

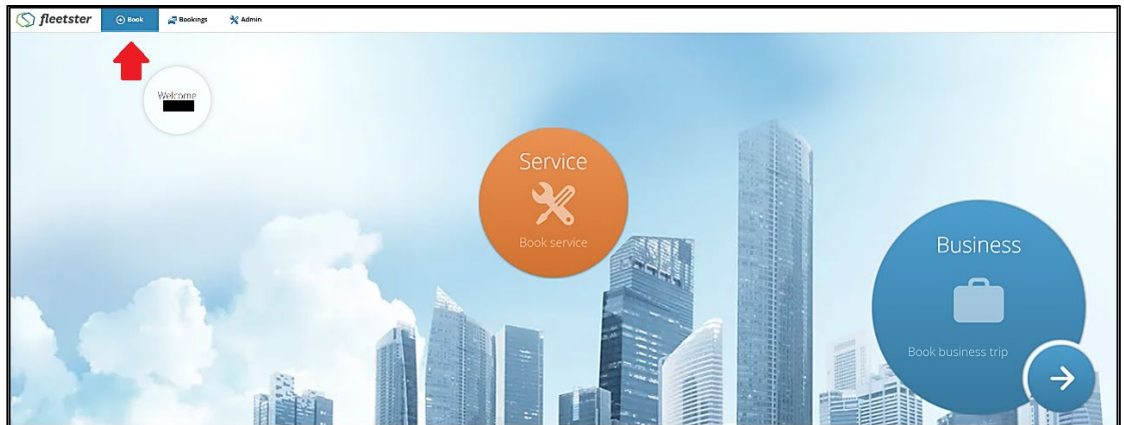
# FLEETSTER reservation walkthrough user guide

## Overview

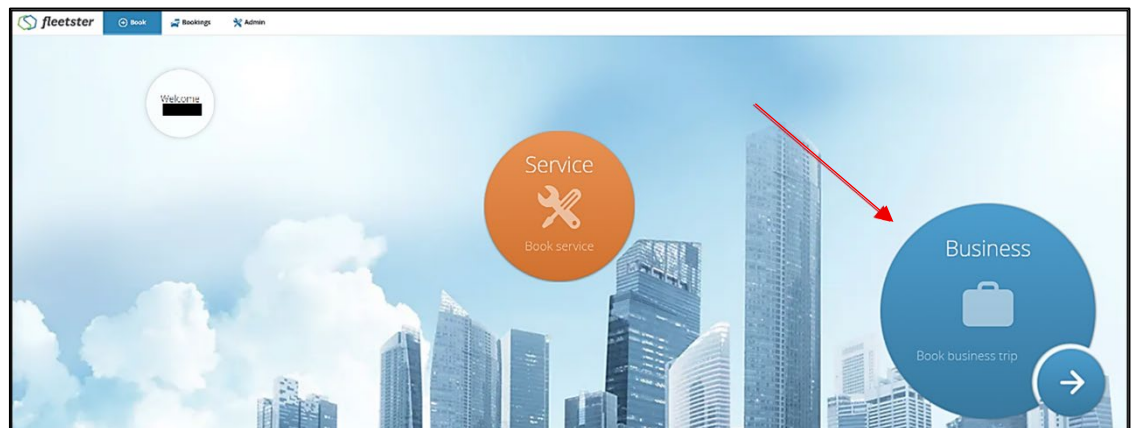
This user guide will walk through the process of reserving a company vehicle through the FLEESTER system.

## Procedure

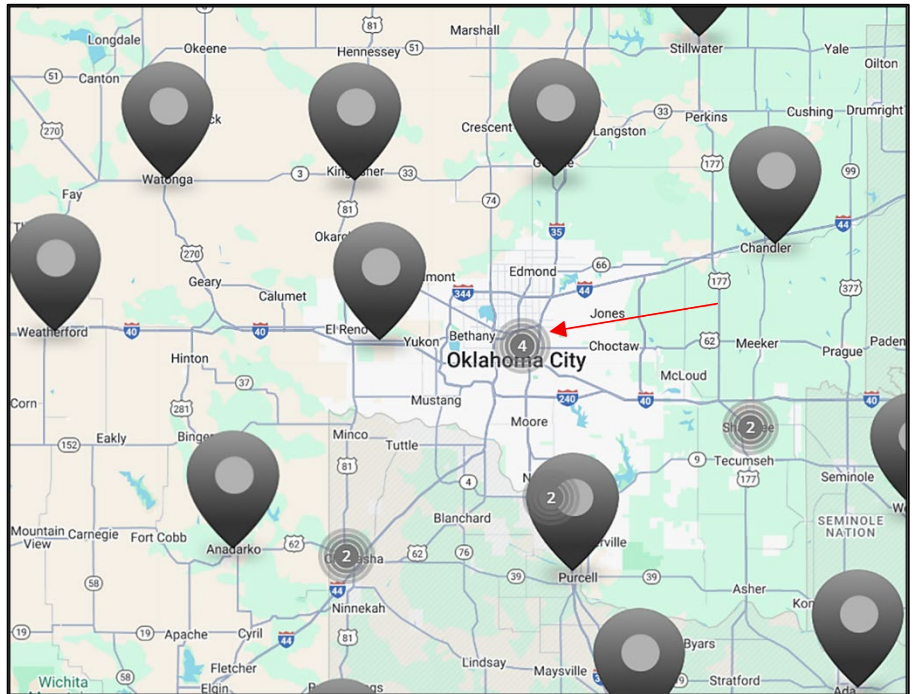
**Step 1.** Log into FLEESTER and select **Book** in the top left corner of the page.



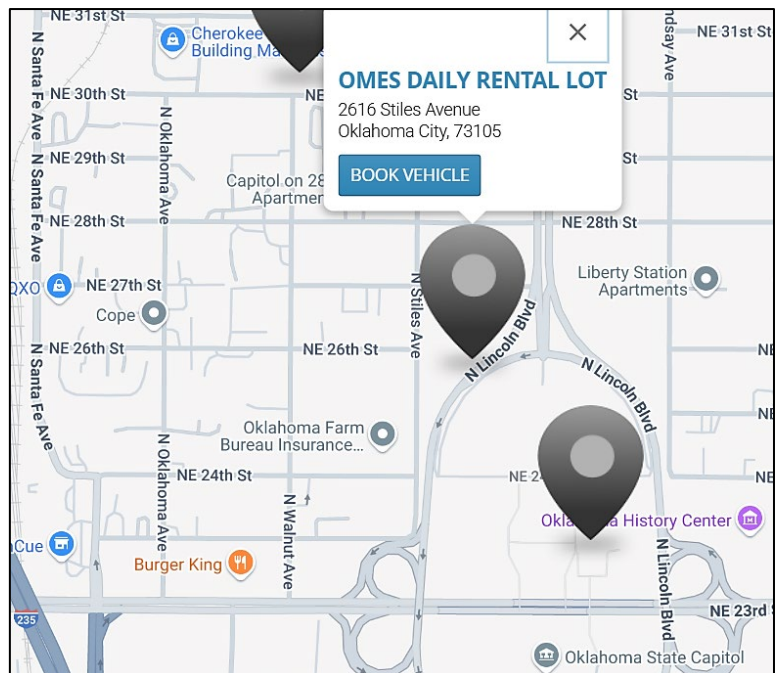
**Step 2.** Select **Book Business Trip**.



**Step 3.** On the map of Oklahoma City, select the number **4** in the middle of the city.



**Step 4.** Navigate to the site location on the curve of N Lincoln Blvd at 2616 Stiles Avenue titled OMES Daily Rental Lot and select **Book Vehicle**.



**Step 5.** Enter the dates of the rental period (no more than one week at a time) and estimated distance. After, you will be able to see the fleet of vehicles available for rent.

**Step 6.** Select your preferred vehicle on the left-hand side of the screen. This will populate the proposed vehicle registration. Once populated and approved, select the **Finish Booking** tag below the reservation.

**Step 7.** Once **Finish Booking** is selected, it will prompt the Cost Center and Reason. Fill in the following details and select **Next**.

**A.** Cost Center is **090-100**.

**B.** Reason is **Other**.

Business Details

Cost Center: 090-100

Reason\*: Other

Visiting: e.g. Partner company

Notes

Next

**Step 8.** Review your booking details and select **Finish** to complete your vehicle registration.

**A.** If a vehicle request is submitted and required immediately, please Teams message Alex Kalman for last minute requests. He will push it through the approval process.

Booking Summary

Pickup: 07/07/2025 10:30 AM

Return: 07/11/2025 5:00 PM

Estimated Distance: 111.00 mi

Estimated Cost: 0.00 \$

Back Finish