

PROCESS L003: *Vehicle Sharing - Creating Reservations (M5 Motor Pool)***1. OVERVIEW**

1.1. Fleet Management recommends implementation of vehicle sharing when an agency has:

- 1.1.1. Transportation needs but not enough vehicles to assign to each employee,
- 1.1.2. Random need for transportation of several employees,
- 1.1.3. Not enough parking to accommodate all vehicles needed.

1.2. Vehicle sharing allows a larger group of drivers utilize a limited quantity of vehicles without compromising an agency mission assuring at the same time proper utilization of each vehicle.

1.3. Fleet Management provides an online application (M5) to the leasing customers that support that solution.

2. GOAL

2.1. Support agency mission with maximum utilization of state resources (=vehicles)

2.2. Maintain utilization no less than 12,000 miles per year per vehicle

2.3. Avoid time and resource waste caused by underutilization:

- 2.3.1. Prevent vehicle condition deterioration
- 2.3.2. Avoid vehicle value loss due to age and condition
- 2.3.3. Time spent to address service issues, i.e. dead battery
- 2.3.4. Money spent to address repairs

3. BENEFITS OF THE MOTOR POOL

3.1. Saving time and money,

3.2. Getting vehicles fully utilized,

3.3. Knowing where vehicles are at all times.

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4. PROCESS


4.1. Employees using the M5 system will be given a unique User Name and Password.

Information - Windows Internet Explorer

http://fleet-app/m5web/presentation/common/CSILogon.aspx?m5site=FleetM5PD

Suggested Sites ▾ Free Hotmail Get More Add-ons ▾

4F Maintenance FleetFocus Logon Inform... X Home Feeds (3)



FleetFocus™

Please enter your user information

User name: 123456AZ ☐ Change password

Password:

Location:

☐ Remember My Logon Information

***** PRODUCTION *****

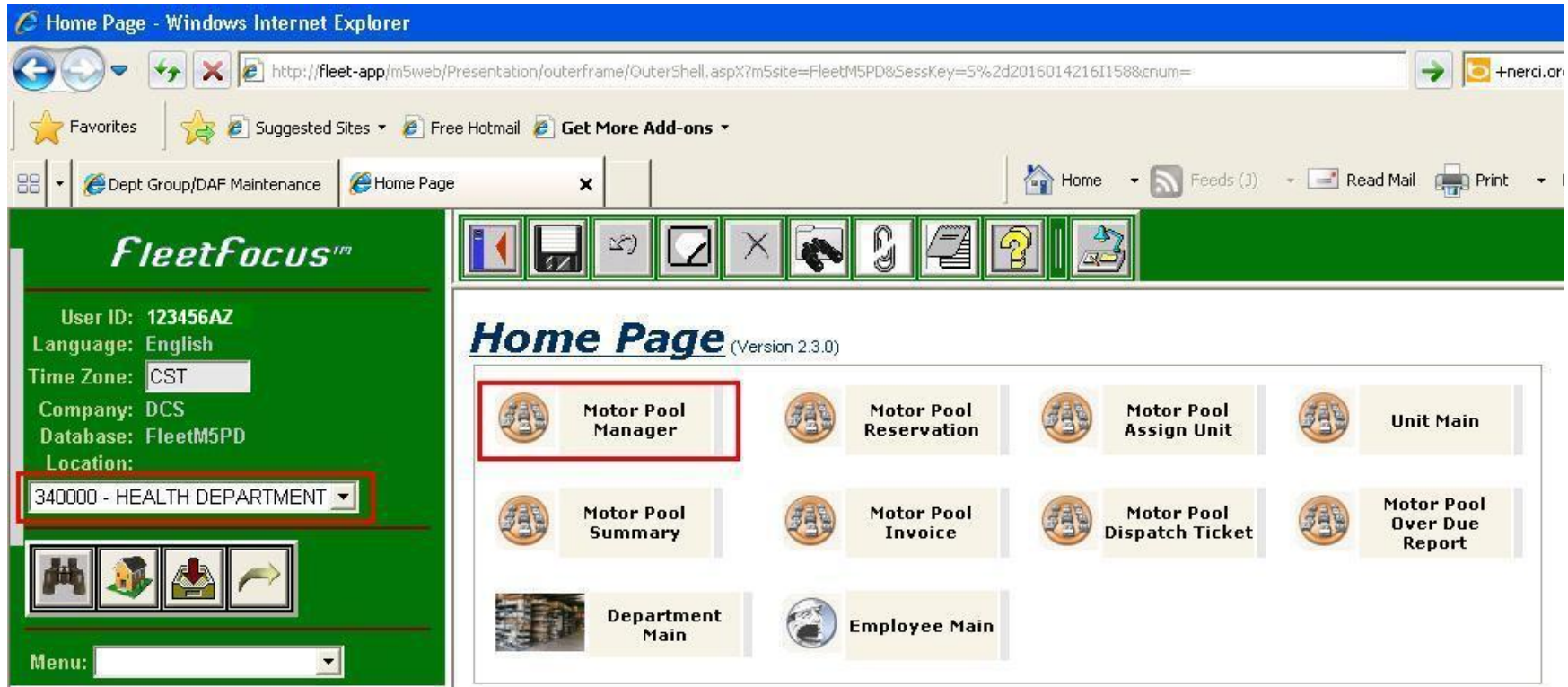
WARNING! Unauthorized access to this system is prohibited.
Violators will be prosecuted.
By continuing you acknowledge that you are authorized to use this system.

Continue

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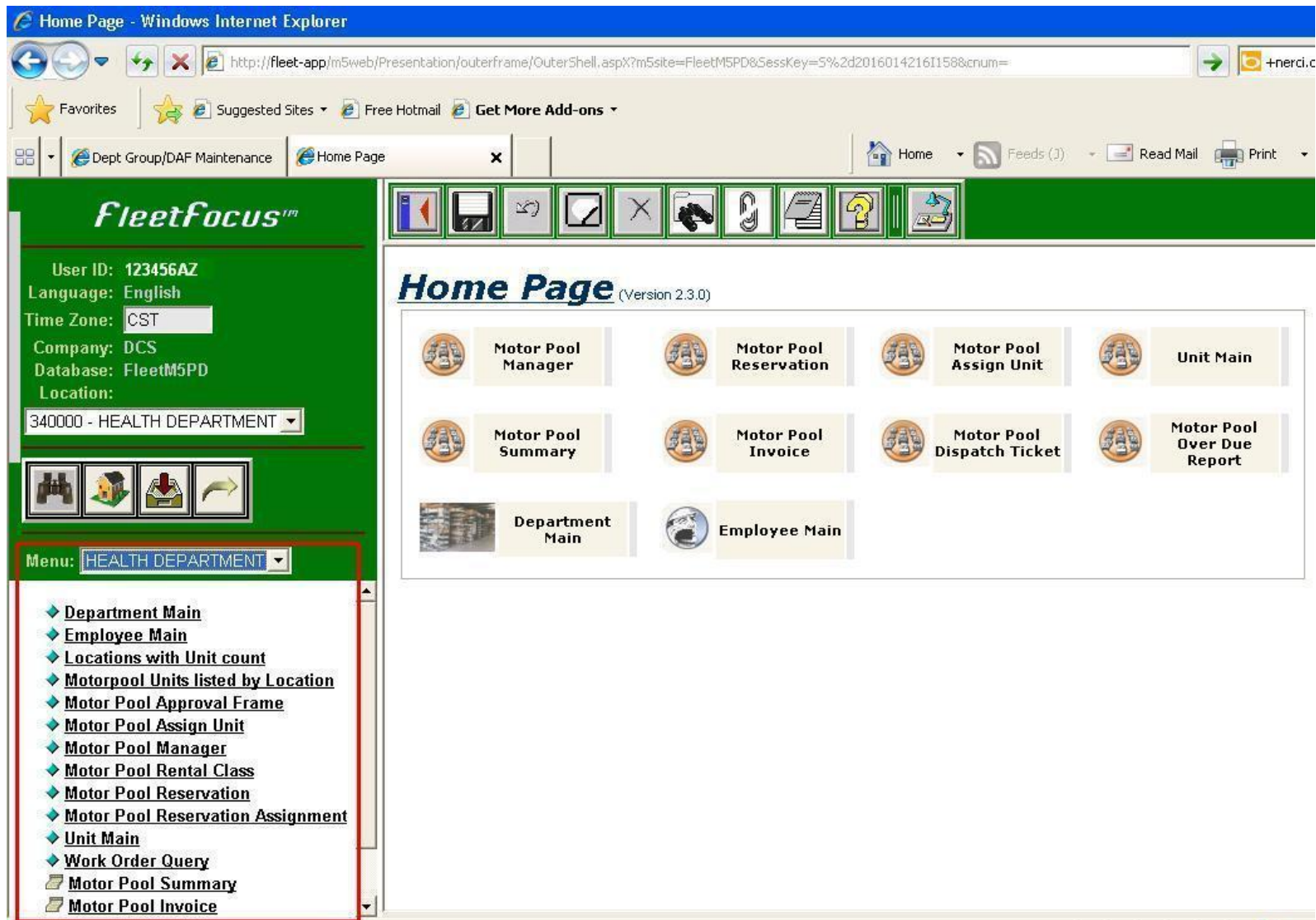
4.2. System enters Home Page. M5 allows creating icon links for frequently used frames. Managing Reservations occurs through Motor Pool Manager. Frames that are used often can be assigned an icon, giving the user one click accessibility to the frame they need to work in.



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4.3. Menus are provided for navigational ease.



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4.4. Fields highlighted in orange MUST contain information in order to complete the Motor Pool ticket. Click the “New Ticket” button to begin. The system will populate location pickup and return information as well as date and time stamp when the reservation was created.

The screenshot shows the Motor Pool Manager web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d2016014216I158&cnum=`. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, and a search bar. The browser's menu bar shows "Favorites", "Suggested Sites", "Free Hotmail", and "Get More Add-ons". The browser's status bar shows "Dept Group/DAF Maintenance" and "Motor Pool Manager".

The application interface is divided into several sections:

- Left Sidebar (Green):** Contains the "Fleetfocus" logo, user information (User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, Location: 340000 - HEALTH DEPARTMENT), a menu of icons, and a list of links: "Motor Pool Manager", "Motor Pool Assign Unit", "Locations with Unit count", "Motor Pool Rental Class", "Motorpool Units listed by Location", "Unit Main", "Unit Items", "Billing Codes", and "Billing Unit/Dept Code Maintenance".
- Top Bar (Green):** Contains a "Go Location Main" button.
- Main Content Area:**
 - Motor Pool Manager (Version 2.5.0-D):** The main title of the application.
 - Motor Pool Information:** A section with a "MP Ticket No." field (containing "NEW"), a "New Ticket" button (highlighted with a red border), and a "Status" field (containing "Build").
 - Navigation Tabs:** "All", "Reservation" (selected), "Pickup/Return", and "Adjustment History".
 - Pickup Information:** A section with a "Location" field (containing "340000" and "HEALTH DEPARTMENT"), a "Date/Time" field (containing "01/25/2012 22:57:58"), and a "Return Information" section with a "Location" field (containing "340000" and "HEALTH DEPARTMENT") and a "Date/Time" field.
 - Equipment Detail:** A section with fields for "Rental Class", "Unit", "Serial No.", "Tag", "Color", and "Where".
 - Requester Detail:** A section with fields for "Reserved For", "Department", "Phone No.", "Ref No.", "Destination", "Requested By", "Reason", and "Account No.".
 - Notes:** A section at the bottom for entering notes.

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4.5. In the Return Information field, enter the estimated return date. A return time is not necessary but helps with planning. When the vehicle is reported returned, M5 will populate the actual time and date of the return. Date entry can be done manually or using the Calendar icon.

The screenshot displays the Motor Pool Manager web application interface. On the left, a green sidebar contains the 'Fleetfocus' logo and user information: User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetMSPD, and Location: 340000 - HEALTH DEPARTMENT. Below this is a menu with options like 'Motor Pool Manager', 'Motor Pool Assign Unit', and 'Locations with Unit count'. The main content area shows a 'Webpage Dialog' with a calendar for January 2012. The date 01/27/2012 is selected, and the time 23:11:47 is displayed. The calendar has a red box around the date selection icon. To the right of the calendar, the 'Return Information' section is visible, with fields for 'Location' (340000 HEALTH DEPARTMENT) and 'Date/Time' (01/27/2012 23:11:47). Below this is the 'Requester Detail' section with fields for 'Reserved For', 'Department', 'Phone No.', 'Ref No.', 'Destination', 'Requested By', 'Reason', and 'Account No.'.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetMSPD&SessKey=5%2d20160142161158&cnum=

Dept Group/DAF Maintenance Motor Pool Manager

FleetfocusTM

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetMSPD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

-- Webpage Dialog

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23:11:47

OK Cancel Today

Return Information

Location: 340000 HEALTH DEPARTMENT

Date/Time: 01/27/2012 23:11:47

Requester Detail

Reserved For:

Department:

Phone No.: Ref No.:

Destination:

Requested By: on:

Reason:

Account No.:

http://fleet-app/m5web/presentation/commor Local intranet

Notes

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4.6. Select the class vehicle preferred for the rental.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&num=

Motor Pool Manager

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW New Ticket Status: Build

Reservation Pickup/Return Adjustment History

Pickup Information

Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail

Rental Class: [Red Box]
Unit: [Red Box]
Serial No.: [Red Box]
Tag: [Red Box]
Color: [Red Box]
Where: [Red Box]

Requester Detail

Reserved For: [Red Box]
Department: [Red Box]
Phone No.: [Red Box] Ref No.: [Red Box]
Destination: [Red Box]
Requested By: [Red Box] on: [Red Box]
Reason: [Red Box]
Account No.: [Red Box]

Notes

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4.7. Double click the field; “List of Values” (LOV) provides selections to from.

4.7.1. A field by the icon on the toolbar with the folder and binoculars indicates that LOV is available.

4.7.2. The only options available are the vehicles that are assigned to an agency motor pool.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d20160142161158&cnum=

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW New Ticket Status: Build

Pickup Information

Location: 340000 HEALTH DEPARTMENT Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT Date/Time: 01/27/2012 23:11:47

Equipment Detail

Rental Class: Unit: Serial No.: Tag: Color: Where:

List of Values - Rental Class Codes With Units List for 340000 - Windows Internet Explorer

Rental Class Codes With Units List for 340000 (Versic

Class	Description
FULL	FULL
MID	MIDSIZE
MNCVAN	MINI CARGO VAN
MNPVAN	MINI PASS VAN
MXCVAN	MAXI CARGO VAN
MXPVAN	MAXI PASS VAN
PU	PICKUP 1500
PU2	PICKUP 2500
PU4	PICKUP MIDSIZE
SUV	SUV

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4.8. Select a rental class, i.e. "MID" for Midsize

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=S%2d20160142161158&cnum=

Home Feeds (1) Read Mail Print Page Safety Tools

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

All **Reservation** Pickup/Return Adjustment History

Pickup Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail
Rental Class: MID MIDSIZE
Unit:
Serial No.:
Tag:
Color:
Where:

Requester Detail
Reserved For:
Department:
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:

Notes

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4.9. By double clicking the Unit field, a list of vehicles within the class selected is displayed. If a vehicle that is not available for rental during the date/time of choice, a warning message will be displayed. To avoid this, use the Motor Pool Unit Assign frame first. *Notice the LOV icon is highlighted when in the "Unit" field.

The screenshot displays the Motor Pool Manager application within a Windows Internet Explorer browser. The main interface includes a left sidebar with user information (User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, Location: 340000 - HEALTH DEPARTMENT) and a menu. The main content area shows the 'Motor Pool Manager' title bar and a 'Reservation' tab. The 'Reservation' tab contains fields for 'MP Ticket No.' (NEW), 'Status' (Build), 'Pickup Information' (Location: 340000, Date/Time: 01/25/2012 22:57:58), and 'Return Information' (Location: 340000, Date/Time: 01/27/2012 23:11:47). Below these are 'Equipment Detail' and 'Requester Detail' sections. A 'List of Values' pop-up window is open, titled 'Motor Pool Available Units for 340000', showing a table of available units. The 'List of Values' button is highlighted with a red box.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

Reservation Pickup/Return Adjustment History

Pickup Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail
Rental Class: MID MIDSIZE
Unit:

Requester Detail
Reserved For:
Department:
Phone No.:

List of Values Motor Pool Available Units for 340000 - Windows Internet Explorer

Motor Pool Available Units for 340000 (Version 2.2.0)

Advanced Search

Number:

↑ Number	Year	Make	Model	Billing C	Rental Cl	Description
05-0001	2006	FORD	TAURUS	MOU340	MID	MIDSIZE
05-0002	2005	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0003	2005	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0005	2005	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0008	2006	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0012	2004	FORD	TAURUS	MOU340	MID	MIDSIZE

Double click an item to select it. This window automatically close when a selection is made.

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- 4.10. The Motor Pool Assign Unit frame can be used to “customize” the vehicle that is preferred and/or to see if that preferred unit will be available for use on the days it is needed for this reservation. Clicking on the blue link (“Go Motor Pool Manager”) provides information on a vehicle that is reserved.

Motor Pool Assign Unit - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=55974321041158&cnum=

Home Feeds (1) Read Mail Print Page Safety Tools

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit**
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Assign Unit (Version 2.2.0)

Motor Pool Assignments (Units with Motor Pool Billing Code type) (Record 4 of 383)

Unit	Year/Make/Model	Tag	Class	Prep Duration Hour(s)	Location	Body Color	Where Now or < Ticket No. >
05-0001	2006 FORD TAURUS	ST 10617	MID	0	340000	SILVER	
05-0002	2005 DODGE STRATUS	ST 11379	MID	0	340000	BLUE	
05-0003	2005 DODGE STRATUS	ST 10790	MID	0	340000	SILVER	
05-0005	2005 DODGE STRATUS	2598580	MID	0	340000	BLUE	12381
05-0008	2006 DODGE STRATUS	ST 11128	MID	0	340000	GRAY	
05-0012	2004 FORD TAURUS	ST 11273	MID	0	340000	WHITE	
05-0013	2002 DODGE INTREPID	2598524	MID	0	340000	WHITE	
05-0014	2000 DODGE STRATUS	2596989	MID	0	340000	WHITE	12382
05-0015	2004 CHEVROLET MALIBU	ST 12931	MID	0	340000	WHITE	
05-0016	2004 CHEVROLET MALIBU	ST 12932	MID	0	340000	WHITE	
05-0017	2004 CHEVROLET MALIBU	ST 10699	MID	0	340000	WHITE	
05-0018	2006 CHEVROLET MALIBU	ST 11538	MID	0	340000	GOLD	
05-0019	2006 FORD TAURUS	ST 10947	MID	0	340000	GRAY	
05-0020	2006 CHEVROLET MALIBU	ST 11197	MID	0	340000	GOLD	
05-0021	2006 CHEVROLET MALIBU	ST 10680	MID	0	340000	SILVER	
05-0022	2006 FORD TAURUS	2598465	MID	0	340000	GRAY	

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- 4.11. When Unit Number is chosen, the remainder of the fields in the Equipment Detail area populates with that vehicles information. Go to the "Reserved For". Enter the Employee Number of the employee that will be driving the vehicle. (PeopleSoft employee number) *Note the LOV is highlighted.

The screenshot shows the Motor Pool Manager web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d20160142161158&crum=`. The browser's toolbar includes buttons for Favorites, Suggested Sites, Free Hotmail, and Get More Add-ons. The application's navigation bar shows the following tabs: Dept Group/DAF Maintenance, Motor Pool Manager (selected), and Motor Pool Assign Unit. The application's main header includes the FleetFocus logo, user information (User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, Location: 340000 - HEALTH DEPARTMENT), and a menu dropdown set to Motor Pool. The main content area is titled Motor Pool Manager (Version 2.5.0-D) and contains several sections: Motor Pool Information (MP Ticket No.: NEW, New Ticket button, Status: Build), Reservation (selected), Pickup/Return, and Adjustment History. The Pickup Information section shows Location: 340000 HEALTH DEPARTMENT and Date/Time: 01/25/2012 22:57:58. The Return Information section shows Location: 340000 HEALTH DEPARTMENT and Date/Time: 01/27/2012 23:11:47. The Equipment Detail section shows Rental Class: MID, Unit: 05-0001, Serial No.: 1FAHP53206A263137, Tag: ST 10617, Color: SILVER, and Where: . The Requester Detail section shows Reserved For: (highlighted with a red box), Department: , Phone No.: , Ref No.: , Destination: , Requested By: , on: , Reason: , and Account No.: . The Notes section is empty.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d20160142161158&crum=

Motor Pool Manager

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW New Ticket Status: Build

Reservation Pickup/Return Adjustment History

Pickup Information

Location: 340000 HEALTH DEPARTMENT

Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT

Date/Time: 01/27/2012 23:11:47

Equipment Detail

Rental Class: MID MIDSIZE

Unit: 05-0001 2006 FORD TAURUS

Serial No.: 1FAHP53206A263137

Tag: ST 10617

Color: SILVER

Where:

Requester Detail

Reserved For:

Department:

Phone No.: Ref No.:

Destination:

Requested By: on:

Reason:

Account No.:

Notes

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- 4.12. The remaining fields do not require data, however, can be filled depending on how much detail a reservation requires. Enter the Employee Number of the employee that will be driving the vehicle. Their agency department will populate automatically. *Note the LOV is highlighted.

The screenshot shows the Motor Pool Manager web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&cnum=`. The browser's title bar reads "Motor Pool Manager - Windows Internet Explorer".

The application interface is divided into several sections:

- Left Sidebar (Fleetfocus™):** Contains user information (User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, Location: 340000 - HEALTH DEPARTMENT) and a menu with options like "Motor Pool Manager", "Motor Pool Assign Unit", "Locations with Unit count", "Motor Pool Rental Class", "Motorpool Units listed by Location", "Unit Main", "Unit Items", "Billing Codes", and "Billing Unit/Dept Code Maintenance".
- Top Navigation Bar:** Includes tabs for "Dept Group/DAF Maintenance", "Motor Pool Manager", and "Motor Pool Assign Unit". It also features icons for Home, Feeds (3), Read Mail, Print, Page, Safety, and Tools.
- Main Content Area:**
 - Motor Pool Manager (Version 2.5.0-D):** The main title of the application.
 - Motor Pool Information:** A section with fields for "MP Ticket No." (NEW), "New Ticket" button, and "Status" (Build).
 - Reservation Tab:** The active tab, showing "Pickup Information" and "Return Information".
 - Pickup Information:** Location: 340000, HEALTH DEPARTMENT; Date/Time: 01/25/2012 22:57:58.
 - Return Information:** Location: 340000, HEALTH DEPARTMENT; Date/Time: 01/27/2012 23:11:47.
 - Equipment Detail:** Fields for Rental Class (MID, MIDSIZE), Unit (05-0001, 2006 FORD TAURUS), Serial No. (1FAHP53206A263137), Tag (ST 10617), Color (SILVER), and Where.
 - Requester Detail:** Fields for Reserved For (111111, SMIT, PATRIC), Department (340-000, HEALTH DEPARTMENT), Phone No., Ref No., Destination, Requested By, Reason, and Account No.
 - Notes:** A text area at the bottom for additional information.

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4.13. A reservation can now be saved and will return a Motor Pool Ticket Number with a status of "Reserved".

The screenshot displays the 'Motor Pool Manager' application interface. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Motor Pool Manager (Version 2.5.0-D)' is visible. The main form is divided into several sections:

- Motor Pool Information:** This section contains a text field for 'MP Ticket No.' with the value '12635', a 'New Ticket' button, and a 'Status' dropdown menu set to 'Reserved'. The 'MP Ticket No.' and 'Status' fields are highlighted with red boxes.
- Navigation Tabs:** Below the information section are four tabs: 'All', 'Reservation' (which is selected), 'Pickup/Return', and 'Adjustment History'.
- Pickup Information:** This section includes fields for 'Location' (340000, HEALTH DEPARTMENT) and 'Date/Time' (01/25/2012 22:57:58).
- Return Information:** This section includes fields for 'Location' (340000, HEALTH DEPARTMENT) and 'Date/Time' (01/27/2012 23:11:47).
- Equipment Detail:** This section contains fields for 'Rental Class' (MID, MIDSIZE), 'Unit' (05-0001, 2006 FORD TAURUS), 'Serial No.' (1FAHP53206A263137), 'Tag' (ST 10617), 'Color' (SILVER), and 'Where' (T# NEW).
- Requester Detail:** This section contains fields for 'Reserved For' (987654, JANE DOE), 'Department' (340-000, HEALTH DEPARTMENT), 'Phone No.' (405-521-0000), 'Ref No.' (empty), 'Destination' (Tulsa), 'Requested By' (J. Smith), 'on:' (empty), 'Reason' (Conference), and 'Account No.' (empty).
- Notes:** A text area at the bottom contains the note 'Overnight stay at Marriott Hotel, downtown'.

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4.14. When it is time to pick up the vehicle, go to the "Pickup/Return" tab.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d20160142161158&num=

Favorites Suggested Sites Free Hotmail Get More Add-ons

Dept Group/DAF Maintenance Motor Pool Manager Motor Pool Assign Unit Home Feeds (1) Read Mail Print

FleetFocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

All Reservation **Pickup/Return** Adjustment History

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override:	Where Now?:
Pick up					<input type="checkbox"/>	
Return					<input type="checkbox"/>	T# NEW

License / Permit
Number:
State:
City License No.:

Return Information
Moving Violations: ☐
Damage: ☐
Returned By:

Notes

Billing Code:

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- 4.15. By clicking the “Pickup” button, the field populates with a date and time stamp of when the vehicle is picked up by the individual the vehicle was requested for.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetM5PD&SessKey=5%2d20160142161158&num=

Favorites Suggested Sites Free Hotmail Get More Add-ons

Dept Group/DAF Maintenance Motor Pool Manager Motor Pool Assign Unit Home Feeds (3) Read Mail Print

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: 12635 New Ticket Status: Reserved

All Reservation Pickup/Return Adjustment History

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override:	Where Now?:
Pick up	01/25/2012 22:57:58	340000	74475	0	<input type="checkbox"/>	
Return					<input type="checkbox"/>	T# 12635

License / Permit
Number:
State:
City License No.:

Return Information
Moving Violations: ☐
Damage: ☐
Returned By:

Notes

CAM - FLEET MANAGEMENT

PROCESS L003: *Vehicle Sharing - Creating Reservations (M5 Motor Pool)*

- 4.16. Upon saving the ticket, the status of the reservation turns to "Picked Up". By clicking the Motor Pool Ticket icon, a hardcopy of the ticket can be created for the customer before leaving with the vehicle.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: 12635 New Ticket Status: Picked Up

Motor Pool Manager

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override:	Where Now?:
Pick up	01/26/2012 01:41:57	340000	74475	0	<input type="checkbox"/>	
Return			0	0	<input type="checkbox"/>	T# 12635

License / Permit

Number:
State:
City License No.:

Return Information

Moving Violations: ☐
Damage: ☐
Returned By:

Notes

CAM - FLEET MANAGEMENT

PROCESS L003: *Vehicle Sharing - Creating Reservations (M5 Motor Pool)*


4.17. Printing reservation ticket is optional.

247DQ/RunImmediate/CE-340247DQ-948574-MpDispatchParm.pdf - Windows Internet Explorer

1 | 75% | Sign | Find

Motor Pool Dispatch Ticket

Report Printed: 01/26/2012 1:58:50 By User: 340247DQ

Motor Pool Ticket: 12635			
Pool Location: 340000			

Unit:	Description:		
License No:	Rental Class:	MID	MIDSIZE

Renter: SMIT, PATRIC	Phone:
Department No: 340-000	Department: HEALTH DEPARTMENT
Account No:	

Reserved By:	Reserve Date:	01/26/2012
Est. Pickup Time: 01/26/2012 1:41:57	Reservation Location:	340000
Est. Return Time: 01/27/2012 23:11:47	Returning Location:	340000
Destination:	Replaces Unit No:	
Reason For Trip:	Reference No:	
Reservation Notes:		

Date/Time Out: 01/26/2012 1:41:57	Pickup Location: 340000
Primary Meter Out: 74475	Secondary Meter Out: 0

COMPLETE WHEN VEHICLE IS PICKED UP

Operator: (Print) _____	Operator Signature: _____
Driver's License No.: _____	Expires: _____
Pickup Notes: _____	License On File: <input type="checkbox"/>

COMPLETE WHEN VEHICLE IS RETURNED

Returned Date: _____	Return Time: _____
Primary Meter In: _____	Secondary Meter In: _____
Returned By: _____	Returned Location: _____

Fuel Tank Level (Circle) E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F Violations? ☐ *If yes, attach violation*

CAM - FLEET MANAGEMENT

PROCESS L003: *Vehicle Sharing - Creating Reservations (M5 Motor Pool)*

- 4.18. Upon return, the system calculates the number of hours/days the vehicle was out as well as the number of miles put on the vehicle. When the driver returns the vehicle, the current odometer reading must be reported.

Report Schedule Confirmation - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.asp?m5site=FleetMSPD&SessKey=5%2d20160142161158&cnum=

Motor Pool Manager Report Schedule Confirm... Motor Pool Assign Unit

FleetFocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
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- Unit Items
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- Billing Unit/Dept Code Maintenance

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override	Where Now?:
Pick up	01/26/2012 01:41:57	340000	74475	0		
Return	01/26/2012 09:01:53	340000	74515	0		

License / Permit
Number:
State:
City License No.:

Return Information
Moving Violations: ☐
Damage: ☐
Returned By:

Notes

Billing Code: MOU340 MOU AGENCY 340
Billing Method: DAILY
Elapsed Time: 7.332 Hour(s)

Motor Pool Charges

	Quantity	Adjust Qty.	Total:	Free Usage	Rate	Billed Amount
Hours:	7.33	0		0	\$0.00	
Days:	1	0	1	0	\$0.00	\$0.00
Weeks:	1	0		0	\$0.00	
Months:	1	0		0	\$0.00	
Billed Usage:	40			0	\$0.00	\$0.00
Fuel:	0.0				\$0.00	\$0.00
Miscellaneous:						\$0.00
Total:						\$0.00