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

This user guide describes how to use 2MA-bookning 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 Student Union Card 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
- Chalmers Studentkår Teknologbolag

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:

- eCitan
- The trailer
- Elmilia

In addition to the above, Union committees, the management team and ChS Teknologbolag may book the following vehicles:

- The CCCar during the autumn semester
- The Seaside bike

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Book, check out and use vehicles

1. Book a vehicle via 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 ***union card*** on the cabinet's RFID reader. For this to work the student union card must be registered at the information desk.
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 cabinet is automatically locked.

Drive economically and safely!

Prices

Vehicle	Time-based fee [SEK]					Kilometer-based fee [SEK/km]
	<3h	3-5h	5-10h	10-24h	Per day	
eCitan	50	90	130	15 [kr/h]	170	4
Elmilia						
CCC-Car						
Trailer	50	130	130	150	150	0
Seaside bike	30	80	120	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.*

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Booking vehicles

1. Go to: 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.*

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Booking vehicles – step by step



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***



6. Available 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.

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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*.

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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



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

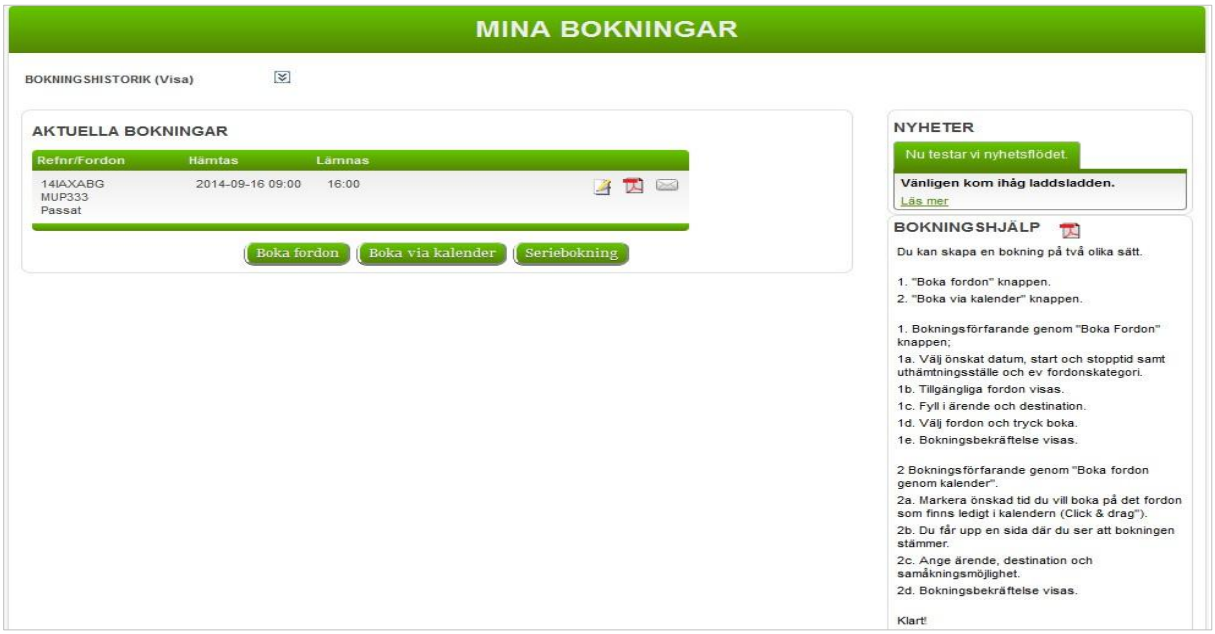
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11. Click the ***Boka/Book*** button twice
12. The booking is displayed

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.



*To change an existing booking, click on the pen and paper symbo*l.



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.

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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)

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