

# Welcome to Grab for Work

**ADMINISTRATOR USER GUIDE** Ver 0.1

Visit [grab.com/work](https://grab.com/work) for more information | [corpsupport.sg@grab.com](mailto:corpsupport.sg@grab.com)



# CONTENT PAGE

<b>1. OVERVIEW</b>	<b>3</b>
<b>2. GET STARTED</b>	<b>4</b>
2.1 Set up the Grab app	
2.2 Set up the Grab for Work group	
<b>3. MEMBERS</b>	<b>7</b>
3.1 Add members to the group	
3.2 Manage members in the group	
<b>4. PAYMENTS</b>	<b>9</b>
4.1 Add a corporate credit / debit card	
4.2 Assign cards to members	
<b>5. POLICIES</b>	<b>11</b>
5.1 Add policies for corporate rides	
5.2 Manage policies for corporate rides	
<b>6. RIDES</b>	<b>13</b>
6.1 Track members' corporate rides	
6.2 Download corporate ride statements	
<b>7. SETTINGS</b>	<b>15</b>
7.1 Schedule ride statements	

# 1. OVERVIEW

## A quick look at the Grab for Work dashboard

### PROFILE

Manage your Grab for Work group profile.

Change company name, group name, country, office address and company logo.

### RIDES

Track rides and download consolidated statements.

View details of corporate rides taken by your members (e.g. date, fare, member, pick-up and drop-off locations).

### MEMBERS

Manage the members in your group.

Add or remove members, edit member details and designate administrators for your group.

### SETTINGS

Schedule rides statement to your email.

Set monthly or weekly ride statements to your email.

### POLICIES

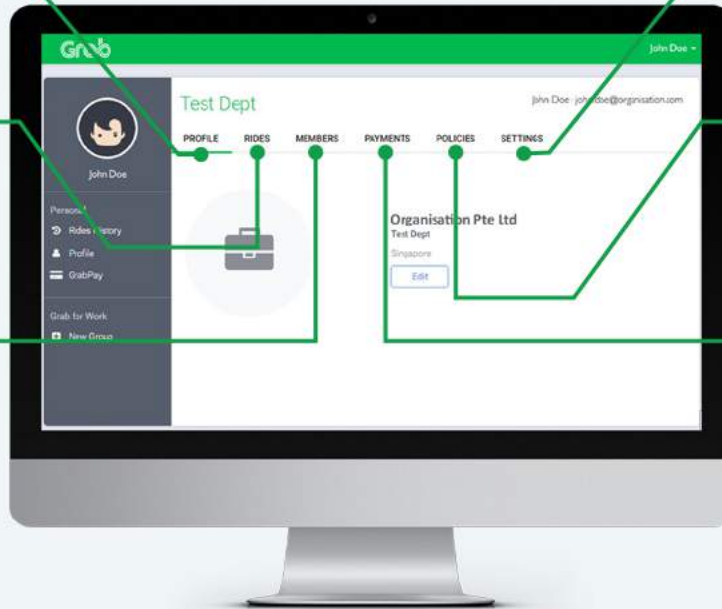
Control group rides with multiple policies.

Add, remove or edit both location and time policies.

### PAYMENTS

Set payment methods for your group.

Add or remove corporate cards and assign employees to the corporate card.



## 2. GET STARTED

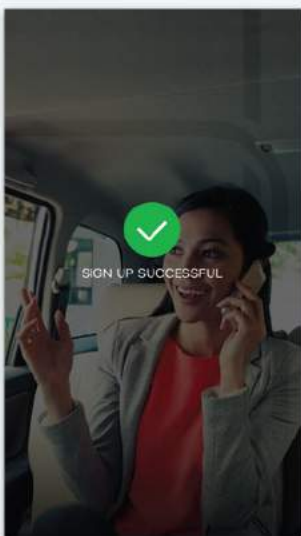
### 2.1 Set up the Grab app

You will need to register for an account through the Grab app before you can create a Grab for Work group.

- 1 Download the Grab app from the App Store or Google Play™.
- 2 Login with Facebook or your mobile number.
- 3 Key in your details and click **Next**.



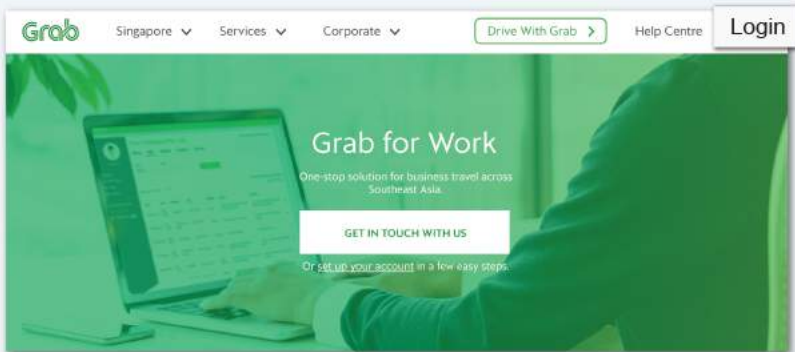
- 4 Key in the 4-digit activation code sent via SMS.
- 5 Success! Your account has been verified.



## 2.2 Set up the Grab for Work group

Setting up a group allows you to track transport spends, manage ride policies and enable group payments.

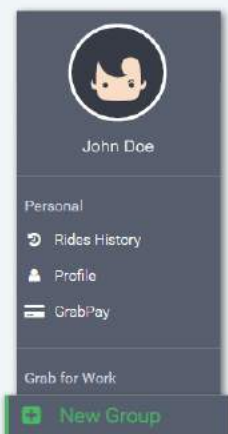
- 1 Visit [grab.com/work](https://grab.com/work) and click on the **Login** button at the top right hand corner of your screen.



- 2 You'll be redirected to the login page.
- 3 Key in your mobile number and click **SEND PIN TO MY GRAB APP**.

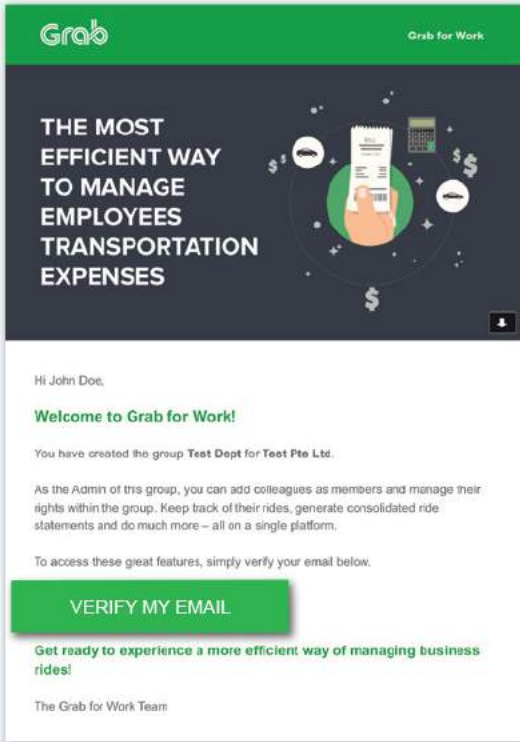


- 4 Key in the 6-digit activation code sent to your Grab app and click **Login**.
- 5 Click on **New Group**.



- 6 Enter your company details, administrator details and click **Submit**.

- 7 Open the verification email sent to your work email and click **VERIFY MY EMAIL**.



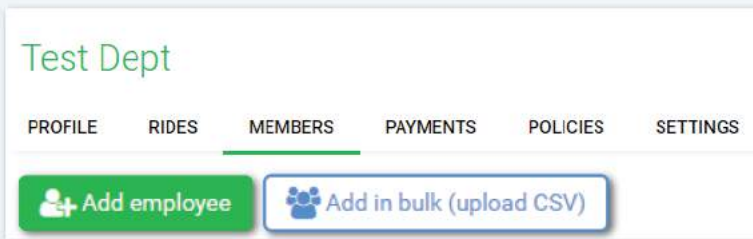
- 8 Your group has been created. You can now proceed to add members.

# 3. MEMBERS

## 3.1 Add members to the group

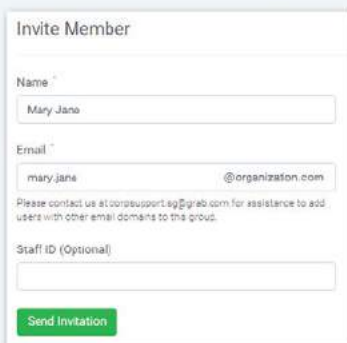
Adding members will allow your members to tag their corporate rides to your group. You will then be able to track and manage their corporate rides on the dashboard.

- 1 Click on the **MEMBERS** tab.
- 2 You can add employees individually or in bulk.



### (A) ADD INDIVIDUAL MEMBERS

- i Click **Add employee**.
- ii Key in employee details.



- iii Click **Send Invitation**.

### (B) ADD MEMBERS IN BULK

- i Click **Add in bulk (upload CSV)**.
- ii Click **Choose File** to upload CSV.  
([Download an example](#) to view the required template)



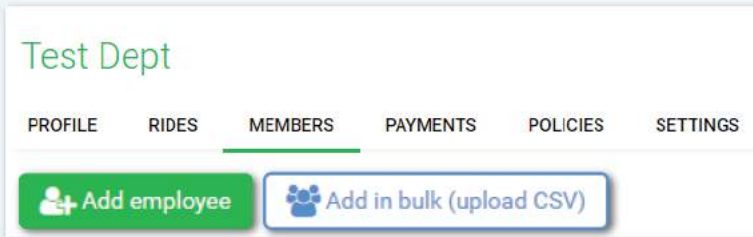
- iii Click **Upload Members**.

# 3. MEMBERS

## 3.1 Add members to the group

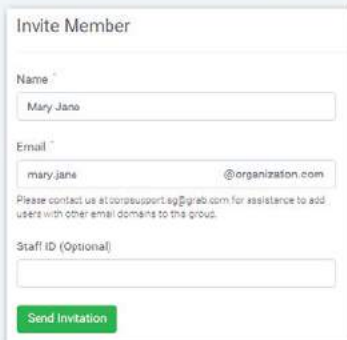
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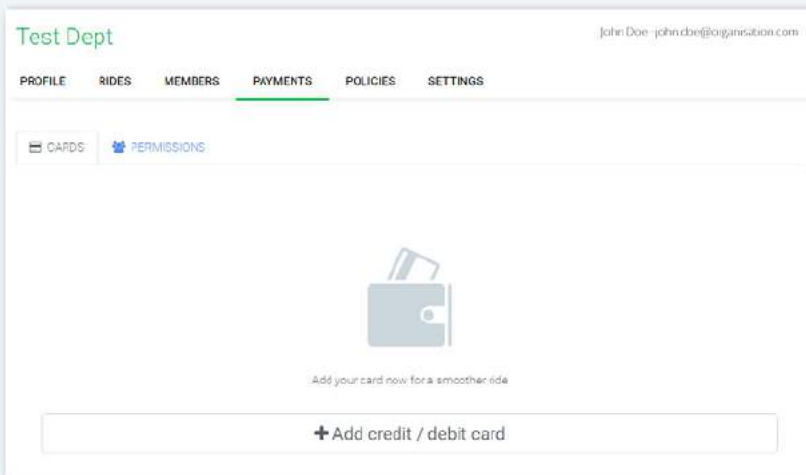


# 4. PAYMENTS

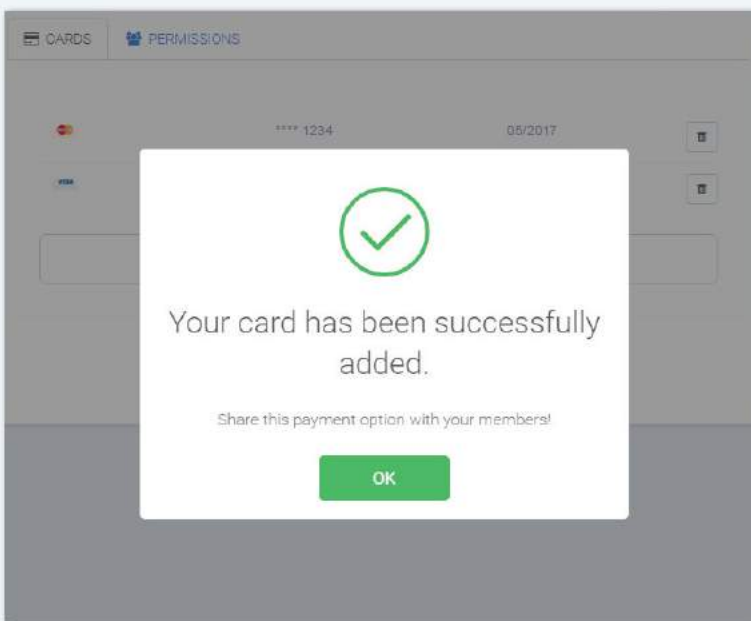
## 4.1 Add a corporate credit / debit card

Adding a corporate credit / debit card will enable your employees to charge their corporate rides directly to your group. You will need to assign permissions later on for them to enjoy this feature.

- 1 Click on the **PAYMENTS** tab.
- 2 Click on **CARDS**.
- 3 Click **Add credit / debit card**.



- 4 Key in your credit card details and click **Save**.
- 5 Card has been successfully added!



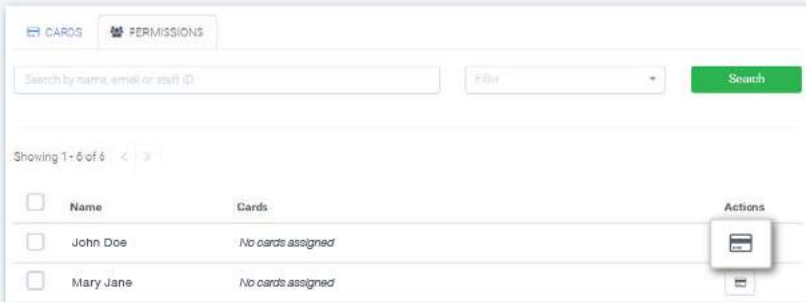
## 4.2 Assign cards to members

Assigning cards to members enables them to charge their corporate rides directly to your group. Members without enabled permissions will not be able to utilise this feature.

1 Click on the **PAYMENTS** tab.

2 Click on **PERMISSIONS**.

3 Click on the card icon.



4 Toggle button to assign cards to selected members.

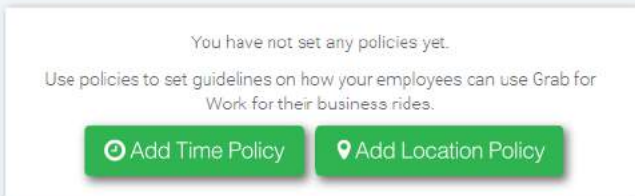


# 5. POLICIES

## 5.1 Add policies for corporate rides

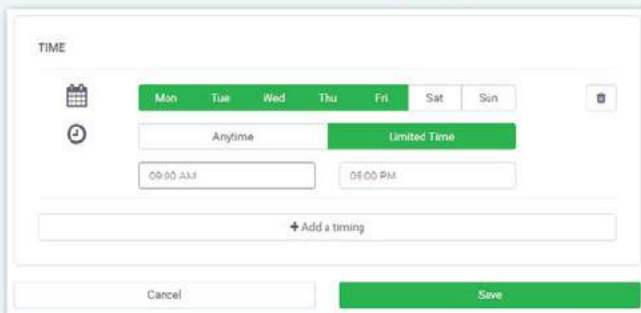
Adding policies will give you control over your members' corporate rides. Employees will not be able to book rides not covered under your group policies.

- 1 Click on the **POLICIES** tab.
- 2 You can add time and/or location policies.



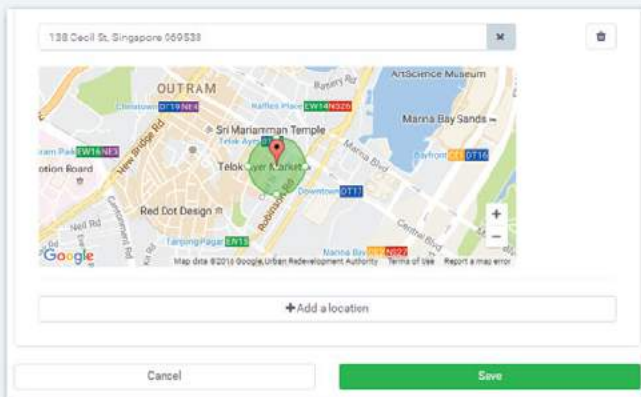
### (A) ADD TIME POLICY

- i Click **Add Time Policy**.
- ii Set time restrictions and click **Save**.



### (B) ADD LOCATION POLICY

- i Click on **Add Location Policy**.
- ii Set location restrictions and click **Save**.




## 5.2 Manage policies for corporate rides


Edit or remove policies which you have set previously.

- 1 Click on the **POLICIES** tab.
- 2 You can edit policies or remove policies.


Rides tagged to the group have to be within the following policies.

**Time Policy** 


09:00 AM - 05:00 PM on every Mon, Tue, Wed, Thu, Fri


**Location Policy** 

Start or end within 170m of 138 Cecil St Singapore 069538.



Start or end within 242m of Midview City Singapore.






### (A) EDIT POLICIES

- i Click on the  icon.
- ii Add, remove or edit individual policies to suit your company.

### (B) REMOVE POLICIES

- i Click on the  icon.
- ii Remove all policies that you have set previously.

# 6. RIDES

## 6.1 Track members' corporate rides

Tracking your members' corporate rides enables you to understand more about their corporate travel behaviour, set the right transportation policies for your company, and keep track of your company's cash flow.

- 1 Click on the **RIDES** tab.
- 2 Filter rides by month, custom date and member etc.

The screenshot shows a web interface for tracking rides. At the top, there is a 'Month' dropdown menu set to 'All Rides' and a 'Filter' input field with a 'Search' button. Below the search area, there is a 'Download Statement (26 Rides)' link and buttons for 'PDF' and 'CSV'. A table displays the following ride records:

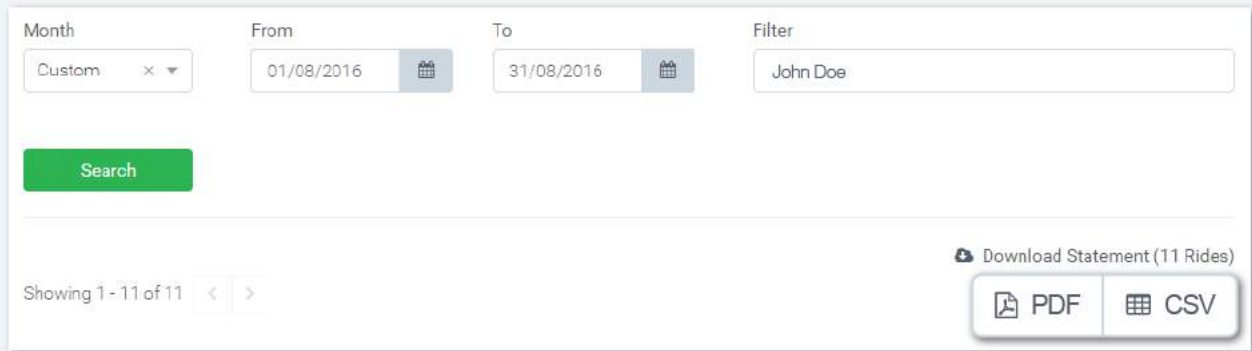
Date	Fare	Payment	Tag	Member	Pick Up	Drop Off	
19/08/2016	SGD 12.00	Mastercard 1234	Test Dept	John Doe	376 C Hougang Street 32	Midview City	>
16/08/2016	SGD 18.00	Visa 5678	Test Dept	Mary Jane	Suntec Convention Exhibition Centre	Blk 623 Hougang Avenue 8 530623	>
15/08/2016	SGD 11.00	Mastercard 1234	Test Dept	Jane Doe	Suntec Convention Exhibition Centre	Midview City	>
12/08/2016	SGD 15.68	Mastercard 1234	Test Dept	Mary Jane	376 C Hougang Street 32	Suntec Convention Exhibition Centre	>

- 3 Click **Search**.
- 4 You can view all corporate rides taken by your members.

## 6.2 Download corporate ride statements

Download your group ride statements in PDF or CSV formats.

- 1 Click on the **RIDES** tab.
- 2 Filter rides and click **Search**.
- 3 Click **PDF** or **CSV** to download ride statements in their respective formats.



The screenshot shows a web interface for filtering ride statements. It includes a 'Month' dropdown menu set to 'Custom', 'From' and 'To' date pickers both set to '01/08/2016' and '31/08/2016' respectively, and a 'Filter' text input field containing 'John Doe'. A green 'Search' button is positioned below the filters. At the bottom left, it displays 'Showing 1-11 of 11' with navigation arrows. At the bottom right, there is a 'Download Statement (11 Rides)' link and two buttons for 'PDF' and 'CSV' download options.

# 7. SETTINGS

## 7.1 Schedule ride statements

Control the frequency of the group ride statements for all your members' corporate rides to be sent to your work email.

- 1 Click on the **SETTINGS** tab.
- 2 Toggle buttons to schedule ride statements to be sent weekly or monthly.

