



AGILE FLEETTM
FLEET MANAGEMENT SOLUTIONS

STATE OF IOWA FLEETCOMMANDER

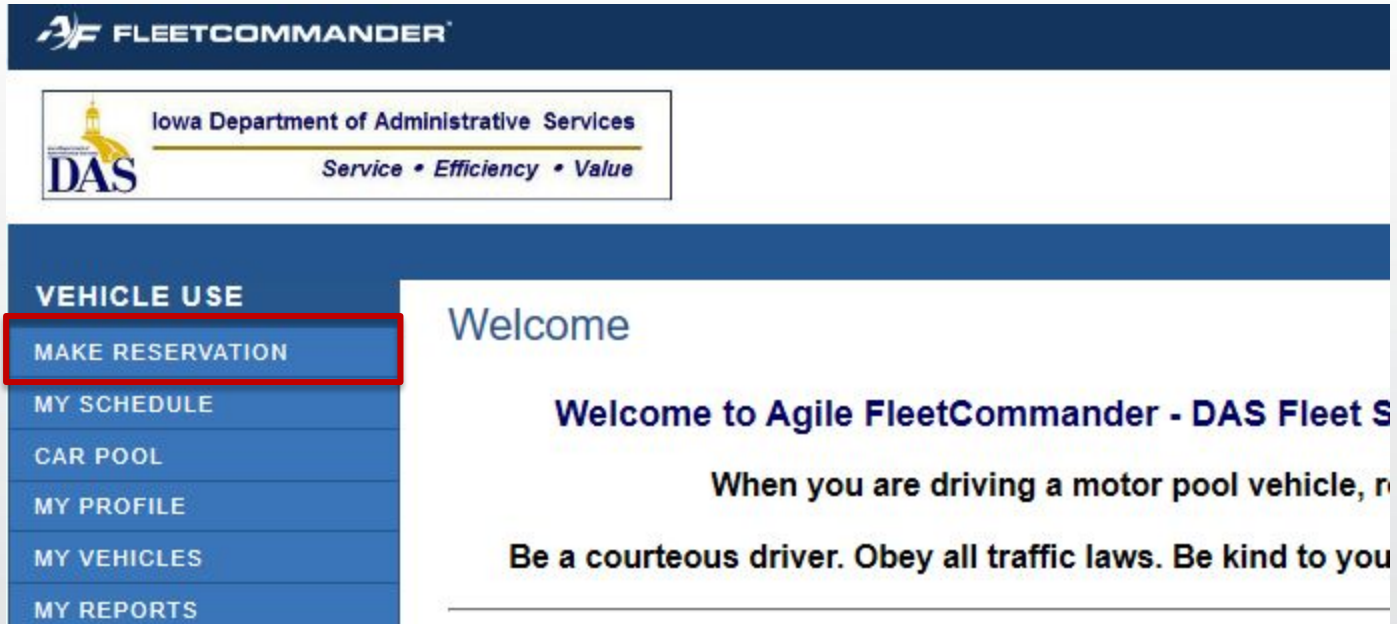
Vehicle Reservations
June 2020

- ❖ **Make Reservation**
- ❖ **Request a Change to a Reservation**
- ❖ **Cancel a Reservation**

Make a Reservation

MAKE A RESERVATION

Click on “Make Reservation”



AF FLEETCOMMANDER

 Iowa Department of Administrative Services
Service • Efficiency • Value

VEHICLE USE

- MAKE RESERVATION**
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

Welcome

Welcome to Agile FleetCommander - DAS Fleet S

When you are driving a motor pool vehicle, n

Be a courteous driver. Obey all traffic laws. Be kind to you

MAKE A RESERVATION

Make a reservation for you or someone else.

Vehicle Reservation

Request Information

Who is this request for?

- ☒ This request is for me
- ☐ This request is for [Search for Driver](#)

[Cancel Request](#)

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

MAKE A RESERVATION

Select Usage Type and pickup Site.

Vehicle Reservation

Request Information

NEW - Effective for Fiscal Year 2020 billing, Usage Types have been updated to reflect the destination of each rental. The new usage types and the corresponding service codes are listed below:

- Daily Rental In-State - 3866
- Daily Rental Out of State - 3915
- Outside Rental In-State - 3866
- Outside Rental Out of State - 3915
- Outside Rental International - 3916

Please select the usage type that corresponds with the trip's final destination or corresponding information on the Travel Department Authorization (TDA). These new options will allow for the rental to be charged through eDAS to the service code reflected on the TDA.

NEW - To help determine the most cost-effective rental option, estimated daily mileage will now be required for all reservations.

Select "Outside Rental" if you are looking to rent a 12 or 15 passenger van, cargo van, box truck, etc. from an outside rental location such as Enterprise. If an Outside Rental needs to be cancelled, you must contact DAS Fleet Services to cancel, fees may occur for a cancelled outside reservation.

- Usage Type: ☒ Daily - In State
- ☐ Daily - Out of State
- ☐ Long Term
- ☐ Outside - In State
- ☐ Outside-Out-of-State
- ☐ Outside - Int'l
- ☐ Maintenance
- ☐ Body Shop
- ☐ Courtesy Loaner
- ☐ Wash/Detail

Select Site:

MAKE A RESERVATION

Complete all fields and select “Next (Continue Request)”

Vehicle Reservation - Start Request

Request Information

* = required field

Requestor Information

User Id / Name: motorpool@iowa.gov / DAS FLEET SERVICES
E-mail address: motorpool@iowa.gov
*Driver's User Id: motorpool@io (DAS FLEET SERVICES) [change driver](#)

Schedule Information

*Pick-up Date / Time: 06/10/2020 07:00 AM  
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 06/10/2020 05:00 PM  
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: **Daily - In State**
Site: ***Motor Pool**
Location: Fleet Services 
Type: COMPACT 
Number of Occupants: 1  (driver and passengers)

Additional Information

Agency: Administrative Services 
eDAS code: 0
*Destination:
*Purpose:
Alternate Driver:
*Estimated Daily Mileage:
Comments (for example, the description of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.)

press Shift+Enter to begin a new line

MAKE A RESERVATION

Select “Submit Request” or “Submit and Make Similar” to make a second reservation

Vehicle Reservation - Finish Request

Confirm Request* = required field

Requestor Information
User Id / Name: motorpool@iowa.gov / DAS FLEET SERVICES
E-mail address: motorpool@iowa.gov
*Driver's User Id: motorpool@iowa.gov / DAS FLEET SERVICES

Schedule Information
*Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/11/2020 07:00 AM
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/12/2020 05:00 PM
Duration: 1 day 10 hours

Selection Information
Usage Type: Daily - In State
Site: *Motor Pool
Location: Fleet Services
Type: COMPACT
Number of Occupants: 1 (driver and passengers)

Additional Information
Agency: Administrative Services
eDAS code: 0
Destination: test
Purpose: test
Alternate Driver: test
Estimated Daily Mileage: test
Comments: (none)

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

Request a Change to a Reservation

REQUEST CHANGE TO A RESERVATION

To request changes to a reservation, go to “My Schedule” and click the magnifying glass next to the reservation. Another option is to cancel the reservation and recreate it.



VEHICLE USE

[MAKE RESERVATION](#)[MY SCHEDULE](#)[CAR POOL](#)[MY PROFILE](#)[MY VEHICLES](#)[MY REPORTS](#)

INFORMATION

[INSTRUCTIONS](#)

My Schedule - Current Requests

User ID / Name: **DASFleet / Fleet DAS**

E-mail address: **motorpool@iowa.gov**

Schedule as of: 2/3/2020 8:59:03 AM

Request ID or Confirmation Number:

View

Display:

Current Requests ✓

All Requests

Request Date/Time	Schedule Information 📅	Status Information	Request ID or Confirmation Number	Vehicle Information
🔍 02/03/2020	Pick-up: 02/26/2020 07:00 AM Return: 02/26/2020 05:00 PM Duration: 10 hours	✔ Request was approved 👤 You are the requestor 🚗 You are the driver	114586 Confirmation number	Vehicle: 2725 (2019 SILVER FORD ESCAPE) Location: Fleet Services Type: Small SUV

REQUEST CHANGE TO A RESERVATION

Click the “Request Changes” button.



Request date/time: 02/03/2020 08:59 AM



Request was approved

Request ID: R015111

Confirmation number: 114586

Requestor Information

User ID / name:

DASFleet / Fleet, DAS

E-mail address:

motorpool@iowa.gov

Vehicle Information

Vehicle:

2725 (2019 SILVER FORD ESCAPE)

Location:

Fleet Services

Type:

Small SUV

Reservation Beginning Mileage:

Reservation Ending Mileage:

Total Mileage:

OK (Back)

Re-send Email

Request Changes

Cancel Request

Add Notes

Last modified: 02/03/2020 08:59 AM

REQUEST CHANGE TO A RESERVATION

Add your message and click the “Submit Change Request” button.

My Schedule - Request Changes



Request date/time: 03/10/2019 07:41 PM

✓ **Request was approved**

Request ID: R000505

Confirmation number: 100443

Reservation Information

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

Can I keep vehicle till Friday at 4PM?

press Shift+Enter to begin a new line

Submit Change Request

Cancel (Back)

Cancel a Reservation

CANCEL A RESERVATION

To cancel a reservation, go to “My Schedule” and click the red ‘X’ next to the reservation.



VEHICLE USE

[MAKE RESERVATION](#)[MY SCHEDULE](#)[CAR POOL](#)[MY PROFILE](#)[MY VEHICLES](#)[MY REPORTS](#)

INFORMATION

[INSTRUCTIONS](#)

My Schedule - Current Requests

User ID / Name: **DASFleet / Fleet DAS**E-mail address: **motorpool@iowa.gov**Schedule as of: **2/3/2020 8:59:03 AM**Request ID or Confirmation Number: [View](#)Display: **Current Requests** ✓
[All Requests](#)

	Request Date/Time	Schedule Information 🏆	Status Information	Request ID or Confirmation Number	Vehicle Information
	02/03/2020	Pick-up: 02/26/2020 07:00 AM Return: 02/26/2020 05:00 PM Duration: 10 hours	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	114586 <i>Confirmation number</i>	Vehicle: 2725 (2019 SILVER FORD ESCAPE) Location: Fleet Services Type: Small SUV

CANCEL A RESERVATION

Add your message and click the “Yes (Cancel Request)” button.

My Schedule - Cancel Request



Request date/time: 06/10/2020 02:31 PM

✓ **Request was approved**

Request ID: R015828

Confirmation number: 115281

Reservation Information

Notes (optional cancellation information):

press Shift+Enter to begin a new line

Are you sure you want to cancel this request?

Yes (Cancel Request)

No (Back)

QUESTIONS?



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

Thank you.