

Easy Access Mobile Booking

Tutorial | June 2023



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.

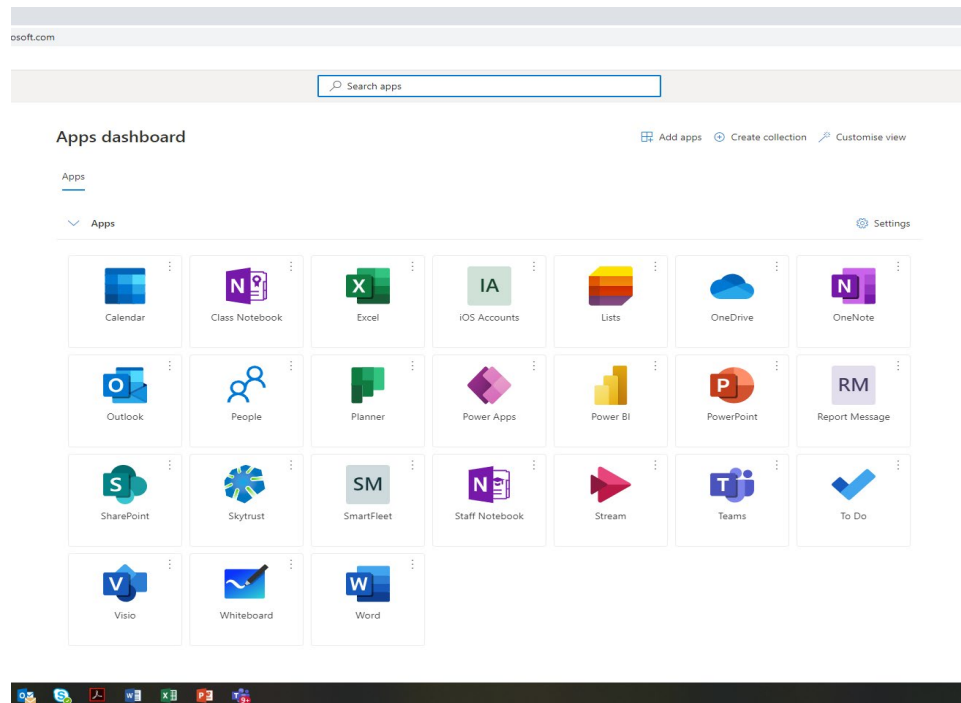
This Guide will cover the Easy Access Mobile Booking site including:

Topic	Page
Getting Started	3
Create a Booking	4
View a Booking	5
Edit or Cancel a Booking	6



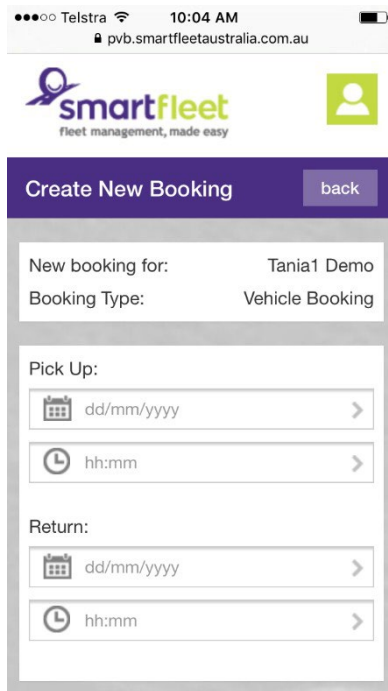
Getting Started

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.*



Telstra 10:04 AM
pvb.smartfleetaustralia.com.au

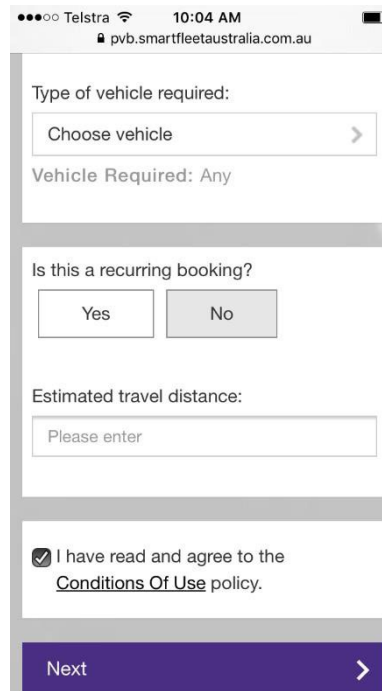
smartfleet
fleet management, made easy

Create New Booking back

New booking for: Tania1 Demo
Booking Type: Vehicle Booking

Pick Up:
dd/mm/yyyy
hh:mm

Return:
dd/mm/yyyy
hh:mm



Telstra 10:04 AM
pvb.smartfleetaustralia.com.au

Type of vehicle required:
Choose vehicle >

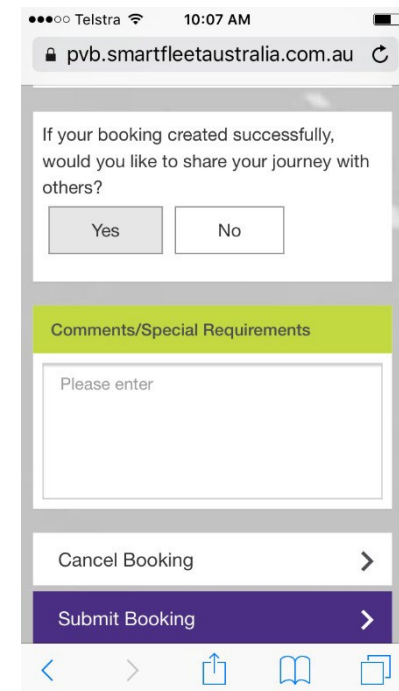
Vehicle Required: Any

Is this a recurring booking?
Yes No

Estimated travel distance:
Please enter

I have read and agree to the Conditions Of Use policy.

Next >



Telstra 10:07 AM
pvb.smartfleetaustralia.com.au

If your booking created successfully, would you like to share your journey with others?
Yes No

Comments/Special Requirements
Please enter

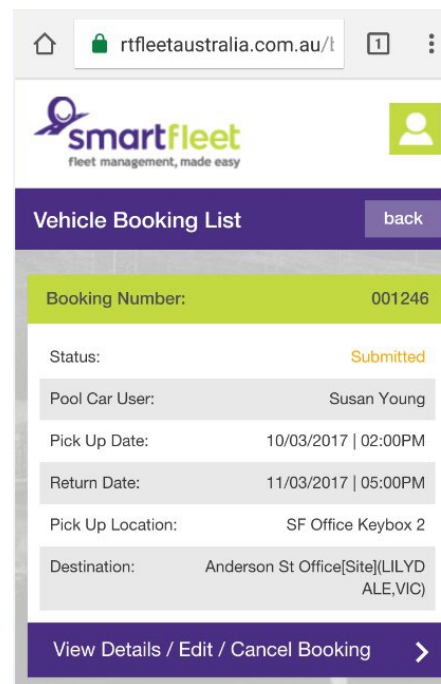
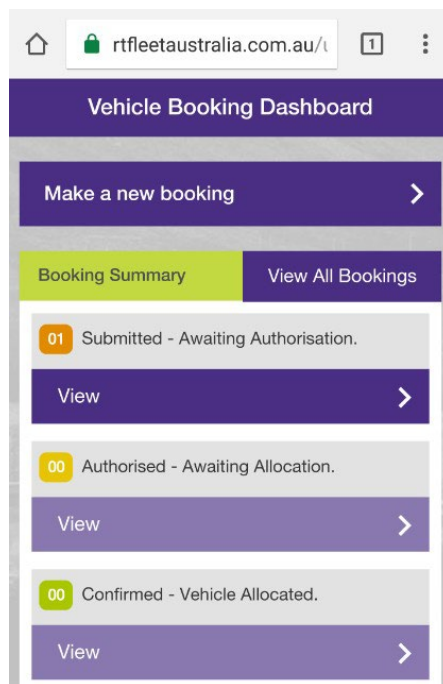
Cancel Booking >

Submit Booking >



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

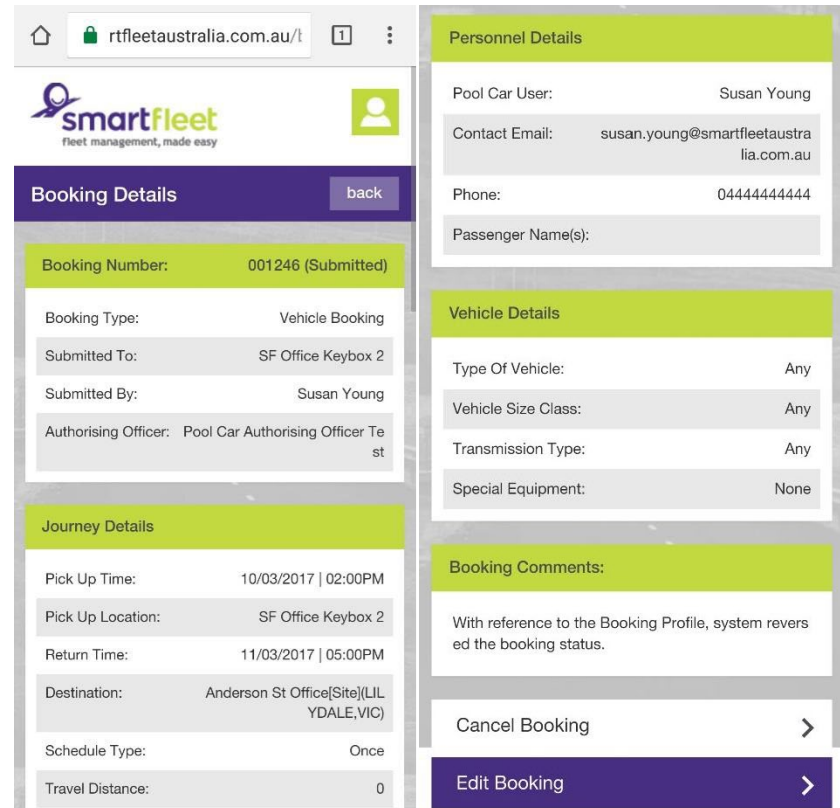
1. View the booking as per the previous slide.
2. Select **View Details / Edit / Cancel Booking**.
3. Scroll to the bottom of the page and you can select **Cancel Booking** or **Edit Booking**.

Cancellation

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

Editing

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**.



The screenshot displays the smartfleet web interface for editing a booking. The browser address bar shows 'rtfleetaustralia.com.au/t'. The page is divided into several sections:

- Personnel Details:** Pool Car User: Susan Young; Contact Email: susan.young@smartfleetaustralia.com.au; Phone: 0444444444; Passenger Name(s):
- Booking Details:** Booking Number: 001246 (Submitted); Booking Type: Vehicle Booking; Submitted To: SF Office Keybox 2; Submitted By: Susan Young; Authorising Officer: Pool Car Authorising Officer Test
- Journey Details:** Pick Up Time: 10/03/2017 | 02:00PM; Pick Up Location: SF Office Keybox 2; Return Time: 11/03/2017 | 05:00PM; Destination: Anderson St Office[Site](LIL YDALE,VIC); Schedule Type: Once; Travel Distance: 0
- Vehicle Details:** Type Of Vehicle: Any; Vehicle Size Class: Any; Transmission Type: Any; Special Equipment: None
- Booking Comments:** With reference to the Booking Profile, system reversed the booking status.

At the bottom of the page, there are two buttons: 'Cancel Booking' and 'Edit Booking', both with right-pointing chevrons.



Thank you.

www.smartfleetaustralia.com.au

