



Info! Hire cars should be used when a journey for the University is over 150 miles return, as per the [Financial Regulations](#).

Step 1: Log-in

1. Access the following web link to launch ARMS (Automated Rental Management System):

<https://www.armsweb.com/armslogon/logon>

2. Enter your **Username** and **Password**.

Step 2: Create Reservation



TIP! Use the **Tab** key to navigate to the next field.

The screenshot shows the ARMS web application interface. The 'Create Reservation' tab is selected. The form contains the following fields and options:

- 1. Select the 'Create Reservation' tab**: Points to the 'Create Reservation' tab in the top navigation bar.
- 2. Insert the Name of the car driver here**: Points to the 'Last Name' and 'First Name' input fields.
- 3. Select the School/Service relevant**: Points to the 'Department' dropdown menu.
- 4. Insert the Postcode of the car delivery address**: Points to the 'Postal Code' input field.
- 5. Select Automatic Pickup**: Points to the 'Automatic Pick-up?' radio button options (Yes/No).
- 6. Click the Continue Reservation button**: Points to the 'Continue Reservation' button.

Below the form, there is a 'Rental Maintenance' section with a table of update requests and a 'Process' button.

Step 3: Enter Required Details

The screenshot shows the 'Create Reservation' form for user CARLING, JOHN. The form is divided into several sections:

- RENTAL INFORMATION:** Includes fields for 'Automatic Pick-Up' (Yes/No), 'Authorise' (E-MAN), 'Start' (Date/Time: 20 Nov 2009, 7:30), and 'End' (Date/Time: 20 Nov 2009, 19:30).
- RENTER INFORMATION:** Includes 'Last Name' (CARLING), 'First Name' (JOHN), 'E-mail' (melanie.corris@so), and 'Phone Numbers' (Home: 02380319241, Work: 07775816139). A 'send email confirmation' checkbox is checked.
- NOTEBOOK:** Contains 'Note to Enterprise' (Please leave keys at reception) and 'Note to Self Only' (car parking space needed).
- PICK-UP & RETURN INFORMATION:** Includes 'Pick-Up' (Method: Deliver) and 'Return' (Method: Collection, APU: Y) details, with checkboxes for 'Same as Delivery location'.

Numbered callouts point to the following fields:

7. Select a vehicle class* (see Page 6 for list)
8. Insert hire **Dates** and **Times** here
9. Use this box for notes e.g. "please note second driver will be xxx"; or where keys are to be left.
10. Use this box for reminders, e.g. 'car parking space needed'
11. Insert driver's **Name**
12. Insert the driver's **Email address** and check the box for email confirmation
13. Insert driver's and your **contact numbers**
14. Insert relevant **cost centre** and **project code**

7. *View **Page 6** for a list of vehicles and rates offered by **Enterprise Rent-A-Car**.

15. Enter car Delivery Address

16. Indicate Business or Home in the Comments field

17. If the delivery & collection address are the same, you can check the 'Same as Delivery location' box and the collection address will be inserted.

18. Review data and Confirm Reservation

The screenshot shows a web form for 'PICK-UP & RETURN INFORMATION'. The 'Pick-Up' section has a 'Method' dropdown set to 'Deliver'. The 'Return' section has a 'Method' dropdown set to 'Collection'. A checkbox labeled 'Same as Delivery location' is checked. The 'Comments' field contains the text 'Business'. Below the form are 'Cancel' and 'Confirm Reservation' buttons.



Info! Before your order is confirmed, the system will encourage you to check that you've not created a duplicate record by offering you previous reservations (see an example below):

Reason For Hire: DAILYWEEKLY HIRE
Department: Learning Into Systems

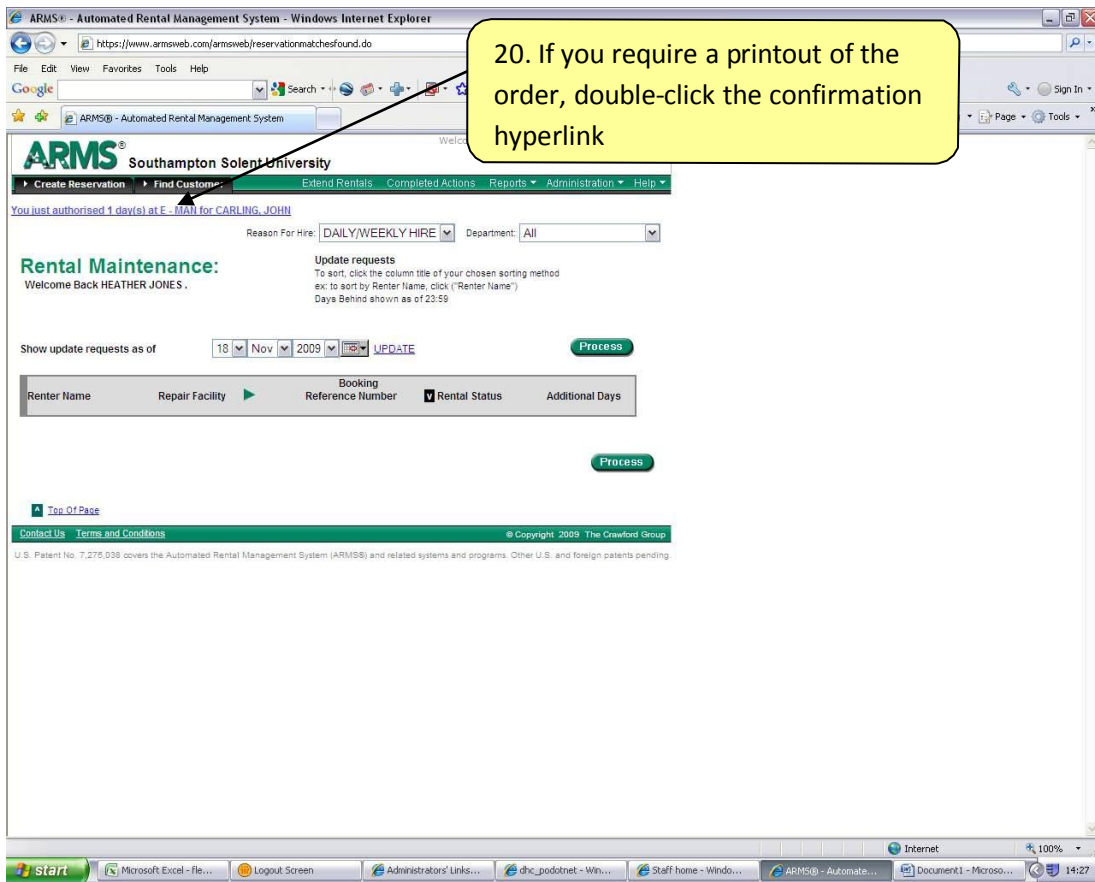
Matches found:

Authorised Rentals	Date Rental Needed
Booking Reference Number: BR26 Renter Name: CARLING, JOHN Status: Closed Rental	21/05/09
Booking Reference Number: BR26 Renter Name: HURDING, STEPHEN Status: Closed Rental	28/05/09
Booking Reference Number: BR26 Renter Name: HURDING, STEPHEN Status: Closed Rental	12/06/09
Booking Reference Number: BR26 Renter Name: MURPHY, NEIL Status: Closed Rental	29/06/09
Booking Reference Number: BR26 Renter Name: TAYLOR, IAN Status: Closed Rental	10/07/09
Booking Reference Number: BR26 Renter Name: WHEELER, HEITON Status: Closed Rental	09/09/09
Booking Reference Number: BR26 Renter Name: HURDING, STEPHEN Status: Closed Rental	30/09/09
Booking Reference Number: BR26 Renter Name: HILL, JANE Status: Closed Rental	21/10/09
Booking Reference Number: BR26 Renter Name: HURDING, STEPHEN Status: Reservation	20/11/09
Booking Reference Number: BR26 Renter Name: JOHNSON, MARGARET Status: Reservation	20/11/09

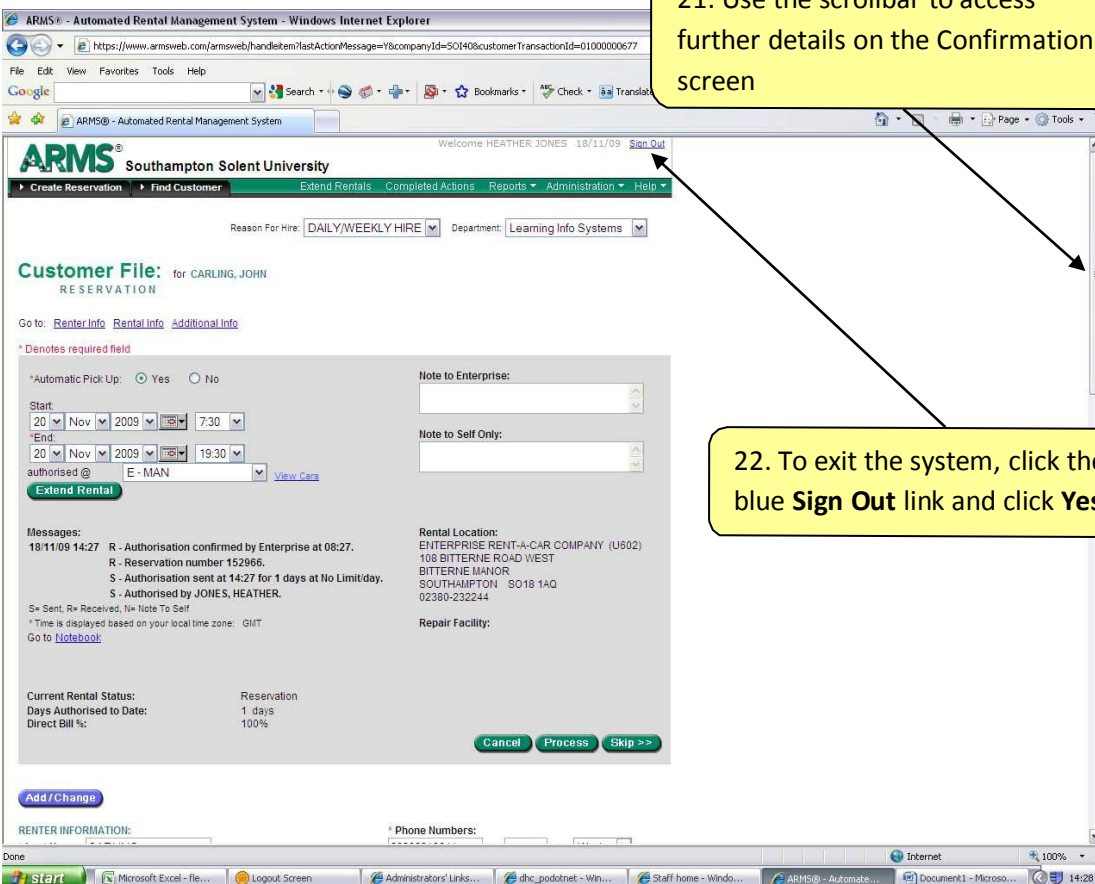
19. If a booking is in a name or cost centre already used, the system will ask you to confirm that it is a new reservation. In most cases it will be, so click **New Reservation**



Info! The system will confirm the days authorised with this blue confirmation hyperlink



Info! Confirmation screen is displayed below:



Driver Regulations- Hire Vehicles

All drivers should be over 18 and have held a full UK driving licence appropriate for the class of vehicle they are driving for at least 12 months. They should have no pending penalties or actions that would prevent or disqualify them for driving.

Hire vehicles are only insured during the period they are hired for, and are not insured prior to, or after, this period. For this reason, even if a vehicle is delivered at your home the night before the hire is due to commence you are not insured to drive it until the period of the hire. In addition the hire vehicle should only be used for the university business for which it was hired.

Driver Regulations- Checking the hire car prior to travel

It is really important that you check your hire vehicle over as soon as you receive it. Ideally you should go over the car with the Enterprise representative and make a note of all the damage to the vehicle. This should include minor dents and scratches as well as any more obvious damage. Any defects should be written down.

If the Enterprise representative is not there when you do your vehicle check then please note any damage yourself and either phone Enterprise directly, or contact your School/Service office and request them to contact Enterprise on your behalf, but within two hours of the hire time requested.

Southampton Solent University is held financially responsible for all damage to the vehicle, however minor, whilst it is in our care so it is important to make sure that damage existing prior to the rental is noted.

Likewise, upon return please check the car again, and note whether there is any additional damage. Even if you have not damaged the car yourself it may have been damaged in a car park or while you were away from the vehicle.

Please note that the School or Service concerned will be held liable for any excess resulting from the claim.