The booking system consists of 2 main pages which are view/calendar page and booking page.

1. **View/calendar**

After login, the view/calendar page will be shown. Mainly there are 3 key areas of the view page.

![View/calendar page](image)

**Picture 1 - View/calendar page**

*1.1 Toolbar*

The calendar view can be changed to other views. By default, the view is a weekly basis calendar.

Using this option, you can change the calendar view.

Use to navigate the calendar. This option will change depending on which view is selected. The picture showed the weekly calendar navigation.

To make a booking, click file > new > booking

A booking page will be shown.
1.2 Vehicle pool and booking conflicts

As can be seen in picture 1, vehicle pool is located on left area of view/calendar page. The format of vehicle selection is “Brand-Model / Rego (capacity)” {e.g. Hyundai 130SX / CA02EH (5)}. By default all vehicles’ booking(s) will be shown in calendar. Click on the vehicle to view its booking(s). To select multiple vehicles, hold CTRL button and select vehicles. In picture 1, bookings for 3 selected vehicles are shown.

Details regarding a vehicle can be viewed by right click on selected vehicle and click view

![Picture 2 – Vehicle information](image)

IMPORTANT! – License requirement is defined by vehicle’s class.

Comment section will be filled by vehicle officer regarding a vehicle’s condition (e.g. Unavailable for booking due to repair)

Booking’s conflict will be shown on the area below vehicle pool. Contact vehicle officer to rectify the conflict.

1.3 Calendar area

As mentioned the default view of the calendar is weekly basis. This calendar area will change depending on what view is selected. Grey area on the calendar is outside business hours. Any booking outside 8 AM- 5 PM timeframe and on weekend is count as overnight booking.

Bookings’ colour is corresponding to how many vehicles are selected. In picture 1, 3 vehicles are selected thus 3 colours booking is shown for easier viewing.

Using right click on the booking will show booking options. The first three options which are copy, edit and delete booking is only shown to your own booking. View option will show detail of the booking

![Picture 3 – Booking information](image)
2. **Booking page**

   The booking page consists of 3 main areas which are information fields, booking’s schedule and vehicle selection.

   ![Booking page](image)

   **Picture 4 – Booking page**

   2.1. **Information fields**

   Please enter all necessary information in the information fields. If booking a vehicle for project use, enter project’s cost code in “other information” field. “Address for home garaging” field is mandatory when booking overnight.

   2.2. **Booking’s schedule**

   By default, the booking schedule is set to “no repeating” which is the preferable setting. “Start time” is vehicle’s pick up time and “end time” is vehicle’s drop off time. All vehicle has to be drop off as same location where it picked up. Repeat booking can be done by daily, weekly, monthly or yearly basis. Picture 5 below shows example of repeat booking on daily basis for whole week (14-03-2013 to 18-03-2013) with exception of Wednesday (14-03-2013). Picture 6 shows the result.

   ![Repeat booking daily with exception](image)

   **Picture 5 – Repeat booking daily with exception**
Keep in mind that repeat booking however count as one booking. Any changes later on will affect all of repeats. However, repeat booking can be converted to single bookings. This is beneficial if on any condition you need to change the booking just on specific date of the repeat booking.

2.3. Vehicle selection

Left area on vehicle selection is the vehicle pool and right area is selected vehicle for booking. To book a vehicle, highlight a vehicle with mouse left-click and click “add button”. Only select one vehicle per booking. The availability of a vehicle is shown with signs as follow.

Vehicle Selection Legend:
- Not Authorized for booking
- Unavailable
- Available

There is also filtering options to help vehicle selection. Click filter button to open filter options.
Several filter options to choose beside locations are. Picture 7 above shows vehicle located at Batchelor with capacity smaller than or equal to 5 and vehicle class is C. To close, click on filter button again. Vehicle pool on left are will adjust to filtering. Finally, click save button to confirm booking.

This vehicle booking system is real-time based meaning that booking is confirmed instantly. It is also first in first serve based. Thus while a vehicle could be shown as available on booking page, it could be already book by another user a little bit earlier making a conflict when you try to book it. Since the system is real-time, there will be no receipt or notification send for confirmation. If necessary, you can print a receipt from booking details.