



# Guide to the key safe and to the 2MA vehicle booking system

This user guide describes how to use 2MA-booking with support for keyless unlocking as a vehicle user.

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## Before you book

### Requirements

To book Chalmers Student Union's vehicles and gain access to the key safe, the following requirements must be met:

1. You must have completed the car education.
2. You must have signed the key safe contract. The key safe contract is valid for one year.
3. You must have asked for access to the key cabinet on your room tag at the Information desk.

### Who may book?

Those who are allowed to book and drive Chalmers Student Union's vehicles are:

- Union committees
- Union societies
- The management team

It is strictly forbidden to book and drive the Student Union's vehicles if you do not meet the requirements.

Whoever makes a booking is responsible for the vehicle, regardless of who the driver is. The person who books a vehicle should always be the driver.

Union societies may book the following vehicles:

- The Caddy
- The trailer
- Elmilja
- The CCCar during the autumn semester

In addition to the above, Union committees may book the following vehicles:

- The Volvo
- The Seaside bike



## Book, check out and use vehicles

1. Book a vehicle via [portalbilbokning.2ma.se](http://portalbilbokning.2ma.se) according to the instructions below.
2. You will receive an SMS 5 minutes before it is time to pick up the car.
3. Unlocking is done by putting the tag on the cabinet's RFID reader.
4. The safe is unlocked and the key may be removed from its compartment.
5. When the vehicle is to be returned, place the key in the correct compartment and close the safe - the vehicle is automatically locked.

*Drive economically and safely!*

## Prices

Vehicle	Time fee [SEK]				Kilometer fee [SEK/km]
	<3 h	3 h – 5 h	5 h – 10 h	Per day	
<b>The Caddy</b>					
<b>The Volvo</b>	40	80	120	160	3
<b>Elmilia</b>					
<b>The Trailer</b>	50	130	130	150	0
<b>The CCCar</b>	50	90	130	170	4
<b>The Seaside bike</b>	30	80	120	120	0

**NOTE!** If a booked vehicle is not retrieved the committee/society will still be charged for the time fee. You can cancel a booking until the booking starts.



## Booking vehicles

1. Go to: [portalbilbokning.2ma.se](https://portalbilbokning.2ma.se)
2. Login page is displayed
3. Enter your username, i.e. your personal identity number in the format YYMMDD-XXXX, and password.

*Username and password for the portal are sent out via e-mail after signing the key safe contract given to you by the Premises Officer.*

4. Click the **Logga in/Login** button
5. You are now logged in
6. If this is the first time you are logging in (or if it has been a long time since the booking was made), a welcome and introduction page will be displayed.
7. Click on the link: [Till bilbokningen/To the car booking](#)
8. Current bookings are displayed.

*If you do not remember the password - click on **Glömt lösenordet?/Forgot your password?** and follow the instructions.*



## Booking vehicles – step by step

**MINA BOKNINGAR**

**BOKA FORDON**

Hämtas: 2014-06-23 Kt: 12:00 Uthämtningsplats: -- Alla uthämtningställen  Visa fordon för samåkning

Lämnas: 2014-06-23 Kt: 16:00 Kategori: -- Alla kategorier -- **Sök fordon** [Mina bokningar](#)

-- Alla kategorier --  
Stor personbil kombi, Gas  
Stor personbil, EL  
Skåp, Gas

1. Bokningsförfarande genom "Boka Fordon" knappen;  
1a. Välj önskat datum, start och stopptid samt uthämtningsställe och ev fordonskategori.  
1b. Tillgängliga fordon visas.  
1c. Fyll i ärende och destination.  
1d. Välj fordon och tryck boka.  
1e. Bokningsbekräftelse visas.

2 Bokningsförfarande genom "Boka fordon genom kalender".  
2a. Markera önskad tid du vill boka på det fordon som finns ledigt i kalendern (Click & drag).  
2b. Du får upp en sida där du ser att bokningen stämmer.  
2c. Ange ärende, destination och samåkningsmöjlighet.  
2d. Bokningsbekräftelse visas.

Klart!

1. Click on **Boka fordon/Book vehicles**
2. Enter the date and time for collection and return
3. Select the desired category: **Bil/Car**, **Släp/Trailer** or **Seaside**
4. Select **Uthämtningsplats/Collection point**
5. Click on **Sök fordon/Search vehicles**

**BOKA FORDON**

Hämtas: 23 juni kl 12:00  
Lämnas: 23 juni kl 16:00  
Ärende:   
Destination:   
Härnösand  
Antal passagerare:  1  Samåkning möjlig  
Kontakt nummer:   
2MA1001  
**Ny sökning** [Mina bokningar](#)

**LEDIGA FORDON**  
Gjutjärnsgatan 12 Verkstan

Fordon	Kategori	Tjänster
Nissan Leaf - SBO995 SBO995	Stor personbil, EL	<b>Boka</b>
Pris: 265 sek + 1 sek/km		
Passat MUP333 Volkswagen	Stor personbil kombi, Gas 5 platser	<b>Boka</b>
Pris: 205 sek + 3,75 sek/km		

Preliminärt pris. Rörig avgift samt ev. trängselskatt tillkommer.

6. Free vehicles are displayed.
7. Enter **Ärende/Errand**
8. Enter **Destination** (enter city or route)
9. Indicate whether carpooling is possible by stating: **Samåkning möjlig/Carpooling possible** and state the number of passengers if carpooling is permitted.
10. To book a vehicle, click on **Boka/Book**. Confirm the booking by clicking **Boka/Book** again.



11. The booking is displayed and confirmation is sent via email and SMS \* - check that the information is correct.
12. To print and/or save the booking, click on the pdf symbol
13. To send out the booking receipt again - click on the letter symbol
14. To change the errand or destination - click on the **Ändra uppgifter/Change information** button.
15. To change booking time - click on the **Ändra bokningstid/Change booking time** button
16. To cancel the booking - click the **Avboka/Cancel** button
17. To see this and previously created bookings click on the **Mina bokningar/My Bookings** link

*\* No booking confirmation will be sent via SMS if booking is made closer than 5 minutes before the desired collection time.*



## Booking via calendar

1. Click on **Boka via kalender/Book via calendar**
2. Select the date for the booking day by clicking on the calendar symbol after the selected date (when you enter the page, the current day's date is displayed)
3. Select the collection location and vehicle category or all categories in the drop-down menus

The screenshot shows the 'BOKA VIA KALENDER' interface. At the top, there is a green header with the text 'BOKA VIA KALENDER'. Below the header, there are two dropdown menus: 'Gästningsplats 12' and 'Alla kategorier'. To the right of these is a date selector showing 'den 24 juni 2015' with a calendar icon. Below the date selector, there are seven rows, each representing a different vehicle. Each row consists of a green button with the vehicle's registration number and name, and a horizontal bar representing the booking status for each hour of the day (06 to 17). The bars are color-coded: green for available, yellow for partially booked, and red for fully booked. The vehicle 'MUP333' has a red bar from 09 to 10, indicating it is fully booked during that time.

*By holding the mouse pointer (mouse over) on the vehicle, the vehicle's registration number/name, information about vehicle model and fuel type are displayed. Information about booking status, booked user, booking time is displayed if you hold the mouse pointer (mouse over) over a booking. Each beginning of the hour is marked with a line and the time.*

4. Select the vehicle and time period (start and end time in 15 minute increments) by clicking and holding the left button on the mouse pointer from the desired start time and then drag the extension to the right until the desired end time is selected. The time period is shown in yellow.
5. Release the left mouse button
6. Selected vehicle and selected time period are displayed
7. Click the **Fortsätt/Continue** button

*Click on **Sök ny tid/Search new time** to change time period and/or vehicle*

8. Information about the selected date and time and the selected vehicle is displayed
9. Enter errand and destination, as well as number of passengers
10. Specify whether carpooling should be possible by clicking in the **Samåkning möjlig/Carpooling possible** checkbox



11. Click the **Boka/Book** button twice
12. The booking is displayed

Here you have the opportunity to change information, change booking time or cancel.

## My bookings

All pages have a link **Mina bokningar/My bookings** - by clicking on it the current bookings are displayed. Here you can see bookings that have been created but have not yet been collected or returned.

**MINA BOKNINGAR**

BOKNINGSHISTORIK (Visa)

**AKTUELLA BOKNINGAR**

Refnr/Fordon	Hämtas	Lämnas	
14IAXABG MUP333 Passat	2014-09-16 09:00	16:00	

[Boka fordon](#) [Boka via kalender](#) [Seriebokning](#)

**NYHETER**

Nu testar vi nyhetsflödet

Vänligen kom ihåg laddsladden.  
[Läs mer](#)

**BOKNINGSHJÄLP**

Du kan skapa en bokning på två olika sätt.

1. "Boka fordon" knappen.
2. "Boka via kalender" knappen.

1. Bokningsförfarande genom "Boka Fordon" knappen;

1a. Välj önskat datum, start och stopptid samt uthärtningsställe och ev fordonskategori.

1b. Tillgängliga fordon visas.

1c. Fyll i ärende och destination.

1d. Välj fordon och tryck boka.

1e. Bokningsbekräftelse visas.

2. Bokningsförfarande genom "Boka fordon genom kalender".

2a. Markera önskad tid du vill boka på det fordon som finns ledigt i kalendern (Click & drag).

2b. Du får upp en sida där du ser att bokningen stämmer.

2c. Ange ärende, destination och samåkningsmöjlighet.

2d. Bokningsbekräftelse visas.

Klart!

To change an existing booking, click on the pen and paper symbol.

**BOKNINGSHISTORIK (Dölj)**

Startdatum:  Slutdatum:  [Sök bokningar](#)

Bokningsnr	Refnr	Ärende/Destination	Hämtas/Lämnas	Tillstånd	Fordon	
14RBJDVP		Servicebokning Servicebokning	2014-05-15 10:00 12:23	Ej uthämtad	MUP333 Passat	
14KBCRTB		Servicebokning Servicebokning	2014-05-15 07:00 17:00	Ej uthämtad	JKB795 Nissan leaf	
14VTEGLI	121221	Ärende Göteborg	2014-04-16 12:00 15:00	Ej uthämtad	XSG648 VW Caddy - XSG648	

To view your booking history click on ***Bokningshistorik/Booking History*** - double arrow symbol. Enter the start and end dates of the search and click the ***Sök bokningar/Search Bookings*** button. Previous bookings are displayed.





## Refuelling

The cars each have their own Circle K refuelling card in the folder. These can only be used to refuel the car at Circle K stations, it therefore is not possible to buy anything else on these cards. It is important that you use the right card for refuelling the right car.

To be able to ask for a refuelling card code, the following criteria must be met:

1. The user must have a booking for the car in question.
2. The car must be picked up/checked out.

### Get the PIN code

1. Send SMS with the text **2MA TANKA** to **72323** from the mobile number of the user who booked the car.
2. Replies are sent back with an SMS containing: Card issuer and pin code.
3. If the conditions according to the above are not met, explanatory answers will be sent back. For example, if you do not have a current booking you get the answer “*You must have a current booking to be able to retrieve the refuelling card code*”.

*All requests for tank card code are logged. Note that all commands can also be sent in lower case.*

## Change my user information

1. Click ***Mina uppgifter/My Tasks*** in the box at the top right
2. Select the ***Översikt/Overview*** tab
3. Check that the ***e-mail address*** and ***phone number*** are correct.
4. Makes changes if something is not right - save by clicking the ***Spara/Save*** button
5. To change the password, select the ***Ändra lösenord/Change Password*** tab
6. Enter your old password and new password (twice)