

# Welcome

TO



Website: <https://iowa.agilefleet.com/Login.asp>



This training is designed to show you the basics of FleetCommander. Topics covered:

1. Creating a FleetCommander account
2. Forgotten passwords
3. Updating your profile
4. Creating reservations
5. Requesting changes to reservations
6. Cancelling a reservation

# 1. Creating a FleetCommander Account

The screenshot displays the FleetCommander website interface. At the top, the 'FLEETCOMMANDER' logo is visible. Below it, the 'Iowa Department of Administrative Services' logo and tagline 'Service • Efficiency • Value' are shown. The left sidebar contains a navigation menu with the following items:

- VEHICLE USE
  - MAKE RESERVATION
  - MY SCHEDULE
  - CAR POOL
  - MY PROFILE
  - MY VEHICLES
  - MY REPORTS
- INFORMATION
  - INSTRUCTIONS
  - POLICIES
  - VEHICLES AND RATES
  - LOCATIONS
  - CONTACT US
  - FAQS
  - FUELING INFORMATION
  - SIGN UP NOW!**

The main content area is titled 'Please Login' and contains a login form with the following elements:

- A message: 'For help logging in please contact DAS Fleet at 515-281-5123.'
- Fields for 'Username:' and 'Password:'.
- 'Clear' and 'Login' buttons.
- A link for 'Forgot password?'.
- A notice: 'Notice: All logins (and attempts to login) are logged for security reasons.'

A red arrow points from the 'SIGN UP NOW!' link in the navigation menu to a black callout box with white text that reads: 'Click the "Sign Up Now" link to complete the form.'

# 1. Creating a FleetCommander Account

**VEHICLE USE**

- MAKE RESERVATION
- MY SCHEDULE
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- MY VEHICLES
- MY REPORTS

**INFORMATION**

- INSTRUCTIONS
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## User Registration

**Site Information**  
\*Site you are registering for: \*Motor Pool  
You may have the opportunity to request permission for additional sites after you are approved for your primary site. Request for additional permissions is done via the My Profile link.

**User Information**

\*Name (\*last, \*first, middle):

Salutation:  (none) ▼

\*Username:

\*Login Password:

\*Re-enter Password:

**Contact Information**

Organization:

Title:

Agency:  None Selected ▼

eDAS code:

Address:

City:

State/Province:  ▼

Zip/Postal Code:

\*Phone Preference:  Business Phone ▼

\*Business Phone:  Ext.

Mobile Phone:

Fax:

Preferred Email:  Work Email ▼

\*Work Email:

**Additional Information**

Supervisor Name:

Supervisor Phone:

Supervisor Email:

Employee Domicile:


A valid driver's license is required to reserve motor pool vehicles. Please complete and submit a [Driver's License Verification Form](#). Your driver's license will be verified before your new account is approved.

Use the space below to provide:  
1) A description of your motor pool requirements,  
2) Any unique requirements you may have (e.g. Always require cargo space, require wheelchair lift), and  
3) Any other comments you may have for the motor pool staff.

Comments:

\* - required fields

Please enter the text you see in the picture into the text box before submitting your registration.



## Next Steps:

- All fields with an \* are required.
- Your User Name will be your State email address.
- Create a Password – password should be 7 characters: 1 capital, 1 number and 1 symbol.
- Enter test box at the bottom.
- Click Save Registration.
- Your request will be sent to DAS Motor Pool for approval and will be responded to within 24 hours.
- A [Driver's License Verification Form](#) is required for account approval.

## 2. Forgotten Password

The screenshot shows the Fleet Commander web application interface. At the top, there is a dark blue header with the 'FLEETCOMMANDER' logo. Below it is a white banner for the 'Iowa Department of Administrative Services' (DAS) with the tagline 'Service • Efficiency • Value'. The left sidebar contains a navigation menu with two main sections: 'VEHICLE USE' and 'INFORMATION'. The 'VEHICLE USE' section includes links for 'MAKE RESERVATION', 'MY SCHEDULE', 'CAR POOL', 'MY PROFILE', 'MY VEHICLES', and 'MY REPORTS'. The 'INFORMATION' section includes links for 'INSTRUCTIONS', 'POLICIES', 'VEHICLES AND RATES', 'LOCATIONS', 'CONTACT US', 'FAQS', 'FUELING INFORMATION', and 'SIGN UP NOW!'. The main content area is titled 'Please Login' and contains a login form with fields for 'Username:' and 'Password:', along with 'Clear' and 'Login' buttons. A link labeled 'Forgot password?' is located below the form. A red arrow points from a text box on the right to this link. Below the form, a notice states: 'Notice: All logins (and attempts to login) are logged for security reasons.' The footer of the page features the 'AGILEFLEET' logo and the text 'Copyright © 2001 - 2019'.

**VEHICLE USE**

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

**INFORMATION**

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- FUELING INFORMATION
- SIGN UP NOW!

**Please Login**

For help logging in please contact DAS Fleet at 515-281-5123.

Username:

Password:

[Forgot password?](#)

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

**AGILEFLEET** Copyright © 2001 - 2019

If you have forgotten your password, simply click the "Forgot password?" link.

## 2. Forgotten Password

**FLEETCOMMANDER**

Iowa Department of Administrative Services  
**DAS** Service • Efficiency • Value


**VEHICLE USE**

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### Forgot Password

 **Email Address:**

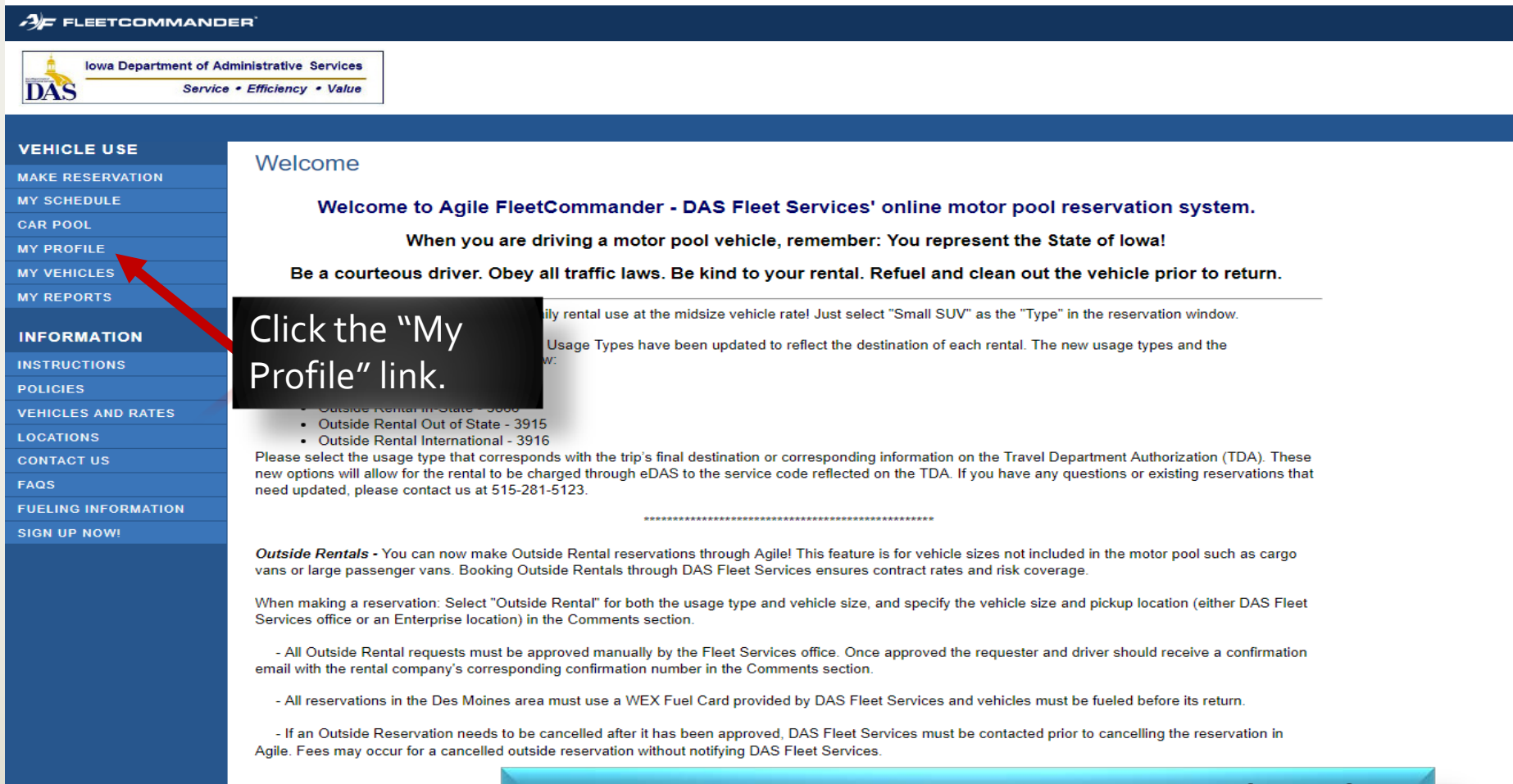
If you do not have an email address or require assistance, contact our staff at: 515-281-5123

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

Enter your Email address and click submit.  
An email containing your username and password will be sent within moments.

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# 3. Updating your Profile



**FLEETCOMMANDER**

Iowa Department of Administrative Services  
**DAS** Service • Efficiency • Value

**VEHICLE USE**  
MAKE RESERVATION  
MY SCHEDULE  
CAR POOL  
MY PROFILE  
MY VEHICLES  
MY REPORTS

**INFORMATION**  
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SIGN UP NOW!

Welcome

**Welcome to Agile FleetCommander - DAS Fleet Services' online motor pool reservation system.**

**When you are driving a motor pool vehicle, remember: You represent the State of Iowa!**

**Be a courteous driver. Obey all traffic laws. Be kind to your rental. Refuel and clean out the vehicle prior to return.**

Click the "My Profile" link.

ily rental use at the midsize vehicle rate! Just select "Small SUV" as the "Type" in the reservation window.

Usage Types have been updated to reflect the destination of each rental. The new usage types and the w.

- Outside Rental In-State - 3900
- 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. If you have any questions or existing reservations that need updated, please contact us at 515-281-5123.

\*\*\*\*\*

**Outside Rentals** - You can now make Outside Rental reservations through Agile! This feature is for vehicle sizes not included in the motor pool such as cargo vans or large passenger vans. Booking Outside Rentals through DAS Fleet Services ensures contract rates and risk coverage.

When making a reservation: Select "Outside Rental" for both the usage type and vehicle size, and specify the vehicle size and pickup location (either DAS Fleet Services office or an Enterprise location) in the Comments section.

- All Outside Rental requests must be approved manually by the Fleet Services office. Once approved the requester and driver should receive a confirmation email with the rental company's corresponding confirmation number in the Comments section.
- All reservations in the Des Moines area must use a WEX Fuel Card provided by DAS Fleet Services and vehicles must be fueled before its return.
- If an Outside Reservation needs to be cancelled after it has been approved, DAS Fleet Services must be contacted prior to cancelling the reservation in Agile. Fees may occur for a cancelled outside reservation without notifying DAS Fleet Services.

**Note: It is also a good idea to check your profile before you begin using FleetCommander for the first time to ensure that your information is accurate.**

## 4. Creating Reservations

### 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.

If you are looking to rent a 12 or 15 passenger van, cargo van, box truck, or other vehicle at a location such as Enterprise. If an Outside Rental needs to be cancelled, please contact Fleet Services to cancel, fees may occur for a cancelled outside reservation.

- Daily - In State
- Daily - Out of State
- Long Term
- Outside - In State
- Outside-Out-of-State
- Outside - Int'l
- Maintenance
- Body Shop
- Courtesy Loaner

Select Site:

Select Site ▼

Cancel Request Next (Continue Request)

4. Select the requested reservation type. "Outside rentals" are reservations with a State contracted company when Motor Pool vehicles are unavailable, specialty vehicles are requested, or out-of-state reservations are needed.

5. Select Motor Pool.





6. Click the "Next (Continue Request)" button.




## 4. Creating Reservations


### Vehicle Reservation - Start Request

**Request Information**

**Requestor Information**  
User ID / name: **Mariah.Flowers@iowa.gov / Mariah Flowers**  
E-mail address: **Mariah.Flowers@iowa.gov**  
Driver's user ID:  **(Mariah Flowers)** change

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

**Selection Information**  
Usage Type: **Daily - In State**  
Site: **\*Motor Pool**  
Location:    
Type:    
Number of occupants:   (driver and passengers)


**Additional Information**  
Agency:    
eDAS code:   
Destination:   
Purpose:   
Alternate Driver:   
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

7. Fill out the information for your reservation. An eDAS code is required.

8. Click the "Next (Continue Request)" button.

## 4. Creating Reservations

### Vehicle Reservation - Finish Request

 **Confirm Request**

**Requestor Information**  
User ID / name: **Mariah.Flowers@iowa.gov / Mariah Flowers**  
E-mail address: **Mariah.Flowers@iowa.gov**  
Driver's user ID: **Mariah.Flowers@iowa.gov / Mariah Flowers**

**Schedule Information**  
Pick-up date / time: **08/09/2019 07:00 AM**  
Return date / time: **08/09/2019 05:00 PM**  
Duration: **10 hours**

**Selection Information**  
Usage Type: **Daily - In State**  
Site: **\*Motor Pool**  
Location: **Fleet Services**  
Type: **MINI PASSENGER VAN**  
Number of occupants: **5 (driver and passengers)**

**Additional Information**  
Agency: **Administrative Services**  
eDAS code: **1234**  
Destination: **Des Moines**  
Purpose: **test**  
Alternate Driver:  
Comments: **(none)**

Auto-assign to a vehicle?  Ignore buffers?

9. Verify the information in your request is correct.

10. Click the "Submit Request" button.

# 4. Creating Reservations

**FLEETCOMMANDER**

Iowa Department of Administrative Services  
**DAS** Service • Efficiency • Value

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- LOCATIONS
- CONTACT US
- FAQS
- FUELING INFORMATION
- SIGN UP NOW!

### My Schedule - Current Requests

User ID / Name: **mariah.flowers@iowa.gov / Flowers Mariah** Schedule as of: **8/8/2019 11:48:03 AM**  
E-mail address: **Mariah.Flowers@iowa.gov**

Request ID or Confirmation Number:   Display: **Current Requests** ✓  Page 1 of 6

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
10/24/2017	Pick-up: 10/24/2017 11:00 AM Return: 09/30/2019 12:00 PM Duration: 706 days 1 hour	✓ Request was approved ☑ You are the requestor Driver: RONEE SLAGLE	<b>105313</b> Confirmation number	Vehicle: 2776 (2017 White Chrysler 200) Location: Fleet Services Type: MID SIZE
10/25/2017	Pick-up: 10/25/2017 09:07 AM Return: 10/31/2019 05:00 PM Duration: 736 days 7 hours 53 minutes	✓ Request was approved ☑ You are the requestor Driver: TIM ROSS	<b>105169</b> Confirmation number	Vehicle: 2744 (2014 Red CHRYSLER 200) Location: Fleet Services Type: MID SIZE
01/11/2018	Pick-up: 01/16/2018 07:00 AM Return: 09/30/2019 05:00 PM Duration: 622 days 10 hours	✓ Request was approved ☑ You are the requestor Driver: Amy Hoehne	<b>105908</b> Confirmation number	Vehicle: 2787 (2015 Blue CHRYSLER 200) Location: Fleet Services Type: MID SIZE
01/25/2018	Pick-up: 01/17/2018 08:00 AM Return: 09/30/2019 09:00 AM Duration: 621 days 1 hour	✓ Request was approved ☑ You are the requestor Driver: RACHEL SALSBURY	<b>106006</b> Confirmation number	Vehicle: 2882 (2016 Gray Ford Focus) Location: Fleet Services Type: COMPACT
05/09/2018	Pick-up: 05/05/2018 03:00 PM Return: 10/30/2019 04:00 PM Duration: 534 days 1 hour	✓ Request was approved ☑ You are the requestor Driver: GARY NILES	<b>106913</b> Confirmation number	Vehicle: 2939 (2017 Black Chrysler 200) Location: Fleet Services Type: MID SIZE
06/01/2018	Pick-up: 06/01/2018 10:00 AM Return: 11/30/2019 11:00 AM Duration: 547 days 1 hour	✓ Request was approved ☑ You are the requestor Driver: Lisa Freesemann	<b>107113</b> Confirmation number	Vehicle: 2789 (2015 Blue CHRYSLER 200) Location: Fleet Services Type: MID SIZE
06/04/2018	Pick-up: 06/15/2018 Return: 08/31/2018 Duration: 442 days			

Note: Clicking the "My Schedule" link allows you to see the status of your request and any other reservations you have in the system.

# 5. Requesting Changes to Reservations

1. Click the "My Schedule" link.

**VEHICLE USE**

- MAKE RESERVATION
- MY SCHEDULE
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- MY REPORTS





**INFORMATION**

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- FUELING INFORMATION
- SIGN UP NOW!

### My Schedule - Current Requests

User ID / Name: **mariah.flowers@iowa.gov / Flowers Mariah** Schedule as of: **8/9/2019 9:15:51 AM**  
E-mail address: **Mariah.Flowers@iowa.gov**

Request ID or Confirmation Number:   Display: **Current Requests** ✓  
[All Requests](#) Page 6 of 6

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
 08/06/2019	Pick-up: <b>08/06/2019 10:00 AM</b> Return: <b>08/09/2019 11:00 AM</b> Duration: <b>3 days 1 hour</b>	✓ Request was approved 👤 You are the requestor 🚗 Driver: <b>Kimberly Esquib...</b>	<b>111958</b> <i>Confirmation number</i>	Vehicle: <b>2816 (2014 Blue DODGE GRAND CARAVAN)</b> Location: <b>Fleet Services</b> Type: <b>MINI PASSENGER VAN</b>
 08/08/2019	Pick-up: <b>08/09/2019 07:00 AM</b> Return: <b>08/09/2019 05:00 PM</b> Duration: <b>10 hours</b>	✗ Request was cancelled 👤 You are the requestor 🚗 You are the driver	<b>111999</b> <i>Confirmation number</i>	Vehicle: <b>2941 (2014 White DODGE GRAND CARAVAN)</b> Location: <b>Fleet Services</b> Type: <b>MINI PASSENGER VAN</b>
 ✗ 06/27/2019	Pick-up: <b>08/09/2019 03:00 PM</b> Return: <b>08/14/2019 03:00 PM</b> Duration: <b>5 days</b>	✓ Request was approved 👤 You are the requestor 🚗 Driver: <b>Lois Hamilton</b>	<b>111436</b> <i>Confirmation number</i>	Vehicle: <b>Outside Rental 10 (2019 Color Make Model)</b> Location: <b>Fleet Services</b> Type: <b>Outside Rental</b>
 ✗ 08/08/2019	Pick-up: <b>08/11/2019 06:00 PM</b> Return: <b>08/15/2019 09:00 AM</b> Duration: <b>3 days 15 hours</b>	✓ Request was approved 👤 You are the requestor 🚗 Driver: <b>Brian Eyberg</b>	<b>112006</b> <i>Confirmation number</i>	Vehicle: <b>Outside Rental 12 (2019 color make model)</b> Location: <b>Fleet Services</b> Type: <b>Outside Rental</b>

2. Click the hourglass icon next to the reservation you wish to make changes to.

# 5. Requesting Changes to Reservations

**VEHICLE USE**

- MAKE RESERVATION
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### My Schedule - View Request

Request date/time: 08/09/2019 09:11 AM

✔ **Request was approved**  
**Request ID: R012429**  
**Confirmation number: 112009**

**Requestor Information**  
User ID / name: **Mariah.Flowers@iowa.gov / Flowers, Mariah**  
E-mail address: **Mariah.Flowers@iowa.gov**

**Driver Information**  
(requestor is driver)

**Schedule Information**  
Scheduled pick-up date / time: **09/03/2019 07:00 AM**  
Scheduled return date / time: **09/04/2019 05:00 PM**  
Scheduled duration: **1 day 10 hours**

**Actual Information**  
Actual Pick-up date / time:  
Actual Return date / time:  
Actual duration:

**Selection Information**  
Usage Type: **Daily - In State**  
Site: **\*Motor Pool**  
Location: **Fleet Services**  
Type: **MINI PASSENGER VAN**  
Options: (any options)  
Number of occupants: **1 (driver and passengers)**

**Additional Information**  
Agency: **Admin**

EUAS code: test  
Destination: test  
Purpose: test  
Alternate Driver:  
Comments:

**Vehicle Information**  
Vehicle: **2941 (2014 White DODGE GRAND CARAVAN)**  
Location: **Fleet Services**  
Type: **MINI PASSENGER VAN**  
Reservation Beginning Mileage:  
Reservation Ending Mileage:  
Total Mileage:

OK (Back) Re-send Email **Request Changes** Cancel Request Add Notes

Last modified: 08/09/2019 09:11 AM

**3. Scroll to the bottom of the page.**

**4. Click the "Request Changes" button.**

## 5. Requesting Changes to Reservations


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### My Schedule - Request Changes

 Request date/time: 08/09/2019 09:11 AM  
✔ **Request was approved**  
**Request ID: R012429**  
**Confirmation number: 112009**

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

press Shift+Enter to begin a new line

5. Type the information for the change you would like to make into the Changes box.

6. Click the "Submit Change Request" button.

7. Your change request will automatically be sent to the Administrator for approval.

# 6. Cancelling a Reservation

**VEHICLE USE**

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**My Schedule**

User ID / Name: maria...  
E-mail address: [Mariah.Flowers@iowa.gov](mailto:Mariah.Flowers@iowa.gov) Schedule as of: 8/9/2019 9:55:34 AM

Request ID or Confirmation Number:  [View](#) Display: **Current Requests** ✓  
[All Requests](#) Page 6 of 6

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
	08/06/2019	Pick-up: 08/06/2019 10:00 AM Return: 08/09/2019 11:00 AM Duration: 3 days 1 hour	✓ Request was approved You are the requestor Driver: Kimberly Esquib...	111958 Confirmation number	Vehicle: 2816 (2014 Blue DODGE GRAND CARAVAN) Location: Fleet Services Type: MINI PASSENGER VAN
	08/08/2019	Pick-up: 08/09/2019 07:00 AM Return: 08/09/2019 05:00 PM Duration: 10 hours	✗ Request was cancelled You are the requestor You are the driver	111999 Confirmation number	Vehicle: 2941 (2014 White DODGE GRAND CARAVAN) Location: Fleet Services Type: MINI PASSENGER VAN
✗	06/27/2019	Pick-up: 08/09/2019 03:00 PM Return: 08/14/2019 03:00 PM Duration: 5 days	✓ Request was approved You are the requestor Driver: Lois Hamilton	111436 Confirmation number	Vehicle: Outside Rental 10 (2019 Color Make Model) Location: Fleet Services Type: Outside Rental
✗	08/08/2019	Pick-up: 08/11/2019 06:00 PM Return: 08/15/2019 09:00 AM Duration: 3 days 15 hours	✓ Request was approved You are the requestor Driver: Brian Eyberg	112006 Confirmation number	Vehicle: Outside Rental 12 (2019 color make model) Location: Fleet Services Type: Outside Rental

1. Click the "My Schedule" link.

2. Click the red "X" icon next to the reservation you wish to cancel.

## 6. Cancelling a Reservation

### My Schedule - Cancel Request



Request date/time: 08/09/2019 09:11 AM

✓ Request was approved

Request ID: R012429

Confirmation number: 112009

#### 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)

3. Type the reason for your cancellation into the Notes box.

6. Click the "Yes (Cancel Request)" button.

## 6. Cancelling a Reservation

**For additional information or assistance,  
contact DAS Fleet Services Motor Pool  
515-281-3162**