Make a Reservation

1. Go to JSU home page. [www.jsums.edu](http://www.jsums.edu)
2. Go to the Web Directory --> Click on “F” --> Click on Facilities & Construction Management
3. Click on “Rent a Vehicle” menu item

4. Click on the link to reserve a vehicle.
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5. The link will take to the screen below

6. Click on Transactions → Vehicle Reservation → Make a Reservation JSU
7. Click Add on the “Make a Reservation JSU window”
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8. All the red fields are mandatory fields. Click on Add Resource to add a vehicle.

9. A Reservation Resource Entry window will pop up. Please see the screen below. The vehicle reservation can be done by 1) Vehicle Type or 2) specific vehicle.
10. The **Start Date** and **End Date** are the Trip Start Date and the Trip End Date

**Type Only Vehicle Reservation**

11. The reservation screen for **Type only** selection will make the requestor select a Vehicle Type, for example: Car, Van, Mini Van, and Bus

**Note:** An error message will pop up if the dates selected does not meet the lead time on the Vehicle type.

- All rental requests must be received at least 7 days prior to departure
- All motor coach requests must be received at least 14 days prior to departure
12. The Start Date and End Date and selection of the vehicle is done right, click on “Save & Close” button at the bottom to save your selection.
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13. After clicking "Save & Close", the Reservation Resource Entry Screen will close and take you back to the "Make a Reservation JSU".

14. Click on Save on the top right hand side of the "Make a Reservation JSU" screen which will give you the Reservation number.

Note 1: A notification email will be sent to you when the Reservation is saved, converted to a rental etc.

Note 2: If you want to reserve more than 1 vehicle, please do separate reservations.

Note 3: Please make sure to check your payment method in payment info tab as shown below. The reservation will not be saved without entering the payment type.
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**Specific Item Vehicle Reservation**

15. For Specific type of Vehicle reservation, you should select the “Specific Item” radio button on the Reservation Resource Entry window. Please see the screenshot below.
16. The selection fields for the specific item reservation will have an additional field Vehicle and search button to select a vehicle from the available set of vehicles of that particular vehicle type.
17. Double click on the Item code of the vehicle which you want to reserve. Please see the screenshot below.

18. Hit “Save & Close” to save your selection.
19. Hit Save on the top right hand side of the “Make a Reservation JSU”
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**Note 1:** A notification email will be sent to you when the Reservation is saved, converted to a rental etc.

**Note 2:** If you want to reserve more than 1 vehicle, please do separate reservations.

**Note 3:** Please make sure to check your payment method in payment info tab as shown below. The reservation will not be saved without entering the payment type. An alert box with an error message shown below will pop up.

![Payment Info Form]

**Note 4:** If there are no vehicles available, an alert message will pop up to contact Transportation Mobility Center for reserving a vehicle through a vendor.
How to attach an item to your reservation

- Once you save your reservation, to attach your required documentation, click on the “Linked Documents” icon on the left hand side under action menu.

**Note:** The linked documents will be active only when the reservation is saved.
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- The linked document screenshot is below.

- Once the attachments are attached
Hit save at the bottom of the linked document window to save your reservation.