# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Vehicle Booking Tab – Drop Down Menu Functions</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Manage Bookings</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2a. The Vehicle Booking List</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2b. The Vehicle Booking Calendar</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>2c. The Employee Booking Calendar</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>2d. The Booking Vehicle Availability Schedule</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>My Profile Tab</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>How to make a Booking for Myself</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>“How To” Guide of Tasks</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>5a. How to Search for a Booking</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>5b. How to Edit/Cancel a Booking</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>5c. How to check Vehicle Availability</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>5d. How to Book an Assigned Vehicle</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>5e. The Recurring Booking Function</td>
<td>21</td>
</tr>
</tbody>
</table>
1. The Vehicle Booking Tab

Drop Down Menu Functions
1. The Vehicle Booking Tab

Vehicle Booking | My Profile |

**Manage Bookings**

- Customer Vehicle Booking
- Vehicle Booking List
- Vehicle Booking Calendar
- Employee Booking Calendar
- Booking Vehicle Availability Schedule

**Booking Summary:**
- Submitted - Awaiting Authorisation: None
- Authorised - Awaiting Allocation: None
- Confirmed - Vehicle Allocated: None

**Booking Search:**
- Search By: Booking Number
- Search values: [Search]

**Calendar Shortcuts:**
- Employee Calendar
- Vehicle Calendar

**Booking Shortcut:**
- Create Booking [For Myself!!]
2. Manage Bookings
2a. The Vehicle Booking List

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

- 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

- This screen provides the User with the total number of vehicles available based on site, date and time.
3. My Profile Tab
3. My Profile Tab

- This screen allows users to update personal details, including username and password.
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
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 your assigned vehicle select your display options using the registration or site search.

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

5. This will take you to the **Booking** screen.
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, 10.00am – 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

Cont.....
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 **Month:** 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