

Make a Reservation

1. Go to JSU home page. www.jsu.edu
2. Go to the Web Directory --> Click on "F" --> Click on Facilities & Construction Management
3. Click on "Rent a Vehicle" menu item

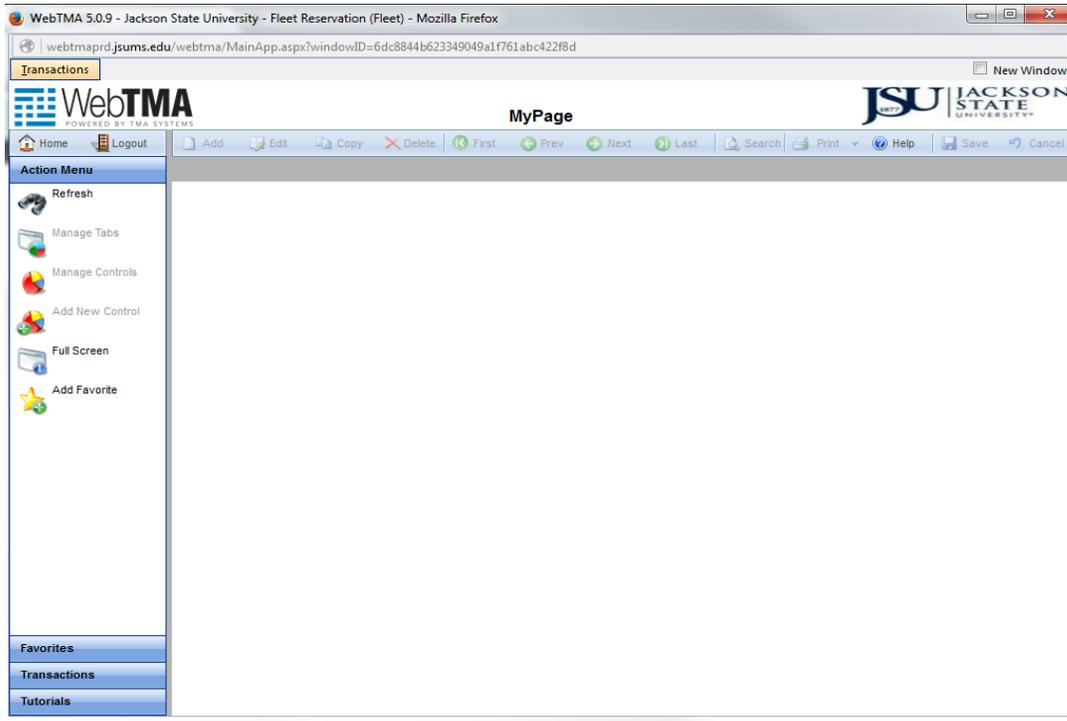


4. Click on the link to reserve a vehicle.

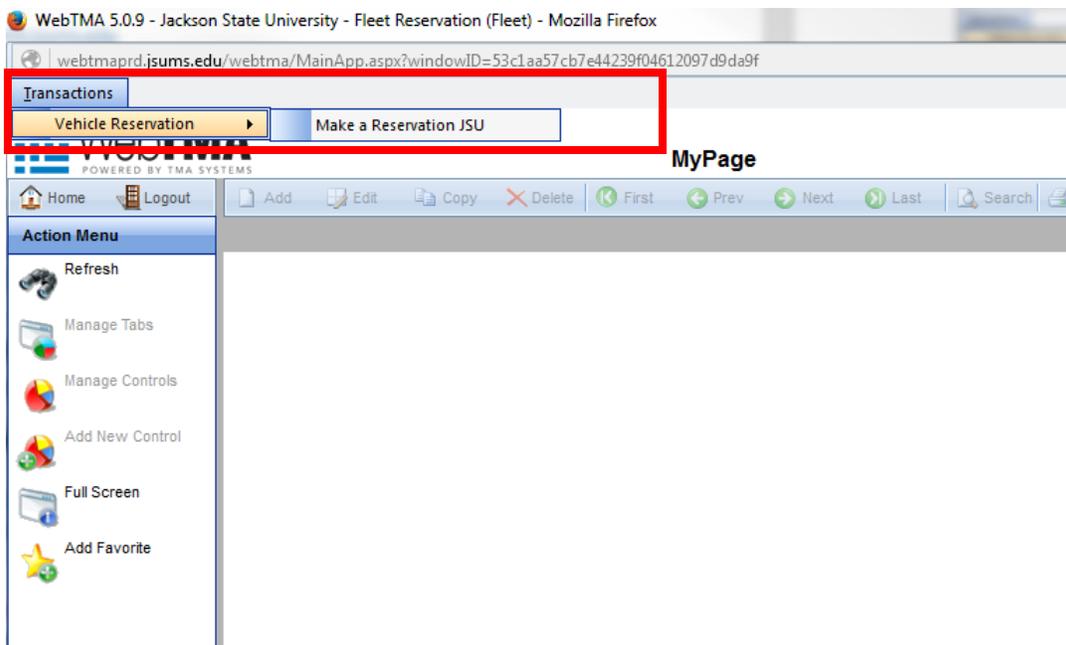


Make a Reservation

5. The link will take to the screen below



6. Click on Transactions→Vehicle Reservation→ Make a Reservation JSU



Make a Reservation

7. Click Add on the "Make a Reservation JSU window"

WebTMA 5.0.9 - Jackson State University - Fleet Reservation (Fleet) - Mozilla Firefox

webtmaprd.jsums.edu/webtma/MainApp.aspx?windowID=53c1aa57cb7e44239f04612097d9da9f

Transactions

WebTMA POWERED BY TMA SYSTEMS

Make a Reservation JSU JSU

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help

Identity Comments Approval Routing History Browse

Action Menu

- Linked Documents
- Last Modified
- Convert
- Authorize
- Manual Routing
- Add Favorite
- Add Bookmark

Requestor: Soujanya Vadlani
 Contact Person: soujanya
 Organization:
 Department: Facilities & Construction Managemen
 JSU P.O. Box: 833 walter payton dr
 Address 2:
 Destination City: Jackson
 State: MS Zip: 39217
 Phone #: 601 979 2522
 Fax #:
 E-mail Address: soujanya.vadlani@jsums.edu

Reservation #: 1
 Rental #:
 Request Date: 09/30/2014
 Agent:
 Agent Name:
 Repair Center: TRAN
 Cancellation Date:
 Status: Accepted
 Event:

Reservation Info Accept/Reject Payment Info

Filter Calendar **Authorized**

Resource Type	Type Code	Type Description	Tag Number	Tag Description
✓ Vehicle Type	Car	Car		

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8. All the red fields are mandatory fields . Click on **Add Resource** to add a vehicle.

Make a Reservation JSU

MS

Identity | Comments | Approval Routing History | Browse

Requestor: Allyson Berry

Contact Person: Allyson Berry

Purpose of the Trip: Test trip

Department: Facilities & Construction

JSU P.O.Box: 17460

Destination City: Test City

State: MS **Zip:** 39217

Phone #: 601-9792522

Fax #:

JSU Email: allyson.berry@jsums.edu; souja

Reservation #:

Rental #:

Request Date: 02/29/2016

Agent:

Agent Name:

Repair Center:

Cancellation Date:

Status:

Event:

Add Resource

Resource Type	Type Code	Type Description	Tag Number	Tag Description
No records to display.				

0 items in 1 pages

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.

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10. The **Start Date** and **End Date** are the Trip Start Date and the Trip End Date

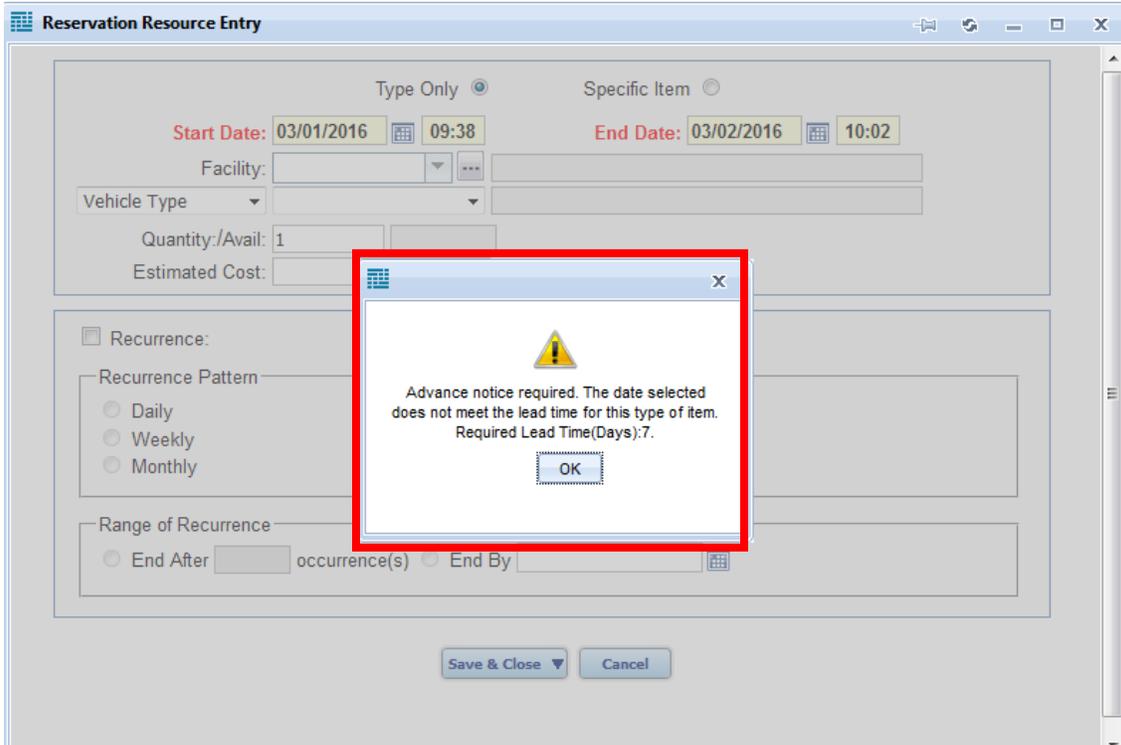
Type Only Vehicle Reservation

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

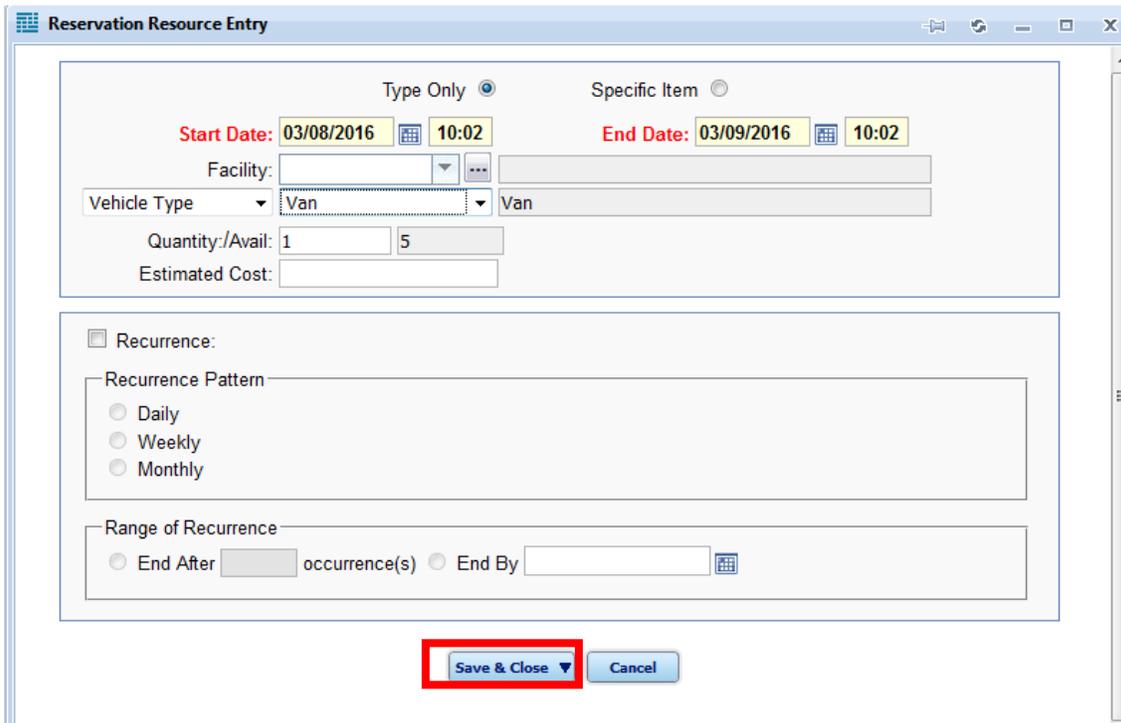
Note: An error message will pop up if the dates selected does not meet the lead time on the Vehicle type .

- 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

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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.

The screenshot shows two overlapping windows from a reservation system. The top window, titled "Reservation Resource Entry", has a "Type Only" section with two radio buttons: "Type Only" (unselected) and "Specific Item" (selected and highlighted with a red box). Below this, the "Start Date" is set to 03/08/2016 at 13:41, and the "End Date" is set to 03/10/2016 at 13:42. There are fields for "Facility", "Vehicle Type" (set to Van), and "Vehicle".

The bottom window, titled "Available Item Search", contains search criteria for "Occupant" (set to "is equal to") and five "Attribute Char" and "Attribute Number" pairs, each with a dropdown menu set to "contains" or "is equal to". Below the search criteria are "Search", "Clear Fields", and "Cancel" buttons.

Below the search window is a table of available items:

Item Code	Description	Facility	Type Description	Model Number Serial Number	Department	Booked
G042596	2007 CHEVROLET EXPRESS (20	Jackson State U	Van			<input type="checkbox"/>
G053264	7-12 Standard Passenger Van	Jackson State University (Main Campus)	Van		Transportation	<input type="checkbox"/>
G053265	7-12 Standard Passenger Van	Jackson State U	Van		Transportation	<input type="checkbox"/>
G068276	7- 12 Standard Passenger Van	Jackson State University (Main Campus)	Van			<input type="checkbox"/>

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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.

Reservation Resource Entry

Type Only **Specific Item**

Start Date: 03/08/2016 13:41 End Date: 03/10/2016 13:42

Facility: [] []

Vehicle Type: Van [] []

Vehicle: [] []

Available Item Search

Occupant: is equal to []

Attribute Char 1: contains [] Attribute Number 1: is equal to []

Attribute Char 2: contains [] Attribute Number 2: is equal to []

Attribute Char 3: contains [] Attribute Number 3: is equal to []

Attribute Char 4: contains [] Attribute Number 4: is equal to []

Attribute Char 5: contains [] Attribute Number 5: is equal to []

[Search] [Clear Fields] [Cancel]

Item Code	Description	Facility	Type Description	Model Number Serial Number	Department	Booked
G042596	2007 CHEVROLET EXPRESS (20	Jackson State U	Van			<input type="checkbox"/>
G053264	7-12 Standard Passenger Van	Jackson State University (Main Campus)	Van		Transportation	<input type="checkbox"/>
G053265	7-12 Standard Passenger Van	Jackson State U	Van		Transportation	<input type="checkbox"/>
G068276	7- 12 Standard Passenger Van	Jackson State University	Van			<input type="checkbox"/>

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17. Double click on the Item code of the vehicle which you want to reserve. Please see the screenshot below.

Reservation Resource Entry

Type Only Specific Item

Start Date: 03/08/2016 13:41 End Date: 03/10/2016 13:42

Facility: JSU Jackson State University (Main Campus)

Vehicle Type: Van Van

Vehicle: G053264 7-12 Standard Passenger Van

Estimated Cost: _____

Recurrence:

Recurrence Pattern

Daily
 Weekly
 Monthly

Range of Recurrence

End After _____ occurrence(s) End By _____

Save & Close Cancel

18. Hit "Save & Close" to save your selection.

19. Hit Save on the top right hand side of the "Make a Reservation JSU"

EMS Make a Reservation JSU STATE UNIVERSITY

Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

Identity Comments Approval Routing History Browse

Requestor: Allyson Berry

Contact Person: Allyson Berry

Purpose of the Trip: Test trip

Department: Facilities & Construction

JSU P.O.Box: 17460

Destination City: Test City

State: MS Zip: 39217

Phone #: 601-9792522

Fax #:

JSU Email: allyson.berry@jsums.edu; souja

Reservation #:

Rental #:

Request Date: 02/29/2016

Agent:

Agent Name:

Repair Center:

Cancellation Date:

Status:

Event:

Reservation Info Payment Info

Resource Type	Type Code	Type Description	Tag Number	Tag Description	Start Date
Vehicle	Van	Van	G053264	7-12 Standard Passenger Van	03/08/2016

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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.

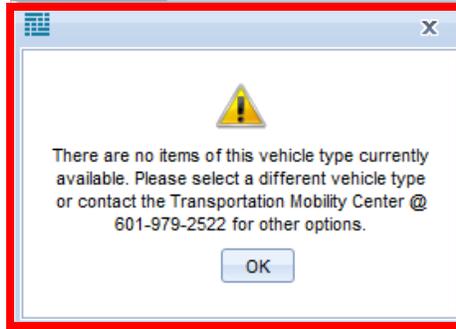
The screenshot displays a reservation system interface. The top navigation bar includes tabs for 'Comments', 'Approval Routing History', and 'Browse'. The main form contains the following fields:

- Requestor:** Allyson Berry
- Contact Person:** Allyson Berry
- Purpose of the Trip:** Test trip
- Department:** Facilities & Construction
- JSU P.O.Box:** 17460
- Destination City:** Test City
- State:** MS **Zip:** 39217
- Phone #:** 601-9792522
- Fax #:** (empty)
- JSU Email:** allyson.berry@jsums.edu; s

On the right side, the 'Payment Info' section includes the instruction: 'The payment should be made within 5 business days of the reservation.' Below this are three radio button options: 'Credit/Debit Card', 'Check', and 'Inter Departmental Transfer'. A red-bordered alert box is overlaid on the form, displaying the message 'Please select a Payment Type.' with an 'OK' button.

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.

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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.

The screenshot shows a web application interface for managing reservations. On the left, there is an "Action Menu" with several options: "Linked Documents" (highlighted with a red box), "Last Modified", "Convert", "Authorize", "Manual Routing", "Add Favorite", and "Add Bookmark". The main area displays reservation details for a requestor named Allyson Berry. The details include:

- Requestor:** Allyson Berry
- Contact Person:** Allyson Berry
- Purpose of the Trip:** test city
- Department:** Facilities & Construction
- JSU P.O.Box:** 17460
- Destination City:** Test city
- State:** MS **Zip:** 39217
- Phone #:** 601-979-2522
- Fax #:** (empty)
- JSU Email:** allyson.berry@jsums.edu; souja

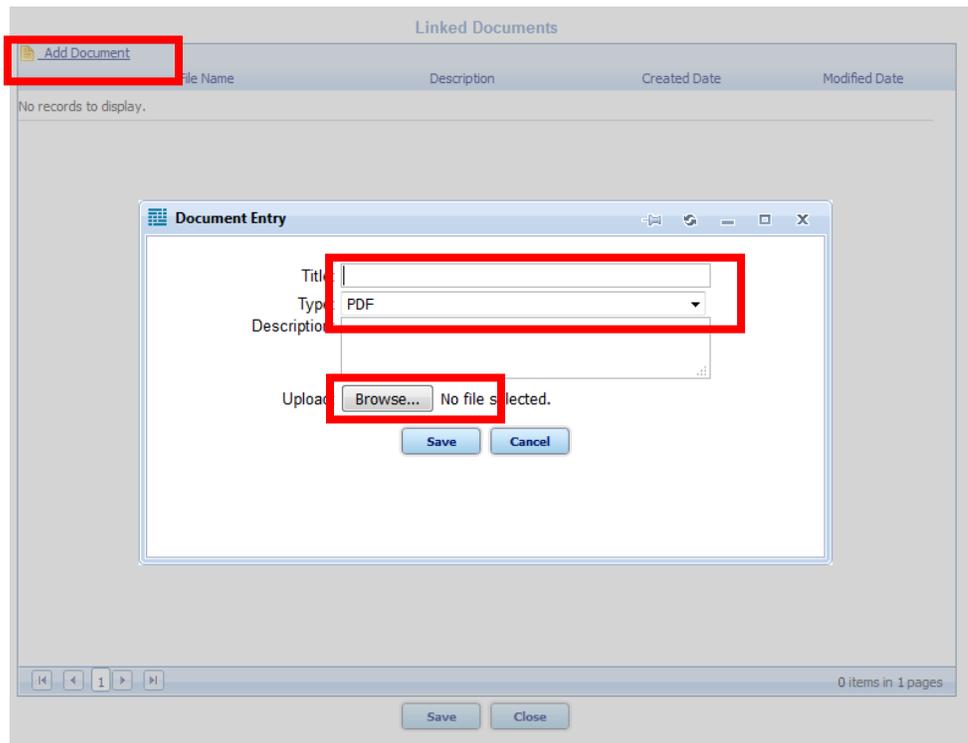
At the bottom, there is an "Add Resource" table with the following data:

Resource Type	Type Code	Type Description
Vehicle Type	Van	Van

Note: The linked documents will be active only when the reservation is saved.

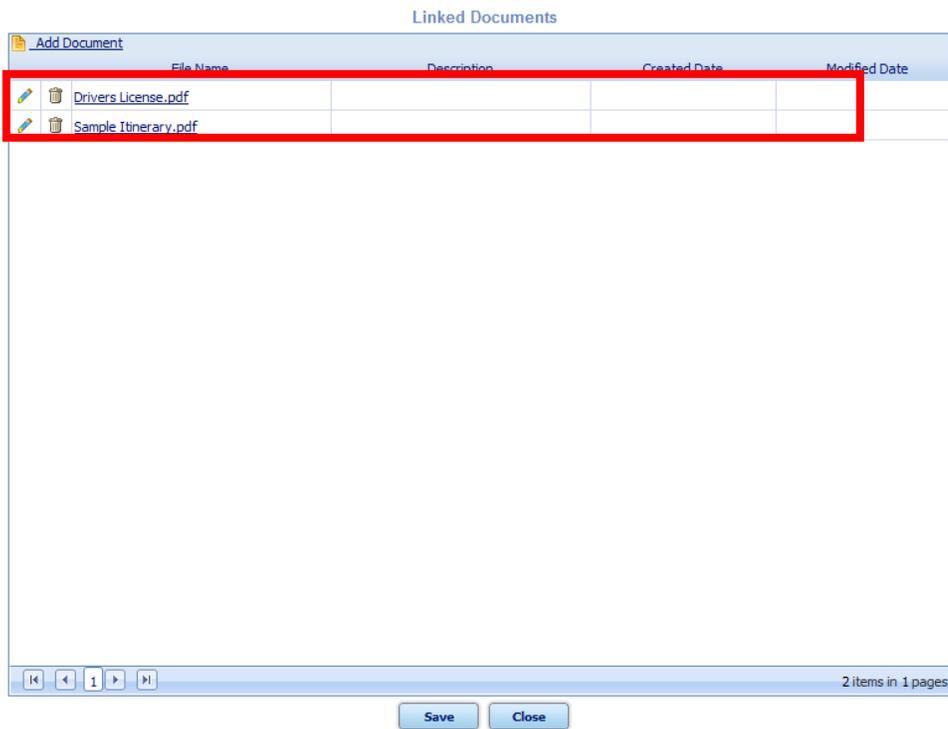
Make a Reservation

- The linked document screenshot is below.



- Once the attachments are attached

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Hit save at the bottom of the linked document window to save your reservation.