

VROOMS User Documentation

Part 1: User Guide

Step 1: Creating an Account

After opening the VROOMS website, there will be a link at the bottom where you can request access.



JOHNS COUNTY
KANSAS

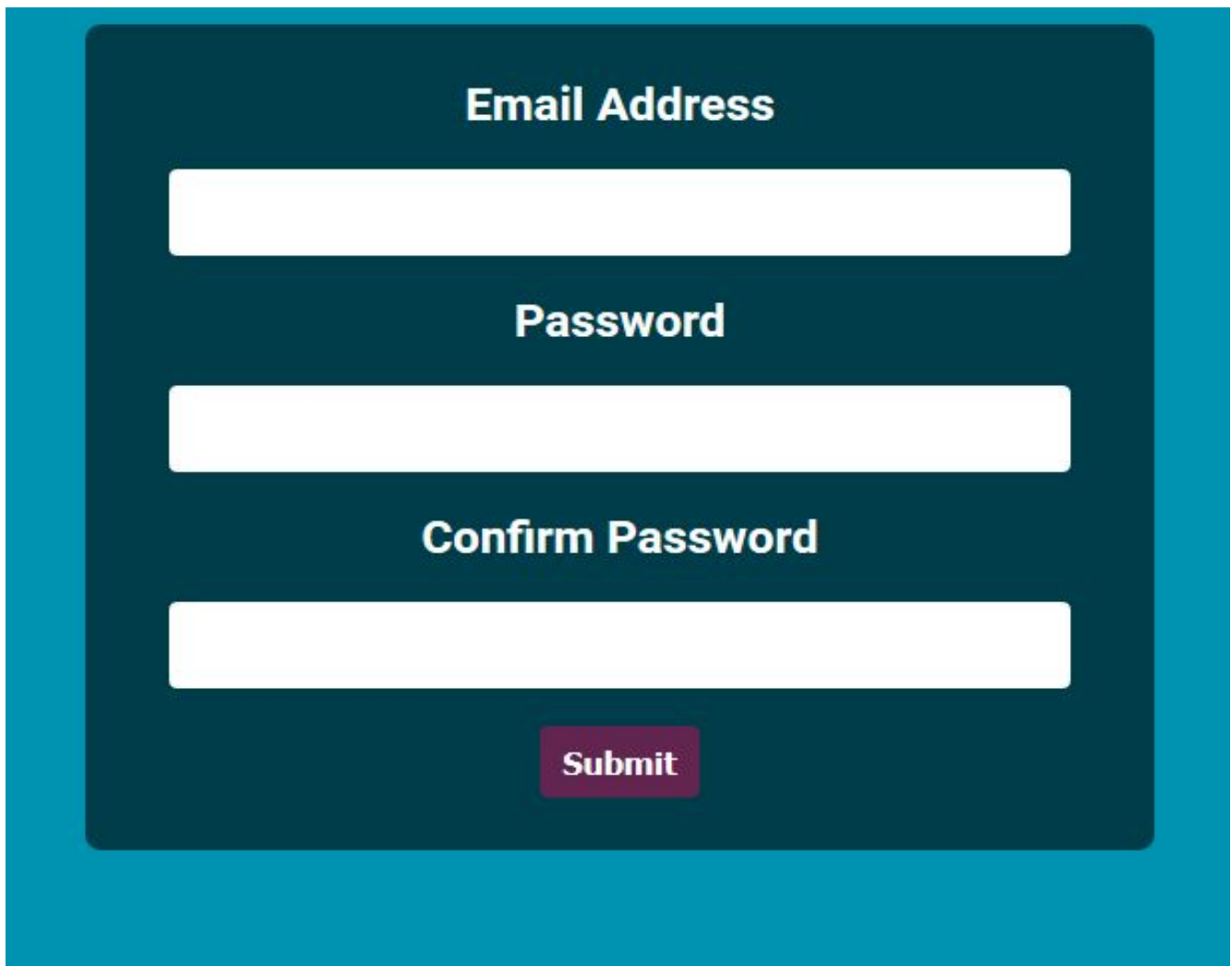
email address

password

Login

Don't have an account? [Request access!](#)

Click this link and you will be taken to a page where you can enter your email address and a password.



The image shows a registration form with a dark teal background and a lighter teal border. It contains three white input fields and a purple submit button. The labels 'Email Address', 'Password', and 'Confirm Password' are centered above their respective fields. The 'Submit' button is centered below the third field.

Email Address

Password

Confirm Password

Submit

Enter your county email address and a password and hit submit. This will create an unactivated account for you. You will need to speak with an administrator to have them activate your account.

Step 2: Viewing your reservations

After your account is activated, you can login using the login page. After you log in, you will be presented with a list of your current reservations.

Johnson County Developmental Supports

Logout

Reservation	Pick Up	Drop Off	Vehicle ID	Capacity	Lift	Tie Downs	Delete
#184	9:45 PM Sat, Dec 5, 2015	10:45 PM Sat, Dec 5, 2015	3839	0	No	0	Delete

sautechips.com/main/

New Reservation

The list of your reservations consists of each reservation's ID, the pick up time, the drop off time, the ID of the reserved vehicle, the vehicle's capacity, whether or not the vehicle has a list, and the number of tie downs in the vehicle.

Step 3: Adding a new reservations

To add a new reservation, click the “New Reservation” button in the bottom right corner of the screen. This will bring up the “New Reservation” dialog window.

Johnson County Developmental Supports

Logout

Capacity: Any | Start Date: Sun, Dec 6, 2015 | Start Time: 7:30 PM | End Date: Sun, Dec 6, 2015 | End Time: 7:30 PM | Lift: ☐

Vehicle	Make	Description	Capacity	Lift	Tie-Downs	Add
3873	Dodge	Grand Caravan 7-pass	1	No	0	Add
3859	Chevrolet	1-Ton Cargo Van	1	No	0	Add
3874	Dodge	Grand Caravan 7-pass	6	No	0	Add
3885	Dodge	Grand Caravan SE 7-Pass	6	No	0	Add
3893	Chevrolet	Chev Uplander	6	No	0	Add
3870	Dodge	SW Caravan 7-pass	6	No	0	Add
3883	Dodge	Grand Caravan SE 7-pass	6	No	0	Add

Cancel

New Reservation

The drop-down lists along the top of this window allow you to choose your desired capacity, the start and end times/dates, and whether or not you need a lift. After selecting what you need, the list of vehicles below will be updated with vehicles that are available. Choose the vehicle you want and click the corresponding “Add” button at the right side of the screen. If you decide you do not want to make a reservation, you can click the “Cancel” button in the bottom right corner.

Step 4: Deleting a reservation

To delete a reservation, click the corresponding “Delete” button at the right side of the screen on the main page.

Step 5: Logging Out

To log out of the website, click the “Logout” button in the top right corner of the screen on the main page.

Part 2: Administrator Guide

Step 1: Logging In

Enter your email and password on the login page and you will be taken to the administrator page. If you do not have an account, you will have to ask another administrator to add you manually.

The image shows a login page for Johns County, Kansas. The background is a solid teal color. At the top, the text "JOHNS COUNTY KANSAS" is displayed in a large, serif font. "JOHNS" and "COUNTY" are in a dark red color, while "KANSAS" is in a lighter red color. A yellow sun with a blue center and a white arrow pointing upwards is positioned behind the letter "S" in "JOHNS". Below the text, there is a dark teal rectangular box containing two white input fields. The first field is labeled "email address" and the second field is labeled "password". Below these fields is a dark teal button with the word "Login" in white. At the bottom of the page, there is a link that says "Don't have an account? [Request access!](#)".

JOHNS
COUNTY
KANSAS

email address

password

Login

Don't have an account? [Request access!](#)

Step 2: Managing Vehicles

After logging in, you will be presented with a list of the current vehicles. The list will be separated into three parts. The first section contains all vehicles currently in the pool. The second section contains all vehicles currently in maintenance. The third section contains all other vehicles.

Johnson County Developmental Supports Admin Panel												Logout		
Vehicles	Vehicle ID	Capacity	Location	Model Year	Make	Class	Description	Lift	Tie Downs	License	VIN			
Reservations	3859	1	Lackman Pool	1993	Chevrolet	BOX	1-Ton Cargo Van	False	0	30588	1GCGG35KIPF339167	Set	Update	Delete
	3866	7	Lackman Pool	2001	Dodge	LIFT	Maxiwagon 15-pass Van	True	0	56142	2B5WB352XIK546309	Set	Update	Delete
Users	3869	7	Lackman Pool	2000	Ford	LIFT	Econoline E-150 15-pass Van	True	0	54257	1FDRE14L27HC05332	Set	Update	Delete
	3870	6	Lackman Pool	2001	Dodge	CAGE	SW Caravan 7-pass	False	0	56318	1B4GP253IB268984	Set	Update	Delete
	3872	7	Lackman Pool	2003	Ford	LIFT	Econoline 15-pass Van	True	0	60435	1FBSS31L83HB78648	Set	Update	Delete
	3873	1	Lackman Pool	2004	Dodge	VAN	Grand Caravan 7-pass	False	0	60467	1D4GP24R54B507438	Set	Update	Delete
	3874	6	Lackman Pool	2004	Dodge	VAN	Grand Caravan 7-pass	False	0	60468	1D4GP24R74B507439	Set	Update	Delete
	3877	7	Lackman Pool	2004	Ford	VAN	Econoline 15-pass Van	False	0	60668	1FB5S31L44HB13412	Set	Update	Delete
	3878	7	Lackman Pool	2004	Ford	VAN	Econoline 15-pass Van	False	0	60669	1FB5S31L64HB13413	Set	Update	Delete
	3879	7	Lackman Pool	2004	Ford	VAN	Econoline 15-pass Van	False	0	60667	1FB5S31L84HB13414	Set	Update	Delete
	3883	6	Lackman Pool	2005	Dodge	VAN	Grand Caravan SE 7-pass	False	0	60889	1D4GP24R5B368083	Set	Update	Delete
	3885	6	Lackman Pool	2005	Dodge	VAN	Grand Caravan SE 7-Pass	False	0	60906	1DGP24RX5B381319	Set	Update	Delete
Download	3886	7	Lackman Pool	2006	Ford	LIFT	Econoline 15-Pass	True	0	60944	1FB5S31L16HA08586	Set	Update	Delete
Add														

To move vehicles in and out of maintenance, push the corresponding “Set” or “Unset” buttons located on the right side of the screen. To update a vehicle's information, click on the area you wish to edit and change it as you need. After you are finished editing a vehicle, remember to press the “Update” button to commit the changes. Please note, you cannot edit a vehicle's ID number. If you need to change a vehicle's ID number, you will need to add a new vehicle. To delete a vehicle, press the corresponding “Delete” button on the right side of the screen.

To add a new vehicle, press the “Add” button in the bottom left corner of the screen. This will bring up the “Add Vehicles” dialog window.

Johnson County Developmental Supports Admin Panel Logout

	Vehicle ID	Capacity	Location	Model Year	Make	Tie Downs	License	VIN	
Vehicles	3859	1	Lackman Pool	1993	Chevrolet		30588	1CGCG35KIPF339167	Set Update Delete
	3866	7	Lackman Pool	2001	Dodge		56142	2B5WB352XIK546309	Set Update Delete
	3869	7	Lackman Pool	2000	Ford		54257	1FDRE14L27HC05332	Set Update Delete
	3870	6	Lackman Pool	2001	Dodge		56318	1B4GP2538IB268984	Set Update Delete
	3872	7	Lackman Pool	2003	Ford		60435	1FBSS31L83HB78648	Set Update Delete
	3873	1	Lackman Pool	2004	Dodge		60467	1D4GP24R54B507438	Set Update Delete
	3874	6	Lackman Pool	2004	Dodge		60468	1D4GP24R74B507439	Set Update Delete
	3877	7	Lackman Pool	2004	Ford		60668	1FB553IL44HB13412	Set Update Delete
	3878	7	Lackman Pool	2004	Ford		60669	1FB553IL64HB13413	Set Update Delete
	3879	7	Lackman Pool	2004	Ford		60667	1FB553IL84HB13414	Set Update Delete
Download	3883	6	Lackman Pool	2005	Dodge		60889	1D4GP24R85B368083	Set Update Delete
	3885	6	Lackman Pool	2005	Dodge		60906	1DGP24RX5B381319	Set Update Delete
Add	3886	7	Lackman Pool	2006	Ford	LIFT Econoline 15-Pass True 0	60944	1FB553IL16HA08586	Set Update Delete

Vehicle ID:

Capacity:

Location:

Model Year:

Make:

Class:

Description:

Lift: ☐

Tie Downs:

License:

VIN:

Enter your desired vehicle information and click the “Add” button in the bottom left corner. If the vehicle ID is already in use, an error message will be displayed.

To download an Excel spreadsheet containing all vehicle information, press the “Download” button in the bottom left corner.

Step 3: Managing Reservations

To access the current reservations, click the “Reservations” button on the left side of the screen. You will be presented with a list of all current reservations.

Johnson County Developmental Supports Admin Panel						Logout
Vehicles	Reservation ID	User	Vehicle ID	Pick Up	Drop Off	
	159	kmotlial@jccc.edu	3850	2015-11-26 20:15:00	2015-12-10 20:15:00	Delete
Reservations	169	tmadiso6@stumail.jccc.edu	3838	2015-12-02 19:15:00	2015-12-08 19:15:00	Delete
Users	167	tmadiso6@stumail.jccc.edu	3876	2015-12-02 21:00:00	2015-12-09 04:30:00	Delete
	184	jwmagnuson95@outlook.com	3839	2015-12-05 21:45:00	2015-12-05 22:45:00	Delete
	183	jmagnus4@stumail.jccc.edu	2808	2015-12-05 21:45:00	2015-12-05 22:45:00	Delete
	185	jmagnus4@stumail.jccc.edu	3859	2015-12-05 22:45:00	2015-12-05 23:45:00	Delete
	173	jmagnus4@stumail.jccc.edu	3866	2015-12-24 20:00:00	2015-12-24 21:00:00	Delete
Download						
Add						

To delete a reservation, click the corresponding “Delete” button on the right side of screen. To add a new reservation, click the “Add” button in the bottom left corner of the screen. To download a list of all reservations, click the “Download” button in the bottom left corner of the screen.

Step 4: Managing Users

To access the users page, click the “Users” button on the left side of the screen. You will be presented with a list of all users and their administrator status.

Johnson County Developmental Supports Admin Panel				Logout
Vehicles	User ID	Email Address	Administrator	
	1	tmadiso6@stumail.jccc.edu	True	Delete
Reservations	2	jmagnus4@stumail.jccc.edu	True	Delete
Users	3	kmotilal@jccc.edu	True	Delete
	51	jwmagnuson95@outlook.com	False	Delete
Add				https://www.youtube.com

To delete a user, click the corresponding “Delete” button on the right side of the screen. To add a new user, press the “Add” button in the bottom left corner of the screen. After pressing the “Add” button, you will be presented with the “Add Users” dialog window.

The screenshot displays the 'Johnson County Developmental Supports Admin Panel'. A modal window is open for adding a new user. The modal contains the following fields and options:

- Email Address:
- Password (Optional):
- Confirm Password:
- Administrator: ☐

At the bottom of the modal are two buttons: 'Add' and 'Cancel'.

The background shows a table with user data. The table has columns for 'User ID', 'Email Address', 'Password', 'Confirm Password', and 'Administrator'. The visible rows are:

User ID	Email Address	Password	Confirm Password	Administrator
1	trm			True
2	jma			True
3				True
51	jwma			False

On the left side of the panel, there are tabs for 'Vehicles', 'Reservations', and 'Users'. At the bottom left, there is an 'Add' button and a URL: <https://www.youtube.com>.

Enter the user's email address and, optionally, their password. If a password is not entered, the user will be assigned a random password. Finally, select the user's administrator status and click the "Add" button in the bottom left corner of the window.

Step 5: Logging Out

To log out, press the "Logout" button in the top right corner of the main screen.