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VEHICLE FLEET

Manual for reservations

May 2013

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VEHICLE FLEET

RESERVATIONS for STELLENBOSCH and TYGERBERG CAMPUS PERSONNEL

Program: EVB100P

ONCE-OFF RESERVATIONS

Purpose: Generate a reservation for a *single trip* where the dates and hours differ from reservation to reservation e.g. *Vehicle needed Monday from 08:00-10:00* and Tuesday needed from *14:00-16:00*. Two separate bookings must be generated for the trips.

1. Choose programme **EVB100P** in central computers. Choose VEHICLEPOOL STELLENBOSCH or TYGERBERG, ENTER.

EVB100P	VEHICLE BOOKING SYSTEM US-P VTP1		
20120417	Maintenance - Vehicle booking10:39:33		
		RESERVED VIA	CAMPUS

		Vehicle Fleet	STELLENBOSCH
		Vehicle Fleet	TYGERBERG

2. Choose option **1 (ONCE-OFF)** reservation and ENTER.

US RESERVATIONS	
1	ONCE OFF reservation
2	Repeat DAILY
3	Repeat WEEKLY
4	Repeat MONTHLY
<ENTER> on line or press <PF2> to	

3. **Maintenance – Vehicle booking** screen appears. Type in the **DATES** and **TIMES** that you require the vehicle in other words from the time that you leave the premises at the Vehicle Fleet until return. (Only *15 minute intervals* are valid (e.g. 08:00, 9:30 but not 9:20). Cursor automatically moves to the next field. No need to ENTER here.

EVB100P	VEHICLE BOOKING SYSTEM	US-T VTP1
20120417	Maintenance - Vehicle booking11:35:20	
Reserved from 20120417	Time from 08:00 (HH:MM)	
Reserved to 20120417	Time to 17:00	
	TARIFF	
Quantity required? 1	PER KM	
Type Terrain :	PER DAY	

4. TYPE TERRAIN: Options A - C appears. Choose option by moving down with the arrow on your keyboard, ENTER, <Tab>.

1	A – TAR ROAD
2	B - SOIL SURFACE
3	C - ROUGH TERRAIN
<ENTER>on line ORpress<PF2>to return	

5. TYPE VEHICLE: Type in choice of vehicle e.g. 59. For more options choose <PF8> before you type in your choice. If the vehicle of your choice is not available the system will send you the following message in the left corner of the bottom of the screen in blue: NO Vehicles available for the TYPE 59 Press <PF11> for available vehicles list. Choose <PF11>on your keyboard. The list of available vehicles will appear on your screen. Please be patient. Choose next option by moving with arrow again, ENTER, <Tab>. TAKE NOTE: The driver must have his valid license at his disposal when he fetches the keys: A PDP license for a type 85 (14 seater bus) and code 10 + PDP for a (22 seater bus) is compulsory.

6. VISUAL VIEWING OF VEHICLE TYPES on web page
<http://www0.sun.ac.za/voertuigvloot/page/english/home.php> available. Choose (PF10 Inet) on keyboard. Read message that appears *Press <ENTER> and double click on internet link*. ENTER. Double click on internet link that will be visible in pink. Please note: This option is only to view and no type can be selected here for reservation.

Type: 59
 Press <ENTER>and double click on internet link
 When the double click on internet doesn't work
 Click on Setup at top of page. Then click on Additional setting
 Insure that option 'Enable clickable URL' have been selected

Close visual viewing by clicking red 'x' at the top righthand corner. Click on 'close all tabs' and return to reservation screen.

7. LICENSE REQUIRED: You will be prompted to complete the necessary information of the driver regarding a PDP certificate when you book a type 85 (14 seater bus) or type86 (22 seater bus).

EVB100P VOERTUIGBESPREKINGSTELSEL U42-O VTP1
 20130424 Maintenance – Vehicle booking 16:07:4
 Reserved from 20130601 Timefrom 08:00 (HH:MM)
 Reserved to20130601 Time to17:00
 TARIFF
 QTY required? 1 PER KM 5.10
 Terrain type : A PER DAY550.00
 HALFDAY 385.00
 RESERVATION TYPE Standard reservation
 TYPE VEHICLE : 85 Minibus (PDP NEEDED), 14 seater
Do you possess a PDP certificate and the following license(s) (J/N)? :
--> C1 EN EC1 OF EB
C1 14SEATER BUSTARRA>3500KG +PDP
EB 2-/5-/7-/10 SEATLIGHT MOTOR+TRAILER <3500
EC1 14SEATER BUS+ TRAILER TARRA>3500KG<16000
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
 Terug Menu Nota Conf Inet Besk

8. CONFIRM chosen option with **PF6**.

a PDP Certificate + the following license code is required
 --> C1 AND EC1 OR EB
 Confirm reservation detail with <PF6>

9. Type in **COST CENTRE** <Tab>. Type in **PROJECT** (if necessary) <Tab>. Modify the budget year (if necessary) <Tab>.
10. Type in the number of **PASSENGERS** (e.g. 2). You are not allowed to transport more passengers than the vehicle is licensed for. If you receive a message *no. of passengers may not be more than ** choose another vehicle<Tab>.
11. Type in the number of **KILOMETRES**. (e.g. 60) <Tab>.
12. **DRIVER:** Type SU **number** of driver. (PF1 help available).
13. **DRIVER CELL NUMBER:** Type the correct **driver** cell number without spaces in between. **IMPORTANT:** If the driver changes due to sickness please change before collection of keys.
14. **DEPT/DIVISION:** Type in dept/div (e.g. Biochemistry or Helshoogte residence) <Tab>.
15. **TRIP PURPOSE:** Type in official reason for trip (e.g. Seminar at Spier) <Tab>.

EVB101N VEHICLE BOOKING SYSTEM VTP1 12:48:08
 Address to : 5925 VEHICLE POOL Req nr: 2013238
 Received fr: 5925 VEHICLE POOL
 Cost Centre : ____ Req nr: 1153 Project: ____ Budg yr: 2012
 Passengers : ____ (No) +/- Kilometre: ____ Driver : ____ Driver Cell Number : _____ Dept/Afdl : _____
 Purpose : _____
 Destination : _____

Terrain : ___
Message : _____
Requestedby:
Telephone : 8084611
Name : MEVAN WYK
Department : VOERTUIGPOEL

16. **DESTINATION:** Choose PF1 for list of available destinations and PF11 for more options. Move down and up with arrow on the keyboard, ENTER and ENTER. Alternatively you can type in the first letter of the destination, ENTER, move down with the arrow on the keyboard to chosen destination, ENTER. <Tab>, <Tab>.

Destination from: STELLENBOSCH
Destination to :ex.. SOMERSET WES
KD Destination DistanceMaks
AA Ander - binne SA grense 001000 01000
AB ANDER BESTEMMING (BUITE SA GRENSE) 001100 002400
CA CALEDON 000130 000143
CE CERES 000130000143

If you want to travel outside South African borders you will choose the destination AB- *Buite SA grense*. **IMPORTANT:** You will be asked to fill in the roaming contact number as well as the additional driver's US, cell and identity numbers.

Vehicle Regnr
Vehicle type: 51 MOTOR -S/W 1500CC TOYOTA Avanza +lugverk./aircon
Date from : 20131201 Time from : 17:00 Estimated KM
Date to : 20131201 Time to : 19:00 2000
CalculatedAMOUNT:6270.00 DAY
KM Tarief : 2.85 Tarief : 265.00 Halfdag : 190.00
EMMERGENCY NUMBER : _____(roaming)
DESIGNATEDDRIVER :
US NR Cell nr Initials&Surname ID Number
12454788 0836349860 ME VAN WYK 7011250106085

Add / modify designated driver info and <ENTER>

You will be prompted to complete the license detail of the driver by choosing <PF10>.

EVP230P VEHICLE BOOKING SYSTEM VTP1
20130502 Maintenance Vehicle Driver Profile 10:59:06
Action : (A,B,C,D,M,N,P): _
Driver : 12454788 ME VAN WYK
Nasionaliteit: SUID-AFRIKA
Taal: AFRIKAANS
Werkfoonnommer: 021 8084611
License number : 604600029WS6 _____
Expiry date : 20150713
License code : <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> C1 <input checked="" type="checkbox"/> EB <input type="checkbox"/> EC <input type="checkbox"/> EC1 <input type="checkbox"/> Other
PDP Certificate ? J (J/N)
Expiry date : 20151125
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hulp Terug ConfirmProfile

17. **MESSAGE:** Special requests can be mentioned here, ENTER, ENTER and ENTER.
18. **CONFIRM:** For any modifications choose PF2, modify and ENTER. Only the driver's information can be modified, no other information after confirming with PF6. ENTER, confirm die validity with **PF6**. **IMPORTANT:** If you decide on another driver after confirming with PF6 due to sickness the details must be changed before collection.

Press<PF6> to confirmOr<PF4>for extras

19. **EXTRA CHARACTERISTICS: PF4.**
You have the opportunity to add characteristics of your choice like a canopy or tow bar by choosing PF4, move down with arrow and select with 'X', ENTER, PF2 and PF6.

Action	Code	J/N	Characteristic
-	1		CANOPY
-	2		RADIO
-	3		TOWBAR
Press<PF6> *** Eind of data ***			
Dep.Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF			
Help Back Menu			

20. RESERVATION NO.: The reservation system will generate a number which will appear in the bottom lefthand corner of the screen. **Take note: Please bring with you your reservation number, your student- / staff card and your valid license upon collection at the Vehicle Pool's offices.**

EVB100P	VEHICLE BOOKING SYSTEM	U42-O VTP1
20130315	Maintenance - Vehicle booking	12:44:10
RESERVED VIA	CAMPUS	

Vehicle FLeet	STELLENBOSCH	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12		
Back Menu	Enqrylnet	
Requisition/Reservation 2125677 added,press<PF9>for enquiries		

21. RESERVATION E-MAIL: The reservation number will be e-mailed automatically to the person who created the booking as well as to the driver.

Dear Colleague
Vehicle booking nr 2140761 has been reserved for you by ME VAN WYK telephone 021 8084611 on 20130503. You depart with a Motor 1.1 Atos + lugverk./aircon + radio from STELLENBOSCH Vehicle fleet on 20130901 and 08:00 and travel to STELLENBOSCH. You return on 20130901 at 17:00.
The costs for this trip will be claimed from cost centre VP01 BEDRYFSFONDS: U For any enquiries please contact your administration officer

If case of any modifications made to a reservation, a new e-mail will be sent automatically to the person who generated the booking as well as the driver e.g. when you change the driver for the trip.

MULTIPLE DAILY RESERVATIONS

Purpose: Make a reservation for a period where the days of the week differ from reservation to reservation but the hours stay the same. You make the first reservation and the program repeats the reservations automatically e.g. every day of the week from 08:00 – 16:30 until the end of the year.

1. Choose programme **EVB100P** in central computers. Choose Vehicle Fleet STELLENBOSCH or TYGERBERG, ENTER.

EVB100P	VEHICLE BOOKING SYSTEM US-P VTP1
20120417	Maintenance - Vehicle booking10:39:33
	RESERVED VIA CAMPUS

	Vehicle Fleet STELLENBOSCH
	Vehicle Fleet TYGERBERG
	Vehicle Fleet UKWANDA

2. Choose option 2 (**Repeat DAILY**) and ENTER.

US RESERVATIONS
1 ONCE OFF reservation
2 Repeat DAILY
3 Repeat WEEKLY
4 Repeat MONTHLY
<ENTER> on line or press <PF2> to

3. Read the instructions, ENTER.

DAILY RESERVATIONS
STEP 1 : Enter the FIRST reservation period and vehicle type.
STEP 2 : Enter the END date of the LAST repetition OR enter the NUMBER of repetitions required
STEP 3 : The standard reservation screen will appear, please enter the Required field values
STEP 4 : When confirming the reservation an E-MAIL will be send to the driver.
<ENTER> to complete STEPS, <PF2> to cancel operation

4. **Maintenance – Vehicle booking** screen appears. Type in the **DATES** and **TIMES** that you require the vehicle in other words from the time that you leave the premises at the Vehicle Fleet until return. (Only *15 minute intervals* are valid (e.g. 08:00, 9:30 but not 9:20). Cursor automatically moves to the next field. No need to ENTER here.

EVB100P	VEHICLE BOOKING SYSTEM	US-T VTP1
20120417	Maintenance - Vehicle booking11:35:20	
Reserved from 20120417	Time from 08:00 (HH:MM)	
Reserved to 20120417	Time to 17:00	
	TARIFF	
Quantity required? 1	PER KM	
Type Terrain :	PER DAY	

5. TYPE TERRAIN: Options A - C appears. Choose option by moving down with the arrow on your keyboard, ENTER, <Tab>.

1 A – TAR ROAD
2 B - SOIL SURFACE
3 C - ROUGH TERRAIN
<ENTER>on line ORpress<PF2>to return

6. TYPE VEHICLE: Type in choice of vehicle e.g. 59. For more options choose <PF8> before you type in your choice. If the vehicle of your choice is not available the system will send you the following message in the left corner of the bottom of the screen in blue: NO Vehicles available for the TYPE 59 Press <PF11> for available vehicles list. Choose <PF11> on your keyboard. The list of available vehicles will appear on your screen. Please be patient. Choose next option by moving with arrow again, ENTER, <Tab>. **TAKE NOTE:** The driver must have his valid license at his disposal when he fetches the keys: A PDP license for a type 85 (14 seater bus) and code 10 + PDP for a (22 seater bus) is compulsory.

7. VISUAL VIEWING OF VEHICLE TYPES on web page
<http://www0.sun.ac.za/voertuigvloot/page/english/home.php> available. Choose (PF10 Inet) on keyboard. Read message that appears *Druk <ENTER> en dubbel klik op internet skakel.* ENTER. Double click on internet link that will be visible in pink. Please note: This option is only to view and no type can be selected here for reservation.

Type: 59
 Press <ENTER> and double click on internet link
 When the double click on internet doesn't work
 Click on Setup at top of page. Then click on Additional setting
 Insure that option 'Enable clickable URL' have been selected

Close visual by clicking red 'x' at the right top corner. Click on 'close all tabs' and return to reservation screen.

8. Type in the end date (last day you need the vehicle) or the number e.g. 5, at the number of days. This indication will create your repetitions automatically, ENTER. The repeated dates will appear on the right hand side of the screen. Press PF8 to see scroll down to your last repetition if it appears on the next screen.

```
VTP1          VEHICLE BOOKING SYSTEM          EVB100X9
20130423      CREATE RECURRING VEHICLE RESERVATIONS  16:04:44

                LASTREPETITION
FIRST BOOKING MADE  END DATE      PERIOD
20120619 08:00      _____
                or      _____ NUMBER OF DAYS
20120619 17:00      -----
                FROM  TOT  Available
June 2012      June 2012      -----
S M Tu W Th F S  S M Tu W Th F S  01 20120619 20120619 J
                1 2
3 4 5 6 7 8 9    3 4 5 6 7 8 9  02 20120620 20120620 J
10 11 12 13 14 15 16  10 11 12 13 14 15 16  03 20120621 20120621 J
17 18 19 20 21 22 23  17 18 19 20 21 22 23  04 20120622 20120622 J
17 18 19 20 21 22 23  17 18 19 20 21 22 23  05 20120623 20120623 J
```

9. CONFIRM reservation with PF6. For any modifications press PF2, modify and ENTER.
10. Type in **COST CENTRE** <Tab>. Type in **PROJECT** (if necessary) <Tab>. Modify the budget year (if necessary) <Tab>.
11. Type in the number of **PASSENGERS** (e.g. 2). You are not allowed to transport more passengers than the vehicle is licensed for. If you receive a message *no. of passengers may not be more than* *choose another vehicle <Tab>.
12. Type in the number of **KILOMETRES**. (e.g. 60) <Tab>.
13. DRIVER: Type SU **number** of driver. (PF1 help available).
14. DRIVER CELL NUMBER: Type the correct **driver** cell number without spaces in between. IMPORTANT: If the driver changes due sickness please change before collection of keys.
15. DEPT/DIVISION: Type in dept/div (e.g. Biochemistry or Helshoogte residence) <Tab>.
16. TRIP PURPOSE: Type in official reason for trip (e.g. Seminar at Spier) <Tab>.
17. DESTINATION: Choose PF1 for list of available destinations and PF11 for more options. Move down and up with arrow on the keyboard, ENTER and ENTER. Alternatively you can type in the first letter of the destination, ENTER, move down with the arrow on the keyboard to chosen destination, ENTER. <Tab>, <Tab>.

```
Destination from : STELLENBOSCH
Destination to   : ex. SOMERSET WES

KD  Destination          DistanceMaks
AA  Ander - binne SA grense          001000 01000
AB  ANDER BESTEMMING (BUITE SA GRENSE) 001100 002400
CA  CALEDON                    000130 000143
```


REPEAT WEEKLY

Purpose: Make a reservation for a few consecutive days where the hours stay the same and repeat these bookings for a few weeks e.g. every Monday to Friday from 08:00 - 16:30 for 16 weeks.

1. Choose programme **EVB100P** in central computers. Choose Vehicle Fleet STELLENBOSCH or TYGERBERG, ENTER.

EVB100P	VEHICLE BOOKING SYSTEM US-P VTP1
20120417	Maintenance - Vehicle booking10:39:33
	RESERVED VIA CAMPUS

	Vehicle Fleet STELLENBOSCH
	Vehicle Fleet TYGERBERG

2. Choose option 3 (**Repeat WEEKLY**) and ENTER.

US RESERVATIONS
1 ONCE OFF reservation
2 Repeat DAILY
3 Repeat WEEKLY
4 Repeat MONTHLY
<ENTER> on line or press <PF2> to

3. Read the instructions, ENTER.

WEEKLY RESERVATIONS
STEP 1 : Enter the FIRST reservation period and vehicle type.
STEP 2 : Enter the END date of the LAST repetition OR enter the NUMBER of repetitions required
STEP 3 : The standard reservation screen will appear, please enter the Required field values
STEP 4 : When confirming the reservation an E-MAIL will be send to the driver.
<ENTER> to complete STEPS, <PF2> to cancel operation

4. **Maintenance – Vehicle booking** screen appears. Type in the **DATES** and **TIMES** that you require the vehicle in other words from the time that you leave the premises at the Vehicle Fleet until you return. (Only 15 minute intervals is valid (ex. 08:00, 9:30 but not 9:20). Cursor automatically moves to the next field. No need to use ENTER here.

EVB100P	VEHICLE BOOKING SYSTEM	US-T VTP1
20120417	Maintenance - Vehicle booking11:35:20	
Reserved from 20120417	Time from 08:00 (HH:MM)	
Reserved to 20120417	Time to 17:00	
	TARIFF	
Quantity required? 1	PER KM	
Type Terrain :	PER DAY	

5. TYPE TERRAIN: Options A - C appears. Choose option by moving down with the arrow on your keyboard, ENTER.

1 A – TAR ROAD
2 B - SOIL SURFACE
3 C - ROUGH TERRAIN
<ENTER>on line ORpress<PF2>to return

6. TYPE VEHICLE: Type in choice of vehicle e.g. 59. For more options choose <PF8> before you type in your choice. If the vehicle of your choice is not available the system will send you the following message at the left corner of the bottom of the screen in blue: NO Vehicles available for the TYPE 59 Press <PF11> for available vehicles list. Choose <PF11> on your keyboard. The list of available vehicles will appear on your screen. Please be patient. Choose next option by moving with arrow again, ENTER, <Tab>. TAKE NOTE: The

driver must have his valid license at his disposal when he fetches the keys: A PDP license for a type 85 (14 seater bus) and code 10 + PDP for a (22 seater bus) is compulsory.

10. VISUAL VIEWING OF VEHICLE TYPES on web page <http://www0.sun.ac.za/voertuigvloot/page/english/home.php> available. Choose (PF10 Inet) on keyboard. Read message that appears *Druk <ENTER> en dubbel kliek op internet skakel.* ENTER. Double click on internet link that will be visible in pink. Please note: This option is only to view and no type can be selected here for reservation.

Type: 59
 Press <ENTER> and double click on internet link
 When the double click on internet doesn't work
 Click on Setup at top of page. Then click on Additional setting
 Insure that option 'Enable clickable URL' have been selected

Close visual by clicking red 'x' at the righthand top corner. Click on 'close all tabs' and return to reservation screen.

7. Type in the end date (last day you need the vehicle) or the number e.g. 5, at the number of weeks. This indication will create your repetitions automatically, ENTER. The repeated dates will appear on the right hand side of the screen. Press PF8 to scroll down to your last repetition if it appears on the next screen.

```

VTP1          VEHICLE BOOKING SYSTEM          EVB100X9
20130423      CREATE RECURRING VEHICILE RESERVATIONS    16:04:44

                LASTREPETITION
FIRST BOOKING MADE  END DATE      PERIOD
 20120619 08:00
20120619 17:00 _____
OR          _____NUMBER OF MONTHS
                FROM TO Available
  June 2012   June 2012   -----
 S M Tu W Th F S   S M Tu W Th F S   01 20120602 20120602 J
                1 2             1 2   02 20120609 20120609 J
 3 4 5 6 7 8 9     3 4 5 6 7 8 9   03 20120616 20120616 J
10 11 12 13 14 15 16 10 11 12 13 14 15 16 04 20120623 20120623 J
17 18 19 20 21 22 23 17 18 19 20 21 22 23 05 20120703 20120703 J
    
```

8. CONFIRM reservation with PF6. For any modifications press PF2, modify and ENTER.
10. Type in **COST CENTRE** <Tab>. Type in **PROJECT** (if necessary) <Tab>. Modify the budget year (if necessary) <Tab>.
11. Type in the number of **PASSENGERS** (e.g.. 2). You are not allowed to transport more passengers than the vehicle is licensed for. If you receive a message *no. of passengers may not be more than ** choose another vehicle <Tab>.
12. Type in the number of **KILOMETRES**. (e.g.. 60) <Tab>.
13. DRIVER: Type SU **number** of driver. (PF1 help available).
14. DRIVER CELL NUMBER: Type the correct **driver** cell number without spaces in between. IMPORTANT: If the driver changes due sickness please change before collection of keys.
15. DEPT/DIVISION: Type in dept/div (e.g. Biochemistry or Helshoogte residence) <Tab>.
16. TRIP PURPOSE: Type in official reason for trip (e.g. Seminar at Spier) <Tab>.
17. DESTINATION: Choose PF1 for list of available destinations and PF11 for more options. Move down and up with arrow on the keyboard, ENTER and ENTER. Alternatively you can type in the first letter of the destination, ENTER, move down with the arrow on the keyboard to chosen destination, ENTER. <Tab>, <Tab>.

```

Destination from :: STELLENBOSCH
Destination to   : ex. SOMERSET WES
KD Destination          DistanceMaks
CA Caledon             001000100
    
```

18. MESSAGE: Special requests can be mentioned here, ENTER, ENTER and ENTER.
19. If you decide on another driver after confirming with PF6 due sickness the details must be changed before collection.

Press<PF6> to confirm or<PF4>for extras

20. EXTRA CHARACTERISTICS: **PF4.**

You have the opportunity to add characteristics of your choice like a canopy or tow bar by choosing PF4, move down with arrow and select with 'X', ENTER, PF2 and PF6.

Action	Code	J/N	Characteristic
-	1		CANOPY
-	2		RADIO
-	3		TOWBAR
Press<PF6> *** Eind of data ***			
Dep.Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF			
Help Back Menu			

21. RESERVATION NO.: The reservation system will generate a number which will appear in the left bottom corner of the screen. **Take note: Please bring with your reservation number, your student- / staff card and your valid license upon collection at Vehicle Pool's offices.**

EVB100P	VEHICLE BOOKING SYSTEM	U42-O VTP1
20130315	Maintenance - Vehicle booking	12:44:10
RESERVED VIA	CAMPUS	

Vehicle Fleet	STELLENBOSCH	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12		
Back Menu	EnqryInet	
Requisition/Reservation 2125677 added,press<PF9>for enquiries		

22. RESERVATION E-MAIL: The reservation number will be mailed automatically to the person who created the booking as well as to the driver.

Dear Colleague					
Bookings have been made against your name. For any quiriies please contact your administration officer.					
DEPARTURE	:	VEHICLE POOL STELLENBOSCH			
DESTINATION	:	STELLENBOSCH			
ME VAN WYK Reserved for VOERTUIGPOEL(ME VAN WYK)					
Cost centre: VP01 BEDRYFSFONDS: US VOERTUIGPOEL					
Vehicle type : 75 Motor 1.1 Atos + lugverk./aircon + radio					
	FROM	TO	Time	FROM	TO
01	20131201	20131201	08:00	17:00	2140769
02	20140101	20140101	08:00	17:00	2140770
03	20140201	20140201	08:00	17:00	2140771
04	20140301	20140301	08:00	17:00	2140772
Reserved on	:	20130506 Time: 13:57			
Telephone	:	8084611			

If case of any modifications made to a reservation, a new e-mail will be sent automatically to the person who generated the booking as well as the driver e.g. when you change the driver for the trip.

REPEAT MONTHLY

Purpose: Make a reservation for 30 or 31 days and repeat this period e.g. every month from the first day of the month from 05:00 to the last day of the month 23:45 for 6 months.

1. Choose programme **EVB100P** in central computers. Choose Vehicle Fleet STELLENBOSCH or TYGERBERG, ENTER.

```

EVB100P      VEHICLE BOOKING SYSTEM US-P VTP1
20120417    Maintenance - Vehicle booking10:39:33

              RESERVED VIA      CAMPUS
              -----
              Vehicle Fleet      STELLENBOSCH
              Vehicle Fleet      TYGERBERG
              UKWANDA            TYGERBERG
  
```

2. Choose option 4 (**Repeat monthly**) and ENTER.

```

              US RESERVATIONS
              1 ONCE OFF reservation
2 Repeat DAILY
3 Repeat WEEKLY
              4 Repeat MONTHLY
<ENTER> on line or press <PF2> to
  
```

3. Read the instructions, ENTER.

```

MONTHLY RESERVATIONS
STEP 1 : Enter the FIRST reservation period and vehicle type.
STEP 2 : Enter the END date of the LAST repetition OR enter the NUMBER of repetitions required
STEP 3 : The standard reservation screen will appear, please enter the Required field values
STEP 4 : When confirming the reservation an E-MAIL will be send to the driver.
<ENTER> to complete STEPS, <PF2> to cancel operation
  
```

4. **Maintenance – Vehicle booking** screen appears. Type in the **DATES** and **TIMES** that you require the vehicle in other words from the time that you leave the premises at the Vehicle Fleet until return. (Only *15 minute intervals* are valid (e.g. 08:00, 9:30 but not 9:20). Cursor automatically moves to terrain field. No need to ENTER here.

```

EVB100P      VEHICLE BOOKING SYSTEM      US-T VTP1
20120417    Maintenance - Vehicle booking11:35:20

Reserved from 20120417      Time from 08:00 (HH:MM)
Reserved to   20120417      Time to   17:00
              TARIFF
Quantity required? 1          PER KM
Type Terrain :      PER DAY
  
```

5. TYPE TERRAIN: Options A-C appears. Choose option by moving down with the arrow on your keyboard, ENTER.

```

1 A – TAR ROAD
2 B - SOIL SURFACE
3 C - ROUGH TERRAIN
<ENTER>on line ORpress<PF2>to return
  
```

6. TYPE VEHICLE: Type in choice of vehicle e.g. 59. For more options choose <PF8> before you type in your choice. If the vehicle of your choice is not available the system will send you the following message at the left corner of the bottom of the screen in blue: NO Vehicles available for the TYPE 59 Press <PF11> for available vehicles list. Choose <PF11> on your keyboard. The list of available vehicles will appear on your screen. Please be patient. Choose next option by moving with arrow again, ENTER, <Tab>. TAKE NOTE: The driver must have his valid license at his disposal when he fetches the keys: A PDP license for a type 85 (14 seater bus) and code 10 + PDP for a (22 seater bus) is compulsory.

11. VISUAL VIEWING OF VEHICLE TYPES on web page <http://www0.sun.ac.za/voertuigvloot/page/english/home.php> available. Choose (PF10 Inet) on keyboard. Read message that appears *Druk <ENTER> en dubbel kliek op internet skakel.* ENTER. Double click on internet link that will be visible in pink. Please note: This option is only to view and no type can be selected here for reservation.

7. Type: 59
 Press <ENTER> and double click on internet link
 When the double click on internet doesn't work
 Click on Setup at top of page. Then click on Additional setting
 Insure that option 'Enable clickable URL' have been selected

Close visual by clicking red 'x' at the right top corner. Click on 'close all tabs' and return to reservation screen.

8. Type in the end date (last day of the month you need the vehicle) or the number e.g. 5, at the number of months. This indication will create your repetitions automatically, ENTER. The repeated months will appear on the righthand side of the screen. Press PF8 to scroll down to your last repetition if it appears on e nextn the next screen.

```
VTP1          VEHICLE BOOKING SYSTEM          EVB100X9
20130423      CREATE RECURRING VEHICILE RESERVATIONS  16:04:44

                LASTREPETITION
FIRST BOOKING MADE  END DATE      PERIOD
20120619 08:00      _____
OR          _____ NUMBER OF DAYS
20120619 17:00      -----
                FROM  TOT  Avaiable
June 2012      June 2012      -----
S M Tu W Th F S  S M Tu W Th F S  01 20120602 20120602  J
                1 2                1 2  02 20120609 20120609  J
3 4 5 6 7 8 9    3 4 5 6 7 8 9  03 20120616 20120616  J
10 11 12 13 14 15 16  10 11 12 13 14 15 16  04 20120623 20120623  J
17 18 19 20 21 22 23  17 18 19 20 21 22 23  05 20120703 20120703  J
```

9. CONFIRM reservation with PF6. For any modifications press PF2, modify and ENTER.
10. Type in **COST CENTRE** <Tab>. Type in PROJECT (if necessary) <Tab>. Modify the budget year (if necessary) <Tab>.
11. Type in the number of **PASSENGERS** (e.g. 2). You are not allowed to transport more passengers than the vehicle is licensed for. If you receive a message *no. of passengers may not be more than* *choose another vehicle <Tab>.
12. Type in the number of **KILOMETRES**. (e.g. 60) <Tab>.
13. DRIVER: Type SU **number** of driver. (PF1 help available).
14. DRIVER CELL NUMBER: Type the correct **driver** cell number without spaces in between. IMPORTANT: If the driver changes due sickness please change before collection of keys.
15. DEPT/DIVISION: Type in dept/div (e.g. Biochemistry or Helshoogte residence) <Tab>.
16. TRIP PURPOSE: Type in official reason for trip (e.g.. Seminar at Spier) <Tab>.
17. DESTINATION: Choose PF1 for list of available destinations and PF11 for more options. Move down and up with arrow on the keyboard, ENTER and ENTER. Alternatively you can type in the first letter of the destination, ENTER, move down with the arrow on the keyboard to chosen destination, ENTER. <Tab>, <Tab>.

```
Destination from : STELLENBOSCH
Destination to   : ex. SOMERSET WES
KD  Destination          DistanceMaks
CA  Caledon              001000100
```

18. MESSAGE: Special requests can be mentioned here, ENTER, ENTER and ENTER.
19. If you decide on another driver after confirming with PF6 due sickness the details must be changed before collection.

Press<PF6> to confirm Or<PF4>for extras

ENQUIRIES (PF9):

1. Reservation per OU:

Choose option 1, ENTER.

```

ENQUIRIES
 1 Reservations per OU
 2 Reservations per Cost centre
   3 Display reservation no
<ENTER> on line ORpress<PF2>to go back
  
```

- 1.1 DATE: Today's date appears on lefthand side of screen, change date to preferred date, ENTER. Move with <Tab> on keyboard to reservation no., choose option D-Display to view information of reservation and ENTER, ENTER, PF2 to return to menu.

```

EVB110P          VEHICLE BOOKING SYSTEM          VTP1
20130506      Display bookings starting on specified date   1 more >
Fleet code 11 VOERTUIGPOEL : STELLENBOSCH
OU Code : _5925 VOERTUIGPOEL
Date From: 20131201 to 20131201          Reservation Nr : _____
Act Req-nr Driver   From Time   To Time Regis-nr Status
-----
_ 2112469 AP WEVER   20131201 14:00 20131231 23:00 CL52658 reserved
_ 2140679 ME VAN WYK 20131201 08:00 20131231 16:00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrnr Menu   Rprt   Pg- Pg+   Left Right Term
Valid actions A-Add, M-Modify, D-Display
  
```

- 1.2 CHANGE INFORMATION OF DRIVER before collection. Information of other driver (e.g. ex. in case of sickness) ought to be changed by your administrative officer at your offices before collection takes place at Vehicle Fleet.

Choose EVB100P, PF9, Choose option1 Reservation per OU, <TAB> to the reservation no., type in M (modify) and ENTER, Choose option 1 Modify the reservation. ENTER, ENTER. The 'Message *Reservation has been modified*' will confirm the modification.

```

RESERVATION : 2112466
 1 Modify the Reservation
 2 Cancel the Reservation
<ENTER> on line or press <PF2> to return
  
```

- 1.3 TO CANCEL A RESERVATION: EVB100P, Pf9 (Enter), Choose option 1 (Reservation per OU), Modify date (on lefthand side of screen) to required date and ENTER, <TAB> to reservation no. to be cancelled, Type in M (Modify), ENTER, choose option 2 (cancel the reservation), ENTER. Choose <PF6>to confirm cancellation. Message to confirm cancellation will appear on lefthand corner of screen in blue.

```

EVB110P          VEHICLE BOOKING SYSTEM          VTP1
20130506      Display bookings starting on specified date   1 more >
Fleet code 11 VOERTUIGPOEL : STELLENBOSCH
OU Code : _5925 VOERTUIGPOEL
Date From: 20131201 to 20131201          Reservation Nr : _____
Act Req-nr Driver   From Time   To Time Regis-nr Status
-----
_ 2112469 AP WEVER   20131201 14:00 20131231 23:00 CL52658 reserved
_ 2140679 ME VAN WYK 20131201 08:00 20131231 16:00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrnr Menu   Rprt   Pg- Pg+   Left Right Term
  
```

- 1.4 You will receive an e-mail to confirm your modications made.

```

Dear Colleague
Modifications has been made to a reservation in your name.
For any quiries please contact your administration officer.
DEPARTURE      : VEHICLE POOL STELLENBOSCH
DESTINATION     : zimbabwe
ME VAN WYK Reserved for VOERTUIGPOEL
Cost centre    : VP01 BEDRYFSFONDS: US VOERTUIGPOEL
Vehicle type   : 85 Minibus (PDP NODIG)
Date from     : 20130901 Time: 08:00
Date to       : 20130901 Time: 17:00
Reserved on   : 20130506 Time: 13:19
  
```

Telephone : 8084611
 Please refer to the attachment regarding your reservation
 Designated drivers :
 12454788 0836349860 ME VAN WYK 701125010

2. Reservations per cost centre:

Choose option 2, type in your cost centre and ENTER, change your dates if required. Status 2 – reservations to be taken in the future, change to status 4 to view trips undertaken.

EVB210P VEHICLE BOOKING SYSTEM EVP210D1
 20130506 EVB210P is not registerd on UT-PROGRAM 1 more >
 Cost centre VP01_BEDRYFSFONDS: US VOERTUIGPOEL
 Start date 20130508 Status 4 Rekw. afgehandel
 End date _____
 Action Book no ST Date from Date to From To Amount Requested by

 20130331 14:00 23:00 6510.00 VTP PIETER WEVER

3. Display reservation no.:

Choose option 3, type in your reservation no.

Rekw nr / Req nr : 2140654
 Please enter req nr and<ENTER>

FUNCTIONS AND DESCRIPTIONS:

A -Add Used to add/type in new information.
M - **Modify** Used to change information e.g. SU no. or cellphone no.
C - **Cancellation** Used to cancel booking 24 hours prior to departure.
D - **Display** Display/show information on screen.
<Tab> - Use TAB to move to next field where ENTER is not applicable.
ENTER - Move to next field.

Pf-function keys:

PF1 Help - Require information on the SU system e.g. SU no.
PF2 Return - Return to previous screen
PF3 Menu - Return to menu
PF4 Charc - Extra characteristics wanted e.g. tow bar
PF4 Add - Add new information
 Rprt - Report
PF5 Print - Print report
PF5 Note - Note
PF6 Cnfrm - Confirm that the information supplied is correct
PF7 Pg- - Move (vertically) up to previous screen
PF8 Pg + - Move (vertically) down to next screen
PF9 Entry - Enquire more information
PF9 Info - Information required
PF10 Left - Move (horizontally) left to previous screen
PF10 Profl - Profile of driver i.o.w. all the information of the driver's license
PF10 Inet - Visual of vehicles on web page: www.sun.ac.za/vehicle
PF11 Right - Move (horizontally) right to the next screen
PF12 Term - Terminate the session

Status of reservations:

Status 2: The status of a reservation becomes 2 when added. A commitment is automatically raised against your cost centre.
 Status 4: After Vehicle Fleet has processed the reservation the status automatically changes from 2 to 4. Funds were moved between cost centres as confirmation.
 Status 9 When a reservation is cancelled the status automatically changes to 9.

LICENSES NEEDED:

License code	Description of vehicle	Type of vehicle on reservation system	Number of passengers to be transported (includes the driver)
B / EB	Pick-up or Panel wagon	55, 58, 59, 63, 67 of 64, 65, 54	2
B / EB	Car	51, 57, 75, 76, 77, 78, 79, 87, 80, 81	7
B / EB	Mini-bus	88 & 52, 53	9 & 10
EB / C1 / EC1 + PDP	Bus	85	14
C / EC + PDP	Big bus	86	22