

Work instruction

Commuting survey

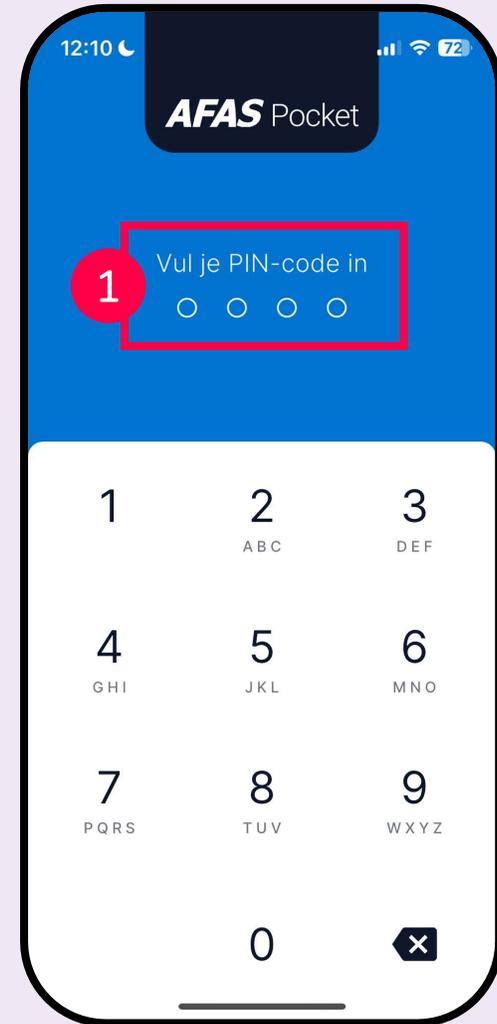
What do you need?
- Your mobile phone



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Log in

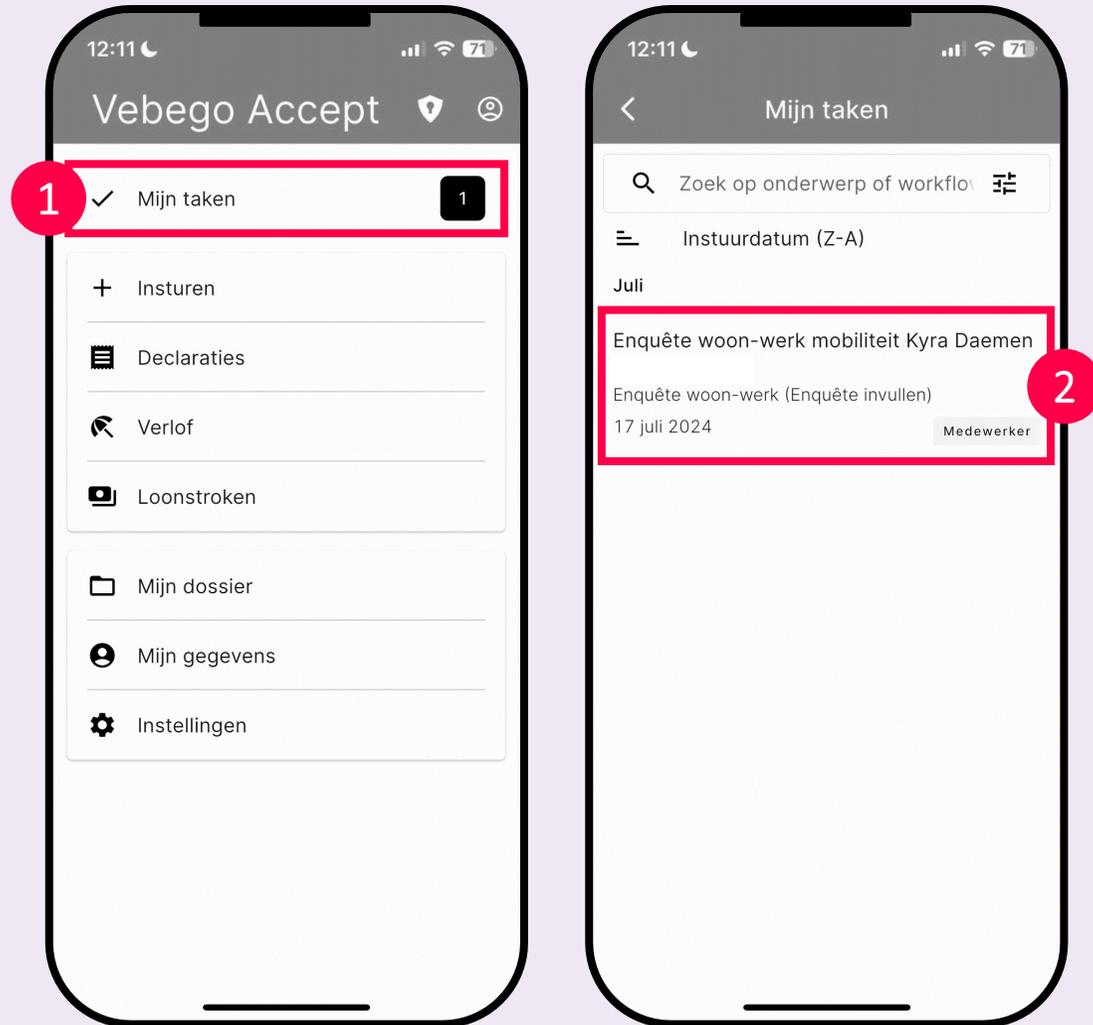
1. Open the AFAS Pocket App on your phone and log in using your PIN or Face ID.



2

My tasks

1. Click on 'Mijn taken' ('My tasks').
2. Then select 'Enquête woon-werk mobiliteit' ('Commuting Mobility Survey').

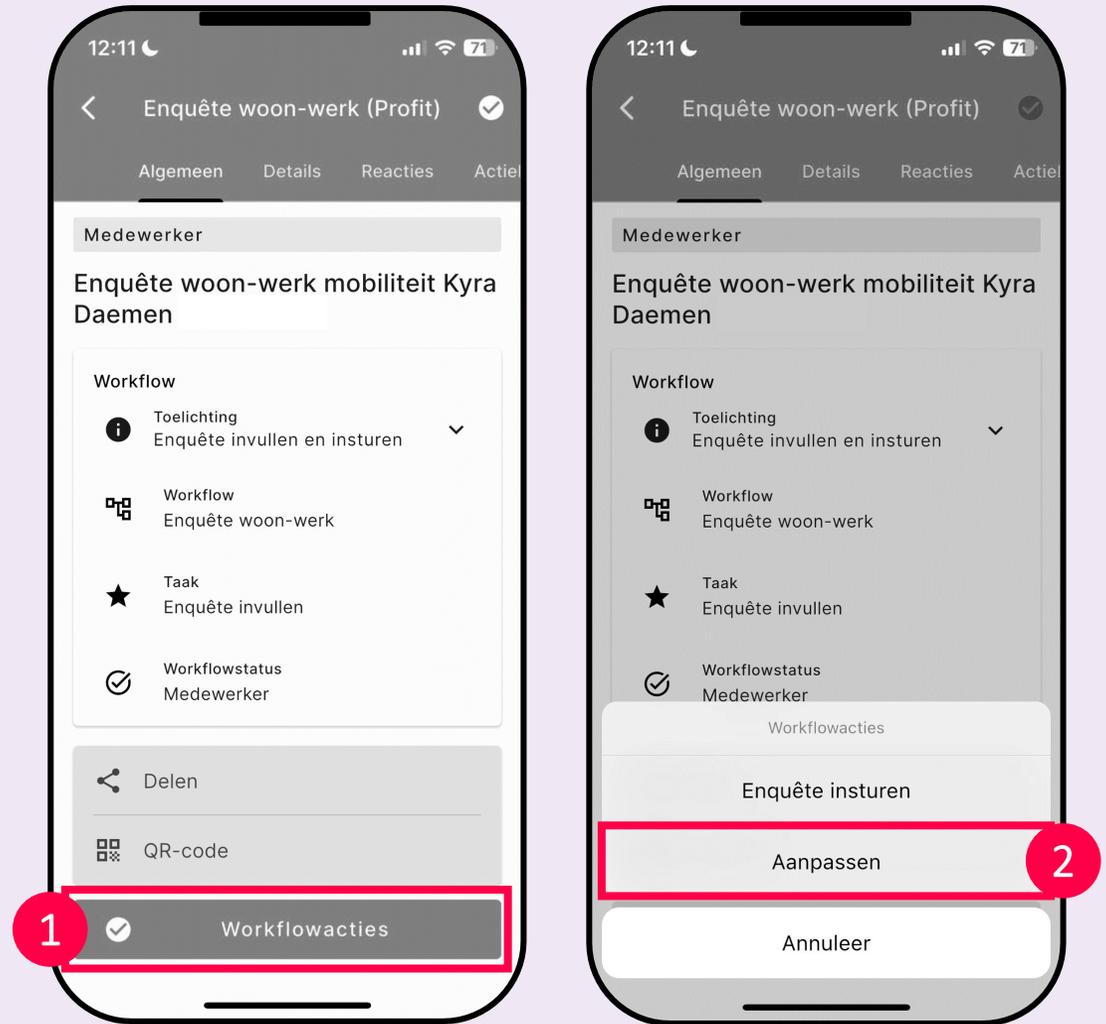




3

Opening the survey

1. Click on 'Workflowacties' (Workflow actions).
2. Choose 'Aanpassen' (Edit) to fill out the survey.'

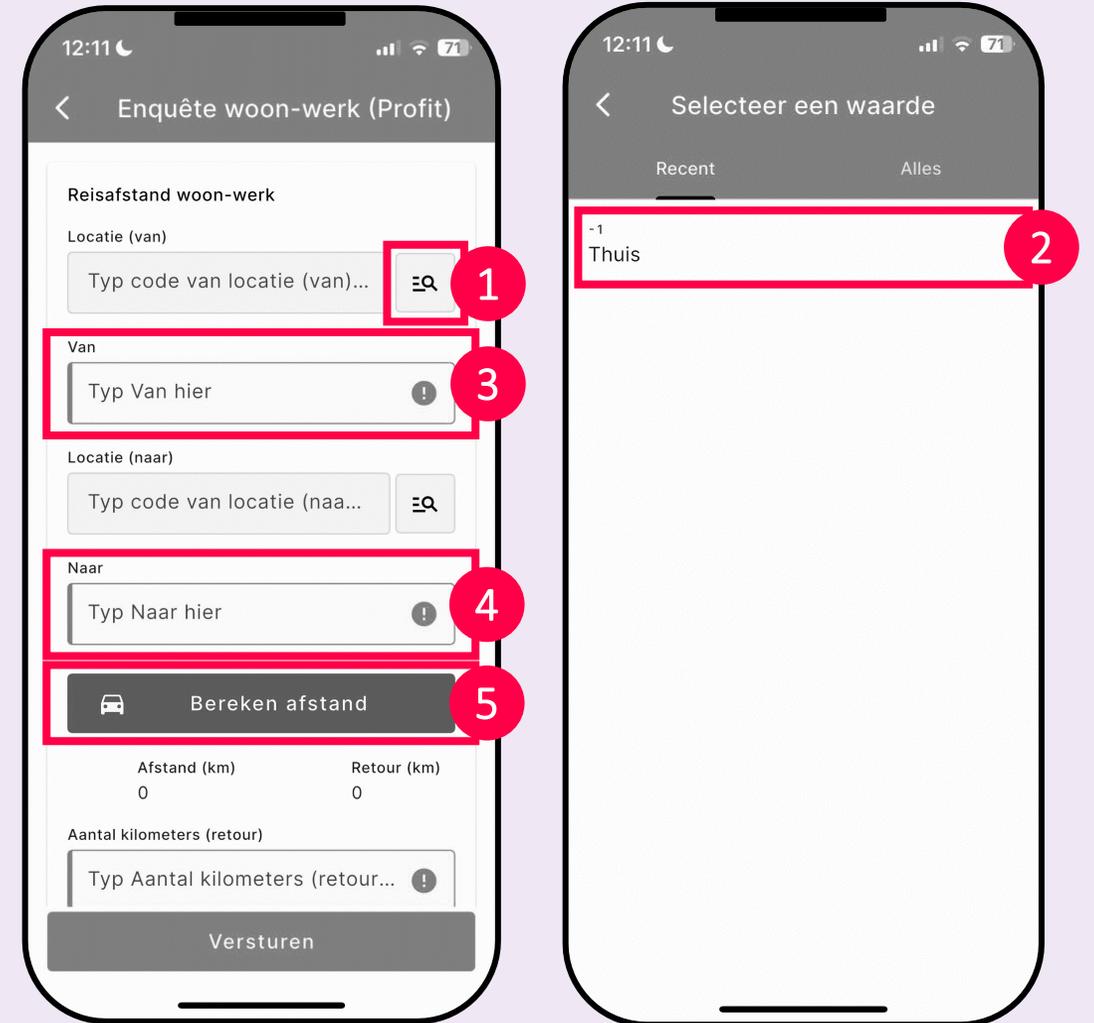




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Completing the survey

1. Click on the magnifying glass icon next to 'Locatie (van)' (Location (from)).
2. Choose 'Thuis' (Home).
3. Your home address will automatically appear in the 'Van' (From) field.
4. For 'Naar' (To), enter the address, postcode, and house number of your workplace. **Note:** You can only select one location, so choose the place you usually go to. You can also enter a client's name, like 'Deloitte Eindhoven'. Do you work at a Vebegeo office? Then enter Vebegeo followed by the city, for example Capelle.
5. Click the 'Bereken afstand' (Calculate distance) button. Google Maps will then calculate the distance between your home and work address.

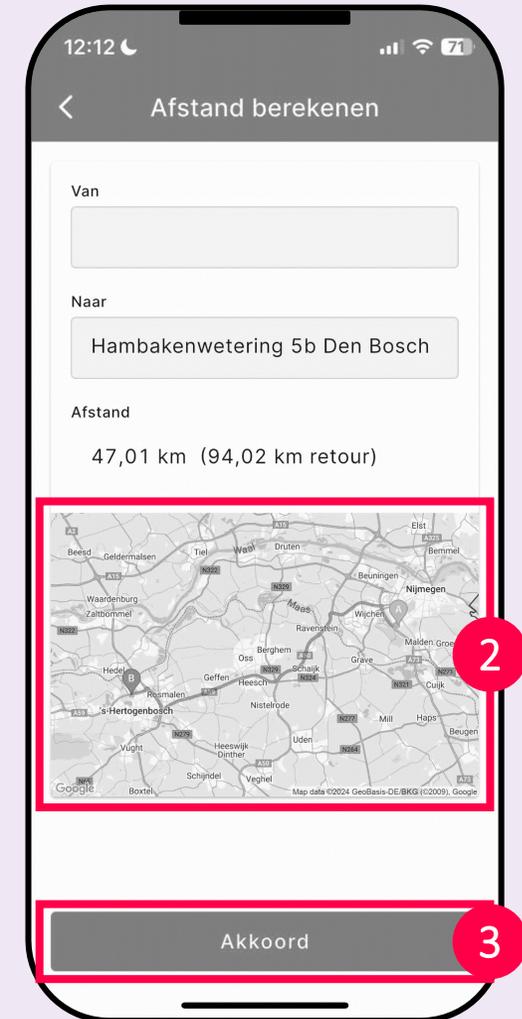
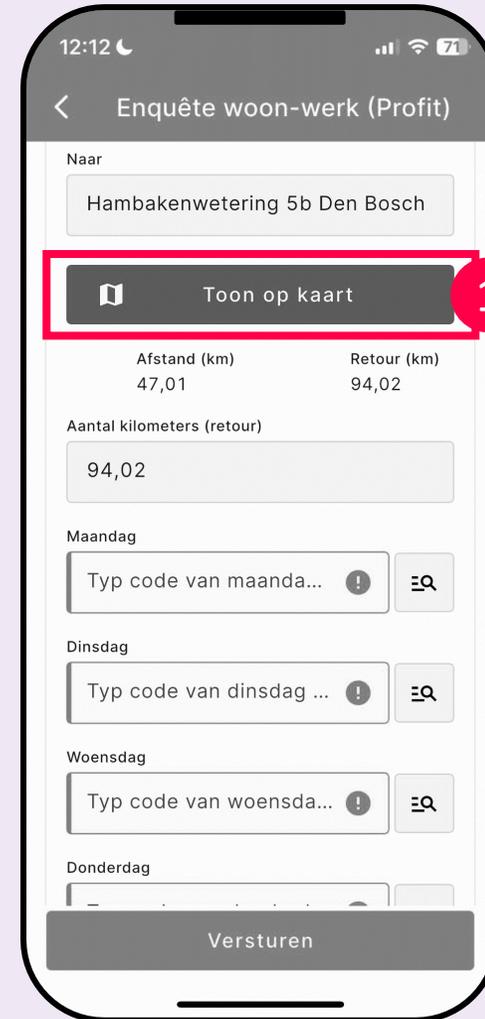




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Completing the survey

1. Click on 'Toon op Kaart' (Show on map) to verify your travel distance.
2. Click on 'Akkoord' (Agree) to return to the survey.





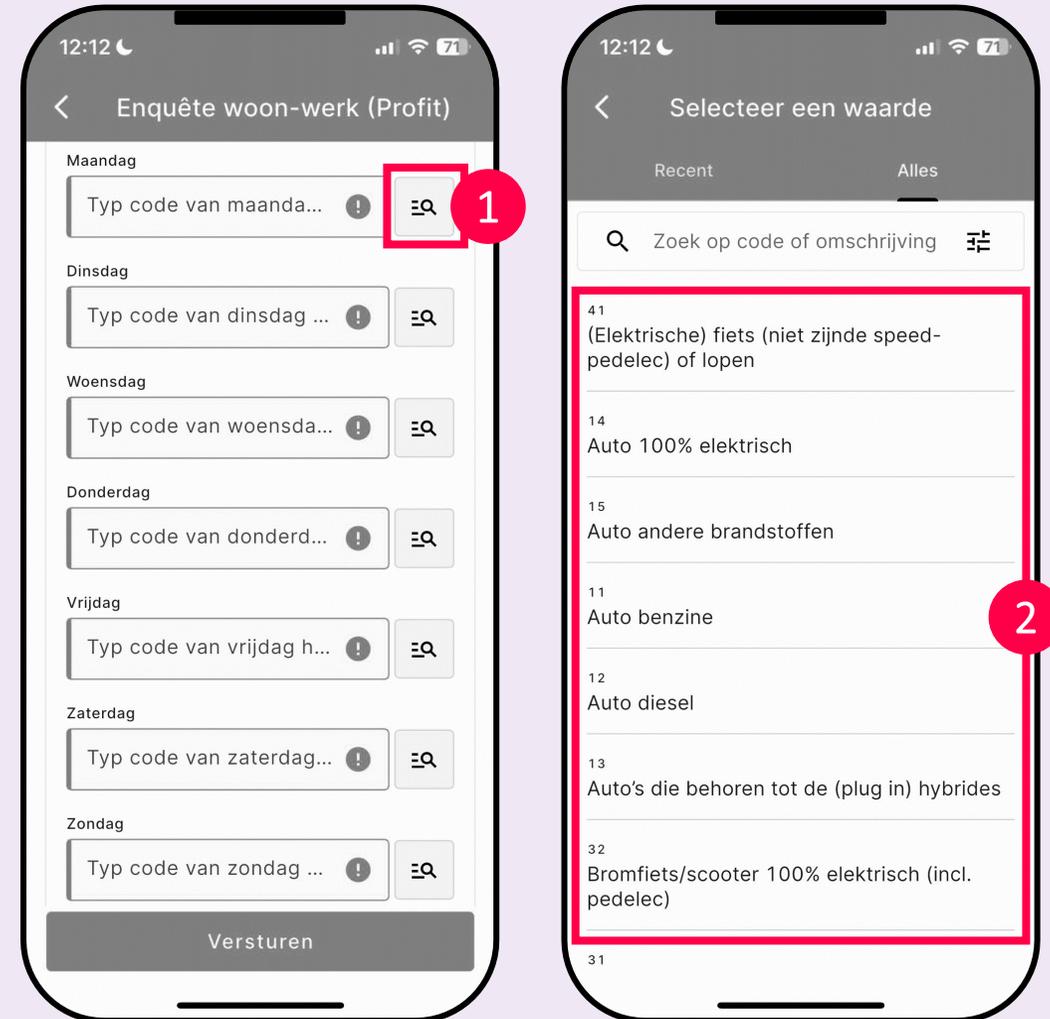
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Completing the survey

Indicate your mode of transport for each day.

1. Click on the magnifying glass to make a selection from the list.
2. Make a selection. **Note:** If you went to a different workplace that week, specify how you travelled there.

Fill out every day, including Saturday and Sunday. If you didn't work, you can select 'Geen; ik werkte thuis of niet' (None; I worked from home or not at all).





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Completing the survey

1. Check that you have filled in each day.
2. Do you use a lease car? If so, tick the box at the bottom of the survey.
3. Click the 'Versturen' (Submit) button to finalise the survey.

Important: 3 more steps to go...

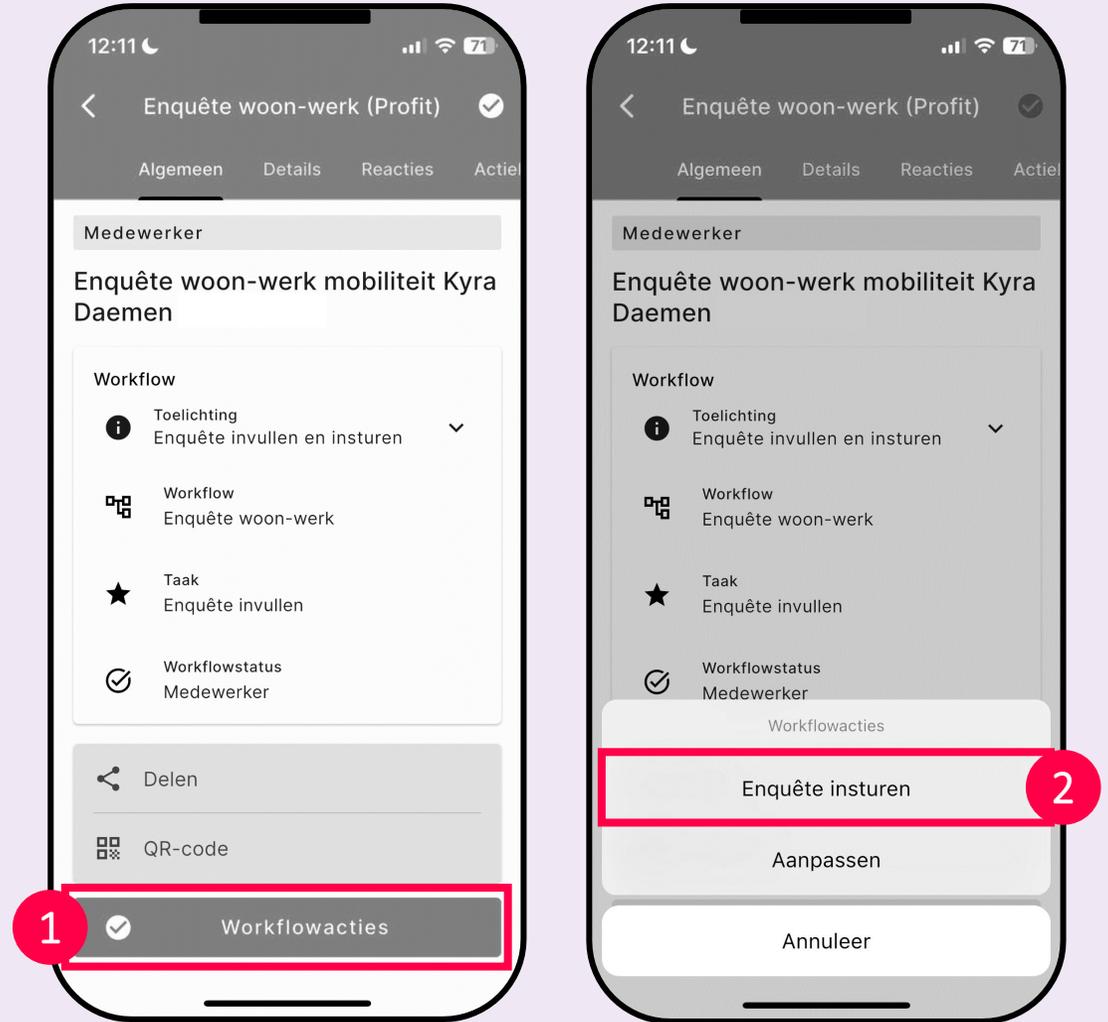
The screenshot shows a mobile application interface for a survey titled 'Enquête woon-werk (Profit)'. The survey is structured by day of the week, with each day having a dropdown menu and a search icon. The days listed are Dinsdag, Woensdag, Donderdag, Vrijdag, Zaterdag, and Zondag. The dropdown menus are currently set to '11 Auto benzine' for Dinsdag and Donderdag, and '00 Geen; ik werkte thuis of' for the other days. A red box highlights the entire survey content area, with a red circle containing the number '1' next to it. Below the survey content, there is a toggle switch for 'Lease-voermiddel voor woon-werk', which is currently turned on. A red circle containing the number '2' is next to this toggle. At the bottom of the screen, there is a large grey button labeled 'Versturen'. A red circle containing the number '3' is next to this button.



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Submitting the survey

1. Click on 'Workflowacties' (Workflow actions).
2. Now choose 'Enquête insturen' (Submit Survey).





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Submitting the survey

1. Click on 'Versturen' (Send).

The survey has now been submitted. Thank you for your help! 🎉

