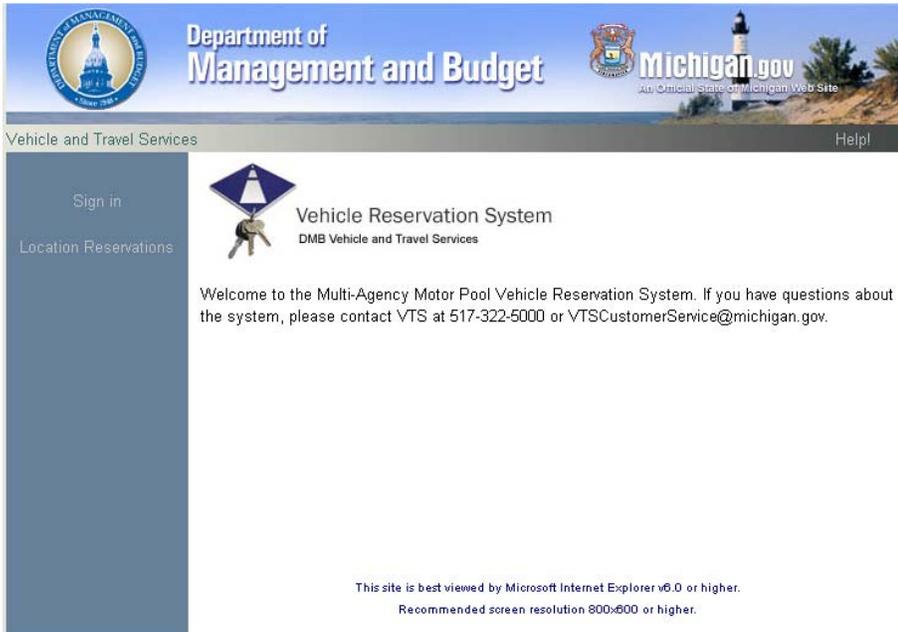


DMB Vehicle & Travel Services MULTI-AGENCY MOTOR POOLS VEHICLE RESERVATION SYSTEM OVERVIEW

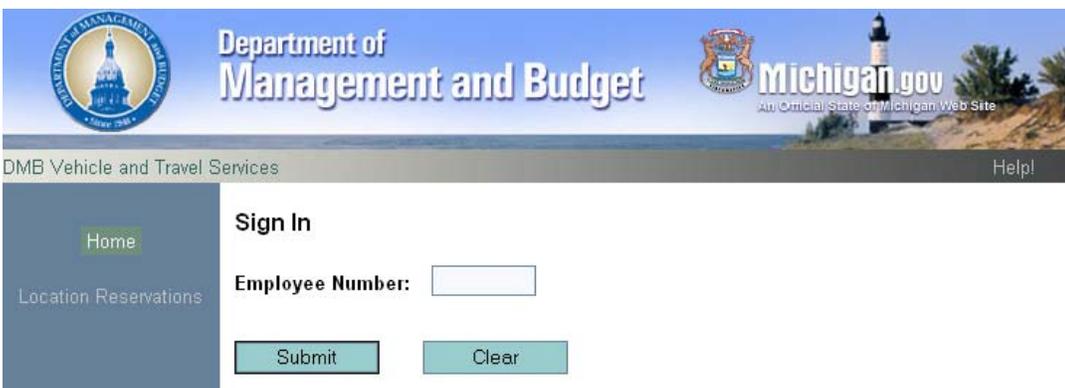
To access the VRS, go to the VTS website at www.michigan.gov/dmb/0,1607,7-150-9141_13133_13720-92924--.00.html or Michigan.gov/dmb, Agency Services, Vehicle Services, Motor Pools and click on “**Vehicle Reservation System - Multi-Agency Motor Pools.**”

“Vehicle Reservation System (VRS) - Reserve a pool vehicle “ will take you to the VRS log in screen.



To make a reservation, Click on “Sign In.”

The following screen will appear:



Enter your Employee ID number. You can find your number in DCDS under “Emp Info” (Employee Information). Click on the Submit button. If you make a mistake, click on the Clear button. To go back to the home page of the Vehicle Reservation System click on “Home.”

If you want to view all vehicle reservations for your location, click on “Location Reservations” and use the arrow in the box to select your location. Click the Submit button. You will get a listing of future vehicle reservations.

After entering your Employee Number and clicking on the Submit button you will get a Welcome Screen that displays your name. Click on the “Click To Continue” link to enter the system and reserve a vehicle.

The following Reservation Date & Time Screen appears:

DMB Vehicle and Travel Services Help!

Reserve Vehicle

Location:

Equipment:

Pickup:

Return:

Home
Cancel Reservation
Employee Reservations
Location Reservations
Employee Information

To make a reservation, start by selecting an Equipment type from the drop down box. Selections include All Available Vehicles, No Specific Equipment, etc. Next select the Pickup and Return dates by clicking on the calendar next to each and then use the drop down arrows to select the Pickup and Return times. You can make reservations up to 60 days in advance. When all the fields are correct, select the Submit button.

If you select the Clear button, any entries you have made on the page are erased.

Various error messages may be displayed if you have already booked a vehicle during the same time frame or if the Pickup and Return times are the same.

The following screen appears:

DMB Vehicle and Travel Services Help!

Available Vehicles

Location: Escanaba
Pickup: 05/11/2004 08:00AM Return: 05/11/2004 12:00PM

*	License	Year	Make	Model	Style	Parked
<input type="checkbox"/>	108894	2000	Chevrolet	3500 Van	15 Passenger Van	Bay Pines
<input type="checkbox"/>	108892	2000	Chevrolet	3500 Van	15 Passenger Van	Bay Pines
<input type="checkbox"/>	104987	2002	Chevrolet	K1500		Delta County FIA Bldg.
<input type="checkbox"/>	097189	2000	Chevrolet	Lumina	Sedan	Delta County FIA Bldg.
<input type="checkbox"/>	097129	2000	Chevrolet	Lumina	Sedan	State Office Bldg.

Home
Reserve Vehicle
Cancel Reservation
Employee Reservations
Location Reservations
Employee Information

Using the scroll bar on the right of the screen, scroll down until the entire list of vehicles is available according to the equipment and pickup and return times that were selected. Click in the box beside the vehicle that best suits your needs and click on the Submit button.

The following Confirmation screen will appear:



The screenshot shows the Michigan Department of Management and Budget website. The header includes the department logo, the text "Department of Management and Budget", the "Michigan.gov" logo, and the tagline "An Official State of Michigan Web Site". Below the header, the page title is "DMB Vehicle and Travel Services" and there is a "Help!" link. A left-hand navigation menu contains links for "Home", "Reserve Vehicle", "Cancel Reservation", "Employee Reservations", "Location Reservations", and "Employee Information". The main content area is titled "Confirmation" and displays the following details:

Confirmation Num:	40511-UDB02
Pickup:	05/11/2004 08:00AM
Return:	05/11/2004 12:00PM
Vehicle:	2000 Green Chevrolet Lumina Sedan
License:	097189
Equipment Type:	All Available Vehicles
Location:	Escanaba @ Delta County FIA Bldg.

Below the table, there is a "Comments:" section which is currently empty.

Please note the Confirmation Number. The confirmation number also appears on the Employee Reservations screen. If the vehicle reservation needs to be cancelled, the confirmation number will be needed.

A confirmation of your reservation will be e-mailed to you. Print the e-mail and take it with you to pick up the vehicle.

If you are finished making vehicle reservations, click on "Home" and then click on "Sign Out."

From the above screen you can also reserve another vehicle, date, and time by clicking on "Reserve Vehicle."

You can cancel a reservation by clicking on "Cancel Reservation." Remember to have your confirmation number ready.

Select "Employee Reservations" to list all your future reservations.

Select "Location Reservations" to view all future reservations for your location.

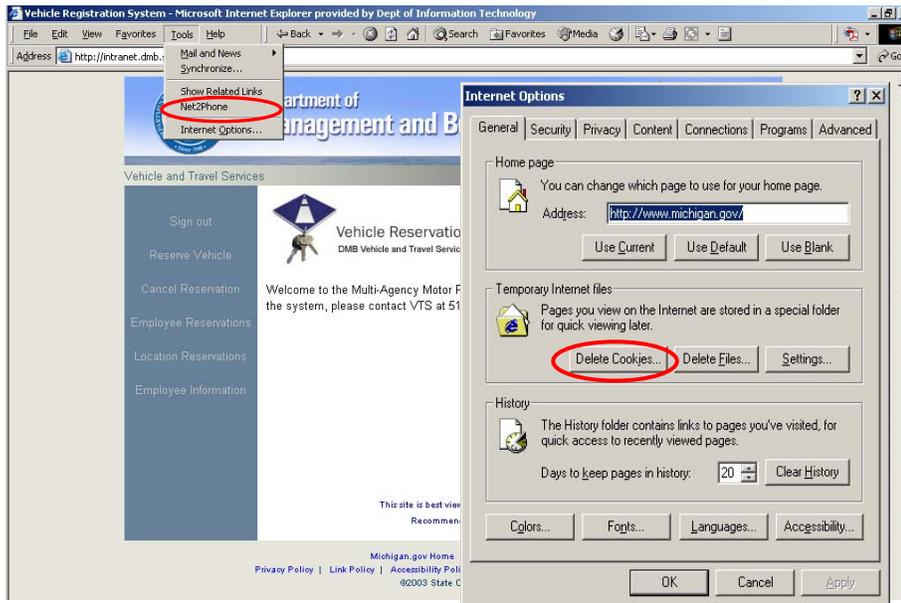
Select "Employee Information" to view your Employee Number, your Department, your Name, Desk Phone, Cell Phone, and Email address.

Sign Out Help

When you are finished, click on the “Home” link, and then click on “Sign Out.” You may experience a problem signing off the system. When this happens, you see the “Sign Out Successful” popup, but the main VRS screen still shows “Sign Out” as the first option. We are working to fix this problem. In the meantime, you will need to delete the cookie from the VRS to sign out.

For Internet Explorer 6.0:

Go to the “Tools” menu, click on “Internet Options.” Click on the “Delete Cookies” button, then “Okay”. Then click on “Sign Out” on the VRS screen. The “Sign Out Successful” popup will appear.



For other versions of Internet Explorer:

Go to the Microsoft support website (<http://support.microsoft.com/default.aspx?kbid=278835>) for information on how to delete cookie files in versions of Internet Explorer other than 6.0.