Easy Access Mobile Booking

Tutorial | June 2023

smartfleet
fleet management, made easy

In this Guide:

The Smartfleet Easy Access Mobile Booking site is designed for a range of mobile devices. It works just like an ‘app’ without the hassle of downloading it from the app store. As we make ongoing enhancements, the site will automatically update without you having to download updates. The site can be used on any device with an internet browser.

This Guide will cover the Easy Access Mobile Booking site including:

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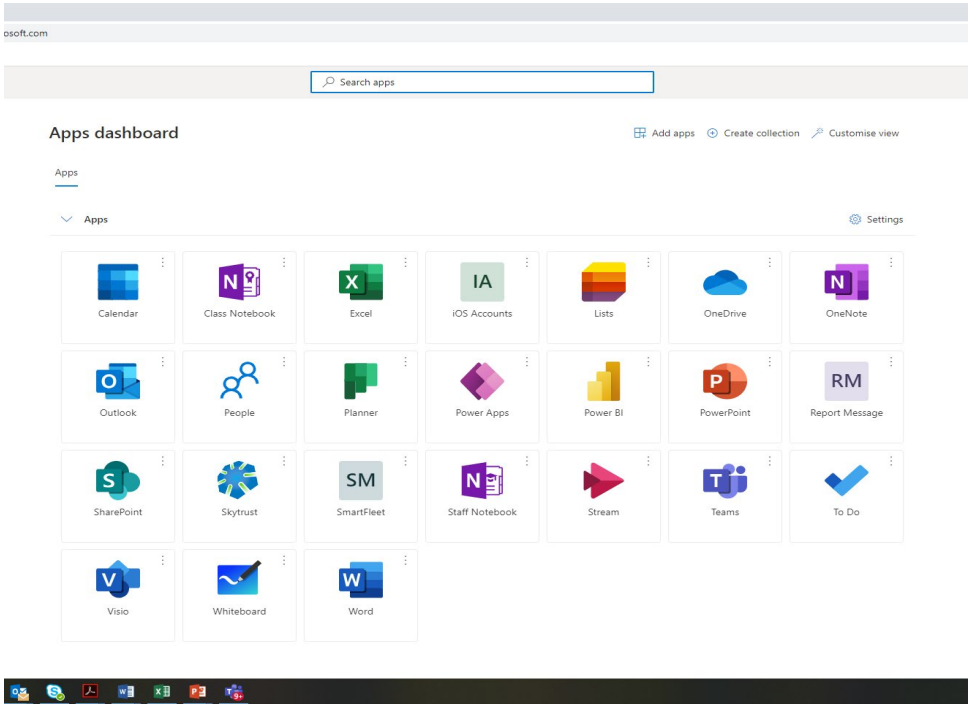
Getting Started

1. Open your internet browser

2. Go to https://myapplications.microsoft.com/

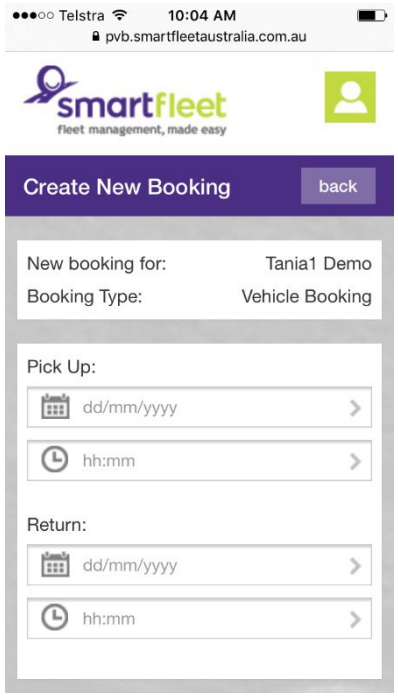
3. All UNE application icons are published in Office 365

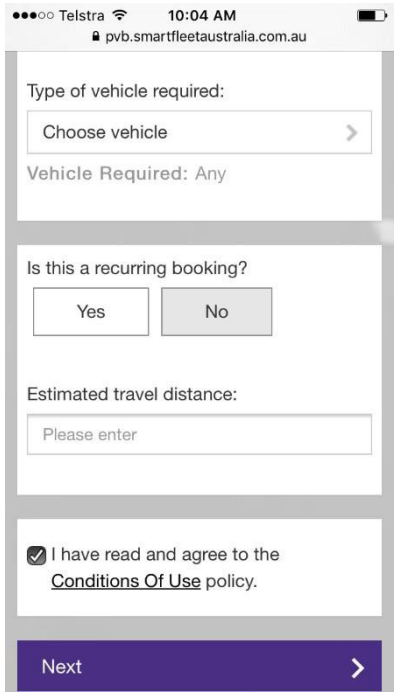
4. Select Smartfleet icon. Use your UNE Single Sign On Username and Password to proceed if not already log in.

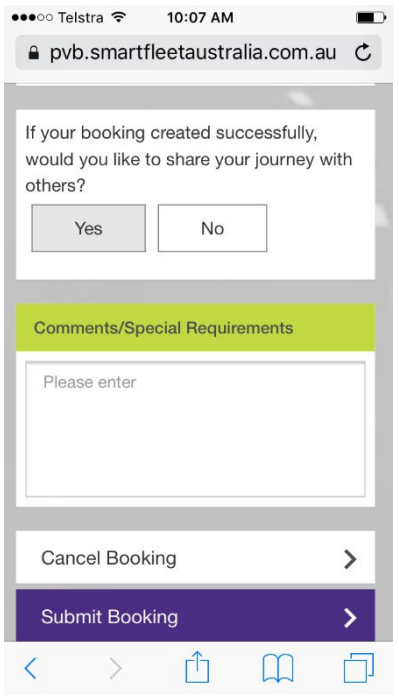


Create a Booking

1. Select **Make a new booking.**
2. Enter your booking details on the page. Check the box to say you have read the Conditions of Use Policy and select **Next**.
3. Fill in your journey and personal details and select **Submit Booking**. *Please note: not all fields are mandatory, but when you submit it will tell you if you have missed any required fields.*

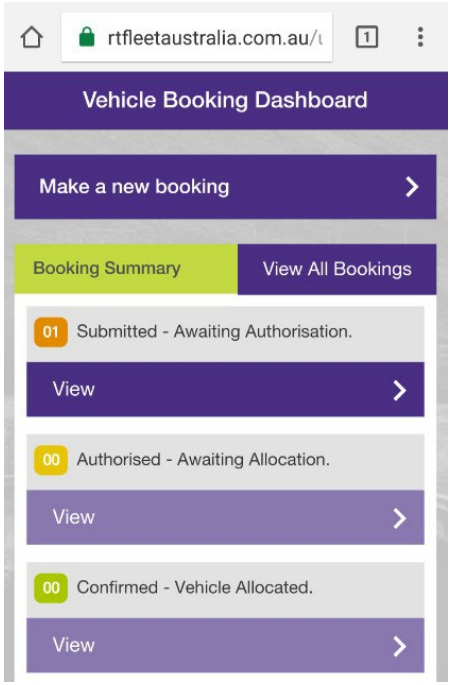


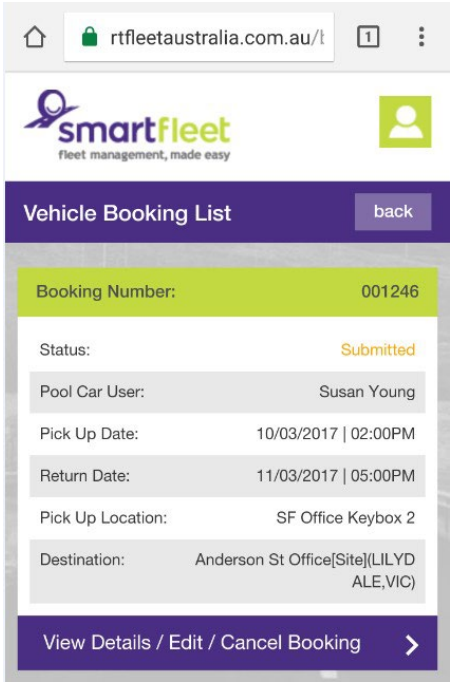




View a Booking

1. From the Booking Dashboard (the main page) you will see a list of Submitted, Authorised and Confirmed Bookings.
2. Select **View** to see the bookings in that category, or **View All Bookings**.





Edit or Cancel a Booking

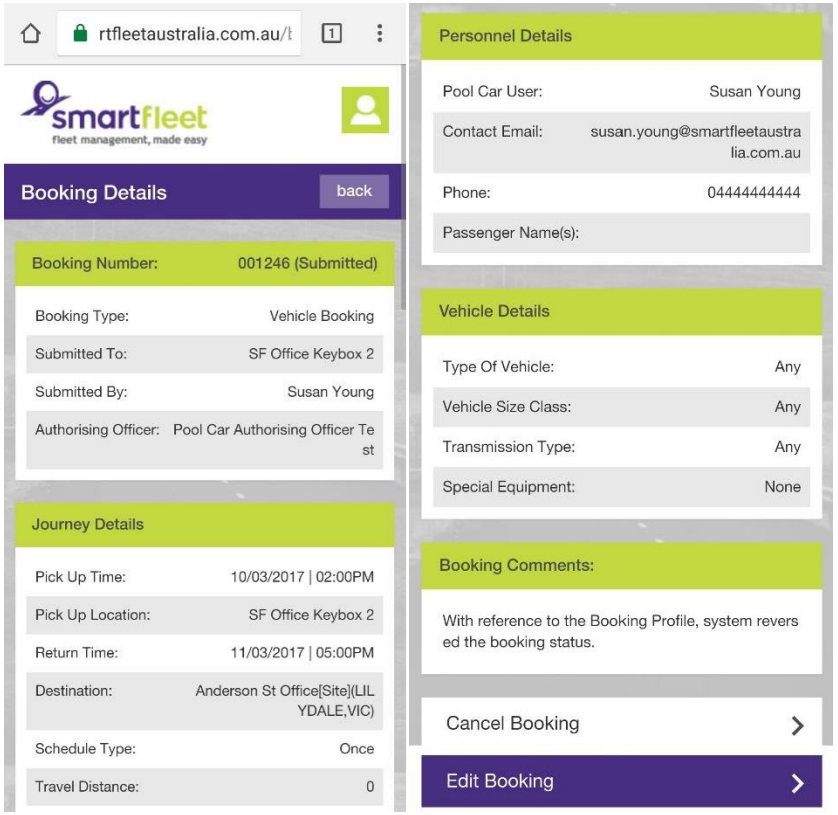
1. View the booking as per the previous slide.
2. Select **View Details / Edit / Cancel Booking**.
3. Scroll to the bottom of the page and you can select **Cancel Booking** or **Edit Booking**.

<u>Cancellation</u>

4. Enter the reason for cancellation
5. **Submit and Cancel**.

<u>Editing</u>

4. Edit the booking details as required, selecting **Next** to view and amend the rest of the booking details.
5. Select **Cancel Booking** or **Submit Booking.**



Thank you.