



# Zonar Count Help

## Contents

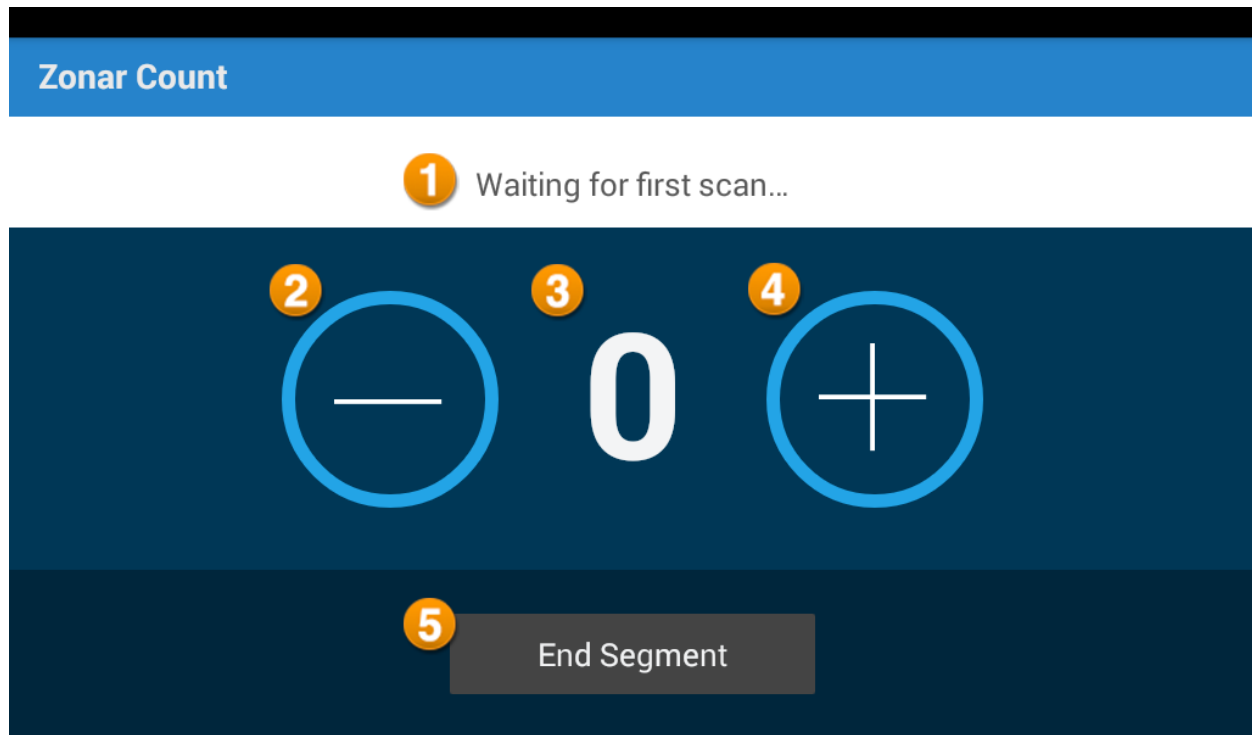
Zonar Count Home Screen .....	2
How do I manually count riders? .....	3
Incrementing Rider Count .....	3
Decrementing Rider Count .....	4
How do I use Zonar Count with Z Pass? .....	6
Ending a Route Segment .....	6



### **Distracted Driving Warning**

Do not use this device while the vehicle is in motion or in any other driving situation. Using the device while driving can create dangerous situations where the driver may not be focused on the road or task at hand.

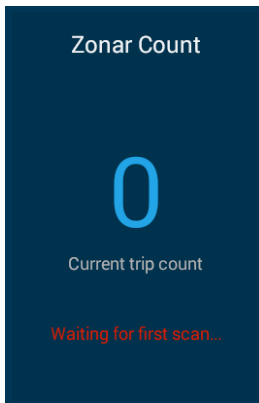
## Zonar Count Home Screen



1. **Status Bar** – This bar displays information about the Last Scan. If no scans have been entered, “Waiting for first scan...” will be displayed.  
**NOTE:** “Last Scan” is displayed whether a manual entry “+” is tapped or a Z Pass scan is read.
2. **Minus** – Use the “-“ (minus) button to manually remove a rider from the list.
3. **Current Rider Count** – This number should reflect the total number of riders currently on the asset. Each time a rider scans their card or the operator manually adds a rider this number will increase. As each rider exits the asset and scans their card a second time or the operator manually removes a rider, this number will decrease.
4. **Plus** – Use the “+” (plus) button to manually add a rider to the list.
5. **End Segment** – At the end of each route segment, tap “End Segment.” If there are still riders that have not been removed or scanned their cards as they exit, a prompt will display.  
**NOTE:** A route segment is considered a complete trip from start to finish i.e. picking up riders and then dropping them off is one segment.

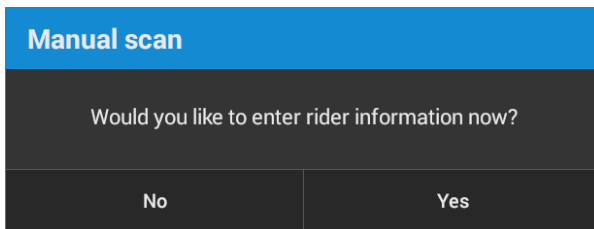
## How do I manually count riders?

- Log in to the tablet.
- Access the Zonar Count application by tapping the Zonar Count tile on the tablet home screen or the All Applications screen.



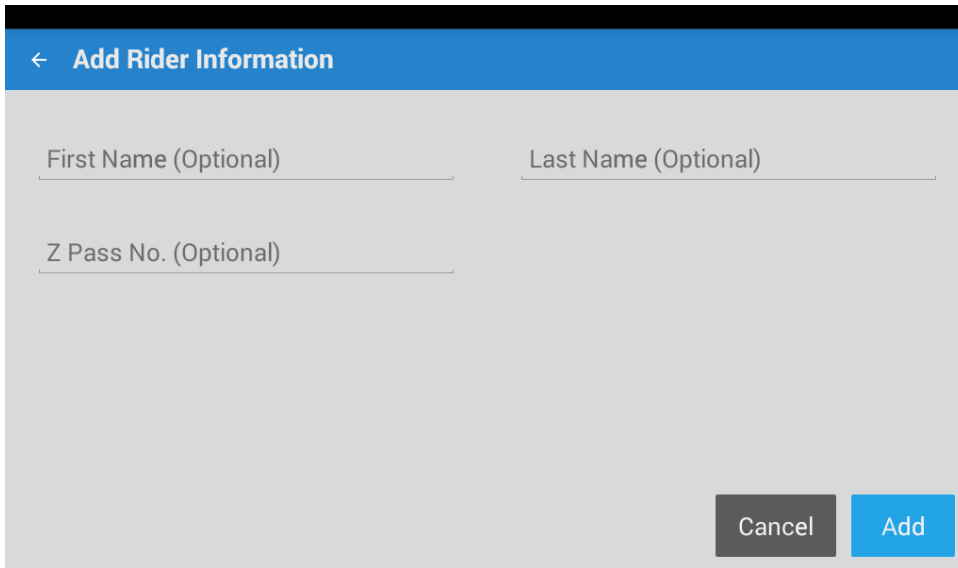
## Incrementing Rider Count

- From the Zonar Count home screen, tap the “+” (plus) icon to add each rider as they board the asset.
- The operator is asked if they wish to enter rider information for the manual scan:



**NOTE:** This feature is optional and may not be turned on for the operator’s account.

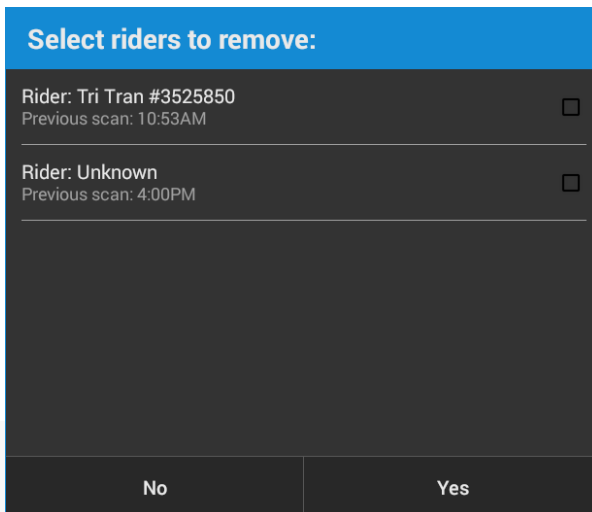
- Tapping “No” will increment the rider counter and allow for additional counting. Tapping “Yes” will then ask for three optional pieces of information:



- Enter the desired information and tap “Add” to continue counting riders.

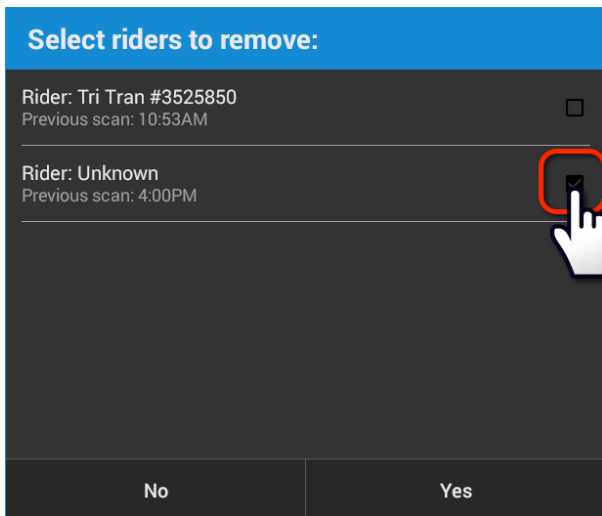
### Decrementing Rider Count

- From the Zonar Count home screen, tap the “-” (minus) icon to remove each rider as they exit the asset.
- The operator is prompted to select the rider(s) to remove:



**NOTE:** This feature is optional and may not be turned on for the operator’s account.

- Tap the check box to the right of one or more names to select the riders. A check-mark is placed next to each rider that will be removed from the rider count:



- Tap “Yes” to remove the riders to the count.
- Tapping “No” will return the operator to the application home screen without decrementing the rider count. Perform New Inspection
- Scan the first zone tag to inspect that zone.
- The RFID scanner on the tablet activates automatically.

## How do I use Zonar Count with Z Pass?

If the asset has a Z Pass reader installed, each time a rider reads their card, the Zonar Count application will increment for new riders and as the rider reads their card when exiting the asset, will decrement the rider count.

If a rider does not have their Z Pass card, use the manual rider count method to increment and decrement for each of those riders.

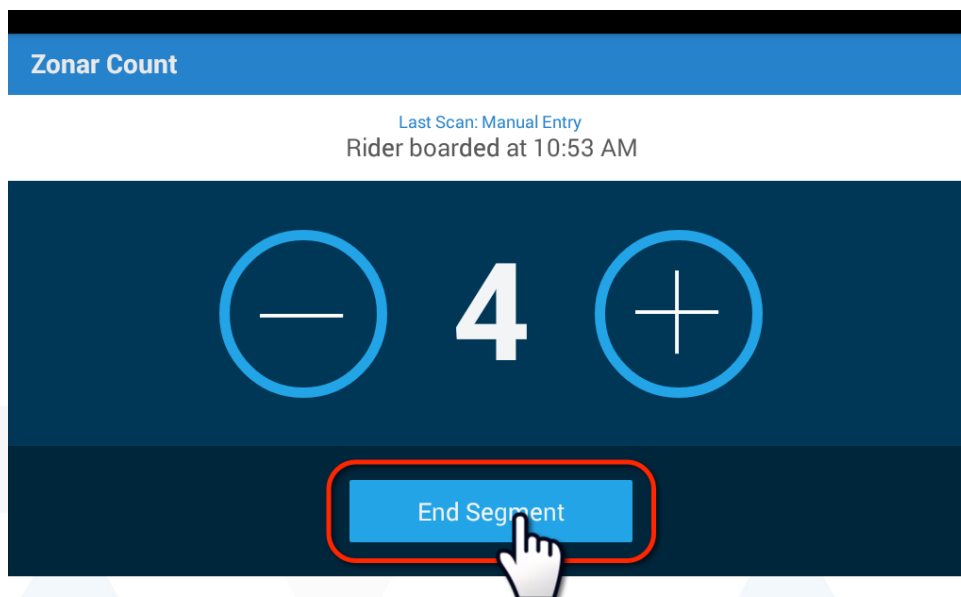
## Ending a Route Segment

At the end of each Route Segment, it is necessary to signify the end of that segment. This will ensure proper documentation on the dispatcher side of the application.

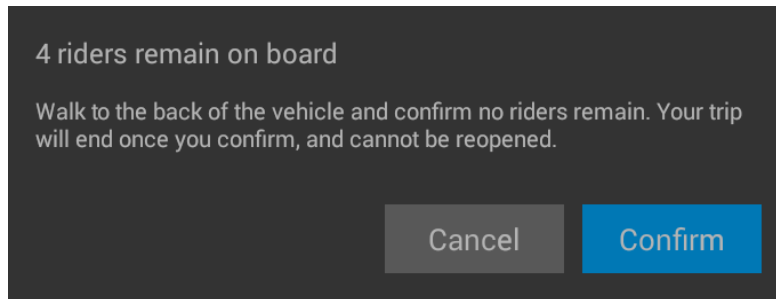
A Route Segment is defined as a single trip i.e. from the depot, following a route, picking up riders and dropping them off at a final destination. Or picking up riders at a single location and dropping them off along a route and ending at the depot.

To end a route segment:

- From the Zonar Count home screen, tap the “End Segment” button at the bottom of the screen.



- If the rider count is greater than zero, a pop-up will be displayed:



- Tap “Confirm” after verifying that there are no riders left on the asset.