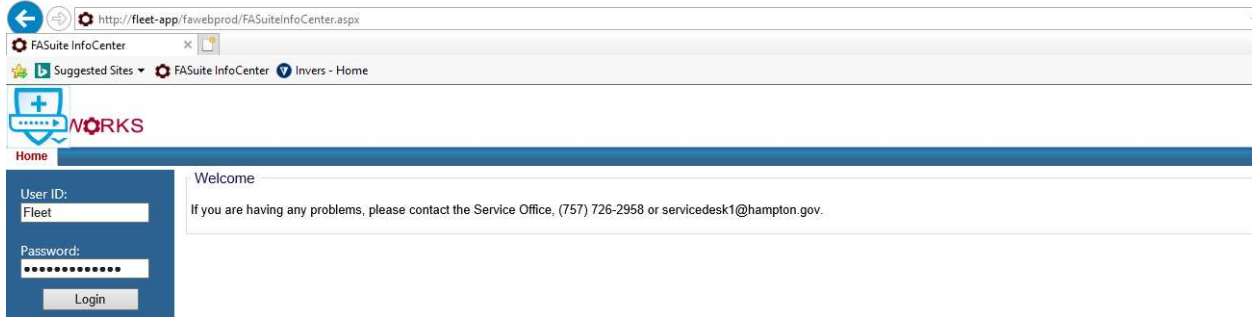


How to make a Motor Pool Reservation

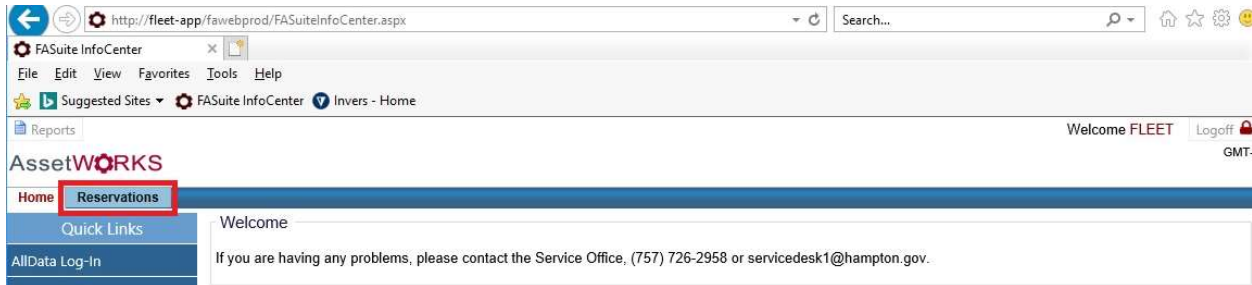
Go to the Fleet InfoCenter Home Page from a computer on the city network

<http://fleet-app/fawebprod/fasuiteinfocenter.aspx>

Log-In using the User ID & Password provided to you.



Next click on the "Reservations" Tab in the blue ribbon of the home screen.



Confirm that the Operator listed is yourself, and that the listed department and email are correct. If any changes need to be made, please contact the Service Office, servicedesk1@hampton.gov.



Select "New Reservation"



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Select the calendar next to the Pickup & Return Times to input your time, then click Ok/Close.

The screenshot shows the 'Reservations' page with the following details:

- Pickup Location:** MAIN - FLEET SERVICES
- Address:** 413 N ARMISTEAD AVENUE, HAMPTON, VA 23669
- Phone:** 757-726-2958
- Reservation for:** FLEET: FLEET TEST USER
- Department:** F01 - FLEET SERVICES
- Email:** fleet@hampton.gov

The **Pickup** field is set to 12/12/2018 07:25 and the **Return** field is set to 12/11/2018 16:55. A calendar pop-up is open for the pickup date, showing the month of December 2018. The time 07:25 is selected, and the 'Ok / Close' button is highlighted.

Select the type of Vehicle from the List of Available Types.

The screenshot shows the 'Reservations' page with the following details:

- Pickup Location:** MAIN - FLEET SERVICES
- Address:** 413 N ARMISTEAD AVENUE, HAMPTON, VA 23669
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- Reservation for:** FLEET: FLEET TEST USER
- Department:** F01 - FLEET SERVICES
- Email:** fleet@hampton.gov

The **Pickup** field is set to 12/12/2018 07:25 and the **Return** field is set to 12/14/2018 16:55. A 'Back' button is visible. Below the form, there is a table of available vehicle types:

TYPES AVAILABLE TO RESERVE		
SEDAN 4 DOOR SEDAN	Capacity: 0	\$20.00 / day
TANDEM DUMP TRUCK TANDEM DUMP TRUCK	Capacity: 2	\$100.00 / day
VAN PASSENGER VAN	Capacity: 0	\$50.00 / day

Each row in the table has a 'Select' button next to it. To the right of the table, there is a yellow box with the text: 'JOIN A RIDESHARE' and 'No rideshares available at the selected pickup location for the above dates.'

How to make a Motor Pool Reservation

Enter the Destination, driver (if other than yourself), and the email address for the driver, then click Confirm.

The screenshot shows a web form for making a reservation. At the top, there are navigation tabs for 'Home' and 'Reservations'. The form is divided into several sections:

- Pickup Location:** A dropdown menu set to 'MAIN - FLEET SERVICES'. To the right, the address is '413 N ARMISTEAD AVENUE, HAMPTON, VA 23669'. Contact info: 'Phone: 757-726-2958 Fax:'. A '[Change]' link is present.
- Pickup/Return:** Two date-time pickers. Pickup: '12/12/2018 07:25'. Return: '12/14/2018 16:55'.
- Account ID:** A section with a red box around the 'Destination' field containing 'CONVENTION CENTER'. Below it is a 'Reservation Note' text area with the placeholder 'ENTER ANY NOTES YOU'D LIKE TO PROVIDE FLEET SERVICES HERE'.
- Additional Operators:** A table with columns 'Delete', 'Operator ID', and 'Operator Name'. The 'Operator Name' field contains 'DRIVER' and is highlighted with a red box. Below the table is the instruction 'Enter name of Driver if other than Operator'.
- Confirmation:** At the bottom, three buttons: 'Back', 'Cancel', and 'Confirm'. The 'Confirm' button is highlighted with a red box.
- Right Sidebar:** Contains reservation details: 'Reservation for FLEET: FLEET TEST USER', 'Department: F01 - FLEET SERVICES', 'Email confirmation will be sent. To: fleet@hampton.gov', and a red box around the 'CC: DRIVER@HAMPTON.GOV' field. Below this is a 'Vehicle type: SEDAN 4 DOOR SEDAN' section with 'Rate per day \$20.00' and 'Capacity'. A yellow callout box states: 'The full day rate will be charged for any reservations over 4 hours. A rate for half a day will be charged for reservations less than 4 hours.'

You have now completed your Motor Pool Reservation. If you need to cancel this reservation, please click "Cancel Reservation" otherwise please click "Back" to go to the Reservation start screen.

The screenshot shows the confirmation screen for the reservation. At the top, there are navigation tabs for 'Home' and 'Reservations'. The main content area has a green header with the message: 'Thank you for your Reservation, please pick your vehicle up from Fleet Services. New reservation 78 saved with status CONFIRMED.' Below this is a 'Notes' section with a red box around the 'Cancel Reservation' button. To the right of the notes, reservation details are listed: 'Reservation ID 78', 'Status CONFIRMED', and 'Confirmation Code 032175'. The rest of the form is identical to the previous screenshot, showing pickup location, dates, destination, operator, and vehicle details. At the bottom, there are two buttons: 'Back' (highlighted with a red box) and 'New Reservation'.

How to make a Motor Pool Reservation

You are now back at the Reservations Main Screen. You can view all of your existing reservations on this screen, begin a new reservation, or make changes to your existing reservation. To view additional driver(s) click Expand All. To make changes or cancel, click on the reservation number.

The screenshot shows the 'Reservations' main screen. At the top, there are navigation tabs for 'Home' and 'Reservations'. Below this is a 'My Info' section with a form containing fields for Operator ID (FLEET), Name (FLEET TEST USER), Department ID (F01), and Email Address (fleet@hampton.gov). To the right of the 'My Info' section is a 'What Do You Want To Do?' area with a 'New Reservation' button. Below the 'My Info' section is a 'My Reservations' section. It features a table with columns for Reservation ID, Status*, Pickup Date & Time, Return Date & Time, Vehicle Type, and Pickup Location. A red box highlights the '78' reservation number in the first row, with a tooltip that says 'Click to make changes'. Another red box highlights the 'Expand All' button above the table. The table contains one reservation with a status of 'CONFIRMED'.

Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location
78 Click to make changes Confirmation Code: 032175	CONFIRMED	12/12/2018 07:25	12/14/2018 16:35	SEDAN - 4 DOOR SEDAN	MAIN - FLEET SERVICES