



Online Bicycle Reservation Instructions
Office of Fleet and Asset Management

November 2019

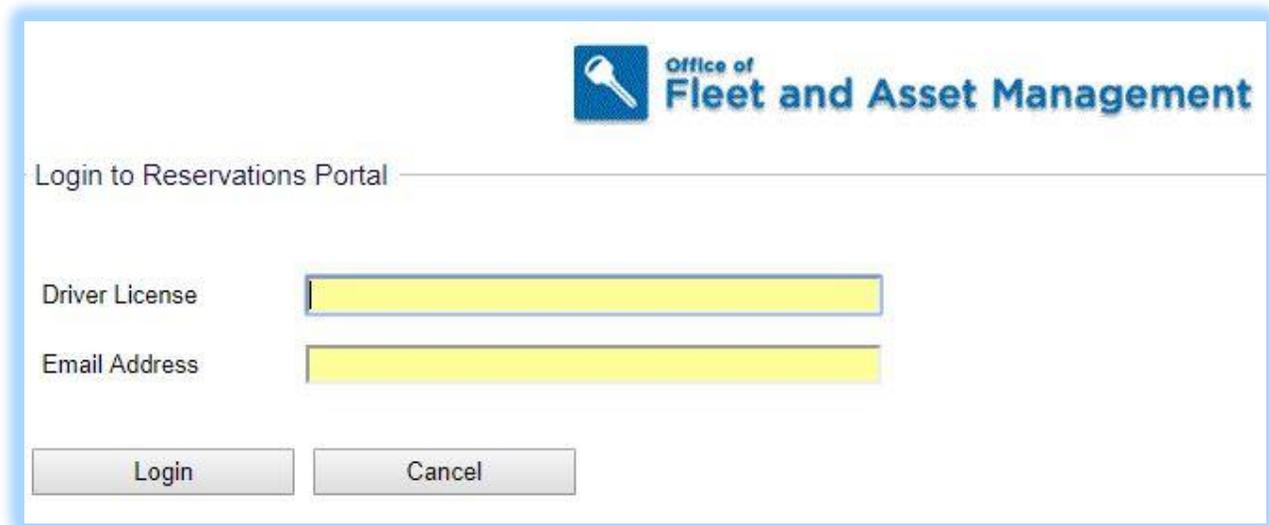
FIRST TIME USER INSTRUCTIONS

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.

Operator Details

Operator ID: [REDACTED]

Operator Information

Name: [REDACTED]

License Expiration Date: [REDACTED]

DGS Charge Card: [REDACTED] ...

Agency Billing Code: [REDACTED] ...

Contact Information

Work Address: 1416 10TH ST.

Room#: 2ND FLOOR

City: SACRAMENTO

Zip Code: 95814

Mobile Phone: [REDACTED]

Work Phone: 916-441-9659

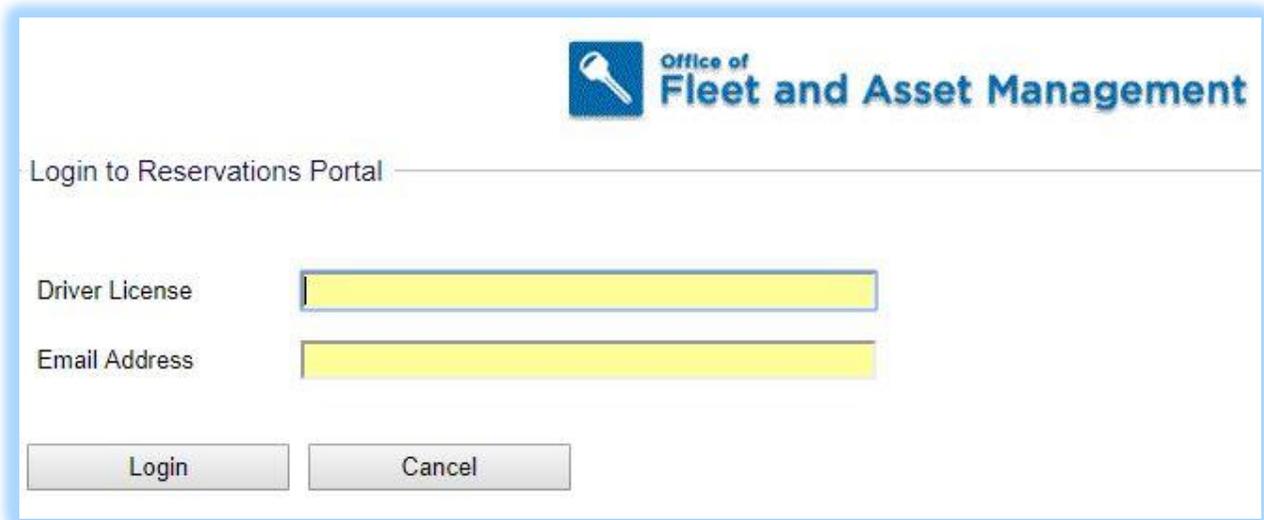
Work Email: MEGHAN.CLARK@DGS.CA.GOV

Back Save

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.



Office of Fleet and Asset Management

Login to Reservations Portal

Driver License

Email Address

Login 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.



Office of Fleet and Asset Management

GMT-8

Home Logoff

What Do You Want To Do?

Update My Info

New Reservation

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		

My Reservations

Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location
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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 the 'Office of Fleet and Asset Management' reservation interface. At the top right, there are 'Home' and 'Logoff' buttons, and the text 'GMT-8'. The main form area is divided into two sections. The left section, highlighted in yellow, contains a 'Pickup Location' dropdown menu set to 'SB - SACRAMENTO BIKE GARAGE'. To its right, the address and contact information for 'SACRAMENTO STATE BIKE GARAGE' is listed: '1416 10TH STREET, SACRAMENTO CA 95814, Phone: 916.657.2327 Fax: 916.653.5265'. Below this, there are two date and time selection fields: 'Pickup *' and 'Return *', both set to '11/04/2019 09:25 AM'. A 'Back' button is located at the bottom left of this section. The right section, highlighted in light blue, is titled 'Reservation for' and contains the text 'Department: 030910 - DGS FLEET ADMINISTRATION' and 'Email confirmation will be sent. To:'. Below this is a 'CC:' field with an empty input box.

The screenshot shows a 'Select a date and time' dialog box. At the top, it displays 'Nov 2019' and '04:30 PM'. Below this is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The date '4' is highlighted in yellow. To the right of the calendar is a vertical time slider with a sun icon at the top and a blue icon at the bottom. The time '04:30 PM' is displayed next to the slider. At the bottom of the dialog, there are 'Today' and 'Ok / Close' buttons.

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	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.

<input type="button" value="Notes"/> <input type="button" value="Cancel Reservation"/> <input type="button" value="Printer Friendly"/>	Reservation ID: 507238 Status: CONFIRMED Confirmation Code: 015768
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Pickup Location: [Change]

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

Pickup: <input type="text" value="11/04/2019 09:25 AM"/>	Return: <input type="text" value="11/04/2019 02:55 PM"/>
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Account ID: [Change]

Destination:

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:

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
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VIEWING AN EXISTING RESERVATION

Follow the login instructions.

Once logged in your “My Info” is displayed, all future reservations are listed under “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 [Change]
SACRAMENTO STATE BIKE GARAGE
1416 10TH STREET
SACRAMENTO CA 95814
Phone: 916.657.2327 Fax: 916.653.5265

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

Pickup: 11/07/2019 10:35 AM
Return: 11/07/2019 04:30 PM

Account ID [Change]
Destination: SACRAMENTO

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

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

Pickup: 11/07/2019 10:35 AM
Return: 11/07/2019 04:45 PM

Account ID [Change]
Destination: SACRAMENTO

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.

<input type="button" value="Notes"/>	Reservation ID	507238
<input type="button" value="Printer Friendly"/>	Status	CANCELED
	Confirmation Code	015768

Pickup Location <input type="text" value="SB - SACRAMENTO BIKE GARAGE"/>	SACRAMENTO STATE BIKE GARAGE 1416 10TH STREET SACRAMENTO CA 95814 Phone: 916.657.2327 Fax: 916.653.5265	Reservation for Department: 030910 - DGS FLEET ADMINISTRATION Email confirmation will be sent. To: <input type="text"/> CC: <input type="text"/>
Pickup <input type="text" value="11/04/2019 09:25 AM"/>	Return <input type="text" value="11/04/2019 02:55 PM"/>	Vehicle type: BIKE MEDIUM1 50 CM. STEP THROUGH. Rate per day \$0.00 Capacity <input type="text" value="0"/>

Account ID <input type="text"/>
Destination <input type="text" value="SACRAMENTO"/>

<input type="button" value="Back"/>	<input type="button" value="New Reservation"/>
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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 dgsfamparking@dgs.ca.gov