

Carpooling and Shared-Taxi: Student Databases

Purpose

Please fill out the SharePoint list corresponding to the kadaa where you live, if you are interested in sharing rides with other AUB members this semester, on an occasional or regular basis. There are two modes of ride sharing:

1. **Carpooling using the cars of AUB members:** you may choose to offer rides to others using your car, to ride in other members' cars, or both.
2. **Sharing rides using a dedicated taxi for AUB members (such as Uber, Allo Taxi, etc.):** a taxi would pick up AUB members who live in proximity to each other or who are along the same route to AUB and have similar schedules.

Description of Students' SharePoint Lists

Each kadaa list contains different fields that you should fill out if you are interested in ride sharing. Please fill out the information in the SharePoint list of the kadaa where you live.

Carpooling program: please indicate using the drop-down menu how you are going to participate in the carpooling program (as a driver, passenger, or both). Driver means that you will use your car to offer rides to other AUB members; Passenger means that you will ride in other AUB members' cars; and Both means that sometimes you will offer rides and other times you will ride in others' cars.

Taxi sharing program: please indicate if you are interested in this transportation service or not.

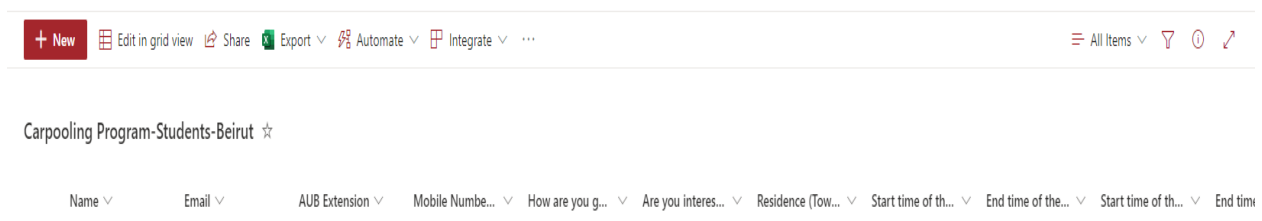
Residence: please choose the town in which you live during this semester. You can also add your town name if not available in the drop-down list in the last field of the list.

Schedule: please indicate using the drop-down menu the start time of your first class and end time of your last class on different days of the week on which you are going to carpool or share a taxi.

Entering Information and Searching for Other Members with Close Residence and Similar Schedule

After filling out the list, you can sort the data in each field to find students having the same schedule as yours on different days of the week. Also, you can identify students living in the same area. After that, you can create a WhatsApp group to communicate together and utilize the proposed transportation services. To enter your information and sort the data, you can follow these instructions:

1. Click on the New Button to enter your information.



2. Enter your information in the following box and click on save once you are done.

The screenshot shows a 'New item' form with a header bar containing 'Save', 'Cancel', and 'Copy link' buttons. The form contains the following fields:

- Title:** A text input field with a red border and the placeholder text 'Enter value here'.
- Name:** A text input field with the placeholder text 'Enter value here'.
- Email:** A text input field with the placeholder text 'Enter value here'.
- AUB Extension:** A text input field with the placeholder text 'Enter value here'.
- Mobile Number (Optional):** A text input field with the placeholder text 'Enter value here'.
- How are you going to participate in the carpooling program? (As a Driver, Passenger, It depends (Both)) ?**: A dropdown menu with a selected option '—'.
- Are you interested in sharing a taxi?**: A dropdown menu with a selected option '—'.
- Residence (Town Name)**: A dropdown menu with a selected option '—'.

3. Click on the column you want to filter; you will get the following options.

- A to Z
- Z to A
- Filter by
- Group by Residence (Town Name
- Column settings >
- Totals >

4. Click on **Filter by**.

5. Check the box based on the category you want to filter.