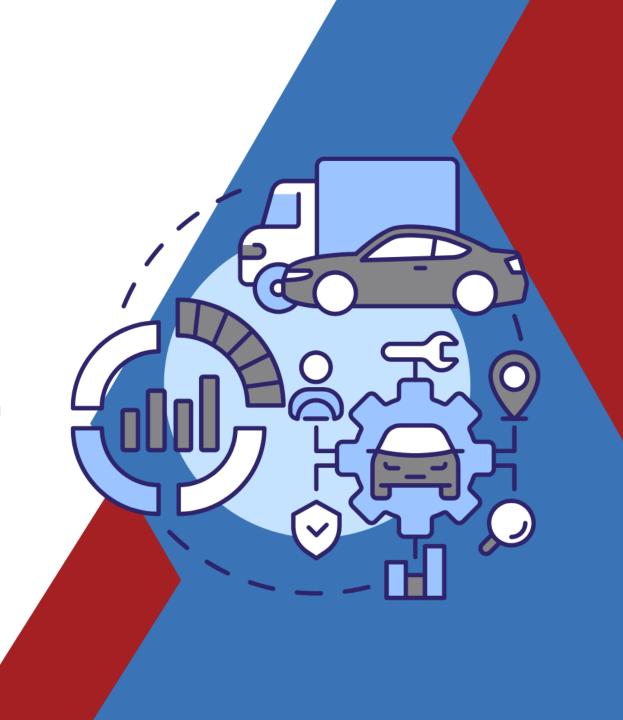


WELCOME TO COMMAND 24

Learn. Network. Engage.

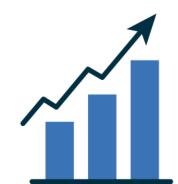


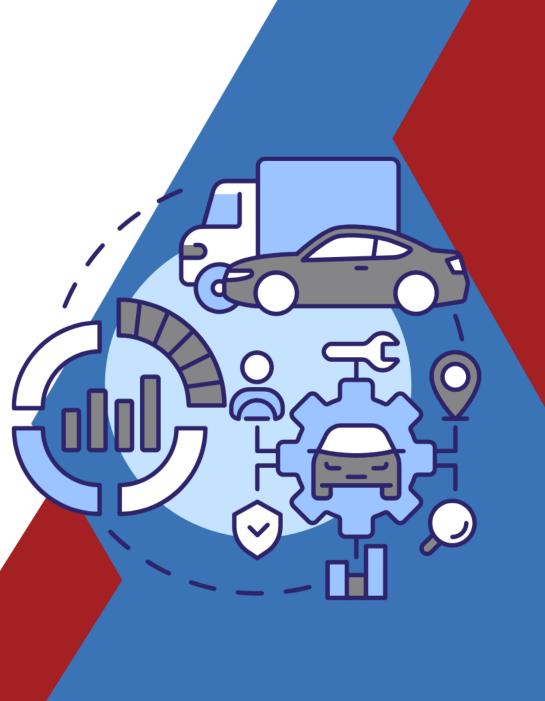




FleetCommander: New User Training

October 1, 2024





Brain Puzzles

How Many Can You Solve?

Brain Puzzle One:

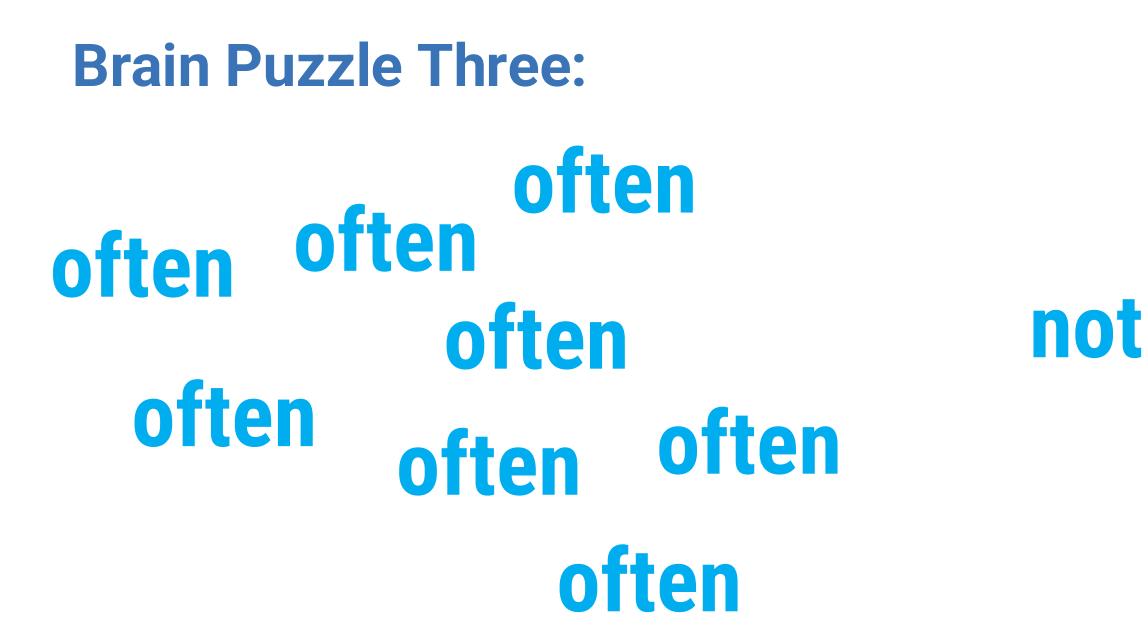




Brain Puzzle Two:

na fish na fish







Brain Puzzle Four:





Brain Puzzle Five:



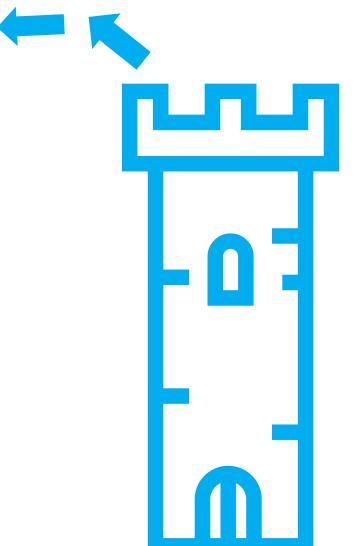


Brain Puzzles

How Many Can You Solve?

Brain Puzzle One:

Q





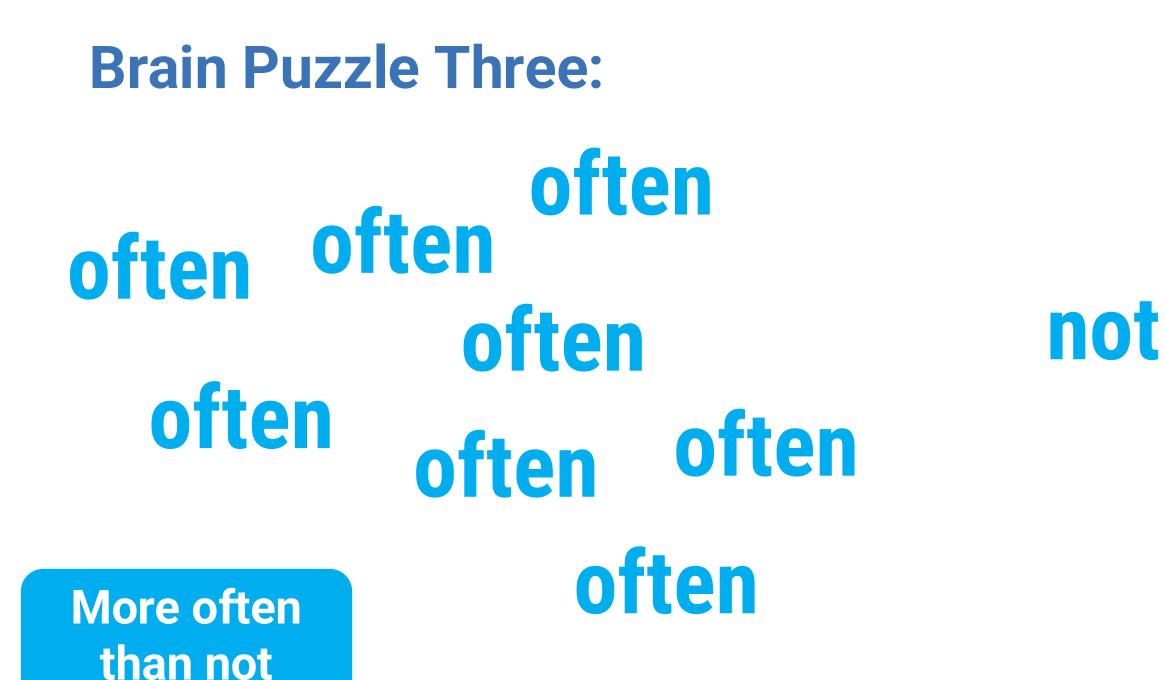


Brain Puzzle Two:

na fish na fish









Brain Puzzle Four:



Hang in there



Brain Puzzle Five:



What We'll Learn Today

What is FleetCommander?

an Overview

Accessing FleetCommander

• Log-in

Driver/Requestor Interface

- Welcome Page
- Information Links (including New User Registration)
- Vehicle Use Links (including Make Reservation)

COMMAND 24

Administrator Interface

- Dashboard
- Admin Menus (Configure, Tools, Reports, and Manage)
- Manage > User
- Manage > Vehicle
- Manage > Make Reservation
- Manage > Reservation (View, Modify, and Cancel)
- Dispatching a Vehicle
- Manage > Fleet (View, Make, and Move Reservations)
- Dashboard Continued Vehicle Use Tab



Administrate Communicate Enforce

FleetCommander, the <u>ACE</u> up your sleeve!





What is **FleetCommander?**





FleetCommander Overview

Cloud-based Fleet Management Solution

- Can oversee centralized or disbursed operations
- Scalable from 25 to 25,000+ vehicles
- Able to <u>administer</u> unlimited drivers/users

Highly configurable to support precise business needs

Optional modules can include:

- MotorPool/Vehicle Sharing
- Maintenance & Parts
- Fuel Management
- Risk Management
- Telematics

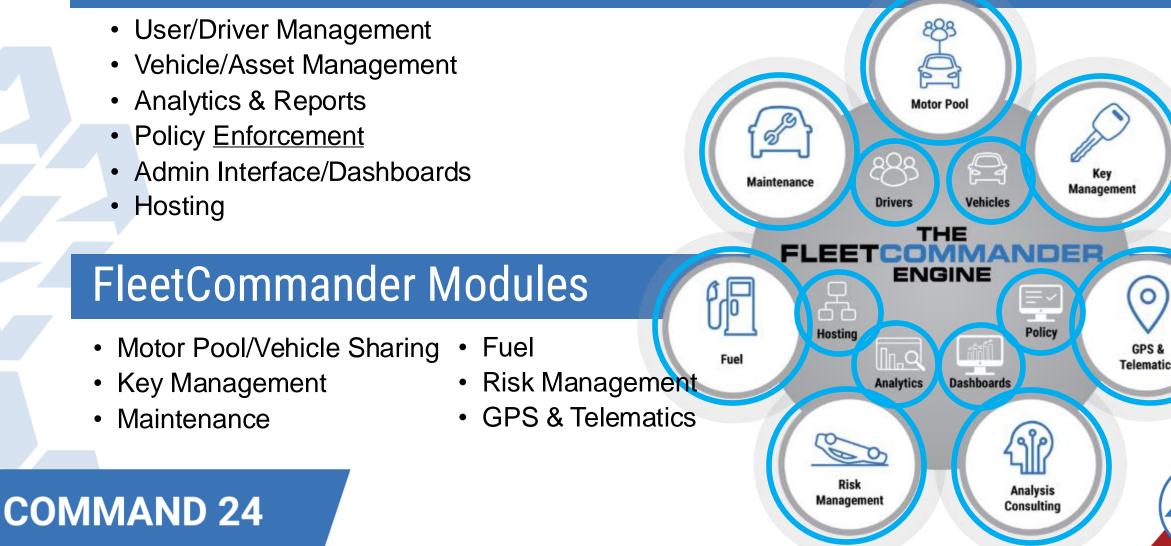


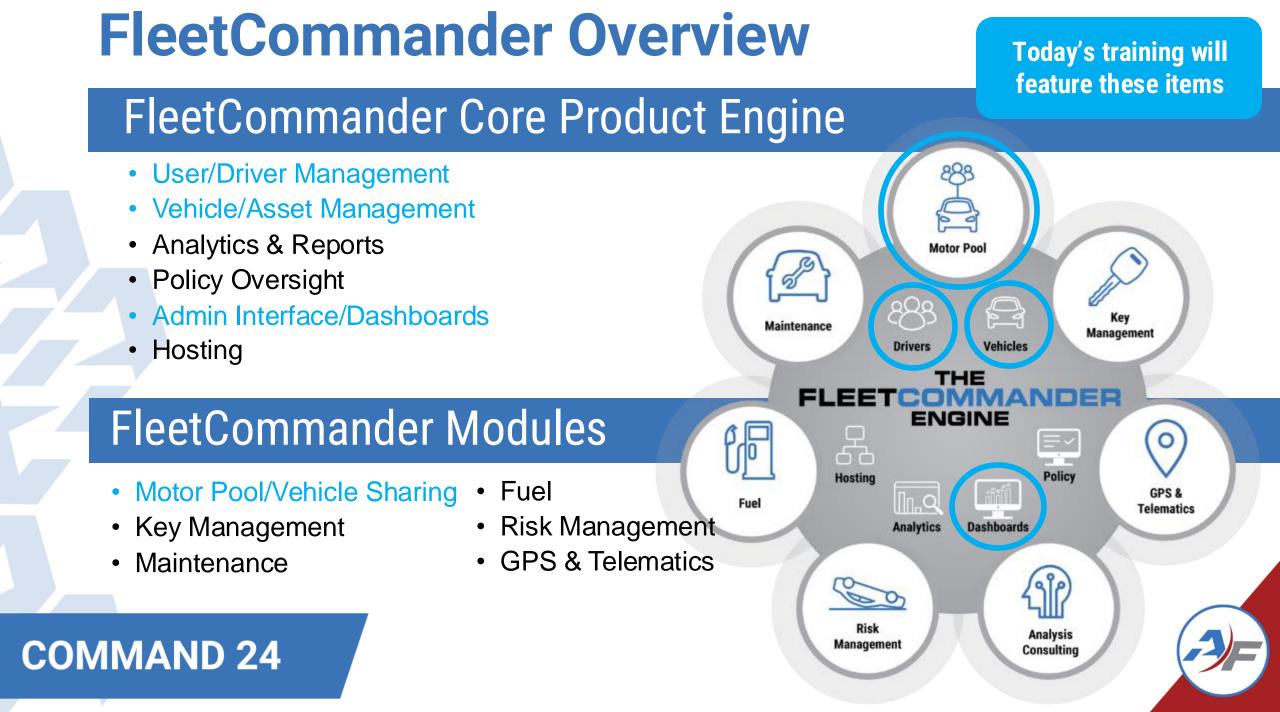
COMMAND 24

FleetCommander Overview

•

FleetCommander Core Product Engine





What is a profile in FleetCommander?

A profile is a centralized repository of your fleet data and is unique to each associated user and asset/vehicle.

Profiles are essential components of the "FleetCommander Engine"

COMMAND 24



FleetCommander Users



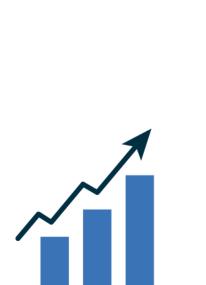
What assets can you place in FleetCommander?



Answer: ALL OF THEM! Bicycles Light Duty **Patrol Cars** Sedans Yellow Iron Trailers Generators EVs **Pick-up Trucks** Heavy Duty **Golf Carts**



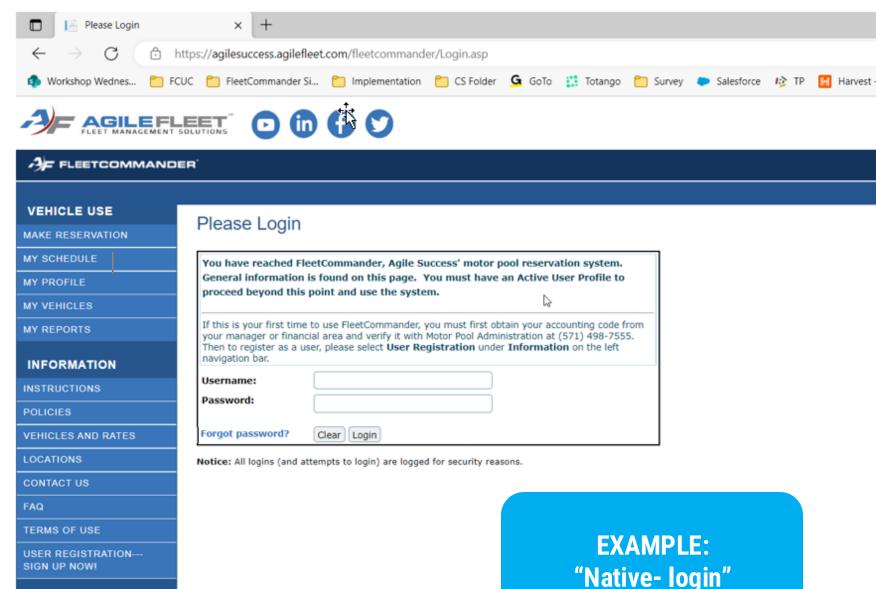
Accessing FleetCommander





Accessing FleetCommander: Login

Go to yourURL.agilefleet.com



COMMAND 24

Accessing FleetCommander: Login

vour company Pick an account		vourcompaný
Jon Roodschild Connected to Windows		Username
	EXAMPLE: "Custom Authentication"	Passphrase
		Log in
		CReset passphrase (?) Get help
OMMAND 24		

Accessing FleetCommander: Welcome Page

Successful login brings you to FleetCommander Welcome Page

Welcome Page highlights important information including fleet policies

COMMAND 24

->F FLEETCOMMANDER



VEHICLE USE

MY VEHICLES

MAKE RESERVATION

MY SCHEDULE

MY PROFILE

MY REPORTS

ACCIDENTS/INCIDENTS

INFORMATION

INSTRUCTIONS POLICIES

VEHICLES AND RATES

LOCATIONS

FAQS

CONTACT US

VIDEO GALLERY

DOCUMENTS

PRIVACY STATEMENT
SIGN UP NOW!



MAKE RESERVATION



MY SCHEDULE MY VEHICLES





Welcome to Agile Fleet's New User Training

-YF COMMAND 24

FleetCommander New User Training

We are pleased to provide you this 2.5 hour training session on our fleet management solution. FleetCommander gives drivers 24-hour per day access to fleet resources, policies, and procedures. Please enjoy the training as you learn more about Fleet Commander's management of users, vehicles, reservations, and dispatch.

FleetCommander - vehicle reservations at your Command

We take pride in serving you through this training and welcome any feedback. You can provide feedback by clicking here: Feedback Survey. Get Started...



Home



Forgot Password?





Accessing FleetCommander: Login

TIP: If you forgot your password, you can receive a reset prompt

COMMAND 24

D Please Login	× +		
\leftarrow \rightarrow C \bigcirc ht	ttps://agilesuccess.agilefleet.com/fleetcommander/Login.asp		
🤹 Workshop Wednes 📋 FCU	JC 🛅 FleetCommander Si 🛅 Implementation 📋 CS Folder 💁 GoTo 👯 Totango 🛅 Survey 🎔 Salesforce 🎼 TP 🛃 Harvest -		
->	in'		
VEHICLE USE	Please Login		
MAKE RESERVATION			
MY SCHEDULE	You have reached FleetCommander, Agile Success' motor pool reservation system. General information is found on this page. You must have an Active User Profile to proceed beyond this point and use the system.		
MY PROFILE			
MY VEHICLES			
MY REPORTS	If this is your first time to use FleetCommander, you must first obtain your accounting code from your manager or financial area and verify it with Motor Pool Administration at (571) 498-7555.		
INFORMATION	Then to register as a user, please select User Registration under Information on the left navigation bar.		
INSTRUCTIONS	Username: Password:		
POLICIES			
VEHICLES AND RATES	Forgot password? Clear Login		
LOCATIONS	Notice: All logins (and attempts to login) are logged for security reasons.		
CONTACT US			
FAQ			
TERMS OF USE			

USER REGISTRATION----SIGN UP NOW!

Accessing FleetCommander: Login

	$\begin{array}{ccc} \leftarrow & \rightarrow & C & \textcircled{\ } & \mbox{https://agilesuccess.agilefleet.com/flee} \\ \end{tabular}$ Workshop Wednes $\begin{tabular}{c} & \mbox{FCUC} & \end{tabular} & \end{tabular} & \end{tabular} & \end{tabular} & \end{tabular} & \end{tabular} & \end{tabular}$	eetcommander/Login.asp aplementation 📋 CS Folder 💪 GoTo 👯 Totango 📋 Survey 🤛 Salesforce 🎼 TP [
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	A FLEETCOMMANDER	
	VEHICLE USE MAKE RESERVATION Forgot Password	
	MY SCHEDULE	
File Message Help $\widehat{\square}$ \frown Reply \frown Reply \frown Reply \frown For		P ► ► ✓ P Find <a>S
Your request to reset password notifications@agilefleetcommander.com To © Jon Roodschild		$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
We got a request to reset your Fleet Commander password. Ple	ase click on the link below.	
https://matt.agilefleet.com/fleetcommander_net/Organization	/ChangePassword/ChangePassword?t=d6e7b125-0a79-4ec1-98b1-6d0654b84da2	EXAMPLE:
		Password Reset Email







The WELCOME PAGE is the launching point for all Driver/Requestor interaction with FleetCommander

COMMAND 24

Interfaces includes: INFORMATION LINKS and VEHICLE USE LINKS

Information Links

- Instructions
- Policies
- Vehicles and Rates
- Locations
- Contact Us
- FAQs
- Terms of Use
- Privacy Statement
- Documents

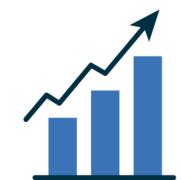
Vehicle Use Links

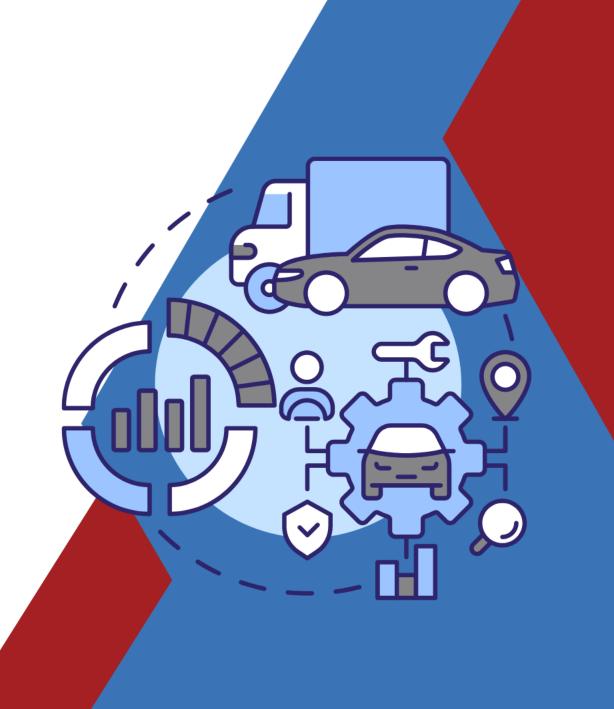
- Make a Reservation
- My Schedule
 - My Profile
- My Reports





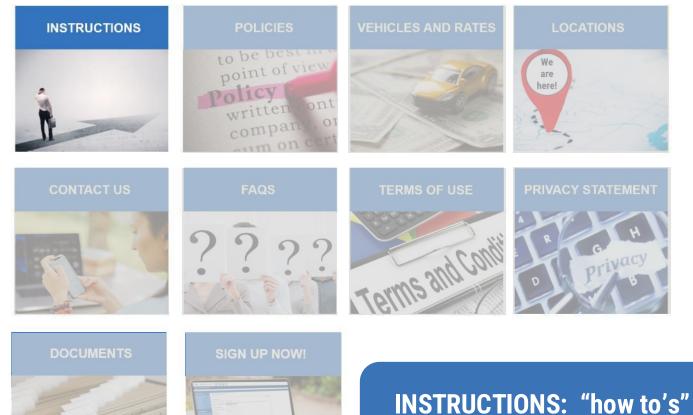
Information Links





Information Links

Shares specific information regarding fleet with requestors/drivers



NSTRUCTIONS: "how to" of making reservations

VEHICLE USE	FI
MAKE RESERVATION	
MY SCHEDULE	
CAR POOL	
MY PROFILE	
MY VEHICLES	
MY REPORTS	
ACCIDENTS/INCIDENTS	W
INFORMATION	We
INSTRUCTIONS	ma
POLICIES	aco tra
VEHICLES AND RATES	vel
LOCATIONS	We
CONTACT US	fee
FAQS	
TERMS OF USE	G
PRIVACY STATEMENT	
DOCUMENTS	-
SIGN UP NOW!	

AF FLEETCOMMANDER

FleetCommander - vehicle

2023 User Conference

New User Training Session

Welcome to Agile Fleet's

We are pleased to provide you this 2.3 management solution. FleetCommand access to fleet resources, policies, an training as you learn more about Flee vehicles, reservations, and dispatch.

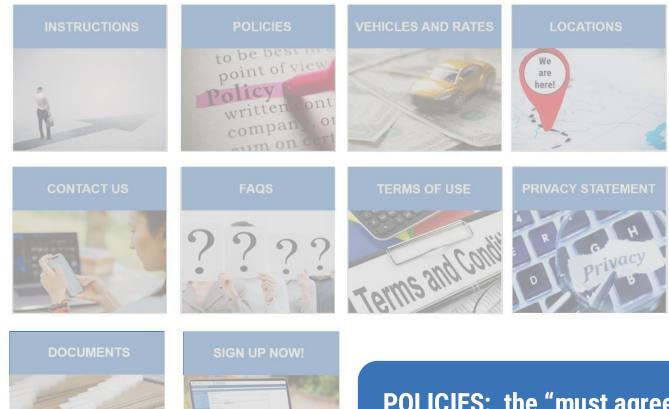
We take pride in serving you through feedback. You can provide feedback

Get Started...



Information Links

Shares specific information regarding fleet with requestors/drivers



POLICIES: the "must agrees" of using vehicles

	FLEET	MANA
VEHICLE USE		
MAKE RESERVATI		
MY SCHEDULE		
CAR POOL		
MY PROFILE		
MY VEHICLES		
MY REPORTS		
ACCIDENTS/INCI	DENTS	
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INSTRUCTIONS		
POLICIES		
VEHICLES AND R	ATES	
LOCATIONS		
CONTACT US		
FAQS		
TERMS OF USE		
PRIVACY STATEM	ENT	
DOCUMENTS		
SIGN UP NOW!		

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FleetCommander - vehicle

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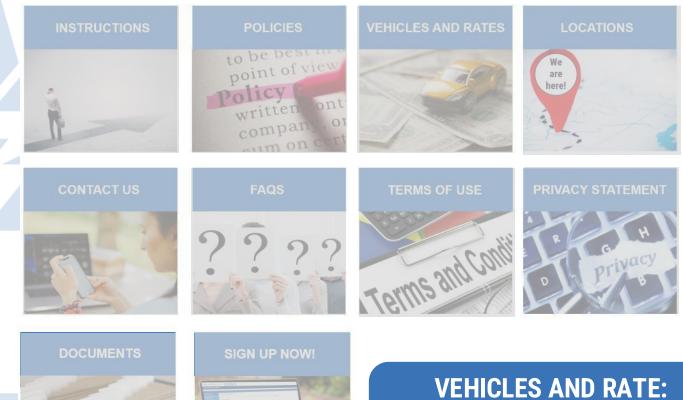
Get Started...



Information Links

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Shares specific information regarding fleet with requestors/drivers



VEHICLES AND RATE: what types of vehicle are offered & the cost to rent.

	FLEET	MANAG
VEHICLE USI	E_	
MAKE RESERVAT		
MY SCHEDULE		
CAR POOL		
MY PROFILE		
MY VEHICLES		
MY REPORTS		
ACCIDENTS/INCI	DENTS	
INFORMATIO	N	
INSTRUCTIONS		
POLICIES		
VEHICLES AND R	ATES	
LOCATIONS		
CONTACT US		
FAQS		
TERMS OF USE		
PRIVACY STATEM	MENT	
DOCUMENTS		
SIGN UP NOW!		

AF FLEETCOMMANDER

FleetCommander - vehicle

AGILEFLEET

2023 User Conference

New User Training Session

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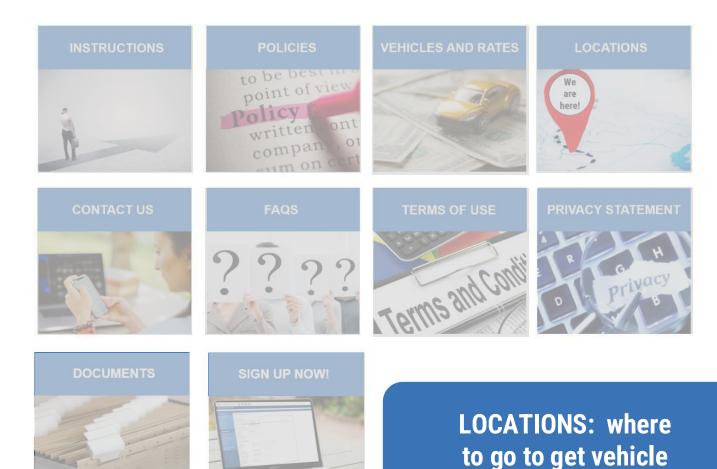
Get Started...



AF FLEETCOMMANDER

Driver/Requestor Intel Information Links

Shares specific information regarding fleet with requestors/drivers



VEHICLE USE	FleetCom	
IAKE RESERVATION	FleetCom	
IY SCHEDULE		
AR POOL		
IY PROFILE	202	
IY VEHICLES		
IY REPORTS		
CCIDENTS/INCIDENTS	Welcome	
INFORMATION	We are pleas	
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OCUMENTS		
IGN UP NOW!	A A	
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mander - vehicle

EETCOMMAND 23 User Conference

New User Training Session

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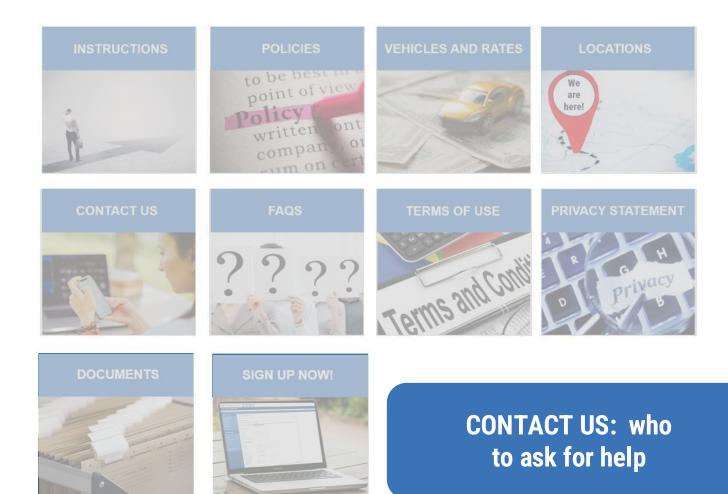
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Information Links

Shares specific information regarding fleet with requestors/drivers



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MAKE RESERVATION	
MY SCHEDULE	
CAR POOL	
MY PROFILE	
MY VEHICLES	
MY REPORTS	
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VEHICLES AND RATES	١
LOCATIONS	١
CONTACT US	ſ
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PRIVACY STATEMENT	
DOCUMENTS	
SIGN UP NOW!	

AF FLEETCOMMANDER

AGILEFLE

FleetCommander - vehicle

2023 User Conference

New User Training Session

Welcome to Agile Fleet's

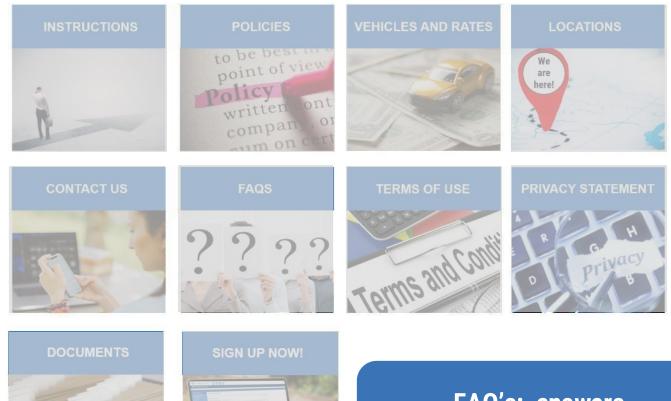
We are pleased to provide you this 2.3 management solution. FleetCommand access to fleet resources, policies, an training as you learn more about Flee vehicles, reservations, and dispatch.

We take pride in serving you through feedback. You can provide feedback



Information Links

Shares specific information regarding fleet with requestors/drivers



FAQ's: answers to popular questions

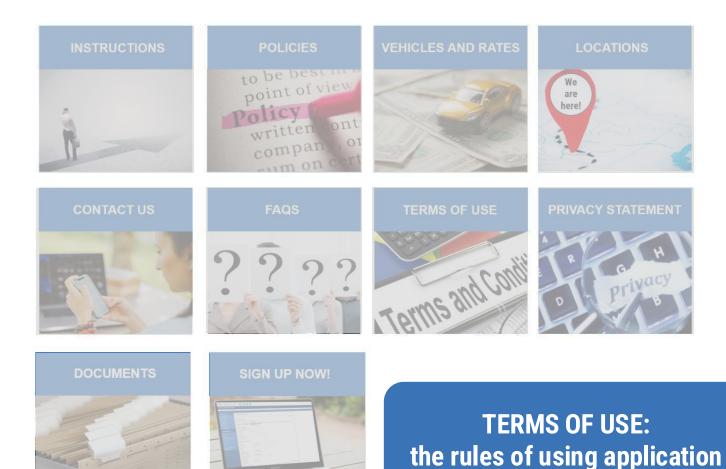
->F FLEETCOMMANDER



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	MAKE RESERVATION	Theetoonninander - venicle					
	MY SCHEDULE						
	CAR POOL						
	MY PROFILE	2023 User Conference					
	MY VEHICLES	New User Training Session					
	MY REPORTS						
	ACCIDENTS/INCIDENTS	Welcome to Agile Fleet's					
	INFORMATION	We are pleased to provide you this 2.					
	INSTRUCTIONS	management solution. FleetComman					
	POLICIES	access to fleet resources, policies, an training as you learn more about Flee					
	VEHICLES AND RATES	vehicles, reservations, and dispatch.					
	LOCATIONS	We take pride in serving you through					
	CONTACT US	feedback. You can provide feedback l					
Г	FAQS	D					
	TERMS OF USE	Get Started					
	PRIVACY STATEMENT						
	DOCUMENTS						
	SIGN UP NOW!						

Information Links

Shares specific information regarding fleet with requestors/drivers



AGILE FLEET VEHICLE USE FleetCommander - vehicle MAKE RESERVATION **MY SCHEDULE** CAR POOL MY PROFILE MY VEHICLES **MY REPORTS** ACCIDENTS/INCIDENTS INFORMATION INSTRUCTIONS POLICIES VEHICLES AND RATES LOCATIONS CONTACT US FAQS TERMS OF USE PRIVACY STATEMENT DOCUMENTS SIGN UP NOW!

AF FLEETCOMMANDER

F FLEETCOMMAND 2023 User Conference New User Training Session

Welcome to Agile Fleet's

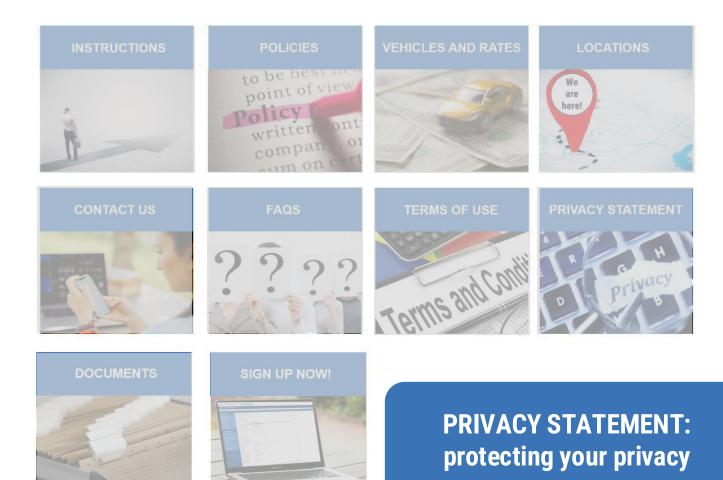
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We take pride in serving you through feedback. You can provide feedback



Information Links

Shares specific information regarding fleet with requestors/drivers





AF FLEETCOMMANDER

FleetCommander - vehicle

F FLEETCOMMAND 2023 User Conference

New User Training Session

Welcome to Agile Fleet's

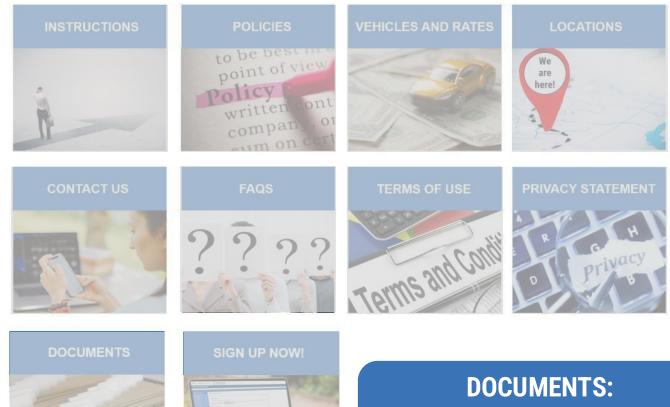
We are pleased to provide you this 2. management solution. FleetComman access to fleet resources, policies, an training as you learn more about Flee vehicles, reservations, and dispatch.

We take pride in serving you through feedback. You can provide feedback



Information Links

Shares specific information regarding fleet with requestors/drivers



additional important information to access

F FLEETCOMMANDER							
FLEET MANAGEMENT SOLUTIONS							
HICLE USE	FleetCommander - vehicle						
KE RESERVATION							
SCHEDULE							
R POOL							
PROFILE	2023 User Conference						
VEHICLES	New User Training Session						
REPORTS							
CIDENTS/INCIDENTS	Welcome to Agile Fleet's						
FORMATION	We are pleased to provide you this 2.						
TRUCTIONS	management solution. FleetCommand						
ICIES	access to fleet resources, policies, an training as you learn more about Flee						
IICLES AND RATES	vehicles, reservations, and dispatch.						
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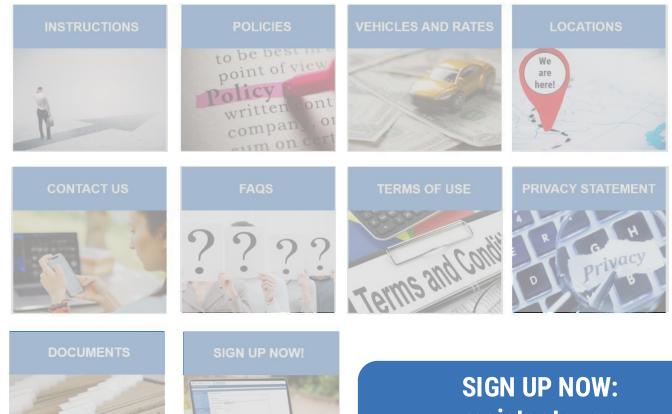
PRIVACY STATEMENT





Information Links

Shares specific information regarding fleet with requestors/drivers

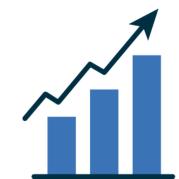


SIGN UP NOW: register to use FleetCommander 

VEHICLE USE	FleetCommander - vehicle
MAKE RESERVATION	Theetoonninander - venicle
MY SCHEDULE	
CAR POOL	
MY PROFILE	2023 User Conference
MY VEHICLES	New User Training Session
MY REPORTS	
ACCIDENTS/INCIDENTS	Welcome to Agile Fleet's
INFORMATION	We are pleased to provide you this 2.
INSTRUCTIONS	management solution. FleetComman
POLICIES	access to fleet resources, policies, an training as you learn more about Flee
VEHICLES AND RATES	vehicles, reservations, and dispatch.
LOCATIONS	We take pride in serving you through
CONTACT US	feedback. You can provide feedback l
FAQS	
TERMS OF USE	Get Started
PRIVACY STATEMENT	
DOCUMENTS	
SIGN UP NOW!	
	31



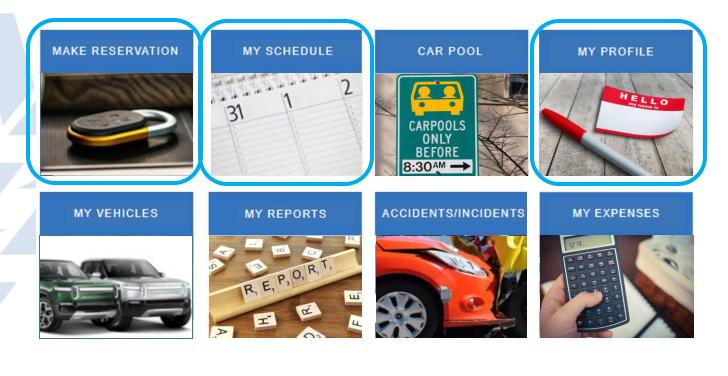
Vehicle Use Links





Vehicle Use Links

Launch point for requestor/driver interaction with FleetCommander



COMMAND 24

We will cover three of these VEHICLE LINKS today

		AG
	VEHICLE USE	
r	MAKE RESERVATION) '
-	MY SCHEDULE	
	CAR POOL	
	MY PROFILE	
	MY VEHICLES	
	MY REPORTS	
	ACCIDENTS/INCIDENTS	١
	INFORMATION	Ň
	INSTRUCTIONS	r
	POLICIES	ť
	VEHICLES AND RATES	١
	LOCATIONS	١
	CONTACT US	f
	FAQS	
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	PRIVACY STATEMENT	
	DOCUMENTS	
	SIGN UP NOW!	

AF FLEETCOMMANDER

FleetCommander - vehicle

2023 User Conference

New User Training Session

Welcome to Agile Fleet's

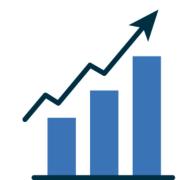
We are pleased to provide you this 2.3 management solution. FleetCommand access to fleet resources, policies, an training as you learn more about Flee vehicles, reservations, and dispatch.

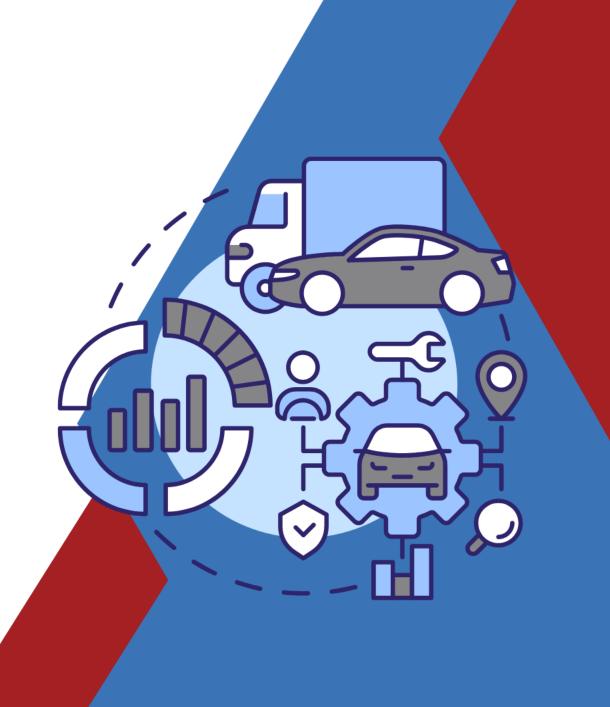
We take pride in serving you through feedback. You can provide feedback





Make Reservation





Making Reservations in FleetCommander

Vehicle reservations CAN BE ENTERED into FleetCommander via SEVERAL LAUNCHING points.

The following process illustrates how your END-USERS request vehicles.



To begin the reservation process, click on the MAKE RESERVATION link

COMMAND 24

	VEHICLE USE
•	MAKE RESERVATION
	MY SCHEDULE
	MY PROFILE
	MY REPORTS
	INFORMATION
	INSTRUCTIONS
	POLICIES
	VEHICLES AND RATES
	LOCATIONS
	CONTACT US
	FAQS
	TERMS OF USE
	PRIVACY STATEMENT
	DOCUMENTS
	SIGN UP NOW!

Welcome

We are pleased to provide you 24-hour per day access to mo pool resources, policies, and procedures. Please enjoy the ne vehicle sharing system. We take pride in serving you through this venue and welcome any feedback. You can provide feedback by clicking here: Feedback Survey.

Our Company's motor pool plays a key role in helping the company achieve its sustainability goals while providing efficient access to shared vehicles dramatically lowering fleet-related costs.

We look forward to serving you.

Please note the Fleet Services location is CLOSED on these Holi

- Martin Luther King Jr.
- President's Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth Holiday
- Independence Day

"NOTE: make sure to click appropriate	 Fleet Services for assistance. Who is this request for? This request is for me This request is for 	Customize this layout via CONFIGURE>ENTERPRISE>LAYOUT MAKE RESERVATION HELP TEXT Search for Driver
	Fleet Services for assistance. Who is this request for?	CONFIGURE>ENTERPRISE>LAYOUT
This request is	NOTE. If you do not see the person you	would like select as the driver, they may need to sign up for
Who is this request This request is		SEARCH FOR DRIVER link below.
Request Info	second radio button ("This request is (Continue Request).	person, that individual must be a registered user. Select the f or") and enter the driver's User Name . Then select Next
Vehicle Res	Request Information	

C(

	Request Informat	ion									
		Profile Permissions	Dependents	Files (0)	Usage	HR	Certificatior	ıs			
	Choose:				I	Back to	Manage Users	Send Welcome Email	Undo Changes		<u> </u>
										U	Make Reservation * = required field
	Short Term Rental - Reserv				Lie	cense	not Validat	ed			= required field
	Short Territ Kentar Keserv	User Information									
		Name (*last, *first)	:	Lincoln		,	Abe		-	2006-20	
Select	Seasonal Rental - Reservat	Salutation		~)						
appropr		*Username:		alincoln					(in the second	1 m	
Usage T	NOTE: contact Fleet Service	New Password:								12	
Usage I	NOTE: CONTACT FICCE SCIVIC	Confirm Password:						24	- 4-	10	
		User Must Change P	assword at Next Log	jin: OYes	● No			1.5		118	
	Usage Type:	Profile Expiration Da	te:		Ē	3			1-1	P	
		Access Information						1000	Contraction of the	9	
	Short Term Rental	Access Groups:	🗹 Standar					1000		1	
	 Seasonal Rental 		Live-Tra	ining Van Training							
			0 15 1855	van naming	Select		select All		ETTE)		
		Usage Types:			Delete			1002			
		Usage Types.	Short Te						Upload Image		
			Yearly R								
			Mileage	Reimburse							
			🗌 Mainten	ance							
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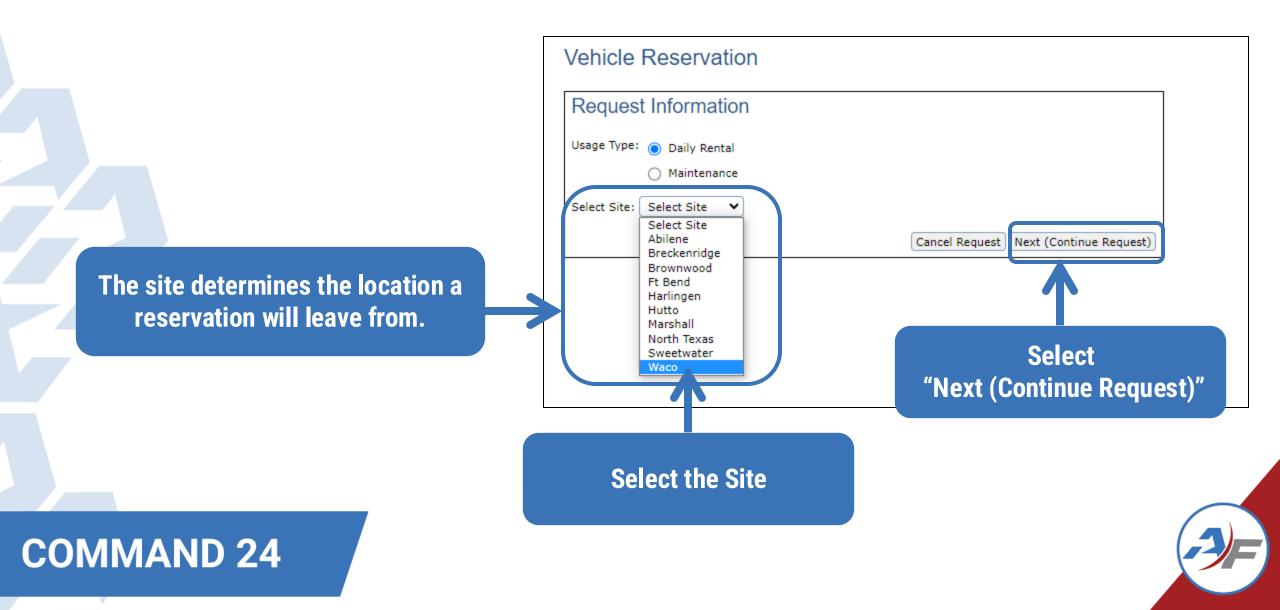
Request Information	
Usage Type: 💿 Short Term Rental	
Seasonal Rental	

Some staff may have access to multiple Sites

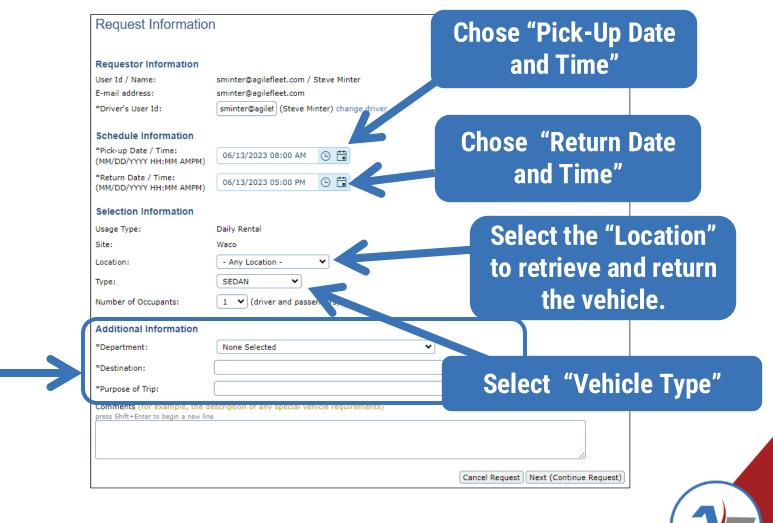
COMMAND 24

NOTE: If additional Sites are needed by a Requestor, they will need to contact an administrator.





Vehicle Reservation - Start Request



Be sure to fill out the Additional Information section. All fields with leading "*" are required.

Vehicle Reservation - Start Request

		* = required
Requestor Information		
User Id / Name:	sminter@agilefleet.com / Steve Minter	
E-mail address:	sminter@agilefleet.com	
*Driver's User Id:	sminter@agilef (Steve Minter) change driver	
Schedule Information		
*Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM)	06/15/2023 08:00 AM 🕓 苗	
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM)	06/15/2023 05:00 PM 🕒 🛅	
Selection Information		
Usage Type:	Daily Rental	
Site:	Waco	
Location:	Fleet V	
Туре:	SEDAN V	
Number of Occupants:	1 V (driver and passengers)	
Additional Information		
*Department:	Advising 🗸	
*Destination:	Dallas	
*Purpose of Trip:	Conference	
Comments (for example, the d press Shift+Enter to begin a new lin	escription of any special vehicle requirements)	
	-	
	Cancel Request Next	: (Continue Regu

When information is completed select "Next (Continue Request)"

Vehicle Reservation - Finish Request

Confirm Request * = required field **Requestor Information** User Id / Name: sminter@agilefleet.com / Steve Minter E-mail address: sminter@agilefleet.com *Driver's User Id: sminter@agilefleet.com / Steve Minter Schedule Information *Pick-up Date / Time: 06/15/2023 08:00 AM (MM/DD/YYYY HH:MM AMPM) *Return Date / Time: 06/15/2023 05:00 PM (MM/DD/YYYY HH:MM AMPM) Duration: 9 hours Selection Information Usage Type: Daily Rental Site: Waco Location: Fleet SEDAN Type: Number of Occupants: 1 (driver and passengers) Additional Information *Department: Advising Destination: Dallas Purpose of Trip: Conference (none) Comments: Cancel Request Submit Request Previous (Change Request) Submit and Make Similar Request

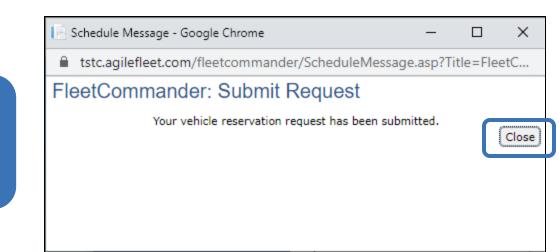
If all selected information is correct select "Submit Request"

If Changes need to be made select "Previous (Change Request)"

Selecting "Submit and Make Similar Request" submits the current request and takes the Requestor back to start another request.

Reservation fields will be pre-populated.

Once the reservation request is completed the Requestor will receive this confirmation notification. Select "Close"



NOTE: "Close" will automatically redirect the Requestor to view "My Schedule"



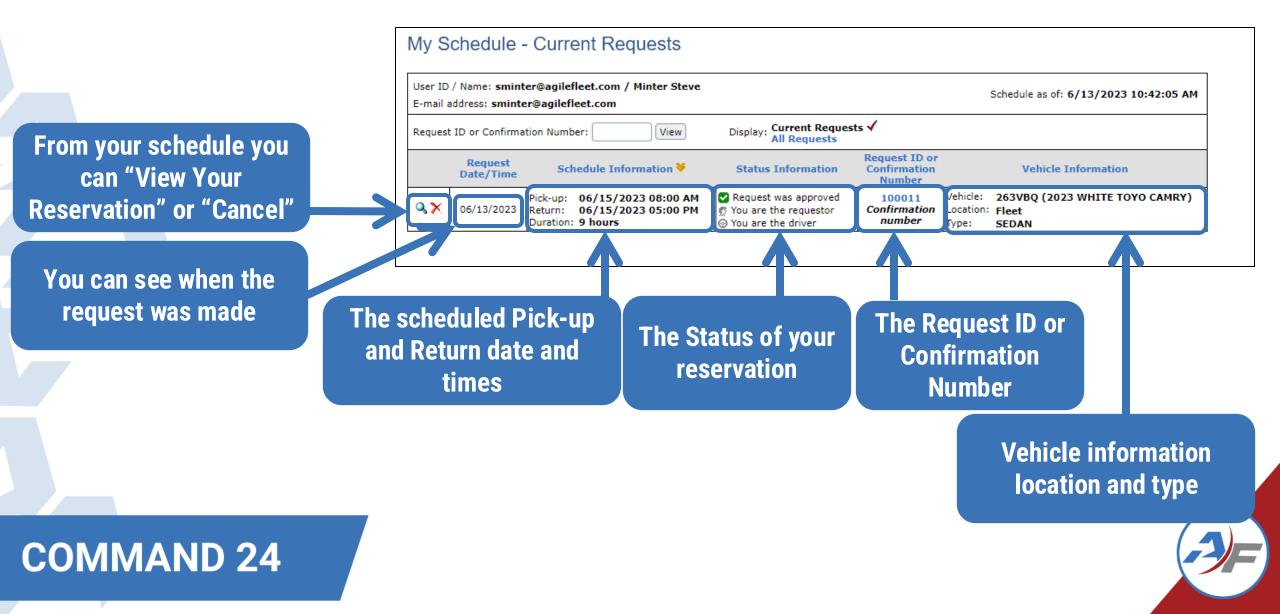


My Schedule





My Schedule – End Users









From the Navigation select "My Schedule"

COMMAND 24

VEHICLE USE
MAKE RESERVATION
MY SCHEDULE
MY PROFILE
MY REPORTS
INFORMATION
INSTRUCTIONS
POLICIES
VEHICLES AND RATES
LOCATIONS
CONTACT US
FAQS
TERMS OF USE
PRIVACY STATEMENT
DOCUMENTS
SIGN UP NOW!

Welcome

We are pleased to provide you 24-hour per day access to more pool resources, policies, and procedures. Please enjoy the ner vehicle sharing system. We take pride in serving you through this venue and welcome any feedback. You can provide feedback by clicking here: Feedback Survey.

Our Company's motor pool plays a key role in helping the company achieve its sustainability goals while providing efficient access to shared vehicles dramatically lowering fleet-related costs.

We look forward to serving you.

Please note the Fleet Services location is CLOSED on these Holi

- Martin Luther King Jr.
- President's Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth Holiday
- Independence Day

My Schedule - Current Requests

	User ID / Name: sminter@agilefleet.com / Minter Steve E-mail address: sminter@agilefleet.com						Schedule as of: 6/13/2023 10:59:53 AM			
	Request ID or Confirmation Number: View				Display: Current Request All Requests	ts 🗸				
		Request Date/Time	Sch	edule Information 🔻	Status Information	Request ID or Confirmation Number		Vehicle Information		
		06/13/2023	Pick-up: Return: Duration:	06/15/2023 08:00 AM 06/15/2023 05:00 PM 9 hours	Request was approved You are the requestor You are the driver	200022	Vehicle: Location: Type:	263VBQ (2023 WHITE TOYO CAMRY) Fleet SEDAN		
')			•	1				





Files (0) Reservation

equest date/time: 06/13/2023 10:34 AM

Request was approved Request ID: R000021 Confirmation number: 100011

Requestor Information

User ID / name: E-mail address:

sminter@agilefleet.com / Minter, Steve sminter@agilefleet.com

Driver Information (requestor is driver)

Schedule Information

Scheduled pick-up date / time: 06/15/2023 08:00 AM Scheduled return date / time: 06/15/2023 05:00 PM Scheduled duration: 9 hours

Actual Information

Actual Pick-up date / time: Actual Return date / time: Actual duration:

Selection Information

Site:

Type:

Daily Rental Usage Type: Waco Fleet Location: SEDAN Options: (any options) Number of occupants: 1 (driver and passengers)

Additional Information

Department: Destination: Purpose of Trip: Comments:

Vehicle Information

Vehicle:

Type:

263VBQ (2023 WHITE TOYO CAMRY) Location: Fleet SEDAN Reservation Beginning Mileage: Reservation Ending Mileage: Total Mileage:

OK (Back) Re-send Em

Request Changes

ancel Request Add Notes dified: 06/13/2023 10:34 AM

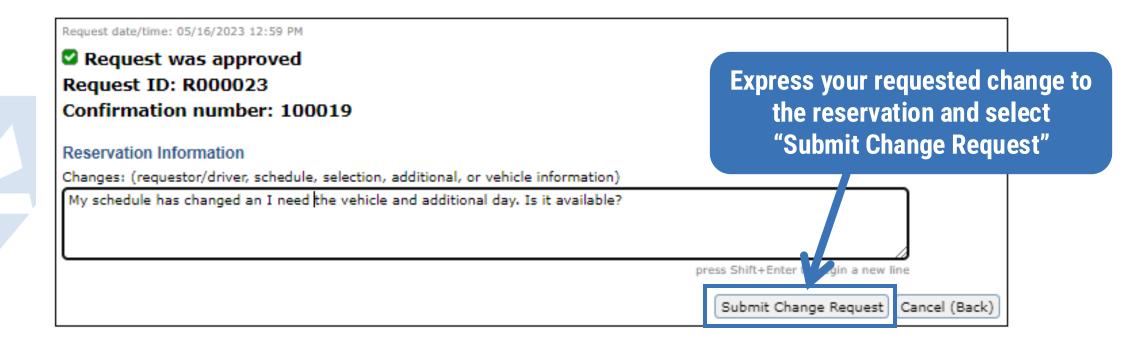
Advising Dallas

Conference

Select "Request Changes"



My Schedule - Request Changes

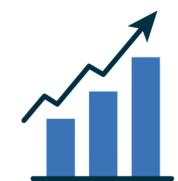


COMMAND 24

NOTE: When submitted, the reservation will go into a <u>PENDING</u> status for the Administrator to review.



Administrator Interface /



Accessing the Admin Interface

AF FLEETCOMMANDER Jon Roodschild | Log Out .EFL Administration Help :: About Home VEHICLE USE FleetCommander - vehicle reservations at your Command MAKE RESERVATION **MY SCHEDULE** CAR POOL ->F COMMAND 24 MY PROFILE FleetCommander New User Training MY VEHICLES MY REPORTS ACCIDENTS/INCIDENTS Welcome to Agile Fleet's New User Training Click here to get to the INFORMATION Admin side. We are pleased to provide you this 2.5 hour training session on our fleet INSTRUCTIONS management solution. FleetCommander gives drivers 24-hour per day access to fleet resources, policies, and procedures. Please enjoy the POLICIES training as you learn more about Fleet Commander's management of users. VEHICLES AND RATES vehicles, reservations, and dispatch. LOCATIONS We take pride in serving you through this training and welcome any feedback. You can provide feedback by clicking here: Feedback Survey . CONTACT US Get Started... FAQS VIDEO GALLERY DOCUMENTS TERMS OF USE AND PRIVACY STATEMENT

SIGN UP NOW!

MAKE RESERVATION

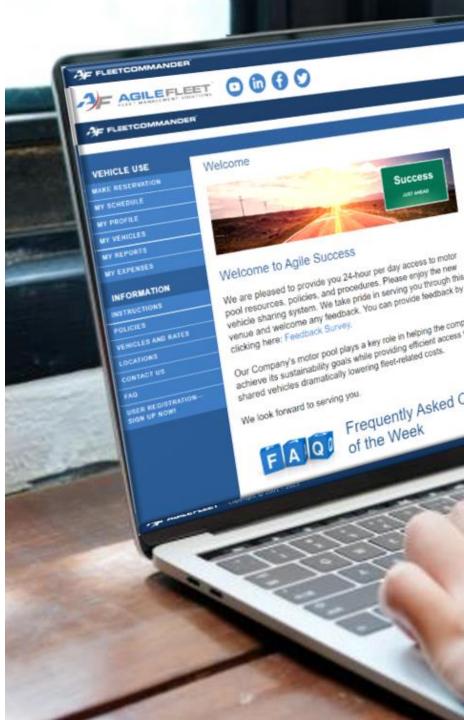
MY SCHEDULE

MY VEHICLES

Admin Interface

Five Notable Sections of the Admin Interface

- Dashboard
- Manage Menu
- Reports Menu
- Tools Menu
- Configure Menu





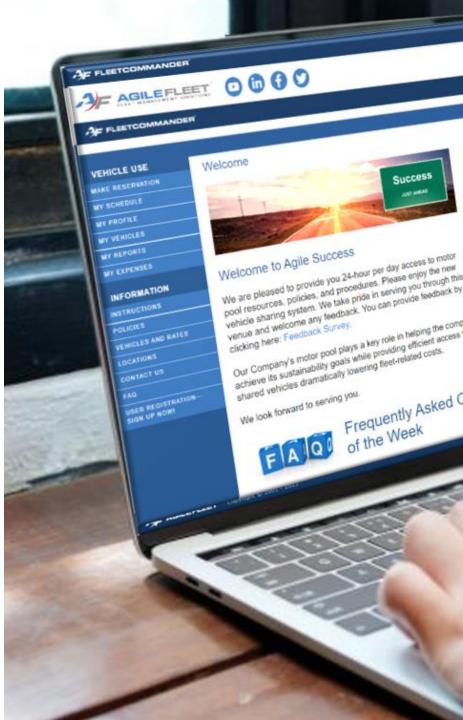
FleetCommander Dashboard





Dashboard

FleetCommander's Dashboard is the primary workspace for Admins/Dispatchers to interface with the system





Manage Menu





Manage Menu

FleetCommander's MANAGE MENU is your LAUNCHING POINT for engaging with the various profile and module data.

The links shown vary with the modules you purchased.

COMMAND 24

F FLEETCOMMANDER REPORTS TOOLS CONFIGURE MAKE RESERVATION shboard RESERVATIONS DASHBOARD Kiosk KeyControl Maintenance Vehicle Use Vehicles Departing (4) Q Wellik 08:00 AM QwikFind: All C 12:57 PM Poznick Roodschild 01:00 PM Fleet Statistic 03:00 PM Katz Vehicles in Fleet Total Users: Requests Today: MAINTENANCE Requests Last Ye WORK ORDERS Max Requests Pe Avg Requests Pe PARTS INVENTORY FUEL IMPORTS INCIDENT REPORTS WELCOME PAGE Q Motor Pool Activity Pendina Reauests: 1 Change Requests: 0 Cancelled Requests: 1 Late for Pick-up: 25

Late for Return:

31

 $\mathbf{\mathbf{E}}$

AGILE FLEET

MANAGE

FLEET

PREP

USERS

VEHICLES

EXPENSE

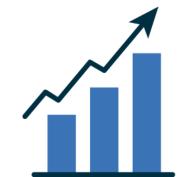
ACCIDENTS

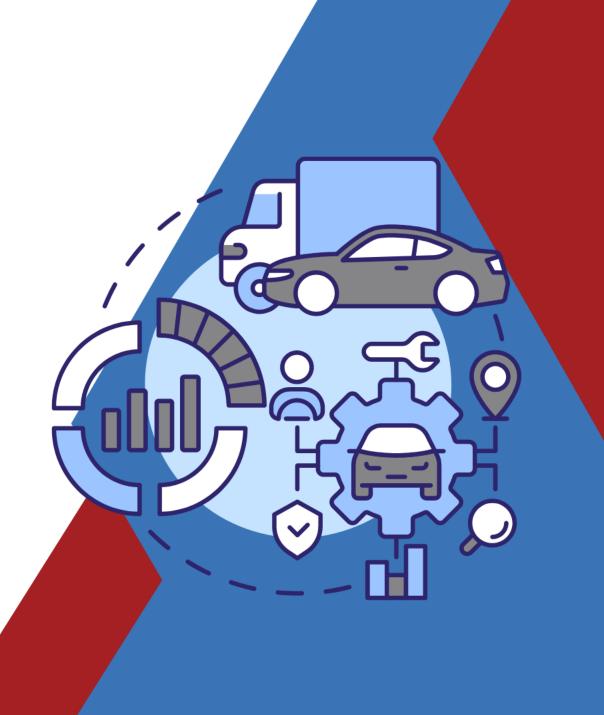
FUEL

INSPECTION



Manage> Users and Vehicles

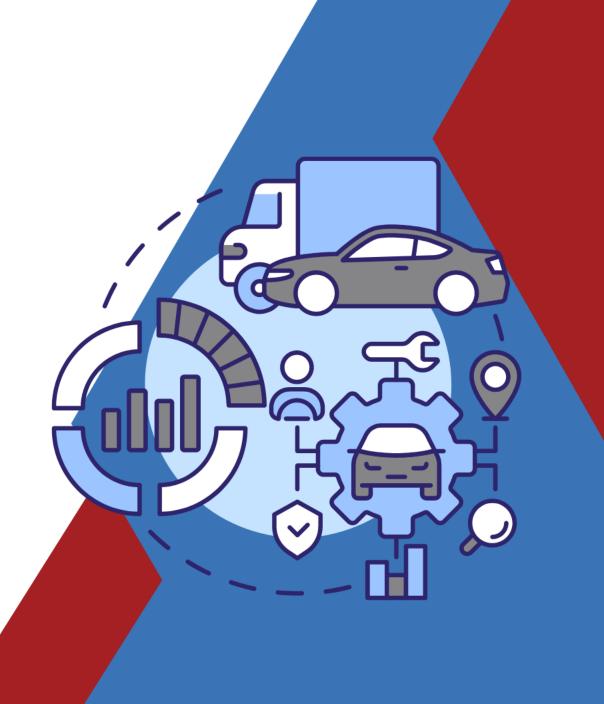






Benefits of User and Vehicle Profiles





Benefits of User Profiles

- All of your driver and fleet staff information in one place
- Standard, demographic data (e.g. name, contact info)
- System and vehicle permissions
- Accountability for vehicle use
- Policy acceptance, certifications, training, etc.
- Default billing & charge-back info



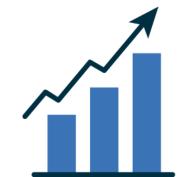
Benefits of Asset Profiles

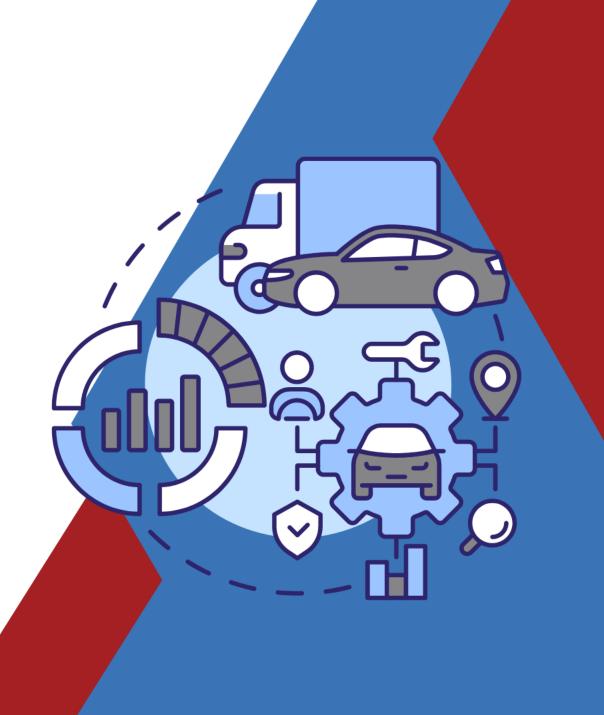
- All of your vehicle information in one location
- Standard data across the enterprise
- Establish rules-of-use through permissions, access, and usage
- Clear visibility of vehicle-related costs (e.g. maintenance and fuel)
- Manage custody of vehicles
 through the life-cycle





Manage> Users and Vehicles





Manage User: Browse

	MANAGE	REPORTS	TOOLS	CONFIGURE				
	RESERVATIONS	Browse						
	MAKE RESERVATION	DIOWSE						
	DASHBOARD				Show Only			
	FLEET	Last Name:			-Any- *Access Grou	ps: -Any- 🗸		
		Username:		*Status:	Pending			
	INSPECTION					Status: None Selected 🗸		
	PREP	Organization:		*State:				
	USERS	*Department:	All Departments		ss to the following.	d License 🗌 *Unvalidated Lic	ense	
	VEHICLES	*Permissions:		(No Sites Site1				
	INCIDENT REPORTS	(No Permissio		oncer	(No Usage Daily Renta			
		Enterprise Ad Enterprise Dis			Maintenanc	2		
	MAINTENANCE	Enterprise Dri	ver 🗸	*Records	Per Page: 100	· ·		
							Clear Defaults Save	Defaults Remove Filters Filter
Ileo Mai	nage Users							Users match the current criteria.
		Add	Username:	View Edit Delete	? Acce	ss Information		Page 1 of 1
to searc	h for Users	Usern	ame	Name 💛	E-mail		Status	Access Groups
		S&X	sfarmerie	Farmerie, Scott		ie@agilefleet.com	Enabled	Standard
		S. MX	fcsupport1	FleetCommander Supp	ort, fcsupp	rt@agilefleet.com	Enabled	Standard
	FUEL IMPORTS	9.0X	agearhart	Gearhart, Alexis	agearh	art@agilefleet.com	Enabled	Standard
	WELCOME PAGE	𝔅 𝖉 淋	pgroff	Groff, Phillip	pgroff@	agilefleet.com	Enabled	Standard
		Q.ØX	rkatz	Katz, Ron		agilefleet.com	Enabled	Standard
		Q & X	hlagerblade	Lagerblade, Helen		lade@agilefleet.co	Enabled	Standard
		Q & X	aluy	Luy, Alex		gilefleet.com	Enabled	
		Q & X	jmaranan	Maranan, Jay		an@agilefleet.com	Enabled	Standard
		Q.IX	dmarraffa	Marraffa, Doreen		ffa@agilefleet.com	Enabled	Standard
		Q & X	sminter	Minter, Steve		@agilefleet.com	Enabled	Standard
		Q & X	bozbilgin	Ozbiligin, Bulent		n@agilefleet.com	Enabled	Standard
COMM		Q & X	jpoznick	Poznick, Joe		<@agilefleet.com	Enabled	Standard
		Q & X	progovoy	Rogovoy, Phelps		oy@agilefleet.com	Enabled	Standard
		Q & X	jroodschild	Roodschild, Jon		hild@agilefleet.co	Enabled	Standard
		Q. 🖉 🗙	svcEleetAniScheduler	Service Account. Sched	uler fcsupp	rt@adilefleet.com	Enabled	

.

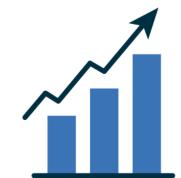
Manage User: Browse

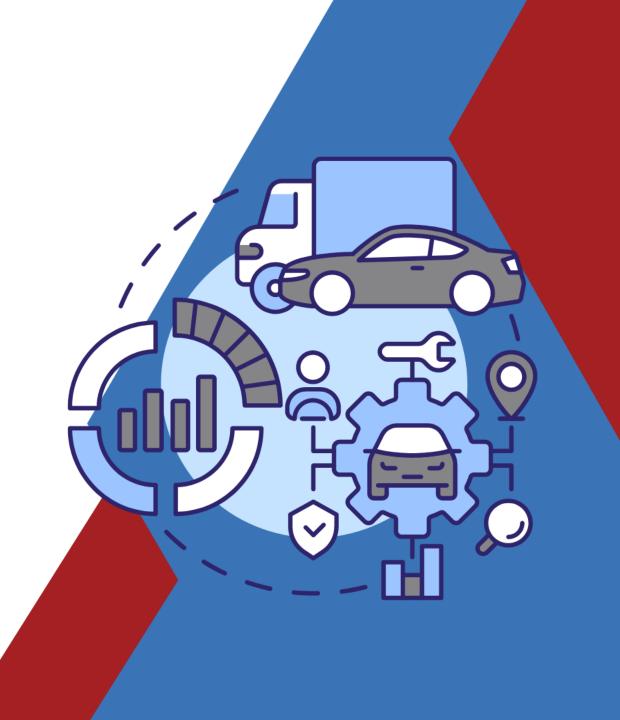
CON

	MANAGE	REPORTS	TOOLS	CONFIG	URE							
	MAKE RESERVATION	s: Browse	2									
	RESERVATIONS	S. Drowse	·									
	DASHBOARD										* = Saved as defau	ılt
	FLEET	Asset	t Name:				*Options:		*Site			
	INSPECTION	Licen	nse #:				(No Options)		Tra	Sites nsportation Services search Park		
	PREP	VIN:					-			, Plan, and Mgmt	*	
	USERS						*Years:		*Loc	ations:		
	VEHICLES		set Types: Asset Types	A			All Years 2022		Tra	Locations nsportation Services:		
	EXPENSE		on 4x4 Pckp				2021 2020 -			search Park: ISU Rese :, Plan, and Mgmt: FP		
1	MAINTENANCE	1 To	on CC 4x4 Pickup	•			*Colors:		*Usa	age Types:		
	WORK ORDERS		ner User: Users	•			All Colors All Colors		(No	o Usage Types)		
	PARTS INVENTORY			•			Blue Brown		Sea	asonal Rental		
leo Ma	nage Vehic		Department: artments	•			Select up to five.					
				•			*Makes:			cess Groups:		
to sear	ch for Asse	ets	sible Person:				All Makes All BOBCAT		Sta	ndard e-Training		
			rs	•			CARRY ON CHEVROLET			· · · · · · · · · · · · · · · · · · ·		
			sponsible Department:						*Vel	nicle Sort: Al	phabetical 🗸	
			Departments	•			*Models: All Models				·	
		*Stat	tus:				1 Ton 4X4 Pickup		*Rec	cords Per Page:	50	
		U	Jnavailable				1 Ton CC 4x4 Pckp 1 Ton CC DRW	-				
		A1	Available				Select up to five.					
			Deleted									
		•	*Auto-Assign Enabled									
			*Self Check Out Enabled									
										Clear De	faults Save Defaults Remove Filter Filte	r
ЛЛЛ			0						9 A		44 Assets match the current criter	ia.
		Add	J		Asset Name:		View		? Access Information		🖏 🎝 Page 1 of 1 🖒 ζ	\gg
		0.4	Vehicle Name 🔶	License Number		Make	Model	Status	Site	Type	Monthly Lease Fee Monitor Group	p
		S (9	1038/14	10387	2014 White F	UKD	Transit Connect	🗭 Available	Transportation Services	Cargo Van (Small)	227	



Reports> Users and Vehicle





User and Asset Reports

User Reports

- User Summary
- User Details
- User Details Extra
- Account Summary
- Department Summary
- Driver Eligibility
- Drivers License
 Currency
- Invalid Driver
- Lost and Found
- User Citations
- User HR
- User Certification Currency
- User System Activity

COMMAND 24

Asset Reports

- Asset Summary
- Asset Details
- Asset Data Dump
- Mileage-Cost
- Asset Mileage
- Asset In/Out
- Tag/Vehicle Exception
- Owner/Responsible
 Asset Summary
- Maintenance and Fuel Cost
- Inspections
- Prep
- Accident Summary
- Accident Detail
- TCO Data Dump
- TCO Expense Summary



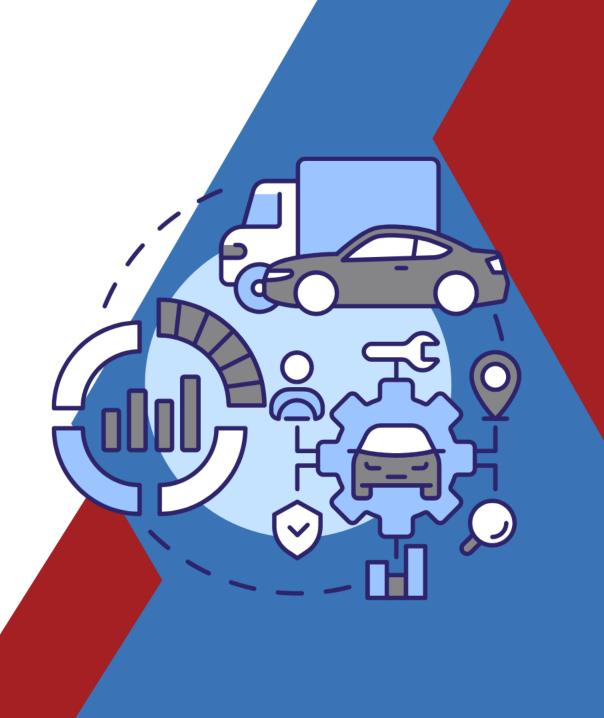
Reports You Should Be Using

	Report Name	What it Does	Туре	Navigation
	User Detail Extra Report	Exports almost all of the fields (citations and courses are excluded) in the Profile tab of the User's profile.	User Data Integrity	Reports > Users> User Detail Extra Report
	Driver Eligibility	Lists the eligibility and validity of each user's license.	User Currency	Reports > Users> Driver Eligibility
	Drivers License Currency	Driver's license information found in the User's profile	User Currency	Reports > Users > Drivers License Currency
	Asset Data Dump	Dumps all the information found on the vehicle's Profile tab.	Asset Data Integrity	Reports> Assets > Asset Data Dump
	Mileage-Cost	Lists vehicle's distance and expenses in a specified date range and calculates the cost-per-mile for that timeframe	Asset Data	Reports > Assets > Mileage-Cost
	Asset Mileage	Lists vehicle's mileage data in a specified date range and by data source.	Asset Data	Reports> Assets > Asset Mileage
()MMAND 24	List of vehicles leaving, returning, or in maintenance by day	Asset Data	Reports> Assets > Asset In/Out



Manage> Make Reservations





Making Reservations in FleetCommander

<u>Admins/Dispatchers</u> can make vehicle reservations in multiple places within FleetCommander.

Following section demonstrates reservations placed via MANAGE>MAKE RESERVATION



FLEET M	ANAGEMENT SOLUTIONS	
		Home : Administration Help
HICLE USE	FleetCommander - vehicle reservations at your Command	
E RESERVATION		
CHEDULE		
POOL		
ROFILE	-% COMMAND 24	
EHICLES	FleetCommander New User Training	
EPORTS		
DENTS/INCIDENTS	Welcome to Agile Fleet's New User Training	Click have to get to the
		Click here to get to the
UCTIONS	We are pleased to provide you this 2.5 hour training session on our fleet management solution. FleetCommander gives drivers 24-hour per day	Admin side.
IES	access to fleet resources, policies, and procedures. Please enjoy the	
LES AND RATES	 training as you learn more about Fleet Commander's management of users, vehicles, reservations, and dispatch. 	
TIONS	We take pride in serving you through this training and welcome any	
ACT US	feedback. You can provide feedback by clicking here: Feedback Survey	
	Get Started	
GALLERY		

MAKE RESERVATION

MY SCHEDULE

MY VEHICLES

Reservations should be made no less than 48 hours (2 business days) in advance of the need by date to ensure availability and safety of all employees. If you have a more immediate need, please reach out to your campus fleet coordinator.

AF FLEETCOMMANDER AGILE FLEE1 FLEET MANAGEMENT SOLUTIONS REPORTS TOOLS CONFIGURE MANAGE DESERVATIONS hboard DASHRUARD Maintenance Shop Mgr Technician Q Vehicles Departing (0) YC Vehicles Returning (0) Monday, July 3, 2023 QwikFind: All Categories ▼ Go All Values **Current Vehicle Availability** Fleet Statistics As of 7/3/2023 9:56:31 AM Vehicles in Fleet: 16 1849 Туре Avail Total Users: INCIDENT REPORTS o MINIVAN: 2/2 Requests Today: MAINTENANCE Requests Last Year: 11 PASSENGER VAN: 3/3 WORK ORDERS Max Requests Per Day: 5 Avg Requests Per Day: SEDAN: 3/3 SMALL SUV: 3/3 FUEL IMPORTS SUV: 4/4 WELCOME PAGE TRUCK: 1/1 Select Fleet Capacity/Demand **Make Reservation** 20 16 Q Motor Pool Activity Q Customer Satisfaction 12 Pending Requests: 0 Change Requests: 0 Cancelled Requests: 0 No Data Late for Pick-up: 0 12am 1.1am 2.2am 2.2am 5.5am 5.5am 5.5am 1.1am 1.1am 1.1am 1.1am 1.1am 1.1am 1.2pm 1.2pm 2.2pm 2.2pm 2.2pm 2.2pm 1.1am 1.1am 1.2pm 1.2pm 1.1am 1.2pm 1.2pm 1.2pm 2.2am 2 Late for Return: 0 In Insp Vehicles: 1. Departing 1. Returning 🐣 Utilization 📥 Capacity Prep Vehicles: Vehicles in Use:

Current Filters: Refresh Interval: 5 min: Usage Type(s): All: Sites: Waco: Locations: Fleet:

Make this my default dashboard

Vehicles in Maintenance:

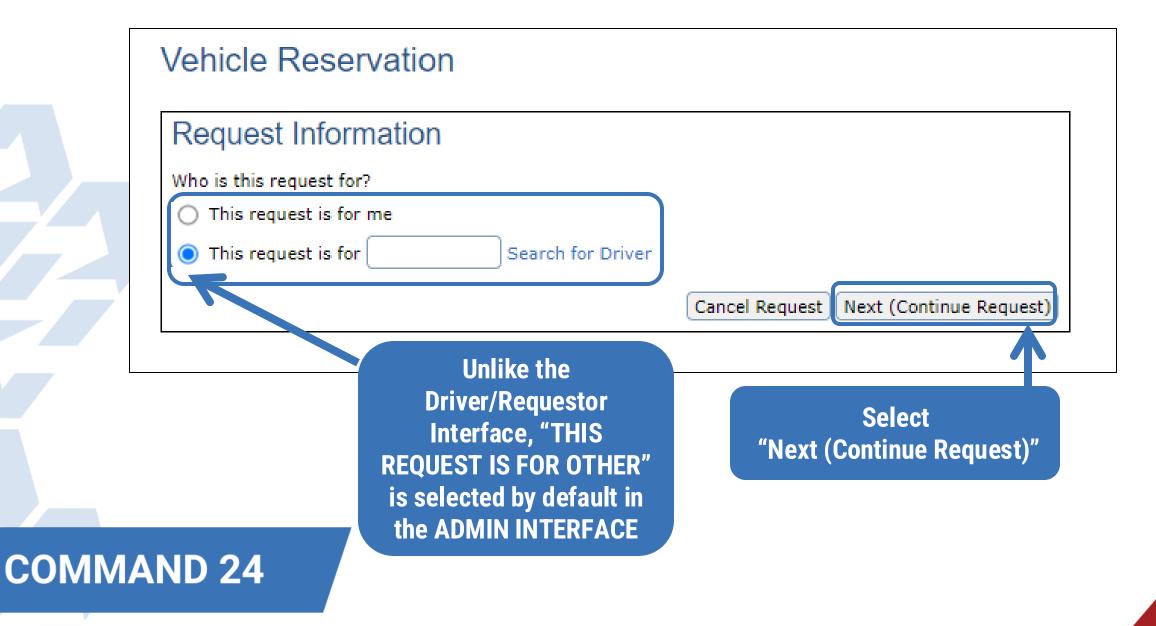
Last Refresh: 7/3/2023 9:56:31 AM

Users Pending:

0

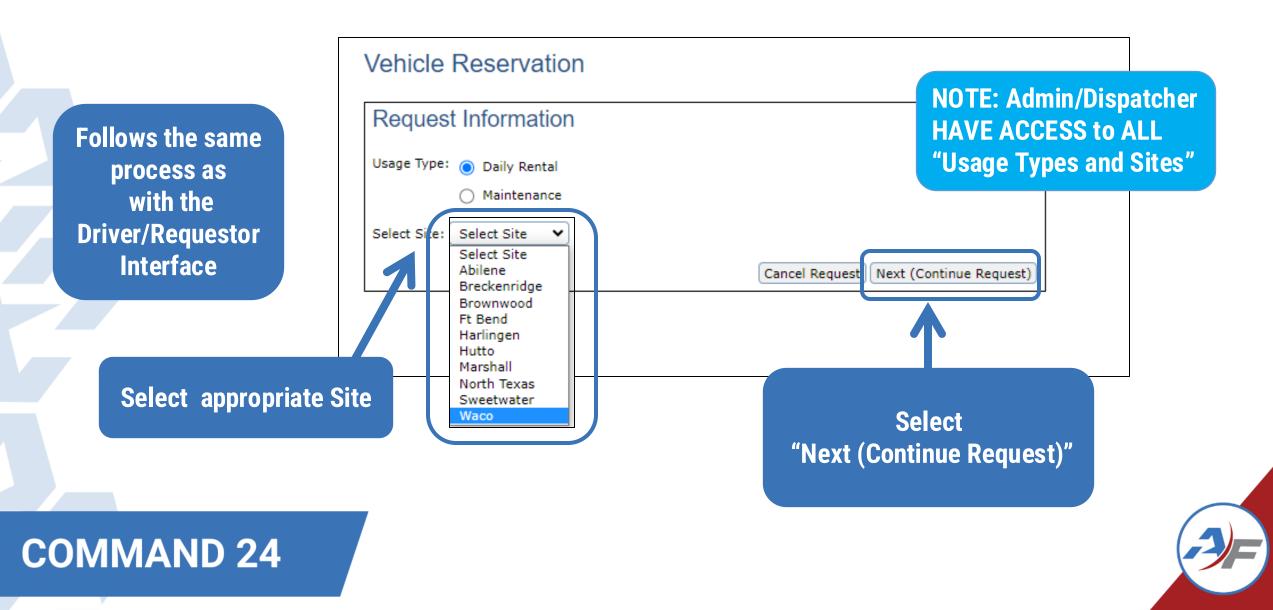
whicle Type(s): A

COMM



Follows the sa process as with the Driver/Reques Interface	S Usage Type: O Daily Rental Maintenance Stor Select Site: Select Site	Cancel Request Next (Continue Request)
appr	ect the ropriate ge Type. NOTE: Admin/Dispatch	er HAVE ACCESS to ALL "Usage Types and Sites





Vehicle Reservation - Start Request

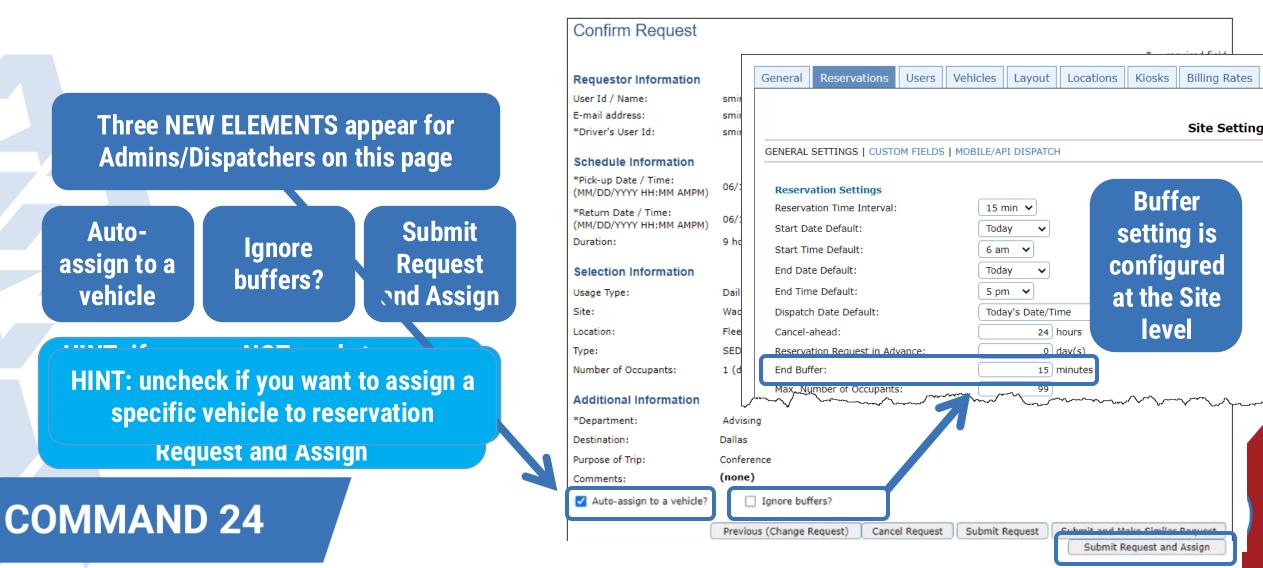
Request Information Chose your "Pick-Up Requestor Information **Date and Time**" User Id / Name: sminter@agilefleet.com / Steve Minter E-mail address: sminter@agilefleet.com **Follows the same** *Driver's User Id: sminter@agilef (Steve Minter) chang process as Schedule Information **Chose your "Return** *Pick-up Date / Time: with the 0 06/13/2023 08:00 AM (MM/DD/YYYY HH:MM AMPM) Date and Time" *Return Date / Time: **Driver/Requestor** 0 06/13/2023 05:00 PM (MM/DD/YYYY HH:MM AMPM) Interface Selection Information Usage Type: Daily Rental Select the "Location" Site: Waco - Any Location to retrieve and return Location: SEDAN Type: the vehicle. 1 V (driver an Number of Occupants: Additional Information All fields with leading "*" None Selected *Department: Select your "Vehicle Type" *Destination: are required. *Purpose of Trip: Comments (for example, the description of any special vehicle requirements) press Shift+Enter to begin a new line **COMMAND 24** Cancel Request Next (Continue Request)

Vehicle Reservation - Start Request

Follows the same process as with the **Driver/Requestor** Interface When information is completed select "Next (Continue Request)"

Request Information	1		
			<pre>* = required field</pre>
Requestor Information			
User Id / Name:	sminter@agilefleet.com / Steve Minter		
E-mail address:	sminter@agilefleet.com		
*Driver's User Id:	sminter@agilef (Steve Minter) change driver		
Schedule Information			
*Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM)	06/13/2023 08:00 AM		
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM)	06/13/2023 05:00 PM		
Selection Information			
Usage Type:	Daily Rental		
Site:	Waco		
Location:	- Any Location -		
Type:	SEDAN V		
Number of Occupants:	1 (driver and passengers)		
Additional Information			
*Department:	None Selected		
*Destination:			
*Purpose of Trip:			
Comments (for example, the d press Shift+Enter to begin a new line	escription of any special vehicle requirements)		
press Shift+Enter to begin a new line	2		
L			
		Cancel Request	Next (Continue Request)

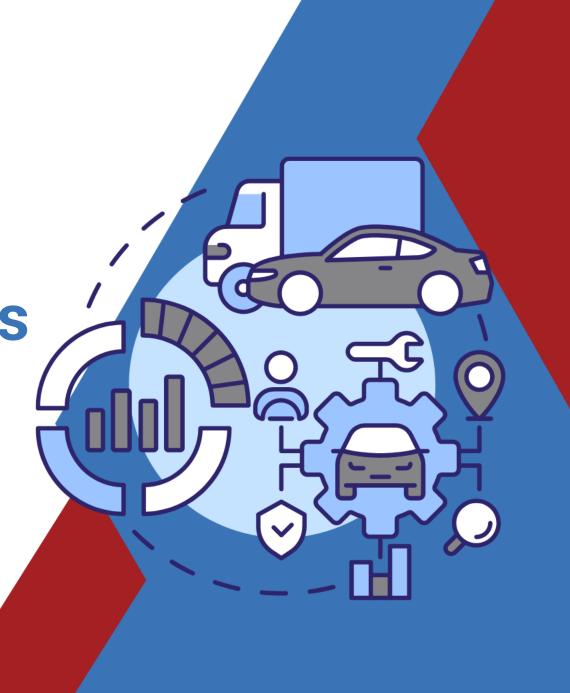
Vehicle Reservation - Finish Request





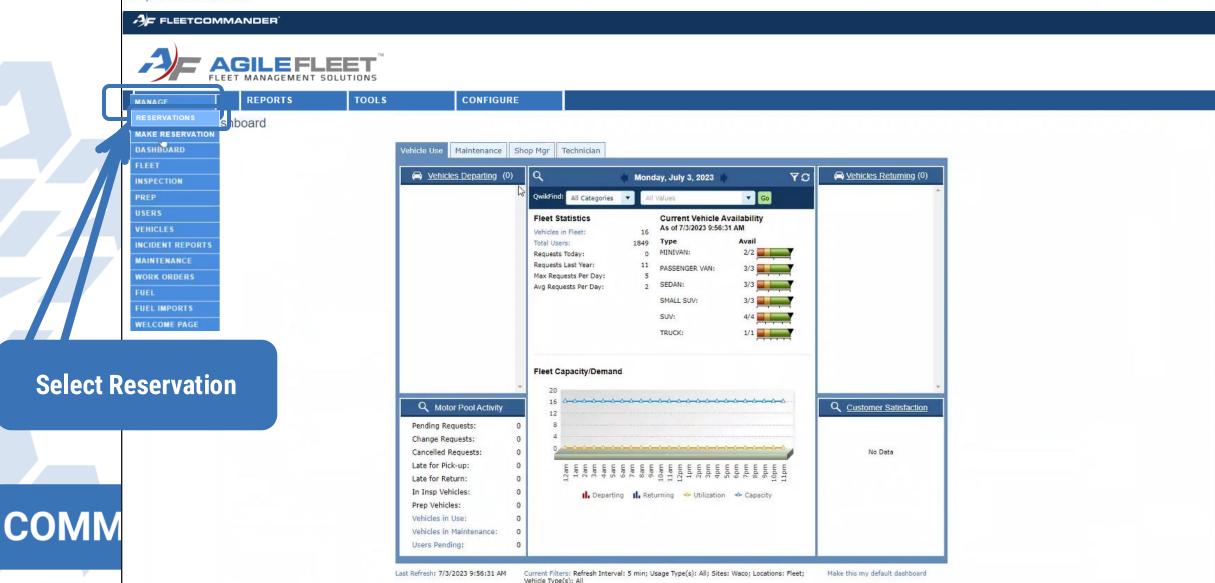
Manage>Reservations





Manage Reservation

Reservations should be made no less than 48 hours (2 business days) in advance of the need by date to ensure availability and safety of all employees. If you have a more immediate need, please reach out to your campus fleet coordinator.



Manage Reservation

Manage Reservations

* = Saved as a defaul *Pick-up Between: *Asset Name: *Usage Type: and *and All Usage Types Manage> Reservations *Return Between: and *and Daily Rental *Asset Type: Maintenance All Vehicle Types CARGO VAN *Driver Username: is the best way to work EXEC SUV *Driver Last Name: *Site: Ŧ MINIVAN Abilene *Status: Breckenridge *Requestor Username with reservations Brownwood All Statuses East Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 🛛 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖑 🖒 Page 1 of 1 🖒 🕻 Schedule Information Vehicle Information Status Request Info Reg/Conf # Requestor Information Driver Information Username: rlhernandez14204 Username: rlhernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved Site: Waco ۵ 🗙 🖸 nandez, Regin mandez, Regina 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation (254) 867-4811 (254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number Type: SMALL SUV mandez14204 nandez14204@ Vehicle: 263VBF - Camry 8258 (TOYO) Username: ksondermann Username: ksondermann Pick-up: 07/10/2023 11:43 AM 100032 07/10/2023 Approved Site: Marshall on Kristi ۵Х 🖸 Confirmatio 11:43:16 am Return: 07/13/2023 05:00 PM (254) 867-3706 254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minut Number Type: SEDAN ndermann@tst ondermann@tst Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Pick-up: 07/10/2023 12:00 PM 07/10/2023 100033 Site: Marshall Approved ann, Kristir Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 Location: Fleet (254) 867-3706 (Daily Rental) Duration: 1 day 1 hour Number Type: SEDAN ondermann@tst ondermann@tst Vehicle: 25JRMW - Rav4 (TOYO) Jsername: ksondermann Username: ksondermann Pick-up: 07/10/2023 12:00 PM 07/10/2023 100030 Site: Marshall Approved nn Kristi ۵ 🗙 🖸 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation (254) 867-3706 254) 867-3706 Location: Elect (Daily Rental) Duration: 2 days 1 hour Number ondermann@tstc.eo sondermann@tstc.ed Type: SMALL SUV Jsername: ksondermann Username: **ksondermann** Vehicle: 25NNXX - F-150 (FORD) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100031 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann, Kristir ndermann. Kristin 11:42:32 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc.ed ondermann@tstc.e Jsername: ksondermann Username: ksonder Vehicle: 25NP3C (FORD) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100029 🔍 🚍 🗙 🖸 🎴 Approved Site: North Texas ann, Kristi 11:32:55 am Return: 07/10/2023 05:00 PM Confirmatio (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ondermann@ts ondermann@t Type: TRUCK **Select View Request** Jsername: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 💽 🎴 Approved Site: Marshall 11:44:35 am Return: 07/14/2023 02:00 PM dermann, Kristi ndermann, Kristir Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet Late Pickuo' (Daily Rental) Duration: 4 days 1 hour Number ondermann@tstc Type: SUV ondermann@tstc.e Jsername: ksondermann Username: ksondermann Vehicle: 263VBQ (TOYO) 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100026 Site: Waco ann, Kristir X 🖸 🖾 Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tsto :sondermann@tstc.e Jsername: ksondermann Vehicle: 263VBZ (TOYO) Username: ksondermann 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin Site: Waco dermann, Kristir 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmati 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number ondermann@tstc.ed sondermann@tstc.ed Type: SEDAN **COMMAND 24** Username: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn. Kristi 🔍 🚍 🗙 🖸 🗹 Approved 12:18:50 pm Return: 07/13/2023 05:00 PM Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN ondermann@tstc.ed condermann@tstc.ed Username: ksondermann Vehicle: 264G4C (TOYO) Isername: ksondermani

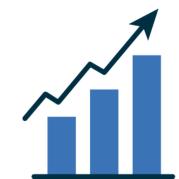
Manage Reservation

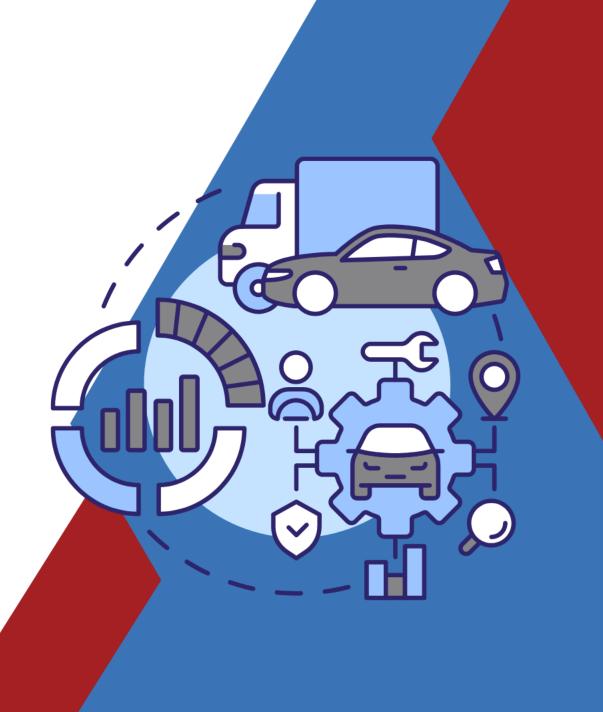
	Reservation Files (0)
Action buttons allows you to interact with	Request date/time: 07/10/2023 11:10 AM Request was approved Request ID: R000039 Confirmation number: 100026
	Back to Manage Reservations Add Alert Add Notes More Information Modify Request Dispatch Remove Vehicle Change Vehicle Cancel Reservation
reservation	Requestor Information User ID / name: ksondermann/Sondermann Kristin E-mail address: ksondermann@tstc.edu
	Driver Information (requestor is driver) Schedule Information Pick-up date / time: 07/11/2023 08:00 AM Return date / time: 07/14/2023 05:00 PM Duration: 3 days 9 hours Actual Information Actual Pick-up date / time: Actual Pick-up date / time: Actual Return date / time: Actual Return date / time: Actual Normation: Mileage Out: Mileage In:
Request information and vehicle specifics	Selection Information Usage Type: Daily Rental Site: Waco Location: Fleet Type: SEDAN Options: (any options) Number of occupants: 1 (driver and passengers)
The Audit log shows the	Additional Information Department: Fleet Destination: Harlingen - test Purpose of Trip: testing system Comments:
step-by-step progression of the Reservation Request	Vehicle Information Vehicle: 263VBQ (2023 WHITE TOYO CAMRY) Tag =: TEMP Location: Fleet Type: SEDAN Reservation Information Audit log entries (all reservation actions):
COMMAND 24	Date/Time Logged By Entry Type Information 07/10/2023 11:10 AM ksondermann New request (blank) 07/10/2023 11:10 AM ksondermann Assigned Vehicle 263VBQ 263VBQ 07/10/2023 11:10 AM ksondermann New request approved 263VBQ 07/10/2023 11:10 AM ksondermann New request approved 263VBQ Back to Manage Reservations Add Alert Add Notes More Information Modify Request Dispatch Change Vehicle Cancel Reservation

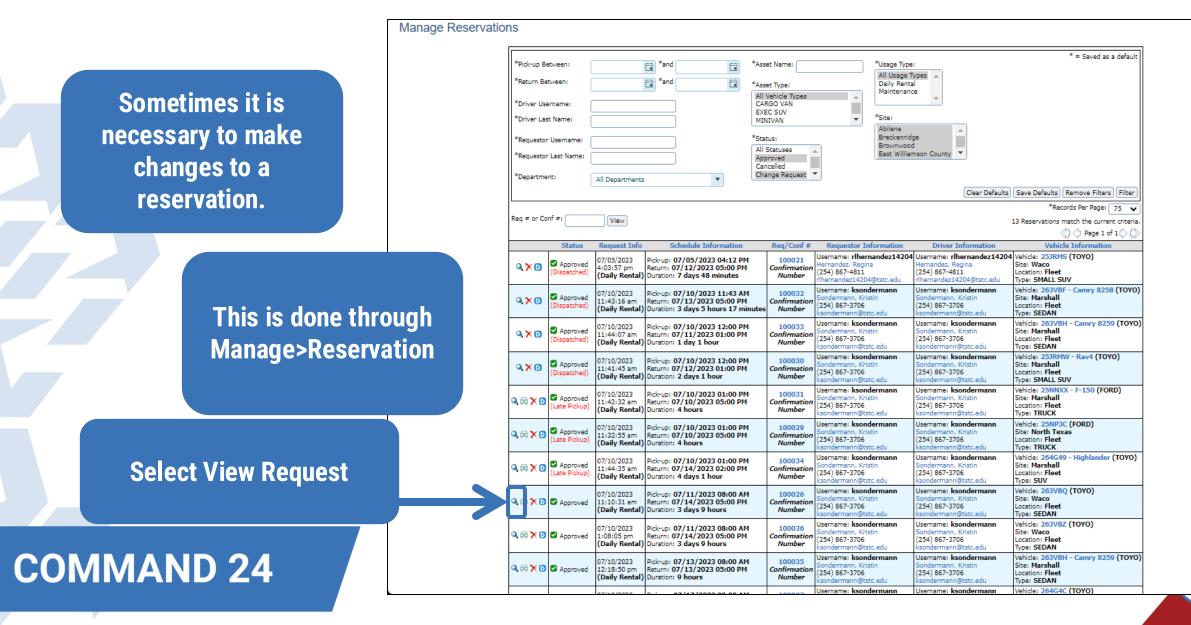
Last modified: 07/10/2023 11:10 A



Modify Reservation







Files (0)

Reservation

Select Modify Request

COMMAND 24

equest date/time: 07/10/2023 11:10 AM Request was approved Request ID: R000039 Confirmation number: 100026 Modify Request Dispatch Remove Vehicle Change Vehicle Cancel Reservation Requestor Information User ID / name: ksondermann/Sondermann Kristir E-mail address: ksondermann@tstc.edu Driver Information (requestor is driver) Schedule Information Pick-up date / time: 07/11/2023 08:00 AM Return date / time: 07/14/2023 05:00 PM Duration: 3 days 9 hours Actual Information Actual Pick-up date / time: Actual Return date / time: Actual Duration: Mileage Out: Mileage In: Selection Information Usage Type: Daily Rental Site: Waco Location: Fleet SEDAN Type: Options: (any options) Number of occupants: 1 (driver and passengers) Additional Information Department: Fleet Destination: Harlingen - test Purpose of Trip: testing system Comments: Vehicle Information Vehicle: 263VBQ (2023 WHITE TOYO CAMRY) Tag #: TEMP Fleet Location: Type: SEDAN Reservation Information Audit log entries (all reservation actions): Date/Time Logged By Entry Type Information 07/10/2023 11:10 AM ksondermann New request (blank) 07/10/2023 11:10 AM ksondermann Assigned Vehicle 263VBO 263VBO 07/10/2023 11:10 AM ksondermann New request approved 263VBO

Back to Manage Reservations Add Alert Add Notes More Information Modify Request Dispatch Remove Vehicle Change Vehicle Cancel Reservation

Last modified: 07/10/2023 11:10 AN

		Modify Request Information	_
	Request date/time: 07/10/2023 11:10 AM C Request was approved Request ID: R000039 Confirmation number: 100026		NOTE: modifications include items like
	Requestor Information User ID / name: E-mail address: Driver's user ID: Schedule Information Pick-up date / time: Return date / time: Selection Information Usage Type: Site: Location:	ksondermann / Kristin Sondermann ksondermann@tstc.edu ksondermann 07/11/2023 08:00 AM 07/14/2023 05:00 PM Daily Rental Waco Fleet	 DRIVER DATE / TIMES VEHICLE TYPE NUMBER OF OCCUPANTS DESTINATION
Make changes	Type: Number of occupants: Additional Information Department: *Destination: *Purpose of Trip: Comments (for example, the description of any special vel	SEDAN SEDAN (driver and passengers) Fleet Harlingen - test testing system hicle requirements):	• ETC.
and select "Next (Continue Request)"	Notes (miscellaneous administrator/dispatcher information	1):	press Shift+Enter to begin a new line press Shift+Enter to begin a new line
COMMAND 24	☐ Ignore Buffers		Add Ale : Next (Continue Request) Cancel Modify (Back)

Review the request information and select "Submit Request"

NOTE: You may be prompted to send a confirmation email. Select "OK" if you want the requestor & driver receive the email.

If an email is not necessary, hit "Cancel".

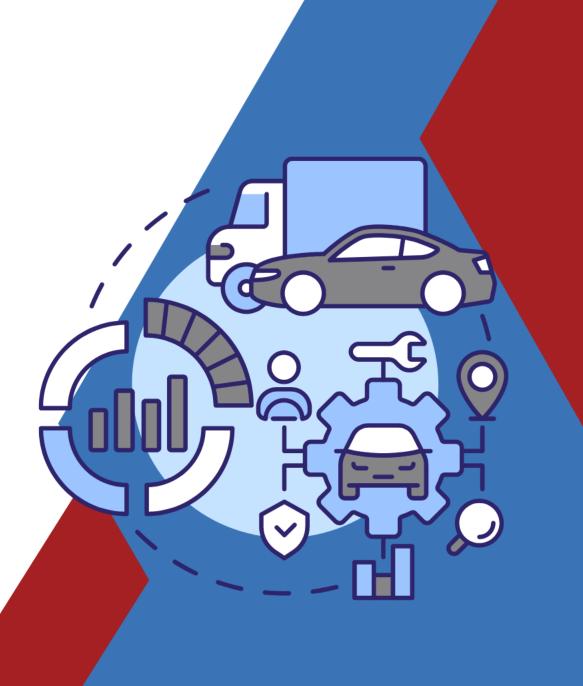
Request date/time: 07/10/2023 1	:10 AM
Request w Request I	as approved D: R000039 Ton number: 100026
Requestor Information User ID / name: E-mail address: Driver's user ID: Schedule Information Pick-up date / tim Return date / tim Duration: Selection Information Usage Type: Site: Location: Type: Number of occup: Additional Information	agilesuccess.agilefleet.com says Do you want to send a confirmation email after the change is made? (Ok = Yes, Cancel = No) OK Cancel
Department: Destination: Purpose of Trip: Comments: Notes:	Fleet Harlingen - test testing system (blank) (blank) Submit Request Previous (Change Request) Cancel this Act





Cancel a Reservation





Manage Reservation – Cancel Reservation

Manage Reservations

* = Saved as a defaul *Pick-up Between: *Asset Name: *Usage Type: and *and All Usage Types *Return Between and *and . Daily Rental *Asset Type: Maintenance All Vehicle Types *Driver Username: CARGO VAN EXEC SUV *Site: *Driver Last Name: MINIVAN Abilene *Status: Breckenridge *Requestor Username Brownwood All Statuses East Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖒 🖒 Page 1 of 1 🖒 (Schedule Information Driver Information Vehicle Information Status Request Info Rea/Conf # Requestor Information Username: rihernandez14204 Username: rihernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved mandez, Regina Site: Waco rnandez, Regina Q 🗙 🖸 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation (254) 867-4811 254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number Type: SMALL SUV ernandez1420 emandez14204 Vehicle: 263VBF - Camry 8258 (TOYO) Jsername: ksondermanr Username: ksonde 07/10/2023 Pick-up: 07/10/2023 11:43 AM 100032 Approved Site: Marshall onn, Kristir Confirmation Q 🗙 🖸 Return: 07/13/2023 05:00 PM 11:43:16 am 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minut Number Type: SEDAN dermann@ts Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Username: ksondermann Pick-up: 07/10/2023 12:00 PM 07/10/2023 100033 Site: Marshall Approved ndermann, Kristin Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 1 day 1 hour Number ondermann@tst ondermann@tstc Type: SEDAN Username: ksondermann Username: ksondermann Vehicle: 25JRMW - Rav4 (TOYO) 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100030 Site: Marshall Approved on Kristir ۵ 🗙 🖸 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation (254) 867-3706 254) 867-3706 Location: Fleet (Daily Rental) Duration: 2 days 1 hour Number Type: SMALL SUV sondermann@tst sondermann@tstc.ec Jsername: ksondermann Username: ksondermann /ehicle: 25NNXX - F-150 (FORD) 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100031 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann, Kristir ndermann, Kristin 11:42:32 am Return: 07/10/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Elect (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc. ondermann@tstc.e Vehicle: 25NP3C (FORD) Jsername: ksondermanr Username: ksonderma Pick-up: 07/10/2023 01:00 PM 07/10/2023 100029 🔍 🚍 🗙 💽 🎴 Approved Site: North Texas ann, Kristir 11:32:55 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ondermann@tst ondermann@ts Type: TRUCK Username: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 🖸 🎽 Approved Site: Marshall 11:44:35 am Return: 07/14/2023 02:00 PM dermann Kristir ondermann, Kristir Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet Late Pickup' (Daily Rental) Duration: 4 days 1 hour Number ondermann@tstr Type: SUV ondermann@tstc Jsername: ksondermann Username: ksondermanr Vehicle: 263VBQ (TOYO) Pick-up: 07/11/2023 08:00 AM 07/10/2023 100026 Site: Waco nann, Kristin Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tst sondermann@tstc. Jsername: ksondermann Username: ksondermann Vehicle: 263VBZ (TOYO) 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin dermann, Kristin Site: Waco 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number sondermann@tstc.ed ksondermann@tstc.ed Type: SEDAN Username: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn, Kristin 🔍 🚍 🗙 🖸 🗹 Approved 12:18:50 pm Return: 07/13/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN sondermann@tstc.edu ksondermann@tstc.edi Username: ksondermann Username: ksondermann Vehicle: 264G4C (TOYO) -----

Select the Cancel action button

Manage Reservation – Cancel Reservation

Request date/time: 07/10/2023 11:10 AM		
Request was approved Request ID: R000039		
Confirmation number: 100026		
Vehicle Name: 263VBQ		
	Are you sure you want to cancel this requ	iest?
lotes: (optional cancellation information)		
	//	
ress Shift+Enter to begin a new line		
Cancellation Type		
None Selected		
None Selected		
Trip Cancelled Manual Assign: No Vehicle Available		
No-Show		
Auto-Assign: No Vehicle Available		No (Back) Ves (Cancel Request)
Ineligible Driver Using Department Vehicle		
Using Personal Vehicle		
Duplicate Request		
Late for Pick-up Other		
otilei		
	Insert a comment	Solact "Voc (Concol Doguest)

COMMAND 24

Insert a comment (not required) and then select a Cancelation Type from the drop down.

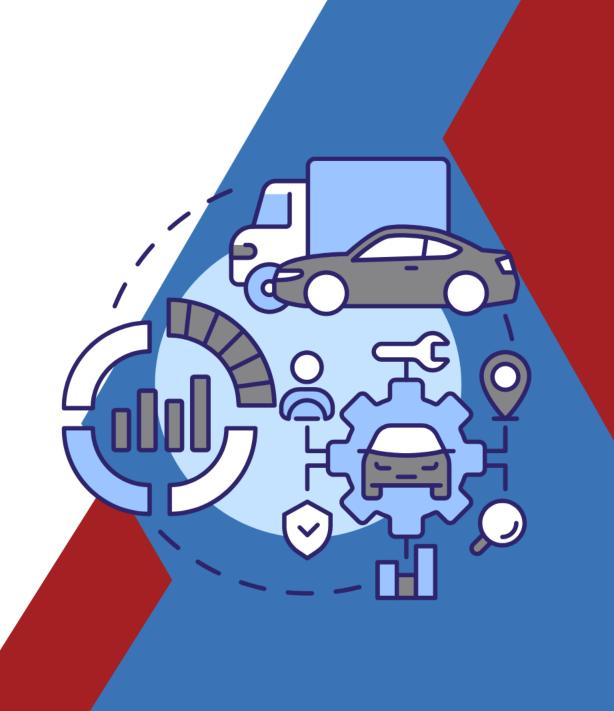
Select "Yes (Cancel Request)



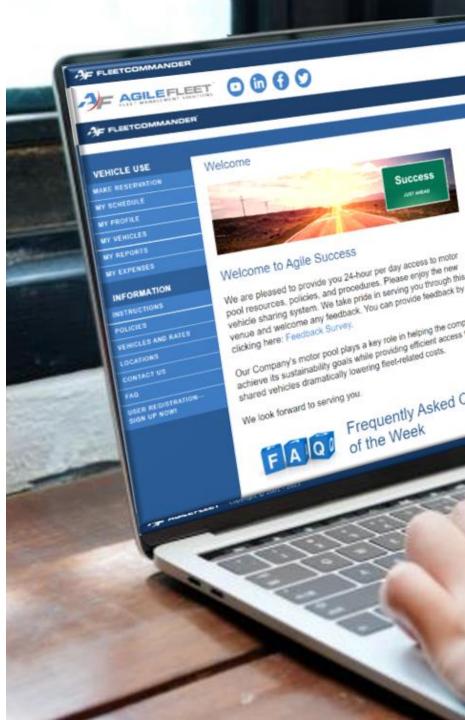


Dispatch Vehicle





Manage > Vehicles is one of several places in FleetCommander where reservations can be dispatched



Manage Reservation - Dispatch

Manage Reservations

To dispatch a vehicle via Manage> Reservations...

...select View Request

*Pick-up Be	tween:		📬 *and 📑	*Asset Name:	*Usage Type		* = Saved as a defau
*Return Bet	l			*•	All Usage T Daily Renta	ypes 🔺	
				*Asset Type: All Vehicle Types	Daily Renta Maintenanc		
*Driver Use	ername:			CARGO VAN EXEC SUV		·	
*Driver Las	t Name:			MINIVAN	✓ *Site:		
*0	· Username: (*Status:	Abilene Breckenride	e ^	
	L L			All Statuses	Brownwood East William	nson County 🔻	
*Requestor	Last Name:			Approved Cancelled		ison councy	
*Departme	nt:	All Departments	•	Change Request	•		
						Clear Defaults	Save Defaults Remove Filters Filt
							*Records Per Page: 75
Req # or Co	nf #:	View					13 Reservations match the current crite
							() Page 1 of 1 ()
	Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
9 X D	Approved	07/05/2023 4:03:57 pm	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM	100021 Confirmation	Username: rihernandez14204 Hernandez, Regina	Hernandez, Regina	Site: Waco
	(Dispatched)		Duration: 7 days 48 minutes	Number	(254) 867-4811 rlhernandez14204@tstc.edu	(254) 867-4811 rlhemandez14204@tstc.edu	Location: Fleet Type: SMALL SUV
	Approved	07/10/2023	Pick-up: 07/10/2023 11:43 AM	100032	Username: ksondermann Sondermann, Kristin	Username: ksondermann Sondermann, Kristin	Vehicle: 263VBF - Camry 8258 (TO Site: Marshall
9 X D	(Dispatched)	11:43:16 am (Daily Rental)	Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 min	utes Number	(254) 867-3706 ksondermann@tstc.edu	(254) 867-3706 ksondermann@tstc.edu	Location: Fleet Type: SEDAN
	-	07/10/2023	Pick-up: 07/10/2023 12:00 PM	100033	Username: ksondermann	Username: ksondermann	Vehicle: 263VBH - Camry 8259 (TO
۵×۵	Approved (Dispatched)	11:44:07 am	Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	Confirmation Number	Sondermann, Kristin (254) 867-3706	Sondermann, Kristin (254) 867-3706	Site: Marshall Location: Fleet
					ksondermann@tstc.edu Username: ksondermann	ksondermann@tstc.edu Username: ksondermann	Type: SEDAN Vehicle: 25JRMW - Rav4 (TOYO)
3 X D	Approved	07/10/2023 11:41:45 am	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM	100030 Confirmation	Sondermann, Kristin	Sondermann, Kristin (254) 867-3706	Site: Marshall Location: Fleet
	(Dispatched)	(Daily Rental)	Duration: 2 days 1 hour	Number	(254) 867-3706 ksondermann@tstc.edu	ksondermann@tstc.edu	Type: SMALL SUV
	Approved	07/10/2023	Pick-up: 07/10/2023 01:00 PM	100031	Username: ksondermann Sondermann, Kristin	Username: ksondermann Sondermann, Kristin	Vehicle: 25NNXX - F-150 (FORD) Site: Marshall
s ;== 🗡 🖸	(Late Pickup)	11:42:32 am (Daily Rental)	Return: 07/10/2023 05:00 PM Duration: 4 hours	Confirmation Number	(254) 867-3706 ksondermann@tstc.edu	(254) 867-3706 ksondermann@tstc.edu	Location: Fleet Type: TRUCK
		07/10/2023	Pick-up: 07/10/2023 01:00 PM	100029	Username: ksondermann	Username: ksondermann	Vehicle: 25NP3C (FORD)
>⇔×⊡	 Approved (Late Pickup) 	11:32:55 am	Return: 07/10/2023 05:00 PM Duration: 4 hours	Confirmation Number	Sondermann, Kristin (254) 867-3706	Sondermann, Kristin (254) 867-3706	Site: North Texas Location: Fleet
					ksondermann@tstc.edu Username: ksondermann	ksondermann@tstc.edu Username: ksondermann	Type: TRUCK Vehicle: 264G49 - Highlander (TOY
a 🛪 🖸	Approved (Late Pickup)	07/10/2023 11:44:35 am	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM	100034 Confirmation	Sondermann, Kristin (254) 867-3706	Sondermann, Kristin (254) 867-3706	Site: Marshall Location: Fleet
	(cate Pickup)	(Daily Rental)	Duration: 4 days 1 hour	Number	ksondermann@tstc.edu	ksondermann@tstc.edu	Type: SUV
		07/10/2023	Pick-up: 07/11/2023 08:00 AM	100026	Username: ksondermann Sondermann, Kristin	Username: ksondermann Sondermann, Kristin	Vehicle: 263VBQ (TOYO) Site: Waco
λ ⊕ Χ ⊡	Approved	11:10:31 am (Daily Rental)	Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	Confirmation Number	(254) 867-3706 ksondermann@tstc.edu	(254) 867-3706 ksondermann@tstc.edu	Location: Fleet Type: SEDAN
		07/10/2023	Pick-up: 07/11/2023 08:00 AM	100036	Username: ksondermann	Username: ksondermann	Vehicle: 263VBZ (TOYO)
2 📾 🗙 🖸	Approved	1:08:05 pm	Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	Confirmation Number	Sondermann, Kristin (254) 867-3706	Sondermann, Kristin (254) 867-3706	Site: Waco Location: Fleet
					ksondermann@tstc.edu Username: ksondermann	ksondermann@tstc.edu Username: ksondermann	Type: SEDAN Vehicle: 263VBH - Camry 8259 (TO
	Approved	07/10/2023 12:18:50 pm	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM	100035 Confirmation	Sondermann, Kristin	Sondermann, Kristin	Site: Marshall
			Duration: 9 hours	Number	(204) 867-3706	(254) 867-3706	Location: Fleet
		(Daily Rental)	Saradon S nours	Number	ksondermann@tstc.edu	ksondermann@tstc.edu	Type: SEDAN

Manage Reservation – Dispatch Out

Click on "Dispatch" to bring up the Dispatch Window

Dispatch Pop-up Window appears

2 R Rea	Vehicle Information	n (change vehicle)	Confirmation #:	100017		
	Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change	1	
	Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum	Rese	
Regu	License Number:	TEMP	Driver's License Number:			
	Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid	1	
	Reservation Inform	ation	Reservation Status:	Approved	1	
rive regu		1020	Destination:	Dallas	1	
	Site:	Waco	Usage Type:	Daily Rental		
che	Start Date:	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM		
ick-i eturi	Vehicle Activity				1	
	Dispatch Action	Dispatch/Return Cancel				
ctu	Date Out: 07/03/2023	8 09:18 AM 🕒 🛱 🕑 ℝ	Date In: 🕒 🔁 🕞 🕞			
ctua	Odom Start:					
Actua Ailea	Fuel Start:	el 0-0-0-0-®le	Fuel End:	EI 0-0-0-0-0 F		
ilea	Parking Space Start:		Parking Space End:			
ele: sagi	Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in			
ite: ocat	Vehicle Condition:	Vehicle has known dent in	right-rear fender		1	
ype: ptic			Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Submi		
Numb		1			4	
Additio	onal Information					
Departe		ademic Core Curriculum				
estina	Call Manager Call	llas				
1000		nference nis is for training				

Manage Reservation – Dispatch Out

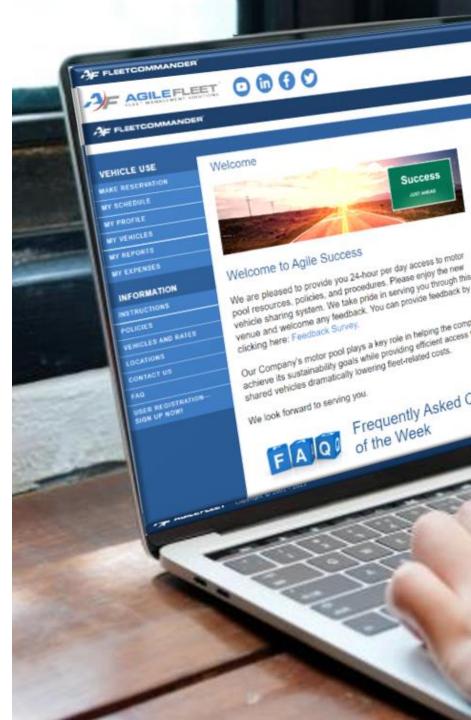
DISPATCH HINTS:

Make sure you're in the right reservations!

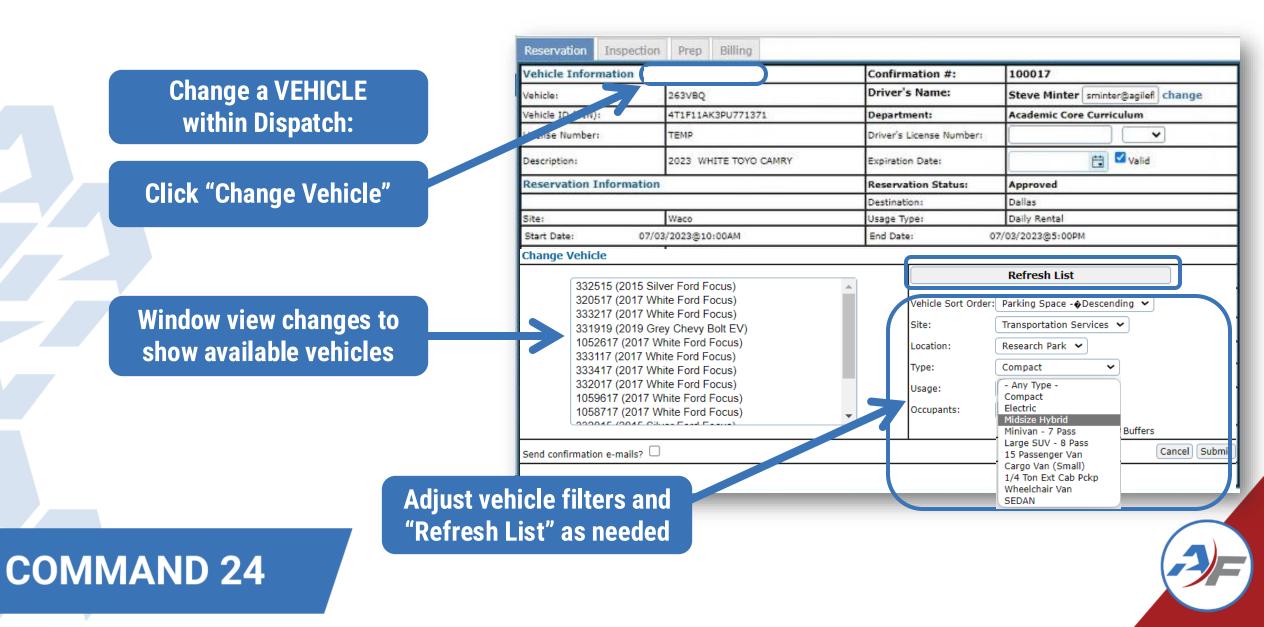
Use Dispatch Window to verify reservation details including NAME OF DRIVER, END DATE, VEHICLE TYPE, etc.

	Vehicle Information (change vehicle)		Confirmation #:	100017	
	/ehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilefi change	
V	/ehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum	
legi	icense Number:	TEMP	Driver's Linuse Number:		
ser D	Description:	2023 WHITE TOYO CAMRY	piration Date:	Valid	
-ma	Reservation Inform	ation	Reservation Status:	Approved	
equ			Destination:	Dallas	
	Site:	Waco	Usage Type:	Daily Rental	
che	Start Date:	07/03/2023@* JOAM	End Date: 0	07/03/2023@5:00PM	
etur	ehicle Activity				
	Dispatch Action	atch Action			
	Date Out 07/03/2023 09:18 AM		Date In:	o 🗄 🕑 R	
	odom Start:		Odom End: Total:		
ilea F	iuel St	E 0-0-0-0-0 F	Fuel End:	EI O - O - O - O - O F	
ľ	arking Space Start:		Parking Space End:		
eler C	Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
	/ehicle Condition:	Vehicle has known dent in right-rear fender			
/pe: ptio			Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Submit	
lumb		•			
dditio	nal Information				
		ademic Core Curriculum			
Destination: Dallas					
0.000		nference his is for training			

If you discover changes that need to be made, you can accomplish this from the Dispatch Window!



Manage Reservation – Dispatch Out - Changes



Manage Reservation – Dispatch Out - Changes

Inspection Prep Reservation Billing Confirmation #: 100017 Vehicle Information (change vehicle) **Change a DRIVER** Driver's Name: Vehicle: 263VBQ Steve Minter sminter@agilef change within Dispatch: Vehicle ID (VIN): 4T1F11AK3PU771371 Dena Academic Core Curriculum Displaying Users(s) 1 - 15 of 6555 Page | Next Page TEMP License Number: × WHITE TOYO Search Description: Click "Change" next to Last Name: Go ration Information **Driver's Name** UserNan Name Waco Site: [SELECT] ooabalu .Aagaraad, Dwayne VIEW] Start Date: 07/03/2023@10:00AM [SELECT] Aaron, Joev VIEW] acarr [SELECT] savlorab Vehicle Activity [VIEW] Type in Last name and lesleaca [SELECT] VIEW] **Dispatch Action** Oispatch/Return [SELECT] jabasca VIEW] click "Go" to find Driver [SELECT] aabdalka Date Out: 07/03/2023@10:00AM 🕒 🛗 [VIEW] **User pop-up** tiakers VIEW1 [SELECT] Odom Starts 78156 [SELECT] kalbersss .Albers, Kate window appears [SELECT] Alexander, Hank VIEW] roaaa1 EI 0.0 Fuel Start: .Allen, Allison [SELECT] abdeltam VIEW Parking Space Start: [SELECT] abdualla [VIEW] .Anderson, Jessie [SELECT] abedi22 .Andrews, Vern Comments: Please make labend .Armstrong, Crystal [SELECT] vehicle for VIEW .Arnold, Gayle maabeyta Vehicle Condition: Vehicle has k[VIEW] [SELECT] mabongwa .Atkinson, Johnny et Changes Submit **COMMAND 24**

When it comes to the "when" a reservation is dispatched, you have the choice of two time considerations:

- Current Date/Time
- Request Date/Time



Two Dispatch Options

Current Date and Time

Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Informa	tion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out:		Date In:	9 🛱 🕑 🗷
Odom Start:		Odom End:	Total:
Fuel Start:	EI 0 - 0 - 0 - 0 - 🖲 IF	Fuel End:	EI 0-0-0-0-0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
		n right-rear fender	



Two Dispatch Options

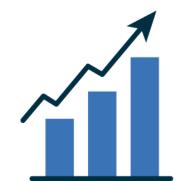
Original Reservation Date and Time

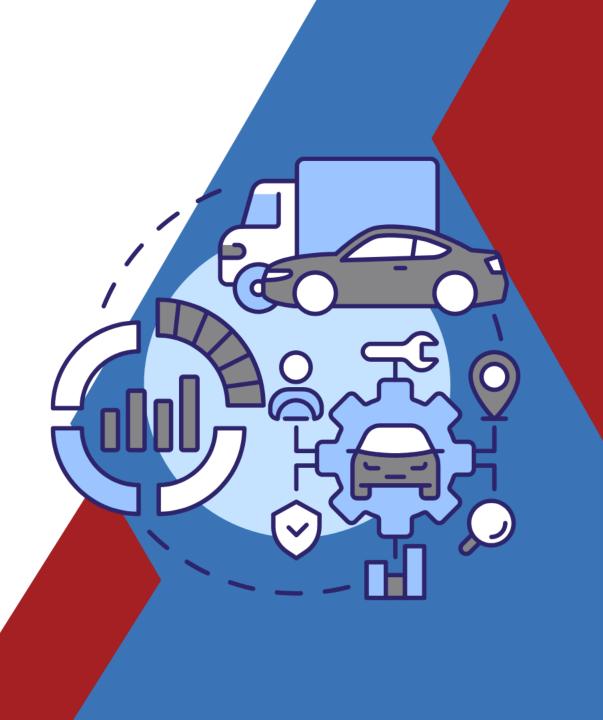
Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	темр	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🔛 🔽 Valid
Reservation Informa	tion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
	010:00AM C - R	Date In:	G 🛱 🕑 🖪
Odom Start:		Odom End:	Total:
Fuel Start:	EI O - O - O - O - 🖲 IF	Fuel End:	EI 0 - 0 - 0 - 0 - 0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent i	n right-rear fender	
			- (6)





Additional Dispatch Window Items





Odometer Fields

Departure/Start Mileage auto-populates from the most recent record

Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Informat	ion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date: 0	7/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out: 07/03/2023@:	10:00AM 🕒 🛱 🕑 ℝ	Date In:	G 🛱 🕑 R
Odom Start: 78156		Odom End:	Fotal:
Fuel Start:	EI 0 - 0 - 0 - 0 - 🖲 F	Fuel End:	EI 0-0-0-0-0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent in	right-rear fender	





DISPATCH HINTS:

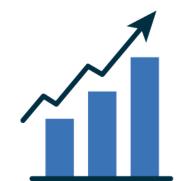
Watch out for information or instructions in COMMENTS before submitting

Communicate to driver any previous damage noted in VEHICLE CONDITION

Inspection Prep Billing Reservation 100017 Vehicle Information (change vehicle) Confirmation #: Driver's Name: Vehicle: 263VBQ Steve Minter sminter@agilef change Vehicle ID (VIN): 4T1F11AK3PU771371 Academic Core Curriculum Department: License Number: TEMP * Driver's License Number: H Valid Description: 2023 WHITE TOYO CAMRY Expiration Date: Reservation Information Reservation Status: Approved Dallas Destination: Waco Usage Type: Site: Start Date: 07/03/2023@10:00AM End Date: **Click Submit to** Vehicle Activity **Dispatch** Action Ispatch/Return ○ Cancel finalize Dispatch Out Date Out: 07/03/2023@10:00AM () 🛱 () 🕞 Date In: Odom Start: 78156 Odom End: EI 0.0.0.0. EI O - O - O - O - O IF Fuel Start: Fuel End: Parking Space End Darking Space Start Comments: Please make sure GPS and EZ Pass is placed in vehicle for reservation. Vehicle Condition: Vehicle has known dent in right-rear fender Send Admin Email Print Travel Sheet Reset Changes Submit Cancel



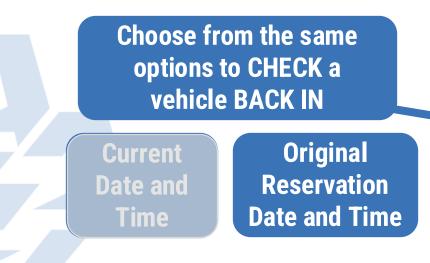
Return Vehicle/ Dispatch-In





Reservation

Inspection Prep Billing



100017 Vehicle Information (change vehicle) Confirmation #: Driver's Name: Vehicle: 263VBQ Steve Minter sminter@agilef change Vehicle ID (VIN): 4T1F11AK3PU771371 Academic Core Curriculum Department: License Number: TEMP * Driver's License Number: H Valid Description: 2023 WHITE TOYO CAMRY Expiration Date: Reservation Information Reservation Status: Approved Dallas Destination: Luaco Usage Type: Daily Rental Site: Start Date: 07/03/2023@10:00-End Date: 07/03/2023@5:00PM Vehicle Activity **Dispatch** Action Ispatch/Return ○ Cancel (9) 筒 BR Date Out: 07/03/2023@10:00AM () 🛱 () R 07/03/2023@5:00PM Date In: Odom Start: 78156 Odom End: Total: EI O - O - O - O - O IF EI O-O-O-O-OIF Fuel Start: Fuel End: Parking Space Start: Parking Space End: Comments: Please make sure GPS and EZ Pass is placed in vehicle for reservation. Vehicle Condition: Vehicle has known dent in right-rear fender Cancel Send Admin Email Print Travel Sheet Reset Changes Submit



Odometer Fields

End Mileage MUST be typed in

ehicle Information	(change vehicle)	Confirmation #:	100017
/ehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
/ehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
icense Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🛗 🗹 Valid
Reservation Informat	tion	Reservation Status:	Approved
	5005C	Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date: (07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
/ehicle Activity			
Dispatch	Dispatch/Return O Cancel		
Date Out: 07/03/2023@	10:00AM	Date In: 07/03/2023@5:00	OPM 🕒 🛱 🕑 ℝ
odom Start: 78156		Odom End: 78193	Total: 37
uel Start:	EI 0 - 0 - 0 - 0 - 0 IF	Fuel End:	EI 0-0-0-0-0 F
arking Space Start:		Parkin pace End:	
Comments:	Please make sure GPS and E	7 is placed in	
	ion		1
Tota	l mileage 📊 🖬	right-rear fender	
		agine rear render	
self-calo	culates based 📒	Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Subn
)dom End	Concer Deno Administra	The second



DISPATCH HINTS:

Type any NEW DAMAGE on the vehicle in VEHICLE CONDITION.

Details will appear here again with next reservation

Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🔛 🗹 Valid
Reservation Informat	tion	Reservation Status:	Approved
	10.00 C	Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date: 0	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out: 07/03/2023@	10:00AM 🕒 🛱 🕑 ℝ	Date In: 07/03/2023@5:00	DPM 🕒 🛱 🕑 🖪
Odom Start: 78156		Odom End: 78193 7	Total: 37
Fuel Start:	E 0-0-0-0-0 F	Fuel End:	E O - O - O - O - O F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent in Windshield cracked by rock. Nee		



DISPATCH HINTS:

Send email to ADMIN STAFF if you need to relay any information to them regarding this reservation/vehicle (example: damages)

/ehicle Information	(change vehicle)	Confirmation #:	100017
/ehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
/ehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
license Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Information	ion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	
	Waco 7/03/2023@10:00AM	Usage Type: End Date:	
		End Date:	lick Submit to
Start Date: 0		End Date:	lick Submit to
Start Date: 0 Vehicle Activity	7/03/2023@10:00AM	End Date:	lick Submit to
Start Date: 0 Vehicle Activity Dispatch Action	7/03/2023@10:00AM © Dispatch/Return O Cancel	End Date: C	
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@:	7/03/2023@10:00AM © Dispatch/Return O Cancel	End Date: C Date In: 0 Date In: 0	
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@: Ddon. Part: 78156	7/03/2023@10:00AM © Dispatch/Return Cancel 10:00AM C T CR	End Date: C Date In: 0 Odom End:	alize Dispatch In
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@: Ddonu: 1art: 78156 Fuel Start:	7/03/2023@10:00AM © Dispatch/Return Cancel 10:00AM C T CR	End Date: C Date In: 0 Odom End: Fuel End: Parking Space End:	alize Dispatch In



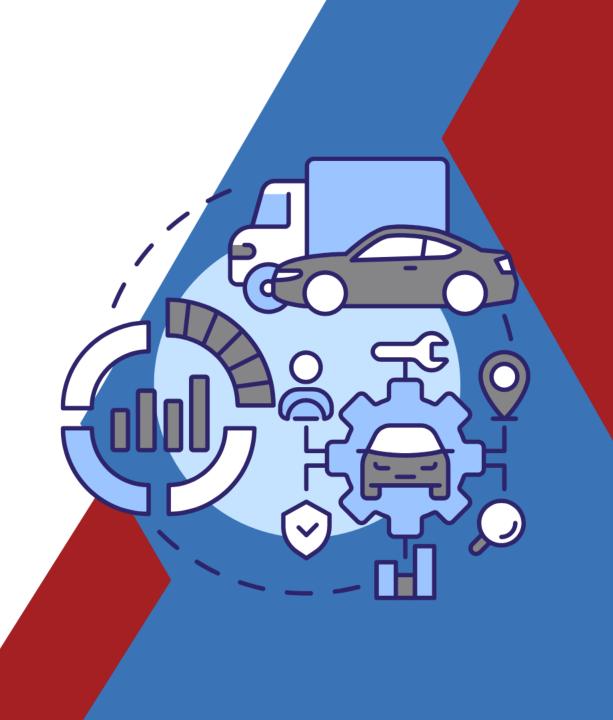
Other places vehicles can be dispatched include:

- Dashboard considered best practice (see Slide 154)
- Manage Vehicles
- Manage Users









Use the filters to narrow your view

Vehicle Optimization Chart Criteria *Site: *Location: *Type: *Usage: Waco ~ - Any Type -All Usage Types ~ Waco: Airport Waco: Diesel Daily Rental Maintenance Waco: Facilities Planning Waco: Fleet *Occupants: 1 V **F** *Vehicle sort order: Alphabetical ~ *Day View
 *Hour View Chart Start Date: 07/03/2023 Show Overlap Reservations Asset name: All Users All Assets . *Owner User: . *Year: *Options: All Years All Options Make: All Users *Responsible User: . 2023 2022 *Access Groups: Model (No Access Groups) 2021 Standard License #: Police ÷ Recruiter VIN #: Displaying 1 - 15 of 16 vehicles Legend Refresh Chart Clear Defaults Save Defaults Vehicles displayed per page:* 15 irst Previous Next Last 🔙 Week 7/3 - 7/9 Week 7/10 - 7/16 Page 1 of 2 Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Vehicle 7/3 7/4 7/5 7/6 7/7 7/8 7/9 7/10 7/11 7/12 7/13 7/14 7/15 7/16 22NKSW 243330 25JRMS 25NKVW 25NPDW 25NPFD 25NPFT 25NPFW 25NPFX LP 263VBQ I D 263VBZ 264G4C 264G4D 264G4J 264G4L Fri Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Sat Sun 7/7 7/13 7/3 7/4 7/5 7/6 7/8 7/9 7/10 7/11 7/12 7/14 7/15 7/16 First Previous Next Last 🖕 Week 7/3 - 7/9 Week 7/10 - 7/16 Page 1 of 2



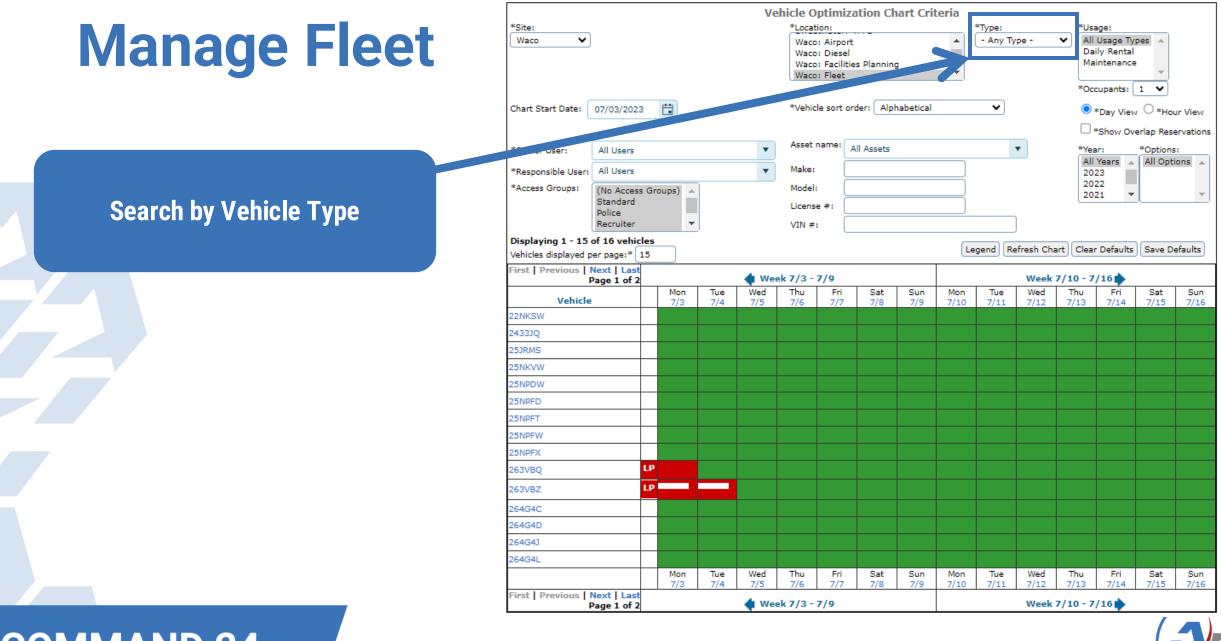


Search by Site

				Ve	hicle 0	ptimiz	zation Cl	nart Crit	teria						
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Waco 🗸						: Airpo : Diese			^	- Any Ty	/pe -		Usage Ty ily Rental		
							ies Plannin	g					intenance		
					Waco	: Fleet			•					_	
							_					*Oc	cupants:	1 🗸	
Chart Start Date: 07/03/202	3				*Vehic	le sort d	order: Alp	habetical		~				v ○*Ho	
					Accet	name:				_	_			erlap Rese	
*Owner User: All Users				•	Assec		All Assets			_	•	*Yea	ar: Years 🔺	*Options All Opti	
*Responsible User: All Users				•	Make:							20	23	All Opt	
*Access Groups: (No Acces	s Gro	oups) 🔺			Model	: [20			-
Standard					Licens	e #: [20			
Recruiter		-			VIN #	· ()				
Displaying 1 - 15 of 16 vehi	cles								G		() (C				C 11
Vehicles displayed per page:*										egend Re	efresh Cha	Clear	r Defaults	Save D	efaults
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Vehicle		Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16
22NKSW															
2433JQ															
25JRMS															
25NKVW															
25NPDW															
25NPFD															
25NPFT															
25NPFW															
25NPFX															
263VBQ	LP														
263VBZ	LP														
264G4C															
264G4D															
264G4J															
264G4L															
		Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16
First Previous Next Las					ek 7/3 -							7/10 - 7			





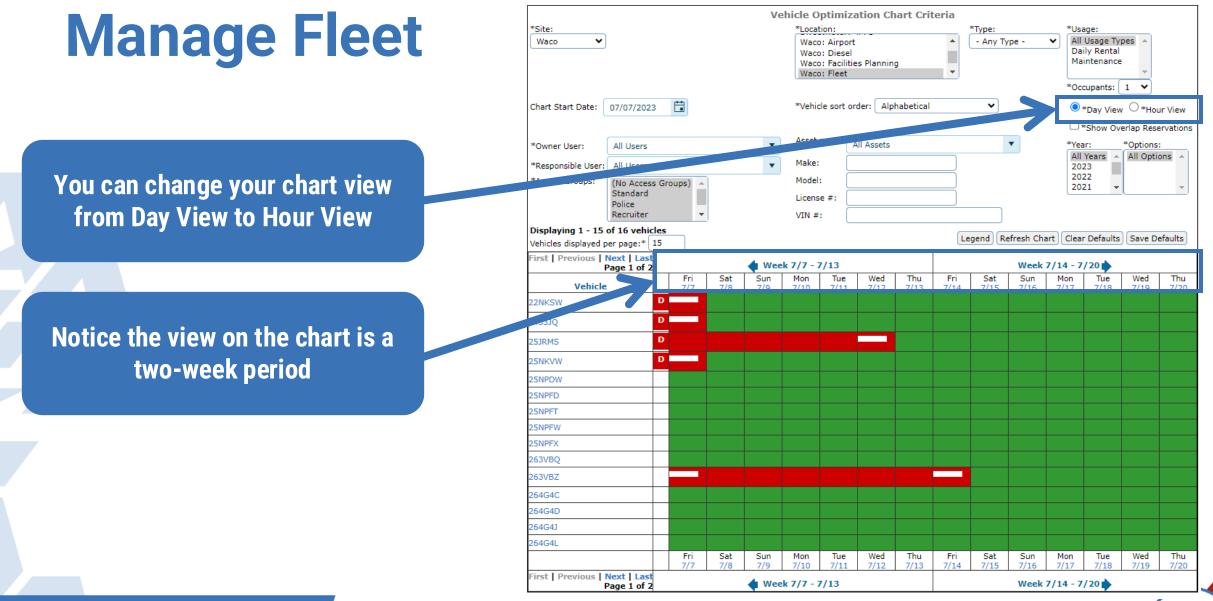


Search by specific vehicle information

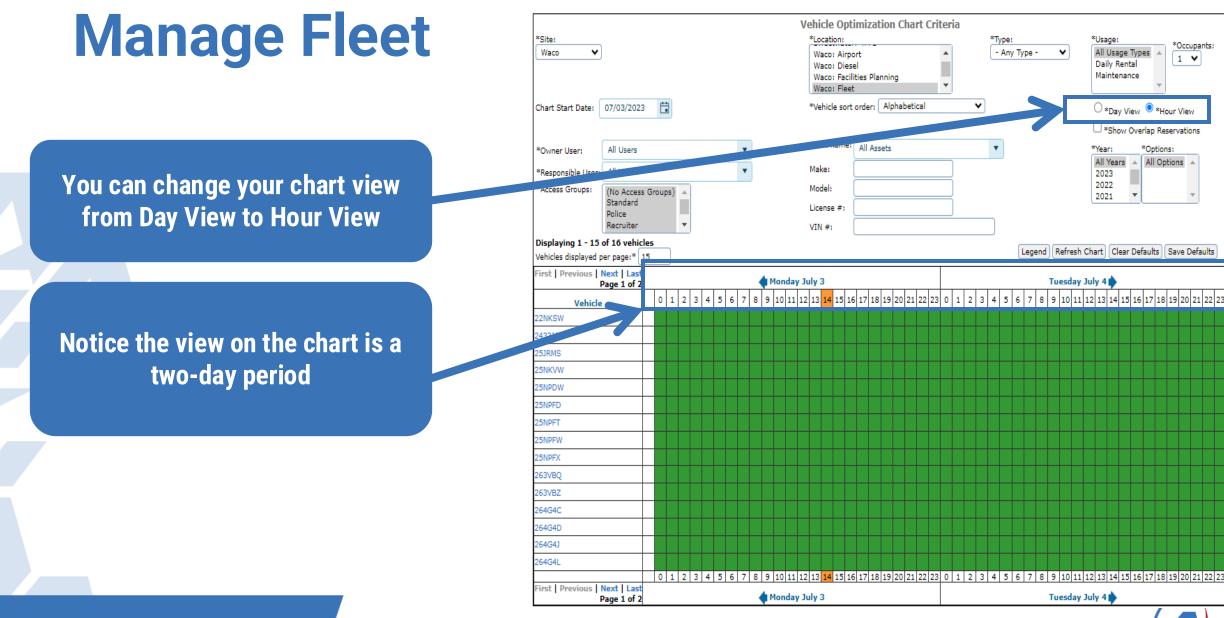
\$Cit					Ve		-	ation Ch	art Cri		*т		811			
*Site: Waco V	1					*Locat					*Type: - Any Ty			age: Usage Ty		
vvaco V	J						: Airport : Diesel			^	- Any Ty	pe -		Usage Iy ily Rental	pes 🔺	
						Waco	: Facilitie	s Planning	,					intenance		
						Waco	: Fleet			-					-	
													*00	cupants: (1 🗸	
Chart Start Date:	07/03/202	3				*Vehic	le sort or	der: Alpl	nabetical		~			*Day View	,	ur View
			_										\Box			
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*Owner User:	All Users						Ľ	II Assets				•	*Yea	Years 🔺	*Options All Opti	
						Make:							20	23		
*Access Groups:	(No Acces	s Gro	oups) 🔺	1		Model	: [20			
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	Police Recruiter		-			VIN #										
Displaying 1 - 15		les					. []				
Vehicles displayed	· · · · · ·									Le	gend Re	fresh Cha	art Clear	r Defaults	Save De	efaults
First Previous	Next Last Page 1 of 2				💧 Wee	ek 7/3 -	7/9					Week	7/10 - 7	/16		
Vehicle	2		Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16
22NKSW					.,	.,										
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263VBQ		LP														
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264G4L																
			Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16
First Previous	Next Last Page 1 of 2					ek 7/3 -							7/10 - 7			
	age I OI Z	1			T	- 1 -	7-						,	7		













Use the legend to understand the status of vehicles

The status of vehicles will appear in the first column

			Vehicle Optimization Chart Crit	eria		
*Site: Waco V			*Location: Waco: Airport Waco: Diesel Waco: Facilities Planning Waco: Fleet	 *Type: Any Type - 	Daily I Mainte	ige Types A *Occupants:
Chart Start Date:	07/03/2023		*Vehicle sort order: Alphabetical	•	⊖ ∗ _{Da}	y View 🔍 *Hour View
					Sh *Sh	ow Overlap Reservations
*Owner User:	All Users	•	Asset name: All Assets	•	*Year: All Yea	*Options:
*Responsible User:	All Users	•	Make:		2023	
*Access Groups:	(No Access Groups)) 🔺	Model:		2022 2021	•
	Standard Police		License #:			
	Recruiter	-	VIN #:		-	
Displaying 1 - 15	of 16 vehicles			Legend	Refresh Chart	ear Defaults Save Defaults
First Previous	Next List					
	Page 1 of 2		Monday July 3		Tuesday July 4 🔶	
Vehicle		Legend - Goo	ale Chrome	_	o x	15 16 17 18 19 20 21 22 23
22NKSW		-	-			
2433JQ		tstc.agilef	eet.com/fleetcommander/Legend	I_OptimizeChart.asp	Q	
25JRMS 25NKVW			Vehicle has been dispatched "out" but has Also, the vehicle is not yet late.	not yet been dispatched	back "in".	
25NPDW		Late Pickup	Vehicle has not been picked up yet and th	e current time is beyond	the scheduled	
25NPFD			start time plus the "grace period". Vehicle has been dispatched "out" but has	not vet been dispatched	back "in". The	
25NPFT		-	vehicle is late. It is beyond the scheduled "grace period".	end-time of the reservat	ion plus the	
25NPFW		C Completed	Vehicle has been dispatched "out" and dis	patched back "in".		
25NPFX		Maintenance	The vehicle has been scheduled for maint	enance.		
263VBQ			A reservation is pending for the future. It dispatched "out" yet.	is neither late nor has it	been	,
263VBZ		No	The vehicle is not currently scheduled.			
		Reservation	The reservation is not yet approved.			
264G4D 264G4J			The vehicle is not available for use.			
264G4J			The vehicle is in preparation.			
		Inspection	The vehicle is in inspection.			15 16 17 18 19 20 21 22 23
First Previous	Next Lasu Page 1 of 2					

Manage > Fleet is one of several places in FleetCommander where reservations can entered



To start a reservation, select the date and time to the corresponding vehicle in either day view or hour view

														١	/el	hic	le (Opt	tim	iza	itio	on C	ha	rt (rit	eri	a																				
*Site: Waco V															C		atio													Тур	e: ny T				•			Jsag		qe T				*0c	cup	ants	51
waco 🗸															1	Wao Wao	co: / co: co: co:	Dies Faci	sel litie	s Pl	ann	ing				* •			U	- А	ny i	ype	-		•		Ī	Dail	y R	ge r enta nanc	l.	s	*	1	~		
Chart Start Date:	07/03/2023		**												*1	Veh	icle	sor	t on	der:	A	lpha	beti	cal				~)											v Vie w O							
*Owner User:	All Users								•	,					A	sse	t na	me	A	ll As	set	35								•							*)	/ear	r:		*	Opti	ions		_	1	
*Responsible User:	All Users								,	,					М	lake	21																					All Y 202		rs -		All (Opti	ons	*		
*Access Groups:	(No Access	Gro	ups)) 🔺	n										М	lode	el:																					202							_		
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Displaying 1 - 15 o	_		_																											, 	ſ	Loo	and	16	efres	ch (-	+	CL) of o	ulte			Def	- ult	h
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First Previous N	lext Last age 1 of 2													ay J																					esda												



Follow the steps for Making a Reservation

Vehicle Information	
Vehicle:	22NKSW
Vehicle ID (VIN):	1FT7W2A63HEE69836
Description:	2017 WHITE FORD F250
License Number:	1388972
Usage Type	
Select Usage Type:	Daily Rental
	Maintenance
Next (Continue Request)	



Modifying a request

Select the reservation that you would like to modify the request

*Site:						*Locat	ion:				*Type:		*Us	age:		
Waco 🗸						Waco Waco	: Airport : Diesel : Faciliti : Fleet	es Planning	9	* •	- Any Ty	rpe -	► All Da	Usage Ty ily Rental intenance		
		_						_					*Oc	cupants: (1 🗸	
Chart Start Date:	07/06/2023	}				*Vehic	le sort o	der: Alpi	habetical		~		_	*Day Viev		
						Arret	name:				_	_		*Show Ov		
*Owner User:	All Users				•	Asset		All Assets				•	*Yea	Years 🔺	*Options All Opt	
*Responsible User:	All Users				•	Make:							20	23		
*Access Groups:	(No Access	Gro	oups) 🔺			Model	- [20			-
	Standard Police					Licens	e #:									
	Recruiter		*	ļ		VIN #	. [)				
Displaying 1 - 15	_		_							L	egend Re	efresh Cha	rt Clea	r Defaults	Save D	efaults
Vehicles displayed p First Previous 1		15														
	Page 1 of 2		_	-		k 7/6 - 7	-						/13 - 7			
Vehicle			Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16	Mon 7/17	Tue 7/18	Wed 7/19
22NKSW		D														
2433JQ		D														
25JRMS		D														
25NKVW		D														
25NPDW																
25NPFD																
25NPFT																
25NPFW																
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263VBQ																
263VBZ																
264G4C																
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264G4L			Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Eri	Sat	Sun	Mon	Tue	Wed
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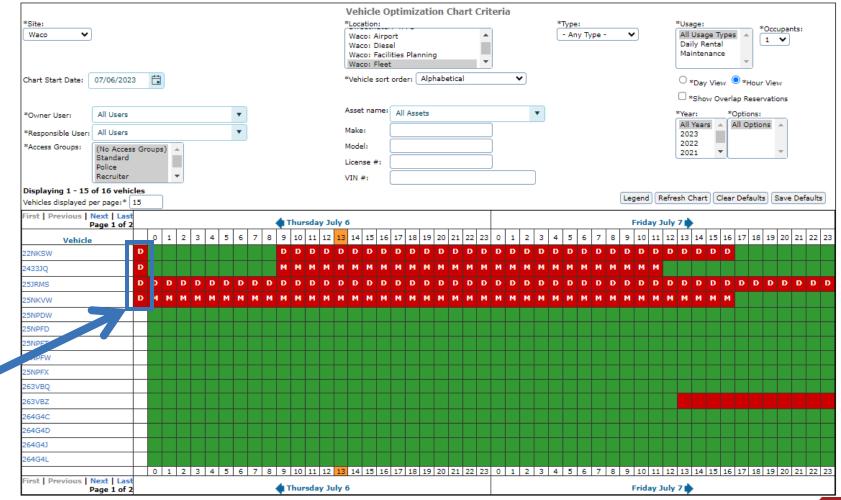
Select Modify Request and follow the steps for modifying a reservation.





Changing the vehicle assigned to a reservation

Reservations that have been dispatched are not able to have the vehicle changed







While in hour view select the first time in the chart to change the vehicle

)pti	miz	atio	n C	har	t Cri	iter	ia																				
*Site: Waco 🗸)													W	catio aco:	Airp		-				-	•				_	ype: Any	Туре		~)				Jsag	e Ty		*		ccup V	_	51	
								Waco: Diesel Waco: Facilities Planning Waco: Fleet										l l								Daily Rental Maintenance						*												
Chart Start Date:	07/06/202	3 f	•											_	*Vehicle sort order: Alphabetical																0	○ *Day View ● *Hour View												
			_																																				p Res			s		
*Owner User:	All Users							•						Ass	et na	ime:	All	l Ass	ets							•									Yea				ption					
*Responsible User: All Users									Ma	ke:																	All Years A All Options A																	
*Access Groups:	(No Acces	s Grou	ips)											Мо	del:								Ĵ.												202	2	.							
	Standard Police													Lice	ense	#:							j											Ŀ	202	1					*			
	Recruiter			•										VIN	1#:)																		
Displaying 1 - 15 Vehicles displayed p																															Leg	end	Re	fres	h C	hart	Cl	ear í	Defau	ults	Sav	ve D	efau	ilts
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Vehicle 22NKSW		D		2	5		-		0	D			DE				D	D	D	D	DI		D	D	D	D	D	-	DD	D	D			D			D				5 2	0 2	.1 2	2 23
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25JRMS		D	D D	D	D	D)	D D	D	D	D	D	DE) [D	D	D	D	D	D	DI	D D	D	D	D	D	D	DI	D D	D	D	D	D	D	D	D	D	D	DI	DE	D)	D	D D
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25NPFX 263VBQ							-	_										-			+	_	+					+	+	_			+	_		_	\square	\vdash	\vdash	+	+	+	+	+
263VBQ						-	+	+						Т																														
264G4C						-	+	-																				+					4											
264G4D							+																																		T		+	
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Page 1 of 2																	1									. 144	4.20	, /	-															



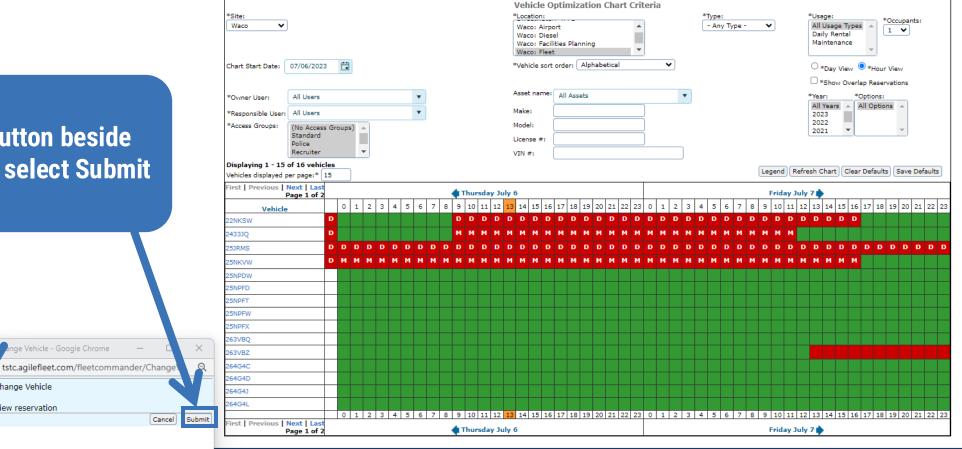
Administration - Manage Fleet

ge Vehicle - Google Chrome

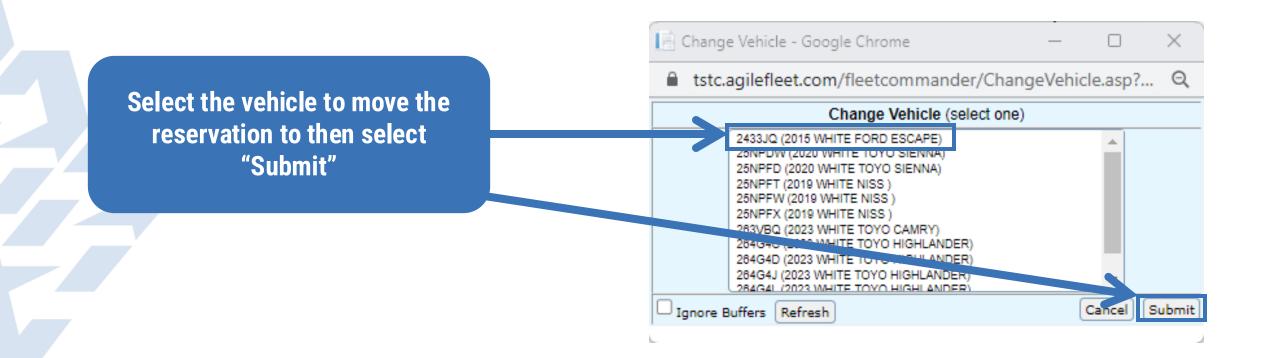
Change Vehicle

View reservation

Select the radio button beside **Change Vehicle the select Submit**









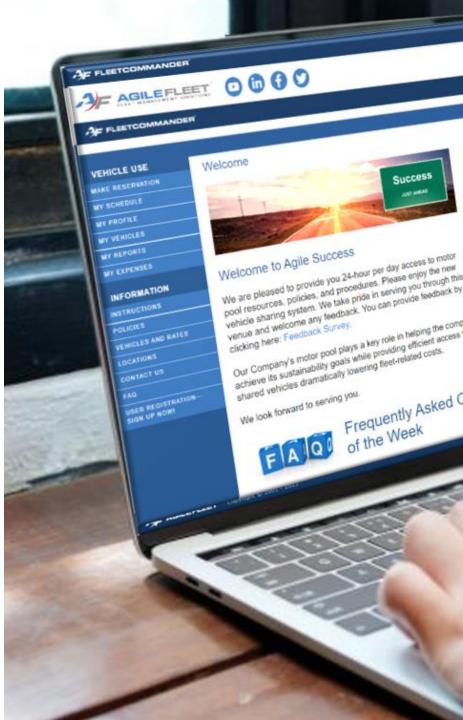


FleetCommander Dashboard (continued)





FleetCommander's Dashboard is the primary workspace for Admins/Dispatchers to interface with the system



Reservations should be made no less than 48 hours (2 business days) in advance of the need by date to ensure availability and safety of all employees. If you have a more immediate need, please reach out to your campus fleet coordinator.

F FLEETCOMMANDER

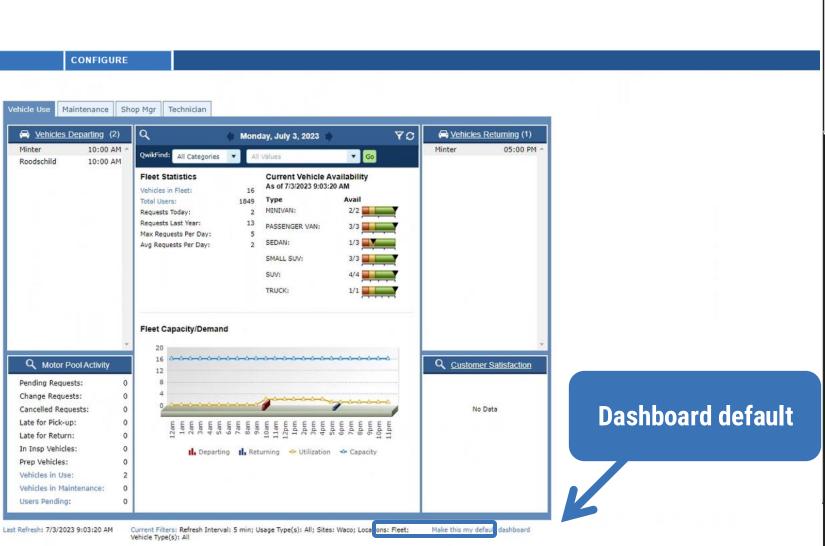


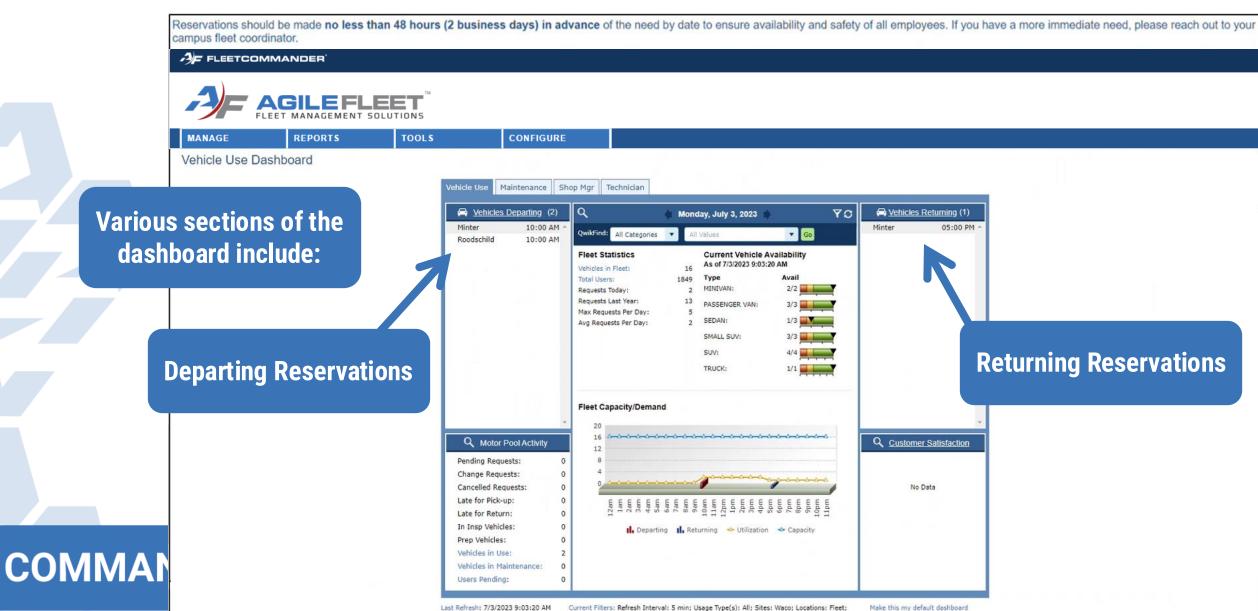
REPORTS TOOLS C

Vehicle Use Dashboard

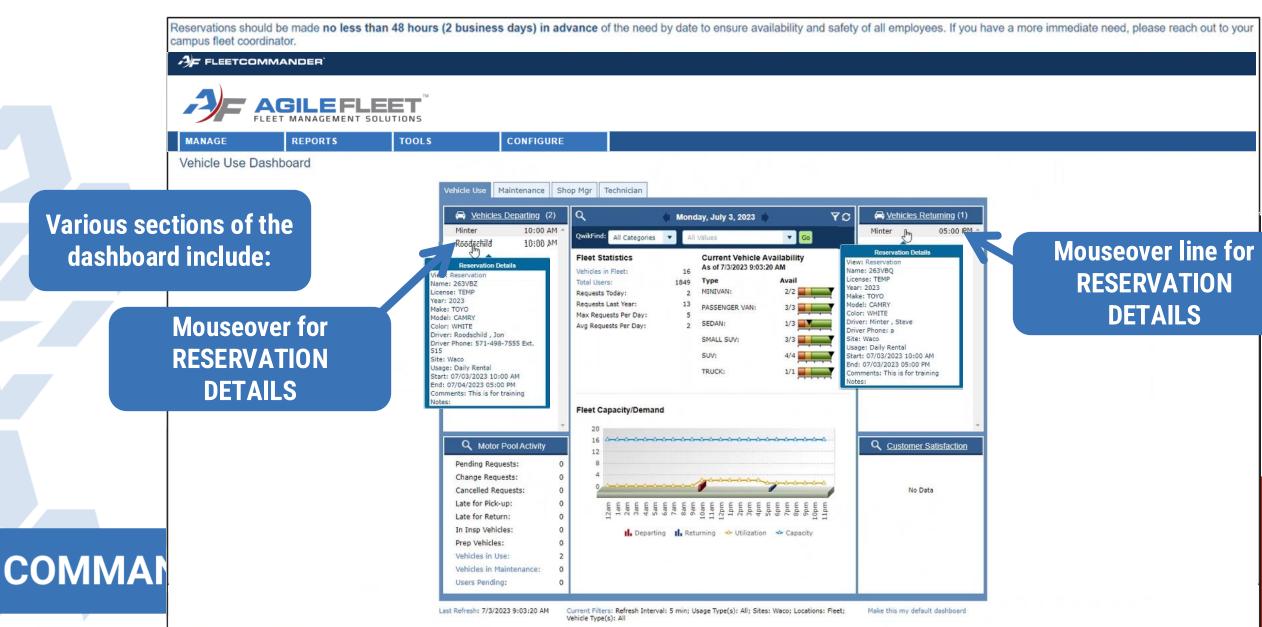
MANAGE

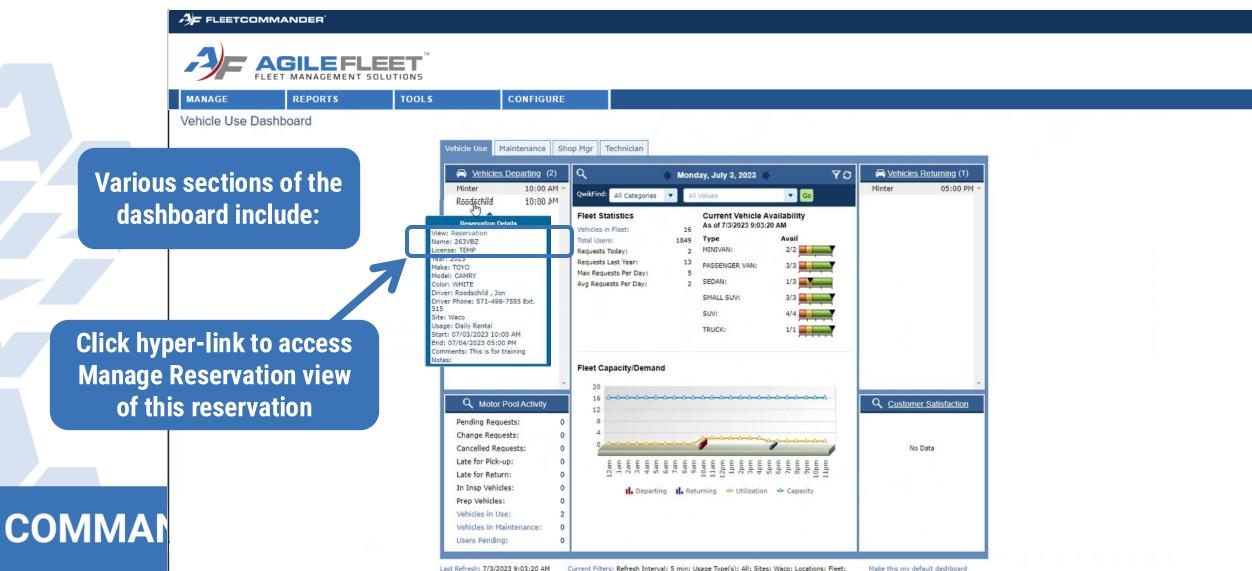
Dashboard helps you see reservation schedule for the day





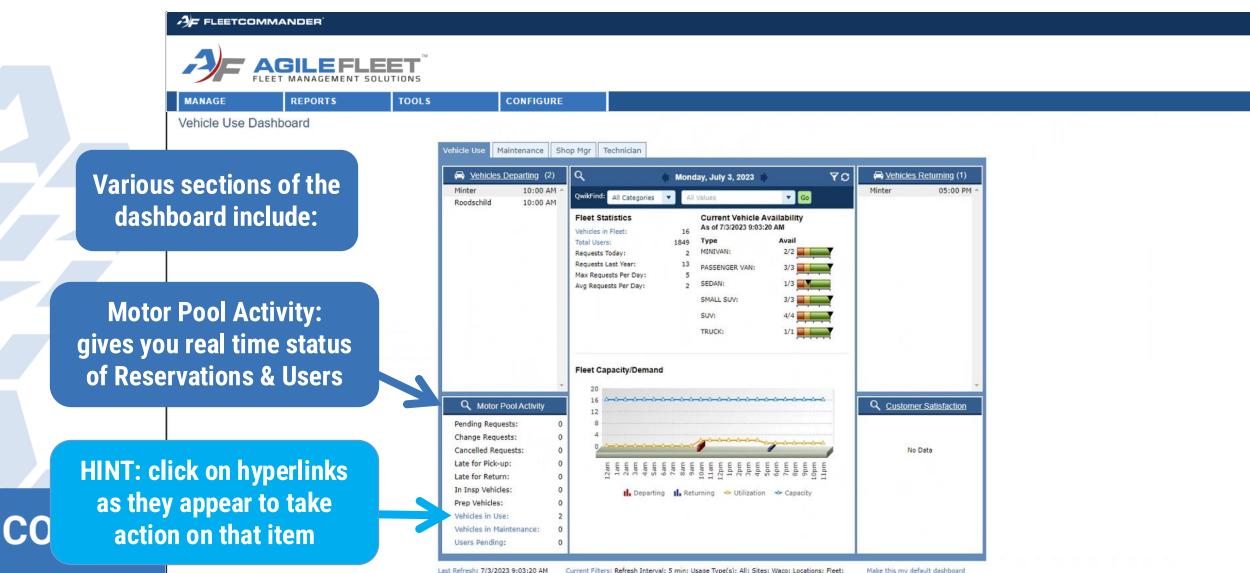
Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet; Make this my defi Vehicle Type(s): All





Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet; Make this my Vehicle Type(s): All

Dashboard – Vehicle Use Tab

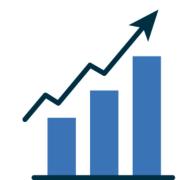


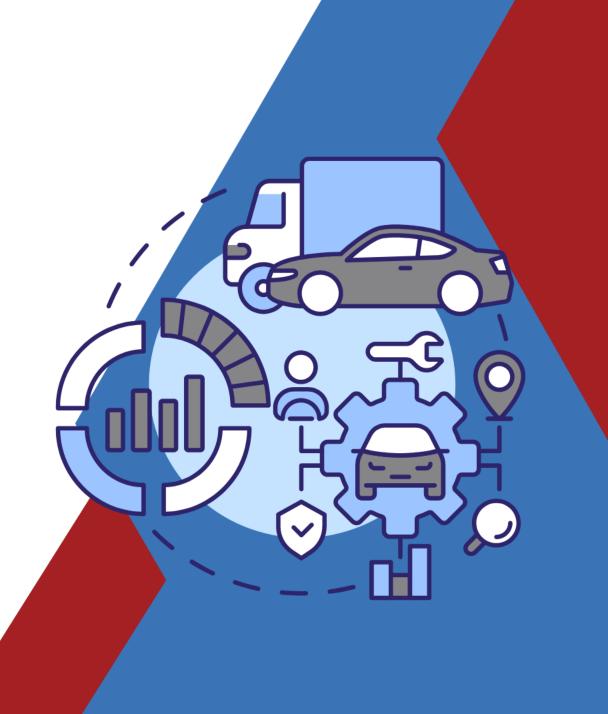
Vehicle Type(s): All

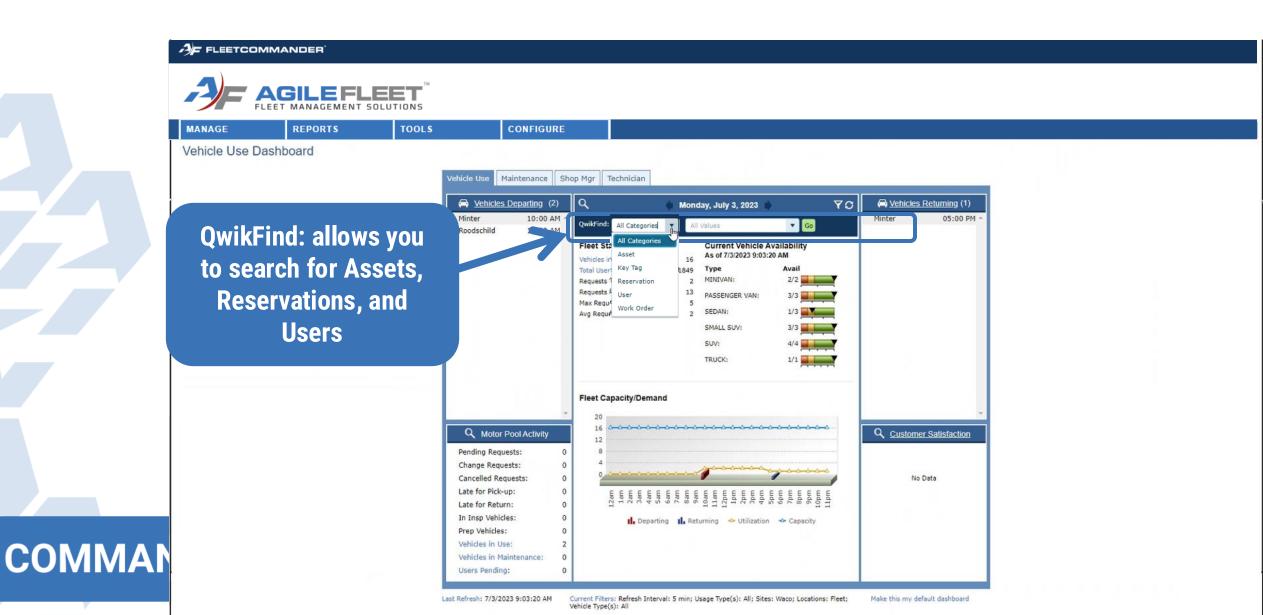
Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet;

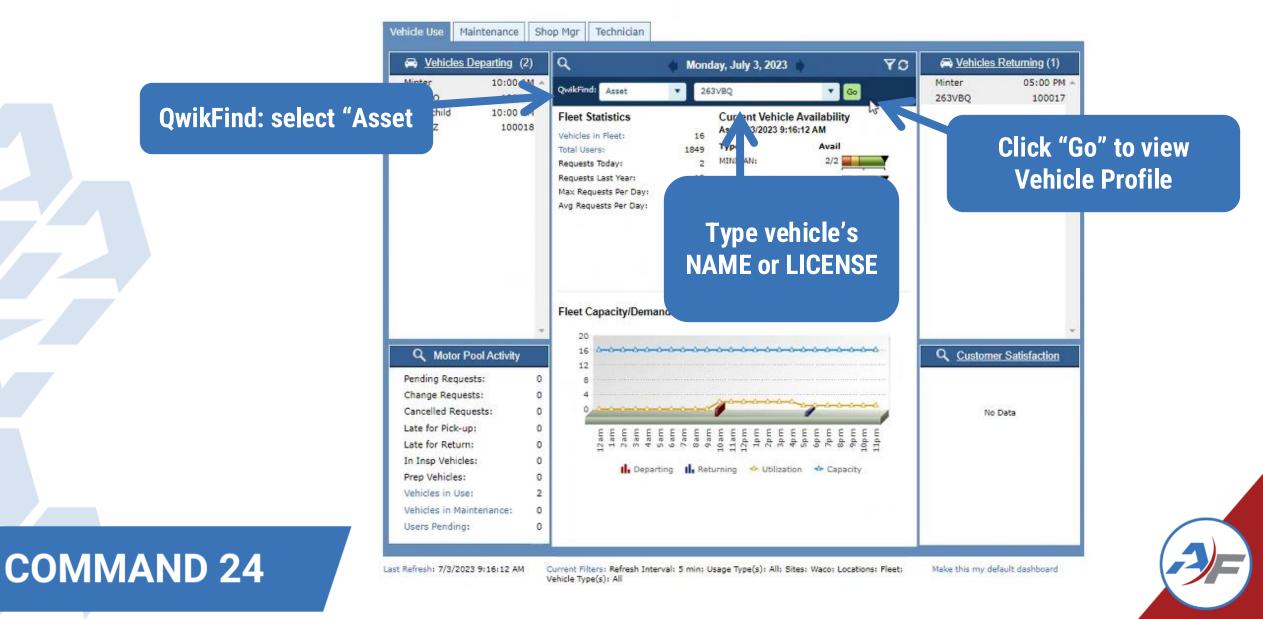


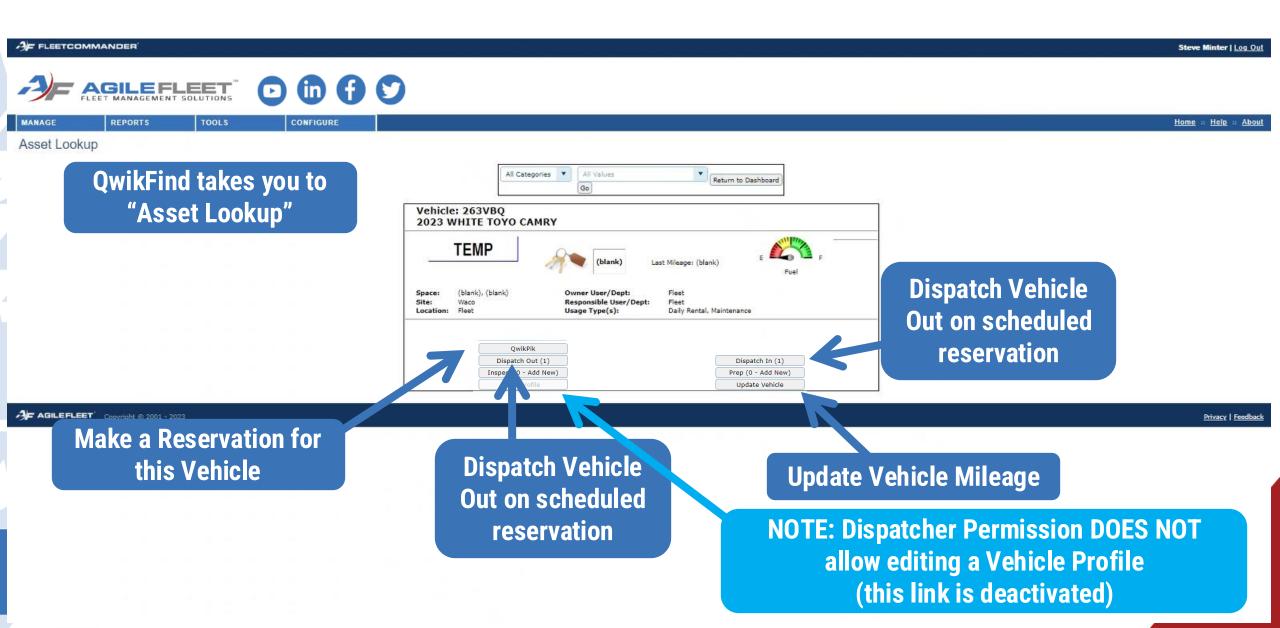
QwikFind Search

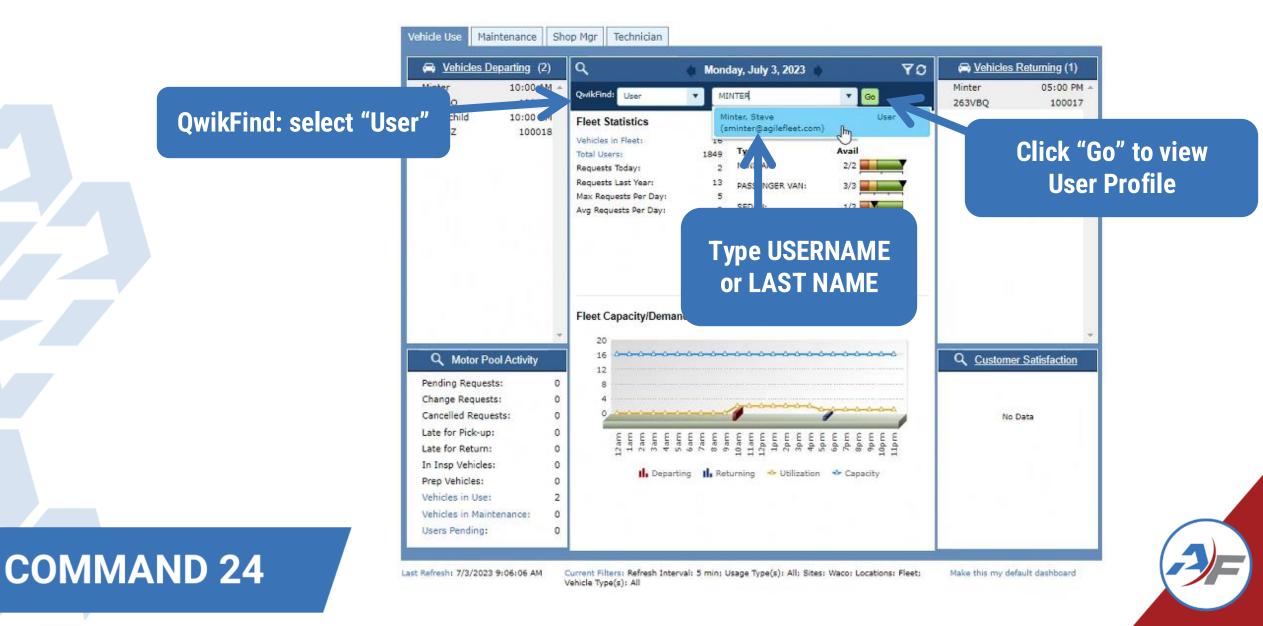




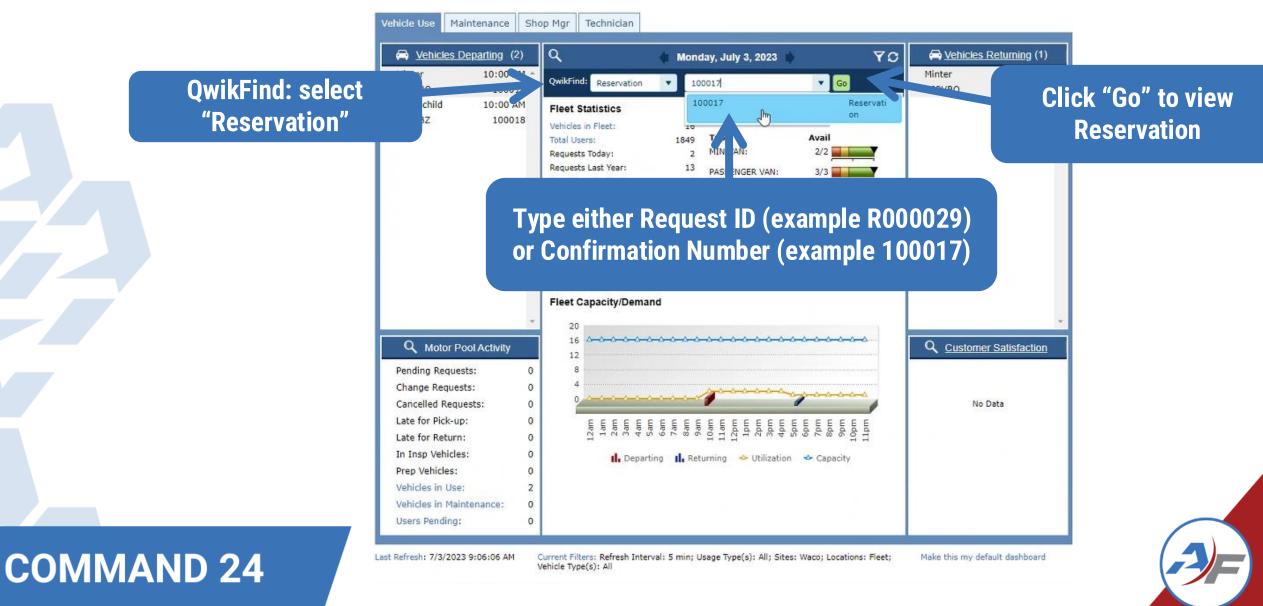








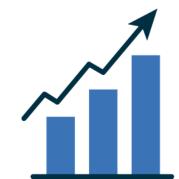
/ FLEETCOMMANDER	Steve Minter Log Out
	Start a new QwikFind
MANAGE REPORTS TOOLS CONFIGURE User Lookup QwikFind takes you to "User Lookup"	All Categories All Values Return to Deathboard Intername: sminter@agilefleet.com Refresh Page State: Corone Batter: Corone Batter:
AGILEFLEET Copyright © 2001 - 2023	Make a new Reservations Found for Dispatching In Privacy Feedback Reservation

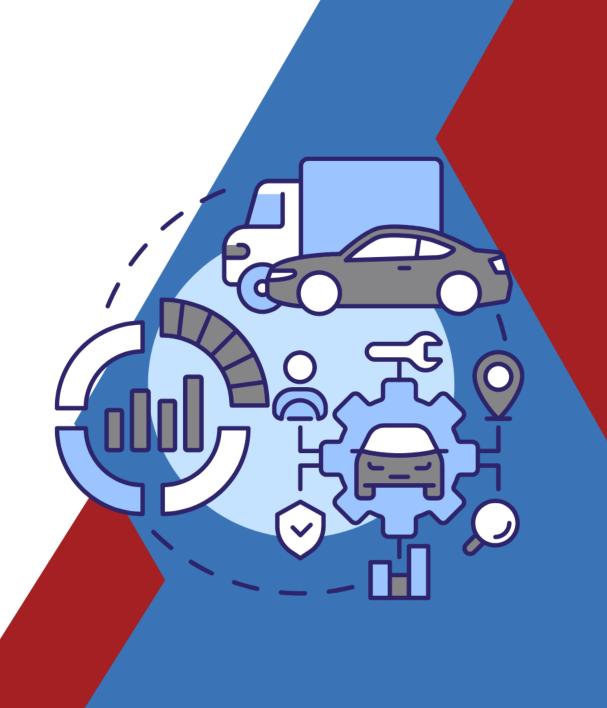


MANAGE	REPORTS	TOOLS	CONFIGURE		Home :: Help :: About
Manage Res	ervations: Schedul	e/View Red	luest		
			Reservation Files (0)		
			Request date/time: 07/03/2023 09:0	D2 AM	
			Request was approv Request ID: R000029		
			Confirmation number: Back to	100017 Manage Reservations) Add Alert Add Notes More Information Modify Request Dispatch Remove Vehicle Change Vehicle Cancel Reservation	
			Requestor Information User ID / name: si	minter@agilefleet.com/Minter Steve	
			E-mail address: si Driver Information (requestor is driver)	minter@agilefleet.com	
			Return date / time: 0	7/03/2023 10:00 AM 7/03/2023 05:00 PM hours	
			Actual Information Actual Pick-up date / time: Actual Return date / time: Actual Duration: Mileage Out:		
			Mileage In: Selection Information	aily Rental	
	vikFind take		ion: F	lany kental Jaco leet EDAN	ß
	the Reserva		er of occupants: 1	any options) (driver and passengers)	
Sche	dule/View F	Reques	cination: Da	cademic Core Curriculum allas onference	
			Vehicle Information	his is for training	



Dashboard Dispatch



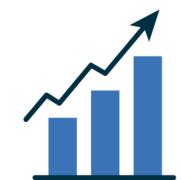


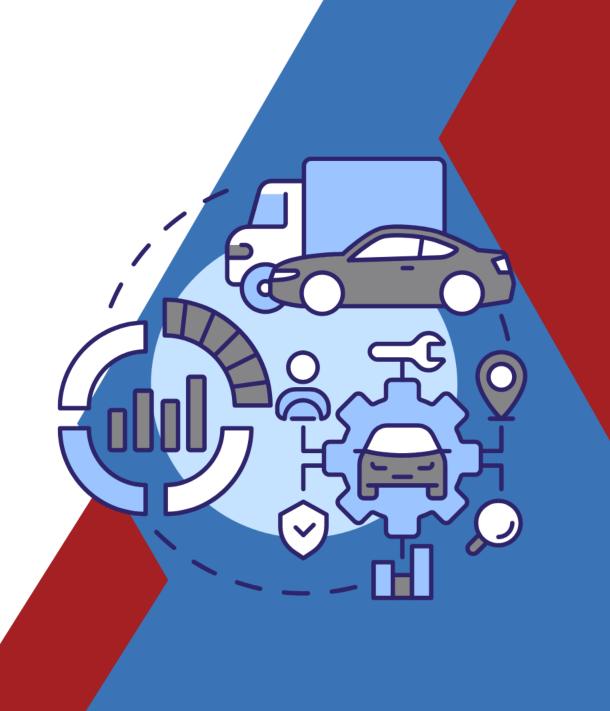
Dashboard – Dispatch

	MANAGE	REPORTS	TOOLS	CONFIGURE				
	Vehicle Use Dashb	board	Vehic	le Use Maintenance Shop	Reservation Inspect	tion Prep Billing		
	1			Vehicles Departing (2)	Vehicle Information	(change vehicle)	Confirmation #:	100017
				nter 10:00 AM *	Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef chang
Double-cli	ck line to		Ror	odschild 10:00 AM	Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
				· · · · · · · · · · · · · · · · · · ·	License Number:	TEMP	Driver's License Number:	
Dispate	ch Out				Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
)	Reservation Informat	ion	Reservation Status:	Approved
	1						Destination:	Dallas
	1				Site:	Waco	Usage Type:	Daily Rental
	1					07/03/2023@10:00AM	End Date: 0	7/03/2023@5:00PM
	1				Vehicle Activity			
	((Dispatch Action	Dispatch/Return O Cancel		
	l			-	Date Out: 07/03/2023 05	9:18 AM 🕓 🛱 🕑 ℝ	Date In:	9 🛱 🕑 R
				Q Motor Pool Activity	Odom Start:]	Odom End:	īotal:
	(nding Requests: 0 nange Requests: 0	Fuel Start:	el 0-0-0-0-® if	Fuel End:	EI 0-0-0-0-0 F
	(incelled Requests: 0	Parking Space Start:		Parking Space End:	
			Lat	te for Pick-up: 0 te for Return: 0	Comments:	This is for training		
			Pre	Insp Vehicles: 0 ep Vehicles: 0	Vehicle Condition:			
MMAN	4		Ve	hicles in Use: 2				



Dashboard Filter

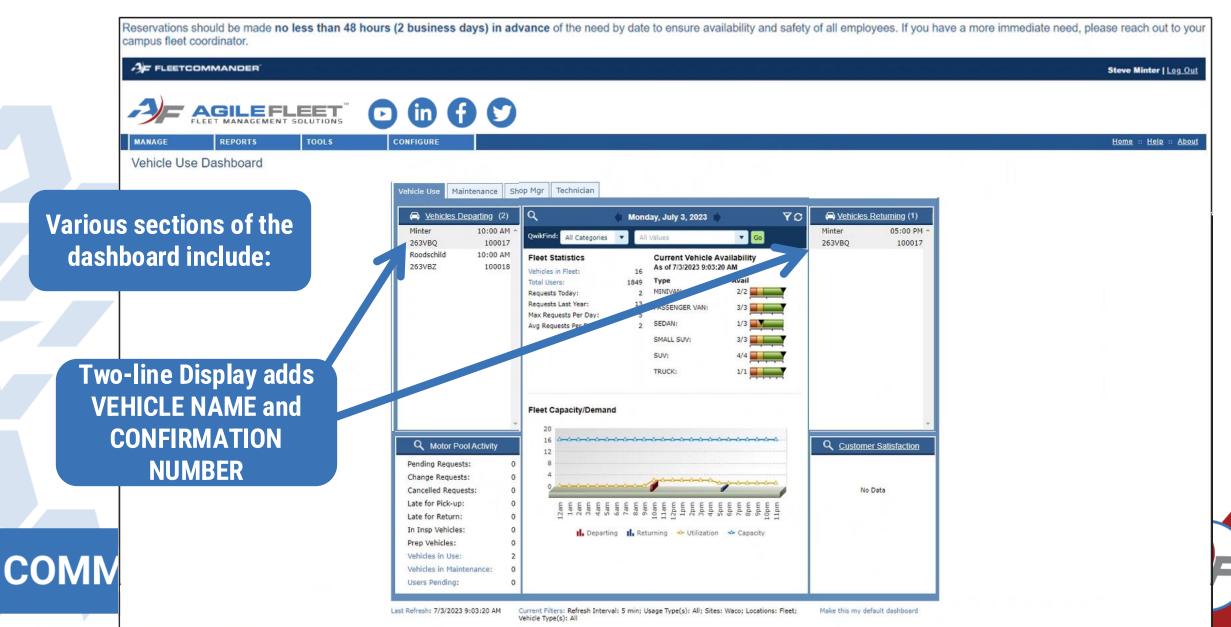




Dashboard – Vehicle Use Tab

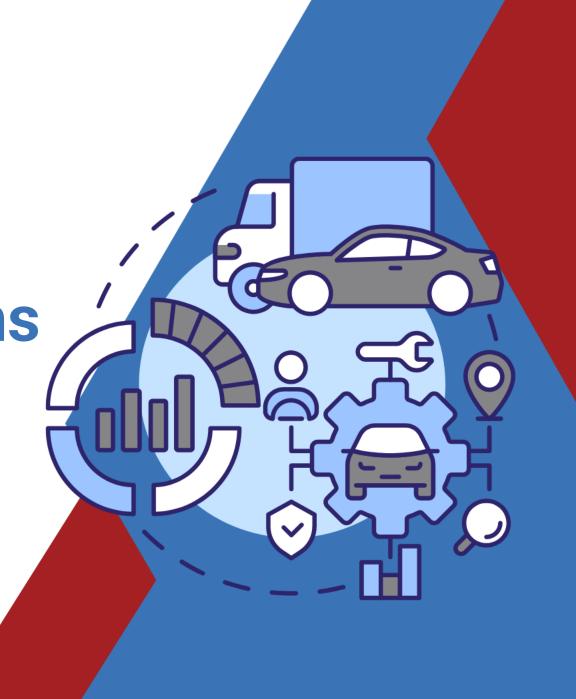
			Steve Minter Log (
FLEET MANAGEMENT SOLUTIONS MANAGE REPORTS TOOLS Vehicle Use Dashboard Vehicle Use Dashboard Vehicle Use Dashboard	CONFIGURE		Home ::: Help ::: Ab
rious sections of the dashboard include:	Vehicle Use Maintenance Shop Mgr Technician Vehicles Departing (2) Minter 10:00 AM Roodschild 10:00 AM Fleet Statistics	Monday, July 3, 2023	Dashboard Filter:
	Dashboard Filters Show for Date: 07/03/2023	× Refresh Interval: 5 min ✓ Location(s): All Locations Abilene: 4ABC Abilene: 4ITC Breckenridge: 4BKC Brownwood: 4BWD	refines what and how items are shown on the Dashboard
TIP: use Two-line	Usage Type: All Usage Types Daily Rental Maintenance	Ft Bend: Fleet Harlingen: Fleet Vehicle Type: All Vehicle Types CARGO VAN EXEC SUV MINIVAN	sfaction
Display to enhance your Dashboard view	In sp Veh Prep Vehicles Departing: Driver's Last Name	ing/Returning	
ЛМ	Vehicles in Vehicles in Users Pendi	View Customer Satisfaction Gauge	

Dashboard – Vehicle Use Tab









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Reservations should be made no less than 48 hours (2 business days) in advance of the need by date to ensure availability and safety of all employees. If you have a more immediate need, please reach out to your campus fleet coordinator.

MANAGE REPORTS TOOL		Home :: He
RESERVATIONS MAKE RESERVATION DASHBOARD	Vehicle Use Maintenance Shop Mgr Technician	
FLEET	Monday, July 3, 2023	
PREP	QwikFind: All Categories 💌 All Values	
VEHICLES INCIDENT REPORTS MAINTENANCE WORK ORDERS FUEL FUEL IMPORTS WELCOME PAGE	Fleet Statistics Current Vehicle An As of 7/3/2023 9:56:3' Vehicles in Fleet: 16 Total Users: 1849 Requests Today: 0 MINIVAN: Requests Last Year: 11 Max Requests Per Day: 5 Avg Requests Per Day: 2 SEDAN: SUV: SUV: TRUCK:	
Reservations	Fleet Capacity/Demand	Q Customer Satisfaction
	Pending Requests: 0 Change Requests: 0 Cancelled Requests: 0 Late for Pick-up: 0 Late for Return: 0 In Insp Vehicles: 0 Prep Vehicles: 0	
V	Vehicles in Use: 0 Vehicles in Maintenance: 0	

Manage Reservations

*Pick-up Between: and *and *Asset Name: *Usage Type: All Usage Types Manage> Reservations *Return Between: and *and Daily Rental *Asset Type: Maintenance All Vehicle Types *Driver Username: CARGO VAN is the best way to work EXEC SUV *Site: *Driver Last Name: * MINIVAN Abilene *Status: Breckenridge *Requestor Username with reservations Brownwood All Statuses East Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖒 🖒 Page 1 of 1 🖒 (Schedule Information Driver Information Vehicle Information Status Request Info Rea/Conf # Requestor Information Username: rihernandez14204 Username: rihernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved Site: Waco ۵ 🗙 🖸 mandez, Regin mandez, Regina 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation 254) 867-4811 (254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number Type: SMALL SUV ernandez1420 emandez14204(Vehicle: 263VBF - Camry 8258 (TOYO) Isername: keondermann Username: ksonde 07/10/2023 Pick-up: 07/10/2023 11:43 AM 100032 Approved Site: Marshall nn, Kristi Confirmation Q 🗙 🖸 Return: 07/13/2023 05:00 PM 11:43:16 am 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minut Number Type: SEDAN dermann@ts Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Username: ksondermann 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100033 Site: Marshall Approved ndermann, Kristir Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 1 day 1 hour Number ondermann@tst nann@tst Type: SEDAN Jsername: ksondermann Username: ksondermann Vehicle: 25JRMW - Rav4 (TOYO) 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100030 Site: Marshall Approved nn Kristi Q 🗙 🖸 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 2 days 1 hour Number Type: SMALL SUV ondermann@tst ondermann@tstc.eo Jsername: ksondermann Username: ksondermann /ehicle: 25NNXX - F-150 (FORD) 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100031 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann, Kristir dermann, Kristin 11:42:32 am Return: 07/10/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc. ondermann@tstc. Vehicle: 25NP3C (FORD) Jsername: ksondermanr Username: ksonderma 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100029 🔍 🚍 🗙 💽 🎴 Approved Site: North Texas nn. Kristi 11:32:55 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ondermann@tst ondermann@ts Type: TRUCK Jsername: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall 11:44:35 am Return: 07/14/2023 02:00 PM dermann Kristi ondermann, Kristir Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet .ate Pickup (Daily Rental) Duration: 4 days 1 hour Number ondermann@tstr Type: SUV ondermann@tstr **Select View Request** Jsername: ksondermann Username: ksondermann Vehicle: 263VBQ (TOYO) Pick-up: 07/11/2023 08:00 AM 07/10/2023 100026 Site: Waco ann, Kristir X D Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmatio (254) 867-3706 Location: Fleet 254) 867-3706 (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tst sondermann@tsto Jsername: ksondermann Username: ksondermann Vehicle: 263VBZ (TOYO) 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin Site: Waco dermann, Kristin 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number ondermann@tstc.ed sondermann@tstc.ed Type: SEDAN **COMMAND 24** Username: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn, Kristir 🔍 🚍 🗙 🖸 🗹 Approved 12:18:50 pm Return: 07/13/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN sondermann@tstc.ed ksondermann@tstc.edi Username: ksondermann Username: ksondermann Vehicle: 264G4C (TOYO) -----07/47/2022 00 00 414

* = Saved as a defaul

Action buttons allows you to interact with reservation	Reservation Files (C Request date/time: 07/10/202 Request date/time: 07/10/202 Request ID: R0000 Confirmation numl Request ID: R0000 Confirmation numl Requestor Information User ID / name: E-mail address: Driver Information Origensor is driver) Schedule Information Pick-up date / time: Request / time:	23 11:10 AM pproved 039 sber: 100026	to Manage Reservations) (Add Alert) (Add Notes)	More Information Modify Request Disp	patch) (Remove Vehicle) (Change Vehicle) (Cancel Reservation	9
Request information and vehicle specifics	Return date / time: Duration: Actual Information Actual Pick-up date / time: Actual Return date / time: Actual Duration: Mileage Out: Mileage Out: Mileage In: Selection Information Usage Type: Site: Location: Type: Options: Number of occupants: Additional Information Department:	07/14/2023 05:00 PM 3 days 9 hours e: :: : : : : : : : : : : : : : : : :				_
The Audit log shows the step-by-step progression of the Reservation Request	Destination: Purpose of Trip: Comments: Vehicle Information Vehicle: Tag =: Location: Type: Reservation Information Audit log entries (all reserved) 107/10/2023 11:10 AM 107/10/2023 11:10 AM	rvation actions): ate/Time ksondermann ksondermann ksondermann		d Vehicle juest approved	Information (blank) 263VBQ 263VBQ 263VBQ 263VBQ 263VBQ 263VBQ	

Last modified: 07/10/2023 11:10 #

COMMAND 24

Modify Request

AF FLEETCOMMANDER -3F AGILEFLEET O G G O JE FLEETCOMMANDER Welcome VEHICLE USE Success WAKE RESERVATION WY SCHEDULS MY PROFILE WY VEHICLES Welcome to Agile Success We are pleased to provide you 24-hour per day access to motor MY REPORTS pool resources, policies, and procedures. Please enjoy the new WY EXPENSES vehicle sharing system. We take pride in serving you through this venuce sharing syntem, we lake may in serving you mough in yenue and welcome any feedback. You can provide feedback by INFORMATION NITROCHOR' Our Company's motor pool plays a key role in helping the com clicking here: Feedback Survey. VOLICIUS OUT Company is more poor plays a key role in recomponence of achieve its sustainability goals while providing efficient access VEHICLES AND RATES acmerve its sustamationly goals while providing encient as shared vehicles dramatically lowering field-related costs. We look forward to serving you. FAQ Frequently Asked (of the Week IN UP NOT -

Manage Reservations

Sometimes it is necessary to make changes to a reservation.

> This is done through **Manage>Reservation**

Select View Request action icon

COMMAND 24

* = Saved as a defaul *Pick-up Between: and *and *Asset Name: *Usage Type: All Usage Types *Return Between: 📑 *and Daily Rental *Asset Type: Maintenance All Vehicle Types *Driver Username: CARGO VAN EXEC SUV *Site: *Driver Last Name: MINIVAN Abilene *Status: Breckenridge *Requestor Username Brownwood All Statuses Fast Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖒 🖒 Page 1 of 1 🖒 (Schedule Information Driver Information Vehicle Information Status Request Info Rea/Conf # Requestor Information Username: rihernandez14204 Username: rihernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved Site: Waco ۵ 🗙 🖸 nandez, Regin mandez, Regina 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation 254) 867-4811 (254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number VDe: SMALL SUV ernandez1420 ernandez14204 Vehicle: 263VBF - Camry 8258 (TOYO) Jsername: ksondermanr Username: **ksonde** 07/10/2023 Pick-up: 07/10/2023 11:43 AM 100032 Approved Site: Marshall Confirmation Q 🗙 🖸 Return: 07/13/2023 05:00 PM 11:43:16 am 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minu Number Type: SEDAN Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Username: ksondermann 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100033 Site: Marshall Approved mann, Kristi Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 1 day 1 hour Number ondermann@tst iann@tst Type: SEDAN Jsername: ksondermann Username: ksondermann Vehicle: 25JRMW - Rav4 (TOYO) 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100030 Site: Marshall Approved on Kristi Q 🗙 🖸 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 2 days 1 hour Number Type: SMALL SUV ondermann@tst ondermann@tstc.eo Jsername: ksondermann Username: ksondermann /ehicle: 25NNXX - F-150 (FORD) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100031 🔍 🚍 🗙 🖸 🎽 Approved Site: Marshall dermann, Kristin dermann, Kristir 11:42:32 am Return: 07/10/2023 05:00 PM Confirmati 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc ondermann@tstc Vehicle: 25NP3C (FORD) Jsername: ksondermanr Username: **ksonder** 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100029 🔍 🚍 🗙 💽 🎴 Approved Site: North Texas 11:32:55 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ndermann@tst ndermann@ts Type: TRUCK Jsername: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 💽 🎴 Approved Site: Marshall ondermann Kristi 11:44:35 am Return: 07/14/2023 02:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 days 1 hour Number Type: SUV ondermann@tstr ondermann@tst Jsername: ksondermann Username: ksondermai Vehicle: 263VBQ (TOYO) Pick-up: 07/11/2023 08:00 AM 07/10/2023 100026 Site: Waco ann, Kristir X D Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmati (254) 867-3706 254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tst condermann@tst Jsername: ksondermann Vehicle: 263VBZ (TOYO) Username: ksondermann 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin Site: Waco dermann, Kristin 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmati 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number ondermann@tstc.ed sondermann@tstc.ed Type: SEDAN Jsername: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn. Kristir 🔍 🚍 🗙 🖸 🗹 Approved Confirmatio 12:18:50 pm Return: 07/13/2023 05:00 PM 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN ondermann@tstc.ed ksondermann@tstc.edi Username: ksondermann Username: ksondermanr Vehicle: 264G4C (TOYO)

Select Modify Request

COMMAND 24

Files (0) Reservation lequest date/time: 07/10/2023 11:10 AM

Request was approved Request ID: R000039 Confirmation number: 100026

Requestor Information User ID / name: ksondermann/Sondermann Kristin E-mail address: ksondermann@tstc.edu Driver Information (requestor is driver)

Schedule Information

Pick-up date / time: 07/11/2023 08:00 AM Return date / time: 07/14/2023 05:00 PM Duration: 3 days 9 hours

Actual Information

Actual Pick-up date / time: Actual Return date / time: Actual Duration: Mileage Out: Mileage In:

Sel

Selection Information	
Usage Type:	Daily Rental
Site:	Waco
Location:	Fleet
Type:	SEDAN
Options:	(any options)
Number of occupants:	1 (driver and passengers)
Additional Information	
Department:	Fleet
Destination:	Harlingen - test
Purpose of Trip:	testing system
Comments:	
-	

Vehicle Information

Vehicle:	263VBQ (2023 WHITE TOYO CAMRY)
Tag #: Location:	TEMP
Location:	Fleet
Type:	SEDAN

Reservation Information

Audit log entries (all reservation actions):

Date/Time	Logged By	Entry Type	Information		
07/10/2023 11:10 AM	ksondermann	New request	(blank)		
07/10/2023 11:10 AM	ksondermann	Assigned Vehicle	263VBQ 263VBQ		
07/10/2023 11:10 AM	ksondermann	New request approved	263VBQ		

Back to Manage Reservations Add Alert Add Notes More Information Modify Request Dispatch Remove Vehicle Change Vehicle Cancel Reservation

Modify Request

Last modified: 07/10/2023 11:10 AN

Dispatch Remove Vehicle Change Vehicle Cancel Reservation

C

	D.	Modify Request Information	
	Request date/time: 07/10/2023 11:10 AM		NOTE: modifications include
	Request ID: R000039 Confirmation number: 100026		items like
	Requestor Information		
	User ID / name: E-mail address:	ksondermann / Kristin Sondermann ksondermann@tstc.edu	DRIVER
	Driver's user ID:	ksondermann	DATE / TIMES
	Schedule Information		· DATE / THVILO
	Pick-up date / time:	07/11/2023 08:00 AM 🕒 🛅	VEHICLE TYPE
	Return date / time:	07/14/2023 05:00 PM 🕒 🔚	
	Selection Information		 NUMBER OF OCCUPANTS
	Usage Type:	Daily Rental 🗙	
	Site:	Waco 🗸	DESTINATION
	Location:	Fleet 🗸	. ETC
	Туре:	SEDAN 🗸	• ETC.
	Number of occupants:	1 V (driver and passengers)	
	Additional Information		
	Department:	Fleet V	
	*Destination:	Harlingen - test	
	*Purpose of Trip:	testing system	
	Comments (for example, the description of any special vehicle	e requirements):	
	Notes (miscellaneous administrator/dispatcher information):		press Shift+Enter to begin a new line
Maka abangas			
Make changes			
and select			press Shift+Enter to begin a new line
	□ Ignore Buffers		
"Next (Continue Request)"			
Next (continue request)			Add Ale: Next (Continue Request) Cancel Modify (Back)

Review the request information and select "Submit Request"

NOTE: You may be prompted to send a confirmation email. Select "OK" if you want the requestor & driver receive the email.

If an email is not necessary, hit "Cancel".

COMMAND 24

a, Confirm Request leguest date/time: 07/10/2023 11:10 AM Request was approved Request ID: R000039 Confirmation number: 100026 Requestor Information User ID / name: E-mail address: agilesuccess.agilefleet.com says Driver's user ID: Schedule Information Pick-up date / tim Do you want to send a confirmation email after the change is made? Return date / tim Duration: (Ok = Yes, Cancel = No) Selection Information Usage Type: Site: Location: OK Cancel Type: Number of occupa Additional Information Department: Fleet Destination: Harlingen - test Purpose of Trip: testing system Comments: (blank) Notes: (blank) Submit Request Previous (Change Request) Cancel this Action



COMMAND 24

Assign a Vehicle



Manage Reservations

	REPORTS	TOOLS	CONFIGURE									
lese	rvations - Assign	Vehicle										
]
	Request date/time: 03/20/202											
	Request ID: R058											
	Confirmation num	ber: 157222										
	Vehicle Selection											
	Vehicle:	- Select vehicle f	or this request -		~							
	Requested Vehicle:	(not requested)										
	Driver Information						Additional Information	1				
	Driver:	Wellik, Kathy					Destination:	Ames				
	Schedule Information						Purpose:	Field trip				
	Pick-up Date / Time:	03/21/2023 05:					Cost Center: Comments:	(blank)				
	Return Date / Time: Duration:	03/21/2023 08: 3 hours	00 PM			ĺ						
		3 110015				l				li		
	Selection Information Usage Type:	Short Term Rent	al									
	Site:	Transportation S										
	Location:	(any location)										
	Type: Options:	Compact (any options)										
	Number of Occupants:	1										
						Cancel (I	Back) Add Alert OK (Assign Vehicle)	OK (Assign, Appro	ve) OK (Assign,	Approve, Dispatch	n) View Request
					Vehicle		ion Chart Criteria					
	Site:			Location:		Тур			Usage:			
	Transportation Services	~		All Locations	~		mpact 🗸		Short Tern	n Rental 🗸 🛛	cupants: 1 🗸	
\sim	Chart Start Date: 03/21	/2023	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Vehicle-sort orde	r: Parking S	pace - Desce	nd m tal) Duration: 9 hours	Ph	n (254) 867-370	W O HOURA (iera	Location: Fl	han
			, Ť	Ŭ –		(Daily Ren			Username: ksonderman	ksondermann@tst n Username: ksond	c.edu Type: SEDA	4G4C (TOYO)

Cancel a Reservation



Manage > Reservations – Cancel Reservation

Manage Reservations

*Backup Banuerit Image Trade *Araste Names Usage Trade *Backup Banuerit Image Trade *Araste Names Usage Trade Image Trade *Drive Late Names Image Trade *Araste Names Image Trade									
**Return Benveen: Image: Type:		*Pick-up Br	etween:		*and	*Asset Name:	*Usage Type	:	* = Saved as a default
"Universite transme: Image: Second Programmer: **25:::::::::::::::::::::::::::::::::::		*Return Re	tween:			*			
Diruce Last Name: CARGO VAN Prover Last Name: CARGO VAN UNIVAN Control Van Diruce Last Name:	ļ								
"Browe Last Name: NUNV "Situ: "Situ: "Requestor Last Name:		*Driver Use	ername:			CARGO VAN		*	
*Requestor Last Name: *Bequestor Last Name:		*Driver Las	st Name:				✓ *Site:		
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**Dopartment: Image Request ** 		*Requestor	r Last Name:				East William	nson County	
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List ar or Conf #: View I3 Reservations match the current of									*Records Per Page: 75
Status Request Info Schedule Information Reg/Conf # Reguestor Information Driver Information Vehicle Information Q X (0) Approved (Daspatched) Plok-up 07/05/2023 (Daspatched) Plok-up 07/05/2023 (Daspatched) Plok-up 07/05/2023 (Daspatched) Plok-up 07/05/2023 (Daspatched) Plok-up 07/12/2023 (Daspatched) Plok-up 07/10/2023 (Daspatched)		Req # or Co	onf #:	View					13 Reservations match the current criter
Q×D Q O/105/2023 (03spatched) Pick-up: 07/05/2023 (0403 protected) Pick-up: 07/05/2023 (0400 protected) Pick-up: 07/10/									() Page 1 of 1 () (
Q.× (B) Q. Approved (Dispatched) Q ^{1/0/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/}			Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
Chippatchedi Coaliy Rental) Durationi 7 days 48 minutes Convertioni 7 days 48 minutes Convertion 7 days 48 minutes <thc< td=""><td></td><td>0 × 0</td><td>Approved</td><td>07/05/2023</td><td></td><td></td><td>Descender, Bester</td><td></td><td></td></thc<>		0 × 0	Approved	07/05/2023			Descender, Bester		
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Image: Second Processing Second Pro		۵ 🗙 🔎		11:43:16 am	Return: 07/13/2023 05:00 PM	Confirmation	(254) 867-3706	(254) 867-3706	Location: Fleet
Approved (Dispatched) (Dispatched)	┝				-		-	-	- 0
(Dispatched) (Daily Rental) Duration: 1 day 1 hour Number (254) 867-3706 (254) 8		9 X D					Sondermann, Kristin	Sondermann, Kristin	Site: Marshall
Approved (Dispatched) 07/10/2023 (1/11/14):45 am Duration: 2 days 1 hour 100/23 1/2/000 PM Duration: 2 days 1 hour Sondermann, Kristin (254) 867-3706 A P roved (Late Pickup) 07/10/2023 (1/14/232 am (Daily Rental) Pick-up: 07/10/2023 05:00 PM Duration: 4 hours 100021 (1/14/23 22 min Duration: 4 hours Username: koondermann Sondermann, Kristin (254) 867-3706 Sondermann, Kristin (254) 867-3706 Sondermann, Kristin (254) 867-3706 A P roved (Late Pickup) 07/10/2023 (1/14/25 am (Daily Rental) Pick-up: 07/10/2023 01:00 PM Pickup: 07/10/2023 01:00 PM Duration: 4 hours 100029 Username: koondermann Sondermann, Kristin (254) 867-3706 Vehicle: 25NP3C (FORD) Ste: Marshall Location: Fleet A P roved (Late Pickup) 07/10/2023 (1/14/25 am (Daily Rental) Pick-up: 07/10/2023 01:00 PM Pickup: 07/10/2023 01:00 PM Duration: 4 hours 100029 Username: koondermann Sondermann, Kristin (254) 867-3706 Vehicle: 25NP3C (FORD) Ste: Marshall Location: Fleet A P roved (Late Pickup) 07/10/2023 (1/14/2023 02:00 PM Duration: 4 days 1 hour Pick-up: 07/11/2023 03:00 PM Duration: 4 days 1 hour 100026 Confirmation Number Username: ksondermann Sondermann, Kristin (254) 867-3706 Sondermann, Kristin (254) 867-3706 Sondermann, Kristin (254) 867-3706 Vehicle: 263VB2 (TOYO) Ste: Waco Vehicle: 263VB2 (T			(Dispatched)	(Daily Rental)					
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Volume Volume ksondermann@tstc.edu [sondermann@tstc.edu [sondermann@tstc.edu Type: TRUCK V (Jate Pickup) 07/10/2023 Pick-up: 07/10/2023 05:00 PM (Late Pickup) 07/10/2023 05:00 PM (Late Pickup) 100029 (Daily Rental) Username: ksondermann Sondermann, Kristin (254) 867-3706 Username: ksondermann Sondermann, Kristin (254) 867-3706 Username: ksondermann Sondermann, Kristin (254) 867-3706 Username: ksondermann Sondermann, Kristin (254) 867-3706 Vehicle: 254/2649 Highlander (TO) Site: Marshall V (Jate Pickup) 07/10/2023 Pick-up: 07/11/2023 01:00 PM (Daily Rental) 100034 Username: ksondermann Sondermann, Kristin (Daily Rental) Username: ksondermann Sondermann, Kristin Vehicle: 264C49 - Highlander (TO) Site: Marshall V (Jate Pickup) 07/10/2023 Pick-up: 07/11/2023 08:00 AM (Daily Rental) 100034 Username: ksondermann Sondermann, Kristin Username: ksondermann Sondermann, Kristin Vehicle: 263VBQ (TOYO) V (Jate Pickup) 07/10/2023 Pick-up: 07/11/2023 08:00 AM (Daily Rental) 100036 Username: ksondermann Sondermann, Kristin Username: ksondermann Sondermann, Kristin Vehicle: 263VBZ (TOYO) V (Jate Pickup) 07/10/2023 Pick-up: 07/11/2023 08:00 AM (Daily Rental) 100036 Username: ksondermann Sondermann, Kristin Username: ksondermann Sondermann, Kristin Sondermann		a, 🚍 🗙 D	Approved (Late Pickup)	11:42:32 am	Return: 07/10/2023 05:00 PM	Confirmation			Location: Fleet
Image: Approved (Late Pickup) 0/10/2023 Pickup: 0/10/2023 05:00 PM (Dolfmation (Late Pickup) Sondermann, Kristin (Late Pickup) Sondermann, Kri				(Daily Kental)	Duration! 4 nours	rumber	ksondermann@tstc.edu	ksondermann@tstc.edu	
(Late Pickup) (Daily Rental) Duration: 4 hours Number (254) 867-3706 (234) 867-3706 Location: Fleet (Late Pickup) (Daily Rental) Duration: 4 hours Number (254) 867-3706 (234) 867-3706 Location: Fleet (Late Pickup) (Daily Rental) Duration: 4 hours 100034 Username: ksondermann@tstc.edu Type: TRUCK (Late Pickup) (Dily Rental) Duration: 4 days 1 hour 100034 Username: ksondermann Sondermann, Kristin Cafy 867-3706 Location: Fleet (Daily Rental) Duration: 4 days 1 hour 07/11/2023 03:00 AM Confirmation Sondermann, Kristin Username: ksondermann Sondermann, Kristin Location: Fleet (Daily Rental) Pick-up: 07/11/2023 08:00 AM 100024 Sondermann, Kristin Username: ksondermann Sondermann, Kristin Sond							Sondermann, Kristin	Sondermann, Kristin	Site: North Texas
Image: Approved (Late Pickup) 0/10/2023 Pickup: 0/11/2023 02:00 PM (Dolly and Pickup: 0/14/2023 02:00 PM (Dolly And Pickup:			(Late Pickup)				(254) 867-3706		
 (Late Pickup) (Late Pickup) (Daily Rental) (Daily Rental)	Γ		Approved				Condormana Voictia		Vehicle: 264G49 - Highlander (TOYO
Image: Solution of the solution							(254) 867-3706	(254) 867-3706	Location: Fleet
Image: Approved 11:10:31 am (Daily Rental) Return: 07/14/2023 05:00 PM (Daily Rental) Confirmation Duration: 3 days 9 hours Confirmation Number Sondermann, Kristin (Sondermann,	ł			07/10/2022	Dick-up: 07/11/2023 08-00 AM	100026	Username: ksondermann	Username: ksondermann	Vehicle: 263VBQ (TOYO)
Voltage Colume Colume </td <td></td> <td>×</td> <td>Approved</td> <td>11:10:31 am</td> <td>Return: 07/14/2023 05:00 PM</td> <td>Confirmation</td> <td></td> <td></td> <td></td>		×	Approved	11:10:31 am	Return: 07/14/2023 05:00 PM	Confirmation			
Image: Approved 07/10/2023 108055 pm (Daily Rental) Pick-up: 07/11/2023 08:00 AM Duration: 3 days 9 hours 100035 Confirmation Number Sondermann, Kristin (254) 867-3706 Sondermann, Kristin (254) 867-3706 Site: Waco Location: Fleet Image: Approved 07/10/2023 12:18:50 pm (Daily Rental) Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 08:00 AM 100035 Confirmation Sondermann, Kristin Sondermann, Kristin (254) 867-3706 Username: ksondermann Sondermann, Kristin Vehicle: 263VBH - Camry 8259 (TC Sondermann, Kristin Image: Approved 07/10/2023 12:18:50 pm (Daily Rental) Pick-up: 07/13/2023 05:00 PM Return: 07/13/2023 05:00 PM 100035 Confirmation Number Username: ksondermann Sondermann, Kristin (254) 867-3706 Vehicle: 263VBH - Camry 8259 (TC Sondermann, Kristin Image: Approved 07/10/2023 12:18:50 pm (Daily Rental) Pick-up: 07/13/2023 05:00 PM 100035 Number Sondermann, Kristin Sondermann, Kristin Vehicle: 263VBH - Camry 8259 (TC Sondermann, Kristin	1			(Daily Kental)	Duration: 3 days 9 nours	rumber	ksondermann@tstc.edu	ksondermann@tstc.edu	Type: SEDAN
(Daily Rental) Duration: 3 days 9 hours Number (234) 86/-3706 (234) 86/-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number (234) 86/-3706 (234) 86/-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number Username: ksondermann@tstc.edu Ksondermann@tstc.edu Type: SEDAN (Daily Rental) Duration: 9 hours 100035 Confirmation Number Username: ksondermann, Kristin Username: ksondermann, Kristin Site: Marshall (254) 86/-3706 Location: Fleet Type: SEDAN Site: Marshall Location: Fleet			Approved				Sondermann, Kristin	Sondermann, Kristin	Site: Waco
A pproved 0//10/2023 Pickup: 07/13/2023 05:00 PM (Daily Rental) 10035 Sondermann, Kristin Sondermann, Kristin Site: Marshall Listis:0pm (Daily Rental) Duration: 9 hours Confirmation Number Sondermann@stc.edu Kristin Sondermann@stc.edu Type: SEDAN			- opproved				(254) 867-3706		
A A X O A Approved 12:18:50 pm (Daily Rental) Return: 07/13/2023 05:00 PM Duration: 9 hours Confirmation Number Sondermann, Krisun Sondermann, Krisun Sondermann, Krisun Sondermann, Krisun V A Approved 12:18:50 pm (Daily Rental) Return: 07/13/2023 05:00 PM Duration: 9 hours Confirmation Number Sondermann, Krisun Sondermannn				07/10/2023	Pick-up: 07/13/2023 08:00 AM	100035			Vehicle: 263VBH - Camry 8259 (TOY
ksondermann@tstc.edu ksondermann@tstc.edu lype: SEDAN		ୡଢ଼⅀୲ୢ	Approved		Return: 07/13/2023 05:00 PM	Confirmation	(254) 867-3706	(254) 867-3706	Location: Fleet
				,			ksondermann@tstc.edu	ksondermann@tstc.edu	Type: SEDAN Vehicle: 264C4C (TOYO)

Select the Cancel action icon

Manage > Reservations – Cancel Reservation

Request date/time: 07/10/2023 11:10 AM	
Request was approved Request ID: R000039 Confirmation number: 100026 Vehicle Name: 263VBQ	
	Are you sure you want to cancel this request?
Notes: (optional cancellation information)	
press Shift+Enter to begin a new line Cancellation Type	
None Selected None Selected Trip Cancelled Manual Assign: No Vehicle Available	
No-Show Auto-Assign: No Vehicle Available Ineligible Driver	No (Back) Ves (Cancel Request)
Using Department Vehicle Using Personal Vehicle Duplicate Request Late for Pick-up Other	

Insert a comment (not required) and then select a Cancelation Type from the drop down.

COMMAND 24

Select "Yes (Cancel Request)



Dispatching a Vehicle



Dispatching a Vehicle

MANAGE > RESERVATIONS is one of several places in FleetCommander where RESERVATIONS can be DISPATCHED



Manage Reservation - Dispatch

Manage Reservations

To dispatch a vehicle via Manage> Reservations...

* = Saved as a defaul *Pick-up Between: and *and *Asset Name: *Usage Type: All Usage Types *Return Between: 📑 *and Daily Rental *Asset Type: Maintenance All Vehicle Types *Driver Username: CARGO VAN EXEC SUV *Site: *Driver Last Name: -MINIVAN Abilene *Status: Breckenridge *Requestor Username Brownwood All Statuses East Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖒 🖒 Page 1 of 1 🖒 (Schedule Information Driver Information Vehicle Information Status Request Info Rea/Conf # Requestor Information Username: rihernandez14204 Username: rihernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved Site: Waco ۵ 🗙 🖸 mandez, Regin mandez, Regina 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation 254) 867-4811 (254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number Type: SMALL SUV ernandez1420 ernandez14204(Vehicle: 263VBF - Camry 8258 (TOYO) Jsername: ksondermanr Username: ksonde 07/10/2023 Pick-up: 07/10/2023 11:43 AM 100032 Approved Site: Marshall nn, Kristi Confirmation Q 🗙 🖸 Return: 07/13/2023 05:00 PM 11:43:16 am 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minut Number Type: SEDAN dermann@ts Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Username: ksondermann 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100033 Site: Marshall Approved ndermann, Kristir Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 1 day 1 hour Number ondermann@tst nann@tst Type: SEDAN Jsername: ksondermann Username: ksondermann Vehicle: 25JRMW - Rav4 (TOYO) 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100030 Site: Marshall Approved nn Kristi ۵ 🗙 🖸 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 2 days 1 hour Number Type: SMALL SUV ondermann@tst ondermann@tstc.eo Jsername: ksondermann Username: ksondermann /ehicle: 25NNXX - F-150 (FORD) 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100031 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann, Kristin dermann, Kristir 11:42:32 am Return: 07/10/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Elect (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc. ondermann@tstc. Vehicle: 25NP3C (FORD) Jsername: ksondermanr Username: ksonderma 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100029 🔍 🚍 🗙 💽 🎴 Approved Site: North Texas nn. Kristi 11:32:55 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ondermann@tst ondermann@ts Type: TRUCK Jsername: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 💽 🎴 Approved Site: Marshall 11:44:35 am Return: 07/14/2023 02:00 PM dermann Kristi ondermann, Kristir Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet .ate Pickup (Daily Rental) Duration: 4 days 1 hour Number ondermann@tstr Type: SUV ondermann@tstr Jsername: ksondermann Username: ksondermanr Vehicle: 263VBQ (TOYO) Pick-up: 07/11/2023 08:00 AM 07/10/2023 100026 Site: Waco ann, Kristir X D Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmati (254) 867-3706 Location: Fleet 254) 867-3706 (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tst sondermann@tst Jsername: ksondermann Vehicle: 263VBZ (TOYO) Username: ksondermann 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin Site: Waco dermann, Kristin 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmati 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number ondermann@tstc.ed sondermann@tstc.ed Type: SEDAN Username: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn, Kristir 🔍 🚍 🗙 🖸 🗹 Approved 12:18:50 pm Return: 07/13/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN sondermann@tstc.ed ksondermann@tstc.edi Username: ksondermann Username: ksondermann Vehicle: 264G4C (TOYO) -----07/47/2022 00 00 414

...select View Request action icon

Manage Reservation – Dispatch Out

Click on "Dispatch" to bring up the Dispatch Window

Dispatch Pop-up Window appears

Req Con	Vahicle Information (change uphicle)		Confirmation #:	100017	
	Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change	1
	Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum	tes
equ	License Number:	TEMP	Driver's License Number:		1
er	Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🔛 🗹 Valid	1
ma	Reservation Informatio	on	Reservation Status:	Approved	1
ive		1000	Destination:	Dallas	1
qu	Site:	Waco	Usage Type:	Daily Rental	1
he	Start Date: 07	//03/2023@10:00AM	End Date: 0	7/03/2023@5:00PM	
:k-i tur	Vehicle Activity				1
rat	Dispatch Action	Dispatch/Return Cancel			
tua:	Date Out: 07/03/2023 09:18 AM 🕒 🛱 🕞 ℝ		Date In:		1
tua	Odom Start:		Odom End: Total:		1
ctua ilea	Fuel Start:	el 0 - 0 - 0 - 0 - 🖲 IF	Fuel End:	E[0 - 0 - 0 - 0 - 0 F	
lea	Parking Space Start:		Parking Space End:		
elei agi	Comments:	Please make sure GPS and E vehicle for reservation.	Z Pass is placed in		
te: cat	Vehicle Condition:	Vehicle has known dent in	right-rear fender	t-rear fender	
pe: ptio	pe: Detion Cancel Send Admin Email Print Travel Sheet Reset Change				
Numb		an a			4
ddit	ional Information				
epar	tment: Acade	mic Core Curriculum			
	nation: Dallas				
urpo	se of Trip: Confere nents: This is	ence			

Manage Reservation – Dispatch Out

DISPATCH HINTS:

Make sure you're in the right reservations!

Use Dispatch Window to verify reservation details including NAME OF DRIVER, END DATE, VEHICLE TYPE, etc.

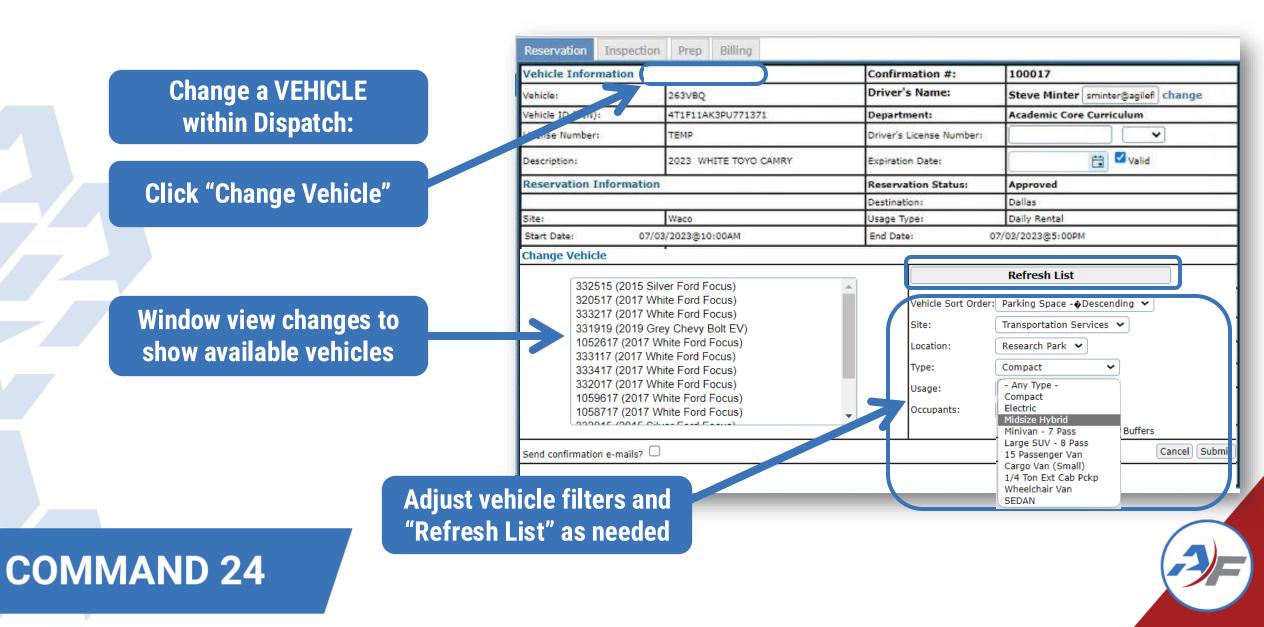
2 R Reg	Vehicle Information (change vehicle)		Confirmation #:	100017		
	Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change		
	Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum		
legu	License Number:	TEMP	Driver's Linuse Number:			
ser	Description:	2023 WHITE TOYO CAMRY	piration Date:	Valid		
-ma	Reservation Informat	ion	Reservation Status:	Approved		
equi			Destination:	Dallas		
equ	Site:	Waco	Usage Type:	Daily Rental		
che	Start Date: 0	07/03/2023@OAM	End Date: 0	7/03/2023@5:00PM		
ck-i etur	x-1 Vehicle Activity					
	Dispatch Action	n Action © Dispatch/Return Cancel				
ctu	Date On 07/03/2023 09:18 AM		Date In: 🕒 🛱 🕑 🔞			
ctua c+	Odom Start:		Odom End: Total:			
ctua lilea	Fuel St	EI 0-0-0-0-0 F	Fuel End:	EI 0 - 0 - 0 - 0 - 0 F		
il	Parking Space Start:		Parking Space End:			
Selei Jsagi	Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.				
ite: ocat	Vehicle Condition:	Vehicle has known dent in right-rear fender				
ype: optio			Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Submit		
lumb						
Addit	ional Information					
		lemic Core Curriculum				
	ation: Dallas					
222407	se of Trip: Confe ents: This	rence is for training				

Dispatching a Vehicle

If you discover CHANGES that need to be made, you can accomplish this from the Dispatch Window!



Manage Reservation – Dispatch Out - Changes



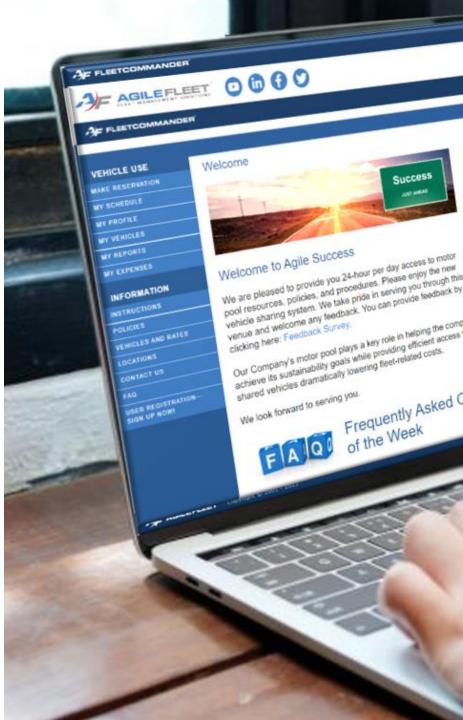
Manage Reservation – Dispatch Out - Changes

Inspection Prep Reservation Billing Confirmation #: 100017 Vehicle Information (change vehicle) **Change a DRIVER** Driver's Name: Vehicle: 263VBQ Steve Minter sminter@agilef change within Dispatch: Vehicle ID (VIN): 4T1F11AK3PU771371 Dena Academic Core Curriculum Displaying Users(s) 1 - 15 of 6555 Page | Next Page TEMP License Number: × WHITE TOYO Search Description: Click "Change" next to Last Name: Go ration Information **Driver's Name** UserNan Name Waco Site: [SELECT] ooabalu .Aagaraad, Dwayne VIEW] Start Date: 07/03/2023@10:00AM [SELECT] Aaron, Joev VIEW] acarr [SELECT] savlorab Vehicle Activity [VIEW] Type in Last name and lesleaca [SELECT] VIEW] **Dispatch Action** Oispatch/Return [SELECT] jabasca VIEW] click "Go" to find Driver [SELECT] aabdalka Date Out: 07/03/2023@10:00AM 🕒 🛗 [VIEW] **User pop-up** tiakers VIEW1 [SELECT] Odom Starts 78156 [SELECT] kalbersss .Albers, Kate window appears [SELECT] Alexander, Hank VIEW] roaaa1 EI 0.0 Fuel Start: .Allen, Allison [SELECT] abdeltam VIEW Parking Space Start: [SELECT] abdualla [VIEW] .Anderson, Jessie [SELECT] abedi22 .Andrews, Vern Comments: Please make labend .Armstrong, Crystal [SELECT] vehicle for VIEW .Arnold, Gayle maabeyta Vehicle Condition: Vehicle has k[VIEW] [SELECT] mabongwa .Atkinson, Johnny et Changes Submit **COMMAND 24**

Dispatching a Vehicle

When it comes to the "WHEN" a reservation is dispatched, you have the choice of TWO time-frames:

- Current Date/Time
- Request Date/Time



Two Dispatch Options

Current Date and Time

vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	~
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Information	tion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out:		Date In:	9 🗄 🕑 R
Odom Start:		Odom End:	Total:
Fuel Start:	el O - O - O - O - 🔘 If	Fuel End:	EI 0-0-0-0-0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Comments:	Venitere for reservation.		



Two Dispatch Options

Original Reservation Date and Time

Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🔛 🔽 Valid
Reservation Informa	tion	Reservation Status:	Approved
	5072°	Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
	010:00AM © 🗁 🖳 🖻	Date In:	G 🛱 🕑 🖪
Odom Start:		Odom End:	Total:
Fuel Start:	EI O - O - O - O - 🔍 IF	Fuel End:	EI 0 - 0 - 0 - 0 - 0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent in	n right-rear fender	
venice condition:			



Other Dispatch Window Items



Odometer Fields

Departure/Start Mileage auto-populates from the most recent record

Vehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Informat	ion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date: 0	7/03/2023@10:00AM	End Date: 0	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out: 07/03/2023@:	10:00AM 🕒 🛱 🕑 ℝ	Date In:	G 🛱 🕒 R
Odom Start: 78156		Odom End:	Total:
Fuel Start:	EI 0 - 0 - 0 - 0 - 🖲 F	Fuel End:	EI 0-0-0-0-0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent in	right-rear fender	





DISPATCH HINTS:

Watch out for information or instructions in COMMENTS before submitting

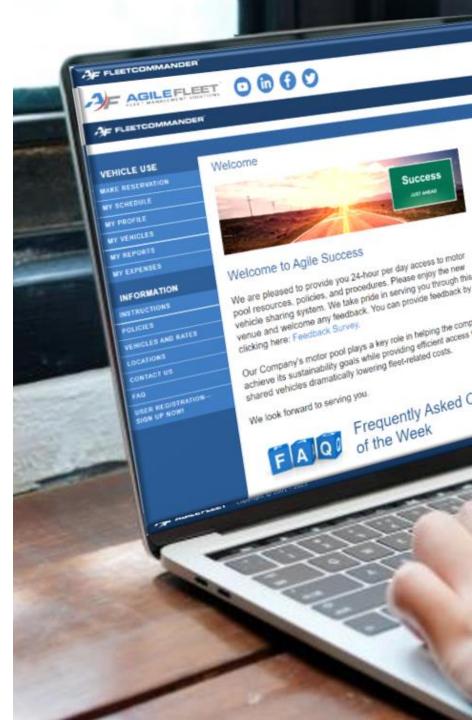
Communicate to driver any previous damage noted in VEHICLE CONDITION

Inspection Prep Billing Reservation (change vehicle) 100017 Vehicle Information Confirmation #: Driver's Name: Vehicle: 263VBQ Steve Minter sminter@agilef change Vehicle ID (VIN): 4T1F11AK3PU771371 Academic Core Curriculum Department: License Number: TEMP * Driver's License Number: H Valid Description: 2023 WHITE TOYO CAMRY Expiration Date: Reservation Information Reservation Status: Approved Dallas Destination: Waco Usage Type: Site: Start Date: 07/03/2023@10:00AM End Date: **Click Submit to** Vehicle Activity **Dispatch** Action Ispatch/Return ○ Cancel finalize Dispatch Out Date Out: 07/03/2023@10:00AM () 🛱 () 🕞 Date In: Odom Start: 78156 Odom End: EI 0.0.0.0. EI O - O - O - O - O IF Fuel Start: Fuel End: Darking Space Ends Darking Space Start Comments: Please make sure GPS and EZ Pass is placed in vehicle for reservation. Vehicle Condition: Vehicle has known dent in right-rear fender Print Travel Sheet Reset Changes Submit Cancel Send Admin Email

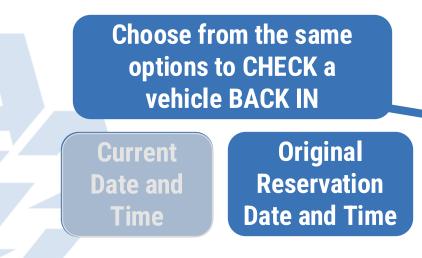




Return Vehicle/Dispatch In



Terrenalise Deep Dillere



Vehicle Information	(change vehicle)	Confirmation #:	100017
/ehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number	:
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Informa	tion	Reservation Status:	Approved
		Destination:	Dallas
Site:	Ward	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00	End Date:	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action	Dispatch/Return Cancel		
Date Out: 07/03/2023@	010:00AM 🕒 🛱 🕑 ℝ	Date In: 07/03/2023@:	5:00PM 🙂 🛱 🕑 💽
Odom Start: 78156		Odom End:	Total:
Fuel Start:	EI 0-0-0-0-0 F	Fuel End:	EI 0 - 0 - 0 - 0 - 0 F
Parking Space Start:		Parking Space End:	
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in	
Vehicle Condition:	Vehicle has known dent in	right-rear fender	
		Cancel Send Admin	Email Print Travel Sheet Reset Changes S



Odometer Fields

End Mileage MUST be typed in

ehicle Information	(change vehicle)	Confirmation #:	100017		
/ehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change		
/ehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum		
icense Number:	TEMP	Driver's License Number:			
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🛗 🗹 Valid		
Reservation Informat	ion	Reservation Status:	Approved		
		Destination:	Dallas		
Site:	Waco	Usage Type:	Daily Rental		
Start Date: (07/03/2023@10:00AM	03/2023@10:00AM End Date: 07/03/2023@5:00PM			
/ehicle Activity					
Dispatch	Dispatch/Return Cancel				
Date Out: 07/03/2023@	10:00AM	Date In: 07/03/2023@5:00	OPM 🕒 🛱 🕑 ℝ		
odom Start: 78156		Odom End: 78193	Total: 37		
uel Start:	EI 0 - 0 - 0 - 0 - 0 IF	Fuel End:	EI 0-0-0-0-0 F		
arking Space Start:		Parkin pace End:			
Comments:	Please make sure GPS and E	7 is placed in			
	ion		1		
Tota	l mileage 📊 🖬	right-rear fender			
		agine rear render			
self-calo	culates based 📒	Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Subn		
)dom End	Concer Deno Admini En	The second		



DISPATCH HINTS:

Type any NEW DAMAGE on the vehicle in VEHICLE CONDITION.

Details will appear here again with next reservation

ehicle Information	(change vehicle)	Confirmation #:	100017			
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change			
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum			
License Number:	TEMP	Driver's License Number:				
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	🔛 🗹 Valid			
Reservation Informat	ion	Reservation Status:	Approved			
		Destination:	Dallas			
Site:	Waco	Usage Type:	Daily Rental			
Start Date: 0	07/03/2023@10:00AM	End Date: 0	7/03/2023@5:00PM			
Vehicle Activity						
Dispatch Action	Dispatch/Return Cancel					
Date Out: 07/03/2023@	10:00AM 🕒 🛱 🕑 ℝ	Date In: 07/03/2023@5:00	DPM 🛛 🛱 🕑 🖪			
Odom Start: 78156		Odom End: 78193 T	iotal: 37			
Fuel Start:	E 0-0-0-0-0 F	Fuel End:	E 0 - 0 - 0 - 0 - 0 F			
Parking Space Start:		Parking Space End:				
Comments:	Please make sure GPS and vehicle for reservation.	EZ Pass is placed in				
Vehicle Condition:	Vehicle has known dent in right-rear fender Windshield cracked by rock. Need repair NOW!					



DISPATCH HINTS:

Send email to ADMIN STAFF if you need to relay any information to them regarding this reservation/vehicle (example: damages)

ehicle Information	(change vehicle)	Confirmation #:	100017
Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
Reservation Informat	ion	Reservation Status:	Approved
	17.797	Destination:	Dallas
Site:	Waco	Usage Type:	
	Waco 07/03/2023@10:00AM	Usage Type: End Date:	
		End Date:	lick Submit to
Start Date: 0		End Date:	lick Submit to
Start Date: 0 Vehicle Activity	Dispatch/Return Cancel	End Date:	lick Submit to alize Dispatch In
Start Date: 0 Vehicle Activity Dispatch Action	07/03/2023@10:00AM Dispatch/Return Cancel	End Date: C	
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@	07/03/2023@10:00AM Dispatch/Return Cancel	End Date: C Date In: O	
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@ Odons. Part: 78156	07/03/2023@10:00AM © Dispatch/Return Cancel 10:00AM © 🛱 🕞 ℝ	End Date: C Date In: 0 Odom End:	alize Dispatch In
Start Date: 0 Vehicle Activity Dispatch Action Date Out: 07/03/2023@ Odom. Part: 78156 Fuel Start:	07/03/2023@10:00AM © Dispatch/Return Cancel 10:00AM © 🛱 🕞 ℝ	End Date: C Date In: 0 Odom End: Fuel End: Parking Space End:	alize Dispatch In



Dispatching a Vehicle

Other places vehicles can be Dispatched include

- Manage>Reservations Dispatch Icon
- QwikFind Assets
- QwikFind Users
- Dashboard Departing/Returning (considered best practice)





Manage Reservations

To dispatch a vehicle via Manage> Reservations...

* = Saved as a defaul *Pick-up Between: and *and *Asset Name: *Usage Type: All Usage Types *Return Between: 📑 *and Daily Rental *Asset Type: Maintenance All Vehicle Types *Driver Username: CARGO VAN EXEC SUV *Site: *Driver Last Name: -MINIVAN Abilene *Status: Breckenridge *Requestor Username Brownwood All Statuses East Williamson County *Requestor Last Name Approved Cancelled Change Request *Department: All Departments • Clear Defaults Save Defaults Remove Filters Filter *Records Per Page: 75 🗸 Reg # or Conf #: View 13 Reservations match the current criteria 🖒 🖒 Page 1 of 1 🖒 (Schedule Information Driver Information Vehicle Information Status Request Info Rea/Conf # Requestor Information Username: rihernandez14204 Username: rihernandez14204 Vehicle: 25JRMS (TOYO) 07/05/2023 Pick-up: 07/05/2023 04:12 PM 100021 Approved Site: Waco ۵ 🗙 🖸 mandez, Regin mandez, Regina 4:03:57 pm Return: 07/12/2023 05:00 PM Confirmation 254) 867-4811 (254) 867-4811 Location: Fleet (Daily Rental) Duration: 7 days 48 minutes Number Type: SMALL SUV ernandez1420 ernandez14204(Vehicle: 263VBF - Camry 8258 (TOYO) Isername: keondermann Username: ksonde 07/10/2023 Pick-up: 07/10/2023 11:43 AM 100032 Approved Site: Marshall nn, Kristi Confirmation ۵ 🗙 🖸 Return: 07/13/2023 05:00 PM 11:43:16 am 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 5 hours 17 minut Number Type: SEDAN dermann@ts Vehicle: 263VBH - Camry 8259 (TOYO) Jsername: ksondermann Username: ksondermann 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100033 Site: Marshall Approved ndermann, Kristir Q 🗙 D 11:44:07 am Return: 07/11/2023 01:00 PM Confirmation (254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 1 day 1 hour Number ondermann@tst nann@tst Type: SEDAN Jsername: ksondermann Username: ksondermann Vehicle: 25JRMW - Rav4 (TOYO) 07/10/2023 Pick-up: 07/10/2023 12:00 PM 100030 Site: Marshall Approved nn Kristi ۵ 🗙 🔊 11:41:45 am Return: 07/12/2023 01:00 PM Confirmation 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 2 days 1 hour Number Type: SMALL SUV ondermann@tst ondermann@tstc.eo Jsername: ksondermann Username: ksondermann /ehicle: 25NNXX - F-150 (FORD) 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100031 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann, Kristin dermann, Kristir 11:42:32 am Return: 07/10/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number Type: TRUCK ondermann@tstc. ondermann@tstc. Vehicle: 25NP3C (FORD) Jsername: ksondermanr Username: ksonderma 07/10/2023 Pick-up: 07/10/2023 01:00 PM 100029 🔍 🚍 🗙 💽 🎴 Approved Site: North Texas nn. Kristi 11:32:55 am Return: 07/10/2023 05:00 PM Confirmation (254) 867-3706 Late Pickup 254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 hours Number ondermann@tst ondermann@ts Type: TRUCK Jsername: ksondermann Username: ksondermann Vehicle: 264G49 - Highlander (TOYO) Pick-up: 07/10/2023 01:00 PM 07/10/2023 100034 🔍 🚍 🗙 🖸 🎴 Approved Site: Marshall dermann Kristi ondermann, Kristir 11:44:35 am Return: 07/14/2023 02:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 4 days 1 hour Number ondermann@tstr Type: SUV ondermann@tstr Jsername: ksondermann Username: ksondermanr Vehicle: 263VBQ (TOYO) Pick-up: 07/11/2023 08:00 AM 07/10/2023 100026 Site: Waco ann, Kristir Approved 11:10:31 am Return: 07/14/2023 05:00 PM Confirmati (254) 867-3706 254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number Type: SEDAN ondermann@tst sondermann@tst Jsername: ksondermann Vehicle: 263VBZ (TOYO) Username: ksondermann 07/10/2023 Pick-up: 07/11/2023 08:00 AM 100036 🔍 🚍 🗙 🖸 🗹 Approved dermann, Kristin Site: Waco dermann, Kristin 1:08:05 pm Return: 07/14/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 3 days 9 hours Number ondermann@tstc.ed sondermann@tstc.ed Type: SEDAN Username: ksondermann Username: ksondermann Vehicle: 263VBH - Camry 8259 (TOYO) Pick-up: 07/13/2023 08:00 AM 07/10/2023 100035 Site: Marshall nn, Kristir 🔍 🚍 🗙 🖸 🗹 Approved 12:18:50 pm Return: 07/13/2023 05:00 PM Confirmatio 254) 867-3706 (254) 867-3706 Location: Fleet (Daily Rental) Duration: 9 hours Number Type: SEDAN sondermann@tstc.ed ksondermann@tstc.edi Username: ksondermann Username: ksondermann Vehicle: 264G4C (TOYO) -----07/47/2022 00 00 414

...select Dispatch action icon

Dispatching a Vehicle – Departing/Returning

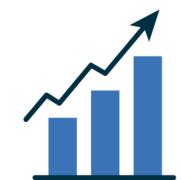
Reservations should be made no less than 48 h campus fleet coordinator.	ours (2 business days) in ad	dvance of the need by date	e to ensure availability and safety o	f all employees. If you have a m	nore immediate need, please reach out to yo
FLEETCOMMANDER		والوالوا والوالو			Steve Minter Log Ou
)			
MANAGE REPORTS TOOLS	CONFIGURE				Home :: Help :: Abo
Vehicle Use Dashboard					
	Vehicle Use Maintenance S	hop Reservation Inspect	ion Prep Billing		
		-	(change vehicle)	Confirmation #:	100017
	Minter 10:00 AM	Vehicle:	263VBQ	Driver's Name:	Steve Minter sminter@agilef change
ouble-click line to	Roodschild 10:00 AM	Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
		License Number:	темр	Driver's License Number:	
Dispatch Out		Description:	2023 WHITE TOYO CAMRY	Expiration Date:	📋 🗹 Valid
		Reservation Informat	ion	Reservation Status:	Approved
				Destination:	Dallas
		Site:	Waco	Usage Type:	Daily Rental
		Start Date: 0	07/03/2023@10:00AM	End Date: 0	7/03/2023@5:00PM
r		Vehicle Activity			
		Dispatch Action	Dispatch/Return Cancel		
		Date Out: 07/03/2023 0	9:18 AM 🕒 🛱 🕑 ℝ	Date In:	9 🛱 🕑 🗷
	Q Motor Pool Activity	Odom Start:		Odom End:	otal:
	Pending Requests: 0	Puel Starti	E 0- 0- 0- 0- 0 F	Fuel End:	E[0 - 0 - 0 - 0 - 0 F
	Change Requests: C Cancelled Requests: C			Parking Space End:	
	Late for Pick-up: 0 Late for Return: 0 In Insp Vehicles: 0	Comments:	This is for training		
	Prep Vehicles: 0 Vehicles in Use: 2	Vehicle Condition:			
MM	Vehicles in Maintenance: C Users Pending: C			Cancel Send Admin Em	ail Print Travel Sheet Reset Changes Submit
	Last Refresh: 7/3/2023 9:03:20 AM	Current Filters: Refresh Interval: 5 min; U	Isana Tune(s): All: Sites: Waro: Location		

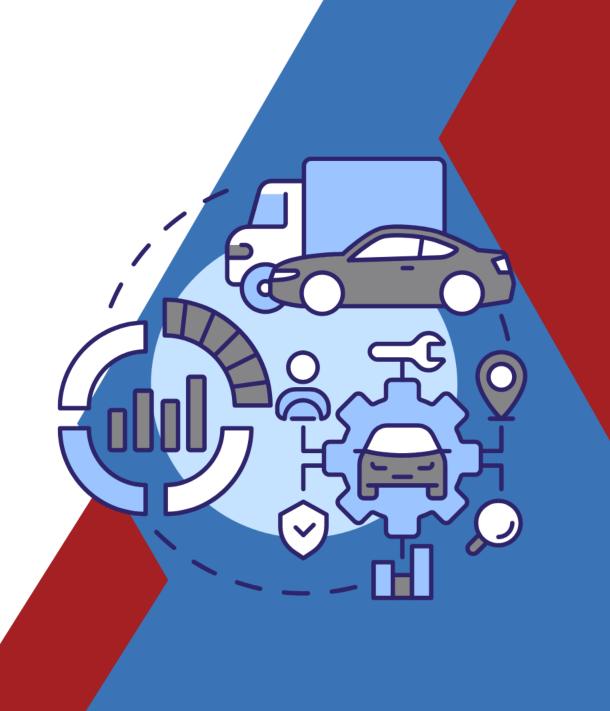
Fleet Commander Beyond the Basics

October 3, 2024



Dashboard Filter

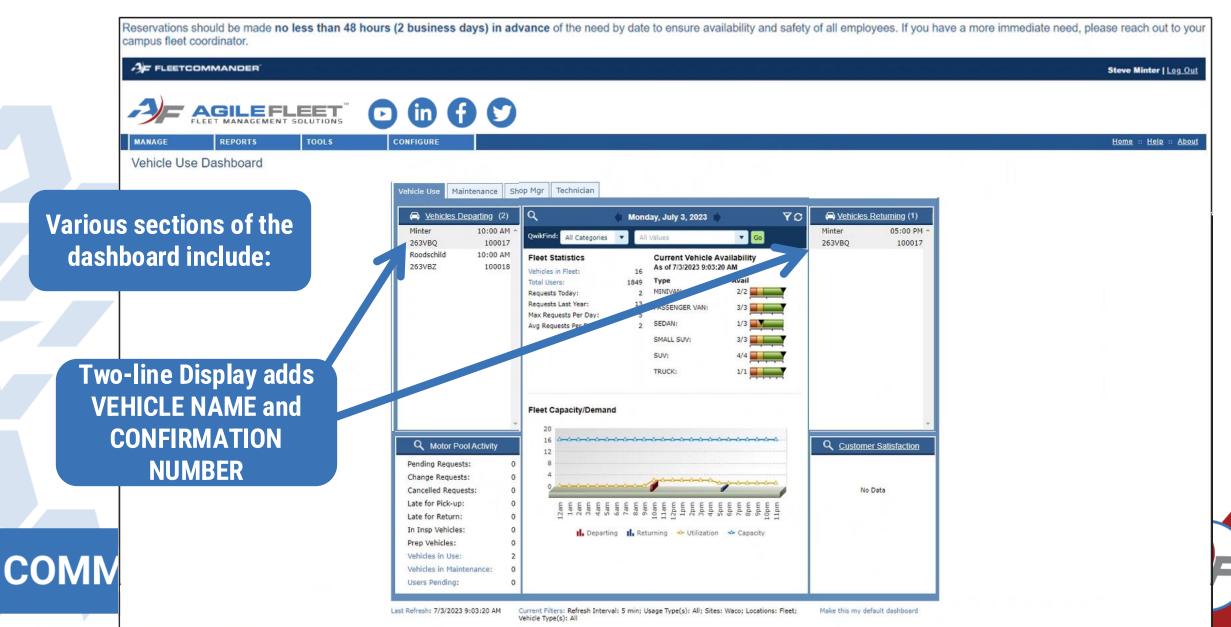




Dashboard – Vehicle Use Tab

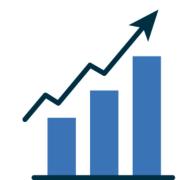
			Steve Minter <u>Log (</u>
FLEET MANAGEMENT SOLUTIONS MANAGE REPORTS TOOLS Vehicle Use Dashboard Vehicle Use Dashboard Vehicle Use Dashboard	CONFIGURE		Home :: Help :: At
rious sections of the dashboard include:	Vehicle Use Maintenance Shop Mgr Technician Vehicles Departing (2) Minter 10:00 AM Roodschild 10:00 AM Fleet Statistics Fleet Statistics	Monday, July 3, 2023 M T () All Values Go Current Vehicle Availability	Dashboard Filter:
	Dashboard Filters Show for Date: 07/03/2023	Refresh Interval: 5 min V Location(s): All Locations Abilene: 4ABC Abilene: 4ITC Breckenridge: 4BKC Brownwood: 4BWD	refines what and how items are shown on the Dashboard
TIP: use Two-line	C Mote Pending Rei Change Rec Cancelled R	Ft Bend: Fleet Harlingen: Fleet Vehicle Type: All Vehicle Types CARGO VAN EXEC SUV MINIVAN	faction
Display to enhance your Dashboard view	Cancelled M Les for Pice Display Options Intersp Veh Prep Vehicle Vehicles Departing: Driver's Last Nam	rting/Returning	
ΛN	Vehicles in Vehicles in Users Pendi	View Customer Satisfaction Gauge	

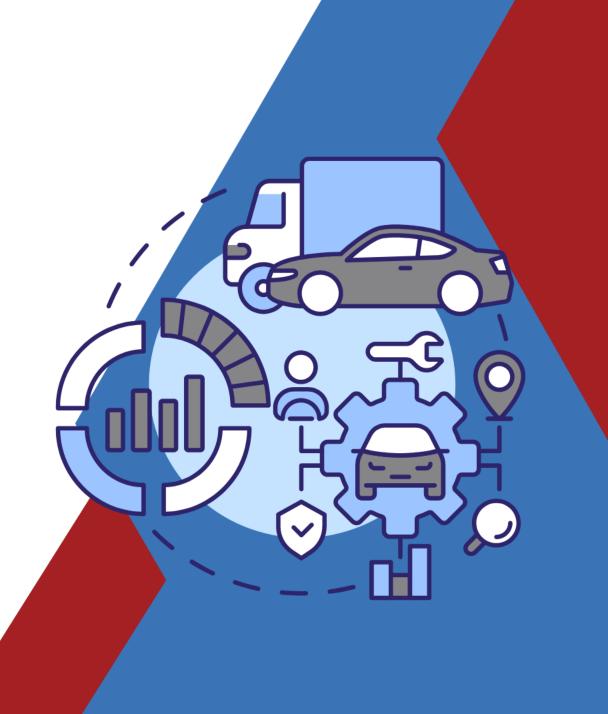
Dashboard – Vehicle Use Tab



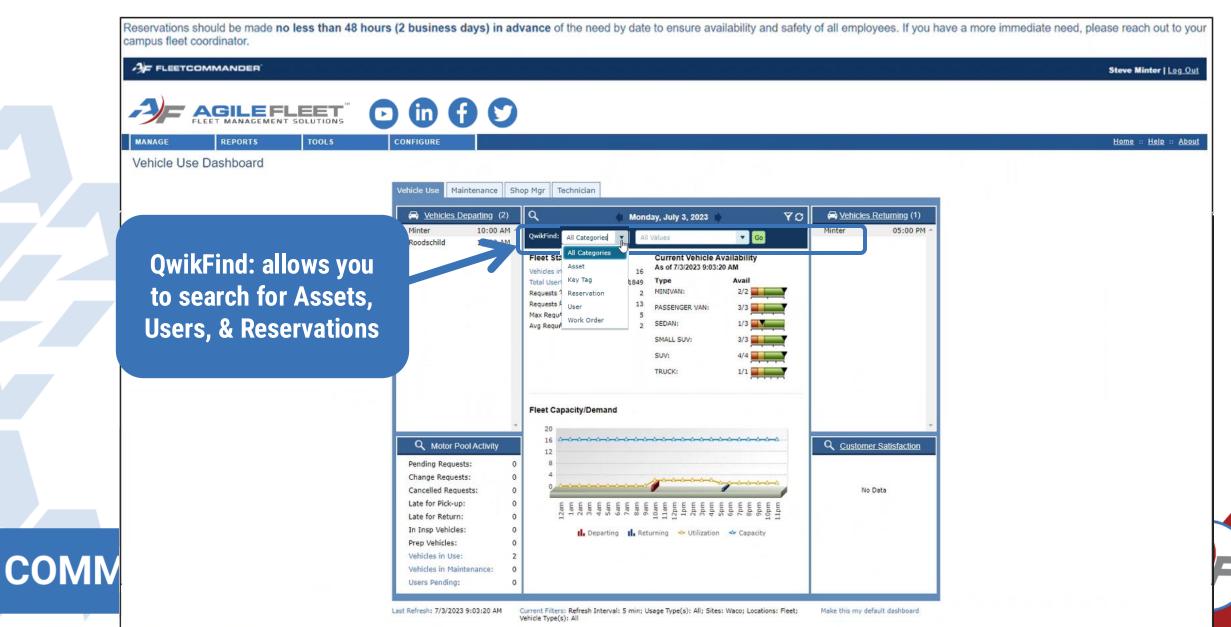


QwikFind Search





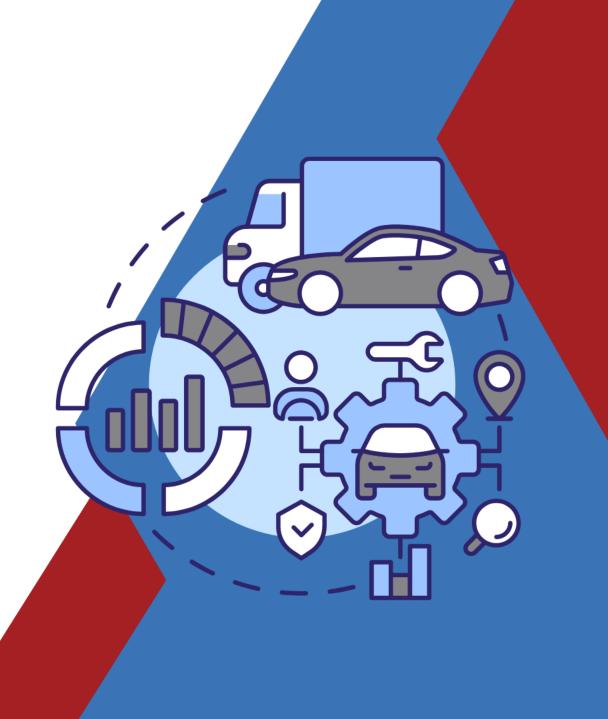
Dashboard – QwikFind



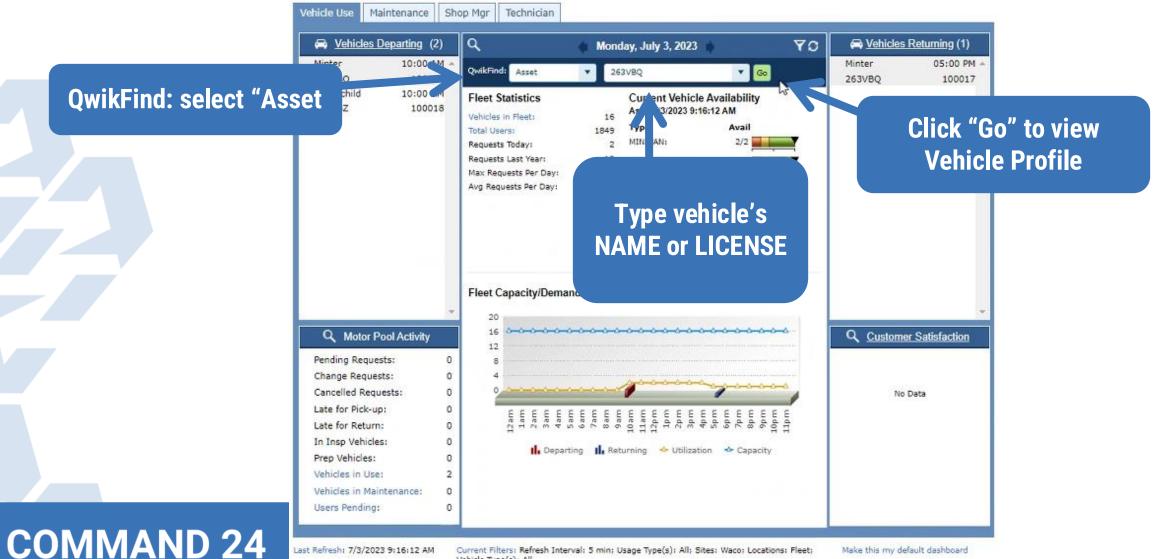


QwikFind Asset



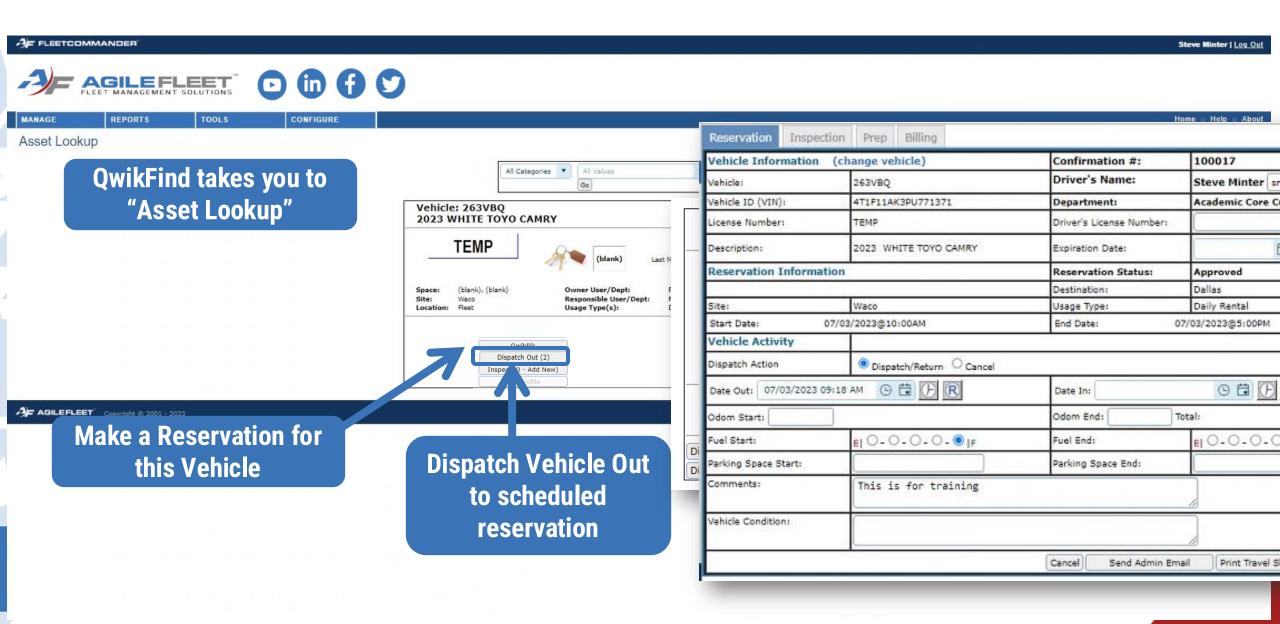


QwikFind - Asset



Vehicle Type(s): All

QwikFind - Asset



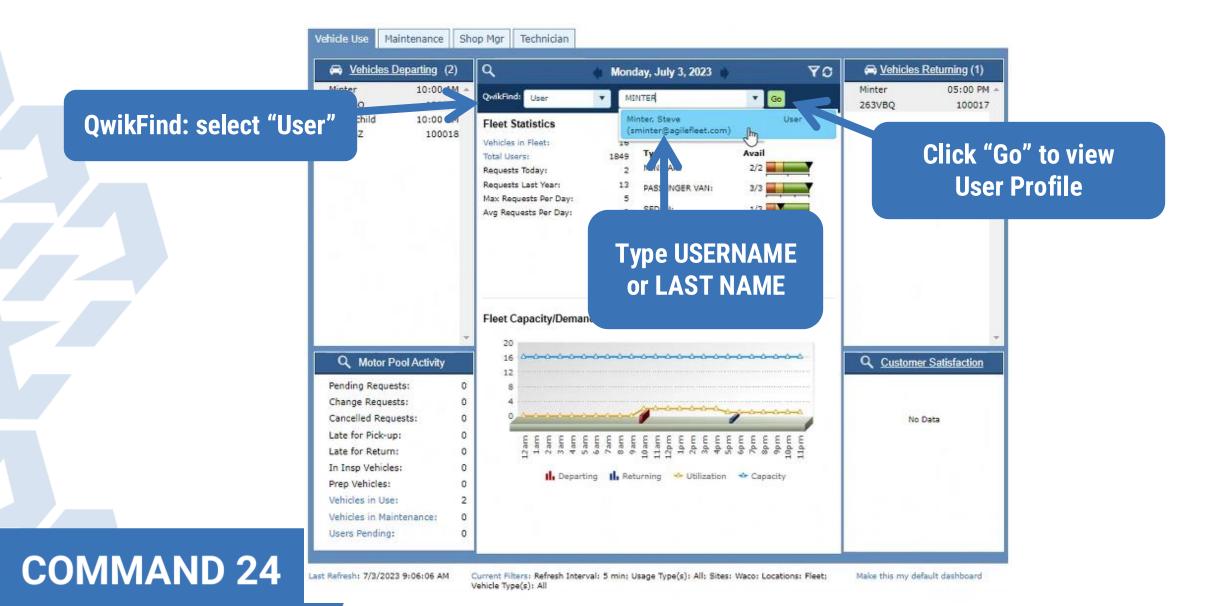


QwikFind User





QwikFind - User

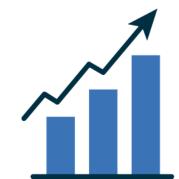


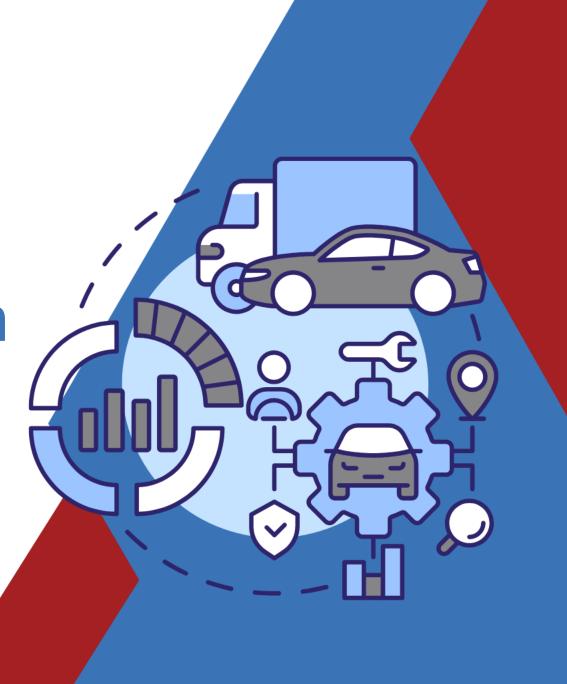
QwikFind - User

	B O					Steve Minte
FLEET MANAGEMENT SOLUTIONS						
SE 🕞 REPORTS TOOLS CONFIGUR						<u>Home</u> :: <u>Hel</u> r
Lookup						
		Username: alincoln		License not Vali	idated 🛛 🗧	Refresh Page
QwikFind takes you to		Name: Abe Lincoln Status: Enabled			Γ	Go To Profile
"User Lookup"	Username: sm	Employment Status: (none)	· · · · · · · · · · · · · · · · · · ·		_	
User Lookup	Name: Steve M		d@agilefleet.com 555			Make Reservation
	Status: Employment Status: E-mail address:	Department: President's				
	Phone: Department:	Address:				I
	Address: No Pending Reservation	No Pending Reservations Found				
	Dispatch Out	Dispatch Out	Conf# Start	End	Usage Type	Asset Name
	Dispatch O	Dispatch Out	157233 5/31/2023 3:00:00 PM	5/31/2023 5:00:00 PM	Short Term Rental	822417
		Dispatch Out	157242 5/31/2023 3:00:00 PM	5/31/2023 5:00:00 PM	Short Term Rental	329817
		Dispatch Out	157251 7/13/2023 6:00:00 AM	7/13/2023 4:00:00 PM	Short Term Rental	263VBQ
EFLEET Copyright © 2001 - 2023		Dispatch Out	157252 7/13/2023 6:00:00 AM	7/13/2023 4:00:00 PM	Short Term Rental	11896519
		Dispatch Out	157253 7/29/2023 6:00:00 AM	7/29/2023 4:00:00 PM	Short Term Rental	263VBQ
		Dispatch Out	157205 2/13/2024 6:00:00 AM	2/13/2024 5:00:00 PM	Short Term Rental	850015
Diensteh e Deservation		Dispatch In	Conf# Start	End	Usage Type	Asset Name
		Disastah In	157189 1/17/2023 11:13:00 AM	1 1/18/2023 6:00:00 PM	Short Term Rental	820417
Dispatch a Reservation		Dispatch In	15/105 1/1//2025 11.15.00 A			

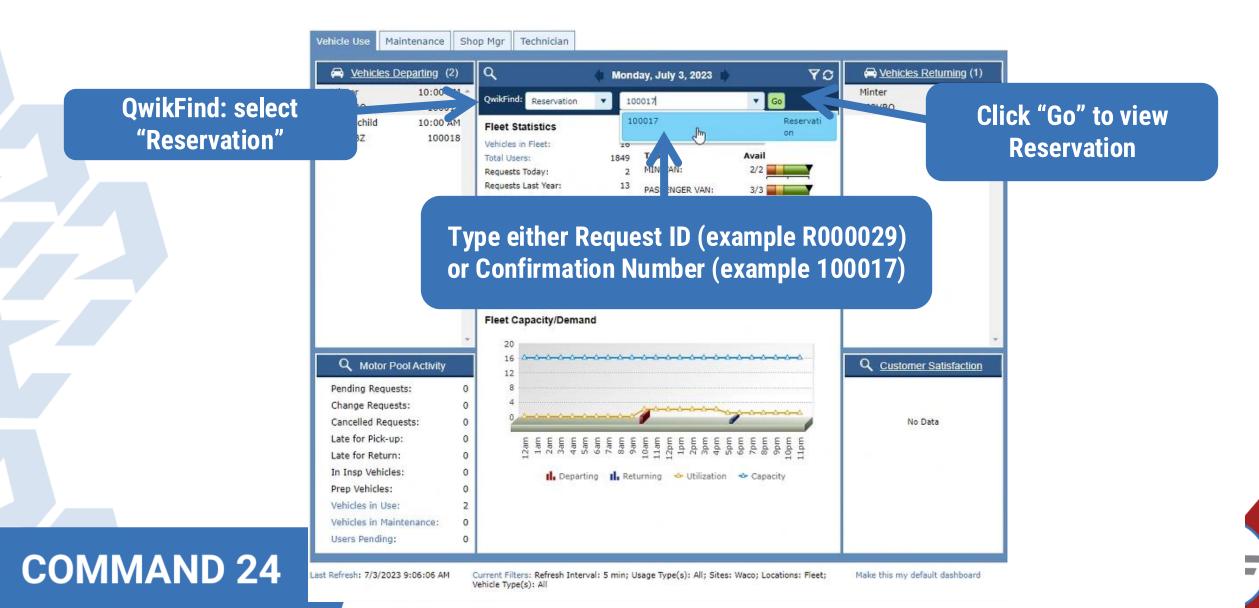


QwikFind Reservation





QwikFind - Reservation



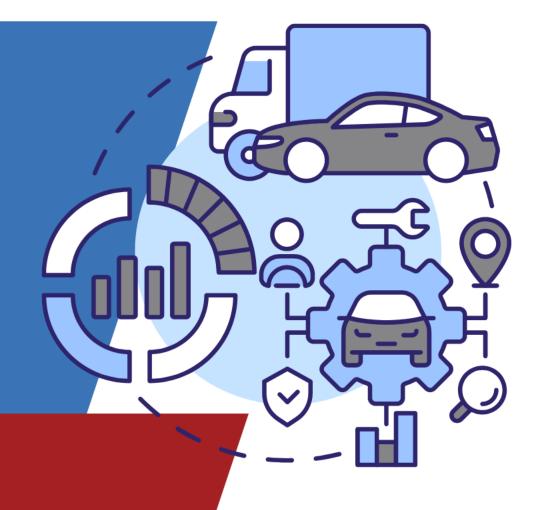
Dashboard – QwikFind

MANAGE	REPORTS	TOOLS	CONFIGURE		<u>Home</u> :: <u>Help</u> :: <u>About</u>
Manage Res	ervations: Sched	dule/View R	equest		
			Reservation Files (0)		
			Request date/time: 07/03/2023 09		
			Request was appro Request ID: R000029 Confirmation number		
			Back to	o Manage Reservations Add Alert Add Notes More Information Modify Reques Dispatch Remove Vehicle Change Vehicle Cancel Reservation	
				sminter@agilefleet.com/Minter Steve sminter@agilefleet.com	
			Driver Information (requestor is driver)		
			Return date / time:	07/03/2023 10:00 AM 07/03/2023 05:00 PM 7 hours	
			Actual Information Actual Pick-up date / time: Actual Return date / time: Actual Duration: Mileage Out: Mileage In:		
			Selection Information	Daily Rental	
	ikFind tak		ion:	Waco Fleet SEDAN	<u>∫</u> z
	the Reserv		Name is the proving the states	(any options) 1 (driver and passengers)	
Sche	dule/View	Reque	Purpose of Trip: C	Academic Core Curriculum Dallas Conference This is for training	
			Vehicle Information		



COMMAND 24

Questions? Next Up: Beyond Motor Pool/FedRAMP



THANK YOU