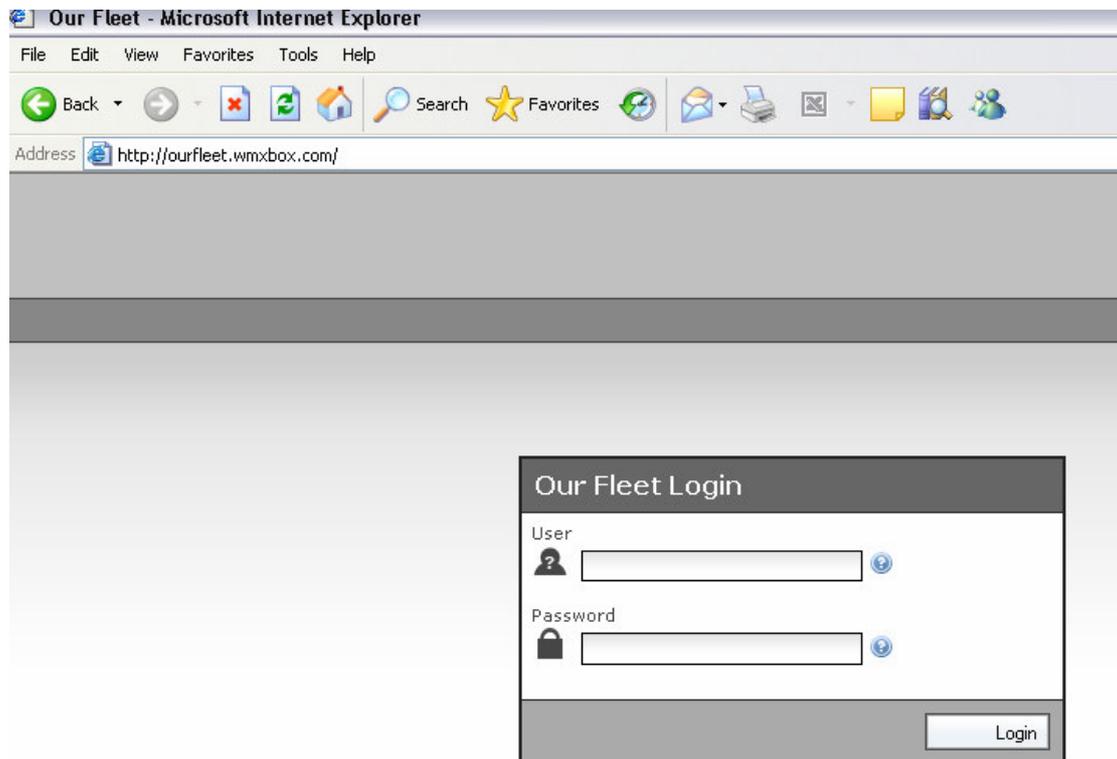


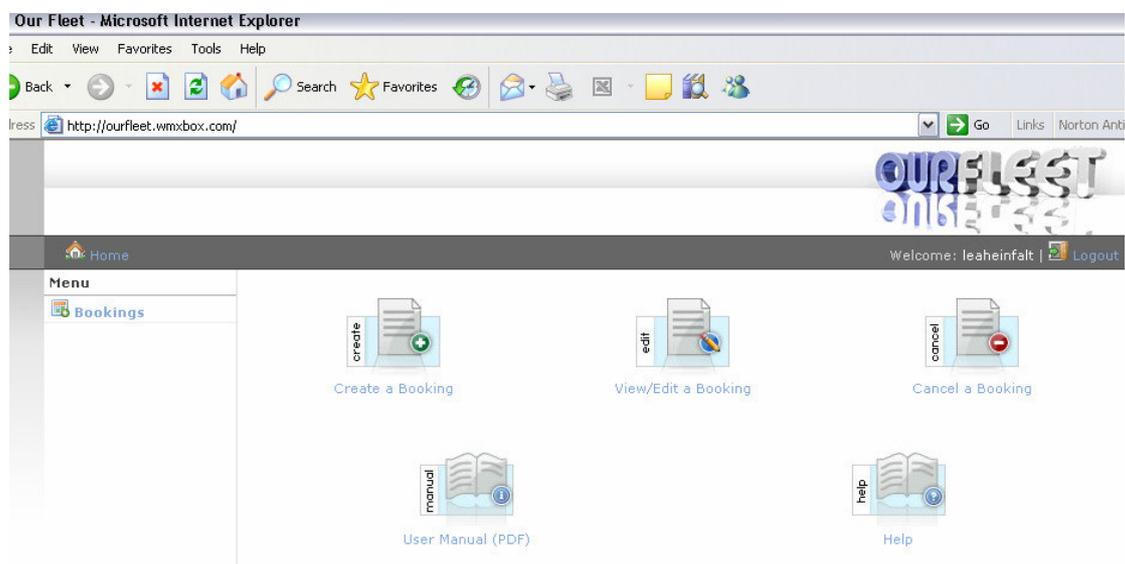
OurFleet User Cheat-Sheet

Creating a booking

1. Load OurFleet through the website address provided to you:



2. Log into OurFleet with the username and password provided – the following screen loads after a successful login:



3. To create a new booking click on:



4. The following screen then loads:

Home | Welcome: admin | Feedback | Log

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

New Vehicle Booking - Booking Details

Date and Time

Employee: Select -->

Booking Start Date*: Nov 12 2006

Booking Start Time*: Select -->

Booking End Date*: Nov 12 2006

Booking End Time*: Select -->

Departure Location*: Select -->

Number of Passengers*: 0

Inclusions

- Car Seat - Infant
- Car Seat - Toddler
- Cruise Control
- Power Steering
- Tow Bar

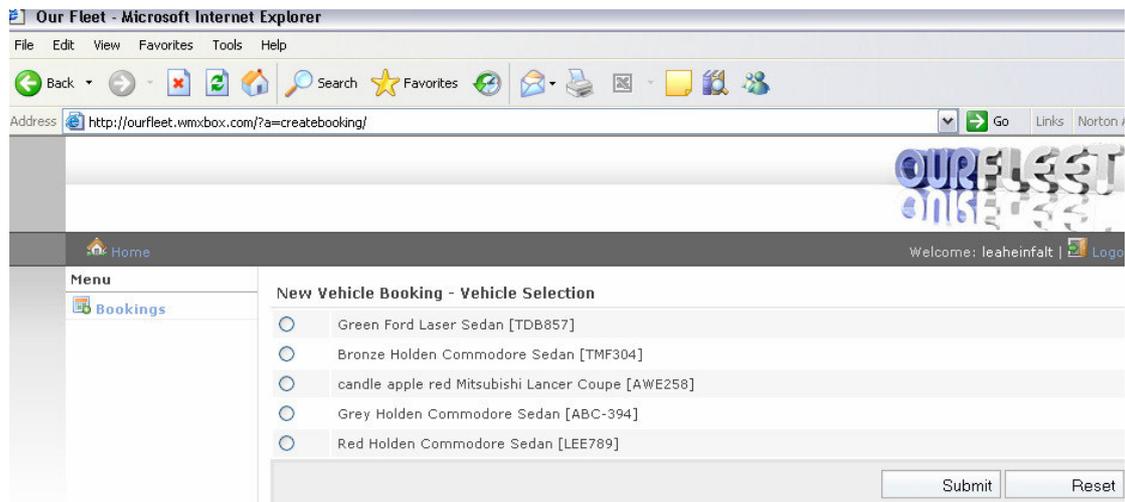
Submit Reset

5. Enter the required information as follows:

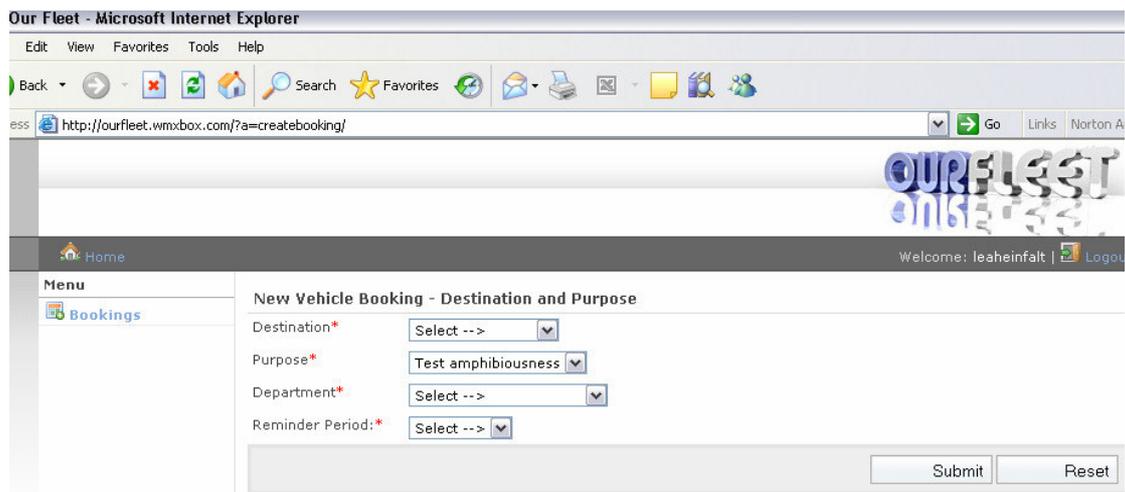
Field Name	Description
Employee	Employee name who will be driving the vehicle Example: John Smith
Booking Start Date*	The date the booking commences from Example: Oct 10 2006
Booking Start Time*	The time the booking commences Example: 09:00 AM
Booking End Date*	The date the booking concludes Example: Oct 10 2006
Booking End Time*	The time the booking concludes Example: 11:30 AM
Departure Location*	The office the booking departs from Example: Head Office
Number of Passengers*	The number of passengers travelling with the driver Example: 2
Inclusions	Select the inclusions required for your booking. Example: Tow bar

Once complete, press 'Submit'.

6. The vehicles available for use will then be shown, as per the below:



7. Select the vehicle you would like to use by clicking the radio button and then submit. The following screen will then load:



8. Enter the required information as follows:

Field Name	Description
Destination*	The destination you are travelling to Example: Melbourne Office
Purpose*	The purpose of your trip Example: AGM
Department*	The department/program responsible for the travel Example: Human Resources
Reminder Period*	The interval at which you would like to receive an email reminder regarding your booking Example: 5 hours

9. A summary screen as shown below is then available. Review your booking and press 'Submit' to continue:

New Vehicle Booking - Booking Details Confirmation

Employee Details	Booking Details
Booked By: Leah Einfalt	Vehicle : Green Ford Laser Sedan [TDB857]
Additional Passengers: 2	Leaving From: Head Office
Department: Human Resources	Start: Oct 13th 2006 9:00am
Reminder: 5 hours before the booking	End: Oct 13th 2006 1:30pm
	Destination: Melbourne Office
	Purpose: AGM

10. You are then returned to the view/edit screen where you can view all Bookings:

Our Fleet - Microsoft Internet Explorer

http://ourfleet.wmxb.com/?a=bookings

Welcome: leaheinfalt | Logout

Booking Date	Return Date	Employee	Vehicle	Purpose
Oct 11th 2006 6:30am	Oct 11th 2006 10:30am	Cameron Knights	AWE258	Test amphibiousness
Oct 13th 2006 9:00am	Oct 13th 2006 1:30pm	Leah Einfalt	TDB857	AGM
Oct 13th 2006 10:00am	Oct 13th 2006 2:00pm	Leah Einfalt	TMF304	Test amphibiousness
Oct 14th 2006 9:00am	Oct 14th 2006 11:30am	John Smith	TDB857	AGM
Oct 14th 2006 9:00am	Oct 14th 2006 11:30am	Justin Pradier	TDB857	AGM
Oct 14th 2006 9:00am	Oct 14th 2006 11:00am	Cameron Knights	TDB857	AGM
Oct 15th 2006 9:00am	Oct 15th 2006 1:00pm	Cameron Knights	TMF304	Test
Oct 17th 2006 1:00am	Oct 18th 2006 2:00am	Cameron Knights	999999	Test amphibiousness
Oct 18th 2006 11:30am	Oct 18th 2006 1:00pm	Leah Einfalt	TMF304	Test amphibiousness

11. From this screen you can create another 'New Booking', return to 'Home' or 'Logout'.