Uploading and testing of the new Fleet Vehicle Booking System supplied by Lingo Systems are now complete and the system will go live on Monday, 10 October 2011. Location of fleet vehicles and log books will not change apart from the log books normally held in room GN04 of the Waite Main building, these have been transferred to room GN02 of the Waite main Building.

All staff members and graduate students who have registered their drivers licences with the school office have been loaded into the system and will be able to use the vehicle booking system from 10 October onwards.

All advanced booking made through the paper based system will be transferred to the new on line booking system when it goes live.

LOGGING ON
The vehicle booking system is web based and may be accessed at;

   http://uafleet.lingosystems.net.au

As the booking system is hosted externally it cannot be set up to automatically use your University User Name and Password, instead each person will be required to initially log on using the following:

User Name:- Staff ID Number – include the ‘a’
Password:- Your Drivers License Number

Do not forget to tick you have a current license

The first time you log on you will be prompted by a welcome page that provides contact information, once completed you will be free to change your password. Care should be taken when logging on as the system will lock you out after three failed attempts. Should you be locked out, contact the office of Technical Services and they will reset your password.

The welcome page also requires a Cost Centre Code, For Agriculture, Food & Wine staff, students and visitors this is "141", for non school persons it is the name of their organisation e.g. SARDI.

A brief how to use guide is provided below.

NON UNIVERSITY PERSONS
Visitors or students who do not have a University ID number have been assigned a unique identifier by the office of Technical Services. Any person who has not been provided with a University ID number should contact either Terry MacKenzie or Joern Nevermann in room 101 of building 20 who will provide an unique identifier.

SUPPORT
A revised version of the School Vehicle Guidelines have been attached to this e-mail along with a copy of the User Guide provided by Lingo Systems.

The office of Technical Services have been assigned Administration rights to the booking system and will provide advice and assistance where required.

PERMITS
North Terrace parking permits may be booked in the same manner as that used for fleet vehicles. Once booked permits may be picked up in the same manner as vehicle keys and log books.
QUICK USER GUIDE

1. Access the Vehicle Booking System at http://uafleet.lingosystems.net.au

2. Log on in the normal manner using your Staff ID Number and your chosen Password.

3. Select New Booking from the blue header bar.

The New Booking window will appear.

4. Selecting a vehicle may be made in two ways;

   METHOD 1 - QUICK SELECT BY LOCATION & VEHICLE TYPE

   Select the date you wish to book a vehicle for.

   Using the Campus and Any Location drop down menus, select your chosen pick up point.

   Under the Advanced Search Options header, using the drop down menu select the type of vehicle you wish to book or use the Vehicle Exclusivity buttons.

   All vehicles that match the selections at the selected pickup point will be displayed in the calendar area.

Booking the Vehicle

Select the time period you wish to book a particular vehicle for – Left click and hold down at the start time, drag down and release at the finish time.

A window detailing of your booking will appear.

Complete the Purpose and Destination section

Click the Save Booking button. A window will appear confirming your booking and an e-mail will be sent to you also confirming your booking.
Method 2 - Select By Keyword Tag

Select the date you wish to book a vehicle for.

Make a selection for Campus and/or Location from the drop down menus.

Click the Keyword Tags button, a drop down list of selections will appear.

Select the best descriptor for the vehicle you wish to use.

All vehicles meeting your selection will appear in the calendar area.

Book a vehicle using the method shown above.

5. Booking a Parking Permit

Parking permits for North Terrace may be booked through the vehicle booking system using the Keyword Tag as described in Method 2.

6. Deleting a Booking

Any vehicle or permit booking may be cancelled or changed by clicking on your booking and amending or cancelling the booking in the window provided. A record of all bookings and/or modifications are recorded in the administration log for monitoring and audit purposes.