

INVERS

User Orientation



Washington State Department of
Enterprise Services

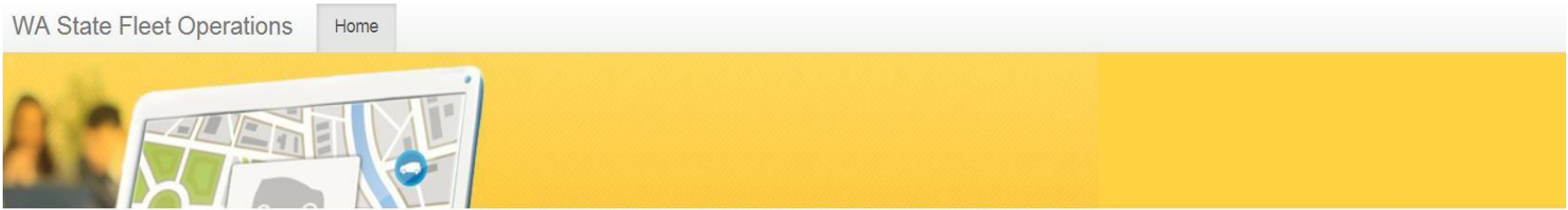
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<https://fleet.invers.com/wsm/>

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



Welcome to the reservation system!

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

Login

User Number

Password (PIN)

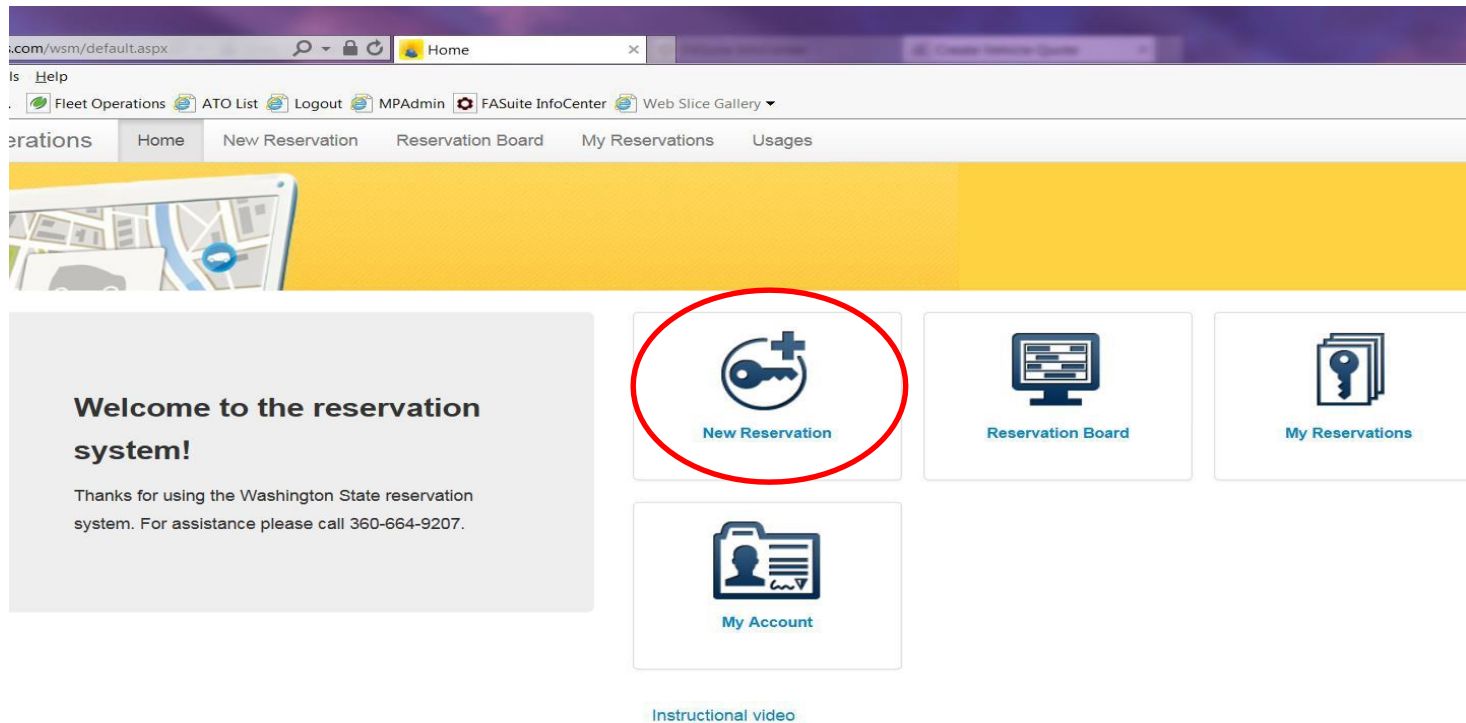
[Forgot password?](#)

[Instructional video](#)



Making a New Reservation

Click on the “New Reservation” icon.



The screenshot shows a web browser window with the URL `com/wsm/default.aspx`. The page features a navigation menu with the following items: Home, New Reservation, Reservation Board, My Reservations, and Usages. Below the navigation menu is a yellow banner with a map icon. The main content area includes a welcome message on the left and four icons on the right: New Reservation (circled in red), Reservation Board, My Reservations, and My Account. An instructional video link is located below the My Account icon.

Home New Reservation Reservation Board My Reservations Usages

Welcome to the reservation system!

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

New Reservation

Reservation Board

My Reservations

My Account

[Instructional video](#)



Making a New Reservation

WA State Fleet Operations

New Reservation

Reservation Board

My Reservations

Usages

Reserve a vehicle

Vehicle selection for the date

Confirm and specify details



Which Customer Account

Joe Black_987654

Driver

Joe Black



Category

--any--



City

Olympia

Location

Capital Campus Parking Garage



Reservation Start

7/26/2017 7:30 AM



Reservation End

7/26/2017 8:30 AM



Reserve

Required reservation data

- 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



Making a New Reservation

Selecting Start Date & Time:

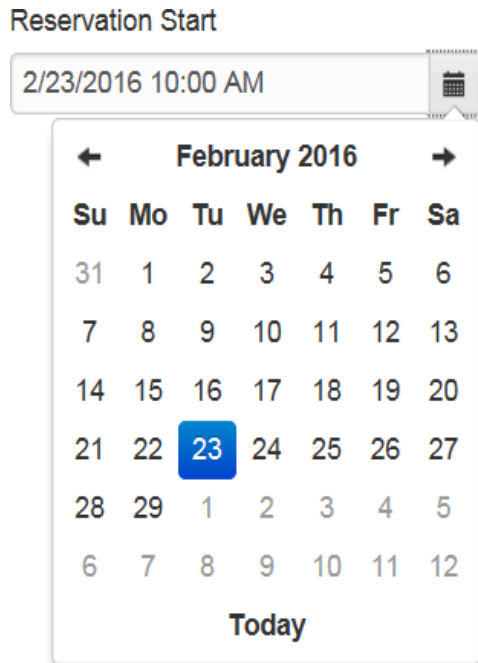


Figure 1

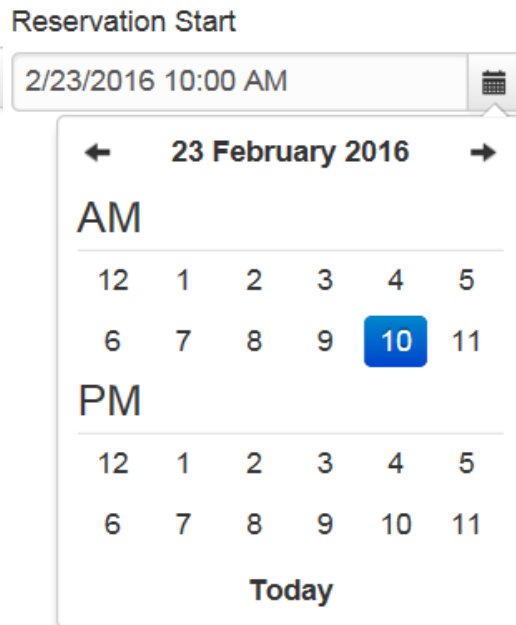


Figure 2

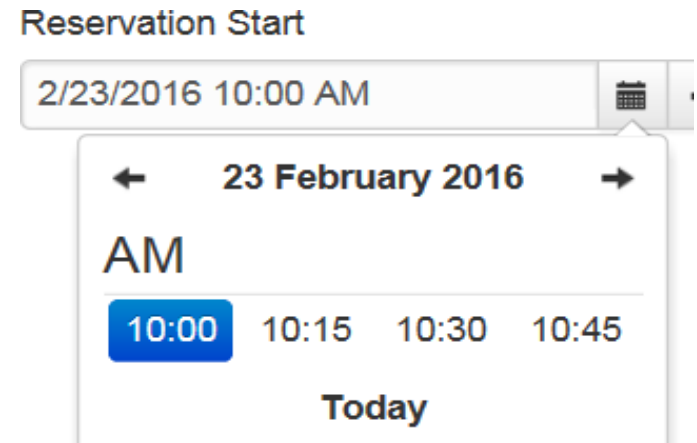


Figure 3

- 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**



Making a New Reservation

Selecting End Date & Time:

Reservation End

2/23/2016 11:00 AM

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today

Figure 1

Reservation End

2/23/2016 11:00 AM

24 February 2016

AM

12	1	2	3	4	5
6	7	8	9	10	11

PM

12	1	2	3	4	5
6	7	8	9	10	11

Today

Figure 2

Reservation End

2/23/2016 11:00 AM

24 February 2016

AM

11:00 11:15 11:30 11:45

Today

Reserve

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 Reserve button



Making a New Reservation

Required information to confirm your reservation:

Reserve a vehicle >> Vehicle selection for the date >> **Confirm and specify details** ✓

Confirm Reservation
📅 7/26/2017 ⌚ 7:30 AM-3:30 PM
Vehicle class [Sedan Hybrid](#)
🏠 Capital Campus Parking Garage (Olympia)

Ride sharing seats available

Destination for ride sharing

Master Index

Will you be crossing a toll bridge?

No. of occupants

Reservation remark

I confirm that I hold a valid drivers license yes

- 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



Making a New Reservation

Success

Your Reservation was accepted, thanks!

New reservation from this ▾

Home

My Reservations

Change Reservation

History

Enter Note

Show Print Version

Your Reservation 222275

Reservation start	7/26/2017 7:30 AM
Reservation end	7/26/2017 3:30 PM
Customer	Joe Black 987654

KeyManager Access Code

C81459

Driver

Joe Black

Reservation remark

Ride sharing

no seats 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

214

Reservation Item Information

Item's category

Sedan Hybrid

Reservation info

Class reservation, item already set

Location Map

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



Canceling a Reservation

WA State Fleet Operations New Reservation Reservation Board **My Reservations** Usages

Welcome to the reservation system!

Thanks for using the Washington State reservation system. For assistance please call 360-664-9215 Option 1.

New Reservation Reservation Board **My Reservations**

My Account

INVERS Reservation Training

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



Canceling a Reservation

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

List of Reservations

Here are your current reservations:

Reservation Owner

Joe Black_987654

Show Reservations Starting From

7/26/2017 12:00 AM

Show also cancelled reservations

 Refresh

All Reservations

#	City	Location	Vehicle	Start	End
222299	Olympia	Capital Campus Parking Garage	Sedan Hybrid	8/25/2017 8:00 AM	8/26/2017 8:00 AM



Canceling a Reservation

Verify this is the reservation you would like to cancel and click “Cancel Reservation” at the top of the screen.

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

Your Reservation 222299

Reservation start	8/25/2017 8:00 AM
Reservation end	8/26/2017 8:00 AM
Customer	Joe Black_987654
KeyManager Access Code	C66239

Driver

Joe Black

Reservation remark

Ride sharing

no seats 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 Sedan Hybrid

Reservation info Class Reservation

Location Map



Canceling a Reservation

Select “Cancel Reservation” located in the bottom right corner of the screen.

Cancel Reservation

You are about to cancel the following reservation:

No: 222299 8/25/2017 8:00 AM - 8/26/2017 8:00 AM

Vehicle class [Sedan Hybrid](#)

Capital Campus Parking Garage (Olympia)

Ride sharing no seats available

Destination for ride sharing Seattle

Master Index

n/a

Will you be crossing a toll bridge?

No

No. of occupants

3

Reservation remark

I confirm that I hold a valid drivers license yes



Canceling a Reservation

Success!
Your Reservation has been canceled.

WA State Fleet Operations Home Customer ▾ Fleet ▾ Reservation ▾ Bill ▾ Administration ▾ Operations ▾



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
---	------	----------	---------	-------	-----

No data available...



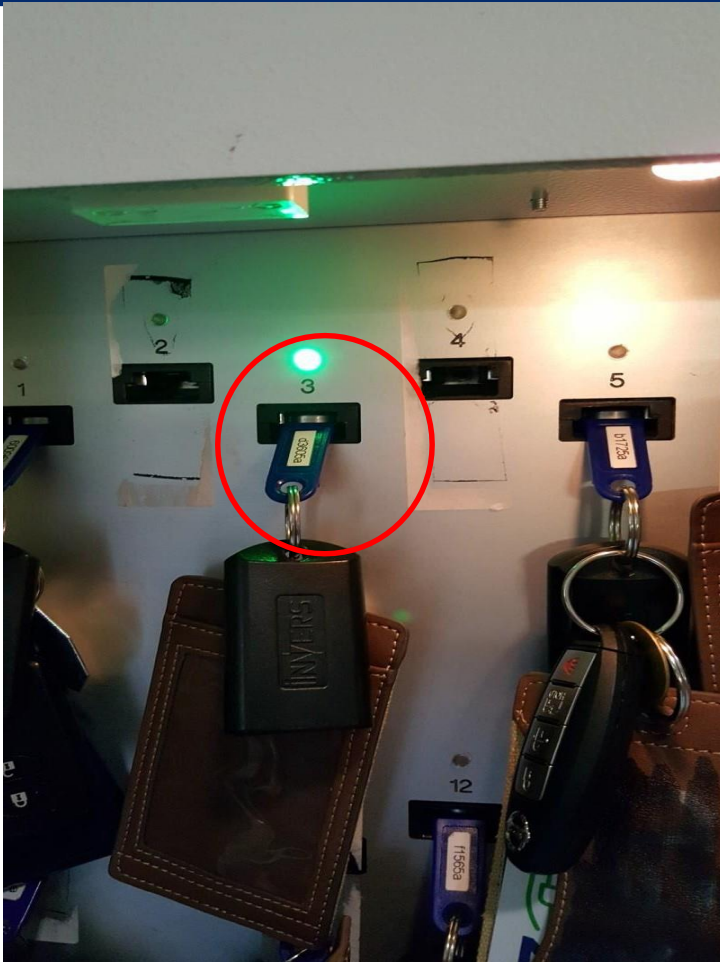
Picking Up Your Vehicle



Use the keypad to enter your “**KeyManager Access Code**”.



Picking Up Your Vehicle



Follow the instructions listed on the screen:

- Open the key box door
- Remove the key with the **GREEN** flashing light above
- Once you have removed the correct key, close the box door.



Returning Your Vehicle

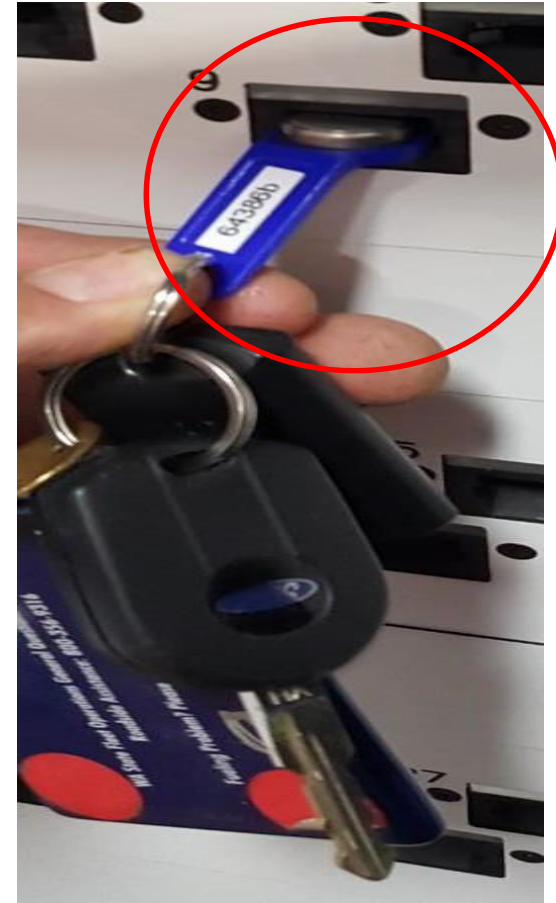


- Place the vehicle key fob up to the screen.
- Once the system reads the key fob, the screen will display the correct door to open.



Returning Your Vehicle

- Open the door as instructed on the screen.
- Insert the key fob into any available space.
- You must insert the blue key fob into the open slot to end your reservation.



Returning Your Vehicle



DO NOT:

- Place the key in the bottom of the INVERS Box
- IMPORTANT: Your reservation will not end until the key fob is inserted into an empty key slot.**











Adding Comments to Your Reservation

In the event you would like to notify Fleet Operations of anything not urgent or outside of business hours, you have the option to add comments to your reservation.

All Reservations

#	City	Location	Vehicle	Start
223884	Olympia	Capital Campus Parking Garage	Electric Vehicle Long Range	9/29/2017 7:30 AM

First, under My Reservation click on the reservation for which you need to submit a comment.

New reservation from this   Home  My Reservations  Change Reservation  Cancel Reservation  History  Enter Note  Show Print Version

Your Reservation 223884

Reservation start

9/29/2017 7:30 AM

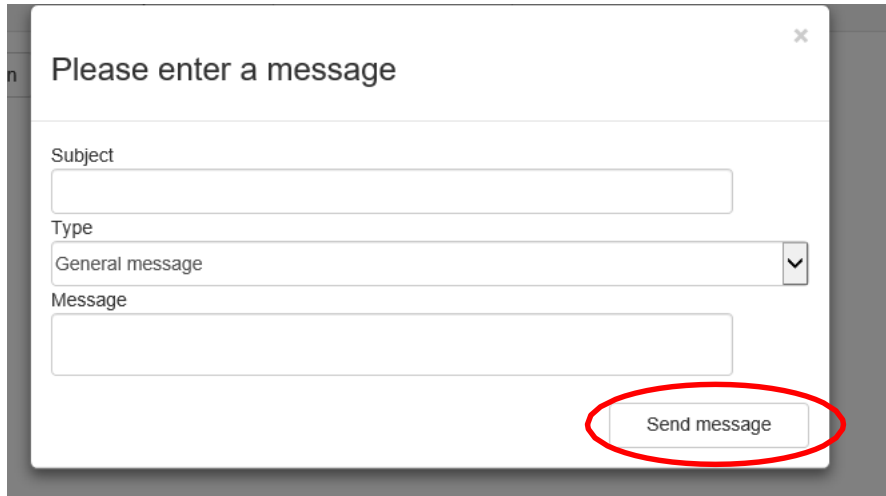
Reservation end

9/29/2017 7:45 AM

When on the reservation screen, click the “Enter Note” button on the top.



Adding Comments to Your Reservation



Please enter a message

Subject

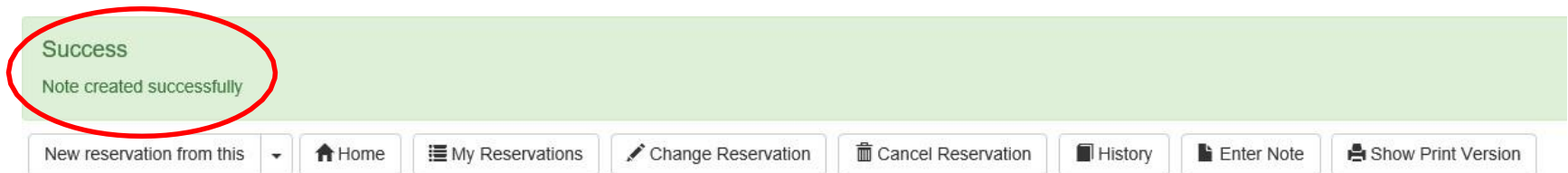
Type

General message

Message

Send message

Enter your note in the pop-up and click on “send message.”



Success

Note created successfully

New reservation from this ▾

Home

My Reservations

Change Reservation

Cancel Reservation

History

Enter Note

Show Print Version

Your Reservation 223884

Your note has been sent!



Be a Courteous Driver

- Contact Fleet Operations via phone at 360-664-9207, email at mpdispatch@des.wa.gov, or through the INVERS system if you need assistance.
- Accidents happen! Please contact Fleet Operations at 360-664-9207 as soon as possible in the event of any spills, etc., in the vehicle so we can clean it as soon as possible.
- Return your vehicle with a full tank of fuel as a courtesy to the next driver.
- Plug in your electric vehicle and activate the charging station when you return.
- Check the trunk and vehicle for personal belongings before returning the keys.
- Take your refuse from the vehicle.

