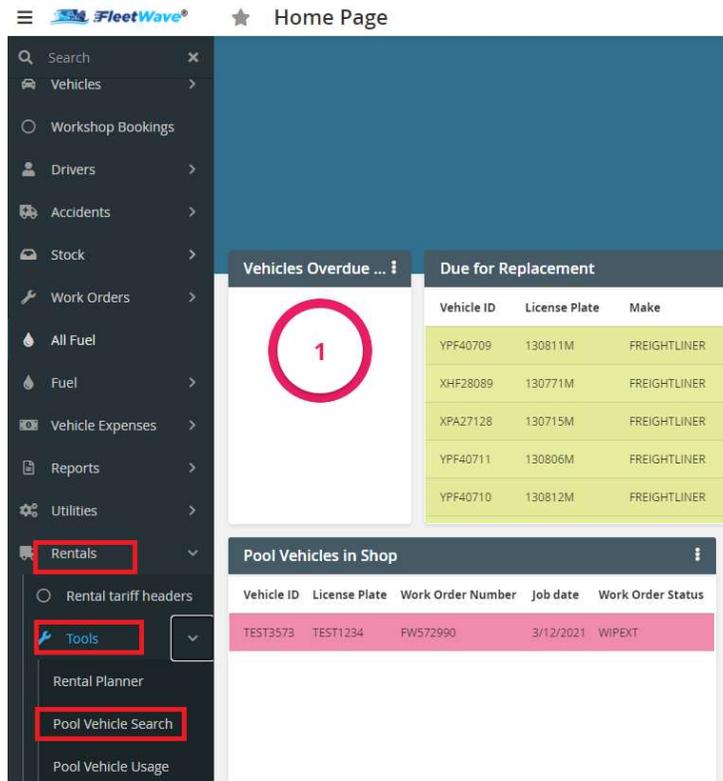Reserve a vehicle in OA Carpool

1. User navigates to Rentals-> Tools-> Pool Vehicle Search.

2. User adds mandatory fields like vehicle category, Sub category, Start Date/ Time and End Date/Time and clicks 'Pool Vehicle Search'.

3. System shows available vehicles in that location. User can leave 'Motor Pool Location' field empty, system will show all available vehicle in all locations. User clicks on any one of the vehicle to reserve.

4. System opens a small new window asking user to confirm, user clicks Yes.

5. System opens a Rentals page.

6. User enters remaining fields and clicks 'Confirm'.

7. If vehicle is not available, then user can change the Location, Category or Sub category to find a vehicle, or clicks on 'Continue' button as written in 'Steps in Booking a Vehicle'- 'Click Continue to contact a Pool Admin'.

8. System opens a Rentals page where user adds remaining fields and clicks 'Confirm'. Rental Status changes to 'Pending'.

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