



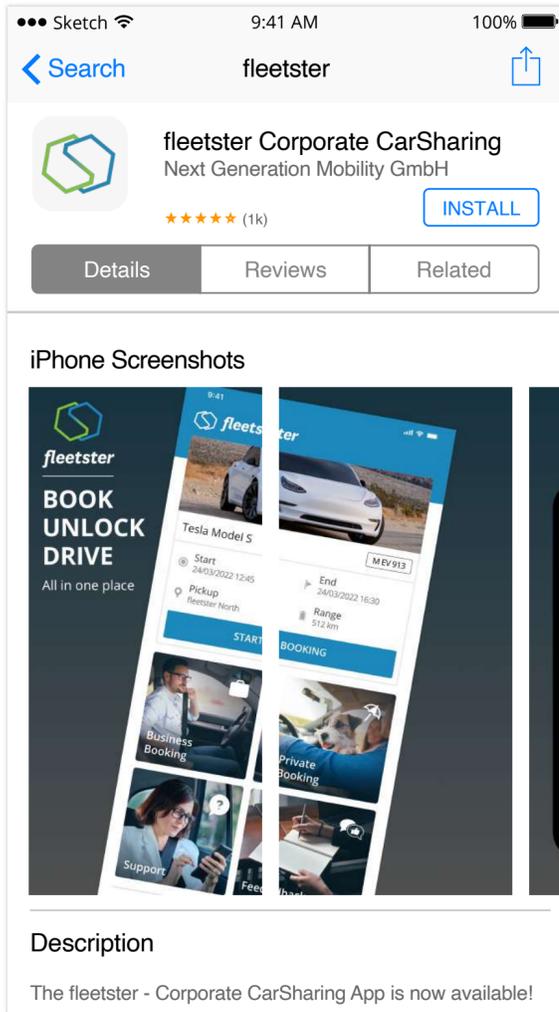
User Guide

Basic instructions to use the fleetster Mobile App



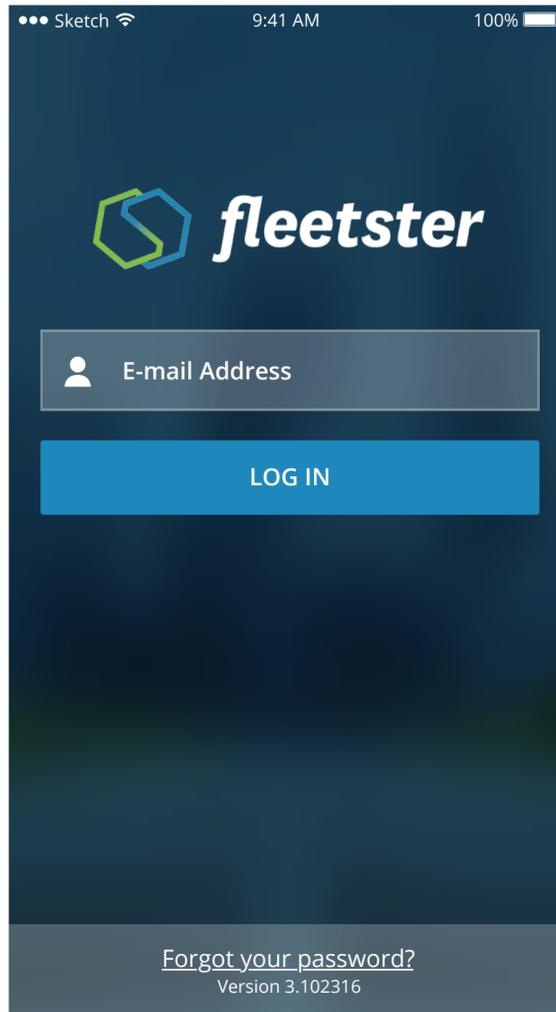
Getting Started

Booking a car has never been this easy. With the fleetster Smartphone app for Corporate CarSharing, you can book vehicles at any point and time. The booking process is simple and done within just a few clicks. This user guide is a step-by-step instruction, explaining everything from installation and driver's license check, up to creating, starting, and finishing a booking - follow this guide and book your next trip through the fleetster mobile app. You can download the fleetster Corporate CarSharing app in your App Store and get started.



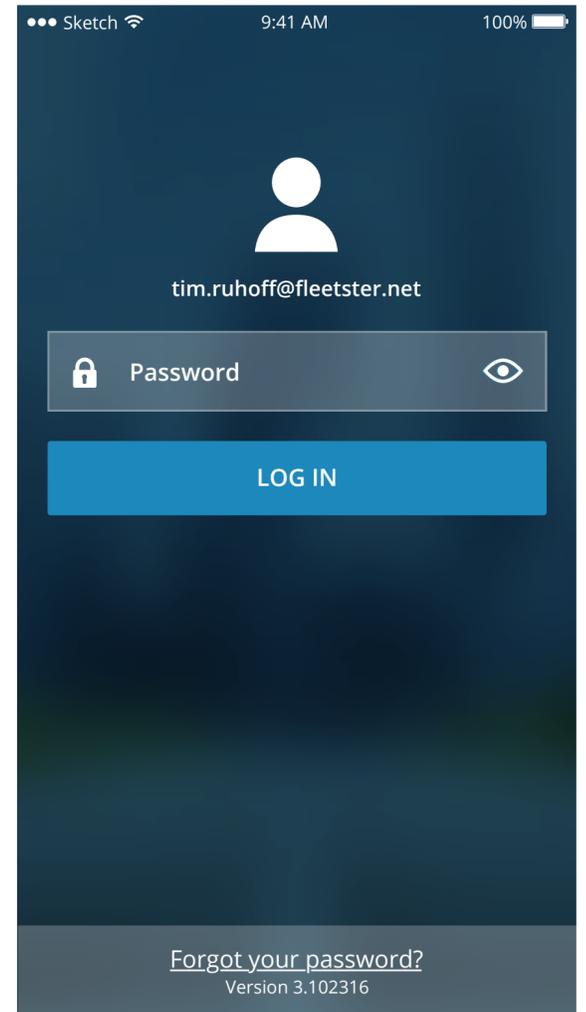
1. Download the fleetster App

Go to the App Store (iOS) or Play Store (Android) to install the fleetster application on your phone.



2. Log In - E-Mail

Open the fleetster App. You should see the Log In screen. Insert your Email Address and tap on "Log In".



3. Log In - Password

Insert your password as the final step of the Log In process and tap on "Log In".



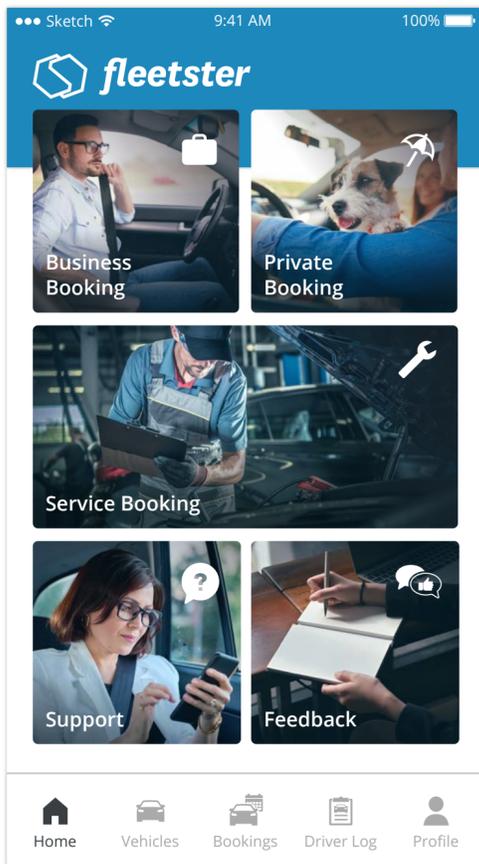
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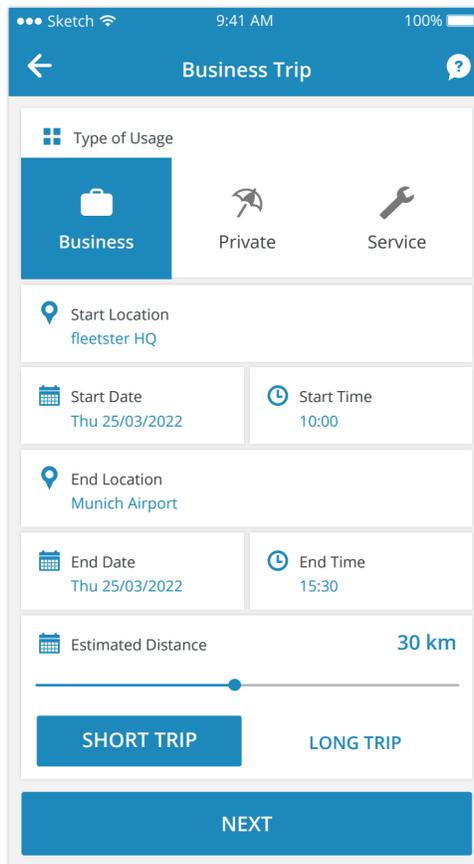
Creating a Booking

You are now ready to create your booking! The mobile app offers different booking types that can be selected before the actual booking process starts. Make sure to choose the right type of booking and continue. In case of questions, requesting support or feedback is also possible directly through the app. To create a new booking just follow the steps provided.



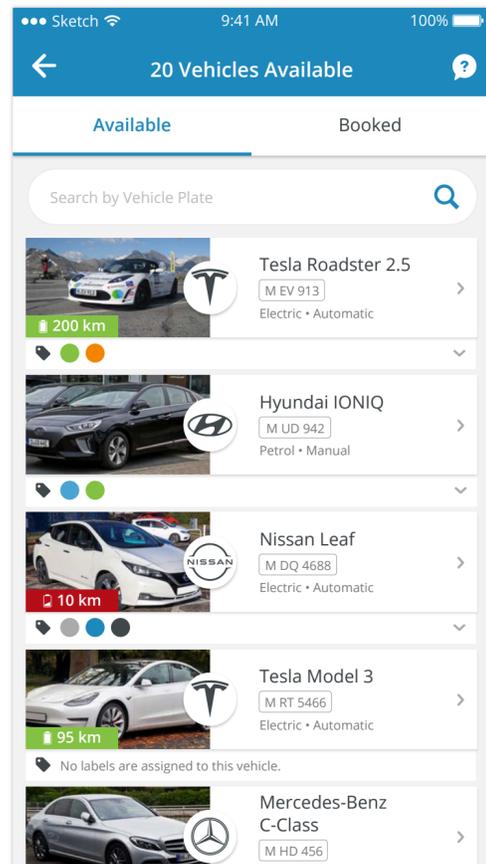
1. Select a Booking Type

Start your booking by choosing the type of booking (Business, Private or Service) and continue.



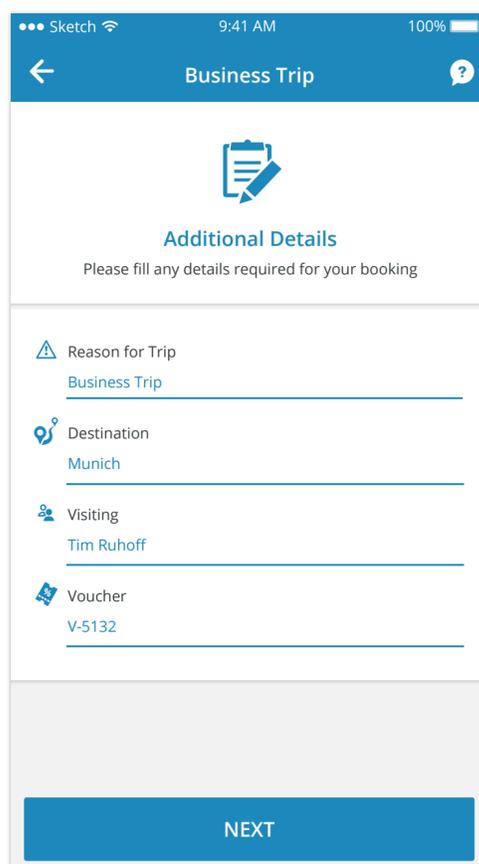
2. Fill in basic information

Fill in the start and end location, start and end time of your booking, and the estimated distance of your trip.



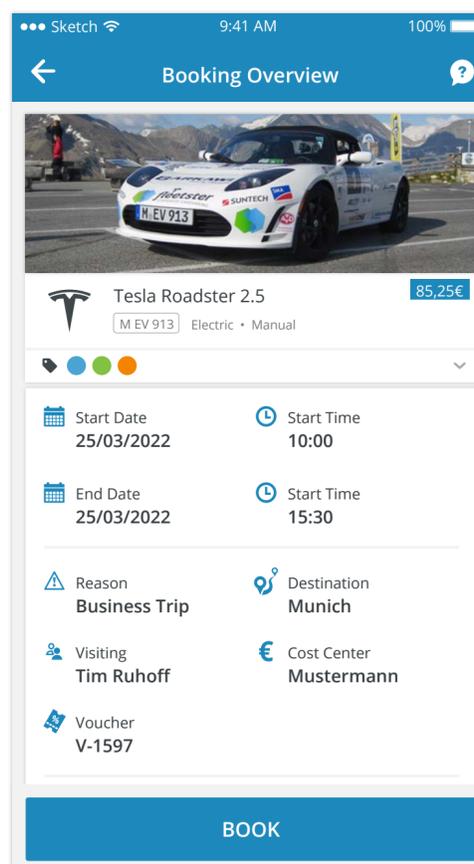
3. Select a vehicle

You can now see the available vehicles for the selected time and location. Choose the car of your choice and continue to the final step of your booking.



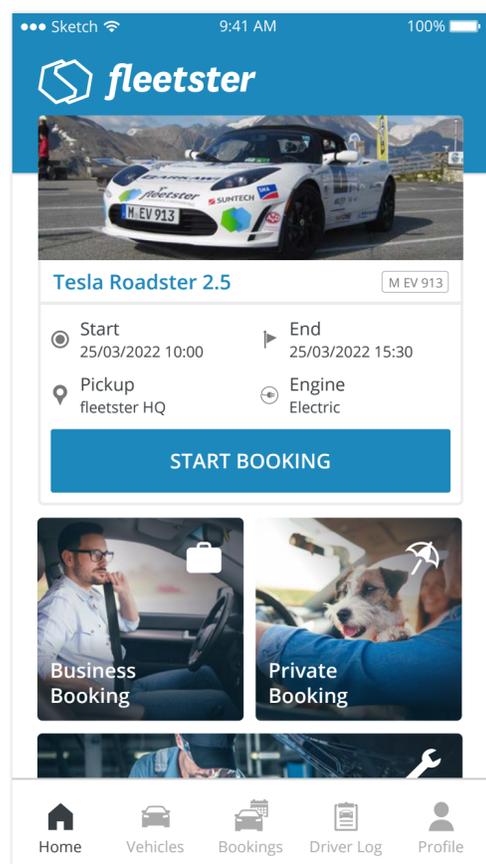
4. Fill in Additional Details

At this point in the process you may or may not have to provide more information for your booking, depending on your company's settings.



5. Overview

As the final step of your booking, review all the details and tap on "Book" to create the booking.



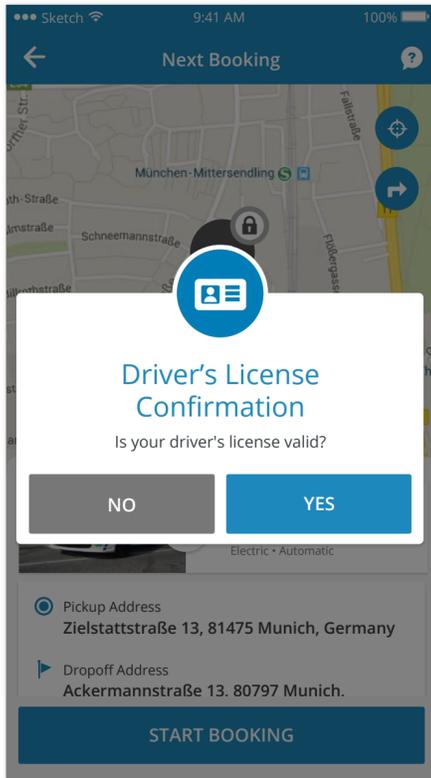
6. Booking Created

Your booking details will now be shown at the very top of the Home screen. When you are ready to go tap "Start Booking" and follow the instructions.



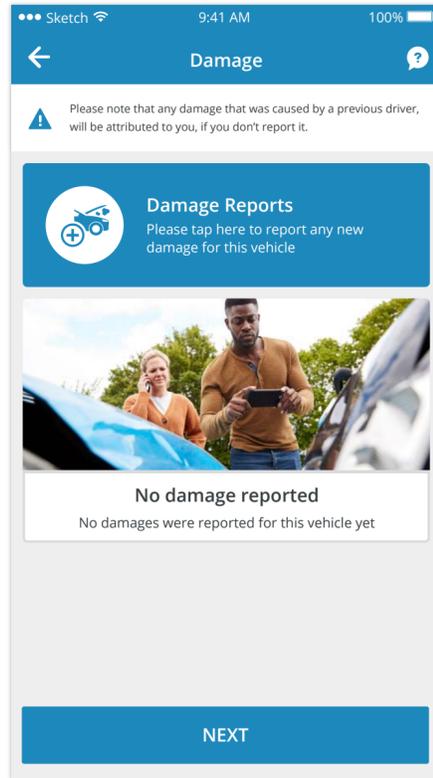
Starting and Finishing a Booking

Just a few more steps and you are finally ready to go. The last section includes three steps: check-in, damage diagnosis, and check-out. Make sure to follow the instructions below, to make sure you did not miss an important step. To access the car no key is needed. The car can be opened through the application and the key will be available in the car. When you check out, also make sure to leave the key in the car and lock the car via the mobile app. Sounds complicated? Don't worry. The following guide will explain every step in detail.



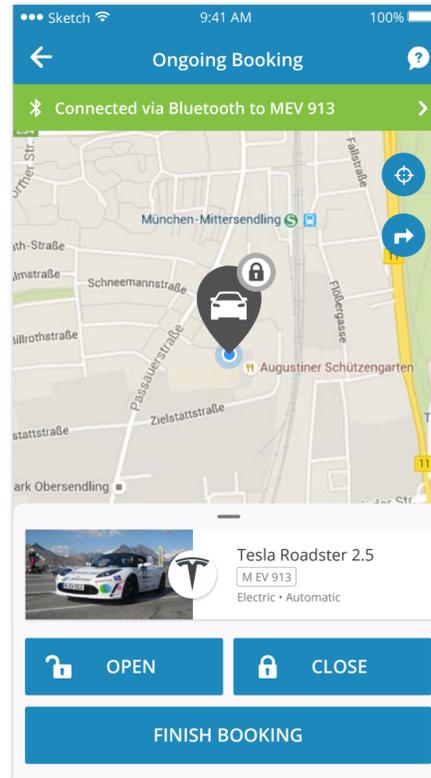
1. Valid Driver License

Before every booking, confirm one more time that you have a valid Driver's License. Then you will be able to get started.



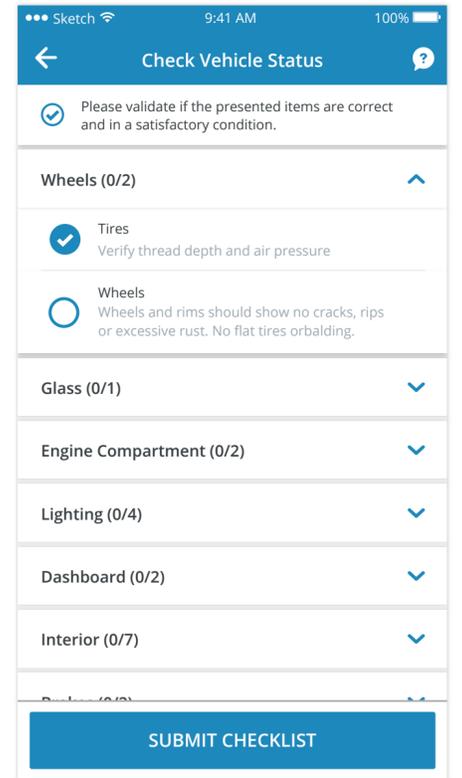
2. Damages

Make sure to report already existing damages on the car before starting your booking. You can fill in the exact damage and spot in the app.



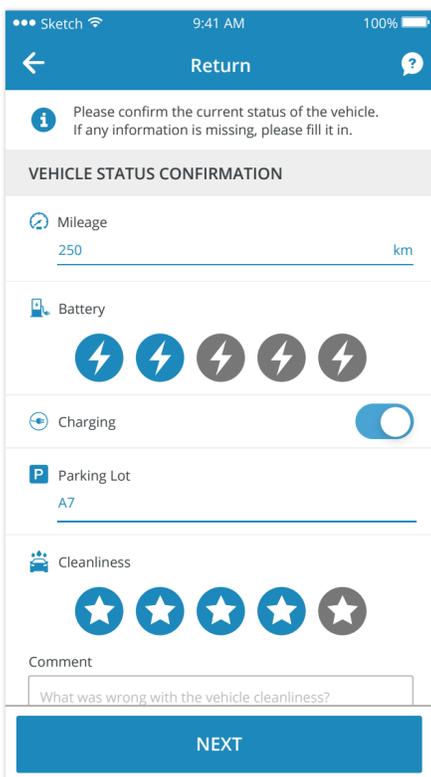
3. Lock / Unlock your vehicle

This screen will convert the App into your car key. To open the car, simply tap unlock and you are good to go. Once you have finished your trip, lock the car with the app again and tap "Finish Booking".



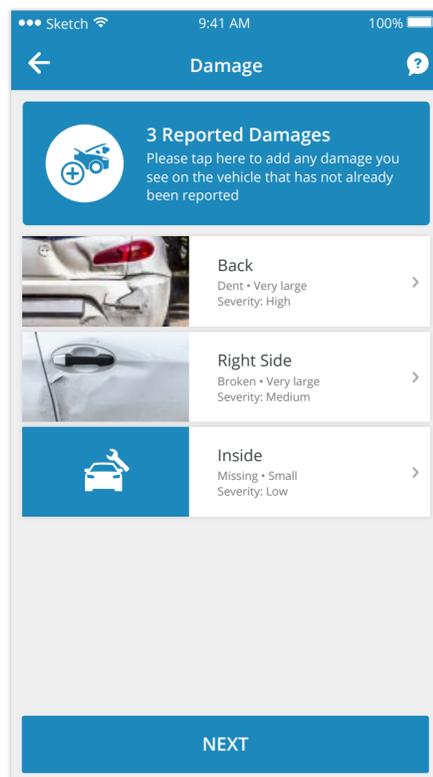
4. Vehicle Check List

Do one last general check of the vehicle to ensure it is safe and working properly.



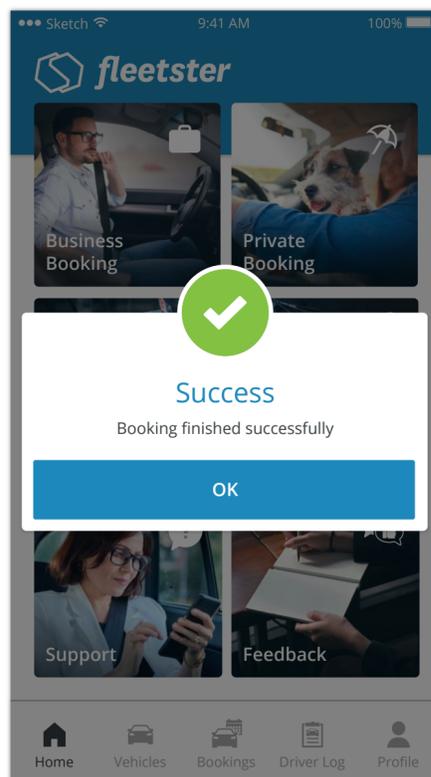
5. Return

Confirm the status of your vehicle and enter mileage, fuel/charge levels, parking lot number, and cleanliness. Depending on the settings of your admin, these might be optional, mandatory, or even off.



6. Damages

Report any damages that have occurred during the booking. Tapping on "Next" will end the process.



7. Success

Finishing your booking will redirect you to the Home screen, where the booking card at the top is no longer visible.