

# GoCorp

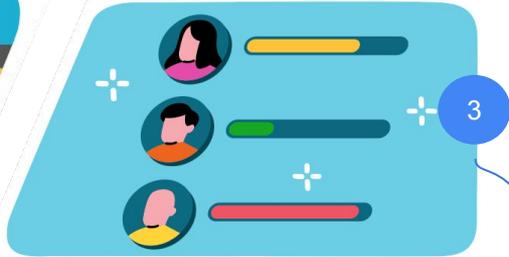
# Introduction

Administrator User Guide



# Overview: How to use GoCorp?

Admin have to set the password and login to the dashboard



Admin will be able to add employees, create groups and set company policies



Admin will receive an email to set up your account.

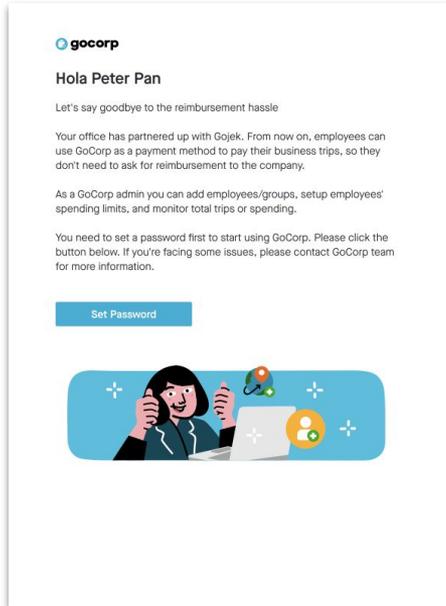


Employees will receive a notification, they can start using GoCorp from payment section

# How to sign up & log in

Admin onboarding.

# How to create an admin account?



**gocorp**

**Hola Peter Pan**

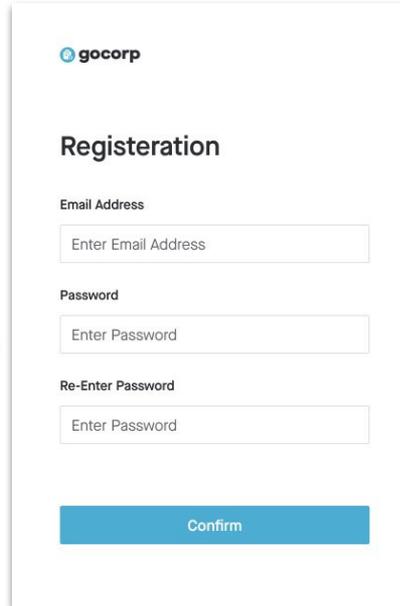
Let's say goodbye to the reimbursement hassle

Your office has partnered up with Gojek. From now on, employees can use GoCorp as a payment method to pay their business trips, so they don't need to ask for reimbursement to the company.

As a GoCorp admin you can add employees/groups, setup employees' spending limits, and monitor total trips or spending.

You need to set a password first to start using GoCorp. Please click the button below. If you're facing some issues, please contact GoCorp team for more information.

[Set Password](#)



**gocorp**

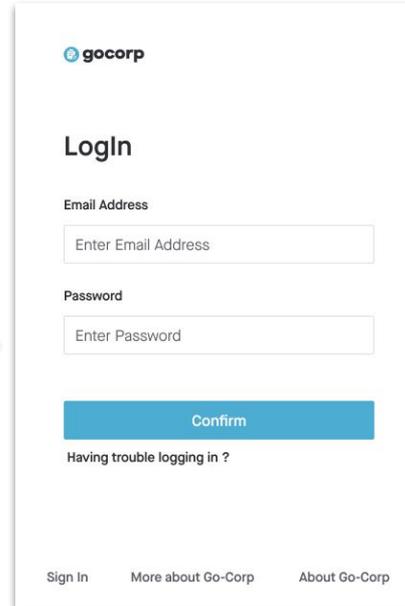
## Registration

**Email Address**

**Password**

**Re-Enter Password**

[Confirm](#)



**gocorp**

## Login

**Email Address**

**Password**

[Confirm](#)

[Having trouble logging in ?](#)

[Sign In](#)   [More about Go-Corp](#)   [About Go-Corp](#)

You will receive an **email to set up a password** for your account and click the **“set password”** button

**Create a password** (use a combination of letters and numbers for a safer password).

**Log in to GoCorp Web Portal** using your registered email address and password.

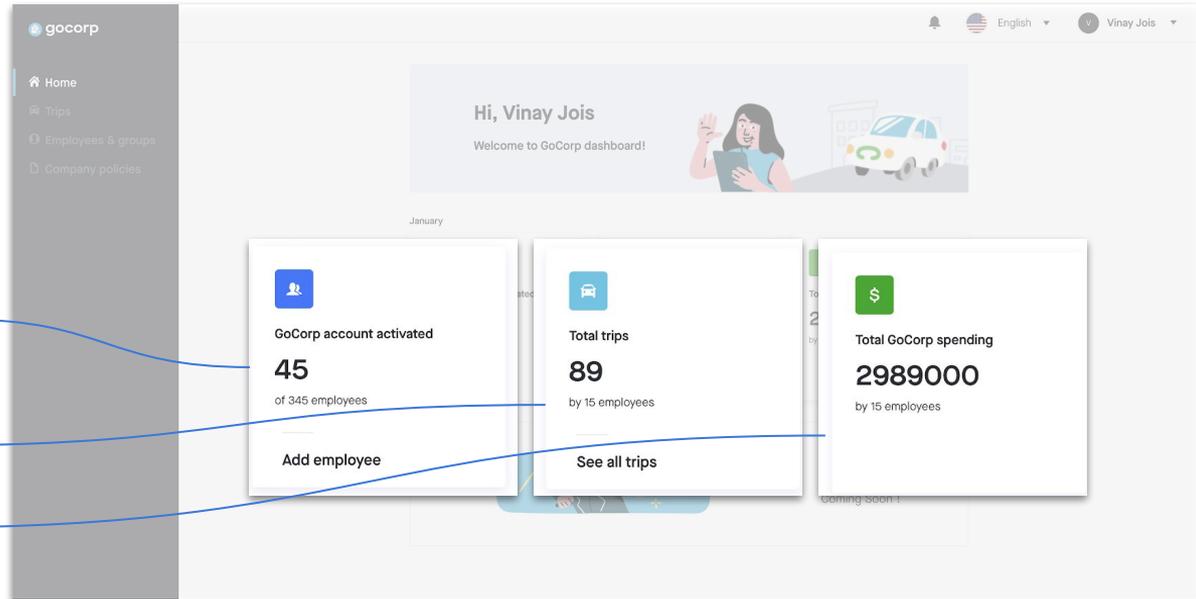
# GoCorp dashboard

Admin's overview.

# Company stats

You can see a summary of your company's monthly data, such as:

- Total number of employees who have their GoCorp accounts activated.
- Total number of employees you've invited to make a GoCorp account.
- Total number of completed trips.
- Total spending.



# Dashboard menu

## Trips

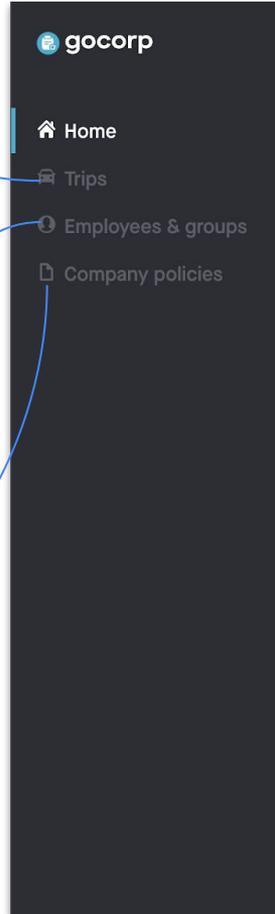
See list of employees' completed trips, their order information, and download reports here.

## Employee and group

You can add, edit, and delete employees as well as groups.

## Company policy

You can create, edit, and delete your company policies. ~~However, for now, the policy that can be applied is only the employee's monthly spending limit.~~



January



# Manage employees

As an admin, you can add and remove employees.

# Onboard Employees

- Onboard your employee by using two methods:
  1. Bulk upload using a CSV file .
  2. Single / manual upload
- Your employees will get a notification once they're invited to GoCorp.

**Make sure the employee's phone number is the same as the one registered on their Gojek app.**

The screenshot shows the 'Employees & groups' page in the GoCorp interface. The 'Add employee' form is visible, with fields for Name, Email, Phone no., Group, and Employee no. A blue circle with the number '1' highlights the 'Upload CSV file of employee list to send an invite' link. A blue circle with the number '2' highlights the 'Browse' link. A blue arrow points from the 'Browse' link to the 'Send invite' button. Another blue arrow points from the 'Download CSV sample' button to the CSV table below.

name	employee_id	email	phone_number	group
Ivan Polo	GJK01	<a href="mailto:ivan.polo@go-jek.com">ivan.polo@go-jek.com</a>	628123456789	Engineer

You can upload the document by clicking “Browse” in this section.

This is the example of CSV format. Please upload the document with the same format like this.

# Check employee status

Employee no.	Phone no.	Email	Group
GJK000	+6128123333412	phone@phone.com	Data Scientist
GJKA09	+628760000909	nikhar.trivedi+909@go-jek.com	Admin
GJKA11	+628760000108	nikhar.trivedi+108@go-jek.com	Data Scientist
JHG03	+918892789391	nikhar.trivedi+5@go-jek.com	Test For Bug 1
SBX-PRS-001	+6296741234564	testuser007@gojek.com	aTesting For Bug 2
SBX-NIK-10	+6283865375609	nikhar.trivedi+3@go-jek.com	Test For Bug 4
1211161	+628760000102	gocorpuser102@mailsac.com	Test For Bug 4
SBX-NK-1103	+6283865375611	nikhar.trivedi+8@go-jek.com	riset
SBX-NK-1103	+83865375612	nikhar.trivedi+9@go-jek.com	Surabaya
SBX-NIK-11	+6283865375613	nikhar.trivedi+10@go-jek.com	Surabaya
SBX-NIK-115	+6283865375615	nikhar.trivedi+12@go-jek.com	aTesting For Bug 2
77866	+6283865375616	nikhar.trivedi+990@go-jek.com	riset

Status
Invited
Active
Invited

There are 2 important statuses you need to pay attention to:

- Invited:** the employee has already gotten the invitation but they don't have a Gojek account yet.
- Active:** the employee now has GoCorp as a payment option in their app and can pay with it.

# Find an Employee

## Employee list

Employee's name

Group

Status  All  Active  Invited

<input type="checkbox"/>	Name	Employee no.	Phone no.	Email	Group	Status
<input type="checkbox"/>	Alaya	GJK000	+6128123333412	alaya@phone.com	Data Scientist	<span>Invited</span>
<input type="checkbox"/>	Aali	GJKA09	+628760000909	aali@go-jek.com	Admin	<span>Active</span>
<input type="checkbox"/>	Anikhar	GJKA11	+628760000108	anikhar@go-jek.com	Data Scientist	<span>Active</span>

Search employees by name

Filter employees based on groups

Filter employees based on status

Don't forget to remove your employee if they no longer need GoCorp access by deleting them from the list.

# Deboard Employee

1. To remove GoCorp access, **you can tick the checkbox and hit the delete button**
2. You'll get the confirmation and click **"Yes, remove"** if you want to deboard that employee
3. Once employee deboarded, **they won't get the access to GoCorp anymore, however the completed trips by that employee still appear under the trips section**

## Employee list

<input type="checkbox"/>	Name	Employee no.	Phone no.	Email	Group	Status	
<input checked="" type="checkbox"/>	Ade Herlina	SBX-ADE-4	+6281234555125	ade-herlina@go-jek.com	Data Scientist	Invited	▼
<input type="checkbox"/>	Ade Irawan	SBX-AA-53	+62856111111206	ade.irawan@go-jek.com	Admin	Invited	▼
<input type="checkbox"/>	Ade Irawan	SBX-ADE-5	+6281234555126	ade-irawan@go-jek.com	Developer	Invited	▼

Employees Groups

 Add employee

2

Are you sure you want to remove 1 employee?

They will be removed from groups and company policies as well.

No, cancel

Employee list

Employee's name	Group	Status
E.g. Budiman, Susanti	All	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Invited

# Manage groups

Admins can create and delete groups.

# What is a Group?

1. **A group is a collection of employees** that can be created based on the needs of a company (eg. Grouping based on department, employee level, or branch)
2. An employee can only be a **part of one group**.
3. Creating groups help you organise your employees and you can easily find group members through group filters.

The image displays two screenshots from a web application. The top screenshot is the 'Add Group' interface, and the bottom screenshot is the 'Employees & Groups' overview page.

**Add Group Interface:**

- Group Name:** A text input field containing 'Transport Group'.
- Employee List:** A table with columns for Employee Name, Employee No, Phone Number, Email ID, and Groups. It includes a search bar and radio buttons for 'All', 'Selected', and 'Unselected'.

Employee	Status
<input type="checkbox"/> Employee Name	<input type="radio"/> All <input type="radio"/> Selected <input type="radio"/> Unselected
<input type="checkbox"/> Lois Jefferson	1232 92837483 lois@harappa.com Food
<input type="checkbox"/> Mae Bush	1232 92837483 mae@harappa.com Food
<input type="checkbox"/> Scott Price	1232 92837483 scott@harappa.com -
<input type="checkbox"/> Elnora Lane	1232 92837483 scott@harappa.com -
<input type="checkbox"/> Cole Mills	1232 92837483 cole@harappa.com -
<input type="checkbox"/> Zac	92837483 zac@harappa.com Food
<input type="checkbox"/> Berni	92837483 berni@harappa.com Food
<input type="checkbox"/> Isabelle	92837483 isabelle@harappa.com -
<input type="checkbox"/> Norah	92837483 norah@harappa.com -
<input type="checkbox"/> Hen	92837483 hen@harappa.com Food

**Employees & Groups Overview:**

- Groups Tab:** A table showing the number of members in each group.

Group Name	Members
Food	98
Transport	5
Entertainment	98
Travel	9

# Creating a Group

1. Create the **name** of the Group
2. Selected employees (part of this group) can be filtered by status, here is an example of Members
3. Unselected employees (not part of this group) can be filtered by status, here is an example of 'Not Member'

1

Group Name\*

Admin

Employee List (select the members to add them to this group)

Employee

Status  All Employees  Member  Non Member

<input type="checkbox"/>	Employee Name	Employee No	Phone Number	Email ID	Groups
<input checked="" type="checkbox"/>	Isabel Payne	1232	92837483	lois@harappa.com	Admin
<input checked="" type="checkbox"/>	Effie McCarthy	1232	92837483	mae@harappa.com	Admin
<input checked="" type="checkbox"/>	Margaret	1232	92837483	scott@harappa.com	Admin
<input checked="" type="checkbox"/>	Emilie Clark	1232	92837483	scott@harappa.com	Admin
<input checked="" type="checkbox"/>	Vincent Maxwell	1232	92837483	colemills@harappa.	Admin

2

3

Group Name\*

Admin

Employee List (select the members to add them to this group)

Employee

Status  All Employee  Member  Non Member

<input type="checkbox"/>	Employee Name	Employee Number	Phone Number	Email ID	Groups
<input type="checkbox"/>	Lois Jefferson	1232	92837483	lois@harappa.com	Food
<input type="checkbox"/>	Mae Bush	1232	92837483	mae@harappa.com	Food
<input type="checkbox"/>	Scott Price	1232	92837483	scott@harappa.com	-
<input type="checkbox"/>	Elnora Lane	1232	92837483	scott@harappa.com	-
<input type="checkbox"/>	Cole Mills	1232	92837483	colemills@harappa.	-

# Edit group

1. **Filter by status** to help the admin see who are the employees that are a **member of the group, not a member or all employees (combination of member and not a member)**
2. **Add more employee** to the group by **check the box**
3. **To remove an employee from group** - just **uncheck the employee**, and hit save to update the group
4. Counter to help, **how many members / employees are selected in this group**

Group Name\*  
Admin

Employee List (select the members and add them to this group)

Employee

Search Employee Name

Status  
 All Employee  Member  Non Member

<input type="checkbox"/>	Employee Name	Employee No	Phone Number	Email ID	Groups
<input checked="" type="checkbox"/>	Isable Nunez	1232	92837483	isa@harappa.com	Admin
<input checked="" type="checkbox"/>	Margaret	1232	92837483	marge@harappa.	Admin
<input type="checkbox"/>	Mia Bush	1232	92837483	mia@harappa.com	Food
<input type="checkbox"/>	Scott Price	1232	92837483	scott@harappa.com	Food
<input type="checkbox"/>	Ellenor Lane	1232	92837483	ellenor@harappa.com	Food
<input checked="" type="checkbox"/>	Emillie Clark	1232	92837483	emillie@harappa.com	Admin
<input type="checkbox"/>	Cole Mils	1232	92837483	cole@harappa.com	Food
<input type="checkbox"/>	Isabelle Nunez	1232	92837483	Isabellea@harappa.com	-
<input type="checkbox"/>	Nora McDaniel	1232	92837483	norah@harappa.com	-
<input type="checkbox"/>	Henrietta	1232	92837483	hen@harappa.com	Food

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4 Selected 10

# Manage policy

Admins can create and delete Policies

# Company Policies in General

1. **Policies** will help you **set balance checks for your employees Transport spending** when using GoCorp.
2. **Naming a Policy is based on your companies needs** (eg. Management Policy, Sales/Marketing Policy, Business Trip Policy)
3. After naming your Policy, **set a limit** for the employees that are included within this policy
  - a. Policies are independent of Groups, so Group members can be part of different policies
  - b. **Individual spending limit** reflects the amount **EACH** member of the policy has, not a total amount.
4. **Add members to your policy by selecting them from the list of on boarded employees.**

**NOTE:** If you haven't applied any policy to an employee, they can use GoCorp without limits.

**Add Policy** 1

Policy \* 2 Admin Individual Spending Limit \* 3 37499

Employee List (select the members to add them to this policy)

Employee Search for Employee Name Group Filter Status All Policy Applied Policy not Applied

<input type="checkbox"/>	Employee Name	Employee Number	Phone Number	Email ID	Groups	Policy
<input type="checkbox"/> 4	Lois Jefferson	1232	928374837	lois@harappa.co	Admin	-
<input type="checkbox"/>	Mae Bush	1232	928374837	mae@harappa.co	Admin	-
<input type="checkbox"/>	Scott Price	1232	928374837	scott@harappa.c	Admin	-
<input type="checkbox"/>	Elnora Lane	1232	928374837	elnora@harappa.	Admin	-
<input type="checkbox"/>	Cole Mills	1232	928374837	cole@harappa.c	Admin	-
<input type="checkbox"/>	Zachary Fox	1232	928374837	fox@harappa.co	Admin	-
<input type="checkbox"/>	Seth Bass	1232	928374837	bass@harappa.c	Admin	-

Selected 0

Save Cancel

# Approval Flow: Creating One Time Policies (By Name)

1. If your company has an **internal approval flow**, you can create one time policies that will allow employees to take trips post approval
2. To keep track of the policy easily, we suggest you name the policy with the **Employee name and date (ie. Ade April 20)**
3. After naming the policy, you can set a validity period (optional), and create a rule based on **Total number of trips** (you can set this to 2 trips if the employee is entitled to return trip)
4. **Add the employee to the policy** and click save to activate
5. Once the employee has taken the trips allocated, they will no longer be able to use GoCorp until given a new policy

groups  
policies

English

1 Create policy

2 Let's give this policy a name \*  
Ade April 20

3 Set the rules for this policy \*

Select a rule	Set time	Max. usage
Total number of trips	One time	2

+ Add more rules

4 Add employees to this policy  
1 members of this policy

# Approval Flow: Creating One Time Policies (By Date)

1. If your company has an **internal approval flow** that allows employees to travel everyday, but based on approval, you can keep track by **naming policies based on date**
2. After naming the policy, you can **set a time frame as daily or one time**, and create a rule based on **Total number of trips** (you can set this to 2 trips if the employee is entitled to return trip)
3. **Add employee(s)** that have already been approved for travel at the given date **to the policy** and click save to activate.
4. If you have employees that are approved last minute, you can still add them to the policy through the **edit feature**.

The screenshot shows a 'Create policy' interface with a vertical progress indicator on the left. The steps are:

- Step 1:** 'Let's give this policy a name \*' with a date field set to 'April 20'.
- Step 2:** 'Set validity for this policy' with a dropdown menu for 'Set the rules for this policy \*' containing 'Total number of trips' (selected), 'One time', and 'Max. usage' (set to 2). Below the dropdown is a '+ Add more rules' button.
- Step 3:** 'Add employees to this policy' showing '4 members of this policy'.

At the top right of the interface, there are icons for a notification bell, a US flag, and the text 'En'.

# Adding/Removing members of a Policy

# Review trips

Generate your report

# Review Trip History

The Trips tab will show you all usage of employees that use GoCorp payments. This page will be updated once an employee completes a trip.

1. Completed Trips will be shown in the table below in chronological order.
2. Select an employee to see more information about the trip (service used, fare breakdown).
3. You can narrow your search by name, group, and filter by date.

**Trips** ⓘ Selected

Employees: Search for trip details | Groups: Filter | From: yyyy-mm-dd | To: yyyy-mm-dd | Download details

<input type="checkbox"/> Employee's name	Date	Trip fare
<input type="checkbox"/> Rajeev Kumar Singh	January 8, 2021	Rp 33.000,00
<b>Expanded Details for Rajeev Kumar Singh:</b>		
<ul style="list-style-type: none"><li>● Pickup point: Jalan Manggarai Utara 1 H9</li><li>● Destination: Grand Mall Bekasi</li></ul>	Employee number: 48	Service type: GO_RIDE
	Booking number: 48	Group: aav
		Base fare: Rp 32.000,00
		Platform fee: Rp 1.000,00
		<b>Total price: Rp 33.000,00</b>
<input type="checkbox"/> A aNikhar	January 8, 2021	Rp 6.000,00
		Rp 22.000,00
		Rp 6.000,00
		Rp 73.000,00

**Trips** ⓘ

Employees: Search for trip details | Groups: Filter | From: yyyy-mm-dd | To: yyyy-mm-dd

- All
- No group
- Admin
- Alpha
- Data Scientist
- DC
- Develoner

Trip details Such as From, To; Booking Number; Fare

# Download Reports

1. From the Trips tab, you can select employees in order to generate a report.
2. You can select employees by filtering by Group and by date.
3. Once you select employees, simply click 'Download Details' and a csv will be generated for selected employees.

The screenshot shows the gocorp web interface. On the left is a dark sidebar with navigation options: Home, Trips, Employee & Groups, Policy, Settings, and Payments. The main content area is titled 'Trips' and features a search bar with 'Gary piers' entered, a 'Group Filter' dropdown set to 'All Groups', and date filters for 'From 01/10/2020' and 'To 09/12/2020'. A 'Download Details' button is visible in the top right. A table lists employees with columns for 'Employee', 'Date', and 'Fare'. A 'Selected 0' indicator is in the top right. Three blue circles with numbers 1, 2, and 3 highlight the search bar, the date filters, and the 'Download Details' button respectively.

Employee	Date	Fare
<input type="checkbox"/> Richardo Kann	12 Oct 2020	Rp 5,340
<input type="checkbox"/> Carolien Bloeme	12 Oct 2020	Rp 6,000
<input type="checkbox"/> Benedikt Safiyulin	12 Oct 2020	Rp 8,000
<input type="checkbox"/> Asaka Chimako	12 Oct 2020	Rp 5,000
<input type="checkbox"/> Stephanus Huggins	12 Oct 2020	Rp 5,000
<input type="checkbox"/> Freddy Kauschke	12 Oct 2020	Rp 9,000
<input type="checkbox"/> Hashim Briscam	12 Oct 2020	Rp 9,000
<input type="checkbox"/> Mahnaz Farzin	12 Oct 2020	Rp 9,000
<input type="checkbox"/> Farrokh Hashemi	12 Oct 2020	Rp 2,000
<input type="checkbox"/> Huynh Quynh Nhung	12 Oct 2020	Rp 7,000

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**#transport**

