

# Walking School Bus User Guide – Mobile App

Version 3.1.1



G&H IT Solutions Pty Ltd

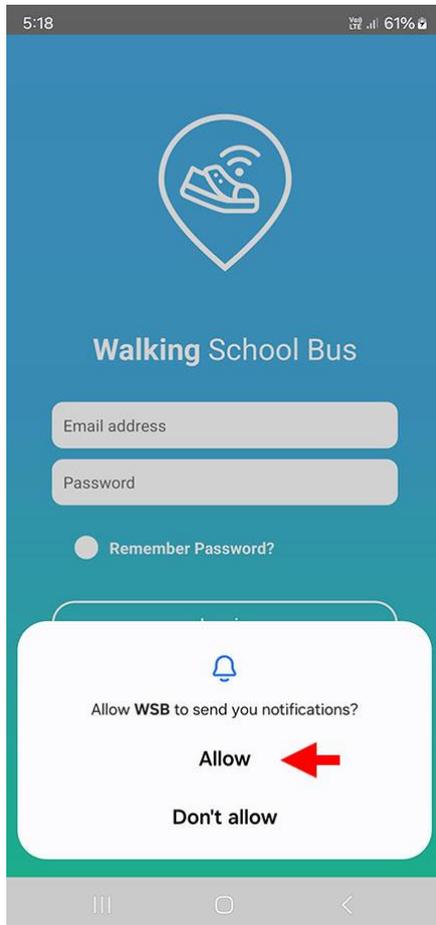
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## 1. First time use

When you use the WSB mobile App for the first time after installation, you will be asked to confirm a couple of permissions that are required – **Notification** and **Location** Permissions.

### ➤ 1.1. Android

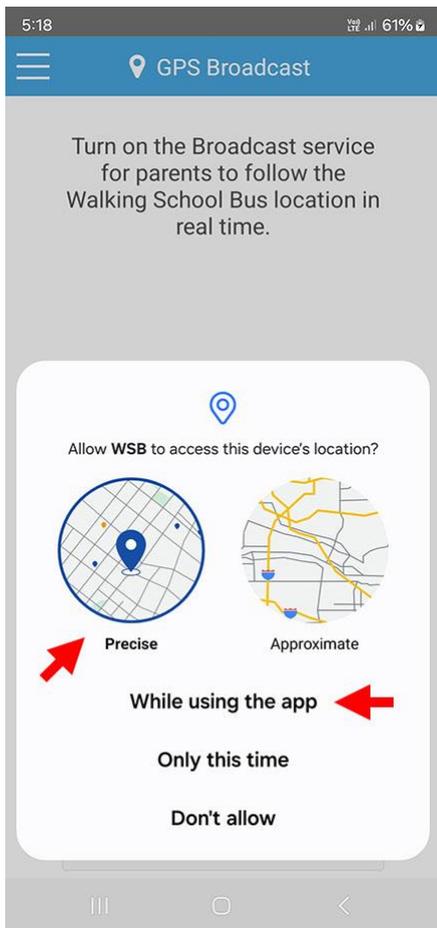


#### **Push Notification Permission**

Tap the **Allow** button.

If you have not tapped **Allow** in this step, you can change it in the following steps later:

Go to **Settings > Apps > WSB > Notifications**. Then, turn ON the **Allow notifications** setting.



### Location Permission

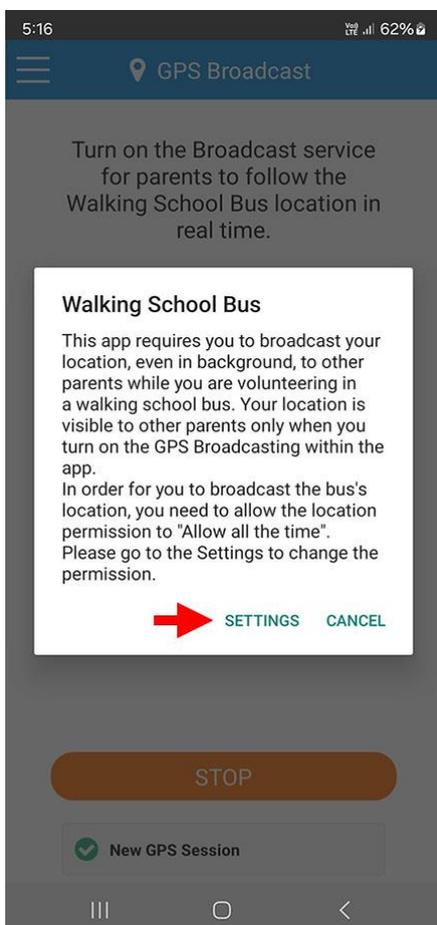
The WSB app needs **Location Permission** granted by the user who broadcasts the bus's location to other parents/carers while volunteering in a walking school bus.

In GPS Broadcast page, please tap the **Start** button to start broadcasting the bus's location.

You will be prompted with the location permission dialog for the first time (figure on the left).

Please choose **Precise** icon and tap **While using the app** button.

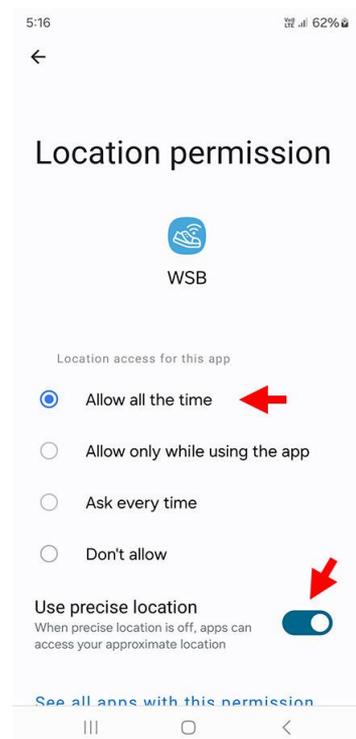
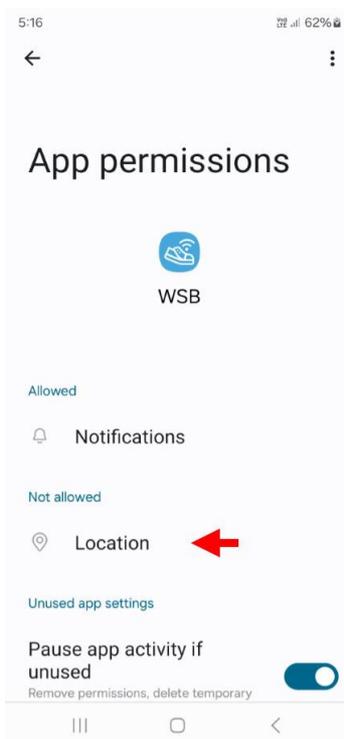
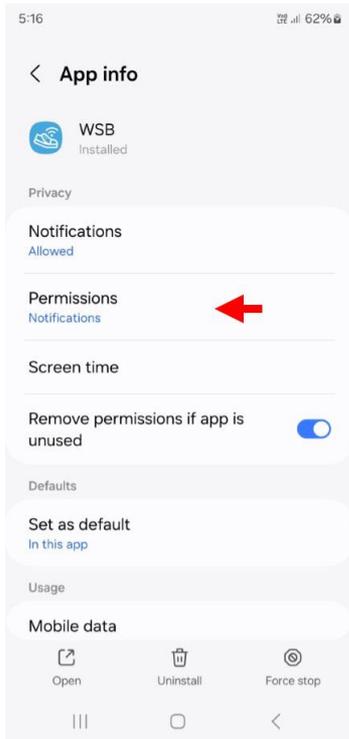
This will grant you to broadcast your location while you are using the phone.



The next step is to give a higher level of Location Permission to the WSB app as it will allow you to broadcast your location while your phone is **locked** during the walking school bus operation.

For an elaborated permission, you will be prompted with a second dialog (figure on the left).

Please tap **SETTINGS** button to continue.

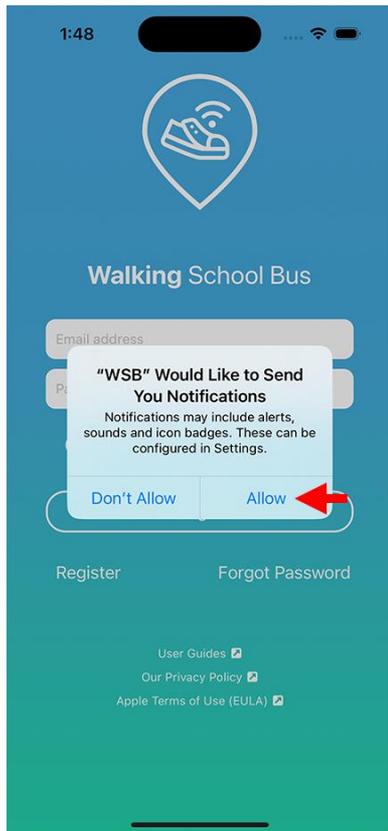


The above figures show how to give **Allow all the time** location permission to the WSB app in sequence.

You can also use the following method to allow the Location permission later.

Go to **Settings > Apps > WSB > Permissions**. Then, allow the **Location Permission**.

## ➤ 1.2. iPhone

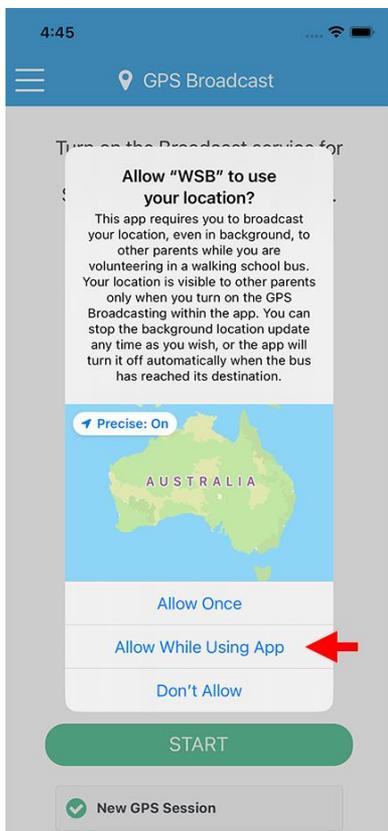


### **Push Notification Permission**

Tap the **Allow** button.

If you have not tapped **Allow** in this step, you can change it in the following steps:

Go to **Settings > Notifications > WSB**. Then, turn ON the **Allow Notifications** setting.



### **Location Permission**

The WSB app needs **Location Permission** granted by the user who broadcasts the bus's location to other parents/carers while volunteering in a walking school bus.

In GPS Broadcast page, please tap the **Start** button to start broadcasting the bus's location.

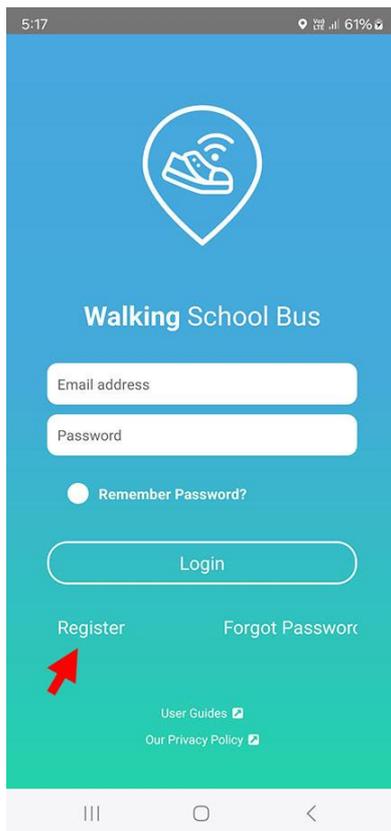
You will be prompted with the location permission dialog for the first time (figure on the left).

Tap the **Allow While Using App** button.

If you have not tapped **Allow While Using App** in this step, you can change it in the following steps:

Go to **Settings > Privacy & Security > Location Services > WSB**. Then, touch the **Always** setting.

## 2. Register



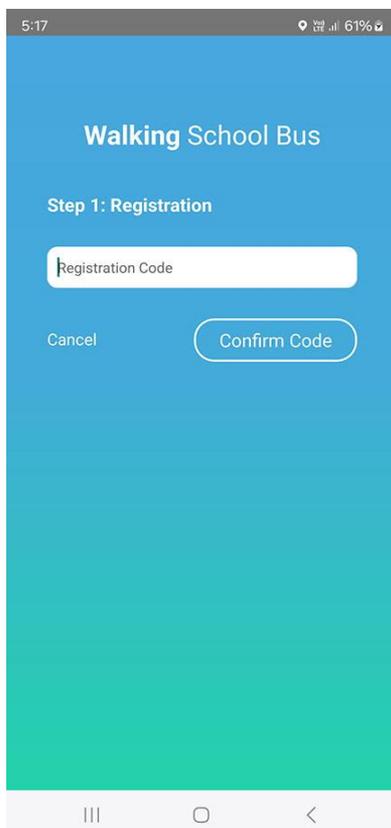
This registration process is intended for parents who want to join an existing Walking School Bus program organised by a school or another organiser.

Please tap **Register** button.

The registration process includes five steps outlined below.

After completing the registration, it will be reviewed by your WSB administrator for approval.

You will receive an email notification once approved, allowing you to log in to the WSB app or website.

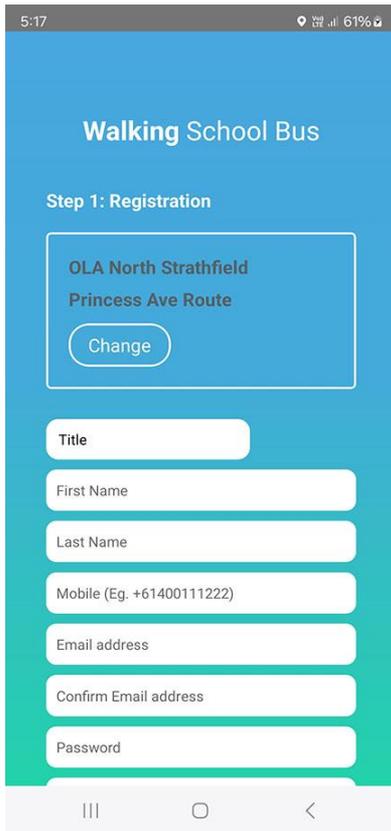


### Step 1: Registration

Before registering, a parent must obtain a **Registration Code** from your school or organiser.

The Registration Code identifies the school and route you wish to join.

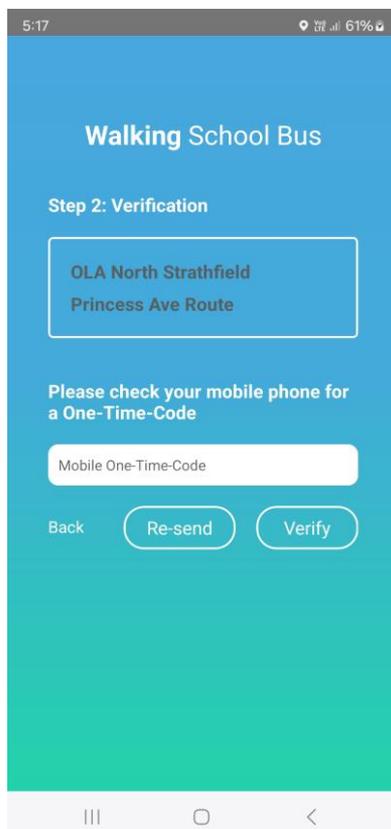
Please have the Registration Code ready and tap **Confirm Code**.



### Step 1: Registration - Continue

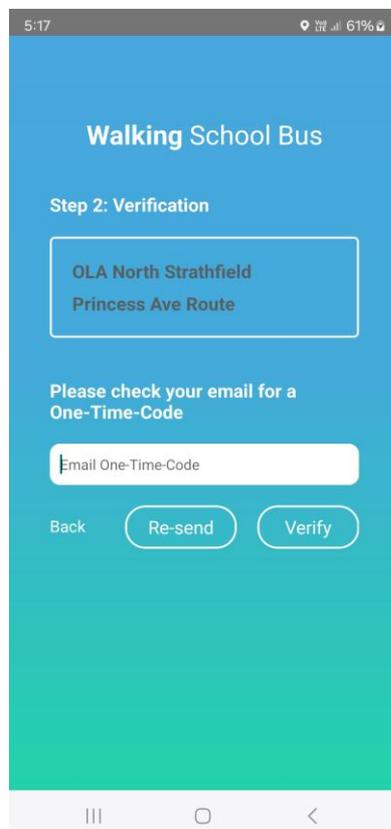
Please enter your details to create a parent account.

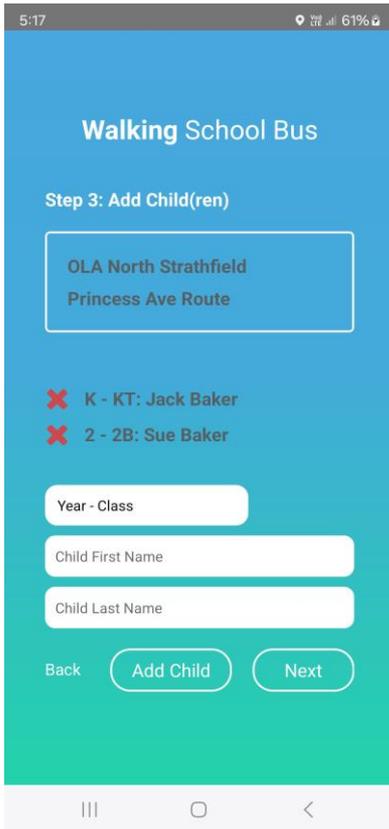
After completing and submitting the registration form, you will receive a One-Time Code via both your mobile phone and email.



### Step 2: Verification

Please enter the One-Time Code you received via both mobile and email to proceed.





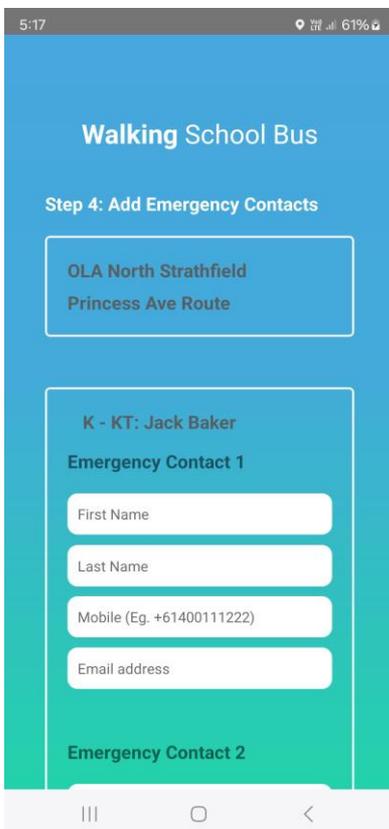
### Step 3: Add Child(ren)

Please add your child(ren) who will be on the Walking School Bus.

You may skip this step by tapping **Next** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.



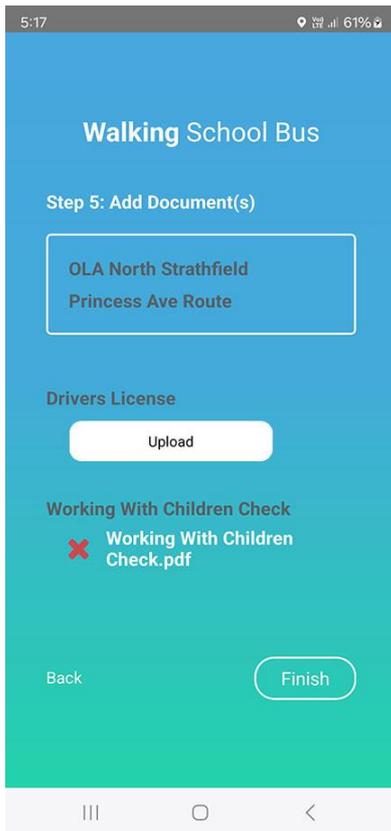
### Step 4: Add Emergency Contacts

Please add Emergency Contacts for each of your child.

You may skip this step by tapping **Next** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.



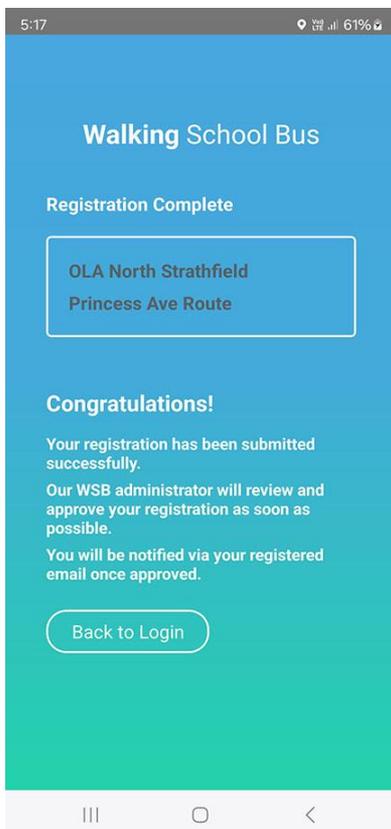
### Step 5: Add Document(s)

Please upload the required document(s) for the Walking School Bus program.

You may skip this step by tapping **Finish** without completing it.

You can finish this step later in the WSB App or on the web.

It is recommended that you complete this step promptly to assist our administrators in approving your registration.



### Registration Complete

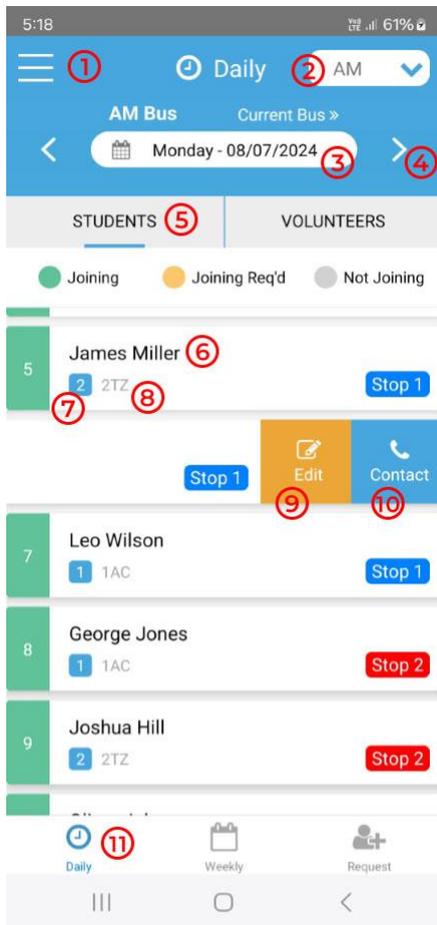
Your registration has been successfully completed and is now pending approval by the WSB administrator.

You may tap the **Back to Login** button to access the WSB App using your registered email and password.

Once logged in, you will be able to update your registration details until the WSB administrator grants approval.

### 3. Daily View

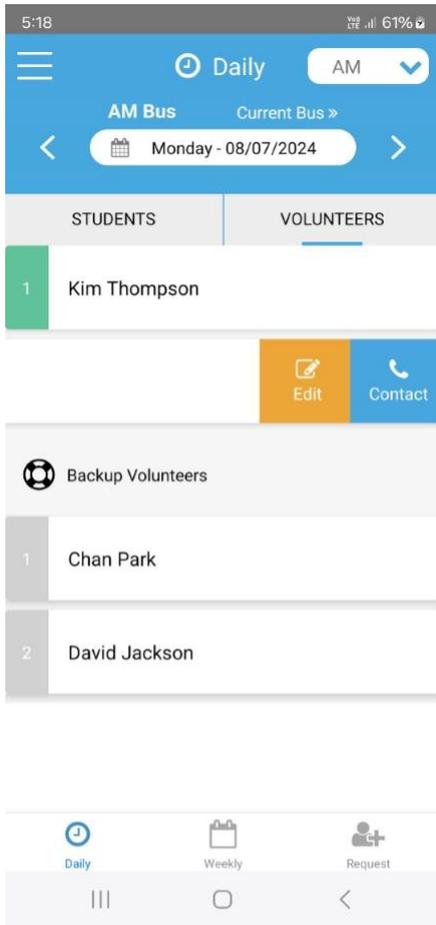
#### ➤ Daily View - Students



#### **Daily View - Students**

1. Opens Menu from the left side
2. Bus selection (eg. AM/PM)
3. Calendar (touch to open a calendar to pick a date)
4. Move to previous/next day
5. Students/Volunteers view selection
6. Student's name
7. Student's year
8. Student's class name
9. Tap **Edit** to go to the **Request** page for the selected student (*subject to permission*)
10. Tap **Contact** to view Contact details for the selected student (*subject to permission*)
11. Daily/Weekly/Request view selection

➤ **Daily View - Volunteers**

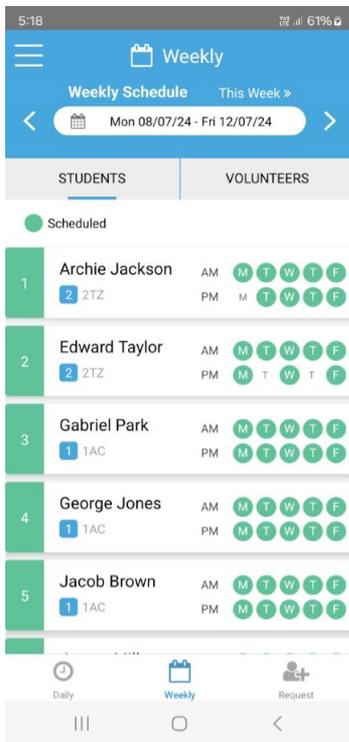


**Daily View - Volunteers**

- Shows the Bus selection (**AM** in this instance)
- Shows the Calendar
- Shows Current and Backup Volunteers
- Tap **Edit** to go to the **Request** page for the selected volunteer (*subject to permission*)
- Tap **Contact** to view Contact details for the selected volunteer (*subject to permission*)

## 4. Weekly View

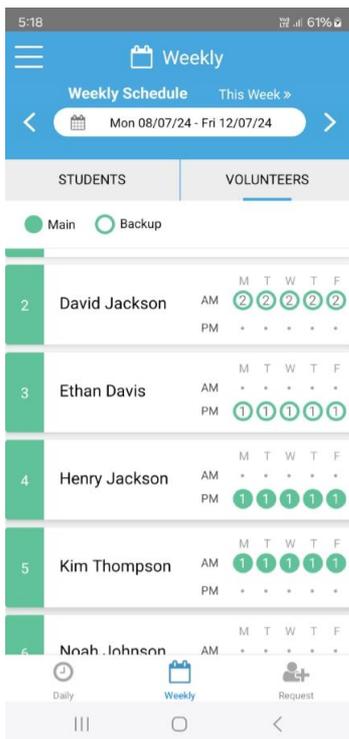
### ➤ Weekly View - Students



### Weekly View - Students

- Shows Date Range for the selected week
- Shows Students' name, year and class name
- Shows Students' roster for the Buses in the week
- Shows the Students' schedules in a filled circle with Green colour

### ➤ Weekly View - Volunteers

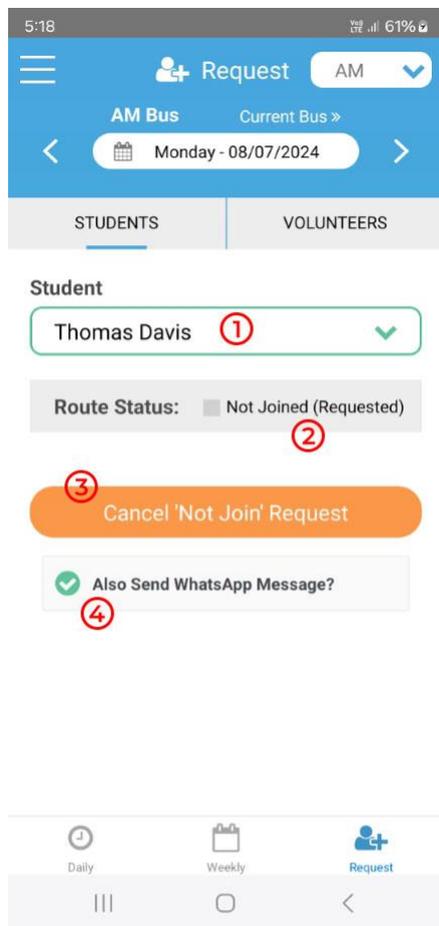


### Weekly View - Volunteers

- Shows Date Range for the selected week
- Shows Volunteers' name
- Shows Volunteers' roster for the Buses in the week
- Shows Main Volunteers in a filled circle with Green colour
- Shows Backup Volunteers in an empty circle with Green outline

## 5. Student Request

**Student Request** is usually for the last-minute changes along with students/volunteers having been scheduled prior. If a student needs to be **added** or **dropped** from a bus urgently this page serves the purpose.

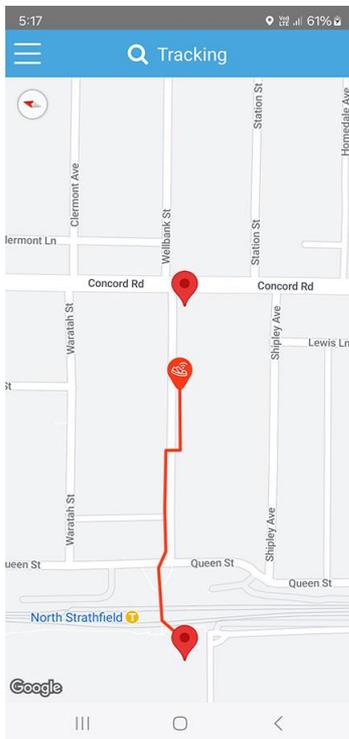


### Student Request

1. Student's name
2. Status of the student in the selected date and bus
3. Action button to **Request** or **Cancel Request**:
  - **Join** or **Cancel Join** Request
  - **Not Join** or **Cancel Not Join** Request
4. An option to send a pre-formulated message to the WSB WhatsApp group

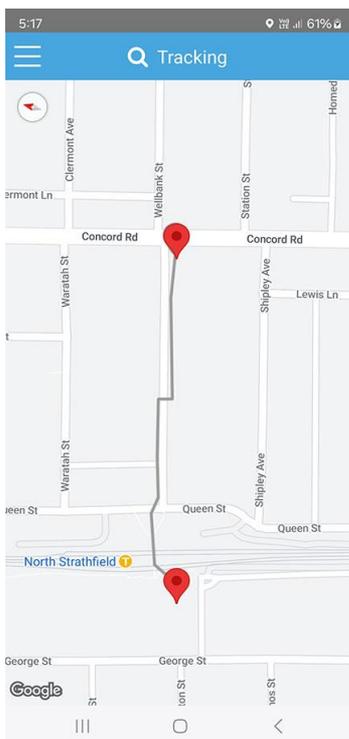
## 6. Tracking (GPS)

**GPS Tracking** can be used when a designated volunteer turns on **GPS Broadcasting** function while volunteering in a bus. The mobile device of the designated volunteer keeps sending its current GPS location periodically to the parents or guardians who are viewing the GPS Tracking in their mobile device.



### **GPS Tracking - Active**

- The tracking lines and pin are in red colour which indicates that the bus is currently active



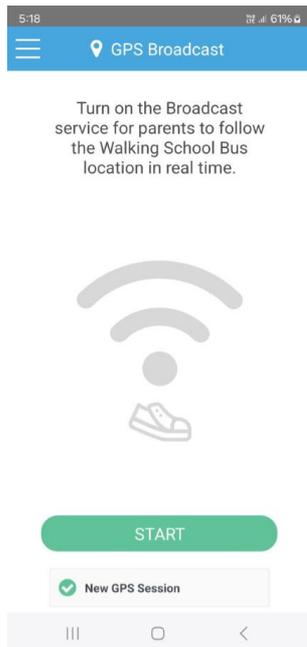
### **GPS Tracking - Inactive**

- The tracking lines and pin are in grey colour which indicates that the bus is inactive
- The inactive lines and pin stay for a half an hour and disappear from the Map

## 7. Broadcast (GPS)

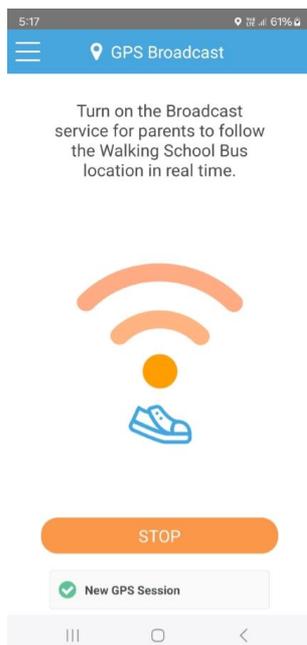
**GPS Broadcasting** can be turned on by a designated volunteer or an admin within the App in a bus. Once the function is on, the mobile device keeps sending its current GPS location periodically to the connected mobile devices (parents or guardians' mobile device) during the bus.

The function can be turned off manually or automatically when the bus has reached the destination.



### **GPS Broadcast - Inactive**

- Shows **START** button
- Shows broadcasting icon in Grey colour which indicates that the function is **OFF**



### **GPS Broadcast - Active**

- Shows **STOP** button
- Shows broadcasting icon in animation and colours which indicates that the function is currently **ON**

**New GPS Session** – GPS Broadcasting session can be transferred from one volunteer to another.

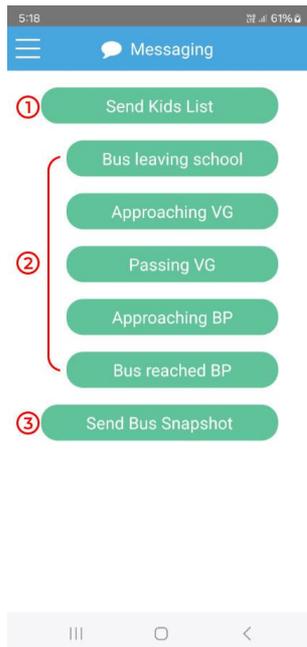
In case of the first volunteer with GPS Broadcasting leaves in the middle of the bus, another volunteer can pick up the existing GPS Broadcasting by **Un-ticking** this checkbox and tap **START** button to continue with the bus.

This checkbox is **Ticked** by default for a normal bus operation

## 8. Message

**Message** page is for a designated volunteer to be able to send short messages to the parents or guardians when starting or ending a bus, or when reached a checkpoint during the bus. The volunteer needs to tap a corresponding button and a pre-formulated message will be prompted in the WhatsApp app.

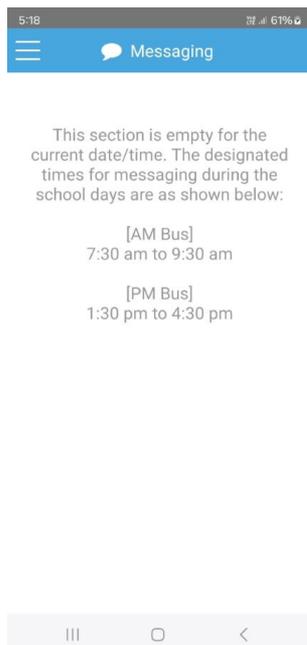
This page is designed to help volunteers send a message to parents or guardians as quickly as possible while minding students on a bus.



### **Messaging - Active**

1. **Send Kids List** – Sends a list of students and volunteers to parents or guardians before the bus leaves
2. **Checkpoints** – Sends a short message when the bus reaches each checkpoint
3. **Send Bus Snapshot** – Sends a list of students and volunteers to parents or guardians when the bus has reached the destination

- All messages are sent via WSB WhatsApp group

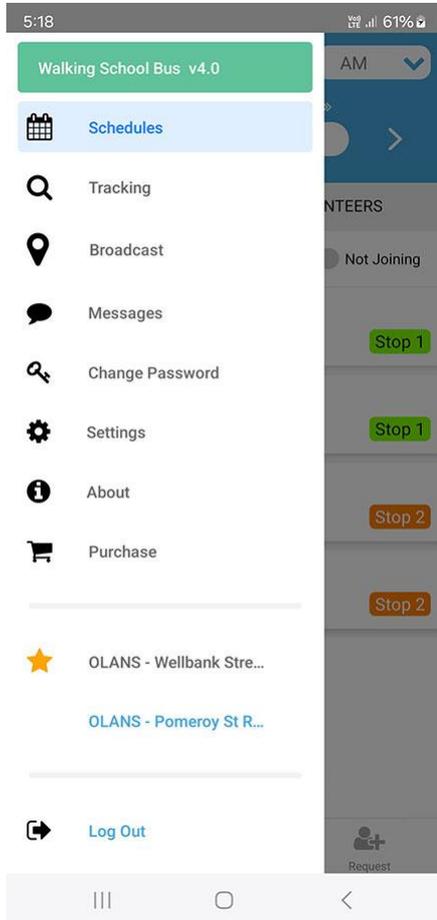


### **Messaging - Inactive**

- Shows the time slots when the buttons are available to send message in the **Messaging** page

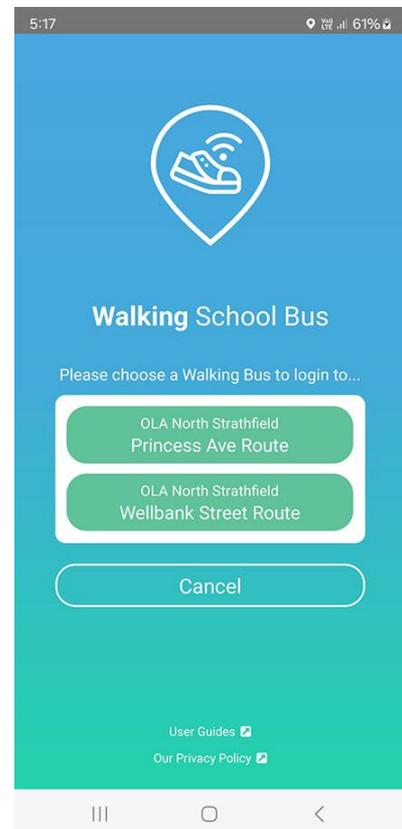
## 9. Multiple Logins Support

For parents or guardians with students in different schools using the WSB program, the WSB app can provide you with fast switch between logins with one touch of a button in the side menu.

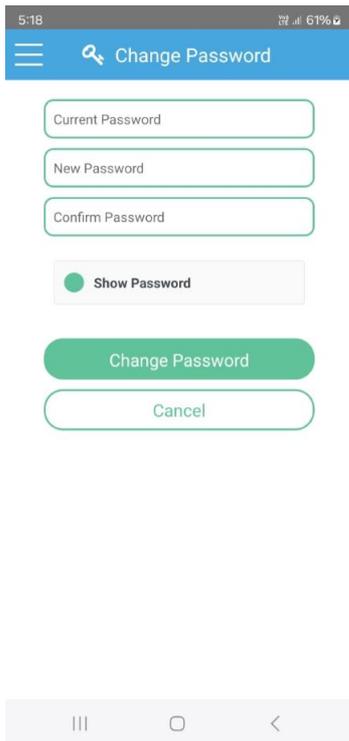


In the main menu of the WSB app, a list of available logins will appear above the **Log Out** button if you have previously logged into multiple WSB accounts using the same username and password.

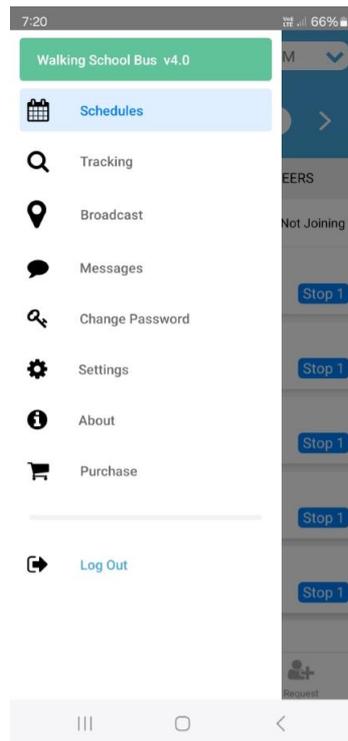
Additionally, a login option will be presented when you log into the app.



## 10. Other pages



**Change Password**



**Side Menu**



**Login**



**Forgot Password**