



Alabama State Motor Pool Online Vehicle Request System User's Guide

Alabama Interactive
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What is the Online Vehicle Request system?

The Alabama State Motor Pool Online Vehicle Request system allows State employees to reserve vehicles for official State business quickly and easily via the Internet. The system can be accessed at any time from any computer connected to the Internet. This allows State employees the ability to reserve vehicles at their convenience.

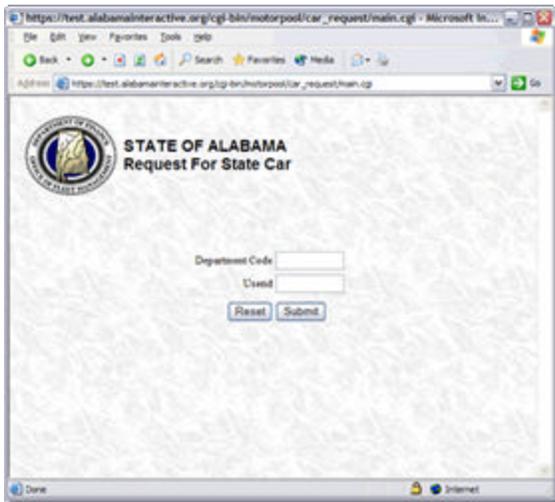
How does the system work?

To use the Online Vehicle Request system, follow the links to the system located on the State Motor Pool's Web site (www.smp.state.al.us), or Alabama.gov's "State Employees" section (www.alabama.gov).

You can also access the system directly by entering the following URL into your Web browser. https://www.alabamainteractive.org/cgi-bin/motorpool/car_request/main.cgi

Logging In:

For security reasons, you will be prompted to log into the system each time you make a vehicle request. This ensures that only authorized users are allowed to make a request for a state vehicle. Logging into the system is as easy as 1-2-3:



1) **Enter your Provider Code**

Your provider code is a unique identifier provided for each State entity. The provider code always starts with the letters **MP** followed by 4 digits. Your provider code with the online system is the same as it is for the paper system.

2) **Enter your User ID**

If you do not have your user id, contact your designated vehicle reservation system administrator or the Alabama State Motor Pool.

3) **Press Submit**

Press the Submit button to log into the system.

If you experience difficulties logging into the system, verify that you are entering all of your information, including provider code, correctly and that your caps lock key is not on as your username and password are case sensitive. Finally, if you are still unable to log in, contact your designated vehicle reservation system administrator or Alabama Interactive at (334) 261-1990.

Requesting a Vehicle:

Requesting a State vehicle is easy. To begin, fill out the fields listed on the reservation screen.

- 1) Enter your **telephone number**
- 2) Enter the **destination** you will be traveling to
- 3) Complete the **period of use** section and specify the **times** you intend to pick up and return the vehicle.
- 4) Enter the **estimated roundtrip mileage** of your trip. If you are unsure of the distance you will be traveling, use your best estimate or click on the linked mileage chart.
- 5) Enter your **email address**
- 6) Finally, you must **digitally “sign”** your vehicle request and **click the checkbox** certifying that the vehicle you are reserving is for official use and that the vehicle operator possesses a valid driver’s license.
- 7) When you are finished, press the **Submit** button to complete your vehicle request.



The screenshot shows a web browser window displaying the "STATE OF ALABAMA Request For State Car" form. The form includes fields for Phone Number, Destination, Period of Use (From and To dates), Estimated Mileage, Email, and Requestor Name. There is a checkbox for certifying official use and a valid driver's license. The form has "Submit" and "Reset" buttons.

The Confirmation Screen:



The screenshot shows the confirmation screen for the State of Alabama Request For State Car. It displays the following information:

- Your Confirmation Number is: 2004052100000040
- Requested Date: Fri May 21 16:25:16 CDT 2004
- Provider Code: Test Account
- Phone Number: 3342429999
- Destination: Birmingham
- Period of Use: From: 05-21-2004 To: 05-27-2004
- Estimated Mileage: 0186
- Digital Signature: Glenn Pringle

Note: To cancel or change your reservation please contact the State Motor Pool at 334-242-4043

Once your vehicle request has been submitted, you will be directed to a confirmation screen. This page will summarize the vehicle request you have just made. You should print and keep this page for your records. You will also receive a confirmation of your vehicle request via email.

If your travel plans change, contact the State Motor Pool immediately at (334) 242-4043 to cancel or update your reservation.

Be sure to write down or print out your confirmation number.

After you have printed the confirmation page and finished making your vehicle reservation, use the link on the confirmation page to return to the State Motor Pool's homepage.

Administrator's Guide

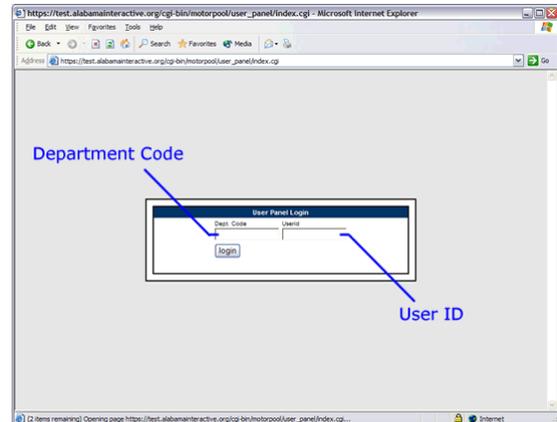
The Online Vehicle Request system has an administrative interface that allows designated individuals to set up, disable and view user accounts.

The administrative interface can be reached via the following URL:
https://www.alabamainteractive.org/cgi-bin/motorpool/user_panel/index.cgi

To log into the administrative interface, enter your department code and user id in the blanks provided.

Your department code and user id are part of your administrative login issued by the Alabama State Motor Pool.

If you cannot remember your administrative login information, contact the Motor Pool at (334) 242-4043.



The Administrative Menu

From the administrative menu, you have access to the user accounts for your agency. From this page you can add and modify users as well as view a list of all registered users in your agency.

To view all users: Select the "Search for User" button.

To disable a user: From the "Search for User" menu, choose the radio button next to the name of the user you wish to disable access to the system. Select the "Disable Userid" button.

To add a new user: From the administrative menu, select "Create User". The system will then present the new user screen. Follow the directions listed on this page to add a new user. Keep in mind that the username must be between 6 to 7 characters long and can use letters and numbers. This username is different from your department code.

