

AlphaRent

Welcome to our online booking system



A quick guide to using AlphaRent

Thank you for choosing AlphaRent – our flexible rental service gives you access to a wide range of vehicles: for a day, a month or longer. We've put together this quick guide to help you get started.

How to create your login and re-set your password

Step 1

Click on the link below to go the Online Rental Booking Platform, IRIS.

[Click here to log in](#)

Your internal Fleet Team can provide you with your IRIS login, alternatively a member of the AlphaRent Team can also set one up for you.

Step 2

When you login for the first time, you can update your password.

Passwords should be alphanumeric and contain at least 8 characters. We recommend that your password is not a commonly used word or personal



Your dashboard explained

Your Dashboard puts everything in one place and is a great way to make a quick booking or keep an eye on your rental activity.

You can make a new reservation here.

You can also search for existing bookings here.

Check your rental activity by date.

Keep an eye of your rental activity with this helpful overview.

The dashboard is divided into several sections:

- New Reservation:** A dark blue panel with a white plus icon in a circle. Below it is a search bar labeled "Find Reservation" with the placeholder "Enter Reservation Number". Underneath is a "Quick Reservation" section with a search bar for "Enter Driver Name... Forename Surname" and 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."
- Rental Calendar:** A calendar for February 2021. The days are color-coded: blue for booked (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27) and grey for unbooked (28).
- Rental Management:** A white panel with three columns of statistics: "2 Booked Today", "77 Live Rentals", "0 Overdue Rentals", "3 Starting Today", "0 Invoice Disputes", and "4 Open Damage".
- Quick Links:** A grid of eight icons: Live Rentals (car), P11D (magnifying glass), International (globe), Reports (line graph), Damage (truck with plus), Billing (pound sign), Help (graduation cap), and Settings (gear).
- AlphaRent Top Tips:** A white panel with a large blue information icon (i in a circle).

This is the fastest way to make a booking for existing renters.

These quick links will help you with reporting and billing.

Get an overview of the do's and don'ts of rental here.

How to manage your reservations in real time

Your Fleet Manager can view any live hires on the account. As a driver, you'll see any hires you've placed that day.

This gives you a real time view of any live hires. Your Fleet Manager will be able to see all live rentals on the account, and you'll see all hires you have booked.



This highlights any reservations with a 'TBA' (To Be Advised) status that have not been extended prior to today's date.

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

This shows you any hires due to begin today.

This helps you keep track of any disputes.



How to make a new reservation

You can make a new reservation by following these simple steps:

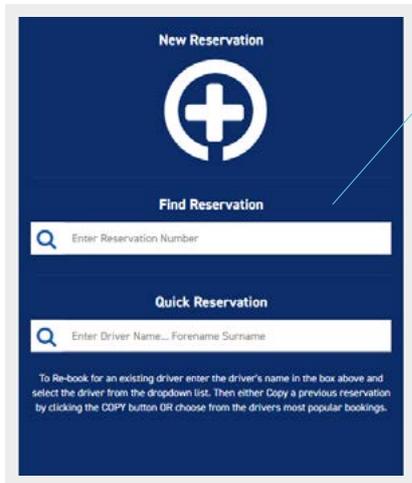
1. Enter your company details, including: cost centre and employee number.
2. Enter your driver details.
3. Select the car size required.
4. Enter the start date and time required.
5. Enter the delivery location or pick up location.
6. Enter the end date and time required.
7. Enter the collection location or drop off location.
8. Select **APU** if you have a confirmed end date or for an open-ended hire, please select **TBA**.
9. Enter any special requests such as Sat Nav.
10. Click **Send Booking** to place your reservation.

The screenshot shows the 'New Reservations' form in the AlphaRent IRIS system. The form is divided into several sections: Account Details, Driver Details, Vehicle Details, Delivery Details, Collection Details, and Special Requests. The total cost is displayed as 'TOTAL E28.92'. The form includes various input fields, dropdown menus, and buttons. The following table summarizes the callouts and their corresponding form elements:

Callout Number	Form Element
1.	Account Details dropdown menu (Aggregate Industries Limited (A47153))
2.	Driver Details input field (Enter Driver Name... Forename Surname)
3.	Vehicle Details dropdown menu (SMC) Small Manual Car)
4.	Delivery Details date and time fields (17-02-2021, 12:45)
5.	Delivery Address input field (Enter Delivery Address)
6.	Collection Details date and time fields (18-02-2021, 12:45)
7.	Collection Address input field (Enter Collection Address)
8.	Collection Address dropdown menu ((APU) Vehicle to be collected)
9.	Special Requests input field (Start Typing a Note)
10.	Send Booking button

How to amend your reservation

If you'd like to amend your reservation for any reason, simply:



1. Visit your Dashboard and enter your reservation number in the **Find Reservation** search panel.
2. Click the **Amend** button and make the changes you require.

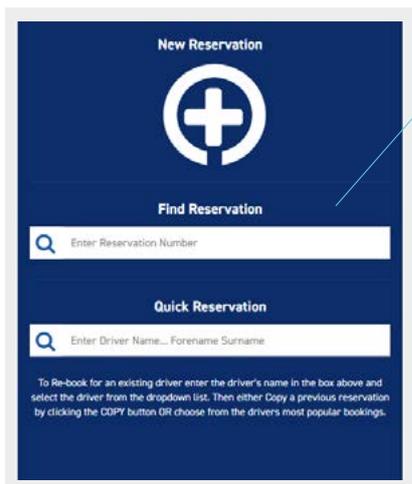


3. Click **Confirm Amend** once you're happy.



How to extend your reservation

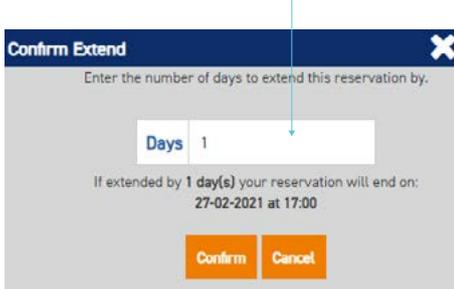
To extend your reservation, visit your Dashboard and:



1. Enter your reservation number in the **Find Reservation** search panel.
2. Click on the **▶▶** button.

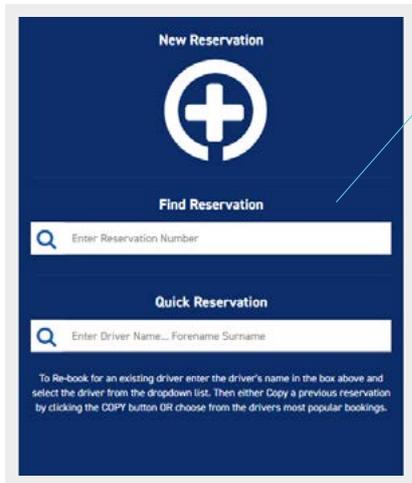


3. Enter the number of days you'd like to extend your reservation for and click **Confirm**.



How to Off-hire your reservation

If you'd like to Off-hire your reservation, simply visit your Dashboard and:



1. Enter your reservation number in the **Find Reservation** search panel.

2. Click on the  button.

Start Date	End Date	Collection Type	Vehicle Reg	Actions
01-02-2021 15:30	26-02-2021 17:00	TBA	BD1195DV	  
Start Date	End Date	Collection Type	Vehicle Reg	Actions

3. Click **Off-hire**.



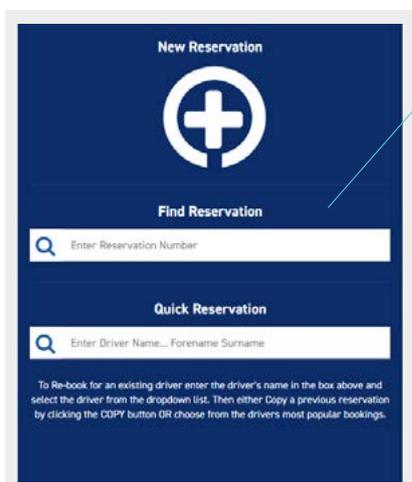
4. Enter the date and time you wish to Off-hire and add the collection details.

A form titled 'Collection Details' with a close button (X) in the top right. It contains a date field with a calendar icon set to '28-02-2021', a time field with a clock icon set to '17:00', and a green 'Off-hire' button. Below this is a 'Collection Address' field with a location pin icon and a placeholder 'Enter Collection Address', and a copy icon.

5. Click **Off-hire**.

How to cancel your reservation

If you need to cancel your reservation for any reason, simply visit your Dashboard and:



1. Enter your reservation number in the **Find Reservation** search panel.

2. Click on the  button.

3. Enter the reason for your cancellation and click **Confirm**.

A dialog box titled 'Confirm Cancel' with a close button (X) in the top right. It asks 'Are you sure that you want to cancel this reservation?' and contains a text input field with a placeholder 'Enter reason for cancellation'. Below the input field is an orange 'Confirm' button.

Reporting

There are several ways to access your reporting information. Simply visit your Dashboard and either:

A. Select the word reports on the top bar.



or

B. Click on the report icon  within the quick links section.

You'll find that top level information is displayed. For more detailed information, please click on the type of report you need:



1. Select the dates you'd like to view.

2. To download the data, click on the **csv** icon.

3. Alternatively, if you'd like to return all information on a reservation or vehicle, please enter the details into the fields as required.

Any other questions?

Please call us on **0370 50 50 183**

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