

Vincennes University Physical Plant Fleet Reservation System Instructions for Making a Vehicle Reservation

After you receive your Welcome to Vincennes University Fleet Reservation System email, reservations can be made:

LINK TO WEBSITE: <https://vincennes.agilefleet.com>

MAKE A RESERVATION

STEP 1 – Log-In to website with username and password, Select Manage>Make Reservation

The screenshot shows the login process and navigation menu of the Vincennes University Fleet Reservation System. At the top, there is a dark blue header with the 'FLEETCOMMANDER' logo. Below it is a blue banner with the Vincennes University logo and the text 'VINCENNES UNIVERSITY Indiana's First College Since 1801'. On the left, a vertical menu lists options: VEHICLE USE, MAKE RESERVATION, MY SCHEDULE, CAR POOL, MY PROFILE, MY REPORTS, and SHOP MANAGER DASHBOARD. The main content area is titled 'Please Login' and contains a login form with fields for 'Username:' (containing 'hwild') and 'Password:' (containing '****'). Below the password field are 'Clear' and 'Login' buttons, with a red arrow pointing to the 'Login' button. A link for 'Forgot password?' is also present. Below the login form is another dark blue header with the 'FLEETCOMMANDER' logo and a blue banner with the Vincennes University logo. Below this is a navigation menu with four main categories: MANAGE, REPORTS, TOOLS, and CONFIGURE. The 'MANAGE' category is expanded to show sub-options: RESERVATIONS, MAKE RESERVATION, DASHBOARD, FLEET, and INSPECTION. A red arrow points to the 'MAKE RESERVATION' option. To the right of the navigation menu, there are tabs for 'Vehicle Use', 'Maintenance', and 'Shop M...'. Below these tabs is a summary card showing a car icon and the text 'Vehicles Departing (2)' next to a search icon.

STEP 2 – Select one of the Following:

- If you are the driver, select “This request is for me”, Select NEXT

The screenshot shows the Fleet Commander interface for Vincennes University. The header includes the 'FLEETCOMMANDER' logo and the university's name and logo. Below the header is a navigation bar with 'MANAGE', 'REPORTS', 'TOOLS', and 'CONFIGURE' tabs. The main heading is 'Vehicle Reservation'. The 'Request Information' form is displayed, asking 'Who is this request for?'. The first option, 'This request is for me', is selected with a radio button. A red arrow points to this radio button. The second option, 'This request is for', has an empty text box and a 'Search for Driver' link. A red arrow points to the 'Next (Continue Request)' button. At the bottom right of the form are 'Cancel Request' and 'Next (Continue Request)' buttons.

- If you are not the driver, select “This request is for _____”, Select NEXT
 - *If the request is for another user, the user must be approved in the system.*
 - If you know the username, you can type it in the box.

The screenshot shows the Fleet Commander interface for Vincennes University, similar to the previous one. The 'Request Information' form is displayed, asking 'Who is this request for?'. The second option, 'This request is for', is selected with a radio button. A red arrow points to this radio button. The text box next to it contains the username 'hwild'. A red arrow points to the 'Search for Driver' link. At the bottom right of the form are 'Cancel Request' and 'Next (Continue Request)' buttons. The footer of the page shows the 'AGILEFLEET' logo and 'Copyright © 2001 - 2021'.

- To use the Search Feature, click on the Search Link, and type in the Search box letters of the last name of the user. For Example, type in pott, and it will list all users with last names containing “pott”, click on the *select*. The user name will appear in the box, and click Select to populate.

The screenshot shows a search interface on the left and a 'Request Information' form on the right. The search interface has a 'Last Name' field containing 'WILD' and a 'Go' button. Below it is a table with columns 'UserName' and 'Name'. The table contains three rows: 'hwild' (Wild, Hannah), 'jwild2' (Wild, Jeremy), and 'kwild' (Wild, Keith). Each row has '[VIEW]' and '[SELECT]' links. A red arrow points to the search box, and another points to the '[SELECT]' link for 'jwild2'. The 'Request Information' form on the right has a 'CONFIGURE' tab and a section titled 'Request Information'. It asks 'Who is this request for?' with two radio button options: 'This request is for me' and 'This request is for [hwild] Search for Driver'. The second option is selected. At the bottom of the form are 'Cancel Request' and 'Next (Continue Request)' buttons. A red arrow points to the 'Next (Continue Request)' button.

	UserName	Name
[VIEW] [SELECT]	hwild	Wild, Hannah
[VIEW] [SELECT]	jwild2	Wild, Jeremy
[VIEW] [SELECT]	kwild	Wild, Keith

- Select NEXT

STEP 3

- Select Site (VM is Main Campus; VM-BUS is Main Campus Bus Reservation)
Note: If this screen does not appear, then you have access only to VM – Main Campus, then skip to Step 4.

The screenshot shows the 'Request Information' form with a 'Select Site:' label and a dropdown menu. The dropdown menu is open, showing three options: 'Select Site', 'VM', and 'VM - BUS'. A red arrow points to the 'Select Site' option. Below the dropdown menu are 'Cancel Request' and 'Next (Continue Request)' buttons. Another red arrow points to the 'Next (Continue Request)' button.

- Select NEXT

STEP 4

- Complete the Pick-up date/time: (**remember 12:00 AM is midnight and 12:00 PM is noontime**).
- Complete the return date/time.
- Complete the type – Car, Van, Trailer
- Complete the Number of Occupants
- The Department and account number will populate based on your user profile or the profile of the person you're making the reservation for. Both can be changed if required. If you do not know the account number at this time be sure to contact the Physical Plant with the correct account before the end of the month so, you are billed correctly.
- Complete Purpose of Travel, Destination City and State, and Destination Street Address
- Complete any additional comments needed/required. (Please keep comments brief)
- Select NEXT

Request Information

* = required field

Requestor Information

User Id / Name: **hwild / Hannah Wild**
E-mail address: **hwild@vinu.edu**
*Driver's User Id: (Hannah Wild) [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: **VM**
Type: ←
Number of Occupants: (driver and passengers) ←
View vehicle availability

Additional Information

*Department: ←
Account Number: ←
*Purpose of Travel: ←
*Destination City and State: ←
*Destination Street Address: ←

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

press Shift+Enter to begin a new line

STEP 5

- Confirm the reservation information is correct.
- Submit Request (other options include Previous to Change Request, Cancel Request, Submit and Make Similar Request and can be selected if applicable)

Confirm Request

* = required field

Requestor Information

User Id / Name: **hwild / Hannah Wild**
E-mail address: **hwild@vinu.edu**
*Driver's User Id: **hwild / Hannah Wild**

Schedule Information

*Pick-up Date / Time: **12/16/2021 07:00 AM**
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: **12/16/2021 04:00 PM**
(MM/DD/YYYY HH:MM AMPM)
Duration: **9 hours**


Selection Information

Usage Type: **Daily Rental**
Site: **VM**
Type: **CAR**
Number of Occupants: **1 (driver and passengers)**

Additional Information

*Department: **PHYSICAL PLANT**
Account Number: **10000-2207-71505-1400**
Purpose of Travel: **TEST**
Destination City and State: **TEST**
Destination Street Address: **TEST**
Comments: **TEST**


Auto-assign to a vehicle? Ignore buffers?



[Previous \(Change Request\)](#) [Cancel Request](#) [Submit Request](#) [Submit and Make Similar Request](#)

- A message that your vehicle reservation request has been submitted will be displayed.

FleetCommander: Submit Request

 Your vehicle reservation request has been submitted. An email with information about your request is being sent to you at spotter@vinu.edu.

[Close](#)



CONFIRMATION:

- An email giving you information about your reservation will be sent.
- Once the request has been approved and a car has been assigned, you will receive a second confirmation email.

CANCEL A RESERVATION:

- Sign in, go to MY SCHEDULE, and select Current Requests or All Requests
- Click on the Red X next to the reservation you want to cancel.
- Note why the reservation is being cancelled.
- Select Yes (cancel).

Please give 24 hour notice for any reservation cancelled.



Vehicle Use Menu:

- MAKE RESERVATION
- MY SCHEDULE ←
- CAR POOL
- MY PROFILE
- MY REPORTS
- SHOP MANAGER DASHBOARD
- TECHNICIAN DASHBOARD

Information Menu:

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS

Welcome

We are excited about the launch of this new service and we are pleased to provide you 24 hours per day access to motor pool resources, policies, and procedures. Please enjoy the site. We look forward to serving you through this new venue.

IF YOU ARE A NEW DRIVER, A DRIVER INFORMATION AND APPROVAL FORM MUST BE SUBMITTED TO CAMPUS POLICE, ALONG WITH YOUR VALID DRIVERS LICENSE, TO BE AN APPROVED DRIVER OF VINCENNES UNIVERSITY VEHICLES.

My Schedule - Current Requests

User ID / Name: **junderhill / Underhill Jennifer** Schedule as of: **12/16/2021 10:31:20 AM**
E-mail address: **jdavis@vinu.edu**

Request ID or Confirmation Number: View Display: **Current Requests** ✓ Page 1 of 2

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
	11/12/2021	Pick-up: 01/11/2022 11:00 AM Return: 01/11/2022 10:00 PM Duration: 11 hours	✔ Request was approved You are the requestor Driver: Chanhee Lee	109120 Confirmation number	Vehicle: C05 (2020 WHITE FORD FUSION) Location: VM Type: CAR
	11/12/2021	Pick-up: 01/18/2022 11:00 AM Return: 01/18/2022 10:00 PM Duration: 11 hours	✔ Request was approved You are the requestor Driver: Chanhee Lee	109121 Confirmation number	Vehicle: C05 (2020 WHITE FORD FUSION) Location: VM Type: CAR
	11/12/2021	Pick-up: 01/25/2022 11:00 AM Return: 01/25/2022 10:00 PM Duration: 11 hours	✔ Request was approved You are the requestor Driver: Chanhee Lee	109122 Confirmation number	Vehicle: C05 (2020 WHITE FORD FUSION) Location: VM Type: CAR

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Vehicle Use My Schedule - Cancel Request Logged In: Sandra Potter1

Request date/time: 7/31/2014 12:13:59 pm
Request is pending
Request ID: R000272


Reservation Information
 Notes (optional cancellation information):
 testing to see if the reservation actually cancel

Are you sure you want to cancel this request?

press Shift+Enter to begin a new line

Yes (Cancel Request) No (Back)





FleetCommander: Cancel Request

 Your request has been cancelled. An email with additional information about your cancellation is being sent to you at spotter@vinu.edu (a copy is being sent to the driver ayoung at ayoung@vinu.edu).

ADDITIONAL INFORMATION:

- Note when reservation has been completed, a reservation receipt will appear in the first column. Click on the reservation report to see all details for the reservation as well as the billed charges.

SHOP MANAGER DASHBOARD
TECHNICIAN DASHBOARD
INFORMATION
INSTRUCTIONS
POLICIES
VEHICLES AND RATES
LOCATIONS

	Request Date/Time	Schedule Information 	Status Information	Request ID or Confirmation Number	
	08/30/2021	Pick-up: 09/14/2021 03:25 PM Return: 09/14/2021 10:30 PM Duration: 7 hours 5 minutes	<input checked="" type="radio"/> Reservation completed <input type="radio"/> You are the requestor Driver: Chanhee Lee	108921 Confirmation number	Vehicle: Location: Type:
	08/30/2021	Pick-up: 09/07/2021 04:12 PM Return: 09/07/2021 10:10 PM Duration: 5 hours 58 minutes	<input checked="" type="radio"/> Reservation completed <input type="radio"/> You are the requestor Driver: Chanhee Lee	108919 Confirmation number	Vehicle: Location: Type:
	08/30/2021	Pick-up: 08/31/2021 03:11 PM Return: 08/31/2021 11:00 PM Duration: 7 hours 49 minutes	<input checked="" type="radio"/> Reservation completed <input type="radio"/> You are the requestor Driver: Chanhee Lee	108917 Confirmation number	Vehicle: Location: Type:

- If a vehicle is not picked up or returned at its scheduled time, a no show fee/late return fee will be charged to your account.***
- An additional cleaning fee may be assessed if applicable (i.e smoke smell, mud in vehicle, trash not cleaned out).***
- Vehicles and their rates can be found under the Vehicles and Rates tab on the Main Page***
The following documents can be found under the Documents tab on the Main Page:
 - Vehicle Information/Procedure Policy***
 - Vehicle Driver Information and Agreement Form***
 - Vehicle Accident Reporting Form***
 - A map of designated pick up/drop off locations for Buses***

If you have any questions or problems, please direct them to
pplant@vinu.edu