



AlphaRent

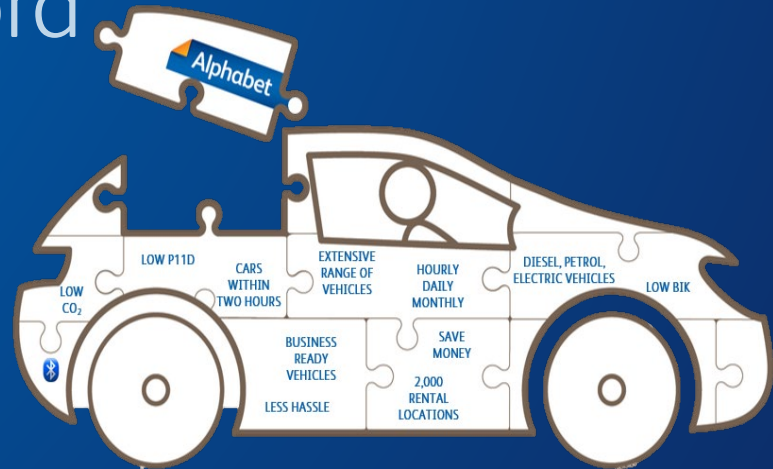
Welcome to our online booking system



Table of contents

1. Logging into IRIS	Page 4
2. Your IRIS dashboard	Page 6
3. Managing your reservations	Page 8
4. Making new reservations	Page 10
5. Amending, extending , off-hiring or cancelling your reservations	Page 12

1 Logging into IRIS Username and password



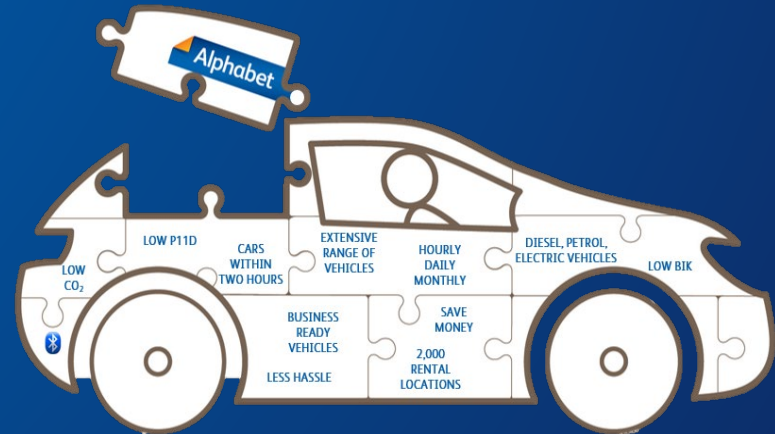
Creating your login and re-setting your password

- Click on the below link, this will take you directly into the Online Rental Booking Platform, **IRIS**;



- Your internal Fleet Team can provide you with IRIS logins, alternatively a member of the AlphaRent Team can also set a login up for you
- After this has been set up, the team or your Fleet Manager will send you a link, this link will take you to the login page and allow you to change your password to something more suitable for you
- Passwords should be alphanumeric and contain at least 8 characters
- We would recommend that your password is not a commonly used dictionary word or a name for security purposes

2 Your dashboard Your dashboard explained



Dashboard explained

Place new reservations here

The sidebar contains three main sections: 'New Reservation' with a plus icon, 'Find Reservation' with a search input field labeled 'Enter Reservation Number', and 'Quick Reservation' with a search input field labeled 'Enter Driver Name... Forename Surname'. Below the search field is a note: 'To Re-book for an existing driver enter the driver's name in the box above and select the driver from the dropdown list. Then either Copy a previous reservation by clicking the COPY button OR choose from the drivers most popular bookings.'

Search existing bookings

Fastest way to place bookings for existing renters

Rental activity per day



Rental activity overview



Quick Links

- Live Rentals
- P11D
- International
- Reports
- Damage
- Billing
- Help
- Settings

Quick links for reporting and billing

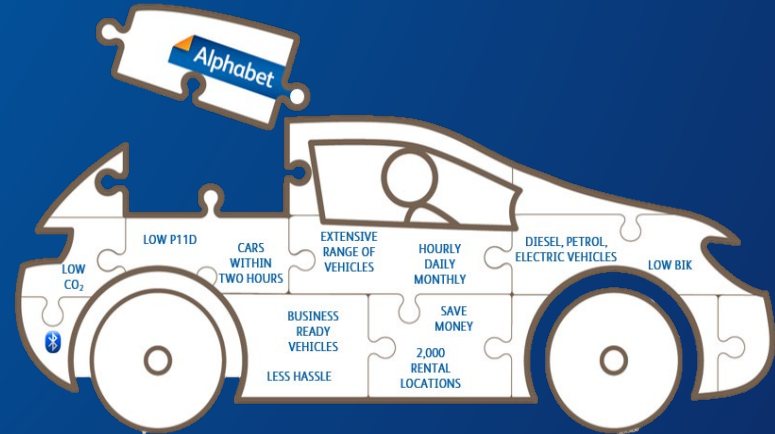
AlphaRent Top Tips



Handy link to explain the do's and don'ts of rental

3 Managing your reservations

Real time details



Showing you real time figures for your reservations

Your **Fleet Manager** will be able to see all live hires on the account, as a driver you will see any hires you have placed that day

2
Booked Today

Any hires due to begin today

3
Starting Today

Rental Management

77
Live Rentals

All live hires as of that moment. Your Fleet Manager will be able to see all live on the account, you will see all hires you have booked

0
Overdue Rentals

Any reservations with a 'TBA' (To Be Advised) status that have not been extended prior to that day's date

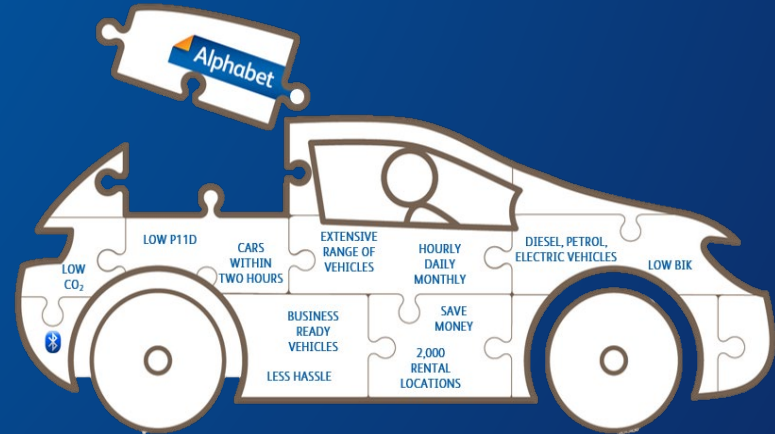
0
Invoice Disputes

Any disputes you have raised to us, or any we have raised on your behalf

4
Open Damage

All open damage cases, of all statuses will be included in this number.

4 Making new reservations



Creating a new reservation

1 Enter your company required details e.g. cost centre, employee number

2 Enter driver details

3 Select car size required

TOTAL: ? Send Booking Close

10

Click send booking to place reservation

4 Enter start date and time required

5 Enter delivery location or pick up location e.g. Heathrow Airport

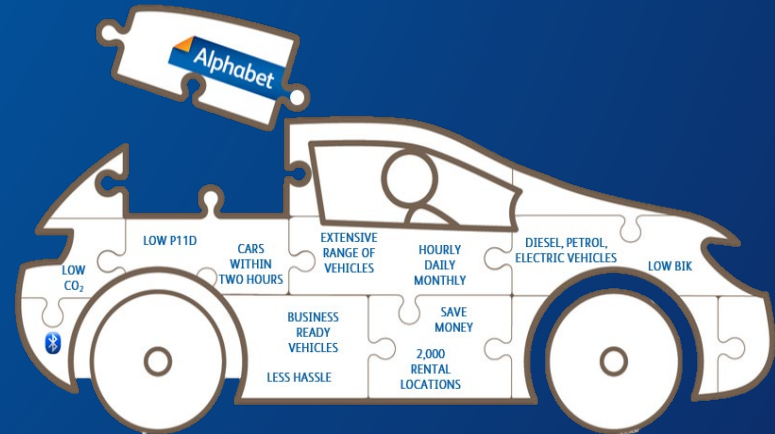
6 Enter end date and time required

7 Enter collection location or drop off location e.g. Heathrow Airport

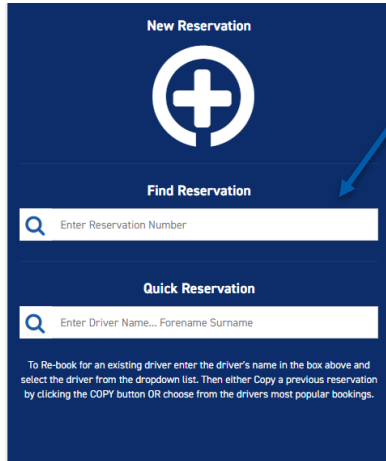
9 Type any special requests e.g. sat nav

8 Select "APU" if confirmed end date or open ended hire "TBA"

5 Amending, extending, off-hiring and cancelling



Amending your reservation



1 Enter your reservation number on the main dashboard search functionality

2 Click the amend button and make the changes you require

Home > Rental > Edit Reservations: 925535

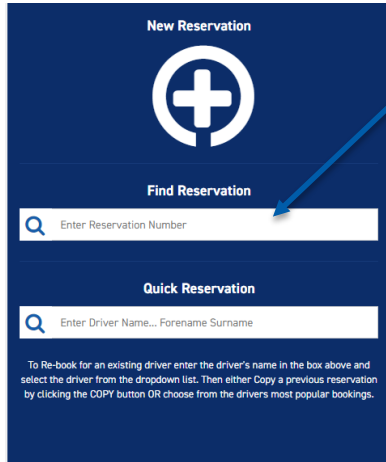
Amend Order Nos Cancel Amend Extend Offhire

Copy Email Print Note Close

3 Click "Confirm Amend" once you have made the desired changes


Note Confirm Amend Cancel

Extending your reservation

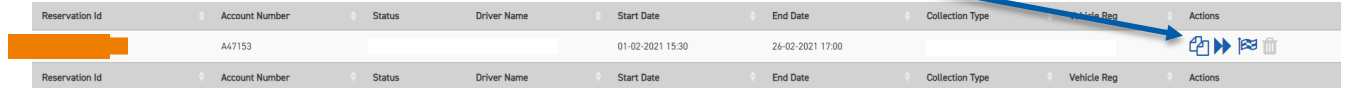





The screenshot shows a dark blue sidebar with three sections: 'New Reservation' with a white plus icon, 'Find Reservation' with a search input field containing 'Enter Reservation Number', and 'Quick Reservation' with a search input field containing 'Enter Driver Name... Forename Surname'. Below the 'Quick Reservation' section is a note: 'To Re-book for an existing driver enter the driver's name in the box above and select the driver from the dropdown list. Then either Copy a previous reservation by clicking the COPY button OR choose from the drivers most popular bookings.'

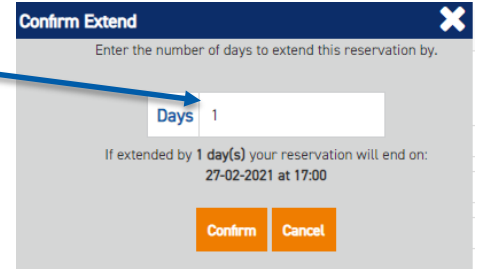
1 Enter your reservation number on the main dashboard search functionality


2 Click on the  button

3 Enter the number of days you wish to extend for and click confirm



Reservation Id	Account Number	Status	Driver Name	Start Date	End Date	Collection Type	Vehicle Reg	Actions
	A47153			01-02-2021 15:30	26-02-2021 17:00			  
Reservation Id	Account Number	Status	Driver Name	Start Date	End Date	Collection Type	Vehicle Reg	Actions



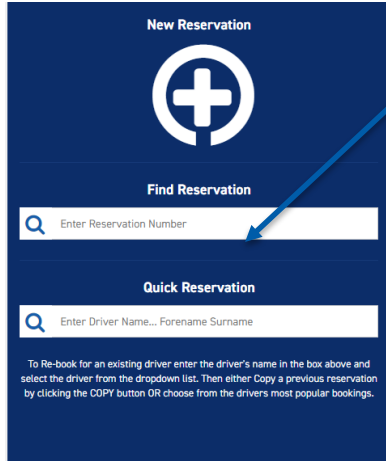
Confirm Extend 

Enter the number of days to extend this reservation by.


Days

If extended by 1 day(s) your reservation will end on:
27-02-2021 at 17:00

Off-hiring your reservation



1 Enter your reservation number on the main dashboard search functionality

2 Click on the  button

Reservation Id	Account Number	Status	Driver Name	Start Date	End Date	Collection Type	Vehicle Reg	Actions
	A47153	Extend		01-02-2021 15:30	26-02-2021 17:00	TBA		   
Reservation Id	Account Number	Status	Driver Name	Start Date	End Date	Collection Type	Vehicle Reg	Actions

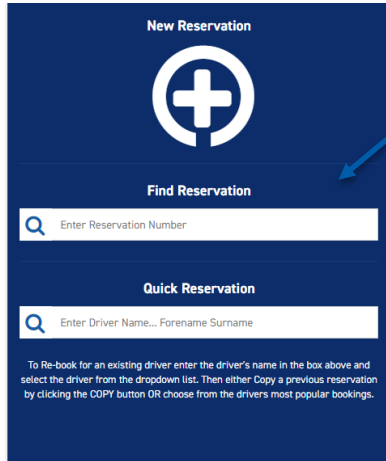
3 Click offhire



4 Enter the date and time you wish to off-hire and collection details. Then click off-hire


The 'Collection Details' modal contains a date and time selection area with a calendar icon, a clock icon, and a green 'Offhire' button. Below it is a 'Collection Address' section with a location pin icon and a text input field containing 'Enter Collection Address', and a copy icon.

Cancelling your reservation



The screenshot shows a dark blue sidebar with three sections: 'New Reservation' with a white plus icon, 'Find Reservation' with a search input field labeled 'Enter Reservation Number', and 'Quick Reservation' with a search input field labeled 'Enter Driver Name... Forename Surname'. Below the 'Quick Reservation' section, there is a small text block: 'To Re-book for an existing driver enter the driver's name in the box above and select the driver from the dropdown list. Then either Copy a previous reservation by clicking the COPY button OR choose from the drivers most popular bookings.'

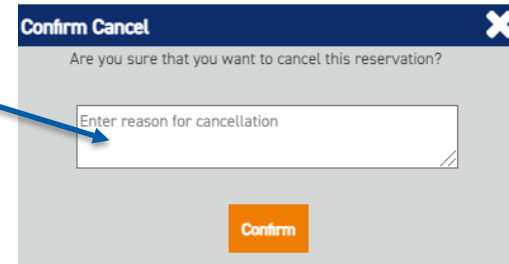
1 Enter your reservation number on the main dashboard search functionality

2 Click on the  button



A47153	Unallocated	Tony Hadi	19-02-2021 12:30	23-02-2021 15:30	APU/MTR	  
--------	-------------	-----------	------------------	------------------	---------	---

3 Enter a reason for cancellation and click confirm



The dialog box has a dark blue header with 'Confirm Cancel' and a close button. The main content area is light gray and contains the text 'Are you sure that you want to cancel this reservation?' followed by a text input field labeled 'Enter reason for cancellation'. At the bottom right, there is an orange 'Confirm' button.

Alphabet (GB) Limited, Alphabet House, Summit Avenue, Farnborough, Hampshire GU14 0FB. Tel: 0370 50 50 100.

Registered office address: Alphabet House, Summit Avenue, Farnborough, Hampshire GU14 0FB. Registered in England and Wales 03282075.

Disclaimer: The information provided in this guide is for general information purposes only and is correct to the best of our knowledge at the time of publication (March 2021). Neither Alphabet nor the author can be held responsible for any actions or consequences arising from acting on, or refraining from taking any action, as a result of reading this.

ALMAR158.3
Exp 18.03.2022