

Motor Pool Reservation Instructions



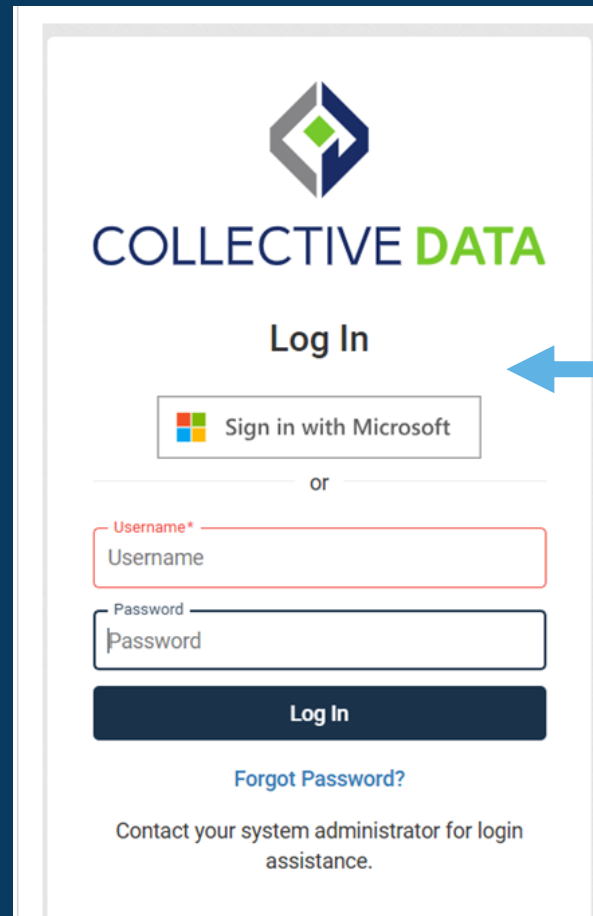
FINANCE AND
ADMINISTRATION CABINET


To log in to Fleet Motor Pool Reservations, please log in to your KHRIS account and go to the Fleet Management tab. It will take you to Collective Data website.

This can be done from any location and any device.

The screenshot shows the 'Employee Self-Service' dashboard with a grid of 21 tiles. The 'Fleet Management' tile, located in the second row, fifth column, is circled in blue. It features a green car icon. Other tiles include 'Time Recording', 'Salary Statement', 'Election for Online W-2', 'Online W-2', 'W2 Reprint Request', 'Tax Withholding', 'State Employee Travel', 'Kentucky Public Pensions Authority Member Self Service', 'Leave Balance Overview', 'Time Statement', 'Enrollment Overview', 'Ky Deferred Comp', 'Dependents and Beneficiaries', 'Life Insurance Beneficiary Change', 'Member Portal', 'Personal Profile', 'Position Description', 'Who's Who', 'MyPANS', and 'Worklist'. A navigation bar at the bottom contains links for 'Documents in Demand (Forms)', 'Tutorials/Guides/Time Recording Resources', 'Employee Handbook', and 'W2 Information'.

After entering KHRIS and going to Collective Data, log in using your Microsoft account.




COLLECTIVE DATA
Log In
Sign in with Microsoft
or
Username*
Username
Password
Password
Log In
[Forgot Password?](#)
Contact your system administrator for login assistance.

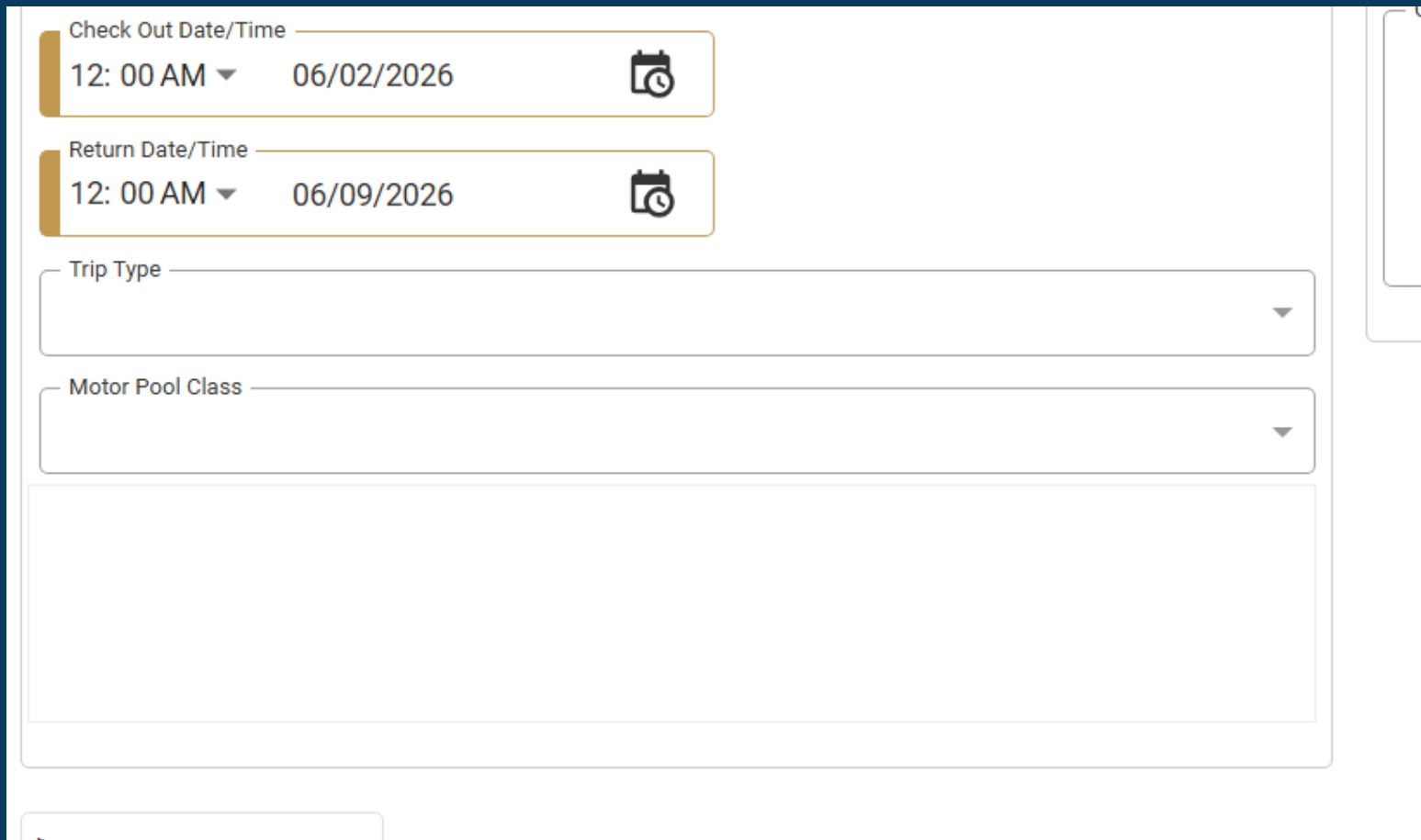
After you log in, click on Motor Pool Reservation.

You will need to add the required information: Employee, Cabinet, Department, Account (EMars account), and check out date and time.

There are pull down menus to look them up.

The screenshot shows a web form for making a reservation. It is divided into two main sections: 'Reservation Details' and 'Destination'. The 'Reservation Details' section contains several fields: 'Reservation No.' (set to '<Auto>'), 'AssetWorks Reservation ID' (set to '0'), 'Employee' (a text input field with a blue arrow pointing to it), 'Cabinet' (a dropdown menu), 'Department' (a text input field with a blue arrow pointing to it), 'County' (a dropdown menu), 'Account' (a dropdown menu showing 'Emars account' with a blue arrow pointing to it), and 'Check Out Date/Time' (a date/time picker with a calendar icon and a blue arrow pointing to it). Below the 'Check Out Date/Time' field is a note: 'Please select the check out and return dates and times to continue'. The 'Destination' section contains fields for 'Destination', 'Address', 'Address 2', 'City', 'State', and 'Comments'. The form is titled 'Reservation' and 'Your Other Reservations'.

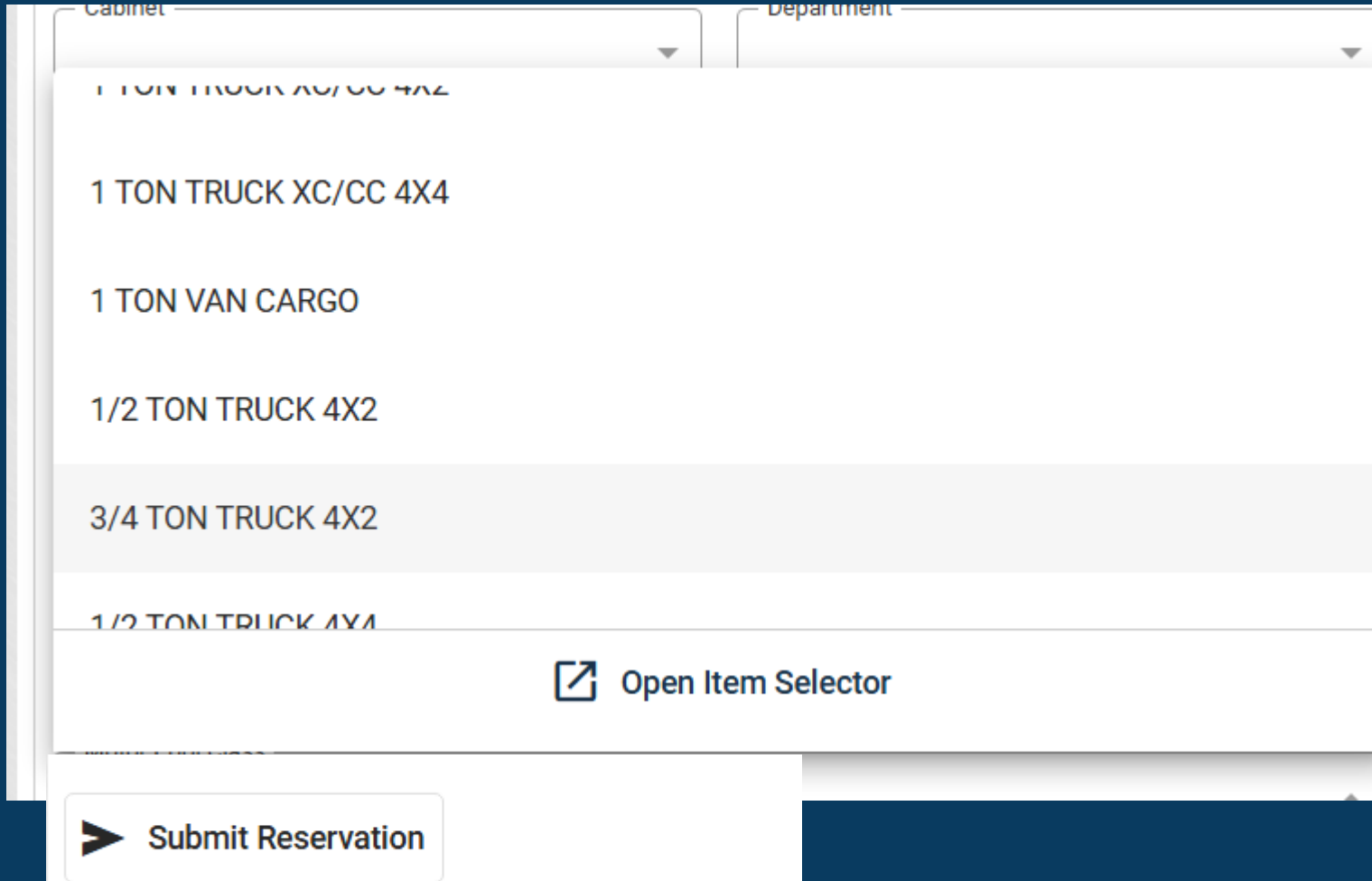
Once you put in your check out and check in times, there will be more windows added to allow you to request the type of vehicle needed.



The image shows a screenshot of a web form with the following fields:

- Check Out Date/Time:** A date and time picker showing 12:00 AM on 06/02/2026, with a calendar icon to the right.
- Return Date/Time:** A date and time picker showing 12:00 AM on 06/09/2026, with a calendar icon to the right.
- Trip Type:** A dropdown menu that is currently empty.
- Motor Pool Class:** A dropdown menu that is currently empty.

When you click on Motor Pool Class, a drop-down menu will provide options. When you have filled these in, click Submit Reservation at the bottom.



The screenshot shows a web form with two dropdown menus at the top: "Cabinet" and "Department". Below them is a large dropdown menu for "Motor Pool Class" which is open, displaying a list of vehicle options. The options are: "1 TON TRUCK XC/CC 4X2", "1 TON TRUCK XC/CC 4X4", "1 TON VAN CARGO", "1/2 TON TRUCK 4X2", "3/4 TON TRUCK 4X2", and "1/2 TON TRUCK 4X4". The "3/4 TON TRUCK 4X2" option is currently selected and highlighted. Below the list is a link that says "Open Item Selector" with an external link icon. At the bottom left of the form is a button labeled "Submit Reservation" with a right-pointing arrow icon.

When you have finished with and submitted the request, you will get an email confirmation.

This email will have a six-digit conformation number for you to check out the vehicle.

Reservation Check Out - PIN for KeyTracer Locker

Dear

The Key for the vehicle is available at the KeyTracer Locker, below are the details:

Vehicle: 4215: 2010 Ford F350

Confirmation: 586432

Date and Time for Check Out: 03/24/2026 1:15 PM03/24/2026 1:15 PM

Date and Time for Check In: 03/25/2026 1:15 PM03/25/2026 1:15 PM

If you have any questions, feel free to reply to this email.

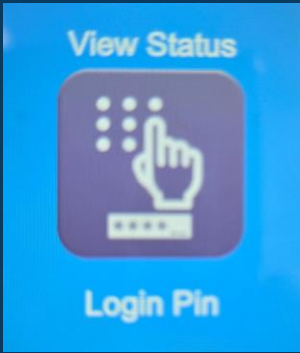
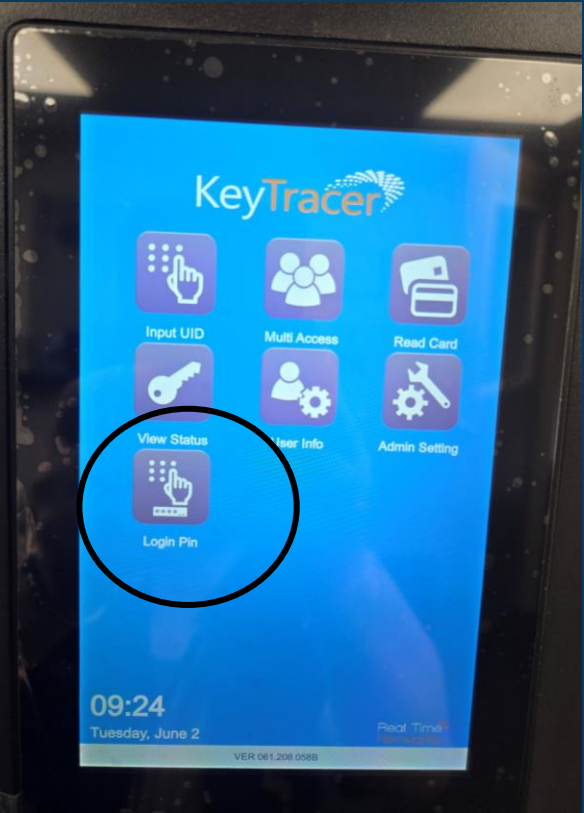
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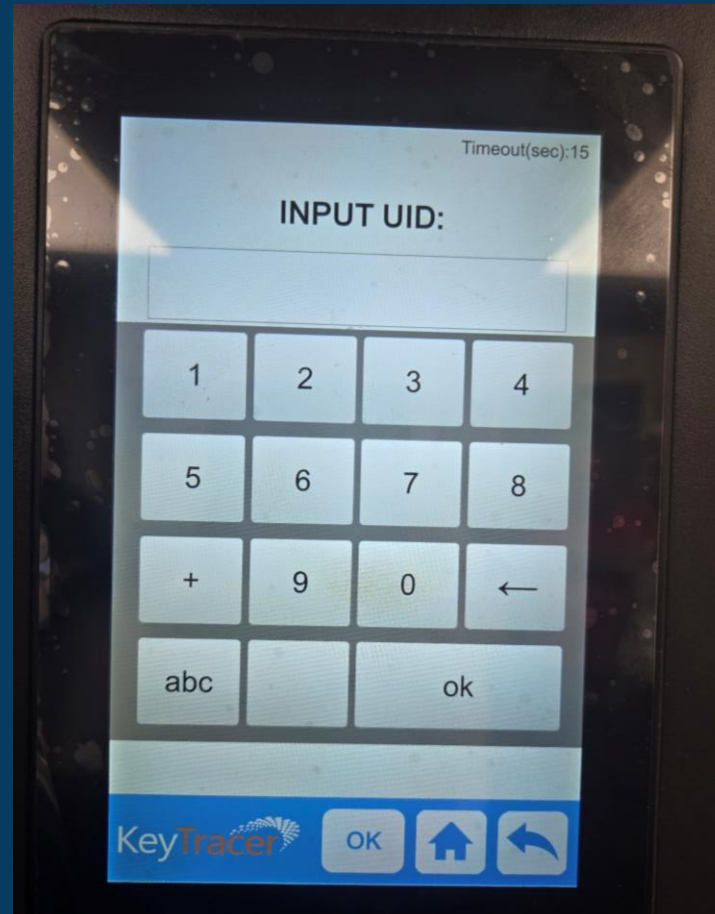
You will use this machine to check out your key after entering the Fleet Management Building (369 Warsaw St., Frankfort).



On the right side, you will see this key tracer.
Click Login Pin.



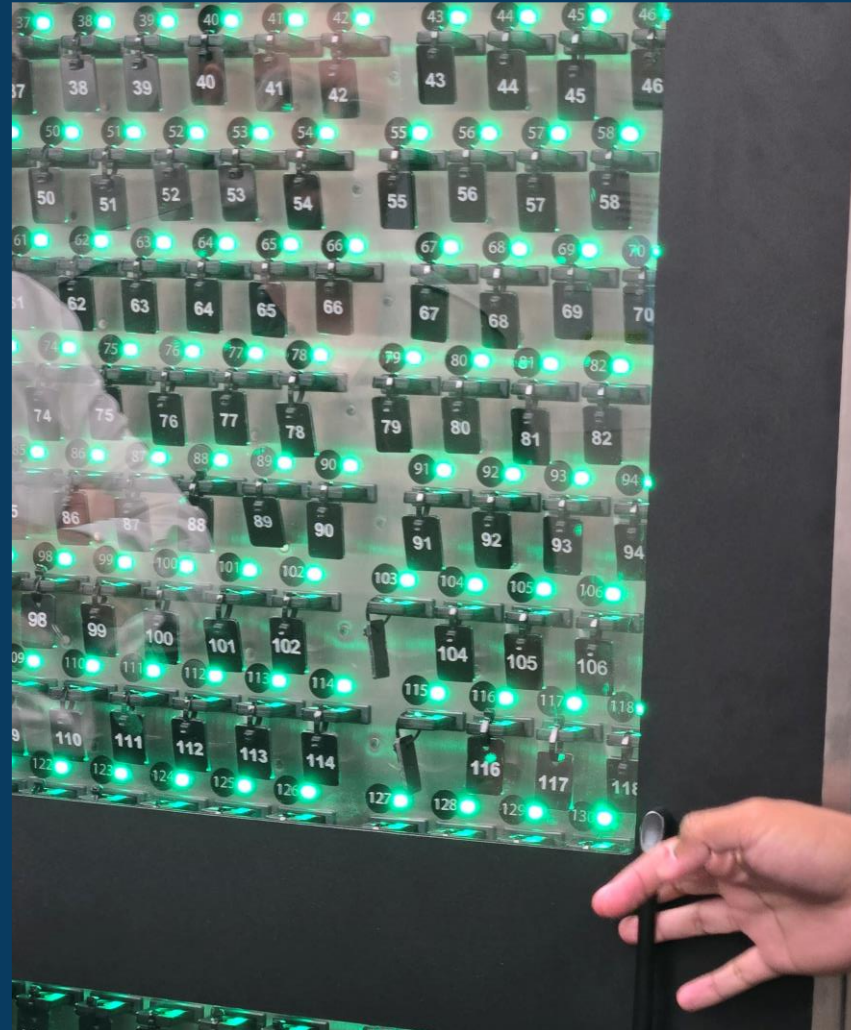
When the pin pad comes up, enter the pin number you received in your email confirmation.



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The door will unlock. Only your key will light up.
Please take your key and shut the door.



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Upon returning, scan your key card here next to the pin pad and enter your return confirmation number. The door will open, and the slot that will allow your key to go in will light up red.

Put your key in that spot. Then close the door. Afterwards, you will be able to make another reservation if needed.

