Agile FleetCommander
User’s Guide

FleetCommander

24-hour a day fleet management

September 2007
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Welcome to FleetCommander

Your 24-hour a day motor pool application

Introduction

FleetCommander is an Internet-based automation system designed to increase the level of service provided to the users of motor pool resources. This tool provides easy-to-use forms and buttons to perform motor pool functions previously performed via a phone, fax machine or other paper-based systems.

You can look forward to some considerable advancements in the motor pool!

- FleetCommander is working 24 hours a day, 7 days a week – make reservations, update your profile and check your reservation schedule.
- No More Paperwork! - Make reservations in less than a minute.
- Your reservation won’t get lost – it’s all kept safe and secure within the system.
- Mistakes will be reduced because FleetCommander performs automatic error checking.
- You will receive automatic email confirmations for requests, modifications, approvals, rejections and cancellations.
- Converse with the fleet managers through the email system. You don’t have to make any calls.
- Your user profile is kept safely online.
- And best of all – it’s easy to use!

This document is provided to instruct you on how to access and use FleetCommander’s capabilities.

Enjoy!
Accessing FleetCommander

FleetCommander is accessible via the Internet or your Intranet. In either case, to gain access, put the URL in the “Address” line of your Internet Explorer Browser as shown in the picture below. FleetCommander works best when accessed using the Microsoft Internet Explorer browser. Compatibility with other browsers is not guaranteed.

URL: “An Internet address (for example, http://www.hmco.com/trade/), usually consisting of the access protocol (http), the domain name (www.hmco.com), and optionally the path to a file or resource residing on that server (trade).”

1 Source: www.dictionary.com
FleetCommander Basics

After successfully navigating to the FleetCommander web site, you will see the home page.

From this page, you can access:

Vehicle Use pages – These pages let you make a reservation, check your reservation status on-line, edit your user profile, enter mileage for a vehicle that is assigned to you, share a vehicle via the Car Pool feature, and run reports on your usage. These pages require that you log in.

Information pages – These pages provide customized content prepared by your Administrator. Important site information is often put on this home page. Be sure to read its contents each time you visit the site.

Note: Your FleetCommander web site is easily customized by your fleet administrator. Examples of pages shown throughout this manual may look different than your actual site.
Online User Registration

The Online User Registration feature provides a quick and convenient method for users to sign up to use FleetCommander. Clicking on the “Sign Up Now!” link on the left navigation bar will provide you with a registration form.

Note: The “Sign Up Now!” feature may not be used at all sites. Your fleet administrator controls the use of this feature.

On the next page is an example of the appearance of this form.
After submitting the form, you will be placed in a “Pending” status. The fleet staff must approve your registration before you are granted access to the system. If you are approved, you’ll receive a Welcome email that will provide further instructions. Then you’re ready to go!
Logging In

If you attempt to access a function of FleetCommander that is secure, you will be asked to login. To login, simply enter your email address and password at the designated prompts. Click on the “Login” button to proceed.

**Please remember that passwords are case sensitive!**

**User Name:**

**Password:**

[Login] [Clear]

**Forgot password?**

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

**Note:** These prompts are case sensitive. If your password is “rover22” (in lower case), typing in “ROVER22” in upper case will not work.
To view the overview of instructions for making a reservation, click on the “Instructions” menu item located on the left navigation bar of your browser.

Our goal is to make the process of requesting reservations and checking or updating these requests as simple as possible. A basic overview of the Motor Pool's on-line vehicle reservation process is listed below. Just follow these three easy steps:

1. **Submit Request**
   - First, complete and submit the on-line new request form. Your reservation request is given the status of 'Pending,' and you are assigned a reservation request ID. You will receive an email notifying you of your reservation request.

2. **Receive Confirmation**
   - Next, your reservation request will be processed by the Motor Pool staff. All attempts will be made to fulfill your reservation request. Most requests are responded to within 1 hour (during normal business hours). If the request can be fulfilled, then the reservation request is given the status of 'Approved.' You will receive an email notifying you of your reservation approval.

   At any time, your schedule may be used to view the status of your reservation request(s) on-line. Additionally, you may cancel or request changes to your reservation request(s).

   **Note:** If your reservation request is rejected or cancelled, then you will receive an explanation with your email response indicating the reason.

3. **Pick-up Vehicle**
   - Finally, pick-up your vehicle at the requested location identified on your reservation confirmation. You should be sure to review our policies (if you are not familiar with them) and our current vehicles and rates. If you need any further assistance, please contact us by email, by phone (during normal business hours), or by fax.

   *After the vehicle is returned,* please be sure to provide us with feedback on your experience with Motor Pool.

Once you are ready to make a reservation, either click on the “Start” starburst or click on the “Make Reservation” menu item located on the left navigation bar.
# Make Reservation

To begin the process of making a reservation, click on the “Make Reservation” link located on the left navigation bar.

After successfully logging in, you will be provided an easy-to-follow form for making your request.

![Request Information Form](image_url)

<table>
<thead>
<tr>
<th>Requestor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID / name:</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
<tr>
<td>Driver’s user ID:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up date / time:</td>
</tr>
<tr>
<td>Return date / time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage Type:</td>
</tr>
<tr>
<td>Site:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Type:</td>
</tr>
<tr>
<td>Options:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of occupants:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Account:</td>
</tr>
<tr>
<td>Purpose:</td>
</tr>
<tr>
<td>Destination:</td>
</tr>
<tr>
<td>Comments: (for example, the description of any special vehicle requirements):</td>
</tr>
</tbody>
</table>

[Next (Continue Request) | Cancel Request]
Note: Your FleetCommander web site is easily customized by your fleet administrator. Examples of pages shown throughout this manual may look different than your actual site. Some prompts described below may not be used by your organization.

Complete the reservation form using the following guidance:

**Requestor Information**

**User ID/Name:**
This is your User ID and your name according to your User Profile.

**E-mail address:**
This is your contact e-mail address according to your User Profile.

**Driver’s User ID:** If you are making a reservation for someone other than yourself, enter his or her UserID at this prompt.

**Schedule Information**

**Pick Up Date/Time:**

There are two ways to enter your desired Pick-up Date. You can type in the date with your keyboard (in the format mm/dd/yyyy, e.g. 09/09/2007) or you can click on the calendar icon. The calendar icon lets you select the month and date using your mouse. The Pick-up Time is entered by clicking on the ‘down-arrow’ to the right of the prompt.

**Return Date/Time:**

There are two ways to enter your desired Return Date. You can type in the date with your keyboard (in the format mm/dd/yyyy, e.g. 09/09/2007) or you can click on the calendar icon. The calendar icon lets you select the month and date using your mouse. The Return Time is entered by clicking on the ‘down-arrow’ to the right of the prompt.

**Selection Information**

**Location:** If vehicles are available at more than one location, you may be prompted to select a location. To select a location, click on the ‘down-arrow’ to the right of the “Location” prompt. **Note:** When your request is submitted, it will limit the search of available vehicles to only those vehicles at the selected site. If you do not require a vehicle from a specific location, it is best to leave “Any Location” as your location selection.
**Type:** “Type” is used to describe the vehicle as being compact, mid-size, full-size, luxury, a bus, a van, etc. If your motor pool has more than one type of vehicle, you may be prompted to select the type of vehicle you would require for your trip. To select a type, click on the ‘down-arrow’ to the right of the “Type” prompt. *Note:* When your request is submitted, it will limit the search of available vehicles to only those vehicles that match the type you selected. If you do not require a specific type of vehicle, it is best to leave “Any Type” as your type selection.

**Options:** If you require specific accessories or options in the vehicle you are requesting, select these from the options presented in the “Options:” section. If you require special features but do not see the option listed on the reservation form, put your request in the “Comments” box at the bottom of the page.

**Number of Occupants:** This field is for the user to notify the administrator of the number of occupants that will travel in the vehicle. It is used to identify the vehicle that best meets your needs. In the event that no vehicle is available that meets your exact requirements, the administrator may elect to provide you with a larger vehicle.

**Additional Information**
The “Additional Fields” are used to collect information unique to your motor pool. Your administrator customizes these. If you have questions about how to complete these fields, contact your administrator.

**Comments:** You may enter any information in the “Comments” field that you wish the motor pool staff to see.

Click on the “Next (Continue Request)” button after completing all of the desired fields. Don’t worry; prior to submitting this to your motor pool staff, you will have a chance to review the completed request.

After reviewing the request on the “Confirm Request” page, click on “Submit Request” to send this to your administrator. You will receive an email confirmation notice.

*Note:* If you intend to make multiple reservations, you can elect to use the “Submit and Make Similar Request” button. This action will submit the current request and copy all the details of that reservation into subsequent reservation form. This function must be enabled by the fleet administrator in order for it to appear on your screen.
Additionally, you will receive an email once your request is approved or rejected by your fleet administrator.
My Schedule

You may view or request to change your current reservations using the “My Schedule” link shown on the left navigation bar.

A summary with all of your current requests will be displayed. You may sort the information in this table by clicking the title of any column. The first click will sort the information in an ascending manner. A second click on the title of the column will sort the information in a descending manner. To see requests from the past, click on “All Requests”.

View, Change or Cancel Your Request

View: To view the details of your reservation, click on the magnifying glass icon located in the left-most column of the status table.

You will be presented with the screen below.
Change: To request a change to your reservation, click on the “Request Changes” button (shown above) and type your desired changes in the text box (shown below). The administrator will act upon the request using this new information.
**Cancel:** To cancel your reservation, click on the ‘X’ icon located in the left-most column of the status table.

You will be presented with the screen below.

![Cancel Reservation Screen]

Please add any information in the Notes section that may be helpful to the fleet staff. Clicking on “Yes (Cancel Request)” will remove your request from the system and the administrator will no longer act upon it.

**Request Date/Time**

The information in this column shows the date and time when you made your reservation.

**Schedule Information**

This column shows the start date and time, the return date and time, and the duration of your reservation.

**Status Information**

Your reservation status will appear in the “Status Information” column. The different statuses that may be displayed include:

- **Pending:** This reservation is awaiting approval by the fleet administrator
- **Approved:** This reservation has been approved. You should have received an email confirmation notice.
Cancelled: This reservation was cancelled either by you or the fleet administrator. As appropriate, comments may indicate why this was cancelled.

Completed: This reservation is closed. You have picked up and returned the vehicle to the motor pool.

Request ID or Confirmation Number

Request ID: The request ID is issued when you make a request. Your request has not been approved by the administrator. Use this identification number whenever corresponding with the administrator about your request.

Confirmation Number: The confirmation number is issued when your request has been approved by the administrator. You now have a reservation for a specific vehicle for a specific date and time. Use this confirmation number whenever corresponding with the administrator about your reservation.

Vehicle Information
If a vehicle has been assigned to your reservation, information about the vehicle will appear in this column. This information will contain the vehicle name, its description, its location and its type. The administrator may, at his or her discretion, assign a different vehicle at a later point in time. You will automatically be notified by email of any changes.
Car Pool Function

An easy way to reduce costs for the motor pool and your organization is for several users to travel together in one vehicle whenever possible. FleetCommander’s Car Pool function allows you to find either a driver or passenger[s] that are going to the same destination as you. The Car Pool feature is a ‘bulletin-board’ that protects your privacy yet allows you to clearly identify opportunities for car pooling.

Invoke the car pool feature by clicking on the “Car Pool” menu located in the left margin.

Viewing Car Pool Messages

The car pool screen provides a list of drivers or passengers looking for car-pooling opportunities.

<table>
<thead>
<tr>
<th>Depart Date</th>
<th>Time</th>
<th>Departing Location</th>
<th>Return Date</th>
<th>Time</th>
<th>Destination</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2004</td>
<td>10am</td>
<td>HQ</td>
<td>7/12/2004</td>
<td>around 1pm</td>
<td>Huntsville</td>
<td>Edit</td>
</tr>
<tr>
<td>7/15/2004</td>
<td>7:30 am</td>
<td>Lobby</td>
<td>7/15/2004</td>
<td>4:00 pm sharp</td>
<td>Convention center</td>
<td>Edit</td>
</tr>
<tr>
<td>7/14/2004</td>
<td>around 9am</td>
<td>Anywhere on main campus</td>
<td>7/16/2004</td>
<td>open</td>
<td>Manager's Retreat in Va</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Procedures for creating, editing, and inquiring about car pool messages are provided below.

**Creating a New Car Pool Message**

To create a new message on the car pool message board, click on the “Post a New Message” link located in the top left of the message board. Complete the form that appears.

The departure date, time, and location fields should be completed. In the time field, you can enter either a specific time (e.g. 7:30 a.m.) or a general time (e.g. “any time in the morning”) in this field.

The return date, return time, and the destination should also be completed thoroughly. Be as specific as possible when entering the destination.

By entering comments about your desired passenger or driver, you can save unwanted inquiries from people that aren’t a good match for you. For example, adding a comment such as “I cannot leave until the conference is over” would alert riders of your potential schedule change.

Identify yourself as either the “Driver” or “Passenger” by clicking on the appropriate radial button in the bottom left.
When completed with the form, click on the “Post Message” button. The message will appear on the car pool message screen and you will receive an email confirming your car pool message has been received.

The following car pool message was posted from your account at 7/12/2004 1:03:13 PM.

Departure Date: 7/12/2004
Departure Time: 7:30 a.m.
Departure Location: Lobby
Destination: Convention center
Return Date: 7/12/2004
Return Time: 4:00 pm sharp
Driver: You are the driver.
Comments: Attending marketing symposium.

Inquiring About a Car Pool Message

The “Inquire” link is used to find out more about a prospective car pool ride.

After clicking on the “Inquire” link, a form will appear that is used to collect your contact information.

Complete the form and click on the “Send Inquiry” button to send a message to the prospective driver or passenger. For privacy reasons, you will only learn of the originator’s name and contact information if they contact you.

Note: The “Inquire” link will not appear for car pool messages which you have posted. Messages which you have posted will have an “Edit” button only.
Editing or Deleting a Car Pool Message

Car pool messages can be edited or deleted by either the fleet administrator or by the originator of the message. To edit or delete a car pool message, click on the “Edit” link in the right column.

You will see the screen below.

Any of the original fields can be edited and saved by clicking on the “Update Message” button.

If you elect to delete a message using the “Delete Message” button, you will be asked to complete a short form. The information collected here is used by fleet administrators to gauge the success of the car pool program.

Enter any comments that you feel will improve the service provided by your fleet administrators.
My Profile

You can change your password and maintain all of your contact information on-line by clicking on the “My Profile” link on the left navigation bar.

The Profile tab allows you to keep your information current. Remember to keep your information updated for accurate billing and so the fleet staff can contact you about your reservation.

When completed with your profile changes, click on the “Save Profile” button.
The Permissions tab, when enabled, shows the permissions you may have across the organization and/or at each site with your organization.

To request permissions at additional sites, click on the “Request Additional Sites” button.

Fill out the form and submit your request.
My Vehicles

It is important for the fleet staff to collect the mileage of the vehicles on a regular basis to make sure the vehicles are having preventive maintenance performed as required by the manufacturer’s specifications. The My Vehicles feature makes it easy for users who have assigned vehicles to report the mileages of their vehicles.

Users no longer have to fill out forms or call the fleet staff. Just click on the “My Vehicles” link on the left navigation bar.

You’ll see a form similar to the one below. This form may be customized for your organization. Your form may appear different than what is shown below. If it does, please contact your fleet administrator for instructions on how to fill out the fields properly.
A variety of reports are available for users to track their usage. Each report includes “filter” criteria that can be used to generate reports that include only the desired information. To access the reports, click on the “My Reports” link.

You will be presented with a selection of reports.

- **Reservation Summary**
- **Reservation Details**
- **Completed Trips**
- **Late Return**

The sections on the next pages show the filter interface as well as sample output for the following reports:

- **Reservation Summary Report** – all reservations made by the user
- **Reservation Detail Report** – details of a reservation made by the user
- **Completed Trips** – only those trips that were completed by the user
- **Late Return** – those trips where the user brought the vehicle back past the indicated Return Time/Date
**Reservation Summary Report**

The output of this report provides all of the reservations made by the user. These include approved, pending, canceled, and completed reservations.

**Filter Criteria**

```plaintext
<table>
<thead>
<tr>
<th>Filter Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Made Between:</td>
</tr>
<tr>
<td>Reservation Starting</td>
</tr>
<tr>
<td>Reservation Ending</td>
</tr>
<tr>
<td>For</td>
</tr>
<tr>
<td>Asset Name: All Assets</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Location: All Locations</td>
</tr>
<tr>
<td>Type: All Asset Types</td>
</tr>
<tr>
<td>Max Occupants: All Occupants</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Approved:</td>
</tr>
<tr>
<td>Pending:</td>
</tr>
<tr>
<td>Canceled:</td>
</tr>
<tr>
<td>Completed:</td>
</tr>
<tr>
<td>Reserved by me:</td>
</tr>
<tr>
<td>Reserved for me:</td>
</tr>
<tr>
<td>Sort Order</td>
</tr>
<tr>
<td>Start Date of Reservation</td>
</tr>
<tr>
<td>Asset Name</td>
</tr>
</tbody>
</table>
```

[Image of the filter criteria table]
Sample Output

**Reservation Summary Report**

<table>
<thead>
<tr>
<th>Res/Conf #</th>
<th>Vehicle Name</th>
<th>Driver</th>
<th>Departure</th>
<th>Return</th>
<th>Duration</th>
<th>Actual Miles</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100360</td>
<td>G092N76J</td>
<td>Adams, John</td>
<td>06/08/2017 06:00 AM</td>
<td>06/08/2017 06:00 AM</td>
<td>9</td>
<td>766</td>
<td>Approved</td>
</tr>
<tr>
<td>100367</td>
<td>G269-Tripple</td>
<td>Adams, John</td>
<td>02/23/2017 06:00 AM</td>
<td>02/23/2017 06:00 AM</td>
<td>33</td>
<td>14</td>
<td>Completed</td>
</tr>
<tr>
<td>100270</td>
<td>E20-Acord</td>
<td>Adams, John</td>
<td>03/02/2017 06:00 AM</td>
<td>03/02/2017 06:00 AM</td>
<td>8</td>
<td>2</td>
<td>Completed</td>
</tr>
<tr>
<td>100182</td>
<td>G05128</td>
<td>Adams, John</td>
<td>05/23/2018 06:00 AM</td>
<td>05/23/2018 11:00 AM</td>
<td>2</td>
<td>24</td>
<td>Completed</td>
</tr>
<tr>
<td>100189</td>
<td>E20-Acord</td>
<td>Adams, John</td>
<td>07/10/2018 11:00 AM</td>
<td>07/10/2018 04:00 PM</td>
<td>5</td>
<td>5</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Report Filters**

- Made Between: (none) and (none)
- Reservation Start Between: (none) and (none)
- Location: (none)
- Type: (none)
- Maximum Occupants: (none)
- Status: Approved
- Asset Name: (none)

**Res/Conf #** (Reservation Number or Confirmation Number): This is the unique identifier assigned to your request/reservation. When you first make your request for a vehicle, the system assigns a Reservation Number to your request. Once the request is approved, the system assigns a Confirmation Number to the approved request. The reports will always use a Confirmation Number when identifying a request except when the request has not been approved. The report will then use the Reservation Number.

**Vehicle Name**: This is the name of the vehicle that was assigned to your reservation.

**Driver**: This is the driver of the vehicle.

**Departure**: This is the date and time that the reservation begins. If the reservation has been completed, then it will be the *actual* date and time that you picked up the vehicle. Otherwise, it will be the *scheduled* date and time for you to pick up the vehicle.

**Return**: This is the date and time that the reservation ends. If the reservation has been completed, then it will be the *actual* date and time that you returned the vehicle. Otherwise, it will be the *scheduled* date and time for you to return the vehicle.

**Duration**: This is the duration of your reservation in hours, rounded up to the nearest hour.

**Actual Miles**: This is the number of actual miles traveled during your reservation. This number will only appear on a completed reservation.
**Status:** This is the status of your reservation. The different statuses that may be displayed include:

- **Pending:** This reservation is awaiting approval by the fleet administrator.
- **Approved:** This reservation has been approved. A vehicle has been assigned to your reservation.
- **Cancelled:** This reservation was cancelled either by you or the fleet administrator. As appropriate, comments may indicate why this was cancelled.
- **Rejected:** This reservation was rejected by the fleet administrator. Reservations are typically rejected if your eligibility is in question or if the fleet staff requires additional information from you. Comments will generally be added for all rejected reservations.
- **Completed:** This reservation is closed. You have picked up and returned the vehicle to the motor pool.

**Reservation Detail Report**

The output of this report provides the details of the reservations made by the user.

**Filter Criteria**
### Reservation Detail Report

State University  
5422 Amberwood Blvd.  
Springfield, OH 43041

| Request #: | R000566 | Status: | Completed |
| Confirmation #: | 100367 |  |

#### Requestor Information

- **User ID/Name:** Matthew Wade/5  
- **E-mail Address:** mwaade@agilefleet.com

#### Driver Information

- **User ID/Name:** John Adams/11  
- **E-mail Address:** jadams@stateuniv.edu

#### Schedule Information

- **Pick-up Date:** 02/25/2007 08:00 AM  
- **Return Date:** 02/27/2007 04:00 PM  
- **Duration:** 1 day 8 hours  
- **Actual Pick-up Date:** 02/26/2007 08:00 AM  
- **Actual Return Date:** 02/27/2007 04:00 PM  
- **Actual Duration:** 1 day 8 hours  
- **Actual Mileage:** 766

#### Selection Information

- **Location:**  
- **Type:**  
- **Option:** None Requested  
- **Number of Occupants:** 1  
- **Specific Vehicle:** G249-Impala  
- **Account:** 565121  
- **Purpose:**  
- **Destination:**  
- **Comments:**

#### Vehicle Information

- **Vehicle:** G249-Impala

---

**Request #:** This is the unique identifier assigned to your request/reservation. When you first make your request for a vehicle, the system assigns a Reservation Number to your request.

**Confirmation #** Once the request is approved, the system assigns a Confirmation Number to the approved request. If the request has not been approved, then this field will be blank.

**Status:** This is the status of your reservation. The different statuses that may be displayed include:

- **Pending:** This reservation is awaiting approval by the fleet administrator
- **Approved:** This reservation has been approved. A vehicle has been assigned to your reservation.
- **Cancelled:** This reservation was cancelled either by you or the fleet administrator. As appropriate, comments may indicate why this was cancelled.
Rejected: This reservation was rejected by the fleet administrator. Reservations are typically rejected if your eligibility is in question or if the motor pool staff requires additional information from you. Comments will generally be added for all rejected reservations.

Completed: This reservation is closed. You have picked up and returned the vehicle to the motor pool.

Requestor Information: This is the name, user ID, and email of the person who made the request.

Driver Information: This is the name, user ID, and email of the person who is driving the vehicle.

Schedule Information: These are the dates and times of when the vehicle should be picked up and returned from/to the motor pool.

Actual Information: If the reservation has a “Completed” status, these are the dates and times of when the vehicle actually was picked and returned from/to the motor pool. It also includes the actual duration (rounded up to the nearest hour) and the actual mileage traveled.

Selection Information:
Location – If your motor pool has more than one location, this is the location where you chose to pick up your vehicle.

Type - This is style of vehicle that you requested. It is usually described as being compact, mid-size, full-size, luxury, a bus, a van, etc.

Options - These are the specific accessories or options in the vehicle that you requested.

Number of Occupants - This is the number of people that the vehicle will need to accommodate.

Additional Information: This is additional information that the motor pool staff needs to collect during the reservation process. It may include department, account numbers, destination, etc. These fields are customizable by your fleet administrator and may be different from those that appear in the sample output above. Please consult your fleet administrator for any fields that you do not understand.

Vehicle Information: This is the vehicle that was assigned to your reservation.

Reservation Information (Audit log entries):
The audit log provides time and date stamps for every action that is taken on your request/reservation. It also indicates (in the “Logged By” column) who performed the action. You can easily track when the reservation was made, when it was approved, if it was changed, when the vehicle was dispatched, when it was returned, etc.
Completed Trips Report

The output of this report provides only those reservations that were completed by the user.

Filter Criteria

Completed Reservation Summary Report

Made Between [ ] and [ ]
Reservation Starting Period Between [ ] and [ ]
Reservation Ending Period Between [ ] and [ ]

For
- Asset Name: All Assets
  - Reserved by me [ ]
  - Reserved for me [ ]

Other
- Location: All Locations
- Type: All Asset Types
  - Max Occupants: All Occupants

Sort Order
- End of Reservation [ ]
- Asset Name [ ]

Clear Filters | Generate Report

Sample Output

Completed Reservation Summary Report

<table>
<thead>
<tr>
<th>Conf #</th>
<th>Driver</th>
<th>Department</th>
<th>Account</th>
<th>Purpose</th>
<th>Vehicle Name</th>
<th>Actual Departure</th>
<th>Actual Return</th>
<th>Duration in Hours</th>
<th>Mileage</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>103629</td>
<td>John Adams</td>
<td>Administration</td>
<td>555121</td>
<td>E20-Accord</td>
<td>09/28/2005 05:00 PM</td>
<td>09/27/2005 05:00 PM</td>
<td>24</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103620</td>
<td>John Adams</td>
<td>Administration</td>
<td>555121</td>
<td>E20-Accord</td>
<td>07/13/2006 11:00 AM</td>
<td>07/13/2006 04:00 PM</td>
<td>5</td>
<td>56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103627</td>
<td>John Adams</td>
<td>Administration</td>
<td>555121</td>
<td>G24-Impala</td>
<td>02/26/2007 08:00 AM</td>
<td>02/27/2007 04:00 PM</td>
<td>32</td>
<td>766</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Filters

Made By User Name: (none)
Made for User Name: John Adams
Made Between: (none) and (none)
Reservation Start Between: (none) and (none)
Reservation End Between: (none) and (none)
Conf # (Confirmation Number): Once the request is approved, the system assigns a Confirmation Number to the approved request.

Driver: This is the driver of the vehicle.

Customized fields: The next three columns are fields that come from the “Additional Information” area of the reservation request page. This is additional information that the motor pool staff needs to collect during the reservation process. It may include department, account numbers, destination, etc. These fields are customizable by your fleet administrator and may be different from those that appear in the sample output above. Please consult your fleet administrator for any fields that you do not understand.

Vehicle Name: This is the name of the vehicle that was assigned to your reservation.

Actual Departure: This is the date and time that the reservation actually began.

Actual Return: This is the date and time that the reservation actually ended.

Duration in hours: This is the duration of your reservation in hours, rounded up to the nearest hour.

Mileage: This is the number of actual miles traveled during your reservation.

Comments: These are any comments that were made on your reservation by you or the administrator.
**Late Return Report**

The output of this report provides those trips where the user brought the vehicle back past the indicated Return Date/Time.

**Filter Criteria**

![Filter Criteria](image)

**Sample Output**

![Sample Output](image)

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Report Filters

- **Made By User Name**: (none)
- **Made By User Location**: (none)
- **Made By User Type**: (none)
- **Made Between**: (none) and (none)
- **Reservation Start Between**: (none) and (none)
- **Reservation End Between**: (none) and (none)

- **Asset Name**: (none)
- **Location**: (none)
- **Type**: (none)
- **Max Occupants**: (none)
**Conf #**: This is the Confirmation #. When a request is approved, the system assigns a Confirmation Number to the approved reservation.

**Departure**: This is the actual date and time the vehicle was dispatched.

**Sch Return**: This is the date and time of when the vehicle should have been returned to the motor pool.

**Actual Return**: This is the actual date and time the vehicle was returned to the motor pool.

**Supervisor Name**: This is the name of the driver’s supervisor as indicated in the driver’s profile.

**Supervisor Ph**: This is the phone number of the driver’s supervisor as indicated in the driver’s profile.

**Driver**: This is the driver of the vehicle.

**Hrs Late**: This is the number of hours and minutes that the vehicle was returned late.

**Status**: This is the status of the reservation. It will either be “Completed” or “Approved”.

- **Completed**: This reservation is closed. You have picked up and returned the vehicle to the motor pool.
- **Approved**: This reservation has been approved. A vehicle has been assigned to your reservation.

## Administration

System Administration functions are accessed via a System Administration account. See your administrator for more details.