User Guide

The document provides instuctions to request, schedule and manage rides.

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UBER

The uber application is designed for a fast and smart booking experience. Request rides on demand, at any time, using a smartphone.

Features

Uber application features ensure you have a pleasant ride experience.

Table 1: Features

Title	Description
Share status	Share trip status with friends and family. Keep track of schedules and arrival times when meeting up as a group.
Split fare	Divide the fare amount with up to three people.
Multiple Destinations	Add two extra stops along your route, pick and drop friends without any hassle.
Free Rides	Invite friends to sign up and earn free ride with Uber.

Request a ride

Request a pickup, and in minutes a car will be ready to take you wherever you need to go.
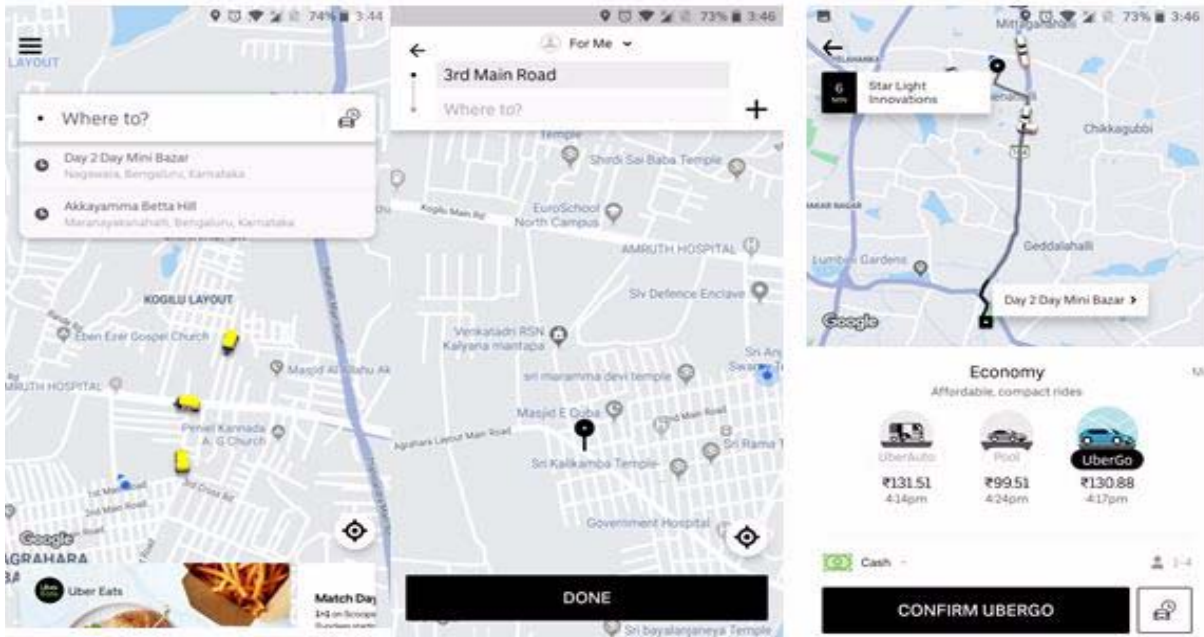

Figure 1

1. Enter destination address in **where to** box.
2. Move map and drop the pin at specific location and tap the **done** button.
3. Swipe left and select a vehicle from the options (Example: UberGo, UberXL), and then tap the **confirm** button.

Uber app takes few minutes to connect to nearby drivers.
Once your request has been accepted the driver's location and estimated time of arrival will be displayed on screen.
Uber app will notify when driver is close to pickup location.

Note: By default the pickup point is set to your current GPS location.

Schedule a ride

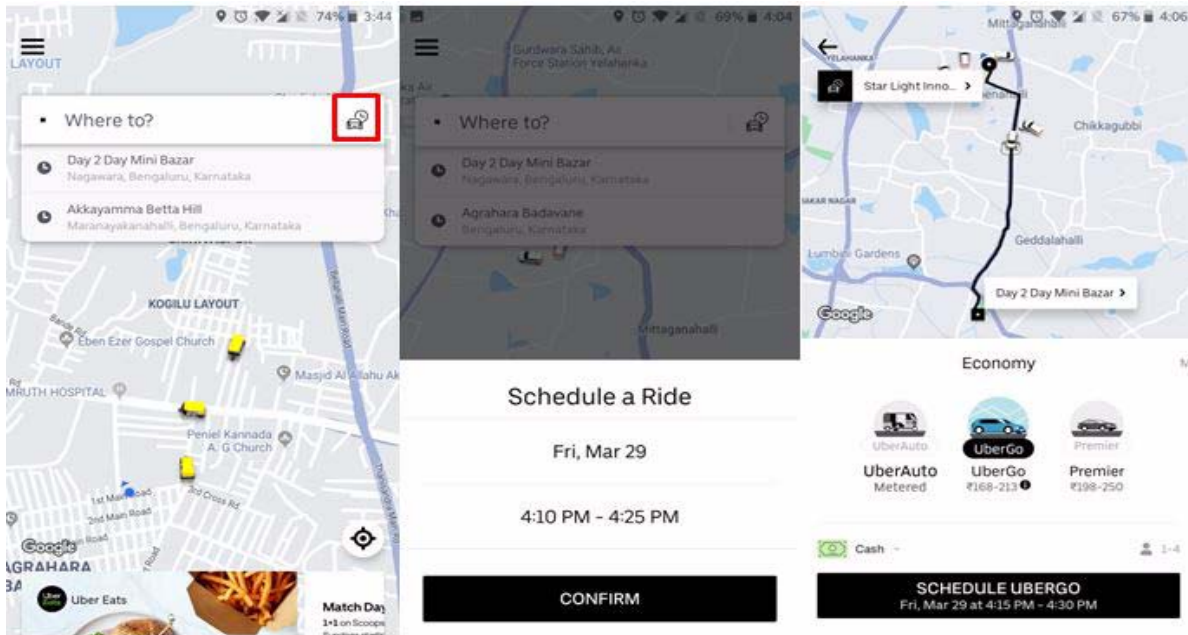Schedule a ride up to 30 days in advance.

Figure 2

1. Tap icon next to **where to** box.
2. Set pickup window date, time and tap the **confirm button.**
3. Select the vehicle from options, and then tap the **schedule** button.

Add a payment method
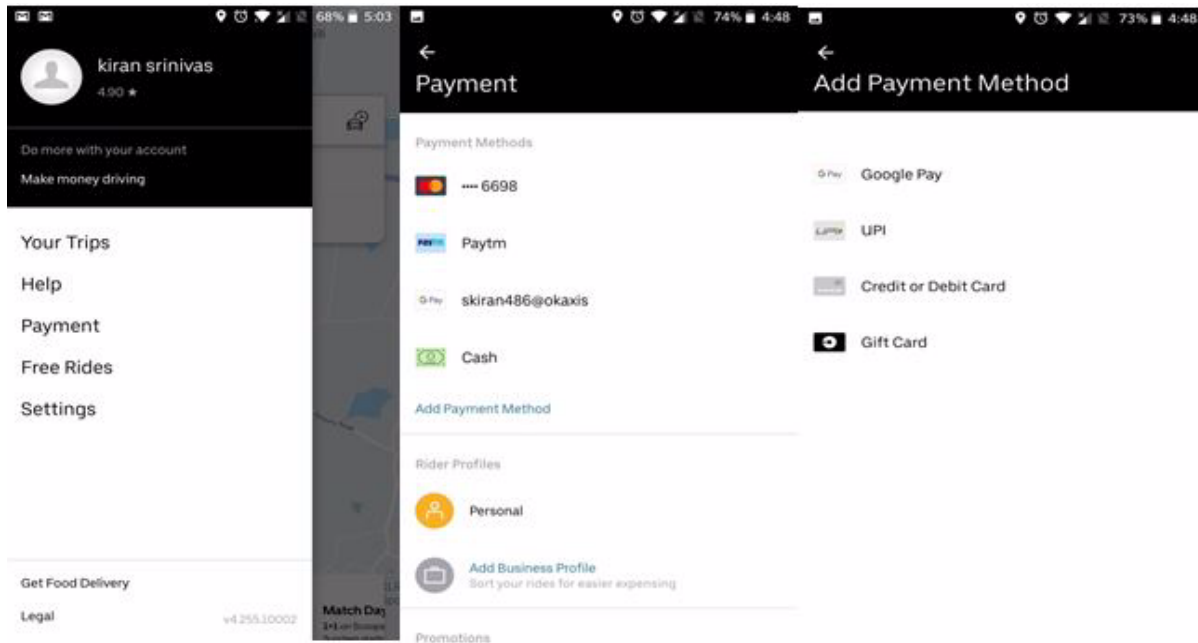
Pay rides through card or cash.

Figure 3

1. Tap the uber menu and tap **payment** option.
2. Tap the **add payment method** button and select credit or debit card.
3. Enter card details, tap drop down, select country and then tap the **next** button.

Your Trips

Provides information about past and upcoming rides.

Past

View payment receipts for the completed rides.
Report issue about trip fare, driver, lost item and vehicle condition.

Upcoming

View scheduled rides from 30minutes to 30days in advance.

Account settings

Manage personal information, favorites, trusted contacts and privacy.

Edit account

Edit personal information such as first name, last name and phone number.

1. Tap the uber menu and select **settings** option.
2. Tap photo icon and select information box to change.
3. Update information and then tap the **save** button.

Favorites

Add frequent destinations. (Example: Office, Home)

1. Tap the uber menu and select **settings** option.
2. Tap "**Add home or Add work** " option and enter your home or work address.

   Note: The address will appear in your favorites list under account settings.

Trusted Contacts

Share trip status with family and friends in a single tap.

1. Tap the uber menu and select **settings** option.
2. Tap **manage trusted contacts** option and tap the **next** button.
3. Select upto 5 contacts from the list and then tap the **add** button.

Privacy

- Privacy settings protect the information you shared with uber application.
- Uber application will ask you permission to enable certain features when they require additional information from your device.
- Uber application uses location data to find drivers near you and help them navigate to your pickup spot.
- Enter pickup address manually if the location is turned off.