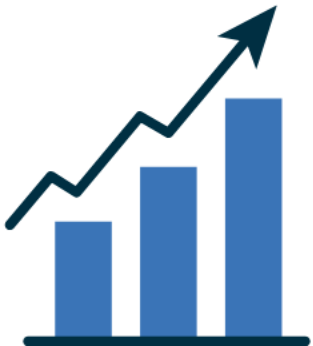
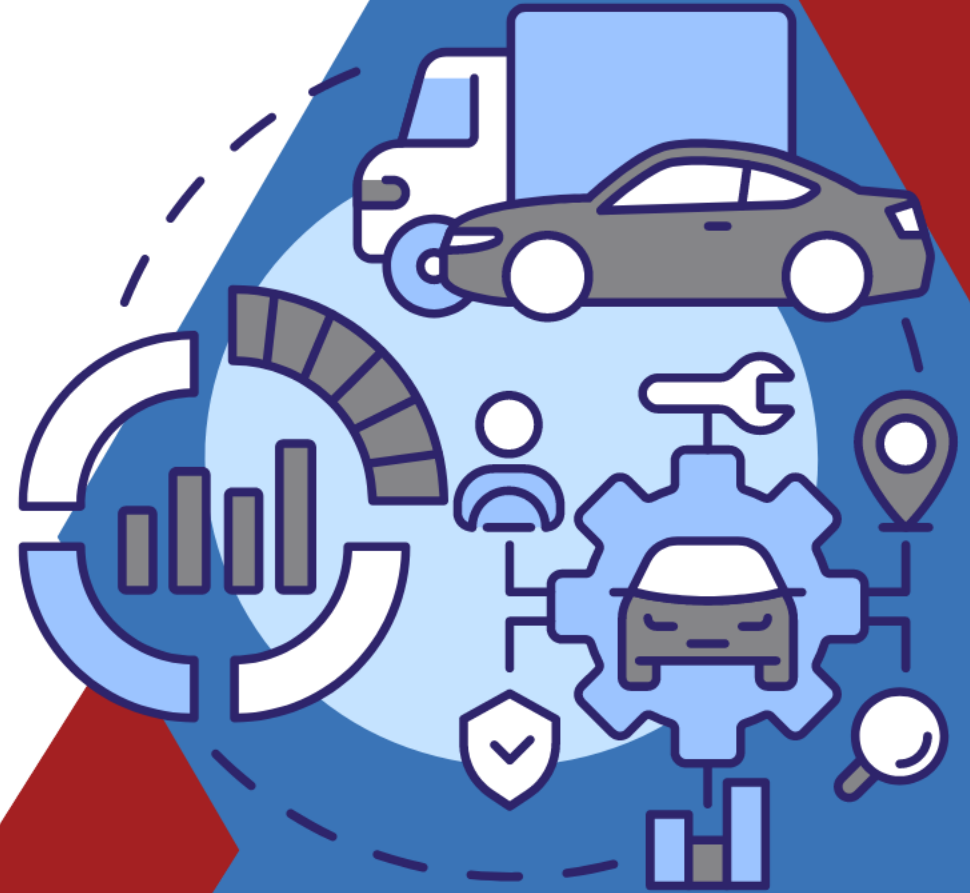


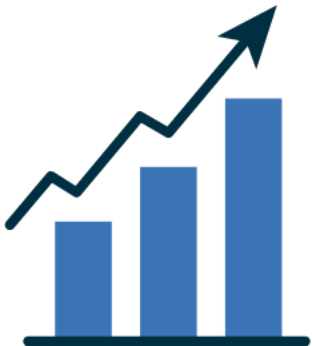
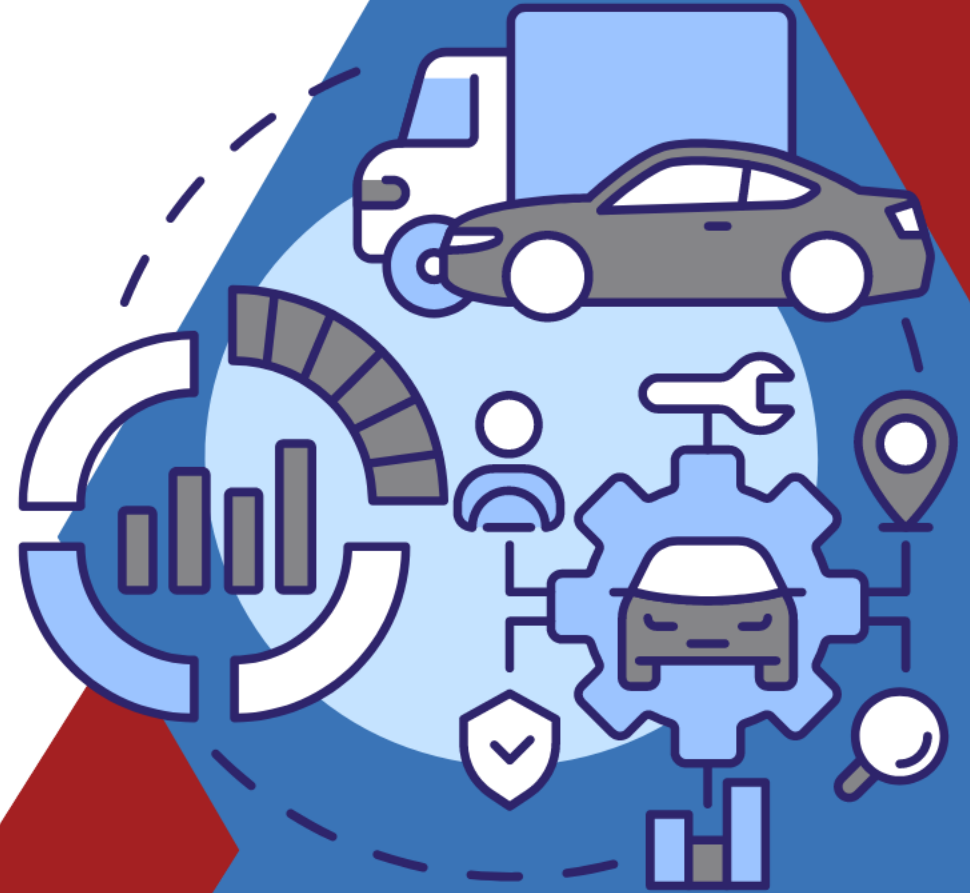
WELCOME TO COMMAND 24

Learn. Network. Engage.



FleetCommander: New User Training

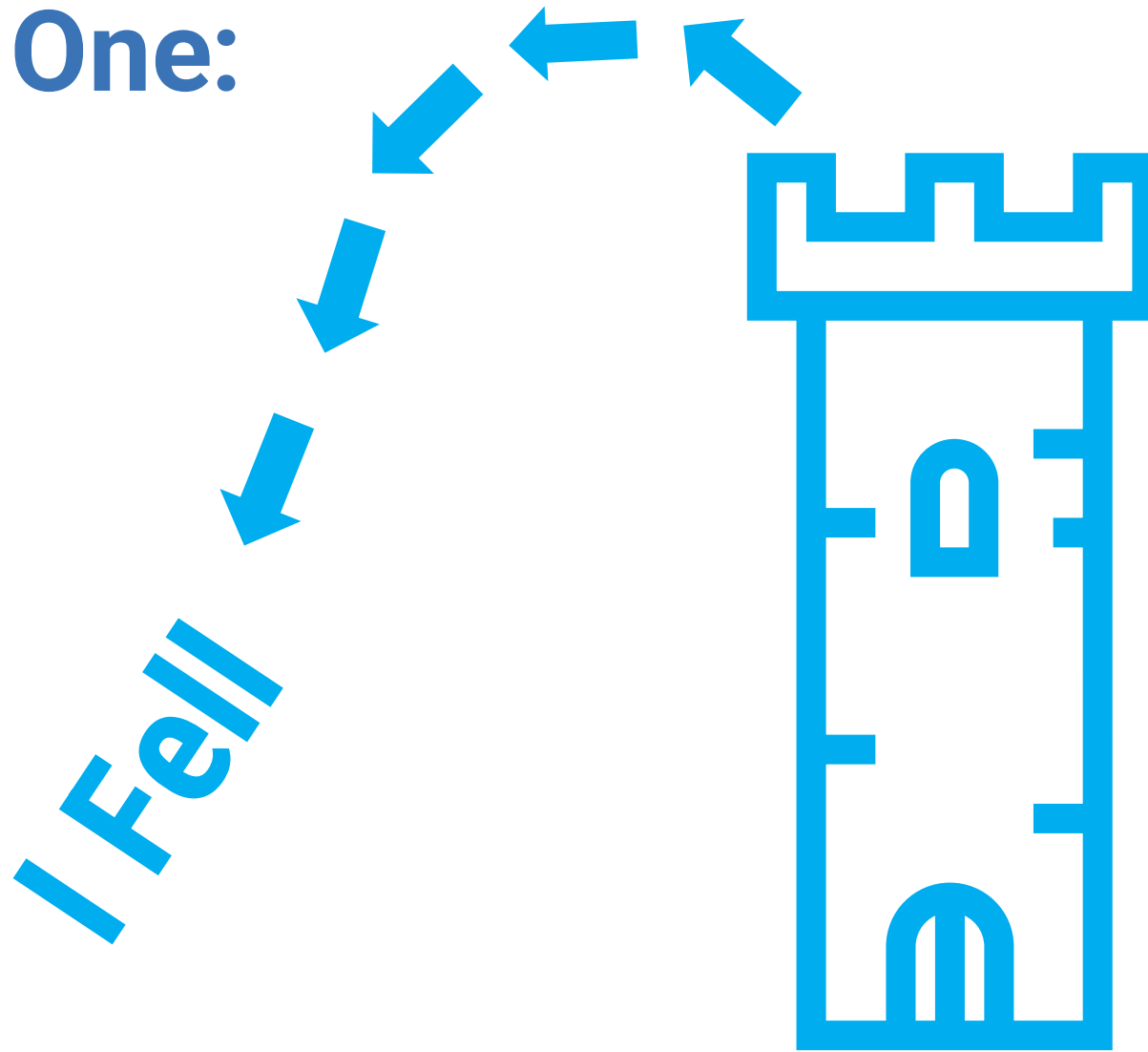
October 1, 2024



Brain Puzzles

How Many Can You Solve?

Brain Puzzle One:



Brain Puzzle Two:

na fish
na fish



Brain Puzzle Three:

often often often
often often
often not
often often
often often
often



Brain Puzzle Four:

T H E R E

HANG



Brain Puzzle Five:

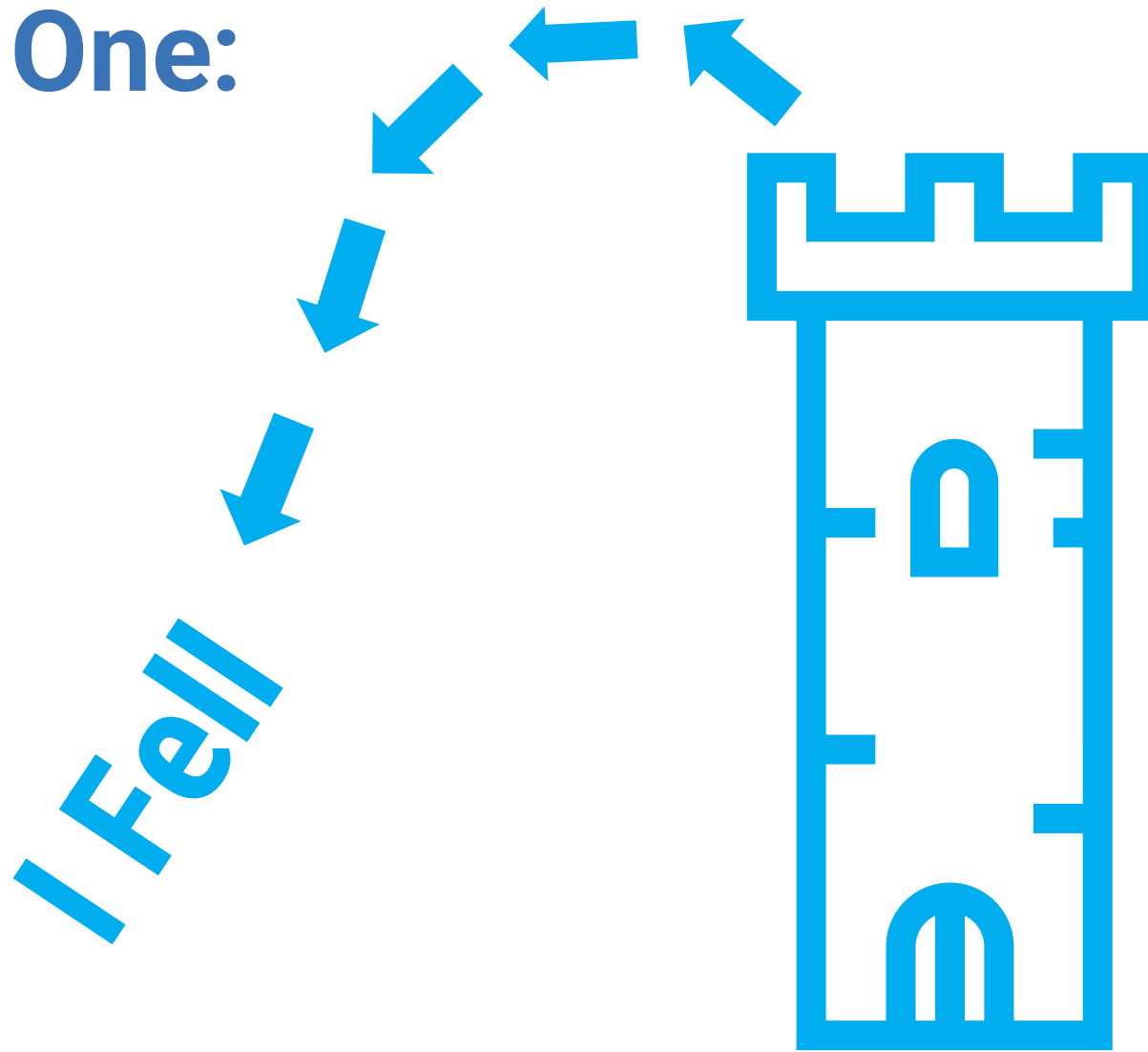
Try Stand 2



Brain Puzzles

How Many Can You Solve?

Brain Puzzle One:



Eiffel Tower

Brain Puzzle Two:

na fish
na fish

Tuna
Fish



Brain Puzzle Three:

often often often
often often
often often not
often often
often often
often

More often
than not



Brain Puzzle Four:

T H E R E
HANG

Hang in there



Brain Puzzle Five:

Try **Stand**
2

Try to
Understand



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)

Administrator Interface

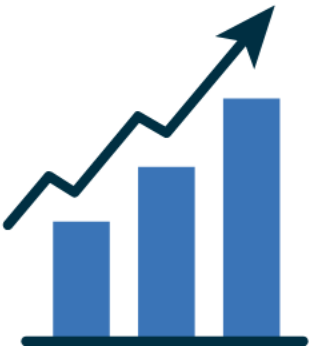
- Dashboard
- Admin Menus (Configure, Tools, Reports, and Manage)
- Manage > User
- Manage > Vehicle
- Manage > Make Reservation
- Manage > Reservation (View, Modify, and Cancel)
- Dispatching a Vehicle
- Manage > Fleet (View, Make, and Move Reservations)
- Dashboard Continued – Vehicle Use Tab

COMMAND 24

FleetCommander,
the ACE
up your sleeve!



What is FleetCommander?



FleetCommander Overview

Cloud-based Fleet Management Solution

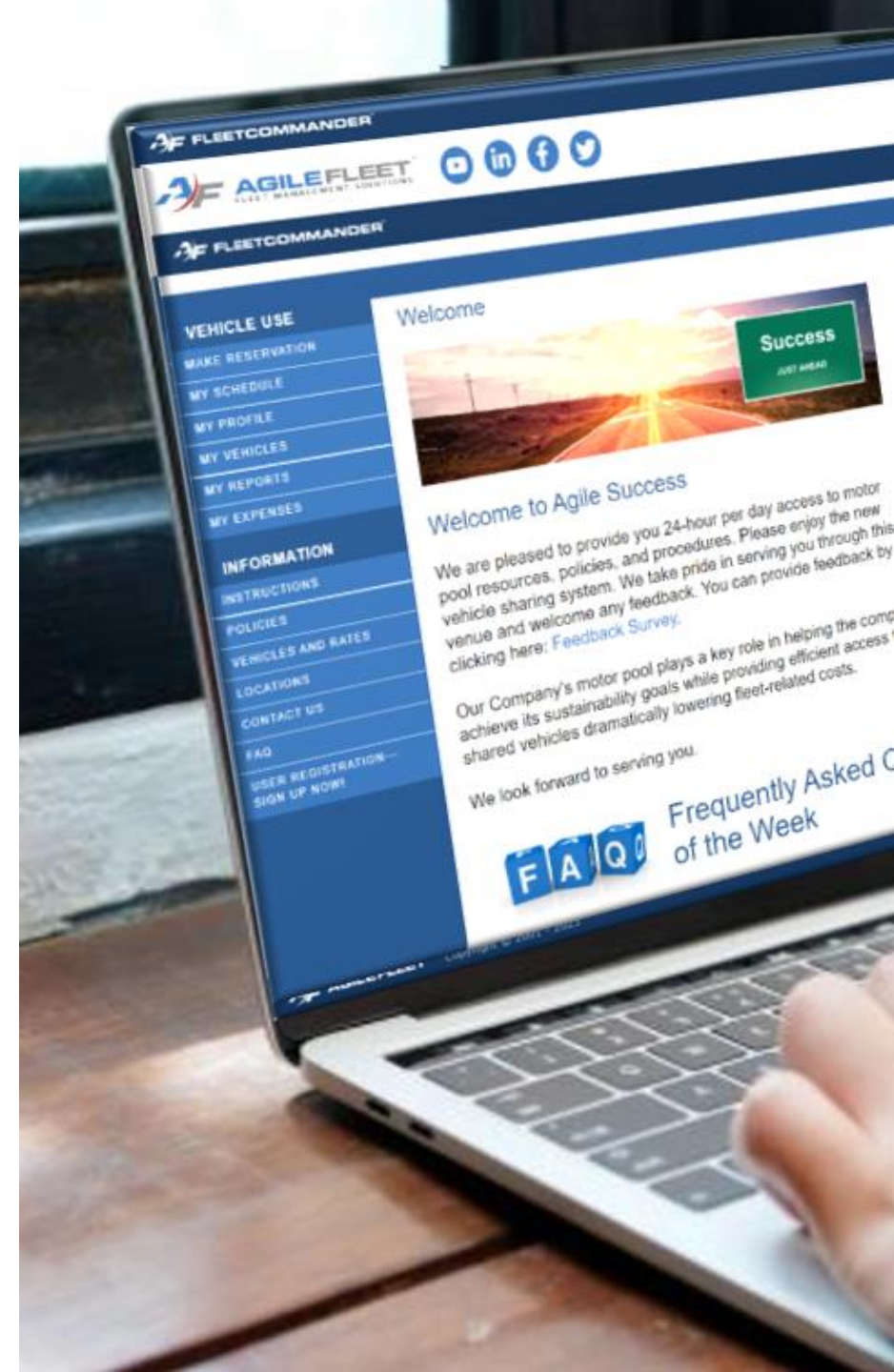
- Can oversee centralized or disbursed operations
- Scalable from 25 to 25,000+ vehicles
- Able to administer unlimited drivers/users

Highly configurable to support precise business needs

Optional modules can include:

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

COMMAND 24



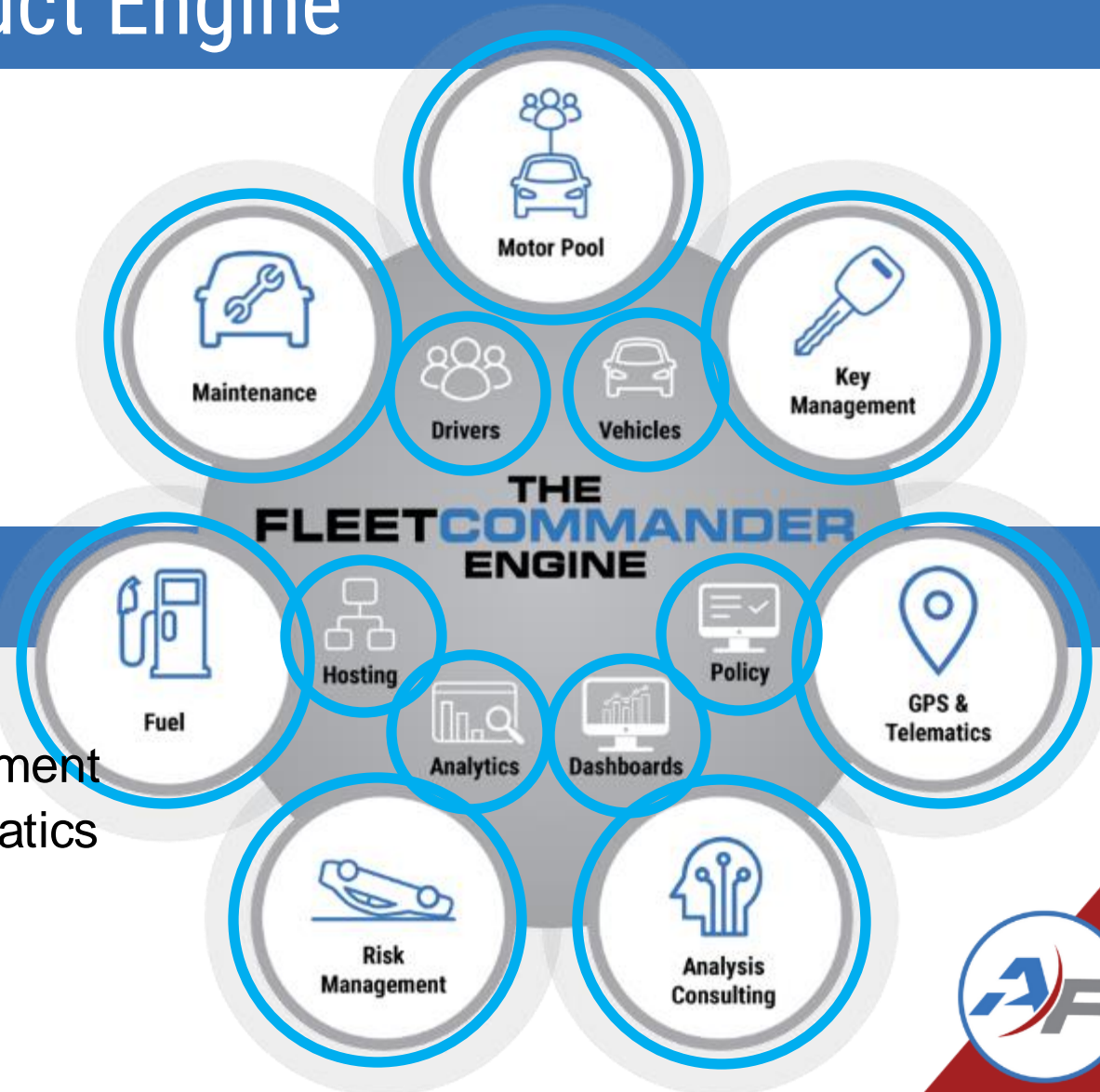
FleetCommander Overview

FleetCommander Core Product Engine

- User/Driver Management
- Vehicle/Asset Management
- Analytics & Reports
- Policy Enforcement
- Admin Interface/Dashboards
- Hosting

FleetCommander Modules

- Motor Pool/Vehicle Sharing
- Key Management
- Maintenance
- Fuel
- Risk Management
- GPS & Telematics



FleetCommander Overview

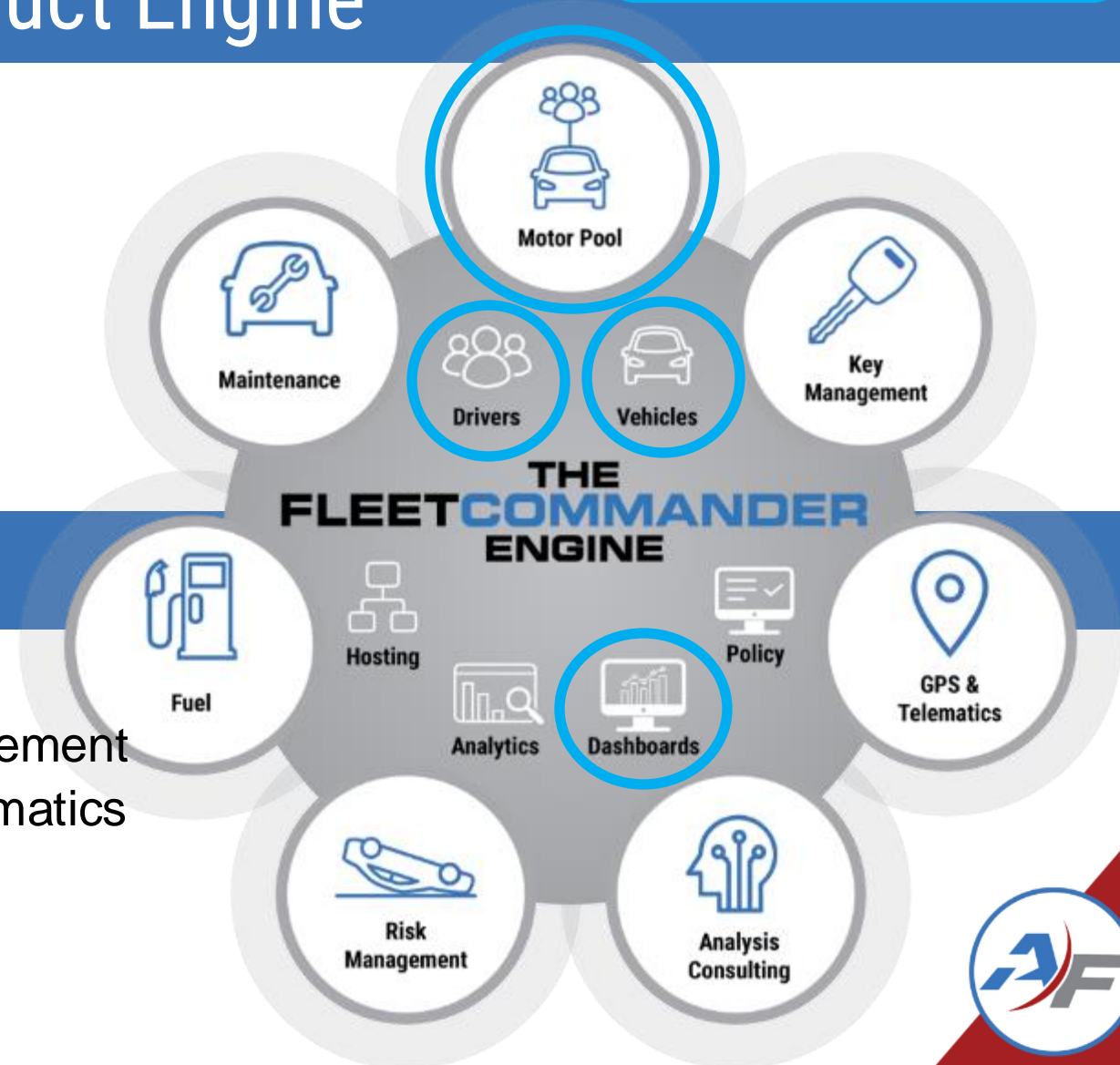
Today's training will feature these items

FleetCommander Core Product Engine

- User/Driver Management
- Vehicle/Asset Management
- Analytics & Reports
- Policy Oversight
- Admin Interface/Dashboards
- Hosting

FleetCommander Modules

- Motor Pool/Vehicle Sharing
- Key Management
- Maintenance
- Fuel
- Risk Management
- GPS & Telematics



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”



FleetCommander Users

Drivers



Requestors



**Fleet
Administrators**



**Motor Pool
Dispatchers**



**Maintenance
Staff**



**Inspectors &
Prep**



**Risk
Managers**



**HR
Administrators**



What assets can you place in FleetCommander?



Answer: ALL OF THEM!

Light Duty

Bicycles

Sedans

Patrol Cars

Trailers

Yellow Iron

Generators

EVs

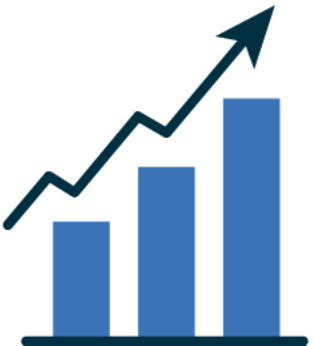
Pick-up Trucks

Heavy Duty

Golf Carts

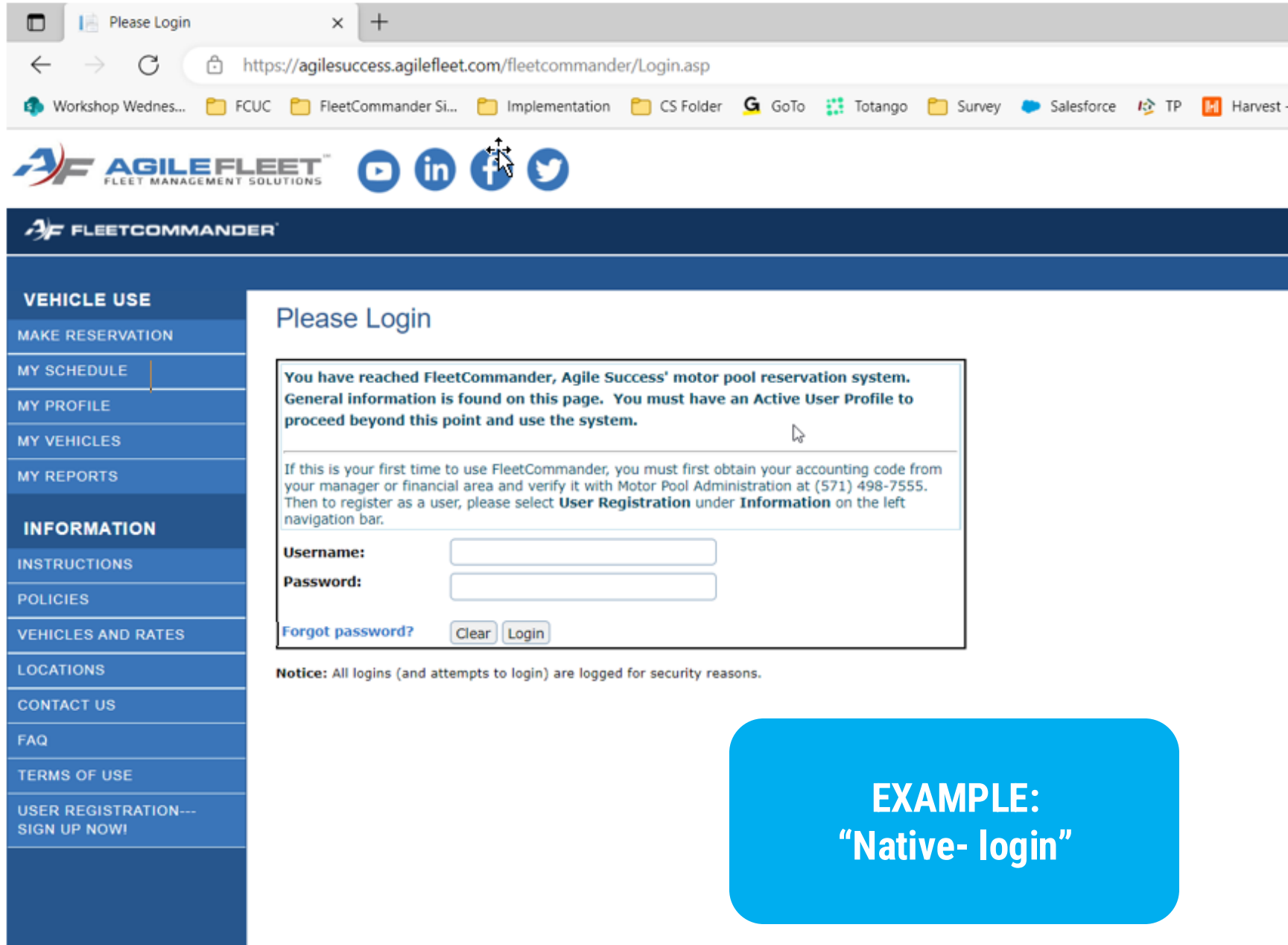
COMMAND 24

Accessing FleetCommander



Accessing FleetCommander: Login

Go to
yourURL.agilefleet.com



The screenshot shows a web browser window with the URL <https://agilesuccess.agilefleet.com/fleetcommander/Login.asp>. The page features the Agile Fleet logo and a navigation menu on the left. The main content area is titled "Please Login" and contains instructions for first-time users, a login form with fields for Username and Password, and a "Forgot password?" link. A notice at the bottom states that all logins are logged for security reasons.

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQ
- TERMS OF USE
- USER REGISTRATION---
SIGN UP NOW!

Please Login

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.

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. Then to register as a user, please select **User Registration** under **Information** on the left navigation bar.

Username:

Password:

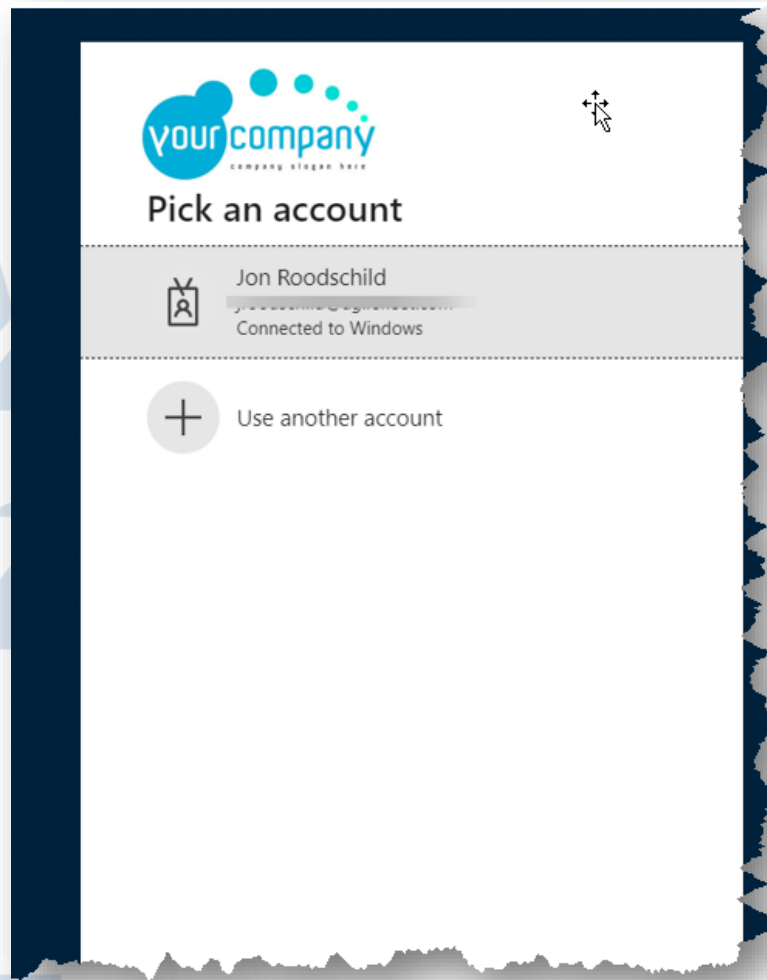
[Forgot password?](#)

Notice: All logins (and attempts to login) are logged for security reasons.

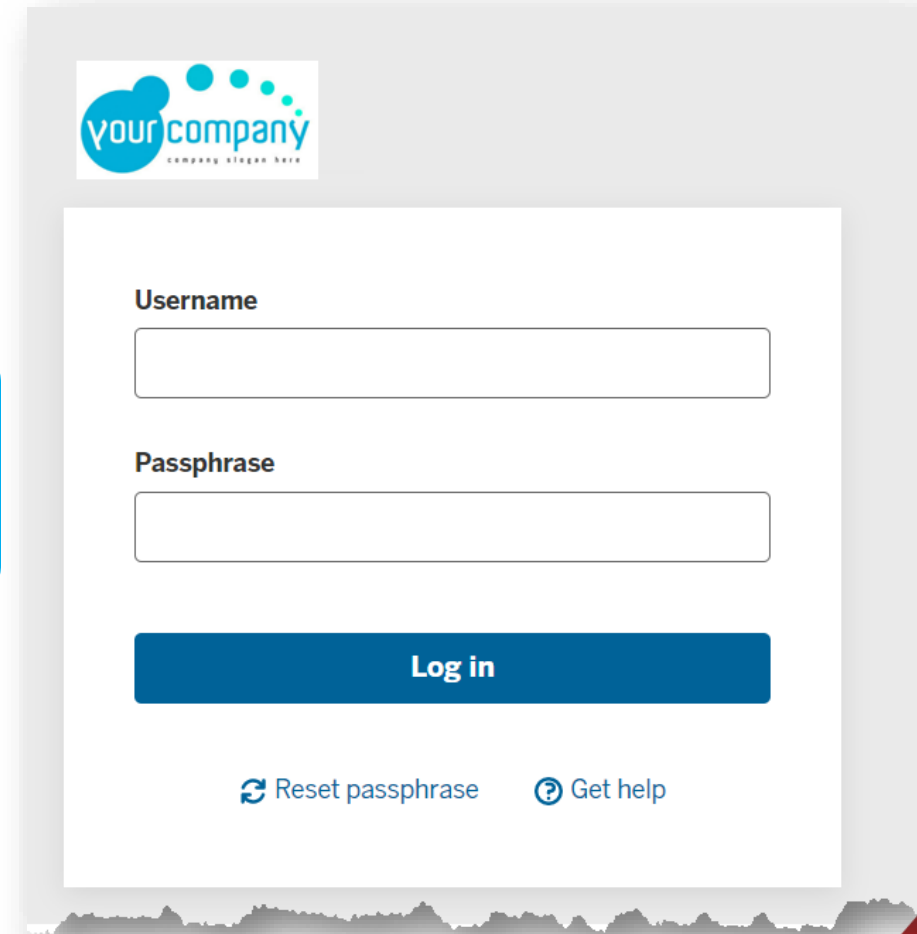
COMMAND 24

EXAMPLE:
"Native- login"

Accessing FleetCommander: Login



EXAMPLE:
"Custom Authentication"



COMMAND 24





Accessing FleetCommander: Welcome Page

Successful login
brings you to
FleetCommander
Welcome Page

Welcome Page
highlights important
information including
fleet policies

COMMAND 24

 FLEETCOMMANDER

 **AGILE FLEET**
FLEET MANAGEMENT SOLUTIONS

VEHICLE USE

MAKE RESERVATION

MY SCHEDULE

CAR POOL

MY PROFILE

MY VEHICLES

MY REPORTS

ACCIDENTS/INCIDENTS

INFORMATION

INSTRUCTIONS

POLICIES

VEHICLES AND RATES

LOCATIONS

CONTACT US

FAQS

VIDEO GALLERY


DOCUMENTS

TERMS OF USE AND
PRIVACY STATEMENT

SIGN UP NOW!

Home

FleetCommander - vehicle reservations at your Command



COMMAND 24


FleetCommander New User Training

Welcome to Agile Fleet's 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.

We take pride in serving you through this training and welcome any feedback. You can provide feedback by clicking here: [Feedback Survey](#).


Get Started...




MAKE RESERVATION





MY SCHEDULE



MY VEHICLES

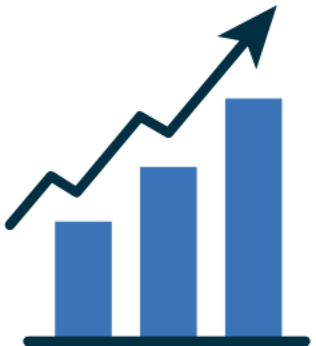
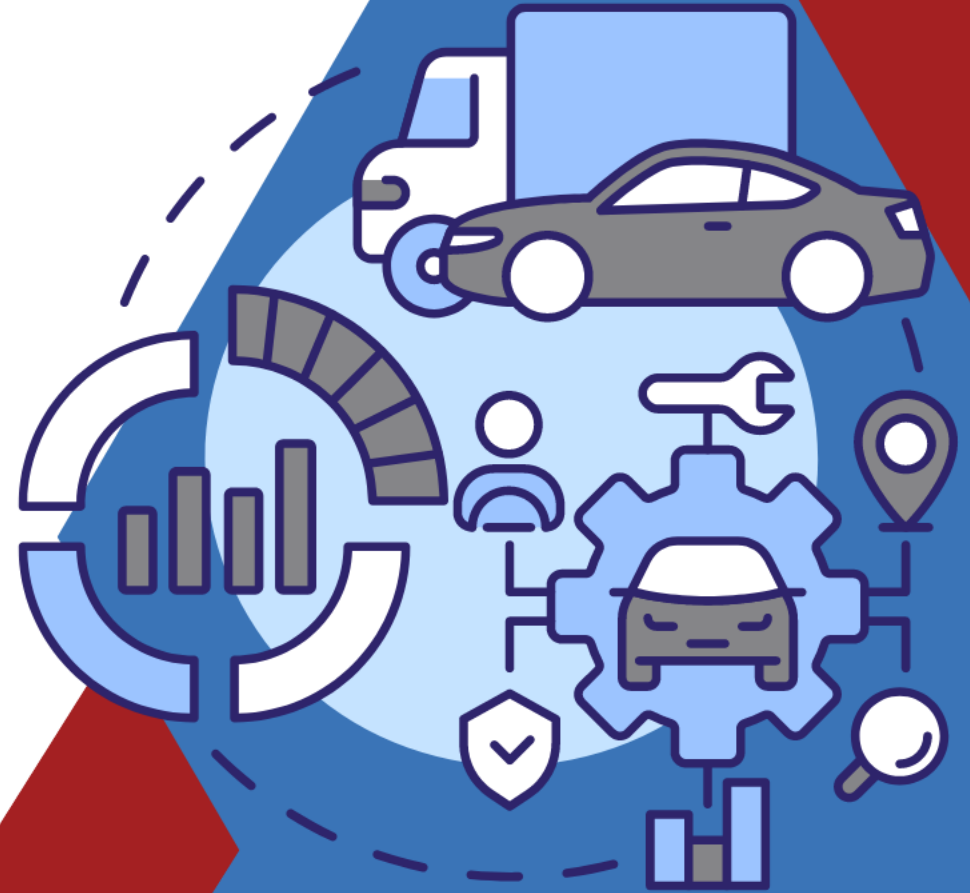






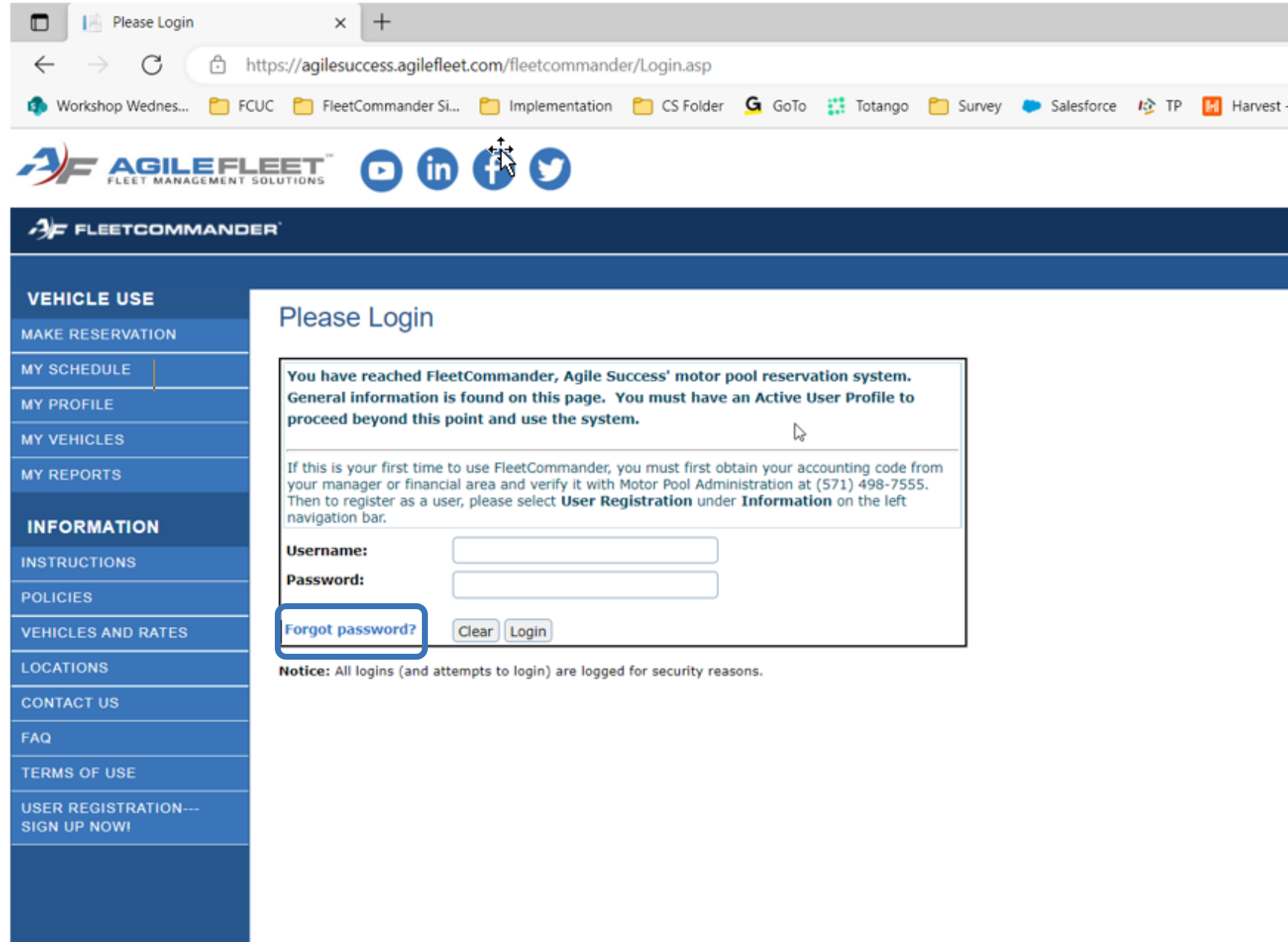


Forgot Password?



Accessing FleetCommander: Login

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



The screenshot shows a web browser window with the URL <https://agilesuccess.agilefleet.com/fleetcommander/Login.asp>. The page features the Agile Fleet logo and a navigation menu on the left. The main content area is titled "Please Login" and contains a message about reaching the FleetCommander system. It includes fields for "Username:" and "Password:", a "Forgot password?" link, and "Clear" and "Login" buttons. A notice at the bottom states: "Notice: All logins (and attempts to login) are logged for security reasons."

Please Login

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.

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. Then to register as a user, please select **User Registration** under **Information** on the left navigation bar.

Username:

Password:

[Forgot password?](#)

Notice: All logins (and attempts to login) are logged for security reasons.

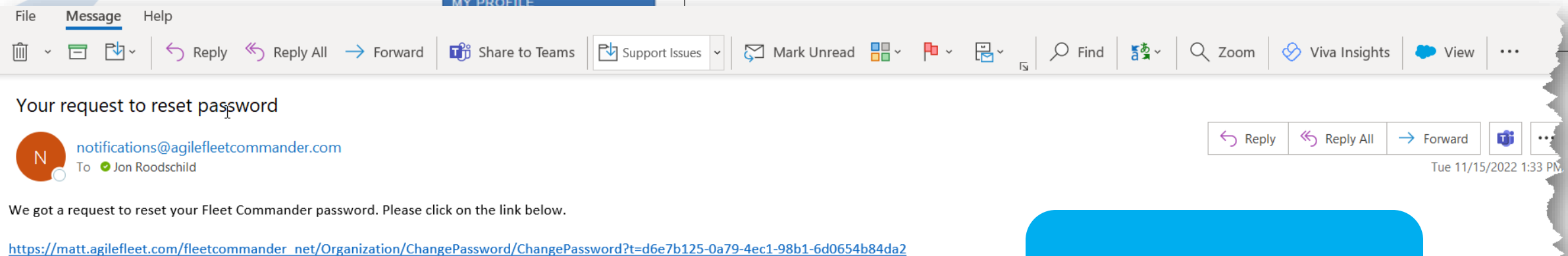
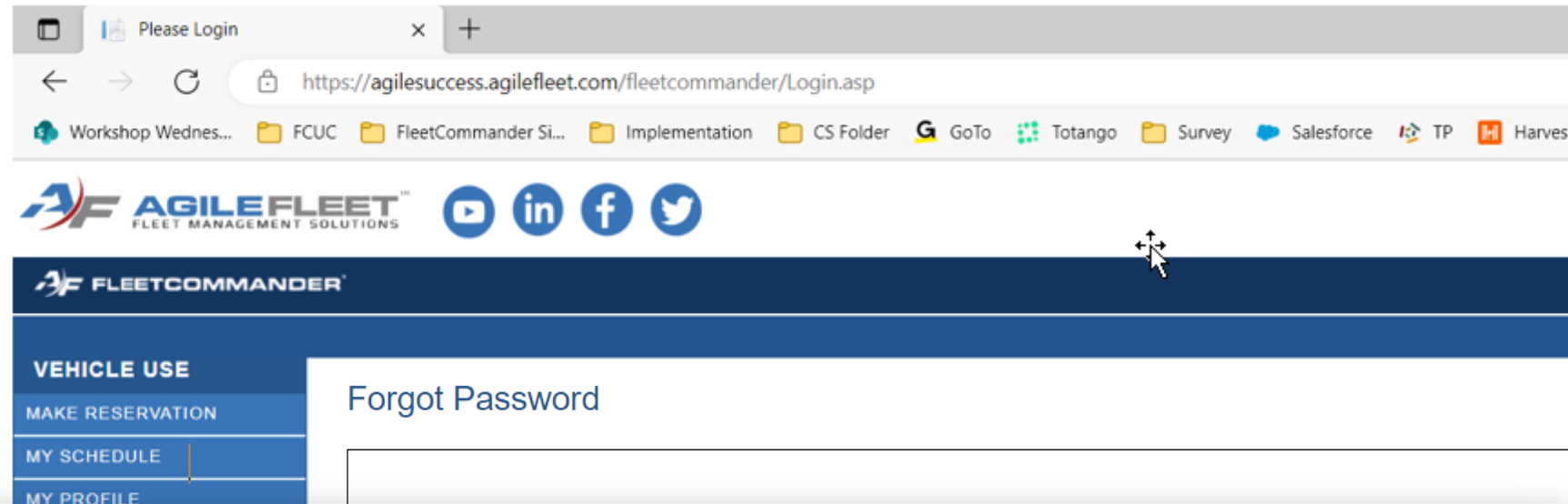
VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

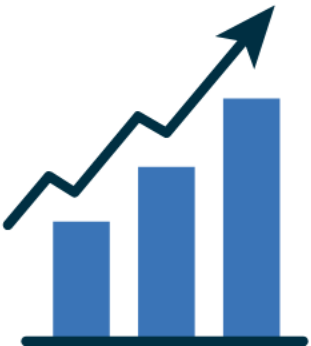
- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQ
- TERMS OF USE
- USER REGISTRATION---SIGN UP NOW!

Accessing FleetCommander: Login



**EXAMPLE:
Password Reset Email**

Driver/Requestor Interface



Driver/Requestor Interface

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

Interfaces includes:
INFORMATION LINKS
and
VEHICLE USE LINKS

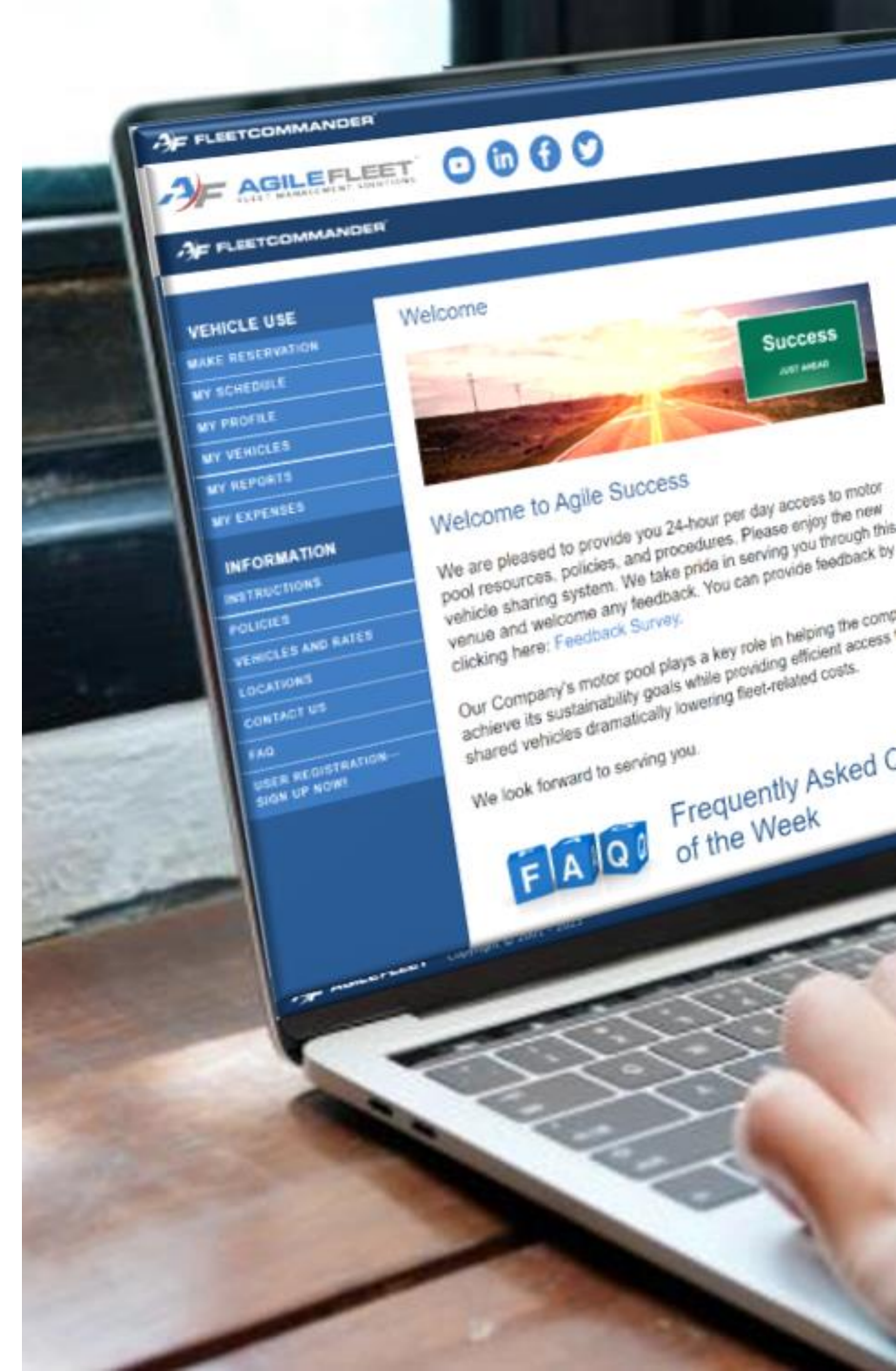
Information Links

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

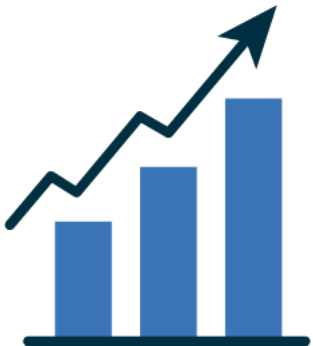
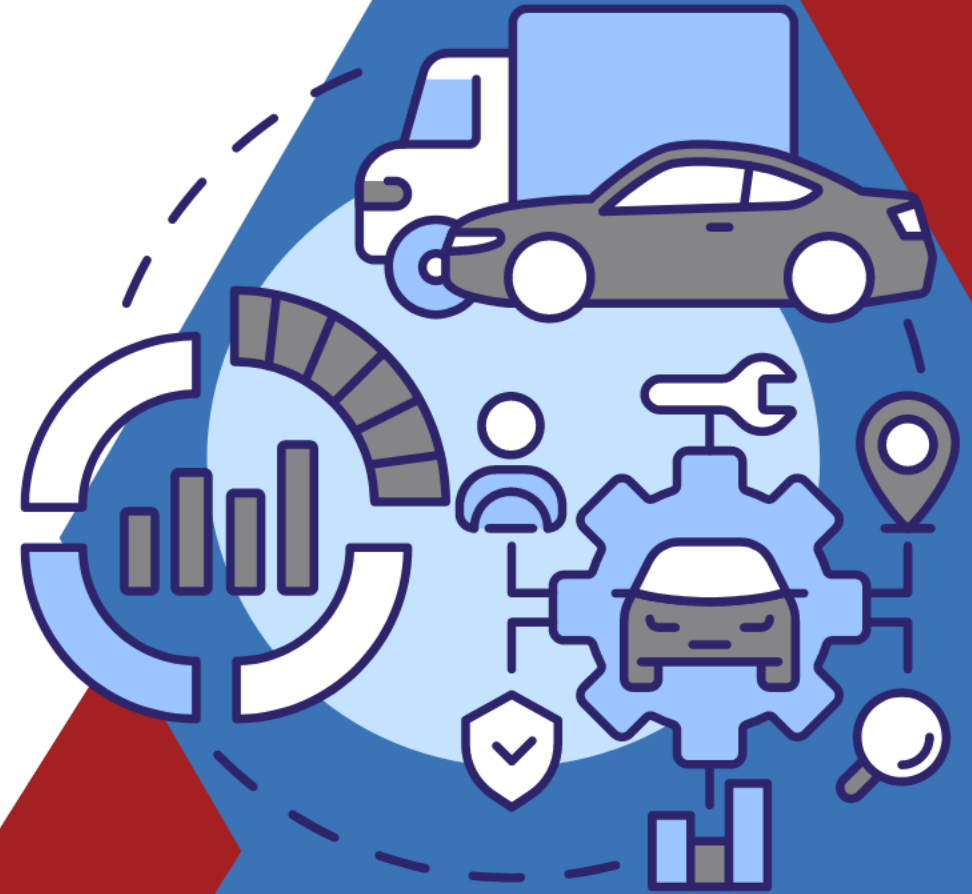
Vehicle Use Links

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

COMMAND 24



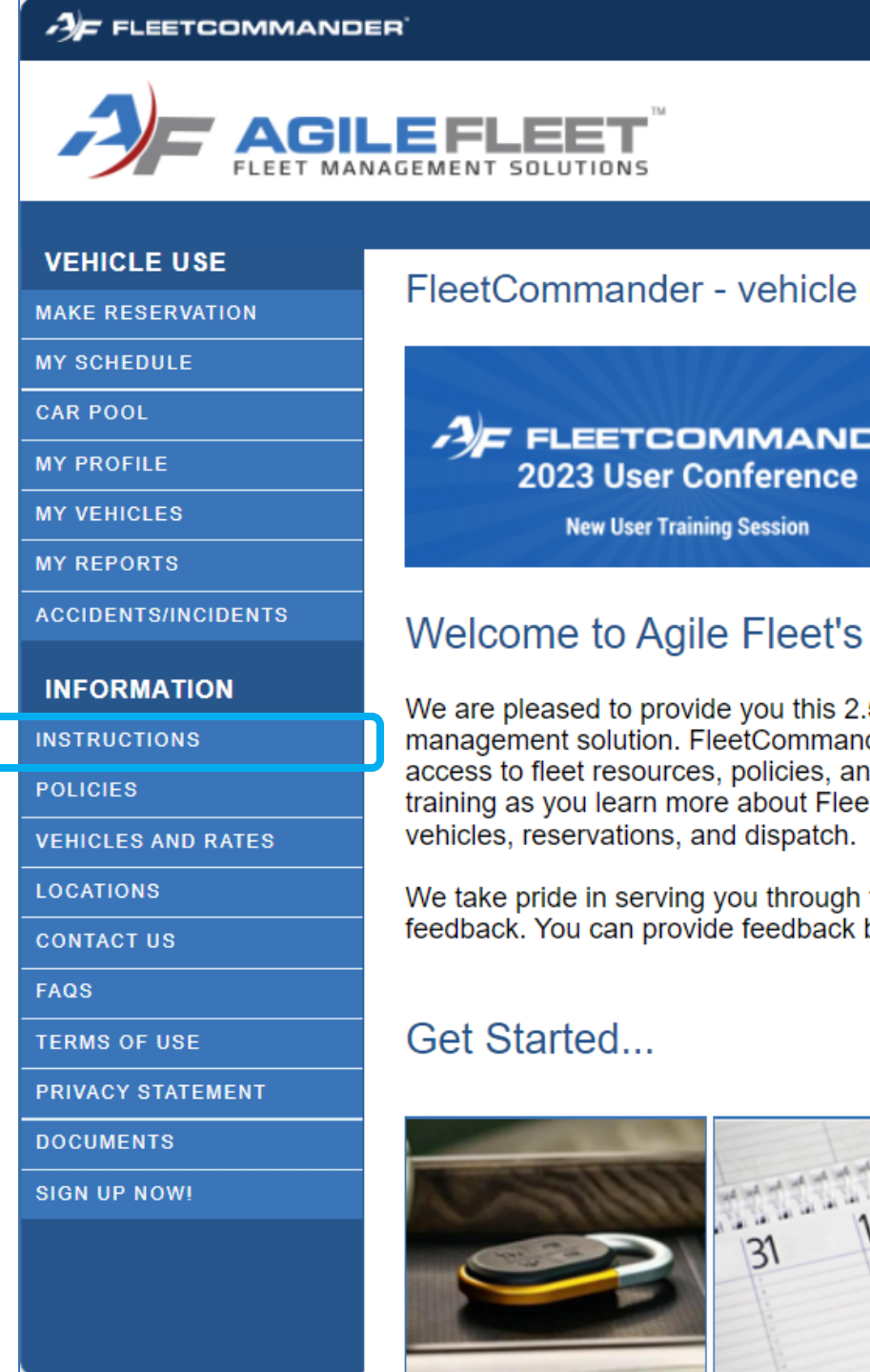
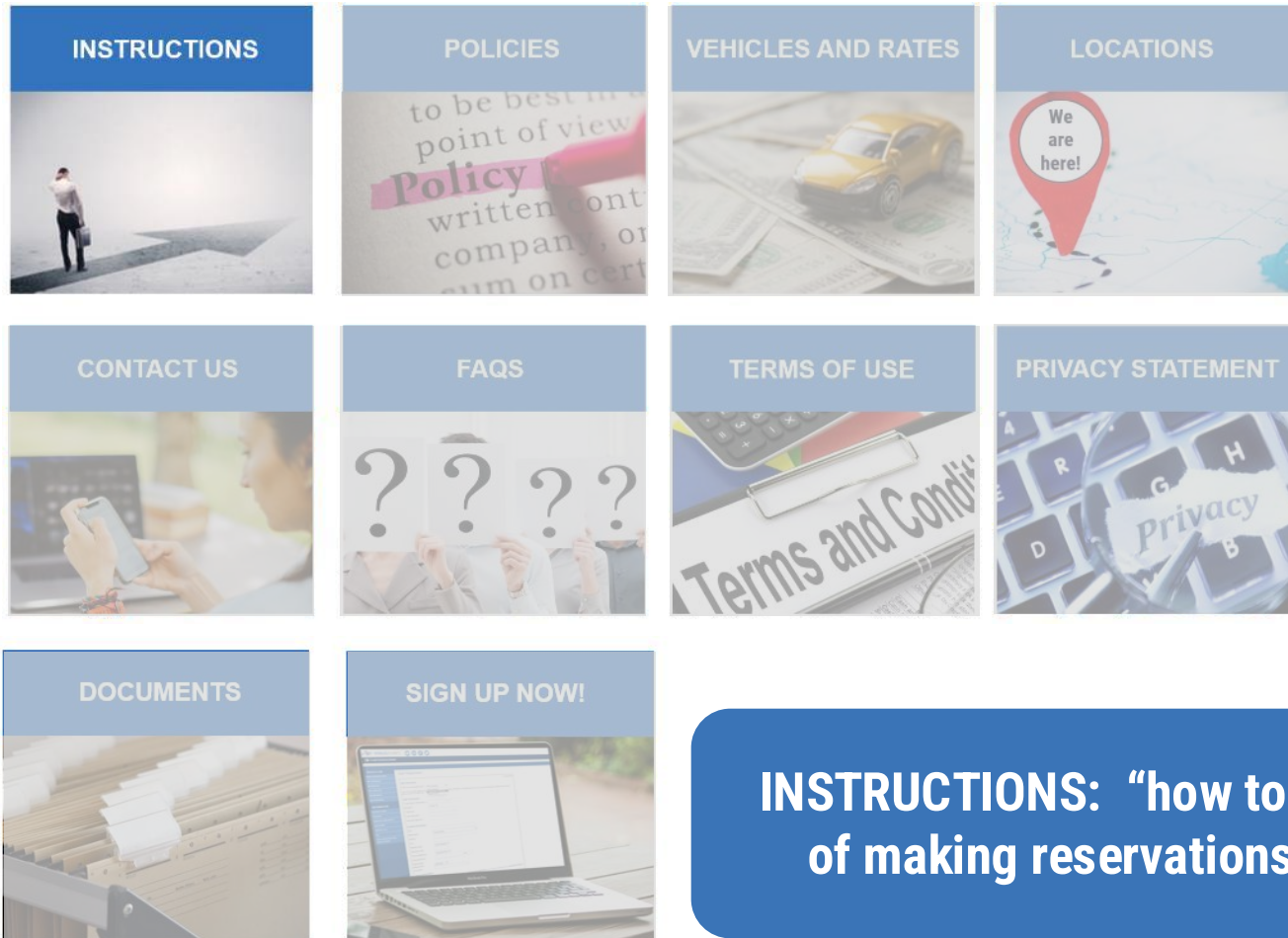
Information Links



Driver/Requestor Interface

Information Links

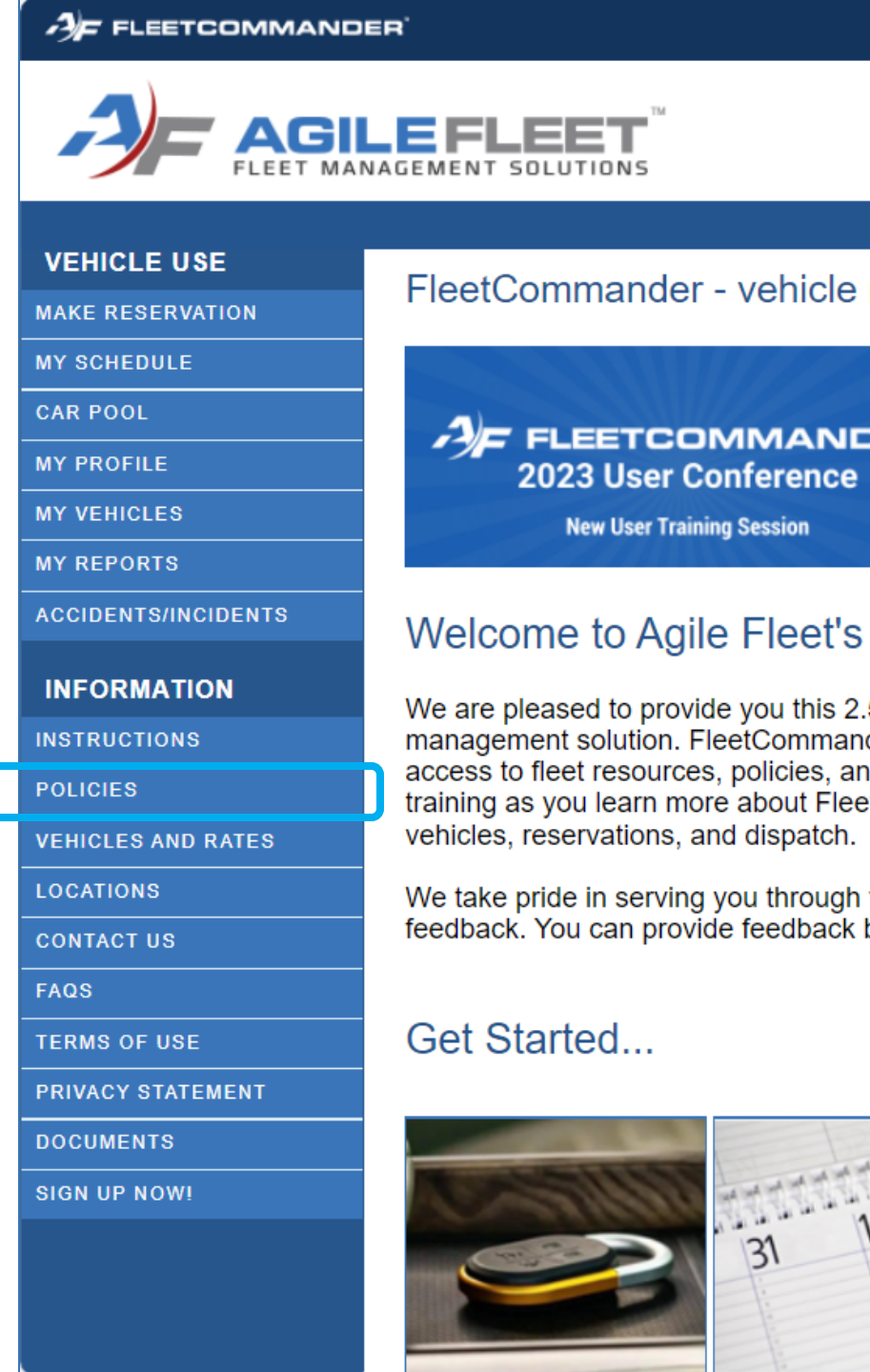
Shares specific information regarding fleet with requestors/drivers



Driver/Requestor Interface

Information Links

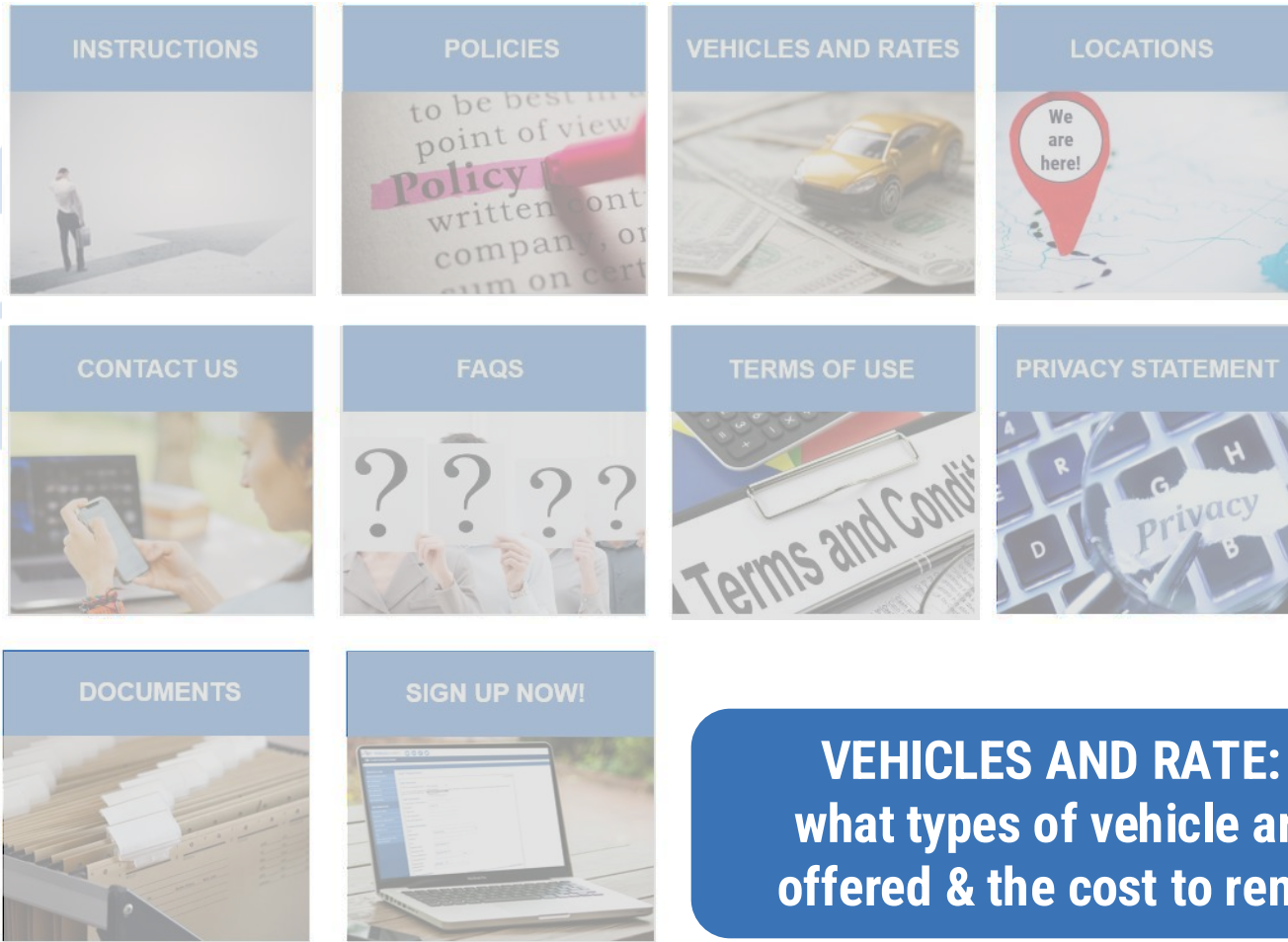
Shares specific information regarding fleet with requestors/drivers



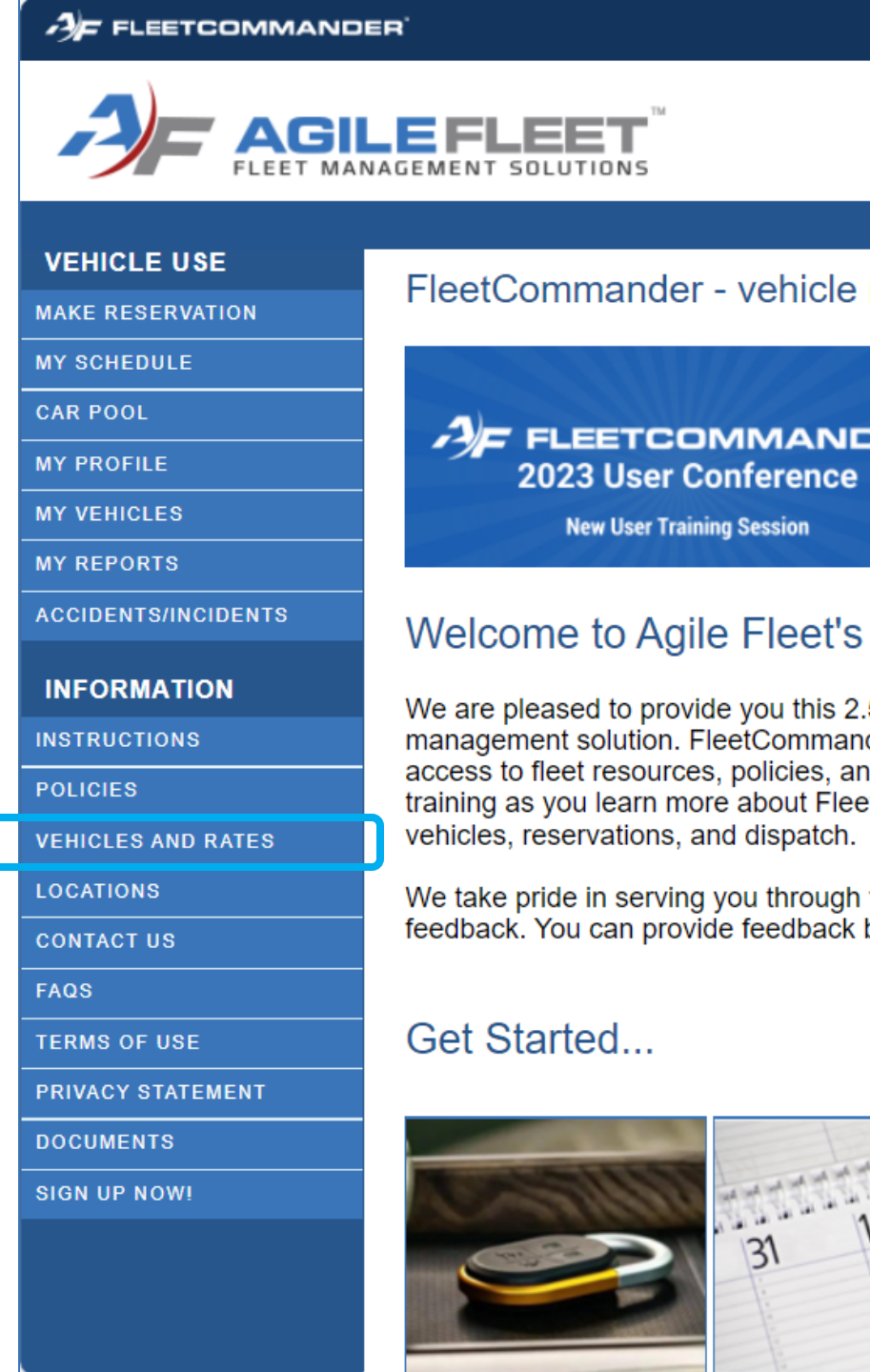
Driver/Requestor Interface

Information Links

Shares specific information regarding fleet with requestors/drivers

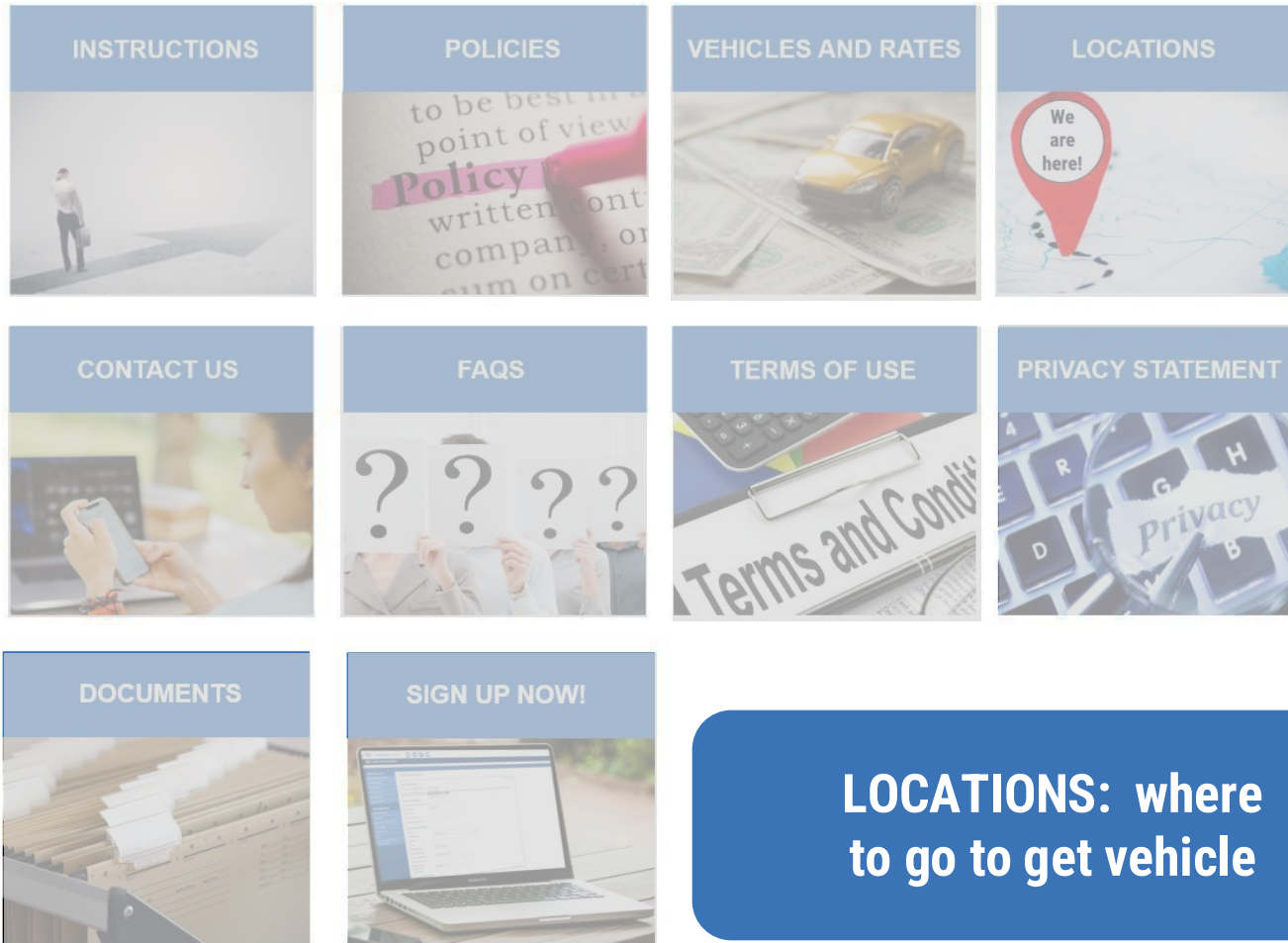


VEHICLES AND RATE:
what types of vehicle are
offered & the cost to rent.

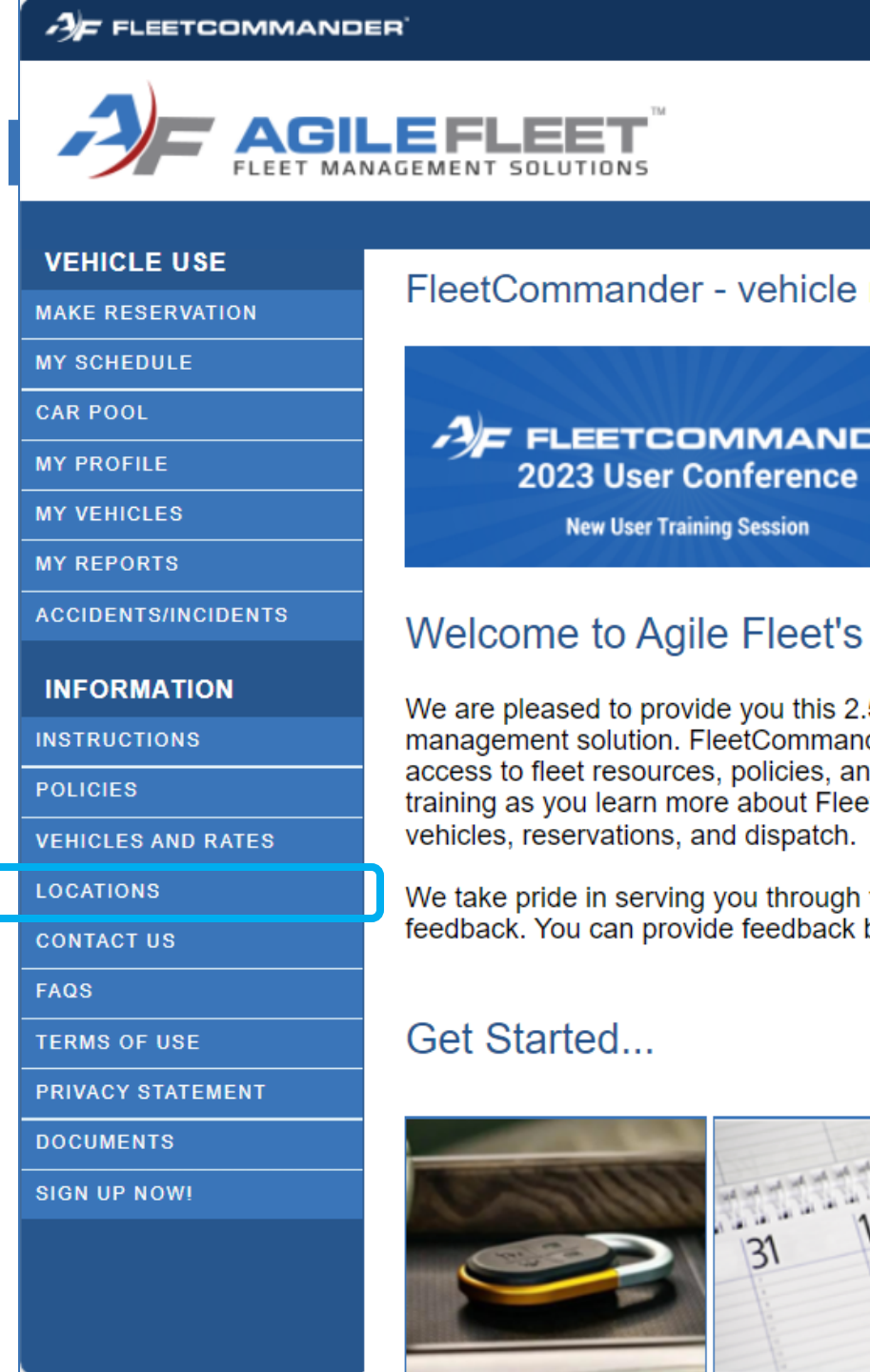


Driver/Requestor Inter Information Links

Shares specific information regarding fleet with requestors/drivers



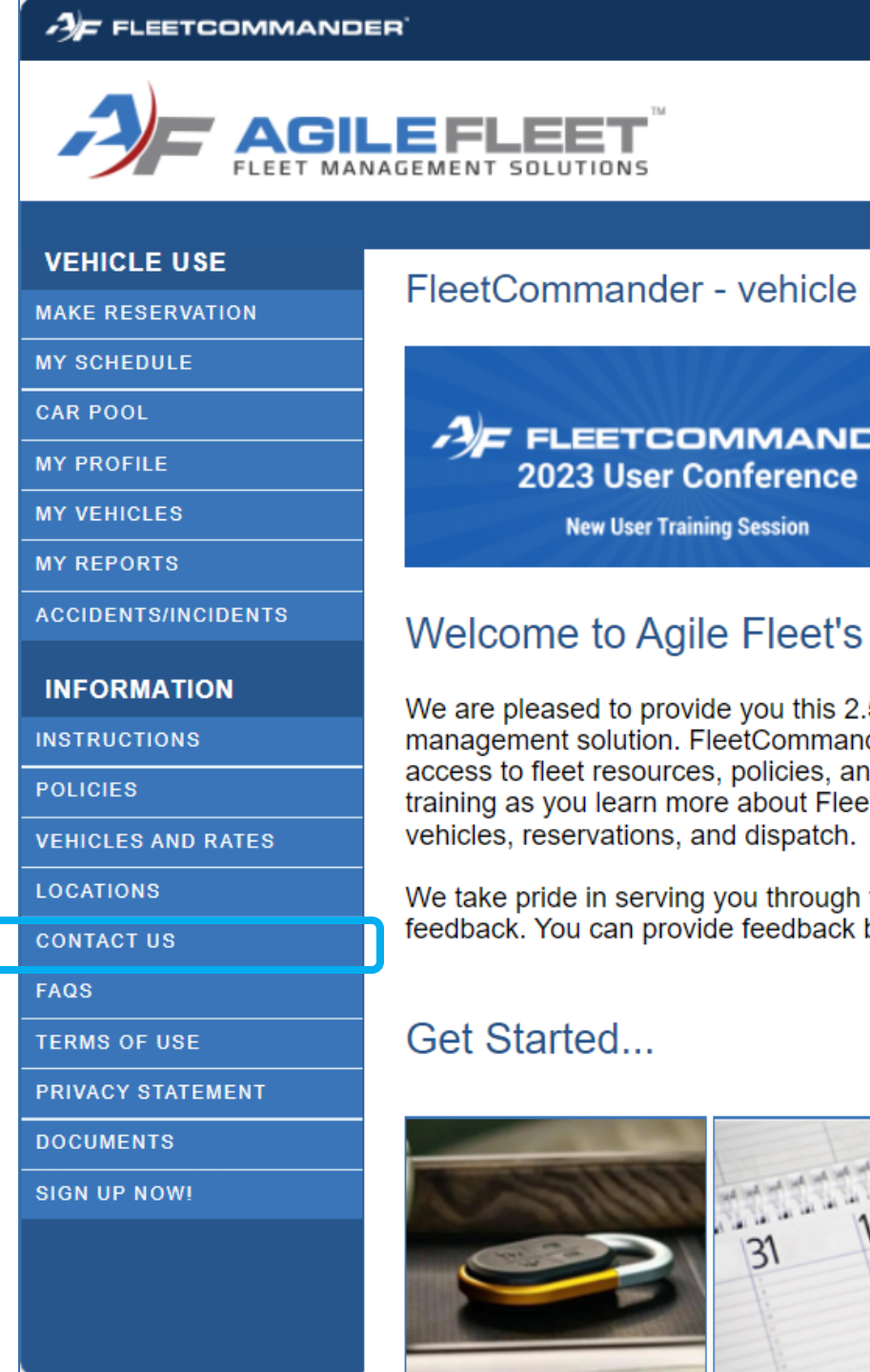
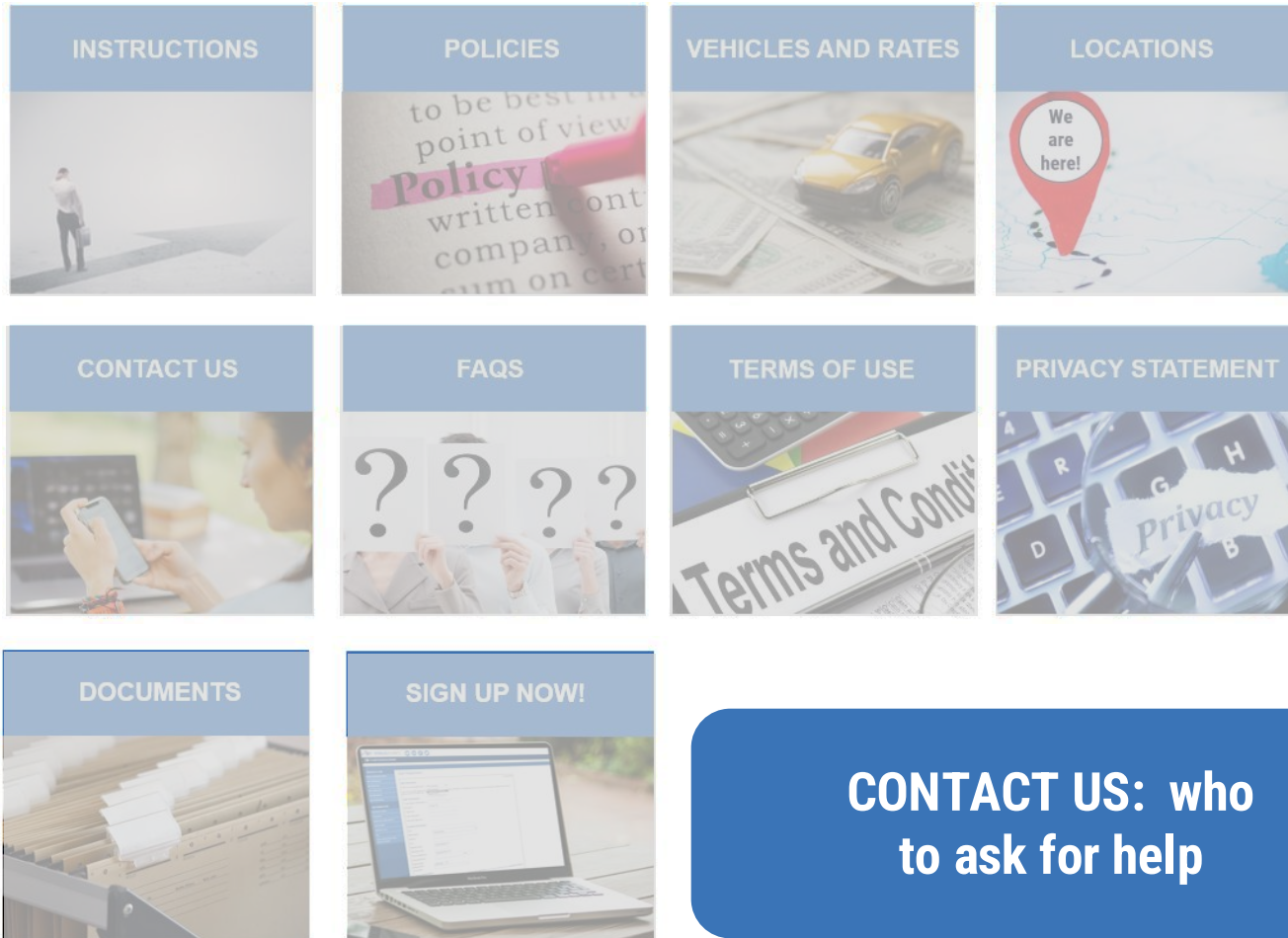
LOCATIONS: where to go to get vehicle



Driver/Requestor Interface

Information Links

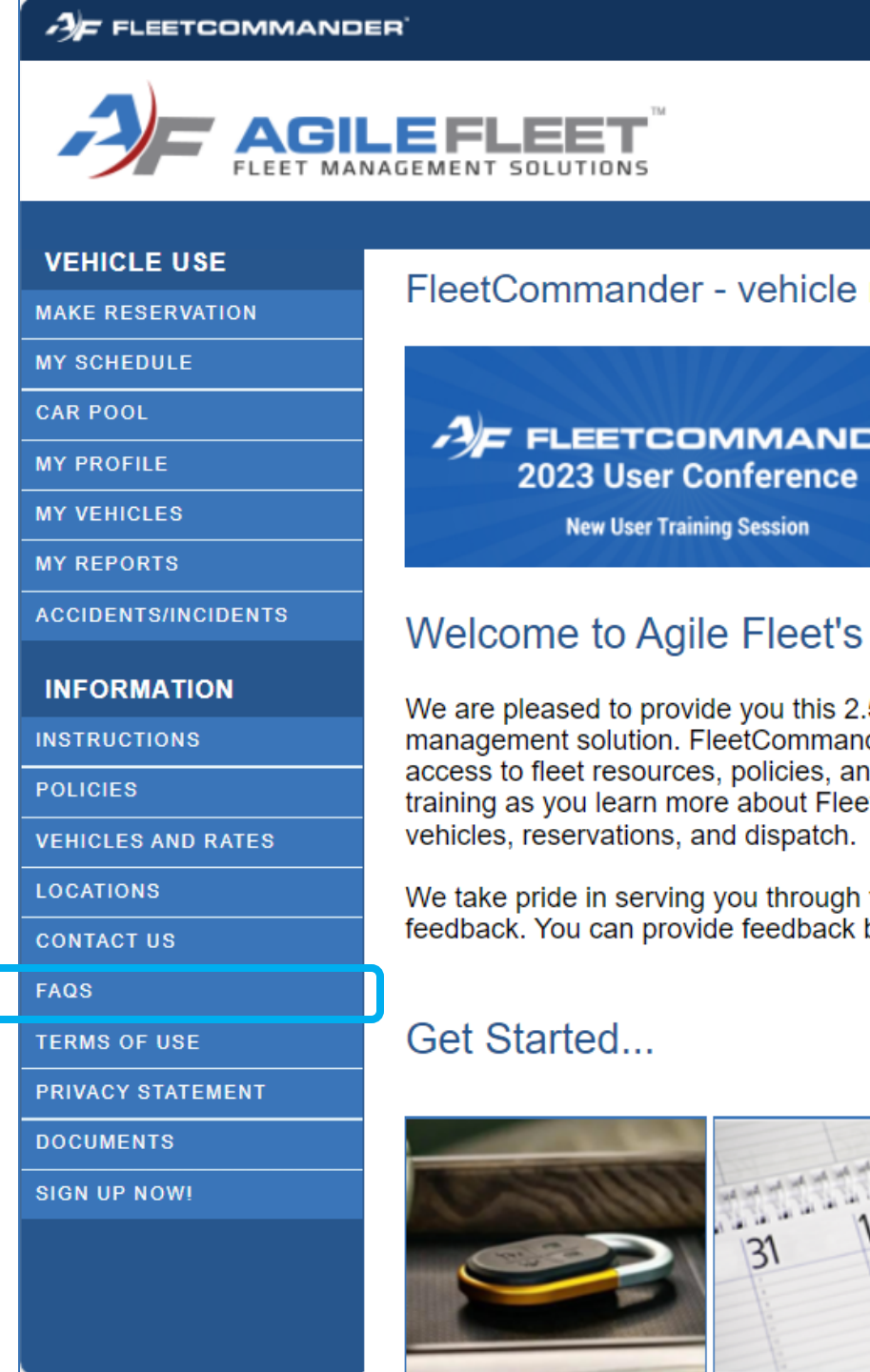
Shares specific information regarding fleet with requestors/drivers



Driver/Requestor Interface

Information Links

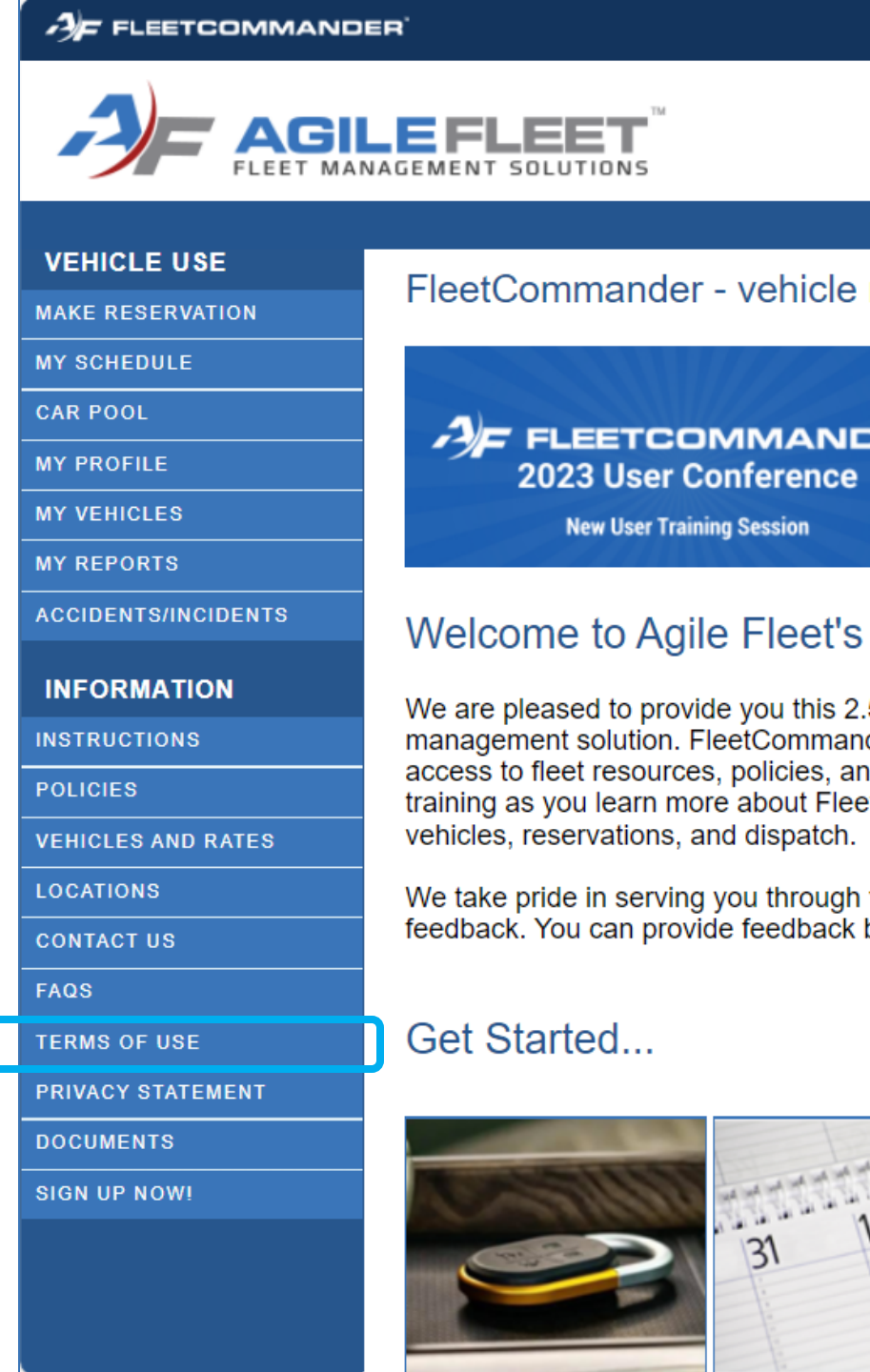
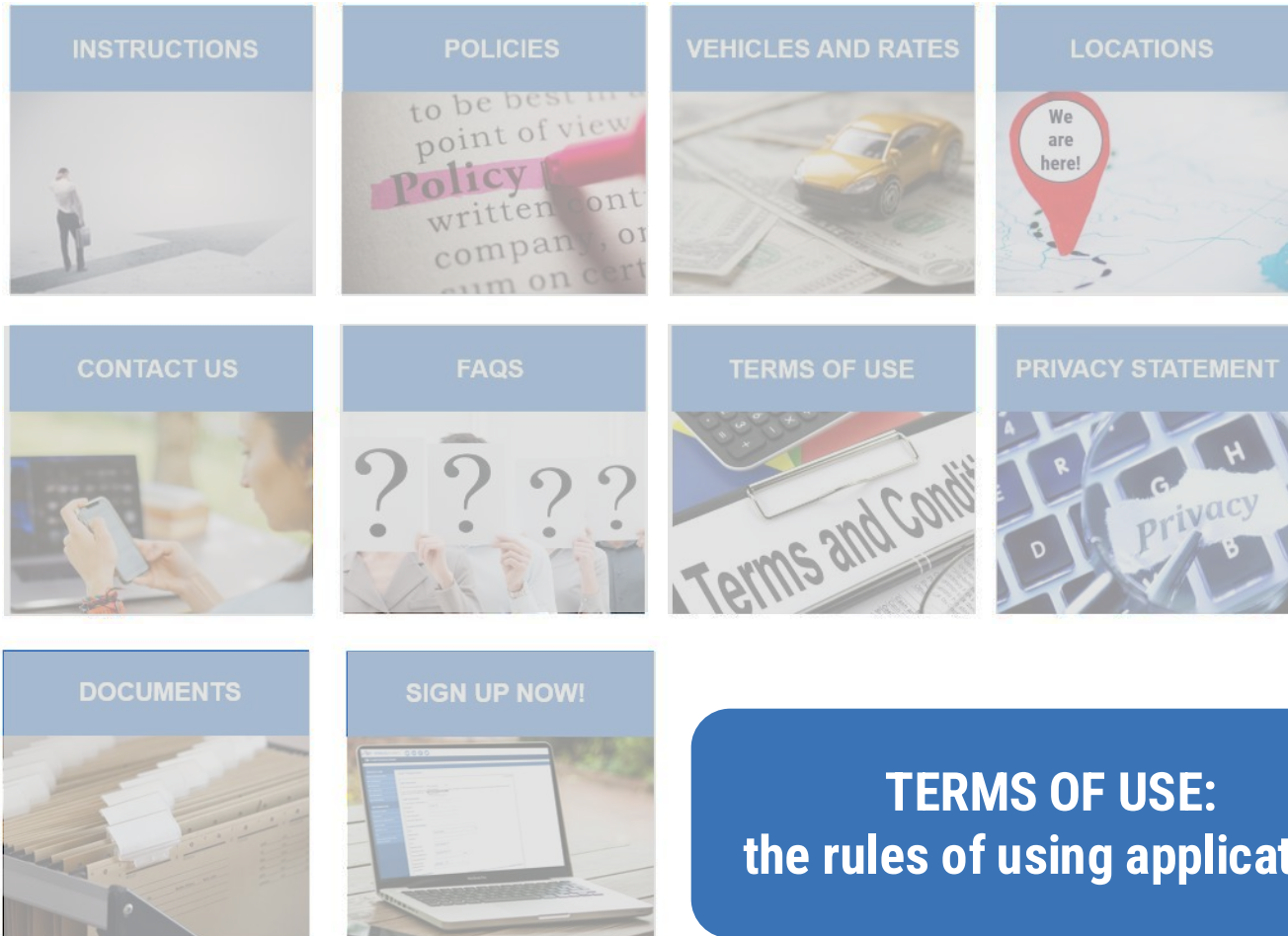
Shares specific information regarding fleet with requestors/drivers



Driver/Requestor Interface

Information Links

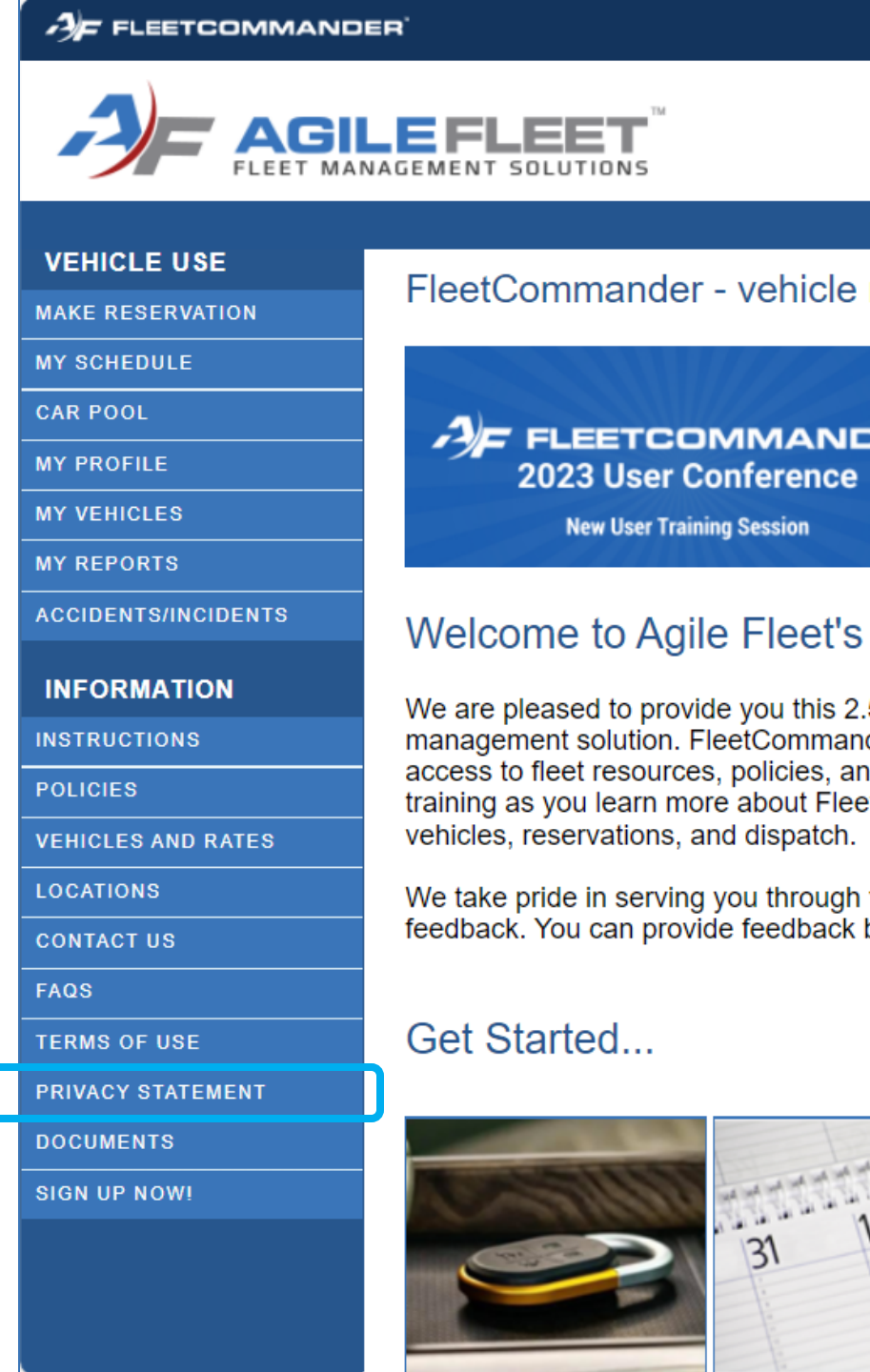
Shares specific information regarding fleet with requestors/drivers



Driver/Requestor Interface

Information Links

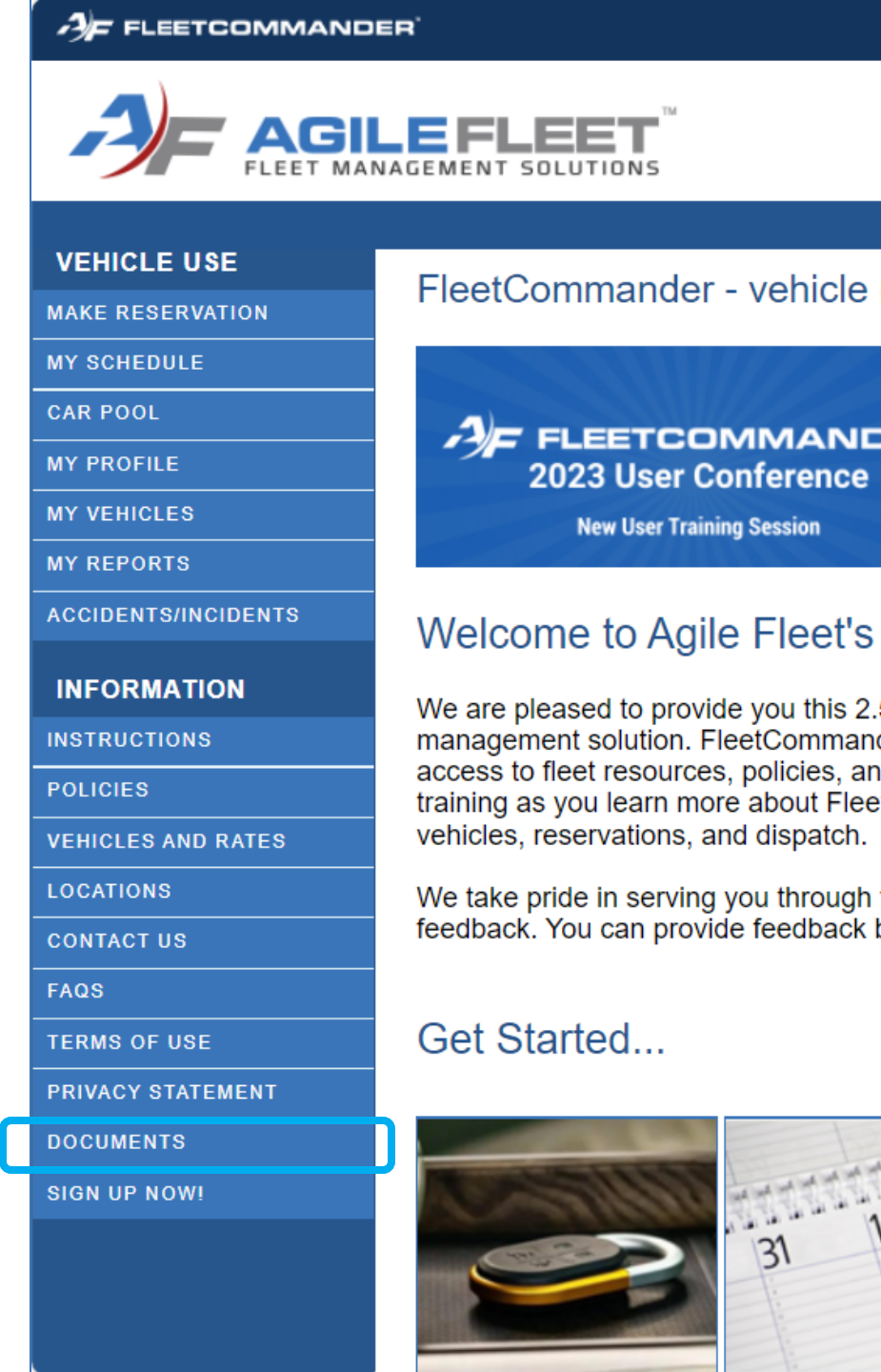
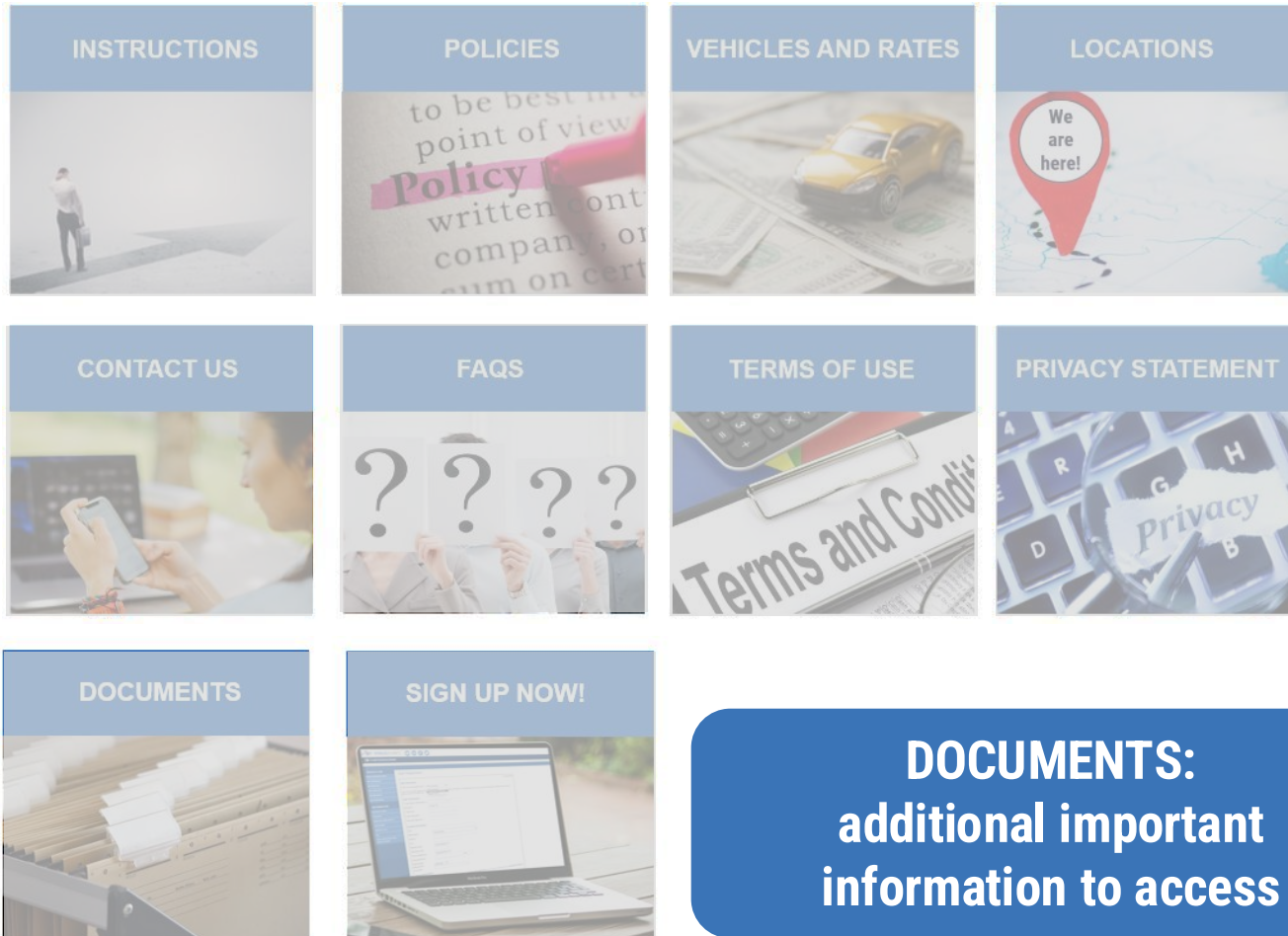
Shares specific information regarding fleet with requestors/drivers



Driver/Requestor Interface

Information Links

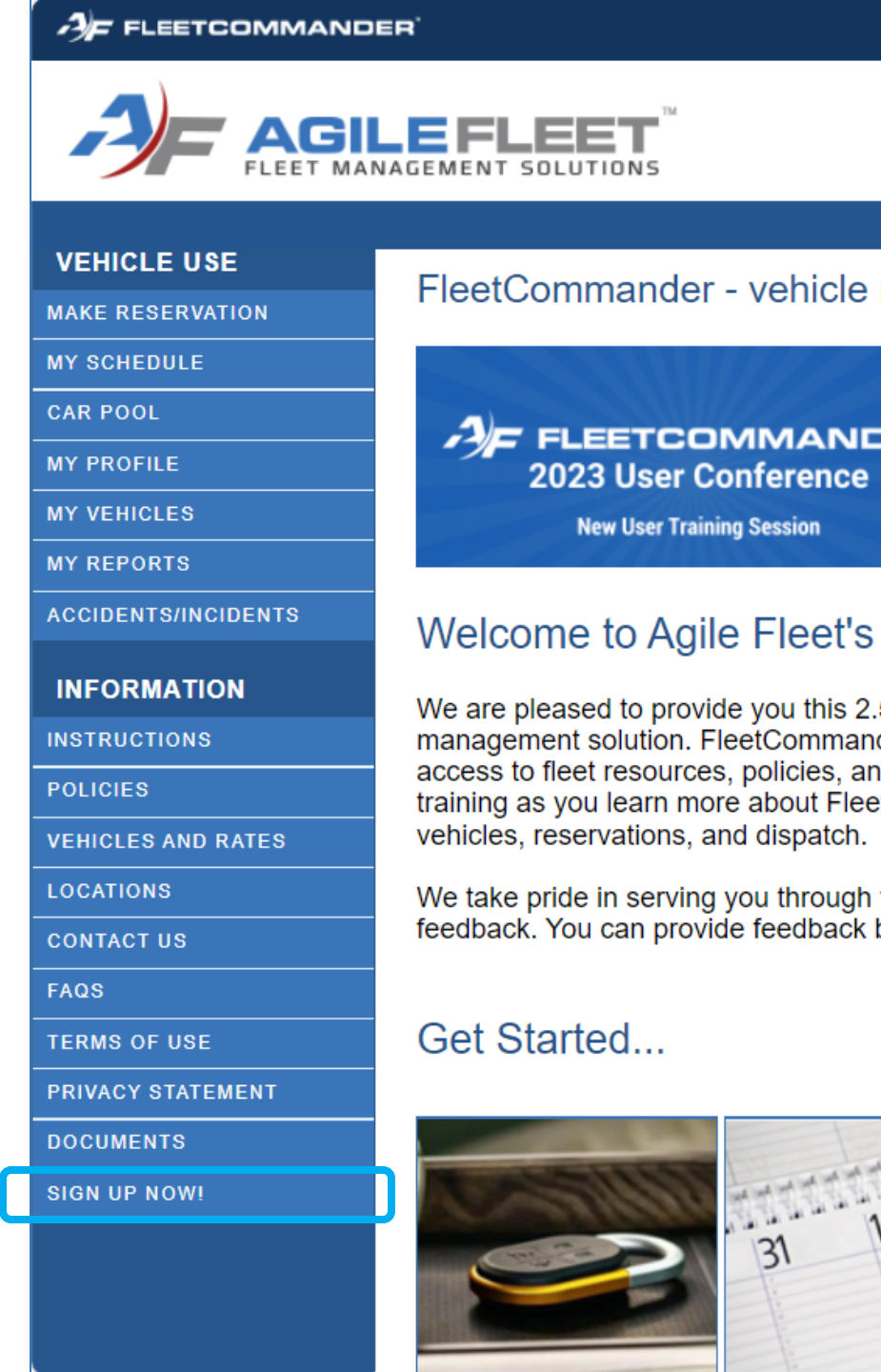
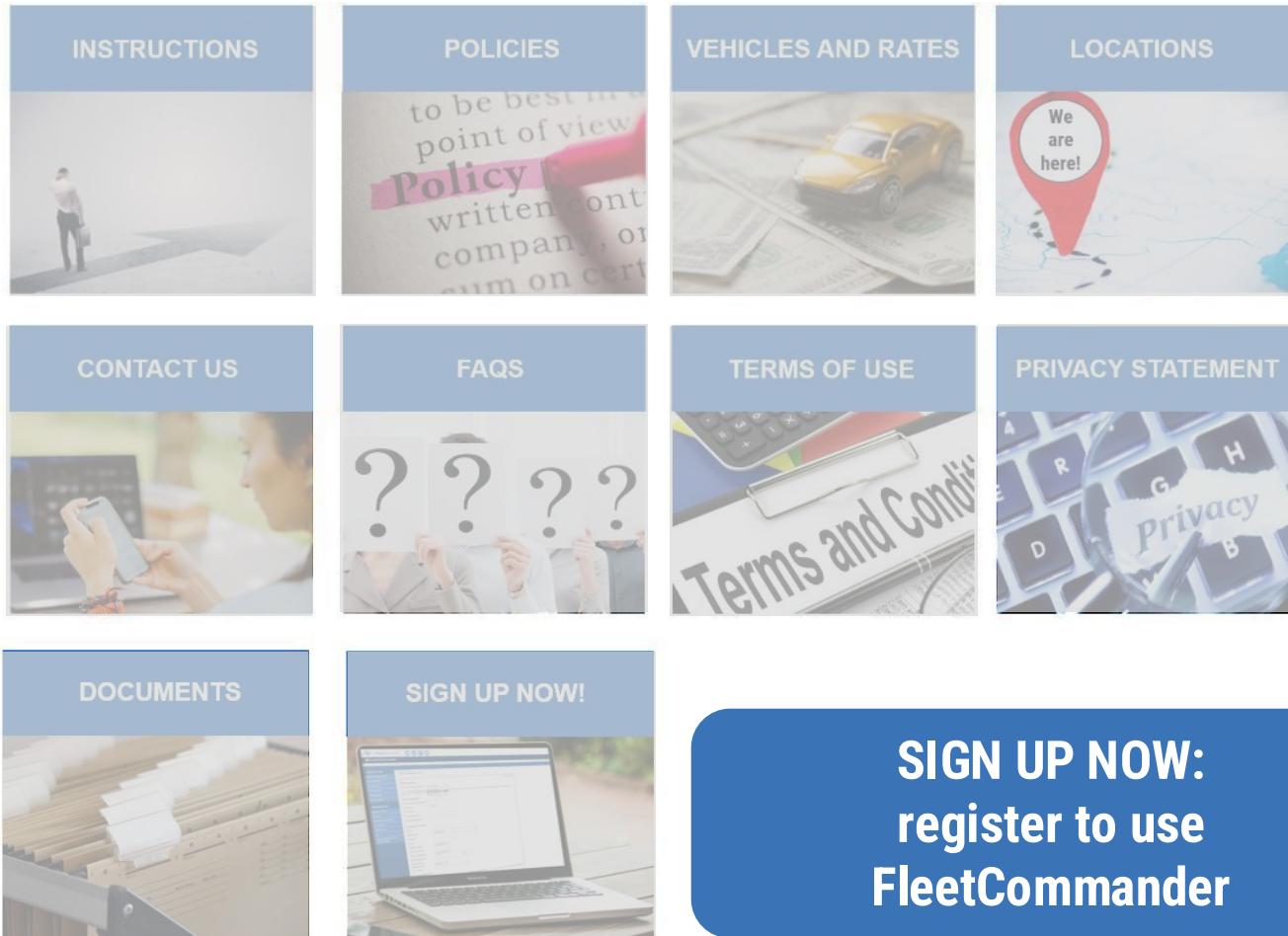
Shares specific information regarding fleet with requestors/drivers



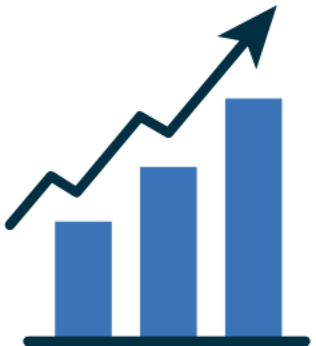
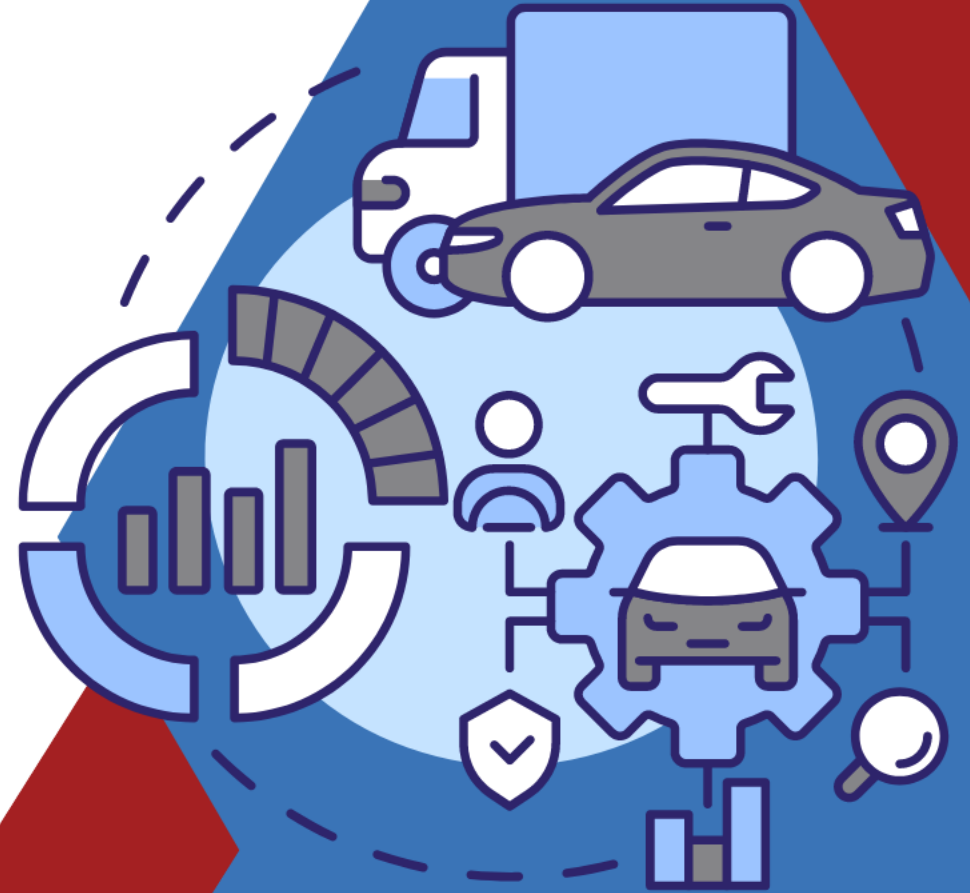
Driver/Requestor Interface

Information Links

Shares specific information regarding fleet with requestors/drivers



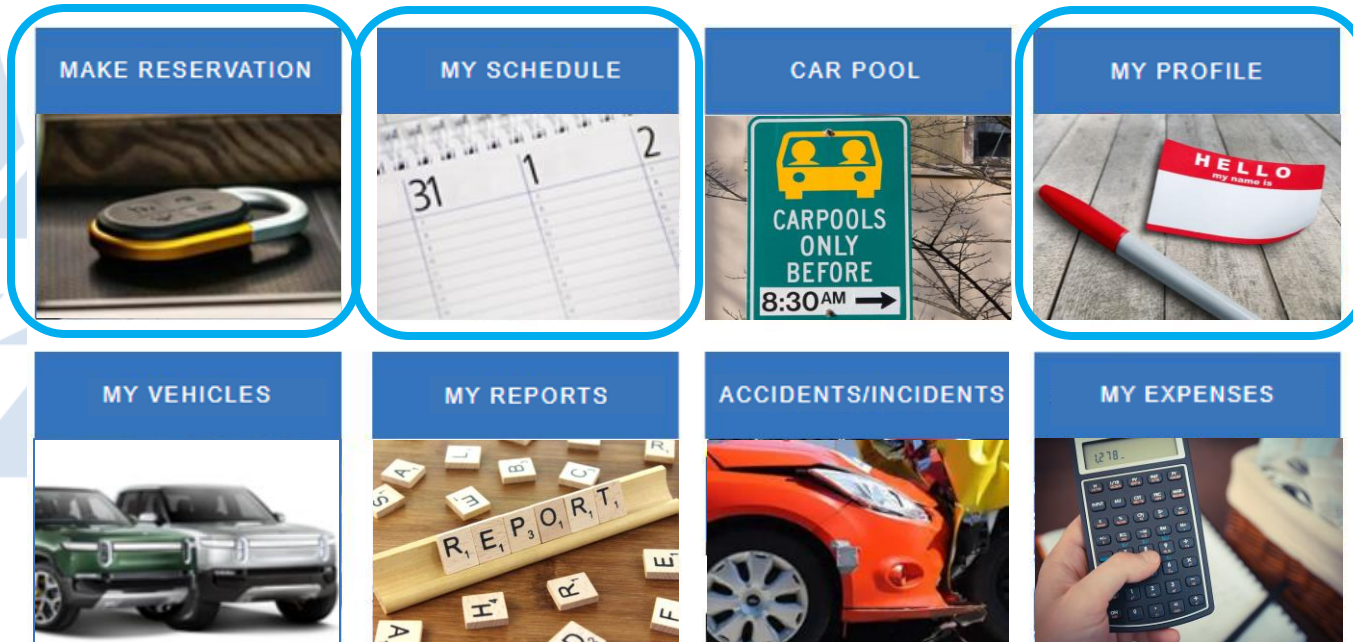
Vehicle Use Links



Driver/Requestor Interface

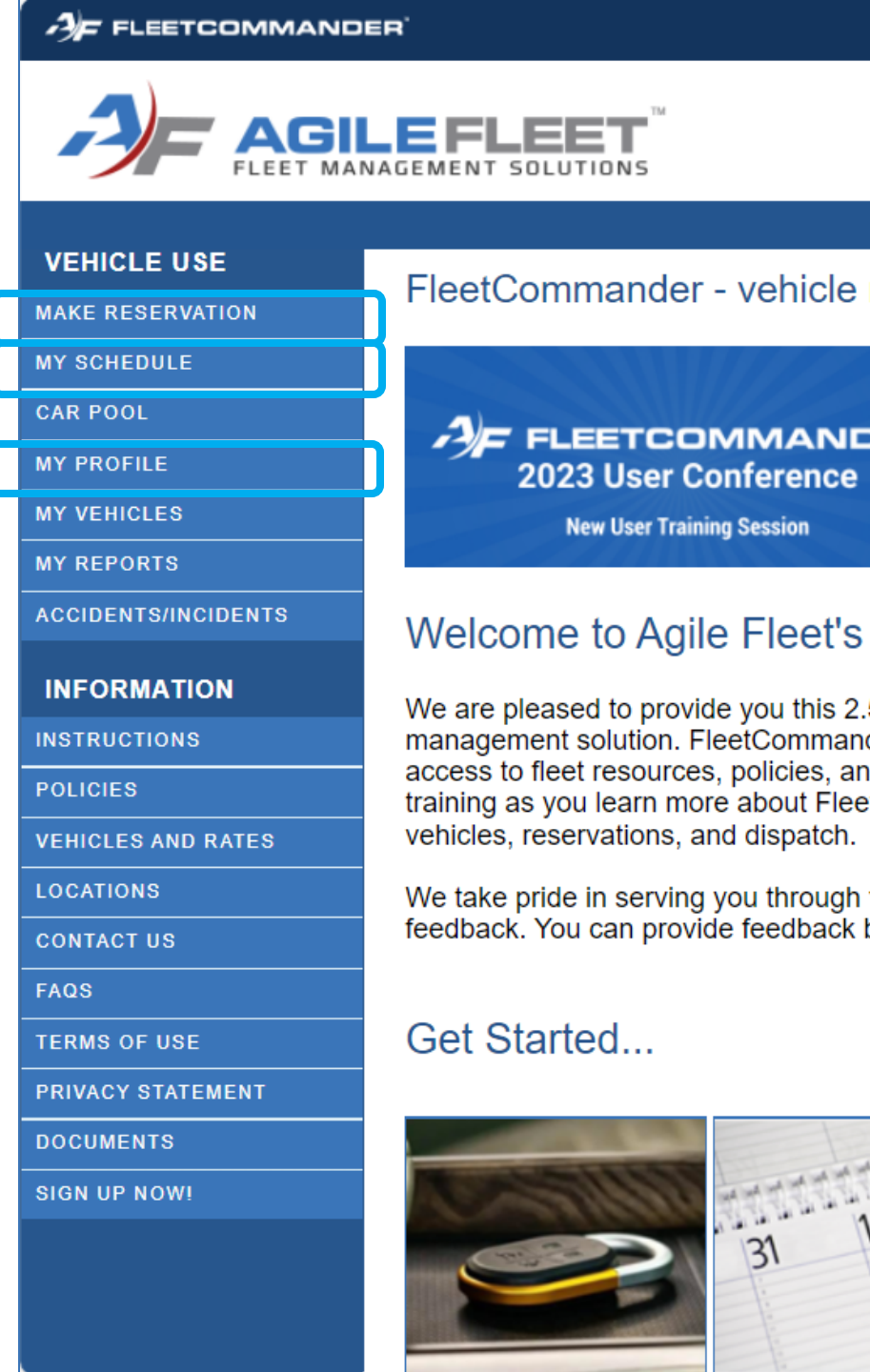
Vehicle Use Links

Launch point for requestor/driver interaction with FleetCommander

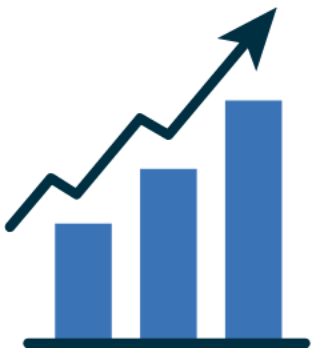


COMMAND 24

We will cover three of these
VEHICLE LINKS today



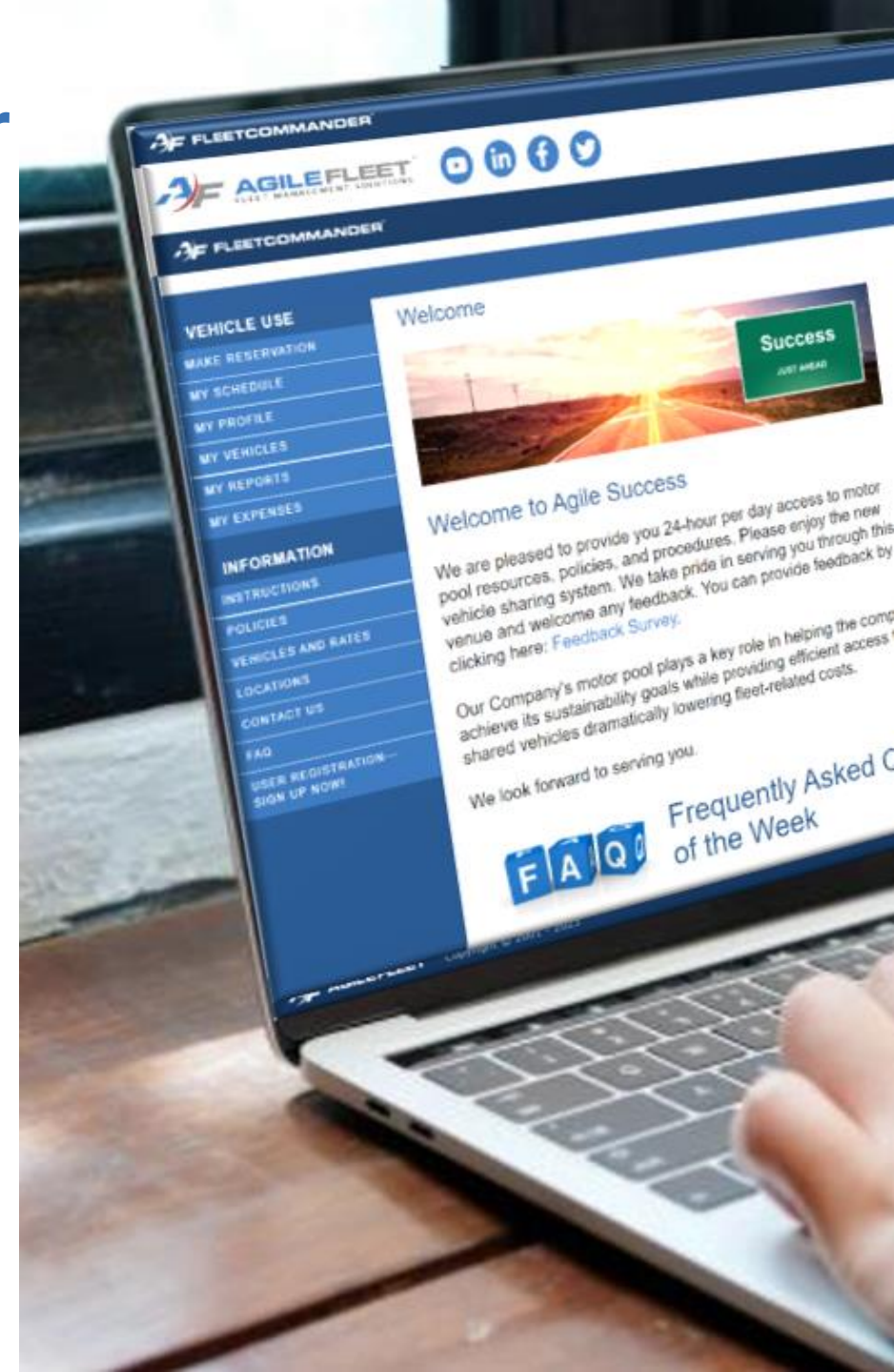
Make Reservation



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.



Make a Reservation – End Users

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

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 motor pool resources, policies, and procedures. Please enjoy the new 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 Holidays

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

Make a Reservation – End Users

Vehicle Res

Request Info

Who is this request

- ☐ This request is
- ☒ This request is

NOTE: make sure
to click appropriate
radio button!

Request Information

When making a reservation for another person, that individual must be a registered user. Select the second radio button ("**This request is for**") and enter the driver's **User Name**. Then select **Next (Continue Request)**.

Don't know the User Name? Click on the [SEARCH FOR DRIVER](#) link below.

NOTE: If you do not see the person you would like select as the driver, they may need to sign up for FleetCommander or (if they have already signed up) their account activation may be pending. Contact Fleet Services for assistance.

Who is this request for?

- ☒ This request is for me
- ☐ This request is for

[Search for Driver](#)

Customize this layout via
[CONFIGURE>ENTERPRISE>LAYOUT](#)
[MAKE RESERVATION HELP TEXT](#)

[Cancel Request](#)

[Next \(Continue Request\)](#)

Make a Reservation – End Users

Select appropriate Usage Type

Request Information

Choose:

Short Term Rental - Reservation

Seasonal Rental - Reservation

NOTE: contact Fleet Services

Usage Type:

- ☒ Short Term Rental
- ☐ Seasonal Rental

ProfilePermissionsDependentsFiles (0)UsageHRCertifications

Back to Manage UsersSend Welcome EmailUndo ChangesDelete UserSave ChangesMake Reservation

* = required field

License not Validated

User Information

Name (*last, *first):LincolnAbe

Salutation

*Username:alincoln

New Password:

Confirm Password:

User Must Change Password at Next Login:YesNo

Profile Expiration Date:

Access Information

Access Groups:

☒ Standard

☒ Live-Training

☐ 15 Pass Van Training

Select AllDeselect All

Usage Types:

☒ Short Term Rental

☐ Seasonal Rental

☐ Yearly Rental

☐ Mileage Reimburse

☐ Maintenance

Select AllDeselect All

Upload Image

Make a Reservation – End Users

Vehicle Reservation

Request Information

Usage Type: ☒ Short Term Rental
☐ Seasonal Rental

[Cancel Request](#) [Next \(Continue Request\)](#)

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.



Make a Reservation – End Users

The site determines the location a reservation will leave from.

Select the Site

Select
“Next (Continue Request)”

The screenshot shows a web form titled "Vehicle Reservation" with a sub-section "Request Information". Inside this section, there are two radio buttons for "Usage Type": "Daily Rental" (which is selected) and "Maintenance". Below these is a "Select Site:" label followed by a dropdown menu. The dropdown menu is open, showing a list of locations: "Select Site", "Abilene", "Breckenridge", "Brownwood", "Ft Bend", "Harlingen", "Hutto", "Marshall", "North Texas", "Sweetwater", and "Waco". The "Waco" option is highlighted. To the right of the dropdown menu are two buttons: "Cancel Request" and "Next (Continue Request)".

Vehicle Reservation

Request Information

Usage Type: ☒ Daily Rental
☐ Maintenance

Select Site: Select Site ▼

- Select Site
- Abilene
- Breckenridge
- Brownwood
- Ft Bend
- Harlingen
- Hutto
- Marshall
- North Texas
- Sweetwater
- Waco

Cancel Request Next (Continue Request)

Make a Reservation – End Users

Vehicle Reservation - Start Request



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

Request Information




Requestor Information

User Id / Name: sminter@agilefleet.com / Steve Minter
E-mail address: sminter@agilefleet.com
*Driver's User Id: (Steve Minter) [change driver](#)


Schedule Information

*Pick-up Date / Time: 
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: Daily Rental
Site: Waco
Location: 
Type: 
Number of Occupants:  (driver and passenger(s))

Additional Information

*Department: 
*Destination:
*Purpose of Trip:

Comments (for example, the description of any special vehicle requirements)
press Shift+Enter to begin a new line

Chose “Pick-Up Date
and Time”

Chose “Return Date
and Time”

Select the “Location”
to retrieve and return
the vehicle.

Select “Vehicle Type”

Make a Reservation – End Users

When information is completed
select “Next (Continue Request)”

COMMAND 24

Vehicle Reservation - Start Request





Request Information

* = required field




Requestor Information

User Id / Name: sminter@agilefleet.com / Steve Minter
E-mail address: sminter@agilefleet.com
*Driver's User Id: (Steve Minter) [change driver](#)


Schedule Information

*Pick-up Date / Time:  
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time:  
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: Daily Rental
Site: Waco
Location: 
Type: 
Number of Occupants:  (driver and passengers)

Additional Information

*Department: 
*Destination:
*Purpose of Trip:
Comments (for example, the description of any special vehicle requirements)
press Shift+Enter to begin a new line



Make a Reservation – End Users

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.

COMMAND 24

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
Type: SEDAN
Number of Occupants: 1 (driver and passengers)

Additional Information

*Department: Advising
Destination: Dallas
Purpose of Trip: Conference
Comments: (none)

Previous (Change Request)

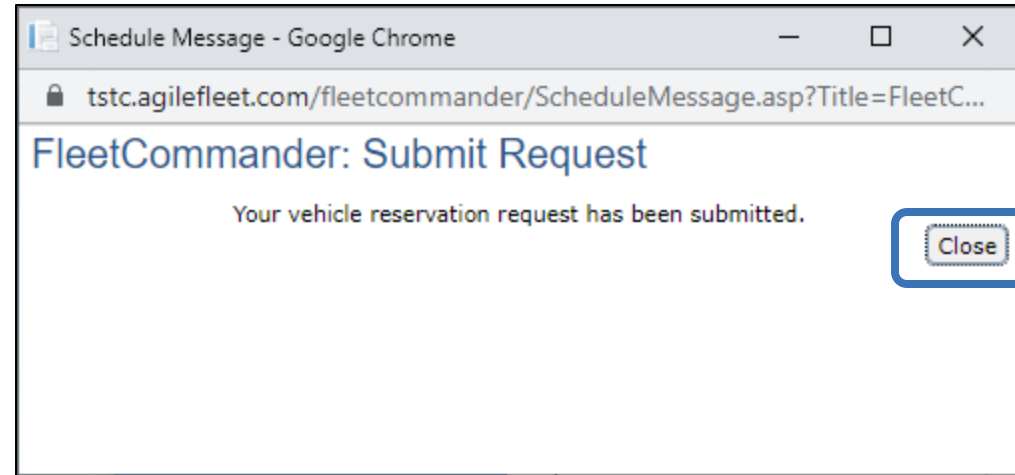
Cancel Request

Submit Request

Submit and Make Similar Request

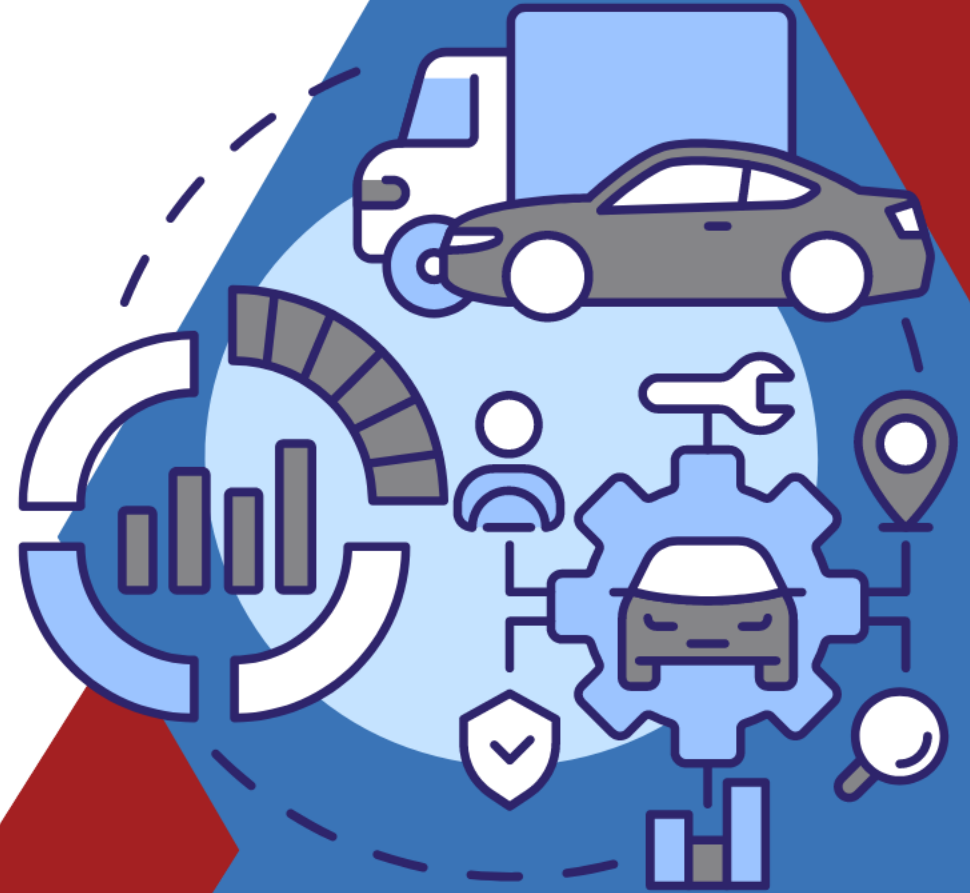
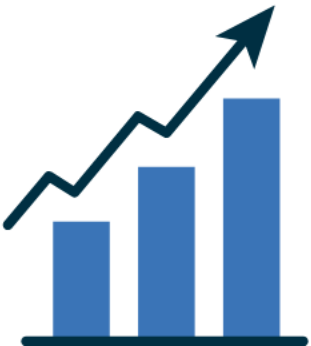
Make a Reservation – End Users

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 your schedule you can “View Your Reservation” or “Cancel”

You can see when the request was made

The scheduled Pick-up and Return date and times

The Status of your reservation


The Request ID or Confirmation Number

Vehicle information location and type

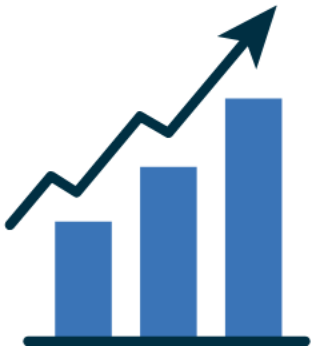
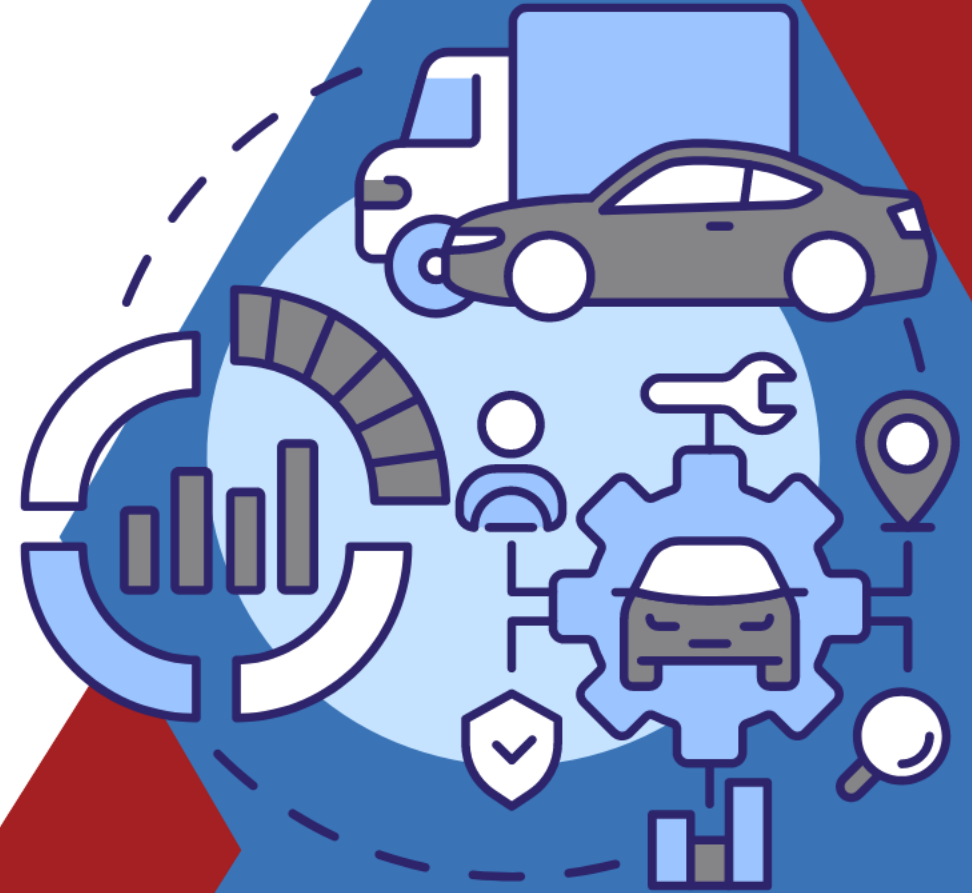
My Schedule - Current Requests

User ID / Name: **sminter@agilefleet.com / Minter Steve** Schedule as of: **6/13/2023 10:42:05 AM**
E-mail address: **sminter@agilefleet.com**

Request ID or Confirmation Number: [View](#) Display: **Current Requests** ✓
All Requests

Request Date/Time	Schedule Information 📅	Status Information	Request ID or Confirmation Number	Vehicle Information
 06/13/2023	Pick-up: 06/15/2023 08:00 AM Return: 06/15/2023 05:00 PM Duration: 9 hours	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	100011 <i>Confirmation number</i>	Vehicle: 263VBQ (2023 WHITE TOYO CAMRY) Location: Fleet Type: SEDAN

Request a Change to a Reservation



Request a Change to a Reservation

From the Navigation
select "My Schedule"

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 motor pool resources, policies, and procedures. Please enjoy the new 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 Holidays

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

COMMAND 24

Request a Change to a Reservation

My Schedule - Current Requests

User ID / Name: sminter@agilefleet.com / Minter Steve

Schedule as of: 6/13/2023 10:59:53 AM

Request ID or Confirmation Number:

View

Display: **Current Requests** ✓
All Requests

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div>06/13/2023</div></div></div>	<div>Pick-up: 06/15/2023 08:00 AM</div> <div>Return: 06/15/2023 05:00 PM</div> <div>Duration: 9 hours</div>	<div><div><div></div><div></div></div><div>Request was approved</div></div> <div><div><div></div><div></div></div><div>You are the requestor</div></div> <div><div><div></div><div></div></div><div>You are the driver</div></div>	<div>100011</div> <div>Confirmation number</div>	<div>Vehicle: 263VBQ (2023 WHITE TOYO CAMRY)</div> <div>Location: Fleet</div> <div>Type: SEDAN</div>



select View icon



Request a Change to a Reservation

Reservation Files (0)

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

✔ Request was approved

Request ID: R000021

Confirmation number: 100011

Requestor Information

User ID / name: sminter@agilefleet.com / Minter, Steve

E-mail address: 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

Usage Type: Daily Rental

Site: Waco

Location: Fleet

Type: SEDAN

Options: (any options)

Number of occupants: 1 (driver and passengers)

Additional Information

Department: Advising

Destination: Dallas

Purpose of Trip: Conference

Comments:

Vehicle Information

Vehicle: 263VBQ (2023 WHITE TOYO CAMRY)

Location: Fleet

Type: SEDAN

Reservation Beginning Mileage:

Reservation Ending Mileage:

Total Mileage:

OK (Back) Re-send Email Request Changes Cancel Request Add Notes

modified: 06/13/2023 10:34 AM

Select "Request Changes"

COMMAND 24



Request a Change to a Reservation

My Schedule - Request Changes

Request date/time: 05/16/2023 12:59 PM

✅ **Request was approved**
Request ID: R000023
Confirmation number: 100019

Reservation Information
Changes: (requestor/driver, schedule, selection, additional, or vehicle information)

My schedule has changed an I need the vehicle and additional day. Is it available?

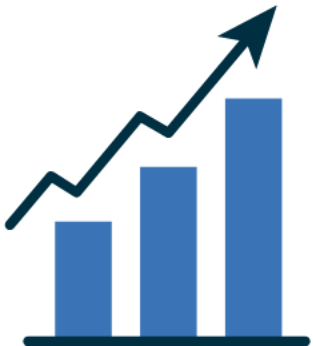
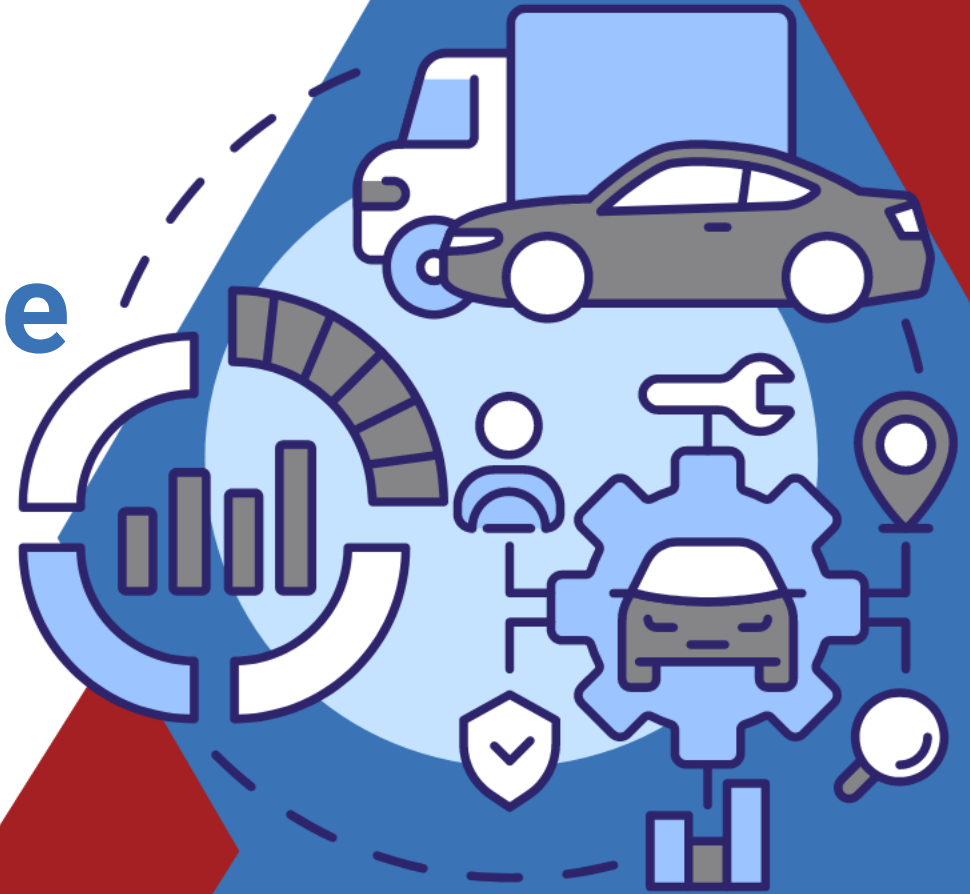
press Shift+Enter to begin a new line

Submit Change Request **Cancel (Back)**


Express your requested change to the reservation and select "Submit Change Request"


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

Administrator Interface



Accessing the Admin Interface

 FLEETCOMMANDER

 **AGILE FLEET**
FLEET MANAGEMENT SOLUTIONS

Jon Roodschild | [Log Out](#)

Home : **Administration** : Help :: About

VEHICLE USE

MAKE RESERVATION

MY SCHEDULE

CAR POOL

MY PROFILE

MY VEHICLES

MY REPORTS

ACCIDENTS/INCIDENTS

INFORMATION

INSTRUCTIONS

POLICIES

VEHICLES AND RATES

LOCATIONS

CONTACT US

FAQS


VIDEO GALLERY

DOCUMENTS

TERMS OF USE AND
PRIVACY STATEMENT

SIGN UP NOW!

FleetCommander - vehicle reservations at your Command




Welcome to Agile Fleet's 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.

We take pride in serving you through this training and welcome any feedback. You can provide feedback by clicking here: [Feedback Survey](#).


Get Started...



MAKE RESERVATION




MY SCHEDULE



MY VEHICLES

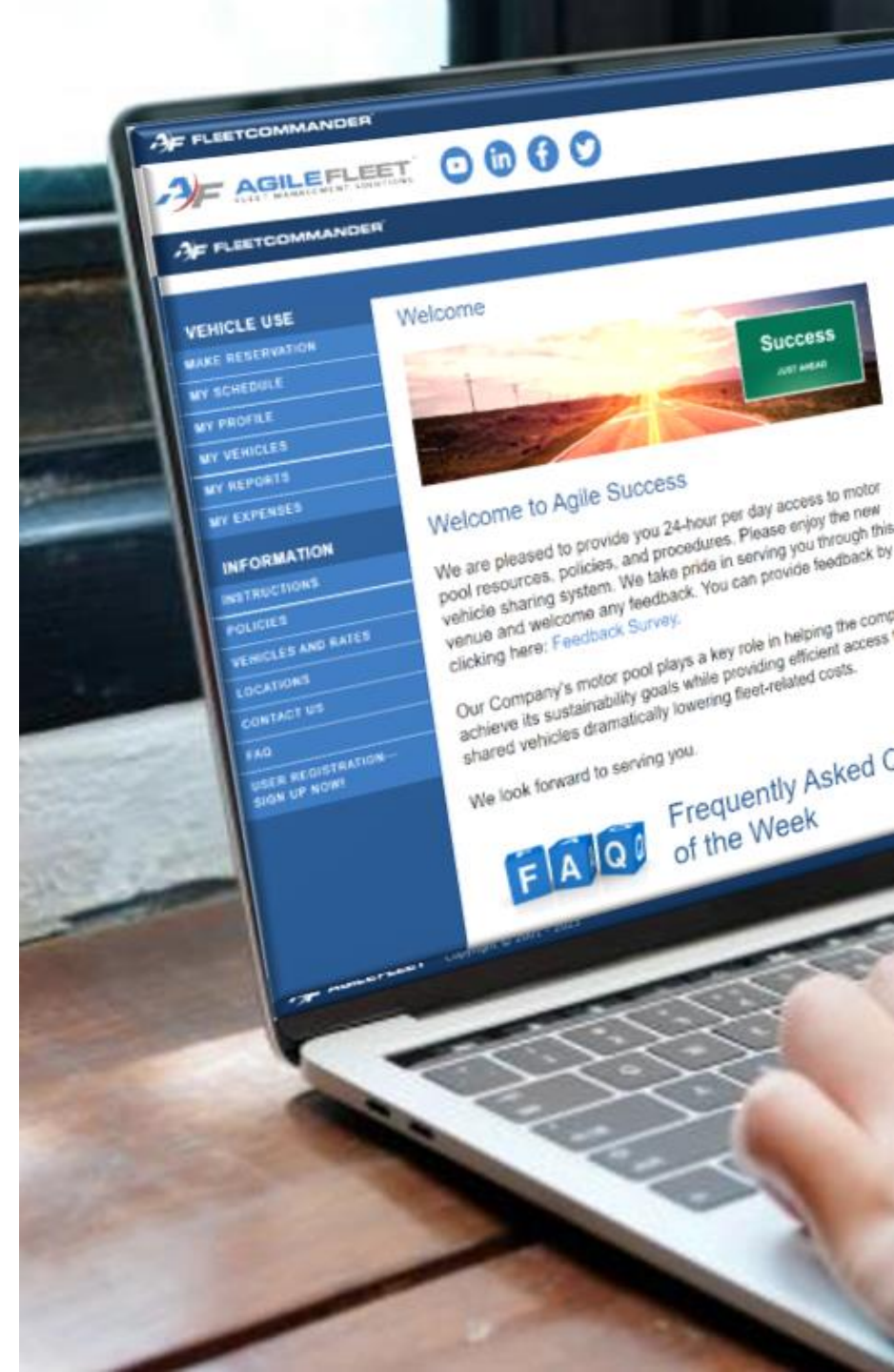
Click here to get to the Admin side.



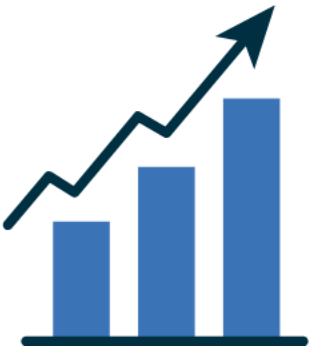
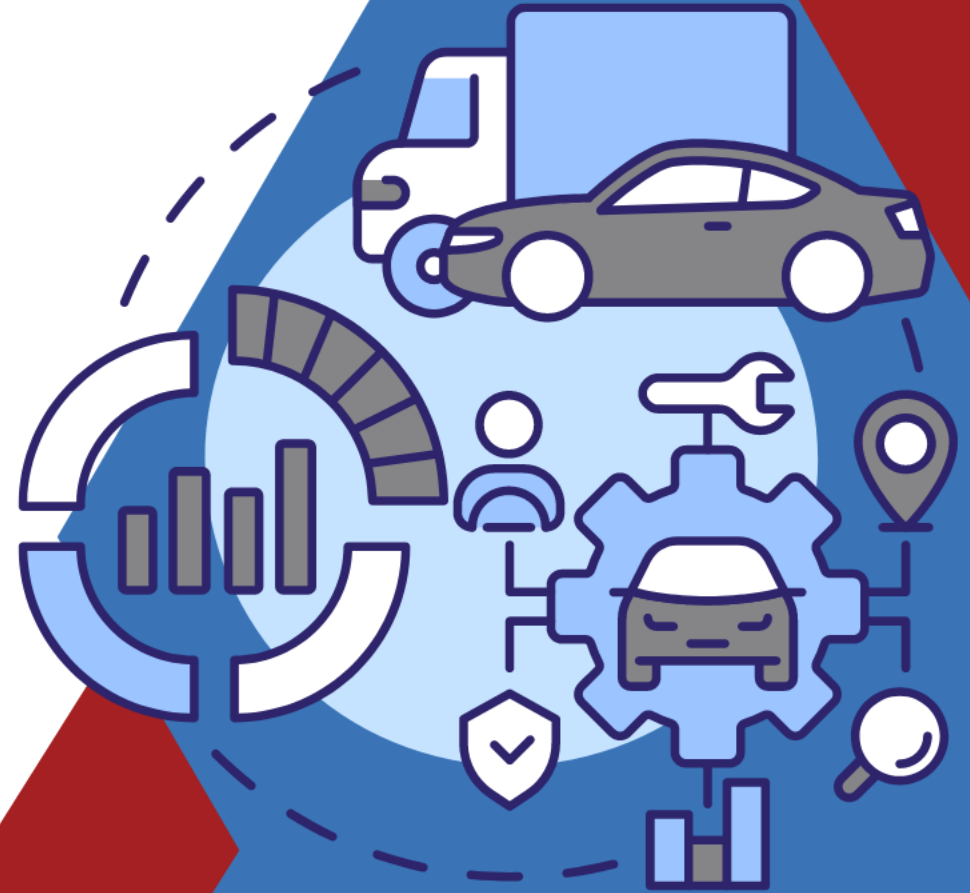
Admin Interface

Five Notable Sections of the Admin Interface

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



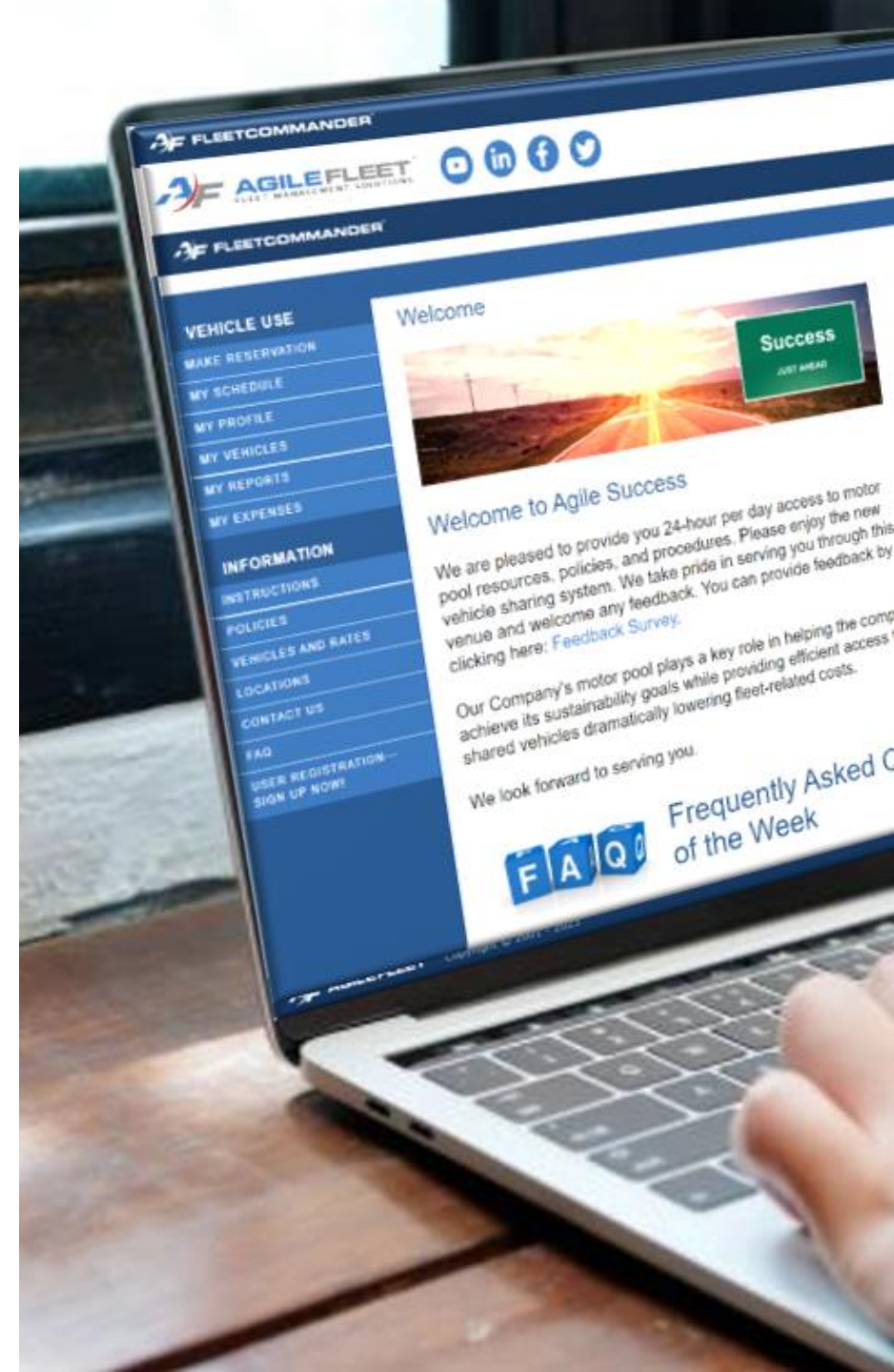
FleetCommander Dashboard



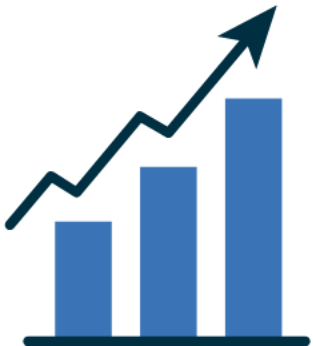
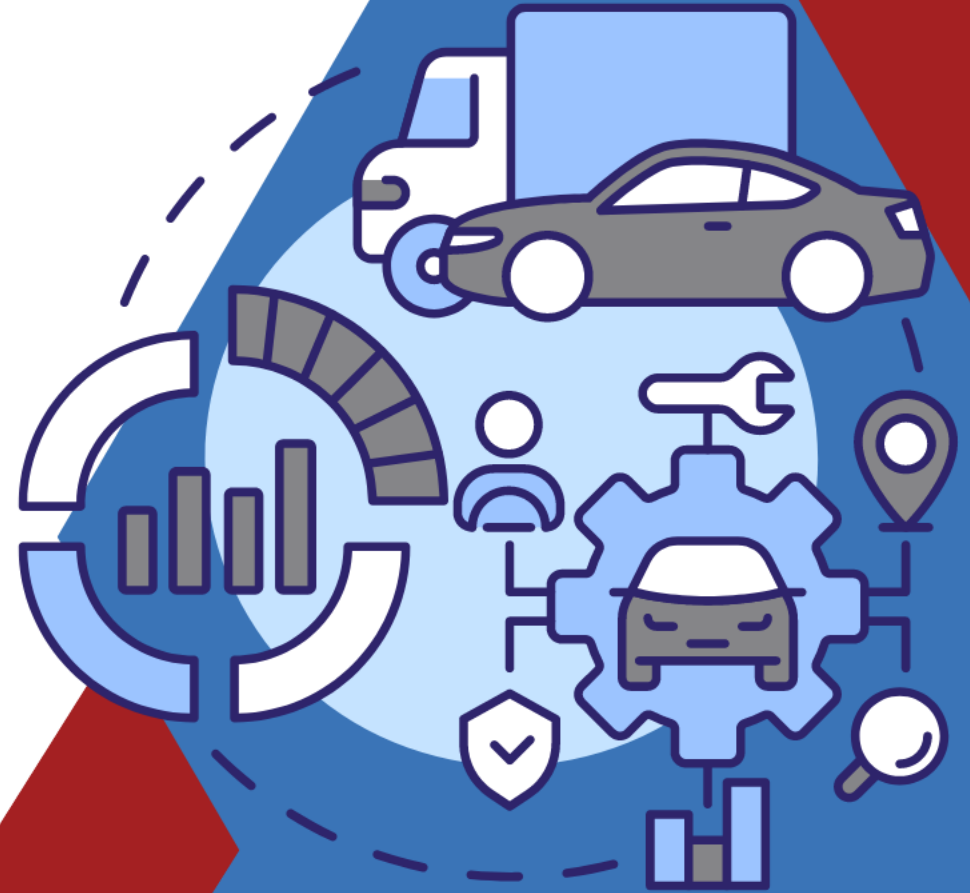
Dashboard

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

COMMAND 24



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

The screenshot displays the FleetCommander web application interface. At the top, the Agile Fleet logo and social media icons are visible. Below the header, a navigation bar contains the following tabs: MANAGE, REPORTS, TOOLS, and CONFIGURE. The MANAGE menu is expanded, showing a list of options: MAKE RESERVATION, RESERVATIONS, DASHBOARD, FLEET, INSPECTION, PREP, USERS, VEHICLES, EXPENSE, MAINTENANCE, WORK ORDERS, PARTS INVENTORY, ACCIDENTS, FUEL, FUEL IMPORTS, INCIDENT REPORTS, and WELCOME PAGE. The main content area is divided into several sections. On the right, there are tabs for Vehicle Use, Kiosk, KeyControl, and Maintenance. Below these, a table titled 'Vehicles Departing (4)' lists the following data:

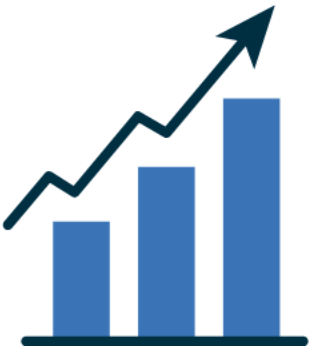
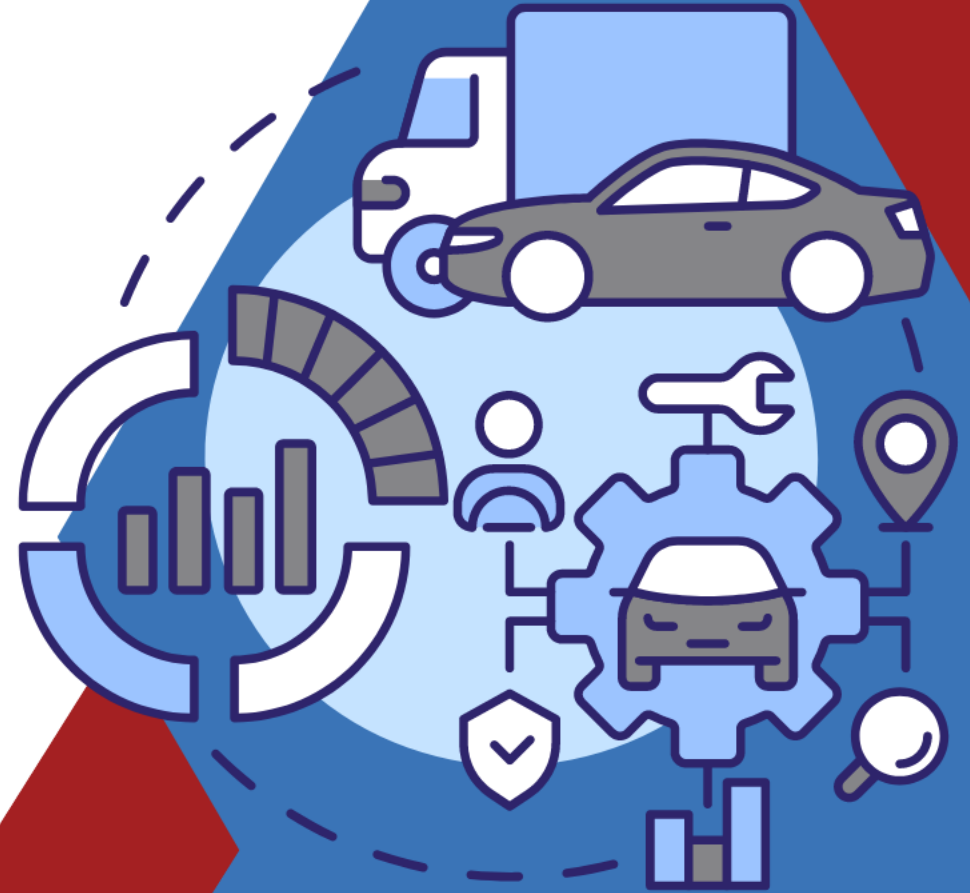
Vehicle	Departure Time
Wellik	08:00 AM
Poznick	12:57 PM
Roodschild	01:00 PM
Katz	03:00 PM

Below the table, there is a section titled 'Motor Pool Activity' with the following data:

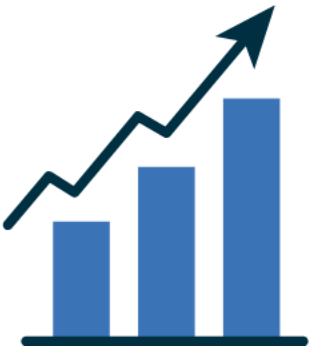
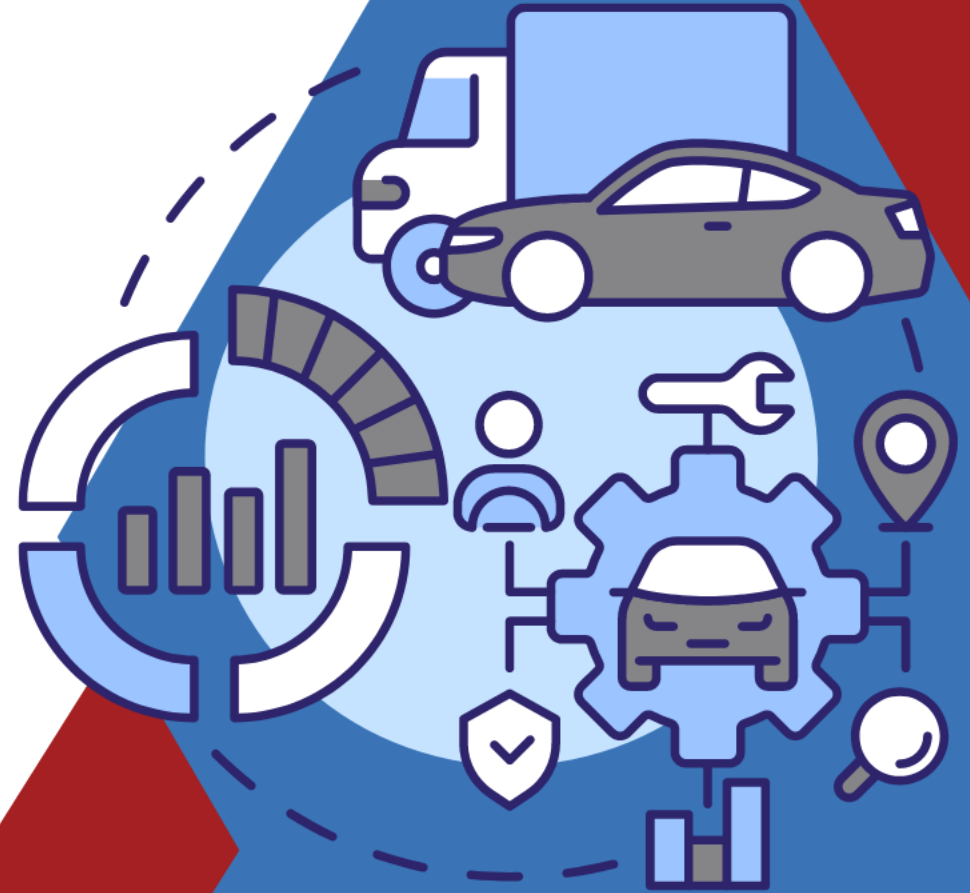
Activity	Count
Pending Requests:	1
Change Requests:	0
Cancelled Requests:	1
Late for Pick-up:	25
Late for Return:	31

On the far right, a 'Fleet Statistics' section is partially visible, showing metrics such as 'Vehicles in Fleet', 'Total Users', 'Requests Today', 'Requests Last Year', 'Max Requests Per User', and 'Avg Requests Per User'.

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

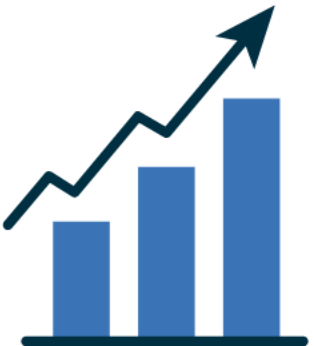
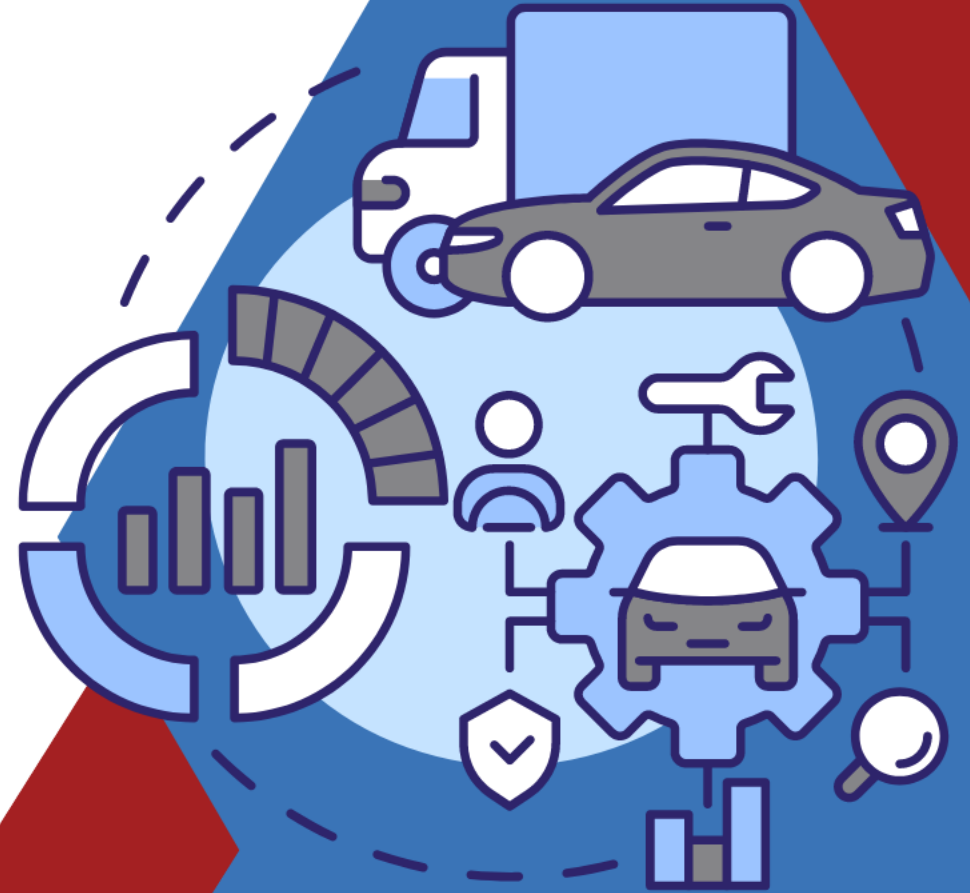


Benefits of Asset Profiles

- 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

MAKE RESERVATION

DASHBOARD

FLEET

INSPECTION

PREP

USERS

VEHICLES

INCIDENT REPORTS

MAINTENANCE

WORK ORDERS

FUEL IMPORTS

WELCOME PAGE

Browse

Last Name:

Username:

Organization:

*Department:

All Departments

*Permissions:

(No Permissions)

Enterprise Administrator

Enterprise Dispatcher

Enterprise Driver

*Status:

-Any-

Pending

Enabled

*State:

*Has access to the following:

(No Sites)

Site1

*Records Per Page:

100

Show Only

*Access Groups:

-Any-

Account:

*Employment Status:

None Selected

☐ *Validated License

☐ *Unvalidated License

*Usage Type:

(No Usage Types)

Daily Rental

Maintenance

Clear Defaults

Save Defaults

Remove Filters

Filter

Add

Username:

View

Edit

Delete

? Access Information

22 Users match the current criteria.

Page 1 of 1

	Username	Name	E-mail	Status	Access Groups
	sfarmerie	Farmerie, Scott	sfarmerie@agilefleet.com	Enabled	Standard
	fcsupport1	FleetCommander Support,	fcsupport@agilefleet.com	Enabled	Standard
	agearthart	Gearhart, Alexis	agearthart@agilefleet.com	Enabled	Standard
	pgroff	Groff, Phillip	pgroff@agilefleet.com	Enabled	Standard
	rkatz	Katz, Ron	rkatz@agilefleet.com	Enabled	Standard
	hlagerblade	Lagerblade, Helen	hlagerblade@agilefleet.co	Enabled	Standard
	aluy	Luy, Alex	aluy@agilefleet.com	Enabled	
	jmaranan	Maranan, Jay	jmaranan@agilefleet.com	Enabled	Standard
	dmarraffa	Marraffa, Doreen	dmarraffa@agilefleet.com	Enabled	Standard
	sminter	Minter, Steve	sminter@agilefleet.com	Enabled	Standard
	bozbilgin	Ozbilgin, Bulent	bozbilgin@agilefleet.com	Enabled	Standard
	jpoznick	Poznick, Joe	jpoznick@agilefleet.com	Enabled	Standard
	progovoy	Rogovoy, Phelps	progovoy@agilefleet.com	Enabled	Standard
	jroodschild	Roodschild, Jon	jroodschild@agilefleet.co	Enabled	Standard
	svcFleetAniScheduler	Service Account: Scheduler	fcsupport@anilefleet.com	Enahled	

Use Manage Users
to search for Users

COMM

Manage User: Browse

MANAGE

REPORTS

TOOLS

CONFIGURE

MAKE RESERVATION

RESERVATIONS

DASHBOARD

FLEET

INSPECTION

PREP

USERS

VEHICLES

EXPENSE

MAINTENANCE

WORK ORDERS

PARTS INVENTORY

Assets: Browse

Asset Name:

License #:

VIN:

*Asset Types:

All Asset Types

1 Ton 4x4 Pckp

1 Ton CC 4x4 Pickup

*Owner User:

All Users

Department:

Departments

Responsible Person:

*Responsible Department:

All Departments

*Status:

☒ Unavailable

☒ Available

☐ Deleted

☐ *Auto-Assign Enabled

☐ *Self Check Out Enabled

*Options:

(No Options)

*Years:

All Years

2022

2021

2020

*Colors:

All Colors

Black

Blue

Brown

Select up to five.

*Makes:

All Makes

BOBCAT

CARRY ON

CHEVROLET

*Models:

All Models

1 Ton 4X4 Pickup

1 Ton CC 4x4 Pckp

1 Ton CC DRW

Select up to five.

*Sites:

All Sites

Transportation Services

Research Park

Fac, Plan, and Mgmt

*Locations:

All Locations

Transportation Services: Transportation

Research Park: ISU Research Park

Fac, Plan, and Mgmt: FPM

*Usage Types:

(No Usage Types)

Short Term Rental

Seasonal Rental

Yearly Rental

*Access Groups:

(No Access Groups)

Standard

Live-Training

*Vehicle Sort:

Alphabetical

*Records Per Page:

50

Clear Defaults

Save Defaults

Remove Filter

Filter

Add

Asset Name:

View

Edit

? Access Information

44 Assets match the current criteria.

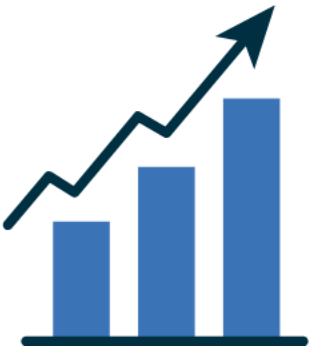
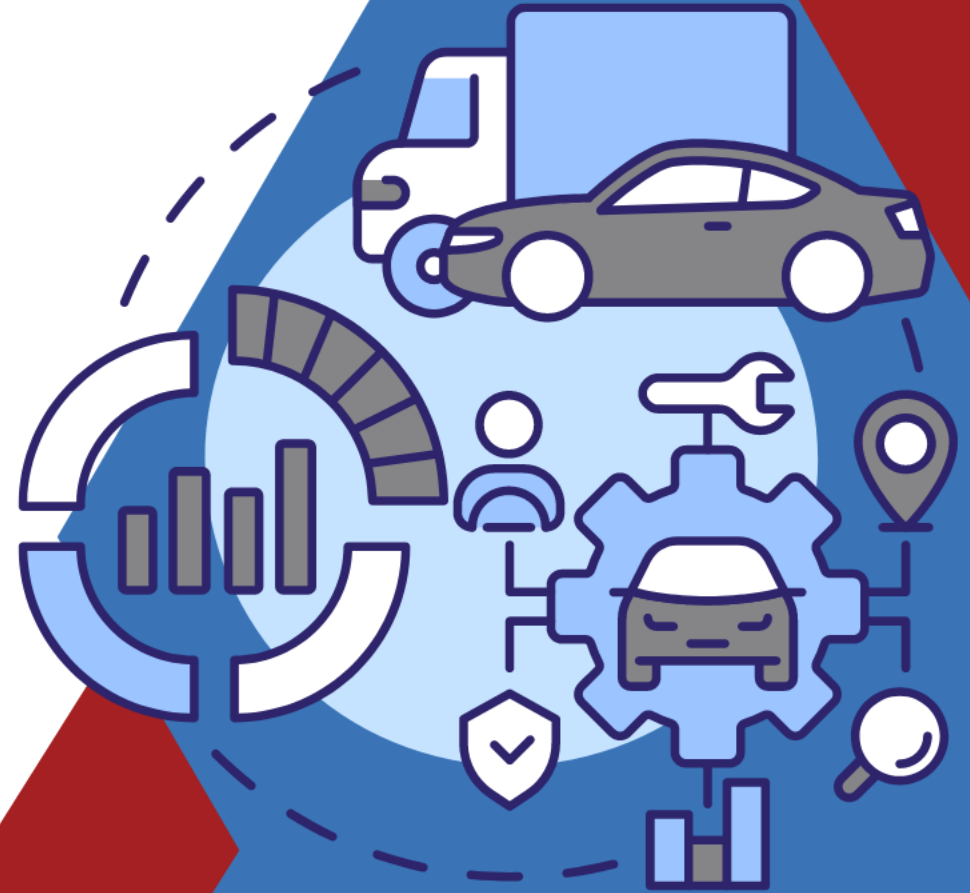
Page 1 of 1

	Vehicle Name	License Number	Year	Color	Make	Model	Status	Site	Type	Monthly Lease Fee	Monitor Group
	1038714	10387	2014	White	FORD	Transit Connect	Available	Transportation Services	Cargo Van (Small)	227	

Use Manage Vehicles
to search for Assets

COMM

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

Asset Reports

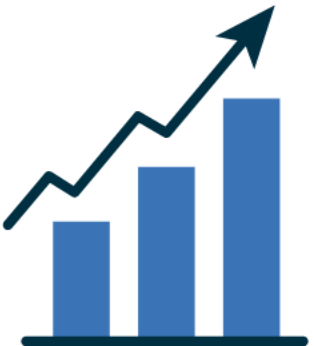
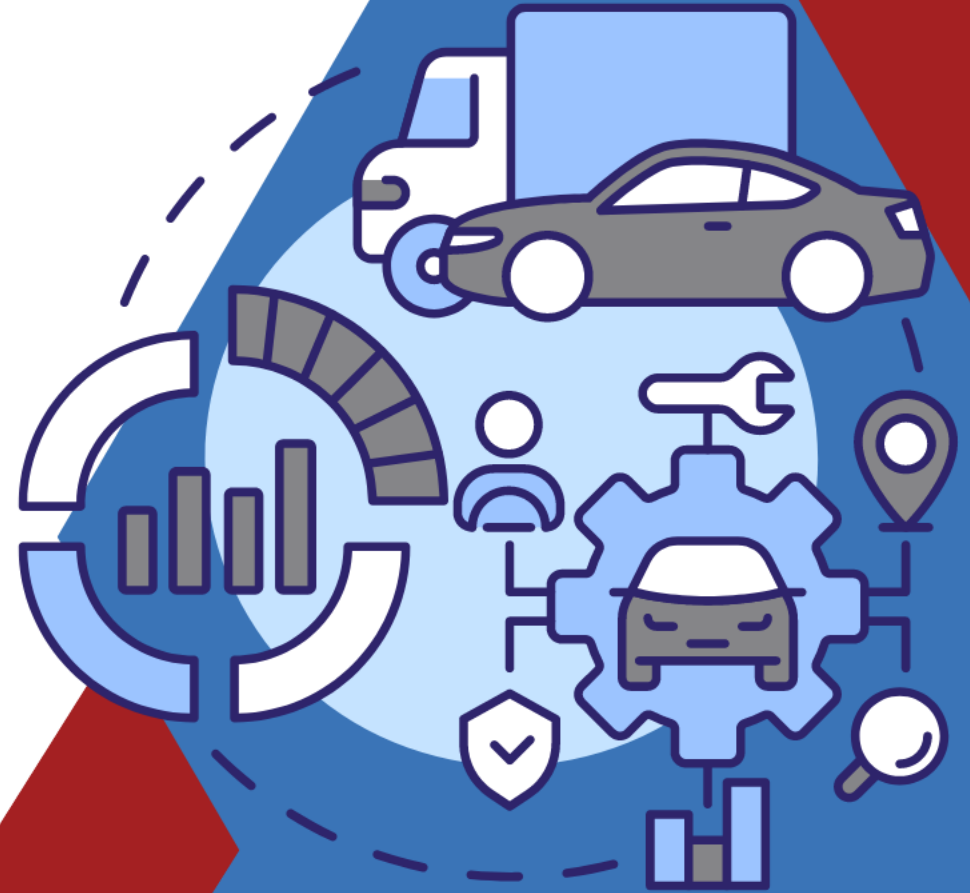
- Asset Summary
- Asset Details
- **Asset Data Dump**
- **Mileage-Cost**
- **Asset Mileage**
- **Asset In/Out**
- Tag/Vehicle Exception
- Owner/Responsible Asset Summary
- Maintenance and Fuel Cost
- Inspections
- Prep
- Accident Summary
- Accident Detail
- TCO Data Dump
- TCO Expense Summary



Reports You Should Be Using

Report Name	What it Does	Type	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
	List of vehicles leaving, returning, or in maintenance by day	Asset Data	Reports> Assets > Asset In/Out

Manage> Make Reservations

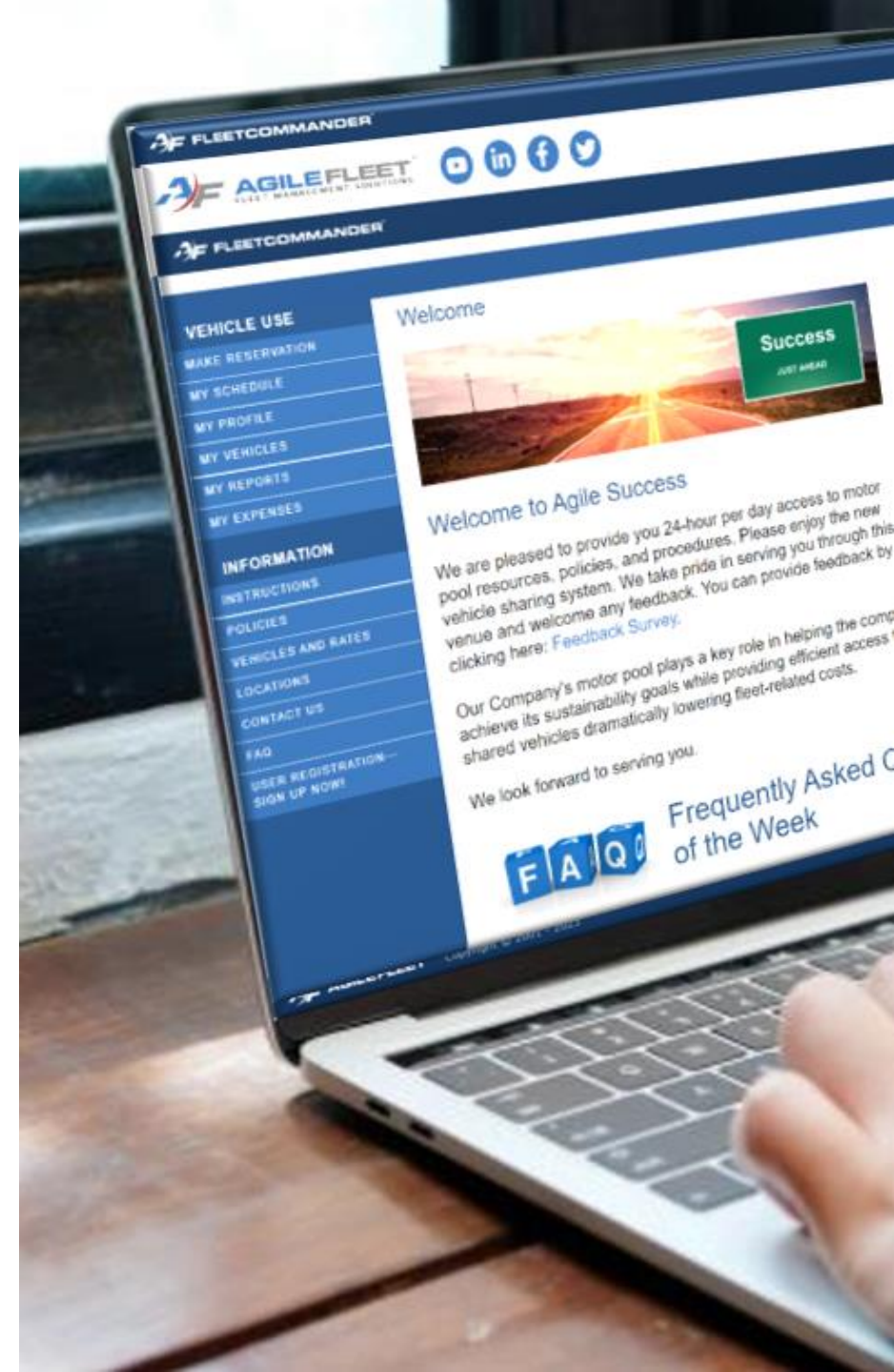


Making Reservations in FleetCommander


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


Following section demonstrates reservations placed via `MANAGE>MAKE RESERVATION`

COMMAND 24



Make Reservation

 FLEETCOMMANDER

 AGILE FLEET
FLEET MANAGEMENT SOLUTIONS

Jon Roodschild | [Log Out](#)

[Home](#) :: [Administration](#) :: [Help](#) :: [About](#)

VEHICLE USE

MAKE RESERVATION

MY SCHEDULE

CAR POOL

MY PROFILE

MY VEHICLES

MY REPORTS

ACCIDENTS/INCIDENTS

INFORMATION

INSTRUCTIONS

POLICIES

VEHICLES AND RATES

LOCATIONS

CONTACT US

FAQS


VIDEO GALLERY

DOCUMENTS

TERMS OF USE AND
PRIVACY STATEMENT

SIGN UP NOW!

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We take pride in serving you through this training and welcome any feedback. You can provide feedback by clicking here: [Feedback Survey](#).


Get Started...

MAKE RESERVATION

MY SCHEDULE

MY VEHICLES

Click here to get to the Admin side.



Make 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.

FLEETCOMMANDER



MANAGE

REPORTS

TOOLS

CONFIGURE

DECESSIONS

MAKE RESERVATION

DASHBOARD

FLEET

INSPECTION

PREP

USERS

VEHICLES

INCIDENT REPORTS

MAINTENANCE

WORK ORDERS

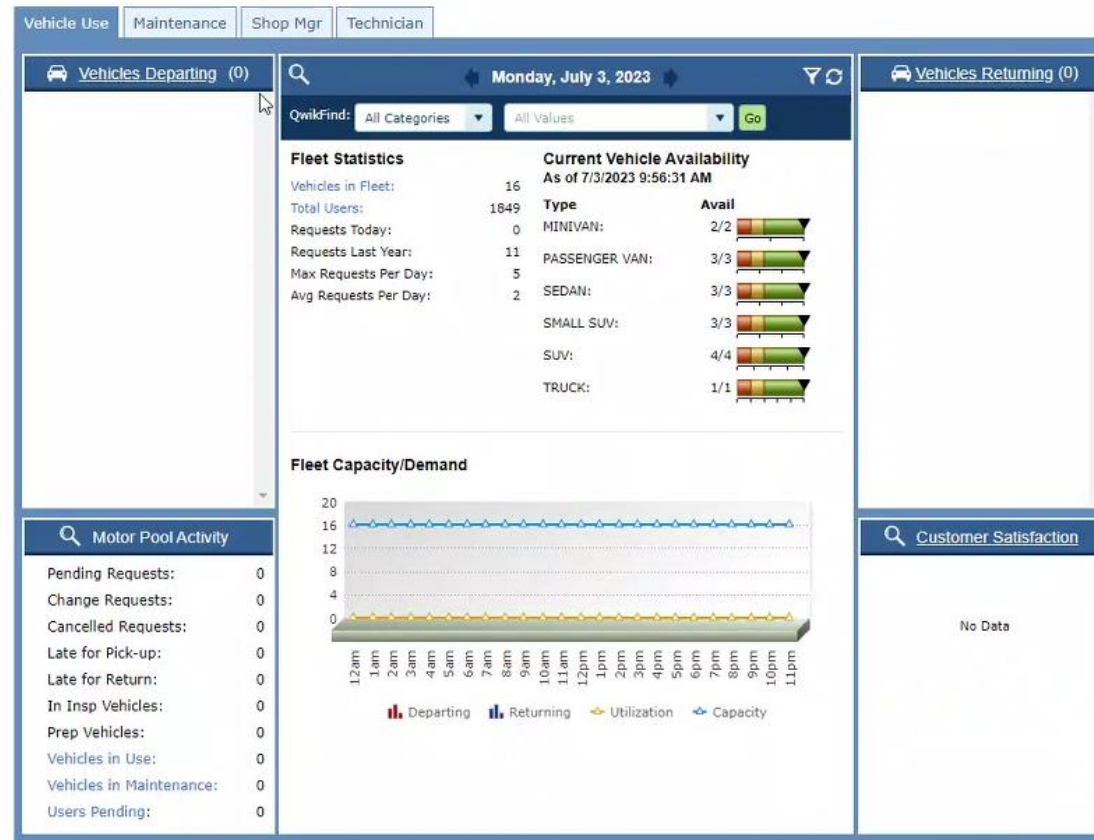
FUEL

FUEL IMPORTS

WELCOME PAGE

Select
Make Reservation

COMM



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

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

Make this my default dashboard

Make Reservation

Vehicle Reservation

Request Information

Who is this request for?

- ☐ This request is for me
- ☒ This request is for Search for Driver

Cancel Request

Next (Continue Request)

Unlike the
Driver/Requestor
Interface, "THIS
REQUEST IS FOR OTHER"
is selected by default in
the ADMIN INTERFACE

Select
"Next (Continue Request)"

COMMAND 24



Make Reservation

Follows the same process as with the Driver/Requestor Interface

Select the appropriate Usage Type.

Vehicle Reservation

Request Information

Usage Type: ☒ Daily Rental
☐ Maintenance

Select Site:

NOTE: Admin/Dispatcher HAVE ACCESS to ALL "Usage Types and Sites"

Make Reservation

Follows the same process as with the Driver/Requestor Interface

Select appropriate Site

Vehicle Reservation

Request Information

Usage Type: ☒ Daily Rental
☐ Maintenance

Select Site:

Select Site ▼

Select Site

Abilene

Breckenridge

Brownwood

Ft Bend

Harlingen

Hutto

Marshall

North Texas

Sweetwater

Waco

Cancel Request Next (Continue Request)

NOTE: Admin/Dispatcher HAVE ACCESS to ALL "Usage Types and Sites"

Select "Next (Continue Request)"

Make Reservation

Follows the same process as with the Driver/Requestor Interface

All fields with leading "*" are required.

COMMAND 24

Vehicle Reservation - Start Request

Request Information

Requestor Information

User Id / Name: sminter@agilefleet.com / Steve Minter
E-mail address: sminter@agilefleet.com
*Driver's User Id: sminter@agile (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 [▼](#)
Number of Occupants: 1 [▼](#) (driver and passengers)

Additional Information

*Department: None Selected
*Destination:
*Purpose of Trip:

Comments (for example, the description of any special vehicle requirements)
press Shift+Enter to begin a new line

[Cancel Request](#) [Next \(Continue Request\)](#)

Chose your "Pick-Up Date and Time"

Chose your "Return Date and Time"

Select the "Location" to retrieve and return the vehicle.

Select your "Vehicle Type"

Make Reservation

Follows the same
process as
with the
Driver/Requestor
Interface

When information is completed
select “Next (Continue Request)”

COMMAND 24

Vehicle Reservation - Start Request

Request Information

* = required field

Requestor Information

User Id / Name: sminter@agilefleet.com / Steve Minter
E-mail address: sminter@agilefleet.com
*Driver's User Id: (Steve Minter) [change driver](#)

Schedule Information

*Pick-up Date / Time:
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time:
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: Daily Rental
Site: Waco
Location:
Type:
Number of Occupants: (driver and passengers)

Additional Information

*Department:
*Destination:
*Purpose of Trip:
Comments (for example, the description of any special vehicle requirements)
press Shift+Enter to begin a new line

Make Reservation

Three NEW ELEMENTS appear for Admins/Dispatchers on this page

Auto-assign to a vehicle

Ignore buffers?

Submit Request and Assign

HINT: uncheck if you want to assign a specific vehicle to reservation
Request and Assign

COMMAND 24

Vehicle Reservation - Finish Request

Confirm Request

Requestor Information

User Id / Name: smir
E-mail address: smir
*Driver's User Id: smir

Schedule Information

*Pick-up Date / Time: 06/3
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 06/3
(MM/DD/YYYY HH:MM AMPM)
Duration: 9 h

Selection Information

Usage Type: Dail
Site: Wac
Location: Fle
Type: SED
Number of Occupants: 1 (d

Additional Information

*Department: Advising
Destination: Dallas
Purpose of Trip: Conference
Comments: (none)

☒ Auto-assign to a vehicle?

☐ Ignore buffers?

General Reservations Users Vehicles Layout Locations Kiosks Billing Rates

Site Settings

GENERAL SETTINGS | CUSTOM FIELDS | MOBILE/API DISPATCH

Reservation Settings

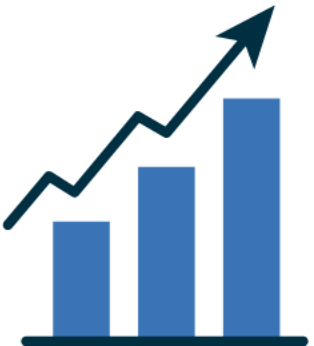
Reservation Time Interval: 15 min
Start Date Default: Today
Start Time Default: 6 am
End Date Default: Today
End Time Default: 5 pm
Dispatch Date Default: Today's Date/Time
Cancel-ahead: 24 hours
Reservation Request in Advance: 0 day(s)
End Buffer: 15 minutes
Max. Number of Occupants: 99

Buffer setting is configured at the Site level

Previous (Change Request) Cancel Request Submit Request Submit and Make Similar Request

Submit Request and Assign

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.

FLEETCOMMANDER



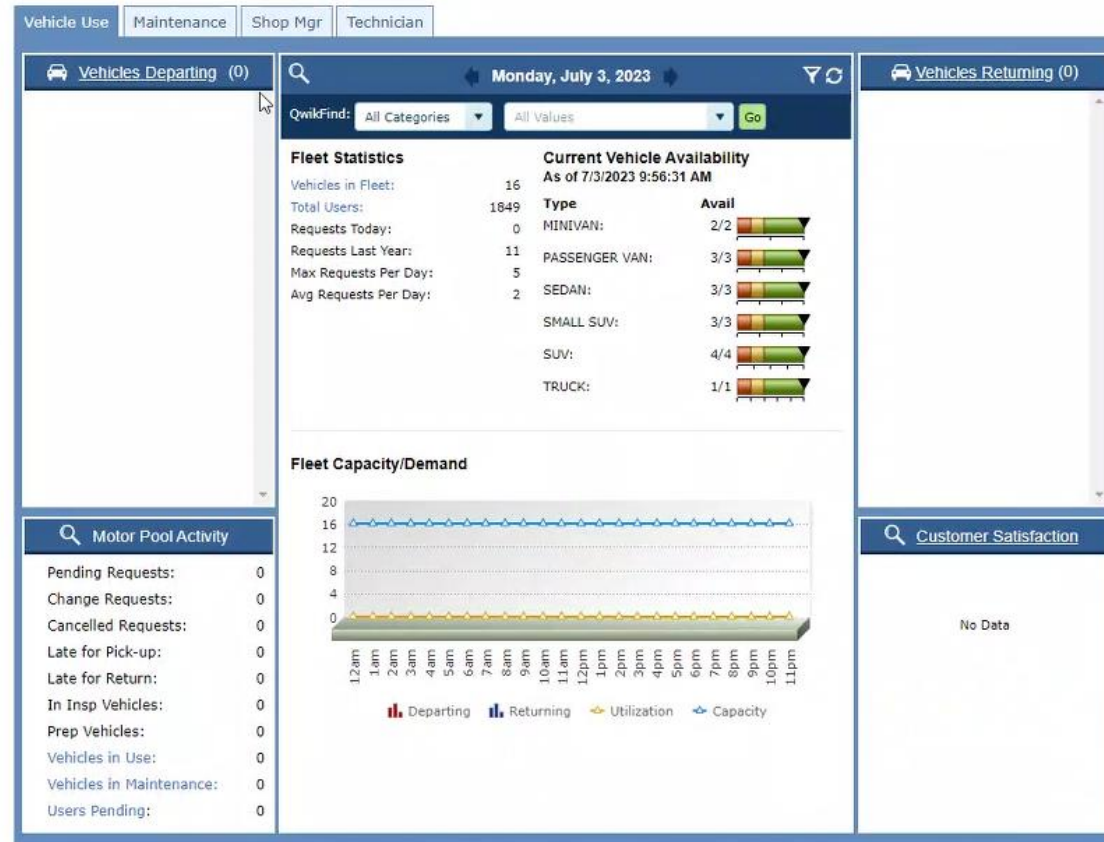
- MANAGE
- RESERVATIONS
- MAKE RESERVATION
- DASHBOARD
- FLEET
- INSPECTION
- PREP
- USERS
- VEHICLES
- INCIDENT REPORTS
- MAINTENANCE
- WORK ORDERS
- FUEL
- FUEL IMPORTS
- WELCOME PAGE

REPORTS

TOOLS

CONFIGURE

Select Reservation



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

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

Make this my default dashboard

Manage Reservation

Manage> Reservations
is the best way to work
with reservations

Select View Request

COMMAND 24

MANAGE REPORTS TOOLS CONFIGURE

Manage Reservations

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default

*Return Between: *and *Asset Type:

*Driver Username: All Vehicle Types

*Driver Last Name: CARGO VAN

*Requestor Username: EXEC SUV

*Requestor Last Name: MINIVAN

*Department: All Departments

*Status: All Statuses

*Site: Abilene

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View

*Records Per Page: 75

13 Reservations match the current criteria.

Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
	07/05/2023 4:03:57 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/12/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNXX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/10/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 1:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C4C (TOYO)

Manage Reservation

Action buttons allows you to interact with reservation

Request information and vehicle specifics

The Audit log shows the step-by-step progression of the Reservation Request

COMMAND 24

ReservationFiles (0)

Request date/time: 07/10/2023 11:10 AM
✔ Request was approved
Request ID: R000039
Confirmation number: 100026

Back to Manage ReservationsAdd AlertAdd NotesMore InformationModify RequestDispatchRemove VehicleChange VehicleCancel 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 Return date / time:
Actual Duration:
Mileage Out:
Mileage In:

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 #:TEMP
Location:Fleet
Type:SEDAN

Reservation Information

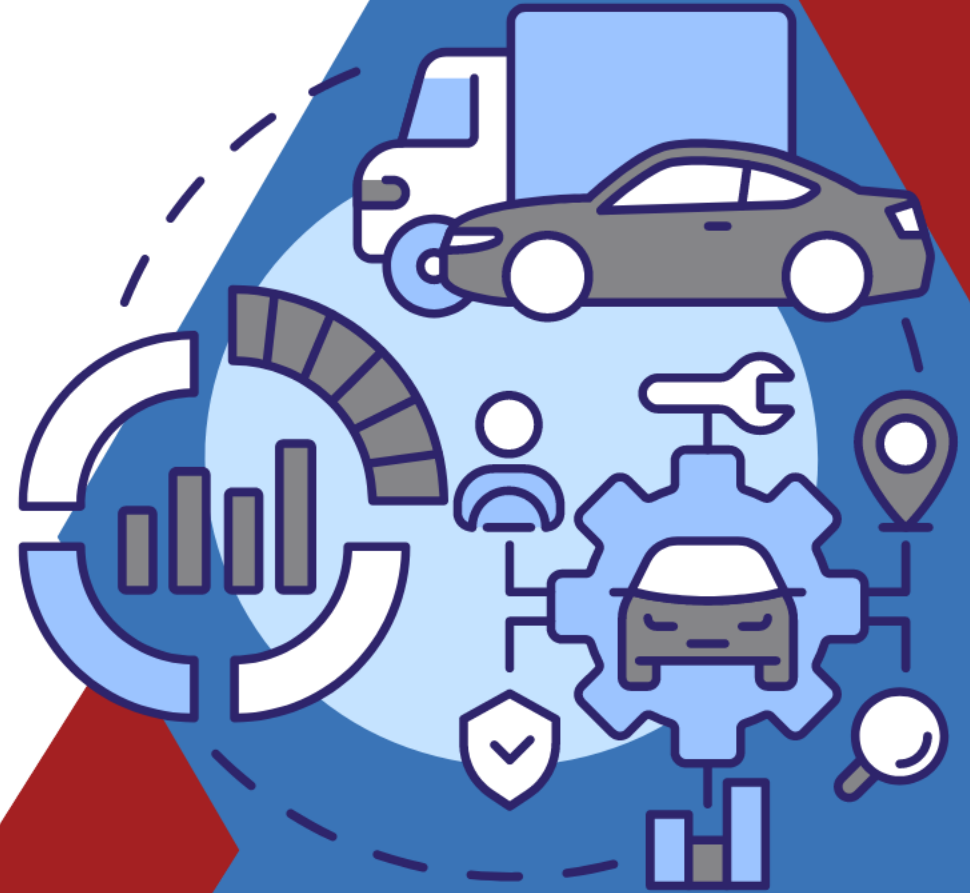
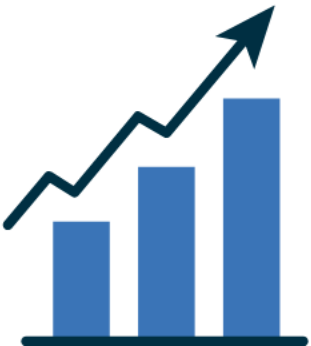
Audit log entries (all reservation actions):

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 ReservationsAdd AlertAdd NotesMore InformationModify RequestDispatchRemove VehicleChange VehicleCancel Reservation

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

Modify Reservation



Manage Reservation – Modify Request

Sometimes it is necessary to make changes to a reservation.

This is done through Manage>Reservation

Select View Request

COMMAND 24

Manage Reservations

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default

*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Asset Type: All Vehicle Types
CARGO VAN
EXEC SUV
MINIVAN

*Driver Last Name: *Status: All Statuses
Approved
Cancelled
Change Request

*Requestor Username: *Site: Abilene
Brackenridge
Brownwood
East Williamson County

*Requestor Last Name: *Department: All Departments

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View

*Records Per Page: 75

13 Reservations match the current criteria.

Page 1 of 1

	Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
	Approved (Dispatched)	07/05/2023 4:03:57 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
	Approved (Dispatched)	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	Approved (Dispatched)	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	Approved (Dispatched)	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
	Approved (Late Pickup)	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNXX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
	Approved (Late Pickup)	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
	Approved (Late Pickup)	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
	Approved	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	Approved	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C4C (TOYO)

Manage Reservation – Modify Request

Select Modify Request

Reservation

Files (0)

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

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:

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 #: 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


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

COMMAND 24

Manage Reservation – Modify Request


Make changes
and select
“Next (Continue Request)”

COMMAND 24



Modify Request Information

Request date/time: 07/10/2023 11:10 AM



Request was approved

Request ID: R000039

Confirmation number: 100026

Requestor Information

User ID / name:

ksundermann / Kristin Sondermann

E-mail address:

ksundermann@tstc.edu

Driver's user ID:

ksundermann

Schedule Information

Pick-up date / time:

07/11/2023 08:00 AM

Return date / time:

07/14/2023 05:00 PM

Selection Information

Usage Type:

Daily Rental

Site:

Waco

Location:

Fleet

Type:

SEDAN

Number of occupants:

1 (driver and passengers)

Additional Information

Department:

Fleet

*Destination:

Harlingen - test

*Purpose of Trip:

testing system

Comments (for example, the description of any special vehicle requirements):

Notes (miscellaneous administrator/dispatcher information):

☐ Ignore Buffers

Add Alert

Next (Continue Request)

Cancel Modify (Back)

NOTE: modifications include items like

- DRIVER**
- DATE / TIMES**
- VEHICLE TYPE**
- NUMBER OF OCCUPANTS**
- DESTINATION**
- ETC.**

press Shift+Enter to begin a new line

press Shift+Enter to begin a new line


Manage Reservation – Modify Request

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



Confirm Request

Request 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:

Driver's user ID:

Schedule Information

Pick-up date / time:

Return date / time:

Duration:

Selection Information

Usage Type:

Site:

Location:

Type:

Number of occupants:

Additional Information

Department:

Destination:

Purpose of Trip:

Comments:

Notes:

Fleet

Harlingen - test

testing system

(blank)

(blank)

agilesuccess.agilefleet.com says

Do you want to send a confirmation email after the change is made?
(Ok = Yes, Cancel = No)

OK

Cancel

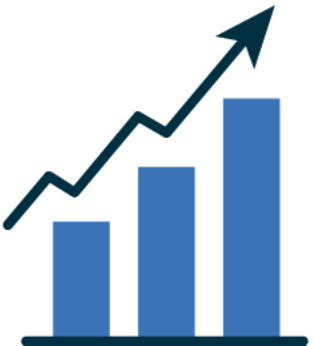
Submit Request

Previous (Change Request)

Cancel this Action



Cancel a Reservation



Manage Reservation – Cancel Reservation

Manage Reservations

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default

*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Status: *Site:
Abilene
Breckenridge
Brownwood
East Williamson County

*Driver Last Name: *Requestor Username: *Requestor Last Name: *Department: All Departments

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View

*Records Per Page: 75

13 Reservations match the current criteria.

Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
	07/05/2023 4:03:37 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNX - F-150 (FORD) Site: North Texas Location: Fleet Type: TRUCK
	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Select the Cancel action button

COMMAND 24

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 request?

Notes: (optional cancellation information)

press Shift+Enter to begin a new line

Cancellation Type

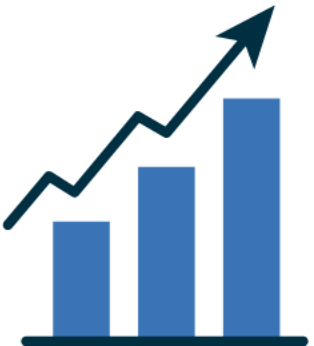
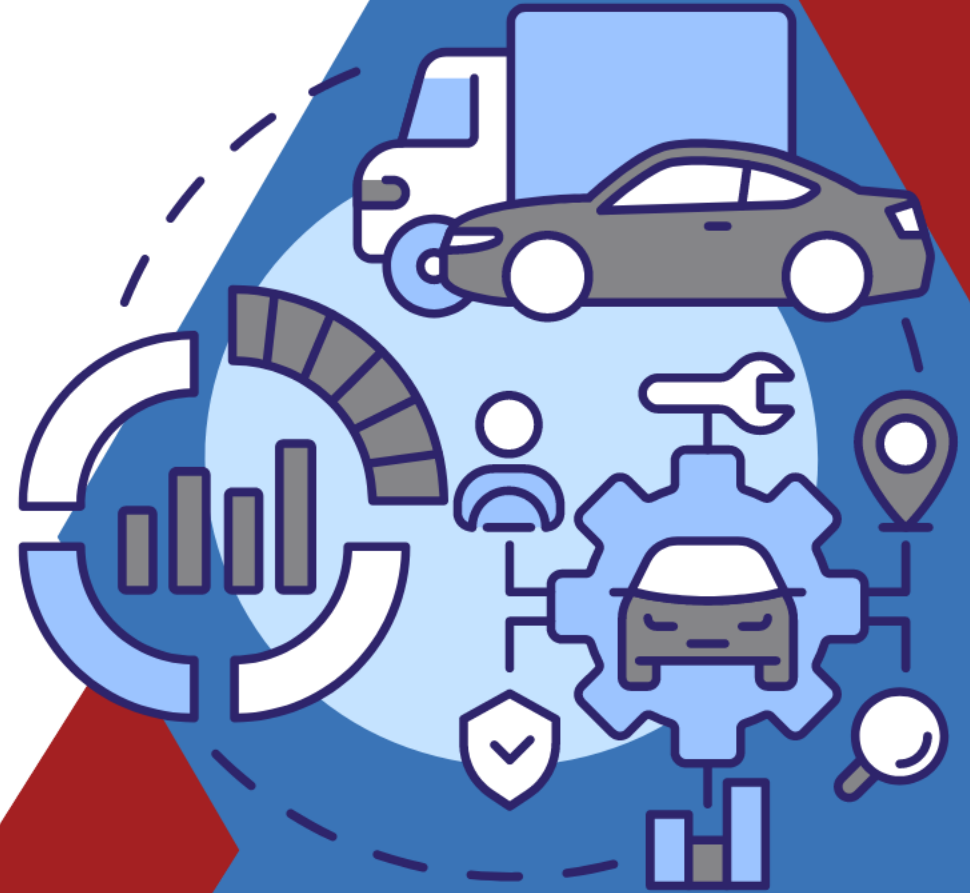
- None Selected
- None Selected
- Trip Cancelled
- Manual Assign: No Vehicle Available
- No-Show
- Auto-Assign: No Vehicle Available
- Ineligible Driver
- Using Department Vehicle
- Using Personal Vehicle
- Duplicate Request
- Late for Pick-up
- Other

No (Back) Yes (Cancel Request)

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

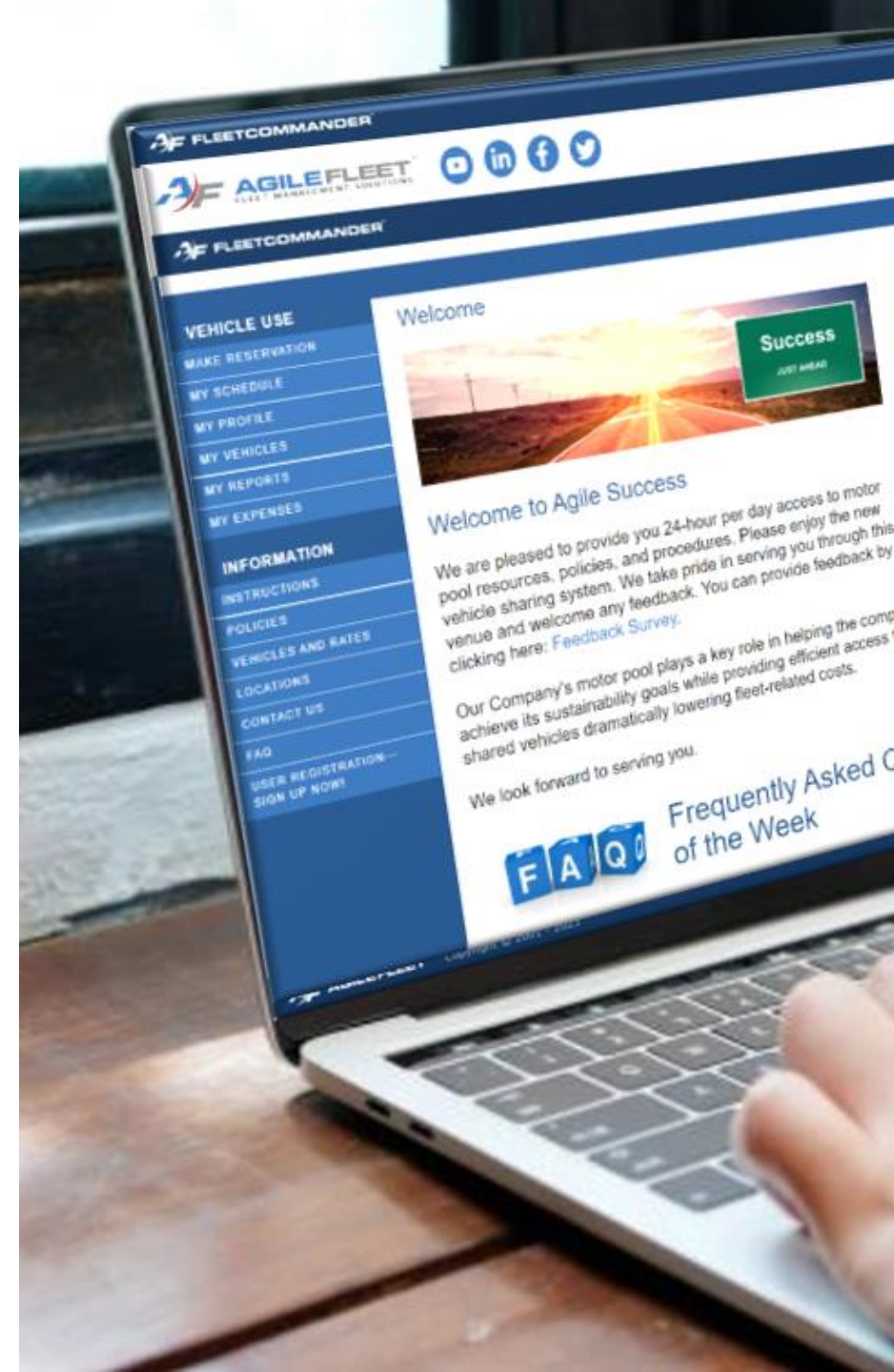
Select "Yes (Cancel Request)"

Dispatch Vehicle



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

COMMAND 24



Manage Reservation - Dispatch

Manage Reservations

To dispatch a vehicle via
Manage> Reservations...

...select View Request

COMMAND 24

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default

*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Status: *Site: Abilene
Breckenridge
Brownwood
East Williamson County

*Driver Last Name: *Requestor Username: *Requestor Last Name: *Department: All Departments

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View 13 Reservations match the current criteria. Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
	07/05/2023 4:03:37 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Manage Reservation – Dispatch Out

Click on “Dispatch”
to bring up the
Dispatch Window

Dispatch Pop-up
Window appears

COMMAND 24

Reservation		Files (0)		
Reservation		Inspection	Prep	Billing
Vehicle Information (change vehicle)		Confirmation #: 100017		
Vehicle:	263VBQ	Driver's Name:	Steve Minter <small>sminter@agilefi</small> change	
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum	
License Number:	TEMP	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid	
Reservation Information		Reservation Status: Approved		
		Destination: Dallas		
Site:	Waco	Usage Type:	Daily Rental	
Start Date:	07/03/2023@10:00AM	End Date:	07/03/2023@5:00PM	
Vehicle Activity				
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel		
Date Out:	07/03/2023 09:18 AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	Date In:	<input type="text"/> <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	
Odom Start:	<input type="text"/>	Odom End:	<input type="text"/> Total:	
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>	
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:	Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>				
Additional Information				
Department:	Academic Core Curriculum			
Destination:	Dallas			
Purpose of Trip:	Conference			
Comments:	This is for training			
Vehicle Information				
Vehicle: 263VBQ (2023 WHITE TOYO CAMRY)				

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.

Reservation Files (0)

Reservation Inspection Prep Billing

Vehicle Information (change vehicle)		Confirmation #: 100017	
Vehicle:	263VBQ	Driver's Name:	Steve Minter <small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid
Reservation Information		Reservation Status:	Approved
Site:	Waco	Destination:	Dallas
Start Date:	07/03/2023@11:00AM	Usage Type:	Daily Rental
End Date:	07/03/2023@5:00PM		
Vehicle Activity			
Dispatch Action <input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:	07/03/2023 09:18 AM <input type="button" value="c"/> <input type="button" value="p"/> <input type="button" value="R"/>	Date In:	<input type="text"/> <input type="button" value="c"/> <input type="button" value="p"/> <input type="button" value="R"/>
Odom Start:	<input type="text"/>	Odom End:	<input type="text"/> Total:
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.		
Vehicle Condition:	Vehicle has known dent in right-rear fender		
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Additional Information

Department: Academic Core Curriculum

Destination: Dallas

Purpose of Trip: Conference

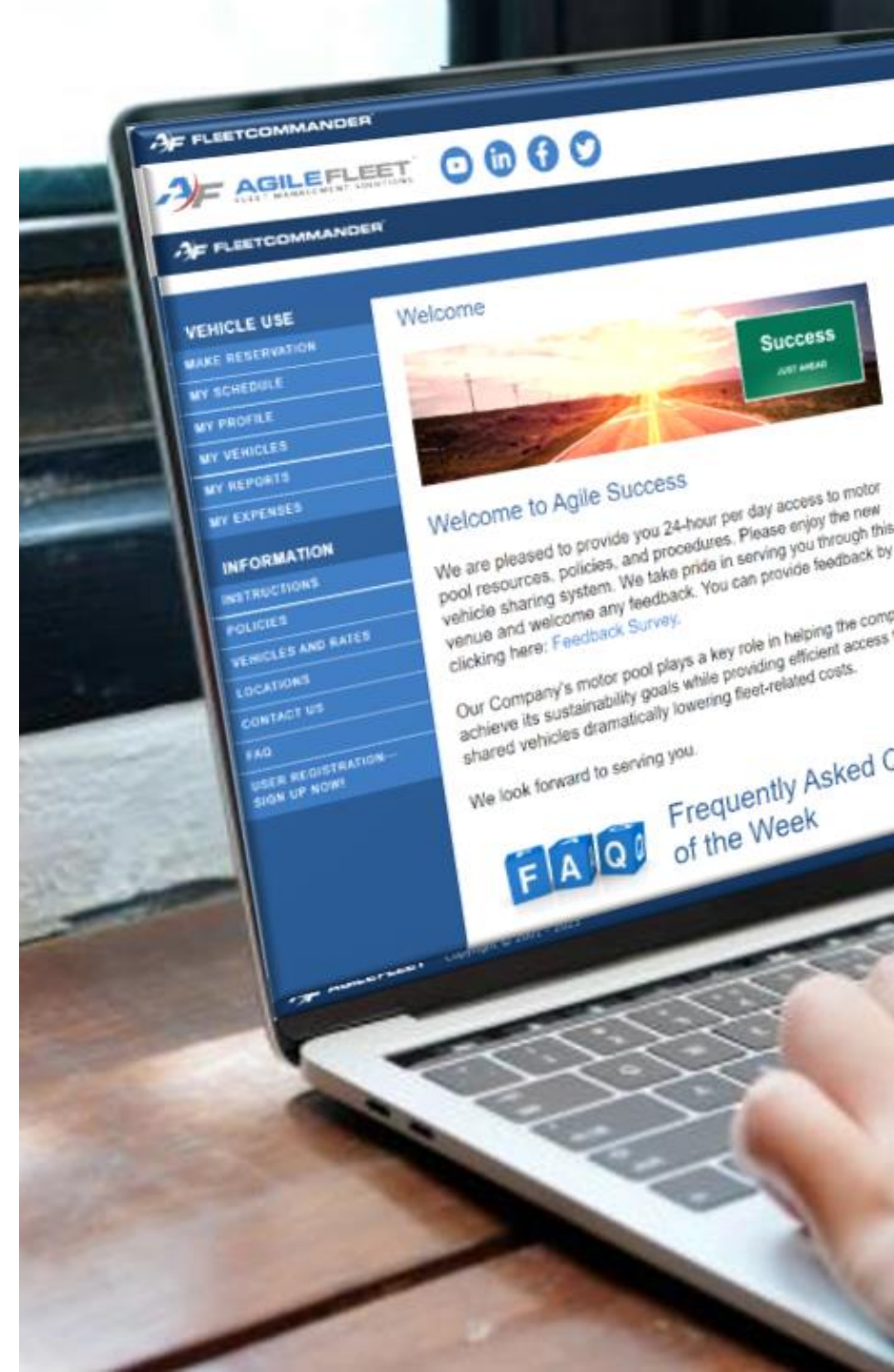
Comments: This is for training

Vehicle Information

Vehicle: 263VBQ (2023 WHITE TOYO CAMRY)

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

COMMAND 24



Manage Reservation – Dispatch Out - Changes

Change a VEHICLE
within Dispatch:

Click “Change Vehicle”

Window view changes to
show available vehicles

Adjust vehicle filters and
“Refresh List” as needed

The screenshot displays the 'Manage Reservation' web application interface. At the top, there are tabs for 'Reservation', 'Inspection', 'Prep', and 'Billing'. The 'Reservation' tab is active, showing a form with two main sections: 'Vehicle Information' and 'Reservation Information'. The 'Vehicle Information' section includes fields for 'Vehicle:', 'Vehicle ID (VIN):', 'License Number:', 'Description:', 'Confirmation #:', 'Driver's Name:', 'Department:', 'Driver's License Number:', and 'Expiration Date:'. The 'Reservation Information' section includes fields for 'Reservation Status:', 'Destination:', 'Site:', 'Usage Type:', 'Start Date:', and 'End Date:'. Below these sections is a 'Change Vehicle' section with a list of available vehicles and a 'Refresh List' button. The 'Change Vehicle' list shows several vehicles, including 332515 (2015 Silver Ford Focus), 320517 (2017 White Ford Focus), 333217 (2017 White Ford Focus), 331919 (2019 Grey Chevy Bolt EV), 1052617 (2017 White Ford Focus), 333117 (2017 White Ford Focus), 333417 (2017 White Ford Focus), 332017 (2017 White Ford Focus), 1059617 (2017 White Ford Focus), and 1058717 (2017 White Ford Focus). The 'Refresh List' button is located to the right of the list. Below the list is a 'Send confirmation e-mails?' checkbox. To the right of the 'Change Vehicle' section is a filter panel with a 'Refresh List' button at the top. The filter panel includes a 'Vehicle Sort Order:' dropdown set to 'Parking Space - Descending', a 'Site:' dropdown set to 'Transportation Services', a 'Location:' dropdown set to 'Research Park', a 'Type:' dropdown set to 'Compact', and a 'Usage:' dropdown set to 'Any Type'. The 'Occupants:' dropdown is open, showing options: 'Any Type', 'Compact', 'Electric', 'Midsize Hybrid', 'Minivan - 7 Pass', 'Large SUV - 8 Pass', '15 Passenger Van', 'Cargo Van (Small)', '1/4 Ton Ext Cab Pckp', 'Wheelchair Van', and 'SEDAN'. There are 'Cancel' and 'Submit' buttons at the bottom right of the filter panel. Annotations with blue arrows point to the 'Change Vehicle' link, the vehicle list, and the filter panel.

Vehicle Information		Confirmation #:	
Vehicle:	263VBQ	Confirmation #:	100017
Vehicle ID (VIN):	4T1F11AK3PU771371	Driver's Name:	Steve Minter <small>sminter@agilefi</small> change
License Number:	TEMP	Department:	Academic Core Curriculum
Description:	2023 WHITE TOYO CAMRY	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>
		Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid

Reservation Information		Reservation Status:	
Reservation Status:	Approved	Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date:	07/03/2023@5:00PM

Change Vehicle

332515 (2015 Silver Ford Focus)
320517 (2017 White Ford Focus)
333217 (2017 White Ford Focus)
331919 (2019 Grey Chevy Bolt EV)
1052617 (2017 White Ford Focus)
333117 (2017 White Ford Focus)
333417 (2017 White Ford Focus)
332017 (2017 White Ford Focus)
1059617 (2017 White Ford Focus)
1058717 (2017 White Ford Focus)
333045 (2015 Silver Ford Focus)

Vehicle Sort Order:

Site:

Location:

Type:

Usage:

Occupants:
- Any Type -
Compact
Electric
Midsize Hybrid
Minivan - 7 Pass
Large SUV - 8 Pass
15 Passenger Van
Cargo Van (Small)
1/4 Ton Ext Cab Pckp
Wheelchair Van
SEDAN

Send confirmation e-mails? ☐

Manage Reservation – Dispatch Out - Changes

Change a DRIVER
within Dispatch:

Click “Change” next to
Driver’s Name

User pop-up
window appears

Reservation Inspection Prep Billing

Vehicle Information (change vehicle)

Vehicle: 263VBQ Confirmation #: 100017

Vehicle ID (VIN): 4T1F11AK3PU771371 Driver's Name: Steve Minter sminter@agilefi change

License Number: TEMP

Description: WHITE TOYOTA

Displaying Users(s) 1 - 15 of 6555 Previous Page | Next Page

Search

Last Name: Go

User Name	Name
[VIEW] [SELECT] ooabalu	.Aagaraad, Dwayne
[VIEW] [SELECT] acarr	.Aaron, Joey
[VIEW] [SELECT] saylorab	
[VIEW] [SELECT] lesleaca	
[VIEW] [SELECT] jabasca	
[VIEW] [SELECT] aabdalka	
[VIEW] [SELECT] tjakers	
[VIEW] [SELECT] kalbersss	.Albers, Kate
[VIEW] [SELECT] roaaa1	.Alexander, Hank
[VIEW] [SELECT] abdeltam	.Allen, Allison
[VIEW] [SELECT] abdualla	.Anderson, Jessie
[VIEW] [SELECT] abedi22	.Andrews, Vern
[VIEW] [SELECT] labend	.Armstrong, Crystal
[VIEW] [SELECT] maabeyta	.Arnold, Gayle
[VIEW] [SELECT] mabongwa	.Atkinson, Johnny

Site: Waco

Start Date: 07/03/2023@10:00AM

Vehicle Activity

Dispatch Action: Dispatch/Return

Date Out: 07/03/2023@10:00AM

Odom Start: 78156

Fuel Start:

Parking Space Start:

Comments: Please make s vehicle for n

Vehicle Condition: Vehicle has k

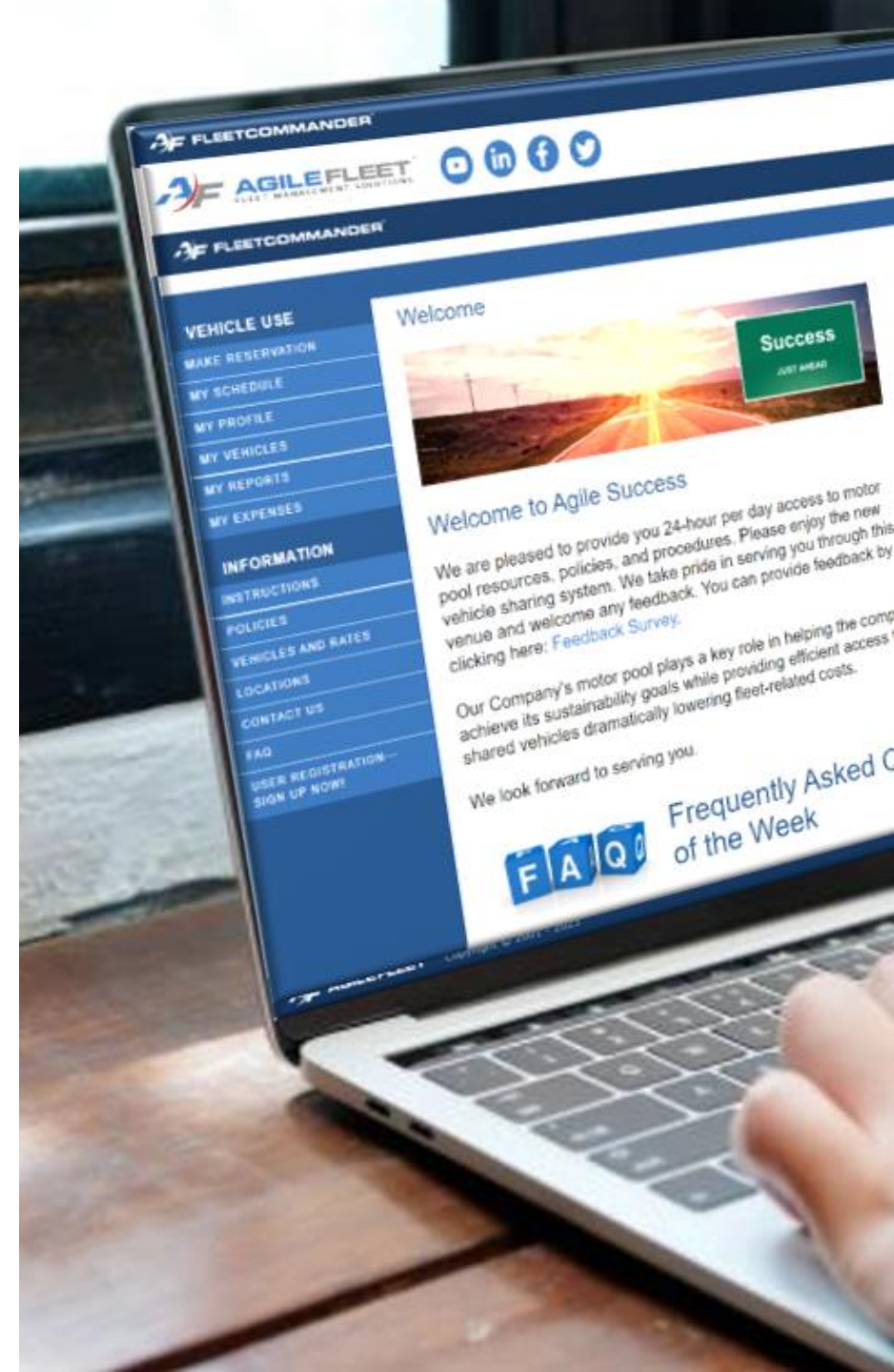
Set Changes Submit

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



Manage Reservation – Dispatch Out

Two Dispatch Options

Current
Date and
Time

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter		<small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/>		<input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/>		<input checked="" type="checkbox"/> Valid
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		<input type="text"/>		<input type="button" value="F"/> <input type="button" value="R"/>		Date In: <input type="text"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="F"/> <input type="button" value="R"/>	
Odom Start:		<input type="text"/>		Odom End: <input type="text"/>		Total:	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

COMMAND 24



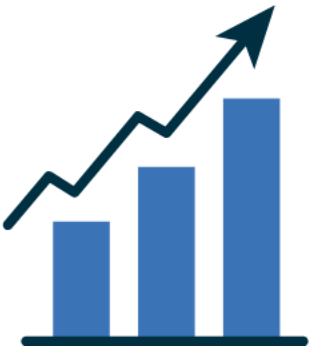
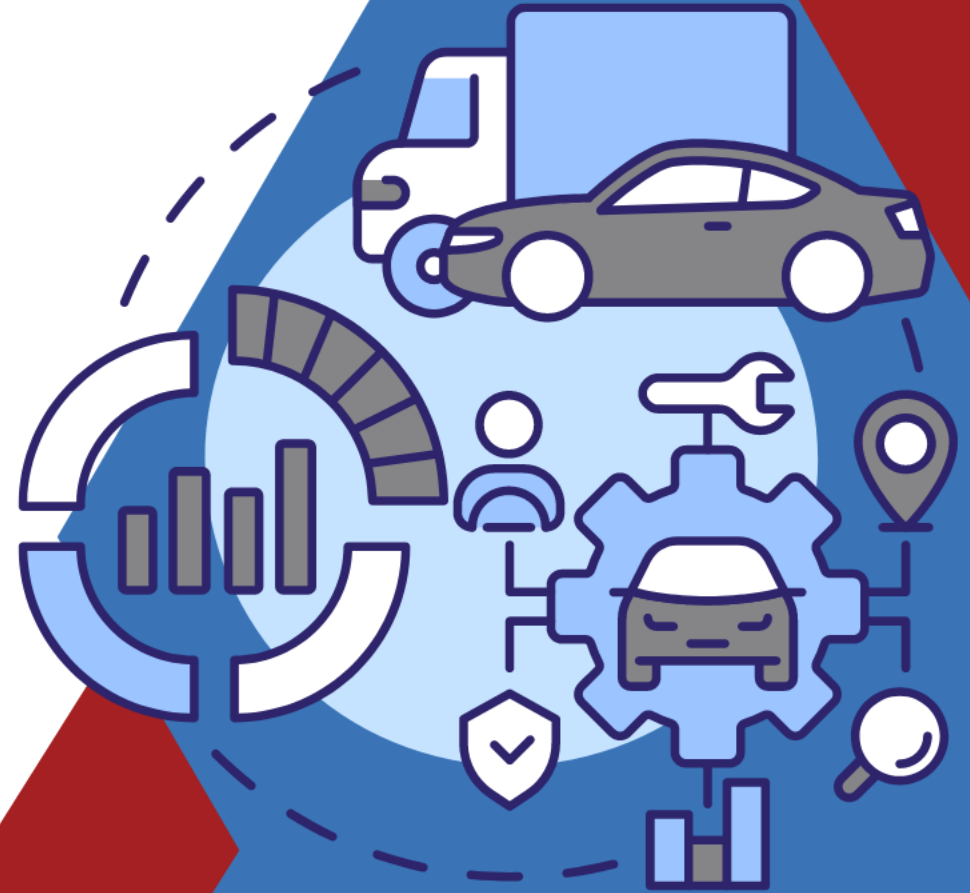
Manage Reservation – Dispatch Out

Two Dispatch Options

Original
Reservation
Date and Time

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter		<small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/>		▼
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/>		<input checked="" type="checkbox"/> Valid
Reservation Information				Reservation Status:		Approved	
Site:	Waco			Destination:	Dallas		
Start Date:	07/03/2023@10:00AM			Usage Type:	Daily Rental		
				End Date:	07/03/2023@5:00PM		
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:	07/03/2023@10:00AM			Date In:		<input type="text"/>	
Odom Start:	<input type="text"/>			Odom End:	<input type="text"/>		Total:
Fuel Start:	E 0 - 0 - 0 - 0 - 0 F			Fuel End:	E 0 - 0 - 0 - 0 - 0 F		
Parking Space Start:	<input type="text"/>			Parking Space End:	<input type="text"/>		
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.						
Vehicle Condition:	Vehicle has known dent in right-rear fender						
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

Additional Dispatch Window Items



Manage Reservation – Dispatch Out

Odometer Fields

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

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:		<input type="text"/> <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	
Odom Start:		78156		Odom End:		<input type="text"/> Total:	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

COMMAND 24



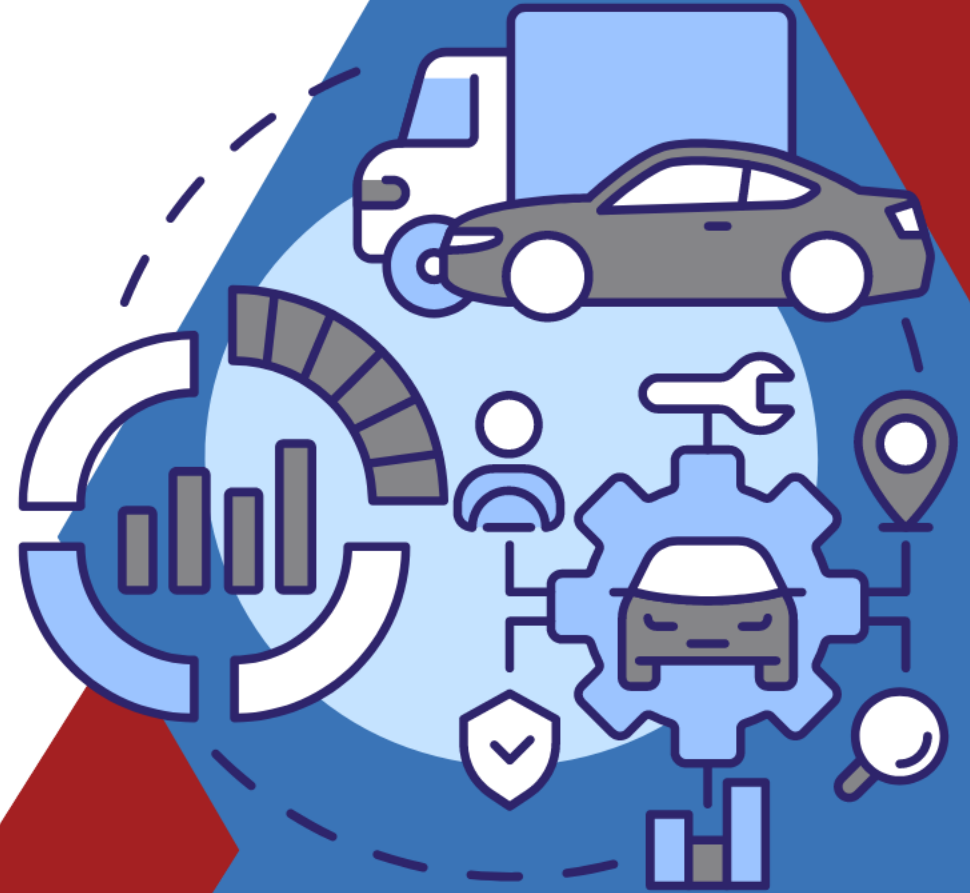
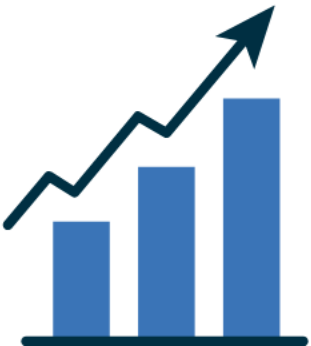
DISPATCH HINTS:

**Watch out for
information or
instructions in
COMMENTS before
submitting**

**Communicate to driver
any previous damage
noted in
VEHICLE CONDITION**

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:		263VBQ		Driver's Name:		Steve Minter sminter@agilefi change	
Vehicle ID (VIN):		4T1F11AK3PU771371		Department:		Academic Core Curriculum	
License Number:		TEMP		Driver's License Number:			
Description:		2023 WHITE TOYO CAMRY		Expiration Date:			
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:		Waco		Usage Type:			
Start Date:		07/03/2023@10:00AM		End Date:			
Vehicle Activity							
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel					
Date Out:		07/03/2023@10:00AM		Date In:			
Odom Start:		78156		Odom End:			
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Starts:				Parking Space Ends:			
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 Charges Submit	

Return Vehicle/ Dispatch-In



Manage Reservation – Dispatch In

Choose from the same options to CHECK a vehicle BACK IN

Current Date and Time

Original Reservation Date and Time

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
Site:	Umar			Destination:	Dallas		
Start Date:	07/03/2023@10:00AM			Usage Type:	Daily Rental		
				End Date:	07/03/2023@5:00PM		
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>		Date In:		07/03/2023@5:00PM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>	
Odom Start:		78156		Odom End:		<input type="text"/> Total:	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

Manage Reservation – Dispatch In

Odometer Fields

End Mileage **MUST**
be typed in

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Act:				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM		Date In:		07/03/2023@5:00PM	
Odom Start:		78156		Odom End:		78193	
				Total:		37	
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F			Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		
Parking Space Start:	<input type="text"/>			Parking Space End:	<input type="text"/>		
Comments:	Please make sure GPS and EZ Pass is placed in						
Vehicle:	t in right-rear fender						
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Total mileage
self-calculates based
on Odom End

COMMAND 24



Manage Reservation – Dispatch In

DISPATCH HINTS:

Type any NEW DAMAGE
on the vehicle in
VEHICLE CONDITION.

Details will appear here
again with next
reservation

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:		07/03/2023@5:00PM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	
Odom Start:		78156		Odom End:		78193 Total: 37	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender Windshield cracked by rock. Need repair NOW!			
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Manage Reservation – Dispatch In

DISPATCH HINTS:

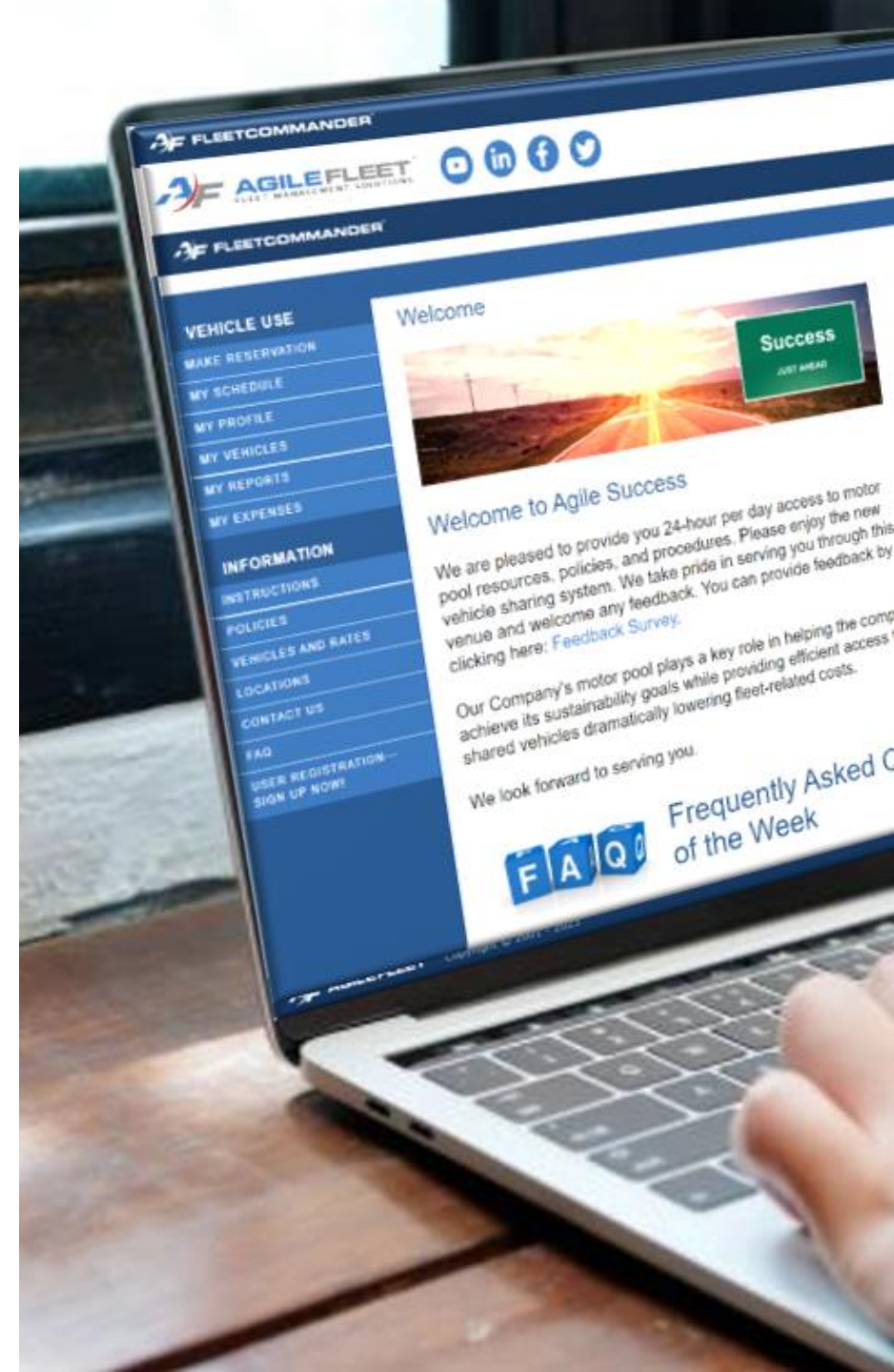
Send email to
ADMIN STAFF if you need
to relay any information
to them regarding this
reservation/vehicle
(example: damages)

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:			
Start Date:	07/03/2023@10:00AM			End Date:			
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:		07/03/2023@10:00AM	
Odom Start:		78156		Odom End:			
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F			Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender Windshield cracked by rock. Need repair NOW!			
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

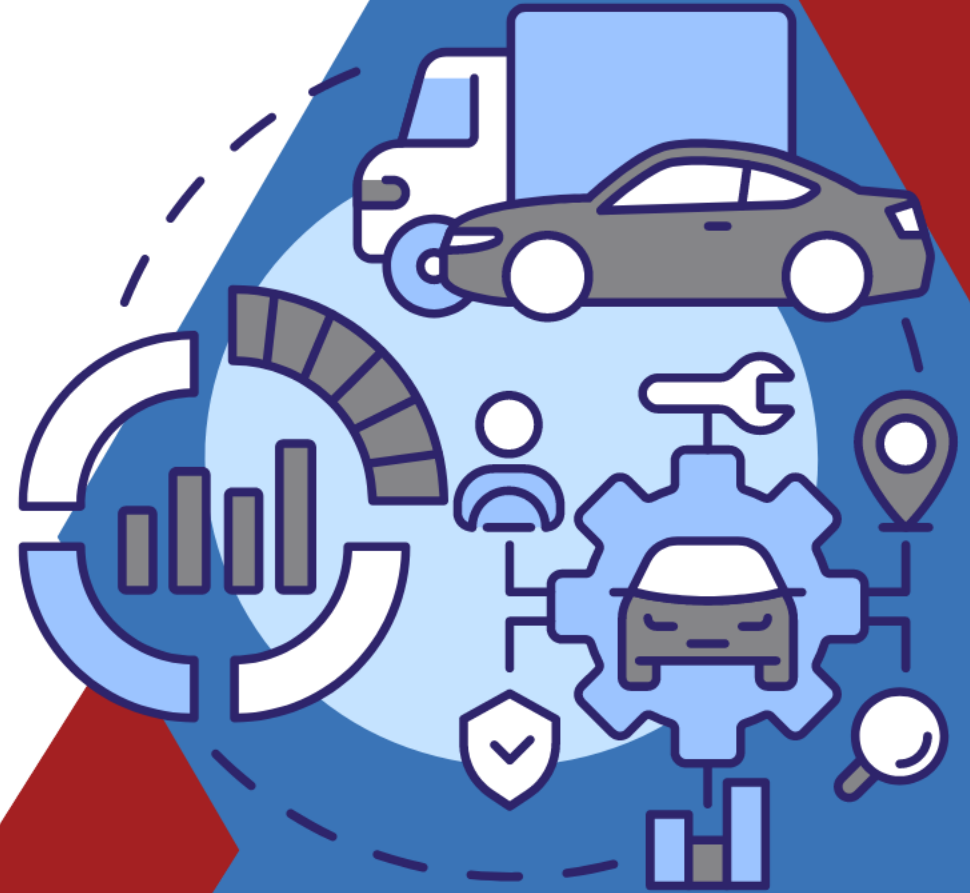
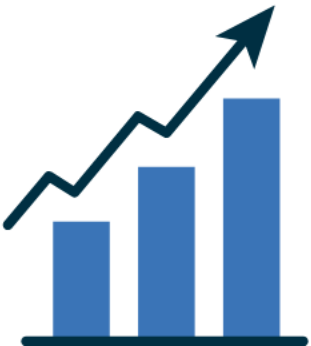
Click Submit to
finalize Dispatch In

Other places vehicles can be dispatched include:

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



Manage>Fleet



Manage Fleet

Use the filters to narrow your view

Vehicle Optimization Chart Criteria

*Site: Waco

*Location: Waco: Airport
Waco: Diesel
Waco: Facilities Planning
Waco: Fleet

*Type: - Any Type -

*Usage: All Usage Types
Daily Rental
Maintenance

Chart Start Date: 07/03/2023

*Vehicle sort order: Alphabetical

*Occupants: 1

☒ *Day View ☐ *Hour View

☐ *Show Overlap Reservations

*Owner User: All Users

*Responsible User: All Users

*Access Groups: (No Access Groups)
Standard
Police
Recruiter

Asset name: All Assets

Make:

Model:

License #:

VIN #:

*Year: All Years
2023
2022
2021

*Options: All Options

Displaying 1 - 15 of 16 vehicles
Vehicles displayed per page: 15

Legend Refresh Chart Clear Defaults Save Defaults

	Week 7/3 - 7/9							Week 7/10 - 7/16						
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
22NKSX														
2433JQ														
25JRMS														
25NKVW														
25NPDW														
25NPFD														
25NPFT														
25NPFV														
25NPFY														
263VBQ	LP													
263VBZ	LP													
264G4C														
264G4D														
264G4J														
264G4L														

Search by Site

COMMAND 24

Search by Vehicle Type

COMMAND 24

Manage Fleet

Search by specific vehicle information

Vehicle Optimization Chart Criteria

*Site:

*Location:
Waco: Diesel
Waco: Facilities Planning
Waco: Fleet

*Type:

*Usage:
Daily Rental
Maintenance

Chart Start Date:

*Vehicle sort order:

*Occupants:

*Owner User:

*Access Groups:
Standard
Police
Recruiter

Asset name:

Make:

Model:

License #:

VIN #:

*Year:
2023
2022
2021

*Options:

Displaying 1 - 15 of 16 vehicles

Vehicles displayed per page:

Legend Refresh Chart Clear Defaults Save Defaults

First | Previous | Next | Last
Page 1 of 2

Vehicle	Week 7/3 - 7/9							Week 7/10 - 7/16						
	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
22NKSX														
2433JQ														
25JRMS														
25NKVW														
25NPDW														
25NPFD														
25NPFT														
25NPFV														
25NPFY														
263VBQ	LP													
263VBZ	LP													
264G4C														
264G4D														
264G4J														
264G4L														

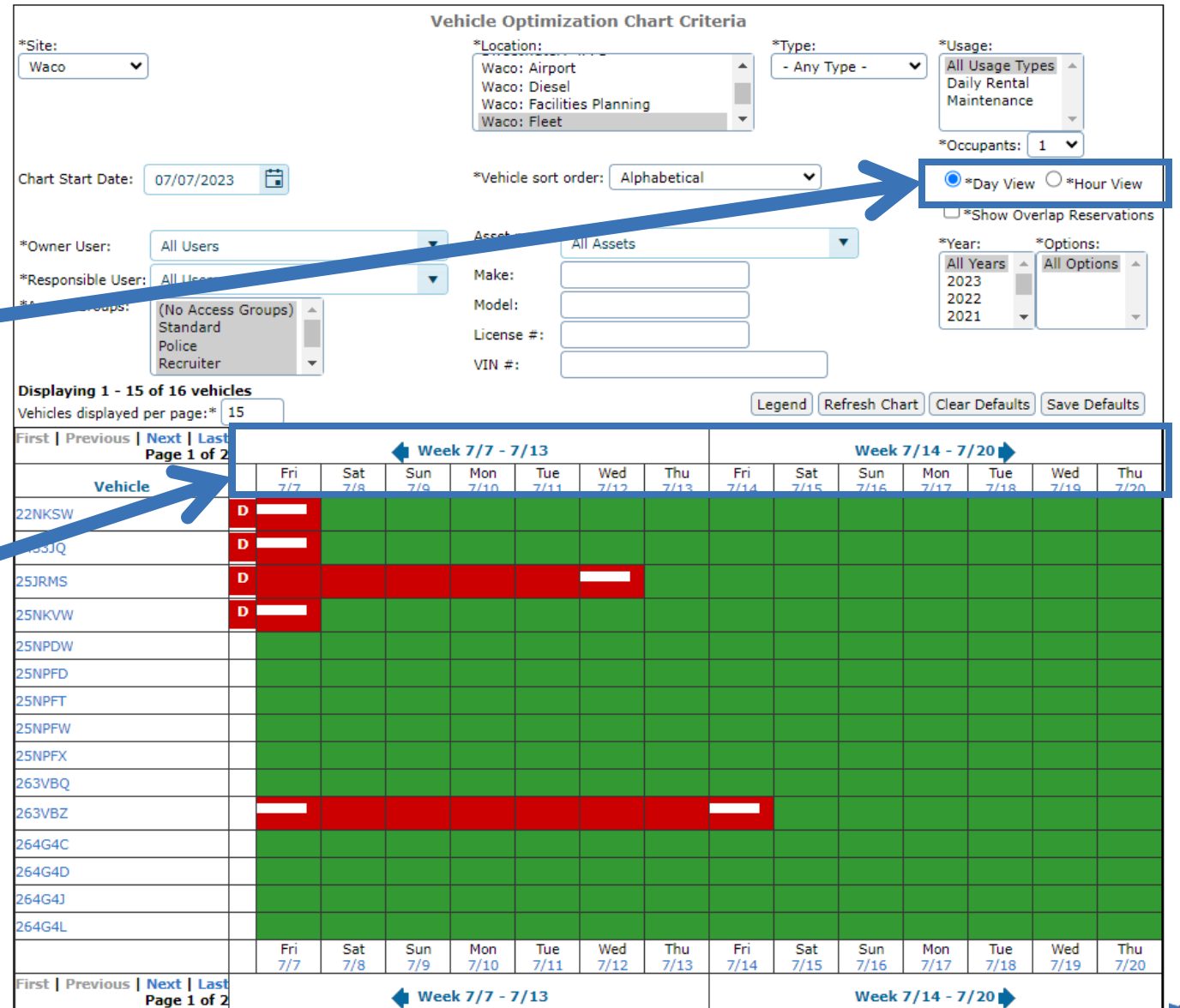
First | Previous | Next | Last
Page 1 of 2

Week 7/3 - 7/9 Week 7/10 - 7/16

Manage Fleet

You can change your chart view from Day View to Hour View

Notice the view on the chart is a two-week period



COMMAND 24

Notice the view on the chart is a two-day period

Manage Fleet

Use the legend to understand the status of vehicles

The status of vehicles will appear in the first column

Vehicle Optimization Chart Criteria

*Site: Waco

Chart Start Date: 07/03/2023

*Owner User: All Users

*Responsible User: All Users

*Access Groups: (No Access Groups), Standard, Police, Recruiter

*Location: Waco: Airport, Waco: Diesel, Waco: Facilities Planning, Waco: Fleet

*Type: - Any Type -

*Usage: All Usage Types, Daily Rental, Maintenance

*Occupants: 1

*Vehicle sort order: Alphabetical

Asset name: All Assets

Make:

Model:

License #:

VIN #:

*Day View ☒ *Hour View ☐

☐ Show Overlap Reservations

*Year: All Years, 2023, 2022, 2021

*Options: All Options

Displaying 1 - 15 of 16 vehicles

Vehicles displayed per page: 15

First | Previous | Next | Last

Page 1 of 2

Monday July 3

Tuesday July 4

Vehicle

22NKSX

2433JQ

25JRMS

25NKVW

25NPDW

25NPFD

25NPFT

25NPFV

25NPFV

263VBQ

263VBZ

264G4D

264G4J

264G4L

First | Previous | Next | Last

Page 1 of 2

Legend

Refresh Chart

Clear Defaults

Save Defaults

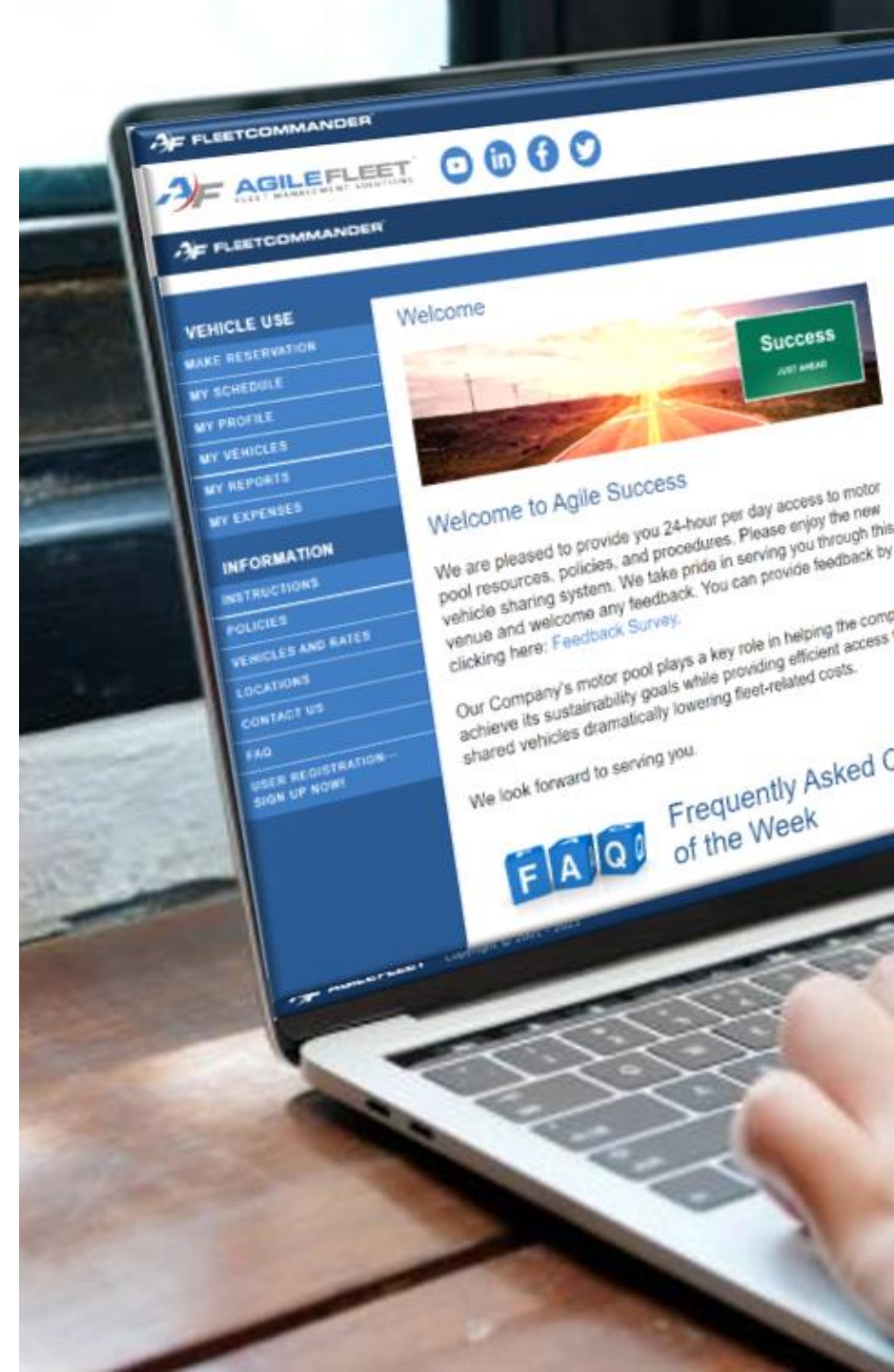
Legend - Google Chrome

tstc.agilefleet.com/fleetcommander/Legend_OptimizeChart.asp

- D Dispatched** Vehicle has been dispatched "out" but has not yet been dispatched back "in". Also, the vehicle is not yet late.
- LP Late Pickup** Vehicle has not been picked up yet and the current time is beyond the scheduled start time plus the "grace period".
- LR Late Return** Vehicle has been dispatched "out" but has not yet been dispatched back "in". The vehicle is late. It is beyond the scheduled end-time of the reservation plus the "grace period".
- C Completed** Vehicle has been dispatched "out" and dispatched back "in".
- M Maintenance** The vehicle has been scheduled for maintenance.
- Reserved** A reservation is pending for the future. It is neither late nor has it been dispatched "out" yet.
- No Reservation** The vehicle is not currently scheduled.
- Not approved** The reservation is not yet approved.
- Not available** The vehicle is not available for use.
- P Preparation** The vehicle is in preparation.
- I Inspection** The vehicle is in inspection.

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

COMMAND 24



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

[illegible]

Manage Fleet

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:	<input checked="" type="radio"/> Daily Rental <input type="radio"/> Maintenance
Next (Continue Request)	

Manage Fleet

Modifying a request

Select the reservation that you would like to modify the request

Vehicle Optimization Chart Criteria

*Site:

*Location:

*Type:

*Usage:

Chart Start Date:

*Vehicle sort order:

*Occupants:

*Owner User:

*Responsible User:

*Access Groups:

Asset name:

Make:

Model:

License #:

VIN #:

*Day View ☒ *Hour View ☐

☐ *Show Overlap Reservations

*Year:

*Options:

Displaying 1 - 15 of 16 vehicles

Vehicles displayed per page:

Legend Refresh Chart Clear Defaults Save Defaults

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
22NKSX	D													
2433JQ	D													
25JRMS	D													
25NKNV	D													
25NPDW														
25NPFJ														
25NPFK														
25NPFV														
25NPFY														
263VBQ														
263VBZ														
264G4C														
264G4D														
264G4J														
264G4L														

COMMAND 24



Manage Fleet

Select Modify Request and follow the steps for modifying a reservation.

Reservation

Files (0)

Request date/time: 07/06/2023 09:32 AM

✔ Request was approved

Request ID: R000035

Confirmation number: 100023

Back to Manage Reservations

Add Alert

Add Notes

More Information

Modify Request

Dispatch

Remove Vehicle

Change Vehicle

Cancel Reservation

Requestor Information

User ID / name: rihernandez14204 / Hernandez Regina

E-mail address: rihernandez14204@tstc.edu

Driver Information

(requestor is driver)

Schedule Information

Pick-up date / time: 07/07/2023 01:00 PM

Return date / time: 07/14/2023 05:00 PM

Duration: 7 days 4 hours

Actual Information

Actual Pick-up date / time:

Actual Return date / time:

Actual Location:

Mileage Out:

Mileage In:

Selection Information

Site: Waco

Location: Fleet

Type: SEDAN

Options: (any options)

Number of occupants: 2 (driver and passengers)

Additional Information

Department: Physical Plant Admin

Destination: North Texas

Purpose of Trip: TEST4

Comments:

Vehicle Information

Vehicle: 263VBZ (2023 WHITE TOYO CAMRY)

Tag #: TEMP

Location: Fleet

Type: SEDAN

Reservation Information

Audit log entries (all reservation actions):

Date/Time	Logged By	Entry Type	Information
07/06/2023 09:32 AM	rihernandez14204	New request	(blank)
07/06/2023 09:32 AM	rihernandez14204	Assigned Vehicle	263VBZ 263VBZ
07/06/2023 09:32 AM	rihernandez14204	New request approved	263VBZ

Back to Manage Reservations

Add Alert

Add Notes

More Information

Modify Request

Dispatch

Remove Vehicle

Change Vehicle

Cancel Reservation

Last modified: 07/06/2023 09:32 AM

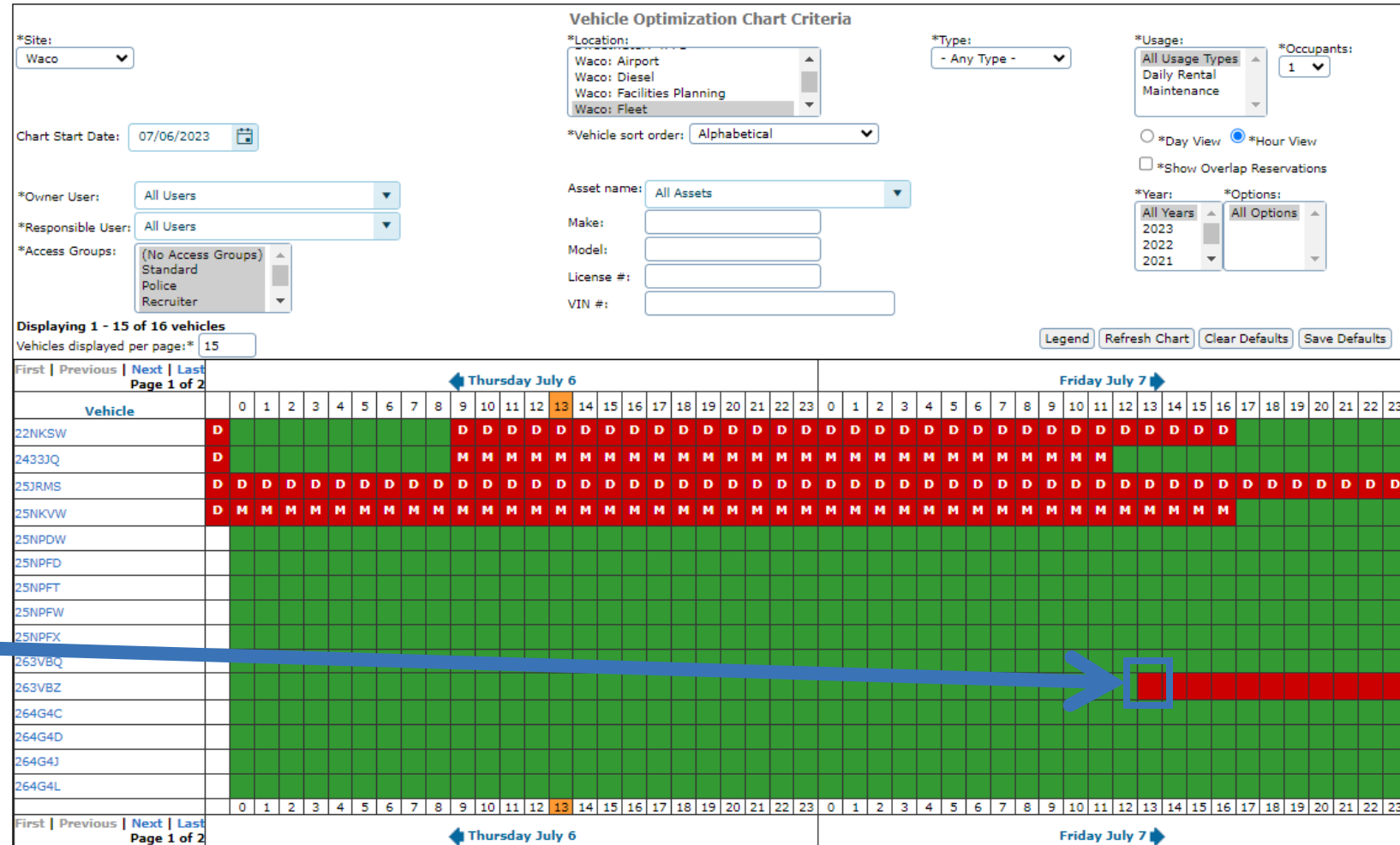
Manage Fleet

Changing the vehicle assigned to a reservation

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

[illegible]

Manage Fleet



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

Manage Fleet

Administration - Manage Fleet

Select the radio button beside
Change Vehicle the select Submit

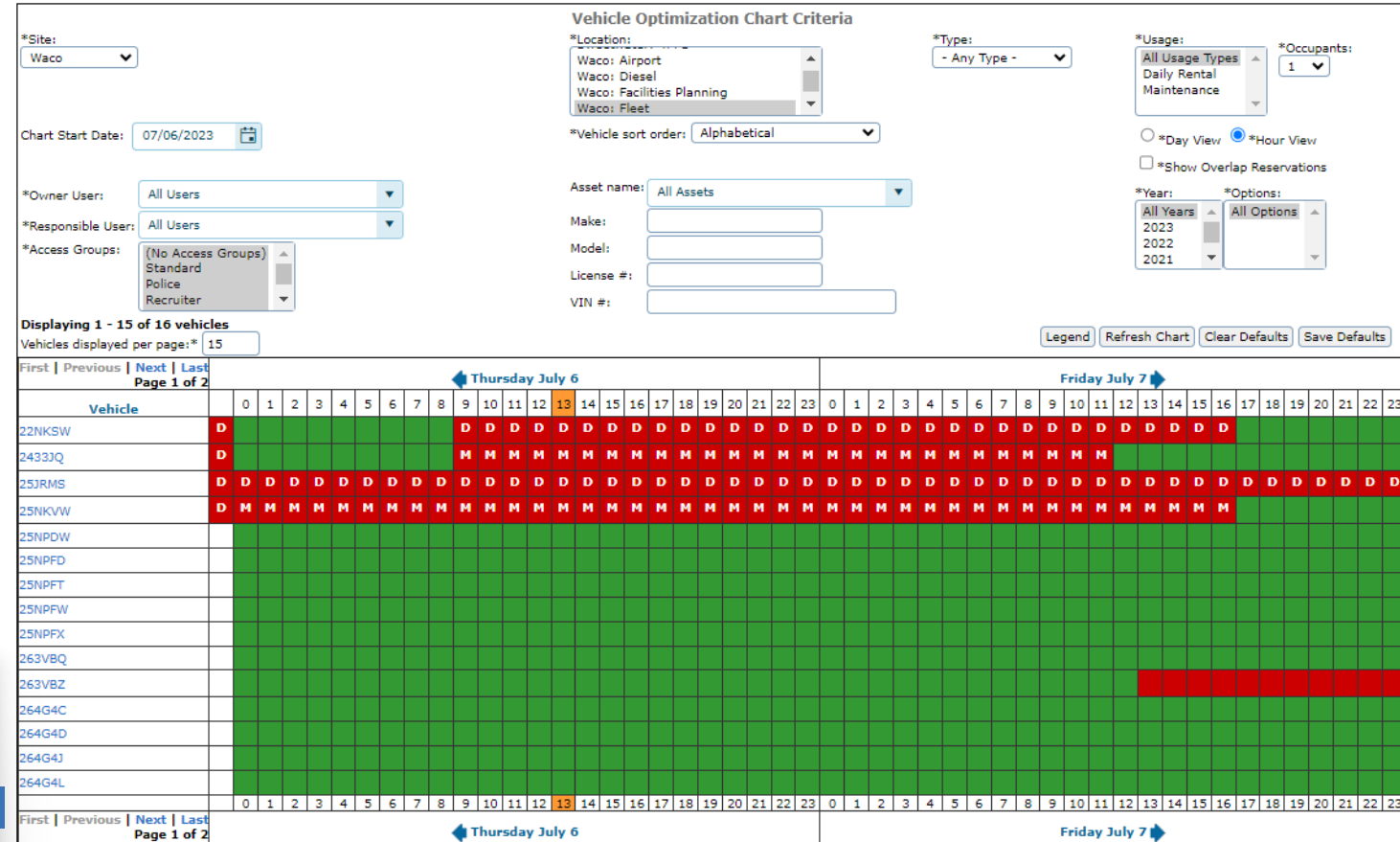
Change Vehicle - Google Chrome

tstc.agilefleet.com/fleetcommander/Change

☒ Change Vehicle

☐ View reservation

Cancel Submit

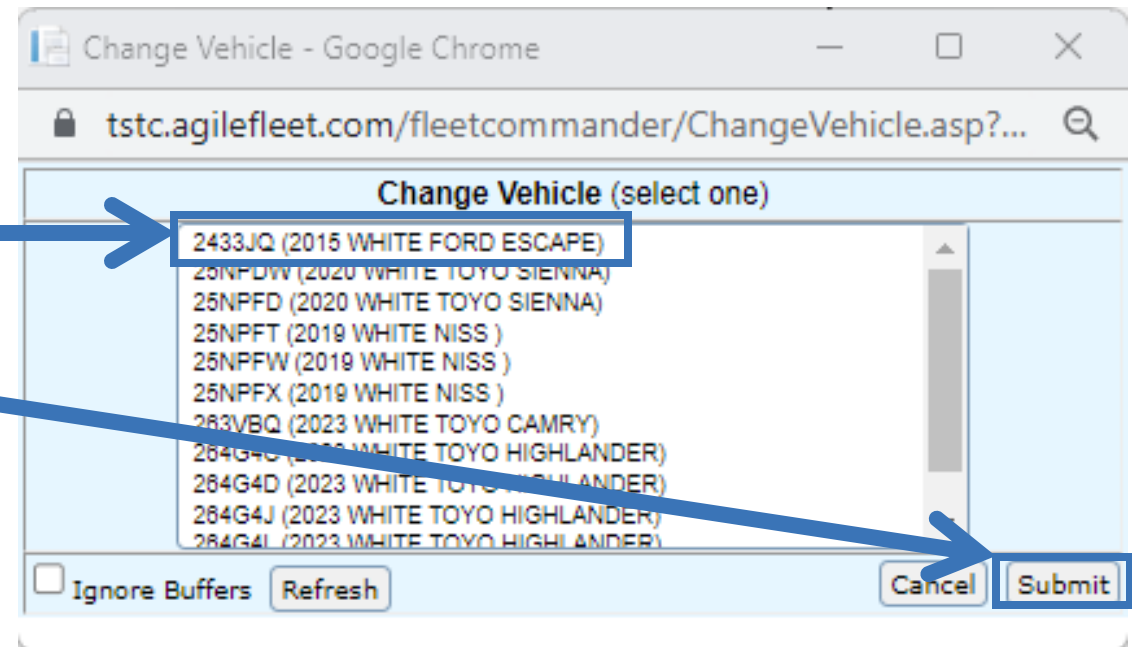


COMMAND 24



Manage Fleet

Select the vehicle to move the reservation to then select "Submit"

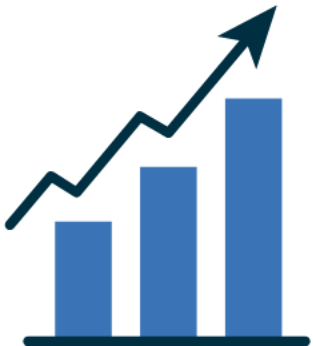
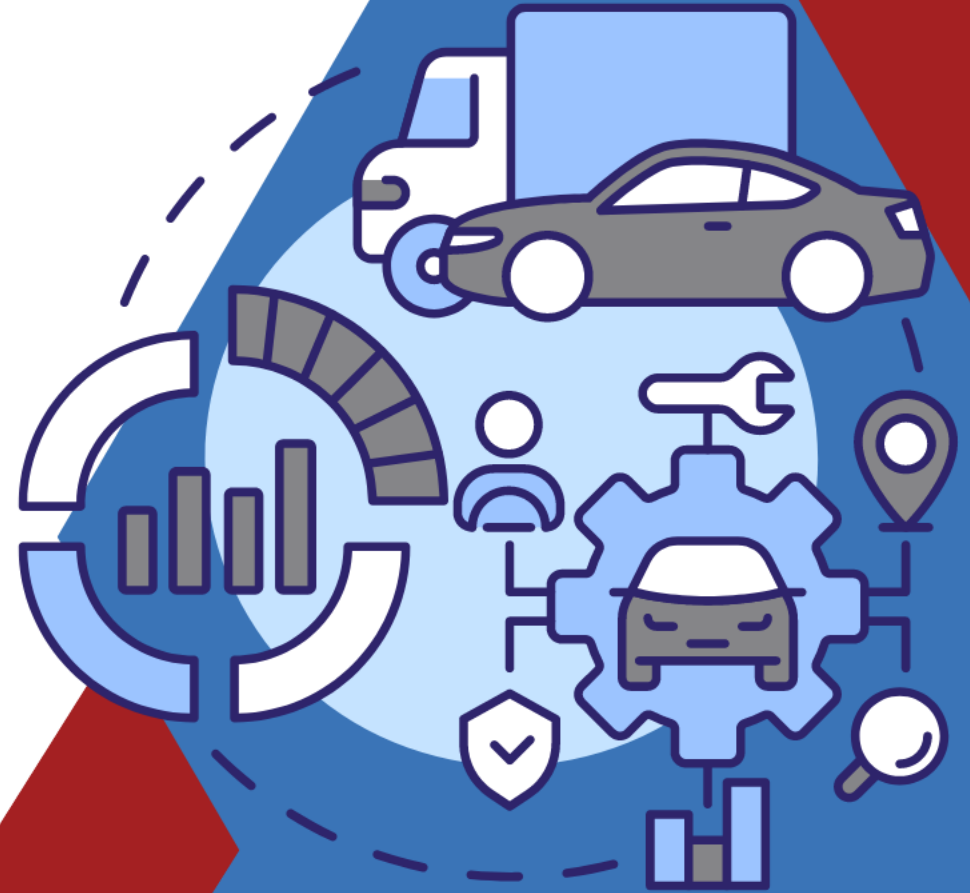


The screenshot shows a web browser window titled "Change Vehicle - Google Chrome" with the URL `tstc.agilefleet.com/fleetcommander/ChangeVehicle.asp?...`. The form is titled "Change Vehicle (select one)". It contains a list of vehicles with their VINs and descriptions. The first vehicle, "2433JQ (2015 WHITE FORD ESCAPE)", is highlighted with a blue box. A blue arrow points from the instruction box to this selection. Another blue arrow points from the instruction box to the "Submit" button at the bottom right of the form. Below the vehicle list, there is a checkbox labeled "Ignore Buffers", a "Refresh" button, and "Cancel" and "Submit" buttons.

Vehicle Selection
2433JQ (2015 WHITE FORD ESCAPE)
25NPDW (2020 WHITE TOYO SIENNA)
25NPF0 (2020 WHITE TOYO SIENNA)
25NPFT (2019 WHITE NISS)
25NPFW (2019 WHITE NISS)
25NPFX (2019 WHITE NISS)
263VBQ (2023 WHITE TOYO CAMRY)
264G4C (2023 WHITE TOYO HIGHLANDER)
264G4D (2023 WHITE TOYO HIGHLANDER)
264G4J (2023 WHITE TOYO HIGHLANDER)
264G4L (2023 WHITE TOYO HIGHLANDER)

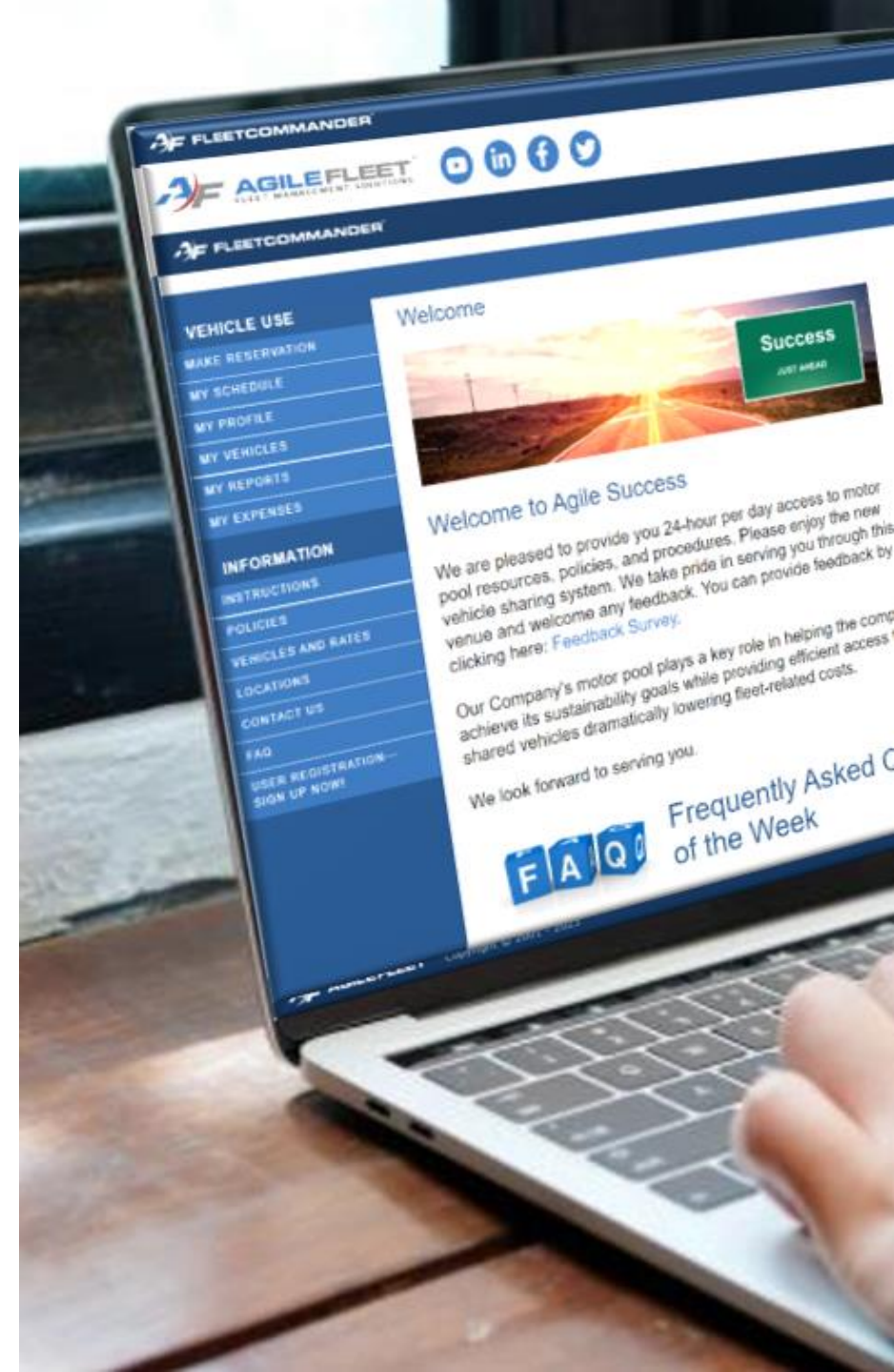
☐ Ignore Buffers Refresh Cancel Submit

FleetCommander Dashboard (continued)



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

COMMAND 24



Dashboard – Vehicle Use Tab

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.

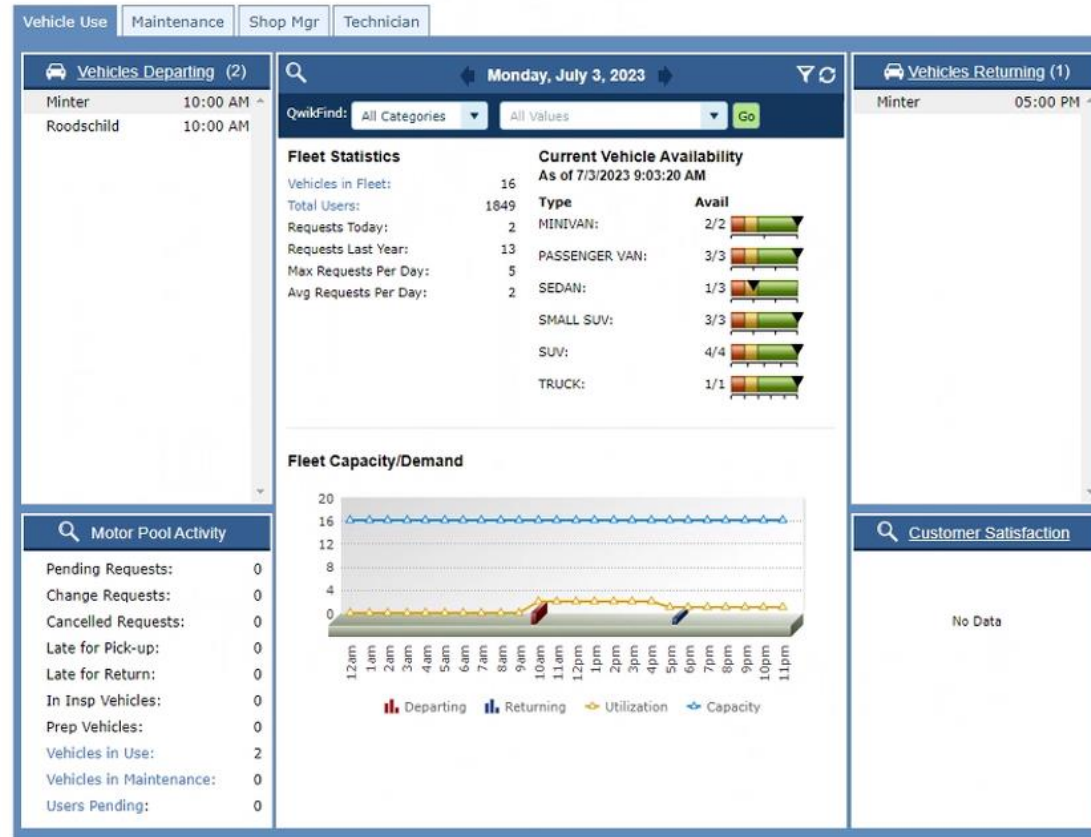
FLEETCOMMANDER



MANAGE **REPORTS** **TOOLS** **CONFIGURE**

Vehicle Use Dashboard

Dashboard helps you
see reservation
schedule for the day



Dashboard default

COMMANDER

Last Refresh: 7/3/2023 9:03:20 AM Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet; Make this my default dashboard

Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER



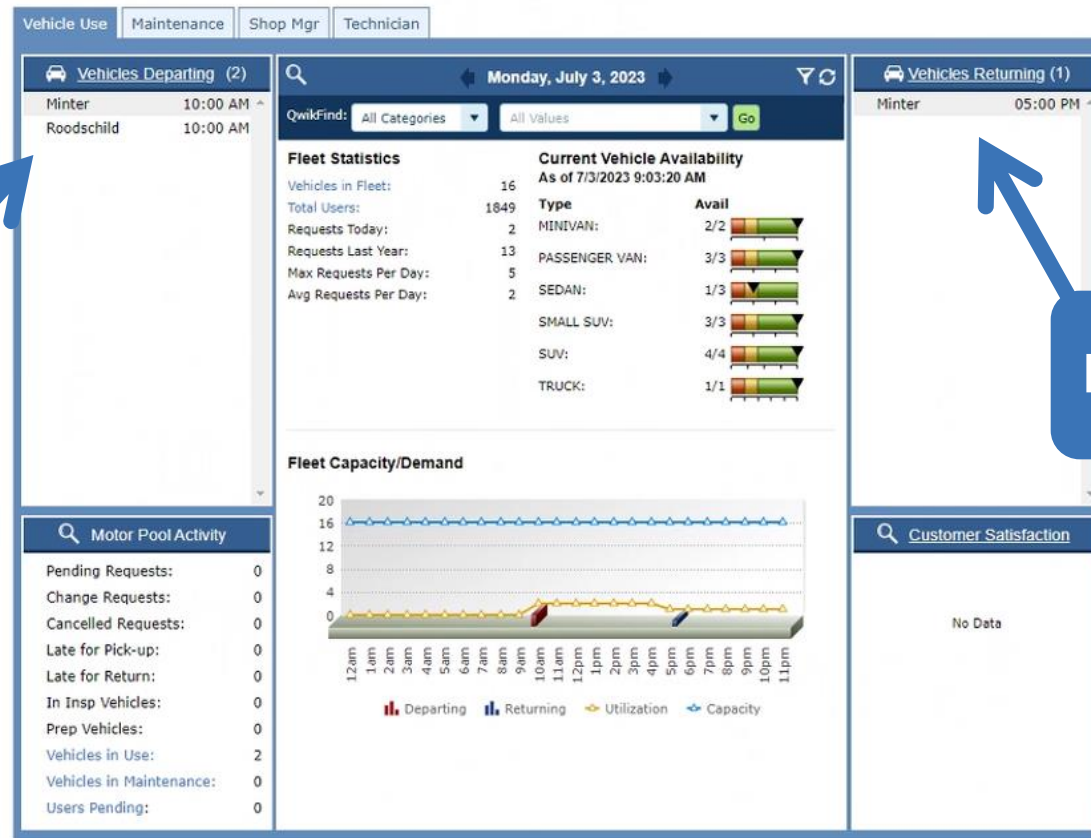
MANAGE REPORTS TOOLS CONFIGURE

Vehicle Use Dashboard

Various sections of the dashboard include:

Departing Reservations

Returning Reservations



COMMAN

Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER



MANAGE

REPORTS

TOOLS

CONFIGURE

Vehicle Use Dashboard

Various sections of the dashboard include:

Mouseover for
RESERVATION
DETAILS

Mouseover line for
RESERVATION
DETAILS



COMMANDER

Last Refresh: 7/3/2023 9:03:20 AM

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

Make this my default dashboard

Dashboard – Vehicle Use Tab

Various sections of the dashboard include:

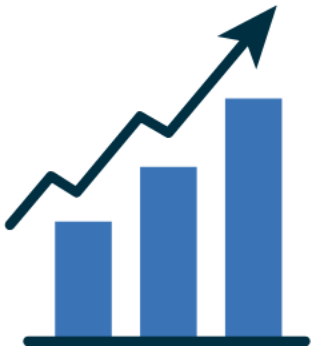
Click hyper-link to access Manage Reservation view of this reservation



Dashboard – Vehicle Use Tab



QwikFind Search



Dashboard – QwikFind



COMMAN

Last Refresh: 7/3/2023 9:03:20 AM

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

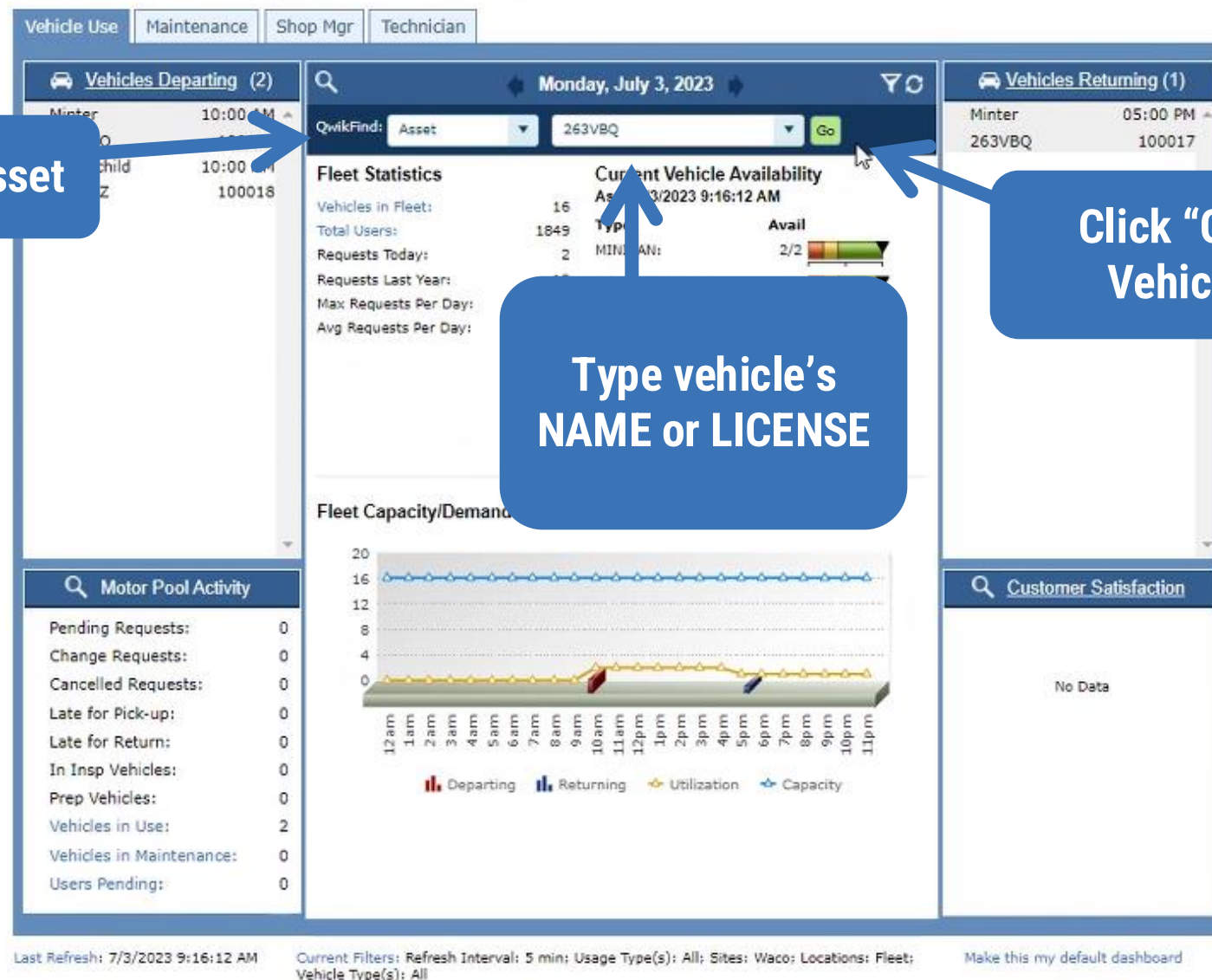
Make this my default dashboard

Dashboard – QwikFind

QwikFind: select “Asset”





Click “Go” to view Vehicle Profile

Type vehicle’s
NAME or LICENSE



Dashboard – QwikFind



FLEETCOMMANDER Steve Minter | [Log Out](#)

AGILEFLEET™ FLEET MANAGEMENT SOLUTIONS    

[MANAGE](#) [REPORTS](#) [TOOLS](#) [CONFIGURE](#) [Home](#) :: [Help](#) :: [About](#)

Asset Lookup

Vehicle: 263VBQ
2023 WHITE TOYO CAMRY

TEMP  (blank) Last Mileage: (blank)  Fuel

Space: (blank), (blank) Owner User/Dept: Responsible User/Dept: Usage Type(s):
Site: Waco Fleet Fleet
Location: Fleet Daily Rental, Maintenance

QwikPik
Dispatch Out (1)
Inspect (0 - Add New)
Update Profile

Dispatch In (1)
Prep (0 - Add New)
Update Vehicle

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QwikFind takes you to
“Asset Lookup”

Dispatch Vehicle
Out on scheduled
reservation

Make a Reservation for
this Vehicle

Dispatch Vehicle
Out on scheduled
reservation

Update Vehicle Mileage

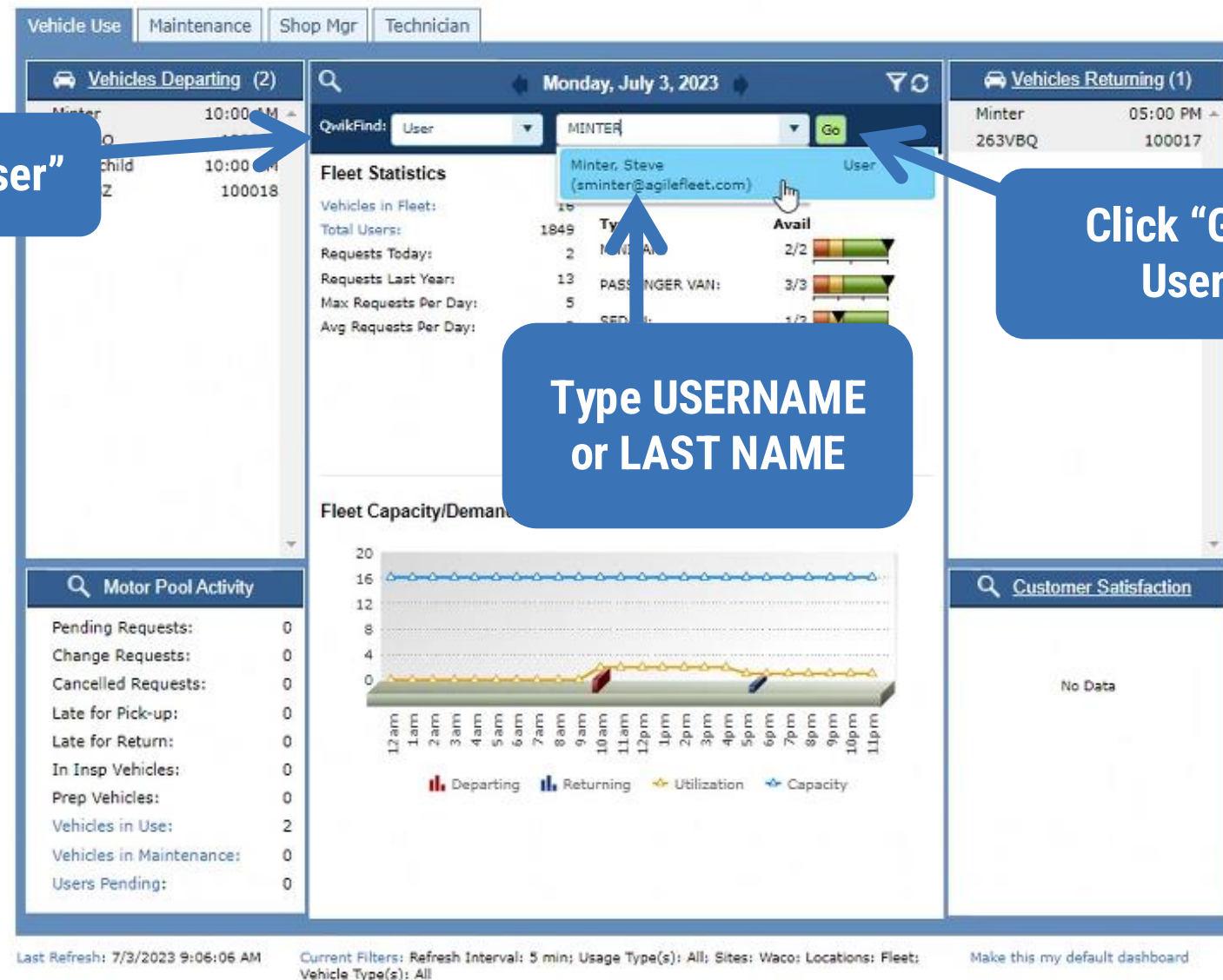
**NOTE: Dispatcher Permission DOES NOT
allow editing a Vehicle Profile
(this link is deactivated)**

Dashboard – QwikFind

QwikFind: select "User"

Click "Go" to view User Profile

Type USERNAME
or LAST NAME



COMMAND 24



Dashboard – QwikFind

The screenshot shows the Agile Fleet QwikFind dashboard. At the top, there's a header with the Agile Fleet logo and navigation links: MANAGE, REPORTS, TOOLS, and CONFIGURE. Below this is a 'User Lookup' section. A blue box with an arrow points to the 'Start a new QwikFind' button. Another blue box points to the 'User Lookup' section, stating 'QwikFind takes you to "User Lookup"'. A third blue box points to the 'Make Reservation' button, stating 'Make a new Reservation'. A fourth blue box points to the 'Go To Profile' button, stating 'NOTE: Dispatcher Permission DOES NOT allow viewing a User Profile (this link is deactivated)'. A fifth blue box points to the 'Dispatch Out' button in the table, stating 'Dispatch a Reservation'.

Start a new QwikFind

QwikFind takes you to "User Lookup"

NOTE: Dispatcher Permission DOES NOT allow viewing a User Profile (this link is deactivated)

Make a new Reservation

Dispatch a Reservation

User Lookup

Username: sminter@agilefleet.com
Name: Steve Minter
Status: Enabled
Employment Status: (none)
E-mail address: sminter@agilefleet.com
Phone: a
Department: n/a
Address:

Refresh Page
Go To Profile
Make Reservation

No Pending Reservations Found

Dispatch Out	Conf#	Start	End	Usage Type	Ass	Name
Dispatch Out	100017	7/3/2023 10:00:00 AM	7/3/2023 5:00:00 PM	Daily Rental	263	Q

No Reservations Found for Dispatching In

AGILEFLEET FLEET MANAGEMENT SOLUTIONS

Steve Minter | Log Out

Home :: Help :: About

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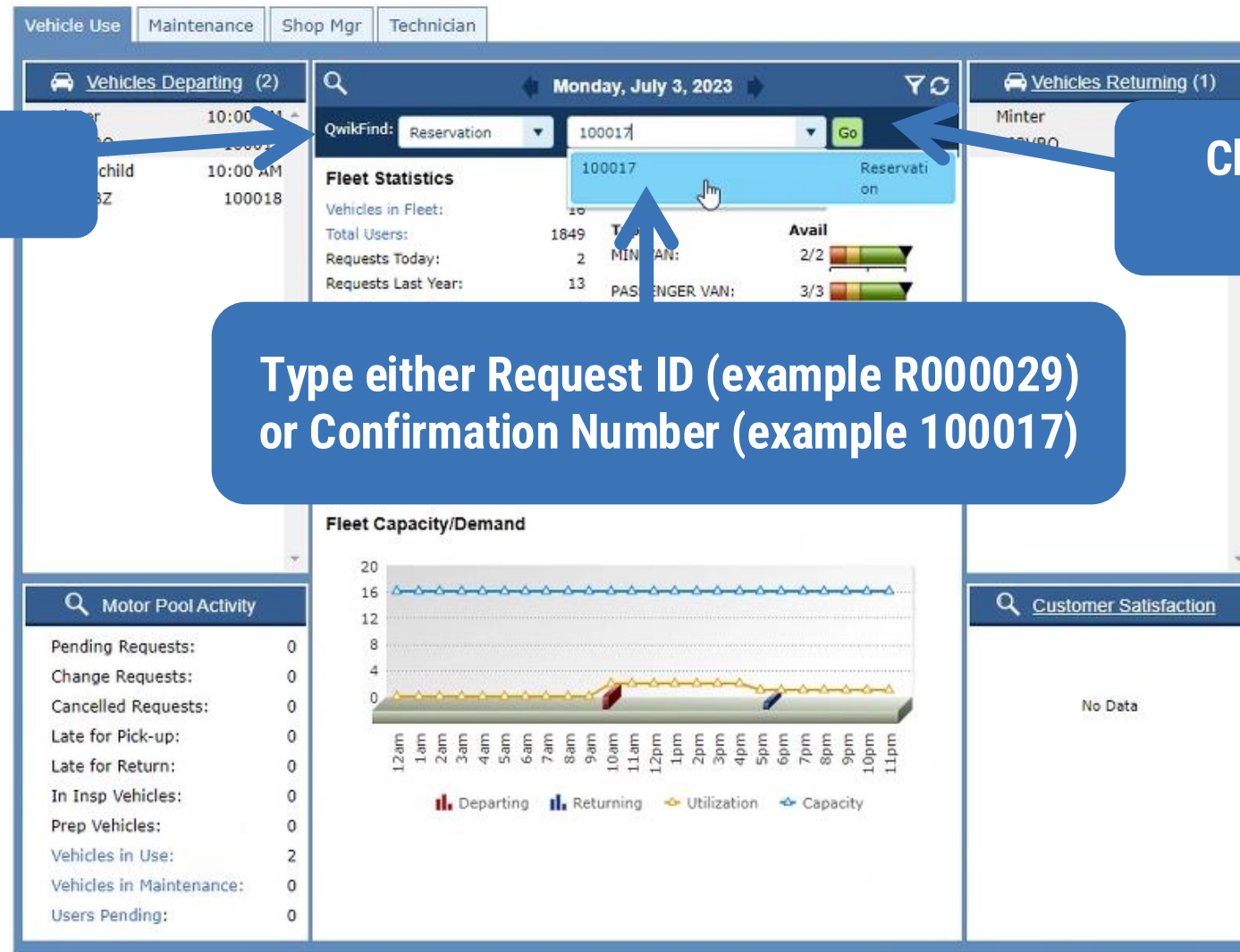
Privacy | Feedback

Dashboard – QwikFind

QwikFind: select
“Reservation”

Click “Go” to view
Reservation

Type either Request ID (example R00029)
or Confirmation Number (example 100017)



COMMAND 24

Last Refresh: 7/3/2023 9:06:06 AM

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

Make this my default dashboard



Dashboard – QwikFind

Manage Reservations: Schedule/View Request

Reservation

Files (0)

Request date/time: 07/03/2023 09:02 AM

✔ Request was approved

Request ID: R000029

Confirmation number: 100017

Back to Manage Reservations

Add Alert

Add Notes

More Information

Modify Request

Dispatch

Remove Vehicle

Change Vehicle

Cancel Reservation

Requestor Information

User ID / name: sminter@agilefleet.com/Minter Steve

E-mail address: sminter@agilefleet.com

Driver Information

(requestor is driver)

Schedule Information

Pick-up date / time: 07/03/2023 10:00 AM

Return date / time: 07/03/2023 05:00 PM

Duration: 7 hours

Actual Information

Actual Pick-up date / time:

Actual Return date / time:

Actual Duration:

Mileage Out:

Mileage In:

Selection Information

Usage Type: Daily Rental

Location: Waco

Fleet: Fleet

Vehicle: SEDAN

Options: (any options)

Number of occupants: 1 (driver and passengers)

Additional Information

Department: Academic Core Curriculum

Destination: Dallas

Purpose of Trip: Conference

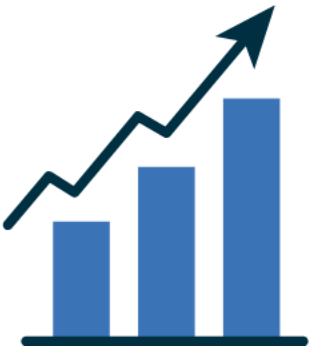
Comments: This is for training

Vehicle Information

Vehicle: 2023 WHITE TOYO CAMRY

QwikFind takes you
to the Reservation's
Schedule/View Request

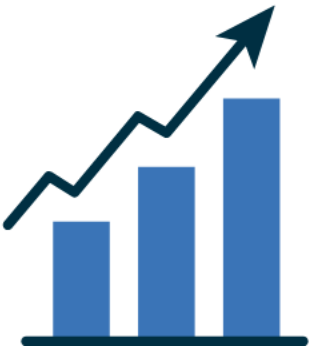
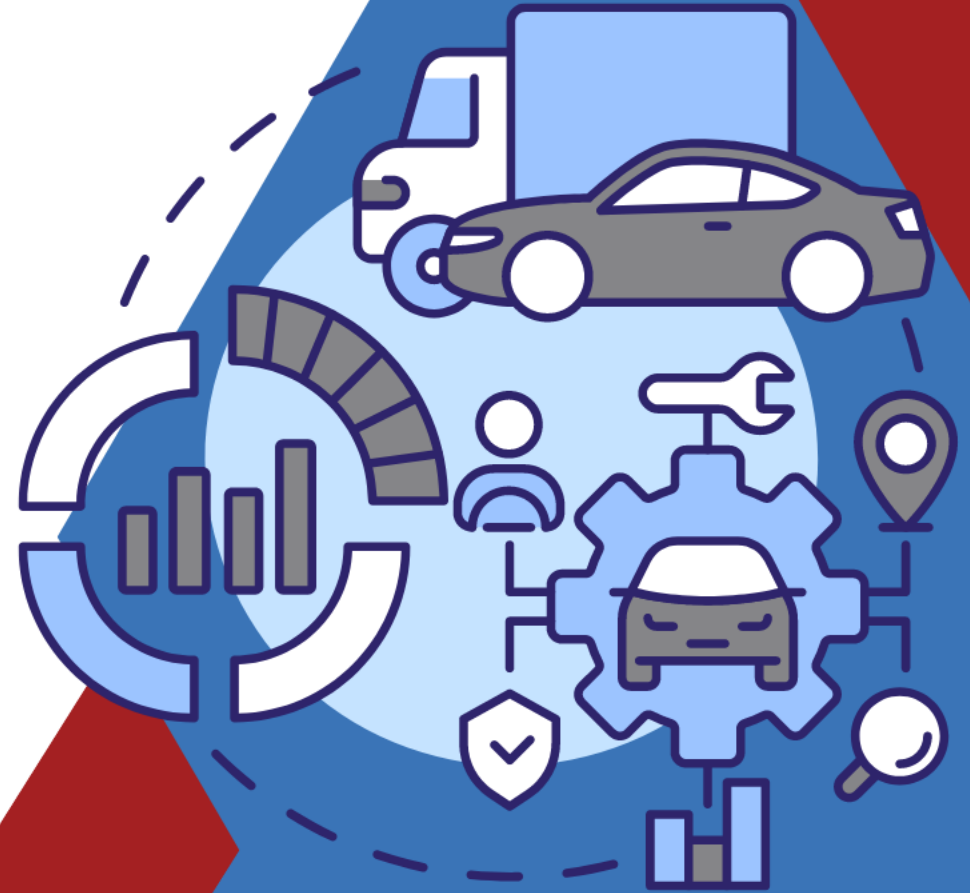
Dashboard Dispatch



COMMAND

Double-click line to Dispatch Out

Dashboard Filter



Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER

Steve Minter | Log Out



MANAGE

REPORTS

TOOLS

CONFIGURE

Home :: Help :: About

Vehicle Use Dashboard

Various sections of the dashboard include:

Dashboard Filter:
refines what and how
items are shown
on the Dashboard

TIP: use Two-line
Display to enhance
your Dashboard view

Vehicle Use | Maintenance | Shop Mgr | Technician

Vehicles Departing (2)

Driver	Time
Minter	10:00 AM
Roodschild	10:00 AM

Monday, July 3, 2023

QwikFind: All Categories All Values Go

Fleet Statistics Current Vehicle Availability

Vehicles Returning (1)

Driver	Time
	05:00 PM

Dashboard Filters

Show for Date: 07/03/2023 Refresh Interval: 5 min

Site(s): Abilene Breckenridge Brownwood Ft Bend

Usage Type: All Usage Types Daily Rental Maintenance

Location(s): All Locations Abilene: 4ABC Abilene: 4ITC Breckenridge: 4BKC Brownwood: 4BWD Ft Bend: Fleet Harlingen: Fleet Madras: Service Support

Vehicle Type: All Vehicle Types CARGO VAN EXEC SUV MINIVAN

Display Options

☒ Two-line Display for Vehicles Departing/Returning

Vehicles Departing: Driver's Last Name Vehicles Returning: Driver's Last Name

☒ View Fleet Capacity Graph ☒ View Customer Satisfaction Gauge

Clear Defaults Save Defaults Apply Filter

Customer Satisfaction

No Data

Last Refresh: 7/3/2023 10:00 AM Vehicle Type(s): All

COMM



Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER

Steve Minter | Log Out



MANAGE

REPORTS

TOOLS

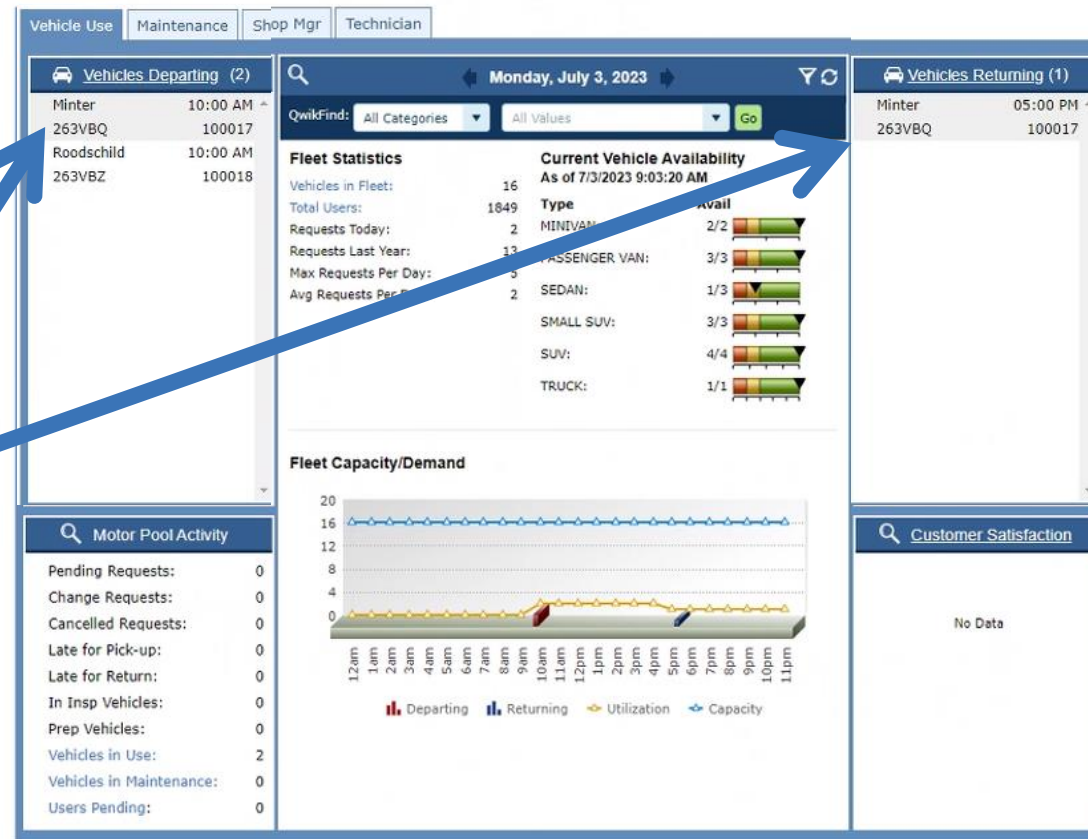
CONFIGURE

Home :: Help :: About

Vehicle Use Dashboard

Various sections of the dashboard include:

Two-line Display adds
VEHICLE NAME and
CONFIRMATION
NUMBER



Last Refresh: 7/3/2023 9:03:20 AM

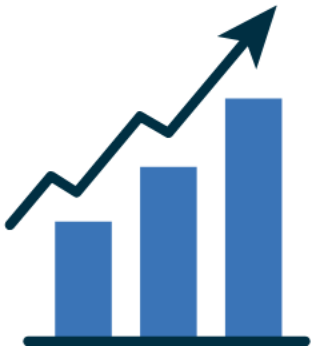
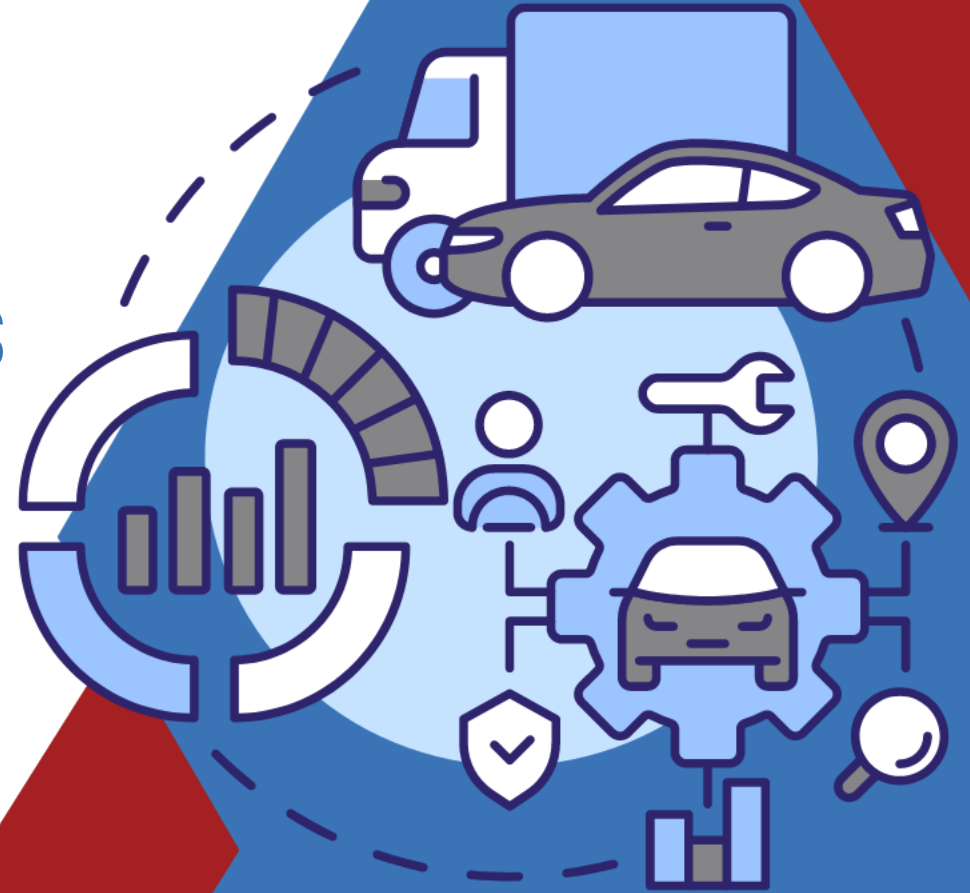
Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet; Vehicle Type(s): All

Make this my default dashboard

COMM



Manage>Reservations



Manage > Reservations

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

Steve Minter | [Log Out](#)



MANAGE
RESERVATIONS
MAKE RESERVATION
DASHBOARD
FLEET
INSPECTION
PREP
USERS
VEHICLES
INCIDENT REPORTS
MAINTENANCE
WORK ORDERS
FUEL
FUEL IMPORTS
WELCOME PAGE

REPORTS
TOOLS
Dashboard

[Home](#) :: [Help](#) :: [About](#)

Vehicle Use Maintenance Shop Mgr Technician

Vehicles Departing (0)

Monday, July 3, 2023

Vehicles Returning (0)

QwikFind: All Categories All Values

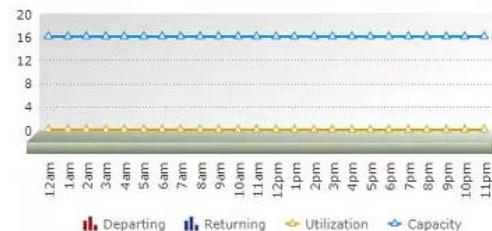
Fleet Statistics

Vehicles in Fleet: 16
Total Users: 1649
Requests Today: 0
Requests Last Year: 11
Max Requests Per Day: 5
Avg Requests Per Day: 2

Current Vehicle Availability As of 7/3/2023 9:56:31 AM

Type	Avail
MINIVAN:	2/2
PASSENGER VAN:	3/3
SEDAN:	3/3
SMALL SUV:	3/3
SUV:	4/4
TRUCK:	1/1

Fleet Capacity/Demand



Motor Pool Activity

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
Vehicles in Use: 0
Vehicles in Maintenance: 0
Users Pending: 0

Customer Satisfaction

No Data

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

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

Make this my default dashboard

Select Reservations

COMM

Manage > Reservations

Manage Reservations

Manage> Reservations
is the best way to work
with reservations

Select View Request

COMMAND 24

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default









































*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Driver Last Name: *Requestor Username: *Requestor Last Name: *Site: Abilene
Breckenridge
Brownwood
East Williamson County

*Department: All Departments *Status: All Statuses
Approved
Cancelled
Change Request

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View *Records Per Page: 75 13 Reservations match the current criteria. Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
    Approved (Dispatched)	07/05/2023 4:03:37 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rherandez14204 Hernandez, Regina (254) 867-4811 rherandez14204@tstc.edu	Username: rherandez14204 Hernandez, Regina (254) 867-4811 rherandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
    Approved (Dispatched)	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
    Approved (Dispatched)	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
    Approved (Dispatched)	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
    Approved (Late Pickup)	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
    Approved (Late Pickup)	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
    Approved (Late Pickup)	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
    Approved	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
    Approved	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
    Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Manage > Reservations

Action buttons allows you to interact with reservation

Request information and vehicle specifics

The Audit log shows the step-by-step progression of the Reservation Request

ReservationFiles (0)

Request date/time: 07/10/2023 11:10 AM
✔ Request was approved
Request ID: R000039
Confirmation number: 100026

Back to Manage ReservationsAdd AlertAdd NotesMore InformationModify RequestDispatchRemove VehicleChange VehicleCancel 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 Return date / time:
Actual Duration:
Mileage Out:
Mileage In:

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 #:TEMP
Location:Fleet
Type:SEDAN

Reservation Information
Audit log entries (all reservation actions):

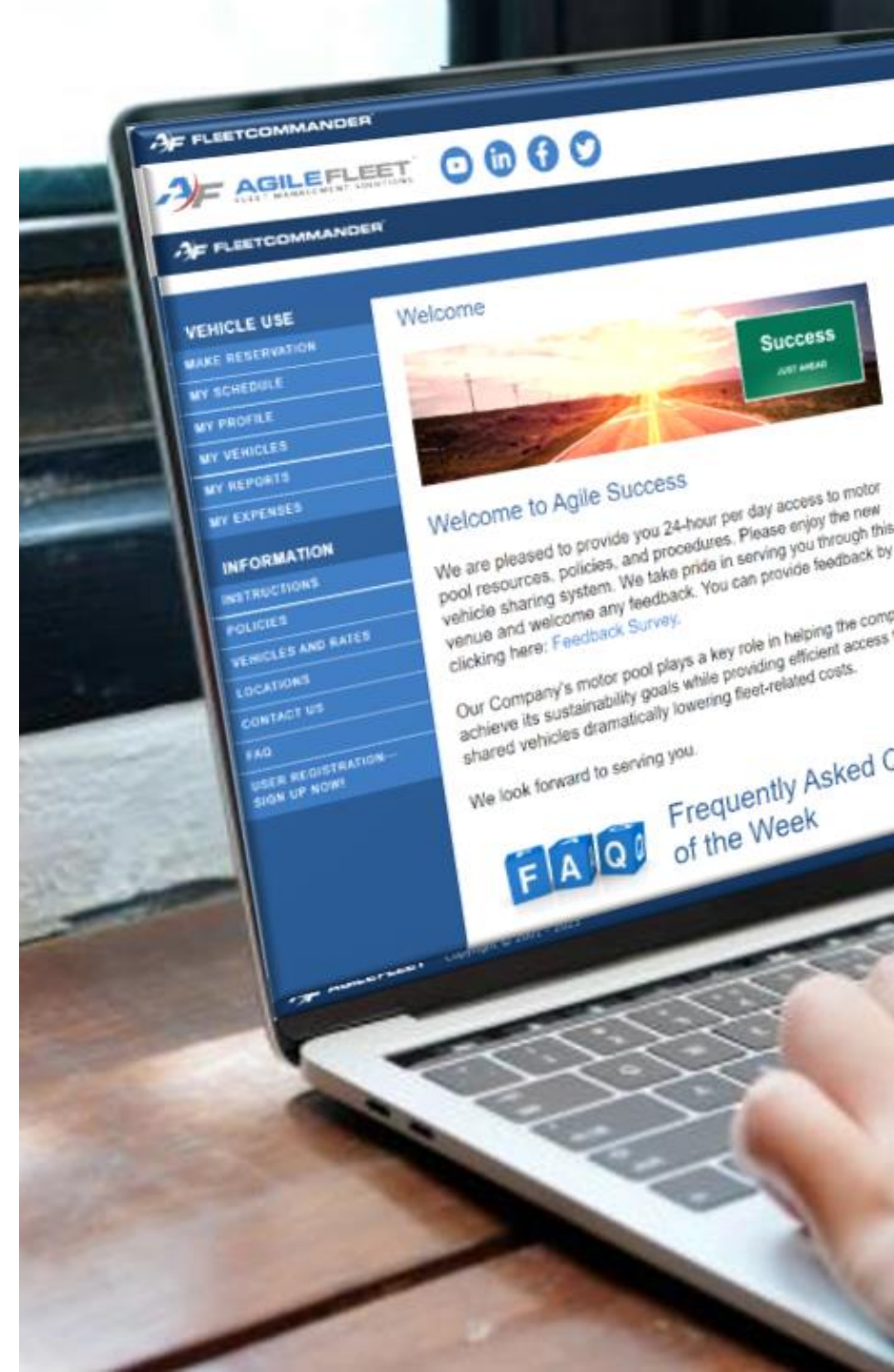
Date/Time	Logged By	Entry Type	Information
07/10/2023 11:10 AM	ksondermann	New request	(blank)
07/10/2023 11:10 AM	ksondermann	Assigned Vehicle	263VBQ 263VBQ
07/10/2023 11:10 AM	ksondermann	New request approved	263VBQ

Back to Manage ReservationsAdd AlertAdd NotesMore InformationModify RequestDispatchRemove VehicleChange VehicleCancel Reservation

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

Modify Request

COMMAND 24



Manage > Reservations – Modify Request

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

*Pick-up Between: *and *Asset Name:
*Return Between: *and *Asset Type:
*Driver Username: *Usage Type:
*Driver Last Name: *Site:
*Requestor Username: *Status:
*Requestor Last Name: *Department:

Req # or Conf #: View *Records Per Page: 75
13 Reservations match the current criteria.
Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
    Approved (Dispatched)	07/05/2023 4:03:57 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
    Approved (Dispatched)	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
    Approved (Dispatched)	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
    Approved (Dispatched)	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
    Approved (Late Pickup)	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNXX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
    Approved (Late Pickup)	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
    Approved (Late Pickup)	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
    Approved	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
    Approved	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
    Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Manage > Reservations – Modify Request

Select Modify Request

Reservation

Files (0)

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

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:

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 #: 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


COMMAND 24

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

Manage > Reservations – Modify Request

 **Modify Request Information**

Request date/time: 07/10/2023 11:10 AM

 **Request was approved**
Request ID: R000039
Confirmation number: 100026

Requestor Information
User ID / name: ksondermann / Kristin Sondermann
E-mail address: ksondermann@tstc.edu
Driver's user ID: ksondermann

Schedule Information
Pick-up date / time: 07/11/2023 08:00 AM
Return date / time: 07/14/2023 05:00 PM

Selection Information
Usage Type: Daily Rental
Site: Waco
Location: Fleet
Type: SEDAN
Number of occupants: 1 (driver and passengers)

Additional Information
Department: Fleet
*Destination: Harlingen - test
*Purpose of Trip: testing system
Comments (for example, the description of any special vehicle requirements):
Notes (miscellaneous administrator/dispatcher information):
☐ Ignore Buffers

press Shift+Enter to begin a new line

press Shift+Enter to begin a new line

Add Alerts Next (Continue Request) Cancel Modify (Back)

NOTE: modifications include items like

- DRIVER
- DATE / TIMES
- VEHICLE TYPE
- NUMBER OF OCCUPANTS
- DESTINATION
- ETC.

**Make changes
and select**

“Next (Continue Request)”


Manage > Reservations – Modify Request

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

**Confirm Request**

Request 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:
Driver's user ID:

Schedule Information

Pick-up date / time:
Return date / time:
Duration:

Selection Information

Usage Type:
Site:
Location:
Type:
Number of occupants:

Additional Information

Department:
Destination:
Purpose of Trip:
Comments:
Notes:

Fleet

Harlingen - test
testing system
(blank)
(blank)

agilesuccess.agilefleet.com says

Do you want to send a confirmation email after the change is made?
(Ok = Yes, Cancel = No)

OK

Cancel

Submit Request

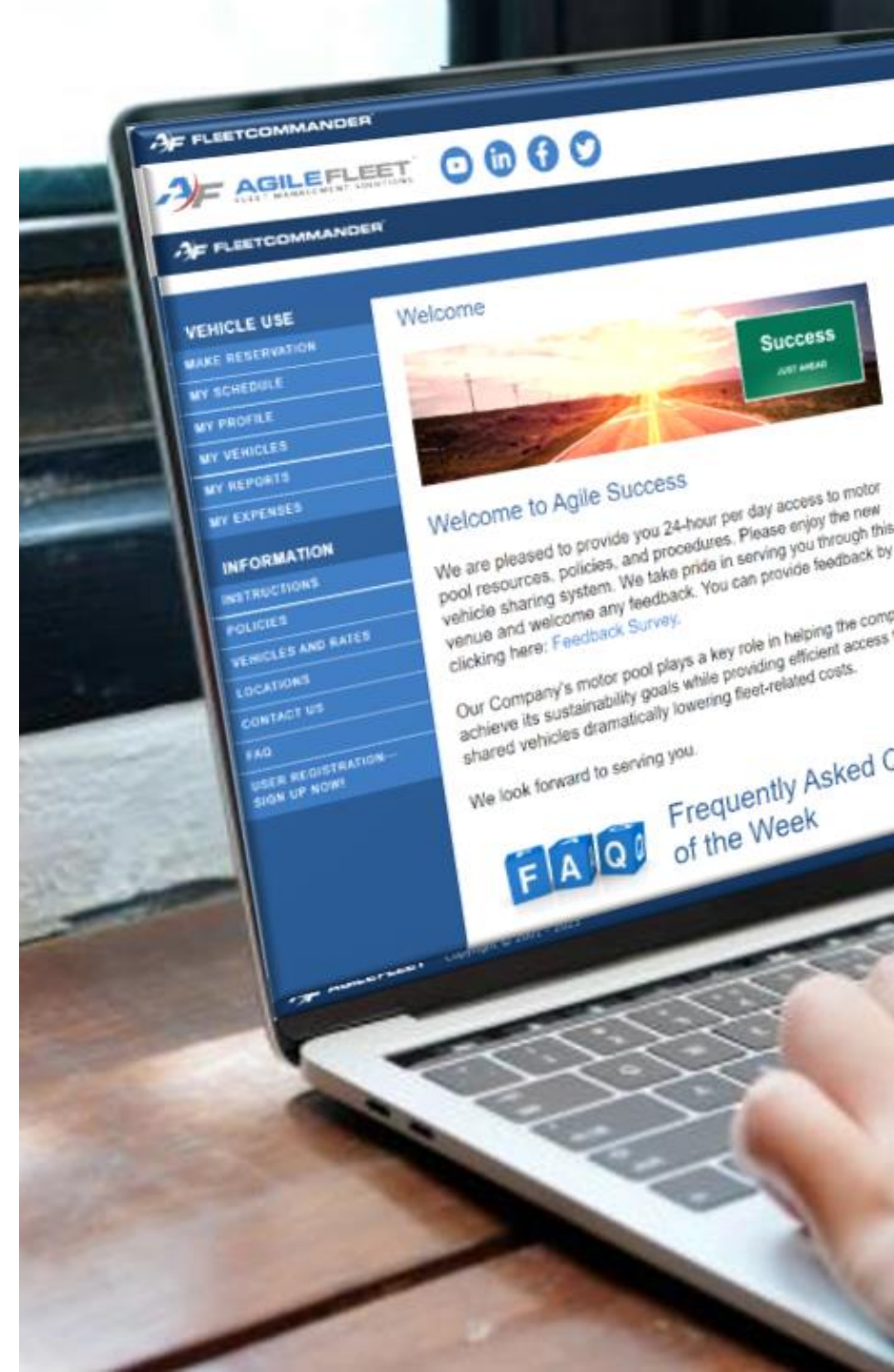
Previous (Change Request)

Cancel this Action



Assign a Vehicle

COMMAND 24



Manage > Reservations

Manage Reservations

Manage Reservations - Assign Vehicle

Request date/time: 03/20/2023 04:11 PM

Request is pending

Request ID: R058483

Confirmation number: 157222

Vehicle Selection

Vehicle:

Requested Vehicle: (not requested)

Driver Information

Driver: Wellik, Kathy

Schedule Information

Pick-up Date / Time: **03/21/2023 05:00 PM**

Return Date / Time: **03/21/2023 08:00 PM**

Duration: **3 hours**

Selection Information

Usage Type: **Short Term Rental**

Site: **Transportation Services**

Location: (any location)

Type: **Compact**

Options: (any options)

Number of Occupants: **1**

Additional Information

Destination: **Ames**

Purpose: **Field trip**

Cost Center: (blank)

Comments:

[Cancel \(Back\)](#)

[Add Alert](#)

[OK \(Assign Vehicle\)](#)

[OK \(Assign, Approve\)](#)

[OK \(Assign, Approve, Dispatch\)](#)

[View Request](#)

Vehicle Optimization Chart Criteria

Site:

Location:

Type:

Usage:

Occupants:

Chart Start Date:

Vehicle-sort order:

[Day View](#)

[Hour View](#)

[Map View](#)

[Table View](#)

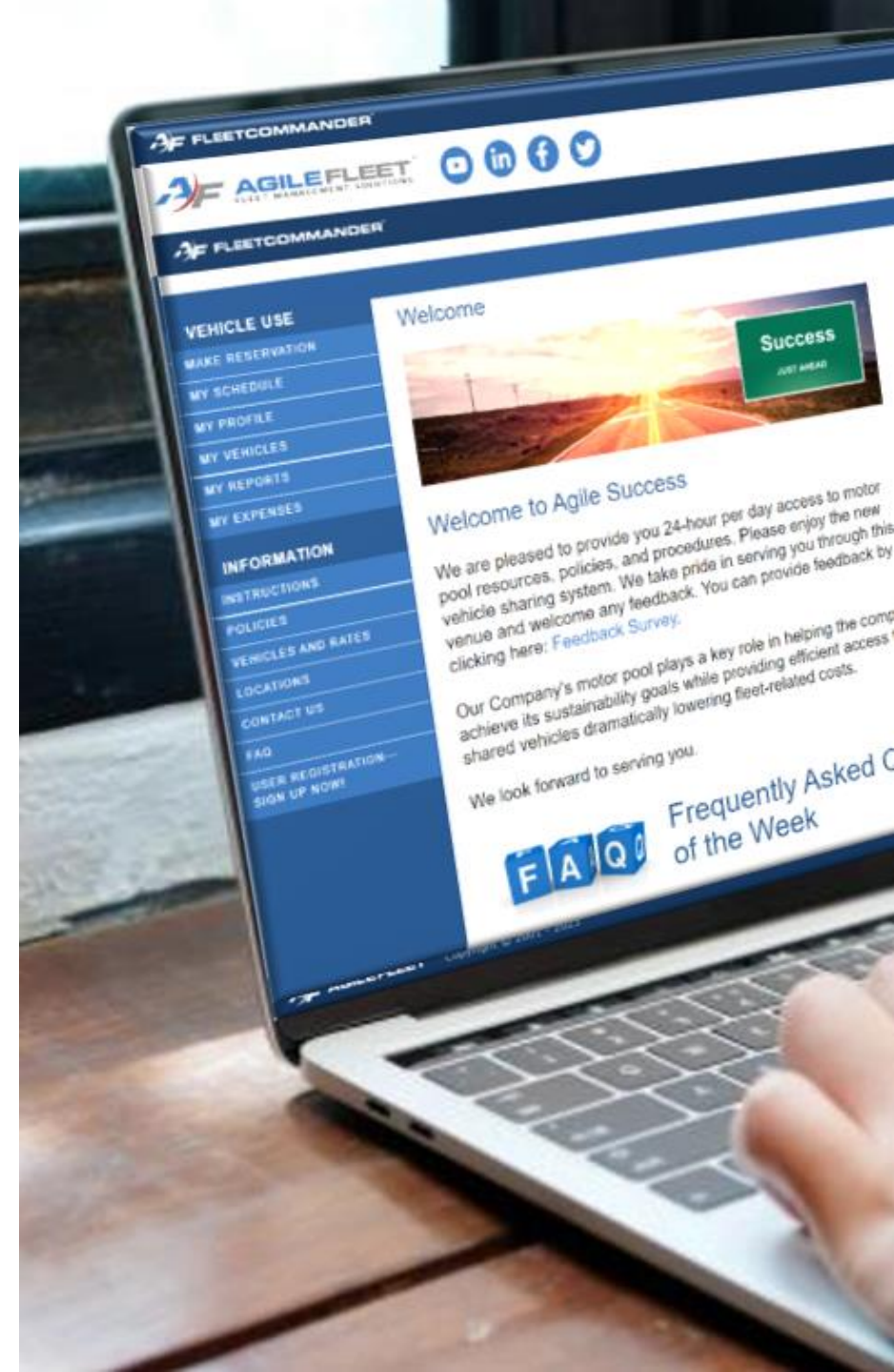
Username: ksondermann

Username: ksondermann

Vehicle: 264G4C (TOYO)

Cancel a Reservation

COMMAND 24



Manage > Reservations – Cancel Reservation

Manage Reservations

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default

*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Status: *Site:
Abilene
Breckenridge
Brownwood
East Williamson County

*Driver Last Name: *Requestor Username: *Requestor Last Name: *Department: All Departments













































Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View

*Records Per Page: 75

13 Reservations match the current criteria.

Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
   	07/05/2023 4:03:57 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
   	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
   	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNXX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
   	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
   	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
   	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Select the Cancel
action icon

COMMAND 24

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

Using Department Vehicle

Using Personal Vehicle

Duplicate Request

Late for Pick-up

Other

No (Back) Yes (Cancel Request)

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

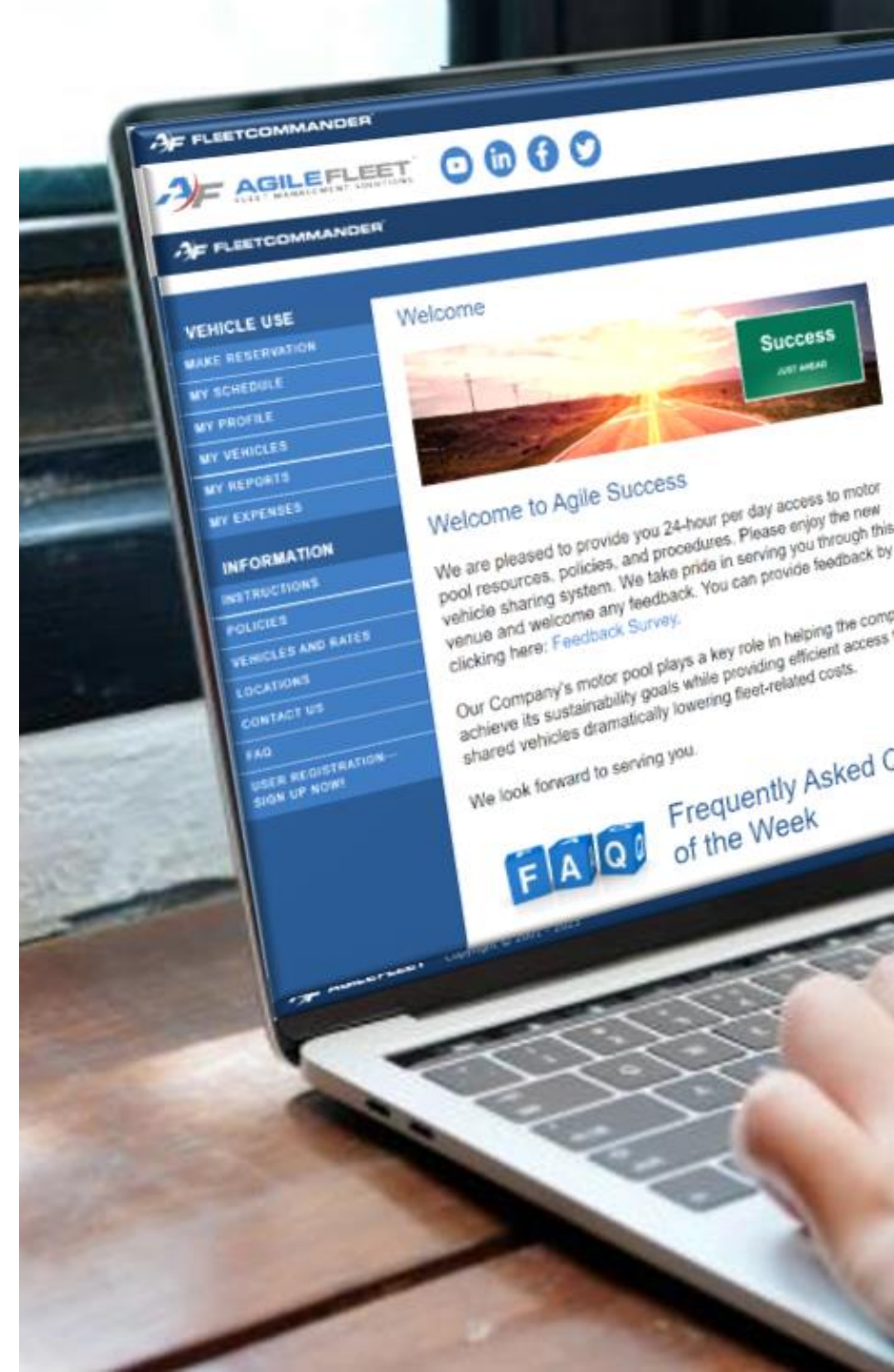
Select "Yes (Cancel Request)"

COMMAND 24



Dispatching a Vehicle

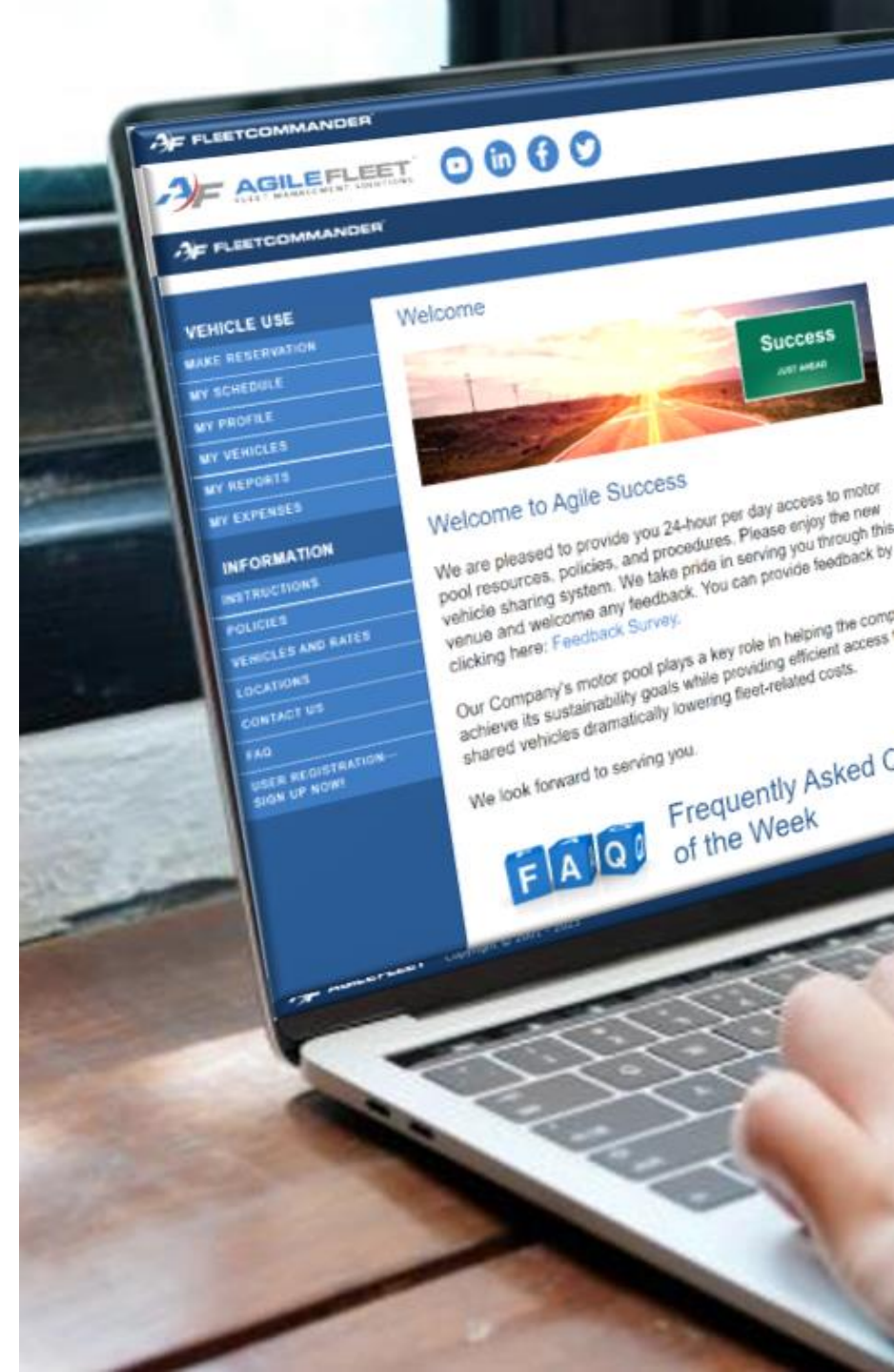
COMMAND 24



Dispatching a Vehicle

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

COMMAND 24



Manage Reservation - Dispatch

Manage Reservations

To dispatch a vehicle via
Manage> Reservations...

...select View Request
action icon

COMMAND 24

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default































*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Status: Abilene
Breckenridge
Brownwood
East Williamson County

*Driver Last Name: *Requestor Username: *Requestor Last Name: *Department: All Departments

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View 13 Reservations match the current criteria. Page 1 of 1

Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
   Approved (Dispatched)	07/05/2023 4:03:37 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
   Approved (Dispatched)	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   Approved (Dispatched)	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   Approved (Dispatched)	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
   Approved (Late Pickup)	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
   Approved (Late Pickup)	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
   Approved (Late Pickup)	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
   Approved	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   Approved	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Manage Reservation – Dispatch Out

Click on “Dispatch”
to bring up the
Dispatch Window

Dispatch Pop-up
Window appears

COMMAND 24

Reservation		Files (0)		
Reservation		Inspection	Prep	Billing
Vehicle Information (change vehicle)		Confirmation #: 100017		
Vehicle:	263VBQ	Driver's Name:	Steve Minter	sminter@agilefi change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum	
License Number:	TEMP	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid	
Reservation Information		Reservation Status:	Approved	
		Destination:	Dallas	
Site:	Waco	Usage Type:	Daily Rental	
Start Date:	07/03/2023@10:00AM	End Date:	07/03/2023@5:00PM	
Vehicle Activity				
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel		
Date Out:	07/03/2023 09:18 AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	Date In:	<input type="text"/> <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	
Odom Start:	<input type="text"/>	Odom End:	<input type="text"/>	Total:
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>	
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:	Vehicle has known dent in right-rear fender			
		<input type="button" value="Cancel"/>	<input type="button" value="Send Admin Email"/>	<input type="button" value="Print Travel Sheet"/>
		<input type="button" value="Reset Changes"/>	<input type="button" value="Submit"/>	
Additional Information				
Department:	Academic Core Curriculum			
Destination:	Dallas			
Purpose of Trip:	Conference			
Comments:	This is for training			
Vehicle Information				
Vehicle:	263VBQ (2023 WHITE TOYO CAMRY)			

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.

COMMAND 24

Reservation Files (0)

Reservation Inspection Prep Billing

Vehicle Information (change vehicle)		Confirmation #: 100017	
Vehicle:	263VBQ	Driver's Name:	Steve Minter <small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid
Reservation Information		Reservation Status:	Approved
Site:	Waco	Destination:	Dallas
Start Date:	07/03/2023@1:00AM	Usage Type:	Daily Rental
End Date:	07/03/2023@5:00PM		
Vehicle Activity			
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel	
Date Out:	07/03/2023 09:18 AM <input type="button" value="C"/> <input type="button" value="F"/> <input type="button" value="R"/>	Date In:	<input type="text"/> <input type="button" value="C"/> <input type="button" value="F"/> <input type="button" value="R"/>
Odom Start:	<input type="text"/>	Odom End:	<input type="text"/> Total:
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.		
Vehicle Condition:	Vehicle has known dent in right-rear fender		
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Additional Information

Department: Academic Core Curriculum

Destination: Dallas

Purpose of Trip: Conference

Comments: This is for training

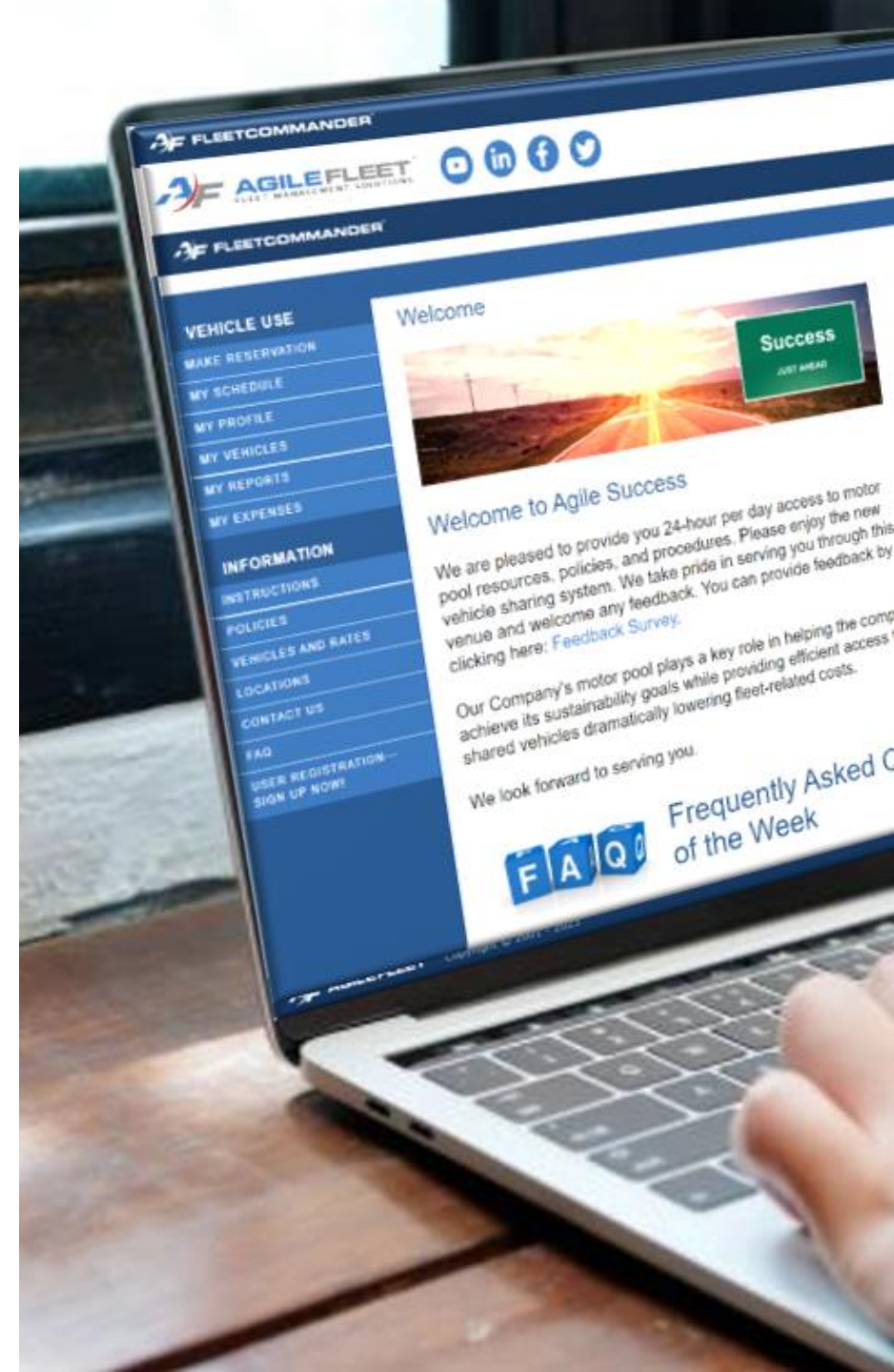
Vehicle Information

Vehicle: 263VBQ (2023 WHITE TOYO CAMRY)

Dispatching a Vehicle

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

COMMAND 24



Manage Reservation – Dispatch Out - Changes

Change a VEHICLE
within Dispatch:

Click “Change Vehicle”

Window view changes to
show available vehicles

Adjust vehicle filters and
“Refresh List” as needed

The screenshot shows a web application for managing reservations. It has four tabs: 'Reservation', 'Inspection', 'Prep', and 'Billing'. The 'Reservation' tab is active. The form is divided into several sections:

- Vehicle Information:** Includes fields for Vehicle (263VBQ), Vehicle ID (4T1F11AK3PU771371), License Number (TEMP), Description (2023 WHITE TOYO CAMRY), Confirmation # (100017), Driver's Name (Steve Minter), Department (Academic Core Curriculum), Driver's License Number, and Expiration Date. There is a 'change' link next to the Driver's Name.
- Reservation Information:** Includes Reservation Status (Approved), Destination (Dallas), Site (Waco), Usage Type (Daily Rental), Start Date (07/03/2023@10:00AM), and End Date (07/03/2023@5:00PM).
- Change Vehicle:** A section with a list of available vehicles, including 332515 (2015 Silver Ford Focus), 320517 (2017 White Ford Focus), 333217 (2017 White Ford Focus), 331919 (2019 Grey Chevy Bolt EV), 1052617 (2017 White Ford Focus), 333117 (2017 White Ford Focus), 333417 (2017 White Ford Focus), 332017 (2017 White Ford Focus), 1059617 (2017 White Ford Focus), and 1058717 (2017 White Ford Focus).
- Filters and Actions:** Includes a 'Refresh List' button, a 'Vehicle Sort Order' dropdown (set to 'Parking Space - Descending'), and a 'Usage' dropdown (set to 'Compact'). The 'Usage' dropdown is open, showing options like 'Any Type', 'Compact', 'Electric', 'Midsize Hybrid', 'Minivan - 7 Pass', 'Large SUV - 8 Pass', '15 Passenger Van', 'Cargo Van (Small)', '1/4 Ton Ext Cab Pckp', 'Wheelchair Van', and 'SEDAN'. There are also 'Cancel' and 'Submit' buttons.

Annotations with blue arrows point to the 'Vehicle' field, the 'Change Vehicle' link, the 'Change Vehicle' section, the 'Usage' dropdown, and the 'Refresh List' button.

Manage Reservation – Dispatch Out - Changes

Change a DRIVER
within Dispatch:

Click “Change” next to
Driver’s Name

User pop-up
window appears

Reservation Inspection Prep Billing

Vehicle Information (change vehicle)

Vehicle: 263VBQ Confirmation #: 100017

Vehicle ID (VIN): 4T1F11AK3PU771371 Driver's Name: Steve Minter sminter@agilefi change

License Number: TEMP Departure: Academic Core Curriculum

Description: WHITE TOYOTA

Displaying Users(s) 1 - 15 of 6555 Previous Page | Next Page

Search

Last Name: Go

User Name	Name
[VIEW] [SELECT] ooabalu	.Aagaraad, Dwayne
[VIEW] [SELECT] acarr	.Aaron, Joey
[VIEW] [SELECT] saylorab	
[VIEW] [SELECT] lesleaca	
[VIEW] [SELECT] jabasca	
[VIEW] [SELECT] aabdalka	
[VIEW] [SELECT] tjakers	
[VIEW] [SELECT] kalbersss	.Albers, Kate
[VIEW] [SELECT] roaaa1	.Alexander, Hank
[VIEW] [SELECT] abdeltam	.Allen, Allison
[VIEW] [SELECT] abdualla	.Anderson, Jessie
[VIEW] [SELECT] abedi22	.Andrews, Vern
[VIEW] [SELECT] labend	.Armstrong, Crystal
[VIEW] [SELECT] maabeyta	.Arnold, Gayle
[VIEW] [SELECT] mabongwa	.Atkinson, Johnny

Site: Waco

Start Date: 07/03/2023@10:00AM

Vehicle Activity

Dispatch Action: Dispatch/Return

Date Out: 07/03/2023@10:00AM

Odom. Start: 78156

Fuel Start:

Parking Space Start:

Comments: Please make s vehicle for n

Vehicle Condition: Vehicle has k

Set Changes Submit

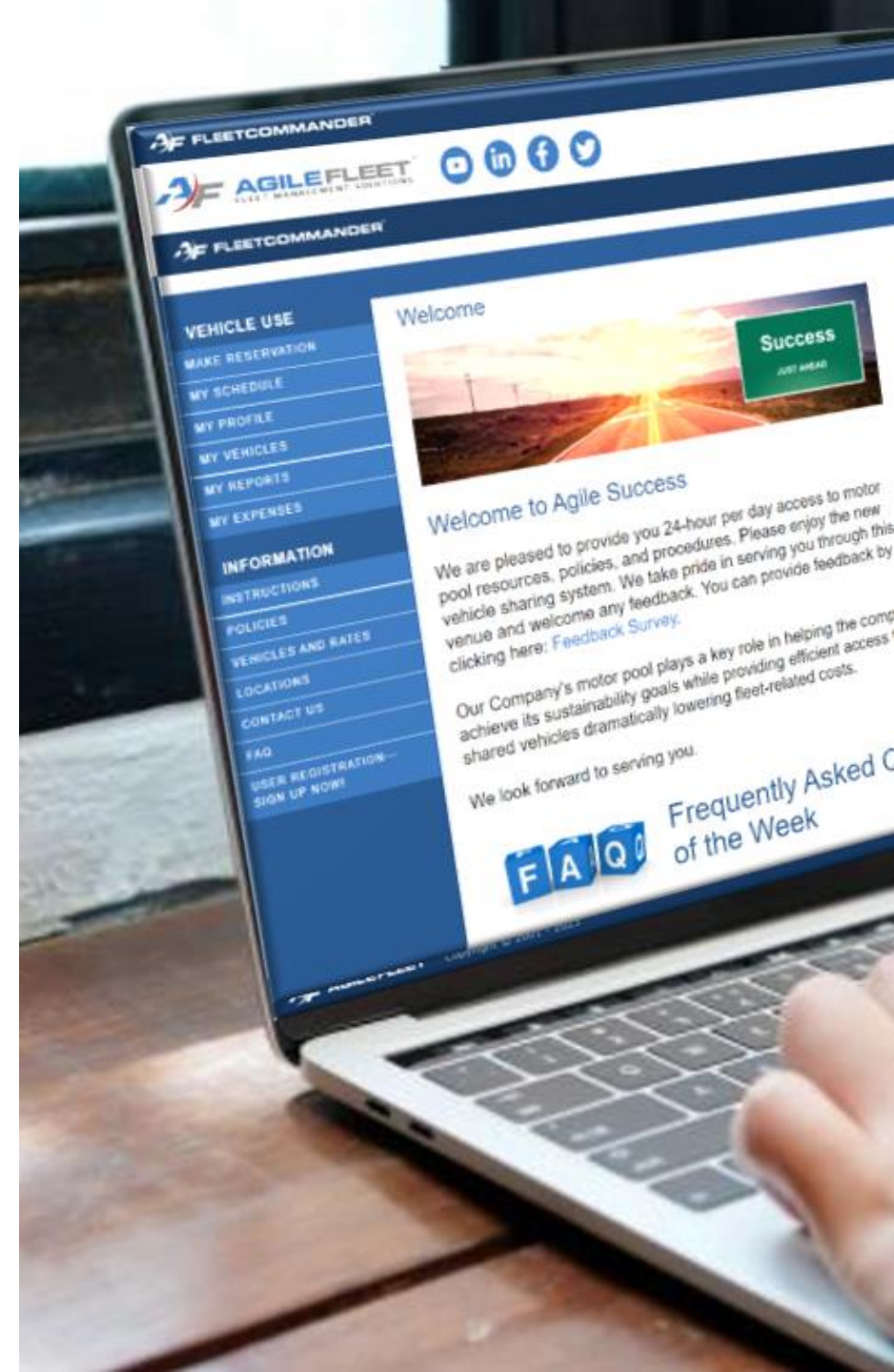
COMMAND 24



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



Manage Reservation – Dispatch Out

Two Dispatch Options

Current
Date and
Time

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter		<small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/>		<input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/>		<input checked="" type="checkbox"/> Valid
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		<input type="text"/>		<input type="button" value="F"/> <input type="button" value="R"/>		Date In: <input type="text"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="F"/> <input type="button" value="R"/>	
Odom Start:		<input type="text"/>		Odom End:		<input type="text"/> Total:	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

COMMAND 24



Manage Reservation – Dispatch Out

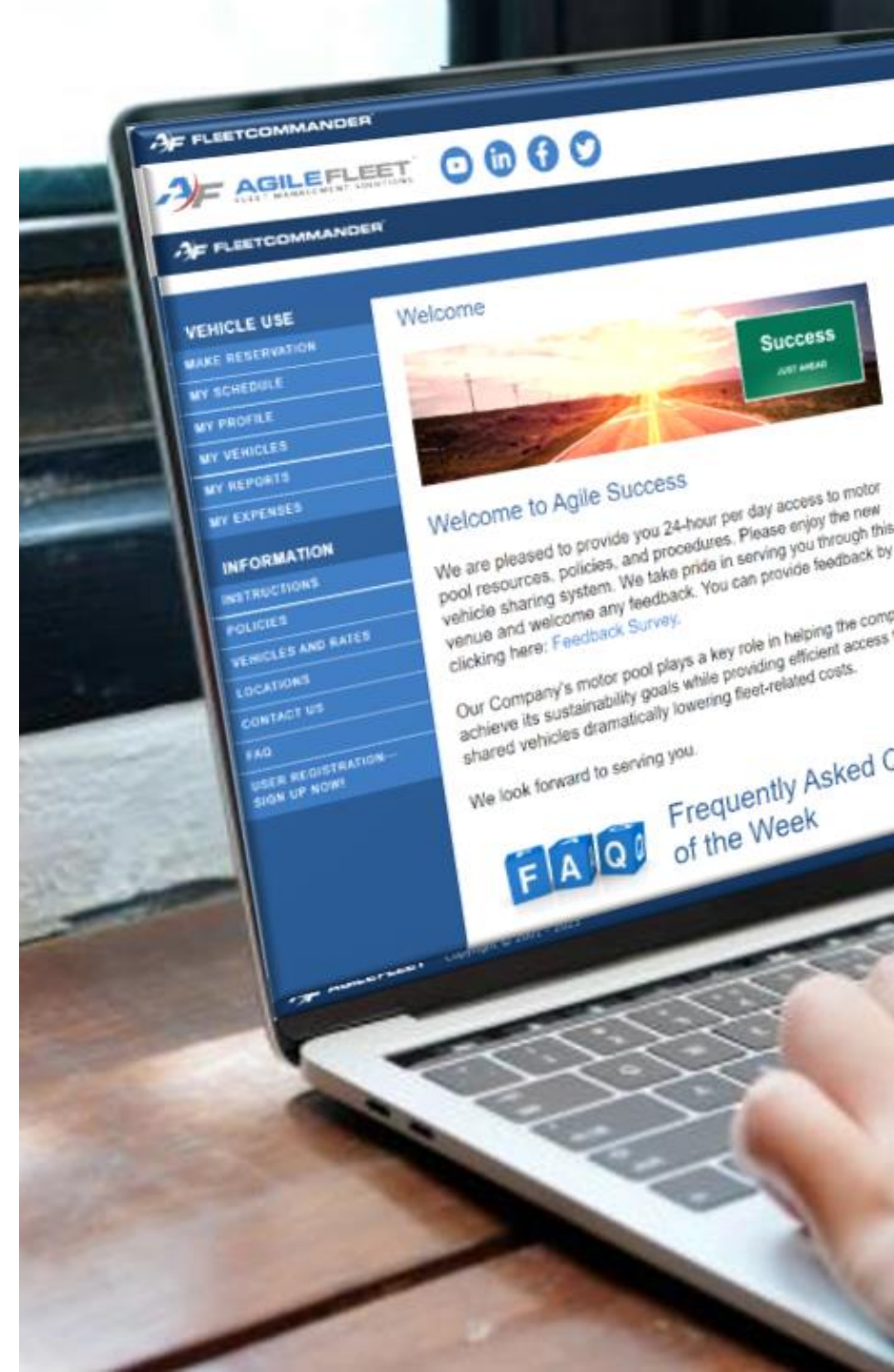
Two Dispatch Options

Original
Reservation
Date and Time

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
Site:	Waco			Destination:	Dallas		
Start Date:	07/03/2023@10:00AM			Usage Type:	Daily Rental		
				End Date:	07/03/2023@5:00PM		
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:	07/03/2023@10:00AM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>			Date In:	<input type="text"/> <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>		
Odom Start:	<input type="text"/>			Odom End:	<input type="text"/> Total:		
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F			Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		
Parking Space Start:	<input type="text"/>			Parking Space End:	<input type="text"/>		
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.						
Vehicle Condition:	Vehicle has known dent in right-rear fender						
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

Other Dispatch Window Items

COMMAND 24



Manage Reservation – Dispatch Out

Odometer Fields

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

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:		263VBQ		Driver's Name:		Steve Minter <small>sminter@agilefi</small> change	
Vehicle ID (VIN):		4T1F11AK3PU771371		Department:		Academic Core Curriculum	
License Number:		TEMP		Driver's License Number:		<input type="text"/> <input type="button" value="v"/>	
Description:		2023 WHITE TOYO CAMRY		Expiration Date:		<input type="text"/> <input checked="" type="checkbox"/> Valid	
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:		Waco		Usage Type:		Daily Rental	
Start Date:		07/03/2023@10:00AM		End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>		Date In:		<input type="text"/> <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>	
Odom Start:		78156		Odom End:		<input type="text"/> Total:	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:		Please make sure GPS and EZ Pass is placed in vehicle for reservation.					
Vehicle Condition:		Vehicle has known dent in right-rear fender					
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>							

COMMAND 24



Manage Reservation – Dispatch Out

DISPATCH HINTS:

Watch out for information or instructions in **COMMENTS** before submitting

Communicate to driver any previous damage noted in **VEHICLE CONDITION**

COMMAND 24

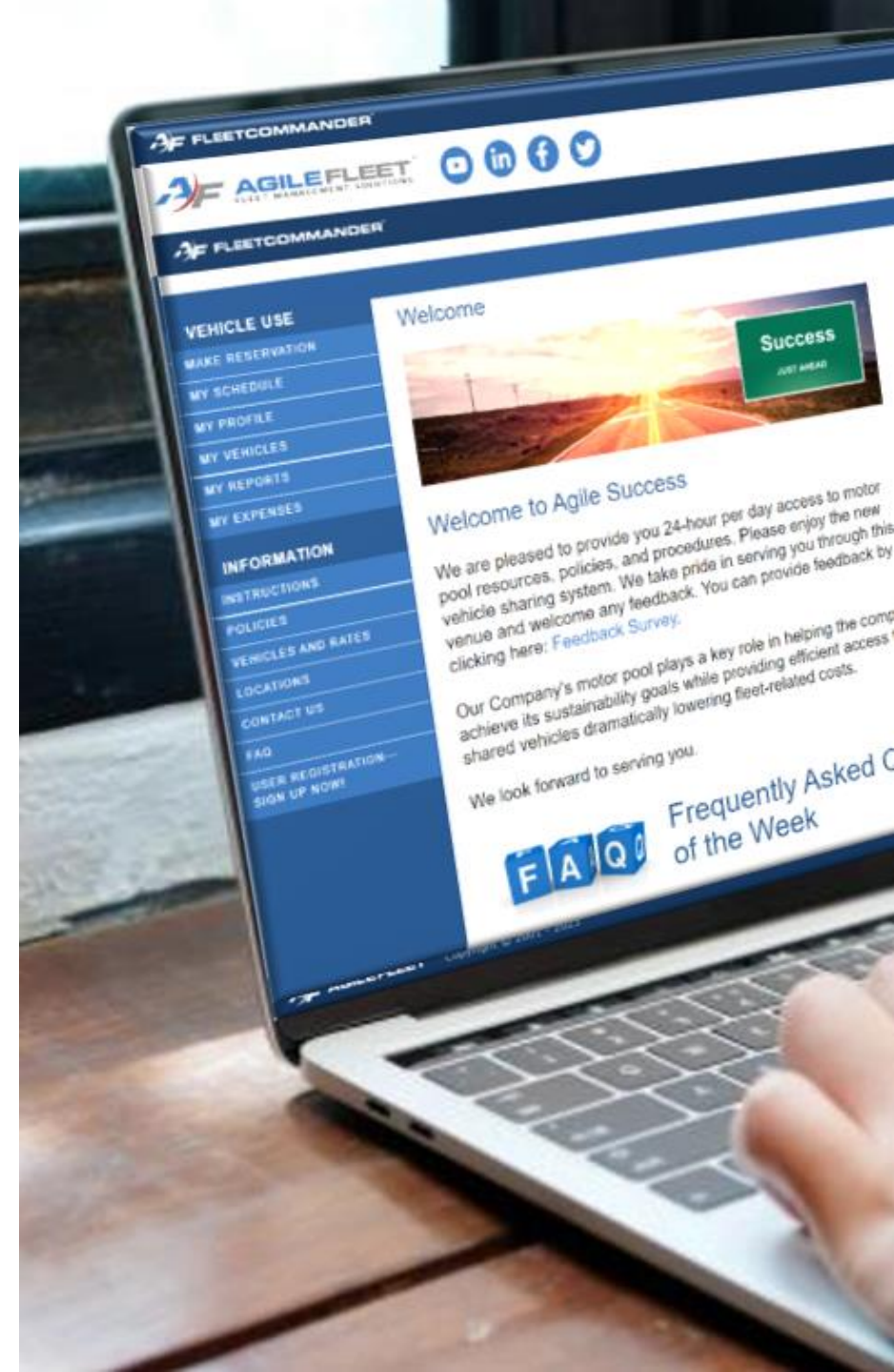
Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:			
Start Date:	07/03/2023@10:00AM			End Date:			
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:			
Odom Start:		78156		Odom End:			
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F			Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:		Please make sure GPS and EZ Pass is placed in vehicle for reservation.					
Vehicle Condition:		Vehicle has known dent in right-rear fender					
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Click Submit to finalize Dispatch Out



Return Vehicle/Dispatch In

COMMAND 24



Manage Reservation – Dispatch In

Choose from the same options to CHECK a vehicle BACK IN

Current Date and Time

Original Reservation Date and Time

Reservation		Inspection	Prep	Billing
Vehicle Information (change vehicle)		Confirmation #:		100017
Vehicle:	263VBQ	Driver's Name:		Steve Minter <small>sminter@agilefi</small> change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:		Academic Core Curriculum
License Number:	TEMP	Driver's License Number:		<input type="text"/> <input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY	Expiration Date:		<input type="text"/> <input checked="" type="checkbox"/> Valid
Reservation Information		Reservation Status:		Approved
Site:	Umar	Destination:		Dallas
Start Date:	07/03/2023@10:00AM	Usage Type:		Daily Rental
		End Date:		07/03/2023@5:00PM
Vehicle Activity				
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel		
Date Out:	07/03/2023@10:00AM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>	Date In:	07/03/2023@5:00PM <input type="button" value="🕒"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> <input type="button" value="R"/>	
Odom Start:	78156	Odom End:	<input type="text"/> Total:	
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>	
Comments:	Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:	Vehicle has known dent in right-rear fender			
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>				

Odometer Fields

**End Mileage MUST
be typed in**

Reservation	Inspection	Prep	Billing
Vehicle Information (change vehicle)		Confirmation #: 100017	
Vehicle: <td>263VBQ</td> <td>Driver's Name:</td> <td>Steve Minter sminter@agilefi change</td>	263VBQ	Driver's Name:	Steve Minter sminter@agilefi change
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core Curriculum
License Number:	TEMP	Driver's License Number:	<input type="text"/> <input type="button" value="v"/>
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid
Reservation Information		Reservation Status: Approved	
		Destination: Dallas	
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date:	07/03/2023@5:00PM
Vehicle Activity			
Dispatch As:	<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel		
Date Out:	07/03/2023@10:00AM	Date In:	07/03/2023@5:00PM
Odom Start:	78156	Odom End:	78193 Total: 37
Fuel Starts:	E ○ - ○ - ○ - ○ ● F	Fuel End:	E ○ - ○ - ○ - ○ ● F
Parking Space Start:	<input type="text"/>	Parking Space End:	<input type="text"/>
Comments:	Please make sure GPS and EZ Pass is placed in location.		
Veh	nt in right-rear fender		
<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

**Total mileage
self-calculates based
on Odom End**

Manage Reservation – Dispatch In

DISPATCH HINTS:

Type any NEW DAMAGE
on the vehicle in
VEHICLE CONDITION.

Details will appear here
again with next
reservation

Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:		Daily Rental	
Start Date:	07/03/2023@10:00AM			End Date:		07/03/2023@5:00PM	
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:		07/03/2023@5:00PM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>	
Odom Start:		78156		Odom End:		78193 Total: 37	
Fuel Start:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		Fuel End:		E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender Windshield cracked by rock. Need repair NOW!			
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Manage Reservation – Dispatch In

DISPATCH HINTS:

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

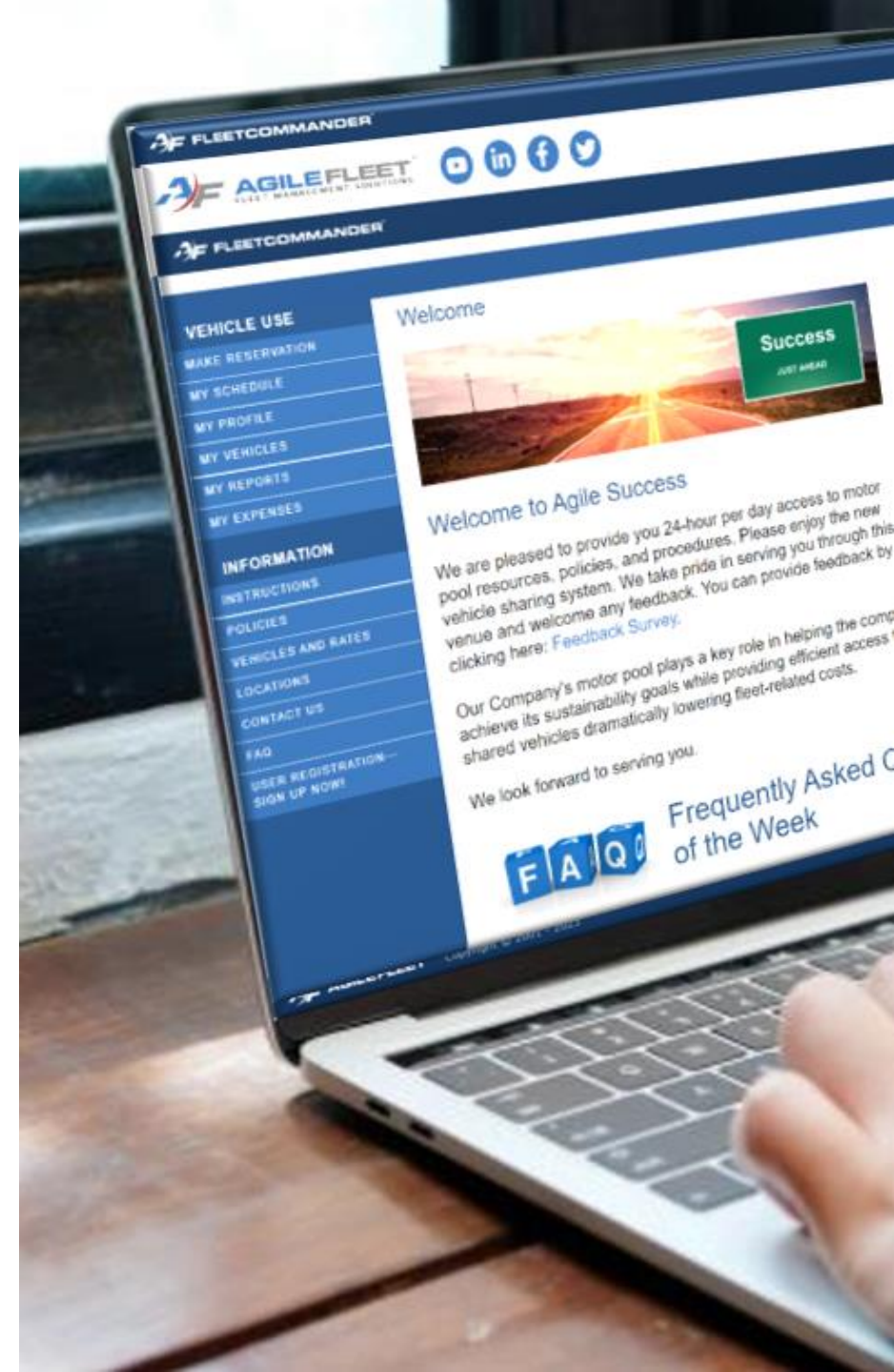
Reservation		Inspection		Prep		Billing	
Vehicle Information (change vehicle)				Confirmation #:		100017	
Vehicle:	263VBQ			Driver's Name:	Steve Minter <small>sminter@agilefi</small> change		
Vehicle ID (VIN):	4T1F11AK3PU771371			Department:	Academic Core Curriculum		
License Number:	TEMP			Driver's License Number:	<input type="text"/> <input type="button" value="v"/>		
Description:	2023 WHITE TOYO CAMRY			Expiration Date:	<input type="text"/> <input checked="" type="checkbox"/> Valid		
Reservation Information				Reservation Status:		Approved	
				Destination:		Dallas	
Site:	Waco			Usage Type:			
Start Date:	07/03/2023@10:00AM			End Date:			
Vehicle Activity							
Dispatch Action				<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel			
Date Out:		07/03/2023@10:00AM <input type="button" value="clock"/> <input type="button" value="calendar"/> <input type="button" value="refresh"/> <input type="button" value="R"/>		Date In:		07/03/2023@10:00AM	
Odom Start:		78156		Odom End:			
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F			Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F		
Parking Space Start:		<input type="text"/>		Parking Space End:		<input type="text"/>	
Comments:				Please make sure GPS and EZ Pass is placed in vehicle for reservation.			
Vehicle Condition:				Vehicle has known dent in right-rear fender Windshield cracked by rock. Need repair NOW!			
				<input type="button" value="Cancel"/> <input type="button" value="Send Admin Email"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Click Submit to
finalize 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 – Dispatch Icon

COMMAND 24



Manage Reservation - Dispatch

Manage Reservations

To dispatch a vehicle via
Manage> Reservations...

...select Dispatch
action icon

COMMAND 24

*Pick-up Between: *and *Asset Name: *Usage Type: * = Saved as a default































*Return Between: *and *Asset Type: All Usage Types
Daily Rental
Maintenance

*Driver Username: *Status: Abilene
Breckenridge
Brownwood
East Williamson County

*Driver Last Name: *Requestor Username: *Requestor Last Name: *Department: All Departments

Clear Defaults Save Defaults Remove Filters Filter

Req # or Conf #: View 13 Reservations match the current criteria. Page 1 of 1





Status	Request Info	Schedule Information	Req/Conf #	Requestor Information	Driver Information	Vehicle Information
   Approved (Dispatched)	07/05/2023 4:03:37 pm (Daily Rental)	Pick-up: 07/05/2023 04:12 PM Return: 07/12/2023 05:00 PM Duration: 7 days 48 minutes	100021 Confirmation Number	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Username: rihernandez14204 Hernandez, Regina (254) 867-4811 rihernandez14204@tstc.edu	Vehicle: 25JRM5 (TOYO) Site: Waco Location: Fleet Type: SMALL SUV
   Approved (Dispatched)	07/10/2023 11:43:16 am (Daily Rental)	Pick-up: 07/10/2023 11:43 AM Return: 07/13/2023 05:00 PM Duration: 3 days 5 hours 17 minutes	100032 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBF - Camry 8258 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   Approved (Dispatched)	07/10/2023 11:44:07 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/11/2023 01:00 PM Duration: 1 day 1 hour	100033 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
   Approved (Dispatched)	07/10/2023 11:41:45 am (Daily Rental)	Pick-up: 07/10/2023 12:00 PM Return: 07/12/2023 01:00 PM Duration: 2 days 1 hour	100030 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25JRMW - Rav4 (TOYO) Site: Marshall Location: Fleet Type: SMALL SUV
   Approved (Late Pickup)	07/10/2023 11:42:32 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100031 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NNX - F-150 (FORD) Site: Marshall Location: Fleet Type: TRUCK
   Approved (Late Pickup)	07/10/2023 11:32:55 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/10/2023 05:00 PM Duration: 4 hours	100029 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 25NP3C (FORD) Site: North Texas Location: Fleet Type: TRUCK
   Approved (Late Pickup)	07/10/2023 11:44:35 am (Daily Rental)	Pick-up: 07/10/2023 01:00 PM Return: 07/14/2023 02:00 PM Duration: 4 days 1 hour	100034 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 264C49 - Highlander (TOYO) Site: Marshall Location: Fleet Type: SUV
   Approved	07/10/2023 11:10:31 am (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100026 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBQ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   Approved	07/10/2023 11:08:05 pm (Daily Rental)	Pick-up: 07/11/2023 08:00 AM Return: 07/14/2023 05:00 PM Duration: 3 days 9 hours	100036 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBZ (TOYO) Site: Waco Location: Fleet Type: SEDAN
   Approved	07/10/2023 12:18:50 pm (Daily Rental)	Pick-up: 07/13/2023 08:00 AM Return: 07/13/2023 05:00 PM Duration: 9 hours	100035 Confirmation Number	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Username: ksondermann Sondermann, Kristin (254) 867-3706 ksondermann@tstc.edu	Vehicle: 263VBH - Camry 8259 (TOYO) Site: Marshall Location: Fleet Type: SEDAN
				Username: ksondermann	Username: ksondermann	Vehicle: 264C4C (TOYO)

Dispatching a Vehicle – Departing/Returning

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.

FLEETCOMMANDERSteve Minter | Log Out

AGILE FLEET
FLEET MANAGEMENT SOLUTIONS



MANAGE | **REPORTS** | **TOOLS** | **CONFIGURE** | [Home](#) :: [Help](#) :: [About](#)

Vehicle Use Dashboard

Vehicle Use | Maintenance | Shop

Vehicles Departing (2)

Minter 10:00 AM ^

Roodschild 10:00 AM

Motor Pool Activity

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

Vehicles in Use: 2

Vehicles in Maintenance: 0

Users Pending: 0

Reservation | Inspection | Prep | Billing

Vehicle Information (change vehicle)

Vehicle: 263VBQ

Vehicle ID (VIN): 4T1F11AK3PU771371

License Number: TEMP

Description: 2023 WHITE TOYO CAMRY

Confirmation #: 100017

Driver's Name: Steve Minter [sminter@agilefi](#) [change](#)

Department: Academic Core Curriculum

Driver's License Number:

Expiration Date: ☒ Valid

Reservation Information

Reservation Status: Approved

Destination: Dallas

Site: Waco

Usage Type: Daily Rental

Start Date: 07/03/2023@10:00AM

End Date: 07/03/2023@5:00PM

Vehicle Activity

Dispatch Action ☒ Dispatch/Return ☐ Cancel

Date Out: 07/03/2023 09:18 AM

Date In:

Odom Start:

Odom End: Total:

Fuel Start: E| ☐ - ☐ - ☐ - ☐ - ☒ - ☐ | F

Fuel End: E| ☐ - ☐ - ☐ - ☐ - ☒ - ☐ | F

Parking Space Start:

Parking Space End:

Comments: This is for training

Vehicle Condition:

Cancel

Send Admin Email

Print Travel Sheet

Reset Changes

Submit

Double-click line to Dispatch Out

COMM

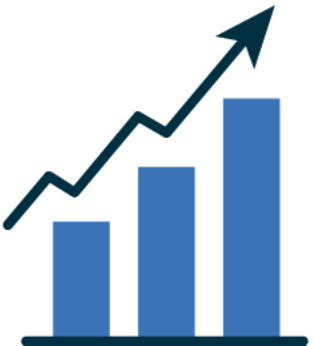
Last Refresh: 7/3/2023 9:03:20 AM

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

Fleet Commander Beyond the Basics

October 3, 2024

Dashboard Filter



Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER

Steve Minter | Log Out



MANAGE

REPORTS

TOOLS

CONFIGURE

Home :: Help :: About

Vehicle Use Dashboard

Various sections of the dashboard include:

Dashboard Filter:
refines what and how
items are shown
on the Dashboard

TIP: use Two-line
Display to enhance
your Dashboard view

Vehicle Use | Maintenance | Shop Mgr | Technician

Vehicles Departing (2)

Driver	Time
Minter	10:00 AM
Roodschild	10:00 AM

Monday, July 3, 2023

QwikFind: All Categories All Values Go

Fleet Statistics Current Vehicle Availability

Vehicles Returning (1)

Driver	Time
	05:00 PM

Dashboard Filters

Show for Date: 07/03/2023 Refresh Interval: 5 min

Site(s): Abilene Breckenridge Brownwood Ft Bend

Usage Type: All Usage Types Daily Rental Maintenance

Location(s): All Locations Abilene: 4ABC Abilene: 4ITC Breckenridge: 4BKC Brownwood: 4BWD Ft Bend: Fleet Harlingen: Fleet Madras: Service Support

Vehicle Type: All Vehicle Types CARGO VAN EXEC SUV MINIVAN

Display Options

☒ Two-line Display for Vehicles Departing/Returning

Vehicles Departing: Driver's Last Name Vehicles Returning: Driver's Last Name

☒ View Fleet Capacity Graph ☒ View Customer Satisfaction Gauge

Clear Defaults Save Defaults Apply Filter

Customer Satisfaction

No Data

Last Refresh: 7/3/ Vehicle Type(s): All is my default dashboard

COMM



Dashboard – Vehicle Use Tab

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.

FLEETCOMMANDER

Steve Minter | Log Out



MANAGE

REPORTS

TOOLS

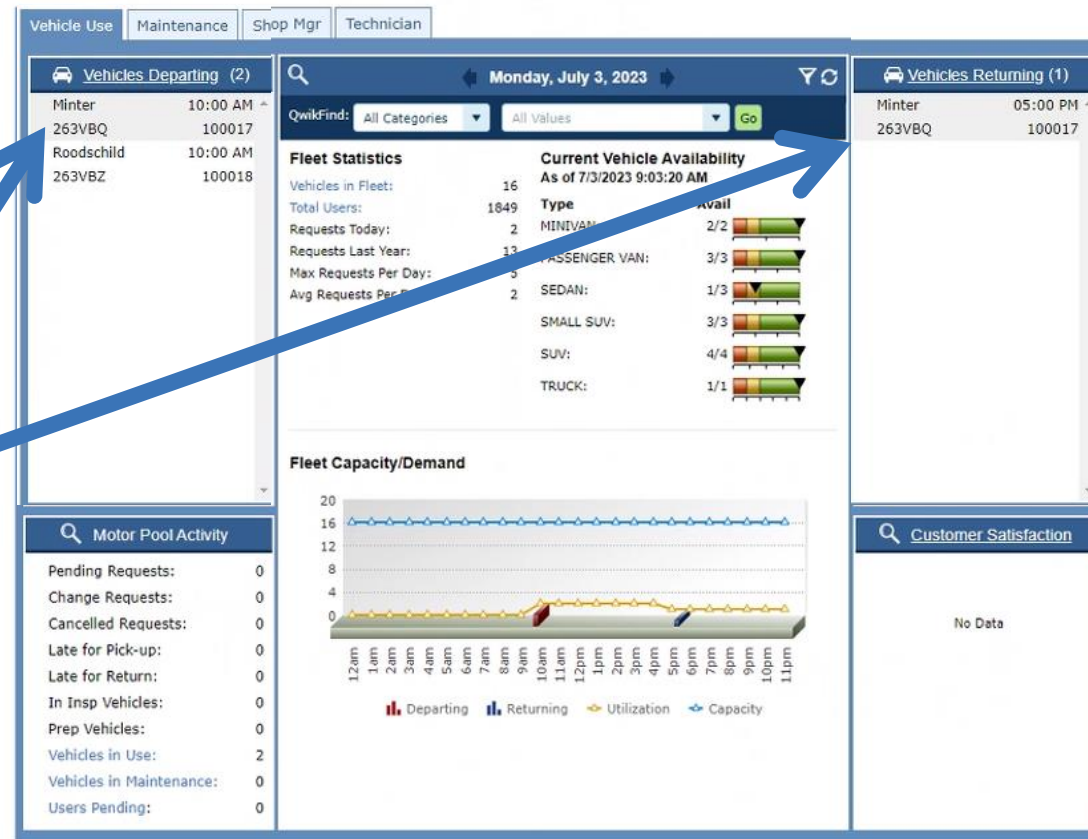
CONFIGURE

Home :: Help :: About

Vehicle Use Dashboard

Various sections of the dashboard include:

Two-line Display adds
VEHICLE NAME and
CONFIRMATION
NUMBER



Last Refresh: 7/3/2023 9:03:20 AM

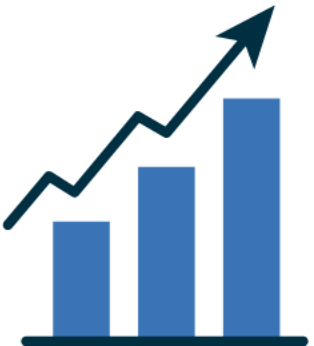
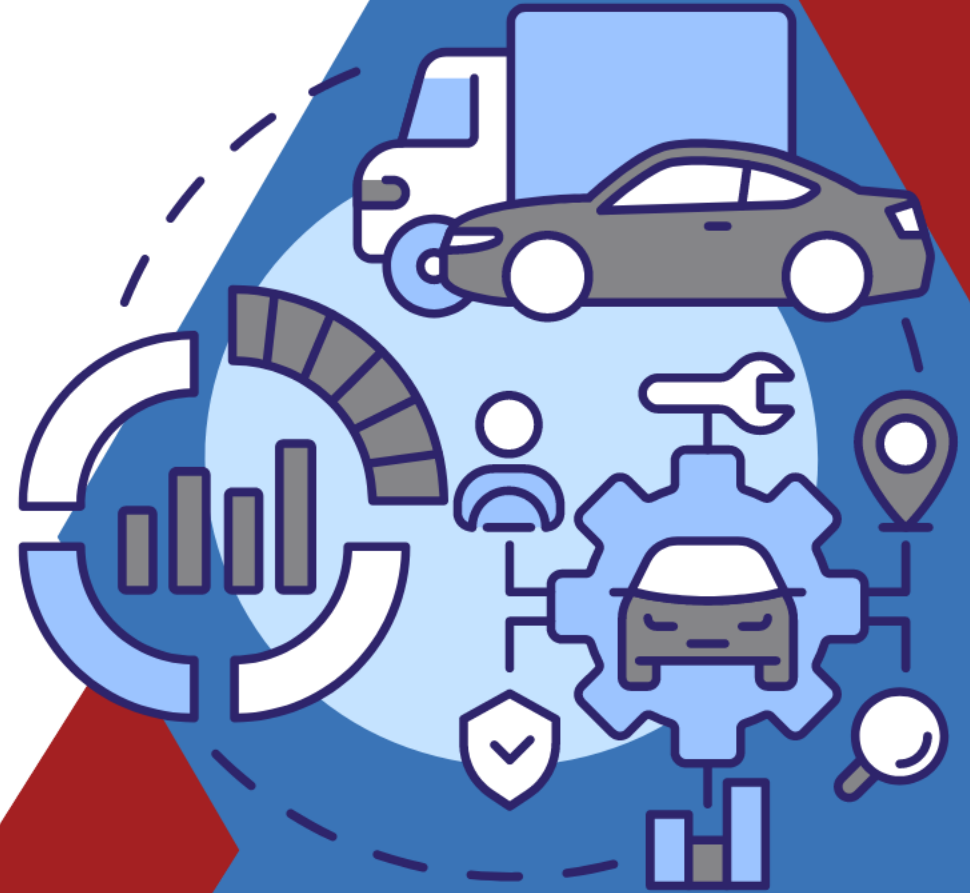
Current Filters: Refresh Interval: 5 min; Usage Type(s): All; Sites: Waco; Locations: Fleet; Vehicle Type(s): All

Make this my default dashboard

COMM

F

QwikFind Search







Dashboard – QwikFind

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.

FLEETCOMMANDERSteve Minter | Log Out

AGILE FLEET
FLEET MANAGEMENT SOLUTIONS



[MANAGE](#) | [REPORTS](#) | [TOOLS](#) | [CONFIGURE](#) | [Home](#) :: [Help](#) :: [About](#)

Vehicle Use Dashboard

Vehicle Use

Maintenance

Shop Mgr

Technician

Vehicles Departing (2)

Minter 10:00 AM

Roodschild 10:00 AM

Vehicles Returning (1)

Minter 05:00 PM

QwikFind: All Categories

All Categories

Asset

Key Tag

Reservation

User

Work Order

Current Vehicle Availability

As of 7/3/2023 9:03:20 AM

Type	Avail
MINIVAN:	2/2
PASSENGER VAN:	3/3
SEDAN:	1/3
SMALL SUV:	3/3
SUV:	4/4
TRUCK:	1/1

Motor Pool Activity

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

Vehicles in Use: 2

Vehicles in Maintenance: 0

Users Pending: 0

Fleet Capacity/Demand



Customer Satisfaction

No Data

Last Refresh: 7/3/2023 9:03:20 AM

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

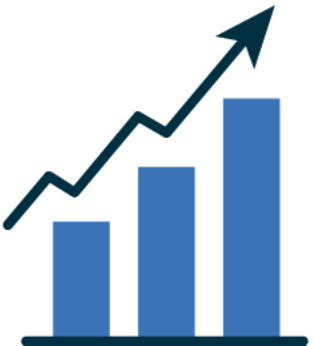
Make this my default dashboard

QwikFind: allows you to search for Assets, Users, & Reservations

COMM



QwikFind Asset

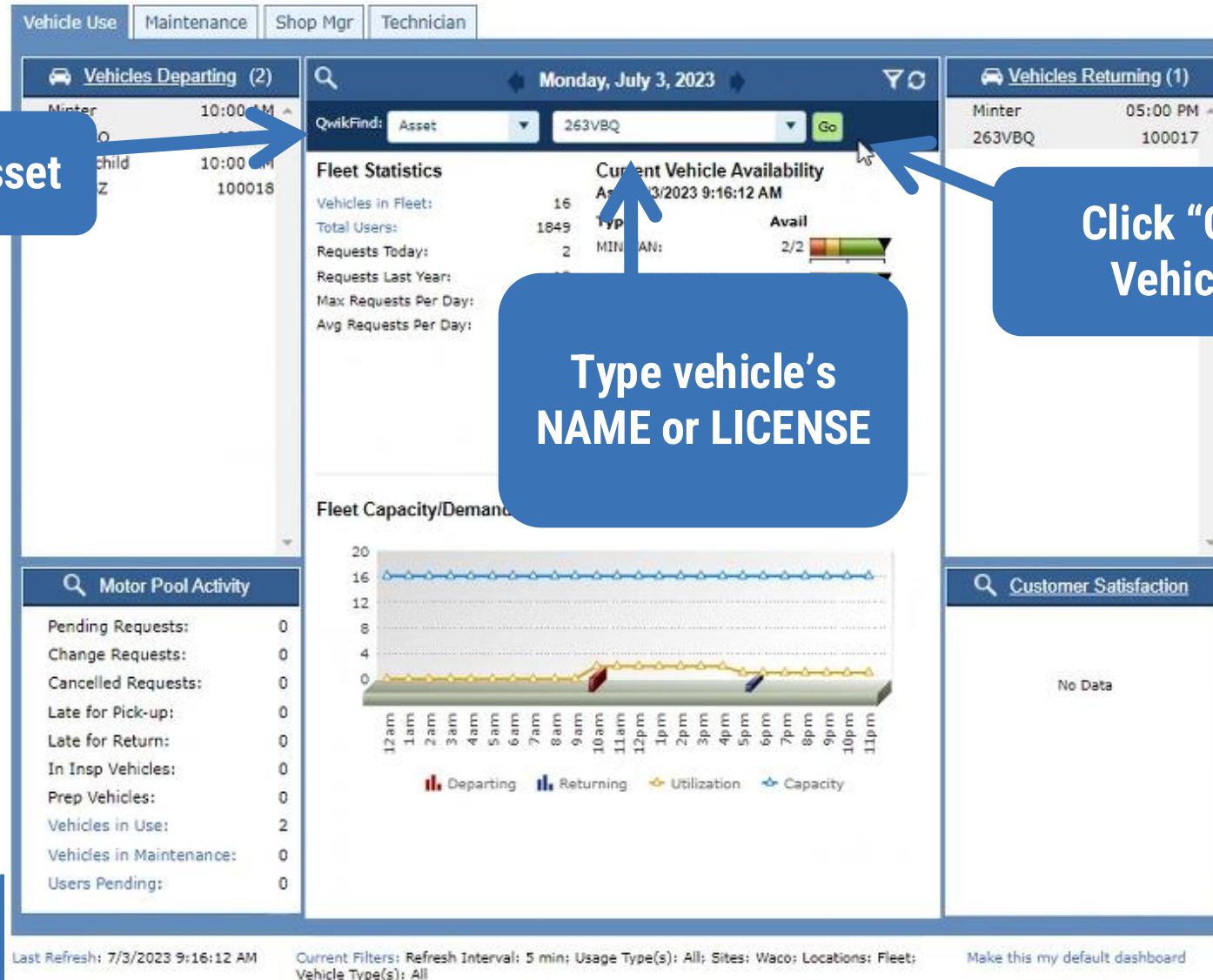


QwikFind - Asset

QwikFind: select "Asset"

Type vehicle's
NAME or LICENSE

Click "Go" to view
Vehicle Profile



QwikFind - Asset

AGILE FLEET™ FLEET MANAGEMENT SOLUTIONS

MANAGE | REPORTS | TOOLS | CONFIGURE

Asset Lookup

Vehicle: 263VBQ
2023 WHITE TOYO CAMRY

TEMP

Space: (blank), (blank)
Site: Waco
Location: Fleet

Owner User/Dept:
Responsible User/Dept:
Usage Type(s):

Dispatch Out (2)
Inspection - Add New
Profile

Reservation | Inspection | Prep | Billing

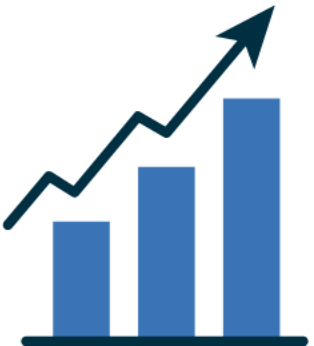
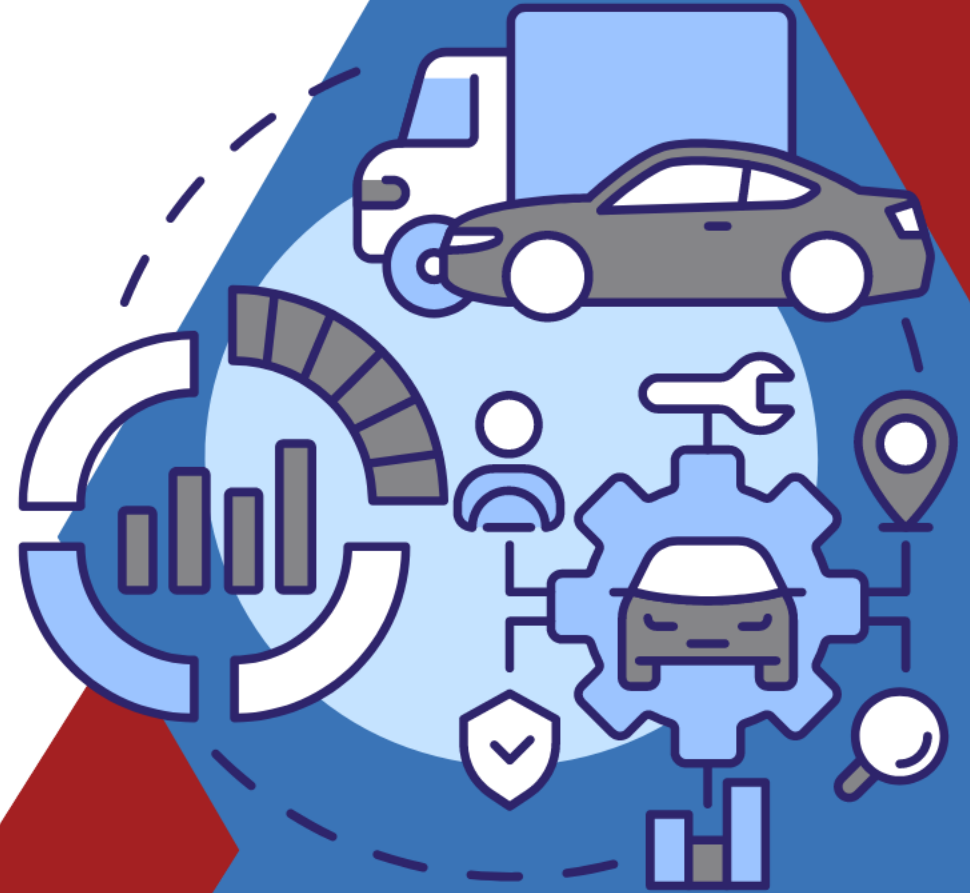
Vehicle Information (change vehicle)		Confirmation #: 100017	
Vehicle:	263VBQ	Driver's Name:	Steve Minter
Vehicle ID (VIN):	4T1F11AK3PU771371	Department:	Academic Core C
License Number:	TEMP	Driver's License Number:	
Description:	2023 WHITE TOYO CAMRY	Expiration Date:	
Reservation Information		Reservation Status:	Approved
		Destination:	Dallas
Site:	Waco	Usage Type:	Daily Rental
Start Date:	07/03/2023@10:00AM	End Date:	07/03/2023@5:00PM
Vehicle Activity			
Dispatch Action		<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel	
Date Out:	07/03/2023 09:18 AM	Date In:	
Odom Start:		Odom End:	Total:
Fuel Start:	E 0 - 0 - 0 - 0 - 0 F	Fuel End:	E 0 - 0 - 0 - 0 F
Parking Space Start:		Parking Space End:	
Comments:	This is for training		
Vehicle Condition:			
Cancel		Send Admin Email	
		Print Travel Sheet	

QwikFind takes you to "Asset Lookup"

Make a Reservation for this Vehicle

Dispatch Vehicle Out to scheduled reservation

QwikFind User

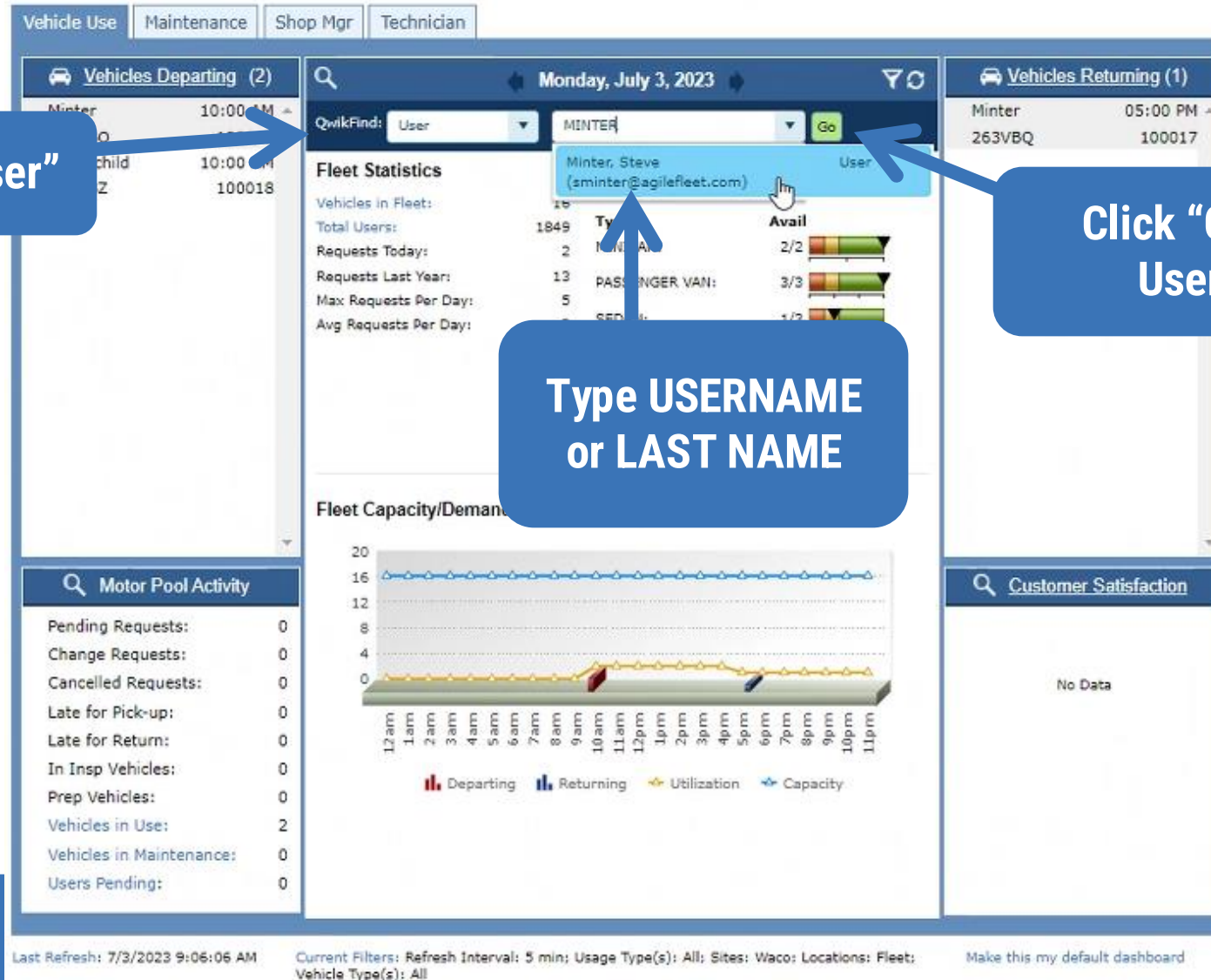


QwikFind - User

QwikFind: select "User"

Click "Go" to view User Profile

Type USERNAME
or LAST NAME



QwikFind - User

QwikFind takes you to "User Lookup"

Dispatch a Reservation

User Lookup

Username: alincoln
Name: Abe Lincoln
Status: Enabled
Employment Status: (none)
E-mail address: jroodschild@agilefleet.com
Phone: 571 498 7555
Department: President's Office
Address:

License not Validated

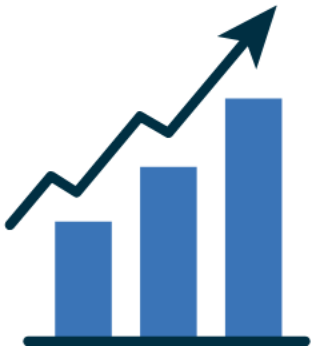
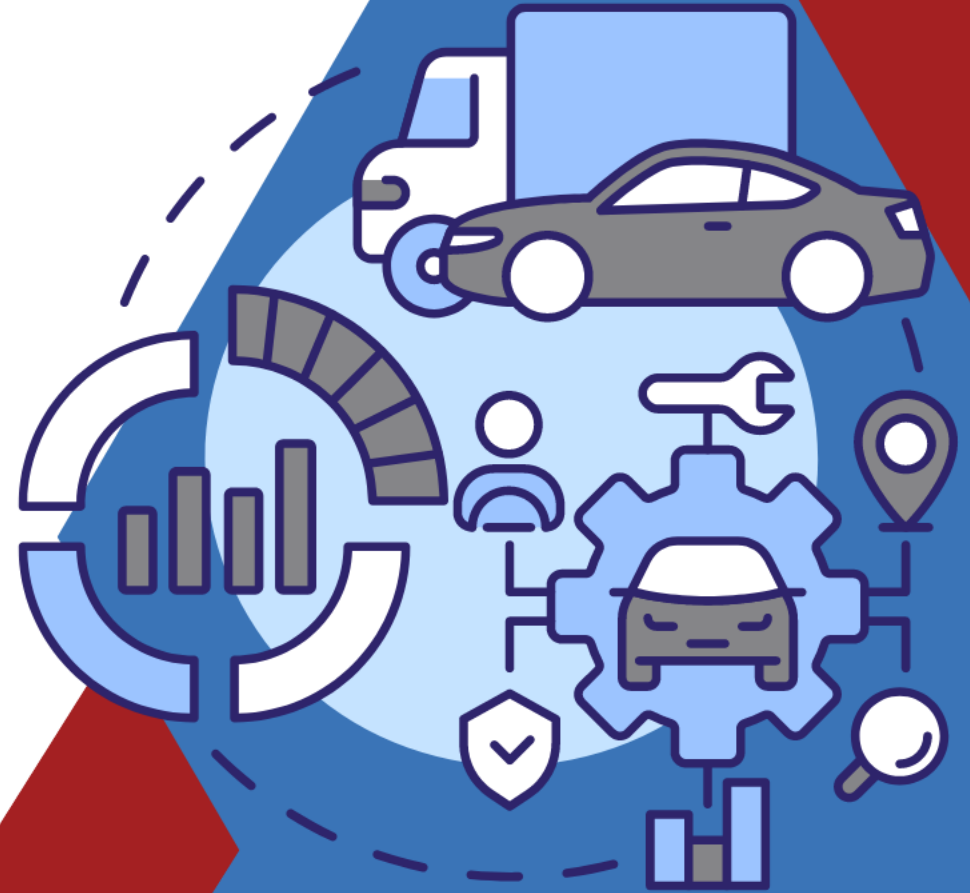
[Refresh Page](#)
[Go To Profile](#)
[Make Reservation](#)

No Pending Reservations Found

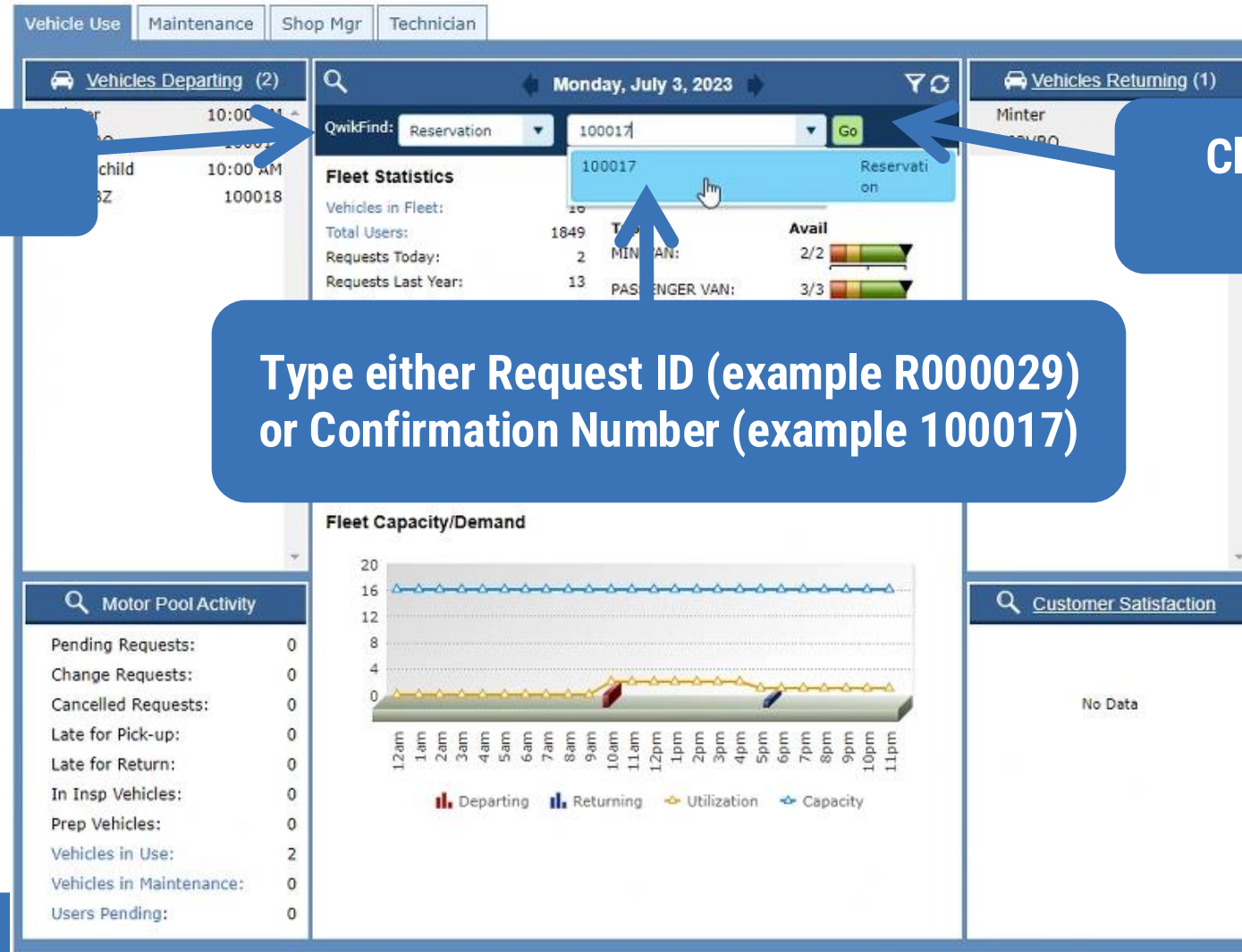
Dispatch Out	Conf#	Start	End	Usage Type	Asset Name
Dispatch Out	157233	5/31/2023 3:00:00 PM	5/31/2023 5:00:00 PM	Short Term Rental	822417
Dispatch Out	157242	5/31/2023 3:00:00 PM	5/31/2023 5:00:00 PM	Short Term Rental	329817
Dispatch Out	157251	7/13/2023 6:00:00 AM	7/13/2023 4:00:00 PM	Short Term Rental	263VBQ
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

Dispatch In	Conf#	Start	End	Usage Type	Asset Name
Dispatch In	157189	1/17/2023 11:13:00 AM	1/18/2023 6:00:00 PM	Short Term Rental	820417
Dispatch In	157206	2/28/2023 6:00:00 AM	2/28/2023 5:00:00 PM	Short Term Rental	1076519

QwikFind Reservation



QwikFind - Reservation



Dashboard – QwikFind

Manage Reservations: Schedule/View Request

Reservation

Files (0)

Request date/time: 07/03/2023 09:02 AM

✔ Request was approved

Request ID: R000029

Confirmation number: 100017

Back to Manage Reservations

Add Alert

Add Notes

More Information

Modify Request

Dispatch

Remove Vehicle

Change Vehicle

Cancel Reservation

Requestor Information

User ID / name: sminter@agilefleet.com/Minter Steve

E-mail address: sminter@agilefleet.com

Driver Information

(requestor is driver)

Schedule Information

Pick-up date / time: 07/03/2023 10:00 AM

Return date / time: 07/03/2023 05:00 PM

Duration: 7 hours

Actual Information

Actual Pick-up date / time:

Actual Return date / time:

Actual Duration:

Mileage Out:

Mileage In:

Selection Information

Usage Type: Daily Rental

Location: Waco

Fleet: Fleet

Vehicle: SEDAN

Options: (any options)

Number of occupants: 1 (driver and passengers)

Additional Information

Department: Academic Core Curriculum

Destination: Dallas

Purpose of Trip: Conference

Comments: This is for training

Vehicle Information

Vehicle: 2023 WHITE TOYO CAMRY

QwikFind takes you
to the Reservation's
Schedule/View Request



Wrap-Up

COMMAND 24

Questions?
Next Up: Beyond Motor
Pool/FedRAMP

THANK YOU

