Smartfleet

The Pool Vehicle Booking Module

Pool Car User

Help Guide

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1. The Vehicle Booking Tab

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❓ **Help**

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Vehicle Booking Calendar
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Booking Summary:

Submitted - Awaiting Authorisation:	None
Authorised - Awaiting Allocation:	None
Confirmed - Vehicle Allocated:	None

Booking Search:

Search By: Booking Number ▾ Search value: [　　　　] **Search**

Calendar Shortcuts:

Employee Calendar   **Vehicle Calendar**

Booking Shortcut:

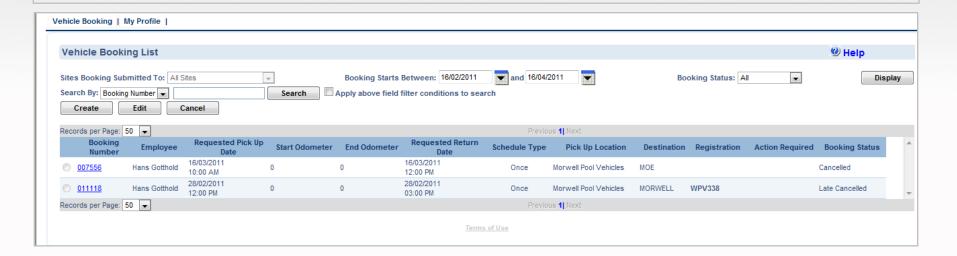| Create Booking	*[For Myself]*

2. Manage Bookings

2a. The Vehicle Booking List

Vehicle Booking Tab → Manage Bookings → Vehicle Booking List

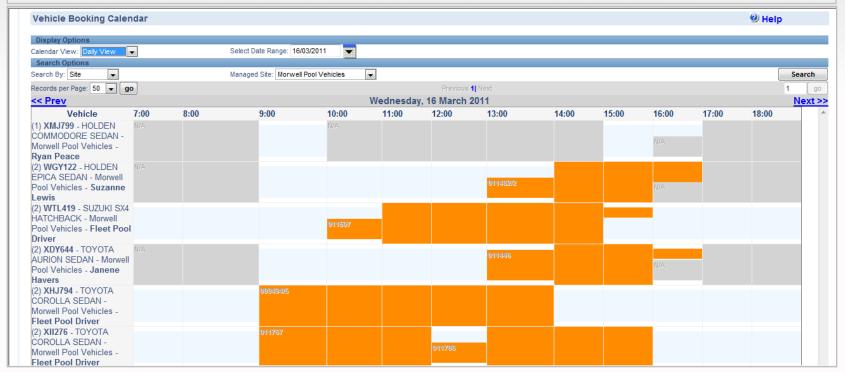- This screen allows Users to search and view current and past bookings based on the booking status.

Vehicle Booking | My Profile |

Vehicle Booking List   ❓ Help

Sites Booking Submitted To: All Sites   Booking Starts Between: 16/02/2011 ▼ and 16/04/2011 ▼   Booking Status: All ▼   Display

Search By: Booking Number ▼ [   ] Search   ☐ Apply above field filter conditions to search

Create   Edit   Cancel

Records per Page: 50 ▼   Previous 1| Next

Booking Number	Employee	Requested Pick Up Date	Start Odometer	End Odometer	Requested Return Date	Schedule Type	Pick Up Location	Destination	Registration	Action Required	Booking Status
○ 007556	Hans Gotthold	16/03/2011 10:00 AM	0	0	16/03/2011 12:00 PM	Once	Morwell Pool Vehicles	MOE			Cancelled
○ 011118	Hans Gotthold	28/02/2011 12:00 PM	0	0	28/02/2011 03:00 PM	Once	Morwell Pool Vehicles	MORWELL	WPV338		Late Cancelled

Records per Page: 50 ▼   Previous 1| Next

Terms of Use

2b. The Vehicle Booking Calendar

- This screen allows Users to search for all pool vehicles based on vehicle site. The calendar can be displayed in daily view, 5 day view, 7 day view or monthly view. The calendar display also includes a full description of the vehicle, vehicle registration numbers. Pool Car Users with an assigned vehicle can book their own vehicle using the calendar feature.
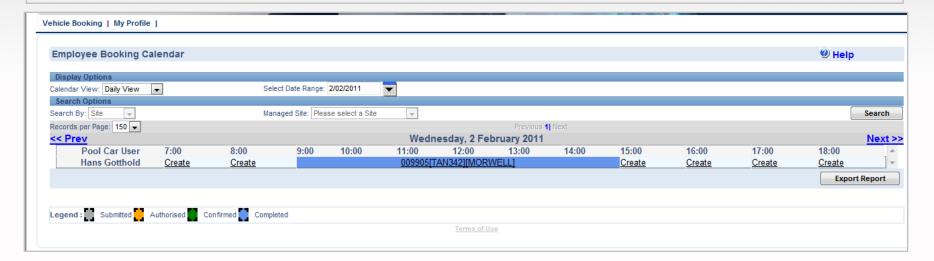
2c. The Employee Booking Calendar

Vehicle Booking Tab → Manage Bookings → Employee Booking Calendar

- This screen allows Users quick access to the vehicle Booking screen to create a booking. The calendar can be displayed in daily view, 5 day view, 7 day view or monthly view.   The calendar display also includes the registration number of the vehicle booked and the destinations.

2d. The Booking Vehicle Availability Schedule

Vehicle Booking Tab	Manage Bookings	Booking Vehicle Availability Schedule

- This screen provides the User with the total number of vehicles available based on site, date and time

Vehicle Booking | My Profile |

Booking Vehicle Availability Schedule   ❔ Help

Display Options

Site: [Morwell Pool Vehicles ▼]   Date: [16/03/2011] [▼]   [Display]

<< Prev   Monday, 14 March 2011~Sunday, 20 March 2011(Morwell Pool Vehicles)   **Next >>**

	Mon, 14 Mar	Tue, 15 Mar	Wed, 16 Mar	Thu, 17 Mar	Fri, 18 Mar	Sat, 19 Mar	Sun, 20 Mar
7:00~8:00	7	8	5	5	5	4	7
8:00~9:00	5	6	3	2	2	4	7
9:00~10:00	16	8	12	10	13	17	17
10:00~11:00	16	7	9	6	14	17	17
11:00~12:00	16	7	9	5	13	17	17
12:00~13:00	16	6	8	6	11	17	17
13:00~14:00	15	6	6	6	12	16	16
14:00~15:00	16	6	8	8	13	17	17
15:00~16:00	16	8	13	10	15	17	17
16:00~17:00	6	3	2	2	5	7	7
17:00~18:00	7	4	5	4	4	7	7

[Export Report]

* The report shows the number of vehicles available in the nominated date and time period.

Terms of Use

3. My Profile Tab

3. My Profile Tab

- This screen allows users to update personal details, including username and password.

User Profile   ⑦ Help

User Info:

Personnel Info:

Username(*):	hans
	The username can be 2-50 characters from a-z,A-Z, numbers, dash(-) or Single quote (').
First Name(*):	Hans
Last Name(*):	Gotthold
Employee ID:	103758
Position:	Fleet/Projects officer
Start/End Date:	13/09/2010-
Assigned Business Unit:	Facilities, Fleet & Sourcing
Booking Cost Centre:	605.03
Roles:	Customer Administrator; FBT User; Pool Car Authorising Officer; Pool Car Booking Officer; Pool Car Manager; Pool Car User;
Have Vehicle Assigned	Yes
Garaging Rights:	Yes
Pool Car:	Yes

Driver Licence Info:

Driver Licence:	031191799
State of issue:	VIC
Licence class:	MC multi-combination
Licence conditions:	
Licence Expire Date:	02/11/2011

Contact Info:

Phone:	03 - 51365424
Fax:	-
Mobile:	0409147086
E-Mail(*):	
Address(*):	
Street(*):	81-83 Buckley St
Suburb(*):	MORWELL
State(*):	VIC PostCode(*): 3840
Postal Address:	☑ Same as Above Address
	(If not, Please enter Postal Address below)
Street(*):	81-83 Buckley St
Suburb(*):	MORWELL
State(*):	VIC PostCode(*): 3840
Password Confirm:	(Current Password is required to change User Profile)
Current Password(*):	
	(Please enter New Password if you want to change it.)
New Password:	
	The password must contain 6-16 characters (max length 16) and is case sensitive.
Confirm New Password:	

[Update] [Reset] [Home]

4. How to make a Booking for Myself

4. How to make a booking for Myself

1. Under the **Booking Shortcut** on the homepage click onto the *[For Myself]* link against **Create Booking**

2. This will take you to the **Booking** screen

3. Select the **Type of Vehicle Required** or leave the default at "Any"

4. Select the vehicle **Cylinder Number** or leave the default at "Any"

5. Select the vehicle **Transmission Type** or leave the default at "Any"

6. Nominate the **Pick Up Time** and date

7. Nominate the **Return Time** and date

8. Select the desired **Pick Up** location

9. Select the **Destination** from the destination options. If your destination is one other than the options provided, select the Others option and then type in your destination details in the boxes provided

10. Select the Purpose of the journey from the **Purpose of Journey** options. If the purpose is on other than the options provided, select the Other Purposes option and type in the Purpose in the box provided

Cont.....

4. How to make a booking for Myself

11. Select if the is to be a recurring booking – Yes or No

12. If it is to be a **Recurring Booking** select Yes. A pop-up screen will appear. Select whether this will be a daily, weekly or monthly recurrence then select the relative recurrence details. Next select the starting and end date/period of the occurrences. Then click on the **OK** button.

13. Select the **number of passengers**, if any other than the driver. Separate names with a comma.

14. Type in any additional comments/requirements in the box under **Comments/Special Requirements**

15. Click onto the **Submit** button

16. Once you Submit the booking a **Booking Result** page will appear outlining a summary of the booking

The Booking Screen

Journey Details:

New Booking For:	Wendy Meesen
Booking Type:	◉ Vehicle Booking
Type of Vehicle Required:	Any
Cylinder Number:	Any
Transmission Type:	Any
Special Equipment:	
*Pick Up Time:	Date: 17/10/2010 Time: 9 PM : 00
*Return Time:	Date: 17/10/2010 Time: 10 PM : 00
*Pick Up Location	Geelong Campus at Waurn Ponds
*Destination:	Please Select
Estimated Travel Distance:	
*Purpose of Journey:	Please Select

Motor Vehicle Fringe Benefits - Employee Declaration

I declare that for the period nominated above:
A. The vehicle will be used exclusively for Business Purposes Only;
B. That the log book or equivalent substantiating business usage will be kept and returned with the vehicle;
C. I have read and agree to the Conditions Of Use policy below.

View Condition of Use

☐ Yes, I agree

Schedule Type:

Is this a recurring booking (ie Daily, Weekly, Monthly)?	○ Yes ◉ No

Passengers:

Passenger Name(s):	(Please separate names with comma)

Authorising Officer:

Submit To:	Chris Jones

Personnel Details:

*Driver Name:	Wendy Meesen
Booking Cost Centre:	
*Phone Number:	52271349
Mobile:	0438833446
*Email Address:	test@webfleet.com.cn

Comments/Special Requirements:

| Cancel | Submit |

> Company policies may be attached & you will have to tick "Yes" before your booking is submitted

5. "How To" Guide of Tasks

5a. How to Search for a Booking

1. On the homepage enter the **Booking Number** into the **Search Value** field

2. Click onto the **Search** button

3. This will take you to the **Vehicle Booking List** screen

4. You will notice that the booking number is in the Search field, click onto the **Search** button again (this double step process has been implemented to increase the speed of the system).

5. This will display the booking number's details

5b. How to Edit/Cancel a Booking

1. On the homepage enter the **Booking Number** into the **Search Value** field

2. Click onto the **Search** button

3. This will take you to the **Vehicle Booking List**

4. You will notice that the booking number is in the Search field, click onto the **Search** button again (this double step process has been implemented to increase the speed of the system).

5. This will display the booking number's details

6. Click onto the selection button alongside the booking number and then click onto either the **Edit** or **Cancel** button above

7. The Edit function allows users to amend **pick-up & return details**, **destination**, **purpose of journey**, and **pool car user details** (changes to user details via the Edit function here only applies to the booking submitted. To permanently change your details in the system, please use the **My Profile** tab).

8. **Note that** completed bookings cannot be cancelled

5c. How to check vehicle availability

1. On the homepage select the **Vehicle Calendar** shortcut button

2. The **Vehicle Booking Calendar** allows Users to search vehicles' availability based on site, or vehicle Registration number

3. The information can be viewed via a daily view, 5 day view, 7 day view and monthly view.

5d. How to Book an Assigned Vehicle

1. A number of assigned drivers may make their own vehicles available to the pool for a defined period of time. While the vehicle is in to pool the assigned driver can book their own vehicle

2. On the homepage select the **Vehicle Calendar** shortcut button

3. To book you assigned vehicle select your display options using the registration or site search

4. Click onto the **Create l**ink against the time you wish to book the vehicle

5. This will take you to the **Booking** screen

5e. The Recurring Bookings Function

The **Recurring** booking function allows users to book a vehicle repetitively for set period of time. This function may be used to reserve a vehicle for a regular meeting (e.g., every Monday for six months, fortnightly, 10.am – 11.00am), a specific project (e.g., every day for one week ending after 5 occurrences), regular short term client visits, etc.

1. Under the Booking Shortcut on the homepage click onto the *[For Myself]* link against **Create a Booking**

2. This will take you to the **Booking** screen

3. Complete the booking journey details as per **Section 4** of this guide

4. Under **Schedule Type** select Yes for **Recurring Booking** . A pop-up screen will appear. Select whether this will be a daily, weekly or monthly recurrence then select the relative recurrence details.

    Daily: Daily recurrence is limited to 1 day minimum and 99 maximum

    - Starting on: Select the recurrence start date

    - End date:
      Option 1 – End after a number of occurrence
      Option 2 – End by a nominated date

    - Click on the **OK** button

5e. The Recurring Bookings Function

Weekly: Weekly recurrence is limited to 1 week minimum and 99 maximum

- Select the week day/s applicable date. Minimum is one day and Maximum is all 7 days

- End date:
  Option 1 – End after "X" number of occurrences
  Option 2 – End by a nominated date

- Click on the **Ok** button

Monthly: **Option 1**: Monthly recurrence allows users to book a vehicle for a nominated **Day** of **Every "X" number of months.   Day:** Minimum is 1 day and Maximum is 31 days. **Month:** Minimum is 1 month and Maximum is 12 months

Option 2: Monthly recurrence allows users to book a vehicle for the nominated day of every month based on the following settings: **Day:** First, Second, Third, Forth and Last Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Day, Weekend, Weekend Day – Of every "X" month/s. **For Example:** Every Last Thursday of every 2 months

Starting On: Select the recurrence start date

End Date: Option 1 – End after "X" number of occurrences   Option 2 – End by a nominated date

Click on the **OK** button

5. Complete details as per **Section 4** of this guide

6. Click **Submit**