



Online Bicycle Reservation Instructions
Office of Fleet and Asset Management

November 2019

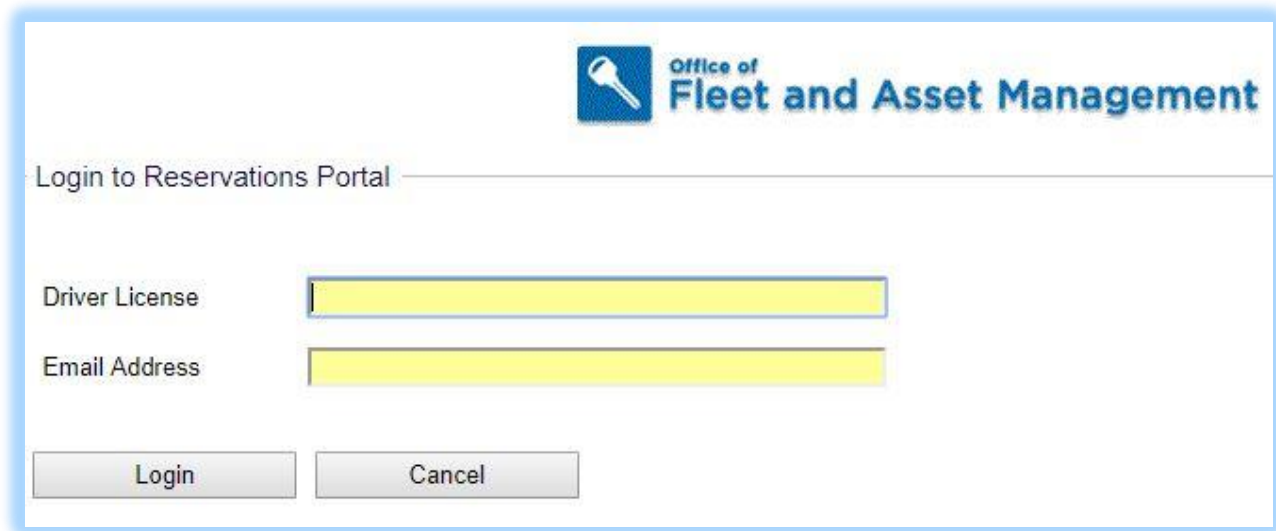
FIRST TIME USER INSTRUCTIONS

The instructions below detail the process to create a profile and access the Office of Fleet and Asset Management (OFAM) Online Bicycle Reservation system. Creating a profile allows state employees to make bicycle reservations. You must be an active California State Employee to use the Bicycle Reservation application. Walk-in reservations are always welcome!

Access the [Bicycle Reservation Website](https://www.fleetfocus.dgs.ca.gov/FleetFocus/FAReservationsPortal/ReservationLogin.aspx)

(<https://www.fleetfocus.dgs.ca.gov/FleetFocus/FAReservationsPortal/ReservationLogin.aspx>)

- Input your Driver's License and work email address.
- Click Login.



The screenshot shows a web form titled "Login to Reservations Portal" under the "Office of Fleet and Asset Management" logo. The form contains two input fields: "Driver License" and "Email Address", both highlighted in yellow. Below the fields are two buttons: "Login" and "Cancel".

First time users will receive the message "Operator ID not found. Create new operator record?"

Click on the "New Operator" button to continue creating a profile.

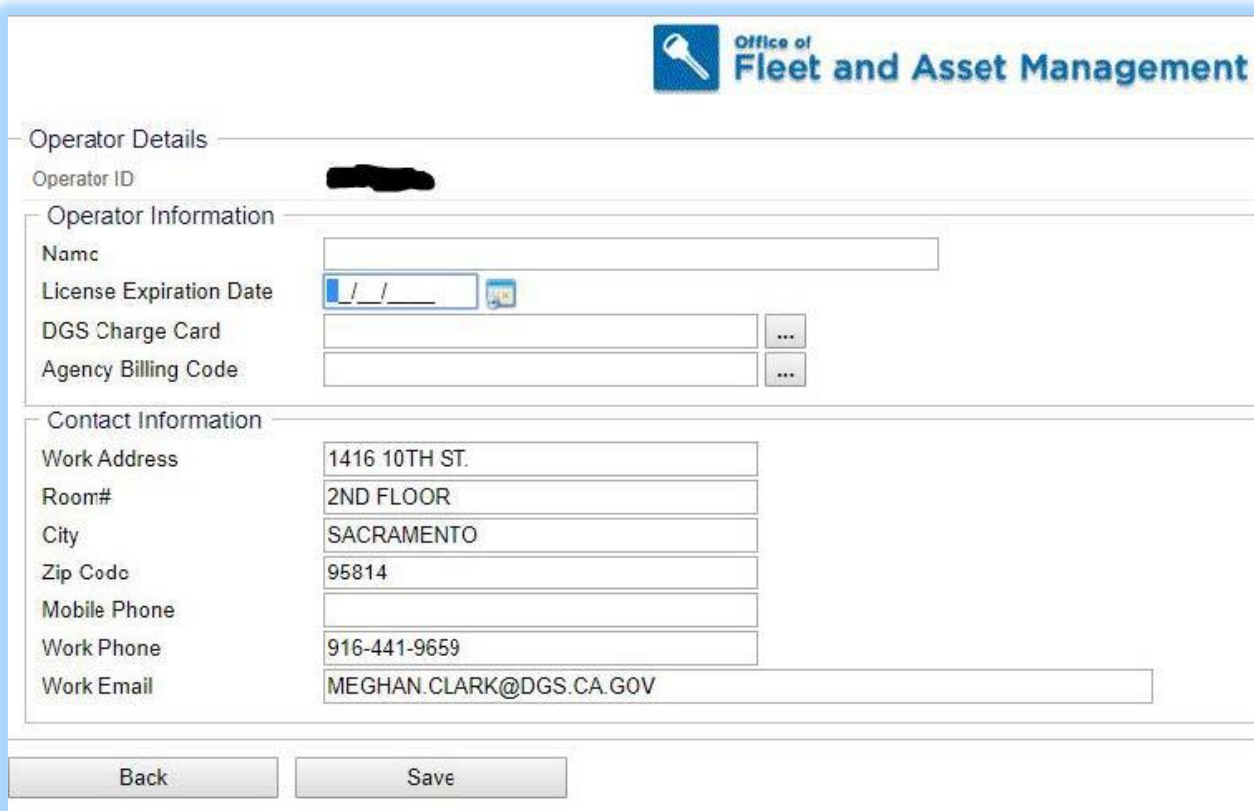
You will be directed to your Profile page for completion.

CREATING A PROFILE

Your profile will display your Driver license number and your email address; Click the "Update My Info" button to enter the following information.

Complete all required fields in Operator Details area:

- Enter Bicyclist's Name (first, middle, and last)
- Enter Driver's License Expiration Date – Select by clicking Calendar.
- Enter your Agency Billing Code. DO NOT Leave field blank. Bicycle reservations do not charge the billing code.
- Enter Work Address.
- Enter Room Number or location information.
- Enter City.
- Enter Zip Code.
- Enter Work Telephone (example: 999-999-9999).
- Modify the email address in the "Work Email" field, if necessary.
- Click on the "Save" button.



The screenshot shows a web form titled "Office of Fleet and Asset Management" with a key icon. The form is divided into sections: "Operator Details" (containing a redacted "Operator ID"), "Operator Information", and "Contact Information".

Operator Information:

- Name: [Empty text field]
- License Expiration Date: [Calendar icon]
- DGS Charge Card: [Empty text field] [More options icon]
- Agency Billing Code: [Empty text field] [More options icon]

Contact Information:

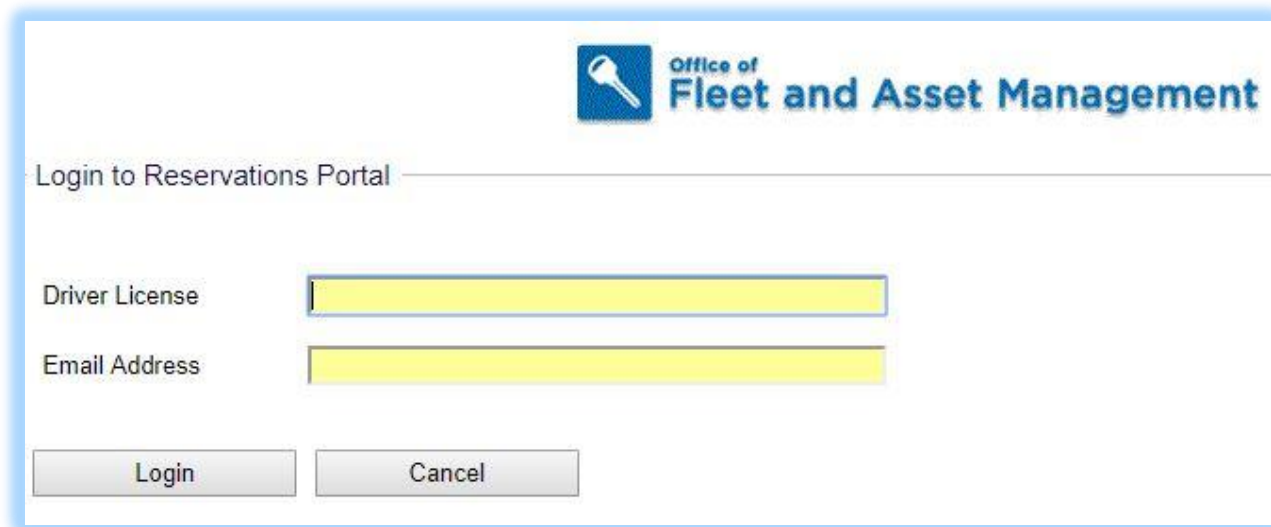
- Work Address: 1416 10TH ST.
- Room#: 2ND FLOOR
- City: SACRAMENTO
- Zip Code: 95814
- Mobile Phone: [Empty text field]
- Work Phone: 916-441-9659
- Work Email: MEGHAN.CLARK@DGS.CA.GOV

At the bottom are "Back" and "Save" buttons.

HOW TO LOGIN

[Bicycle Reservation Website](#)

- Enter your CA driver's license number. The system validates if your driver's license number exist in system. Note: If you entered your Driver's License Number incorrectly click on the "Cancel" button, and enter correct number.
- Enter your work email address.
- Click on the "Login" button.



The screenshot shows the 'Login to Reservations Portal' form. At the top is the logo for the 'Office of Fleet and Asset Management' which includes a key icon. Below the logo, the text 'Login to Reservations Portal' is followed by a horizontal line. There are two input fields: 'Driver License' and 'Email Address', both highlighted with yellow backgrounds. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

If a Login Failure message occurs, please contact the Sacramento Dispatch office at (916) 657-2327 for assistance.

After driver's license and email verification, your profile screen will open.



The screenshot shows the user profile screen. At the top is the 'Office of Fleet and Asset Management' logo. On the right side, there are links for 'Home' and 'Logoff', and a 'GMT-8' indicator. Below these links is a section titled 'What Do You Want To Do?' with buttons for 'Update My Info' and 'New Reservation'. The main content area is divided into two sections: 'My Info' and 'My Reservations'. The 'My Info' section contains a table with user details.

My Info			
Name	MEGHAN CLARK		
Work Address	1416 10TH ST.	Room#	2ND FLOOR
Agency Billing Code	030910	City	SACRAMENTO
DGS Charge Card		Zip Code	95814
License Expiration Date	06/05/2021		
Mobile Phone		Work phone	916-441-9659
Work Email	MEGHAN.CLARK@DGS.CA.GOV		

The 'My Reservations' section is currently empty, showing only the column headers: Reservation ID, Status*, Pickup Date & Time, Return Date & Time, Vehicle Type, and Pickup Location.

MAKING A RESERVATION

Click the “New Reservation” button to begin. The following fields are required:

- Click Calendar icon to select the Pickup Time.
- Select the Pickup Date.
- Select the Return Time.
- Select the Return Date. **All bicycles must be returned before 5 p.m. the same day.**
- Default Pickup/Return Location: SB – SACRAMENTO BIKE GARAGE.
- Click on OK / Close.

The screenshot shows a web application interface for making a reservation. At the top left is the logo for the Office of Fleet and Asset Management. On the top right are links for 'Home' and 'Logoff', with 'GMT-8' indicating the time zone. The main form area is divided into sections. The 'Pickup Location' section has a dropdown menu set to 'SB - SACRAMENTO BIKE GARAGE' and displays the address: 'SACRAMENTO STATE BIKE GARAGE, 1416 10TH STREET, SACRAMENTO CA 95814', along with 'Phone: 916.657.2327' and 'Fax: 916.653.5265'. Below this, the 'Pickup *' field shows '11/04/2019 09:25 AM' with a calendar icon. The 'Return *' field shows '11/04/2019 09:25 AM' with a calendar icon. To the right, the 'Reservation for' section shows 'Department: 030910 - DGS FLEET ADMINISTRATION' and a note 'Email confirmation will be sent.' with a 'To:' field and a 'CC:' field. A 'Back' button is located at the bottom left of the form.

The screenshot shows a 'Select a date and time' dialog box. It features a calendar for November 2019, with the 4th highlighted. To the right of the calendar is a time selector showing '04:30 PM' with a vertical slider and a sun icon. The dialog box includes a 'Today' button and an 'Ok / Close' button.

After Date/Time are selected the bicycles available to reserve will appear. If unsure which bicycle is right for you, please visit the Sacramento Bike Garage to see which bicycle type works best for you.

TYPES AVAILABLE TO RESERVE		
BIKE LARGE 58 CM. STEP OVER.	Capacity: 0	Select
BIKE MEDIUM1 50 CM. STEP THROUGH.	Capacity: 0	Select
BIKE MEDIUM2 52 CM. STEP OVER.	Capacity: 0	Select
BIKE SMALL 46 CM. STEP THROUGH.	Capacity: 0	Select
BIKE X-LARGE 60 CM. STEP OVER.	Capacity: 0	Select
BIKE X-SMALL 40 CM. STEP THROUGH.	Capacity: 0	Select

Click “Select” to select the bicycle type you wish to reserve from the types available during your reservation window.

Destination SACRAMENTO	Vehicle type: BIKE MEDIUM1 50 CM. STEP THROUGH. [Change]
Reservation Note <div></div>	\$ Rate per day \$0.00
	Capacity 0
Back Cancel Confirm	

Click “Confirm” to submit your reservation.

RESERVATION CONFIRMATION

Congratulations! Your reservation has been confirmed. You will receive an email confirming your bicycle reservation. If you need to make another reservation, click on the "New Reservation" button.

THANK YOU FOR USING OUR SERVICES
New reservation 507238 saved with status CONFIRMED.

Notes

Cancel Reservation

Printer Friendly

Reservation ID

507238

Status

CONFIRMED

Confirmation Code

015768

Pickup Location

SB - SACRAMENTO BIKE GARAGE

SACRAMENTO STATE BIKE GARAGE
1416 10TH STREET
SACRAMENTO CA
95814
Phone: 916.657.2327 Fax: 916.653.5265

[Change]

Reservation for

Department: 030910 - DGS FLEET
ADMINISTRATION

Email confirmation will be sent.
To:
CC:

Pickup

11/04/2019 09:25 AM

Return

11/04/2019 02:55 PM

Account ID

[Change]

Destination

SACRAMENTO

Vehicle type: BIKE MEDIUM1
50 CM. STEP THROUGH.

[Change]

Rate per day

\$0.00


Capacity


0

Back

New Reservation

You will receive an email confirming your bicycle reservation.

 RESERVATIONS@DGS.CA.GOV

 Clark, Meghan@DGS

Reservation ID 507238 is CONFIRMED

[Bing Maps](#)

Customer: MEGHAN CLARK

Department: 030910

Account:

Work Phone: 916-441-9659

Pickup Location:

SB
SACRAMENTO STATE BIKE GARAGE
1416 10TH STREET
SACRAMENTO CA
95814

Phone: 916.657.2327
Fax: 916.653.5265

Pickup Time: 11/04/2019 09:25 AM

Return Time: 11/04/2019 02:55 PM

Vehicle Type: BIKE MEDIUM1

Rental Rates:

Rate per day \$0.00

VIEWING AN EXISTING RESERVATION

Follow the login instructions.

Once logged in your “My Info” is displayed, all future reservations are listed under “My Reservations”.

My Reservations						
	Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location
	507244 Confirmation Code: 598307	CONFIRMED	11/07/2019 10:35 AM	11/07/2019 04:30 PM	BIKE MEDIUM1 - 50 CM. STEP THROUGH.	SB - SACRAMENTO BIKE GARAGE

MODIFYING A RESERVATION

Follow the login and view reservations instructions. The only fields that can be modified through this system are the times, Pickup/Return dates, and bicycle type.

- Click **Reservation ID number**; reservation detail displays.

Notes
Cancel Reservation
Printer Friendly

Reservation ID 507244
Status CONFIRMED
Confirmation Code 598307

Pickup Location
SB - SACRAMENTO BIKE GARAGE

SACRAMENTO STATE BIKE GARAGE
1416 10TH STREET
SACRAMENTO CA 95814
Phone: 916.657.2327 Fax: 916.653.5265

[Change]

Pickup
11/07/2019 10:35 AM

Return
11/07/2019 04:30 PM

Account ID

[Change]

Destination
SACRAMENTO

Reservation for
Department: 030910 - DGS FLEET ADMINISTRATION
Email confirmation will be sent.
To:
CC:

Vehicle type: BIKE MEDIUM1 50 CM. STEP THROUGH.

[Change]

\$ Rate per day \$0.00
Capacity 0

- Click Change in any of the areas you wish to change: Pickup/return date/time or bicycle type.

THANK YOU FOR USING OUR SERVICES
Reservation 507244 updated with status CONFIRMED.

Notes
Cancel Reservation
Printer Friendly

Reservation ID 507244
Status CONFIRMED
Confirmation Code 598307

Pickup Location
SB - SACRAMENTO BIKE GARAGE

SACRAMENTO STATE BIKE GARAGE
1416 10TH STREET
SACRAMENTO CA 95814
Phone: 916.657.2327 Fax: 916.653.5265

[Change]

Pickup
11/07/2019 10:35 AM

Return
11/07/2019 04:45 PM

Account ID

[Change]

Destination
SACRAMENTO

Reservation for
Department: 030910 - DGS FLEET ADMINISTRATION
Email confirmation will be sent.
To:
CC:

Vehicle type: BIKE MEDIUM1 50 CM. STEP THROUGH.

[Change]

\$ Rate per day \$0.00
Capacity 0

- An email confirmation of your updated reservation will be sent.

CANCELLING A RESERVATION

Follow the log in and view reservation instructions.

- Select the Reservation ID you wish to cancel, Click on the "Cancel Reservation" button.
- Fleetfocus.dgs.ca.gov will confirm you want to cancel this reservation. Click OK if you wish to cancel the reservation. Click Cancel if you wish to keep the reservation.
- Cancel reservation screen will populate and a cancellation email will be sent.

Reservation canceled.

Notes

Printer Friendly

Reservation ID

Status

Confirmation Code

507238

CANCELED

015768

Pickup Location

SB - SACRAMENTO BIKE GARAGE

SACRAMENTO STATE BIKE GARAGE

1416 10TH STREET

SACRAMENTO CA

95814

Phone: 916.657.2327

Fax: 916.653.5265

Pickup

11/04/2019 09:25 AM

Return

11/04/2019 02:55 PM

Account ID

Destination

SACRAMENTO

Back

New Reservation

Reservation for

Department: 030910 - DGS FLEET ADMINISTRATION

Email confirmation will be sent.

To:

CC:

Vehicle type: BIKE MEDIUM

50 CM. STEP THROUGH.

Rate per day

\$0.00

Capacity

0

CONTACT INFORMATION

OFAM Online Reservation Contact - OFAM Fleet Dispatch Office: (916) 657-2327

Office Hours: 8:00am – 5:00pm, Monday through Friday, excluding weekends and holidays.

Parking Administration Unit: 1-844-832-5423 or dgsfofamparking@dgs.ca.gov