Office of Fleet and Asset Management

Online Bicycle and Vehicle Reservation Instructions

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Please Note: You must be an active California State Employee to use the Vehicle Reservation application.

REMINDER: DO NOT USE the Browsers BACK AND FORWARD buttons to move through application.

How To Create A Profile

The instructions below detail the process to create a profile and access the Office of Fleet and Asset Management (OFAM) Online Bicycle and Vehicle Reservation system. Creating a profile allows state employees to make Bicycle and Vehicle reservations to conduct state business.

Your profile will display your Driver license number and your email address; Click the "Update My Info" button to enter the following information.

Complete all required fields (in yellow) in Operator Details area:

1. Enter Driver's Name (first, middle and last)
2. Enter Driver's License Expiration Date – Select by clicking Calendar.
3. Enter your Agency Billing Code. DO NOT Leave field blank.
4. Enter Work Address.
5. Enter Room Number or location information.
6. Enter City.
7. Enter Zip Code.
8. Enter Work Telephone (example: 999-999-9999).
9. Modify the email address in the "Work Email" field, if necessary.
10. Click on the "Save" button.

Once completed, clicking the "Back" button will return you to this page.

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES
Home
Logoff
My Info
Operator ID
X1234567
Name
TEST USER
Work Address
1700 NATIONAL DRIVE
Room#
Agency Billing Code
Zip Code
DGS Charge Card
Work phone
Work Email
What Do You Want To Do?
Update My Info
New Reservation
My Reservations
Reservation ID
Status*
Pickup Date & Time
Return Date & Time
Vehicle Type
Pickup Location

How to Login

You must have a valid CA driver's license and State of California email address.

1. Enter your CA driver's license number
2. Enter your State employee work email address.
3. Click on the "Login" button.

The system validates if your driver's license number exist in system.

First time users will see the message "**Operator ID not found. Create new operator record**"?

1. First time User: Click on the "**New Operator**" button to continue.
2. Returning User: If you entered your Driver's License Number incorrectly click on the "**CANCEL**" button, and enter correct number.

If error message "**LOGIN FAILED**" displays; it means your driver's license is in our system but your email address doesn't match or is missing. Call the Dispatch Office at (916) 657-2337 for assistance.

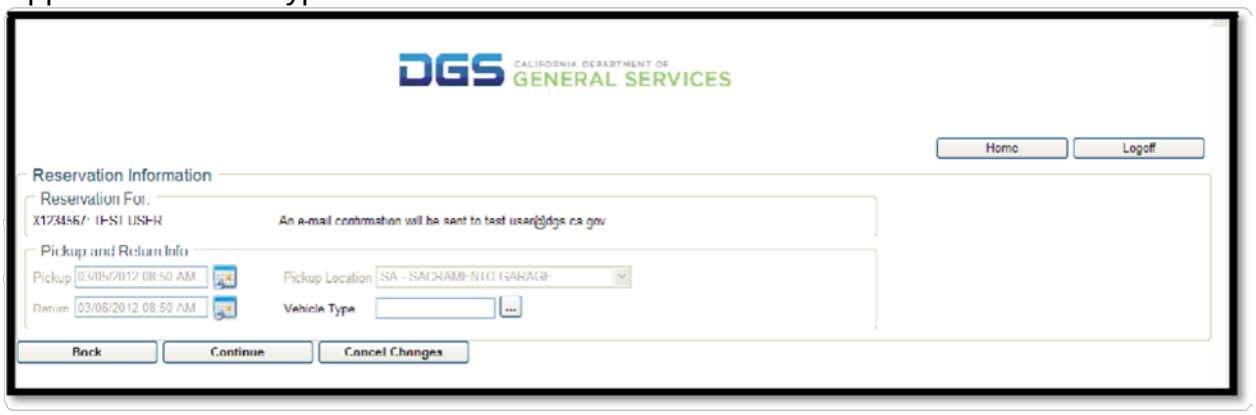
After driver's license and email verification, your driver profile screen will open.

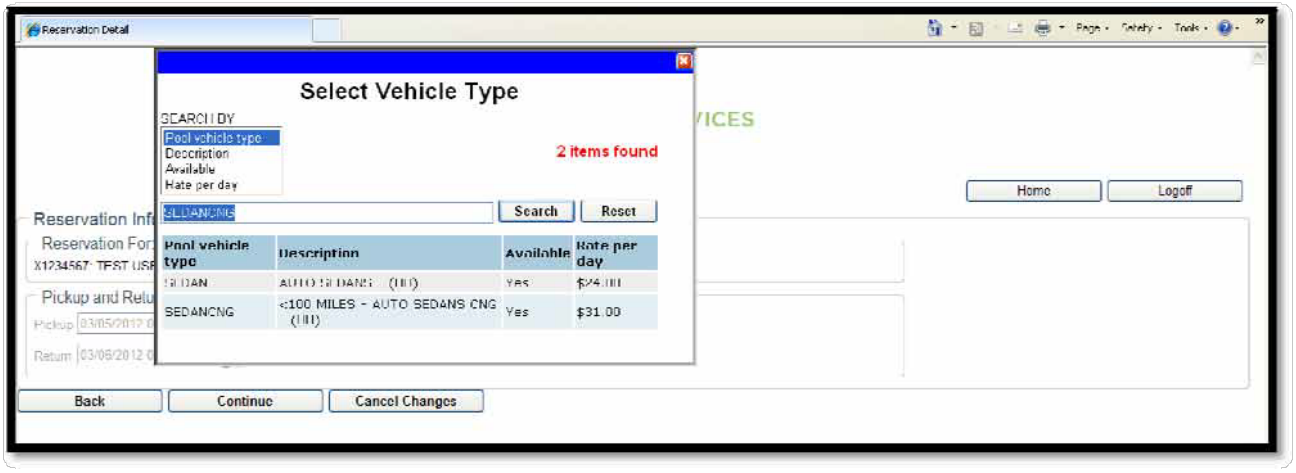
How to Make a Reservation

Click the “New Reservation” button to begin. The following fields are required.

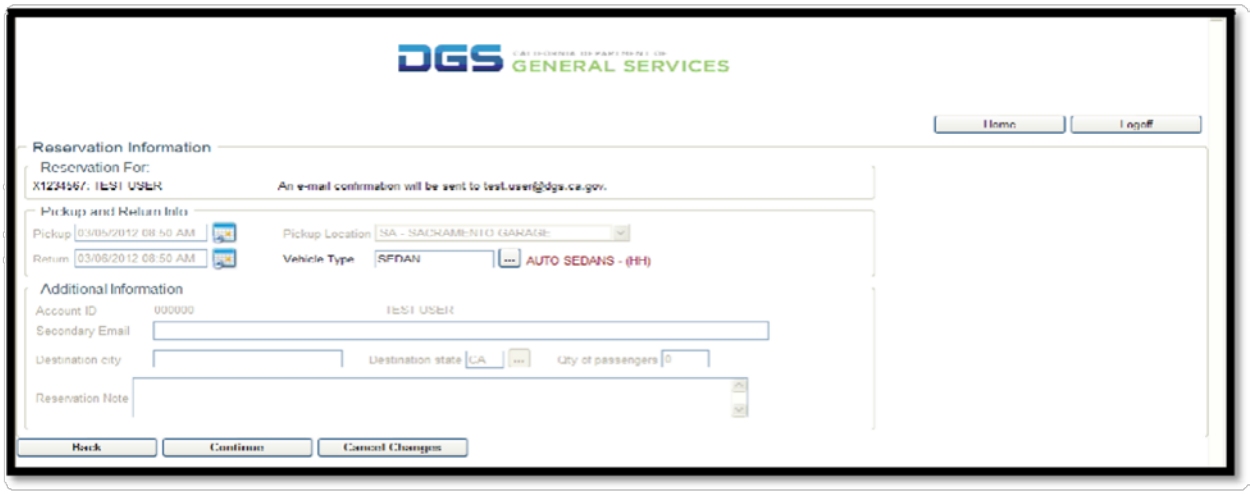
1. Click Calendar icon to select the Pickup Time.
   (Always select TIME first – located top of calendar)
2. Select the Pick Date.
3. Select the Return Time.
4. Select the Return Date.
5. Select the Pickup Location. (Sacramento Garage location only).
   - Select SA – Sacramento Vehicle Reservation.
   - Select SB – Bicycle Reservation.
6. Click on the "Continue" or “Back” button to modify.

Select the "Vehicle Type" drop down: BICYCLE, EVS-1 (Electric Vehicles), SEDAN (Compact), SEDANHYBC (Compact hybrid). Highlight and click. Your selection will appear in Vehicle Type. Click “Continue”.



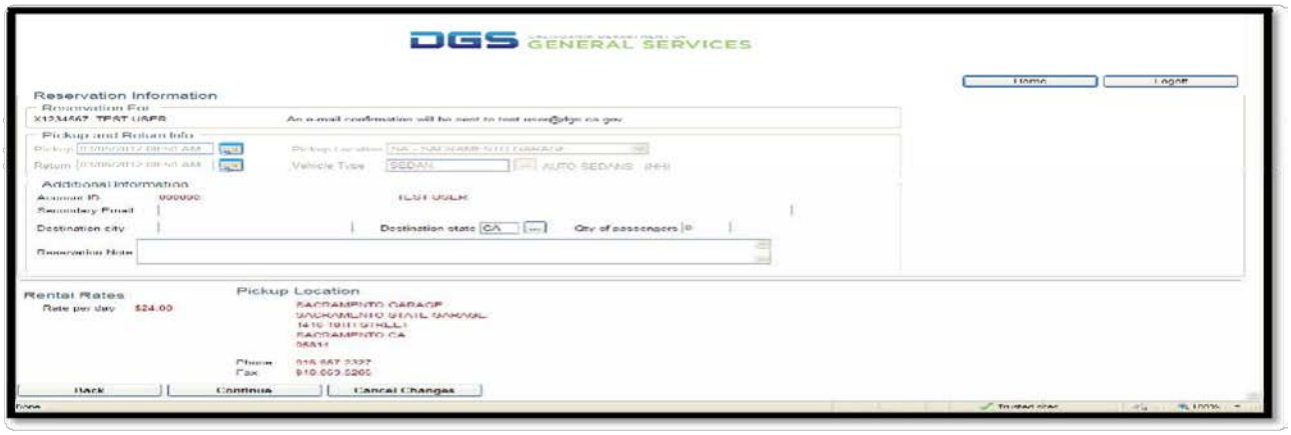


Click "Continue"; "Cancel Changes", or "Back" button as required.



Additional Reservation Information:

1. Enter secondary email to receive copy of email confirmation notification.
2. Enter destination city.
3. Enter number of passengers.
4. Reservation Notes (example: Need large truck space, need full size car).
5. Click “Back” button to make changes.
6. Click “Cancel Changes” button to cancel changes.
7. Click “Continue” button to continue.



Verify Reservation Information prior to submission. This screen allows you to review your reservation for accuracy.

1. To change your reservation Information click the "Cancel” button.
2. If all the information is accurate - click the "OK" button.

Reservation Confirmation

Congratulations, your reservation has been confirmed! You will receive an email confirming your vehicle and or bicycle reservation.

If you need to make another reservation, click on the "New Reservation" button. To print a copy of this confirmation, click on the "Printer Friendly" button.

To exit the program, click on the "Logout" button to return to the login page or click on the "Home" button to return to the Online Reservation page.

Printer Friendly" Reservation Confirmation Page

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Vehicle Reservation Details

Reservation ID 428465 is CONFIRMED.

Customer:        TEST USER
Department:      000000
Account:         000000
Work Phone:      916123-1234

Pickup Location:
        SA
        SACRAMENTO STATE GARAGE
        1416 10TH STREET
        SACRAMENTO CA
        95814

        Phone:   916.657.2327
        Fax:     916.653.5265

Pickup Time:     03/05/2012 08:15 AM
Return Time:     03/06/2012 08:15 AM

Vehicle Type:    SEDAN

Rental Rates:

        Rate per day                        $24.00
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How to View an existing Reservation

Follow the login instructions.

1. Once logged in your “My Info” is displayed, all future reservations are listed under “My Reservations”.

How to Modify a Reservation

Follow the login and view reservations instructions. The only fields that can be modified through this system are the Times, Pickup Return Dates. Fields with an asterisk (*) are required to be filled in.

1. Click Reservation ID number; Reservation detail displays.

Change the Pickup Time if needed, you must click on date to save change.

1. Change the Pickup Date if needed.
2. Change the Return Date if needed.
3. Change the Return Time if needed, you must click on date to save change.
4. Change or add to Notes if needed.
5. Click on the "Continue" button.

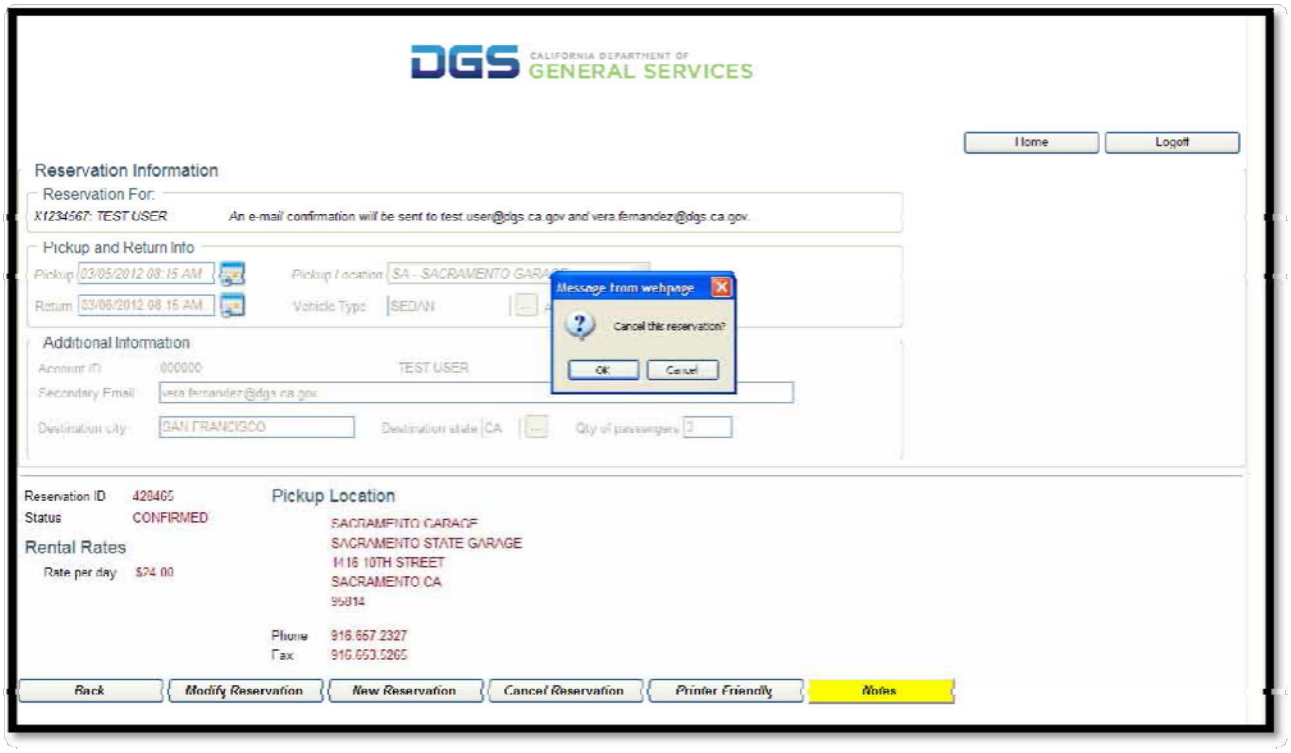
A confirmation page will display, verifying if the information is correct. If the information is correct click on the "Continue" button and print the confirmation page. You will receive an email that the reservation has been changed.

How to Cancel a Reservation

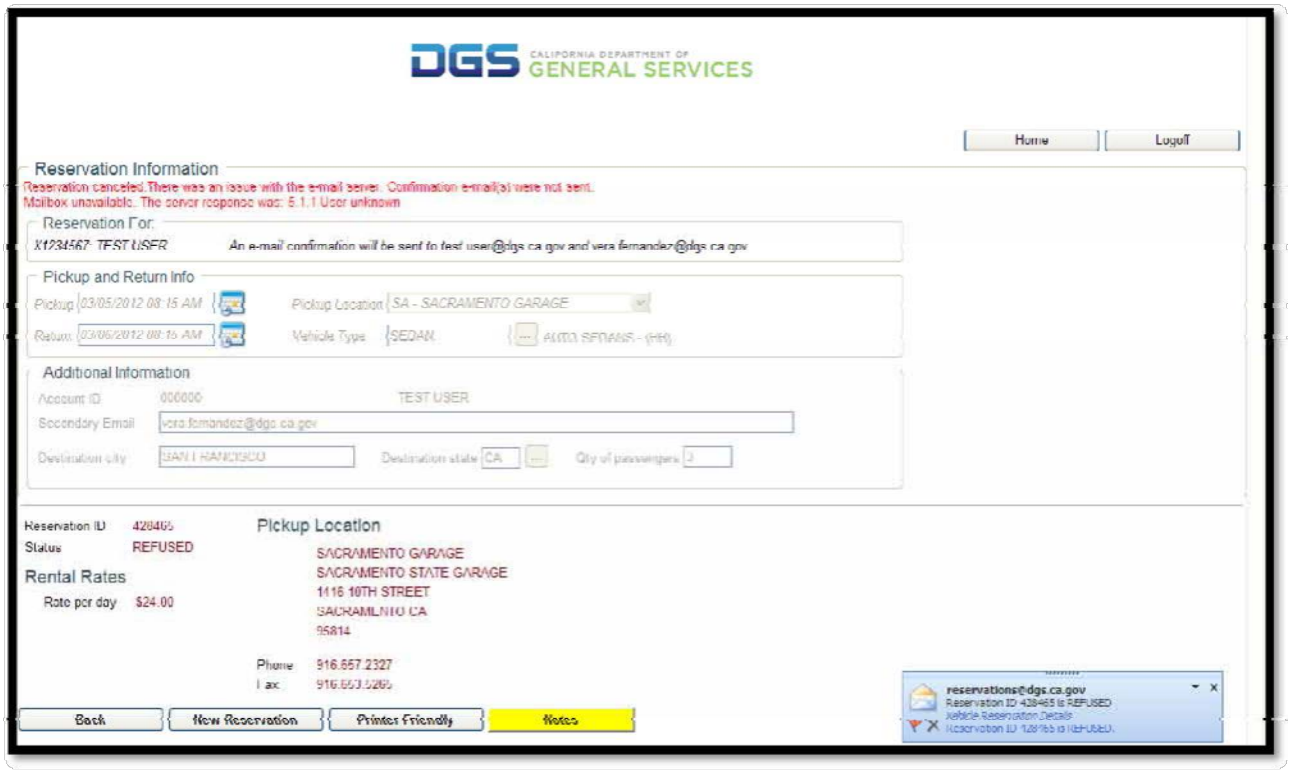
Follow the log in and View reservation instructions.

1. Select the Reservation ID you wish to cancel, Click on the "Cancel Reservation" button.
2. Confirmation screen displays after you click on the "Cancel Reservation" button.

Click on the "OK" button to submit the cancellation.



Cancellation screen displayed after you click on the "Continue" button. You will receive an email confirmation that the reservation has been cancelled.



"Printer Friendly" Cancellation Confirmation page.

OFAM Online Vehicle Reservation Contact:

OFAM Fleet Dispatch Office: (916) 657-2327
Office Hours: 7:00am – 5:00pm, Monday through Friday, excluding weekends and holidays.

OFAM Fleet Call Center: (855) 611-OFAM (6326) or via email: Fleet Services@dgs.ca.gov .