## WALTER SISULU UNIVERSITY

# BOOK A CAR FOR YOUR WORK TRIP FAST AND EASY

# TRAINING MANUAL TRANSPORT MANAGEMENT

PREPARED BY WSU ICT

R&C005



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WEDSILL

www.wsu.ac.za

## **ACCESS APPLICATION**



WSU Transport car booking manual



#### <u>Click</u> on SIGN IN, a dropdown menu will appear, then <u>click</u> on register here



WSU Transport car booking manual

### **STAFF REGISTRATION**

STAFF REGISTRATION UPDATE STAFF INFORMATION CONTACT US					
Driver's Information					
Staff Number	Your staff number will be displayed		First Name	Your first name will be displayed	
Last Name	Your last name will be displayed		Department	Your department will be displayed	
Campus	Select Campus	+	Delivery Site	Select Delivery Site \$	
Contact			Email	Your email will be displayed	
ID Number	Your ID number will be displayed		License Number		
Issued Date	12/08/2024		Expiry Date	12/08/2024	
Gender	Select Gender	¢	License Category	Select License Category \$	
Attach License	Choose File no file selected		Attach ID	Choose File no file selected	
Attach PDP	Choose File no file selected			Save	
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The registration form will be displayed.

Fill in the form, select your campus and delivery site.

Enter your Drivers License information if you have a Drivers Licence. <u>Click Save</u>.

To update your information click on update information.

Update form will be displayed.

Update, save and click on sign out when you have completed everything.

STAFF REGIS	STRATION UPDATE STAFF INFORMATION	CONTACT US	Search
	Update	e Driver's Informatio	n
Staff Number		First Name	
Last Name		Campus	
Department		Delivery Site	
Contact		Email	Email
ID Number		License Number	
Issued Date	1270872024	Expiry Date	12/09/2024
Gender		License Category	
Attach License	Choose File no file selected	Attach ID	Choose File no file selected
Attach PDP	Choose File no file selected		Save

### **BOOK A CAR**



After registration, <u>Logout</u> and you will be directed to the landing page

<u>Click</u> on Sign in. A dropdown will be displayed.

<u>Click</u> on Book a Car and a Login screen will be displayed. <u>Login</u> using your Username and Outlook password

Upon successful Login all the cars available at your campus will be displayed. <u>Select</u> a car.

A booking form will be displayed. Fill in the form and <u>click</u> book.

Choose if you need a driver.

Check the box Agree on terms and conditions.

You will receive an email confirming your booking and your manager will receive and email notifying them of the booking.



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### **BOOKING A HIRED CAR**

If there are no cars available at your campus, you will be directed to this Login screen. Login using your Username and password. Click on Download Application to download the Car Booking Application Form.

Fill in the form and the <u>click</u> on Submit Booking to submit the application.



Login with your wsu credentials	
Outlook username(e.g ljojo)	
Outlook password	
WSU username	
Password	
Login	
Forget password!	
Don't have an account? Register here	
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WSU Transport car booking manual

After clicking on Submit Booking, this form will be displayed.

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Enter your Department Secretary email address and attach the signed application form. <u>Click</u> Book Now. <u>Logout</u> by clicking the icon next to the Search Box.

> On the drop off place please <u>Login</u> to the application by using this link: <u>https://transport.wsu.ac.za/transport\_management/login.php</u>

<u>Click</u> on Return Car. Enter the KM out (km when you picked up the car), KM in (km when returning the car). Attach all the images, then <u>Logout</u>

	DOWNLOAD APPLICATION FORM: SUBMIT BOOKING RETURN CAR	Q Search., Q	
		SIGN OUT	
noneso.	Returned	Hired Car	
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	NOMATHAMSANQA PHILISO	Operations and ICT	
	Staff Number	Campos	
	40015207	1	
	Contact	Email	
	09887666666	nphiliso@wsu.ac.za	
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For enquiries contact your campus transport officer or wirte an email to nphiliso@wsu.ac.za