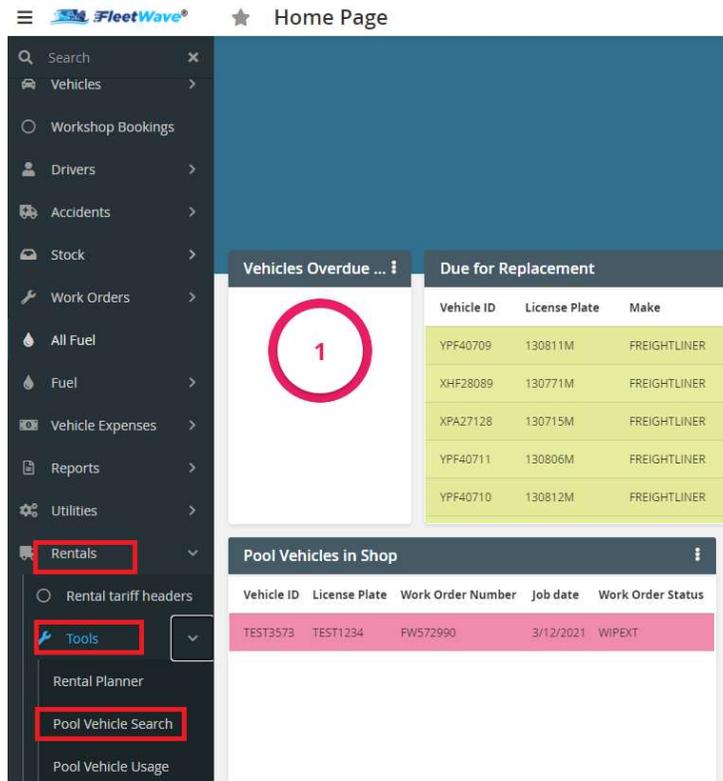


Reserve a vehicle in OA Carpool

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'.

The screenshot shows the 'Pool Vehicle Search' form. Fields are filled with: 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. The 'Pool Vehicle Search' button is highlighted with a red box. To the right, a list of steps guides the user through the booking process.

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. 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.

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

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

fw2.fleetwave.com says

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



5. System opens a Rentals page.

Rentals | Return | Auditing

Exported? No

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

Rental status: Initial

Category: PASSENGER CAR | Sub Category: MID SIZE

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

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

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

Additional Charges: 0.00

Driver Name: KITCHENS, AMY | Email: Amy.Kitchens@doc.mo.gov

Agency: 931 (CORRECTIONS-OPERATING) | Organization: 9313247 (EMPLOYEE HEALTH & SAFETY)

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

The screenshot shows a web application interface for managing rentals. At the top, there are tabs for 'Rentals' and 'Auditing'. The main form contains the following fields and values:

- Exported?: No
- Rental Code: 000075
- Motor Pool Location: CORRECTIONS - CENTRAL OFFICE
- Rental status: Pending (highlighted with a red box)
- Reservation Reject Reason: CORRECTIONS - CENTRAL OFFICE
- Category: PASSENGER CAR
- Sub Category: MID SIZE
- Rental Cancellation Reason: Other
- Buttons: CANCEL, CREATE REPAIR ORDER
- Comments: (Empty text area)
- 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
- Rental Cost Per Day: 0.00, Estimated O&M Cost: 0.00, Estimated Rent: 0.0000
- Additional Charges: 0.00, Additional Charge Description: (Empty)
- Upload button: Upload (highlighted with a dashed box)
- Driver Name: KITCHENS, AMY
- Email: Amy.Kitchens@doc.mo.gov
- SAM II Customer Number: 19312932000
- Agency: 931 (CORRECTIONS-OPERATING)
- Organization: 9313247 (EMPLOYEE HEALTH & SAFETY)
- Trip Destination: DOWNTOWN

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'.

The screenshot shows a web application interface for searching for pool vehicles. The form contains the following fields and values:

- Driver Name: ADAIR, STEVEN
- SAM II Customer Number: 15003700000
- 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
- Buttons: Pool Vehicle Search, Continue (highlighted with a red box), 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. (highlighted with a red box)

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

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

Rentals **Auditing**

Exported?

Rental Code: 000075

Rental status: Pending

Category: PASSENGER CAR Reservation Reject Reason: Sub Category: MID SIZE

Rental Cancellation Reason: Other

Comments:

Start Date: 4/14/2021 End Date: 4/20/2021

Actual End Date: // 05:00 PM

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

Driver Name: KITCHENS, AMY

Email: Amy.Kitchens@doc.mo.gov

SAM II Customer Number: 19312932000

Agency: 931 (CORRECTIONS-OPERATING)

Organization: 9313247 (EMPLOYEE HEALTH & SAFETY)

Trip Destination: DOWNTOWN

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