### OurFleet User Cheat-Sheet

Creating a booking

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

🕘 Ou	r Fle	et - M	icrosoft	Internet	Explore	96							
File E	dit	View	Favorites	Tools	Help								
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2. Log into OurFleet with the username and password provided – the following screen loads after a successful login:



© 2009 Natus Software Page 1 of 4 3. To create a new booking click on:



4. The following screen then loads:

n Home				Welcome: admin	Feedback   🗾 Logo			
Administration	New Vehicle Booking - Booking Details							
A Vehicles	Date and Time		Inclusions 🥹					
<ul> <li>Ĝeneral</li> <li>➡ Fuel Import</li> <li>♥ Reports</li> </ul>	Employee Booking Start Date* Booking Start Time*	Select>         V         V           Nov         12         2006         0           Select>         V	Car Seat - Infant Car Seat - Toddler Cruise Control					
Menu Bookings Change Password	Booking End Date* Booking End Time* Departure Location*	Nov         12         2006         Image:	Power Steering Tow Bar					
	Passengers*			Subr	nit 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 V 10 V 2006				
Booking Start Time*	The time the booking commences Example: 09:00 AM				
Booking End Date*	The date the booking concludes Example: Oct V 10 V 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 driverExample: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:

File E	dit View Favorites T	ools Help		
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	📩 Home			Welcome: leaheinfalt   🗾 Logo
	Menu	New	Vehicle Booking - Vehicle Selection	
	Bookings	0	Green Ford Laser Sedan [TDB857]	
		0	Bronze Holden Commodore Sedan [TMF304]	
		0	candle apple red Mitsubishi Lancer Coupe [AWE258]	
		0	Grey Holden Commodore Sedan [ABC-394]	
		0	Red Holden Commodore Sedan [LEE789]	
				Submit Reset

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

Our Fleet - Microsoft Inte	ernet Explorer		
Edit View Favorites To	ools Help		
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Menu Bookings	New Vehicle Book Destination* Purpose* Department* Reminder Period;*	select>   Test amphibiousness   Select>     Select>	
			Submit Reset

#### 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: Additional Passer	Leah Einfalt	Vehicle : Green Ford Laser Sedan [TDB857]					
Department:	Human Resources	Start: Oct 13th 2006 9:00am					
Reminder:	5 hours before the booking	End: Destination:	Oct 13th 2006 1:30pm Melbourne Office				
		Purpose:	AGM				
			Submit				

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

Our Fleet - Microsott Int	ernet Explorer				
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A Home				We	Icome: leaheinfalt   🗾 Logout
Menu	Bookings				
Bookings	New Booking				
	Booking Date	Return Date	Employee	¥ehicle	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'.