



BusMinder

LEADING THE WAY

PARENT APP - USER GUIDE

V3.23

Parent APP Sign in

To use the Parent app, you will need to download the BusMinder app to your phone via the Apple app store, or Google play store

Type in
BusMinder Parent



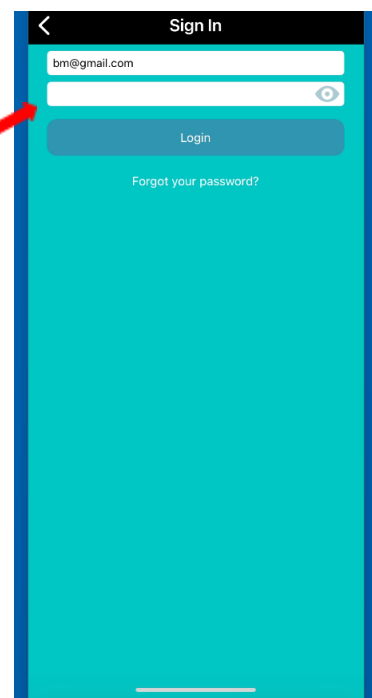
BusMinder Parent
BusMinder
3.2 ★

Login



Select login

USERNAME: your email address on file at school
PASSWORD: supplied by school or
Click on forgot password and it will send you an email where you can create your own unique password



Dashboard

Routes



FAVORITES

TRIPS

Trips

Displays all trips available to view in real time.
Click on the star, to favorite a trip

Favorites

This is where your favorite trips are displayed, to favorite a run, click on



(Kew Campus) Kew East AM

Picks up from Kew, Balwyn, Hawthorn

Book



01-Boondal Rail Billing Test (AM)

Book



05-S/C Run North Region Billing Test (...)

Book



788 turns test

Book



AA Hepburn to Farmers

Book



AA Isabella to Mario

Book



Bookings

- Create a booking
- click on book
- add multi students to one booking

Routes -

- view all trips
- select and view trip in real time
- favorite trips



Routes



Students



Bookings



Account

Students -

- Student information
- Purchase Term Pass
- Account Top Up
- Manage Schedule
- Set travel notifications
- Travel history

Bookings

- Shows booking history

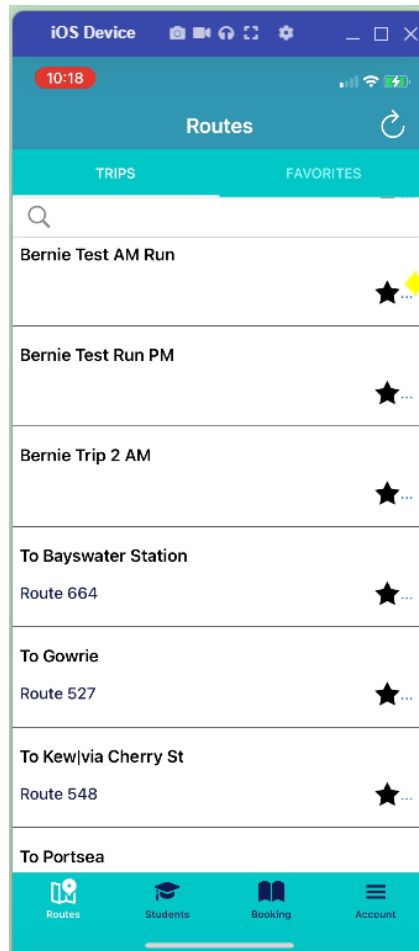
Account-

- Account login info
- Add payment option
- View student travel history
- View notification history
- Advise lost property
- Feedback
- About app information
- Logout

1

Routes

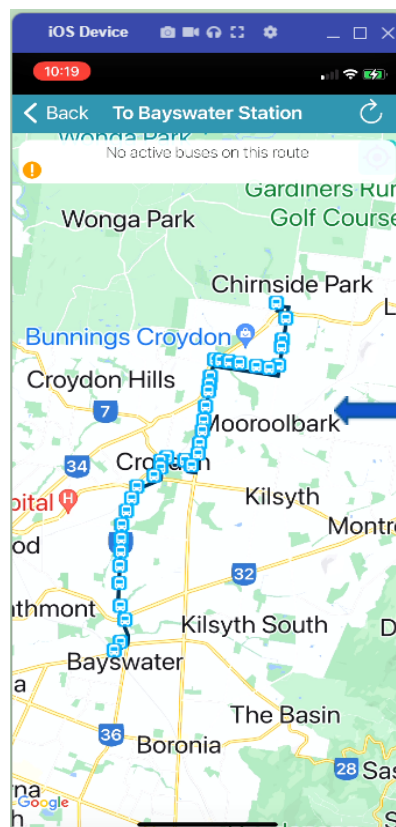
Click on route to view in real time



To favorite a route, click on star ★

Live Tracking

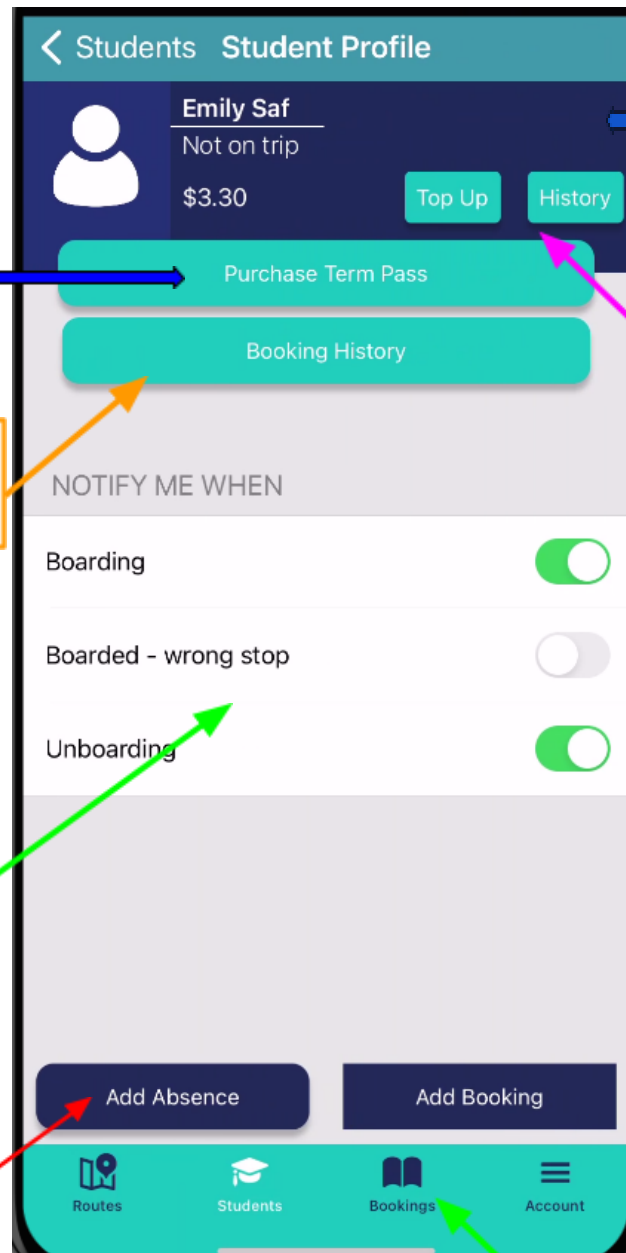
Bus can be viewed here in real time. Once a driver has commenced the run, you will be able to see a moving bus



Blue Bus Icons

These are the current bus stops and times. Click on a blue bus to see stop information





To purchase a
Term Pass
Click here

Booking History
-Display of current bookings

Student Profile

- Student name
- on/off trip
- Term Pass (if available)
- Student balance
- Top Up button
- History button

Top Up
Select to add funds to
your student balance

History
Summary -summary of
top ups & trips
Transactions - detail
description of trips & top
ups

Boarding / Unboarding
these buttons allow you
get **notification** on your
student boarding and
unboarding the
bus

Add Absence
Select today or tomorrow

To cancel a booking,
press all bookings

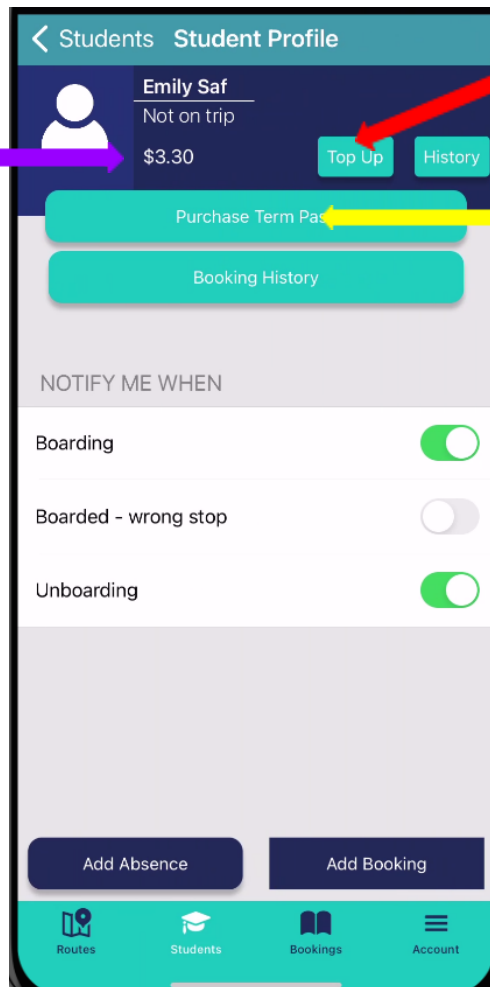
3

Purchase a Term Pass or Top up Student Balance

Displays any
Student Balance
and Term Pass

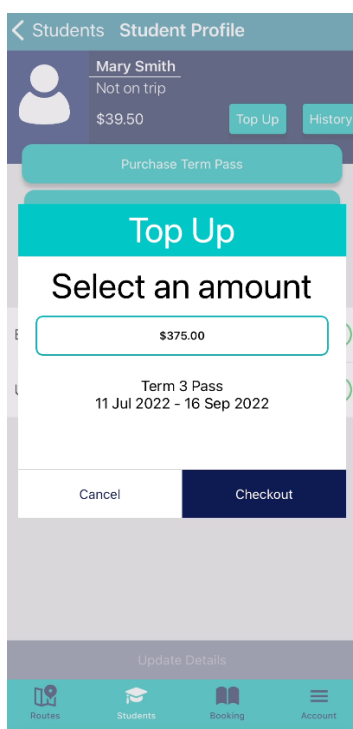
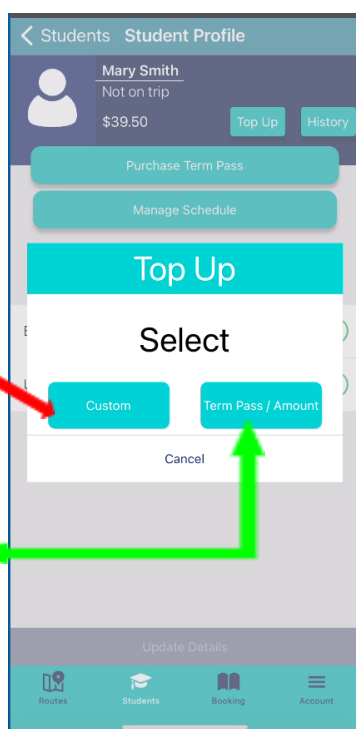
To Top Up your
student account
balance

Click to
purchase
a Term Pass



Click on Custom
to Top Up your account
With a custom amount

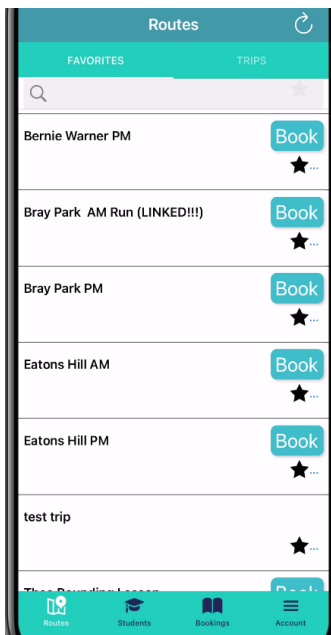
Click on
Term Pass,
to choose a
Term Pass



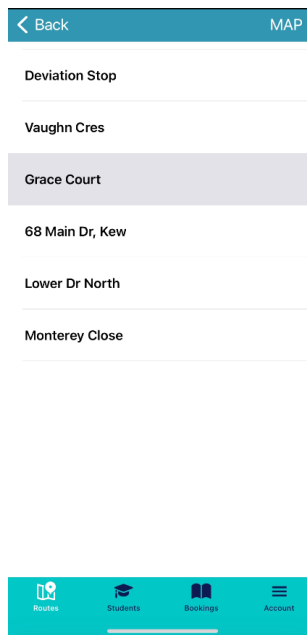
Choose
Term Pass
then
click on
Checkout to
finalise
purchase

Bookings

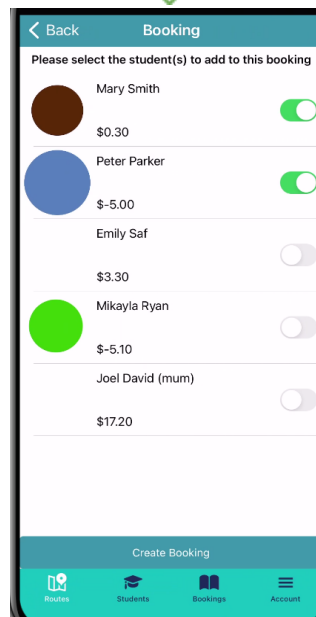
Displays Trip List
Choose your route from this list. Click **BOOK**



Displays stop list
Choose your stop from this list.



Displays Student List
This list displays all student associated with your account. This allows you to make one booking for multi student.

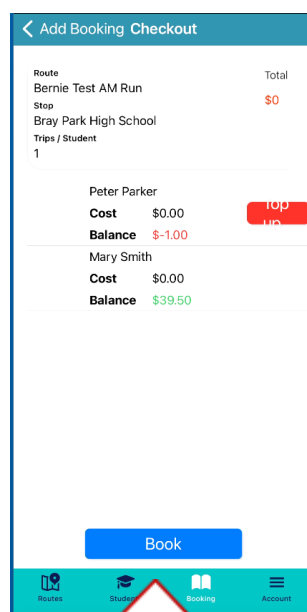


Click on all students you are making the booking for

Click create booking



Select days required
GREEN - there are seats available
RED - the number of seats required are not available. Reduce number of seats, nor there are no seats available.



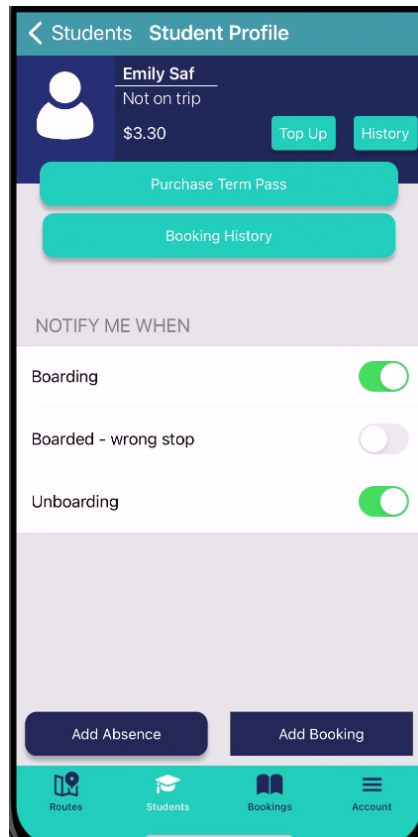
If you have a negative balance, it will show **red** and you will need to select top up, and add funds to your account before proceeding to book a seat. Once your account has a positive balance you can proceed. Select **Book**



To delete a booking, go to All Bookings

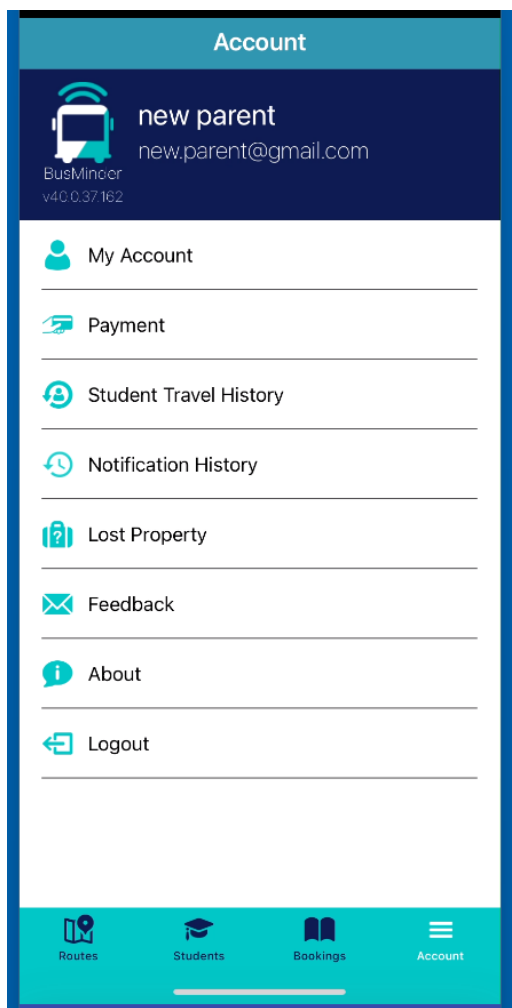
Click delete to remove your booking, any pre purchase amounts will be re added to your student balance

Account



Select ACCOUNT to see the following Information

My Account
Payment
Student Travel History
Notification History
Lost Property
Feedback
About Logout



My Account - this is where you can view your email address and change your password

Payment - This is where you go to add or change your payment method eg credit card or paypal details

Student Travel History - This gives you a detailed report of your students trips taken

Notification History - This shows you all notifications set out to your app.

Lost Property - Is allows you to report lost property

Feedback- We are always trying to improve our customers experience, you are welcome to leave feedback for our service.

About - this screen will show you what version of BusMinder your are using

Logout - option to Logout of BusMinder, when you do so, you will no longer receive notifications until you log in again. We recommend, always being logged in, so you do not miss out on important notifications