



AGILE FLEETTM
FLEET MANAGEMENT SOLUTIONS

STATE OF IOWA FLEETCOMMANDER

Key Kiosk User Guide
June 2020

- ❖ **Key Kiosk**
- ❖ **Vehicle Check Out**
- ❖ **Vehicle Check In Vehicle**

Key Kiosk

KEY KIOSK



The key kiosk is located on level 3 of the Capitol Complex parking ramp at 650 E. Grand Ave.

Tap the kiosk screen to get started.
Reservations are available 30 mins prior to scheduled start time.

Department of Administrative Services
Service • Efficiency • Value

Log In

Welcome to FleetCommander. Please log in below.

Username:

Password:

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

All users must log in.

**Use the keyboard to enter your
username and password.**

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout

CHECK OUT



Check Out a Vehicle

CHECK OUT A VEHICLE

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout

FleetCommander uses a touch-screen interface.

Click on the Check Out Vehicle button.

CHECK OUT A VEHICLE

Check Out

[Administration](#)[Home](#)[Logout](#)

Please select a vehicle to check out.

| Conf # | Vehicle | Scheduled Start | Scheduled End | Comments |
|--------|---------------|---------------------|---------------------|----------|
| 100526 | Phelps Zephyr | 01/16/2018 09:10 AM | 01/16/2018 04:00 PM | |

You'll be presented with your approved reservations that are ready to be dispatched. Select the desired one.

CHECK OUT A VEHICLE

Check Out

[Administration](#)[Home](#)[Logout](#)

Verify the information below and click "Check Out" to begin this reservation.

Reservation Information

Confirmation Number: 100526 Driver: Rogovoy, Phelps (progovoy)
Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM
Current Time: 01/16/2018 09:10 AM

Vehicle Information

Vehicle Name: Phelps Zephyr
Parking Space: (blank) Mileage: 15000
Description: 2006, Creme, Lincoln, Zephyr
Options: (blank)
Vehicle Condition: (blank)

License Number

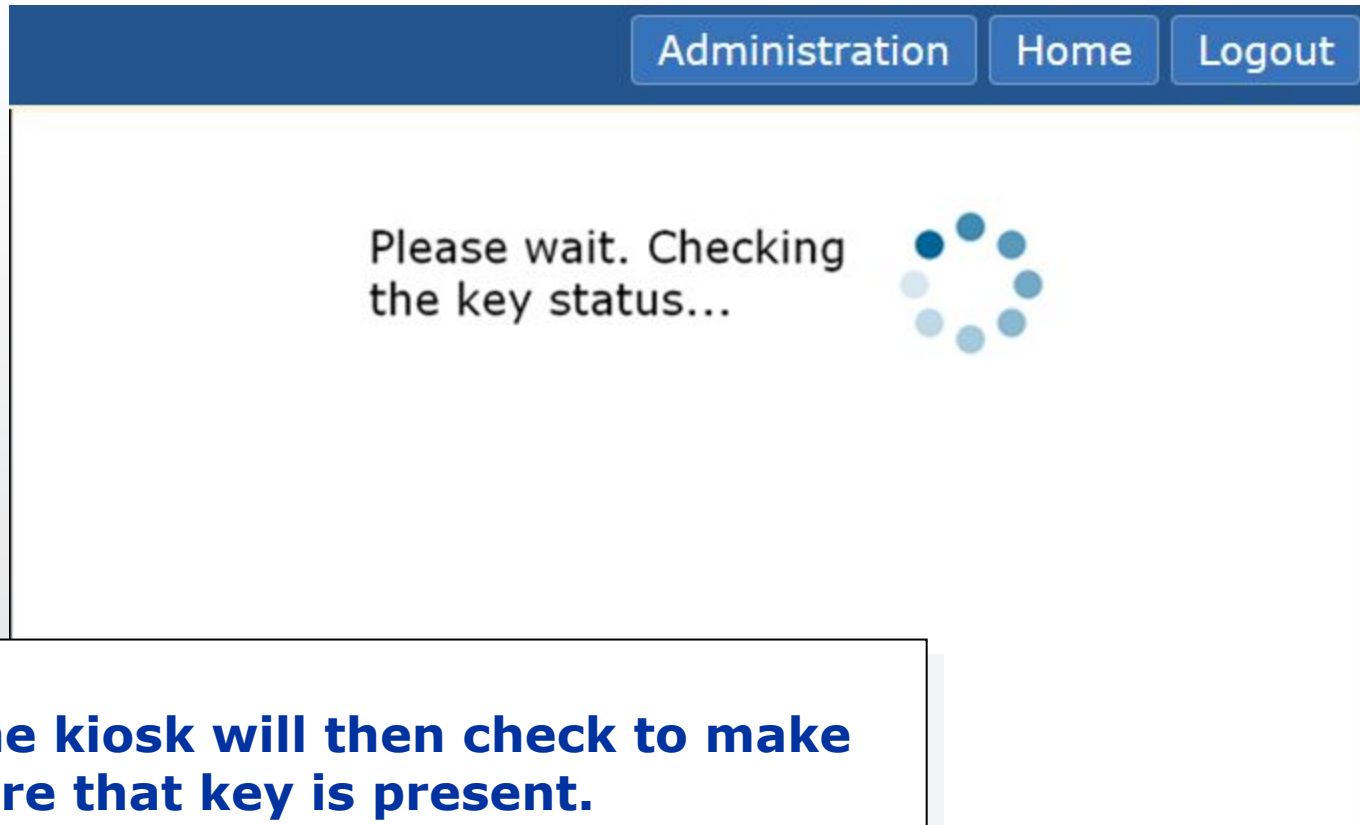


Fuel Out

[Home](#)[Cancel This Reservation](#)[Print Travel Sheet](#)[Check Out](#)

Select the Check Out button.

CHECK OUT A VEHICLE




CHECK OUT A VEHICLE

Administration Home Logout

Please remove your key now.

Your key #:2



Turn key to the left (counter-clockwise) to remove it.

Time Remaining
17

A 60 second countdown starts.

The light on the front of the key box lights up to indicate the door can be opened.

CHECK OUT A VEHICLE

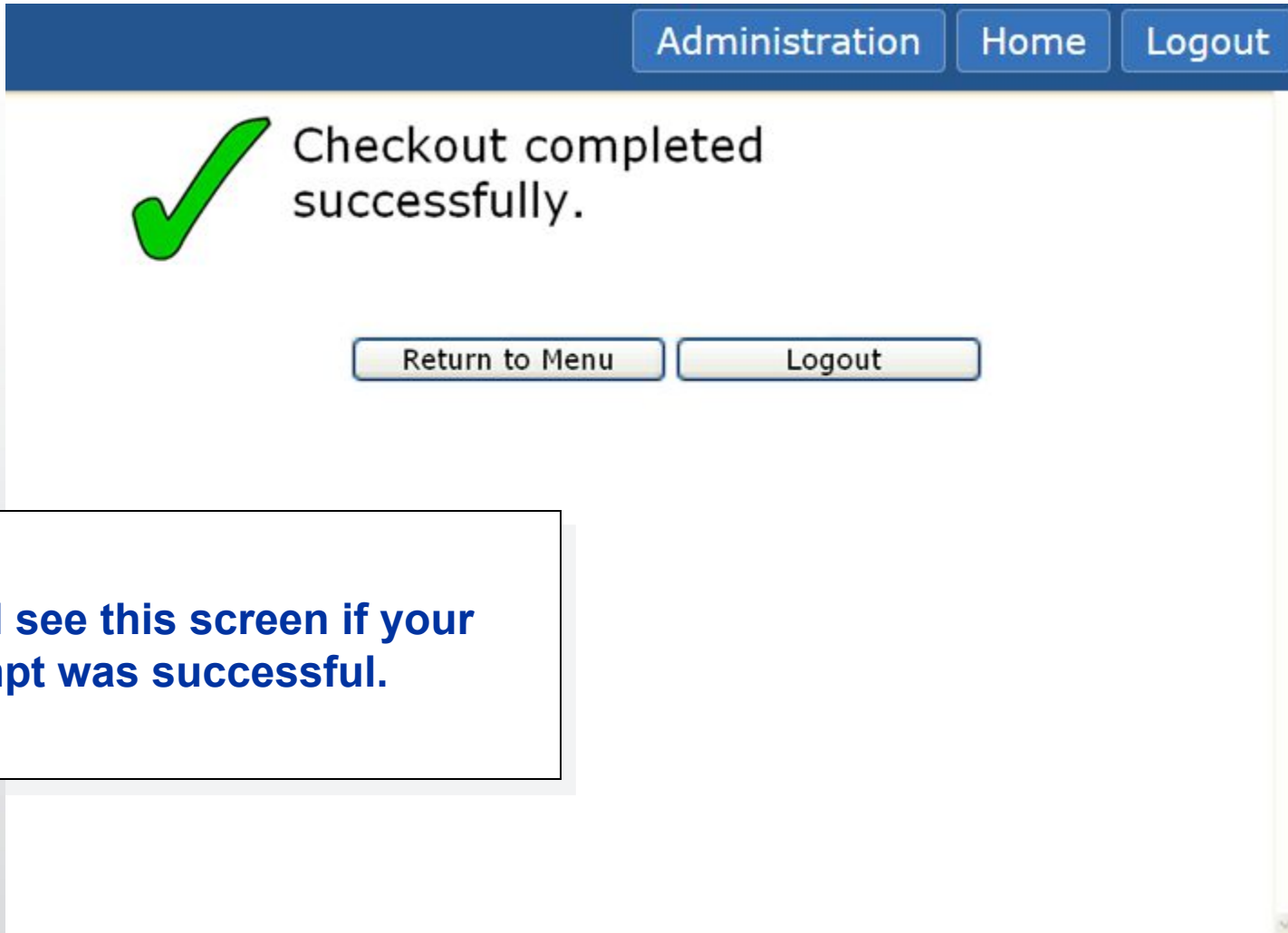
The light next to the correct key lights up.

Turn the key to remove it, then close the door.

All other keys remain locked in place.



CHECK OUT A VEHICLE



You'll see this screen if your attempt was successful.

CHECK OUT A VEHICLE

Administration

Home

Logout

This is sample check out text




Please remove
your key now.

**If you don't remove the key,
the countdown continues.**

CHECK OUT A VEHICLE

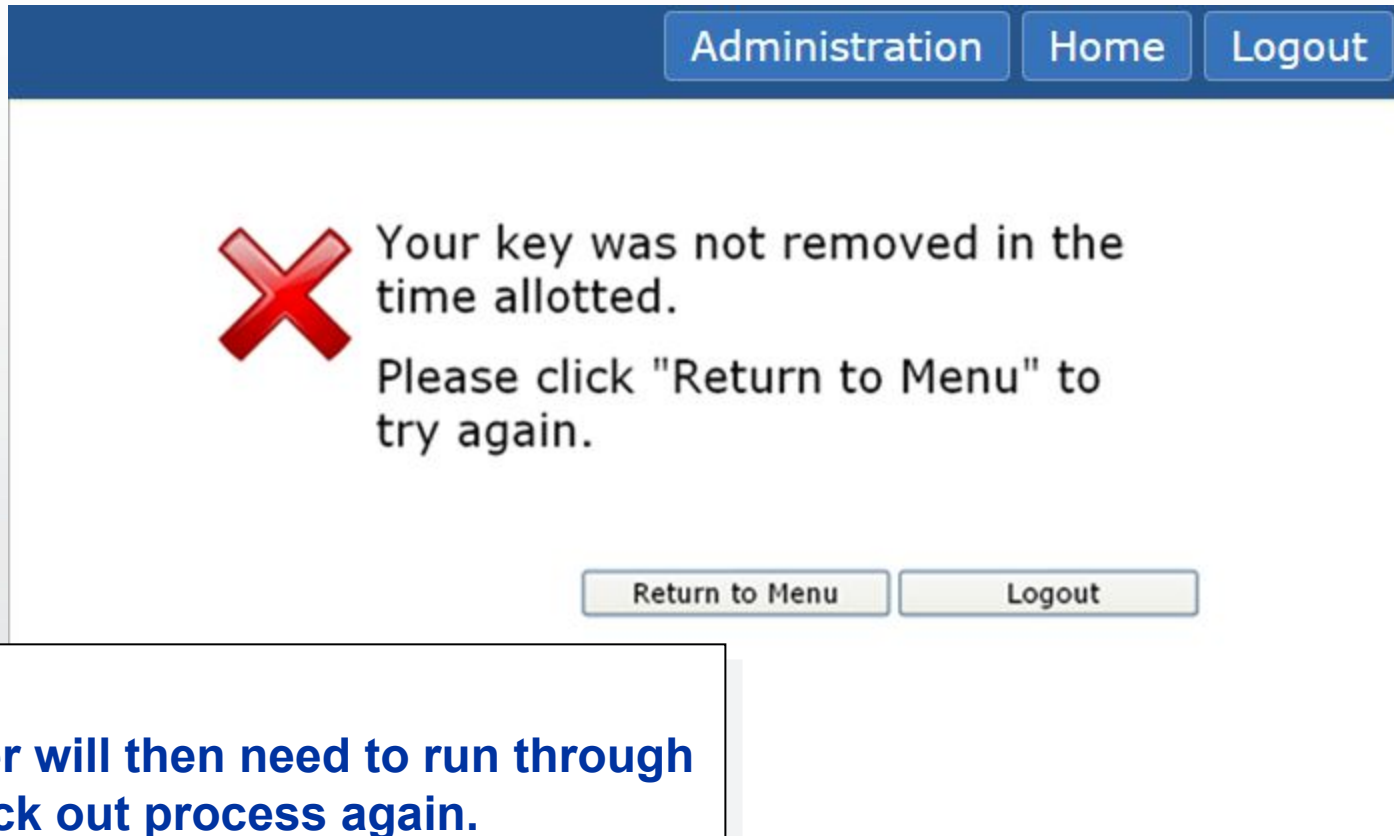
Administration Home Logout

Please wait. Checking the key status...



When it hits 0, the system is finishing checking the status.

CHECK OUT A VEHICLE



The screenshot shows a web application interface with a dark blue header containing three buttons: "Administration", "Home", and "Logout". The main content area is white and displays a red "X" icon followed by the text: "Your key was not removed in the time allotted. Please click 'Return to Menu' to try again." At the bottom of the content area, there are two buttons: "Return to Menu" and "Logout".

The user will then need to run through the check out process again.

**What if vehicle on a
previous reservation hasn't
returned?**

CHECK OUT A VEHICLE


Administration Home Logout

Reservation Information

Confirmation Number: 112752 **Driver:** Gearhart, Timothy (agearthart)

Schedule: 05/10/2011 11:00 AM - 05/10/2011 12:30 PM

Current Time: 05/10/2011 11:02 AM

 We're sorry! The vehicle assigned to your reservation is not available at this time.

There are other vehicles available for you to check out which match your reservation request.

Click "Check Out a Different Vehicle" to check out an available vehicle, or see an administrator for assistance.

Home **Check Out a Different Vehicle**

User will have the option to check out a different vehicle.

CHECK OUT A VEHICLE

Administration

Home

Logout

Reservation Information

Confirmation Number: 112752 **Driver:** Gearhart, Timothy (agearthart)
Schedule: 05/10/2011 11:00 AM - 05/10/2011 12:30 PM
Current Time: 05/10/2011 11:02 AM



We're sorry! The vehicle assigned to your reservation is not available at this time.

There are no other vehicles available for you to check out.

Please see an administrator for assistance.

Home

If no vehicles are available the user can wait or contact DAS Fleet Services at 515-281-5123.

Check In a Vehicle

Tap the kiosk screen to get started.

Department of Administrative Services
Service • Efficiency • Value

Log In

Welcome to FleetCommander. Please log in below.

Username:

Password:

Clear Login

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

All users must log in.

**Use the keyboard to enter your
username and password.**

CHECK IN A VEHICLE

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

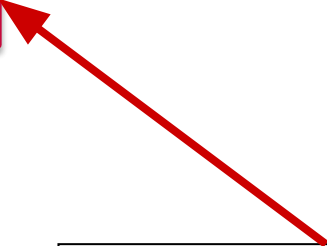
Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout



When returning your keys, click on the Check In Vehicle button.

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Please select a vehicle to check in.

| Conf # | Vehicle | Actual Start | Scheduled End | Comments |
|--------|---------------|---------------------|---------------------|------------------------|
| 100526 | Phelps Zephyr | 01/16/2018 09:10 AM | 01/16/2018 04:00 PM | *Currently Checked Out |

You are presented with your current reservation.

Select it.

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100526 Driver: Rogovoy, Phelps (progovoy)

Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM

Current Time: 01/16/2018 09:21 AM

Vehicle Information

854Hf3

Vehicle Name: Phelps Zephyr

License Number

Mileage 15000

Out:

Fuel In: E | - - - - | F

Mileage In:

Description: 2006, Creme, Lincoln, Zephyr

Vehicle Condition: (blank)

Additional Information

Comments:

Home

Check In

Enter the fuel level and click on the Check In button.

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100526 Driver: Rogovoy, Phelps (progovoy)

Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM

Current Time: 01/16/2018 09:21 AM

Vehicle Information

854Hf3

Vehicle Name: Phelps Zephyr

License Number

Mileage Out: 15000

Parking Space:

Fuel In: E| - - - - | F

Mileage In:

Description: 2006, Creme, Lincoln, Zephyr

Vehicle Condition: (blank)

Additional Information

Comments:

Home

Check In

Users also have the option to enter and send comments to the administrator.

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100526 Driver: Rogovoy, Phelps (progovoy)

Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM

Current Time: 01/16/2018 09:21 AM

Vehicle Information

854Hf3

Vehicle Name: Phelps Zephyr

License Number

Mileage Out: 15000

Parking Space:

Fuel In: E | - - - - | F

Mileage In:

Description: 2006, Creme, Lincoln, Zephyr

Vehicle Condition: (blank)

Additional Information

Comments:

Windshield is cracked.

Home

Check In


Select Check In.

CHECK IN A VEHICLE

Administration Home Logout


Please return your key now.

Your key #:5



Insert key and turn to the right (clockwise).

Time Remaining
17



A 60 second countdown starts.

The light on the front of the key box lights up to indicate the door can be opened.

CHECK IN A VEHICLE

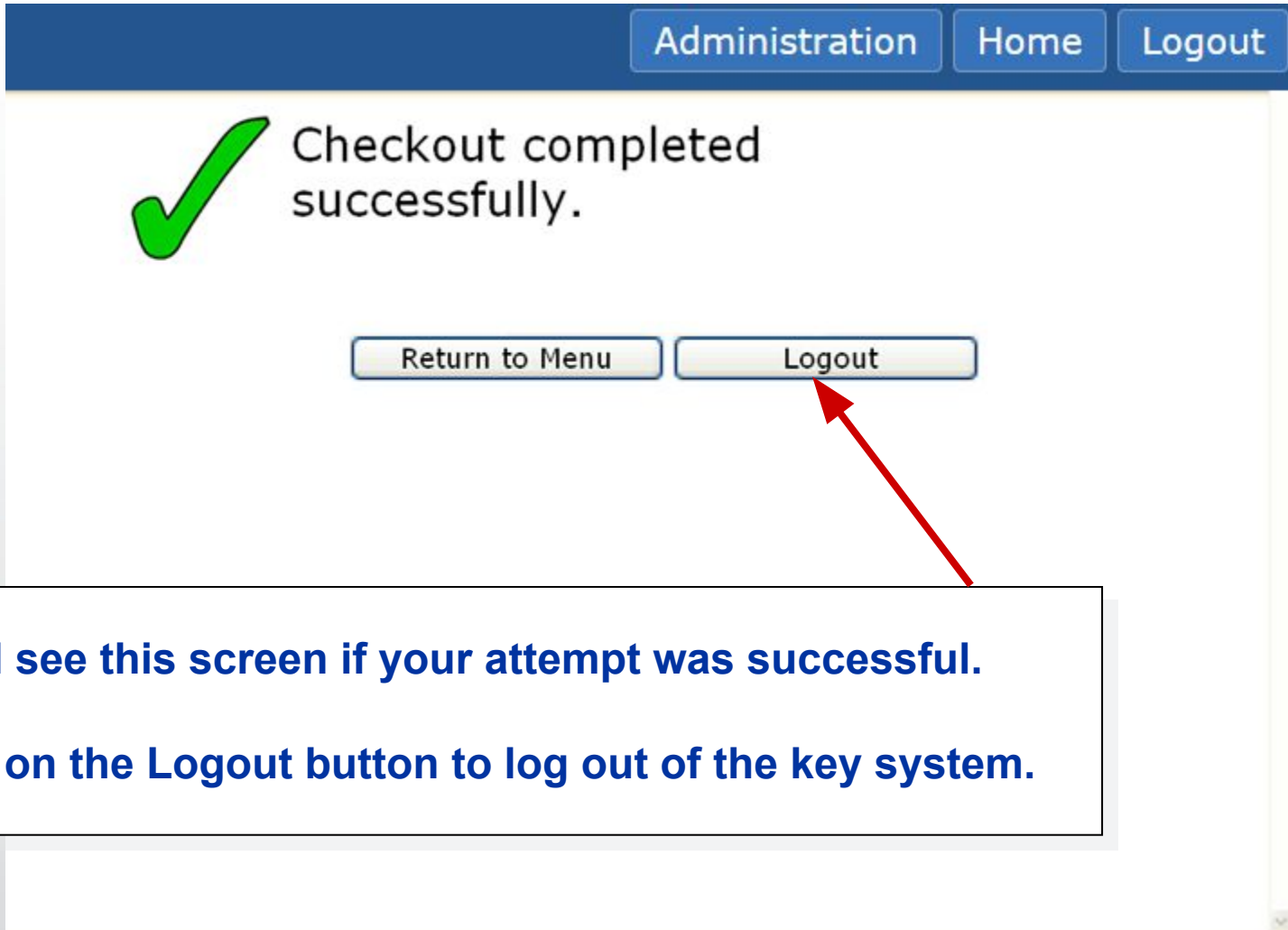
The light next to the correct key lights up.

Insert the key.

You **MUST** turn the key in order to complete the return.



CHECK IN A VEHICLE



You'll see this screen if your attempt was successful.

Click on the Logout button to log out of the key system.

CHECK IN A VEHICLE

[Administration](#)

[Home](#)

[Logout](#)

This is sample check in text

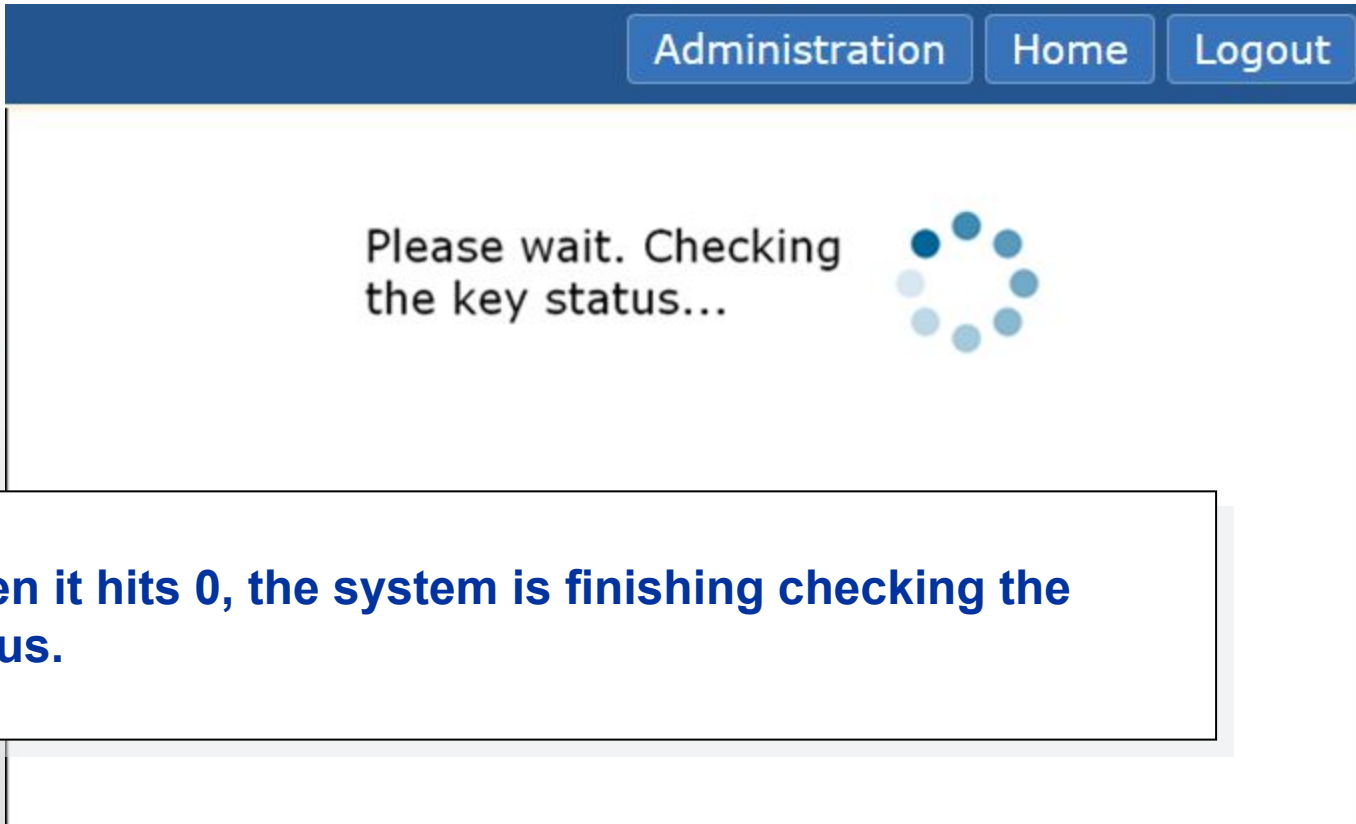
Time Remaining

4

Please return
your key now.

If you don't return the key, the countdown continues.


CHECK IN A VEHICLE



The screenshot shows a web application interface with a dark blue header bar containing three buttons: "Administration", "Home", and "Logout". Below the header, the main content area is white and displays the text "Please wait. Checking the key status..." next to a circular loading spinner icon composed of seven blue dots of varying shades. A white callout box with a black border is overlaid on the bottom left of the screenshot, containing the text: "When it hits 0, the system is finishing checking the status."

CHECK IN A VEHICLE

Administration Home Logout

 Key not returned in time allotted.
Click 'Return to Menu' to try again.

Return to Menu Logout

If the key is not returned, the system will ask you to try again.

QUESTIONS?



**Please contact DAS Fleet Services Motor Pool
at 515-281-5123 for assistance.**

Thank you.