

Web Motor Pool Reservation Instructions

Navigating to the Login Page

There are two methods for Navigating to the Motor Pool Reservation Portal.

Method 1

Go to the Office of Fleet Management Website:

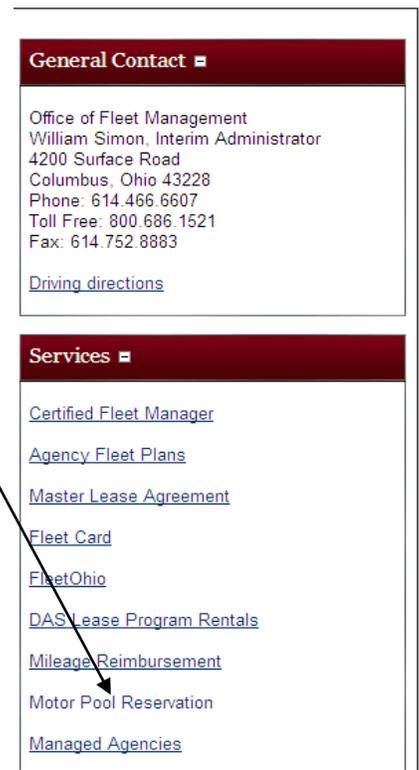
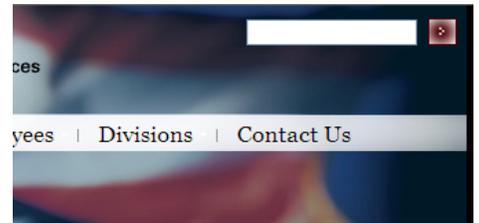
<http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx>

And click on the Motor Pool Reservation link under Services

Method 2

Using an internet browser paste the following address in to the address bar:

<https://fleet.das.ohio.gov/fawebprod/fareservationsportal/ReservationLogin.aspx>



Log In using the Operator / User ID and click Login

Login to Reservations Portal

Operator ID

Updating Your Personal Information

Your information will be displayed. For changes to contact information and license expiration date send an email to DASFleet@das.state.oh.us with the "Subject" line "Motor Pool User Update"

Home Logoff GMT-5

What Do You Want To Do?

My Info

Operator ID	DAS-REEDS		
Name	SUSAN REED		
Address Line 1	4200 SURFACE RD.	Address Line 2	COLUMBUS
Department ID	DAS-GDFT	Address Line 3	OH
Account ID	00DAS01040	Address Line 4	43228
License Expiration Date	08/12/2014	Work phone	614-387-2587
Email Address	susan.reed@DAS.STATE.OH.US		

My Reservations

Reservation ID	Status*	Pickup Date & Time Return Date & Time	Vehicle Type	Pickup Location
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Making a New Reservation

1.) Click on New Reservation

Home Logoff GMT-5

What Do You Want To Do?

Pickup Location: DASMP2 - DAS - SURFACE ROAD- MOTOR POOL (4200 SURFACE ROAD, COLUMBUS OHIO 43228, Phone: 614-466-6607, Fax: 614-752-8883)

Reservation for DAS-REEDS: SUSAN REED
 Department: DAS-GDFT - GSD DEPUTY DIRECTOR'S OFFICE
 Email confirmation will be sent. To: susan.reed@DAS.STATE.OH.US

Pickup * 02/28/2012 04:15 PM

Return * 02/28/2012 03:25 PM

2.) Choose Pick up Location

3.) Choose Pick up Time

4.) Click OK/Close

5.) Choose Return Time

6.) Click OK/Close

7.) Choose a Vehicle Type

8.) Click Select; or

For more "Types Available to Reserve", Click Show More

After clicking Show More, you may see screen indicating there are not any vehicles available for reserving or the vehicle type you wanted, e.g. mid-size sedan, is not available. There may be an alternate vehicle type available. The screen will indicate the available vehicle type.

If there are no vehicles available for the date / time you requested, you will need to make alternative transportation arrangements or change the date / time parameters.

Standby Reservations will NO LONGER be accepted.

You may enter an additional e-mail address to send a copy of your reservation to someone else.

9.) Enter your destination and any Reservation notes.

10.) Click Confirm to complete the reservation.

11.) Click OK to finalize and create your reservation, or click CANCEL to make changes.

Click OK to create reservation or CANCEL to make changes



Details of your reservation will be displayed.

The reservation status is CONFIRMED and you will receive an email notification.

You may print your Confirmation from this page by clicking on "Printer Friendly"

Thank you for using the motor pool reservation system. If you have any questions please call 466-6607. "Attention State Office Tower motor pool customers" Please print the confirmation email, obtain a signature of an authorizing authority, and bring with you to the service desk when picking up your vehicle. New reservation 103311 saved with status CONFIRMED

Notes	Reservation ID	103311
Cancel Reservation	Status	CONFIRMED
Printer Friendly	Confirmation Code	038746

Pickup Location: 4200 SURFACE ROAD [Change]

COLUMBUS OHIO 43228
Phone: 614-466-6607 Fax: 614-752-8883

Pickup: Return:

Reservation for DAS-REEDS: SUSAN REED

Department: DAS-GDFT - GSD DEPUTY DIRECTOR'S OFFICE

Email confirmation will be sent.
To: susan.reed@DAS.STATE.OH.US

CC:

Account ID: 00DAS01040 DAS - LEASING PROGRAM [Change]

Destination:

Vehicle type: DAS-CMPCT4DR COMPACT SEDAN 4DR [Change]

Rate per day \$1.00

Capacity

Delete	Operator ID	Operator Name

Back New Reservation

noReply.Fleet new

Reservation ID 103311 is CONFIRMED

Thank you for using the motor pool reservation system. If you have any questions please call 466-6607.

Canceling a Reservation

1.) Log into the Motor Pool Reservation Portal

2.) From the Home Page click on the Reservation ID that needs to be canceled

Reservation ID	Status*	Pickup Date & Time Return Date & Time	Vehicle Type	Pickup Location
103514	CONFIRMED	03/05/2012 08:00 AM 03/06/2012 08:00 AM	DAS-CMPCT4DR - COMPACT SEDAN 4DR	DASMP2 - DAS - SURFACE ROAD- MOTOR POOL
103515	CONFIRMED	03/13/2012 08:45 AM 03/13/2012 01:00 PM	DAS-MPV - MINI PASSENGER VAN	DASMP2 - DAS - SURFACE ROAD- MOTOR POOL

3.) At the top of the Screen
Click on "Cancel Reservation"

Notes

Cancel Reservation

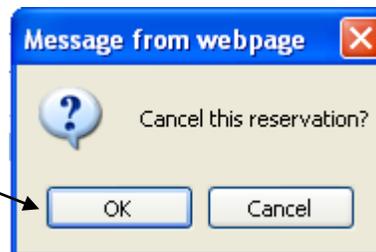
Printer Friendly

Reservation ID **103514**

Status **CONFIRMED**

Confirmation Code **223959**

4.) Click on "OK"



Your Reservation is now cancelled.

Your reservation has been successfully cancelled. Reservation canceled.

You will receive a Confirmation E-mail

You may print your Confirmation by
Clicking "Printer Friendly"

Notes

Printer Friendly

Reservation ID **103514**

Status **CANCELED**

Confirmation Code **223959**

Changing a Reservation

1.) Log into the Motor Pool Reservation Portal

2.) From the Home Page click on the Reservation ID that needs to be changed / updated

Reservation ID	Status*	Pickup Date & Time Return Date & Time	Vehicle Type	Pickup Location
103514	CONFIRMED	03/05/2012 08:00 AM 03/06/2012 08:00 AM	DAS-CMPCT4DR - COMPACT SEDAN 4DR	DASMP2 - DAS - SURFACE ROAD- MOTOR POOL
103515	CONFIRMED	03/13/2012 08:45 AM 03/13/2012 01:00 PM	DAS-MPV - MINI PASSENGER VAN	DASMP2 - DAS - SURFACE ROAD- MOTOR POOL

 Reservation ID **103515**
 Status **CONFIRMED**
 Confirmation Code **240943**

Pickup Location: [Change]

4200 SURFACE ROAD

COLUMBUS OHIO 43228
Phone: 614-466-6607 Fax: 614-752-8883

Pickup: Return:

3.) Click on [Change]

4.) Make needed Changes to Selected Time or Destination

Account ID: 00DASTRAN00 DAS - FLEET MANAGEMENT [Change]

Destination:

Additional Operators

Delete	Operator ID	Operator Name

5.) Click "Confirm"

Your Reservation is now changed / updated

You will receive a Confirmation E-mail

You may print your Confirmation by Clicking "Printer Friendly"

Thank you for using the motor pool reservation system. If you have any questions please call 466-6607. "Attention State Office Tower motor pool customers" Please print the confirmation email, obtain a signature of an authorizing authority, and bring with you to the service desk when picking up your vehicle. Reservation 103515 updated with status CONFIRMED.

 Reservation ID **103515**
 Status **CONFIRMED**
 Confirmation Code **240943**

Confirmation E-mail

Gossett, Heather

From: NoReply Fleet new <prog@dss.state.oh.us>
Sent: Friday, March 02, 2012 12:39 PM
To: Gossett, Heather
Subject: Reservation ID 103515 is CONFIRMED

Thank you for using the motor pool reservation system.
If you have any questions please call 466-6607.

"Attention State Office Tower motor pool customers"
Please print the confirmation email, obtain a signature of an authorizing authority, and bring with you to the service desk when picking up your vehicle.

Vehicle Reservation Details

Reservation ID 103515 is CONFIRMED.

Customer: HEATHER GOSSETT
Department: DAS-GDFT
Account: 000DASIRAN00
Work Phone: 614-466-6611

Pickup Location:
DASMP2
4200 SURFACE ROAD

COLUMBUS OHIO 43228

Phone: 614-466-6607
Fax: 614-752-8883

Pickup Time: 03/13/2012 08:45 AM
Return Time: 03/13/2012 01:00 PM

Vehicle Type: DAS-MPV

Rental Rates:

Rate per day	\$1.00
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Attention State Office Tower motor pool customers:

Please print the confirmation e-mail, obtain a signature of an authorizing authority, and bring the signed confirmation along with your driver's licenses to the service desk when picking up your vehicle.

Using the State Fleet Card

The State Fuel Card can only be used at a participating vendor. Before you begin any transaction verify that the fueling station you are at accepts the Voyager Fleet Card to obtain fuel.

To purchase Fuel:

- Swipe your card at the pump
 - If the pump terminal requires you to choose Credit or Debit, press the Credit key
 - Enter your Driver ID / Pin Number when prompted (Located on the Card Sleeve)
 - Enter the vehicle Odometer reading (Do Not enter tenths of a mile.)
 - Once information is confirmed begin fueling.
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- ❖ All terminals are different and may require the information to be entered in a different order. Simply follow the instructions on the terminal to process your transaction.
 - ❖ If the pump card reader will not accept the card, take the card inside to the attendant and have him/her attempt to process the transaction electronically on the inside equipment.
 - ❖ For security purposes a card will become locked after three unsuccessful attempts to use it.
 - ❖ If a card becomes locked or you require assistance you can call Voyager Customer Service at the number located on the back of the card above the magnetic strip, or the Office of Fleet Management M-F 7:00 am-4:00 pm at 1-800-686-1521.