

# Pool Vehicle Booking – For Myself

User Guide | June 2023



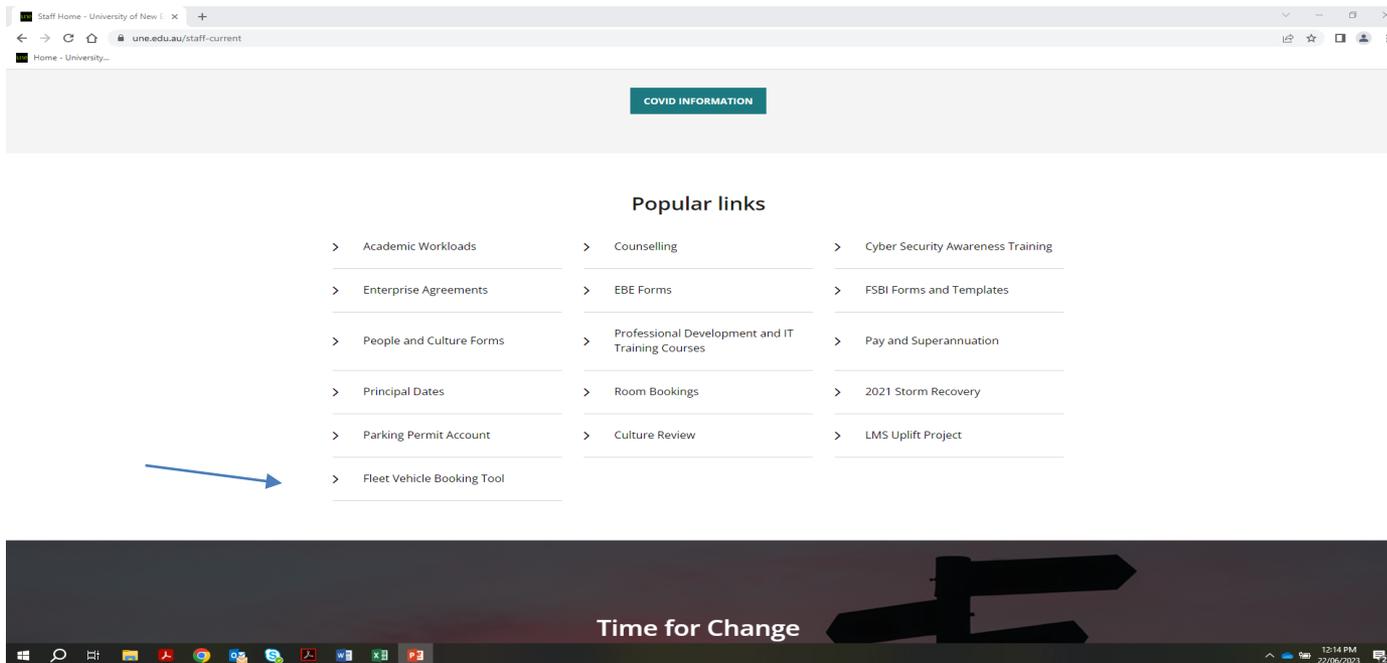
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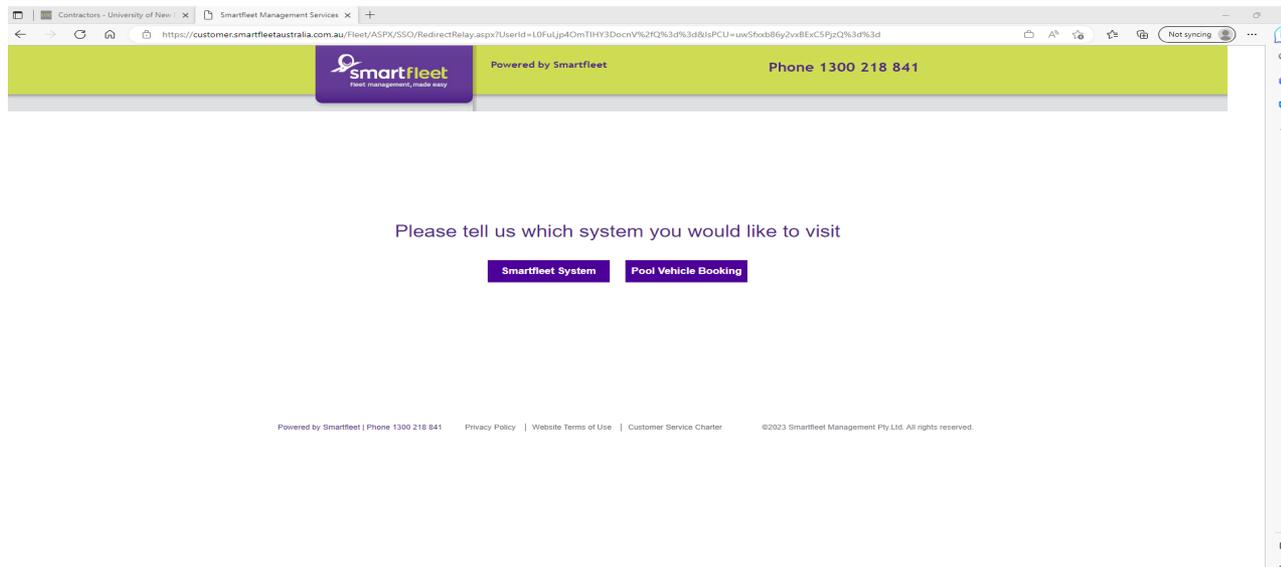
# 1 UNE Staff Page



## Select Fleet Vehicle Booking Tool



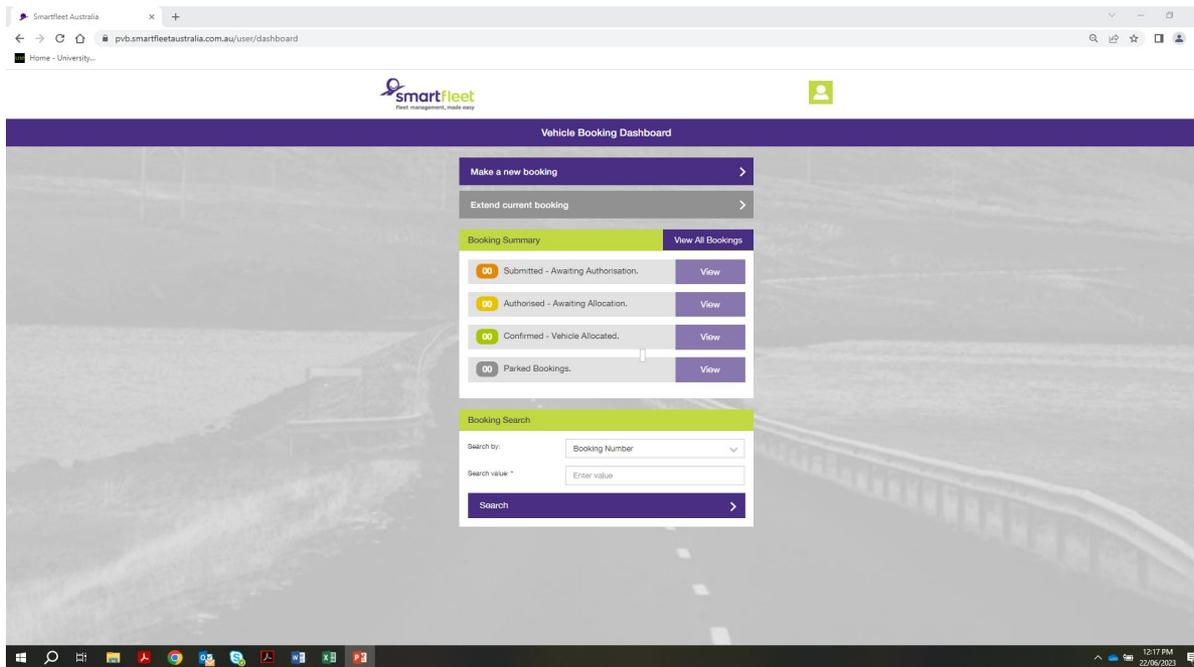
## 2 Main screen of Smartfleet



### Select Pool Vehicle Booking Tool



# 3 Vehicle Booking Dashboard



Click on the **Make a new booking** at the top of the **Vehicle booking Dashboard**

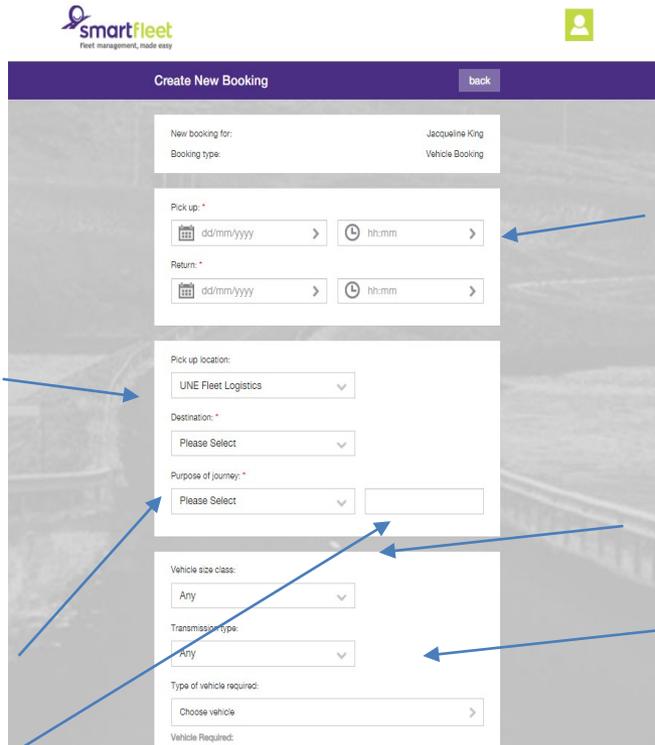


# 4

## How to make a booking myself

**Step 2** – Select **Pick up location, & destination**. If not listed please select the **Other** options and add into comments field on the next page

**Step 3** – **Purpose of journey**, select either **Local, Travel ID or Other Purpose**. For **Travel ID** TR # must be then entered in text box to the right.



**Step 1** – Nominate dates & times you wish to collect Fleet vehicle. Please note this is time specific, vehicle **CANNOT** be collected before booking time

**Step 4** – **Vehicle Size Class** is **IMPORTANT**, select required type of vehicle.

**Type of Vehicle** not required for selection.

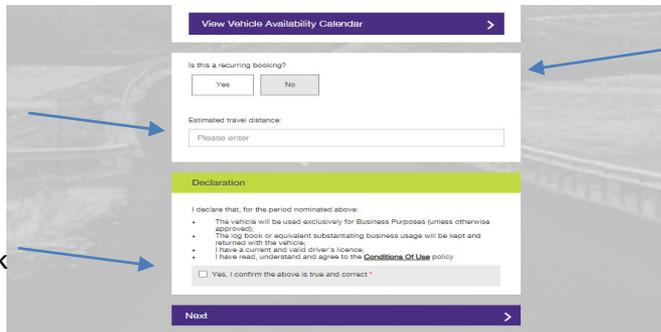
*Continue.*



# 4 How to make a booking myself

**Step 6** – Enter estimated travel distance.

**Step 7** – Read Declaration and click **Yes, I agree**. Then select 'Next'.



**Step 5** – You are able to create recurring bookings, select Yes or No. By selecting Yes a pop-up screen will appear. Select whether this will be daily, weekly or monthly recurrence and select relative recurrence details. Next select the start and end date/period of the occurrences. The click on the **OK** button.

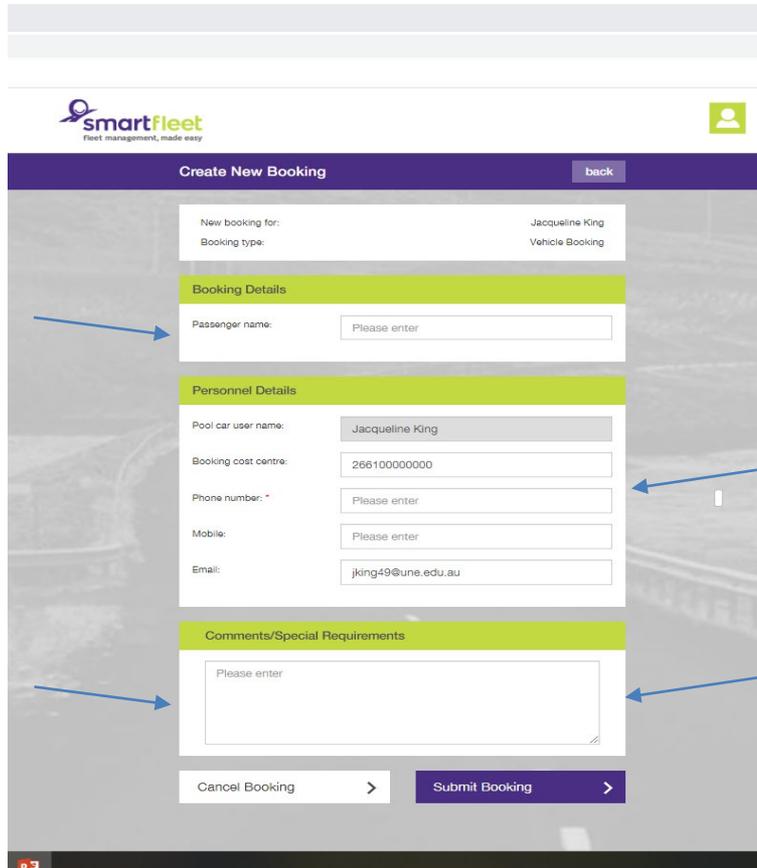
*Continue.*



# 4 How to make a booking myself

**Step 8** – Enter names of any **passenger**, if any other than the driver. Separate names with a comma.

**Step 10** – If you require any additional items ie. first aid kit or requirements for a vehicle, enter this information in the box under **Comments/Special Requirements**. Also includes trailers.



**Step 9** – Requires contact number to be entered in **Phone Number \***. Note mobile can be entered here and does not need to be enter again in **Mobile**

**Step 11** – Click the **Submit Booking** button. You will then receive email to confirm booking outlining a summary of the booking and then the type of car you are allocated.

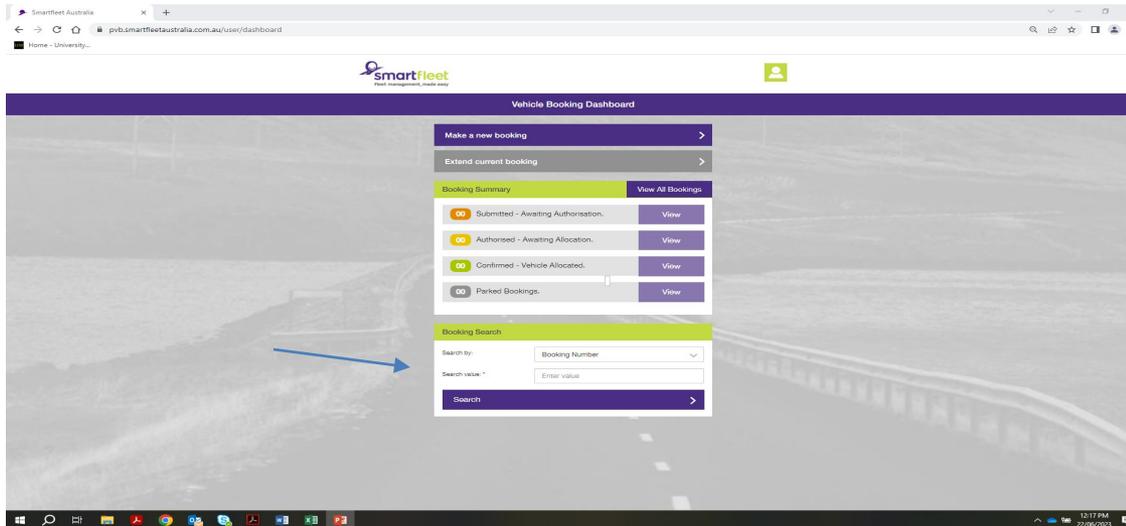


# 5 Manage Bookings



## 5a. Search for a Booking

1. On the Vehicle Booking Dashboard enter the **Booking Number** into the **Search Value** field.



2. Click the **Search** button.

3. This will take you to the **Vehicle Booking List** screen.

4. You will notice that the booking number is in the Search field, click the **Search** button again (this double step process has been implemented to increase the speed of the system).

5. This will display the booking number's details.



## 5b. Edit/Cancel a Booking

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1. On the Vehicle Booking Dashboard enter the **Booking Number** into the **Search Value** field.
2. Click the **Search** button.
3. This will take you to the **Vehicle Booking List**.
4. This will display the booking number's details.
5. Click the selection button alongside the booking number and then click either the **Edit** or **Cancel** button above.
6. The Edit function allows users to amend **pick-up & return details, destination, purpose of journey, and pool car user details** (changes to user details via the Edit function here only applies to the booking submitted. To permanently change your details in the system, please contact the **Fleet & Logistics Team** [yms@une.edu.au](mailto:yms@une.edu.au) ).
7. **Note:** Completed bookings cannot be cancelled.



## 6 Completing own Booking



## 6. Pool car user completing own booking

1. A pool car user is able to complete their pool booking once the vehicle has been returned.
2. The user will receive a booking completion email after the scheduled booking return time. You will be **unable** to use the hyper-link contained within the email to the complete booking screen
3. Return to UNE staff page and click UNE **Fleet Vehicle Booking Tool**.
4. Click **Smartfleet Pool Booking Tool** tab and search for booking.

Continue...

Webfleet Management Services >> Booking Complete  
 Business Unit Name:

Booking Details :039566(Confirmed)		Submitted By: DET Test			
Booking Type:	Vehicle Booking	Authorising Officer:			
Submitted To:	Burwood Campus				
Journey Details :					
Pick Up Time:	4/05/2015 1:00 PM	Return Time:	4/05/2015 2:00 PM		
Pick Up Location:	Burwood Campus	Destination:	Blood Toyota(GEELONG.VIC)		
Schedule Type:	Once	Estimated Travel Distance:	0		
Purpose of Journey's:	test	Allow to share booking:	Yes		
Personnel Details :					
Driver:	DET Test	Contact Email:	jug.li@smartfleetaustralia.com.au		
Business Unit:	Arts and Education	Phone:	1234 5678 <input type="text" value="Mobile"/>		
Booking Cost Centre:	051P 37132 6453 55 01	Estimated Charge:	\$50.00		
Driver Licence:		Passenger Name(s):			
Expiry Date:					
State of Issue:					
Vehicle Details :					
Type of Vehicle Required:	Any				
No. of Cylinder:	Any				
Transmission Type:	Automatic				
Special Equipment:					
Booking Comments :(Displays last comment entered)					
Vehicle Allocation (Vehicle Awaiting Pick Up)					
Vehicle Detail:	[YGH 7]2011 HOLDEN COMMODORE VE II Omega Sportwagon 5dr Spts Auto 6sp 3.0i 6cyl	Vehicle Location Comments:	Car Park 7		
Vehicle Location:	Campus Services	Key Location Comments:	Building O		
Key Location:	Campus Services Building O				
Vehicle location Additional (e.g. Car Park Bay No.):					
Vehicle Booking Action History :					
Booking Action	Status Before Action	Status After Action	Action User	Action Time	Action Comments
Authorise	No Status	Authorised	DET Test	Monday, 4 May 2015 12:15 PM	
Confirm	Authorised	Confirmed	DET Test	Monday, 4 May 2015 12:16 PM	

[Click here to Complete the Booking](#)

If the above link does not work, please copy and paste the following text into your internet explorer and press enter.



## 6. Pool car user completing own booking

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1. Enter **Actual Pick Up Date/Time**.
2. Enter **Actual Return Date/Time**.
3. Enter the vehicles **Start Odometer (KM) reading** at the time the pool booking began.
4. Enter the vehicles **End Odometer (KM) reading** at the time the pool booking ends. The system will automatically calculate the **Distance Travelled (KM)**.
5. If private kilometers have been travelled, enter the actual **Business Kilometers (KM)**.
6. If the vehicle was taken home over night, enter **Nights Garaged Privately**.
7. Enter the **Level of Fuel on Return** from the drop down box – Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$ , Empty or Unknown.
8. Any damage which occurred during the booking needs to be recorded in the **Report Damage** box.
9. Any other comments regarding the vehicle should be entered into the **Comments** field.
10. Click the **Complete** button.



**Thank you.**

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[www.smartfleetaustralia.com.au](http://www.smartfleetaustralia.com.au)

