



February 2009

Dear Members

We have now launched a major upgrade to our Online Reservation system - the biggest change since this system was launched seven years ago (the first system in Canada to allow people to reserve cars online themselves). We think that you will like the new 'look & feel', and find that it makes using AutoShare easier and more efficient. We appreciate your feedback, so that we can continue to refine this new User Interface.

The biggest, best and/or most important changes to note:

- Making a New Reservation is now a 3-step process
 1. Search (from a profile-location or address, with vehicle amenities)
 2. Select (choosing an available vehicle)
 3. Review & Confirm (your trip details in the pop-up box)
- When making a New Reservation:
 - You get much more information, including an estimated cost for the trip
 - You can refine your search by more amenities and/or vehicle types
- Home is now a specific geographic location (eg your address), not an AutoShare lot
 - This will always show you the closest vehicles, especially as we grow new cars & locations in your neighbourhood
 - You can create several 'profiles' like home, work, etc...
 - The 'favourites' function has been made redundant
- We have improved the Map function, which lets you search & choose vehicles using a google map-based function
- You can also Search by Address, Neighbourhood or TTC stop, which is especially useful if you are trying to find a car in an area where you aren't familiar with our vehicles.

Sincerely,

Kevin McLaughlin

President

AutoShare™

Online Reservation Site

Tutorial

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LOGIN

AutoShare
Reservation Site

Member Login



Login

Password

LOGIN

I forgot my password.
Please **email** it to me.

Operators are available 24/7.
(Reservation transactions cost
\$1, no charge for other calls.)

You can directly access this
page at toronto.autoshare.net
Please bookmark this page for
your convenience.



To log into the reservation system, provide you member number and password and click on the “LOGIN” button.

Your member number and password have remained the same.

TO SELECT A CAR FROM A LIST

1
Choose desired date and time

2
Choose desired starting location and vehicle type

AutoShare
Reservation Site

Tomash Devenishek, you are signed in | [Member Info](#) | [Help](#) | [Sign Out](#)

[New Reservation](#) | [My Reservations](#) | [My Messages](#) | [My Account](#) | [Feedback](#)

Check Availability

Start: 01/08/09 11:30 AM
End: 01/08/09 02:30 PM

My time is flexible
 Show non-matches

Location/Address:
Office
+ Select a New Address

Vehicles:
Mini Cooper Convertible
+ Select Multiple Vehicles

Amenities:
 Dog Free
 Folding Rear Seats

SEARCH

Features

- Air Conditioning
- CD Player

Tuesday, January 6th, 11:30 AM to 2:30 PM (3 hours) | [list](#) | [map](#)

Legend
Available (white) | Unavailable (grey) | Requested Time (Available) (green) | Requested Time (Unavailable) (orange)

438 Richmond St. (W of Spadina) - 0.41 km

#95: Mini Cooper Convertible

6AM 9AM noon 3PM 6PM 9PM MID 3AM 6AM

Available
\$0.00 Hourly | Estimated Cost: \$0.00 | **SELECT**

Church & Wood (N of Carlton) - 1.2 km

#116: Mini Cooper Convertible

6AM 9AM noon 3PM 6PM 9PM MID 3AM 6AM

Available
\$0.00 Hourly | Estimated Cost: \$0.00 | **SELECT**

3
Click on "SEARCH" to find matches for your selection

4
Click on "SELECT" to continue with the vehicle of your choice



▶ If you are experiencing any difficulties with our new system or have any questions, call us at (416) 340-7888.

TO SELECT A CAR ON A MAP (1 of 2)

1

Choose desired date and time

2

Choose desired starting location and vehicle type



AutoShare
Reservation Site

Check Availability

Start: 01/06/09 11:00 AM
End: 01/06/09 02:00 PM

My time is flexible
 Show non-matches

Location/Address: Office
Select a New Address

Vehicles: All Models
Select Multiple Vehicles

Amenities:
 Dog Free
 Folding Rear Seats

SEARCH

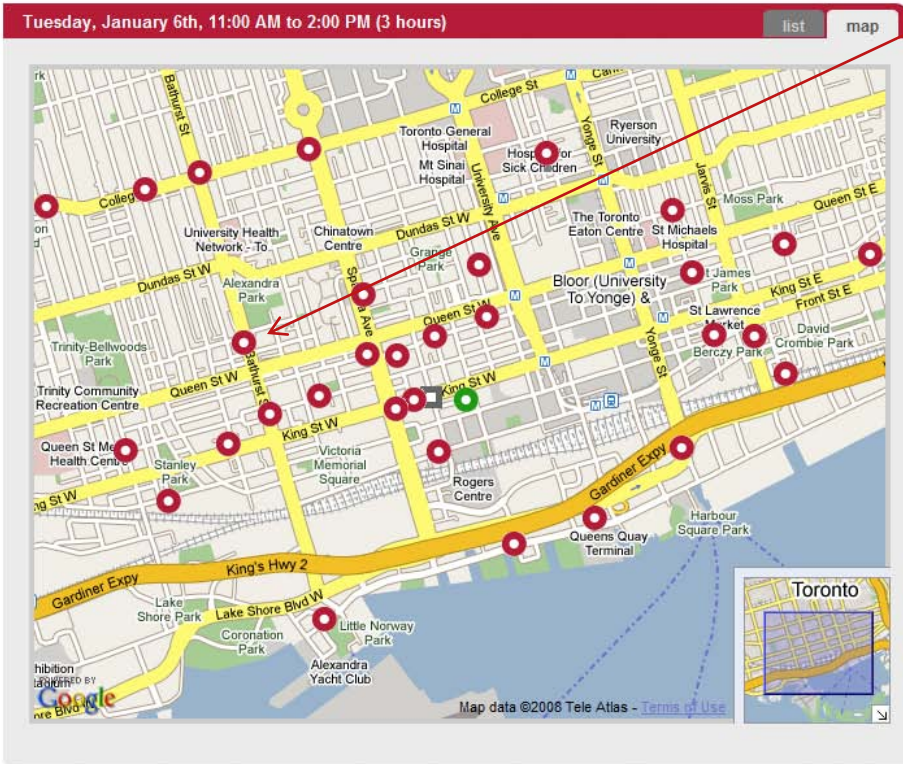
Map Features

- Available
- Not Available
- You Are Here

Tomash Devenishek, you are signed in | Member Info | Help | Sign Out

New Reservation | My Reservations | My Messages | My Account | Feedback

Tuesday, January 6th, 11:00 AM to 2:00 PM (3 hours) | list | map



4

Click on the location of your choice to proceed with choosing a vehicle at that location.

Toronto

Map data ©2008 Tele Atlas - Terms of Use

POWERED BY: Metavera

3

Click on "SEARCH" to find matches for your selection

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TO SELECT A CAR ON A MAP (2 of 2)

AutoShare
Reservation Site

Tomash Devenishek, you are signed in | [Member Info](#) | [Help](#) | [Sign Out](#)

[New Reservation](#) | [My Reservations](#) | [My Messages](#) | [My Account](#) | [Feedback](#)

Tuesday, January 6th, 11:00 AM to 2:00 PM (3 hours)

[list](#) [map](#)

Check Availability

Start: 01/06/09 11:00 AM

End: 01/06/09 02:00 PM

My time is flexible

Show non-matches

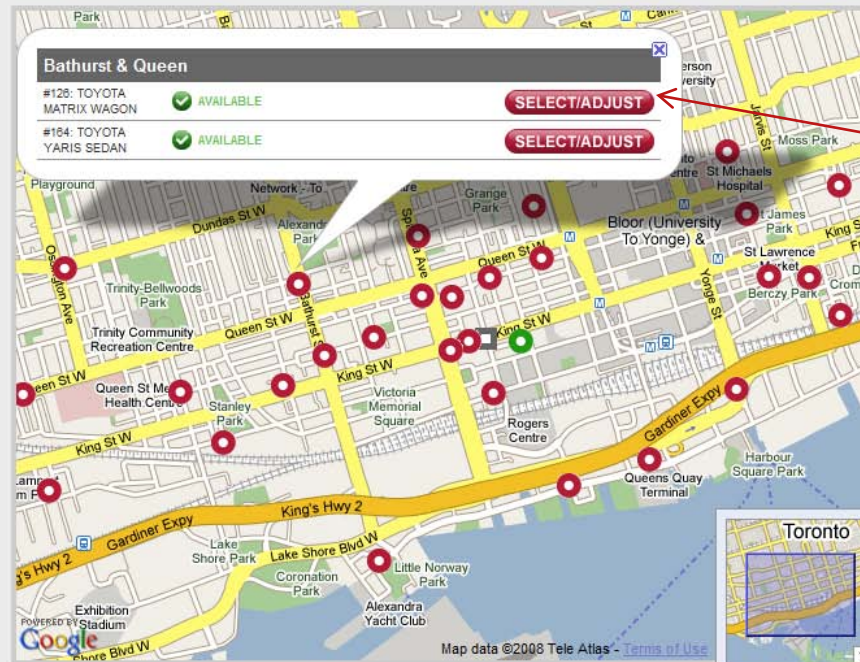
Location/Address: Office

Vehicles: All Models

Amenities: Dog Free Folding Rear Seats

Map Features

-  Available
-  Not Available
-  You Are Here



5
Click on "SELECT/ADJUST" to continue with the vehicle of your choice at your desired location.



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FINAL RESERVATION WINDOW

1 Double check your time and date

The screenshot shows the AutoShare reservation site interface. At the top, it says "Tomash Devenishek, you are signed in" with links for "Member info", "Help", and "Sign Out". Below this are navigation tabs: "New Reservation", "My Reservations", "My Messages", "My Account", and "Feedback". The main content area is titled "Check Availability" and shows a reservation for "Tuesday, January 6th, 11:30 AM to 2:30 PM (3 hours)". A modal window titled "Your Reservation" is open, displaying the reservation details. A red arrow points from the number "1" to the "Start" and "End" time and date fields in the modal, which are circled in black. The modal also shows the location "#116 at Church & Wood (N of Carlton)", the vehicle "#116: Mini Cooper Convertible", and a photo of the car. Below the time fields, there is a "Memo" field and a timeline showing the reservation period. A warning message states: "The minimum reservation length has not been met." Below this, there is a table with columns for "Available Balance:", "Estimated Cost:", and "Amount Due:". A red arrow points from the number "2" to the "Estimated Cost" field, which is also circled in black. Another red arrow points from the number "3" to the "RESERVE" button at the bottom of the modal, which is also circled in black. The background shows the "Check Availability" sidebar with various filters and a "SEARCH" button.

2 Double check the estimated cost of your reservation

3 Click on "RESERVE" to make your reservation

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EXTENDING OR RETURNING EARLY

Tomash Devenishek, you are signed in | Member Info | Help | Sign Out

AutoShare
Reservation Site

New Reservation | **My Reservations** | My Messages | My Account | Feedback

My Reservations

Past and Current Reservations

Reservation Selection: Current Reservations **UPDATE**

ID	Vehicle	Start	End	Est Cost	Status	Actions
585784	#116 at Church & Wood (N of Carlton)	12:00 pm Tuesday, January 6, 2009	3:30 pm Tuesday, January 6, 2009	\$0.00	Normal	EARLY EXTEND
585782	#123 at Front St. W & Blue Jays Way	1:30 pm Tuesday, January 6, 2009	5:00 pm Tuesday, January 6, 2009	\$0.00	Cancelled	

POWERED BY: **Metavera**

1

Click on "My Reservations" in the top menu

2

Find the reservation you wish to modify and click on "Early" to return your car early, or "EXTEND" to extend your reservation, then proceed with making the desired time adjustments.

LEAVING RESERVATION FEEDBACK

The screenshot shows the AutoShare website interface. At the top right, there are links for "Tomash Devenishek, you are signed in", "Member Info", "Help", and "Sign Out". Below these are navigation links: "New Reservation", "My Reservations", "My Messages", "My Account", and "Feedback". The "Feedback" link is circled in black. A red arrow points from the number "1" to this link. Below the navigation is the "Member Feedback" form. The form has a red header and contains the following text: "For any problems with the car affecting safety, drive-ability (eg. flat tire, broken window, brakes, etc.) or parking (such as no room in the lot) please call AutoShare immediately at 416.840.4444." and "Please report all other problems below: (eg. dirty car, minor scrapes & cosmetic damage, lost & found, etc.)". The form fields are: "Problem Type:" with a dropdown menu set to "Member Feedback"; "Reservation:" with a dropdown menu set to "#116 at Church & Wood (N of Carlton) - 12:00 pm 01/06/09 (#585784)"; "Occurred:" with dropdown menus for "06", "Jan", and "2009"; and a "Description:" text area. A "SAVE CHANGES" button is located below the description area. A red arrow points from the number "2" to the "Reservation:" dropdown. Another red arrow points from the number "3" to the "Description:" text area. A final red arrow points from the number "4" to the "SAVE CHANGES" button. The Metavera logo is visible in the bottom right corner of the form area.

1

Select "Feedback" from the top menu

2

Choose appropriate reservation and feedback type

3

Provide any extra comments or information in the "Description" dialogue box

4

Click "SAVE CHANGES" to submit your feedback regarding a reservation

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ADDING A FAVOURITE LOCATION

- 1 On the "New Reservation" page click the "Select a New Address" button

AutoShare
Reservation Site

Check Availability

Start: 01/06/09 11:30 AM

End: 01/06/09 02:30 PM

My time is flexible

Show non-matches

Location/Address: Office

+ Select a New Address

Vehicles: Mini Cooper Convertible

+ Select Multiple Vehicles

Amenities: Dog Free Folding Rear Seats

SEARCH

Location Finder

Type in an intersection or street name:
24 Mercer St. Toronto **SEARCH**

We have found the following location:
24 Mercer St, Toronto, ON, Canada

Save as: AutoShare Office

SAVE THIS LOCATION **CLOSE**

2

Type the address of your desired new location and click "SEARCH"

3

Choose the appropriate selection from the drop-down menu, click on "Save location" box and title your selection.

4

Save your selection

REMOVING A FAVOURITE LOCATION

AutoShare
Reservation Site

Tomash Devenishek, you are signed in [Member Info](#) [Help](#) [Sign Out](#)

[New Reservation](#) [My Reservations](#) [My Messages](#) [My Account](#) [Feedback](#)

1

Click on "My Account" in the top menu

Member Information

Member ID
4

Member Type
Corporate

Corporate Name
AutoShare

Driver ID
10

My Account [Details](#) [Contact](#) [Change Password](#) [Preferences](#)

Email Preferences

Your primary email address is where all email communication is sent. tom@autoshare.com

Send Confirmation Email on My Reservation Transactions: Yes No

Send Confirmation Email on Telephone Reservation Transactions: Yes No

Send Monthly Newsletter and Other Communications: Yes No

SAVE CHANGES

Saved Locations

[+ Add a New Location](#)

Default	Name	Description	
<input type="radio"/>	Eaton & Danforth (E of Pape TTC)		Delete
<input type="radio"/>	Home		Delete
<input type="radio"/>	Office	24 Mercer St, Toronto, ON, Canada	Delete
<input type="radio"/>	Runnymede - No Frills		Delete
<input type="radio"/>	Spadina & King		Delete
<input type="radio"/>	Work		Delete
<input type="radio"/>	Favorites		
	#1 - Eaton & Danforth (E of Pape TTC)		Delete
	#25 - King & Charlotte (MEC)		Delete
	#47 - Eaton & Danforth (E of Pape TTC)		Delete
	#53 - Runnymede TTC		Delete
	#63 - Eaton & Danforth (E of Pape TTC)		Delete
	#94 - Jane TTC		Delete
	#121 - Runnymede - No Frills		Delete
	#130 - Runnymede - No Frills		Delete
	#153 - King & Charlotte (MEC)		Delete
	#167 - King & Charlotte (MEC)		Delete
	#191 - Jane TTC		Delete

2

Find the location you wish to delete, click on the "Delete" link to the right of it and confirm your choice.



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