

How to use the *CommuteFwd* Trip Tracker

1. Text anything (a letter, a number, a word...) to 415-991-4485

You will receive the following message:

To subscribe you'll need to send a key first. Contact your administrator.

2. Text back the words **COSR** followed by the name of your department (with a space in between but no other characters), such as:

COSR Public Works

Or

COSR City Manager

Promptly you will receive the message: *You are now subscribed.*

3. Within 15 minutes you will receive the message prompting you to **enter a letter to describe how you got to work**. Choose from the list and simply text back that one letter. It will look like this:

D = Drove alone

C = Carpool

B = Biked

W = Walked

T = Transit (bus, train, ferry)

H = Worked from Home

N = No Work Today

4. Text 0 (zero) and set up your preferences. You will receive a link that takes you to an online form to fill out your name, commute distance, and what days and times you want reminders to record your daily commute (choose Monday through Friday unless you work different days). Save and Logout.

You're all set!

TIPS

- If you ever commute home differently than you commuted to work, type two letters and hit send. For Example: if you used T (Transit) to get to work, & C (Carpool) to get home, text TC.
- If you used multiple forms (say rode your bike to SMART, then from SMART to work), please choose the one that had the *longest mileage* (in this example SMART would probably be the longest so you would choose T for Transit)
- You can text 0 (zero) anytime to change your preferences, or suspend the reminders while on vacation