


# Create a Reservation

To create a reservation for a short-term vehicle rental:

1. Open the Motorpool window.
2. In the Reservations pane, right-click and select **Insert**. A new record is added to the pane.
3. In the Equip. Class Code column, click the down arrow and select the type of vehicle that will be rented. (It is not necessary at this point to select the actual vehicle.)
4. If a Lease User column is shown, click the down arrow in this column and select the name of the person who is making the reservation.
5. Check the dates and times shown in the Start Date, Start Hour, Final Date, and Final Hour columns. The beginning date will be today's date, with the starting time being the start of the work day. The ending date will also be today's date, but the ending time will be the end of the work day. If any of these are incorrect, edit the displayed information as needed.
6. Click . The reservation is now created, but pending. It will be activated when a vehicle is assigned to the reservation. See [Activate a Reservation](#) for instructions on assigning a vehicle.