User Manual – Pool Car User

Pool Car User

1. Access To KeyBox – Fingerprint

This module can only be used once the user has fingerprints registered in system. Read the Registering a Fingerprint instructions before you start.
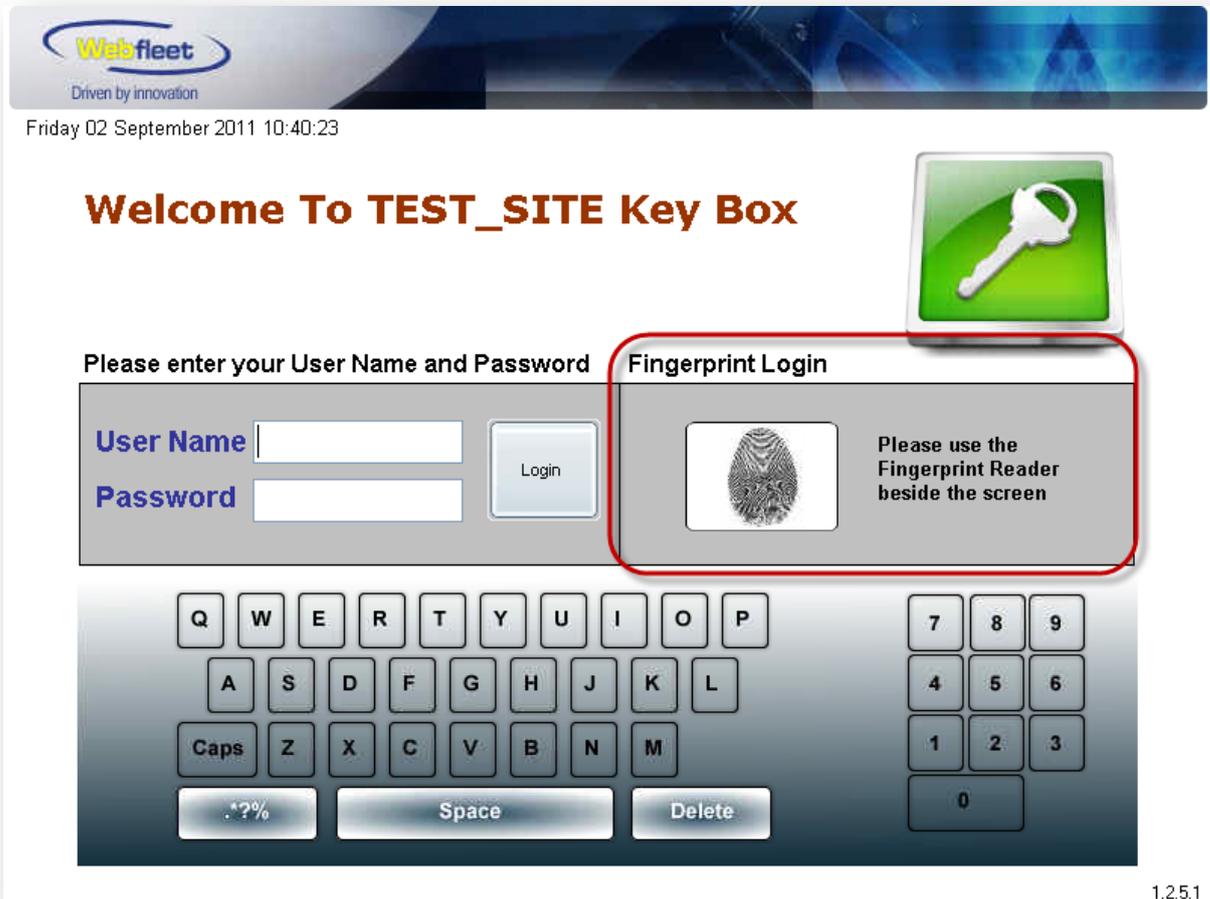
As per the above screenshot, place your registered finger on the Fingerprint Reader (blue-light blinking) and hold for 3 seconds until the system recognises your swiped fingerprint. If your swiped fingerprint is recognised successfully, then the system will directly lead you to the main WELCOME screen as per the screen on the following page.

If your swiped fingerprint cannot be recognised, the system will provide a message on the screen to inform you of the login failure (as per the below screenshot).
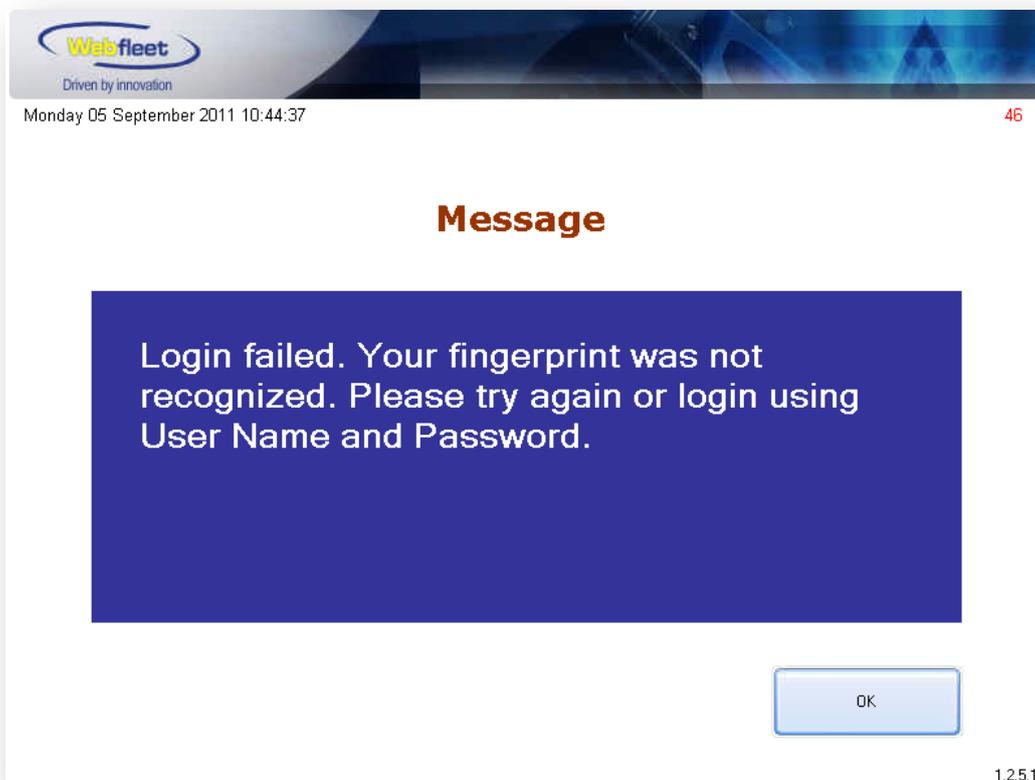
2. Access To KeyBox – Username and Password

Input the User Name and Password which has been set in Webfleet System, and then select the 'Login' button.
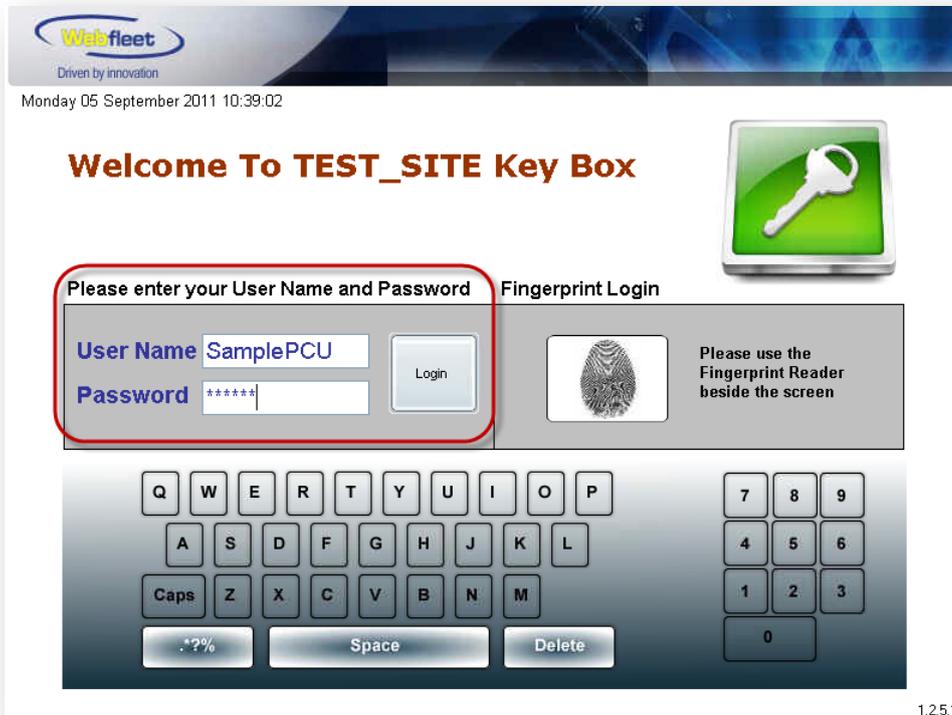
If successful, the system will lead the Pool Car Manager into the main WELCOME screen as per the below screenshot.

If the login has failed, a 'pop up' message will appear on the screen to inform you of the failure reason (as per the print screen below).
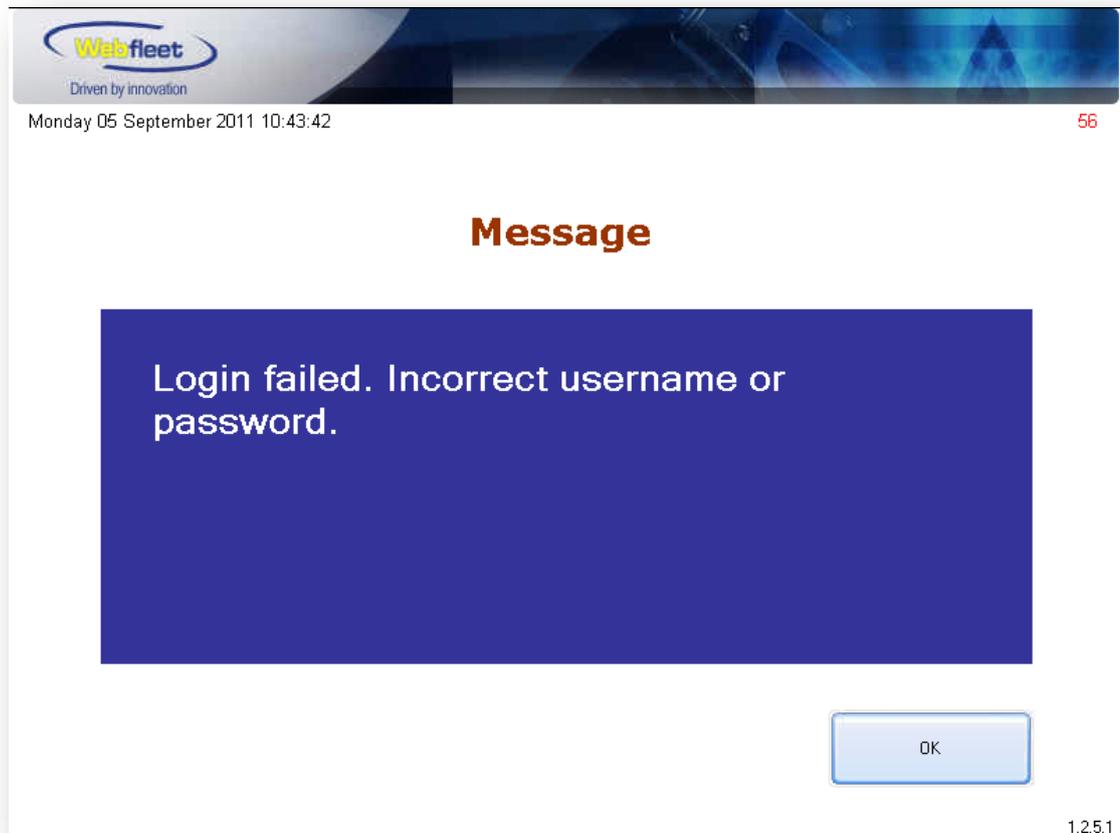
3. Registering a Fingerprint

After logging into the Keybox using your Username and Password, please click the "Fingerprint Features" button to register your fingerprint as per the following screenshot shows.
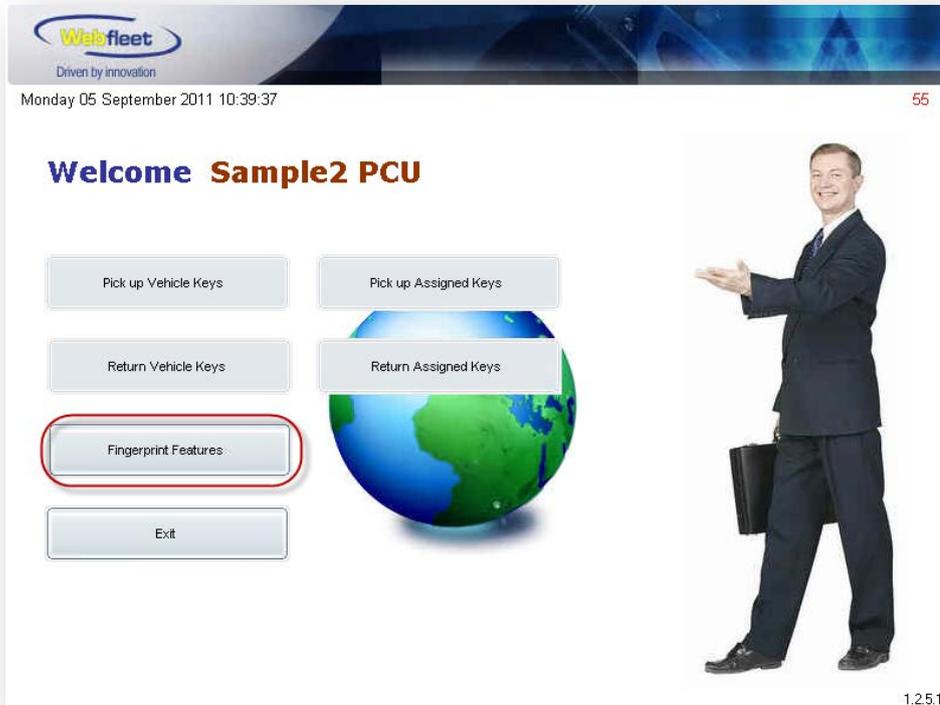
A Privacy Statement will appear, you will need to read this statement and select the "Proceed" button. Alternatively, you can also choose to "Remove" your fingerprint records from the system.

Once you have selected the "Proceed" button. You will then be required to start the Fingerprint Enrolment process by physically placing your chosen finger on the Fingerprint Reader which is beside the screen. The Keybox will require you to swipe your finger on the Fingerprint Reader twice to complete the enrolment.

Once the second fingerprint has been successfully recorded, the system will then direct you to the following Confirmation screen to finalise this Fingerprint Enrolment process.

4. How to Pick up Key

1. Submit a booking on the Webfleet system.

2. Login to the KeyBox (either by the Username and Password method or the Fingerprint login method). Select the "Pick up Vehicle Keys" button on the main WELCOME screen (as per the below screenshot).
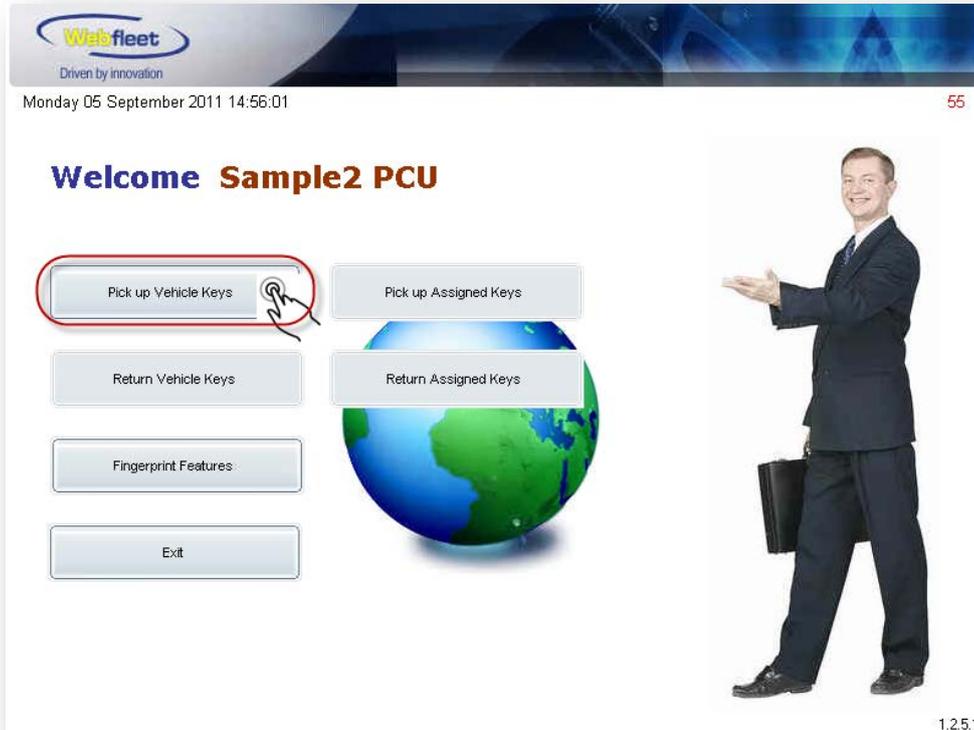
Then select the "Pick Up Keys" button to proceed (as per the below screenshot).
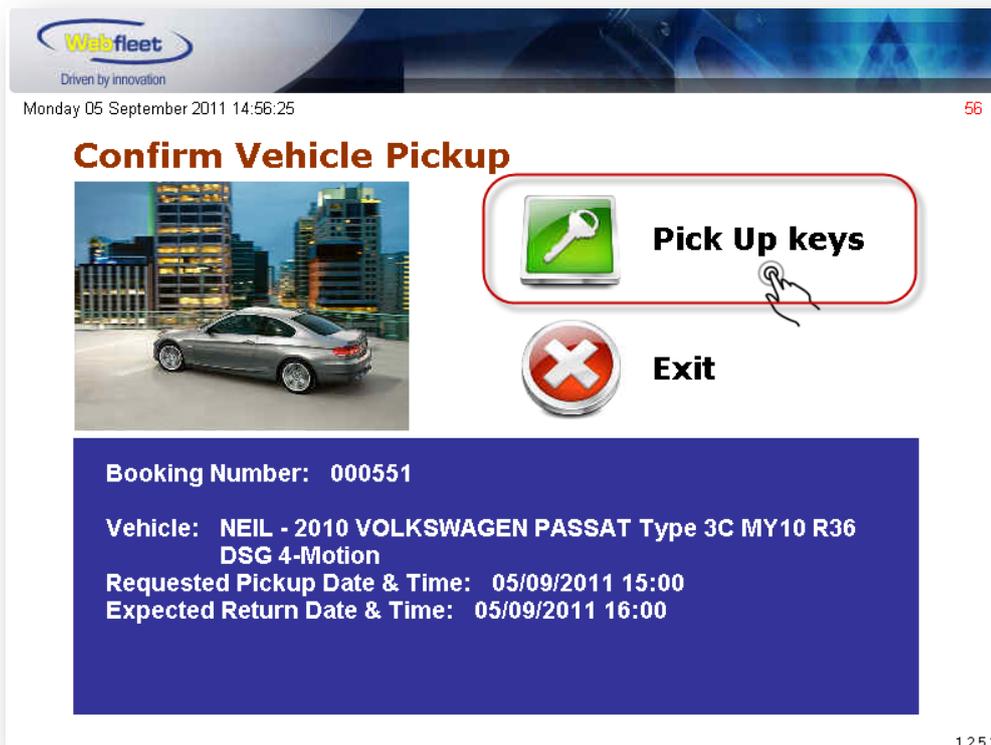
After confirming the pickup vehicle details, you will then start the key releasing process by opening the cabinet door (the KeyBox will beep when the door is ready to be opened and the KeyBox screen will have a message appear showing "Open Door").

If you do not open the door within 10 seconds (this is called "Overtime") the KeyBox will allow you another chance to open the KeyBox door. Alternatively, you can cancel this Pickup procedure (as per the below screen shot).

Once the door is opened, the KeyBox will ask you to "Release Key". You will need to release the key from the KeyBox (as per the below screenshot).

If you do not release the key within 10 seconds (this is called "Overtime") the KeyBox will allow you another chance to release the key or alternatively, you can cancel this Pickup procedure (as per the below screen shot).
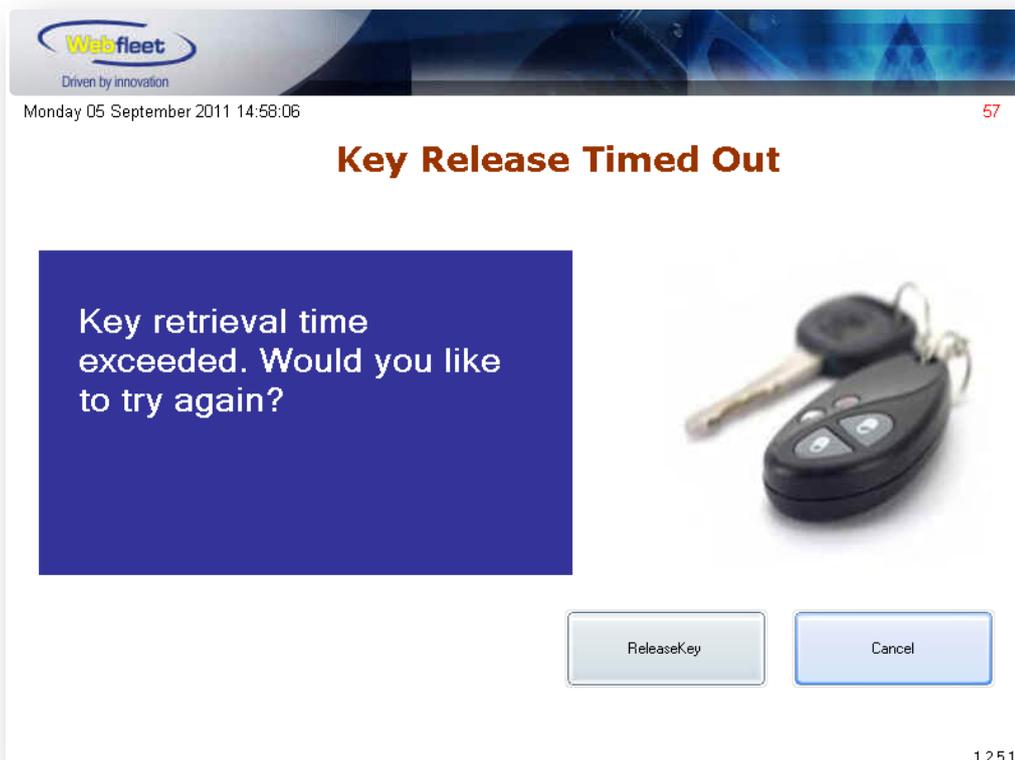
After the key is released, a key pickup confirmation will be displayed on screen as per the below screenshot.
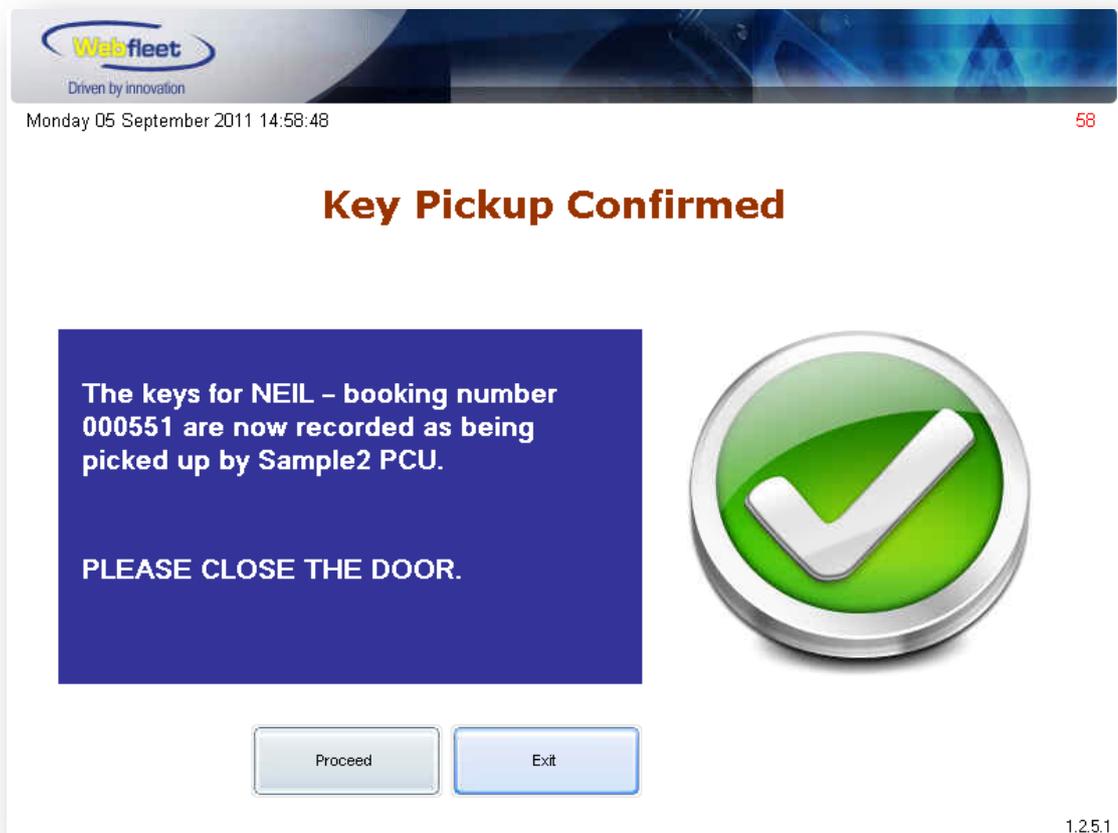
You will be automatically logged out once you select "Proceed", "Exit" or close the cabinet door.

5. How to Return a Key

Login to the KeyBox (either by the Username and Password method or the Fingerprint login method), then select the "Return Vehicle Keys" button on the main WELCOME screen.
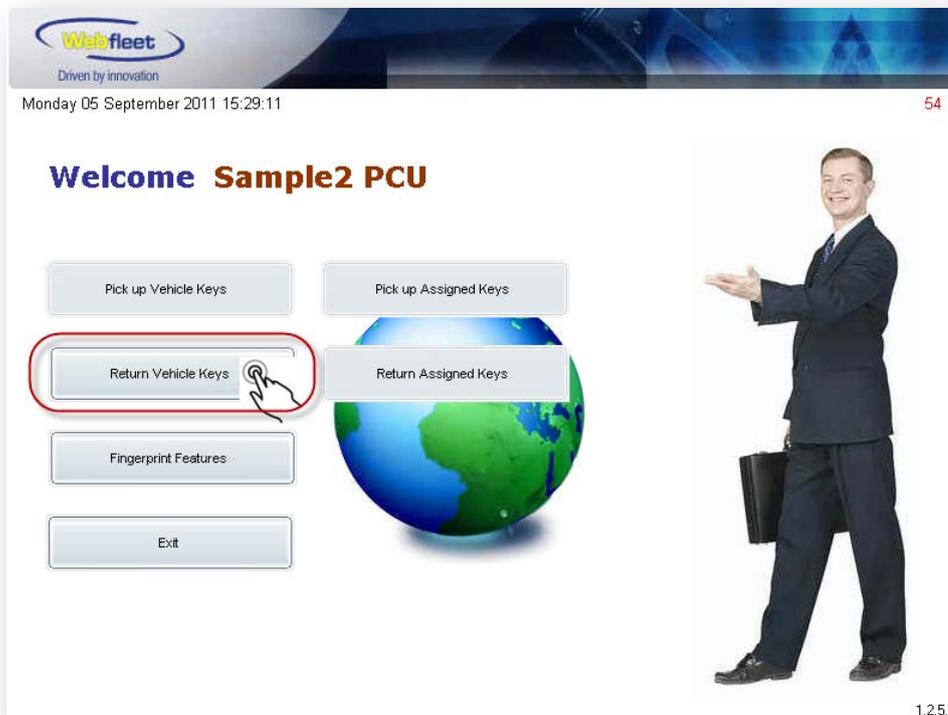
You will then be required to complete the details of the trip as per the screenshots on the following page. Once all details are complete, select the "Save" button.

And choose some other details, click "Save" button to proceed.
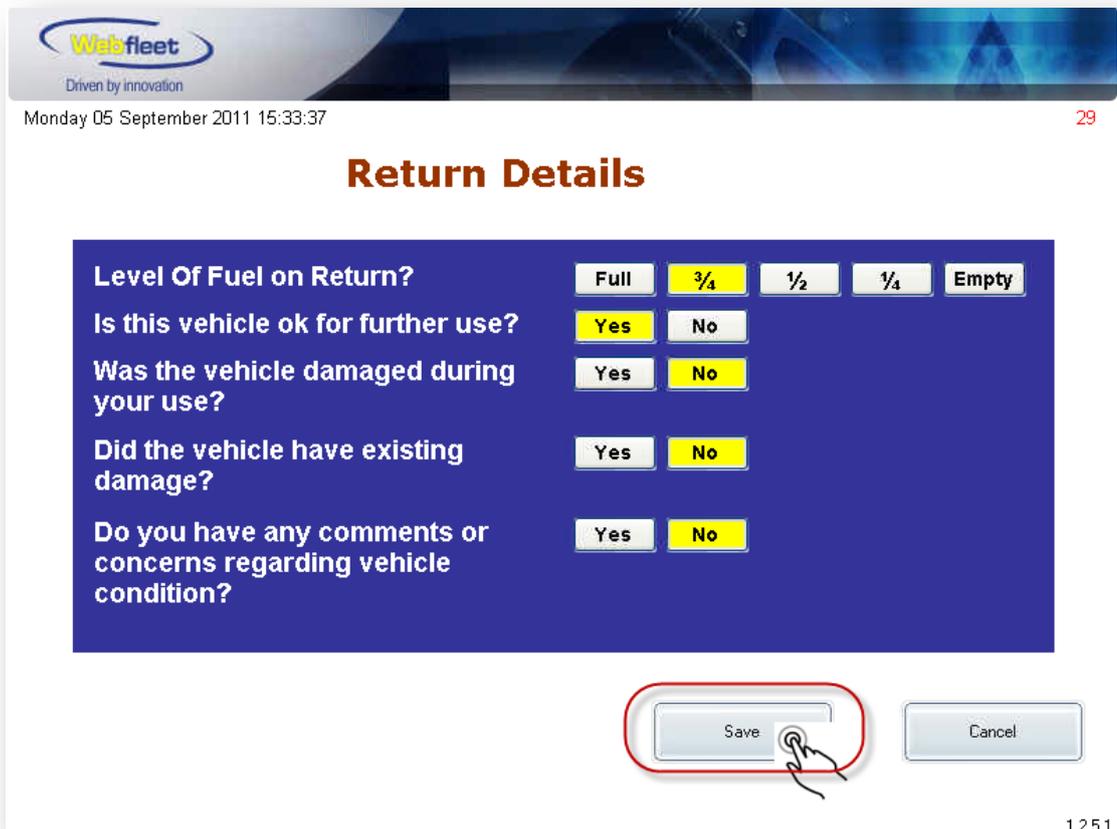
If any negative vehicle return details are selected (as red-circled options above), then the system will display the following message.
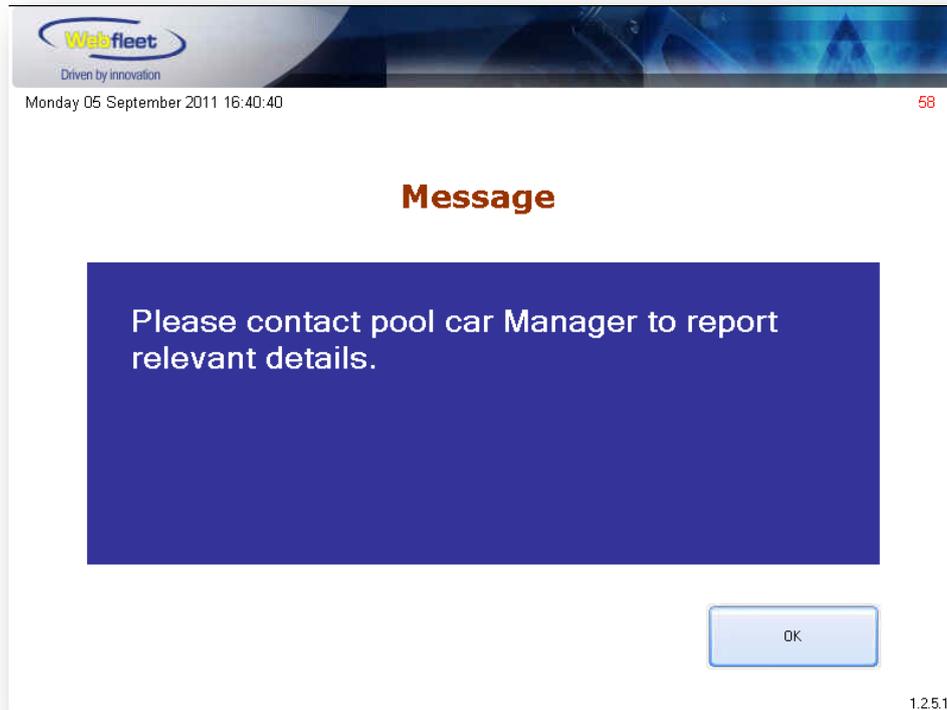
After the Return Details have been saved, you will then start the key return process by opening the cabinet door when you hear the door beep. At the same time, the screen on the Keybox will be showing "Open Door" with instruction.

If you do not open the door within 10 seconds (this is called "Overtime") the KeyBox will allow you another chance to open the KeyBox door. Alternatively, you can cancel this return procedure (as per the below screen shot).

Monday 05 September 2011 14:56:50   56

Open Door

Overtime to open the door. Would you like to open it again?

Open Door Again   Cancel

1.2.5.1
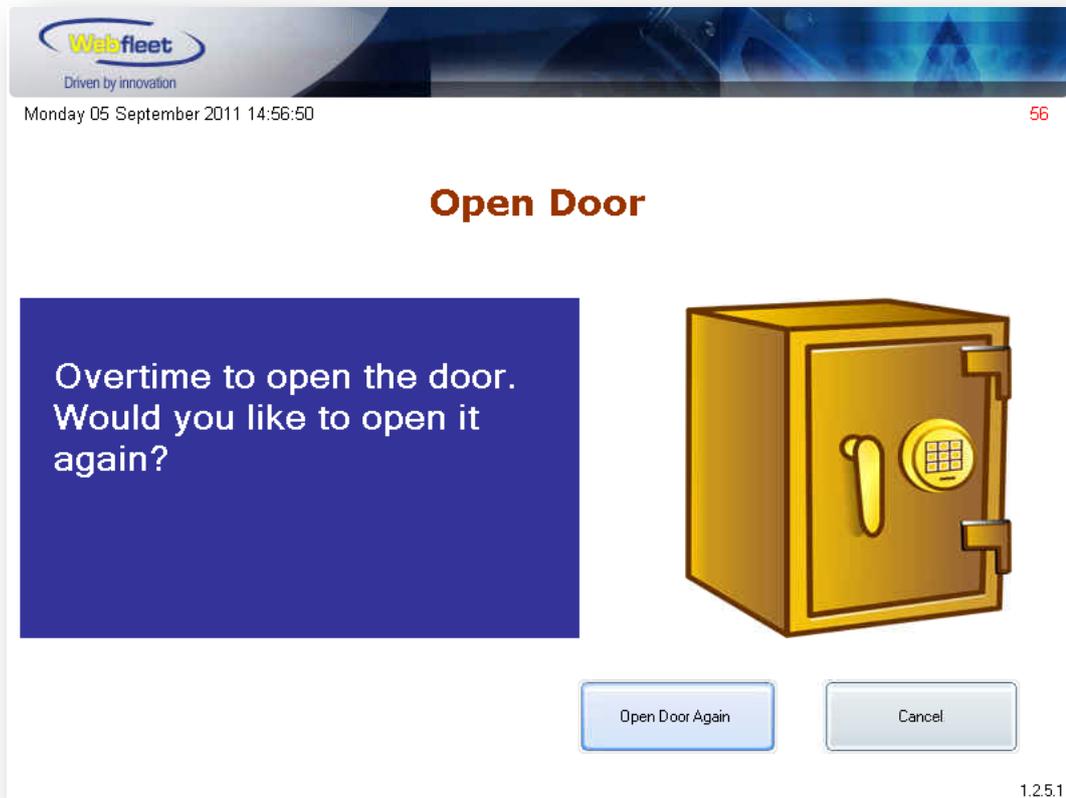
Once the door is opened, the system will direct you to the next step – "Return Key" with instructions (as per the below print screen).

Monday 05 September 2011 15:34:39   57

Confirm Key Return

Please insert the Key Tag into an empty slot now …

1.2.5.1
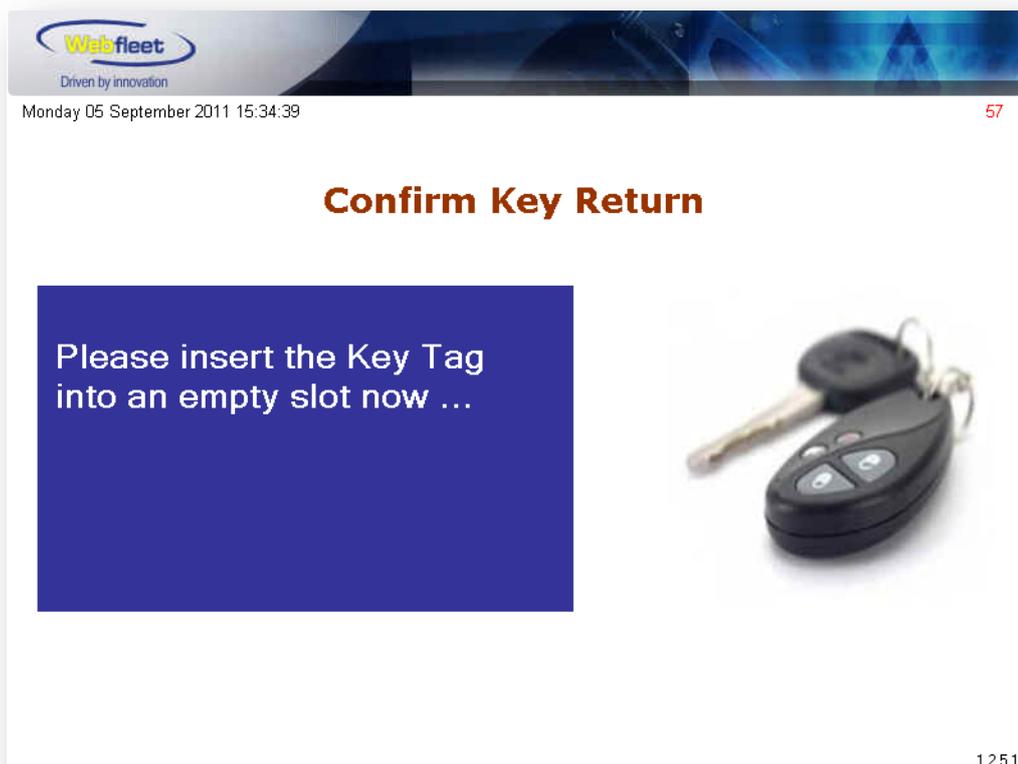
Once the fob (which is attached with the returned vehicle key) is inserted into an empty slot, the system will show a Key Return confirmation screen to finalise the Key Return procedure (as per the below screenshot).

You will be automatically logged out once you select "Proceed", "Exit" or close the cabinet door.