

# INVERS

How to make a  
new reservation





## Welcome to the reservation system!

Thanks for using the Washington State reservation system. For assistance please call 360-664-9207.

### Login

User Number

HRMS #

Password (PIN)

Password (PIN)

Login

[Forgot password?](#)

[Instructional video](#)

**Link to INVERS system coming on August 1, 2016**

**If you don't already have login information, contact your agency transportation officer.**



com/wsm/default.aspx

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**Welcome to the reservation system!**

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**New Reservation**

**Reservation Board**

**My Reservations**

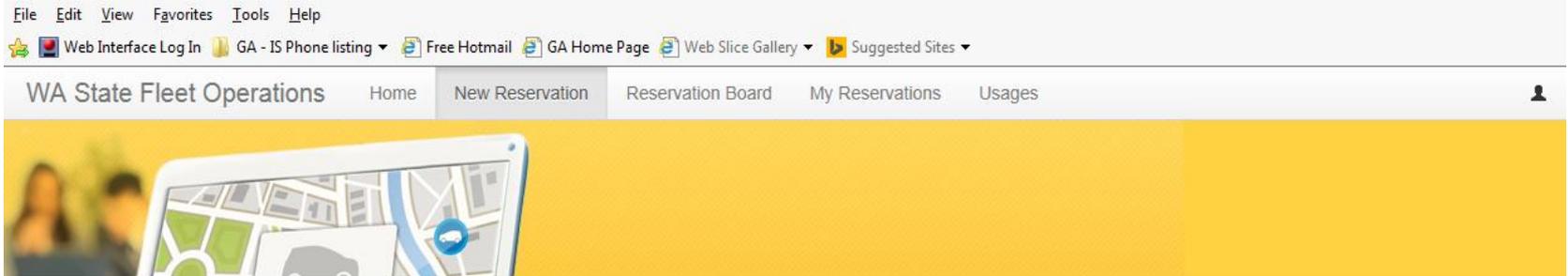
**My Account**

[Instructional video](#)

## New Reservation:

- Click on the “New Reservation” icon.





Please select your customer account and enter the required reservation data:

Which Customer Account  
Steven McQuad (test)

Category  
--any--  
Mid-size Sedan  
Sedan Hybrid  
SUV Hybrid 4X4  
SUV SMALL 4X4

City  
Olympia

Location  
Capital Campus

Reservation Start  
2/29/2016 1:00 PM

Reservation End  
2/29/2016 2:00 PM

Reserve

## Required data for a reservation:

- Category of vehicle you wish to reserve.
- City and location where you are picking up the vehicle.
- Start and end dates.
- Click the “Reserve” button.



# Selecting Start Date & Time:

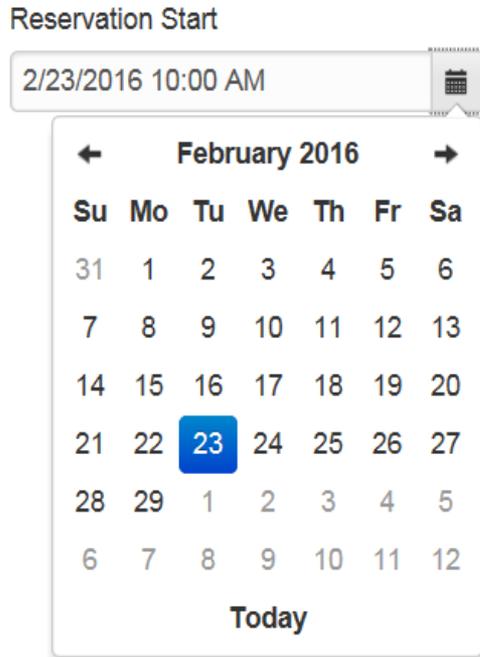


Figure 1

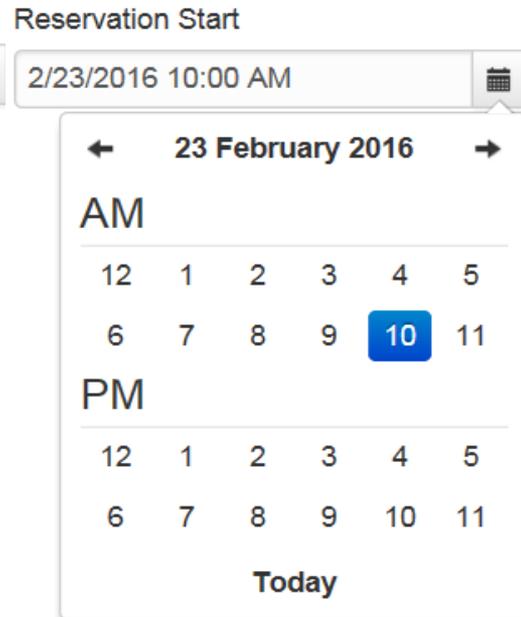


Figure 2

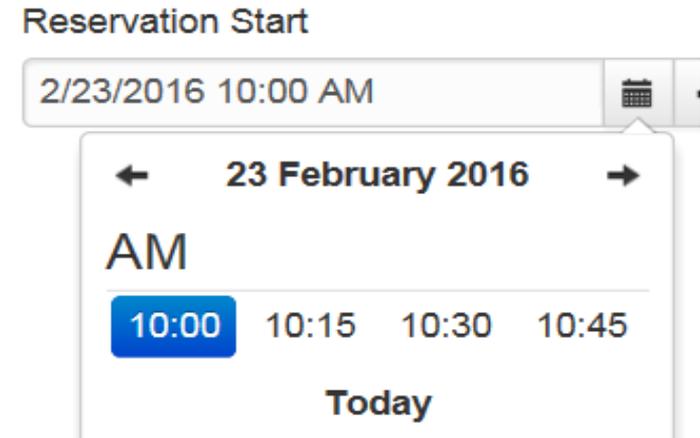


Figure 3

- Once you select the date, the hour box will appear. (figure 1)
- Select your hour, and the minute box will appear. (figure 2)
- Select your minute pickup time. (figure 3)
- **You must select an option on each screen.**



# Selecting End Date & Time:

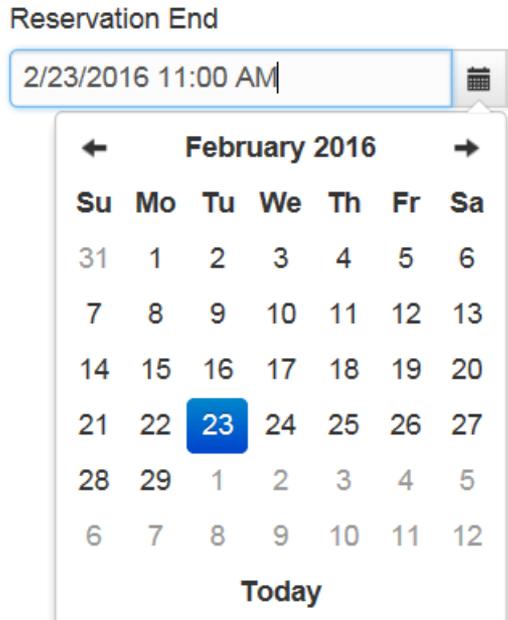


Figure 1

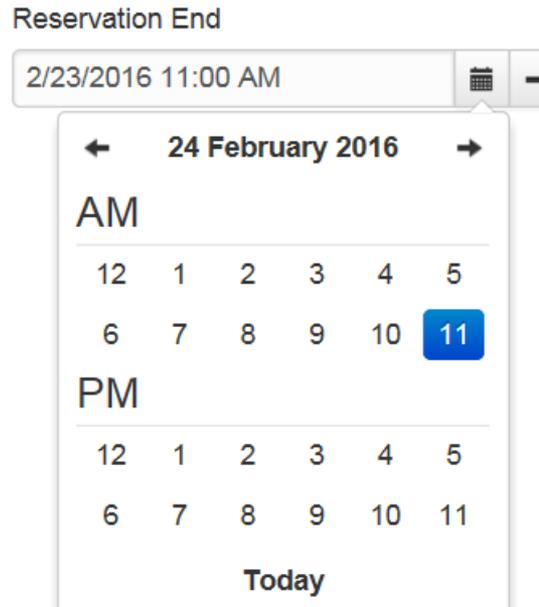


Figure 2

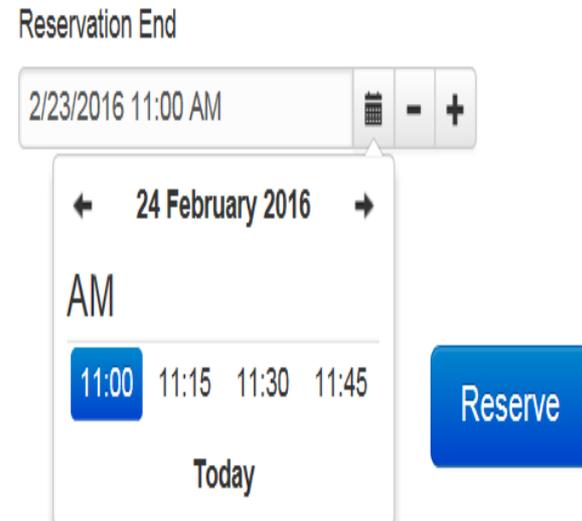


Figure 3

- Once you select the date, the hour box will appear. (Figure 1)
- Select your hour, and the minute box will appear. (Figure 2)
- Select your minute pickup time. (Figure 3)
- **You must select an option on each screen.**
- Click on the “Reserve” button.



**Confirm Reservation**  
7/1/2016 10:45 AM - 7/2/2016 11:45 AM  
Vehicle: Invers Test #0001 0001 (Test Vehicles)  
INVERS Test KeyManager (GSM) (Invers Test City)

Ride sharing  seats available

Destination for ride sharing

Master Index

Will you be crossing a toll bridge? No

No. of occupants

Reservation remark

I confirm that I hold a valid drivers license  yes

[Back](#) [Back to all offers](#) [Confirm Reservation](#)

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## Required information to confirm your reservation:

- Destination.
- Master Index (billing code, dept., or N/A).
- Will you be crossing a toll bridge? Yes or No.
- Number of occupants.
- Check box confirming you have a valid driver's license.
- Click "Confirm Reservation" button.



## Success

Your Reservation was accepted, thanks!

[Home](#)[My Reservations](#)[Change Reservation](#)[New reservation from this](#)[Cancel Reservation](#)[History](#)[Enter Note](#)[Show Print Version](#)

### Your Reservation

Reservation Number	133245
Reservation start	7/1/2016 10:45 AM
Reservation end	7/2/2016 11:45 AM
Customer	Steven McQuaid (test)
KeyManager Access Code	C82228
Driver	Steven McQuaid (test) (20011726)
Ride sharing	seats are available
Destination for ride sharing	seattle
Will you be crossing a toll bridge?	No
No. of occupants	3
I confirm that I hold a valid drivers license	yes
Master Index	n/a

### Reservation Item Information

Item's category	Test Vehicles
Reservation info	Single item reservation



You will need the “**KeyManager Access Code**” to pick up the keys to your vehicle.

# Picking up your vehicle



Enter your “KeyManager Access Code” on the keypad.



# How to cancel a reservation





New Reservation  
Reservation Board  
My Reservations

## Welcome to the reservation system!

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New Reservation



Reservation Board



My Reservations



My Account



My Invoices

[Instructional video](#)



- Click on the “Reservation” drop down menu.
- Choose the “My Reservations” option.



## List of Reservations

Here are your current reservations:

Reservation Owner

-- please enter account --



Show Reservations Starting From

3/17/2016 12:00 AM



Show also cancelled reservations

Refresh

### All Reservations

#	City	Location	Vehicle	Start	End
136677	Tumwater	DOH TC-3	Mini-Van	3/30/2016 7:00 PM	4/1/2016 7:00 PM



Under “All Reservations”, select the reservation you would like to cancel.

**Your Reservation**

Reservation Number 136677  
Reservation start 3/30/2016 7:00 PM  
Reservation end 4/1/2016 7:00 PM  
Customer -- please enter account --  
KeyManager Access Code C67503  
Driver PleaseSelect Account  
Ride sharing seats are available  
Destination for ride sharing Stevenson  
Will you be crossing a toll bridge? No  
No. of occupants 2  
I confirm that I hold a valid drivers license yes  
Master Index na

**Reservation Item Information**

Item's category Mini-Van  
Reservation info Class Reservation

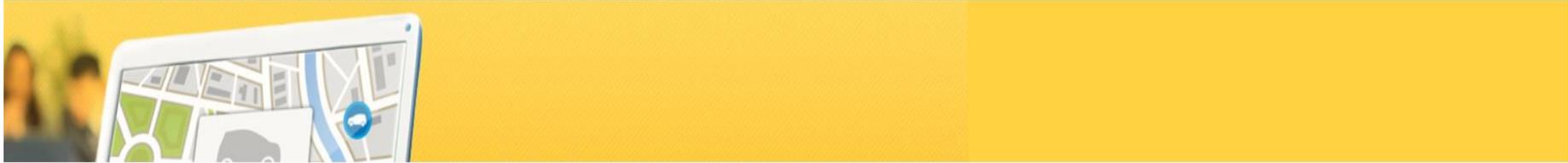
**Location Information**

Location DOH TC-3(Tumwater)



Verify this is the reservation you would like to cancel.

Click the “Cancel Reservation” button located at the top of the screen.



## Cancel Reservation

You are about to cancel the following reservation:

No: 136677 📅 3/30/2016 ⌚ 7:00 PM - 📅 4/1/2016 ⌚ 7:00 PM

Vehicle class [Mini-Van](#)

📍 DOH TC-3 (Tumwater)

Ride sharing	seats are available
Destination for ride sharing	Stevenson
Master Index	na
Will you be crossing a toll bridge?	No
No. of occupants	2
Reservation remark	
I confirm that I hold a valid drivers license	yes



Back **Cancel Reservation**



Click the “Cancel Reservation” button located in the bottom right corner.



**Success**

Your Cancellation was accepted.

### List of Reservations

Here are your current reservations:

Reservation Owner

Show Reservations Starting From

Show also cancelled reservations

### All Reservations

#	City	Location	Vehicle	Start	End
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No data available...



Success! Your reservation has been canceled.