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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.

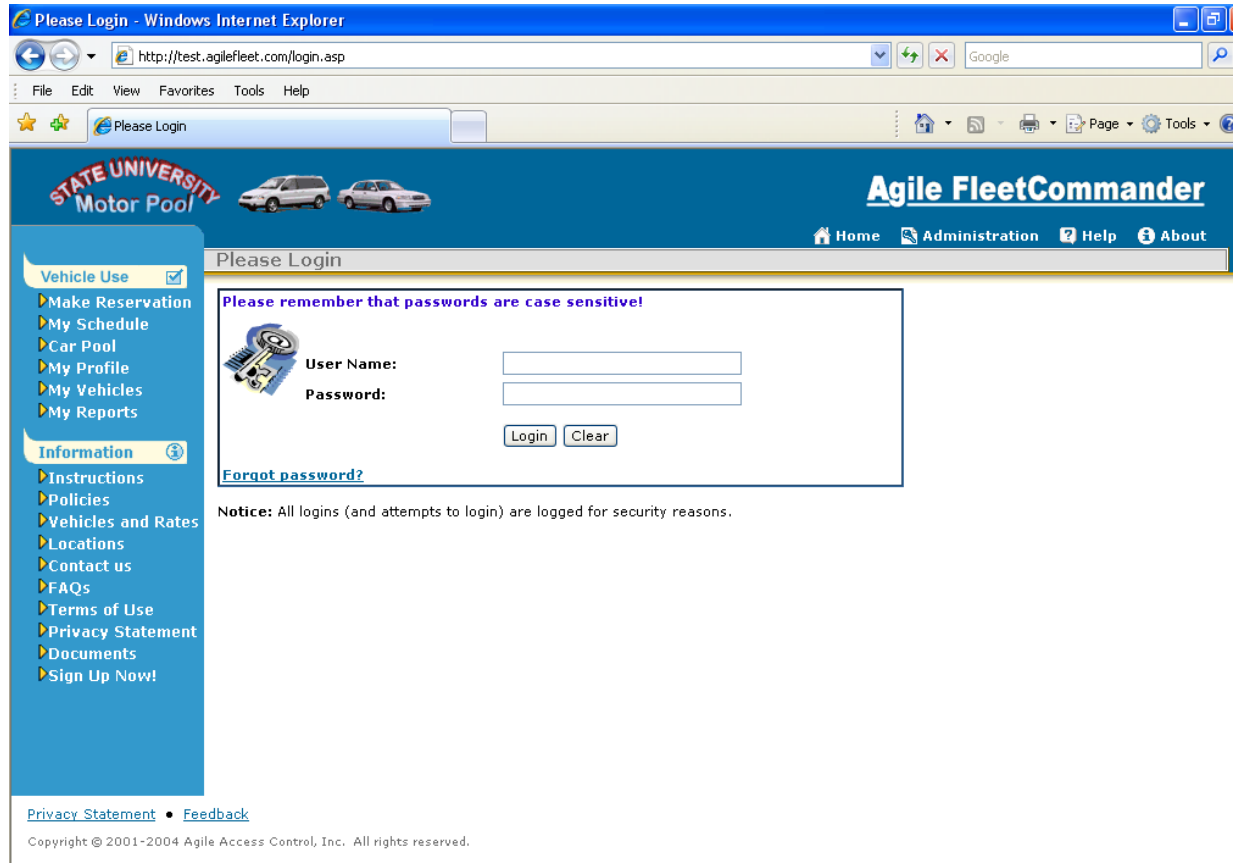


URL: “An Internet address (for example, *http://www.hmco.com/trade/*), usually consisting of the access protocol (*http*), the domain name (*www.hmco.com*), and optionally the path to a file or resource residing on that server (*trade*).¹”

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:

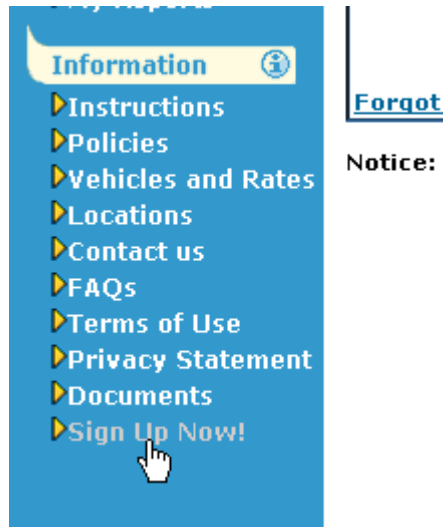
Vehicle Use pages – These pages let you make a reservation, check your reservation status on-line, edit your user profile, enter mileage for a vehicle that is assigned to you, share a vehicle via the Car Pool feature, and run reports on your usage. These pages require that you log in.

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.

Site Information

Site you are registering for:

You may have the opportunity to request permission at additional sites after your are approved for your primary site. Request for additional permissions is done via the My Profile link.

User Information

Name (last, first middle):

Salutation:

Username:

Login Password:

Re-enter Password:

Contact Information

Division:

Job Title:

Department:

Account:

Address:

Address (cont.):

City:

State/Province:

Zip/Postal code:

Country:

Phone Preference:


Business Phone:

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:

[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.

“Instructions” Page

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.



3 easy steps

Step 1
Submit Request

Step 2
Receive Confirmation

Step 3
Pick-up Vehicle

Start

Our goal is to make the process of requesting reservations and checking or updating those 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:**

- 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.
- 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, [my 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.

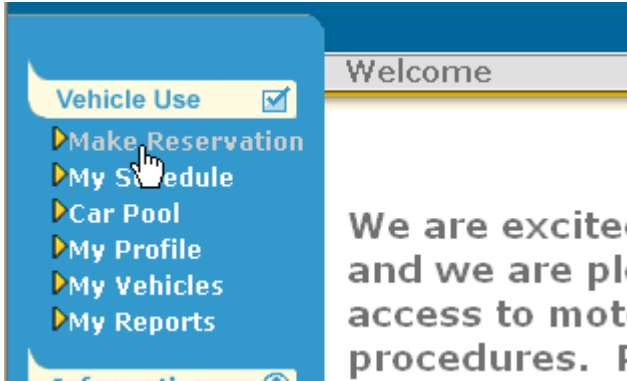
- Finally, pick-up your vehicle at the requested location identified on your reservation confirmation. You should be sure to review our [policies](#) (if you are not familiar with them) and our current [vehicles and rates](#). If you need any further assistance, please [contact us](#) by email, by phone (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

Requestor Information
User ID / name: **jadams / Mr. John Adams**
E-mail address: **jadams@stateuniv.edu**
Driver's user ID: (Mr. John Adams) [change](#)

Schedule Information
Pick-up date / time:
Return date / time:

Selection Information
Usage Type: **Daily Rental**
Site: **Germantown**
Location:
Type:
Options: GPS Trailer Hitch Roof rack
Number of occupants: (driver and passengers)

Additional Information
Department:
Account:
Purpose:
Destination:
Comments (for example, the description of any special vehicle requirements):

press Shift+Enter to begin a new line

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:

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:

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

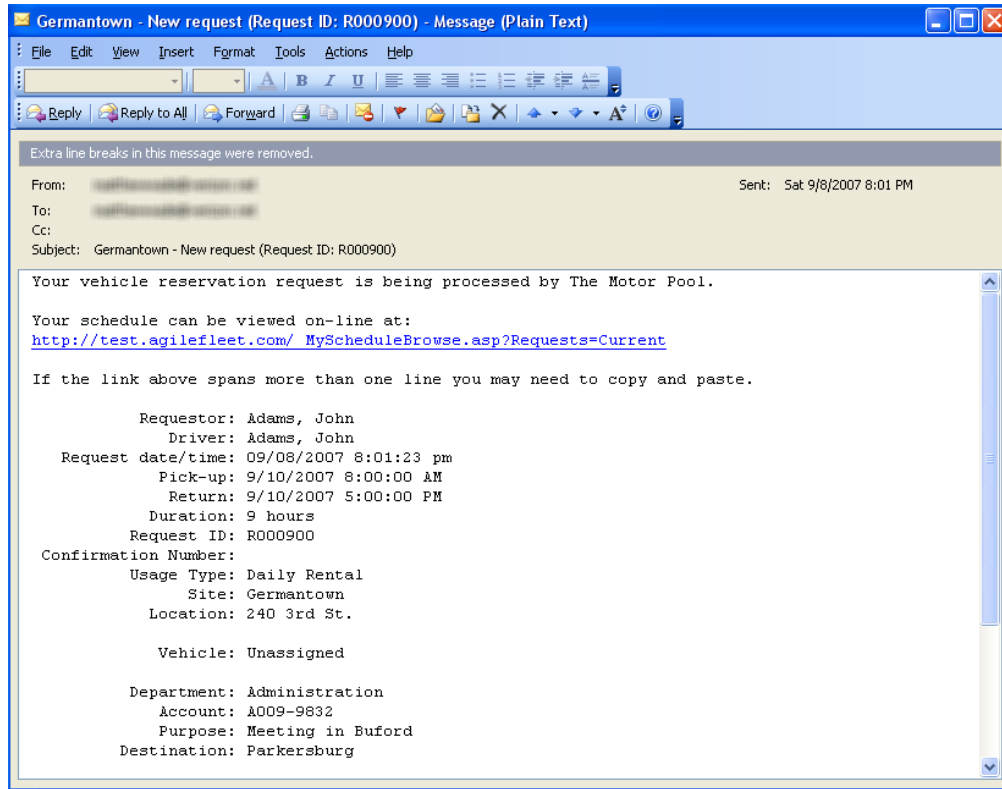
The “Additional Fields” are used to collect information unique to your motor pool. Your administrator customizes these. If you have questions about how to complete these fields, contact your administrator.

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

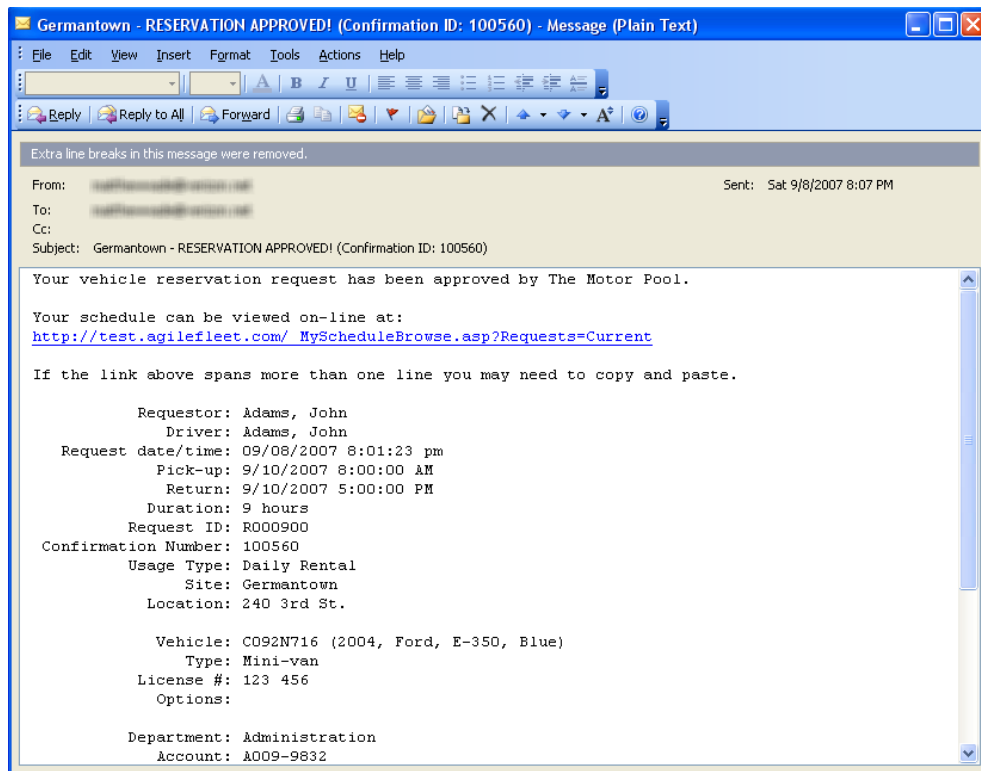
Click on the “Next (Continue Request)” button after completing all of the desired fields. Don’t worry; prior to submitting this to your motor pool staff, you will have a chance to review the completed request.

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.

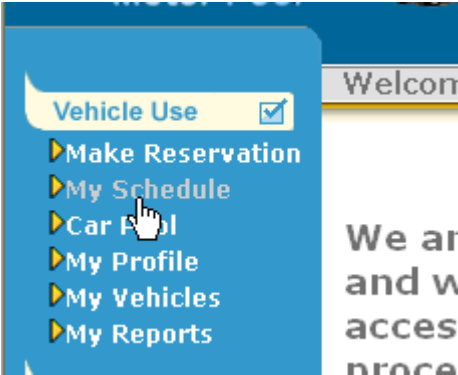


Additionally, you will receive an email once your request is approved or rejected by your fleet administrator.



My Schedule

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

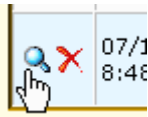


A summary with all of your current requests will be displayed. You may sort the information in this table by clicking the title of any column. The first click will sort the information in an ascending manner. A second click on the title of the column will sort the information in a descending manner.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

User ID / name: jadams / Adams John E-mail address: jadams@stateuniv.edu			Schedule as of: 9/8/2007 8:13:14 PM		
Request ID or Confirmation number: <input type="text"/>		View Display: Current Requests ✓ All Requests			
Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information	
09/08/2007 7:57:07 pm	Pick-up: 09/10/2007@08:00 AM Return: 09/10/2007@05:00 PM Duration: 9 hours	Request was cancelled You are the requestor You are the driver	R000899 <i>Request ID</i>	<i>Unassigned</i>	
09/08/2007 8:01:23 pm	Pick-up: 09/10/2007@08:00 AM Return: 09/10/2007@05:00 PM Duration: 9 hours	Request was approved You are the requestor You are the driver	100560 <i>Confirmation number</i>	Vehicle: C092N716 (2004 Blue Ford E-350) Location: 240 3rd St. Type: Mini-van	

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.

Request date/time: 9/8/2007 8:01:23 pm

✔ Request was approved
Request ID: R000900
Confirmation number: 100560

Requestor Information

User ID / name: **jadams / Adams, John**
 E-mail address: **jadams@stateuniv.edu**

Driver Information (requestor is driver)

Schedule Information

Pick-up date / time: **09/10/2007@08:00 AM**
 Return date / time: **09/10/2007@05:00 PM**
 Duration: **9 hours**

Selection Information

Usage Type: **Daily Rental**
 Site: **Germantown**
 Location: **240 3rd St.**
 Type: **Mini-van**
 Options: (any options)
 Number of occupants: **1 (driver and passengers)**

Additional Information

Department: **Administration**
 Account: **A009-9832**
 Purpose: **Meeting in Buford**
 Destination: **Parkersburg**
 Comments: (none)

Vehicle Information

Vehicle: **C092N716 (2004 Blue Ford E-350)**
 Location: **240 3rd St.**
 Type: **Mini-van**

Last modified: 9/8/2007 8:06:41 pm

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.

Request date/time: 9/8/2007 8:01:23 pm

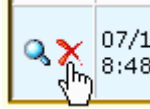
✔ Request was approved
Request ID: R000900
Confirmation number: 100560

Reservation Information

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

press Shift+Enter to begin a new line

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.

Request date/time: 9/8/2007 8:01:23 pm

✔ Request was approved
Request ID: R000900
Confirmation number: 100560

Reservation Information

Notes (optional cancellation information):

press Shift+Enter to begin a new line

Are you sure you want to cancel this request?

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.

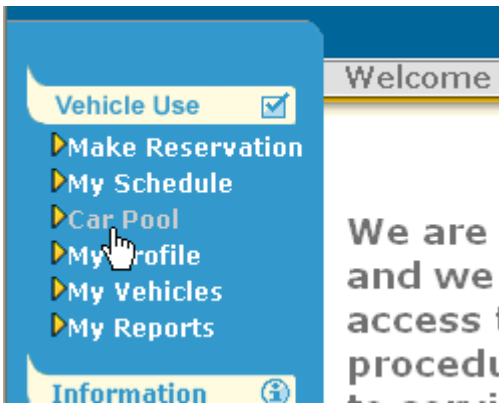
Vehicle Information

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.

*Share a Ride,
Save some \$\$\$!*



Message has been created. You will receive an email confirming your post momentarily.

[Post a New Message](#)

	Depart Date	Time	Departing Location	Return Date	Time	Destination	Comments	
	7/12/2004	10am	HQ	7/12/2004	around 1pm	Huntsville		Edit
	7/15/2004	7:30 a.m.	Lobby	7/15/2004	4:00 pm sharp	Convention center	Attending marketing symposium.	Edit
	7/14/2004	around 9am	Anywhere on main campus	7/14/2004	open	Manager's Retreat in Va		Edit

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.

Post Car Pool Trip	
Origin	Destination
Departure Date: 7/12/2004	Return Date: 7/12/2004
Departure Time: 10am	Return Time: around 1pm
Departing Location: HQ	Destination: Huntsville
Comments: <input type="text"/>	
I am a: <input checked="" type="radio"/> Driver <input type="radio"/> Passenger	
<input type="button" value="Return to Messageboard"/> <input type="button" value="Reset Form"/> <input type="button" value="Post Message"/>	

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.

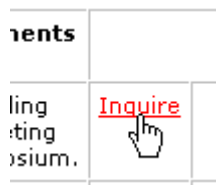
When completed with the form, click on the “Post Message” button. The message will appear on the car pool message screen and you will receive an email confirming your car pool message has been received.

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.

Send Email to Passenger

Your Name:

Email:

Phone:

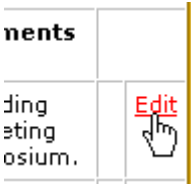
Comments:

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.

A screenshot of a web form titled 'Update Car Pool Trip'. The form is divided into two main sections: 'Origin' and 'Destination'. Under 'Origin', there are fields for 'Departure Date' (7/15/2004), 'Departure Time' (7:30 a.m.), and 'Departing Location' (Lobby). Under 'Destination', there are fields for 'Return Date' (7/15/2004), 'Return Time' (4:00 pm sharp), and 'Destination' (Convention center). Below these is a 'Comments' text area containing 'Attending marketing symposium.'. At the bottom, there are radio buttons for 'I am a: Driver' (selected) and 'Passenger'. At the very bottom, there are three buttons: 'Return to Messageboard', 'Reset Form', and 'Update Message'. A 'Delete Message' button is also visible above the 'Update Message' button.

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

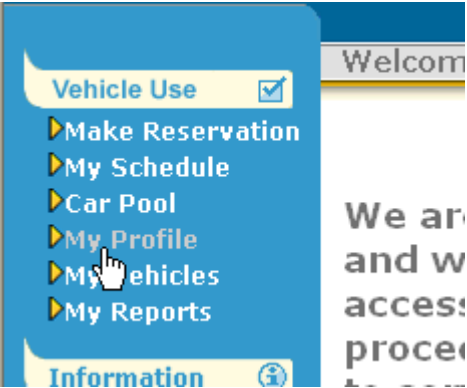
If you elect to delete a message using the “Delete Message” button, you will be asked to complete a short form. The information collected here is used by fleet administrators to gauge the success of the car pool program.

A screenshot of a web form titled 'Reason For Deleting Post:'. It has two main sections. The first section contains four radio button options: 'Found Desired Driver' (selected), 'Found Desired Passengers', 'Trip Was Cancelled', and 'Other'. The second section is labeled 'Comments' and contains an empty text area. At the bottom, there are two buttons: 'Reset Form' and 'Submit'.

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.

A screenshot of the 'Edit Profile' form in a web application. The form is titled 'Edit Profile' and has three tabs: 'Profile', 'Permissions', and 'Dependents'. The 'Profile' tab is selected. The form is divided into two main sections: 'Requestor Information' and 'Contact Information'.
Requestor Information:
- User ID / name: 11 / Mr. John Adams
- Username: jadams
- Change Password: [text input field]
- Re-Type New Password: [text input field]
Contact Information:
- Division: State University
- Job Title: Associate Professor
- Department: Administration (dropdown menu)
- Account: A009-9832
- Address: 203 E. Brunswick Dr.
- Address (cont.): [text input field]
- Address (cont.): [text input field]
- City: Chantilly
- State/Province: CT (dropdown menu)
- Zip/Postal code: 10289
- Country: USA
- Phone Preference: Business Phone (dropdown menu)
- Business Phone: 301-555-1212 Ext: [text input field]
- Cell Phone: 301-444-1234 Ext: [text input field]
- Other Phone: [text input field] Ext: [text input field]
- Fax: [text input field] Ext: [text input field]
- Email Preference: Work Email (dropdown menu)
- Work Email: jadams@stateuniv.edu
- Personal Email: [text input field]

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.

The screenshot shows a user profile page with three tabs: Profile, Permissions (which is highlighted in orange), and Dependents. The main content area is titled 'User Information' and displays the user's name as 'Adams, John' and their username as 'jadams'. Below this, there is a section for 'Enterprise-Level' permissions, which states that no permissions have been set. There are two sections for site-specific permissions: 'Germantown' and 'Chantilly'. Under 'Germantown', there are two green checkmarks indicating permissions for 'Site Driver' and 'Site Requestor'. Under 'Chantilly', it states that no permissions have been set. A button labeled 'Request Additional Sites' is located in the top right corner of the main content area.

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

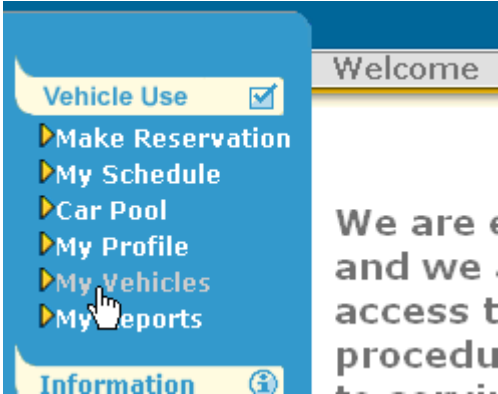
The screenshot shows a form titled 'Request Additional Sites'. It contains a paragraph of introductory text: 'You may request access to additional sites. Your request does not guarantee that you will be granted these permissions. Please only use this feature if you're reasonably assured of being granted access to these sites.' Below this is another paragraph: 'Check the boxes of those sites to which you wish to be granted access. Click the Submit button when you are finished. An email with your request will be sent to the administrator of each site.' There is a checkbox labeled 'Chantilly' which is currently unchecked. Below the checkbox is a text input field with the placeholder text 'Please enter the reason(s) why you should be granted access to these sites.' At the bottom of the form are two buttons: 'Submit' and 'Cancel Request'.

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.

User ID / name: **jadams / Mr. John Adams**
 E-mail address: **jadams@stateuniv.edu**

Add a new trip

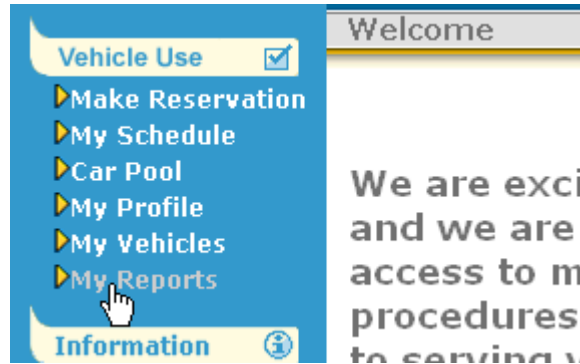
Business/Personal	Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
<input checked="" type="radio"/> Business <input type="radio"/> Personal	FGR-570 Ford Focus	9/8/2007	9/8/2007	36312	
Description <input type="text"/>					

Past Records:

Business/Personal	Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
You have not entered any records.					

My Reports

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.



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

Reservation Summary Report	
Made Between <input type="text"/> and <input type="text"/>	
Reservation Starting Period Between <input type="text"/> and <input type="text"/>	
Reservation Ending Period Between <input type="text"/> and <input type="text"/>	
For Asset Name <input type="text" value="All Assets"/>	Other Location <input type="text" value="All Locations"/> Type <input type="text" value="All Asset Types"/> Max Occupants <input type="text" value="All Occupants"/>
Status <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Canceled <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Reserved by me <input checked="" type="checkbox"/> Reserved for me
Sort Order <input checked="" type="radio"/> Start Date of Reservation <input type="radio"/> Asset Name	<input type="button" value="Clear Filters"/> <input type="button" value="Generate Report"/>

Sample Output

Reservation Summary Report							Primary Phone: 800-555-1212
							Secondary Phone: 800-555-1313
							Fax: 800-555-2323
State University 5422 Amberwood Blvd. Springfield, OH 43041							
Res/Conf #	Vehicle Name	Driver	Departure	Return	Duration	Actual Miles	Status
100560	C092N716	Adams, John	09/10/2007 08:00 AM	09/10/2007 05:00 PM	9		Approved
100367	G249-Impala	Adams, John	02/26/2007 08:00 AM	02/27/2007 04:00 PM	32	766	Completed
100278	E20-Accord	Adams, John	01/02/2007 09:00 AM	01/02/2007 10:00 AM	1	16	Completed
100200	G09128	Adams, John	08/29/2006 08:00 AM	08/29/2006 11:00 AM	3	24	Completed
100082	E20-Accord	Adams, John	07/10/2006 11:00 AM	07/10/2006 04:00 PM	5	56	Completed
100009	E20-Accord	Adams, John	09/26/2005 05:00 PM	09/27/2005 05:00 PM	24	13	Completed
Report Filters							
Made Between:	(none) and (none)	Type:	(none)				
Reservation Start Between:	(none) and (none)	Maximum Occupants:	(none)				
Reservation End Between:	(none) and (none)	Status:	Approved Pending Completed				
Location:	(none)	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	
<u>Made Between</u> [] [] and [] []	<u>Specific Reservation</u> Reservation Number None Selected [v] Confirmation Number None Selected [v]
<u>Reservation Starting Period Between</u> [] [] and [] []	Reserved by me <input type="checkbox"/> Reserved for me <input checked="" type="checkbox"/>
<u>Reservation Ending Period Between</u> [] [] and [] []	For Asset Name All Assets [v]
<u>Status</u> <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Canceled <input checked="" type="checkbox"/> Completed	<u>Other</u> Location All Locations [v] Type All Asset Types [v] Max Occupants All Occupants [v]
<u>Sort Order</u> <input checked="" type="radio"/> Start Date of Reservation <input type="radio"/> Asset Name	Clear Filters [] Generate Report []

Sample Output

Reservation Detail Report		Primary Phone: 800-555-1212
State University 5422 Amberwood Blvd. Springfield, OH 43041		Secondary Phone: 800-555-1313 Fax: 800-555-2323
<hr/>		
Request #: R000566	Status: Completed	
Confirmation #: 100367		
Requestor Information		Driver Information
User ID/Name: Matthew Wade/5		User ID/Name: John Adams/11
E-mail Address: mwade@aqilefleet.com		E-mail Address: jadams@stateuniv.edu
Schedule Information		Actual Information
Pick-Up Date: 02/26/2007 08:00 AM		Actual Pick-up Date: 02/26/2007 08:00 AM
Return Date: 02/27/2007 04:00 PM		Actual Return Date: 02/27/2007 04:00 PM
Duration: 1 day 8 hours		Actual Duration: 1 day 8 hours
		Actual Mileage: 766
Selection Information		Additional Information
Location:		Account: 555121
Type:		Purpose:
Options: <i>None Requested</i>		Destination:
Number of Occupants: 1		Comments:
Specific Vehicle: G249-Impala		
Vehicle Information		
Vehicle: G249-Impala		
Reservation Information		

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:
Other
 Location:
 Type:
 Max Occupants:

Reserved by me

Reserved for me

Sort Order
 End of Reservation
 Asset Name

Sample Output

Completed Reservation Summary Report										Primary Phone: 800-555-1212
										Secondary Phone: 800-555-1313
										Fax: 800-555-2323
State University 5422 Amberwood Blvd. Springfield, OH 43041										
Conf #	Driver	Department	Account	Purpose	Vehicle Name	Actual Departure	Actual Return	Duration in hours	Mileage	Comments
100009	John Adams		555121		E20-Accord	09/26/2005 05:00 PM	09/27/2005 05:00 PM	24	13	
100082	John Adams	Administration	555121		E20-Accord	07/10/2006 11:00 AM	07/10/2006 04:00 PM	5	56	There are probs with this vehicle.
100200	John Adams		555121		G09128	08/29/2006 08:00 AM	08/29/2006 11:00 AM	3	24	
100278	John Adams		555121		E20-Accord	01/02/2007 09:00 AM	01/02/2007 10:00 AM	1	16	
100367	John Adams		555121		G249-Impala	02/26/2007 08:00 AM	02/27/2007 04:00 PM	32	766	
Report Filters										
Made By User Name:	(none)		Asset Name:	(none)		Maximum Occupants:	(none)			
Made for User Name:	John Adams		Location:	(none)		Type:	(none)			
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

Late Return Report

Made Between
 and

Reservation Starting Period Between
 and

Reservation Ending Period Between
 and

<p><u>For</u></p> <p>Asset Name: <input type="text" value="All Assets"/></p> <p>Made by me: <input type="checkbox"/></p> <p>Made for me: <input checked="" type="checkbox"/></p>	<p><u>Other</u></p> <p>Location: <input type="text" value="All Locations"/></p> <p>Type: <input type="text" value="All Asset Types"/></p> <p>Max Occupants: <input type="text" value="All Occupants"/></p>
--	--

Sort Order

Start Date of Reservation
 Asset Name Hours
 Late
 Supervisor name

Ascending
 Descending

Sample Output

Late Return Report								Primary Phone: 800-555-1212
								Secondary Phone: 800-555-1313
								Fax: 800-555-2323
<p>State University 5422 Amberwood Blvd. Springfield, OH 43041</p>								
Completed Trips								
Conf #	Departure	Sch Return	Actual Return	Supervisor Name	Supervisor Ph	Driver	Hrs Late	Status
100490	04/12/2007 10:00AM	04/12/2007 08:00PM	04/12/2007 10:13PM	Jane Dough	301-555-0982	Amy Benson	02:13	Completed
100492	04/17/2007 10:00AM	04/14/2007 06:00PM	04/17/2007 06:00PM	Jane Dough	301-555-0982	Amy Benson	72:00	Completed
Not Yet Returned								
Conf #	Departure	Sch Return	Actual Return	Supervisor Name	Supervisor Ph	Driver	Hrs Late	Status
No Reservations Found								
Report Filters								
Made By User Name:	(none)	Asset Name:	(none)					
Made for User Name:	Amy Benson	Location:	(none)					
Made Between:	(none) and (none)	Type:	(none)					
Reservation Start Between:	(none) and (none)	Maximum Occupants:	(none)					
Reservation End Between:	(none) and (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.