# SCOOT

**How To Use The New Reservation System**

# Signing up

# Signing up

# Logging In



1. You will receive login credentials via email (with instructions)
2. Only temporary password
3. ***User should change password***

# Logging In

**!** **IMPORTANT**

- User should use "Forgot Password?"
- Password can NOT be seen by administrators
- But: administrators can change password (set back to temporary)

Login

| User Name | invers |
| Password | •••••••••• |

**Login**

Forgot password?

# Start Screen

# My Account

- Menu My Account to change your account details such as your password
- Short cut available

# My Account

## Edit your password...

On this page you can change your personal data. **ⓘ Read more...**

ⓘ You are currently logged in with the following login: **annekatrin**

Enter your old (currently valid) password:

[ ]

Enter your new password:

[ ]

Repeat your new password:

[ ]

[ Don't change the password ]  [ **Change password** ]

- Under "My Account" users can also change password at any point
- No limitations to allow for any password

# Placing a Reservation
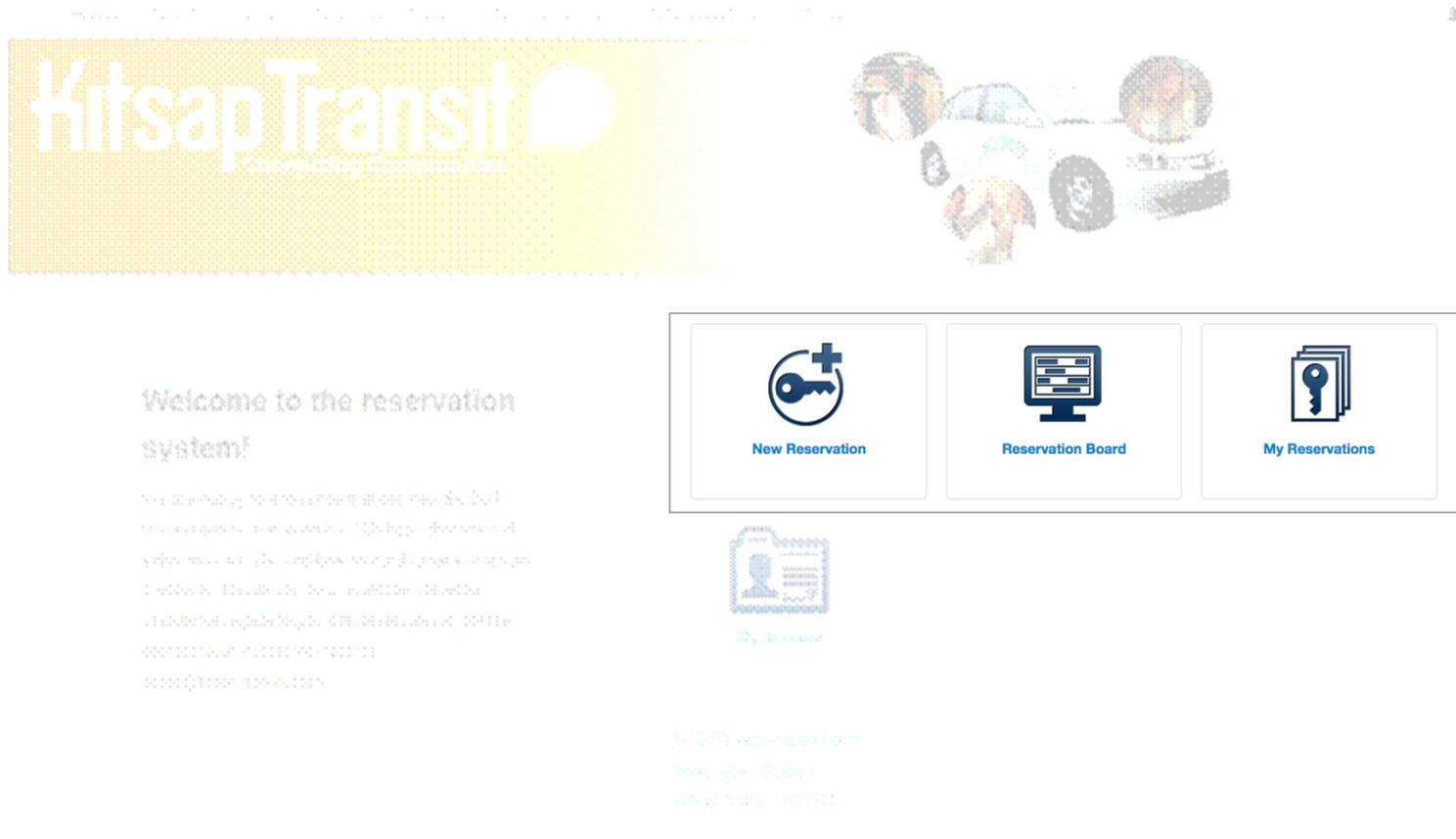
# Placing a Reservation

| New Reservation | Reservation Board | Map Reservation |
| --- | --- | --- |
| Reservation by date/time | Graphical Reservation | Reservation by nearest location |

**! NOTE:**

Map Reservation is not active at this time for the SCOOT Program

# Date & Time Widget
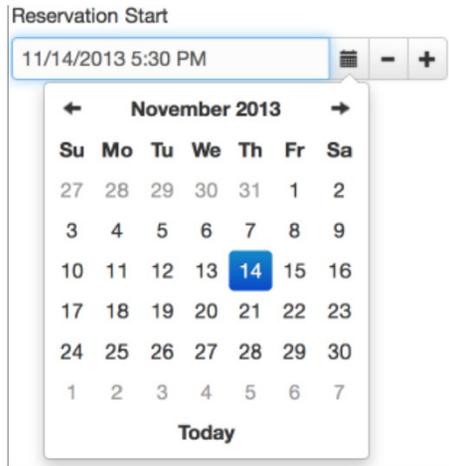


1: Pick a date
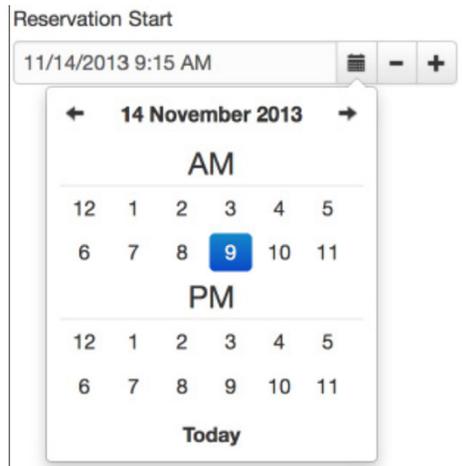
2: Select the hour pick AM and PM
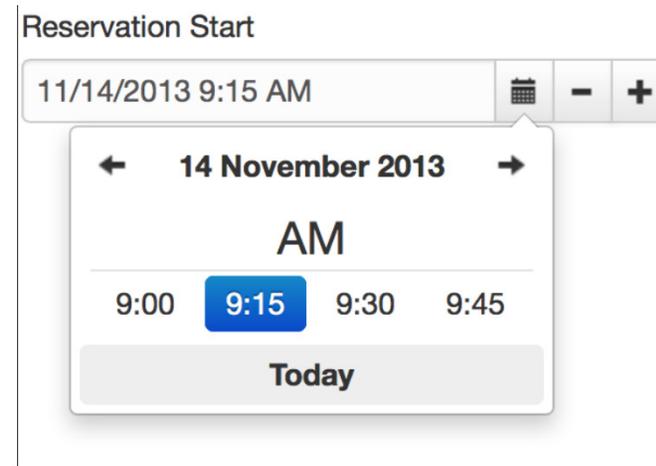
3: Select the minutes

**!  NOTE:**

Default timeframe can be set to 15 or 30 minutes, or hourly

# Reservation by Time
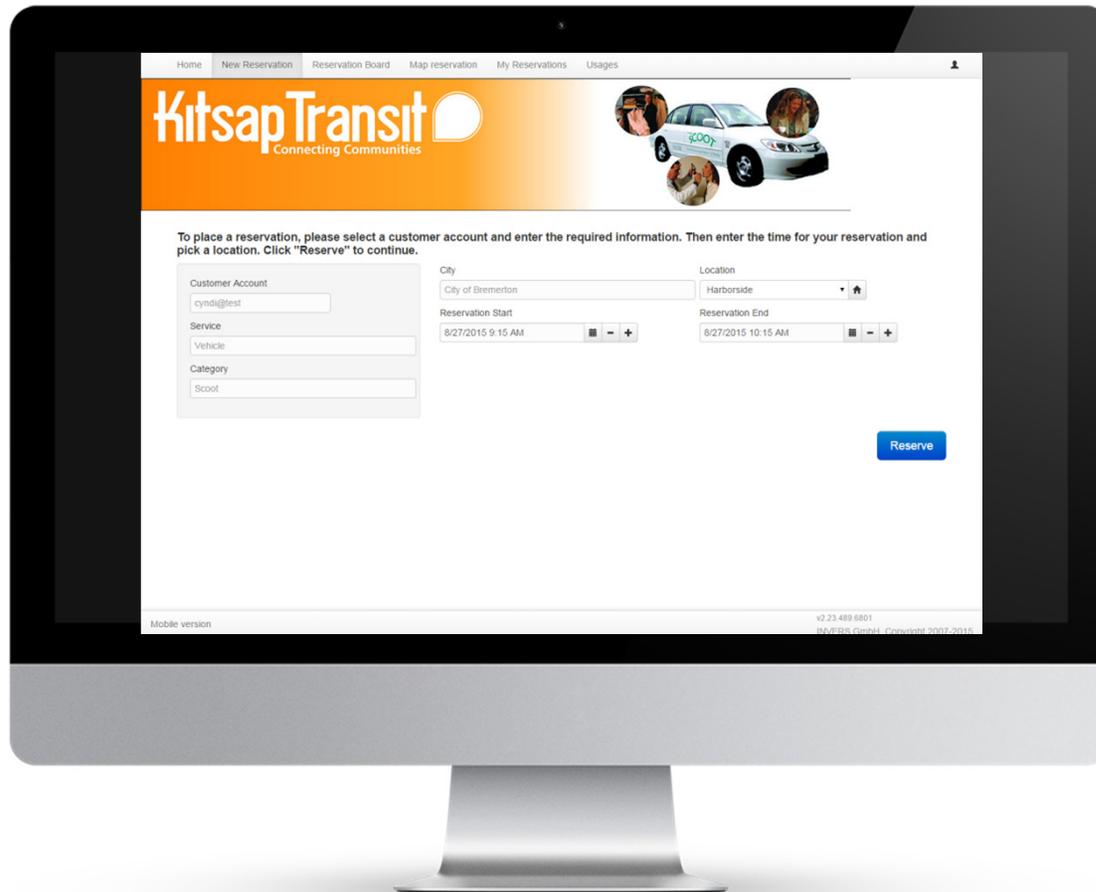


1. Go to **New Reservation**
2. Select Category
3. Select City & Location
4. Select Reservation Start
5. Select Reservation End
6. Click on Reserve

   Next screen:
7. Check your reservation details
8. Enter any necessary information
9. Confirm the reservation

360-876-7433

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# Reservation by Time

**1** Select a category

**2** Select a city & location

Please select your customer account and enter the required reservation data:

Which Customer Account

Annekatrin Schmidt (Information

Service

Vehicles

Category

Sedan

City

Burnaby

Reservation Start

5/28/2015 8:00 AM

Location

Meeting Room Outdoor KM

Reservation End

5/28/2015 5:00 PM

Reserve

**3** Select Reservation Start and End

**4** Click Reserve

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# Reservation by Time

**5**    Check your Reservation Details

**6**    Enter any requested information (Note: can be mandatory)

**7**    Confirm reservation

**Confirm Reservation**

📅 5/28/2015 🕐 8:00 AM-5:00 PM
Vehicle class Sedan
🏠 Meeting Room Outdoor KM (Burnaby)

| | |
|---|---|
| Reservation remark | City Hall meeting |
| Driver | Annekatrin Schmidt (1234567) |
| Work Order / Project Number | 123456 |
| I confirm that I hold a valid driver's license | ☑ yes |

**Estimate cost**

Presumed Distance (mi): 0   [Estimate]

◀◀ Back   **Confirm Reservation**

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# Reservation Confirmation

**Success**
Your Reservation was accepted, thanks!                                                                    ×

[🏠 Home] [☰ My Reservations] [✏ Change Reservation] [New reservation from this ▼] [📖 History] [📋 Enter Note] [🖨 Show Print Version]

**Your Reservation**

| | |
|---|---|
| Reservation Number | 113455 |
| Reservation Start | 8/27/2015 9:15 AM |
| Reservation End | 8/27/2015 10:15 AM |
| Customer | cyndi@test |
| KeyManager TAN | 91779 |
| Driver | Cyndi Test |
| I confirm that I hold a valid drivers license | yes |

**Reservation Number**

**Reservation Item Information**

| | |
|---|---|
| Item's category | Scoot |
| Reservation info | Single item reservation |

**Location Information**

| | |
|---|---|
| Location | Harborside(City of Bremerton) |

Location Map

Brinnon    Kirkland
Olympic    Redmond
National Forest    Silverdale    Bainbridge Island    Yarrow Point
Bellevue    Samm
Erlands Point-    Seattle
Kitsap Lake

# Graphical Reservation
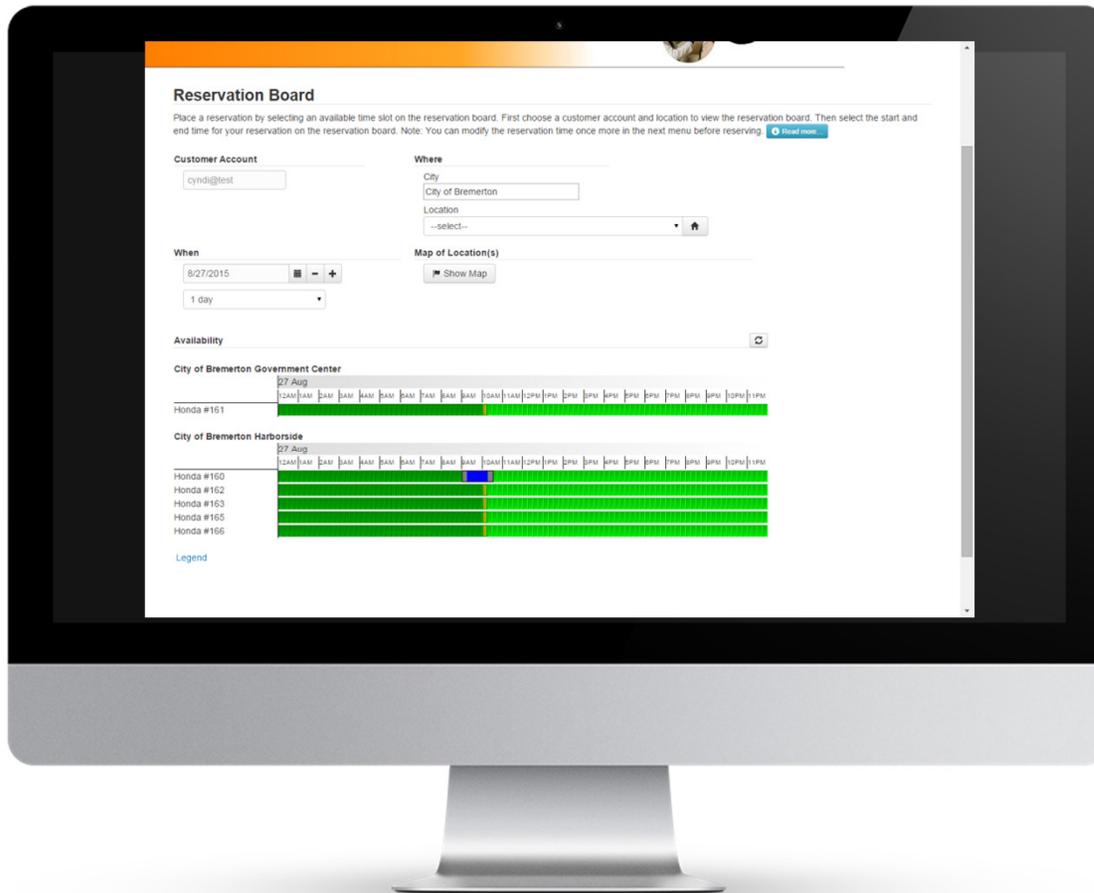


1. Go to **Reservation Board**
2. Select city & location
3. Select a day (up to 14-days view)
4. Click twice into green area for start and end time
5. Adjust time in pop-up window if needed
6. Click Submit Reservation

   Next screen:
7. Check your reservation details
8. Enter any necessary information
9. Confirm the reservation
10. Reservation will show BLUE in Reservation Board

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# Graphical Reservation

## Reservation Board

Check availability of the vehicles. To make a reservation please click the start and then the end time of the available time slot. ℹ️ Read more…

**Which Customer Account**

Anna Soo (Community D

**Where**

City

Burnaby

Location

Meeting Room Outdoor KM

**When**

5/28/2015

1 day

### Availability

**Burnaby Meeting Room Outdoor KM**

28 May
12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

Dumpy #4375
Electric Vehicle
Mini-Van
Sedan
Sedan

Legend

| | |
|---|---|
| **1** | Select a city & location |
| **2** | Select a date (view up to 14 days) |
| **3** | Select start and end time on Board |

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# Graphical Reservation

## Reservation Board

Check availability of the vehicles. To make a reservation please click the start and then the end time of the available time slot. 🅸 Read more...

**Which Customer Account**

Anna Soo (Community D

**Where**

City
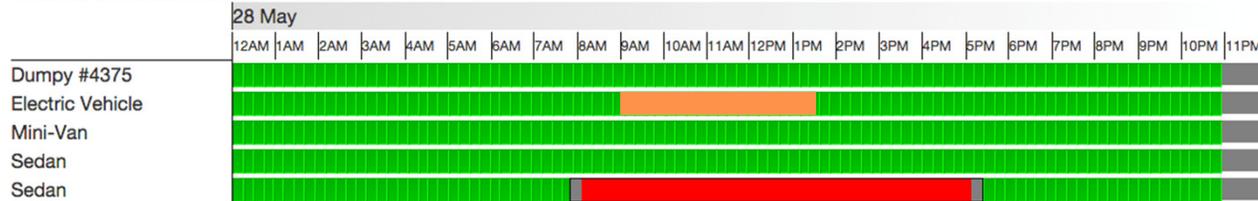
| location | Meeting Room Outdoor KM |
| --- | --- |
| category | Electric Vehicle |
| remark | Nissan Leaf or similar. |
| start of reservation | 5/28/2015 8:00 AM |
| reservation end | 5/28/2015 2:00 PM |

cancel    **Submit Reservation Request**

**When**

5/28/2015

1 day

**Availability**

**Burnaby Meeting Room Outdoor KM**

28 May

| 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |

Dumpy #4375
Electric Vehicle
Mini-Van
Sedan
Sedan

Legend

| 4 | Adjust time if needed |
| --- | --- |
| 5 | Click Submit Reservation |

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# Graphical Reservation

**6**  Check your Reservation Details

**7**  Enter any requested information (mandatory)

**8**  Confirm reservation

**Confirm Reservation**

📅 5/28/2015 ⏰ 8:00 AM-2:00 PM
Vehicle class Electric Vehicle
🏠 Meeting Room Outdoor KM (Burnaby)

| Reservation remark | GFX conference in Denver Convention Center |
|---|---|
| Driver | Anna Soo |
| Work Order / Project Number | PO123456 |
| I confirm that I hold a valid driver's license | ☑ yes |

◀◀ Back   **Confirm Reservation**

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# Reservation Confirmation

**Success**
Your Reservation was accepted, thanks!                                                    ✕

## Reservation Board

Check availability of the vehicles. To make a reservation please click the start and then the end time of the available time slot. ℹ Read more...

**Which Customer Account**

Anna Soo (Community D

**Where**

City

Burnaby                                                    ⇕

Location

Meeting Room Outdoor KM                                    ⇕    🏠

**When**

5/28/2015                          📅    −    +

1 day                                                    ⇕

**Availability**                                                    ⟳

**Burnaby Meeting Room Outdoor KM**

| | 28 May |
|---|---|
| | 12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM |
| Dumpy #4375 | |
| Electric Vehicle | |
| Mini-Van | |
| Sedan | |
| Sedan | |

Legend

||| available | Now | reservation | own reservation | other

Successful Reservation (your own)

Reservation from another driver

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# Reservation Confirmation

**! NOTE:** ✕

- Hover over reservation to reveal more information
- Click on reservation to change, cancel

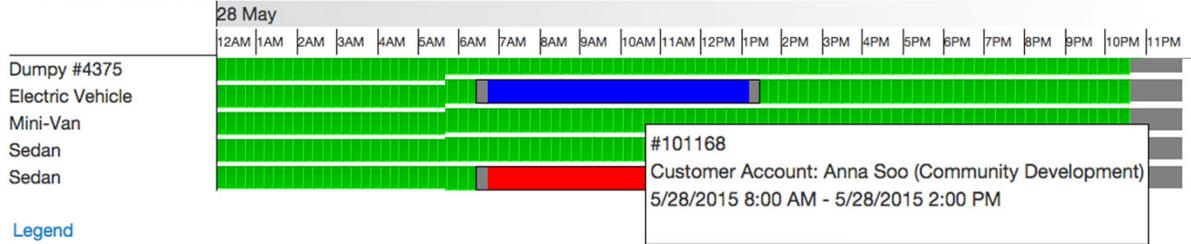lease click the start and then the end time of the available time slot. ℹ Read more...

**Where**

City

Burnaby

Location

Meeting Room Outdoor KM 🏠

5/28/20

1 day

**Availability** ⟳

**Burnaby Meeting Room Outdoor KM**

28 May

| | 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |

Dumpy #4375
Electric Vehicle
Mini-Van
Sedan
Sedan

#101168
Customer Account: Anna Soo (Community Development)
5/28/2015 8:00 AM - 5/28/2015 2:00 PM

Legend

||| available | Now | reservation | own reservation | other

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# Confirmation Emails

**Your Reservation**

Reservation Number

Reservation Start

Reservation End

Customer

KeyManager TAN

Driver

I confirm that I hold a valid drivers license

**Reservation Item Information**

Item's category

Reservation info

**Location Information**

Location

Location Map

Show Position in Google Maps

Mobile version

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NEW RESERVATION - 8/27/2015 9:15 AM - 8/...

File | Message

Reply | Vanpool | Move | Tags | Editing | Zoom
Reply All | To Manager
Delete | Forward | Team E-mail

Delete | Respond | Quick Steps | Zoom

From:    Kitsap Transit SCOOT program <noreply@invers.com>    Sent:  Thu 8/27/2015 9:24 AM
To:      Cyndi Griffey
Cc:
Subject: NEW RESERVATION - 8/27/2015 9:15 AM - 8/27/2015 10:15 AM

Dear Cyndi Test,

Thank you for booking at the **Kitsap Transit SCOOT Program**.

**Reservation Details:**

| | |
|---|---|
| City | City of Bremerton |
| Location | **Harborside** |
| From | **8/27/2015 9:15 AM** |
| To | **8/27/2015 10:15 AM** |

**Additional information:**

| | |
|---|---|
| Reservation created at | 8/27/2015 9:23 AM |
| Reservation ID | **113455** |

- You reserved a **Scoot**.

A reservation summary can be found in the CocoSoft system: reservation summary

**Have a nice trip!**

Phone: (360) 876-7433

Kitsap Transit SCOOT program

VERS GmbH, Copyright 2007-2015.

# My Reservations

## List of Reservations

Here are your current reservations:

**Reservation Owner**
Annekatrin Schmidt (Information

**Show Reservations Starting From**
5/28/2015 12:00 AM

☐ Show also cancelled reservations

↻ Refresh

### Current Reservations

| # | City | Location | Vehicle | Start | End |
|---|------|----------|---------|-------|-----|
| 101167 | Burnaby | Meeting Room Outdoor KM | Honda Civic #5824 (70A385 / 5824, Sedan) | 5/28/2015 8:00 AM | 5/28/2015 5:00 PM |

### All Reservations

| # | City | Location | Vehicle | Start | End |
|---|------|----------|---------|-------|-----|
| 101167 | Burnaby | Meeting Room Outdoor KM | Honda Civic #5824 (70A385 / 5824, Sedan) | 5/28/2015 8:00 AM | 5/28/2015 5:00 PM |
| 101169 | Burnaby | Meeting Room | Sedan | 5/30/2015 8:00 AM | 5/31/2015 8:00 AM |

- Lists current & upcoming reservations
- Select one to cancel, change or send note
- Can also show old or cancelled reservations

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# Cancel & change reservation

| 🏠 Home | ☰ My Reservations | ✎ Change Reservation | New reservation from this ▾ | 🗑 Cancel Reservation | 📕 History | 📄 Enter Note | 🖨 Show Print Version |
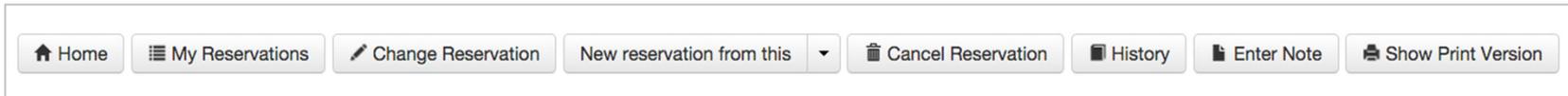
## Change

- Reservation can be changed if it has not YET started
- Users have to call fleet service (call center team) for assistance with cancelling when started

## Cancel

- Only possible for upcoming reservation that have not YET started
- Users have to call fleet service (call center team) for assistance with cancelling when started

# Sending Notes to Admin

| 🏠 Home | ☰ My Reservations | ✏ Change Reservation | New reservation from this ▾ | 🗑 Cancel Reservation | 📖 History | 📄 Enter Note | 🖨 Show Print Version |

## Please enter a message                                    ✕

Subject

Vehicle extremely dirty
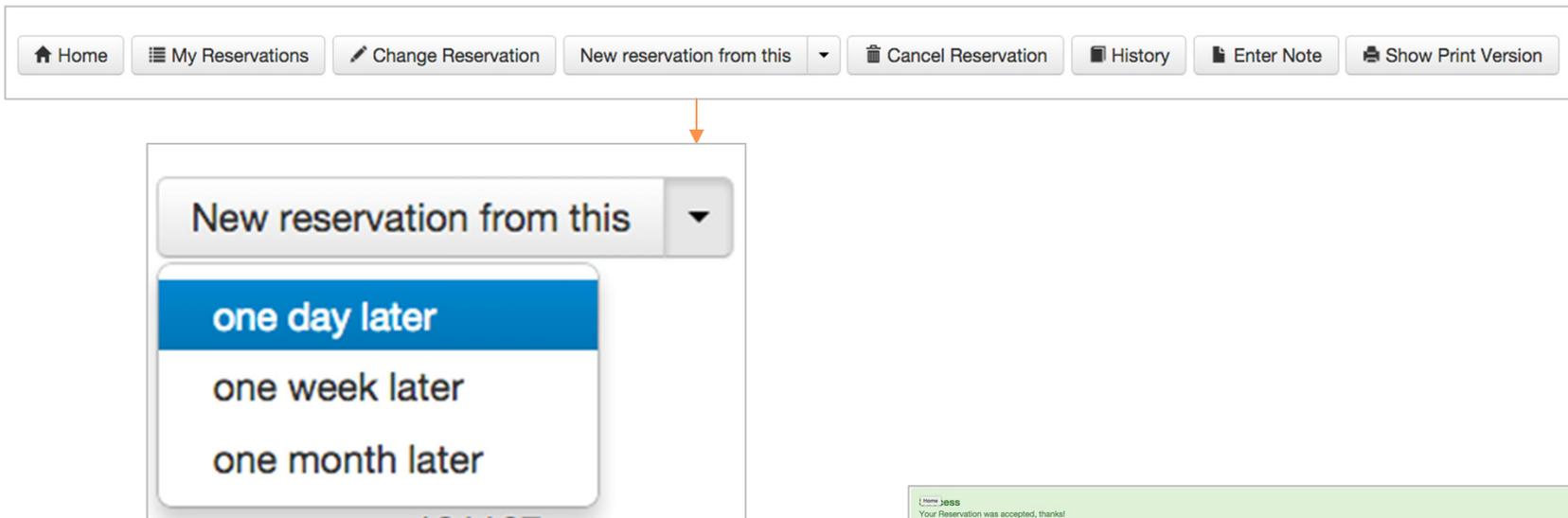
Type

✓ **General message**
   Lost & Found

Message

Could you please have somebody clean the interior of this vehicle. It was extremely dirty when I got there.
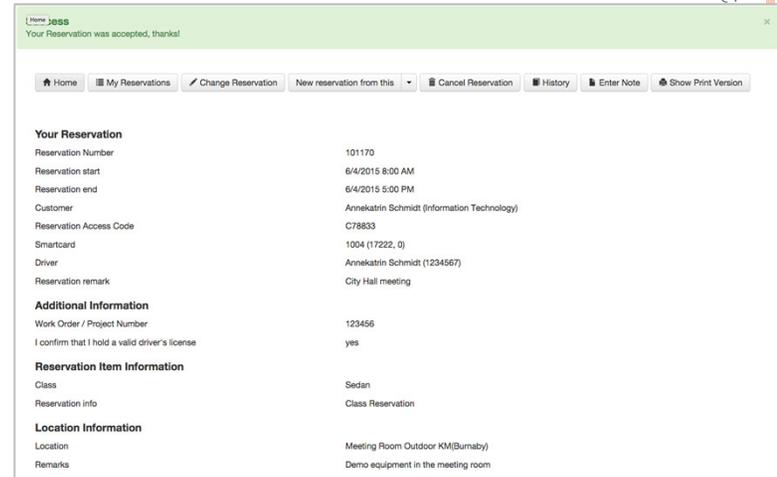
Send message

### Reasons for Notes

- Dirty vehicle
- Damage on vehicle
- Something forgotten in vehicle
- Problems with technology
- General comments about service

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# Reservation as template



- By selecting, the reservation will be copied with the same times/ information for the next day, week or month
- Reservation will be scheduled right away, no confirmation screen
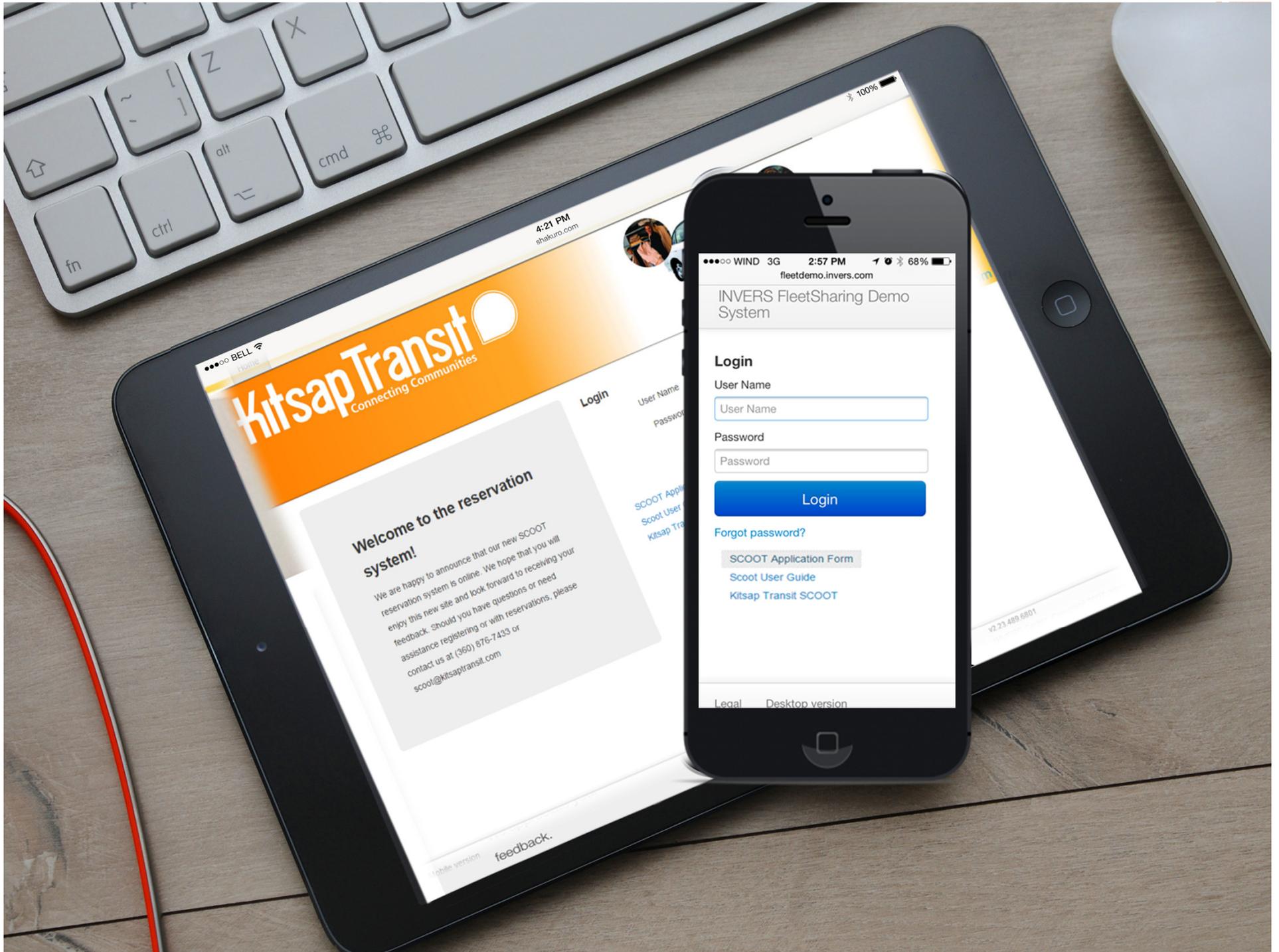- Successful reservation confirmation (and email)

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# My usages



- Usages (trips) can be exported by each user
- Sort by time (e.g. monthly export for own files, reports to manager)
- Mileage: only available with INVERS onboard computers

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# Do you want to use your Smartphone to SCOOT?

4:21 PM

## KitsapTransit
Connecting Communities

Home

Login

User Name

Password

### Welcome to the reservation system!

We are happy to announce that our new SCOOT reservation system is online. We hope that you will enjoy this new site and look forward to receiving your feedback. Should you have questions or need assistance registering or with reservations, please contact us at (360) 876-7433 or scoot@kitsaptransit.com
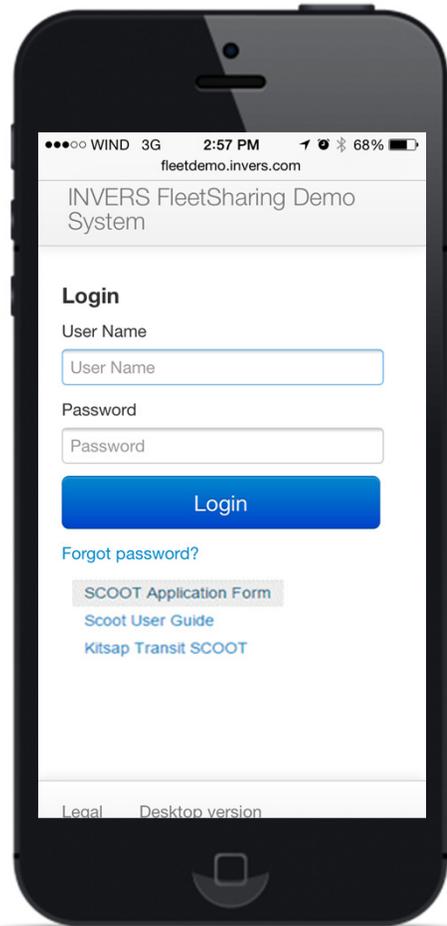
SCOOT Appli...
Scoot User...
Kitsap Tra...

feedback.

•••○○ WIND 3G 2:57 PM 🌸 68%
fleetdemo.invers.com

INVERS FleetSharing Demo System

## Login

User Name

User Name

Password

Password

Login

Forgot password?

SCOOT Application Form

Scoot User Guide

Kitsap Transit SCOOT

Legal    Desktop version

# Mobile View

Reservation website can be accessed from any device (any smartphone & tablet)

| ! | INFO |

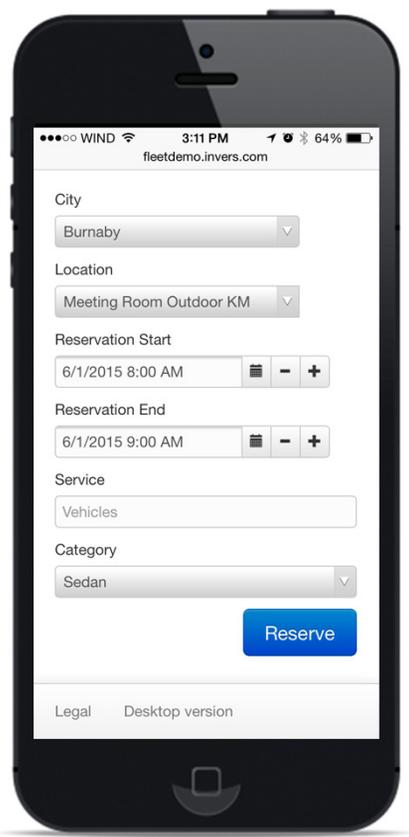## Don't forget to bookmark

- Bookmark your website link in your smartphone's browser for quicker access

# Mobile View

Reservation by Date & Time

We hope you will like the new system as much as we do!

If you have any questions please contact us at 360-876-7433 or scoot@kitsaptransit.com