

User manual

>> The AMT Carpooling Website

Jewish General Hospital subsite

By the MOBILIGO team

JULY 2011



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CHAPTER 1 –Registering as a new user

This chapter gives details of what you will need to do to register as a new user on the AMT carpooling website.

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1.3.3. Entering your origin and destination addresses

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1.2. Creating your account

- a. Go to the Jewish General Hospital subsite located on the AMT carpooling website by copying the following link to your browser:

www.covoiturage.amt.qc.ca?CustomSubSite=HopitalGeneralJuif

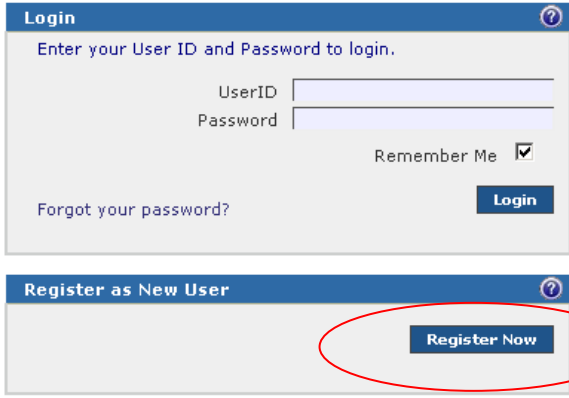
To access the site in English, click on “English” in the language box.

BEWARE! As it is not easily accessible using search engines, we strongly recommend that you add the website to your “favourites”.

- b. Click on the “Register Now” tab in the “Register as a New User” box to become a member

Here are the three options available to users:

- Occasional carpooling:
- Carpooling to the park-and-ride lot:
- Carpooling to work or school:



The screenshot shows two main sections: "Login" and "Register as New User". The "Login" section has fields for "UserID" and "Password", a "Remember Me" checkbox, and a "Login" button. The "Register as New User" section has a "Register Now" button, which is circled in red in the image.


- a. Click on the “I ACCEPT the Terms and Conditions” tab once you have carefully read this section

NOTA BENE >> As stated in the section “liability”, it is the responsibility of persons taking part in the matching system for carpooling to inform their insurance companies of their intention to transport passengers under the system and to ensure that they have the necessary coverage for risks to passengers and to themselves.

Fill in correctly the required information under the section “Create Login Details”.

Terms & Conditions > Login Details > My Profile > My Commuting Schedule > My Addresses

Create Login Details

Email Address Type Home Work 

Email Address

Confirm your email

Your Email will be your UserID.

Choose a password

Confirm your password

Create My Account **Cancel**

[Terms & Conditions](#) | [Privacy Statement](#)

a. Select the type of email address (home or work)

IMPORTANT! Please note that your search for carpool partners will likely be influenced by the type of email address that you select. You can refine your search for carpool partners using the end of your email address. Thus, if you want to increase your chances of being matched with people working for the same company as you, we recommend that you specify the email address given by your company.

Furthermore, even if you do not have a professional email address, by selecting a “work” email address, you will be able to identify “Jewish General Hospital” users from all other users during your search for carpool partners. This will not be possible if you select a “home” email address (see pp. 6 and 12). We recommend that you click on the “work” option.

b. Enter your **email address**. It will be your **User ID**.

c. Choose and enter a **password**.

d. Click on the **“Create My Account”** tab.

NOTA BENE >> Once this step is completed, you should receive an **email confirmation to validate your email address.** In order to simplify the procedure, we strongly suggest validating your email address once the **subscription process is completely over** (see page 9)

1.3. Creating your profile

1.3.1. FILLING IN YOUR CONTACT DETAILS

- a. Take your time to **enter your contact details correctly** in the section “My Profile”; you can enter additional information in the “Comments” box at the bottom of the page.

The screenshot shows the 'Create My Profile' form with several sections and annotations:

- Security:** Your UserID is: fabqwen@stmary.com
- Availability:** You ARE looking for commuting partners and WILL be included in other people's searches. A button labeled "Make me Unavailable for matching" is circled in red.
- Communication Preferences:** I'd like to receive communication in: French, English.
- Contact Details:** Fields for First Name, Last Name, Phone, Phone Ext., and Email. The Last Name, Phone, and Email fields have lock icons. A red circle highlights the lock icon on the Email field, with an arrow pointing to a callout box.
- General Information:** I am a: Non-Smoker, Smoker. Gender: Male, Female.
- Carpool Details:** Driver, Passenger, Driver or Passenger. A red circle highlights the "Avis automatique de jumelage" option, with an arrow pointing to a callout box.
- Comments:** A text area for comments (800 character limit).
- Matching Population:** Allow matching only with users who: All Users, Are associated with Hôpital Général juif. A red circle highlights the "Are associated with Hôpital Général juif" option, with an arrow pointing to a callout box.

BE CAREFUL !

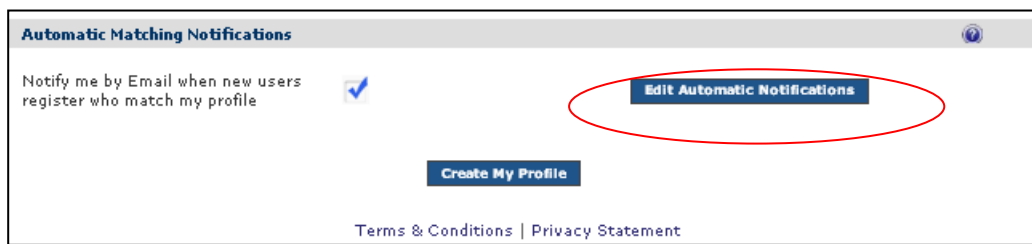
If you do not wish to be available for matching with employees from Jewish General Hospital, and do not wish to be visible by other users, click on "Make me unavailable for matching".

For security reasons, only your **first name** will be visible in searches for carpool partners.

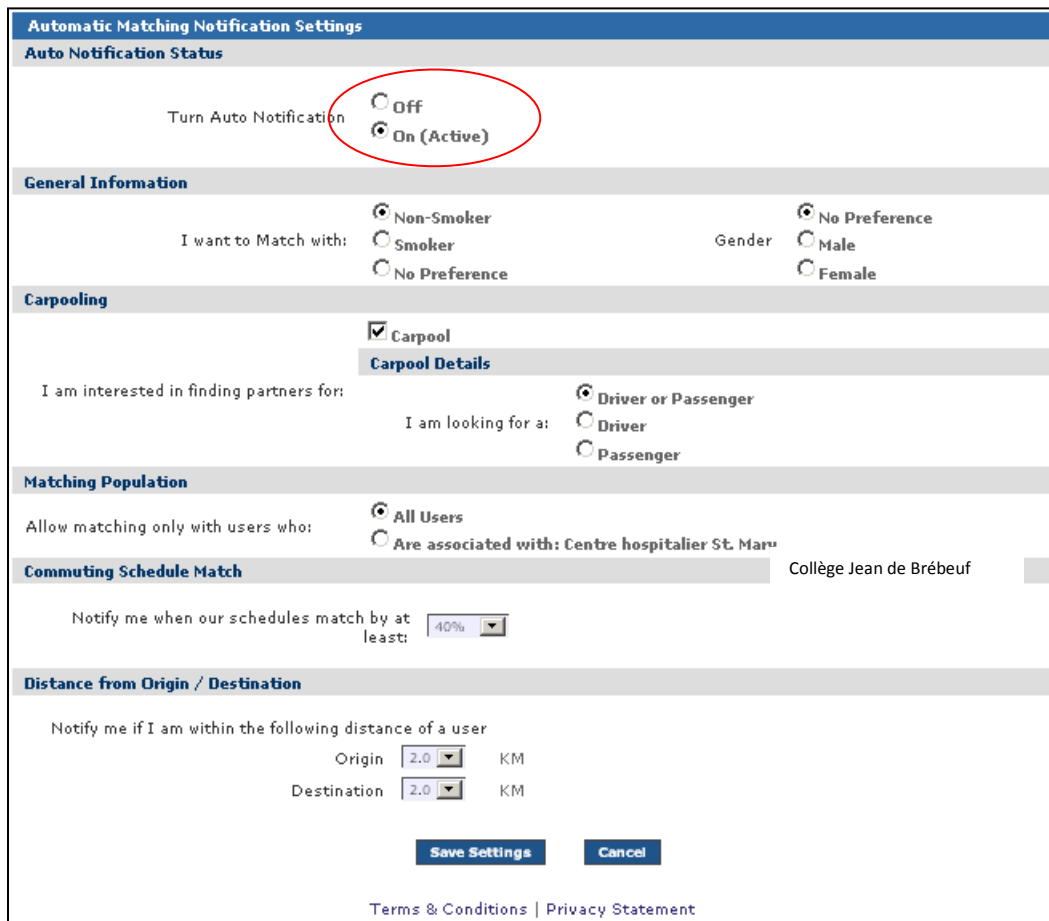
Cochez l'option « Avis automatique de jumelage », si vous désirez être avisé par courriel de **covoitureurs**

This option is only available to those who have selected a **"work" email address** in the previous section.

- b. **If you do not wish** to be notified by email when new registered users match your profile, click the “Edit Automatic Notifications” tab.



You will then have access to the *Settings* page and will be able to modify your options. In order not to be notified by email when new registered users match your profile, select “off” and click on “Save Settings”.



- c. **Click on the “Create my Profile” tab** once you have completed your profile.

1.3.2. CREATING YOUR COMMUTING SCHEDULE

- a. **Enter your commuting schedule using the scroll-down time menus** in the “Create my commuting schedule” section.

You can chose between one of the following schedules:

- **The same Monday to Friday**
- **Not the same Monday to Friday**
- **Varies (work shift)**

- b. Click on the “**Save my commuting Schedule**” tab.

1.3.3. ENTERING YOUR ORIGIN AND DESTINATION ADDRESSES

- a. **Take your time to enter all necessary details** in the relevant spaces under the section “My addresses”.
- b. **Enter your current home address.**

To respect confidentiality, only the nearest intersections to your home address will be visible to other users during a search for carpool partners.

IMPORTANT! If your origin address (the address from where you leave to go work) is different from your home address, untick the box “Origin address same as home address” and enter your origin address.

- c. Select your destination address from the scroll-down menu, in your case, Hôpital General Juif.

If this is not where you work, enter the exact address in the relevant spaces.

IMPORTANT !

Only the nearest intersection is visible to other users.

Create My Addresses

Please enter your travel route information.
The information collected below is used to find suitable commuting matches.

Only those items marked with a are visible to potential matches

Home Address

Address 1

Address 2

City

Province

Postal Code

Nearest Intersection

OR

Pick my Home by Clicking on a Map

Origin Address

Origin Address Same As Home Address

Destination Address

Select an address

OR

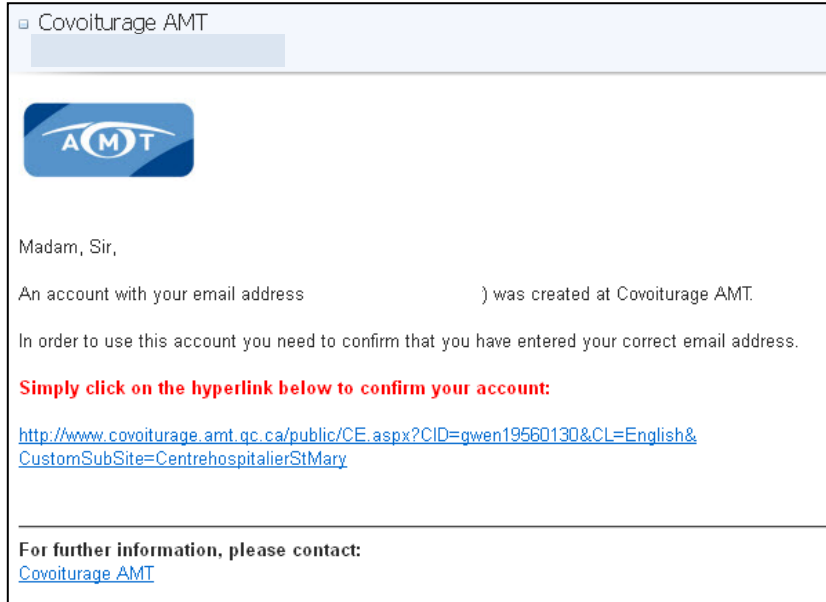
Address 1

Stationnement incitatif Brossard-Chevrier - 4007, boul. Lapinière, Brossard QUÉBEC

Scroll-down menu:
select Hôpital General Juif

1.3.4. Confirming the creation of your profile

- a. Take note of your email confirmation
- b. As indicated on page 5, you must validate your email address to complete the subscription process. In order to do so, open the confirmation email sent by the AMT (see image below) and click on its hyperlink.



Once you have received this email, go to **the Jewish’s General Hospital subsite** located on the AMT carpooling website (www.covoiturage.amt.qc.ca?CustomSubSite=HopitalGeneralJuif) to complete the next steps.

NOTA BENE >> You have the possibility to delete your profile by clicking on the “Modify Username” tab, then on the “Delete my profile” tab.

CHAPTER 2 – Searching for Carpooling partners

This chapter details how to search for potential carpool partners for daily and occasional commuting journeys.

SUMMARY

2.1. “My RideShare” profile *p. 11*

2.2. Daily carpooling *pp.12-17*

2.2.1. Finding potential carpool partners

2.2.2. Inviting potential carpool partners

2.2.3. Forming a carpool

2.2.4. Occasional carpooling

2.1. "My RideShare" profile

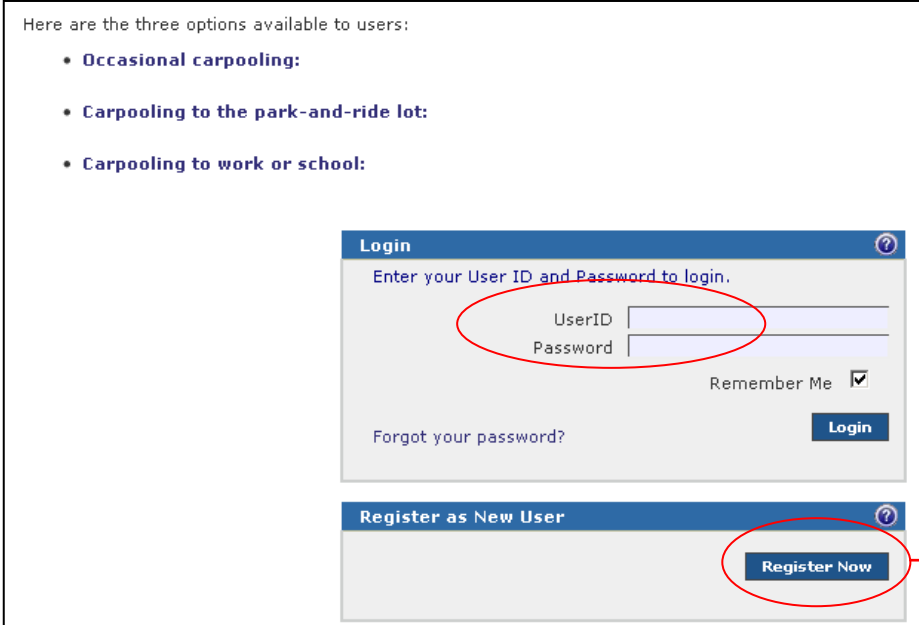
Congratulations! You have completed the first step by creating your account.

- a. Return to the Jewish's General Hospital subsite on the AMT carpooling's website:

(www.covoiturage.amt.qc.ca?CustomSubSite=HopitalGeneralJuif)

Here are the three options available to users:

- Occasional carpooling:
- Carpooling to the park-and-ride lot:
- Carpooling to work or school:



The screenshot displays two main sections: "Login" and "Register as New User". The "Login" section includes a heading "Enter your User ID and Password to login.", input fields for "UserID" and "Password", a "Remember Me" checkbox with a checkmark, a "Forgot your password?" link, and a "Login" button. The "Register as New User" section includes a "Register Now" button. Red circles highlight the "Login" button and the "Register Now" button. A red arrow points from the "Register Now" button to a callout box on the right.

> Click the "remember me" tick box if you would like the carpooling portal to remember your UserID and password.

- b. Enter your UserID and password in the section "Login"

You will then access **your profile** in the section "**My RideShare**".

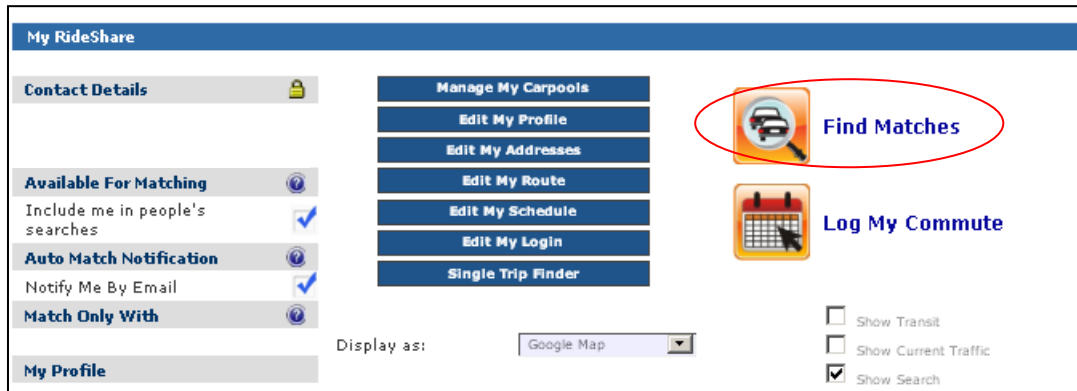
- c. You can edit, if necessary, the information given in the previous steps by clicking on the appropriate tab:

"Edit My Addresses, Edit My Route, Edit My Schedule, Edit My Login".


2.2. Daily carpooling

2.2.1. FINDING POTENTIAL CARPOOL PARTNERS

- a. Find potential carpool partners by clicking on “Find Matches”.



- b. Click on “Refine Matches”. You can refine your search by :

- b.1. Selecting the type of carpooling partner you are looking for according to given criteria (see image on the next page).
- b.2. Filtering email addresses one of two ways:
- All users:** list of all members of the AMT carpooling website with whom you could be matched
 - The  sign indicates users linked to the Jewish General Hospital

NOTA BENE >> As stated on page 5, this option is only available to Users that entered a “work” email address

- b.3. Setting a maximum distance from the origin address and from the destination address (see image on the next page)
- c. Once all of the criteria have been selected, **click on the “Refine Matches”** tab. The carpooling website's search engine will look for potential carpool partners.

NOTA BENE >> the following three criteria will determine the given list of carpool partners (i.e.: the compatibility percentage)

- the proximity of home addresses;
- the proximity of places of work or study;
- the itinerary used.

IMPORTANT ! If you wish to carpool only with other people from your workplace, remember to alter:

“Work within”

Matched Commuters	First Name	Passenger	Driver	Gender	Smoker	Commuting Days	Schedule Match
	Fifi ✓					M T W Th F	100%

For security reasons, only the first name of the person will appear.

The schedule match percentage will help you find carpooling matches.

2.2.2. INVITING POTENTIAL CARPOOL PARTNERS

- a. From the list of available carpool partners, **click on the “email” tab for the person** that you would like to invite to carpool.

NOTA BENE >> An invitation email will be sent automatically.

Email Matching User [Go to My Rideshare](#)

Date: _____
From: _____
To: _____
Subject: _____

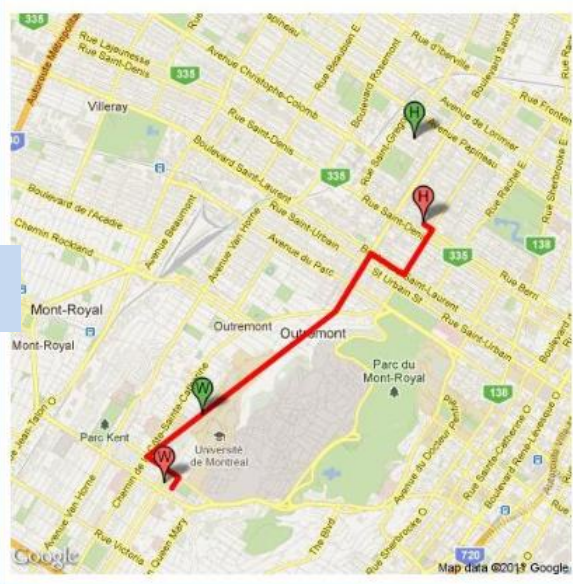
To reply to this user ("fifi29@hotmail.com"), simply click "Reply" in your email program.

Covoiturage AMT has found a potential commuting partner for you.

Hi Matthieu.

My name is Fifi. Our commuting schedules, origin and destination locations are suitable for ride-sharing.

User's route




H My House

W My Destination

H Your House

W Your Destination

Body:

My Profile: 

The email will include the following details:

- Your route + the route of the user you have invited
- Your profile + your working days + your work schedule
- A space reserved for additional notes*

* In the **“additional notes”** box, found at the bottom of the page, add any information that may be useful (contact details, precisions concerning your work schedule). For security reasons, at this stage, only your email address will appear in the invitation that you have sent.

- b. When the steps mentioned above are completed, click on the “Send” tab at the bottom of the page. You will receive an **email from your potential carpooler** replying to your invitation. Then you will be able to make carpooling arrangements with your potential carpoolers. Carpooling arrangements are settled among potential carpool partners.

2.2.3. FORMING A CARPOOL

You may now form your own Carpool if you want to. This function allows you to formalize match making with either one or several users. Here are the steps to follow:

- a. Access your profile in the **“My RideShare”** section
- b. Click on the **“Manage my carpools”** option to create your own Carpool. You should be directed to the following page: **“My Carpools”**

The screenshot shows the 'My Carpools' page. At the top, there is a blue header with the text 'My Carpools' and a button labeled 'Go to My RideShare'. Below the header is a section titled 'My Contact Details' with input fields for 'Name', 'Phone', and 'Destination Address'. Underneath are two buttons: 'Create New Public Carpool' and 'Create New Private Carpool', each accompanied by a small circular help icon. Below this is another section titled 'My Vehicles' with an 'Add Vehicle' button. A table is present with the following columns: 'Delete Vehicle', 'License Plate', 'Vehicle', 'Year', and 'Colour'. The table body contains the text 'You have not registered any vehicles'.

- c. Click on one of the following options:

- **“Create new Private Carpool”**
(About selection criteria, please refer to the box on the next page)

****As an employee of the Jewish General Hospital, we strongly suggest you to select the above option.***

- **“Create new Public Carpool”**
(Offered exclusively for AMT incentive parking spaces)

NOTA BENE

>> As the creator of a new Carpool, you are automatically responsible for it.

>> You may manage more than one Carpool.

- d. Add members to your Carpool by clicking on the **“Add carpooler”** tab.

NOTA BENE

>> To reinforce carpooler security, carpool members **must** be attached to a subsite belonging a Côte-des-Neiges institution¹.

Any added carpooler should receive a confirmation email with a hyperlink allowing to validate the admission to the group. Once a carpooler has been added to your Carpool, you will receive a notification email containing contact information.

- e. Complete the following information regarding each added carpooler:
 - Email address ;
 - Name ;
 - Phone number.

- f. Register your vehicle at the bottom of the page, if necessary

- g. Once you have completed the required information, a **Carpool Number** will automatically be issued. At that point, your account becomes **“active”**.

¹ St. Mary's Hospital Center, CHU Sainte Justine, Notre-Dame College, CSSS de la Montagne, Collège Jean de Brébeuf, École Polytechnique de Montréal, Hautes Études de Montréal, Jewish General Hospital, Université de Montréal.

2.2.4. OCCASIONAL CARPOOLING

If you are looking to ride-share but you will be leaving work later or if you are looking to share a taxi to go to a meeting, the carpooling website enables you to ride-share outside of your usual home-to-work carpooling schedule.

Here is what you will have to do to find an occasional carpool partner.

- a. **Enter your carpooling profile** in the section “My RideShare”.
- b. **Click on the “Single Trip Finder” tab.**
- c. **Click on the “Create New Trip” tab**, to create a new trip.
- d. **Add a single trip** by entering:
 - You trip start and finish time.
 - Your means of transportation
 - Journey origin / journey destination
 - Whether to include your phone number
 - Any other comments (if applicable)
- e. Click on the “Create a Trip” tab once all of the information has been correctly entered. A page will present the trips suggested by the carpooling website. These are refined by day and time; the most frequent trips will appear at the top of the list.

NOTA BENE >> Once your trip has been created, you can share it amongst social networks such as Facebook and Twitter by **clicking “Share”** and then choosing your social network.
- f. **Send an email to the appropriate partners from the list of available carpool partners** (if there are any available).

CHAPTER 3 – Monitoring environmental impacts

This chapter allows you to calculate financial and environmental savings made by your carpool as well as to monitor the environmental impact of your daily commutes.

SUMMARY

3.1. Commuting Cost Calculator *p. 18*

3.2. Registering your trips *p. 19*

3.1. Commuting Cost Calculator

Carpooling will save you a lot of money as well as saving non-renewable energy; and thus reducing greenhouse gas emissions.

By using the **Commuting Cost Calculator** you can calculate the cost and the greenhouse gas emissions of your trips.

- Go to the Jewish's General Hospital subsite located on the AMT carpooling website: www.covoiturage.amt.qc.ca?CustomSubSite=HopitalGeneralJuif
- Click on the "Cost Calculator" tab in the margin on the left.
- Fill in the appropriate spaces concerning the cost of your commute. Be as precise as possible.

Commuting Cost Calculator

To calculate your estimated commuting cost and annual greenhouse emissions, fill in the Commuter Cost Calculator below:

How far is your daily round trip commute?	<input type="text"/>	km
How many days do you normally commute?	<input type="text"/>	days / month
What is your car's gasoline consumption?	<input type="text"/>	litres / 100 km
How much do you usually pay for gasoline?	<input type="text"/>	per litre
What is your cost for maintenance and tires?*	<input type="text" value="\$0.04"/>	per km
What is your cost for insurance, financing, and depreciation?*	<input type="text" value="\$17.14"/>	per day
How much do you pay for parking?	<input type="text"/>	per month

Financial Costs	
Your estimated commuting cost is:	<input type="text" value="?"/> Monthly
	<input type="text" value="?"/> Annually

Environmental Impact	
Your annual greenhouse gas emissions are:	<input type="text" value="?"/> kgs Annually

Fill in the appropriate sections in the section "Commuting Cost". Your estimated commuting cost will be calculated automatically and will be displayed monthly and yearly; the environmental impact of your commute will be displayed in kilograms (kgs) annually.

3.2. Registering your trips

In your profile, you can also register your daily “home-work” trips to monitor your trips and to see the environmental impact of your daily commutes.

NOTA BENE >> This tool allows you to calculate the impact of your previous trips. The trips that you register must therefore be prior to the date it is entered.

- Open your profile page by clicking on “My Rideshare”
- Click on the “Log My Commute” tab.
- Choose your origin, your destination, the commuting mode (use the scroll-down menu).
- Click on the appropriate date using the calendar found at the bottom of the page.

An inscription will automatically appear on the calendar on the date that you choose. Different icons represent the commuting mode of that day.

Log My Commute
Go to My Rideshare

Commute Tracker

The Commute Tracker enables you to track your commute modes.

Your Origin: Add Origin

Origin address

Your Destination: Add Destination

Destination address

Commuting Mode applies to:

Same mode both directions

Different modes

What was your Commuting Mode

Commuting Mode	Distance (Edit)
*** Please Select ***	11.6 km

August 31 is the last day to enter commuting data for July

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6

My Commute

Distance (Round Trip) 11.6 km

Stats for August 2011

Distance Commuted 0 KM

Fuel Saved 0 litres

Fuel Burned 0 litres

Money Saved \$0.00

Calories Burned 0 cal

Other Emissions

Emissions (grams)	Saved	Produced
GHG (Kg)	0	0
Volatile Organic Compounds (VOC)	0	0
Nitrogen Oxides (NOx)	0	0
Carbon Monoxide (CO)	0	0
Particulate Matter (PM)	0	0
Non-Methane Organic Gases (NMOG)	0	0
Formaldehyde (HCHO)	0	0
Sulphur Dioxide (SO2)	0	0

[Other Useful Info](#)

CHAPITRE 4 – Questions

If after reading the first three chapters you have other questions concerning the AMT carpooling website, then this chapter is for you.

SUMMARY

4.1. General Information *p. 22*

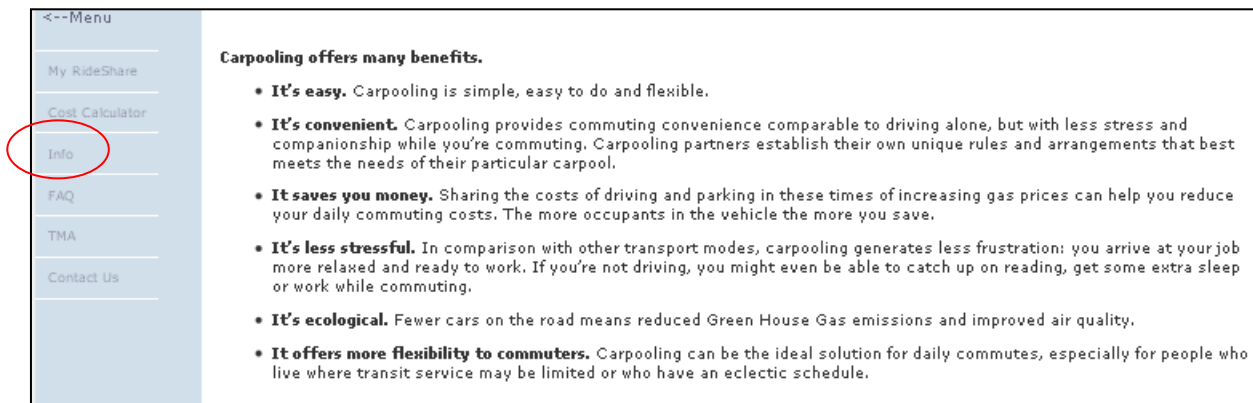
4.2. Mobiligo *p. 23*

4.3. Other questions ? *p. 24*

4.1. General Information

Congratulations! You have completed all of the steps needed to carpool daily or occasionally, whether it is for commuting or to spend a weekend in Quebec City.

NOTA BENE >> Should you require further information on the benefits of carpooling, return to the main page of the carpooling website and click on “Info”.



<--Menu

- My RideShare
- Cost Calculator
- Info**
- FAQ
- TMA
- Contact Us

Carpooling offers many benefits.

- **It's easy.** Carpooling is simple, easy to do and flexible.
- **It's convenient.** Carpooling provides commuting convenience comparable to driving alone, but with less stress and companionship while you're commuting. Carpooling partners establish their own unique rules and arrangements that best meets the needs of their particular carpool.
- **It saves you money.** Sharing the costs of driving and parking in these times of increasing gas prices can help you reduce your daily commuting costs. The more occupants in the vehicle the more you save.
- **It's less stressful.** In comparison with other transport modes, carpooling generates less frustration: you arrive at your job more relaxed and ready to work. If you're not driving, you might even be able to catch up on reading, get some extra sleep or work while commuting.
- **It's ecological.** Fewer cars on the road means reduced Green House Gas emissions and improved air quality.
- **It offers more flexibility to commuters.** Carpooling can be the ideal solution for daily commutes, especially for people who live where transit service may be limited or who have an eclectic schedule.

4.2. Mobiligo

Mobiligo is a **Transport Management Association (TMA)** which provides consulting services to employers, promoters, business groups, boroughs, and regional county municipalities (RCM). Our services allow employers to project an innovative corporate image and increase their ability to attract and retain personnel.

Mobiligo encourages employees and students to use sustainable and more economical transportation. Employees and students therefore contribute to the reduction of:

- Transportation costs
- Stress caused by traffic congestion
- Pollution

Six TMA's are located in the main urban areas of Quebec, three of which are in the Greater Montreal Area (see below).

Should you require further information concerning Transport Management Associations, return to the main page of the AMT carpooling website and click on "TMA". The page, as shown below, will then appear.

<--Menu

My RideShare

Cost Calculator

Info

FAQ

TMA

Contact Us

Ask for information at the Transportation Management Association (TMA) of your sector to know all the services provided to companies and institutions.

Saint-Laurent Borough, West Island, Laval and North Shore :
CGD Saint-Laurent
710 Saint-Germain Street
Saint-Laurent (Québec) H4L 3R5
514 855-5757
cgd@destl.ca
<http://www.destl.ca>

Côte-des-Neiges – Notre-Dame-de-Grâce Borough and surroundings, Eastern island:
Mobiligo
3510A Lacombe Avenue
Montréal (Québec) H3T 1M1
514 739-0463
info@mobiligo.ca
<http://mobiligo.ca>

Montreal downtown neighbourhoods, South-West of island and South Shore :
Voyagez Futé
393 Saint-Jacques Street, office CT 230
Montréal (Québec) H2Y 1N9
514 843-9122
info@voyagezfute.ca
<http://www.voyagezfute.ca>

Elsewhere in Québec :
www.acgdq.com

4.3. Other questions ?

If you have any other questions about the Jewih's General Hospital sub-site of the AMT carpooling website, please contact:

Ilan Elbaz

Sustainable Development Coordinator and Green Committee Chairman

Phone: 514.340.8222 x 4727

Mail: ielbaz@jgh.mcgill.ca