


LABCAB HOW-TO GUIDE



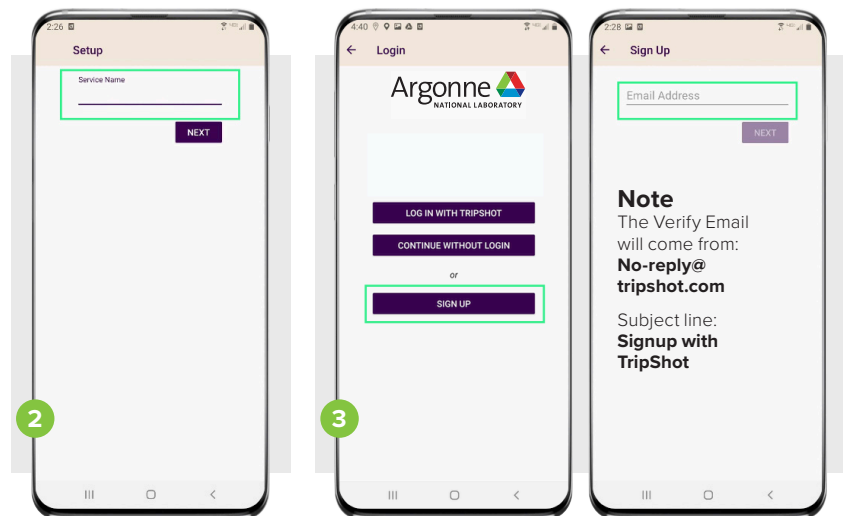
Argonne's free on-campus rideshare service, LabCab—powered by TripShot mobile app—grows out of our commitment to providing mobility solutions that are efficient, environmentally friendly, and cost effective. Below are simple instructions to help you get started and arrive to your destination at the Lemont campus.

 **Tripshot App:** To take advantage of the free application, follow the instructions below to download and install the TripShot app from the Apple or Android app store.

GET STARTED WITH THE APP

Set Up an Account

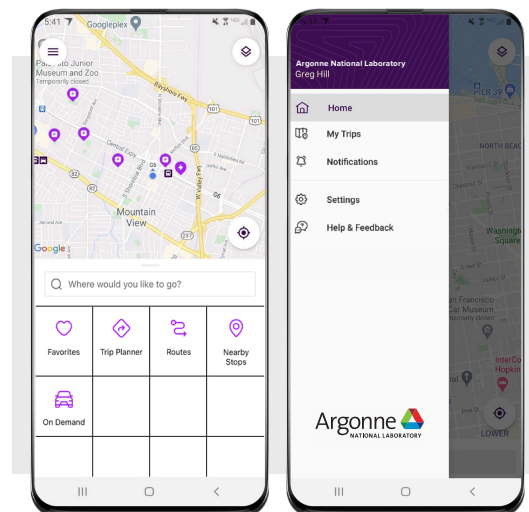
- **Step 1**
Download the TripShot app from iOS or Android.
- **Step 2**
Enter your Service Name: Argonne National Laboratory
- **Step 3**
Select "Sign up" and enter your email address.
- **Step 4**
Click the link in your email to set up your account.
Click on the Verify Email link and fill out the form.



About Home Screen and Sidebar Menus

The Home screen displays most used features such as Favorites and Trip Planner.

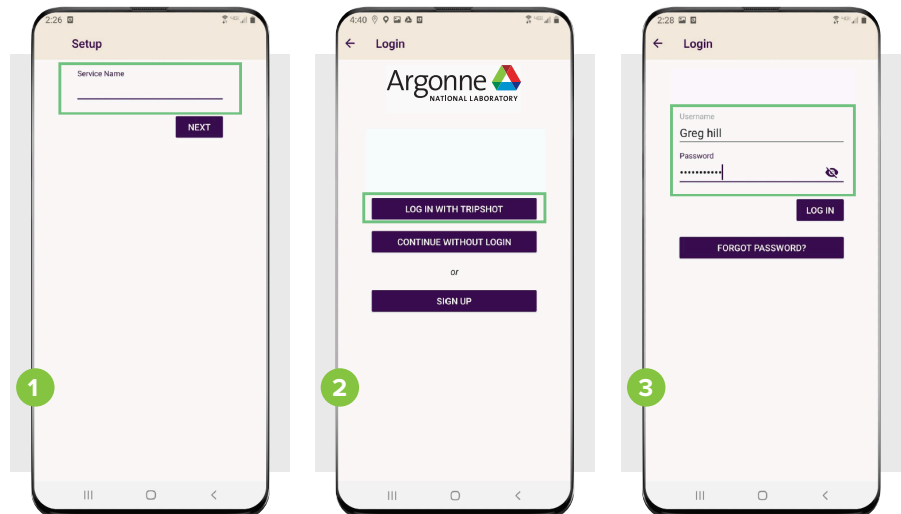
The sidebar menu provides access My Trips, Settings, and Help.



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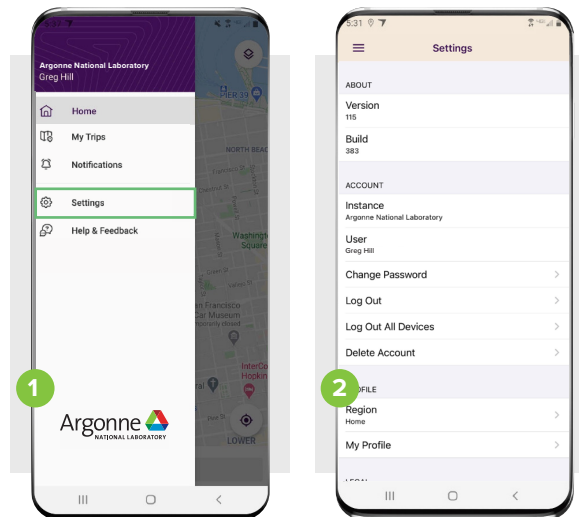
Logging in

- **Step 1**
Enter your Service Name: Argonne National Laboratory
- **Step 2**
Select "Log in with TripShot."
- **Step 3**
Enter your ANL username and password.



Logging Out

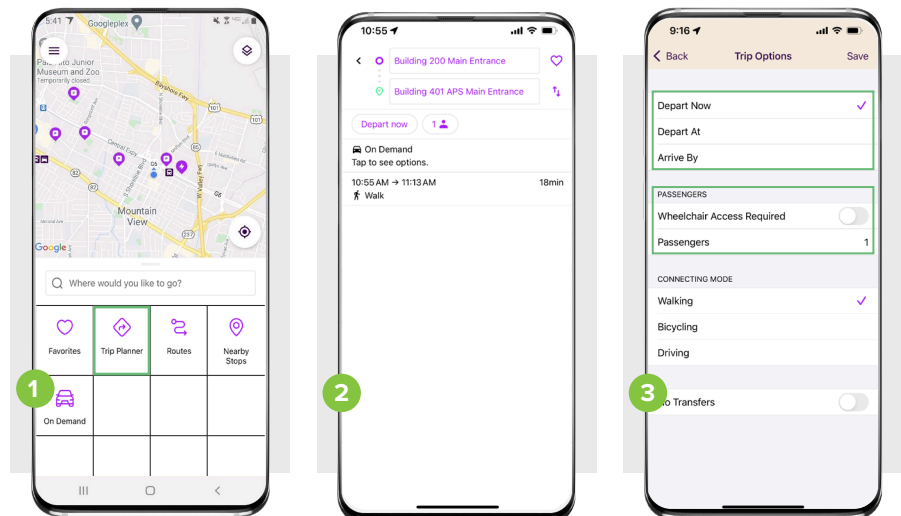
- **Step 1**
Navigate to the sidebar menu.
- **Step 2**
Select settings.
- **Step 3**
Select "Log out."



RESERVE A FREE ON-CAMPUS RIDE

Find Your Route in Advance Using Trip Planner

- **Step 1**
From the Home screen, select "Trip Planner" to begin your reservation.
- **Step 2**
Enter your "Current Building and Destination."
- **Step 3**
Select "Depart At" or "Arrive By" for scheduled timing. Review trip details and select "Save" after adjustments.
- **Step 4**
To schedule the ride select "Depart Now."



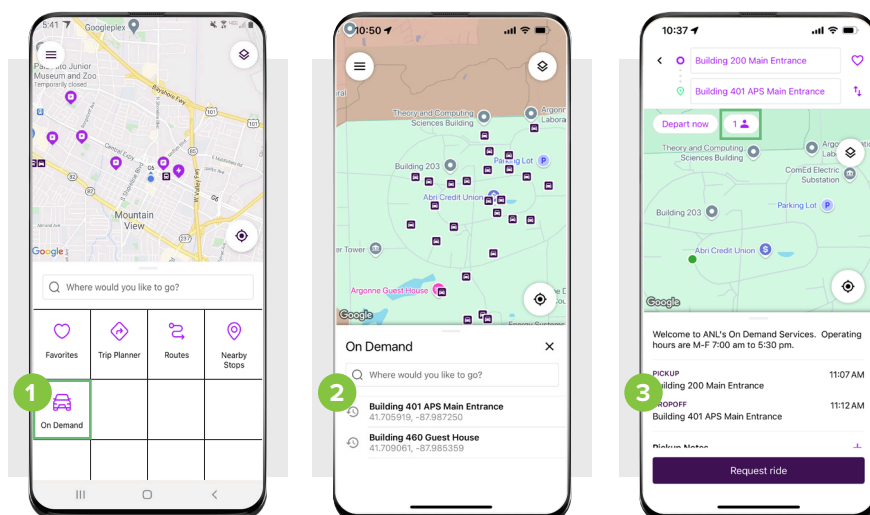
Note

Update passenger quantity and wheelchair needs under "Passenger" section.

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Find Your Route Using On-Demand

- **Step 1**
From the Home screen, select “On Demand” to begin scheduling your ride.
- **Step 2**
Enter your “Current Building and Destination.” Use the search function to see available location options.
- **Step 3**
Review trip details and select “Request ride.”



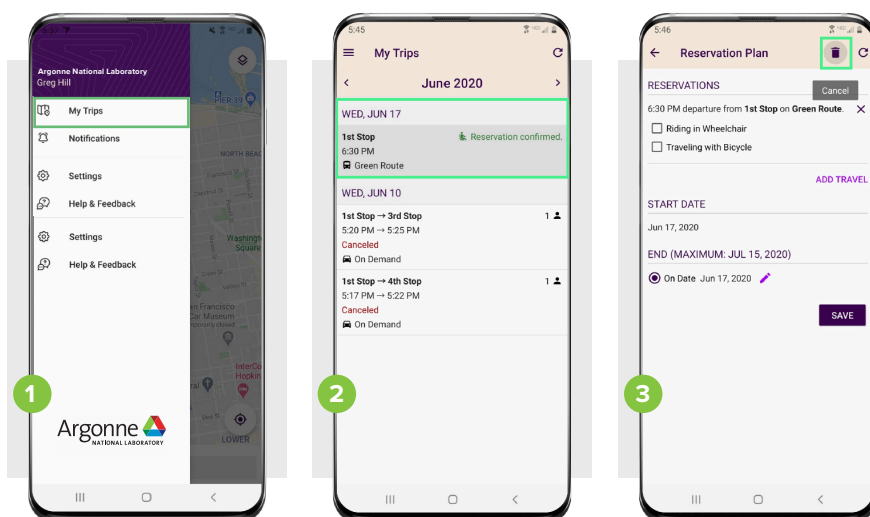
Note

Update passenger quantity and wheelchair needs under “Passenger” section.

CANCEL RESERVATION

For recurring reservations, you will have the option to cancel only one day or the entire reservation.

- **Step 1**
Select “My Trips” from the sidebar menu.
- **Step 2**
Click on the active reservation you would like to cancel.
- **Step 3**
Select “delete” to cancel.



NEED HELP?

For issues or questions related to your LabCab trip, contact **LabCab@anl.gov**.