

KeyValet™



AssetWORKS

Morse Watchman (Rev. 3)



* Smart key color may vary



AssetWORKS

Creating a reservation

The screenshot displays a web form for creating a reservation. It is divided into two main sections: a yellow highlighted area for pickup details and a light blue area for reservation information.

1. Select pickup location


Pickup Location: FLEET - FLEET REPAIR SHOP (dropdown menu)
1040 BRADY AVE
PLEASANTVILLE
MO
Phone: Fax:

2. Select pickup/ return times

Pickup *: 05/10/2016 09:10
Return *: 05/10/2016 09:10

Reservation for SBARKER: STEVE BARKER
Department: FAC02 - FACILITIES - HQ
MAINTENANCE

Back

 Go to MP Reservations portal:

[https://slcounty.org/FASuite/FAReservationsPortal/
ReservationLogin.aspx](https://slcounty.org/FASuite/FAReservationsPortal/ReservationLogin.aspx)

 Select pickup location

 Select pickup times/ dates

AssetWORKS

Creating a reservation

Pickup Location
FLEET - FLEET REPAIR SHOP

1040 BRADY AVE
PLEASANTVILLE
MO
Phone: Fax:

Reservation for SBARKER: STEVE BARKER
Department: FAC02 - FACILITIES - HQ
MAINTENANCE

Pickup
05/10/2016 09:10

Return
05/14/2016 09:10

Back

TYPES AVAILABLE TO RESERVE

SEDAN SEDAN	Capacity: 0	Select
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- ⚙ Select return time
- ⚙ Types Available to Reserve will be shown
 - ⚙ Select Pool Vehicle Type desired

Creating a reservation

Pickup Location
FLEET - FLEET REPAIR SHOP

123 ASSET ST.
PLEASANTVILLE
MO
Phone: Fax:

[Change]

Reservation for SBARKER: STEVE BARKER
Department: FAC02 - FACILITIES - HQ
MAINTENANCE

Pickup
05/10/2016 09:10

Return
05/14/2016 09:10

Account ID

Destination
TEST

Reservation Note

Vehicle type: SEDAN
SEDAN

[Change]

Capacity 0

test message

Back Cancel Confirm

- ⚙️ Confirm pickup address
- ⚙️ Enter destination
- ⚙️ Click Confirm

Creating a reservation

New reservation 42 saved with status CONFIRMED.

Notes
Cancel Reservation
Printer Friendly

Reservation ID 42
Status CONFIRMED
Confirmation Code 947836

Pickup Location: FLEET - FLEET REPAIR SHOP
123 ASSET ST.
PLEASANTVILLE
MO
Phone: Fax:

Pickup: 05/10/2016 09:10
Return: 05/14/2016 09:10

Account ID
Destination: TEST

Reservation for SBARKER: STEVE BARKER
Department: FAC02 - FACILITIES - HQ MAINTENANCE

Vehicle type: SEDAN
Capacity: 0

Back New Reservation

⚙️ Take note of Reservation ID

⚙️ Write down confirmation code for entry at kiosk

⚙️ Confirmation email will be sent to email on file

Picking up a vehicle

- ⚙ Driver goes to Keybox and enters Confirmation Code.

AssetWORKS

FleetFocus KeyValet
Confirmation Code

1	2	3
4	5	6
7	8	9
BACK	0	DEL

Status: Prompting for Confirmation 07/26/2013 11:46 AM

Picking up a vehicle

- ⚙ Enter code on touch screen.
- ⚙ Confirm valid Drivers License to continue (YES)

AssetWORKS

FleetFocus KeyValet
Confirmation Code

15811

1	2	3
4	5	6
7	8	9
BACK	0	DEL

Status: Prompting for Confirmation

07/26/2013 11:46 AM

AssetWORKS

FleetFocus KeyValet

Do you have a valid
Drivers License?

NO YES

Status: Prompting for Confirmation of Drivers License

07/26/2013 11:46 AM

AssetWORKS

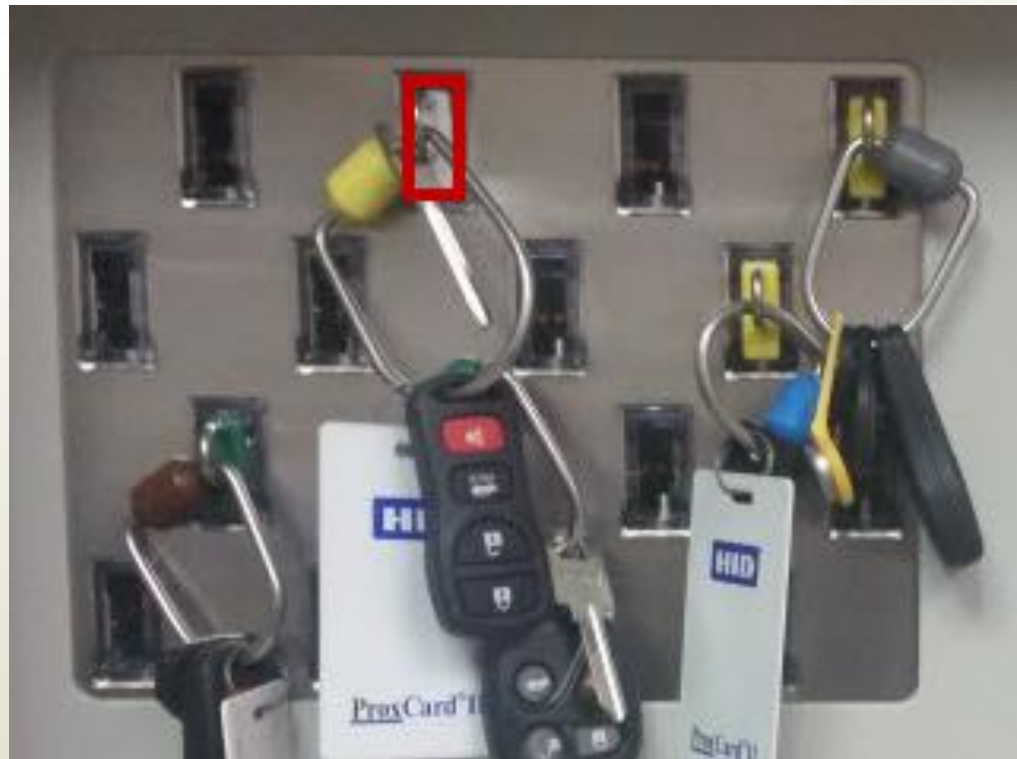
Picking up a vehicle

- ⚙️ Green light will show when door can be opened



Picking up a vehicle

- ⚙️ Key slot lights up and unlocks
- ⚙️ Take keys.
- ⚙️ Door must be closed within 60 seconds



Return Keys

- ⚙ Enter confirmation code
- ⚙ Confirm that you have removed all personal items from the vehicle

AssetWORKS

FleetFocus KeyValet
Confirmation Code

15811

1	2	3
4	5	6
7	8	9
BACK	0	DEL

Status: Prompting for Confirmation 07/26/2013 11:46 AM

Return Keys

- ⚙️ Green light will show when door can be open



Return Keys

- ⚙️ Put keys in any open slot and shut door.
- ⚙️ Key can go in ANY open slot
- ⚙️ **Door must be closed within 60 seconds**



Questions?

⚙ Please contact Fleet Services:
385-468-0502