confirm.

12 Your incident is **saved** and appears in the list. You can modify it as long as it has not been validated by your manager. (see previous page)





CONNECT DRIVER2



CONNECT
DRIVER2

vehicle data

VEHICLE DATA

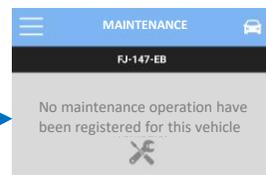
Access information related to your vehicle: maintenance, documents, mileage...

The app provides you with information about the vehicle that has been assigned to you. This information is grouped together on 3 pages which you access by clicking on the icons at the bottom of the screen.

- 1 If several vehicles are assigned to you, several tabs are available for each. Select the tab that corresponds to the vehicles you want to display.



Maintenance operations: GREEN: to come, ORANGE: imminent, RED = exceeded. If the maintenance of your vehicle is not tracked in the platform, the page is empty.



Electronic documents. If your manager has scanned documents (registration certificate, insurance, etc.), you can view them here. Click on the relevant document: 2

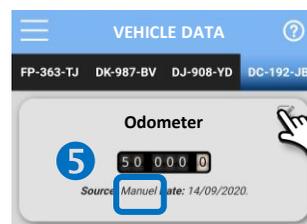
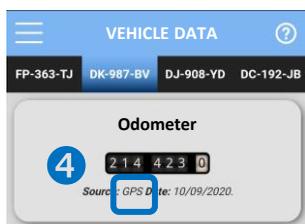
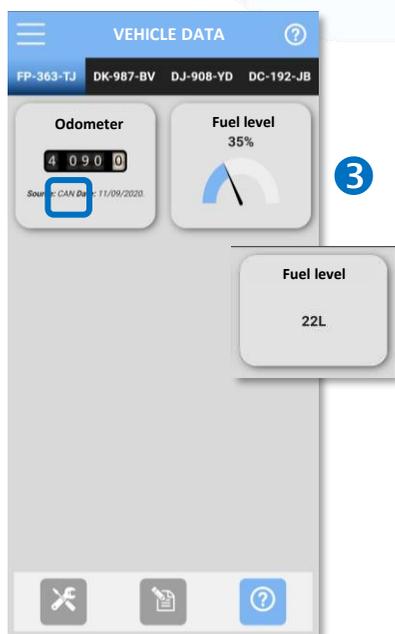


Mileage and fuel. View your vehicle's mileage and fuel level. Several scenarios can arise:

- 3 CAN device: the information is from the dashboard. The fuel display may vary depending on the data transmitted by the box (liters or %)
- 4 GPS device: the mileage is that recorded by the unit. The fuel level is not available.
- 5 Without device: the mileage is that recorded on the fuel bills or recorded by your manager. You can update it by clicking on: Validate by clicking on: The new mileage appears. The fuel level is not available.



This is where you update your vehicle's odometer reading when you receive a notification (GPS unit)





CONNECT DRIVER2

car parks

P CAR PARKS



Europe only

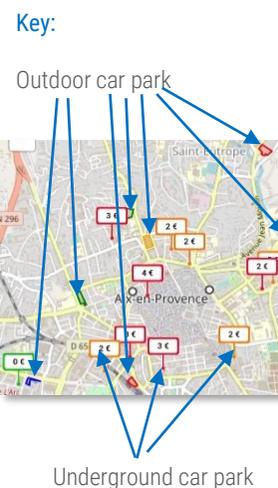
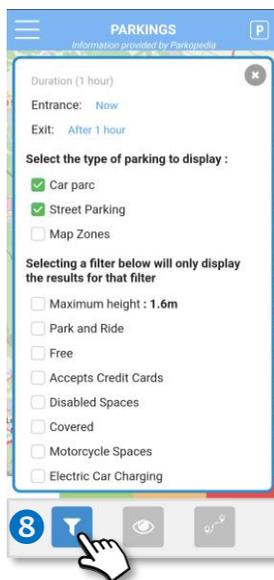
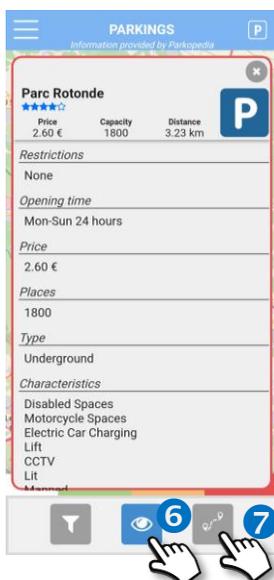
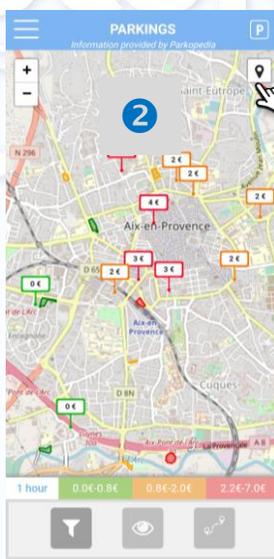
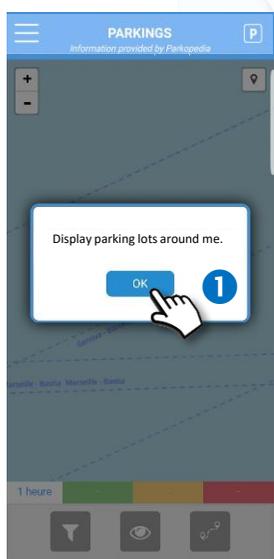
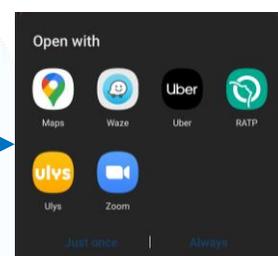
Find the nearest and/or cheapest car parks around you

The application proposes the parking places nearest to your position.

These may be outdoor or underground free or paying car parks. You can filter the search by price range.

The application provides a description of each parking place (number of spaces, restrictions, hours, services, etc.) and the rate for the length of parking time you want.

- 1 Tap OK to run the search (the car parks may appear automatically).
- 2 The car parks are displayed.
- 3 Tap the on to centre your position on the map.
- 4 Tap a price range to show only car parks in the chosen price category.
- 5 Tap a car park to display a brief description of it.
- 6 Tap the to display a detailed description of the car park.
- 7 Tap the to begin navigation to the car park. The navigation application installed on your mobile phone will guide you.
- 8 Tap the to define your search criteria. The displayed information will be refreshed.
- 9 You can select a length of parking time to display the total price due.





management
of assignments/
interventions

MISSIONS

Manage the assignments/interventions that are allocated to you and report on them live

Assignments or interventions have been allocated to you by your manager or supervisor.

The application enables you to:

- ✓ Manage your status (available/unavailable)
- ✓ Find out about the day's assignments
- ✓ View the contents of an assignment
- ✓ Report on the assignment's progress
- ✓ Complete and send a report for each assignment
- ✓ Locate the address of a client on a map and navigate to this address
- ✓ Call the client

Manage your status

By default, your status is "unavailable", assignments have been allocated to you and you cannot accept any others.

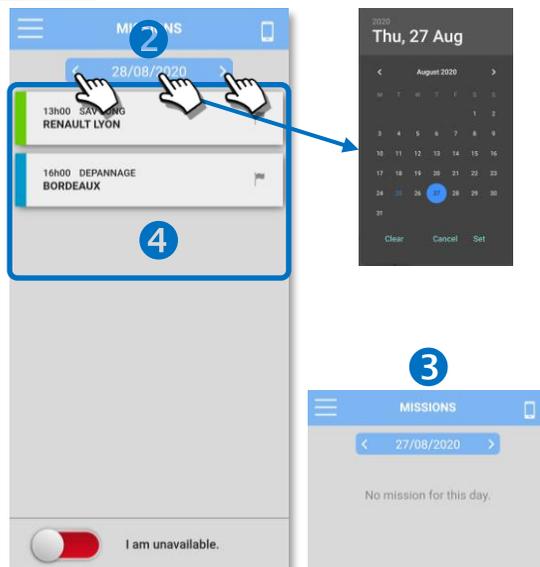
- 1 Move the cursor to "available" so that your supervisor can allocate new assignments to you



View the day's assignments

By default, the assignments for the day are displayed.

- 2 You can however go to the previous/following day by clicking on the arrows or by clicking on the date to select a day directly from the calendar.
- 3 If no assignments have been allocated to you, the page is empty.
- 4 For each assignment you can see:
 - ✓ the time it is scheduled to be carried out,
 - ✓ its type: name + colour,
 - ✓ the client concerned
 - ✓ the assignment status
(=flag colour. GREY: not started, GREEN: in progress, BLUE: completed)

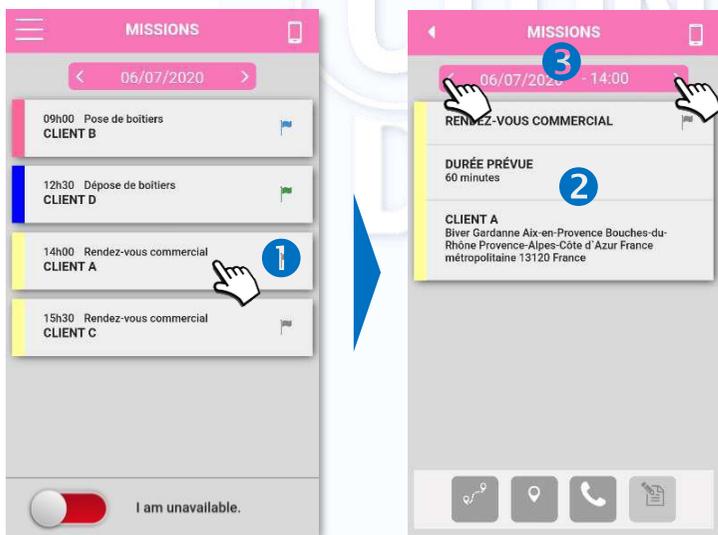


MISSIONS

Manage the assignments/interventions that are allocated to you and report on them live

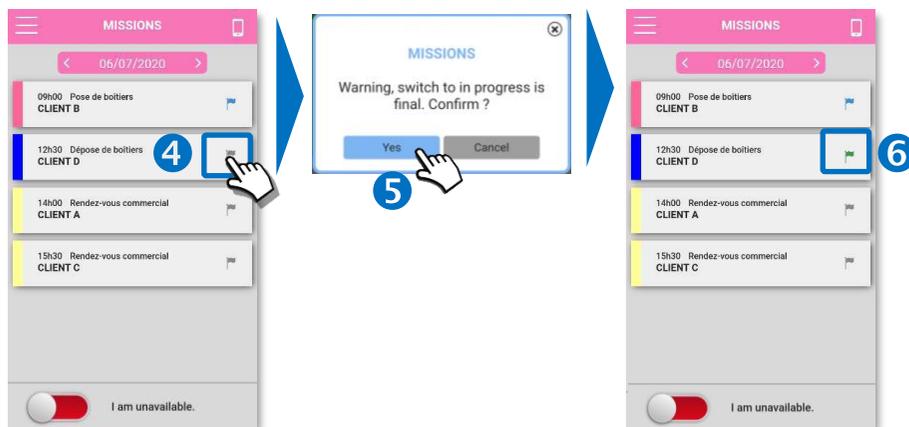
See the details of an assignment

- 1 Click on the assignment concerned.
- 2 You can see the details of the assignment (you cannot modify this information):
 - ✓The scheduled date and time of the assignment
 - ✓The assignment type (+ its colour) and its progress status
 - ✓The expected duration (if the assignment is "not started" or "in progress"/the time spent (if the assignment is completed)
 - ✓The name of the client and their address
 - ✓Any eventual comments left when the assignment was created.
- 3 You can consult the previous/following assignment using the arrows.

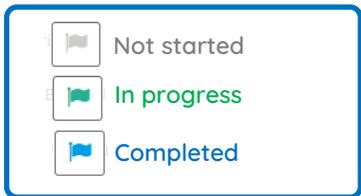


Starting an assignment

- 4 Click on the GREY flag to change the assignment status from "not started" to "IN PROGRESS".
- 5 Confirm your action (YES). The action is final.
- 6 The flag becomes GREEN. The action is not retroactive.



Assignment statuses



Changes to the assignment status are final and are sent in real time to your supervisor, who monitors the progress of the schedule

MISSIONS

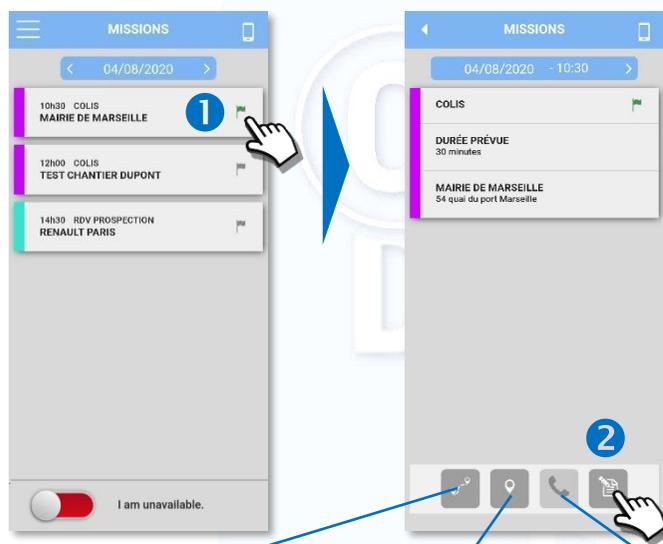
Manage the assignments/interventions that are allocated to you and report on them live

1 Carrying out an assignment

- 1 Click on the assignment concerned to see the details.

Several actions are available using the icons situated at the bottom of the screen.

- Start the GPS navigation to the client's address
- See the client's address on the map
- Call the client
- Fill in the assignment report: fields to be completed + photos and signature on the screen where required.



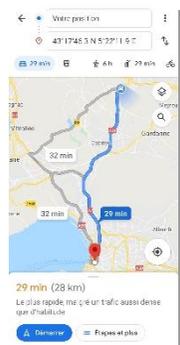
2 Fill in your assignment report

- 2 Click on the icon
- 3 Fill in all of the fields + photos and signature on the screen where required.
- 4 Click on SAVE.

You can **modify** your report as long as you have not completed your assignment (**BLUE** flag). If necessary, modify your report and SAVE again.



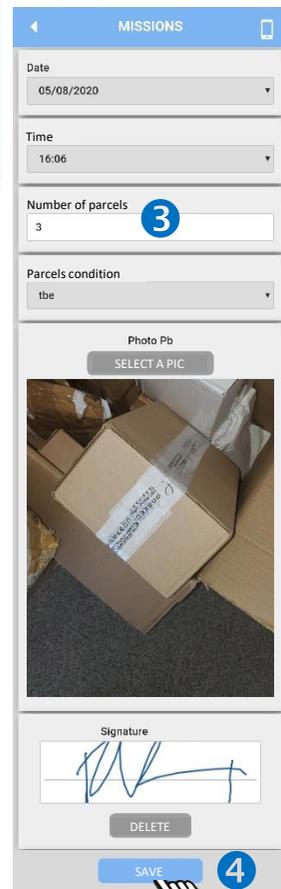
Choose your GPS navigator



3 Close your assignment

- 5 Click on the **GREEN** flag.
- 6 Confirm. This action is final.
- 7 The flag is **BLUE**. You can no longer take any action on this assignment.

Now proceed to the next assignment.





messaging service

MESSAGES

View and answer messages from your supervisor/manager.

The application enables you to receive messages sent by your supervisor or manager and to answer them directly.

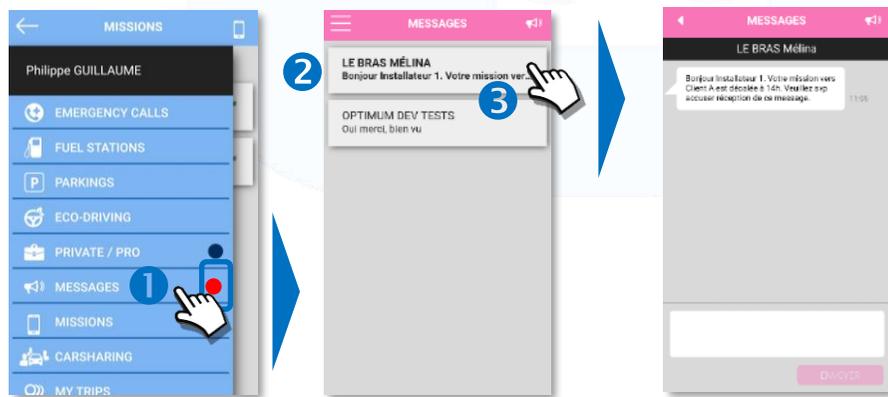
Notification of new messages

You receive notification of the arrival of new messages to your phone and in the application (red dot in the menu).



See messages

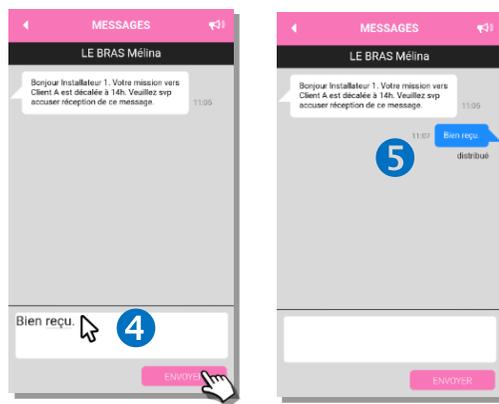
- 1 Click on the MESSAGES menu.
- 2 Unread messages can easily be identified from the menu itself (red dot) and from the discussion thread list (in bold).
- 3 The different discussion threads with supervisors/managers/administrators are differentiated from each other: the name of the sender as well as the beginning of the latest message are displayed.



Answering messages

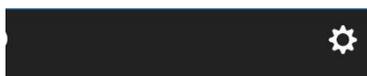
- 4 Click in the answer box and type your message, then click on SEND.
- 5 You can see your message in the discussion thread.

The supervisor/manager receives your message on their web or mobile application and you can then have a conversation.





settings



Personal information, photograph and password

Check, and change if necessary, your **mobile phone** number and **email address** so that the services will work properly. This is because confirmations and alerts may be sent to your phone or your electronic mailbox.

- 1 Tap the field concerned and enter your details.
- 2 Tap to save.

Profile photograph:

- 3 Tap to select a photograph.
- 4 Select its source. Resize it and confirm.
- 2 Tap to save.

Change your password:

- 5 Tap to change your password for logging in to the application.
- 6 Enter your existing password.
- 7 Enter your new password and confirm it: 8 characters minimum including lower case, upper case, numbers and special characters.
- 8 Tap to save.





CONNECT DRIVER2

customer service



support@optimum-automotive.com



+33 (0)1 70 20 02 64 and then choose option 2.