

OFM News:

FleetOhio Upgrade Completed: Effective Monday, February 13, the servers for the state fleet information system (FleetOhio) were restarted activating the first upgrade in six years. The system is now using current technology and you will notice improved performance and stability over the older version. A number of new features have been included that will be rolled out over the next few months in future newsletters and FleetOhio training sessions.

If you are experiencing any connection issues please contact our office immediately so that we can resolve the issue. Please note that the old system has been shut down and is no longer available for use.

Motor Pool Reservation Portal

The link to the motor pool reservation portal has been updated from the initial upgrade announcement dated January 23 and can be accessed from the [Fleet Management Website](#) by selecting the Motor Pool Reservation option under the Services section or by going directly to the [Reservation Portal Login Page](#).

Reservation Portal Highlights

- In the upgraded version of the reservation portal you will only be asked for your operator id without a password.
- When selecting the type of vehicle that you would like to reserve you will initially see your preferred vehicle type. If you would like to see what other types are available then you will have to select the "Show More".
- In this version there will be no standby reservations. If you do not receive a reservation confirmation there isn't a vehicle reserved.
- You now have the ability to CC: other individuals to receive a rental confirmation/cancellation notice.
- In the near future we are going to activate the Rideshare functionality that will allow multiple operators to be added to the reservation based on when and where they are going. Additional information will be provided prior to implementation.

InfoCenter

InfoCenter, the reporting tool for FleetOhio, will be implemented in stages over the next few weeks. The initial release will include the standard reports and access to the new data querying tool now included with the reporting module. Our customized reports will be deployed as they are converted to the new format. Updates will be posted to our website and future newsletters as changes occur.

Mark Your Calendar:

Upcoming Training

Wednesday, February 22, 2012 – Defensive Driving Awareness Class will be held from 9:00 a.m., until 3:00 p.m. in the Willow/Walnut Conference Rooms 4200 Surface Road. **Pre-registration is required**--please contact: Marcia Disinger at Marcia.Disinger@das.state.oh.us Telephone: 614-466-5063.

Thursday, February 23, 2012 – Fleet Ohio Data Entry Level Training will be held from 12:30 p.m., – 4:30 p.m., Birch Conference Room, 4200 Surface Road, Columbus, Ohio. Pre-registration is required—please complete training request form on OFM website at [Training Request Form](#)

Useful Links:

OFM can be reached at (614) 466-6607 or 800-686-1521 or dasfleet@das.state.oh.us. Please use OFM Newsletter as the email subject.

OFM website: [OFM](http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx) (<http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx>)