Creation of Car Sharing Requests

To create a request for Car Sharing, from your computer's browser you must access the application of the program Find me through the URL: http://sara.uma.es/encuentrame, once inside you must perform the following steps:

1. Identify yourself in DUMA with your email account at the University of Malaga.

2. When entering the application select the option "*Car share"* in the upper menu.

3. In the left menu select the option *"Car Sharing Offers".*

4. At the bottom of the window select the option *"Create Car Share Offer"*

5. A pop-up window will open in which you must provide the following information:

• Type of Vehicle requested: Car, Motorcycle, Moped.
• Origin. Indicate the Province and the locality. For daily trips also indicate the campus.
• Destination: Indicate the Province and the locality. For daily trips also indicate the campus.
• To finish, indicate the requested time. Three ranges of indicative hours have been established, which will allow you to find a candidate with availability.
• You must accept the data protection clause.

6. Press accept to save your request.

7. Your requests will be displayed in the list. Select the Show Candidates option to access candidates who have availability.

8. A window will be displayed with two listings: one with offers totally matching your demand and the other with partially matching offers. Click the view button to see the details of the different options. If there are no candidates for your application, try removing origin and destination options, such as zip code and destination center so that your application can be tailored to more offers.

9. In the dialog box you can see the details of the bidder, as well as their hourly availability. In the legend the days requested and coinciding will be shown in green, in blue the days not requested but that the candidate is available and in red the days that have been requested and the bidder does not have available.

10. To contact the bidder, select some of the options shown in the dialog.