

LWTech Fleet Reservations User's Guide

How to view and reserve Fleet Vehicles

Each fleet Vehicle has their own calendar in the college Outlook system. You may view them to see if a vehicle is available to reserve. You do not have permission to reserve a vehicle in the fleet calendar. You MUST reserve it in your own Outlook calendar.

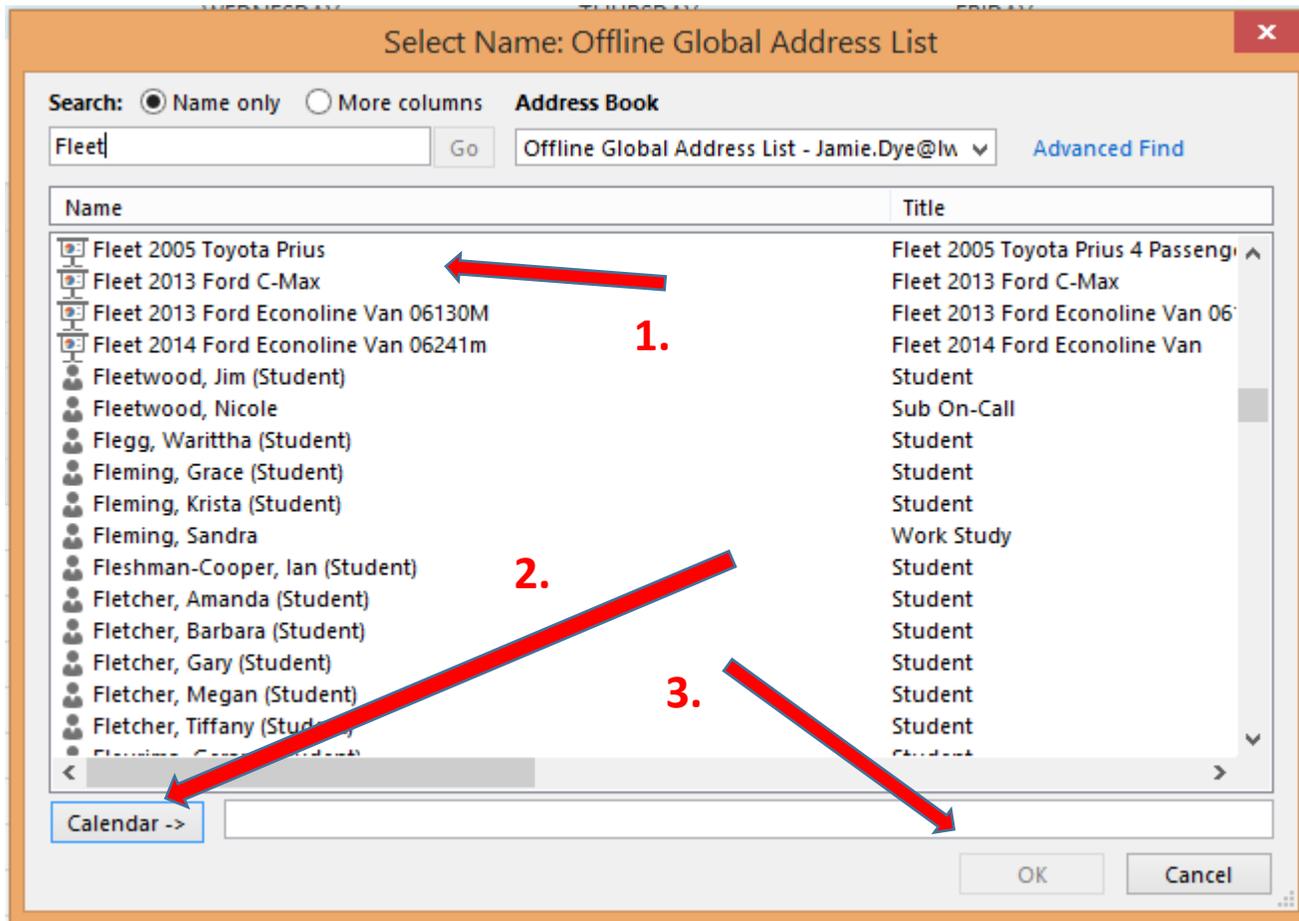
The screenshot shows the Outlook calendar interface. The ribbon is set to 'Calendar' and the 'Open Calendar' button is highlighted. A red arrow points to the drop-down arrow on the 'Open Calendar' button. A red box contains the following instructions:

1. In your calendar, go to Open Calendar & click the drop-down arrow
2. Select "From Address Book"

The calendar view shows a week starting on Monday, April 22, 2013, and ending on Sunday, April 28, 2013. The location is set to Seattle, Washington. The weather for today is 72°F/56°F, tomorrow is 70°F/57°F, and Wednesday is 67°F/59°F. A blue bar is visible on Thursday, April 25, between 3 PM and 4 PM. The status bar at the bottom indicates 'MAIL: 0', 'ALL FOLDERS ARE UP TO DATE', 'CONNECTED TO: MICROSOFT EXCHANGE', and '90%' zoom.

You can add one or all of the fleet calendars to your Outlook in this way.

Select a Vehicle then click the calendar button, then click OK.



85 Dodge Van - Calendar - Casey.Huebner@lwtech.edu - Microsoft Outlook

File Home Send / Receive Folder View Nuance PDF

New Appointment Meeting Items Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Publish Calendar Permissions Find a Contact Address Book Add to Evernote 4

March 2013
Su Mo Tu We Th Fr Sa
24 25 26 27 28 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6

March 03 - 09, 2013 Search Calendar (Ctrl+E)

85 Dodge Van x 97 Taurus GL x 99 Ford Van x

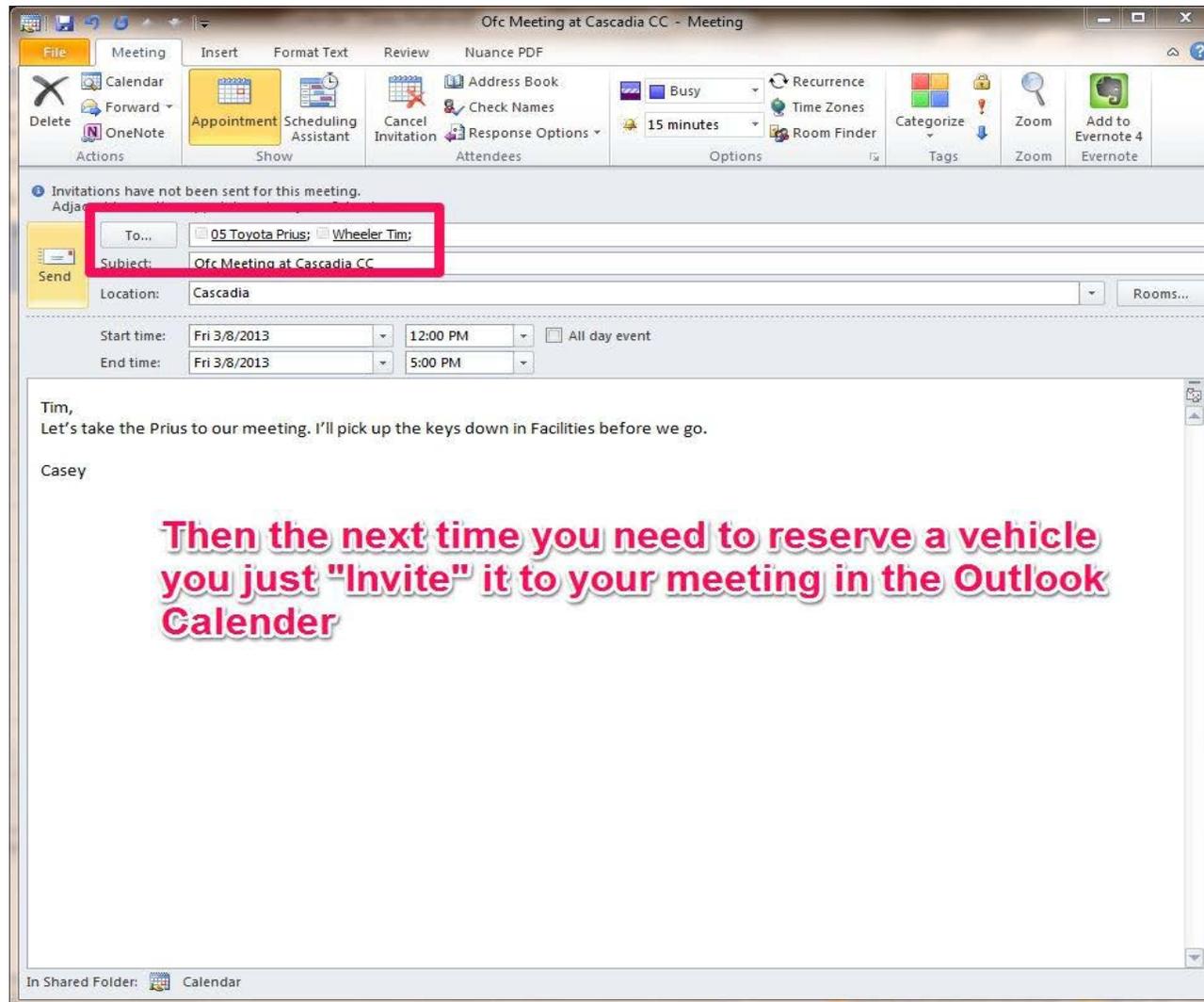
8 am
9:00
10:00
11:00
12 pm
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00

test: 9
test tri
Park 99 Ford Van
test Back Yard Olczyk Mark

You will now be able to see the Reservation Calendar for each vehicle you have selected. You can turn on or off these calendars from the selection bar on the left side of Outlook.

Items: 0 Online with Microsoft Exchange 100%

Reserving a vehicle is as simple as sending it a meeting invitation



Then the next time you need to reserve a vehicle you just "Invite" it to your meeting in the Outlook Calender

Your reservation will come as an email request, and you will receive a confirmation email of acceptance of the reservation. Once the reservation is “accepted”, the reservation will appear on that vehicle’s calendar. Remember that Reservations are approved on a first-come, first-served basis.

Take advantage of the college fleet for your next trip!

The screenshot shows the Microsoft Outlook calendar interface. The window title is "05 Toyota Prius - Calendar - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", and "Nuance PDF". The calendar view is set to "Week" for the dates March 03 - 09, 2013. A meeting is scheduled for Thursday, March 7th, from 8:00 AM to 9:00 AM. The meeting details are: "Ofc Meeting at Cascadia CC, Cascadia, Huebner Casey". The meeting is highlighted in green. A red text overlay reads: "And now everyone can see that meeting in the 05 Toyota Prius calendar and know that it is unavailable". The left sidebar shows a list of calendars, with "05 Toyota Prius" selected. The status bar at the bottom indicates "Items: 1" and "Online".

05 Toyota Prius - Calendar - Microsoft Outlook

File Home Send / Receive Folder View Nuance PDF

New Appointment Meeting Items Today Next 7 Days Day Work Week **Week** Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Publish Online Calendar Permissions Find a Contact Address Book Add to Evernote 4

March 2013
Su Mo Tu We Th Fr Sa
24 25 26 27 28 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6

March 03 - 09, 2013 Search 05 Toyota Prius - Calendar (Ctrl+D)

3 Sunday 4 Monday 5 Tuesday 6 Wednesday 7 Thursday 8 Friday 9 Saturday

7 am
8:00
9:00
10:00
11:00
12 pm
1:00
2:00
3:00
4:00
5:00
6:00
7:00

Ofc Meeting at Cascadia CC
Cascadia
Huebner Casey

And now everyone can see that meeting in the 05 Toyota Prius calendar and know that it is unavailable

Day Douglas
Shared Calendars
Wheeler Tim
Wheeler Tim - Redmond App
Holiday Calendar
Holiday
Rooms
A212 Conference Room
A306R Conference Room
E214 Conference room
E221U Conference Room
T318 Conference Room
W202CR
W305A Conference Room
W305B Conference Room
85 Dodge Van
97 Taurus GL
99 Ford Van
05 Toyota Prius
Other Calendars

Mail
Calendar
Contacts
Tasks

Items: 1 Online 100%