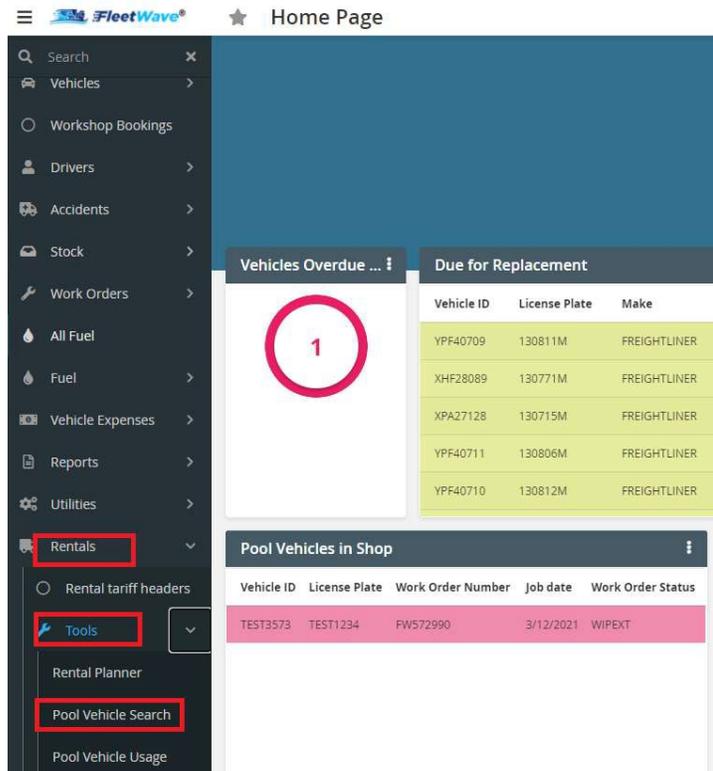


## Reserve a Vehicle in OA Carpool

1. Navigate to the Rentals module via the left menu bar, then click Tools-> Pool Vehicle Search.



2. Enter mandatory fields like Vehicle Category, Sub Category, Start Date/Time and End Date/Time, then click 'Pool Vehicle Search'.

Driver Name: ADAIR, STEVEN  
SAM II Customer Number: I5003700000  
Motor Pool Location: HEALTH - 920 WILDWOOD  
Category: PASSENGER CAR  
Sub Category: COMPACT  
Trip Purpose: Meeting  
Start Date: 4/13/2021 Start Time: 08:00 AM  
End Date: 4/21/2021 End Time: 05:00 PM  
Trip Destination: Saint. Louis

**Pool Vehicle Search** Continue View Planner

**Steps in Booking a vehicle:**  
1. Select Driver/Assignment name for the reservation  
2. Select the Motor Pool Location (or leave blank for all)  
3. Select the Category Required  
4. Select the Sub Category required  
5. Optionally enter your Trip Purpose  
6. Select the Start/End Date you wish to book the vehicle  
7. Set the Start/End Time you need the vehicle for  
8. Click Pool Vehicle Search  
9. Either select a vehicle from the list provided or modify your criteria if no vehicles are available

Click Continue below if a vehicle is not available to notify the Pool Administrator.  
Please consider option that does not involve leaving a state vehicle for extended period of time.

3. The system will show available vehicles in that location. If you leave 'Motor Pool Location' field empty, system will show all available vehicle in all locations. Click on any one of the vehicle to reserve.

Pool Vehicle Search | Continue | View Planner | Please consider option that does not involve leaving a state vehicle for extended period of time.

Pool Vehicle Search			
	Vehicle ID #	Sub Category	Motor Pool Location
Make Booking	POOL	COMPACT	HEALTH - 920 WILDWOOD
Make Booking	POOL	COMPACT	HEALTH - 920 WILDWOOD
Make Booking	POOL	COMPACT	HEALTH - 920 WILDWOOD

4. The system will open a pop-up to confirm the booking. To confirm, click “OK”.

**fw2.fleetwave.com says**

Are you sure you want to make a booking for this vehicle



5. The system will open a Rentals page where Rental Status is defaulted to “Initial”.

Rentals | Return | Auditing | [Icons]

Exported? No

Rental Code: 000074 | Motor Pool Location: CORRECTIONS - CENTRAL OFFICE

Rental status: Initial

Category: PASSENGER CAR | Sub Category: MID SIZE

Comments: [Text Area]

Start Date: 4/14/2021 | Start Time: 08:00 AM

End Date: 4/21/2021 | End Time: 05:00 PM

Actual Start Date: // | Actual Start Time: 12:00 PM

Actual End Date: // | Actual End Time: 12:00 PM

Rental Cost Per Day: 22.00 | Estimated O&M Cost: 0.00 | Estimated Rent: 0.0000

Additional Charges: 0.00 | Additional Charge Description: [Text Area]

Upload [Button] | Drag 'n' drop your files here

Driver Name: KITCHENS, AMY | Telephone: [Text Area]

Email: Amy.Kitchens@doc.mo.gov

SAM II Customer Number: [Text Area]

Agency: 931 (CORRECTIONS-OPERATING)

Organization: 9313247 (EMPLOYEE HEALTH & SAFETY)

6. Enter information into the remaining fields and click “Save”. Rental Status changes to ‘Pending’.

The screenshot shows a web form for creating a rental reservation. The 'Rental status' field is set to 'Pending' and is highlighted with a red box. Other visible fields include 'Rental Code' (000075), 'Motor Pool Location' (CORRECTIONS - CENTRAL OFFICE), 'Category' (PASSENGER CAR), 'Sub Category' (MID SIZE), and 'Rental Cancellation Reason' (Other). There are buttons for 'CANCEL' and 'CREATE REPAIR ORDER'. The form also includes date and time pickers for start and end dates, and a summary section for costs.

7. If vehicle is not available, you can change the Location, Category or Sub Category to find a vehicle, or click the “Continue” button as written in “Steps in Booking a Vehicle” – “Click Continue to contact a Pool Administrator”.

The screenshot shows a 'Steps in Booking a vehicle' page. The 'Continue' button is highlighted with a red box. The page includes a list of steps for booking a vehicle and a note about contacting the Pool Administrator if a vehicle is not available. The 'Continue' button is highlighted with a red box.

**Steps in Booking a vehicle:**

1. Select Driver/Assignment name for the reservation
2. Select the Motor Pool Location (or leave blank for all)
3. Select the Category Required
4. Select the Sub Category required
5. Optionally enter your Trip Purpose
6. Select the Start/End Date you wish to book the vehicle
7. Set the Start/End Time you need the vehicle for
8. Click Pool Vehicle Search
9. Either select a vehicle from the list provided or modify your criteria if no vehicles are available

**Click Continue below if a vehicle is not available to notify the Pool Administrator.**

Please consider option that does not involve leaving a state vehicle for extended period of time.

8. The system opens a Rentals page where you add remaining fields and click “Save”. Rental Status changes to ‘Pending’.

**Rentals** **Auditing**  

Exported?  No

Rental Code: 000075 Motor Pool Location: CORRECTIONS - CENTRAL OFFICE

Rental status: Pending Reservation Reject Reason: CORRECTIONS - CENTRAL OFFICE

Category: PASSENGER CAR Sub Category: MID SIZE

Rental Cancellation Reason: Other

Comments:

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Start Date: 4/14/2021 Start Time: 08:00 AM

End Date: 4/20/2021 End Time: 05:00 PM

Actual End Date: // Actual End Time: 05:00 PM

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Rental Cost Per Day: 0.00 Estimated O&M Cost: 0.00 Estimated Rent: 0.0000

Additional Charges: 0.00 Additional Charge Description:

Drag 'n' drop your files here

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Driver Name: KITCHENS, AMY Telephone:

Email: Amy.Kitchens@doc.mo.gov

SAM II Customer Number: 19312932000

Agency: 931 (CORRECTIONS-OPERATING)

Organization: 9313247 (EMPLOYEE HEALTH & SAFETY)

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Trip Destination: DOWNTOWN

- Motor Pool Administrator will approve or deny this reservation. Driver will receive an email of approval or denial.