Transportation Management System (TMS)
Parent User Manual

Version: 1.8.2
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1. TMS system introduction

Welcome to the Transportation Management System (TMS).

The Concordia’s TMS allows users to obtain real-time and historical data pertaining to their child's ridership on buses. Users can search for the location of the bus in real time, review historical data from the past week, as well as receive up-to-date communications from the transportation office. In TMS, you can look for the line number of the bus that your child is riding, get the real-time position of the bus, look for his or her riding history within the past week, and also receive messages from the Transportation Office.

The functions of the different roles are listed below:

<table>
<thead>
<tr>
<th>Student</th>
<th>Parents</th>
<th>Transportation management center</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Swipes his or her card when getting &quot;on&quot; and &quot;off&quot; the bus</td>
<td>▪ Review and search for bus information</td>
<td>▪ Monitor all bus activity</td>
</tr>
<tr>
<td></td>
<td>▪ Monitor the real-time bus Location</td>
<td>▪ Review and analyze bus</td>
</tr>
<tr>
<td></td>
<td>▪ Review children's bus riding history for past week</td>
<td>▪ Operating data</td>
</tr>
<tr>
<td></td>
<td>▪ Receive messages from Transportation Office</td>
<td>▪ Send messages and</td>
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<td></td>
<td></td>
<td>notifications to the community</td>
</tr>
</tbody>
</table>

2. TMS system installation

Both of iOS and Android can scan the QR code below.

![QR Code](Android & iOS)
3. TMS smartphone app introduction

3.1 Login

From the login page, enter account and password. New users need to register with your phone number from Aspen. If you forget your password, click FORGET PASSWORD. Both REGISTER and FORGET PASSWORD are at the bottom.
3.2 Monitoring

This feature allows you to view, in real time, the latest status of your children on the bus. If your children are not on the bus, it will show the location where they swiped on and off the bus today. Once your children have gotten "on" or "off" the bus, you can check this status from the history page.

Green arrow ↑ means child has swiped card and gotten on the bus.

Red arrow ↓ means child swiped and gotten off the bus

is home. is bus position.

This is the student’s name. 111 is only for test.
Click this button to apply for NOBUS which means doesn’t take bus for some day.
Monitoring Page

**Bus: #77777** This is bus line number.

Home icon is student’s regular drop-off location and can be clicked for more information. Bus icon is the current location of the bus.
3.3 History

The history page allows you to review the recorded data for your children for the past seven days.

Green arrow  🔄 indicates the time and location the student got "on" the bus.

Red arrow  🔄 indicates the time and location the student got "off" the bus.

If the swiping location is not a station in TMS, it displays the location on map and the name will be Chinese.

If the swiping location is the station in TMS, it displays the station name.
3.4 Messages

You can review transportation office messages from the Messages page.

3.5 Settings

On the settings page, you can look up your children’s information, turn on/off the notification function, check and update the software version and change the system default language and make reservations for After School Activities.

If you turn off this, you will not receive the notification but you can still receive messages. “message” will be updated to “notification” in APP.
Parents can apply CCA at Settings Page. Click student who is in middle school.
Click add to apply CCA and click delete to cancel your CCA application. The application records will be displayed on calendar.

Please check details of add and delete by clicking CCA Video.